

Southern California Joint Pole Committee

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January 16, 2019

A regular meeting of the **Operating Committee** took place on the above date, at 11:16 a.m., at the Committee office.

Those in attendance were:

Mr. Jeff Williams	City of Los Angeles
Mr. Ronald Schram	City of Los Angeles
Mr. Wayne Brown	Southern California Edison
Ms. April DeBarge	Southern California Edison
Mr. Bret Plaskey	Frontier Communications
Mr. Glenn Leckie	Frontier Communications
Mr. Josh Mathisen	AT&T California
Mr. John Vu	City of Anaheim
Mr. Joe Armstrong	City of Pasadena
Mr. Earle Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Shawn Henderson	T-Mobile USA
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Those attending via teleconference were:

Ms. Cory Crawford	AT&T California
Ms. Kay Black	AT&T California
Mr. Brandon Robinson	City of Banning
Mr. Iman Yossi Torbati	City of Vernon
Ms. Lynn Prescott	Verizon Wireless
Ms. Linda McLean	Extenet Systems
Ms. Yvonne Johnson	AT&T Mobility
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Maria Ortiz	XO Communication
Ms. Lupe Hernandez	Teleport Communications America
Ms. Mia Tran	Crown Castle NG West Inc./NewPath/CA-CLEC LLC

Chairperson, Mr. Mathisen called the meeting to order at 11:16 a.m. by addressing the first item on the agenda, the review of the **prior meeting minutes**. There were no questions or comments.

The second agenda item is the review of the **November 2018 and December 2018 expense sheets**. The members reviewed the monthly reports. There were no questions or comments.

The third agenda item is the **Accounts Receivable**. The members reviewed the report. Mr. Williams inquired what is being done with Verizon Wireless. Ms. Pranata stated that they did make a partial payment and another payment is coming. He then inquired about M-Power Comm. Ms. Pranata stated she will email Mark Denning. There were no further questions or comments.

The fourth item on the agenda is the **November 2018 and December 2018 JPA Member Activity** reports. Ms. Pranata reported that for November and December 2018 a new line was added, *Inspection CORs Poles Billed (manual update)*, to the report. The line was added to show the amount of poles that the staff had to manually update on the duplicate Inspection JPAs that Edison submitted. Mr. Plaskey inquired if the staff updated 3000+ records in November 2018. Mr. Pranata replied yes. If you were to count the entire month of November the pole count was 7431. She also commented that you will not see the line on future reports because the Inspection COR's have now been completed.

Ms. Pranata continued to report that she emailed the Operating Committee that the office had to hold over a total of 1612 poles from December 2018 to January 2019. The 1612 poles held over were the first to process in B/S 1/19. Mr. Williams inquired if Ms. Pranata had an estimate of how many poles the office may have to hold over into B/S February 2019 (2/19). Ms. Allen reported about 2600 poles are to be held over from January 2019 into February 2019. The 2600 poles will be processed first in B/S 2/19 and then the new work by date received. Mr. Williams inquired if SCJPC is still offering overtime. Ms. Pranata replied yes to optional overtime and not mandatory overtime is being offered. Mr. Plaskey inquired about the amount of overtime worked. If 160 hours which is effectively one person full time. Ms. Pranata commented that not that many overtime hours are being worked. In November 2018 SCJPC still had a full staff. In December 2018 is when SCJPC was short staffed and had a shorter month. Mr. Plaskey inquired if one additional staff would be sufficient to take care of the 20-50% SCE is increasing. Mr. Mathisen commented the increase may not be seen in 2019. Ms. Allen stated that the office is already experiencing an increase from SCE for January 2019 and the estimate number for February is showing an increase in poles by SCE as well. Mr. William asked Mr. Brown when he thinks the 20% increase will hit billing. Mr. Brown commented in July 2019 simply because of their new process. Mr. Williams inquired if the increase from January is just from the backlog of last year. Mr. Brown replied no the increase is solely on this. Mr. Plaskey inquired about the 20% increase in final billing if it will be a direct result of their final initiative. Mr. Brown replied no it will be some of the backlog JPAs they have. He continued that 20% will start being seen pretty quickly. Mr. Williams commented that perhaps the office should add a person sooner rather than later. Ms. Pranata stated that new person will not be billing. Mr. Williams inquired if SCJPC would be moving someone up to billing. Ms. Pranata replied yes. However, it will take a while to catch up and train someone new. Also, the trainer cannot train and bill at the same time. Ms. Pranata inquired if we should start looking for a person now. Mr. Williams stated to put it on the Agenda for

next month. Then he inquired if it has to be approved by the Administrative Board or just Operating Committee. Ms. Pranata replied just the Operating Committee. She continued to comment she will contact the agency. Mr. Williams inquired if anyone else has any further comments. Mr. Knuath inquired how long it takes the temporary agency to send someone. Ms. Pranata explained that she and Ms. Allen like to get a few applicants and interview them first. The process takes about two weeks. Mr. Williams inquired if Ms. Pranata quizzes the applicants and if there is a minimum typing requirement. Ms. Pranata commented that the agency sends over their scores. Ms. Pranata inquired if the position is temp-hire. The agency will ask if the position will be permanent after six month. Ms. Pranata then inquired if Edison will continue the 20% increase of volume through 2019 and beyond or is it temporary? Mr. Brown commented that he does not see SCE lowering their submission. Mr. Williams commented that there is a possibility of the position becoming permanent. Mr. Williams commented that perhaps the committee can get in a program that will help with the volume. Ms. Pranata stated she will just ask the Operating Committee when that time comes if the position should be permanent or remain temporary. Mr. Mathisen inquired if we are good on desk and office space. He wanted to know before the new lease agreement is signed and be locked in here for another seven years if SCJPC will expand over the office person maximum. Ms. Pranata replied the maximum is 10 and we will be at 10 with a new hire. Mr. Williams stated for Ms. Pranata to start looking for a new hire. Mr. Plaskey inquired if anyone had an issue with moving forward with a new hire. Ms. Ortiz, Ms. Prescott, and Ms. Smith all replied no. Mr. Plaskey then inquired if Ms. Pranata will add that to the 2019 budget for the year. Mr. Williams stated to estimate as a full time employee that includes benefits as well. Mr. Knuath inquired if a new budget draft will sent out. Ms. Pranata replied yes. Mr. Mathisen inquired if overtime is in the budget. Ms. Pranata replied yes. She then inquired if she should add overtime into the budget with a new hire. Mr. Mathisen replied yes since it will be a while before they are up to speed and it doesn't seem like SCE is slowing down. Whatever percentage of OT was ran last year should be budgeted again for this year.

The fifth item on the agenda is **Member Board Attendance**. There were no comments or questions on this report.

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Allen reported Januarys numbers were discussed earlier in the meeting and that there will be about 2600 poles that will be rolled over into February B/S. She then reported she held a staff meeting on December 20, 2018 discussed was City of Vernon submitted JPAs with both sections 7.11 and 5.0A to just show the poles are worthless. Year set on anchors were discussed. The JPA does not need to show a year set on an existing anchor. Year sets are only required on new anchors. Section 7.6 with 7.7, Unauth Attach, the billers should not return requesting A. B. C. D. accident information because per the Routine Handbook section 7.6 states *Joint Owners*. Also discussed, helicopter and crane charges do not need an item number to bill. As long as the JPA is signed and section 1.2 referenced, bill per the monies stated. Finally

discussed was 4.1 referencing 16.4B. 16.4B does not apply to 4.1 Unauth Attachments and only applies to existing attachments. Ms. Hernandez inquired about the City of Vernon JPAs being submitted with 7.11 and 5.0A. She wanted to clarify that they are sending in JPAs with both 7.11 and 5.0A. Ms. Allen replied yes. Ms. Hernandez's opinion is this should be brought up in Routine and discussed. If she were to receive the JPA she would cross off 5.0A and returned to City of Vernon. Mr. Knauth inquired if adding 5.0A to the Section 7.11 has to do with the salvage value. Ms. Allen didn't know. After further discussion, it was agreed for Ms. Allen to contact City of Vernon and let them know not to send finals that way without first being discussed at the Routine Revisions meeting. The item will be added to the Administrative Board Agenda under unknown items for further discussion.

The seventh item on the agenda is **Miscellaneous Items.**

SCJPC Overtime update

Ms. Pranata open up the spreadsheet that was included in the packet and explained the staff did 57.75 OT hours for December 2018. Mr. Mathisen inquired if OT will be offered in January 2019 as well. Ms. Pranata replied yes. Ms. Pranata inquired if OT needs to be mandatory to catch up with the hold overs. Mr. Mathisen commented to let it go one more month before making OT mandatory. Mr. Plaskey and Mr. Williams agreed. Mr. Mathisen stated we can revisit the OT mandatory/not mandatory issue again next month. Ms. Pranata then inquired if an approval can be obtained for optional OT for February 2/19 B/S. Mr. Mathisen and Mr. Williams replied yes. Ms. Allen inquired if there is a maximum amount per work a person can work OT. Mr. Plaskey inquired if the cap should be at double time. He then stated any hours over 12 hours a day and 55 hours in a week is double time. After further discussion, the consensus was the staff can work a maximum of 15 hours a week.

February 2019 B/S Deadline Adjustments

Ms. Pranata opened and stated that the deadline to pull JPAs from 2/19 B/S is February 26th by end of day since February is a short month. This will allow SCE and SCJPC enough time to balance by February 28th, 2019. For AT&T only SCJPC would have to move the last scan date to February 15, 2019. Ms. Pranata commented she sent an email to Ms. Black regarding the dates. Ms. Black thanked Ms. Pranata for the email. Ms. Pranata inquired for future references, for AT&T only, the last scan day is the 20th of the month. If the 20th lands on Saturday or Sunday do you want the last scan day to be that Friday before or Monday after. Ms. Black replied that the Monday after is fine. Mr. Mathisen agreed. Ms. Black stated the only times they would have a problem is on holiday like November and December. Those months they would want the last scan day to be the Friday before. She continued to state that Mr. Presley needs a few days and the Agents need a few days to check as well. Ms. Pranata then inquired, for example, 1/19 B/S the 20th is on a Sunday SCJPC can send the last of the scans on Monday, January 21st. Mr. Mathisen commented that should be fine.

Pulling Final JPAs after Form 44 draft is generated- AT&T California

Mr. Mathisen opened the discussion inquiring if SCE had a chance to discuss internally with their billing department head Mr. Ryan Rackleff. Ms. Pranata commented she emailed Mr. Brown and Mr. Rackleff for an update and has not received a response back. Mr. Brown commented that he will follow up with Mr. Rackleff. This discussion will be tabled until next month.

Edison's Pole Inspection/O&M program process

Mr. Mathisen asked Ms. Ortiz how the process is going and if there were any further issues. Ms. Ortiz commented the list has been good the last couple of months. She then inquired if all the corrections have been completed. Ms. Allen replied yes. Ms. Black then inquired if all the corrections that have been processed if all the 13.2's (refund) have been issued. Ms. Allen replied yes in November and December 2018. Ms. Pranata stated that SCJPC refunded the companies that were billed twice.

Office Lease Expires June 2019

Mr. Pranata reported since the lease was approved they are just waiting for her signature. She informed the committee that they put her name at the bottom of lease for signature. She looked up the last lease agreement and the Office Manager at the times name is at the bottom for signature. Ms. Pranata then inquired if she should move forward and sign. Mr. Williams replied yes because it was approved. Mr. Plaskey inquired if it will be removed from the agenda. Ms. Pranata replied yes she will remove the bullet point.

WebEx Upgrade

Ms. Pranata stated a couple of attendees emailed her that they had trouble calling in. She stated that the maximum of 25 users were hit. She inquired if she should upgrade. Mr. Mathisen stated that from 25 users it increases to 250 users. Mr. Williams inquired on monthly cost. Ms. Pranata stated currently SCJPC pays \$69 a month. Mr. Williams commented that this was a problem in the past when members at the meetings were logging in as well taking up lines. Mr. Mathisen commented to find out how much it is and discuss next month.

Review of Action Items

- Ms. Pranata to move forward and sign the new Lease Agreement.
- Ms. Allen to send an email to City of Vernon in reference to 7.11 and 5.0A

The meeting adjourned at 11:56 a.m. until January 16, 2019.

Ms. Kathleen Allen – Committee Transcriber

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES		November 30, 2018			YTD Through November 30, 2018			%	Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
	Details							Variance	Budget
<u>EMPLOYEE EXPENSE</u>									
Salaries		44,646	38,350.40	6,296	491,108	471,147.36	19,960	4%	535,754
Regular	38,350.40					-			
Contract Labor						-			
						-			
Insurance		6,512	5,408.26	1,104	71,635	59,116.76	12,518	17%	78,147
Health/Dental	5,408.26					-			
Life (quarterly)	-					-			
						-			
Payroll Taxes		3,795	2,847.33	948	41,744	35,320.96	6,423	15%	45,539
Workers Compensation		258	263.00	(5)	2,842	2,336.00	506	18%	3,100
Travel mileage reimb/Misc. Exp.		125	114.76	10	1,375	1,112.13	263	19%	1,500
						-			
						-			
<u>PENSION EXPENSE</u>									
Contribution-SEP IRA		4,688	4,026.79	661	51,566	44,621.22	6,945	13%	56,254
						-			
						-			
<u>MONTHLY RECURRING</u>									
Rent		8,541	8,798.73	(258)	93,948	94,171.23	(223)	0%	102,489
Alarm System	Quarterly	50	-	50	550	431.91	118	21%	600
Telephone (Frontier+Jive)		610	649.09	(39)	6,710	6,775.80	(66)	-1%	7,320
Cisco WebEx Plan		90	69.00	21	990	791.00	199	20%	1,080
Postage & Shipping		183	169.38	14	2,017	1,908.26	108	5%	2,200
Business/Property Insurance	Pro-Rated	250	-	250	2,750	1,238.01	1,512	55%	3,000
Committee Meetings		333	344.40	(11)	3,667	3,864.96	(198)	-5%	4,000
						-			
						-			
<u>EQUIPMENT & FURNITURE</u>									
						-			
Copy Machine - CBE		167	122.64	44	1,833	1,972.62	(139)	-8%	2,000
						-			
						-			

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES	Details	November 30, 2018			YTD Through November 30, 2018			%	Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
						-			
NETWORK SYSTEM						-			
LAN Maintenance		1,083	900.00	183	11,917	9,900.00	2,017	17%	13,000
FRIEND Support		400	400.00	-	4,400	4,400.00	-	0%	4,800
Data Center Hosting-Hardev		775	775.00	-	8,525	8,350.00	175	2%	9,300
Email/Domain Host/Sharefile		39	32.95	6	431	557.40	(127)	-29%	470
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		208	235.23	(27)	2,292	2,372.27	(81)	-4%	2,500
Computer Workshop*Unbudgeted Item	ACCENT VARASSET		7,772.44			7,772.44			
Off-Site Back-up		333	-	333	3,667	2,392.00	1,275	35%	4,000
						-			
						-			
PRINTING & SUPPLY						-			
Office Printing		158	291.73	(133)	1,742	2,174.86	(433)	-25%	1,900
Office Supplies		125	123.09	2	1,375	1,501.25	(126)	-9%	1,500
						-			
						-			
CONTRACT SERVICES						-			
Auditor	Pro-Rated	643	-	643	7,078	6,716.00	362	5%	7,721
Attorney*		250	-	250	2,750	-	2,750	100%	3,000
						-			
GENERAL EXPENSE						-			
Payroll Service Fees		125	93.00	32	1,375	1,102.00	273	20%	1,500
Bank fees/Chk printing	Pro-Rated	17	-	17	183	104.23	79	43%	200
Publications/Subscriptions/Reference	Sam's Club	17	100.00	(83)	183	220.00	(37)	-20%	200
Seminars & Tuition		125		125	1,375	950.64	424	31%	1,500
Member Retirement & celebration		125	-	125	1,375	-	1,375	100%	1,500
Total Operating Expenses		74,672.83	71,887.22	10,558.05	821,401.17	773,321.31	55,852.30	7%	896,074.00

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
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OPERATING EXPENSES		November 30, 2018				YTD Through November 30, 2018				Annual
								%		
	Details	Budgeted	Recorded	Variance		Budgeted	Recorded	Variance	Variance	Budget
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT										
COMPUTER SYSTEM										
Software Purchase (& website mods)		458	-	458		5,042	540.00	4,502	89%	5,500
FRIEND modification*		2,813	-	2,813		30,938	-	30,938	100%	33,750
NJUNS Fee (once a year)*		875		875		9,625	10,500.00	(875)	-9%	10,500
							-			
EQUIPMENT & FURNITURE	Pro-Rated						-			
Purchases/Leases (Ricoh Copy Mch)		421	379.97	41		4,629	4,963.89	(335)	-7%	5,050
Hardware Purchase		292	-	292		3,208	4,986.66	(1,778)	-55%	3,500
LONG TERM LIABILITY CURRENT							-			
							-			
							-			
Total Capital Investments & Long Term Liabilities Current		4,858.33	379.97	4,478.36		53,441.67	20,990.55	32,451.12	61%	58,300
Interest Earned/Misc Income		(0.07)	(0.07)			(0.83)	(0.83)			
		79,531.10	72,267.12	15,036.42		874,842.00	794,311.03	88,303.41	10%	954,374.00
*Items in blue are assessed equally										
Prepared as of: 12/06/2018										

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES		December 31, 2018			YTD Through December 31, 2018				Annual
								%	
	Details	Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	Variance	Budget
<u>EMPLOYEE EXPENSE</u>									
Salaries		44,646	39,361.37	5,285	535,754	510,508.73	25,245	5%	535,754
Regular	39,361.37					-			
Contract Labor						-			
						-			
Insurance		6,512	4,531.29	1,981	78,147	63,648.05	14,499	19%	78,147
Health/Dental	4,355.79					-			
Life (quarterly)	175.50					-			
						-			
Payroll Taxes		3,795	2,922.72	872	45,539	38,243.68	7,295	16%	45,539
Workers Compensation		258	256.25	2	3,100	2,592.25	508	16%	3,100
Travel mileage reimb/Misc. Exp.		125	77.22	48	1,500	1,189.35	311	21%	1,500
						-			
						-			
<u>PENSION EXPENSE</u>									
Contribution-SEP IRA		4,688	4,132.94	555	56,254	48,754.16	7,500	13%	56,254
						-			
						-			
<u>MONTHLY RECURRING</u>									
Rent		8,541	8,798.73	(258)	102,489	102,969.96	(481)	0%	102,489
Alarm System	Quarterly	50	149.97	(100)	600	581.88	18	3%	600
Telephone (Frontier+Jive)		610	649.09	(39)	7,320	7,424.89	(105)	-1%	7,320
Cisco WebEx Plan		90	69.00	21	1,080	860.00	220	20%	1,080
Postage & Shipping		183	295.27	(112)	2,200	2,203.53	(4)	0%	2,200
Business/Property Insurance	Pro-Rated	250	531.50	(282)	3,000	1,769.51	1,230	41%	3,000
Committee Meetings		333	17.94	315	4,000	3,882.90	117	3%	4,000
						-			
						-			
<u>EQUIPMENT & FURNITURE</u>									
						-			
Copy Machine - CBE		167	122.64	44	2,000	2,095.26	(95)	-5%	2,000
						-			
						-			

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES	Details	December 31, 2018			YTD Through December 31, 2018			%	Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
						-			
NETWORK SYSTEM						-			
LAN Maintenance		1,083	900.00	183	13,000	10,800.00	2,200	17%	13,000
FRIEND Support		400	400.00	-	4,800	4,800.00	-	0%	4,800
Data Center Hosting-Hardev		775	775.00	-	9,300	9,125.00	175	2%	9,300
Email/Domain Host/Sharefile	Email Renewal	39	179.05	(140)	470	736.45	(266)	-57%	470
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		208	246.58	(38)	2,500	2,618.85	(119)	-5%	2,500
Computer Workshop*Unbudgeted Item	ACCENT VARASSET		-			7,772.44			
Off-Site Back-up		333	449.00	(116)	4,000	2,841.00	1,159	29%	4,000
						-			
						-			
PRINTING & SUPPLY						-			
Office Printing		158	263.53	(105)	1,900	2,438.39	(538)	-28%	1,900
Office Supplies		125	71.16	54	1,500	1,572.41	(72)	-5%	1,500
						-			
						-			
CONTRACT SERVICES						-			
Auditor	Pro-Rated	643	-	643	7,721	6,716.00	1,005	13%	7,721
Attorney*		250	-	250	3,000	-	3,000	100%	3,000
						-			
GENERAL EXPENSE						-			
Payroll Service Fees		125	93.00	32	1,500	1,195.00	305	20%	1,500
Bank fees/Chk printing	Pro-Rated	17	-	17	200	104.23	96	48%	200
Publications/Subscriptions/Reference		17	-	17	200	220.00	(20)	-10%	200
Seminars & Tuition		125	129.76	(5)	1,500	1,080.40	420	28%	1,500
Member Retirement & celebration		125	-	125	1,500	-	1,500	100%	1,500
Total Operating Expenses		74,672.83	65,423.01	9,249.82	896,074.00	838,744.32	65,102.12	7%	896,074.00

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES		December 31, 2018			YTD Through December 31, 2018				Annual
	Details	Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	%	Budget
								Variance	
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT									
COMPUTER SYSTEM									
Software Purchase (& website mods)		458	-	458	5,500	540.00	4,960	90%	5,500
FRIEND modification*		2,813	-	2,813	33,750	-	33,750	100%	33,750
NJUNS Fee (once a year)*		875		875	10,500	10,500.00	-	0%	10,500
						-			
EQUIPMENT & FURNITURE	Pro-Rated					-			
Purchases/Leases (Ricoh Copy Mch)	New Chair JT	421	602.64	(182)	5,050	5,566.53	(517)	-10%	5,050
Hardware Purchase		292	-	292	3,500	4,986.66	(1,487)	-42%	3,500
LONG TERM LIABILITY CURRENT									
						-			
						-			
Total Capital Investments & Long Term Liabilities Current		4,858.33	602.64	4,255.69	58,300.00	21,593.19	36,706.81	63%	58,300
Interest Earned/Misc Income		(0.08)	(0.08)		(0.91)	(0.91)			
		79,531.09	66,025.57	13,505.52	954,373.09	860,336.60	101,808.93	11%	954,374.00
*Items in blue are assessed equally									
Prepared as of: 01/04/2019									

Delinquent Accounts
As of 1/9/2019

MEMBERS ACCOUNTS RECEIVABLE

					PAST DUE NOTICES - DO NOT DELETE THIS INFORMATION				
Company Name	Invoice Month	Due By	Amount	Invoice Number	Past Due Notice Date Sent	Past due sent to & response notes	Past Due Notices Date by	Input By	Input Date
AT&T Mobility	Oct. '18	Nov. 30, 2018	\$ 732.47	20043				MS	12/13/2018
City of Colton	Sep. '18	Oct. 31, 2018	\$ 720.71	20001	12/13/2018	Emailed AAguilar,PHinojos, EAvila	MS	MS	11/15/2018
MCI Metro/ATS	Sep. '18	Oct. 31, 2018	\$ 848.67	20011	12/13/2018	Emailed Dan Garden	MS	MS	11/15/2018
MCI Metro/ATS	Oct. '18	Nov. 30, 2018	\$ 822.42	20044				MS	12/13/2018
MCI Telecommunications	Sep. '18	Oct. 31, 2018	\$ 702.69	20012	12/13/2018	Emailed Dan Garden	MS	MS	11/15/2018
MCI Telecommunications	Oct. '18	Nov. 30, 2018	\$ 680.95	20045				MS	12/13/2018
Mpower Comm.	Jul. '18	Aug. 31, 2018	\$ 649.13	19939	10/11/2018 11/15/2018 12/13/2018	Mailed to A/P and Emailed telepacifcxtrak@teoco.com Mailed to A/P and Emailed telepacifcxtrak@teoco.com Mailed to A/P and Emailed telepacifcxtrak@teoco.com	MS MS MS	MS	9/13/2018
Mpower Comm.	Aug. '18	Sep. 30, 2018	\$ 954.60	19974	11/15/2018 12/13/2018	Mailed to A/P and Emailed telepacifcxtrak@teoco.com Mailed to A/P and Emailed telepacifcxtrak@teoco.com	MS MS	MS	10/11/2018
Mpower Comm.	Sep. '18	Oct. 31, 2018	\$ 681.06	20009	12/13/2018	Mailed to A/P and Emailed telepacifcxtrak@teoco.com	MS	MS	11/15/2018
Mpower Comm.	Oct. '18	Nov. 30, 2018	\$ 659.99	20042				MS	12/13/2018
Sprint-Nextel Corporation	Oct. '18	Nov. 30, 2018	\$ 670.91	20040				MS	12/13/2018
Time Warner - TWN	Oct. '18	Nov. 30, 2018	\$ 428.02	20053				MS	12/13/2018
Time Warner - TWS	Oct. '18	Nov. 30, 2018	\$ 369.52	20052				MS	12/13/2018
Verizon Wireless	Jul. '17	Aug. 31, 2017	\$ 1,008.10	19506	10/3/2018 11/12/2018	Emailed J.Little/M. Murillo/L. Hernadez Emailed D.Nguyen/M. Murillo/L. Hernadez	MS AP	MS	10/3/2018
Verizon Wireless	May '18	June. 31, 2018	\$ 1,072.82	19856	8/9/2018 9/13/2018 10/03/2018 11/12/2018	Emailed J.Little/M. Murillo/L. Hernadez Emailed J.Little/M. Murillo/L. Hernadez Emailed J.Little/M. Murillo/L. Hernadez Emailed D.Nguyen/M. Murillo/L. Hernadez	MS MS MS AP	MS	8/9/2018
Verizon Wireless	Jul. '18	Aug. 31, 2018	\$ 1,013.13	19926	10/3/2018 11/12/2018	Emailed J.Little/M. Murillo/L. Hernadez Emailed D.Nguyen/M. Murillo/L. Hernadez	MS AP	MS	9/13/2018
Verizon Wireless	Sep. '18	Oct. 31, 2018	\$ 1,052.28	19996				MS	11/15/2018
Verizon Wireless	Oct. '18	Nov. 30, 2018	\$ 1,019.70	20029				MS	12/6/2018
XO Communications	Sep. '18	Oct. 31, 2018	\$ 726.57	20018	12/13/2018	Emailed M.Bergine & M. Ortiz	MS	MS	11/15/2018
XO Communications	Oct. '18	Nov. 30, 2018	\$ 704.09	20051				MS	12/13/2018

\$15,517.83

TOTAL

\$15,517.83

Delinquent Accounts - 30 Days past due.
Past due notices will be sent out when 60 days have elapsed.

S:\EXCEL\ACCTREC

Member	ATC	B	E	H/T	LLW	M	NG	SCW	Totals	YTD
Joint JPAs Billed	3	1	510		1	32	23	2	572	9407
% of Joint JPAs Billed	0.005	0.002	0.892	0.000	0.002	0.056	0.040	0.003	1.00	
Joint JPAs Returned	1		155	3		8	5	2	174	2264
Joint JPAs Held Over									0	
Total Joint JPAs Received	4	1	665	3	1	40	28	4	746	11671
Multi JPAs Billed	1		65			2	24		92	1658
% of Multi JPAs Billed	0.011	0.000	0.707	0.000	0.000	0.022	0.261	0.000	1.00	
Multi JPAs Returned			68			4	25		97	1191
Multi JPAs Held Over									0	
Total Multi JPAs Received	1	0	133	0	0	6	49	0	189	2849
Total # JPAs Billed	4	1	575	0	1	34	47	2	664	11065
% of JPAs Billed	0.006	0.002	0.866	0.000	0.002	0.051	0.071	0.003	1.00	
# of JPAs Returned									271	3455
# of Held Over JPAs									0	
Total JPAs received	5	1	798	3	1	46	77	4	935	14520
% of JPAs Billed									71.02%	
% of JPAs returned									28.98%	
% of Held Over JPAs									0.00%	
Member	ATC	B	E	H/T	LLW	M	NG	SCW	Totals	
Poles Billed (Joint JPAs)	15	4	2832		22	137	30	7	3047	
Inspection CORs Poles Billed (manual update)			3928						3928	
Total Poles Billed including Inspection CORs			6760						6975	43833
Poles Returned (joint)	13		1612	31		42	7	15	1720	18223
Poles Held Over (joint)									0	
Poles Billed (Multi JPAs)	14		386			4	52		456	9639
Poles Returned (multi)			574			43	107		724	10582
Poles Held Over (multi)									0	
Total # Poles Billed (Joint & Multi combined)	29	4	7146	0	22	141	82	7	7431	53472
% of Total Poles Billed (Joint & Multi combined)	0.004	0.001	0.962	0.000	0.003	0.019	0.011	0.001	1.00	
# of Poles Returned									2444	28805
# of Held Over Poles									0	
Total Poles received	42	4	9332	31	22	226	196	22	9875	82277
% of Poles Billed									75.25%	
% of Poles returned									24.75%	
% of Held Over Poles									0.00%	

"Note: Held Over Poles will be billed first at the next Bill of Sale"

Inspections Billed SCE Only: O&M (Inspections,Pole Tag, & SRA)	SCE's Inspections JPAs/Poles were not included in above table	SCE O&M YTD
Inspection JPAs Billed	14	192
Inspection Poles Billed	6342	24189

Member	A	ATC	E	H/T	LLW	M	NG	NPN	SCW	SPR	V	Totals	YTD
Joint JPAs Billed	4		745		1	4	11		5	1	1	772	10179
% of Joint JPAs Billed	0.005	0.000	0.965	0.000	0.001	0.005	0.014	0.000	0.006	0.001	0.001	1.00	
Joint JPAs Returned	3		123	1		1	3		2		1	134	2398
Joint JPAs Held Over			91			1	3			1		96	
Total Joint JPAs Received	7	0	959	1	1	6	17	0	7	2	2	1002	12673
Multi JPAs Billed	1		88				13				2	104	1762
% of Multi JPAs Billed	0.010	0.000	0.846	0.000	0.000	0.000	0.125	0.000	0.000	0.000	0.019	1.00	
Multi JPAs Returned	1		46				6	1				54	1245
Multi JPAs Held Over		4	99			1	9	1		7		121	
Total Multi JPAs Received	2	4	233	0	0	1	28	2	0	7	2	279	3128
Total # JPAs Billed	5	0	833	0	1	4	24	0	5	1	3	876	11941
% of JPAs Billed	0.006	0.000	0.951	0.000	0.001	0.005	0.027	0.000	0.006	0.001	0.003	1.00	
# of JPAs Returned												188	3643
# of Held Over JPAs												217	
Total JPAs received	9	4	1192	1	1	7	45	2	7	9	4	1281	15801
% of JPAs Billed												68.38%	
% of JPAs returned												14.68%	
% of Held Over JPAs												16.94%	
Member	A	ATC	E	H/T	LLW	M	NG	NPN	SCW	SPR	V	Totals	
Poles Billed (Joint JPAs)	42		3728		17	12	12		35	1	2	3849	
Inspection CORs Poles Billed (manual update)			2417									2417	
Total Poles Billed including Inspection CORs			6145									6266	50099
Poles Returned (joint)	54		1022	22		4	3		11		2	1118	19341
Poles Held Over (joint)			712			1	3			1		717	
Poles Billed (Multi JPAs)	10		695				47				8	760	10399
Poles Returned (multi)	1		426				27	1				455	11037
Poles Held Over (multi)		24	765			10	75	9		12		895	
Total # Poles Billed (Joint & Multi combined)	52	0	6840	0	17	12	59	0	35	1	10	7026	60498
% of Total Poles Billed (Joint & Multi combined)	0.007	0.000	0.974	0.000	0.002	0.002	0.008	0.000	0.005	0.000	0.001	1.00	
# of Poles Returned												1573	30378
# of Held Over Poles												1612	
Total Poles received	107	24	9765	22	17	27	167	10	46	14	12	10211	92488
% of Poles Billed												68.81%	
% of Poles returned												15.40%	
% of Held Over Poles												15.79%	

"Note: Held Over Poles will be billed first at the next Bill of Sale"

Inspections Billed SCE Only: O&M (Inspections,Pole Tag, & SRA)	SCE's Inspections JPAs/Poles were not included in above table	SCE O&M YTD
Inspection JPAs Billed	11	203
Inspection Poles Billed	4386	28575

-  = Members assessed penalty fee
-  = Less than 80% but 50% or greater attendance
-  = Less than 50% attendance
-  = Excused Absence

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
MEMBER BOARD MEETING ATTENDANCE
JAN 2018 - DEC 2018**

		MBR CODE	2018 JAN	2018 FEB	2018 MAR	2018 APR	2018 MAY	2018 JUN	2018 JUL	2018 AUG	2018 SEP	2018 OCT	2018 NOV	2018 DEC	TOTAL	Atten. %	MBR CODE
1	So. California Edison	E	1	1	1	1	1	1	1	1	1	1	1		11	100%	E
2	Frontier Communications	FTR	1	1	1	1	1	1	1	1	1	1	1		11	100%	FTR
3	City of Los Angeles	M	1	1	1	1	1	1	1	1	1	1	1		11	100%	M
4	Mobilite LLC	MOB	1	1	1	1	1	1	1	1	1	1	1		11	100%	MOB
5	T-Mobile, USA	PBM	1	1	1	1	1	1	1	1	1	1	1		11	100%	PBM
6	City of Vernon	V	1	1	1	1	1	1	1	1	1	1	1		11	100%	V
7	Verizon Wireless	ATC	1	1	1	1	1	1	1	1	1	1	1		11	100%	ATC
8	AT&T Mobility	LAC	1	1	1	1	1	1	1	1	1	1	1		11	100%	LAC
9	XO Communications	NXT	1	1	1	1	1	1	1	1	1	1	1		11	100%	NXT
10	CA-CLEC LLC	CCI	1	1	1	1	1	1	1	1	1	1	1		11	100%	CCI
11	Crown Castle NG West Inc.	NG	1	1	1	1	1	1	1	1	1	1	1		11	100%	NG
12	NewPath Networks	NPN	1	1	1	1	1	1	1	1	1	1	1		11	100%	NPN
13	Time-Warner	TWC	1	1	1	1	1	1	1	1	1	1	1		11	100%	TWC
14	AT&T California	H / T	1	1	1	1	1	1	1	1	1	1	1		11	100%	H / T
15	City of Anaheim	D	1	1	1	1	1	1	1	1	1	1	1		11	100%	D
16	City of Lompoc	LLW	1	1	0	1	1	1	1	1	1	1	1		10	91%	LLW
17	City of Pasadena	MP	1	1	1	1	1	0	1	1	1	1	1		10	91%	MP
18	Sprint Communications	FON	1	1	1	1	1	1	0	1	1	1	1		10	91%	FON
19	Sprint-Nextel	SPR	1	1	1	1	1	1	0	1	1	1	1		10	91%	SPR
20	Teleport Comm America	TCA	1	1	1	1	1	1	1	0	1	1	1		10	91%	TCA
21	Golden State Water	SCW	1	1	1	1	1	1	1	0	1	1	1		10	91%	SCW
22	MCI/Metro	ATS	1	1	0	1	1	1	1	1	1	1	1		10	91%	ATS
23	MCI Communications	MCI	1	1	0	1	1	1	1	1	1	1	1		10	91%	MCI
24	City of Riverside	J	1	1	1	1	1	1	1	1	1	0	1		10	91%	J
25	City of Burbank	B	1	1	1	1	1	1	1	1	1	1	0		10	91%	B
26	City of Banning	COB	1	1	1	1	1	0	1	1	0	1	1		9	82%	COB
27	City of Azusa	MA	1	1	1	0	1	1	1	1	0	1	1		9	82%	MA
28	ExteNet Systems	EXT	1	0	0	1	1	0	1	1	1	1	1		8	73%	EXT
29	City of Colton	F	1	1	1	1	0	1	1	0	1	1	0		8	73%	F
30	Mpower/TelePacific	ICG	1	1	1	0	1	0	0	0	1	1	1		7	64%	ICG
31	City of Glendale	A	0	0	1	1	1	1	1	0	1	0	1		7	64%	A
32	ATC Outdoor DAS	AMT	1	0	0	0	0	0	0	1	1	1	1		5	45%	AMT
33																	
Total			31	29	27	29	30	27	28	27	30	30	30	0			

SCJPC Overtime Report

Month	Poles Received	Billed	Returned	Held-Over Poles	Non-Exempt OT hours	Comments
Dec-17	4556	2371	2185	0	0	
January 2018 (base line for future months)	7274	4669 (21.5% Multi)	2605	0	0	Full staff
Feb-18	9028	5639 (26.2% Multi)	3389	0	28	
Mar-18	6794	4423 (16.75% multi)	2371	0	0	
Apr-18	8104	5339 (14.5% Multi)	2765	0	0	
May-18	5144	3634 (19.07% multi)	1510	0	0	
Jun-18	7432	4829 (16.11% multi)	2603	0	36.75	Multiple employees were on vacation or out sick
Jul-18	6497	4078 (18% multi)	2419	0	0	
Aug-18	7377	4146 (24% Multi)	3231	0	0	
Sep-18	7619	5028 (22.35% Multi)	2591	0	39	Multiple employees were on vacation or out sick
Oct-18	7133	4256 (19.78% Multi)	2877	0	0	
Nov-18	9875	7431 (6.14% Multi)	2444	0	0	Received & Billed Edison Correction of Inspection. (3928 poles out of 7431).
Dec-18	10211	7026 (10.82% Multi)	1573	1612	57.75	Short Month, closed on Dec 21. One staff on medical leave. Received & Billed Edison Correction of Inspection. (2417 poles out of 7026)

Southern California Joint Pole Committee

279 E. Arrow Hwy. Suite 104
San Dimas, CA 91773
Phone (909) 599-3801
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February 20, 2019

A regular meeting of the **Operating Committee** took place on the above date, at 10:36 a.m., at the Committee office.

Those in attendance were:

Mr. Jeff Williams	City of Los Angeles
Mr. John Bacon	City of Los Angeles
Mr. Wayne Brown	Southern California Edison
Ms. April DeBarge	Southern California Edison
Ms. Valerie Mitwasi	Southern California Edison
Mr. Bret Plaskey	Frontier Communications
Mr. Josh Mathisen	AT&T California
Mr. John Vu	City of Anaheim
Mr. Dave Campo	City of Lompoc
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Maria Ortiz	XO Communication
Ms. Lupe Hernandez	Teleport Communications America
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Sonny Nuñez	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Those attending via teleconference were:

Ms. Cory Crawford	AT&T California
Ms. Kay Black	AT&T California
Mr. Douglas Sink	Frontier Communications
Mr. Brandon Robinson	City of Banning
Mr. Sven Knauth	City of Burbank
Mr. Joe Armstrong	City of Pasadena
Ms. Lynn Prescott	Verizon Wireless
Mr. Pedro Garganera	Verizon Wireless
Ms. Linda McLean	Extenet Systems
Ms. Yvonne Johnson	AT&T Mobility
Ms. Shawn Henderson	T-Mobile USA
Ms. Racheal Torres	Mobilitie, LLC

Chairperson, Mr. Plaskey called the meeting to order at 10:36 a.m. by addressing the first item on the agenda, the review of the **prior meeting minutes**. There were no questions or comments.

The second agenda item is the review of the **January 2019 expense sheets**. The members reviewed the monthly reports. There were no questions or comments.

The third agenda item is the **Accounts Receivable**. The members reviewed the report. Ms. Pranata reported that this report was created last Wednesday, February 13, 2019. Since then more checks have been received and as of today, Verizon Wireless (ATC), is now up to date. There were no questions or comments.

The fourth item on the agenda is the **January 2019 JPA Member Activity** reports. There were no questions or comments.

The fifth item on the agenda is **Member Board Attendance**. Mr. Plaskey inquired if there were one or two assessments. Ms. Pranata replied one ATC Outdoor DAS (AMT). Mr. Williams inquired if Ms. Pranata had been able to contact them. Ms. Pranata replied they were in attendance today. Mr. Plaskey inquired if that will reset the clock. Mr. Pranata replied yes. There were no further comments or questions on this report.

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Allen reported for b/s February 2019 2,897 JPAs were received with a total of 11,591 poles. With the hold-overs from January 2019 b/s the total JPAs were 3,279 and 14,173 poles for February 2019 b/s. There were no comments or questions.

The seventh item on the agenda is **Miscellaneous Items**.

SCJPC Overtime update

Ms. Pranata reported for January 2019 4,919 poles were billed. 20.6% of those were multis poles which is more than other months. 3,280 poles were returned. Total processed 8,199. 2,476 poles were held over from January 2019 into February 2019. Those poles were first to process in February 2019 b/s. Mr. Plaskey inquired if there will be a carryover from February 2/19 into March 2019 b/s. Ms. Pranata replied yes and explained she sent an email to the Operating Committee this morning on what Ms. Allen previously reported. Total received 14,173 poles and the staff processed approximately 10,000 poles with a holdover of about 4,000 poles into March 2019 b/s. Ms. Pranata did not have exact figures since February 2019 is still pending.

Ms. DeBarge inquired about returns. She is under the impression they will contain all the errors. SCE is receiving memos back stating second or third requests. However, on the previous memo(s) what is requested is different. For example, the first request will be for grade and space and then the second request will be for pole length or pole treatment. She then inquired if the JPA is not reviewed for all issues at once.

Ms. Allen commented the JPA is reviewed completely the very first time before returning. She would need to see the memos and go through them before responding further. Ms. DeBarge commented it could be an oversight. Ms. Allen commented it could be. Ms. DeBarge stated that she made some notes on a few of the memos and technically are not second or third requests, if the problem was not on the original memo. Ms. Allen explained that if the billers notate the pole needs a section 7.7 and that they also need to notate that now there needs to be grade and space in parenthesis on record side. If not, companies do not follow through and complete all the criteria associated with a section unless instructed too. That may be another reason they are being returned an additional time. Mr. Williams stated that is a lot of work and time for SCJPC to be going through and returning them. Also, it is taking away time from billing. The members need to make sure prior to submitting JPAs they self-check themselves. Mr. Williams stated that the return numbers should be a lot less and that it is taking up biller's time having to go through them when the companies are the ones that are supposed to go through them. Ms. DeBarge stated that SCE is having that same conversation internally with their people who are submitting JPAs; with all the volume of work coming in who has the time to go over them. They are trying to litigate the errors coming over. Mr. Plaskey inquired if an action item should be created. Mr. Williams stated that there should be and something should be said in the meeting minutes the need of companies doing self-checking. He then commented that the staff is doubling their work having to go through it a first time and again when the memo is returned. Ms. Allen stated that it takes two full days for each person to issue memos. They have to go through the entire JPA, notate errors, issue memos, and log out of Friend and Excel. Mr. Williams commented if it would be beneficial to put JPAs aside as soon as the first error comes up and review later. Ms. Allen commented that the billing period is strictly billing and the current procedure is once a biller finds an error they are to notate error and set the JPAs aside. At the end of the month, when the month is being balanced the billers review the JPA in its entirety, notate errors, and issues memos. Mr. Williams commented that when the JPA comes back the billers do it all over again. Ms. Allen replied yes. Usually a revised JPA is sent so the billers will go through the entire JPA again. Mr. Williams commented maybe we can figure out a process for that and inquired if they return the same JPAs with the corrections. Ms. Allen replied that they normally do. Mr. Plaskey stated doing a comprehensive review is the way to do it. Mr. Williams stated that what the problem is the office gets a clean copy of the JPA and billers have to review it a second time. Perhaps that part can be cleaned up. He continued to state to not get a clean copy and fix what is notated on the original JPA. Ms. Allen then stated that many times what is being asked on the first version will come back different on the second or third version changing something previously not questioned. Now needed the JPA to be returned an additional time. Sometimes the third copy will revert back to the first copy originally sent now requiring a memo to be issued and returned again. Ms. Black inquired if Ms. Allen could post random samples of errors to teach their teams. Even if the JPA is not an AT&T's JPA the information is universal. Mr. Williams inquired if it would help if members did not submit clean copies. Ms. Allen replied it depends. Sometimes a clean copy is required pending amount of errors. Ms. Pranata explained that the staff will ask a general question, for example, they forgot a section. Then it will come back wrong. However, the rules pertaining to the section were not followed. Now the JPA is returned again.

The staff needs to spell out each and every error and rule or it will not be followed. Mr. Plaskey inquired if under miscellaneous a bullet should be added for errors and be discussed during the Operating Committee Meeting. He then inquired if there is a place it can be posted on the website. Ms. Pranata stated that we do have two lists of errors on the website. One is *JPA's Received Automatic Returns* and the second one is *Billing Discrepancies*. Ms. DeBarge asked for January's numbers again. Mr. Williams stated 4,919 poles were billed and 3,280 poles were returned. A total of 8,199 poles were processed for January 2019 b/s. Mr. Plaskey inquired if Ms. Pranata should update the *Frequent Errors* section with additional items found. Mr. Williams inquired if it is up to date. Ms. Hernandez commented when billing and a biller comes across a JPA with an error to set aside. When the times comes to issue memos notate the one error and put a note on the JPA that the *JPA was not fully checked*. Ms. Allen commented that staff has done that in the past and the JPAs are returned without being fully reviewed. Ms. Hernandez stated the onus should be on the Members to self-check their JPAs prior to submission to the SCJPC and not on the SCJPC to tell them what they did wrong. Ms. Hernandez reiterated once you find that first error to set aside and when issuing memos it is on the Member to check the entire JPA and review prior to being returned. Place a note on the JPA that you stopped on what page and line and to please review entire JPA. She then commented that it is not up to SCJPC to check the Members work. Ms. Allen continued that she has learned in the past that if each error is not notated that it does not come back fully reviewed even when requested. The JPA will go back and forth multiple times. Ms. Hernandez commented that the Members want their JPAs billed and it's up to the Member to make sure the JPA is correct and billable. Mr. Williams agreed it is the Members job to review JPAs prior to submitting to the SCJPC and it will open up some eyes when JPAs do not get billed. Mr. Plaskey stated there is no reason a biller should have to touch those seven or eight times either. There has to be a stopping point or SCJPC will get more and more behind. Mr. Plaskey inquired about a solution to hire an additional staff member because Members cannot submit correctly. Ms. Allen commented that was an idea she had as well. To take her two top Biller III's and make them review all the JPAs prior to billing. Then hire additional staff to feel their void. Ms. Pranata stated as of right now SCJPC's priority is focus on billable JPAs and finalizing. Then focus on the non-billable JPAs at the end. Mr. Williams inquired if the 3,280 poles have been sent back yet. Ms. Pranata replies yes. They were sent back after the billing cycle closed. Mr. Mathisen inquired if the memos are super specific. What if billers pointed the Members to the Frequent Errors list. Mr. Plaskey commented that there should be no more than two touches on those. SCJPC will never be able to keep up with the current volume. Ms. Smith inquired how long does it take for memos to be returned. Ms. Allen replied usually month's sometimes even years.

Ms. Allen inquired if it would be possible to go over memos with Members on meeting days. Mr. Plaskey replied absolutely. Mr. Williams commented to let the Members know prior to the meeting what JPAs will be discussed. Ms. Pranata inquired to go over during the Operating or after. Mr. Williams replied after so it is more specific one on one. Mr. Mathisen inquired if it has to be on meeting days because many of the people making the errors are not at the meetings. Mr. Williams commented to let Members know in advance so they can bring those people to the meeting. Mr. Mathisen inquired about a WebEx. Mr. Plaskey and Mr. Williams liked the idea. Then everyone

can see what is going on. You can have all the billing people know there is an off cycle WebEx and attend it. Mr. Mathisen inquired if it would be for specific people only. Mr. Williams replied it can sent out to everybody to watch. Mr. Plaskey stated it can be open to everybody but frequent offenders make mandatory. Ms. Prescott commented that she agrees and that is should be mandatory for the ones making the most mistakes. Those are the people the committee really wants to attend. Mr. Brown commented that SCE may set up a personal WebEx since they have too many people that would have to attend. Mr. Williams stated that he does not want SCJPC to spend every day doing 32 companies. Mr. Plaskey commented that is has to be one meeting. Ms. Black inquired if the meeting can be recorded and post it. That way when a company gets new hires they can have them view for training. Mr. Williams said that is what the JPA Training is for. Mr. Williams inquired what the committee wants to do. Mr. Plaskey commented to have a WebEx opened to anyone who wants to attend. Mr. Pranata commented that SCJPC would not have time to go over all the returns. Mr. Plaskey inquired if Ms. Pranata and Ms. Allen have an idea of which ones to go over. Are there some patterns or is it random mistakes. Ms. Allen commented it is random mistake. Many typos as well. Mr. Brown stated that they will go through SCE's and set up a WebEx thereafter. Mr. Plaskey inquired if a JPA Alert should be issued on the Frequent Errors sheet. Ms. Pranata replied there is already a JPA Alert for *Automatic Returns* and *Billing Discrepancies*. (1/15/19) Mr. Plaskey stated to please add a bullet under Miscellaneous for Billing Errors. Ms. Pranata commented we will revisit next month and there is no meeting in between. Ms. Williams replied correct. Mr. Brown commented that they may want to schedule something in between once they go through their returns.

Mr. Plaskey inquired about the potential hiring of an additional staff member. Mr. Williams commented that someone just returned from medical leave. Ms. Pranata mentioned that one staff member will be on vacation in the month of March 2019. Mr. Plaskey inquired if Ms. Pranata reached out to the staff agency to hire a temp employee. Ms. Pranata explained that Ms. Allen and she wanted to see if the office could catch up with a full staff. However, more poles were submitted for February 2019. Ms. Allen commented that SCJPC received more than the 20% increase previously indicated. Mr. Williams inquired if overtime is still being offered. Ms. Allen stated 15 hours per week and everyone has been working it. Mr. Williams inquired if the Admin Aide would be moved up once an additional staff person is hired. Ms. Pranata replied yes. Mr. Plaskey stated that Frontier agrees Ms. Pranata should start the processing of hiring right away. Mr. Williams agreed as well. Even if all these changes are made it is going to take a while to take effect.

Ms. Pranata stated SCJPC is going to offer optional overtime for the month of March 2019 b/s. Mr. Williams stated he approves. Ms. Pranata inquired the overtime is optional and not mandatory. Mr. Williams replied yes and Mr. Plaskey replied yes as well and added not to exceed 15 hours a week.

Pulling Final JPAs after Form 44 draft is generated- AT&T California

Mr. Mathisen stated that AT&T California is waiting on SCE to respond. Ms. Pranata commented that Mr. Brown was waiting on a response from Mr. Rackleff. Mr. Mathisen stated the subject can be closed.

Edison's Pole Inspection/O&M program process

Ms. Ortiz requested the topic can be removed from the Agenda.

WebEx Upgrade

Ms. Pranata reported that WebEx migrated SCJPC to a new plan with no additional cost in billing. The current plan was out of date. SCJPC can now host 200 callers via WebEx. Mr. Plaskey inquired if the topic can be closed. Ms. Pranata replied it yes.

JPA Multiple JPA Search

Ms. Pranata stated the quote for the JPA Multiple JPA Search, discussed yesterday, is \$350.00 and needs approval. Mr. Plaskey inquired if the committee approves the \$350.00 for the upgrade to the website. The consensus was yes. Ms. Pranata to move forward.

Review of Action Items

- Add a bullet to agenda for *Billing Errors*.
- Ms. Pranata to start the hiring process.
- Overtime has been approved for March 2019 b/s, voluntarily.
- *Pulling Final JPAs after Form 44 draft is generated- AT&T California, Edison's Pole Inspection/ O&M program process and WebEx* to be removed from Agenda.

The meeting adjourned at 11:13 a.m. until March 20, 2019.

Ms. Kathleen Allen – Committee Transcriber

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES		January 31, 2019			YTD Through January 31, 2019			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
<u>EMPLOYEE EXPENSE</u>									
Salaries		48,401	35,921.20	12,480	48,401	35,921.20	12,480	26%	580,813
Regular	35,921.20					-			
Contract Labor						-			
						-			
Insurance		6,921	5,364.86	1,556	6,921	5,364.86	1,556	22%	83,053
Health/Dental	5,364.86					-			
Life (quarterly)						-			
						-			
Payroll Taxes		4,114	3,457.43	657	4,114	3,457.43	657	16%	49,369
Workers Compensation		250	256.25	(6)	250	256.25	(6)	-3%	3,000
Travel mileage reimb/Misc. Exp.		125	55.34	70	125	55.34	70	56%	1,500
						-			
						-			
<u>PENSION EXPENSE</u>						-			
Contribution-SEP IRA		5,082	3,771.73	1,310	5,082	3,771.73	1,310	26%	60,985
						-			
						-			
<u>MONTHLY RECURRING</u>						-			
Rent		8,799	8,798.73	0	8,799	8,798.73	0	0%	105,590
Alarm System	Quarterly	50		50	50	-	50	100%	600
Telephone (Frontier+Jive)		654	650.17	4	654	650.17	4	1%	7,850
Cisco WebEx Plan		90	69.00	21	90	69.00	21	23%	1,080
Postage & Shipping		183	68.71	115	183	68.71	115	63%	2,200
Business/Property Insurance	Pro-Rated	167	-	167	167	-	167	100%	2,000
Committee Meetings		333	317.00	16	333	317.00	16	5%	4,000
						-			
						-			
<u>EQUIPMENT & FURNITURE</u>						-			
						-			
Copy Machine - CBE		183	255.34	(72)	183	255.34	(72)	-39%	2,200
						-			
						-			

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES		January 31, 2019			YTD Through January 31, 2019			%	Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
	Details							Variance	Budget
						-			
<u>NETWORK SYSTEM</u>						-			
LAN Maintenance		1,083	900.00	183	1,083	900.00	183	17%	13,000
FRIEND Support		400	400.00	-	400	400.00	-	0%	4,800
Data Center Hosting-Hardev		775	775.00	-	775	775.00	-	0%	9,300
Email/Domain Host/Sharefile		56	32.95	23	56	32.95	23	42%	676
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		233	-	233	233	-	233	100%	2,800
			-			-			
Off-Site Online Back-up		292	149.00	143	292	149.00	143	49%	3,500
						-			
						-			
<u>PRINTING & SUPPLY</u>						-			
Office Printing		208	193.30	15	208	193.30	15	7%	2,500
Office Supplies		167	131.61	35	167	131.61	35	21%	2,000
						-			
						-			
<u>CONTRACT SERVICES</u>						-			
Auditor	Pro-Rated	769	1,056.00	(287)	769	1,056.00	(287)	-37%	9,223
Attorney*		542	-	542	542	-	542	100%	6,500
						-			
<u>GENERAL EXPENSE</u>						-			
Payroll Service Fees		117	93.00	24	117	93.00	24	20%	1,400
Bank fees/Chk printing	Pro-Rated	17	-	17	17	-	17	100%	200
Publications/Subscriptions/Reference		17	-	17	17	-	17	100%	200
Seminars & Tuition	SAN GABRIEL VALLEY EMPLOYER EDD	83	201.66	(118)	83	201.66	(118)	-142%	1,000
Member Retirement & celebration		108	-	108	108	-	108	100%	1,300
Total Operating Expenses		80,219.92	62,918.28	17,301.64	80,219.92	62,918.28	17,301.64	22%	962,639.00

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES		January 31, 2019				YTD Through January 31, 2019				Annual
									%	
	Details	Budgeted	Recorded	Variance		Budgeted	Recorded	Variance	Variance	Budget
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT										
COMPUTER SYSTEM										
Software Purchase (& website mods)		433		433		433	-	433	100%	5,200
FRIEND modification*		2,813	-	2,813		2,813	-	2,813	100%	33,750
NJUNS Fee (once a year)*	NJUNS	875	10,500.00	(9,625)		875	10,500.00	(9,625)	-1100%	10,500
							-			
EQUIPMENT & FURNITURE	Pro-Rated						-			
Purchases/Leases (Ricoh Copy Mch)		483	379.97	103		483	379.97	103	21%	5,800
Hardware Purchase		342	-	342		342	-	342	100%	4,100
LONG TERM LIABILITY CURRENT							-			
							-			
							-			
Total Capital Investments & Long Term Liabilities Current		4,945.83	10,879.97	(5,934.14)		4,945.83	10,879.97	(5,934.14)	-120%	59,350
Interest Earned/Misc Income		(0.08)	(0.08)			(0.08)	(0.08)			
		85,165.67	73,798.17	11,367.50		85,165.67	73,798.17	11,367.50	13%	1,021,989.00
*Items in blue are assessed equally										
Prepared as of: 02/07/2019										

Delinquent Accounts
As of 2/13/2019

MEMBERS ACCOUNTS RECEIVABLE

Company Name	Invoice Month	Due By	Amount	Invoice Number	PAST DUE NOTICES - DO NOT DELETE THIS INFORMATION				
					Past Due Notice Date Sent	Past due sent to & response notes	Past Due Notices Date by	Input By	Input Date
AT&T Mobility	Nov.' 18	Dec. 31, 2018	\$ 978.62	20076				MS	1/10/2019
City of Glendale	Nov.' 18	Dec. 31, 2018	\$ 1,112.38	20068				MS	1/10/2019
City of Riverside	Nov.' 18	Dec. 31, 2018	\$ 1,193.52	20072				MS	1/10/2019
MCI Metro/ATS	Nov.' 18	Dec. 31, 2018	\$ 1,068.97	20077				MS	1/10/2019
MCI Telecommunications	Nov.' 18	Dec. 31, 2018	\$ 926.87	20078				MS	1/10/2019
Mpower Comm.	Aug. '18	Sep. 30, 2018	\$ 954.60	19974	11/15/2018 12/13/2018 1/10/2019	Mailed to A/P and Emailed telepacifcxtrak@teoco.com Mailed to A/P and Emailed telepacifcxtrak@teoco.com Mailed to A/P and Emailed telepacifcxtrak@teoco.com	MS MS MS	MS	10/11/2018
Mpower Comm.	Sep. '18	Oct. 31, 2018	\$ 681.06	20009	12/13/2018 1/10/2019	Mailed to A/P and Emailed telepacifcxtrak@teoco.com Mailed to A/P and Emailed telepacifcxtrak@teoco.com	MS MS	MS	11/15/2018
Mpower Comm.	Oct. '18	Nov. 30, 2018	\$ 659.99	20042	1/10/2019	Mailed to A/P and Emailed telepacifcxtrak@teoco.com	MS	MS	12/13/2018
Mpower Comm.	Nov.' 18	Dec. 31, 2018	\$ 905.82	20075				MS	1/10/2019
Sprint-Nextel Corporation	Nov.' 18	Dec. 31, 2018	\$ 916.79	20073				MS	1/10/2019
T-Mobile USA, Inc	Nov.' 18	Dec. 31, 2018	\$ 910.65	20081				MS	1/10/2019
Verizon Wireless	Jul. '17	Aug. 31, 2017	\$ 1,008.10	19506	10/3/2018 11/12/2018 1/10/2019	Emailed J.Little/M. Murillo/L. Hernandez Emailed D.Nguyen/M. Murillo/L. Hernandez Emailed D.Nguyen/M. Murillo/L. Hernandez	MS AP MS	MS	10/3/2018
Verizon Wireless	May '18	June. 31, 2018	\$ 1,072.82	19856	8/9/2018 9/13/2018 10/03/2018 11/12/2018 1/10/2019	Emailed J.Little/M. Murillo/L. Hernandez Emailed J.Little/M. Murillo/L. Hernandez Emailed J.Little/M. Murillo/L. Hernandez Emailed D.Nguyen/M. Murillo/L. Hernandez Emailed D.Nguyen/M. Murillo/L. Hernandez	MS MS MS AP MS	MS	8/9/2018
Verizon Wireless	Jul. '18	Aug. 31, 2018	\$ 1,013.13	19926	10/3/2018 11/12/2018 1/10/2019	Emailed J.Little/M. Murillo/L. Hernandez Emailed D.Nguyen/M. Murillo/L. Hernandez Emailed D.Nguyen/M. Murillo/L. Hernandez	MS AP MS	MS	9/13/2018
Verizon Wireless	Sep. '18	Oct. 31, 2018	\$ 1,052.28	19996	1/10/2019	Emailed D.Nguyen/M. Murillo/L. Hernandez	MS	MS	11/15/2018
Verizon Wireless	Oct. '18	Nov. 30, 2018	\$ 1,019.70	20029	1/10/2019	Emailed D.Nguyen/M. Murillo/L. Hernandez	MS	MS	12/6/2018
Verizon Wireless	Nov.' 18	Dec. 31, 2018	\$ 1,267.58	20062				MS	1/10/2019
XO Communications	Nov.' 18	Dec. 31, 2018	\$ 950.12	20084				MS	1/10/2019

\$17,693.00

TOTAL

\$17,693.00

Delinquent Accounts - 30 Days past due.
Past due notices will be sent out when 60 days have elapsed.

S:\EXCEL\ACCTREC

Member	A	ATC	E	H/T	LAC	M	NG	NPN	SCW	SPR	TWC	V	Totals	YTD
Joint JPAs Billed	2	1	779	1		33	29		8	1		2	856	856
% of Joint JPAs Billed	0.002	0.001	0.910	0.001	0.000	0.039	0.034	0.000	0.009	0.001	0.000	0.002	1.00	
Joint JPAs Returned	1		179	4		77	4		6			3	274	274
Joint JPAs Held Over	1		192			24	12						229	
Total Joint JPAs Received	4	1	1150	5	0	134	45	0	14	1	0	5	1359	1359
Multi JPAs Billed	1	3	126	1	1	5	24	1		7		1	170	170
% of Multi JPAs Billed	0.006	0.018	0.741	0.006	0.006	0.029	0.141	0.006	0.000	0.041	0.000	0.006	1.00	
Multi JPAs Returned		4	96	4		6	14			3	1		128	128
Multi JPAs Held Over		1	107	1		14	19			2	1	1	146	
Total Multi JPAs Received	1	8	329	6	1	25	57	1	0	12	2	2	444	444
Total # JPAs Billed	3	4	905	2	1	38	53	1	8	8	0	3	1026	1026
% of JPAs Billed	0.003	0.004	0.882	0.002	0.001	0.037	0.052	0.001	0.008	0.008	0.000	0.003	1.00	
# of JPAs Returned													402	402
# of Held Over JPAs													375	
Total JPAs received	5	9	1479	11	1	159	102	1	14	13	2	7	1803	1803
% of JPAs Billed													56.91%	
% of JPAs returned													22.30%	
% of Held Over JPAs													20.80%	
Member	A	ATC	E	H/T	LAC	M	NG	NPN	SCW	SPR	TWC	V	Totals	
Poles Billed (Joint JPAs)	49	13	3616	4		144	44		30	1		4	3905	3905
Poles Returned (joint)	5		1652	12		262	15		56			6	2008	2008
Poles Held Over (joint)		1	1233			95	23						1352	
Poles Billed (Multi JPAs)	1	15	837	2	1	27	107	9		13		2	1014	1014
Poles Returned (multi)		33	993	69		23	128			4	22		1272	1272
Poles Held Over (multi)		1	976	16		58	67			2	1	3	1124	
Total # Poles Billed (Joint & Multi combined)	50	28	4453	6	1	171	151	9	30	14	0	6	4919	4919
% of Total Poles Billed (Joint & Multi combined)	0.010	0.006	0.905	0.001	0.000	0.035	0.031	0.002	0.006	0.003	0.000	0.001	1.00	
# of Poles Returned													3280	3280
# of Held Over Poles													2476	
Total Poles received	55	63	9307	103	1	609	384	9	86	20	23	15	10675	10675
% of Poles Billed													46.08%	
% of Poles returned													30.73%	
% of Held Over Poles													23.19%	

Over Poles will be billed first at the next

Inspections Billed SCE Only: O&M (Inspections,Pole Tag, & SRA)	SCE's Inspections JPAs/Poles were not included in above table	SCE O&M YTD
Inspection JPAs Billed	12	12
Inspection Poles Billed	3023	3023

-  = Members assessed penalty fee
-  = Less than 80% but 50% or greater attendance
-  = Less than 50% attendance
-  = Excused Absence

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
MEMBER BOARD MEETING ATTENDANCE
FEB 2018 - JAN 2019**

		MBR CODE	2018 FEB	2018 MAR	2018 APR	2018 MAY	2018 JUN	2018 JUL	2018 AUG	2018 SEP	2018 OCT	2018 NOV	2018 DEC	2019 JAN	TOTAL	Atten. %	MBR CODE
1	So. California Edison	E	1	1	1	1	1	1	1	1	1	1		1	11	100%	E
2	Frontier Communications	FTR	1	1	1	1	1	1	1	1	1	1		1	11	100%	FTR
3	City of Los Angeles	M	1	1	1	1	1	1	1	1	1	1		1	11	100%	M
4	Mobilitie LLC	MOB	1	1	1	1	1	1	1	1	1	1		1	11	100%	MOB
5	T-Mobile, USA	PBM	1	1	1	1	1	1	1	1	1	1		1	11	100%	PBM
6	City of Vernon	V	1	1	1	1	1	1	1	1	1	1		1	11	100%	V
7	Verizon Wireless	ATC	1	1	1	1	1	1	1	1	1	1		1	11	100%	ATC
8	AT&T Mobility	LAC	1	1	1	1	1	1	1	1	1	1		1	11	100%	LAC
9	XO Communications	NXT	1	1	1	1	1	1	1	1	1	1		1	11	100%	NXT
10	CA-CLEC LLC	CCI	1	1	1	1	1	1	1	1	1	1		1	11	100%	CCI
11	Crown Castle NG West Inc.	NG	1	1	1	1	1	1	1	1	1	1		1	11	100%	NG
12	NewPath Networks	NPN	1	1	1	1	1	1	1	1	1	1		1	11	100%	NPN
13	Time-Warner	TWC	1	1	1	1	1	1	1	1	1	1		1	11	100%	TWC
14	AT&T California	H / T	1	1	1	1	1	1	1	1	1	1		1	11	100%	H / T
15	City of Anaheim	D	1	1	1	1	1	1	1	1	1	1		1	11	100%	D
16	City of Lompoc	LLW	1	0	1	1	1	1	1	1	1	1		1	10	91%	LLW
17	City of Pasadena	MP	1	1	1	1	0	1	1	1	1	1		1	10	91%	MP
18	Sprint Communications	FON	1	1	1	1	1	0	1	1	1	1		1	10	91%	FON
19	Sprint-Nextel	SPR	1	1	1	1	1	0	1	1	1	1		1	10	91%	SPR
20	Teleport Comm America	TCA	1	1	1	1	1	1	0	1	1	1		1	10	91%	TCA
21	Golden State Water	SCW	1	1	1	1	1	1	0	1	1	1		1	10	91%	SCW
22	MCI/Metro	ATS	1	0	1	1	1	1	1	1	1	1		1	10	91%	ATS
23	MCI Communications	MCI	1	0	1	1	1	1	1	1	1	1		1	10	91%	MCI
24	City of Riverside	J	1	1	1	1	1	1	1	1	0	1		1	10	91%	J
25	City of Burbank	B	1	1	1	1	1	1	1	1	1	0		1	10	91%	B
26	City of Banning	COB	1	1	1	1	0	1	1	0	1	1		1	9	82%	COB
27	City of Azusa	MA	1	1	0	1	1	1	1	0	1	1		1	9	82%	MA
28	ExteNet Systems	EXT	0	0	1	1	0	1	1	1	1	1		1	8	73%	EXT
29	City of Colton	F	1	1	1	0	1	1	0	1	1	0		1	8	73%	F
30	City of Glendale	A	0	1	1	1	1	1	0	1	0	1		1	8	73%	A
31	Mpower/TelePacific	ICG	1	1	0	1	0	0	0	1	1	1		1	7	64%	ICG
32	ATC Outdoor DAS	AMT	0	0	0	0	0	0	1	1	1	1		0	4	36%	AMT
33																	
Total			29	27	29	30	27	28	27	30	30	30	0	31			

SCJPC Overtime Report

Bill of Sale Month	Poles Received	Billed	Reviewed by Staff & Returned	Total Processed Billed + Returned	Held-Over Poles	Non-Exempt OT hours	Comments
Dec-17	4556	2371	2185	4556	0	0	
January 2018 (base line for future months)	7274	4669 (21.5% Multi)	2605	7274	0	0	Full staff
Feb-18	9028	5639 (26.2% Multi)	3389	9028	0	28	
Mar-18	6794	4423 (16.75% multi)	2371	9165	0	0	
Apr-18	8104	5339 (14.5% Multi)	2765	8104	0	0	
May-18	5144	3634 (19.07% multi)	1510	5144	0	0	
Jun-18	7432	4829 (16.11% multi)	2603	7432	0	36.75	Multiple employees were on vacation or out sick
Jul-18	6497	4078 (18% multi)	2419	6497	0	0	
Aug-18	7377	4146 (24% Multi)	3231	7377	0	0	
Sep-18	7619	5028 (22.35% Multi)	2591	7619	0	39	Multiple employees were on vacation or out sick
Oct-18	7133	4256 (19.78% Multi)	2877	7133	0	0	
Nov-18	9875	7431 (6.14% Multi)	2444	9875	0	0	Received & Billed Edison Correction of Inspection. (3928 poles out of 7431).
Dec-18	10211	7026 (10.82% Multi)	1573	8599	1612	57.75	Short Month, closed on Dec 21. One staff on medical leave. Received & Billed Edison Correction of Inspection. (2417 poles out of 7026)
Jan-19	10675	4919 (20.6% Multi)	3280	8199	2476	35.5	10675 = 1612 (from Dec 18) + 9063 One staff on medical leave.



