

# **SOUTHERN CALIFORNIA JOINT POLE COMMITTEE**

444 E. Huntington Drive, Suite 205

Arcadia, Ca. 91006

Phone: (626) 294-0820

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JANUARY 20, 1999

A meeting of the **Administrative Board** took place on the above date at 9:00am, at the Committee Office. Those members in attendance were:

Mr. Malcolm Brown	AirTouch Cellular
Mr. David Barrett	AT&T Local Services
Mr. Chris Bengtsson	City of Los Angeles
Mr. Mike Torelli	City of Riverside
Mr. Dan Lewis	GTE California, Inc.
Mr. Ray Connors	L.A. Cellular
Mr. Dennis Carr	MediaOne
Ms. Jayme Willis	Pacific Bell
Mr. Ernie Solorzano	So. Calif. Edison Co.
Ms. Pamela White	Sprint PCS
Ms. Kathleen Dell	L.A. Cellular
Mr. Stephen Sawyer	MediaOne
Ms. Lupe Hernandez	Pacific Bell
Mr. Cory Autrey	Pac Bell Wireless
Mrs. Sherri Goetz	So. Calif. Edison Co.
Mr. Stewart McCausland	Nextlink
Mr. June Santiago	City of Anaheim
Ms. Jennie Corella	Committee Staff

## **CALL TO ORDER:**

The President, Mr. Ernie Solorzano, called the meeting to order at 9:25am. Introductions were made of those in attendance.

## **APPROVAL OF MINUTES:**

Mr. Solorzano asked everyone to read the December minutes to ensure recollection and accuracy. Due to the many changes taking place, the seven day review period of the minutes was not available.

Mr. Bengtsson reported that a Routine Revision Committee did meet on November 17, 1998.

Mr. Bengtsson asked for a correction under ad hoc on Reorganization, that he did not request an extension. He stated that the Agreement had been signed and will be forwarded to the Office once received.

There being no additional corrections, additions, or deletions, Mr. Bengtsson made a motion to approve the minutes of the December 16, 1998 meeting. Mr. Lewis seconded the motion, which upon voting, passed unanimously.

### **MANAGERS REPORT:**

Mr. Autrey and Ms. Willis reported that the October total revenue corresponded with the total expenses for the month. After discussion with the bookkeeper, the revenue statement assessed So. Calif. Edison for 1999, and there was a credit from NextLink deferred revenue account. No problems were found, just an error in how it was prepared. NextLink had a credit carried over that was not clearly shown.

Mr. Solorzano asked to have October, November, and December 1998 reports revised. Mr. Autrey will meet with Office Manager and Bookkeeper to correct the statements.

### **COMMUNICATIONS:**

There was nothing to report.

### **SPECIAL REPORTS:**

Ms. Willis reported that the Nominating Committee met on December 16, 1998. Refer to hand out which indicates a 5 year slate. Proposed slate for 1999 -

President - AirTouch Cellular

Vice President - City of Los Angeles - DWP

Operating Chairperson - City of Los Angeles - DWP

Operating Committee - GTE Calif., Inc., City of Riverside, L.A. Cellular

Ms. Willis reported that the Standing Committee's have not changed. Mr. Autrey - PBM was added to Computer Communication. Those members who have withdrawn their memberships will be removed from the Standing Committee's. Ms. Willis asked for discussion.

Mr. Carr asked Mr. Connors if he would be affected by the merger. Mr. Connors stated they would not be for about a year. Ms. Willis used the GTE and CTC merger as an example, that until CPUC request is received by the Committee office, no changes will be made.

Mr. Torelli stated he was not sure of the format for slate of officers. Vice President and Chairman is same as directed in by laws. Ms. Dell explained the transition to have Vice President move into the President position the following year to go forward with format.

Mr. Torelli offered to update the ad hoc Committee report if information was given to him. Mr. Bengtsson gave his copy to Mr. Torelli for updates.

Ms. Willis asked if the office would update the Officer and Committee list by members.

Mr. Solorzano also stated that correction to member names at bottom of Committee letterhead needs updating.

Mr. Lewis made motion to update signature cards for bank records. Mr. Connors seconded the motion, which upon voting passed unanimously, PBM abstained.

Ms. Dell asked if 5 year slate will be voted on as shown. Mr. Solorzano stated all that is approved is 1999 vote. Ms. Willis said the by laws state that the current year vote and 5 year slate is a guide.

### **SUB-COMMITTEE REPORTS:**

#### **ad hoc Committee on Authorized Cost Elements**

Vice President, Ms. Willis, reported on the meeting.

She reported that Pole Inspections have draft proposed.

She stated that Item 1275 - Transportation Cost - taken to Routine and Authorized Cost for resolution. An amount of \$3.23 per foot was determined for the cost of transportation in a PTD transaction at the December Board Meeting. This item was inadvertently omitted with the 1999 Pole Prices. The item was then closed. Handbooks did go out to all members.

Item 1264 - Hand Dig - was voted on in November, but not reflected in the minutes. The effective date for Hand Dig will be 1/1/99. Hand Dig adder of \$375 will be in the Handbook as Authorized Cost Item 9.

Ms. Willis stated that Mr. Solorzano is working on a price for Composite Poles.

#### **ad hoc Committee on Computer Communications**

Chairman, Mr. Lewis, reported on the meeting which was held on December 17, 1998.

He stated that he has been in contact with Chuck Reeder via e-mail. Via car phone the morning of the Administrative Board, Chuck stated the analysis is complete and will have results in about a week.

Mr. Lewis reported that James Krage faxed over his findings relating to Y2K.

Mr. Autrey stated that Mr. Krage will recommend path forward which will be discussed at next Computer Communication meeting, to be rescheduled.

### **OPERATING COMMITTEE**

Chairperson, Ms. Willis, reported that interviews were continued and successful with a new Office Manager - Jennie Corella. Office publications will be forthcoming.

She stated that Ms. Corella will secure an Auditor and will need list of names to secure position.

Ms. Willis reported that the office management restructure will be discussed and determined. Also the Employee Handbook needs changes as brought attention to by Mr. Autrey.

She stated that Mr. Paul Coleman is our acting Network Administrator and is paid a flat rate. The 1999 budget will not be changed at this time due to the unexpected

expenditures. The budget has padding for overtime for December. Ms. Willis asked Ms. Corella to cease overtime.

### **Operating Committee cont'd**

Mr. Autrey stated that the life expectancy of the furniture may need to be upgraded.

Ms. Willis reported that we are waiting for the CPUC Order regarding the ATT/LAC/TCG merger.

Ms. Willis reported that the consultant will merge the Clipper files to add the new members. Jeffrey Jami has knowledge, if needed.

Mr. Solorzano questioned about the 1999 budget and the need for adjustments. Ms. Willis stated there would be no increase, but a possible reduction.

#### **ad hoc on Reorganization**

Chairperson, Ms. Willis, reported that correspondence will be sent to those members needing signatures and to those requesting extension.

Mr. Santiago stated that the Agreement for the City of Anaheim was sent to the City Council for signing.

#### **ROUTINE REVISION COMMITTEE**

Chairman, Mr. Bengtsson reported that the committee met on January 19, 1999 and made significant progress.

He reported that he will meet with Mr. Solorzano to develop language for Pole Inspection and determine cost.

Mr. Bengtsson stated that all input from other members is welcome regarding the Grandfather issue. Discussion in regards to grandfather space up pole to what is on record. The base owner may not want space. He asked all members to take back to their respective companies for discussion.

#### **Single Trip to Pole**

Ms. Willis reported that the Committee has not met. Item was sent to Routine Revision. If JPA times out, the other owner cannot submit JPA for billing, due to not being able to move other owners. Cannot be processed under 18.1.

#### **CONSENT CALENDAR:**

Ms. Willis motioned to accept effective date of 1/1/99 for Item 1275 – Transportation Cost. Mr. Lewis seconded the motion, which upon voting, passed unanimously.

#### **DISCUSSION CALENDAR:**

Ms. Willis asked that correspondence be sent to only those members requesting extension. Consensus was concluded that the only two members being Metropolitan Transit Authority and Burlington Northern Santa Fe Railroad, by lack of response, chose to withdraw membership.

Ms. Dell asked when an item is moved to the discussion calendar. Mr. Autrey explained that previous business items are moved to discussion and assigned an item number. Ms. Willis stated existing business would be discussed on the discussion calendar.

Ms. Dell informed members that Item 1269 - Unauthorized Attachment Penalty - and Item 1235 - Cost Causer - are very important and either attend meeting or learn about how they may affect your business. Once Items are put to vote, the discussion has already taken place.

Mr. Bengtsson brought up the Grandfather issue which has been discussed over and over, and asked other members to attend the Routine Revision meeting and bring new discussion to help resolve this issue. He explained that once it is voted on, members that have not been involved may not understand the item.

Mr. Solorzano asked for more participation by members in the ad hoc and committee meetings, and that their comments and viewpoints will be taken.

Mr. Brown explained that any member can attend an ad hoc meeting.

Mr. McCausland asked how does members know the dates of the meetings. Mr. Bengtsson explained that all meetings are set at the end of the Administrative Board Meeting.

**OTHER ITEMS:** Unfinished Business

- Item 1207: Pole Inspection - Authorized Costs
- Item 1235: Cost Causer - Routine Revision
- Item 1251: Section 16.4B Grandfathered Attachments - Routine Revision
- Item 1258: Single Trip to Pole - Single Trip to Pole
- Item 1259: Contractor List - Single Trip to Pole
- Item 1268: Y2K Problems - Operating
- Item 1269: Unauthorized Attachment Penalties - Routine Revision
- Item 1272: AT & T & TCG merger - Operating
- Item 1274: Office Management - Operating

Ms. Willis made a motion to close Item 1275 and Item 1279. Mr. Lewis seconded the motion, which passed unanimously.

Ms. Willis stated Items 1280, 1281, and 1282 were added to unfinished business - assigned by the Operating Committee.

**OPEN ADMINISTRATIVE BOARD ITEMS:**

Mr. Solorzano asked if Item 1200 was closed. Ms. Corella verified and stated it was closed on 11/18/98.

Ms. Willis stated that the Committee Office has not received any correspondence from Nextel or GST. Mr. Solorzano stated that if no response is received in 60 - 90 days, they will be removed from Open Items. Ms. Willis stated that RCN has sent the Committee Office their 1997 financial statement, but does not appear to be complete. Requested that correspondence be sent back with request of their current financial statement. Once received, they will be invited for interview at Administrative Board Meeting.

Mr. Autrey stated that he felt there is enough financial information given to invite them for interview. Ms. Willis asked the Administrative Board to decide if new member meets criteria. She felt that RCN should furnish 1998 financial because they could be bankrupt.

Mr. McCausland requested a hard copy of the Agreement. Ms. Willis asked Ms. Corella to e-mail those who have responded and all others should receive a hard copy.

Ms. Willis informed all members that it is their responsibility to make the Committee office aware of any changes in their e-mail addresses. They can fax or mail any changes to the Committee office. Mr. Solorzano stated that this has to be self-policing.

**NEW BUSINESS:** Known Items

Ms. Willis stated that the JPA's submitted by PBM must be on the correct form. Pacific Bell has issues and need for the jpa information and dollar amounts to line up. As Acting Manager, she returned the entire package to PBM requesting revision on correct form.

Ms. Dell noted that other members have submitted unauthorized forms in the past.

Mr. Autrey stated he did receive the correspondence from the Committee office and realized the forms are borderline. He has discussed this issue with the engineering firm at his company. He asked the Committee to accept them as shown excluding those involving Pacific Bell, that way no other members will be held up.

Ms. Dell asked how many face sheets are involved. And that in the past, we made other owners redo them on correct forms. ICG was one member involved in this same format.

Mr. Lewis requested that PBM jpa's be redone and submitted on correct forms to be accepted for billing.

**NEW BUSINESS:** Unknown Items

Mr. Brown reported that AirTouch CEO has announced merger with Vodaphone. The new name will be Vodaphone AirTouch PLC. When appropriate to discuss other issues that involve the Committee, he will bring forth to the Administrative Board.

Mr. Bengtsson extended thank you to Mrs. Goetz and Ms. Hernandez for taking minutes at our last Board meeting. He also wanted to thank Mr. Solorzano for doing a great job as President.

Ms. Willis reported that the City of Pasadena is in arrears in Committee monies owed. They will not be allowed depreciation for jpa's in years 1994 to 1997. They have no one to process jpa's and are four years behind in their business. On Pacific Bell's behalf, Ms. Willis asked Ms. Corella to acknowledge the situation. She also stated that the City of Pasadena is not acceptable to do business. There have been no JPA's submitted to the Committee since 1997.

Mr. Torelli suggested a letter be sent to the Engineering Department Manager to get results. Ms. Willis stated that Pacific Bell will pursue this issue, but the Committee office will have to handle this side of the business. Requested to hire a contractor to write up JPAs and bill them at rate. The address on file is still good to send correspondence. The Committee may decide to terminate them as members.

Ms. Willis requested Ms. Corella to establish report noting all members in arrears. The Operating Committee will determine action.

Mr. Solorzano stated that Edison's deteriorated pole program has a new group managing it. The area and volume of inspections will be known. The number of inspections will be reduced due to Capital reduction. Will provide all members information of reduction for budgeting requirements.

Mr. Solorzano stated that Contract Planners will be hired to push through old jpa's, this may impact some members.

Mr. Solorzano thanked Mr. Lewis, Ms. Willis, Mr. Bengtsson, Ms. Dell, Mr. Autrey, and Mrs. Goetz for helping him through the year. Mr. Solorzano then welcomed Mr. Brown to the President position for 1999. Mr. Brown stated that he was looking forward to it.

**SCHEDULE OF FUTURE MEETINGS:**

Future meetings were scheduled as follows:

Computer Communication	2/3/99	9:00am
Routine Revision Committee	2/16/99	9:00am
Authorized Cost Committee	2/16/99	1:00pm
Administrative Board	2/17/99	9:00am
Operating Committee	2/18/99	9:00am

All meetings will be held at the SCJPC Office

**ADJOURNMENT:**

Mr. Solorzano adjourned the meeting at 12:10pm, until February 17, 1999.

