

Southern California Joint Pole Committee

1400 Montefino Ave. Suite 100

Diamond Bar, CA 91765

Phone (909) 348-5920

January 18, 2012

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

Mr. Jim Eastwood	Southern California Edison
Mr. Larry Chow	Southern California Edison
Ms. Janet Chirrick	AT&T California (teleconference)
Mr. Scott Hunter	City of Los Angeles
Mr. Steve Brown	City of Los Angeles
Ms. Paula Haney	NextG Networks
Ms. Lynn Prescott	Verizon Wireless
Mr. Lawrence Yao	City of Riverside (teleconference)
Mr. Alvin Aska	City of Anaheim (teleconference)
Ms. Lupe Hernandez	AT&T Comm./Local Serv.
Mr. Paul Fuller	Golden State Water (teleconference)
Mr. Randall Starkey	Time Warner Cable (teleconference)
Ms. Alicia Smith	Spr-Nextel/Spr. Comm.(teleconference)
Mr. David Patterson	City of Azusa (teleconference)
Mr. Gary Clark	City of Banning (teleconference)
Mr. Dana Fabing	City of Lompoc
Mr. Jim Brown	XO Communications (teleconference)
Ms. Maryan Farajzadeh	City of Vernon (teleconference)
Mr. Mark Denning	M-Power/TelePacific (teleconference)
Ms. Maria Ortiz	NewPath Networks/CA-CLEC, LLS
Mr. Dennis Ennis	T-Mobile USA
Mr. Steve Garcia	ExTeNet Systems (teleconference)
Mr. David Callender	ATC Outdoor DAS (teleconference)
Ms. Angela Pranata	Committee Staff
Ms. Jennie Corella	Committee Staff

CALL TO ORDER:

Mr. Hunter called the meeting to order at 9:05 am. He then proceeded with roll call. When roll call was complete, those members not in attendance are Verizon California, City of Pasadena, City of Glendale, City of Burbank, MCI Metro, MCI Communications, AT&T Mobility, and the City of Colton.

HOUSEKEEPING:

Mr. Hunter requested that member's who are teleconferencing mute their phones so that no interference is picked up. He added that if the teleconferencing members must step away from the meeting to please inform the chair when they leave and return to the meeting, in the event that a vote call transpired in their absence. He then asked the members to complete their lunch orders and turn them in.

APPROVAL OF MINUTES:

Mr. Hunter than inquired if the members had reviewed the minutes of the *November 16 2011* Board meeting, and if there were any comments, additions, deletions, or revisions. There were no changes to the minutes; therefore, Mr. Hunter solicited a motion to accept the minutes as written. Ms. Hernandez motioned to accept the November 16, 2011 minutes as written. Ms. Haney seconded the motion, which after the vote tally was completed, passed unanimously.

MANAGER'S REPORT

Ms. Corella reported that the December 2011 operating expenses are \$64,849.78. This is slightly an above average expensed month in that December was a three payroll-period month. The members were assessed \$63, 398.38 due to a \$1,450.00 credit resulting from application fees received from Frontier Communications and Metro PCS.

COMMUNICATIONS:

Item 1533: Office Relocation

Ms. Corella reported that the lease has been signed for the new JPC office location in San Dimas. She added that the prepaid rent deposit and the security deposited have been submitted to the management of the new location, and that work has began at the location. The current projected date for moving is March 1, 2012. She further reported that the new management will give the committee the first month and the current management will compensate the committee two months of the current rental rate. She concluded by stating that she and Ms. Pranata will be visiting the site and report on the progress of the renovation of the new office.

Item 1544: Frontier Communications Application

Ms. Corella reported that Frontier Communications has submitted their membership application fee of \$725.00. She stated that the next step in this process is the review of the applicant's financial documents by the committee to agree if it reflects satisfactorily to the members. She further stated that she included their financial documents in the October 2011 packet for review by the members, however, she added that much time has elapsed and perhaps the members did not have the opportunity to review the documents. Therefore, she will email the documents to all board members via an email attachment. She concluded by requesting that members thoroughly review the documents and return with their perspective on the worthiness of the financials.

Item 1545: Metro PCS Application

Ms. Corella reported that she has also received the membership application fee of \$725.00 from Metro PCS. She added that she had emailed all members the financial documents for Metro PCS on December 16th 2011 for their review. In that the majority of members did not have the opportunity to review them she would re-send the documents to all members again for review and preparation for the next board meeting.

CN Utility Consulting

Lastly, Ms. Corella reported that she received an email from CN Utility Consulting (CN). She read the email to the attending members. Included in the email from CN is a pamphlet introducing themselves and a brief description of their products. CN is requesting an audience with the committee members to demonstrate their products. After brief discussion, it was agreed not to invite them to the board meeting prior to allowing the members the opportunity to review their pamphlet. Ms. Corella will send the document to the members for their review.

SPECIAL REPORTS

There were no special reports.

SUB-COMMITTEE REPORTS:

ad hoc Committee on Authorized Cost Elements

Mr. Hunter reported that the Authorized Costs Elements ad hoc committee met January 10, 2012. The primary topic of discussion was the proposed 2012 pole prices. He added that the third pole price draft is on the discussion calendar of

this meeting for discussion and possible board approval. He directed the members to review the minutes of the meeting for further details.

Operating Committee

Mr. Hunter reported that the Operating committee met on November 16, 2011. The meeting primarily consisted of the office relocation. He suggested the members read the minutes for details.

Routine Revision Committee

Ms. Hernandez reported that the ad hoc committee met on Tuesday, January 10, 2012. She reported that one topic of discussion was correction of records which is on the discussion calendar of the day's agenda. Another item discussed is the changing of pole location process. Historically it has been processed through a Form 7, however, it is proposed to require this process via a JPA. The JPA would allow all members party to the pole the opportunity to verify the change. Also revised, is the chart in section 16.1. Initially, the SCZ on a 35 ft pole reflected 4 ft, it will now reflect 6 ft. She recommended that members review the minutes, and attempt to attend the ad hoc meetings in that there is much dialogue and suggested revisions to the handbook at these meetings and would prove beneficial to all attendees.

Computer Communications ad hoc Committee

Mr. Chow reported that this ad hoc committee met on January 10, 2012. He stated that the ad hoc committee members scheduled a testing of iPAM today after the meetings. He directed the members to the minutes on the website for any details of the meeting.

Pole Loading ad hoc Committee

Mr. Hunter reported that this ad hoc committee is currently on hold.

CONSENT CALENDAR:

There are no items on consent.

DISCUSSION CALENDAR:

Item 1531: 2012 Pole Prices

The members reviewed the third draft of the proposed 2012 pole prices. Mr. Hunter inquired if any members had any questions or concerns and would like to discuss them. In that there were no responses Mr. Hunter solicited a motion to approve the final draft. Ms. Prescott motioned to approve the pole price draft, Ms. Hernandez seconded, which upon tallying the votes passes unanimously.

Item 1537: Example 8 revision

Ms. Hernandez stated that this example pertains to correction of record. The driving force behind this revision is that SCE's new SAP system will not allow a JPA number to be duplicated. The revision states that for a correction of record any JPA number is acceptable but it must be the number of the member initiating the correction of record JPA. The date prepared should be the date the correction of record is prepared, and the date sent should be the original date of the JPA that is being corrected. She added that section 13, Correction of Record, has been revised by noting that the JPA staff will only process a monetary correction back to no more than five years. Any other correction, there is no time limit; she reiterated that the five year time limit pertains to monetary corrections only. In that there were no questions for discussion, Mr. Hunter entertained a motion to approve this item. Ms. Haney motioned to approve this item revision, Mr. Eastwood seconded the motion. After tallying the votes the motion carried.

Item 1540: Review of Changing Pole Location

Ms. Hernandez opened by stating that historically, the Form 7 was used to change pole location, however, it has been discovered that the pole location change is incorrect and the location distance could at times be miles apart. During discussion in the Routine Revision ad hoc meeting it was noted that if this transaction is via a JPA, all members have the opportunity to confirm if the change is correct. Ms. Hernandez inquired if the members were in agreement of requiring pole location changes processed only via a JPA. After brief discussion, it was agreed to return this item to the Routine Revision ad hoc committee for rework.

Item 1542: Review of Section 16.1 Chart

Ms. Hernandez stated that it has been agreed within the Routine Revision ad hoc committee to revise section 16.1 chart for the 35 ft pole SCZ from 4 ft to 6 ft and the common area to 27 ft with usable footage at 6 ft. She then inquired if the members had any questions or concerns with the revisions. In that there were no

comments or concerns with the revisions, Ms. Hernandez motioned to accept the revisions to section 16.1. Ms. Ennis seconded the motion. Upon completion of the votes, the motion carried.

Item 1544: Frontier Communications – Financial Statement

This item is tabled for the next Board meeting.

Item 1544: Metro PCS – Financial Statement

This item is tables for the next Board meeting.

OTHER ITEMS: Unfinished Business

- Item 1435: iPAM Cntrct Phse I Comp – COMPUTER COMMUNICATIONS (03/14/07)
- Item 1495: Pole Inspections - POLE LOADING/INSPECTIONS (10/13/09)
- Item 1503: Create FTP for Pole Loading - COMPUTER COMM (04/13/10)
- Item 1532: 18.1-F Form 48 Example- ROUTINE REVISION (09/22/11)
- Item 1533: Office Relocation – OPERATING COMMITTEE (09/22/11)
- Item 1534: DWP Proc to Share Pole Loading Data - POLE LOADING (10/11/11)
- Item 1537: Example 8 Revision - ROUTINE REVISION (10/11/11)
- Item 1539: Review of Section 4.0 - ROUTINE REVISION (10/19/11)
- Item 1540: Review of Pole Location Chang Process – ROUTINE REVISION (11/8/11)
- Item 1541: Revised Final Form 2 - OPERATING COMMITTEE (11/16/11)
- Item 1542: Review of Section 16.1 Chart - ROUTINE REVISION (11/08/11)
- Item 1543; Friend Field Enhancement - COMPUTER COMM (11/08/11)
- Item 1544: Frontier Comm Application - OPERATING COMMITTEE (12/12/11)
- Item 1545: Metro PCS Applications - OPERATING COMMITTEE (12/12/11)
- Item 1546: Transfer of Ownership admin costs – AUTHORISED COSTS (01/10/12)
- Item 1547: Diast. Pole/Anc Replace Sect (c/b7.6&b)-ROUTINE REVISION (11/8/11)

There was no unfinished business issues discussed.

Item 1519: *Environmental Issues*

This is a standing item.

New Business

Known Items:

Obsolete Member codes

Ms. Hernandez opened discussion in regards to obsolete member codes. She stated that VZ must GT and now they are processing older JPAs with the previous member code of GT. She added that she received a VZ JPA with the old member code of GT. She requested VZ to reissue a JPA with a current date and new member code; however, they choose not to do so. She is of the opinion that members should consistently use the same code. After brief discussion it was agreed to add this issue to the next Routine Revision agenda.

Unknown Items:

City of Los Angeles-New Representative and alternate

Mr. Hunter announced that Mr. Dennis Walls has taken another position within DWP and that he would now be the representative of the City of Los Angeles. He then introduced Mr. Steve Brown who will be the alternate representative for the City of Los Angeles.

SCHEDULE OF FUTURE MEETINGS:

Future meetings were scheduled as follows:

Routine Revision	02/14/12	9:00 a.m.	Committee Office
Authorized Costs	02/14/12	Following	Routine Revision
Computer Comm	02/14/12	Following	Authorized Costs
Administrative Board	02/15/12	9:00 a.m.	Committee Office
Operating Committee	02/15/12	Following	Administrative Board

ADJOURNMENT:

Mr. Hunter adjourned the meeting at 10:15 a.m., until February 15, 2012.

Mr. Scott Hunter, President

Ms. Jennie Corella, Mgr. of Operations

Southern California Joint Pole Committee

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February 15, 2012

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

Mr. Jim Eastwood	Southern California Edison
Ms. Tracey Province	Verizon California, MCI Telecomm, MCI Metro (teleconference)
Ms. Janet Chirrick	AT&T California
Mr. Michael Wolf	AT&T California (teleconference)
Mr. Scott Hunter	City of Los Angeles
Mr. Steve Brown	City of Los Angeles
Ms. Paula Haney	NextG Networks
Ms. Lynn Prescott	Verizon Wireless
Mr. Lawrence Yao	City of Riverside (teleconference)
Mr. Alvin Aska	City of Anaheim (teleconference)
Ms. Lupe Hernandez	AT&T Comm./Local Serv.
Mr. Varghese George	City of Glendale
Mr. Daniel Lippert	City of Burbank
Mr. Doug Schmaderer	City of Pasadena
Mr. Paul Fuller	Golden State Water (teleconference)
Mr. Emirerba	Time Warner Cable
Mr. Juan Maldonado	AT&T Mobility
Ms. Alicia Smith	Spr-Nextel/Spr. Comm.(teleconference)
Mr. Fedrico Langis	City of Azusa (teleconference)
Mr. Gary Clark	City of Banning (teleconference)
Mr. Dana Fabing	City of Lompoc (teleconference)
Ms. Annetta Baker	City of Colton (teleconference)
Mr. Jim Brown	XO Communications (teleconference)
Mr. Mark Denning	M-Power/TelePacific (teleconference)
Ms. Maria Ortiz	NewPath Networks/CA-CLEC, LLS
Mr. Dennis Ennis	T-Mobile USA
Ms. Shawn Henderson	T-Mobile USA (teleconference)
Mr. Steve Garcia	ExTeNet Systems (teleconference)
Mr. David Callender	ATC Outdoor DAS (teleconference)
Ms. Angela Pranata	Committee Staff
Mr. Kyle Levy	Committee Staff
Ms. Jennie Corella	Committee Staff

CALL TO ORDER:

Mr. Hunter called the meeting to order at 9:05 am. He then proceeded with roll call. When roll call was complete, those members not in attendance are the City of Vernon.

HOUSEKEEPING:

Mr. Hunter requested that member's who are teleconferencing mute their phones so that no interference is picked up. He added that if the teleconferencing members must step away from the meeting to please inform the chair when they leave and return to the meeting, in the event that a vote call transpired in their absence. The lunch menu was selected, then Mr. Hunter asked the members to complete their lunch orders and turn them in.

APPROVAL OF MINUTES:

Mr. Hunter then inquired if the members had reviewed the minutes of the *January 18, 2012* Board meeting, and if there were any comments, additions, deletions, or revisions. There were no changes to the minutes; therefore, Mr. Hunter solicited a motion to accept the minutes as written. Ms. Prescott motioned to accept the *January 18, 2012* minutes as written. Ms. Haney seconded the motion, which after the vote tally was completed, passed unanimously.

MANAGER'S REPORT

Ms. Corella reported that the January 2012 operating expenses are \$62,431.13. The expenses reflect above average due to the security deposit and first month rent for the new JPC office location. The members were assessed this total amount.

COMMUNICATIONS:

Item 1533: Office Relocation

Ms. Corella reported that the lease has been signed for the new JPC office location in San Dimas, and the final floor plan approved. The move date has been advanced to April 1, 2012. The new location will have a larger conference room, and additional modules will be added to the conference table for a larger table. Ms. Corella and Ms. Pranata will be visiting the site and report on the progress of the renovation of the new office. A notification will be sent to all members with the new address, and phone numbers if changed. The current management will compensate

the committee with two month's rent, and all moving costs when they are provided with the moving expense invoices.

Manager's Retirement

Ms. Corella reported that she is retiring from the SCJPC. She will remain until the relocation is completed, therefore plans on leaving at the end of June of this year. She is currently working with the Operating committee on a succession plan. Ms. Pranata has accepted the position of manager, and Mr. Levy as assistant manager. Ms. Corella concluded that if she is ever needed in a case of urgency that she would have no problem coming in to help out with the office.

SPECIAL REPORTS

There were no special reports.

SUB-COMMITTEE REPORTS:

ad hoc Committee on Authorized Cost Elements

Mr. Hunter reported that the Authorized Costs Elements ad hoc committee met February 14, 2012. Topics for discussion were cost causers created by members purchasing partial assets and the additional work incurred by joint members in updating the records per a special agreement with no compensation for the resources expended by joint members. The ad hoc committee noted that there is a process currently in place to handle this situation; it is relinquish and purchase via a JPA. The situation that prompted this discussion was a special agreement with two members by the committee to update the records only without the need of a JPA, which would result in simplification of the process. However; in retrospect, the special agreement process proved to be much more complex than originally thought and is creating excess work for those members involved in this special agreement. Ms. Hernandez added that in these cases, money has been exchanged between the two members per their mutual contract, therefore, when the JPA is processed, it must be noted on the JPA per special contract agreement, so the JPC office does not bill the two members for the purchase of the pole (s) since the pole(s) were already purchased per their mutual contract.

Operating Committee

Mr. Hunter reported that the Operating committee met on January 18, 2012. The ad hoc committee approved adding modules to the current conference table, and for the purchase of new desks that are ergonomically functional for the JPC staff. He suggested the members read the minutes for further details.

Routine Revision Committee

Ms. Hernandez reported that the ad hoc committee met on Tuesday, February 14, 2012. She reported that a subsection has been added to section 7.6 to address natural/storm disasters. It is on the day's discussion calendar. She added that the committee discussed the use of obsolete and unrecognizable member codes. She stated that when iPAM is implemented, members would be allowed one code only. Therefore, she recommends deciding on using one member code as the alpha in the JPA number. She concluded by urging the members to review the minutes for further details.

Computer Communications ad hoc Committee

Mr. Eastwood reported that this ad hoc committee met on February 14, 2012. He stated that the ad hoc committee members scheduled a testing of iPAM today after the meetings. He directed the members to the minutes on the website for any details of the meeting.

Pole Loading ad hoc Committee

Mr. Hunter reported that this ad hoc committee did not meet, however; the name has been changed to Compliance Committee. Ms. Haney added that she would like to remind all that the SCJPC is not an enforcing entity, so if there is incompliance in regards to Go 95 the Compliance committee would act as an assistance process for members that are experiencing problems with GO 95 compliance.

CONSENT CALENDAR:

There are no items on consent.

DISCUSSION CALENDAR:

Item 1540: Review of Changing Pole Location Process

Ms. Hernandez opened discussion by stating that the Routine Revision members at the last meeting agreed that the changing of a pole location requires a JPA versus a Form 7. The Routine Handbook section 13.3 stated that the Form 7 was acceptable, however; this verbiage has been deleted from the handbook. She added that section 18 alludes to using a Form 7 for pole location changes, however;

she stressed that this pertains only if the JPA is in preliminary status. She added that using the JPA allows other members the time to field verify if the change is in fact correct. This item will remain open until the Form 7 example is completed and agreed by the Routine Revision ad hoc committee.

Item 1544: Frontier Communications Application-Financial Statement

Mr. Hunter opened discussion by stating that the members were sent the applicants financial documents for their review and their thoughts on the financial documents provided by the applicant. Ms. Corella stated that if the Board members are satisfied with the documents, the next step would be to invite the applicants for an interview. Ms. Hernandez noted that this applicant has previously attended a Board meeting, and perhaps there would be no need for another audience with the Board. There was no discussion on the item, therefore; Mr. Hunter entertained a motion to approve Frontier Communication's member application. Mr. Eastwood motioned to approve Frontier Communications as a member of the SCJPC. Ms. Chirrick seconded the motion. Upon completion of the tallying of the votes, the motion passed unanimously. Frontier Communications application has been approved, however, the new member may not process work until their initial membership fee is received by the SCJPC.

Item 1545: Metro PCS Application – Financial Statement

Mr. Hunter inquired if the members had reviewed the applicant's financial statement, and if there is anything they would like to discuss. After brief discussion, the consensus is to invite Metro PCS to the next Board meeting for an interview session.

Item 1547: Disaster Pole & Anchor Replacement Section 7.6 (A&B)

Mr. Hunter opened discussion by stating that the Routine Revision ad hoc committee has revised section 7.6 by creating a sub-section to address disaster pole and anchor replacement (see attachment). He reported that 7.6-A is for car hit pole or disaster caused by someone not party to the JPA and Section 7.6-B to address replacement due to natural causes. Ms. Hernandez added that the new sub-section is similar to the original, except there is no need for a police report. However, with section 7.6-B the identifying name of the natural disaster must be noted on the JPA (i.e. Malibu fire). After brief discussion, Ms. Hernandez motioned to accept the revision of section 7.6. Ms. Haney seconded the motion, which passed unanimously.

