

Southern California Joint Pole Committee

444 E. Huntington Drive, Suite 205

Arcadia, CA 91006

Phone: (626) 294-0820

Fax: (626) 294-0872

January 16, 2002

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. Doug Schmaderer	City of Pasadena
Mr. J. Craig Wayment	City of Glendale
Mr. Chris Bengtsson	City of Los Angeles
Ms. Lupe Hernandez	SBC Pacific Bell
Mr. Dennis Ennis	AT&T Wireless
Mr. Ernie Solorzano	Southern California Edison
Mr. Mike Bogner	Sprint PCS
Mr. Dan Lewis	Verizon California, Inc.
Mr. Malcolm Brown	Verizon Wireless
Ms. Lynn Prescott	Verizon Wireless
Ms. Jennie Corella	Committee Staff

CALL TO ORDER:

The President, Mr. Dan Lewis called the meeting to order at 9:25 A.M.

APPROVAL OF MINUTES:

Mr. Lewis asked the members to take some time to review the minutes from the December Administrative Board Meeting. After the members reviewed the minutes, Mr. Lewis then asked for a motion to approve the minutes. Ms. Hernandez motioned to approve the minutes as written, Mr. Brown seconded the motion, which upon voting, passed unanimously.

MANAGER'S REPORT

Ms. Corella reported the gross expenses for December 2001 totaled \$42,457.88. The members were assessed this amount.

COMMUNICATIONS:

None

SPECIAL REPORTS:

None

SUB-COMMITTEE REPORTS:

ad hoc Committee on Authorized Cost Elements

Chairman, Mr. Solorzano reported that Authorized Costs had met on January 15, 2002, (Please refer to the minutes of that meeting for further details). He stated that the sub-committee had discussed and reviewed the current matrix used by members in determining their individual pole prices. The ad hoc Committee will continue working on the matrix to ensure it reflects accurate pole prices.

ad hoc Committee on Computer Communications

Chairman, Mr. Lewis reported that Computer Communications did not meet in December. He reported that he would schedule a conference call the following week. Ms. Hernandez reported that she and Chris Bengtsson would schedule a session where they could test the system with their respective staff. Mr. Solorzano and Mr. Lewis discussed scheduling a session as well.

Operating Committee

Mr. Solorzano reported that the Operating Committee did not meet in December 2001. He stated that in December the Operating Committee and the Committee staff celebrated a Christmas season lunch.

ad hoc Committee on Reorganization

Ms. Hernandez reported that Reorganization did not meet in December. However, she reported that she has not received a response from her legal department in regards to membership reinstatement. Mr. Bengtsson stated that for the record, the City of Vernon no longer has any interest in membership reinstatement. Mr. Solorzano stated that he would like membership reinstatement researched and to remain an open item at this time should another previous member consider membership reinstatement. This issue will remain an open item for the ad hoc Committee on Reorganization.

Routine Revision Committee

Mr. Bengtsson reported that Routine Revision did not meet in December 2001.

Single Trip to Pole

Ms. Hernandez reported that Single Trip to Pole did not meet in December 2001.

CONSENT CALENDAR:

Item 1322: Nextel Membership Application

Mr. Lewis reported that Nextel representatives had met with the Committee at the December 2001 Board meeting. He stated that all the proper documentation had been submitted, the interview went well, and all that is required to complete their application is Board approval. Mr. Bengtsson motioned to accept the Nextel application for membership to the Committee. Ms. Hernandez seconded the motion, which upon voting, passed unanimously.

DISCUSSION CALENDAR:

Item 1319: 2002 Pole Prices

Mr. Lewis reported that this item had been on the Consent Calendar of the December Board meeting, but, had been moved back to the Authorized Costs Committee for further discussion. Ms. Corella had previously e-mailed a file to the members with the proposed costs for their review. The Authorized Costs meeting had met and were ready to present the pole costs to the Board for discussion or approval. The members moved this item to the Consent Calendar for approval. Ms. Hernandez motioned to approve the proposed 2002 pole prices, with the caveat that the methodology to determine pole prices would remain consistent and constant moving forward. Mr. Wayment seconded the motion, which upon voting, passed unanimously.

OTHER ITEMS: Unfinished Business

Item 1235: Cost Causer – ROUTINE REVISION

Item 1259: Approved Contractor List – SINGLE TRIP TO POLE

Item 1280: Authorized Signatures – RE-ORGANIZATION

Item 1300: Pole Set in Same Hole – AUTHORIZED COSTS

Item 1307: Pole Class - ROUTINE REVISION

Item 1314: Antenna/Microcell Identification- ROUTINE REVISION

- Item 1318: Membership Reinstatement – RE-ORGANIZATION
- Item 1319: 2002 Pole Prices - AUTHORIZED COSTS
- Item 1320: Vegetation Management - AUTHORIZED COSTS
- Item 1321: 2003 pole Price Structure/Criteria – AUTHORIZED COSTS
- Item 1322: Nextel Membership Application – OPERATING
- Item 1323: Environmental Costs - AUTHORIZED COSTS
- Item 1324: Survey Costs - AUTHORIZED COSTS/ ROUTINE REVISION

It was agreed to close Item 1319. Item 1322 will close upon receipt of initial membership fee check.

Open Administrative Board Items

Item 1294– *Environmental Issues*

New Business

Known Items:

None

Unknown Items:

None

SCHEDULE OF FUTURE MEETINGS:

Future meetings were scheduled as follows:

Authorized Costs Ctte	02/19/02	9:00 a.m.	Committee Office
Administrative Board	02/20/02	9:00 a.m.	Committee Office
Operating Committee	02/20/02	Following	Admin. Board
Routine Revision	02/20/02	Following	Operating Ctte

ADJOURNMENT:

Mr. Lewis adjourned the meeting at 10:00 a.m., until February 20, 2002.

Dan Lewis, President

Jennie Corella, Office Manager

Southern California Joint Pole Committee

444 E. Huntington Drive, Suite 205

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February 20, 2002

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. J. Craig Wayment	City of Glendale
Mr. Chris Bengtsson	City of Los Angeles
Ms. Lupe Hernandez	SBC Pacific Bell
Ms. Kathleen Dell	AT&T Wireless
Ms. Lynn George	AT&T Wireless
Mr. Ernie Solorzano	Southern California Edison
Ms. Sherri Goetz	Southern California Edison
Mr. Cory Autrey	Sprint PCS
Mr. Mike Bogner	Sprint PCS
Mr. Dan Lewis	Verizon California, Inc.
Mr. Eric Hart	Altrio Communications
Mr. David Filson	City of Burbank
Ms. Lynn Prescott	Verizon Wireless
Mr. Manuel Ponce	Cingular Wireless
Ms. Jean Baccus	Committee Staff

CALL TO ORDER:

The President, Mr. J. Craig Wayment called the meeting to order at 9:06 A.M.

APPROVAL OF MINUTES:

Mr. Wayment asked the members to take some time to review the minutes from the January Administrative Board Meeting. After the members reviewed the minutes, Mr. Wayment then asked for a motion to approve the minutes. Mr. Lewis motioned to approve the minutes as written, Mr. Solorzano seconded the motion, which upon voting, passed unanimously.

MANAGER'S REPORT

Ms. Baccus reported the gross expenses for January 2002 totaled \$40,443.08. The members were assessed this amount.

COMMUNICATIONS:

Verizon Communications – Notification of Non-Assignment of Agreement.

Ms. Baccus read a correspondence from Verizon Communications legal department. Previously, Verizon opted to sell certain telephone operations to Citizens Utilities Company. However, Citizens has elected to terminate the sale of the properties. Mr. Lewis reported that the sale of the mentioned properties will come to fruition, but, not under the title of Citizens. Citizens Utilities has been purchased by another entity under which the sale will transpire. Mr. Solorzano stated that the issue of Agreement assignment should be addressed within the Reorganization Committee.

SPECIAL REPORTS:

None

SUB-COMMITTEE REPORTS:

ad hoc Committee on Authorized Cost Elements

Chairman, Mr. Solorzano reported that Authorized Costs had met on February 19, 2002, (Please refer to the minutes of that meeting for further details).

ad hoc Committee on Computer Communications

Chairman, Mr. Lewis reported that Computer Communications did not meet in January, however, had a conference call on January 24. He reported that the primary reason for the conference call was to determine how to allocate the resources for further development of the Opcats system. He stated that the primary objective is to arrive at working with one pole database as opposed to working with the current Clipper and Opcats databases. When it is determined which reports Clipper generates, then the Committee will solicit bids from programmers to create the programs needed to generate the reports. He further reported that currently there is a minor problem within the Opcats system that deals with user ID's and passwords. It appears that those members with more than one member code require a unique user ID and password for each individual member code. He reported that the Webpage is working as expected and it would be updated as soon as the Committee staff is trained on the software required allowing editing of text.

Operating Committee

Mr. Solorzano reported that the Operating Committee met in January 2002. (Please refer to the minutes of that meeting for further details.)

ad hoc Committee on Reorganization

Ms. Hernandez reported that Reorganization did not meet in January.

Routine Revision Committee

Mr. Bengtsson reported that Routine Revision met on January 16, 2002. (Please refer to the minutes of that meeting for further details.)

Single Trip to Pole

Ms. Hernandez reported that Single Trip to Pole did not meet in January 2002.

CONSENT CALENDAR:

There were no items on the Consent Calendar.

DISCUSSION CALENDAR:

Pole Loading Issue – Southern California Edison

Mr. Solorzano reported that this issue has been rescheduled for next month. A representative from SCE will be a guest speaker at the next meeting.

Item 1320: Vegetation Management – Authorized Costs

Mr. Solorzano reported that this issue addresses poles situated in SRA's (State Responsibility Areas). He is proposing an Authorized Cost for clearing brush on poles within these areas. His recommendation is a shared cost of \$16.00 per pole. Proposed Authorized Cost Item 13:

13. Pole Access Obstruction:

- a) Clearing poles in State Responsibility Area.....\$16
(includes cost of contractor to perform activity and post quality control inspection).*

b) *All other by Special Agreement Section 1.2.*

Mr. Solorzano motioned to approve the proposed verbiage and costs for Authorized Costs Item 13. Mr. Bengtsson seconded the motion, which upon voting passed unanimously. Item 1320: Vegetation Management is closed.