INVOICE
ORIGINAL

BILL TO	INVOICE NO.	PO NO.	TRX DATE	PAGE NO.
Southern Joint Pole Committee	5100009474	PO_1300043059	01-FEB-2019	2 of 2

Manufacturer is the domestic supplier for this shipment and may not be recorded as exporter (Principal Party in Interest) on export documentation.
By accepting delivery of any portion of this shipment, the recipient and their appointed agent agree to:

- (1) Comply with U.S. and local export, transfer, and use laws, http://www.cisco.com/wwl/export/compliance_provision.html and
- (2) Prepare and file shipping documentation necessary for export clearance.

U.S. classification data may be found at: <http://www.cisco.com/wwl/export/matrix.html>

For order status, account information and invoice copies, please visit Cisco Commerce Express at
<https://ccwdir.cloudapps.cisco.com/ccwdir/dashboard>

Invoice FAQs: <https://ccwdir.cloudapps.cisco.com/ccwdir/invoiceFaq>

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INVOICE

ORIGINAL

PAGE NO.
1 of 2

CISCO SYSTEMS, INC.
170 West Tasman Drive,
San Jose, CA 95134

REMIT TO:
P.O. Box 743253
LOS ANGELES CA 90074-3253
Bank of America, N.A
Account#: 12338-57430
Wire ABA#: 026009593
ACH ABA#: 121-000-358
SWIFT: BOFAUS3N

On behalf of
Cisco WebEx LLC (1)
and or Tropo LLC (2)

INVOICE NUMBER	TRX DATE	AMOUNT
5100009515	01-FEB-2019	69.00
PO NUMBER	DUE DATE	CURRENCY
PO_1300043059	03-MAR-2019	USD
PREVIOUS TRANSACTION #	TERMS	WEB ORDER ID
	30 NET	1300043059
CUSTOMER NUMBER	BILL TO NUMBER	ORDER DATE
1016266073	1022305076	

BILL-TO:

Southern Joint Pole Committee
279 E. Arrow Hwy. STE 104
San Dimas CA 91773
UNITED STATES

SERVICE-TO:

Southern Joint Pole Committee
279 E. Arrow Hwy STE 104 - San Dimas
San Dimas CA 91773
UNITED STATES

SUMMARY OF CHARGES

RECURRING CHARGES	69.00
USAGE/OVERAGE CHARGES	0.00
OTHER CHARGES	0.00
SUBTOTAL (EXCL. TAX)	69.00
TAXES	0.00
TOTAL AMOUNT (INCL. TAX)	69.00

If you need assistance with your service or subscription,
please contact your Client Services Manager at 1-866-229-3239.

RECURRING CHARGES

PO LINE#	LINE NO	SERVICE DESCRIPTION	DURATION MONTH(S)	QTY	RATE PRICE	TAX RATE (%)	TAX AMOUNT	EXTENDED AMOUNT (Excl. Tax)
		A-WX-NAMED-USER Webex Named User Subscription ID: Sub212283 Billing Period: 1-Feb-19 to 28-Feb-19						
	1	A-WX-MIG-Please enter Migration Code in Quantity Field to the left.	1	93,400,288	0.00 Per User / mth	0	0.00	0.00
	2	A-WX-NU-CMR-25-Named User Collaboration Meeting Rooms Capacity 25 (1)	1	1	0.00 Per User / mth	0	0.00	0.00
	3	A-WX-NU-MC-SPKMSG-Cisco Enh. Messaging in Webex Teams (1)	1	1	0.00 Per User / mth	0	0.00	0.00
	4	A-WX-NU-MTGS-200-Webex Meetings 200 with Webex Teams (1)	1	1	69.00 Per User / mth	0	0.00	69.00
	5	A-WX-NU-RMSTG-INC-Included file storage (1)	1	5	0.00 Per GB / mth	0	0.00	0.00
	6	A-WX-STORAGE-INC-Included Storage (1)	1	10	0.00 Per GB / mth	0	0.00	0.00
	7	A-WX-VOIP-WebEx VoIP (1)	1	1	0.00 Per Each / mth	0	0.00	0.00
SUB TOTAL							0.00	69.00

USAGE/OVERAGE CHARGES

PO LINE#	LINE NO	SERVICE DESCRIPTION	DURATION MONTH(S)	QTY	RATE PRICE	TAX RATE (%)	TAX AMOUNT	EXTENDED AMOUNT (Excl. Tax)
SUB TOTAL							0.00	0.00



INVOICE
ORIGINAL

BILL TO	INVOICE NO.	PO NO.	TRX DATE	PAGE NO.
Southern Joint Pole Committee	5100009515	PO_1300043059	01-FEB-2019	2 of 2

OTHER CHARGES

PO LINE#	LINE NO	SERVICE DESCRIPTION	DURATION MONTH(S)	QTY	RATE PRICE	TAX RATE (%)	TAX AMOUNT	EXTENDED AMOUNT (Excl. Tax)
					SUB TOTAL		0.00	0.00
					TOTAL		0.00	69.00
					Total Amount (Incl. Tax)		USD 69.00	

EXTENDED AMOUNT (Excl. Tax) = (DURATION * QTY * (RATE PRICE/PRICING TERM))

NOTES:

Tax Summary By State	State	Tax Amount
Cisco WebEx LLC (1)	CA	0.00

ATTENTION:

Manufacturer is the domestic supplier for this shipment and may not be recorded as exporter (Principal Party in Interest) on export documentation. By accepting delivery of any portion of this shipment, the recipient and their appointed agent agree to:

- (1) Comply with U.S. and local export, transfer, and use laws, http://www.cisco.com/wwl/export/compliance_provision.html and
- (2) Prepare and file shipping documentation necessary for export clearance.

U.S. classification data may be found at: <http://www.cisco.com/wwl/export/matrix.html>

For order status, account information and invoice copies, please visit Cisco Commerce Express at <https://ccwdir.cloudapps.cisco.com/ccwdir/dashboard>

Invoice FAQs: <https://ccwdir.cloudapps.cisco.com/ccwdir/invoiceFaq>

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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, 2019

A regular meeting of the **Operating Committee** took place on the above date, at 10:36 a.m., at the Committee office.

Those in attendance were:

Mr. Ronald Schram	City of Los Angeles
Mr. John Bacon	City of Los Angeles
Mr. Wayne Brown	Southern California Edison
Ms. April DeBarge	Southern California Edison
Mr. Bret Plaskey	Frontier Communications
Mr. John Vu	City of Anaheim
Mr. Dave Campo	City of Lompoc
Mr. Sven Knauth	City of Burbank
Mr. Johnny Trang	City of Pasadena
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Michael McKay	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Vivian To	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Those attending via teleconference were:

Ms. Kay Black	AT&T California
Mr. Glenn Leckie	Frontier Communications
Ms. Lynn Prescott	Verizon Wireless
Ms. Yvonne Johnson	AT&T Mobility
Ms. Shawn Henderson	T-Mobile USA

Chairperson, Mr. Plaskey called the meeting to order at 11:25 a.m. by addressing the first item on the agenda, the review of the **prior meeting minutes**. There were no questions or comments.

The second agenda item is the review of the **February 2019 expense sheets**. The members reviewed the monthly reports. There were no questions or comments.

The third agenda item is the **Accounts Receivable**. There were no questions or comments.

The fourth item on the agenda is the **February 2019 JPA Member Activity** reports. Mr. Plaskey inquired if the 60% increase that was seen in January is still the same this month. Ms. Allen replied no. They are within their 40%-50% range previously discussed. There were no further questions or comments.

The fifth item on the agenda is **Member Board Attendance**. Mr. Knauth inquired if this is where the attendance penalty is assessed from. Ms. Pranata replied yes and explained that ATC Outdoor DAS (AMT) was charged a \$500 attendance penalty in January. Once paid the amount will be split up between the 31 members and deducted from their monthly invoice. There were no further comments or questions on this report.

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Allen reported for b/s March 2019 a total of 2,819 JPAs were received with a total of 13,825 poles. This included the hold-over poles from February 2019 b/s which was a total of 942 JPAs and 4,110 poles. The hold-overs from March 2019 b/s into April 2019 will be less than 2700.

She also reported that she held a staff meeting on February 28, 2019. Discussed were 7.X and 5.X cannot be used together. They are conflicting sections. Section 12.8 does not need to be noted with section 7.X. Memos being returned from SCE may have attn.: Kathleen. She informed the staff to bring to her attention for discussion. Also discussed, any hold-overs from the previous month are to be billed first. She updated the Safety Manual and handed out. Lastly discussed, for b/s 3/19 the new memo will be used where the billers are to check the box to show where they left off checking the JPA, leaving the onus to the initiator to check the rest of the JPA. Mr. Brown inquired about the backlog of 27 poles held over from January. Ms. Allen commented there are 2700 poles held over from March 2019 b/s into April 2019 b/s. Mr. Brown then inquired what the action plan is to get rid of the backlog in its entirety. Ms. Pranata explained that we hired an Administrative Aide that hopefully will be trained in a month or two to assist in general office duties. This way the billers can focus on billing and processing JPAs. She continued to explain that it will take some time to train the new person. Mr. Brown inquired if the backlog will be caught up in the summer. Ms. Allen stated that it all depends on what is submitted. Each month varies in work received. Ms. Pranata also commented that it depends on how many employees take the overtime as well. Not all employees take the opportunity to do overtime. Mr. Brown then inquired if the backlog continue at a high volume would overtime become mandatory at any point. Ms. Pranata stated that would be up to the Operating Committee to decide. She does send out monthly updates to the Operating Committee on the status of the back log. If the Operating Committee thinks that mandatory overtime is necessary she will inform the staff and enforce. There were no comments or questions.

The seventh item on the agenda is **Miscellaneous Items**.

SCJPC Overtime update

Ms. Pranata opened by showing the overtime sheet and she reported for February 2019 115.75 overtime hours were worked. She also reported this was above average. Mr. Plaskey inquired about the 14,144 number shown on the report if this was intents or poles. Ms. Pranata replied poles received. 2,476 poles were hold-over from January 2019 b/s. If you do not include the hold-overs 11,668 poles were received in February 2019 b/s. Mr. Plaskey inquired about the 4,155 poles if that is back log. Ms. Allen explained that is what was held over from February 2019 b/s into March 2019 b/s. Ms. Pranata reports on the previous finalized month and Ms. Allen reports on the current month. They hold-overs are always processed first the following month so there is never more than a 30-day back log. Ms. Allen commented that for April 2019 b/s there will be a full staff which will make a huge difference in the amount of poles processed.

Item 1581: Pole Record Redesign (from Computer Ad Hoc) – Priority: Testing software vs processing JPA work. Mr. Plaskey opened and inquired if right now would be the right time to test this new process. Does it make sense to start a new process now and pull some people out of production or push it out another month and see where we are at on the hold-overs of the previous month? Should this process be held off into April b/s? Mr. Brown stated that SCE proposes to hold off on testing and try and catch up on the 2700 hold-overs. Mr. Plaskey stated that Frontier agrees with SCE. Mr. Plaskey inquired how everyone feels. The Members agreed to hold off on the testing and for the staff to focus on the JPA work.

Ms. Pranata asked for approval for overtime for the month of April 2019 b/s. Mr. Plaskey stated yes as long as the same rules apply with a cap of 15 hours a week with no double time and not mandatory yet. Mr. Brown and Mr. Schram approved as well.

Billing Errors:

Ms. Allen opened up by showing and explaining why memos go back multiple times. She explained for JPA E6022-405515957 (see attached) a note was placed on the memo with ATTN: Kathleen. The note on the memo does not reflect work on the JPA. She stated this is a big issue and is unclear what to do. Ms. DeBarge commented although it states ATTN: Kathleen at the top the notes on the memo are mainly for her team. Ms. Allen showed the next example E6051-406873261 (attached). The JPA was returned because anchor information under proposed to be billed, however, there was no anchor size on record. The JPA was returned to SCJPC and on the original copy the anchor information on proposed was whited out. The revised copy had the same anchor information under proposed with no anchor size or direction updated on record. The JPA will have to have another memo issued asking for anchor information. The next JPA she presented was NG365242-13-02 (attached). Ms. Allen explained the JPA was returned because the pole height on the JPA did not match the pole height on record. When the JPA came back the pole height was change to reflect the pole record and the section changed as well. The section was not question on the memo. However, it was changed from a 4.0 to a 4.2 and no one showed on proposed as relinquishing

interest. This too will result in a memo being issued a second time. Additionally, she explained that when a clean copy is received the biller will have to check/review the entire JPA over again for errors. Lastly, she presented a JPA E6073-406620173 (attached) that was returned because it showed E Guy with Safety Clearance Zone. It came back to SCJPC with the Guy whited out. However, no KV was listed. Now the JPA will have to be returned again requesting KV.

Review of Action Items

- Overtime was approved for the month of April.
- In April 2019 the Committee will revisit testing software vs processing JPA work.

The meeting adjourned at 11:49 a.m. until April 17, 2019.

Ms. Kathleen Allen – Committee Transcriber

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES		February 28, 2019			YTD Through February 28, 2019				Annual
	Details	Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	% Variance	Budget
<u>EMPLOYEE EXPENSE</u>									
Salaries		48,401	40,029.13	8,372	96,802	75,950.33	20,852	22%	580,813
Regular	40,029.13					-			
Contract Labor						-			
						-			
Insurance		6,921	5,330.36	1,591	13,842	10,695.22	3,147	23%	83,053
Health/Dental	5,330.36					-			
Life (quarterly)						-			
						-			
Payroll Taxes		4,114	3,464.54	650	8,228	6,921.97	1,306	16%	49,369
Workers Compensation		250	256.25	(6)	500	512.50	(13)	-3%	3,000
Travel mileage reimb/Misc. Exp.		125	107.85	17	250	163.19	87	35%	1,500
						-			
						-			
<u>PENSION EXPENSE</u>									
Contribution-SEP IRA		5,082	4,203.06	879	10,164	7,974.79	2,189	22%	60,985
						-			
						-			
<u>MONTHLY RECURRING</u>									
Rent		8,799	8,798.73	0	17,598	17,597.46	1	0%	105,590
Alarm System	Quarterly	50	149.97	(100)	100	149.97	(50)	-50%	600
Telephone (Frontier+Jive)		654	651.02	3	1,308	1,301.19	7	1%	7,850
Cisco WebEx Plan		90	69.00	21	180	138.00	42	23%	1,080
Postage & Shipping		183	238.81	(55)	367	307.52	59	16%	2,200
Business/Property Insurance	Pro-Rated	167	1,193.50	(1,027)	333	1,193.50	(860)	-258%	2,000
Committee Meetings		333	361.51	(28)	667	678.51	(12)	-2%	4,000
						-			
						-			
<u>EQUIPMENT & FURNITURE</u>									
						-			
Copy Machine - CBE		183	122.64	61	367	377.98	(11)	-3%	2,200
						-			
						-			

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES		February 28, 2019			YTD Through February 28, 2019			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
	Details					-			
						-			
NETWORK SYSTEM						-			
LAN Maintenance		1,083	900.00	183	2,167	1,800.00	367	17%	13,000
FRIEND Support		400	400.00	-	800	800.00	-	0%	4,800
Data Center Hosting-Hardev		775	775.00	-	1,550	1,550.00	-	0%	9,300
Email/Domain Host/Sharefile		56	32.95	23	113	65.90	47	42%	676
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		233	-	233	467	-	467	100%	2,800
			-			-			
Off-Site Online Back-up		292	149.00	143	583	298.00	285	49%	3,500
						-			
						-			
PRINTING & SUPPLY						-			
Office Printing		208	168.95	39	417	362.25	54	13%	2,500
Office Supplies		167	137.57	29	333	269.18	64	19%	2,000
						-			
						-			
CONTRACT SERVICES						-			
Auditor	Pro-Rated	769		769	1,537	1,056.00	481	31%	9,223
Attorney*		542	1,650.00	(1,108)	1,083	1,650.00	(567)	-52%	6,500
						-			
GENERAL EXPENSE						-			
Payroll Service Fees		117	93.00	24	233	186.00	47	20%	1,400
Bank fees/Chk printing	Pro-Rated	17	-	17	33	-	33	100%	200
Publications/Subscriptions/Reference		17	-	17	33	-	33	100%	200
Seminars & Tuition		83	-	83	167	201.66	(35)	-21%	1,000
Member Retirement & celebration		108	-	108	217	-	217	100%	1,300
Total Operating Expenses		80,219.92	69,282.84	10,937.08	160,439.83	132,201.12	28,238.71	18%	962,639.00

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES		February 28, 2019				YTD Through February 28, 2019			%	Annual
		Budgeted	Recorded	Variance		Budgeted	Recorded	Variance		
	Details								Variance	Budget
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT										
COMPUTER SYSTEM										
Software Purchase (& website mods)		433		433		867	-	867	100%	5,200
FRIEND modification*		2,813	-	2,813		5,625	-	5,625	100%	33,750
NJUNS Fee (once a year)*	NJUNS	875		875		1,750	10,500.00	(8,750)	-500%	10,500
							-			
EQUIPMENT & FURNITURE	Pro-Rated						-			
Purchases/Leases (Ricoh Copy Mch)		483	379.97	103		967	759.94	207	21%	5,800
Hardware Purchase		342	-	342		683	-	683	100%	4,100
LONG TERM LIABILITY CURRENT							-			
							-			
							-			
Total Capital Investments & Long Term Liabilities Current		4,945.83	379.97	4,565.86		9,891.67	11,259.94	(1,368.27)	-14%	59,350
Interest Earned/Misc Income		(0.07)	(0.07)			(0.15)	(0.15)			
		85,165.68	69,662.74	15,502.94		170,331.35	143,460.91	26,870.44	16%	1,021,989.00
*Items in blue are assessed equally										
Prepared as of: 03/07/2019										

Delinquent Accounts
As of 3/13/2019

MEMBERS ACCOUNTS RECEIVABLE

MEMBERS ACCOUNTS RECEIVABLE					PAST DUE NOTICES - DO NOT DELETE THIS INFORMATION				
Company Name	Invoice Month	Due By	Amount	Invoice Number	Past Due Notice Date Sent	Past due sent to & response notes	Past Due Notices Date by	Input By	Input Date
AT&T Mobility	Dec.' 18	Jan. 31, 2019	\$ 753.20	20109				MS	2/14/2019
City of Riverside	Nov.' 18	Dec. 31, 2018	\$ 1,193.52	20072	2/14/2019	Mailed Alex Parra	MS	MS	1/10/2019
Extenet Systems	Dec.' 18	Jan. 31, 2019	\$ 662.06	20125				MS	2/14/2019
MCI Metro/ATS	Nov.' 18	Dec. 31, 2018	\$ 1,068.97	20077	2/14/2019	Emailed Matt Bergine	MS	MS	1/10/2019
MCI Metro/ATS	Dec.' 18	Jan. 31, 2019	\$ 845.69	20110				MS	2/14/2019
MCI Telecommunications	Nov.' 18	Dec. 31, 2018	\$ 926.87	20078	2/14/2019	Emailed Matt Bergine	MS	MS	1/10/2019
MCI Telecommunications	Dec.' 18	Jan. 31, 2019	\$ 700.22	20111				MS	2/14/2019
Mpower Comm.	Aug. '18	Sep. 30, 2018	\$ 954.60	19974	11/15/2018 12/13/2018 1/10/2019 2/14/2019	Mailed to A/P and Emailed telepacificxtrak@teoco.com Mailed to A/P and Emailed telepacificxtrak@teoco.com Mailed to A/P and Emailed telepacificxtrak@teoco.com Mailed to A/P and Emailed telepacificxtrak@teoco.com	MS MS MS MS	MS	10/11/2018
Mpower Comm.	Sep. '18	Oct. 31, 2018	\$ 681.06	20009	12/13/2018 1/10/2019 2/14/2019	Mailed to A/P and Emailed telepacificxtrak@teoco.com Mailed to A/P and Emailed telepacificxtrak@teoco.com Mailed to A/P and Emailed telepacificxtrak@teoco.com	MS MS MS	MS	11/15/2018
Mpower Comm.	Oct. '18	Nov. 30, 2018	\$ 659.99	20042	1/10/2019 2/14/2019	Mailed to A/P and Emailed telepacificxtrak@teoco.com Mailed to A/P and Emailed telepacificxtrak@teoco.com	MS MS	MS	12/13/2018
Mpower Comm.	Nov.' 18	Dec. 31, 2018	\$ 905.82	20075	2/14/2019	Mailed to A/P and Emailed telepacificxtrak@teoco.com	MS	MS	1/10/2019
Mpower Comm.	Dec.' 18	Jan. 31, 2019	\$ 678.67	20108	2/14/2019			MS	2/14/2019
Sprint Communications	Dec.' 18	Jan. 31, 2019	\$ 662.95	20122				MS	2/14/2019
Sprint-Nextel Corporation	Dec.' 18	Jan. 31, 2019	\$ 689.44	20106				MS	2/14/2019
Time Warner Cable - TWN	Dec.' 18	Jan. 31, 2019	\$ 440.58	20119				MS	2/14/2019
Time Warner Cable - TWS	Dec.' 18	Jan. 31, 2019	\$ 379.97	20118				MS	2/14/2019
Verizon Wireless	Nov.' 18	Dec. 31, 2018	\$ 1,267.58	20062	2/14/2019	Emailed D.Nguyen/M. Murillo/L. Hernandez	MS	MS	1/10/2019
Verizon Wireless	Dec.' 18	Jan. 31, 2019	\$ 1,049.04	20095				MS	2/14/2019
XO Communications	Dec.' 18	Jan. 31, 2019	\$ 724.01	20117				MS	2/14/2019

\$15,244.24

TOTAL

\$15,244.24

Delinquent Accounts - 30 Days past due.
Past due notices will be sent out when 60 days have elapsed.

S:\EXCEL\ACCTREC

Member	ATC	B	E	EXT	FTR	H/T	LLW	M	NG	NPN	NXT	PBM	SCW	SPR	TWC	V	Totals	YTD
Joint JPAs Billed	1		1415				1	46	54				5	1		1	1524	2380
% of Joint JPAs Billed	0.001	0.000	0.928	0.000	0.000	0.000	0.001	0.030	0.035	0.000	0.000	0.000	0.003	0.001	0.000	0.001	1.00	
Joint JPAs Returned	1	3	328					60	14				2				408	682
Joint JPAs Held Over			732			2		2	21				1				758	
Total Joint JPAs Received	2	3	2475	0	0	2	1	108	89	0	0	0	8	1	0	1	2690	4049
Multi JPAs Billed	1		172				8	42	4				1				228	398
% of Multi JPAs Billed	0.004	0.000	0.754	0.000	0.000	0.000	0.035	0.184	0.018	0.000	0.000	0.000	0.004	0.000	0.000	0.000	1.00	
Multi JPAs Returned			118		1	1		16	41	1	1	1		2		1	183	311
Multi JPAs Held Over	1		139	1		1		4	37	2				2	1		188	
Total Multi JPAs Received	2	0	429	1	1	2	8	62	82	3	1	1	1	4	1	1	599	1043
Total # JPAs Billed	2	0	1587	0	0	0	9	88	58	0	0	0	6	1	0	1	1752	2778
% of JPAs Billed	0.001	0.000	0.906	0.000	0.000	0.000	0.005	0.050	0.033	0.000	0.000	0.000	0.003	0.001	0.000	0.001	1.00	
# of JPAs Returned																	591	993
# of Held Over JPAs																	946	
Total JPAs received	4	3	2904	1	1	4	9	170	171	3	1	1	9	5	1	2	3289	5092
% of JPAs Billed																	53.27%	
% of JPAs returned																	17.97%	
% of Held Over JPAs																	28.76%	
Member	ATC	B	E	EXT	FTR	H/T	LLW	M	NG	NPN	NXT	PBM	SCW	SPR	TWC	V	Totals	
Poles Billed (Joint JPAs)	1		4700				30	180	74				14	1		2	5002	8907
Poles Returned (joint)	2	15	1918					267	29				20				2251	4259
Poles Held Over (joint)			3025			9		6	34				10				3084	
Poles Billed (Multi JPAs)	1		1075					31	100					5	1		1213	2227
Poles Returned (multi)			1090		21	16		112	238	36	2	2		3		3	1523	2795
Poles Held Over (multi)	2		878	2		18		42	122	2				3	2		1071	
Total # Poles Billed (Joint & Multi combined)	2	0	5775	0	0	0	30	211	174	0	0	0	14	6	1	2	6215	11134
% of Total Poles Billed (Joint & Multi combined)	0.000	0.000	0.929	0.000	0.000	0.000	0.005	0.034	0.028	0.000	0.000	0.000	0.002	0.001	0.000	0.000	1.00	
# of Poles Returned																	3774	7054
# of Held Over Poles																	4155	
Total Poles received	6	15	12686	2	21	43	30	638	597	38	2	2	44	12	3	5	14144	24819
% of Poles Billed																	43.94%	
% of Poles returned																	26.68%	
% of Held Over Poles																	29.38%	

"Note: Held Over Poles will be billed first at the next Bill of Sale"

Inspections Billed SCE Only: O&M (Inspections,Pole Tag, & SRA)
Inspection JPAs Billed
Inspection Poles Billed

SCE's Inspections JPAs/Poles were not included in above table	SCE O&M YTD
13	25
1414	4437

 = Members assessed penalty fee

 = Less than 80% but 50% or greater attendance

 = Less than 50% attendance

 = Excused Absence

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
MEMBER BOARD MEETING ATTENDANCE
MAR 2018 - FEB 2019

		MBR CODE	2018 MAR	2018 APR	2018 MAY	2018 JUN	2018 JUL	2018 AUG	2018 SEP	2018 OCT	2018 NOV	2018 DEC	2019 JAN	2019 FEB	TOTAL	Atten. %	MBR CODE
1	So. California Edison	E	1	1	1	1	1	1	1	1	1		1	1	11	100%	E
2	Frontier Communications	FTR	1	1	1	1	1	1	1	1	1		1	1	11	100%	FTR
3	City of Los Angeles	M	1	1	1	1	1	1	1	1	1		1	1	11	100%	M
4	Mobilite LLC	MOB	1	1	1	1	1	1	1	1	1		1	1	11	100%	MOB
5	T-Mobile, USA	PBM	1	1	1	1	1	1	1	1	1		1	1	11	100%	PBM
6	City of Vernon	V	1	1	1	1	1	1	1	1	1		1	1	11	100%	V
7	Verizon Wireless	ATC	1	1	1	1	1	1	1	1	1		1	1	11	100%	ATC
8	AT&T Mobility	LAC	1	1	1	1	1	1	1	1	1		1	1	11	100%	LAC
9	XO Communications	NXT	1	1	1	1	1	1	1	1	1		1	1	11	100%	NXT
10	CA-CLEC LLC	CCI	1	1	1	1	1	1	1	1	1		1	1	11	100%	CCI
11	Crown Castle NG West Inc.	NG	1	1	1	1	1	1	1	1	1		1	1	11	100%	NG
12	NewPath Networks	NPN	1	1	1	1	1	1	1	1	1		1	1	11	100%	NPN
13	AT&T California	H / T	1	1	1	1	1	1	1	1	1		1	1	11	100%	H / T
14	City of Anaheim	D	1	1	1	1	1	1	1	1	1		1	1	11	100%	D
15	City of Lompoc	LLW	0	1	1	1	1	1	1	1	1		1	1	10	91%	LLW
16	City of Pasadena	MP	1	1	1	0	1	1	1	1	1		1	1	10	91%	MP
17	Sprint Communications	FON	1	1	1	1	0	1	1	1	1		1	1	10	91%	FON
18	Sprint-Nextel	SPR	1	1	1	1	0	1	1	1	1		1	1	10	91%	SPR
19	Teleport Comm America	TCA	1	1	1	1	1	0	1	1	1		1	1	10	91%	TCA
20	Golden State Water	SCW	1	1	1	1	1	0	1	1	1		1	1	10	91%	SCW
21	MCI/Metro	ATS	0	1	1	1	1	1	1	1	1		1	1	10	91%	ATS
22	MCI Communications	MCI	0	1	1	1	1	1	1	1	1		1	1	10	91%	MCI
23	City of Riverside	J	1	1	1	1	1	1	1	0	1		1	1	10	91%	J
24	City of Burbank	B	1	1	1	1	1	1	1	1	0		1	1	10	91%	B
25	Time-Warner	TWC	1	1	1	1	1	1	1	1	1		1	0	10	91%	TWC
26	City of Banning	COB	1	1	1	0	1	1	0	1	1		1	1	9	82%	COB
27	City of Azusa	MA	1	0	1	1	1	1	0	1	1		1	1	9	82%	MA
28	ExteNet Systems	EXT	0	1	1	0	1	1	1	1	1		1	1	9	82%	EXT
29	City of Glendale	A	1	1	1	1	1	0	1	0	1		1	1	9	82%	A
30	City of Colton	F	1	1	0	1	1	0	1	0	0		1	1	8	73%	F
31	Mpower/TelePacific	ICG	1	0	1	0	0	0	1	1	1		1	0	6	55%	ICG
32	ATC Outdoor DAS	AMT	0	0	0	0	0	1	1	1	1		0	1	5	45%	AMT
33																	
Total			27	29	30	27	28	27	30	30	30	0	31	30			

SCJPC Overtime Report

Bill of Sale Month	Poles Received	Billed	Returned	Total Processed	Held-Over	Non-Exempt OT hours	Comments
				Billed + Returned	Poles		
Dec-17	4556	2371	2185	4556	0	0	
January 2018 (base line for future months)	7274	4669	2605	7274	0	0	Full staff
		(21.5% Multi)					
Feb-18	9028	5639	3389	9028	0	28	
		(26.2% Multi)					
Mar-18	6794	4423 (16.75% multi)	2371	9165	0	0	
Apr-18	8104	5339	2765	8104	0	0	
		(14.5% Multi)					
May-18	5144	3634	1510	5144	0	0	
		(19.07% multi)					
Jun-18	7432	4829	2603	7432	0	36.75	Multiple employees were on vacation or out sick
		(16.11% multi)					
Jul-18	6497	4078	2419	6497	0	0	
		(18% multi)					
Aug-18	7377	4146	3231	7377	0	0	
		(24% Multi)					
Sep-18	7619	5028	2591	7619	0	39	Multiple employees were on vacation or out sick
		(22.35% Multi)					
Oct-18	7133	4256	2877	7133	0	0	
		(19.78% Multi)					
Nov-18	9875	7431	2444	9875	0	0	Received & Billed Edison Correction of Inspection. (3928 poles out of 7431).
		(6.14% Multi)					
Dec-18	10211	7026	1573	8599	1612	57.75	Short Month, closed on Dec 21. One staff on medical leave. Received & Billed Edison Correction of Inspection. (2417 poles out of 7026)
		(10.82% Multi)					
Jan-19	10675	4919 (20.6% Multi)	3280	8199	2476	35.5	10675 = 1612 (from Dec 18) + 9063 One staff on medical leave.
Feb-19	14144	6215	3774	9989	4155	115.75	14144 = 2476 (from Jan 19) + 11668 One staff on vacation for 2 weeks
		(19.52% Multi)					

Southern California Joint Pole Committee

279 E. Arrow Hwy, Suite 104 • San Dimas, CA 91773

Phone: (909) 599-3801 • Fax: (909) 599-3825

RECEIVED

NOV 27 2018

TO: Laross-Hamington LE

DATE: November 26, 2018

SUBJECT: EU022-405515957

FROM: Monica Salazar

Monica.Salazar@Scjpc.Net

Extension: 208

Rh to Kathleen

SCJPC USE ONLY	
B/S	<u>11/18</u>
Jt Poles	
Mt Poles	<u>10</u>
Mt Parties	<u>3</u>
☒ Friend JPA Log ☒ Scanned	

CB 12/7/18

The attached JPA is being returned to you because we cannot process it for the following reasons(s): JAN 16 2019

☐ Missing Form48 Date
☐ Form48 Date is less than 45 days
☐ Missing Date Sent Information
☐ Missing Approved By: _____
☐ Missing KV: _____
☐ Missing Page: _____

☐ For a COR JPA,
☐ Correction must be identical to Original JPA. Please refer to RHB Example 18-14.
☐ JPA# of Original JPA being corrected must be provided on JPA.
☐ COR JPA must specify corrections being made. SCJPC can not assume.

☐ There is a 'Do Not Bill' F7 on file for this JPA. Please review attached copy.
An 'OK to Bill' Form 7 needs to be sent to SCJPC in order to proceed.

☐ The following pole(s):
☐ Are Already Joint: _____
☐ Are Dead: _____
☐ Have No Record: _____
Please send copy of joint record from at least 2 utilities on record, if not unauth.

☐ Grade & Space Allocation is invalid or incomplete.
Please review Grade & Space for poles: _____

☒ Other: Item 19B (pg 4 line 3) changed to whom?

☐ Are Anchors AT or AR on pole(s): _____

☐ JPA was previously billed in B/S _____
Memo does not need to be returned.

☒ This is the 2nd memo for this JPA.

memo unclear
it states SCE benefit, no charge
p 4, ln 4 - ? Shows 1/2 (1) +
there's only 2 members?

☒ **Original JPA is attached. Please return Memo, Original JPA, Pole Cards, Notes, Post-Its, Emails, and Any other information sent with the Memo.**

Approved By: SCJPC 011118

Thank you for your time and assistance!

Monica

FINAL

BILL NO. _____

J.P. Auth. No. **E6022-405515957**

POLE NO.	Pole Length Anchor Size	Year Set	Pole Treat Class Anchor Direct.	Record										Proposed										Item No.	LOCATION AND NATURE OF WORK If not in accordance with Joint Pole agreement and routine-state reasons.		BILL CODE	UTILITY E		BILL CODE	UTILITY H		ACCOUNTING DIRECTIONS:																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
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POLE LEGEND:
P = PULL
PB = PULL BUTT
T = TRANSPOR
S = SALVAGE
D = DISPOSE
TN = TENANT

L = LOWER TOP
C(XX) = FOOTAGE CUT
SCZ = SAFETY CLEARANCE ZONE

ANCHOR LEGEND:
AR = ANCHOR REMOVED
AT = ANCHOR TRANSFERRED

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

**new copy w/
GrSp & location
corrected by E via
memo 10/29/18 jwo*

GEOGRAPHICAL LOCATION
EL MONTE
COMMUNITY

PAGE TOTAL _____

*charge 1/2(1) to
Whom?*

Original

BILL NO. _____
PAGE NO. 1

FINAL

AUTHORIZATION FOR JOINT POLE TRANSACTION

J.P. FORM 2-1 Rev 07/13

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

Date Prepared 10/24/2018
Date Sent 9/9/2016
Confirming Agreement ☐
In Field ☐
By Telephone ☐

Date OCT 29 2018
Completed ☐
No. of Pages 3
J.P. Auth No NG365242-13 02

COSTS and BILLING DATA

BILLING CODES

1. PLACED CURRENT YEAR
2. PLACED PRIOR YEAR
3. UNAUTHORIZED ATTACHMENT
4. SALVAGE VALUE
5. AUTHORIZED COSTS

UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE	APPROVED	TAXING INSTRUCTIONS	ACCOUNTING DATA
E	H. Fluke	South Bay	M. Wazewski	Torrance	700179-408119277
HLA	D. Morris	Southern	B. Barrera	LA	A208
NG	Jennifer Prudencio	San Jose	E. CARRION	SANTA CLARITA	365242/TMO

BILL NO. _____

AMOUNT DUE

POLE NO.	Pole Length Anchor Size	Year Set	Pole Treat		Record					Proposed					Item No.	LOCATION AND NATURE OF WORK If not in accordance with Joint Pole agreement and routine-state reasons.		BILL CODE	TOTAL AMT	BILL CODE	TOTAL AMT	ACCOUNTING DIRECTIONS:		
			Class	Anchor Direct	E						E	HLA	NG										AMOUNT	AMOUNT
1560574E	40																							
1560573E	40	64																						
																							</	

POLE LEGEND:
P = PULL (Item 5A)
PB = PULL BUTT
T = TRANSPORT (Item 5B)
S = SALVAGE
D = DISPOSE (Item 5D)
TN = TENANT
L = LOWER TOP (Item 5E)
C(XX) = FOOTAGE CUT
SCZ = SAFETY CLEARANCE ZONE
ANCHOR/ARM 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

INGLEWOOD

FORM 48 SENT 8/31/2018

PAGE TOTAL _____

BILL NO. _____

FINAL

AUTHORIZATION FOR JOINT POLE TRANSACTION

J.P. FORM 2-1 Rev 07/13

PAGE NO. 1

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

Date Prepared 10/24/2018
Date Sent 9/9/2016

Confirming Agreement _____

In Field _____

By Telephone _____

Date Completed OCT 29 2018 No. of Pages 3

J.P. Auth No NG365242-13-02

COSTS and BILLING DATA

- BILLING CODES**
1. PLACED CURRENT YEAR
2. PLACED PRIOR YEAR
3. UNAUTHORIZED ATTACHMENT
4. SALVAGE VALUE

UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE	APPROVED	TAXING INSTRUCTIONS	ACCOUNTING DATA
E	H.Fluke	South Bay	M. Wazewski	Torrance	700179-408119277
HLA	D.Morris	Southern	B. Barrera	LA	A208
NG	Jennifer Prudencio	San Jose	E. CARRION	SANTA CLARITA	365242/TMO

BILL NO. _____

AMOUNT DUE

POLE NO.	Pole Length Anchor Size	Year Set	Pole Treat Class Anchor Direct.	Record				Proposed				Item No.	LOCATION AND NATURE OF WORK If not in accordance with Joint Pole agreement and routine-state reasons	BILL CODE	UTILITY	BILL CODE	UTILITY	ACCOUNTING DIRECTIONS:
				E	HLA	NG		E	HLA	NG					TOTAL AMT		TOTAL AMT	
															AMOUNT			
				12KV	C			12KV	C	C			NG TO PURCHASE INTEREST SEC 4.2					
1560574E	50	64	FT / CL5	43 - 13	C 24			43 - 13	23 - 5	24 - 1			QUEEN ST S/S 150' E/O INGLEWOOD AVE	2				
													NG TO PLACE FIBER AT 24'	3				
														4				
				12KV	C			12KV	C	C			NG TO PURCHASE INTEREST SEC 4.2					
1560573E	50	64	FT / CL5	43 - 13	24 - 6			43 - 13	22 - 4	24 - 2			QUEEN ST S/S 265' E/O INGLEWOOD AV	6				
													NG TO MOVE CATV FROM 23'2" TO 21'2"	7				
													NG TO MOVE AT&T SPAN GUY FROM 19'8" TO 18'8"	8				
													NG TO MOVE AT&T FROM 21'3" TO 19'3"	9				
													NG TO PLACE FIBER AT 23'	10				
														11				
														12				
														13				
POLE LEGEND: L = LOWER TOP(Item 5E)														COL TOT				

POLE LEGEND:
P = PULL (Item 5A)
PB = PULL BUTT
T = TRANSPORT (Item 5B)
S = SALVAGE
D = DISPOSE (Item 5D)
TN = TENANT
L = LOWER TOP (Item 5E)
C(XX) = FOOTAGE CUT
SCZ = SAFETY CLEARANCE ZONE
ANCHOR/ARM 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

INGLEWOOD

FORM 48 SENT 8/31/2018

PAGE TOTAL _____

FINAL

Missing Kv.

J.P. Auth. No.

E6073-406620173

BILL NO. _____

POLE NO.	Pole Length	Year Set	Pole Class	Record										Proposed										Item No.	LOCATION AND NATURE OF WORK If not in accordance with Joint Pole agreement and routine-state reasons.	BILL CODE	UTILITY		BILL CODE	UTILITY		ACCOUNTING DIRECTIONS:																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
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ANCHOR LEGEND:
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AT = ANCHOR TRANSFERRED

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

GEOGRAPHICAL LOCATION
VICTORVILLE
COMMUNITY

PAGE TOTAL _____

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, 2019

A regular meeting of the **Operating Committee** took place on the above date, at 10:05 a.m., at the Committee of:

Mr. Jeff Williams	City of Los Angeles
Mr. Wayne Brown	Southern California Edison
Ms. April DeBarge	Southern California Edison
Mr. Bret Plaskey	Frontier Communications
Mr. William Kearns	Frontier Communications
Mr. Glen Leckie	Frontier Communications
Mr. John Vu	City of Anaheim
Ms. Lynn Prescott	Verizon Wireless
Mr. Johnny Trang	City of Pasadena
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff
Ms. Jennie Corella	Committee Transcriber

Those attending via teleconference were:

Ms. Cory Crawford	AT&T California
Ms. Kay Black	AT&T California
Mr. Pedro Garganera	MCI Telecommunications
Ms. Linda McLean	Extenet Systems
Mr. Scott Charlton	Extenet Systems
Ms. Shawn Henderson	T-Mobile USA
Ms. Yvonne Johnson	AT&T Mobility
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Maria Ortiz	XO Communication/MCI Telecom/MCI Metro
Ms. Lupe Hernandez	Teleport Communications America

Chairperson, Mr. Plaskey called the meeting to order at 10:05 a.m. by addressing the first item on the agenda, the review of the **prior meeting minutes**. There were no questions or comments.

The second agenda item is the review of the **March 2019 expense sheets**. The members reviewed the monthly reports. There were no questions or comments.

The third agenda item is the **Accounts Receivable**. Ms. McLean of Extenet stated that their accounts payable department is in the process of researching what has become of their check for the January invoice which has been mailed. There were no further questions or comments.

The fourth item on the agenda is the **March 2019 JPA Member Activity** reports. There were no questions or comments.

The fifth item on the agenda is **Member Board Attendance**. Ms. Pranata explained that members must maintain an above average attendance of 50% for a rolling twelve months. If a member falls below 50% in the twelve month rolling period, they are assessed the \$500.00 attendance penalty fee. There were no further comments or questions on this report.

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Allen reported for the month of April, the office received 1,759 JPA's and 8,871 poles. She added there was a hold-over from March of 485 JPA's and 2,861 poles, bringing the total for April to 2,244 JPA's, and 11,732 poles. She concluded stating that there will be a hold-over from April into May of approximately 1,500 poles. There were no further questions or comments.

The seventh item on the agenda is **Miscellaneous Items**.

SCJPC Overtime update

Ms. Pranata opened by showing the overtime sheet and she reported for March 2019 that there were 148 hours of OT. She added that in March they were down one employee in that this employee was on a two-week vacation. Mr. Plaskey commented that it appears that the office is catching up on the hold-over work. Ms. Pranata responded that one employee resigned; therefore, they are down by one. Ms. Plaskey inquired if this resignation would impact the month's workflow. Ms. Pranata responded that it would depend on the difficulty level of the incoming work. However, Ms. Pranata stated that the office will be in need of OT for April, as well as May. The members agreed and approved the OT.

To aid in the temporary void of the resigning employee it was agreed to bring in former employees as contract labor. The members will discuss compensation for the contract labor at the end of the meeting.

Budget for the staff yearly evaluation.

Ms. Pranata stated that staff evaluation is due in May, therefore, she requested a salary percentage budget. It was agreed to discuss the salary budget at the end of the meeting.

Item 1581: Pole Record Redesign (from Computer ad hoc)

The decision at the March operating meeting is that JPA workload is priority, therefore, this item is time inefficient and is now up for discussion. The members agreed that resources are scarce therefore, this item shall be tabled until next month.

Billing Errors

Ms. Pranata stated that this is an agenda standing item for those instances when a member has an issue with billing. There were no issues at this time.

Sharefile increase

Ms. Pranata reported that the cost to increase the Sharefile to 10GB storage and bandwidth would increase from \$32.95 per month to \$69.95 per month. The consensus is to increase storage and bandwidth. The members approved this expenditure.

Ms. Pranata inquired if the office is to move forward with utilizing the Sharefile for the Form 7's? Ms. Plaskey responded that the committee approves this action, providing it does not negatively impact the office workflow. Ms. Pranata responded that it should not have a great impact. The office will move forward with this action. Ms. Pranata clarified that the Sharefile is for member viewing only. The JPC office will be the only entity to upload files to the Sharefile.

AT&T California's request to send 75-105 scans a day

Mr. Pranata opened by stating that SCJPC received a request from Mr. Kenneth Presley requested to have 75 to 105 JPAs a day scanned to him. Ms. Black commented that she knows this is an unreasonable request and will contact Mr. Presley off line.

Review of Action Items:

- Overtime approved for April and May.
- Review the backlog.
- Approved Sharefile storage increase.
- Discuss contracting former employees.

- Ms. Pranata to present staff salary action proposal at the next Operating meeting.

The meeting adjourned at 10:45 a.m. until May 15, 2019.

Ms. Jennie Corella – Committee Transcriber

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES		March 31, 2019			YTD Through March 31, 2019			%	Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
	Details							Variance	Budget
<u>EMPLOYEE EXPENSE</u>									
Salaries		48,401	64,106.22	(15,705)	145,203	140,056.55	5,147	4%	580,813
Regular	62,518.62					-			
Contract Labor	1,587.60					-			
						-			
Insurance		6,921	5,500.76	1,420	20,763	16,195.98	4,567	22%	83,053
Health/Dental	5,325.26					-			
Life (quarterly)	175.50					-			
						-			
Payroll Taxes		4,114	4,845.02	(731)	12,342	11,766.99	575	5%	49,369
Workers Compensation		250	256.25	(6)	750	768.75	(19)	-3%	3,000
Travel mileage reimb/Misc. Exp.		125	86.18	39	375	249.37	126	34%	1,500
						-			
						-			
<u>PENSION EXPENSE</u>									
Contribution-SEP IRA		5,082	6,564.45	(1,482)	15,246	14,539.24	707	5%	60,985
						-			
						-			
<u>MONTHLY RECURRING</u>									
Rent		8,799	8,798.73	0	26,398	26,396.19	1	0%	105,590
Alarm System	Quarterly	50	-	50	150	149.97	0	0%	600
Telephone (Frontier+Jive)		654	651.53	3	1,963	1,952.72	10	0%	7,850
Cisco WebEx Plan		90	69.00	21	270	207.00	63	23%	1,080
Postage & Shipping		183	273.20	(90)	550	580.72	(31)	-6%	2,200
Business/Property Insurance	Pro-Rated	167	-	167	500	1,193.50	(694)	-139%	2,000
Committee Meetings		333	465.36	(132)	1,000	1,143.87	(144)	-14%	4,000
						-			
						-			
<u>EQUIPMENT & FURNITURE</u>									
						-			
Copy Machine - CBE		183	122.64	61	550	500.62	49	9%	2,200
						-			
						-			

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES		March 31, 2019			YTD Through March 31, 2019			%	Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
	Details							Variance	Budget
						-			
<u>NETWORK SYSTEM</u>						-			
LAN Maintenance		1,083	900.00	183	3,250	2,700.00	550	17%	13,000
FRIEND Support		400	400.00	-	1,200	1,200.00	-	0%	4,800
Data Center Hosting-Hardev		775	775.00	-	2,325	2,325.00	-	0%	9,300
Email/Domain Host/Sharefile		56	62.22	(6)	169	128.12	41	24%	676
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		233	87.91	145	700	87.91	612	87%	2,800
			-			-			
Off-Site Online Back-up		292	149.00	143	875	447.00	428	49%	3,500
						-			
						-			
<u>PRINTING & SUPPLY</u>						-			
Office Printing		208	301.18	(93)	625	663.43	(38)	-6%	2,500
Office Supplies		167	129.89	37	500	399.07	101	20%	2,000
						-			
						-			
<u>CONTRACT SERVICES</u>						-			
Auditor	Pro-Rated	769	-	769	2,306	1,056.00	1,250	54%	9,223
Attorney*		542	-	542	1,625	1,650.00	(25)	-2%	6,500
						-			
<u>GENERAL EXPENSE</u>						-			
Payroll Service Fees		117	93.00	24	350	279.00	71	20%	1,400
Bank fees/Checks printing	Pro-Rated	17	124.70	(108)	50	124.70	(75)	-149%	200
Publications/Subscriptions/Reference		17	-	17	50	-	50	100%	200
Seminars & Tuition		83	-	83	250	201.66	48	19%	1,000
Member Retirement & celebration		108	-	108	325	-	325	100%	1,300
Total Operating Expenses		80,219.92	94,762.24	(14,542.32)	240,659.75	226,963.36	13,696.39	6%	962,639.00

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES		March 31, 2019				YTD Through March 31, 2019				Annual
									%	
	Details	Budgeted	Recorded	Variance		Budgeted	Recorded	Variance	Variance	Budget
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT										
COMPUTER SYSTEM										
Software Purchase (& website mods)		433		433		1,300	-	1,300	100%	5,200
FRIEND modification*		2,813	-	2,813		8,438	-	8,438	100%	33,750
NJUNS Fee (once a year)*		875		875		2,625	10,500.00	(7,875)	-300%	10,500
							-			
EQUIPMENT & FURNITURE	Pro-Rated						-			
Purchases/Leases (Ricoh Copy Mch)		483	379.97	103		1,450	1,139.91	310	21%	5,800
Hardware Purchase		342	-	342		1,025	-	1,025	100%	4,100
LONG TERM LIABILITY CURRENT							-			
							-			
Total Capital Investments & Long Term Liabilities Current		4,945.83	379.97	4,565.86		14,837.50	11,639.91	3,197.59	22%	59,350
Interest Earned/Misc Income		(0.08)	(0.08)			(0.23)	(0.23)			
		85,165.67	95,142.13	(9,976.46)		255,497.02	238,603.04	16,893.98	7%	1,021,989.00
*Items in blue are assessed equally										
Prepared as of: 04/4/2019										

Delinquent Accounts
As of 4/10/2019

MEMBERS ACCOUNTS RECEIVABLE

					PAST DUE NOTICES - DO NOT DELETE THIS INFORMATION				
Company Name	Invoice Month	Due By	Amount	Invoice Number	Past Due Notice Date Sent	Past due sent to & response notes	Past Due Notices Date by	Input By	Input Date
AT&T Mobility	Dec.' 18	Jan. 31, 2019	\$ 753.20	20109	3/15/2019	Mailed to Yvonne Johnson	JT	MS	2/14/2019
Extenet Systems	Dec.' 18	Jan. 31, 2019	\$ 662.06	20125	3/15/2019	Mailed to L. Mclean & Emailed	JT	MS	2/14/2019
MCI Metro/ATS	Nov.' 18	Dec. 31, 2018	\$ 1,068.97	20077	2/14/2019 3/15/19	Emailed Matt Bergine	MS/JT	MS	1/10/2019
MCI Metro/ATS	Dec.' 18	Jan. 31, 2019	\$ 845.69	20110	3/15/2019	Emailed Matt Bergine	JT	MS	2/14/2019
MCI Telecommunications	Nov.' 18	Dec. 31, 2018	\$ 926.87	20078	2/14/2019 3/15/19	Emailed Matt Bergine	MS/JT	MS	1/10/2019
MCI Telecommunications	Dec.' 18	Jan. 31, 2019	\$ 700.22	20111	3/15/2019	Emailed Matt Bergine	JT	MS	2/14/2019
Mpower Comm.	Nov.' 18	Dec. 31, 2018	\$ 905.82	20075	2/14/2019 3/15/19	Mailed to A/P and Emailed telepacificxtrak@teoco.com	MS/JT	MS	1/10/2019
Mpower Comm.	Dec.' 18	Jan. 31, 2019	\$ 678.67	20108	2/14/2019 3/15/19	Mailed to A/P and Emailed telepacificxtrak@teoco.com	JT	MS	2/14/2019
Sprint Communications	Dec.' 18	Jan. 31, 2019	\$ 662.95	20122	3/15/2019	Mailed to Lease Admin & Emailed Beverly Hembree	JT	MS	2/14/2019
Sprint-Nextel Corporation	Dec.' 18	Jan. 31, 2019	\$ 689.44	20106	3/15/2019	Mailed to Lynn Prescott	JT	MS	2/14/2019
Verizon Wireless	Nov.' 18	Dec. 31, 2018	\$ 1,267.58	20062	2/14/2019 3/15/19	Emailed D.Nguyen/M. Murillo/L. Hernadez	MS/JT	MS	1/10/2019
Verizon Wireless	Dec.' 18	Jan. 31, 2019	\$ 1,049.04	20095	3/15/2019	Emailed D.Nguyen/M. Murillo/L. Hernadez	JT	MS	2/14/2019
XO Communications	Dec.' 18	Jan. 31, 2019	\$ 724.01	20117	3/15/2019	Emailed to Matt Bergines & Maria Ortiz	JT	MS	2/14/2019

\$10,934.52

TOTAL

\$10,934.52

Delinquent Accounts - 30 Days past due.
Past due notices will be sent out when 60 days have elapsed.

S:\EXCEL\ACCTREC

Member	A	E	EXT	FTR	H/T	M	NG	NPN	SCW	SPR	TWC	V	Totals	YTD
Joint JPAs Billed	1	1457		1	3	43	28		1	1			1535	3915
% of Joint JPAs Billed	0.001	0.949	0.000	0.001	0.002	0.028	0.018	0.000	0.001	0.001	0.000	0.000	1.00	
Joint JPAs Returned	1	304		1		77	8		2				393	1075
Joint JPAs Held Over	1	270			1	12	5						289	
Total Joint JPAs Received	3	2031	0	2	4	132	41	0	3	1	0	0	2217	6266
Multi JPAs Billed		151	1		1	7	46	2		2		1	211	609
% of Multi JPAs Billed	0.000	0.716	0.005	0.000	0.005	0.033	0.218	0.009	0.000	0.009	0.000	0.005	1.00	
Multi JPAs Returned	1	126				12	27	1		2			169	480
Multi JPAs Held Over		152			3	11	26	1		2	1		196	
Total Multi JPAs Received	1	429	1	0	4	30	99	4	0	6	1	1	576	1619
Total # JPAs Billed	1	1608	1	1	4	50	74	2	1	3	0	1	1746	4524
% of JPAs Billed	0.001	0.921	0.001	0.001	0.002	0.029	0.042	0.001	0.001	0.002	0.000	0.001	1.00	
# of JPAs Returned													562	1555
# of Held Over JPAs													485	
Total JPAs received	4	2460	1	2	8	162	140	4	3	7	1	1	2793	7885
% of JPAs Billed													62.51%	
% of JPAs returned													20.12%	
% of Held Over JPAs													17.36%	
Member	A	E	EXT	FTR	H/T	M	NG	NPN	SCW	SPR	TWC	V	Totals	
Poles Billed (Joint JPAs)	2	5767		17	15	137	49		4	1			5992	14899
Poles Returned (joint)	28	2146		1		270	14		13				2472	6731
Poles Held Over (joint)	5	1512			1	47	5						1570	
Poles Billed (Multi JPAs)		934	2		18	15	111	13		5		10	1108	3335
Poles Returned (multi)	2	927				137	183	1		3			1253	4048
Poles Held Over (multi)		959			99	86	117	26		2	2		1291	
Total # Poles Billed (Joint & Multi combined)	2	6701	2	17	33	152	160	13	4	6	0	10	7100	18234
% of Total Poles Billed (Joint & Multi combined)	0.000	0.944	0.000	0.002	0.005	0.021	0.023	0.002	0.001	0.001	0.000	0.001	1.00	
# of Poles Returned													3725	10779
# of Held Over Poles													2861	
Total Poles received	37	12245	2	18	133	692	479	40	17	11	2	10	13686	38505
% of Poles Billed													51.88%	
% of Poles returned													27.22%	
% of Held Over Poles													20.90%	

"Note: Held Over Poles will be billed first at the next Bill of Sale"

Inspections Billed SCE Only: O&M (Inspections, Pole Tag, & SRA)
Inspection JPAs Billed
Inspection Poles Billed

SCE's Inspections JPAs/Poles were not included in above table	SCE O&M YTD
21	46
6370	10807

-  = Members assessed penalty fee
-  = Less than 80% but 50% or greater attendance
-  = Less than 50% attendance
-  = Excused Absence

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
MEMBER BOARD MEETING ATTENDANCE
APR 2018 - MAR 2019**

		MBR CODE	2018 APR	2018 MAY	2018 JUN	2018 JUL	2018 AUG	2018 SEP	2018 OCT	2018 NOV	2018 DEC	2019 JAN	2019 FEB	2019 MAR	TOTAL	Atten. %	MBR CODE
1	So. California Edison	E	1	1	1	1	1	1	1	1		1	1	1	11	100%	E
2	Frontier Communications	FTR	1	1	1	1	1	1	1	1		1	1	1	11	100%	FTR
3	City of Los Angeles	M	1	1	1	1	1	1	1	1		1	1	1	11	100%	M
4	Mobilite LLC	MOB	1	1	1	1	1	1	1	1		1	1	1	11	100%	MOB
5	T-Mobile, USA	PBM	1	1	1	1	1	1	1	1		1	1	1	11	100%	PBM
6	City of Vernon	V	1	1	1	1	1	1	1	1		1	1	1	11	100%	V
7	Verizon Wireless	ATC	1	1	1	1	1	1	1	1		1	1	1	11	100%	ATC
8	AT&T Mobility	LAC	1	1	1	1	1	1	1	1		1	1	1	11	100%	LAC
9	XO Communications	NXT	1	1	1	1	1	1	1	1		1	1	1	11	100%	NXT
10	CA-CLEC LLC	CCI	1	1	1	1	1	1	1	1		1	1	1	11	100%	CCI
11	Crown Castle NG West Inc.	NG	1	1	1	1	1	1	1	1		1	1	1	11	100%	NG
12	NewPath Networks	NPN	1	1	1	1	1	1	1	1		1	1	1	11	100%	NPN
13	AT&T California	H / T	1	1	1	1	1	1	1	1		1	1	1	11	100%	H / T
14	City of Anaheim	D	1	1	1	1	1	1	1	1		1	1	1	11	100%	D
15	City of Lompoc	LLW	1	1	1	1	1	1	1	1		1	1	1	11	100%	LLW
16	MCI/Metro	ATS	1	1	1	1	1	1	1	1		1	1	1	11	100%	ATS
17	MCI Communications	MCI	1	1	1	1	1	1	1	1		1	1	1	11	100%	MCI
18	City of Pasadena	MP	1	1	0	1	1	1	1	1		1	1	1	10	91%	MP
19	Sprint Communications	FON	1	1	1	0	1	1	1	1		1	1	1	10	91%	FON
20	Sprint-Nextel	SPR	1	1	1	0	1	1	1	1		1	1	1	10	91%	SPR
21	Teleport Comm America	TCA	1	1	1	1	0	1	1	1		1	1	1	10	91%	TCA
22	Golden State Water	SCW	1	1	1	1	0	1	1	1		1	1	1	10	91%	SCW
23	City of Riverside	J	1	1	1	1	1	1	0	1		1	1	1	10	91%	J
24	City of Burbank	B	1	1	1	1	1	1	1	0		1	1	1	10	91%	B
25	ExteNet Systems	EXT	1	1	0	1	1	1	1	1		1	1	1	10	91%	EXT
26	City of Banning	COB	1	1	0	1	1	0	1	1		1	1	1	9	82%	COB
27	City of Azusa	MA	0	1	1	1	1	0	1	1		1	1	1	9	82%	MA
28	City of Glendale	A	1	1	1	1	0	1	0	1		1	1	1	9	82%	A
29	Time-Warner	TWC	1	1	1	1	1	1	1	1		1	0	0	9	82%	TWC
30	City of Colton	F	1	0	1	1	0	1	1	0		1	1	1	8	73%	F
31	Mpower/TelePacific	ICG	0	1	0	0	0	1	1	1		1	0	1	6	55%	ICG
32	ATC Outdoor DAS	AMT	0	0	0	0	1	1	1	1		0	1	1	6	55%	AMT
33																	
Total			29	30	27	28	27	30	30	30	0	31	30	31			

SCJPC Overtime Report

Bill of Sale Month	Poles Received	Billed	Returned	Total Processed	Held-Over	Non-Exempt OT hours	Comments
				Billed + Returned	Poles		
Dec-17	4556	2371	2185	4556	0	0	
January 2018 (base line for future months)	7274	4669	2605	7274	0	0	Full staff
		(21.5% Multi)					
Feb-18	9028	5639 (26.2% Multi)	3389	9028	0	28	
Mar-18	6794	4423 (16.75% multi)	2371	9165	0	0	
Apr-18	8104	5339 (14.5% Multi)	2765	8104	0	0	
May-18	5144	3634 (19.07% multi)	1510	5144	0	0	
Jun-18	7432	4829 (16.11% multi)	2603	7432	0	36.75	Multiple employees were on vacation or out sick
Jul-18	6497	4078 (18% multi)	2419	6497	0	0	
Aug-18	7377	4146 (24% Multi)	3231	7377	0	0	
Sep-18	7619	5028 (22.35% Multi)	2591	7619	0	39	Multiple employees were on vacation or out sick
Oct-18	7133	4256 (19.78% Multi)	2877	7133	0	0	
Nov-18	9875	7431 (6.14% Multi)	2444	9875	0	0	Received & Billed Edison Correction of Inspection. (3928 poles out of 7431).
Dec-18	10211	7026 (10.82% Multi)	1573	8599	1612	57.75	Short Month, closed on Dec 21. One staff on medical leave. Received & Billed Edison Correction of Inspection. (2417 poles out of 7026)
Jan-19	10675	4919 (20.6% Multi)	3280	8199	2476	35.5	10675 = 1612 (from Dec 18) + 9063 One staff on medical leave.
Feb-19	14144	6215 (19.52% Multi)	3774	9989	4155	115.75	14144 = 2476 (from Jan 19) + 11668 Feb was a short month + holiday
Mar-19	13686	7100 (15.61% Multi)	3725	10825	2861	148	13686 = 4155 (from Feb 19) + 9531 One staff on vacation for 2 weeks

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, 2019

A regular meeting of the **Operating Committee** took place on the above date, at 10:35 a.m., at the Committee of:

Mr. Jeff Williams	City of Los Angeles
Mr. John Bacon	City of Los Angeles
Mr. Wayne Brown	Southern California Edison
Ms. April DeBarge	Southern California Edison
Mr. Bret Plaskey	Frontier Communications
Ms. Yesenia Delgado	Time Warner Cable
Mr. John Vu	City of Anaheim
Ms. Lynn Prescott	Verizon Wireless
Mr. Joe Armstrong	City of Pasadena
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff
Ms. Jennie Corella	Committee Transcriber

Those attending via teleconference were:

Ms. Cory Crawford	AT&T California
Ms. Kay Black	AT&T California
Mr. Josh Mathisen	AT&T California
Mr. Glenn Leckie	Frontier Communications
Mr. Scot Charlton	Extenet Systems
Ms. Shawn Henderson	T-Mobile USA
Ms. Yvonne Johnson	AT&T Mobility
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Maria Ortiz	XO Communication/MCI Telecom/MCI Metro
Ms. Lupe Hernandez	Teleport Communications America
Mr. Earle Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Rachael Torres	Mobilitie, LLC

Chairperson, Mr. Plaskey called the meeting to order at 10:35 a.m. by addressing the first item on the agenda, the review of the **prior meeting minutes**. There were no questions or comments.

The second agenda item is the review of the **April 2019 expense sheets**. The members reviewed the monthly reports. There were no questions or comments.
Operating Committee – May 15, 2019– Page 1 of 4

The third agenda item is the **Accounts Receivable**. There were no questions or comments.

The fourth item on the agenda is the **April 2019 JPA Member Activity** reports. There were no questions or comments.

The fifth item on the agenda is **Member Board Attendance**. It was noted in that ATC Outdoor DAS (ATC) was not in attendance. Their attendance percentage would fall below the required 50% or greater, therefore they will be assessed the \$500.00 penalty fee for May 2019.

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Allen reported for the month of May 2019, the office received 1,639 JPA's and 7,652 poles. She added there was a hold-over from April 2019 which brought the total of JPA's to 1,960 and 9,235 poles. She added that moving into June 2019 there will be a hold-over of less than 800 poles. There were no questions or comments.

The seventh item on the agenda is **Miscellaneous Items**.

SCJPC Overtime update

Ms. Pranata reported that for the month of April 2019 1,583 poles were held over. However, they were first to processed in May 2019. There was a staff resignation in April 2019. Ms. Pranata requested overtime for June 2019 and reiterated the holdover from May 2019 will be less than 800 poles. The members approved overtime for June 2019.

Employee Update: New Administrative Aide

Ms. Pranata announced that she hired a temporary employee and all has been great thus far. Ms. Pranata commented that is has been a challenge to find someone who is a good fit and detail-oriented.

