

Southern California Joint Pole Committee

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January 15, 2020

A regular meeting of the **Operating Committee** took place on the above date, at 11:00 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
Mr. David Campo	City of Lompoc
Ms. Lynn Prescott	Verizon Wireless
Mr. Johnny Vu	City of Anaheim
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. 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
Ms. Tondra Hill	Time-Warner Cable

Those attending via teleconference were:

Ms. Kay Black	AT&T California
Mr. Todd Dailey	AT&T California
Ms. Sherri Duchateau	Golden State Water
Mr. Rey Lopez	Time-Warner Cable
Ms. Yvonne Johnson	AT&T Mobility
Mr. Pedro Garganera	MCI Telecommunications
Ms. Racheal Torres	Mobilitie, LLC
Ms. Shawn Henderson	T-Mobile USA
Ms. Daniel Luty	Extenet Systems
Ms. Aarize Dizon	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Richanna James	Crown Castle NG West Inc./NewPath/CA-CLEC LLC

Chairperson, Mr. Plaskey called the meeting to order at 11:00 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 2019 and December 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**. Ms. Pranata displayed both November 2019 and December 2019 JPA Member Activity reports. She commented that there was no holdovers from either of the two months. Mr. Brown and Ms. DeBarge wanted to thank the staff for their hard work. There were no further comments or questions.

The fifth item on the agenda is **Member Board Attendance**. Mr. Plaskey inquired if there was one assessment this month. Ms. Pranata replied yes and that they did not call in/attend today as well. She has sent them a letter via mail. Mr. Williams suggested to notify them via email about the policy. There were no further comments or questions.

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Allen reported that she held a staff meeting on January 9, 2020. Discussed was voluntary overtime and correct allocation of grade and space and safety clearance zone on two powers. Also discussed, Edison JPA numbers and Pole numbers. SCE JPA numbers should have no more than nine digits after the prefix of *EXXXX-XXXXXXXXXX* for notification numbers and no more than four digits after the prefix of *EXXXX-XXXX* for legacy numbers. Pole numbers should have no more than seven digits in total. Example, *XXXXXXXXXE*. If JPAs and poles do not meet these standards the staff are to return JPA. Form 7 handling and updating pole records for the typist was also discussed. Mr. Brown commented for the Edison JPA Numbers they are numeric digits. However, the JPA Number will have an alpha character at the front. Ms. DeBarge inquired about what kind of Form 7's are processed. Ms. Allen replied *Okay to Bills* and *Do not Bills* are the F7's that are processed. There were no further questions or comments.

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

SCJPC Overtime Update (packet).

Ms. Pranata reported for November 2019 the staff worked 119.25 additional hours and 71.75 additional hours for December 2019. She added that pole volume decreased for those two months.

Ms. Pranata then reported for January 2020 9000+ poles have been received already and she emailed the Operating Committee for January overtime approval. She added the committee did approve January overtime.

Ms. Pranata commented the pole count at this time is below baseline for February 2020 b/s and will email the committee for overtime approval if the pole count exceeds the baseline.

Ms. Pranata announced that the staff member out on leave should return at the end of February. However, there is no 100% guarantee when she will return. Therefore, Ms. Pranata will update the committee next month.

There were no questions or comments.

February 2020 B/S deadlines: JPAs with AT&T CA

Ms. Pranata opened and explained the current monthly deadlines. She commented for the month of February she would like to propose the pulling of JPAs for AT&T California from the 28th to February 25th. The final transfer date would be February 18th and the cutoff date to received AT&T California involved JPAs would be moved from the February 5th to February 4th. She added JPAs received after February 4th would be processed in March 2020 B/S. Mr. Brown and Ms. Black both agreed to these dates. Ms. Pranata then commented if JPAs do not involve AT&T California they will be processed as usual.

There were no further questions or comments.

Billing Errors/Questions

There were no Billing errors/questions.

Merging of three utility codes under Crown Castle

Mr. Aguilera opened and commented that Crown Castle received approval and will be moving forward with the merge. They will be Crown Castle Fiber LLC and keep the NG code for all three utility codes. Mr. Serrato stated that all the NPN and CCI space in the database should be converted to NG. Dues should stopped being billed for NewPath Networks (NPN) and CA-CLEC LLC (CCI). Ms. Pranata commented that she will need the official letter. Mr. Aguilera inquired what needs to be provided to the committee. Ms. Pranata replied what they just stated and to be as detailed as possible, signed by the main representative, and an effective date. Ms. Pranata inquired instead of three members you will be one member. Mr. Serrato replied yes. Mr. Serrato then inquired the space in the database can all be easily changed. Mr. Pranata replied she will have to contact the database programmer, Mr. Joe Atalla for assistance. She added he can do it fairly fast, just the matter of contacting him. Mr. Williams inquired what a company needs to submit in order to be approved on the subcommittee. He thinks that is the information that needs changing. Being part of the committee you have to submit legal information. Ms. Pranata inquired like a brand new member. Mr. Williams replied yes and that those companies had to submit those things and be approved by the Board. He thinks the committee needs to clean up that portion of it and there needs to be something in there that states that about the NG purchase. Mr. Serrato stated that will be part of the letter. Mr. Williams and Mr. Plaskey think there

may be more to it than just signing it. Mr. Plaskey stated that by-laws need to be checked since its going from three members paying to one member paying. Ms. Pranata stated it's just a letter. Mr. Williams commented it's a letter to change names, but now you are taking three different entities that applied separately combining into one. Mr. Serrato recalled when Verizon became Frontier it was just a code switch and a letter. He added that Edison has multiple utility codes under one company. Crown Castle has been for the last five or six years have been using multiple billing code for one company. Mr. Serrato is asking to remove two of their utility codes. Mr. Plaskey stated it was different with Frontier. Verizon Wireless, Verizon Business, and Verizon Telecom applied separately. Only Telecom changed from VZ to FTR. Verizon Wireless and Verizon Business are still separate; nothing was combined. Mr. Serrato commented he will provide a letter that states what was just discussed and provide documents as well that represent the official purchases of the three companies. Mr. Aguilera added so this can be reviewed by the committee next month. Ms. DeBarge inquired about the SPR/NG transfer. Mr. Serrato stated that Crown Castle did not buy out their company they just purchased their poles which required a JPA for each one. Ms. Pranata stated they are three different companies but essentially one. Mr. Serrato explained one is going to remain and the other two's assets are going to be under that main one. Mr. Plaskey reiterated the by-laws have to be doubled checked to make sure. Mr. Williams just wants the bases covered that they are not just moving people around and something happens and they come to the committee and request all the legal documentation for this transaction. He added once the by-laws are checked Crown Castle may need to contact a lawyer for advice. Ms. Pranata commented to send her all the documents and she will distribute to all the members for review. Ms. Black inquired what to tell her team about the existing NG JPAs if they will have a name change. Mr. Serrato stated the utility code will remain NG. She then inquired about the JPAs already issued that are not NG are they still going to remain the name you created them. After some discussion it was agreed Crown Castle would not change the JPA Number and when it is finalize in the pole record would show NG space. The same JPA numbers can be kept in each's systems. Ms. Black commented that changing the JPA Number would cause a big deal. Ms. Pranata assured that no JPA numbers or pole numbers would be changed. Mr. Serrato commented he has the information he needs and we will make official with a vote and only have to say aye one time. Mr. Plaskey commented that whatever precedence is set right now needs to be followed in the future when a company combines. This way it is on record. Ms. Black then inquired if this is going to happen in the North. Mr. Serrato replied it will happen sometime in the North.

Item 1581: Pole Record Redesign (from Computer Ad Hoc) – (10/29/2019 per B. Plaskey)

Mr. Plaskey opened and commented that Ms. Pranata put a timeline together. Mr. Pranata reported she was unable to reach Mr. Atalla. She continued that Edison requested a schedule and she created a schedule. However, the schedule is useless if she cannot reach the programmer. The last meeting she had with him was in August 2019 to discuss the latest test results that were sent to him in July 2019. He said it would take a couple of weeks to modify the program based on the requests. She added there was 20+ items requested to be added/changed/updated. The last time she heard

from him was in October 2019 that they are still working on the results/requests. She did not reach out to him in November or early December 2019 because the office got real busy and she wanted to finish our holdovers. However, she did reach out to him late December 2019 and early January 2020 and there has been no response. Mr. Brown stated to not send him a check. Mr. Plaskey and Ms. Pranata commented a check had already been sent for 50% for a deposit. Mr. Plaskey stated he was going to discuss with Mr. Williams for both of them to escalate. Ms. Pranata commented the schedule is still pending.

Contacting SP – Southern Pacific Transportation Company purchased by Union Pacific in 1998. (Per B. Plaskey 11/5/2019 from RR meeting).

Mr. Plaskey reported he did not get a chance to draw up a letter the past few months. He was far too busy. Initially the plan was to have a lawyer do it; however, he stated he would write something up and now he is thinks to pay a lawyer for an hour to draft something up real basic. He asked the committee their opinions. They agreed it is best to have a lawyer write something in behalf of SCJPC to SP. Mr. Plaskey commented that the lawyer can reference the 1998 letter and ask for a response on it. Ms. Pranata commented that our existing lawyer is out on medical leave and she needs to reach out to his backup. She is not sure how knowledgeable the backup is so Ms. Pranata may need to speak to her and explain.

Laptop/Touchpad

Ms. Pranata opened and explained that Mr. Serrato recommended the ThinkPad Yoga and that she received two quotes. One quote is for a quantity 10 with a bigger screen at \$17,317.90 and the second quote is for a quantity 10 with a smaller screen at \$15,308.00. She commented that the 3Y Accidental Damage Protection of \$967.50 is optional. She said the Yoga edition is where the top can flip over and do some yoga stuff. Mr. Serrato commented it doesn't necessarily have to be that one but anything that can do the downward dog. Mr. Pranata commented Mr. Williams suggest a HP x360. She said the count can be decreased to nine because she is not sure the typist needs ones. The decision is up to the committee. Mr. Serrato asked Ms. Pranata to explain why a laptop/touchscreen was asked to be purchased. He then explained the office was discussing upgrading their machines and in addition to the upgrade perhaps requesting an additional monitor/tablet. Furthermore, there was an ergonomic reason as well of how the biller's stations were set up to bill. The workstation is to the left of their monitors and they have to move their neck/heads back and forth to bill. Mr. Serrato then explained since Ms. Pranata is requesting to upgrade the staff's machines and also requesting tablets the idea was to get a laptop that can do both upgrade their machines and be a tablet all in one. She was asked to get a quote and she asked Mr. Serrato at that time what kind of laptop does he have. The main point is they need something that can be used as a tablet and a laptop. Ms. Pranata added that instead of buying desktops, which the current ones are four years old, to purchase laptops. Ms. Pranata stated the staff will keep the monitors they have now. Mr. Serrato stated that if it comes out this benefits billing and Ms. Pranata's staffing then perhaps it should be considered. Ms. Prescott suggested to buy one and try one and see if it

works. She then inquired if we use the numbers and then commented that she is looking at Mr. Serrato's and his keys are across the top like a keyboard, but if you use the actual calculator numbers you want to make sure you have that. Ms. Pranata explained the tablet would be on the left, the JPA would be in the middle, and the calculator on the right. Prices would be looked at on the left. She added that the Excel Expert from AT&T California is completing a calculator for us based on Excel. Additionally, a calculator may not be needed because when the billers input the information requested it populates the price. Ms. Pranata displayed the calculation sheet the Excel Expert created. Mr. Serrato then explained that they gave their ideas to the Expert who then created the sheet displayed and that is why the calculator keys will not be needed. Mr. Plaskey then inquired when the last time the computers were replaced. Ms. Pranata replied four years ago. He then inquired so you need to get new computers and Ms. Pranata replied yes. Ms. DeBarge inquired if there was an ergo assessment for the team. Mr. Plaskey replied probably not. Then he stated what works better is more ram. You might have to sacrifice to be able to hold it and touch it but you can get more ram out of it for a cheaper price, then your computer is going to run faster. He stated he only saw 8 GB of ram which is the same thing as his laptop from eight years ago. Ms. Pranata announce it will not be a purchase for this year but for 2021. Ms. DeBarge commented the other piece of this is to make sure the workstations are set up properly. Ms. Pranata stated right now the monitors are on the side. So when we bill we have to turn back in forth to look at prices and then back to the JPA. Ms. DeBarge recommended an ergonomic expert come in make sure the workstations are all set up properly. She explained Edison does it for all their new employees. Ms. Pranata inquired who does the assessment if it is a company. Ms. DeBarge replied Edison's is done internally and is not an outside company. She added she will ask Edison about it since we are an extension of them and see if an ergonomic assessment can be done. Mr. Plaskey inquired if this is a cost that is split evenly. Ms. Pranata stated it can be decided at the Operating Committee. Ms. Prescott inquired if it is in this year's budget and Ms. Pranata replied no it will be included in 2021's budget. Mr. Plaskey asked Ms. Pranata to look for other comparable solutions as well. Mr. Serrato added it has to replace their main machine and has to be able to work on the table and does not need to be a specific brand. Ms. Pranata inquired if she can reach out to Edison for ergonomic assessments? Ms. DeBarge replies yes.

Select an attorney for SCJPC to handle CPUC requests (from Admin Board)

Mr. Plaskey opened and commented he saw Edison's response. Ms. Pranata displayed the list of attorneys from the packet. Mr. Plaskey inquired if the names that have been submitted by Edison have not been vetted. Mr. Brown replied no and if they decide to go with them they want to take a look at them. He added they are not Edison attorneys, but their attorney recommended. Ms. Pranata commented that she did not receive responses from other member's only Edison. Mr. Plaskey stated that he did receive a response from his legal team and as long as they do a good job Frontier is open. He also stated that since Edison has the most voting shares the ball is in their court. They should be comfortable with the right attorney. This item is tabled and will remain open. Edison to follow up with their legal team.

Mr. Brown received an email during this meeting that his legal team stated all three are great DBE attorneys. The Edison attorney will research to see which one has the best price. Mr. Brown added he will send the reviewed list to Ms. Pranata so she can forward the list to the Committee before the next meeting.

Temp to Permanent Hire – Front Desk in mid-February - Assist Manager in some website updates (HTML)

Mr. Plaskey opened and inquired if she is doing a great job. Ms. Pranata replied yes and stated if we could hire her permanently. Mr. Plaskey inquired if this was a promotion. Ms. Pranata replied no and commented she will be going from a temporary position, from a staffing agency, to a full time position with SCJPC. Mr. Serrato inquired if the agency charges a fee when we buy out their contract. Ms. Pranata replied not if they fulfill certain hours worked. Mr. Plaskey inquired what she is getting paid now. Ms. Pranata stated \$15.45 an hour. Mr. Williams inquired if that is what we are paying the agency. Ms. Pranata replied no, we are paying them more. Mr. Plaskey commented that once she is hired full time and receives benefits she will be starting at \$17.00 minimum per the new agreed on 2020-2022 salary study. Ms. Pranata shared that the temp has HTML experience and will be assisting her with some website updates. She added she lost her backup when an employee quit last year and Ms. Pranata no longer has a backup. Ms. Prescott commented that she will get a review in June as well. After some further discussion, it was agreed when the current temporary employee is hired to permanent that she will start at \$17.00 an hour and will have a mid-year review in June 2020.

Approved contractors: Need a formal letter of authorization from the SCJPC Member. Authorizing that the contractor can submit JPA work directly to SCJPC.

Ms. Pranata opened and reminded the committee that all members need to send a list of approved Contractors to her. This way she knows these contractors are able to act in their behalf.

Ms. Pranata commented that there was some confusion on some JPAs being submitted. Edison JPAs were being submitted from a CES@sce.com email address from a Ms. Yvette Villareal. Ms. Pranata asked for clarification who Ms. Villareal works for. Ms. Hernandez commented that Ms. Villareal is an Edison employee and does not work for CES. Ms. Pranata inquired if she can submit JPAs to SCJPC on behalf of Edison. Mr. Brown and Ms. DeBarge replied yes and SCJPC can also accept from anyone at that inbox.

Upgrade machines to Windows 10 starting Jan 17th. Cost included in 2020 Operating budget (\$2000).

Mr. Plaskey reported that Windows 10 upgrade will happen this Friday and that it was approved under this year's budget. Ms. Pranata commented that it might take a few days to program all the computers. She added the upgrade is necessary because Windows 7 is outdated and no longer supported. The total cost is \$2000.00.

Records Retention Policy (digitizing old documents)

Ms. DeBarge inquired on what vendor Ms. Pranata choose for the scanning of the old documents project for Edison's personal use. Ms. Pranata commented BPAC/Tier Five. Ms. Pranata added that in regards to indexing, that Edison, since they are a big company, may want to purchase the indexing software. SCJPC did not. Ms. DeBarge inquired what the indexing is. Mr. Plaskey explained it's for searchable purposes. For example, to search by year of documents or any certain criteria. Then Ms. DeBarge inquired if anyone has done a scanning project by taking all their paper documents and converted to PDF's and how they are stored. Mr. Plaskey commented Frontier did about 10 years ago. However, they were not live documents and are stored for record purposes only.

Mr. Plaskey inquired the status of the digitizing old documents project. Ms. Pranata replied that they are coming next week. However, the boxes still need to be gone through and the documents separated and labeled prior to being scanned.

MISC

Billing Process Simplification – (Billing Samples)

Ms. Pranata reported from yesterday's BPS ad hoc that Ms. Black requested for the staff to do one or two days of billing to prepare examples for the BPS adhoc. Ms. Pranata explained we would take one to two staff member away from actual monthly billing to focus on the billing examples for the BPS. Mr. Serrato asked for clarification. Ms. Allen explained this would be for a full day of billing JPAs the proposed way to show the differences in time spent vs time saved. Ms. Pranata commented only one JPA was used as an example and the request was for the staff to do it a full day or two of examples. Mr. Serrato inquired if training would be necessary. Ms. Allen replied no, she has had help from the staff in the past on certain examples and it shouldn't be too hard to explain to them what to do. Ms. Hernandez inquired if they would need to be billed twice and Ms. Allen replied yes. Ms. Allen explained she would need one staff member to bill and another staff to check as well. Ms. Black commented that all she suggested in order to move forward that we need a bigger sample size. After some discussion, it was agreed that a staff member can focus on billing and another staff member focus on checking up to five examples for the BPS ad hoc committee.

Mr. Serrato inquired if the calculation spreadsheet created by the Excel Expert can be tested as well. Ms. Pranata replied that he only included prices for 2012. The other years the Expert found errors. Mr. Serrato commented if the staff does have some 2012 billing if they could test the spreadsheet. Ms. Pranata commented she looked it over and it's not quite ready yet. Plus she added the font is really small and maybe it can be made bigger. Some of the staff have trouble seeing.

Review of Action Items:

- January 2020 voluntary overtime was approved.
- Crown Castle to send a letter on merging their three utility codes.

- Mr. Plaskey and Ms. Pranata to review the by-lays on the merging of utility codes.
- Mr. Plaskey and Mr. Williams to escalate on the pole record redesign.
- Committee agreed to have the lawyer review the letter to be sent to Union Pacific.
- Ms. Pranata to research additional options for laptops.
- Edison to finish reviewing the attorneys and will give us an update next month.
- Temporary employee will be permanently hired.
- Members to send approved contractors letter to Ms. Pranata.
- Windows 10 update will start Friday.
- Ms. Allen and Ms. Pranata to go through a few more example for the BPS ad hoc.

The meeting adjourned at 12:07 p.m. until February 19, 2020.

Ms. Kathleen Allen – Committee Transcriber

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

OPERATING EXPENSES	Details	November 30, 2019			YTD Through November 30, 2019			%	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
EMPLOYEE EXPENSE									
Salaries		48,401	43,923.44	4,478	532,412	513,537.50	18,874	4%	580,813
Regular	39,357.84					-			
Contract Labor	4,565.60					-			
						-			
Insurance		6,921	4,077.08	2,844	76,132	54,128.33	22,004	29%	83,053
Health/Dental	4,077.08					-			
Life (quarterly)						-			
						-			
Payroll Taxes		4,114	2,920.40	1,194	45,255	36,984.58	8,270	18%	49,369
Workers Compensation		250	256.25	(6)	2,750	2,493.75	256	9%	3,000
Travel mileage reimbursement/ Miscellaneous expenses		125	30.97	94	1,375	1,155.49	220	16%	1,500
						-			
						-			
PENSION EXPENSE									
Contribution-SEP IRA		5,082	4,132.57	950	55,903	50,136.68	5,766	10%	60,985
						-			
						-			
MONTHLY RECURRING									
Rent		8,799	8,798.73	0	96,791	96,786.03	5	0%	105,590
Alarm System	Quarterly	50		50	550	449.91	100	18%	600
Telephone (Frontier+Jive)		654	674.55	(20)	7,196	7,246.46	(51)	-1%	7,850
Cisco WebEx Plan		90	69.00	21	990	759.00	231	23%	1,080
Postage & Shipping		183	183.85	(1)	2,017	2,313.22	(297)	-15%	2,200
Business/Property Insurance	Pro-Rated	167	-	167	1,833	1,193.50	640	35%	2,000
						-			
Committee Meetings		333	244.31	89	3,667	3,406.31	260	7%	4,000
						-			
						-			
EQUIPMENT & FURNITURE									
						-			
Copy Machine - CBE		183	134.69	49	2,017	2,455.90	(439)	-22%	2,200
						-			
						-			

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

OPERATING EXPENSES	Details	November 30, 2019			YTD Through November 30, 2019			% Variance	Annual Budget
		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	8,525.00	-	0%	9,300
Email/Domain Host/Sharefile		56	73.94	(18)	620	900.78	(281)	-45%	676
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		233	-	233	2,567	540.43	2,026	79%	2,800
			-			-			
Off-Site Online Back-up		292	149.00	143	3,208	1,639.00	1,569	49%	3,500
						-			
PRINTING & SUPPLY						-			
Office Printing		208	-	208	2,292	2,438.09	(146)	-6%	2,500
Office Supplies		167	93.32	73	1,833	1,718.32	115	6%	2,000
						-			
CONTRACT SERVICES						-			
Auditor	Pro-Rated	769		769	8,454	7,272.00	1,182	14%	9,223
Attorney*		542	-	542	5,958	1,650.00	4,308	72%	6,500
						-			
GENERAL EXPENSE						-			
Payroll Service Fees		117	87.00	30	1,283	987.00	296	23%	1,400
Bank fees/Checks printing	Pro-Rated	17	94.93	(78)	183	326.08	(143)	-78%	200
Publications/Subscriptions/Reference		17		17	183	120.00	63	35%	200
Seminars & Tuition		83		83	917	361.28	555	61%	1,000
Team Building (new line)	\$500 quarterly	83	237.99	(155)	917	701.23	215	24%	1,000
Member Retirement & celebration		108	-	108	1,192	-	1,192	100%	1,300
Total Operating Expenses		80,303.25	68,257.02	12,046.23	883,335.75	814,525.87	68,809.88	8%	963,639.00

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

OPERATING EXPENSES		November 30, 2019			YTD Through November 30, 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	4,767	694.95	4,072	85%	5,200
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 (including Ricoh Copy Machine)		483	603.18	(120)	5,317	5,107.08	210	4%	5,800
Hardware Purchase	New Laptop	342	1,729.31	(1,388)	3,758	1,729.31	2,029	54%	4,100
LONG TERM LIABILITY CURRENT									
						-			
						-			
						-			
Total Capital Investments & Long Term Liabilities Current		4,945.83	2,332.49	2,613.34	54,404.17	18,031.34	36,372.83	67%	59,350
Interest Earned/Misc Income		(0.07)	(0.07)		(0.83)	(0.83)			
		85,249.01	70,589.44	14,659.57	937,739.09	832,556.38	105,182.71	11%	1,022,989.00
*Items in blue are assessed equally									
Prepared as of: 12/3/2019									

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

OPERATING EXPENSES	Details	December 31, 2019			YTD Through December 31, 2019			%
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	Variance
<u>EMPLOYEE EXPENSE</u>								
Salaries		48,401	44,197.71	4,203	580,813	557,735.21	23,078	4%
Regular	38,557.83					-		
Contract Labor	5,639.88					-		
						-		
Insurance		6,921	5,628.61	1,292	83,053	59,756.94	23,296	28%
Health/Dental	5,435.11					-		
Life (quarterly)	193.50					-		
						-		
Payroll Taxes		4,114	2,855.30	1,259	49,369	39,839.88	9,529	19%
Workers Compensation		250	255.74	(6)	3,000	2,749.49	251	8%
Travel mileage reimbursement/ Miscellaneous expenses		125	63.05	62	1,500	1,218.54	281	19%
						-		
						-		
<u>PENSION EXPENSE</u>								
Contribution-SEP IRA		5,082	4,048.57	1,034	60,985	54,185.25	6,800	11%
						-		
						-		
<u>MONTHLY RECURRING</u>								
Rent		8,799	8,798.73	0	105,590	105,584.76	5	0%
Alarm System	Quarterly	50	149.97	(100)	600	599.88	0	0%
Telephone (Frontier+Jive)		654	675.21	(21)	7,850	7,921.67	(72)	-1%
Cisco WebEx Plan		90	69.00	21	1,080	828.00	252	23%
Postage & Shipping		183	339.90	(157)	2,200	2,653.12	(453)	-21%
Business/Property Insurance	Pro-Rated	167	450.12	(283)	2,000	1,643.62	356	18%
						-		
Committee Meetings		333	5.61	328	4,000	3,411.92	588	15%
						-		
						-		
<u>EQUIPMENT & FURNITURE</u>								
						-		
Copy Machine - CBE		183	128.11	55	2,200	2,584.01	(384)	-17%
						-		
						-		

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

OPERATING EXPENSES	Details	December 31, 2019			YTD Through December 31, 2019			%
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	
						-		
NETWORK SYSTEM						-		
LAN Maintenance		1,083	900.00	183	13,000	10,800.00	2,200	17%
FRIEND Support		400	400.00	-	4,800	4,800.00	-	0%
Data Center Hosting-Hardev		775	775.00	-	9,300	9,300.00	-	0%
Email/Domain Host/Sharefile	EMAIL RENEWAL YEARLY	56	219.06	(163)	676	1,119.84	(444)	-66%
		-			-	-	-	
Computer (Supplies,Maintenance,Repair)	PROJECTOR CONNECTOR	233	410.88	(178)	2,800	951.31	1,849	66%
			-			-		
Off-Site Online Back-up		292	149.00	143	3,500	1,788.00	1,712	49%
						-		
						-		
PRINTING & SUPPLY						-		
Office Printing		208	239.31	(31)	2,500	2,677.40	(177)	-7%
Office Supplies		167	159.63	7	2,000	1,877.95	122	6%
						-		
						-		
CONTRACT SERVICES						-		
Auditor	Pro-Rated	769		769	9,223	7,272.00	1,951	21%
Attorney*		542	-	542	6,500	1,650.00	4,850	75%
						-		
GENERAL EXPENSE						-		
Payroll Service Fees		117	87.00	30	1,400	1,074.00	326	23%
Bank fees/Checks printing	Pro-Rated	17		17	200	326.08	(126)	-63%
Publications/Subscriptions/Reference		17	100.00	(83)	200	220.00	(20)	-10%
Seminars & Tuition		83		83	1,000	361.28	639	64%
Team Building (new line)	\$500 quarterly	83	197.69	(114)	1,000	898.92	101	10%
Member Retirement & celebration		108	-	108	1,300	-	1,300	100%
Total Operating Expenses		80,303.25	71,303.20	9,000.05	963,639.00	885,829.07	77,809.93	8%

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

OPERATING EXPENSES		December 31, 2019			YTD Through December 31, 2019			
	Details	Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	%
						-		Variance
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT								
<u>COMPUTER SYSTEM</u>								
	Software Purchase (& website mods)	433		433	5,200	694.95	4,505	87%
	FRIEND modification*	2,813	-	2,813	33,750	-	33,750	100%
	NJUNS Fee (once a year)*	875		875	10,500	10,500.00	-	0%
						-		
	<u>EQUIPMENT & FURNITURE</u>					-		
	Pro-Rated							
	Purchases/Leases (including Copy Machine)	483	424.86	58	5,800	5,531.94	268	5%
	Hardware Purchase	342		342	4,100	1,729.31	2,371	58%
	<u>LONG TERM LIABILITY CURRENT</u>					-		
						-		
	Total Capital Investments & Long Term Liabilities Current	4,945.83	424.86	4,520.97	59,350.00	18,456.20	40,893.80	69%
	Interest Earned/Misc Income	(0.08)	(0.08)		(0.91)	(0.91)		
		85,249.00	71,727.98	13,521.02	1,022,988.09	904,284.36	118,703.73	12%
	*Items in blue are assessed equally							
	Prepared as of: 1/7/2020							

Delinquent Accounts
As of 1/8/2020

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, 11/12/2019, 12/12/2019, 1/7/2020	Mail to Yvonne Johnson	GV	GV	8/13/2019
AT&T Mobility	June '19	July 31, 2019	\$ 786.90	20307	10/8/19; 11/12/19; 12/12/2019;1/7/2020	Mail to Yvonne Johnson	GV	GV	9/10/2019
AT&T Mobility	July '19	August 31, 2019	\$ 789.29	20340	11/12/2019; 12/12/2019; 1/7/2020	Mail to Yvonne Johnson	GV	GV	10/8/2019
AT&T Mobility	August '19	September 30, 2019	\$ 1,114.36	20373	12/12/2019; 1/7/2020	Mail to Yvonne Johnson	GV	GV	11/12/2019
AT&T Mobility	September '19	October 31, 2019	\$ 847.90	20406	1/7/2020	Mail to Yvonne Johnson	GV	GV	12/12/2019
AT&T Mobility	October '19	November 30, 2019	\$ 846.81	20439				GV	1/7/2020
City of Colton	August '19	September 30, 2019	\$ 1,062.55	20364	12/12/2019; 1/8/2020	Email aaguilar@coltonca.gov; phinojos@coltonca.gov; eavila@coltonca.gov	GV	GV	11/12/2019
City of Pasadena	October '19	November 30, 2019	\$ 937.11	20434				GV	1/7/2020
Extenet Systems LLC	October '19	November 30, 2019	\$ 743.90	20455				GV	1/7/2020
MCI Metro/ATS	September '19	October 31, 2019	\$ 952.02	20407	1/8/2020	Email Matt.bergine@verizon.com		GV	12/12/2019
MCI Metro/ATS	October '19	November 30, 2019	\$ 949.73	20440				GV	1/7/2020
MCI Telecommunications	September '19	October 31, 2019	\$ 788.26	20408	1/8/2020	Email Matt.bergine@verizon.com		GV	12/12/2019
MCI Telecommunications	October '19	November 30, 2019	\$ 786.78	20441				GV	1/7/2020
Mobilitie, LLC	August '19	September 30, 2019	\$ 976.86	20391	12/12/2019; 1/7/2020	Mail to Binh Tran	GV	GV	11/12/2019
Mobilitie, LLC	October '19	November 30, 2019	\$ 741.88	20457				GV	1/7/2020
Mpower/ Telepacific Com.	August '19	September 30, 2019	\$ 1,004.09	20372	12/12/2019; 1/8/2020	Email to telepacificxtrak@teoco.com	GV	GV	11/12/2019
Mpower/ Telepacific Com.	September '19	October 31, 2019	\$ 764.00	20405	1/8/2020	Email to telepacificxtrak@teoco.com		GV	12/12/2019
Mpower/ Telepacific Com.	October '19	November 30, 2019	\$ 762.56	20438				GV	1/7/2020
Sprint-Nextel Corporation	May '19	June 30, 2019	\$ 694.83	20271	9/10/2019, 10/8/2019; 11/12/2019; 12/12/2019; 1/7/2020	Mail to Lynn Prescott	GV	GV	8/13/2019
Sprint-Nextel Corporation	September '19	October 31, 2019	\$ 776.13	20403	12/12/2019; 1/7/2020			GV	12/12/2019
Teleport Comm. America	October '19	November 30, 2019	\$ 1,017.37	20426				GV	1/7/2020
T-Mobile USA, INC	August '19	September 30, 2019	\$ 1,011.40	20378	12/12/2019; 1/7/2020	Mail to Shawn Henderson	GV	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, 11/12/2019, 12/12/2019; 1/8/2020	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, 11/12/2019, 12/12/2019; 1/8/2020	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, 12/12/2019; 1/8/2020	Email Lupe Hernandez and Marco Murillo	GV	GV	10/8/2019
Verizon Wireless	August '19	September 30, 2019	\$ 1,554.71	20359	12/12/2019; 1/8/2020	Email Lupe Hernandez and Marco Murillo		GV	11/12/2019
Verizon Wireless	September '19	October 31, 2019	\$ 1,182.97	20392	1/8/2020	Email Lupe Hernandez and Marco Murillo		GV	12/12/2019
Verizon Wireless	October '19	November 30, 2019	\$ 1,181.22	20425				GV	1/7/2020
XO Communications	October '19	November 30, 2019	\$ 813.52	20447				GV	1/7/2020

\$27,556.43

TOTAL

\$27,556.43

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

Member	A	ATC	E	FTR	H/T	LAC	LLW	MCI	MOB	NG	NPN	NXT	SCW	SPR	TWC	Totals	YTD
Joint JPAs Billed	1		770		1	7			3	2			1			785	12406
% of Joint JPAs Billed	0.001	0.000	0.981	0.000	0.001	0.009	0.000	0.000	0.004	0.003	0.000	0.000	0.001	0.000	0.000	1.00	
Joint JPAs Returned			221	3	9	3	2		2	4				1		245	3211
Joint JPAs Held Over																0	
Total Joint JPAs Received	1	0	991	3	10	10	2	0	5	6	0	0	1	1	0	1030	18179
Multi JPAs Billed			101		1	1			7	32	1	1				144	2255
% of Multi JPAs Billed	0.000	0.000	0.701	0.000	0.007	0.007	0.000	0.000	0.049	0.222	0.007	0.007	0.000	0.000	0.000	1.00	
Multi JPAs Returned	2	1	106	2	4	4		1	15	32	1				1	169	1749
Multi JPAs Held Over																0	
Total Multi JPAs Received	2	1	207	2	5	5	0	1	22	64	2	1	0	0	1	313	4794
Total # JPAs Billed	1	0	871	0	2	8	0	0	10	34	1	1	1	0	0	929	14661
% of JPAs Billed	0.001	0.000	0.938	0.000	0.002	0.009	0.000	0.000	0.011	0.037	0.001	0.001	0.001	0.000	0.000	1.00	
# of JPAs Returned																414	4960
# of Held Over JPAs																0	
Total JPAs received	3	1	1198	5	15	15	2	1	27	70	2	1	1	1	1	1343	22973
% of JPAs Billed																69.17%	
% of JPAs returned																30.83%	
% of Held Over JPAs																0.00%	
Member	A	ATC	E	FTR	H/T	LAC	LLW	MCI	MOB	NG	NPN	NXT	SCW	SPR	TWC	Totals	
Poles Billed (Joint JPAs)	1		3414		3	8			3	3			2			3434	48032
Poles Returned (joint)			1947	18	45	5	43		2	14				3		2077	23300
Poles Held Over (joint)																0	
Poles Billed (Multi JPAs)			729		2	2			7	207	15	5				967	12642
Poles Returned (multi)	13	1	1275	40	146	6		16	15	407	13				5	1937	16235
Poles Held Over (multi)																0	
Total # Poles Billed (Joint & Multi combined)	1	0	4143	0	5	10	0	0	10	210	15	5	2	0	0	4401	60674
% of Total Poles Billed (Joint & Multi combined)	0.000	0.000	0.941	0.000	0.001	0.002	0.000	0.000	0.002	0.048	0.003	0.001	0.000	0.000	0.000	1.00	
# of Poles Returned																4014	39535
# of Held Over Poles																0	
Total Poles received	14	1	7365	58	196	21	43	16	27	631	28	5	2	3	5	8415	117516
% of Poles Billed																52.30%	
% of Poles returned																47.70%	
% 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		14 159
Inspection Poles Billed		8574 55106

Member	A	ATC	B	E	FTR	H/T	LAC	MCI	MOB	NG	NXT	SCW	SPR	TWC	Totals	YTD
Joint JPAs Billed	2		1	686	1	1				2		2			695	13101
% of Joint JPAs Billed	0.003	0.000	0.001	0.987	0.001	0.001	0.000	0.000	0.000	0.003	0.000	0.003	0.000	0.000	1.00	
Joint JPAs Returned	1			199		4				1		1			206	3417
Joint JPAs Held Over															0	
Total Joint JPAs Received	3	0	1	885	1	5	0	0	0	3	0	3	0	0	901	19080
Multi JPAs Billed				66			1		1	7					75	2330
% of Multi JPAs Billed	0.000	0.000	0.000	0.880	0.000	0.000	0.013	0.000	0.013	0.093	0.000	0.000	0.000	0.000	1.00	
Multi JPAs Returned	2	3		71	2	8		2		39	1		1	4	133	1882
Multi JPAs Held Over															0	
Total Multi JPAs Received	2	3	0	137	2	8	1	2	1	46	1	0	1	4	208	5002
Total # JPAs Billed	2	0	1	752	1	1	1	0	1	9	0	2	0	0	770	15431
% of JPAs Billed	0.003	0.000	0.001	0.977	0.001	0.001	0.001	0.000	0.001	0.012	0.000	0.003	0.000	0.000	1.00	
# of JPAs Returned															339	0
# of Held Over JPAs															0	0
Total JPAs received	5	3	1	1022	3	13	1	2	1	49	1	3	1	4	1109	0
% of JPAs Billed															69.43%	
% of JPAs returned															30.57%	
% of Held Over JPAs															0.00%	
Member	A	ATC	B	E	FTR	H/T	LAC	MCI	MOB	NG	NXT	SCW	SPR	TWC	Totals	
Poles Billed (Joint JPAs)	8		2	3124	6	3				3		2			3148	51180
Poles Returned (joint)	28			1679		18				4		1			1730	25030
Poles Held Over (joint)															0	
Poles Billed (Multi JPAs)				390			1		1	67					459	13101
Poles Returned (multi)	54	29		799	24	155		41		436	5		1	37	1581	17816
Poles Held Over (multi)															0	
Total # Poles Billed (Joint & Multi combined)	8	0	2	3514	6	3	1	0	1	70	0	2	0	0	3607	64281
% of Total Poles Billed (Joint & Multi combined)	0.002	0.000	0.001	0.974	0.002	0.001	0.000	0.000	0.000	0.019	0.000	0.001	0.000	0.000	1.00	
# of Poles Returned															3311	42846
# of Held Over Poles															0	
Total Poles received	90	29	2	5992	30	176	1	41	1	510	5	3	1	37	6918	124434
% of Poles Billed															52.14%	
% of Poles returned															47.86%	
% of Held Over Poles															0.00%	

held Over Poles will be billed first at the next Bill

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		15 174
Inspection Poles Billed		6128 61234

 = 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 2019- DEC 2019**

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

SCJPC Overtime Report

Bill of Sale Month	Poles Received	Billed	Returned	Total Processed (Billed + Returned)	Held-Over Poles	Non-Exempt OT hours		Comments
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 (Billed + Returned)	Held-Over Poles	Additional Hrs/OT	Additional Hrs total \$ Gross	Comments
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)
Nov-19	8415	4401 (21.97% Multi)	4014	8415	0	119.25	4696.87	8415 = 950 (from Oct-19) + 7465 # of billers decreased, poles received above 5000.
Dec-19	6918	3607 (12.73% Multi)	3311	6918	0	71.75	2769.32	# of billers decreased, poles received above 5000. Closed earlier than usual (Dec 23).
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**
 Average overtime/additional hours per month (based on Apr 19-Dec 19): **95.5 3733.095 Gross**

FRIEND PRO TESTING AND IMPLEMENTATION

The SCJPC is eager to utilize the new FRIEND PRO, and we anticipate the implementation to be completed in the first quarter of 2020.

The SCJPC would like to continue testing and move forward with software implementation according to the following schedule:

Task	Dates	Comments
Last testing of Friend Pro	January 27-February 7	Final or last testing of Friend Pro version, which included changes discussed with Joe Atalla in 2019. See additional concerns below.
Final review by Hyperlink	February 10-21	
Installation and Implementation	After February 2020 B/S has closed – SCJPC to start using for March 2020 and forward	

Some concerns were functions that the staff were not able to test:

- Reports: all reports function under “Reports” from current Friend.
- Standard Procedures which related to above Reports.
- Pole Inspection program: pole inspection program standard procedures on the server to update pole records based on pole inspection data.

We would like to verify that the concerns above will be addressed before the final completion of software. We also would like to request the new database schema for the SCJPC website programmer by February 10, 2020.

By signing this document, all parties agree to the time schedule described above, and Hyperlink will address concerns and request as described above.

Angela Pranata
SCJPC Manager

Date

Joe Atalla
Hyperlink TM

Date

Angela Pranata

From: Customer Services Team <lenovo.orders@lenovo.com>
Sent: Wednesday, January 08, 2020 3:25 PM
To: angela@scjpc.net
Subject: Your Lenovo quote was created!

Your Lenovo Quote

Lenovo

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Angela Pranata, thanks for requesting a quote from our Lenovo sales team. We're excited about your interest in our products.

If you would like to convert your quote into an order, or if you have any questions, please contact your sales representative Sean Meile (2900720065) at [919-874-3209](tel:919-874-3209) or via email at smeile@lenovo.com.

Quote Number:	Creation Date:	Expiration Date:	Lenovo ID:
4294457132	Wed Jan 08 2020 18:21 EST	Wed Jan 22 2020 18:21 EST	angela@scjpc.net

HERE'S WHAT YOU REQUESTED:

Item:	Qty:	Price:
ThinkPad X390 Yoga - Black	10	\$9,990.00

Part No: 20NN000VUS

- Processor 8th Gen Intel® Core™ i5-8265U (1.60GHz, up to 3.90GHz with Turbo Boost, 4 cores, 6MB Cache)
- Operating System Windows 10 Pro 64
- Display Type 13.3" FHD (1920 x 1080) IPS, touchscreen, 300 nits
- Memory 8GB DDR4 2400MHz (Soldered)
- Hard Drive 256GB SSD PCIe
- Warranty 1 Year Depot or Carry-in
- Graphics Integrated Intel® UHD Graphics 620
- Camera 720p HD
- Pen ThinkPad Pen Pro (Garaged)
- Fingerprint Reader Fingerprint Reader

- Keyboard Backlit - US English
- Wireless Intel® 9560 802.11AC (2 x 2) & Bluetooth® 5.0

Item: 3Y Premier Support Upgrade from 1Y Depot/CCI **Qty:** 10 **Price:** \$1,567.50
Part No: 5WS0T36118

Item: 3Y Accidental Damage Protection Add On **Qty:** 10 **Price:** \$967.50
Part No: 5PS0F15928

Item: ThinkPad Ultra Docking Station (American Standard Plug) **Qty:** 10 **Price:** \$2,783.00
Part No: 40AJ0135US

Sub total: \$15,308.00
Shipping Fees: FREE
Total: \$15,308.00

Billing Address:

Shipping Address:

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Angela Pranata

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Sent: Wednesday, January 08, 2020 3:21 PM
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Your Lenovo Quote

Lenovo

✓ HERE'S YOUR QUOTE

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Quote Number:	Creation Date:	Expiration Date:	Lenovo ID:
4294457131	Wed Jan 08 2020 18:15 EST	Wed Jan 22 2020 18:15 EST	angela@scjpc.net

HERE'S WHAT YOU REQUESTED:

Item:	Qty:	Price:
ThinkPad X1 Yoga Gen 4 Part No: 20QF0013US		10\$11,999.90
• Processor		8th Gen Intel® Core™ i5-8265U (1.60GHz, up to 3.90GHz with Turbo Boost, 4 Cores, 6MB Cache)
• Operating System		Windows 10 Pro 64
• Display Type		14.0" FHD (1920 x 1080) IPS, AR/AS, low power, touchscreen, 380 nits
• Memory		8GB LPDDR3 2133MHz (Soldered)
• Hard Drive		256GB SSD PCIe
• Warranty		1 Year Depot or Carry-in
• Graphics		Integrated Intel® UHD Graphics 620
• Camera		720p HD
• Pen		ThinkPad Pen Pro

- Fingerprint Reader Fingerprint Reader
- Keyboard Backlit - US English
- Wireless Intel® 9560 802.11 AC (2 x 2) & Bluetooth® 5.0

Item:	Qty:	Price:
3Y Premier Support Upgrade from 1Y Depot/CCI	10	\$1,567.50
Part No: 5WS0T36118		

Item:	Qty:	Price:
3Y Accidental Damage Protection Add On	10	\$967.50
Part No: 5PS0F15928		

Item:	Qty:	Price:
ThinkPad Ultra Docking Station (American Standard Plug)	10	\$2,783.00
Part No: 40AJ0135US		

Sub total:	\$17,317.90
Shipping Fees:	FREE
Total:	\$17,317.90

Billing Address:

Shipping Address:

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Angela Pranata

From: Gerald Brown <Gerald.Brown@sce.com>
Sent: Thursday, December 05, 2019 1:54 PM
To: Angela Pranata; 'Kathleen Allen'; 'Jeffery Williams'; 'Bret Plaskey'; 'JOSH MATHISEN'
Cc: Bryan Strong
Subject: FW: Law firms for consideration for SCJPC

Follow Up Flag: Follow up
Flag Status: Flagged

Angela,

Here are a few names our attorney submitted, she may come up with more before January 8th.

The three firms below are certified as diverse business enterprises by the CPUC's clearinghouse and are attorneys or firms that SCE has retained.

Ellen Berman of EB Energy Law

Attorney Licensee Profile

Ellen Amber Berman #211641

License Status: Active

Address: EB Energy Law, Inc., 50 W Hillcrest Dr Ste 218, Thousand Oaks, CA 91360-7801

County: Ventura County

Phone Number: (626) 623-3938

Fax Number: Not Available

Email: ellen@ebenergylaw.com

Law School: UC Berkeley SOL; Berkeley CA

Victor Fu of LKP Global Law

Attorney Licensee Profile

Victor T Fu #191744

License Status: Active

Address: LKP Global Law, LLP, 1901 Avenue of the Stars, Ste 480, Los Angeles, CA 90067

County: Los Angeles County

Phone Number: (424) 239-1890

Fax Number: (424) 239-1882

Email: vf@lkpgl.com

Law School: Loyola Law School; Los Angeles CA

Angelica Morales Brody of Sacro & Walker

Sacro & Walker

700 North Brand Boulevard, Suite 610

Glendale, CA 91203

818-721-9597

Email: abrody@sacrowalker.com

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

Gloria M. Ing

Senior Attorney

Law Department

T. 626-302-1999

2244 Walnut Grove Avenue, Rosemead, CA 91770



Southern California Joint Pole Committee

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

February 19, 2020

A regular meeting of the **Operating Committee** took place on the above date, at 9:51 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. Jaime Garcia	City of Los Angeles
Mr. Wayne Brown	Southern California Edison
Ms. April DeBarge	Southern California Edison
Ms. Camile Bowie	Southern California Edison
Mr. Joe Armstrong	City of Pasadena
Ms. Lynn Prescott	Verizon Wireless
Mr. Johnny Vu	City of Anaheim
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. Aarize Dizon	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: Ms. Tondra Hill	Time-Warner Cable

Those attending via teleconference were:

Ms. Cory Crawford	AT&T California
Ms. Kay Black	AT&T California
Mr. Todd Dailey	AT&T California
Mr. Glenn Leckie	Frontier Communications
Mr. Ben Coffey	City of Banning
Mr. Mina Shehata	City of Burbank
Mr. Alex Parra	City of Riverside
Ms. Yvonne Johnson	AT&T Mobility
Mr. Pedro Garganera	MCI Telecommunications
Mr. Minh Luong	Mobilitie, LLC
Ms. Shawn Henderson	T-Mobile USA
Ms. Linda McLean	Extenet Systems
Ms. Joe Serrato	Crown Castle NG West Inc./NewPath/CA-CLEC LLC

Chairperson, Mr. Plaskey called the meeting to order at 9:51a.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 2020 expense sheet**. The members reviewed the monthly reports. There were no questions or comments.

The third agenda item is the **Accounts Receivable**. Ms. Pranata stated that this document was created last week, Thursday, February 12, 2020. Since then payment was received from AT&T Mobility for invoice numbers 20274, 20307, and 20340. There were no further questions or comments.

The fourth item on the agenda is **JPA Member Activity**. Ms. Pranata displayed January 2020 JPA Member Activity report. There were no further comments or questions.

The fifth item on the agenda is **Member Board Attendance**. 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 January 16, 2020. Discussed was ALL poles to ALL poles. Which was brought up for discussion in last month's Routine Revision meeting. She added that she informed the staff this is outside the Routine Billing and to return the JPA if it is only one a pole transaction. If there are multiple poles on a JPA and only one with an ALL pole to ALL pole to line out that particular pole and process the JPA. Also discussed was the new typist. She will be doing all the joint typing. If the billers are finished with their monthly work they can jump in and assist her with the monthly typing. No overtime being offered for the weekend of 1/25/20 was discussed. But if we reached our baseline that could be changed at any time. In reference to memo coversheets, we will go back to issuing memo coversheets for Edison. Lastly discussed, was the City of Anaheim will be submitting pole inspections and the upgrade of Windows 10 to begin on Friday, January 17, 2020. Mr. Brown inquired if it is easier for the staff to issue memo coversheets or to issue the spreadsheet. Ms. Allen replied memo coversheets are easiest for the staff. Ms. DeBarge inquired about the spreadsheet and if they could still receive it. Ms. Allen replied that they can still get the spread sheet and she sent January 2020 b/s spreadsheet to them as well. There were no further questions or comments.

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

SCJPC Overtime Update (packet).

Ms. Pranata reported due to the holidays and staff on vacation for January 2020 b/s 1,333 poles were held over into February 2020 b/s. She added the staff worked 66.25 additional hours for January 2020.

For February 2020 b/s, Ms. Pranata reported, the total poles received were 10,778 which include the 1,333 pole held over from January 2020. Some overtime was

worked in February 2020; however, the billing was cut short due to February being a short month and AT&T California wanted to receive their scans early.

Ms. Pranata continued to report, for March 2020 b/s the estimated pole total in office is 7,013. She stated overtime may be needed. She explained one of the staff members is on maternity leave and she emailed the employee requesting a return date and the employee has not responded. She added she will reach out again to her this week. She is supposed to return Wednesday, February 26, 2020.

Mr. Plaskey inquired if the temporary employee has been converting into a permanent employee. Ms. Pranata replied not yet. She has not officially completed her 720 hours yet for permanent hire. Mr. Plaskey inquired that she has not been able to increase the billing volumes yet. Ms. Pranata commented that she is an admin aide, not a biller. He then inquired how long would she be an admin and if there are any plans of her becoming a biller. Ms. Pranata explained we need for Ms. Spencer to return from maternity leave and then review the numbers again. The office needs to be fully staffed before a decision can be made. Mr. Plaskey then asked the committee if non mandatory overtime can be approved for March 2020 b/s. The members agreed that non mandatory overtime is approved for March 2020 b/s.

Billing Errors/Questions

Automatic Approval, 18.1D with Section 1.2

Ms. DeBarge requested clarity on 18.1D with Section 1.2. She explained that Edison has received some memos. She continued to explain that discussed previously Edison must show items they are trying to bill for. For example, on a 7.13 with a 1.2 and 18.1D with monies must be shown on there but no indicator, $\frac{1}{2}(1)$, to charge. It is included on the final for Edison's documentation. She then inquired if it is acceptable to bill a 1.2 with an 18.D and the monies shown on the JPA with no indicator. Ms. Hernandez suggest to take off the 1.2. She explained you are not going to bill and you still have the item number of 13D with no charge listed. Leave the traffic control or action that is being performed notated in the Nature of Work. Mr. Williams commented that if you leave the 1.2 there now is a conflict with 18.1D. Ms. Hernandez inquired if that would work. Ms. Allen replied yes and Mr. Williams stated as long as there is no indicator, 1(1) or 1(2), it would work. Ms. DeBarge clarified to leave the item number, the dollar amount, no 1.2, and no indicator. Ms. Hernandez commented yes that should work.

Ms. Hernandez stated that she has seen multiple party JPAs that are 1.2 and that one member will approve the JPA and another member as 18.1D. So if the pole is just joint with E/HSO the 1.2 would remain since they approved it. Ms. Allen and Mr. Williams agreed.

Mr. Williams then inquired how the money would be allocated if there is a three party pole and one member signed it and the other member did not sign it how the cost would be split up. Does the signed member pay $\frac{1}{2}(1)$? Ms. Allen explained that the previous JPAs received show as $\frac{1}{2}(1)$ even though it is a three party pole and not $\frac{1}{3}(1)$. Ms. Hernandez stated it should not come in like that. That is not fair to the signed member. Mr. Williams explained that the signed member only agreed to $\frac{1}{3}$ of the cost and should only be charge $\frac{1}{3}$ of the cost. Ms. Hernandez stated this scenario was previously discussed would not be billed at all. She added it can be changed today.

Ms. DeBarge explained they will make adjustments after the actual denial and they eat up that unsigned member's 1/3 cost. Ms. Hernandez explained that the cost should be split 1/3(1) and no charge to the unsigned member. Ms. DeBarge stated she has not seen that and if anyone does to let her know. Ms. Hernandez stated if there is an 18.1D they have been taking it off because that was their understanding. Mr. Brown commented he was under the impression if someone agreed they would pay their portion. Ms. Ortiz stated she sees three party one member unsigned and the indicator changed to 1/2(1) from 1/3(1). Ms. Allen stated they will now reject those and only accept if shown as 1/3(1).

Mr. Brown stated that you will see for example, a crane charge of not to exceed \$5,000 and one party agrees and another party doesn't. A Form 7 will be issued to both parties with the actual cost of \$760 shown. Additionally, the 1/3 cost will be broken down even though the one party already agreed to the \$5,000. He added the same format is being done for traffic control as well. Ms. Hernandez stated that traffic control is part of the pole prices. Mr. Brown commented this is above and beyond and is shown on the JPA as traffic control. However, they can start stating as Flagman or something above and beyond the Watch Manual. Ms. Hernandez commented that they are marking it off because it is part of the pole prices. Mr. Williams stated that something needs to be done stating this is the cost of it and reducing by what is included in the pole prices. He added a portion of traffic control is embedded in the pole prices. Ms. DeBarge inquired about a denied charge and making the adjustment. For example, three members and one is denying it does that remain 1/3(1) and Edison eat up the cost as well. Ms. Ortiz commented it should because it is not fair to that signed member. Ms. Ortiz then inquired if three party's one member 18.1D does a note need to be added or is it obvious that the 18.1D member will not be charged? Ms. Allen stated they charge as it states on the JPA. If it shows 1/2(1) the billers will charge 1/2(1). If it shows as 1/3(1), 1/3(1) would be charged to the signed member and no charge to the unsigned member. Ms. Ortiz inquired that no note is necessary in reference to the 18.1D member not to be charge. Ms. Allen replied no note is necessary. Ms. Hernandez stated it doesn't hurt to add a note and the JPA will not be rejected without one.

Ms. Hernandez and Ms. Ortiz reiterated and confirmed with Ms. Allen. If two party, the member is 18.1D it is ok to accept a special agreement item with a dollar amount. However, there should be no indicator 1/2(1), no Section 1.2, and no cost to be charged. SCJPC to accept and process. All were in agreement.

Merging of three utility codes under Crown Castle

Mr. Aguilera opened and commented that he is waiting for the committee to review the by-laws to advise what the next steps are to move forward. Mr. Williams stated he read the by-laws and it is just a letter notifying the membership of the merge. Mr. Aguilera inquired if Ms. Pranata was able to send out what it should look like. Ms. Pranata replied yes that she send out examples to Mr. Williams and Mr. Plaskey. Mr. Aguilera commented they will get the letter to the Ms. Pranata prior to next month's meeting to be presented and discussed. Mr. Plaskey inquired if this would need to go to Discussion then Consent Calendar. Ms. Pranata replied no and they it just needs to be reported on at the Administrative Board.

Item 1581: Pole Record Redesign (from Computer Ad Hoc) – (10/29/2019 per B. Plaskey)

Ms. Pranata reported she was able to hold a couple of meetings with Mr. Atalla. They agreed upon a schedule that will work for both Mr. Atalla and SCJPC. She added he is still in the process of modifying Friend Pro based on the last meeting from 2019. There were some disagreements on what the programmer wanted to do versus what she wanted to do. However, they came to an agreement and resolved any issues. She stated that she is waiting on Mr. Atalla to let her know when it can be tested. She added that he wants the program to be tested from March 9 – 20 from beginning to the end of the cycle. Ms. Pranata requested approval to pull the staff away from billing to test Friend Pro for approximately 2-4 hours a week. Mr. Plaskey inquired if the whole staff would need to be pulled or a select few. Ms. Pranata explained that it is sometimes better to have more people to test it. Mr. Plaskey inquired if Edison is okay with that since they have been pushing for it. Mr. Brown replied yes. The members agreed that the billers can be pulled away from billing to test the new Friend Pro for 2-4 hours a week.

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 explained back in 1998 when the letter was sent SP/UP they were not members of the committee. They should have a tenant agreement in place with pole owners. He was not sure if this should be for the committee to be handling or the pole owners with their legal. Mr. Plaskey commented that the letter was sent to our legal and are currently working on it. He wanted input from the committee if it should be handled at the committee level or the pole owners impacted by this. Mr. Williams stated that it does show in the 1998 Agreement when someone leaves the committee they are supposed to get together and workout a tenant agreement process. He suggested not to send out the letter as SCJPC because we are not responsible for that portion of tenant agreement. He added that is why he suggested it to get pushed back to the individual companies. The letter should state you are no longer an owner and need to file a tenant agreement with us. Mr. Plaskey inquired if the committee agrees on this process how the existing records in the database would handle. Mr. Williams stated the ownership would revert back to the base owner. Ms. Pranata stated there are about 100 - 200 poles and they can be dealt with manually. Ms. Hernandez inquired if a list of poles would be sent to the member requesting them to agree on a tenant agreement. Mr. Williams replied yes to the base owner. He added or you can assume as your own liability as well. Mr. Plaskey asked if everyone was okay with that and the consensus from the members was yes.

Mr. Pranata stated that she received a letter from Ms. Smith that includes a lot of information on this topic. She commented she will forward to Edison since it has a lot of information including contact name and phone number.