OTHER ITEMS: Unfinished Business

Item 1235: Cost Causer – ROUTINE REVISION
Item 1259: Approved Contractor List – SINGLE TRIP TO POLE
Item 1280: Authorized Signatures – RE-ORGANIZATION
Item 1300: Pole Set in Same Hole – AUTHORIZED COSTS
Item 1307: Pole Class - ROUTINE REVISION
Item 1314: Antenna/Microcell Identification- ROUTINE REVISION
Item 1318: Membership Reinstatement – RE-ORGANIZATION
Item 1319: 2002 Pole Prices - AUTHORIZED COSTS
Item 1320: Vegetation Management - AUTHORIZED COSTS
Item 1321: 2003 pole Price Structure/Criteria – AUTHORIZED COSTS
Item 1322: Nextel Membership Application – OPERATING
Item 1323: Environmental Costs - AUTHORIZED COSTS
Item 1324: Survey Costs - AUTHORIZED COSTS/ ROUTINE REVISION

Open Administrative Board Items

Item 1294– *Environmental Issues*

New Business

Known Items:

Riser Information – LADWP

Mr. Bengtsson reported he has been notified that his organization is not receiving JPA's or Form 7's when risers are set. He urged the members to impress upon their respective staff to record such information on the JPA in order to enter the information on pole records.

Volume of JPA's Per Month – SBC Pacific Bell

Ms. Hernandez opened the discussion in regards to the number of JPA's sent to a specific member utility from another specific member utility within one billing month. She stated she is aware that there is no language in the Routine addressing this issue, however, it has created a problem within her

organization. She further stated this was particular to new incoming members. She stated that last month her organization received over 200 JPAs from one member alone. She would not be able to process them within the required time frame. Ms. Dell suggested the two members work together and decide which JPAs need immediate attention, and work together amicably to process them. It is not the intent of any member to hinder business operations resulting in loss revenue or any other loss. Therefore, it was agreed in these particular situations, the involved members would work on resolving this issue.

Unknown Items:

None

SCHEDULE OF FUTURE MEETINGS:

Future meetings were scheduled as follows:

Authorized Costs Ctte	03/06/02	9:00 a.m.	Committee Office
Routine Revision	03/06/02	Following	Auth Costs Ctte
Computer Comm Ctte	03/19/02	9:00 a.m	Committee Office
Administrative Board	03/20/02	9:00 Am.	Committee Office
Operating Committee	03/20/02	Following	Admin Board
Reorganization Committee	03/20/02	Following	Operating Ctte

ADJOURNMENT:

Mr. Wayment adjourned the meeting at 10:00 a.m., until March 20, 2002.

J. Craig Wayment, President

Jean Baccus, Senior Billing Assoc.

Southern California Joint Pole Committee

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March 20, 2002

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. J. Craig Wayment	City of Glendale
Mr. Chris Bengtsson	City of Los Angeles
Mr. Sheldon Cox	City of Pasadena
Mr. Mahendra K. Garg	City of Anaheim
Mr. Jun Santiago	City of Anaheim
Ms. Lupe Hernandez	SBC Pacific Bell
Ms. Kathleen Dell	AT&T Wireless
Ms. Lynn George	AT&T Wireless
Mr. Sean Matlock	Southern California Water
Ms. Sherri Goetz	Southern California Edison
Mr. Cory Autrey	Sprint PCS
Mr. Mike Bogner	Sprint PCS
Mr. Ross Cutshaw	Sprint PCS
Mr. Dan Lewis	Verizon California, Inc.
Mr. Eric Hart	Altrio Communications
Mr. David Filson	City of Burbank
Mr. Malcolm Brown	Verizon Wireless
Ms. Lynn Prescott	Verizon Wireless
Mr. Manuel Ponce	Cingular Wireless
Ms. Jennie Corella	Committee Staff

CALL TO ORDER:

The President, Mr. J. Craig Wayment called the meeting to order at 9:05 A.M.

APPROVAL OF MINUTES:

Mr. Wayment asked the members to take some time to review the minutes from the February Administrative Board Meeting. After the members reviewed the minutes, Mr. Wayment then asked for a motion to approve the minutes. Mr. Lewis motioned to approve the minutes as written, Ms. Goetz seconded the motion, which upon voting, passed unanimously.

MANAGER'S REPORT

Ms. Corella reported the gross expenses for February 2002 totaled \$36,328.80. The members were assessed this amount.

COMMUNICATIONS:

Status of current Committee President

Ms. Corella announced that Mr. Wayment, the current Committee President, is resigning from the City of Glendale. Mr. Wayment reported that Mr. Pravin Ghantiwala would be the Representative replacement for the City of Glendale. He further stated that he would be employed by Altrio Communications, and would represent Altrio at future meetings. The members discussed the By-Laws in regards to Presidential resignation. According to Article V, Section 1, in the absence of the President, the Vice-President shall preside at the Administrative Board meeting. In the event of Mr. Ghantiwala's absence, Ms. Hernandez would Chair any Administrative Board meetings.

SPECIAL REPORTS:

None

SUB-COMMITTEE REPORTS:

ad hoc Committee on Authorized Cost Elements

Chairperson, Ms. Goetz reported that Authorized Costs had met on March 7, 2002, (Please refer to the minutes of that meeting for further details).

ad hoc Committee on Computer Communications

Chairman, Mr. Lewis reported that Computer Communications met on March 19, 2002. The Committee decided that prior to writing the specifications for the month-end reports currently generated by Clipper, the billing function of Opcats should be explored. The Committee had originally requested DBNT to disable the billing function, however, they agreed the billing function should now be enabled and examined for its capabilities. He stated that Pacific Bell, DWP, and AT&T Wireless would be working together on submitting JPAs on a trial basis.

Operating Committee

Ms. Hernandez reported that the Operating Committee met in February 20, 2002. (Please refer to the minutes of that meeting for further details.)

ad hoc Committee on Reorganization

Ms. Hernandez reported that Reorganization did not meet in February, however, was scheduled to meet following the Board meeting.

Routine Revision Committee

Mr. Brown, the current Chair for the Routine Revision, was unable to Chair the February meeting. Mr. Bengtsson Chaired the February meeting in the absence of Mr. Brown, therefore, he reported that Routine Revision met on February 20, 2002. (Please refer to the minutes of that meeting for further details.)

Single Trip to Pole

Ms. Hernandez reported that Single Trip to Pole did not meet in February 2002, but would like this Committee to remain open at this time.

CONSENT CALENDAR:

Item 1321: 2003 Pole Price Structure/Criteria was cancelled per Authorized Costs.

DISCUSSION CALENDAR:

Item 1300: Pole Set in Same Hole

Mr. Bengtsson presented a brief overview on this item which had been reviewed and discussed extensively in Authorized Costs and Routine Revision (for detailed information, please refer to the last six months of the above mentioned sub-committee minutes). Authorized Costs proposed three costs for setting a pole in the same hole by order of difficulty, assigning Authorized Cost Item 19 to Cost for placing pole back in the same hole (see attachment). The members discussed this issue and agreed that it could be moved to Consent for Board approval. Mr. Wayment then solicited a motion to approve Item 1300.

Mr. Lewis motioned to accept Authorized Costs Item 19 and the assigned costs. Mr. Bengtsson seconded the motion, which upon voting passed unanimously.

Item 1325: Hand Dig

Mr. Bengtsson opened the discussion by referring to Section 14.9 of the Routine Handbook. The Routine Revision Committee has been discussing this issue/section and have arrived at proposed verbiage revision for this section (see attached). The members reviewed the revised section and agreed that it should be returned to Routine Revision for re-work and clarification. The Routine Revision Committee reviewed Section 18.7 Form 48, and added some verbiage (see attached). Mr. Bengtsson motioned to accept the proposed additional language for Section 18.7; Ms. Goetz seconded the motion, which upon voting passed unanimously.

OTHER ITEMS: Unfinished Business

Item 1235: Cost Causer – ROUTINE REVISION
Item 1259: Approved Contractor List – SINGLE TRIP TO POLE
Item 1280: Authorized Signatures – RE-ORGANIZATION
Item 1300: Pole Set in Same Hole – AUTHORIZED COSTS
Item 1318: Membership Reinstatement – RE-ORGANIZATION
Item 1321: 2003 pole Price Structure/Criteria – AUTHORIZED COSTS
Item 1322: Nextel Membership Application – OPERATING
Item 1323: Environmental Costs - AUTHORIZED COSTS
Item 1325: Hand Dig – ROUTINE REVISION
Item 1326: JPA Volume – ROUTINE REVISION
Item 1327: Assignment Consent of SCJPC Agreement – RE-ORGANIZATION

Mr. Garg inquired about **Item 1259**, whether the Committee had established an approved contractor list. The members responded that a list has not been established at this time. This is the primary issue that the Single trip to Pole ad hoc Committee will discuss and resolve.

Open Administrative Board Items

Item 1294– *Environmental Issues*

New Business

Known Items:

None

Unknown Items:

Mr. Garg announced that Mr. Edward Murdock would no longer be the representative for the City of Anaheim. He further stated that he would be the representative, with Mr. Santiago as alternate for the City of Anaheim. Mr. Garg stated that he had a communication problem with SBC Pacific Bell in regards to PTD. The members reminded Mr. Garg that any issues pertaining only to individual members should be handled outside of the Board meeting between those involved. Ms. Hernandez stated that she would gladly arrange a meeting between SBC Pacific Bell and the City of Anaheim to resolve any problems.

Mr. Garg reported that his organization was experiencing difficulty obtaining a contact with ICG Communications. He stated that he has attempted several times to contact ICG in regards to joint pole issues. He questioned whether ICG had filed bankruptcy. Ms. Corella responded that ICG filed Chapter 11 and was in reorganization. She further stated that ICG is current in payment of their assessment invoices. Ms. Corella informed Mr. Garg that she would obtain a contact to ICG for him.

Mr. Filson reported that he was not notified that the Committee office would no longer provide pole cards to members, unless the members requested cards and agreed to pay the per card cost. Ms. Corella stated that she had made several communications to the members via email and the minutes. The members agreed that they had received sufficient notice. Mr. Corella stated that she would confirm Mr. Filson's email address for any necessary corrections.

Ms. Dell reported that many meetings are re-scheduled with short notice to the members. This creates a problem in that calendars are filled; therefore, members are forced to miss meetings due to conflicting schedules. She suggested better communication and consideration.