OTHER ITEMS: Unfinished Business

- Item 1435: iPAM Cntrct Phse I Comp – COMPUTER COMMUNICATIONS (03/14/07)
- Item 1495: Pole Inspections - POLE LOADING/INSPECTIONS (10/13/09)
- Item 1503: Create FTP for Pole Loading - COMPUTER COMM (04/13/10)
- Item 1532: 18.1-F Form 48 Example- ROUTINE REVISION (09/22/11)
- Item 1533: Office Relocation – OPERATING COMMITTEE (09/22/11)
- Item 1534: DWP Proc to Share Pole Loading Data - POLE LOADING (10/11/11)
- Item 1537: Example 8 Revision - ROUTINE REVISION (10/11/11)
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- Item 1540: Review of Pole Location Chang Process – ROUTINE REVISION (11/8/11)
- Item 1541: Revised Final Form 2 - OPERATING COMMITTEE (11/16/11)
- Item 1542: Review of Section 16.1 Chart - ROUTINE REVISION (11/08/11)
- Item 1543; Friend Field Enhancement - COMPUTER COMM (11/08/11)
- Item 1544: Frontier Comm Application - OPERATING COMMITTEE (12/12/11)
- Item 1545: Metro PCS Applications - OPERATING COMMITTEE (12/12/11)
- Item 1546: Transfer of Ownership admin costs – AUTHORISED COSTS (01/10/12)
- Item 1547: Diast. Pole/Anc Replace Sect (c/b7.6&b)-ROUTINE REVISION (11/8/11)

Mr. Hunter reviewed the items and announced those items which are now closed, and they are: 1495, 1503, 1531, 1534, 1540, 1541, 1542, 1544, 15146, and 1547.

Item 1519: *Environmental Issues*

This is a standing item.

New Business

Known Items:

Out of Sequence JPAs

Ms. Hernandez stated that she would like to remind members to notify their respective staff when receiving JPAs, to verify if there is a pending JPA. This concern with billing JPAs out of sequential order continue to be a problem for all members.

JPA versus Pole Application

Ms. Hernandez reported that the JPA process and the pole application process are not related, however, in her opinion, perhaps there should be some connection.

She stated an example of where a member has a pending JPA for space on a pole, and a pole application is approved for the same space. This situation has created a problem in that the tenant is attaching to a space already intended for a SCJPC member. To this she added that she would suggest all members communicate internally to their respective organization to ensure that the JPA process has a method to communicate with the pole application process to ensure there is no conflict of space.

Unknown Items:

There are no unknown items

SCHEDULE OF FUTURE MEETINGS:

Future meetings were scheduled as follows:

Routine Revision	03/13/12	9:00 a.m.	Committee Office
Authorized Costs	03/13/12	Following	Routine Revision
Computer Comm	03/13/12	Following	Authorized Costs
Administrative Board	03/21/12	9:00 a.m.	Committee Office
Operating Committee	03/21/12	Following	Administrative Board

ADJOURNMENT:

Mr. Hunter adjourned the meeting at 10:15 a.m., until March 21, 2012.

Mr. Scott Hunter, President

Ms. Jennie Corella, Mgr. of Operations

Attachment

7.6 A. Replacement of Pole Due to Damage Caused by Any Person, Firm or Corporation Which Is Not a Party to the Joint Pole Agreement

The Member replacing pole shall sell interest to each Member concerned. Each Member shall receive salvage on maximum value recoverable and shall pay pulling and transportation. Each Member shall transfer its facilities and shall bill party responsible for the damage for its share of the net cost of replacement.

Emergency pole installation is where the pole must be replaced immediately: The joint owner(s) must be notified by telephone of emergency installations within 24 hours by setting Member. Setting Member must issue Form 2 Preliminary within 45 calendar days from date of pole replacement, otherwise Section 7.13 will apply. Telephone notification must be confirmed by either Form 2 or Form 48 showing, if known:

- (a) Time and date of accident
- (b) Time and date joint owner notified
- (c) Name of person notified
- (d) Police report number

In cases where the urgency for new pole installation is not immediate, notification rules of this section will still apply, however the rules of 7.11 will be followed to determine “**proposed**” purchase in new pole. (Revised January 2007)

7.6 B. Replacement of Pole Due to Natural Causes (Storm, Catastrophe)

The Member replacing pole shall sell interest to each Member concerned. Each Member shall receive salvage on maximum value recoverable and shall pay pulling and transportation. Each Member shall transfer its facilities.

Emergency pole installation is where the pole must be replaced immediately: The joint owner(s) must be notified by telephone of emergency installations within 24 hours by setting Member. Setting Member must issue Form 2 Preliminary with date and identification of natural cause (Form 48 may be attached).

In cases where the urgency for new pole installation is not immediate, notification rules of this section will still apply, however the rules of 7.11 will be followed to determine “**proposed**” purchase in new pole (Added January 2012).

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March 21, 2012

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

Mr. Jim Eastwood	Southern California Edison
Mr. Larry Chow	Southern California Edison
Ms. Jessica Pearson	Southern California Edison
Ms. Tracey Province	Verizon Ca, MCI/Comm/Metro(teleconference)
Ms. Janet Chirrick	AT&T California
Mr. Michael Wolf	AT&T California (teleconference)
Mr. Scott Hunter	City of Los Angeles
Mr. Steve Brown	City of Los Angeles
Ms. Paula Haney	NextG Networks
Ms. Lynn Prescott	Verizon Wireless
Mr. Lawrence Yao	City of Riverside (teleconference)
Mr. Alvin Aska	City of Anaheim
Ms. Lupe Hernandez	AT&T Comm./Local Serv.
Mr. Varghese George	City of Glendale
Mr. Daniel Lippert	City of Burbank
Mr. Doug Schmaderer	City of Pasadena
Mr. Joe Armstrong	City of Pasadena
Mr. Paul Fuller	Golden State Water (teleconference)
Mr. Emir Erba	Time Warner Cable
Mr. Alfonso Morales	Time Warner Cable
Mr. Juan Maldonado	AT&T Mobility
Ms. Alicia Smith	Spr-Nextel/Spr. Comm.(teleconference)
Mr. David Patterson	City of Azusa (teleconference)
Mr. Gary Clark	City of Banning (teleconference)
Mr. Dana Fabing	City of Lompoc
Mr. Phillip Hinojosa	City of Colton (teleconference)
Ms. Maryan Farajzadeh	City of Vernon (teleconference)
Mr. Jim Brown	XO Communications (teleconference)
Ms. Maria Ortiz	NewPath Networks/CA-CLEC, LLS
Mr. Dennis Ennis	T-Mobile USA
Ms. Shawn Henderson	T-Mobile USA (teleconference)
Mr. Steve Garcia	ExTeNet Systems (teleconference)
Ms. Angela Pranata	Committee Staff
Mr. Kyle Levy	Committee Staff
Ms. Jennie Corella	Committee Staff

Guests: Mario Musso Metro PCS
Geri Freeman Metro PCS
Sirk Addis Zena Metro PCS
Jennifer Navarro Yhap Metro PCS

CALL TO ORDER:

Mr. Hunter called the meeting to order at 9:05 am. He addressed housekeeping issues, and then proceeded with roll call. When roll call was complete, those members not in attendance are M-Power/TelePacific and CA CLEC, LLC.

HOUSEKEEPING:

Mr. Hunter requested that member's who are teleconferencing mute their phones so that no interference is picked up. He added that if the teleconferencing members must step away from the meeting to please inform the chair when they leave and return to the meeting, in the event that a vote call transpired in their absence. The lunch menu was selected, and Mr. Hunter then asked the members to complete their lunch orders and turn them in.

APPROVAL OF MINUTES:

Mr. Hunter then inquired if the members had reviewed the minutes of the *February 15, 2012* Board meeting, and if there were any comments, additions, deletions, or revisions. There were no changes to the minutes; therefore, Mr. Hunter solicited a motion to accept the minutes as written. Ms. Hernandez motioned to accept the *February 15, 2012* minutes as written. Ms. Chirrick seconded the motion, which after the vote tally was completed, passed unanimously.

MANAGER'S REPORT

Ms. Corella reported that the February 2012 operating expenses are \$50,812.09. The expenses reflect an average month. The members were assessed this total amount.

COMMUNICATIONS:

Item 1533: Office Relocation

Ms. Corella reported the date for relocating to the new office suite has been moved from April 1st to possibly May 1st due to a delay in construction. It seems that the City of San Dimas has not approved the floor plans.

SPECIAL REPORTS

Metro PCS guest interview

The guests opened by introducing themselves. Then proceeded with their presentation starting with a brief history of Metro PCS, formally Royal Street Communications. Mr. Musso answered the questions provided by the committee (see attachment I). Upon completion of the questionnaire, Mr. Musso solicited further questions from the members.

Mr. Hunter inquired if Metro PCS intends on purchasing that space which he is a current tenant and moving from lease licensing to joint ownership. Ms. Freeman responded that currently, they intend on remaining tenants on those poles which they lease; however, they desire the two options of leasing and ownership. When queried how Metro PCS intends on processing their work, Mr. Musso responded that the current vendors they contract today would be the vendors to process their JPA work, with the goal of processing in house.

Mr. Chow inquired if Metro PCS has the ability to provide volume forecasts in terms of purchase of interest quarterly and/or annual; especially to the major pole owners. Mr. Musso responded that their budgets are produced annually in reference to the number of sites to be deployed. Mr. Chow then inquired if Metro has a group that addresses and is aware of the regulatory proceedings that are currently in process in California. Mr. Musso responded that there is an in house environmental specialist; however, he himself is not well versed in the regulatory proceedings. The guests answered further questions presented to them by the members. Upon completion of the interview, Mr. Hunter thanked Metro PCS for joining the Board meeting. They were informed that when and if approved they would be contacted immediately.

SUB-COMMITTEE REPORTS:

ad hoc Committee on Authorized Cost Elements

Mr. Hunter reported that the Authorized Costs Elements ad hoc committee met March 13, 2012; however, there are no open items at this time assigned to this ad hoc committee, and there were no miscellaneous issues.

Operating Committee

Ms. Prescott reported that the Operating committee met on February 15, 2012. She reported that the compliance to routine handbook issue has been moved from the operating agenda to the Compliance Committee agenda. The committee is considering the purchase of a newer conference call phone system. The new JPC

office location was discussed, and the purchasing of ergonomic desks for the JPC staff has been approved. She recommends that members review the minutes for further details.

Routine Revision Committee

Ms. Hernandez reported that the ad hoc committee met on Tuesday, March 13, 2012. She reported that another revision as been added to the Form 48 and it is on the current discussion calendar for review by the Board. She added that section 18.1-F has been revised, and is also on the current discussion agenda. She concluded by directing members to review the minutes when they become available on the SCJPC.net website.

Computer Communications ad hoc Committee

Mr. Chow reported that the members met on March 13, 2012 and extensively discussed path forward for iPAM, and have scheduled a meeting with Hyperlink to discuss a contract. He suggested members read the minutes of the meeting for details.

Compliance ad hoc Committee

Ms. Haney reported that this ad hoc met March 13, 2012 and extensively discussed the creation of a process where members are able to communicate tenant intentions and activity amongst themselves. She recommended members review the minutes for details in that the ad hoc committee in creating this process would welcome input toward resolution from all members. She then directed members to the minutes for details.

CONSENT CALENDAR:

There are no items on consent.

DISCUSSION CALENDAR:

Item 1532: 18.1-F Form 48 Example (Example 20)

The members reviewed the example and made a minor revision. The example will be added to section 18 of the Routine Handbook, and the Basic JPA training Module available on the SCJPC.net web site as an aide to completing a Form 48.

Latest Revision to Form 48

Mr. Hunter opened discussion by stating that the Routine Revision ad hoc in the process of creating a Form 48 example for Section 18 discovered that an additional column titled “**ADD item #**” was needed and would prove beneficial to the JPA process (attachment II). Ms. Hernandez reminded members that the older version of the Form 48 continues to be acceptable; however, the revised form will become standard through attrition.

Revision to Section 18.1-B Changes Prior to Approval

Ms. Hernandez opened discussion by stating that it was brought to her attention that members were not following the Routine in regards to changes prior to approval. She added that when the receiving party of an initiated JPA makes changes per the Routine the changes are red-lined and the initiators initial/signature is to be lined through. The receiving party is to then initial the changes and return it to the initiator who if agrees with the changes, initials it as accepting the changes. She stated that this is not being done today; therefore, it is the goal of the Routine ad hoc committee to revise the Routine to align with what is happening today, or follow the current method in the Routine. She commented if this method in the Routine is followed there would be many changes and it would be difficult to chronologically track the changes. She continued stating that the committee would like input from fellow members to revise this section for simplification. She added currently if the initiator agrees with the changes there is no action on their part and the receiving party will know that their changes have been accepted since the JPA was not returned. If there are changes the initiator either issues a Form 7 or revises the JPA and communicates to the other party the desired resolution or changes. The ad hoc will continue to work on revising the section; however, welcomes any suggestions from members. This issue will be returned to the ad hoc committee.

OTHER ITEMS: Unfinished Business

- Item 1435: iPAM Cntrct Phse I Comp – COMPUTER COMMUNICATIONS (03/14/07)
- Item 1532: 18.1-F Form 48 Example- ROUTINE REVISION (09/22/11)
- Item 1533: Office Relocation – OPERATING COMMITTEE (09/22/11)
- Item 1537: Example 8 Revision - ROUTINE REVISION (10/11/11)
- Item 1539: Review of Section 4.0 - ROUTINE REVISION (10/19/11)
- Item 1543; Friend Field Enhancement - COMPUTER COMM (11/08/11)
- Item 1545: Metro PCS Applications - OPERATING COMMITTEE (12/12/11)
- Item 1549: Pole Application Notification – COMPLIANCE COMMITTEE (03/13/2012)
- Item 1550: Pole Loading Discussion - COMPLIANCE COMMITTEE (03/13/2012)

Mr. Hunter inquired if the members are ready to vote on Item 1545: Metro PCS Application for Membership. There was no opposition to Board approval of this item. Therefore, Mr. Hunter entertained a motion to approve the application of Metro PCS. Mr. Lippert motioned to approve Metro PCS as a member of the SCJPC. Mr. Chow seconded the motion, which upon tallying the votes, passed unanimously. Metro PCS' membership has been approved effective this date, however, cannot process JPA work until their initial membership fee is received along with pertinent signed documents.

Item 1519: *Environmental Issues*

This is a standing item.

New Business

Known Items:

Preliminary process questions.

Ms. Hernandez announced that the JPC staff has been receiving calls from member staff about engineering and construction issues. She would like to remind members to notify their respective staff that the JPC office is not familiar with the preliminary process, only the final bill process. Any questions regarding final bills, contact the JPC staff, and preliminary issues should be referred to the utility representative.

Request to SCE for Intrusive Pole Data

Mr. Chow reported that the requests from members for intrusive pole data from SCE to use in their pole loading calculations was discussed at the Routine ad hoc committee, therefore he would like to share with the entire Board that SCE is prepared to receive these requests and provide the information. SCE has a spreadsheet form to be completed by requesting members, and upon receipt SCE will complete and return the forms to those requesting the data.

Unknown Items:

SCE Mail Delivery Service

Mr. Chow stated that his department is working with the transportation service department, the entity that handles internal mail delivery, to set up a mail delivery stop with fellow members. He added that currently SCE has a mail delivery stop service with Verizon California. He further stated that there is one caveat if any member wishes to participate in this service. They must allow the delivery drivers after hour access to their facility giving the ability to drop and pick up a mail bag. He concluded stating that when he gets further details from the transportation service department, he will notify the members with the particulars.

City Permits

Mr. Schmaderer inquired if DWP requires permits to work within city boundaries. Mr. Hunter responded that he was not absolutely certain. Mr. Schmaderer stated that SCE contractors inquired if Pasadena had a permit; the response is no. Mr. Chow stated that SCE has a permit, and the City of Pasadena cannot work under their permit. Mr. Hunter added that the County of Los Angeles requires a permit even from the City of Los Angeles. There was no further discussion on this issue.

SCHEDULE OF FUTURE MEETINGS:

Future meetings were scheduled as follows:

Routine Revision	04/10/12	9:00 a.m.	Committee Office
Authorized Costs	04/10/12	Following	Routine Revision
Computer Committee	04/10/12	Following	Authorized Costs
Compliance Committee	04/10/12	Following	Computer Committee
Administrative Board	04/18/12	9:00 a.m.	Committee Office
Operating Committee	04/18/12	Following	Administrative Board

ADJOURNMENT:

Mr. Hunter adjourned the meeting at 10:50 a.m., until April 18, 2012.

Mr. Scott Hunter, President

Ms. Jennie Corella, Mgr. of Operations

Attachment I

Southern California Joint Pole Committee
Interview Questions

<i>QUESTION</i>	<i>RESPONSE</i>
<u>How is business being done currently without membership in the Committee?</u>	
What is your projected service territory?	
What type and size of facilities will you be placing on poles?	
Will any facilities conflict with those existing already on poles?	
Who will do the placement and maintenance of facilities?	
Who will dispatch emergency response?	
Who will administer the joint pole process, and are you aware of the administrative intensity and longevity of the process?	
Are you aware that it is mandatory that members have Board meeting representation at 80% of all scheduled meeting?	

Attachment II

FORM 48

MEMORANDUM NOTICE OF JOINT POLE WORK

IMPORTANT - Note correct Operation and provide details accurately.

FIELD USE: FORM 48 DATE PREPARED: _____ JPA NUMBER: _____

OFFICE USE: FORM 48 DATE SENT: _____ JPA DATE SENT: _____

UTILITY CODE

From: _____ Name: _____ Phone number: _____

UTILITY CODE

To: _____ Name: _____

To: _____ Name: _____

To: _____ Name: _____

To: _____ Name: _____

To: _____ Name: _____

UTILITY CODE

To: _____ Name: _____

To: _____ Name: _____

To: _____ Name: _____

To: _____ Name: _____

To: _____ Name: _____

OPERATION No.

1. Change removal agreement.
2. Add item for hand-dig, **specify nature of conflict in remarks.**
3. Add item for topping a pole, **when not on JPA.**
4. Transfer has been completed.
5. Make your temporary attachments permanent on new pole.
6. Anchor has been installed/replaced; attachments should be made.
7. Our attachments have been removed; pole may be renumbered (**only applies to base owner**).
8. New pole location changed, specify nature of conflict and new location in remarks (**substructure conflict on**).
9. Our transfer has been completed; pole may be pulled (**i.e. MITC poles, alternative to wood poles**).
10. All work completed based on Form 7 dated: _____
11. Work completed **ONLY** on poles listed below.
12. Our work has been completed. **Must list poles below.**
13. Records only-Initiate billing (**purchase/relinquishment**).

POLE LEGEND: L = LOWER TOP
 P = PULL U(XX) = UTILITY CODE (FO)
 PB = PULL BUTT SCZ = SAFETY CLEARANC
 T = TRANSPORT
 S = SALVAGE ANCHOR/ARM LEGEND:
 D = DISPOSE AR = ANCHOR/ARM REMOVED
 TN = TENANT AT = ANCHOR/ARM TRANSFER

Only required for changes to JPA

Utility Code				POLE CUT U(XX)	ADD Item #
PTD	PB	LTD	HAND DIG		

J.P. Auth.		Pole No. (Required)	Operation No. (Required)	Utility Code				POLE CUT U(XX)	ADD Item #	Remarks/changes
Page No.	Line No.			PTD	PB	LTD	HAND DIG			

Attachment III

18.1-B Changes Prior to Approval

Any changes desired prior to approval of Form 2 Preliminary Joint Pole Authorization by the receiving Member shall be made by means of the following procedure:

(A) Receiving Member:

- (1) Make desired change
- (2) Sign amended form
- ~~(3) Strike out signature of issuing member~~
- (4) Return copy to issuing Member

(B) Issuing Member:

(1) If change is acceptable:

- ~~(a) Sign and date in area of deleted signature and return copy(s) to receiving member(s).~~
- (b) No actions take place. Process form in normal manner

(2) If change is unacceptable:

- (a) Communicate ~~by telephone and/or meet in field~~ with receiving Member(s) representative(s) to resolve differences by either issuing Form 7 or revising the JPA.
- ~~(b) Any further revisions must be made within fifteen days of receipt or the change will be considered approved. If no agreement can be reached, either Member may bring it to the Administrative Board for possible resolutions.~~ (c)

If subsequent changes occur, refer to the standard procedure for Form 7 usage. (See Section 18.4)

- ~~(d) If no agreement can be reached either Member may initiate arbitration by forwarding a Form 7 notifying the Committee office that a protest has been filed. A copy of the form must be forwarded to the other participating Members (s) on the same day the protest is filed. The authorization will then be held until agreement is reached in accordance with arbitration procedures.~~

(3) Multi-Party JPAs:

The initiator of a multi-party JPA will be responsible for notifying all involved parties of any changes made to that JPA prior to final approval.