There was no further questions or comments and Mr. Plaskey stated this can be removed from the agenda.

Computer Upgrade for 2021:

Ms. Pranata opened and stated that she received two quotes from HP and Lenovo. She thinks that since this is tied in with the BPS meeting to discuss there. Mr. Plaskey inquired if she was referring to the ergonomics discussion. Ms. Pranata replied yes, it is going to be a laptop with a touchscreen. Mr. Plaskey inquired if this ties in with the ergonomic chairs. Ms. Pranata replied no and the chairs have already been purchased since the existing ones were broken. She then stated that she spoke with Ms. DeBarge and she referred her to contact an ergonomic expert via Google search. She also stated that she will come up with some quotes for next month. This item has been tabled until next month.

Select an attorney for SCJPC to handle CPUC requests

Ms. Pranata reported that the list was included in the Administrative Board packet and discussion. Mr. Williams reported that he will send the list to his legal team.

WebEx

Ms. Pranata opened and stated that WebEx now requires a meeting password. If you received the invitation there is a green button that can be clicked on and it will direct you right to the meeting without entering a password. This is per the WebEx personnel. Ms. Pranata stated that every month she sends out WebEx meeting invitation one week before the Administrative Board meeting. Ms. Prescott commented that it still asks for a password after clicking the green button. Mr. Plaskey stated that it gives the meeting number and he can most certainly join without a meeting password clicking the green button. Mr. Williams commented committee members have joined with no problem. Ms. Pranata inquired if the password should be the same for all the meetings or generate random passwords all the time. Mr. Williams stated to generate random passwords are better.

Standardize Letter

Mr. Serrato would like to propose a standardize letter that each committee member can provide to a jurisdiction to prove they are members of the SCJPC and that we are allowed to attach according to the rules of the handbook. He added he has a generic letter; however, he would like to have a standardize letter across the whole committee that can be used and backup. He also added he can draft up a letter to be reviewed next month. Mr. Brown stated that the letter can state you are a member of the committee but not that you are allowed to attach to poles. Mr. Williams replied because you make your own easements. Mr. Serrato would like to explain the rules without including the exact verbiage from the Routine Handbook which is confidential. Mr. Aguilera explained that West Lake Village is asking for this. They would like something more common that everyone uses. Mr. Brown and Mr. Williams both explained they have received phone calls and have explained the procedures to these callers. And the procedures can be really specific. Mr. Serrato stated he will work on putting letter together for next month's committee review.

Review of Action Items:

- March 2020 voluntary overtime was approved.
- Crown Castle to send a letter on merging their three utility codes.
- Ms. Pranata and Ms. Allen to have the team test the new Friend Pro.
- A list to be sent to the base owner on SP/UP poles. This is to be handled outside the committee.
- Ms. Pranata to search for ergonomic experts.
- LADWP to review attorneys for the SCJPC.
- Ms. Pranata to cancel the attorney letter draft.

The meeting adjourned at 10:32 a.m. until March 18, 2020.

Ms. Kathleen Allen – Committee Transcriber

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

OPERATING EXPENSES	Details	January 31, 2020			YTD Through January 31, 2020			% Variance
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	
<u>EMPLOYEE EXPENSE</u>								
Salaries	3 PAYDAYS	50,065	58,255.91	(8,191)	50,065	58,255.91	(8,191)	-16%
Regular		53,398.04						
Contract Labor		4,857.87						
Insurance		6,921	5,384.17	1,537	6,921	5,384.17	1,537	22%
Health/Dental		5,384.17						
Life (quarterly)								
Payroll Taxes	3 PAYDAYS	4,256	4,971.63	(716)	4,256	4,971.63	(716)	-17%
Workers Compensation		292	255.66	36	292	255.66	36	12%
Travel mileage reimbursement/ Miscellaneous expenses		125	36.15	89	125	36.15	89	71%
<u>PENSION EXPENSE</u>								
Contribution-SEP IRA	3 PAYDAYS	5,257	5,606.79	(350)	5,257	5,606.79	(350)	-7%
<u>MONTHLY RECURRING</u>								
Rent		9,000	8,798.73	201	9,000	8,798.73	201	2%
Alarm System	Quarterly	50		50	50		50	100%
Telephone (Frontier+Jive)		654	670.41	(16)	654	670.41	(16)	-2%
Cisco WebEx Plan		90	69.00	21	90	69.00	21	23%
Postage & Shipping		217	34.50	182	217	34.50	182	84%
Business/Property Insurance	Pro-Rated	167	930.88	(764)	167	930.88	(764)	-459%
Committee Meetings		333	296.02	37	333	296.02	37	11%
<u>EQUIPMENT & FURNITURE</u>								
Copy Machine - CBE		208	131.40	77	208	131.40	77	37%

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

OPERATING EXPENSES	Details	January 31, 2020			YTD Through January 31, 2020			%
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	Variance
NETWORK SYSTEM								
LAN Maintenance		1,083	900.00	183	1,083	900.00	183	17%
FRIEND Support		400	400.00	-	400	400.00	-	0%
Data Center Hosting-Hardev		775	775.00	-	775	775.00	-	0%
Email/Domain Host/Sharefile		93	73.94	19	93	73.94	19	21%
		-			-		-	
Computer (Supplies,Maintenance,Repair)		167	20.19	146	167	20.19	146	88%
			-			-		
Off-Site Online Back-up		150	149.00	1	150	149.00	1	1%
PRINTING & SUPPLY								
Office Printing		233	209.01	24	233	209.01	24	10%
Office Supplies		175	75.26	100	175	75.26	100	57%
CONTRACT SERVICES								
Auditor	Pro-Rated	808		808	808		808	100%
Attorney*		542	-	542	542	-	542	100%
GENERAL EXPENSE								
Payroll Service Fees		117	87.00	30	117	87.00	30	25%
Bank fees/Checks printing	Pro-Rated	33	139.04	(106)	33	139.04	(106)	-317%
Publications/Subscriptions/Reference		17	-	17	17	-	17	100%
Seminars & Tuition		83	-	83	83	-	83	100%
Team Building	\$500 quarterly	167	-	167	167	-	167	100%
Member Retirement & celebration		108	-	108	108	-	108	100%
Scanning Project*		833	-	833	833	-		
Total Operating Expenses		83,419.12	88,269.69	(4,850.57)	83,419.12	88,269.69	(5,683.90)	-7%

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

OPERATING EXPENSES	Details	January 31, 2020			YTD Through January 31, 2020			%
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	Variance
						-		
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT								
<u>COMPUTER SYSTEM</u>								
Software Purchase (& minor website mods)		250	-	250	250	-	250	100%
FRIEND modification*		2,813	-	2,813	2,813	-	2,813	100%
NJUNS Fee (once a year)*		875	-	875	875	-	875	100%
Website Upgrade *		417	-	417	417	-	417	100%
<u>EQUIPMENT & FURNITURE</u> Pro-Rated								
Purchases/Leases (including Copy Machine)		575	424.86	150	575	424.86	150	26%
Hardware Purchase	New Printer	117	495.52	(379)	117	495.52	(379)	-325%
<u>LONG TERM LIABILITY CURRENT</u>								
						-		
Total Capital Investments & Long Term Liabilities Current		5,045.83	920.38	4,125.45	5,045.83	920.38	4,125.45	82%
Interest Earned/Misc Income		(0.08)	(0.08)		(0.08)	(0.08)		
		88,464.88	89,189.99	(725.11)	88,464.88	89,189.99	(1,558.45)	-2%
*Items in blue are assessed equally								
Prepared as of: 2/4/2020								

Delinquent Accounts
As of 2/12/2020

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, 11/12/2019, 12/12/2019, 1/7/2020, 2/11/2020	Mail to Yvonne Johnson	GV	GV	8/13/2019
AT&T Mobility	June '19	July 31, 2019	\$ 786.90	20307	10/8/19; 11/12/19; 12/12/2019, 1/7/2020, 2/11/2020	Mail to Yvonne Johnson	GV	GV	9/10/2019
AT&T Mobility	July '19	August 31, 2019	\$ 789.29	20340	11/12/2019; 12/12/2019, 1/7/2020, 2/11/2020	Mail to Yvonne Johnson	GV	GV	10/8/2019
AT&T Mobility	August '19	September 30, 2019	\$ 1,114.36	20373	12/12/2019, 1/7/2020, 2/11/2020	Mail to Yvonne Johnson	GV	GV	11/12/2019
AT&T Mobility	September '19	October 31, 2019	\$ 847.90	20406	1/7/2020, 2/11/2020	Mail to Yvonne Johnson	GV	GV	12/12/2019
AT&T Mobility	October '19	November 30, 2019	\$ 846.81	20439	2/11/2020	Mail to Yvonne Johnson	GV	GV	1/7/2020
AT&T Mobility	November '19	December 31, 2019	\$ 805.73	20472				GV	2/11/2020
City of Colton	August '19	September 30, 2019	\$ 1,062.55	20364	12/12/2019, 1/8/2020, 2/11/2020	Email aaquilar@coltonca.gov; phinojos@coltonca.gov; eavila@coltonca.gov	GV	GV	11/12/2019
City of Colton	November '19	December 31, 2019	\$ 767.81	20463				GV	2/11/2020
City of Glendale	Novemeber '19	December 31, 2019	\$ 951.65	20464				GV	2/11/2020
City of Pasadena	November '19	December 31, 2019	\$ 891.65	20467				GV	2/11/2020
Extenet Systems LLC	October '19	November 30, 2019	\$ 743.90	20455	2/11/2020	Email lmclean@extenetsystems.com and mail to Linda Mclean	GV	GV	1/7/2020
MCI Metro/ATS	October '19	November 30, 2019	\$ 949.73	20440	2/11/2020	Email matt.bergine@verizon.com	GV	GV	1/7/2020
MCI Metro/ATS	November '19	December 31, 2019	\$ 903.65	20473				GV	2/11/2020
MCI Telecommunications	October '19	November 30, 2019	\$ 786.78	20441	2/11/2020	Email matt.bergine@verizon.com	GV	GV	1/7/2020
MCI Telecommunications	November '19	December 31, 2019	\$ 748.61	20474				GV	2/11/2020
Mpower/ Telepacific Com.	October '19	November 30, 2019	\$ 762.56	20438	2/11/2020	Email telepacifictrak@teoco.com	GV	GV	1/7/2020
Mpower/ Telepacific Com.	November '19	December 31, 2019	\$ 725.57	20471				GV	2/11/2020
Sprint-Nextel Corporation	May '19	June 30, 2019	\$ 694.83	20271	9/10/2019, 10/8/2019, 11/12/2019, 12/12/2019, 1/7/2020, 2/11/2020	Mail to Lynn Prescott	GV	GV	8/13/2019
Sprint-Nextel Corporation	September '19	October 31, 2019	\$ 776.13	20403	12/12/2019, 1/7/2020, 2/11/2020	Mail to Lynn Prescott	GV	GV	12/12/2019
Sprint-Nextel Corporation	November '19	December 31, 2019	\$ 737.09	20469				GV	2/11/2020
Verizon Wireless	June '19	July 31, 2019	\$ 1,097.37	20293	10/8/2019, 11/12/2019, 12/12/2019, 1/8/2020, 2/11/2020	Email Lupe Hernandez and Marco Murillo	GV	GV	9/10/2019
Verizon Wireless	July '19	August 31, 2019	\$ 1,101.19	20326	10/8/2019, 11/12/2019, 12/12/2019, 1/8/2020, 2/11/2020	Email Lupe Hernandez and Marco Murillo	GV	GV	10/8/2019
Verizon Wireless	October '19	November 30, 2019	\$ 1,181.22	20425	2/11/2020	Email Lupe Hernandez and Marco Murillo	GV	GV	1/7/2020
Verizon Wireless	November '19	December 31, 2020	\$ 1,123.96	20458	2/11/2020			GV	2/11/2020
XO Communications	October '19	November 30, 2019	\$ 813.52	20447	2/11/2020	Email matt.bergine@verizon.com and maria.ortiz@cableeng.com	GV	GV	1/7/2020
XO Communications	November '19	December 31, 2019	\$ 774.05	20480				GV	2/11/2020

\$22,769.85

TOTAL

\$22,769.85

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


Member	B	E	FTR	H/T	LAC	LLW	M	MOB	NG	NPN	TWC	Totals	YTD
Joint JPAs Billed		924	1	1			31	16	9			982	982
% of Joint JPAs Billed	0.000	0.941	0.001	0.001	0.000	0.000	0.032	0.016	0.009	0.000	0.000	1.00	
Joint JPAs Returned	1	219				2	13	3	4		1	243	243
Joint JPAs Held Over		234							1			235	
Total Joint JPAs Received	1	1377	1	1	0	2	44	19	14	0	1	1460	1460
Multi JPAs Billed		146			3		6	10	30	1		196	196
% of Multi JPAs Billed	0.000	0.745	0.000	0.000	0.015	0.000	0.031	0.051	0.153	0.005	0.000	1.00	
Multi JPAs Returned		87		2			9	1	24		7	130	130
Multi JPAs Held Over		50		1			1	5	7			64	
Total Multi JPAs Received	0	283	0	3	3	0	16	16	61	1	7	390	390
Total # JPAs Billed	0	1070	1	1	3	0	37	26	39	1	0	1178	1178
% of JPAs Billed	0.000	0.908	0.001	0.001	0.003	0.000	0.031	0.022	0.033	0.001	0.000	1.00	
# of JPAs Returned												373	373
# of Held Over JPAs												299	
Total JPAs received	1	1660	1	4	3	2	60	35	75	1	8	1850	1850
% of JPAs Billed												63.68%	
% of JPAs returned												20.16%	
% of Held Over JPAs												16.16%	
Member	B	E	FTR	H/T	LAC	LLW	M	MOB	NG	NPN	TWC	Totals	
Poles Billed (Joint JPAs)		3698	1	2			99	16	11			3827	3827
Poles Returned (joint)	12	1474				43	43	3	34		1	1610	1610
Poles Held Over (joint)		941							6			947	
Poles Billed (Multi JPAs)		800			5		21	10	99	7		942	942
Poles Returned (multi)		930		17			57	1	221		61	1287	1287
Poles Held Over (multi)		282		27			2	5	70			386	
Total # Poles Billed (Joint & Multi combined)	0	4498	1	2	5	0	120	26	110	7	0	4769	4769
% of Total Poles Billed (Joint & Multi combined)	0.000	0.943	0.000	0.000	0.001	0.000	0.025	0.005	0.023	0.001	0.000	1.00	
# of Poles Returned												2897	2897
# of Held Over Poles												1333	
Total Poles received	12	8125	1	46	5	43	222	35	441	7	62	8999	8999
% of Poles Billed												52.99%	
% of Poles returned												32.19%	
% of Held Over Poles												14.81%	

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

Inspections Billed SCE Only: O&M (Inspections & Pole Tag)	SCE's Inspections JPAs/Poles were not included in above table	SCE O&M YTD
Inspection JPAs Billed		18
Inspection Poles Billed		3812

Inspections Billed D Only: (Inspections)	D's Inspections JPAs/Poles were not included in above table	D YTD
Inspection JPAs Billed		14
Inspection Poles Billed		11308

 = 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 2019- JAN 2020**

	MBR CODE	2019 FEB	2019 MAR	2019 APR	2019 MAY	2019 JUN	2019 JUL	2019 AUG	2019 SEP	2019 OCT	2019 NOV	2019 DEC	2020 JAN	TOTAL	Atten. %	MBR CODE
1	So. California Edison	E	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	11	100%	FTR
3	City of Los Angeles	M	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	11	100%	MOB
5	Verizon Wireless	ATC	1	1	1	1	1	1	1	1	1		1	11	100%	ATC
6	AT&T Mobility	LAC	1	1	1	1	1	1	1	1	1		1	11	100%	LAC
7	XO Communications	NXT	1	1	1	1	1	1	1	1	1		1	11	100%	NXT
8	CA-CLEC LLC	CCI	1	1	1	1	1	1	1	1	1		1	11	100%	CCI
9	Crown Castle NG West Inc.	NG	1	1	1	1	1	1	1	1	1		1	11	100%	NG
10	NewPath Networks	NPN	1	1	1	1	1	1	1	1	1		1	11	100%	NPN
11	AT&T California	H / T	1	1	1	1	1	1	1	1	1		1	11	100%	H / T
12	City of Anaheim	D	1	1	1	1	1	1	1	1	1		1	11	100%	D
13	City of Lompoc	LLW	1	1	1	1	1	1	1	1	1		1	11	100%	LLW
14	MCI/Metro	ATS	1	1	1	1	1	1	1	1	1		1	11	100%	ATS
15	MCI Communications	MCI	1	1	1	1	1	1	1	1	1		1	11	100%	MCI
16	ExteNet Systems	EXT	1	1	1	1	1	1	1	1	1		1	11	100%	EXT
17	Sprint Communications	FON	1	1	1	1	1	1	1	1	1		1	11	100%	FON
18	Sprint-Nextel	SPR	1	1	1	1	1	1	1	1	1		1	11	100%	SPR
19	Teleport Comm America	TCA	1	1	1	1	1	1	1	1	1		1	11	100%	TCA
20	Golden State Water	SCW	1	1	1	1	1	1	1	1	1		1	11	100%	SCW
21	City of Banning	COB	1	1	1	1	1	1	1	1	1		1	11	100%	COB
22	City of Riverside	J	1	1	1	1	1	1	1	1	1		1	11	100%	J
23	City of Glendale	A	1	1	1	1	1	1	1	1	1		1	11	100%	A
24	City of Pasadena	MP	1	1	1	1	0	1	1	1	1		1	10	91%	MP
25	City of Azusa	MA	1	1	1	1	0	1	1	1	1		1	10	91%	MA
26	City of Burbank	B	1	1	1	1	0	1	1	1	1		1	10	91%	B
27	Mpower/TelePacific	ICG	0	1	1	1	1	1	0	1	1		1	9	82%	ICG
28	T-Mobile, USA	PBM	1	1	1	1	1	1	1	1	0		0	9	82%	PBM
29	Time-Warner	TWC	0	0	0	1	1	1	1	1	1		1	8	73%	TWC
30	City of Colton	F	1	1	1	1	0	1	0	1	1		1	8	73%	F
31	City of Vernon	V	1	1	1	1	0	1	1	1	0		0	8	73%	V
32	ATC Outdoor DAS	AMT	1	1	0	0	0	1	1	1	0		0	5	45%	AMT
33																
	Total		30	31	30	31	29	28	31	30	32	29	0	29		

SCJPC Overtime Report

Bill of Sale Month	Poles Received	Billed	Returned	Total Processed (Billed + Returned)	Held-Over Poles	Non-Exempt OT hours		Comments
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 END OF APRIL B/S
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 (Billed + Returned)	Held-Over Poles	Additional Hrs/OT	Additional Hrs total \$ Gross	Comments
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)
Nov-19	8415	4401 (21.97% Multi)	4014	8415	0	119.25	4696.87	8415 = 950 (from Oct-19) + 7465 # of billers decreased, poles received above 5000.
Dec-19	6918	3607 (12.73% Multi)	3311	6918	0	71.75	2769.32	# of billers decreased, poles received above 5000. Closed earlier than usual (Dec 23).
Jan 2020 New Baseline	6000							January 2020 (1 staff maternity leave)
Jan-20	8999	4769 (19.75% Multi)	2897	7666	1333	66.25	2620.15	New Year holiday & staff vacation. Poles received above 6000.
Apr 2020 New Baseline	7000							April 2020

Average overtime/additional hours per month (based on May 19-Jan 20): **97.33333 3602.756 Gross**

FRIEND PRO TESTING AND IMPLEMENTATION

The SCJPC is eager to utilize the new FRIEND PRO, and we anticipate the implementation to be completed in the second quarter of 2020.

The SCJPC would like to continue testing and move forward with software implementation according to the following schedule:

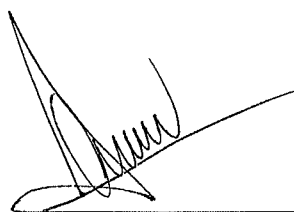
Task	Dates	Comments
Last testing of Friend Pro begins on	March 9 th to March 20 th , 2020	Final or last testing of Friend Pro version, which included changes discussed with Joe Atalla in 2019. See additional concerns below.
Final review by Hyperlink	April 13th, 2020	
Installation and Implementation	April 27 th , 2020	

Some concerns were functions that the staff were not able to test:

- Reports: all reports function under "Reports" from current Friend.
- Standard Procedures which related to above Reports.
- Pole Inspection program: pole inspection program standard procedures on the server to update pole records based on pole inspection data.

We would like to verify that the concerns above will be addressed before the final completion of software. We also would like to request the new database schema for the SCJPC website programmer by March 9th, 2020.

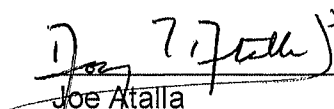
By signing this document, all parties agree to the time schedule described above, and Hyperlink will address concerns and request as described above.



Angela Pranata
SCJPC Manager

1/30/2020

Date



Joe Atalla
Hyperlink TM

1/30/2020

Date

Angela Pranata

From: Customer Services Team <lenovo.orders@lenovo.com>
Sent: Wednesday, January 08, 2020 3:25 PM
To: angela@scjpc.net
Subject: Your Lenovo quote was created!

Your Lenovo Quote

Lenovo

✓ HERE'S YOUR QUOTE

Angela Pranata, thanks for requesting a quote from our Lenovo sales team. We're excited about your interest in our products.

If you would like to convert your quote into an order, or if you have any questions, please contact your sales representative Sean Meile (2900720065) at [919-874-3209](tel:919-874-3209) or via email at smeile@lenovo.com.

Quote Number:	Creation Date:	Expiration Date:	Lenovo ID:
4294457132	Wed Jan 08 2020 18:21 EST	Wed Jan 22 2020 18:21 EST	angela@scjpc.net

HERE'S WHAT YOU REQUESTED:

Item:	Qty:	Price:
ThinkPad X390 Yoga - Black	10	\$9,990.00

Part No: 20NN000VUS

- Processor 8th Gen Intel® Core™ i5-8265U (1.60GHz, up to 3.90GHz with Turbo Boost, 4 cores, 6MB Cache)
- Operating System Windows 10 Pro 64
- Display Type 13.3" FHD (1920 x 1080) IPS, touchscreen, 300 nits
- Memory 8GB DDR4 2400MHz (Soldered)
- Hard Drive 256GB SSD PCIe
- Warranty 1 Year Depot or Carry-in
- Graphics Integrated Intel® UHD Graphics 620
- Camera 720p HD
- Pen ThinkPad Pen Pro (Garaged)
- Fingerprint Reader Fingerprint Reader

- Keyboard Backlit - US English
- Wireless Intel® 9560 802.11AC (2 x 2) & Bluetooth® 5.0

Item: 3Y Premier Support Upgrade from 1Y Depot/CCI **Qty:** 10 **Price:** \$1,567.50
Part No: 5WS0T36118

Item: 3Y Accidental Damage Protection Add On **Qty:** 10 **Price:** \$967.50
Part No: 5PS0F15928

Item: ThinkPad Ultra Docking Station (American Standard Plug) **Qty:** 10 **Price:** \$2,783.00
Part No: 40AJ0135US

Sub total: \$15,308.00
Shipping Fees: FREE
Total: \$15,308.00

Billing Address:

Shipping Address:

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<ul style="list-style-type: none"> Warranty Services Premium Support Damage Protection Tablet Services 	<ul style="list-style-type: none"> Business Home Office Student Entertainment 	<ul style="list-style-type: none"> Windows Tablet Android Tablet Two-in-Ones 	<ul style="list-style-type: none"> All-in-Ones Compacts Small Form Factors Towers

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Angela Pranata

From: Customer Services Team <lenovo.orders@lenovo.com>
Sent: Wednesday, January 08, 2020 3:21 PM
To: angela@scjpc.net
Subject: Your Lenovo quote was created!

Your Lenovo Quote

Lenovo

✓ HERE'S YOUR QUOTE

Angela Pranata, thanks for requesting a quote from our Lenovo sales team. We're excited about your interest in our products.

If you would like to convert your quote into an order, or if you have any questions, please contact your sales representative Sean Meile (2900720065) at [919-874-3209](tel:919-874-3209) or via email at smeile@lenovo.com.

Quote Number:	Creation Date:	Expiration Date:	Lenovo ID:
4294457131	Wed Jan 08 2020 18:15 EST	Wed Jan 22 2020 18:15 EST	angela@scjpc.net

HERE'S WHAT YOU REQUESTED:

Item:	Qty:	Price:
ThinkPad X1 Yoga Gen 4 Part No: 20QF0013US		10\$11,999.90
• Processor		8th Gen Intel® Core™ i5-8265U (1.60GHz, up to 3.90GHz with Turbo Boost, 4 Cores, 6MB Cache)
• Operating System		Windows 10 Pro 64
• Display Type		14.0" FHD (1920 x 1080) IPS, AR/AS, low power, touchscreen, 380 nits
• Memory		8GB LPDDR3 2133MHz (Soldered)
• Hard Drive		256GB SSD PCIe
• Warranty		1 Year Depot or Carry-in
• Graphics		Integrated Intel® UHD Graphics 620
• Camera		720p HD
• Pen		ThinkPad Pen Pro

- Fingerprint Reader Fingerprint Reader
- Keyboard Backlit - US English
- Wireless Intel® 9560 802.11 AC (2 x 2) & Bluetooth® 5.0

Item:	Qty:	Price:
3Y Premier Support Upgrade from 1Y Depot/CCI	10	\$1,567.50
Part No: 5WS0T36118		

Item:	Qty:	Price:
3Y Accidental Damage Protection Add On	10	\$967.50
Part No: 5PS0F15928		

Item:	Qty:	Price:
ThinkPad Ultra Docking Station (American Standard Plug)	10	\$2,783.00
Part No: 40AJ0135US		

Sub total:	\$17,317.90
Shipping Fees:	FREE
Total:	\$17,317.90

Billing Address:

Shipping Address:

DID WE GET IT RIGHT? READY TO ORDER?

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1-855-253-6686



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- Damage Protection
- Tablet Services

LAPTOPS

- Business
- Home Office
- Student
- Entertainment

TABLETS

- Windows Tablet
- Android Tablet
- Two-in-Ones

DESKTOPS

- All-in-Ones
- Compacts
- Small Form Factors
- Towers

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Quote details

Quote number Q333120668

micah.jos.rovera@hp.com

Ready to purchase? Please email us.

Status Active

Duration: 02/14/20 - 02/21/20

Product name	Qty.	Total
HP EliteBook x360 1040 G5 Notebook PC - Customizable SKU:3SH44AV_MB	10	\$27,260.⁰⁰ \$15,947.¹⁰

- Three-year limited warranty (3/3/0)
- 65 Watt nPFC C6NS USB-C Straight AC Adapter
- 1.0m Premium Power Cord with C5 connector and fixed duckhead
- HP EliteBook x360 1040 G5 with Intel® i5-8250U (1.6GHz, 6MB Cache), 8 GB RAM, and Intel® UHD Graphics 620 - 3SH44AV
- 256 GB M.2 PCIe NVMe SSD
- Intel® Dual Band Wireless-AC 8265 802.11a/b/g/n/ac (2x2) Wi-Fi® and Bluetooth® 4.2 Combo, non-vPro™
- Intel® Core™ i5 Label (G8)
- No WWAN Broadband Wireless
- 4-cell, 56 WHr Long Life Battery (Internal and not replaceable by customer. Serviceable by warranty.)
- ENERGY STAR Qualified Configuration
- Destination Country Localization Kit
- Premium Collaboration Keyboard, spill-resistant, backlit; Glass ClickPad with multi-touch gesture support
- Near Field Communication Module (NFC) WNC XRAV-1
- Windows 10 Pro - HP recommends Windows 10 Pro for business
- No AMT vPro Technology Supported
- 14" diagonal BrightView LED UWVA IPS eDP+PSR FHD (1920x1080) Touchscreen with Corning® Gorilla® Glass 5
- No Wacom Pen

Quote number Q333120668

micah.jos.rovera@hp.com

Ready to purchase? Please email us.

Status Active

Duration: 02/14/20 - 02/21/20

HP 3 Yr Next Business Day Onsite Warranty for Notebooks

SKU:U4414E

10

~~\$790.00~~

\$711.00

HP USB-C Dock G5

SKU:5TW10UT#ABA

10

~~\$1,890.00~~

\$1,701.00

Color	Black
Ports	1 USB Type-C™ (front); 1 USB 3.0 (side, charging SS); 3 USB 3.0 (back, charging); 2 DisplayPort™; 1 HDMI 2.0; 1 headphone/microphone combo
Compatibility	Compatible with HP ProBook 450 G7 Notebook PC; HP ProBook 440 G7 Notebook PC; HP ProBook 430 G7 Notebook PC; HP ZHAN 66 Pro 14 G3 Notebook PC; HP ZHAN 66 Pro 15 G3 Notebook PC; HP ProBook 450 G6 Notebook PC; HP ProBook 440 G6 Notebook PC; HP ProBook 430 G6 Notebook PC; HP ProBook x360 440 G1 Notebook PC; HP ProBook 445R G6 Notebook PC; HP ProBook 455R G6 Notebook PC; HP ProBook 445 G6 Notebook PC; HP ProBook 455 G6 Notebook PC; HP ProBook 470 G5 Notebook PC; HP ProBook 450 G5 Notebook PC; HP ProBook 440 G5 Notebook PC; HP ProBook 430 G5 Notebook PC; HP ProBook 455 G5 Notebook PC; HP ProBook 640 G5 Notebook PC; HP ProBook 650 G5 Notebook PC; HP ProBook 640 G4 Notebook PC; HP ProBook 650 G4 Hex Core Notebook PC; HP ProBook 650 G4 Notebook PC; HP ProBook 645 G4 Notebook PCHP Pro x2 612 G2; HP EliteBook 840 G6 Healthcare Edition Notebook PC; HP EliteBook 840 G5 Healthcare Edition Notebook PC; HP Elite Dragonfly Notebook PC; HP EliteBook x360 1040 G6 Notebook PC; HP EliteBook x360 1030 G4 Notebook PC; HP EliteBook x360 1040 G5 Notebook PC; HP EliteBook x360 1030 G3 Notebook PC; HP Elite x2 G4; HP EliteBook x360 1030 G2 Notebook PC; HP Elite x2 1012 G2; HP EliteBook x360 1020 G2 Notebook PC; HP EliteBook x360 830 G6 Notebook PC; HP EliteBook x360 830 G5 Notebook PC; HP EliteBook 830 G6 Notebook PC; HP EliteBook 836 G6 Notebook PC; HP EliteBook 840 G6 Notebook PC; HP EliteBook 850 G6 Notebook PC; HP EliteBook 745 G6 Notebook PC; HP EliteBook 745 G5 Notebook PC; HP EliteBook 755 G5 Notebook PC; HP EliteBook 840 G5 Notebook PC; HP EliteBook 850 G5 Notebook PC; HP EliteBook 840r G4 Notebook PC; HP EliteBook 830 G5 Notebook PC; HP EliteBook 735 G6 Notebook PC; HP EliteBook 735 G5 Notebook PC; HP ZBook 14u G6 Mobile Workstation; HP ZBook 15u G6 Mobile Workstation; HP ZBook 15 G6 Mobile Workstation; HP ZBook 15 G5 Mobile Workstation; HP ZBook 17 G6 Mobile Workstation; HP ZBook 17 G5 Mobile Workstation; HP ZBook 14u G5 Mobile Workstation; HP ZBook 15u G5 Mobile Workstation; H
Compatible operating systems	Windows 7; Windows 10; Chrome™ OS; MacOS; Ubuntu Linux v18.04
Dimensions (W X D X H)	4.8 x 4.8 x 1.77 in
Weight	1.49 lb
Warranty	One-year limited warranty.

Quote number Q333120668

micah.jos.rovera@hp.com

Ready to purchase? Please email us.

Status Active

Duration: 02/14/20 - 02/21/20

**Microsoft Office 2019 Home & Business - Box Pack -
NA/PR/TT Only Medialess**

SKU:5DK721

10

~~\$2,499.⁹⁹~~

\$2,249.⁹¹

Total savings **\$11,830.89**

Sub-Total: **\$ 20,609.⁰¹**

Shipping & handling **Free**

Tax (estimated): **\$ 1,890.³⁰**

Recycling fee **\$ 40.⁰⁰**

Total **\$ 22,539.³¹**

Additional Information

Shipping

Shipping method:

Standard 3-6 business days

Shipping address:

Angela Pranata
279 E Arrow Highway
Ste 104
San Dimas CA 91773
909 - 599 - 3801

Pricing and Availability

Prices, specifications, availability and terms of offers may change without notice. Quantity limits may apply to orders, including orders for discounted and promotional items. Despite our best efforts, a small number of items may contain pricing, typography, or photography errors. Correct prices and promotions are validated at the time your order is placed. These terms apply only to products sold by the HP.com Store; reseller offers may vary. Items sold by the HP.com Store are not for immediate resale. Orders that do not comply with HP.com Store terms, conditions, and limitations may be cancelled.

Currently out of stock products are subject to availability. Once the product or products have returned to stock, Quote may be converted to an order. If the Quote expires before all products are in stock, please contact your Account Manager for assistance with a new Quote or a new product recommendation.

Tax-Exempt Certificate Requirements

All tax-exempt accounts must file a tax-exempt certificate with Hewlett-Packard Small Business Direct. This certificate will remain on file until it is expired. Resellers are not eligible for Tax-Exempt status with HP Small Business Direct. Email tax exempt certificates and order numbers to hhotaxexempt@hp.com to be considered for tax exempt status.

¹ Tax shown is an estimate - precise tax calculation will take place upon order processing.

² Lease products available through Hewlett-Packard Financial Services Company (HPFS) to qualified commercial customers in the U.S. and are subject to credit approval and execution of standard HPFS documentation. Lease prices shown are based upon HPFS' current lease rates for premium risk rating customers (as determined by HPFS in its sole discretion). All customers may not qualify for this pricing. HPFS lease rates may vary depending upon HPFS' credit review and approval of the customer and the transaction. Other restrictions may apply. HPFS reserves the right to change or cancel this program at any time without notice.

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Quote details

Quote number Q333119992

micah.jos.rovera@hp.com

Ready to purchase? Please email us.

Status Active

Duration: 02/14/20 - 02/21/20

Product name	Qty.	Total
HP EliteBook x360 830 G6 Notebook PC - Customizable SKU:5PE04AV_MB	10	\$23,210.00 \$12,742.29

- ENERGY STAR Qualified Configuration
- No Near Field Communication (NFC)
- 8 GB DDR4 2400 memory (1 DIMM)
- Operating System Localization
- 45-watt Smart AC Adapter, right angle connector, nPFC
- No Wacom Pen
- Intel® AX200 Wi-Fi 6 (2x2) and Bluetooth® 5, non-vPro™
- Premium Collaboration Keyboard, backlit and spill resistant with drain, Clickpad with multi-touch gestures enabled
- No AMT vPro Technology Supported
- 13.3" BrightView LED FHD (1920x1080) 250 nits Touchscreen, Webcam, Corning® Gorilla® Glass 5
- Destination Country Localization Kit
- Three-year limited warranty (3/3/0)
- Windows 10 Pro - HP recommends Windows 10 Pro for business
- 256 GB PCIe NVMe SSD
- 1.0m Power Cord with C5 connector
- No WWAN Broadband Wireless
- No SmartCard Reader
- HP Elitebook x360 830 G6 with Intel i5-8265U (1.6 GHz, 6MB Cache) and integrated Intel UHD Graphics 620 - 5PE04AV
- Intel® Core™ i5 Label (G8)

Quote number Q333119992

micah.jos.rovera@hp.com

Ready to purchase? Please email us.

Status Active

Duration: 02/14/20 - 02/21/20

- 4-cell, 53 WHr Long Life Battery (Internal and not replaceable by customer. Serviceable by warranty.)
- No Fingerprint Sensor

HP 3 Yr Next Business Day Onsite Warranty for Notebooks

SKU:U4414E

10

~~\$790.00~~

\$711.00

HP USB-C Dock G5

SKU:5TW10UT#ABA

10

~~\$1,890.00~~

\$1,701.00

Color	Black
Ports	1 USB Type-C™ (front); 1 USB 3.0 (side, charging SS); 3 USB 3.0 (back, charging); 2 DisplayPort™; 1 HDMI 2.0; 1 headphone/microphone combo
Compatibility	Compatible with HP ProBook 450 G7 Notebook PC; HP ProBook 440 G7 Notebook PC; HP ProBook 430 G7 Notebook PC; HP ZHAN 66 Pro 14 G3 Notebook PC; HP ZHAN 66 Pro 15 G3 Notebook PC; HP ProBook 450 G6 Notebook PC; HP ProBook 440 G6 Notebook PC; HP ProBook 430 G6 Notebook PC; HP ProBook x360 440 G1 Notebook PC; HP ProBook 445R G6 Notebook PC; HP ProBook 455R G6 Notebook PC; HP ProBook 445 G6 Notebook PC; HP ProBook 455 G6 Notebook PC; HP ProBook 470 G5 Notebook PC; HP ProBook 450 G5 Notebook PC; HP ProBook 440 G5 Notebook PC; HP ProBook 430 G5 Notebook PC; HP ProBook 455 G5 Notebook PC; HP ProBook 640 G5 Notebook PC; HP ProBook 650 G5 Notebook PC; HP ProBook 640 G4 Notebook PC; HP ProBook 650 G4 Hex Core Notebook PC; HP ProBook 650 G4 Notebook PC; HP ProBook 645 G4 Notebook PCHP Pro x2 612 G2; HP EliteBook 840 G6 Healthcare Edition Notebook PC; HP EliteBook 840 G5 Healthcare Edition Notebook PC; HP Elite Dragonfly Notebook PC; HP EliteBook x360 1040 G6 Notebook PC; HP EliteBook x360 1030 G4 Notebook PC; HP EliteBook x360 1040 G5 Notebook PC; HP EliteBook x360 1030 G3 Notebook PC; HP Elite x2 G4; HP EliteBook x360 1030 G2 Notebook PC; HP Elite x2 1012 G2; HP EliteBook x360 1020 G2 Notebook PC; HP EliteBook x360 830 G6 Notebook PC; HP EliteBook x360 830 G5 Notebook PC; HP EliteBook 830 G6 Notebook PC; HP EliteBook 836 G6 Notebook PC; HP EliteBook 840 G6 Notebook PC; HP EliteBook 850 G6 Notebook PC; HP EliteBook 745 G6 Notebook PC; HP EliteBook 745 G5 Notebook PC; HP EliteBook 755 G5 Notebook PC; HP EliteBook 840 G5 Notebook PC; HP EliteBook 850 G5 Notebook PC; HP EliteBook 840r G4 Notebook PC; HP EliteBook 830 G5 Notebook PC; HP EliteBook 735 G6 Notebook PC; HP EliteBook 735 G5 Notebook PC; HP ZBook 14u G6 Mobile Workstation; HP ZBook 15u G6 Mobile Workstation; HP ZBook 15 G6 Mobile Workstation; HP

Quote number Q333119992

micah.jos.rovera@hp.com

Ready to purchase? Please email us.

Status Active

Duration: 02/14/20 - 02/21/20

	ZBook 15 G5 Mobile Workstation; HP ZBook 17 G6 Mobile Workstation; HP ZBook 17 G5 Mobile Workstation; HP ZBook 14u G5 Mobile Workstation; HP ZBook 15u G5 Mobile Workstation; H
Compatible operating systems	Windows 7; Windows 10; Chrome™ OS; MacOS; Ubuntu Linux v18.04
Dimensions (W X D X H)	4.8 x 4.8 x 1.77 in
Weight	1.49 lb
Warranty	One-year limited warranty.

**Microsoft Office 2019 Home & Business - Box Pack -
NA/PR/TT Only Medialess**

SKU:5DK721

10

~~\$2,499.⁹⁹~~

\$2,249.⁹¹

Total savings	\$10,985.70
Sub-Total:	\$ 17,404.²⁰
Shipping & handling	Free
Tax (estimated):	\$ 1,585.⁸⁴
Recycling fee	\$ 40.⁰⁰
Total	\$ 19,030.⁰⁴

Additional Information

Shipping

Shipping method:

Standard 3-6 business days

Shipping address:

Angela Pranata
279 E Arrow Highway
Ste 104
San Dimas CA 91773
909 - 599 - 3801

Pricing and Availability

Prices, specifications, availability and terms of offers may change without notice. Quantity limits may apply to orders, including orders for discounted and promotional items. Despite our best efforts, a small number of items may contain pricing, typography, or photography errors. Correct prices and promotions are validated at the time your order is placed. These terms apply only to products sold by the HP.com Store; reseller offers may vary. Items sold by the HP.com Store are not for immediate resale. Orders that do not comply with HP.com Store terms, conditions, and limitations may be cancelled.

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¹ Tax shown is an estimate - precise tax calculation will take place upon order processing.

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³ HP is not responsible for delays outside of our immediate control, including delays related to order processing or unexpected increase in demand. Typically only orders paid for by credit card receive credit approval on the same day the order is placed. Orders delayed due to order processing will default to an Estimated Ship Date 30 days from the date credit is processed and the order is released. Estimated Ship Dates are based on any known extended lead times.

Both are excellent attorneys that SCE has retained in the past, and both law firms are certified diverse business enterprises by the CPUC's Clearinghouse. I received the hourly rates for the Ellen and Victor which are as follows:

Ellen Berman, Esq. (of EB Energy Law)

Hourly Rate: \$375/hour (this is a discount from her stated rate of \$400/hour)

Victor Fu, Esq. (of LKP Global Law)

Hourly Rate: \$500/hour (this is a discount from his stated rate of \$550/hour)

Given the above rates, I'd recommend that the SCJPC committee consider retaining **Ellen Berman**.

Her contact information is as follows:

Ellen Berman of EB Energy Law

Attorney Licensee Profile

Ellen Amber Berman #211641

License Status: Active

Address: EB Energy Law, Inc., 50 W Hillcrest Dr Ste 218, Thousand Oaks, CA 91360-7801

County: Ventura County

Phone Number: (626) 623-3938

Fax Number: Not Available

Email: ellen@ebenergylaw.com

Law School: UC Berkeley SOL; Berkeley CA

Let me know if you have any questions.

Gloria

Gloria M. Ing

Senior Attorney

Law Department

T. 626-302-1999

2244 Walnut Grove Avenue, Rosemead, CA 91770



Angela Pranata

From: Gerald Brown <Gerald.Brown@sce.com>
Sent: Friday, January 31, 2020 8:28 AM
To: Angela Pranata; 'Kathleen Allen'
Cc: Bryan Strong; Bob Sholler
Subject: FW: Law firm for SCJPC

Hi Angela,

Can you forward the recommended names to all the members?

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

From: Gloria Ing
Sent: Friday, January 24, 2020 6:52 PM
To: Gerald Brown <Gerald.Brown@sce.com>
Cc: Samuel Stonerock <Samuel.Stonerock@sce.com>; Bryan Strong <Bryan.Strong@sce.com>
Subject: FW: Law firm for SCJPC

Hi Wayne,

Angelica Morales Brody of Sacro & Walker is no longer available to be considered by the SCJPC, which leaves **Ellen Berman (of EB Energy Law)** and **Victor Fu (of LKP Global Law)**. Both are excellent attorneys that SCE has retained in the past, and both law firms are certified diverse business enterprises by the CPUC's Clearinghouse. I received the hourly rates for the Ellen and Victor which are as follows:

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Hourly Rate: \$375/hour (this is a discount from her stated rate of \$400/hour)

Victor Fu, Esq. (of LKP Global Law)

Hourly Rate: \$500/hour (this is a discount from his stated rate of \$550/hour)

Given the above rates, I'd recommend that the SCJPC committee consider retaining **Ellen Berman**.

Her contact information is as follows:

Ellen Berman of EB Energy Law

Attorney Licensee Profile

Ellen Amber Berman #211641

License Status: Active

Address: EB Energy Law, Inc., 50 W Hillcrest Dr Ste 218, Thousand Oaks, CA 91360-7801

County: Ventura County

Phone Number: (626) 623-3938

Fax Number: Not Available

Email: ellen@ebenergylaw.com

Law School: UC Berkeley SOL; Berkeley CA

Let me know if you have any questions.

Gloria

Gloria M. Ing

Senior Attorney

Law Department

T. 626-302-1999

2244 Walnut Grove Avenue, Rosemead, CA 91770



Angela Pranata

From: Alicia Smith <Alicia.Smith@cableeng.com>
Sent: Wednesday, February 19, 2020 7:08 AM
To: Angela Pranata
Cc: Lupe Hernandez; Maria Ortiz
Subject: Southern Pacific Transportation Contact & Additional Information

Importance: High

Good morning, Angela.

Tibor shared some information with me that is pertinent to our current discussion regarding Southern Pacific's attachments and related joint records. Hopefully, the contact information will be helpful. See Tibor's comments below.

"The Southern Pacific Railroad was purchased by the Union Pacific Railroad around 1998. Any pole attachments that they had are:

1. UPRR Signal related, cables to connect their signaling devices
2. UPRR Power related, power to their buildings, rail switches and other facilities
3. UPRR internal telecom related, their internal communication network
4. Or the network that became Southern Pacific Telecommunications Company, later Qwest and ultimately today CenturyLink.
5. Or the network that became Southern Pacific Communications, later GTE Sprint, US Sprint and today known as Sprint. Sprint was established by the SPRR in the 1970's. We are aware of no pole attachments surviving from that time period that are not part of the two Sprint SCJPC memberships.

The local Union Pacific person that may be able to help is Phil Stevenson 805-312-6733 or pastevenson@up.com .
The local CenturyLink person that may be able to help is Bryan Church (714) 666-9219
or Bryan.Church@centurylink.com

If I had to guess, the most likely entity to have cable on Joint Poles would be UPRR and they are probably not aware that the cable exists. Phil would probably be able to steer you toward the right person within UPRR to determine if the cable is from the SP days or not."

Thanks,

Alicia Smith
Senior JPA Supervisor
Cable Engineering Services
9275 Corbin Avenue
Northridge, CA 91324
Office: 818-617-2911
Fax: 818-898-9186
Alicia.Smith@cableeng.com

Southern California Joint Pole Committee

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

March 18, 2020

A regular meeting of the **Operating Committee** took place on the above date, at 11:00 a.m., at the Committee office:

Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Those attending via teleconference were:

Mr. Bret Plaskey	Frontier Communications
Mr. John Bacon	City of Los Angeles
Mr. Jaime Garcia	City of Los Angeles
Mr. Wayne Brown	Southern California Edison
Ms. April DeBarge	Southern California Edison
Ms. Cory Crawford	AT&T California
Ms. Kay Black	AT&T California
Mr. Todd Dailey	AT&T California
Mr. Johnny Vu	City of Anaheim
Mr. Ben Coffey	City of Banning
Mr. Alex Parra	City of Riverside
Ms. Sherri Duchateau	Golden State Water
Ms. Lynn Prescott	Verizon Wireless
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. Aarize Dizon	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Richanna James	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
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. Rey Lopez	Time-Warner Cable
Ms. Linda McLean	Extenet Systems
Mr. Daniel Luty	Extenet Systems
Ms. Shawn Henderson	T-Mobile USA
Ms. Yvonne Johnson	AT&T Mobility
Ms. Racheal Torres	Mobilitie, LLC
Mr. Nick Van Stryk	City of Vernon (Petrelli Electric)

Chairperson, Mr. Plaskey called the meeting to order at 11:01a.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 2020 expense sheet**. The members reviewed the monthly reports. Mr. Plaskey inquired about the NJUNS fee and wondering what services are they providing. Ms. Pranata replied that the SCJPC office does not use NJUNS and it is for the members and they would need to answer. Mr. Plaskey understood the NJUNS proposal cost; however; he was unaware of a yearly fee. Mr. Parra explained that the proposal cost is different from the annual fee because we have a yearly subscription to NJUNS that City of Riverside, Edison, and AT&T California use. Mr. Brown commented that they will continue to use it as long as it is being paid for. He added that they are eventually going to go away from it. Ms. Crawford commented she is unaware of anyone at AT&T California using it. Mr. Brown commented for Ms. Crawford to inquire with Mr. Mathisen. His intent was to use it. Mr. Plaskey stated that this should be discussed further next year prior to renewal. Mr. Parra added if the committee does decide to go with JP Assist there would be no use for NJUNS. There were no further questions or comments.

The third agenda item is the **Accounts Receivable**. Ms. Pranata inquired how SCJPC can receive payment electronically. Mr. Plaskey stated from Frontier's perspective he has an email over to his accounts payable, but he thinks they just need to set SCJPC up as a vendor to receive ACH payments. Ms. Pranata inquired if she should send an email to all members stating SCJPC is trying to go electronic. Mr. Plaskey replied yes and ask if they can make ACH payments. Ms. Black stated for AT&T California a letter needs to be received on SCJPC's letterhead requesting ACH payments and that the letter should include bank name, back routing number and account routing number. Ms. Pranata inquired if it needs to be signed by the President. Ms. Black replied AT&T California does not require that and just email her back and she will get Ms. Pranata set up. Mr. Brown asked Ms. Pranata to add Mr. Rackleff to the email. There were no further questions or comments.

The fourth item on the agenda is **JPA Member Activity**. Ms. Pranata displayed February 2020 JPA Member Activity report. There were no comments or questions.

The fifth item on the agenda is **Member Board Attendance**. Mr. Plaskey inquired if any absences for the month of March and April be waived because of the many that were not in attendance today. Mr. Plaskey inquired if the rules would need to be changed. Ms. Pranata replied the Operating Committee can decide whether or not they can be excused. Ms. Pranata displayed the *Exceptions* section from the *Meeting Attendance Policy* web page on the screen and the members agreed there will be no attendance penalties for March 2020 or April 2020 for members that could not attend due to the COVID-19 pandemic. There were no further comments or questions.

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Allen reported that she held a staff meeting on February 20, 2020. Discussed was E JPA's from SCE. Ms. DeBarge requested all electronic JPAs received in the red bag that are deemed memos to be returned to her. Also discussed was Section 1.2 with approval 18.1D. Ms. Allen made samples and discussed the proper way to

accept and when to return. Unauthorized attachments without space and the current percent spreadsheet were also discussed. Lastly discussed, was that she implemented a new speed billing day that with a full staff will increase the joint pole processed amount to 2,000+ poles monthly. Ms. DeBarge inquired if she could get copies of the samples Ms. Allen created for her team. Ms. Allen replied yes. There were no further questions or comments.

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

SCJPC Overtime Update (packet).

Ms. Pranata reported that we are down one Biller Level II staff member. She is out on medical leave. She is unaware of her return date; however, the preliminary report is she will remain out two months. Mr. Plaskey added that we just had one staff member return and now another one out so we are still one staff member down. Ms. Pranata confirmed yes.

Ms. Pranata requested approval for April b/s overtime. The office has about 9000+ poles already received. The members approved overtime for April b/s.

Ms. Pranata shared that the productivity for the first month of WFH (work from home) may not be as high as usual. She explained that looking at a JPA and then to Friend to type on one screen will be kind of difficult to go back and forth. The productivity will return to normal once we return to the office and have two monitors. Ms. Crawford inquired if the staff can take home a monitor since AT&T California allowed their staff to take home a monitor. Ms. Pranata replied she wasn't sure if it was allowed but will let the staff know that they could take a monitor home. Ms. Crawford stated to write down the asset tag, serial number and a log of who took what. She stated she can even send her spreadsheet if needed. This way you can confirm the correct asset is checked back in when the staff returns. Ms. Pranata thanked Ms. Crawford for her suggestion.

Staff Update

Ms. Pranata wanted to discuss further what she brought up earlier in the Admin Board and why she only requested eight laptops instead of nine. Ms. Pranata wanted Ms. Allen to explain the difficulties she has been having with a staff member Ms. Allen explained that she interacts with her daily and she is worried about her ability to perform task at home alone. After some further discussion it was agreed for Ms. Pranata to reach out to the labor attorney for advisement and the decision making on how to manage the team is left up to Ms. Pranata as she sees fit.

Billing Errors/Questions

There were no Billing Errors/Questions.

Merging of three utility codes under Crown Castle

Mr. Plaskey opened and reported that Crown Castle sent the letter over. He added the merge can be approved in Operating and announce in Administrative Board which it was earlier today. Mr. Plaskey informed Crown Castle they are good to go. He then inquired if everything has already been changed. He commented that all three will be consolidated and roll call will be under Crown Castle NG. Ms. Pranata inquired for confirmation for March invoices it will be 30 members instead of 32. Mr. Plaskey stated the effective date will be April 2020 and inquired if Crown Castle is ok with that. Mr. Serrato replied yes. Ms. Hernandez stated that you may still receive JPAs with NPN or CCI still on them because they were approved prior to the merge. Mr. Serrato stated that is ok they will enter into their system as NG. All the NPN's cites on the pole card will be converted to NG. He added no further JPAs will be initiated under these codes. Ms. Pranata inquired that if every time SCJPC sees NPN or CCI we should change to NG. Mr. Serrato replied yes and they will be entering it into their system as NG as well. Ms. Pranata inquired if we are to go in the database manually and merge NPN and CCI to NG and update the b/s to reflect the merge. Ms. Hernandez stated you do not need to do that. Mr. Bacon stated that as long as there is a written record on file recording the merge there is no need to go into the database and change. He added the office has too much to do and historical data should remain the same. Mr. Plaskey stated this can be closed out and Ms. Pranata to notify membership about the Crown Castle merge that it has been approved and they are moving forward.

Item 1581: Pole Record Redesign (from Computer Ad Hoc) – (10/29/2019 per B. Plaskey)

Ms. Pranata reported she was unable to reach Mr. Atalla. She added no testing of the new Friend Pro software has been completed because she did not see any new changes from the last time she spoke with him. Ms. Pranata called and emailed multiple times and got no response. Mr. Plaskey inquired if he and Mr. Bacon should send a letter to Mr. Atalla. Mr. Bacon stated if he can get the contact information he will send a letter out to him. Mr. Plaskey then inquired if Mr. Atalla disappeared what would the backup plan be rolling out the changes. Do we get a new IT person or is everything proprietary to him. Mr. Bacon stated if he is nonresponsive and continues to be we are going to have to pick up someone new. Mr. Plaskey asked Ms. Pranata if everything is proprietary to him or can someone pick up where he left off. Ms. Pranata stated she would have to read the contract and double check; however, she does think we own it. Ms. Pranata then stated the redesign is half completed and have paid Mr. Atalla 50%. She will reread the contract and email Mr. Plaskey and Mr. Bacon after to discuss. She did comment that an attorney might need to be contacted as well. Mr. Bacon stated since it is half way finish to try and desperately establish contact with him and get him through the second half. Being that he is half way done, Mr. Bacon, would like to keep him. But if he is nonresponsive we will have to move on. Mr. Plaskey stated that this has escalated to him and Mr. Bacon now. Ms. Prescott added that she has a programmer that understands Joint Pole and will work with him directly to fix it up. Mr. Plaskey stated they may need to take Ms.

Prescott up on that if they are unsuccessful in their escalations. Ms. Pranata stated that she does not have the codes and would need to get from Mr. Atalla.

Computer Upgrade for 2021 and/or ergonomic evaluation quotes:

Mr. Plaskey opened and stated the Computer upgrade can be removed since this has been bumped up to now. The ergonomic evaluations can remain since it is still being discussed. Mr. Plaskey inquired if getting laptops solve the ergonomic issues. Ms. Pranata commented to hold the topic for now or she can go over the quotes she gathered. It is up to the committee. Mr. Plaskey stated to table item for now because the intent is to get the staff working from home. Ms. Crawford inquired if the committee is responsible for ergonomic setup at the staff's homes. Mr. Plaskey replied no.

Ms. Pranata inquired if she should reach out to the labor attorney to draft a policy on when staff take home properties. Mr. Plaskey replied yes and to add to the conversation. Mr. Bacon added that a strategy or protocol has to be kept on how to monitor employees at home and will their productivity be rated as they go along. An example was discussed, the staff needs to respond within one hour. A policy needs to be set up as far as accountability for the employees. Mr. Plaskey commented this item is to remain open and table until next month.

Select an attorney for SCJPC to handle CPUC requests

Mr. Plaskey opened and stated this item is tabled until the committee hears back from LADWP.

Contingency Plan and policies (disease outbreak)

Mr. Plaskey opened and stated to keep this topic on the agenda so the committee can check up on how it is going next month. Ms. Pranata inquired if topic number two should be discussed here since it was not discussed at the Administrative Board. She read topic number two from the *RECAP FROM OPERATING EMERGENCY MEETING 3/17/2020. Stop sending Finals via USPS mail until mailbox has been completely setup. Will finish all current JPAs and will send the finalized copy electronically.* Mr. Bacon stated we would need to establish exactly when we would stop. If it is going to take two weeks before we get up and running and with the VPN, at what point do we stop wanting to have members mail finals. Maybe as we go along and once we get an ETA of the VPN and when the staff is going to be set up, maybe a week prior to that we stop sending finals. Ms. Pranata inquired in the meantime we are still to receive paper copies. Mr. Bacon replies yes and inquired if they are supposed to withhold work for two weeks. Since there is no Sharefile to send to yet he would think they still will be sent via mail until we do a cut over to the new VPN system work from home. Ms. Crawford inquired if the issue is if there is a shelter in place order whom is going to get the mail. Ms. Pranata replied yes and if we work from home. Ms. Pranata stated she can come in once a week to get the mail. Mr. Bacon added that Edison explained the pony bag that is delivered with work. The driver will come up to the building and hand over and Ms.

Pranata would be the point of contact. Ms. Pranata stated that once she gets the timeframe for the laptops she will circle back with the Committee on this issue. Mr. Plaskey stated an off cycle meeting can be schedule once the laptops arrive. Mr. Brown inquired at what point can SCJPC start receiving finals. Ms. Pranata stated she would have to contact Google Business to find out the timeframe. Mr. Brown then stated that they would need to send paper. Ms. Pranata inquired if Edison is finished sending paper finals. Mr. Brown replied no and stated they need to collect that data first and will send thereafter. Mr. Plaskey advised Ms. Pranata once she gets the information to contact him and he can set up an off cycle meeting to discuss further.

SCJPC Login Authentication

Mr. Plaskey opened and inquired if this is in reference to the security concern that Edison brought up. Ms. Pranata replied yes, and commented she emailed Edison and AT&T California and CC'd Mr. Plaskey and Mr. Bacon that this is done. She then received a confirmation from Ms. Nancy Dam at Edison that she is satisfied with the authentication. Mr. Plaskey stated this topic can be closed.