Item 1581: Pole Record Redesign (from Computer ad hoc)

Mr. Plaskey reported that the testing of the pole record redesign was suspended due to the priority of billing. He added that in his opinion he would prefer to suspend this one more month allowing time to have the billing in current status. The members agreed.

Ms. Pranata commented that one improvement in the redesign is that the grade and space will have an individual field; it will no longer be a free text field. She added that the bill of sale month and year will no longer be free text but have an individual

field. The inspection will have a separate field as well. These enhancements will aide in queries and custom reports.

Mr. Williams suggested if the staff gets to a point of current status without a backlog, nothing to hold over, to email the Operating Committee for approval of the testing of the new Friend. Do not wait until next month. Ms. Pranata did inform the committee with the implementation of the new Friend there may be a learning curve and not all staff may be up to par immediately.

Billing Errors/Questions

Mr. Williams opened discussion on AC 10C. He stated if members invoke this transaction, they should not bill the *not to exceed \$3,500.00* and bill the authorized cost stated in the prices for item 10C.

Mr. Serrato questioned if year set it is necessary for arms. Ms. Allen responded that this data is not necessary, however is necessary on new anchors.

Ms. Black addressed Edison. She asked in correction of records is Edison using the old number. Ms. Allen interjected stating that Edison creates a new number. Ms. De Barge stated that their system creates a new 9 digit number but the JPA bills with the old number. She added that she would alert her team in include the old number.

Merging of three utility codes under Crown Castle

Mr. Serrato stated that his organization would review and research the 1998 Agreement. Mr. Plaskey stated that in the case of Frontier they did not merge entities but changed over to another entity.

Request for Training

Ms. Pranata stated that she received a request for training from Outsource Utility Contractors Corp. She inquired if the members are familiar with this contractor. Mr. Brown responded that they are one of Edison's contractors and to have Outsource Utility contact him regarding training.

Employee yearly evaluation

The members reviewed the 2019 Staff Evaluation and Proposed Salary Action. The members proposed changes and asked Ms. Pranata to revise and email the Operating Committee members the revisions by May 22nd.

Review of Action Items:

- Members to follow up on work status to determine if pole redesign testing is allowable.

- Mr. Serrato will review and research by-laws and 1998 Agreement to determine the process of merging members into one entity.
- Ms. Pranata to review promotions and compensation package and forward to members by May 22nd.
- Mr. Plaskey will work on his action items before the next meeting.

The meeting adjourned at 12:05 p.m. until June 19, 2019.

Ms. Jennie Corella – Committee Transcriber

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES		April 30, 2019			YTD Through April 30, 2019				Annual
								%	
	Details	Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	Variance	Budget
<u>EMPLOYEE EXPENSE</u>									
Salaries		48,401	45,562.02	2,839	193,604	185,618.57	7,986	4%	580,813
Regular	41,821.87					-			
Contract Labor	3,740.15					-			
						-			
Insurance		6,921	5,340.16	1,581	27,684	21,536.14	6,148	22%	83,053
Health/Dental	5,340.16					-			
Life (quarterly)						-			
						-			
Payroll Taxes		4,114	3,107.76	1,006	16,456	14,874.75	1,582	10%	49,369
Workers Compensation		250	256.25	(6)	1,000	1,025.00	(25)	-3%	3,000
Travel mileage reimb/Misc. Expns		125	184.50	(60)	500	433.87	66	13%	1,500
						-			
						-			
<u>PENSION EXPENSE</u>									
Contribution-SEP IRA		5,082	4,391.29	691	20,328	18,930.53	1,398	7%	60,985
						-			
						-			
<u>MONTHLY RECURRING</u>									
Rent		8,799	8,798.73	0	35,197	35,194.92	2	0%	105,590
Alarm System	Quarterly	50	-	50	200	149.97	50	25%	600
Telephone (Frontier+Jive)		654	652.09	2	2,617	2,604.81	12	0%	7,850
Cisco WebEx Plan		90	69.00	21	360	276.00	84	23%	1,080
Postage & Shipping		183	195.05	(12)	733	775.77	(42)	-6%	2,200
Business/Property Insurance	Pro-Rated	167	-	167	667	1,193.50	(527)	-79%	2,000
Committee Meetings		333	249.86	83	1,333	1,393.73	(60)	-5%	4,000
						-			
						-			
<u>EQUIPMENT & FURNITURE</u>									
						-			
Copy Machine - CBE		183	397.74	(214)	733	898.36	(165)	-23%	2,200
						-			
						-			

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES		April 30, 2019			YTD Through April 30, 2019			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
	Details					-			
NETWORK SYSTEM						-			
LAN Maintenance		1,083	900.00	183	4,333	3,600.00	733	17%	13,000
FRIEND Support		400	400.00	-	1,600	1,600.00	-	0%	4,800
Data Center Hosting-Hardev		775	775.00	-	3,100	3,100.00	-	0%	9,300
Email/Domain Host/Sharefile		56	53.76	3	225	181.88	43	19%	676
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		233	60.29	173	933	148.20	785	84%	2,800
			-			-			
Off-Site Online Back-up		292	149.00	143	1,167	596.00	571	49%	3,500
						-			
						-			
PRINTING & SUPPLY						-			
Office Printing		208	280.92	(73)	833	944.35	(111)	-13%	2,500
Office Supplies		167	154.03	13	667	553.10	114	17%	2,000
						-			
						-			
CONTRACT SERVICES						-			
Auditor	Pro-Rated	769	-	769	3,074	1,056.00	2,018	66%	9,223
Attorney*		542	-	542	2,167	1,650.00	517	24%	6,500
						-			
GENERAL EXPENSE						-			
Payroll Service Fees		117	93.00	24	467	372.00	95	20%	1,400
Bank fees/Checks printing	Pro-Rated	17	-	17	67	124.70	(58)	-87%	200
Publications/Subscriptions/Reference		17	-	17	67	-	67	100%	200
Seminars & Tuition		83	-	83	333	201.66	132	40%	1,000
Member Retirement & celebration		108	-	108	433	-	433	100%	1,300
Total Operating Expenses		80,219.92	72,070.45	8,149.47	320,879.67	299,033.81	21,845.86	7%	962,639.00

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES		April 30, 2019				YTD Through April 30, 2019			%	Annual
		Budgeted	Recorded	Variance		Budgeted	Recorded	Variance		
	Details								Variance	Budget
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT										
COMPUTER SYSTEM										
Software Purchase (& website mods)		433		433		1,733	-	1,733	100%	5,200
FRIEND modification*		2,813	-	2,813		11,250	-	11,250	100%	33,750
NJUNS Fee (once a year)*		875		875		3,500	10,500.00	(7,000)	-200%	10,500
							-			
EQUIPMENT & FURNITURE	Pro-Rated						-			
Purchases/Leases (Ricoh Copy Mch)		483	379.97	103		1,933	1,519.88	413	21%	5,800
Hardware Purchase		342	-	342		1,367	-	1,367	100%	4,100
LONG TERM LIABILITY CURRENT							-			
							-			
Total Capital Investments & Long Term Liabilities Current		4,945.83	379.97	4,565.86		19,783.33	12,019.88	7,763.45	39%	59,350
Interest Earned/Misc Income		(0.07)	(0.07)			(0.30)	(0.30)			
		85,165.68	72,450.35	12,715.33		340,662.70	311,053.39	29,609.31	9%	1,021,989.00
*Items in blue are assessed equally										
Prepared as of: 05/06/2019										

Delinquent Accounts
As of 5/8/2019

MEMBERS ACCOUNTS RECEIVABLE

					PAST DUE NOTICES - DO NOT DELETE THIS INFORMATION				
Company Name	Invoice Month	Due By	Amount	Invoice Number	Past Due Notice Date Sent	Past due sent to & response notes	Past Due Notices Date by	Input By	Input Date
AT&T Mobility	Dec. '18	Jan. 31, 2019	\$ 753.20	20109	3/15/19, 4/11/19, 5/8/19	Mailed to Yvonne Johnson	JT/GV	MS	2/14/2019
AT&T Mobility	Jan. '19	Feb. 28, 2019	\$ 1,050.21	20142	5/8/2019	Mailed to Yvonne Johnson	GV	JT	4/11/2019
AT&T Mobility	Feb. '19	Mar. 31, 2019	\$ 811.29	20175				KA	5/8/2019
MCI Metro/ATS	Nov. '18	Dec. 31, 2018	\$ 1,068.97	20077	2/14/2019 3/15/19 4/11/19, 5/8/19	Emailed Matt Bergine	MS/JT/GV	MS	1/10/2019
MCI Metro/ATS	Dec. '18	Jan. 31, 2019	\$ 845.69	20110	3/15/2019 4/11/19, 5/8/19	Emailed Matt Bergine	JT/GV	MS	2/14/2019
MCI Metro/ATS	Feb. '19	Mar. 31, 2019	\$ 906.57	20176				KA	5/8/2019
MCI Telecommunications	Nov. '18	Dec. 31, 2018	\$ 926.87	20078	2/14/2019 3/15/19 4/11/19, 5/8/19	Emailed Matt Bergine	MS/JT/GV	MS	1/10/2019
MCI Telecommunications	Dec. '18	Jan. 31, 2019	\$ 700.22	20111	3/15/2019 4/11/19, 5/8/19	Emailed Matt Bergine	JT/GV	MS	2/14/2019
MCI Telecommunications	Feb. '19	Mar. 31, 2019	\$ 756.72	20177				KA	5/8/2019
Mpower Comm.	Nov. '18	Dec. 31, 2018	\$ 905.82	20075	2/14/2019 3/15/19 4/11/19, 5/8/19	Mailed to A/P and Emailed telepacifcitrak@teoco.com	MS/JT/GV	MS	1/10/2019
Mpower Comm.	Dec. '18	Jan. 31, 2019	\$ 678.67	20108	2/14/2019 3/15/19 4/11/19, 5/8/19	Mailed to A/P and Emailed telepacifcitrak@teoco.com	JT/GV	MS	2/14/2019
Mpower Comm.	Jan. '19	Feb. 28, 2019	\$ 978.76	20141	5/8/2019	Mailed to A/P and Emailed telepacifcitrak@teoco.com	GV	JT	4/11/2019
Mpower Comm.	Feb. '19	Mar. 31, 2019	\$ 734.52	20174				KA	5/8/2019
Sprint-Nextel Corp	Feb. '19	Mar. 31, 2019	\$ 745.62	20172				KA	5/8/2019
T-Mobile	Jan. '19	Feb. 28, 2019	\$ 983.49	20147	5/8/2019	Mailed to Shawn Henderson	GV	JT	4/11/2019
T-Mobile	Feb. '19	Mar. 31, 2019	\$ 739.61	20180				KA	5/8/2019
Verizon Wireless	Dec. '18	Jan. 31, 2019	\$ 1,049.04	20095	3/15/2019 4/11/19, 5/8/19	Emailed D.Nguyen/M. Murillo/L. Hernandez	JTGV	MS	2/14/2019
Verizon Wireless	Feb. '19	Mar. 31, 2019	\$ 1,116.11	20161				KA	5/8/2019
XO Communications	Feb. '19	Mar. 31, 2019	\$ 781.23	20183				KA	5/8/2019

\$16,532.61

TOTAL

\$16,532.61

Delinquent Accounts - 30 Days past due.
Past due notices will be sent out when 60 days have elapsed.

S:\EXCEL\ACCTREC

[illegible]

Inspections Billed SCE Only: O&M (Inspections,Pole Tag, & SRA)	SCE's Inspections JPAs/Poles were not included in above table	SCE O&M YTD
Inspection JPAs Billed	16	62
Inspection Poles Billed	1809	8179

-  = Members assessed penalty fee
-  = Less than 80% but 50% or greater attendance
-  = Less than 50% attendance
-  = Excused Absence

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
MEMBER BOARD MEETING ATTENDANCE
MAY 2018 - APR 2019**

		MBR CODE	2018 MAY	2018 JUN	2018 JUL	2018 AUG	2018 SEP	2018 OCT	2018 NOV	2018 DEC	2019 JAN	2019 FEB	2019 MAR	2019 APR	TOTAL	Atten. %	MBR CODE
1	So. California Edison	E	1	1	1	1	1	1	1		1	1	1	1	11	100%	E
2	Frontier Communications	FTR	1	1	1	1	1	1	1		1	1	1	1	11	100%	FTR
3	City of Los Angeles	M	1	1	1	1	1	1	1		1	1	1	1	11	100%	M
4	Mobilite LLC	MOB	1	1	1	1	1	1	1		1	1	1	1	11	100%	MOB
5	T-Mobile, USA	PBM	1	1	1	1	1	1	1		1	1	1	1	11	100%	PBM
6	City of Vernon	V	1	1	1	1	1	1	1		1	1	1	1	11	100%	V
7	Verizon Wireless	ATC	1	1	1	1	1	1	1		1	1	1	1	11	100%	ATC
8	AT&T Mobility	LAC	1	1	1	1	1	1	1		1	1	1	1	11	100%	LAC
9	XO Communications	NXT	1	1	1	1	1	1	1		1	1	1	1	11	100%	NXT
10	CA-CLEC LLC	CCI	1	1	1	1	1	1	1		1	1	1	1	11	100%	CCI
11	Crown Castle NG West Inc.	NG	1	1	1	1	1	1	1		1	1	1	1	11	100%	NG
12	NewPath Networks	NPN	1	1	1	1	1	1	1		1	1	1	1	11	100%	NPN
13	AT&T California	H / T	1	1	1	1	1	1	1		1	1	1	1	11	100%	H / T
14	City of Anaheim	D	1	1	1	1	1	1	1		1	1	1	1	11	100%	D
15	City of Lompoc	LLW	1	1	1	1	1	1	1		1	1	1	1	11	100%	LLW
16	MCI/Metro	ATS	1	1	1	1	1	1	1		1	1	1	1	11	100%	ATS
17	MCI Communications	MCI	1	1	1	1	1	1	1		1	1	1	1	11	100%	MCI
18	City of Pasadena	MP	1	0	1	1	1	1	1		1	1	1	1	10	91%	MP
19	Sprint Communications	FON	1	1	0	1	1	1	1		1	1	1	1	10	91%	FON
20	Sprint-Nextel	SPR	1	1	0	1	1	1	1		1	1	1	1	10	91%	SPR
21	Teleport Comm America	TCA	1	1	1	0	1	1	1		1	1	1	1	10	91%	TCA
22	Golden State Water	SCW	1	1	1	0	1	1	1		1	1	1	1	10	91%	SCW
23	City of Riverside	J	1	1	1	1	1	0	1		1	1	1	1	10	91%	J
24	City of Burbank	B	1	1	1	1	1	1	0		1	1	1	1	10	91%	B
25	ExteNet Systems	EXT	1	0	1	1	1	1	1		1	1	1	1	10	91%	EXT
26	City of Banning	COB	1	0	1	1	0	1	1		1	1	1	1	9	82%	COB
27	City of Azusa	MA	1	1	1	1	0	1	1		1	1	1	1	10	91%	MA
28	City of Glendale	A	1	1	1	0	1	0	1		1	1	1	1	9	82%	A
29	Time-Warner	TWC	1	1	1	1	1	1	1		1	0	0	0	8	73%	TWC
30	City of Colton	F	0	1	1	0	1	1	0		1	1	1	1	8	73%	F
31	Mpower/TelePacific	ICG	1	0	0	0	1	1	1		1	0	1	1	7	64%	ICG
32	ATC Outdoor DAS	AMT	0	0	0	1	1	1	1		0	1	1	0	6	55%	AMT
33																	
Total			30	27	28	27	30	30	30	0	31	30	31	30			

SCJPC Overtime Report

Bill of Sale Month	Poles Received	Billed	Returned	Total Processed	Held-Over	Non-Exempt OT hours	Comments
				Billed + Returned	Poles		
Dec-17	4556	2371	2185	4556	0	0	
January 2018 (base line for future months)	7274	4669	2605	7274	0	0	Full staff
		(21.5% Multi)					
Feb-18	9028	5639 (26.2% Multi)	3389	9028	0	28	
Mar-18	6794	4423 (16.75% multi)	2371	9165	0	0	
Apr-18	8104	5339 (14.5% Multi)	2765	8104	0	0	
May-18	5144	3634 (19.07% multi)	1510	5144	0	0	
Jun-18	7432	4829 (16.11% multi)	2603	7432	0	36.75	Multiple employees were on vacation or out sick
Jul-18	6497	4078 (18% multi)	2419	6497	0	0	
Aug-18	7377	4146 (24% Multi)	3231	7377	0	0	
Sep-18	7619	5028 (22.35% Multi)	2591	7619	0	39	Multiple employees were on vacation or out sick
Oct-18	7133	4256 (19.78% Multi)	2877	7133	0	0	
Nov-18	9875	7431 (6.14% Multi)	2444	9875	0	0	Received & Billed Edison Correction of Inspection. (3928 poles out of 7431).
Dec-18	10211	7026 (10.82% Multi)	1573	8599	1612	57.75	Short Month, closed on Dec 21. One staff on medical leave. Received & Billed Edison Correction of Inspection. (2417 poles out of 7026)
Jan-19	10675	4919 (20.6% Multi)	3280	8199	2476	35.5	10675 = 1612 (from Dec 18) + 9063 One staff on medical leave.
Feb-19	14144	6215 (19.52% Multi)	3774	9989	4155	115.75	14144 = 2476 (from Jan 19) + 11668 Feb was a short month + holiday
Mar-19	13686	7100 (15.61% Multi)	3725	10825	2861	148	13686 = 4155 (from Feb 19) + 9531 One staff on vacation for 2 weeks
Apr-19	11648	5914 (23.72% Multi)	4151	10065	1583	115	11648 = 2861 (from Mar 19) + 8787 One staff resigned.

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, 2019

A regular meeting of the **Operating Committee** took place on the above date, at 9:40 a.m., at the Committee office:

Mr. Ronald Schram	City of Los Angeles
Mr. John Bacon	City of Los Angeles
Mr. Wayne Brown	Southern California Edison
Ms. April DeBarge	Southern California Edison
Mr. William Kearns	Frontier Communications
Ms. Yesenia Delgado	Time Warner Cable
Mr. John Vu	City of Anaheim
Ms. Lynn Prescott	Verizon Wireless
Ms. Shawn Henderson	T-Mobile, USA
Mr. Earle Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff
Ms. Jennie Corella	Committee Transcriber

Those attending via teleconference were:

Ms. Kay Black	AT&T California
Mr. Glenn Leckie	Frontier Communications
Mr. Ben Coffey	City of Banning
Ms. Carla Young	City of Banning
Ms. Yvonne Johnson	AT&T Mobility
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Maria Ortiz	XO Communication/MCI Telecom/MCI Metro
Ms. Lupe Hernandez	Teleport Communications America
Ms. Vanessa Balderas	City of Riverside

Chairperson, Mr. Kearns called the meeting to order at 9:42 a.m. by addressing the first item on the agenda, the review of the **prior meeting minutes**. There were no questions or comments.

The second agenda item is the review of the **May 2019 expense sheets**. The members reviewed the monthly reports. There were no questions or comments.

The third agenda item is the **Accounts Receivable**. Ms. Pranata requested invoice remittance status of AT&T Mobility. Ms. Hernandez responded that an email

has been sent to Mr. Phil Brown in regards to remitting invoice payment. Ms. Johnson added that she will follow up to arrive at a resolution.

Ms. Pranata inquired remittance status for T-Mobile. Ms. Henderson stated that she would contact Ms. Pranata via email on the status of invoice remittance.

There were no further questions or comments.

The fourth item on the agenda is the **May 2019 JPA Member Activity** reports. There were no questions or comments.

The fifth item on the agenda is **Member Board Attendance**. Ms. Pranata stated that she stands corrected on her statement of the status of ATC Outdoor DAS (ATC) at the last meeting. Their attendance percentage has not fallen below the required 50% or greater, however if they continue their lack of attendance they may fall below the requirement.

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Allen reported for the month of June 2019, the office received 1,425 JPA's and 7,627 poles. She added there was a hold-over of 82 JPAs and 527 poles from May 2019 which brought the total of JPA's to 1,507 and 8,154 poles.

Ms. Allen stated she had a staff meeting on May 30, 2019. Discussed was AC items 10C and 10D. If submitted with a different cost under 1.2 billers are to bill 10C and 10D as the price stated in the Authorized Costs. Also discussed, was time management and June 2019 deadlines. The billing manual and billing samples have been updated and distributed to the staff. There were no questions or comments.

The seventh item on the agenda is **Miscellaneous Items**.

SCJPC Overtime update (see attached).

Ms. Pranata opened by proposing a new pole baseline. She added that the current baseline is 7,274 poles processed per billing period without the need of overtime. Currently, the office is one major billing staff short, therefore she would like to propose a revised baseline of 6,000 poles per billing period. She further added that the office is in the process of training staff to fill the void created by the loss of one employee, therefore the office is experiencing a learning curve.

Ms. Black inquired if there is documentation of what is expected of the billing staff in regards to the number of poles which should be processed per billing period. Ms. Pranata responded that she does have the data and will have it ready for the next Operating meeting.

Mr. Brown inquired when the office expects to return to the ability of processing 7,274 poles per billing period without the need of overtime. Ms. Pranata responded that it would depend on how quickly the trainee's obtain the necessary billing skills. She added her guess is one year. She concluded by stating that she would like to make

the committee aware that if the office exceeds 6,000 poles there will be the need for overtime.

Ms. Allen reported that there is a June holdover of 600 poles. She added that all holdovers are processed first the following billing period.

The members approved overtime for the July billing period. It was agreed that the operating committee would revisit the pole baseline per billing period again in six months.

Item 1581: Pole Record Redesign (from Computer ad hoc)

Ms. Pranata opened by stating that the pole record database software testing has been suspended due to billing being a priority. However, the members agreed to revisit testing at this meeting. Ms. Pranata stated that the question is should the staff hold billing and allow some time for testing. She proposed dedicating approximately two hours per week for testing.

Ms. Black stated that since the office is progressing with the backlog that some time could be allowed for testing. Ms. Prescott added that it does not appear that the backlog would be eliminated any time soon due to the training issues, therefore, the testing should be addressed. The members approved up to two hours per week per employee for software testing.

Billing Errors/Questions

Charges for unauthorized anchor

Ms. Allen opened by stating that the question is in regards to unauthorized anchor attachment that is being removed on the proposed size; should the office charge or not for the unauthorized anchor? She added per her recollection she believes in was discussed in July and the agreement was not to charge for the removal only if the anchor was being transferred. She would like this confirmed.

Ms. DeBarge responded that Edison does charge for unauthorized anchor attachment.

Ms. Hernandez stated that there is no AC for the removal of an unauthorized anchor, however there is if the anchor is being transferred.

Mr. Brown stated that perhaps there should be an AC for the removal of an unauthorized anchor. Mr. Bacon responded by stating how would one determine the length of time of unauthorized anchor attachment. Ms. Hernandez questioned how does one determine who placed the anchor.

Mr. Carrion inquired if this scenario is similar to unauthorized on an arm, where there is no charge. Ms. Hernandez responded that earlier arms were not on record, however anchors have always been on record.

The consensus is to assign an item number to this issue and discuss it further in the Routine Revision ad hoc committee. Item: 1663 - Unauthorized Anchor Charge has been assigned to the Routine Revision and Authorized Costs ad hoc committees. When the language is created then the Authorized Costs ad hoc committee will determine a cost.

The members reviewed the minutes of June 20, 2017 Authorized Costs ad hoc committee. It was agreed at the June 20, 2017 meeting that there would be no charge

for unauthorized anchor attachment. However, Mr. Brown would like to revisit this issue. In the interim there will be no charge for the removal of an unauthorized anchor attachment.

Section 9.5 - How to bill

The members reviewed Section 9.5. A JPA concerning this section was displayed. The members involved are SCW and FTR. Ms. Hernandez stated that it should be SCW 100% and FTR CLR. She added that FTR should not be charged tagging and visibility strip. Ms. Allen thanked the members for their direction.

Merging of three utility codes under Crown Castle

Mr. Carrion stated that Mr. Serrato is researching this issue. It was agreed to discuss this when Mr. Serrato is present. This item will remain open.

New item: Salary Survey for 2020-2024 salary ranges.

Mr. Kearns stated that Mr. Plaskey will be contacting the members for an off-site meeting the week of June 24 through June 28.

Ms. Pranata created an item number for the salary survey to determine the salary ranges for the years of 2020 through 2024 for the SCJPC office. Item 1664: Salary Survey for 2020-2024 for Salary Ranges has been assigned to the Operating committee.

She added that there is a packet for the members to review that pertains to the last salary survey conducted in 2015 to aid in preparation for this salary survey. She requested that the members review the packet, including a questionnaire for all members for the next meeting. Upon approval, the documents shall be sent to all members.

Review of Action Items:

- Ms. Pranata to follow up with M-Power on past due invoices.
- Ms. Henderson to contact Ms. Pranata in regards to past due invoices.
- Ms. Pranata and Ms. Allen to have by next meeting the billing staff expected output on billing poles.
- Overtime has been approved for the July billing period.
- Pole baseline per billing period has been adjusted to 6,000 and will be revisited in six months.
- Up to two hours per week have been approved for pole record database testing.

- Item 1663: Unauthorized Anchor Attachment Charge has been assigned to Routine for language and Authorized Costs.
- Mr. Plaskey to arrange an off-site meeting week of June 20 - June 24.
- Item 1664: Salary Survey for 2020-2024 Salary Ranges has been assigned to Operating. Members to review packet for the next operating meeting.

The meeting adjourned at 10:40 a.m. until July 17, 2019.

Ms. Jennie Corella – Committee Transcriber

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES		May 31, 2019			YTD Through May 31, 2019			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
EMPLOYEE EXPENSE									
Salaries		48,401	41,440.88	6,960	242,005	227,059.45	14,946	6%	580,813
Regular	37,661.38					-			
Contract Labor	3,779.50					-			
						-			
Insurance		6,921	4,188.46	2,733	34,605	25,724.60	8,881	26%	83,053
Health/Dental	4,188.46					-			
Life (quarterly)						-			
						-			
Payroll Taxes		4,114	2,790.59	1,323	20,570	17,665.34	2,905	14%	49,369
Workers Compensation		250	187.50	63	1,250	1,212.50	38	3%	3,000
Travel mileage reimb/Misc. Expns		125	102.47	23	625	536.34	89	14%	1,500
						-			
						-			
PENSION EXPENSE						-			
Contribution-SEP IRA		5,082	3,944.44	1,138	25,410	22,874.97	2,535	10%	60,985
						-			
						-			
MONTHLY RECURRING						-			
Rent		8,799	8,798.73	0	43,996	43,993.65	2	0%	105,590
Alarm System	Quarterly	50	-	50	250	149.97	100	40%	600
Telephone (Frontier+Jive)		654	652.09	2	3,271	3,256.90	14	0%	7,850
Cisco WebEx Plan		90	69.00	21	450	345.00	105	23%	1,080
Postage & Shipping		183	284.29	(101)	917	1,060.06	(143)	-16%	2,200
Business/Property Insurance	Pro-Rated	167	-	167	833	1,193.50	(360)	-43%	2,000
Committee Meetings		333	268.37	65	1,667	1,662.10	5	0%	4,000
						-			
						-			
EQUIPMENT & FURNITURE						-			
						-			
Copy Machine - CBE		183	134.69	49	917	1,033.05	(116)	-13%	2,200
						-			
						-			

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES		May 31, 2019			YTD Through May 31, 2019			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
	Details					-			
<u>NETWORK SYSTEM</u>						-			
LAN Maintenance		1,083	900.00	183	5,417	4,500.00	917	17%	13,000
FRIEND Support		400	400.00	-	2,000	2,000.00	-	0%	4,800
Data Center Hosting-Hardev		775	775.00	-	3,875	3,875.00	-	0%	9,300
Email/Domain Host/Sharefile	SHAREFILE & EMAIL	56	73.94	(18)	282	255.82	26	9%	676
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		233		233	1,167	148.20	1,018	87%	2,800
			-			-			
Off-Site Online Back-up		292	149.00	143	1,458	745.00	713	49%	3,500
						-			
						-			
<u>PRINTING & SUPPLY</u>						-			
Office Printing		208	165.14	43	1,042	1,109.49	(68)	-7%	2,500
Office Supplies		167	148.03	19	833	701.13	132	16%	2,000
						-			
						-			
<u>CONTRACT SERVICES</u>						-			
Auditor	Pro-Rated	769	-	769	3,843	1,056.00	2,787	73%	9,223
Attorney*		542	-	542	2,708	1,650.00	1,058	39%	6,500
						-			
<u>GENERAL EXPENSE</u>						-			
Payroll Service Fees		117	93.00	24	583	465.00	118	20%	1,400
Bank fees/Checks printing	Pro-Rated	17	-	17	83	124.70	(41)	-50%	200
Publications/Subscriptions/Reference		17	-	17	83	-	83	100%	200
Seminars & Tuition		83	-	83	417	201.66	215	52%	1,000
Member Retirement & celebration		108	-	108	542	-	542	100%	1,300
Total Operating Expenses		80,219.92	65,565.62	14,654.30	401,099.58	364,599.43	36,500.15	9%	962,639.00
						-			

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES		May 31, 2019				YTD Through May 31, 2019			%	Annual
		Budgeted	Recorded	Variance		Budgeted	Recorded	Variance		
	Details								Variance	Budget
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT										
COMPUTER SYSTEM										
Software Purchase (& website mods)		433		433		2,167	-	2,167	100%	5,200
FRIEND modification*		2,813	-	2,813		14,063	-	14,063	100%	33,750
NJUNS Fee (once a year)*		875		875		4,375	10,500.00	(6,125)	-140%	10,500
							-			
EQUIPMENT & FURNITURE	Pro-Rated						-			
Purchases/Leases (including Ricoh Copy Machine)	RICOH Lease & Replaced 3 broken desk chairs (7+ yrs old)	483	976.75	(493)		2,417	2,496.63	(80)	-3%	5,800
Hardware Purchase		342	-	342		1,708	-	1,708	100%	4,100
LONG TERM LIABILITY CURRENT										
							-			
							-			
Total Capital Investments & Long Term Liabilities Current		4,945.83	976.75	3,969.08		24,729.17	12,996.63	11,732.54	47%	59,350
Interest Earned/Misc Income		(0.08)	(0.08)			(0.38)	(0.38)			
		85,165.67	66,542.29	18,623.38		425,828.37	377,595.68	48,232.69	11%	1,021,989.00
*Items in blue are assessed equally										
Prepared as of: 06/06/2019										

Delinquent Accounts
As of 6/12/2019

MEMBERS ACCOUNTS RECEIVABLE					PAST DUE NOTICES - DO NOT DELETE THIS INFORMATION				
Company Name	Invoice Month	Due By	Amount	Invoice Number	Past Due Notice Date Sent	Past due sent to & response notes	Past Due Notices Date by	Input By	Input Date
AT&T Mobility	Dec.' 18	Jan. 31, 2019	\$ 753.20	20109	3/15/19, 4/11/19, 5/8/19, 6/11/19	Mailed to Yvonne Johnson	JT/GV	MS	2/14/2019
AT&T Mobility	Jan. '19	Feb. 28, 2019	\$ 1,050.21	20142	5/8/2019, 6/11/19	Mailed to Yvonne Johnson	GV/JT	JT	4/11/2019
AT&T Mobility	Feb. '19	Mar. 31, 2019	\$ 811.29	20175	6/11/2019	Mailed to Yvonne Johnson	JT	KA	5/8/2019
AT&T Mobility	March '19	April 30, 2019	\$ 1,085.34	20208				JT	6/11/2019
City of Azusa	March '19	April 30, 2019	\$ 1,029.06	20197				JT	6/11/2019
City of Pasadena	March '19	April 30, 2019	\$ 1,201.80	20203				JT	6/11/2019
MCI Metro/ATS	Nov.' 18	Dec. 31, 2018	\$ 1,068.97	20077	2/14/2019 3/15/19 4/11/19, 5/8/19, 6/11/19	Emailed Matt Bergine	MS/JT/GV	MS	1/10/2019
MCI Metro/ATS	Dec.' 18	Jan. 31, 2019	\$ 845.69	20110	3/15/2019 4/11/19, 5/8/19, 6/11/19	Emailed Matt Bergine	JT/GV	MS	2/14/2019
MCI Metro/ATS	March '19	April 30, 2019	\$ 1,218.62	20209				JT	6/11/2019
MCI Telecommunications	Nov.' 18	Dec. 31, 2018	\$ 926.87	20078	2/14/2019 3/15/19 4/11/19, 5/8/19	Emailed Matt Bergine	MS/JT/GV	MS	1/10/2019
MCI Telecommunications	Dec.' 18	Jan. 31, 2019	\$ 700.22	20111	3/15/2019 4/11/19, 5/8/19	Emailed Matt Bergine	JT/GV	MS	2/14/2019
MCI Telecommunications	March '19	April 30, 2019	\$ 1,009.00	20210				JT	6/11/2019
Mpower Comm.	Nov.' 18	Dec. 31, 2018	\$ 905.82	20075	2/14/2019 3/15/19 4/11/19, 5/8/19, 6/11/19	Mailed to A/P and Emailed telepacifcxtrak@teoco.com	MS/JT/GV	MS	1/10/2019
Mpower Comm.	Dec.' 18	Jan. 31, 2019	\$ 678.67	20108	2/14/2019 3/15/19 4/11/19, 5/8/19, 6/11/19	Mailed to A/P and Emailed telepacifcxtrak@teoco.com	JT/GV	MS	2/14/2019
Mpower Comm.	Jan. '19	Feb. 28, 2019	\$ 978.76	20141	5/8/2019, 6/11/19	Mailed to A/P and Emailed telepacifcxtrak@teoco.com	GV/JT	JT	4/11/2019
Mpower Comm.	Feb. '19	Mar. 31, 2019	\$ 734.52	20174	6/11/2019	Mailed to A/P and Emailed telepacifcxtrak@teoco.com	JT	KA	5/8/2019
Mpower Comm.	March '19	April 30, 2019	\$ 977.95	20207				JT	6/11/2019
Sprint-Nextel Corp	Feb. '19	Mar. 31, 2019	\$ 745.62	20172	6/11/2019	Mailed to Lynn Prescott	JT	KA	5/8/2019
Sprint-Nextel Corp	March '19	April 30, 2019	\$ 993.47	20205				JT	6/11/2019
TWN	March '19	April 30, 2019	\$ 634.22	20218				JT	6/11/2019
TWS	March '19	April 30, 2019	\$ 546.88	20217				JT	6/11/2019
T-Mobile	Jan. '19	Feb. 28, 2019	\$ 983.49	20147	5/8/2019, 6/11/19	Mailed to Shawn Henderson	GV	JT	4/11/2019
T-Mobile	Feb. '19	Mar. 31, 2019	\$ 739.61	20180	6/11/2019	Mailed to Shawn Henderson		KA	5/8/2019
T-Mobile	March '19	April 30, 2019	\$ 985.06	20213				JT	6/11/2019
Verizon Wireless	Dec.' 18	Jan. 31, 2019	\$ 1,049.04	20095	3/15/2019 4/11/19, 5/8/19, 6/11/19	Emailed D.Nguyen/M. Muriilo/ L. Hernandez	JTGV	MS	2/14/2019
Verizon Wireless	Feb. '19	Mar. 31, 2019	\$ 1,116.11	20161	6/11/2019	Emailed D.Nguyen/M. Muriilo/ L. Hernandez	JT	KA	5/8/2019
Verizon Wireless	March '19	April 30, 2019	\$ 1,511.63	20194				JT	6/11/2019
XO Comm.	March '19	April 30, 2019	\$ 1,043.29	20216				JT	6/11/2019

\$26,324.41

TOTAL

\$26,324.41

Delinquent Accounts - 30 Days past due.
Past due notices will be sent out when 60 days have elapsed.

S:\EXCEL\ACCTREC

Member	A	ATC	E	H/T	M	NG	NPN	SCW	SPR	TCA	Totals	YTD
Joint JPAs Billed	1	1	1207	1	49	19					1278	6338
% of Joint JPAs Billed	0.001	0.001	0.944	0.001	0.038	0.015	0.000	0.000	0.000	0.000	1.00	
Joint JPAs Returned		1	230		27	3		1			262	1630
Joint JPAs Held Over			21		5						26	
Total Joint JPAs Received	1	2	1458	1	81	22	0	1	0	0	1566	9510
Multi JPAs Billed	1	6	118		2	47	1		1	1	177	1047
% of Multi JPAs Billed	0.006	0.034	0.667	0.000	0.011	0.266	0.006	0.000	0.006	0.006	1.00	
Multi JPAs Returned		3	99		10	33			2		147	839
Multi JPAs Held Over			47		2	6			2		57	
Total Multi JPAs Received	1	9	264	0	14	86	1	0	5	1	381	2554
Total # JPAs Billed	2	7	1325	1	51	66	1	0	1	1	1455	7385
% of JPAs Billed	0.001	0.005	0.911	0.001	0.035	0.045	0.001	0.000	0.001	0.001	1.00	
# of JPAs Returned											409	2469
# of Held Over JPAs											83	
Total JPAs received	2	11	1722	1	95	108	1	1	5	1	1947	12064
% of JPAs Billed											74.73%	
% of JPAs returned											21.01%	
% of Held Over JPAs											4.26%	
Member	A	ATC	E	H/T	M	NG	NPN	SCW	SPR	TCA	Totals	
Poles Billed (Joint JPAs)	28	9	4368	3	225	36					4669	24079
Poles Returned (joint)		2	1589		137	26		11			1765	10787
Poles Held Over (joint)			74		19						93	
Poles Billed (Multi JPAs)	2	58	640		8	185	1		1	1	896	5634
Poles Returned (multi)		41	838		92	310			3		1284	7192
Poles Held Over (multi)			338		10	50	36				434	
Total # Poles Billed (Joint & Multi combined)	30	67	5008	3	233	221	1	0	1	1	5565	29713
% of Total Poles Billed (Joint & Multi combined)	0.005	0.012	0.900	0.001	0.042	0.040	0.000	0.000	0.000	0.000	1.00	
# of Poles Returned											3049	17979
# of Held Over Poles											527	
Total Poles received	30	110	7847	3	491	607	37	11	4	1	9141	59294
% of Poles Billed											60.88%	
% of Poles returned											33.36%	
% of Held Over Poles											5.77%	

"Note: Held Over Poles will be billed first at the next Bill of Sale"

Inspections Billed SCE Only: O&M (Inspections, Pole Tag, & SRA)	SCE's Inspections JPAs/Poles were not included in above table	SCE O&M YTD
Inspection JPAs Billed		14
Inspection Poles Billed		3621
		76
		11800

-  = Members assessed penalty fee
-  = Less than 80% but 50% or greater attendance
-  = Less than 50% attendance
-  = Excused Absence

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
MEMBER BOARD MEETING ATTENDANCE
JUN 2018 - MAY 2019

		MBR CODE	2018 JUN	2018 JUL	2018 AUG	2018 SEP	2018 OCT	2018 NOV	2018 DEC	2019 JAN	2019 FEB	2019 MAR	2019 APR	2019 MAY	TOTAL	Atten. %	MBR CODE
1	So. California Edison	E	1	1	1	1	1	1		1	1	1	1	1	11	100%	E
2	Frontier Communications	FTR	1	1	1	1	1	1		1	1	1	1	1	11	100%	FTR
3	City of Los Angeles	M	1	1	1	1	1	1		1	1	1	1	1	11	100%	M
4	Mobilitie LLC	MOB	1	1	1	1	1	1		1	1	1	1	1	11	100%	MOB
5	T-Mobile, USA	PBM	1	1	1	1	1	1		1	1	1	1	1	11	100%	PBM
6	City of Vernon	V	1	1	1	1	1	1		1	1	1	1	1	11	100%	V
7	Verizon Wireless	ATC	1	1	1	1	1	1		1	1	1	1	1	11	100%	ATC
8	AT&T Mobility	LAC	1	1	1	1	1	1		1	1	1	1	1	11	100%	LAC
9	XO Communications	NXT	1	1	1	1	1	1		1	1	1	1	1	11	100%	NXT
10	CA-CLEC LLC	CCI	1	1	1	1	1	1		1	1	1	1	1	11	100%	CCI
11	Crown Castle NG West Inc.	NG	1	1	1	1	1	1		1	1	1	1	1	11	100%	NG
12	NewPath Networks	NPN	1	1	1	1	1	1		1	1	1	1	1	11	100%	NPN
13	AT&T California	H / T	1	1	1	1	1	1		1	1	1	1	1	11	100%	H / T
14	City of Anaheim	D	1	1	1	1	1	1		1	1	1	1	1	11	100%	D
15	City of Lompoc	LLW	1	1	1	1	1	1		1	1	1	1	1	11	100%	LLW
16	MCI/Metro	ATS	1	1	1	1	1	1		1	1	1	1	1	11	100%	ATS
17	MCI Communications	MCI	1	1	1	1	1	1		1	1	1	1	1	11	100%	MCI
18	City of Pasadena	MP	0	1	1	1	1	1		1	1	1	1	1	10	91%	MP
19	Sprint Communications	FON	1	0	1	1	1	1		1	1	1	1	1	10	91%	FON
20	Sprint-Nextel	SPR	1	0	1	1	1	1		1	1	1	1	1	10	91%	SPR
21	Teleport Comm America	TCA	1	1	0	1	1	1		1	1	1	1	1	10	91%	TCA
22	Golden State Water	SCW	1	1	0	1	1	1		1	1	1	1	1	10	91%	SCW
23	City of Riverside	J	1	1	1	1	0	1		1	1	1	1	1	10	91%	J
24	City of Burbank	B	1	1	1	1	1	0		1	1	1	1	1	10	91%	B
25	ExteNet Systems	EXT	0	1	1	1	1	1		1	1	1	1	1	10	91%	EXT
26	City of Banning	COB	0	1	1	0	1	1		1	1	1	1	1	9	82%	COB
27	City of Azusa	MA	1	1	1	0	1	1		1	1	1	1	1	10	91%	MA
28	City of Glendale	A	1	1	0	1	0	1		1	1	1	1	1	9	82%	A
29	Time-Warner	TWC	1	1	1	1	1	1		1	0	0	0	1	8	73%	TWC
30	City of Colton	F	1	1	0	1	1	0		1	1	1	1	1	9	82%	F
31	Mpower/TelePacific	ICG	0	0	0	1	1	1		1	0	1	1	1	7	64%	ICG
32	ATC Outdoor DAS	AMT	0	0	1	1	1	1		0	1	1	0	0	6	55%	AMT
33																	
Total			27	28	27	30	30	30	0	31	30	31	30	31			

SCJPC Overtime Report

Bill of Sale Month	Poles Received	Billed	Returned	Total Processed	Held-Over	Non-Exempt OT hours	Comments
				Billed + Returned	Poles		
Dec-17	4556	2371	2185	4556	0	0	
January 2018 (base line for future months)	7274	4669	2605	7274	0	0	Full staff
		(21.5% Multi)					
Feb-18	9028	5639 (26.2% Multi)	3389	9028	0	28	
Mar-18	6794	4423 (16.75% multi)	2371	9165	0	0	
Apr-18	8104	5339 (14.5% Multi)	2765	8104	0	0	
May-18	5144	3634 (19.07% multi)	1510	5144	0	0	
Jun-18	7432	4829 (16.11% multi)	2603	7432	0	36.75	Multiple employees were on vacation or out sick
Jul-18	6497	4078 (18% multi)	2419	6497	0	0	
Aug-18	7377	4146 (24% Multi)	3231	7377	0	0	
Sep-18	7619	5028 (22.35% Multi)	2591	7619	0	39	Multiple employees were on vacation or out sick
Oct-18	7133	4256 (19.78% Multi)	2877	7133	0	0	
Nov-18	9875	7431 (6.14% Multi)	2444	9875	0	0	Received & Billed Edison Correction of Inspection. (3928 poles out of 7431).
Dec-18	10211	7026 (10.82% Multi)	1573	8599	1612	57.75	Short Month, closed on Dec 21. One staff on medical leave. Received & Billed Edison Correction of Inspection. (2417 poles out of 7026)
Jan-19	10675	4919 (20.6% Multi)	3280	8199	2476	35.5	10675 = 1612 (from Dec 18) + 9063 One staff on medical leave.
Feb-19	14144	6215 (19.52% Multi)	3774	9989	4155	115.75	14144 = 2476 (from Jan 19) + 11668 Feb was a short month + holiday
Mar-19	13686	7100 (15.61% Multi)	3725	10825	2861	148	13686 = 4155 (from Feb 19) + 9531 One staff on vacation for 2 weeks
Apr-19	11648	5914 (23.72% Multi)	4151	10065	1583	115	11648 = 2861 (from Mar 19) + 8787 One staff resigned.
May-19	9141	5565 (16.10% Multi)	3049	8614	527	72	9141 = 1583 (from Apr 19) + 7558 Short on staff

BILL NO. _____

J.P. Auth. No.

E6073-408202957

POLE NO.	Pole Length	Year Set	Pole Treat	Record										Proposed										Item No.	LOCATION AND NATURE OF WORK If not in accordance with Joint Pole agreement and routine-state reasons.	BILL CODE	UTILITY	BILL CODE	UTILITY	ACCOUNTING DIRECTIONS:			
	Anchor Size		Class	12KV	FTR														TOTAL AMT	TOTAL AMT													
			Anchor Direct.	E	FTR														AMOUNT	AMOUNT													
563327S	40	56	BT 5		22																					E TO REPLAꝔE SEC 7.11, 12.5, 13.3, 12.3	1						
	3/4	56	E	100	(50)																												
4882155E	45	17	FT 4																														
	1	17	E																														

POLE LEGEND:
P = PULL (Item 5A)
PB = PULL BUTT
T = TRANSPORT (Item 5B)
S = SALVAGE
D = DISPOSE (Item 5D)
TN = TENANT

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

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

BILL NO. _____

PAGE NO. 1 OF 1

Date Prepared 10/17/2015 In Field ☐
Date Sent 10/28/2015 Confirming Agreement ☐

FINAL AUTHORIZATION FOR JOINT POLE TRANSACTION

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

By Telephone _____
Date Completed _____
No. of Pages 1 OF 1

J.P. Auth. No. BV40118730137

COSTS and BILLING DATA

- BILLING CODES**
1. PLACED CURRENT YEAR
2. PLACED PRIOR YEAR
3. UNAUTHORIZED ATTACHMENT
4. SALVAGE VALUE
5. AUTHORIZED COSTS

UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE	APPROVED	TAXING INSTRUCTIONS	ACCOUNTING DATA
GSW	S DUCHATEAU	BIG BEAR	S DUCHATEAU	SAN BERNARDINO CO.	40411123.1250.554
FTR	D MEZA	VICTORVILLE	D MEZA	BIG BEAR	

BILL NO. _____

POLE NO.	Pole Length	Year Set	Pole Treat	Record								Proposed								Item No.	LOCATION AND NATURE OF WORK If not in accordance with Joint Pole agreement and routine-state reasons.		BILL CODE	TOTAL AMT	BILL CODE	TOTAL AMT	ACCOUNTING DIRECTIONS:																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
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POLE LEGEND:
P = PULL (Item 5A)
PB = PULL BUTT
T = TRANSPORT (Item 5B)
S = SALVAGE
D = DISPOSE (Item 5D)
TN = TENANT
L = LOWER TOP (Item 5E)
C(XX) = FOOTAGE CUT
SCZ = SAFETY CLEARANCE ZONE
ANCHOR/ARM 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
BIG BEAR LAKE
COMMUNITY

FORM 48 SENT 10/15/2018

PAGE TOTAL _____

Southern California Joint Pole Committee

Employee Compensation Package Questionnaire

1. Member Utility	
2. What is the salary range within your organization for joint pole staff? (please complete salary grid on page 3)	
3. Are raises based on merit (pay for performance), or general increases (COLA)?	
4. Does your organization award lump sum raises as well as fixed base increases?	
5. What health benefits does your organization offer, and what percentage is paid by the employee?	
6. How many paid holidays and/or personal days are awarded to your employees?	
8. How do employees accrue sick hours?	
9. Does your organization offer flexible work hours?	

Southern California Joint Pole Committee

10. What sort of retirement benefit plan does your organization offer to employees?	
11. Does your organization support telecommuting?	
12. Does your organization offer other compensation benefits not mentioned, and if so, please list and explain.	

Southern California Joint Pole Committee

Wage and Salary Information Grid

Name of Organization	
Pertains to Year	

Equivalent to:	Length of Service (avg.)	Minimum Wage	Midpoint Wage	Maximum Wage
Admin Aide 1-2 yrs				
Billing Associates I 2-3 Yrs				
Billing Associates II 4-5 Yrs				
Billing Associates III Beyond 5 yrs				

☐

Note: Please check box if rates are based on collective bargaining
Note: If desired, you may submit more than one rate grid if deemed necessary.

Please return your completed questionnaire to angela@scjpc.net, no later than March 10th, 2015.

Southern California Joint Pole Committee

Employee Compensation Package

General Job Description:

Performs the processing of Joint Pole Authorizations. Each level representing the knowledge, skills, and abilities required to process JPAs, based on the number of membership. Handles internal/external basic Committee functions, and inquiries. Possess leadership skills.

Level	Admin Aide	Billing Associate Level I	Billing Associate Level II	Billing Associate Level III
Expected Growth Period to next Level	12 months	18 months	18 months	48 months
Area of Responsibility	Process incoming and outgoing mail Process all incoming JPAs via data entry onto an Excel spreadsheet and prepare JPAs for billing Photocopy and file Final JPAs Mail all letters, invoices, Forms 44 insuring correct address Prepare/set up conference room and clean up for all meetings	Ability to handle all admin aid duties Process and bill JPAS with 2 members and simple 3 members. Check other joint JPA (2-party only) billing Enter transacted dollars in preparation for Forms 44 Interface with member utilities when required	Ability to handle all admin aid duties Process and bill JPAS with 3-4 members Check other joint JPA (3-4 party) billing Enter transacted dollars in preparation for Forms 44 Interface with member utilities when required	Ability to handle all admin aid duties Process and bill all type of JPAs Check all type of JPAs Enter transacted dollars in preparation for Forms 44 Interface with member utilities when required

Southern California Joint Pole Committee

Level	Admin Aide	Billing Associate Level I	Billing Associate Level II	Billing Associate Level III
Area of Responsibility	Take meeting lunch orders, and pick up for all meetings Transcribe all staff meetings Pole Inspection data entry Handle primary telephone line Answer incoming call questions when possible	Interface with system analyst when required Enter all necessary data to update pole records and all other files Responsible for various clerical tasks and other duties assigned. Other duties may include: Transcribe Committee Meetings Maintain, order, and/or pick up office supplies Scan JPAs and other documents when necessary	Interface with system analyst when required Enter all necessary data to update pole records and all other files Responsible for various clerical tasks and other duties assigned. Other duties may include: Transcribe Committee Meetings Maintain, order, and/or pick up office supplies Scan JPAs and other documents when necessary	Interface with system analyst when required Enter all necessary data to update pole records and all other files Provides functional direction to other personnel Responsible for various clerical tasks and other duties assigned. Other duties may include: Transcribe Committee Meetings when necessary Provide training Accounting duties such as payables/receivable and work with auditor Scan JPAs and other documents when necessary

Southern California Joint Pole Committee

Detailed Job Description for Processing Final JPAs **(Billing Associates Level I to III)**

DUTIES

1. Review incoming Final JPAs to ensure document completed correctly.
 - If information is correct proceed with process
 - If information is incorrect, contact initiator via telephone, email or memo.
2. Verify information on Final JPA corresponds with pole records in JPC database
3. Determine transactions related to all poles on Final JPA, verify grade/space is correct and accounted for, calculate percentage of ownership.
4. Bill Final JPA based on Routine Handbook sections and costs (labor intensity depends on complexity of Final JPA). For example, a 3-party Final JPA is more complex than a 2-party. A 4-party Final JPA is more complex than a 3-party.
5. Record Final JPA and poles in JPC office internal logs and database.
6. Cross-check fellow billing associates work to ensure no errors are transferred onto Bill of Sales (labor intensity depends on complexity of Final JPA).
7. Prepare Final JPA copies for members, ensuring that those members requiring a specific number of copies receive the correct count.
8. Review and verify Bill of Sales (Forms 44) to ensure all transactions included in current billing month.
9. File Final JPA hard copies and all other required documents when necessary.
10. Scan Final JPA hard copies onto disk when necessary.
11. Responsible for various clerical tasks and other duties assigned. Other duties may include: transcribe committee meetings, provide training, accounting duties, inventory duties.

Southern California Joint Pole Committee

REQUIREMENTS for Admin Aide and Billing Associates

Required Skills:

1. Knowledge of email (Outlook) and office software (MS Office, MS Excel, and FRIEND).
2. Data entry with speed and accuracy.
3. Knowledge and understanding of Routine Handbook.
4. Knowledge of 10-key calculator.
5. Office clerical duties (filing system, photo copying system, scanning, printing).
6. Communicate clearly and fully (oral and written).

Education:

High school graduate or GED equivalent.

Southern California Joint Pole Committee

SURVEY RESULT: Wage and Salary Information Grid

COMPANY 1:

Equivalent to:	Length of Service (avg.)	Minimum Wage	Midpoint Wage	Maximum Wage
Admin Aide 1-2 yrs	8 yrs	\$29,400	\$45,600	\$57,000
Billing Associates I 2-3 Yrs	0-10 yrs	\$51,000	\$69,900	\$87,375
Billing Associates II 4-5 Yrs	0-10 yrs	\$51,000	\$69,900	\$87,375
Billing Associates III Beyond 5 yrs	0-10 yrs	\$51,000	\$69,900	\$87,375

COMPANY 2:

Equivalent to:	Length of Service (avg.)	Minimum Wage	Midpoint Wage	Maximum Wage
Admin Aide 1-2 yrs (*rates are based on collective bargaining)	N/A	\$5865. per month	No min., mid, or max. wage	

Southern California Joint Pole Committee

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

July 17, 2019

A regular meeting of the **Operating Committee** took place on the above date, at 10:30 a.m., at the Committee office:

Mr. Ronald Schram	City of Los Angeles
Mr. Jeff Williams	City of Los Angeles
Mr. Wayne Brown	Southern California Edison
Ms. April DeBarge	Southern California Edison
Mr. Brett Plaskey	Frontier Communications
Mr. Glenn Leckie	Frontier Communications
Ms. Yesenia Delgado	Time Warner Cable
Mr. John Vu	City of Anaheim
Mr. David Campo	City of Lompoc
Ms. Shawn Henderson	T-Mobile, USA
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Hector Aguilera	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff
Ms. Jennie Corella	Committee Transcriber

Those attending via teleconference were:

Ms. Cory Crawford	AT&T California
Mr. Josh Mathisen	AT&T California
Mr. Ben Coffey	City of Banning
Ms. Iman Yossi Torbati	City of Vernon
Ms. Sherri DuChateau	Golden State Water
Ms. Yvonne Johnson	AT&T Mobility
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Maria Ortiz	XO Communication/MCI Telecom/MCI Metro
Ms. Lupe Hernandez	Teleport Communications America
Mr. Pedro Garganera	MCI Telecommunications

Chairperson, Mr. Plaskey called the meeting to order at 10:32 a.m. by addressing the first item on the agenda, the review of the **prior meeting minutes**. There were no questions or comments.

The second agenda item is the review of the **June 2019 expense sheets**. The members reviewed the monthly reports. There were no questions or comments.

The third agenda item is the **Accounts Receivable**. Ms. Pranata reported that she was informed by a member that their AP department normally remits payments within 90 days. This is their practice for all vendors.

Mr. Serrato informed Mr. Garganera of MCI that he would be contacting him in regards to issues pertaining to the two members. There were no further questions or comments.

The fourth item on the agenda is **June 2019 JPA Member Activity**. Ms. Pranata reported that for the June B/S, 538 poles were held over. Ms. Allen added that for the month of July going into August they are holding over 1,200 poles. Ms. Pranata added that they are still billing for July, therefore this number may change. There were no further questions or comments.

The fifth item on the agenda is **Member Board Attendance**. Mr. Plaskey noted that ATC Outdoor DAS was not in attendance for the July Board meeting. He inquired if they would be assessed the attendance penalty fee? Ms. Pranata responded that they have not fallen below the required percentage yet, but may shortly. There were no questions or comments.

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Allen reported for the month of July 2019, the office received 1,948 JPA's and 9,232 poles. She added as discussed earlier there was a hold-over of 538 poles from June 2019 which brought the total of JPA's to 1,997 and 9,770 poles. She added moving forward into August at this time there are 1,200 poles from July into August. Ms. Crawford inquired about the reason of the hold overs. Ms. Pranata commented that one staff resigned in April 2019, so we are short staffed on billers. There were no further questions or comments.

The seventh item on the agenda is **Miscellaneous Items**.

SCJPC Overtime update (see attached).

Ms. Pranata opened by reminding members that last month the monthly pole baseline was revised to 6,000 from 7,224. The revision was due to the resignation of a level II biller. She added that for the month of June there were 34 hours of overtime expensed. She reminded the committee that overtime is optional and not mandatory.

Ms. Pranata displayed a chart reflecting how the office arrived at a baseline of 6,000 poles per month. She added that the previous baseline was based on 6 full time billing staff, the revised baseline is a reflection of 5 full time billing staff. She continued to explain the *Total Joint + Multi average monthly with or without OT* numbers for five Billers and the *Total Multi (3+ Owners) and 5+ Owners Percentage* chart. She reiterated that one level II biller resigned in April 2019.

She further added that there are three level III billing staff, one level II, and one level I. Ms. Allen bills as needed. Ms. Pranata stated the office is currently in a

learning curve of billing levels. If all goes as is expected with the training they should return to a 6 person billing staff by the end of the December billing month. Which will include one level I biller, two level II, and three level III, and Ms. Allen as needed. At this time or at the start of the new year the pole baseline may be revisited if the members wish.

Mr. Plaskey inquired of Ms. Pranata that when the office returns to the 6 person billing staff would another staff be needed to address the volume of work. Ms. Allen responded that in her opinion another person would aid in addressing the volume of monthly work. Ms. Pranata commented that this can be revisited in January 2020 once the current staff is trained. Mr. Plaskey inquired if this should wait or for the committee to address now. The members agreed to discuss this off site.

Lastly, Ms. Pranata requested member approval for overtime expense for the month of August. The members approved the expense.

There were no further questions or comments.

Item 1581: Pole Record Redesign (from Computer ad hoc)

Ms. Pranata reported that the office did test the pole record redesign. She will be sending the feedback from the test results to Mr. Atalla and then will report back to the ad hoc computer committee at their next meeting.

Billing Errors/Questions

There were no billing error or questions.

Merging of three utility codes under Crown Castle

Mr. Serrato reported that their office continues to review the necessary documents required for this action, as well as consulting their legal department. This item will be tabled and remain open at this time.

Item 1664: Salary Survey for 2020-2024 salary ranges.

Ms. Pranata opened by inquiring if the members would like to maintain the questions on the questionnaire sent to members to aid in the survey? She displayed the questionnaire for the members to review.

Ms. Crawford inquired as to the purpose of the questionnaire and survey? Ms. Pranata responded that she was told that this task should be conducted every five years. The purpose of the survey is to ensure that the SCJPC office is on par and comparable with the industry in regards to staff compensation. Therefore, in order to obtain such comparable data she request this data from all the SCJPC members.

Mr. Plaskey inquired into the next step of the survey. Ms. Pranata responded that she compiles the data to arrive at a proposed compensation package based on

data received and presents it to the Operating committee for review, discussion and approval or revision.

She added that she will be sending the different job descriptions as well as wage and salary compensation for each related job for the SCJPC members review.

Mr. Plaskey stated for this next time around once Ms. Pranata receives all the responses and proposes the compensation package to the members that Ms. Pranata separate level biller I and level biller II. There should be separate columns and wages for these two positions.

Item 1662: Billing Process Simplification

Ms. Pranata opened by stating that per the Routine Revisions Ad Hoc committee is was suggested that an ad hoc committee should be created for this issue. The members agreed that an ad hoc committee should be created to address this issue. Mr. Williams stated that this should be a one day meeting.

It was suggested at an earlier meeting that all meetings (Board and all Ad Hocs) should be consolidated into one entire day. This would mean member representatives could devote one entire day to all meetings.

Mr. Plaskey inquired if the By-Laws should be reviewed? Ms. Pranata responded that there is nothing in the By-Laws dictating when meetings should transpire. However, she will place the issue of a one day meeting on the Consent Calendar for Board approval.

If a meetings consolidation into one day is approved the order of the ad hocs must be established.

The Billing Efficiencies ad hoc committee has been created. Crown Castle will chair this committee and Ms. Allen's attendance is a requirement.

Review of Action Items:

- Ms. Pranata was informed by Mr. Plaskey not to send out the Salary Survey, however, job descriptions should be sent to the Operating Committee.
- Ms. Pranata to create Billing Simplifications ad hoc committee with possible first meeting in August 2019.
- Ms. Pranata to add meetings consolidation into one day on August Consent Calendar.
- Overtime has been approved for the August billing period.

The meeting adjourned at 12:59 p.m. until August 21, 2019.