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Ernie Solorzano, President

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Jennie Corella, Office Manager

## **Southern California Joint Pole Committee**

444 E. Huntington Drive, Suite 205

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Phone: (626) 294-0820

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February 17, 1999

The regular monthly meeting of the **Administrative Board** took place on the above date, at 9:00 a.m., at the Committee office. Those members in attendance were:

Mr. Malcolm Brown	AirTouch Cellular
Mr. Ed Murdock	City of Anaheim
Mr. Mike Torelli	City of Riverside
Mr. Ralph Hammond	Sprint PCS
Mr. Chris Bengtsson	City of Los Angeles
Mr. Paul Golden	City of Glendale
Mr. Steven Sawyer	MediaOne
Ms. Loupe Hernandez	Pacific Bell
Mr. Dan Lewis	GTE of Calif., Inc.
Mr. Cory Autrey	Pacific Bell Wireless
Ms. Ellen Marie Blunt	GTE of Calif., Inc.
Ms. Kathleen Dell	Los Angeles Cellular
Mr. Bruce Wallworth	GTE of Calif., Inc.
Ms. Jayme Willis	Pacific Bell
Mr. Ernie Solorzano	So. Calif. Edison Co.
Ms. Jennie Corella	Committee Staff
Ms. Kathleen Greene	Committee Staff

### **CALL TO ORDER:**

The President, Mr. Malcolm Brown called the meeting to order at 9:15 A.M. He introduced himself and reminded the members that in the prior months meeting Mr. Ernie Solorzano graciously passed the gavel to him, and he would preside over this years Administrative Board Meetings. The January minutes were distributed. Mr. Brown requested that everyone review last months nominating committee minutes, which included a list of the officers and committee members for 1999. Mr. Brown encouraged full participation from each member assigned to the different committees.

### **APPROVAL OF MINUTES:**

Mr. Brown asked the members to take ten minutes to review minutes from the January Administrative Board Meeting

**CORRECTIONS, ADDITIONS, DELETIONS:**

Mr. Torelli stated on page seven, paragraph two, sentence one the words City Manager, Commerce, Mayor's office, is replaced with Engineering Department Manager. His intention was a suggestion that a letter of explanation be sent to the City of Pasadena, Engineering Department in regards to their particular situation. Mr. Brown asked Ms. Corella if a letter had been sent to the City of Pasadena. Ms. Corella reported, not at this time.

Ms. Willis stated page one, second paragraph from the bottom, second sentence, the wording he will forward, be changed to will be forwarded.

Mr. Murdock requested that the word council be added the first sentence, seventh paragraph on page four after the word city.

Mr. Sawyer noted that on page four, the first paragraph is a duplicate of the last paragraph on page three. He requested the first paragraph on page four be deleted. He also requested the spelling of Mr. Connors name on page two be corrected from Mr. Connor to Mr. Connors.

Ms. Willis requested the last sentence of paragraph five on page four be deleted, as she did not make that statement.

Ms. Dell made a motion to approve the minutes of the January 20, 1999 meeting, as there were no additional corrections, additions, or deletions. Ms. Willis seconded the motion, which upon voting, passed unanimously.

**MANAGER'S REPORT**

Ms. Corella reported that membership assessments totaled \$29,642.17. Gross Expenses totaled \$29,642.17 as well.

Mr. Solorzano questioned if the corrected financial statements for the months of October, November, and December had been mailed to members. Ms. Corella confirmed that the corrected financial statements had been mailed.

**COMMUNICATIONS:**

Ms. Corella reported on the pending applications for membership from RCN and GST. Correspondence was sent to both parties. RCN responded requesting their application for membership be withdrawn at this time until further notice. GST responded stating they will not pursue Joint Pole Membership at this time.

**SPECIAL REPORTS:**

Ms. Willis reported on the Operating Committee actions. Overtime had been approved at year-end, but had since ceased. The overtime approval had been left open in anticipation of PBM JPA's arriving at the committee office. Mr. Bengtsson and Ms. Willis approved the overtime in order to expedite PBM JPA's billing in order to allow the other members to process their JPA's which are contingent on PBM's JPA's.

**SUB-COMMITTEE REPORTS:**

**ad hoc Committee on Authorized Cost Elements**

Chairman, Ernie Solorzano stated a meeting had taken place February 16, 1999. The two issues discussed were establishing a cost for both visual and intrusive pole inspections, and the standardized use of composite poles. Both issues will be discussed in the next ad hoc Authorized Cost meeting.

**ad hoc Committee on Computer Communications**

Mr. Lewis reported that the Computer Communications Committee met on February 11, 1999. The programmer working on the analysis of Opcats had an emergency and would not be able to continue. Mr. Chuck Reeder assigned the task to another programmer. The programmer would need access to the JPC computer, which has a crashed hard drive. This PC had PC Anywhere loaded, a software which would have allowed the programmer remote access. Mr. Lewis asked Ms. Corella if the PC in question had been picked up for repair. Ms. Corella stated Paul Coleman had picked it up, and had taken it in for replacement.

Mr. Lewis reported on the status of Y2K compliance. Mr. Jim Krage was contacted to add additional pole members to our current system. The plan is to have Mr. Krage add the extra fields at the same time he does the Y2K project. We are waiting for an estimate on the combined tasks.

Mr. Lewis stated if we do not have an answer from Mr. Reeder's programmer by the next meeting, that we might have to consider another path.

Ms. Willis reminded Mr. Lewis that the original DPS software must be located. Ms. Corella and Ms. Greene searched Mr. Santiago's office and were unable to identify the software. Mr. Lewis asked Mr. Autrey to contact Mr. Santiago for help in locating the software. Mr. Autrey agreed to help locate the software.

**Operating Committee**

February 17, 1999

Ms. Willis reported the Operating Committee met on January 21, 1999. On the issue of Y2K compliance, per Mr. Krage's recommendation, there is no need for urgency. Mr. Lewis recommends we keep Y2K compliance and the need to merge certain pole files joint. Another issue addressed was the need for additional joint pole fields in the database of the Clipper program to allow more than six owners on a pole. We are waiting for a quote on this task from Mr. Krage.

Ms. Willis reported on the AT & T and TCG merger. The two files have not been merged at this time, because we are waiting for CPUC approval that the merger has been accepted. This is another cost which will be incurred, and will be incorporated with the above mentioned Clipper modifications.

The next issue covered by Ms. Willis was office re-structuring. The former Local System Administrator suggested a need for re-defining the job descriptions of Assistant Office Manager and Local System Administrator. It was decided not to define job descriptions until we are aware of the computer system operations. Although, the committee is framing a new office structure and will consider the position as outsourced for the interim, with the intent to make it a permanent position after the system is developed. Currently, we are using outside contractors to help with our computer system administration.

Mr. Cory Autrey, the former office manager, prior to his termination had made some recommendations for change to the Employee Handbook. Ms. Corella will review the Handbook. The Operating Committee and Ms. Corella will work on revising the Employee Handbook to bring it up to par with current labor laws.

Ms. Corella was asked if she had contacted Mr. Roger Adams, the JPC legal council, about the resolution on adding new members. Ms. Corella stated that Mr. Autrey volunteered to handle this project since he was familiar with the language. Mr. Autrey reported he would contact Mr. Adams before the next meeting.

Ms. Willis then reported on office equipment. The laser jet printer and fax machines must be replaced. Ms. Corella will obtain three quotes from suppliers, and present them to the Operating Committee. The system server is knocking users off line; this is due to the increased volume of usage. This will be addressed in the future.

According to Ms. Willis overtime was approved due to the large volume of JPA's submitted to the committee office by PBM. Mr. Bengtsson and Ms. Willis approved the overtime because of the urgency to process PBM's JPA's. Mr. Solorzano asked if overtime was budgeted into the 1999-operating budget. Mr. Autrey stated it was not. Ms. Willis responded the extra funds allocated for the position of assistant office manager were being used for computer problems and overtime.

February 17, 1999

Mr. Robert Hunt, CPA, submitted a bid of \$3,600.00 for the 1998 audit and tax return. The committee accepted the bid.

The Committee contracted Mr. Autrey to help Ms. Corella with training and questions in reference to the position of office manager. They met on Saturday, January 30 for four hours. Ms. Kathleen Greene will train on taking the minutes, as well as Ms. Corella in order to have two staff members with the knowledge and ability to take minutes. Mr. Bengtsson was asked if DWP could submit their JPA's more frequently in order to process them in a more timely manner. Mr. Solorzano inquired about the volume of JPA backlog and if there is a plan for the future to assure that there is adequate cross training among the staff. The committee office must have seasoned billing associates employed to handle multi-party JPA's efficiently. Ms. Willis stated Ms. Gertrud Greene, Ms. Hope Jarred, and Ms. Jean Baccus have the ability to process all JPA's, and Ms. Corella will handle the bookkeeping responsibilities to allow Ms. Baccus to devote 100 percent of her time to JPA's. Mr. Autrey stated the problem would be the level of productivity. Mr. Solorzano then reiterated the problem of lost productivity being an issue. Ms. Willis stated as it stands now we have three full time billing associates, and one part-time biller. The issue of volume will be addressed at the next Operating Committee Meeting. Mr. Brown asked if the crashed processor was being repaired under warranty, and Ms. Corella stated that it was.

#### **ad hoc Committee on Reorganization**

Ms. Willis reported the Committee is waiting on four signatures. Once all the signatures have been received a master copy will be sent to all Committee members.

#### **Routine Revision Committee**

Mr. Bengtsson reported the Routine Revision Committee met on January 19, 1999. Sections 16.4B Grandfathering, and 19.7 Authorized Maintenance Program were the main issues at the meeting and will be covered today under the Discussion Calendar. Verbiage to support Hand Dig will be covered in Section 14.9. Mr. Torelli questioned if Hand Dig included both anchors and poles, and Mr. Bengtsson stated only poles because the anchor item is 111a in the Authorized Costs. Mr. Bengtsson stated that the actual unit price would be developed in Authorized Costs.

#### **Single Trip to Pole**

Ms. Willis reported no meeting was held. Until the Routine Revision items regarding automatic approval and extended timeframes are resolved, there is no need to pursue the continued development of this process.

**CONSENT CALENDAR:**

No items

**DISCUSSION CALENDAR:**

Item 1207: Pole Inspection

Mr. Bengtsson purposed new language for sections 19.5, treatment of poles, and 2.7H Approved Maintenance Programs. He further explained the matrix that was created to correspond with 19.5, which shows those members involved in an approved maintenance program. Ms. Blunt questioned if a member is not shown on the approved maintenance program matrix then do they not share in the cost? Mr. Solorzano stated members should not have option to participate. Ms. Dell stated this is a tool for the billing office only so that they know how to price the JPAs. Ms. Willis stated if members choose not to be shown on the matrix, then the parties involved can still use Section 1.2. Mr. Autrey asked how would members notify committee office of a mutual agreement on maintenance program. Members will submit authorized correspondence. Correspondence must be sent to all members requesting a response. Mr. Torelli stated he did not have a full understanding of this revision. Mr. Brown questioned if Item 1207 should be returned to Routine. Mr. Bengtsson stated it appears that way, and asked members for further input at the next Routine Revision Committee meeting. Mr. Brown stated the consensus for Item 1207 is to go back to Routine. Ms. Willis requested an explanation as to why Item 1207 should be returned to Routine. She stated that the verbiage is not intended to define the specifications for the test and treat programs. It is to allow those utilities who choose to participate in a maintenance program a way to bill and track the work being performed. Mr. Brown made a motion to put this issue on consent calendar or approve. There was no second. Mr. Autrey remarked to vote on it as a package with Authorized Costs Item 12. Ms. Dell motioned to vote as written, with the effective date being March 1, 1999. Mr. Lewis seconded the motion. Mr. Torelli, Mr. Murdock, and Mr. Sawyer voted nay, all other attending members voted yeh, the motion carried. Mr. Brown closed this issue by stating anyone with questions is encouraged to attend the next Routine Revision Meeting.

Item 1251: Section 16.4B Grandfathering

Mr. Bengtsson requested the members read the language shown on the handout for Section 16.4B. If a member shows a tenant on record, and that tenant is not in the owners recorded grade, that attachment is grandfathered at only the foot it occupies. The first foot of occupied space shall be grandfathered; any additional space not shown on record shall be purchased,

without penalties (read attachment for further explanation.) Mr. Bengtsson stated Item 1251 will be moved to the March Consent Calendar.

**OTHER ITEMS:** Unfinished Business

- Item 1207: Pole Inspection – AUTHORIZED COSTS/ROUTINE REVISION
- Item 1235: Cost Causer – ROUTINE REVISION
- Item 1251: Section 16.4B Grandfathered Attachments – ROUTINE REVISION
- Item 1258: Single Trip to Pole – SINGLE TRIP TO POLE
- Item 1259: Approved Contractor List – SINGLE TRIP TO POLE
- Item 1265: Composite Poles – AUTHORIZED COSTS/ROUTINE REVISION
- Item 1268: Y2K Problems – OPERATING/COMPUTER
- Item 1269: Unauthorized Attachment Penalties – ROUTINE REVISION
- Item 1272: AT&T & TCG Merger – OPERATING
- Item 1274: Office Management Restructuring – OPERATING
- Item 1275: Transportation Costs – OPERATING
- Item 1279: New Office Management – OPERATING
- Item 1280: Authorized Signatures – RE-ORGANIZATION
- Item 1281: Employee Handbook – OPERATING
- Item 1282: Extending Time Limits to 60 Days – ROUTINE REVISION

Ms. Willis made a motion to close Item 1275. Mr. Bengtsson seconded the motion, which passed unanimously.

**Open Administrative Board Items**

Item 1160 – *Environmental Issues* to remain open.

Item 1271 – Ms. Corella reported on *Nextel Application for Membership*. Correspondence dated January 22, 1999 was mailed to Nextel in reference to their application. The correspondence stating if no reply is received within 60 days, the committee will consider the matter closed. Item 1271 will open until March 22, 1999.

Item 1277 – *GST Application for Membership*.

Item 1278 – *RCN Application for Membership*.

Ms. Willis made a motion to close Items 1277 and 1278. Mr. Bengtsson seconded the motion, which passed unanimously.