An acceptable method for the initiating member to notify all involved parties of any changes made to a JPA includes sending a Form 7 indicating "See Changes"

with a copy of the marked-up Form 2 Preliminary JPAs as an attachment.
(Revised January 2011).

[JPA Alert when approved & Effective Date: 2013 Routine Handbook](#)

Southern California Joint Pole Committee

1400 Montefino Ave. Suite 100

Diamond Bar, CA 91765

Phone (909) 348-5920

REVISED

April 18, 2012

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

Mr. Jim Eastwood	Southern California Edison
Mr. Larry Chow	Southern California Edison
Ms. Tracey Province	Verizon Ca, MCI/Comm/Metro(teleconference)
Mr. Jim Bollier	Verizon Ca, MCI/Comm/Metro(teleconference)
Mr. Larry Vail	Verizon Ca, MCI/Comm/Metro(teleconference)
Ms. Janet Chirrick	AT&T California
Mr. Michael Wolf	AT&T California (teleconference)
Mr. Scott Hunter	City of Los Angeles
Mr. Steve Brown	City of Los Angeles
Ms. Paula Haney	NextG Networks
Ms. Lynn Prescott	Verizon Wireless
Mr. Lawrence Yao	City of Riverside (teleconference)
Mr. Alvin Aska	City of Anaheim (teleconference)
Ms. Lupe Hernandez	AT&T Comm./Local Serv.
Mr. Varghese George	City of Glendale
Mr. Daniel Lippert	City of Burbank
Mr. Doug Schmaderer	City of Pasadena
Mr. Paul Fuller	Golden State Water (teleconference)
Mr. Randal Starkey	Time Warner Cable (teleconference)
Mr. Emir Erba	Time Warner Cable
Mr. Alfonso Morales	Time Warner Cable
Ms. Yvonne Johnson	AT&T Mobility
Ms. Alicia Smith	Spr-Nextel/Spr. Comm.(teleconference)
Mr. David Patterson	City of Azusa (teleconference)
Mr. Gary Clark	City of Banning (teleconference)
Mr. Dana Fabing	City of Lompoc (teleconference)
Ms. Alyssa Hernandez	City of Colton (teleconference)
Ms. Maryan Farajzadeh	City of Vernon (teleconference)
Mr. Mark Dennings	M-Power/TelePacific (teleconference)
Mr. Jim Brown	XO Communications (teleconference)
Ms. Maria Ortiz	NewPath Networks/CA-CLEC, LLS
Mr. Dennis Ennis	T-Mobile USA
Ms. Shawn Henderson	T-Mobile USA (teleconference)
Mr. Mike Rivera	ExTeNet Systems (teleconference)

Mr. David Callender
Ms. Angela Pranata
Mr. Kyle Levy
Ms. Jennie Corella

ATC Outdoor DAS, LLC (teleconference)
Committee Staff
Committee Staff
Committee Staff

CALL TO ORDER:

Mr. Hunter called the meeting to order at 9:05 am. He addressed housekeeping issues, and then proceeded with roll call. When roll call was complete, all members were in attendance, thus bringing another 100% Board meeting attendance.

HOUSEKEEPING:

Mr. Hunter requested that member's who are teleconferencing mute their phones so that no interference is picked up. He added that if the teleconferencing members must step away from the meeting to please inform the chair when they leave and return to the meeting, in the event that a vote call transpired in their absence. The lunch menu was selected, and Mr. Hunter then asked the members to complete their lunch orders and turn them in.

APPROVAL OF MINUTES:

Mr. Hunter then inquired if the members had reviewed the minutes of the *March 21, 2012* Board meeting, and if there were any comments, additions, deletions, or revisions. There were no changes to the minutes; therefore, Mr. Hunter solicited a motion to accept the minutes as written. Ms. Chirrick motioned to accept the *March 21, 2012* minutes as written. Ms. Prescott seconded the motion, which after the vote tally was completed, passed unanimously.

MANAGER'S REPORT

Ms. Corella reported that the March 2012 operating expenses are \$50,906.85. The expenses reflect an average month. The members were assessed this total amount. She added that this amount is now the monthly average expenses.

COMMUNICATIONS:

Item 1533: Office Relocation

Ms. Corella reported that she and Ms. Pranata visited the premises of the future JPC office. She added that the wall framing is up and the drywall will be installed shortly. There are some minor changes to the original floor plan due to ADA requirements and other safety issues per the City of San Dimas. A revised

work schedule was shared with the members; the final inspection date is May 22nd, therefore the projected move date is May 30th. She further reported that the internet and phone provider will change from TelePacific to Verizon California. There were no questions or concerns in relation to the office relocation.

MetroPCS California, LLC

Next, Ms. Corella reported that the office has received the initial membership fee from MetroPCS. They are now an official member of the SCJPC, and may begin processing joint use work. They will be sent their User ID and pass code for access to the SCJPC website, and the member code chosen by MetroPCS is PCS. She added in that the SCJPC is non-profit, the funds received from MetroPCS will be applied to the next month's member assessment and will continue to apply the funds as a credit against member assessments until the funds are depleted. There were no questions in regards to this issue.

City of Vernon-email

Lastly, Mr. Corella reported that she received an email from Mr. Ali Nour of the City of Vernon. The synopsis of the message is that Mr. Nour is having difficulty collecting payments from fellow members. He would like to stress the importance of remitting payments when they are due. Ms. Corella read the email message verbatim. In conclusion the members were reminded to ensure that their invoices are remitted in a timely manner. There were no comments on this issue.

SPECIAL REPORTS

There were no special reports.

SUB-COMMITTEE REPORTS:

ad hoc Committee on Authorized Cost Elements

Mr. Brown reported that Authorized Costs met April 10, 2012; however, there was no activity. Mr. Hunter took this opportunity to remind members that this year authorized costs would be reviewed and discussed, as well as pole prices for the incoming year.

Operating Committee

Ms. Prescott reported that the Operating committee met on March 21, 2012. She stated that the members discussed office relocation. She added that JPC staff evaluations are due, therefore, they would discuss them at the next operating meeting following the Board meeting. Salary action would become effective June 1, 2012.

Routine Revision Committee

Ms. Hernandez reported that the ad hoc committee met on Tuesday, April 10, 2012. She added that there are several revisions on the current discussion portion of the day's agenda. She continued reporting that the members extensively discussed same hole set and added that at the next authorized costs meeting, the members will discuss and define the criteria for same hole set in that there are differences of opinion on what actions are involved in same hole set. She concluded by urging members to attend and if necessary bring their outside plant personnel with them, since it should prove an interesting and important discussion. There were no questions.

Computer Communications ad hoc Committee

Mr. Chow reported that the members met on April 10, 2012. The ad hoc committee is waiting for a contract proposal from Hyperlink in reference to the leasing of iPAM. The members viewed a demonstration of Spida-Web software that might aid the committee with the sharing of pole loading data. He concluded by referring members to the minutes of the meeting.

Compliance ad hoc Committee

Ms. Haney reported that this ad hoc met April 10, 2012. She reported that Mr. Hunter of DWP has shared an updated version of his pole anchor loading information now available on the committee website. Also, discussed by the members is the issue of multiple corrections JPAs. The ad hoc members are working on a method to communicate amongst themselves tenant attachment and activities. There is continued dialogue and discussion on pole loading and the sharing of this information. She concluded by stating that the ad hoc committee meetings are the meetings where relevant issues are discussed and agreed upon prior to bringing them to the board for discussion. She highly recommends that members attempt to join the ad hoc meetings to provide their input. She concluded by directing members to the minutes of that meeting.

CONSENT CALENDAR:

There are no items on consent.

DISCUSSION CALENDAR:

Revision to Section 18.1-B Changes Prior to Approval

Ms. Hernandez opened discussion by stating that the Routine Revision ad hoc committee has revised this section to coincide with how this section is transacted today. It was brought to the Board meeting the prior month and returned to the ad hoc committee for further work. The ad hoc committee has made further changes to this section (see attachments). She continued stating that the receiving party either approve the JPA and sign it or make the changes, sign and return it to the initiating party. If the initiating party agrees with the changes, there is no further action, the JPA is then processed as usual. However, if the changes are unacceptable by the initiating party, then a communication must be sent to the other member(s) with a Form 7 or preferably directly via a phone call. There was brief discussion. Mr. Hunter commented that the process is how this section is handled today; however, the process did not match the description in the Routine Handbook. Therefore; the handbook section has been revised to fit the transaction as it is processed today. He then solicited a motion to approve the proposed revisions to the section. Ms. Hernandez motioned to accept the changes as revised; Mr. Chow seconded the motion, which upon voting passed unanimously.

Section 18.4 Revised

Mr. Hunter opened discussion by stating that this section has been revised to coincide with the changes to section 18.1-B (see attachments). The members briefly discussed the changes. Mr. Hunter solicited a motion to accept the changes to this section. Mr. Chow motioned to accept the changes as revised. Ms. Haney seconded the motion, which upon voting passed unanimously.

Section 13.3 Revised.

Ms. Hernandez opened discussion by stating that a paragraph has been added to this section per previous discussions. When correcting the location of a pole, this transaction cannot transpire via a Form 7. This must be transacted via a Form 2, thus allowing other members the opportunity to confirm the correction of the pole location. However, if there is a pending JPA, then a Form 7 is allowed to notify other members. The paragraph has been added for clarification. There were no questions; therefore, Mr. Hunter entertained a motion to accept the changes to this section. Ms. Haney motioned to accept the revision to this section; Ms. Ennis seconded the motion. Upon tallying the votes the motion passed unanimously.

OTHER ITEMS: Unfinished Business

Item 1435: iPAM Cntrct Phse I Comp – COMPUTER COMMUNICATIONS (03/14/07)
Item 1533: Office Relocation – OPERATING COMMITTEE (09/22/11)
Item 1539: Review of Section 4.0 - ROUTINE REVISION (10/19/11)
Item 1543; Friend Field Enhancement - COMPUTER COMM (11/08/11)
Item 1549: Pole Application Notification – COMPLIANCE COMMITTEE (03/13/2012)
Item 1550: Pole Loading Discussion - COMPLIANCE COMMITTEE (03/13/2012)
Item 1551: Database Research – COMPLIANCE COMMITTEE (4/10/2012)

There was no discussion on any unfinished business items.

Item 1519: *Environmental Issues*

This is a standing item.

New Business

Known Items:

There were no known items.

Unknown Items:

Altrio Attachments

Ms. Chirrick stated that she is encountering issues with former member Altrio Communication. Her organization is identifying where they are attached and she does not know how to bill them. She added that she is aware that their assets were purchased by Champion Communications, who opted not to remain a committee member, but rather enter into lease agreements. She inquired how other members are handling this situation when Altrio attachments are discovered in their space.

Mr. Chow responded that the difficulty is that Champion did not purchase all Altrio assets and some attachments that once were Altrio, but today are not Champion. Mr. Chow stated that at some time these attachments and the Altrio issue should be audited to determine who is using the attachments if they are active. Mr. Schmaderer stated that Champion sold some of the assets to Charter, therefore, making the identifying of Altrio attachments a difficult job. Mr. George commented that when they identify an Altrio attachment, they discover the owner is

Charter. The members discussed how they individually handled the Altrio attachments. Ms. Chirrick thanked the members for their input.

SCHEDULE OF FUTURE MEETINGS:

Future meetings were scheduled as follows:

Routine Revision	05/08/12	9:00 a.m.	Committee Office
Authorized Costs	05/08/12	Following	Routine Revision
Computer Committee	05/08/12	Following	Authorized Costs
Compliance Committee	05/08/12	Following	Computer Committee
Administrative Board	05/16/12	9:00 a.m.	Committee Office
Operating Committee	05/16/12	Following	Administrative Board

ADJOURNMENT:

Mr. Hunter adjourned the meeting at 10:00 a.m., until May 16, 2012.

Mr. Scott Hunter, President

Ms. Jennie Corella, Mgr. of Operations

Attachments

18.1-B Changes Prior to Approval-03/13/2012 For Admin Board Discussion next week.

Any changes desired prior to approval of Form 2 Preliminary Joint Pole Authorization by the receiving Member shall be made by means of the following procedure:

(A) Receiving Member:

- (1) Make desired change
- (2) Sign amended form

(3) Strike out signature of issuing Member

(4) Return copy to issuing Member

(B) Issuing Member:

(1) If change is acceptable:

(a) **Sign and date in area of deleted signature and return copy(s) to receiving Member(s)**

(b) **No additional actions take place.** Process form in normal manner.

(2) If change is unacceptable:

(a) (a) Communicate by telephone and/or meet in field with receiving Member(s) representative(s) to resolve differences by either issuing Form 7 or revising the JPA.

(cb) Any further revisions must be made within fifteen days of receipt or the change will be considered approved. If no agreement can be reached, either Member may bring it to the Administrative Board for possible resolutions. Until differences are resolved, issue the Form 7 to all participating Member(s), CC to SCJPC, not to process JPA Final Bill.

(b c) If subsequent changes occur, refer to the standard procedure for Form 7 usage. (See Section 18.4)

(d) Any Member may request a resolution meeting with the Administrative Board by issuing the Form 7 to all participating Member(s), CC to SCJPC.

(d) If no agreement can be reached, either Member may initiate arbitration by forwarding a Form 7 notifying the Committee office that a protest has been filed. A copy of the form must be forwarded to the other participating Member(s) on the same day the protest is filed. The authorization will then be held until agreement is reached in accordance with arbitration procedures.

(3) Multi-Party JPAs:

The initiator of a multi-party JPA will be responsible for notifying all involved parties of any changes made to that JPA prior to final approval.

An acceptable method for the initiating member to notify all involved parties of any changes made to a JPA includes sending a Form 7 indicating "See Changes" with a copy of the marked-up Form 2 Preliminary JPAs as an attachment. (Revised January 2011).

JPA Alert when approved & Effective Date: 2013 Routine Handbook

18.4 Form 7 - J/P Memorandum

This form is for use in effecting changes to issued Form 2 Preliminary Joint Pole Authorization by agreement.

When changes in an authorization are proposed, the Member receiving the Form 7 must return same within 15 days.

The memo must indicate the Members to whom the copies are directed.

For use in protest procedures see Section 18.1-B(2) (c) & (d).

Effective 2013 – See modified Sec 18.1 B Joint Pole Routine Handbook Page 13-1 2012 Edition Reviewed January 2006

CORRECTION OF RECORD / CANCELLATION

13.0 Cancellation

Cancellation of Joint Pole Authorization where any construction expense has been incurred by owner of pole may not be made without the consent of Members concerned. Where no expense has been incurred, the Member desiring cancellation shall immediately notify other Members concerned by forwarding a Form 7 showing Joint Pole Authorization number and location, but omitting the details of transactions.

13.1 Correction of Record/Cost Recovery

Correction of error in recorded data or any other detail shall be made on Joint Pole Authorization and, where necessary, adjustment for price shall be made in accordance with date of Joint Pole Authorization that has been found to be in error. **(See Example 8, Page 18-13)** Recorded interests in conflict with the Routine shall not be corrected, except with the consent of all Members concerned, until pole is replaced, or an incoming Member desires to purchase interest, or one joint owner wishes to relinquish interest.

Cost allocation shall also be authorized, where required, for reinstatement of record or any other detail in which a completed

Southern California Joint Pole Committee

1400 Montefino Ave. Suite 100
Diamond Bar, CA 91765
Phone (909) 348-5920
Fax (909) 348-5925

REVISED

May 16, 2012

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

Mr. Larry Chow	Southern California Edison
Ms. Jessica Pearson	Southern California Edison
Ms. Tracey Province	Verizon Ca, MCI/Comm/Metro(teleconference)
Ms. Janet Chirrick	AT&T California (teleconference)
Mr. Scott Hunter	City of Los Angeles
Mr. Steve Brown	City of Los Angeles
Ms. Paula Haney	NextG Networks
Ms. Lynn Prescott	Verizon Wireless
Mr. Lawrence Yao	City of Riverside (teleconference)
Mr. Alvin Aska	City of Anaheim (teleconference)
Ms. Lupe Hernandez	AT&T Comm./Local Serv.
Mr. Varghese George	City of Glendale
Mr. Daniel Lippert	City of Burbank
Mr. Doug Schmaderer	City of Pasadena (teleconference)
Mr. Paul Fuller	Golden State Water (teleconference)
Mr. Randal Starkey	Time Warner Cable (teleconference)
Mr. Emir Erba	Time Warner Cable
Mr. Alfonso Morales	Time Warner Cable
Ms. Yvonne Johnson	AT&T Mobility
Ms. Alicia Smith	Spr-Nextel/Spr. Comm.(teleconference)
Mr. David Patterson	City of Azusa (teleconference)
Mr. Dana Fabing	City of Lompoc
Ms. Maryam Farajzadeh	City of Vernon (teleconference)
Mr. Mark Denning	M-Power/TelePacific (teleconference)
Ms. Maria Ortiz	NewPath Networks/CA-CLEC, LLC
Ms. Shawn Henderson	T-Mobile USA (teleconference)
Mr. Steve Garcia	ExTeNet Systems (teleconference)
Ms. Jennifer Navarro Yhap	MetroPCS California, LLC (teleconference)
Ms. Jennie Corella	Committee Staff
Ms. Angela Pranata	Committee Staff
Mr. Kyle Levy	Committee Staff

CALL TO ORDER:

Mr. Hunter called the meeting to order at 9:05 am. He addressed housekeeping issues, and then proceeded with roll call. When roll call was complete, those members not in attendance were City of Colton, City of Banning, XO Communications, and ATC Outdoor DAS, LLC.

HOUSEKEEPING:

Mr. Hunter requested that members who are teleconferencing mute their phones so that no interference is picked up. He added that if the teleconferencing members must step away from the meeting to please inform the chair when they leave and return to the meeting, in the event that a vote call transpired in their absence. The lunch menu was selected, and Mr. Hunter then asked the members to complete their lunch orders and turn them in.

APPROVAL OF MINUTES:

Mr. Hunter then inquired if the members had reviewed the minutes of the *April 18, 2012* Board meeting, and if there were any comments, additions, deletions, or revisions. There were no changes to the minutes; therefore, Mr. Hunter solicited a motion to accept the minutes as written. Mr. Chow motioned to accept the *April 18, 2012* minutes as written. Ms. Hernandez seconded the motion, which after the vote tally was completed, passed unanimously.

MANAGER'S REPORT

Ms. Corella reported that the April 2012 operating expenses are \$54,598.39. The members were not assessed this month due to the credit of the new member fee from MetroPCS California, LLC. She added that \$50,000 is now the monthly average expenses.

COMMUNICATIONS:

Item 1533: Office Relocation

Ms. Corella reported that the move in date has been set for May 30, 2012 and that Ms. Pranata had recently visited the office and the installation of the drywall is complete. She continued reporting that there is an issue with the renovations in that there is currently no conduit installed to have communication to the office. Ms. Corella stated that Ms. Pranata informed her that the cost of installing the necessary conduit would be the liability of the committee. The cost is approximated

at \$1,300.00. Ms. Corella said that she has consulted with the committee agent concerning this and the agent agreed that this expense should have been included in the original cost and paid for by the owner. Ms. Corella concluded that she will know the outcome once the agent receives an answer from the owner, ensuring payment for the installation of the conduit. Ms. Pranata added that the phone and internet will be down at the Diamond Bar office on May 29th and 30th, and that the staff will not be able to be contacted through either phone or email during this time. However, the JPC website will still be available during this time, and the members and their staff will be able to access it as usual.

ATC Outdoor DAS, LLC

Ms. Corella reported that she has received a letter from Margaret Howell of ATC Outdoor DAS, LLC stating that they would like to terminate their membership with the Joint Pole Committee as their Certificate of Public Convenience and Necessity (CPCN) status with the California Public Utilities Commission (CPUC) is currently expired, and their request for an extension from the CPUC has been denied (See attachment). The members discussed whether their deposit would be returned when leaving the committee, and upon reviewing the By-Laws, found that this was not specified. Mr. Hunter stated that this will be moved to the Operating committee for further discussion.

SPECIAL REPORTS

There were no special reports.

SUB-COMMITTEE REPORTS:

ad hoc Committee on Authorized Cost Elements

Mr. Hunter reported that the Authorized Costs committee met on May 8, 2012. He stated that the members discussed same hole set and it was agreed that this would be changed to cut and kick. There were no questions in regards to this issue.