SCHEDULE OF FUTURE MEETINGS:

Future meetings were scheduled as follows:

Administrative Board	04/17/02	9:00 a.m.	Committee Office
Operating Committee	04/17/02	Following	Admin Board
Routine Revision	04/17/02	Following	Operating Ctte
Authorized Costs Ctte	04/17/02	Following	Routine Revision
Reorganization Committee	04/17/02	Following	Authorized Costs
Computer Comm Ctte	Confer call	to be	announced

ADJOURNMENT:

Mr. Wayment adjourned the meeting at 10:30 a.m., until April 17, 2002.

Proposed Language for Authorized Costs Item 19

Proposed Authorized Costs Item 19:

Current Language – None

Proposed Language –

19. **Cost for placing pole back in the same hole.**
- a) **pole placement located on street without riser.....\$700**
 - b) **pole placement located on street with riser.....\$850**
 - c) **pole placement on rear property with or without riser.....\$1000**

Item 1300: Pole Set in the Same Hole - Routine

Current:

7.4 Replacement of Pole in Same Hole

This section provides for the replacement of a pole in the same hole to accommodate the transfer of facilities attached to the old pole. The differential cost of the setting of the new pole in the same hole shall be borne by the Member requesting this type of construction procedure. Where differential costs have been identified, Section 1.2 will be used. (Some of these costs are available in the authorized cost tables).

Proposed:

7.4 Replacement of Pole in Same Hole

This section provides for the replacement of a pole in the same hole to accommodate the transfer of facilities attached to the old pole. The differential cost of the setting of the new pole when it is mutually beneficial to all members shall be shared equally by all parties. ~~When the placement of a pole in the same hole is not mutually beneficial, the cost shall be borne by the Member requesting this type of construction procedure.~~ Where differential costs have been identified, Section 1.2 will be used. (Some of these costs are available in the authorized cost tables). Hand dig charges are not applicable as an added cost when poles are being replaced in the same hole. Refer to Authorized Costs Item 19

14.9 Hand Dig Pole

The cost for hand digging a hole for a pole replacement, or new set, where labor required is excessive due to abnormal field conditions the cost will be shared equally among all pole owners. (See Item 9 of Authorized Costs) Some of the field conditions, or situations, where this could apply are 1.) set in rock, or 2.) placing between conflicting sub-structures.

Proposed:

14.9 Hand Dig Pole

~~The cost for hand digging a hole for a pole replacement, or new set, where labor required is excessive due to abnormal field conditions the cost will be shared equally among all pole owners. (See Item 9 of Authorized Costs) Some of the field conditions, or situations, where this could apply are 1.) set in rock, or 2.) placing between conflicting sub-structures.~~

Misc Item (Routine)

Additonal Verbiage

18.7 Form 48 - Memorandum Notice of Joint Pole Work

This form is used to notify other owners that work has been completed in order to expedite any remaining joint pole work by other Members, supplementing verbal or other instructions. It may also be used to make changes in a Preliminary Joint Pole Authorization relating to the pulling routine, the topping of poles, ***and hand dig.***

Southern California Joint Pole Committee

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April 17, 2002

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. J. Craig Wayment	Altrio Communications
Mr. Chris Bengtsson	City of Los Angeles
Mr. Robert Allen	City of Los Angeles
Mr. Dan Lewis	Verizon California
Mr. Doug Schmaderer	City of Pasadena
Mr. Mahendra K. Garg	City of Anaheim
Mr. Jun Santiago	City of Anaheim
Ms. Lupe Hernandez	SBC Pacific Bell
Ms. Kathleen Dell	AT&T Wireless
Ms. Lynn George	AT&T Wireless
Mr. Sean Matlock	Southern California Water
Mr. Ernie Solorzano	Southern California Edison
Ms. Sherri Goetz	Southern California Edison
Mr. Pravin Ghantiwala	City of Glendale
Ms. Karren Fleuret	ICG Telecom Group
Mr. David Filson	City of Burbank
Mr. Malcolm Brown	Verizon Wireless
Ms. Lynn Prescott	Verizon Wireless
Mr. Manuel Ponce	Cingular Wireless
Ms. Jennie Corella	Committee Staff

CALL TO ORDER:

The President, Mr. Pravin Ghantiwala called the meeting to order at 9:10 A.M., and allowed for introductions.

APPROVAL OF MINUTES:

Mr. Ghantiwala asked the members to take some time to review the minutes from the March Administrative Board Meeting. After the members reviewed the minutes, Mr. Ghantiwala then asked for a motion to approve the minutes. Mr. Lewis motioned to approve the minutes as written, Ms. Hernandez seconded the motion, which upon voting, passed unanimously.

MANAGER'S REPORT

Ms. Corella reported the gross expenses for March 2002 totaled \$34,271.18. The members were assessed this amount.

COMMUNICATIONS:

Item 1322: Nextel Communications

Ms. Corella announced that she has received the Nextel Communications initial fee payment. She stated that the funds would be credited proportionately to the members, and a credit should reflect on the coming month's assessment invoice. She further stated that Mr. Tim Robinson, who had worked to expedite Nextel's application request, has resigned from the organization. Ms. Corella stated that as soon as she is informed of Mr. Robinson's replacement she would notify the Committee.

Farewell Luncheon

Ms. Corella announced that immediately following the meetings there would be a farewell luncheon at Capistrano Restaurant for Mr. Chris Bengtsson. She stated that for those who were not aware of it, Mr. Bengtsson would be leaving the Joint Pole arena and moving on to another aspect within the City of Los Angeles, Department of Water and Power. Mr. Bengtsson's replacement is Mr. Robert Allen. The members welcomed Mr. Allen.

SPECIAL REPORTS:

None

SUB-COMMITTEE REPORTS:

ad hoc Committee on Authorized Cost Elements

Chairman, Mr. Solorzano reported that Authorized Costs had met on April 10, 2002, (Please refer to the minutes of that meeting for further details). In reviewing the minutes from that meeting, Mr. Ghantiwala questioned Item 1300: Pole Set in Same Hole in regards to the new costs and verbiage. He stated that the verbiage was not clear to him in reference to riser ownership and cost accountability. The members discussed this issue at length and it was decided that Item 1300 be returned to Routine Revision for further work

on the verbiage. This issue would be discussed further at the next Routine Revision meeting.

ad hoc Committee on Computer Communications

Chairman, Mr. Lewis reported that Computer Communications did not meet in March. However, he stated that the City of Los Angeles and Pacific Bell are currently working on the OpCats system on a trial basis. He stated that a conference call for Computer Communications would be scheduled next month.

Operating Committee

Chairperson, Ms. Goetz reported that the Operating Committee met on March 20, 2002. (Please refer to the minutes of that meeting for further details.)

ad hoc Committee on Reorganization

Chairperson, Ms. Hernandez reported that Reorganization met on March 20, 2002, (please refer to the minutes of that meeting for further details). The members discussed the issue of membership reinstatement at length, and agreed that this issue needed further research and discussion at future reorganization meetings.

Routine Revision Committee

Chairman, Mr. Brown reported that Routine Revision met on March 20, 2002. (Please refer to the minutes of that meeting for further details.)

Single Trip to Pole

Chairperson, Ms. Hernandez reported that Single Trip to Pole did not meet in March 2002, but would like this Committee to remain open at this time.

CONSENT CALENDAR:

There were no items for approval on the Consent Calendar at this time.

DISCUSSION CALENDAR:

Item 1325: Hand Dig

The members reviewed the proposed language revision for Item 1325. Ms. Hernandez motioned to move this item from the Discussion Calendar to the Consent Calendar for approval. Mr. Bengtsson seconded the motion, which upon voting, passed unanimously. On the Consent Calendar, Ms. Hernandez motioned to accept the revised verbiage for Hand Dig. Mr. Bengtsson seconded the motion, which upon voting, passed unanimously. The members discussed revision procedures, and decided that the effective date of all revisions would be documented in parenthesis next to the section title. This should enable the billing staff and the field staff to quickly identify when a section was revised. This added procedure would be implemented on all future revisions. Ms. Corella confirmed that the web site Handbook would be updated within the next week.

OTHER ITEMS: Unfinished Business

Item 1235: Cost Causer – ROUTINE REVISION
Item 1259: Approved Contractor List – SINGLE TRIP TO POLE
Item 1280: Authorized Signatures – RE-ORGANIZATION
Item 1300: Pole Set in Same Hole – AUTHORIZED COSTS
Item 1318: Membership Reinstatement – RE-ORGANIZATION
Item 1321: 2003 pole Price Structure/Criteria – AUTHORIZED COSTS
Item 1322: Nextel Membership Application – OPERATING
Item 1323: Environmental Costs - AUTHORIZED COSTS
Item 1325: Hand Dig – ROUTINE REVISION
Item 1328: Review of Auth Costs Item 5 (PTD) - AUTHORIZED COSTS

Mr. Ghantiwala inquired about **Item 1326: JPA Volume** (this item was not on the agenda, it was closed in Routine). He stated that his organization continues receiving JPAs that are incorrectly completed. His staff is spending extra time correcting the errors from incoming JPAs and his concern is that he cannot recover any costs incurred from this additional work. He further stated that his staff would be returning all JPAs that are incorrect. The members discussed this issue at length, and agreed that the correct procedure for incorrect JPAs is to return them to the initiator.

Open Administrative Board Items

Item 1294– *Environmental Issues*

New Business

Known Items:

None

Unknown Items:

None

SCHEDULE OF FUTURE MEETINGS:

Future meetings were scheduled as follows:

Administrative Board	05/15/02	9:00 a.m.	Committee Office
Operating Committee	05/15/02	Following	Admin Board
Routine Revision	05/15/02	Following	Operating Ctte
Computer Comm Ctte	Conference	Call	05/01/02

ADJOURNMENT:

Mr. Ghantiwala adjourned the meeting at 10:15 a.m., until May 15, 2002.

Mr. Pravin Ghantiwala, President

Jennie Corella, Office Manager

14.9 Hand Dig Pole

The cost for hand digging a hole for a pole replacement, or new set, where labor required is excessive due to abnormal field conditions the cost will be shared equally among all pole owners. (See Item 9 of Authorized Costs) Some of the field conditions, or situations, where this could apply are 1.) set in rock, or 2.) placing between conflicting sub-structures.