MISC

There are no misc items.

Review of Action Items:

- Ms. Pranata to send email out to members for ACH payments.
- Notify members that NG will be consolidated per the Operating Committee approval.
- Close Merging of three utility codes under Crown Castle.
- Mr. Bacon and Mr. Plaskey to escalate on the Pole Record Redesign.
- Ms. Pranata to report back on timelines on the working from home.
- Ms. Pranata to contact the labor law attorney in regards to staffing issue and taking company equipment home.

The meeting adjourned at 11:50 a.m. until April 15, 2020.

Ms. Kathleen Allen – Committee Transcriber

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

OPERATING EXPENSES	Details	February 29, 2020			YTD Through February 29, 2020			%	Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
EMPLOYEE EXPENSE									
Salaries		50,065	41,652.34	8,413	50,065	99,908.25	(49,843)	-100%	600,779
Regular	36,459.11					-			
Contract Labor	5,193.23					-			
Insurance		6,921	5,384.17	1,537	6,921	10,768.34	(3,847)	-56%	83,053
Health/Dental	5,384.17					-			
Life (quarterly)						-			
Payroll Taxes		4,256	2,783.90	1,472	4,256	7,755.53	(3,500)	-82%	51,066
Workers Compensation		292	255.66	36	292	511.32	(220)	-75%	3,500
Travel mileage reimbursement/ Miscellaneous expenses		125	56.50	69	125	92.65	32	26%	1,500
						-			
						-			
PENSION EXPENSE									
Contribution-SEP IRA		5,257	3,828.21	1,429	5,257	9,435.00	(4,178)	-79%	63,082
						-			
						-			
MONTHLY RECURRING									
Rent		9,000	8,798.73	201	9,000	17,597.46	(8,597)	-96%	108,000
Alarm System	Quarterly	50		50	50	-	50	100%	600
Telephone (Frontier+Jive)		654	730.50	(76)	654	1,400.91	(747)	-114%	7,850
Cisco WebEx Plan		90	69.00	21	90	138.00	(48)	-53%	1,080
Postage & Shipping		217	154.16	63	217	188.66	28	13%	2,600
Business/Property Insurance	Pro-Rated	167		167	167	930.88	(764)	-459%	2,000
Committee Meetings		333	352.15	(19)	333	648.17	(315)	-94%	4,000
						-			
						-			
EQUIPMENT & FURNITURE									
						-			
Copy Machine - CBE		208	218.47	(10)	208	349.87	(142)	-68%	2,500
						-			
						-			

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

OPERATING EXPENSES	Details	February 29, 2020			YTD Through February 29, 2020			%	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
						-			
NETWORK SYSTEM						-			
LAN Maintenance		1,083	900.00	183	1,083	1,800.00	(717)	-66%	13,000
FRIEND Support		400	400.00	-	400	800.00	(400)	-100%	4,800
Data Center Hosting-Hardev		775	775.00	-	775	1,550.00	(775)	-100%	9,300
Email/Domain Host/Sharefile		93	73.94	19	93	147.88	(55)	-58%	1,120
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		167	-	167	167	20.19	146	88%	2,000
			-			-			
Off-Site Online Back-up		150	149.00	1	150	298.00	(148)	-99%	1,800
						-			
						-			
PRINTING & SUPPLY						-			
Office Printing		233	144.52	89	233	353.53	(120)	-52%	2,800
Office Supplies		175	104.58	70	175	179.84	(5)	-3%	2,100
						-			
						-			
CONTRACT SERVICES						-			
Auditor	Pro-Rated	808		808	808	-	808	100%	9,700
Attorney*		542	-	542	542	-	542	100%	6,500
						-			
GENERAL EXPENSE						-			
Payroll Service Fees		117	87.00	30	117	174.00	(57)	-49%	1,400
Bank fees/Checks printing	Pro-Rated	33	-	33	33	139.04	(106)	-317%	400
Publications/Subscriptions/Reference		17	-	17	17	-	17	100%	200
Seminars & Tuition		83	-	83	83	-	83	100%	1,000
Team Building	\$500 quarterly	167	-	167	167	-	167	100%	2,000
Member Retirement & celebration		108	-	108	108	-	108	100%	1,300
Scanning Project*		833	-	833	833	-			10,000
Total Operating Expenses		83,419.12	66,917.83	16,501.29	83,419.12	155,187.52	(72,601.73)	-87%	1,001,029

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

OPERATING EXPENSES	Details	February 29, 2020			YTD Through February 29, 2020			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT									
COMPUTER SYSTEM									
Software Purchase (& minor website mods)	Windows upgrade	250	2,000.00	(1,750)	250	2,000.00	(1,750)	-700%	3,000
FRIEND modification*		2,813	-	2,813	2,813	-	2,813	100%	33,750
NJUNS Fee (once a year)*		875	10,500.00	(9,625)	875	10,500.00	(9,625)	-1100%	10,500
Website Upgrade *		417	-	417	417	-	417	100%	5,000
EQUIPMENT & FURNITURE									
Purchases/Leases (including Copy Machine)	Copy Lease + replaced 4 broken chairs	575	1,021.63	(447)	575	1,446.49	(871)	-152%	6,900
Hardware Purchase		117		117	117	495.52	(379)	-325%	1,400
LONG TERM LIABILITY CURRENT									
						-			
Total Capital Investments & Long Term Liabilities Current						-			
		5,045.83	13,521.63	(8,475.80)	5,045.83	14,442.01	(9,396.18)	-186%	60,550
Interest Earned/Misc Income		(0.07)	(0.07)		(0.15)	(0.15)			
		88,464.89	80,439.39	8,025.50	88,464.81	169,629.38	(81,997.91)	-93%	1,061,579
*Items in blue are assessed equally									
Prepared as of: 3/4/2020									

Delinquent Accounts
As of 3/11/2020

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	August '19	September 30, 2019	\$ 1,114.36	20373	12/12/2019, 1/7/2020, 2/11/2020, 3/10/20	Mail to Yvonne Johnson	GV/JT	GV	11/12/2019	
AT&T Mobility	September '19	October 31, 2019	\$ 847.90	20406	1/7/2020, 2/11/2020, 3/10/20	Mail to Yvonne Johnson	GV /JT	GV	12/12/2019	
AT&T Mobility	October '19	November 30, 2019	\$ 846.81	20439	2/11/2020, 3/10/20	Mail to Yvonne Johnson	GV/JT	GV	1/7/2020	
AT&T Mobility	November '19	December 31, 2019	\$ 805.73	20472	3/10/2020	Mail to Yvonne Johnson	JT	GV	2/11/2020	
AT&T Mobility	December '19	January 31, 2019	\$ 802.60	20505				JT	3/10/2020	
City of Burbank	December '19	January 31, 2019	\$ 896.74	20495				JT	3/10/2020	
City of Colton	November '19	December 31, 2019	\$ 767.81	20463	3/10/2020	Email aaguilar@coltonca.gov; phinojos@coltonca.gov; eavila@coltonca.gov	JT	GV	2/11/2020	
City of Pasadena	November '19	December 31, 2019	\$ 891.65	20467	3/10/2020	Email & mail Joe Armstrong, Mail Lynn Prescott	JT	GV	2/11/2020	
MCI Metro/ATS	December '19	January 31, 2020	\$ 902.10	20506				JT	3/10/2020	
MCI Telecommunications	October '19	November 30, 2019	\$ 786.78	20441	2/11/2020, 3/10/20	Email matt.bergine@verizon.com	GV/JT	GV	1/7/2020	
MCI Telecommunications	December '19	January 31, 2020	\$ 744.56	20507				JT	3/10/2020	
Mpower/ Telepacific Com.	October '19	November 30, 2019	\$ 762.56	20438	2/11/2020, 3/10/20	Email telepacifictrak@teoco.com	GV/JT	GV	1/7/2020	
Mpower/ Telepacific Com.	November '19	December 31, 2019	\$ 725.57	20471	3/10/2020	Email telepacifictrak@teoco.com	JT	GV	2/11/2020	
Mpower/ Telepacific Com.	December '19	January 31, 2020	\$ 721.15	20504				JT	3/10/2020	
Sprint-Nextel Corporation	May '19	June 30, 2019	\$ 694.83	20271	9/10/2019, 10/8/2019, 11/12/2019, 12/12/2019, 1/7/2020, 2/11/2020, 3/10/20	Mail to Lynn Prescott	GV/JT	GV	8/13/2019	
Sprint-Nextel Corporation	September '19	October 31, 2019	\$ 776.13	20403	12/12/2019, 1/7/2020, 2/11/2020, 3/10/20	Mail to Lynn Prescott	GV/JT	GV	12/12/2019	
Sprint-Nextel Corporation	November '19	December 31, 2019	\$ 737.09	20469	3/10/2020	Mail to Lynn Prescott	JT	GV	2/11/2020	
Sprint-Nextel Corporation	December '19	January 31, 2020	\$ 732.85	20502				JT	3/10/2020	
T-Mobile	December '19	January 31, 2020	\$ 726.51	20510				JT	3/10/2020	
Verizon Wireless	June '19	July 31, 2019	\$ 1,097.37	20293	10/8/2019, 11/12/2019, 12/12/2019, 1/8/2020, 2/11/2020, 3/10/20	Email Lupe Hernandez and Marco Murillo	GV/JT	GV	9/10/2019	
Verizon Wireless	July '19	August 31, 2019	\$ 1,101.19	20326	10/8/2019, 11/12/2019, 12/12/2019, 1/8/2020, 2/11/2020, 3/10/20	Email Lupe Hernandez and Marco Murillo	GV/jt	GV	10/8/2019	
Verizon Wireless	October '19	November 30, 2019	\$ 1,181.22	20425	2/11/2020, 3/10/20	Email Lupe Hernandez and Marco Murillo	GV/JT	GV	1/7/2020	
Verizon Wireless	November '19	December 31, 2019	\$ 1,123.96	20458	2/11/2020, 3/10/20	Email Lupe Hernandez and Marco Murillo	JT	GV	2/11/2020	
Verizon Wireless	December '19	January 31, 2020	\$ 1,125.49	20491				JT	3/10/2020	
XO Comm.	December '19	January 31, 2020	\$ 770.41	20513				JT	3/10/2020	

\$21,683.37

TOTAL

\$21,683.37

Member	ATC	B	E	FTR	H/T	LAC	M	MOB	NG	NPN	PBM	SCW	SPR	Totals	YTD
Joint JPAs Billed		4	864			2	52	4	10	1		1	1	939	1921
% of Joint JPAs Billed	0.000	0.004	0.920	0.000	0.000	0.002	0.055	0.004	0.011	0.001	0.000	0.001	0.001	1.00	
Joint JPAs Returned	1	1	226			1	47	1	5			1		283	526
Joint JPAs Held Over			198				39		2					239	
Total Joint JPAs Received	1	5	1288	0	0	3	138	5	17	1	0	2	1	1461	2921
Multi JPAs Billed	3		117		1	2	2	2	37					164	360
% of Multi JPAs Billed	0.018	0.000	0.713	0.000	0.006	0.012	0.012	0.012	0.226	0.000	0.000	0.000	0.000	1.00	
Multi JPAs Returned			109	1		2	21	3	37					173	303
Multi JPAs Held Over			49			3	16		21		1			90	
Total Multi JPAs Received	3	0	275	1	1	7	39	5	95	0	1	0	0	427	817
Total # JPAs Billed	3	4	981	0	1	4	54	6	47	1	0	1	1	1103	2281
% of JPAs Billed	0.003	0.004	0.889	0.000	0.001	0.004	0.049	0.005	0.043	0.001	0.000	0.001	0.001	1.00	
# of JPAs Returned														456	829
# of Held Over JPAs														329	
Total JPAs received	4	5	1563	1	1	10	177	10	112	1	1	2	1	1888	3738
% of JPAs Billed														58.42%	
% of JPAs returned														24.15%	
% of Held Over JPAs														17.43%	
Member	ATC	B	E	FTR	H/T	LAC	M	MOB	NG	NPN	PBM	SCW	SPR	Totals	
Poles Billed (Joint JPAs)		10	3312			3	169	4	23	6		1	3	3531	7358
Poles Returned (joint)	2	2	1799			2	270	1	30			1		2107	3717
Poles Held Over (joint)			1483				155		2					1640	
Poles Billed (Multi JPAs)	34		660		27	2	12	2	311					1048	1990
Poles Returned (multi)			1164	21		4	141	3	522					1855	3142
Poles Held Over (multi)			459			5	61		177		5			707	
Total # Poles Billed (Joint & Multi combined)	34	10	3972	0	27	5	181	6	334	6	0	1	3	4579	9348
% of Total Poles Billed (Joint & Multi combined)	0.007	0.002	0.867	0.000	0.006	0.001	0.040	0.001	0.073	0.001	0.000	0.000	0.001	1.00	
# of Poles Returned														3962	6859
# of Held Over Poles														2347	
Total Poles received	36	12	8877	21	27	16	808	10	1065	6	5	2	3	10888	19887
% of Poles Billed														42.06%	
% of Poles returned														36.39%	
% of Held Over Poles														21.56%	

e: Held Over Poles will be billed first at the next Bill of f

Inspections Billed SCE Only: O&M (Inspection & Pole Tags)	SCE's Inspections JPAs/Poles were not included in above table	SCE O&M YTD
Inspection JPAs Billed		12 30
Inspection Poles Billed		3827 7639

Inspections Billed D Only: (Inspections)	D's Inspections JPAs/Poles were not included in above table	D YTD
Inspection JPAs Billed		0 28
Inspection Poles Billed		0 11308

 = 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 2019- FEB 2020**

	MBR CODE	2019 MAR	2019 APR	2019 MAY	2019 JUN	2019 JUL	2019 AUG	2019 SEP	2019 OCT	2019 NOV	2019 DEC	2020 JAN	2020 FEB	TOTAL	Atten. %	MBR CODE
1	So. California Edison	E	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	11	100%	FTR
3	City of Los Angeles	M	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	11	100%	MOB
5	Verizon Wireless	ATC	1	1	1	1	1	1	1	1		1	1	11	100%	ATC
6	AT&T Mobility	LAC	1	1	1	1	1	1	1	1		1	1	11	100%	LAC
7	XO Communications	NXT	1	1	1	1	1	1	1	1		1	1	11	100%	NXT
8	CA-CLEC LLC	CCI	1	1	1	1	1	1	1	1		1	1	11	100%	CCI
9	Crown Castle NG West Inc.	NG	1	1	1	1	1	1	1	1		1	1	11	100%	NG
10	NewPath Networks	NPN	1	1	1	1	1	1	1	1		1	1	11	100%	NPN
11	AT&T California	H / T	1	1	1	1	1	1	1	1		1	1	11	100%	H / T
12	City of Anaheim	D	1	1	1	1	1	1	1	1		1	1	11	100%	D
13	MCI/Metro	ATS	1	1	1	1	1	1	1	1		1	1	11	100%	ATS
14	MCI Communications	MCI	1	1	1	1	1	1	1	1		1	1	11	100%	MCI
15	ExteNet Systems	EXT	1	1	1	1	1	1	1	1		1	1	11	100%	EXT
16	Sprint Communications	FON	1	1	1	1	1	1	1	1		1	1	11	100%	FON
17	Sprint-Nextel	SPR	1	1	1	1	1	1	1	1		1	1	11	100%	SPR
18	Teleport Comm America	TCA	1	1	1	1	1	1	1	1		1	1	11	100%	TCA
19	Golden State Water	SCW	1	1	1	1	1	1	1	1		1	1	11	100%	SCW
20	City of Banning	COB	1	1	1	1	1	1	1	1		1	1	11	100%	COB
21	City of Riverside	J	1	1	1	1	1	1	1	1		1	1	11	100%	J
22	City of Pasadena	MP	1	1	1	1	0	1	1	1		1	1	10	91%	MP
23	City of Azusa	MA	1	1	1	1	0	1	1	1		1	1	10	91%	MA
24	City of Burbank	B	1	1	1	1	0	1	1	1		1	1	10	91%	B
25	Mpower/TelePacific	ICG	1	1	1	1	1	0	1	1		1	1	10	91%	ICG
26	City of Lompoc	LLW	1	1	1	1	1	1	1	1		1	0	10	91%	LLW
27	City of Glendale	A	1	1	1	1	1	1	1	1		1	0	10	91%	A
28	T-Mobile, USA	PBM	1	1	1	1	1	1	1	0		0	1	9	82%	PBM
29	Time-Warner	TWC	0	0	1	1	1	1	1	1		1	1	9	82%	TWC
30	City of Colton	F	1	1	1	0	1	0	0	1		1	0	7	64%	F
31	City of Vernon	V	1	1	1	0	1	1	1	0		0	0	7	64%	V
32	ATC Outdoor DAS	AMT	1	0	0	0	0	1	1	0		0	1	5	45%	AMT
33																
	Total		31	30	31	29	28	31	30	32	29	29	28			

SCJPC Overtime Report

Bill of Sale Month	Poles Received	Billed	Returned	Total Processed (Billed + Returned)	Held-Over Poles	Non-Exempt OT hours		Comments
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 END OF APRIL B/S
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 (Billed + Returned)	Held-Over Poles	Additional Hrs/OT	Additional Hrs total \$ Gross	Comments
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)
Nov-19	8415	4401 (21.97% Multi)	4014	8415	0	119.25	4696.87	8415 = 950 (from Oct-19) + 7465 # of billers decreased, poles received above 5000.
Dec-19	6918	3607 (12.73% Multi)	3311	6918	0	71.75	2769.32	# of billers decreased, poles received above 5000. Closed earlier than usual (Dec 23).
Jan 2020 New Baseline	6000							January 2020 (1 staff maternity leave)
Jan-20	8999	4769 (19.75% Multi)	2897	7666	1333	66.25	2620.15	New Year holiday & staff vacation. Poles received above 6000.
Feb-20	10888	4579 (22.89% Multi)	3962	8541	2347	78.25	3209.86	10888 = 1333 (from Jan-20) + 9555 Poles received above 6000. 1 staff on maternity leave.
May 2020 New Baseline	7000							May 2020

Average overtime/additional hours per month (based on May 19-Jan 20): **95.425 3563.466 Gross**

FRIEND PRO TESTING AND IMPLEMENTATION

The SCJPC is eager to utilize the new FRIEND PRO, and we anticipate the implementation to be completed in the second quarter of 2020.

The SCJPC would like to continue testing and move forward with software implementation according to the following schedule:

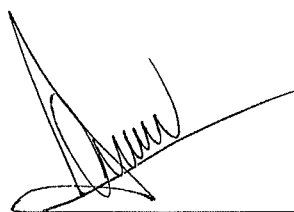
Task	Dates	Comments
Last testing of Friend Pro begins on	March 9 th to March 20 th , 2020	Final or last testing of Friend Pro version, which included changes discussed with Joe Atalla in 2019. See additional concerns below.
Final review by Hyperlink	April 13th, 2020	
Installation and Implementation	April 27 th , 2020	

Some concerns were functions that the staff were not able to test:

- Reports: all reports function under "Reports" from current Friend.
- Standard Procedures which related to above Reports.
- Pole Inspection program: pole inspection program standard procedures on the server to update pole records based on pole inspection data.

We would like to verify that the concerns above will be addressed before the final completion of software. We also would like to request the new database schema for the SCJPC website programmer by March 9th, 2020.

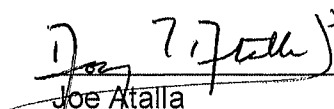
By signing this document, all parties agree to the time schedule described above, and Hyperlink will address concerns and request as described above.



Angela Pranata
SCJPC Manager

1/30/2020

Date



Joe Atalla
Hyperlink TM

1/30/2020

Date

LAPTOP QUOTES SUMMARY

BRAND NAME	MODEL	PRICE	PRICE TOTAL	Notes
LENOVO	ThinkPad X390 Yoga 13.3" size Processor 8th Gen Intel® Core™ i5-8265U (1.60GHz, up to 3.90GHz with Turbo Boost, 4 cores, 6MB Cache) ● Operating System Windows 10 Pro 64 ● Display Type 13.3" FHD (1920 x 1080) IPS, touchscreen, 300 nits ● Memory 8GB DDR4 2400MHz (Soldered) ● Hard Drive 256GB SSD PCIe ● Warranty 1 Year Depot or Carry-in ● Graphics Integrated Intel® UHD Graphics 620 ● Camera 720p HD ● Pen ThinkPad Pen Pro (Garaged) ● Fingerprint Reader Fingerprint Reader 2 1/13/2020 12:36 PM ● Keyboard Backlit - US English ● Wireless Intel® 9560 802.11AC (2 x 2) & Bluetooth® 5.0 Docking Station	\$9,990.00		ADD ON: MS Office \$250 per laptop Price total: \$2500 3Y Premier Support Upgrade from 1Y Depot/CCI Part No: 5WSOT36118 Qty: 10 Price: \$1,567.50 3Y Accidental Damage Protection Add On Part No: 5PSOF15928 Qty: 10 Price: \$967.50
LENOVO	ThinkPad X390 Yoga 13.3" size		PRICE TOTAL	\$12,773.00
LENOVO	ThinkPad X1 Yoga Gen 4 - 14" size ● Processor 8th Gen Intel® Core™ i5-8265U (1.60GHz, up to 3.90GHz with Turbo Boost, 4 Cores, 6MB Cache) ● Operating System Windows 10 Pro 64 ● Display Type 14.0" FHD (1920 x 1080) IPS, AR/AS, low power, touchscreen, 380 nits ● Memory 8GB LPDDR3 2133MHz (Soldered) ● Hard Drive 256GB SSD PCIe ● Warranty 1 Year Depot or Carry-in ● Graphics Integrated Intel® UHD Graphics 620 ● Camera 720p HD ● Pen ThinkPad Pen Pro ● Fingerprint Reader ● Keyboard Backlit - US English ● Wireless Intel® 9560 802.11 AC (2 x 2) & Bluetooth® 5.0 Docking Station	\$11,999.90		ADD ON: MS Office \$250 per laptop Price total: \$2500 3Y Premier Support Upgrade from 1Y Depot/CCI Part No: 5WSOT36118 Qty: 10 Price: \$1,567.50 3Y Accidental Damage Protection Add On Part No: 5PSOF15928 Qty: 10 Price: \$967.50
LENOVO	ThinkPad X1 Yoga Gen 4 - 14" size		PRICE TOTAL	\$14,782.90
HP	HP EliteBook x360 830 G6 Notebook PC 13.3" ENERGY STAR Qualified Configuration ● No Near Field Communication (NFC) ● 8 GB DDR4 2400 memory (1 DIMM) ● 45-watt Smart AC Adapter, right angle connector, nPFC ● Intel® AX200 Wi-Fi 6 (2x2) and Bluetooth® 5, non-vPro™ ● Premium Collaboration Keyboard, backlit and spill resistant with drain, Clickpad with multi-touch gestures enabled ● 13.3" BrightView LED FHD (1920x1080) 250 nits Touchscreen, Webcam, Corning® Gorilla® Glass 5 ● Three-year limited warranty (3/3/0) ● Windows 10 Pro - HP recommends Windows 10 Pro for business ● 256 GB PCIe NVMe SSD ● 1.0m Power Cord with C5 connector ● No WWAN Broadband Wireless ● No SmartCard Reader ● HP Elitebook x360 830 G6 with Intel i5-8265U (1.6 GHz, 6MB Cache) and integrated Intel UHD Graphics 620 - 5PE04AV ● Intel® Core™ i5 Label (G8) ● 4-cell, 53 WHr Long Life Battery (Internal and not replaceable by customer. Serviceable by warranty.) ● No Fingerprint Sensor Docking Station HP USB-C Dock G5	\$12,742.29		MS Office 2019 Home and Business 10 laptop Price total: \$2250 HP 3 Yr Next Business Day Onsite Warranty for Notebooks Qty: 10 Price: \$711
HP	HP EliteBook x360 830 G6 Notebook PC 13.3"		PRICE TOTAL	\$14,443.29
HP	HP EliteBook x360 1040 G5 Notebook PC Three-year limited warranty (3/3/0) ● 65 Watt nPFC C6NS USB-C Straight AC Adapter ● 1.0m Premium Power Cord with C5 connector and fixed duckhead ● HP EliteBook x360 1040 G5 with Intel® i5-8250U (1.6GHz, 6MB Cache), 8 GB RAM, and Intel® UHD Graphics 620 - 3SH44AV ● 256 GB M.2 PCIe NVMe SSD ● Intel® Dual Band Wireless-AC 8265 802.11a/b/g/n/ac (2x2) Wi-Fi® and Bluetooth® 4.2 Combo, non-vPro™ ● Intel® Core™ i5 Label (G8) ● No WWAN Broadband Wireless ● 4-cell, 56 WHr Long Life Battery (Internal and not replaceable by customer. Serviceable by warranty.) ● Near Field Communication Module (NFC) WNC XRAV-1 ● Windows 10 Pro - HP recommends Windows 10 Pro for business ● No AMT vPro Technology Supported ● 14" diagonal BrightView LED UWVA IPS eDP+PSR FHD (1920x1080) Touchscreen with Corning® Gorilla® Glass 5 ● No Wacom Pen Docking Station HP USB-C Dock G5	\$15,947.00		MS Office 2019 Home and Business 10 laptop Price total: \$2250 HP 3 Yr Next Business Day Onsite Warranty for Notebooks Qty: 10 Price: \$711
HP	HP EliteBook x360 1040 G5 Notebook PC 14"		PRICE TOTAL	\$17,648.00



Quote details

Quote number Q333119992

micah.jos.rovera@hp.com

Ready to purchase? Please email us.

Status Active

Duration: 02/14/20 - 02/21/20

Product name	Qty.	Total
HP EliteBook x360 830 G6 Notebook PC - Customizable SKU:5PE04AV_MB	10	\$23,210.⁰⁰ \$12,742.²⁹

- ENERGY STAR Qualified Configuration
- No Near Field Communication (NFC)
- 8 GB DDR4 2400 memory (1 DIMM)
- Operating System Localization
- 45-watt Smart AC Adapter, right angle connector, nPFC
- No Wacom Pen
- Intel® AX200 Wi-Fi 6 (2x2) and Bluetooth® 5, non-vPro™
- Premium Collaboration Keyboard, backlit and spill resistant with drain, Clickpad with multi-touch gestures enabled
- No AMT vPro Technology Supported
- 13.3" BrightView LED FHD (1920x1080) 250 nits Touchscreen, Webcam, Corning® Gorilla® Glass 5
- Destination Country Localization Kit
- Three-year limited warranty (3/3/0)
- Windows 10 Pro - HP recommends Windows 10 Pro for business
- 256 GB PCIe NVMe SSD
- 1.0m Power Cord with C5 connector
- No WWAN Broadband Wireless
- No SmartCard Reader
- HP Elitebook x360 830 G6 with Intel i5-8265U (1.6 GHz, 6MB Cache) and integrated Intel UHD Graphics 620 - 5PE04AV
- Intel® Core™ i5 Label (G8)

Quote number Q333119992

micah.jos.rovera@hp.com

Ready to purchase? Please email us.

Status Active

Duration: 02/14/20 - 02/21/20

- 4-cell, 53 WHr Long Life Battery (Internal and not replaceable by customer. Serviceable by warranty.)
- No Fingerprint Sensor

HP 3 Yr Next Business Day Onsite Warranty for Notebooks

SKU:U4414E

10

~~\$790.00~~

\$ 711.00

HP USB-C Dock G5

SKU:5TW10UT#ABA

10

~~\$1,890.00~~

\$ 1,701.00

Color	Black
Ports	1 USB Type-C™ (front); 1 USB 3.0 (side, charging SS); 3 USB 3.0 (back, charging); 2 DisplayPort™; 1 HDMI 2.0; 1 headphone/microphone combo
Compatibility	Compatible with HP ProBook 450 G7 Notebook PC; HP ProBook 440 G7 Notebook PC; HP ProBook 430 G7 Notebook PC; HP ZHAN 66 Pro 14 G3 Notebook PC; HP ZHAN 66 Pro 15 G3 Notebook PC; HP ProBook 450 G6 Notebook PC; HP ProBook 440 G6 Notebook PC; HP ProBook 430 G6 Notebook PC; HP ProBook x360 440 G1 Notebook PC; HP ProBook 445R G6 Notebook PC; HP ProBook 455R G6 Notebook PC; HP ProBook 445 G6 Notebook PC; HP ProBook 455 G6 Notebook PC; HP ProBook 470 G5 Notebook PC; HP ProBook 450 G5 Notebook PC; HP ProBook 440 G5 Notebook PC; HP ProBook 430 G5 Notebook PC; HP ProBook 455 G5 Notebook PC; HP ProBook 640 G5 Notebook PC; HP ProBook 650 G5 Notebook PC; HP ProBook 640 G4 Notebook PC; HP ProBook 650 G4 Hex Core Notebook PC; HP ProBook 650 G4 Notebook PC; HP ProBook 645 G4 Notebook PCHP Pro x2 612 G2; HP EliteBook 840 G6 Healthcare Edition Notebook PC; HP EliteBook 840 G5 Healthcare Edition Notebook PC; HP Elite Dragonfly Notebook PC; HP EliteBook x360 1040 G6 Notebook PC; HP EliteBook x360 1030 G4 Notebook PC; HP EliteBook x360 1040 G5 Notebook PC; HP EliteBook x360 1030 G3 Notebook PC; HP Elite x2 G4; HP EliteBook x360 1030 G2 Notebook PC; HP Elite x2 1012 G2; HP EliteBook x360 1020 G2 Notebook PC; HP EliteBook x360 830 G6 Notebook PC; HP EliteBook x360 830 G5 Notebook PC; HP EliteBook 830 G6 Notebook PC; HP EliteBook 836 G6 Notebook PC; HP EliteBook 840 G6 Notebook PC; HP EliteBook 850 G6 Notebook PC; HP EliteBook 745 G6 Notebook PC; HP EliteBook 745 G5 Notebook PC; HP EliteBook 755 G5 Notebook PC; HP EliteBook 840 G5 Notebook PC; HP EliteBook 850 G5 Notebook PC; HP EliteBook 840r G4 Notebook PC; HP EliteBook 830 G5 Notebook PC; HP EliteBook 735 G6 Notebook PC; HP EliteBook 735 G5 Notebook PC; HP ZBook 14u G6 Mobile Workstation; HP ZBook 15u G6 Mobile Workstation; HP ZBook 15 G6 Mobile Workstation; HP

Quote number Q333119992

micah.jos.rovera@hp.com

Ready to purchase? Please email us.

Status Active

Duration: 02/14/20 - 02/21/20

	ZBook 15 G5 Mobile Workstation; HP ZBook 17 G6 Mobile Workstation; HP ZBook 17 G5 Mobile Workstation; HP ZBook 14u G5 Mobile Workstation; HP ZBook 15u G5 Mobile Workstation; H
Compatible operating systems	Windows 7; Windows 10; Chrome™ OS; MacOS; Ubuntu Linux v18.04
Dimensions (W X D X H)	4.8 x 4.8 x 1.77 in
Weight	1.49 lb
Warranty	One-year limited warranty.

Microsoft Office 2019 Home & Business - Box Pack -

10

~~**\$2,499.⁹⁹**~~

NA/PR/TT Only Medialess

\$2,249.⁹¹

SKU:5DK721

Total savings	\$10,985.70
Sub-Total:	\$ 17,404.²⁰
Shipping & handling	Free
Tax (estimated):	\$ 1,585.⁸⁴
Recycling fee	\$ 40.⁰⁰
Total	\$ 19,030.⁰⁴

Additional Information

Shipping

Shipping method:

Standard 3-6 business days

Shipping address:

Angela Pranata
279 E Arrow Highway
Ste 104
San Dimas CA 91773
909 - 599 - 3801

Pricing and Availability

Prices, specifications, availability and terms of offers may change without notice. Quantity limits may apply to orders, including orders for discounted and promotional items. Despite our best efforts, a small number of items may contain pricing, typography, or photography errors. Correct prices and promotions are validated at the time your order is placed. These terms apply only to products sold by the HP.com Store; reseller offers may vary. Items sold by the HP.com Store are not for immediate resale. Orders that do not comply with HP.com Store terms, conditions, and limitations may be cancelled.

Currently out of stock products are subject to availability. Once the product or products have returned to stock, Quote may be converted to an order. If the Quote expires before all products are in stock, please contact your Account Manager for assistance with a new Quote or a new product recommendation.

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All tax-exempt accounts must file a tax-exempt certificate with Hewlett-Packard Small Business Direct. This certificate will remain on file until it is expired. Resellers are not eligible for Tax-Exempt status with HP Small Business Direct. Email tax exempt certificates and order numbers to hhotaxexempt@hp.com to be considered for tax exempt status.

¹ Tax shown is an estimate - precise tax calculation will take place upon order processing.

² Lease products available through Hewlett-Packard Financial Services Company (HPFS) to qualified commercial customers in the U.S. and are subject to credit approval and execution of standard HPFS documentation. Lease prices shown are based upon HPFS' current lease rates for premium risk rating customers (as determined by HPFS in its sole discretion). All customers may not qualify for this pricing. HPFS lease rates may vary depending upon HPFS' credit review and approval of the customer and the transaction. Other restrictions may apply. HPFS reserves the right to change or cancel this program at any time without notice.

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Angela Pranata

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To: angela@scjpc.net
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Lenovo

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Angela Pranata, thanks for requesting a quote from our Lenovo sales team. We're excited about your interest in our products.

If you would like to convert your quote into an order, or if you have any questions, please contact your sales representative Sean Meile (2900720065) at [919-874-3209](tel:919-874-3209) or via email at smeile@lenovo.com.

Quote Number:	Creation Date:	Expiration Date:	Lenovo ID:
4294457132	Wed Jan 08 2020 18:21 EST	Wed Jan 22 2020 18:21 EST	angela@scjpc.net

HERE'S WHAT YOU REQUESTED:

Item:	Qty:	Price:
ThinkPad X390 Yoga - Black	10	\$9,990.00

Part No: 20NN000VUS

- Processor 8th Gen Intel® Core™ i5-8265U (1.60GHz, up to 3.90GHz with Turbo Boost, 4 cores, 6MB Cache)
- Operating System Windows 10 Pro 64
- Display Type 13.3" FHD (1920 x 1080) IPS, touchscreen, 300 nits
- Memory 8GB DDR4 2400MHz (Soldered)
- Hard Drive 256GB SSD PCIe
- Warranty 1 Year Depot or Carry-in
- Graphics Integrated Intel® UHD Graphics 620
- Camera 720p HD
- Pen ThinkPad Pen Pro (Garaged)
- Fingerprint Reader Fingerprint Reader

- Keyboard Backlit - US English
- Wireless Intel® 9560 802.11AC (2 x 2) & Bluetooth® 5.0

Item: 3Y Premier Support Upgrade from 1Y Depot/CCI **Qty:** 10 **Price:** \$1,567.50
Part No: 5WS0T36118

Item: 3Y Accidental Damage Protection Add On **Qty:** 10 **Price:** \$967.50
Part No: 5PS0F15928

Item: ThinkPad Ultra Docking Station (American Standard Plug) **Qty:** 10 **Price:** \$2,783.00
Part No: 40AJ0135US

Sub total: \$15,308.00
Shipping Fees: FREE
Total: \$15,308.00

Billing Address:

Shipping Address:

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Angela Pranata

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Sent: Wednesday, January 08, 2020 3:21 PM
To: angela@scjpc.net
Subject: Your Lenovo quote was created!

Your Lenovo Quote

Lenovo

✓ HERE'S YOUR QUOTE

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Quote Number:	Creation Date:	Expiration Date:	Lenovo ID:
4294457131	Wed Jan 08 2020 18:15 EST	Wed Jan 22 2020 18:15 EST	angela@scjpc.net

HERE'S WHAT YOU REQUESTED:

Item:	Qty:	Price:
ThinkPad X1 Yoga Gen 4		10\$11,999.90

Part No: 20QF0013US

- Processor 8th Gen Intel® Core™ i5-8265U (1.60GHz, up to 3.90GHz with Turbo Boost, 4 Cores, 6MB Cache)
- Operating System Windows 10 Pro 64
- Display Type 14.0" FHD (1920 x 1080) IPS, AR/AS, low power, touchscreen, 380 nits
- Memory 8GB LPDDR3 2133MHz (Soldered)
- Hard Drive 256GB SSD PCIe
- Warranty 1 Year Depot or Carry-in
- Graphics Integrated Intel® UHD Graphics 620
- Camera 720p HD
- Pen ThinkPad Pen Pro

- Fingerprint Reader Fingerprint Reader
- Keyboard Backlit - US English
- Wireless Intel® 9560 802.11 AC (2 x 2) & Bluetooth® 5.0

Item: 3Y Premier Support Upgrade from 1Y Depot/CCI Part No: 5WS0T36118	Qty: 10	Price: \$1,567.50
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Item: 3Y Accidental Damage Protection Add On Part No: 5PS0F15928	Qty: 10	Price: \$967.50
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Item: ThinkPad Ultra Docking Station (American Standard Plug) Part No: 40AJ0135US	Qty: 10	Price: \$2,783.00
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Sub total:	\$17,317.90
Shipping Fees:	FREE
Total:	\$17,317.90

Billing Address:

Shipping Address:

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- Small Form Factors
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Quote details

Quote number Q333120668

micah.jos.rovera@hp.com

Ready to purchase? Please email us.

Status Active

Duration: 02/14/20 - 02/21/20

Product name	Qty.	Total
HP EliteBook x360 1040 G5 Notebook PC - Customizable SKU:3SH44AV_MB	10	\$27,260.⁰⁰ \$15,947.¹⁰

- Three-year limited warranty (3/3/0)
- 65 Watt nPFC C6NS USB-C Straight AC Adapter
- 1.0m Premium Power Cord with C5 connector and fixed duckhead
- HP EliteBook x360 1040 G5 with Intel® i5-8250U (1.6GHz, 6MB Cache), 8 GB RAM, and Intel® UHD Graphics 620 - 3SH44AV
- 256 GB M.2 PCIe NVMe SSD
- Intel® Dual Band Wireless-AC 8265 802.11a/b/g/n/ac (2x2) Wi-Fi® and Bluetooth® 4.2 Combo, non-vPro™
- Intel® Core™ i5 Label (G8)
- No WWAN Broadband Wireless
- 4-cell, 56 WHr Long Life Battery (Internal and not replaceable by customer. Serviceable by warranty.)
- ENERGY STAR Qualified Configuration
- Destination Country Localization Kit
- Premium Collaboration Keyboard, spill-resistant, backlit; Glass ClickPad with multi-touch gesture support
- Near Field Communication Module (NFC) WNC XRAV-1
- Windows 10 Pro - HP recommends Windows 10 Pro for business
- No AMT vPro Technology Supported
- 14" diagonal BrightView LED UWVA IPS eDP+PSR FHD (1920x1080) Touchscreen with Corning® Gorilla® Glass 5
- No Wacom Pen

Quote number Q333120668

micah.jos.rovera@hp.com

Ready to purchase? Please email us.

Status Active

Duration: 02/14/20 - 02/21/20

HP 3 Yr Next Business Day Onsite Warranty for Notebooks

SKU:U4414E

10

~~\$790.00~~

\$711.00

HP USB-C Dock G5

SKU:5TW10UT#ABA

10

~~\$1,890.00~~

\$1,701.00

Color	Black
Ports	1 USB Type-C™ (front); 1 USB 3.0 (side, charging SS); 3 USB 3.0 (back, charging); 2 DisplayPort™; 1 HDMI 2.0; 1 headphone/microphone combo
Compatibility	Compatible with HP ProBook 450 G7 Notebook PC; HP ProBook 440 G7 Notebook PC; HP ProBook 430 G7 Notebook PC; HP ZHAN 66 Pro 14 G3 Notebook PC; HP ZHAN 66 Pro 15 G3 Notebook PC; HP ProBook 450 G6 Notebook PC; HP ProBook 440 G6 Notebook PC; HP ProBook 430 G6 Notebook PC; HP ProBook x360 440 G1 Notebook PC; HP ProBook 445R G6 Notebook PC; HP ProBook 455R G6 Notebook PC; HP ProBook 445 G6 Notebook PC; HP ProBook 455 G6 Notebook PC; HP ProBook 470 G5 Notebook PC; HP ProBook 450 G5 Notebook PC; HP ProBook 440 G5 Notebook PC; HP ProBook 430 G5 Notebook PC; HP ProBook 455 G5 Notebook PC; HP ProBook 640 G5 Notebook PC; HP ProBook 650 G5 Notebook PC; HP ProBook 640 G4 Notebook PC; HP ProBook 650 G4 Hex Core Notebook PC; HP ProBook 650 G4 Notebook PC; HP ProBook 645 G4 Notebook PCHP Pro x2 612 G2; HP EliteBook 840 G6 Healthcare Edition Notebook PC; HP EliteBook 840 G5 Healthcare Edition Notebook PC; HP Elite Dragonfly Notebook PC; HP EliteBook x360 1040 G6 Notebook PC; HP EliteBook x360 1030 G4 Notebook PC; HP EliteBook x360 1040 G5 Notebook PC; HP EliteBook x360 1030 G3 Notebook PC; HP Elite x2 G4; HP EliteBook x360 1030 G2 Notebook PC; HP Elite x2 1012 G2; HP EliteBook x360 1020 G2 Notebook PC; HP EliteBook x360 830 G6 Notebook PC; HP EliteBook x360 830 G5 Notebook PC; HP EliteBook 830 G6 Notebook PC; HP EliteBook 836 G6 Notebook PC; HP EliteBook 840 G6 Notebook PC; HP EliteBook 850 G6 Notebook PC; HP EliteBook 745 G6 Notebook PC; HP EliteBook 745 G5 Notebook PC; HP EliteBook 755 G5 Notebook PC; HP EliteBook 840 G5 Notebook PC; HP EliteBook 850 G5 Notebook PC; HP EliteBook 840r G4 Notebook PC; HP EliteBook 830 G5 Notebook PC; HP EliteBook 735 G6 Notebook PC; HP EliteBook 735 G5 Notebook PC; HP ZBook 14u G6 Mobile Workstation; HP ZBook 15u G6 Mobile Workstation; HP ZBook 15 G6 Mobile Workstation; HP ZBook 15 G5 Mobile Workstation; HP ZBook 17 G6 Mobile Workstation; HP ZBook 17 G5 Mobile Workstation; HP ZBook 14u G5 Mobile Workstation; HP ZBook 15u G5 Mobile Workstation; H
Compatible operating systems	Windows 7; Windows 10; Chrome™ OS; MacOS; Ubuntu Linux v18.04
Dimensions (W X D X H)	4.8 x 4.8 x 1.77 in
Weight	1.49 lb
Warranty	One-year limited warranty.

Quote number Q333120668

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Status Active

Duration: 02/14/20 - 02/21/20

**Microsoft Office 2019 Home & Business - Box Pack -
NA/PR/TT Only Medialess**

SKU:5DK721

10

~~\$2,499.⁹⁹~~

\$2,249.⁹¹

Total savings **\$11,830.89**

Sub-Total: **\$ 20,609.⁰¹**

Shipping & handling **Free**

Tax (estimated): **\$ 1,890.³⁰**

Recycling fee **\$ 40.⁰⁰**

Total **\$ 22,539.³¹**

Additional Information

Shipping

Shipping method:

Standard 3-6 business days

Shipping address:

Angela Pranata
279 E Arrow Highway
Ste 104
San Dimas CA 91773
909 - 599 - 3801

Pricing and Availability

Prices, specifications, availability and terms of offers may change without notice. Quantity limits may apply to orders, including orders for discounted and promotional items. Despite our best efforts, a small number of items may contain pricing, typography, or photography errors. Correct prices and promotions are validated at the time your order is placed. These terms apply only to products sold by the HP.com Store; reseller offers may vary. Items sold by the HP.com Store are not for immediate resale. Orders that do not comply with HP.com Store terms, conditions, and limitations may be cancelled.

Currently out of stock products are subject to availability. Once the product or products have returned to stock, Quote may be converted to an order. If the Quote expires before all products are in stock, please contact your Account Manager for assistance with a new Quote or a new product recommendation.

Tax-Exempt Certificate Requirements

All tax-exempt accounts must file a tax-exempt certificate with Hewlett-Packard Small Business Direct. This certificate will remain on file until it is expired. Resellers are not eligible for Tax-Exempt status with HP Small Business Direct. Email tax exempt certificates and order numbers to hhotaxexempt@hp.com to be considered for tax exempt status.

¹ Tax shown is an estimate - precise tax calculation will take place upon order processing.

² Lease products available through Hewlett-Packard Financial Services Company (HPFS) to qualified commercial customers in the U.S. and are subject to credit approval and execution of standard HPFS documentation. Lease prices shown are based upon HPFS' current lease rates for premium risk rating customers (as determined by HPFS in its sole discretion). All customers may not qualify for this pricing. HPFS lease rates may vary depending upon HPFS' credit review and approval of the customer and the transaction. Other restrictions may apply. HPFS reserves the right to change or cancel this program at any time without notice.

³ HP is not responsible for delays outside of our immediate control, including delays related to order processing or unexpected increase in demand. Typically only orders paid for by credit card receive credit approval on the same day the order is placed. Orders delayed due to order processing will default to an Estimated Ship Date 30 days from the date credit is processed and the order is released. Estimated Ship Dates are based on any known extended lead times.

ERGONOMIC SERVICES QUOTES SUMMARY

Company Name	Price		Duration	Type	Notes
The Ergonomic Expert	200	per employee	up to 1 hr per employee	Comprehensive, with documentation	No travel charge
The Ergonomic Expert	150	per employee	up to 25 min per employee	Mini evaluation, brief report	No travel charge
The Ergonomic Expert	100	per hour	up to 1 day	Quick evaluation, Walk-thru, no documentation	No travel charge
Ergo Life Solutions	130-150	per employee	30 min per employee	Brief report	Travel rate \$65/hr
Briotix Health	499	per employee	45 min per employee	Comprehensive, with documentation	Travel rate \$95/hr outside 30 miles radius
Briotix Health	1099	up to 12	15 min per employee	Quick evaluation, no documentation	Travel rate \$95/hr outside 30 miles radius



TheErgonomicExpert

PROPOSAL FOR ERGONOMIC SERVICES

TO: Angela Pranata - So Ca. Joint Pole Committee

Thank you for your interest in The Ergonomic Expert.

PRIVATE CONSULTATION (45 min. - 1 hr. per employee)

INCLUDED: 4 Page Full Report with RULA (Risk Assessment Score), photos, on-site changes, and facilities and equipment recommendations)

FEES: \$250 (single evaluation)

\$200 (5-20 employees) ** Must be scheduled at one time

\$175 (21-50 employees)

MINI CONSULTATION (25 min. per employee)

INCLUDED: 2 Page Report, on-site changes, facilities and equipment recommendations.

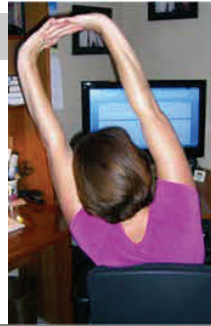
FEES: \$150 (Minimum of 5 employees)

\$125 (11-50 employees)

***Please keep in mind you can do a combination of mini and full evaluations**

--At the rate of \$100/per hour, The Ergonomic Expert can provide a less intense Walk-Thru Evaluation in which suggestions and immediate changes are made on site, such as monitor adjustments, keyboard tray positioning, proper chair alignment and posture recommendations. (No documentation)

--For the larger group setting, a highly instructional and beneficial Keynote (Power Point) Presentation is recommended. The fee for this service is \$500 and can be offered as a Lunch and Learn session if desired. Also a good option for smaller groups with addition of walk thru evaluations.



Barb Phillips, MS OTD, OTR/L
 Doctor of Occupational Therapy

BPhillimelt@gmail.com
 (310) 710-6196
 www.ergolifesolutions.com

Ergonomic Services

Ergo Life Solutions offers a comprehensive range of *CUSTOMIZED* Ergonomic and Wellness Services including evaluation and training for any level of employee.

Evaluations

Evaluation Services

Individual "Preventative" Ergonomic Evaluation **\$130 - \$150 pp**
For the employee who is pain-free and wants to prevent injury.

- 1/2 hour on-site evaluation including pre-screening questionnaire, interview and adjustments to current equipment for intermediate improvement in comfort.
- Education to empower employee to implement behaviors resulting in improved comfort.
- Stretch and Flex exercises
- Brief report with suggestions for equipment.

Individual "Reactive" Ergonomic Evaluation **\$250 - \$500 pp**
For the employee experiencing discomfort or Workmen's Compensation Claim

- 1 - 2 hour on-site evaluation including pre-screening questionnaire, interview, and adjustments to current equipment for intermediate improvement in comfort.
- Education to empower employee to implement changes resulting in improved comfort.
- Stretch and Flex exercises
- Contact with care providers inside and outside work environment to support appropriate solutions.
- Formal written report with specific recommendations for equipment and behavior changes.

Follow Up **\$75- \$150 pp**
For the employee who has received an evaluation, after equipment recommendations are implemented.

- On-site follow up for installation of non-permanent equipment use and training.
- Review of healthy behavior / Stretch and Flex exercises.
- On-site supervision of vendors for installation of permanent equipment.
- Equipment use and training.
- May need additional equipment and report.

Related Costs

Please note that prices can vary depending upon the number of employees seen at one time, with discounts applied for greater number of evaluations / screenings conducted.

Travel is billed at a rate of **\$65 / hour**

Additional Ergonomic Services

Services	All Services are billed at \$150 / hour for preparation and on-site training
<p>Equipment Training</p> <ul style="list-style-type: none"> • Train staff in proper use of current equipment. <p>Employee Training</p> <ul style="list-style-type: none"> • One-hour classroom session demonstrating ergonomic risk factors, equipment placement for neutral posture, and prevention exercises. <p>Train the Trainer</p> <ul style="list-style-type: none"> • Four-hour training geared towards administration or safety personnel to recognize obvious ergonomic risk factors, range of solutions and provide the ability to implement immediate changes. 	
<p>Full or Half Day Preventative Ergonomic Service</p> <ul style="list-style-type: none"> • One-hour classroom session demonstrating ergonomic risk factors, equipment, and prevention exercises. • Preventative ergonomic screenings including adaptations to current equipment at workstation to improve comfort. • Written report with suggestions for global reduction of risk factors. 	
<p>Worksite Audit</p> <ul style="list-style-type: none"> • On-site evaluation of facility, including brief interviews with staff to identify risk factors associated with potential injury. • Written report with recommendations to implement safety measures. 	
<p>Stretch, Lift and Twist</p> <ul style="list-style-type: none"> • On-site custom designed stretching program for high risk work tasks. • Program implementation 	
<p>Equipment Review and Selection</p> <p><i>Ergonomic equipment can be costly, especially when the wrong equipment is purchased or individuals do not know how to use it properly.</i></p> <ul style="list-style-type: none"> • This service provides guidance in the selection of purchasing new appropriate and economic ergonomic equipment. 	
<p>Disabled and Injured Workers</p> <ul style="list-style-type: none"> • Needs assessment and worksite evaluation for disabled or injured workers. • Establish services to introduce or return disabled employee to work. 	
<p>Professional / Business Coaching</p> <ul style="list-style-type: none"> • A unique one-to-one relationship designed to help the worker overcome challenges, plan for the future and maximize success. Professional coaching helps explore and realize full potential as an executive, team member or leader. 	
<p>Worksite Wellness Programming <i>(See separate sheet for details)</i></p> <ul style="list-style-type: none"> • Designed to support healthy behavior in the workplace and to improve employee health outcomes. 	

All Ergo Life Solutions are customized to meet the needs at your setting. Our ergonomist is a licensed occupational therapist and health care professional expertly skilled to meet a wide variety of work-related needs.

** Please contact Ergo Life Solutions to discuss your needs and pricing.*





~Wellness in the Workplace

Barb Phillips, MS OTD, OTR/L
Doctor of Occupational Therapy

Phone: (310) 710-6196
Web: www.ergolifesolutions.com
Email: Info@ergolifesolutions.com

Bio: Barb Phillips, MS OTD, OTR/L

Background: Barb Phillips, MS OTD, OTR/L is the founder and CEO of Ergo Life Solutions. She is a registered and licensed occupational therapist with over 30 years of experience working in hospital, community, government and academic settings. As an occupational therapist, her expertise lies in her keen ability to analyze how people interact in their work spaces, and modify the environment in order to maximize worker safety and productivity. Barb is an expert in the wide variety of ergonomic chairs and equipment on the market. She does not resell equipment and will consult with the office equipment supplier your company uses. She applies immediate improvements for worker comfort at little or no cost to the employer. Clients report an 87% improvement rate in *immediate comfort* after the first visit.

Education: Barb holds a Master's Degree from Columbia University in New York City, and a Doctorate Degree from the University of Southern California. Both degrees are in occupational therapy. She regularly participates in continuing education training in the areas of ergonomics, workplace wellness and women's health. She holds an Ergonomic Hazards certificate from the Occupational Safety and Health Association (OSHA) and completed a 25-hour ergonomics training course through Roy Matheson and Associates. She participated in ergonomics training courses offered by Cornell University and the Occupational Therapy Association of California (OTAC). She also holds a certificate in Personal and Executive Coaching from the College of Executive Coaching, in Ventura California. Barb holds a 200-hour yoga teacher certificate and is also a Reiki practitioner.

Skills: As an occupational therapist, she is trained in analyzing the activities that people engage in throughout their day. She is an expert in the areas of evaluation and recommendations of environmental and behavioral changes that support healthy lifestyles. Her success rate is very high due to her training as an occupational therapist, her experience and her communication skills. Other areas of expertise include program development, worksite wellness and injury prevention, writing and managing contracts, policy and procedure development and implementation, teaching and training programs, supervision and management as well as personal and executive coaching. Her experience includes presenting at national and international professional conferences with large audiences, as well as teaching in the classroom setting. Barb possesses excellent interpersonal skills including written and verbal communication, and people find it very easy to talk to her.



Briotix Health is the leading provider of workforce performance optimization solutions, combining ergonomics, injury and disability prevention, physical rehabilitation, performance optimization, and Return-to-Work/Stay-at-Work services and technology. Briotix Health transforms organizational productivity by unlocking the potential of our clients' workforce. Briotix' clients enjoy a powerful, competitive advantages that is enabled through the intelligent application of science in the physical, cognitive, and organizational disciplines.

Briotix Health clients include many Fortune 500 companies and their global operations and a significant number of the largest insurers and their proxies. Based in the United States, the company serves clients throughout the United States and in more than 60 countries. Briotix Health has grown through the nurturing of close relationships with clients that stand the test of time.

A Sampling of Our Clients





Standard Onsite Risk Assessment

- Our onsite risk assessment represents the core competency of Briotix Health that has permitted us to stand out from the field since 1997. Briotix Health has become a recognized leader for onsite evaluation services. The ErgoMED Evaluation consists of the basic elements that the market has grown to accept as a typical ergonomic intervention.

Highlights of On-Site Assessments:

- Review of employee desk set-up & conduct a risk assessment and early symptom screen.
- On the spot changes such as adjusting equipment and providing education on neutral postures, position change, and equipment placement, so as to improve employee biomechanics, comfort, and understanding.
- Identification of tools, equipment, and space modifications necessary for further improvement.
- Comprehensive documentation and ordering instructions.
- Interventions utilize best practices, mortification interviewing, and behavioral health methodologies.
- Documented with photographs, if permitted, at your site.
- Certified ergonomists
- Briotix Health conducts in-house QA audits of reports
- Itemized list of recommendations for easy comparisons to market rates for ergo equipment.
- In house technical advisory panel reviews evaluation procedures and recommendations to identify and integrate current “best practices” with all ergonomic risk assessment techniques and abatement strategies.

“SWEEP” Style Evaluations

- These are onsite 20-minute brief visits often suited for larger employee populations, such as during moves/renovations or during wellness initiatives. Many clients combine these with lunch & learn seminars. Includes are handwritten documentation and spreadsheets of equipment recommendations, if needed. Or, we can simply work with what you have!

Virtual Assessments

- These are the quickest and the most economical means of connecting with our certified ergonomists. Briotix Health is the world-wide leader in virtual ergonomic interventions. Our proven methodologies and virtual intervention approach returns long-lasting outcomes.

Highlights of Virtual Assessments:

- Review of employee desk set-up & conduct a risk assessment and early symptom screen.
- Via 30-minute web meetings, review of the employee’s risk assessment & desk set-up.
- Provide directions on adjustments to improve employee biomechanics and comfort.
- Identify tools, equipment, and space modifications necessary for further improvement.
- Produce comprehensive documentation and ordering instructions.



Trainings

Briotix Health reinforces ergonomic principals through comprehensive educational units. Trainings range from one-hour “lunch & learn” in servicing to hands-on learning. Briotix Health trainings include programs for all levels of employment, focusing on the importance of injury prevention in the workplace both from economic and employee well-being perspectives. Briotix Health educates employees on the importance of self-awareness, early intervention and taking responsibility for preventing work-related musculoskeletal disorders. We utilize the Watch-Do-Teach method, which incorporates active participation in the training. Research has shown that this method produces sustainable results and optimal integration of training concepts into practice.

All training programs used have been developed by Briotix Health. These programs contain leading research and proprietary content. Briotix Health has invested significant resources in developing a delivery method for the training that will ensure participants are engaged, empowered, and will be confident in their ability to apply the content to their work and home practices.

While we are confident that our training programs are second-to-none in the injury prevention and wellness industry, we will invest the necessary resources to customize all content and deliver processes to ensure that the programs are appropriate for your personnel. All attendees will recognize that the programs being delivered represent your organization’s motivation to invest in their health and safety.

Lunch and Learns

Briotix Health provides one-hour delivery of ergonomic course content for employee populations. These PowerPoint trainings are designed to provide a spring board effect that instills personal accountability relative to meaningful safety and wellness change. Courses are typically provided at the client location within conference & lunch rooms. The one-hour format allows for easy assimilation of specific topics. Handouts are provided.

- **Ergo 101/General Ergonomics for Office:**

Ergonomic risk such as duration/sustained postures, repetition, and awkward postures account for employee discomfort, injury, and claims. It’s critical that workers, involved in computer work, learn how to affectively arrange their work space, adapt their postures, and incorporate movement into their day. In this comprehensive “lunch & learn,” employees uncover the ergonomic red flags present in work environments and understand how to eliminate or reduce exposures.