Ms. Jennie Corella – Committee Transcriber

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES		June 30, 2019			YTD Through June 30, 2019			%	Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
	Details							Variance	Budget
<u>EMPLOYEE EXPENSE</u>									
Salaries		48,401	41,376.25	7,025	290,407	268,435.70	21,971	8%	580,813
Regular	38,694.74					-			
Contract Labor	2,681.51					-			
						-			
Insurance		6,921	5,054.21	1,867	41,527	30,778.81	10,748	26%	83,053
Health/Dental	4,771.76					-			
Life (quarterly)	282.45					-			
						-			
Payroll Taxes		4,114	2,732.53	1,382	24,685	20,397.87	4,287	17%	49,369
Workers Compensation		250	-	250	1,500	1,212.50	288	19%	3,000
Travel mileage reimb/Misc. Expns		125	78.67	46	750	615.01	135	18%	1,500
						-			
						-			
<u>PENSION EXPENSE</u>									
Contribution-SEP IRA		5,082	3,874.72	1,207	30,493	26,749.69	3,743	12%	60,985
						-			
						-			
<u>MONTHLY RECURRING</u>									
Rent		8,799	8,798.73	0	52,795	52,792.38	3	0%	105,590
Alarm System	Quarterly	50	149.97	(100)	300	299.94	0	0%	600
Telephone (Frontier+Jive)		654	652.09	2	3,925	3,908.99	16	0%	7,850
Cisco WebEx Plan		90	69.00	21	540	414.00	126	23%	1,080
Postage & Shipping		183	184.75	(1)	1,100	1,244.81	(145)	-13%	2,200
Business/Property Insurance	Pro-Rated	167	-	167	1,000	1,193.50	(194)	-19%	2,000
Committee Meetings		333	262.95	70	2,000	1,925.05	75	4%	4,000
						-			
						-			
<u>EQUIPMENT & FURNITURE</u>									
						-			
Copy Machine - CBE		183	134.69	49	1,100	1,167.74	(68)	-6%	2,200
						-			
						-			

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES		June 30, 2019			YTD Through June 30, 2019			%	Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
Details								Variance	Budget
						-			
<u>NETWORK SYSTEM</u>						-			
LAN Maintenance		1,083	900.00	183	6,500	5,400.00	1,100	17%	13,000
FRIEND Support		400	400.00	-	2,400	2,400.00	-	0%	4,800
Data Center Hosting-Hardev		775	775.00	-	4,650	4,650.00	-	0%	9,300
Email/Domain Host/Sharefile	SHAREFILE & EMAIL	56	99.22	(43)	338	355.04	(17)	-5%	676
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		233	123.95	109	1,400	272.15	1,128	81%	2,800
			-			-			
Off-Site Online Back-up		292	149.00	143	1,750	894.00	856	49%	3,500
						-			
						-			
<u>PRINTING & SUPPLY</u>						-			
Office Printing		208	307.43	(99)	1,250	1,416.92	(167)	-13%	2,500
Office Supplies		167	141.30	25	1,000	842.43	158	16%	2,000
						-			
						-			
<u>CONTRACT SERVICES</u>						-			
Auditor	Pro-Rated	769	1,469.00	(700)	4,612	2,525.00	2,087	45%	9,223
Attorney*		542	-	542	3,250	1,650.00	1,600	49%	6,500
						-			
<u>GENERAL EXPENSE</u>						-			
Payroll Service Fees		117	87.00	30	700	552.00	148	21%	1,400
Bank fees/Checks printing	Pro-Rated	17	-	17	100	124.70	(25)	-25%	200
Publications/Subscriptions/Reference	COSTCO MEMBERSHIP	17	120.00	(103)	100	120.00	(20)	-20%	200
Seminars & Tuition		83	-	83	500	201.66	298	60%	1,000
Member Retirement & celebration		108	-	108	650	-	650	100%	1,300
Total Operating Expenses		80,219.92	67,940.46	12,279.46	481,319.50	432,539.89	48,779.61	10%	962,639.00
						-			

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES		June 30, 2019				YTD Through June 30, 2019			Annual
		Budgeted	Recorded	Variance		Budgeted	Recorded	Variance	
	Details							%	Budget
								Variance	
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT									
COMPUTER SYSTEM									
Software Purchase (& website mods)	QUICKBOOKS ONLINE YEARLY	433	694.95	(262)		2,600	694.95	1,905	73%
FRIEND modification*		2,813	-	2,813		16,875	-	16,875	100%
NJUNS Fee (once a year)*		875		875		5,250	10,500.00	(5,250)	-100%
						-			
EQUIPMENT & FURNITURE	Pro-Rated					-			
Purchases/Leases (including Ricoh Copy Machine)		483	344.97	138		2,900	2,841.60	58	2%
Hardware Purchase		342	-	342		2,050	-	2,050	100%
LONG TERM LIABILITY CURRENT						-			
						-			
						-			
Total Capital Investments & Long Term Liabilities Current		4,945.83	1,039.92	3,905.91		29,675.00	14,036.55	15,638.45	53%
Interest Earned/Misc Income		(0.07)	(0.07)			(0.45)	(0.45)		
		85,165.68	68,980.31	16,185.37		510,994.05	446,575.99	64,418.06	13%
*Items in blue are assessed equally									
Prepared as of: 07/03/2019									

Delinquent Accounts
As of 7/10/2019

MEMBERS ACCOUNTS RECEIVABLE

					PAST DUE NOTICES - DO NOT DELETE THIS INFORMATION				
Company Name	Invoice Month	Due By	Amount	Invoice Number	Past Due Notice Date Sent	Past due sent to & response notes	Past Due Notices Date by	Input By	Input Date
AT&T Mobility	Dec.' 18	Jan. 31, 2019	\$ 753.20	20109	3/15/19, 4/11/19,5/8/19,6/11/19, 7/9/19	Mailed to Yvonne Johnson	JT/GV	MS	2/14/2019
AT&T Mobility	Jan. '19	Feb. 28, 2019	\$ 1,050.21	20142	5/8/2019, 6/11/19, 7/9/19	Mailed to Yvonne Johnson	GV/JT	JT	4/11/2019
AT&T Mobility	Feb. '19	Mar. 31, 2019	\$ 811.29	20175	6/11/2019, 7/9/19	Mailed to Yvonne Johnson	JT	KA	5/8/2019
AT&T Mobility	March '19	April 30, 2019	\$ 1,085.34	20208	7/9/2019	Mailed to Yvonne Johnson	JT	JT	6/11/2019
AT&T Mobility	April '19	May 31, 2019	\$ 826.48	20241	7/9/2019	Mailed to Yvonne Johnson	JT	JT	7/9/2019
MCI Metro/ATS	Nov.' 18	Dec. 31, 2018	\$ 1,068.97	20077	2/14/2019 3/15/19 4/11/19, 5/8/19,6/11/19, 7/9/19	Emailed Matt Bergine	MS/JT/GV	MS	1/10/2019
MCI Metro/ATS	Dec.' 18	Jan. 31, 2019	\$ 845.69	20110	3/15/2019 4/11/19, 5/8/19,6/11/19, 7/9/19	Emailed Matt Bergine	JT/GV	MS	2/14/2019
MCI Metro/ATS	March '19	April 30, 2019	\$ 1,218.62	20209	7/9/2019	Emailed Matt Bergine	JT	JT	6/11/2019
MCI Metro/ATS	April '19	May 31, 2019	\$ 927.97	20242	7/9/2019	Emailed Matt Bergine	JT	JT	7/9/2019
MCI Telecommunications	Nov.' 18	Dec. 31, 2018	\$ 926.87	20078	2/14/2019 3/15/19 4/11/19, 5/8/19,6/11/19, 7/9/19	Emailed Matt Bergine	MS/JT/GV	MS	1/10/2019
MCI Telecommunications	Dec.' 18	Jan. 31, 2019	\$ 700.22	20111	3/15/2019 4/11/19, 5/8/19, 6/11/19, 7/9/19	Emailed Matt Bergine	JT/GV	MS	2/14/2019
MCI Telecommunications	March '19	April 30, 2019	\$ 1,009.00	20210	7/9/2019	Emailed Matt Bergine	JT	JT	6/11/2019
MCI Telecommunications	April '19	May 31, 2019	\$ 768.35	20243	7/9/2019	Emailed Matt Bergine	JT	JT	7/9/2019
Mpower Comm.	Nov.' 18	Dec. 31, 2018	\$ 905.82	20075	2/14/2019 3/15/19 4/11/19, 5/8/19, 6/11/19, 7/9/19	Mailed to A/P and Emailed telepacificxtrak@teoco.com	MS/JT/GV	MS	1/10/2019
Mpower Comm.	Dec.' 18	Jan. 31, 2019	\$ 678.67	20108	2/14/2019 3/15/19 4/11/19, 5/8/19, 6/11/19, 7/9/19	Mailed to A/P and Emailed telepacificxtrak@teoco.com	JT/GV	MS	2/14/2019
Mpower Comm.	Jan. '19	Feb. 28, 2019	\$ 978.76	20141	5/8/2019, 6/11/19, 7/9/19	Mailed to A/P and Emailed telepacificxtrak@teoco.com	GV/JT	JT	4/11/2019
Mpower Comm.	Feb. '19	Mar. 31, 2019	\$ 734.52	20174	6/11/2019, 7/9/19	Mailed to A/P and Emailed telepacificxtrak@teoco.com	JT	KA	5/8/2019
Mpower Comm.	March '19	April 30, 2019	\$ 977.95	20207	7/9/2019	Mailed to A/P and Emailed telepacificxtrak@teoco.com	JT	JT	6/11/2019
Mpower Comm.	April '19	May 31, 2019	\$ 744.70	20240	7/9/2019	Mailed to A/P and Emailed telepacificxtrak@teoco.com	JT	JT	7/9/2019
Verizon Wireless	Feb. '19	Mar. 31, 2019	\$ 1,116.11	20161	6/11/2019, 7/9/19	Emailed D.Nguyen/M. Murillo/L Hernandez	JT	KA	5/8/2019
Verizon Wireless	March '19	April 30, 2019	\$ 1,511.63	20194	7/9/2019	Emailed D.Nguyen/M. Murillo/L Hernandez	JT	JT	6/11/2019
Verizon Wireless	April '19	May 31, 2019	\$ 1,151.10	20227	7/9/2019	Emailed D.Nguyen/M. Murillo/L Hernandez	JT	JT	7/9/2019
XO Comm.	April '19	May 31, 2019	\$ 794.46	20249	7/9/2019	Emailed Matt Bergine/Maria Ortiz	JT	JT	7/9/2019

\$21,585.93

TOTAL

\$21,585.93

Member	ATC	E	H/T	M	MOB	NG	NPN	SCW	SPR	Totals	YTD
Joint JPAs Billed	1	875	1	20	3	7				907	7245
% of Joint JPAs Billed	0.001	0.965	0.001	0.022	0.003	0.008	0.000	0.000	0.000	1.00	
Joint JPAs Returned		191		22		1		5		219	1849
Joint JPAs Held Over		20		1						21	
Total Joint JPAs Received	1	1086	1	43	3	8	0	5	0	1147	10657
Multi JPAs Billed		137		8	1	30	1			177	1224
% of Multi JPAs Billed	0.000	0.774	0.000	0.045	0.006	0.169	0.006	0.000	0.000	1.00	
Multi JPAs Returned		101	5	7	1	39		1		154	993
Multi JPAs Held Over		15	1			12				28	
Total Multi JPAs Received	0	253	6	15	2	81	1	0	1	359	2913
Total # JPAs Billed	1	1012	1	28	4	37	1	0	0	1084	8469
% of JPAs Billed	0.001	0.934	0.001	0.026	0.004	0.034	0.001	0.000	0.000	1.00	
# of JPAs Returned										373	2842
# of Held Over JPAs										49	
Total JPAs received	1	1339	7	58	5	89	1	5	1	1506	13570
% of JPAs Billed										71.98%	
% of JPAs returned										24.77%	
% of Held Over JPAs										3.25%	
Member	ATC	E	H/T	M	MOB	NG	NPN	SCW	SPR	Totals	
Poles Billed (Joint JPAs)	2	3390	2	68	3	9				3474	27553
Poles Returned (joint)		1477		122		4		54		1657	12444
Poles Held Over (joint)		148		8						156	
Poles Billed (Multi JPAs)		823		74	1	126	38			1062	6696
Poles Returned (multi)		793	195	43	1	377		1		1410	8602
Poles Held Over (multi)		193	37			152				382	
Total # Poles Billed (Joint & Multi combined)	2	4213	2	142	4	135	38	0	0	4536	34249
% of Total Poles Billed (Joint & Multi combined)	0.000	0.929	0.000	0.031	0.001	0.030	0.008	0.000	0.000	1.00	
# of Poles Returned										3067	21046
# of Held Over Poles										538	
Total Poles received	2	6824	234	315	5	668	38	54	1	8141	67435
% of Poles Billed										55.72%	
% of Poles returned										37.67%	
% of Held Over Poles										6.61%	

eld Over Poles will be billed first at the next Bil

Inspections Billed SCE Only: O&M (Inspections,Pole Tag, & SRA)	SCE's Inspections JPAs/Poles were not included in above table	SCE O&M YTD
Inspection JPAs Billed	15	91
Inspection Poles Billed	8295	20095

-  = Members assessed penalty fee
-  = Less than 80% but 50% or greater attendance
-  = Less than 50% attendance
-  = Excused Absence

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
MEMBER BOARD MEETING ATTENDANCE
JUL 2018 - JUN 2019**

		MBR CODE	2018 JUL	2018 AUG	2018 SEP	2018 OCT	2018 NOV	2018 DEC	2019 JAN	2019 FEB	2019 MAR	2019 APR	2019 MAY	2019 JUN	TOTAL	Atten. %	MBR CODE
1	So. California Edison	E	1	1	1	1	1		1	1	1	1	1	1	11	100%	E
2	Frontier Communications	FTR	1	1	1	1	1		1	1	1	1	1	1	11	100%	FTR
3	City of Los Angeles	M	1	1	1	1	1		1	1	1	1	1	1	11	100%	M
4	Mobilite LLC	MOB	1	1	1	1	1		1	1	1	1	1	1	11	100%	MOB
5	T-Mobile, USA	PBM	1	1	1	1	1		1	1	1	1	1	1	11	100%	PBM
6	Verizon Wireless	ATC	1	1	1	1	1		1	1	1	1	1	1	11	100%	ATC
7	AT&T Mobility	LAC	1	1	1	1	1		1	1	1	1	1	1	11	100%	LAC
8	XO Communications	NXT	1	1	1	1	1		1	1	1	1	1	1	11	100%	NXT
9	CA-CLEC LLC	CCI	1	1	1	1	1		1	1	1	1	1	1	11	100%	CCI
10	Crown Castle NG West Inc.	NG	1	1	1	1	1		1	1	1	1	1	1	11	100%	NG
11	NewPath Networks	NPN	1	1	1	1	1		1	1	1	1	1	1	11	100%	NPN
12	AT&T California	H / T	1	1	1	1	1		1	1	1	1	1	1	11	100%	H / T
13	City of Anaheim	D	1	1	1	1	1		1	1	1	1	1	1	11	100%	D
14	City of Lompoc	LLW	1	1	1	1	1		1	1	1	1	1	1	11	100%	LLW
15	MCI/Metro	ATS	1	1	1	1	1		1	1	1	1	1	1	11	100%	ATS
16	MCI Communications	MCI	1	1	1	1	1		1	1	1	1	1	1	11	100%	MCI
17	City of Pasadena	MP	1	1	1	1	1		1	1	1	1	1	1	11	100%	MP
18	ExteNet Systems	EXT	1	1	1	1	1		1	1	1	1	1	1	11	100%	EXT
19	Sprint Communications	FON	0	1	1	1	1		1	1	1	1	1	1	10	91%	FON
20	Sprint-Nextel	SPR	0	1	1	1	1		1	1	1	1	1	1	10	91%	SPR
21	Teleport Comm America	TCA	1	0	1	1	1		1	1	1	1	1	1	10	91%	TCA
22	Golden State Water	SCW	1	0	1	1	1		1	1	1	1	1	1	10	91%	SCW
23	City of Riverside	J	1	1	1	0	1		1	1	1	1	1	1	10	91%	J
24	City of Burbank	B	1	1	1	1	0		1	1	1	1	1	1	10	91%	B
25	City of Banning	COB	1	1	0	1	1		1	1	1	1	1	1	10	91%	COB
26	City of Azusa	MA	1	1	0	1	1		1	1	1	1	1	1	10	91%	MA
27	City of Vernon	V	1	1	1	1	1		1	1	1	1	1	0	10	91%	V
28	City of Glendale	A	1	0	1	0	1		1	1	1	1	1	1	9	82%	A
29	Time-Warner	TWC	1	1	1	1	1		1	0	0	0	1	1	8	73%	TWC
30	Mpower/TelePacific	ICG	0	0	1	1	1		1	0	1	1	1	1	8	73%	ICG
31	City of Colton	F	1	0	1	1	0		1	1	1	1	1	0	8	73%	F
32	ATC Outdoor DAS	AMT	0	1	1	1	1		0	1	1	0	0	0	6	55%	AMT
33																	
Total			28	27	30	30	30	0	31	30	31	30	31	29			

SCJPC Overtime Report

Bill of Sale Month	Poles Received	Billed	Returned	Total Processed	Held-Over Poles	Non-Exempt OT hours	Comments
				Billed + Returned			
Jun-18	7432	4829 (16.11% multi)	2603	7432	0	36.75	Multiple employees were on vacation or out sick
Jul-18	6497	4078 (18% multi)	2419	6497	0	0	
Aug-18	7377	4146 (24% Multi)	3231	7377	0	0	
Sep-18	7619	5028 (22.35% Multi)	2591	7619	0	39	Multiple employees were on vacation or out sick
Oct-18	7133	4256 (19.78% Multi)	2877	7133	0	0	
Nov-18	9875	7431 (6.14% Multi)	2444	9875	0	0	Received & Billed Edison Correction of Inspection. (3928 poles out of 7431).
Dec-18	10211	7026 (10.82% Multi)	1573	8599	1612	57.75	Short Month, closed on Dec 21. One staff on medical leave. Received & Billed Edison Correction of Inspection. (2417 poles out of 7026)
Jan-19	10675	4919 (20.6% Multi)	3280	8199	2476	35.5	10675 = 1612 (from Dec 18) + 9063 One staff on medical leave.
Feb-19	14144	6215 (19.52% Multi)	3774	9989	4155	115.75	14144 = 2476 (from Jan 19) + 11668 Feb was a short month + holiday
Mar-19	13686	7100 (15.61% Multi)	3725	10825	2861	148	13686 = 4155 (from Feb 19) + 9531 One staff on vacation for 2 weeks
Apr-19	11648	5914 (23.72% Multi)	4151	10065	1583	115	11648 = 2861 (from Mar 19) + 8787 One biller level 2 resigned.
May-19	9141	5565 (16.10% Multi)	3049	8614	527	72	9141 = 1583 (from Apr 19) + 7558 Short on staff
NEW BASE LINE	6000						New base line without OT. Review base line in December 2019
Jun-19	8141	4536 (23.41% Multi)	3067	7603	538	34	8141 = 537 (from May 19) + 7604 Short on staff

PROCESSED (numbers from June 2018 to April 2019)

				JOINT JPAS (2 MEMBERS)				MULTI	TASKS:
	Biller Level	Months *	TOTAL OT hrs	Jun 2018-Apr 2019 TOTAL	AVERAGE MONTHLY WITHOUT OT	OVERTIME 2019 TOTAL**	AVERAGE MONTHLY WITH OT	AVERAGE MONTHLY WITHOUT OT	
1	AS Lvl 1	11	83	8678	788.91	1045	883.91		Lvl 1: Process joints (2 members only) Additional tasks: Transcribe meeting minutes for 4 meetings, assist Manager in updating Routine Handbook.
2	JS * Lvl 2	10	67	7621	762.10	2955	1057.60	368.10	Lvl 2: Process joints & multis (up to 4 members) Additional tasks: Transcribe meeting minutes for 1 meeting.
3	JT Lvl 3	11	70	4852	441.09	1703	595.91	501.45	Lvl 3: Process all JPAs, mainly (5+ members) complicated JPAs. Additional tasks: Accounting AR/AP/Audit
4	RJ Lvl 3	11	180	4802	436.55	4522	847.64	484.82	Lvl 3: Process all JPAs, mainly (5+ members) complicated JPAs. Additional tasks: End of the Month balancing (F44/reports)
5	SC * Lvl 3	9	67.75	12780	1420.00	78	1428.67	507.11	Lvl 3: Process all JPAs, mainly (5+ members) complicated JPAs. Additional tasks: Inventory/office supplies
	TOTAL				3848.65	**	4813.72	1861.48	

** SC performed mostly checking (checking billed JPAs) on OT days

Total Joint + Multi average monthly: 5710.13 Without OT 5 BILLERS

Total Joint + Multi average monthly: 6675.21 With OT 5 BILLERS

* JS WAS OUT ON VACATION, SC WAS OUT ON MEDICAL LEAVE

NOTE: Some numbers not included in this spreadsheet: MS (EMPLOYEE RESIGNED) AND KA (SUPERVISOR)

OT FOR JOINTS ONLY:

Based on previous OT sessions (a year or two ago), we tried multis and it was not beneficial. Numbers were below 100 poles for an 8 hour OT day session.

With joints the average biller bills 400+ poles in an 8 hour session. Additionally, anyone can type joints opposed to multis, where only multi billers can type multi JPAs.

	TOTAL MULTI (3+ OWNERS)		5+ OWNERS JPAS		%
B/S	JPAS	POLES	JPAS	POLES	5+/multi
6/18	278	1907	28	158	8.29%
7/18	262	1604	22	106	6.61%
8/18	226	1946	16	180	9.25%
9/18	307	2173	30	216	9.94%
10/18	272	1895	24	164	8.65%
11/18	189	1180	12	40	3.39%
12/18	279	2110	29	185	8.77%
1/19	444	3410	43	316	9.27%
2/19	600	3825	46	269	7.03%
3/19	576	3652	58	417	11.42%
4/19	554	3775	50	402	10.65%
Average:					8.48%

Southern California Joint Pole Committee

Employee Compensation Package Questionnaire

1. Member Utility	
2. What is the salary range within your organization for joint pole staff? (please complete salary grid on page 3)	
3. Are raises based on merit (pay for performance), or general increases (COLA)?	
4. Does your organization award lump sum raises as well as fixed base increases?	
5. What health benefits does your organization offer, and what percentage is paid by the employee?	
6. How many paid holidays and/or personal days are awarded to your employees?	
8. How do employees accrue sick hours?	
9. Does your organization offer flexible work hours?	

Southern California Joint Pole Committee

10. What sort of retirement benefit plan does your organization offer to employees?	
11. Does your organization support telecommuting?	
12. Does your organization offer other compensation benefits not mentioned, and if so, please list and explain.	

Southern California Joint Pole Committee

Wage and Salary Information Grid

Name of Organization	
Pertains to Year	

Equivalent to:	Length of Service (avg.)	Minimum Wage	Midpoint Wage	Maximum Wage
Admin Aide 1-2 yrs				
Billing Associates I 2-3 Yrs				
Billing Associates II 4-5 Yrs				
Billing Associates III Beyond 5 yrs				

☐

Note: Please check box if rates are based on collective bargaining
Note: If desired, you may submit more than one rate grid if deemed necessary.

Please return your completed questionnaire to angela@scjpc.net, no later than March 10th, 2015.

Southern California Joint Pole Committee

Employee Compensation Package

General Job Description:

Performs the processing of Joint Pole Authorizations. Each level representing the knowledge, skills, and abilities required to process JPAs, based on the number of membership. Handles internal/external basic Committee functions, and inquiries. Possess leadership skills.

Level	Admin Aide	Billing Associate Level I	Billing Associate Level II	Billing Associate Level III
Expected Growth Period to next Level	12 months	18 months	18 months	48 months
Area of Responsibility	Process incoming and outgoing mail Process all incoming JPAs via data entry onto an Excel spreadsheet and prepare JPAs for billing Photocopy and file Final JPAs Mail all letters, invoices, Forms 44 insuring correct address Prepare/set up conference room and clean up for all meetings	Ability to handle all admin aid duties Process and bill JPAS with 2 members and simple 3 members. Check other joint JPA (2-party only) billing Enter transacted dollars in preparation for Forms 44 Interface with member utilities when required	Ability to handle all admin aid duties Process and bill JPAS with 3-4 members Check other joint JPA (3-4 party) billing Enter transacted dollars in preparation for Forms 44 Interface with member utilities when required	Ability to handle all admin aid duties Process and bill all type of JPAs Check all type of JPAs Enter transacted dollars in preparation for Forms 44 Interface with member utilities when required

Southern California Joint Pole Committee

Level	Admin Aide	Billing Associate Level I	Billing Associate Level II	Billing Associate Level III
Area of Responsibility	Take meeting lunch orders, and pick up for all meetings Transcribe all staff meetings Pole Inspection data entry Handle primary telephone line Answer incoming call questions when possible	Interface with system analyst when required Enter all necessary data to update pole records and all other files Responsible for various clerical tasks and other duties assigned. Other duties may include: Transcribe Committee Meetings Maintain, order, and/or pick up office supplies Scan JPAs and other documents when necessary	Interface with system analyst when required Enter all necessary data to update pole records and all other files Responsible for various clerical tasks and other duties assigned. Other duties may include: Transcribe Committee Meetings Maintain, order, and/or pick up office supplies Scan JPAs and other documents when necessary	Interface with system analyst when required Enter all necessary data to update pole records and all other files Provides functional direction to other personnel Responsible for various clerical tasks and other duties assigned. Other duties may include: Transcribe Committee Meetings when necessary Provide training Accounting duties such as payables/receivable and work with auditor Scan JPAs and other documents when necessary

Southern California Joint Pole Committee

Detailed Job Description for Processing Final JPAs **(Billing Associates Level I to III)**

DUTIES

1. Review incoming Final JPAs to ensure document completed correctly.
 - If information is correct proceed with process
 - If information is incorrect, contact initiator via telephone, email or memo.
2. Verify information on Final JPA corresponds with pole records in JPC database
3. Determine transactions related to all poles on Final JPA, verify grade/space is correct and accounted for, calculate percentage of ownership.
4. Bill Final JPA based on Routine Handbook sections and costs (labor intensity depends on complexity of Final JPA). For example, a 3-party Final JPA is more complex than a 2-party. A 4-party Final JPA is more complex than a 3-party.
5. Record Final JPA and poles in JPC office internal logs and database.
6. Cross-check fellow billing associates work to ensure no errors are transferred onto Bill of Sales (labor intensity depends on complexity of Final JPA).
7. Prepare Final JPA copies for members, ensuring that those members requiring a specific number of copies receive the correct count.
8. Review and verify Bill of Sales (Forms 44) to ensure all transactions included in current billing month.
9. File Final JPA hard copies and all other required documents when necessary.
10. Scan Final JPA hard copies onto disk when necessary.
11. Responsible for various clerical tasks and other duties assigned. Other duties may include: transcribe committee meetings, provide training, accounting duties, inventory duties.

Southern California Joint Pole Committee

REQUIREMENTS for Admin Aide and Billing Associates

Required Skills:

1. Knowledge of email (Outlook) and office software (MS Office, MS Excel, and FRIEND).
2. Data entry with speed and accuracy.
3. Knowledge and understanding of Routine Handbook.
4. Knowledge of 10-key calculator.
5. Office clerical duties (filing system, photo copying system, scanning, printing).
6. Communicate clearly and fully (oral and written).

Education:

High school graduate or GED equivalent.

Southern California Joint Pole Committee

SURVEY RESULT: Wage and Salary Information Grid

COMPANY 1:

Equivalent to:	Length of Service (avg.)	Minimum Wage	Midpoint Wage	Maximum Wage
Admin Aide 1-2 yrs	8 yrs	\$29,400	\$45,600	\$57,000
Billing Associates I 2-3 Yrs	0-10 yrs	\$51,000	\$69,900	\$87,375
Billing Associates II 4-5 Yrs	0-10 yrs	\$51,000	\$69,900	\$87,375
Billing Associates III Beyond 5 yrs	0-10 yrs	\$51,000	\$69,900	\$87,375

COMPANY 2:

Equivalent to:	Length of Service (avg.)	Minimum Wage	Midpoint Wage	Maximum Wage
Admin Aide 1-2 yrs (*rates are based on collective bargaining)	N/A	\$5865. per month	No min., mid, or max. wage	

Southern California Joint Pole Committee 2020-2024 Employee Compensation Package

General Job Description:

Performs the processing of Joint Pole Authorizations. Each level representing the knowledge, skills, and abilities required to process JPAs, based on the number of membership. Handles internal/external basic Committee functions, and inquiries. Possess leadership skills.

Level	Admin Aide	Billing Associate Level I	Billing Associate Level II	Billing Associate Level III
Expected growth period to next Level	12 months	18 months	18 months	48 months
JPA Complexity		Process Final JPAS with 2 members and simple 3 members.	Process Final JPAS with 3-4 members	Mainly process Final JPAs with 5+ members, however, able to process all types of JPAs
Expected number of processed JPAs		Able to process a minimum of 800 poles (or 1000 poles during high volume months), depending on the volume we receive. Note: Numbers may vary depending on other responsibility section listed on page 3.	Able to process a minimum of 1000 poles (or 1200 poles minimum during high volume months), depending on the volume we receive. Note: Numbers may vary depending on other responsibility section listed on page 3.	Able to process a minimum of 800 poles (or 1000 poles during high volume months), depending on the volume we receive. Note: Numbers may vary depending on other responsibility section listed on page 3 and complexity of JPAs.

Southern California Joint Pole Committee

Level	Admin Aide	Billing Associate Level I	Billing Associate Level II	Billing Associate Level III
Area of Responsibility (main responsibility)	Process daily mail (in/out) Process all incoming JPAs, enter data into computer systems, prepare JPAs for billing Photocopy and file Final JPAs Prepare letters or packages, postage stamps, drive to the post office, ensure addresses are correct Perform meetings duties: Prepare and clean up conference room; take meeting lunch orders and pick up lunches. Transcribe all staff meetings Handle the main phone line, incoming call/email questions when possible	Ability to handle all admin aide duties Process Final JPAs (see above complexity level) Check other joint JPA (2-party only) billing Enter transacted dollars in preparation for Forms 44 Interface with member utilities when required Interface with system analyst when required Enter all necessary data to update pole records and all other files	Ability to handle all admin aide duties Process Final JPAs (see above complexity level) Check other joint JPA (3-4 party) billing Enter transacted dollars in preparation for Forms 44 Interface with member utilities when required Interface with system analyst when required Enter all necessary data to update pole records and all other files	Ability to handle all admin aide duties Process Final JPAs (see above complexity level) Check all types of JPAs Enter transacted dollars in preparation for Forms 44 Interface with member utilities when required Interface with system analyst when required Enter all necessary data to update pole records and all other files Provides functional direction to other personnel

Southern California Joint Pole Committee

Level	Admin Aide	Billing Associate Level I	Billing Associate Level II	Billing Associate Level III
Other responsibility	Train new Admin Aide when needed Maintain, order, and/or pick up office supplies Scan JPAs and other documents when necessary	Responsible for various clerical tasks and other duties assigned. Other duties may include: Transcribe Committee Meetings Assist Manager in updating Routine Handbook. Maintain, order, and/or pick up office supplies Scan JPAs and other documents when necessary	Responsible for various clerical tasks and other duties assigned. Other duties may include: Transcribe Committee Meetings Maintain, order, and/or pick up office supplies Assist Manager in updating some webpages on JPC website and preparing excel sheets for pole prices. Assist Manager in updating Routine Handbook. Scan JPAs and other documents when necessary	Responsible for various clerical tasks and other duties assigned. Other duties may include: Supervisor's backup when needed Transcribe Committee Meetings when necessary Accounting duties such as payables/ receivable and work with auditor yearly Review monthly reports and close Bill of Sale Scan JPAs and other documents when necessary

Southern California Joint Pole Committee

Detailed Job Description for Processing Final JPAs **(Billing Associates Level I to III)**

DUTIES

1. Review incoming Final JPAs to ensure document completed correctly.
 - If information is correct proceed with process
 - If information is incorrect, contact initiator via telephone, email or memo.
2. Verify information on Final JPA corresponds with pole records in JPC database
3. Determine transactions related to all poles on Final JPA, verify grade/space is correct and accounted for, calculate percentage of ownership when necessary.
4. Bill Final JPA based on Routine Handbook sections, authorized costs, and billing procedures. Labor intensity depends on complexity of Final JPA. For example, a 3-party Final JPA is more complex than a 2-party. A 4-party Final JPA is more complex than a 3-party.
5. Record Final JPA and poles in JPC office internal logs and database.
6. Cross-check fellow billing associates work to ensure no errors are transferred onto Bill of Sales (labor intensity depends on complexity of Final JPA).
7. Prepare Final JPA copies for members, ensuring that those members requiring a specific number of copies receive the correct count.
8. Review and verify Bill of Sales (Forms 44) to ensure all transactions included in current billing month.
9. File Final JPA hard copies and all other required documents when necessary.
10. Scan Final JPA hard copies when necessary.
11. Responsible for various clerical tasks and other duties assigned. Other duties may include: Transcribe committee meetings, maintain office inventory, scan JPAs and other documents when necessary, assist Manager in updating some webpages on JPC website and preparing pole prices, assist Manager in updating Routine Handbook, accounting duties (such as payables/receivable and work with auditor yearly), review monthly reports and close Bill of Sale.

Southern California Joint Pole Committee **REQUIREMENTS for Admin Aide and Billing Associates**

Required Skills:

1. Able to handle multiple responsibilities and priorities.
2. Detail-oriented.
3. Two to six years of experience as an administrative assistant.
4. A valid driver's license and car insurance with access to a personal vehicle. Able to drive to the post office, bank, and restaurants (to pick up meeting lunches).
5. Experience with complex file/document management.
6. Data entry with speed and accuracy, knowledge of 10-key calculator.
7. Able to handle all office clerical duties (e.g. filing system, photocopying, scanning, printing, calculating postage, and mailing packages).
8. Familiar with common office equipment (printer, copier, scanner, fax, etc.)
9. Communicate clearly and fully (oral and written).
10. Knowledge of email (Outlook) and office software (MS Office, MS Excel, custom SCJPC software-FRIEND).
11. Knowledge and understanding of JPC Routine Handbook.

Education:

High school graduate or GED equivalent.

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, 2019

A regular meeting of the **Operating Committee** took place on the above date, at 10:20 a.m., at the Committee office:

Mr. Jeff Williams	City of Los Angeles
Mr. Ronald Schram	City of Los Angeles
Mr. Wayne Brown	Southern California Edison
Ms. April De Barge	Southern California Edison
Ms. Valerie Mitwasi	Southern California Edison
Mr. Brett Plaskey	Frontier Communications
Ms. Lynn Prescott	Verizon Wireless
Mr. Johnny Vu	City of Anaheim
Mr. Daniel Lippert	City of Burbank
Mr. David Campo	City of Lompoc
Mr. Joe Armstrong	City of Pasadena
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Hector Aguilera	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Those attending via teleconference were:

Mr. Josh Mathisen	AT&T California
Ms. Cory Crawford	AT&T California
Ms. Kay Black	AT&T California
Mr. Glenn Leckie	Frontier Communications
Mr. Ben Coffey	City of Banning
Mr. Bobola Akerson	City of Burbank
Mr. Nicholas Van Stryk	City of Vernon (Petrelli Electric)
Ms. Maria Ortiz	XO Communication/MCI Telecom/MCI Metro
Ms. Lupe Hernandez	Teleport Communications America
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Shawn Henderson	T-Mobile USA
Ms. Yvonne Johnson	AT&T Mobility
Ms. Racheal Torres	Mobilitie, LLC
Ms. Aarize Dizon	Crown Castle NG West Inc./NewPath/CA-CLEC LLC

Chairperson, Mr. Plaskey called the meeting to order at 10:22 a.m. by addressing the first item on the agenda, the review of the **prior meeting minutes**. There were no questions or comments.

The second agenda item is the review of the **July 2019 expense sheets**. The members reviewed the monthly reports. There were no questions or comments.

The third agenda item is the **Accounts Receivable**. Ms. Pranata informed Mr. Williams she has a Notice of Default for him to sign for M-Power Communications from unpaid invoices dating back to November 2018 – current. There were no further questions or comments.

The fourth item on the agenda is **July 2019 JPA Member Activity**. Ms. Pranata reported that for the July B/S 1,184 poles were held over to August B/S. Mr. Plaskey inquired if approximately 1,000 poles have been held over the past few months. Ms. Pranata commented that 538 poles were held over last month. There were no further questions or comments.

The fifth item on the agenda is **Member Board Attendance**. Mr. Plaskey inquired if ATC Outdoor DAS joined today. Ms. Pranata replied yes. There were no further questions or comments.

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Allen reported for the month of August 2019, the office received 1,893 JPA's a total of 10,048 poles. She added there was a hold-over of 282 JPAs a total of 1,184 poles from July 2019 which brought the total of JPA's to 2,175 and 11,232 poles. She added moving forward into September at this time there are approximately 2,000 poles from August into September. Mr. Plaskey inquired about the reason of hold overs. Ms. Allen stated an increase in poles, staff not working overtime, and vacations. Ms. Pranata also commented that there was a holiday week and an employee out on medical leave. There were no further questions or comments.

The seventh item on the agenda is **Miscellaneous Items**.

SCJPC Overtime Update (packet).

Ms. Pranata opened and explained looking at the packet for July 2019 there was a total of 9,414 poles received. Which do not include the hold overs. And for August 2019 over 10,000 poles were received. Ms. Pranata stated again staff were out on vacation and medical leave. She added in July 2019 84.75 hours of overtime were worked. She reminded the committee that the baseline changed to 6,000 poles. If we receive only 6,000 poles the office would not need overtime to complete. Mr. Plaskey inquired about the training. Ms. Pranata stated by the end of December we will have one more biller trained and adjust the baseline from 6,000 to 7,000 poles monthly. Mr. Plaskey commented on the previous poles billed monthly was about 7,500. Ms. Pranata replied with a full staff; however, one employee resigned. Ms. Allen added that once the billing is discussed in the Billing Simplification meeting the members will see why it takes so long to train on billing with all the defaults and one offs.

Mr. Plaskey inquired about September overtime and if needs to be approved. Ms. Pranata replied yes. The members agreed and approved optional overtime for September 2019.

Item 1581: Pole Record Redesign (from Computer ad hoc)

Ms. Pranata inquired if this should be removed from Operating and move back to Computer. Mr. Plaskey inquired if the testing has been done. Ms. Pranata replied yes. He then commented he is ok with it being moved back to Computer.

Billing Errors/Questions

There were no billing error or questions.

Merging of three utility codes under Crown Castle

Mr. Serrato reported that there are no new updates; however, still on their radar. This item will be tabled and remains open at this time.

Records Retention Policy

Ms. Pranata opened and stated that there is nothing on file and she asked the CPA/auditor to send her a sample. She displayed on the screen *Sample Records Retention Policy – From Auditor*. (See attached). The document showed Nature of Record names and retention period. She stated that the storage room is filling up and wants to get rid of some boxes and throw some stuff away. Ms. Pranata would like to verify with the committee that she can throw things away or shred. Mr. Williams inquired if any of these are digitize yet. Ms. Pranata replied the ones in boxes no. He then inquired what are in the boxes. Ms. Pranata stated old Form 44's, old minutes, and old member invoices. Mr. Williams inquired if the minutes are the ones on the computer now. Ms. Pranata stated these are prior to the computer. She added that we have member invoices from the 1980's or 1990's. Ms. Prescott inquired if we access the records. Ms. Pranata commented no. The Retention Policy sheet states that Invoices to vendors has a 7 year retention period. She then inquired if the members are vendors. Mr. Williams replied that he does not think members are vendors. Ms. Pranata commented we have to keep permanently and we can have them scanned. Mr. Williams thinks we should scan the documents. Mr. Plaskey inquired about how much stuff do we have and how long would it take to scan the stuff. Mr. Williams and Mr. Plaskey stated that there are companies that do scanning specifically. Perhaps it can be looked into. Mr. Plaskey suggested for Ms. Pranata to take as an action item to see what it would cost to have a company come in and digitize the documents. Ms. Pranata inquired if they want it to be searchable or straight PDF. Mr. Plaskey inquired if we have that capability currently on our server. Ms. Pranata stated that when the file is in Microsoft Word format, it can be exported to PDF and it will be searchable. However, scanned paper documents are not searchable. She also mentioned depends on the scan machine. Ms. Prescott stated to get some prices and see what is said. Mr. Williams stated that some utilities need to keep some records forever and since we are a subset of all the utilities they may require us to keep them and not go by the sheet and go by legislative rules

and regulations. He added he prefers to keep everything even if they are PDF'd into a file and not searchable. Mr. Plaskey commented to see what the options are.

SCJPC Carpet Replacement Project

Ms. Pranata opened and stated that she is still waiting for them to get back to her on the schedule. But they said it should take probably three weekends and will do in sections. They would like to come in on Saturdays and Sundays. However, the staff is working overtime on Saturdays. She added the carpet picked is like a tile and not a roll and is easier to install. The staff would have to empty their drawers and shelves for the furniture to be moved. Mr. Serrato commented he missed the previous discussion and inquired if something is wrong with the carpets. Ms. Pranata explained since a new lease was signed and that there were multiple stains we asked for new carpet. Ms. Pranata informed the committee that she has any confidential information in her office and since she will not be able to lock it she may have to buy some boxes to store the information in. Mr. Williams inquired on how much confidential information Ms. Pranata has. She responded about 6 file drawers and stated it is only temporary. Mr. Williams stated just let them know what she needs to do on it.

Item 1664: Salary Survey for 2020-2024 Salary Ranges.

Ms. Pranata opened and inquired if the item name should be changed. Mr. Plaskey replied strike off "Salary Survey for" and just have "2020-2024 Salary Ranges".

AT&T California September 2019 pulling JPAs date

Ms. Allen opened and stated this is for AT&T California for the month of September 2019. The cut off day to pull JPAs via Form 7 is the 28th but because that is a Saturday she would like to propose change the date to Wednesday, September 25, 2019 end of day. She added that they need three days to balance. Ms. Crawford commented that she will get back to SCJPC.

SCE request for early close of December 2019 B/S

Mr. Brown opened and stated that SCE is asking for an early close date for December 2019 B/S. He continued that any Final JPAs received after Friday November 29th will be processed in January 2020 B/S. The last day for AT&T California (or any Member) to pull Final JPAs from the Dec 2019 B/S will be: Tue Dec 17th, 2019 (end of day). SCJPC will send the Form 44 draft to SCE on Thursday December 19th (cob for SCE's review). SCJPC should be able to close and send the Final F44 to SCE by Monday December 23rd cob. He added they want to free up some time at the committee to fill some holes. Last year they fell under budget because some work had to be pushed out until January because they were not able to get to it. Mr. Plaskey inquired if there will be a smaller Form 44 in December 2019 and a bubble in January 2020. Ms. Pranata stated it would depend on how much Edison sends in December. If 10,000 are submitted we cannot guarantee to bill all of them. She then stated that if 7,000 are received we can probably bill them. Mr.

Williams commented that is everybody and Ms. Pranata replied yes 7,000 poles from all members. Additionally, AT&T California would need to agree to change their date. Mr. Mathisen stated they would need to take back and will get back to everybody later this week. Mr. Serrato commented they will have to take it back as well. Ms. Pranata inquired if Mr. Serrato would like her to forward him Wayne's email. Mr. Serrato replied as long as Mr. Brown is ok with it. Mr. Brown commented sure.

Ms. Black returned on the call and inquired about last date AT&T JPAs would be sent to them. She then commented that she would need to know the date in order to agree and asked Ms. Allen to email her the dates and she will discuss with Mr. Fajardo. Ms. Allen commented she will email Ms. Black the dates. Mr. Williams stated for Ms. Pranata to email to everyone.

Team Building budget line item

Ms. Pranata opened and stated that Mr. Plaskey informed her that the team building budget line item was approved. She continued that the staff wanted to thank the committee for approving the line item. She added that we were able to do a team building event and did an escape room and the staff escaped on time.

Review of Action Items:

- Salary increases that Ms. Pranata proposed were approved.
- Straight time pay for additional hours worked for Ms. Pranata and Ms. Allen was approved, but must be productive.
- Merging of the 3 utility codes has been tabled.
- Item 1581: Pole Record Redesign move back to Computer ad hoc.
- Ms. Pranata to get quotes to digitize old minutes and documents.
- Ms. Pranata to inform the Committee if any special needs are required for the carpet replacement project.
- Overtime for September 2019 was approved.
- Mr. Plaskey to work with Ms. Pranata on a proposal package to present to Operating Committee on Item 1664: 2020-2024 Salary Ranges

The meeting adjourned at 11:27 a.m. until September 18, 2019.

Ms. Kathleen Allen – Committee Transcriber

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES		July 31, 2019			YTD Through July 31, 2019				Annual
								%	
	Details	Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	Variance	Budget
<u>EMPLOYEE EXPENSE</u>									
Salaries		48,401	43,245.07	5,156	338,808	311,680.77	27,127	8%	580,813
Regular	38,882.03					-			
Contract Labor	4,363.04					-			
						-			
Insurance		6,921	4,771.76	2,149	48,448	35,550.57	12,897	27%	83,053
Health/Dental	4,771.76					-			
Life (quarterly)						-			
						-			
Payroll Taxes		4,114	2,884.00	1,230	28,799	23,281.87	5,517	19%	49,369
Workers Compensation		250	256.25	(6)	1,750	1,468.75	281	16%	3,000
Travel mileage reimb/Misc. Expns		125	183.01	(58)	875	798.02	77	9%	1,500
						-			
						-			
<u>PENSION EXPENSE</u>									
Contribution-SEP IRA		5,082	4,082.61	999	35,575	30,832.30	4,742	13%	60,985
						-			
						-			
<u>MONTHLY RECURRING</u>									
Rent		8,799	8,798.73	0	61,594	61,591.11	3	0%	105,590
Alarm System	Quarterly	50		50	350	299.94	50	14%	600
Telephone (Frontier+Jive)		654	662.79	(9)	4,579	4,571.78	7	0%	7,850
Cisco WebEx Plan		90	69.00	21	630	483.00	147	23%	1,080
Postage & Shipping		183	250.02	(67)	1,283	1,494.83	(211)	-16%	2,200
Business/Property Insurance	Pro-Rated	167	-	167	1,167	1,193.50	(27)	-2%	2,000
Committee Meetings		333	420.31	(87)	2,333	2,345.36	(12)	-1%	4,000
						-			
						-			
<u>EQUIPMENT & FURNITURE</u>									
						-			
Copy Machine - CBE		183	401.58	(218)	1,283	1,569.32	(286)	-22%	2,200
						-			
						-			

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES		July 31, 2019			YTD Through July 31, 2019			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
	Details								
						-			
<u>NETWORK SYSTEM</u>						-			
LAN Maintenance		1,083	900.00	183	7,583	6,300.00	1,283	17%	13,000
FRIEND Support		400	400.00	-	2,800	2,800.00	-	0%	4,800
Data Center Hosting-Hardev		775	775.00	-	5,425	5,425.00	-	0%	9,300
Email/Domain Host/Sharefile	SHAREFILE & EMAIL	56	73.94	(18)	394	428.98	(35)	-9%	676
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		233	-	233	1,633	272.15	1,361	83%	2,800
			-			-			
Off-Site Online Back-up		292	149.00	143	2,042	1,043.00	999	49%	3,500
						-			
						-			
<u>PRINTING & SUPPLY</u>						-			
Office Printing		208	230.19	(22)	1,458	1,647.11	(189)	-13%	2,500
Office Supplies		167	134.57	32	1,167	977.00	190	16%	2,000
						-			
						-			
<u>CONTRACT SERVICES</u>						-			
Auditor	Pro-Rated	769		769	5,380	2,525.00	2,855	53%	9,223
Attorney*		542	-	542	3,792	1,650.00	2,142	56%	6,500
						-			
<u>GENERAL EXPENSE</u>						-			
Payroll Service Fees		117	87.00	30	817	639.00	178	22%	1,400
Bank fees/Checks printing	Pro-Rated	17	35.00	(18)	117	159.70	(43)	-37%	200
Publications/Subscriptions/Reference		17		17	117	120.00	(3)	-3%	200
Seminars & Tuition		83	-	83	583	201.66	382	65%	1,000
Member Retirement & celebration		108	-	108	758	-	758	100%	1,300
Total Operating Expenses		80,219.92	68,809.83	11,410.09	561,539.42	501,349.72	60,189.70	11%	962,639.00
						-			

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES		July 31, 2019				YTD Through July 31, 2019			Annual
		Budgeted	Recorded	Variance		Budgeted	Recorded	Variance	
	Details							%	
								Variance	Budget
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT									
COMPUTER SYSTEM									
Software Purchase (& website mods)		433		433		3,033	694.95	2,338	77%
FRIEND modification*		2,813	-	2,813		19,688	-	19,688	100%
NJUNS Fee (once a year)*		875		875		6,125	10,500.00	(4,375)	-71%
							-		
EQUIPMENT & FURNITURE	Pro-Rated						-		
Purchases/Leases (including Ricoh Copy Machine)		483	379.97	103		3,383	3,221.57	162	5%
Hardware Purchase		342	-	342		2,392	-	2,392	100%
LONG TERM LIABILITY CURRENT							-		
							-		
							-		
Total Capital Investments & Long Term Liabilities Current		4,945.83	379.97	4,565.86		34,620.83	14,416.52	20,204.31	58%
Interest Earned/Misc Income		(0.08)	(0.08)			(0.53)	(0.53)		
		85,165.67	69,189.72	15,975.95		596,159.72	515,765.71	80,394.01	13%
*Items in blue are assessed equally									
Prepared as of: 08/06/2019									

Delinquent Accounts
As of 8/14/2019

MEMBERS ACCOUNTS RECEIVABLE

				PAST DUE NOTICES - DO NOT DELETE THIS INFORMATION					
Company Name	Invoice Month	Due By	Amount	Invoice Number	Past Due Notice Date Sent	Past due sent to & response notes	Past Due Notices Date by	Input By	Input Date
AT&T Mobility	Dec.' 18	Jan. 31, 2019	\$ 753.20	20109	3/15/19, 4/11/19,5/8/19,6/11/19, 7/9/19,8/7/19	Mailed to Yvonne Johnson	JT/GV/AP	MS	2/14/2019
AT&T Mobility	Jan. '19	Feb. 28, 2019	\$ 1,050.21	20142	5/8/2019, 6/11/19, 7/9/19,8/7/19	Mailed to Yvonne Johnson	GV/JT/AP	JT	4/11/2019
AT&T Mobility	Feb. '19	Mar. 31, 2019	\$ 811.29	20175	6/11/2019, 7/9/19,8/7/19	Mailed to Yvonne Johnson	JT/AP	KA	5/8/2019
AT&T Mobility	March '19	April 30, 2019	\$ 1,085.34	20208	7/9/2019,8/7/19	Mailed to Yvonne Johnson	JT/AP	JT	6/11/2019
AT&T Mobility	April '19	May 31, 2019	\$ 826.48	20241	7/9/2019,8/7/19	Mailed to Yvonne Johnson	JT/AP	JT	7/9/2019
AT&T Mobility	May '19	June 30, 2019	\$ 759.09	20274				GV	8/13/2019
City of Pasadena	May '19	June 30, 2019	\$840.53	20269				GV	8/13/2019
City of Riverside	May '19	June 30, 2019	\$ 980.80	20270				GV	8/13/2019
MCI Metro/ATS	Nov.' 18	Dec. 31, 2018	\$ 1,068.97	20077	2/14/2019 3/15/19 4/11/19, 5/8/19,6/11/19,7/9/19,8/13/19	Emailed Matt Bergine	MS/JT/GV	MS	1/10/2019
MCI Metro/ATS	Dec.' 18	Jan. 31, 2019	\$ 845.69	20110	3/15/2019 4/11/19, 5/8/19,6/11/19,7/9/19,8/13/19	Emailed Matt Bergine	JT/GV	MS	2/14/2019
MCI Metro/ATS	March '19	April 30, 2019	\$ 1,218.62	20209	7/9/2019,8/13/19	Emailed Matt Bergine	JT/GV	JT	6/11/2019
MCI Metro/ATS	May '19	June 30, 2019	\$ 852.30	20275				GV	8/13/2019
MCI Telecommunications	Dec.' 18	Jan. 31, 2019	\$ 700.22	20111	3/15/2019 4/11/19, 5/8/19, 6/11/19, 7,9/19,8/13/19	Emailed Matt Bergine	JT/GV	MS	2/14/2019
MCI Telecommunications	March '19	April 30, 2019	\$ 1,009.00	20210	7/9/2019,8/13/19	Emailed Matt Bergine	JT/GV	JT	6/11/2019
MCI Telecommunications	May '19	June 30, 2019	\$ 705.69	20276				GV	8/13/2019
Mpower Comm.	Nov.' 18	Dec. 31, 2018	\$ 905.82	20075	2/14/2019 3/15/19 4/11/19, 5/8/19, 6/11/19, 7/9/19,8/7/19	Mailed to A/P and Emailed telepacifcitrak@teoco.com	MS/JT/GV/A P	MS	1/10/2019
Mpower Comm.	Dec.' 18	Jan. 31, 2019	\$ 678.67	20108	2/14/2019 3/15/19 4/11/19, 5/8/19, 6/11/19, 7/9/19,8/7/19	Mailed to A/P and Emailed telepacifcitrak@teoco.com	JT/GV/AP	MS	2/14/2019
Mpower Comm.	Jan. '19	Feb. 28, 2019	\$ 978.76	20141	5/8/2019, 6/11/19, 7/9/19,8/7/19	Mailed to A/P and Emailed telepacifcitrak@teoco.com	GV/JT/AP	JT	4/11/2019
Mpower Comm.	Feb. '19	Mar. 31, 2019	\$ 734.52	20174	6/11/2019, 7/9/19,8/7/19	Mailed to A/P and Emailed telepacifcitrak@teoco.com	JT/AP	KA	5/8/2019
Mpower Comm.	March '19	April 30, 2019	\$ 977.95	20207	7/9/2019,8/7/19	Mailed to A/P and Emailed telepacifcitrak@teoco.com	JT/AP	JT	6/11/2019
Mpower Comm.	April '19	May 31, 2019	\$ 744.70	20240	7/9/2019,8/7/19	Mailed to A/P and Emailed telepacifcitrak@teoco.com	JT/AP	JT	7/9/2019
Mpower Comm.	May '19	June 30, 2019	\$ 683.97	20273				GV	8/13/2019
Sprint-Nextel Corporation	May '19	June 30, 2019	\$ 694.83	20271				GV	8/13/2019
T-Mobile USA, INC	May '19	June 30, 2019	\$ 688.95	20279				GV	8/13/2019
Verizon Wireless	March '19	April 30, 2019	\$ 1,511.63	20194	7/9/2019,8/13/19	Emailed D.Nguyen/M. Murillo/L. Hernadez	JT/GV	JT	6/11/2019
Verizon Wireless	April '19	May 31, 2019	\$ 1,151.10	20227	7/9/2019,8/13/19	Emailed D.Nguyen/M. Murillo/L. Hernadez	JTGV	JT	7/9/2019
Verizon Wireless	May '19	June 30, 2019	\$1,058.60	20260				GV	8/13/2019

\$24,316.93

TOTAL

\$24,316.93

Delinquent Accounts - 30 Days past due.
Past due notices will be sent out when 60 days have elapsed.

S:\EXCEL\ACCTREC

Member	A	ATC	E	H/T	M	NG	NPN	SCW	SPR	TWC	Totals	YTD
Joint JPAs Billed		4	1035		7	10					1056	8301
% of Joint JPAs Billed	0.000	0.004	0.980	0.000	0.007	0.009	0.000	0.000	0.000	0.000	1.00	
Joint JPAs Returned		1	236	3	3	2		2			247	2096
Joint JPAs Held Over			233	2	20	17					272	
Total Joint JPAs Received	0	5	1504	5	30	29	0	2	0	0	1575	12232
Multi JPAs Billed	1	2	176		1	34	1		3	1	219	1443
% of Multi JPAs Billed	0.005	0.009	0.804	0.000	0.005	0.155	0.005	0.000	0.014	0.005	1.00	
Multi JPAs Returned	1	4	126	2	4	56					193	1186
Multi JPAs Held Over			4			6					10	
Total Multi JPAs Received	2	6	306	2	5	96	1	0	3	1	422	3335
Total # JPAs Billed	1	6	1211	0	8	44	1	0	3	1	1275	9744
% of JPAs Billed	0.001	0.005	0.950	0.000	0.006	0.035	0.001	0.000	0.002	0.001	1.00	
# of JPAs Returned											440	3282
# of Held Over JPAs											282	
Total JPAs received	2	11	1810	7	35	125	1	2	3	1	1997	15567
% of JPAs Billed											63.85%	
% of JPAs returned											22.03%	
% of Held Over JPAs											14.12%	
Member	A	ATC	E	H/T	M	NG	NPN	SCW	SPR	TWC	Totals	
Poles Billed (Joint JPAs)		13	3952		20	24					4009	31562
Poles Returned (joint)		10	1785	10	48	25		29			1907	14351
Poles Held Over (joint)			957	17	78	30					1082	
Poles Billed (Multi JPAs)	4	16	946		10	193	3		7	6	1185	7881
Poles Returned (multi)	4	37	1003	44	12	567					1667	10269
Poles Held Over (multi)			59			43					102	
Total # Poles Billed (Joint & Multi combined)	4	29	4898	0	30	217	3	0	7	6	5194	39443
% of Total Poles Billed (Joint & Multi combined)	0.001	0.006	0.943	0.000	0.006	0.042	0.001	0.000	0.001	0.001	1.00	
# of Poles Returned											3574	24620
# of Held Over Poles											1184	
Total Poles received	8	76	8702	71	168	882	3	29	7	6	9952	77387
% of Poles Billed											52.19%	
% of Poles returned											35.91%	
% of Held Over Poles											11.90%	

Over Poles will be billed first at the nex

Inspections Billed SCE Only: O&M (Inspections,Pole Tag, & SRA)	SCE's Inspections JPAs/Poles were not included in above table	SCE O&M YTD
Inspection JPAs Billed	13	104
Inspection Poles Billed	6066	26161

-  = Members assessed penalty fee
-  = Less than 80% but 50% or greater attendance
-  = Less than 50% attendance
-  = Excused Absence

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
MEMBER BOARD MEETING ATTENDANCE
AUG 2018 - JUL 2019**

		MBR CODE	2018 AUG	2018 SEP	2018 OCT	2018 NOV	2018 DEC	2019 JAN	2019 FEB	2019 MAR	2019 APR	2019 MAY	2019 JUN	2019 JUL	TOTAL	Atten. %	MBR CODE
1	So. California Edison	E	1	1	1	1		1	1	1	1	1	1	1	11	100%	E
2	Frontier Communications	FTR	1	1	1	1		1	1	1	1	1	1	1	11	100%	FTR
3	City of Los Angeles	M	1	1	1	1		1	1	1	1	1	1	1	11	100%	M
4	Mobilite LLC	MOB	1	1	1	1		1	1	1	1	1	1	1	11	100%	MOB
5	T-Mobile, USA	PBM	1	1	1	1		1	1	1	1	1	1	1	11	100%	PBM
6	Verizon Wireless	ATC	1	1	1	1		1	1	1	1	1	1	1	11	100%	ATC
7	AT&T Mobility	LAC	1	1	1	1		1	1	1	1	1	1	1	11	100%	LAC
8	XO Communications	NXT	1	1	1	1		1	1	1	1	1	1	1	11	100%	NXT
9	CA-CLEC LLC	CCI	1	1	1	1		1	1	1	1	1	1	1	11	100%	CCI
10	Crown Castle NG West Inc.	NG	1	1	1	1		1	1	1	1	1	1	1	11	100%	NG
11	NewPath Networks	NPN	1	1	1	1		1	1	1	1	1	1	1	11	100%	NPN
12	AT&T California	H / T	1	1	1	1		1	1	1	1	1	1	1	11	100%	H / T
13	City of Anaheim	D	1	1	1	1		1	1	1	1	1	1	1	11	100%	D
14	City of Lompoc	LLW	1	1	1	1		1	1	1	1	1	1	1	11	100%	LLW
15	MCI/Metro	ATS	1	1	1	1		1	1	1	1	1	1	1	11	100%	ATS
16	MCI Communications	MCI	1	1	1	1		1	1	1	1	1	1	1	11	100%	MCI
17	ExteNet Systems	EXT	1	1	1	1		1	1	1	1	1	1	1	11	100%	EXT
18	Sprint Communications	FON	1	1	1	1		1	1	1	1	1	1	1	11	100%	FON
19	Sprint-Nextel	SPR	1	1	1	1		1	1	1	1	1	1	1	11	100%	SPR
20	Teleport Comm America	TCA	0	1	1	1		1	1	1	1	1	1	1	10	91%	TCA
21	Golden State Water	SCW	0	1	1	1		1	1	1	1	1	1	1	10	91%	SCW
22	City of Riverside	J	1	1	0	1		1	1	1	1	1	1	1	10	91%	J
23	City of Banning	COB	1	0	1	1		1	1	1	1	1	1	1	10	91%	COB
24	City of Vernon	V	1	1	1	1		1	1	1	1	1	0	1	10	91%	V
25	City of Pasadena	MP	1	1	1	1		1	1	1	1	1	1	0	10	91%	MP
26	City of Glendale	A	0	1	0	1		1	1	1	1	1	1	1	9	82%	A
27	Mpower/TelePacific	ICG	0	1	1	1		1	0	1	1	1	1	1	9	82%	ICG
28	City of Burbank	B	1	1	1	0		1	1	1	1	1	1	0	9	82%	B
29	City of Azusa	MA	1	0	1	1		1	1	1	1	1	1	0	9	82%	MA
30	Time-Warner	TWC	1	1	1	1		1	0	0	0	1	1	1	8	73%	TWC
31	City of Colton	F	0	1	1	0		1	1	1	1	1	0	1	8	73%	F
32	ATC Outdoor DAS	AMT	1	1	1	1		0	1	1	0	0	0	0	6	55%	AMT
33																	
Total			27	30	30	30	0	31	30	31	30	31	29	28			

SCJPC Overtime Report

Bill of Sale Month	Poles Received	Billed	Returned	Total Processed	Held-Over Poles	Non-Exempt OT hours	Comments
				Billed + Returned			
Jun-18	7432	4829 (16.11% multi)	2603	7432	0	36.75	Multiple employees were on vacation or out sick
Jul-18	6497	4078 (18% multi)	2419	6497	0	0	
Aug-18	7377	4146 (24% Multi)	3231	7377	0	0	
Sep-18	7619	5028 (22.35% Multi)	2591	7619	0	39	Multiple employees were on vacation or out sick
Oct-18	7133	4256 (19.78% Multi)	2877	7133	0	0	
Nov-18	9875	7431 (6.14% Multi)	2444	9875	0	0	Received & Billed Edison Correction of Inspection. (3928 poles out of 7431).
Dec-18	10211	7026 (10.82% Multi)	1573	8599	1612	57.75	Short Month, closed on Dec 21. One staff on medical leave. Received & Billed Edison Correction of Inspection. (2417 poles out of 7026)
Jan-19	10675	4919 (20.6% Multi)	3280	8199	2476	35.5	10675 = 1612 (from Dec 18) + 9063 One staff on medical leave.
Feb-19	14144	6215 (19.52% Multi)	3774	9989	4155	115.75	14144 = 2476 (from Jan 19) + 11668 Feb was a short month + holiday
Mar-19	13686	7100 (15.61% Multi)	3725	10825	2861	148	13686 = 4155 (from Feb 19) + 9531 One staff on vacation for 2 weeks
Apr-19	11648	5914 (23.72% Multi)	4151	10065	1583	115	11648 = 2861 (from Mar 19) + 8787 One biller level 2 resigned.
May-19	9141	5565 (16.10% Multi)	3049	8614	527	72	9141 = 1583 (from Apr 19) + 7558 # of billers decreased
NEW BASE LINE	6000						New base line without OT. Review base line end of Dec 2019
Jun-19	8141	4536 (23.41% Multi)	3067	7603	538	34	8141 = 537 (from May 19) + 7604 # of billers decreased
Jul-19	9952	5194 (22.81% Multi)	3574	8768	1184	84.75	9952 = 538 (from June 19) + 9414 Holiday week, # of billers decreased, and one staff on vacation for more than 1 week

SAMPLE Records Retention Policy – From Auditor

<u>Nature of Record</u>	<u>Retention Period</u>
Accounts payable ledgers & schedules	7 years
Accounts receivable ledgers & schedules	7 years
Audit reports of accountants	Permanently
Bank reconciliations	1 year
Cash books	Permanently
Charts of accounts	Permanently
Checks – cancelled (see exception below)	7 years
Checks- cancelled (for important payments such as income taxes, purchase of property, special contracts (retain with related records of the underlying transaction)	Permanently
Contracts & leases (expired)	3 years
Correspondence (routine) with customers or vendors	1 year
Correspondence (general)	3 years
Correspondence (legal & important matters only)	Permanently
Deeds, mortgages & bills of sale	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	1 year
Employment personnel records (after employee termination)	3 years
Employment applications	3 years
Expense analyses & expense distribution schedules	7 years
Financial statements (end of year – other months optional)	Permanently
General & private ledgers (& end-of-year trial balances)	Permanently
Insurance policies (expired)	3 years
Insurance records, current accident reports, claims, policies	Permanently
Internal reports (miscellaneous)	3 years
Inventories of products, materials & supplies	7 years

<u>Nature of Records</u>	<u>Retention Period</u>
Invoices to customers	7 years
Invoices from vendors	7 years
Journals	Permanently
Minute books of directors & stockholders, including by-laws and charter	Permanently
Notes receivable ledgers & schedules	7 years
Payroll records & summaries	7 years
Petty cash vouchers	3 years
Property appraisals by outside appraisers	Permanently
Property records including costs, depreciation, end of year trial balances, depreciation schedules, blueprints & plans	Permanently
Revenue and Support Records	7 years
Subsidiary ledgers	7 years
Tax returns & worksheets, revenue agent's reports & other documents relating to the determination of the income tax liability	Permanently
Time and attendance records	7 years
Documents for payments to vendors, employees, etc. (includes allowances and reimbursements of employees, officers etc. for travel & entertainment expenses)	7 years

Kathleen Allen

To: Angela Pranata
Subject: RE: Request Early Closure Of December Billing

From: Gerald Brown [mailto:Gerald.Brown@sce.com]
Sent: Tuesday, August 20, 2019 9:23 AM
To: laptop01@scjpc.net
Subject: Request Early Closure Of December Billing

SCE REQUEST FOR EARLY CLOSE OF DECEMBER 2019 BILL OF SALE ~

Please note and relay the following information to your JPA Staff for Dec 2019 B/S:

- Any Final JPAs received after Friday November 29th will be processed in January 2020 B/S*
- The last day for AT&T California (or any Member) to pull Final JPAs from the Dec 2019 B/S will be: Tue Dec 17th, 2019 (end of day).*
- SCJPC will send the Form 44 draft to SCE on Thursday December 19th (cob for SCE's review). SCJPC should be able to close and send the Final F44 to SCE by Monday December 23rd cob.*

Thanks

Gerald "Wayne" Brown

Agency Coordntn, Advisor
Pole Committee Governance & Projects- Joint Pole Organization
909-548-7195 | M. 951-323-2354
14005 S. Benson Ave, Chino, CA 91710

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, 2019

A regular meeting of the **Operating Committee** took place on the above date, at 9:49 a.m., at the Committee office:

Mr. Bret Plaskey	Frontier Communications
Mr. John Bacon	City of Los Angeles
Mr. Wayne Brown	Southern California Edison
Ms. April De Barge	Southern California Edison
Ms. Valerie Mitwasi	Southern California Edison
Ms. Camile Bowie	Southern California Edison
Ms. Maria Ortiz	XO Communication/MCI Telecom/MCI Metro
Ms. Lupe Hernandez	Teleport Communications America
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Yesenia Delgado	Time Warner Cable
Mr. John Vu	City of Anaheim
Mr. David Campo	City of Lompoc
Mr. Joe Armstrong	City of Pasadena
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Hector Aguilera	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff
Ms. Jennie Corella	Committee Transcriber

Those attending via teleconference were:

Mr. Josh Mathisen	AT&T California
Ms. Cory Crawford	AT&T California
Mr. Aaron Cochran	AT&T California
Mr. Glenn Leckie	Frontier Communications
Mr. Ben Coffey	City of Banning
Mr. Daniel Luty	Extenet Systems
Ms. Lynn Prescott	Verizon Wireless
Ms. Shawn Henderson	T-Mobile USA
Ms. Yvonne Johnson	AT&T Mobility
Ms. Racheal Torres	Mobilitie, LLC
Mr. Pedro Garganera	MCI Telecommunications
Ms. Aarize Dizon	Crown Castle NG West Inc./NewPath/CA-CLEC LLC

Chairperson, Mr. Plaskey called the meeting to order at 9:50 a.m. by addressing the first item on the agenda, the review of the **prior meeting minutes**. There were no questions or comments.

The second agenda item is the review of the **August 2019 expense sheets**. The members reviewed the monthly reports. There were no questions or comments.

The third agenda item is the **Accounts Receivable**. Mr. Armstrong inquired if the office had received their May invoice. Ms. Pranata responded that as of last Wednesday they had not received it, however, she would look into the matter. There were no further questions or comments.

The fourth item on the agenda is **August 2019 JPA Member Activity**. The members reviewed the report, and there were no questions or comments.

The fifth item on the agenda is **Member Board Attendance**. There were no questions or comments.

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Allen reported for the month of September 2019, the office received 1,710 JPA's a total of 8,359 poles. She added there was a hold-over from August of 493 JPAs a total of 1,876 poles which brought the total of JPA's to 2,203 JPAs and 10,235 poles. She added moving forward into October at this time there are approximately 1,100 poles held over from September to October.

Ms. Allen reported that a staff meeting was held on August 22. The staff was informed that if any non-member JPAs are received they are to be brought to her attention. The AT&T California deadline for September is September 19, 2019 one day early this month. Billing sheets been updated and distributed to the staff for 2019 prices. Discussed as well was office procedures. She added that a staff meeting was held on September 4, 2019 as well. The discussion was the new typist for the office and what he is expected to type and what he will not type. She reminded the staff that the record side of the JPA must correspond with the SCJPC pole card record. Also discussed, that she informed Billing Level III staff that the JPA sample/examples she will need for the Billing Process Simplification ad hoc and to bring these type transactions to her.

She concluded by stating she received an email from Edison that they will be submitting less work for the rest of the year. However, they did not have numbers as to how much less they would be submitting. There were no further questions or comments.

The seventh item on the agenda is **Miscellaneous Items**.

SCJPC Overtime Update (packet).

Ms. Pranata reported that for the month of August there was 75.5 overtime hours. She added that the primary need for overtime is the resignation of a biller in April; therefore the office is not at that capacity of billing output at this time.

She further added that it had been agreed to visit the pole baseline at the end of December. However, this may not be feasible in that a staff will be out on maternity leave from the middle of November until the end of March which will skew the billing output. This will have the office down by two billing staff.

Ms. Pranata requested overtime approval for the month of October 2019. The members agreed and approved OT hours for October.

Billing Errors/Questions

Ms. Hernandez inquired if a pole is replaced and the old pole has one location and the new pole slightly different; does section 13.3 need to be invoked. Ms. Allen responded that this section is not necessary on a replacement. There were no further comments or questions.

Merging of three utility codes under Crown Castle

Mr. Serrato reported that Crown Castle has acquired the proper documentation and now Crown would like to move forward with the merging of the three members. Mr. Aguilera stated that the documents are in their legal department and they should have more to report next month. It was agreed that the members should review the By-Laws. Mr. Aguilera requested of Ms. Pranata a copy of the By-Laws sent to him and Mr. Serrato. This item remains open at this time.

Records Retention Policy

Mr. Plaskey opened by stating that the JPC office has boxes of records going back perhaps 100 years. The issue pertains to the digitizing of these records for the sake of storage. Ms. Pranata has obtained three vendor quotes for the task. Ms. Pranata stated that these records are accounting data, minutes and other paper data.

The first vendor is ARC which visited the JPC office. She added in reviewing the accounting data there are receipts stapled to documents. This would entail removing the staples which is time consuming and would need to be considered in the cost. This vendor did give a quote for approximately 40 boxes which could be \$7,455 and the cost increasing if the box count increases or less if it decreases. The average cost per box would be \$186.00. The end product would be delivered in a 16GB Drive with the data.