Operating Committee

Ms. Prescott reported that the Operating committee met on April 18, 2012. She stated that the members discussed a letter from the current landlord expressing their dissatisfaction with the delay in the move, and that their offer of reimbursing the two months' free rent would be rescinded. Ms. Prescott continued reporting that a response letter was sent to the landlord explaining the delays in the move and urging them to reconsider their original offer to reimburse the moving costs and the two months' rent. Ms. Corella replied that the landlord has responded

to the letter and they have agreed to honor these terms conditional upon the agreement of an addendum to the lease. She concluded that this would be further discussed in the Operating committee. Lastly, Ms. Prescott reported that Ms. Corella's retirement luncheon is scheduled for June 20, 2012 following the Administrative Board meeting.

Routine Revision Committee

Ms. Hernandez reported that due to time constraints, the Routine Revision committee did not meet in May.

Computer Communications ad hoc Committee

Mr. Chow reported that the members met on May 8, 2012. He reported that the members agreed upon creating an enhancement to the JPC website pole search page. This enhancement will consist of a function where upon selecting a JPA for which a pole is associated, all of the poles associated with that JPA will be displayed. An export function will be created as well to export this data to an Excel spreadsheet. Mr. Chow concluded that the members were awaiting a quote for the work and that this would be discussed further at the next Computer committee.

Compliance ad hoc Committee

Ms. Haney reported that the Compliance committee met on May 8, 2012. She reported that the members discussed creating a website which would display pole loading activity on any poles moving forward, as well as loading information for any license applicants. Ms. Haney finished by emphasizing the importance of this website to the members in the future.

CONSENT CALENDAR:

There are no items for consent.

DISCUSSION CALENDAR:

There are no items for discussion.

OTHER ITEMS: Unfinished Business

Item 1435: iPAM Cntrct Phse I Comp – COMPUTER COMMUNICATIONS (03/14/07)
Item 1533: Office Relocation – OPERATING COMMITTEE (09/22/11)
Item 1539: Review of Section 4.0 - ROUTINE REVISION (10/19/11)
Item 1543; Friend Field Enhancement - COMPUTER COMM (11/08/11)
Item 1549: Pole Application Notification – COMPLIANCE COMMITTEE (03/13/2012)
Item 1550: Pole Loading Discussion - COMPLIANCE COMMITTEE (03/13/2012)
Item 1551: Database Research – COMPLIANCE COMMITTEE (4/10/2012)
Item 1552: Cut and Kick Handbook Revisions – ROUTINE REVISION (5/08/11)

There was no discussion on any unfinished business items.

Item 1519: *Environmental Issues*

This is a standing item.

New Business

Known Items:

There were no known items.

Unknown Items:

Outstanding JPAs

Mr. Chow stated that Edison will begin working on cleaning up nearly 1,000 foreign JPAs submitted to them between 2006 and 2008 that are still outstanding. He explained that the JPAs will be compiled by member and a list will be sent out to the respective members requesting that their JPAs are addressed. Mr. Chow stated that due to the age of the JPAs, he understands that they may take some time to research; however, he insisted that the members address these JPA nonetheless so they can be final billed. He stated that due to increased activity since then, he estimates that from 2008 to present there are more than 1,000 similar JPAs as well. Mr. Chow also brought up authorized costs item 14 and stated that the current charge of \$192 per pole is not enough to cover the expenses for researching the JPA and the field work involved. He suggested that item 14 should be further discussed during this year's review of the pole prices and authorized costs.

Ms. Pearson reported that Edison is having difficulty receiving a response from other members after issuing Form 7s on foreign correction of records JPAs that were billed incorrectly. Mr. Chow added that Edison has upheld the 30 day turnaround that the committee agreed upon, and requested a similar commitment from the other members. The members agreed to discuss this further at the next Administrative Board meeting. Ms. Pearson concluded the discussion by agreeing to send the members involved a list of their JPAs by the end of the week.

SCHEDULE OF FUTURE MEETINGS:

Future meetings were scheduled as follows:

Routine Revision	06/12/12	9:00 a.m.	Committee Office
Authorized Costs	06/12/12	Following	Routine Revision
Computer Committee	06/12/12	Following	Authorized Costs
Compliance Committee	06/12/12	Following	Computer Committee
Administrative Board	06/20/12	9:00 a.m.	Committee Office
Operating Committee	06/20/12	Following	Administrative Board

ADJOURNMENT:

Mr. Hunter adjourned the meeting at 9:45 a.m., until June 20, 2012.

Mr. Scott Hunter, President

Mr. Kyle Levy, Assistant Manager



May 2, 2012

Jennie Corella, Manager of Operations
Southern California Joint Pole Committee
1400 Montefino Ave. Suite 100.
Diamond Bar, CA 91765

RE: ATC Outdoor DAS, LLC Membership

Dear Ms. Corella,

ATC Outdoor DAS, LLC received its CPCN status from the California Public Utilities Commission in 2008 with a condition that we commence operations within twelve months of approval. ATC Outdoor DAS, LLC's most recent request to extend that condition was denied as we have not yet commenced operations in California. ATC Outdoor DAS, LLC's California CPCN status is currently considered expired.

ATC Outdoor DAS, LLC respectfully requests to terminate our membership with the Southern California Joint Pole Committee given our expired CPCN status.

Please do not hesitate to contact me with any questions or concerns.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Margaret Howell', is written over a light blue horizontal line.

Margaret Howell
Senior Counsel
maggie.howell@americantower.com
(781) 926-4794 - direct

Southern California Joint Pole Committee

279 E. Arrow Hwy. Suite 104
San Dimas, CA 91773
Phone (909) 599-3801
Fax (909) 599-3825

REVISED 07/18/2012

June 20, 2012

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

Mr. Larry Chow	Southern California Edison
Mr. James Eastwood	Southern California Edison
Ms. Jessica Pearson	Southern California Edison
Mr. William Kearns	Verizon Ca, MCI/Comm/Metro(teleconference)
Ms. Janet Chirrick	AT&T California
Mr. Scott Hunter	City of Los Angeles
Mr. Steve Brown	City of Los Angeles
Ms. Paula Haney	NextG Networks
Ms. Debbie Wooten	NextG Networks
Ms. Lynn Prescott	Verizon Wireless
Mr. Lawrence Yao	City of Riverside (teleconference)
Mr. Alvin Aska	City of Anaheim (teleconference)
Ms. Lupe Hernandez	AT&T Comm./Local Serv.
Mr. Varghese George	City of Glendale
Mr. Daniel Lippert	City of Burbank
Mr. Paul Fuller	Golden State Water (teleconference)
Ms. Yvonne Johnson	AT&T Mobility
Ms. Alicia Smith	Spr-Nextel/Spr. Comm.
Ms. Alyssa Hernandez	City of Colton (teleconference)
Mr. David Patterson	City of Azusa
Mr. Dana Fabing	City of Lompoc
Mr. Jim Brown	XO Communications (teleconference)
Ms. Maryam Farajzadeh	City of Vernon (teleconference)
Mr. Mark Denning	M-Power/TelePacific (teleconference)
Ms. Maria Ortiz	NewPath Networks/CA-CLEC, LLC
Mr. Dennis Ennis	T-Mobile USA
Ms. Shawn Henderson	T-Mobile USA
Mr. Mike Rivera	ExTeNet Systems (teleconference)
Ms. Jennifer Navarro Yhap	MetroPCS California, LLC (teleconference)
Mr. Michael Hill	ATC Outdoor DAS, LLC (teleconference)
Ms. Jennie Corella	Committee Staff
Ms. Angela Pranata	Committee Staff
Mr. Kyle Levy	Committee Staff

CALL TO ORDER:

Mr. Hunter called the meeting to order at 9:00 am. He addressed housekeeping issues, and then proceeded with roll call. When roll call was complete, those members not in attendance were Time Warner Cable, City of Pasadena and City of Banning.

HOUSEKEEPING:

Mr. Hunter requested that members who are teleconferencing mute their phones so that no interference is picked up. He added that if the teleconferencing members must step away from the meeting to please inform the chair when they leave and return to the meeting, in the event that a vote call transpired in their absence. The lunch menu was selected, and Mr. Hunter then asked the members to complete their lunch orders and turn them in.

APPROVAL OF MINUTES:

Mr. Hunter then inquired if the members had reviewed the minutes of the *May 16, 2012* Board meeting, and if there were any comments, additions, deletions, or revisions. There were no changes to the minutes; therefore, Ms. Hernandez solicited a motion to accept the minutes as written. Ms. Hernandez motioned to accept the *May 16, 2012* minutes as written. Ms. Haney seconded the motion, which after the vote tally was completed, passed unanimously.

MANAGER'S REPORT

Ms. Pranata reported that the May 2012 operating expenses are \$65,361.22. The members were assessed only \$43,995.61 this month due to the credit of the new member fee from MetroPCS California, LLC.

COMMUNICATIONS:

Frontier Communications

Ms. Corella reported that she was instructed by the Operating Committee to send a letter to Frontier Communications indicating that they have not paid their initial membership fees invoice. This was sent out on March 9, 2012 and as of yet she has not received a response back from them. She indicated that the Agreement specifies that new membership fees must be received within 90 days of acceptance by the Committee; however, it alludes to no possible ramifications if this deadline is not adhered to.

City of Santa Monica

Ms. Corella reported that the same issue as for the above Frontier Communications also applies to the City of Santa Monica's application status. She stated that their letter of non-payment was sent to them back on March 24, 2011 with no response since. Ms. Hernandez replied that since the City of Santa Monica did not supply evidence of having a CPCN (Certificate of Public Convenience and Necessity), that they would no longer be able to be approved for membership with the Committee. Mr. Hunter finished by stating that dealing with non-responsive prospective members such as these would be further discussed in the Operating Committee.

Crown Castle / NextG Networks

Ms. Pranata reported that she has received a letter from NextG Networks informing her that they have become a wholly owned subsidiary of Crown Castle International Corp.; however NextG will continue to operate their own systems. Ms. Haney concurred with this and further clarified that NextG will still be operating under their current name of NextG Networks and there will be no significant changes to their membership with the Committee.

ATC Outdoor DAS, LLC

Ms. Corella reported that she has received a letter from ATC Outdoor DAS, LLC stating that they have rescinded their request to withdraw from the Committee and have chosen to remain a member.

SPECIAL REPORTS

There were no special reports.

SUB-COMMITTEE REPORTS:

ad hoc Committee on Authorized Cost Elements

Mr. Hunter reported that the Authorized Costs committee met on June 12, 2012. He stated that there was a JPA that was brought up which had several issues and that he would discuss this with his staff. There were no questions in regards to this issue.

Operating Committee

Ms. Prescott reported that the Operating committee met on May 16, 2012. She stated that the members discussed JPAs utilizing section 1.2 when they were billed before a pending JPA. She continued reporting that PB LTD was also

discussed as well as the withdrawal of ATC Outdoor DAS which is no longer an issue.

Routine Revision Committee

Ms. Hernandez reported that Routine Revision met on June 12, 2012. She stated that the members discussed when initiating a JPA on a solely owned pole, the member requested that the initiator contact the member to retrieve information on the pole such as pole height, year set, location, etc. She continued stating that Mr. Chow suggested that the Spida software would benefit the members in obtaining information on these poles. Mr. Chow would check on this and discuss his findings with the members. Ms. Hernandez also mentioned that section 4.0 JPAs were discussed including when the work has not been completed as well as whether both a section 4.0 (a) and (b) would be implemented in discerning between purchasing communication space and purchasing additional interest. She suggested that the members weigh the pros and cons of such a JPA being billed as there could be compliance issues pertaining to wind-loading, among other issues. Creating an item number for unauthorized attachment to anchors was also discussed as well as for under guying. Ms. Hernandez also stated that Mr. Eastwood suggested that discussion be opened on pole loading information being shared with Caltrans. None of the members had any issue with sharing this information with them and they agreed this could be done. Lastly, Ms. Hernandez reported that she received a list of AT&T JPAs from Edison and it was agreed that the 45 days from the date sent of the Form 48 would be waived for cell site only JPAs. She explained that this could also include all of the regular JPAs that she received as well, not only the cell sites, and Edison agreed with this. These JPAs would be sent to the JPC with a notation explaining that the 45 days were waived so that they will be billed and not returned by the staff.

Computer Communications ad hoc Committee

Mr. Eastwood reported that the members met on June 12, 2012. He reported that the export enhancement to Friend is still being worked on. Also, that the members are still waiting on a quote for the next button for the JPC website pole search database.

Compliance ad hoc Committee

Ms. Haney reported that the Compliance committee met on June 12, 2012. She reported that the members discussed that Angela sent out an email to the members asking if they are willing to share to share their wind loading upon request and to make sure the members answer

CONSENT CALENDAR:

There are no items for consent.

DISCUSSION CALENDAR:

There are no items for discussion.

OTHER ITEMS: Unfinished Business

- Item 1435: iPAM Cntrct Phse I Comp – COMPUTER COMMUNICATIONS (03/14/07)
- Item 1533: Office Relocation – OPERATING COMMITTEE (09/22/11)
- Item 1539: Review of Section 4.0 - ROUTINE REVISION (10/19/11)
- Item 1543; Friend Field Enhancement - COMPUTER COMM (11/08/11)
- Item 1549: Pole Application Notification – COMPLIANCE COMMITTEE (03/13/2012)
- Item 1550: Pole Loading Discussion - COMPLIANCE COMMITTEE (03/13/2012)
- Item 1551: Database Research – COMPLIANCE COMMITTEE (4/10/2012)
- Item 1552: Cut and Kick Handbook Revisions – ROUTINE REVISION (5/08/11)

Mr. Hunter reviewed the items and announced that Item 1533 is now closed and Item 1552 has been moved to Authorized Costs.

Item 1519: *Environmental Issues*

This is a standing item.

New Business

Known Items:

There were no known items.

Unknown Items:

Standards for antenna poles

Ms. Haney brought to the attention of the Board an issue she is having in particular with Edison where inspectors are approving work out in the field for sites with separation between street lights and antenna tips, however these JPAs are being returned for not having enough space between these on the poles. She inquired to Edison how to go about getting the up to date standards changes for this. Mr. Eastwood replied that these are public standard releases and can be found on the SCE website; however, he is not aware of any changes in the standards.

Ms. Haney responded that the field inspectors are measuring from the bulb to the antenna tip and now she is being told that the measurement is from the bracket of the arm to the antenna tip. Mr. Eastwood confirmed that Edison does have their own internal standards on this matter although they have yet to be publicized due to the transmission standard being incomplete. He asked Ms. Haney for the names of the inspectors involved in order to provide them with the correct standards, and she complied with his request.

Solely owned poles being purchased by another member

Ms. Pranata reported that the JPC has been receiving JPAs where a solely owned pole is being relinquished by the owner and is being purchased in full by another member. She continued stating that there would be no joint record involved and questioned the members as to whether the JPC should handle such work. Ms. Hernandez responded that this is outside of the JPC's scope of responsibilities as this should be done between the two companies involved and a JPA should not be created. The members were in agreement and it was decided that if the JPC receives any more of these JPAs going forward, they will be returned to the initiator.

Denial of Form 2 and Section 19.5

Mr. Kearns questioned the Committee on if a member may deny a Form 2 if the initiating member does not supply pole loading information. Mr. Hunter replied that nowhere in the Routine does it state that a member may deny a Form 2 for this reason. Mr. Kearns also asked if a member does not have an approved maintenance program, should they be receiving finals with section 19.5. Mr. Eastwood responded that if the item is a shared cost under an intrusive inspection that section 19.5 may be used.

SCHEDULE OF FUTURE MEETINGS:

Future meetings were scheduled as follows:

Routine Revision	07/10/12	9:00 a.m.	Committee Office
Authorized Costs	07/10/12	Following	Routine Revision
Computer Committee	07/10/12	Following	Authorized Costs
Compliance Committee	07/10/12	Following	Computer Committee
Administrative Board	07/18/12	9:00 a.m.	Committee Office
Operating Committee	07/18/12	Following	Administrative Board

ADJOURNMENT:

Mr. Hunter adjourned the meeting at 10:00 a.m., until July 18, 2012.

Mr. Scott Hunter, President

Mr. Kyle Levy, Assistant Manager

Southern California Joint Pole Committee

279 E. Arrow Highway Suite 104

San Dimas, CA 91773

Phone: (909) 348-5920

Fax: (909) 599-3801

scjpc.net

June 5, 2012

Mr. David G. Seriguchi Jr.
Frontier Communications
1800 41st Street
Everett, WA 98201

Dear Mr. Seriguchi,

I am writing on behalf of the committee. It has come to the attention of the Board that your organization has not remitted payment for invoice INI 173. Please note that this invoice is dated March 9, 2012. Although your membership application has been approved, you are not an official member until all conditions are satisfied per section 6 (3) of the SCJPC 1998 Agreement. Please refer to section 8 (F) notating the remittance period for your initial membership fee invoice. I am enclosing a copy of above mentioned invoice. The committee has been patient and lenient in awaiting payment on this invoice. Please remit promptly or contact us if there is a problem.

Should you have any questions, please call me at (909) 599-3801 ext. 204.

Sincerely,

Jennie Corella
Committee Manager of Operations

Enclosure

AT&T CALIFORNIA
AT&T COMM. OF CALIF., INC.
AT&T LOCAL SERV/TCG
AT&T MMOBILITY
ATC OUTDOOR DAS
CA CLEC LLC
CITY OF ANAHEIM
CITY OF AZUSA
CITY OF BANNING
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
EXTENET SYSTEMS
GOLDEN STATE WATER
M-POWER COMMUNICATIONS
MCI METRO/ATS
MCI TELECOMMUNICATIONS

NEWPATH NETWORKS
NEXTG NETWORKS OF CALIFORNIA
SOUTHERN CALIF. EDISON CO.
SPRINT COMMUNICATIONS LP
SPRINT-NEXTEL COMMUNICATIONS
T-MOBILE USA
TIME WARNER CABLE
VERIZON CALIFORNIA, INC.
VERIZON WIRELESS
XO COMMUNICATIONS(NEXTLINK)

Southern California Joint Pole Committee

279 E. Arrow Highway Suite 104

San Dimas, CA 91773

Phone: (909) 348-5920

Fax: (909) 599-3801

scjpc.net

June 5, 2012

Mr. Jory Wolf
City of Santa Monica, Information Communications
1685 Main Street, Rm. 10
Santa Monica, CA 90401

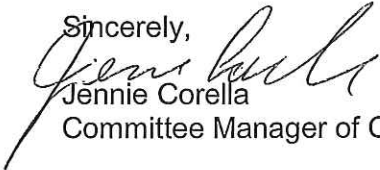
Dear Mr. Wolf,

I am writing on behalf of the committee. It has come to the attention of the Board that your organization has not remitted payment for invoice MF 172. Please note that this invoice is dated March 24, 2011. Although your membership application has been approved, you are not an official member until all conditions are satisfied per section 6 (3) of the SCJPC 1998 Agreement. Please refer to section 8 (F) notating the remittance period for your initial membership fee invoice. I am enclosing a copy of above mentioned invoice. The committee has been patient and lenient in awaiting payment on this invoice. Please remit promptly or contact us if there is a problem.

Per section 6 (1) conditions of membership, members must be a government or publicly owned utility, therefore please provide the committee a copy of your California public convenience and necessity (CPCN).

Should you have any questions, please call me at (909) 599-3801 ext. 204.

Sincerely,



Jennie Corella

Committee Manager of Operations

Enclosure

AT&T CALIFORNIA
AT&T COMM. OF CALIF., INC.
AT&T LOCAL SERV/TCG
AT&T MMOBILITY
ATC OUTDOOR DAS
CA CLEC LLC
CITY OF ANAHEIM
CITY OF AZUSA
CITY OF BANNING
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
EXTENET SYSTEMS
GOLDEN STATE WATER
M-POWER COMMUNICATIONS
MCI METRO/ATS
MCI TELECOMMUNICATIONS

NEWPATH NETWORKS
NEXTG NETWORKS OF CALIFORNIA
SOUTHERN CALIF. EDISON CO.
SPRINT COMMUNICATIONS LP
SPRINT-NEXTEL COMMUNICATIONS
T-MOBILE USA
TIME WARNER CABLE
VERIZON CALIFORNIA, INC.
VERIZON WIRELESS
XO COMMUNICATIONS(NEXTLINK)



1-724-416-2000
corporate.services@crowncastle.com
www.crowncastle.com

Supply Chain Management
2000 Corporate Drive
Canonsburg, PA 15317

May 7, 2012

RECEIVED
MAY 17 2012

BY:

.....