- What is ergonomics?
- What are the ergonomic risk factors in work places?
- Ergonomic do’s and don'ts
- How to set up an ergonomic workstation
- How to adjust your chair
- Importance of position change & movement
- The Stand 30 Challenge
- Questions and answers
- Handout Review (desk set-up, stretching, and stand 30 challenge)



- **Signs and Symptoms of Musculoskeletal Disorders**
- **Common Work Injuries**
- **Stretch & Flex (Stretching & Strengthening):**
 - Approximately 70% of the American workforce sits on the job. Even perfect posture, if it is sustained, isn't health! Many sprains and strains result from mechanical stress applied to shortened, non-flexible, and and/ or weakened connective tissues and muscle tendons, during both normal and unexpected movements of the body, when working in non-neutral postures. Find out why it is important to provide movement and blood flow to the body and how to eliminate the aches and pains associated with a typical work day. Prevention Specialists will demonstrate the hows and whys of proper stretching and strengthening exercises. In this interactive seminar participants will be lead through a series of easy-to-learn stretching and strengthening exercises for the upper and lower back, neck wrists, forearms, shoulders, and legs.
- **Manual Material Handling/Safe Lifting Practices:**
 - Realizing that materials handling is one of the most dangerous job tasks, and that injuries sustained while lifting can become one of the most costly for organizations, it is imperative that employees involved in lifting tasks be routinely trained on proper techniques. In this "lunch & learn" employees learn how to identify potentially hazardous lifts, plan for lifting tasks, and use proper lifting techniques.
- **Lab Ergonomics**

Obstacle Course

The Obstacle Course is a one-hour training program that leverages social interactivity and the per dynamic, to emphasize and training proper biomechanics, safe behaviors and problem solving during regular job activities. Utilizing the concept of "tribal knowledge," the session will also integrate elements of team building, problem solving and training to help ensure that a social support system is established to reinforce proper techniques and safety while working. Tribal Knowledge is experience that employees have developed to solve programs. In many cases, this knowledge is tested and proven, though it has not been shared across the broader population. The employees will also receive job coaching from the Ergonomist during this process. The end result will be tested best practices that measure risk reduction, efficiency improvement, documents feedback from employees and managers. We recommend groups of no more than 10 participants to ensure effective engagement and participation. Briotix Health will observe the initial obstacle course(s) to guide the activity and offer support and feedback.

Manager Training

Training mangers forms a basis for the internal sustainability of an ergonomics program, as managers and supervisors assume ownership of employee safe work practices. Trainings ensure ergonomic fluency and an eye for unsafe work habits and reinforces that process and procedures in place as well as the organizations long-term commitment to best ergonomic practices.

This session for managers and supervisors clarifies their responsibility in intervening in the multitude of factors which contribute to the mental and physical health of employees. Trainings are presented in half-day and full-day units.

- Injury prevention for managers (how to minimize and reduce injuries in employees)
- Post-Injury manager communication (management of ergonomic injuries)



Train the Evaluator

This dynamic 16-hour course offers highly effective ergonomic assessment and intervention processes derived from applied best practices. Briotix Health's approach is unique, as it integrates the essential elements of clinical, engineering, behavioral, and wellness methodologies that are essential for a comprehensive approach to reducing injuries and improving productivity. Each attendee will learn how to immediately apply these effective strategies to successfully prevent, manage, and reduce work and lifestyle related musculoskeletal disorders (MSDs) and disabling injuries. This course focuses on developing the attendee's knowledge of work physiology, causes of MSDs, methods of ergonomic problem solving and effective ergo-behavioral and wellness solutions for office or industrial work environments. Attendees will not just learn how to apply this information through their organization but will also be able to confidently explain and demonstrate the information to their colleagues.

Upon course completion, attendees will have the knowledge and tools to maintain and manage a comprehensive ergonomics program and help the organization prevent MSDs, reduce workers' compensation claims, improve employee morale and productivity.

Who Should Attend the Course

This course was designed for individuals with no ergonomic experience, as well as those with many years of ergonomic experience. Anyone who is interested in being involved in the organization's injury prevention efforts will find the course useful. In addition to assisting the organization with reducing costs and increasing profits, the certification approach for this course will help each attendee develop specific skills that can be used in other areas of their professional career. These skills include effective communication, coaching techniques, problem solving strategies, and leadership techniques. Many of our clients who attended this course, found that their involvement with their organization's ergonomic program provided confidence that they could apply to their professional development and career track.

Certification

In order to receive the certification designation, each attendee, upon completion of the course, must be able to successfully pass an examination, and demonstrate competence in conducting office ergonomic assessments.

- Final Examination

This is an open-book, multiple choice examination using the course manual. This examination is administered to test the student's knowledge of the key points address in the course. Upon receipt of examination, the attend is required to complete and return it to Briotix Health within 2 weeks. A passing score of 80% is required.

- Ergonomic Assessments

Each attendee will be asked to complete 3 office ergonomic assessments and 3 laboratory assessments. The office ergonomic assessment form provided during the course must be used for all office ergonomic assessments. Before and after photographs are required that clearly shows problems and interventions. The attendee will send the completed assessments to Briotix Health. If the reports reveal satisfactory competence and understanding of key concepts, the reports will be accepted as sufficient for certification.



Price Card

EVALUATION TYPE	PRICE (USD)	PRICE (USD)
Single On-Site Ergo Eval	499	499
Double On-Site Ergo Eval	699	349.50/ea
Triple On-Site Ergo Eval	899	299.66/ea
Quadruple On-Site Ergo Eval	1099	274.75/ea
Day Rate Ergo Eval	1299	259.80/ea (max of 5/day)
Virtual Assessments	229	229/ea
Sweep Evals: Half Day & Full Day 3 people per hour (20 min)	1099 1699	Half Day 4 hours (12 people) Full Day 7 hours (21 people)
Lunch & Learn Trainings	500	500
Obstacle Course	600	600
Manager Training (Half Day) Manager Training (Full Day)	950 1899	950 1899
Train The Trainer (Two Day)	1899/day	3798 Two Day Course *35/per person training materials *649/per person certification
Consulting/Ergonomist	169/hour	169
Technical Consulting	195/hour	195

Travel -\$95/hour if outside of a one-hour travel radius required (30 miles each direction). Fee based on MapQuest estimation.

Your Project Proposal

Based on the specifications that we have discussed, we propose the following services and associated pricing. Please contact me if you have any questions. If you agree to proceed as outlined, please sign below in the “Terms & Conditions” section to commence project planning.

Terms and Conditions

100% payment is due upon completion of services and a net 30 invoice will be sent via email. To avoid charges 24-hour cancellation notice required for all onsite services. By signing below, the Client acknowledges that it has received and read a copy of the estimate and agrees to these terms and conditions. Thank you for the opportunity to submit this bid. We look forward to working with you. Briotix, Inc.



Top 10 Questions

- **Do you have an ergonomist in my city? How close is the ergonomist to my location?**
Briotix Health has ergonomists in most major US cities, Canada and Globally. Our large nationwide presence of approximately 200 prevention specialists & ergonomists allows us to mobilize quickly to meet requests.
- **What can I do for telecommuters, large numbers of employees or when travel to a distant offices or satellite facilities is difficult?**
Briotix Health offers the ability to launch eLearning software and online risk assessments to reach larger groups of workers, telecommuters and satellite offices. This can be enhanced with our over-the-phone Virtual Assessments, easy & economical!
- **What is the Background of the ergonomists?**
Providers are all certified in ergonomics. Many come from backgrounds such as physical therapy or occupational therapy. Others are athletic trainers, exercise physiologists or kinesiologists. All are dedicated ergo coaches who enjoy working with clients to problem solve work challenges.
- **What will happen during the ergonomic evaluation process?**
Briotix Health ergonomists work 1:1 with employees to problem solve their work challenges. We spend about 45 minutes on site listening, making on the spot changes and educating on equipment placement, neutral postures, and injury reduction behaviors. Photographs are taken and provided in the written report.
- **Does Briotix Health sell and install ergonomic equipment?**
We do not sell equipment, which allows our team to remain objective in our process. We can work with your existing line of equipment and furniture, work with you to establish an ergonomically sound corporate standard, and help you organize a system within your current framework, including best pricing. Our software system has a platform that allows for efficiencies in the procurement process.
- **How soon are you able to provide an ergonomic assessment?**
Once we receive a request for evaluation Briotix Health's team of Case Managers immediately begin to schedule evaluations, linking ergonomists with your preferred point of contact.
- **How soon will we get the report and what is included in the report?**
turned in within 2 days of the onsite visit. They are emailed to a client defined internal point of contact and will include: discomfort review, risk identified, "on the spot" changes made, and recommendations.
- **Do you do single evaluations?**
Yes we are able to honor single on site visits. Volume discounts are available and Virtual Assessments are also available at a lower price point.
- **Do you provide other services?**
Briotix Health is a full-service ergonomics company offering Enterprise Wide services: Lunch and Learns, Train the Trainer Programs, Onsite Physical Therapy Treatment, Technical Consulting, Staffing of Prevention Specialists. and Hospital based Safe Patient Handling/Early Mobility Programs.
- **How do you invoice and how can I pay by bill?**
Following service Briotix Health will send a Net 30 invoice. We accept checks and Visa, American Express and Master Card (5% processing fee for cc transactions).



Additional Services

- Program and Case Management: Manage as Little or as Much of your Program as You Like
- Cardin us Software: award winning eLearning and Risk Assessments
- Virtual Assessments: The fastest and most economical way to connect with an ergonomist
- In Depth Analysis & Reporting: Comprehensive Workers' Comp, Ergonomic & Task Analysis, Job Assessments
- Seating Feasibility Studies
- Sweep Style: Less reporting needed for the files & more evaluations in less time
- Lunch & Learns: Ergo 101, Deskercise, Material Handling
- Train The Trainers
- Health & Wellness Fair Participation
- Technical Support/Consulting Services
- Policy Development
- Onsite Physical Therapy
- Disability Accommodation Consulting / ADA
- Early Symptom Intervention & Job Coaching
- Wellness Coaching/Stretching and Conditioning for Work Programs
- Return to Work & Job Coaching Support
- BxChampion: www.bxchampion.org (Industrial Ergonomics: training, Risk Assessment & Coaching/support with certificates for Training completion)
- BxPro: Enterprise Office Ergonomics Programs
- BxEdge: Mapping A Plan & Building A Case for Ergonomics In Your Organization
- BxHealthcare: Safe Patient Handling & Early Patient Mobility Programs
- Worker's Comp Bundling of Services: Assessments, Installation & Follow-ups

We offer prevention and intervention solutions using proven science, best in class technology, and superior program management. This is a proven way to reduce costs and realize return on investment. Are you trying to provide consistency across locations, reach distant sites & off-site telecommuter populations?

Contact me to learn more.

ANNA GIANNAVOLA
Business Development
(West Coast/Metro Los Angeles)
P. 844.274.6849 x 112
E. Anna.Giannavola@Briotix.com

Signature of Representative

Date

Print Name

Both are excellent attorneys that SCE has retained in the past, and both law firms are certified diverse business enterprises by the CPUC's Clearinghouse. I received the hourly rates for the Ellen and Victor which are as follows:

Ellen Berman, Esq. (of EB Energy Law)

Hourly Rate: \$375/hour (this is a discount from her stated rate of \$400/hour)

Victor Fu, Esq. (of LKP Global Law)

Hourly Rate: \$500/hour (this is a discount from his stated rate of \$550/hour)

Given the above rates, I'd recommend that the SCJPC committee consider retaining **Ellen Berman**.

Her contact information is as follows:

Ellen Berman of EB Energy Law

Attorney Licensee Profile

Ellen Amber Berman #211641

License Status: Active

Address: EB Energy Law, Inc., 50 W. Hillcrest Dr Ste 218, Thousand Oaks, CA 91360-7801

County: Ventura County

Phone Number: (626) 623-3938

Fax Number: Not Available

Email: ellen@ebenergylaw.com

Law School: UC Berkeley SOL; Berkeley CA

Let me know if you have any questions.

Gloria

Gloria M. Ing

Senior Attorney

Law Department

T. 626-302-1999

2244 Walnut Grove Avenue, Rosemead, CA 91770



Angela Pranata

From: Gerald Brown <Gerald.Brown@sce.com>
Sent: Friday, January 31, 2020 8:28 AM
To: Angela Pranata; 'Kathleen Allen'
Cc: Bryan Strong; Bob Sholler
Subject: FW: Law firm for SCJPC

Hi Angela,

Can you forward the recommended names to all the members?

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

From: Gloria Ing
Sent: Friday, January 24, 2020 6:52 PM
To: Gerald Brown <Gerald.Brown@sce.com>
Cc: Samuel Stonerock <Samuel.Stonerock@sce.com>; Bryan Strong <Bryan.Strong@sce.com>
Subject: FW: Law firm for SCJPC

Hi Wayne,

Angelica Morales Brody of Sacro & Walker is no longer available to be considered by the SCJPC, which leaves **Ellen Berman (of EB Energy Law)** and **Victor Fu (of LKP Global Law)**. Both are excellent attorneys that SCE has retained in the past, and both law firms are certified diverse business enterprises by the CPUC's Clearinghouse. I received the hourly rates for the Ellen and Victor which are as follows:

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County: Ventura County

Phone Number: (626) 623-3938

Fax Number: Not Available

Email: ellen@ebenergylaw.com

Law School: UC Berkeley SOL; Berkeley CA

Let me know if you have any questions.

Gloria

Gloria M. Ing

Senior Attorney

Law Department

T. 626-302-1999

2244 Walnut Grove Avenue, Rosemead, CA 91770



Southern California Joint Pole Committee

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

April 15, 2020

A regular meeting of the **Operating Committee** took place on the above date, at 9:42 a.m., via teleconference:

Those in attendance were:

Mr. Bret Plaskey	Frontier Communications
Mr. Glenn Leckie	Frontier Communications
Mr. John Bacon	City of Los Angeles
Mr. Jaime Garcia	City of Los Angeles
Mr. Jeff Williams	City of Los Angeles
Mr. Wayne Brown	Southern California Edison
Ms. April DeBarge	Southern California Edison
Ms. Valerie Mitwasi	Southern California Edison
Ms. Camile Bowie	Southern California Edison
Ms. Cory Crawford	AT&T California
Ms. Kay Black	AT&T California
Mr. Todd Dailey	AT&T California
Mr. John Vu	City of Anaheim
Mr. Mina Shehata	City of Burbank
Mr. Joe Armstrong	City of Pasadena
Mr. Alex Parra	City of Riverside
Ms. Lynn Prescott	Verizon Wireless
Mr. Joe Serrato	Crown Castle NG West Inc.
Ms. Aarize Dizon	Crown Castle NG West Inc.
Ms. Maria Ortiz	XO Communication.
Ms. Lupe Hernandez	Teleport Communications America
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Yesenia Delgado	Time-Warner Cable
Ms. Linda McLean	Exenet Systems
Ms. Shawn Henderson	T-Mobile USA
Ms. Yvonne Johnson	AT&T Mobility
Mr. Iman Yossi Torbati	City of Vernon
Mr. Nick Van Stryk	City of Vernon (Petrelli Electric)
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Chairperson, Mr. Plaskey 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 **March 2020 expense sheet**. There were no questions or comments.

The third agenda item is the **Accounts Receivable**. Ms. Pranata stated that she needs an update on AT&T Mobility and Verizon Wireless's payments. Ms. Johnson stated she is working hard with AT&T Mobility to get the outstanding invoices paid. Ms. Prescott stated she will contact Mr. Marco Murillo.

There were no further questions or comments.

The fourth item on the agenda is **JPA Member Activity**. Ms. Pranata displayed March 2020 JPA Member Activity report.

There were no comments or questions.

The fifth item on the agenda is **Member Board Attendance**. Ms. Pranata opened and displayed the Member Board Attendance sheet. She explained last month it was decided for members to have an excused absence and she showed that in green. Mr. Plaskey stated that this month should be excused as well and inquired if the committee agrees. He added excused absence should be granted until the stay at home orders are lifted. Mr. Brown stated that if we are stuck this way for a long time the issue will need to be addressed. Mr. Plaskey agreed and stated that an excuse absence will be granted for April and will be reassess in May. The members agreed.

There were no further comments or questions.

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Allen reported that due to the Covid-19 she did not hold a staff meeting. However, the staff started working from home and she did announce the Crown Castle merge. She explained to the staff starting April 4/20 b/s how to bill and how to handle NG, NPN, and CCI JPAs. She added this was announced prior to laptops but moving forward she will start holding staff meetings.

There were no comments or questions.

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

COVID-19 Work from Home Update

Ms. Pranata opened and reported that her and Ms. Allen have been working on the new electronic procedures for the staff from paper to now electronic. She added there are a few paper JPAs that still need to be billed for May since some had to be held over from April. The majority should be electronic JPAs. She continued that Edison will be sending 1,000 JPAs and they have an agreement with Edison to use OneDrive to transfer the files due to their large volume. All members should send their JPAs via email and for June b/s all JPAs should be electronic.

Mr. Brown stated that Edison had a sidebar with Mr. Rackleff, and he will be using the same format. He added that Ms. Mojica will be setting up a meeting with Ms. Pranata. Ms. Pranata informed Mr. Brown that her and Ms. Allen had a meeting with Ms. Mojica the previous day and she will be sending some JPAs starting today.

Mr. Torbati inquired if the JPAs that are to be electronic are Final Form 2's and are they supposed to be sent via email or is there a website he can be directed too. Ms. Pranata explained it is the Final Form 2 excel file that is to be sent via email to the SCJPC office. She added there is no website or portal at this time. He then inquired if this is temporary. Ms. Pranata stated moving forward her understanding was to keep the electronic process and eliminate paper JPAs. Mr. Serrato, Mr. Brown, Mr. Bacon, and Mr. Plaskey agreed.

Ms. Pranata stated regarding electronic payments she is in the process of setting up electronic payments with some members. She added not all members responded to her email so she will send another email out.

Mr. Williams inquired if anyone is working in the office now. Ms. Pranata commented that one employee is working in the office scanning paper documents and uploading to Sharefile for Edison and AT&T California. She explained the copy machine at the office scans faster than using the portable scanner from home which is very slow. That employee is safe and the only one there. She can work freely and locks herself in. Ms. Crawford commented there is no rule saying you cannot work in the office especially being an essential service. She added some AT&T employees are in the facilities as well, but they must follow the social distancing guidelines and wear a mask if not the only one in the office. Mr. Williams explained he has half his staff working from home and half still in the office working. Perhaps that can be a possibility to have a few more employees go into the office and not work from home, rotating staff, to get the production back up to where it needs to be. He added the office is big enough to get a few more employees back in and still be able to maintain social distancing and for them to wear a mask. Mr. Williams then commented this should be something Ms. Pranata should explore getting the employees back in the office to get production up. Mr. Brown stated that he thinks they should contact other tenants and make sure they have not attracted COVID-19. If they have, they will have to do a clean sweep of the building prior to employees returning. Mr. Plaskey stated that would be a difficult task. For COVID-19 any illness is protected by patient doctor privilege. We can ask; however, we cannot force the other tenants to tell us. Mr. Plaskey inquired how the members feel about a sterilization policy for our office space. Mr. Williams stated to have someone come in and sterilize the office prior to the employees return. He added that LA DWP has checklists posted around the building saying if you have these symptoms do not come in. There are also signs posted for employees need to wear masks. He continued employees do not need to wear a mask in their office if they are alone but must wear a mask when they are around other employees. Ms. Pranata stated that Mr. Brown is concerned about the restrooms since they are shared with other tenants. She added that the janitors do come twice a day to clean. Once at noon and the second time at night. Ms. Crawford inquired if any of the employees stated they have problems with their internet at home and stated those are they employees you would ask to come back to the office because they are not being productive at home. Ms. Pranata commented there are two or three employees that have had problems. Mr. Armstrong inquired about the employee's internet problems and stated being a constant problem is stretching it. Mr. Williams suggested before implementing any staff coming back to the office inquire who would like to come back. He then stated for the staff coming back to work in the office make sure masks and hand sanitizer are available.

Ms. Pranata inquired clarification if she is supposed to provide masks. Ms. Crawford commented that AT&T California is providing masks for their employees, but she is unsure if it is a requirement. Mr. Plaskey stated that would be discretionary spending under office supplies for Ms. Pranata to provide masks. Ms. Ortiz stated if we are to have staff go back into the office, we would have to provide masks. The members agreed, having more than one person in the office working at a time Ms. Pranata is to provide masks.

Mr. Plaskey stated that before any decisions are made for Ms. Pranata to update the committee at the end of April with a staff productivity update. At that point, the members can decide how to move forward.

Mr. Armstrong inquired about other documents being sent to the office like checks. Ms. Pranata explained that she goes to the post office weekly or every other week to pick up mail and she does bank deposits weekly as well.

SCJPC Overtime Update (packet).

Ms. Pranata opened and reported prior to COVID-19 the staff did 69 additional hours of work for March b/s. For April b/s there has been no additional hours worked; however, there will be some this weekend. The total poles received for April b/s is approximately 9,493 poles and approximately 1,651 JPAs. She added approximately 500 poles will need to be held over into May b/s. Ms. Pranata announced one staff member will be returning from medical leave April 20th and she will have to do orientation and train her on the work from home platform. She continued the office should be fully staffed by next week. She added the staff is working from home and is still learning.

Ms. Pranata requested approval for April b/s overtime. Mr. Plaskey stated that Frontier has put restrictions on their staff working overtime from home; however, from Frontier's perspective they will approve Ms. Pranata's request. He inquired if any of the other members had questions on productivity. Ms. Crawford commented she feels a little uncomfortable since the staff has not been doing it long enough and because of the issues they had last week. She added she would like to see the staff get up to their normal volume during the week before overtime is approved. Ms. Pranata agreed and stated that they are still learning and on overtime they should not be figuring out what to do. It then would not be productive. She suggested to wait until the end of April. Mr. Plaskey asked Ms. Pranata to give them an update at the end of April. Mr. Bacon commented it is a catch 22 because of the transition. Productivity is down so the need to work more is there. He added because of the slow down we are behind a little bit. He added that at the end of the month if we can have a tracking process to monitor their progress so in case they are falling off track a phone call can be made to the staff to tell them they need to pick up their productivity. He then stated he agrees with an update at the end of the month. But he does think there is a necessity for overtime. After further discussion, it was decided that overtime was not approved at this time and for Ms. Pranata to contact the Members with an update at the end of April or May 1st. At that point, the members can reevaluate how well the employees are working from home for past two weeks and if possible, approve overtime if everyone agrees. If an off-cycle meeting is needed to be held that can be scheduled as well.

Staff Update

Mr. Plaskey inquired how Ms. Pranata and the staff are doing. Ms. Pranata stated she and the staff have been using the laptops for a week. There were some challenges due to new equipment, new software, and internet connections. However, her and the staff are learning and adapting to new protocols and procedures. She added that her and the staff are working at a slower pace; however, everyone is trying their best.

Mr. Plaskey then inquired about office morale. He added some extra expenses were approved last year for team bonding/building. Ms. Pranata stated she was not able to schedule a team building event. But she bought the staff gift cards and the staff sounded happy.

Ms. Crawford inquired about one of the employees that Ms. Pranata and Ms. Allen previously discussed. Ms. Pranata commented that some tasks have been given and has been doing good. She added the employee is better with technology than paper. Anything that has to do with computers she excels at.

Billing Errors/Questions

There were no Billing Errors/Questions.

Item 1581: Pole Record Redesign (from Computer Ad Hoc) – (10/29/2019 per B. Plaskey)

Ms. Plaskey reported there has been no response from Mr. Atalla. He added that Mr. Bacon is going to follow up and escalate. Mr. Bacon stated he has called a few times and has not been able to reach Mr. Atalla. He is also in the process of writing a letter to him. He then inquired if we have already paid Mr. Atalla 50% of the payment. Ms. Pranata replied correct. Mr. Bacon then added if he continues to be non-responsive then we will have to move on. Mr. Bacon inquired what Mr. Atalla works on proprietary to him or do we own it. Mr. Bacon then inquired if Ms. Pranata was going to reach out to the attorney. Ms. Pranata commented that she was to review the agreement and apologized that she did not reach out to the attorney. Mr. Bacon stated he read the agreement and it is very non definitive and vague. He did not see anything of what he has done is proprietary to him. He would think the money that was paid it would be the committees. Mr. Bacon inquired if Ms. Prescott could pick up where Mr. Atalla left off. Mr. Prescott responded that depending what he wrote it in she thinks her programmer can probably pick up where he left off. Mr. Bacon added prior to COVID Mr. Atalla had some deadlines that he missed. He then stated once Ms. Pranata finds out if we can take this as ours to move on and see if Ms. Prescott's programmer can complete. Ms. Pranata inquired if Mr. Bacon is still going to send the letter. Mr. Bacon replied yes, and he will send to Mr. Plaskey for review prior to sending out. Mr. Brown suggested to have the attorney review. Mr. Williams agreed and stated that if any demands or stipulations are added to make sure the attorney reviews so that the existing contract is not being violated. Mr. Bacon agreed and will do. Mr. Brown inquired if Ms. Pranata has all the non-

responding and miss deadlines from Mr. Atalla noted. Ms. Pranata stated that she has all the emails.

Ergonomic evaluation quotes (attached):

Ms. Pranata inquired if this should be tabled until next month since the staff are working from home and this item is for the office. Mr. Plaskey commented yes. This item is tabled until next month.

Select an attorney for SCJPC to handle CPUC requests

Mr. Plaskey opened and stated this item is tabled until next month because there are a few companies that still want to review it.

Study/analysis billing by proposed side of JPA (K.Allen). Billing by Proposed side of the JPA only – Moved from BPS 3/18/20

Mr. Plaskey inquired if this is on hold too due to the COVID-19. Mr. Serrato stated this was discussed in Billing Process Simplification ad hoc and moved here to be discussed on a bigger scale. From there make a motion and move it to Discussion and then to Consent. Mr. Serrato then asked Ms. Allen if this is something that still can be implemented during this COVID phase we are going through. Ms. Allen explained that is best to look at now and implement with the electronic billing and not being able to write on JPAs. She explained, if approved, the time it would save not having to figure out both the record and proposed side of the JPA would be beneficial now. Mr. Serrato stated during the discussion at the ad hoc the members pretty much agreed and was on board. He then asked Ms. Allen to explain and bring the rest of the team on board with it. Ms. Allen explained that she was asked a few months back to do a study on JPAs that are the most time consuming to bill. She explained she did a study of time and money on some of the most time consuming JPAs. She conducted the study based on billing the current way and billing the proposed way on Sections 4.1, 4.3, and sometimes 4.4. She shared a few examples of her study and her findings. JPA NG1010-01-006 SUP2 she showed and explained that on this JPA the first poles that the rules for section 4.1 where grade and space is less on record and more on proposed for the unauthorized is to bill purchase of interest by proposed side and penalty by record. The biller must figure out both record side and proposed side grade and space to properly charge. Billing and checking the current way took 51.104 minutes and total and cost a total of \$37.05 in salary. She then showed and explained billing and checking the proposed way which is by proposed side only that it took a total of 28.4 minutes a total cost of \$20.59 in salary. It was a total 22.704 minutes and a cost of \$16.46 in salary saved. She then explained that there may be money loss on JPA transactions (Form 44's); however, money will be saved on monthly invoices under salary and employee benefits at the end of the month. She added it is up to the committee to decide what is more beneficial. Lastly, she explained when her and Ms. Pranata explained to Mr. Chaney the billing of multi-party poles for automated billing, he and his team were unable to understand the concept. Mr. Serrato then summarized a lot of biller's time will be saved billing by the proposed side of JPA only. Utilities might lose or gain money, but

it goes back and forth. But the savings on the biller's time is a for sure thing. Mr. Brown inquired why should someone else lose money on someone being unauthorized. The member unauthorized should be accounted for the biller's cost and everything associated with being unauthorized on that pole. He added no one should lose money except the person who is unauthorized. Ms. Crawford agrees with Mr. Brown. Mr. Serrato stated that is a legit point. Mr. Williams explained right now the committee is paying for the biller to bill the pole. You are paying extra time to bill whether they are unauthorized or not. That has not changed and needs to be taken care of first. He continued to explain the proposed way of billing would eliminate some of the cost to the person who owed the pole. You would still be saving money it just is coming in a different way just not from the actual person who attached. You are going to save money because the biller is not going to be biller everybody for their time. Mr. Crawford inquired if there already is a fee for the unauthorized party. Mr. Williams replied yes and that is not changing either. Ms. Allen stated that they only thing that is changing is instead of charging the penalty by record side it would be charged by proposed side only. She added no billing rules change. The 50% penalty for unauthorized attach will remain the same. She reiterated money may be loss on JPA transactions (Form 44's); however, money will be saved on monthly invoices under salary and employee benefits at the end of the month. That is what the members were supposed to take back and discuss internally to see what is more beneficial. Mr. Serrato added the whole reason we embarked on this was to simplify the billing steps and this was one of the ways. If it made sense financially it will be worth it. The decision is up to the members. Mr. Serrato commented for everyone to take this back and ponder it so next time if someone motions it can be moved to Discussion and then to Consent a vote. Mr. Bacon stated it just comes down to the cost of business and if it is eliminating a lot of the overtime and the time it is more beneficial because the staff will then have time to focus on late billing. He added simplification is the way to go. Mr. Brown inquired if Ms. Prescott's programmer can work with Ms. Allen on simplifying billing. Ms. Prescott stated it looks complicated here, but it is just math. If you can do it by hand, she does not see why you cannot do it in a computer. Ms. Allen added if Ms. Prescott's programmer understands billing that makes a huge difference when trying to automate billing where Mr. Chaney did not.

MISC

CES – JPAassist

Ms. Prescott commented that if anyone would like another presentation on the electronic JPA preliminary process, she will be happy to do another presentation at the Administrative Board or come out to individual companies. She added that from her last presentation some of the ideas suggested she has already implemented into the program. One example was grade and space to add up to useable footage. Mr. Bacon inquired if a WebEx can be scheduled opposed to an in-person demo due to COVID-19. Ms. Prescott commented that would be great and easy. Mr. Plaskey stated that some time should be set aside at the next Administrative Board for all the members to see. He then asked Ms. Pranata to connect with Ms. Prescott. Mr. Brown added this will be discussed further in NJUNS.

Review of Action Items:

- Ergonomic evaluation has been tabled until next month
- Selecting an attorney for SCJPC to handle CPUC requests has been tabled until next month.
- Electronic Billing will start in May Bill of Sale.

The meeting adjourned at 10:42 a.m. until May 20, 2020.

Ms. Kathleen Allen – Committee Transcriber

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

OPERATING EXPENSES	Details	March 31, 2020			YTD Through March 31, 2020			%	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
EMPLOYEE EXPENSE									
Salaries		50,065	41,337.12	8,728	150,195	141,245.37	8,949	6%	600,779
Regular	38,153.27					-			
Contract Labor	3,183.85					-			
Insurance		6,921	5,819.10	1,102	20,763	16,587.44	4,176	20%	83,053
Health/Dental	5,625.60					-			
Life (quarterly)	193.50					-			
Payroll Taxes		4,256	2,921.46	1,334	12,767	10,676.99	2,090	16%	51,066
Workers Compensation		292	254.66	37	875	765.98	109	12%	3,500
Travel mileage reimbursement/ Miscellaneous expenses		125	179.67	(55)	375	272.32	103	27%	1,500
						-			
PENSION EXPENSE									
Contribution-SEP IRA		5,257	3,863.29	1,394	15,770	13,298.29	2,472	16%	63,082
						-			
MONTHLY RECURRING									
Rent		9,000	8,798.73	201	27,000	26,396.19	604	2%	108,000
Alarm System	Quarterly	50	149.97	(100)	150	149.97	0	0%	600
Telephone (Frontier+Jive)		654	681.83	(28)	1,963	2,082.74	(120)	-6%	7,850
Cisco WebEx Plan		90	69.00	21	270	207.00	63	23%	1,080
Postage & Shipping		217	167.45	49	650	356.11	294	45%	2,600
Business/Property Insurance	Pro-Rated	167	-	167	500	930.88	(431)	-86%	2,000
Committee Meetings		333	-	333	1,000	648.17	352	35%	4,000
						-			
EQUIPMENT & FURNITURE									
Copy Machine - CBE		208	131.40	77	625	481.27	144	23%	2,500
						-			
						-			

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

OPERATING EXPENSES	Details	March 31, 2020			YTD Through March 31, 2020			%	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
						-			
NETWORK SYSTEM						-			
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		93	99.45	(6)	280	247.33	33	12%	1,120
Covid-19 Email upgrade		-	1,885.75	(1,886)	-	1,885.75	(1,886)	#DIV/0!	0
Computer (Supplies,Maintenance,Repair)		167	180.28	(14)	500	200.47	300	60%	2,000
Covid-19 Computer Supplies	Headset, etc	-	217.98	(218)	-	217.98	(218)	#DIV/0!	0
Off-Site Online Back-up		150	149.00	1	450	447.00	3	1%	1,800
						-			
						-			
PRINTING & SUPPLY						-			
Office Printing		233	267.87	(35)	700	621.40	79	11%	2,800
Office Supplies		175	120.36	55	525	300.20	225	43%	2,100
						-			
						-			
CONTRACT SERVICES						-			
Auditor	Pro-Rated	808		808	2,425	-	2,425	100%	9,700
Attorney*		542	-	542	1,625	-	1,625	100%	6,500
						-			
GENERAL EXPENSE						-			
Payroll Service Fees		117	87.00	30	350	261.00	89	25%	1,400
Bank fees/Checks printing	Pro-Rated	33	14.95	18	100	153.99	(54)	-54%	400
Publications/Subscriptions/Reference		17	-	17	50	-	50	100%	200
Seminars & Tuition	Labor Attorney Hot Line	83	100.83	(17)	250	100.83	149	60%	1,000
Team Building	\$500 quarterly	167	500.00	(333)	500	500.00	-	0%	2,000
Member Retirement & celebration		108	-	108	325	-	325	100%	1,300
Scanning Project*	Ongoing project	833	3,589.40	(2,756)	2,500	3,589.40	(1,089)	-44%	10,000
Total Operating Expenses		83,419.12	73,661.55	9,757.57	250,257.37	228,849.07	22,497.70	9%	1,001,029

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

OPERATING EXPENSES	Details	March 31, 2020			YTD Through March 31, 2020			%	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT									
0									
COMPUTER SYSTEM									
0									
-									
-									
Software Purchase (& minor website mods)		250		250	750	2,000.00	(1,250)	-167%	3,000
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
Website Upgrade *		417	-	417	1,250	-	1,250	100%	5,000
Covid-19 software for laptops	Software	-	2,768.90	(2,769)	-	2,768.90	(2,769)	#DIV/0!	0
EQUIPMENT & FURNITURE									
-									
Purchases/Leases (including Copy Machine)	Replaced 2 chairs	575	840.96	(266)	1,725	2,287.45	(562)	-33%	6,900
Hardware Purchase	Time clock	117	526.00	(409)	350	1,021.52	(672)	-192%	1,400
Covid-19 Laptops	9 laptops	-	9,854.90	(9,855)	-	9,854.90	(9,855)	#DIV/0!	0
LONG TERM LIABILITY CURRENT									
-									
-									
-									
Total Capital Investments & Long Term Liabilities Current		5,045.83	13,990.76	(8,944.93)	15,137.50	28,432.77	(13,295.27)	-88%	60,550
Interest Earned/Misc Income		(0.08)	(0.08)		(0.23)	(0.23)			
		88,464.88	87,652.23	812.65	265,394.64	257,281.61	9,202.43	3%	1,061,579
Total Covid-19 Expenses									
14,727.53									
*Items in blue are assessed equally									
Prepared as of: 4/6/2020									

LIST OF ACCOUNTS RECEIVABLE MONTH ENDED

March 31, 2020

ACCOUNTS RECEIVABLE

A	City of Glendale	March 2020	1507.15
AMT	ATC Outdoor DAS, LLC	March 2020	1265.75
ATC	Verizon Wireless	June 2019	1097.37
ATC	Verizon Wireless	July 2019	1101.19
ATC	Verizon Wireless	October 2019	1181.22
ATC	Verizon Wireless	November 2019	1123.96
ATC	Verizon Wireless	December 2019	1125.49
ATC	Verizon Wireless	January 2020	1419.51
ATC	Verizon Wireless	February 2020	1425.59
ATC	Verizon Wireless	March 2020	1676.35
ATS	MCI Metro/ATS	December 2019	902.10
ATS	MCI Metro/ATS	January 2020	1141.77
ATS	MCI Metro/ATS	February 2020	1207.33
ATS	MCI Metro/ATS	March 2020	1460.00
B	City of Burbank	December 2019	896.74
B	City of Burbank	March 2020	1454.81
CCI	CA CLEC LLC	February 2020	1011.39
CCI	CA CLEC LLC	March 2020	1265.75
COB	City of Banning	February 2020	1067.99
COB	City of Banning	March 2020	1321.86
D	City of Anaheim	February 2020	1319.10
D	City of Anaheim	March 2020	1570.80
E	Southern California Edison Company	February 2020	17953.78
E	Southern California Edison Company	March 2020	18061.79
EXT	Extenet Systems (California) LLC	February 2020	1013.29
EXT	Extenet Systems (California) LLC	March 2020	1267.64
F	City of Colton	November 2019	767.81
F	City of Colton	December 2019	764.07
F	City of Colton	February 2020	1072.74
F	City of Colton	March 2020	1326.57
FON	Sprint Communications Company L.P	March 2020	1268.58
FTR	Frontier Communications	March 2020	12276.72
HLA	AT&T California - HLA, HSO, T	March 2020	12201.28
ICG	M Power/Telepacific Communications	October 2019	762.56
ICG	M Power/Telepacific Communications	November 2019	725.57
ICG	M Power/Telepacific Communications	December 2019	721.15
ICG	M Power/Telepacific Communications	January 2020	916.77
ICG	M Power/Telepacific Communications	February 2020	1030.89
ICG	M Power/Telepacific Communications	March 2020	1285.08
J	City of Riverside	February 2020	1342.40
J	City of Riverside	March 2020	1593.90
LAC	AT&T Mobility	August 2019	1114.36
LAC	AT&T Mobility	September 2019	847.90
LAC	AT&T Mobility	October 2019	846.81
LAC	AT&T Mobility	November 2019	805.73
LAC	AT&T Mobility	December 2019	802.60
LAC	AT&T Mobility	January 2020	1018.05
LAC	AT&T Mobility	February 2020	1110.31
LAC	AT&T Mobility	March 2020	1363.82
LLW	City of Lompoc	March 2020	1314.78
MA	City of Azusa	February 2020	1068.46
MA	City of Azusa	March 2020	1322.33
MCI	MCI Telecommunications	October 2019	786.78
MCI	MCI Telecommunications	December 2019	744.56

LIST OF ACCOUNTS RECEIVABLE MONTH ENDED

March 31, 2020

MCI	MCI Telecommunications	January 2020	945.88
MCI	MCI Telecommunications	February 2020	1053.72
MCI	MCI Telecommunications	March 2020	1307.71
MM	City of Los Angeles, DWP	March 2020	5594.89
MOB	Mobilitie LLC	March 2020	1266.69
MP	City of Pasadena	November 2019	891.65
MP	City of Pasadena	January 2020	1126.61
MP	City of Pasadena	February 2020	1195.44
MP	City of Pasadena	March 2020	1448.21
NG	Crown Castle NG West Inc.	February 2020	2071.48
NG	Crown Castle NG West Inc.	March 2020	2317.15
NPN	NewPath Networks	February 2020	1052.77
NPN	NewPath Networks	March 2020	1306.77
NXT	XO Communications	December 2019	770.41
NXT	XO Communications	January 2020	978.02
NXT	XO Communications	February 2020	1086.99
NXT	XO Communications	March 2020	1332.70
PBM	T-Mobile USA, Inc	March 2020	1290.27
SCW	Golden State Water Company	March 2020	1424.17
SPR	Sprint-Nextel Corporation	May 2019	694.83
SPR	Sprint-Nextel Corporation	January 2020	931.32
SPR	Sprint-Nextel Corporation	February 2020	1042.30
SPR	Sprint-Nextel Corporation	March 2020	1296.40
TCA	Teleport Communications America, LLC	January 2020	1223.08
TCA	Teleport Communications America, LLC	February 2020	1270.63
TCA	Teleport Communications America, LLC	March 2020	1522.75
TWN	Time Warner Cable (North)	January 2020	595.15
TWN	Time Warner Cable (North)	February 2020	614.54
TWN	Time Warner Cable (North)	March 2020	748.93
TWS	Time Warner Cable (South)	January 2020	512.66
TWS	Time Warner Cable (South)	February 2020	557.95
TWS	Time Warner Cable (South)	March 2020	684.80
V	City of Vernon	February 2020	1051.82
V	City of Vernon	March 2020	1305.83

TOTAL

159,556.82

CURRENT OPERATING EXPENSES	March 2020	87,652.23	Current Month
Operating Expenses (previous month)	February 2020	80,439.39	Last Month
Operating Expenses (previous year)	March 2019	95,142.13	Last Year

Member	A	ATC	B	COB	E	H/T	LAC	LLW	M	NG	PBM	SCW	SPR	Totals	YTD
Joint JPAs Billed					653	1		2	35					691	2612
% of Joint JPAs Billed	0.000	0.000	0.000	0.000	0.945	0.001	0.000	0.003	0.051	0.000	0.000	0.000	0.000	1.00	
Joint JPAs Returned	6		2	3	318	3			37			7		376	902
Joint JPAs Held Over	1				367				11	4				383	
Total Joint JPAs Received	7	0	2	3	1338	4	0	2	83	4	0	7	0	1450	4371
Multi JPAs Billed					18		1		5	8				32	392
% of Multi JPAs Billed	0.000	0.000	0.000	0.000	0.563	0.000	0.031	0.000	0.156	0.250	0.000	0.000	0.000	1.00	
Multi JPAs Returned	3	1			140	2	2		18	29			1	196	499
Multi JPAs Held Over					150	1			4	21	1			177	
Total Multi JPAs Received	3	1	0	0	308	3	3	0	27	58	1	0	1	405	1222
Total # JPAs Billed	0	0	0	0	671	1	1	2	40	8	0	0	0	723	3004
% of JPAs Billed	0.000	0.000	0.000	0.000	0.928	0.001	0.001	0.003	0.055	0.011	0.000	0.000	0.000	1.00	
# of JPAs Returned														572	1401
# of Held Over JPAs														560	
Total JPAs received	10	1	2	3	1646	7	3	2	110	62	1	7	1	1855	5593
% of JPAs Billed														38.98%	
% of JPAs returned														30.84%	
% of Held Over JPAs														30.19%	
Member	A	ATC	B	COB	E	H/T	LAC	LLW	M	NG	PBM	SCW	SPR	Totals	
Poles Billed (Joint JPAs)					2628	1		43	87					2759	10117
Poles Returned (joint)	64		14	14	2451	6			154			130		2833	6550
Poles Held Over (joint)	4				1623				37	9				1673	
Poles Billed (Multi JPAs)					86		2		16	18				122	2112
Poles Returned (multi)	60	1			1278	31	3		67			386	1	1827	4969
Poles Held Over (multi)					948	54			11	219	5			1237	
Total # Poles Billed (Joint & Multi combined)	0	0	0	0	2714	1	2	43	103	18	0	0	0	2881	12229
% of Total Poles Billed (Joint & Multi combined)	0.000	0.000	0.000	0.000	0.942	0.000	0.001	0.015	0.036	0.006	0.000	0.000	0.000	1.00	
# of Poles Returned														4660	11519
# of Held Over Poles														2910	
Total Poles received	128	1	14	14	9014	92	5	43	372	246	5	516	1	10451	30338
% of Poles Billed														27.57%	
% of Poles returned														44.59%	
% of Held Over Poles														27.84%	

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

Inspections Billed SCE Only: O&M (Inspection & Pole Tags)	SCE's Inspections JPAs/Poles were not included in above table	SCE O&M YTD
Inspection JPAs Billed		15 45
Inspection Poles Billed		4848 12487

Inspections Billed D Only: (Inspections)	D's Inspections JPAs/Poles were not included in above table	D YTD
Inspection JPAs Billed		0 28
Inspection Poles Billed		0 11308

- = Members assessed penalty fee
- = Less than 80% but 50% or greater attendance
- = Less than 50% attendance
- = Excused Absence (COVID-19 in March and April 2020)

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
MEMBER BOARD MEETING ATTENDANCE
APR 2019- MAR 2020**

		MBR CODE	2019 APR	2019 MAY	2019 JUN	2019 JUL	2019 AUG	2019 SEP	2019 OCT	2019 NOV	2019 DEC	2020 JAN	2020 FEB	2020 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	Verizon Wireless	ATC	1	1	1	1	1	1	1	1		1	1	1	11	100%	ATC
6	AT&T Mobility	LAC	1	1	1	1	1	1	1	1		1	1	1	11	100%	LAC
7	XO Communications	NXT	1	1	1	1	1	1	1	1		1	1	1	11	100%	NXT
8	CA-CLEC LLC	CCI	1	1	1	1	1	1	1	1		1	1	1	11	100%	CCI
9	Crown Castle NG West Inc.	NG	1	1	1	1	1	1	1	1		1	1	1	11	100%	NG
10	NewPath Networks	NPN	1	1	1	1	1	1	1	1		1	1	1	11	100%	NPN
11	AT&T California	H / T	1	1	1	1	1	1	1	1		1	1	1	11	100%	H / T
12	City of Anaheim	D	1	1	1	1	1	1	1	1		1	1	1	11	100%	D
13	MCI/Metro	ATS	1	1	1	1	1	1	1	1		1	1	0	10	91%	ATS
14	MCI Communications	MCI	1	1	1	1	1	1	1	1		1	1	0	10	91%	MCI
15	ExteNet Systems	EXT	1	1	1	1	1	1	1	1		1	1	1	11	100%	EXT
16	Sprint Communications	FON	1	1	1	1	1	1	1	1		1	1	1	11	100%	FON
17	Sprint-Nextel	SPR	1	1	1	1	1	1	1	1		1	1	1	11	100%	SPR
18	Teleport Comm America	TCA	1	1	1	1	1	1	1	1		1	1	1	11	100%	TCA
19	Golden State Water	SCW	1	1	1	1	1	1	1	1		1	1	1	11	100%	SCW
20	City of Banning	COB	1	1	1	1	1	1	1	1		1	1	1	11	100%	COB
21	City of Riverside	J	1	1	1	1	1	1	1	1		1	1	1	11	100%	J
22	City of Pasadena	MP	1	1	1	0	1	1	1	1		1	1	0	9	82%	MP
23	City of Azusa	MA	1	1	1	0	1	1	1	1		1	1	1	10	91%	MA
24	City of Burbank	B	1	1	1	0	1	1	1	1		1	1	1	10	91%	B
25	Mpower/TelePacific	ICG	1	1	1	1	1	0	1	1		1	1	1	10	91%	ICG
26	City of Lompoc	LLW	1	1	1	1	1	1	1	1		1	0	1	10	91%	LLW
27	City of Glendale	A	1	1	1	1	1	1	1	1		1	0	1	10	91%	A
28	T-Mobile, USA	PBM	1	1	1	1	1	1	1	0		0	1	1	9	82%	PBM
29	Time-Warner	TWC	0	1	1	1	1	1	1	1		1	1	1	10	91%	TWC
30	City of Colton	F	1	1	0	1	0	0	1	1		1	0	0	6	55%	F
31	City of Vernon	V	1	1	0	1	1	1	1	0		0	0	0	6	55%	V
32	ATC Outdoor DAS	AMT	0	0	0	0	1	1	1	0		0	1	0	4	36%	AMT
33																	
	Total		30	31	29	28	31	30	32	29	0	29	28	26			

SCJPC Overtime Report

Bill of Sale Month	Poles Received	Billed	Returned	Total Processed	Held-Over Poles	Non-Exempt OT hours		Comments
				(Billed + Returned)				
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 END OF APRIL B/S
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 (Billed + Returned)	Held-Over Poles	Additional Hrs/OT	Additional Hrs total \$ Gross	Comments
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)
Nov-19	8415	4401 (21.97% Multi)	4014	8415	0	119.25	4696.87	8415 = 950 (from Oct-19) + 7465 # of billers decreased, poles received above 5000.
Dec-19	6918	3607 (12.73% Multi)	3311	6918	0	71.75	2769.32	# of billers decreased, poles received above 5000. Closed earlier than usual (Dec 23).
Jan 2020 New Baseline	6000							January 2020 (1 staff maternity leave)
Jan-20	8999	4769 (19.75% Multi)	2897	7666	1333	66.25	2620.15	New Year holiday & staff vacation. Poles received above 6000.
Feb-20	10888	4579 (22.89% Multi)	3962	8541	2347	78.25	3209.86	10888 = 1333 (from Jan-20) + 9555 Poles received above 6000. 1 staff on maternity leave.
Mar-20	10451	2881 (4.23% Multi)	4660	7541	2910	69	2749.49	10451 = 2347 (from Feb-20) + 8104 Poles received above 6000. 1 staff on medical leave. Closed early on 3/19/2020 Covid-19/SCE
May 2020 New Baseline	7000							May 2020

Average overtime/additional hours per month (based on May 19-Jan 20): **95.425 3563.47 Gross**

ERGONOMIC SERVICES QUOTES SUMMARY

Company Name	Price		Duration	Type	Notes
The Ergonomic Expert	200	per employee	up to 1 hr per employee	Comprehensive, with documentation	No travel charge
The Ergonomic Expert	150	per employee	up to 25 min per employee	Mini evaluation, brief report	No travel charge
The Ergonomic Expert	100	per hour	up to 1 day	Quick evaluation, Walk-thru, no documentation	No travel charge
Ergo Life Solutions	130-150	per employee	30 min per employee	Brief report	Travel rate \$65/hr
Briotix Health	499	per employee	45 min per employee	Comprehensive, with documentation	Travel rate \$95/hr outside 30 miles radius
Briotix Health	1099	up to 12	15 min per employee	Quick evaluation, no documentation	Travel rate \$95/hr outside 30 miles radius



TheErgonomicExpert

PROPOSAL FOR ERGONOMIC SERVICES

TO: Angela Pranata - So Ca. Joint Pole Committee

Thank you for your interest in The Ergonomic Expert.

PRIVATE CONSULTATION (45 min. - 1 hr. per employee)

INCLUDED: 4 Page Full Report with RULA (Risk Assessment Score), photos, on-site changes, and facilities and equipment recommendations)

FEES: \$250 (single evaluation)

\$200 (5-20 employees) ** Must be scheduled at one time

\$175 (21-50 employees)

MINI CONSULTATION (25 min. per employee)

INCLUDED: 2 Page Report, on-site changes, facilities and equipment recommendations.

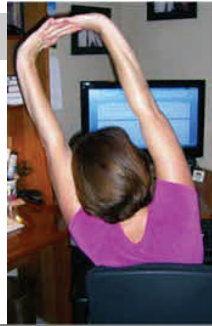
FEES: \$150 (Minimum of 5 employees)

\$125 (11-50 employees)

***Please keep in mind you can do a combination of mini and full evaluations**

--At the rate of \$100/per hour, The Ergonomic Expert can provide a less intense Walk-Thru Evaluation in which suggestions and immediate changes are made on site, such as monitor adjustments, keyboard tray positioning, proper chair alignment and posture recommendations. (No documentation)

--For the larger group setting, a highly instructional and beneficial Keynote (Power Point) Presentation is recommended. The fee for this service is \$500 and can be offered as a Lunch and Learn session if desired. Also a good option for smaller groups with addition of walk thru evaluations.



Barb Phillips, MS OTD, OTR/L
 Doctor of Occupational Therapy

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Ergonomic Services

Ergo Life Solutions offers a comprehensive range of *CUSTOMIZED* Ergonomic and Wellness Services including evaluation and training for any level of employee.

Evaluations

Evaluation Services

Individual “Preventative” Ergonomic Evaluation **\$130 - \$150 pp**
For the employee who is pain-free and wants to prevent injury.

- 1/2 hour on-site evaluation including pre-screening questionnaire, interview and adjustments to current equipment for intermediate improvement in comfort.
- Education to empower employee to implement behaviors resulting in improved comfort.
- Stretch and Flex exercises
- Brief report with suggestions for equipment.

Individual “Reactive” Ergonomic Evaluation **\$250 - \$500 pp**
For the employee experiencing discomfort or Workmen’s Compensation Claim

- 1 - 2 hour on-site evaluation including pre-screening questionnaire, interview, and adjustments to current equipment for intermediate improvement in comfort.
- Education to empower employee to implement changes resulting in improved comfort.
- Stretch and Flex exercises
- Contact with care providers inside and outside work environment to support appropriate solutions.
- Formal written report with specific recommendations for equipment and behavior changes.

Follow Up **\$75- \$150 pp**
For the employee who has received an evaluation, after equipment recommendations are implemented.

- On-site follow up for installation of non-permanent equipment use and training.
- Review of healthy behavior / Stretch and Flex exercises.
- On-site supervision of vendors for installation of permanent equipment.
- Equipment use and training.
- May need additional equipment and report.

Related Costs

Please note that prices can vary depending upon the number of employees seen at one time, with discounts applied for greater number of evaluations / screenings conducted.

Travel is billed at a rate of **\$65 / hour**

Additional Ergonomic Services

Services	All Services are billed at \$150 / hour for preparation and on-site training
<p>Equipment Training</p> <ul style="list-style-type: none"> • Train staff in proper use of current equipment. <p>Employee Training</p> <ul style="list-style-type: none"> • One-hour classroom session demonstrating ergonomic risk factors, equipment placement for neutral posture, and prevention exercises. <p>Train the Trainer</p> <ul style="list-style-type: none"> • Four-hour training geared towards administration or safety personnel to recognize obvious ergonomic risk factors, range of solutions and provide the ability to implement immediate changes. 	
<p>Full or Half Day Preventative Ergonomic Service</p> <ul style="list-style-type: none"> • One-hour classroom session demonstrating ergonomic risk factors, equipment, and prevention exercises. • Preventative ergonomic screenings including adaptations to current equipment at workstation to improve comfort. • Written report with suggestions for global reduction of risk factors. 	
<p>Worksite Audit</p> <ul style="list-style-type: none"> • On-site evaluation of facility, including brief interviews with staff to identify risk factors associated with potential injury. • Written report with recommendations to implement safety measures. 	
<p>Stretch, Lift and Twist</p> <ul style="list-style-type: none"> • On-site custom designed stretching program for high risk work tasks. • Program implementation 	
<p>Equipment Review and Selection</p> <p><i>Ergonomic equipment can be costly, especially when the wrong equipment is purchased or individuals do not know how to use it properly.</i></p> <ul style="list-style-type: none"> • This service provides guidance in the selection of purchasing new appropriate and economic ergonomic equipment. 	
<p>Disabled and Injured Workers</p> <ul style="list-style-type: none"> • Needs assessment and worksite evaluation for disabled or injured workers. • Establish services to introduce or return disabled employee to work. 	
<p>Professional / Business Coaching</p> <ul style="list-style-type: none"> • A unique one-to-one relationship designed to help the worker overcome challenges, plan for the future and maximize success. Professional coaching helps explore and realize full potential as an executive, team member or leader. 	
<p>Worksite Wellness Programming <i>(See separate sheet for details)</i></p> <ul style="list-style-type: none"> • Designed to support healthy behavior in the workplace and to improve employee health outcomes. 	

All Ergo Life Solutions are customized to meet the needs at your setting. Our ergonomist is a licensed occupational therapist and health care professional expertly skilled to meet a wide variety of work-related needs.

** Please contact Ergo Life Solutions to discuss your needs and pricing.*





~Wellness in the Workplace

Barb Phillips, MS OTD, OTR/L
Doctor of Occupational Therapy

Phone: (310) 710-6196
Web: www.ergolifesolutions.com
Email: Info@ergolifesolutions.com

Bio: Barb Phillips, MS OTD, OTR/L

Background: Barb Phillips, MS OTD, OTR/L is the founder and CEO of Ergo Life Solutions. She is a registered and licensed occupational therapist with over 30 years of experience working in hospital, community, government and academic settings. As an occupational therapist, her expertise lies in her keen ability to analyze how people interact in their work spaces, and modify the environment in order to maximize worker safety and productivity. Barb is an expert in the wide variety of ergonomic chairs and equipment on the market. She does not resell equipment and will consult with the office equipment supplier your company uses. She applies immediate improvements for worker comfort at little or no cost to the employer. Clients report an 87% improvement rate in *immediate comfort* after the first visit.

Education: Barb holds a Master's Degree from Columbia University in New York City, and a Doctorate Degree from the University of Southern California. Both degrees are in occupational therapy. She regularly participates in continuing education training in the areas of ergonomics, workplace wellness and women's health. She holds an Ergonomic Hazards certificate from the Occupational Safety and Health Association (OSHA) and completed a 25-hour ergonomics training course through Roy Matheson and Associates. She participated in ergonomics training courses offered by Cornell University and the Occupational Therapy Association of California (OTAC). She also holds a certificate in Personal and Executive Coaching from the College of Executive Coaching, in Ventura California. Barb holds a 200-hour yoga teacher certificate and is also a Reiki practitioner.

Skills: As an occupational therapist, she is trained in analyzing the activities that people engage in throughout their day. She is an expert in the areas of evaluation and recommendations of environmental and behavioral changes that support healthy lifestyles. Her success rate is very high due to her training as an occupational therapist, her experience and her communication skills. Other areas of expertise include program development, worksite wellness and injury prevention, writing and managing contracts, policy and procedure development and implementation, teaching and training programs, supervision and management as well as personal and executive coaching. Her experience includes presenting at national and international professional conferences with large audiences, as well as teaching in the classroom setting. Barb possesses excellent interpersonal skills including written and verbal communication, and people find it very easy to talk to her.



Briotix Health is the leading provider of workforce performance optimization solutions, combining ergonomics, injury and disability prevention, physical rehabilitation, performance optimization, and Return-to-Work/Stay-at-Work services and technology. Briotix Health transforms organizational productivity by unlocking the potential of our clients' workforce. Briotix' clients enjoy a powerful, competitive advantages that is enabled through the intelligent application of science in the physical, cognitive, and organizational disciplines.