**New Business**

Known Items – None

February 17, 1999

Unknown Items – Ms. Blunt inquired about the status of “ERUV”, Hebrew for fence. Mr. Bengtsson informed Ms. Blunt he has a meeting scheduled for March 3, 1999, pertaining to the issue.

Mr. Brown asked the board if there were any more issues to be addressed. Mr. Brown then announced the schedule of future meetings, and thanked everyone for attending.

**SCHEDULE OF FUTURE MEETINGS:**

Future meetings were scheduled as follows:

Computer Comm.	03/04/99	9:00 a.m.	Committee Office
Routine Revision	03/16/99	9:00 a.m.	Committee Office
Authorized Cost	03/16/99	1:00 p.m.	Committee Office
Administrative Board	03/17/99	9:00 a.m.	Committee Office
Operating Committee	03/18/99	9:00 a.m.	Committee Office

**ADJOURNMENT:**

Mr. Brown adjourned the meeting at 12:20 p.m., until March 17, 1999.

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Malcolm Brown, President

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Jennie Corella, Office Manager

## **Southern California Joint Pole Committee**

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March 17, 1999

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Mr. Edward Murdock	City of Anaheim
Mr. Mike Torelli	City of Riverside
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Mr. Ernie Solorzano	So. Calif. Edison Co.
Mr. Cory Autrey	Pacific Bell Wireless
Mr. Stewart McClausland	Nextlink California
Mr. David Barrett	AT&T Local Services
Ms. Lupe Hernandez	Pacific Bell
Ms. Ellen Blunt	GTE California Incorporated
Ms. Jennie Corella	Committee Staff
Ms. Kathleen Greene	Committee Staff

### **CALL TO ORDER:**

The President, Mr. Malcolm Brown called the meeting to order at 9:20 a.m. and he requested the members to review the minutes from the February 17, 1999 Administrative Board meeting.

AIRTOUCH CELLULAR  
AT&T COMM. OF CALIF., INC.  
BURLINGTON NORTH. SANTA FE RY  
CITY OF ANAHEIM  
CITY OF AZUSA  
CITY OF BURBANK  
CITY OF COLTON  
CITY OF GLENDALE

CITY OF LOS ANGELES  
CITY OF PASADENA  
CITY OF RIVERSIDE  
CITY OF VERNON  
COX COMMUNICATIONS PCS, L.P.  
GTE CALIFORNIA, INC.  
ICG TELECOM GROUP, INC.  
LOS ANGELES CELLULAR

MCI METRO/ATS  
MCI TELECOMMUNICATIONS  
MEDIA ONE  
NEXTLINK CALIFORNIA  
PACIFIC BELL  
PACIFIC BELL MOBILE SERVICES  
SOUTHERN CALIF. EDISON CO.  
SOUTHERN CALIF. WATER CO.

**APPROVAL OF MINUTES:**

Mr. Brown then asked the members for comments, concerns, or revisions to the minutes. There being no comments, concerns, or revisions, Ms. Willis made a motion to approve the minutes of the February 17, 1999 meeting as written. Mr. Autrey seconded the motion which, upon voting, passed unanimously.

**MANAGER'S REPORT**

Ms. Corella reported that gross expenses and capital investments for February 1999 were \$26,951.23.

**COMMUNICATIONS:**

Ms. Corella reported on the status of the Nextel application for membership. She received a telephone call on February 24, 1999 from Mr. Charles Clustka who requested that his application remain open. Nextel is currently in cash-conversion mode for December 1998. Ms. Corella stated that in the last correspondence she sent to Nextel, she quoted a 60 days response time frame. In that Nextel did in fact respond within the 60 days, stating their desire to become a member of the Committee, the consensus was to keep their application open for an additional 60 days.

**SPECIAL REPORTS:**

There were no special reports on the agenda.

**SUB-COMMITTEE REPORTS:****ad hoc Committee on Authorized Cost Elements**

Ms. Goetz reported that a meeting had taken place on March 16, 1999. Item 1207: Pole Inspection will remain open until Mr. Solorzano receives a cost analysis from his staff. Item 1265: Composite Poles was the next issue on the agenda. Ms. Willis reported the stepping and non-climbable ability with composite poles is an issue with Pacific Bell. However, composite poles will not burn and should be considered in certain areas. Another factor considered with composite poles is the life expectancy of 50-60 years. Item 1265 will remain an open item pending further discussion in Authorized Costs.

**ad hoc Committee on Computer Communications**

Chairman, Dan Lewis reported a meeting will take place today immediately following the Administrative Board Meeting, and he urged all in attendance to make an effort to attend.

### **Operating Committee**

Ms. Willis reported that the Operating Committee met on February 18, 1999. Item No. 1268: Y2K Problems was discussed. Mr. Krage has been contacted and continues to be considered for the assignment of making the Clipper program Y2K compliant. Also requested from Mr. Krage is a quote for modifying the Clipper program by adding fields to the data base pole cards. Currently, the program allows for six fields, the idea is to expand to fifteen fields due to certain multi-party JPAs, which now exceed six fields.

Ms. Willis then reported on the status of Opcats. Mr. Chuck Reeder's programmer spent the last weekend in February at the Committee office evaluating the Opcats program. At last report from Mr. Reeder, his programmer is nearly done. The Committee is waiting for the final results.

The next topic of discussion was the merging of data files when two existing members merge companies. Ms. Willis is of the opinion that the costs of the data work created by the merging members should be assessed to those members under special assessment. This issue should be taken under consideration, because of the anticipation of future mergers. Mr. Brown stressed the importance of tracking the time and costs attributed to the task of merging files. Mr. Autrey stated that Mr. Krage had created a program allowing the merging of files. The Committee will look into researching for the program.

Item 1274: Office Management Restructuring was the next topic of discussion. Until a decision is reached on the description of duties for the Local Systems Administrator, who is contingent on the implementation of the OPCaTS System, this item will remain open.

The following item discussed was Item 1280: Employee Handbook. Ms. Corella and Ms. Willis are currently reviewing the handbook. Upon completion of revisions, a draft of the handbook will be sent to Administrative Board members for their review, and then put on the following month's Administrative Board Meeting agenda under consent calendar.

Item 1280: Authorized Signatures was the following discussion. Ms. Willis stated the Mr. Adam Rogers, the Committee legal council, had submitted a draft for the First Amendment to Southern California Joint Pole Agreement, and a draft for a proposed board resolution for new members. Copies of the aforementioned drafts will be mailed to all Board Members for their review. The members are urged to review the drafts with their legal department. The drafts will be on the Administrative Board agenda for April under consent calendar.

Office equipment was discussed, and to date Ms. Corella has acquired one quote for a new laser jet printer. She will obtain two more quotes and a decision for purchase will be made from the three quotes.

Overtime is approved as needed. Currently, the Committee staff is working overtime due to the volume of multi-party JPAs, which have increased in the last quarter. The Committee staff is supportive and willing to continue overtime as long as necessary. Cross training of the staff will continue as an ongoing process. Ms. Kathleen Greene will be trained on 3-plus party JPAs, as well as administrative duties. Ms. Corella is assuming the accounting duties,

which will free Ms. Baccus, the current bookkeeper, to transition to a full time JPA processor.

### **ad hoc Committee on Reorganization**

Chairperson, Jayme Willis reported that at this point there were three members who had not submitted their signed Joint Pole Agreements. The members are City of Anaheim, City of Pasadena, and City of Vernon. Mr. Murdock stated that City of Anaheim had signed the Agreement, and it would be delivered to the Joint Pole Office within the next week. Mr. Lewis reminded the members that the extension period was for the first quarter of 1999. The deadline was approximately two weeks away. Mr. Brown suggested perhaps a phone call to the City of Pasadena, and the City of Vernon reminding them of the upcoming deadline could possibly expedite things. Mr. Murdock stated the complexity entailed when attempting to have legal documents signed by municipalities, and that he understands the possible barriers City of Pasadena and City of Vernon are encountering.

Mr. McCausland made a motion to grant an automatic extension, upon their request, to those members who have not signed the Agreement. This is contingent upon their written response to the Committee office prior to the original extension deadline of March 31, 1999. Ms. Willis seconded the motion, which upon voting, passed unanimously.

Mr. Brown instructed Ms. Corella to contact City of Pasadena and City of Vernon via a telephone call, followed by written documentation confirming the conversation. Ms. Corella to contact both members as soon as possible.

### **Routine Revision Committee**

Chairperson, Chris Bengtsson reported that the Committee had met on March 16, 1999. Routine is working on Item 1207: Pole Inspection with Authorized Costs, this issue is contingent on both Committees working together to arrive on a cost. Mr. Solorzano is waiting for a cost analysis from his staff.

Unauthorized Attachment Penalties, Item 1269, was discussed in length on penalties applied to members as opposed to penalties applied to third party attachments which are larger penalties. The members in attendance were asked, upon returning to their companies, to take the issue to their legal department for advice to ensure that the Committee was not in violation of any CPUC ruling. Item 1269 will be discussed further at the next Routine Meeting.

Next item discussed was Transfer or Rearrangement of Facilities by One Owner (Sec. 10.8). The concern with this issue is the use of Section 18.1-D. Mr. Lewis is requesting that Section 18.1-D not be applicable to Section 10.8. This issue is on the Discussion Calendar and will be covered further under that agenda item.

Ms. Hernandez reported that also discussed at the Routine Revision Meeting of February 16, 1999 was the use of Form 7 to change pole records.

Ms. Hernandez reminded the members in attendance that a Form 7 is no longer permitted to be used to change pole records. The changes would occur through the processing of JPA's. Those members in attendance acknowledged the issue addressed by Ms. Hernandez.

Pole Tagging was discussed and given Item No. 1283. The issue is who will be responsible for tagging poles. This will be discussed further under Discussion Calendar.

### **CONSENT CALENDAR:**

#### *Item 1251: Section 16.4-B Grandfathering*

Mr. Bengtsson requested the members to review the new language for Section 16.4-B. Mr. Autrey suggested putting an example of Grandfathering in the Routine Handbook. Mr. Murdock stated that he had some concerns with Grandfathering. One concern is the limited useable space on the 45' pole which will limit new members trying to build a lead when an existing member is out of grade, and he feels Grandfathering reduces a revenue stream as well.

Ms. Willis motioned that Item 1251: Grandfathering move back to discussion. After discussing Grandfathering at length, Mr. Brown inquired whether it should go back to Routine for re-work. Ms. Hernandez questioned if Mr. Murdock's concern was the only reason Item 1251 was being considered going back to Routine. If this was the only reason for sending Item 1251 back to Routine, could those members in attendance vote on it today and move forward? Mr. Autrey responded saying even with concerns; an item can be put on Consent with those members in attendance voting on it. Mr. Lewis made a motion that the new language in 16.4-B be approved effective May 1, 1999. Mr. Bengtsson seconded the motion. All were in favor of approving Item 1251, with the exception of Mr. Murdock who opposed. Item 1251 was approved with the new language effective May 1, 1999.

### **DISCUSSION CALENDAR:**

The first item on the discussion calendar was Pole Tagging, which was assigned Item number 1283. The main concern for Item 1283 is to identify the responsible party for tagging a pole, when it is discovered that the tag is missing. New verbiage was created for Section 15.1-A (see attachment), clearly stating the responsible party for re-tagging and the sharing of the cost. Authorized Costs no. 15 will read Pole Tagging with of cost of \$25.00. Mr. Autrey made a motion to approve the new verbiage for 15.1-A, and Authorized Costs No. 15 Pole Tagging. Mr. Brown motioned to put Item 1283 on the April Administrative Board Meeting agenda under Consent Calendar to be voted on by the Administrative Board Members.

Next item on discussion was Transfer or Rearrangement of Facilities by One Owner (Sec. 10.8). Mr. Lewis requested the new verbiage be added stating that Section 18.1-D does not apply. Mr. Brown recommended that Item 1283

go on the Administrative Board Meeting agenda under Consent Calendar to be voted on by the Administrative Board Members.

**KNOWN ITEMS**

Mr. Murdock stated that his staff reported Word documents e-mailed to his office contained a virus. Ms. Corella responded by saying she was aware of the problem, and since then it has been corrected. A virus scan program was loaded on her PC. Mr. Autrey recommended loading a virus scan program on the network. Ms. Corella stated she would look into the issue. Mr. Bengtsson stated he would cover the issue of a network virus at the next Operating Committee meeting.

Mr. Ray Connors announced that 10% of L.A. Cellular was purchased by AT&T, and will eventually obtain 100% ownership. LAC is a company controlled by AT&T; however TCG is wholly owned.

Mr. Brown made an official announcement that Ms. Jayme Willis will be retiring from Pacific Bell effective April 2, 1999. Mr. Lewis stated that a retirement function would be discussed at the next Operating Meeting.

**SCHEDULE OF FUTURE MEETINGS:**

Future meetings were scheduled as follows:

Computer Comm.	03/17/99	1:00 a.m.	Committee Office
Authorized Cost Elements	04/20/99	1:00 a.m.	Committee Office
Administrative Board	04/21/99	9:00 a.m.	Committee Office
Operating Committee	04/22/99	9:00 a.m.	Committee Office
Routine Revision	04/20/99	9:00 a.m.	Committee Office

**ADJOURNMENT:**

Mr. Brown adjourned the meeting at 12:30 a.m., until April 21, 1999.

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Malcolm Brown, President

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Jennie Corella, Office Manager

Attachments (2)

## Southern California Joint Pole Committee

444 E. Huntington Drive, Suite 205

Arcadia, CA 91006

Phone: (626) 294-0820

Fax: (626) 294-0872

April 21, 1999

The regular monthly meeting of the **Administrative Board** took place on the above date, at 9:00 a.m., at the Committee office. Those members in attendance were:

Mr. Malcolm Brown	AirTouch Cellular
Mr. Ray Connors	LA Cellular
Ms. Kathleen Dell	LA Cellular
Mr. Cliff Coslett	AT & T Local Services
Mr. David S. Filson, Jr.	City of Burbank
Mr. Chris Bengtsson	City of Los Angeles
Mr. Corey Autrey	Pacific Bell Wireless
Mr. Mike Torelli	City of Riverside
Mr. Dan Lewis	GTE California Incorporated
Mr. Stewart Mccausland	Nextlink Calif.
Mr. Stephen Sawyer	Media One
Ms. Sherri Goetz	So. Calif. Edison Co.
Mr. Dennis Carr	MediaOne
Ms. Lupe Hernandez	Pacific Bell
Mr. Ralph Hammond	Sprint PCS
Ms. Jennie Corella	Committee Staff
Ms. Kathleen Greene	Committee Staff

### **CALL TO ORDER:**

The President, Mr. Malcolm Brown called the meeting to order at 9:15 a.m. and thanked all the members for attending. Mr. Brown requested those in attendance to review the March 17, 1999 Board minutes. Upon completion of reviewing the minutes, Mr. Brown asked for any concerns or revisions.