The second vendor Ms. Pranata contacted is Tier Five. This vendor is local and resides in San Dimas. They also visited the JPC office. The quote she received from this vendor is \$5,805 for 45 boxes. The average cost per box would be \$129.00.

She added that the office has two boxes of Microfiche and she received a quote of \$2,023 from this vendor for the two boxes of Microfiche. The total for the boxes and Microfiche would be \$7,828. The first quote from ARC did not include the Microfiche.

The third vendor Ms. Pranata contacted is Turn Source Imaging. This vendor did not visit the JPC office, however did provide a quote. The quote is for 30 boxes at \$3,584 which results in \$119 per box. Again, no Microfiche quote.

Mr. Armstrong inquired as to how many pages these vendors consider a box. Ms. Pranata responded that she believes it is 2,000 sheets per box.

All vendors have a price per sheet cost and it is approximately .06 per sheet. The consensus is to obtain the cost to digitize the Microfiche from the other two vendors who did not have a quote for the Microfiche.

Ms. Crawford stated that the SCJPC should be sure they will own the indexing and it is stated so in the final contract. There were no further questions.

SCJPC Carpet Replacement Project

Ms. Pranata stated that the carpet is nearly completed. The members agreed that the carpet replacement is an improvement. Mr. Plaskey noted that the carpet is in tiles, therefore if a portion is stained it can be replaced with another tile.

SCE request for early close of December 2019 B/S

Ms. Pranata stated that in regards to the SCE request of an early closing date for the December B/S; the JPC staff will try to process all final JPAs before the requested close date of November 29th. However, finals may be held over into January 2020 due to work volume, time constraints and staffing issues. She reiterated that the office will be minus two billing staff.

Item 1664: 2020-2024 Salary Ranges.

Ms. Plaskey opened and asked Ms. Pranata to bring up the files for discussion. Mr. Plaskey then explained he has been working with Ms. Pranata on job descriptions, splitting Biller Level I from Biller Level II, and as well as some other items. Mr. Plaskey then commented he wants to make sure that he and Ms. Pranata are aligned with what the committee wants to see moving forward with the performance evaluation perspective. Ms. Pranata displayed on the screen the *2020-2024 General Job Description* sheet. Mr. Plaskey explained that there are four different category types, Administrative Aide, Billing Associate Lever I, Billing Associate Lever II, and Billing Associate Lever III. Additionally, this list does not include Ms. Pranata or Ms. Allen's descriptions. He continued to explain the Expected growth period until the next Level, JPA Complexity, and Expected numbers of processed JPAs. He added that if we get a person in here that is a wiz with things they can move a little quicker and that we do not want to hold them back to an arbitrary time frame. He then explained that the *Expected number of processed JPAs* have always been included in the yearly performance evaluation by Ms. Pranata. Mr. Plaskey continued to explain a Biller Level

III would not be expected to process 1000 – 1200 pole. It is far too complex than the others. Ms. Crawford inquired if this is the “MEET” category. Mr. Plaskey replied 800 is the minimum and then inquired what is considered for the 1000 poles. Ms. Allen replied 1000 poles processed monthly depends on time and memos. This does not include overtime. 800 minimum to start. Ms. Pranata added overtime expectations are not included in the regular job descriptions. Mr. Plaskey stated that if they are between 800 – 1000 poles they would be “MEETING” their objective. That would be a three for the review. If the poles are over 1000 they can get to a four or a five and if they are below 800 they would score a one or a two. Ms. Crawford commented perfect. Mr. Brown inquired how we came up with the minimum number. Ms. Pranata replied by the average amount monthly. Mr. Plaskey expressed that there were some previous concerns on what was unmet, met, and exceeding expectations. He then solicited any questions or concerns before moving on. Ms. Crawford commented that the explanation takes care of the ratings. There were no further questions or comments.

Mr. Plaskey inquired if the staff were giving exceeding scores in the past if the biller was within their Expected number of processed JPAs. Ms. Pranata commented that other criteria and goals were included for an exceeding score. Mr. Plaskey reiterated that if they are between that range they will be a three, if they are below it the score will be a one or two depending on how below they are, and lastly if they are above the range they would score a four or five. He added this is only one part of the evaluation process.

Ms. Pranata then brought up the sheet on *Area of Responsibility (main responsibility)*. Mr. Plaskey explained that these are the responsibilities that the different biller levels have. The way this is structure is that every progressive level you continue on you are expected to do everything below where you have already been. Mr. Brown inquired if there are target responsibilities on these. Ms. Pranata inquired like numbers and explained we don't. She stated, for example, when checking the Form 44's not always are all staff in when they are ready to check. Some may have gone home for the day. Thus, there are no monthly target numbers for the staff to check a certain amount. If you are in the office you are to check them. Mr. Plaskey commented that the JPAs processed monthly are a quantitate measure and the rest are qualitative measures. He added that in the past they might have been given fours and fives and that has to be dialed back to if they are meeting these objectives that will be a three. If they do over that they can get a four or five. Mr. Brown inquired since there is no quantitative value what they are being scored on. Ms. Pranata commented that they are “MET” expectations. Mr. Crawford inquired that they only can be a three for this. Ms. Pranata responded correct. Mr. Plaskey stated if a biller is pulling double duty when another biller is out picking up work for them they can score a four or five depending on the scenario. If they are going above and beyond their specific responsibilities and duties. Mr. Brown commented it doesn't sound like it here. Ms. Mitwasi commented that it just sounds like a knowledge base for each role. Ms. Pranata commented yes and these are their responsibilities. Mr. Plaskey solicited any further questions or concerns. There were none.

Ms. Pranata brought up the *Other Responsibility* sheet and stated these tasks are something that can be scored on. For example, transcribing minutes. She gives the transcribers due dates and if they are late they can score lower. Ms. Crawford inquired if Ms. Pranata will add a timeframe. Ms. Pranata replied yes and explained the due date for transcribers to have the minutes ready are two weeks before the next

monthly meetings. Mr. Plaskey commented that we need some if then statements. There needs something to quantify them as well. Ms. Pranata stated that the transcribers are also processing JPAs so that is priority over the minutes. Mr. Brown inquired on the task assisting Manager in updating Routine Handbook. Ms. Pranata explained that the associate verifies the Routine Handbook changes and then Ms. Pranata verifies the changes, complies into one Routine Handbook, and uploads it. Ms. Pranata also sends the changes to Ms. Ortiz, chair of the Routine Revision committee, for verification. Mr. Plaskey stated that the “Other responsibility” are additional responsibility above their main responsibility. Mr. Plaskey also stated for the second page, Area of Responsibility (main responsibility), that there needs to be a little more quantitative as well. Mr. Plaskey solicited again any questions or concerns. There were none.

Moving on, Ms. Pranata brought up the *Evaluation* form. Mr. Plaskey explained that where the Goals and Objectives are would be the pole count from the Job Description explanation sheet next to Expected number of processed JPAs. It would need to be weighted 40-50 percent because it is their primary job. When we come to general duties, for example, entering Form 44 transaction amounts that would be the next Goals and Objectives and weigh at five or ten percent and include a quantitative measure to it. That way they can be evaluated based on their performance on accuracy. Mr. Plaskey moved on to the section below, Performance Competencies. He stated that Ms. Pranata and Ms. Allen measured their team on the qualitative measures. The top section will be quantitative measures and the bottom sections qualitative measures. Ms. Plaskey does not anticipating in changing this per say. Ms. Crawford inquired what percentage of the total rating will be qualitative versus quantitative. Ms. Plaskey commented they will need to put a weight in the Results and Competency scores. He suggested 75% Results Score and 25% Competency Score weighted. He inquired if the committee was ok with that. Ms. Crawford commented she would have suggested 80% Results Score and 20% Competency Score. However, she is fine with 75% 25%. Mr. Plaskey added once this is finalized it will be communicated to the staff and that in the past it has been fours and fives and now it is going to be a three unless you do something above and beyond to get to a four or a five. Lastly, Mr. Plaskey solicited for the final time any further questions or concerns. There were none.

Ms. Pranata displayed a list on discussion items for the *Staff Compensation Process - 2020 and forward*. Mr. Plaskey opened and stated that last evaluation a five percent promotion rate was set. Which was independent of the yearly review. Mr. Serrato inquired that they would get their yearly first and then get the five percent promotion on top of that. Mr. Plaskey replied yes and explained the yearly reviews are always done in June. We want Ms. Pranata and Ms. Allen to have the flexibility to promote somebody off cycle if they choose too. Mr. Campo inquired a promotion would be from a Biller Level I to II to III. Mr. Plaskey replied yes. Mr. Armstrong inquired if the scale of the billing levels overlaps one another. Mr. Plaskey replied yes and they need to be reevaluated. He then explained that the Biller Level I and Biller Level II were in the same price category. We have to break those prices out so they are all discrete salary ranges. Mr. Armstrong explained he has a guy that is ready to promote to the next level. He will be making what is in his pay range; however, he is making less than his subordinate is. Mr. Plaskey inquired instead of a fixed rate for a promotion should we do a sliding scale. Then he inquired perhaps they should be bumped up to the next billing level pay or a certain percent; whichever is lowest. Mr. Serrato suggested bottom

of next level up or five percent. Mr. Armstrong commented you have to get to the bottom of that scale or the five percent. Mr. Plaskey stated a five percent minimum. Ms. Pranata inquired a five percent minimum and Mr. Plaskey replied yes and reiterated a five percent minimum. He added if they are at the bottom and they go up to a Biller Level II they will get to the penny the bottom what a Biller Level II makes. Whether it's five percent or ten percent. But not below five percent. Ms. Pranata inquired if there were any more questions or comments. There were none.

Mr. Plaskey moved on to the next item. Expected % of rate increase for: Unmet, Met, and Exceeding Expectations. Mr. Pranata inquired if they are "MET" do they get a cost of living increase, an adjustment, or not. Mr. Bacon inquired if there is an inflationary rate for someone who is not inspire to move up are they stuck in the same salary range. Mr. Plaskey commented he thinks we need to cap people in their own sections. This way they will want to improve and move up because we need them to become biller Level III's. Ms. Pranata inquired if we do. She explained that we do not have that much multi's and that we do have more joints. She added the decision is ultimately up to the members. Mr. Plaskey commented they if you have all Billing Level IIIs you can plug and play any one of your staff to knock out the work. Mr. Plaskey then inquired what percent would be for Unmet, Met and Exceeded Expectation. Is a "MET" three percent? Ms. Crawford commented a "MET" should be two percent unless cost of living is higher. Mr. Armstrong stated that we should do the cost of living cross the entire scales. Mr. Plaskey agreed. Mr. Armstrong commented that if a two percent is giving how long that would take to get to the top of the pay scale. Mr. Campo commented that this year a certain amount was divvied up and then he inquired that would go away. Mr. Plaskey replied yes. Mr. Campo inquired it would be percentage based. Mr. Plaskey responded correct and that they would give Ms. Pranata the authority to promote base on criteria they sets and ranges they set. Thus, voting does not need to transpire on a two and half percent increase again. Mr. Serrato inquired if the Committee revenue is growing to support the change. Mr. Plaskey explained it is not revenue since the SCJPC is a non-profit, and the costs are distributed amongst members.

Mr. Plaskey inquired about the third item. Salary ranges to be revised every three years instead of five. He inquired if five years is an appropriate timeframe to review salaries or should it be evaluated every three years. Ms. Hernandez stated every three years would be good. Mr. Plaskey commented it can go up, or it can go down, and it possibly remain flat. The consensus was to review/revised salary ranges every three years.

Mr. Plaskey moved on to the fourth item. Operating guidelines on staff evaluation process see below from 05/15/2019. Ms. Pranata commented she can scratch off topic number one of the Staff Evaluations Process. Mr. Plaskey commented it was discussed early in the meeting. It will no longer be a set budget. Ms. Pranata will be allowed to use the percentages agreed upon. The next topic was Employees will get a minimum of five percent promotion. This too was discussed earlier and it was agreed a five percent minimum for promotion. The last topic he presented was when and employee gets promoted before yearly evaluation, Manager can ask the Operating committee's approval for the employee's compensation. Mr. Plaskey commented that will go away once we determine what a met, unmet, and exceeding expectations are.

Lastly, Mr. Plaskey brought up the fifth item on the *Staff Compensation Process - 2020 and forward*. Operating guidelines on staff compensation approvals: members

who are at the meeting will vote, one member – one vote, not by percentage. Ms. Pranata commented this is how it was down this year. Mr. Plaskey stated there would have to be a quorum in order to vote and that it would be one vote per member. Mr. Plaskey wants to make it clear for the following three years. Ms. Pranata commented to she will create another document that can be reviewed next month.

Ms. Pranata brought up the *2020-2022 PROPOSED SALARY RANGES* sheet. Mr. Plaskey opened and commented Billing Level I and Billing Level II are being spilt up. Also, the minimum pay range for an Administrative Aide is a difficult target with the staffing agency to get qualified people in here. A higher SCJPC minimum wage was discussed. The committee decided with \$17.79 as the midpoint hourly rate for administrative aide. Mr. Plaskey stated a question for the committee: How many years, on average, should it take for a person to get from the bottom to the top of the scale, if the person is meeting the expectations. Ms. Bowie stated the focus should be getting to the next job level, not the top of the scale. Ms. Hernandez stated that some people may not want to perform more work and are happy to perform the minimum. She added that the committee needs to come up with the ranges first. Mr. Plaskey added that shoring up the variances between minimum and maximum pay rates for the positions is a must. Mr. Plaskey commented he will work with Ms. Pranata and Ms. Allen on the exact figures for the ranges and will clean up the variances in minimum to maximum pay rates. Then they will present a proposal for the committee next month for approval.

MISC

There were no miscellaneous discussion.

Review of Action Items:

- Ms. Pranata to get quotes to digitize Microfiche from two members who omitted quotes.
- Continue to discuss Crown Castle merging of three utilities.
- Mr. Plaskey, Ms. Pranata, and Ms. Allen to finalize the Employee Review document and Salary Scales to present at next month's meeting.
- Overtime for October 2019 was approved.

The meeting adjourned at 11:46 a.m. until October 16, 2019.

Ms. Jennie Corella – Committee Transcriber

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES		August 31, 2019			YTD Through August 31, 2019				Annual
								%	
	Details	Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	Variance	Budget
<u>EMPLOYEE EXPENSE</u>									
Salaries		48,401	62,782.30	(14,381)	387,209	374,463.07	12,746	3%	580,813
Regular	60,922.30					-			
Contract Labor	1,860.00					-			
						-			
Insurance		6,921	4,771.76	2,149	55,369	40,322.33	15,046	27%	83,053
Health/Dental	4,771.76					-			
Life (quarterly)						-			
						-			
Payroll Taxes		4,114	4,570.09	(456)	32,913	27,851.96	5,061	15%	49,369
Workers Compensation		250	256.25	(6)	2,000	1,725.00	275	14%	3,000
Travel mileage reimb/Misc. Expns		125	85.95	39	1,000	883.97	116	12%	1,500
						-			
						-			
<u>PENSION EXPENSE</u>									
Contribution-SEP IRA		5,082	6,396.84	(1,315)	40,657	37,229.14	3,428	8%	60,985
						-			
						-			
<u>MONTHLY RECURRING</u>									
Rent		8,799	8,798.73	0	70,393	70,389.84	3	0%	105,590
Alarm System	Quarterly	50		50	400	299.94	100	25%	600
Telephone (Frontier+Jive)		654	662.79	(9)	5,233	5,234.57	(1)	0%	7,850
Cisco WebEx Plan		90	69.00	21	720	552.00	168	23%	1,080
Postage & Shipping		183	238.01	(55)	1,467	1,732.84	(266)	-18%	2,200
Business/Property Insurance	Pro-Rated	167	-	167	1,333	1,193.50	140	10%	2,000
Committee Meetings		333	277.06	56	2,667	2,622.42	44	2%	4,000
						-			
						-			
<u>EQUIPMENT & FURNITURE</u>									
						-			
Copy Machine - CBE		183	134.69	49	1,467	1,704.01	(237)	-16%	2,200
						-			
						-			

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES		August 31, 2019			YTD Through August 31, 2019			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
	Details								
						-			
<u>NETWORK SYSTEM</u>						-			
LAN Maintenance		1,083	900.00	183	8,667	7,200.00	1,467	17%	13,000
FRIEND Support		400	400.00	-	3,200	3,200.00	-	0%	4,800
Data Center Hosting-Hardev		775	775.00	-	6,200	6,200.00	-	0%	9,300
Email/Domain Host/Sharefile		56	73.94	(18)	451	502.92	(52)	-12%	676
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		233	42.39	191	1,867	314.54	1,552	83%	2,800
			-			-			
Off-Site Online Back-up		292	149.00	143	2,333	1,192.00	1,141	49%	3,500
						-			
						-			
<u>PRINTING & SUPPLY</u>						-			
Office Printing		208	174.89	33	1,667	1,822.00	(155)	-9%	2,500
Office Supplies	+ YEARLY FIRE	167	317.03	(150)	1,333	1,294.03	39	3%	2,000
	EXTINGUISHER					-			
						-			
						-			
<u>CONTRACT SERVICES</u>						-			
Auditor	Pro-Rated	769	4,747.00	(3,978)	6,149	7,272.00	(1,123)	-18%	9,223
Attorney*		542	-	542	4,333	1,650.00	2,683	62%	6,500
						-			
						-			
<u>GENERAL EXPENSE</u>						-			
Payroll Service Fees		117	87.00	30	933	726.00	207	22%	1,400
Bank fees/Checks printing	Pro-Rated	17	71.45	(55)	133	231.15	(98)	-73%	200
Publications/Subscriptions/Reference		17		17	133	120.00	13	10%	200
Seminars & Tuition		83	-	83	667	201.66	465	70%	1,000
Team Building (new line)	\$500 quarterly	83	382.05	(299)	667	382.05	285	43%	1,000
Member Retirement & celebration		108	-	108	867	-	867	100%	1,300
Total Operating Expenses		80,303.25	97,163.22	(16,859.97)	642,426.00	598,512.94	43,913.06	7%	963,639.00

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES		August 31, 2019			YTD Through August 31, 2019				Annual
	Details	Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	% Variance	Budget
						-			
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT									
COMPUTER SYSTEM									
Software Purchase (& website mods)		433		433	3,467	694.95	2,772	80%	5,200
FRIEND modification*		2,813	-	2,813	22,500	-	22,500	100%	33,750
NJUNS Fee (once a year)*		875		875	7,000	10,500.00	(3,500)	-50%	10,500
EQUIPMENT & FURNITURE	Pro-Rated					-			
Purchases/Leases (including Ricoh Copy Machine)	+ NEW MICROWAVE	483	522.39	(39)	3,867	3,743.96	123	3%	5,800
Hardware Purchase		342	-	342	2,733	-	2,733	100%	4,100
LONG TERM LIABILITY CURRENT									
Total Capital Investments & Long Term Liabilities Current		4,945.83	522.39	4,423.44	39,566.67	14,938.91	24,627.76	62%	59,350
Interest Earned/Misc Income		(0.08)	(0.08)		(0.61)	(0.61)			
		85,249.00	97,685.53	(12,436.53)	681,992.06	613,451.24	68,540.82	10%	1,022,989.00
*Items in blue are assessed equally									
Prepared as of: 09/05/2019									

Delinquent Accounts
As of 9/11/2019

MEMBERS ACCOUNTS RECEIVABLE

					PAST DUE NOTICES - DO NOT DELETE THIS INFORMATION				
Company Name	Invoice Month	Due By	Amount	Invoice Number	Past Due Notice Date Sent	Past due sent to & response notes	Past Due Notices Date by	Input By	Input Date
AT&T Mobility	May '19	June 30, 2019	\$ 759.09	20274	9/10/2019	Mail to Yvonne Johnson	GV	GV	8/13/2019
AT&T Mobility	June '19	July 31, 2019	\$ 786.90	20307				GV	9/10/2019
City of Pasadena	May '19	June 30, 2019	\$ 840.53	20269	9/10/2019	Mail to Joe Armstron and Lynn Prescott and email Joe Armstrong	GV	GV	8/13/2019
City of Riverside	May '19	June 30, 2019	\$ 251.13	20270				GV	8/13/2019
MCI Metro/ATS	Nov.' 18	Dec. 31, 2018	\$ 1,068.97	20077	2/14/2019 3/15/19 4/11/19, 5/8/19,6/11/19,7 /9/19,8/13/19,9/ 10/19	Emailed Matt Bergine	MS/JT/GV	MS	1/10/2019
MCI Metro/ATS	Dec.' 18	Jan. 31, 2019	\$ 845.69	20110	3/15/2019 4/11/19, 5/8/19,6/11/19,7 /9/19,8/13/19,9/ 10/19	Emailed Matt Bergine	JT/GV	MS	2/14/2019
MCI Metro/ATS	March '19	April 30, 2019	\$ 1,218.62	20209	7/9/2019,8/13/1 9,9/10/19	Emailed Matt Bergine	JT/GV	JT	6/11/2019
MCI Metro/ATS	June '19	July 31, 2019	\$ 883.52	20308				GV	9/10/2019
MCI Telecommunications	Dec.' 18	Jan. 31, 2019	\$ 700.22	20111	3/15/2019 4/11/19, 5/8/19, 6/11/19, 7,9/19,8/13/19,9 /10/19	Emailed Matt Bergine	JT/GV	MS	2/14/2019
MCI Telecommunications	March '19	April 30, 2019	\$ 1,009.00	20210	7/9/2019,8/13/1 9,9/10/19	Emailed Matt Bergine	JT/GV	JT	6/11/2019
MCI Telecommunications	June '19	July 31, 2019	\$ 731.55	20309				GV	9/10/2019
Mobilitie, LLC	June '19	July 31, 2019	\$ 689.80	20325				GV	9/10/2019
Sprint-Nextel Corporation	May '19	June 30, 2019	\$ 694.83	20271	9/10/2019	Mail to Lynn Prescott	GV	GV	8/13/2019
Sprint-Nextel Corporation	June '19	July 31, 2019	\$ 720.29	20304				GV	9/10/2019
Time Warner Cable TWN	June '19	July 31, 2019	\$ 459.82	20317				GV	9/10/2019
Time Warner Cable TWs	June '19	July 31, 2019	\$ 396.50	20316				GV	9/10/2019
T-Mobile USA, INC	May '19	June 30, 2019	\$ 688.95	20279	9/10/2019	Mail to Shawn Henderson	GV	GV	8/13/2019
Verizon Wireless	March '19	April 30, 2019	\$ 1,511.63	20194	7/9/2019,8/13/1 9,9/10/19	Emailed D.Nguyen/M. Murillo/L. Hernandez	JT/GV	JT	6/11/2019
Verizon Wireless	April '19	May 31, 2019	\$ 1,151.10	20227	7/9/2019,8/13/1 9,9/10/19	Emailed D.Nguyen/M. Murillo/L. Hernandez	JTGV	JT	7/9/2019
Verizon Wireless	May '19	June 30, 2019	\$1,058.60	20260	9/10/2019		GV	GV	8/13/2019
Verizon Wireless	June '19	July 31, 2019	\$ 1,097.37	20293				GV	9/10/2019
XO Communications	June '19	July 31, 2019	\$ 756.41	20315				GV	9/10/2019

\$18,320.52

TOTAL

\$18,320.52

Member	ATC	B	E	FTR	H/T	LAC	LLW	M	NG	PBM	Totals	YTD
Joint JPAs Billed			986	1		2	1	17	26		1033	9334
% of Joint JPAs Billed	0.000	0.000	0.955	0.001	0.000	0.002	0.001	0.016	0.025	0.000	1.00	
Joint JPAs Returned			264		3		1	5	9		282	2378
Joint JPAs Held Over		1	352					83	1		437	
Total Joint JPAs Received	0	1	1602	1	3	2	2	105	36	0	1752	13984
Multi JPAs Billed			189			8			28	1	226	1669
% of Multi JPAs Billed	0.000	0.000	0.836	0.000	0.000	0.035	0.000	0.000	0.124	0.004	1.00	
Multi JPAs Returned			119			3		1	19		142	1328
Multi JPAs Held Over	2		41					8	5		56	
Total Multi JPAs Received	2	0	349	0	0	11	0	9	52	1	424	3759
Total # JPAs Billed	0	0	1175	1	0	10	1	17	54	1	1259	11003
% of JPAs Billed	0.000	0.000	0.933	0.001	0.000	0.008	0.001	0.014	0.043	0.001	1.00	
# of JPAs Returned											424	3706
# of Held Over JPAs											493	
Total JPAs received	2	1	1951	1	3	13	2	114	88	1	2176	17743
% of JPAs Billed											57.86%	
% of JPAs returned											19.49%	
% of Held Over JPAs											22.66%	
Member	ATC	B	E	FTR	H/T	LAC	LLW	M	NG	PBM	Totals	
Poles Billed (Joint JPAs)			4319	2		3	6	36	39		4405	35967
Poles Returned (joint)			2236		20		2	44	16		2318	16669
Poles Held Over (joint)		2	1281					295	1		1579	
Poles Billed (Multi JPAs)			1248			8			71	2	1329	9210
Poles Returned (multi)			1148			4		2	169		1323	11592
Poles Held Over (multi)	21		210					34	32		297	
Total # Poles Billed (Joint & Multi combined)	0	0	5567	2	0	11	6	36	110	2	5734	45177
% of Total Poles Billed (Joint & Multi combined)	0.000	0.000	0.971	0.000	0.000	0.002	0.001	0.006	0.019	0.000	1.00	
# of Poles Returned											3641	28261
# of Held Over Poles											1876	
Total Poles received	21	2	10442	2	20	15	8	411	328	2	11251	88638
% of Poles Billed											50.96%	
% of Poles returned											32.36%	
% of Held Over Poles											16.67%	

or Poles will be billed first at the i

Inspections Billed SCE Only: O&M (Inspections,Pole Tag, & SRA)	SCE's Inspections JPAs/Poles were not included in above table	SCE O&M YTD
Inspection JPAs Billed	14	118
Inspection Poles Billed	7534	33695

-  = Members assessed penalty fee
-  = Less than 80% but 50% or greater attendance
-  = Less than 50% attendance
-  = Excused Absence

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
MEMBER BOARD MEETING ATTENDANCE
SEP 2018 - AUG 2019

		MBR CODE	2018 SEP	2018 OCT	2018 NOV	2018 DEC	2019 JAN	2019 FEB	2019 MAR	2019 APR	2019 MAY	2019 JUN	2019 JUL	2019 AUG	TOTAL	Atten. %	MBR CODE
1	So. California Edison	E	1	1	1		1	1	1	1	1	1	1	1	11	100%	E
2	Frontier Communications	FTR	1	1	1		1	1	1	1	1	1	1	1	11	100%	FTR
3	City of Los Angeles	M	1	1	1		1	1	1	1	1	1	1	1	11	100%	M
4	Mobilitie LLC	MOB	1	1	1		1	1	1	1	1	1	1	1	11	100%	MOB
5	T-Mobile, USA	PBM	1	1	1		1	1	1	1	1	1	1	1	11	100%	PBM
6	Verizon Wireless	ATC	1	1	1		1	1	1	1	1	1	1	1	11	100%	ATC
7	AT&T Mobility	LAC	1	1	1		1	1	1	1	1	1	1	1	11	100%	LAC
8	XO Communications	NXT	1	1	1		1	1	1	1	1	1	1	1	11	100%	NXT
9	CA-CLEC LLC	CCI	1	1	1		1	1	1	1	1	1	1	1	11	100%	CCI
10	Crown Castle NG West Inc.	NG	1	1	1		1	1	1	1	1	1	1	1	11	100%	NG
11	NewPath Networks	NPN	1	1	1		1	1	1	1	1	1	1	1	11	100%	NPN
12	AT&T California	H / T	1	1	1		1	1	1	1	1	1	1	1	11	100%	H / T
13	City of Anaheim	D	1	1	1		1	1	1	1	1	1	1	1	11	100%	D
14	City of Lompoc	LLW	1	1	1		1	1	1	1	1	1	1	1	11	100%	LLW
15	MCI/Metro	ATS	1	1	1		1	1	1	1	1	1	1	1	11	100%	ATS
16	MCI Communications	MCI	1	1	1		1	1	1	1	1	1	1	1	11	100%	MCI
17	ExteNet Systems	EXT	1	1	1		1	1	1	1	1	1	1	1	11	100%	EXT
18	Sprint Communications	FON	1	1	1		1	1	1	1	1	1	1	1	11	100%	FON
19	Sprint-Nextel	SPR	1	1	1		1	1	1	1	1	1	1	1	11	100%	SPR
20	Teleport Comm America	TCA	1	1	1		1	1	1	1	1	1	1	1	11	100%	TCA
21	Golden State Water	SCW	1	1	1		1	1	1	1	1	1	1	1	11	100%	SCW
22	City of Riverside	J	1	0	1		1	1	1	1	1	1	1	1	10	91%	J
23	City of Banning	COB	0	1	1		1	1	1	1	1	1	1	1	10	91%	COB
24	City of Vernon	V	1	1	1		1	1	1	1	1	0	1	1	10	91%	V
25	City of Pasadena	MP	1	1	1		1	1	1	1	1	1	0	1	10	91%	MP
26	City of Glendale	A	1	0	1		1	1	1	1	1	1	1	1	10	91%	A
27	Mpower/TelePacific	ICG	1	1	1		1	0	1	1	1	1	1	1	10	91%	ICG
28	City of Burbank	B	1	1	0		1	1	1	1	1	1	0	1	9	82%	B
29	City of Azusa	MA	0	1	1		1	1	1	1	1	1	0	1	9	82%	MA
30	Time-Warner	TWC	1	1	1		1	0	0	0	1	1	1	1	8	73%	TWC
31	City of Colton	F	1	1	0		1	1	1	1	1	0	1	0	8	73%	F
32	ATC Outdoor DAS	AMT	1	1	1		0	1	1	0	0	0	0	1	6	55%	AMT
33																	
Total			30	30	30	0	31	30	31	30	31	29	28	31			

SCJPC Overtime Report

Bill of Sale Month	Poles Received	Billed	Returned	Total Processed	Held-Over Poles	Non-Exempt OT hours	Comments
				Billed + Returned			
Aug-18	7377	4146 (24% Multi)	3231	7377	0	0	
Sep-18	7619	5028 (22.35% Multi)	2591	7619	0	39	Multiple employees were on vacation or out sick
Oct-18	7133	4256 (19.78% Multi)	2877	7133	0	0	
Nov-18	9875	7431 (6.14% Multi)	2444	9875	0	0	Received & Billed Edison Correction of Inspection. (3928 poles out of 7431).
Dec-18	10211	7026 (10.82% Multi)	1573	8599	1612	57.75	Short Month, closed on Dec 21. One staff on medical leave. Received & Billed Edison Correction of Inspection. (2417 poles out of 7026)
Jan-19	10675	4919 (20.6% Multi)	3280	8199	2476	35.5	10675 = 1612 (from Dec 18) + 9063 One staff on medical leave.
Feb-19	14144	6215 (19.52% Multi)	3774	9989	4155	115.75	14144 = 2476 (from Jan 19) + 11668 Feb was a short month + holiday
Mar-19	13686	7100 (15.61% Multi)	3725	10825	2861	148	13686 = 4155 (from Feb 19) + 9531 One staff on vacation for 2 weeks
Apr-19	11648	5914 (23.72% Multi)	4151	10065	1583	115	11648 = 2861 (from Mar 19) + 8787 One biller level 2 resigned.
May-19	9141	5565 (16.10% Multi)	3049	8614	527	72	9141 = 1583 (from Apr 19) + 7558 # of billers decreased
NEW BASE LINE	6000						New base line without OT. Review base line end of Dec 2019
Jun-19	8141	4536 (23.41% Multi)	3067	7603	538	34	8141 = 527 (from May 19) + 7614 # of billers decreased
Jul-19	9952	5194 (22.81% Multi)	3574	8768	1184	84.75	9952 = 538 (from June 19) + 9414 Holiday week, # of billers decreased, and one staff on vacation for more than 1 week
Aug-19	11251	5734 (23.18% Multi)	3641	9375	1876	75.5	11251 = 1184 (from Jul 2019) + 10067 Vacation, medical leave, # of billers decreased



ARC DOCUMENT SOLUTIONS SOFT ESTIMATE FOR:

So. Ca. Joint Pole Committee

Archiving Information
Management Services

September 13, 2019

Confidential

COVER LETTER OF INTRODUCTION

Thank you very much for the opportunity to propose our services to the So. Ca. Joint Pole Committee. We have fulfilled Scanning, Imaging and other Document Solutions services for many Architects, Engineers, School Districts, Developers, Property Management and Cities throughout the USA for many years.

ARC is the leading document solutions company in the United States, providing business-to-business document management services to the industry. The company provides our core services through a proprietary suite of reprographics and document imaging technology products, a nationwide network of locally branded service centers and more than 4,000 facilities management programs at client locations throughout the country.

We offer the following capabilities and expertise to So. Ca. Joint Pole Committee including:

- Vast experience with corporate and government records
- Precedent of scanning, data processing, indexing and metadata creation
- Cloud hosting services and data management
- Established local presence in the area
- State of the art equipment and production facilities
- Significant experience in document handling and conversion projects
- Tenured and experienced management and production staff
- Proven quality programs that ensure accuracy
- Advanced service offerings that can be leveraged by So. Ca. Joint Pole Committee for future

ARC has a long list of satisfied clients that include government, health, industrial, financial, education, and construction. This unique combination of technical knowledge and production expertise results in the creation of sophisticated production control technology, which is customized for each project to provide quality and price competitiveness.

We understand So. Ca. Joint Pole Committee is looking for Digitizing and Indexing services for a collection of documents. These documents have been reviewed by our ARC team member. Here is a unit cost breakdown including Data Capture and File Indexing based on our assessment & conversation with So. Ca. Joint Pole Committee representative. This is a living assessment that is subject to change as we move forward with our analysis of volume document types and output required by So. Ca. Joint Pole Committee

Looking forward to your feedback,

Sincerely,

Bobby Rush.

American Reprographics Company, LLC

SCOPE OF WORK

What ARC will provide:

Document Conversion, Quality Assurance and renaming to PDF.

SECURE: ARC will go on-site to box documents, apply box barcode chain of custody labels, retrieve files from So. Ca. Joint Pole Committee and transport them to its archive facility location in City Of Industry for processing and scanning. Upon retrieval from So. Ca. Joint Pole Committee, the documents will remain in ARC's custody. Documents are transported by ARC to ARC's location and only handled by ARC employees. Images remain on ARC's secure servers, until the final deliverable is returned to So. Ca. Joint Pole Committee. No third parties are involved with the scanning process, transportation or storage.

PREP: ARC will prepare your documents for scanning by removing all binding materials (e.g., staples, paper clips, clamps, coil binders, comb binders, velo bindings, fold-over tab binders, 3 ring binders, etc.).

SCAN: ARC will scan all documents.

Detailed Processing steps:

- ARC will scan all pages in B&W at 200dpi.
- ARC will output all files as Multipage PDF per file.
- ARC will use OCR (Optical Character Recognition) on all documents.
- ARC will index each Multipage PDF file with the information found on the file folder or other bulk document binding plus date.
- No Re-Binding required. ARC will place document back into original box in original order.
- ARC will deliver all images via 16GB Thumbdrive
- **Optional** - document destruction.
- **Optional** - return of documents in original boxes.
- Projected project completion 45 business days.

Rates & Services Pricing

Service	Description	QTY	Unit	Per Unit	Extended
Plan Sheet Imaging – B&W	Convert Large Format Sheets to PDF (12x18 up to 36x48) B&W - 200 DPI & Medium Preparation .	88,000	Image	\$0.06	\$5,280.00
Small Format Imaging	OCR - Optical Character Recognition Enhancement. (Searchable PDF) .	88,000	Image	\$0.01	\$880.00
Indexing - File Naming	Subjective Manual Extraction of Key Data - Includes	1,200	File	\$0.65	\$780.00
Logistics	Document Transportation - Pickup .	40	Per Box	\$4.00	\$160.00
Logistics	Document Transportation - Delivery (OPTIONAL).	40	Per Box	\$4.00	\$160.00
Destruction	Document Destruction (OPTIONAL).	40	Per Box	\$4.00	\$160.00
Data Deliverable	16 GB Drive with Data .	1	Each	\$35.00	\$35.00
Service Total					\$7,455.00

Additional Scope Details:

Chain Of Custody Level – Box

Note: Prices submitted are considered firm for sixty (30) days. The pricing above is based on the initial assessment and 'best' condition assumptions excluding 'Additional Scope Questions'. Any deviation from the above assumptions must be mutually agreed upon by both parties and may impact both schedule and price and will be subject to a Change Order. ARC will produce a Pilot or sample to each Department to insure Indexing (Folder Structure & File Naming) for process approval from So. Ca. Joint Pole Committee prior to producing entire collection. Actual quantities processed will determine final pricing, which may be lower or higher than this estimated total amount. So. Ca. Joint Pole Committee will assign a Project Manager or Point Of Contact in coordination with ARC Project manager to insure timely feedback & authorization.

ARC Document Solutions Team

Bobby Rush
Archive Manager
818-257-1804 bobby.rush@e-arc.com

Don Butler
AIM Special Projects Manager
657-255-0324 don.butler@e-arc.com

**Digital Imaging Services
Paper Records Archive Conversion**

Proposal Number 19159369

September 9, 2019

Presented to:

Southern California Joint Pole Committee

The Southern California Joint Pole Committee
279 E. Arrow Highway, Suite 104
San Dimas, California

Presented by:
Larry D Cohn, President
Business Process Automation Company
714-328-3844
Larry.Cohn@BPACO.Net
www.bpaco.netBPAC



Southern California Joint Pole Committee
279 E. Arrow Highway, Suite 104
San Dimas, California

September 8, 2019

Hi Angela,

BPAC is grateful for the opportunity to provide **Southern California Joint Pole Committee** with the following formal proposal for the conversion of analog paper records to digital image format.

BPAC-TierFive will address the digital conversion of vital paper records and include all essential services including document preparation, high-resolution digital imaging, image enhancement, data entry, Optional OCR (Optical Character Recognition), pdf conversion, advanced prep and data entry are also available if needed.

BPAC-TierFive intends to perform the contract as a single proposer and will bear sole and complete responsibility for all work. All files will be encrypted and transfer of deliverable images will occur locally on optical media thus no sensitive data (encrypted or otherwise) will be transmitted over the internet. BPAC's scanning facility is located at TierFive Solutions, in San Dimas CA.

- ***Paper - The all-inclusive price per Page is \$0.0645.***
- ***Microfiche - The all-inclusive price per Page is \$0.0289.***

This proposal will remain valid for 30 days unless extended in writing. All information and pricing within this proposal is to be considered a confidential or proprietary trade secret and is to be withheld from disclosure to all others.

Larry Cohn

President, Sales and Marketing

714-328-3844

Business Process Automation Company

Scanning Facility address:

BPAC -Tier Five, Inc.

269 W. Allen Ave.

San Dimas, CA | USA 91773

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About Us

Since 2005, BPAC & TierFive, Inc. has been dedicated to meeting and exceeding our clients' business needs. Our primary focus is automating vital business processes, replacing legacy systems, and mitigating single points of failure, redundant processes, optimizing FTE utilization and managing vital records. We take pride in applying the right technology both when and where it is needed. Our vast industry experience and expertise in medical, financial, commercial, union, and manufacturing verticals enables our clients to realize cost savings and true bottom line benefit. Neither TierFive Inc. or its officers, stockholders or directors have ever been or are the subject of inquiry, investigation, litigation or threatened litigation by the IRS, DOL, or any other state or federal agency.

TierFive maintains several divisions focused on strategic verticals to best deliver our comprehensive solutions including; consulting, needs analysis, custom development, (.Net, Java, C#, .ASP, .PHP), network security, SharePoint integration, workflow, training, project management. Our document scanning division focus specifically on back file paper and legacy microfilm conversion. While TierFive Solutions facilitates the building out business processes, services, data conversion, and our Cirrus line of document capture, enterprise content management and data processing software. Our SkinnyOffice division is focused on extending MSP services and enterprise encrypted cloud backup. Our trifecta approach enables us to create, manage, store, access, maintain vital information at all life cycle stages.

TierFive reserves staff and scales to meet any project requirement. A dedicated team will be assigned for the **Southern California Joint Pole Committee** project and trained on your specific documents and requirements prior to the project. Additionally, our key employees are California Live Scanned to meet additional levels of security requirements for government. The project management lead has over a decade experience our conversion staff has over 50 years of combined experience with different verticals, records, and software hardware tools. The management team has either individually or collectively managed almost any kind of requirement in electronic document management solution implementations/support.

Digital Image Conversion Process Overview



On-Site Pick-up & Boxing Service

As an optional initial step to each pickup TierFive may serve to create a manifest listing the folder names for each series of records identified for each pickup by **Southern California Joint Pole Committee**. BPAC-TierFive will review the manifest with key to be identified **SCJPC** personnel and then proceed to remove correlating records from shelves or file cabinets and place in standard bankers file transfer boxes. Each Box will be designated with a unique tracking number correlating to the manifest.



Document Preparation and File base clean-up

Documents are assumed to be filed by alphabetical or numerical logic, be in generally fair to good condition; most are stapled, folded, and of variable sizes, some may be dog-eared, when we see bindings we will cut the seam. TierFive will carefully prepare your vital records for the scanning process by remove staples, unfolding, unbinding, sectioning, repair older, torn pages with tape before scanning. Any clearly misfiled records will be reorganized in logical succession.



Commitment to Client Document and Data Security

As a course of business; BPAC-TierFive Inc. will pick up and deliver all **SCJPC's** documents via our own employees, utilizing a direct portal to portal protocol (no stops between). Furthermore, TierFive does not utilize 3rd parties, temporary labor, sub-contractors or off shore services. All services will be performed by TierFive. Our employees whom have been specifically trained on the details of the application. All members of our document conversion teams undergo extensive HIPAA, PHI and security training as well as background checks and routine testing.



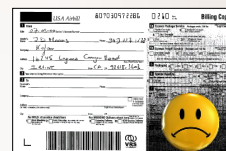
Digitization & Scanning

TierFive will proceed to sequentially scan all pages found within each general files folder into an industry standard black & white tag integrated file format (Tiff) group4 format. Documents will be logically scanned in the same order as provided (chronological, left to right for folders with most recent on top just as in file folder or box.) All documents will be scanned and processed with electronic document image enhancement VRS (or like) technology to achieve optimal legibility and quality. Double-sided documents (Duplex) will as a course of business have both sides imaged for legal purposes. Upon written request during our quality control process, we can delete or drop out any blank pages normal labor rates apply. An optimal image quality of 2-300dpi unless otherwise prior mutually determined and formally agreed upon will be utilized to achieve optimal image quality, legibility and optical character recognition results if applicable. Unless a 1:1 scenario is required and requested in writing by default a multipage image format will be utilized thus a single file (i.e. 0001.tif) will contain multiple supporting pages (one for each item stapled to the parent) any instances where a single page of paper is found (with no supporting pages stapled to it) it will also be a single file with just one image.



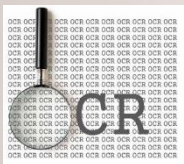
Image Enhancement

Documents printed on bright colored paper or which have light density font or handwriting such as pencil or faded ball point pen are scanned a high resolution and electronically enhanced to darken font and drop out shading so that the final deliverable image is of the highest quality possible. Film is analog which limits level of improvement but images from paper can be significantly enhanced.



Optional - OCR – Optical Character Recognition

OCR, or Optical Character Recognition, is a process that extracts text from the images we create from your microfilm. OCR creates an invisible layer of digital text behind your images, yielding searchable PDF files (meaning that it can be copied / pasted, and you can type in a keyword such as a place-name or surname found on a record page, and Adobe Reader will find it for you in your microfilm). Note: OCR works very well with typewritten text, however it is limited in its ability to recognize handwritten text and does not work at all with cursive writing. OCR behind image is an option if **PDF** is designated as your image format. However, if your application requires **.tif** format then a corresponding **.txt** of the related OCR will be provided. (i.e. 0001.tif + 0001.txt).



Quality Control

TierFive uses a proven document image quality control methodology consisting of either 100%, statistical sampling, random sampling via software as well as human quality control. Our process includes pre and post scanning to ensure images and indexes conform to industry standards. In the most demanding environments, performing QA on each and every page may be required. Using this technique, an operator views each page and compares it to the scanned image. This is usually done in a batch-processing environment where the scanned batches are routed to QA operators after scanning.



Indexing Requirement

Scanning generates an image of your documents; however, the images still need to be indexed so that they can be searched and retrieved. This requires indexing the images based on key fields such as, information located on the parent folder or document itself which may have details such as Name, Address, Date, Check Number, Check Amount and Reply Device Code, etc. This information can be manually keyed and/or linked to existing databases that may be available.





Secure Pick-up and Deliverables

A schedule for each of **SCJPC's** department or business divisions will be created to account for courier pick-up and delivery of the documents. This schedule may be coordinated to meet the defined business need (i.e. quarterly, monthly, bi-monthly, weekly, or bi-weekly etc.). Typically, at the same time when one set of boxes of documents are picked up, we can deliver back the processed images of your converted documents. If maintaining the original hard copy paper format is also required, then we can either deliver the paper hardcopies at the same time. Else as a course of business, and as a professional courtesy; we can maintain your original hardcopies in our secure facility after imaging for a period of 30 days at no cost. At the end of the 30-day period, a request for destruction authorization will be requested. Only if your written authorization is received and verified; the corresponding records will be cross shredded and recycled, certificates of destruction will then be issued in accordance with the legal precedent certified destruction costs will apply. If authorization to destroy the imaged records is not received, then a nominal storage fee not to exceed \$5.50 per box per month will apply or the hardcopies can be delivered back at the next scheduled interval; standard delivery charges and storage fees incurred will apply.



Project Duration

Project Start date is anticipated to commence rapidly after parameters are determined at the project kick off meeting as this may include variable such as set-up or scheduling the initial pickup of records to be converted. The volume and project parameters may allow a best effort estimation but actual duration is dependent upon the requirements dictated by many factors including availability, quality, and condition of the documents.



Detailed Metrics and Reporting

Metrics and comprehensive reporting are delivered for each project job; Each Deliverable image will 1:1 match a "Job Report" which lists each image as well as metrics and totals. These metrics accommodate compliance efforts and track ongoing project progress.

	A	B	C	D	E	F	G	H	I	J	
12082	NAME	PROJECT	ROLL	DESCRIPTION	SERIES	YEAR	LAST	FIRST	IMAGES	PATH	LAST FIRST IMAGES
12083	CUSTOMER	14191	6315	Case Folders	Start: SILVERTON, DA	2003	SNYDER	JOHN	25	\\Server\Share\Project14191\Roll6315\SNYDER, JOHN.TIF	SNYDER JOHN 25
12084	CUSTOMER	14192	6315	Case Folders	Start: SILVERTON, DA	2003	SOBEL	ALLEN	55	\\Server\Share\Project14191\Roll6315\SOBEL, ALLEN.TIF	SOBEL ALLEN 55
12085	CUSTOMER	14193	6188	Case Folders	Start: STUDENT, SEYM	2002	SARRAF	MIKE	62	\\Server\Share\Project14191\Roll6188\SARRAF, MIKE.TIF	SARRAF MIKE 62
12086	CUSTOMER	14194	6188	Case Folders	Start: STUDENT, SEYM	2002	SCHAEFER	SALLY	12	\\Server\Share\Project14191\Roll6188\SCHAEFER, SALLY.TIF	SCHAEFER SALLY 12
12087	CUSTOMER	14195	6188	Case Folders	Start: STUDENT, SEYM	2002	SHERMAN	HAYDEN	14	\\Server\Share\Project14191\Roll6188\SHERMAN, AYDEN.TIF	SHERMAN HAYDEN 14
12088	CUSTOMER	14196	6188	Case Folders	Start: STUDENT, SEYM	2002	SHERMAN	SAM	44	\\Server\Share\Project14191\Roll6188\SHERMAN, SAM.TIF	SHERMAN SAM 44
12089	CUSTOMER	14197	6188	Case Folders	Start: STUDENT, SEYM	2002	SILVERMAN	MIKE	32	\\Server\Share\Project14191\Roll6188\SILVERMAN, MIKE S.TIF	SILVERMAN MIKE 32
12090	CUSTOMER	14198	6188	Case Folders	Start: STUDENT, SEYM	2002	SMITH	ERICH	12	\\Server\Share\Project14191\Roll6188\SMITH, ERICH.TIF	SMITH ERICH 12
12091	CUSTOMER	14199	6188	Case Folders	Start: STUDENT, SEYM	2002	STUDENT	JUAN	11	\\Server\Share\Project14191\Roll6188\STUDENT, JUAN.TIF	STUDENT JUAN 11
12092	CUSTOMER	14200	6188	Case Folders	Start: STUDENT, SEYM	2002	SUSSLE	CARL	83	\\Server\Share\Project14191\Roll6188\SUSSLE, CARL.TIF	SUSSLE CARL 83
12093	CUSTOMER	14201	6188	Case Folders	Start: STUDENT, SEYM	2002	ULLMAN	MARK	24	\\Server\Share\Project14191\Roll6188\ULLMAN, MARK.TIF	ULLMAN MARK 24
12094	CUSTOMER	14202	6188	Case Folders	Start: STUDENT, SEYM	2002	UNGER	LUKE	16	\\Server\Share\Project14191\Roll6188\UNGER, LUKE.TIF	UNGER LUKE 16
12095	CUSTOMER	14203	6188	Case Folders	Start: STUDENT, SEYM	2002	VINITSKY	PAUL	66	\\Server\Share\Project14191\Roll6188\VINITSKY, PAUL.TIF	VINITSKY PAUL 66
12096	CUSTOMER	14204	6188	Case Folders	Start: STUDENT, SEYM	2002	WATERMAN	SILAS	32	\\Server\Share\Project14191\Roll6188\WATERMAN, SILAS.TIF	WATERMAN SILAS 32
12097	CUSTOMER	14205	6188	Case Folders	Start: STUDENT, SEYM	2002	WELLES	BOAZ	18	\\Server\Share\Project14191\Roll6188\WELLES, BOAZ.TIF	WELLES BOAZ 18
12098	CUSTOMER	14206	6188	Case Folders	Start: STUDENT, SEYM	2002	WHISLER	MATT	26	\\Server\Share\Project14191\Roll6188\WHISLER, MATT.TIF	WHISLER MATT 26
12099	CUSTOMER	14207	6188	Case Folders	Start: STUDENT, SEYM	2002	WILLIAMS	JAMIE	22	\\Server\Share\Project14191\Roll6188\WILLIAMS, JAMIE.TIF	WILLIAMS JAMIE 22
12100	CUSTOMER	14208	6188	Case Folders	Start: STUDENT, SEYM	2002	WOLOSHIN	JEFF	18	\\Server\Share\Project14191\Roll6188\WOLOSHIN, JEFF.TIF	WOLOSHIN JEFF 18
12101									Total	540	
12102											
12103											

Document Preparation Level Overview (Essential vs Advanced)

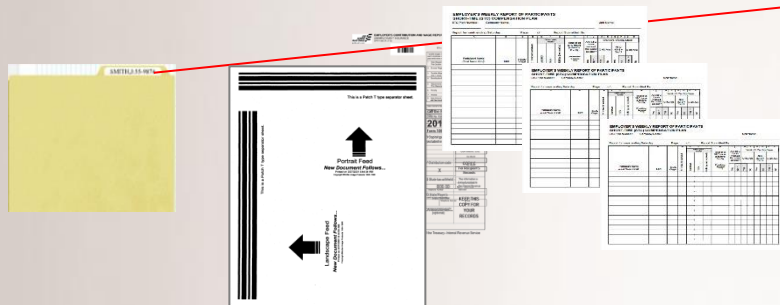
File Folder Essential: Requires separation on each folder and supporting documents follow

Document Type Group
(Folder Type)

Documents
(Folder Contents)

Document Type
(Applied to 1 Logical Documents)

Record File



1. Employer Name
(<15 Alpha Numeric ex: "ACME Inc.")
2. Employer Number
(<5 Numeric ex: 12345)
3. Document Type
(Employer File)
4. File Name 0001.tif

Example: (1) Paper Employer File = (1) Multipage Image File
(1) ACME Inc 12345 Employer File.pdf

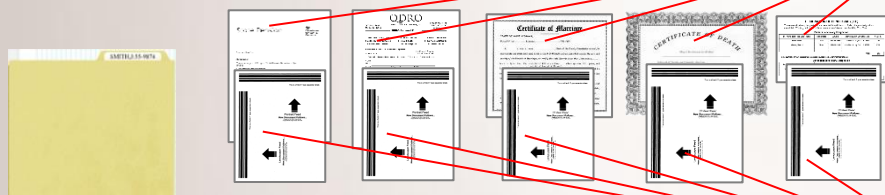
File Folder Advanced: Requires separation on each folder and supporting documents follow

Document Type Group
(Folder Type)

Documents
(Folder Contents)

Document Type
(Applied to Logical and sub Documents)

Employer File



1. Employer Name
(<15 Alpha Numeric ex: "ACME Inc.")
2. Employer Number
(<5 Numeric ex: 12345)
3. Document Type
(Employer File)
4. Contribution Period (Month)
(01=JAN etc.)
5. File Name 0001.tif
6. Document Type
Employer Application
Correspondence
Contribution Report
7. File Name 0001.tif-0005.tif



Cost Estimate –Document Scanning

BPAC - TierFive Scope of Work provides an all-inclusive price: including essential record pick-up, document preparation, scanning at 300 DPI, image enhancement, quality control, and double key indexing at Folder Level – (Folder Description), Advanced QC for page Separation and Indexing Validation, file naming, pdf conversion, Data Formatting, and Data Delivery. Shredding optional (\$4.00 per box).

Project #19159369 is based on **45 Boxes an Estimated Page Count of 90,000 Pages. Estimated 2,000 pages per box.**

Indexing:

- **Accounting Files** – Vendor Name, Title, Month, Year
- **Time Sheets** – Pay Period, Year
- **Vendor Files** – Company Name, Invoice Number, Invoice Number, Year

The all-inclusive Price Per Page is \$0.0645

Total for Project - \$5,805

Microfiche Conversion: 2 Boxes of Microfiche Sheet – Estimated 30-40 Images Per Sheet. Estimated 2,000 Total Sheets at 70,000 Images

The all-inclusive Price Per Page is \$0.0289

Total for Project - \$2,023

Turn Around time is 30-50 days. Document Search requests are available during this time (2-4 hour) turn around for requests.

Payment will be Net 30 and billed monthly after completion for each phase.

Assumptions: Client will supply, boxed records, database or logical listing for indexing and quality control purposes. Documents will be scanned at 300 DPI (in Black and White). Files are in good condition with minimal staples and clean paper. Average number of Pages per File is 40 Pages. Indexing will be at the Folder Level and by “Folder Description” Deliverable Images will be logically foldered multipage Alpha .pdf where File Names will include the Folder Description.

Optional Advanced Services:

Advance doc prep = \$0.01

Advanced QC = \$0.01

Advanced Indexing (page level) = \$0.01

Boxing, Packing & Labeling Services - \$12.50 per box

Large Format Maps - \$0.078

OCR Full Text = \$0.005 - FREE

Shredding = valued at \$4.00 a box

Pick Up Free (first trip free) After Pick Ups are \$30 each - **FREE PICK UP'S**



Cost Estimate - Acceptance and Payment Schedule Overview

By signing and accepting this agreement and receiving the services described above, the purchaser agrees to pay for such goods and services according to the terms established in the above Agreement. Signer/s also warrants that they have proper authority to bind purchasing company to these terms.

Authorized Agent Signature

Date

Terms and Conditions

Due upon receipt, unless otherwise stated in agreement. Billed at the end of each monthly based on images delivered.

1. All shipping and associated delivery charges are FOB origin.
2. Prices do not include all applicable state and local sales taxes.
3. W9 information will be provided upon request.
4. Travel and Expenses are not included and will be billed back to client as incurred at actual out of pocket cost but only if approved prior in writing.
5. This quotation is firm for 30 days and subject to change thereafter unless otherwise extended in writing.
6. Payment in full for agreed upon deliverable shall fully transfer ownership and exclusive license of all digital reproductions.
7. Details of this confidential document are covered by existing BAA or non-disclosure agreement.
8. All Pricing based on completion of 3 box test for each document type and open to negotiation.

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TURN SOURCE IMAGING

ESTIMATE

557 West 23rd Street
Los Angeles, CA 90007
Ph: 714-276-1111 Option 1
info@turnsourceimaging.com
www.turnsourceimaging.com

PREPARED FOR

Attn: Angela Pranata
Southern California Joint Pole
Committee
279 E Arrow Hwy #104,
San Dimas, CA 91773
United States

ESTIMATE NO. 11366
ACCOUNT REP JR
CREATION DATE 08/29/2019
EXPIRATION DATE 10/31/2019

SCOPE OF WORK

The estimate is based on 30 total boxes containing an average of 2,500 images per box. Estimate assumes each box contains and average of 40 files, with 25 keystrokes of indexing per file.

NO.	ACTIVITY	QTY	RATE	AMOUNT
1	Document Scanning Services Per Image (The following 3 services included in Rate) 1.) Document Preparation - Process of adding separation barcodes at file/prong level. Includes staple removal, clips, obstructions, and any procedures necessary to make paper "feed-ready" 2.) Scanning Service - ADF Black & White 300 DPI Letter Size Process of feeding documents through commercial grade Fujitsu ADF scanners. Additionally, clean up settings will be applied for auto orientation, de-skewing, despeckling, and blank page removal for the high quality output. 3.) Post Scanning Quality Assurance - Post scanning review of all scanned images. Manual page rotations, blank page removal, rescan of illegible images as necessary.	75,000	0.0375	2,812.50
2	Indexing Per Keystroke - Data Entry 2-Fields 1.) Document Type 2.) Date 3.) Name from File Folder	30,000	0.0125	375.00
3	Data Export Service Fee - Export scanned data to multipage PDF with OCR. Upload to file share/flash drive for delivery of data.	1	85.00	85.00
4	Shipping Service Per Trip - Document box pick-up service. (Cargo 91773)	1	101.88	101.88
5	Shredding Per Lb - After delivery of data, and 20-day hold. Original records will be destroyed by shredding and recycling. Certificate of destruction supplied upon request.	1,050	0.20	210.00

Customers will be invoiced for and agrees to pay for actual quantities delivered. The values in the quantity field are only estimates.

Accepted by: _____

Date: _____

SUBTOTAL	\$3,584.38
DISCOUNT	
TAX	
TOTAL	\$3,584.38

TERMS AND CONDITIONS

This quote constitutes an offer by TSI HOLDING, LLC and Subsidiaries ("TURN SOURCE") to the buying party named on the first page of this quote for the sale of the products and services itemized above (Activity). The offer made in this quote is subject to the terms and conditions below. You may accept this offer with an official purchase order citing the quotation number above or a copy of this quote with an authorized officer's signature from the buying party. By accepting this offer you accept Turn Source's terms and conditions below.

TERM: If you have not accepted this quote by the "EXPIRATION DATE" of this quote, this quote will expire and will be void.

PAYMENT: Payment terms for new customers are due on or before delivery of scanned data. Extended payment terms for existing or repeat customers can be arranged with your Turn Source representative. Payment can be received via check, ACH, or credit card which may include a 3% fee for transactions over \$2,500.

ANCILLARY CHARGES & ADDITIONAL SERVICES: Additional charges may apply for the following if requested by customer: Delivery/Pick-up, Database Building, FTP Account Creation/Data Transfer, DVD/CD, OCR, Color Scans, Oversize/Large Format Scans, On-site Charges, Reassembly/ Reconstruction, Document Shredding Services, Special Reporting, Special Handling, and Rush Orders. Please consult your TURN SOURCE representative to obtain specific charges for items listed above that may apply as these services and associated costs vary by project. Any of these services rendered will be added to the final invoice.

DELIVERY: Delivery dates for services will be estimated by Turn Source upon Turn Source's receipt of quote acceptance. Turn Source will always do its best to complete projects by or before the estimated turn-around times or a desired turn-around time requested by the customer, it makes no guarantees with respect to delivery dates nor as it relates to the quote or pricing, and such dates are subject at times to change by Turn Source.

QUALITY ASSURANCE / WARRANTY: Turn Source will use every reasonable effort to ensure that the buyer has been provided the product or service described by this quote. With regard to quality, TURN SOURCE follows a strict series of manual and automated steps to ensure the quality of service and final product it delivers to its customers. Considering these measures taken, we are able to guarantee an accuracy rate of 98% or better with respect to scanning and capture of images (typical results are in the 99.5-99.9% range). Because of the extreme caution, sensitivity, and emphasis placed on capturing every image possible, including images randomly of the back side of pages, the final deliverable image content may or may not contain a small percentage of captured blank back sides that do not contain an image.

CONFIDENTIALITY: During the performance of the Activities and related services. All such documentation and content (regardless of form i.e. hard copy, electronic, CD etc.) is to be considered "Confidential Information". Turn Source shall not divulge, disclose, provide or disseminate the Confidential Information to any third party at any time, unless provided prior written authorization. Confidential Information shall not be used for any purpose other than its reasonable use in the normal performance of the services provided by Turn Source. Reasonable efforts will be made to limit access to Confidential Information to only those who need to handle the information and those persons will be advised that the information is to be kept confidential and secure.

DEFINITION OF AN IMAGE: An image is defined as one side of hard copy page. Two images are defined as two (2) successive pages or one page containing information on both the front and backside of that hard copy.

PRICE INCREASES: Turn Source may increase the rates and charges set forth in the estimate to reflect increases in its relevant costs, including but not limited to costs of labor and material, after obtaining client's prior written approval, should an increase in the rates and charges set forth be deemed necessary by Turn Source.

INITIAL _____

SCE REQUEST FOR EARLY CLOSE OF DECEMBER 2019 BILL OF SALE ~

Please note and relay the following information to your JPA Staff for Dec 2019 B/S:

- Any Final JPAs received after Friday November 29th will be processed in January 2020 B/S.

Note from SCJPC: SCJPC staff will try to process all Final JPAs received before Nov 29th in Dec 2019 B/S however due to work volume, time constraints, and manpower some Finals may be held over to January 2020 B/S.

- The last day for AT&T California Scans from the Dec 2019 B/S will be: Thursday, December 11, 2019. (end of day). (approved by K.Black AT&T California).

- The last day for AT&T California (or any Member) to pull Final JPAs from the Dec 2019 B/S will be: Tue Dec 17th, 2019 (end of day).

- SCJPC will send the Form 44 draft to SCE on Thursday December 19th (cob for SCE's review). SCJPC should be able to close and send the Final F44 to SCE by Monday December 23rd cob.

9/11/2019

Southern California Joint Pole Committee

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

October 16, 2019

A regular meeting of the **Operating Committee** took place on the above date, at 9:59 a.m., at the Committee office:

Mr. John Bacon	City of Los Angeles
Mr. Ronald Schram	City of Los Angeles
Ms. Lynn Prescott	Verizon Wireless
Ms. Camile Bowie	Southern California Edison
Ms. Maria Ortiz	XO Communication/MCI Telecom/MCI Metro
Ms. Lupe Hernandez	Teleport Communications America
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Yesenia Delgado	Time Warner Cable
Ms. Tondra Hill	Time-Warner Cable
Mr. John Vu	City of Anaheim
Mr. David Campo	City of Lompoc
Mr. Joe Armstrong	City of Pasadena
Mr. Earle Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Hector Aguilera	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff
Ms. Jennie Corella	Committee Transcriber

Those attending via teleconference were:

Ms. Cory Crawford	AT&T California
Mr. Bret Plaskey	Frontier Communications
Ms. Yvonne Johnson	AT&T Mobility
Mr. Wayne Brown	Southern California Edison
Ms. April DeBarge	Southern California Edison
Mr. Glenn Leckie	Frontier Communications
Mr. Ben Coffey	City of Banning
Mr. Pedro Garganera	MCI Telecommunications
Ms. Linda McLean	Extenet Systems
Ms. Daniel Luty	Extenet Systems
Ms. Shawn Henderson	T-Mobile USA
Mr. Rey Lopez	Time-Warner Cable

Chairperson, Mr. Plaskey called the meeting to order at 9:59 a.m. by addressing the first item on the agenda, the review of the **prior meeting minutes**. There were no questions or comments.

The second agenda item is the review of the **September 2019 expense sheets**. The members reviewed the monthly reports. There were no questions or comments.

The third agenda item is the **Accounts Receivable**. There were no questions or comments.

The fourth item on the agenda is **JPA Member Activity**. There were no comments or questions.

The fifth item on the agenda is **Member Board Attendance**. Ms. Pranata commented that there was 100% attendance at the Board meeting which met earlier that morning. There were no further comments or questions.

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Allen reported for the month of October 2019, the office received 1,477 JPA's a total of 8,982 poles. She added there was a hold-over from September which brought the total of JPA's for October to 1,673 JPAs and 10,139 poles. She added moving forward into November at this time there are approximately less than 1,000 poles held over into November. There were no comments or questions.

The seventh item on the agenda is **Proposed Operating Budget for 2020**. Ms. Pranata opened by stating that once the proposed budget is agreed by the Operating Committee then it is placed on the Consent Calendar for Board approval. She added that she emailed the proposal for the members to review and to present any comments or concerns at today's meeting. She further added that she wanted to draw the member's attention to the column *Member Assessment* with a *P or E* in that this column dictates whether this line expense is assessed proportionately or equally. Mr. Plaskey inquired hasn't it always been equal portions? Ms. Pranata responded no and stated it always has been proportional except for a few items such as attorney fees, non-budgeted items, and big software purchases. She explained the NJUNS and the new Friend Pro are under the software purchases that are equally assessed. She added if Friend Pro is finished this year the \$33,750 budgeted amount will not be included in the 2020 budget. The members reviewed the proposal and the consensus is to place the proposed 2020 budget on the Consent Calendar of the November Administrative Board meeting.

The eighth item on the agenda is **Miscellaneous Items**.

SCJPC Overtime Update (packet).

Ms. Pranata reported that she was instructed by this committee to arrive at an average dollar amount expensed for overtime on a monthly basis. Taking the months of April through September of this year she arrived at a monthly average of \$3,364.61. She added that she would like to propose a new baseline in that a billing staff will be out on maternity leave. She is proposing 5,000 poles per month, without overtime, due to one staff which will be out on leave, and another staff which is not fully trained

at this time. She further added that she is projecting raising the baseline back to 6,000, without overtime, in January 2020 when the staff is fully trained and perhaps 7,000, without overtime, in April when one staff returns from leave.

Mr. Plaskey stated that members should expect a backlog in the coming months, and the need for overtime. Ms. Pranata added that a new Admin Aide has been hired since the last one did not work out. Once she is fully trained we will get the work out faster and more efficiently. The consensus is to approve overtime until the office is again fully staffed and trained.

