

Southern California Joint Pole Committee

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

January 16, 2013

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
Mr. Tracey Province	Verizon Ca, MCI/Comm/Metro
Ms. Janet Chirrick	AT&T California
Mr. Josh Mathisen	AT&T California
Ms. Paula Haney	NextG Networks/NewPath Networks/CA-CLEC
Ms. Debbie Wooten	NextG Networks
Ms. Lynn Prescott	Verizon Wireless
Ms. Lupe Hernandez	AT&T Comm./Local Serv. (teleconference)
Ms. Yvonne Johnson	AT&T Mobility
Ms. Alicia Smith	Spr-Nextel/Spr. Comm. (teleconference)
Mr. Lawrence Yao	City of Riverside (teleconference)
Mr. Varghese George	City of Glendale (teleconference)
Mr. Daniel Lippert	City of Burbank (teleconference)
Mr. Doug Schmaderer	City of Pasadena
Mr. Dan Kjar	City of Azusa (teleconference)
Mr. Dana Fabing	City of Lompoc
Ms. Annetta Baker	City of Colton (teleconference)
Mr. Brandon Robinson	City of Banning (teleconference)
Mr. Paul Fuller	Golden State Water (teleconference)
Ms. Maria Ortiz	XO Communications
Ms. Shawn Henderson	T-Mobile USA
Mr. Rich Valladao	ExTeNet Systems (teleconference)
Mr. David Callender	ATC Outdoor DAS, LLC (teleconference)
Ms. Jennifer Navarro Yhap	MetroPCS California, LLC (teleconference)
Mr. Al Wymer	Frontier Communications (teleconference)
Ms. Amy Lynn Parker	CA-CLEC, LLC (teleconference)
Ms. Jaimie Collins	Crown Castle (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 M-Power, Time Warner Cable, City of Anaheim and City of Vernon.

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 *November 14, 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. Haney motioned to accept the *November 14, 2012* minutes. Mr. Chow seconded the motion, which after the vote tally was completed, passed unanimously.

MANAGER'S REPORT

Ms. Pranata reported that the November 2012 operating expenses are \$66,340.72. The members were assessed \$65,480.72. The December 2012 operating expenses are \$48,511.82 and the members were assessed 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. Hunter reported that the Authorized Cost committee met on January 15, 2013. He stated the pole prices and authorized costs as well as the proposal to

remove item 12A were moved to the discussion calendar for this month's Board meeting.

Operating Committee

Ms. Prescott reported that the Operating committee met on November 14, 2012. She stated that the members are still working on reviewing the withdrawal of membership procedure as well as the new membership application process. Ms. Prescott noted that the banking policy was also discussed and will be reviewed at this month's Operating committee.

Routine Revision Committee

Ms. Smith reported that the Routine Revision committee met on January 15, 2013. She stated that the discussion of cut and kick and Form 11 were tabled for the February Routine Revision committee. She concluded that the remaining items discussed are on the discussion calendar for this month's Board meeting.

Computer Communications ad hoc Committee

Mr. Chow reported that the Computer Communications committee met on January 15, 2013. He continued reporting that the major topic of discussion for the meeting was the iPAM contract. The members decided that they will research the historical data and year-to-date expenditures associated with iPAM. Mr. Chow finished reporting that the members would like to reassess the direction in which the program is heading, and discuss this at the following Computer committee.

Compliance ad hoc Committee

Ms. Haney reported that the Compliance committee met on January 15, 2013 and to review the minutes for further details. She brought to the attention of the Board that she is having issues with members contacting one another over the phone; rather some are sending paperwork back and forth to deny the initial denial of changes made to a Form 2 or Form 7. She stated that according to Section 18.1-B (2) (a) of the Routine Handbook, members are to communicate via telephone to resolve differences such as denying any changes made to a Form 2 or Form 7. Ms. Hernandez replied that members also need to specify the reason as to why they are denying a JPA, rather than simply stating that it is being denied. Ms. Haney concluded that she will begin working on a JPA alert for the JPC website with this information included.

CONSENT CALENDAR:

There were no items for consent.

DISCUSSION CALENDAR:

2013 Pole Prices (Draft 3)

Mr. Hunter solicited a motion to accept the 2013 Pole Prices (Draft 3). Mr. Chow motioned to accept the 2013 pole prices and Ms. Haney seconded the motion, which after the vote tally was completed, passed unanimously.

2013 Authorized Costs (Draft 3)

Mr. Hunter reported that the cost for Item 5(e) for lowering is the only omission from the 2013 authorized costs (draft 3) which is ready to be voted on, excluding this item. He stated that a price should be decided upon at the next Authorized Costs committee and will be added to the 2013 authorized costs then. Mr. Hunter then solicited a motion to accept the 2013 authorized costs (draft 3). Ms. Prescott motioned to accept the 2013 authorized costs and Ms. Province seconded the motion, which after the vote tally was completed, passed unanimously.

2013 Nominated Officers

Mr. Hunter presented the 2013 nominated officers list to the Committee, and asked if any additional members would like to be added to the list of officers. Ms. Province requested that she be included in the Operating committee, to which Mr. Hunter replied that she would be added. Mr. Hunter then solicited a motion to accept the 2013 Nominated Officers with the inclusion of Ms. Province. Mr. Fabing motioned to accept the 2013 nominated officers and Ms. Haney seconded the motion, which after the vote tally was completed, passed unanimously.

Clarifying Language for Free Service

Mr. Hunter reported that when Section 4 of the Routine Handbook was revised, the initials "FS" for free service were removed. He stated that he was not under the impression that the actual free service was removed entirely, rather the initials are simply no longer used and which now "FA" is for free attachment. Mr. Hunter explained that some members are confused by this change and advised that the language be clarify in the Routine Handbook. Mr. Chow agreed and stated that since this was never memorialized in the Routine Handbook, now would be a good time to add this. A new item, 1564: Clarifying Language for Free Attachment, was created to discuss this at the next Routine Revision committee.

Member Code as JPA Number

Mr. Hunter reported that some JPA's initiated by members are not using their member code at the beginning of the JPA number, as is required. Ms. Hernandez added that any newly issued JPA's also need to be using the most recent member's

code, and not any previous codes used. Ms. Smith replied that this is not inherently specified in the Routine Handbook and the members agreed that this issue should be discussed further as it needs to be noted in the Routine Handbook. A new item, 1565: Member Code as JPA Number, was created to discuss this at the next Routine Revision committee.

Number of Copies Edison Requires for Form 48

Mr. Hunter reported that Edison has been receiving multiple copies from members when they have transmission, communication and distribution on a JPA. He explained that Edison requires only one copy as they are able to make additional copies at their office if necessary.

Discussion of Item 12

Mr. Hunter reported that some members are charging others for performing visual inspections and that in all but the rarest cases, item 12A should not be charged. He stated that the Committee is currently in the process of considering eliminating item 12A completely from the authorized costs, and asked if any members are still charging for visual inspections. Mr. Yao responded that he has not charged for item 12A's in the past, and is okay with removing this in the future. Mr. Hunter proposed voting on the elimination of item 12A and asked the Committee if there was any objection to this. Being that there were no objections, Mr. Hunter solicited a motion to remove item 12A from the authorized costs. Ms. Chirrick motioned to accept and Ms. Haney 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 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. Hunter reported that Item 1560: Discussion of Item 12 is now closed.

Item 1548: *Environmental Issues*

Mr. Hunter reported that environmental issues require a new item number at the beginning of each year. He stated that Item 1548 will be closed, and the new item for environmental issues is now Item 1566.

New Business

Known Items:

Caltrans Discussion

Ms. Hernandez reported on the ongoing issue with Caltrans regarding their acceptance of pole ownership validation. Mr. Hunter asked if it would be beneficial to invite a Caltrans representative to the Board meeting in order to explain how the JPC keeps accurate records of all owners on a joint pole. Ms. Prescott replied that Caltrans has multiple representatives for each of their districts, although district 7 is the one with which they are having the most issues. Mr. Eastwood concurred with this and stated that other districts have been accepting emails for pole ownership validation. Mr. Eastwood concluded by stating that he will locate the appropriate representative at Caltrans and invite them to attend a future Board meeting.

Unknown Items:

There were no unknown items.

SCHEDULE OF FUTURE MEETINGS:

Future meetings were scheduled as follows:

Routine Revision	2/19/13	9:00 a.m.	Committee Office
Authorized Costs	2/19/13	Following	Routine Revision
Computer Committee	2/19/13	Following	Authorized Costs
Compliance Committee	2/19/13	Following	Computer Committee
Administrative Board	2/20/13	9:00 a.m.	Committee Office
Operating Committee	2/20/13	Following	Administrative Board

ADJOURNMENT:

Mr. Brown adjourned the meeting at 10:30 a.m., until February 20, 2013.

Mr. Scott Hunter, President

Mr. Kyle Levy, Assistant Manager

Southern California Joint Pole Committee

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The Nominating Committee agreed to nominate the following officers for 2013:

PRESIDENT

City of Los Angeles – Scott Hunter

VICE PRESIDENT/OPERATING COMMITTEE CHAIR

Verizon Wireless – Lynn Prescott

OPERATING COMMITTEE MEMBERS

Verizon Wireless – Lynn Prescott- Chair

City of Los Angeles

Southern California Edison

AT&T California

NextG Networks

AT&T Communications/Local Service

XO Communications

AT&T Mobility

Sprint-Nextel

Sprint Communications

T-Mobile USA

Routine Revision Committee

AT&T Communications/Local Service - Lupe Hernandez – Chair

ad hoc Committee on Authorized Cost Elements

AT&T California – Janet Chirrick - Chair

ad hoc Committee on Reorganization

XO Communications - Chair

ad hoc Committee on Computer Communications

Southern California Edison – Larry Chow – Chair

Ad hoc Committee on Compliance

NextG Networks – Paula Haney – Chair

Ad hoc Committee on Basic JPA Training

AT&T Communications/Local Service - Lupe Hernandez – Chair

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February 20, 2013

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
Mr. Tracey Province	Verizon Ca, MCI/Comm/Metro (teleconference)
Ms. Janet Chirrick	AT&T California
Mr. Josh Mathisen	AT&T California
Ms. Paula Haney	NextG Networks/NewPath Networks/CA-CLEC
Ms. Debbie Wooten	NextG Networks
Ms. Lynn Prescott	Verizon Wireless
Ms. Lupe Hernandez	AT&T Comm./Local Serv.
Ms. Yvonne Johnson	AT&T Mobility
Mr. Rory Gandy	AT&T Mobility
Ms. Alicia Smith	Spr-Nextel/Spr. Comm. (teleconference)
Mr. Lawrence Yao	City of Riverside (teleconference)
Mr. Daniel Lippert	City of Burbank
Mr. Dan Kjar	City of Azusa (teleconference)
Mr. Dana Fabing	City of Lompoc
Mr. Alvin Aska	City of Anaheim (teleconference)
Ms. Annetta Baker	City of Colton (teleconference)
Mr. Brandon Robinson	City of Banning (teleconference)
Ms. Maryam Farajzadeh	City of Vernon (teleconference)
Mr. Paul Fuller	Golden State Water (teleconference)
Mr. Mark Denning	M-Power/Telepacific Comm. (teleconference)
Ms. Maria Ortiz	XO Communications
Ms. Shawn Henderson	T-Mobile USA
Mr. Jim Dunaway	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. Jaimie Collins	Crown Castle (teleconference)
Ms. Marina Birarova	Crown Castle
Mr. William Kearns	Verizon California

Mr. Larry Vail
Mr. Stephen McDonald
Ms. Angela Pranata
Mr. Kyle Levy

Verizon California
Verizon California
Committee Staff
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 City of Glendale and City of Pasadena.

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 *January 16, 2013* Board meeting, and if there were any comments, additions, deletions, or revisions. Mr. Mathisen noted that under the 2013 Nominated Officers section, it shows that the 2013 Pole Prices were voted on and approved, rather than the Officers. Mr. Hunter replied that he previously notified Mr. Levy of this correction, and that the minutes have already been revised. Mr. Hunter solicited a motion to accept the minutes as written. Ms. Haney motioned to accept the *January 16, 2013* minutes. Mr. Kearns seconded the motion, which after the vote tally was completed, passed unanimously.

MANAGER'S REPORT

Ms. Pranata reported that the January 2013 operating expenses are \$47,703.86. The members were assessed this amount.

COMMUNICATIONS:

There were no communications.

SPECIAL REPORTS

There were no special reports.

SUB-COMMITTEE REPORTS:

Ad hoc Committee on Authorized Cost Elements

Ms. Chirrick reported that the Authorized Cost committee met on February 19, 2013. She stated that the Members discussed and reached an amount for of \$200 for lowering Item 5(e), and lowering is only do be used in conjunction with Item 19 cut and kick. Ms. Chirrick continued reporting that the LADWP will start using extended trusses on new poles, and will use Section 1.2 to charge a specific amount for each one rather than using a set authorized cost price. She reported that the Members discussed Items 12(b)-(f), pole inspections and treatment, in regards to deducting the cost of 12(a) from these items, and it was decided that these prices were accurate as is. Ms. Chirrick concluded by stating that the Members are still working on Item 83 and will continue discussing what constitutes a transfer of facilities.

Operating Committee

Ms. Prescott reported that the Operating committee met on January 16, 2013. She stated that the members are still reviewing the withdrawal of membership procedure and the new membership application process, and are currently working on creating a step-by-step process for each for the JPC staff to follow. Ms. Prescott concluded by stating that the Operating Committee authorized the purchase of a new projector and they discussed the possibility of purchasing an electronic whiteboard as well.

Routine Revision Committee

Ms. Hernandez reported that the Routine Revision committee met on February 19, 2013. She stated that several of the items that were discussed are on the discussion calendar for today's Administrative Board meeting, and they will be brought up under those items. She continued reporting that the JPC staff will be sending a request to the power companies that have an approved maintenance program to ask if there have been any updates to their programs. Ms. Hernandez stated that Section 3.14 and 7.14 were discussed, and some Members were of the opinion that if a wood pole is replaced by any type of pole other than wood, then a reason for this needs to be stated on the JPA. The power companies will work on a list of reasons for this to be discussed at the next Routine Revision Committee. Ms. Hernandez concluded by reporting that the time frames in regard to Section 18.1F were discussed, and she highly recommends that the Members look in to this as this will affect their JPA's.

Computer Communications ad hoc Committee

Mr. Chow reported that the Computer Communications Committee did not meet in the month of February due to time constraints.

Compliance ad hoc Committee

Ms. Haney reported that the Compliance committee met on February 19, 2013. She reported that it was a short meeting due to the fact that many of the items were already discussed previously that day in the Routine Revision meeting. She stated that a new item was created for the Compliance Committee, Item 1568: Rule 18 Clarification. She continued reporting that there have been some complaints regarding the notifications that Members have been receiving and that it is creating extra work. Ms. Haney finished by urging all Members present to attend the next Compliance Committee as this will be discussed.

CONSENT CALENDAR:

There were no items for consent.

DISCUSSION CALENDAR:

Section 11.0

Mr. Hunter reported that at one time FA was used for free attachment and FS for free service, although at some point it was decided that FS was to no longer be used. The revision to Section 11.0 which added a new paragraph for service attachment was reviewed, and Mr. Hunter reported that this will be voted on at the next Administrative Board meeting. Ms. Haney stated that FA needs to be displayed on the JPA along with the grade and space shown where the attachment is located.

Section 16.0

The Members reviewed the proposed revision to Section 16.0 which states that the initiating Member of a Form 2 shall specify the proposed grade and space of each member, and that each member shall verify their own proposed grade and space. Ms. Hernandez noted that the combined grade and space needs to be equal to the total usable footage on the pole. This note was also added to Section 16.0 and the revisions will be voted on at the next Administrative Board meeting.

Section 18.1A

Mr. Hunter reported that some Form 2's are being issued without the JPA number beginning with the initiators member code, or are still using their old

member code. The Committee reviewed the proposed revision to Section 18.1A which added that a JPA shall begin with the initiating member's current member code. This revision to Section 18.1A will be voted upon at the next Administrative Board meeting.

Item 5(e)

Mr. Hunter reported that the cost for lowering Item 5(e) has been decided upon as \$200, and that Item 5(e) is only to be used with Item 19 cut and kick. It is not to be used when a pole is only being topped as the lowering price is included in the topping authorized cost. Mr. Hunter also reported that a note was added to Item 19 which states that Item 19 includes the pulling of the butt Item 5(a), and it follows that from now on only LTD will be used as PB LTD no longer applies. Ms. Hernandez stated that she will create an example JPA displaying these changes that were made. Mr. Hunter concluded by stating that these changes to the Routine Handbook and Authorized Costs will be voted upon at the following 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: 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 1563: Transfer of Facilities - AUTHORIZED COSTS (11/13/2012)
Item 1564: Clarifying Language for Free Attachment - ROUTINE REVISION (01/16/2013)
Item 1565: Member Code as JPA Number - ROUTINE REVISION (01/26/2013)
Item 1567: Time Frames for Section 18.1F - ROUTINE REVISION (02/19/2013)
Item 1568: Rule 18 Clarification - COMPLIANCE (02/19/2013)

Item 1566: *Environmental Issues*

This is a standing item.

New Business

Known Items:

There were no known items.

Unknown Items:

Fire Threat Zone Map

Mr. Hunter reported that effective immediately, LADWP will begin using 16 lbs. of pressure or roughly 80mph in high fire threat zones. He shared with the Committee DWP's high fire threat zone map, making note of the boundaries, and notified the Members that this will be available on the JPC website. Mr. Hunter also added that their master catalog for O-Calc Pro has been updated and the new version will be sent to the Members who are using this upon request.

Antennas Above Electric

Mr. Hunter notified the Committee that LADWP will be allowing antennas above their electric lines, and inquired if this space will be part of the JPA ownership or will be leased. He stated that until it is decided upon who will own this space; DWP cannot allow any other Member above their electric at this time. Mr. Chow replied that Edison is engaged in finalizing their process for pole top antennas, but it will be a license lease option only. Mr. Hunter stated that those Members interested in placing these antennas would need to sign an agreement if it is to be leased or the grade and space will need to be figured out if it is a purchase.

JPA Memo Returns

Ms. Pearson brought up the situation where a JPA needs to be final billed before another can be processed, and the preceding JPA was returned to the initiator by the JPC office due to an error. She noted that some of these JPA's are quite old and inquired if the Members have any process in order to have these JPA's returned to the JPC office in a timely manner. Ms. Haney recommended that the representative should be contacted and asked to provide information as to the status of the corrections on the JPA.

SPIDACalc

Mr. Chow reported that over the last year Edison has been working on a project to replace their current pole loading program, and have selected SPIDA Software and will be using their product SPIDACalc. He stated that this will take effect at Edison within the next month, and over the next year it will progressively move to a more open platform so that Edison will be able to internally share pole

loading information and view any specific pole from anywhere within the company. Mr. Chow also noted that around the second quarter of 2014, a version of SPIDACalc is planned to be implemented so that any Member, renter, or any pole user will also have access to the information in this database including loading information on Edison joint and solely owned poles, intrusive inspection data, ground line circumference, etc.

Edison Pole Loading Study

Mr. Chow reported that Edison is going to begin conducting a pole loading study on every single structure in their inventory including both joint and solely owned poles, totally around 1.5 million structures. This will begin near the end of 2013 or at the start of 2014, and Edison anticipates that pole loading will be done on 380,000-400,000 poles every year for the next 4-5 years. Mr. Chow stated that the impact to the Members in regards to this study will be the fallout of those poles that are overloaded as they stand in the field, and based on the preliminary numbers of these overloaded poles, Edison predicts there will be 30,000 pole replacements in 2014 and 40,000 for the following 3-4 years. Mr. Chow concluded by notifying the Members that they will see an increase in work due to this study based on the number of jointly owned poles they have with Edison.

Electric Member Pole Replacement

Mr. Chow notified the Members that Edison and LADWP will be hosting a meeting specifically for the electric Members to discuss pole replacements between electricians. He gave the example of an Edison pole located in the City of Los Angeles which is being replaced, and noted that the mechanics of which Member is going to do the replacement and the criteria for this needs to be discussed. Mr. Chow stated that he hopes from this meeting some rules or guidelines can be established specific to the electricians when they are replacing poles where each other's facilities are involved. He also noted that pole inspections can be discussed at the meeting as well as they are related to the discussion. Mr. Hunter asked Mr. Chow how other companies would be able to access Edison's proposed shared database, and Mr. Chow replied that Edison will be using the program SPIDAMin which will allow different systems and platforms to share information with one another. Mr. Mathisen asked what would happen in the case of SPIDACalc and O-Calc coming up with different pole loading calculations, and specifically where one says the pole has passed and the other stating it has failed. Mr. Chow responded that this does happen every so often as various Members use different versions of O-Calc, and it can be rectified by a meeting between the Members or a field check of the pole in question. He also mentioned that the program PLIP, Pole Loading Inspection Program, is being worked on right now so that both the pole loading and intrusive inspections can be performed together, rather than sending out multiple crews to do the work individually. Mr. Chow concluded by notifying the Committee that he has supplied brochures and business cards from SPIDA for the Members to take if they are interested in contacting them for any information.

SCHEDULE OF FUTURE MEETINGS:

Future meetings were scheduled as follows:

Routine Revision	3/19/13	9:00 a.m.	Committee Office
Authorized Costs	3/19/13	Following	Routine Revision
Computer Committee	3/19/13	Following	Authorized Costs
Compliance Committee	3/19/13	Following	Computer Committee
Administrative Board	3/20/13	9:00 a.m.	Committee Office
Operating Committee	3/20/13	Following	Administrative Board
Reorganization	3/20/13	Following	Operating Committee

ADJOURNMENT:

Mr. Brown adjourned the meeting at 10:30 a.m., until March 20, 2013.

Mr. Scott Hunter, President

Mr. Kyle Levy, Assistant Manager

FREE ATTACHMENTS

11.0 Service Drops

This section relates to the convention of reciprocity as it applies to Members owning parallel pole lines and crossing streets for the sole purpose of providing service.

Service drops are the conductors between the building or structure served and the adjacent line pole. The use of more than one pole in any direction shall constitute a line extension, and shall be governed by the rules of the Routine in the same manner as they are applicable to other line facilities.

Crossing and Conflicts: Constructing Member erecting pole shall provide, at crossings and conflicts, space for existing service wires of other Members involved in addition to space to be used or reserved for its own requirements. Purchase of interest shall not be required for such service wire attachments and cost of installation thereof shall be borne by constructing Member.

In the replacement of a pole set under the above conditions, the owner shall continue to provide a free space except where the service Member requests a taller pole, or maintained a pole top extension on the pole being replaced.

Space Clearance: A joint owner installing service wires which obstruct vertical or horizontal clearance of space reserved by another joint owner, either on the pole or in the span, shall be responsible for clearing the obstructed space.

Where a free attachment obstructs additional space required by the owner of a pole, the Member maintaining the free attachment shall provide clearance at their own expense.

Where service crossing mid span obstructs the space requirements of the owner of the line crossed, the Member maintaining the service shall

be responsible for clearing such space. If mid span service obstructs a line owner's future needs, the service owner shall pay the cost of clearing the service except as it may be agreed that rearrangement of the service is of mutual benefit.

Service Attachment: Meets the requirements of Section 11, may or may not involve crossings and conflicts and solely feeds the equipment of another Member or another Member's tenant. (to be voted admin board).

Section 4.1 does not apply (Revised January 2011).

11.1 Purchase Requirements

Form 2 Record is required for all service drops whether purchase is required or not. The basic rules of purchase are:

(a) If a pole is used by more than one Member for a like purpose, purchase is required.

(b) When a service attachment requires that guying be used, purchase is required.

(c) If no additional space is required, multiple drops can be served without purchase. (e.g. multiple service drop connector box, single spool dead-end)

(d) The use of more than one pole in any direction, purchase is required.

(Revised January 2011).

See example on reverse side.

CIRCUITS, GRADE AND SPACE

16.0 Grade, Space and Cost Allocation

The initiating member shall specify the proposed space and grade of each member. Each Member shall ~~verify-specify~~ its proposed space and grade. Where a Member proposes to use two or more separate and distinct levels, the grade and space for each shall be specified.

16.1 A-Grade

Grade is measured from the ground line to the attachment in question. The average grade of the top position on a pole and other pertinent attachment information shall be assumed to be as follows (the top conductor is not necessarily at the same height):

Pole Ht	Top Grd	Ft in Grnd	Supp Struc	Safe Clear	Common Area	Use Ft
25'	20'	5'	14'	4'	23'	2'
30'	25'	5'	16'	4'	25'	5'
35'	30'	5'	18'	6'	29'	6'
40'	34'	6'	18'	6'	30'	10'
45'	39'	6'	18'	6'	30'	15'
50'	43'	7'	18'	6'	31'	19'
55'	48'	7'	18'	6'	31'	24'
60'	52'	8'	18'	6'	32'	28'
65'	57'	8'	18'	6'	32'	33'
70'	61'	9'	18'	6'	33'	37'
75'	66'	9'	18'	6'	33'	42'
80'	70'	10'	18'	6'	34'	46'
85'	75'	10'	18'	6'	34'	51'
90'	79'	11'	18'	6'	35'	55'
95'	84'	11'	18'	6'	35'	60'
100'	89'	11'	18'	6'	35'	65'

*Per Clearance Requirements (Revised January 2012)

Engineered Steel Poles

Pole Ht	Top Grd	Ft in Grnd	Supp Struc	Safe Clear	Common Area	Use Ft
70'	70'	0	18'	6'	24'	46'
75'	75'	0	18'	6'	24'	51'
80'	80'	0	18'	6'	24'	56'
85'	85'	0	18'	6'	24'	61'
90'	90'	0	18'	6'	24'	66'
95'	95'	0	18'	6'	24'	71'
100'	100'	0	18'	6'	24'	76'
105'	105'	0	18'	6'	24'	81'
110'	110'	0	18'	6'	24'	86'

(Revised January 2008)

The above numbers are to be used as a guideline, but are subject to change based upon actual field conditions. See the exhibit on Page 16-

3 regarding how cost allocation is affected by changes in shared space.