AIRTOUCH CELLULAR  
AT&T COMM. OF CALIF., INC.  
BURLINGTON NORTH. SANTA FE RY  
CITY OF ANAHEIM  
CITY OF AZUSA  
CITY OF BURBANK  
CITY OF COLTON  
CITY OF GLENDALE  
CITY OF LOMPOC

CITY OF LOS ANGELES  
CITY OF PASADENA  
CITY OF RIVERSIDE  
CITY OF VERNON  
GTE CALIFORNIA, INC.  
ICG TELECOM GROUP, INC.  
LOS ANGELES CELLULAR  
L.A. CO. METRO TRANS. AUTH.  
MCI METRO/ATS

MCI TELECOMMUNICATIONS  
MEDIA ONE  
PACIFIC BELL  
PACIFIC BELL MOBILE SERVICES  
SOUTHERN CALIF. EDISON CO.  
SOUTHERN CALIF. WATER CO.  
SPRINT PCS  
TCG LOS ANGELES

**APPROVAL OF MINUTES:**

There being no concerns, corrections, additions, or deletions, Mr. Lewis made a motion to approve the minutes of the March 17, 1999 meeting as written. Mr. Autrey seconded the motion which, upon voting, passed unanimously.

Mr. Brown reminded everyone that the Computer Committee meeting would immediately follow the Board meeting; to this he stated he would follow the agenda in order to avoid running overtime.

**MANAGER'S REPORT**

Ms. Corella reported that gross expenses and capital investments for March 1999 were \$27,870.38. She explained that members were assessed \$27,870.38.

Ms. Corella then reported on the following communications:

Correspondence was received from Cellnet Data systems requesting information on the requirements for becoming a member. Ms. Corella then distributed copies of the correspondence to members. All in attendance remarked that Cellnet was unfamiliar. Mr. Brown directed Ms. Corella to respond with a letter stating the requirements for membership. Item No. 1285 was assigned to Cellnet.

**SPECIAL REPORTS:**

There were no special reports.

**SUB-COMMITTEE REPORTS:**

**ad hoc Committee on Authorized Cost Elements**

Ms. Goetz reported that Authorized Costs was scheduled to meet on April 22, 1999 immediately following Operating Committee.

**ad hoc Committee on Computer Communications**

Chairperson, Mr. Dan Lewis reported that Computer had not met, but was scheduled to meet following the Board Meeting. Mr. Lewis has received the final report from Samir, the Pacific Bell programmer, and was glad to report that according to Samir, OPCats met 90% of the functionality specifications. Mr. Lewis stated that consideration should be taken into deciding the costs,

and procedure needed to get to the next step in the development of the OPCats system.

### **Operating Committee**

Chairperson, Mr. Chris Bengtsson reported that the Operating Committee met on March 18, 1999. He reported that overtime is ongoing at this time due to the increased volume of 3-plus party JPAs. It was agreed that overtime continue to keep up with the current backlog. Currently, the committee office is employing a temporary employee to handle the data entry duties, which relieves Ms. Kathleen Greene to train on billing 3-plus party JPAs.

Mr. Bengtsson mentioned that when changes are made to Routine, consideration should be given to the impact of the billing process. Changes made mid-year could possibly leave room for error, or slowdown the billing process.

Ms. Dell stated that when the billing system eventually becomes automated any changes to the system would require program modifications. The frequency of changes will need to be minimal. Mr. Lewis suggested making changes twice a year. Mr. Bengtsson noted that DWP enters a package of changes that are submitted prior to periodic cut-off dates. Changes to Routine will be discussed further in Routine and Operating.

The expense sheet was discussed and it was decided that more detailed information is needed. Ms. Corella will continue working on the expense sheet report.

Also discussed was the issue of known and unknown expenses. Ms. Willis reminded the Committee that the policy for assessing unknown expenses is shared equally among members.

Y2K was discussed and will be further discussed in Computer. The Computer Committee will be meeting with two computer consultants scheduled for April 21, 1999 following Administrative Board.

Item No. 1272 AT&T/TCG merger remains an open item in Operating. To date the Committee has not received the official document stating TCG D.B.A. AT & T.

Mr. Bengtsson announced that the Jayme Willis Retirement Party, sponsored by the Committee, was a great success.

### **ad hoc Committee on Reorganization**

Ms. Hernandez, the currently assigned representative for Pacific Bell, has recently assumed the responsibilities and has not yet familiarized herself with Re-Org. Ms. Corella will work with Ms. Hernandez on assessing the situation and status of Re-Org. prior to the next meeting.

### **Routine Revision Committee**

Mr. Bengtsson reported that Routine Revision did not meet, and will re-schedule a future meeting.

### **Single Trip to Pole**

Ms. Hernandez reported that Single Trip did not meet. She stated she was waiting for costs from Edison and DWP.

### **CONSENT CALENDAR:**

The first item on Consent was No. 1280 Agreement Amendment /Resolution – Re-org. Ms. Hernandez stated that she was waiting for a response from the Pac Bell legal department, and due to this, needed more time. Mr. Brown agreed that he too needed more time, due to the delay of his legal department. Ms. Dell motioned to move Item 1280 off consent until next month to be put on discussion. Ms. Hernandez seconded the motion. The final consensus was to move Item 1280 back to discussion.

Item 1258. Transfer or rearrange-Section 10.8 was next on consent. The addition of new language was requested for Section 10.8. The last sentence to read **Section 18.1-D does not apply.** Ms. Dell stated that it must be understood that approval must be done through the phone or in the field. Mr. Lewis made a motion to accept the new language for Section 18.1-D as written. Mr. Bengtsson seconded the motion, which upon voting passed unanimously.

The final item on Consent was 1283 – Pole Tagging Section 15.1-A. New language was added identifying the responsible party for tagging when it is discovered a tag is missing. Authorized Costs No. 15 were added stating the pole tagging cost of \$25.00 would be shared equally. Mr. Bengtsson motioned to accept the new language for Section 15.1-A as written with the addition of item 15 of Authorized Costs at \$25.00. Ms. Dell seconded the motion, which was approved unanimously.

### **DISCUSSION CALENDAR:**

No Business

**OTHER ITEMS:** Unfinished Business

Mr. Brown announced that if any members in attendance would like to report on any unfinished business items, please do so at this time. The following item activity was reported:

Item 1207: Pole Inspection – AUTHORIZED COSTS

Mr. Bengtsson reported that he and Mr. Solorzano are continuing to work on a cost, and then plan to bring it to the Board for approval.

Item 1235: Cost Causer – ROUTINE REVISION

Mr. Bengtsson reported that Cost Causer remains open in Routine.

Item 1258: Single Trip to Pole – SINGLE TRIP TO POLE

Remains open.

Item 1259: Approved Contractor List – SINGLE TRIP TO POLE

The Committee office has not received approved contractors list from all the members. Mr. Brown suggested reminding the members that have yet to submit a list to the Committee office, to please do so.

The following items had no activity:

Item 1265: Composite Poles – AUTHORIZED COSTS/ROUTINE REVISION

Item 1268: Y2K Problems – OPERATING

Item 1269: Unauthorized Attachment Penalties – ROUTINE REVISION

Item 1272: AT&T & TCG Merger – OPERATING

Item 1274: Office Management Restructuring – OPERATING

Item 1280: Authorized Signatures –RE-ORGANIZATION

Item 1281: Employee Handbook – OPERATING

Item 1282: Extending time limits to 60 days – ROUTINE REVISION

### **Open Administrative Board Items**

Item 1160: Environmental Issues – No Action

Item 1271: Nextel Application – Ms. Corella reported that at the March 1999 Board meeting a 60-day waiting period was approved. Item 1271

to remain open until the May 1999 Board meeting.

**New Business**

Item No. 1285 was assigned to Cellnet Application.

**SCHEDULE OF FUTURE MEETINGS:**

Future meetings were scheduled as follows:

Routine Revision	5/18/99	9:00 a.m.	Committee Office
Operating Committee	5/18/99	1:00 p.m.	Committee Office
Administrative Board	5/19/99	9:00 a.m.	Committee Office
Computer Committee	5/19/98	1:00 p.m.	Committee Office
Authorized Costs	5/20/99	9:00 a.m.	Committee Office

**ADJOURNMENT:**

Mr. Brown adjourned the meeting at 11:00 a.m., until May 19, 1999.

\_\_\_\_\_  
Malcolm Brown, President

\_\_\_\_\_  
Jennie Corella, Office Manager

## Southern California Joint Pole Committee

444 E. Huntington Drive, Suite 205

Arcadia, CA 91006

Phone: (626) 294-0820

Fax: (626) 294-0872

May 19, 1999

The regular monthly meeting of the **Administrative Board** took place on the above date, at 9:00 a.m., at the Committee office. Those members in attendance were:

Mr. Malcolm Brown	AirTouch Cellular
Mr. Chris Bengtsson	City of Los Angeles
Ms. Lynn Prescott	Airtouch Cellular
Mr. David Filson	City of Burbank
Mr. Dan Lewis	GTE Calif., Inc.
Mr. Ray Connors	Los Angeles Cellular
Ms. Lupe Hernandez	Pacific Bell
Mr. David Barrett	AT&T Local Services
Ms. Sherri Goetz	Southern California Edison
Mr. Mike Bogner	Sprint PCS
Mr. Ralph Hammond	Sprint PCS
Ms. Jennie L. Corella	Committee Staff
Ms. Kathleen Greene	Committee Staff

### **CALL TO ORDER:**

The President, Mr. Malcolm Brown called the meeting to order at 9:05 a.m. and welcomed all those in attendance.

### **APPROVAL OF MINUTES:**

Mr. Brown requested the members to review the April Administrative Board Minutes. Mr. David Barrett asked that the spelling of Mr. Cliff Coscett be corrected to read Mr. Cliff Coslett. Ms. Hernandez requested a correction on page four, under Consent Calendar. The need for more time to vote on the Resolution was due to the delayed response from Pacific Bell's legal department; not that she was unclear on its content. To this, Mr. Brown also requested a correction, in that he too was clear on the content, but was waiting

AIRTOUCH CELLULAR  
AT&T COMM. OF CALIF., INC.  
BURLINGTON NORTH. SANTA FE RY  
CITY OF ANAHEIM  
CITY OF AZUSA  
CITY OF BURBANK  
CITY OF COLTON  
CITY OF GLENDALE

CITY OF LOS ANGELES  
CITY OF PASADENA  
CITY OF RIVERSIDE  
CITY OF VERNON  
GTE CALIFORNIA, INC.  
ICG TELECOM GROUP, INC.  
LOS ANGELES CELLULAR  
L.A. CO. METRO TRANS. AUTH.

MCI TELECOMMUNICATIONS  
MEDIA ONE  
PACIFIC BELL  
PACIFIC BELL MOBILE SERVICES  
SOUTHERN CALIF. EDISON CO.  
SOUTHERN CALIF. WATER CO.  
SPRINT PCS  
TCG LOS ANGELES

for a response from his legal department as well. Ms. Corella made note of the modifications, and will make the necessary corrections to the April minutes. Mr. Lewis motioned to approve the minutes of the April Administrative Board Meeting. Mr. Connors seconded the motion which, upon voting, passed unanimously.

### **MANAGER'S REPORT**

Ms. Corella reported gross expenses and capital investments for April 1999 were \$29,793.07. She explained current members were assessed \$29,793.07. Ms. Corella announced that the Authorized Costs meeting scheduled for May 20, 1999 was cancelled, and will re-schedule for June, 99.

### **SPECIAL REPORTS:**

There were none.

### **SUB-COMMITTEE REPORTS:**

#### **ad hoc Committee on Authorized Cost Elements**

Ms. Goetz reported that Authorized Costs had not met in April, but will schedule for June, 99.

#### **ad hoc Committee on Computer Communications**

Mr. Lewis reported that Computer Communications had met after last month's Board meeting. He reported that the analysis performed by Pacific Bell's consultant had been reviewed, and was 90% operational based on the functional specifications. The Committee will review the analysis before hiring someone to complete the remaining 10%. After completion of Committee analysis the next step will be to hire someone to do a RFP.

Mr. Lewis reported that two guest computer consultants had presented the Committee with some recommendations for the current dbase program in operation. They made some recommendations for improvements that they had discovered as they worked on the system. Based on their recommendations, Mr. Lewis reported that the decision was to hire them as computer consultants. Ms. Corella reported that the current backup system was insufficient, and that the consultants had set up an efficient backup for the network. They set up an additional workstation needed for the additional billing clerk. Mr. Lewis stated that they had discovered a problem with the security in our system. The system lacked a security password, and anyone with *PC Anywhere* had the capability to access the current programs. They have corrected the security problem.

Mr. Lewis mentioned that Ms. Corella had contacted DP Specialists requesting four items that Samir, the Pac Bell programmer, had been unable to locate. Samir stressed that without these items the programmer hired to complete Opcats would have a difficult time. DP Specialists replied, stating that the requested items had been given to the Committee. However, they did offer their help of up to two hours, to our technical person at their El Segundo office. They will answer any questions needed to assist our tech person in completing the task.

Mr. Lewis will set up a conference call with Mr. Chuck Reeder, and Samir in the next month. He will announce the day and time this will occur. All members are urged to meet and participate in the conference call.

### **Operating Committee**

Chairperson, Chris Bengtsson reported that the Operating Committee had met on April 22, 1999, and May 18, 1999. Both meetings covered similar issues. Initially, Y2K upgrade was discussed. The computer consultants have been given the assignment of making the current system Y2K compliant.