Briotix Health clients include many Fortune 500 companies and their global operations and a significant number of the largest insurers and their proxies. Based in the United States, the company serves clients throughout the United States and in more than 60 countries. Briotix Health has grown through the nurturing of close relationships with clients that stand the test of time.

A Sampling of Our Clients





Standard Onsite Risk Assessment

- Our onsite risk assessment represents the core competency of Briotix Health that has permitted us to stand out from the field since 1997. Briotix Health has become a recognized leader for onsite evaluation services. The ErgoMED Evaluation consists of the basic elements that the market has grown to accept as a typical ergonomic intervention.

Highlights of On-Site Assessments:

- Review of employee desk set-up & conduct a risk assessment and early symptom screen.
- On the spot changes such as adjusting equipment and providing education on neutral postures, position change, and equipment placement, so as to improve employee biomechanics, comfort, and understanding.
- Identification of tools, equipment, and space modifications necessary for further improvement.
- Comprehensive documentation and ordering instructions.
- Interventions utilize best practices, mortification interviewing, and behavioral health methodologies.
- Documented with photographs, if permitted, at your site.
- Certified ergonomists
- Briotix Health conducts in-house QA audits of reports
- Itemized list of recommendations for easy comparisons to market rates for ergo equipment.
- In house technical advisory panel reviews evaluation procedures and recommendations to identify and integrate current “best practices” with all ergonomic risk assessment techniques and abatement strategies.

“SWEEP” Style Evaluations

- These are onsite 20-minute brief visits often suited for larger employee populations, such as during moves/renovations or during wellness initiatives. Many clients combine these with lunch & learn seminars. Includes are handwritten documentation and spreadsheets of equipment recommendations, if needed. Or, we can simply work with what you have!

Virtual Assessments

- These are the quickest and the most economical means of connecting with our certified ergonomists. Briotix Health is the world-wide leader in virtual ergonomic interventions. Our proven methodologies and virtual intervention approach returns long-lasting outcomes.

Highlights of Virtual Assessments:

- Review of employee desk set-up & conduct a risk assessment and early symptom screen.
- Via 30-minute web meetings, review of the employee’s risk assessment & desk set-up.
- Provide directions on adjustments to improve employee biomechanics and comfort.
- Identify tools, equipment, and space modifications necessary for further improvement.
- Produce comprehensive documentation and ordering instructions.



Trainings

Briotix Health reinforces ergonomic principals through comprehensive educational units. Trainings range from one-hour “lunch & learn” in servicing to hands-on learning. Briotix Health trainings include programs for all levels of employment, focusing on the importance of injury prevention in the workplace both from economic and employee well-being perspectives. Briotix Health educates employees on the importance of self-awareness, early intervention and taking responsibility for preventing work-related musculoskeletal disorders. We utilize the Watch-Do-Teach method, which incorporates active participation in the training. Research has shown that this method produces sustainable results and optimal integration of training concepts into practice.

All training programs used have been developed by Briotix Health. These programs contain leading research and proprietary content. Briotix Health has invested significant resources in developing a delivery method for the training that will ensure participants are engaged, empowered, and will be confident in their ability to apply the content to their work and home practices.

While we are confident that our training programs are second-to-none in the injury prevention and wellness industry, we will invest the necessary resources to customize all content and deliver processes to ensure that the programs are appropriate for your personnel. All attendees will recognize that the programs being delivered represent your organization’s motivation to invest in their health and safety.

Lunch and Learns

Briotix Health provides one-hour delivery of ergonomic course content for employee populations. These PowerPoint trainings are designed to provide a spring board effect that instills personal accountability relative to meaningful safety and wellness change. Courses are typically provided at the client location within conference & lunch rooms. The one-hour format allows for easy assimilation of specific topics. Handouts are provided.

- **Ergo 101/General Ergonomics for Office:**

Ergonomic risk such as duration/sustained postures, repetition, and awkward postures account for employee discomfort, injury, and claims. It’s critical that workers, involved in computer work, learn how to affectively arrange their work space, adapt their postures, and incorporate movement into their day. In this comprehensive “lunch & learn,” employees uncover the ergonomic red flags present in work environments and understand how to eliminate or reduce exposures.

- What is ergonomics?
- What are the ergonomic risk factors in work places?
- Ergonomic do’s and don'ts
- How to set up an ergonomic workstation
- How to adjust your chair
- Importance of position change & movement
- The Stand 30 Challenge
- Questions and answers
- Handout Review (desk set-up, stretching, and stand 30 challenge)



- **Signs and Symptoms of Musculoskeletal Disorders**
- **Common Work Injuries**
- **Stretch & Flex (Stretching & Strengthening):**
 - Approximately 70% of the American workforce sits on the job. Even perfect posture, if it is sustained, isn't health! Many sprains and strains result from mechanical stress applied to shortened, non-flexible, and and/ or weakened connective tissues and muscle tendons, during both normal and unexpected movements of the body, when working in non-neutral postures. Find out why it is important to provide movement and blood flow to the body and how to eliminate the aches and pains associated with a typical work day. Prevention Specialists will demonstrate the hows and whys of proper stretching and strengthening exercises. In this interactive seminar participants will be lead through a series of easy-to-learn stretching and strengthening exercises for the upper and lower back, neck wrists, forearms, shoulders, and legs.
- **Manual Material Handling/Safe Lifting Practices:**
 - Realizing that materials handling is one of the most dangerous job tasks, and that injuries sustained while lifting can become one of the most costly for organizations, it is imperative that employees involved in lifting tasks be routinely trained on proper techniques. In this "lunch & learn" employees learn how to identify potentially hazardous lifts, plan for lifting tasks, and use proper lifting techniques.
- **Lab Ergonomics**

Obstacle Course

The Obstacle Course is a one-hour training program that leverages social interactivity and the per dynamic, to emphasize and training proper biomechanics, safe behaviors and problem solving during regular job activities. Utilizing the concept of "tribal knowledge," the session will also integrate elements of team building, problem solving and training to help ensure that a social support system is established to reinforce proper techniques and safety while working. Tribal Knowledge is experience that employees have developed to solve programs. In many cases, this knowledge is tested and proven, though it has not been shared across the broader population. The employees will also receive job coaching from the Ergonomist during this process. The end result will be tested best practices that measure risk reduction, efficiency improvement, documents feedback from employees and managers. We recommend groups of no more than 10 participants to ensure effective engagement and participation. Briotix Health will observe the initial obstacle course(s) to guide the activity and offer support and feedback.

Manager Training

Training mangers forms a basis for the internal sustainability of an ergonomics program, as managers and supervisors assume ownership of employee safe work practices. Trainings ensure ergonomic fluency and an eye for unsafe work habits and reinforces that process and procedures in place as well as the organizations long-term commitment to best ergonomic practices.

This session for managers and supervisors clarifies their responsibility in intervening in the multitude of factors which contribute to the mental and physical health of employees. Trainings are presented in half-day and full-day units.

- Injury prevention for managers (how to minimize and reduce injuries in employees)
- Post-Injury manager communication (management of ergonomic injuries)



Train the Evaluator

This dynamic 16-hour course offers highly effective ergonomic assessment and intervention processes derived from applied best practices. Briotix Health's approach is unique, as it integrates the essential elements of clinical, engineering, behavioral, and wellness methodologies that are essential for a comprehensive approach to reducing injuries and improving productivity. Each attendee will learn how to immediately apply these effective strategies to successfully prevent, manage, and reduce work and lifestyle related musculoskeletal disorders (MSDs) and disabling injuries. This course focuses on developing the attendee's knowledge of work physiology, causes of MSDs, methods of ergonomic problem solving and effective ergo-behavioral and wellness solutions for office or industrial work environments. Attendees will not just learn how to apply this information through their organization but will also be able to confidently explain and demonstrate the information to their colleagues.

Upon course completion, attendees will have the knowledge and tools to maintain and manage a comprehensive ergonomics program and help the organization prevent MSDs, reduce workers' compensation claims, improve employee morale and productivity.

Who Should Attend the Course

This course was designed for individuals with no ergonomic experience, as well as those with many years of ergonomic experience. Anyone who is interested in being involved in the organization's injury prevention efforts will find the course useful. In addition to assisting the organization with reducing costs and increasing profits, the certification approach for this course will help each attendee develop specific skills that can be used in other areas of their professional career. These skills include effective communication, coaching techniques, problem solving strategies, and leadership techniques. Many of our clients who attended this course, found that their involvement with their organization's ergonomic program provided confidence that they could apply to their professional development and career track.

Certification

In order to receive the certification designation, each attendee, upon completion of the course, must be able to successfully pass an examination, and demonstrate competence in conducting office ergonomic assessments.

- Final Examination

This is an open-book, multiple choice examination using the course manual. This examination is administered to test the student's knowledge of the key points address in the course. Upon receipt of examination, the attend is required to complete and return it to Briotix Health within 2 weeks. A passing score of 80% is required.

- Ergonomic Assessments

Each attendee will be asked to complete 3 office ergonomic assessments and 3 laboratory assessments. The office ergonomic assessment form provided during the course must be used for all office ergonomic assessments. Before and after photographs are required that clearly shows problems and interventions. The attendee will send the completed assessments to Briotix Health. If the reports reveal satisfactory competence and understanding of key concepts, the reports will be accepted as sufficient for certification.



Price Card

EVALUATION TYPE	PRICE (USD)	PRICE (USD)
Single On-Site Ergo Eval	499	499
Double On-Site Ergo Eval	699	349.50/ea
Triple On-Site Ergo Eval	899	299.66/ea
Quadruple On-Site Ergo Eval	1099	274.75/ea
Day Rate Ergo Eval	1299	259.80/ea (max of 5/day)
Virtual Assessments	229	229/ea
Sweep Evals: Half Day & Full Day 3 people per hour (20 min)	1099 1699	Half Day 4 hours (12 people) Full Day 7 hours (21 people)
Lunch & Learn Trainings	500	500
Obstacle Course	600	600
Manager Training (Half Day) Manager Training (Full Day)	950 1899	950 1899
Train The Trainer (Two Day)	1899/day	3798 Two Day Course *35/per person training materials *649/per person certification
Consulting/Ergonomist	169/hour	169
Technical Consulting	195/hour	195

Travel -\$95/hour if outside of a one-hour travel radius required (30 miles each direction). Fee based on MapQuest estimation.

Your Project Proposal

Based on the specifications that we have discussed, we propose the following services and associated pricing. Please contact me if you have any questions. If you agree to proceed as outlined, please sign below in the “Terms & Conditions” section to commence project planning.

Terms and Conditions

100% payment is due upon completion of services and a net 30 invoice will be sent via email. To avoid charges 24-hour cancellation notice required for all onsite services. By signing below, the Client acknowledges that it has received and read a copy of the estimate and agrees to these terms and conditions. Thank you for the opportunity to submit this bid. We look forward to working with you. Briotix, Inc.



Top 10 Questions

- **Do you have an ergonomist in my city? How close is the ergonomist to my location?**
Briotix Health has ergonomists in most major US cities, Canada and Globally. Our large nationwide presence of approximately 200 prevention specialists & ergonomists allows us to mobilize quickly to meet requests.
- **What can I do for telecommuters, large numbers of employees or when travel to a distant offices or satellite facilities is difficult?**
Briotix Health offers the ability to launch eLearning software and online risk assessments to reach larger groups of workers, telecommuters and satellite offices. This can be enhanced with our over-the-phone Virtual Assessments, easy & economical!
- **What is the Background of the ergonomists?**
Providers are all certified in ergonomics. Many come from backgrounds such as physical therapy or occupational therapy. Others are athletic trainers, exercise physiologists or kinesiologists. All are dedicated ergo coaches who enjoy working with clients to problem solve work challenges.
- **What will happen during the ergonomic evaluation process?**
Briotix Health ergonomists work 1:1 with employees to problem solve their work challenges. We spend about 45 minutes on site listening, making on the spot changes and educating on equipment placement, neutral postures, and injury reduction behaviors. Photographs are taken and provided in the written report.
- **Does Briotix Health sell and install ergonomic equipment?**
We do not sell equipment, which allows our team to remain objective in our process. We can work with your existing line of equipment and furniture, work with you to establish an ergonomically sound corporate standard, and help you organize a system within your current framework, including best pricing. Our software system has a platform that allows for efficiencies in the procurement process.
- **How soon are you able to provide an ergonomic assessment?**
Once we receive a request for evaluation Briotix Health's team of Case Managers immediately begin to schedule evaluations, linking ergonomists with your preferred point of contact.
- **How soon will we get the report and what is included in the report?**
turned in within 2 days of the onsite visit. They are emailed to a client defined internal point of contact and will include: discomfort review, risk identified, "on the spot" changes made, and recommendations.
- **Do you do single evaluations?**
Yes we are able to honor single on site visits. Volume discounts are available and Virtual Assessments are also available at a lower price point.
- **Do you provide other services?**
Briotix Health is a full-service ergonomics company offering Enterprise Wide services: Lunch and Learns, Train the Trainer Programs, Onsite Physical Therapy Treatment, Technical Consulting, Staffing of Prevention Specialists. and Hospital based Safe Patient Handling/Early Mobility Programs.
- **How do you invoice and how can I pay by bill?**
Following service Briotix Health will send a Net 30 invoice. We accept checks and Visa, American Express and Master Card (5% processing fee for cc transactions).



Additional Services

- Program and Case Management: Manage as Little or as Much of your Program as You Like
- Cardin us Software: award winning eLearning and Risk Assessments
- Virtual Assessments: The fastest and most economical way to connect with an ergonomist
- In Depth Analysis & Reporting: Comprehensive Workers' Comp, Ergonomic & Task Analysis, Job Assessments
- Seating Feasibility Studies
- Sweep Style: Less reporting needed for the files & more evaluations in less time
- Lunch & Learns: Ergo 101, Deskercise, Material Handling
- Train The Trainers
- Health & Wellness Fair Participation
- Technical Support/Consulting Services
- Policy Development
- Onsite Physical Therapy
- Disability Accommodation Consulting / ADA
- Early Symptom Intervention & Job Coaching
- Wellness Coaching/Stretching and Conditioning for Work Programs
- Return to Work & Job Coaching Support
- BxChampion: www.bxchampion.org (Industrial Ergonomics: training, Risk Assessment & Coaching/support with certificates for Training completion)
- BxPro: Enterprise Office Ergonomics Programs
- BxEdge: Mapping A Plan & Building A Case for Ergonomics In Your Organization
- BxHealthcare: Safe Patient Handling & Early Patient Mobility Programs
- Worker's Comp Bundling of Services: Assessments, Installation & Follow-ups

We offer prevention and intervention solutions using proven science, best in class technology, and superior program management. This is a proven way to reduce costs and realize return on investment. Are you trying to provide consistency across locations, reach distant sites & off-site telecommuter populations?

Contact me to learn more.

ANNA GIANNAVOLA
Business Development
(West Coast/Metro Los Angeles)
P. 844.274.6849 x 112
E. Anna.Giannavola@Briotix.com

Signature of Representative

Date

Print Name

Both are excellent attorneys that SCE has retained in the past, and both law firms are certified diverse business enterprises by the CPUC's Clearinghouse. I received the hourly rates for the Ellen and Victor which are as follows:

Ellen Berman, Esq. (of EB Energy Law)

Hourly Rate: \$375/hour (this is a discount from her stated rate of \$400/hour)

Victor Fu, Esq. (of LKP Global Law)

Hourly Rate: \$500/hour (this is a discount from his stated rate of \$550/hour)

Given the above rates, I'd recommend that the SCJPC committee consider retaining **Ellen Berman**.

Her contact information is as follows:

Ellen Berman of EB Energy Law

Attorney Licensee Profile

Ellen Amber Berman #211641

License Status: Active

Address: EB Energy Law, Inc., 50 W Hillcrest Dr Ste 218, Thousand Oaks, CA 91360-7801

County: Ventura County

Phone Number: (626) 623-3938

Fax Number: Not Available

Email: ellen@ebenergylaw.com

Law School: UC Berkeley SOL; Berkeley CA

Let me know if you have any questions.

Gloria

Gloria M. Ing

Senior Attorney

Law Department

T. 626-302-1999

2244 Walnut Grove Avenue, Rosemead, CA 91770



Angela Pranata

From: Gerald Brown <Gerald.Brown@sce.com>
Sent: Friday, January 31, 2020 8:28 AM
To: Angela Pranata; 'Kathleen Allen'
Cc: Bryan Strong; Bob Sholler
Subject: FW: Law firm for SCJPC

Hi Angela,

Can you forward the recommended names to all the members?

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

From: Gloria Ing
Sent: Friday, January 24, 2020 6:52 PM
To: Gerald Brown <Gerald.Brown@sce.com>
Cc: Samuel Stonerock <Samuel.Stonerock@sce.com>; Bryan Strong <Bryan.Strong@sce.com>
Subject: FW: Law firm for SCJPC

Hi Wayne,

Angelica Morales Brody of Sacro & Walker is no longer available to be considered by the SCJPC, which leaves **Ellen Berman (of EB Energy Law)** and **Victor Fu (of LKP Global Law)**. Both are excellent attorneys that SCE has retained in the past, and both law firms are certified diverse business enterprises by the CPUC's Clearinghouse. I received the hourly rates for the Ellen and Victor which are as follows:

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Ellen Berman of EB Energy Law

Attorney Licensee Profile

Ellen Amber Berman #211641

License Status: Active

Address: EB Energy Law, Inc., 50 W Hillcrest Dr Ste 218, Thousand Oaks, CA 91360-7801

County: Ventura County

Phone Number: (626) 623-3938

Fax Number: Not Available

Email: ellen@ebenergylaw.com

Law School: UC Berkeley SOL; Berkeley CA

Let me know if you have any questions.

Gloria

Gloria M. Ing

Senior Attorney

Law Department

T. 626-302-1999

2244 Walnut Grove Avenue, Rosemead, CA 91770



NG1010-01-006 SUP2

	BILLING			CHECKING	
	CURRENT WAY	NEW PROPOSED WAY 2		CURRENT WAY	NEW PROPOSED WAY 2
Enter into Friend	0.50	0.50	Verify records against JPA	2.00	2.00
Pull cards	0.67	0.85	Grade and space	3.00	2.00
Verify records against JPA	1.42	0.55	Who's billing	4.00	2.00
Grade and space	2.59	0.42	Percent	3.00	2.00
Who's billing	6.18	0.63	Verify Billing	11.00	7.00
Percent	2.43	2.00	Log out of Excel	0.50	0.50
Second pages	3.19	3.00			
Billing	10.13	4.45			
Log out of Excel	0.50	0.50			
TOTAL TIME	27.60	12.90	TOTAL TIME	23.5	15.5

Time is in minutes

CURRENT WAY	NEW PROPOSED WAY 2	CURRENT WAY	NEW PROPOSED WAY 2	CURRENT WAY	NEW PROPOSED WAY 2
855	855	967	967	865	865
M BILL NG	M BILL NG	FTR BILL NG	FTR BILL NG	ATC BILL NG	ATC BILL NG
\$84	\$86	\$87	\$86	\$91	\$91
M GAINS \$2		FTR LOSES \$1		SAME	

CURRENT WAY	NEW PROPOSED WAY 2
866	866
LAC BILL NG	LAC BILL NG
\$93	\$91
LAC LOSES \$2	

	CURRENT WAY	NEW PROPOSED WAY 2	DIFFERENCE IN TIME
Billing	27.604	12.9	14.704
Checking	23.5	15.5	8
TOTAL	51.104	28.4	22.704

	CURRENT WAY COST	NEW PROPOSED WAY 2	DIFFERENCE IN TIME COST
Billing	\$ 20.01	\$ 9.35	\$ 10.66
Checking	\$ 17.04	\$ 11.24	\$ 5.80
TOTAL	\$ 37.05	\$ 20.59	\$ 16.46

Ms. Allen did the analysis; however, Biller III's rate was used.

NG1019-01-006 SUP2

CURRENT WAY

Rule: More to Less: Bill both purchase of interest and proposed by record

Rule: Less to More: Bill purchase of interest by proposed, penalty by record

Rule: Same: Bill purchase of interest by proposed, penalty by record

Billing Explanation:

POLE: 11915Y FTR POLE PRICES

Rule: Less to More: Bill purchase of interest by proposed, penalty by record

2) Proposed

M/FTR BILL NG 1/20 (4/5 PARTIES) SHARED COST:

ATC/LAC BILL NG 1/20 (4/5 PARTIES) SHARED COST + 1/6':

3) Record

M BILL NG 1/20 (4/5 PARTIES) SHARED COST * 50%:

FTR/ATC/LAC BILL NG 1/20 (4/5 PARTIES) + 1/12' * 50%:

POLE: 94098M M POLE PRICES

Rule: Same: Bill purchase of interest by proposed, penalty by record

2) Proposed

M/FTR BILL NG 1/20 (4/5 PARTIES) SHARED COST (- 1' FOR BUYING INTO SCZ):

ATC/LAC BILL NG 1/20 (4/5 PARTIES) SHARED COST + 1/6' (- 1' FOR BUYING INTO SCZ):

3) Record

M/ATC BILL NG 1/20 (4/5 PARTIES) SHARED COST (- 1' FOR BUYING INTO SCZ) * 50%:

FTR/ATC/LAC BILL NG 1/20 (4/5 PARTIES) + 1/12' (- 1' FOR BUYING INTO SCZ) * 50%:

Current Way

BILL NO. 3-20-855, 967, 865, 866

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 11/22/2019 In Field By Telephone

Date Completed DEC 05 2019 No. of Pages 1

J.P. Auth No NG1019-01-006-S02

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
M	RONALD SCHRAM		18.1D		
FTR	S Gana	SANTA MONICA	MCDONALD	LA	
ATC	Lynn Prescott	LOS ANGELES	M. MURRILLO	IRVINE	161630
LAC	Yvonne Johnson		18.1D		
NG	Aarize Dizon	SAN JOSE	J. SERRATO	SANTA CLARA	1007

BILL NO. 855

POLE NO.	Pole Length	Year Set	Pole Treat	Record					Proposed					Item No.	LOCATION AND NATURE OF WORK <small>If not in accordance with Joint Pole agreement and routine-state reasons.</small>	AMOUNT DUE		ACCOUNTING DIRECTIONS:	
				M	FTR	ATC	LAC	NG	M	FTR	ATC	LAC	NG			UTILITY M	UTILITY NG		
11915Y	3	40	36	FT/CL3	34-6	22' TN	22'	22'	(21-1)	34-6	20-2	21-1	21-1	21-1	1	NG TO PURCH SEC 4.1A & 4.4; NG TO ATT TO EXT CA SEC 14.1; NG TO UPDATE REC SEC 13.3	84	0	Less to More
		1"	ANC	S	6	1.27	1.24	1.24	25	7	2	.34	.33	.33	2	SUNSET BL S/S 125' E/O LAS CASAS AV	415	76	2 Prop 3 Rec FTR Prices
			ARM				(.50)	(.50)				.34	.33	.33	3				
															4	164e UPDATE REC: EXIST JOINT ARM BETWEEN ATC & LAC PER FIELD INSPECTIONS			
															5				
															6	NG TO PURCH 4.1A, 4.3A & 4.4; NG TO ATT TO EXT F-ARM SEC 14.1			— same
94098M	3	45	59	FT/CL3	38-7	25'	26'	25'	(25-1)	39-9	24-6	25-1	25-1	25-1	7	SUNSET BL S/S 10' E/O LAS CASAS AV	415	30	2 Prop 3 Rec
			ARM		7	3.34	1	3.33	.33	1		.33	.34	.33	8				
															9				M prices
															10				
															11				
															12				
															13				
															COL TOT		84		

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
 PACIFIC PALISADES
 COMMUNITY

FORM 48 SENT 9/12/2019

PAGE TOTAL _____

R

COSTS and BILLING DATE

BILL NO. 3-20-967,865,866

FINAL

BILLING CODES

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

J.P. AUTH. NO. NG1019-01-006 SUP2

BILL NO. <u>967</u>		BILL NO. <u>865</u>		BILL NO. <u>866</u>		BILL NO.		BILL NO.		ACCOUNTING DIRECTIONS:						
AMOUNT DUE		AMOUNT DUE		AMOUNT DUE		AMOUNT DUE		AMOUNT DUE								
BILL CODE	UTILITY	BILL CODE	UTILITY	BILL CODE	UTILITY	BILL CODE	UTILITY	BILL CODE	UTILITY							
	NG		FTR		ATC		LAC									
TOTAL AMT	0	TOTAL AMT	87	TOTAL AMT	0	TOTAL AMT	91	TOTAL AMT	0	TOTAL AMT	93	TOTAL AMT		TOTAL AMT		
AMOUNT		AMOUNT		AMOUNT		AMOUNT		AMOUNT		AMOUNT		AMOUNT		AMOUNT		
1.				1.				1.				1.				1.
2.		2	26	2.		2	29	2.		2	29	2.				2.
3.		3	14	3.		3	14	3.		3	14	3.				3.
4.				4.		2	free	4.		2	free	4.				4.
5.				5.				5.				5.				5.
6.				6.				6.				6.				6.
7.		2	30	7.		2	33	7.		2	33	7.				7.
8.		3	17	8.		3	15	8.		3	17	8.				8.
9.				9.		2	free	9.		2	free	9.				9.
10.				10.				10.				10.				10.
11.				11.				11.				11.				11.
12.				12.				12.				12.				12.
13.				13.				13.				13.				13.
COL			87	COL			91	COL			93	COL				COL
TOL				TOL				TOL				TOL				TOL

NG1019-01-006 SUP2

NEW PROPOSED WAY 2

Bill by Proposed Side of JPA only using current year prices 2019

Billing Explanation:

POLE: 11915Y

2) Proposed

M/FTR BILL NG 1/20 (4/5 PARTIES) SHARED COST:

ATC/LAC BILL NG 1/20 (4/5 PARTIES) SHARED COST + 1/6':

3) Proposed

M/FTR BILL NG 1/20 (4/5 PARTIES) SHARED COST * 50%:

ATC/LAC BILL NG 1/20 (4/5 PARTIES) SHARED COST + 1/6' * 50%:

POLE: 94098M

2) Proposed

M/FTR BILL NG 1/20 (4/5 PARTIES) SHARED COST (- 1' FOR BUYING INTO SCZ):

ATC/LAC BILL NG 1/20 (4/5 PARTIES) SHARED COST + 1/6' (- 1' FOR BUYING INTO SCZ):

3) Proposed

M/FTR BILL NG 1/20 (4/5 PARTIES) SHARED COST (- 1' FOR BUYING INTO SCZ) * 50%:

ATC/LAC BILL NG 1/20 (4/5 PARTIES) SHARED COST + 1/6' (- 1' FOR BUYING INTO SCZ) * 50%:

New Proposed Way 2

Bill By: Proposed Side only 2019

BILL NO. 3-20-855, 967, 865, 866

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 11/22/2019In Field By Telephone Date Completed DEC 05 2019**2019**No. of Pages 1Auth No NG1019-01-006-S02

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
M	RONALD SCHRAM		18.1D		
FTR	S Gana	SANTA MONICA	MCDONALD	LA	
ATC	Lynn Prescott	LOS ANGELES	M. MURRILLO	IRVINE	161630
LAC	Yvonne Johnson		18.1D		
NG	Aarize Dizon	SAN JOSE	J. SERRATO	SANTA CLARA	1007

BILL NO. 855

AMOUNT DUE

UTILITY	TOTAL AMT	UTILITY	TOTAL AMT
M	<u>86</u>	NG	<u>0</u>
AMOUNT		AMOUNT	

POLE NO.	Pole Length	Year Set	Pole Treat	F.ecord					Proposed					Item No.	LOCATION AND NATURE OF WORK <small>If not in accordance with Joint Pole agreement and routine-state reasons.</small>	BILL CODE	AMOUNT	ACCOUNTING DIRECTIONS:	
				Class	M	FTR	ATC	LAC	NG	M	FTR	ATC	LAC						NG
					L	C	C	C	C						1				
11915Y <u>3</u>	40	36	FT / CL3	34 - 6	22' TN	22'	22'	(21-1)							2	<u>26</u>			
	1"	ANC	S		.50		.50								3	<u>13</u>		FTR PRICES	
		ARM			(.50)	(.50)								164e	4				
															5				
				L	C	C	C	C							6				
94098M <u>3</u>	45	59	FT / CL3	38 - 7	25'	26'	25'	(25-1)							7	<u>31</u>			
		ARM			.50	.50								164e	8	<u>16</u>		M prices	
															9				
															10				
															11				
															12				
															13				
																COL TOT	<u>86</u>		

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
 PACIFIC PALISADES
 COMMUNITY

FORM 48 SENT 9/12/2019

PAGE TOTAL

COSTS and BILLING DATE

FINAL

BILLING CODES

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

BILL NO. 3-20-967,865,866

J.P. AUTH. NO. NG1019-01-006 SUP2

BILL NO. 967		BILL NO. 865		BILL NO. 866		BILL NO.		BILL NO.		ACCOUNTING DIRECTIONS:
AMOUNT DUE		AMOUNT DUE		AMOUNT DUE		AMOUNT DUE		AMOUNT DUE		
BILL CODE	UTILITY NG	BILL CODE	UTILITY FTR	BILL CODE	UTILITY NG	BILL CODE	UTILITY ATC	BILL CODE	UTILITY LAC	
TOTAL AMT	TOTAL AMT	TOTAL AMT	TOTAL AMT	TOTAL AMT	TOTAL AMT	TOTAL AMT	TOTAL AMT	TOTAL AMT	TOTAL AMT	
AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	
1.				1.				1.		1.
2.		23	26	2.		23	29	2.		2.
3.			13	3.			15	3.		3.
4.				4.		2	free	4.		4.
5.				5.				5.		5.
6.				6.				6.		6.
7.		23	31	7.		23	31	7.		7.
8.			16	8.		2	free	8.		8.
9.				9.				9.		9.
10.				10.				10.		10.
11.				11.				11.		11.
12.				12.				12.		12.
13.				13.				13.		13.
COL TOL			86	COL TOL			91	COL TOL		

NG455327-13-16

BILLING		CHECKING	
CURRENT WAY	NEW PROPOSED WAY 2	CURRENT WAY	NEW PROPOSED WAY 2
Enter into Friend	0.50	0.50	Verify records against JPA
Pull cards	0.167	0.167	Grade and space
Verify records against JPA	1.00	1.00	Who's billing
Grade and space	31.67	1.32	Percent
Who's billing	30.58	1.45	Verify Billing
Percent	6.00	3.00	Log out of Excel
Second pages	8.00	2.00	
Billing	13.000	11.00	
Log out of Excel	0.50	0.50	
TOTAL TIME	91.42	20.94	TOTAL TIME 32.00 10.00

Time is in minutes

CURRENT WAY	NEW PROPOSED WAY 2	CURRENT WAY	NEW PROPOSED WAY 2	CURRENT WAY	NEW PROPOSED WAY 2
608	608	832	832	643	643
E BILL NXT	E BILL NXT	ATS BILL NXT	ATS BILL NXT	H BILL NXT	H BILL NXT
\$149	\$140	\$149	\$176	\$190	\$140
E LOSES \$9		ATS GAINS \$27		H LOSES \$50	

CURRENT WAY	NEW PROPOSED WAY 2	CURRENT WAY	NEW PROPOSED WAY 2	CURRENT WAY	NEW PROPOSED WAY 2
615	615	872	872	854	854
E BILL NG	E BILL NG	ATS BILL NG	ATS BILL NG	H BILL NG	H BILL NG
\$92	\$100	\$92	\$100	\$92	\$100
E GAINS \$8		ATS GAINS \$8		H GAINS \$8	

Billing
Checking
TOTAL

CURRENT WAY	NEW PROPOSED WAY 2	DIFFERENCE IN TIME
91.42	20.94	70.48
32.00	10.00	22.00
123.42	30.94	92.48

Biller Level III 725

	CURRENT WAY COST	NEW PROPOSED WAY 2	DIFFERENCE IN TIME COST
Billing	\$ 66.28	\$ 15.18	\$ 51.10
Checking	\$ 23.20	\$ 7.25	\$ 15.95
TOTAL	\$ 89.48	\$ 22.43	\$ 67.05

Ms. Allen did the analysis; however, Biller III's rate was used.

NG455327-13-16

CURRENT WAY

Rule: More to Less: Bill both purchase of interest and proposed by record

Rule: Less to More: Bill purchase of interest by proposed, penalty by record

Rule: Same: Bill purchase of interest by proposed, penalty by record

Billing Explanation:

POLE: 4051183E

NXT 4.1A

Rule: More to Less: Bill purchase of interest and penalty by record

2) Record

E/ATS BILL NXT 1/12 (3/4 PARTIES) SHARED COST:

H BILL NXT 1/12 (3/4 PARTIES) SHARED COST + 1/2':

3) Record

E/ATS BILL NXT 1/12 (3/4 PARTIES) SHARED COST * 50%:

H BILL NXT 1/12 (3/4 PARTIES) SHARED COST + 1/2' * 50% :

NG 4.4

2) Proposed

E/ATS/H BILL NG 1/15 (3/5 PARTIES) SHARED COST + 1/15':

POLE: 1069202E

NXT 4.1A

Rule: Less to More: Bill purchase of interest by proposed, penalty by record

2) Proposed

E/ATS BILL NXT 1/15 (3/5 PARTIES) SHARED COST:

H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1':

3) Record

E/ATS BILL NXT 1/12 (3/4 PARTIES) SHARED COST * 50%:

H BILL NXT 1/12 (3/4 PARTIES) SHARED COST + 1/2' * 50%:

NG 4.3

2) Proposed

E/ATS/H BILL NG 1/15 (3/5 PARTIES) SHARED COST + 1/3' (- 1' FOR BUYING INTO SCZ):

Current Way

FINAL

AUTHORIZATION FOR JOINT POLE TRANSACTION

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

BILL NO. _____
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 11/26/2018 In Field _____ By Telephone _____ Date DEC 07 2018 No. of Pages 1 J.P. _____
Date Sent 11/27/2018 Confirming Agreement _____ Completed _____ Auth No NG455327-13-16

COSTS and BILLING DATA

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

BILL NO. 608

UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE	APPROVED	TAXING INSTRUCTIONS	ACCOUNTING DATA
ATS	Dan Garden	LOS ANGELES	18.1D TIMED OUT		
E	KATRINA ROMO	MONTEBELLO	M.WAZEWSKI	MONTEREY PARK	700092/409005224
HLA	D Morris	LOS ANGELES	18.1D TIMED OUT		
NXT	Lynn Prescott	LOS ANGELES	18.1D TIMED OUT		
NG	Linda Curtis	SAN JOSE	E. CARRION	SANTA CLARA	NG455327/TMO 6519-1828

AMOUNT DUE	
UTILITY	UTILITY
<u>E</u>	<u>NXT</u>
TOTAL AMT <u>149</u>	TOTAL AMT <u>0</u>
AMOUNT	AMOUNT

POLE NO.	Pole Length	Year Set	Pole Treat	Record				Proposed				Item No.	LOCATION AND NATURE OF WORK <small>If not in accordance with Joint Pole agreement and routine-state reasons.</small>	BILL CODE	TOTAL AMT	BILL CODE	TOTAL AMT	
				Class	ATS	E	HLA	NXT	ATS	E	HLA							NXT
4051183E	50	88	FT / CL4	23 - 1	43 - 12	25 - 7	(22 - 1)	22 - 1	43 - 12	25 - 3	22 - 1	22 - 1	3/5	1	53			
			ARM	.33	.34	.33		.25	.25	.25		.25	164e	4				
														5				
1069202E	50	55	FT / CL3	26 - 1	43 - 11	24 - 6	(24 - 1)	25 - 1	43 - 12	23 - 5	24 - 1	26 - 1	3/5	7	42			
														8				
														9				
														10				
														11				
														12				
														13				

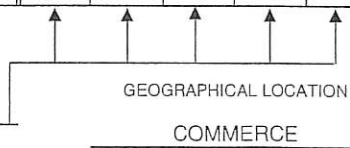
ACCOUNTING DIRECTIONS:

NXT 4.1
MORE TO LESS
2 REC 3/4
3 REC 3/4
2) E/ATS - NXT 3/4
H - NXT 3/4 + 1/2
NG 4.1
2 PROPOSED
E/ATS/H - NG 3/5 + 1/5
1/5 + 1/5 + 1/5 = 3/5 = 1/5
.20

NXT 4.1
LESS TO MORE
2 PROP 3/5
3 REC 3/4
6 SCZ
6 SCZ
PROP 2 E/ATS - NXT 3/5
H - NXT 3/5 + 1/5
REC 3 E/ATS - NXT 3/4
H - NXT 3/4 + 1/2
NG 4.3
2 PROP
5 E/ATS/H - NG 3/5 + 1/5

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

Show quantity of items to be billed in the Column of Party to be Paid.



COL TOT 149

COSTS and BILLING DATE

BILL NO. 2-20-832,643,615,872,854

FINAL

BILLING CODES

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

J.P. AUTH. NO. NG7455327-13-16

BILL NO. 832

AMOUNT DUE			
BILL CODE	UTILITY NXT	BILL CODE	UTILITY ATS
TOTAL AMT		TOTAL AMT	
AMOUNT		AMOUNT	
0		149	

1.			
2.		2 3	53 27
3.			
4.			
5.			
6.			
7.		2 3	42 27
8.			
9.			
10.			
11.			
12.			
13.			
COL TOL			149

BILL NO. 643

AMOUNT DUE			
BILL CODE	UTILITY NXT	BILL CODE	UTILITY H
TOTAL AMT		TOTAL AMT	
AMOUNT		AMOUNT	
0		190	

1.			
2.		2 3	63 32
3.			
4.			
5.			
6.			
7.		2 3	63 32
8.			
9.			
10.			
11.			
12.			
13.			
COL TOL			190

BILL NO. 615

AMOUNT DUE			
BILL CODE	UTILITY E	BILL CODE	UTILITY NG
TOTAL AMT		TOTAL AMT	
AMOUNT		AMOUNT	
92		0	

1.			
2.	2	44	
3.			
4.	2	tree	
5.			
6.			
7.	2	48	
8.			
9.			
10.			
11.			
12.			
13.			
COL TOL		92	

BILL NO. 872

AMOUNT DUE			
BILL CODE	UTILITY NG	BILL CODE	UTILITY ATS
TOTAL AMT		TOTAL AMT	
AMOUNT		AMOUNT	
0		92	

1.			
2.		2	44
3.			
4.		2	tree
5.			
6.			
7.		2	48
8.			
9.			
10.			
11.			
12.			
13.			
COL TOL			92

BILL NO. 854

AMOUNT DUE			
BILL CODE	UTILITY NG	BILL CODE	UTILITY H
TOTAL AMT		TOTAL AMT	
AMOUNT		AMOUNT	
0		92	

1.			
2.		2	44
3.			
4.		2	tree
5.			
6.			
7.		2	48
8.			
9.			
10.			
11.			
12.			
13.			
COL TOL			92

ACCOUNTING DIRECTIONS:

NG455327-13-16

NEW PROPOSED WAY 2

Bill by Proposed Side of JPA only using current year prices 2019

Billing Explanation:

POLE: 4051183E

NXT 4.1A

2) Proposed

E/ATS/H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1/15':

3) Proposed

E/ATS/H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1/15' * 50%:

NG 4.4

2) Proposed

E/ATS/H BILL NG 1/15 (3/5 PARTIES) SHARED COST + 1/15':

POLE: 1069202E

NXT 4.1A

2) Proposed

E/ATS BILL NXT 1/15 (3/5 PARTIES) SHARED COST:

H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1':

3) Proposed

E/ATS BILL NXT 1/15 (3/5 PARTIES) SHARED COST * 50%:

H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1' * 50%:

NG 4.3

2) Proposed

E/ATS/H BILL NG 1/15 (3/5 PARTIES) SHARED COST + 1/3' (- 1' FOR BUYING INTO SCZ):

New Proposed Way 2

BILL NO. 2-20-615, 872, 854, 608, 832
 PAGE NO. 1 643

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.

Date Prepared 11/26/2018 In Field By Telephone Date DEC 07 2018 **2019** J.P. No. of Pages 1 Completed 1 Auth No NG455327-13-16

COSTS and BILLING DATA

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

**Bill by: A.I
 Proposed Side
 of JPA.
 2019 Cost.**

UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE	APPROVED	TAXING INSTRUCTIONS	ACCOUNTING DATA
ATS	Dan Garden	LOS ANGELES	18.1D TIMED OUT		
E	KATRINA ROMO	MONTEBELLO	M.WAZEWSKI	MONTEREY PARK	700092/409005224
HLA	D Morris	LOS ANGELES	18.1D TIMED OUT		
NXT	Lynn Prescott	LOS ANGELES	18.1D TIMED OUT		
NG	Linda Curtis	SAN JOSE	E. CARRION	SANTA CLARA	NG455327/TMO 6519-1828

BILL NO. 615

AMOUNT DUE	
UTILITY <u>E</u>	UTILITY <u>NG</u>
TOTAL AMT	TOTAL AMT
<u>100</u>	<u>0</u>
AMOUNT	AMOUNT

POLE NO.	Pole Length	Year Sat	Pole Treat Class	Record				Proposed					Item No.	LOCATION AND NATURE OF WORK If not in accordance with Joint Pole agreement and routine-state reasons.	BILL CODE	AMOUNT	BILL CODE	AMOUNT	ACCOUNTING DIRECTIONS:
				ATS	E	HLA	NXT	ATS	E	HLA	NXT	NG							
				C	L	C	C	C	12KV	C	C	C	NG to purchase sec 4.4, share arm sec 14.1, NXT to purchase sec 4.1A	1					
4051183E	50	88	FT / CL4	23 - 1	43 - 12 23 - 1	25 - 7	(22 - 1)	22 - 1	43 - 12 22 - 1	25 - 3 22 - 4	22 - 1	22 - 1	WHITTER BL A/N S/S 26' E/O HARDING AV	2	2	48			
					TN 23			.20	TN 22	12.20	6.20	.30	.30	19	3				
			ARM	.33	.34	.33		.25	.25	.25		.25	164e Edison & ATS & HLA to assign NG free interest in existing arm	4	2	FREE			
														5					
				C	L	C	C	C	12KV	C	C	C	NG to purchase sec 4.3, NXT to purchase sec 4.1 A	6					
1069202E	50	55	FT / CL3	26 - 1	43 - 11 25 - 1	24 - 6 TN 24	(24 - 1)	25 - 1	43 - 12	23 - 5 TN 23	24 - 1	26 - 1	WHITTER BL A/N S/S 135' E/O HARDING AV	7		52			
					TN 25									8					
														9					
														10					
														11					
														12					
														13					

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

ANCHOR/ARM LEGEND:
 SCZ = SAFETY CLEARANCE ZONE
 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

COMMERCE

FORM 48 SENT 10/12/2018

PAGE TOTAL

COL TOT 100



COSTS and BILLING DATE

BILL NO. 2-20-872,854,608,832,643

FINAL

BILLING CODES

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

J.P. AUTH. NO. NG45327-13-16

BILL NO. 872

AMOUNT DUE			
BILL CODE	UTILITY NG	BILL CODE	UTILITY ATS
	TOTAL AMT		TOTAL AMT
	0		100
	AMOUNT		AMOUNT

BILL NO. 854

AMOUNT DUE			
BILL CODE	UTILITY NG	BILL CODE	UTILITY H
	TOTAL AMT		TOTAL AMT
	0		100
	AMOUNT		AMOUNT

BILL NO. 608

AMOUNT DUE			
BILL CODE	UTILITY E	BILL CODE	UTILITY NXT
	TOTAL AMT		TOTAL AMT
	140		0
	AMOUNT		AMOUNT

BILL NO. 832

AMOUNT DUE			
BILL CODE	UTILITY NXT	BILL CODE	UTILITY ATS
	TOTAL AMT		TOTAL AMT
	0		176
	AMOUNT		AMOUNT

BILL NO. 643

AMOUNT DUE			
BILL CODE	UTILITY NXT	BILL CODE	UTILITY H
	TOTAL AMT		TOTAL AMT
	0		140
	AMOUNT		AMOUNT

ACCOUNTING DIRECTIONS:

1.			
2.		2	48
3.			
4.		2	FREE
5.			
6.			
7.		2	52
8.			
9.			
10.			
11.			
12.			
13.			
COL TOL			100

1.			
2.		2	48
3.			
4.		2	FREE
5.			
6.			
7.		2	52
8.			
9.			
10.			
11.			
12.			
13.			
COL TOL			100

1.			
2.	2	48	
3.	3	24	
4.			
5.			
6.			
7.	2	45	
8.	3	23	
9.			
10.			
11.			
12.			
13.			
COL TOL		140	

1.			
2.		2	48
3.		3	24
4.			
5.			
6.			
7.		2	69
8.		3	35
9.			
10.			
11.			
12.			
13.			
COL TOL			176

1.			
2.		2	48
3.		3	24
4.			
5.			
6.			
7.		2	45
8.		3	23
9.			
10.			
11.			
12.			
13.			
COL TOL			140

NG455327-13-16

Question from February 19, 2020 BPS meeting: Why is HLA losing \$50 for account 643?

Billing Explanation:

CURRENT WAY by Date Sent: 2018

Rule: More to Less: Bill both purchase of interest and proposed by record
 Rule: Less to More: Bill purchase of interest by proposed, penalty by record
 Rule: Same: Bill purchase of interest by proposed, penalty by record

NEW PROPOSED WAY 2

Bill by Proposed Side of JPA only using current year prices 2019

Account 643 HLA - NXT
 POLE: 4051183E
 NXT 4.1A

CW	
643	
NXT	HLA
0	190

NPW2	
643	
NXT	HLA
0	140

2) PURCHASE OF INTEREST			
CW	H BILL NXT 1/12 (3/4 PARTIES) SHARED COST + 1/2':	RECORD	63
NPW2	H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1/15':	PROPOSED	48
3) PENALTY			
CW	H BILL NXT 1/12 (3/4 PARTIES) SHARED COST + 1/2' * 50% :	RECORD	32
NPW2	H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1/15' * 50%:	PROPOSED	24

Account 643 HLA - NXT
 POLE: 1069202E
 NXT 4.1A

2) PURCHASE OF INTEREST			
CW	H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1':	PROPOSED	63
NPW2	H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1':	PROPOSED	45
3) PENALTY			
CW	H BILL NXT 1/12 (3/4 PARTIES) SHARED COST + 1/2' * 50%:	RECORD	32
NPW2	H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1' * 50%:	PROPOSED	23

Delinquent Accounts
As of 4/13/2020

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	August '19	September 30, 2019	\$ 1,114.36	20373	12/12/2019,1/7/2020,2/11/2020,3/10/20,4/13/20	Mail to Yvonne Johnson	GV/JT/KA	GV	11/12/2019
AT&T Mobility	September '19	October 31, 2019	\$ 847.90	20406	1/7/2020,2/11/2020,3/10/20,4/13/20	Mail to Yvonne Johnson	GV/JT/KA	GV	12/12/2019
AT&T Mobility	October '19	November 30, 2019	\$ 846.81	20439	2/11/2020,3/10/20,4/13/20	Mail to Yvonne Johnson	GV/JT/KA	GV	1/7/2020
AT&T Mobility	November '19	December 31, 2019	\$ 805.73	20472	3/10/2020,4/13/20	Mail to Yvonne Johnson	JT/KA	GV	2/11/2020
AT&T Mobility	December '19	January 31, 2019	\$ 802.60	20505	4/13/2020	E-Mail to Yvonne Johnson	KA	JT	3/10/2020
AT&T Mobility	January '20	February 29, 2020	\$ 1,018.05	20538				KA	4/13/2020
City of Burbank	December '19	January 31, 2019	\$ 896.74	20495	4/13/2020	Emailed Joint Pole	KA	JT	3/10/2020
City of Colton	November '19	December 31, 2019	\$ 767.81	20463	3/10/2020,4/13/20	Email aaagular@coltonca.gov, phingos@coltonca.gov, eavila@coltonca.gov	JT/KA	GV	2/11/2020
City of Colton	December '19	January 31, 2020	\$ 764.07	20496	4/13/2020	Email aaagular@coltonca.gov, phingos@coltonca.gov, eavila@coltonca.gov	KA		
City of Pasadena	November '19	December 31, 2019	\$ 891.65	20467	3/10/2020,4/13/20	Email & mail Joe Armstrong, Mail Lynn Prescott	JT/KA	GV	2/11/2020
City of Pasadena	January '20	February 29, 2020	\$ 1,126.61	20533				KA	4/13/2020
MCI Metro/ATS	December '19	January 31, 2020	\$ 902.10	20506	4/13/2020	Email Matt Bergine	KA	JT	3/10/2020
MCI Metro/ATS	January '20	February 29, 2020	\$ 1,141.77	20539				KA	4/13/2020
MCI Telecommunications	October '19	November 30, 2019	\$ 786.78	20441	2/11/2020,3/10/20,4/13/20	Email matt.bergine@verizon.com	GV/JT/KA	GV	1/7/2020
MCI Telecommunications	December '19	January 31, 2020	\$ 744.56	20507	4/13/2020	Email Matt Bergine	KA	JT	3/10/2020
MCI Telecommunications	January '20	February 29, 2020	\$ 945.88	20540				KA	4/13/2020
Mpower/ Telepacific Com.	October '19	November 30, 2019	\$ 762.56	20438	2/11/2020,3/10/20,4/13/20	Email telepacificextrak@teeco.com	GV/JT/KA	GV	1/7/2020
Mpower/ Telepacific Com.	November '19	December 31, 2019	\$ 725.57	20471	3/10/2020,4/13/20	Email telepacificextrak@teeco.com	JT/KA	GV	2/11/2020
Mpower/ Telepacific Com.	December '19	January 31, 2020	\$ 721.15	20504	4/13/2020	Email telepacificextrak@teeco.com	KA	JT	3/10/2020
Mpower/ Telepacific Com.	January '20	February 29, 2020	\$ 916.77	20537				KA	4/13/2020
Sprint-Nextel Corporation	May '19	June 30, 2019	\$ 694.83	20271	9/10/2019,10/8/2019,11/12/2019,12/12/2019,1/7/2020,2/11/2020,3/10/20,4/13/20	Mail to Lynn Prescott	GV/JT/KA	GV	8/13/2019
Sprint-Nextel Corporation	January '20	February 29, 2020	\$ 931.32	20535				KA	4/13/2020
Teleport Communications America, LLC	January '20	February 29, 2020	\$ 1,223.08	20525				KA	4/13/2020
Time Warner Cable -TWN	January '20	February 29, 2020	\$ 595.15	20548				KA	4/13/2020
Time Warner Cable -TWS	January '20	February 29, 2020	\$ 512.66	20547				KA	4/13/2020
Verizon Wireless	June '19	July 31, 2019	\$ 1,097.37	20293	10/8/2019,11/12/2019,12/12/2019,1/8/2020,2/11/2020,3/10/20,4/13/20	Email Lupe Hernandez and Marco Munilo	GV/JT/KA	GV	9/10/2019
Verizon Wireless	July '19	August 31, 2019	\$ 1,101.19	20326	10/8/2019,11/12/2019,12/12/2019,1/8/2020,2/11/2020,3/10/20,4/13/20	Email Lupe Hernandez and Marco Munilo	GV/JT/KA	GV	10/8/2019
Verizon Wireless	October '19	November 30, 2019	\$ 1,181.22	20425	2/11/2020,3/10/20,4/13/20	Email Lupe Hernandez and Marco Munilo	GV/JT/KA	GV	1/7/2020
Verizon Wireless	November '19	December 31, 2019	\$ 1,123.96	20458	2/11/2020,3/10/20,4/13/20	Email Lupe Hernandez and Marco Munilo	JT/KA	GV	2/11/2020
Verizon Wireless	December '19	January 31, 2020	\$ 1,125.49	20491	4/13/2020	Email Lupe Hernandez and Marco Munilo	KA	JT	3/10/2020
Verizon Wireless	January '20	February 29, 2020	\$ 1,419.51	20524				KA	4/13/2020
XO Comm.	December '19	January 31, 2020	\$ 770.41	20513	4/13/2020	Email Matt Bergine and Maria Ortiz	KA	JT	3/10/2020
XO Comm.	January '20	February 29, 2020	\$ 978.02	20546				KA	4/13/2020

\$30,283.68

TOTAL

\$30,283.68

Southern California Joint Pole Committee

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

May 20, 2020

A regular meeting of the **Operating Committee** took place on the above date, at 1:34 p.m., via teleconference:

Those in attendance were:

Mr. Bret Plaskey	Frontier Communications
Mr. Glenn Leckie	Frontier Communications
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
Ms. Camile Bowie	Southern California Edison
Ms. Tara Andrews	AT&T California
Ms. Kay Black	AT&T California
Mr. Todd Dailey	AT&T California
Mr. Ben Coffey	City of Banning
Ms. Ariel Dunning	City of Colton
Ms. Lynn Prescott	Verizon Wireless
Mr. Joe Serrato	Crown Castle NG West Inc.
Ms. Aarize Dizon	Crown Castle NG West Inc.
Ms. Maria Ortiz	XO Communication.
Ms. Lupe Hernandez	Teleport Communications America
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Yesenia Delgado	Time-Warner Cable
Ms. Linda McLean	Extenet Systems
Ms. Heidi Seropian	Extenet Systems
Ms. Shawn Henderson	T-Mobile USA
Mr. Pedro Garganera	MCI Telecommunications/MCI Metro/ATS
Ms. Yvonne Johnson	AT&T Mobility
Mr. Iman Yossi Torbati	City of Vernon
Mr. Nick Van Stryk	City of Vernon (Petrelli Electric)
Ms. Racheal Torres	Mobilitie, LLC
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Chairperson, Mr. Plaskey called the meeting to order at 1:34 p.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 2020 expense sheet**. 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 opened and explained she included two different tables for Member Board Attendance sheet this month. The first table, the percent is not adjusted and the second table the percent excludes March and April where the Members did not attend. Mr. Plaskey commented it was decided for members to have an excused absence for March and April; however, May was mandatory to attend. Ms. Pranata confirmed.

There were no further comments or questions.

The sixth item for discussion is **Billing Standardization of Procedures and Minutes**. Ms. Allen reported that all paper JPAs have been completed and the staff started billing JPAs on Excel files for 5/20 b/s. Instructions on the Electronic Process were emailed out to the staff and multiple training sessions were held. She added, the staff is checked on every three or four days to check work status and her and Ms. Pranata are constantly finding new ways to assist the billers increase productivity. Also reported, AT&T California requested their JPAs early, so the deadline has been moved two days earlier, the staff was instructed to notate in detail the errors on the Excel JPA log, so the notations are clear to the members, and procedures on pulling JPAs from current month's billing and correcting a JPA after it has been sent out of office was discussed.

There were no comments or questions.

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

COVID-19 Setup Update

Ms. Pranata opened and reported that currently two employees are working at the office and the rest are working from home. She emailed the Operating Committee explaining there is plenty of hand sanitizer placed around the office, Lysol and alcohol spray, and face masks have been distributed. She determined the staff working from home must have two monitors to work more efficiently. She added thinking ahead, the desks are set up ok for a return to the office once the Committee agrees; however, the cubicle in the front is being shared by two employees and one employee will have to move when that time comes. Mr. Plaskey stated that he thinks that the committee should follow State Guidelines and maintain continuity through the State mandates. He then inquired how the other members feel. The members agreed. Ms. Pranata inquired if that would be beginning of July. Mr. Plaskey was unsure and commented will have to wait for State Orders and play by ear. Ms. Pranata commented we can decide later the rearranging of the office space. Mr. Plaskey stated with the two employees working in the office now and if they maintain

CDC guidelines and social distancing, we are good. Once the state approves back to work and becomes business as usual, we will shift everything and perhaps clean the office. He added right now we will remain status quo until other orders are received by the Governor. He added once orders are received, we can start making plans. He then inquired how the members feel. The members agreed.

SCJPC Overtime Update (April B/S) & New Electronic Billing Process (May B/S)

Mr. Plaskey opened and stated that overtime was not approved due to testing the production of the staff going from billing on paper to billing electronically. He added that he spoke with Ms. Pranata late last week and was informed there was a decrease in volume due to a learning curve of the electronic process.

Ms. Pranata reiterated all paper JPAs are completed and the staff started billing on Excel. She explained the billing was started late because there was a lot of time spent at the beginning of May fixing files (JPAs) that were typed on older excel files. Pending the number of tabs or pages one to ten minutes were spent fixing the files, with an average of five minutes a file. She added over 1,000 files were received. She did create macros for frequently used formats to speed up the formatting; however, up to 40 different versions were received. She added it is hard to identify the different versions of excel files. For example, font size is not standard and ranges size throughout the file, text alignment is not consistent, and boxes are not merged. They are simple things but very time consuming to fix. For those finals typed on the older excel format Edison suggested that we bill on PDF files. We have a plan with Edison to start performing billing trials on PDF files. These PDF JPAs are only for the older JPAs that are previously typed. The trial will start end of next week because the staff is focus on the completion of May bill of sale currently. Ms. Pranata informed the committee that she is unsure the outcome since we do not have experience billing on PDF files, only excel files. Ms. Pranata then explained if the JPAs are typed on the most current final Excel file, which is currently on the website, processing time will be faster and there is no problem billing on those finals. Other than the formatting issues there were some delay on processing due to learning the new format. Instructions were distributed and everything is new the staff is being extra careful. They read the job aide and refer to instructions and procedures and follow so they do not make any mistakes. She added the speed may increase in June or July; however, there is not enough data to determine at this time. The staff has been billing for only two and a half weeks and they are to record their time spent on each task. Data is still being collected at this time. Therefore, we cannot determine the amount of electronic JPAs processed monthly. Staff meetings are held once or twice a week and we try to identify everyone's challenges. She added that her and Ms. Allen are constantly researching and figuring out ways to speed up the process. She added if processes are not working, we change it to make if beneficial for office and staff. We want the best and simplest way to do things. Once the staff memorizes the new steps and not have to refer to the job aide everything will be faster. She added two monitors is a must because they are referencing multiple documents at a time.

Ms. Pranata then reported for May b/s about 6,079 poles were processed and 671 poles were held over into June b/s. Those poles are all joint with AT&T California. Since their deadline was earlier, we were not able to process those poles.

Mr. Plaskey inquired how the members felt about holding off overtime for the month of June because the members do not know the volume they will get for the additional costs. He added that once they can see the production from the staff and what they are getting they will address at that time. The members agreed.

Billing Errors/Questions

There were no Billing Errors/Questions.