16.1-B Grade with Antenna (other than pole top)

Grade is measured from the ground line to the attachment in question. The average grade of the top position on a pole and other pertinent attachment information shall be assumed to be as follows (the top conductor is not necessarily at the same height):

Pole Ht	Top Grd	Ft in Grnd	Supp Struc	Safe Clear	Safe Clear Antennas	Common Area	Use Ft
30'	25'	5'	16'	4'	2'	27'	3'
35'	30'	5'	18'	6'	2'	31'	4'
40'	34'	6'	18'	6'	2'	32'	8'
45'	39'	6'	18'	6'	2'	32'	13'
50'	43'	7'	18'	6'	2'	33'	17'
55'	48'	7'	18'	6'	2'	33'	22'
60'	52'	8'	18'	6'	2'	34'	26'
65'	57'	8'	18'	6'	2'	34'	31'
70'	61'	9'	18'	6'	2'	35'	35'
75'	66'	9'	18'	6'	2'	35'	40'
80'	70'	10'	18'	6'	2'	36'	44'
85'	75'	10'	18'	6'	2'	36'	49'
90'	79'	11'	18'	6'	2'	37'	53'
95'	84'	11'	18'	6'	2'	37'	58'
100'	89'	11'	18'	6'	2'	37'	63'

*Per Clearance Requirements (Revised January 2012)

The above numbers are to be used as a guideline, but are subject to change based upon actual field conditions. See the exhibit regarding how cost allocation is affected by changes in shared space. (Revised January 2010).

16.1-C Increased Pole Setting Depth

When poles are set deeper, the increased setting depth (in feet) shall be noted on the Form 2 within the "Location and Nature of Work" and will be noted on the pole record. The increased setting depth adds to the common area and reduces the usable space divided among owners for their exclusive use.

Note: The overall pole height above ground would be less than depicted in the "Grade and Space Chart by Pole Height". Example: A 45' pole set 2' deeper requires the top of pole be depicted on the Form 2 as 37', not 39'. The usable space would be 13', not 15' and the common area would be 32' not 30'. (Revised January 2011).

RECORD FORMS

18.0 Record Forms

The forms used for expediting joint pole work and recording transactions are listed below:

Form #	Form Name
2-1	Preliminary Joint Pole Authorization
2-2	Preliminary Joint Pole Authorization
2-1 FINAL	Final Joint Pole Authorization
2-2 FINAL	Final Joint Pole Authorization
Form 7	Joint Pole Memorandum
Form 9	Joint Pole Riser Notification
Form 11	Notice of GO 95 Non-Conformance
Form 12	Pole Record
Form 44	Bill of Sale
Form 48	Notice of Work Completed
Form 49	Tracer and Multiparty Routing Form

(Revised January 2010)

18.1 Form 2 - Preliminary Joint Pole Authorization

Any agreement to undertake joint work must be confirmed in writing by using this form. This is authority to undertake joint work as specified. Member initiating transaction shall make necessary copies for each Member involved, all of which must be approved by an authorized representative of each involved Member. Approval may be by signature of the authorized representative to be shown on the forms in the space provided, or by the authorized representative's name, followed by the written initials of a delegated representative confirming the agreement. Names of representatives effecting agreement must be specified in space provided. Members that have various designated District, Division, or Exchange areas should identify the appropriate area by name.

18.1-A Preparation of Form 2 Preliminary Joint Pole Authorization

By agreement, any Member may be designated as the constructing Member in joint work.

The Member initiating Form 2 Preliminary Joint Pole Authorization shall specify its Authorization number and all required details of the agreement. The Joint Pole Authorization number shall begin with the current member's code. ~~This- The Form 2 shall~~ includes, but is not limited to:

- (a) Pole Number
- (b) Nature of work
- (c) Applicable Routine Section Number
- (d) Designation of involved Members
- (e) Circuits
- (f) Interest

- (g) Grade
- (h) Space
- (i) Complete pole/equipment data, including wireless and broadband equipment.
- (j) Other essential record data
- (k) Authorized Costs item number and number of items where required
- (l) Police report or case number when applicable
- (m) Any other related information deemed necessary
- (n) Estimated construction start date
- (o) Date sent
- (p) Date prepared
- (q) Pole Class

This form shall be limited to 10 pages.

Where a specific transaction involves special agreement, it shall be designated as such on Joint Pole Authorization. (See Section 1.2)

It is the responsibility of all Members involved in the Joint Pole Authorization to see that data and details of the agreement are correct. The date Joint Pole Authorization is sent shall be used in completing the billing for structural and salvage values; except in replacements, the date poles are set shall apply.

Any deviation shall be by agreement of the Members involved and noted on the Joint Pole Authorization. Section 20 shows Member code letters and abbreviations to facilitate preparation of Joint Pole Authorization.

Where jointly owned poles are to be removed from service, the Joint Pole Authorization must designate which Member is to pull, transport, and dispose/salvage poles as specified in Section 5.0.

To insure correct spotting of poles on record maps, it is essential that locations be accurately recorded (see Section 15.4). It is important, both for map and field reference purposes, to correctly give the City, Town, etc., in which the poles are actually located. (Revised August 2010).

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) Return copy to issuing Member

PRELIMINARY JOINT POLE AUTHORIZATION

EXAMPLE 1

- (1) When placing a pole to be used exclusively for guying, show "guy" in proposed column. Proposed ownership for poles used exclusively for guying is proportional (see Section 12.1).
- (2) Specific grade and space must be recorded (see Sections 16.1 & 16.2).
- (3) Example of communication Member relinquishing interest in a pole and transferring its tenant to the power Member. (see Section 17.0).
- (4) **Date prepared** is the date the Form 2 Preliminary Joint Pole Authorization is initially prepared. The **date sent** on the Form 2 Final shall be the same as shown on the Form 2 Preliminary Joint Pole Authorization. The **confirming agreement date** is the date the agreement is made (in field or by telephone). The **construction start date** is the date that construction is estimated to start. (See Sections 18.1-A and 18.2)
- (5) Issuing Member enters code letters of all parties involved (see Section 20.1).
- (6) Shows approval of Joint Pole Authorization (see Section 18.1)
- (7) Show location (City or County) of each representative's office.
- (8) Joint Pole Authorization number is assigned by issuing Member. The Joint Pole Authorization number shall begin with the current member's code.
- (9) Member specific accounting data is entered by each Member.
- (10) The pole number, year set, and treatment columns may be left blank for all proposed poles until work is completed unless this data is available in advance. In lieu of pole number, show a stake number.
- (11) Show anchor size (diameter of rod), its year set (if required), and direction immediately below pole to which it refers (see Section 12.3).

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.

VP/J.P.-03

- (1) Date prepared, Date Sent.
- (2) Confirming Agreement Date, if made by Telephone or In Field.
- (3) Estimated Construction Start Date.
- (4) Joint Pole Authorization Number. The Joint Pole Authorization number shall begin with the current member's code.
- (5) Header Information.
- (6) Pole Record Information.
- (7) Proposed Information.
- (8) Use Section 14.6.
- (9) Estimate Date of Temporary Attachment must be shown.
- (10) Community.

2013 Edition

AUTHORIZED COSTS

(Costs incurred or shared under this schedule shall apply for work that is to be performed)

POLE MAINTENANCE AND MISCELLANEOUS**ITEM**

	30' & 35'	40' & 45'	50' & 55'	60' & 65'	70' & 75'	80' & 85'	90' & 95'	100'
1. Trenching or moving: (with supply)*	2439	2676	3331	3648	6028	6503	6939	7177
2. Trenching or moving: (without supply)*	650	730	868					
3. Lowering or raising to grade (one operation) :	1152	1294	1452	1845	2369	2706	3936	3204
4. Straightening in earth*:	943	1298	1087	1242	1722	1957	2012	2044
5. Removing from service:								
(a) Pulling.....per pole								924
*includes 1 hour pre-planning and engineering								
(b) Transporting.....per pole								279
(c) Topping Pole.....								337
*based on cut and lowering of pole top								
(d) Disposal.....per pole								158
*effective 07/01/02								
(e) Lowering.....								200
*for use only with LTD in conjunction with item 19 cut and kick								
6. Pole Stubbing (stub-size):								
(a) 8 ft. metal truss.....								873
(b) 10 ft. metal truss.....								783
(c) 11 ft. metal truss.....								874
(d) 12 ft. metal truss.....								866
(e) 13 ft. metal truss								1385
(f) 14 ft. metal truss.....								2064
(g) 15.5 ft. metal truss								2388
(h) Additional metal trusses (all sizes).....								272
(i) Inaccessible to stubbing equipment.....								368
7. Intentionally left blank								
8. Semi-circular pole guards:								
(a) Installation.....								164
(b) Transferring.....								124
9. Hand Dig/Hand Removal								1045
(a) Inaccessible to digging equipment								
(b) Accessible with Conflict-Must specify nature of conflict								
(c) Pole removal not accessible to removal equipment								
10. Sidewalk or pavement repairs for placement, replacement, or removal of pole or anchor: (Permit and/or inspection fees, if any, are by special agreement) (See also JPR Section 19.6)								
(a) Cement break and temporary repair.....								607
(b) Asphalt break and repair.....								428
(c) Cement saw cut break and repair. Based on 25 square feet.....								838
11. Joint Rights of Way: (By special agreement)								
12. Pole Inspections and Treatment								
(a) Reserved for future use.....								
(b) Partial Dig.....								45
(c) Sound and Bore.....								37
(d) Full Treatment.....								60
(e) Reject.....								41
Note: May only be billed once every 5 years (Effective May 2011).								
(f) Re-inspection of reinforced poles (may only be billed once every 10 years, effective 06/01/2011).....								47

AUTHORIZED COSTS

(Costs incurred or shared under this schedule shall apply for work that is to be performed)

ITEM

13. Pole/anchor access obstructions:

- | | |
|---|-----|
| (a) Clearing poles in State Responsibility area..... | 58 |
| (Includes cost of contractor to perform activity and post Quality Control inspection) | |
| (b) Removal of vegetation to facilitate the placement/replacement/removal of a pole | 220 |
| (c) All other by Special Agreement Section 1.2 such as landscape/hardscape restoration written estimate required. | |

14. Failure to Final JPA Administrative Fee (per pole cost).....

- | | |
|---|-----|
| (a) Including correction of records | 233 |
| (b) Field verification only | 123 |

15. Pole Marking

- | | |
|-----------------------------|----|
| (a) Tagging..... | 35 |
| (b) Visibility Strips | 34 |

16. Backhoe:

- | | |
|--|-----|
| (a) 2 hour minimum..... | 278 |
| (b) Each additional hour (inclusive operator & truck)..... | 131 |

17. Wood pole fiberglass wrap restoration:

- | | |
|--|------|
| (a) Pole set in dirt (8 ft. standard)..... | 1810 |
| (b) Pole set in asphalt (includes cost of \$140 for asphalt / 8 ft. standard)..... | 2427 |
| (c) Pole set in concrete (includes cost of \$245 for concrete / 8 ft. standard)..... | 2428 |
| (d) Additional foot exceeding 8 ft. standard..... | 116 |

18. Mod pole material and installation:

- | | |
|--------------|------|
| (a) 9'..... | 8323 |
| (b) 14'..... | 9558 |
| (c) 18'..... | 9579 |

Prices established are from price list received from Pole Care 6-23-00

19. Cost for cut & kick :

- | | |
|---|------|
| (a) Pole placement located on street without riser and/or equipment | 1245 |
| (b) Pole placement located on street with riser and/or equipment..... | 1567 |
| (c) Pole placement on rear property with or without riser and/or equipment not accessible to digging equipment..... | 1897 |
| (Note: Item 9 not to be used concurrently with item 19 A,B,C) | |
| (Note: Item 19 includes pulling of butt 5(a)) | |

***NOTE:** Items 1,2,4 and 6 - For pole in sidewalk or pavement, use the specified "in earth" cost and add Item 10 as a separate item for the cost of sidewalk or pavement repair.

Southern California Joint Pole Committee

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

March 20, 2013

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. Janet Chirrick	AT&T California
Mr. Josh Mathisen	AT&T California
Ms. Gail Dafun	AT&T California
Ms. Paula Haney	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Ms. Debbie Wooten	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Ms. Lily Tran	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Ms. Lynn Prescott	Verizon Wireless
Ms. Lupe Hernandez	AT&T Comm./Local Serv.
Ms. Yvonne Johnson	AT&T Mobility
Mr. Rory Gandy	AT&T Mobility
Mr. Daniel Lippert	City of Burbank
Mr. Dana Fabing	City of Lompoc
Ms. Jaime Reyes	City of Glendale
Ms. Maria Ortiz	XO Communications
Ms. Shawn Henderson	T-Mobile USA
Mr. William Kearns	Verizon Ca, MCI/Comm/Metro
Mr. Larry Vail	Verizon Ca, MCI/Comm/Metro
Mr. Stephen McDonald	Verizon Ca, MCI/Comm/Metro
Ms. Angela Pranata	Committee Staff
Mr. Kyle Levy	Committee Staff

Those attending via teleconference were:

Mr. Tracey Province	Verizon Ca, MCI/Comm/Metro
Ms. Alicia Smith	Sprint/Nextel
Ms. Tina Simms	AT&T California
Mr. Lawrence Yao	City of Riverside
Mr. Dan Krempo	City of Azusa
Mr. Alvin Aska	City of Anaheim

Ms. Annetta Baker
Mr. Brandon Robinson
Ms. Maryam Farajzadeh
Mr. Mark Denning
Mr. Jim Dunaway
Ms. Tara Lake
Ms. Jennifer Navarro Yhap
Mr. Stephen Pebley
Ms. Amy Parker
Ms. Jaimie Collins

City of Colton
City of Banning
City of Vernon
M-Power/Telepacific Comm.
ExTeNet Systems
ATC Outdoor DAS, LLC
MetroPCS California, LLC
Frontier Communications
Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC

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 City of Pasadena, Golden State Water and Time Warner Cable.

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 *February 20, 2013* Board meeting, and if there were any comments, additions, deletions, or revisions. As there were no comments, Mr. Hunter solicited a motion to accept the minutes as written. Ms. Chirrick motioned to accept the *February 20, 2013* minutes. Mr. Kearns seconded the motion, which after the vote tally was completed, passed unanimously.

MANAGER'S REPORT

Ms. Pranata reported that the January 2013 operating expenses are \$50,477.67. The members were assessed this amount.

COMMUNICATIONS:

There were no communications.

SPECIAL REPORTS

There were no special reports.

SUB-COMMITTEE REPORTS:

Ad hoc Committee on Authorized Cost Elements

Ms. Chirrick reported that the Authorized Cost committee met on March 19, 2013. She stated that the Members discussed that they would be voting on item 5(e) for lowering at today's meeting. She also reported that the Members viewed a field example of an extended truss which is used to increase the class of a newer pole to avoid overloading and having to replace the pole. Ms. Chirrick stated that the Committee is still discussing what constitutes a temporary versus permanent transfer of facilities, and Verizon has stated that they need to discuss this further amongst their employees and will report back to the Committee. She reported that it was agreed that each utility is responsible for their own space when it comes to vegetation management, and that it is not the sole responsibility of power. Lastly, Ms. Chirrick reported that the Committee discussed hand digging, and that it is not automatically assumed that because hand digging was used to set the pole that it would also be necessary to remove the pole. Following this discussion, the Members viewed photos and video of a simplex jack, the tool that is used in the removal process of said poles.

Operating Committee

Ms. Prescott reported that the Operating committee met on February 20, 2013. She stated that the members reviewed the withdrawal of membership procedure, and after the Response to Request of Withdrawal letter was finalized, closed out the item. Ms. Prescott continued that the membership application process is currently still being reviewed. She also noted that the Notice of Default letter was revised and finalized and the item was closed. Ms. Prescott reported that the Members are still continuing to work on the banking policy, and that Mr. Chow will have Edison's attorney review the policy and return to the Committee with his findings. Ms. Prescott finished by mentioning that the previously approved electronic whiteboard has been purchased and installed for the Members' use.

Routine Revision Committee

Ms. Hernandez reported that the Routine Revision committee met on March 19, 2013. She stated that several of the items that were discussed are on the discussion calendar for today's Administrative Board meeting, and these items will be brought up then. She continued reporting that the reason for placing other than wood pole was discussed, and that Edison and LADWP will work on a list of reasons for this which will be added to the technical resources page on the JPC website. Ms. Hernandez stated that the safety clearance zone for pole top antennas was discussed and it was agreed that since no utility can attach to this space, that it is to be considered common area and should be a shared cost. Ms. Hernandez concluded that she and Ms. Haney will work on the verbiage for the new section 16.1D which will cover the safety clearance for pole top antennas.

Computer Communications ad hoc Committee

Mr. Chow reported that the Computer Communications Committee met on March 19, 2013, and that Mr. Eastwood had chaired the meeting in his absence. Ms. Hernandez commented that Ms. Pranata demonstrated some of the features of iPAM during the meeting, and that several Members will be working on testing iPAM at their offices this month. She also reported that the Committee has invited Joe Atalla to attend next month's Computer meeting in order to discuss the progress of iPAM.

Compliance ad hoc Committee

Ms. Haney reported that the Compliance committee met on March 19, 2013. She reported that Item 1550: Pole Loading Discussion was closed, but will still be kept on the agenda as a standing item. Ms. Haney continued reporting that Rule 18 Inspections was discussed, and that many of the Members are having issues with the amount of paperwork they are receiving regarding this. She concluded by stating that if an inspector has a complaint, they should contact the Member representative rather than contacting the department.

CONSENT CALENDAR:

Section 11.0

The Members reviewed the revisions made to Section 11.0 and there were no comments or further changes. Mr. Hunter solicited a motion to accept the revisions to Section 11.0. Ms. Haney motioned to accept the revised Section 11.0 and Ms. Hernandez seconded the motion, which after the vote tally was completed, passed unanimously.

Section 16.0

The Members reviewed the revisions made to Section 16.0 and there were no comments or further changes. Mr. Hunter solicited a motion to accept the revisions to Section 16.0. Ms. Haney motioned to accept the revised Section 16.0 and Mr. Chow seconded the motion, which after the vote tally was completed, passed unanimously.

Section 18.1A & Section 18 Examples

The Members reviewed the revisions made to Section 18.1A and Section 18 examples 1, 9 and 16 and there were no comments or further changes. Mr. Hunter solicited a motion to accept the revisions to Section 18. Ms. Haney motioned to accept the revised Section 18 and Ms. Hernandez seconded the motion, which after the vote tally was completed, passed unanimously.

Item 5(e) & Item 19

The Members reviewed the revisions made to Item 5(e) and Item 19 and there were no comments or further changes. Mr. Hunter solicited a motion to accept the revisions to Item 5(e) and Item 19. Ms. Prescott motioned to accept the revised Item 5(e) and Item 19 and Ms. Haney seconded the motion, which after the vote tally was completed, passed unanimously.

Ms. Pranata inquired as to the effective date of each of the above approved items and the Committee agreed that these will all be effective as of April 1, 2013.

DISCUSSION CALENDAR:

Section 3.14 & 7.14

Mr. Hunter reported that the pending revisions to Sections 3.14 and 7.14 which added the note to provide reason for replacement other than wood pole on the JPA Form 2 was removed due to some Members not agreeing that it should be in the Routine Handbook. The Committee reviewed two different lists of reasons, from both Edison and LADWP, and it was agreed that they would combine these in to one list which would be displayed on the technical resource page of the JPC website.

Section 7.4

Mr. Hunter reported that Section 7.4 was revised to display a list of reasons for mutual benefit for cut and kick. Mr. Chow noted that these were not the only examples as there can be other reasons, to which Ms. Hernandez recommended that “not limited to” should be added to clarify this. With this addition, the item was moved to the consent calendar to be voted upon at the next Administrative Board meeting.

Section 18.10

Mr. Hunter presented the proposed Section 18.10 Form 11 – Notification of G.O. 95 Non-Conformance, which explains the usage of the Form 11. Mr. Mathisen suggested that yes and no check boxes should be added to the form to specify whether the pole is in an extreme or very high fire threat zone. The line was added, and both Section 18.10 and the Form 11 will be moved to the consent calendar to be voted upon at the next Administrative Board meeting.

Section 18 Example 22

Ms. Hernandez reported that for Section 18 Example 22 the verbiage was revised to reflect the cut and kick along with the JPA Form 2 sample. The sample will be moved to the consent calendar to be voted upon at the next Administrative Board meeting, as well as being uploaded to the JPC website’s JPA Alert page for reference.

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 1563: Transfer of Facilities – AUTHORIZED COSTS (11/13/2012)
Item 1564: Clarifying Language for Free Attachment – ROUTINE REVISION (01/16/2013)
Item 1565: Member Code as JPA Number – ROUTINE REVISION (01/26/2013)
Item 1567: Time Frames for Section 18.1F – ROUTINE REVISION (02/19/2013)
Item 1568: Rule 18 Clarification – COMPLIANCE (02/19/2013)
Item 1569: By Laws Revision – REORGANIZATION (02/20/2013)
Item 1570: Grade with Pole Top Antenna – ROUTINE REVISION (03/19/2013)

Mr. Hunter reported that item 1550: Pole Loading Discussion will be closed and moved to a standing agenda item on the Compliance agenda. He also announced that Item 1565: Member Code as JPA Number has been closed.

Item 1566: *Environmental Issues*

This is a standing item.

New Business

Known Items:

Electric Company Meeting

Mr. Chow wanted to remind the electric Members that there will be a meeting held at the JPC office at 9:00AM on March 28, 2013 to discuss the ground rules related to inspection and replacement of Edison's franchise poles.

Unknown Items:

LADWP Meeting

Mr. Hunter reported that he spoke with his compliance person, and that LADWP is willing to set up a meeting for those Members who work in the LADWP

area to discuss issues related to G.O. 95 non-compliance. He continued that they may be able to come to some conclusions concerning the minor, non-critical items as well as the more important and critical items which get reported. He concluded by requesting that any Member interested send him an email.

SCHEDULE OF FUTURE MEETINGS:

Future meetings were scheduled as follows:

Routine Revision	4/16/13	9:00 a.m.	Committee Office
Authorized Costs	4/16/13	Following	Routine Revision
Computer Committee	4/16/13	Following	Authorized Costs
Compliance Committee	4/16/13	Following	Computer Committee
Administrative Board	4/17/13	9:00 a.m.	Committee Office
Operating Committee	4/17/13	Following	Administrative Board
Reorganization	4/17/13	Following	Operating Committee

ADJOURNMENT:

Mr. Brown adjourned the meeting at 10:15 a.m., until April 17, 2013.

Mr. Scott Hunter, President

Mr. Kyle Levy, Assistant Manager

FREE ATTACHMENTS

11.0 Service Drops

This section relates to the convention of reciprocity as it applies to Members owning parallel pole lines and crossing streets for the sole purpose of providing service.

Service drops are the conductors between the building or structure served and the adjacent line pole. The use of more than one pole in any direction shall constitute a line extension, and shall be governed by the rules of the Routine in the same manner as they are applicable to other line facilities.

Crossing and Conflicts: Constructing Member erecting pole shall provide, at crossings and conflicts, space for existing service wires of other Members involved in addition to space to be used or reserved for its own requirements. Purchase of interest shall not be required for such service wire attachments and cost of installation thereof shall be borne by constructing Member.

In the replacement of a pole set under the above conditions, the owner shall continue to provide a free space except where the service Member requests a taller pole, or maintained a pole top extension on the pole being replaced.

Space Clearance: A joint owner installing service wires which obstruct vertical or horizontal clearance of space reserved by another joint owner, either on the pole or in the span, shall be responsible for clearing the obstructed space.

Where a free attachment obstructs additional space required by the owner of a pole, the Member maintaining the free attachment shall provide clearance at their own expense.

Where service crossing mid span obstructs the space requirements of the owner of the line crossed, the Member maintaining the service shall

be responsible for clearing such space. If mid span service obstructs a line owner's future needs, the service owner shall pay the cost of clearing the service except as it may be agreed that rearrangement of the service is of mutual benefit.

Service Attachment: Meets the requirements of Section 11, may or may not involve crossings and conflicts and solely feeds the equipment of another Member or another Member's tenant. (to be voted admin board).

Section 4.1 does not apply (Revised January 2011).

11.1 Purchase Requirements

Form 2 Record is required for all service drops whether purchase is required or not. The basic rules of purchase are:

(a) If a pole is used by more than one Member for a like purpose, purchase is required.

(b) When a service attachment requires that guying be used, purchase is required.

(c) If no additional space is required, multiple drops can be served without purchase. (e.g. multiple service drop connector box, single spool dead-end)

(d) The use of more than one pole in any direction, purchase is required.

(Revised January 2011).

See example on reverse side.

CIRCUITS, GRADE AND SPACE

16.0 Grade, Space and Cost Allocation

The initiating member shall specify the proposed space and grade of each member. Each Member shall ~~verify-specify~~ its proposed space and grade. Where a Member proposes to use two or more separate and distinct levels, the grade and space for each shall be specified.

16.1 A-Grade

Grade is measured from the ground line to the attachment in question. The average grade of the top position on a pole and other pertinent attachment information shall be assumed to be as follows (the top conductor is not necessarily at the same height):

Pole Ht	Top Grd	Ft in Grnd	Supp Struc	Safe Clear	Common Area	Use Ft
25'	20'	5'	14'	4'	23'	2'
30'	25'	5'	16'	4'	25'	5'
35'	30'	5'	18'	6'	29'	6'
40'	34'	6'	18'	6'	30'	10'
45'	39'	6'	18'	6'	30'	15'
50'	43'	7'	18'	6'	31'	19'
55'	48'	7'	18'	6'	31'	24'
60'	52'	8'	18'	6'	32'	28'
65'	57'	8'	18'	6'	32'	33'
70'	61'	9'	18'	6'	33'	37'
75'	66'	9'	18'	6'	33'	42'
80'	70'	10'	18'	6'	34'	46'
85'	75'	10'	18'	6'	34'	51'
90'	79'	11'	18'	6'	35'	55'
95'	84'	11'	18'	6'	35'	60'
100'	89'	11'	18'	6'	35'	65'

*Per Clearance Requirements (Revised January 2012)

Engineered Steel Poles

Pole Ht	Top Grd	Ft in Grnd	Supp Struc	Safe Clear	Common Area	Use Ft
70'	70'	0	18'	6'	24'	46'
75'	75'	0	18'	6'	24'	51'
80'	80'	0	18'	6'	24'	56'
85'	85'	0	18'	6'	24'	61'
90'	90'	0	18'	6'	24'	66'
95'	95'	0	18'	6'	24'	71'
100'	100'	0	18'	6'	24'	76'
105'	105'	0	18'	6'	24'	81'
110'	110'	0	18'	6'	24'	86'

(Revised January 2008)

The above numbers are to be used as a guideline, but are subject to change based upon actual field conditions. See the exhibit on Page 16-

3 regarding how cost allocation is affected by changes in shared space.