The next agenda item was the AT&T merger. To date, the Committee office has not received the D.B.A. from AT&T. Mr. David Barrett stated that the delay was due to their legal department. Ms. Corella and Mr. Barrett will work together to expedite this problem.

Office management restructuring was the next item of discussion. Mr. Bengtsson stated that overtime was ongoing due to the large volume and backlog of JPAs. The backlog number is reducing, reflecting progress is being made in reducing the current backlog situation. The billing associate positions are now divided into three levels. Each level represents the required ability necessary for processing multiple-party JPAs. Ms. Corella is in the process of interviewing for a Level I billing processor. This will bring the number of Committee office staff to seven. The office manager, five billing processors, and one receptionist/Data entry clerk.

The Employee Handbook revisions continue to be reviewed by Ms. Corella. Upon completion of the recommended changes, a draft will be distributed to all members.

The issue of authorized signatures for the Agreement was the next issue of discussion. Ms. Corella reported that all signatures are in with the exception of Vernon. Mr. Bengtsson instructed Ms. Corella to contact Vernon in regards to the delay.

Mr. Bengtsson reported that a new workstation was purchased and set-up by the computer consultants. This requirement due to the expectation of an additional Committee staff member.

The issue of equally shared expenses was discussed. Each individual budget line item should be re-assessed as to what is equitable to all members, in regards to equally shared versus percentage of non-useable footage. An example would be, if a budget line item creates an equal benefit to all members, then the cost of that line item should be divided equally not

proportionately. This issue will be discussed in future Operating Committee meetings.

### **ad hoc Committee on Reorganization**

Chairperson, Lupe Hernandez reported that no meeting had taken place. She stated she is waiting for answers from members on the acceptance of the resolution. Ms. Corella sent a correspondence to members requesting they have the resolution reviewed by their legal department. To date, she has not received any responses. Ms. Corella was instructed to e-mail members requesting them to respond via e-mail.

### **Routine Revision Committee**

Mr. Bengtsson reported that a meeting had taken place on May 18, 1999. The first item on the agenda was Pole Inspection. The Authorized Maintenance Program matrix was reviewed as to its value. Mr. Bengtsson stated that with Pole Inspection having an Authorized Costs Item line, and reference to the Routine, there is possibility of eliminating the matrix. This issue will be discussed further in future Routine Meetings, as well as in Authorized Costs.

Unauthorized Attachment Penalties was discussed in reference to the Pulsifer decision. Mr. Bengtsson requested that all members in attendance discuss the issue of imposing penalties in regards to the Pulsifer Decision with their respective legal departments. Upon returning to the Routine Meeting, be prepared to offer input on the issue of Unauthorized Attachment Penalties.

It was decided that Item no. 1282 – Extending Time limits 60 days- be removed from the Routine agenda. If this becomes an issue in the future, a new item number will to assigned to it. Item no. 1282 is now closed.

Item no. 1265 – Composite Poles- was renamed –Alternative to Wood Poles-, which will cover steel, concrete, carbon fiber etc. The issue of when to use alternative to wood poles continues to be discussed and remains an open item in Routine, as well as Authorized Costs.

New language was approved for Item 1286 - Hand Dig at the Routine meeting. It will be discussed further under the current Discussion Calendar.

Item no. 1235 – Cost Causer – remains open pending on the electronic billing application.

### **Single Trip to Pole**

Ms. Hernandez reported no meeting had taken place. Ms. Hernandez stated she is researching as to the necessity of keeping the Sub-Committee open. She requested the Committee remain open until further notice.

**CONSENT CALENDAR:**

No items.

**DISCUSSION CALENDAR:**

Item 1280: Agreement Amendment/Resolution

Once again, members were requested to respond, as to the acceptance of the Amendment/Resolution, via e-mail to Ms. Corella. Ms. Corella will remind the members, not in attendance, via e-mail.

Item 1286: Section 14.9 Hand Dig

Routine developed language (Attachment) to support Authorized Costs Item no. 9 – Hand Dig Pole Set – with a cost of \$375.00. Mr. Lewis motioned to move Item 1286 from the Discussion Calendar to the Consent Calendar. Ms. Goetz seconded the motion, all agreed to move Item 1286 to Consent. Mr. Lewis motioned to approve Item 1286: Section 14.9 as written effective June 1, 1999. Ms. Goetz seconded the motion, which upon voting passed unanimously.

**OTHER ITEMS:**

*Unfinished Business*

Mr. Brown asked the members if they would like to discuss any unfinished business. Mr. Barrett stated in reference to Item 1272 AT&T Merger, in that they are in the process of purchasing Media One, will new signatures be required. To this Mr. Brown, and Mr. Lewis responded by stating that they would be required.

Mr. Brown discussed Item 1284: GPS-legal Description. Mr. Bengtsson recommended putting Item 1284 on Routine Revision agenda for June, 99.

Ms. Corella reported on Item 1285: Cellnet application. The information requested by CellNet was mailed on May 5, 1999. Ms. Corella will report any Communication from CellNet at future Board Meetings.

**Open Administrative Board Items**

Item 1160: Environmental Issues – No Action

Item 1271: Nextel Application

May 19, 1999

There has not been any communication from Nextel at this point. They requested a 60 days extension on their application, and the time limit is out at the end of May. The decision is to drop Item 1271 from the agenda if there is no response within the time limit.

**New Business**

Mr. Bengtsson shared with the members his experience as a judge at a Linemen's Rodeo in Sylmar. Teams enter several events, which earn points. Mr. Bengtsson's report was interesting and amusing. The meeting ended on a good note.

**SCHEDULE OF FUTURE MEETINGS:**

Future meetings were scheduled as follows:

Computer Communications	6/15/99	9:00 a.m.	Committee Office
Routine Revision	6/15/99	1:00 p.m.	Committee Office
Administrative Board	6/16/99	9:00 a.m.	Committee Office
Operating Committee	6/16/99	1:00 p.m.	Committee Office
Authorized Costs	6/17/98	9:00 a.m.	Committee Office

**ADJOURNMENT:**

Mr. Brown adjourned the meeting at 10:30 a.m., until June 16, 1999.

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Mr. Malcolm Brown, President

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Ms. Jennie Corella, Office Manager

Attachments (1)

## **Southern California Joint Pole Committee**

444 E. Huntington Drive, Suite 205

Arcadia, CA 91006

Phone: (626) 294-0820

Fax: (626) 294-0872

June 16, 1999

The regular monthly meeting of the **Administrative Board** took place on the above date, at 9:00 a.m., at the Committee office. Those members in attendance were:

Mr. Malcolm Brown	AirTouch Cellular
Mr. Mike Torelli	City of Riverside
Mr. Ralph Hammond	Sprint PCS
Mr. Raymond Valbuena	City of Anaheim
Mr. Dave Filson, Jr.	City of Burbank
Mr. J. Craig Wayment	City of Glendale
Mr. Dan Lewis	GTE Calif., Inc.
Mr. Chris Bengtsson	City of Los Angeles
Ms. Pamela Gozzo	Sprint PCS
Mr. Ray Connors	Los Angeles Cellular
Mr. Michael Brennan	MCI Metro/ATS
Mr. Dennis Carr	MediaOne
Mr. Stephen D. Sawyer	MediaOne
Ms. Lupe Hernandez	Pacific Bell
Mr. Cory Autrey	Pacific Bell Mobile Services
Ms. Sherri Goetz	So. Calif. Edison Co.
Ms. Kathleen Dell	Los Angeles Cellular
Ms. Jennie Corella	Committee Staff
Ms. Kathleen Greene	Committee Staff

### **CALL TO ORDER:**

The President, Mr. Malcolm Brown called the meeting to order at 9:00 a.m. and thanked the members for attending. He notified the members of a change in the process of signing the attendance sheet. Members are to sign the sheet immediately upon arrival. The sheet will be positioned at the end of the table by the entrance.

AIRTOUCH CELLULAR  
AT&T COMM. OF CALIF., INC.  
BURLINGTON NORTH. SANTA FE RY  
CITY OF ANAHEIM  
CITY OF AZUSA  
CITY OF BURBANK  
CITY OF COLTON  
CITY OF GLENDALE  
CITY OF LOMPOC

CITY OF LOS ANGELES  
CITY OF PASADENA  
CITY OF RIVERSIDE  
CITY OF VERNON  
GTE CALIFORNIA, INC.  
ICG TELECOM GROUP, INC.  
LOS ANGELES CELLULAR  
L.A. CO. METRO TRANS. AUTH.  
MCI METRO/ATS

MCI TELECOMMUNICATIONS  
MEDIA ONE  
PACIFIC BELL  
PACIFIC BELL MOBILE SERVICES  
SOUTHERN CALIF. EDISON CO.  
SOUTHERN CALIF. WATER CO.  
SPRINT PCS  
TCG LOS ANGELES

**APPROVAL OF MINUTES:**

Mr. Brown requested the members to review the May Administrative Board minutes. He then asked for any changes, or corrections. Mr. Torelli questioned whether Item 1286 was closed. Ms. Corella responded stating Item 1286 was moved from Routine to discussion. Ms. Hernandez stated that prior to the transition in management, the Board minutes did not summarize ad hoc meetings, but rather referred to them. She suggested reverting to this method. There being no further corrections, additions, or deletions, Mr. Cory Autrey made a motion to approve the minutes of the May 19, 1999 meeting as written. Ms. Goetz seconded the motion which, upon voting, passed unanimously.

**MANAGER'S REPORT**

Ms. Corella reported gross expenses and capital investments for May 1999 were \$36,591.85. He explained current members were assessed \$36,591.85.

Next, Ms. Corella reported on communication with City of Vernon. They have requested an additional 30 days extension on signing the 1998 Agreement. Their request for extension is dated May 27, 1999. Ms. Corella reiterated that Vernon is the only current member that has not signed the Agreement. Mr. Bengtsson motioned to move this issue to the Discussion Calendar.

**SPECIAL REPORTS:**

There were no special reports.

**SUB-COMMITTEE REPORTS:****ad hoc Committee on Authorized Cost Elements**

Ms. Goetz stated that a meeting would take place on June 17, 1999.

**ad hoc Committee on Computer Communications**

Chairperson Dan Lewis reported that no meeting had taken place. However, a conference call with Mr. Chuck Reeder, and Samir Porwal is scheduled for June 23, 1999 at 10:30 am. After the conference call a Computer Meeting will be scheduled.

**Operating Committee**

Chairperson, Chris Bengtsson reported that a meeting had taken place on May 18, 1999. (Refer to the minutes of that meeting for details).

**ad hoc Committee on Reorganization**

Chairperson, Lupe Hernandez reported that no meeting had taken place. She reiterated what Ms. Corella had stated earlier, that the delay is due to City of Vernon, and their lack of submitting a signed Agreement. She stated that the Committee office had little response from members on the approval of the Agreement Amendment, and the corporate resolution. Mr. Brown suggested reminding the members, and applying a July 20, 1999 cut-off for response.

**Routine Revision Committee**

Chairperson Chris Bengtsson reported that a meeting had taken place on May 18, 1999, and was reported at the last Administrative Board Meeting. Routine will meet again on June 17, 1999.

**Single Trip to Pole**

Chairperson, Ms. Hernandez reported that the people who would decide whether to continue with the ad hoc committee, had not met at this point. She requested keeping it open and on the agenda.

**CONSENT CALENDAR:**

No Business

**DISCUSSION CALENDAR:**

The issue of the City of Vernon Agreement signature was moved to discussion. The consensus was to acknowledge and grant the 30-day extension until June 27, 1999. Mr. Autrey motioned to approve the requested extension to City of Vernon. Mr. Bengtsson seconded the motion.

**OTHER ITEMS:** Unfinished Business

- Item 1207: Pole Inspection – AUTHORIZED COSTS
- Item 1235: Cost Causer – ROUTINE REVISION
- Item 1258: Single Trip to Pole – SINGLE TRIP TO POLE
- Item 1259: Approved Contractor List – SINGLE TRIP TO POLE
- Item 1265: Alternative to Wood Poles – AUTHORIZED COSTS/ROUTINE
- Item 1268: Y2K Problems – OPERATING
- Item 1269: Unauthorized Attachment Penalties – ROUTINE REVISION
- Item 1272: AT&T and TCG Merger – OPERATING

Item 1274: Office Management Restructuring – OPERATING  
 Item 1280: Authorized Signatures – RE-ORGANIZATION  
 Item 1281: Employee Handbook – OPERATING  
 Item 1284: GPS – Legal Description – ROUTINE REVISION  
 Item 1285: Cellnet Application – OPERATING

Mr. Lewis questioned Item 1285: Cellnet Application. Ms. Corella responded, stating that she has not communicated with Cellnet since she responded to their request for information on becoming a member. Mr. Autrey inquired on Item 1284: GPS-Legal Description. Ms. Corella stated that this item will be discussed at the next Routine meeting.

### **Open Administrative Board Items**

Item 1160: Environmental Issues – Mr. Brown requested a briefing on this item. Mr. Autrey stated that this is constant reminder to address environmental issues at all times. It guarantees that the committee is aware of the ongoing environmental problems that continually surface. To this, Ms. Kathleen Dell added, it shows a good faith effort on the part of the committee. She also suggested addressing this issue on an annual basis. Mr. Lewis suggested leaving it open at this time, and at the end of the year closing it, and re-open it with a new item number for the following year.

### **New Business**

Ms. Goetz reported that Edison had received additional funding for the inspection of 24000 poles.

Mr. Autrey brought up the subject of pole mounting equipment within the support structure of a pole. He suggested the Committee discuss guidelines, and possible costs to standardize a policy. Mr. Autrey made reference to Pac Bell not allowing any equipment mounting on structures; unless the requesting member has a letter from the city denying the constructing of a pedestal. Mr. Bengtsson stated that this is an issue for Routine. Item No. 1287 was assigned to this issue. It will be on the agenda of the next Routine Revision meeting.

### **SCHEDULE OF FUTURE MEETINGS:**

Future meetings were scheduled as follows:

Computer Communications	Will	schedule	After conf. call
Routine Revision	7/20/99	Following	Operating
Administrative Board	7/21/99	9:00 a.m.	Committee Office

Operating Committee	7/20/99	9:00 a.m.	Committee Office
Authorized Costs	7/21/99	Following	Administrative

**ADJOURNMENT:**

Mr. Brown adjourned the meeting at 10:05 a.m., until July 21, 1999.