Proposed:

14.9 Hand Dig Pole

~~The cost for hand digging a hole for a pole replacement, or new set, where labor required is excessive due to abnormal field conditions the cost will be shared equally among all pole owners. Hand dig charges do not apply for poles set in same hole, or poles set in rear property. (See Item 9 of Authorized Costs) Some of the field conditions, or situations, where this could apply are 1.) set in rock, or 2.) placing between conflicting sub-structures.~~

Southern California Joint Pole Committee

444 E. Huntington Drive, Suite 205

Arcadia, CA 91006

Phone: (626) 294-0820

Fax: (626) 294-0872

May 15, 2002

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. J. Craig Wayment	Altrio Communications
Mr. Art Johnson	City of Los Angeles
Mr. Dan Lewis	Verizon California
Mr. Jun Santiago	City of Anaheim
Ms. Lupe Hernandez	SBC Pacific Bell
Ms. Velma Prouty	SBC Pacific Bell
Ms. Kathleen Dell	AT&T Wireless
Mr. Sean Matlock	Southern California Water
Mr. Ernie Solorzano	Southern California Edison
Ms. Sherri Goetz	Southern California Edison
Mr. Ross Cutshaw	Sprint PCS
Mr. Malcolm Brown	Verizon Wireless
Ms. Lynn Prescott	Verizon Wireless
Mr. Manuel Ponce	Cingular Wireless
Ms. Jennie Corella	Committee Staff

CALL TO ORDER:

Due to a conflicting schedule, the Committee President, Mr. Pravin Ghantiwala, was unable to attend the meeting. The Vice-President Ms. Lupe Hernandez was late; therefore, in their absence Mr. Solorzano volunteered to chair the meeting until the arrival of Ms. Hernandez. Mr. Solorzano called the meeting to order at 9:10 a.m. and allowed for introductions

APPROVAL OF MINUTES:

Mr. Solorzano asked the members to take some time to review the minutes from the April Administrative Board Meeting. After the members reviewed the minutes, Mr. Solorzano then asked for a motion to approve the minutes. Mr. Wayment motioned to approve the minutes as written, Mr. Lewis seconded the motion, which upon voting, passed unanimously.

MANAGER'S REPORT

Ms. Corella reported the gross expenses for April 2002 totaled \$36,131.98. The members were assessed this amount. Ms. Corella reported that the members were given a credit against their April assessment invoice resulting from the Nextel Communications initial membership fee.

COMMUNICATIONS:

Committee Office Lease

Ms. Corella sent a letter to the management company stating that the Committee was exercising their option to renew, however, would like a quote of the new rental rate. Ms. Corella reported that she had received a phone call from Mr. Meyers, who represents the property management company, in regards to the lease renewal. He informed Ms. Corella that since she was unable to give a definite answer in regards to renewal they would opt to offer the suite to a tenant who currently occupies 75% of the building. She also stated that the tenant in question happens to be a joint owner of the building. In her opinion it appears that they may exercise their option and choose not to renew the lease. The members discussed this issue at length. It was agreed that the members would contact the management company to negotiate a lease renewal. This issue has been assigned **Item 1329: Committee Office Lease.**

SPECIAL REPORTS:

None

SUB-COMMITTEE REPORTS:

ad hoc Committee on Authorized Cost Elements

Chairman, Mr. Solorzano reported that Authorized Costs had met on April 10, 2002, and April 30, 2002 (please refer to the minutes for further details).

ad hoc Committee on Computer Communications

Chairman, Mr. Lewis reported that Computer Communications did not meet in April. However, he stated that the City of Los Angeles and SBC Pacific Bell continue to work together on transmitting JPAs via the OpCats system, but would like to expand the trial period to include Edison and Verizon California. He reported that in the JPA search screen, the “work completed” search option is missing. DBNT will be contacted to add this search option to the JPA screen. He further stated that in reviewing the billing functionality of the system, it appears that there is more to this function than previously thought. He will have the JPC staff take a completed JPA through the billing function as research toward the billing operation of the system. Ms. Dell and Mr. Wayment reported that the pole search on the web site appears slower than usual. Ms. Corella responded stating that she would speak with Atalla Tech about the problem.

Operating Committee

Mr. Solorzano reported that the Operating Committee met on April 17, 2002. (Please refer to the minutes of that meeting for further details.)

ad hoc Committee on Reorganization

Mr. Solorzano reported that Reorganization did not meet in April.

Routine Revision Committee

Chairman, Mr. Brown reported that Routine Revision met on April 20, 2002. (Please refer to the minutes of that meeting for further details.)

Single Trip to Pole

Mr. Solorzano reported that Single Trip to Pole did not meet in April.

CONSENT CALENDAR:

There were no items for approval on the Consent Calendar at this time.

DISCUSSION CALENDAR:

Item 1321: 2003 Pole Prices/Criteria

This issue addresses (1) the pole matrix used by members in determining their pole prices for the coming year (see attachment), and (2) the revised 2002-2003 pole prices proposed by the Authorized Costs committee. The members briefly discussed these items. Ms. Goetz motioned to move Items 1321 and 1328 to the Consent Calendar for approval. Mr. Solorzano motioned to accept the new format for the pole-pricing matrix, as well as the revised/additional definition of elements of the matrix. Mr. Lewis seconded the motion, which upon voting passed unanimously. Mr. Solorzano then motioned to accept the revised 2003 pole prices based on the new pole-pricing matrix. Mr. Lewis seconded the motion, which upon voting passed unanimously. Mr. Solorzano's third motion was to accept the approved pole prices based on the new pole-pricing matrix to become effective July 01, 2002 until December 31, 2003. Ms. Dell seconded the motion. SBC Pacific Bell opposed the motion; all other members present approved, therefore, the motion carried. For the record, the lightweight steel pole prices are not included in this motion; therefore, the issue of lightweight steel prices remains open. It was decided to assign **Item 1370: Revised lightweight steel pole prices** to the Authorized Costs Committee for review.

Item 1328: Review of Authorized Costs Item 5 (PTD)

The Authorized Costs Committee is proposing a per pole flat rate rather than the current costs which are determined by pole height (see attachment). The members briefly discussed this issue.

The final motion proposed by Mr. Solorzano was to accept the new pulling, transporting, and disposal charges effective July 01, 2002. Mr. Lewis seconded the motion, which upon voting passed unanimously.

OTHER ITEMS: Unfinished Business

Item 1235: Cost Causer – ROUTINE REVISION

Item 1259: Approved Contractor List – SINGLE TRIP TO POLE

Item 1280: Authorized Signatures – RE-ORGANIZATION

Item 1318: Membership Reinstatement – RE-ORGANIZATION

Item 1321: 2003 pole Price Structure/Criteria – AUTHORIZED COSTS

Item 1328: Review of Auth Costs Item 5 (PTD) - AUTHORIZED COSTS

Item 1318, Item 1321 and Item 1328 are now **closed**.

Open Administrative Board Items

Item 1294– *Environmental Issues*

New Business

Known Items:

Ms. Dell reported that her organization was having difficulty in coordinating field meets with power companies. Mr. Solorzano required if Ms. Dell was having problems with the Edison Company. He stated that there have been some changes within his organization that may be impacting the problems Ms. Dell is encountering. However, he further stated that he would work with Ms. Dell to remedy the problem.

Unknown Items:

Mr. Cutshaw inquired if any members had any experience with SHPO (State Historical Preservation Office). Ms. Dell responded that it works to ensure that any historical sites are not upset when utilities place a pole.

Mr. Santiago raised the issue of Section 3.4. In regard to risers, it mentions new risers only, but has no reference to replacing existing risers. Mr. Santiago stated that his organization will be replacing existing risers, and that he does not know how to address this issue on a JPA. **Item 1331: Section 3.4** has been assigned to the Routine Revision Committee for review.

Ms. Hernandez announced that she is retiring from SBC Pacific Bell. She stated that her last day with SBC would be June 28, 2002. She further stated that the June Administrative Board meeting would be her last. The members congratulated her on her decision, and wished her well. Ms. Hernandez has been an integral participant in the Joint Pole Committee in the last four years, and will be greatly missed. Ms. Velma Prouty will be the replacement representative for SBC. The members welcomed Ms. Prouty aboard.

Item: 1329: Committee Office Lease has been assigned to the Operating Committee. The item deals with the lease agreement for the Committee office scheduled to expire on October 31, 2002.

Mr. Solorzano reported that a JPA was sent by his organization to a municipality for an intrusive inspection on their based pole. He stated that the municipality rejected the JPA because they do not wish to pay for an inspection by Edison on their pole. He stated that he would send communication to the power companies as to how this situation would be handled by Edison.

SCHEDULE OF FUTURE MEETINGS:

Future meetings were scheduled as follows:

Administrative Board	06/19/02	9:00 a.m.	Committee Office
Operating Committee	06/19/02	Following	Admin Board
Routine Revision	06/19/02	Following	Operating Ctte
Authorized Costs	06/19/02	Following	Routine Revision

ADJOURNMENT:

Ms. Hernandez adjourned the meeting at 10:30 a.m., until June 19, 2002.

Ms. Lupe Hernandez, Vice- President

Jennie Corella, Office Manager

Proposed Language for Authorized Costs Item 5. Removing from Service

Current Costs and Language for Authorized Costs Item 5. -

5. Removing from service:

(a) Pulling	362	387	393	502	513	534	623	659	695	845	881	920	1258	1315	1334
(b) Transporting.....per foot													3.33		
(c) Topping Pole..... *based on 2 cuts, topping and lowering.													225		
(d) Disposal.....per foot													1.26		

Proposed Costs and Language for Authorized Costs Item 5. -

5. Removing from service:

(a) Pulling.....per pole		802
*includes 1 hour pre-planning and engineering		
(b) Transporting.....per pole		150
(c) Topping Pole.....		225
*based on 2 cuts, topping and lowering.		
(d) Disposal.....per pole		60

Southern California Joint Pole Committee

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June 19, 2002

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. J. Craig Wayment	Altrio Communications
Mr. Dan Lewis	Verizon California
Mr. Jun Santiago	City of Anaheim
Ms. Lupe Hernandez	SBC Pacific Bell
Ms. Velma Prouty	SBC Pacific Bell
Ms. Kathleen Dell	AT&T Wireless
Mr. Robert Allen	City of Los Angeles (DWP)
Ms. Sherri Goetz	Southern California Edison
Mr. Ross Cutshaw	Sprint PCS
Ms. Lynn Prescott	Verizon Wireless
Ms. Jennie Corella	Committee Staff

CALL TO ORDER:

Ms. Hernandez called the meeting to order at 9:15 a.m.