Ms. Pranata inquired if overtime should remain voluntary or should it become mandatory? Ms. Bowie stated that Edison may require mandatory overtime. Ms. Pranata inquired if Ms. Bowie had a proposal of the amount of mandatory overtime hours they think is needed. Mr. Plaskey inquired if the significant increase will be seen in November 2019 - January 2020. Ms. Pranata replied that it depends on the poles submitted by Edison. Ms. Bowie explained before they can make a decision on mandatory overtime they would have to look at their yearend forecast. She added they do not have the numbers at this time. Ms. Allen inquired the date of proposal for mandatory overtime to begin? Ms. Pranata inquired now or next bill of sale and the hours? Ms. Bowie was unsure and stated it would depend on their yearend forecast. Mr. Plaskey inquired if overtime should it be voluntary for now and then he commented additional details would need to work out since Holidays are coming up as well. He thinks members would like to have some exceptions for the Holiday period for the mandatory overtime. Also, how many hours per biller based on the volume received. Mr. Brown stated that he does not want to commit to enforce mandatory overtime without referring to his yearend forecast to see where they are. If need be they may request mandatory overtime. After brief discussion it was agreed that overtime remains voluntary at this time. Ms. Pranata was instructed to inform her staff that mandatory overtime maybe coming.

Ms. Allen reported that earlier she spoke to Ms. Goetz of SCE and was informed that the volume of work would diminish, however, in speaking with Ms. Goetz recently she was informed that SCE is now working with a new vendor and the work will increase rather than decrease. She added that the office has been receiving 10,000 poles per month, and the baseline is 5,000 poles per month, therefore there will definitely be a backlog. She added that SCE requires that all their work must be processed by year end to meet their target dollars. To this Ms. Allen added that without the mandatory overtime the office cannot process the work as expected. Ms. Pranata stated that even with mandatory overtime, there is no guarantee that the staff could process 10,000 poles a month and on time. Ms. Prescott pointed out that if currently the employees work 40 hours a week to process 5,000 poles, they would need to work 80 hours a week to process 10,000 poles in a month.

Ms. Crawford added that mandatory overtime may prove counterproductive in that the quality of work may diminish if one does not want to be there or they feel overworked and not rested. Mr. Plaskey agreed with Ms. Crawford that there is the point of diminishing returns.

Mr. Brown stated that SCE will meet internally to address the issue of work volume and get back to the committee with a forecast of the work, and if mandatory overtime would be required.

Mr. Plaskey stated that an off cycle meeting on overtime, to discuss details, can be scheduled prior to next month's meeting if Edison does see the need for mandatory overtime.

Ms. Pranata opened discussion on non-billable JPAs. She stated that the office sets aside those non-billable JPAs and processes those that are billable. When the processing is done they return to the non-billable JPAs and attach memos to be returned. She added that this process is very time consuming and take two to three days to complete as they near the end of the billing cycle. Ms. Allen added that if they did not have these returnable JPAs the staff could start billing the next month sooner. She added that she understands this is needed, but she wonders if there is a way to circumvent this time ineffective process. She added, if they could return these non-billable JPAs without an attached memo it would prove a time saver. Mr. Brown stated that he does know the majority of the memos are Edison and would like to schedule a meeting with Ms. Pranata and Ms. Allen to discuss.

It was agreed to place this issue on the agenda of the Billing Simplification ad hoc committee for further discussion.

Billing Errors/ Questions

There were no comments or questions.

Merging of three utility codes under Crown Castle

Mr. Aguilera thanked Ms. Pranata for forwarding a copy of the By-Laws. He added that they will be submitting the merging documents shortly. Mr. Aguilera inquired if a name change is permitted. Mr. Plaskey replied yes. Crown Castle is still discussing in house what it entails. This item remains open at this time.

Records Retention Policy (digitizing old documents)

Ms. Pranata opened by presenting the three quotes from the three vendors considered for the job of digitizing the SCJPC records. The consensus is to engage BPAC/Tier Five. Ms. Pranata added that in regards to indexing, the SCJPC will not purchase, install, or own the indexing software. The SCJPC will be getting the scanned files as PDF files. Ms. Pranata added that she included quotes in the packet for the Electronic File Cabinet or Enterprise Content Management. The cost for the monthly hosting would be approximately \$200-\$700. The Committee decided that the intelligent indexing is not needed at this time.

In that the financial limit for the Operating Committee is \$5,000.00 for non-budgeted items and the BPAC/Tier Five quote is \$7,828.00 it was agreed to place this expense on the proposed 2020 Budget for Board approval and to add at least 20% to the total if they exceed the quote. This issue will be on the November Consent Calendar.

SCJPC Carpet Replacement Project

Ms. Pranata stated that the carpet installation is now complete. There were no comments or questions.

Item 1664: 2020-2024 Salary Ranges.

Mr. Plaskey opened the asked Ms. Pranata to display the SCJPC evaluation form. Ms. Pranata brought up the *Performance Evaluation Form* and Mr. Plaskey explained that per the last discussion that we needed a more quantitative evaluation opposed to the previous evaluation which was based on more of a qualitative aspects and not so much based on actual performance objectives. He then explained there are four goals and objective portions to the performance evaluation form. The first one is process a certain amount of poles monthly which is weighted at 40%. For Biller Level I and III 800-1,000 poles are to be processed monthly and for a Biller Level II 1,000-1,200 poles are to be processed monthly. He added if this evaluation form is approve Ms. Pranata will tailor each form to each one of her employees with these main objectives as the primary objectives and they will be heavily weighted. The next goal and objective is to *accurately process final JPAs 99% of the time (1% error rate, maximum)* weighted at 10%, the team has been hovering right around 1%. The intent of the new interpretation of the performance evaluation form is if you are meeting expectations you will be getting a three you will not be getting a four or five unless you go over. If all their billing is 100% accurate for the year they can exceed the metric. Mr. Plaskey then explained the next two goals and objectives and stated that they did not apply to the billers; therefore, they were deleted. He continued on the qualitative part of the performance evaluation and stated that Ms. Pranata and Ms. Allen wanted to keep those objectives in there. He then explained that there are two sections to the evaluation the Goals and Objectives portion (Results) rated at 75% and the Competency section rated at 25%. Mr. Plaskey solicited any questions from the members on the new Performance Evaluation Form. There were none.

Ms. Pranata then opened the Rating Scale matrix for review. Mr. Plaskey explained the current Rating Scale, the proposed Rating Scale, and the options and differences. Mr. Plaskey presented three options for the members to agree upon. He reiterated that the expectation now is if the staff are meeting expectations they will get a dead 3 right in the center. If they are doing a little bit more they can slide up into the higher categories. The members agreed on Option 1 for the Rating Scale: Unmet: points 0-2.00, Met: points 2.01 to 4.00, and Exceeding: points 4.01 to 5.

Mr. Plaskey then opened and explained the raises options. He stated from a Frontier point of view he prefers Option 2. Mr. Bacon commented on the raises LADWP give. He thinks Option 2 is optimal because it gives an incentive to hire and keep quality people. Ms. Bowie inquired if there is enough money for these raises. Ms. Pranata explained for the budget she adds 5% yearly to cover salaries. Ms. Pranata brought up the *2020 Proposed Operating Budget*. Mr. Plaskey commented that Ms. Pranata adds the 5% in yearly; however, the amount is not always spent. He inquired if that was an accurate statement. Ms. Pranata replied correct. Ms. Prescott inquired about set percentages verses a range of percentages based on what

they are currently make. Ms. Prescott brought up a couple of examples. One example was a \$0.36 an hour raise is not going to get anyone excited. That is the concern of today because the job market is so tight. She proposed going with percent ranges so that they can chose from pending on what they actually make. Ms. Bowie stated that Edison is OK with Option 2. Mr. Plaskey inquired a consensus from the members on what option they would prefer. They members agreed to Option 2, Unmet would be 2%, Met 3%, and Exceeding 4%, with the Manager having the ability to adjust as needed based on performance.

Mr. Plaskey asked Ms. Pranata to pull up the *2020-2022 Proposed Salary Ranges*. He explained the first tab is based on COLA which is what Mr. Mathisen research last month. The midpoint being \$17.79 for an Administrative Aide. He stated that there are two other solutions as well. He explained the current salary ranges and that currently some of the positions overlap in pay. For the new way there will be definitive cutoffs. He then explained the proposed salary ranges and showed they no longer overlap in pay. They thought is when promotions happen they are going to get bumped up to the next level minimum. Mr. Plaskey gave a couple of examples. The employees are going to get a minimum of 5% or bump up to the minimum for a promotion. Whichever one is more. He then inquired if this has any effect on the Rating Scale. He added that we didn't want the 5% to be the maximum for any of the yearly raises because a promotion raise is completely separate from the yearly raise. Ms. Bowie commented that SCE agreed with option 2. Ms. Prescott commented that they will be reviewed on the previous position and pending when the promotion is done; so in essence the will be getting the 5% plus their yearly raise. Mr. Plaskey replied correct. Ms. Prescott does not see a problem with a 4-5% range when exceeding. She thinks the promotion is completely separate. They may get a 10% raise. 5% for promotion and 5% for doing such an outstanding job. Mr. Plaskey inquired if Ms. Pranata can ask for another percent if someone is having an outstanding year and use that as an outlier. Can the leverage being given to Ms. Pranata to ask the committee for additional percent? Ms. Prescott commented she should have that ability. Ms. Pranata has always been allowed to do that and Ms. Prescott would not want to discontinue that. Mr. Plaskey commented that the thing here is that they are just trying to standardize what it is going to be so the staff knows this is the new rating, new salary, new raises, and what to expect moving forward. He added that in past years staff were 6% or 9% raises and last year they got the very minimal raise. The way the raises have happened at the committee has fluctuated greatly depending on who the members were and what decisions were made. To get to a standard expectation they will now know the exact rating pending there performance. There no longer will be that wild fluctuation anymore. Therefore, Ms. Pranata will no longer have to ask them every year how much she can hand out. She can set clear expectations and let the staff know moving forward that the staff can expect to see this. This gives Ms. Pranata far more ability to manage her team if these standards are set now. And if Ms. Pranata wants to give more all she has to do is ask the committee. Ms. Hernandez inquired if a person just "meets" every year, how long it will take for that person to max out. Mr. Plaskey replied it will take a while and also depends on the category. If they are at their level's maximum they will be there until the next salary review in 2022 for the 2023-2025 period. Mr. Plaskey inquired if anyone will be stuck at the maximum anytime soon. Ms. Pranata replied no. Mr. Plaskey then commented that there will be some open range for them to

continue getting raises throughout the years. Frontier and AT&T California also agreed with option 2.

Mr. Plaskey then explained the difference in proposed salary amounts hourly and yearly based on COLA. Mr. Plaskey and Ms. Pranata also put together two other proposed salary amounts. He then explained the difference in Level pay hourly and again yearly. He asked the members their feedback on what they should go with; COLA, or one of the other tables? The members discussed the proposed salary ranges and the differences in amounts. The members then discussed, the current Level II billers and their pay. Ms. Pranata commented that one biller has more experience than the other one. Mr. Plaskey commented that last year Biller Level I and Biller Level II were in the same category. Ms. Prescott stated Ms. Pranata can make sense of the value of each staff member and where they should be. These salary ranges should be looked at as guidelines. Mr. Plaskey agreed with Ms. Prescott and stated that these should be guidelines and let Ms. Pranata run with them. After some further discussion Mr. Plaskey made some adjustments to the second tab of salary ranges he then informed Ms. Pranata the salary ranges can be shared with the staff. Mr. Plaskey solicited any questions or comments on the proposed salary ranges. Ms. Crawford inquired if the proposed salary ranges in question is second tab on the Excel sheet. Mr. Plaskey replied yes and stated this 10% model range is closer to what the current salaries actually are. Ms. Crawford stated she is good with the shown proposed ranges. Mr. Bacon and Ms. Prescott stated they are good with it as well. Ms. Bowie commented that she has a hard time agreeing with the salaries without understanding the budget behind it. Numbers were just thrown up there, but is there enough money to cover these salaries along with the proposed overtime for the coming year. She explained how much overtime was done this year and see what that dollar amount is as well as where your people are at now and when you expect them to be for the entire year. Do we have a budget for all those people and those salaries including Ms. Pranata and Ms. Allen along with any overtime? She added that she does not see a correlation with these numbers and the proposed salary ranges. What happens if before the end of the year the budget is exhausted? Do we do a change order? Mr. Plaskey asked Ms. Pranata to bring up the proposed budget that has already been agreed to move to consent and explain the salaries and how it is allocated. Ms. Pranata brought up the *2020 Proposed Salaries* spreadsheet and explained that she calculated the proposed salaries based on what she did last year. She calculated the base 2019 salaries one year total for eight full time employees and then added in the two temporary employees. She added 5% increase, that has been used historically, then she added the 2019 estimate overtime hours (average hours per month based on Jan-Sep 2019) based on eight full time employees and added 5% increase adjustment of overtime. She explained that would be the total of the 2020 estimated salaries for nine full time employees and one part time employee. Mr. Plaskey then asked Ms. Pranata to go back to the full budget for 2020 and correlate this proposed salary to it. Mr. Plaskey then explained the current 2020 proposed salaries and commented that the cost is proportionate based on pole count. He inquired if this answered Ms. Bowie's question? He added this proposed 2020 budget will be voted on next month. Mr. Plaskey inquired if we ever had a short fall to where a new budget needed to be voted on? Ms. Prescott responded that historically she does not think they have exceeded the budget for salaries. Ms. Pranata explained that is there was a non-budgeted item we would take it to the Admin Board for

approval. Mr. Plaskey commented that we do have an auditor that reviews this information as well. Ms. Bowie commented this explanation does answer her questions; however, she has not seen these numbers before and would like to review further before next month's voting. Ms. Bowie then inquired if Edison's proportion they are responsible for in there as well. Mr. Plaskey stated that is proportionate based on pole count. Ms. Pranata explained that costs are based on the monthly non useable footage report which is mailed out to the members each month. For Edison the report goes to Mr. Bryan Strong and he would have the percentage of what Edison pays out of the Operating Budget. She then inquired for the 2020 Budget if there is a forecast of what Edison is going to be responsible for? Ms. Pranata stated if you go to the 2020 column go to the total expenses and minus out the equally assessed rows that is what Edison would be responsible for that amount based on the non-useable footage percentage. Mr. Plaskey commented that Edison is the largest member of the Joint Pole Committee and pays the largest portion.

Mr. Plaskey then opened up on Biller Level III's and last month when discussed the consensus was that it would be great for everyone to strive to be a Biller Level III. He explained that Ms. Pranata and Ms. Allen had concerns that there is not enough volume for any additional Biller Level III at this time. Ms. Pranata wanted to inform the committee that she calculated an average based on the numbers from June 2018 to April 2019 on 5+ party JPAs and the percent was 2.32%. Currently we have three level III billers and Ms. Allen when needed. With last month's consensus of everyone to be a Biller Level III she wanted the committee to be aware of only 2.32% of JPAs received are 5+ parties. Mr. Plaskey then inquired do we want to encourage everyone to go to a Biller Level III, do we cap it at three or four Biller Level III's? Ms. Pranata inquired if the goal is to have everyone a Biller Level III? Ms. Prescott commented that they can strive for that there is always going to be a little bit of a turn over. She added that time wise is more than 2% of your time. Ms. Allen explained that her concern is when promoted to a Biller Level III their pole numbers decrease. A Biller Level II are to bill 1,000-1,200 pole monthly minimum and a Biller Level III are to bill 800-1,000 poles minimum monthly. This promotion would decrease processed poles by a minimum of 200 per month. Ms. Bowie inquired what happens when everyone becomes a Biller Level III? You would have to adjust their responsibilities. Ms. Allen agreed and explained further about the amount of JPAs/poles with 5+ party and the number of billers for each level. Last month a very minimal amount of 5+ parties came in. Ms. Pranata explained that Biller Level III's have less poles to process monthly because it takes more time to bill. Ms. Prescott commented an expectation can be set for joints and multis and split up the work that way. Ms. Prescott stated that she does not see it as an issue today but will need to be discussed further later. Ms. Bowie commented that hypothetically speaking if you come to a point you have all Biller Level III's. Someone is going to be doing the entry level work and do you want to pay that person that top dollar amount to make copies or file. Ms. Bowie stated she cannot agree to that right now it does not make business sense to do that. Mr. Plaskey asked the rest of the members their perspective. Should we leave in Ms. Pranata and Ms. Allen's hands or should all billers aspire to be III's? Ms. Prescott stated that she does not have an issue leaving it in Ms. Pranata and Ms. Allen's hands. She sees a need because of so much overtime. Ms. Pranata stated the overtime is joint JPAs only. Ms. Prescott added we cannot afford the time to start training Biller II's to be III's. That takes away time from billing. Ms. Allen stated that

if the pole count for 5+ party JPAs increase that her and Ms. Pranata would definitely come back and inform the committee. Ms. Pranata stated at this time we will leave as is and review the numbers again when we received more 5+ party JPAs. Then if needed we will then proposed to promote someone to Biller Level III. But at this time the current amount of billers are enough. Mr. Plaskey then commented that this topic should remain open and perhaps an item number created. He inquired if item 1664 should be closed since they are moving forward with everything under that conversation and create a new item number for this other specific topic to keep up on. Mr. Plaskey commented to keep item 1664 open and add a bullet item Staffing Level/Positions to be discussed further.

Ms. Pranata brought up the *Staff Compensation Process – 2020 and Forward* and wanted to make sure that everything stays the same. Mr. Plaskey read the first one and stated yes in agreement. The second one, Expected % of rate increase, Option #2 was approved with Operating Manager has the ability to adjust as needed, with Operating Committee approval. The third item, Option #1 for rating was approved. Both options were discussed earlier. For number four, second tab (based on 10% salary ranges model with some adjustments) was approved. Number five process would be to see number two. Number six was discussed last month and no further changes.

MISC

New Laptop

Ms. Pranata informed the committee that last year a new laptop was approved in the 2019 budget for her. She wanted to let everyone know that she will be getting a new one.

Review of Action Items:

- Moving Record Retention proposal to Operating Budget.
- Moving 2020 Operating Budget to Consent Calendar for next month.
- Item 1664: 2020-2024 Salary Ranges to remain open for Staffing Level/Position future discussion.
- Crown Castle to submit letter by next month on merging of three utilities.
- Ms. Pranata to communicate to staff all the changes/updates on the compensation and rating scales.
- November 2019 voluntary overtime was approved.

The meeting adjourned at 12:30 p.m. until November 20, 2019.

Ms. Jennie Corella – Committee Transcriber

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES		September 30, 2019				YTD Through September 30, 2019			Annual
		Budgeted	Recorded	Variance		Budgeted	Recorded	Variance	
	Details							%	Budget
EMPLOYEE EXPENSE									
Salaries		48,401	47,687.32	714		435,610	422,150.39	13,459	3%
Regular	41,647.82						-		
Contract Labor	6,039.50						-		
							-		
Insurance		6,921	4,957.16	1,964		62,290	45,279.49	17,010	27%
Health/Dental	4,771.76						-		
Life (quarterly)	185.40						-		
							-		
Payroll Taxes		4,114	3,095.56	1,019		37,027	30,947.52	6,079	16%
Workers Compensation		250	256.25	(6)		2,250	1,981.25	269	12%
Travel mileage reimbursement/ Miscellaneous expenses	Hired handyman to earthquake-proof shelves	125	196.82	(72)		1,125	1,080.79	44	4%
							-		
							-		
PENSION EXPENSE									
Contribution-SEP IRA		5,082	4,373.02	709		45,739	41,602.16	4,137	9%
							-		
							-		
MONTHLY RECURRING									
Rent		8,799	8,798.73	0		79,193	79,188.57	4	0%
Alarm System	Quarterly	50	149.97	(100)		450	449.91	0	0%
Telephone (Frontier+Jive)		654	662.79	(9)		5,888	5,897.36	(10)	0%
Cisco WebEx Plan		90	69.00	21		810	621.00	189	23%
Postage & Shipping		183	208.23	(25)		1,650	1,941.07	(291)	-18%
Business/Property Insurance	Pro-Rated	167	-	167		1,500	1,193.50	307	20%
Committee Meetings		333	253.70	80		3,000	2,876.12	124	4%
							-		
							-		
EQUIPMENT & FURNITURE									
							-		
Copy Machine - CBE		183	134.69	49		1,650	1,838.70	(189)	-11%
							-		
							-		

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES		September 30, 2019			YTD Through September 30, 2019			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
	Details					-			
NETWORK SYSTEM						-			
LAN Maintenance		1,083	900.00	183	9,750	8,100.00	1,650	17%	13,000
FRIEND Support		400	400.00	-	3,600	3,600.00	-	0%	4,800
Data Center Hosting-Hardev		775	775.00	-	6,975	6,975.00	-	0%	9,300
Email/Domain Host/Sharefile		56	99.18	(43)	507	602.10	(95)	-19%	676
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		233	10.94	222	2,100	325.48	1,775	85%	2,800
			-			-			
Off-Site Online Back-up		292	149.00	143	2,625	1,341.00	1,284	49%	3,500
						-			
						-			
PRINTING & SUPPLY						-			
Office Printing		208	218.85	(11)	1,875	2,040.85	(166)	-9%	2,500
Office Supplies	Temporary move	167	223.58	(57)	1,500	1,517.61	(18)	-1%	2,000
	carpet replacement					-			
						-			
CONTRACT SERVICES						-			
Auditor	Pro-Rated	769		769	6,917	7,272.00	(355)	-5%	9,223
Attorney*		542	-	542	4,875	1,650.00	3,225	66%	6,500
						-			
GENERAL EXPENSE						-			
Payroll Service Fees		117	87.00	30	1,050	813.00	237	23%	1,400
Bank fees/Checks printing	Pro-Rated	17		17	150	231.15	(81)	-54%	200
Publications/Subscriptions/Reference		17		17	150	120.00	30	20%	200
Seminars & Tuition	Mandatory Sexual Harassment Training	83	159.62	(76)	750	361.28	389	52%	1,000
Team Building (new line)	\$500 quarterly	83	81.19	2	750	463.24	287	38%	1,000
Member Retirement & celebration		108	-	108	975	-	975	100%	1,300
Total Operating Expenses		80,303.25	73,947.60	6,355.65	722,729.25	672,460.54	50,268.71	7%	963,639.00

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES		September 30, 2019			YTD Through September 30, 2019				Annual
	Details	Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	% Variance	Budget
						-			
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT									
COMPUTER SYSTEM									
Software Purchase (& website mods)		433		433	3,900	694.95	3,205	82%	5,200
FRIEND modification*		2,813	-	2,813	25,313	-	25,313	100%	33,750
NJUNS Fee (once a year)*		875		875	7,875	10,500.00	(2,625)	-33%	10,500
						-			
EQUIPMENT & FURNITURE Pro-Rated									
						-			
Purchases/Leases (including Ricoh Copy Machine)		483	379.97	103	4,350	4,123.93	226	5%	5,800
Hardware Purchase		342	-	342	3,075	-	3,075	100%	4,100
LONG TERM LIABILITY CURRENT									
						-			
						-			
Total Capital Investments & Long Term Liabilities Current		4,945.83	379.97	4,565.86	44,512.50	15,318.88	29,193.62	66%	59,350
Interest Earned/Misc Income		(0.07)	(0.07)		(0.68)	(0.68)			
		85,249.01	74,327.50	10,921.51	767,241.07	687,778.74	79,462.33	10%	1,022,989.00
*Items in blue are assessed equally									
Prepared as of: 10/3/2019									

Delinquent Accounts
As of 10/9/2019

MEMBERS ACCOUNTS RECEIVABLE

					PAST DUE NOTICES - DO NOT DELETE THIS INFORMATION				
Company Name	Invoice Month	Due By	Amount	Invoice Number	Past Due Notice Date Sent	Past due sent to & response notes	Past Due Notices Date by	Input By	Input Date
AT&T Mobility	May '19	June 30, 2019	\$ 759.09	20274	9/10/2019, 10/8/2019	Mail to Yvonne Johnson	GV	GV	8/13/2019
AT&T Mobility	June '19	July 31, 2019	\$ 786.90	20307	10/8/2019	Mail to Yvonne Johnson	GV	GV	9/10/2019
AT&T Mobility	July '19	August 31, 2019	\$ 789.29	20340			GV	GV	10/8/2019
City of Glendale	July '19	August 31, 2019	\$ 932.79	20332			GV	GV	10/8/2019
City of Riverside	May '19	June 30, 2019	\$ 251.13	20270			GV	GV	8/13/2019
MCI Metro/ATS	July '19	August 31, 2019	\$ 886.21	20341			GV	GV	10/8/2019
MCI Telecommunications	June '19	July 31, 2019	\$ 731.55	20309	10/8/2019	Emailed Pedro Garganera	GV	GV	9/10/2019
MCI Telecommunications	July '19	August 31, 2019	\$ 733.77	20342			GV	GV	10/8/2019
Mobilite, LLC	June '19	July 31, 2019	\$ 689.80	20325	10/8/2019	Mail to Binh Tran	GV	GV	9/10/2019
Sprint-Nextel Corporation	May '19	June 30, 2019	\$ 694.83	20271	9/10/2019, 10/8/2019	Mail to Lynn Prescott	GV	GV	8/13/2019
Teleport Communications America LLC	July '19	August 31, 2019	\$ 948.83	20327			GV	GV	10/8/2019
Time Warner Cable TWN	June '19	July 31, 2019	\$ 459.82	20317	10/8/2019	Mail and Email to Yesenia Delgado	GV	GV	9/10/2019
Time Warner Cable TWS	June '19	July 31, 2019	\$ 396.50	20316	10/8/2019	Mail and Email to Yesenia Delgado	GV	GV	9/10/2019
Verizon Wireless	March '19	April 30, 2019	\$ 1,511.63	20194	7/9/2019, 8/13/19, 9/9/10/19, 10/8/2019	Emailed D.Nguyen/M. Murillo/L. Hernandez	JT/GV	JT	6/11/2019
Verizon Wireless	June '19	July 31, 2019	\$ 1,097.37	20293	10/8/2019	Email Lupe Hernandez and Marco Murillo	GV	GV	9/10/2019
Verizon Wireless	July '19	August 31, 2019	\$ 1,101.19	20326			GV	GV	10/8/2019
XO Communications	July '19	August 31, 2019	\$ 758.71	20348			GV	GV	10/8/2019

\$13,529.41

TOTAL

\$13,529.41

[illegible]

'Note: Held Over Poles will be billed first at the next Bill of Sale'

Inspections Billed SCE Only: O&M (Inspections,Pole Tag, & SRA)	SCE's Inspections JPAs/Poles were not included in above table	SCE O&M YTD
Inspection JPAs Billed	15	133
Inspection Poles Billed	6738	40433

 = Members assessed penalty fee
 = Less than 80% but 50% or greater attendance
 = Less than 50% attendance
 = Excused Absence

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
MEMBER BOARD MEETING ATTENDANCE
OCT 2018 - SEP 2019

		MBR CODE	2018 OCT	2018 NOV	2018 DEC	2019 JAN	2019 FEB	2019 MAR	2019 APR	2019 MAY	2019 JUN	2019 JUL	2019 AUG	2019 SEP	TOTAL	Atten. %	MBR CODE
1	So. California Edison	E	1	1		1	1	1	1	1	1	1	1	1	11	100%	E
2	Frontier Communications	FTR	1	1		1	1	1	1	1	1	1	1	1	11	100%	FTR
3	City of Los Angeles	M	1	1		1	1	1	1	1	1	1	1	1	11	100%	M
4	Mobilite LLC	MOB	1	1		1	1	1	1	1	1	1	1	1	11	100%	MOB
5	T-Mobile, USA	PBM	1	1		1	1	1	1	1	1	1	1	1	11	100%	PBM
6	Verizon Wireless	ATC	1	1		1	1	1	1	1	1	1	1	1	11	100%	ATC
7	AT&T Mobility	LAC	1	1		1	1	1	1	1	1	1	1	1	11	100%	LAC
8	XO Communications	NXT	1	1		1	1	1	1	1	1	1	1	1	11	100%	NXT
9	CA-CLEC LLC	CCI	1	1		1	1	1	1	1	1	1	1	1	11	100%	CCI
10	Crown Castle NG West Inc.	NG	1	1		1	1	1	1	1	1	1	1	1	11	100%	NG
11	NewPath Networks	NPN	1	1		1	1	1	1	1	1	1	1	1	11	100%	NPN
12	AT&T California	H / T	1	1		1	1	1	1	1	1	1	1	1	11	100%	H / T
13	City of Anaheim	D	1	1		1	1	1	1	1	1	1	1	1	11	100%	D
14	City of Lompoc	LLW	1	1		1	1	1	1	1	1	1	1	1	11	100%	LLW
15	MCI/Metro	ATS	1	1		1	1	1	1	1	1	1	1	1	11	100%	ATS
16	MCI Communications	MCI	1	1		1	1	1	1	1	1	1	1	1	11	100%	MCI
17	ExteNet Systems	EXT	1	1		1	1	1	1	1	1	1	1	1	11	100%	EXT
18	Sprint Communications	FON	1	1		1	1	1	1	1	1	1	1	1	11	100%	FON
19	Sprint-Nextel	SPR	1	1		1	1	1	1	1	1	1	1	1	11	100%	SPR
20	Teleport Comm America	TCA	1	1		1	1	1	1	1	1	1	1	1	11	100%	TCA
21	Golden State Water	SCW	1	1		1	1	1	1	1	1	1	1	1	11	100%	SCW
22	City of Banning	COB	1	1		1	1	1	1	1	1	1	1	1	11	100%	COB
23	City of Riverside	J	0	1		1	1	1	1	1	1	1	1	1	10	91%	J
24	City of Vernon	V	1	1		1	1	1	1	1	0	1	1	1	10	91%	V
25	City of Pasadena	MP	1	1		1	1	1	1	1	1	0	1	1	10	91%	MP
26	City of Glendale	A	0	1		1	1	1	1	1	1	1	1	1	10	91%	A
27	City of Azusa	MA	1	1		1	1	1	1	1	1	0	1	1	10	91%	MA
28	City of Burbank	B	1	0		1	1	1	1	1	1	0	1	1	9	82%	B
29	Mpower/TelePacific	ICG	1	1		1	0	1	1	1	1	1	1	0	9	82%	ICG
30	Time-Warner	TWC	1	1		1	0	0	0	1	1	1	1	1	8	73%	TWC
31	City of Colton	F	1	0		1	1	1	1	1	0	1	0	0	7	64%	F
32	ATC Outdoor DAS	AMT	1	1		0	1	1	0	0	0	0	1	1	6	55%	AMT
33																	
Total			30	30	0	31	30	31	30	31	29	28	31	30			

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE 2020 PROPOSED OPERATING BUDGET - Draft 2							
Line	EMPLOYEE EXPENSE	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019* (based on Sept YTD exp)	2020 PROPOSED	Member Assessment: Proportional / Equal
1	Salaries	423388	472909.27	510508.73	562867 *	600,779	P Based on 2019 Salaries (up to Sep YTD)- added 5% to 2019 expense, plus Over Time and New Admin Aide. See 2020 Proposed Salaries worksheet
2	Insurance - Med/Den/Life	49397	55055.05	63648.05	60373 *	83,053	P Rate increased + New New Admin Aide
3	Payroll Taxes	32629	36460.32	38243.68	41263 *	51,066	P 8.5% of Salaries (line 1)
4	Worker's Comp	3291	4483.26	2592.25	2642 *	3,500	P Year end projection + 1 more employee
5	Misc. Expense/Travel Reimbursement	3279	1325.62	1189.35	1441 *	1,500	P Year end projection
6	<u>PENSION EXPENSE</u>						
7	Contribution-Sep IRA	39959	43975.70	48754.16	55470 *	63,082	P 10.50% of Salaries (line 1)
8							
9	<u>MONTHLY RECURRING</u>						
10	Rent	97177	98984.22	102969.96	105585 *	108,000	P Based on lease schedule & 2020 estimated building operating expenses
11	Alarm System	564	563.88	581.88	600 *	600	P Year end projection
12	Electricity	(included above)	(included above)	(included above)	(included above) *	(included above)	Included in rent
13	Janitorial Service	(included above)	(included above)	(included above)	(included above) *	(included above)	Included in rent
14	Telephone/Internet	7127	7263.76	7424.89	7863 *	7,850	P Frontier (\$620) + Jive (\$34)
15	WebEx	844	828.00	860.00	828 *	1,080	P \$90/month
16	Postage & Shipping	2016	2154.32	2203.53	2588 *	2,600	P Year end projection
17	Business Insurance	1529	1992.00	1769.51	1591 *	2,000	P Year end projection
18	Committee Meetings	4076	3524.33	3882.90	3835 *	4,000	P Year end projection
19	<u>EQUIP & FURN MAIN.</u>						
20	Copy Machine (repair, maintenance, supplies)	2378	1826.46	2095.26	2452 *	2,500	P Year end projection
21							
22	<u>NETWORK SYSTEM</u>						
23	Computer-LAN Maintenance	10800	10800.00	10800.00	10800 *	13,000	P Current contract 900/mo & anticipated billable LAN maintenance
24	FRIEND Support/contract	4800	4800.00	4800.00	4800 *	4,800	P Current contract 400/mo
25	Hosting Total:	10303	7759.23	9861.45	10103	10,420	P
26	Website	(included above)	(included above)	(included above)	(included above) * 9300	(included abv)	P 775/mo Web Host
27	Sharefile/Domain/Email	(included above)	(included above)	(included above)	(included above) * 1120	(included abv)	P \$69/mo Sharefile, \$160/yr Email, scjpc.net renewal \$120
28							
29	Computer (repair, maintenance, supplies)	1004	1599.87	2618.85	434 *	2,600	P Based on 2018 expenses
30	Computer Workshop (non budgeted item)			7772.44			Varaset workshop
31	OffSite Back-up	3588	3588.00	2841.00	1788 *	1,800	P Year end projection
32							
33	<u>PRINTING & SUPPLY</u>						
34	Office Printing	1723	1876.39	2438.39	2721 *	2,800	P Year end projection
35	Office Supplies	1922	1600.11	1572.41	2023 *	2,100	P Year end projection
36							
37	<u>CONTRACT SERVICES</u>						
38	Auditor	6753	6747.00	6716.00	9696 *	9,987	P 2019 fee + 3% inc allowance
39	Attorney**	1391	3720.00	0.00	2200 *	6,500	E Expecting work with CPUC database
40							
41	<u>GENERAL EXPENSE</u>						

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
2020 PROPOSED OPERATING BUDGET - Draft 2**

Line		2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019* (based on Sept YTD exp)	2020 PROPOSED	Member Assessment: Proportional / Equal	
42	<u>EMPLOYEE EXPENSE</u>							
43	Moving Expenses				-	-		
44	Payroll Fees	1723	1354.74	1195.00	1084 *	1,400	P	Year end projection
45	Bank Fees/Checks	154	100.00	104.23	308 *	400	P	Year end projection
46	Publications/Subscriptions/Refrence Seminars (professional development) & Tuition	210	212.64	220.00	160 *	200	P	Year end projection
47	Team Building	1259	783.00	1080.40	482 *	1,000	P	Sending staff to seminars Added Mid 2019.
48	Members Retirement & Celebrations	1266	0.00	0.00	0 *	1,300	P	\$500 per quarter Based on 2016
49								
50	<u>COMPUTER SYSTEM</u>							
51								
52	Software Purchase (& website modifications)	3278	5200.00	540.00	927 *	5,200	P	Quickbooks Online Software \$645 Yearly and Windows 10 Pro upgrade for 10 computers, other web modifications
53	NJUNS Fee	16500	0.00	10500.00	10500	10,500	E	Annual Fee equal assessments**
54	New** FRIEND	33750	0.00	0.00	33750	33,750	E	equal assessments** NOTE If project is completed in 2019, will not be in 2020 expenses
55								
56	<u>EQUIPMENT & FURNITURE PURCHASES</u>							
57	Purchases and leases (Copy machine, etc)	4264	4457.94	5566.53	5499 *	5,500	P	Year end projection
58	Workstation chairs for staff					1,400	P	Need desk task chairs for staff \$200 for 7 work stations
60	Hardware Purchase	11713	1368.00	4986.66	0 *	1,400	P	Printer \$500 + \$200 Printer table + Automated Time-Clock hardware and software quote \$700 one time fee
61								
62	TOTAL Expenses	784054	787313.11	860337.51	947673.00	1,049,666		
63		1.93%	12.07%	9.85%	7.27%	2.71%		
64		Lower than approved budget	Lower than approved budget	Lower than approved budget	Lower than approved budget	Higher than 2019 approved budget		
65	Approved budget	799,507	895,336	954,374	1,021,989			
66		2016	2017	2018	2019*	2020		
67						PROPOSED		
68								
69	* based on monthly average - per September YTD							
70	**Items in red will not be assessed proportionately among members, but equally among members.							

2020 PROPOSED SALARIES

			One Year Total	Line item #1 on 2020 Proposed
Estimated Total for 1 year Full time ADMIN AIDE	\$17.00	2080 hours	35,360.00	
Part time TEMP ADMIN AIDE staffing agency cost	\$23.95 - 25 hr/week		31,135.00	1300 hrs x 23.95
2019 Salaries (based on Sep 2019 rates) -BASE	\$18,301.62 biweekly		475,842.12	8 Full time Employees - no overtime
2020 - estimated 5% increase adjustment	(5% * 475842.12)		23,792.11	
2019 estimated overtime hours (Average hours: 97 hours / month based on Jan - Sep 2019)	at \$28.35 hourly average (of 8 employees)		32,999.40	
2019 - 5% increase adjustment of overtime	(5% * 2749.95)		1,649.97	
TOTAL FOR 2020 ESTIMATED SALARIES			600,778.60	Salaries for 9 full time employees and 1 part time employee
Estimated 2020 Health/Dental Insurance (Full time only) for New Admin Aide only		0.00	3,810.00	Insurance

Compare Models

Add up to three products or replace your selections to compare product specifications and find the model that best suits your needs.



HLL8260CDW
HL-L8260CDW
★★★★★ (76)
\$299.99

HLL8360CDW
HL-L8360CDW
★★★★★ (131)
\$399.99

Connectivity & Compatibility

HLL8260CDW

HLL8360CDW

**Cloud Services Web
Connect**

**Cloud Services Web
Connect**

GOOGLE
DRIVE™/GOOGLE
DRIVE for Business

GOOGLE
DRIVE™/GOOGLE
DRIVE for Business

DRIVE FOR BUSINESS,
ONENOTE,
BOX/BOX for
Business,
EVERNOTE®/EVERNO
Business,
ONEDRIVE/ONEDRIVE
for Business,
DROPBOX/DROPBOX
for Business, Google
Apps for Business™

DRIVE FOR BUSINESS,
ONENOTE,
BOX/BOX for
Business,
EVERNOTE®/EVERNO
Business,
ONEDRIVE/ONEDRIVE
for Business,
DROPBOX/DROPBOX
for Business, Google
Apps for Business™

Industry-Specific Certifications

Cerner Certified

Industry-Specific Certifications

Cerner Certified,
Citrix Ready

Mobile Device Compatibility

AirPrint®, Google
Cloud Print™ 2.0,
Brother iPrint&Scan,
Mopria®, Cortado

Mobile Device Compatibility

AirPrint®, Google
Cloud Print™ 2.0,
Brother iPrint&Scan,
Mopria®, Cortado

Workplace, Wi-Fi
Direct®

Workplace, Wi-Fi
Direct®, NFC

Near Field Communications

No

Near Field Communications

Yes

**One-Push Wireless
Setup**

Wi-Fi Protected
Setup™

**One-Push Wireless
Setup**

Wi-Fi Protected
Setup™

Standard Interfaces

Wireless 802.11
b/g/n, Gigabit
Ethernet, Hi-Speed
USB 2.0

Standard Interfaces

Wireless 802.11
b/g/n, Gigabit
Ethernet, Hi-Speed
USB 2.0

**Supported Network
Protocols IPv4**

Web Services, APIPA
(Auto IP), ARP,
BOOTP, CIFS Client,
Custom Raw
Port/Port 9100,
DHCP, DNS Resolver,
FTP Server,
HTTP/HTTPS Server,
ICMP, IPP/IPPS,
LDAP, LLMNR
Responder,
LPR/LPD, mDNS,
RARP, SMTP Client,
SNMPv1/v2c/v3,
SNTP Client,
TELNET Server,
TFTP Client and
Server,

**Supported Network
Protocols IPv4**

Web Services, APIPA
(Auto IP), ARP,
BOOTP, CIFS Client,
Custom Raw
Port/Port 9100,
DHCP, DNS Resolver,
FTP Server,
HTTP/HTTPS Server,
ICMP, IPP/IPPS,
LDAP, LLMNR
Responder,
LPR/LPD, mDNS,
RARP, SMTP Client,
SNMPv1/v2c/v3,
SNTP Client,
TELNET Server,
TFTP Client and
Server,

WINS/NetBIOS Name
Resolution

WINS/NetBIOS Name
Resolution

Supported Network Protocols IPv6

Web Services, NDP,
RA, DNS Resolver,
mDNS, LLMNR
Responder,
LPR/LPD, Custom

Raw Port/Port 9100,
IPP/IPPS, SMTP
Client, FTP Server,
CIFS Client, TELNET
Server,
SNMPv1/v2c/v3,
HTTP/HTTPS Server,
TFTP Client and
Server, ICMPv6,
SNTP Client, LDAP

Supported Network Protocols IPv6

Web Services, NDP,
RA, DNS Resolver,
mDNS, LLMNR
Responder,
LPR/LPD, Custom

Raw Port/Port 9100,
IPP/IPPS, SMTP
Client, FTP Server,
CIFS Client, TELNET
Server,
SNMPv1/v2c/v3,
HTTP/HTTPS Server,
TFTP Client and
Server, ICMPv6,
SNTP Client, LDAP

USB Host Locations

Yes, front†

USB Host Locations

Yes, front†

Brother Cloud Apps

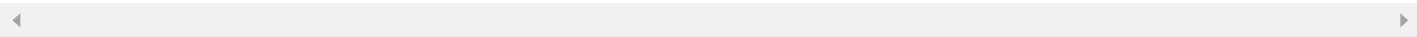
Office Print, Print
"CreativeCenter"
Templates

Standard Network

Features

Features

Printing, Corporate
Address Book



Dimensions

HLL8260CDW

HLL8360CDW

**Unit Dimensions W
x D x H**

**Unit Dimensions W
x D x H**

16.1" x 19.1" x 12.3"

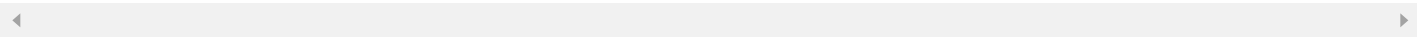
17.4" x 19.1" x 12.3"

Unit Weight

Unit Weight

47.9

48.1



General

HLL8260CDW

HLL8360CDW

LCD Display

LCD Display

2-Line

2.7" Color
Touchscreen

**Maximum Monthly
Duty Cycle**

**Maximum Monthly
Duty Cycle**

40,000 pages

60,000 pages

**Recommended
Monthly Print
Volume**

Up to 3,000 pages

**Recommended
Monthly Print
Volume**

Up to 4,000 pages

Standard Memory

256

Standard Memory

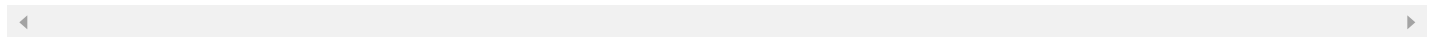
512

Toner Save Mode

Yes

Toner Save Mode

Yes



Paper Handling**HLL8260CDW****HLL8360CDW****Duplex Printing
Capability**

Yes

**Duplex Printing
Capability**

Yes

Media TypePlain, Glossy Paper
‡, Envelopes (#10),
Bond, Labels,
Recycled Paper,**Media Type**Plain, Glossy Paper
‡, Envelopes (#10),
Bond, Labels,
Recycled Paper,

Colored Paper,
Letterhead

Colored Paper,
Letterhead

**Multi-purpose Tray
Capacity**

50

**Multi-purpose Tray
Capacity**

50

**Optional Paper
Capacity**

LT-330CL‡ (250
sheets x 3 trays)

**Optional Paper
Capacity**

LT-330CL‡ (250
sheet x3 trays) or LT-
340CL‡ (500 sheet
x2 trays)

**Output Paper
Capacity**

150

**Output Paper
Capacity**

150

**Paper Handling Size
- Multi-Purpose Tray**

Letter, Envelope,
Custom Sizes (3.0-
8.5" (w), 5.0-14" (l)),
Legal, Executive, A4,
A5, A6

**Paper Handling Size
- Multi-Purpose Tray**

Letter, Envelope,
Custom Sizes (3.0-
8.5" (w), 5.0-14" (l)),
Legal, Executive, A4,
A5, A6

**Paper Handling Size
- Paper Tray**

Letter, Legal,

**Paper Handling Size
- Paper Tray**

Letter, Legal,

Executive, A4, A5, A6

Executive, A4, A5, A6

**Recommended
Paper Brands**

Avery Laser Label
#5160, Hammermill
Laser Paper 24 lb.,
NewPage Futura
Laser Gloass 80 lb.
Text/32 lb. Bond,
Xerox 4200DP 20 lb.

**Recommended
Paper Brands**

Avery Laser Label
#5160, Hammermill
Laser Paper 24 lb.,
NewPage Futura
Laser Gloass 80 lb.
Text/32 lb. Bond,
Xerox 4200DP 20 lb.

**Sheet Weight
MultiPurpose Tray
MinMax**

16-43 lbs. (bond)

**Sheet Weight
MultiPurpose Tray
MinMax**

16-43 lbs. (bond)

**Sheet Weight Paper
Tray MinMax**

16-28 lbs. (bond)

**Sheet Weight Paper
Tray MinMax**

16-28 lbs. (bond)

**Standard Paper
Input Capacity**

250

**Standard Paper
Input Capacity**

250

Power

HLL8260CDW**HLL8360CDW****ENERGY STAR
Certified**

Yes

**ENERGY STAR
Certified**

Yes

**EPA ENERGY STAR
TEC Value**

0.578

**EPA ENERGY STAR
TEC Value**

0.578

EPEAT Registered

Silver

EPEAT Registered

Silver

**Machine Noise
ReadyPrinting**

Inaudible / 49dB

**Machine Noise
ReadyPrinting**

Inaudible / 49dB

**Operating
Environment
Humidity**20-80% (w/out
condensation)**Operating
Environment
Humidity**20-80% (w/out
condensation)**Operating****Operating**

10/11/2019	Product Comparison
Environment Temperature	Environment Temperature
50-90 degrees F	50-90 degrees F
Power Consumption - Power OffDeep SleepSleepReadyPrinti	Power Consumption - Power OffDeep SleepSleepReadyPrinti
0.02W / 1.2W / 9.5W / 75W / 600W	0.02W / 1.4W / 9.5W / 75W / 600W
Power Source	Power Source
AC 120V 50/60Hz	AC 120V 50/60Hz



Print

HLL8260CDW

HLL8360CDW

Black Print Speed

33

Black Print Speed

33

Color Print Speed

33

Color Print Speed

33

Consumable Type

Consumable Type

**4 Toner Cartridges
and Drum****4 Toner Cartridges
and Drum****CPU Processor
Speed**

800

**CPU Processor
Speed**

800

**Duplex Printing
Standard**

Yes (default)

**Duplex Printing
Standard**

Yes (default)

EmulationsBR-Script3[†], PCL5c,
PCL5e, PCL6 (PCL
XL Class 3.0), PDF
Version 1.7, XPS
Version 1.0**Emulations**BR-Script3[†], PCL5c,
PCL5e, PCL6 (PCL
XL Class 3.0), PDF
Version 1.7, XPS
Version 1.0**First Page Out Time**

15 (Black) / 15 (Color)

First Page Out Time

15 (Black) / 15 (Color)

Print Resolution

2400 x 600 dpi class

Print Resolution

2400 x 600 dpi class

Print Technology

Color Laser

Print Technology

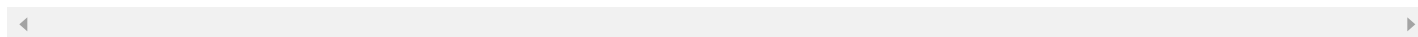
Color Laser

**Printer Driver
Compatibility**

Windows, macOS®,
Linux

**Printer Driver
Compatibility**

Windows, macOS®,
Linux



Security Features**HLL8260CDW****Security Functions**

Setting Lock, Secure
Function Lock,
Secure Print

**Security Protocols
Wired**

SMTP-AUTH, SNMP
v3, Kerberos, IPsec,
SSL/TLS (IPPS,
HTTPS, SMTP),
802.1x (EAP-MD5,
EAP-FAST, PEAP,
EAP-TLS, EAP-
TTLS)

**Security Protocols
Wireless****HLL8360CDW****Security Functions**

Integrated NFC Card
Reader, Setting Lock,
Active Directory,
Secure Function
Lock, Secure Print

**Security Protocols
Wired**

SMTP-AUTH, SNMP
v3, Kerberos, IPsec,
SSL/TLS (IPPS,
HTTPS, SMTP),
802.1x (EAP-MD5,
EAP-FAST, PEAP,
EAP-TLS, EAP-
TTLS)

**Security Protocols
Wireless**

SMTP-AUTH, SNMP
v3, 802.1x (LEAP,
EAP-FAST, PEAP,
EAP-TLS, EAP-
TTLS), Kerberos,
IPSec, SSL/TLS
(IPPS, HTTPS,
SMTP)

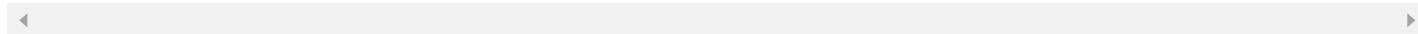
SMTP-AUTH, SNMP
v3, 802.1x (LEAP,
EAP-FAST, PEAP,
EAP-TLS, EAP-
TTLS), Kerberos,
IPSec, SSL/TLS
(IPPS, HTTPS,
SMTP)

Wireless Network Security

WEP 64/128 bit,
WPA/PSK
(TKIP/AES), WPA2-
PSK (AES)

Wireless Network Security

WEP 64/128 bit,
WPA/PSK
(TKIP/AES), WPA2-
PSK (AES)



What's Included

HLL8260CDW

Carton Contents

(1) Standard Yield
Black Toner Cartridge
(3,000 pages), (1)
Standard Yield Color
Toner Cartridges
(1,800 pgs each), (1)
DR431CL Drum Unit
(30,000 pgs), (1)
RI1330CL Belt Unit

HLL8360CDW

Carton Contents

(1) Standard Yield
Black Toner Cartridge
(3,000 pages), (1)
Standard Yield Color
Toner Cartridges
(1,800 pgs each), (1)
DR431CL Drum Unit
(30,000 pgs), (1)
RI1330CL Belt Unit

DT320CL Waste Unit
(50,000 pgs), (1)
WT320CL Waste

Toner Box (50,000
pgs), CD-ROM –
Includes User's
Manual and Printer
Drivers, AC Power
Cord, Quick Setup
Guide

DT320CL Waste Unit
(50,000 pgs), (1)
WT320CL Waste

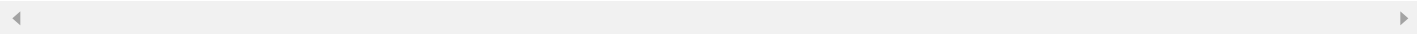
Toner Box (50,000
pgs), CD-ROM –
Includes User's
Manual and Printer
Drivers, AC Power
Cord, Quick Setup
Guide

Warranty

1 Year Limited

Warranty

1 Year Limited



‡ Conditions

[1] See product pages for full product details and conditions.

Safco Deskside Wire Machine Stand - 200 lb Load Capacity - 2 x Shelf(ves) - 27" Height x 24" Width x 20" Depth - Steel - Black Item # 108734



\$161.69 / each

Free delivery

Estimated delivery 3-5 business days

Save \$50 on your purchase of \$150 or more
with the Office Depot OfficeMax Business Card.
[Learn More](#)

Feedback





Description

Deskside Wire Machine Stand features a durable steel frame and laminate top.

- The laminate top provides ample space for most printers and fax machines.
- Height is perfect for deskside use.
- Total weight capacity is 200 lb.
- Top holds 100 lb.
- The sturdy steel wire shelves on the bottom each hold 50 lb.
- Ideal for storing extra paper or supplies.
- Steel frame features a powder-coat finish for durability.
- Mobile stand rolls easily on four swivel casters (two locking).
- GREENGUARD certified — certified for low chemical emissions: UL.COM/GG - UL 2818. Ranked in two tiers: Certified and Gold

Product Details

Item #	108734
OfficeMax #	25557353
Manufacturer #	SAF5207BL
Finish	Black
Depth	20 in.
Height	27 in.
Number Of Shelves (Total)	2
primary material	Steel
Warranty	Limited Lifetime
weight capacity	30.94 lb
width	24 in.
model	5207BL
brand name	Safco
dimensions	27 in. X 24 in. X 20 in.
Eco Label Standard	GREENGUARD
Product Type	Printer Stand
quantity	1
Maximum Load Capacity	90718.474
Show More ▾	

Customer Reviews



Safco Deskside Wire Machine Stand - 200 lb Load Capacity - 2 x Shelf(ves) - 27" Height x 24" Width x 20" Depth - Steel - Black

★★★★★ (14)

Qty

Add to Cart

SCIPC Overtime Report

Bill of Sale Month	Poles Received	Billed	Returned	Total Processed	Held-Over Poles	Non-Exempt OT hours		Comments
				Billed + Returned				
Dec-18	10211	7026 (10.82% Multi)	1573	8599	1612	57.75		Short Month, closed on Dec 21. One staff on medical leave. Received & Billed Edison Correction of
Jan-19	10675	4919 (20.6% Multi)	3280	8199	2476	35.5		10675 = 1612 (from Dec 18) + 9063 One staff on medical leave.
Feb-19	14144	6215 (19.52% Multi)	3774	9989	4155	115.75		14144 = 2476 (from Jan 19) + 11668 Feb was a short month + holiday
Mar-19	13686	7100 (15.61% Multi)	3725	10825	2861	148		13686 = 4155 (from Feb 19) + 9531 One staff on vacation for 2 weeks
Apr-19	11648	5914 (23.72% Multi)	4151	10065	1583	115	3835.72	11648 = 2861 (from Mar 19) + 8787 One biller level 2 resigned.
May-19	9141	5565 (16.10% Multi)	3049	8614	527	72	2514.75	9141 = 1583 (from Apr 19) + 7558 # of billers decreased
NEW BASE LINE	6000							New base line without OT. Review base line end of Dec 2019
Jun-19	8141	4536 (23.41% Multi)	3067	7603	538	34	1083.09	8141 = 527 (from May 19) + 7614 # of billers decreased
Jul-19	9952	5194 (22.81% Multi)	3574	8768	1184	84.75	2851.81	9952 = 538 (from June 19) + 9414 Holiday week, # of billers decreased, and one staff on vacation for more than 1 week
Aug-19	11251	5734 (23.18% Multi)	3641	9375	1876	144.50 (corrected)	5225.59	11251 = 1184 (from Jul 2019) + 10067 Vacation, medical leave, # of billers decreased. Corrected to include payday# 3
Bill of Sale Month	Poles Received	Billed	Returned	Total Processed	Held-Over Poles	Additional Hrs	Additional Hrs total \$ Gross	Comments
				Billed + Returned				
Sep-19	10317	5636 (24.65% Multi)	3524	9160	1157	124.25	4676.71	10317 = 1876 (from Aug 2019) + 8441 # of billers decreased, poles received above 6000
PROPOSED NEW BASELINE	5000							New Baseline without OT. November 2019 and December 2019 (1 staff not fully trained, 1 staff maternity leave)
Jan 2020 New Baseline	6000							January 2020 (1 staff maternity leave)
Apr 2020 New Baseline	7000							April 2020

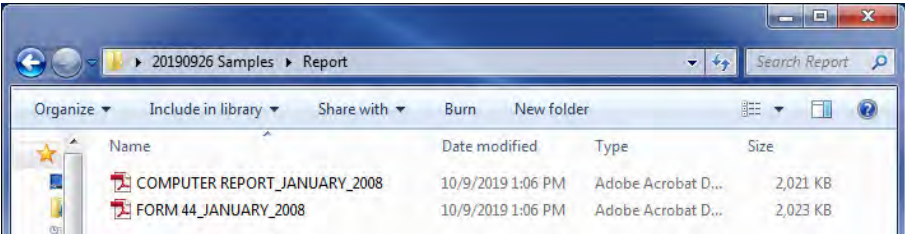
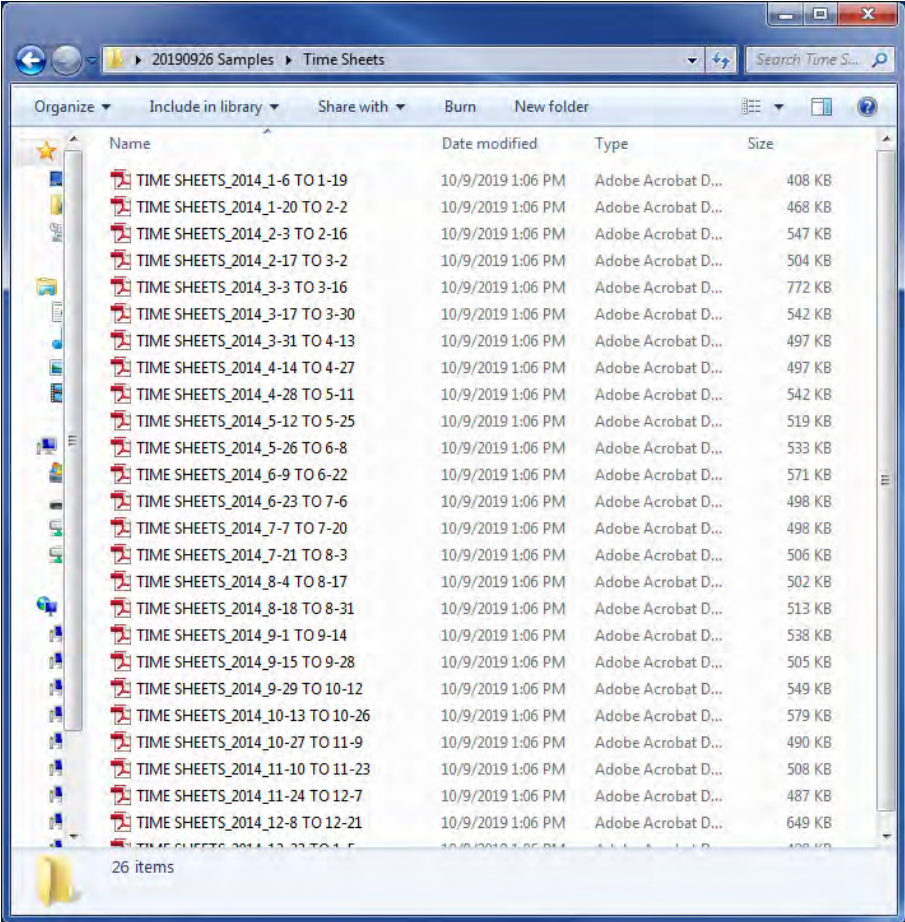
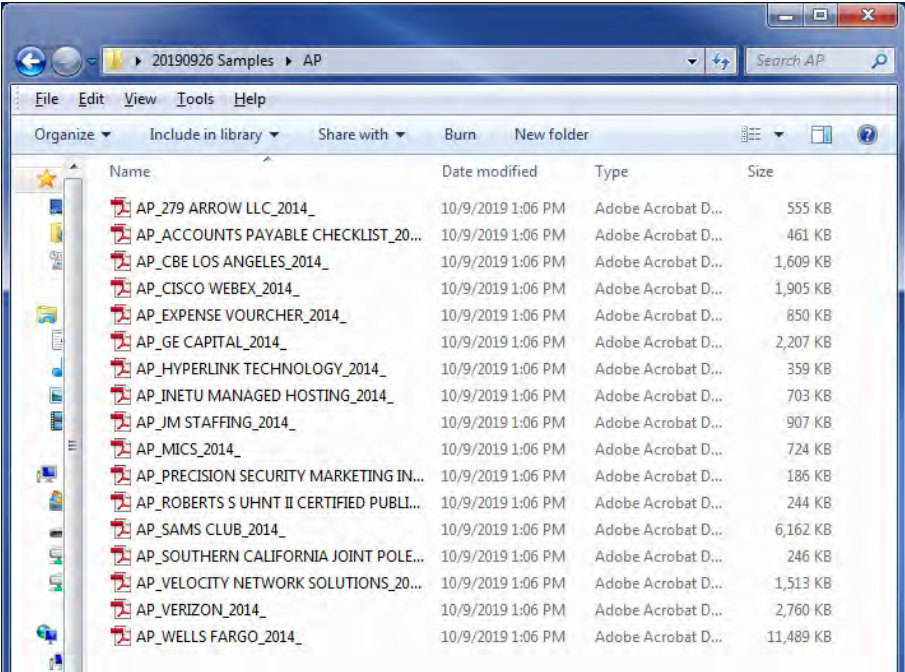
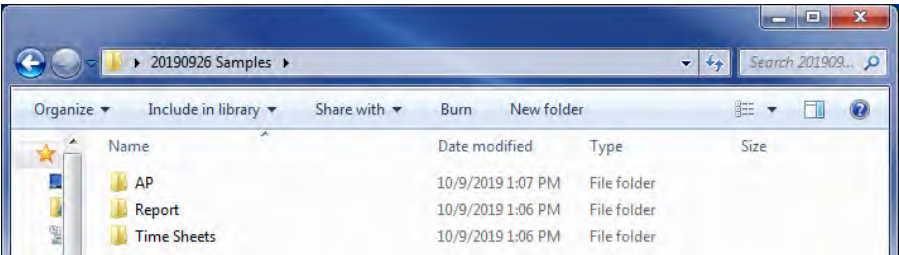
Average overtime/additional hours per month (based on Apr 19-Sep 19): **3364.612 Gross**

Scanning (paper) Project

Company Name	BPAC / Tier Five	ARC	Turn Source
Estimated number of boxes	45	40	30
Estimated page count	90,000	88,000	75,000
Scan cost	Included	\$0.01 per image	0.0375 per image
Estimated pages per boxes	2,000	2,200	2,500
OCR price	Included	\$0.01 per image (88000 images)	Included
File Naming/Folders	Included	\$0.65 per file (1200 files)	\$0.0125 (30000 keystrokes)
Document Pickup	Included	\$4 per box	\$101.88 total
Document Delivery	Download from link (free)	\$35 for 16GB Drive with data	\$85 (file share/flash drive)
All inclusive Price per page (per quote)	\$0.0645		
Total for Project	\$5,805.00	\$7,295.00	\$3,374.38
Price per page	\$0.0645	\$0.0829	\$0.0450
Optional Costs: Shredding	\$4 per box	\$4 per box	\$210 total (or \$7 per box)
Notes	Provided sample scans		

Scanning Microfiche Project

Company Name	BPAC / Tier Five	ARC	Turn Source
Estimated # of images	70,000	35,000	70,000
Price for film conversion per image	included	\$0.14 per image	\$0.075 per image
Estimated total sheets (or cards)	2,000 sheets	1,000 cards	2,000 cards
Price for film conversion per card	included	\$2 per card	\$0.05 per card
File naming	included	\$1 per file (2000 files)	\$0.35 per card (2000 cards)
Estimated images per sheet	30-40		
Pickup	included	\$35 (if separately)	n/a (included in above scanning project)
Delivery	included	\$35 (if separately)	n/a (included in above scanning project)
Data Delivery	Download from link (free)	\$35 for 16GB Drive with data	n/a (included in above scanning project)
All inclusive Price per page (per quote)	\$0.0289		
Total for Project	\$2,023	\$9,970	\$6,050
Price per image	\$0.0289	\$0.2849	\$0.0864
Total paper + microfiche project cost	\$7,828.00	\$17,265.00	\$9,424.38



**Digital Imaging Services
Paper Records Archive Conversion**

Proposal Number 19159369

September 9, 2019

Presented to:

Southern California Joint Pole Committee

**The Southern California Joint Pole Committee
279 E. Arrow Highway, Suite 104
San Dimas, California**

**Presented by:
Larry D Cohn, President
Business Process Automation Company
714-328-3844
Larry.Cohn@BPACO.Net
www.bpaco.netBPAC**



Southern California Joint Pole Committee
279 E. Arrow Highway, Suite 104
San Dimas, California

September 8, 2019

Hi Angela,

BPAC is grateful for the opportunity to provide **Southern California Joint Pole Committee** with the following formal proposal for the conversion of analog paper records to digital image format.

BPAC-TierFive will address the digital conversion of vital paper records and include all essential services including document preparation, high-resolution digital imaging, image enhancement, data entry, Optional OCR (Optical Character Recognition), pdf conversion, advanced prep and data entry are also available if needed.

BPAC-TierFive intends to perform the contract as a single proposer and will bear sole and complete responsibility for all work. All files will be encrypted and transfer of deliverable images will occur locally on optical media thus no sensitive data (encrypted or otherwise) will be transmitted over the internet. BPAC's scanning facility is located at TierFive Solutions, in San Dimas CA.

- ***Paper - The all-inclusive price per Page is \$0.0645.***
- ***Microfiche - The all-inclusive price per Page is \$0.0289.***

This proposal will remain valid for 30 days unless extended in writing. All information and pricing within this proposal is to be considered a confidential or proprietary trade secret and is to be withheld from disclosure to all others.

Larry Cohn

President, Sales and Marketing

714-328-3844

Business Process Automation Company

Scanning Facility address:

BPAC -Tier Five, Inc.