16.1-B Grade with Antenna (other than pole top)

Grade is measured from the ground line to the attachment in question. The average grade of the top position on a pole and other pertinent attachment information shall be assumed to be as follows (the top conductor is not necessarily at the same height):

Pole Ht	Top Grd	Ft in Grnd	Supp Struc	Safe Clear	Safe Clear Antennas	Common Area	Use Ft
30'	25'	5'	16'	4'	2'	27'	3'
35'	30'	5'	18'	6'	2'	31'	4'
40'	34'	6'	18'	6'	2'	32'	8'
45'	39'	6'	18'	6'	2'	32'	13'
50'	43'	7'	18'	6'	2'	33'	17'
55'	48'	7'	18'	6'	2'	33'	22'
60'	52'	8'	18'	6'	2'	34'	26'
65'	57'	8'	18'	6'	2'	34'	31'
70'	61'	9'	18'	6'	2'	35'	35'
75'	66'	9'	18'	6'	2'	35'	40'
80'	70'	10'	18'	6'	2'	36'	44'
85'	75'	10'	18'	6'	2'	36'	49'
90'	79'	11'	18'	6'	2'	37'	53'
95'	84'	11'	18'	6'	2'	37'	58'
100'	89'	11'	18'	6'	2'	37'	63'

*Per Clearance Requirements (Revised January 2012)

The above numbers are to be used as a guideline, but are subject to change based upon actual field conditions. See the exhibit regarding how cost allocation is affected by changes in shared space. (Revised January 2010).

16.1-C Increased Pole Setting Depth

When poles are set deeper, the increased setting depth (in feet) shall be noted on the Form 2 within the "Location and Nature of Work" and will be noted on the pole record. The increased setting depth adds to the common area and reduces the usable space divided among owners for their exclusive use.

Note: The overall pole height above ground would be less than depicted in the "Grade and Space Chart by Pole Height". Example: A 45' pole set 2' deeper requires the top of pole be depicted on the Form 2 as 37', not 39'. The usable space would be 13', not 15' and the common area would be 32' not 30'. (Revised January 2011).

RECORD FORMS

18.0 Record Forms

The forms used for expediting joint pole work and recording transactions are listed below:

Form #	Form Name
2-1	Preliminary Joint Pole Authorization
2-2	Preliminary Joint Pole Authorization
2-1 FINAL	Final Joint Pole Authorization
2-2 FINAL	Final Joint Pole Authorization
Form 7	Joint Pole Memorandum
Form 9	Joint Pole Riser Notification
Form 11	Notice of GO 95 Non-Conformance
Form 12	Pole Record
Form 44	Bill of Sale
Form 48	Notice of Work Completed
Form 49	Tracer and Multiparty Routing Form

(Revised January 2010)

18.1 Form 2 - Preliminary Joint Pole Authorization

Any agreement to undertake joint work must be confirmed in writing by using this form. This is authority to undertake joint work as specified. Member initiating transaction shall make necessary copies for each Member involved, all of which must be approved by an authorized representative of each involved Member. Approval may be by signature of the authorized representative to be shown on the forms in the space provided, or by the authorized representative's name, followed by the written initials of a delegated representative confirming the agreement. Names of representatives effecting agreement must be specified in space provided. Members that have various designated District, Division, or Exchange areas should identify the appropriate area by name.

18.1-A Preparation of Form 2 Preliminary Joint Pole Authorization

By agreement, any Member may be designated as the constructing Member in joint work.

The Member initiating Form 2 Preliminary Joint Pole Authorization shall specify its Authorization number and all required details of the agreement. The Joint Pole Authorization number shall begin with the current member's code. ~~This- The Form 2 shall~~ includes, but is not limited to:

- (a) Pole Number
- (b) Nature of work
- (c) Applicable Routine Section Number
- (d) Designation of involved Members
- (e) Circuits
- (f) Interest

- (g) Grade
- (h) Space
- (i) Complete pole/equipment data, including wireless and broadband equipment.
- (j) Other essential record data
- (k) Authorized Costs item number and number of items where required
- (l) Police report or case number when applicable
- (m) Any other related information deemed necessary
- (n) Estimated construction start date
- (o) Date sent
- (p) Date prepared
- (q) Pole Class

This form shall be limited to 10 pages.

Where a specific transaction involves special agreement, it shall be designated as such on Joint Pole Authorization. (See Section 1.2)

It is the responsibility of all Members involved in the Joint Pole Authorization to see that data and details of the agreement are correct. The date Joint Pole Authorization is sent shall be used in completing the billing for structural and salvage values; except in replacements, the date poles are set shall apply.

Any deviation shall be by agreement of the Members involved and noted on the Joint Pole Authorization. Section 20 shows Member code letters and abbreviations to facilitate preparation of Joint Pole Authorization.

Where jointly owned poles are to be removed from service, the Joint Pole Authorization must designate which Member is to pull, transport, and dispose/salvage poles as specified in Section 5.0.

To insure correct spotting of poles on record maps, it is essential that locations be accurately recorded (see Section 15.4). It is important, both for map and field reference purposes, to correctly give the City, Town, etc., in which the poles are actually located. (Revised August 2010).

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) Return copy to issuing Member

PRELIMINARY JOINT POLE AUTHORIZATION

EXAMPLE 1

- (1) When placing a pole to be used exclusively for guying, show “guy” in proposed column. Proposed ownership for poles used exclusively for guying is proportional (see Section 12.1).
- (2) Specific grade and space must be recorded (see Sections 16.1 & 16.2).
- (3) Example of communication Member relinquishing interest in a pole and transferring its tenant to the power Member. (see Section 17.0).
- (4) **Date prepared** is the date the Form 2 Preliminary Joint Pole Authorization is initially prepared. The **date sent** on the Form 2 Final shall be the same as shown on the Form 2 Preliminary Joint Pole Authorization. The **confirming agreement date** is the date the agreement is made (in field or by telephone). The **construction start date** is the date that construction is estimated to start. (See Sections 18.1-A and 18.2)
- (5) Issuing Member enters code letters of all parties involved (see Section 20.1).
- (6) Shows approval of Joint Pole Authorization (see Section 18.1)
- (7) Show location (City or County) of each representative's office.
- (8) Joint Pole Authorization number is assigned by issuing Member. The Joint Pole Authorization number shall begin with the current member's code.
- (9) Member specific accounting data is entered by each Member.
- (10) The pole number, year set, and treatment columns may be left blank for all proposed poles until work is completed unless this data is available in advance. In lieu of pole number, show a stake number.
- (11) Show anchor size (diameter of rod), its year set (if required), and direction immediately below pole to which it refers (see Section 12.3).

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 01/01/05 4
 Date Sent 01/05/05 Confirming Agreement 1/4/2005 In Field ☒ By Telephone ☐ Est. Const. Start 02/20/05 No. of Pages 1 J.P. Auth.No. U1-3456 8

UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE	APPROVED	TAXING INSTRUCTIONS	ACCOUNTING DATA
U1	JONES	CENTRAL	J. BROWN	ALHAMBRA	510-2345
U2	JOHNSON	PASADENA	M. SMITH	PASADENA	W02345-51120
	5		6	7	9

POLE NO.	Pole Length Anchor Size	Year Set	Pole Treat Anchor Direct.	Record				Proposed				Item No.	LOCATION AND NATURE OF WORK If not in accordance with Joint Pole agreement and routine-state reasons.
				U1	U2			U1	U2				
				16KV	C			16KV	C	1			U1 TO PLACE SEC 3.1 1
1234-U1	30	05	FT					GUY .50	GUY .50				SAN BRUNO S/S 26' W/O BROADWAY 2
	1"	05	E					.50	.50			111B	3
										2			4
2345-U1	50	05	FT					43-13	24-4				1 ST ST N/E COR/O MAIN ST 5
	10							20-2					6
										3			U2 TO RELINQ SEC 5.1A, 5.1B & 17.0 7
3456-U2	45	74	FT	39-9	24-6			ALL					SPRING ST PL/S 80' N/O 2 ND ST 8
					TN24			TN					9
													10
													11
													12
													13

POLE LEGEND:
 P = FULL
 PE = FULL BUT
 I = 1/2 ANCHOR
 S = SALVAGE
 U = UNSTAYED
 IR = 1/2 ANCHOR

ANCHOR LEGEND:
 AK = ANCHOR REMOVED
 AT = ANCHOR REMOVED 1/2 ANCHOR

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

GEOGRAPHICAL LOCATION
 ALHAMBRA
 COMMUNITY

VP/J.P.-03

PRELIMINARY JOINT POLE AUTHORIZATION TEMPORARY ATTACHMENT EXAMPLE 9

- (1) Date prepared, Date Sent.
- (2) Confirming Agreement Date, if made by Telephone or In Field.
- (3) Estimated Construction Start Date.
- (4) Joint Pole Authorization Number. The Joint Pole Authorization number shall begin with the current member's code.
- (5) Header Information.
- (6) Pole Record Information.
- (7) Proposed Information.
- (8) Use Section 14.6.
- (9) Estimate Date of Temporary Attachment must be shown.
- (10) Community.

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

Date Prepared 2/14/05 1 This authorization is in accordance with Joint Pole Agreement and Routine. The undersigned have agreed on joint work as specified hereon.

Date Sent 2/14/05 Confirming Agreement 2 In Field ☒ By Telephone ☒ Est. Const. Start 4/17/05 No. of Pages 1 J.P. Auth.No. U2-2345 4

UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE	APPROVED	TAXING INSTRUCTIONS	ACCOUNTING DATA
U1	JONES	CENTRAL	J. BROWN	ALHAMBRA	510-2345
U2	JOHNSON	PASADENA	M. SMITH	PASADENA	WO2345-51120
5					

POLE NO.	Pole Length Anchor Size	Year Set	Pole Treat Anchor Direct.	Record		Proposed		Item No.	LOCATION AND NATURE OF WORK If not in accordance with Joint Pole agreement and routine-state reasons.
				U1	U2	U1	U2		
5678-U1	45	91	FT	L	100	L	TEMP 24"		6 7 8
									U2 MAKE TEMP ATTACHMENT SEC 14.6 1
									MAINT ST W/S 320' S/O 3RD ST 2
									ESTIMATE DATE OF ATTACHMENT 4-17-05 3
									9 4
									5
									6
									7
									8
									9
									10
									11
									12
									13

POLE LEGEND:
P = PULL
MB = PULL BUILT
I = TRANSFER
S = SALVAGE
U = UNUSABLE
IN = TENANT
L = LOWER CUT
CUTUP = PULL HOLE CUT
SCZ = SAFETY CLEARANCE ZONE
ANCHOR LEGEND:
AK = ANCHOR ARM REMOVED
AI = ANCHOR ARM TRANSFERRED

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

GEOGRAPHICAL LOCATION
ALHAMBRA
COMMUNITY 10

VPI/J.P.-03

AUTHORIZED COSTS

(Costs incurred or shared under this schedule shall apply for work that is to be performed)

POLE MAINTENANCE AND MISCELLANEOUS

ITEM	30' & 35'	40' & 45'	50' & 55'	60' & 65'	70' & 75'	80' & 85'	90' & 95'	100'
1. Trenching or moving: (with supply)*	2439	2676	3331	3648	6028	6503	6939	7177
2. Trenching or moving: (without supply)*	650	730	868					
3. Lowering or raising to grade (one operation) :	1152	1294	1452	1845	2369	2706	3936	3204
4. Straightening in earth*:	943	1298	1087	1242	1722	1957	2012	2044
5. Removing from service:								
(a) Pulling.....per pole								924
*includes 1 hour pre-planning and engineering								
(b) Transporting.....per pole								279
(c) Topping Pole.....								337
*based on cut and lowering of pole top								
(d) Disposal.....per pole								158
*effective 07/01/02								
(e) Lowering.....								200
*for use only with LTD in conjunction with item 19 cut and kick								
6. Pole Stubbing (stub-size):								
(a) 8 ft. metal truss.....								873
(b) 10 ft. metal truss.....								783
(c) 11 ft. metal truss.....								874
(d) 12 ft. metal truss.....								866
(e) 13 ft. metal truss								1385
(f) 14 ft. metal truss.....								2064
(g) 15.5 ft. metal truss								2388
(h) Additional metal trusses (all sizes).....								272
(i) Inaccessible to stubbing equipment.....								368
7. Intentionally left blank								
8. Semi-circular pole guards:								
(a) Installation.....								164
(b) Transferring.....								124
9. Hand Dig/Hand Removal								1045
(a) Inaccessible to digging equipment								
(b) Accessible with Conflict-Must specify nature of conflict								
(c) Pole removal not accessible to removal equipment								
10. Sidewalk or pavement repairs for placement, replacement, or removal of pole or anchor: (Permit and/or inspection fees, if any, are by special agreement) (See also JPR Section 19.6)								
(a) Cement break and temporary repair.....								607
(b) Asphalt break and repair.....								428
(c) Cement saw cut break and repair. Based on 25 square feet.....								838
11. Joint Rights of Way: (By special agreement)								
12. Pole Inspections and Treatment								
(a) Reserved for future use.....								
(b) Partial Dig.....								45
(c) Sound and Bore.....								37
(d) Full Treatment.....								60
(e) Reject.....								41
Note: May only be billed once every 5 years (Effective May 2011).								
(f) Re-inspection of reinforced poles (may only be billed once every 10 years, effective 06/01/2011).....								47

AUTHORIZED COSTS

(Costs incurred or shared under this schedule shall apply for work that is to be performed)

ITEM

13. Pole/anchor access obstructions:

- | | |
|---|-----|
| (a) Clearing poles in State Responsibility area..... | 58 |
| (Includes cost of contractor to perform activity and post Quality Control inspection) | |
| (b) Removal of vegetation to facilitate the placement/replacement/removal of a pole | 220 |
| (c) All other by Special Agreement Section 1.2 such as landscape/hardscape restoration written estimate required. | |

14. Failure to Final JPA Administrative Fee (per pole cost).....

- | | |
|---|-----|
| (a) Including correction of records | 233 |
| (b) Field verification only | 123 |

15. Pole Marking

- | | |
|-----------------------------|----|
| (a) Tagging..... | 35 |
| (b) Visibility Strips | 34 |

16. Backhoe:

- | | |
|--|-----|
| (a) 2 hour minimum..... | 278 |
| (b) Each additional hour (inclusive operator & truck)..... | 131 |

17. Wood pole fiberglass wrap restoration:

- | | |
|--|------|
| (a) Pole set in dirt (8 ft. standard)..... | 1810 |
| (b) Pole set in asphalt (includes cost of \$140 for asphalt / 8 ft. standard)..... | 2427 |
| (c) Pole set in concrete (includes cost of \$245 for concrete / 8 ft. standard)..... | 2428 |
| (d) Additional foot exceeding 8 ft. standard..... | 116 |

18. Mod pole material and installation:

- | | |
|--------------|------|
| (a) 9'..... | 8323 |
| (b) 14'..... | 9558 |
| (c) 18'..... | 9579 |

Prices established are from price list received from Pole Care 6-23-00

19. Cost for cut & kick :

- | | |
|---|------|
| (a) Pole placement located on street without riser and/or equipment | 1245 |
| (b) Pole placement located on street with riser and/or equipment..... | 1567 |
| (c) Pole placement on rear property with or without riser and/or equipment not accessible to digging equipment..... | 1897 |
| (Note: Item 9 not to be used concurrently with item 19 A,B,C) | |
| (Note: Item 19 includes pulling of butt 5(a)) | |

***NOTE:** Items 1,2,4 and 6 - For pole in sidewalk or pavement, use the specified "in earth" cost and add Item 10 as a separate item for the cost of sidewalk or pavement repair.

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).

- (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.

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 2011~~).

by facilities of a joint owner and to all solely owned or jointly owned poles replaced for the sole benefit of Members having less than 20 consecutive years of Joint Pole Committee membership.

The cost to benefiting Member shall include:

- (a) Equity of overbuilt Member's structural value of existing pole, less salvage
- (b) Cost of transfer
- (c) Additional material installed to comply with requirements of joint ownership
- (d) Sidewalk or pavement repairs
- (e) Entire removal cost

The sole owner, or each joint owner as appropriate, shall bill the benefiting Member for the portion of pulling and transportation it performs. The Member recovering pole shall allow salvage to other owner(s) for its relinquished interest. Member placing new pole shall bill an interest to other Members.

When a benefiting Member replaces pole and another Member desires additional grade or space, replacement shall be made in accordance with rule of the Routine relating to Section 7.11. Mutual benefit shall not apply where a non-benefiting owner is forced to increase grade or space as a result of the activities undertaken by the benefiting Member.

7.4 Replacement of Pole in Same Hole

This section provides for the replacement of a pole in the same hole to accommodate the transfer of facilities attached to the old pole. The differential cost of the setting of the new pole when it is mutually beneficial to all members shall be shared equally by all parties. When the placement of a pole in the same hole is not mutually beneficial, the cost shall be borne by the member requesting this type of construction procedure. Hand dig charges are not applicable as an added cost when poles are being replaced in the same hole. (Refer to Authorized Costs Item 19).

Note: Section 7.4 is not a stand-alone section, must be used in conjunction with section identifying reason for replacement (Revised July 2010).

Reasons for mutual benefit for Cut & Kick:

- Private Property and Rights of Way
- Driveway
- Substructure Conflicts
- Walls or Obstructions
- Proximity to Equipment

7.5 Replacement of a Solely Owned Pole With a Jointly Owned Pole

Sole owner's concurrence **must** be obtained prior to undertaking this operation. A solely owned pole replace for mutual benefit is included under this section. Pulling and transportation are at joint expense. Otherwise, for construction started without notification, the Member initiating the work will be responsible for all construction costs incurred by other joint owners.

The rules of Section 7.3 or 7.11 will apply when appropriate.

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

18.10 FORM 11- NOTIFICATION OF G.O. 95 NON-CONFORMANCE

This form is an optional form that may be used to notify other utilities of G.O. 95 non-conformance. This form is to be used independently from other SCJPC forms. Form shall be sent to pole inspection contact as listed on SCJPC website. See example 21, page 18-28.

PRELIMINARY – JOINT POLE AUTHORIZATION
EXAMPLE 22

(1) This transaction is a cut & kick pole replacement where U1 will perform all work.

(2) This transaction is a cut & kick pole replacement where U1 will pull butt and U2 will lower, transport and dispose.~~Indicate proper section of routine to reflect work being done. Note: Sec. 7.4 is not a stand alone section.~~

(3) Indicate proper section of routine to reflect work being done.
Note: Section 7.4 is not a stand-alone section, must be used in conjunction with section identifying reason for replacement.~~This transaction is a cut & kick pole replacement where U1 will pull butt and U2 will lower, transport and dispose.~~

(4) Item 19A, B or C must be used when using section 7.4, unless for sole benefit of setting member.

(4)(5) List authorized costs as applicable.

AUTHORIZATION FOR JOINT POLE TRANSACTION

J.P. FORM 2-1 Preliminary 1/95

Date Prepared 3/18/2013

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

Date Sent 3/18/2013

Confirming Agreement _____

In Field ☐

By Telephone ☐

Est. Const. Start 5/2/2013

No. of Pages 1

J.P. Auth.No. U1-12345

UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE	APPROVED	TAXING INSTRUCTIONS	ACCOUNTING DATA
U1	HENDERSON	LOS ANGELES	JONES	LOS ANGELES	2348B5
U2	ORTIZ	LOS ANGELES	JOHNSON	LOS ANGELES	12345

POLE NO.	Pole	Year	Pole Trt	Record				Proposed					Item No.	LOCATION AND NATURE OF WORK If not in accordance with Joint Pole agreement and routine-state reasons.	
	Length		Class	U1	U2			U1	U2						
	Anchor Size		Anchor Direct.												
				12KV				U1	1					U1 TO REPL POLE SEC 7.4, 7.11 ← 3	1
1234-U1	45	78	FT	39-9	24-6			PB LTD						49TH ST A/S N/S 18' E/O KANSAS AV	2
								1/2 (1)					19A		3
								12KV							4
5678-U1	50	13	FT					43-13	24-6					49TH ST A/S N/S 18' E/O KANSAS AV	5
												4			6
				12KV				2						U1 TO REPL POLE SEC 7.4, 7.11	7
9532-U1	45	78	FT	39-9	24-6			PB	LTD					49TH ST A/S N/S 175' E/O KANSAS AV	8
								1/2 (1)					19B		9
								12KV							10
7852-U1	50	13	FT					43-13	24-6					49TH ST A/S N/S 175' E/O KANSAS AV	11
															12
															13

POLE LEGEND:
P = PULL
PB = PULL BUTT
T = TRANSPORT
S = SALVAGE
D = DISPOSE
TN = TENANT

ANCHOR LEGEND:
AR = ANCHOR/ARM REMOVED
AT = ANCHOR/ARM TRANSFERRED

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

GEOGRAPHICAL LOCATION

LOS ANGELES
COMMUNITY

VP/J.P.-03

Rev. Jan 2010

Southern California Joint Pole Committee

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

April 17, 2013

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
Mr. Josh Mathisen	AT&T California
Ms. Gail Dafun	AT&T California
Ms. Paula Haney	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Ms. Debbie Wooten	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Ms. Jane Bibb	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Ms. Jaimie Collins	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Ms. Lynn Prescott	Verizon Wireless
Ms. Lupe Hernandez	AT&T Comm./Local Serv.
Ms. Yvonne Johnson	AT&T Mobility
Mr. Rory Gandy	AT&T Mobility
Mr. Daniel Lippert	City of Burbank
Mr. Dana Fabing	City of Lompoc
Mr. Varghese George	City of Glendale
Mr. Doug Schmaderer	City of Pasadena
Ms. Maria Ortiz	XO Communications
Mr. Emir Erba	Time Warner Cable
Ms. Shawn Henderson	T-Mobile USA
Mr. William Kearns	Verizon Ca, MCI/Comm/Metro
Mr. Larry Vail	Verizon Ca, MCI/Comm/Metro
Ms. Angela Pranata	Committee Staff
Mr. Kyle Levy	Committee Staff

Those attending via teleconference were:

Ms. Tracey Province	Verizon Ca, MCI/Comm/Metro
Ms. Janet Chirrick	AT&T California
Ms. Tina Simms	AT&T California
Ms. Alicia Smith	Sprint/Nextel
Mr. Dan Kjar	City of Azusa

Mr. Lorenzo Gonzales
Mr. Brandon Robinson
Ms. Maryam Farajzadeh
Mr. Lawrence Yao
Mr. Mark Denning
Mr. Paul Fuller
Mr. Jim Dunaway
Mr. David Callender
Ms. Jennifer Navarro Yhap
Mr. Stephen Pebley
Ms. Amy Parker

City of Colton
City of Banning
City of Vernon
City of Riverside
M-Power/Telepacific Comm.
Golden State Water
ExTeNet Systems
ATC Outdoor DAS, LLC
MetroPCS California, LLC
Frontier Communications
Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC

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, the members not in attendance were City of Anaheim.

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 *March 20, 2013* Board meeting, and if there were any comments, additions, deletions, or revisions. As there were no comments, Mr. Hunter solicited a motion to accept the minutes as written. Ms. Hernandez motioned to accept the *March 20, 2013* minutes. Mr. Chow seconded the motion, which after the vote tally was completed, passed unanimously.

MANAGER'S REPORT

Ms. Pranata reported that the March 2013 operating expenses are \$51,669.74. The members were assessed this amount.

COMMUNICATIONS:

There were no communications.

SPECIAL REPORTS

There were no special reports.

SUB-COMMITTEE REPORTS:

Ad hoc Committee on Authorized Cost Elements

Ms. Chirrick reported that the Authorized Cost committee met on April 16, 2013. She stated that Mr. Levy emailed the members a document from Southern California Edison which shows the methodology for pricing steel structures. Ms. Chirrick requested that the members review this and either email her or bring their questions to the next Authorized Costs Committee.

Operating Committee

Ms. Prescott reported that the Operating committee met on March 20, 2013. She stated that the Committee is still continuing their work on the banking policy, and reminded the members that the JPC staff salaries and evaluations were scheduled for today.

Routine Revision Committee

Ms. Hernandez reported that the Routine Revision committee met on April 16, 2013. She stated that the meeting was very brief and that several of the items that were discussed are on the discussion calendar for today's Administrative Board meeting, and these items will be brought up then.

Computer Communications ad hoc Committee

Mr. Chow reported that the Computer Communications Committee met on April 16, 2013. Mr. Chow continued reporting that the iPAM server was down and that Mr. Atalla send out an email stating that he would not be able to attend the Computer meeting to perform the demo of iPAM. Mr. Chow was of the opinion that another demo should be rescheduled in the future. He concluded by reporting that the members also discussed the Sharefile application and its uses.

Compliance ad hoc Committee

Ms. Haney reported that the Compliance committee met on April 16, 2013. She reported that LADWP inquired about what information would be needed in regards to the pole loading database. Ms. Haney also stated that it was highly recommended that when inspectors go out into the field they bring with them the pole records from the JPC's database in order to help them identify the owners on a pole, and in what order they attached. She reported that the members discussed instances where there is vegetation growing into the communication cable and interfering with the cable itself. She concluded by stating that it is still being discussed who would perform the tree trimming and how the cost would be shared among the attached members.

Reorganization

Ms. Ortiz reported that the Reorganization committee met on April 17, 2013. She reported that the authorized approval limits and Office Manager's responsibilities under Article IIV Sections 1 & 2 were revised to reflect those agreed upon in the Banking Policy. Mr. Ortiz continued reporting that the Banking Policy was revised to add that the Office Manager and Assistant Manager may now sign checks on behalf of the Committee. She concluded by noting that the verbiage in Articles III, V and VI were revised as well.

CONSENT CALENDAR:

Section 7.4

The Members reviewed the revisions made to Section 7.4 and there were no comments or further changes. Mr. Hunter solicited a motion to accept the revisions to Section 7.4. Ms. Hernandez motioned to accept the revised Section 7.4 and Ms. Haney seconded the motion, which after the vote tally was completed, passed unanimously.

Section 18.10 & Form 11

The Members reviewed the revisions made to Section 18.10 and the Form 11 and there were no comments or further changes. Mr. Hunter solicited a motion to accept the revisions to Section 18.10 and Form 11. Ms. Hernandez motioned to accept the revisions and Ms. Haney seconded the motion, which after the vote tally was completed, passed unanimously.

Section 18 Example 22

The Members reviewed the revisions made to Section 18 Example 22 and there were no comments or further changes. Mr. Hunter solicited a motion to accept the revisions to Section 18 Example 22. Ms. Hernandez motioned to accept the revised Section 18 Example 22 and Mr. Chow seconded the motion, which after the vote tally was completed, passed unanimously.