Southern California Joint Pole Committee
1400 Montefino Ave Ste 100
Diamond Bar, CA 91765-5501

RE: Welcome to Crown Castle

Dear Southern California Joint Pole Committee:

The purpose of this letter is to notify you that, effective April 10, 2012, NextG Networks Inc. became a wholly owned indirect subsidiary of Crown Castle International Corp. (NYSE:CCI).

During an integration period, NextG will continue to operate its own systems. Effective April 10, 2012, for open as well as any subsequent purchase orders issued by NextG, invoicing and other communication will continue to function in the same manner until further notice.

Now that NextG has been acquired by Crown Castle, we want to take this opportunity to provide you with the instructions you need to begin the Crown Castle vendor qualification process. As Crown Castle and NextG integrate their respective systems and operations over the coming months, we suggest that you begin the Crown Castle qualification process as soon as possible. This request applies to all vendors providing Site Acquisition, Construction, Engineering, Environmental, Regulatory, Project Management, and Repair & Maintenance services.

Here are instructions to begin the process:

- 1) Go to the following link www.crowncastle.com
- 2) Select "Contact Us" (top of webpage)
- 3) Select "Contractor and Suppliers"
- 4) Select "How to become a Crown Castle Contractor"
- 5) Download, carefully read, and carry out information provided in the document titled "Instructions"

A certain number of NextG vendors also serve as currently qualified vendors for Crown Castle. As long as your firm is qualified with Crown Castle to provide the same services to NextG, then you do not need to repeat the qualification process. If you need to expand the scope of your services with Crown Castle to match the work provided to NextG, please write to corporate.services@crowncastle.com and we can discuss what specific additional qualifications may be needed.

As this integration continues, we will provide you with regular communication updates. If you have any questions during this integration or with regard to any aspect of your business with us, please work with your established contact or reach out to our Supply Chain Management Department at 1-724-416-2000.

We rely heavily on the quality performance of our vendors, so we thank you in advance for your prompt attention to the information provided here, and we welcome you to the newly expanded Crown Castle.

Sincerely,
David L. Doty
Director of Supply Chain Management

Southern California Joint Pole Committee

279 E. Arrow Hwy. Suite 104
San Dimas, CA 91773
Phone (909) 599-3801
Fax (909) 599-3825

July 18, 2012

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

Mr. Larry Chow	Southern California Edison
Mr. James Eastwood	Southern California Edison
Ms. Jessica Pearson	Southern California Edison
Ms. Tracey Province	Verizon Ca, MCI/Comm/Metro
Mr. Steve Brown	City of Los Angeles
Ms. Paula Haney	NextG Networks
Ms. Debbie Wooten	NextG Networks (teleconference)
Ms. Lynn Prescott	Verizon Wireless
Mr. Lawrence Yao	City of Riverside (teleconference)
Mr. Alvin Aska	City of Anaheim (teleconference)
Ms. Lupe Hernandez	AT&T Comm./Local Serv.
Mr. Daniel Lippert	City of Burbank
Mr. Doug Schmaderer	City of Pasadena
Mr. Paul Fuller	Golden State Water (teleconference)
Mr. Emir Erba	Time Warner Cable
Ms. Yvonne Johnson	AT&T Mobility
Ms. Alicia Smith	Spr-Nextel/Spr. Comm. (teleconference)
Ms. Annetta Baker	City of Colton (teleconference)
Mr. David Patterson	City of Azusa (teleconference)
Mr. Dana Fabing	City of Lompoc
Mr. Jim Brown	XO Communications (teleconference)
Ms. Maryam Farajzadeh	City of Vernon (teleconference)
Mr. Mark Denning	M-Power/TelePacific (teleconference)
Ms. Maria Ortiz	NewPath Networks/CA-CLEC, LLC
Ms. Amy Parker	CA-CLEC, LLC (teleconference)
Ms. Shawn Henderson	T-Mobile USA (teleconference)
Mr. Jim Dunaway	ExTeNet Systems (teleconference)
Ms. Jennifer Navarro Yhap	MetroPCS California, LLC (teleconference)
Mr. David Callender	ATC Outdoor DAS, LLC (teleconference)
Ms. Angela Pranata	Committee Staff
Mr. Kyle Levy	Committee Staff

CALL TO ORDER:

Mr. Brown called the meeting to order at 9:00 am. He addressed housekeeping issues, and then proceeded with roll call. When roll call was complete, those members not in attendance were AT&T California, City of Glendale, and City of Banning.

HOUSEKEEPING:

Mr. Brown requested that members who are teleconferencing mute their phones so that no interference is picked up. He added that if the teleconferencing members must step away from the meeting to please inform the chair when they leave and return to the meeting, in the event that a vote call transpired in their absence. The lunch menu was selected, and Mr. Brown then asked the members to complete their lunch orders and turn them in.

APPROVAL OF MINUTES:

Mr. Brown then inquired if the members had reviewed the minutes of the *June 20, 2012* Board meeting, and if there were any comments, additions, deletions, or revisions. Ms. Hernandez reported that MetroPCS was shown on the list of attendees as having been present, although they were marked as being absent under the Call to Order. Mr. Levy responded that they were shown as having logged in to Webex, although they did not respond when roll was called or during the voting for the approval of the minutes. The members discussed this and agreed that the minutes will be corrected to show MetroPCS as having attended the meeting. Mr. Brown solicited a motion to accept the minutes with the inclusion of the discussed revision. Mr. Chow motioned to accept the *June 20, 2012* minutes. Ms. Prescott seconded the motion, which after the vote tally was completed, passed unanimously.

MANAGER'S REPORT

Ms. Pranata reported that the June 2012 operating expenses are \$72,282.25. The members were assessed this total amount. Ms. Pranata explained that the month's expenses were unusually high because there were three paychecks for the staff in June, and also due to the retirement check that was given to Jennie Corella.

COMMUNICATIONS:

City of Santa Monica

Ms. Pranata reported that she received a letter from the city of Santa Monica stating that they are canceling their request for membership with the Committee.

Mr. Chow stated that a reply should be sent reminding them that their initial application fee is non-refundable; however, the invoice for their assessment will be voided.

SPECIAL REPORTS

There were no special reports.

SUB-COMMITTEE REPORTS:

ad hoc Committee on Authorized Cost Elements

Mr. Brown reported that the Authorized Cost committee met on July 10, 2012, although he was not present. Mr. Chow stated that the Committee reviewed the authorized cost and pole price matrices. He continued that the members will each review these and return with their prices for the poles and any concerns or comments on the authorized costs. Ms. Hernandez added that the power companies were asked what components are involved for item 19 when a pole is cut and kicked.

Operating Committee

Ms. Prescott reported that the Operating committee met on June 20, 2012. She stated that Kathleen Allen is in the process of training two new employees, and that this may affect the amount of billing that will be held over for the following month. She continued reporting that the Withdrawal of Member procedure was discussed and that the members will review the areas of the Joint Pole Agreement concerning this. Ms. Prescott stated that a member contacted the JPC disputing the membership attendance sheet which showed that they were absent from a previous Administrative Board meeting. She continued that they did not respond during the roll call or voting and were not shown as having logged in to Webex. She stated the Committee agreed that once the prior meeting minutes were approved, a member could no longer dispute their attendance record. Ms. Prescott concluded that item 1555: Review Membership Application Process was created and the members agreed to review the process at the next Operating meeting.

Routine Revision Committee

Ms. Hernandez reported that the Routine Revision committee did not meet.

Computer Communications ad hoc Committee

Mr. Chow reported that the Computer Communications committee met on July 10, 2012. He reported that Ms. Pranata will be moving forward with the export

enhancement to Friend, and that she will be receiving a quote on the next button for the JPC website pole search database.

Compliance ad hoc Committee

Ms. Haney reported that the Compliance committee met on July 10, 2012. She reported that the members are still discussing the possibility of uploading their pole loading information to a cloud to be shared with other members. She also reported that the members discussed Edison's internal standards that are not released publicly to the wireless companies. She stated that the wireless companies would need this information to know what standards are in effect at the time and that they are in compliance with them.

CONSENT CALENDAR:

There are no items for consent.

DISCUSSION CALENDAR:

Ms. Pranata gave a demo of the Sharefile program to the Committee and showed how the members will be able to upload and share their pole loading information with each other. She discussed how there are different levels of access, and the Committee members will be able to upload files, while tenant and renter companies will be restricted to only being able view the pole loading information. The members discussed the specifics of the how the program worked and agreed to have Ms. Pranata request an extension of another 30 day trial before deciding to purchase.

Ms. Pranata also referred the members to the 2013 Definition of Elements and reminded them that the weighted average for a pole was changed from class 3 to class 2. She finished by stating that this is to be brought into consideration when the members submit their pole prices for 2013. Mr. Chow added that a class 2 pole reflects what is actually out in the field currently.

OTHER ITEMS: Unfinished Business

- Item 1435: iPAM Contract Phase I Comp - COMPUTER COMMUNICATIONS (03/14/07)
- Item 1539: Review of Section 4.0 - ROUTINE REVISION (10/19/11)
- Item 1543; Friend Field Enhancement - COMPUTER COMM (11/08/11)
- Item 1549: Pole Application Notification – COMPLIANCE COMMITTEE (03/13/2012)
- Item 1550: Pole Loading Discussion - COMPLIANCE COMMITTEE (03/13/2012)
- Item 1551: Database Research – COMPLIANCE COMMITTEE (4/10/2012)
- Item 1552: Cut and Kick Handbook Revisions – ROUTINE REVISION (5/08/11)
- Item 1553: Withdrawal of Member Procedure – OPERATING (05/16/2012)

Item 1554: Unauthorized Attachment of Anchors – ROUTINE REVISION (06/12/2012)
Item 1555: Review Membership Application Process – OPERATING (06/20/2012)
Item 1556: Violation of Routine Notification – ROUTINE REVISION (07/10/2012)

The members revised the title of Item 1556 from Notifications to Violation of Routine Notification.

Item 1548: *Environmental Issues*

This is a standing item.

New Business

Known Items:

There were no known items.

Unknown Items:

Failure to Issue Correction of Record JPA's

Ms. Pearson brought to the attention of the Committee that Edison has had JPA's which they requested of a member a correction of records to be issued; however, it was never issued, and Edison had to create the correction themselves. She questioned if the members could agree on a 30 day turnaround for issuing correction JPA's. Ms. Hernandez replied that this could be delineated on a Form 7, and if the correction is not created within the given time frame, section 18.1F will be utilized on the JPA and the member is billed an item 14 for each pole involved.

Grade and Space on Voltage Change JPA's

Mr. Chow asked if the grade and space needs to be shown on the proposed side when issuing a JPA that is only changing the voltage on a pole. He stated that he has received JPA's returned to Edison from the JPC for this reason. Mr. Levy responded that a JPA should not be returned because of this, and that the staff should write in the grade and space according to what is on record if it is not given by the initiator.

Creation of JPA for Sole Benefit Work

Mr. Brown questioned the Committee if it is necessary to create a JPA when a joint pole is being straightened for only their benefit and where the only attachment from the other owner is a service. He also asked if the same is true for replacing a

solely owned anchor with another solely owned anchor. Mr. Chow replied that it is not necessary to create a JPA as the other member is not included in the sharing of the cost for the work.

Verifying Pole Information on Old JPA's

Ms. Pearson brought up the previously discussed list of old foreign JPA's that still need to be processed. She wanted to make sure that the Committee is verifying the current pole information as poles could have been removed or new members may have attached since the JPA's were first issued.

SCHEDULE OF FUTURE MEETINGS:

Future meetings were scheduled as follows:

Routine Revision	08/14/12	9:00 a.m.	Committee Office
Authorized Costs	08/14/12	Following	Routine Revision
Computer Committee	08/14/12	Following	Authorized Costs
Compliance Committee	08/14/12	Following	Computer Committee
Administrative Board	08/15/12	9:00 a.m.	Committee Office
Operating Committee	08/15/12	Following	Administrative Board

ADJOURNMENT:

Mr. Brown adjourned the meeting at 10:30 a.m., until August 15, 2012.

Mr. Scott Hunter, President

Mr. Kyle Levy, Assistant Manager



RECEIVED
JUL 16 2012
BY: _____

Jory Wolf
City of Santa Monica, Information Systems
1685 Main St Room 110
Santa Monica, CA 90401
July 27, 2012

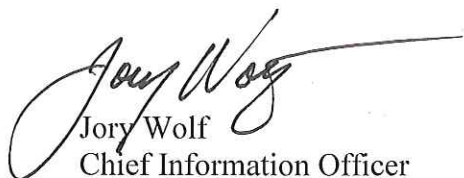
Jennie Corella
Manager of Operations
Southern California Joint Pole Committee
279 E. Arrow Highway Suite 104
San Dimas, CA 91773
(909) 348-5920

Dear Ms. Corella:

The City of Santa Monica submitted an application for membership with the Joint Pole Committee in July of 2010. After the review process, we received notice that our membership application was approved pending payment of a membership fee in March 2011. As you may have heard in the news or from other existing municipalities and counties members, the State of California's seizure of Redevelopment funds has affected planned redevelopment projects throughout the state. As a result of this action, the City of Santa Monica regrettably will need to cancel our request for membership in the Joint Pole Committee. If in the future, the City allocates funds for the proposed infrastructure project, we will reapply for membership status. I thank you for the Committee's work and effort in processing our membership application. Santa Monica, along with many other California cities and counties did not foresee such an action at the time we submitted our membership.

Should you have any questions, feel free to contact me at (310) 458-8386.

Sincerely,


Jory Wolf
Chief Information Officer

Southern California Joint Pole Committee

279 E. Arrow Hwy. Suite 104
San Dimas, CA 91773
Phone (909) 599-3801
Fax (909) 599-3825

August 15, 2012

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

Mr. Larry Chow	Southern California Edison
Mr. James Eastwood	Southern California Edison
Ms. Jessica Pearson	Southern California Edison
Mr. Scott Hunter	City of Los Angeles
Mr. Steve Brown	City of Los Angeles
Ms. Tracey Province	Verizon Ca, MCI/Comm/Metro(teleconference)
Ms. Janet Chirrick	AT&T California
Ms. Paula Haney	NextG Networks
Ms. Lynn Prescott	Verizon Wireless
Ms. Lupe Hernandez	AT&T Comm./Local Serv.
Mr. Lawrence Yao	City of Riverside (teleconference)
Mr. Joe Orona	City of Anaheim (teleconference)
Mr. Jaime Reyes	City of Glendale
Mr. Daniel Lippert	City of Burbank
Mr. Joe Armstrong	City of Pasadena
Mr. Paul Fuller	Golden State Water (teleconference)
Mr. Emir Erba	Time Warner Cable
Mr. Alfonso Morales	Time Warner Cable
Ms. Yvonne Johnson	AT&T Mobility
Ms. Alicia Smith	Spr-Nextel/Spr. Comm. (teleconference)
Ms. Alyssa Hernandez	City of Colton (teleconference)
Mr. Dan Kjar	City of Azusa (teleconference)
Mr. Dana Fabing	City of Lompoc (teleconference)
Mr. Jim Brown	XO Communications (teleconference)
Mr. Mark Denning	M-Power/TelePacific (teleconference)
Ms. Maria Ortiz	NewPath Networks/CA-CLEC, LLC
Ms. Amy Parker	CA-CLEC, LLC (teleconference)
Ms. Paul Smolarski	T-Mobile USA
Ms. Jennifer Navarro Yhap	MetroPCS California, LLC (teleconference)
Mr. David Callender	ATC Outdoor DAS, LLC (teleconference)
Mr. Larry Vail	Verizon California (teleconference)
Ms. Angela Pranata	Committee Staff
Mr. Kyle Levy	Committee Staff

CALL TO ORDER:

Mr. Hunter called the meeting to order at 9:00 am. He addressed housekeeping issues, and then proceeded with roll call. When roll call was complete, those members not in attendance were Extenet Systems, City of Vernon and City of Banning.

HOUSEKEEPING:

Mr. Hunter requested that members who are teleconferencing mute their phones so that no interference is picked up. He added that if the teleconferencing members must step away from the meeting to please inform the chair when they leave and return to the meeting, in the event that a vote call transpired in their absence. The lunch menu was selected, and Mr. Hunter then asked the members to complete their lunch orders and turn them in.

APPROVAL OF MINUTES:

Mr. Hunter then inquired if the members had reviewed the minutes of the *July 18, 2012* Board meeting, and if there were any comments, additions, deletions, or revisions. Mr. Hunter solicited a motion to accept the minutes as written. Ms. Prescott motioned to accept the *July 18, 2012* minutes. Ms. Haney seconded the motion, which after the vote tally was completed, passed unanimously.

MANAGER'S REPORT

Ms. Pranata reported that the June 2012 operating expenses are \$51,981.03. The members were assessed this total amount. Ms. Pranata noted that this was an average month.

COMMUNICATIONS:

Frontier Communications

Ms. Pranata reported that the membership application fee for Frontier Communications has been received; however, she is still waiting for them to return a few of the required documents before they may begin processing JPA's.

Through-Bolt Utility Solutions, LLC

Ms. Pranata reported that she has received an email from former AT&T California representative Mr. Robert Wolfe, stating that he has started his own company which will provide various joint pole services.

SPECIAL REPORTS

There were no special reports.

SUB-COMMITTEE REPORTS:

ad hoc Committee on Authorized Cost Elements

Mr. Hunter reported that the Authorized Cost committee met on August 14, 2012. He stated that the members reviewed the Authorized Cost matrix and that Ms. Pranata will be sending this out to the Committee to be completed and returned by September 30, 2012. Mr. Hunter continued reporting that only item 19 does not need to be completed on the matrix due to unresolved issues. He stated that the members are currently working on the pole prices which are also due September 30th.

Operating Committee

Ms. Prescott reported that the Operating committee met on July 18, 2012. She stated that the members discussed the division of Time Warner Cable into two separate member codes to be billed according to their zones. Mr. Prescott continued reporting that the withdrawal of member procedure was discussed originating from the request by ATC Outdoor DAS, LLC to withdraw from the Committee, which they have since rescinded. She stated that the procedure will continue to be discussed and refined for handling another such event in the future.

Routine Revision Committee

Ms. Hernandez reported that the Routine Revision met on August 14, 2012. She continued that the members discussed section 18.1D and the automatic approval in regards to a member not receiving a response once the 45 day waiting period has elapsed. She stated that the member agreed that it will be decided upon by the receiving member whether they want to go forward and use 18.1D. Ms. Hernandez noted that the clarification link under section 18.1D will be removed from the Routine Handbook as it no longer applies. It was also discussed that when returning multiple page JPA's; instead of receiving each page individually, some members are now sending them in printed double-sided. She explained that this may cause an issue for Edison as they date stamp their JPA's on the back side of the document, and that they will see whether this will create a problem. Ms. Hernandez reported that it was asked of the members that when find an anchor in the field in which more than one member or tenant is attached and are not on the pole card, that a JPA be issued for the purchase of the anchor. She concluded that members are to submit finals to the JPC using only one column to display their grade and space, and not have their information split between multiple columns. The JPC staff has been directed to return such JPA's to the initiator to be corrected.

Computer Communications ad hoc Committee

Mr. Hunter reported that the Computer Communications committee did not meet on August 14 2012 due to time constraints. He announced that the Computer committee is scheduled to meet after the Operating Committee.

Compliance ad hoc Committee

Ms. Haney reported that the Compliance committee met on August 14, 2012. She reported that the members continued the discussion on pole loading and on implementing the cloud storage service for sharing pole loading information.

CONSENT CALENDAR:

There were no items for consent.

DISCUSSION CALENDAR:

Item 1551: Database Research – Share File (cloud storage service) for pole loading information

Mr. Hunter reported that the Share File program for sharing pole loading information has been discussed in the Compliance Committee, and input would be appreciated from the other members in the Administrative Board. Ms. Haney explained to the members that they would not need to upload their past pole loading information for existing poles; rather this would be for all work in the planning stage going forward from the implementation of the system. Mr. Vail asked if the pole loading information given would be the most accurate and up-to-date pole loading information available. Mr. Chow responded that while it is the intention of the Committee to have current pole loading information available, the information is only as good as the date on the most recent loading documentation. He explained that the Committee established that this information was not planned to be an exact record of what is presently in the field, nor was it intended to replace an actual field visit. Ms. Prescott added that one of the advantages of the system is that normally when a member issues a JPA, their pole loading information goes only to the base owner of the pole, as sending it to each company would be far too much paperwork; however, now they can upload the loading documents for all of the other members involved on the JPA to view. Mr. Armstrong asked how conflicting loading information or other issues that could be a liability would be handled. Ms. Haney replied that since this is only to be used as reference material and in cases where there are two disparate loading documents close to the same date; one would contact the member to verify the information. Ms. Prescott noted that disagreements or disputes over loading information would be handled the same way they are now by resolving the issue through open dialogue and comparing of information.