Item 1581: Pole Record Redesign (from Computer Ad Hoc) – (10/29/2019 per B. Plaskey)

Mr. Bacon opened and reported that he created a tracker and they will have to have a conference call with Mr. Atalla. He added there was no contract and only an RFP. There was no go live date which makes it difficult as well. They did speak to the lawyer and the lawyer stated to send him a certified letter, give him five business days to respond, let him know the Committee's expectations, times, and dates. Mr. Atalla did respond, and he got 20 out of the 27 items listed completed. Mr. Bacon then stated that under the Lawyers advisement and the ten-year relationship with Mr. Atalla, push him to completion opposed to letting him go. He added that only seven items are uncompleted on the priority list and a conference call will be scheduled bi-weekly for Mr. Atalla, to make him accountable, to report the percent finish on each segment on the tracker and to add an end date. Each segment has a priority level and percent completed column to fill in. Mr. Bacon requested for Ms. Pranata to schedule a conference call between Mr. Atalla, Mr. Plaskey, herself, and himself so they can present him the tracker and ask him to report in bi-weekly with a progress report. Mr. Bacon is still formatting a letter stating all this. He added Friend Pro was to be completed in 2016. He will continue to follow up with Mr. Atalla.

Ergonomic evaluation quotes (attached):

Ms. Pranata displayed the *Ergonomic Services Quotes Summary* on the screen. She explained the quotes are up to \$1,000 pending the type of service performed. Mr. Plaskey deferred to the other members since he has not had experience with ergonomic services personally and unaware what a good price would be. Mr. Brown commented theirs is done in house by SCE ergonomic team, so he is unaware of a good price as well. Mr. Plaskey inquired if they will come in and evaluate each employee and make suggestions on what is needed. He then inquired if they do not act on the recommendations then he assumes it is not good for the SCJPC. Ms. Pranata replied pending the type of evaluation requested. The less expensive type would be a mini evaluation and a brief report and will not have suggestions. It would be up to the committee what to do. A more comprehensive evaluation would include suggestions and it too would be up to the committee to purchase any items recommended. Ms. Mclean inquired if companies are required to do this. Mr. Brown replied at Edison they are required to do it. Mr. Bacon replied that LA DWP is required to have this performed as well. Ms. Pranata stated that the set up is better now not having paper JPAs. The staff does not have to constantly look up and down

to work. Mr. Plaskey inquired what are we getting for the amount spent per employee. Ms. Pranata displayed the details, that are also included in the packet, on the screen for review. Mr. Brown stated that Edison has a self-evaluation ergo flyer that Ms. Bowie can send Ms. Pranata. Then have the staff self-evaluate themselves. Ms. Pranata commented to please send it.

Mr. Plaskey then inquired if this should be tabled until next month to give the members time digest what the proposals are and what they include. Ms. Pranata stated that this can be tabled until the staff returns to work since they are still working from home. Mr. Brown commented that the staff should have it both at home and in the office. Mr. Plaskey commented that Mr. Brown is right, and the employer is still responsible no matter what the working condition is. He then inquired if this should be tabled for next month with this being an action item for the members to review the proposals and be discussed next month. The members agreed.

Select an attorney for SCJPC to handle CPUC requests

Mr. Plaskey stated this can be removed from the agenda since it was voted on earlier at the Administrative Board.

Study/analysis billing by proposed side of JPA (K.Allen). Billing by Proposed side of the JPA only – Moved from BPS 3/18/20

Mr. Plaskey inquired if this is on hold too due to the COVID-19. Ms. Allen explained this was discussed last month; however, it can be on hold for now because of the staff learning the electronic processing and billing. She did explain this was suggested by the staff to bill 4.1 multi party poles by proposed side of JPA only. Currently the staff bills using both the proposed side for purchase of interest and record side of JPA for penalty. She added no rules would be changed. All rules remain the same as now. The only difference is billing the penalty by proposed side of JPA only. A detailed explanation is included in the packet to show time and cost saved by billing by proposed side only.

Mr. Plaskey stated that this should be tabled for now and have the staff focus on billing. He inquired if the members agreed or disagreed. The members agreed.

Employee evaluation

The members reviewed the 2020 Staff Evaluation and Proposed Salary Action. The members proposed changes and approved the document.

MISC

There were no miscellaneous.

Review of Action Items:

- Remove the attorney bullet from agenda.

- Ergonomic evaluation has been tabled until next month.
- Study/analysis billing by proposed side of JPA is tabled until next month.

The meeting adjourned at 2:45 p.m. until June 17, 2020.

Ms. Kathleen Allen – Committee Transcriber

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

OPERATING EXPENSES		April 30, 2020			YTD Through April 30, 2020				Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	%	Budget
	Details								
<u>EMPLOYEE EXPENSE</u>									
Salaries		50,065	36,173.23	13,892	200,260	177,418.60	22,841	11%	600,779
Regular	35,475.73								
Contract Labor	697.50								
Insurance		6,921	6,551.75	369	27,684	23,139.19	4,545	16%	83,053
Health/Dental	6,551.75								
Life (quarterly)									
Payroll Taxes		4,256	2,604.01	1,652	17,022	13,281.00	3,741	22%	51,066
Workers Compensation		292	46.66	245	1,167	812.64	354	30%	3,500
Travel mileage reimbursement/ Miscellaneous expenses		125	10.11	115	500	282.43	218	44%	1,500
<u>PENSION EXPENSE</u>									
Contribution-SEP IRA		5,257	3,863.29	1,394	21,027	17,161.58	3,866	18%	63,082
<u>MONTHLY RECURRING</u>									
Rent		9,000	8,798.73	201	36,000	35,194.92	805	2%	108,000
Alarm System	Quarterly	50	-	50	200	149.97	50	25%	600
Telephone (Frontier+Jive)									
Plus Cell phones (new 04/2020)	Plus Cell phones for AP and KA	654	1,056.69	(403)	2,617	3,139.43	(523)	-20%	7,850
Cisco WebEx Plan		90	69.00	21	360	276.00	84	23%	1,080
Postage & Shipping		217	24.55	192	867	380.66	486	56%	2,600
Business/Property Insurance	Pro-Rated	167	-	167	667	930.88	(264)	-40%	2,000
Committee Meetings		333	-	333	1,333	648.17	685	51%	4,000
<u>EQUIPMENT & FURNITURE</u>									
Copy Machine - CBE		208	131.40	77	833	612.67	221	26%	2,500

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

OPERATING EXPENSES	Details	April 30, 2020			YTD Through April 30, 2020			%	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
NETWORK SYSTEM									
LAN Maintenance		1,083	1,560.00	(477)	4,333	4,260.00	73	2%	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		93	69.95	23	373	317.28	56	15%	1,120
Covid-19 email & network setup	ONE TIME SETUP FEE BY CBE	-	1,617.11	(1,617)	-	3,502.86	(3,503)	#DIV/0!	0
Computer (Supplies,Maintenance,Repair)	Portable Scanner and cables	167	392.35	(226)	667	592.82	74	11%	2,000
Covid-19 Computer Supplies		-	-	-	-	217.98	(218)	#DIV/0!	0
Off-Site Online Back-up		150	149.00	1	600	596.00	4	1%	1,800
PRINTING & SUPPLY									
Office Printing		233	36.37	197	933	657.77	276	30%	2,800
Office Supplies	Facemasks, hand sanitizers, thermometer, rubbing alcohol	175	586.83	(412)	700	887.03	(187)	-27%	2,100
CONTRACT SERVICES									
Auditor	Pro-Rated	808	-	808	3,233	-	3,233	100%	9,700
Attorney*	LABOR	542	270.00	272	2,167	270.00	1,897	88%	6,500
GENERAL EXPENSE									
Payroll Service Fees		117	93.00	24	467	354.00	113	24%	1,400
Bank fees/Checks printing	Pro-Rated	33	-	33	133	153.99	(21)	-15%	400
Publications/Subscriptions/Reference		17	-	17	67	-	67	100%	200
Seminars & Tuition		83	-	83	333	100.83	233	70%	1,000
Team Building	\$500 quarterly	167	-	167	667	500.00	167	25%	2,000
Member Retirement & celebration		108	-	108	433	-	433	100%	1,300
Scanning Project*	Ongoing project	833	-	833	3,333	3,589.40	(256)	-8%	10,000
Total Operating Expenses		83,419.12	65,279.03	18,140.09	333,676.50	294,128.10	39,804.46	12%	1,001,029

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

OPERATING EXPENSES	Details	April 30, 2020			YTD Through April 30, 2020			%	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT									
<u>COMPUTER SYSTEM</u>									
Software Purchase (& minor website mods)	PDF WRITER	250	135.00	115	1,000	2,135.00	(1,135)	-114%	3,000
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
Website Upgrade *		417	-	417	1,667	-	1,667	100%	5,000
Covid-19 software for laptops		-	-	-	-	2,768.90	(2,769)	#DIV/0!	0
<u>EQUIPMENT & FURNITURE</u>									
Purchases/Leases (including Copy Machine)		575	424.86	150	2,300	2,712.31	(412)	-18%	6,900
Hardware Purchase		117	-	117	467	1,021.52	(555)	-119%	1,400
Covid-19 Laptops		-	-	-	-	9,854.90	(9,855)	#DIV/0!	0
<u>LONG TERM LIABILITY CURRENT</u>									
Total Capital Investments & Long Term Liabilities Current		5,045.83	559.86	4,485.97	20,183.33	28,992.63	(8,809.30)	-44%	60,550
Interest Earned/Misc Income		(0.07)	(0.07)		(0.30)	(0.30)			
		88,464.89	65,838.82	22,626.07	353,859.53	323,120.43	30,995.17	9%	1,061,579
Total Covid-19 Expenses			1,617.11						
*Items in blue are assessed equally									
Prepared as of: 5/6/2020									

Delinquent Accounts
As of 5/13/2020

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	August '19	September 30, 2019	\$ 1,114.36	20373	12/12/2019,1/7/2020,2/11/2020,3/10/20,4/13/20 5/12/20	Email to Yvonne Johnson	GV/JT/KA	GV	11/12/2019
AT&T Mobility	September '19	October 31, 2019	\$ 847.90	20406	1/7/2020,2/11/2020,3/10/20,4/13/20 5/12/20	Email to Yvonne Johnson	GV/JT/KA	GV	12/12/2019
AT&T Mobility	October '19	November 30, 2019	\$ 846.81	20439	2/11/2020,3/10/20,4/13/20 5/12/20	Email to Yvonne Johnson	GV/JT/KA	GV	1/7/2020
AT&T Mobility	November '19	December 31, 2019	\$ 805.73	20472	3/10/2020, 4/13/20 5/12/20	Email to Yvonne Johnson	JT/KA	GV	2/11/2020
AT&T Mobility	December '19	January 31, 2019	\$ 802.60	20505	4/13/2020 5/12/20	Email to Yvonne Johnson	KA	JT	3/10/2020
AT&T Mobility	January '20	February 29, 2020	\$ 1,018.05	20538	5/12/2020	Email to Yvonne Johnson	JT	KA	4/13/2020
AT&T Mobility	February '20	March 31, 2020	\$ 1,110.31	20571	5/12/2020	Email to Yvonne Johnson	JT	JT	5/12/2020
City of Pasadena	February '20	March 31, 2020	\$ 1,195.44	20566	5/12/2020	Email Joe Armstrong & M. Ortiz	JT	JT	5/12/2020
City of Vernon	February '20	March 31, 2020	\$ 1,051.82	20585	5/12/2020	Email I Torbati	JT	JT	5/12/2020
MCI Metro/ATS	February '20	March 31, 2020	\$ 1,207.33	20572	5/12/2020	Email M. Bergine	JT	JT	5/12/2020
MCI Telecomm	February '20	March 31, 2020	\$ 1,053.72	20573	5/12/2020	Email M. Bergine	JT	JT	5/12/2020
Mpower Comm	February '20	March 31, 2020	\$ 1,030.89	20570	5/12/2020	Email Telepacific	JT	JT	5/12/2020
SPRINT-Nextel	May '19	June 30, 2019	\$ 694.83	20271	5/12/2020	Email Maria Ortiz	JT	JT	5/12/2020
SPRINT-Nextel	February '20	March 31, 2020	\$ 1,042.30	20568	5/12/2020	Email Maria Ortiz	JT	JT	5/12/2020
Time Warner Cable -TWS	January '20	February 29, 2020	\$ 512.66	20547	5/12/2020	Email Yesenia Delgado		KA	4/13/2020
Time Warner Cable -TWS	February '20	March 31, 2020	\$ 557.93	20580	5/12/2020	Email Yesenia Delgado	JT	JT	5/12/2020
Verizon Wireless	June '19	July 31, 2019	\$ 1,097.37	20293	10/8/2019, 11/12/2019, 12/12/2019, 1/8/2020,2/11/2020,3/10/20,4/13/20 5/12/20	Email Lupe Hernandez and Marco Murillo	GV/JT/KA /JT	GV	9/10/2019
Verizon Wireless	January '20	February 29, 2020	\$ 1,419.51	20524	5/12/2020	Email Lupe Hernandez and Marco Murillo	JT	KA	4/13/2020
Verizon Wireless	February '20	March 31, 2020	\$ 1,425.59	20557	5/12/2020	Email Lupe Hernandez and Marco Murillo	JT	JT	5/12/2020
XO Comm	February '20	March 31, 2020	\$ 1,078.92	20579	5/12/2020	Email Matt Bergine & Maria Ortiz	JT	JT	5/12/2020

\$19,914.07

TOTAL

\$19,914.07

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

Member	A	ATC	E	EXT	FTR	H/T	LAC	M	NG	PBM	TWC	Totals	YTD
Joint JPAs Billed			935			2	1	26	7			971	3583
% of Joint JPAs Billed	0.000	0.000	0.963	0.000	0.000	0.002	0.001	0.027	0.007	0.000	0.000	1.00	
Joint JPAs Returned	1	1	262	1				33	1			299	1201
Joint JPAs Held Over			5			1		11	1			18	
Total Joint JPAs Received	1	1	1202	1	0	3	1	70	9	0	0	1288	5659
Multi JPAs Billed			195					2	11	1		209	601
% of Multi JPAs Billed	0.000	0.000	0.933	0.000	0.000	0.000	0.000	0.010	0.053	0.005	0.000	1.00	
Multi JPAs Returned			121	2	1	5	3	26	31			189	688
Multi JPAs Held Over			27	5			2	7	10		1	52	
Total Multi JPAs Received	0	0	343	7	1	5	5	35	52	1	1	450	1672
Total # JPAs Billed	0	0	1130	0	0	2	1	28	18	1	0	1180	4184
% of JPAs Billed	0.000	0.000	0.958	0.000	0.000	0.002	0.001	0.024	0.015	0.001	0.000	1.00	
# of JPAs Returned												488	1889
# of Held Over JPAs												70	
Total JPAs received	1	1	1545	8	1	8	6	105	61	1	1	1738	7331
% of JPAs Billed												67.89%	
% of JPAs returned												28.08%	
% of Held Over JPAs												4.03%	
Member	A	ATC	E	EXT	FTR	H/T	LAC	M	NG	PBM	TWC	Totals	
Poles Billed (Joint JPAs)			3672			6	1	89	13			3781	13898
Poles Returned (joint)	4	2	1990	3				190	4			2193	8743
Poles Held Over (joint)			15			4		38	6			63	
Poles Billed (Multi JPAs)			1000					3	66	5		1074	3186
Poles Returned (multi)			1184	49	13	144	6	178	431			2005	6974
Poles Held Over (multi)			391	80			2	38	104		2	617	
Total # Poles Billed (Joint & Multi combined)	0	0	4672	0	0	6	1	92	79	5	0	4855	17084
% of Total Poles Billed (Joint & Multi combined)	0.000	0.000	0.962	0.000	0.000	0.001	0.000	0.019	0.016	0.001	0.000	1.00	
# of Poles Returned												4198	15717
# of Held Over Poles												680	
Total Poles received	4	2	8252	132	13	154	9	536	624	5	2	9733	40071
% of Poles Billed												49.88%	
% of Poles returned												43.13%	
% of Held Over Poles												6.99%	

Poles will be billed first at t

Inspections Billed SCE Only: O&M (Inspection & Pole Tags)	SCE's Inspections JPAs/Poles were not included in above table	SCE O&M YTD
Inspection JPAs Billed		16
Inspection Poles Billed		4011
		61
		16498

Inspections Billed D Only: (Inspections)	D's Inspections JPAs/Poles were not included in above table	D YTD
Inspection JPAs Billed		0
Inspection Poles Billed		0
		28
		11308

- = Members assessed penalty fee
- = Less than 80% but 50% or greater attendance
- = Less than 50% attendance
- = Excused Absence (COVID-19 in March and April 2020)

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
MEMBER BOARD MEETING ATTENDANCE
MAR 2019- APR 2020**

	MBR CODE	2019 MAY	2019 JUN	2019 JUL	2019 AUG	2019 SEP	2019 OCT	2019 NOV	2019 DEC	2020 JAN	2020 FEB	2020 MAR	2020 MAR	TOTAL	Atten. %	MBR CODE
1	So. California Edison	E	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	11	100%	FTR
3	City of Los Angeles	M	1	1	1	1	1	1		1	1	1	1	11	100%	M
4	Verizon Wireless	ATC	1	1	1	1	1	1		1	1	1	1	11	100%	ATC
5	AT&T Mobility	LAC	1	1	1	1	1	1		1	1	1	1	11	100%	LAC
6	XO Communications	NXT	1	1	1	1	1	1		1	1	1	1	11	100%	NXT
7	Crown Castle NG West Inc.	NG	1	1	1	1	1	1		1	1	1	1	11	100%	NG
8	AT&T California	H / T	1	1	1	1	1	1		1	1	1	1	11	100%	H / T
9	City of Anaheim	D	1	1	1	1	1	1		1	1	1	1	11	100%	D
10	ExteNet Systems	EXT	1	1	1	1	1	1		1	1	1	1	11	100%	EXT
11	Sprint Communications	FON	1	1	1	1	1	1		1	1	1	1	11	100%	FON
12	Sprint-Nextel	SPR	1	1	1	1	1	1		1	1	1	1	11	100%	SPR
13	Teleport Comm America	TCA	1	1	1	1	1	1		1	1	1	1	11	100%	TCA
14	Golden State Water	SCW	1	1	1	1	1	1		1	1	1	1	11	100%	SCW
15	City of Riverside	J	1	1	1	1	1	1		1	1	1	1	11	100%	J
16	Time-Warner	TWC	1	1	1	1	1	1		1	1	1	1	11	100%	TWC
17	Mobilite LLC	MOB	1	1	1	1	1	1		1	1	1	0	10	91%	MOB
18	City of Banning	COB	1	1	1	1	1	1		1	1	1	0	10	91%	COB
19	City of Azusa	MA	1	1	0	1	1	1		1	1	1	1	10	91%	MA
20	City of Burbank	B	1	1	0	1	1	1		1	1	1	1	10	91%	B
21	Mpower/TelePacific	ICG	1	1	1	1	0	1		1	1	1	1	10	91%	ICG
22	City of Lompoc	LLW	1	1	1	1	1	1		1	0	1	1	10	91%	LLW
23	City of Glendale	A	1	1	1	1	1	1		1	0	1	1	10	91%	A
24	MCI/Metro	ATS	1	1	1	1	1	1		1	1	0	0	9	82%	ATS
25	MCI Communications	MCI	1	1	1	1	1	1		1	1	0	0	9	82%	MCI
26	City of Pasadena	MP	1	1	0	1	1	1		1	1	0	1	9	82%	MP
27	T-Mobile, USA	PBM	1	1	1	1	1	0		0	1	1	1	9	82%	PBM
28	City of Vernon	V	1	0	1	1	1	0		0	0	0	1	6	55%	V
29	City of Colton	F	1	0	1	0	0	1		1	0	0	0	5	45%	F
30	ATC Outdoor DAS	AMT	0	0	0	1	1	0		0	1	0	0	4	36%	AMT
	Total		29	27	26	29	28	30	27	0	27	26	24	24		

 = Members assessed penalty fee

 = Less than 80% but 50% or greater attendance

 = Less than 50% attendance

 = Excused Absence (COVID-19 in March and April 2020)

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
MEMBER BOARD MEETING ATTENDANCE
MAR 2019- APR 2020 (ADJUSTED % COVID-19)**

	MBR CODE	2019 MAY	2019 JUN	2019 JUL	2019 AUG	2019 SEP	2019 OCT	2019 NOV	2019 DEC	2020 JAN	2020 FEB	2020 MAR	2020 MAR	TOTAL	Atten. %	MBR CODE	MONTHS
1	So. California Edison	E	1	1	1	1	1	1		1	1	1	1	11	100%	E	11
2	Frontier Communications	FTR	1	1	1	1	1	1		1	1	1	1	11	100%	FTR	11
3	City of Los Angeles	M	1	1	1	1	1	1		1	1	1	1	11	100%	M	11
4	Verizon Wireless	ATC	1	1	1	1	1	1		1	1	1	1	11	100%	ATC	11
5	AT&T Mobility	LAC	1	1	1	1	1	1		1	1	1	1	11	100%	LAC	11
6	XO Communications	NXT	1	1	1	1	1	1		1	1	1	1	11	100%	NXT	11
7	Crown Castle NG West Inc.	NG	1	1	1	1	1	1		1	1	1	1	11	100%	NG	11
8	AT&T California	H / T	1	1	1	1	1	1		1	1	1	1	11	100%	H / T	11
9	City of Anaheim	D	1	1	1	1	1	1		1	1	1	1	11	100%	D	11
10	ExteNet Systems	EXT	1	1	1	1	1	1		1	1	1	1	11	100%	EXT	11
11	Sprint Communications	FON	1	1	1	1	1	1		1	1	1	1	11	100%	FON	11
12	Sprint-Nextel	SPR	1	1	1	1	1	1		1	1	1	1	11	100%	SPR	11
13	Teleport Comm America	TCA	1	1	1	1	1	1		1	1	1	1	11	100%	TCA	11
14	Golden State Water	SCW	1	1	1	1	1	1		1	1	1	1	11	100%	SCW	11
15	City of Riverside	J	1	1	1	1	1	1		1	1	1	1	11	100%	J	11
16	Time-Warner	TWC	1	1	1	1	1	1		1	1	1	1	11	100%	TWC	11
17	Mobilite LLC	MOB	1	1	1	1	1	1		1	1	1	0	10	100%	MOB	10
18	City of Banning	COB	1	1	1	1	1	1		1	1	1	0	10	100%	COB	10
19	City of Azusa	MA	1	1	0	1	1	1		1	1	1	1	10	91%	MA	11
20	City of Burbank	B	1	1	0	1	1	1		1	1	1	1	10	91%	B	11
21	Mpower/TelePacific	ICG	1	1	1	1	0	1		1	1	1	1	10	91%	ICG	11
22	City of Lompoc	LLW	1	1	1	1	1	1		1	0	1	1	10	91%	LLW	11
23	City of Glendale	A	1	1	1	1	1	1		1	0	1	1	10	91%	A	11
24	MCI/Metro	ATS	1	1	1	1	1	1		1	1	0	0	9	100%	ATS	9
25	MCI Communications	MCI	1	1	1	1	1	1		1	1	0	0	9	100%	MCI	9
26	City of Pasadena	MP	1	1	0	1	1	1		1	1	0	1	9	90%	MP	10
27	T-Mobile, USA	PBM	1	1	1	1	1	1		0	1	1	1	9	82%	PBM	11
28	City of Vernon	V	1	0	1	1	1	1		0	0	0	1	6	60%	V	10
29	City of Colton	F	1	0	1	0	0	1		1	0	0	0	5	56%	F	9
30	ATC Outdoor DAS	AMT	0	0	0	1	1	1		0	1	0	0	4	44%	AMT	9
	Total		29	27	26	29	28	30	0	27	26	24	24				

SCJPC Overtime Report

Bill of Sale Month	Poles Received	Billed	Returned	Total Processed	Held-Over Poles	Non-Exempt OT hours		Comments
				(Billed + Returned)				
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 END OF APRIL B/S
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 (Billed + Returned)	Held-Over Poles	Additional Hrs/OT	Additional Hrs total \$ Gross	Comments
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)
Nov-19	8415	4401 (21.97% Multi)	4014	8415	0	119.25	4696.87	8415 = 950 (from Oct-19) + 7465 # of billers decreased, poles received above 5000.
Dec-19	6918	3607 (12.73% Multi)	3311	6918	0	71.75	2769.32	# of billers decreased, poles received above 5000. Closed earlier than usual (Dec 23).
Jan 2020 New Baseline	6000							January 2020 (1 staff maternity leave)
Jan-20	8999	4769 (19.75% Multi)	2897	7666	1333	66.25	2620.15	New Year holiday & staff vacation. Poles received above 6000.
Feb-20	10888	4579 (22.89% Multi)	3962	8541	2347	78.25	3209.86	10888 = 1333 (from Jan-20) + 9555 Poles received above 6000. 1 staff on maternity leave.
Mar-20	10451	2881 (4.23% Multi)	4660	7541	2910	69	2749.49	10451 = 2347 (from Feb-20) + 8104 Poles received above 6000. 1 staff on medical leave. Closed early on 3/19/2020 Covid-19/SCE
Apr-20	9733	4855 (22.12% Multi)	4198	9053	680	5	127.5	9733 = 2910 (from Mar-20) + 6823 Poles received above 7000.
May 2020 New Baseline	7000							May 2020

Average overtime/additional hours per month (based on May 19-Mar 20): **93.0227 3489.47 Gross**

Angela Pranata

From: Angela Hawekotte <angela@ahh-law.com>
Sent: Wednesday, May 13, 2020 11:24 AM
To: Angela Pranata
Subject: Re: Hyperlink

Dear Angela:

I am following up on our phone call from yesterday.

As I indicated, the executed proposal that SCJPC has with Hyperlink lacks some of the terms that I would normally like to see in a contract, especially what to do in the event of non-performance or default. However, having said that, it appears that Mr. Attala has at least substantially performed what was agreed, to the extent that it warranted the initial payment of \$37,500. As we discussed, he performed at least 50% of the job that was agreed.

You have indicated that recently he has failed to be in contact regarding completing the work (pursuant to the schedule that had been set forth in the proposal) and that you would like to have it completed so that SCJPC could ultimately receive the delivery of the codes that are part of what was agreed upon.

I suggested that before I get involved with writing a demand letter, it would make sense for your boss to write to Mr. Attala first, especially in light of the past 10 year relationship with him. I would suggest that the letter be sent certified mail, return receipt requested, and ask for him to contact SCJPC within seven (7) business days from the date of the letter. (This would allow for 2 days of mail time and then 5 business days to respond). The letter should address the uncompleted work and the need for an immediate response as to when the work will be completed or, if it is not to be completed, an explanation as to why. And, in the event that Mr. Attala were not to complete the work, I would recommend that the letter request delivery of the codes so that the work can be completed by someone else. I am assuming that – without the codes – the previous work is of no real value?

In light of the present pandemic, it is certainly possible that Mr. Attala may be experiencing some problems that we don't know about and, therefore, I think it is appropriate to allow him to explain his lack of contact first, prior to taking more serious measures.

And, as I indicated, I am happy to take a look and edit a draft prior to its being sent.

I hope this helps.

Sincerely,

Angela

Angela Hawekotte, JD, CPA (inactive)
Angela Hawekotte, A Professional Law Corporation
790 E. Colorado Boulevard
Suite 300
Pasadena, CA 91101-2331
(626) 583-8000, ext. 1012 - telephone
(626) 583-8030 - telecopier
Angela@ahh-law.com

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ERGONOMIC SERVICES QUOTES SUMMARY

Company Name	Price		Duration	Type	Notes
The Ergonomic Expert	200	per employee	up to 1 hr per employee	Comprehensive, with documentation	No travel charge
The Ergonomic Expert	150	per employee	up to 25 min per employee	Mini evaluation, brief report	No travel charge
The Ergonomic Expert	100	per hour	up to 1 day	Quick evaluation, Walk-thru, no documentation	No travel charge
Ergo Life Solutions	130-150	per employee	30 min per employee	Brief report	Travel rate \$65/hr
Briotix Health	499	per employee	45 min per employee	Comprehensive, with documentation	Travel rate \$95/hr outside 30 miles radius
Briotix Health	1099	up to 12	15 min per employee	Quick evaluation, no documentation	Travel rate \$95/hr outside 30 miles radius



TheErgonomicExpert

PROPOSAL FOR ERGONOMIC SERVICES

TO: Angela Pranata - So Ca. Joint Pole Committee

Thank you for your interest in The Ergonomic Expert.

PRIVATE CONSULTATION (45 min. - 1 hr. per employee)

INCLUDED: 4 Page Full Report with RULA (Risk Assessment Score), photos, on-site changes, and facilities and equipment recommendations)

FEES: \$250 (single evaluation)

\$200 (5-20 employees) ** Must be scheduled at one time

\$175 (21-50 employees)

MINI CONSULTATION (25 min. per employee)

INCLUDED: 2 Page Report, on-site changes, facilities and equipment recommendations.

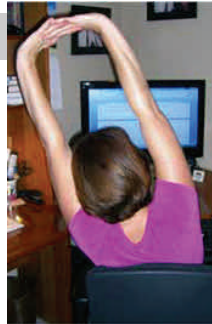
FEES: \$150 (Minimum of 5 employees)

\$125 (11-50 employees)

***Please keep in mind you can do a combination of mini and full evaluations**

--At the rate of \$100/per hour, The Ergonomic Expert can provide a less intense Walk-Thru Evaluation in which suggestions and immediate changes are made on site, such as monitor adjustments, keyboard tray positioning, proper chair alignment and posture recommendations. (No documentation)

--For the larger group setting, a highly instructional and beneficial Keynote (Power Point) Presentation is recommended. The fee for this service is \$500 and can be offered as a Lunch and Learn session if desired. Also a good option for smaller groups with addition of walk thru evaluations.



Barb Phillips, MS OTD, OTR/L
 Doctor of Occupational Therapy

BPhillimelt@gmail.com
 (310) 710-6196
 www.ergolifesolutions.com

Ergonomic Services

Ergo Life Solutions offers a comprehensive range of *CUSTOMIZED* Ergonomic and Wellness Services including evaluation and training for any level of employee.

Evaluations

Evaluation Services

Individual “Preventative” Ergonomic Evaluation **\$130 - \$150 pp**
For the employee who is pain-free and wants to prevent injury.

- 1/2 hour on-site evaluation including pre-screening questionnaire, interview and adjustments to current equipment for intermediate improvement in comfort.
- Education to empower employee to implement behaviors resulting in improved comfort.
- Stretch and Flex exercises
- Brief report with suggestions for equipment.

Individual “Reactive” Ergonomic Evaluation **\$250 - \$500 pp**
For the employee experiencing discomfort or Workmen’s Compensation Claim

- 1 - 2 hour on-site evaluation including pre-screening questionnaire, interview, and adjustments to current equipment for intermediate improvement in comfort.
- Education to empower employee to implement changes resulting in improved comfort.
- Stretch and Flex exercises
- Contact with care providers inside and outside work environment to support appropriate solutions.
- Formal written report with specific recommendations for equipment and behavior changes.

Follow Up **\$75- \$150 pp**
For the employee who has received an evaluation, after equipment recommendations are implemented.

- On-site follow up for installation of non-permanent equipment use and training.
- Review of healthy behavior / Stretch and Flex exercises.
- On-site supervision of vendors for installation of permanent equipment.
- Equipment use and training.
- May need additional equipment and report.

Related Costs

Please note that prices can vary depending upon the number of employees seen at one time, with discounts applied for greater number of evaluations / screenings conducted.

Travel is billed at a rate of **\$65 / hour**

Additional Ergonomic Services

Services	All Services are billed at \$150 / hour for preparation and on-site training
<p>Equipment Training</p> <ul style="list-style-type: none"> • Train staff in proper use of current equipment. <p>Employee Training</p> <ul style="list-style-type: none"> • One-hour classroom session demonstrating ergonomic risk factors, equipment placement for neutral posture, and prevention exercises. <p>Train the Trainer</p> <ul style="list-style-type: none"> • Four-hour training geared towards administration or safety personnel to recognize obvious ergonomic risk factors, range of solutions and provide the ability to implement immediate changes. 	
<p>Full or Half Day Preventative Ergonomic Service</p> <ul style="list-style-type: none"> • One-hour classroom session demonstrating ergonomic risk factors, equipment, and prevention exercises. • Preventative ergonomic screenings including adaptations to current equipment at workstation to improve comfort. • Written report with suggestions for global reduction of risk factors. 	
<p>Worksite Audit</p> <ul style="list-style-type: none"> • On-site evaluation of facility, including brief interviews with staff to identify risk factors associated with potential injury. • Written report with recommendations to implement safety measures. 	
<p>Stretch, Lift and Twist</p> <ul style="list-style-type: none"> • On-site custom designed stretching program for high risk work tasks. • Program implementation 	
<p>Equipment Review and Selection</p> <p><i>Ergonomic equipment can be costly, especially when the wrong equipment is purchased or individuals do not know how to use it properly.</i></p> <ul style="list-style-type: none"> • This service provides guidance in the selection of purchasing new appropriate and economic ergonomic equipment. 	
<p>Disabled and Injured Workers</p> <ul style="list-style-type: none"> • Needs assessment and worksite evaluation for disabled or injured workers. • Establish services to introduce or return disabled employee to work. 	
<p>Professional / Business Coaching</p> <ul style="list-style-type: none"> • A unique one-to-one relationship designed to help the worker overcome challenges, plan for the future and maximize success. Professional coaching helps explore and realize full potential as an executive, team member or leader. 	
<p>Worksite Wellness Programming <i>(See separate sheet for details)</i></p> <ul style="list-style-type: none"> • Designed to support healthy behavior in the workplace and to improve employee health outcomes. 	

All Ergo Life Solutions are customized to meet the needs at your setting. Our ergonomist is a licensed occupational therapist and health care professional expertly skilled to meet a wide variety of work-related needs.

** Please contact Ergo Life Solutions to discuss your needs and pricing.*





~Wellness in the Workplace

Barb Phillips, MS OTD, OTR/L
Doctor of Occupational Therapy

Phone: (310) 710-6196
Web: www.ergolifesolutions.com
Email: Info@ergolifesolutions.com

Bio: Barb Phillips, MS OTD, OTR/L

Background: Barb Phillips, MS OTD, OTR/L is the founder and CEO of Ergo Life Solutions. She is a registered and licensed occupational therapist with over 30 years of experience working in hospital, community, government and academic settings. As an occupational therapist, her expertise lies in her keen ability to analyze how people interact in their work spaces, and modify the environment in order to maximize worker safety and productivity. Barb is an expert in the wide variety of ergonomic chairs and equipment on the market. She does not resell equipment and will consult with the office equipment supplier your company uses. She applies immediate improvements for worker comfort at little or no cost to the employer. Clients report an 87% improvement rate in *immediate comfort* after the first visit.

Education: Barb holds a Master's Degree from Columbia University in New York City, and a Doctorate Degree from the University of Southern California. Both degrees are in occupational therapy. She regularly participates in continuing education training in the areas of ergonomics, workplace wellness and women's health. She holds an Ergonomic Hazards certificate from the Occupational Safety and Health Association (OSHA) and completed a 25-hour ergonomics training course through Roy Matheson and Associates. She participated in ergonomics training courses offered by Cornell University and the Occupational Therapy Association of California (OTAC). She also holds a certificate in Personal and Executive Coaching from the College of Executive Coaching, in Ventura California. Barb holds a 200-hour yoga teacher certificate and is also a Reiki practitioner.

Skills: As an occupational therapist, she is trained in analyzing the activities that people engage in throughout their day. She is an expert in the areas of evaluation and recommendations of environmental and behavioral changes that support healthy lifestyles. Her success rate is very high due to her training as an occupational therapist, her experience and her communication skills. Other areas of expertise include program development, worksite wellness and injury prevention, writing and managing contracts, policy and procedure development and implementation, teaching and training programs, supervision and management as well as personal and executive coaching. Her experience includes presenting at national and international professional conferences with large audiences, as well as teaching in the classroom setting. Barb possesses excellent interpersonal skills including written and verbal communication, and people find it very easy to talk to her.



Briotix Health is the leading provider of workforce performance optimization solutions, combining ergonomics, injury and disability prevention, physical rehabilitation, performance optimization, and Return-to-Work/Stay-at-Work services and technology. Briotix Health transforms organizational productivity by unlocking the potential of our clients' workforce. Briotix' clients enjoy a powerful, competitive advantages that is enabled through the intelligent application of science in the physical, cognitive, and organizational disciplines.

Briotix Health clients include many Fortune 500 companies and their global operations and a significant number of the largest insurers and their proxies. Based in the United States, the company serves clients throughout the United States and in more than 60 countries. Briotix Health has grown through the nurturing of close relationships with clients that stand the test of time.

A Sampling of Our Clients





Standard Onsite Risk Assessment

- Our onsite risk assessment represents the core competency of Briotix Health that has permitted us to stand out from the field since 1997. Briotix Health has become a recognized leader for onsite evaluation services. The ErgoMED Evaluation consists of the basic elements that the market has grown to accept as a typical ergonomic intervention.

Highlights of On-Site Assessments:

- Review of employee desk set-up & conduct a risk assessment and early symptom screen.
- On the spot changes such as adjusting equipment and providing education on neutral postures, position change, and equipment placement, so as to improve employee biomechanics, comfort, and understanding.
- Identification of tools, equipment, and space modifications necessary for further improvement.
- Comprehensive documentation and ordering instructions.
- Interventions utilize best practices, mortification interviewing, and behavioral health methodologies.
- Documented with photographs, if permitted, at your site.
- Certified ergonomists
- Briotix Health conducts in-house QA audits of reports
- Itemized list of recommendations for easy comparisons to market rates for ergo equipment.
- In house technical advisory panel reviews evaluation procedures and recommendations to identify and integrate current “best practices” with all ergonomic risk assessment techniques and abatement strategies.

“SWEEP” Style Evaluations

- These are onsite 20-minute brief visits often suited for larger employee populations, such as during moves/renovations or during wellness initiatives. Many clients combine these with lunch & learn seminars. Includes are handwritten documentation and spreadsheets of equipment recommendations, if needed. Or, we can simply work with what you have!

Virtual Assessments

- These are the quickest and the most economical means of connecting with our certified ergonomists. Briotix Health is the world-wide leader in virtual ergonomic interventions. Our proven methodologies and virtual intervention approach returns long-lasting outcomes.

Highlights of Virtual Assessments:

- Review of employee desk set-up & conduct a risk assessment and early symptom screen.
- Via 30-minute web meetings, review of the employee’s risk assessment & desk set-up.
- Provide directions on adjustments to improve employee biomechanics and comfort.
- Identify tools, equipment, and space modifications necessary for further improvement.
- Produce comprehensive documentation and ordering instructions.



Trainings

Briotix Health reinforces ergonomic principals through comprehensive educational units. Trainings range from one-hour “lunch & learn” in servicing to hands-on learning. Briotix Health trainings include programs for all levels of employment, focusing on the importance of injury prevention in the workplace both from economic and employee well-being perspectives. Briotix Health educates employees on the importance of self-awareness, early intervention and taking responsibility for preventing work-related musculoskeletal disorders. We utilize the Watch-Do-Teach method, which incorporates active participation in the training. Research has shown that this method produces sustainable results and optimal integration of training concepts into practice.

All training programs used have been developed by Briotix Health. These programs contain leading research and proprietary content. Briotix Health has invested significant resources in developing a delivery method for the training that will ensure participants are engaged, empowered, and will be confident in their ability to apply the content to their work and home practices.

While we are confident that our training programs are second-to-none in the injury prevention and wellness industry, we will invest the necessary resources to customize all content and deliver processes to ensure that the programs are appropriate for your personnel. All attendees will recognize that the programs being delivered represent your organization’s motivation to invest in their health and safety.

Lunch and Learns

Briotix Health provides one-hour delivery of ergonomic course content for employee populations. These PowerPoint trainings are designed to provide a spring board effect that instills personal accountability relative to meaningful safety and wellness change. Courses are typically provided at the client location within conference & lunch rooms. The one-hour format allows for easy assimilation of specific topics. Handouts are provided.

- **Ergo 101/General Ergonomics for Office:**

Ergonomic risk such as duration/sustained postures, repetition, and awkward postures account for employee discomfort, injury, and claims. It’s critical that workers, involved in computer work, learn how to affectively arrange their work space, adapt their postures, and incorporate movement into their day. In this comprehensive “lunch & learn,” employees uncover the ergonomic red flags present in work environments and understand how to eliminate or reduce exposures.

- What is ergonomics?
- What are the ergonomic risk factors in work places?
- Ergonomic do’s and don'ts
- How to set up an ergonomic workstation
- How to adjust your chair
- Importance of position change & movement
- The Stand 30 Challenge
- Questions and answers
- Handout Review (desk set-up, stretching, and stand 30 challenge)



- **Signs and Symptoms of Musculoskeletal Disorders**
- **Common Work Injuries**
- **Stretch & Flex (Stretching & Strengthening):**
 - Approximately 70% of the American workforce sits on the job. Even perfect posture, if it is sustained, isn't health! Many sprains and strains result from mechanical stress applied to shortened, non-flexible, and and/ or weakened connective tissues and muscle tendons, during both normal and unexpected movements of the body, when working in non-neutral postures. Find out why it is important to provide movement and blood flow to the body and how to eliminate the aches and pains associated with a typical work day. Prevention Specialists will demonstrate the hows and whys of proper stretching and strengthening exercises. In this interactive seminar participants will be lead through a series of easy-to-learn stretching and strengthening exercises for the upper and lower back, neck wrists, forearms, shoulders, and legs.
- **Manual Material Handling/Safe Lifting Practices:**
 - Realizing that materials handling is one of the most dangerous job tasks, and that injuries sustained while lifting can become one of the most costly for organizations, it is imperative that employees involved in lifting tasks be routinely trained on proper techniques. In this "lunch & learn" employees learn how to identify potentially hazardous lifts, plan for lifting tasks, and use proper lifting techniques.
- **Lab Ergonomics**

Obstacle Course

The Obstacle Course is a one-hour training program that leverages social interactivity and the per dynamic, to emphasize and training proper biomechanics, safe behaviors and problem solving during regular job activities. Utilizing the concept of "tribal knowledge," the session will also integrate elements of team building, problem solving and training to help ensure that a social support system is established to reinforce proper techniques and safety while working. Tribal Knowledge is experience that employees have developed to solve programs. In many cases, this knowledge is tested and proven, though it has not been shared across the broader population. The employees will also receive job coaching from the Ergonomist during this process. The end result will be tested best practices that measure risk reduction, efficiency improvement, documents feedback from employees and managers. We recommend groups of no more than 10 participants to ensure effective engagement and participation. Briotix Health will observe the initial obstacle course(s) to guide the activity and offer support and feedback.

Manager Training

Training mangers forms a basis for the internal sustainability of an ergonomics program, as managers and supervisors assume ownership of employee safe work practices. Trainings ensure ergonomic fluency and an eye for unsafe work habits and reinforces that process and procedures in place as well as the organizations long-term commitment to best ergonomic practices.

This session for managers and supervisors clarifies their responsibility in intervening in the multitude of factors which contribute to the mental and physical health of employees. Trainings are presented in half-day and full-day units.

- Injury prevention for managers (how to minimize and reduce injuries in employees)
- Post-Injury manager communication (management of ergonomic injuries)



Train the Evaluator

This dynamic 16-hour course offers highly effective ergonomic assessment and intervention processes derived from applied best practices. Briotix Health's approach is unique, as it integrates the essential elements of clinical, engineering, behavioral, and wellness methodologies that are essential for a comprehensive approach to reducing injuries and improving productivity. Each attendee will learn how to immediately apply these effective strategies to successfully prevent, manage, and reduce work and lifestyle related musculoskeletal disorders (MSDs) and disabling injuries. This course focuses on developing the attendee's knowledge of work physiology, causes of MSDs, methods of ergonomic problem solving and effective ergo-behavioral and wellness solutions for office or industrial work environments. Attendees will not just learn how to apply this information through their organization but will also be able to confidently explain and demonstrate the information to their colleagues.

Upon course completion, attendees will have the knowledge and tools to maintain and manage a comprehensive ergonomics program and help the organization prevent MSDs, reduce workers' compensation claims, improve employee morale and productivity.

Who Should Attend the Course

This course was designed for individuals with no ergonomic experience, as well as those with many years of ergonomic experience. Anyone who is interested in being involved in the organization's injury prevention efforts will find the course useful. In addition to assisting the organization with reducing costs and increasing profits, the certification approach for this course will help each attendee develop specific skills that can be used in other areas of their professional career. These skills include effective communication, coaching techniques, problem solving strategies, and leadership techniques. Many of our clients who attended this course, found that their involvement with their organization's ergonomic program provided confidence that they could apply to their professional development and career track.

Certification

In order to receive the certification designation, each attendee, upon completion of the course, must be able to successfully pass an examination, and demonstrate competence in conducting office ergonomic assessments.

- Final Examination

This is an open-book, multiple choice examination using the course manual. This examination is administered to test the student's knowledge of the key points address in the course. Upon receipt of examination, the attend is required to complete and return it to Briotix Health within 2 weeks. A passing score of 80% is required.

- Ergonomic Assessments

Each attendee will be asked to complete 3 office ergonomic assessments and 3 laboratory assessments. The office ergonomic assessment form provided during the course must be used for all office ergonomic assessments. Before and after photographs are required that clearly shows problems and interventions. The attendee will send the completed assessments to Briotix Health. If the reports reveal satisfactory competence and understanding of key concepts, the reports will be accepted as sufficient for certification.



Price Card

EVALUATION TYPE	PRICE (USD)	PRICE (USD)
Single On-Site Ergo Eval	499	499
Double On-Site Ergo Eval	699	349.50/ea
Triple On-Site Ergo Eval	899	299.66/ea
Quadruple On-Site Ergo Eval	1099	274.75/ea
Day Rate Ergo Eval	1299	259.80/ea (max of 5/day)
Virtual Assessments	229	229/ea
Sweep Evals: Half Day & Full Day 3 people per hour (20 min)	1099 1699	Half Day 4 hours (12 people) Full Day 7 hours (21 people)
Lunch & Learn Trainings	500	500
Obstacle Course	600	600
Manager Training (Half Day) Manager Training (Full Day)	950 1899	950 1899
Train The Trainer (Two Day)	1899/day	3798 Two Day Course *35/per person training materials *649/per person certification
Consulting/Ergonomist	169/hour	169
Technical Consulting	195/hour	195

Travel -\$95/hour if outside of a one-hour travel radius required (30 miles each direction). Fee based on MapQuest estimation.

Your Project Proposal

Based on the specifications that we have discussed, we propose the following services and associated pricing. Please contact me if you have any questions. If you agree to proceed as outlined, please sign below in the “Terms & Conditions” section to commence project planning.

Terms and Conditions

100% payment is due upon completion of services and a net 30 invoice will be sent via email. To avoid charges 24-hour cancellation notice required for all onsite services. By signing below, the Client acknowledges that it has received and read a copy of the estimate and agrees to these terms and conditions. Thank you for the opportunity to submit this bid. We look forward to working with you. Briotix, Inc.



Top 10 Questions

- **Do you have an ergonomist in my city? How close is the ergonomist to my location?**
Briotix Health has ergonomists in most major US cities, Canada and Globally. Our large nationwide presence of approximately 200 prevention specialists & ergonomists allows us to mobilize quickly to meet requests.
- **What can I do for telecommuters, large numbers of employees or when travel to a distant offices or satellite facilities is difficult?**
Briotix Health offers the ability to launch eLearning software and online risk assessments to reach larger groups of workers, telecommuters and satellite offices. This can be enhanced with our over-the-phone Virtual Assessments, easy & economical!
- **What is the Background of the ergonomists?**
Providers are all certified in ergonomics. Many come from backgrounds such as physical therapy or occupational therapy. Others are athletic trainers, exercise physiologists or kinesiologists. All are dedicated ergo coaches who enjoy working with clients to problem solve work challenges.
- **What will happen during the ergonomic evaluation process?**
Briotix Health ergonomists work 1:1 with employees to problem solve their work challenges. We spend about 45 minutes on site listening, making on the spot changes and educating on equipment placement, neutral postures, and injury reduction behaviors. Photographs are taken and provided in the written report.
- **Does Briotix Health sell and install ergonomic equipment?**
We do not sell equipment, which allows our team to remain objective in our process. We can work with your existing line of equipment and furniture, work with you to establish an ergonomically sound corporate standard, and help you organize a system within your current framework, including best pricing. Our software system has a platform that allows for efficiencies in the procurement process.
- **How soon are you able to provide an ergonomic assessment?**
Once we receive a request for evaluation Briotix Health's team of Case Managers immediately begin to schedule evaluations, linking ergonomists with your preferred point of contact.
- **How soon will we get the report and what is included in the report?**
turned in within 2 days of the onsite visit. They are emailed to a client defined internal point of contact and will include: discomfort review, risk identified, "on the spot" changes made, and recommendations.
- **Do you do single evaluations?**
Yes we are able to honor single on site visits. Volume discounts are available and Virtual Assessments are also available at a lower price point.
- **Do you provide other services?**
Briotix Health is a full-service ergonomics company offering Enterprise Wide services: Lunch and Learns, Train the Trainer Programs, Onsite Physical Therapy Treatment, Technical Consulting, Staffing of Prevention Specialists. and Hospital based Safe Patient Handling/Early Mobility Programs.
- **How do you invoice and how can I pay by bill?**
Following service Briotix Health will send a Net 30 invoice. We accept checks and Visa, American Express and Master Card (5% processing fee for cc transactions).



Additional Services

- Program and Case Management: Manage as Little or as Much of your Program as You Like
- Cardin us Software: award winning eLearning and Risk Assessments
- Virtual Assessments: The fastest and most economical way to connect with an ergonomist
- In Depth Analysis & Reporting: Comprehensive Workers' Comp, Ergonomic & Task Analysis, Job Assessments
- Seating Feasibility Studies
- Sweep Style: Less reporting needed for the files & more evaluations in less time
- Lunch & Learns: Ergo 101, Deskercise, Material Handling
- Train The Trainers
- Health & Wellness Fair Participation
- Technical Support/Consulting Services
- Policy Development
- Onsite Physical Therapy
- Disability Accommodation Consulting / ADA
- Early Symptom Intervention & Job Coaching
- Wellness Coaching/Stretching and Conditioning for Work Programs
- Return to Work & Job Coaching Support
- BxChampion: www.bxchampion.org (Industrial Ergonomics: training, Risk Assessment & Coaching/support with certificates for Training completion)
- BxPro: Enterprise Office Ergonomics Programs
- BxEdge: Mapping A Plan & Building A Case for Ergonomics In Your Organization
- BxHealthcare: Safe Patient Handling & Early Patient Mobility Programs
- Worker's Comp Bundling of Services: Assessments, Installation & Follow-ups

We offer prevention and intervention solutions using proven science, best in class technology, and superior program management. This is a proven way to reduce costs and realize return on investment. Are you trying to provide consistency across locations, reach distant sites & off-site telecommuter populations?

Contact me to learn more.

ANNA GIANNAVOLA
Business Development
(West Coast/Metro Los Angeles)
P. 844.274.6849 x 112
E. Anna.Giannavola@Briotix.com

Signature of Representative

Date

Print Name

Both are excellent attorneys that SCE has retained in the past, and both law firms are certified diverse business enterprises by the CPUC's Clearinghouse. I received the hourly rates for the Ellen and Victor which are as follows:

Ellen Berman, Esq. (of EB Energy Law)

Hourly Rate: \$375/hour (this is a discount from her stated rate of \$400/hour)

Victor Fu, Esq. (of LKP Global Law)

Hourly Rate: \$500/hour (this is a discount from his stated rate of \$550/hour)

Given the above rates, I'd recommend that the SCJPC committee consider retaining **Ellen Berman**.

Her contact information is as follows:

Ellen Berman of EB Energy Law

Attorney Licensee Profile

Ellen Amber Berman #211641

License Status: Active

Address: EB Energy Law, Inc., 50 W. Hillcrest Dr Ste 218, Thousand Oaks, CA 91360-7801

County: Ventura County

Phone Number: (626) 623-3938

Fax Number: Not Available

Email: ellen@ebenergylaw.com

Law School: UC Berkeley SOL; Berkeley CA

Let me know if you have any questions.

Gloria

Gloria M. Ing

Senior Attorney

Law Department

T. 626-302-1999

2244 Walnut Grove Avenue, Rosemead, CA 91770



Angela Pranata

From: Gerald Brown <Gerald.Brown@sce.com>
Sent: Friday, January 31, 2020 8:28 AM
To: Angela Pranata; 'Kathleen Allen'
Cc: Bryan Strong; Bob Sholler
Subject: FW: Law firm for SCJPC

Hi Angela,

Can you forward the recommended names to all the members?

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

From: Gloria Ing
Sent: Friday, January 24, 2020 6:52 PM
To: Gerald Brown <Gerald.Brown@sce.com>
Cc: Samuel Stonerock <Samuel.Stonerock@sce.com>; Bryan Strong <Bryan.Strong@sce.com>
Subject: FW: Law firm for SCJPC

Hi Wayne,

Angelica Morales Brody of Sacro & Walker is no longer available to be considered by the SCJPC, which leaves **Ellen Berman (of EB Energy Law)** and **Victor Fu (of LKP Global Law)**. Both are excellent attorneys that SCE has retained in the past, and both law firms are certified diverse business enterprises by the CPUC's Clearinghouse. I received the hourly rates for the Ellen and Victor which are as follows:

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Ellen Berman of EB Energy Law

Attorney Licensee Profile

Ellen Amber Berman #211641

License Status: Active

Address: EB Energy Law, Inc., 50 W Hillcrest Dr Ste 218, Thousand Oaks, CA 91360-7801

County: Ventura County

Phone Number: (626) 623-3938

Fax Number: Not Available

Email: ellen@ebenergylaw.com

Law School: UC Berkeley SOL; Berkeley CA

Let me know if you have any questions.

Gloria

Gloria M. Ing

Senior Attorney

Law Department

T. 626-302-1999

2244 Walnut Grove Avenue, Rosemead, CA 91770



NG1010-01-006 SUP2

	BILLING			CHECKING	
	CURRENT WAY	NEW PROPOSED WAY 2		CURRENT WAY	NEW PROPOSED WAY 2
Enter into Friend	0.50	0.50	Verify records against JPA	2.00	2.00
Pull cards	0.67	0.85	Grade and space	3.00	2.00
Verify records against JPA	1.42	0.55	Who's billing	4.00	2.00
Grade and space	2.59	0.42	Percent	3.00	2.00
Who's billing	6.18	0.63	Verify Billing	11.00	7.00
Percent	2.43	2.00	Log out of Excel	0.50	0.50
Second pages	3.19	3.00			
Billing	10.13	4.45			
Log out of Excel	0.50	0.50			
TOTAL TIME	27.60	12.90	TOTAL TIME	23.5	15.5

Time is in minutes

CURRENT WAY	NEW PROPOSED WAY 2	CURRENT WAY	NEW PROPOSED WAY 2	CURRENT WAY	NEW PROPOSED WAY 2
855	855	967	967	865	865
M BILL NG	M BILL NG	FTR BILL NG	FTR BILL NG	ATC BILL NG	ATC BILL NG
\$84	\$86	\$87	\$86	\$91	\$91
M GAINS \$2		FTR LOSES \$1		SAME	

CURRENT WAY	NEW PROPOSED WAY 2
866	866
LAC BILL NG	LAC BILL NG
\$93	\$91
LAC LOSES \$2	

Billing
Checking
TOTAL

CURRENT WAY	NEW PROPOSED WAY 2	DIFFERENCE IN TIME
27.604	12.9	14.704
23.5	15.5	8
51.104	28.4	22.704

Billor Level
III
725

	CURRENT WAY COST	NEW PROPOSED WAY 2	DIFFERENCE IN TIME COST
Billing	\$ 20.01	\$ 9.35	\$ 10.66
Checking	\$ 17.04	\$ 11.24	\$ 5.80
TOTAL	\$ 37.05	\$ 20.59	\$ 16.46

Ms. Allen did the analysis; however, Biller III's rate was used.