DISCUSSION CALENDAR:

Reasons for other than wood pole

The members reviewed the list that Southern California Edison and LADWP created for possible reasons of the placement of a pole other than wood. The members had no changes to make to the list. The Committee then began discussing fiberglass poles and Mr. Hunter noted that some of the fiberglass poles are as strong as their steel counterparts, and they have a better safety factor as well. He explained that while concrete poles serve the same purpose as steel poles, the issue with concrete is the weight. Ms. Hernandez proposed that since the list has been finalized

it should be posted to the technical resource page on the JPC website, to which Mr. Levy replied that this would be done today.

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 1563: Transfer of Facilities – AUTHORIZED COSTS (11/13/2012)
Item 1564: Clarifying Language for Free Attachment – ROUTINE REVISION (01/16/2013)
Item 1565: Member Code as JPA Number – ROUTINE REVISION (01/26/2013)
Item 1567: Time Frames for Section 18.1F – ROUTINE REVISION (02/19/2013)
Item 1568: Rule 18 Clarification – COMPLIANCE (02/19/2013)
Item 1569: By Laws Revision – REORGANIZATION (02/20/2013)
Item 1570: Grade with Pole Top Antenna – ROUTINE REVISION (03/19/2013)

Mr. Hunter reported that the following items have been closed:

Item 1549: Tenant Pole Application Notification
Item 1552: Cut and Kick Handbook Revisions
Item 1556: Form 11
Item 1564: Clarifying Language for Free Attachment

Item 1566: *Environmental Issues*

This is a standing item.

New Business

Known Items:

Antennas Above Power

Mr. Hunter reported that it needs to be discussed which company is to pay for the 6' of clearance between an antenna and the power line. He asked the Committee whether the cost is shared equally among all owners attached as it is in the normal 6'

of safety clearance between communication and power or if it is the responsibility of the owner of the antenna, and in the case of the antenna being owned by a tenant, the obligation of the power company. Mr. George noted that since the antenna was above the power line that the communication companies would not be able to work on these antennas, however Mr. Hunter stated that they could contract a qualified electrical engineer to work on them if desired. Mr. Chow stated that the power company would be able to work on the antennas as long as there was some type of agreement or arrangement made between the power and communication company. After discussing different examples of poles having an antenna above power, Ms. Haney stated that since the 6' of clearance is within the total usable footage on a pole that this cost should be shared equally among all owners. Mr. Chow replied that he will take this idea back to his office for discussion and let the Committee know what they come up with. Ms. Prescott then asked if placing a pole top extension would affect this or account for any of the clearance space required. Mr. Chow responded that when a pole top extension is placed only the top 1' of a pole is purchased, and the JPC office just notates that a pole top extension was installed and does not reallocate the grade and space or increase the pole height on the pole record so it does not factor in to this. Mr. Brown shared with the members several photos of examples of a pole top extension placed with an antenna installed. Mr. Hunter noted that the consensus seemed to be the cost for this 6' of safety clearance should be shared equally, and suggested that maybe this 6' should be named something else to differentiate from the standard 6' safety clearance between power and communication. There was no opposition to this and so Ms. Hernandez stated that she will work on examples of this to bring to the Committee for discussion.

”””””

Glendale Poles Retagged as Edison Poles

Mr. George reported that there are poles where Glendale is the base owner and which Edison is retagging with a new pole number ending in “E”. Mr. Chow replied that this could be happening under either Edison’s intrusive inspection program or on their normal overhead detail inspection. He asked Mr. George for sample pole numbers so that he may check with his office and respond to Mr. George’s inquiry.

Sharing Intrusive Inspection and Pole Loading Information

Mr. Hunter asked the Committee what kind of information the members are looking for concerning intrusive inspections, and whether they need only the remaining strength or additional information. He asked if, for example, a pocket of the pole was rotten would he need to specify the height, depth and width of this or just give the remaining capacity amount. The members discussed this and concluded that specifying the remaining capacity would be sufficient. Mr. Hunter then asked whether the members required the PPLX file for pole loading. Mr. Lippert replied that the PDF file is required although the PPLX file is not necessary. Mr. Hunter agreed and stated that the problem he has with the PPLX file is that a member can manipulate the data on it by running it in their pole loading program.

Unknown Items:

There were no unknown items.

SCHEDULE OF FUTURE MEETINGS:

Future meetings were scheduled as follows:

Routine Revision	5/14/13	9:00 a.m.	Committee Office
Authorized Costs	5/14/13	Following	Routine Revision
Computer Committee	5/14/13	Following	Authorized Costs
Compliance Committee	5/14/13	Following	Computer Committee
Administrative Board	5/15/13	9:00 a.m.	Committee Office
Operating Committee	5/15/13	Following	Administrative Board
Reorganization	5/15/13	Following	Operating Committee

ADJOURNMENT:

Mr. Hunter adjourned the meeting at 10:30 a.m., until May 15, 2013.

Mr. Scott Hunter, President

Mr. Kyle Levy, Assistant Manager

applies to poles replaced due to damage caused by facilities of a joint owner and to all solely owned or jointly owned poles replaced for the sole benefit of Members having less than 20 consecutive years of Joint Pole Committee membership.

The cost to benefiting Member shall include:

- (a) Equity of overbuilt Member's structural value of existing pole, less salvage
- (b) Cost of transfer
- (c) Additional material installed to comply with requirements of joint ownership
- (d) Sidewalk or pavement repairs
- (e) Entire removal cost

The sole owner, or each joint owner as appropriate, shall bill the benefiting Member for the portion of pulling and transportation it performs. The Member recovering pole shall allow salvage to other owner(s) for its relinquished interest. Member placing new pole shall bill an interest to other Members.

When a benefiting Member replaces pole and another Member desires additional grade or space, replacement shall be made in accordance with rule of the Routine relating to Section 7.11. Mutual benefit shall not apply where a non-benefiting owner is forced to increase grade or space as a result of the activities undertaken by the benefiting Member.

7.4 Cut and Kick Replacement of Pole

This section provides for the replacement of a pole in the same hole to accommodate the transfer of facilities attached to the old pole. The differential cost of the setting of the new pole when it is mutually beneficial to all members shall be shared equally by all parties. When the placement of a pole in the same hole is not mutually beneficial, the cost shall be borne by the member requesting this type of construction procedure. Hand dig charges are not applicable as an added cost when poles are being replaced in the same hole. (Refer to Authorized Costs Item 19).

Note: Section 7.4 is not a stand-alone section, must be used in conjunction with section identifying reason for replacement (Revised July 2010).

Reasons for mutual benefit for Cut & Kick not limited to:

- Private Property and Rights of Way
- Driveway
- Substructure Conflicts
- Walls or Obstructions
- Proximity to Equipment

7.5 Replacement of a Solely Owned Pole With a Jointly Owned Pole

Sole owner's concurrence **must** be obtained prior to undertaking this operation. A solely owned pole replace for mutual benefit is included under this section. Pulling and transportation are at joint expense. Otherwise, for construction started without notification, the Member initiating the work will be responsible for all construction costs incurred by other joint owners.

The rules of Section 7.3 or 7.11 will apply when appropriate.

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

18.10 FORM 11- NOTIFICATION OF G.O. 95 NON-CONFORMANCE

This form is an optional form that may be used to notify other utilities of G.O. 95 non-conformance. This form is to be used independently from other SCJPC forms. Form shall be sent to pole inspection contact as listed on SCJPC website. See example 21, page 18-28.

JOINT ATTACHMENT NOTIFICATION OF G.O. 95 NON-CONFORMANCE

The following condition type(s) has been identified 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: _____

To: _____ From: _____

Pole No: _____

Location: _____

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

Extreme or very high fire threat zones: Yes ☐ No ☐

A. NON-CONFORMANCE

Contact Name _____ Phone No. _____

Email _____

B. RESPONSE

Contact Name _____ Phone No. _____

Email _____

PRELIMINARY – JOINT POLE AUTHORIZATION EXAMPLE 22

- (1) This transaction is a cut & kick pole replacement where U1 will perform all work.
- (2) This transaction is a cut & kick pole replacement where U1 will pull butt and U2 will lower, transport and dispose.
- (3) Indicate proper section of routine to reflect work being done. Note: Section 7.4 is not a stand-alone section, must be used in conjunction with section identifying reason for replacement.
- (4) Item 19A, B or C must be used when using section 7.4, unless for sole benefit of setting member.
- (5) List authorized costs as applicable.

AUTHORIZATION FOR JOINT POLE TRANSACTION															J.P. FORM 2-1 Preliminary 1/95	
Date Prepared		This authorization is in accordance with Joint Pole Agreement and Routine. The undersigned have agreed on joint work as specified hereon.														
Date Sent		Confirming Agreement		In Field ☐		By Telephone ☐		Est. Const. Start		No. of Pages		J.P. Auth. No.		U1-12345		
UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE				APPROVED		TAXING INSTRUCTIONS				ACCOUNTING DATA				
U1	HENDERSON	LOS ANGELES				JONES		LOS ANGELES				2348B5				
U2	ORTIZ	LOS ANGELES				JOHNSON		LOS ANGELES				12345				
POLE NO.		Pole Length	Year Set	Pole Tr. Class	Record				Proposed				Item No.	LOCATION AND NATURE OF WORK If not in accordance with Joint Pole agreement and routine-state reasons.		
		Anchor Size		Anchor Direct.	U1	U2			U1	U2						
					12KV									U1 TO REPL POLE SEC 7.4, 7.11 ← 3		
1234-U1		45	78	FT	39-9	24-6			PB LTD					49TH ST A/S N/S 18' E/O KANSAS AV		
									1/2 (1)					19A		
5678-U1		50	13	FT					12KV					49TH ST A/S N/S 18' E/O KANSAS AV		
									43-13	24-6				4		
														6		
9532-U1		45	78	FT	39-9	24-6			PB LTD					U1 TO REPL POLE SEC 7.4, 7.11		
									1/2 (1)					49TH ST A/S N/S 175' E/O KANSAS AV		
														19B		
7852-U1		50	13	FT					12KV					10		
									43-13	24-6				49TH ST A/S N/S 175' E/O KANSAS AV		
														12		
														13		

POLE LEGEND:
P = PULL
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T = TRANSPORT
S = SALVAGE
D = DISPOSE
IN = INEANT

ANCHOR LEGEND:
AR = ANCHOR/ARM REMOVED
AT = ANCHOR/ARM TRANSFERRED

GEOGRAPHICAL LOCATION

LOS ANGELES
COMMUNITY

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

Sections 3.14 & 7.14

Possible reasons for other than wood pole (Include but not limited to)

1. Steel Pole
 - a. All poles with 4.8kv or higher voltage risers (LADWP)
 - b. Pole loading doesn't pass on wood
 - i. Increased safety factor required
 - c. High fire/wind hazard area
 - d. Areas subject to pole shrinkage and constant winds causing hardware to loosen (e.g.; Palm Springs, Tehachapi)
 - e. Longevity
 - i. Street, freeway, railway closures, etc. required for replacement
 - ii. Excessively labor intensive
2. Composite Fiberglass Pole
 - a. Access to pole location
 - i. Property line-hand carry required
 - ii. Helicopter set where weight is a factor
 - iii. Reduce or avoid the need for a crane
 - iv. Hill side
 - v. Environmental issue
 1. Animals & Insects
 2. excessive moisture, fungus
 - b. Areas subject to pole shrinkage and constant winds causing hardware to loosen (e.g.; Palm Springs, Tehachapi)
3. Concrete Pole
 - a. All poles with 4.8kv or higher voltage risers (LADWP)
 - b. Pole loading doesn't pass on wood
 - i. Increased safety factor required
 - c. High fire/wind hazard area
 - d. Areas subject to pole shrinkage and constant winds causing hardware to loosen (e.g.; Palm Springs, Tehachapi)
 - e. Longevity
 - i. Street, freeway, railway closures, etc. required for replacement
 - ii. Excessively labor intensive

Southern California Joint Pole Committee

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

May 15, 2013

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. James Eastwood	Southern California Edison
Ms. Jessica Pearson	Southern California Edison
Ms. Cindy Jacobs	Southern California Edison
Mr. Scott Hunter	City of Los Angeles
Mr. Steve Brown	City of Los Angeles
Ms. Janet Chirrick	AT&T California
Mr. Josh Mathisen	AT&T California
Ms. Paula Haney	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Ms. Debbie Wooten	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Ms. Amy Parker	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Ms. Lynn Prescott	Verizon Wireless
Ms. Lupe Hernandez	AT&T Comm./Local Serv.
Ms. Yvonne Johnson	AT&T Mobility
Mr. Rory Gandy	AT&T Mobility
Mr. Daniel Lippert	City of Burbank
Mr. Joe Armstrong	City of Pasadena
Ms. Maria Ortiz	XO Communications
Mr. Emir Erba	Time Warner Cable
Mr. Alfonso Morales	Time Warner Cable
Mr. Paul Smolarski	T-Mobile USA
Mr. William Kearns	Verizon Ca, MCI/Comm/Metro
Ms. Angela Pranata	Committee Staff
Mr. Kyle Levy	Committee Staff

Those attending via teleconference were:

Ms. Tina Simms	AT&T California
Mr. Larry Vail	Verizon Ca, MCI/Comm/Metro
Ms. Alicia Smith	Sprint/Nextel
Mr. Dan Kjar	City of Azusa
Mr. Lorenzo Gonzalez	City of Colton
Ms. Maryam Farajzadeh	City of Vernon
Mr. Lawrence Yao	City of Riverside
Mr. Mark Denning	M-Power/Telepacific Comm.

Mr. David Callender
Ms. Jennifer Navarro Yhap
Mr. Stephen Pebley

ATC Outdoor DAS, LLC
MetroPCS California, LLC
Frontier Communications

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, the members not in attendance were City of Anaheim, City of Glendale, City of Banning, City of Lompoc, Golden State Water and ExteNet Systems.

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 17, 2013* Board meeting, and if there were any comments, additions, deletions, or revisions. Mr. Yao responded that he is shown in the minutes as having been present at the meeting; however, he had attended via teleconference. Mr. Levy noted that he would correct this and upload the revised minutes to the SCJPC website. Being that there were no further comments, Mr. Hunter solicited a motion to accept the minutes with the above revision. Ms. Haney motioned to accept the *April 17, 2013* minutes. Ms. Chirrick seconded the motion, which after the vote tally was completed, passed unanimously.

MANAGER'S REPORT

Ms. Pranata reported that the April 2013 operating expenses are \$47,129.38. The members were assessed this amount.

COMMUNICATIONS:

There were no communications.

SPECIAL REPORTS

There were no special reports.

SUB-COMMITTEE REPORTS:

Ad hoc Committee on Authorized Cost Elements

Ms. Chirrick reported that the Authorized Cost committee met on May 14, 2013. She stated that the members reviewed the engineered steel pole pricing methodology and they are waiting for Mr. Chow to return at the following month's meeting to discuss this. Ms. Chirrick finished by reporting that the members are still in the process of discussing what constitutes a transfer of facilities

Operating Committee

Ms. Prescott reported that the Operating committee met on April 17, 2013. She stated that the Committee is still continuing to work on the banking policy, and that Ms. Pranata is going to move forward with this and open a new account with U.S. Bank. She concluded that the members also reviewed the staff evaluations last month, and will finish by discussing Ms. Pranata's evaluation.

Routine Revision Committee

Ms. Hernandez reported that the Routine Revision committee met on May 14, 2013. She reported that it was brought to the Committee's attention that often times when a utility finds that another member's JPA has been completed and they issue a Form 48 stating so, the initiator is also sending a Form 48 in response to this. She stated that it is not necessary for the initiator to send this additional Form 48; all they need to do is verify that the work has been completed. Ms. Hernandez announced that this issue should be discussed with the members' staff that is sending such Form 48's, and it will also be put up as a JPA alert on the JPC website. Ms. Hernandez continued reporting that the members had a discussion about pole top antennas, and she will work on an example JPA for this issue. She continued stating that Item 1574 was created for the review of Section 18.1 of the Routine Handbook. Lastly, Ms. Hernandez stated that Section 1.2 was discussed, and the members will continue this discussion especially regarding time frames.

Computer Communications ad hoc Committee

Mr. Eastwood reported that the Computer Communications committee met on May 14, 2013. He announced that Joe Atalla performed a demonstration of iPAM for the Committee via Webex, and that he fielded questions from the members concerning the functionality. Mr. Eastwood stated that the members followed the demonstration with a discussion concerning the future of iPAM and the amount of resources that has been put into it thus far. He concluded that the members discussed the enhancement to Friend that would help automate the pole inspection process when it came to the staff updating the pole records.

Compliance ad hoc Committee

Ms. Haney reported that the Compliance committee met on May 14, 2013. She reported that Item 1573 was created to discuss the pole replacement guide. Ms. Haney also reported that Crown Castle NG West and Verizon Wireless will be having a conference call to discuss the issue of tree trimming regarding low-growing tree branches that are affecting communication cables on poles. She concluded by stating that a new ad hoc committee was created to discuss issues specifically related to pole loading.

Reorganization

Ms. Ortiz reported that the Reorganization committee met on April 17, 2013. She reported that the members reviewed the By-Laws and made revisions to Article VII Section 1 and 2, which are on the consent calendar for today's Administrative Board meeting. Ms. Ortiz concluded by reporting that the Committee will continue reviewing the remaining By-Laws at today's Reorganization committee.

CONSENT CALENDAR:

By-Laws Article VII Section 1 & 2

The Members reviewed the revisions made to Article VII Section 1 and 2 of the By-Laws and there were no comments or further changes. Mr. Hunter solicited a motion to accept the revisions to the By-Laws. Ms. Haney motioned to accept the revised Article VII and Ms. Ortiz seconded the motion, which after the vote tally was completed, passed unanimously.

SCJPC office employee proposed salary action

The Members reviewed the SCJPC office employee proposed salary action which came to a monthly percentage increase of 3.46%, and there were no comments or further changes. Mr. Hunter solicited a motion to accept the proposed salary action. Ms. Haney motioned to accept the revisions and Ms. Prescott seconded the motion, which after the vote tally was completed, passed unanimously.

DISCUSSION CALENDAR:

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 1550: Pole Loading Discussion - COMPLIANCE COMMITTEE (03/13/2012)
Item 1551: Sharefile Details – COMPUTER COMMUNICATIONS (4/10/2012)
Item 1553: Withdrawal of Member Procedure – OPERATING (05/16/2012)
Item 1555: Review Membership Application Process – OPERATING (06/20/2012)

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 1563: Transfer of Facilities – AUTHORIZED COSTS (11/13/2012)
Item 1565: Member Code as JPA Number – ROUTINE REVISION (01/26/2013)
Item 1567: Time Frames for Section 18.1F – ROUTINE REVISION (02/19/2013)
Item 1568: Rule 18 Clarification – COMPLIANCE (02/19/2013)
Item 1569: By Laws Revision – REORGANIZATION (02/20/2013)
Item 1570: Grade with Pole Top Antenna – ROUTINE REVISION (03/19/2013)
Item 1571: Tree Trimming at Communication Level – ROUTINE REVISION (04/16/2013)
Item 1572: Article III Section 4(c) – OPERATING (04/17/2013)
Item 1573: Pole Replacement Guide – COMPLIANCE (05/14/2013)
Item 1574: Review Section 18.1 – ROUTINE REVISION (05/14/2013)

Mr. Hunter reported that the following items are now closed:

Item 1555: Review Membership Application Process
Item 1572: Article III Section 4(c)

Item 1566: *Environmental Issues*

This is a standing item.

New Business

Known Items:

There were no known items.

Unknown Items:

Southern California Gas Company – Membership Qualifications – SCE

Mr. Hunter reported that the Southern California Gas Company is interested in joining the SCJPC. Mr. Eastwood noted that Edison has exchanged signed agreements with them in order for the Gas Company to attach to Edison owned street lights, on a lease basis only. He added that in order for the Gas Company to attach to another utility's structure, a separate agreement would be needed. Mr. Hunter questioned whether they would even qualify as a member with the JPC. The members reviewed the Agreement and found that the Gas Company did not meet the criteria for membership specified under Section 6: Conditions of Membership. Mr. Lippert questioned why they would want to become a member if they were only attaching to streetlights, as they could continue doing so under lease agreements. Mr. Brown replied that they are also interested in putting their solar panels onto guy stubs, and he shared an example of one of these with Committee. Mr. Hunter announced that this issue will be addressed when/if it comes up again.

Meter Reading Boxes Attached to Poles without Consent

Mr. Brown reported that LADWP has recently been finding these approximately 6"x6" boxes with small antenna, attached to their cross arms and poles. He investigated these and found that the Department of Transportation has been placing these boxes without DWP's permission, and that they are for remotely reading the city's parking meters. He noted that the boxes are white in color and are being attached with zip ties. Mr. Brown stated that they have been taking these down whenever they come across one, and he is currently trying to contact whoever exactly is placing these. Mr. Erba replied that he has also come across these on their poles in downtown Los Angeles and has been taking them down as well. Mr. Hunter noted that there is a telephone number on these boxes, but he has not received a response back from them yet.

SCHEDULE OF FUTURE MEETINGS:

Future meetings were scheduled as follows:

Pole Loading	6/18/13	9:00 a.m.	Committee Office
Routine Revision	6/18/13	Following	Pole Loading
Authorized Costs	6/18/13	Following	Routine Revision
Computer Committee	6/18/13	Following	Authorized Costs
Compliance Committee	6/18/13	Following	Computer Committee
Administrative Board	6/19/13	9:00 a.m.	Committee Office
Operating Committee	6/19/13	Following	Administrative Board
Reorganization	6/19/13	Following	Operating Committee

ADJOURNMENT:

Mr. Hunter adjourned the meeting at 10:30 a.m., until June 19, 2013.

Mr. Scott Hunter, President

Mr. Kyle Levy, Assistant Manager

Southern California Joint Pole Committee BY-LAWS
Revised 4/17/2013 for Admin Board Discussion/Consent on Admin Board meeting
05/15/2013

Effective Date: _____

ARTICLE VII

Powers and Duties of the ~~Office Manager~~Manager of Operations

Section 1

The ~~Office Manager~~Manager of Operations shall manage the Joint Pole Office and shall report directly to the Vice-President. The ~~Office Manager~~Manager of Operations shall be responsible for maintaining the records; for performing the work connected with recording and pricing of transactions for the joint use of poles and their apparatus or equipment; and for preparing monthly bills of sale for Members reflecting all sales, transfers of ownership, and related joint use activities. With the approval of the Operating Committee, the ~~Office Manager~~Manager of Operations may employ, discipline, suspend, discharge and prescribe the duties of personnel necessary for the performance of all functions of the Office. The ~~Office Manager~~Manager of Operations shall sign all reports and documents of a factual nature required by governmental and other agencies in the normal course of business. The ~~Office Manager~~Manager of Operations shall be responsible for the maintenance and administration of the Committee Office computer system. The ~~Office Manager~~Manager of Operations shall notify each Member of all regular or special meetings stating the business that will be presented for consideration. The ~~Office Manager~~Manager of Operations shall attend all meetings, prepare agendas, and be responsible for recording the proceedings thereof.

Section 2

The ~~Office Manager~~Manager of Operations or the Assistant Manager of Operations is authorized to incur any and all reasonable financial-budgeted financial obligations approved by the Administrative Board. In addition, he/she is authorized to incur not non-budgeted financial obligations not to exceeding \$1000 in each instance, on behalf of the Committee for supplies and services necessary for the operation of the Joint Pole Office. Such Non-budgeted obligations, exceeding \$1,000 but less than \$25,000 in each instance, may be incurred only upon approval by the Operating Committee. All other non-budgeted financial obligations of the office must be approved by the Administrative Board prior to the incurrence thereof. The ~~Office Manager~~Manager of Operations or the Assistant Manager of Operations is authorized to ~~co~~-sign checks on behalf of the Committee subject to the restrictions set forth in the Agreement, ~~and these~~ By-Laws, and consistent with SCJPC Financial Policy.

Admin Board May 15, 2013

Southern California Joint Pole Committee
Proposed Salary Action - Effective June 1, 2013

Current Monthly Salary	Proposed Monthly Salary	Increase/Decrease Monthly	Percentage Increase/Decrease Monthly
\$26,832.00	\$27,759.33	\$927.33	3.46%

(Entire office staff except the Manager)

Southern California Joint Pole Committee

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

June 19, 2013

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. James Eastwood	Southern California Edison
Ms. Jessica Pearson	Southern California Edison
Ms. Cindy Jacobs	Southern California Edison
Mr. Scott Hunter	City of Los Angeles
Mr. Steve Brown	City of Los Angeles
Ms. Janet Chirrick	AT&T California
Ms. Paula Haney	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Ms. Debbie Wooten	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Mr. William Kearns	Verizon Ca, MCI/Comm/Metro
Mr. Larry Vail	Verizon Ca, MCI/Comm/Metro
Ms. Lynn Prescott	Verizon Wireless
Ms. Lupe Hernandez	AT&T Comm./Local Serv.
Ms. Alicia Smith	Sprint/Nextel
Ms. Yvonne Johnson	AT&T Mobility
Mr. Rory Gandy	AT&T Mobility
Mr. Daniel Lippert	City of Burbank
Mr. Joe Armstrong	City of Pasadena
Mr. Dana Fabing	City of Lompoc
Ms. Maria Ortiz	XO Communications
Mr. Emir Erba	Time Warner Cable
Mr. Alfonso Morales	Time Warner Cable
Mr. Paul Smolarski	T-Mobile USA
Mr. Kyle Levy	Committee Staff

Those attending via teleconference were:

Ms. Tina Simms	AT&T California
Mr. Josh Mathisen	AT&T California
Ms. Amy Parker	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Ms. Jaimie Collins	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Mr. Varghese George	City of Glendale
Mr. Dan Kjar	City of Azusa
Mr. Lorenzo Gonzalez	City of Colton
Ms. Maryam Farajzadeh	City of Vernon

Mr. Lawrence Yao	City of Riverside
Mr. Brandon Robinson	City of Banning
Mr. Paul Fuller	Golden State Water
Mr. Mark Denning	M-Power/Telepacific Comm.
Mr. Jim Dunaway	ExTeNet Systems
Mr. David Callender	ATC Outdoor DAS, LLC
Ms. Jennifer Navarro Yhap	MetroPCS California, LLC
Mr. Stephen Pebley	Frontier Communications

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, the members not in attendance were City of Anaheim, City of Pasadena, Time Warner Cable and T-Mobile USA.