269 W. Allen Ave.

San Dimas, CA | USA 91773

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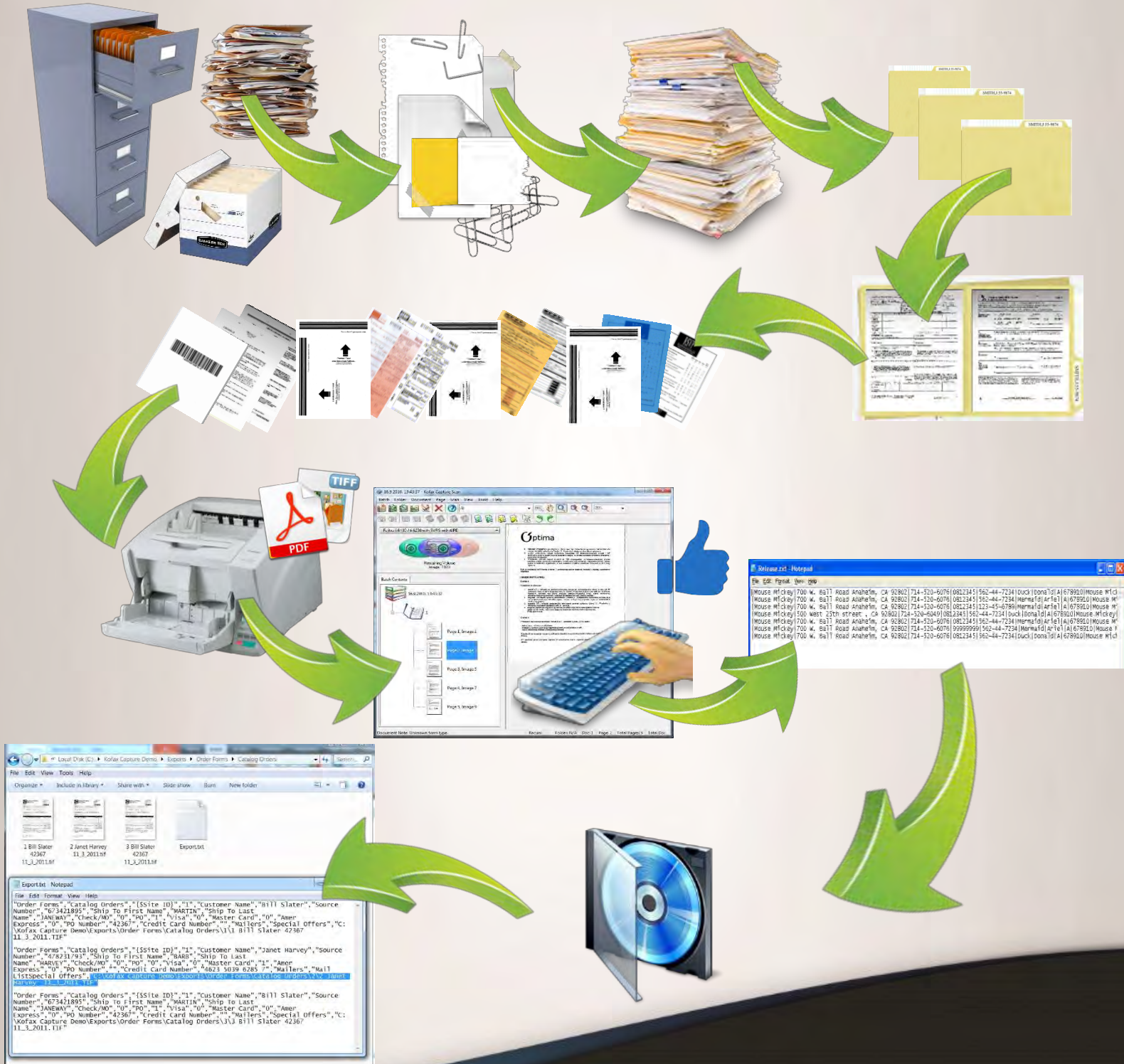
About Us

Since 2005, BPAC & TierFive, Inc. has been dedicated to meeting and exceeding our clients' business needs. Our primary focus is automating vital business processes, replacing legacy systems, and mitigating single points of failure, redundant processes, optimizing FTE utilization and managing vital records. We take pride in applying the right technology both when and where it is needed. Our vast industry experience and expertise in medical, financial, commercial, union, and manufacturing verticals enables our clients to realize cost savings and true bottom line benefit. Neither TierFive Inc. or its officers, stockholders or directors have ever been or are the subject of inquiry, investigation, litigation or threatened litigation by the IRS, DOL, or any other state or federal agency.

TierFive maintains several divisions focused on strategic verticals to best deliver our comprehensive solutions including; consulting, needs analysis, custom development, (.Net, Java, C#, .ASP, .PHP), network security, SharePoint integration, workflow, training, project management. Our document scanning division focus specifically on back file paper and legacy microfilm conversion. While TierFive Solutions facilitates the building out business processes, services, data conversion, and our Cirrus line of document capture, enterprise content management and data processing software. Our SkinnyOffice division is focused on extending MSP services and enterprise encrypted cloud backup. Our trifecta approach enables us to create, manage, store, access, maintain vital information at all life cycle stages.

TierFive reserves staff and scales to meet any project requirement. A dedicated team will be assigned for the **Southern California Joint Pole Committee** project and trained on your specific documents and requirements prior to the project. Additionally, our key employees are California Live Scanned to meet additional levels of security requirements for government. The project management lead has over a decade experience our conversion staff has over 50 years of combined experience with different verticals, records, and software hardware tools. The management team has either individually or collectively managed almost any kind of requirement in electronic document management solution implementations/support.

Document Scanning Graphical Overview



Digital Image Conversion Process Overview



On-Site Pick-up & Boxing Service

As an optional initial step to each pickup TierFive may serve to create a manifest listing the folder names for each series of records identified for each pickup by **Southern California Joint Pole Committee**. BPAC-TierFive will review the manifest with key to be identified **SCJPC** personnel and then proceed to remove correlating records from shelves or file cabinets and place in standard bankers file transfer boxes. Each Box will be designated with a unique tracking number correlating to the manifest.



Document Preparation and File base clean-up

Documents are assumed to be filed by alphabetical or numerical logic, be in generally fair to good condition; most are stapled, folded, and of variable sizes, some may be dog-eared, when we see bindings we will cut the seam. TierFive will carefully prepare your vital records for the scanning process by remove staples, unfolding, unbinding, sectioning, repair older, torn pages with tape before scanning. Any clearly misfiled records will be reorganized in logical succession.



Commitment to Client Document and Data Security

As a course of business; BPAC-TierFive Inc. will pick up and deliver all **SCJPC's** documents via our own employees, utilizing a direct portal to portal protocol (no stops between). Furthermore, TierFive does not utilize 3rd parties, temporary labor, sub-contractors or off shore services. All services will be performed by TierFive. Our employees whom have been specifically trained on the details of the application. All members of our document conversion teams undergo extensive HIPAA, PHI and security training as well as background checks and routine testing.



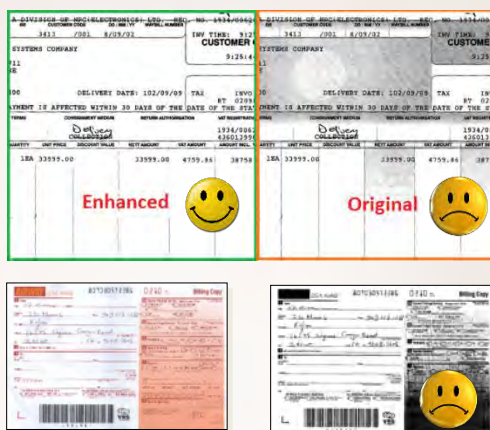
Digitization & Scanning

TierFive will proceed to sequentially scan all pages found within each general files folder into an industry standard black & white tag integrated file format (Tiff) group4 format. Documents will be logically scanned in the same order as provided (chronological, left to right for folders with most recent on top just as in file folder or box.) All documents will be scanned and processed with electronic document image enhancement VRS (or like) technology to achieve optimal legibility and quality. Double-sided documents (Duplex) will as a course of business have both sides imaged for legal purposes. Upon written request during our quality control process, we can delete or drop out any blank pages normal labor rates apply. An optimal image quality of 2-300dpi unless otherwise prior mutually determined and formally agreed upon will be utilized to achieve optimal image quality, legibility and optical character recognition results if applicable. Unless a 1:1 scenario is required and requested in writing by default a multipage image format will be utilized thus a single file (i.e. 0001.tif) will contain multiple supporting pages (one for each item stapled to the parent) any instances where a single page of paper is found (with no supporting pages stapled to it) it will also be a single file with just one image.



Image Enhancement

Documents printed on bright colored paper or which have light density font or handwriting such as pencil or faded ball point pen are scanned a high resolution and electronically enhanced to darken font and drop out shading so that the final deliverable image is of the highest quality possible. Film is analog which limits level of improvement but images from paper can be significantly enhanced.



Optional - OCR – Optical Character Recognition

OCR, or Optical Character Recognition, is a process that extracts text from the images we create from your microfilm. OCR creates an invisible layer of digital text behind your images, yielding searchable PDF files (meaning that it can be copied / pasted, and you can type in a keyword such as a place-name or surname found on a record page, and Adobe Reader will find it for you in your microfilm). Note: OCR works very well with typewritten text, however it is limited in its ability to recognize handwritten text and does not work at all with cursive writing. OCR behind image is an option if **PDF** is designated as your image format. However, if your application requires **.tif** format then a corresponding **.txt** of the related OCR will be provided. (i.e. 0001.tif + 0001.txt).



Quality Control

TierFive uses a proven document image quality control methodology consisting of either 100%, statistical sampling, random sampling via software as well as human quality control. Our process includes pre and post scanning to ensure images and indexes conform to industry standards. In the most demanding environments, performing QA on each and every page may be required. Using this technique, an operator views each page and compares it to the scanned image. This is usually done in a batch-processing environment where the scanned batches are routed to QA operators after scanning.



Indexing Requirement

Scanning generates an image of your documents; however, the images still need to be indexed so that they can be searched and retrieved. This requires indexing the images based on key fields such as, information located on the parent folder or document itself which may have details such as Name, Address, Date, Check Number, Check Amount and Reply Device Code, etc. This information can be manually keyed and/or linked to existing databases that may be available.





Secure Pick-up and Deliverables

A schedule for each of **SCJPC's** department or business divisions will be created to account for courier pick-up and delivery of the documents. This schedule may be coordinated to meet the defined business need (i.e. quarterly, monthly, bi-monthly, weekly, or bi-weekly etc.). Typically, at the same time when one set of boxes of documents are picked up, we can deliver back the processed images of your converted documents. If maintaining the original hard copy paper format is also required, then we can either deliver the paper hardcopies at the same time. Else as a course of business, and as a professional courtesy; we can maintain your original hardcopies in our secure facility after imaging for a period of 30 days at no cost. At the end of the 30-day period, a request for destruction authorization will be requested. Only if your written authorization is received and verified; the corresponding records will be cross shredded and recycled, certificates of destruction will then be issued in accordance with the legal precedent certified destruction costs will apply. If authorization to destroy the imaged records is not received, then a nominal storage fee not to exceed \$5.50 per box per month will apply or the hardcopies can be delivered back at the next scheduled interval; standard delivery charges and storage fees incurred will apply.



Project Duration

Project Start date is anticipated to commence rapidly after parameters are determined at the project kick off meeting as this may include variable such as set-up or scheduling the initial pickup of records to be converted. The volume and project parameters may allow a best effort estimation but actual duration is dependent upon the requirements dictated by many factors including availability, quality, and condition of the documents.



Detailed Metrics and Reporting

Metrics and comprehensive reporting are delivered for each project job; Each Deliverable image will 1:1 match a "Job Report" which lists each image as well as metrics and totals. These metrics accommodate compliance efforts and track ongoing project progress.

	A	B	C	D	E	F	G	H	I	J
	NAME	PROJECT	ROLL	DESCRIPTION	SERIES	YEAR	LAST	FIRST	IMAGES	PATH
12081	CUSTOMER	14191	6315	Case Folders	Start: SILVERTON, DA	2003	SNYDER	JOHN	25	\\Server\Share\Project\14191\Roll6315\SNYDER, JOHN.TIF
12084	CUSTOMER	14192	6315	Case Folders	Start: SILVERTON, DA	2003	SOBEL	ALLEN	55	\\Server\Share\Project\14191\Roll6315\SOBEL, ALLEN.TIF
12085	CUSTOMER	14193	6188	Case Folders	Start: STUDENT, SEYN	2002	SARRAF	MIKE	62	\\Server\Share\Project\14191\Roll6188\SARRAF, MIKE.TIF
12086	CUSTOMER	14194	6188	Case Folders	Start: STUDENT, SEYN	2002	SCHAEFER	SALLY	12	\\Server\Share\Project\14191\Roll6188\SCHAEFER, SALLY.TIF
12087	CUSTOMER	14195	6188	Case Folders	Start: STUDENT, SEYN	2002	SHERMAN	HAYDEN	14	\\Server\Share\Project\14191\Roll6188\SHERMAN, AYDEN.TIF
12088	CUSTOMER	14196	6188	Case Folders	Start: STUDENT, SEYN	2002	SHERLING	SAM	44	\\Server\Share\Project\14191\Roll6188\SHERLING, SAM.TIF
12089	CUSTOMER	14197	6188	Case Folders	Start: STUDENT, SEYN	2002	SILVERMAN	MIKE	32	\\Server\Share\Project\14191\Roll6188\SILVERMAN, MIKE.S.TIF
12090	CUSTOMER	14198	6188	Case Folders	Start: STUDENT, SEYN	2002	SMITH	ERICH	12	\\Server\Share\Project\14191\Roll6188\SMITH, ERICH.TIF
12091	CUSTOMER	14199	6188	Case Folders	Start: STUDENT, SEYN	2002	STUDENT	JUAN	11	\\Server\Share\Project\14191\Roll6188\STUDENT, JUAN.TIF
12092	CUSTOMER	14200	6188	Case Folders	Start: STUDENT, SEYN	2002	SUSSLE	CARL	83	\\Server\Share\Project\14191\Roll6188\SUSSLE, CARL.TIF
12093	CUSTOMER	14201	6188	Case Folders	Start: STUDENT, SEYN	2002	ULLMAN	MARK	24	\\Server\Share\Project\14191\Roll6188\ULLMAN, MARK.TIF
12094	CUSTOMER	14202	6188	Case Folders	Start: STUDENT, SEYN	2002	UNGER	LUKE	16	\\Server\Share\Project\14191\Roll6188\UNGER, LUKE.TIF
12095	CUSTOMER	14203	6188	Case Folders	Start: STUDENT, SEYN	2002	VINITSKY	PAUL	66	\\Server\Share\Project\14191\Roll6188\VINITSKY, PAUL.TIF
12096	CUSTOMER	14204	6188	Case Folders	Start: STUDENT, SEYN	2002	WATERMAN	SILAS	32	\\Server\Share\Project\14191\Roll6188\WATERMAN, SILAS.TIF
12097	CUSTOMER	14205	6188	Case Folders	Start: STUDENT, SEYN	2002	WELLES	BOAZ	18	\\Server\Share\Project\14191\Roll6188\WELLES, BOAZ.TIF
12098	CUSTOMER	14206	6188	Case Folders	Start: STUDENT, SEYN	2002	WHISLER	MATT	26	\\Server\Share\Project\14191\Roll6188\WHISLER, MATT.TIF
12099	CUSTOMER	14207	6188	Case Folders	Start: STUDENT, SEYN	2002	WILLIAMS	JAMIE	22	\\Server\Share\Project\14191\Roll6188\WILLIAMS, JAMIE.TIF
12100	CUSTOMER	14208	6188	Case Folders	Start: STUDENT, SEYN	2002	WOLOSHIN	JEFF	18	\\Server\Share\Project\14191\Roll6188\WOLOSHIN, JEFF.TIF
12101									Total	540
12102										
12103										

Document Preparation Level Overview (Essential vs Advanced)

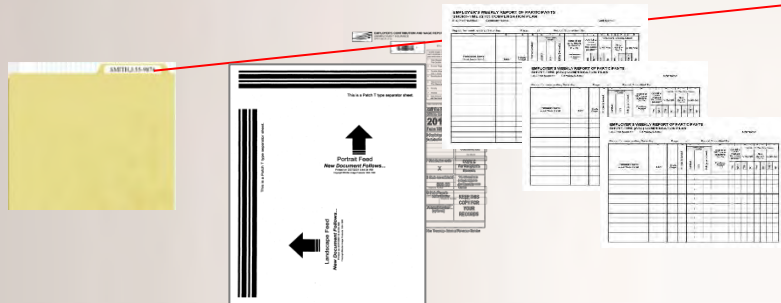
File Folder Essential: Requires separation on each folder and supporting documents follow

Document Type Group
(Folder Type)

Documents
(Folder Contents)

Document Type
(Applied to 1 Logical Documents)

Record File



1. Employer Name
(<15 Alpha Numeric ex: "ACME Inc.")
2. Employer Number
(<5 Numeric ex: 12345)
3. Document Type
(Employer File)
4. File Name 0001.tif

Example: (1) Paper Employer File = (1) Multipage Image File
(1) ACME Inc 12345 Employer File.pdf

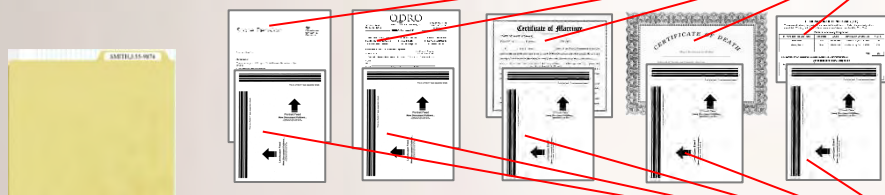
File Folder Advanced: Requires separation on each folder and supporting documents follow

Document Type Group
(Folder Type)

Documents
(Folder Contents)

Document Type
(Applied to Logical and sub Documents)

Employer File



1. Employer Name
(<15 Alpha Numeric ex: "ACME Inc.")
2. Employer Number
(<5 Numeric ex: 12345)
3. Document Type
(Employer File)
4. Contribution Period (Month)
(01=JAN etc.)
5. File Name 0001.tif
6. Document Type
Employer Application
Correspondence
Contribution Report
7. File Name 0001.tif-0005.tif



Cost Estimate –Document Scanning

BPAC - TierFive Scope of Work provides an all-inclusive price: including essential record pick-up, document preparation, scanning at 300 DPI, image enhancement, quality control, and double key indexing at Folder Level – (Folder Description), Advanced QC for page Separation and Indexing Validation, file naming, pdf conversion, Data Formatting, and Data Delivery. Shredding optional (\$4.00 per box).

Project #19159369 is based on **45 Boxes an Estimated Page Count of 90,000 Pages. Estimated 2,000 pages per box.**

Indexing:

- **Accounting Files** – Vendor Name, Title, Month, Year
- **Time Sheets** – Pay Period, Year
- **Vendor Files** – Company Name, Invoice Number, Invoice Number, Year

The all-inclusive Price Per Page is \$0.0645

Total for Project - \$5,805

Microfiche Conversion: 2 Boxes of Microfiche Sheet – Estimated 30-40 Images Per Sheet. Estimated 2,000 Total Sheets at 70,000 Images

The all-inclusive Price Per Page is \$0.0289

Total for Project - \$2,023

Turn Around time is 30-50 days. Document Search requests are available during this time (2-4 hour) turn around for requests.

Payment will be Net 30 and billed monthly after completion for each phase.

Assumptions: Client will supply, boxed records, database or logical listing for indexing and quality control purposes. Documents will be scanned at 300 DPI (in Black and White). Files are in good condition with minimal staples and clean paper. Average number of Pages per File is 40 Pages. Indexing will be at the Folder Level and by “Folder Description” Deliverable Images will be logically foldered multipage Alpha .pdf where File Names will include the Folder Description.

Optional Advanced Services:

Advance doc prep = \$0.01

Advanced QC = \$0.01

Advanced Indexing (page level) = \$0.01

Boxing, Packing & Labeling Services - \$12.50 per box

Large Format Maps - \$0.078

OCR Full Text = \$0.005 - FREE

Shredding = valued at \$4.00 a box

Pick Up Free (first trip free) After Pick Ups are \$30 each - **FREE PICK UP'S**



Cost Estimate - Acceptance and Payment Schedule Overview

By signing and accepting this agreement and receiving the services described above, the purchaser agrees to pay for such goods and services according to the terms established in the above Agreement. Signer/s also warrants that they have proper authority to bind purchasing company to these terms.

Authorized Agent Signature

Date

Terms and Conditions

Due upon receipt, unless otherwise stated in agreement. Billed at the end of each monthly based on images delivered.

1. All shipping and associated delivery charges are FOB origin.
2. Prices do not include all applicable state and local sales taxes.
3. W9 information will be provided upon request.
4. Travel and Expenses are not included and will be billed back to client as incurred at actual out of pocket cost but only if approved prior in writing.
5. This quotation is firm for 30 days and subject to change thereafter unless otherwise extended in writing.
6. Payment in full for agreed upon deliverable shall fully transfer ownership and exclusive license of all digital reproductions.
7. Details of this confidential document are covered by existing BAA or non-disclosure agreement.
8. All Pricing based on completion of 3 box test for each document type and open to negotiation.

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ARC DOCUMENT SOLUTIONS SOFT ESTIMATE FOR:

So. Ca. Joint Pole Committee

Archiving Information
Management Services

September 13, 2019

Confidential

COVER LETTER OF INTRODUCTION

Thank you very much for the opportunity to propose our services to the So. Ca. Joint Pole Committee. We have fulfilled Scanning, Imaging and other Document Solutions services for many Architects, Engineers, School Districts, Developers, Property Management and Cities throughout the USA for many years.

ARC is the leading document solutions company in the United States, providing business-to-business document management services to the industry. The company provides our core services through a proprietary suite of reprographics and document imaging technology products, a nationwide network of locally branded service centers and more than 4,000 facilities management programs at client locations throughout the country.

We offer the following capabilities and expertise to So. Ca. Joint Pole Committee including:

- Vast experience with corporate and government records
- Precedent of scanning, data processing, indexing and metadata creation
- Cloud hosting services and data management
- Established local presence in the area
- State of the art equipment and production facilities
- Significant experience in document handling and conversion projects
- Tenured and experienced management and production staff
- Proven quality programs that ensure accuracy
- Advanced service offerings that can be leveraged by So. Ca. Joint Pole Committee for future

ARC has a long list of satisfied clients that include government, health, industrial, financial, education, and construction. This unique combination of technical knowledge and production expertise results in the creation of sophisticated production control technology, which is customized for each project to provide quality and price competitiveness.

We understand So. Ca. Joint Pole Committee is looking for Digitizing and Indexing services for a collection of documents. These documents have been reviewed by our ARC team member. Here is a unit cost breakdown including Data Capture and File Indexing based on our assessment & conversation with So. Ca. Joint Pole Committee representative. This is a living assessment that is subject to change as we move forward with our analysis of volume document types and output required by So. Ca. Joint Pole Committee

Looking forward to your feedback,

Sincerely,

Bobby Rush.

American Reprographics Company, LLC

SCOPE OF WORK

What ARC will provide:

Document Conversion, Quality Assurance and renaming to PDF.

SECURE: ARC will go on-site to box documents, apply box barcode chain of custody labels, retrieve files from So. Ca. Joint Pole Committee and transport them to its archive facility location in City Of Industry for processing and scanning. Upon retrieval from So. Ca. Joint Pole Committee, the documents will remain in ARC's custody. Documents are transported by ARC to ARC's location and only handled by ARC employees. Images remain on ARC's secure servers, until the final deliverable is returned to So. Ca. Joint Pole Committee. No third parties are involved with the scanning process, transportation or storage.

PREP: ARC will prepare your documents for scanning by removing all binding materials (e.g., staples, paper clips, clamps, coil binders, comb binders, velo bindings, fold-over tab binders, 3 ring binders, etc.).

SCAN: ARC will scan all documents.

Detailed Processing steps:

- ARC will scan all pages in B&W at 200dpi.
- ARC will output all files as Multipage PDF per file.
- ARC will use OCR (Optical Character Recognition) on all documents.
- ARC will index each Multipage PDF file with the information found on the file folder or other bulk document binding plus date.
- No Re-Binding required. ARC will place document back into original box in original order.
- ARC will deliver all images via 16GB Thumbdrive
- **Optional** - document destruction.
- **Optional** - return of documents in original boxes.
- Projected project completion 45 business days.

Rates & Services Pricing

Service	Description	QTY	Unit	Per Unit	Extended
Plan Sheet Imaging – B&W	Convert Large Format Sheets to PDF (12x18 up to 36x48) B&W - 200 DPI & Medium Preparation .	88,000	Image	\$0.06	\$5,280.00
Small Format Imaging	OCR - Optical Character Recognition Enhancement. (Searchable PDF) .	88,000	Image	\$0.01	\$880.00
Indexing - File Naming	Subjective Manual Extraction of Key Data - Includes	1,200	File	\$0.65	\$780.00
Logistics	Document Transportation - Pickup .	40	Per Box	\$4.00	\$160.00
Logistics	Document Transportation - Delivery (OPTIONAL).	40	Per Box	\$4.00	\$160.00
Destruction	Document Destruction (OPTIONAL).	40	Per Box	\$4.00	\$160.00
Data Deliverable	16 GB Drive with Data .	1	Each	\$35.00	\$35.00
Service Total					\$7,455.00

Additional Scope Details:

Chain Of Custody Level – Box

Note: Prices submitted are considered firm for sixty (30) days. The pricing above is based on the initial assessment and 'best' condition assumptions excluding 'Additional Scope Questions'. Any deviation from the above assumptions must be mutually agreed upon by both parties and may impact both schedule and price and will be subject to a Change Order. ARC will produce a Pilot or sample to each Department to insure Indexing (Folder Structure & File Naming) for process approval from So. Ca. Joint Pole Committee prior to producing entire collection. Actual quantities processed will determine final pricing, which may be lower or higher than this estimated total amount. So. Ca. Joint Pole Committee will assign a Project Manager or Point Of Contact in coordination with ARC Project manager to insure timely feedback & authorization.

ARC Document Solutions Team

Bobby Rush
Archive Manager
818-257-1804 bobby.rush@e-arc.com

Don Butler
AIM Special Projects Manager
657-255-0324 don.butler@e-arc.com



TURN SOURCE IMAGING

ESTIMATE

557 West 23rd Street
Los Angeles, CA 90007
Ph: 714-276-1111 Option 1
info@turnsourceimaging.com
www.turnsourceimaging.com

PREPARED FOR

Attn: Angela Pranata
Southern California Joint Pole
Committee
279 E Arrow Hwy #104,
San Dimas, CA 91773
United States

ESTIMATE NO. 11366
ACCOUNT REP JR
CREATION DATE 08/29/2019
EXPIRATION DATE 10/31/2019

SCOPE OF WORK

The estimate is based on 30 total boxes containing an average of 2,500 images per box. Estimate assumes each box contains and average of 40 files, with 25 keystrokes of indexing per file.

NO.	ACTIVITY	QTY	RATE	AMOUNT
1	Document Scanning Services Per Image (The following 3 services included in Rate) 1.) Document Preparation - Process of adding separation barcodes at file/prong level. Includes staple removal, clips, obstructions, and any procedures necessary to make paper "feed-ready" 2.) Scanning Service - ADF Black & White 300 DPI Letter Size Process of feeding documents through commercial grade Fujitsu ADF scanners. Additionally, clean up settings will be applied for auto orientation, de-skewing, despeckling, and blank page removal for the high quality output. 3.) Post Scanning Quality Assurance - Post scanning review of all scanned images. Manual page rotations, blank page removal, rescan of illegible images as necessary.	75,000	0.0375	2,812.50
2	Indexing Per Keystroke - Data Entry 2-Fields 1.) Document Type 2.) Date 3.) Name from File Folder	30,000	0.0125	375.00
3	Data Export Service Fee - Export scanned data to multipage PDF with OCR. Upload to file share/flash drive for delivery of data.	1	85.00	85.00
4	Shipping Service Per Trip - Document box pick-up service. (Cargo 91773)	1	101.88	101.88
5	Shredding Per Lb - After delivery of data, and 20-day hold. Original records will be destroyed by shredding and recycling. Certificate of destruction supplied upon request.	1,050	0.20	210.00

Customers will be invoiced for and agrees to pay for actual quantities delivered. The values in the quantity field are only estimates.

Accepted by: _____

Date: _____

SUBTOTAL	\$3,584.38
DISCOUNT	
TAX	
TOTAL	\$3,584.38

TERMS AND CONDITIONS

This quote constitutes an offer by TSI HOLDING, LLC and Subsidiaries ("TURN SOURCE") to the buying party named on the first page of this quote for the sale of the products and services itemized above (Activity). The offer made in this quote is subject to the terms and conditions below. You may accept this offer with an official purchase order citing the quotation number above or a copy of this quote with an authorized officer's signature from the buying party. By accepting this offer you accept Turn Source's terms and conditions below.

TERM: If you have not accepted this quote by the "EXPIRATION DATE" of this quote, this quote will expire and will be void.

PAYMENT: Payment terms for new customers are due on or before delivery of scanned data. Extended payment terms for existing or repeat customers can be arranged with your Turn Source representative. Payment can be received via check, ACH, or credit card which may include a 3% fee for transactions over \$2,500.

ANCILLARY CHARGES & ADDITIONAL SERVICES: Additional charges may apply for the following if requested by customer: Delivery/Pick-up, Database Building, FTP Account Creation/Data Transfer, DVD/CD, OCR, Color Scans, Oversize/Large Format Scans, On-site Charges, Reassembly/ Reconstruction, Document Shredding Services, Special Reporting, Special Handling, and Rush Orders. Please consult your TURN SOURCE representative to obtain specific charges for items listed above that may apply as these services and associated costs vary by project. Any of these services rendered will be added to the final invoice.

DELIVERY: Delivery dates for services will be estimated by Turn Source upon Turn Source's receipt of quote acceptance. Turn Source will always do its best to complete projects by or before the estimated turn-around times or a desired turn-around time requested by the customer, it makes no guarantees with respect to delivery dates nor as it relates to the quote or pricing, and such dates are subject at times to change by Turn Source.

QUALITY ASSURANCE / WARRANTY: Turn Source will use every reasonable effort to ensure that the buyer has been provided the product or service described by this quote. With regard to quality, TURN SOURCE follows a strict series of manual and automated steps to ensure the quality of service and final product it delivers to its customers. Considering these measures taken, we are able to guarantee an accuracy rate of 98% or better with respect to scanning and capture of images (typical results are in the 99.5-99.9% range). Because of the extreme caution, sensitivity, and emphasis placed on capturing every image possible, including images randomly of the back side of pages, the final deliverable image content may or may not contain a small percentage of captured blank back sides that do not contain an image.

CONFIDENTIALITY: During the performance of the Activities and related services. All such documentation and content (regardless of form i.e. hard copy, electronic, CD etc.) is to be considered "Confidential Information". Turn Source shall not divulge, disclose, provide or disseminate the Confidential Information to any third party at any time, unless provided prior written authorization. Confidential Information shall not be used for any purpose other than its reasonable use in the normal performance of the services provided by Turn Source. Reasonable efforts will be made to limit access to Confidential Information to only those who need to handle the information and those persons will be advised that the information is to be kept confidential and secure.

DEFINITION OF AN IMAGE: An image is defined as one side of hard copy page. Two images are defined as two (2) successive pages or one page containing information on both the front and backside of that hard copy.

PRICE INCREASES: Turn Source may increase the rates and charges set forth in the estimate to reflect increases in its relevant costs, including but not limited to costs of labor and material, after obtaining client's prior written approval, should an increase in the rates and charges set forth be deemed necessary by Turn Source.

INITIAL _____



ARC DOCUMENT SOLUTIONS SOFT ESTIMATE FOR:

So. Ca. Joint Pole Committee

MICROFICHE IMAGE CONVERSION QUOTE

Archiving Information
Management Services

September 25, 2019

Confidential

COVER LETTER OF INTRODUCTION

Thank you very much for the opportunity to propose our services to the So. Ca. Joint Pole Committee. We have fulfilled Scanning, Imaging and other Document Solutions services for many Architects, Engineers, School Districts, Developers, Property Management and Cities throughout the USA for many years.

ARC is the leading document solutions company in the United States, providing business-to-business document management services to the industry. The company provides our core services through a proprietary suite of reprographics and document imaging technology products, a nationwide network of locally branded service centers and more than 4,000 facilities management programs at client locations throughout the country.

We offer the following capabilities and expertise to So. Ca. Joint Pole Committee including:

- Vast experience with corporate and government records
- Precedent of scanning, data processing, indexing and metadata creation
- Cloud hosting services and data management
- Established local presence in the area
- State of the art equipment and production facilities
- Significant experience in document handling and conversion projects
- Tenured and experienced management and production staff
- Proven quality programs that ensure accuracy
- Advanced service offerings that can be leveraged by So. Ca. Joint Pole Committee for future

ARC has a long list of satisfied clients that include government, health, industrial, financial, education, and construction. This unique combination of technical knowledge and production expertise results in the creation of sophisticated production control technology, which is customized for each project to provide quality and price competitiveness.

We understand So. Ca. Joint Pole Committee is looking for Digitizing and Indexing services for a collection of documents. These documents have been reviewed by our ARC team member. Here is a unit cost breakdown including Data Capture and File Indexing based on our assessment & conversation with So. Ca. Joint Pole Committee representative. This is a living assessment that is subject to change as we move forward with our analysis of volume document types and output required by So. Ca. Joint Pole Committee

Looking forward to your feedback,

Sincerely,

Bobby Rush.

American Reprographics Company, LLC

ARC Document Solutions Proposal So. Ca. Joint Pole Committee

SCOPE OF WORK

What ARC will provide:

Document Conversion, Quality Assurance and renaming to PDF.

SECURE: ARC will go on-site to box documents, apply box barcode chain of custody labels, retrieve files from So. Ca. Joint Pole Committee and transport them to its archive facility location in City Of Industry for processing and scanning. Upon retrieval from So. Ca. Joint Pole Committee, the documents will remain in ARC's custody. Documents are transported by ARC to ARC's location and only handled by ARC employees. Images remain on ARC's secure servers, until the final deliverable is returned to So. Ca. Joint Pole Committee. No third parties are involved with the scanning process, transportation or storage.

PREP: ARC will prepare your documents for scanning by removing all binding materials (e.g., staples, paper clips, clamps, coil binders, comb binders, velo bindings, fold-over tab binders, 3 ring binders, etc.).

SCAN: ARC will scan all documents.

Detailed Processing steps:

- ARC will scan all frames of each microfiche in B&W at 200dpi.
 - All images will go be batch cropped, rotated and deskewed.
 - Every images will be Q/C'd to ensure no cut-offs or compression errors
 - Process will include image capture of each fiche title strip.
 -
 - ARC will index each file output with the fiche title strip information.
 - ARC will, at the customers request, combine the output of any files that span multiple microfiche.
 -
 - Images can be delivered either as single page TIFF images or multipage PDF.
 - ARC will deliver all images via 16GB Thumbdrive
 - Estimated project completion is 60 business days.
- *Note - Quantities are based on the assumption that half of the cards will have less than 18 images per fiche and the other half will have more than 18 images. Final invoicing will reflect the actual totals completed.

Rates & Services Pricing

Service	Description	QTY	Unit	Per Unit	Extended
Film Conversion	Convert Microfiche to digital image - less than 18 images per fiche. 200 DPI .	1,000	Card	\$2.00	\$2,000.00
Film Conversion	Convert Microfiche to digital image - more than 18 images per fiche. 200 DPI .	35,000	image	\$0.14	\$4,900.00
Indexing - File Naming	Subjective Manual Extraction of Key Data - Includes up to 2 Long Attributes .	2,000	File	\$1.00	\$2,000.00
Logistics	Document Transportation - Pickup .	1	Trip	\$35.00	\$35.00
Logistics	Document Transportation - Delivery .	1	Trip	\$35.00	\$35.00
Data Deliverable	16 GB Drive with Data .	40	Each	\$25.00	\$1,000.00
Service Total					\$9,970.00

Additional Scope Details:

Chain Of Custody Level – Box

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Ph: 714-276-1111 Option 1
info@turnsourceimaging.com
www.turnsourceimaging.com

PREPARED FOR

Attn: Angela Pranata
Southern California Joint Pole
Committee
279 E Arrow Hwy #104,
San Dimas, CA 91773
United States

ESTIMATE NO. 11387
ACCOUNT REP JR
CREATION DATE 09/25/2019
EXPIRATION DATE 11/29/2019

SCOPE OF WORK

Estimate based on 2,000 MicroFiche Cards with an average of 40 images per card.

NO.	ACTIVITY	QTY	RATE	AMOUNT
1	Scanning Per Image - Black & White 2-bit 200 DPI Jacketed Microfiche Cards Clean up settings will be applied for auto orientation, de-skewing, de-speckling for the highest quality output	70,000	0.075	5,250.00
2	Indexing Per Card - Data Entry Single Field (Data from Header - Range Info)	2,000	0.35	700.00
3	Professional Services Per Card - Conversion to Multipage PDF Per Card	2,000	0.05	100.00

Customers will be invoiced for and agrees to pay for actual quantities delivered. The values in the quantity field are only estimates.

Accepted by: _____

Date: _____

SUBTOTAL	\$6,050.00
DISCOUNT	
TAX	
TOTAL	\$6,050.00

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ANCILLARY CHARGES & ADDITIONAL SERVICES: Additional charges may apply for the following if requested by customer: Delivery/Pick-up, Database Building, FTP Account Creation/Data Transfer, DVD/CD, OCR, Color Scans, Oversize/Large Format Scans, On-site Charges, Reassembly/ Reconstruction, Document Shredding Services, Special Reporting, Special Handling, and Rush Orders. Please consult your TURN SOURCE representative to obtain specific charges for items listed above that may apply as these services and associated costs vary by project. Any of these services rendered will be added to the final invoice.

DELIVERY: Delivery dates for services will be estimated by Turn Source upon Turn Source's receipt of quote acceptance. Turn Source will always do its best to complete projects by or before the estimated turn-around times or a desired turn-around time requested by the customer, it makes no guarantees with respect to delivery dates nor as it relates to the quote or pricing, and such dates are subject at times to change by Turn Source.

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PRICE INCREASES: Turn Source may increase the rates and charges set forth in the estimate to reflect increases in its relevant costs, including but not limited to costs of labor and material, after obtaining client's prior written approval, should an increase in the rates and charges set forth be deemed necessary by Turn Source.

INITIAL _____

Angela Pranata

From: Accounting <accounting@eecorepro.com>
Sent: Wednesday, October 02, 2019 3:42 PM
To: 'Angela Pranata'
Subject: RE: Larry Cohn, BPA Company - scanning project

Importance: High

Good afternoon Angela,

This is to verify that we have been using Larry Cohn's service since April of 2018 for converting microfilm/fiche to digital format whenever the need arises. BPA has provided high quality results that met with our expectations and requirements. Larry is a pleasure to work with and I recommend their work product. Please feel free to contact me if you need any additional information or have any questions.

Regards,

Jane
EECO Digital
714-533-7058

From: Angela Pranata [mailto:angela@scjpc.net]
Sent: Wednesday, October 02, 2019 2:51 PM
To: accounting@eecorepro.com
Subject: Larry Cohn, BPA Company - scanning project

Good afternoon Jane,

We are evaluating different document scanning providers and considering Larry Cohn, BPA Company, to complete a scanning project for us. Larry listed you as one of his references.

Could you please share your experience with Larry Cohn/BPA Company?
For example, did they provide you with high quality results and meet your expectations and requirements?

Any feedback would be appreciated.

Thank you,
Angela Pranata
Manager of Operations
So. Ca. Joint Pole Committee
279 E Arrow Hwy, Suite 104
San Dimas, CA 91773
Ph: 909-599-3801 x203
Fax: 909-599-3825
angela@scjpc.net



Virus-free. www.avg.com

Angela Pranata

From: Myrene Timoteo <myrenet@scs-systems.com>
Sent: Thursday, October 03, 2019 7:50 AM
To: Angela Pranata
Subject: RE: Larry Cohn BPA Company - scanning project

Hi Angela,

Good Morning.

I highly recommend Larry Cohn of BPA Company.

He has been my go to person for scanning since 2013 and does a really good job.

Easy to reach out, very accommodating on schedules & time and also does his job even in short notice or sometime on short period of time when I need some stuff rush.

I would highly consider him for your company, he will not disappoint you.

Thank you!



Myrene Timoteo
Billing Analyst / Office Mgr.
SCS Flooring Systems
5 Peters Canyon Road, Ste. 130
Irvine, CA 92606
Direct # (657) 232-9930
Office # (714) 542-2146 Ext. 130
Fax # (714) 542-2147
myrenet@scs-systems.com
www.scs-systems.com

From: Angela Pranata <angela@scjpc.net>
Sent: Wednesday, October 02, 2019 2:52 PM
To: Myrene Timoteo <myrenet@scs-systems.com>
Subject: Larry Cohn BPA Company - scanning project

Good Afternoon, Myrene,

We are evaluating different document scanning providers and considering Larry Cohn, BPA Company, to complete a scanning project for us. Larry listed you as one of his references.

Could you please share your experience with Larry Cohn/BPA Company?

For example, did they provide you with high quality results and meet your expectations and requirements?

Any feedback would be appreciated.

Thank you,
Angela Pranata
Manager of Operations

Angela Pranata

From: Angela Pranata <angela@scjpc.net>
Sent: Wednesday, October 02, 2019 3:03 PM
To: angela@scjpc.net
Subject: Feedback for TierFive/BPAC review

Call Log, review for TierFive,

Called Rosa today at 3:00pm, was able to speak with her. She's really satisfied with the service.

They were able to view the samples before they finalized the scanning.

If there's any errors, they were able to fix the scan.

Angela Pranata
Manager of Operations
So. Ca. Joint Pole Committee
279 E Arrow Hwy, Suite 104
San Dimas, CA 91773
Ph: 909-599-3801 x203
Fax: 909-599-3825
angela@scjpc.net

From: Ernst Gangnes [mailto:EGangnes@tierfive.com]
Sent: Wednesday, September 25, 2019 9:12 AM
To: Angela Pranata <angela@scjpc.net>
Cc: Romulo Torralba <RTorralba@tierfive.com>; Larry Cohn <larry.cohn@bpaco.net>
Subject: Re: Accepted: FW: SCJPC sample file pick up

Hi Angela

On my way. Be there by 10:30 am to pick up the files

Attached is a reference also .local school district in San Dimas.

Rosa Beltran
Payroll Manager
Bonita Unified School District
[909-971-8320 ext. 5214](tel:909-971-8320)

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Angela Pranata <angela@scjpc.net>
Sent: Tuesday, September 24, 2019 12:08:20 PM
To: 'Ernst Gangnes' <EGangnes@tierfive.com>
Subject: Accepted: FW: SCJPC sample file pick up

City of Industry

★★★★★ Rating: 5.0 - 12 reviews

ARC
1207 A John Reed Ct
City of Industry, CA 91745
United States

(626) 333-7005
 (626) 333-7005
 cityofindustry@e-arc.com (<mailto:cityofindustry@e-arc.com>)

Hours
 Monday - Friday: 8:00 AM - 5:00 PM

Manager
 Robert Wilson



Send files	Planrooms	Equipment & Supplies	MPS
ishipdocs (https://www.ishipdocs.com/ishipdocs)	Order from PlanWell (https://www.planwell.com/arc.com/arcEOC/PWELL_Main.aspx?mem=153)	Shop Online (http://shop.arcsupplies.com/store/default.aspx)	Order Supplies (Default Service)
Place an EWO Order (https://order.e-arc.com/arcEOC/EWO_Main.aspx?mem=153)	SKYSITE (https://app.skysite.com)	Special Store Inquiry	Customer Services
Place Order / Send Files / Quote (https://www.ishipdocs.com/ishipdocscabinet/Cabinet/DropboxUploader.aspx?key=rmDMbYLtr5%40PmLgrpEHdDFJlTVAIhCmBpH9QegmDUSsVxt3WT46clqPeR2paIMSV&key=Rd4fE20B3sLUNiqF6p1XMndw%3D%3D&tappid=uAy5)			Download Work Order (https://www.e-arc.com/work-orders/WO-CityOfIndustry.pdf)
3D Printing Quote Request (https://www.e-arc.com/3d-printing/quote-request.aspx)			Contact Customer Service (Request a Quote)
			Send Feedback

arc.com/services/3d-printing/3d-printing-state-select/

(https://www.e-arc.com/)

Q

≡

- Public Planroom
(https://order.e-arc.com/arcEOC/PWELL_PublicList.asp?mem=29)
- Online Accounting
(https://r2mfg.e-arc.com/portal)
- COD Application
(https://www.e-arc.com/arc-customer-cod-application/)
- Credit Application
(https://www.e-arc.com/arc-customer-credit-application/)
- Customer Resources
(https://www.e-arc.com/resources/)

Other Locations Nearby

Monterey Park

(https://www.e-arc.com/location/monterey-park-equipment-supplies-580-monterey-pass/)

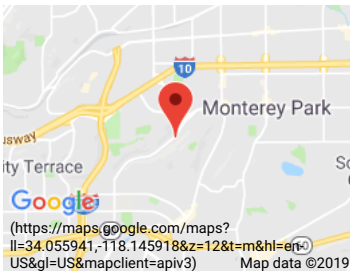
ARC

580 Monterey Pass Road

Monterey Park, CA 91754

United States

12.36 miles away



Monterey Park

(https://www.e-arc.com/location/monterey-park-equipment-supplies/)

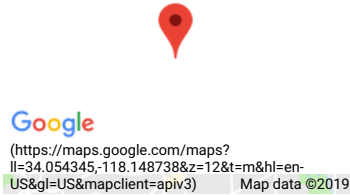
ARC

616 Monterey Pass Road

Monterey Park, CA 91754

United States

12.48 miles away



Ratings & Reviews



5.0 /5

★★★★★

Based on 12 Reviews

★★★★★

- Print Services
- Managed Print Services
- Technology Services

Write a review

Post

Customer reviews

1 - 5 of 12 Reviews

Filter by: All Print Services Managed Print Services Technology Services

6 - 10

5 / 5

★★★★★

Amado Landin 2018-07-09 Review on Print Services

I've doing business with ARC for many years and their service has always been great. Keep up the great work!

➡ Team ARC

Thanks, Amado! ARC will!

5 / 5

★★★★★

 JA 2018-06-14 **Review on** Print Services

ARC City of Industry provides exceptional services and professionalism. Very satisfied.

➡ Team ARC

Thanks for your review, JA!



5 /5

★★★★★

Kamal S Iskander & Assoc. Inc. 2017-08-15

ARC City of Industry is excellent. The staff is very friendly and efficient. They always have our order on time, Also Account receivable person is very cooperative and pleasant .

Team ARC

Thanks, for the shout out, Kamal! We are so happy you enjoy working with ARC! Reviews like yours make our day!

5 /5

★★★★★

Claudia 2017-07-11

Arc has always gone above and beyond. We could not be more happy with the amazing quality service they provide. They are extremely detailed and want to make sure you get the best service possible. Thank you!!

5 /5

★★★★★

HOSS FARZAD 2017-07-08

Perfect attitude & quality as always

1 - 5 of 12 Reviews

6 - 10

SOLUTIONS

Facilities Management
(<https://www.arcfacilities.com>)
Home (<https://www.e-arc.com/>)

CORPORATE

About Us (<https://www.e-arc.com/about-us/>)
Careers (<https://www.e-arc.com/careers/>)
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Investors (<https://ir.e-arc.com/investors/overview/default.aspx>)
Locations (<https://www.e-arc.com/location/>)
Press Releases (<https://www.e-arc.com/press-release/>)

SERVICE CENTERS

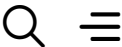
Place Order
(<https://www.ishipdocs.com/FileTransfer/PrintFiles.aspx>)
Track Order
(<https://www.ishipdocs.com/FileTransfer/PrintFilesTracking.aspx>)
Send Files
(<https://www.ishipdocs.com/FileTransfer/SendFiles.aspx>)
Order Supplies (<http://shop.arcsupplies.com/store/default.aspx>)
Public Planroom (<https://order.e-arc.com/arcEOC/ARCPlanRoom.aspx>)

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City of Industry

★★★★★ Rating: 5.0 - 12 reviews

ARC
1207 A John Reed Ct
City of Industry, CA 91745
United States

(626) 333-7005
 (626) 333-7005
 cityofindustry@e-arc.com (<mailto:cityofindustry@e-arc.com>)

Hours
 Monday - Friday: 8:00 AM - 5:00 PM

Manager
 Robert Wilson



Send files	Planrooms	Equipment & Supplies	MPS
ishipdocs (https://www.ishipdocs.com/ishipdocs)	Order from PlanWell (https://www.planwell.com/arc.com/arcEOC/PWELL_Main.aspx?mem=153)	Shop Online (http://shop.arcsupplies.com/store)	Order Supplies (Default Service)
Place an EWO Order (https://order.e-arc.com/arcEOC/EWO_Main.aspx?mem=153)	SKYSITE (https://app.skysite.com)	Special Store Inquiry	Customer Services
Place Order / Send Files / Quote (https://www.ishipdocs.com/ishipdocscabinet/Cabinet/DropboxUploader.aspx?key=rmDMbYLtr5%40PmLgrpEHdDFJlTVAIhCmBpH9QegmDUSsVxt3WT46clqPeR2paIMSV&key=Rd4fE20B3sLUNiqF6p1XMndw%3D%3D&tappid=uAy5)			Download Work Order (https://www.e-arc.com/work-orders/WO-CityOfIndustry.pdf)
3D Printing Quote Request (https://www.e-)			Contact Customer Service (Request a Quote)
			Send Feedback

arc.com/services/3d-printing/3d-printing-state-select/

(https://www.e-arc.com/)

Q

≡

- Public Planroom
(https://order.e-arc.com/arcEOC/PWELL_PublicList.asp?mem=29)
- Online Accounting
(https://r2mfg.e-arc.com/portal)
- COD Application
(https://www.e-arc.com/arc-customer-cod-application/)
- Credit Application
(https://www.e-arc.com/arc-customer-credit-application/)
- Customer Resources
(https://www.e-arc.com/resources/)

Other Locations Nearby

Monterey Park

(https://www.e-arc.com/location/monterey-park-equipment-supplies-580-monterey-pass/)

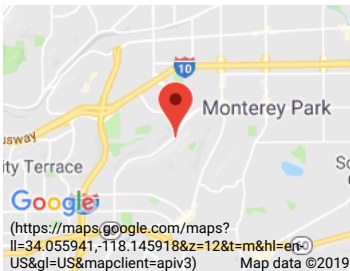
ARC

580 Monterey Pass Road

Monterey Park, CA 91754

United States

12.36 miles away



Monterey Park

(https://www.e-arc.com/location/monterey-park-equipment-supplies/)

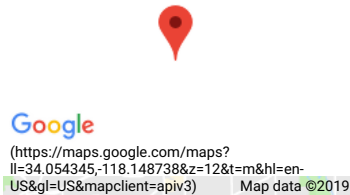
ARC

616 Monterey Pass Road

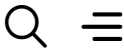
Monterey Park, CA 91754

United States

12.48 miles away



Ratings & Reviews



5.0 /5
★★★★★

Based on 12 Reviews

Your Rating



Reviewing

- ☐ Print Services
- ☐ Managed Print Services
- ☐ Technology Services

Name

Write a review

Post

Customer reviews

6 - 10 of 12 Reviews

Filter by: ☐ All ☒ Print Services ☐ Managed Print Services ☐ Technology Services

1 - 5 11 - 15

5 /5



 Laura  2017-06-08

ARC City of Industry is amazing. The stadd is friendly staff. They always have our orders ready on time, and are willing to make accommodations as needed, Thank you for all your hard work! - All-American Fire & Safety, Inc.

 Team ARC

We work hard for our customers--every time. Thanks for noticing, Laura!

5 /5



 5/5 Stars  2017-06-05

We are extremely satisfied with the excellent service that ARC, City of Industry, continues to provide our company. Robert and the team are always consistant and punctual in delivering our reprographic needs to our doorstep. We are grateful for their impecable service! Thank you, Cobalt Construction Co.



Team ARC

(<https://www.e-arc.com/>)



We're grateful for awesome customers like you! Thanks for the feedback.

5 /5

★★★★★

 Claudia Hernandez  2017-06-02

The City of Industry Team is AWESOME!!! Robert Wilson is always there to lend a helping hand and continues to help ensure to meet our tight deadlines! Kudos to the whole team! thank you for always going the extra mile, Cupertino truly appreciates all your help!



Team ARC

Thanks much for the kudos, Claudia! We appreciate your business.

5 /5

★★★★★

 Trumark  2017-06-01

The City of Industry Team is wonderful to work with! They always go out of their way to meet our tight deadlines. Our projects wouldn't go as smoothly without them.

5 /5

★★★★★

 MTM Construction, Inc.  2017-06-01

The Best! Arc always meets or exceeds our expectations and needs. Thank you!

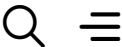
6 - 10 of 12 Reviews

1 - 5 11 - 15

SOLUTIONS	CORPORATE	SERVICE CENTERS	RESOURCES
Facilities Management (https://www.arcfacilities.com)	About Us (https://www.e-arc.com/about-us/)	Place Order (https://www.ishipdocs.com/FileTransfer/PrintFiles.aspx)	Blog (https://www.e-arc.com/blog)
Home (https://www.e-arc.com/)	Careers (https://www.e-arc.com/careers/)	Track Order (https://www.ishipdocs.com/FileTransfer/PrintFilesTracking.aspx)	Collate (https://www.e-arc.com/collate)
	Contact Us (https://www.e-arc.com/contact-us/)	Send Files (https://www.ishipdocs.com/FileTransfer/SendFiles.aspx)	Custom (https://www.e-arc.com/custom)
	Customers (https://www.e-arc.com/customers/)	Order Supplies (http://shop.arcsupplies.com/store/default.aspx)	Custom (https://www.e-arc.com/custom)
	Ethics & Compliance (https://www.e-arc.com/ethics-compliance/)	Public Planroom (https://order.e-arc.com/arcEOC/ARCPlanRoom.aspx)	Resources (https://www.e-arc.com/resources)
	Investors (https://ir.e-arc.com/investors/overview/default.aspx)		Green (https://www.e-arc.com/green)
	Locations (https://www.e-arc.com/location/)		Initiatives (https://www.e-arc.com/initiatives)
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Write a Review

For Businesses

Turn Source Document Scanning Services

Claimed

★★★★★

7 reviews

Digitizing Services, Printing Services, Shredding Services

Edit

Write a Review

Add Photo

Share

Save

Photos and Videos

See All 41

See All 41

Other Shredding Services Nearby

South Bay Document Destruction

★★★★★

64 reviews

10.9 miles away from Turn Source Document Scanning Services

J C. said "Ok. I admit it. I'm a hoarder. Which is why i had boxes and boxes of useless receipts mixed with important documents from 10 years ago to now. I decided to clean up my place and searched everywhere to get rid of my documents but all..."

read more

in Shredding Services

Shred Time

★★★★★

104 reviews

9.9 miles away from Turn Source Document Scanning Services

Jocelyne K. said "I am so impressed with this company! They are a rare find. I took 32 lbs of papers to be shredded. I didn't have an appointment, just showed up. Before I was out of my car, 3 people came running down their front steps to pull out..."

read more

in Shredding Services

About the Business

John R.

Owner

We pride ourselves on continuing to keep our focus on providing only tailored and practical document conversion and document scanning solutions. Rather than a One-Size-Fits-All, Our only approach is to develop the most efficient processes, to accomplish the most practical solut...

Read more

Location & Hours

Request a Quote

10 minutes

Response Time

100%

Response Rate

Request a Quote

turnsourceimaging.com

(714) 276-1111

View Service Area

You Might Also Consider

Total Shredding

★★★★★

12 reviews

1.1 miles

Laine G. said "Excellent service! Quick appointment, quick service... I would definitely give them..."

read more

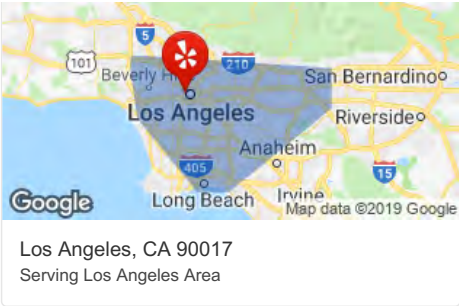
PFS Shredding Services

★★★★★

27 reviews

Brenda P. said "After using this service today, I can understand why their ratings are so high! I..."

read more



Mon

9:00 am - 6:00 pm

Tue

9:00 am - 6:00 pm

Wed

9:00 am - 6:00 pm

Open now

Thu

9:00 am - 6:00 pm

Fri

9:00 am - 6:00 pm

Sat

Closed

Sun

Closed

Edit business info

Known For

Accepts Credit Cards

Yes

Ask the Community

Yelp users haven't asked any questions yet about Turn Source Document Scanning Services.

Ask a Question

Recommended Reviews

Your trust is our top concern, so businesses can't pay to alter or remove their reviews. [Learn more.](#)

Search within reviews

Sort by Yelp Sort



Start your review of Turn Source Document Scanning Services.



Mike C.

Whittier, CA

0 friends

5 reviews

2 photos

★★★★★

2/8/2019

I've had John do a number of scanning projects for my insurance agency over the last few months and they've always done a great job in a quickly manner. Every time we fill up our boxes, we give them a call to come pick them up. The load of boxes are done within a few weeks and a driver drops off a portable drive and new boxes for the next time. I recommend their scanning services to any company/business owner. We've been able to save a lot of time because we used to do all of the scanning ourselves (highly recommend not doing that) and now our staff can focus on their jobs. Thank you and take care!

Useful

Funny

Cool



Sara Z.

Los Angeles, CA

55 friends

41 reviews

★★★★★

10/13/2018

Within my company, I was interested in converting all documentation to a digital format. Interestingly enough, I contacted a company that met the criteria I was looking for and they were referred to me by a friend. I scheduled a consultation to speak about the digital scanning service they offer.

I was able to coordinate a feasible digital scanning

transition from paper documents to digital. Turn Source was able to transition all our paper documents very smoothly and professionally. The final results are great! We will be working with them long term!

Useful 1

Funny

Cool



Chris G.

Los Angeles, CA

3 friends

46 reviews



8/9/2018

I have to thank Turn Source for being so straightforward and easy to deal with. Their document scanning procedure is very convenient for their customers. I explained to them that I needed my documents scanned expeditiously because of a deadline that needed to be met.

They promised that the scan would be completed the same day. They weren't lying! My documents were professionally scanned and ready that same day, which permitted me to proceed with my work. I would recommend and use them again.

Useful

Funny

Cool



Shushan A.

Beverly Hills, CA

48 friends

67 reviews

120 photos

Elite '2019



10/25/2018

We had a great experience with John and his team. I'm pleased to write a review. We are an accounting firm and initially, before deciding to find a company to provide a document scanning service for us, we did all of the work scanning ourselves, what used to be very time consuming for some of our staff and eventually led to more issues like missing data, filing/organizing/naming the final data incorrectly etc . When we were looking for vendors, we were looking for a company that seemed trustworthy and could handle the volume we would receive from our clients. John was the most thorough sales rep and the only one who actually came out to our office to look at what we had. We have files we need to be scanned each month. We just send an email out to John and schedule a pickup. Within the following week, they have all of our records available on DropBox and its about as easy as that :) Thank you so much for your great service and punctuality .

Useful 3

Funny

Cool 1



Daelan C.

Palatka, FL

96 friends

17 reviews



4/22/2018

First to Review

Turn Source Document Scanning lives up to my expectations whenever I need documents professionally scanned in large bulk. I couldn't imagine how much of a hassle it would be without their service. It's able to save me a lot of time, it's affordable, and doesn't compromise in the quality of the documents.

I have used them on 2 separate occasions now before deciding to leave this review. It seems that they are pretty consistent with customer delivery standards and customer service.

I would strongly suggest looking into Turn Source Document Scanning if you're dealing with documents in large quantities. These guys make it painless and stress free to process bulk orders of documents. Good for people on a tight budget too!

Useful

Funny

Cool



Jody G.

Mesa Verde, Costa Mesa, CA

0 friends



11/9/2018

My company had numerous binders that needed to be scanned, and John and his team at Turn Source definitely

★ 2 reviews

exceeded expectations. They were wonderful to work with, and the attention to detail was excellent. The quality of the scanned images and embedded links made the files very easy to use. Turn Source came to pick up the binders and reassembled/returned them to our office when the project was complete, making the process very easy. I highly recommend them!

Useful

Funny

Cool



Jim K.

King George, VA

👤 34 friends

★ 43 reviews

★★★★★ 8/20/2018

I have used Turn Source Imaging in the past when I needed documents scanned. Their service is friendly and easygoing. It's very easy to get whatever you need scanned accomplished the same day. The wife and I recommend.

Useful

Funny

Cool

Other Shredding Services Nearby Sponsored ⓘ



Shredcycle

★★★★★ 5 reviews

📍 25.5 miles away from Turn Source Document Scanning Services

Jake H. said "Shredcycle is a professional company that I can trust. We have used multiple shred companies for our business in the past, and they have continued to let us down. I have a "go to" guy with Shredcycle, that is able to be flexible..." [read more](#)
in Shredding Services



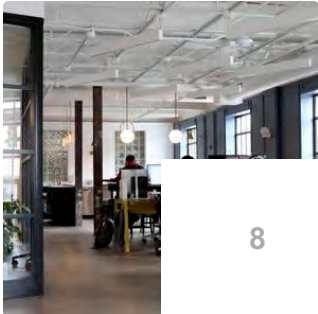
Shredsource

★★★★★ 34 reviews

📍 15.6 miles away from Turn Source Document Scanning Services

JJ J. said "I called Shredsource a few days ago to find out about their services and to get pricing, etc. I initially spoke with Sandra, and and she was super helpful. I decided that it would be more cost-effective for me to take my 10 boxes to..." [read more](#)
in Shredding Services, Recycling Center

Collections Including Turn Source Document Scanning Services



LA's Best Professionals
By Melissa W.

People Also Viewed

Unlimited Copy Services

★★★★☆

4 reviews

Printing Services, Duplication Se...

Thriftee Mini Storage

★★★★☆

32 reviews

Self Storage, Truck Rental, Shre...

Aardvark Letterpress

★★★★★

73 reviews

Printing Services

Patrick Label Printing

★★★★★

17 reviews

Printing Services

Uni

★★★☆☆

Printi

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Digitizing Services in Los Angeles

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[Paper Shredding Service Los Angeles](#)

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[United States ▾](#)



DocuWare

DocuWare Corporation [US] | https://docuware-online.com/DocuWare/Platform/WebClient?orgId=2154

Apps Chapter 2: Construct Java - Overview Getting Started with Stack Overflow Java programs | Prog UHV Technology Ser Egenti Jeffrey O - O UHV Technology Ser Scientific

Docuware

Jeff Egenti DocuWare Demo

Document trays Demo Campaign Tasks

Store to "Demo Campaign" (1/3)

Cancel Reset Store

Document Type Invoice

Status Pending

Vendor Name RAPID TRANSPORT

Document Number 19756680

Document Date 07/14/2013

Amount 493.21

Due Date 08/13/2009

Customer Company

Customer Contact

Customer Email

Language Preference

RAPID TRANSPORT
500 BL COUNTY BLVD
SUITE 100
FARMINGDALE, NY 11735, US
TEL: 631 755-9120 FAX: 631 249-2460


250919



INVOICE

PETERS ENGINEERING
356 MEADOW AVE
NEWBURGH, NY 12550, US
CONTACT:
TEL: 845 583 8045 FAX: 845 583 8048

Invoice #	19756680
Invoice Date	07/14/2013
Due Date	08/13/2009
SAP Address #	0018432224
Branch Code	777-HL
Department	77829
Our File #	003187303
Consolidation #	C18027000

Our Ref#

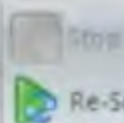
Invoice: PETERS ENGINEERING
Consignment: PETERS ENGINEERING

CARRIER/VESSEL FLT./VOY/DEPART.DATE	PORT OF DEPART./COUNTRY OF EXP.	TIME DEFINITE
PO: POLAR AIR AW 411 S/D 07092009	POD: Frankfurt International Apt CD: GERMANY, FID: REPUBLIC	
MASTER B/L	HOUSE B/L	SUBHOUSE B/L
40364825082	MLC809701	
SHIPMENT DESCRIPTION	QUANTITY	ACTUAL WGT.
LITERATURE	1 PCS	33.5 Kg 73.8541 LB
INCOTERMS	EXW	INCOTERMS
ARRIVAL PORT AND DATE	SERV. LEVEL/TRAN. SERVICE	ENTRY NO.
Port 4101 Date 07/09/2013 JOHN F KENNEDY AIRPORT		NRB-2187303-08
DESCRIPTION	AMOUNT (\$)	
01. (C1001) - EST DUTY & FEES SUBJECT TO LIQUIDATION	25.00	
02. (TV102) - BREAKBULK CHARGES & HANDLING	30.00	
03. (T6001) - AIRFREIGHT	324.69	
04. (C8000) - US CUSTOMS BROKERAGE - ENTRY SERVICES	108.00	
05. (C8202) - CUSTOMS BOND PREMIUM	48.00	
06. (T7001) - INLAND FREIGHT - DOMESTIC DELIVERY	93.85	
07. (T9007) - TRAFFIC COORDINATION SERVICES	50.00	
TOTAL AMOUNT DUE ON 08/13/2009 \$		
LATE FEE \$		
INVOICE AMOUNT, IF PAID AFTER DUE DATE ABOVE \$		
PAYMENT TERMS: Payment due within 30 days		

Home Edit View Auto Process



Scan New Doc



Stop

Re-Scan



Config

11

Delay: 100 ms

Loop: False

Scan

Auto Import
Import Images

Import



Navigation



IP



Barcode



OCR



Re-Order

On The Fly Processing



Zoom

Quick
ClickCreate
Region

Mouse Function

Indexing

Name	Value
Pick Type*	Invoice
Last Name*	Computer
Middle Initial*	Products
First Name*	Aaron's
DOB*	1101
SS#	
Medicaid DCN...	
Missouri State ...	
Med Record #	
Alias Name	
Document Dat...	1101

Aaron's Computer Products
1236 Rose Street
Lincoln, NE
68522

Invoice No. 90

INVOICE**Customer**

Name ABC Co.
Address 135 Odd St
City Lincoln State NE ZIP 68500
Phone

Misc

Date 11/01
Order No.
Rep
FOB

Qty	Description	Unit Price	TOTAL
2	Ess Harddrives	\$ 200.00	\$ 400.00
3	Kingstun RAM 256 Modules	\$ 75.00	\$ 225.00
1	GlareLess Monitor, 19 inch V.A.	\$ 200.00	\$ 200.00
6	Fire Finger nice-touch keyboards	\$ 89.00	\$ 534.00
3	MicroLoft Stupidi-mouse, optical.	\$ 60.00	\$ 180.00
4	CDR's, 100 pk, 32X LITNin fast cd's	\$ 10.00	\$ 40.00

PaperFlow
Demonstration

Angela Pranata

From: Larry D Cohn <larry.cohn@bpaco.net>
Sent: Thursday, October 03, 2019 1:56 PM
To: 'Angela Pranata'
Subject: Budgetary Pricing - Document Capture and Management
Attachments: 190613_fi-7160_Datasheet_English_R4.pdf; PaperFlow.pdf

Dear Angela,

I continue to enjoy working with you on getting your organization paper-less!

As we discussed yesterday and today, there are a number of different ways to go, depending on sophistication and of course budget.

ImageSilo (hosted content management) provide you with unlimited secure user access which includes the maintenance, has all of the features of putting PaperVision Enterprise on premise (your server), without the internal IT overhead and includes the maintenance and support.