NG1019-01-006 SUP2

CURRENT WAY

Rule: More to Less: Bill both purchase of interest and proposed by record

Rule: Less to More: Bill purchase of interest by proposed, penalty by record

Rule: Same: Bill purchase of interest by proposed, penalty by record

Billing Explanation:

POLE: 11915Y FTR POLE PRICES

Rule: Less to More: Bill purchase of interest by proposed, penalty by record

2) Proposed

M/FTR BILL NG 1/20 (4/5 PARTIES) SHARED COST:

ATC/LAC BILL NG 1/20 (4/5 PARTIES) SHARED COST + 1/6':

3) Record

M BILL NG 1/20 (4/5 PARTIES) SHARED COST * 50%:

FTR/ATC/LAC BILL NG 1/20 (4/5 PARTIES) + 1/12' * 50%:

POLE: 94098M M POLE PRICES

Rule: Same: Bill purchase of interest by proposed, penalty by record

2) Proposed

M/FTR BILL NG 1/20 (4/5 PARTIES) SHARED COST (- 1' FOR BUYING INTO SCZ):

ATC/LAC BILL NG 1/20 (4/5 PARTIES) SHARED COST + 1/6' (- 1' FOR BUYING INTO SCZ):

3) Record

M/ATC BILL NG 1/20 (4/5 PARTIES) SHARED COST (- 1' FOR BUYING INTO SCZ) * 50%:

FTR/ATC/LAC BILL NG 1/20 (4/5 PARTIES) + 1/12' (- 1' FOR BUYING INTO SCZ) * 50%:

Current Way

BILL NO. 3-20-855, 967, 865, 866

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 11/22/2019 In Field By Telephone

Date Completed DEC 05 2019 No. of Pages 1

J.P. Auth No NG1019-01-006-S02

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
M	RONALD SCHRAM		18.1D		
FTR	S Gana	SANTA MONICA	MCDONALD	LA	
ATC	Lynn Prescott	LOS ANGELES	M. MURRILLO	IRVINE	161630
LAC	Yvonne Johnson		18.1D		
NG	Aarize Dizon	SAN JOSE	J. SERRATO	SANTA CLARA	1007

BILL NO. 855

POLE NO.	Pole Length	Year Set	Pole Treat	Record					Proposed					Item No.	LOCATION AND NATURE OF WORK <small>If not in accordance with Joint Pole agreement and routine-state reasons.</small>	AMOUNT DUE		ACCOUNTING DIRECTIONS:	
				M	FTR	ATC	LAC	NG	M	FTR	ATC	LAC	NG			UTILITY M	UTILITY NG		
11915Y	3	40	36	FT/CL3	34-6	22' TN	22'	22'	(21-1)	34-6	20-2	21-1	21-1	21-1	1	NG TO PURCH SEC 4.1A & 4.4; NG TO ATT TO EXT CA SEC 14.1; NG TO UPDATE REC SEC 13.3	84	0	Less to More
		1"	ANC	S	6	1.27	1.24	1.24	25	7	2	.34	.33	.33	2	SUNSET BL S/S 125' E/O LAS CASAS AV	415	26	2 Prop 3 Rec FTR Prices
			ARM				(.50)	(.50)				.34	.33	.33	3				
															4	164e UPDATE REC: EXIST JOINT ARM BETWEEN ATC & LAC PER FIELD INSPECTIONS			
															5				
															6	NG TO PURCH 4.1A, 4.3A & 4.4; NG TO ATT TO EXT F-ARM SEC 14.1			— same
94098M	3	45	59	FT/CL3	38-7	25'	26'	25'	(25-1)	39-9	24-6	25-1	25-1	25-1	7	SUNSET BL S/S 10' E/O LAS CASAS AV	415	30	2 Prop 3 Rec
			ARM		7	3.34	1	3.33	.33	1		.33	.34	.33	8				
															9				M prices
															10				
															11				
															12				
															13				
															COL TOT		84		

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
 PACIFIC PALISADES
 COMMUNITY

FORM 48 SENT 9/12/2019

PAGE TOTAL _____

R

COSTS and BILLING DATE

BILL NO. 3-20-967,865,866

FINAL

BILLING CODES

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

J.P. AUTH. NO. NG1019-01-006 SUP2

BILL NO. <u>967</u>		BILL NO. <u>865</u>		BILL NO. <u>866</u>		BILL NO.		BILL NO.																			
AMOUNT DUE				AMOUNT DUE				AMOUNT DUE				AMOUNT DUE				AMOUNT DUE											
BILL CODE	UTILITY NG		UTILITY FTR		BILL CODE	UTILITY NG		UTILITY ATC		BILL CODE	UTILITY NG		UTILITY LAC		BILL CODE	UTILITY		UTILITY		BILL CODE	UTILITY		UTILITY				
	TOTAL AMT		TOTAL AMT			TOTAL AMT		TOTAL AMT			TOTAL AMT		TOTAL AMT			TOTAL AMT		TOTAL AMT			TOTAL AMT		TOTAL AMT		TOTAL AMT		
	0		87			0		91			0		93														
AMOUNT				AMOUNT				AMOUNT				AMOUNT				AMOUNT											
1.				1.				1.				1.				1.				1.				1.			
2.		2	26	2.		2	29	2.		2	29	2.		2	29	2.				2.				2.			
		3	14			3	14			3	14			3	14												
3.				3.				3.				3.				3.				3.				3.			
4.				4.		2	free	4.		2	free	4.		2	free	4.				4.				4.			
5.				5.				5.				5.				5.				5.				5.			
6.				6.				6.				6.				6.				6.				6.			
7.		2	30	7.		2	33	7.		2	33	7.		2	33	7.				7.				7.			
		3	17			3	15			3	17			3	17												
8.				8.		2	free	8.		2	free	8.		2	free	8.				8.				8.			
9.				9.				9.				9.				9.				9.				9.			
10.				10.				10.				10.				10.				10.				10.			
11.				11.				11.				11.				11.				11.				11.			
12.				12.				12.				12.				12.				12.				12.			
13.				13.				13.				13.				13.				13.				13.			
COL				COL				COL				COL				COL				COL				COL			
TOL			87	TOL			91	TOL			93	TOL				TOL				TOL				TOL			

ACCOUNTING DIRECTIONS:

NG1019-01-006 SUP2

NEW PROPOSED WAY 2

Bill by Proposed Side of JPA only using current year prices 2019

Billing Explanation:

POLE: 11915Y

2) Proposed

M/FTR BILL NG 1/20 (4/5 PARTIES) SHARED COST:

ATC/LAC BILL NG 1/20 (4/5 PARTIES) SHARED COST + 1/6':

3) Proposed

M/FTR BILL NG 1/20 (4/5 PARTIES) SHARED COST * 50%:

ATC/LAC BILL NG 1/20 (4/5 PARTIES) SHARED COST + 1/6' * 50%:

POLE: 94098M

2) Proposed

M/FTR BILL NG 1/20 (4/5 PARTIES) SHARED COST (- 1' FOR BUYING INTO SCZ):

ATC/LAC BILL NG 1/20 (4/5 PARTIES) SHARED COST + 1/6' (- 1' FOR BUYING INTO SCZ):

3) Proposed

M/FTR BILL NG 1/20 (4/5 PARTIES) SHARED COST (- 1' FOR BUYING INTO SCZ) * 50%:

ATC/LAC BILL NG 1/20 (4/5 PARTIES) SHARED COST + 1/6' (- 1' FOR BUYING INTO SCZ) * 50%:

New Proposed Way 2

Bill By: Proposed Side only 2019

BILL NO. 3-20-855,967,865,866
PAGE NO. 1

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.

Date Prepared 11/22/2019 In Field By Telephone Date Completed DEC 05 2019 No. of Pages 1 J.P. Auth No NG1019-01-006-S02

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
M	RONALD SCHRAM		18.1D		
FTR	S Gana	SANTA MONICA	MCDONALD	LA	
ATC	Lynn Prescott	LOS ANGELES	M. MURRILLO	IRVINE	161630
LAC	Yvonne Johnson		18.1D		
NG	Aarize Dizon	SAN JOSE	J. SERRATO	SANTA CLARA	1007

BILL NO. 855

AMOUNT DUE	
UTILITY	UTILITY
M	NG
TOTAL AMT <u>86</u>	TOTAL AMT <u>0</u>
AMOUNT	AMOUNT

POLE NO.	Pole Length	Year Set	Pole Treat Class	F.ecord					Proposed					Item No.	LOCATION AND NATURE OF WORK <small>If not in accordance with Joint Pole agreement and routine-state reasons.</small>	BILL CODE	ACCOUNTING DIRECTIONS:
				M	FTR	ATC	LAC	NG	M	FTR	ATC	LAC	NG				
				L	C	C	C	C									
11915Y <u>3</u>	40	36	FT / CL3	34 - 6	22' TN	22'	22'	(21-1)							1	NG TO PURCH SEC 4.1A & 4.4; NG TO ATT TO EXT CA SEC 14.1; NG TO UPDATE REC SEC 13.3	
	1"	ANC	S		.50		.50								2	SUNSET BL S/S 125' E/O LAS CASAS AV	<u>26</u> <u>13</u>
		ARM				(.50)	(.50)								3		
															4	164e UPDATE REC: EXIST JOINT ARM BETWEEN ATC & LAC PER FIELD INSPECTIONS	
				L	C	C	C	C							5		
															6	NG TO PURCH 4.1A, 4.3A & 4.4; NG TO ATT TO EXT F-ARM SEC 14.1	
94098M <u>3</u>	45	59	FT / CL3	38 - 7	25'	26'	25'	(25-1)							7	SUNSET BL S/S 10' E/O LAS CASAS AV	<u>31</u> <u>16</u>
		ARM				.50	.50								8		
															9		
															10		
															11		
															12		
															13		
														COL TOT	<u>86</u>		

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.

GEOGRAPHICAL LOCATION
 PACIFIC PALISADES
 COMMUNITY

FORM 48 SENT 9/12/2019

PAGE TOTAL _____

COSTS and BILLING DATE

BILL NO. 3-20-967,865,866

FINAL

BILLING CODES

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

J.P. AUTH. NO. NG1019-01-006 SUP2

BILL NO. 967		BILL NO. 865		BILL NO. 866		BILL NO.		BILL NO.		ACCOUNTING DIRECTIONS:
AMOUNT DUE		AMOUNT DUE		AMOUNT DUE		AMOUNT DUE		AMOUNT DUE		
BILL CODE	UTILITY NG	BILL CODE	UTILITY FTR	BILL CODE	UTILITY NG	BILL CODE	UTILITY ATC	BILL CODE	UTILITY LAC	
TOTAL AMT	TOTAL AMT	TOTAL AMT	TOTAL AMT	TOTAL AMT	TOTAL AMT	TOTAL AMT	TOTAL AMT	TOTAL AMT	TOTAL AMT	
AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	
1.										1.
2.		23	26	23	29	23	29			2.
3.			13		15		15			3.
4.				2	free	2	free			4.
5.										5.
6.										6.
7.		23	31	23	31	23	31			7.
8.			16		16		16			8.
9.				2	free	2	free			9.
10.										10.
11.										11.
12.										12.
13.										13.
COL TOL		86		91		91				

NG455327-13-16

BILLING		CHECKING	
CURRENT WAY	NEW PROPOSED WAY 2	CURRENT WAY	NEW PROPOSED WAY 2
Enter into Friend	0.50	0.50	Verify records against JPA
Pull cards	0.167	0.167	Grade and space
Verify records against JPA	1.00	1.00	Who's billing
Grade and space	31.67	1.32	Percent
Who's billing	30.58	1.45	Verify Billing
Percent	6.00	3.00	Log out of Excel
Second pages	8.00	2.00	
Billing	13.000	11.00	
Log out of Excel	0.50	0.50	
TOTAL TIME	91.42	20.94	TOTAL TIME 32.00 10.00

Time is in minutes

CURRENT WAY	NEW PROPOSED WAY 2	CURRENT WAY	NEW PROPOSED WAY 2	CURRENT WAY	NEW PROPOSED WAY 2
608	608	832	832	643	643
E BILL NXT	E BILL NXT	ATS BILL NXT	ATS BILL NXT	H BILL NXT	H BILL NXT
\$149	\$140	\$149	\$176	\$190	\$140
E LOSES \$9		ATS GAINS \$27		H LOSES \$50	

CURRENT WAY	NEW PROPOSED WAY 2	CURRENT WAY	NEW PROPOSED WAY 2	CURRENT WAY	NEW PROPOSED WAY 2
615	615	872	872	854	854
E BILL NG	E BILL NG	ATS BILL NG	ATS BILL NG	H BILL NG	H BILL NG
\$92	\$100	\$92	\$100	\$92	\$100
E GAINS \$8		ATS GAINS \$8		H GAINS \$8	

Billing
Checking
TOTAL

CURRENT WAY	NEW PROPOSED WAY 2	DIFFERENCE IN TIME
91.42	20.94	70.48
32.00	10.00	22.00
123.42	30.94	92.48

Biller Level III 725

	CURRENT WAY COST	NEW PROPOSED WAY 2	DIFFERENCE IN TIME COST
Billing	\$ 66.28	\$ 15.18	\$ 51.10
Checking	\$ 23.20	\$ 7.25	\$ 15.95
TOTAL	\$ 89.48	\$ 22.43	\$ 67.05

Ms. Allen did the analysis; however, Biller III's rate was used.

NG455327-13-16

CURRENT WAY

Rule: More to Less: Bill both purchase of interest and proposed by record

Rule: Less to More: Bill purchase of interest by proposed, penalty by record

Rule: Same: Bill purchase of interest by proposed, penalty by record

Billing Explanation:

POLE: 4051183E

NXT 4.1A

Rule: More to Less: Bill purchase of interest and penalty by record

2) Record

E/ATS BILL NXT 1/12 (3/4 PARTIES) SHARED COST:

H BILL NXT 1/12 (3/4 PARTIES) SHARED COST + 1/2':

3) Record

E/ATS BILL NXT 1/12 (3/4 PARTIES) SHARED COST * 50%:

H BILL NXT 1/12 (3/4 PARTIES) SHARED COST + 1/2' * 50% :

NG 4.4

2) Proposed

E/ATS/H BILL NG 1/15 (3/5 PARTIES) SHARED COST + 1/15':

POLE: 1069202E

NXT 4.1A

Rule: Less to More: Bill purchase of interest by proposed, penalty by record

2) Proposed

E/ATS BILL NXT 1/15 (3/5 PARTIES) SHARED COST:

H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1':

3) Record

E/ATS BILL NXT 1/12 (3/4 PARTIES) SHARED COST * 50%:

H BILL NXT 1/12 (3/4 PARTIES) SHARED COST + 1/2' * 50%:

NG 4.3

2) Proposed

E/ATS/H BILL NG 1/15 (3/5 PARTIES) SHARED COST + 1/3' (- 1' FOR BUYING INTO SCZ):

Current Way

FINAL

AUTHORIZATION FOR JOINT POLE TRANSACTION

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

BILL NO. _____
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 11/26/2018 In Field _____ By Telephone _____
Date Sent 11/27/2018 Confirming Agreement _____ Date Completed DEC 07 2018 No. of Pages 1 J.P. Auth No NG455327-13-16

COSTS and BILLING DATA

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

BILL NO. 608

UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE	APPROVED	TAXING INSTRUCTIONS	ACCOUNTING DATA
ATS	Dan Garden	LOS ANGELES	18.1D TIMED OUT		
E	KATRINA ROMO	MONTEBELLO	M.WAZEWSKI	MONTEREY PARK	700092/409005224
HLA	D Morris	LOS ANGELES	18.1D TIMED OUT		
NXT	Lynn Prescott	LOS ANGELES	18.1D TIMED OUT		
NG	Linda Curtis	SAN JOSE	E. CARRION	SANTA CLARA	NG455327/TMO 6519-1828

AMOUNT DUE	
UTILITY	UTILITY
<u>E</u>	<u>NXT</u>
TOTAL AMT <u>149</u>	TOTAL AMT <u>0</u>
AMOUNT	AMOUNT

POLE NO.	Pole Length	Year Set	Pole Treat	Record				Proposed				Item No.	LOCATION AND NATURE OF WORK <small>If not in accordance with Joint Pole agreement and routine-state reasons.</small>	BILL CODE	TOTAL AMT	BILL CODE	TOTAL AMT	
				Class	ATS	E	HLA	NXT	ATS	E	HLA							NXT
4051183E	50	88	FT / CL4	23 - 1	43 - 12	25 - 7	(22 - 1)	22 - 1	43 - 12	25 - 3	22 - 1	22 - 1	3/5	1	53			
			ARM	.33	.34	.33		.25	.25	.25		.25	164e	4				
														5				
1069202E	50	55	FT / CL3	26 - 1	43 - 11	24 - 6	(24 - 1)	25 - 1	43 - 12	23 - 5	24 - 1	26 - 1	3/5	7	42			
														8				
														9				
														10				
														11				
														12				
														13				

ACCOUNTING DIRECTIONS:

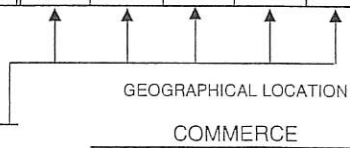
NXT 4.1
MORE TO LESS
2 REC 3/4
3 REC 3/4
2) E/ATS - NXT 3/4
H - NXT 3/4 + 1/2
NG 4.1
2 PROPOSED
E/ATS/H - NG 3/5 + 1/5
1/5 + 1/5 + 1/5 = 3/5 = 1/5
.20

NXT 4.1
LESS TO MORE
2 PROP 3/5
3 REC 3/4
E/ATS - NXT 3/5
H - NXT 3/5 + 1/5
REC 3
E/ATS - NXT 3/4
H - NXT 3/4 + 1/2
NG 4.3
2 PROP
E/ATS/H - NG 3/5 + 1/5

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

ANCHOR/ARM LEGEND:
C(XX) = FOOTAGE CUT
SCZ = SAFETY CLEARANCE ZONE
AR = ANCHOR/ARM REMOVED
AT = ANCHOR/ARM TRANSFERRED

Show quantity of items to be billed in the Column of Party to be Paid.



COL TOT 149

COSTS and BILLING DATE

BILL NO. 2-20-832,643,615,872,854

FINAL

BILLING CODES

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

J.P. AUTH. NO. NG7455327-13-16

BILL NO. 832

AMOUNT DUE			
BILL CODE	UTILITY NXT	BILL CODE	UTILITY ATS
TOTAL AMT		TOTAL AMT	
AMOUNT		AMOUNT	
0		149	

1.			
2.		2 3	53 27
3.			
4.			
5.			
6.			
7.		2 3	42 27
8.			
9.			
10.			
11.			
12.			
13.			
COL TOL			149

BILL NO. 643

AMOUNT DUE			
BILL CODE	UTILITY NXT	BILL CODE	UTILITY H
TOTAL AMT		TOTAL AMT	
AMOUNT		AMOUNT	
0		190	

1.			
2.		2 3	63 32
3.			
4.			
5.			
6.			
7.		2 3	63 32
8.			
9.			
10.			
11.			
12.			
13.			
COL TOL			190

BILL NO. 615

AMOUNT DUE			
BILL CODE	UTILITY E	BILL CODE	UTILITY NG
TOTAL AMT		TOTAL AMT	
AMOUNT		AMOUNT	
92		0	

1.			
2.	2	44	
3.			
4.	2	tree	
5.			
6.			
7.	2	48	
8.			
9.			
10.			
11.			
12.			
13.			
COL TOL		92	

BILL NO. 872

AMOUNT DUE			
BILL CODE	UTILITY NG	BILL CODE	UTILITY ATS
TOTAL AMT		TOTAL AMT	
AMOUNT		AMOUNT	
0		92	

1.			
2.		2	44
3.			
4.			2 tree
5.			
6.			
7.		2	48
8.			
9.			
10.			
11.			
12.			
13.			
COL TOL			92

BILL NO. 854

AMOUNT DUE			
BILL CODE	UTILITY NG	BILL CODE	UTILITY H
TOTAL AMT		TOTAL AMT	
AMOUNT		AMOUNT	
0		92	

1.			
2.		2	44
3.			
4.			2 tree
5.			
6.			
7.		2	48
8.			
9.			
10.			
11.			
12.			
13.			
COL TOL			92

ACCOUNTING DIRECTIONS:

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13.

NG455327-13-16

NEW PROPOSED WAY 2

Bill by Proposed Side of JPA only using current year prices 2019

Billing Explanation:

POLE: 4051183E

NXT 4.1A

2) Proposed

E/ATS/H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1/15':

3) Proposed

E/ATS/H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1/15' * 50%:

NG 4.4

2) Proposed

E/ATS/H BILL NG 1/15 (3/5 PARTIES) SHARED COST + 1/15':

POLE: 1069202E

NXT 4.1A

2) Proposed

E/ATS BILL NXT 1/15 (3/5 PARTIES) SHARED COST:

H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1':

3) Proposed

E/ATS BILL NXT 1/15 (3/5 PARTIES) SHARED COST * 50%:

H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1' * 50%:

NG 4.3

2) Proposed

E/ATS/H BILL NG 1/15 (3/5 PARTIES) SHARED COST + 1/3' (- 1' FOR BUYING INTO SCZ):

New Proposed Way 2

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

BILL NO. 2-20-615, 872, 854, 608, 832
 PAGE NO. 1 643

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.

Date Prepared 11/26/2018 In Field By Telephone Date DEC 07 2018 **2019** J.P. No. of Pages 1 Completed 1 Auth No NG455327-13-16

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

**Bill by: A.I
 Proposed Side
 of JPA.
 2019 Cost.**

| UTILITY | REPRESENTATIVE | DISTRICT-DIVISION-EXCHANGE | APPROVED | TAXING INSTRUCTIONS | ACCOUNTING DATA |
|---------|----------------|----------------------------|-----------------|---------------------|------------------------|
| ATS | Dan Garden | LOS ANGELES | 18.1D TIMED OUT | | |
| E | KATRINA ROMO | MONTEBELLO | M.WAZEWSKI | MONTEREY PARK | 700092/409005224 |
| HLA | D Morris | LOS ANGELES | 18.1D TIMED OUT | | |
| NXT | Lynn Prescott | LOS ANGELES | 18.1D TIMED OUT | | |
| NG | Linda Curtis | SAN JOSE | E. CARRION | SANTA CLARA | NG455327/TMO 6519-1828 |

| AMOUNT DUE | |
|------------|-----------|
| UTILITY | UTILITY |
| E | NG |
| TOTAL AMT | TOTAL AMT |
| 100 | 0 |
| AMOUNT | AMOUNT |

| POLE NO. | Pole Length | Year Sat | Pole Treat Class | Record | | | | Proposed | | | | | Item No. | LOCATION AND NATURE OF WORK
If not in accordance with Joint Pole agreement and routine-state reasons. | BILL CODE | AMOUNT | ACCOUNTING DIRECTIONS: | |
|----------|-------------|----------|------------------|--------|-------------------|-----------------|----------|----------|-------------------|------------------|--------|--------|----------|--|-----------|--------|------------------------|--|
| | | | | ATS | E | HLA | NXT | ATS | E | HLA | NXT | NG | | | | | | |
| | | | | C | L | C | C | C | 12KV | C | C | C | | NG to purchase sec 4.4, share arm sec 14.1, NXT to purchase sec 4.1A | 1 | | | |
| 4051183E | 50 | 88 | FT / CL4 | 23 - 1 | 43 - 12
23 - 1 | 25 - 7 | (22 - 1) | 22 - 1 | 43 - 12
22 - 1 | 25 - 3
22 - 4 | 22 - 1 | 22 - 1 | | WHITTER BL A/N S/S 26' E/O HARDING AV | 2 | 48 | | |
| | | | | | TN 23 | | | .20 | TN 22 | 12.20 | 6.20 | .30 | .30 | | | 3 | | |
| | | | ARM | .33 | .34 | .33 | | .25 | .25 | .25 | | .25 | 164e | Edison & ATS & HLA to assign NG free interest in existing arm | 4 | FREE | | |
| | | | | | | | | | | | | | | | 5 | | | |
| | | | | C | L | C | C | C | 12KV | C | C | C | | NG to purchase sec 4.3, NXT to purchase sec 4.1 A | 6 | | | |
| 1069202E | 50 | 55 | FT / CL3 | 26 - 1 | 43 - 11
25 - 1 | 24 - 6
TN 24 | (24 - 1) | 25 - 1 | 43 - 12 | 23 - 5
TN 23 | 24 - 1 | 26 - 1 | | WHITTER BL A/N S/S 135' E/O HARDING AV | 7 | 52 | | |
| | | | | | TN 25 | | | | | | | | | | 8 | | | |
| | | | | | | | | | | | | | | | 9 | | | |
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COL TOT 100

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

ANCHOR/ARM LEGEND:
 C(XX) = FOOTAGE CUT
 SCZ = SAFETY CLEARANCE ZONE
 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

COMMERCE

FORM 48 SENT 10/12/2018

PAGE TOTAL



COSTS and BILLING DATE

BILL NO. 2-20-872,854,608,832,643

FINAL

BILLING CODES

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

J.P. AUTH. NO. NG45327-13-16

BILL NO. 872

| AMOUNT DUE | | | |
|------------|------------|-----------|-------------|
| BILL CODE | UTILITY NG | BILL CODE | UTILITY ATS |
| | TOTAL AMT | | TOTAL AMT |
| | 0 | | 100 |
| | AMOUNT | | AMOUNT |

BILL NO. 854

| AMOUNT DUE | | | |
|------------|------------|-----------|-----------|
| BILL CODE | UTILITY NG | BILL CODE | UTILITY H |
| | TOTAL AMT | | TOTAL AMT |
| | 0 | | 100 |
| | AMOUNT | | AMOUNT |

BILL NO. 608

| AMOUNT DUE | | | |
|------------|-----------|-----------|-------------|
| BILL CODE | UTILITY E | BILL CODE | UTILITY NXT |
| | TOTAL AMT | | TOTAL AMT |
| | 140 | | 0 |
| | AMOUNT | | AMOUNT |

BILL NO. 832

| AMOUNT DUE | | | |
|------------|-------------|-----------|-------------|
| BILL CODE | UTILITY NXT | BILL CODE | UTILITY ATS |
| | TOTAL AMT | | TOTAL AMT |
| | 0 | | 176 |
| | AMOUNT | | AMOUNT |

BILL NO. 643

| AMOUNT DUE | | | |
|------------|-------------|-----------|-----------|
| BILL CODE | UTILITY NXT | BILL CODE | UTILITY H |
| | TOTAL AMT | | TOTAL AMT |
| | 0 | | 140 |
| | AMOUNT | | AMOUNT |

ACCOUNTING DIRECTIONS:

| | | | | | |
|-----|--|---|------|--|--|
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| COL | | | | | |
| TOL | | | 100 | | |

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| 3. | 3 | 24 | | | |
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| 5. | | | | | |
| 6. | | | | | |
| 7. | 2 | 45 | | | |
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| COL | | | | | |
| TOL | | | 140 | | |

NG455327-13-16

Question from February 19, 2020 BPS meeting: Why is HLA losing \$50 for account 643?

Billing Explanation:

CURRENT WAY by Date Sent: 2018

Rule: More to Less: Bill both purchase of interest and proposed by record
 Rule: Less to More: Bill purchase of interest by proposed, penalty by record
 Rule: Same: Bill purchase of interest by proposed, penalty by record

NEW PROPOSED WAY 2

Bill by Proposed Side of JPA only using current year prices 2019

Account 643 HLA - NXT
 POLE: 4051183E
 NXT 4.1A

| CW | |
|-----|-----|
| 643 | |
| NXT | HLA |
| 0 | 190 |

| NPW2 | |
|------|-----|
| 643 | |
| NXT | HLA |
| 0 | 140 |

| | | | |
|-------------------------|---|-----------------|-----------|
| 2) PURCHASE OF INTEREST | | | |
| CW | H BILL NXT 1/12 (3/4 PARTIES) SHARED COST + 1/2': | RECORD | 63 |
| NPW2 | H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1/15': | PROPOSED | 48 |
| 3) PENALTY | | | |
| CW | H BILL NXT 1/12 (3/4 PARTIES) SHARED COST + 1/2' * 50% : | RECORD | 32 |
| NPW2 | H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1/15' * 50%: | PROPOSED | 24 |

Account 643 HLA - NXT
 POLE: 1069202E
 NXT 4.1A

| | | | |
|-------------------------|--|-----------------|-----------|
| 2) PURCHASE OF INTEREST | | | |
| CW | H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1': | PROPOSED | 63 |
| NPW2 | H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1': | PROPOSED | 45 |
| 3) PENALTY | | | |
| CW | H BILL NXT 1/12 (3/4 PARTIES) SHARED COST + 1/2' * 50%: | RECORD | 32 |
| NPW2 | H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1' * 50%: | PROPOSED | 23 |

Southern California Joint Pole Committee

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

June 17, 2020

A regular meeting of the **Operating Committee** took place on the above date, at 10:27 a.m., via teleconference:

Those in attendance were:

| | |
|---------------------|-------------------------------------|
| Mr. Bret Plaskey | Frontier Communications |
| Mr. John Bacon | City of Los Angeles |
| Mr. Jaime Garcia | City of Los Angeles |
| Mr. Jeff Williams | City of Los Angeles |
| Mr. Wayne Brown | Southern California Edison |
| Ms. April DeBarge | Southern California Edison |
| Ms. Valerie Mitwasi | Southern California Edison |
| Ms. Cory Crawford | AT&T California |
| Ms. Lynn Prescott | Verizon Wireless |
| Mr. Alex Para | City of Riverside |
| Mr. Joe Serrato | Crown Castle NG West Inc. |
| Ms. Maria Ortiz | XO Communication. |
| Ms. Lupe Hernandez | Teleport Communications America |
| Ms. Alicia Smith | Sprint Nextel/Sprint Communications |
| Ms. Yesenia Delgado | Time-Warner Cable |
| Ms. Shawn Henderson | T-Mobile USA |
| Mr. Peter Castaneda | T-Mobile USA |
| Ms. Yvonne Johnson | AT&T Mobility |
| Mr. Nick Van Stryk | City of Vernon (Petrelli Electric) |
| Ms. Angela Pranata | Committee Staff |
| Ms. Kathleen Allen | Committee Staff |

Chairperson, Mr. Plaskey called the meeting to order at 10:27 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 2020 expense sheet**. 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**. Mr. Plaskey inquired if ATC Outdoor Das has been assessed or will be assessed. Ms. Pranata replied they have been assessed for May 2020 Operating Expenses and will be assessed for June 2020 Operating Expenses as well.

There were no further comments or questions.

The sixth item for discussion is **Billing Standardization of Procedures and Minutes**. Ms. Allen reported Section 4.1 and 7.7 was discussed. Moving forward there will be only 4.1B. For section 7.7 the penalty will now be billed by YEAR SET of new pole. Effective June BS. Staff started billing on PDF JPAs. Instructions were sent to billers and discussed. Billers were trained on how to bill/check on PDF finals. She added Ms. Pranata will go into further detail later. Also, discussed the staff was informed to be detailed in remarks on JPA memo list so Members are clear and do not need to question and lastly, the deadline for AT&T California has been moved two days earlier.

There were no comments or questions.

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

SCJPC Staff Update: SCJPC Work Update: May B/S and June B/S

Ms. Pranata opened and reported for May b/s we processed close to 6,000 poles in May b/s. However, in June b/s we were able to process a little over 7,000 poles. We did receive over 8,000 poles for June b/s so there will be a holdover into July b/s.

Ms. Pranata then reported the staff started to bill on PDF forms and it went great. The consensus of the staff is they like billing on PDF files. She then proposed, with the Operating Committee's approval, if members can send their JPAs to SCJPC office in PDF format files, effective immediately. Mr. Serrato inquired if there are any instructions on any particular formatting of the PDF or just a straight up PDF. Ms. Pranata replied she has not updating anything yet and wanted to get an approval from the Operating Committee first. She added to send on legal size paper. Ms. Crawford inquired that the staff doesn't like to mark up the JPA. Ms. Pranata stated and showed we use comments and text and can mark up the PDF files too. Ms. Crawford then commented you can covert Excel Files to PDF files yourself. Ms. DeBarge inquired if this applies to the current version of the Excel file that locks down the billing fields. Ms. Pranata replied yes and that we treat like paper and do not have to change anything such as formatting or text size. She added some members send in excel files in various formats and we had some trouble billing on different Excel formats. With PDF files it is treated like paper and only one format. Ms. DeBarge inquired about the built-in math features. Ms. Pranata stated like paper billers will use a calculator. Ms. DeBarge then stated that moving to Excel was the ability to use the math features. Mr. Serrato commented a quick decision was made to switch to Excel with the COVID situation. He added what the staff is saying is JPA in PDF format is easier to operate billing and it will cut down the time needed to process JPAs. He then commented they prefer to send in PDF format it is quicker on their side as well. Mr. Serrato then inquired do you need all the members to send PDF to make the decision of accepting PDF's or can some Members send as Excel and some Members as PDF. Ms. Pranata commented her

proposal is for all members to send as PDF files. However, if the Operating does not agree we will accept as they are sent in as Excel or PDF format. Mr. Plaskey stated if we are to make a change like this with all the members it would have to go out to every single member, and you would have to receive a response back. He added there are several different software that you can print to PDF. What would prevent the staff to print to PDF in whatever format it comes to you and then knock out business as usual. Instead of the 30 different members change their process why don't the staff print change to PDF when it comes in. Ms. Pranata replied if the members are ok with the staff converting to PDF that is doable. Ms. Crawford commented that she feels it is a loss of productivity not using the built-in macro calculation features available to them in excel. She added if they are not going to advance their skill set to adapt to that and just want to use paper, pencil, and a manual calculator that should be reflected in their performance in her opinion. Ms. DeBarge agrees and states that Excel has the math features and many features built in. Ms. Pranata stated that it sounds like the members want the files to remain as Excel files and not to be converted to PDF. Mr. Plaskey replied yes that is what the consensus is, and the staff should be using the tools giving to them to speed up efficiency. Ms. Pranata stated that if the members are using the latest file on the website it would be no problem. However, the problem is on the excel files that are not from SCJPC and have created their own. Ms. Crawford stated to please let her know if AT&T California is not submitting the proper form from the website. Ms. Pranata replied ok. Mr. Plaskey commented for Ms. Pranata to take as an action item to remind the members we have a form that is meant to increase efficiency for everyone on the website. Ms. Pranata stated that some members typed their prelims prior to COVID and why they are sending the old format in. He commented just send a reminder to the members that we have a process and Excel file that works. Ms. Hernandez stated that it should not be a suggestion but all finals on that form. Mr. Plaskey agrees and does not remember if it was discussed at the Board. Ms. Pranata stated it was just an email because it was during COVID. She added that she stated in the email old formats would be accepted. But now the old formats are giving the staff trouble. She then inquired if she could send an email to the members requested in lieu of sending old formats of excel to send PDF files. She added currently Edison is sending both PDF and Excel JPAs. Ms. Crawford commented she feels the staff should just print to PDF instead of an email being sent. Ms. DeBarge stated that Ms. Pranata has been receiving the previous format in PDF and new format in Excel from Edison. Ms. Pranata stated that she wanted to let the members know if they want to send in as PDF they can unless the Operating Committee objects. Mr. Plaskey stated that we got a new form and the expectation is the members using that form. It is the most efficient. Ms. Crawford stated and for Ms. Pranata to work with her team to get their skill sets up. Mr. Plaskey then requested to add this to the Administrative Board agenda under Knowns items since it was never discussed officially with all the admin members. Ms. Pranata stated that Crown Castle can send in PDF files, since they per them, because we are processing both PDF and Excel files from Edison. Mr. Plaskey commented for Ms. Pranata to send the reminder email about the new form. Ms. Pranata commented she will send out.

Billing Errors/Questions

There were no Billing Errors/Questions.

Item 1581: Pole Record Redesign (from Computer Ad Hoc) – (10/29/2019 per B. Plaskey)

Mr. Plaskey opened and inquired about the Pole Record Redesign and how it is going. Ms. Pranata reported that Mr. Atalla has been responsive and completion is progressing. She did have a call with him to discuss a few pending items and he asked for further testing of the program. Ms. Pranata inquired if the staff can pull away from billing to test the program for up to four hours per staff. She added it is not much time but time away from billing. Ms. Crawford inquired it is going to have a long-term benefit. Mr. Plaskey inquired if Ms. Allen and Ms. Pranata could do the initial testing themselves instead of pulling staff out of production. Ms. Pranata explained that her and Ms. Allen could test it; however, in the end the staff are the ones that are going to be using it daily. She added the more people testing the better. For example, the input of the administrative aide is beneficial since her and Ms. Allen do not perform admin aide tasks daily. Ms. Crawford recommended to have one Biller II and one Biller III test along with Ms. Pranata and Ms. Allen for X amount of time in a day and give feedback. If the testing goes well with no issues you are good. If there are some bugs give back to Mr. Atalla to work out the issues. When the program is ready after the bugs are fixed have a different Biller II and a different Biller III test. Mr. Plaskey agreed. Ms. Pranata replied ok she will do.

Ergonomic evaluation quotes (summary & details attached):

Mr. Plaskey stated this was left last month with the members to circle back and do a little more research. Ms. Crawford inquired if the employees were asking for a study or do we think we had to do it to fit some California requirement. Mr. Plaskey stated this was a suggestion of Edison. Ms. DeBarge stated she brought it up when the discussion was brought up about getting tablets. She added working from a tablet or a laptop for long periods of time is a strain, so she recommended for Ms. Pranata to google it. She does not know the prices shown since the ergonomic evaluation are part of her job. She wanted to make sure with the amount of work they put in each day, the typing and constant head motions that the staff work safely and do not injure themselves. Ms. Pranata commented that prior to COVID the desk setup was not set up properly. When we were billing on paper, the staff had to look down to read paper JPAs and look up to monitors to see prices. Ms. Crawford commented that AT&T CA produced their own ergonomic videos and suggested for Ms. Pranata to research videos online. Then the supervisors of those employees that are stating some concerns about ergonomics the supervisors would be responsible with sitting with the employee and watching them and coaching them on how to sit differently or adjust their monitors differently. She does not think that going to this level of detail is necessary at this time. Mr. Plaskey stated he is not prepared to go with any of these solutions at this time. He then stated it needs to be cared for at the committee and the least expensive solution is for Ms. Pranata to research videos as what Ms. Crawford suggested and make sure everyone is operating safely. He added that this can be tabled until next month since most of the staff is out of the office do to COVID.

Study/analysis billing by proposed side of JPA (K.Allen). Billing by Proposed side of the JPA only – Moved from BPS 3/18/20

Mr. Plaskey inquired if this item was tabled from last month because of COVID. Ms. Allen stated yes this is tabled. We go over it each month and from her understanding decisions do not want to be made yet. It is kept on the agenda until we decide on a new program or how we are going with electronic billing. There was no objection from the members to table this until next month.

MISC

Returning to the Office

Ms. Pranata inquired if the members have a date of staff return to the office. She wants to make sure she has enough time to prepare and rearrange the cubicles at the front of the office. Mr. Plaskey commented he thinks we are still subject to the stay at home orders. Ms. Crawford inquired about Ms. Pranata's recommendation. Are they still efficient and getting the work done and can still work from home? Ms. Crawford commented if Ms. Pranata assessed her team and their ability to work from home and they are doing their job and getting the work done because we can continue for them to work from home as long as we want. There is no trigger to move them back into the workplace unless you are missing deliverables. She then asked Ms. Pranata if her recommendation is for the staff to continue to work from home for now. Ms. Pranata replied yes. Ms. Crawford inquired how many days in advance do you need to from a period of time when you feel they are not being efficient any longer and want them to return them. Ms. Pranata commented from her understanding the committee wants the staff to return to the office eventually. Mr. Plaskey stated that the conversation last month to continue business as usual until all the orders are lifted. He is not sure if all the orders are lifted so the staff will still be working from home. He added once the orders are lifted the expectation is for everyone to return to the office. Ms. Crawford commented we can do something like you have 30 days to return to the office once the governor of California lifts the orders. In case their kids are not back in school yet or say they have some extenuating circumstances. We should give them a period of time to transition back into the office. And perhaps that period of time matches Ms. Pranata's timeline to schedule that setup change of the cubicles. Ms. Crawford inquired if that sounds fair. Ms. Pranata replied yes. Ms. Crawford then inquired if Ms. Pranata has done some research for a company that does that and the costs. Ms. Pranata commented that we have a vendor that we use, and she can reach out to him to provide some recommendations on how to rearrange the cubicles. Ms. Crawford stated for Ms. Pranata to start the analysis now. She added you do not have to trigger it yet but get the analysis started now. Ask them what their due dates intervals are, and we will mask them with the employee return to work schedule. Ms. Pranata commented she will do that and thanked Ms. Crawford.

Review of Action Items:

- Ms. Pranata to send out an email to the entire membership to let them know about the new excel file and that it is most efficient file.
- Add a bullet to the Admin. Board agenda for next month regarding the new excel file.
- Ms. Pranata to follow up with Joe Atalla and the team and start testing the Pole Record Redesign.
- Ms. Pranata to follow up with the furniture vendor about a plan for splitting up or rearranging the front cubicle.
- Ms. Pranata to research ergonomic materials and videos.

The meeting adjourned at 11:05 a.m. until July 15, 2020.

Ms. Kathleen Allen – Committee Transcriber

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

| OPERATING EXPENSES | Details | May 31, 2020 | | | YTD Through May 31, 2020 | | | % | Annual Budget |
|--|-----------------------------------|--------------|------------------|----------|--------------------------|-------------------|----------|------|---------------|
| | | Budgeted | Recorded | Variance | Budgeted | Recorded | Variance | | |
| EMPLOYEE EXPENSE | | | | | | | | | |
| Salaries | | 50,065 | 39,427.48 | 10,637 | 250,324 | 216,846.08 | 33,478 | 13% | 600,779 |
| Regular | 39,008.98 | | | | | - | | | |
| Contract Labor | 418.50 | | | | | - | | | |
| Insurance | | 6,921 | 5,778.10 | 1,143 | 34,605 | 28,917.29 | 5,688 | 16% | 83,053 |
| Health/Dental | 5,778.10 | | | | | - | | | |
| Life (quarterly) | | | | | | - | | | |
| Payroll Taxes | | 4,256 | 2,940.63 | 1,315 | 21,278 | 16,221.63 | 5,056 | 24% | 51,066 |
| Workers Compensation | | 292 | 255.66 | 36 | 1,458 | 1,068.30 | 390 | 27% | 3,500 |
| Travel mileage reimbursement/
Miscellaneous expenses | | 125 | - | 125 | 625 | 282.43 | 343 | 55% | 1,500 |
| | | | | | | - | | | |
| PENSION EXPENSE | | | | | | | | | |
| Contribution-SEP IRA | | 5,257 | 3,427.90 | 1,829 | 26,284 | 20,589.48 | 5,695 | 22% | 63,082 |
| | | | | | | - | | | |
| | | | | | | - | | | |
| MONTHLY RECURRING | | | | | | | | | |
| Rent | | 9,000 | 8,798.73 | 201 | 45,000 | 43,993.65 | 1,006 | 2% | 108,000 |
| Alarm System | Quarterly | 50 | - | 50 | 250 | 149.97 | 100 | 40% | 600 |
| Telephone (Frontier+Jive)
Plus Cell phones (new 04/2020) | Plus Cell phones for
AP and KA | 654 | 839.78 | (186) | 3,271 | 3,979.21 | (708) | -22% | 7,850 |
| Cisco WebEx Plan | | 90 | 69.00 | 21 | 450 | 345.00 | 105 | 23% | 1,080 |
| Postage & Shipping | | 217 | 35.35 | 181 | 1,083 | 416.01 | 667 | 62% | 2,600 |
| Business/Property Insurance | Pro-Rated | 167 | (40.00) | 207 | 833 | 890.88 | (58) | -7% | 2,000 |
| Committee Meetings | | 333 | - | 333 | 1,667 | 648.17 | 1,018 | 61% | 4,000 |
| | | | | | | - | | | |
| | | | | | | - | | | |
| EQUIPMENT & FURNITURE | | | | | | | | | |
| Copy Machine - CBE | | 208 | 190.11 | 18 | 1,042 | 802.78 | 239 | 23% | 2,500 |
| | | | | | | - | | | |
| | | | | | | - | | | |

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

| OPERATING EXPENSES | Details | May 31, 2020 | | | YTD Through May 31, 2020 | | | % | Annual Budget |
|--|--|------------------|------------------|------------------|--------------------------|-------------------|------------------|------------|------------------|
| | | Budgeted | Recorded | Variance | Budgeted | Recorded | Variance | | |
| NETWORK SYSTEM | | | | | | | | | |
| LAN Maintenance | CBE + Hyperlink
(last month for
Hyperlink) | 1,083 | 2,082.10 | (999) | 5,417 | 6,342.10 | (925) | -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 | SCJPC DOMAIN
RENEWAL | 93 | 282.39 | (189) | 467 | 599.67 | (133) | -29% | 1,120 |
| Covid-19 email & network setup | | - | - | - | - | 3,502.86 | (3,503) | #DIV/0! | 0 |
| Computer (Supplies,Maintenance,Repair) | | 167 | - | 167 | 833 | 592.82 | 241 | 29% | 2,000 |
| Covid-19 Computer Supplies | | - | - | - | - | 217.98 | (218) | #DIV/0! | 0 |
| Off-Site Online Back-up | (last month for
Hyperlink) | 150 | 149.00 | 1 | 750 | 745.00 | 5 | 1% | 1,800 |
| PRINTING & SUPPLY | | | | | | | | | |
| Office Printing | | 233 | - | 233 | 1,167 | 657.77 | 509 | 44% | 2,800 |
| Office Supplies | | 175 | 90.69 | 84 | 875 | 977.72 | (103) | -12% | 2,100 |
| CONTRACT SERVICES | | | | | | | | | |
| Auditor | Pro-Rated | 808 | - | 808 | 4,042 | - | 4,042 | 100% | 9,700 |
| Attorney* | LABOR | 542 | - | 542 | 2,708 | 270.00 | 2,438 | 90% | 6,500 |
| GENERAL EXPENSE | | | | | | | | | |
| Payroll Service Fees | | 117 | 93.00 | 24 | 583 | 447.00 | 136 | 23% | 1,400 |
| Bank fees/Checks printing | Pro-Rated | 33 | 34.99 | (2) | 167 | 188.98 | (22) | -13% | 400 |
| Publications/Subscriptions/Reference | | 17 | - | 17 | 83 | - | 83 | 100% | 200 |
| Seminars & Tuition | | 83 | - | 83 | 417 | 100.83 | 316 | 76% | 1,000 |
| Team Building | \$500 quarterly | 167 | - | 167 | 833 | 500.00 | 333 | 40% | 2,000 |
| Member Retirement & celebration | | 108 | - | 108 | 542 | - | 542 | 100% | 1,300 |
| Scanning Project* | Ongoing project | 833 | - | 833 | 4,167 | 3,589.40 | 577 | 14% | 10,000 |
| Total Operating Expenses | | 83,419.12 | 65,629.91 | 17,789.21 | 417,095.62 | 359,758.01 | 56,760.34 | 14% | 1,001,029 |

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

| OPERATING EXPENSES | Details | May 31, 2020 | | | YTD Through May 31, 2020 | | | % Variance | Annual Budget |
|--|---------|------------------|------------------|------------------|--------------------------|-------------------|-------------------|------------|------------------|
| | | Budgeted | Recorded | Variance | Budgeted | Recorded | Variance | | |
| CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT | | | | | | | | | |
| <u>COMPUTER SYSTEM</u> | | | | | | | | | |
| Software Purchase (& minor website mods) | | 250 | - | 250 | 1,250 | 2,135.00 | (885) | -71% | 3,000 |
| 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 |
| Website Upgrade * | | 417 | - | 417 | 2,083 | - | 2,083 | 100% | 5,000 |
| Covid-19 software for laptops | | - | - | - | - | 2,768.90 | (2,769) | #DIV/0! | 0 |
| <u>EQUIPMENT & FURNITURE</u> | | | | | | | | | |
| Purchases/Leases (including Copy Machine) | | 575 | 424.86 | 150 | 2,875 | 3,137.17 | (262) | -9% | 6,900 |
| Hardware Purchase | | 117 | - | 117 | 583 | 1,021.52 | (438) | -75% | 1,400 |
| Covid-19 Laptops | | - | - | - | - | 9,854.90 | (9,855) | #DIV/0! | 0 |
| <u>LONG TERM LIABILITY CURRENT</u> | | | | | | | | | |
| Total Capital Investments & Long Term Liabilities Current | | | | | | | | | |
| | | 5,045.83 | 424.86 | 4,620.97 | 25,229.17 | 29,417.49 | (4,188.32) | -17% | 60,550 |
| Interest Earned/Misc Income | | (0.08) | (0.08) | | (0.38) | (0.38) | | | |
| | | 88,464.88 | 66,054.69 | 22,410.19 | 442,324.41 | 389,175.12 | 52,572.02 | 12% | 1,061,579 |
| *Items in blue are assessed equally | | | | | | | | | |
| Prepared as of: 6/5/2020 | | | | | | | | | |

Delinquent Accounts
As of 6/10/2020

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 | December '19 | January 31, 2019 | \$ 802.60 | 20505 | 4/13/2020 5/12/20
6/9/20 | Email to Yvonne Johnson | KA/JT | JT | 3/10/2020 |
| AT&T Mobility | January '20 | February 29, 2020 | \$ 1,018.05 | 20538 | 5/12/2020 6/9/2020 | Email to Yvonne Johnson | JT | KA | 4/13/2020 |
| AT&T Mobility | February '20 | March 31, 2020 | \$ 1,110.31 | 20571 | 5/12/2020 6/9/2020 | Email to Yvonne Johnson | JT | JT | 5/12/2020 |
| AT&T Mobility | March '20 | April 30, 2020 | \$ 1,363.82 | 20604 | | | | JT | 6/9/2020 |
| City of Banning | March '20 | April 30, 2020 | \$ 1,321.86 | 20615 | | | | JT | 6/9/2020 |
| City of Colton | March '20 | April 30, 2020 | \$ 1,326.57 | 20595 | | | | JT | 6/9/2020 |
| City of Pasadena | March '20 | April 30, 2020 | \$ 1,448.21 | 20599 | | | | JT | 6/9/2020 |
| FRONTIER | March '20 | April 30, 2020 | \$12,276.72 | 20602 | | | | JT | 6/9/2020 |
| Golden State Water Co | March '20 | April 30, 2020 | \$ 1,424.17 | 20611 | | | | JT | 6/9/2020 |
| MCI Metro/ATS | March '20 | April 30, 2020 | \$ 1,460.00 | 20605 | | | | JT | 6/9/2020 |
| MCI Telecomm | March '20 | April 30, 2020 | \$ 1,307.71 | 20606 | | | | JT | 6/9/2020 |
| SPRINT Comm | March '20 | April 30, 2020 | \$ 1,268.58 | 20617 | | | | JT | 6/9/2020 |
| SPRINT-Nextel | May '19 | June 30, 2019 | \$ 694.83 | 20271 | 5/12/2020 6/9/2020 | Email Maria Ortiz/Lupe Hernandez/Lynn Prescott | JT | JT | 5/12/2020 |
| Time Warner Cable -TWS | March '20 | April 30, 2020 | \$ 684.00 | 20613 | | | | JT | 6/9/2020 |
| Time Warner Cable -TWN | March '20 | April 30, 2020 | \$ 748.93 | 20614 | | | | JT | 6/9/2020 |
| T-Mobile USA | March '20 | April 30, 2020 | \$ 1,290.27 | 20609 | | | | | |
| Verizon Wireless | June '19 | July 31, 2019 | \$ 1,097.37 | 20293 | 10/8/2019, 11/12/2019,
12/12/2019,
1/8/2020,2/11/2020,3/1
0/20, 4/13/20 5/12/20
6/9/2020 | Email Lupe Hernandez and Marco Murillo | GV/JT/K
A/JT | GV | 9/10/2019 |
| Verizon Wireless | February '20 | March 31, 2020 | \$ 1,425.59 | 20557 | 5/12/2020 6/9/2020 | Email Lupe Hernandez and Marco Murillo | JT | JT | 5/12/2020 |
| Verizon Wireless | March '20 | April 30, 2020 | \$ 1,676.35 | 20590 | | | | JT | 6/9/2020 |
| XO Comm | March '20 | April 30, 2020 | \$ 1,332.70 | 20612 | | | | | |

\$35,078.64

TOTAL

\$35,078.64

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

| Member | B | COB | D | E | EXT | FTR | H/T | LAC | M | MCI | NG | TWC | Totals | YTD |
|--|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|-------|
| Joint JPAs Billed | | 3 | | 532 | | | | | 6 | | 6 | | 547 | 4130 |
| % of Joint JPAs Billed | 0.000 | 0.005 | 0.000 | 0.973 | 0.000 | 0.000 | 0.000 | 0.000 | 0.011 | 0.000 | 0.011 | 0.000 | 1.00 | |
| Joint JPAs Returned | | | | 322 | | 1 | 1 | | 55 | | | | 379 | 1580 |
| Joint JPAs Held Over | | | | 90 | | | 8 | | 1 | | | | 99 | |
| Total Joint JPAs Received | 0 | 3 | 0 | 944 | 0 | 1 | 9 | 0 | 62 | 0 | 6 | 0 | 1025 | 6684 |
| Multi JPAs Billed | | | | 67 | 4 | | | 2 | 2 | | 13 | 1 | 89 | 690 |
| % of Multi JPAs Billed | 0.000 | 0.000 | 0.000 | 0.753 | 0.045 | 0.000 | 0.000 | 0.022 | 0.022 | 0.000 | 0.146 | 0.011 | 1.00 | |
| Multi JPAs Returned | 2 | | 1 | 96 | 1 | | 4 | | 15 | 1 | 3 | | 123 | 811 |
| Multi JPAs Held Over | | | | 11 | | | | | | | 13 | | 24 | |
| Total Multi JPAs Received | 2 | 0 | 1 | 174 | 5 | 0 | 4 | 2 | 17 | 1 | 29 | 1 | 236 | 1908 |
| Total # JPAs Billed | 0 | 3 | 0 | 599 | 4 | 0 | 0 | 2 | 8 | 0 | 19 | 1 | 636 | 4820 |
| % of JPAs Billed | 0.000 | 0.005 | 0.000 | 0.942 | 0.006 | 0.000 | 0.000 | 0.003 | 0.013 | 0.000 | 0.030 | 0.002 | 1.00 | |
| # of JPAs Returned | | | | | | | | | | | | | 502 | 2391 |
| # of Held Over JPAs | | | | | | | | | | | | | 123 | |
| Total JPAs received | 2 | 3 | 1 | 1118 | 5 | 1 | 13 | 2 | 79 | 1 | 35 | 1 | 1261 | 8592 |
| % of JPAs Billed | | | | | | | | | | | | | 50.44% | |
| % of JPAs returned | | | | | | | | | | | | | 39.81% | |
| % of Held Over JPAs | | | | | | | | | | | | | 9.75% | |
| Member | B | COB | D | E | EXT | FTR | H/T | LAC | M | MCI | NG | TWC | Totals | |
| Poles Billed (Joint JPAs) | | 10 | | 1540 | | | | | 22 | | 17 | | 1589 | 15487 |
| Poles Returned (joint) | | | | 2139 | | 3 | 4 | | 200 | | | | 2346 | 11089 |
| Poles Held Over (joint) | | | | 441 | | | 50 | | 2 | | | | 493 | |
| Poles Billed (Multi JPAs) | | | | 449 | 53 | | | 2 | 8 | | 57 | 2 | 571 | 3757 |
| Poles Returned (multi) | 6 | | 10 | 1090 | 27 | | 93 | | 110 | 19 | 48 | | 1403 | 8377 |
| Poles Held Over (multi) | | | | 237 | | | | | | | 69 | | 306 | |
| Total # Poles Billed
(Joint & Multi combined) | 0 | 10 | 0 | 1989 | 53 | 0 | 0 | 2 | 30 | 0 | 74 | 2 | 2160 | 19244 |
| % of Total Poles Billed
(Joint & Multi combined) | 0.000 | 0.005 | 0.000 | 0.921 | 0.025 | 0.000 | 0.000 | 0.001 | 0.014 | 0.000 | 0.034 | 0.001 | 1.00 | |
| # of Poles Returned | | | | | | | | | | | | | 3749 | 19466 |
| # of Held Over Poles | | | | | | | | | | | | | 799 | |
| Total Poles received | 6 | 10 | 10 | 5896 | 80 | 3 | 147 | 2 | 342 | 19 | 191 | 2 | 6708 | 46779 |
| % of Poles Billed | | | | | | | | | | | | | 32.20% | |
| % of Poles returned | | | | | | | | | | | | | 55.89% | |
| % of Held Over Poles | | | | | | | | | | | | | 11.91% | |

les will be billed first at


| |
|--|
| Inspections Billed SCE Only:
O&M (Inspection & Pole Tags) |
| Inspection JPAs Billed |
| Inspection Poles Billed |

| | |
|---|-------------|
| SCE's Inspections JPAs/Poles were not included in above table | SCE O&M YTD |
| | 13 74 |
| | 3474 7485 |

| |
|---|
| Inspections Billed D Only:
(Inspections) |
| Inspection JPAs Billed |
| Inspection Poles Billed |

| | |
|---|---------|
| D's Inspections JPAs/Poles were not included in above table | D YTD |
| | 0 28 |
| | 0 11308 |

 = Members assessed penalty fee

 = Less than 80% but 50% or greater attendance

 = Less than 50% attendance

 = Excused Absence (COVID-19 in March and April 2020)

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
MEMBER BOARD MEETING ATTENDANCE
JUN 2019- MAY 2020 (ADJUSTED % COVID-19)**

| | MBR
CODE | 2019
JUN | 2019
JUL | 2019
AUG | 2019
SEP | 2019
OCT | 2019
NOV | 2019
DEC | 2020
JAN | 2020
FEB | 2020
MAR | 2020
APR | 2020
MAY | TOTAL | Atten. % | MBR
CODE | MONTHS |
|----|---------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-----------|----------|-------------|--------|
| 1 | So. California Edison | E | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | E | 11 |
| 2 | Frontier Communications | FTR | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | FTR | 11 |
| 3 | City of Los Angeles | M | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | M | 11 |
| 4 | Verizon Wireless | ATC | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | ATC | 11 |
| 5 | AT&T Mobility | LAC | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | LAC | 11 |
| 6 | XO Communications | NXT | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | NXT | 11 |
| 7 | Crown Castle NG West Inc. | NG | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | NG | 11 |
| 8 | AT&T California | H / T | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | H / T | 11 |
| 9 | City of Anaheim | D | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | D | 11 |
| 10 | ExteNet Systems | EXT | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | EXT | 11 |
| 11 | Sprint Communications | FON | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | FON | 11 |
| 12 | Sprint-Nextel | SPR | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | SPR | 11 |
| 13 | Teleport Comm America | TCA | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | TCA | 11 |
| 14 | Golden State Water | SCW | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | SCW | 11 |
| 15 | City of Riverside | J | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | J | 11 |
| 16 | Time-Warner | TWC | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | TWC | 11 |
| 17 | Mobilite LLC | MOB | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 10 | 100% | MOB | 10 |
| 18 | City of Banning | COB | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 10 | 100% | COB | 10 |
| 19 | MCI/Metro | ATS | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 1 | 9 | 100% | ATS | 9 |
| 20 | MCI Communications | MCI | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 1 | 9 | 100% | MCI | 9 |
| 21 | City of Azusa | MA | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 10 | 91% | MA | 11 |
| 22 | City of Burbank | B | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 10 | 91% | B | 11 |
| 23 | Mpower/TelePacific | ICG | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 10 | 91% | ICG | 11 |
| 24 | City of Lompoc | LLW | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 10 | 91% | LLW | 11 |
| 25 | City of Glendale | A | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 10 | 91% | A | 11 |
| 26 | City of Pasadena | MP | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 9 | 90% | MP | 10 |
| 27 | T-Mobile, USA | PBM | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 9 | 82% | PBM | 11 |
| 28 | City of Vernon | V | 0 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 6 | 60% | V | 10 |
| 29 | City of Colton | F | 0 | 1 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 1 | 5 | 56% | F | 9 |
| 30 | ATC Outdoor DAS | AMT | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 4 | 44% | AMT | 9 |
| | Total | | 27 | 26 | 29 | 28 | 30 | 27 | 0 | 27 | 26 | 24 | 24 | 29 | | | |

SCJPC Overtime Report

| Bill of Sale Month | Poles Received | Billed | Returned | Total Processed | Held-Over Poles | Non-Exempt OT hours | | Comments |
|--|----------------|------------------------|----------|--|-----------------|---------------------|-------------------------------|--|
| | | | | (Billed + Returned) | | | | |
| Apr-19 | 11648 | 5914
(23.72% Multi) | 4151 | 10065 | 1583 | 115 | 3835.72 | 11648 = 2861 (from Mar 19) + 8787
ONE BILLER LEVEL 2 RESIGNED END OF APRIL B/S |
| 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 |
| 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) |
| Nov-19 | 8415 | 4401
(21.97% Multi) | 4014 | 8415 | 0 | 119.25 | 4696.87 | 8415 = 950 (from Oct-19) + 7465
of billers decreased, poles received above 5000. |
| Dec-19 | 6918 | 3607
(12.73% Multi) | 3311 | 6918 | 0 | 71.75 | 2769.32 | # of billers decreased, poles received above 5000. Closed earlier than usual (Dec 23). |
| Jan 2020 New Baseline | 6000 | | | | | | | January 2020
(1 staff maternity leave) |
| Jan-20 | 8999 | 4769
(19.75% Multi) | 2897 | 7666 | 1333 | 66.25 | 2620.15 | New Year holiday & staff vacation.
Poles received above 6000. |
| Feb-20 | 10888 | 4579
(22.89% Multi) | 3962 | 8541 | 2347 | 78.25 | 3209.86 | 10888 = 1333 (from Jan-20) + 9555
Poles received above 6000.
1 staff on maternity leave. |
| Mar-20 | 10451 | 2881
(4.23% Multi) | 4660 | 7541 | 2910 | 69 | 2749.49 | 10451 = 2347 (from Feb-20) + 8104
Poles received above 6000.
1 staff on medical leave.
Closed early on 3/19/2020 Covid-19/SCE |
| Apr-20 | 9733 | 4855
(22.12% Multi) | 4198 | 9053 | 680 | 5 | 127.5 | 9733 = 2910 (from Mar-20) + 6823
Poles received above 7000.
Billing started early |
| ***** ELECTRONIC BILLING STARTED IN MAY 2020 ***** | | | | | | | | |
| Bill of Sale Month | Poles Received | Billed | Returned | Total Processed
(Billed + Returned) | Held-Over Poles | Additional Hrs/OT | Additional Hrs total \$ Gross | Comments |
| May-20 | 6708 | 2160
(26.44% Multi) | 3749 | 5909 | 799 | 0 | 0 | 6708 = 680 (from Apr-20) + 5909
First month of billing on Excel files/electronic
No Overtime |

Average overtime/additional hours per month (based on May 19-Mar 20): **93.02273 3489.468 Gross**

ERGONOMIC SERVICES QUOTES SUMMARY

| Company Name | Price | | Duration | Type | Notes |
|----------------------|---------|--------------|---------------------------|---|---|
| The Ergonomic Expert | 200 | per employee | up to 1 hr per employee | Comprehensive, with documentation | No travel charge |
| The Ergonomic Expert | 150 | per employee | up to 25 min per employee | Mini evaluation, brief report | No travel charge |
| The Ergonomic Expert | 100 | per hour | up to 1 day | Quick evaluation, Walk-thru, no documentation | No travel charge |
| Ergo Life Solutions | 130-150 | per employee | 30 min per employee | Brief report | Travel rate \$65/hr |
| Briotix Health | 499 | per employee | 45 min per employee | Comprehensive, with documentation | Travel rate \$95/hr outside 30 miles radius |
| Briotix Health | 1099 | up to 12 | 15 min per employee | Quick evaluation, no documentation | Travel rate \$95/hr outside 30 miles radius |



TheErgonomicExpert

PROPOSAL FOR ERGONOMIC SERVICES

TO: Angela Pranata - So Ca. Joint Pole Committee

Thank you for your interest in The Ergonomic Expert.