APPROVAL OF MINUTES:

Ms. Hernandez asked the members to review the minutes of the May 15, 2002 Board meeting. After the members reviewed the minutes, Ms. Hernandez inquired if there were any corrections, additions or deletions. There being no required revisions to the minutes, Mr. Lewis motioned to accept the minutes of the May 15, 2002 Board meeting as written. Ms. Dell seconded the motion, which upon voting passed unanimously.

MANAGER'S REPORT

Ms. Corella reported the gross expenses for May 2002 totaled \$52,680.20. The members were assessed this amount. Ms. Corella reported that May expenses were above average due to an additional pay period in the month.

COMMUNICATIONS:

Committee Office Lease

Ms. Corella reported that she had sent correspondence to the current property management company requesting the possibility of an early lease termination. She stated that in her absence, the leasing company called stating that the office was open for lease renewal. The tenant was had the option to accept our current office opted not to lease. Therefore, our lease is open to renewal negotiation. Mr. Lewis reported that Mr. Solorzano had contacted him and stated that in his opinion he would choose to move forward on negotiations for the San Dimas location. Ms. Corella was instructed to contact Ms. Carter, the real estate agent currently working with the Committee, to state that we are seriously considering the location.

SPECIAL REPORTS:

None

SUB-COMMITTEE REPORTS:

ad hoc Committee on Authorized Cost Elements

Chairperson, Ms. Goetz reported that Authorized Costs did not meet in May.

ad hoc Committee on Computer Communications

Mr. Lewis reported that Computer Communications did not meet in May. However, he stated that DBNT has relocated to Northern California, therefore, he would like to plan a meeting to include Mr. Koch to discuss future plans in regards to OpcAts.

Operating Committee

Ms. Hernandez reported that the Operating Committee met on May 15, 2002. (Please refer to the minutes of that meeting for further details.)

ad hoc Committee on Reorganization

Ms. Hernandez reported that Reorganization did not meet in May.

Routine Revision Committee

Ms Prescott reported that Routine Revision did not meet in May.

Single Trip to Pole

Ms. Hernandez reported that Single Trip to Pole did not meet in May.

CONSENT CALENDAR:

There were no items for approval on the Consent Calendar at this time.

DISCUSSION CALENDAR:

There were no items for discussion

OTHER ITEMS: Unfinished Business

- Item 1235: Cost Causer – ROUTINE REVISION
- Item 1259: Approved Contractor List – SINGLE TRIP TO POLE
- Item 1280: Authorized Signatures – RE-ORGANIZATION
- Item 1318: Membership Reinstatement – RE-ORGANIZATION
- Item 1329: Committee Office Lease - OPERATING
- Item 1330: Revised 2002 Steel Prices- AUTHORIZED COSTS
- Item 1331: Section 3.4 – ROUTINE REVISION

Open Administrative Board Items

Item 1294– *Environmental Issues*

New Business

Known Items:

Ms. Dell stated that the Committee would like to express their appreciation for the hard work and dedication Ms. Hernandez displayed during her tenure as SBC – Pacific Bell representative. A farewell luncheon will be planned in July for Ms. Hernandez.

Unknown Items:

Mr. Lewis stated that the CPUC is now concerning itself with side by side poles. He further stated that there is a Committee within the CPUC created to ensure that poles are removed. The Committee was cited several utilities in cases where poles had not been removed. Mr. Lewis stated that one citation was in regards to a side by side pole set in a back yard, which stated the length of time the pole had set there. Ms. Dell stated that the Committee has become complacent in regards to pole removal. Mr. Lewis agreed that this issue has not been a priority item within his organization. However, Mr. Lewis stated that his organization plans on taking action within the next eight months. Mr. Lewis stated that in his opinion the members should be award of this situation and take action if necessary.

SCHEDULE OF FUTURE MEETINGS:

Future meetings were scheduled as follows:

Administrative Board	07/17/02	9:00 a.m.	Committee Office
Operating Committee	07/17/02	Following	Admin Board
Routine Revision	07/17/02	Following	Operating Ctte
Authorized Costs	07/17/02	Following	Routine Revision

ADJOURNMENT:

Ms. Hernandez adjourned the meeting at 10:00 a.m., until July 17, 2002.

Ms. Lupe Hernandez, Vice- President

Jennie Corella, Office Manager

Southern California Joint Pole Committee

444 E. Huntington Drive, Suite 205
Arcadia, CA 91006
Phone: (626) 294-0820
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July 17, 2002

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. Manuel Ponce	Cingular Wireless
Mr. Dan Lewis	Verizon California
Ms. Velma Prouty	SBC Pacific Bell
Mr. Malcolm Brown	Verizon Wireless
Mr. John Foltz	City of Los Angeles (DWP)
Ms. Kathleen Dell	AT&T Wireless
Ms. Lupe Hernandez	AT&T Wireless
Mr. Cory Autrey	Sprint PCS
Ms. Lynn Prescott	Verizon Wireless
Ms. Jennie Corella	Committee Staff

CALL TO ORDER:

Ms. Prouty called the meeting to order at 9:15 a.m.

APPROVAL OF MINUTES:

Ms. Prouty asked the members to review the minutes of the June 19, 2002 Board meeting. After the members reviewed the minutes, Ms. Prouty inquired if there were any corrections, additions or deletions. There being no required revisions to the minutes, Mr. Lewis motioned to accept the minutes of the June 19, 2002 Board meeting as written. Mr. Solorzano seconded the motion, which upon voting passed unanimously.

MANAGER'S REPORT

Ms. Corella reported the gross expenses for June 2002 totaled \$35,347.52. The members were assessed this amount. Ms. Corella reported that June was an average month.

COMMUNICATIONS:

Committee Office Lease

Ms. Corella reported that a proposal for the San Dimas location has been submitted on behalf of the Committee. The proposals included the following: .80 per square foot, seven year lease (84 months), possession to be taken on September 1, 2002, with a lease commencing on November 1, 2002, and the submitted tenant improvement floor plan. Ms. Corella stated that, Ms. Carter contacted her in regards to the cost of the improvements. The listing agent has received one bid of \$40,000.00 for the modifications the Committee has requested, and is awaiting two more quotes. When the listing agent receives the final quotes and is able to work on a cost analysis, the Committee should receive a response to the bid proposal.

SPECIAL REPORTS:

None

SUB-COMMITTEE REPORTS:

ad hoc Committee on Authorized Cost Elements

Chairman, Mr. Solorzano reported that Authorized Costs did not meet in June 2002.

ad hoc Committee on Computer Communications

Mr. Lewis reported that Computer Communications did not meet in June 2002. However, he stated that DBNT has relocated to Northern California and Mr. Jim Koch is no longer employed by DBNT. Rajan Jon, the programmer working on OpCats, contacted Ms. Corella and offered his services to the Committee to continue working on OpCats. Mr. Lewis stated that Rajan would be leaving on vacation, but upon his return Ms. Corella will contact him to arrange a meeting with the Computer Communications Committee.

Operating Committee

Ms. Prouty reported that the Operating Committee met on June 19, 2002. (Please refer to the minutes of that meeting for further details.)

ad hoc Committee on Reorganization

Ms. Prouty reported that Reorganization did not meet in June.

Routine Revision Committee

Mr. Brown reported that Routine Revision did not meet in June. He stated that the current agenda for this Committee is light. There is one item that was brought to the table by the City of Anaheim. The representative for the City of Anaheim was not in attendance, therefore, Mr. Brown stated that Routine Revision would not meet that day.

Single Trip to Pole

Ms. Prouty reported that Single Trip to Pole did not meet in June. Mr. Lewis and Mr. Solorzano agreed that a meeting of this Committee was overdue. A meeting will be scheduled for the month of August.

CONSENT CALENDAR:

There were no items for approval on the Consent Calendar at this time.

DISCUSSION CALENDAR:

The members discussed the issue of PTD. Mr. Lewis agreed to allow Edison to PTD poles with phone and cable only. The proper Authorized Costs and sections must be quoted on the JPA, in order to allow the engineers to approve the actions. Ms. Prouty on behalf of SBC, agreed with Mr. Lewis to allow Edison to PTD said poles. The members discussed whether to apply Section 10.8 to this action. It was decided to assign an item number to this issue. Item 1333: Section 10.8 has been assigned to the Routine Revision Committee for further discussion.

OTHER ITEMS: Unfinished Business

- Item 1235: Cost Causer – ROUTINE REVISION
- Item 1259: Approved Contractor List – SINGLE TRIP TO POLE
- Item 1280: Authorized Signatures – RE-ORGANIZATION
- Item 1318: Membership Reinstatement – RE-ORGANIZATION
- Item 1329: Committee Office Lease - OPERATING
- Item 1330: Revised 2002 Steel Prices- AUTHORIZED COSTS
- Item 1331: Section 3.4 – ROUTINE REVISION

Open Administrative Board Items

Item 1294– *Environmental Issues*

New Business

Known Items:

None

Unknown Items:

Mr. Solorzano reported that the issues of meters and power supply units have come to the attention of SCE. It is the policy of SCE not to allow meters and power supply units on poles. Mr. Solorzano opened the discussion by asking the members how they handled this type of

equipment. Mr. Brown and Ms. Dell responded that this type of equipment is sometimes mounted on the pole, or set in the ground. Mr. Brown stated that pole mounting this type of equipment eases the permit process. Ms. Dell stated that her organization is working with poles that do not require meters. Mr. Solorzano stated that his organization is attempting to set standards for the size and type of equipment placed on their poles by joint owners or their tenants. Mr. Solorzano stated that he would continue to work on this issue within his organization and return to the table for further discussion.

SCHEDULE OF FUTURE MEETINGS:

Future meetings were scheduled as follows:

Administrative Board	08/21/02	9:00 a.m.	Committee Office
Operating Committee	08/21/02	Following	Admin Board
Routine Revision	08/21/02	Following	Operating Ctte
Computer Comm		To be	Announced

ADJOURNMENT:

Ms. Prouty adjourned the meeting at 10:30 a.m., until August 21, 2002.