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 *June 19, 2013* Board meeting, and if there were any comments, additions, deletions, or revisions. Being that there were no comments, Mr. Hunter solicited a motion to accept the minutes as written. Ms. Haney motioned to accept the *June 19, 2013* minutes. Ms. Chirrick seconded the motion, which after the vote tally was completed, passed unanimously.

MANAGER'S REPORT

Mr. Levy reported that the May 2013 operating expenses are \$65,322.74, and the members were assessed this amount. He added that the expenses were more than usual due to there being 3 pay periods in the month of May.

COMMUNICATIONS:

There were no communications.

SPECIAL REPORTS

There were no special reports.

SUB-COMMITTEE REPORTS:

Ad hoc Committee on Authorized Cost Elements

Ms. Chirrick reported that the Authorized Cost committee met on June 18, 2013. She stated that Mr. Eastwood explained how the engineered steel pole pricing could be used in circumstances besides just a dead end, such as instances of going over a freeway. Ms. Chirrick continued explaining that the pricing methodology which was discussed is just an overview of what might be seen in the future, and that poles using unique pricing will still use section 1.2. She informed the members to begin thinking about the 2014 pole pricing because it will be worked on soon. Ms. Chirrick finished by reporting that the transfer of facilities discussion with Verizon was tabled until next month's meeting.

Operating Committee

Ms. Prescott reported that the Operating committee met on May 15, 2013. She reported that Ms. Pranata was going to speak with Joe Atalla to have him begin working on the Friend field enhancements. She stated that the Committee discussed Item 1572: Article III Section 4(c) and that she and Ms. Pranata will work on a letter to request the certificate of insurance from each member every year. Ms. Prescott also reported that the staff evaluations have been complete as well as Ms. Pranata's evaluation. She concluded by reporting that the Committee is still working on the process of changing banks.

Routine Revision Committee

Ms. Hernandez reported that the Routine Revision committee met on June 18, 2013. She continued reporting that the Committee is in the process of making revisions to Section 18, and asked that the members review Section 18 and bring any changes they have to the following meeting.

Computer Communications ad hoc Committee

Mr. Eastwood reported that the Computer Communications committee met on June 18, 2013. He announced that Item 1488 was discussed, and that all of the enhancements listed have been implemented in Friend. Mr. Eastwood stated that the Committee has not reached a consensus to move forward with purchasing iPAM, and thus it has been put on hold until further notice. He reported that Ms. Chirrick will contact NJUNS regarding pricing for a similar system and report back to the Committee. Mr. Eastwood concluded by stating that Mr. Chow and Mr. Hunter are still working on the Excel file format for the pole inspection custom utility.

Compliance ad hoc Committee

Ms. Haney reported that the Compliance committee met on June 18, 2013. She reported that the pole loading discussion standing agenda item was moved from the

Compliance Committee to the Pole Loading Committee. Ms. Haney stated that she and Ms. Prescott are continuing to work on a solution regarding the issue of tree trimming at communication level, and that the Committee is still working on a Pole Replacement Guide. She concluded that LADWP informed the Committee that they have up to 5 years to replace a pole that fails wind loading if it is not a priority pole, and if an incoming member requires the replacement of the pole they will be charged for the replacement.

Reorganization ad hoc Committee

Ms. Ortiz reported that the Reorganization committee met on June 18, 2013. She reported that the members finished revising the remainder of the articles of the By-Laws, and that this is in the consent calendar to be voted upon.

Pole Loading ad hoc Committee

Mr. Eastwood reported that the Pole Loading committee met on June 18, 2013. He stated that there was much discussion regarding the sharing of information between members as well as the different systems for housing such information. He also reported that Mr. Chow will create a list of items from the pole loading resource document to bring to the following Pole Loading committee.

CONSENT CALENDAR:

By-Laws Revision

The members reviewed the revisions made to the By-Laws and there were no comments or further changes. Mr. Hunter solicited a motion to accept the revised By-Laws. Ms. Hernandez motioned to accept the revised By-Laws and Ms. Haney seconded the motion, which after the vote tally was completed, passed unanimously. Mr. Hunter announced that these would go into effect on July 1st, 2013.

Banking Policy

Mr. Hunter solicited a motion to accept the Banking Policy as it was revised in the discussion calendar below. Ms. Prescott motioned to accept the Banking Policy and Ms. Smith seconded the motion, which after the vote tally was completed, passed unanimously.

DISCUSSION CALENDAR:

Banking Policy

Ms. Prescott noted that since the Authorized Member Representatives in the Banking Policy shows that it was for 2013, she asked if this needs to be reviewed each year and new representatives need to be chosen. The Committee agreed to

remove the 2013 so that the new authorized member representatives need not be chosen every year and they can remain constant.

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 1550: Pole Loading Discussion - COMPLIANCE COMMITTEE (03/13/2012)
Item 1551: Sharefile Details – COMPUTER COMMUNICATIONS (4/10/2012)
Item 1553: Withdrawal of Member Procedure – OPERATING (05/16/2012)
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 1563: Transfer of Facilities – AUTHORIZED COSTS (11/13/2012)
Item 1565: Member Code as JPA Number – ROUTINE REVISION (01/26/2013)
Item 1567: Time Frames for Section 18.1F – ROUTINE REVISION (02/19/2013)
Item 1568: Rule 18 Clarification – COMPLIANCE (02/19/2013)
Item 1569: By Laws Revision – REORGANIZATION (02/20/2013)
Item 1570: Grade with Pole Top Antenna – ROUTINE REVISION (03/19/2013)
Item 1571: Tree Trimming at Communication Level – ROUTINE REVISION (04/16/2013)
Item 1573: Pole Replacement Guide – COMPLIANCE (05/14/2013)
Item 1574: Review Section 18.1 – ROUTINE REVISION (05/14/2013)

Mr. Hunter reported that the following items are now closed:

Item 1559: Banking Policy
Item 1567: Time Frames for Section 18.1F
Item 1569: By-Laws Revision

Item 1566: *Environmental Issues*

This is a standing item.

New Business

Known Items:

There were no known items.

Unknown Items:

There were no unknown items.

SCHEDULE OF FUTURE MEETINGS:

Future meetings were scheduled as follows:

Pole Loading	7/23/13	9:00 a.m.	Committee Office
Routine Revision	7/23/13	Following	Pole Loading
Authorized Costs	7/23/13	Following	Routine Revision
Computer Committee	7/23/13	Following	Authorized Costs
Compliance Committee	7/23/13	Following	Computer Committee
Administrative Board	7/24/13	9:00 a.m.	Committee Office
Operating Committee	7/24/13	Following	Administrative Board

ADJOURNMENT:

Mr. Hunter adjourned the meeting at 9:40 a.m., until July 24, 2013.

Mr. Scott Hunter, President

Mr. Kyle Levy, Assistant Manager

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE

BY-LAWS

January 1, 1998

ARTICLE I

Definition of Terms

(a) Administrative Board: A board composed of one authorized representative of each Member.

(b) President: The ~~annually-elected~~ office of the President shall consist of an authorized representative of the Administrative Board and shall be elected ~~chosen on a rotational basis~~ from the total membership. The President shall serve for a period of one year without compensation from the Committee.

(c) Vice-President: The ~~annually-elected~~ office of the Vice-President shall consist of an authorized representative of the Administrative Board and shall be elected from the total membership. The Vice-President shall serve for a period of one year without compensation from the Committee.

(d) Operating Committee: A Committee consisting of the Vice-President and at least three ~~elective- other~~ Members comprised of both electric and communication utilities. ~~The first elective Member shall be chosen from an electric power utility Member, and the second from a communication utility Member. The third elective and any other participating Committee Member(s) may be drawn from the general membership.~~

ARTICLE II

Elections

Section 1

The President and ~~Vice-President, and elective members of the Operating Committee~~ shall be elected at the annual meeting of the Administrative Board.

Section 2

The Administrative Board may hold a special election at any time to fill any vacancy that may occur by reason of the death, disability, resignation, or removal of any of such officers ~~or members of the Operating Committee~~.

Section 3

The President and ~~Vice-President and each member of the Operating Committee~~ shall take office upon expiration of the term of office of his/her predecessor and, unless removed by the Administrative Board, shall hold such office for a period of one year, or until a successor is elected.

ARTICLE III

Powers and Duties of the Administrative Board

Section 1

The Administrative Board shall annually ~~in October~~ establish pole price schedules through the recommendations of the ad hoc Committee on Authorized Cost Elements in accordance with the Joint Pole Routine Handbook. Such schedules shall become effective on January 1 of the next succeeding year.

Section 2

The Administrative Board shall bi-annually ~~in October~~ establish Authorized Costs through the recommendations of the ad hoc Committee on Authorized Cost Elements in accordance with the Joint Pole Routine Handbook. Such costs shall become effective on January 1 of the next succeeding year.

Section 3

The Administrative Board shall hear disputes among members involving interpretations of the Joint Pole Routine Handbook and render decisions thereon in keeping with the intent of the Routine Handbook.

Section 4

The Administrative Board shall evaluate net worth for membership consideration of privately or publicly owned utilities. Such consideration shall include, but not be limited to the following:

- (a) Ability of the applicant to pay for the administration, installation, repair, and maintenance of its existing and proposed facilities;
- (b) Ability of the applicant to demonstrate proof of sufficient insurance, self insurance, or the financial ability to defend and to respond in damages to the kind of litigation usually incident to a utility business of the size of the applicant; and
- (c) Maintenance of (a) and (b).
- (d) The Administrative Board shall request a letter of credit, surety bond, or deposit in an amount proportionate to two years average assessment.
- (e) Each member may additionally request a letter of credit, surety bond or deposit in the amount proportionate to their estimated build-out.

Section 5

~~The Administrative Board shall appoint a~~ Nominating Committee shall be formed annually in November to determine the slate of officers for the following term. ~~as well as elect the elective Members of the Operating Committee for the following year.~~

Section 6

The Administrative Board shall appoint a Committee ~~Office Manager~~Manager of Operations and fix compensation therefore. The ~~Office Manager~~Manager of Operations shall perform the duties as outlined in Article VII, Sections 1&2 of these By-Laws and shall be subject to discipline, suspension, or discharge at the discretion of the Administrative Board and by recommendation of the Operating Committee.

Section 7

The Administrative Board, by recommendation of the Operating Committee, shall fix the compensation of the Committee Office Staff.

ARTICLE IV

Powers and Duties of the President

Section 1

The President shall preside at all Administrative Board meetings. The President may appoint and dissolve committees, as necessary, to carry out assignments. ~~The President is authorized to co-sign checks on behalf of the Committee, subject to the restrictions set forth in the Agreement and these By Laws.~~

ARTICLE V

Powers and Duties of the Vice-President

Section 1

In the absence of the President, the Vice-President shall preside at the Administrative Board meeting and have the powers and perform the duties of the President. The Vice-President, as Chairman of the Operating Committee and under the direction of the Administrative Board, will direct and support the ~~Office Manager~~Manager of Operations in the operation of the ~~Joint Pole Committee~~ Office. ~~The Vice-President is authorized to co-sign checks on behalf of the Committee, subject to the restrictions set forth in the Agreement and these By Laws.~~

ARTICLE VI

Powers and Duties of the Operating Committee

Section 1

The Operating Committee shall ~~consist of the Vice-President and at least three other Members comprised of both electric and communication utilities~~consist of the Vice-President and elective members. The Vice-President shall be the chairperson. In the event of his/her absence, a designee shall preside over the meeting.

Section 2

Joint Pole Office practices and procedures require the approval of the Operating Committee. The Operating Committee shall review and investigate such practices and procedures for the purpose of effecting improvements therein. The Operating Committee shall continually review the operations of the Joint Pole Office and, as necessary, recommend changes to the Administrative Board related to improving those operations. The Operating Committee is authorized to approve reasonable expenditures for supplies and services necessary for the operation of the Joint Pole Office in amounts up to \$5,000 in each instance.

ARTICLE VII

Powers and Duties of the ~~Office Manager~~Manager of Operations

Section 1

The ~~Office Manager~~Manager of Operations shall manage the Joint Pole Office and shall report directly to the Vice-President. The ~~Office Manager~~Manager of Operations shall be responsible for maintaining the records; for performing the work connected with recording and pricing of transactions for the joint use of poles and their apparatus or equipment; and for preparing monthly bills of sale for Members reflecting all sales, transfers of ownership, and related joint use activities. With the approval of the Operating Committee, the ~~Office Manager~~Manager of Operations may employ, discipline, suspend, discharge and prescribe the duties of personnel necessary for the performance of all functions of the Office. The ~~Office Manager~~Manager of Operations shall sign

all reports and documents of a factual nature required by governmental and other agencies in the normal course of business. The ~~Office Manager~~Manager of Operations shall be responsible for the maintenance and administration of the Committee Office computer system. The ~~Office Manager~~Manager of Operations shall notify each Member of all regular or special meetings stating the business that will be presented for consideration. The ~~Office Manager~~Manager of Operations shall attend all meetings, prepare agendas, and be responsible for recording the proceedings thereof.

Section 2

The ~~Office Manager~~Manager of Operations or the Assistant Manager of Operations is authorized to incur any and all reasonable financial budgeted financial obligations approved by the Administrative Board. ~~In addition, he/she is authorized to incur not non-budgeted financial obligations not to~~ exceed ~~ing~~ \$1000 in each instance, on behalf of the Committee for supplies and services necessary for the operation of the Joint Pole Office. ~~Such Non-budgeted~~ obligations, exceeding \$1,000 but less than \$~~25~~,000 in each instance, may be incurred only upon approval by the Operating Committee. All other non-budgeted financial obligations of the office must be approved by the Administrative Board prior to the incurrence thereof. The ~~Office Manager~~Manager of Operations or the Assistant Manager of Operations is authorized to ~~co~~-sign checks on behalf of the Committee subject to the restrictions set forth in the Agreement, ~~and these~~ By-Laws, and consistent with SCJPC Financial Policy.

ARTICLE VIII

Meetings of the Administrative Board

Section 1

Regular meetings shall be held at times designated by the Administrative Board.

Section 2

A special meeting may be called at any time by the President or Vice-President.

Section 3

Each member's authorized representative and alternates may attend all meetings. There must be member representation at all meetings. The first alternate shall vote only in the absence of the representative. The second alternate shall vote only in the absence of the representative and the first alternate. The third alternate shall vote only in the absence of the representative and the first and second alternate, etc.

Section 4

In the event of the absence from a meeting of both the President and Vice-President, a President pro tem shall be elected to preside at such meeting from among the authorized representatives of the Members.

Section 5

The order of business at all regular meetings shall be as follows:

- ~~(1)~~ ~~_____~~ ~~(1)~~ ~~_____~~ Call to order
- ~~(2)~~ Housekeeping
- (2) Minutes
- (3) Manager's Report
- (4) Special Reports
- (5) Sub-Committee Reports
- (6) Consent Calendar
- (7) Discussion Calendar
- (8) Unfinished Business
- (9) New Business Open Board Items
- (10) Open Board Items New Business

- (11) Schedule of Future Meetings
- (12) Adjournment

Section 6

Robert's Rules of Order, Revised, shall govern all meetings except as otherwise specifically provided in the Agreement or these By-Laws.

ARTICLE IX

Internal Controls

Section 1

No checks may be issued or paid unless signed by any ~~two~~ of the following: President, Vice-President, ~~and Office Manager~~ Manager of Operations, Assistant Manager of Operations or other representative authorized by the Board.

Section 2

Meeting attendance by all Members will be tracked and assessed to evaluate whether or not a monetary penalty will be applied for non-attendance. Beginning January 1, 2009 members who miss greater than the specified percentage of Administrative Board meeting attendance shall incur the approved penalty for inadequate attendance.

~~In consideration of Section 5 "Organization" (a) Representatives and Alternates of the 1998 Southern California Agreement, this meeting attendance policy shall be reviewed each January thereafter by the sitting Operating Committee of the SCJPC.~~

ARTICLE X

Section 1

These By-Laws were adopted by the Administrative Board at their meeting in November 1997, to become effective January 1, 1998.

These By-Laws were revised and adopted by the Administrative Board at their meeting in July 2005, to become effective January 1, 2006.

Southern California Joint Pole Committee

by _____
Mr. Pravin Ghantiwala, President
Administrative Board

Attest:

Mr. Dan Lewis, Vice-President

Southern California Joint Pole Committee July 2005

by _____
Mr. Robert Allen, President
Administrative Board

Attest:

Ms. Paula Haney, Vice-President

These By-Laws were revised and adopted by the Administrative Board at their meeting in October 2008, to become effective January 1, 2009.

2008 Southern California Joint Pole Committee October

by _____
Ms. Lupe Hernandez, President
Administrative Board

Attest:

Mr. Steve Rodriguez, Vice-President

These By-Laws were revised and adopted by the Administrative Board at their meeting in June 2013, to become effective July 1, 2013.

Southern California Joint Pole Committee June 2013

by _____
Mr. Scott Hunter, President
Administrative Board

Attest:

Ms. Lynn Prescott, Vice-President

SCJPC Financial Policy

1. Scope

- 1.1 The Operating Committee is authorized to approve reasonable expenditures for supplies and services necessary of the operation of the Office.
- 1.2 The Office Manager or Assistant Manager are authorized to incur reasonable financial obligations on behalf of the Committee for supplies and services necessary for the operation of the SCJPC Office.
- 1.3 All other financial obligations of the SCJPC Office must be approved by the Administrative Board prior to the expenditure and subject to the limits in Section 2 below.

2. Approval Authorization Limits

- 2.1 Administrative Board - greater than \$5000.00
- 2.2 Operating Committee - greater than \$1000.00 up to \$5000.00 in each instance
- 2.3 Office Manager and Office Supervisor - up to \$1000.00 in each instance for non-budgeted items.
- 2.4 Office Manager and Office Supervisor – The budgeted amount approved by the Administrative Board.

3. Bank Accounts

- 3.1 SCJPC Office shall establish account(s) for the sole purpose of conducting Committee business in accordance with the Agreement and By-Laws.
- 3.2 The Office Manager and Assistant Manager shall have signature authority on all Committee accounts.

4. Bank Account Usage

- 4.1 SCJPC bank accounts shall only be use to conduct Committee business in accordance with the Agreement, By-Laws, and this Policy.
- 4.2 The Office Manager and Assistant Manager are individually authorized to use account(s) for expenditures or transactions in accordance with the Agreement, By-Laws, and this Policy.
- 4.3 Financial expenditures or transactions shall be made only upon the signed authorization from one of the following: SCJPC President; Vice President; or authorized member representative or alternate selected by the Operating Committee.

| ~~2013~~ Authorized Member Representative

- Southern California Edison
- Crown Castle NG West Inc.

Southern California Joint Pole Committee

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

July 24, 2013

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. James Eastwood	Southern California Edison
Ms. Jessica Pearson	Southern California Edison
Ms. Cindy Jacobs	Southern California Edison
Mr. Steve Brown	City of Los Angeles
Ms. Janet Chirrick	AT&T California
Mr. Josh Mathisen	AT&T California
Ms. Paula Haney	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Ms. Debbie Wooten	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Ms. Lynn Prescott	Verizon Wireless
Ms. Lupe Hernandez	AT&T Comm./Local Serv.
Ms. Alicia Smith	Sprint/Nextel
Ms. Yvonne Johnson	AT&T Mobility
Mr. Rory Gandy	AT&T Mobility
Mr. Doug Schmaderer	City of Pasadena
Mr. Dana Fabing	City of Lompoc
Ms. Maria Ortiz	XO Communications
Mr. Paul Smolarski	T-Mobile USA
Ms. Angela Pranata	Committee Staff
Mr. Kyle Levy	Committee Staff

Those attending via teleconference were:

Ms. Tina Simms	AT&T California
Mr. Dennis Fajardo	AT&T California
Ms. Amy Parker	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Ms. Jaimie Collins	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Mr. Larry Vail	Verizon Ca, MCI/Comm/Metro
Mr. Alvin Aska	City of Anaheim
Mr. Varghese George	City of Glendale
Mr. Daniel Lippert	City of Burbank
Mr. Dan Kjar	City of Azusa
Ms. Maryam Farajzadeh	City of Vernon
Mr. Lawrence Yao	City of Riverside
Mr. Brandon Robinson	City of Banning

Ms. Annetta Baker	City of Colton
Mr. Paul Fuller	Golden State Water
Mr. Mark Denning	M-Power/Telepacific Comm.
Mr. Steve Garcia	ExTeNet Systems
Mr. Steve Story	ExTeNet Systems
Ms. Tara Lake	ATC Outdoor DAS, LLC
Ms. Jennifer Navarro Yhap	MetroPCS California, LLC

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, the members not in attendance were Time Warner Cable and Frontier Communications.

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 19, 2013* Board meeting, and if there were any comments, additions, deletions, or revisions. Being that there were no comments, Mr. Brown solicited a motion to accept the minutes as written. Ms. Hernandez motioned to accept the *June 19, 2013* minutes. Ms. Chirrick seconded the motion, which after the vote tally was completed, passed unanimously.

MANAGER'S REPORT

Ms. Pranata reported that the June 2013 operating expenses are \$48,820.14, and the members were assessed this amount.

COMMUNICATIONS:

There were no communications.

SPECIAL REPORTS

There were no special reports.

SUB-COMMITTEE REPORTS:

Ad hoc Committee on Authorized Cost Elements

Ms. Chirrick reported that the Authorized Cost committee met on July 23, 2013. She stated that Item 1563: Transfer of Facilities has been closed, and that Verizon does not want to participate in transferring their facilities on poles as they will do it themselves. She continued reporting that the Committee reviewed the 2014 Definition of Elements and revised some of the wording for clarity. Ms. Chirrick concluded by stating that the 2014 pole prices are due by the end of September.

Operating Committee

Ms. Prescott reported that the Operating committee met on June 19, 2013. She reported that Mr. Levy will receive a quote for the Friend enhancement to enlarge the JPA return reason field. She stated that Mr. Levy has sent the SNDA letter to the attorney for review which will be discussed at today's Operating meeting. Ms. Prescott finished by reporting that Ms. Chirrick was going to research the Dunn and Bradstreet credit reports for new membership consideration and bring her findings to the next Operating Committee.

Routine Revision Committee

Ms. Hernandez reported that the Routine Revision committee met on July 23, 2013. She reported that the members discussed Section 18.1F regarding items 14(a) & (b) which require clarity, and Edison will propose verbiage to be discussed at next month's meeting. Ms. Hernandez stated that the members are looking into adding to the glossary the 25 year life span of a pole which is referenced throughout Section 7, and that she and Ms. Smith will work on the verbiage for this. Ms. Hernandez reported that the members also discussed the idea of final billing Section 4.0 with a purchase of interest, but not attaching to the poles yet as these would be records only. She continued that it needs to be discussed how this would be recorded at the Committee because other members will see that they are on record, but find that they are not attached in the field. She stated the Edison will also work on the verbiage for this as well. Ms. Hernandez concluded by reporting that she and Ms. Haney will continue to work on the examples for pole top extensions.

Computer Communications ad hoc Committee

Mr. Eastwood reported that the Computer Communications committee met on July 23, 2013. He stated that the IPAM discussion is on hold until further notice. Mr. Eastwood also reported that the Friend field enhancements were tabled and will be discussed at today's Operating Committee.

Compliance ad hoc Committee

Ms. Haney reported that the Compliance committee met on July 23, 2013. She reported that the Committee has been given permission to use the PG&E pole replacement guide which will be used as a resource, not to be added to the Routine. Ms. Haney continued reporting that Edison transmission has created language for putting antennas on transmission poles, but it has not been published yet. She stated that the members discussed plant damage on a pre Rule 94 antenna pole. Ms. Haney continued that it was agreed if a pole is damaged and needs to be replaced and the antenna was placed before Rule 94 was in effect, the new pole will need to be compliant with Rule 94.

Pole Loading ad hoc Committee

Mr. Eastwood reported that the Pole Loading committee met on July 23, 2013. He stated that Cindy Jacobs and Ken Trainor gave a presentation on SCE's new pole loading program. Mr. Eastwood continued reporting that there was much discussion among the members concerning pole loading issues. He stated that the members wish to gather their technical experts together from each company to come to a consensus on the best measuring tools and techniques for assessing pole loading. Mr. Brown added that Mr. Levy will upload SCE's pole loading program to the JPC website today.

CONSENT CALENDAR:

Removal of 1 hour from Pole Price Matrix

Mr. Brown solicited a motion to accept the addition of 1 hour to the engineering and planning column for each of the other pole types on the pole price matrix. Mr. Smolarski motioned to accept the revision to the pole price matrix. Ms. Haney seconded the motion, which after the vote tally was completed, passed unanimously.

Revised Section 2.6

Mr. Brown solicited a motion to accept the revision of Section 2.6 to remove the 25 year life note. Ms. Hernandez motioned to accept the revision to Section 2.6. Mr. Smolarski seconded the motion, which after the vote tally was completed, passed unanimously

DISCUSSION CALENDAR:

Removal of 1 hour from Pole Price Matrix

Mr. Chirrick reported that during yesterday's Authorized Cost Committee the members reviewed the pole price matrix worksheet and noticed that under the

engineering and planning column for wood poles only it stated that this was for 1 hour. The members were contemplating removing the 1 hour note and letting it be up to each company how long it will take. Ms. Prescott stated that this was added because it was 1 hour which was separate from the normal engineering and planning. Mr. Brown added that Mr. Chow was under the impression that this 1 hour was allocated for permits. The members reviewed the definition for engineering and planning and decided to keep the 1 hour as well as add it to each of the other pole types on the pole price matrix. Ms. Chirrick stated that Ms. Pranata will send out the revised pole price matrix to the members to be completed by the end of September.

Revised Section 2.6

Ms. Hernandez reported that Ms. Pranata brought up the 25 year life note under Section 2.6, and questioned why this was there. Ms. Hernandez stated that the annual rate of depreciation of 4% is only accounted for up to 15 years so it was decided that this 25 year life note would be removed. However, she noted that this 25 year life of a pole is also referenced throughout Section 7, and this prompted the Committee to add this 25 year life definition to the glossary.

