

**Minutes of the
Colorado Springs Utilities
Utilities Policy Advisory Committee (UPAC) Meeting
Wednesday, January 2, 2008
Blue River Board Room
5th Floor, Plaza of the Rockies South Tower
121 South Tejon Street
8:00 a.m.**

Committee Members Present: Chair Kathleen Hatten, Vice Chair Robert Holzwarth, Committee Members Janna Blanter, Prince Dunn, and T.A. Arnold. Committee Members Jim McCall and Robert Steinke were excused.

Staff Members Present: Jerry Forte, Sherri Newell, Ken Burgess, Wayne Vanderschuere, Karin Hollohan, Melissa Kellione, Kelvin Southard, Lisa Rosintoski and Nancy Schneider.

1. Call to Order

The meeting was called to order.

2. Approval of Minutes of December 5, 2007 Utilities Policy Advisory Committee (UPAC) Meeting

The minutes were approved.

3. Presentation: Executive Limitation (EL) 10 – Water Rights Protection and Development

Water Supply Manager Wayne Vanderschuere gave a presentation on water agreements. He reviewed current agreements, emergency agreements, customized agreements, and raw water sales. He presented the special contract for the Cherokee Metropolitan District as a case study for emergency and customized agreements.

Issues Management Manager Lisa Rosintoski stated that the focus in this assignment would be prohibitions 1 and 2 of EL 10. She reported that UPAC will be given a recommendation on possible changes in the executive limitation, as well as in the City Code, at the February UPAC meeting.

4. Presentation: Executive Limitation (EL) 5 – Compensation and Benefits: Total Compensation Review

Workforce Rewards Manager Karin Hollohan, Senior Compensation Specialist Melissa Kellione, and Organizational Development Consultant Kelvin Southards gave a presentation on Springs Utilities' compensation and benefits review. Ms. Hollohan presented the background, program components, and pay for performance. She reported that there will be several presentations in the next few months. She noted that the presentation today would focus on human resource trends and challenges, business drivers, and Springs Utilities' total compensation package.

Mr. Dunn asked how many Springs Utilities' employees are in jobs that are considered hard-to-fill. Mr. Southards stated that Springs Utilities' staff hoped to have that information available to present to UPAC at the February meeting.

Melissa Kellione reviewed Springs Utilities' total benefits and compensation package, including base pay, pay for performance, recognition awards and benefits.

Mr. Arnold asked if Springs Utilities performed exit interviews with employees when they leave voluntarily. Ms. Kellione reported that they don't at this time. Mr. Southards stated they are looking at ways to understand why employees leave, particularly those in key positions.

Mr. Arnold suggested Springs Utilities might explore allowing employees to work at home. Ms. Hollohan stated that some jobs have that option. She also asked if UPAC members would like to see a few examples of employee performance plans at the next meeting, and UPAC members stated they would.

5. Review 4th Quarter 2007 UPAC Accomplishment Memo

Issues Management Manager Lisa Rosintoski presented a draft 4th quarter accomplishments memo. She asked UPAC members to provide any comments they might have to her by Friday.

6. General Discussion

Mr. Arnold stated that the UPAC alternates that were appointed are outstanding individuals. He noted he looks forward to seeing them at the next meeting.

7. Adjournment

The meeting was adjourned at 9:50 a.m.