Ms. Velma Prouty, Vice- 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

August 21, 2002

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. Manuel Ponce	Cingular Wireless
Mr. Ernie Solorzano	Southern California Edison
Ms. Sherri Goetz	Southern California Edison
Mr. Dan Lewis	Verizon California
Ms. Velma Prouty	SBC Pacific Bell
Mr. Malcolm Brown	Verizon Wireless
Mr. Robert Allen	City of Los Angeles (DWP)
Ms. Kathleen Dell	AT&T Wireless
Ms. Lynn George	AT&T Wireless
Mr. Cory Autrey	Sprint PCS
Mr. June Santiago	City of Anaheim
Mr. Doug Schmaderer	City of Pasadena
Ms. Lynn Prescott	Verizon Wireless
Ms. Jennie Corella	Committee Staff

CALL TO ORDER:

Ms. Prouty called the meeting to order at 9:05 a.m.

APPROVAL OF MINUTES:

Ms. Prouty asked the members to review the minutes of the July 17, 2002 Board meeting. After the members reviewed the minutes, Ms. Prouty inquired if there were any corrections, additions or deletions. There being no required revisions to the minutes, Mr. Lewis motioned to accept the minutes of the July 17, 2002 Board meeting as written. Mr. Allen seconded the motion, which upon voting passed unanimously.

MANAGER'S REPORT

Ms. Corella reported the gross expenses for July 2002 totaled \$37,319.17. The members were assessed this amount. Ms. Corella reported that July reflected an average month.

COMMUNICATIONS:

New Location

Ms. Corella reported that Ms. Carter, the agent working on behalf of the Committee, has offered the Committee another office in the same business park where the previous proposed office is located. Members of the Operating Committee have viewed the office and stated that this new office has more to offer than the previous. It has a men's and women's restroom, seven offices, an additional 268 square feet, and the only tenant improvement required would be to remove a wall between two offices to create a larger conference room. Ms. Corella stated that a proposal/bid has been placed on the new location. The terms are the same as the previous proposal, with the exception of the rate. The proposed rate is .95 psf. Ms. Corella further stated that the owners countered our bid with 1.05 psf, which the Committee countered their counter with 1.00 psf. The Committee should expect a response no later than August 30, 2002. Ms. Corella stated that the furniture inventory at the location is available for purchase. The Committee has the option of placing a bid on any pieces of furniture in the office. The Operating Committee will discuss this issue further.

SPECIAL REPORTS:

None

SUB-COMMITTEE REPORTS:

ad hoc Committee on Authorized Cost Elements

Chairman, Mr. Solorzano reported that Authorized Costs did not meet in July 2002.

ad hoc Committee on Computer Communications

Mr. Lewis reported that Computer Communications did not meet in July 2002. However, he stated that the Committee would have a meeting the following day with Rajan Jon to review the original issue list.

Operating Committee

Ms. Prouty reported that the Operating Committee met on July 19, 2002. (Please refer to the minutes of that meeting for further details.)

ad hoc Committee on Reorganization

Ms. Prouty reported that Reorganization did not meet in July. Mr. Solorzano stated that an issue in Reorganization is reinstatement of a former Committee member. He informed the Committee that PG&E may have an interest in re-joining the SCJPC. Currently, there is an item number on the Reorg agenda assigned to membership reinstatement.

Routine Revision Committee

Mr. Brown reported that Routine Revision did not meet in July, however, would meet immediately following the Board meeting.

Single Trip to Pole

Ms. Prouty reported that Single trip to pole did not meet, however, a meeting has been planned for August 22, 2002 immediately following Computer Communications.

CONSENT CALENDAR:

There were no items for approval on the Consent Calendar at this time.

DISCUSSION CALENDAR:

There were no items for discussion on the agenda.

OTHER ITEMS: Unfinished Business

Item 1235: Cost Causer – ROUTINE REVISION
Item 1259: Approved Contractor List – SINGLE TRIP TO POLE
Item 1280: Authorized Signatures – RE-ORGANIZATION
Item 1318: Membership Reinstatement – RE-ORGANIZATION
Item 1329: Committee Office Lease - OPERATING
Item 1330: Revised 2002 Steel Prices- AUTHORIZED COSTS
Item 1331: Section 3.4 – ROUTINE REVISION

Open Administrative Board Items

Item 1294– *Environmental Issues*

New Business

Known Items:

Mr. Solorzano opened the discussion of power supply units and meters mounted on Edison occupied poles. He stated that it has been the policy of SCE not to allow this type of equipment on Edison occupied poles. Mr. Solorzano distributed literature previously issued by Edison to their employees in regards to pole mounting. Mr. Solorzano stated that as an electric provider, Edison would continue to address this issue within the organization, because this remains a safety issue for SCE employees. He would continue to inform the Committee members as to any decisions, results or action resulting from this issue. Mr. Autrey inquired if Mr. Solorzano would present a view on behalf of the Committee as pole owners within his organization. Mr. Solorzano responded that he has stated within SCE that other pole owners must be taken into consideration when discussing this issue. He further stated being a pole owner and an electric provider are two completely separate issues. As an electric provider, SCE can dictate where meters and other equipment can be placed. As a provider of electricity and an employer, the primary reason for dictating equipment placement on poles is a safety factor for SCE linemen, which require safe access up and down poles. Mr. Allen stated that the City of Los Angeles is coming out of a two-three year moratorium, which did not allow any equipment placement on poles according to the Los Angeles City Council. However,

DWP is now revisiting the issue of allowing equipment on poles. Mr. Solorzano stated once again that he would keep the Committee members informed of any changes, deletions, or additions to this policy whether enforced or not.

Unknown Items:

Mr. Autrey stated that Sprint PCS wanted to offer attachments to their proposed steel antenna poles to other members of the JPC. He then asked if any member foresaw a problem with sending “notice of intent” JPA’s per Section 3.0. The consensus was there would not be a problem, and the associated members could decide whether or not they wanted to respond.

Ms Prouty questioned whether law enforcement departments had approached any members about mounting cameras on poles. Mr. Solorzano responded stating that his organization met with a vendor called Q-Star about mounting surveillance equipment on poles located in high crime areas. He further stated that Q-Star would like to place the cameras on poles temporarily, then relocate them to another location to collect crime data by location. The concerns SCE addressed are the method of tracking the cameras, and identifying the ownership of the space on the pole where the cameras are mounted. Mr. Allen stated that in the City of Los Angeles, the cameras are mounted on DWP poles, however, DWP was not notified. Mr. Solorzano stated that they notified the vendors that SCE should be negotiating with the third parties that would be mounting the cameras. He further stated that SCE noted to the vendor that their preference for mounting the cameras would be on street light mast arms.

Mr. Allen reported that he has been attending GO 95 meetings. He stated that the CPUC is concerned with pole loading calculations and would soon be addressing this issue aggressively, therefore, he would like the Committee to be aware. Ms. Dell responded stating that the Committee is aware of the CPUC’s intentions in regards to pole loading calculations, and the members have discussed this issue at several meetings in the past two years. Mr. Allen stated the primary concern of the CPUC is the safety issue. The members discussed pole loading calculation software and how they differ. Mr. Solorzano stated that he would identify areas where poles have been replaced due to high winds, and send the info to involved members. In his opinion, he believes the information would be Thomas guide specific in order to help members when working in these areas. This would be sent via e-mail to Ms. Corella, who would then e-mail to the membership.

Mr. Solorzano notified the members that composite fiberglass poles are being hit by third parties. Therefore, SCE has purchased a repair kit for this type poles.

Ms. Dell reported that Mr. Ray Connors of AT&T Wireless is retiring and will be replaced. His replacement is expected to attend the October Administrative Board meeting to become acquainted with the Committee members and the Board meeting process.

Mr. Autrey inquired into the issue of requiring members to purchase more than one foot of space when placing an arm on a pole. He stated that he recalled this issue being discussed in prior meetings, and he questioned if anything was resolved. Ms. Dell responded stating that in her opinion, this issue had been discussed, however, there were no rules or requirements sets. Mr. Autrey stated that he could not find any documentation stating such in prior Board Meeting minutes.

SCHEDULE OF FUTURE MEETINGS:

Future meetings were scheduled as follows:

Administrative Board	09/18/02	9:00 a.m.	Committee Office
Operating Committee	09/18/02	Following	Admin Board
Routine Revision	09/18/02	Following	Operating Ctte
Authorized Costs	09/18/02	Following	Routine Revision

ADJOURNMENT:

Ms. Prouty adjourned the meeting at 10:25 a.m., until September 18, 2002.

Ms. Velma Prouty, Vice- President

Jennie Corella, Office Manager

Southern California Joint Pole Committee

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September 18, 2002

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. Manuel Ponce	Cingular Wireless
Mr. Ernie Solorzano	Southern California Edison
Mr. Larry Chow	Verizon California
Ms. Velma Prouty	SBC Pacific Bell
Mr. John Foltz	City of Los Angeles (DWP)
Ms. Kathleen Dell	AT&T Wireless
Mr. Cory Autrey	Sprint PCS
Mr. June Santiago	City of Anaheim
Ms. Lynn Prescott	Verizon Wireless
Ms. Jennie Corella	Committee Staff

CALL TO ORDER:

Ms. Prouty called the meeting to order at 9:10 a.m.

APPROVAL OF MINUTES:

Ms. Prouty asked the members to review the minutes of the August 21, 2002 Board meeting. After the members reviewed the minutes, Ms. Prouty inquired if there were any corrections, additions or deletions. Mr. Autrey stated that an issue he had mentioned under unknown items had been omitted. It was agreed that the August Board minutes would be revised to include Mr. Autrey's statement. There being no further required revisions to the minutes, Mr. Autrey motioned to accept the minutes of the August 21, 2002 Board meeting as corrected. Mr. Solorzano seconded the motion, which upon voting passed unanimously.

MANAGER'S REPORT

Ms. Corella reported the gross expenses for August 2002 totaled \$43,103.43. The members were assessed this amount. Ms. Corella reported that August reflected an above average month, because the deposit for the San Dimas location has been paid. Ms. Corella reported that the deposit included the November monthly rent, as well as a security deposit. Therefore, the November budget will not reflect a rental expense thus resulting in remaining within the budget parameters. The final rental payment at the current location will reflect on the October expense report. Ms. Corella reported that the Committee would take possession of the property on October 1, 2002.

COMMUNICATIONS:

Office Lease Signed

Ms. Corella distributed pictures of the new location for the benefit of those attending members that did not have the opportunity to view the location. She stated that she would attempt to be relocated and situated in the new office by the October Board meeting.