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Malcolm Brown, President

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Jennie L. Corella, Office Manager

## **SOUTHERN CALIFORNIA JOINT POLE COMMITTEE**

444 E. Huntington Drive Suite 205  
Arcadia, Ca. 91006  
Phone (626) 294-0820  
Fax (626) 294-0872

July 21, 1999

The regular monthly meeting of the **Administrative Board** took place on the above date, at 9:00 a.m., at the Committee office. Those members in attendance were:

Mr. Malcolm Brown	AirTouch Cellular
Mr. Steward McCausland	Nextlink Calif.
Ms. Lynn Prescott	AirTouch Cellular
Mr. Dave Filson, Jr.	City of Burbank
Mr. J. Craig Wayment	City of Glendale
Mr. Chris Bengtsson	City of Los Angeles
Mr. Mike Torelli	City of Riverside
Mr. Dan Lewis	GTE Calif., Inc.
Mr. Dennis Ennis	Pacific Bell
Mr. Ray Connors	Los Angeles Cellular
Mr. Mike Bogner	Sprint PCS
Mr. Dennis Carr	MediaOne
Mr. Stephen D. Sawyer	MediaOne
Ms. Sherri Goetz	So. California Edison
Mr. Cory Autrey	Pacific Bell Wireless
Ms. Jennie L. Corella	Committee Staff
Ms. Kathleen Greene	Committee Staff

### **CALL TO ORDER:**

The President, Mr. Malcolm Brown called the meeting to order at 9:20 a.m. and provided for introductions.

### **APPROVAL OF MINUTES:**

Mr. Brown requested the members to review the June 16, 1999 Administrative Board Minutes. Mr. Autrey requested that paragraph four on page four be revised (please see attachment for suggested revisions). Ms. Corella will make the necessary corrections. There being no further corrections, additions, or deletions, Mr. Cory Autrey made a motion to approve the minutes of the June 16, 1999 meeting as written. Mr. Ray Connors seconded the motion which, upon voting, passed unanimously.

**MANAGER'S REPORT**

Ms. Corella reported gross expenses and capital investments for June 1999 were \$42,083.42. She explained the extra costs were attributed to additional staff, and an invoice paid by the Committee for computer consulting and equipment.

**SPECIAL REPORTS:**

No special reports were given.

**SUB-COMMITTEE REPORTS:****ad hoc Committee on Authorized Cost Elements**

Ms. Sherri Goetz reported that a meeting had taken place on June 17, 1999. (Refer to the minutes of that meeting for details).

**ad hoc Committee on Computer Communications**

Chairman, Dan Lewis reported that a meeting had taken place on July 8, 1999. (Refer to the minutes of that meeting for details).

**Operating Committee**

Chairperson, Mr. Chris Bengtsson reported that a meeting had taken place on June 16, 1999 (Refer to the minutes of that meeting for details). He announced that a special Operating Meeting was scheduled for August 10, 1999 to discuss salary and evaluation action for the Committee staff. Discussed at the last Operating meeting was the issue of delinquent member invoices that need to be addressed. This issue was moved to discussion.

**ad hoc Committee on Reorganization**

Chairperson, Lupe Hernandez was not in attendance. Mr. Brown announced that Item 1288: Equally shared expenses were assigned to Reorganization, and a meeting will have to be scheduled.

**Routine Revision Committee**

Chairman, Chris Bengtsson reported that a meeting had taken place on June 17, 1999 (Refer to the minutes of that meeting for details). He reminded

the members that item numbers 1207 and 1284 would be addressed under the Discussion Calendar.

### **Single Trip to Pole**

Mr. Brown reported no activity on Single Pole, and it would remain on the agenda until further notice.

### **CONSENT CALENDAR:**

No items

### **DISCUSSION CALENDAR:**

Item 1207: Pole Inspection was first on the Discussion Calendar. Costs were established in **Authorized Costs** under item 12A – 12E (see attachment). Mr. Autrey asked about item 12E – reject. Mr. Bengtsson explained that, if a crew arrived at the site of a pole for inspection and it was discovered there was no need for treatment, the costs would cover the expense of the trip. Mr. Torelli questioned how Authorized costs arrived at the prices. Mr. Bengtsson replied that DWP and Edison had met on several occasions to discuss prices. Mr. Lewis stated that the prices could be revised at anytime if necessary.

Routine **Section 19.5** – *Inspection, or Inspection and Treatment of Poles*, was on Discussion with a change in the verbiage. This section refers to Authorized Costs item 12 (see attachment).

Routine **Section F** – *Approved Maintenance Program* was added to the glossary. The section defines what constitutes an approved maintenance program (see attachment).

Routine **Section 2.7H** – *Approved Maintenance Program* was also on discussion. The section will list those members who are involved in an approved inspection and treatment program. The member and the date of board approval will be listed.

Item 1284: GPS – legal description was the next item on discussion. Routine **Section 15.4** – *Pole Location for Record Purposes* - Global Positioning System (coordinates) will be added as reference for recording pole locations (see attachment).

Mr. Autrey motioned to move Item 1207 and Item 1284 to Consent. Mr. Lewis made a motion to approve Item 1207 as presented effective August 1, 1999. Ms. Goetz seconded the motion, which upon voting passed unanimously.

Mr. Bengtsson motioned to approve Item 1284 as written, to be effective August 1, 1999. Mr. Sawyer seconded the motion, which upon voting passed unanimously.

The final item on discussion was the letter of withdrawal from City of Vernon. Mr. Bengtsson stated they elected not to sign the 1998 agreement. A letter will be sent to Vernon stating the stipulations, obligations, and requirements necessary when processing JPAs through the Committee office.

Mr. Autrey had a question whether to treat Vernon as a non-member retroactive to 1998. This issue was moved to Re-Organization.

Mr. Lewis addressed the issue of the Corporate Resolution, and whether members had replied with their approval. Mr. Connors stated that page three, the signature page, lacked a heading connecting page three to the document. He stated it would be difficult to obtain a signature on a blank page. The consensus was to add a header title to page three.

Ms. Corella read a message she received from Sprint suggesting the addition of the words "or other organizational" to numbered paragraph 1 to read as the following: *pursuant to valid corporate **or other organizational** action.* Ms. Corella was instructed to check with the Committee lawyer on adding the suggested verbiage.

The next issue discussed was outstanding member invoices. Ms. Corella was instructed to add this item to the Operating Agenda as a permanent item.

### **OTHER ITEMS:**

#### Unfinished Business

- Item 1235: Cost Causer – ROUTINE REVISION
- Item 1258: Single Trip to Pole – SINGLE TRIP TO POLE
- Item 1259: Approved Contractor List – SINGLE TRIP TO POLE
- Item 1265: Alternative to Wood Poles – ROUTINE/AUTHORIZED COSTS
- Item 1268: Y2K Problems - OPERATING
- Item 1269: Unauthorized Attachment Penalties – ROUTINE REVISION
- Item 1272: AT&T & TCG Merger – OPERATING
- Item 1274: Office Management Restructuring – OPERATING
- Item 1280: Authorized Signatures – RE-ORGANIZATION
- Item 1281: Employing Handbook – OPERATING
- Item 1285: Cellnet Application – OPERATING
- Item 1287: Pole Mounting - ROUTINE REVISION

Item 1287: Pole Mounting, was closed after discussion in Routine Revision. Item 1287: Cellnet Application was closed due to lack of response from the applicant. All other items on the agenda remain open.

### **Open Administrative Board Items**

- Item 1160: Environmental Issues

### **NEW BUSINESS:**

#### *Known Items*

Mr. Bengtsson reported receiving correspondence from Eru. They are working with the CPUC on language for unauthorized attachment, and requested comments.

Ms. Goetz reported that Edison would like to present to the Board their approved maintenance program. It was decided that it would not be necessary for Edison's presentation, because Edison had previously done so. Ms. Goetz will send correspondence to members stating what materials Edison is using in the treatment of poles.

Mr. Brown stated that clarification was needed in interpreting authorized costs item 164. Item numbers 164A-D pertains to attaching to new arms, and there are charges. While, 164-E pertains to attachment to existing arms. There is no charge for item 164-E only.

#### *Unknown Items*

Mr. Filson stated that certain cable companies were not marking their cables. He reminded the members to tag their cables. In the event of needing a contact, City of Burbank is unable to locate the necessary parties. Mr. Brown reminded the members to inform tenants as to the need of tagging cables, and poles.

#### **SCHEDULE OF FUTURE MEETINGS:**

Future meetings were scheduled as follows:

Special Operating	8/10/99	9:00 a.m.	Committee Office*
Computer Conference Call	8/11/99	8:00 a.m.	Committee Office**
Operating Committee	8/17/99	9:00 a.m.	Committee Office
Routine Revision	8/17/99	Immediately following Operating	
Administrative Board	8/18/99	9:00 a.m.	Committee Office
Authorized Costs	8/18/99	Immediately following Admin. Board	

\*Agenda: Staff evaluations

\*\*Dial in phone number and code will be provided

#### **ADJOURNMENT:**

Mr. Brown adjourned the meeting at 11:45 a.m., until August 18, 1999.

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Malcolm Brown, President

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Jennie L. Corella, Office Manager

## **SOUTHERN CALIFORNIA JOINT POLE COMMITTEE**

444 E. Huntington Drive Suite 205  
Arcadia, Ca. 91006  
Phone (626) 294-0820  
Fax (626) 294-0872

August 18, 1999

The regular monthly meeting of the **Administrative Board** took place on the above date, at 9:00 a.m., at the Committee office. Those members in attendance were:

Mr. Malcolm Brown - AirTouch Cellular  
Mr. J. Craig Waywent - City of Glendale  
Mr. Stewart McClausland - Nextlink  
Mr. Mike Torelli - City of Riverside  
Mr. Dan Lewis - GTE Calif., Inc.  
Mr. Mike Bogner – Sprint PCS  
Mr. Ray Connors - Los Angeles Cellular  
Ms. Kathleen Dell - Los Angeles Cellular  
Ms. Pamela Gozzo – Sprint PCS  
Mr. Dennis Carr - MediaOne  
Ms. Lupe Hernandez - Pacific Bell  
Ms. Sherri Goetz – So. Calif. Edison Co.  
Mr. Ernie Solorzano - So. Calif. Edison Co.  
Mr. Ralph Hammond - Sprint PCS  
Ms. Lynn Prescott – AirTouch Cellular  
Ms. Jennie L. Corella - Committee Staff  
Ms. Kathleen Greene - Committee Staff

### **CALL TO ORDER:**

The President, Mr. Malcolm Brown called the meeting to order at 9:15 a.m. and provided for introductions.

### **APPROVAL OF MINUTES:**

Mr. Brown requested the members to review the minutes for the July Board meeting. There being no corrections, additions, or deletions, Ms. Goetz made a motion to approve the minutes of the July 21, 1999 meeting as written. Mr. Connors seconded the motion which, upon voting, passed unanimously.

Ms. Dell questioned why the minutes were labeled “Draft”. Ms. Corella responded stating that the minutes are a draft until approved by the Board. Ms. Dell stated that, in the past the procedure for minutes has been as follows: the previous month Board minutes are distributed to the members seven days prior to the current month Board meeting. This distributed version is final. Members are to read the minutes and bring any comments for additions, deletions or corrections to the current Board meeting. Any corrections from the previous month Board meeting, are to be noted on the minutes of the current month Board meeting. Ms. Corella made a note of the procedure, and will handle future minutes as explained by Ms. Dell.

## **MANAGER'S REPORT**

Ms. Corella reported gross expenses and capital investments for July 1999 were \$28,281.98 and members were assessed \$28,281.98.

Ms. Dell reported a problem she had with a Form 7 sent to PBM, and the JPC office. There was a billing error involving a JPA with PBM, and Sprint. Sprint was on a JPA with a date prior to their membership. Ms. Dell stated this should have been noticed at the JPC office. She inquired as to when this error would be corrected. Ms. Corella responded that Ms. Baccus, who maintains an error log, has taken care of the error. Ms. Corella stated that the staff does not check year of membership on JPA's. Ms. Dell responded that perhaps the JPC staff should check membership dates. Ms. Corella will report to Ms. Dell as to when to expect the correction.

## **SPECIAL REPORTS:**

No Items

## **SUB-COMMITTEE REPORTS:**

### **ad hoc Committee on Authorized Cost Elements**

Chairman, Ernie Solorzano reported that the prior scheduled meetings had been postponed. He will schedule a meeting for next month.

### **ad hoc Committee on Computer Communications**

Chairman, Dan Lewis reported that a conference call had taken place August 11, 1999. The outcome was the need to hire a project manager, and go forward. He reported that a Computer Communication meeting would take place immediately following the Board meeting. How to approach the task of hiring the project manager will be discussed at the Computer meeting.

### **Operating Committee**

Chairperson, Chris Bengtsson was not in attendance. Mr. Bengtsson held a meeting on July 20, 1999. (Refer to the minutes of that meeting for details). In Mr. Bengtsson's absence, Mr. Lewis reported for the Operating Committee. An issue addressed at the meeting was past due member invoices. The problem Ms. Corella is having in collecting past due invoices is contacting the correct people. Mr. Lewis stated this could effect operating functions in that the operating fund is unable to cover expenses. The topics discussed at the August 17, 1999 Operating Meeting will be covered in the August minutes of that meeting.

### **ad hoc Committee on Reorganization**

Chairperson, Lupe Hernandez reported that no meeting had taken place. However, a meeting will be scheduled for next month.

## **Routine Revision Committee**

Chairman, Chris Bengtsson held a meeting on July 20, 1999. (Refer to the minutes of that meeting for details). The August Routine Revision Meeting was cancelled and will be re-scheduled.

## **Single Trip to Pole**

Chairperson, Lupe Hernandez reported that no meeting had taken place, but stated this committee is ongoing, and will remain open at this time.