We start at a base price of \$200.00 for the first 5 Gigabytes (a Gigabyte is equivalent to approximately 25,000 pages). After that, the cost per GB would be \$25.00 per GB per month additional to the base of \$200.00. It is a great, low cost way to get into this technology and for a small one time charge, you could move to an on premise deployment and purchase licenses and have the system on your server.

The alternative to deploying PaperVision enterprise would be to have the software on your server and purchase as many concurrent licenses you would need.

Each concurrent license is \$1,500.00 (one time cost) and annual maintenance of \$300.00 per year. This requires a server and SQL Server Database software (we can provide SQL Express for no charge) For 2 licenses the cost would be \$3,000.00 and annual maintenance of \$600.00.

A onetime installation, design and training fee would be required to get you up and running. That cost is \$1,600.00

For the capture of the documents, PaperFlow would be the recommended software per scan station (PC and Scanner) This software will Eliminate manual data entry by automatically inserting index values from barcodes and OCR values. You can use the Quick Click tool to click on data in a document to populate or change the index field values. You can also merge data with other data sources using the Match and Merge tool.

The cost for this is (120,000 annual page count) is \$2,800.00 (onetime cost) and \$500.00 per year annual maintenance and support

The cost for this is (360,000 annual page count) is \$4,500.00 (onetime cost) and \$900.00 per year annual maintenance and support

The Fujitsu fi-7160 scanner would work for you as the capture device.

The price for this unit is \$975.00 plus tax. I would deliver and install on a PC for you as part of the installation. The PC should have at least Windows 8. 16GB of memory and at least 100GB hard drive. I also recommend at least a 17" monitor.

If you want to purchase one of these and one PaperFlow for the highest volume scanning and scan directly into the PaperVision Enterprise archive for the rest of the employees, you can do this as well, but it is one document at a time.

We can discuss this further.

I am attaching information on the scanner and PaperFlow Click.

Let me know if you want a demonstration when I return, and of course, let me know on the scanning job. Feel free to call me anytime to go over this.

Larry



Business Process Automation Company

Larry D Cohn, President

Business Process Automation Company

714-328-3844

Larry.Cohn@BPACO.Net

www.bpaco.net

Are you overwhelmed by paper files and having trouble finding the information you need? Scan, index and organize paper documents into electronic images and streamline document management with PaperFlow.



EFFICIENCY *NOW!*

- Scan paper documents from a single workstation to avoid the hassle of managing paper files.
- Use the Job Setup Wizard to get up and running in five easy steps with minimal training.
- Quickly see the status of batches by running customizable reports.



CONTROL *NOW!*

- Move sensitive business data from vulnerable paper files into a password-protected electronic format.
- Populate index values automatically or merge them with existing data to eliminate manual data entry.
- Send documents to other line-of-business (LOB) applications to organize information and increase productivity.



MONEY *NOW!*

- Save money by using your existing scanning equipment to convert paper documents to digital files.
- Reduce your cost per document by managing documents electronically.
- Eliminate the expense of document storage fees by minimizing paper use.

"PaperFlow offers cutting-edge capture technology in a standalone system, which simplifies installation and support for smaller organizations leading to better efficiency and improved information control for a lower overall cost."

- Steve Cady
General Manager





What Problems Can PaperFlow Solve?

What if you could scan your paper files right from your desk? Being able to turn documents into usable, searchable files right from your desktop can save your business time and money. PaperFlow can scan paper into electronic files that can be used with other applications to maximize office productivity.



Scan Everything

Is there too much paper in your office? Scan paper documents right from your workstation and avoid the hassle of managing paper files. PaperFlow works with virtually any scanner to convert paper documents to electronic files. Implement PaperFlow NOW! to start scanning and saving documents as PDF or image files immediately.



Eliminate Manual Tasks

Want to get started right away? Use the Job Setup Wizard to get up and running today. Eliminate manual data entry by automatically inserting index values from barcodes and OCR values. You can use the Quick Click tool to click on data in a document to populate or change the index field values. You can also merge data with other data sources using the Match and Merge tool.



Clean Up Your Information

Do you have hard to read files? PaperFlow can clean up most any document, turning it into a high-quality usable file. You can preview image processing results in real-time, making image cleanup a breeze, using the built-in image processing filters such as deskew and despeckle.



Protect Sensitive Data

Are your paper files safe from theft, loss or natural disaster? With electronic files, you can make sure your sensitive business data is always protected in password-protected files. The document history option can track who accessed the document and when for complete audit tracking.



Monitor and Improve Processes

Do you need to keep track of your documents? Use the summary report to see a real-time overview of processes. Or you can setup custom reports to track the productivity of jobs, batches or users.



Integrate Seamlessly

Do you need a system that works with your existing applications? Now you can directly export your files into existing ImageSilo or PaperVision Enterprise projects. You can also leverage custom code to export scanned images into virtually any LOB application.



Suite Options

- Cloud ECM – ImageSilo®
- On-premise ECM – PaperVision® Enterprise
- Award-winning enterprise capture – PaperVision® Capture
- Patented forms processing – PaperVision® Forms Magic Technology
- Automated business processes – PaperVision® Enterprise WorkFlow
- Print stream processing – PaperVision® Enterprise Report Management
- Professional Services are available to help you design and implement your entire ECM system

**For a complete product listing and technical information, please visit:
www.digitechsystems.com or call toll free 866.374.3569**



Technical Specifications

SYSTEM OVERVIEW

Job Setup Wizard simplifies job setup and avoids the hassle of managing paper files

Jobs and batches can be stored on the network, so multiple users can share their work

Over 300 scanners are supported, running at their full-rated speeds utilizing ISIS and TWAIN drivers

Annual maintenance includes access to all product updates

Complete, detailed online help and electronic product manuals are included

Toll-free, legendary technical support is eager to assist with questions

SCANNING AND IMAGE PROCESSING

PaperFlow NOW! can be used to scan paper documents into image PDFs, full-text PDFs, and multi-page TIFF files

Cleanup filters and image processing previews maximize image quality

Simple navigation, thumbnail view, and scaling and rotation options for accurate and detailed image verification

Zonal, page or page-range filters enable complex content or mixed-mode documents within a batch

Document breaks can be inserted into a batch based on page count, barcodes, OCR, or blank pages

Batch tasks can be scheduled to automatically run during off-peak hours, at a specific time or on a recurring basis

INDEXING

Unlimited index fields can be setup to auto-complete or contain pre-defined values to reduce errors.

Barcode (1D and 2D) and OpenText Full-Text or Zonal OCR eliminate the need for manual data entry

Quick Click Indexing allows users to click on data in the document to populate index fields

Match and Merge automatically populates index fields with data from existing databases or files

Index Verification ensures that all index fields are completed before exporting

Detail Sets allow any number of related values to be assigned to a single document

INTEGRATION

Built-in integration supports direct exports to existing PaperVision Enterprise or ImageSilo projects

Built-in scripts or .NET custom code simplify import or export to or from virtually any format or LOB application

OpenText OCR can output full-text or zone specific data to searchable PDFs or text files

.NET-based APIs can be configured to extend application capabilities

REPORTING

Reporting capabilities can be customized to track productivity by job, batch, or user

Document history can track who accessed the document and when for complete audit tracking

SYSTEM REQUIREMENTS

Microsoft® Windows® 7, 8, 8.1, or 10

Microsoft® .NET Framework version 4.7 or higher

Microsoft® Windows Installer Version 4.5 or higher

4 GB RAM (desktops)

500 MB hard disk space

1024 x 768 minimum screen resolution

**For a complete product listing and technical information, please visit:
www.digitechsystems.com or call toll free 866.374.3569**

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ImageSilo, PaperVision and the PaperVision logo are registered trademarks of Digitech Systems, LLC.
ECMNOW! and PaperFlow are trademarks of Digitech Systems, LLC.
Microsoft and Windows registered trademarks of Microsoft Corporation in the US and other countries.



Impact LA, LLC

700 South Flower Street
Suite 2990
Los Angeles, California 90017

866.652.0082
847.785.2251 fax
www.ImpactMyBiz.com

Installment Payment Agreement (IPA)

Client Information

Southern California Joint Pole Committee

COMPANY NAME (FULL LEGAL NAME)

Angela Pranata

BILLING CONTACT

279 E Arrow Hwy #104

ADDRESS

San Dimas

CA

91773

CITY

STATE

ZIP

angela@scjpc.net

EMAIL

(909) 599-3801

PHONE

FAX

1/1/20

FEDERAL TAX ID NUMBER

EFFECTIVE DATE

Terms and Conditions

This Installment Payment Agreement (the "Agreement") contains the terms of your agreement with us. Please read it carefully and ask us any questions you may have. The words you, and your mean you, our Client. The words we, us, and our, mean Impact LA, LLC.

BY SIGNING THIS AGREEMENT: (i) You acknowledge that you have read and understand the terms and conditions of this Agreement including those on page 2 of this Agreement; (ii) You agree that this Agreement cannot be terminated or cancelled and that you have an unconditional obligation to make all of the monthly payments called for under this Agreement (consisting of the IPA Monthly Payment amount shown hereon, payable each month for the number of months indicated as the "term" of this Agreement, plus such other amounts as are payable hereunder); (iii) you agree you cannot withhold, set off against or reduce such payments for any reason; (iv) you will use the Products only for business purposes and in compliance with all applicable laws and regulations; (v) you acknowledge that if this Agreement is replacing an existing agreement the new Installment Payment may include the balance of that existing agreement and result in a greater aggregate product cost to you; and (vi) You agree that by providing a telephone number to a cellular or other wireless device, you are expressly consenting to receiving communications from us, our affiliates and agents (for non-marketing purposes) at that number, including, but not limited to, prerecorded and artificial voice messages, text messages, and calls from automated telephone dialing systems; these calls may incur fees from your cellular provider; and this consent applies to each such telephone number you provide to us now or in the future.

Product Description

DW Cloud Base - 4 Named Users, 20 GB, All Modules

Quantity

Serial Number

Location

1

DW CLD B

Term and Payment Schedule

IPA Term (months)	IPA Monthly Payment
60	\$700

IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT: To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means for you: When you open an account, we will ask for (i) if you are a legal entity, your name, address, and other information that will allow us to identify you; (ii) if you are an individual, your name, address, and date of birth. We may also ask to see your driver's license or other identifying document.

Client agrees to pay at the time of signing this IPA:

Total Number of Advances: (months)	2
Total Advance IPA Payment:	\$1,400
One-Time Documentation Fee:	\$150
Total Due:	\$1,550

Impact LA, LLC

Authorized Signature

Date Signed

Printed Name

Title

Obligor

Client Authorized Signature

Date Signed

Printed Name and Title

Title

1. **PRODUCTS FINANCED; TERM, RENT AND FEES:** We have agreed to provide you and you agree and promise to pay us for equipment ("Equipment"), software license rights ("Software"), maintenance contract(s) ("Maintenance"), and/or services ("Services") (together, the Equipment, Software, Maintenance and Services are hereinafter referred to as the "Products") as identified on the front page of this Agreement. This Agreement will begin on the date that any of the Products are delivered to you, or any later date we designate, and the Products will be deemed irrevocably accepted by you upon the earlier of: a) the delivery to us of a signed Delivery and Acceptance Certificate (if requested by us); or b) 14 days after delivery of the Products to you if, previously, you have not given written notice to us of your non-acceptance. The first Installment Payment is due on the date indicated above or as set forth in your initial invoice under the IPA and the remaining Installment Payments will be due monthly thereafter (or such other time period specified on the front of this Agreement) as designated on our subsequent invoices to you. You will make all payments required under this Agreement to us or our assignee at such address as we or our assignee may specify in writing. If any Installment Payment or other amount payable under this Agreement is not paid within 10 days of its due date, you will pay us a late charge equal to the lesser of (a) 7% of each late payment, or (b) the maximum rate allowable under applicable law. Any advance payments required hereunder in excess of a single monthly installment payment shall be applied to the last payments due under this Agreement. If one advance payment is required, it will be applied to your first monthly payment. You agree that you are unconditionally obligated to pay to us all of the payments provided for in this Agreement. We may inspect the Products at any reasonable time after advance notice to you.
2. **SERVICES:** All or a portion of your Installment Payment may represent the monthly amount you owe us for ongoing Services included as part of the Products hereunder (if applicable, the "Services Portion"). The Services may be described in a separate service agreement or statement of work. You agree that, if and to the extent we assign the Installment Payments, including the Services Portion, to a third party, you will pay our assignee the entire assigned portion of the Installment Payments as provided for under the "Assignment" section hereof. At the end of the first year of this Agreement and once each successive twelve (12) month period, we may increase the IPA Monthly Payment amount under this Agreement by up to 15% of the then current payment amount.
3. **NO WARRANTIES:** EXCEPT FOR ANY SEPARATE EXPRESS WRITTEN WARRANTIES THAT WE PROVIDE TO YOU, WE MAKE NO WARRANTIES OF ANY OF THE PRODUCTS, WHICH ARE PROVIDED ON AN "AS-IS BASIS". YOU ACKNOWLEDGE THAT WE DO NOT MANUFACTURE THE EQUIPMENT, NOR DO WE PROVIDE THE SOFTWARE, WHICH IS PROVIDED BY THE THIRD PARTY LICENSOR THEREOF. WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR OTHERWISE. YOU AGREE THAT REGARDLESS OF CAUSE, WE ARE NOT RESPONSIBLE FOR AND YOU WILL NOT MAKE ANY CLAIM AGAINST US FOR ANY DAMAGES, WHETHER CONSEQUENTIAL, DIRECT, SPECIAL, OR INDIRECT.
4. **LICENSE AGREEMENT:** YOU ACKNOWLEDGE AND AGREE THAT YOU HAVE READ AND RECEIVED THE THIRD PARTY LICENSE AGREEMENT ("LICENSE AGREEMENT") RELATED TO ANY SOFTWARE. YOU ARE THE LICENSEE UNDER THE LICENSE AGREEMENT AND YOU AGREE TO PERFORM ALL THE OBLIGATIONS OF THE LICENSEE UNDER THE LICENSE AGREEMENT. YOU WILL USE THE SOFTWARE IN ACCORDANCE WITH THE TERMS OF THE LICENSE AGREEMENT. YOU EXPRESSLY ACKNOWLEDGE AND AGREE THAT WE HAVE NOT ASSUMED ANY OF THE SOFTWARE LICENSOR'S OBLIGATIONS UNDER THE LICENSE AGREEMENT AND THAT WE SHALL HAVE NO LIABILITY FOR THE PERFORMANCE OF THE SOFTWARE LICENSOR'S OBLIGATIONS UNDER THE LICENSE AGREEMENT. You acknowledge that you have decided to enter into this Agreement in lieu of paying cash in advance to us for the Products.
5. **TAXES AND FEES:** You agree to pay when due, either directly or as a reimbursement to us, all taxes (including, without limit, sales, use, and personal property) and charges in connection with ownership, lease and use of the Product. The IPA Monthly Payment amount hereunder is not inclusive of sales or use tax payable in connection with this Agreement, and any such tax will be added to your monthly payment obligation hereunder. Sales or use tax payable at the inception of the Agreement may be invoiced to you in installments, including a financing charge thereon. We may charge you a processing fee for administering property tax filings. You will indemnify us on an after tax basis against the loss or unavailability of any tax benefits anticipated at the commencement date (as further described in Section 1) arising out of your acts or omissions. This indemnity will continue even after the termination of this Agreement.
6. **LOSS OR DAMAGE; INSURANCE:** You are responsible for protecting the Product from damage and loss of any kind. If the Product is damaged or lost, you agree to continue to pay the amounts due and to become due hereunder without setoff or defense. During the term of this Agreement, you agree that you will (1) insure the Product against all loss or damage naming us as loss payee, (2) maintain commercial general liability and third party property damage insurance, and (3) deliver satisfactory evidence of such coverage with carriers, on policy forms and in amounts acceptable to us. All policies must provide that we be given thirty (30) days written notice of any material change or cancellation. If you do not provide evidence of acceptable insurance, we have the right, but no obligation, to obtain insurance covering our interest in the Product for the Installment Payment Agreement term, and renewals. Any insurance we obtain will not insure you against third party or liability claims and may be canceled by us at any time. In the event we obtain the above-described insurance, you will be required to pay us an additional amount each month for the insurance premium and an administrative fee. You agree that we, or one of our affiliates, may make a profit in connection with the insurance we obtain. The cost may be more than the cost of obtaining your own insurance. You agree to cooperate with us, our insurer and our agent in the placement of coverage and with claims. If you later provide us with evidence that you have obtained acceptable insurance, we will cancel the insurance we obtained. The insurance we obtain (1) will not name you as an insured, additional insured, or loss payee; (2) will not provide you with liability insurance; (3) may not pay any claim that you make; (4) will not pay any claim made against you; and (5) may be cancelled by us at any time.
7. **TITLE TO THE PRODUCTS:** You own the Equipment. You hereby grant us a security interest in and to the Software and Equipment and all accessions, substitutions and proceeds thereof, including any refunds under section 8 below. You will keep the Equipment otherwise free of all liens and encumbrances. You will not move the Equipment from the Equipment Address stated above without our prior written consent not to be unreasonably withheld. You will abide by all applicable laws regarding the Equipment.
8. **PREPAID SERVICES:** You will not terminate, cancel or request a refund from any third party supplier for any prepaid maintenance or services provided by a third party, which maintenance or services are included in the Products. In the event you receive a refund of any prepaid maintenance or services from such a third party supplier, you agree to hold those monies in trust for our benefit and not commingle the refund with any of your other funds and you agree to remit the refund to us upon our request, with such amount to be applied by us to the amounts you owe us hereunder. If you are in Default hereunder, we may (in addition to all other remedies available to us under this Agreement) terminate the applicable third party maintenance or services agreement(s) and obtain refunds from the third party supplier or service provider, as applicable, for any prepaid maintenance or services and apply the refund to any amounts owed by you to us hereunder. You agree to indemnify, defend and hold us harmless for any payments made to us by a third party supplier in accordance with this section 8.
9. **DEFAULT:** Each of the following is a "Default" under this Agreement: (a) you fail to pay any Installment Payment or any other amount due hereunder within 10 days of its due date; (b) you do not perform any of your other obligations under a License Agreement, this Agreement, or any other agreement with us or with any of our affiliates and such failure continues for 30 days after we have notified you of it; (c) you become insolvent, you dissolve or are dissolved, you assign your assets for the benefit of your creditors, you sell, transfer or otherwise dispose of all or substantially all of your assets, or you are named debtor (voluntarily or involuntarily) in any bankruptcy or reorganization proceeding; (d) without our prior written consent, you merge or consolidate with any other entity and you are not the survivor of such merger or consolidation; (e) if any of the Equipment is located at a host facility, a breach under the terms of your host agreement; (f) if a letter of credit has been issued in conjunction with this Agreement, a non-renewal of such letter of credit; or (g) any guarantor dies, does not perform its obligations under the guaranty, or becomes subject to one of the events listed above.
10. **REMEDIES:** If a Default occurs, we may do one or more of the following: (a) we may cancel or terminate this Agreement or any or all other agreements that we have entered into with you; (b) we may require you to immediately pay us, as compensation for loss of our bargain and not as a penalty, a sum equal to: (i) the present value of all unpaid Installment Payments for the remainder of the above stated term of the Agreement, each discounted at the lesser of the rate implicit in this Agreement, or 4% per year, plus (ii) all other amounts due or that become due under this Agreement; (c) we may direct any third party supplier to withhold support, consulting and other services included in the Products (and you expressly acknowledge that same will not constitute a default by us or such supplier in any obligation to you) and we may further direct any such third party supplier to pay to us any refund due under any prepaid maintenance or services agreement included in the Products for services not rendered; (d) we or our agent may peaceably repossess the Equipment without court order and you will not make any claims against us for damages or trespass or any other reason and/or we may disable your access to any Software; and (e) we may exercise any other right or remedy available at law or in equity. You shall pay us interest at the rate of 18% per annum on all past due amounts owed under this Agreement. In the event of a dispute arising out of this Agreement, including those incurred post judgment, the prevailing party shall be entitled to its reasonable collection costs, and attorney fees and costs incurred in enforcing or defending this Agreement. If we take possession of the Equipment, we may sell or otherwise dispose of it with or without notice, at a public or private sale, and apply the net proceeds (after we have deducted all costs related to the sale or disposition of the Equipment) to the amounts that you owe us. You will remain responsible for any amounts that are due after we have applied such net proceeds. You agree that if notice of sale is required by law to be given, 10 days' notice shall constitute reasonable notice. If we delay or fail to enforce any of our rights under this Agreement, we will still be entitled to enforce those rights at a later time.
11. **ASSIGNMENT:** YOU MAY NOT ASSIGN, SELL, TRANSFER OR SUBLICENSE THE PRODUCTS OR YOUR INTEREST IN THIS AGREEMENT WITHOUT OUR PRIOR WRITTEN CONSENT. WE MAY, WITHOUT NOTIFYING YOU, SELL, ASSIGN, OR TRANSFER OUR RIGHTS UNDER THIS AGREEMENT AND OUR INTEREST IN THE EQUIPMENT AND SOFTWARE, IN WHOLE OR IN PART, TO A THIRD PARTY. YOU UNDERSTAND, ACKNOWLEDGE AND AGREE THAT IF WE ASSIGN OUR RIGHT TO RECEIVE PAYMENTS UNDER THIS AGREEMENT TO A THIRD PARTY, YOUR OBLIGATION TO MAKE THE PAYMENTS CALLED FOR UNDER THIS AGREEMENT, INCLUDING ALL OF THE SCHEDULED INSTALLMENT PAYMENTS TO BE DUE IN THE FUTURE, WILL BE UNCONDITIONAL AND THAT YOU WILL TIMELY PERFORM ALL SUCH OBLIGATIONS WITHOUT ANY DEFENSE OR CLAIM OF SET-OFF, EVEN IF: (A) YOU DO NOT RECEIVE SOME OR ALL OF THE PRODUCTS; (B) THE PRODUCTS ARE RECEIVED BY YOU, BUT NOT ON A TIMELY BASIS; AND/OR (C) THE PRODUCTS DO NOT, AT THE TIME OF YOUR RECEIPT OR THEREAFTER, OPERATE PROPERLY, ARE INEFFECTIVE, OR THERE IS ANY OTHER NONCONFORMANCE IN ANY SUCH PRODUCTS. YOU AGREE THAT OUR ASSIGNEE WILL HAVE NONE OF OUR OBLIGATIONS AND THAT THE RIGHTS OF OUR ASSIGNEE WILL NOT BE SUBJECT TO ANY CLAIMS, DEFENSES OR SET-OFF THAT YOU MAY HAVE AGAINST US OR ANY THIRD PARTY.
12. **INDEMNIFICATION:** You are responsible for and agree to indemnify and hold us harmless from any (a) losses, damages, penalties, claims, suits and actions (collectively "Claims") caused by or related to the manufacture, installation, ownership, use, possession, or delivery of the Products or any defects in the Products, and (b) all costs and attorneys' fees incurred by us relating to any Claim. You agree to reimburse us for and if we request, to defend us, at your own cost and expense, against any Claims, except claims caused by our willful misconduct. You agree that your obligations under this Section 12 and Section 4 shall survive the termination of this Agreement for Claims arising during the term of this Agreement.
13. **CREDIT INFORMATION/FINANCIAL REPORTS:** YOU AUTHORIZE US OR ANY OF OUR AFFILIATES OR ASSIGNEES TO OBTAIN CREDIT BUREAU REPORTS, AND MAKE OTHER CREDIT INQUIRIES THAT WE OR THEY DETERMINE ARE NECESSARY. You agree to provide us copies of your balance sheet, income statement and other financial reports as we may reasonably request.
14. **ELECTRONIC TRANSMISSION AND COUNTERPARTS:** The parties each agree that this Agreement may be executed in counterparts and any facsimile, photographic or other electronic transmission and/or electronic signing of this Agreement by you when manually countersigned by us or attached to our original signature counterpart and/or in our possession shall constitute the sole original chattel paper as defined in the UCC for all purposes and will be admissible as legal evidence thereof. At our option, we may require a manual signature. This Agreement is not binding on us until we sign it. The Agreement may be retained electronically and you agree that any such electronic version shall be fully enforceable without the need to produce an original.
15. **MISCELLANEOUS:** (a) Choice of Law: This Agreement and any claims, controversies, disputes or causes of action (whether in contract, tort or otherwise) shall be governed construed, and enforced in accordance with Federal law and the laws of the state of in which we (or if we assign this Agreement, our assignee) maintain(s) our (its) principal place of business (without regard to the conflict of laws principles of such state). The Parties agree that any dispute under this Agreement shall be adjudicated in a federal or state court located within the state in which we (or if we assign this Agreement, our assignee) maintain(s) our (its) principal place of business. You consent to the personal jurisdiction of such courts, waive any objection relating to improper venue or forum non conveniens, and waive any right to transfer venue. (b) Jury Trial: BOTH PARTIES EXPRESSLY WAIVE TRIAL BY JURY AS TO ALL ISSUES ARISING OUT OF OR RELATED TO THIS AGREEMENT. (c) Entire Agreement: The Agreement constitutes the entire agreement between you and us relating to our financing of the Products and supersedes all prior agreements; (d) Enforceability: If any provision of this Agreement is unenforceable, illegal or invalid, the remaining provisions shall continue to be effective; (e) Amendment: This Agreement may not be modified or amended except in writing and signed by you and us. You agree however, that we are authorized, without notice to you, to supply missing information, such as serial numbers, or correct typographical, immaterial, or obvious errors in this Agreement provided that such change does not materially alter your obligations under this Agreement. (f) Notice: All notices shall be in writing and shall be delivered to the appropriate party personally, by private courier, by facsimile transmission or by mail, postage prepaid, at its address shown herein or to such other address as directed in writing by such party. (g) Usury: It is the express intent of both of us not to violate any applicable usury laws or to exceed the maximum amount of interest permitted under applicable law and any excess payment will be applied to the payments in inverse order of maturity, and any remaining excess will be refunded to you. (h) Prepayment: Prepayment or early termination is not permitted except at such time and on such terms and conditions as we may agree. (i) NSF: We may also charge you \$25.00 for each returned check or if an ACH debit is not honored by your bank. (j) Restrictive Endorsements: You agree that any restrictive endorsement (such as "payment in full", "final payment" or otherwise) on any check submitted in payment for this Agreement shall have no force and effect and that we may cash the check and apply the proceeds without prejudice to our rights under this Agreement. (k) Purchase Orders: You agree that any purchase orders issued by you in conjunction with this Agreement are issued solely for your administrative purposes and no terms or conditions contained the purchase order will change or modify the terms and conditions of this Agreement. (l) Uniform Commercial Code: You authorize us to file a Uniform Commercial Code ("UCC") financing statement with respect to the Equipment and the Software. (m) Further Assurances: You will promptly execute and deliver to us such further reasonable documents (including without limitation, UCC financing statements), and take such further reasonable action (including without limitation, obtaining landlord or mortgagee's waivers and consents), as we may request in order to more effectively carry out the intent and purposes of this IPA or an assignment of our interest herein.



Impact Networking, LLC

13875 West Boulton Blvd.
Lake Forest, Illinois 60045

866.652.0082 / 847.785.2251 fax
www.ImpactNetworking.com

Software Maintenance and Upgrade Agreement (SMUA)

Customer Information

Southern California Joint Pole Committee

COMPANY NAME

Angela Pranata

CONTACT

ADDRESS

San Dimas, CA, 91773

CITY / STATE / ZIP

(909)599-3801

PHONE

FAX

EMAIL

Phone support available 8am to 5pm Monday through Friday CST,
excluding Holidays

Please call 1-877-520-0070 or go to www.ImpactNetworking.com/Support

Solution Location

Southern California Joint Pole Committee

COMPANY NAME

Angela Pranata

CONTACT

279 E Arrow Hwy #104

ADDRESS

San Dimas, CA, 91773

CITY / STATE / ZIP

(909) 599-3801

PHONE

FAX

angela@scjpc.net

EMAIL

All agreements billed annually.

Invoices are sent roughly 90 days in advance in order to avoid lapse of coverage
from Impact and from the software developer.

Support Agreement Details

	COST	DETAILS
☒ DOCUWARE	Included	DW Cloud Base - All Modules
☐ KOFAX		
☐ SMARTSEARCH		
☐ PLANETPRESS		
☐ AUTOSTORE		
☐ OTHER		
☒ SUBSCRIPTION	Included	LIMIT 4 Users / 20 GB OVERAGE 1 add'l user \$100/month, 10 add'l GB \$20/month

Notes

SMUA included in term of lease
Quote includes a maximum of 3 Digital File Cabinets, and does not include any workflow

Agreement

The term of this Agreement is 5 years from the effective date and will auto-renew according to the terms and conditions on the back of this agreement. Impact agrees to furnish the Customer in accordance with the terms and conditions of this agreement and Statement of Work # _____. Any additional services beyond Statement of Work # _____ will be charged to the customer at normal service rates.

Please return with payment in full. This contract is legally binding upon signature, and or purchase order. No service will be performed until payment is received. This agreement is non-cancellable for the term specified herein, except as provided herein. The additional terms and conditions on the reverse side hereof are incorporated in and made part of this agreement, no one is authorized to change, alter, or amend the terms or conditions of this agreement unless agreed to in writing by the president of Impact Networking. Freight is charged to the client on all agreements, whether they include supplies or not. All prices in effect for 30 days from Impact representative signature date.

CUSTOMER AUTHORIZED SIGNATURE

IMPACT AUTHORIZED SIGNATURE

NAME

DATE

NAME

DATE



Software Maintenance and Upgrade Agreement

SOFTWARE UPGRADES

This agreement ("the Agreement") between Impact Networking, LLC including, but not limited to Impact Acquisitions, LLC. and Impact Indiana, LLC. ("Impact") and Client (as listed on the front of this document) is for software upgrades and support of software itemized on the front of this document and becomes effective on the date of software procurement. For so long as Client continues to pay Impact service/maintenance fees for software as itemized on the executed Purchase Schedule, Sales Contract or Lease Agreement between Impact and Client, or until such time as this Agreement is otherwise canceled by either party pursuant to the terms of this Agreement, Impact via its software manufacturer partners shall provide updates, upgrades and new versions of the software to Client, as they are available for general release and at the discretion of Impact. The decision to perform a software upgrade shall be at the sole discretion of Impact. Any attempt to perform upgrades without the written consent or approval of Impact or its authorized agents may render any support contracts for said software and any of its components null and void at Impact's sole discretion. Upgrades are included but necessary PS time may be chargeable if upgrades are not necessary in order to solve open support items.

MAINTENANCE

Impact shall provide reasonable maintenance to Client for as long as Client continues to pay Impact pursuant to this Agreement, or until such time as this Agreement is otherwise canceled by either party pursuant to the terms of this Agreement. Maintenance is defined as any assistance in troubleshooting or correcting any performance issue or instances directly related to software or solution failure provided by Impact. Impact shall not be held liable for any product failure that is a result of unintended use or altering of the original intended use of the software solution without the written consent of Impact. Maintenance does not include expansion, in any form, of the original solution as described in the SOW or Proposal. Examples of expansion include but is not limited to additional file cabinets/archives, new user installations, workflow expansion, new employee setup, new scanning configuration, etc.

SERVICES PROVIDED

This Agreement is designed to provide services based on a fixed cost on an annual basis. This does not mean that other costs may not be incurred.

COVERAGE UNDER THIS AGREEMENT

TELEPHONE SUPPORT

The hours of operation for Impact are 8:00 AM to 5:00 PM, CST, (Monday through Friday), excluding holidays. The Client shall appoint two individuals within its organization to serve as the primary contacts between Impact and Client to receive support through the telephone support center. Impact will make all reasonable efforts to provide phone support services within 2 hours from the time the Client makes the initial request. Customer must call the number listed on front of contract for support.

REMOTE DIAGNOSTICS

Prior to an on-site response, personnel from Impact may attempt to resolve any issue via remote-access, web-based software. In the event that this is necessary, Client agrees to provide any assistance necessary in diagnosing and resolving any issues. Impact shall not be held liable for any software or network failures during these remote sessions. By signing this agreement, the customer authorizes Impact to utilize remote diagnostic services in order to solve necessary support items.

ON-SITE RESPONSE

If Impact personnel are unable to resolve issues via telephone/remote support, an on-site visit to the Client location may be required. In the event that an on-site visit is required, Client agrees to provide Impact personnel with any resources necessary to resolve any open issue in a timely manner. An on site visit will incur hourly charges as deemed necessary by Impact and are described in the section below titled Service Hours and Fees.

SERVICE HOURS AND FEES

Hourly fee for services not covered or for on-site support pursuant to the Agreement: \$255.00

Business Hours (8:00 a.m. – 5:00 p.m.)

Non-Business Hours (5:01 p.m. – 10:00 p.m.) billed at 1.5 x the normal rate.

Non-Business Hours (10:01 p.m. – 7:59 a.m.) billed at 2 x the normal rate.

Travel time will be charged per visit and may vary depending on distance to customer from local Impact office.

EXCLUSIONS

All efforts will be made to resolve any issues within a reasonable time. Because of the complexity of diagnosing and resolving software solutions, trial and error elimination procedures may need to be made in order to pinpoint the exact causes of potential issues. Third party vendors may need to be consulted during the process of diagnosing and resolving any solution issues. Due to these factors, no guarantee of repair time under this Agreement can be made.

No representative of Impact is authorized to give a binding completion time for any service performed under this Agreement, and any representation of a completion time will be considered only an estimate. Impact is not responsible for third party vendor costs (including costs incurred by customer's third party IT staff). Servers provided by Impact include only the manufacturers' support. Warranty and support information will be delivered to customer. This agreement does not include any extension of said warranty and any server or PC provided is excluded from this agreement.

Data backup is the sole responsibility of the customer. Impact is not responsible for any data backup procedure or the verification of backup procedure provided by the customer. This agreement does not cover any backup of described solution. In the event a restoration is necessary from viable backup means, time and support will incur extra charges as described in the Service Hours and Fees under "Hourly fee for services not covered". Impact will not be held liable for any missing, corrupt, or lost information as a result of data loss in any form.

LIMITED WARRANTY

Impact warrants that all work performed under this Agreement will be performed in a competent manner. IMPACT MAKES NO OTHER WARRANTY, EITHER EXPRESS OR IMPLIED, FOR ANY SERVICES PERFORMED OR PROVIDED UNDER THIS AGREEMENT. IMPACT MAKES NO GUARANTEES THAT ANY SOFTWARE UPGRADES OR ENHANCEMENTS WILL IMPROVE UPON ANY ORIGINAL SOFTWARE SOLUTION IMPLEMENTATIONS.

LIMITATION OF DAMAGES

- Impact shall not be liable to Client for any actual, consequential, resulting or incidental damages or loss of profits arising from a breach of this Agreement or arising out of any relationship established by the Agreement.
- Impact shall not be liable for any damages caused by any delay in furnishing services. The sole and exclusive remedy of the Client for any breach of any covenant or representation or warranty by Impact, express or implied, including any warranties of merchantability or fitness, is a recovery of the fees paid to Impact by Client.
- Performances under or pursuant to this Agreement shall be limited to Impact's obligation to provide a replacement component and/or for installation services for such components. In no event shall Impact's liability exceed the actual consideration paid by Client for the component or service in question.
- Impact cannot guarantee against the following: (1) Problems with the software or hardware that were unknown to it prior to installation. (2) A virus. No company providing virus protection guarantees 100% protection. If it is a new virus that has not been provided with a fix by the antivirus company, it could affect your software. (3) Equipment failure, whether or not the equipment was provided by Impact. (4) Problems that are caused by operator or company error such as an over heated server room or improper care of equipment. (5) Act of God such as flood, power surges or fire. Force Majeure – Neither party will be responsible for delays or failures or performance caused by event beyond its control ("Force Majeure"), including but not limited to fire, flood, other disasters, war, strike or labor unrest.

TERMS

This contract will be valid for the term stated on the front of this agreement from the submission of the signed agreement. At the discretion of Impact, this contract will automatically renew for a period of one year. A corresponding invoice shall be issued for the renewal of this Agreement when the associated cost is above and beyond any normal payments agreed upon at the inception of the software solution. The annual cost of this Agreement may increase without prior notice to Client.

CANCELLATION

This Agreement shall become effective upon customer signature or Purchase Order Number and shall continue until the end of the agreed time, unless canceled by Impact or if Customer breaches its obligation hereunder or otherwise to Impact. If not canceled this agreement shall be automatically self-renewing unless prior notice of termination is given in writing by either party not less than ninety days prior to any renewal date. Renewal prices are subject to change.

GOVERNING LAW AND FEES

This Agreement will be governed by, construed and enforced in accordance with Illinois law. In the event of a claim or litigation relating to the subject matter of this Agreement, in the event that Impact Networking prevails, the customer/buyer/lessee shall reimburse Impact Networking, LLC for all attorney fees and costs resulting therefrom.

CHOICE OF VENUE

If there is any lawsuit filed with respect to this Agreement, or any service or component provided under this Agreement, the parties agree that any such lawsuit must be filed and adjudicated in the Circuit Court of Cook County, Illinois.

Southern California Joint Pole Committee

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

November 20, 2019

A regular meeting of the **Operating Committee** took place on the above date, at 10:56 a.m., at the Committee office:

Mr. Bret Plaskey	Frontier Communications
Mr. Jeff Williams	City of Los Angeles
Mr. John Bacon	City of Los Angeles
Mr. Wayne Brown	Southern California Edison
Ms. April DeBarge	Southern California Edison
Ms. Camile Bowie	Southern California Edison
Ms. Lynn Prescott	Verizon Wireless
Mr. Mina Shehata	City of Burbank
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Hector Aguilera	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff
Guest: Mr. Jaime Garcia	City of Los Angeles

Those attending via teleconference were:

Ms. Cory Crawford	AT&T California
Ms. Kay Black	AT&T California
Mr. Ben Coffey	City of Banning
Ms. Maria Ortiz	XO Communication/MCI Telecom/MCI Metro
Ms. Lupe Hernandez	Teleport Communications America
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Yvonne Johnson	AT&T Mobility
Mr. Pedro Garganera	MCI Telecommunications
Ms. Linda McLean	Extenet Systems
Ms. Daniel Luty	Extenet Systems
Ms. Yesenia Delgado	Time-Warner Cable

Chairperson, Mr. Plaskey called the meeting to order at 10:56 a.m. by addressing the first item on the agenda, the review of the **prior meeting minutes**. There were no questions or comments.

The second agenda item is the review of the **October 2019 expense sheets**. The members reviewed the monthly reports. There were no questions or comments.

The third agenda item is the **Accounts Receivable**. Ms. Pranata asked for a status on AT&T Mobility and Verizon Wireless. Ms. Hernandez stated they are working on getting the invoices paid. She will follow up with the companies and let Ms. Pranata know. There were no further questions or comments.

The fourth item on the agenda is **JPA Member Activity**. There were no comments or questions.

The fifth item on the agenda is **Member Board Attendance**. Ms. Pranata commented that there was 100% attendance at the Board meeting last month. There were no comments or questions.

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Allen reported that she held a staff meeting on October 22, 2019. JPAs with 111B in the Approved by was discussed. These are unacceptable and needs to be returned. Section 7.11F was also discussed. Section 7.11F states in the Routine Handbook that *Priority Pole* is to be noted on the Form 2. The Form 2 is in reference to the preliminary and not does not need to be noted on the Final Form 2. She added the staff does not need to police this and to bill as is. Section 7.X was discussed as well. If the location on a new pole reads SAME the typist is to use the old poles location to update the new pole. Lastly, a few general billing procedures and reminders were discussed. For example, Section 16.3 Circuits, Pole Class, and November and December deadline dates. Ms. DeBarge inquired about pole class required on the poles date sent 2010 to current. They received memos that are asking for pole class on unauthorized poles date sent prior to 2010 and wondered why they were being returned. Ms. Allen explained that the January 19, 2011 minutes state *“that the pole class would be effectively required on JPAs that were initiated in 2010”*. She continued to explain that Date Sent might be prior to 2010 and a pole class still required because in certain years there are multiple pole classes for one pole height. Ms. DeBarge inquired if this is for billing purposes and Ms. Allen stated yes.

Ms. Pranata added that she and Ms. Allen had a meeting with Mr. Brown of SCE. It was decided and agreed upon that SCJPC is going to hold the Edison memos (non-billable JPAs) from November b/s and December b/s until the end of December b/s. This way the staff will focus on processing billable JPAs; therefore, Edison and other members get reimbursement before the end of 2019. She reiterated this is only for Edison since the volume of returns are so large. Mr. Brown commented that the spreadsheet sent, Edison is good with. However, they are going to make a few in house additions to it that will not impact SCJPC. He added if it works they want to move forward with the spreadsheet monthly. Ms. Pranata stated another offline meeting can be scheduled in January. There were no further comments or questions.

The seventh item on the agenda is **Proposed Operating Budget for 2020**.

Ms. Plaskey opened by stating that the Proposed Operating Budget that included the Records Retention (digitizing old documents) was approved earlier in the day at the Administrative Board.

Request from NCJPA: To share budget with NCJPA (11/15/2019)

Mr. Plaskey stated that Ms. Pranata received a request from Ms. Tina Sims from the NCJPA if she could share the SCJPC's budget format and not the actual dollar amounts. Ms. Pranata added Ms. Sims asked for the salary line item especially. Mr. Plaskey stated that he knows this information is confidential for the South and before approving he would like the member's approval as well. He inquired if the members are okay with sharing the budget format and how we line out our labor lines. Mr. Williams stated that only the actual dollar amounts are considered confidential and not the form itself. He is ok with sharing it. The committee agreed the format can be shared with Ms. Sims.

The eighth item on the agenda is **Miscellaneous Items.**

Item 1581: Pole Record Redesign (from Computer Ad Hoc) – (10/29/2019 per B. Plaskey)

Mr. Plaskey opened and commented this was moved back over from Computer Communications ad hoc because this was impacting getting JPAs finalized in October b/s and November b/s. He commented that SCJPC is understaff as of right now and lost someone to medical leave at the beginning of November. His perspective was for the staff to focus on processing JPAs now and get back up to a better staffing position and then focus on the pole record redesign. He added that we need as many bodies working on the JPA processing to limit the overtime hours. He inquired if the members agree processing JPAs should be the number one focus of the SCJPC as of right now. The committee agreed that processing JPAs is the number one focus. Mr. Plaskey added to keep this item number in the Operating Committee agenda.

Contacting SP – Southern Pacific Transportation Company purchased by Union Pacific in 1998. (Per B. Plaskey 11/5/2019 from RR meeting).

Mr. Plaskey opened and commented that they ran into a snag. Southern Pacific (SP) was purchased by Union Pacific. The month after everyone ratified the 1998 agreement letting them know that they didn't sign and something must be done about their poles Union Pacific purchased them. Perhaps this is why SP didn't sign the agreement or respond to the letter. He continued this relates to the letter that was going to be sent to Southern Pacific regarding their poles that are still in the field. Mr. Plaskey wasn't sure if a lawyer is going to be necessarily needed to write something up for committee to Southern Pacific because of the purchase or if the members write a letter referencing the 1998 letter requesting status. Mr. Williams commented he thinks a lighter approach is a better start. Mr. Plaskey stated he will work with Ms. Pranata in writing up a letter asking status of the 1998 letter and have for the Operating Committee review at the January 2020 meeting. Ms. Pranata added it should be signed by the President. Mr. Williams agreed and stated he will take it over to his City attorney to read over and make sure it is acceptable. Ms. Pranata reported there are 62 pole records with "SP" as pole owner and 13 pole records with "UP" as pole owner in the SCJPC's database. Mr. Brown inquired the classification of their attachment, whether they're communication or railroad. Mr. Williams responded they're communication.

Mr. Plaskey suggested to notify them that the poles are being replaced and their communication lines are attached to those poles. He then would like to ask them how they want to handle the attachment transfers to the new poles. Ms. Black commented that Ms. DeBarge might have an example where AT&T California is attached to one of the poles that was being replaced. Ms. DeBarge responded that she will research further. Ms. Pranata suggested to send them a list of pole numbers. Ms. Black inquired how they can stay attached if they're not a member. Mr. Plaskey replied that they probably have the right of way but it would be one of the questions to ask them.

SCJPC Overtime Update (packet).

Ms. Pranata reported that from the last meeting one of her action items was to communicate with the staff that overtime may be mandatory in the future. She said perhaps the announcement motivated the staff because we had 159.25 additional hours worked for October 2019. She added there were only 950 poles held over from October 2019 to November 2019.

Ms. Pranata then reported for November 2019 b/s there are about 8,500 poles that includes the 950 hold overs. The past two weekends in November overtime was worked as well. She added it is going pretty good for November b/s.

Ms. Pranata then requested overtime for December 2019 b/s. Some staff are on vacation for a few days and that overtime may be required. Mr. Plaskey stated that Frontier approves voluntary overtime for December 2019 b/s. Mr. Williams, Mr. Brown, Mr. Serrato, and Ms. Crawford all approve voluntary overtime as well. There were no questions or comments.

Edison Work Status

Ms. Pranata inquired if Edison has a status of approximately how many poles they plan on submitting for December 2019 b/s. Ms. Brown replied that they have already submitted 3,100 poles and they are going to submit 6,400 tomorrow. He added that is it for the remainder of the year. He then inquired about the hold over. Ms. Pranata stated from October 2019 to November 2019 there are 950 poles to be held over. Mr. Plaskey stated that takes them to 10,500 poles. Ms. Pranata stated that even with overtime she cannot guarantee that all the poles will be processed in December 2019 due to the shorten month at Edison's request to close early and the staff who are out on vacation. Mr. Brown replied that he understood. She explained that we have to close before December 23rd and the baseline currently is 5,000 poles but because of the shortened month, staff on vacation, and etc., the staff may not get to 5,000 poles processed. Mr. Plaskey said its simple math. Processing 10,500 poles would be 80 hour work weeks and the staff cannot work 80 hour weeks the entire month of December. He added we will go into January with a pretty big bubble. Maybe about 3,000 – 4,000 poles. Ms. Pranata said yes. There were no further questions or comments.

Billing Errors/Questions

Ms. Black asked for clarification on what the definition of *Sent Date* is? Is it the Form 2 sent date or the Final bill sent date? Mr. Plaskey commented that it is the sent

date of the JPA. Mr. Williams inquired is that the Form 2 Preliminary for Form 2 Final. Ms. Pranata stated it's the same date. Mr. Serrato inquired calculations are done by date received stamped date? Ms. Allen replied no. Calculations are based on *DATE SENT* or *YEAR SET* of new pole. Ms. Black commented to reiterate *Sent Date* is the Form 2 date and Received Date is the date the Form 2 Final is received in the SCJPC office. Ms. Allen replied yes. There were no further questions or comments.

Merging of three utility codes under Crown Castle

Mr. Aguilera commented that they were thinking of removing the NG. However, Mr. Serrato brought up some good points about the applications that will have gone forward with that new name, the ones currently in flight, and the old ones. They have pleaded to keep the same name so they are hoping to have an answer for next month. This item will remain open and be tabled for next meeting.

*Staffing Level/Position (From last month's discussion of Item 1664) (10/16/2019).
Item 1664: 2020-2024 Salary Ranges.*

Mr. Plaskey opened and explained this is the last piece of item 1664 to be discussed. The question was should the committee dictate how many biller levels I, II, and III the staff can have or should the committee allow Ms. Pranata manage at her discretion how many biller levels I, II, and III the staff have? Ms. Crawford asked for clarification and stated the committee members can approve a quantity of 10 and allow Ms. Pranata to make up those 10 in billers I, II, and IIIs how she sees fit. She inquired if that was the question. Mr. Plaskey stated that the actual staff member count is dictated by the membership. The question is do we let Ms. Pranata at her discretion determine how many, of those approved bodies she has, be biller levels I, II, or IIIs or should the membership dictate to her how many of each level? Mr. Serrato inquired doesn't Ms. Pranata just make recommendations based off her observation on their skill level? Mr. Plaskey replied yes and that would be the status quo keeping it at Ms. Pranata's discretion and she submits it during the Operating Committee if she thinks someone needs to be bumped up. Mr. Plaskey asked Ms. Pranata isn't that how it always worked. Ms. Pranata commented that the staff questioned if they all could be biller level IIIs. She explained all the staff would like to be biller level III because of its higher pay. Ms. Crawford questioned how the work would be distributed if all biller level IIIs? Ms. Pranata stated that the easy joints and the hard multis would all be divided up equally. Mr. Plaskey stated that all the biller level IIIs are doing is the multi-party JPAs that make up three or four percent of the overall work. He added it's a small portion of the big pie. Ms. Pranata replied yes. However, the multi-party JPAs are very complicated and time consuming. Mr. Serrato stated that maybe eventually they want to hear what attributes and skill sets that Ms. Pranata looks for. Mr. Plaskey stated that Ms. Pranata has already put that together and it was approved last month on how she analysis and views the staff. Ms. Prescott inquired that if multis are three to four percent what is the percentage of time? Ms. Pranata replied it depends on how many poles and how complicated they are. Ms. Prescott then inquired if there are two billers always on that. Ms. Pranata stated three. However, Ms. Allen commented they do bill just not full time. Ms. Allen explained that they tried to time but it's just so hard because every JPA/pole is so

different. Additionally, if the biller is using cheat sheets or using pricing from the billing books and the additional factors of buying into the safety clearance zone or sharing footage. Ms. Allen stated that she has tried to time but she cannot figure out how to get it down to an exact time or even average time. Mr. Plaskey inquired about a ball park figure of how long one pole could take to bill. Ms. Pranata stated about an hour. Ms. Allen commented that one biller had a 12 pole JPA that took 14 hours to bill and approximately six hours to check. It was an eight to nine party JPA that included page 1, 1A, 1B, 1C, 1D, and 1E with 22 accounts. She added that we do have many of those types of JPAs; however, they are not billable and have been returned. Mr. Plaskey stated that Item 1664 can be closed and the discretion is up to Ms. Pranata and if she has suggestions for promotions to bring forth to the Operating Committee for discussion and approval.

MISC

Part time Typist

Ms. Pranata informed the committee that the part time typist quit. She is looking to hire another one soon.

Laptop/ Touchpad

Ms. Pranata opened and stated this is from Administrative Board and a new item number needs to be created for a laptop/touchpad. Ms. Pranata inquired since the budget for 2020 was approved this will be for 2021? She then commented we can wait another year since we have to figure out the new Excel programming and that may take a while. Mr. Plaskey then inquired do we really want to create a new item number if we are going to gloss over for the next 11 months or should we bring it up later. He then commented to just add a bullet item on the Operating agenda for it and not create a new item number.

Select an attorney for SCJPC to handle CPUC requests (from Admin Board)

Ms. Pranata opened and stated this is a bullet item from Administrative Board that is to be discussed here in Operating. Mr. Plaskey stated to add a bullet item to the Operating Agenda so it can be kept track of. This will be an action item, discussed later, of members who want to suggest three candidates for the attorney position.

Ms. Pranata's Vacation

Ms. Pranata announced she will be on vacation December 5 through December 17, 2019 returning December 18, 2019. In her absence Ms. Allen will be in charge.

SCJPC Staff Christmas/Appreciation

Ms. Hernandez inquired about giving the staff a bonus or luncheon for the holidays. After a brief discussion it was agreed the full time permanent employees are to receive a one-time annual net bonus of \$200.00.

Review of Action Items:

- Mr. Plaskey and Ms. Pranata to work on letter to SP.
- Item 1664: 2020-2024 Salary Ranges is now closed.
- Merging of three utilities for Crown Castle agenda item has been tabled.
- December 2019 voluntary overtime was approved.
- Two bullet items have been created: for the Laptop/Touchscreen and for the attorney.
- Members to recommend candidates for the attorney position.

The meeting adjourned at 11:45 a.m. until January 15, 2020.

Ms. Kathleen Allen – Committee Transcriber

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES		October 31, 2019			YTD Through October 31, 2019			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
<u>EMPLOYEE EXPENSE</u>									
Salaries		48,401	47,463.67	937	484,011	469,614.06	14,397	3%	580,813
Regular	41,923.35					-			
Contract Labor	5,540.32					-			
						-			
Insurance		6,921	4,771.76	2,149	69,211	50,051.25	19,160	28%	83,053
Health/Dental	4,771.76					-			
Life (quarterly)						-			
						-			
Payroll Taxes		4,114	3,116.66	997	41,141	34,064.18	7,077	17%	49,369
Workers Compensation		250	256.25	(6)	2,500	2,237.50	263	11%	3,000
Travel mileage reimbursement/ Miscellaneous expenses		125	43.73	81	1,250	1,124.52	125	10%	1,500
						-			
						-			
<u>PENSION EXPENSE</u>									
Contribution-SEP IRA		5,082	4,401.95	680	50,821	46,004.11	4,817	9%	60,985
						-			
						-			
<u>MONTHLY RECURRING</u>									
Rent		8,799	8,798.73	0	87,992	87,987.30	4	0%	105,590
Alarm System	Quarterly	50		50	500	449.91	50	10%	600
Telephone (Frontier+Jive)		654	674.55	(20)	6,542	6,571.91	(30)	0%	7,850
Cisco WebEx Plan		90	69.00	21	900	690.00	210	23%	1,080
Postage & Shipping		183	188.30	(5)	1,833	2,129.37	(296)	-16%	2,200
Business/Property Insurance	Pro-Rated	167	-	167	1,667	1,193.50	473	28%	2,000
Committee Meetings		333	285.88	47	3,333	3,162.00	171	5%	4,000
						-			
						-			
<u>EQUIPMENT & FURNITURE</u>									
						-			
Copy Machine - CBE		183	482.51	(299)	1,833	2,321.21	(488)	-27%	2,200
						-			
						-			

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES		October 31, 2019			YTD Through October 31, 2019				Annual
	Details	Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	%	Budget
						-			
<u>NETWORK SYSTEM</u>						-			
LAN Maintenance		1,083	900.00	183	10,833	9,000.00	1,833	17%	13,000
FRIEND Support		400	400.00	-	4,000	4,000.00	-	0%	4,800
Data Center Hosting-Hardev		775	775.00	-	7,750	7,750.00	-	0%	9,300
Email/Domain Host/Sharefile	SCJPC DOMAIN	56	224.74	(168)	563	826.84	(264)	-47%	676
	RENEWAL	-			-	-	-		
Computer (Supplies,Maintenance,Repair)		233	214.95	18	2,333	540.43	1,793	77%	2,800
			-			-			
Off-Site Online Back-up		292	149.00	143	2,917	1,490.00	1,427	49%	3,500
						-			
						-			
<u>PRINTING & SUPPLY</u>						-			
Office Printing		208	397.24	(189)	2,083	2,438.09	(355)	-17%	2,500
Office Supplies		167	107.39	59	1,667	1,625.00	42	2%	2,000
						-			
						-			
<u>CONTRACT SERVICES</u>						-			
Auditor	Pro-Rated	769		769	7,686	7,272.00	414	5%	9,223
Attorney*		542	-	542	5,417	1,650.00	3,767	70%	6,500
						-			
<u>GENERAL EXPENSE</u>						-			
Payroll Service Fees		117	87.00	30	1,167	900.00	267	23%	1,400
Bank fees/Checks printing	Pro-Rated	17		17	167	231.15	(64)	-39%	200
Publications/Subscriptions/Reference		17		17	167	120.00	47	28%	200
Seminars & Tuition		83		83	833	361.28	472	57%	1,000
Team Building (new line)	\$500 quarterly	83		83	833	463.24	370	44%	1,000
Member Retirement & celebration		108	-	108	1,083	-	1,083	100%	1,300
Total Operating Expenses		80,303.25	73,808.31	6,494.94	803,032.50	746,268.85	56,763.65	7%	963,639.00

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES		October 31, 2019			YTD Through October 31, 2019				Annual
	Details	Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	%	Budget
						-			
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT									
COMPUTER SYSTEM									
Software Purchase (& website mods)		433		433	4,333	694.95	3,638	84%	5,200
FRIEND modification*		2,813	-	2,813	28,125	-	28,125	100%	33,750
NJUNS Fee (once a year)*		875		875	8,750	10,500.00	(1,750)	-20%	10,500
						-			
EQUIPMENT & FURNITURE						-			
Pro-Rated									
Purchases/Leases (including Ricoh Copy Machine)		483	379.97	103	4,833	4,503.90	329	7%	5,800
Hardware Purchase		342	-	342	3,417	-	3,417	100%	4,100
LONG TERM LIABILITY CURRENT						-			
						-			
Total Capital Investments & Long Term Liabilities Current						-			
		4,945.83	379.97	4,565.86	49,458.33	15,698.85	33,759.48	68%	59,350
Interest Earned/Misc Income		(0.08)	(0.08)		(0.76)	(0.76)			
		85,249.00	74,188.20	11,060.80	852,490.07	761,966.94	90,523.13	11%	1,022,989.00
*Items in blue are assessed equally									
Prepared as of: 11/7/2019									

Delinquent Accounts
As of 11/13/2019

MEMBERS ACCOUNTS RECEIVABLE

					PAST DUE NOTICES - DO NOT DELETE THIS INFORMATION				
Company Name	Invoice Month	Due By	Amount	Invoice Number	Past Due Notice Date Sent	Past due sent to & response notes	Past Due Notices Date by	Input By	Input Date
AT&T Mobility	May '19	June 30, 2019	\$ 759.09	20274	9/10/2019, 10/8/2019, 11/12/19	Mail to Yvonne Johnson	GV	GV	8/13/2019
AT&T Mobility	June '19	July 31, 2019	\$ 786.90	20307	10/8/2019; 11/12/19	Mail to Yvonne Johnson	GV	GV	9/10/2019
AT&T Mobility	July '19	August 31, 2019	\$ 789.29	20340	11/12/2019	Mail to Yvonne Johnson	GV	GV	10/8/2019
AT&T Mobility	August '19	September 30, 2019	\$ 1,114.36	20373				GV	11/12/2019
City of Colton	August '19	September 30, 2019	\$ 1,062.55	20364				GV	11/12/2019
City of Pasadena	August '19	Septmeber 30, 2019	\$ 1,233.93	20368				GV	11/12/2019
MCI Metro/ATS	August '19	September 30, 2019	\$ 1,251.20	20374				GV	11/12/2019
MCI Telecommunications	August '19	Septmeber 30, 2019	\$ 1,035.98	20375				GV	11/12/2019
Mobilite, LLC	August '19	September 30, 2019	\$ 976.86	20391				GV	11/12/2019
Mpower/ Telepacific Com.	August '19	September 30, 2019	\$ 1,004.09					GV	11/12/2019
Sprint-Nextel Corporation	May '19	June 30, 2019	\$ 694.83	20271	9/10/2019, 10/8/2019; 11/12/19	Mail to Lynn Prescott	GV	GV	8/13/2019
Sprint-Nextel Corporation	August '19	September 30, 2019	\$ 1,020.04	20370				GV	11/12/2019
T-Mobile USA, INC	August '19	September 30, 2019	\$ 1,011.40	20378				GV	11/12/2019
Verizon Wireless	March '19	April 30, 2019	\$ 1,511.63	20194	7/9/2019, 8/13/19, 9/10/19, 10/8/2019, 11/12/19	Emailed M. Murillo/L Hernandez	JT/GV	JT	6/11/2019
Verizon Wireless	June '19	July 31, 2019	\$ 1,097.37	20293	10/8/2019, 11/12/19	Email Lupe Hernandez and Marco Murillo	GV	GV	9/10/2019
Verizon Wireless	July '19	August 31, 2019	\$ 1,101.19	20326	11/12/2019	Email Lupe Hernandez and Marco Murillo	GV	GV	10/8/2019
Verizon Wireless	August '19	September 30, 2019	\$ 1,554.71	20359				GV	11/12/2019
XO Communications	August '19	September 30, 2019	\$ 1,071.18	20381				GV	11/12/2019

\$19,076.60

TOTAL

\$19,076.60

[illegible]

eld Over Poles will be billed first at the next Bil

Inspections Billed SCE Only: O&M (Inspections,Pole Tag, & SRA)	SCE's Inspections JPAs/Poles were not included in above table	SCE O&M YTD
Inspection JPAs Billed	12	145
Inspection Poles Billed	6099	46532

-  = Members assessed penalty fee
-  = Less than 80% but 50% or greater attendance
-  = Less than 50% attendance
-  = Excused Absence

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
MEMBER BOARD MEETING ATTENDANCE
NOV 2018 - OCT 2019**

		MBR CODE	2018 NOV	2018 DEC	2019 JAN	2019 FEB	2019 MAR	2019 APR	2019 MAY	2019 JUN	2019 JUL	2019 AUG	2019 SEP	2019 OCT	TOTAL	Atten. %	MBR CODE
1	So. California Edison	E	1		1	1	1	1	1	1	1	1	1	1	11	100%	E
2	Frontier Communications	FTR	1		1	1	1	1	1	1	1	1	1	1	11	100%	FTR
3	City of Los Angeles	M	1		1	1	1	1	1	1	1	1	1	1	11	100%	M
4	Mobilite LLC	MOB	1		1	1	1	1	1	1	1	1	1	1	11	100%	MOB
5	T-Mobile, USA	PBM	1		1	1	1	1	1	1	1	1	1	1	11	100%	PBM
6	Verizon Wireless	ATC	1		1	1	1	1	1	1	1	1	1	1	11	100%	ATC
7	AT&T Mobility	LAC	1		1	1	1	1	1	1	1	1	1	1	11	100%	LAC
8	XO Communications	NXT	1		1	1	1	1	1	1	1	1	1	1	11	100%	NXT
9	CA-CLEC LLC	CCI	1		1	1	1	1	1	1	1	1	1	1	11	100%	CCI
10	Crown Castle NG West Inc.	NG	1		1	1	1	1	1	1	1	1	1	1	11	100%	NG
11	NewPath Networks	NPN	1		1	1	1	1	1	1	1	1	1	1	11	100%	NPN
12	AT&T California	H / T	1		1	1	1	1	1	1	1	1	1	1	11	100%	H / T
13	City of Anaheim	D	1		1	1	1	1	1	1	1	1	1	1	11	100%	D
14	City of Lompoc	LLW	1		1	1	1	1	1	1	1	1	1	1	11	100%	LLW
15	MCI/Metro	ATS	1		1	1	1	1	1	1	1	1	1	1	11	100%	ATS
16	MCI Communications	MCI	1		1	1	1	1	1	1	1	1	1	1	11	100%	MCI
17	ExteNet Systems	EXT	1		1	1	1	1	1	1	1	1	1	1	11	100%	EXT
18	Sprint Communications	FON	1		1	1	1	1	1	1	1	1	1	1	11	100%	FON
19	Sprint-Nextel	SPR	1		1	1	1	1	1	1	1	1	1	1	11	100%	SPR
20	Teleport Comm America	TCA	1		1	1	1	1	1	1	1	1	1	1	11	100%	TCA
21	Golden State Water	SCW	1		1	1	1	1	1	1	1	1	1	1	11	100%	SCW
22	City of Banning	COB	1		1	1	1	1	1	1	1	1	1	1	11	100%	COB
23	City of Riverside	J	1		1	1	1	1	1	1	1	1	1	1	11	100%	J
24	City of Glendale	A	1		1	1	1	1	1	1	1	1	1	1	11	100%	A
25	City of Vernon	V	1		1	1	1	1	1	0	1	1	1	1	10	91%	V
26	City of Pasadena	MP	1		1	1	1	1	1	1	0	1	1	1	10	91%	MP
27	City of Azusa	MA	1		1	1	1	1	1	1	0	1	1	1	10	91%	MA
28	City of Burbank	B	0		1	1	1	1	1	1	0	1	1	1	9	82%	B
29	Mpower/TelePacific	ICG	1		1	0	1	1	1	1	1	1	0	1	9	82%	ICG
30	Time-Warner	TWC	1		1	0	0	0	1	1	1	1	1	1	8	73%	TWC
31	City of Colton	F	0		1	1	1	1	1	0	1	0	0	1	7	64%	F
32	ATC Outdoor DAS	AMT	1		0	1	1	0	0	0	0	1	1	1	6	55%	AMT
33																	
Total			30	0	31	30	31	30	31	29	28	31	30	32			

SCIPC Overtime Report

Bill of Sale Month	Poles Received	Billed	Returned	Total Processed	Held-Over Poles	Non-Exempt OT hours		Comments
				Billed + Returned				
Dec-18	10211	7026 (10.82% Multi)	1573	8599	1612	57.75		Short Month, closed on Dec 21. One staff on medical leave. Received & Billed Edison Correction of
Jan-19	10675	4919 (20.6% Multi)	3280	8199	2476	35.5		10675 = 1612 (from Dec 18) + 9063 One staff on medical leave.
Feb-19	14144	6215 (19.52% Multi)	3774	9989	4155	115.75		14144 = 2476 (from Jan 19) + 11668 Feb was a short month + holiday
Mar-19	13686	7100 (15.61% Multi)	3725	10825	2861	148		13686 = 4155 (from Feb 19) + 9531 One staff on vacation for 2 weeks
Apr-19	11648	5914 (23.72% Multi)	4151	10065	1583	115	3835.72	11648 = 2861 (from Mar 19) + 8787 One biller level 2 resigned.
May-19	9141	5565 (16.10% Multi)	3049	8614	527	72	2514.75	9141 = 1583 (from Apr 19) + 7558 # of billers decreased
NEW BASE LINE	6000							New base line without OT. Review base line end of Dec 2019
Jun-19	8141	4536 (23.41% Multi)	3067	7603	538	34	1083.09	8141 = 527 (from May 19) + 7614 # of billers decreased
Jul-19	9952	5194 (22.81% Multi)	3574	8768	1184	84.75	2851.81	9952 = 538 (from June 19) + 9414 Holiday week, # of billers decreased, and one staff on vacation for more than 1 week
Aug-19	11251	5734 (23.18% Multi)	3641	9375	1876	144.5	5225.59	11251 = 1184 (from Jul 2019) + 10067 Vacation, medical leave, # of billers decreased. Corrected to include payday# 3
Bill of Sale Month	Poles Received	Billed	Returned	Total Processed	Held-Over Poles	Additional Hrs/OT	Additional Hrs total \$ Gross	Comments
				Billed + Returned				
Sep-19	10317	5636 (24.65% Multi)	3524	9160	1157	124.25	4676.71	10317 = 1876 (from Aug 2019) + 8441 # of billers decreased, poles received above 6000
Oct-19	10146	5460 (19.71% Multi)	3736	9196	950	159.25	5986.51	10146 = 1157 (from Sep 2019) + 8989 # of billers decreased, poles received above 6000.
NEW BASE LINE	5000							New base line without OT for Nov 2019 & Dec 2019. (1 biller trainee, 1 biller on maternity leave)
Jan 2020 New Baseline	6000							January 2020 (1 staff maternity leave)
Apr 2020 New Baseline	7000							April 2020

Average overtime/additional hours per month (based on Apr 19-Sep 19): **97.08333 3364.612 Gross**