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 1550: Pole Loading Discussion - COMPLIANCE COMMITTEE (03/13/2012)
Item 1551: Sharefile Details – COMPUTER COMMUNICATIONS (4/10/2012)
Item 1558: Review Basic Training PowerPoint – BASIC TRAINING COMM. (09/12/2012)
Item 1568: Rule 18 Clarification – COMPLIANCE (02/19/2013)
Item 1570: Grade with Pole Top Antenna – ROUTINE REVISION (03/19/2013)
Item 1571: Tree Trimming at Communication Level – ROUTINE REVISION (04/16/2013)
Item 1573: Pole Replacement Guide – COMPLIANCE (05/14/2013)
Item 1574: Review Section 18.1 – ROUTINE REVISION (05/14/2013)
Item 1576: Review 2014 Pole Prices – AUTHORIZED COSTS (07/24/2013)
Item 1577: Replacement of Anchor Due to Damage – ROUTINE REVISION (07/24/2013)
Item 1578: Policy for Routine Handbook Distribution - OPERATING (07/24/2013)

Mr. Brown reported that the following items are now closed:

Item 1563: Transfer of Facilities
Item 1575: Review Pole Price Matrix

Mr. Brown reported that the title for Item 1576 was changed from “Clarify Language for Section 18.1F” to “Review 2014 Pole Prices”.

Item 1566: *Environmental Issues*

This is a standing agenda item.

New Business

Known Items:

There were no known items.

Unknown Items:

Section for Replacement of Anchor Due to Damage by Non-Member

Mr. Brown brought up the fact that when a jointly owned pole is destroyed by another party that Section 7.6 is used to replace the pole. He stated that the only applicable section when a jointly owned anchor is destroyed by another party, but not the pole is section 12.5(c). He noted, however, that if the police or fire information is not given on the JPA that the other owners would not know that the anchor was destroyed by another party. Mr. Brown suggested using Section 12.6 for replacing an anchor which was destroyed by another non-member party, and moving the current Section 12.6 Replacement of Anchor for Sole Benefit to the unused Section 12.7. A new item was created, Item 1577: Replacement of Anchor Due to Damage Caused by Any Person, Firm or Corporation which is Not a Party to the Joint Pole Agreement.

AT&T's Standard Grounding

Mr. Mathisen stated that AT&T's standard grounding is to attach to power's multi ground neutral, although in California this has not been permitted by the power utilities. He asked if any of the power companies were interested in sharing some of the costs involved with attaching to these multi ground neutrals. Mr. Eastwood responded that this is allowed per the GO 95, and that this issue has come up a lot recently between Verizon and SCE as he has had several conference calls with them regarding this. Mr. Brown was of the opinion that LADWP would not be interested; however, he stated that he would return to his office and check with his people and get back to Mr. Mathisen.

Sharing of the SCJPC Routine Handbook

Ms. Prescott reported that an individual, not a company, is requesting a copy of the SCJPC Routine Handbook and asked the Committee if this could be done with an NDA. Ms. Haney replied that she is opposed to this because it opens the door to sharing the Routine with others once an exception is made for one individual. Mr. Eastwood noted that Frontier Communications had requested a copy before they joined the Committee and were denied. Mr. Schmaderer added that the only way a non-member would have access to the Routine would be through a subpoena. The members still wished to discuss this further and a new item was created, Item 1578: Policy for Routine Handbook Distribution, for discussion at the Routine Committee.

SCHEDULE OF FUTURE MEETINGS:

Future meetings were scheduled as follows:

Pole Loading	8/20/13	9:00 a.m.	Committee Office
Routine Revision	8/20/13	Following	Pole Loading
Authorized Costs	8/20/13	Following	Routine Revision
Computer Committee	8/20/13	Following	Authorized Costs
Compliance Committee	8/20/13	Following	Computer Committee
Administrative Board	8/21/13	9:00 a.m.	Committee Office
Operating Committee	8/21/13	Following	Administrative Board

ADJOURNMENT:

Mr. Brown adjourned the meeting at 10:00 a.m., until August 21, 2013.

Mr. Scott Hunter, President

Mr. Kyle Levy, Assistant Manager

2014 SCJPC POLE PRICE MATRIX WORKSHEET
For Wood Pole Set/ Replacement

SCJPC Member Utility submitting:

Person completing worksheet:

Call Back Telephone Number & Email:

Weighted Average

Individual Costs

1	2	3	4	5	6	7	8	9	10	11	12	
Pole Length	Pole Class	Direct Labor (Loaded)	Transport & Handling	Digging & Erecting	Total Direct Labor	Material Cost (FOB)	Supply Expense	Equipment Expense	1 Hour Engineering & Planning	General & Admin.	Total Cost	Total # Joint Poles Set
		(\$)	(Hours)	(Hours)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	
25'		0	0	0	0						0	
30'		0	0	0	0						0	
35'		0	0	0	0						0	
40'		0	0	0	0						0	
45'		0	0	0	0						0	
50'		0	0	0	0						0	
55'		0	0	0	0						0	
60'		0	0	0	0						0	
65'		0	0	0	0						0	
70'		0	0	0	0						0	
75'		0	0	0	0						0	
80'		0	0	0	0						0	
85'		0	0	0	0						0	
90'		0	0	0	0						0	
95'		0	0	0	0						0	
100'		0	0	0	0						0	
110'		0	0	0	0						0	

NOTE: If the Expense for any of these columns (i.e. Columns #7,#8,#9 and #10) are already included within another defined expense column on the Pole Price Matrix categories [i.e. Direct Labor (loaded) or General & Administrative], use the appropriate designator listed below to show under which Price Matrix element those expenses are already included.

(*) Cost Included in Column #2
 (**) Cost Included in Column #6
 (***) Cost Included in Column #10

(*****) Please designate if you choose to publish your costs individually or be included in the weighted average

E. Structural Value of Pole Reinforced With Push Brace

Structural value shall be the structural value of the pole plus the structural value of the push brace as separate units. The structural value of the push brace shall be shared equally by all joint owners. Any other material or equipment used in connection therewith shall be priced by special agreement as an authorized cost.

F. Structural Value of Pole Not Included in Joint Pole Schedule

Structural value shall be priced by special agreement.

2.5 Schedule Salvage Value

Salvage value shall be the F.O.B. cost of new pole, less depreciation, and is independent of pulling and transportation charges. (Revised February 2009)

A. Minimum Salvage Value

Minimum salvage value of pole shall be 40% of the schedule salvage value of new pole with no salvage value thereafter.

B. Salvage Value on Existing Pole for Removal From Service or Relinquishment of Interest

Salvage value shall be priced at salvage value in accordance with recorded ownership and as of date Joint Pole Authorization is issued. Unless otherwise agreed, salvage value applies in all cases for normal deterioration on pole depreciated not more than 60%.

No Member may relinquish, at salvage value, any superfluous interest for same classification of circuit acquired through consolidation, except with approval of all owners of record.

C. Salvage Value of Wood Stubbed Pole

Salvage value of wood stubbed pole shall be for the length of the pole only. (Revised February 2009)

D. Salvage Value of Pole Reinforced With Push Brace

Salvage value shall be the salvage value of the pole plus the salvage value of the push brace as separate units. There shall be no salvage on any other material or equipment used in connection therewith.

E. Salvage Value in Pole Which Has Been Lost or Removed at an Unknown

Date

There shall be no salvage value in pole, which has been lost due to any reason not the fault of a joint owner and for pole removed at an unknown date by an unknown party.

F. Salvage Value In Pole Which Has Been Damaged by Any Cause Other Than Deterioration

Salvage value shall be priced in accordance with length, year set, and condition of maximum length recoverable. (Revised March 2009)

G. Salvage Value in Pole Which Has Been Cut in Replacement or Removal

There will be no salvage value in the cut portion of the pole in replacement or removal. (Revised March 2009)

H. Salvage Value in Pole Not Included In Joint Pole Schedule

Salvage value shall be priced by special agreement.

2.6 Annual Rate of Depreciation

Annual rate of depreciation for structural and salvage values for the time current shall be 4% ~~(25-year life)~~. (Revised July 2013)

2.7 Other Billing Definitions & Directives

A. Base Owner

The Member originally placing the pole or designated during relinquishment as such in accordance with Section 5.1B.

B. Cost Causer

When a Member(s) causes a JPA to be issued on a pole which benefits no other owner on that pole, the cost causer(s) shall be responsible for Administrative Costs as appropriate. NOTE: Applying cost causer charges is put on hold until further notice due to a revision of the cost causer definition. The new cost causer will be based upon the cost of the Committee office converting manual JPAs for those Members unable to utilize the new computer platform.

C. Temporary Poles

The charge therefore is the normal equity required less salvage value plus a share of the removal costs.

Southern California Joint Pole Committee

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

August 21, 2013

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. Cindy Jacobs	Southern California Edison
Mr. Scott Hunter	City of Los Angeles
Mr. Steve Brown	City of Los Angeles
Ms. Janet Chirrick	AT&T California
Ms. Paula Haney	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Ms. Lynn Prescott	Verizon Wireless
Ms. Lupe Hernandez	AT&T Comm./Local Serv.
Ms. Alicia Smith	Sprint/Nextel/Sprint Communications
Ms. Yvonne Johnson	AT&T Mobility
Ms. Maria Ortiz	XO Communications
Mr. Emir Erba	Time Warner Cable
Mr. Bret Lasky	Verizon Ca, MCI/Comm/Metro
Mr. Daniel Lippert	City of Burbank
Mr. Doug Schmaderer	City of Pasadena
Mr. Dana Fabing	City of Lompoc
Mr. Paul Smolarski	T-Mobile USA
Ms. Angela Pranata	Committee Staff
Mr. Kyle Levy	Committee Staff

Those attending via teleconference were:

Ms. Amy Parker	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Ms. Jaimie Collins	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Mr. William Kearns	Verizon Ca, MCI/Comm/Metro
Mr. Albert Aleman	Verizon Ca, MCI/Comm/Metro
Ms. Dayla Kerwin	AT&T Comm./Local Serv.
Mr. Alvin Aska	City of Anaheim
Mr. Varghese George	City of Glendale
Mr. Dan Kjar	City of Azusa
Ms. Maryam Farajzadeh	City of Vernon

Mr. Lawrence Yao	City of Riverside
Mr. Brandon Robinson	City of Banning
Ms. Annetta Baker	City of Colton
Mr. Randall Starkey	Time Warner Cable
Mr. Paul Fuller	Golden State Water
Ms. Connie Lopez-Hood	Golden State Water
Mr. Mark Denning	M-Power/Telepacific Comm.
Mr. Stephen Pebley	Frontier Communications
Mr. Steve Garcia	ExTeNet Systems
Mr. Steve Story	ExTeNet Systems
Mr. David Callender	ATC Outdoor DAS, LLC
Ms. Jennifer Navarro Yhap	MetroPCS California, LLC
Mr. Jonathan Vaughan	NCJPA

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, all of the members were in attendance.

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 24, 2013* Board meeting, and if there were any comments, additions, deletions, or revisions. Being that there were no comments, Mr. Hunter solicited a motion to accept the minutes as written. Ms. Chirrick motioned to accept the *July 24, 2013* minutes. Ms. Haney seconded the motion, which after the vote tally was completed, passed unanimously.

MANAGER'S REPORT

Ms. Pranata reported that the July 2013 operating expenses are \$52,937.13. The members were assessed \$53,437.13 due to the additional \$500 from the penalty to City of Anaheim for their attendance record.

COMMUNICATIONS:

There were no communications.

SPECIAL REPORTS

There were no special reports.

SUB-COMMITTEE REPORTS:

Ad hoc Committee on Authorized Cost Elements

Ms. Chirrick reported that the Authorized Cost committee met on August 20, 2013. She reminded the members to turn in their completed pole prices by the end of September. She reported that LADWP discussed the possible need to update their pole prices in 2014 to include a higher class pole; however, nothing has yet been finalized. Ms. Chirrick reported that LADWP also stated that they may need to revise certain JPAs to change the wood poles to steel, and they would issue a Form 7 to notify the involved members. She concluded that communication may request additional time for these, rather than the normal 15 days.

Operating Committee

Ms. Prescott reported that the Operating committee met on July 24, 2013. She reported that the members discussed the SNDA letter which the attorney reviewed, stating that it was a standard agreement and recommending that it be signed. Ms. Prescott continued that the name of the Office Manager should be changed from Jennie Corella to Angela Pranta before signing. She continued reporting that Ms. Pranta is currently in the process of changing banks and will update the Committee on her progress at next month's meeting. Ms. Prescott finished by stating that the members agreed to use Dun and Bradstreet for their credit reports of new membership applicants.

Routine Revision Committee

Ms. Hernandez reported that the Routine Revision committee met on August 20, 2013. She reported that there will be two new JPA alerts added to the JPC website. The first alert is a reminder that the date sent of a JPA determines which year's Routine Handbook rules apply to the JPA, not the current year in which the JPA is processed. The second alert states that once the JPC has received a JPA for billing, a member may no longer ask for changes to be made unless the final is incorrect and was not typed as it was originally agreed. The members need to let the JPA process and then work on making a correction after it has billed. Ms. Hernandez requested that every member confer with their staff and review their pending JPAs and work on having them processed in order to avoid any 18.1F JPAs. She stated that Edison is going to resend an updated list of their nearly 300 old JPAs from 2006-2008 that still need to final bill, and asked that the members respond by September 15. If Edison does not receive a reply they will process these as 18.1F JPAs and the members will be charged accordingly for them. Ms. Hernandez continued reporting that the members discussed the possibility of billing these older

JPA's as records only, although there could be an issue when it comes to the pole loading being that it would show the owner on record with no actual facilities attached in the field. She concluded by asking the members to think about this issue and bring any suggestions they have to the next Routine Revision meeting.

Computer Communications ad hoc Committee

Mr. Eastwood reported that the Computer Communications committee did not meet in August as the Edison representative had to leave for another meeting.

Compliance ad hoc Committee

Ms. Haney reported that the Compliance committee met on August 20, 2013. She reported that Item 1568: Rule 18 Clarification was closed as it was a redundant item. She continued reporting that there are several different technical resources spread throughout different pages on the JPC website, and that Ms. Pranata and Mr. Levy will compile all of this information into one file for the website. Ms. Hernandez ended by stating that the members are still discussing the tree trimming on Topanga Canyon.

Pole Loading ad hoc Committee

Mr. Chow reported that the Pole Loading committee met on August 20, 2013. He stated that Edison was supposed to present their wind study to the Committee today; however, it is still being worked on. He reported that the members discussed Edison's pole loading methodology workshop, and requested that the members send him their subject matter expert's contact information in order to receive an invitation to the workshop.

CONSENT CALENDAR:

There were no items for the consent calendar.

DISCUSSION CALENDAR:

Internal Membership Application Document

Mr. Hunter reported that the membership application process which is used internally by the JPC has been revised to include the ordering of credit reports from a third party company. The members reviewed this and agreed to the change.

Section 12.6 and 12.7

Mr. Hunter reported that while Section 7.6 is used to replace a damaged pole, there is no section applicable if only the anchor is destroyed. To remedy this, the members moved the current Section 12.6 down to the unused Section 12.7, and then used 12.6 as the section to replace an anchor damaged by any person, firm or

corporation which is not a party to the Joint Pole Agreement, to be effective January 1, 2014. The members agreed that this would be voted on at next month's 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 1550: Pole Loading Discussion - COMPLIANCE COMMITTEE (03/13/2012)
Item 1551: Sharefile Details – COMPUTER COMMUNICATIONS (4/10/2012)
Item 1558: Review Basic Training PowerPoint – BASIC TRAINING COMM. (09/12/2012)
Item 1568: Rule 18 Clarification – COMPLIANCE (02/19/2013)
Item 1570: Grade with Pole Top Antenna – ROUTINE REVISION (03/19/2013)
Item 1571: Tree Trimming at Communication Level – ROUTINE REVISION (04/16/2013)
Item 1573: Pole Replacement Guide – COMPLIANCE (05/14/2013)
Item 1574: Review Section 18.1 – ROUTINE REVISION (05/14/2013)
Item 1576: Review 2014 Pole Prices – AUTHORIZED COSTS (07/24/2013)
Item 1577: Replacement of Anchor Due to Damage – ROUTINE REVISION (07/24/2013)
Item 1578: Policy for Routine Handbook Distribution - OPERATING (07/24/2013)

Mr. Hunter reported that the following items are now closed:

Item 1568: Rule 18 Clarification
Item 1573: Pole Replacement Guide

Item 1566: *Environmental Issues*

This is a standing agenda item.

New Business

Known Items:

There were no known items.

Unknown Items:

Bee Removal

Mr. Schmaderer reported that he is coming across a number of poles which have bees in them that need to be removed before a pole replacement can take place, and he inquired as to how the other members handle this situation. He stated that the City of Pasadena currently has a contract with a bee removal company as there have been so many incidences. Mr. Brown replied that LADWP has their own vector control to handle this situation. Mr. Lasky responded that Verizon only deals with

this on a case by case basis when they receive customer complaints, and not because it needs to be done before a pole can be replaced.

Teleport Communications America

Ms. Hernandez reported that AT&T Communications and AT&T Local Services will now be known as Teleport Communications America. She continued that the member code will be changed from the current ATT and TCG to TCA. Ms. Hernandez explained that the member code would be updated through attrition as JPAs are processed rather than all at one time, although Ms. Pranata will still provide her with a quote to change the codes to see if it is worth the cost. Ms. Hernandez reported that this new change will be applied immediately at their office and all foreign JPAs they receive will be returned noting the new member code. Ms. Pranata informed Ms. Hernandez that since the JPC is currently in the middle of a billing month, this change will be effective for the September bill of sale.

Basic JPA Training Committee

Ms. Hernandez reported that the Basic JPA Training Committee will be started up again for September's ad hocs to review the JPA training document and make sure that any recent changes are added. She stated that Ms. Yvonne Johnson will be the new chairperson.

SCHEDULE OF FUTURE MEETINGS:

Future meetings were scheduled as follows:

Pole Loading	9/17/13	9:00 a.m.	Committee Office
Routine Revision	9/17/13	Following	Pole Loading
Authorized Costs	9/17/13	Following	Routine Revision
Computer Committee	9/17/13	Following	Authorized Costs
Compliance Committee	9/17/13	Following	Computer Committee
Basic JPA Training	9/17/13	Following	Compliance Committee
Administrative Board	9/18/13	9:00 a.m.	Committee Office
Operating Committee	9/18/13	Following	Administrative Board

ADJOURNMENT:

Mr. Hunter adjourned the meeting at 9:45 a.m., until September 18, 2013.

Mr. Scott Hunter, President

Mr. Kyle Levy, Assistant Manager

MEMBERSHIP APPLICATION

SCOPE

You will receive communication from outside parties interested in membership. Many instances, these inquirers are not fully aware of how the committee functions, the costs, and what is expected of them when they become members. You may refer them to our website, or if they insist on inquiring you may need to ask and answer some questions. There are questions you may ask to filter out those who do not realize what is entailed in joining and the obligations of committee membership. Following are some of questions that might aid you in expediting the communication.

1. How is your company currently attaching to poles today?
2. How many poles does your company intend to purchase interest in?
3. What are your company's service areas?
4. Is your company aware that there is an initial cost for membership and monthly assessments?

APPLICATION PROCESS

If the caller understands committee membership and wishes to apply, follow the directions below:

- Company must submit a formal letter requesting the requirements for membership application, and state their purpose for applying for membership.
- Upon receipt of the formal letter, it is placed on the communications portion on the agenda of the next Administrative Board meeting to inform the members. The Committee office responds with a letter of requirements, (CPCN or WIN, audited financial statement, proof of liability) as well as the 1998 Joint Pole Agreement (enclosure), with reference to Section 6, Section 3, and a request for a non-refundable application fee of \$2,200.00 (for acctg purposes you dr cash/cr member assessments and deduct from operating expenses worksheet). All letters to new members are found in: [common.NEWMEMB](#)
- Upon receipt of the application fee and all other documents:
 - Order credit report from third party credit company;
 - The financial documents and credit report are sent to all members via email attachment, or if it is too large place it on the SCJPC.net web site and direct the members to it. The Committee members scrutinize the financial statement to ensure the organization is in

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good financial standing, and they are to state their respective thoughts on the applicants financial standing as acceptable or non-acceptable.

- At the discretion of the Board, the applicant may be invited to a Board meeting for an interview. Prior to the interview, a questionnaire (file:[NEWMEMB/Process](#)) is sent to the applicant to aid in their preparation, and to aid the members in their dialogue.
- Following the Board meeting with the prospective member, the Board will again meet to vote acceptance/denial of the new member.
- If member has been accepted, the notification of **approval letter** will be sent to the new member, with a copy of a **corporate resolution** (found in: [common/JPC/agreement/1998](#)), to be signed by an officer of the organization. Included with the letter will be the **First Amendment** (found in: [common/JPC/agreement/1998](#)), to the 1998 Agreement to be signed, and an **invoice for membership fee**. **New members must also provide a deposit or a Surety Bond to cover 2 years assessment (approximately \$12,300.00).** The **membership information sheet** is included to be completed by new member and information to be uploaded on web and update Section 20 of Routine Handbook. Also included in packet is copy of the original **1998 SCJPC Agreement** (includes all member signatures), and a copy of the **SCJPC By-Laws**.
Items included in new member packet:
 - Letter of acceptance
 - Initial membership fee invoice
 - Corporate resolution to be signed
 - First Amendment to be signed
 - Copy of By-laws
 - Copy of 1998 SCJPC Agreement
 - New member information sheet
- When resolution, amendment, Surety Bond/deposit, member information sheet and invoice payment is received new member may then start processing JPAs

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- MO to insert original signed resolution into master copy of 1998 Agreement and make a copy of signed resolution for members file.
- Account numbers and all other clerical information will be added to the Joint Pole Database, and UserID and pass code will be assigned. Section 20 will be updated. **Appendix in master copy of 1998 Agreement is revised** (file: JPC\Agreemnt\1998\Appendix). When revised mail a copy to new member.

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STUBS, GUYS AND ANCHORS

12.0 Stubs, Guys and Anchors

All guys, stubs and anchors shall be installed under Notice of Intention and in accordance with an agreement in joint planning. These shall be jointly owned at dead-ends, corners, curves, or any other point in line where the facilities of Members jointly owning poles have stresses acting in a common direction. Nothing herein shall be construed as requiring the incoming Member to provide joint anchorage unless separate anchor conflicts with facilities of existing Member.

Guys of the same ownership shall not require separate interests in pole or stub, except as made necessary by space used. This shall also apply for guys from the levels of two classifications of circuits of the same ownership, regardless of the interest held in pole from which the guys originate.

NOTE: Section 12.0 is a non-billable section.

12.1 Guy Attachments

The cost of poles used exclusively for guying shall be proportioned equally among owners.

12.1-A Purchase Required

- (a) Pole or stub used exclusively for guying.
- (b) Pole ground braced for guying, or with supporting guy to anchorage.
- (c) Pole used for guying where a communication messenger is attached without cable.
- (d) Pole used for supporting street light span guy.
- (e) In all poles where guys are extended from pole to pole involving more than one span.

12.1-B Purchase Not Required

Poles to which guys are attached that do not extend more than one span, provided that the pole was not set in accordance with rules 12.1-A (a) through (e).

No additional purchase is required for guying on poles where interest is already owned as long as the guy doesn't impact other owners solely owned space. If an anchor or other facilities are later added, refer to Section 4.0.

12.2 Guys Jointly Owned

Where Members may agree to jointly use the same overhead or anchor guy, purchase of interest shall be required therein in accordance with price specified in Authorized Costs. If such guy requires joint ownership in pole, each Member shall acquire a separate interest on a proportional basis.

If existing overhead guy, down guy, and/or anchor is adequately sized to support a new member attachment, new member shall purchase into existing guy or anchor.

12.3 Anchors Jointly Owned

The size (rod diameter) and year set of anchors newly installed must be accurately shown on the Joint Pole Final Authorization to insure the use of the proper year of Authorized Costs. Existing anchors, which become joint, need not be identified with their corresponding year set. Attachments to existing anchors shall be by agreement and shall require purchase of interest in accordance with Authorized Costs.

The cost for interest in anchors, pipe brace and fittings shall be apportioned equally. Transfer cost of pipe brace and fittings are specified in Authorized Costs.

12.4 Anchors Solely Owned or Used Without Interest Which Owner Proposes to Abandon

Purchase of entire interest is required in accordance with Authorized Costs.

12.5 Replacement of Anchor for Mutual Benefit of All Joint Owners

The Member replacing anchor shall sell interest in new anchor to other Member concerned and each Member shall transfer or attach guy wire at its own expense.

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

- (a) Anchors which, the Members agree, are unsafe or no longer adequate for their combined stresses;
- (b) Anchors associated with poles involved in general reconstruction agreed upon by Members;
- (c) Anchors or guys attached to anchors interfering with public or private improvements, or affected by other circumstances not the fault of any Member.

12.6 Replacement of Anchor Due to Damage Caused by Any Person, Firm or Corporation Which is Not a Party to the Joint Pole Agreement for Sole Benefit

The Member replacing anchor shall sell interest to each Member concerned. Each Member shall transfer its facilities and shall bill party responsible for the damage for its share of the net cost of replacement.

Setting Member must issue Form 2 Preliminary within 45 calendar days from date of anchor 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 anchor installation is not immediate, notification rules of this section will still apply, however the rules of 12.5 will be followed to determine “proposed” purchase in new anchor. (Revised January 2014)

~~If attachment to an existing anchor would require that anchor to be replaced for the sole benefit of incoming member, the new anchor would be replaced at the expense of the incoming member. The owner(s) of existing anchor shall be assigned interest without charge and shall receive cost of transferring guy wire in accordance with Authorized Cost.~~

~~— Replacement of anchor for sole or mutual benefit within 3 years of notice of intention see Sections 3.2 or 3.3. (Revised January 2014)~~

12.7 Replacement of Anchor for Sole Benefit

If attachment to an existing anchor would require that anchor to be replaced for the sole benefit of incoming member, the new anchor would be replaced at the expense of the incoming member. The owner(s) of existing anchor shall be assigned interest without charge and shall receive cost of transferring guy wire in accordance with Authorized Cost.

— Replacement of anchor for sole or mutual benefit within 3 years of notice of intention see Sections 3.2 or 3.3.

Unused

12.8 Unused

12.9 Relinquishment of Interest or Removal From Service of Guy or

Anchor Jointly Owned

Relinquishment or removal shall be without salvage.

12.10 Removal or Replacement of Anchor and Appurtenances for Private Party or Governmental Agency

In general, any private party or governmental agency causing anchor and appurtenances to be removed or replaced 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 modification of anchor construction 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 private party or governmental agency to proceed with the work, one of the owners, preferably the original owner, shall remove or replace the anchor and appurtenances and sell interest in new facilities to each Member concerned. Each Member shall transfer its guy or other equipment 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 construction.

12.11 Anchor Record - Direction and Abandonment

In anchor purchases, the Joint Pole Authorization shall specify anchor's direction from pole.