## **CONSENT CALENDAR:**

No Items

## **DISCUSSION CALENDAR:**

No items for discussion

## **OTHER ITEMS:** Unfinished Business

Item 1235: Cost Causer – ROUTINE REVISION

Item 1258: Single Trip to Pole – SINGLE TRIP

Item 1259: Contractor List – SINGLE TRIP

Item 1265: Alternative to Wood Poles - AUTHORIZED COSTS/ROUTINE REVISION

Item 1268: Y2K Problems – OPERATING

Item 1269: Unauthorized Attachment Penalties - ROUTINE REVISION

Item 1272: AT&T & TCG Merger – OPERATING

Item 1274: Office Management Restructuring – OPERATING

Item 1280: Authorized Signature – RE-ORGANIZATION

Item 1281: Employee Handbook - OPERATING

## **Open Administrative Board Items:**

Item 1160: Environmental Issues – No Action

## **New Business**

### *1. Known Items*

#### **Fire Plating**

Southern California Edison reported on fire plating. Mr. Solorzano distributed documents regarding to materials containing asbestos placed on SCE power poles. Some SCE poles have a fireplating material containing asbestos wrapped around them. Mr. Solorzano notified members, that when in the event they need to access poles wrapped with fireplating, to take appropriate measures to ensure that applicable health, safety, and environmental

requirements have been satisfied. Any future questions, call Mr. Solorzano, and he will gladly answer them .

2. *Unknown Items*

**Authorized Costs 160/164**

Ms. Dell brought up a discussion on sections 4.4 and 4.1. She was of the opinion that interpretation had been resolved at the January 19, 1999 Routine Revision meeting. She then stated that this issue was revisited again at the July 1999 Board Meeting. She feels this issue should be returned to Routine Revision for further discussion. Mr. Brown stated that the Routine should be as simple as to leave no room for misinterpretation. According to Mr. Brown, there are two conflicting consensuses on the interpretation of sections 4.4, and 4.1. He announced that this issue will be returned to Routine, and invited any members that have a concern or interest to attend the next Routine Revision meeting. Item 1290 was assigned to Attaching to an Existing Arm.

**MS 454 – SCE**

Mr. Solorzano distributed a draft copy of the inspection and treatment of wood poles in service for SCE. Also distributed were SCE Pole inspection guidelines, and an announcement of the 1999 Utility Pole Structures Conference & Trade Show.

**Nextlink**

Mr. McClausland stated a problem Nextlink is experiencing as a tenant. The agents, to whom Nextlink is a tenant, are not showing them as such on record. They are receiving JPA’s requesting them to purchase interest on the pole. The agents are not recording Nextlink as tenants on poles. Mr. Brown suggested Mr. McClausland contact the base owner directly and discuss the matter. Mr. Brown offered to provide a list of contacts to help Nextlink with their situation, and perhaps alleviate some problems.

**SCHEDULE OF FUTURE MEETINGS:**

Future meetings were scheduled as follows:

Operating Meeting	9/14/99	9:00 a.m.	Committee Office
Routine Revision	9/14/99		Immed. Following Operating
Authorized Costs	9/14/99		Immed. Following Routine
Administrative Board	9/15/99	9:00 a.m.	Committee Office
Computer/Re-Org.	9/15/99		Immed. Following Admin. Board

**ADJOURNMENT:**

Mr. Brown adjourned the meeting at 10:20 a.m., until September 15, 1999.

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Malcolm Brown, President

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Jennie L. Corella, Office Manager



**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE**  
**444 E. Huntington Drive, Suite 205**  
**Arcadia, Ca. 91006**  
**Phone (626) 294-0820**

September 15, 1999

An official meeting of the **Administrative Board** took place on the above date, at 9:00 a.m., at the Committee office. Those members in attendance were:

Mr. Sheldon Cox – City of Pasadena  
Mr. Dan Lewis – GTE California  
Mr. J. Craig Wayment – City of Glendale  
Mr. Chris Bengtsson - City of Los Angeles  
Mr. Mike Torelli - City of Riverside  
Mr. Ray Connors – Los Angeles Cellular  
Ms. Kathleen Dell - Los Angeles Cellular  
Mr. Dennis Carr - MediaOne  
Ms. Lupe Hernandez - Pacific Bell  
Ms. Stewart McCausland – Nextlink California  
Ms. Lynn Prescott – AirTouch Cellular  
Ms. Sherri Goetz – So. Calif. Edison Co.  
Mr. Ernie Solorzano - So. Calif. Edison Co.  
Mr. Ralph Hammond - Sprint PCS  
Ms. Ellen Blunt – GTE California  
Mr. Cory Autrey – Pacific Bell Wireless  
Ms. Pamela Gozzo – Sprint PCS  
Mr. Mike Bogner – PCS  
Ms. Jean Baccus – Committee Staff  
Ms. Jennie Corella – Committee Staff

**CALL TO ORDER:**

In the absence of the Committee President, Mr. Chris Bengtsson chaired the meeting. Mr. Bengtsson called the meeting to order at 9:10 a.m., and allowed for introductions.

**APPROVAL OF MINUTES:**

Mr. Bengtsson asked the members to review the minutes of the August 18, 1999 Board meeting. Ms. Dell requested a correction under manager's report. In paragraph two she stated that the notification sent to the Committee office was to report an error in billing. This situation did not concern PBM. She requested notification to the members, of when the correction would take place. Ms. Corella will make note of the correction.

Ms. Hernandez motioned to approve the minutes as corrected. Mr. Mike Bogner seconded the motion, which upon voting, passed unanimously.

**MANAGER'S REPORT**

Mr. Corella reported gross expenses and capital investments for August 1999 were \$28,786.07.

Ms. Corella reported that the aforementioned billing error by the Committee office had been corrected. Ms. Dell inquired as to how the correction was handled. Ms. Baccus stated that the JPA was refunded in the next period. Ms. Dell informed Ms. Corella that in the future, if a billing error is discovered, to send correspondence to members informing them of the error and the steps taken to correct it.

**SPECIAL REPORTS:**

There were no special reports

**SUB-COMMITTEE REPORTS:**

**ad hoc Committee on Authorized Cost Elements**

The Committee on Authorized Costs did not meet.

**ad hoc Committee on Computer Communications**

Mr. Lewis reported that a Computer Communications meeting had taken place on August 18, 1999. (Refer to the minutes of that meeting for details). Computer Communications held a conference call on September 13, 1999. The members involved processed some preliminary JPAs through the Opcats system. Mr. Lewis reported that the system handled the processing well, with some problems that were noted. He stated, that Opcats has much to offer, and with the right technical people the decision should be to complete the system. At this time, only members on the Computer Communications Committee have rights to the system. This was done in order to eliminate any problems while testing the system. The Committee is continuing the process of locating a Project Manager to complete the Opcats system. Mr. Bengtsson inquired about the calculation of the non-useable footage. Mr. Lewis responded that the Clipper program calculates the non-useable footage, and will continue to do so until the billing phase of the Opcats System is implemented.

**Operating Committee**

Mr. Bengtsson reported that Operating had met on September 14, 1999. (Refer to the minutes of that meeting for details). He announced that a Special Budget Operating meeting is scheduled for October 5, 1999.

**ad hoc Committee on Re-Organization**

Ms. Hernandez reported that Re-Org had not met, however, a meeting is scheduled following the Computer Communications Meeting.

**Routine Revision**

Mr. Bengtsson reported that Routine had met on September 14, 1999. (Refer to the minutes of that meeting for details).

**Single Trip to the Pole**

Ms. Hernandez reported that Single Trip had not met, however, she requested Single Pole remain on the Administrative Board Agenda until further notice.

**CONSENT CALENDAR:**

There were no consent items

**DISCUSSION CALENDAR:**

There were no discussion items.

**OTHER ITEMS:** Unfinished Business

- Item 1235: Cost Causer – ROUTINE REVISION
- Item 1258: Single Trip to Pole – SINGLE TRIP
- Item 1259: Approved Contractor List – SINGLE TRIP
- Item 1265: Alternative to Wood Pole – AUTHORIZED COSTS/ROUTINE REVISION
- Item 1268: Y2K Problems – OPERATING
- Item 1269: Unauthorized Attachment Penalties – ROUTINE REVISION
- Item 1272: AT&T & TCG Merger – OPERATING
- Item 1274: Office Management Restructuring – OPERATING
- Item 1280: Authorized Signatures – RE-ORGANIZATION
- Item 1281: Employee Handbook – OPERATING

Mr. Bengtsson reviewed the list of unfinished business items. The majority of the items had been discussed earlier in the meeting. However, he reported on Item 1269: Unauthorized Attachment Penalties. DWP will contact Edison to obtain their opinion as to whether anymore work is necessary to resolve this issue. The issue is the penalty fee of \$500.00 applied to non-members who are discovered attached to a pole without authorization. DWP, Pac Bell, and GTE have responded with their opinion. The issue must be addressed by the Committee, as to whether the fee applied to non-members is excessive when compared to the fee applied to Committee members.

Item: 1274: Office Management Restructuring was discussed next. This item is concerned with the issue of a Local System Administrator for the Committee Office. The question is whether to have the LSA on staff, or to outsource. Ms. Dell suggested the idea of contracting an LSA to visit the Committee office on a weekly basis for 8 to 16 hours to handle any technical problems. The advantage to this strategy is the ability to control costs because the costs will be monthly recurring. A full time LSA may have to take on additional administrative duties. This item will be discussed further.

**Open Administrative Board Items:**

Item 1160: Environmental Issues – No Action, however, will remain on the agenda until the end of the year.

**New Business**

1. *Known Items*

Mr. Solorzano reported on fire plating. Edison is inspecting the Ventura, Santa Barbara, and San Joaquin districts. They are compiling a list of structures that are affected by fire plating. When the list is complete Edison will send notification to those members that are affected, as well as to those members who are not. To date, Edison has identified 175 poles that are jointly owned, and those members are Pac Bell and GTE. One pole is jointly owned with City of Glendale. Once the list is complete, members affected should receive notification of Edison’s intention on how the issue will be handled.



Mr. Torelli inquired as to when the Authorized Costs Meeting for Pole prices was scheduled. Item no. 1292 was assigned to 2000 Pole Prices. A special Authorized Costs Meeting has been scheduled for October 5, 1999 immediately following the Special Operating Budget Meeting.



Ms. Corella asked the members if they are receiving the e-mail messages she is sending. In order to save costs in the future, Ms. Corella requested the members print the minutes for the Administrative Board and ad hoc Committee and bring them with them to the meetings. Ms. Corella urged the members to apply this process, as it will save time and the cost of printing copies. Ms. Corella will supply copies to those members who are unable to print their copies.

**SCHEDULE OF FUTURE MEETINGS:**

Future meetings were scheduled as follows:

Computer Communications	09/28/99	9:00 a.m.	Committee Office
Operating Meeting Budget	10/05/99	9:00 a.m.	Committee Office
Author. Costs (Pole Prices)	10/05/99	Following Operating Meeting	
Operating Committee	10/19/99	9:00 a.m.	Committee Office
Authorized Costs	10/19/99	Following Operating Meeting	
Routine Revision	No October Meeting		
Administrative Board	10/20/99	9:00 a.m.	Committee Office

**ADJOURNMENT:**

Mr. Bengtsson adjourned the meeting at 10:45 p.m., until October 20, 1999.

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Chris Bengtsson, Vice-President

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Jennie L. Corella, Office Manager



## **SOUTHERN CALIFORNIA JOINT POLE COMMITTEE**

444 E. Huntington Drive Ste. 205  
Arcadia, Ca. 91006  
Phone (626) 294-0820

October 20, 1999

A regular monthly meeting of the **Administrative Board** took place on the above date, at 9:15 a.m., at the Committee office. Those members in attendance were:

Mr. Malcolm Brown – AirTouch Cellular  
Mr. Sheldon Cox – City of Pasadena  
Mr. Dave Filson, Jr. - City of Burbank  
Mr. Stewart McClausland – Nextlink California  
Ms. Betty Tenorio - GTE Calif. Inc.  
Mr. Chris Bengtsson - City of Los Angeles  
Mr. Mike Torelli - City of Riverside  
Ms. Kathleen Dell - Los Angeles Cellular  
Mr. Ray Connors - Los Angeles Cellular  
Mr. David Barrett – AT&T Local Services  
Mr. J. Craig Waywent – City of Glendale  
Ms. Lupe Hernandez - Pacific Bell  
Ms. Lynn Prescott – AirTouch Cellular  
Mr. Ernie Solorzano - So. Calif. Edison Co.  
Ms. Sherri Goetz – So. California Edison Co.  
Ms. Pamela White - Sprint PCS  
Mr. Mike Bogner – Sprint PCS  
Mr. Cory Autrey – Pac Bell Wireless  
Ms. Jennie L. Corella - Committee Staff

### **CALL TO ORDER:**

The President, Mr. Malcolm Brown called the meeting to order at 9:15 a.m. and provided for introductions.

### **APPROVAL OF MINUTES:**

Mr. Brown reminded the members that at last months Board meeting it was agreed that the copies of the minutes from the previous Board meeting would no longer be distributed. Ms. Corella is now sending the minutes to members via an e-mail attachment. Members were once again instructed to print the minutes and bring them to the meeting. There being no corrections, additions, or deletions, Mr. Bengtsson made a motion to approve the minutes of the September 15, 1999. Mr. Waywent seconded the motion which, upon voting, passed unanimously.

Mr. Brown informed the members that the further use of e-mail was discussed at the last Operating Meeting. Any communication, and or questions, addressed to the Committee staff should be handled via e-mail. This would decrease operating interruptions at the Committee office. Ms. Dell questioned whether specific issues were to be addressed to specific staff members. Ms. Corella was instructed to compile an e-mail address list for each individual staff member. Included in the list, the name of the staff member to contact for specific questions. Ms. Corella will send the list via e-mail to all members.

**MANAGER'S REPORT**

Ms. Corella reported gross expenses and capital investments for September 1999 were \$29,111.01.

Ms. Corella reported that Mr. Richard Wortham, of Sprint –Long Distance, has contacted her about the possibility of becoming a member of the Committee. She reported that she has sent him all the necessary information required by the Committee when applying for membership. The Committee office has not received their official application for membership at this time.

**SPECIAL REPORTS:**

There were no special reports

**SUB-COMMITTEE REPORTS:**

**ad hoc Committee on Authorized Cost Elements**

Chairman, Ernie Solorzano reported that a meeting had taken place on October 5, 1999. (Refer to the minutes of that meeting for details). He reported that pole prices for wood would be on the November Administrative Board agenda under the Consent Calendar. He stated Edison would provide the criteria for using fiberglass poles.