Mr. Hunter entertained a motion to move forward with the purchasing of a contract for the Share File system. Ms. Haney motioned to accept and Mr. Vail seconded the motion, which after the vote tally was completed, passed unanimously.

OTHER ITEMS: Unfinished Business

- Item 1435: iPAM Contract Phase I Comp - COMPUTER COMMUNICATIONS (03/14/07)
- Item 1539: Review of Section 4.0 - ROUTINE REVISION (10/19/11)
- Item 1543; Friend Field Enhancement - COMPUTER COMM (11/08/11)
- Item 1549: Tenant Pole Application Notification – COMPLIANCE COMM. (03/13/2012)
- Item 1550: Pole Loading Discussion - COMPLIANCE COMMITTEE (03/13/2012)
- Item 1551: Database Research – COMPLIANCE COMMITTEE (4/10/2012)
- Item 1552: Cut and Kick Handbook Revisions – ROUTINE REVISION (5/08/11)
- Item 1553: Withdrawal of Member Procedure – OPERATING (05/16/2012)
- Item 1554: Unauthorized Attachment of Anchors – ROUTINE REVISION (06/12/2012)
- Item 1555: Review Membership Application Process – OPERATING (06/20/2012)
- Item 1556: Violation of Routine Notification Form – ROUTINE REVISION (07/10/2012)

Mr. Hunter reported that Item 1539: Review of Section 4.0 and Item 1554: Unauthorized Attachment of Anchors are now closed.

Ms. Hernandez noted that Item 1556: Violation of Routine Notification will have “Form” added to the end.

Item 1548: *Environmental Issues*

This is a standing item.

New Business

Known Items:

There were no known items.

Unknown Items:

Edison Notification Form

Mr. Chow shared with the Committee Edison’s notification form for the GO95 Rule 18 process when notifying other utilities is required. This form is issued when during the course of routine work where a planner is taking field notes for a work

order, they find any issue that needs to be addressed and it is sent to the appropriate Rule 18 person. Ms. Hernandez asked if this form will be sent when a planner finds any unauthorized anchors in the field, and Mr. Chow responded that the notification form is not used for that purpose. The Committee then reviewed the Pole Inspection Contacts list that is on the JPC website for any outdated contact persons or information. The members agreed to email Ms. Pranata and/or Mr. Levy if they have any changes that need to be made and they will make the appropriate revisions.

SCHEDULE OF FUTURE MEETINGS:

Future meetings were scheduled as follows:

Routine Revision	09/11/12	9:00 a.m.	Committee Office
Authorized Costs	09/11/12	Following	Routine Revision
Computer Committee	09/11/12	Following	Authorized Costs
Compliance Committee	09/11/12	Following	Computer Committee
Administrative Board	09/12/12	9:00 a.m.	Committee Office
Operating Committee	09/12/12	Following	Administrative Board

ADJOURNMENT:

Mr. Hunter adjourned the meeting at 10:05 a.m., until September 12, 2012.

Mr. Scott Hunter, President

Mr. Kyle Levy, Assistant Manager



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JOINT ATTACHMENT

NOTIFICATION OF THIRD-PARTY / UTILITY CAUSED CONDITION

The following condition type(s) has been identified by Southern California Edison (SCE) during the normal course of business. Your company or company's tenant may have created a safety and / or reliability condition that could adversely affect power and communication systems. Provided is this notification so your company can take the appropriate action.

Date: _____

Pole No: _____

Attention: _____

SCE FIM No: _____

Department: _____

District No: _____

CONDITION TYPE (Check all that apply) Pole Anchor Attachment Other

A. CONDITION CAUSED BY THIRD-PARTY / UTILITY (SCE to complete section A)

Existing:

Proposed:

SCE Contact Name _____ Title _____ Phone No. _____

****Place one copy in W/O jacket and submit via e-mail button to Joint Pole Organization****

B. THIRD-PARTY / UTILITY RESPONSE (Utility to complete section B)

Name _____ Title _____ Phone No. _____

****Please return response back to SCE via e-mail: JointPoleOrganization@sce.com****

Southern California Joint Pole Committee

279 E. Arrow Hwy. Suite 104
San Dimas, CA 91773
Phone (909) 599-3801
Fax (909) 599-3825

September 12, 2012

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

Mr. Larry Chow	Southern California Edison
Mr. James Eastwood	Southern California Edison
Ms. Jessica Pearson	Southern California Edison
Mr. Steve Brown	City of Los Angeles
Mr. William Kearns	Verizon Ca, MCI/Comm/Metro(teleconference)
Ms. Janet Chirrick	AT&T California
Ms. Debbie Wooten	NextG Networks
Ms. Lynn Prescott	Verizon Wireless
Ms. Lupe Hernandez	AT&T Comm./Local Serv.
Mr. Lawrence Yao	City of Riverside (teleconference)
Mr. Varghese George	City of Glendale
Mr. Doug Schmaderer	City of Pasadena
Mr. Mike Steen	City of Banning (teleconference)
Ms. Maryam Farajzadeh	City of Vernon (teleconference)
Ms. Yvonne Johnson	AT&T Mobility
Ms. Alicia Smith	Spr-Nextel/Spr. Comm. (teleconference)
Ms. Alyssa Hernandez	City of Colton (teleconference)
Mr. Dan Kjar	City of Azusa (teleconference)
Mr. Dana Fabing	City of Lompoc (teleconference)
Mr. Jim Brown	XO Communications (teleconference)
Ms. Maria Ortiz	NewPath Networks/CA-CLEC, LLC
Ms. Amy Parker	CA-CLEC, LLC (teleconference)
Ms. Shawn Henderson	T-Mobile USA
Ms. Jennifer Navarro Yhap	MetroPCS California, LLC (teleconference)
Mr. David Callender	ATC Outdoor DAS, LLC (teleconference)
Mr. Mike Rivera	ExTeNet Systems (teleconference)
Ms. Angela Pranata	Committee Staff
Mr. Kyle Levy	Committee Staff

CALL TO ORDER:

Mr. Brown called the meeting to order at 9:00 am. He addressed housekeeping issues, and then proceeded with roll call. When roll call was complete,

those members not in attendance were City of Anaheim, City of Burbank, Golden State Water, Time Warner Cable, and M-Power Comm.

HOUSEKEEPING:

Mr. Brown requested that members who are teleconferencing mute their phones so that no interference is picked up. He added that if the teleconferencing members must step away from the meeting to please inform the chair when they leave and return to the meeting, in the event that a vote call transpired in their absence. The lunch menu was selected, and Mr. Brown then asked the members to complete their lunch orders and turn them in.

APPROVAL OF MINUTES:

Mr. Brown then inquired if the members had reviewed the minutes of the *August 15, 2012* Board meeting, and if there were any comments, additions, deletions, or revisions. Mr. Brown solicited a motion to accept the minutes as written. Ms. Hernandez motioned to accept the *August 15, 2012* minutes. Mr. Eastwood seconded the motion, which after the vote tally was completed, passed unanimously.

MANAGER'S REPORT

Ms. Pranata reported that the August 2012 operating expenses are \$47,351.45. The members were assessed \$0 due to the initial membership fee received from Frontier Communications.

COMMUNICATIONS:

There were no communications.

SPECIAL REPORTS

There were no special reports.

SUB-COMMITTEE REPORTS:

ad hoc Committee on Authorized Cost Elements

Mr. Brown reported that the Authorized Cost committee met on September 11, 2012. He stated that the members reviewed the criteria for Item 19 and came to

a consensus on how to calculate the cost for a cut and kick. Mr. Brown explained that the amount is derived by the calculation of 3 different criteria which are clearing the existing pole top location, moving the top portion of the pole and supporting it, and the pulling of the butt. He stated that Ms. Pranata and he will work together on writing up a description of the process to be sent to the members. Mr. Brown continued reporting that the review of the Authorized Costs and Pole Prices, which are due on September 30th, are not yet complete and will be discussed in the October meeting. He reported that the engineered steel structure pricing methodology was also discussed and if both owners require an engineered steel pole, the cost will be shared jointly; however if one owner does not require an engineered steel pole, it has been discussed, but not yet agreed that they would be charged for the lightweight steel price.

Operating Committee

Ms. Prescott reported that the Operating committee met on August 15, 2012. She stated that the members discussed the Withdrawal of Member Procedure and that she would create a step-by-step process for the JPC staff to follow. Ms. Prescott also reported that Time Warner Cable's division into the two separate member codes TWN and TWS is nearing completion as Ms. Pranata needs to run a query of all Time Warner poles in the system. She stated that the members then discussed the possibility of creating a letter to be sent to a member being considered in default if their invoices are 4 month's past due, and that the JPC will stop accepting new JPA's from them until these are paid. Ms. Prescott volunteered to work on the draft of the letter that would be sent to the member in default. She concluded by reporting that eruvs were discussed and how they are attached to poles.

Routine Revision Committee

Ms. Hernandez reported that the Routine Revision committee met on September 11, 2012. She stated that the members worked on creating a new form for notification of G.O. 95 non-conformance and was titled Form 11. Ms. Hernandez concluded by stating that Ms. Pranata will send the Form 11 out to the members for review and any changes they may have, and will be brought forth at next month's Administrative Board meeting to be voted on for approval.

Computer Communications ad hoc Committee

Mr. Chow reported that the Computer Communications committee met on September 11, 2012. He stated that the enhancements to Friend are still in the process of being worked on, specifically the main issue of the ability to reuse old pole numbers. Mr. Chow concluded that the remainder of the meeting was spent discussing the details of the Sharefile cloud storage such as file formatting and administrative issues.

Compliance ad hoc Committee

Ms. Wooten reported that the Compliance committee met on September 11, 2012. Mr. Chow explained that a project manager from Edison attended the meeting because they are in the process of selecting a new vendor for a pole loading program, and that Edison wants to find out from each of the members which pole loading program and version they are currently using. He said that Edison's goal is to hopefully one day have all of the members using the same exact values for their pole loading programs. He concluded that Ms. Pranata will email a form to the members requesting this information as well as their contact person's information.

CONSENT CALENDAR:

There were no items for consent.

DISCUSSION CALENDAR:

There were no items for discussion.

OTHER ITEMS: Unfinished Business

Item 1435: iPAM Contract Phase I Comp - COMPUTER COMMUNICATIONS (03/14/07)
Item 1543; Friend Field Enhancement - COMPUTER COMM (11/08/11)
Item 1549: Tenant Pole Application Notification - COMPUTER COMM. (03/13/2012)
Item 1550: Pole Loading Discussion - COMPLIANCE COMMITTEE (03/13/2012)
Item 1551: Sharefile Details - COMPUTER COMMUNICATIONS (4/10/2012)
Item 1552: Cut and Kick Handbook Revisions - ROUTINE REVISION (5/08/11)
Item 1553: Withdrawal of Member Procedure - OPERATING (05/16/2012)
Item 1555: Review Membership Application Process - OPERATING (06/20/2012)
Item 1556: Violation of Routine Notification Form - ROUTINE REVISION (07/10/2012)
Item 1557: Notice of Default - OPERATING (08/15/2012)

Item 1548: *Environmental Issues*

This is a standing item.

New Business

Known Items:

Review Criteria for Item 19

This was previously discussed in the sub-committee report on Authorized Cost Elements. Ms. Pranata and Mr. Brown will work together on writing up a description of the process to be sent to the members for review.

Unknown Items:

Double-Sided JPA's

Ms. Hernandez stated that the JPC does not accept JPA's that are printed double-sided; each page of a JPA must use one sheet of paper and be printed on one side only. She explained that if these are received by the JPC they will be returned to the initiator to be printed correctly. Mr. Levy will put up a JPA Alert on the JPC website for reference.

Rental Agreements

Mr. Eastwood asked that Ms. Pranata send out an email to the members requesting whether or not they have rental agreements available. He explained that on occasion when Edison has a renter that is out of grade and does not wish to move their equipment back to Edison's space, they could rent from the owner whose space they are occupying. He stated that if the member does not have rental agreements available, then Edison would need to purchase interest in the space where their renter is occupying. Ms. Pranata agreed to send out an email to the members requesting this information.

Transmission Poles

Ms. Wooten questioned Edison if there has been any progress on the standards for a tenant attaching to transmission poles. Mr. Chow replied that these are being developed and should be ready sometime after January 1st, 2013.

SCHEDULE OF FUTURE MEETINGS:

Future meetings were scheduled as follows:

Routine Revision	10/10/12	9:00 a.m.	Committee Office
Authorized Costs	10/10/12	Following	Routine Revision
Computer Committee	10/10/12	Following	Authorized Costs
Compliance Committee	10/10/12	Following	Computer Committee
Administrative Board	10/17/12	9:00 a.m.	Committee Office
Operating Committee	10/17/12	Following	Administrative Board

ADJOURNMENT:

Mr. Brown adjourned the meeting at 9:45 a.m., until October 17, 2012.

Mr. Scott Hunter, President

Mr. Kyle Levy, Assistant Manager

Southern California Joint Pole Committee

279 E. Arrow Hwy. Suite 104
San Dimas, CA 91773
Phone (909) 599-3801
Fax (909) 599-3825

October 17, 2012

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

Mr. Larry Chow	Southern California Edison
Mr. James Eastwood	Southern California Edison
Ms. Jessica Pearson	Southern California Edison
Mr. Steve Brown	City of Los Angeles
Mr. Tracey Province	Verizon Ca, MCI/Comm/Metro(teleconference)
Ms. Janet Chirrick	AT&T California
Ms. Paula Haney	NextG Networks
Ms. Lynn Prescott	Verizon Wireless
Ms. Lupe Hernandez	AT&T Comm./Local Serv.
Ms. Yvonne Johnson	AT&T Mobility
Mr. Lawrence Yao	City of Riverside (teleconference)
Mr. Varghese George	City of Glendale
Mr. Doug Schmaderer	City of Pasadena (teleconference)
Ms. Maryam Farajzadeh	City of Vernon (teleconference)
Ms. Alicia Smith	Spr-Nextel/Spr. Comm. (teleconference)
Mr. Daniel Lippert	City of Burbank
Mr. Alvin Aska	City of Anaheim
Mr. David Patterson	City of Azusa
Mr. Dana Fabing	City of Lompoc
Mr. Emir Erba	Time Warner Cable
Mr. Paul Fuller	Golden State Water
Mr. Jim Brown	XO Communications (teleconference)
Ms. Maria Ortiz	NewPath Networks/CA-CLEC, LLC
Ms. Amy Parker	CA-CLEC, LLC (teleconference)
Ms. Shawn Henderson	T-Mobile USA
Ms. Jennifer Navarro Yhap	MetroPCS California, LLC (teleconference)
Ms. Amanda Bogen	ATC Outdoor DAS, LLC (teleconference)
Mr. Mike Rivera	ExTeNet Systems (teleconference)
Mr. Stephen Pebley	Frontier Communications (teleconference)
Ms. Angela Pranata	Committee Staff
Mr. Kyle Levy	Committee Staff

CALL TO ORDER:

Mr. Brown called the meeting to order at 9:00 am. He addressed housekeeping issues, and then proceeded with roll call. When roll call was complete, those members not in attendance were City of Banning and City of Colton.

HOUSEKEEPING:

Mr. Brown requested that members who are teleconferencing mute their phones so that no interference is picked up. He added that if the teleconferencing members must step away from the meeting to please inform the chair when they leave and return to the meeting, in the event that a vote call transpired in their absence. The lunch menu was selected, and Mr. Brown then asked the members to complete their lunch orders and turn them in.

APPROVAL OF MINUTES:

Mr. Brown then inquired if the members had reviewed the minutes of the *September 12, 2012* Board meeting, and if there were any comments, additions, deletions, or revisions. Mr. Brown solicited a motion to accept the minutes as written. Ms. Hernandez motioned to accept the *August 15, 2012* minutes. Mr. Eastwood seconded the motion, which after the vote tally was completed, passed unanimously.

MANAGER'S REPORT

Ms. Pranata reported that the September 2012 operating expenses are \$47,616.24. The members were assessed \$19,004.09 due to the initial membership fee received from Frontier Communications. She concluded that the members will be charged for their full assessments next month.

COMMUNICATIONS:

There were no communications.

SPECIAL REPORTS

There were no special reports.

SUB-COMMITTEE REPORTS:

ad hoc Committee on Authorized Cost Elements

Mr. Chow reported that the Authorized Cost committee met on October 10, 2012. He stated that the members reviewed the 2013 pole prices and authorized

costs, and that some members still have their prices outstanding and it was requested that these be submitted to Ms. Pranata.

Operating Committee

Ms. Prescott reported that the Operating committee met on September 12, 2012. She stated that the members discussed the membership application process, and continued reviewing and updating the documents associated with this. She also reported that a new item was created, Item: 1558 Review of Basic Training, to make sure that the PowerPoint training was correct and up to date, as well as creating an overview of the Routine Handbook She continued reporting that another new item was created, Item 1559: Banking Policy, to look in to the possibility of switching to a smaller, local bank as well as creating a banking policy for the office staff to follow.

Routine Revision Committee

Ms. Hernandez reported that the Routine Revision committee met on October 10, 2012. She stated that Section 5.2 was revised from a pole of 60' or greater to a pole of any height. She continued reporting that Sections 3.14 and 7.14 were also revised for a note to be added to the Form 2 with the reason for replacing a wood pole with a non-wood pole. Ms. Hernandez stated that Section 7.7 was discussed concerning a JPA the member who is charging for the PTD is unauthorized on the pole. The members discussed this and agreed that the unauthorized does not bill the other member(s) involved on the pole the replacement costs. She reported that the members also discussed where the Form 2's should be mailed back to when a member has multiple addresses from which they are being sent. The members agreed that because some members have many addresses from where their JPA's are being sent out and it is not up to the receiving member to distinguish this, that they should be returned to one centralized location which is the address listed on the membership information file on the JPC website.

Computer Communications ad hoc Committee

Mr. Chow reported that the Computer Communications committee met on October 10, 2012. He stated that the majority of the meeting was spent discussing the Sharefile related to it being a repository for pole loading information. He continued reporting that a group consisting of Ms. Pranata, Ms. Prescott, Ms. Parker and he have volunteered to begin testing the program. He also reported that Item 1549: Tenant Pole Application Notification was moved from the Compliance ad hoc to Computer Communications. Mr. Chow concluded that Ms. Pranata reported that the enhancements to Friend are nearly finished and she needs begin testing it before it is complete.

Compliance ad hoc Committee

Ms. Haney reported that the Compliance committee met on October 10, 2012. She stated that the maintenance program for pole inspection was discussed, particularly concerning visual inspections item 12A. She continued reporting that a member was billed for what they considered an excessive number of visual inspections. It was discussed that some members have their own inspection programs that they perform every year which include “drive-by” visual inspections, and that these are not charged to the other members on the pole. Item 12 is only charged when it is part of the intrusive inspections, and not when performed as part of this, so it needs to be differentiated which of these any inspected pole falls under. She continued that the cost of item 12A is calculated into item 12B-E, so that if any of these items are billed, the member will not also be charged for a 12A as well. Ms. Haney stated that a new item was created, Item 1560: Removal of Item 12A, in order to discuss the possibility of completely removing item 12A from the Authorized Costs. She concluded that Item 1549: Tenant Pole Application Notification was also added to the Computer ad hoc, as the majority of the discussion should take place there.

CONSENT CALENDAR:

There were no items for consent.

DISCUSSION CALENDAR:

New Form: Form 11 Joint Attachment: Notification of G.O. 95 Non-conformance

Mr. Brown brought up the newly created Form 11 which is to be sent to notify members of G.O. 95 non-conformance. It was discussed that this form is to be used for infractions found during the normal course of business, and for issues involving Rule 18 safety violations. Mr. Chow stated that this form is not intended to replace any other form currently being used, and that it is to be used only as an additional means of communication. He also asked that the members make sure that their emergency contact information is up to date so that the correct person can be contacted. Ms. Haney added that the emergency contact is meant only for poles with major issues and in matters involving safety violations. Ms. Prescott stated that this form can be sent when an issue needs to be addressed in which no money is involved between members and a JPA is not required.

Routine Revision Section: 5.2, 3.14, 7.14

Mr. Brown reported that Section 5.2 was revised to have the clause which required it to be for only a pole of 60’ or greater deleted. Mr. Hernandez stated that

Section 5.2 was originally removed and was recently added back into the Routine Handbook, and that it was revised because topping and retaining interest is done on a pole of any height. Mr. Brown solicited a motion to accept the revision to Section 5.2; Ms. Hernandez motioned to accept and Ms. Haney seconded the motion, which after the vote tally was completed, passed unanimously. Ms. Hernandez then reported that Sections 3.14 and 7.14 were revised to have a note added to the Form 2 when a wood pole is being replaced by a non-wood pole. Mr. Chow replied that a list should be created in order to specify the different reasons why a replacement with a non-wood pole is being performed, and the members agreed that it will be discussed at the next Administrative Board meeting.