SPECIAL REPORTS:

None

SUB-COMMITTEE REPORTS:

ad hoc Committee on Authorized Cost Elements

Chairman, Mr. Solorzano reported that Authorized Costs met on August 21, 2002. He stated that the meeting consisted of discussion on visibility strips on poles (please refer to the minutes for further details). He further stated that he would advise the members, via email, the previous cost for viz strips, and the proposed costs.

ad hoc Committee on Computer Communications

In the absence of Mr. Lewis, Ms. Prouty reported that Computer Communications had met for an OpCats demo/training session. Many members had representatives at the meeting, and it was agreed that the session was very successful. There were issues/problems discovered and documented for correction by the programmer. The Computer Committee will host another OpCats demo/training as soon as the discovered issues are corrected. The members will be notified via e-mail.

Operating Committee

Ms. Prouty reported that the Operating Committee met on August 21, 2002. (Please refer to the minutes of that meeting for further details.)

ad hoc Committee on Reorganization

Ms. Prouty reported that Reorganization did not meet in August.

Routine Revision Committee

In the absence of Mr. Brown, Ms. Prescott reported that Routine Revision met on August 21, 2002. (Please refer to the minutes of that meeting for details).

Single Trip to Pole

Ms. Prouty reported that Single trip to Pole met on August 22, 2002 (Please refer to the minutes for details).

CONSENT CALENDAR:

Item 1329: Committee Office Lease (Furnishings Purchase) was on consent for approval of the purchase of furnishings for the new location. Ms. Corella reported that the Operating Committee had discussed purchasing the furnishings located at the new office. She reported that the benefits of purchasing this office would be eliminating the cost of moving the current office furniture, upgrading to newer desks

and chairs, since some of the furniture is over thirty years old and shows signs of wear and tear. The Operating Committee's final bid for the furnishings located at the new location is \$18,500.00. The furniture has an original value of \$48,000 plus, however, since it is in used condition, the owner accepted our offer. Ms. Corella stated that although the furniture is used, it is in almost new condition. The members discussed the method of assessing this purchase. It was agreed, by the members present, that since this purchase is an unforeseen item, and it was not budgeted for this year, this assessment would be shared equally, as opposed to proportionately. Mr. Solorzano motioned to accept the purchase of the furniture at the cost of \$18,500.00; Mr. Chow seconded the motion, which upon voting passed unanimously.

DISCUSSION CALENDAR:

Item 1333: Section 10.8 was on discussion. The proposal is to remove the last sentence in the paragraph. The last sentence reads as follows, "Section 18.1-D does not apply." The members discussed this issue, and it was agreed to remove this sentence. This item was moved to consent for approval. Mr. Solorzano motioned to accept the proposed sentence deletion; Mr. Chow seconded the motion, which upon voting passed unanimously.

OTHER ITEMS: Unfinished Business

Item 1235: Cost Causer – ROUTINE REVISION
Item 1259: Approved Contractor List – SINGLE TRIP TO POLE
Item 1280: Authorized Signatures – RE-ORGANIZATION
Item 1318: Membership Reinstatement – RE-ORGANIZATION
Item 1329: Committee Office Lease - OPERATING
Item 1330: Revised 2002 Steel Prices- AUTHORIZED COSTS
Item 1331: Section 3.4 – ROUTINE REVISION

Open Administrative Board Items

Item 1294– *Environmental Issues*

New Business

Known Items:

Mr. Solorzano reported to the members that it is the position of SCE, not to allow meters placed on SCE poles. The primary concern of SCE is the safety of their employees, and the ability to access poles without the fear of risk. Ms. Prouty questioned what should be done about JPAs that are already in the process. Mr. Autrey stated that he understood Edison would not allow meters on poles, but was concerned that Edison would apply this rule to other equipment on the pole, and asked that Edison allow for further discussion before they decide to do so.

Unknown Items:

SCHEDULE OF FUTURE MEETINGS:

Future meetings were scheduled as follows:

Administrative Board	10/16/02	9:00 a.m.	Committee Office
Operating Committee	10/16/02	Following	Admin Board
Routine Revision	10/16/02	Following	Operating Ctte
Authorized Costs	10/16/02	Following	Routine Revision

ADJOURNMENT:

Ms. Prouty adjourned the meeting at 10:15 a.m., until October 16, 2002.

Ms. Velma Prouty, Vice- President

Jennie Corella, Office Manager

Southern California Joint Pole Committee

437 So. Cataract Ave. Unit 3
San Dimas, CA 91773
Phone: (909) 592-4001
Fax: (909) 592-4636

**October 16, 2002

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. Manuel Ponce	Cingular Wireless
Mr. Ernie Solorzano	Southern California Edison
Ms. Sherri Goetz	Southern California Edison
Mr. Sean Matlock	Southern California Water
Mr. Dan Lewis	Verizon California
Ms. Velma Prouty	SBC Pacific Bell
Mr. Robert Allen	City of Los Angeles (DWP)
Ms. Lupe Hernandez	AT&T Wireless
Mr. Cory Autrey	Sprint PCS
Mr. Malcolm Brown	Verizon Wireless
Ms. Lynn Prescott	Verizon Wireless
Ms. Jennie Corella	Committee Staff

CALL TO ORDER:

Ms. Prouty called the meeting to order at 9:10 a.m.

APPROVAL OF MINUTES:

Ms. Prouty asked the members to review the minutes of the September 18, 2002 Board meeting. After the members reviewed the minutes, Ms. Prouty inquired if there were any corrections, additions or deletions. Mr. Autrey stated that under known items, he would like to expand what is documented as his statement. It was agreed that the September Board minutes would be revised to include the additional verbiage in Mr. Autrey's statement. There being no further required revisions to the minutes, Mr. Solorzano motioned to accept the minutes

of the September 18, 2002 Board meeting as corrected. Mr. Lewis seconded the motion, which upon voting passed unanimously.

MANAGER'S REPORT

Ms. Corella reported the gross expenses for September 2002 totaled \$61,259.30. The members were assessed this amount. Ms. Corella reported that September reflected an above average month, due to the purchasing of the furniture for the new location. She further stated that their September assessment invoice should have reflected a special assessment for the furniture that was assessed equally among the members. In regards to the current furniture, Ms. Corella reported that due to its condition, she was experiencing a difficult time finding a buyer for the furniture. It was suggested that Ms. Corella contact a charitable organization. Ms. Corella reported that she has until the end of October to clean out the previous office, and that the security deposit should be refunded to the Committee, and credited to the members proportionately.

Mr. Solorzano reported that in his opinion, he felt the entire staff had performed an outstanding job handling the transition from Arcadia to San Dimas.

COMMUNICATIONS:

None

SPECIAL REPORTS:

None

SUB-COMMITTEE REPORTS:

ad hoc Committee on Authorized Cost Elements

Chairman, Mr. Solorzano reported that Authorized Costs did not meet in September, however, would possibly meet following the Administrative Board meeting.

ad hoc Committee on Computer Communications

Mr. Lewis reported that Computer Communications has not had an official meeting in the past months, however, there have been many

conference calls. The calls consisted of discussions about fixes required that were discovered during the OpCats trial basis meeting held earlier. The current concern with the Committee is the issue of dither buttons, and whether they should appear on all screens or only on primary screens. He further stated that another training/trial session is tentatively scheduled for Monday, November 4th at 9:00 am at the Committee office.

Operating Committee

Ms. Prouty reported that the Operating Committee met on September 18, 2002. (Please refer to the minutes of that meeting for further details.)

ad hoc Committee on Reorganization

Ms. Prouty reported that Reorganization did not meet in September.

Routine Revision Committee

Ms. Prescott reported that Routine Revision had met on September 18, 2002. (Please refer to the minutes of that meeting for details).

Single Trip to Pole

Ms. Prouty reported that Single trip to Pole did not meet in September.

CONSENT CALENDAR:

There were no items on Consent.

DISCUSSION CALENDAR:

There were no items for Discussion.

OTHER ITEMS: Unfinished Business

- Item 1235: Cost Causer – ROUTINE REVISION
- Item 1259: Approved Contractor List – SINGLE TRIP TO POLE
- Item 1280: Authorized Signatures – RE-ORGANIZATION
- Item 1318: Membership Reinstatement – RE-ORGANIZATION
- Item 1330: Revised 2002 Steel Prices- AUTHORIZED COSTS
- Item 1332: DWP Multi Member Codes – OPERATING
- Item 1334: Visibility Strips - ROUTINE REVISION
- Item 1335: 2003 OpCats Development Assessment
- Item 1336: 2003 Operating Budget

Open Administrative Board Items

- Item 1294– *Environmental Issues*

New Business

Known Items:

Ms. Prouty stated that, although Item 1333: Section 10.8 has been approved, she would like to re-open this issue for discussion. She reported that SBC engineers are of the opinion that the last sentence, “Section 18.1 D does not apply”, should remain in the paragraph. According to Ms. Prouty, there have been instances when the JPA has been finalized without the work being completed, therefore, if the sentence remained in the paragraph this situation would be avoided. Thus, JPAs could not be finalized without signatures from the participating members.

Mr. Solorzano stated that SCE’s pole replacement program might have an impact on this issue. He further explained the process in which SCE handles pole replacements. A crew transfers the equipment from old pole to new pole, and notes this on the JPA as well as noting PTD. A second crew will return to the site within four weeks to PTD the pole. Therefore, in the interim of the four weeks, if SCE personnel visit the site it appears as if the work is not complete. Mr. Solorzano stated that he would communicate within his organization to attempt to expedite the second crew returning to the site.

Ms. Hernandez stated that in her opinion the intent of the last sentence in Section 10.8 referred to the rearrangement of equipment, since there is a difference between transfer and rearrangement. Since a transfer is like to like from one pole to another, rearranging equipment is critical since you are working with other member’s equipment, grade and

space. Therefore, Section 18.1 D should not apply, and she believes the rearrangement issue was the reason the last sentence was inserted by the Routine Revision Committee to Section 10.8.

It was agreed that a new item number be assigned to revisiting Section 10.8 to be discussed further at the next Routine Revision Committee meeting.

Unknown Items:

Mr. Solorzano reported that his organization intends on inspecting approximately an additional 45,000 poles in the remainder of this year. He estimates that 30,000 will be jointly owned poles with SBC and Verizon California.