**ad hoc Committee on Computer Communications**

Chairman, Dan Lewis was not in attendance, therefore, Ms. Corella reported on Computer Communications. She reported that DB Network Technologies had submitted a proposal, which was being reviewed by the Committee. Mr. Walter White, an associate of DBNT, is a retired Joint Pole representative who was employed by the City of Pasadena. Mr. White will bring with him a vast knowledge of the JPA process, should the Committee choose to accept the proposal. Mr. Torelli raised two issues. The first issue was whether or not the Computer Communications ad hoc committee is required to seek approval from the Administrative Board prior to entering into contracts and/or spending SCJPC funds. He stated that, in his opinion, the Agreement reads that only the Operating Committee has such authority. The second issue raised by Mr. Torelli was whether or not it is in the best interest of the Committee to contract with DBNT to provide OPCaTS project management, assessment, programming, and quality assurance services. He opposed such an approach because of conflict of interest and project responsibility issues. However, he did support contracting with DBNT to provide project management, assessment, and quality assurance services, but to exclude programming services. Mr. Solorzano stated that he agreed with Mr. Torelli, however, with year end quickly approaching the decision to move forward with this project is shared by the majority of the members who have attended prior Computer Communications meetings. Another factor to be considered is the knowledge and experience Mr. White has with the JPA process.

Ms. Dell stated, she recalled from an earlier Board meeting approval awarded to the Computer Communications Committee for a specific expenditure amount.

Mr. Brown suggested taking the issue to discussion. The above mentioned proposal states that Phase I, the discovery phase, will require 135 man-hours, at a total estimated cost of (and not to exceed) \$15,100.00.

Following discussion, the Board members agreed to address the subcommittee accountability issue at the next Board meeting.

### **Operating Committee**

Mr. Bengtsson reported that a special budget meeting had taken place on October 5, 1999 regarding the 2000 budget, and a regular meeting took place on October 19, 1999. (Refer to the minutes of that meeting for details). He stated that the final draft of the 2000 Budget would be ready for approval at the November Administrative Board meeting. He reported that the bottom line for the proposed 2000 budget had been reduced by \$50,000.00 relative to the 1999 budget. Mr. Torelli questioned whether or not it was a realistic budget. He had a concern with the total projected 2000 computer system budget, because it reflected \$49,000.00 less than the 1999 budget. The Board assured Mr. Torelli that it is a realistic budget and that the Board would not authorize more than what is within the proposed year 2000 budget on the computer system. Mr. Solorzano added by saying that the total 2000 expenditures would not exceed the bottom line. However, the shifting of funds between line items is allowable when necessary.

### **ad hoc Committee on Reorganization**

Ms. Hernandez reported that Reorganization had met on September 15, 1999. (Refer to the minutes of that meeting for details) She stated that the Amendment Agreement and the corporate resolution were on the Consent Calendar for approval.

### **Routine Revision Committee**

Chairman, Chris Bengtsson reported that Routine Revision did not meet for the month of October.

### **Single Trip to Pole**

Ms. Hernandez reported that no meeting had taken place.

### **CONSENT CALENDAR:**

Item 1281: Employee Handbook  
Amendment Agreement  
Corporate Resolution

Vice-President, Chris Bengtsson made a motion to approve the consent calendar effective October 1, 1999. Mr. Solorzano seconded the motion which, upon voting, passed unanimously.

**DISCUSSION CALENDAR:**

The issue of the \$15,100.00 expenditure for implementing phase one of the DBNT proposal was addressed. The members decided to vote on the expenditure at this time, in order to expedite the process. Mr. Solorzano motioned to approve the expenditure of \$15,100.00. Mr. Bengtsson seconded the motion which, upon voting, passed unanimously.

**OTHER ITEMS:** Unfinished Business

- Item 1235: Cost Causer – ROUTINE REVISION
- Item 1258: Single Trip to Pole – SINGLE TRIP
- Item 1259: Approved Contractor List – SINGLE TRIP
- Item 1265: Alternative to Wood Poles – AUTHORIZED COSTS/ ROUTINE REVISION
- Item 1268: Y2K Problems – OPERATING
- Item 1269: Unauthorized Attachment Penalties – ROUTINE REVISION
- Item 1272: AT&T & TCG Merger - OPERATING
- Item 1274: Office Management - OPERATING
- Item 1280: Authorized Signatures – RE-ORGANIZATION
- Item 1288: Equally Shared Expenses - OPERATING
- Item 1291: 2000 Operating Budget – OPERATING

Ms. Dell reported that **Item 1265:** Alternative to Wood Poles was discussed at Authorized Costs. Mr. Solorzano recommended leaving Item 1265 open for further discussion. **Item 1288:** Equally Shared Expenses will remain open until Item **1291:** 2000 Operating Budget is approved. It was agreed to leave all other items on the agenda as unfinished business.

**Open Administrative Board Items:**

Item 1160: Environmental Issues – Will remain open until the end of 1999. A new item number will to be assigned at the beginning of 2000.

**New Business**

*Known Items*

Mr. Solorzano reported on fire plating. SCE is conducting a pole inventory to identify those poles with fire plating. Those members who are on poles identified with fire plating containing asbestos will be notified. He stated those members primarily involved are Pac Bell, and GTE.

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*Unknown Items*

Mr. Waywent inquired as to whether members notify one another prior to pole testing. Mr. Solorzano response was that SCE does not necessarily notify members prior to pole testing. Members are informed when they are billed.

**SCHEDULE OF FUTURE MEETINGS:**

Future meetings were scheduled as follows:

Computer Communications	10/26/99	9:00 a.m. Committee Office
Nominating Committee	10/26/99	Following Computer Comm.
Operating Committee	11/16/99	9:00 a.m. Committee Office
Authorized Costs	11/16/99	Immediately Following Operating
Routine Revision	11/16/99	Immediately Following Authorized Costs
Administrative Board	11/17/99	9:00 a.m. Committee Office

**ADJOURNMENT:**

Mr. Brown adjourned the meeting at 10:30 p.m., until November 17, 1999.

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Malcolm Brown, President

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Jennie L. Corella, Office Manager

## **SOUTHERN CALIFORNIA JOINT POLE COMMITTEE**

444 E. Huntington Drive Suite 205  
Arcadia, Ca. 91006  
Phone (626) 2940820  
Fax (626) 294-0872

November 17, 1999

A regular monthly meeting of the **Administrative Board** took place on the above date, at 9:00 a.m., at the Committee office. Those members in attendance were:

Mr. Malcolm Brown - AirTouch Cellular  
Mr. Sheldon Cox – City of Pasadena  
Mr. Ralph Hammond – Sprint PCS  
Mr. Mike Bogner - Sprint PCS  
Ms Pamela Gozzo – Sprint PCS  
Mr. Dan Lewis - GTE Calif. Inc.  
Ms. Lupe Hernandez – Pacific Bell  
Mr. Dennis Carr - MediaOne  
Ms. Lynn Prescott - AirTouch Cellular  
Mr. Ray Connors - Los Angeles Cellular  
Mr. Ernie Solorzano - So. Calif. Edison Co.  
Ms. Sherri Goetz - So. Calif. Edison Co.  
Mr. Cory Autrey – Pacific Bell Wireless  
Mr. David Barrett – AT&T Local Services  
Ms. Jennie L. Corella - Committee Staff  
Ms. Kathleen Greene - Committee Staff

### **CALL TO ORDER:**

The President, Mr. Malcolm Brown called the meeting to order at 9:10 a.m. and provided for introductions.

### **APPROVAL OF MINUTES:**

Ms. Hernandez made a correction to page 4 under Unknown Items. She stated that Mr. Waywent's inquiry was the procedure required for test and treat. The response to his inquiry is that prior to any pole testing or treating, each member must present their intended pole test and treat program to the Board for approval. Ms. Greene made a note of the correction. Ms. Gozzo motioned to approve the October minutes. Mr. Connors seconded the motion, which upon voting passed unanimously.

### **MANAGER'S REPORT**

Ms. Corella reported gross expenses and capital investments for October were \$29,754.52. There was no communication report.

Mr. Brown inquired as to the status of the Delinquent Member Invoices report. Ms. Corella responded, stating that the report is reviewed monthly at the Operating Meeting. She reported that she is making progress in contacting the proper people for payment, and past due invoice dollars are decreasing.

**SPECIAL REPORTS:**

There were no special reports.

**SUB-COMMITTEE REPORTS:**

**ad hoc Committee on Authorized Cost Elements**

Chairman, Ernie Solorzano reported that a meeting had taken place on November 16, 1999. He reminded the members that the 2000 pole prices are on the current Discussion Calendar. (Please refer to the minutes of that meeting for further details).

**ad hoc Committee on Computer Communications**

Mr. Lewis reported that several workshops have taken place in order to identify corrections and problems necessary to get OPCaTS operating. The workshops have been attended by member's end users of the system. DBNT, the consulting firm engaged by the Committee to complete OPCaTS, has supplied the Committee with a list of issues discovered in Phase I. The ad hoc Computer Communications Committee will meet on 11/18/99 at 9:00 am in the morning with the end users and in the afternoon with DBNT to continue addressing the issues. Mr. Solorzano inquired as to an estimated cost from DBNT to complete the program. He would prefer to apply the costs to this year's budget as opposed to the next year. Mr. Solorzano will request a special assessment from the Committee.

**Operating Committee**

The Chairperson, Mr. Chris Bengtsson, did not attend the Board meeting. Mr. Dan Lewis reported in his absence. The Operating Committee met on November 16, 1999. (Please refer to the minutes of that meeting for further details.)

**ad hoc Committee on Reorganization**

Ms. Hernandez reported that no meeting had taken place.

**Routine Revision Committee**

Mr. Dan Lewis reported that Routine Revision had met on November 16, 1999. (Please refer to the minutes of that meeting for further details).

**Single Trip to Pole**

Ms. Hernandez reported that no meeting had taken place.

**CONSENT CALENDAR:**

*Item 1291: 2000 Operating Budget  
2000 Nominated Officers*

Mr. Solorzano motioned to accept Item 1291, and the proposed slate for nominated officers for 2000. Mr. Lewis seconded the motion, which upon voting passed unanimously.

**DISCUSSION CALENDAR:**

Item 1292: 2000 pole prices was discussed. Members had received via e-mail the proposed 2000 pole prices. Mr. Autrey stated that the 25-ft. pole prices are greater than the 30-ft. pole prices. It was agreed to reverse the costs between the 25-ft. and the 30-ft. pole. Fiberglass pole prices as well as wood prices were discussed. Ms. Hernandez stated that verbiage was needed in the Routine so that the Committee staff would have the ability to identify whether the pole price to use in billing should be wood or fiberglass. It was agreed that the type of pole used would be specified in the *Location and Nature of Work* section of the JPA.

Mr. Brown requested a motion to accept the 2000 Pole Prices. Mr. Lewis motioned to accept the 2000 Pole Prices. Mr. Solorzano seconded the motion, which upon voting passed unanimously.

**OTHER ITEMS:** Unfinished Business

- Item 1235: Cost Causer – ROUTINE REVISION
- Item 1258: Single Trip to Pole – SINGLE TRIP
- Item 1259: Contractor List – SINGLE TRIP
- Item 1265: Composite Poles – AUTHORIZED COSTS/ ROUTINE REVISION
- Item 1268: Y2K Problems – OPERATING
- Item 1269: Unauthorized Attachment Penalties – ROUTINE REVISION
- Item 1272: AT&T & TCG Merger - OPERATING
- Item 1274: Office Management – OPERATING
- Item 1280: Authorized Signatures – RE-ORGANIZATION
- Item 1288: Equally Shared Expenses – OPERATING
- Item 1292: 2000 Pole Prices – AUTHORIZED COSTS

Ms. Lewis made a motion to close Item 1292.

**Open Administrative Board Items:**

**Item 1160: Environmental Issues**

It was agreed to close Item 1160 for 1999, and reassign a new Item number for 2000. Item 1294 was assigned to Environmental Issue for the year 2000.

**New Business**

*Known Items:*

Mr. Solorzano reported on fire plating. SCE environmental groups are out in the field to identify the poles with fire plating. The members that have been identified, as joint owners with SCE attached to poles with fire plating, at this time are GTE, Sprint, Pac Bell, and one pole with City of Glendale. Notices will be sent to those involved joint owners. The process will extend from six to twelve months.

*Unknown Items:*

Item 1293: 2000 Authorized Costs

Mr. Solorzano reported that every two years Authorized Costs are reviewed. Rather than review each individual Authorized Costs, he recommended a 3% overall increase. Mr. Lewis stated that the intention is to discuss it today, and vote on the Costs at the January 2000 Administrative Board Meeting, and make the costs retroactive to January 1, 2000. The Authorized Costs increase will be revisited at the January Authorized Costs Meeting which will meet prior to the January Board Meeting. Mr. Brown recommended to the members that are interested in the subject, attend the January Authorized Costs Meeting.

However, before adjourning the Meeting it was decided to revisit Item 1293: 2000 Authorized Costs at this time. Mr. Solorzano motioned to move forward and accept the proposed 3% increase effective January 1, 2000. Mr. Lewis seconded the motion, which upon voting passed unanimously.

Mr. Ray Connors announced that L.A. Cellular is now known as AT&T Wireless Services. Ms. Corella inquired as to whether the poles will continue to be tagged as LAC, and if the Committee office could continue using LAC as their member code name. Mr. Connors responded stating that at this time there is no merger, this is just a name change or a D.B.A. The distinction between the AT&T members is that one is AT&T *Local Services* and the other is AT&T *Wireless Services*.

**SCHEDULE OF FUTURE MEETINGS:**

Future meetings were scheduled as follows:

Authorized Costs	01/18/00	9:00 a.m.	Committee Office
Operating Committee	01/18/00	Following Authorized Costs	
Routine Revision	01/18/00	Following Operating Committee	
Administrative Board	01/19/00	9:00 a.m.	Committee Office

**ADJOURNMENT:**

Mr. Brown adjourned the meeting at 10:10 a.m., until January 19, 2000.

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Malcolm Brown, President

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Jennie L. Corella, Office Manager