OTHER ITEMS: Unfinished Business

Item 1435: iPAM Contract Phase I Comp - COMPUTER COMMUNICATIONS (03/14/07)
Item 1543; Friend Field Enhancement - COMPUTER COMM (11/08/11)
Item 1549: Tenant Pole Application Notification – COMPUTER COMM. (03/13/2012)
Item 1550: Pole Loading Discussion - COMPLIANCE COMMITTEE (03/13/2012)
Item 1551: Sharefile Details – COMPUTER COMMUNICATIONS (4/10/2012)
Item 1552: Cut and Kick Handbook Revisions – ROUTINE REVISION (5/08/11)
Item 1553: Withdrawal of Member Procedure – OPERATING (05/16/2012)
Item 1555: Review Membership Application Process – OPERATING (06/20/2012)
Item 1556: Violation of Routine Notification Form – ROUTINE REVISION (07/10/2012)
Item 1557: Notice of Default – OPERATING (08/15/2012)

Mr. Brown reported that Item 1556: Violation of Routine Notification Form will be changed to read “Form 11”.

Item 1548: *Environmental Issues*

This is a standing item.

New Business

Known Items:

2013 Schedule of Meetings

Ms. Pranata reported that Edison requested the ad hoc and Administrative Board meetings be scheduled on the Tuesday and Wednesday of the same week, and if the Committee was in favor of this. None of the members were opposed to this and it was agreed that beginning January 2013, the meetings will be scheduled on back-to-back days of the third week of the month. The Nominating meeting was

scheduled for November, and the voting to appoint the new officers will be done in January 2013.

Member's mailing list – one centralized location

This was discussed earlier in the meeting under the sub-committee reports for the Routine Revision committee.

Unknown Items:

Section 18.6 Revision

Ms. Province questioned the Committee on the revision that was made to Section 18.6 in January 2012. Ms. Hernandez replied that this is regarding correction of records JPA's, and that the invoices for the Form 44's must be paid, and that the money will be rectified on an incorrect JPA on a correction of records JPA on a later billing month. Ms. Province stated that the issue is with finding errors on JPA's when they receive their copies once the bill of sale has already been closed out, and it is too late to make corrections to the JPA. She was okay with the revision to Section 5.2 and will discuss the option of the JPC office sending scanned copies of JPA's to her periodically throughout the month in order to catch errors before the billing month is closed.

Emergency Contacts

Mr. Chow inquired the members if they are currently working on any fiberglass wraps or ground line restoration. He asked the members to make sure that their emergency contact is up to date in case they need to be contacted.

Time Warner Cable poles

Mr. Chow asked Ms. Pranata if she could provide him with a list of all Time Warner Cable poles according to their new member codes of TWN and TWS, in order to update Edison's database. Ms. Pranata replied that Ms. Hernandez already has an Excel list of these poles and that she will update this and send it to him.

Verizon-Frontier poles in Blythe area

Mr. Chow asked the Committee about the poles which are being transferred in ownership from Verizon to Frontier in the Blythe area. Mr. Pebley replied that there are roughly 4,000 poles in which this transfer of ownership is taking place. Ms. Hernandez stated that a JPA for each pole is required in order to perform this work. Mr. Chow concluded by stating that their in-flight JPA's in which these poles are involved will be sent to Frontier rather than Verizon.

Edison's Foreign JPA List

Ms. Pearson reported that Edison is receiving Form 48's on JPA's from their list of foreign JPA's from 2006-2008. She requested that members check all of the information on the JPA such as pole information, etc. as some of the information is different.

Approval Field on Correction of Records JPA's

Ms. Pearson asked the Committee why the header information on a correction of records JPA is the same information from the original JPA which it is correcting. She was of the opinion that the approval information should be left blank when submitted it as the correction is brand new JPA which needs to be approved itself. Ms. Hernandez responded that this was not addressed when discussing correction of records JPA's, and agreed that there should be new approval information on the JPA. A new item was created, Item 1561: Section 13 Approval Field to discuss this further.

Antenna Placement

Mr. Brown asked the Committee about when a two foot strand antenna is being installed on a pole, if the extra one foot needs to be purchased by the other members. Mr. Chow replied that the owner of the antenna is able to use that foot themselves, and does not necessarily have to charge for the one foot. Ms. Hernandez added that that one foot is in the safety clearance, which the members had already purchased in to when they originally attached to the pole.

SCHEDULE OF FUTURE MEETINGS:

Future meetings were scheduled as follows:

Routine Revision	11/13/12	9:00 a.m.	Committee Office
Authorized Costs	11/13/12	Following	Routine Revision
Computer Committee	11/13/12	Following	Authorized Costs
Compliance Committee	11/13/12	Following	Computer Committee
Administrative Board	11/14/12	9:00 a.m.	Committee Office
Operating Committee	11/14/12	Following	Administrative Board

ADJOURNMENT:

Mr. Brown adjourned the meeting at 11:15 a.m., until November, 14 2012.

Mr. Scott Hunter, President

Mr. Kyle Levy, Assistant Manager

replace or remove pole, the Joint Pole Authorization shall be completed for removal of pole and these owners shall jointly participate in salvage, pulling, and transportation.

5.1-A Relinquishment of Interest by One Owner

In the relinquishment of interest by one owner, the interest of this owner shall revert first to the base owner, or other owner as agreed and the releasing owner shall receive salvage from that owner in the ratio of the equities, in whole or in part, owned by them. In this case the Joint Pole Authorization shall specify the grade and space to be used by the remaining owner(s).

5.1-B Renumbering Relinquished Pole

When original owner is the relinquishing Member the senior equity owning Committee Member remaining as an owner, shall become the base owner for record purposes unless otherwise agreed by all remaining owners. (See Section 20). The new agreed upon base owner shall renumber pole. (Revised January 2011)

5.1-C Relinquishment - Pole Removed at Unknown Date

Relinquishment of interest in pole removed at unknown date shall have no salvage value. . Pulling and transportation shall not apply. (Revised January 2010)

5.1-D Unauthorized Attachment - Procedure for Relinquishment

Member with unauthorized attachment, proposing to vacate pole, shall purchase interest at structural value, with 50% added as an Authorized Cost, and shall relinquish and receive salvage.

Where owner of pole relinquishes interest, Member with unauthorized attachment shall purchase entire interest, in which case 50% added charge does not apply.

5.2 Topping and Retaining Interest on Poles ~~60' or Greater in Length~~

When an owner deems it desirable or necessary to vacate and eliminate the top portion of a pole ~~60' or greater in length~~ and yet retain its interest due to other space it occupies on the pole, that utility may cut off and retain unused portion of pole at its own expense. Salvage value shall be based on new length of pole and owners shall then share interest in accordance with section 16.4 (~~Added-Revised~~ January 2013~~2~~).

5.3 Unused

5.4 Unauthorized Attachment - Procedure When All Members Abandon and Remove Pole

Purchase interest in existing pole as specified in Section 4.1 and stated in addition to 5.4. Each Member shall abandon, receive salvage, and pay pulling and transportation. (Revised January 2011)

5.5 Removal - Solely Owned Pole Supporting Free Attachment

Member occupying a solely owned pole with attachment, which does not require purchase of interest under the Routine, shall remove its attachment within 48 hours' notice by telephone from owner thereof, advising of reason necessitating removal. Notice must be confirmed by Form 48. Member failing to remove its attachment within time specified shall thereafter be responsible for cost of pulling and transportation of pole.

If there is to be any billing for pulling and/or transportation, this shall be so stated on an issued Joint Pole Authorization.

5.6 Abandonment - Solely Owned Pole Supporting Free Attachment

Any sole owner desiring to abandon pole occupied by a Member with attachment which does not require purchase of interest under the Routine may abandon this pole to the Member which is occupying same and shall bill this Member for entire interest at structural value.

5.7 Unused

5.8 Unused

5.9 Unused

5.10 Removal of Pole For Private Party or Governmental Agency

In general, any private party or governmental agency causing a pole to be removed shall pay all expense in connection therewith. However, certain conditions require special consideration, and no commitment shall be made by a joint owner upon any request from a private party or governmental agency for removal of a pole until all joint owners have mutually agreed as to the conditions applicable. Otherwise, for construction started without notification, the Member performing the work will be responsible for all construction costs incurred by other joint owners.

When all owners have agreed as to basis of settlement and have received authority from such

If Member proposing installation of facilities is not an existing owner on record, a Preliminary JPA shall be prepared and submitted.

NOTE: Section 3.4 is a non-billable section.

3.5 Notice of Intention to Construct a Temporary Pole

A temporary pole is a pole that is placed for temporary use, and will be removed by the end of one year.

(a) The charge for temporary pole is based on the cost of equity required less salvage value plus a share of the removal costs.

(b) If a temporary pole is found to be needed for more than one year, it will be converted to a normal joint pole by issuing a joint pole authorization citing this section.

(c) Temporary poles are removed by issuing a form 48 with a copy sent to all attached parties and one copy to the Joint Pole Committee

3.6 Unused

3.7 Unused

3.8 Unused

3.9 Unused

3.10 Placement of Pole for Private party or Governmental Agency under Notice of Intention.

In general, any private party or governmental agency causing a pole to be installed shall pay all expense in connection therewith. However, certain conditions require special consideration, and no commitment shall be made by any member until all incumbent utilities have mutually agreed as to the conditions applicable.

If construction is started without notification, the Member initiating the work will be responsible for all construction costs incurred by other incumbent Members. When all Members have agreed as to the basis of settlement and have received authority

from such private party or governmental agency to proceed with the work, one of the Members shall install the pole and sell interest in the new pole to each Member concerned. Each Member shall attach it facilities, and upon completion of the work, each Member, as it may have elected to charge for cost of its work, shall bill the said party for its share of the cost of installation. (Revised January 2007).

3.11 Unused

3.12 Unused

3.13 Unused

3.14 Notice of Intention to Construct Other than Wood Pole.

If constructing Member, to accommodate other members' requirements, is involved in expense exceeding that required for its facilities when alone, purchase of interest by Member desiring to participate in joint ownership shall be made when poles and anchors have been installed according to approved plan.

Section 1.2 required for Engineered Steel Poles
[Provide reason for placement other than wood pole on the JPA Form 2.](#)

(Revised ~~January 2008~~[October 2012](#)).

3.15 Notice of Intention to Place Wireless Antenna

(For space allocation, this section must be shown on the Final JPA)

Members proposing the installation of antennas shall prepare and submit to all owners on record, a Preliminary JPA (Form 2-1) notifying the members of their intention to construct. (See example 11 in Section 18).

Note: General Order 95, Rule 94 requires an additional 2' Antenna Safety Clearance Zone. Refer to Section 16.1, Chart 16.1B. Owner of the antenna may purchase 1' or 2' of the Antenna Safety Clearance Zone. See section 4.3. (Revised January 2010).

For poles that are more than 25 years old, this section applies only to Members having more than 20 consecutive years of Joint Pole Committee membership.

For those Members with less than 20 consecutive years of Joint Pole Committee membership, which initiates the replacement of poles under the provisions of (a) above, Section 7.3 shall apply.

This rule shall also apply where owner failed to issue Notice of Intention for pole and incoming Member desires its replacement within three years, beginning with January 1 following date of its installation. If pole has been installed longer than the three-year period specified and is not more than 25 years old, the replacement shall be in accordance with rule of the Routine relating to Section 7.3.

7.12 Unused

7.13 Failure to Issue Notice of Intention of Replacement.

If any member replaces pole(s) or anchors (s) prior to issuing a Notice of Intention to the joint owners on record, that member will perform work (without compensation) or:

- pay all PTD charges
- pay all transfer charges of the joint owner(s)
- pay for any additional authorized costs incurred due to the pole replacement

This section will not apply to pole replacements agreed to for emergencies, priority poles or storm conditions. For these replacements, use section 7.11. For plant damage replacements refer to section 7.6 (Revised January 2012).

7.14 Replacement of Wood Pole with Other than Wood Pole.

Member replacing wood pole with other than wood pole for mutual benefit, shall sell interest in new pole to other Members concerned. Each member shall transfer at own expense, receive salvage, and pay pulling and transportation.

Mutual benefit shall be understood to apply under this section as follows:

- (a) Pole 25 years old or more
- (b) Pole less than 25 years old, but rendered unfit for service by any cause not the fault of a joint owner.
- (c) Pole requiring relocation for the benefit of all Members concerned
- (d) Pole identified in authorized maintenance inspection program as unfit for service
- (e) Pole requiring replacement for clearing of discovered existing General Order 95 infractions not the fault of any joint owner

For poles that are more than 25 years old, this section applies only to Members having more than 20 consecutive years of Joint Pole Committee membership.

For those Members with less than 20 consecutive years of Joint Pole Committee membership, which initiates the replacement of poles under the provisions of (a) above, Section 7.3 shall apply.

This rule shall also apply where owner failed to issue Notice of Intention for pole and incoming Member desires its replacement within three years, beginning with January 1 following date of its installation. If pole has been installed longer than the three-year period specified and is not more than 25 years old, the replacement shall be in accordance with rule of the Routine relating to Section 7.3.

Section 1.2 required for Engineered Steel Poles.

Note: The setting member will PTD other than wood poles.

[Provide reason for replacement other than wood pole on the JPA Form 2.](#)

(Revised ~~October 2012~~ January 2014).

Southern California Joint Pole Committee

279 E. Arrow Hwy. Suite 104
San Dimas, CA 91773
Phone (909) 599-3801
Fax (909) 599-3825

November 14, 2012

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

Mr. Larry Chow	Southern California Edison
Mr. James Eastwood	Southern California Edison
Mr. Steve Brown	City of Los Angeles
Mr. Jeff Williams	City of Los Angeles
Mr. Tracey Province	Verizon Ca, MCI/Comm/Metro
Ms. Janet Chirrick	AT&T California (teleconference)
Ms. Paula Haney	NextG Networks
Ms. Lynn Prescott	Verizon Wireless
Ms. Lupe Hernandez	AT&T Comm./Local Serv.
Ms. Yvonne Johnson	AT&T Mobility
Ms. Alicia Smith	Spr-Nextel/Spr. Comm. (teleconference)
Mr. Lawrence Yao	City of Riverside (teleconference)
Mr. Daniel Lippert	City of Burbank (teleconference)
Mr. Keith Chagnon	City of Azusa (teleconference)
Mr. Dana Fabing	City of Lompoc
Ms. Annetta Baker	City of Colton (teleconference)
Mr. Mike Steen	City of Banning (teleconference)
Mr. Emir Erba	Time Warner Cable
Mr. Paul Fuller	Golden State Water (teleconference)
Mr. Jim Brown	XO Communications (teleconference)
Ms. Maria Ortiz	NewPath Networks/CA-CLEC, LLC
Mr. Mark Denning	M-Power/TelePacific (teleconference)
Ms. Shawn Henderson	T-Mobile USA
Mr. Mike Rivera	ExTeNet Systems (teleconference)
Mr. David Callender	ATC Outdoor DAS, LLC (teleconference)
Ms. Jennifer Navarro Yhap	MetroPCS California, LLC (teleconference)
Mr. Stephen Pebley	Frontier Communications (teleconference)
Ms. Angela Pranata	Committee Staff
Mr. Kyle Levy	Committee Staff

CALL TO ORDER:

Mr. Brown called the meeting to order at 9:00 am. He addressed housekeeping issues, and then proceeded with roll call. When roll call was complete,

those members not in attendance were City of Anaheim, City of Glendale, City of Pasadena and City of Vernon.

HOUSEKEEPING:

Mr. Brown requested that members who are teleconferencing mute their phones so that no interference is picked up. He added that if the teleconferencing members must step away from the meeting to please inform the chair when they leave and return to the meeting, in the event that a vote call transpired in their absence. The lunch menu was selected, and Mr. Brown then asked the members to complete their lunch orders and turn them in.

APPROVAL OF MINUTES:

Mr. Brown then inquired if the members had reviewed the minutes of the *October 17, 2012* Board meeting, and if there were any comments, additions, deletions, or revisions. Mr. Brown solicited a motion to accept the minutes as written. Ms. Hernandez motioned to accept the *October 17, 2012* minutes. Ms. Province seconded the motion, which after the vote tally was completed, passed unanimously.

MANAGER'S REPORT

Ms. Pranata reported that the October 2012 operating expenses are \$48,062.42. The members were assessed for this amount.

COMMUNICATIONS:

There were no communications.

SPECIAL REPORTS

There were no special reports.

SUB-COMMITTEE REPORTS:

Ad hoc Committee on Authorized Cost Elements

Mr. Brown reported that the Authorized Cost committee met on November 13, 2012. He stated that some of the members still have their prices outstanding and once they are turned in the discussion will continue at the January 2013 meeting. He also reported that it was discussed that there are no 2013 weighted pole prices for poles 75' and above, and that the 2012 prices would be used for these. Mr. Brown solicited a motion to accept this and Ms. Hernandez motioned to accept. Ms. Haney seconded the motion, which after the vote tally was completed, passed

unanimously. Mr. Brown then continued reporting that Item 1560's title of "Removal of Item 12A" was changed to "Discussion of Item 12" due to the new G.O. 95 Rule 80 concerning inspections. There was also a discussion on what constitutes a transfer cost and it will be brought up for further discussion at the next Authorized Costs Committee.

Operating Committee

Ms. Prescott reported that the Operating committee met on October 17, 2012. She stated that the members are still working on reviewing the process for membership withdrawal. The membership application process is also under review and there have been several documents revised as this was not reviewed in the past 5 years. The members also discussed Item 1559 in which a banking policy would be created for the JPC office and the signatories to follow.

Routine Revision Committee

Ms. Hernandez reported that the Routine Revision committee met on November 13, 2012. She stated that the members discussed the charges involved when an unauthorized member performs the PTD on a pole, and that this is still up for discussion. The members also created the verbiage for Section 7.4 cut and kick which was previously titled as same hole set, and that this is still up for discussion as well. Ms. Hernandez continued reporting that the members revised the sample JPA for correction of records Section 13.1 and 13.2 to now show the original JPA's header information in parentheses underneath the new JPA's information. She also stated that the members decided that once a preliminary JPA has been approved and constructed per the approved preliminary, the receiving member(s) cannot challenge authorized costs on the final bill.

Computer Communications ad hoc Committee

Mr. Eastwood reported that the Computer Communications committee met on November 13, 2012. He continued reporting that Ms. Pranata and a group of members will begin the testing of Sharefile. The members then discussed the possibility of creating an enhancement to Friend which will notify whether two poles both share the same location. Ms. Pranata stated that she will receive a quote for this, although she noted that this may be difficult to implement as the locations need to be verbatim, and that any typo or difference in location by even one character will not be flagged. Mr. Eastwood concluded by stating that this enhancement will be added to the list of other Friend enhancements that are currently pending.

Compliance ad hoc Committee

Ms. Haney reported that the Compliance committee did not meet because the necessary members for the discussion were not present.

CONSENT CALENDAR:

2013 Operating Budget

The members reviewed the 2013 Operating budget and there were no comments or changes needed. Mr. Brown solicited a motion to accept the 2013 Operating budget. Ms. Prescott motioned to accept and Ms. Province seconded the motion, which after the vote tally was completed, passed unanimously.

DISCUSSION CALENDAR:

Banking Policy

Mr. Chow reported that it was recently discovered that anyone who is an authorized signatory to the Committee bank account at Wells Fargo also has access to the account. He stated that because of this and also due to the fact that several signatories have personal bank accounts at Wells Fargo, the members decided to switch the account to a smaller, more local bank as well as create a banking policy for the JPC office and signatories to follow. There were no further questions or comments.

Cut and Kick – Section 7.4 and Glossary Revisions

Ms. Hernandez reported that Section 7.4 was changed from “Same Hole Set” to “Cut and Kick”, and the definition for Cut and Kick would be added to the glossary of the 2013 Routine Handbook. Ms. Prescott suggested that this be brought back to the Routine Committee for further discussion because the differential cost of setting the new pole is not always mutually beneficial to all members. The members agreed that it will be revised at the next Routine Committee.

Sections 5.4 & 7.7 Revisions

Ms. Hernandez reported that Sections 5.4 and 7.7 were revised to clarify that if the unauthorized member on a pole performs the PTD they will not receive reimbursement from the other member(s). Mr. Brown then solicited a motion to accept the revisions to Sections 5.4 and 7.7. Ms. Hernandez motioned to accept the revisions and Ms. Province seconded the motion, which after the vote tally was completed, passed unanimously.