SCHEDULE OF FUTURE MEETINGS:

Future meetings were scheduled as follows:

Computer Training Mtg	11/04/02	9:00 a.m.	Committee Office
Administrative Board	11/20/02	9:00 a.m.	Committee Office
Operating Committee	11/20/02	Following	Admin Board
Routine Revision	11/20/02	Following	Operating Ctte
Authorized Costs	11/20/02	Following	Routine Revision
Nominating Committee	11/20/02	Following	Authorized Costs

ADJOURNMENT:

Ms. Prouty adjourned the meeting at 10:05 a.m., until November 20, 2002.

Ms. Velma Prouty, Vice- President

Jennie Corella, Office Manager

**Revised per November Board meeting.

Southern California Joint Pole Committee

437 So. Cataract Ave. Unit 3
San Dimas, CA 91773
Phone: (909) 592-4001
Fax: (909) 592-4636

**November 20, 2002

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. Manuel Ponce	Cingular Wireless
Mr. J. Craig Wayment	Altrio Communications
Ms. Sherri Goetz	Southern California Edison
Mr. Sheldon Cox	City of Pasadena
Mr. Dan Lewis	Verizon California
Ms. Velma Prouty	SBC Pacific Bell
Mr. Robert Allen	City of Los Angeles (DWP)
Ms. Lupe Hernandez	AT&T Wireless
Ms. Kathleen Dell	AT&T Wireless
Mr. Cory Autrey	Sprint PCS
Ms. Lynn Prescott	Verizon Wireless
Ms. Jennie Corella	Committee Staff

Guests:

Ms. Lorna Leonardo – City of Los Angeles (DWP)
Ms. Jennie Davis – City of Los Angeles (DWP)

CALL TO ORDER:

Ms. Prouty called the meeting to order at 9:15 a.m.

APPROVAL OF MINUTES:

Ms. Prouty asked the members to review the minutes of the October 16, 2002 Board meeting. After the members reviewed the minutes, Ms. Prouty inquired if there were any corrections, additions or deletions. Ms. Hernandez requested a correction of her statement in the Known Items section, paragraph three. Mr. Lewis noted an error in the Unknown Items section. The number of poles quoted by Mr. Solorzano which are to be inspected, are for the remainder of the year, rather than

the incoming year as stated in the minutes. Ms. Corella noted the corrections, which will be corrected, and the revised minutes will be sent to the members. There being no further required revisions to the minutes, Mr. Allen motioned to accept the minutes of the October 16, 2002 Board meeting as corrected. Ms. Dell seconded the motion, which upon voting passed unanimously.

MANAGER'S REPORT

Ms. Corella stated the gross expenses for October 2002 totaled \$41,251.99. The members were assessed this amount.

COMMUNICATIONS:

Ms. Corella reported that, Mr. Mike Zornes of Adelpia Communications contacted her. According to Mr. Zornes, since Adelpia Communications is the parent company of Adelpia Business Solutions, it has acquired certain ABS assets. Ms. Corella distributed a copy of Decision 01-08-044 dated August 23, 2001 issued by the CPUC. In the decision, ABS is ordered to transfer assets and all records to Adelpia Communications.

SPECIAL REPORTS:

Mr. Joe Atalla – System Demonstration

Mr. Atalla presented an extensive demonstration of his prototype system program, which is entitled “ePole”. He answered the member’s questions, and offered additional information. It was an impressive demonstration, and future discussion will be within the Operating Committee.

SUB-COMMITTEE REPORTS:

ad hoc Committee on Authorized Cost Elements

Chairman, Mr. Solorzano reported that Authorized Costs did not meet in October.

ad hoc Committee on Computer Communications

Mr. Lewis reported that Computer Communications met on November 4, 2002. He stated that the intent of the meeting was to view Mr. Atalla's demo of his "ePole" system program, prior to presenting it to the Board. He further stated that, in his opinion, the Computer Communications had reached their core objection. Therefore, going forward, any issues in regards to "ePole" will be discussed and addressed on the agenda of Operating Committee.

Operating Committee

Ms. Prouty reported that the Operating Committee met on October 16, 2002. (Please refer to the minutes of that meeting for further details.)

ad hoc Committee on Reorganization

Ms. Prouty reported that Reorganization did not meet in October.

Routine Revision Committee

Ms. Prescott reported that Routine Revision had met on October 16, 2002. (Please refer to the minutes of that meeting for details).

Single Trip to Pole

Ms. Prouty reported that Single trip to Pole did not meet in October.

CONSENT CALENDAR:

There were no items on Consent.

DISCUSSION CALENDAR:

Item 1335: 2003 OpCats Dev. Assessment.

It was agreed to combine this item with the Atalla system recommendation. Mr. Lewis stated that, since the Board would not meet

in December, he proposed that the Board approves Mr. Atalla's demo program, and empowers the Operating Committee to accept and give final approval on behalf of the entire Board. However, the demo would be Board approved with the caveat that the contract is not signed until the Operating Committee has completely reviewed, discussed, and perhaps revise the proposed functional specifications to ensure that it meets Committee criteria before proceeding with the development. Mr. Lewis stated that the Operating Committee would meet in December to discuss the functional specifications, and the contract. Mr. Lewis then motioned Board approval of the Atalla system proposal, and to empower the Operating Committee to review functional specifications, sign contract, and proceed with the Atalla system recommendations. Mr. Wayment seconded the motion, which upon voting, passed unanimously. Mr. Autrey stated that the functional specifications and the proposed contract should be sent to all Board members for review, and recommendations, stating that the Operating Committee will meet in December for discussion and perhaps action. Ms. Corella stated that she would email the members the documents with a two-week deadline response.

Item 1336: Operating Budget.

The members reviewed the draft copy of the proposed 2003 Operating budget. The members discussed the computer system budget extensively, and approved the proposed amount for further software development. The final overall budget for 2003 is \$652,566.00. The budget increase is primarily due to the projected costs for further software development.

After much discussion, Mr. Lewis motioned to accept the proposed 2003 Operating budget, with the caveat, that should the software development exceed the budgeted \$105,000.00, the excess amount be shared equally amongst all members upon Board approval. Mr. Allen seconded the motion, which upon voting, passed unanimously. (see attachment)

OTHER ITEMS: Unfinished Business

- Item 1235: Cost Causer – ROUTINE REVISION
- Item 1259: Approved Contractor List – SINGLE TRIP TO POLE
- Item 1280: Authorized Signatures – RE-ORGANIZATION
- Item 1318: Membership Reinstatement – RE-ORGANIZATION
- Item 1330: Revised 2002 Steel Prices- AUTHORIZED COSTS
- Item 1332: DWP Multi Member Codes – OPERATIN
- Item 1334: Visibility Strips - ROUTINE REVISION
- Item 1335: 2003 OpCats Dev Assessment – OPERATING COMMITTEE
- Item 1336: 2003 Operating Budget - OPERATING COMMITTEE

Item 1337: Section 10.8 Revisited - ROUTINE REVISION

Open Administrative Board Items

Item 1294– *Environmental Issues*

New Business

Known Items:

Mr. Allen addressed the telecom and wireless members. He stated that he would like contact numbers to be given to City of Los Angeles city council representatives for customer complaints. The members stated that they would get the numbers to Mr. Allen.

Unknown Items:

Mr. Wayment inquired as to procedure, when an SCJPC member acquires another utility operation, which is attached to joint poles as a tenant. The response from the members was; space may be purchased by the acquiring member on every joint pole that the acquired entity is attached as a tenant, via the JPA process.

SCHEDULE OF FUTURE MEETINGS:

Future meetings were scheduled as follows:

Administrative Board	01/15/03	9:00 a.m.	Committee Office
Operating Committee	01/15/03	Following	Admin Board
Routine Revision	01/15/03	Following	Operating Ctte
Authorized Costs	01/15/03	Following	Routine Revision

ADJOURNMENT:

Ms. Prouty adjourned the meeting at 10:05 a.m., until January 15, 2003.

Ms. Velma Prouty, Vice- President

Jennie Corella, Office Manager

**Revised per January 2003 Board meeting.

Southern California Joint Pole Committee 2003
Budget – (Approved Final)

	1999	2000	2001	2002	2003
<u>EMPLOYEE EXPENSE</u>	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
Salaries	215,640	236,878	231,800	265,000	290,000
Insurance - Med/Den	29,002	36,368	33,780	48,160	68,475
Payroll Taxes	16,766	18,971	18,936	26,900	29,435
Worker's Comp	1,487	3,028	2,999	3,737	4,100
Misc. Expense	820	657	861	1,200	1,200
<u>PENSION EXPENSE</u>					
Contribution	15,660	19,283	17,369	27,825	30,450
Individual Arr.(Prior to '97)	7,132	6,569	7,166	7,166	7,166
<u>MONTHLY RECURRING</u>					
Rent	38,312	40,910	42,407	43,560	33,250
Water (Drinking)	1,076	925	1,130	1,500	1,500
Electric/Gas					4,800
Janitorial Service					3,000
Alarm System					500
Telephone	8,545	7,268	7,204	8,500	8,200
DSL/Internet	8,102	8,064	3,174	4,000	2,700
Postage & Shipping	2,391	2,208	2,069	2,800	1,600
Business Insurance	1,000	1,100	1,095	1,200	1,200
Committee Meetings	4,478	3,476	4,098	5,000	4,490
<u>EQUIPMENT & FURNITURE</u>					
Purchases/Maintenance	695	1,105	3,341	1,000	1,000
<u>COMPUTER SYSTEM</u>					
Technical Support	4,886	9,450	14,525	16,000	12,900
Software Dev. Support					21,000
Consultant/Programmer			900	5,000	5,000
Software Development	14,865	63,586	7,599	20,000	105,000
Software Purchase	2,106	539	64	1,000	1,000
Hardware Development	-	-	-		
Hardware Purchase	3,091	3,331	2,206	3,500	
Repair, Maint.Supp(computer)	1,478	1,641	1,293	1,500	1,500
<u>PRINTING & SUPPLY</u>					
Utility Printing	3,498	-	-	-	-
Office Printing	1,111	1,839	1,267	1,500	1,500
Supplies	2,476	2,209	2,665	2,500	3,000

CONTRACT SERVICES

Attorney	1,325	650	300	1,000	-
Auditor	4,200	3,600	4,100	4,000	4,200

GENERAL EXPENSE

Bank Fees/Checks	400	60	420	150	1,000
Pubs & Subs	513	291	493	400	400
Seminars & Tuition	2,381	1,450	980	3,000	3,000

TOTAL EXPENSES	393,436	475,456	414,241	507,098	652,566
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