Anchor abandonments or removals must be covered by Joint Pole Authorization for clearance from the record.

12.12 Transfer of Anchors & Guys

Where pole to be placed is supported by a jointly owned anchor, the Joint Pole Authorization shall state if the anchor record is to be transferred to record of replacing pole.

Transfer cost of pipe brace and fittings when appropriate will be in accordance with Authorized Costs.

Southern California Joint Pole Committee

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

September 18, 2013

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. James Eastwood	Southern California Edison
Mr. Richard Labarge	Southern California Edison
Mr. Scott Hunter	City of Los Angeles
Ms. Paula Haney	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Ms. Lupe Hernandez	Teleport Communications America, LLC
Ms. Yvonne Johnson	AT&T Mobility
Mr. Rory Gandy	AT&T Mobility
Ms. Maria Ortiz	XO Communications
Mr. William Kearns	Verizon Ca, MCI/Comm/Metro
Mr. Larry Vail	Verizon Ca, MCI/Comm/Metro
Mr. Bret Plaskey	Verizon Ca, MCI/Comm/Metro
Mr. Emir Erba	Time Warner Cable
Mr. Daniel Lippert	City of Burbank
Mr. Doug Schmaderer	City of Pasadena
Mr. Paul Smolarski	T-Mobile USA
Ms. Angela Pranata	Committee Staff
Mr. Kyle Levy	Committee Staff

Those attending via teleconference were:

Ms. Janet Chirrick	AT&T California
Mr. Josh Mathisen	AT&T California
Ms. Tina Simms	AT&T California
Ms. Lynn Prescott	Verizon Wireless
Ms. Alicia Smith	Sprint/Nextel/Sprint Communications
Ms. Jaimie Collins	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Ms. Dayla Kerwin	AT&T Comm./Local Serv.
Ms. Connie Lopez-Hood	Golden State Water
Mr. Alvin Aska	City of Anaheim
Mr. Varghese George	City of Glendale
Ms. Maryam Farajzadeh	City of Vernon
Mr. Lawrence Yao	City of Riverside
Mr. Brandon Robinson	City of Banning

Ms. Annetta Baker	City of Colton
Ms. Connie Lopez-Hood	Golden State Water
Mr. Mark Denning	M-Power/Telepacific Comm.
Mr. Stephen Pebley	Frontier Communications
Mr. Steve Garcia	ExTeNet Systems
Mr. David Callender	ATC Outdoor DAS, LLC
Ms. Jennifer Navarro Yhap	MetroPCS California, LLC

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 City of Azusa and City of Lompoc.

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 *August 21, 2013* Board meeting, and if there were any comments, additions, deletions, or revisions. Being that there were no comments, Mr. Hunter solicited a motion to accept the minutes as written. Ms. Haney motioned to accept the *August 21, 2013* minutes. Mr. Smolarski seconded the motion, which after the vote tally was completed, passed unanimously.

MANAGER'S REPORT

Ms. Pranata reported that the August 2013 operating expenses are \$48,407.42. The members were assessed \$47,907.42 due to the \$500 penalty credit.

COMMUNICATIONS:

There were no communications.

SPECIAL REPORTS

There were no special reports.

SUB-COMMITTEE REPORTS:

Ad hoc Committee on Authorized Cost Elements

Ms. Chirrick reported that the Authorized Cost committee met on September 17, 2013. She stated that the only issue discussed was that the pole prices are due by September 30th.

Operating Committee

Ms. Prescott reported that the Operating committee met on August 21, 2013. She reported that the members discussed the Friend field enhancements as well as the switching of banks.

Routine Revision Committee

Ms. Hernandez reported that the Routine Revision committee met on September 17, 2013. She reported that Edison brought forth proposed changes to Section 18.1 and 4.0, as well as the proposed Section 4.0-A, Purchase of Interest Without Planned Construction Start Date. She asked that the members review these proposed changes and bring any comments or changes to the next Routine Revision Committee. Ms. Hernandez continued reporting that for strand mounted antennas, the antenna does not need to be shown on the JPA in the grade and space area or the pole record. She concluded that antennas only need to be shown if they are on the pole directly or on a cross arm.

Computer Communications ad hoc Committee

Mr. Eastwood reported that the Computer Communications committee did not have time to meet on September 17, 2013, and will instead meet after today's Operating Committee.

Compliance ad hoc Committee

Ms. Haney reported that the Compliance committee met on September 17, 2013. She stated that there was a concern brought up regarding priority one pole replacements that are being replaced without any notification to the other owners. Ms. Haney concluded by reporting that this issue will be addressed further in the future.

Pole Loading ad hoc Committee

Mr. Eastwood reported that the Pole Loading committee met on September 17, 2013. He continued reporting that Edison had a presentation on their new wind study, and that Mr. Levy will send this file out to the Committee. Mr. Eastwood stated that the actual wind study performed by Reax will also be sent out to the members soon. He reported that the ongoing pole loading methodology meeting was held by

Edison, and requested that any member who wishes to attend the next meeting send their contact information to Edison. Mr. Eastwood stated that one of the positive aspects of these meetings is that the engineering experts discussed a great deal about the pole loading methodology including measuring tools, software, etc. He continued that the two major software companies were at the meeting and planned to meet and discuss the ability to transfer information so that it is available to be read by either type of software. Mr. Eastwood concluded by stating that the next pole loading methodology will take place before the next Pole Loading Committee.

Basic JPA Training

Ms. Johnson reported that the Pole Loading committee met on September 17, 2013. She continued reporting that the members reviewed the Basic JPA Training PowerPoint presentation and made revisions to many of the slides. She concluded by stating that Mr. Levy will update the slides with the newest versions of the forms.

CONSENT CALENDAR:

Section 12.6 and 12.7

The members reviewed the revisions made to Section 12.6 and the newly created Section 12.7 and there were no comments or further changes. Mr. Hunter solicited a motion to accept the revised Sections 12.6 and 12.7. Ms. Haney motioned to accept the revised Sections 12.6 and 12.7. Mr. Smolarski seconded the motion, which after the vote tally was completed, passed unanimously. Mr. Hunter announced that these would go into effect on January 1, 2014.

DISCUSSION CALENDAR:

Section 18.2 – 45 day waiting period

Ms. Pranata reported that this was initially brought to the attention of the Committee by the City of Vernon. She continued reporting that they had requested that the 45 day waiting period from the date sent of the Form 48 be waived if all members on the JPA have agreed and approved the work. Ms. Hernandez stated that this 45 day period is in place due to the fact that any involved utility may request changes within that 45 day period, regardless of whether they approved the work or not. The members agreed to keep this in place and Mr. Levy stated that if the office receives a JPA every now and again which does not comply with the 45 day wait period, the staff will hold it at the JPC office until the 45 days have elapsed. He noted; however, that if this starts to become a recurring issue with any one member the staff will begin returning these JPAs to that member.

25 Years (Useful life of a pole) – Glossary Definition

Mr. Hunter reported that the Committee came up with a glossary definition for the 25-Years (Useful life of a pole). Ms. Hernandez added that this was created in order to dispel any confusion between the useful life of a pole and the fully depreciated value. She continued that the fully depreciated directive stated that it was 25 years, when in fact it is only 15 years according to the pole prices. She stated that the 25 years note was corrected to 15 years in Section 2.6, and the glossary definition was created to define the 25 years useful life of a pole in regards to Sections 7.3 and 7.11. Mr. Levy stated that this definition will be added to the Routine Handbook glossary.

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 1550: Pole Loading Discussion - COMPLIANCE COMMITTEE (03/13/2012)
Item 1551: Sharefile Details – COMPUTER COMMUNICATIONS (4/10/2012)
Item 1558: Review Basic Training PowerPoint – BASIC TRAINING COMM. (09/12/2012)
Item 1568: Rule 18 Clarification – COMPLIANCE (02/19/2013)
Item 1570: Grade with Pole Top Antenna – ROUTINE REVISION (03/19/2013)
Item 1571: Tree Trimming at Communication Level – ROUTINE REVISION (04/16/2013)
Item 1573: Pole Replacement Guide – COMPLIANCE (05/14/2013)
Item 1574: Review Section 18.1 – ROUTINE REVISION (05/14/2013)
Item 1576: Review 2014 Pole Prices – AUTHORIZED COSTS (07/24/2013)
Item 1577: Replacement of Anchor Due to Damage – ROUTINE REVISION (07/24/2013)
Item 1578: Policy for Routine Handbook Distribution - OPERATING (07/24/2013)

Mr. Hunter reported that item 1577: Replacement of Anchor Due to Damage Caused by Any Person, Firm or Corporation which is Not a Party to the Joint Pole Agreement is now closed.

Item 1566: *Environmental Issues*

This is a standing agenda item.

New Business

Known Items:

There were no known items.

Unknown Items:

SCE Common Wire Sizes

Mr. Eastwood introduced Richard Labarge from SCE who had a presentation for the Committee along with a gift to the JPC office of examples of common wires sizes that Edison uses. Mr. Labarge stated that Adolph Gonzales and Larry Chow suggested that examples of SCE's common wire sizes be created for any member to utilize as a reference. He continued that any member could also take it to their offices for training purposes. Mr. Labarge added that he will forward pictures of the wire sizes to Mr. Eastwood to send to all of the members. Mr. George asked if it would be possible for the communication companies to provide similar information. Mr. Eastwood replied that this was asked of the communication companies earlier and that they will discuss it amongst themselves to see if they can come up with something similar.

Request for NCJPA to use Friend

Ms. Hernandez reported that the NCJPA has decided to begin numbering their poles and they will require a database in order to keep track of the pole records. She asked the Committee if Joe Atalla could contact the NCJPA and bring the Friend program up to the North. Verizon and Crown Castle are both members in the North and South and were in favor of this. Mr. Lippert asked if it would be one application shared amongst the North and South and each would need concurrence from the other before any changes or updates are made, or if it would be two separate applications. Ms. Hernandez responded that because of the differences between the two Committees and because the South cannot be dependent upon the North to makes any changes, the applications would need to be separate. The members agreed that this will be discussed further at the following Operating Committee.

SCHEDULE OF FUTURE MEETINGS:

Future meetings were scheduled as follows:

Pole Loading	10/15/13	9:00 a.m.	Committee Office
Routine Revision	10/15/13	Following	Pole Loading
Authorized Costs	10/15/13	Following	Routine Revision
Computer Committee	10/15/13	Following	Authorized Costs
Compliance Committee	10/15/13	Following	Computer Committee
Basic JPA Training	10/15/13	Following	Compliance Committee
Administrative Board	10/16/13	9:00 a.m.	Committee Office
Operating Committee	10/16/13	Following	Administrative Board

ADJOURNMENT:

Mr. Hunter adjourned the meeting at 9:45 a.m., until October 16, 2013.

Mr. Scott Hunter, President

Mr. Kyle Levy, Assistant Manager

STUBS, GUYS AND ANCHORS

12.0 Stubs, Guys and Anchors

All guys, stubs and anchors shall be installed under Notice of Intention and in accordance with an agreement in joint planning. These shall be jointly owned at dead-ends, corners, curves, or any other point in line where the facilities of Members jointly owning poles have stresses acting in a common direction. Nothing herein shall be construed as requiring the incoming Member to provide joint anchorage unless separate anchor conflicts with facilities of existing Member.

Guys of the same ownership shall not require separate interests in pole or stub, except as made necessary by space used. This shall also apply for guys from the levels of two classifications of circuits of the same ownership, regardless of the interest held in pole from which the guys originate.

NOTE: Section 12.0 is a non-billable section.

12.1 Guy Attachments

The cost of poles used exclusively for guying shall be proportioned equally among owners.

12.1-A Purchase Required

- (a) Pole or stub used exclusively for guying.
- (b) Pole ground braced for guying, or with supporting guy to anchorage.
- (c) Pole used for guying where a communication messenger is attached without cable.
- (d) Pole used for supporting street light span guy.
- (e) In all poles where guys are extended from pole to pole involving more than one span.

12.1-B Purchase Not Required

Poles to which guys are attached that do not extend more than one span, provided that the pole was not set in accordance with rules 12.1-A (a) through (e).

No additional purchase is required for guying on poles where interest is already owned as long as the guy doesn't impact other owners solely owned space. If an anchor or other facilities are later added, refer to Section 4.0.

12.2 Guys Jointly Owned

Where Members may agree to jointly use the same overhead or anchor guy, purchase of interest shall be required therein in accordance with price specified in Authorized Costs. If such guy requires joint ownership in pole, each Member shall acquire a separate interest on a proportional basis.

If existing overhead guy, down guy, and/or anchor is adequately sized to support a new member attachment, new member shall purchase into existing guy or anchor.

12.3 Anchors Jointly Owned

The size (rod diameter) and year set of anchors newly installed must be accurately shown on the Joint Pole Final Authorization to insure the use of the proper year of Authorized Costs. Existing anchors, which become joint, need not be identified with their corresponding year set. Attachments to existing anchors shall be by agreement and shall require purchase of interest in accordance with Authorized Costs.

The cost for interest in anchors, pipe brace and fittings shall be apportioned equally. Transfer cost of pipe brace and fittings are specified in Authorized Costs.

12.4 Anchors Solely Owned or Used Without Interest Which Owner Proposes to Abandon

Purchase of entire interest is required in accordance with Authorized Costs.

12.5 Replacement of Anchor for Mutual Benefit of All Joint Owners

The Member replacing anchor shall sell interest in new anchor to other Member concerned and each Member shall transfer or attach guy wire at its own expense.

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

- (a) Anchors which, the Members agree, are unsafe or no longer adequate for their combined stresses;
- (b) Anchors associated with poles involved in general reconstruction agreed upon by Members;
- (c) Anchors or guys attached to anchors interfering with public or private improvements, or affected by other circumstances not the fault of any Member.

12.6 Replacement of Anchor Due to Damage Caused by Any Person, Firm or Corporation Which is Not a Party to the Joint Pole Agreement for Sole Benefit

The Member replacing anchor shall sell interest to each Member concerned. Each Member shall transfer its facilities and shall bill party responsible for the damage for its share of the net cost of replacement.

Setting Member must issue Form 2 Preliminary within 45 calendar days from date of anchor 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 anchor installation is not immediate, notification rules of this section will still apply, however the rules of 12.5 will be followed to determine “proposed” purchase in new anchor. (Revised January 2014)

~~If attachment to an existing anchor would require that anchor to be replaced for the sole benefit of incoming member, the new anchor would be replaced at the expense of the incoming member. The owner(s) of existing anchor shall be assigned interest without charge and shall receive cost of transferring guy wire in accordance with Authorized Cost.~~

~~— Replacement of anchor for sole or mutual benefit within 3 years of notice of intention see Sections 3.2 or 3.3. (Revised January 2014)~~

12.7 Replacement of Anchor for Sole Benefit

If attachment to an existing anchor would require that anchor to be replaced for the sole benefit of incoming member, the new anchor would be replaced at the expense of the incoming member. The owner(s) of existing anchor shall be assigned interest without charge and shall receive cost of transferring guy wire in accordance with Authorized Cost.

— Replacement of anchor for sole or mutual benefit within 3 years of notice of intention see Sections 3.2 or 3.3.

Unused

12.8 Unused

12.9 Relinquishment of Interest or Removal From Service of Guy or

Anchor Jointly Owned

Relinquishment or removal shall be without salvage.

12.10 Removal or Replacement of Anchor and Appurtenances for Private Party or Governmental Agency

In general, any private party or governmental agency causing anchor and appurtenances to be removed or replaced 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 modification of anchor construction 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 private party or governmental agency to proceed with the work, one of the owners, preferably the original owner, shall remove or replace the anchor and appurtenances and sell interest in new facilities to each Member concerned. Each Member shall transfer its guy or other equipment 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 construction.

12.11 Anchor Record - Direction and Abandonment

In anchor purchases, the Joint Pole Authorization shall specify anchor's direction from pole.

Anchor abandonments or removals must be covered by Joint Pole Authorization for clearance from the record.

12.12 Transfer of Anchors & Guys

Where pole to be placed is supported by a jointly owned anchor, the Joint Pole Authorization shall state if the anchor record is to be transferred to record of replacing pole.

Transfer cost of pipe brace and fittings when appropriate will be in accordance with Authorized Costs.

25-Years (Useful life of a pole): To determine which replacement Section of the SCJPC Routine Handbook to use (7.11 or 7.3), The SCJPC Administrative Board determined that the useful life of a pole is 25 years.

- For replacement of a pole 25 years or older, use Section 7.11
- For replacement of a pole less than 25 years old and found to be unfit for service, use Section 7.11
- For replacement of a pole less than 25 years old and found to be fit for service, use Section 7.3

Southern California Joint Pole Committee

279 E. Arrow Hwy. Suite 104
San Dimas, CA 91773
Phone (909) 599-3801
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October 16th, 2013

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. Paula Haney	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Ms. Lupe Hernandez	Teleport Communications America, LLC
Ms. Lynn Prescott	Verizon Wireless
Mr. William Kearns	Verizon Ca, MCI/Comm/Metro
Ms. Yvonne Johnson	AT&T Mobility
Ms. Maria Ortiz	XO Communications
Ms. Alicia Smith	Sprint/Nextel/Sprint Communications
Mr. Paul Smolarski	T-Mobile USA
Mr. Emir Erba	Time Warner Cable
Mr. Daniel Lippert	City of Burbank
Mr. Dana Fabing	City of Lompoc
Ms. Angela Pranata	Committee Staff
Mr. Kyle Levy	Committee Staff

Those attending via teleconference were:

Ms. Janet Chirrick	AT&T California
Mr. Josh Mathisen	AT&T California
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Mr. Varghese George	City of Glendale
Mr. Doug Schmaderer	City of Pasadena
Ms. Maryam Farajzadeh	City of Vernon
Mr. Lawrence Yao	City of Riverside
Ms. Annetta Baker	City of Colton
Ms. Connie Lopez-Hood	Golden State Water
Mr. Mark Denning	M-Power/Telepacific Comm.
Mr. Stephen Pebley	Frontier Communications
Mr. Steve Garcia	ExTeNet Systems
Mr. David Callender	ATC Outdoor DAS, LLC
Ms. Jennifer Navarro Yhap	MetroPCS California, LLC

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 City of Anaheim, City of Azusa 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 *September 18, 2013* Board meeting, and if there were any comments, additions, deletions, or revisions. Mr. George stated that there was a correction needed at the end of page 4 to change an instance of "Mr." to "Ms." and Mr. Levy replied that this would be corrected, with the revised copy uploaded soon after the meeting. Being that there were no further corrections, Mr. Hunter solicited a motion to accept the minutes as written. Ms. Hernandez motioned to accept the *September 18, 2013* minutes. Mr. Smolarski seconded the motion, which after the vote tally was completed, passed unanimously.

MANAGER'S REPORT

Ms. Pranata reported that the September 2013 operating expenses are \$49,060.79 and the members were assessed this amount.

COMMUNICATIONS:

There were no communications.

SPECIAL REPORTS

There were no special reports.

SUB-COMMITTEE REPORTS:

Ad hoc Committee on Authorized Cost Elements

Ms. Chirrick reported that the Authorized Cost committee met on October 15, 2013. She stated that the members reviewed the 2014 pole pricing and there are several members who still need to submit their prices. Ms. Chirrick added that if everyone is able to submit their prices by October 31st then Ms. Pranata will be able

to send out a draft. She continued that the members identified an opportunity for being more thoughtful when making changes to the authorized costs as it was not clearly shown in the minutes that item 14b had been voted on and accepted.

Operating Committee

Ms. Prescott reported that the Operating committee met on September 18, 2013. She reported that the members discussed the changing of the member codes from ATT and TCG to TCA, as AT&T Communications/Local Services is now known as Teleport Communications America, LLC. Ms. Prescott continued reporting that the server at the JPC office has crashed and Ms. Pranata is currently working on getting a new server. She also reported that the Committee discussed a policy for when a non-member requests a copy of the Routine Handbook, and the lawyer will be contacted for the specific verbiage for this document. Also, Ms. Prescott stated that the Committee discussed that the NCJPA showed interest in purchasing Friend from the South. Finally, Ms. Prescott announced that the Certificate of Insurance draft has been created and will be reviewed at the next Operating Committee.

Routine Revision Committee

Ms. Hernandez reported that the Routine Revision committee met on October 15, 2013. She reported that the members discussed the clarity of item 14(b) and that she wanted to speak to the intent of section 18.1F. She stated that it is not the intent of other members to final bill a member's JPA, but rather it is a sort of trigger to say, "Please final bill this JPA or we will bill it for you." Ms. Hernandez noted that Ryan Jones will send out the updated section 18.1 along with the draft of the October Routine Revision minutes.

Computer Communications ad hoc Committee

Mr. Eastwood reported that the Computer Communications committee met on October 15, 2013. He continued reporting that both the Friend field enhancements and the Sharefile details were briefly discussed and are still being worked on. Mr. Eastwood stated that he may visit the JPC office on another day to test some of the options regarding the links that will be added to the pole cards.

Compliance ad hoc Committee

Ms. Haney reported that the Compliance committee met on October 15, 2013. She reported that the meeting was brief and there was nothing exceptional that came up during the meeting.

Pole Loading ad hoc Committee

Mr. Eastwood reported that the Pole Loading committee met on October 15, 2013. He continued reporting that Edison's wind survey was discussed, and Ms. Jacobs offered to hold a separate workshop with Edison's pole loading experts for any

company who felt they needed to. Mr. Eastwood stated that the pole loading methodology workshop will be held on October 24th somewhere in the Pomona area, and that they will offer a call-in number to those who are not able to attend and just wish to listen.

Basic JPA Training

Ms. Johnson reported that the Pole Loading committee did not meet in the month of October.

CONSENT CALENDAR:

There were no items for consent.

DISCUSSION CALENDAR:

2014 Pole Prices and Definitions

Mr. Hunter reported that the issue of which class of pole should be used when figuring out the pole pricing was brought up at yesterday's Authorized Cost meeting. He continued that some poles have a class of 3 or 5 while the majority has a class of 2, and asked why one would price their poles at class 2 if they do not set any poles at that class. Because of this, the line in the pole length definition that states that the weighted average uses a class 2 pole was removed. Mr. Hunter stated that LADWP does not go by the class for alternative poles and are classed differently from wood poles. He explained that these poles are classed by the ground line moments for each pole, and the safety factors are taken into account as they are not the same as compared to those of wood poles. He stated that because of this, there will be no class specified for any of their alternative poles and only the ground line moments will be specified. The members discussed the treatment that is displayed on a JPA for lightweight steel poles and agreed that the treatment will stay the same as LS and the class will be shown as HS for heavy steel when it is an engineered steel pole. There were no further issues or changes made to the 2014 Definitions of Elements.

Section 4.0 and 18.1 Verbiage

Ms. Hernandez reported that Mr. Eastwood had proposed revisions to section 18.1 and asked that the members review these changes on their own time rather than go through these changes during the meeting. She stated that the changes helped to make section 18.1 more streamlined according to the how process works rather than jumping around to different issues as it is currently written. Ms. Hernandez explained that the main discussion from yesterday's Routine Revision meeting was whether to create a new section for purchasing of interest when a Form 48 is not required. She asked whether this new proposed section 4.0-A would be a valid section as there are some situations where this cannot be done such as cell site poles, and also the pole loading still needs to be provided as the other members need to know of your intentions. She stated that it was discussed that this section could

possibly be used only for final billing when for whatever reason the JPA does not get billed on time and is billed the following year. Ms. Hernandez continued that it is not fair for the other members to have this space in a state of limbo and to not share in the maintenance, and proposed that once the list of JPAs to final bill is received by the member they would have the option to issue a Form 7 to change the section from 4.0 to 4.0-A. This way the pole record would be updated to show that member as an owner.

Mr. Chow stated that the intention of section 4.0-A is to have the member secure their space on the pole, and the pole loading should not be changed until the member has actually attached to that space. Ms. Hernandez responded that the problem with this is that in the meantime another member could attach to the pole and it would become overloaded requiring the pole to be replaced. Mr. Chow replied that the pole would only need to be replaced if that member's facilities were accounted for and that the member triggering the overloading of the pole would be the one responsible for the replacement. Mr. Chow reiterated the fact that nearly every member currently owns space on poles which is shown on the pole records yet there is no attachment out in the field. He stated that there is no rush to vote on this new section and there should be more discussion on this beforehand. Ms. Chirrick was concerned that if section 4.0-A is approved it would only serve to encourage more members to utilize it and have that many more records that do not reflect what is out in the field. Mr. Chow replied that the a Form 48 and the pole loading will need to be completed in order to capture what will be reflected in the field when they do eventually attach to the pole. Ms. Prescott stated that she does not see how this will work out in the reality of engineering a job. She cited an example of engineering 500' of cable and stated that there would need to be some type of rearrangement in order for the member to get their space on the pole. She also asked why one would want to send someone out to do the labor of the rearrangement to save the space if there is no construction being done and it is only to have the field and record match.

Mr. Eastwood stated that at yesterday's Routine Revision meeting section 3.0 was discussed concerning notification of intention of to construct, and the possibility of adding a for notification for pole loading as a trigger for a member to notify another member on the pole that they have reloaded the pole. He continued that this trigger could notify the other member that they will begin work on the pole and supply information on where to obtain the pole loading documentation whether it is on the Fileshare, SPIDAMin or attached hard copies. Ms. Hernandez urged the members to attend the meetings concerning this as it will fundamentally change the way that business is conducted.

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 1551: Sharefile Details – COMPUTER COMMUNICATIONS (4/10/2012)
- Item 1558: Review Basic Training PowerPoint – BASIC TRAINING COMM. (09/12/2012)
- Item 1570: Grade with Pole Top Antenna – ROUTINE REVISION (03/19/2013)
- Item 1571: Tree Trimming at Communication Level – ROUTINE REVISION (04/16/2013)
- Item 1574: Review Section 18.1 – ROUTINE REVISION (05/14/2013)

Item 1576: Review 2014 Pole Prices – AUTHORIZED COSTS (07/24/2013)
Item 1577: Replacement of Anchor Due to Damage – ROUTINE REVISION (07/24/2013)
Item 1578: Policy for Routine Handbook Distribution - OPERATING (07/24/2013)
Item 1579: Records Only Final Bill – ROUTINE REVISION (08/20/2013)
Item 1580: Sharing Friend with NCJPA – OPERATING (09/18/2013)

Mr. Hunter reported that item 1579: Records Only Final Bill is now closed.

Item 1566: *Environmental Issues*

This is a standing agenda item.

New Business

Known Items:

There were no known items.