Section 13 Revised Example

Ms. Hernandez reported that the sample JPA for correction of records Section 13.1 and 13.2 (Example 8 in the Routine Handbook) was revised to show the original JPA’s header information displayed in parentheses, and directly above that is the new JPA’s information. Mr. Brown solicited a motion to accept the revised

example. Ms. Hernandez motioned to accept the revisions and Mr. Chow seconded the motion, which after the vote tally was completed, passed unanimously.

Discussion of Item 12

Mr. Brown reported that this item originally began as the proposal to remove Item 12A from the Authorized Costs; however, after many other points being brought up, it is now a broad discussion of Item 12. The G.O. 95 Rule 80 was discussed and it was a concern for the members that there may be overlapping intrusive inspections being performed. Mr. Chow stated that Item 12 was created to cover all inspections and not just intrusive, otherwise it would have stated this. The members then discussed communication members inspecting joint poles and Ms. Hernandez stated that these members would need to bring their maintenance programs to the Administrative Board for review in order to perform inspections on a JPA. The member then discussed Item 12A visual inspection and Mr. Brown stated that when a member performs a visual inspection on their own pole, the other members on the pole should not be charged as they are only taking an inventory of their own facilities, and there is no benefit to the other members. Mr. Eastwood stated that a member was billing Item 12A's and according to G.O. 95 Rule 80 these were only patrol inspections know as drive-by inspections, and should not have been charged to the other members on the poles. The Item 12A in the Authorized Costs is for a detailed inspection which is more involved and can use inspection tools and measuring devices. After some discussion, the members were in agreement that Item 12A should be removed from the Authorized Costs since different members are performing these and are merely trading money back forth among one another.

Review Pole Prices – Draft 3

Ms. Pranata reported that she will send Draft 4 out to the members.

OTHER ITEMS: Unfinished Business

Item 1435: iPAM Contract Phase I Comp - COMPUTER COMMUNICATIONS (03/14/07)
Item 1543; Friend Field Enhancement - COMPUTER COMM (11/08/11)
Item 1549: Tenant Pole Application Notification – COMPUTER COMM. (03/13/2012)
Item 1550: Pole Loading Discussion - COMPLIANCE COMMITTEE (03/13/2012)
Item 1551: Sharefile Details – COMPUTER COMMUNICATIONS (4/10/2012)
Item 1552: Cut and Kick Handbook Revisions – ROUTINE REVISION (5/08/11)
Item 1553: Withdrawal of Member Procedure – OPERATING (05/16/2012)
Item 1555: Review Membership Application Process – OPERATING (06/20/2012)
Item 1556: Form 11 – ROUTINE REVISION (07/10/2012)
Item 1557: Notice of Default – OPERATING (08/15/2012)
Item 1558: Review Basic Training PowerPoint – BASIC TRAINING COMM. (09/12/2012)
Item 1559: Banking Policy – OPERATING (09/12/2012)

Item 1560: Discussion of Item 12 – AUTH. COSTS / ROUTINE REVISION (10/10/2012)
Item 1561: Section 13 Approval Field – ROUTINE REVISION (10/17/2012)
Item 1562: Review Section 5.4 & 7.7 Cost of PTD – ROUTINE REVISION (10/17/2012)
Item 1563: Transfer of Facilities – AUTHORIZED COSTS (11/13/2012)

Mr. Brown reported that Item 1561: Section 13 Approval Field and Item 1562: Review Section 5.4 & 7.7 Cost of PTD are now closed.

Item 1548: *Environmental Issues*

This is a standing item.

New Business

Known Items:

Nominating Committee for 2013 Officers

Mr. Brown asked which of the members would like to volunteers for the Nominating Committee for 2013. The volunteers were Southern California Edison, LADWP, AT&T Local Services, Verizon Wireless, AT&T California, AT&T Mobility, Sprint Nextel, T-Mobile and CA-CLEC.

Caltrans Discussion

Ms. Prescott reported that Caltrans has been requesting validation of pole ownership and she asked the members if a letter can be created verifying ownership to be used when these requests are received. The members discussed some of the issues they are having with Caltrans accepting their pole ownership information, and Mr. Brown stated that he has scheduled to meet with a Caltrans representative within the next few months. Ms. Prescott concluded by agreeing to work on a draft of the ownership verification letter that would be sent to out Caltrans.

Unknown Items:

Partial Form 48

Ms. Chirrick asked the members what the value is of a partial Form 48. Ms. Hernandez responded that these are often used on a large project such as an estimate where only a portion of the poles involved are finished so far, and it notifies the utilities that these poles are finished and you are able to start working on them. Ms. Chirrick then asked the members if they often utilize these partial Form 48's to which several of the members responded that they do. She concluded by stating that AT&T California does not use these partial Form 48's.

SCHEDULE OF FUTURE MEETINGS:

Future meetings were scheduled as follows:

Routine Revision	1/15/13	9:00 a.m.	Committee Office
Authorized Costs	1/15/13	Following	Routine Revision
Computer Committee	1/15/13	Following	Authorized Costs
Compliance Committee	1/15/13	Following	Computer Committee
Administrative Board	1/16/13	9:00 a.m.	Committee Office
Operating Committee	1/16/13	Following	Administrative Board

ADJOURNMENT:

Mr. Brown adjourned the meeting at 11:30 a.m., until January 16, 2013.

Mr. Scott Hunter, President

Mr. Kyle Levy, Assistant Manager

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
2013 OPERATING BUDGET -Ver2**

	2009	2010	2011	2012	2013	
<u>EMPLOYEE EXPENSE</u>	ACTUAL	ACTUAL	ACTUAL	ACTUAL (based on Sept exp)	PROPOSED	
Salaries	345,741	371,872	368,342	395,444 *	415,216	Year end projection on budget-added 5% to 2011 expense
Insurance - Med/Den	61,195	65,732	63,031	54,995 *	57,745	Anticipated rate increase
Payroll Taxes	28,409	31,283	28,403	30,912 *	42,144	10.15% of Salaries
Worker's Comp	1,896	2,536	2,629	1,727 *	2,280	No claims-possibility zero or minor increase
Misc. Expense/Travel	1,174	1,418	1,226	1,770 *	1,800	Year end projected
<u>PENSION EXPENSE</u>						
Contribution-Sep IRA	30,911	37,228	32,511	34,331 *	43,598	10.50% of Salaries
<u>MONTHLY RECURRING</u>						
Rent	40,745	41,186	52,087	39,862 * 2 mo rents reimbursed	80,000	Based on current lease
Alarm System	276	610	540	540	600	Roll over - on budget
Electricity	7,102	6,521	-	-	-	Included in rent
Janitorial Service	3,600	3,000	-	-	-	Included in rent
Telephone/Internet	6,613	8,944	6,986	6,375 *	6,200	New lowered monthly rate -VZFiOS
WebEx	1,062	802	998	849 *	1,080	Flat Rate \$90/month
Postage & Shipping	2,830	2,569	2,864	2,310 *	3,000	Roll over - on budget
Business Insurance	1,389	1,389	2,226	2,234	2,301	Anticipated 3% increase
Committee Meetings	3,408	3,686	3,272	3,452 *	3,556	On budget & anticipated 3% cost increase
<u>EQUIP & FURN MAIN.</u>						
Rpr, Maint.Supp(copier)	5,565	2,526	2,591	2,034 *	2,775	Roll over - on budget
<u>NETWORK SYSTEM</u>						
Computer/LAN Maintenance	10,800	19,185	10,800	12,018 *	13,000	Current contract 900/mo & anticipated billable computer maintenance
FRIEND Software Support	4,800	5,169	4,800	4,800 *	4,800	Current contract 400/mo
INETU Data Center Hosting	8,328	8,226	8,127	8,140 *	8,600	Current INETU 700/mo+admin+antivirus fee - on budget
Sharefile hosting					480	\$39.99 for 12 months
IPAM Hosting(when launched)			-	0		
IPAM maintenance/support (when launched)			-	0		
Computers Supplies/Main.	1,613	1,976	1,832	2,988 *	3,500	Roll over - on budget
Velocity OffSite Back-up	1,495	3,588	3,563	3,987 *	4,400	On budget & anticipated equipment maintenance
<u>PRINTING & SUPPLY</u>						
Office Printing	1,391	1,778	1,700	1,444 *	1,800	Roll over - on budget
Supplies office	2,567	2,538	2,225	2,802 *	2,900	On budget
<u>CONTRACT SERVICES</u>						
Auditor	5,215	6,243	6,244	6,230	6,420	2012 fee + 3% inc allowance
Attorney	2,040	7,072	245	-	6,000	Roll over

GENERAL EXPENSE

Moving Expenses		4,276	-	-	-	
Surepayroll	1,433	1,351	1,276	1,615 *	2,750	Anticipated fee increased
Bank Fees/Checks	202	293	151	364	600	Anticipated fee increased
Pubs & Subs	215	215	315	147 *	350	Roll over - on budget
Seminars & Tuition	158	138	180	0 *	350	Roll over - on budget
Members Retirement	523	1,082	1,163	1,590	1,648	On budget & anticipated 3% cost of food increase

COMPUTER SYSTEM

IPAM Lease	-	-	-	-	155,000	License option
Software Purchase	538	1,080	2,926	4,341 *	9,000	On budget & anticipated future enhancements

EQUIP & FURN PURCHASE.

Purchases and leases	-	3,572	3,732	4,696 *	4,700	Year End Projected
Conference table, chairs, blinds		13,114	-	11,373	-	
Phone System		3,786	-	0	-	
Conference Phone					5,000	Conference Phone
New Projector					1,500	New Projector
Hardware Purchase	499	6,719	231	3,199 *	3,200	Year End Projected
Conference Phone	-	-	-	-	5,000	New conference phone

TOTAL BUDGET	583,731	672,703	617,215	646,570	903,293
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Total Budget Without IPAM	748,293
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* based on monthly average - per September YTD

****Items in red will not be assessed proportionately among members, but equally among members.**

7.4 Cut and Kick Replacement of Pole

This section provides for a Cut and Kick replacement of a pole 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 Cut and Kick replacement is not mutually beneficial, the costs shall be borne by the member requesting this type of construction procedure. Hand dig charges are not applicable as an added cost when poles are being Cut and Kicked. (Refer to item 19).

Note: Section 7.4 is not a stand-alone section. It must be used in conjunction with the section identifying the reason for replacement.

Glossary:

Cut and Kick: The construction procedure that includes the clearance of the top portion of the pole, cutting and moving the top portion of the pole over, supporting the remaining section of the pole, and pulling the butt. ~~and setting the new pole in close proximity of the same hole.~~

pole and these owners shall jointly participate in salvage, pulling, and transportation.

5.1-A Relinquishment of Interest by One Owner

In the relinquishment of interest by one owner, the interest of this owner shall revert first to the base owner, or other owner as agreed and the releasing owner shall receive salvage from that owner in the ratio of the equities, in whole or in part, owned by them. In this case the Joint Pole Authorization shall specify the grade and space to be used by the remaining owner(s).

5.1-B Renumbering Relinquished Pole

When original owner is the relinquishing Member the senior equity owning Committee Member remaining as an owner, shall become the base owner for record purposes unless otherwise agreed by all remaining owners. (See Section 20). The new agreed upon base owner shall renumber pole. (Revised January 2011)

5.1-C Relinquishment - Pole Removed at Unknown Date

Relinquishment of interest in pole removed at unknown date shall have no salvage value. . Pulling and transportation shall not apply. (Revised January 2010)

5.1-D Unauthorized Attachment - Procedure for Relinquishment

Member with unauthorized attachment, proposing to vacate pole, shall purchase interest at structural value, with 50% added as an Authorized Cost, and shall relinquish and receive salvage.

Where owner of pole relinquishes interest, Member with unauthorized attachment shall purchase entire interest, in which case 50% added charge does not apply.

5.2 Topping and Retaining Interest on Poles 60' or Greater in Length

When an owner deems it desirable or necessary to vacate and eliminate the top portion of a pole 60' or greater in length and yet retain its interest due to other space it occupies on the pole, that utility may cut off and retain unused portion of pole at its own expense. Salvage value shall be based on new length of pole and owners shall then share interest in accordance with section 16.4 (Added January 2012).

5.3 Unused

5.4 Unauthorized Attachment - Procedure When All Members Abandon and Remove Pole

The unauthorized member shall:

- Purchase interest in existing pole as specified in Section 4.1 and stated in addition 5.4.

- Pay all pulling, transportation, and disposal. If the unauthorized member performs the PTD, they will not receive reimbursement.

~~Each Member shall abandon, receive salvage, and pay pulling and transportation.~~ (Revised January 2013⁴)

5.5 Removal - Solely Owned Pole Supporting Free Attachment

Member occupying a solely owned pole with attachment, which does not require purchase of interest under the Routine, shall remove its attachment within 48 hours' notice by telephone from owner thereof, advising of reason necessitating removal. Notice must be confirmed by Form 48. Member failing to remove its attachment within time specified shall thereafter be responsible for cost of pulling and transportation of pole.

If there is to be any billing for pulling and/or transportation, this shall be so stated on an issued Joint Pole Authorization.

5.6 Abandonment - Solely Owned Pole Supporting Free Attachment

Any sole owner desiring to abandon pole occupied by a Member with attachment which does not require purchase of interest under the Routine may abandon this pole to the Member which is occupying same and shall bill this Member for entire interest at structural value.

5.7 Unused

5.8 Unused

5.9 Unused

5.10 Removal of Pole For Private Party or Governmental Agency

In general, any private party or governmental agency causing a pole to be removed shall pay all expense in connection therewith. However, certain conditions require special consideration, and no commitment shall be made by a joint owner upon any request from a private party or governmental agency for removal of a pole until all joint owners have mutually agreed as to the conditions applicable. Otherwise, for construction started without notification, the Member performing the work will be responsible for all construction costs incurred by other joint owners.

7.7 Replacement of Pole Which Is Used Jointly Without Authority

Any Member maintaining an unauthorized attachment on a pole to be replaced shall:

- Purchase interest in existing pole as specified in Section 4.1 and stated in addition to 7.7.
- Receive salvage if applicable.
- Pay all pulling, transportation, and disposal. If the unauthorized member performs the PTD, they will not receive reimbursement.
- Transfer at own expense.
- Purchase interest in the replacing pole.

This member shall also transfer at own expense and purchase interest in replacing pole.

If Member with unauthorized attachment proposes to abandon concurrent with replacement, it shall:

- Purchase interest in existing pole as specified in Section 4.1 and stated in addition to 7.7.
- Receive salvage if applicable.
- Pay all pulling, transportation and disposal. If the unauthorized member performs the PTD, they will not receive reimbursement.

(~~Pending~~ Revised January 2013⁴)

7.8 Replacement of Pole Within One Year From Date of Purchase of Interest

When original owner requests the replacement of a joint pole 25 years old or older in which other owner has purchased interest within one year from date Joint Pole Authorization is sent requesting replacement, the other owner(s) shall receive refund of purchase price in pole replaced, shall not be responsible for pulling or transportation costs and shall not receive salvage, but shall purchase interest in new pole and transfer at its own expense. The one-year period referred to herein shall begin with January 1 following date sent of Joint Pole Authorization under which interest was purchased. Excepted are poles in which purchase has been made in accordance with rule of the Routine relating to Section 4.1.

7.9 Replacement for Benefit of Incoming Member or One Owner of Joint Pole Which Could Be Trenched or Moved

This Section applies to a solely or jointly owned pole, less than 25 years old, required to be relocated due to street improvement. When one owner desires to move the pole and another owner or incoming Member desires to replace the pole,

the replacement may be made provided the incoming Member, or Member desiring replacement, pays excess cost of transferring facilities and equipment of other owner over such owner's share of cost of moving pole. Where differential costs have been identified, Section 1.2 will be used. In all other respects the replacement shall be made in accordance with the rule of the Routine relating to Section 7.11.

7.10 Replacement of Pole for Private Party or Governmental Agency

In general, any private party or governmental agency causing a pole to be replaced shall pay all expenses in connection therewith. However, certain conditions require special consideration, and no commitment shall be made by a joint owner upon any request from a private party or governmental agency for replacement of a pole until all joint owners have mutually agreed as to the conditions applicable. Otherwise, for construction started without notification, the Member initiating the work will be responsible for all construction costs incurred by other joint owners.

When all owners have agreed as to the basis of settlement and have received authority from such private party or governmental agency to proceed with the work, one of the owners shall replace the pole and sell interest in the new pole to each Member concerned. Each Member shall receive salvage, if applicable, and pay pulling and transportation. Each Member shall transfer its facilities, and upon completion of the work, each Member, as it may have elected to charge for cost of its work, shall bill the said party for its share of the net cost of replacement.

7.11 Replacement of Pole for Mutual Benefit of All Joint Owners

Member replacing pole for mutual benefit shall sell interest in new pole to other Members concerned. Each Member shall transfer at own expense, receive salvage, if applicable, and pay pulling and transportation.

Mutual benefit shall be understood to apply under this section as follows:

- (a) Pole 25 years old or more
- (b) Pole less than 25 years old, but rendered unfit for service by any cause not the fault of a joint owner
- (c) Pole requiring relocation for the benefit of all Members concerned
- (d) Pole identified in an authorized maintenance inspection program as unfit for service
- (e) Pole requiring replacement for clearing of discovered existing General Order 95 infractions not the fault of any joint owner.

PRELIMINARY JOINT POLE AUTHORIZATION CORRECTION OF RECORDS EXAMPLE 8

- (1) Date Prepared, Date Sent, and original JPA Date Sent in parentheses.
- (2) All header information is identical to the original final bill in parentheses. New information listed above.
- (3) JPA number must begin with the correcting member's code and end with "COR" indicator.
- (4) Use Section 13.1 and/or 13.2; show original JPA number & Bill of Sale date of JPA to be corrected. Notate the corrections or errors.
- (5) Show information as shown on original final bill.
- (6) Show information as it should be billed.

AUTHORIZATION FOR JOINT POLE TRANSACTION J.P. FORM 2-1 Preliminary 1/95

This authorization is in accordance with Joint Pole Agreement and Routine. The undersigned have agreed on joint work as specified hereon.

Date Prepared 1/10/2012 1

Date Sent 1/10/2012 (1/14/2009) Confirming Agreement _____ In Field By Telephone Est. Const. Start _____ No. of Pages 1 J.P. Auth.No. U1-3758 COR 3

UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE	APPROVED	TAXING INSTRUCTIONS	ACCOUNTING DATA
U1	JONES (HUNTER)	CENTRAL (CENTRAL)	BROWN (HUNTER)	CENTRAL (CENTRAL)	435-4568 (435-4568)
U2	SMITH (HERNANDEZ)	PASADENA (PASADENA)	SMITH (HERNANDEZ)	PASADENA (PASADENA)	123-4567 (987-5862)

2

POLE NO.	Pole Length Anchor Size	Year Set	Pole Trt Class Anchor Direct.	Record			Proposed			Item No.	LOCATION AND NATURE OF WORK <small>If not in accordance with Joint Pole agreement and routine-state reasons.</small>
				U1	U2		U1	U2			
				16K	C		16K	C		1	CORRECTION OF RECORDS & REFUND SEC 13.1 & 13.2
										2	CORRECTING U1-3756 B/S 2/09
										3	CORRECTING YEAR SET AND GRADE/SPACE
										4	U2 TO PURCHASE INTEREST SEC 4.0
5										5	SHOWN AS:
	3014-U2	45	90	FT 4	100		39-8	26-9		6	MAIN ST W/S 209' S/O 3RD ST
6										7	SHOULD BE:
	3014-U2	45	95	FT 4	100		39-8	25-7		8	MAIN ST W/S 209' S/O 3RD ST
										9	
										10	
										11	
										12	
										13	

POLE LEGEND: L = LOWER CUT G(XX) = HOULTAGE CUT
P = PULL SGZ = SAFETY CLEARANCE ZONE
PB = PULL BUTT I = TRANSPORT
S = SALVAGE U = UNSPOLE
IN = INLAND AN = ANCHORARM REMOVED
AI = ANCHORARM TRANSFERRED

ANCHOR/ARM LEGEND: AN = ANCHORARM REMOVED AI = ANCHORARM TRANSFERRED

Show Quantity of Items to be billed in the Column of Party to be Paid.

↑ ↑ ↑ ↑ ↑
GEOGRAPHICAL LOCATION
ALHAMBRA
COMMUNITY

VP/J.P.-03
Rev. Jan 2010

(Revised January 2013)