Unknown Items:

Anchor Field on Pole Database

Mr. Eastwood reported that Edison was recently part of a lawsuit where someone tripped over a shared anchor on a pole which they had placed, but did not have interest in the anchor. He continued reporting that when outside parties view pole records they do not understand the difference between shared anchors or arms on the pole and this causes confusion as to what is actually on the pole. He explained the example of the pole record where it stated in the bill of sale that it was a shared arm; however, the arm information is listed under the fields which state anchor so they assumed that it was an anchor regardless. Mr. Eastwood suggested that the title of the two columns labeled “Anchor” on the pole record should be either removed or renamed in order to prevent such a situation from occurring again. Mr. Hunter explained that even though these columns are labeled as anchor, the JPC staff puts all additional information not pertaining to voltage or grade and space in these fields including arms, anchors, etc. The members agreed to change the title of these two columns to “Additional Info” and a new item number was created, 1581 Pole Record Redesign, in order to discuss additional changes to the layout of the pole record in relation to those in iPAM. Ms. Pranata announced that this change can be done as a quick fix before any more changes are decided on in order to prevent any further issues regarding the misreading of anchor information and the members agreed.

Update Grade and Space on Pole Records

Ms. Hernandez reported that there is difference of opinion concerning tenant verification on a pole. She stated that currently on a two party pole power owns the top of the pole and communication owns from their top grade down to the support structure. Ms. Hernandez continued that she understands that the safety clearance

zone is the 6' above communication's top grade; however, she has been receiving JPAs where power is attaching at 1' above communication's top grade. She stated that a JPA would need to be issued in order to reallocate this space. Ms. Hernandez noted that she is having issue with ownership and who to apply to as sometimes these applications are approved and other times rejected. Mr. Chow responded that the safety clearance zone is dynamic and floats on a pole based primarily on where power is attached. He stated that from a GO 95 compliance perspective having the safety clearance zone locked in at the 6' above communication is incorrect. Ms. Hernandez stated that if power's tenant were to come on to the pole at 1' above communication's top grade there would be no buying of space, only the reallocation of power's grade and space. She then asked if the next time a member purchases onto the pole would they reallocate that space to show what is in the field. Mr. Brown responded that the problem with this is that the fielder would look at the existing pole record and see the previous grade and space, not knowing that a make-ready application was processed. Mr. Hunter noted that this is currently happening and the record needs to be updated in order to correctly reflect these changes as it has been creating a lot of unnecessary work and record verification, and that he has over 25,000 poles affected by this issue that need to be reviewed. He added that this needs to be done somehow without going through the JPA process whether through email or a Form 7. Ms. Pranata replied that if the members can have a special agreement concerning these poles, they can submit Excel spreadsheets of the poles to the JPC in order to update the grade and space on the records automatically without requiring the staff to update the records manually. Ms. Hernandez responded that a pole application committee should be created in order to run trial pole applications and create a template for the pole record Excel spreadsheet. Edison, LADWP and Teleport Communications America agreed that they will take this information back to their offices and work on the trial applications and templates to be used.

SCHEDULE OF FUTURE MEETINGS:

Future meetings were scheduled as follows:

Pole Loading	11/19/13	9:00 a.m.	Committee Office
Routine Revision	11/19/13	Following	Pole Loading
Authorized Costs	11/19/13	Following	Routine Revision
Computer Committee	11/19/13	Following	Authorized Costs
Compliance Committee	11/19/13	Following	Computer Committee
Basic JPA Training	11/19/13	Following	Compliance Committee
Administrative Board	11/20/13	9:00 a.m.	Committee Office
Operating Committee	11/20/13	Following	Administrative Board

ADJOURNMENT:

Mr. Hunter adjourned the meeting at 10:30 a.m., until November 20, 2013.

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
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November 20th, 2013

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. James Eastwood	Southern California Edison
Ms. Jessica Pearson	Southern California Edison
Mr. Steve Brown	City of Los Angeles
Ms. Paula Haney	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Ms. Marina Birarova	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Ms. Lupe Hernandez	Teleport Communications America, LLC
Ms. Lynn Prescott	Verizon Wireless
Ms. Yvonne Johnson	AT&T Mobility
Mr. Rory Gandy	AT&T Mobility
Ms. Maria Ortiz	XO Communications
Ms. Alicia Smith	Sprint/Nextel/Sprint Communications
Mr. Paul Smolarski	T-Mobile USA
Mr. Emir Erba	Time Warner Cable
Mr. Daniel Lippert	City of Burbank
Mr. Dana Fabing	City of Lompoc
Mr. Joe Armstrong	City of Pasadena
Ms. Angela Pranata	Committee Staff
Mr. Kyle Levy	Committee Staff

Those attending via teleconference were:

Ms. Janet Chirrick	AT&T California
Mr. Josh Mathisen	AT&T California
Ms. Tina Simms	AT&T California
Mr. Larry Vail	Verizon Ca, MCI/Comm/Metro
Mr. Randall Starkey	Time Warner Cable
Ms. Connie Lopez-Hood	Golden State Water
Mr. Alvin Aska	City of Anaheim
Mr. Varghese George	City of Glendale
Ms. Maryam Farajzadeh	City of Vernon
Mr. Lawrence Yao	City of Riverside
Mr. Phillip Hinojos	City of Colton
Mr. David Patterson	City of Azusa

Mr. Brandon Robinson	City of Banning
Mr. Mark Denning	M-Power/Telepacific Comm.
Mr. Stephen Pebley	Frontier Communications
Mr. Steve Garcia	ExTeNet Systems
Ms. Tara Lake	ATC Outdoor DAS, LLC
Ms. Jennifer Navarro Yhap	MetroPCS California, LLC

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, all members were found to be in attendance.

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 16, 2013* Board meeting, and if there were any comments, additions, deletions, or revisions. Being that there were no corrections, Mr. Brown solicited a motion to accept the minutes as written. Ms. Haney motioned to accept the *October 16, 2013* minutes. Ms. Chirrick seconded the motion, which after the vote tally was completed, passed unanimously.

MANAGER'S REPORT

Ms. Pranata reported that the October 2013 operating expenses are \$56,027.82. The members were assessed \$56,527.82 due to the \$500 attendance penalty from City of Anaheim.

COMMUNICATIONS:

There were no communications.

SPECIAL REPORTS

There were no special reports.

SUB-COMMITTEE REPORTS:

Ad hoc Committee on Authorized Cost Elements

Ms. Chirrick reported that the Authorized Cost committee met on November 19, 2013. She stated that the members reviewed in detail the proposed 2014 pole pricing matrix. Ms. Chirrick continued that the members noticed that Verizon had separate pricing for each of the pole classes and it was decided that they would use an average price instead. She reported that the revised matrix would be presented at today's Administrative Board meeting for a possible vote to be taken at January's meeting.

Operating Committee

Ms. Prescott reported that the Operating committee met on October 16, 2013. She reported that the members discussed the recent Friend field enhancements as well as the need for a policy for the distribution of the Routine Handbook, which the attorney has written a draft policy to be reviewed today. Ms. Prescott continued reporting that the members also discussed sharing Friend with the NCJPA, exactly how much the Committee paid for it and whether to lease or sell outright to the North.

Routine Revision Committee

Ms. Hernandez reported that the Routine Revision committee met on November 19, 2013. She reported that the members discussed the clarification of Section 18.1F in relation to items 14A & B as well as the verbiage in Section 4.0. She announced that the two items on discussion for today's meeting are the review of the changes made to Section 18.1A and discussion of an example of the grade and space allocation for an antenna pole.

Computer Communications ad hoc Committee

Mr. Eastwood reported that the Computer Communications committee met on November 19, 2013. He continued reporting that one of the Friend enhancements has been completed and the next enhancement for the billing of inspections will be worked on. Mr. Eastwood also noted that there was some discussion concerning the Sharefile details.

Compliance ad hoc Committee

Ms. Haney reported that the Compliance committee did not meet in November.

Pole Loading ad hoc Committee

Mr. Eastwood reported that the Pole Loading committee met on November 19, 2013. He continued reporting that there was an extended presentation on Edison's

wind study followed by a discussion among the Committee. Mr. Eastwood stated that there was also discussion concerning the ongoing pole loading methodology meetings.

Basic JPA Training

Ms. Johnson reported that the Pole Loading committee met on November 19, 2013. She reported that the Committee has finished making the discussed revisions to the training PowerPoint. Ms. Johnson added that the only thing left for the Basic JPA Training Committee is to review the grade and space training examples that she will work on creating.

CONSENT CALENDAR:

2014 Proposed Operating Budget

The members reviewed the 2014 Proposed Operating Budget and there were no comments or further changes. Mr. Brown solicited a motion to accept the Proposed Operating Budget. Ms. Prescott motioned to accept the 2014 Proposed Operating Budget and Mr. Smolarski seconded the motion, which after the vote tally was completed, passed unanimously.

Nominated 2014 SCJPC Officers and Ad Hoc Chairs

The members reviewed the Nominated 2014 SCJPC Officers and Ad Hoc Chairs and there were no comments or further changes. Mr. Brown solicited a motion to accept the nominated officers. Ms. Chirrick motioned to accept the Nominated 2014 SCJPC Officers and Ad Hoc Chairs. Mr. Smolarski seconded the motion, which after the vote tally was completed, passed unanimously.

DISCUSSION CALENDAR:

Review Section 18.1-A

Ms. Hernandez began by presenting the changes made thus far to Section 18.1A. She started with the form name for Form 49 which is no longer a “tracer and multiparty routing form”, but is simply known as a tracer. She also went over the note that was added which states that all of the forms listed in the table under Section 18.0 can be sent as either hard or soft copies as agreed by the parties involved. Next, Ms. Hernandez went over the changes made to the list under Section 18.1-A of required items to be displayed on a Form 2. The items which are now made mandatory on this revision of Section 18.1-A are arms, anchors, riser, tenants, power communication, fire report or case number when applicable, billing information when applicable, pending JPA numbers if any, corrections per field conditions and pole loading analysis. The items added that are optional on a Form 2 were pictures and site plan/job sketch/strand map. The final change to Section 18.1-A was adding latitude and longitude and GPS coordinates among the other items used for the correct spotting of poles on record maps. Ms. Hernandez urged any members to come

up with their revisions to Section 18.1 and bring them to the Administrative Board meeting for discussion as she anticipates that Section 18.1 will be on the discussion calendar for quite a long while.

In response to the added requirement for pole loading analysis, Mr. George asked the members if they are all set up with their pole loading analysis programs. He stated that having this as a requirement in January will cause issue as some members are not set up to do complete pole loading analysis yet, and there is no official methodology decided upon as members use different pole loading programs. Mr. Mathisen responded that pole loading calculations are required per the G.O. 95, and being that it is a crucial part of replacing a pole, he does not see how it can be avoided. Mr. Brown replied that if a member attempts to attach to a pole without the valid pole loading, that it should be sufficient reason for denying the attachment. He clarified that this should be the case whether it is a member attaching to an existing pole or one member of many applying for space on a newly replaced pole. Mr. George asked to hear from other, smaller municipal utilities like Glendale in how they are addressing the pole loading analysis requirement. Mr. Lippert responded that Burbank is still dealing with their legal department and the possibility of contracting the work out. Mr. Armstrong replied that Pasadena is also looking to have the work contracted out. Mr. Robinson stated that Banning is working on getting SPIDA in-house, but at the moment is still contracting the pole loading work. Mr. Aska noted that Anaheim is currently utilizing O-Calc, although they are in the process of switching over to SPIDA within the next few months. Mr. George reiterated that Glendale is not currently set up to process pole loading analysis and wondered how this would affect them in 2014. Mr. Brown concluded this issue by stating that it should be moved to the Routine Revision and Administrative Board in January.

Ms. Chirrick suggested that the list of required information on a preliminary Form 2 under Section 18.1-A should be split up into two separate groups, one for information that is required and the other for optional information. Mr. Brown announced that this section will be sent back to the Routine Revision Committee in January for further review. Mr. Armstrong stated that all of Pasadena's coordinates are with state plane and asked if this would be an issue in regards to supplying the latitude and longitude. Mr. Brown replied that latitude and longitude is not a requirement. Mr. Armstrong noted that the difference in systems used for acquiring coordinates could become an issue concerning accuracy if latitude and longitude ever do become mandatory.

Lastly, Ms. Hernandez encouraged all members to attend the Routine Committee due to the importance of the issues being presented, as well as the need for the original member whose issue is being discussed to be in attendance. Ms. Haney requested that the Routine Committee take place at 9:00 a.m. from now on so as to have the greatest number of attendees.

Grade with Pole Top Antenna

Ms. Hernandez presented an example she created of a pole with an antenna on top with two safety clearances. She went over the grade space owned by power, wireless and communication, as well as the grade and space in which the two safety clearances fall. Mr. George was concerned that the communication people working on

the pole are not qualified to go over the power lines to work on the antenna. Mr. Brown responded that there are two options; the communication company could either pay the power company or hire a qualified electrical contractor to install the antenna, and there are pros and cons to either choice. He added that if a contractor is hired to perform the work, a power employee would still need to be on site in order to oversee any work authorization and to maintain their facilities. Mr. Brown announced that this example will be brought up again at January's Routine Committee for a possible vote during the following Administrative Board.

Review 2014 Pole Prices

Mr. Brown reported that while working on the 2014 pole prices, it was found that Verizon had provided different prices for each one of their class of poles. He continued that this is likely due to the fact that the language which stated that the pole prices would be computed using an average of a class 2 pole was removed from the matrix. Mr. Brown noted that if each member were allowed separate pricing for each of their pole classes, it would put an undue burden on the JPC staff when computing the billing. He stated that one suggestion was for those members who submitted prices for each pole class to include an average cost for each pole size, this way there would still be only one price given, but all of their pole classes would be accounted for. The members agreed with this method and reviewed the revised 2014 pole prices. The discussion came up concerning the need for two additional pole treatments and these were decided on as HS for Heavy Steel and HD for Heavy Ductile Iron. Once finished, Mr. Brown announced that this would be brought up in January's Administrative Board meeting to be voted upon.

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 1551: Sharefile Details – COMPUTER COMMUNICATIONS (4/10/2012)
Item 1558: Review Basic Training PowerPoint – BASIC TRAINING COMM. (09/12/2012)
Item 1570: Grade with Pole Top Antenna – ROUTINE REVISION (03/19/2013)
Item 1571: Tree Trimming at Communication Level – ROUTINE REVISION (04/16/2013)
Item 1574: Review Section 18.1 – ROUTINE REVISION (05/14/2013)
Item 1576: Review 2014 Pole Prices – AUTHORIZED COSTS (07/24/2013)
Item 1577: Replacement of Anchor Due to Damage – ROUTINE REVISION (07/24/2013)
Item 1578: Policy for Routine Handbook Distribution - OPERATING (07/24/2013)
Item 1579: Records Only Final Bill – ROUTINE REVISION (08/20/2013)
Item 1580: Sharing Friend with NCJPA – OPERATING (09/18/2013)

Item 1566: *Environmental Issues*

This is a standing agenda item.

New Business

Known Items:

There were no known items.

Unknown Items:Open iPAM Item

Ms. Hernandez asked the Committee what the purpose was for keeping Item 1435: Phase I Completion on the agenda if there is going to be no further progress made or a consensus came to on the matter. Ms. Chirrick responded that the NCJPA is working on mechanizing their process and the Committee was going to wait until it received a response from the vendors in the North so that it had something to compare iPAM to. She stated that this is taking some time; however, because the North requires a pole database before it can move forward. Ms. Haney added that this item was left open because the Committee wanted to see if there was any other way to utilize iPAM. Ms. Hernandez noted that they do not have the consensus of the 4 largest members, including LADWP, which stated that they will not put any more money into the development of iPAM. She stated that Edison is also not inclined to use iPAM as at the time they originally were changing over to their SAP program, and now they are utilizing SPIDA. Mr. Eastwood added that Edison is also developing a JPA program in-house which is around 95% complete and has most of the same capabilities as iPAM. Taking these factors into account, Ms. Hernandez was of the opinion that this item should be closed, with the caveat that it could be reopened again at a later date if required. Being that there was no opposition to this position, Mr. Brown announced that Item 1435: iPAM Contract Phase I Completion is now closed.

JPA Copies Available on JPC Website

Ms. Lopez-Hood asked if it would be possible to have copies of the final billed JPA's available on the JPC website. Ms. Pranata replied that this was brought up at November's Computer Committee and it will be discussed further in January. She noted that in the meantime, members can still call or email the JPC office and request JPA copies by email or fax.

SCHEDULE OF FUTURE MEETINGS:

Future meetings were scheduled as follows:

Routine Revision	1/14/14	9:00 a.m.	Committee Office
Pole Loading	1/14/14	Following	Routine Revision
Authorized Costs	1/14/14	Following	Pole Loading
Computer Committee	1/14/14	Following	Authorized Costs
Compliance Committee	1/14/14	Following	Computer Committee
Basic JPA Training	1/14/14	Following	Compliance Committee
Administrative Board	1/15/14	9:00 a.m.	Committee Office
Operating Committee	1/15/14	Following	Administrative Board

ADJOURNMENT:

Mr. Brown adjourned the meeting at 10:30 a.m., until January 15, 2014.

Mr. Steve Brown, Vice President

Mr. Kyle Levy, Assistant Manager

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
2014 PROPOSED OPERATING BUDGET - Ver 3**

	2010	2011	2012	2013	2014	
				ACTUAL (based on Sept exp)		
<u>EMPLOYEE EXPENSE</u>	ACTUAL	ACTUAL	ACTUAL		PROPOSED	
Salaries	371,872	368,342	393,865	352,367 *	369,985	Year end projection on budget-added 5% to 2013 expense
Insurance - Med/Den/Life	65,732	63,031	52,315	48,403 *	49,855	Anticipated rate increase (3%)
Payroll Taxes	31,283	28,403	29,391	27,376 *	31,449	8.5% of Salaries for 2014
Worker's Comp	2,536	2,629	2,019	2,952 *	3,000	Year end projection
Misc. Expense/Travel	1,418	1,226	1,726	1,218 *	1,500	Year end projection
<u>PENSION EXPENSE</u>						
Contribution-Sep IRA	37,228	32,511	34,039	36,999	38,848	10.50% of Salaries
<u>MONTHLY RECURRING</u>						
Rent	41,186	52,087	49,464	82,053 *	91,100	Based on lease schedule & 2013 building operating expenses
Alarm System	610	540	540	540 *	550	Year end projection
Electricity	6,521	-	-	- *	-	Included in rent
Janitorial Service	3,000	-	-	- *	-	Included in rent
Telephone/Internet	8,944	6,986	6,109	5,344 *	5,400	\$450 / month
WebEx	802	998	844	828 *	1,080	\$90/month
Postage & Shipping	2,569	2,864	2,104	1,587 *	1,800	Year end projection
Business Insurance	1,389	2,226	2,234	3,003 *	3,093	Anticipated 3% increase
Committee Meetings	3,686	3,272	3,353	4,584 *	4,600	Year end projection
<u>EQUIP & FURN MAIN.</u>						
Rpr, Maint.Supp(copier)	2,526	2,591	2,246	2,057 *	2,200	Year end projection
<u>NETWORK SYSTEM</u>						
Computer/LAN Maintenance	19,185	10,800	10,800	10,800 *	13,000	Current contract 900/mo & anticipated billable computer maintenance
Email & Domain Hosting	(included above)	(included above)	(included above)	(included above)	46	\$46 / year
FRIEND Support	5,169	4,800	5,713	4,800 *	4,800	Current contract 400/mo
INETU Data Center Hosting	8,226	8,127	8,253	8,267 *	9,000	INETU \$731/mo + admin+ antivirus fee
Sharefile hosting				(included above)	395	\$32.95 / month
IPAM Hosting(when launched)		-	0			
IPAM maintenance/support (when launched)		-	0			
Computers Supplies/Main.	1,976	1,832	2,678	1,125 *	1,500	Year end projection
Velocity OffSite Back-up	3,588	3,563	3,887	3,813 *	4,500	On budget & anticipated equipment/backup maintenance
<u>PRINTING & SUPPLY</u>						
Office Printing	1,778	1,700	1,378	1,284 *	1,500	Year end projection
Supplies office	2,538	2,225	2,436	1,577 *	1,800	Year end projection
<u>CONTRACT SERVICES</u>						
Auditor	6,243	6,244	6,958	6,005	6,185	2013 fee + 3% inc allowance
Attorney	7,072	245	-	227	1,000	

GENERAL EXPENSE

Moving Expenses	4,276	-	-	-	-	
Surepayroll Fees	1,351	1,276	1,576	1,336	*	1,500
Bank Fees/Checks	293	151	295	-		300
Pubs & Subs	215	315	406	180	*	200
Seminars & Tuition	138	180	180	531	*	600
Members Retirement	1,082	1,163	1,590	-		1,600

Year end projection
Free checks in 2013, will need to order for 2014
Year end projection
Year end projection

COMPUTER SYSTEM**iPAM Lease**

	-	-	-	-	-	
Software Purchase	1,080	2,926	8,425	-	*	9,000

Anticipated future enhancements (including Friend)

EQUIPMENT & FURNITURE PURCHASES

Purchases and leases	3,572	3,732	16,007	7,234	*	7,500
Conference table, chairs, blinds	13,114	-	-	-		-
Phone System	3,786	-	-	-		-
Hardware Purchase	6,719	231	2,399	3,276	*	3,300

Year end projection

Year end projection

TOTAL BUDGET	672,703	617,215	653,229	619,764	672,187
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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.**

Southern California Joint Pole Committee

279 E. Arrow Hwy. Suite 104

San Dimas, CA 91773

Phone (909) 599-3801

Fax (909) 599-3825

The Nominating Committee agreed to nominate the following officers for 2014:

PRESIDENT

City of Los Angeles – Scott Hunter

VICE PRESIDENT/OPERATING COMMITTEE CHAIR

Verizon Wireless – Lynn Prescott

OPERATING COMMITTEE MEMBERS

Verizon Wireless – Lynn Prescott- Chair

City of Los Angeles

Southern California Edison

AT&T California

Verizon California

Crown Castle NG West, Inc.

NewPath Networks

CA-CLEC, LLC

Teleport Communications America, LLC

XO Communications

AT&T Mobility

Sprint-Nextel

Sprint Communications

T-Mobile USA

City of Burbank

Routine Revision Committee

Teleport Communications America, LLC - Lupe Hernandez – Chair

ad hoc Committee on Authorized Cost Elements

AT&T California – Janet Chirrick - Chair

ad hoc Committee on Reorganization

XO Communications – Maria Ortiz – Chair

ad hoc Committee on Computer Communications

Southern California Edison – Larry Chow – Chair

Ad hoc Committee on Compliance

Crown Castle NG West, Inc – Paula Haney – Chair

Ad hoc Committee on Pole Loading

Southern California Edison – Chair

Ad hoc Committee on Basic JPA Training

AT&T Mobility – Yvonne Johnson – Chair

RECORD FORMS

18.0 Record Forms

The forms used for expediting joint pole work and recording transactions are listed below:

Form #	Form Name
2-1	Preliminary Joint Pole Authorization
2-2	Preliminary Joint Pole Authorization
2-1 FINAL	Final Joint Pole Authorization
2-2 FINAL	Final Joint Pole Authorization
Form 7	Joint Pole Memorandum
Form 9	Joint Pole Riser Notification
Form 11	Notice of GO 95 Non-Conformance
Form 12	Pole Record
Form 44	Bill of Sale
Form 48	Notice of Work Completed
Form 49	Tracer ~~and Multiparty Routing Form~~

Hard or soft copies shall be provided as agreed by the parties.

(Revised- ~~June 2013~~ January 2010)

18.1 Form 2 - Preliminary Joint Pole Authorization

Any agreement to undertake joint work must be confirmed in writing by using this form. This is authority to undertake joint work as specified. Member initiating transaction shall make necessary copies for each Member involved, all of which must be approved by an authorized representative of each involved Member. Approval may be by signature of the authorized representative to be shown on the forms in the space provided, or by the authorized representative's name, followed by the written initials of a delegated representative confirming the agreement. Names of representatives effecting agreement must be specified in space provided. Members that have various designated District, Division, or Exchange areas should identify the appropriate area by name.

18.1-A Preparation of Form 2 Preliminary Joint Pole Authorization

By agreement, any Member may be designated as the constructing Member in joint work.

The Member initiating Form 2 Preliminary Joint Pole Authorization shall specify its Authorization number and all required details of the agreement. The Joint Pole Authorization number shall begin with the current member's code. The Form 2 shall include, but is not limited to:

- (a) Pole Number
- (b) Nature of work

- (c) Applicable Routine Section Number
 - (d) Designation of involved Members
 - (e) Circuits
 - (f) Interest
 - (g) Grade
 - (h) Space
 - (i) ~~Complete~~ Pole/equipment data, including arms, anchors, risers, wireless and broadband equipment.
 - (j) Other essential record data i.e. tenants, power communication (PComm)
 - (k) Authorized Costs item number and number of items where required
 - (l) Police and/or fire report or case number when applicable and available
 - (m) ~~Any other related information deemed necessary~~ Provide billing information when applicable (Section XX.10)
 - (n) Estimated construction start date
 - (o) Date sent
 - (p) Date prepared
 - (q) Pole Class
 - (r) Additional notes such as pending JPA numbers or corrections per field conditions
 - (s) Supporting documents
 - 1. Pole loading analysis (required)
 - 2. Pictures
 - ~~(q)~~ 3. Site plan/job sketch/strand map
- The Preliminary Form 2 ~~This form~~ shall be limited to 10 pages.

Where a specific transaction involves special agreement, it shall be designated as such on Joint Pole Authorization. (See Section 1.2)

It is the responsibility of all Members involved in the Joint Pole Authorization to see that data and details of the agreement are correct. The date Joint Pole Authorization is sent shall be used in completing the billing for structural and salvage values; except in replacements, the date poles are set shall apply.

Any deviation shall be by agreement of the Members involved and noted on the Joint Pole Authorization. Section 20 shows Member code letters and abbreviations to facilitate preparation of Joint Pole Authorization.

Where jointly owned poles are to be removed from service, the Joint Pole Authorization must designate which Member is to pull, transport, and dispose/salvage poles as specified in Section 5.0.

To insure correct spotting of poles on record maps, it is essential that locations be accurately recorded (see Section 15.4). It is important, both for map and field reference purposes, to correctly give the City, Town, latitude and longitude, GPS coordinates, etc., in which the poles are actually located. (Revised April 2013)

ANTENNA POLE WITH TWO SAFETY CLEARANCES

EXAMPLE XX