PRIVATE CONSULTATION (45 min. - 1 hr. per employee)

INCLUDED: 4 Page Full Report with RULA (Risk Assessment Score), photos, on-site changes, and facilities and equipment recommendations)

FEES: \$250 (single evaluation)

\$200 (5-20 employees) ** Must be scheduled at one time

\$175 (21-50 employees)

MINI CONSULTATION (25 min. per employee)

INCLUDED: 2 Page Report, on-site changes, facilities and equipment recommendations.

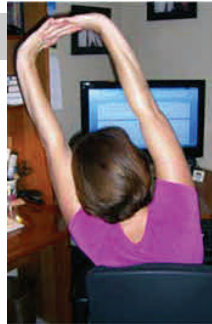
FEES: \$150 (Minimum of 5 employees)

\$125 (11-50 employees)

***Please keep in mind you can do a combination of mini and full evaluations**

--At the rate of \$100/per hour, The Ergonomic Expert can provide a less intense Walk-Thru Evaluation in which suggestions and immediate changes are made on site, such as monitor adjustments, keyboard tray positioning, proper chair alignment and posture recommendations. (No documentation)

--For the larger group setting, a highly instructional and beneficial Keynote (Power Point) Presentation is recommended. The fee for this service is \$500 and can be offered as a Lunch and Learn session if desired. Also a good option for smaller groups with addition of walk thru evaluations.



Barb Phillips, MS OTD, OTR/L
 Doctor of Occupational Therapy

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 www.ergolifesolutions.com

Ergonomic Services

Ergo Life Solutions offers a comprehensive range of *CUSTOMIZED* Ergonomic and Wellness Services including evaluation and training for any level of employee.

Evaluations

Evaluation Services

Individual “Preventative” Ergonomic Evaluation **\$130 - \$150 pp**
For the employee who is pain-free and wants to prevent injury.

- 1/2 hour on-site evaluation including pre-screening questionnaire, interview and adjustments to current equipment for intermediate improvement in comfort.
- Education to empower employee to implement behaviors resulting in improved comfort.
- Stretch and Flex exercises
- Brief report with suggestions for equipment.

Individual “Reactive” Ergonomic Evaluation **\$250 - \$500 pp**
For the employee experiencing discomfort or Workmen’s Compensation Claim

- 1 - 2 hour on-site evaluation including pre-screening questionnaire, interview, and adjustments to current equipment for intermediate improvement in comfort.
- Education to empower employee to implement changes resulting in improved comfort.
- Stretch and Flex exercises
- Contact with care providers inside and outside work environment to support appropriate solutions.
- Formal written report with specific recommendations for equipment and behavior changes.

Follow Up **\$75- \$150 pp**
For the employee who has received an evaluation, after equipment recommendations are implemented.

- On-site follow up for installation of non-permanent equipment use and training.
- Review of healthy behavior / Stretch and Flex exercises.
- On-site supervision of vendors for installation of permanent equipment.
- Equipment use and training.
- May need additional equipment and report.

Related Costs

Please note that prices can vary depending upon the number of employees seen at one time, with discounts applied for greater number of evaluations / screenings conducted.

Travel is billed at a rate of **\$65 / hour**

Additional Ergonomic Services

| Services | All Services are billed at \$150 / hour for preparation and on-site training |
|---|--|
| <p>Equipment Training</p> <ul style="list-style-type: none"> • Train staff in proper use of current equipment. <p>Employee Training</p> <ul style="list-style-type: none"> • One-hour classroom session demonstrating ergonomic risk factors, equipment placement for neutral posture, and prevention exercises. <p>Train the Trainer</p> <ul style="list-style-type: none"> • Four-hour training geared towards administration or safety personnel to recognize obvious ergonomic risk factors, range of solutions and provide the ability to implement immediate changes. | |
| <p>Full or Half Day Preventative Ergonomic Service</p> <ul style="list-style-type: none"> • One-hour classroom session demonstrating ergonomic risk factors, equipment, and prevention exercises. • Preventative ergonomic screenings including adaptations to current equipment at workstation to improve comfort. • Written report with suggestions for global reduction of risk factors. | |
| <p>Worksite Audit</p> <ul style="list-style-type: none"> • On-site evaluation of facility, including brief interviews with staff to identify risk factors associated with potential injury. • Written report with recommendations to implement safety measures. | |
| <p>Stretch, Lift and Twist</p> <ul style="list-style-type: none"> • On-site custom designed stretching program for high risk work tasks. • Program implementation | |
| <p>Equipment Review and Selection</p> <p><i>Ergonomic equipment can be costly, especially when the wrong equipment is purchased or individuals do not know how to use it properly.</i></p> <ul style="list-style-type: none"> • This service provides guidance in the selection of purchasing new appropriate and economic ergonomic equipment. | |
| <p>Disabled and Injured Workers</p> <ul style="list-style-type: none"> • Needs assessment and worksite evaluation for disabled or injured workers. • Establish services to introduce or return disabled employee to work. | |
| <p>Professional / Business Coaching</p> <ul style="list-style-type: none"> • A unique one-to-one relationship designed to help the worker overcome challenges, plan for the future and maximize success. Professional coaching helps explore and realize full potential as an executive, team member or leader. | |
| <p>Worksite Wellness Programming <i>(See separate sheet for details)</i></p> <ul style="list-style-type: none"> • Designed to support healthy behavior in the workplace and to improve employee health outcomes. | |

All Ergo Life Solutions are customized to meet the needs at your setting. Our ergonomist is a licensed occupational therapist and health care professional expertly skilled to meet a wide variety of work-related needs.

** Please contact Ergo Life Solutions to discuss your needs and pricing.*





Barb Phillips, MS OTD, OTR/L
Doctor of Occupational Therapy

Phone: (310) 710-6196
Web: www.ergolifesolutions.com
Email: Info@ergolifesolutions.com

Bio: Barb Phillips, MS OTD, OTR/L

Background: Barb Phillips, MS OTD, OTR/L is the founder and CEO of Ergo Life Solutions. She is a registered and licensed occupational therapist with over 30 years of experience working in hospital, community, government and academic settings. As an occupational therapist, her expertise lies in her keen ability to analyze how people interact in their work spaces, and modify the environment in order to maximize worker safety and productivity. Barb is an expert in the wide variety of ergonomic chairs and equipment on the market. She does not resell equipment and will consult with the office equipment supplier your company uses. She applies immediate improvements for worker comfort at little or no cost to the employer. Clients report an 87% improvement rate in *immediate comfort* after the first visit.

Education: Barb holds a Master's Degree from Columbia University in New York City, and a Doctorate Degree from the University of Southern California. Both degrees are in occupational therapy. She regularly participates in continuing education training in the areas of ergonomics, workplace wellness and women's health. She holds an Ergonomic Hazards certificate from the Occupational Safety and Health Association (OSHA) and completed a 25-hour ergonomics training course through Roy Matheson and Associates. She participated in ergonomics training courses offered by Cornell University and the Occupational Therapy Association of California (OTAC). She also holds a certificate in Personal and Executive Coaching from the College of Executive Coaching, in Ventura California. Barb holds a 200-hour yoga teacher certificate and is also a Reiki practitioner.

Skills: As an occupational therapist, she is trained in analyzing the activities that people engage in throughout their day. She is an expert in the areas of evaluation and recommendations of environmental and behavioral changes that support healthy lifestyles. Her success rate is very high due to her training as an occupational therapist, her experience and her communication skills. Other areas of expertise include program development, worksite wellness and injury prevention, writing and managing contracts, policy and procedure development and implementation, teaching and training programs, supervision and management as well as personal and executive coaching. Her experience includes presenting at national and international professional conferences with large audiences, as well as teaching in the classroom setting. Barb possesses excellent interpersonal skills including written and verbal communication, and people find it very easy to talk to her.



Briotix Health is the leading provider of workforce performance optimization solutions, combining ergonomics, injury and disability prevention, physical rehabilitation, performance optimization, and Return-to-Work/Stay-at-Work services and technology. Briotix Health transforms organizational productivity by unlocking the potential of our clients' workforce. Briotix' clients enjoy a powerful, competitive advantages that is enabled through the intelligent application of science in the physical, cognitive, and organizational disciplines.

Briotix Health clients include many Fortune 500 companies and their global operations and a significant number of the largest insurers and their proxies. Based in the United States, the company serves clients throughout the United States and in more than 60 countries. Briotix Health has grown through the nurturing of close relationships with clients that stand the test of time.

A Sampling of Our Clients





Standard Onsite Risk Assessment

- Our onsite risk assessment represents the core competency of Briotix Health that has permitted us to stand out from the field since 1997. Briotix Health has become a recognized leader for onsite evaluation services. The ErgoMED Evaluation consists of the basic elements that the market has grown to accept as a typical ergonomic intervention.

Highlights of On-Site Assessments:

- Review of employee desk set-up & conduct a risk assessment and early symptom screen.
- On the spot changes such as adjusting equipment and providing education on neutral postures, position change, and equipment placement, so as to improve employee biomechanics, comfort, and understanding.
- Identification of tools, equipment, and space modifications necessary for further improvement.
- Comprehensive documentation and ordering instructions.
- Interventions utilize best practices, mortification interviewing, and behavioral health methodologies.
- Documented with photographs, if permitted, at your site.
- Certified ergonomists
- Briotix Health conducts in-house QA audits of reports
- Itemized list of recommendations for easy comparisons to market rates for ergo equipment.
- In house technical advisory panel reviews evaluation procedures and recommendations to identify and integrate current “best practices” with all ergonomic risk assessment techniques and abatement strategies.

“SWEEP” Style Evaluations

- These are onsite 20-minute brief visits often suited for larger employee populations, such as during moves/renovations or during wellness initiatives. Many clients combine these with lunch & learn seminars. Includes are handwritten documentation and spreadsheets of equipment recommendations, if needed. Or, we can simply work with what you have!

Virtual Assessments

- These are the quickest and the most economical means of connecting with our certified ergonomists. Briotix Health is the world-wide leader in virtual ergonomic interventions. Our proven methodologies and virtual intervention approach returns long-lasting outcomes.

Highlights of Virtual Assessments:

- Review of employee desk set-up & conduct a risk assessment and early symptom screen.
- Via 30-minute web meetings, review of the employee’s risk assessment & desk set-up.
- Provide directions on adjustments to improve employee biomechanics and comfort.
- Identify tools, equipment, and space modifications necessary for further improvement.
- Produce comprehensive documentation and ordering instructions.



Trainings

Briotix Health reinforces ergonomic principals through comprehensive educational units. Trainings range from one-hour “lunch & learn” in servicing to hands-on learning. Briotix Health trainings include programs for all levels of employment, focusing on the importance of injury prevention in the workplace both from economic and employee well-being perspectives. Briotix Health educates employees on the importance of self-awareness, early intervention and taking responsibility for preventing work-related musculoskeletal disorders. We utilize the Watch-Do-Teach method, which incorporates active participation in the training. Research has shown that this method produces sustainable results and optimal integration of training concepts into practice.

All training programs used have been developed by Briotix Health. These programs contain leading research and proprietary content. Briotix Health has invested significant resources in developing a delivery method for the training that will ensure participants are engaged, empowered, and will be confident in their ability to apply the content to their work and home practices.

While we are confident that our training programs are second-to-none in the injury prevention and wellness industry, we will invest the necessary resources to customize all content and deliver processes to ensure that the programs are appropriate for your personnel. All attendees will recognize that the programs being delivered represent your organization’s motivation to invest in their health and safety.

Lunch and Learns

Briotix Health provides one-hour delivery of ergonomic course content for employee populations. These PowerPoint trainings are designed to provide a spring board effect that instills personal accountability relative to meaningful safety and wellness change. Courses are typically provided at the client location within conference & lunch rooms. The one-hour format allows for easy assimilation of specific topics. Handouts are provided.

- **Ergo 101/General Ergonomics for Office:**

Ergonomic risk such as duration/sustained postures, repetition, and awkward postures account for employee discomfort, injury, and claims. It’s critical that workers, involved in computer work, learn how to affectively arrange their work space, adapt their postures, and incorporate movement into their day. In this comprehensive “lunch & learn,” employees uncover the ergonomic red flags present in work environments and understand how to eliminate or reduce exposures.

- What is ergonomics?
- What are the ergonomic risk factors in work places?
- Ergonomic do’s and don'ts
- How to set up an ergonomic workstation
- How to adjust your chair
- Importance of position change & movement
- The Stand 30 Challenge
- Questions and answers
- Handout Review (desk set-up, stretching, and stand 30 challenge)



- **Signs and Symptoms of Musculoskeletal Disorders**
- **Common Work Injuries**
- **Stretch & Flex (Stretching & Strengthening):**
 - Approximately 70% of the American workforce sits on the job. Even perfect posture, if it is sustained, isn't health! Many sprains and strains result from mechanical stress applied to shortened, non-flexible, and and/ or weakened connective tissues and muscle tendons, during both normal and unexpected movements of the body, when working in non-neutral postures. Find out why it is important to provide movement and blood flow to the body and how to eliminate the aches and pains associated with a typical work day. Prevention Specialists will demonstrate the hows and whys of proper stretching and strengthening exercises. In this interactive seminar participants will be lead through a series of easy-to-learn stretching and strengthening exercises for the upper and lower back, neck wrists, forearms, shoulders, and legs.
- **Manual Material Handling/Safe Lifting Practices:**
 - Realizing that materials handling is one of the most dangerous job tasks, and that injuries sustained while lifting can become one of the most costly for organizations, it is imperative that employees involved in lifting tasks be routinely trained on proper techniques. In this "lunch & learn" employees learn how to identify potentially hazardous lifts, plan for lifting tasks, and use proper lifting techniques.
- **Lab Ergonomics**

Obstacle Course

The Obstacle Course is a one-hour training program that leverages social interactivity and the per dynamic, to emphasize and training proper biomechanics, safe behaviors and problem solving during regular job activities. Utilizing the concept of "tribal knowledge," the session will also integrate elements of team building, problem solving and training to help ensure that a social support system is established to reinforce proper techniques and safety while working. Tribal Knowledge is experience that employees have developed to solve programs. In many cases, this knowledge is tested and proven, though it has not been shared across the broader population. The employees will also receive job coaching from the Ergonomist during this process. The end result will be tested best practices that measure risk reduction, efficiency improvement, documents feedback from employees and managers. We recommend groups of no more than 10 participants to ensure effective engagement and participation. Briotix Health will observe the initial obstacle course(s) to guide the activity and offer support and feedback.

Manager Training

Training mangers forms a basis for the internal sustainability of an ergonomics program, as managers and supervisors assume ownership of employee safe work practices. Trainings ensure ergonomic fluency and an eye for unsafe work habits and reinforces that process and procedures in place as well as the organizations long-term commitment to best ergonomic practices.

This session for managers and supervisors clarifies their responsibility in intervening in the multitude of factors which contribute to the mental and physical health of employees. Trainings are presented in half-day and full-day units.

- Injury prevention for managers (how to minimize and reduce injuries in employees)
- Post-Injury manager communication (management of ergonomic injuries)



Train the Evaluator

This dynamic 16-hour course offers highly effective ergonomic assessment and intervention processes derived from applied best practices. Briotix Health's approach is unique, as it integrates the essential elements of clinical, engineering, behavioral, and wellness methodologies that are essential for a comprehensive approach to reducing injuries and improving productivity. Each attendee will learn how to immediately apply these effective strategies to successfully prevent, manage, and reduce work and lifestyle related musculoskeletal disorders (MSDs) and disabling injuries. This course focuses on developing the attendee's knowledge of work physiology, causes of MSDs, methods of ergonomic problem solving and effective ergo-behavioral and wellness solutions for office or industrial work environments. Attendees will not just learn how to apply this information through their organization but will also be able to confidently explain and demonstrate the information to their colleagues.

Upon course completion, attendees will have the knowledge and tools to maintain and manage a comprehensive ergonomics program and help the organization prevent MSDs, reduce workers' compensation claims, improve employee morale and productivity.

Who Should Attend the Course

This course was designed for individuals with no ergonomic experience, as well as those with many years of ergonomic experience. Anyone who is interested in being involved in the organization's injury prevention efforts will find the course useful. In addition to assisting the organization with reducing costs and increasing profits, the certification approach for this course will help each attendee develop specific skills that can be used in other areas of their professional career. These skills include effective communication, coaching techniques, problem solving strategies, and leadership techniques. Many of our clients who attended this course, found that their involvement with their organization's ergonomic program provided confidence that they could apply to their professional development and career track.

Certification

In order to receive the certification designation, each attendee, upon completion of the course, must be able to successfully pass an examination, and demonstrate competence in conducting office ergonomic assessments.

- Final Examination

This is an open-book, multiple choice examination using the course manual. This examination is administered to test the student's knowledge of the key points address in the course. Upon receipt of examination, the attend is required to complete and return it to Briotix Health within 2 weeks. A passing score of 80% is required.

- Ergonomic Assessments

Each attendee will be asked to complete 3 office ergonomic assessments and 3 laboratory assessments. The office ergonomic assessment form provided during the course must be used for all office ergonomic assessments. Before and after photographs are required that clearly shows problems and interventions. The attendee will send the completed assessments to Briotix Health. If the reports reveal satisfactory competence and understanding of key concepts, the reports will be accepted as sufficient for certification.



Price Card

| EVALUATION TYPE | PRICE (USD) | PRICE (USD) |
|---|--------------|---|
| Single On-Site Ergo Eval | 499 | 499 |
| Double On-Site Ergo Eval | 699 | 349.50/ea |
| Triple On-Site Ergo Eval | 899 | 299.66/ea |
| Quadruple On-Site Ergo Eval | 1099 | 274.75/ea |
| Day Rate Ergo Eval | 1299 | 259.80/ea (max of 5/day) |
| Virtual Assessments | 229 | 229/ea |
| Sweep Evals:
Half Day & Full Day
3 people per hour (20 min) | 1099
1699 | Half Day 4 hours (12 people)
Full Day 7 hours (21 people) |
| Lunch & Learn Trainings | 500 | 500 |
| Obstacle Course | 600 | 600 |
| Manager Training (Half Day)
Manager Training (Full Day) | 950
1899 | 950
1899 |
| Train The Trainer (Two Day) | 1899/day | 3798 Two Day Course
*35/per person training materials
*649/per person certification |
| Consulting/Ergonomist | 169/hour | 169 |
| Technical Consulting | 195/hour | 195 |

Travel -\$95/hour if outside of a one-hour travel radius required (30 miles each direction). Fee based on MapQuest estimation.

Your Project Proposal

Based on the specifications that we have discussed, we propose the following services and associated pricing. Please contact me if you have any questions. If you agree to proceed as outlined, please sign below in the “Terms & Conditions” section to commence project planning.

Terms and Conditions

100% payment is due upon completion of services and a net 30 invoice will be sent via email. To avoid charges 24-hour cancellation notice required for all onsite services. By signing below, the Client acknowledges that it has received and read a copy of the estimate and agrees to these terms and conditions. Thank you for the opportunity to submit this bid. We look forward to working with you. Briotix, Inc.



Top 10 Questions

- **Do you have an ergonomist in my city? How close is the ergonomist to my location?**
Briotix Health has ergonomists in most major US cities, Canada and Globally. Our large nationwide presence of approximately 200 prevention specialists & ergonomists allows us to mobilize quickly to meet requests.
- **What can I do for telecommuters, large numbers of employees or when travel to a distant offices or satellite facilities is difficult?**
Briotix Health offers the ability to launch eLearning software and online risk assessments to reach larger groups of workers, telecommuters and satellite offices. This can be enhanced with our over-the-phone Virtual Assessments, easy & economical!
- **What is the Background of the ergonomists?**
Providers are all certified in ergonomics. Many come from backgrounds such as physical therapy or occupational therapy. Others are athletic trainers, exercise physiologists or kinesiologists. All are dedicated ergo coaches who enjoy working with clients to problem solve work challenges.
- **What will happen during the ergonomic evaluation process?**
Briotix Health ergonomists work 1:1 with employees to problem solve their work challenges. We spend about 45 minutes on site listening, making on the spot changes and educating on equipment placement, neutral postures, and injury reduction behaviors. Photographs are taken and provided in the written report.
- **Does Briotix Health sell and install ergonomic equipment?**
We do not sell equipment, which allows our team to remain objective in our process. We can work with your existing line of equipment and furniture, work with you to establish an ergonomically sound corporate standard, and help you organize a system within your current framework, including best pricing. Our software system has a platform that allows for efficiencies in the procurement process.
- **How soon are you able to provide an ergonomic assessment?**
Once we receive a request for evaluation Briotix Health's team of Case Managers immediately begin to schedule evaluations, linking ergonomists with your preferred point of contact.
- **How soon will we get the report and what is included in the report?**
turned in within 2 days of the onsite visit. They are emailed to a client defined internal point of contact and will include: discomfort review, risk identified, "on the spot" changes made, and recommendations.
- **Do you do single evaluations?**
Yes we are able to honor single on site visits. Volume discounts are available and Virtual Assessments are also available at a lower price point.
- **Do you provide other services?**
Briotix Health is a full-service ergonomics company offering Enterprise Wide services: Lunch and Learns, Train the Trainer Programs, Onsite Physical Therapy Treatment, Technical Consulting, Staffing of Prevention Specialists. and Hospital based Safe Patient Handling/Early Mobility Programs.
- **How do you invoice and how can I pay by bill?**
Following service Briotix Health will send a Net 30 invoice. We accept checks and Visa, American Express and Master Card (5% processing fee for cc transactions).



Additional Services

- Program and Case Management: Manage as Little or as Much of your Program as You Like
- Cardin us Software: award winning eLearning and Risk Assessments
- Virtual Assessments: The fastest and most economical way to connect with an ergonomist
- In Depth Analysis & Reporting: Comprehensive Workers' Comp, Ergonomic & Task Analysis, Job Assessments
- Seating Feasibility Studies
- Sweep Style: Less reporting needed for the files & more evaluations in less time
- Lunch & Learns: Ergo 101, Deskercise, Material Handling
- Train The Trainers
- Health & Wellness Fair Participation
- Technical Support/Consulting Services
- Policy Development
- Onsite Physical Therapy
- Disability Accommodation Consulting / ADA
- Early Symptom Intervention & Job Coaching
- Wellness Coaching/Stretching and Conditioning for Work Programs
- Return to Work & Job Coaching Support
- BxChampion: www.bxchampion.org (Industrial Ergonomics: training, Risk Assessment & Coaching/support with certificates for Training completion)
- BxPro: Enterprise Office Ergonomics Programs
- BxEdge: Mapping A Plan & Building A Case for Ergonomics In Your Organization
- BxHealthcare: Safe Patient Handling & Early Patient Mobility Programs
- Worker's Comp Bundling of Services: Assessments, Installation & Follow-ups

We offer prevention and intervention solutions using proven science, best in class technology, and superior program management. This is a proven way to reduce costs and realize return on investment. Are you trying to provide consistency across locations, reach distant sites & off-site telecommuter populations?

Contact me to learn more.

ANNA GIANNAVOLA
Business Development
(West Coast/Metro Los Angeles)
P. 844.274.6849 x 112
E. Anna.Giannavola@Briotix.com

Signature of Representative

Date

Print Name

NG1010-01-006 SUP2

| | BILLING | | | CHECKING | |
|----------------------------|--------------|--------------------|----------------------------|-------------|--------------------|
| | CURRENT WAY | NEW PROPOSED WAY 2 | | CURRENT WAY | NEW PROPOSED WAY 2 |
| Enter into Friend | 0.50 | 0.50 | Verify records against JPA | 2.00 | 2.00 |
| Pull cards | 0.67 | 0.85 | Grade and space | 3.00 | 2.00 |
| Verify records against JPA | 1.42 | 0.55 | Who's billing | 4.00 | 2.00 |
| Grade and space | 2.59 | 0.42 | Percent | 3.00 | 2.00 |
| Who's billing | 6.18 | 0.63 | Verify Billing | 11.00 | 7.00 |
| Percent | 2.43 | 2.00 | Log out of Excel | 0.50 | 0.50 |
| Second pages | 3.19 | 3.00 | | | |
| Billing | 10.13 | 4.45 | | | |
| Log out of Excel | 0.50 | 0.50 | | | |
| TOTAL TIME | 27.60 | 12.90 | TOTAL TIME | 23.5 | 15.5 |

Time is in minutes

| CURRENT WAY | NEW PROPOSED WAY 2 | CURRENT WAY | NEW PROPOSED WAY 2 | CURRENT WAY | NEW PROPOSED WAY 2 |
|--------------------|--------------------|----------------------|--------------------|--------------------|--------------------|
| 855 | 855 | 967 | 967 | 865 | 865 |
| M BILL NG | M BILL NG | FTR BILL NG | FTR BILL NG | ATC BILL NG | ATC BILL NG |
| \$84 | \$86 | \$87 | \$86 | \$91 | \$91 |
| M GAINS \$2 | | FTR LOSES \$1 | | SAME | |

| CURRENT WAY | NEW PROPOSED WAY 2 |
|----------------------|--------------------|
| 866 | 866 |
| LAC BILL NG | LAC BILL NG |
| \$93 | \$91 |
| LAC LOSES \$2 | |

| | CURRENT WAY | NEW PROPOSED WAY 2 | DIFFERENCE IN TIME |
|--------------|---------------|--------------------|--------------------|
| Billing | 27.604 | 12.9 | 14.704 |
| Checking | 23.5 | 15.5 | 8 |
| TOTAL | 51.104 | 28.4 | 22.704 |

| | CURRENT WAY COST | NEW PROPOSED WAY 2 | DIFFERENCE IN TIME COST |
|--------------|------------------|--------------------|-------------------------|
| Billing | \$ 20.01 | \$ 9.35 | \$ 10.66 |
| Checking | \$ 17.04 | \$ 11.24 | \$ 5.80 |
| TOTAL | \$ 37.05 | \$ 20.59 | \$ 16.46 |

Ms. Allen did the analysis; however, Biller III's rate was used.

NG1019-01-006 SUP2

CURRENT WAY

Rule: More to Less: Bill both purchase of interest and proposed by record

Rule: Less to More: Bill purchase of interest by proposed, penalty by record

Rule: Same: Bill purchase of interest by proposed, penalty by record

Billing Explanation:

POLE: 11915Y FTR POLE PRICES

Rule: Less to More: Bill purchase of interest by proposed, penalty by record

2) Proposed

M/FTR BILL NG 1/20 (4/5 PARTIES) SHARED COST:

ATC/LAC BILL NG 1/20 (4/5 PARTIES) SHARED COST + 1/6':

3) Record

M BILL NG 1/20 (4/5 PARTIES) SHARED COST * 50%:

FTR/ATC/LAC BILL NG 1/20 (4/5 PARTIES) + 1/12' * 50%:

POLE: 94098M M POLE PRICES

Rule: Same: Bill purchase of interest by proposed, penalty by record

2) Proposed

M/FTR BILL NG 1/20 (4/5 PARTIES) SHARED COST (- 1' FOR BUYING INTO SCZ):

ATC/LAC BILL NG 1/20 (4/5 PARTIES) SHARED COST + 1/6' (- 1' FOR BUYING INTO SCZ):

3) Record

M/ATC BILL NG 1/20 (4/5 PARTIES) SHARED COST (- 1' FOR BUYING INTO SCZ) * 50%:

FTR/ATC/LAC BILL NG 1/20 (4/5 PARTIES) + 1/12' (- 1' FOR BUYING INTO SCZ) * 50%:

Current Way

BILL NO. 3-20-855, 967, 865, 866

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 11/22/2019 In Field By Telephone

Date Completed DEC 05 2019 No. of Pages 1

J.P. Auth No NG1019-01-006-S02

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 |
|---------|----------------|----------------------------|-------------|---------------------|-----------------|
| M | RONALD SCHRAM | | 18.1D | | |
| FTR | S Gana | SANTA MONICA | MCDONALD | LA | |
| ATC | Lynn Prescott | LOS ANGELES | M. MURRILLO | IRVINE | 161630 |
| LAC | Yvonne Johnson | | 18.1D | | |
| NG | Aarize Dizon | SAN JOSE | J. SERRATO | SANTA CLARA | 1007 |

BILL NO. 855

| POLE NO. | Pole Length | Year Set | Pole Treat | Record | | | | | Proposed | | | | | Item No. | LOCATION AND NATURE OF WORK
<small>If not in accordance with Joint Pole agreement and routine-state reasons.</small> | AMOUNT DUE | | ACCOUNTING DIRECTIONS | |
|----------|-------------|----------|------------|--------|------|-------|-------|-------|----------|------|------|------|------|----------|---|---|------------|-----------------------|-------------------------------|
| | | | | M | FTR | ATC | LAC | NG | M | FTR | ATC | LAC | NG | | | UTILITY M | UTILITY NG | | |
| | | | | | | | | | | | | | | | | | | | |
| 11915Y | 3 | 40 | 36 | FT/CL3 | 34-6 | 22-TN | 22' | 22' | (21-1) | 34-6 | 20-2 | 21-1 | 21-1 | 21-1 | 1 | NG TO PURCH SEC 4.1A & 4.4; NG TO ATT TO EXT CA SEC 14.1; NG TO UPDATE REC SEC 13.3 | 84 | 0 | Less to More |
| | | 1" | ANC | S | 6 | 1.27 | 1.24 | 1.24 | 25 | 7 | 2 | .34 | .33 | .33 | 2 | SUNSET BL S/S 125' E/O LAS CASAS AV | 415 | 26 | 2 Prop
3 Rec
FTR Prices |
| | | | ARM | | | | (.50) | (.50) | | | | .34 | .33 | .33 | 3 | | | | |
| | | | | | | | | | | | | | | | 4 | 164e UPDATE REC: EXIST JOINT ARM BETWEEN ATC & LAC PER FIELD INSPECTIONS | | | |
| | | | | | | | | | | | | | | | 5 | | | | |
| | | | | | L | C | C | C | C | 33 | 20 | 14 | 13 | 14 | 6 | NG TO PURCH 4.1A, 4.3A & 4.4; NG TO ATT TO EXT F-ARM SEC 14.1 | | | Same |
| 94098M | 3 | 45 | 59 | FT/CL3 | 38-7 | 25' | 26' | 25' | (25-1) | 39-9 | 24-6 | 25-1 | 25-1 | 25-1 | 7 | SUNSET BL S/S 10' E/O LAS CASAS AV | 415 | 30 | 2 Prop
3 Rec |
| | | | ARM | | 7 | 3.34 | 1 | 3.33 | .33 | 1 | | .33 | .34 | .33 | 8 | | | | |
| | | | | | | | | | | | | | | | 9 | | | | M prices |
| | | | | | | | | | | 9 | 6 | .34 | .33 | .33 | 10 | | | | |
| | | | | | | | | | | | | | | | 11 | | | | |
| | | | | | | | | | | | | | | | 12 | | | | |
| | | | | | | | | | | | | | | | 13 | | | | |

COL TOT 84

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

ANCHOR/ARM LEGEND:
 C(XX) = FOOTAGE CUT
 SCZ = SAFETY CLEARANCE ZONE
 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
PACIFIC PALISADES
COMMUNITY

FORM 48 SENT 9/12/2019

PAGE TOTAL _____

R

COSTS and BILLING DATE

BILL NO. 3-20-967,865,866

FINAL

BILLING CODES

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

J.P. AUTH. NO. NG1019-01-006 SUP2

| BILL NO. <u>967</u> | | BILL NO. <u>865</u> | | BILL NO. <u>866</u> | | BILL NO. | | BILL NO. | | ACCOUNTING DIRECTIONS: | | | | | | | | | | | |
|---------------------|-----------|---------------------|-----------|---------------------|-----------|-------------|-----------|------------|-----------|------------------------|-------------|------------|-----------|-----------|-----------|------------|-----------|-----------|-----------|-----------|--|
| AMOUNT DUE | | | | AMOUNT DUE | | | | AMOUNT DUE | | | | AMOUNT DUE | | | | AMOUNT DUE | | | | | |
| UTILITY NG | | UTILITY FTR | | UTILITY NG | | UTILITY ATC | | UTILITY NG | | | UTILITY LAC | | UTILITY | | UTILITY | | UTILITY | | UTILITY | | |
| BILL CODE | TOTAL AMT | BILL CODE | TOTAL AMT | BILL CODE | TOTAL AMT | BILL CODE | TOTAL AMT | BILL CODE | TOTAL AMT | | BILL CODE | TOTAL AMT | BILL CODE | TOTAL AMT | BILL CODE | TOTAL AMT | BILL CODE | TOTAL AMT | BILL CODE | TOTAL AMT | |
| | 0 | | 87 | | 0 | | 91 | | 0 | | 93 | | | | | | | | | | |
| AMOUNT | | AMOUNT | | AMOUNT | | AMOUNT | | AMOUNT | | AMOUNT | | AMOUNT | | AMOUNT | | AMOUNT | | AMOUNT | | | |
| 1. | | | | 1. | | | | 1. | | | | 1. | | | | | | 1. | | | |
| 2. | | 2 | 26 | 2. | | 2 | 29 | 2. | | 2 | 29 | 2. | | | | | | 2. | | | |
| 3. | | 3 | 14 | 3. | | 3 | 14 | 3. | | 3 | 14 | 3. | | | | | | 3. | | | |
| 4. | | | | 4. | | 2 | free | 4. | | 2 | free | 4. | | | | | | 4. | | | |
| 5. | | | | 5. | | | | 5. | | | | 5. | | | | | | 5. | | | |
| 6. | | | | 6. | | | | 6. | | | | 6. | | | | | | 6. | | | |
| 7. | | 2 | 30 | 7. | | 2 | 33 | 7. | | 2 | 33 | 7. | | | | | | 7. | | | |
| 8. | | 3 | 17 | 8. | | 3 | 15 | 8. | | 3 | 17 | 8. | | | | | | 8. | | | |
| 9. | | | | 9. | | 2 | free | 9. | | 2 | free | 9. | | | | | | 9. | | | |
| 10. | | | | 10. | | | | 10. | | | | 10. | | | | | | 10. | | | |
| 11. | | | | 11. | | | | 11. | | | | 11. | | | | | | 11. | | | |
| 12. | | | | 12. | | | | 12. | | | | 12. | | | | | | 12. | | | |
| 13. | | | | 13. | | | | 13. | | | | 13. | | | | | | 13. | | | |
| COL | | | 87 | COL | | | 91 | COL | | | 93 | COL | | | | | COL | | | | |
| TOL | | | | TOL | | | | TOL | | | | TOL | | | | | TOL | | | | |

NG1019-01-006 SUP2

NEW PROPOSED WAY 2

Bill by Proposed Side of JPA only using current year prices 2019

Billing Explanation:

POLE: 11915Y

2) Proposed

M/FTR BILL NG 1/20 (4/5 PARTIES) SHARED COST:

ATC/LAC BILL NG 1/20 (4/5 PARTIES) SHARED COST + 1/6':

3) Proposed

M/FTR BILL NG 1/20 (4/5 PARTIES) SHARED COST * 50%:

ATC/LAC BILL NG 1/20 (4/5 PARTIES) SHARED COST + 1/6' * 50%:

POLE: 94098M

2) Proposed

M/FTR BILL NG 1/20 (4/5 PARTIES) SHARED COST (- 1' FOR BUYING INTO SCZ):

ATC/LAC BILL NG 1/20 (4/5 PARTIES) SHARED COST + 1/6' (- 1' FOR BUYING INTO SCZ):

3) Proposed

M/FTR BILL NG 1/20 (4/5 PARTIES) SHARED COST (- 1' FOR BUYING INTO SCZ) * 50%:

ATC/LAC BILL NG 1/20 (4/5 PARTIES) SHARED COST + 1/6' (- 1' FOR BUYING INTO SCZ) * 50%:

New Proposed Way 2

Bill By: Proposed Side only
2019

BILL NO. 3-20-855, 967, 865, 866
PAGE NO. 1

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.

Date Prepared 11/22/2019

In Field

By Telephone

Date Completed DEC 05 2019

No. of Pages 1 J.P. 2019

Date Sent 5/30/2019 Confirming Agreement

Auth No NG1019-01-006-S02

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 |
|---------|----------------|----------------------------|-------------|---------------------|-----------------|
| M | RONALD SCHRAM | | 18.1D | | |
| FTR | S Gana | SANTA MONICA | MCDONALD | LA | |
| ATC | Lynn Prescott | LOS ANGELES | M. MURRILLO | IRVINE | 161630 |
| LAC | Yvonne Johnson | | 18.1D | | |
| NG | Aarize Dizon | SAN JOSE | J. SERRATO | SANTA CLARA | 1007 |

BILL NO. 855

| POLE NO. | Pole Length | Year Set | Class | F.ecord | | | | | Proposed | | | | | Item No. | LOCATION AND NATURE OF WORK
<small>If not in accordance with Joint Pole agreement and routine-state reasons.</small> | BILL CODE | AMOUNT DUE | | ACCOUNTING DIRECTIONS: | |
|-----------------|-------------|----------|----------|---------|--------|-------|-----|--------|----------|-----|-----|-----|----|----------|---|-----------|------------|------------|------------------------|--|
| | | | | M | FTR | ATC | LAC | NG | M | FTR | ATC | LAC | NG | | | | UTILITY M | UTILITY NG | | |
| | | | | L | C | C | C | C | | | | | | | | | | | | |
| 11915Y <u>3</u> | 40 | 36 | FT / CL3 | 34 - 6 | 22' TN | 22' | 22' | (21-1) | | | | | | | | | | | | |
| | 1" | ANC | S | | .50 | | .50 | | | | | | | | | | | | | |
| | | ARM | | | (.50) | (.50) | | | | | | | | 164e | UPDATE REC: EXIST JOINT ARM BETWEEN ATC & LAC PER FIELD INSPECTIONS | | | | | |
| | | | | L | C | C | C | C | | | | | | | | | | | | |
| 94098M <u>3</u> | 45 | 59 | FT / CL3 | 38 - 7 | 25' | 26' | 25' | (25-1) | | | | | | | | | | | | |
| | | ARM | | | .50 | .50 | | | | | | | | 164e | | | | | | |

| UTILITY | TOTAL AMT | AMOUNT |
|---------|-----------|--------|
| M | <u>86</u> | |
| NG | <u>0</u> | |
| COL TOT | <u>86</u> | |

FTR PRICES

M prices

- POLE LEGEND:**
 P = PULL (Item 5A)
 PB = PULL BUTT
 T = TRANSPORT (Item 5B)
 S = SALVAGE
 D = DISPOSE (Item 5D)
 TN = TENANT
- ANCHOR/ARM LEGEND:**
 C(XX) = FOOTAGE CUT
 SCZ = SAFETY CLEARANCE ZONE
 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
 PACIFIC PALISADES
 COMMUNITY

COSTS and BILLING DATE

BILL NO. 3-20-967,865,866

FINAL

BILLING CODES

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

J.P. AUTH. NO. NG1019-01-006 SUP2

| BILL NO. 967 | | BILL NO. 865 | | BILL NO. 866 | | BILL NO. | | BILL NO. | | ACCOUNTING DIRECTIONS: |
|--------------|------------|--------------|-------------|--------------|------------|------------|-------------|------------|-------------|------------------------|
| AMOUNT DUE | | AMOUNT DUE | | AMOUNT DUE | | AMOUNT DUE | | AMOUNT DUE | | |
| BILL CODE | UTILITY NG | BILL CODE | UTILITY FTR | BILL CODE | UTILITY NG | BILL CODE | UTILITY ATC | BILL CODE | UTILITY LAC | |
| TOTAL AMT | TOTAL AMT | TOTAL AMT | TOTAL AMT | TOTAL AMT | TOTAL AMT | TOTAL AMT | TOTAL AMT | TOTAL AMT | TOTAL AMT | |
| AMOUNT | AMOUNT | AMOUNT | AMOUNT | AMOUNT | AMOUNT | AMOUNT | AMOUNT | AMOUNT | AMOUNT | |
| 1. | | | | 1. | | | | 1. | | 1. |
| 2. | | 23 | 26 | 2. | | 23 | 29 | 2. | | 2. |
| 3. | | | 13 | 3. | | | 15 | 3. | | 3. |
| 4. | | | | 4. | | 2 | free | 4. | | 4. |
| 5. | | | | 5. | | | | 5. | | 5. |
| 6. | | | | 6. | | | | 6. | | 6. |
| 7. | | 23 | 31 | 7. | | 23 | 31 | 7. | | 7. |
| 8. | | | 16 | 8. | | 2 | free | 8. | | 8. |
| 9. | | | | 9. | | | | 9. | | 9. |
| 10. | | | | 10. | | | | 10. | | 10. |
| 11. | | | | 11. | | | | 11. | | 11. |
| 12. | | | | 12. | | | | 12. | | 12. |
| 13. | | | | 13. | | | | 13. | | 13. |
| COL TOL | | | 86 | COL TOL | | | 91 | COL TOL | | |

NG455327-13-16

| BILLING | | CHECKING | |
|----------------------------|--------------------|-------------|-------------------------------|
| CURRENT WAY | NEW PROPOSED WAY 2 | CURRENT WAY | NEW PROPOSED WAY 2 |
| Enter into Friend | 0.50 | 0.50 | Verify records against JPA |
| Pull cards | 0.167 | 0.167 | Grade and space |
| Verify records against JPA | 1.00 | 1.00 | Who's billing |
| Grade and space | 31.67 | 1.32 | Percent |
| Who's billing | 30.58 | 1.45 | Verify Billing |
| Percent | 6.00 | 3.00 | Log out of Excel |
| Second pages | 8.00 | 2.00 | |
| Billing | 13.000 | 11.00 | |
| Log out of Excel | 0.50 | 0.50 | |
| TOTAL TIME | 91.42 | 20.94 | TOTAL TIME 32.00 10.00 |

Time is in minutes

| CURRENT WAY | NEW PROPOSED WAY 2 | CURRENT WAY | NEW PROPOSED WAY 2 | CURRENT WAY | NEW PROPOSED WAY 2 |
|--------------------|--------------------|-----------------------|---------------------|---------------------|--------------------|
| 608 | 608 | 832 | 832 | 643 | 643 |
| E BILL NXT | E BILL NXT | ATS BILL NXT | ATS BILL NXT | H BILL NXT | H BILL NXT |
| \$149 | \$140 | \$149 | \$176 | \$190 | \$140 |
| E LOSES \$9 | | ATS GAINS \$27 | | H LOSES \$50 | |

| CURRENT WAY | NEW PROPOSED WAY 2 | CURRENT WAY | NEW PROPOSED WAY 2 | CURRENT WAY | NEW PROPOSED WAY 2 |
|--------------------|--------------------|----------------------|--------------------|--------------------|--------------------|
| 615 | 615 | 872 | 872 | 854 | 854 |
| E BILL NG | E BILL NG | ATS BILL NG | ATS BILL NG | H BILL NG | H BILL NG |
| \$92 | \$100 | \$92 | \$100 | \$92 | \$100 |
| E GAINS \$8 | | ATS GAINS \$8 | | H GAINS \$8 | |

Billing
Checking
TOTAL

| CURRENT WAY | NEW PROPOSED WAY 2 | DIFFERENCE IN TIME |
|-------------|--------------------|--------------------|
| 91.42 | 20.94 | 70.48 |
| 32.00 | 10.00 | 22.00 |
| 123.42 | 30.94 | 92.48 |

Biller Level III 725

| | CURRENT WAY COST | NEW PROPOSED WAY 2 | DIFFERENCE IN TIME COST |
|--------------|------------------|--------------------|-------------------------|
| Billing | \$ 66.28 | \$ 15.18 | \$ 51.10 |
| Checking | \$ 23.20 | \$ 7.25 | \$ 15.95 |
| TOTAL | \$ 89.48 | \$ 22.43 | \$ 67.05 |

Ms. Allen did the analysis; however, Biller III's rate was used.

NG455327-13-16

CURRENT WAY

Rule: More to Less: Bill both purchase of interest and proposed by record

Rule: Less to More: Bill purchase of interest by proposed, penalty by record

Rule: Same: Bill purchase of interest by proposed, penalty by record

Billing Explanation:

POLE: 4051183E

NXT 4.1A

Rule: More to Less: Bill purchase of interest and penalty by record

2) Record

E/ATS BILL NXT 1/12 (3/4 PARTIES) SHARED COST:

H BILL NXT 1/12 (3/4 PARTIES) SHARED COST + 1/2':

3) Record

E/ATS BILL NXT 1/12 (3/4 PARTIES) SHARED COST * 50%:

H BILL NXT 1/12 (3/4 PARTIES) SHARED COST + 1/2' * 50% :

NG 4.4

2) Proposed

E/ATS/H BILL NG 1/15 (3/5 PARTIES) SHARED COST + 1/15':

POLE: 1069202E

NXT 4.1A

Rule: Less to More: Bill purchase of interest by proposed, penalty by record

2) Proposed

E/ATS BILL NXT 1/15 (3/5 PARTIES) SHARED COST:

H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1':

3) Record

E/ATS BILL NXT 1/12 (3/4 PARTIES) SHARED COST * 50%:

H BILL NXT 1/12 (3/4 PARTIES) SHARED COST + 1/2' * 50%:

NG 4.3

2) Proposed

E/ATS/H BILL NG 1/15 (3/5 PARTIES) SHARED COST + 1/3' (- 1' FOR BUYING INTO SCZ):

Current Way

FINAL

AUTHORIZATION FOR JOINT POLE TRANSACTION

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

BILL NO. _____
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 11/26/2018 In Field _____ By Telephone _____ Date DEC 07 2018 No. of Pages 1 J.P. _____
Date Sent 11/27/2018 Confirming Agreement _____ Completed _____ Auth No NG455327-13-16

COSTS and BILLING DATA

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

BILL NO. 608

| UTILITY | REPRESENTATIVE | DISTRICT-DIVISION-EXCHANGE | APPROVED | TAXING INSTRUCTIONS | ACCOUNTING DATA |
|---------|----------------|----------------------------|-----------------|---------------------|------------------------|
| ATS | Dan Garden | LOS ANGELES | 18.1D TIMED OUT | | |
| E | KATRINA ROMO | MONTEBELLO | M.WAZEWSKI | MONTEREY PARK | 700092/409005224 |
| HLA | D Morris | LOS ANGELES | 18.1D TIMED OUT | | |
| NXT | Lynn Prescott | LOS ANGELES | 18.1D TIMED OUT | | |
| NG | Linda Curtis | SAN JOSE | E. CARRION | SANTA CLARA | NG455327/TMO 6519-1828 |

| AMOUNT DUE | |
|------------|------------|
| UTILITY | UTILITY |
| E | NXT |
| TOTAL AMT | TOTAL AMT |
| <u>149</u> | <u>0</u> |
| AMOUNT | AMOUNT |

| POLE NO. | Pole Length | Year Set | Pole Treat | Record | | | | Proposed | | | | Item No. | LOCATION AND NATURE OF WORK
<small>If not in accordance with Joint Pole agreement and routine-state reasons.</small> | BILL CODE | TOTAL AMT | BILL CODE | TOTAL AMT | | |
|----------|-------------|----------|------------|--------|---------|--------|----------|----------|---------|--------|--------|----------|---|-----------|-----------|-----------|-----------|-----|----|
| | | | | Class | ATS | E | HLA | NXT | ATS | E | HLA | | | | | | | NXT | NG |
| | | | | | | | | | | | | | | | | | | | |
| | | | | C | L | C | C | C | 12KV | 37 | 25 | 13 | 13 | | 1 | | | | |
| 4051183E | 50 | 88 | FT / CL4 | 23 - 1 | 43 - 12 | 25 - 7 | (22 - 1) | 22 - 1 | 43 - 12 | 25 - 3 | 22 - 1 | 22 - 1 | 22 - 1 | 3/5 | 2 | 3 | 53 | 27 | |
| | | | | .33 | TN 23 | 5.5 | .5 | .20 | TN 22 | 6.20 | .20 | .20 | .20 | 19 | 3 | | | | |
| | | | ARM | .33 | .34 | .33 | | .25 | .25 | .25 | | .25 | FREE | 164e | 4 | | | | |
| | | | | | | | | | | | | | | | 5 | | | | |
| | | | | C | L | C | C | C | 12KV | 36 | 22 | 14 | 14 | | 6 | | | | |
| 1069202E | 50 | 55 | FT / CL3 | 26 - 1 | 43 - 11 | 24 - 6 | (24 - 1) | 25 - 1 | 43 - 12 | 23 - 5 | 24 - 1 | 26 - 1 | | 7 | 3 | 42 | 27 | | |
| | | | | | TN 25 | | | | | | | | | 8 | | | | | |
| | | | | 1 | 12 | 5.5 | .5 | 1 | 12 | 5 | 1 | 1 | | 9 | | | | | |
| | | | | | | | | | | | | | | 10 | | | | | |
| | | | | | | | | | | | | | | 11 | | | | | |
| | | | | | | | | | | | | | | 12 | | | | | |
| | | | | | | | | | | | | | | 13 | | | | | |

ACCOUNTING DIRECTIONS:

NXT 4.1
MORE TO LESS

2 REC 3/4
3 REC 3/4

2) E/ATS - NXT 3/4
H - NXT 3/4 + 1/2

NG 4.1
2 PROPOSED
E/ATS/H - NG 3/5 + 1/5
1/5 + 1/5 + 1/5 = 3/5 = 1/5
.20

NXT 4.1
LESS TO MORE

2 PROP 3/5
3 REC 3/4

E/ATS - NXT 3/5
H - NXT 3/5 + 1/5

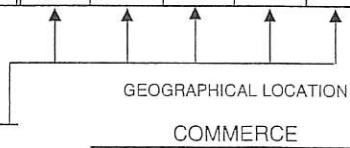
REC 3 E/ATS - NXT 3/4
H - NXT 3/4 + 1/2

NG 4.3
2 PROP
E/ATS/H - NG 3/5 + 1/5

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

ANCHOR/ARM LEGEND:
C(XX) = FOOTAGE CUT
SCZ = SAFETY CLEARANCE ZONE
AR = ANCHOR/ARM REMOVED
AT = ANCHOR/ARM TRANSFERRED

Show quantity of items to be billed in the Column of Party to be Paid.



COL TOT 149

COSTS and BILLING DATE

BILL NO. 2-20-832,643,615,872,854

FINAL

BILLING CODES

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

J.P. AUTH. NO. NG7455327-13-16

BILL NO. **832**

| AMOUNT DUE | | | |
|------------|----------------|-----------|----------------|
| BILL CODE | UTILITY
NXT | BILL CODE | UTILITY
ATS |
| TOTAL AMT | | TOTAL AMT | |
| AMOUNT | | AMOUNT | |
| 0 | | 149 | |

| | | | |
|---------|--|-----|-------|
| 1. | | | |
| 2. | | 2/3 | 53/27 |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | 2/3 | 42/27 |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| 11. | | | |
| 12. | | | |
| 13. | | | |
| COL TOL | | | 149 |

BILL NO. **643**

| AMOUNT DUE | | | |
|------------|----------------|-----------|--------------|
| BILL CODE | UTILITY
NXT | BILL CODE | UTILITY
H |
| TOTAL AMT | | TOTAL AMT | |
| AMOUNT | | AMOUNT | |
| 0 | | 190 | |

| | | | |
|---------|--|-----|-------|
| 1. | | | |
| 2. | | 2/3 | 63/32 |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | 2/3 | 63/32 |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| 11. | | | |
| 12. | | | |
| 13. | | | |
| COL TOL | | | 190 |

BILL NO. **615**

| AMOUNT DUE | | | |
|------------|--------------|-----------|---------------|
| BILL CODE | UTILITY
E | BILL CODE | UTILITY
NG |
| TOTAL AMT | | TOTAL AMT | |
| AMOUNT | | AMOUNT | |
| 92 | | 0 | |

| | | | |
|---------|---|------|--|
| 1. | | | |
| 2. | 2 | 44 | |
| 3. | | | |
| 4. | 2 | tree | |
| 5. | | | |
| 6. | | | |
| 7. | 2 | 48 | |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| 11. | | | |
| 12. | | | |
| 13. | | | |
| COL TOL | | 92 | |

BILL NO. **872**

| AMOUNT DUE | | | |
|------------|---------------|-----------|----------------|
| BILL CODE | UTILITY
NG | BILL CODE | UTILITY
ATS |
| TOTAL AMT | | TOTAL AMT | |
| AMOUNT | | AMOUNT | |
| 0 | | 92 | |

| | | | |
|---------|--|---|------|
| 1. | | | |
| 2. | | 2 | 44 |
| 3. | | | |
| 4. | | 2 | tree |
| 5. | | | |
| 6. | | | |
| 7. | | 2 | 48 |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| 11. | | | |
| 12. | | | |
| 13. | | | |
| COL TOL | | | 92 |

BILL NO. **854**

| AMOUNT DUE | | | |
|------------|---------------|-----------|--------------|
| BILL CODE | UTILITY
NG | BILL CODE | UTILITY
H |
| TOTAL AMT | | TOTAL AMT | |
| AMOUNT | | AMOUNT | |
| 0 | | 92 | |

| | | | |
|---------|--|---|------|
| 1. | | | |
| 2. | | 2 | 44 |
| 3. | | | |
| 4. | | 2 | tree |
| 5. | | | |
| 6. | | | |
| 7. | | 2 | 48 |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| 11. | | | |
| 12. | | | |
| 13. | | | |
| COL TOL | | | 92 |

ACCOUNTING DIRECTIONS:

NG455327-13-16

NEW PROPOSED WAY 2

Bill by Proposed Side of JPA only using current year prices 2019

Billing Explanation:

POLE: 4051183E

NXT 4.1A

2) Proposed

E/ATS/H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1/15':

3) Proposed

E/ATS/H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1/15' * 50%:

NG 4.4

2) Proposed

E/ATS/H BILL NG 1/15 (3/5 PARTIES) SHARED COST + 1/15':

POLE: 1069202E

NXT 4.1A

2) Proposed

E/ATS BILL NXT 1/15 (3/5 PARTIES) SHARED COST:

H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1':

3) Proposed

E/ATS BILL NXT 1/15 (3/5 PARTIES) SHARED COST * 50%:

H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1' * 50%:

NG 4.3

2) Proposed

E/ATS/H BILL NG 1/15 (3/5 PARTIES) SHARED COST + 1/3' (- 1' FOR BUYING INTO SCZ):

New Proposed Way 2

BILL NO. 2-20-615, 872, 854, 608, 832
 PAGE NO. 1 643

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.

Date Prepared 11/26/2018 In Field By Telephone Date DEC 07 2018 **2019** J.P. No. of Pages 1 Completed 1 Auth No NG455327-13-16

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

**Bill by: A.I
 Proposed Side
 of JPA.
 2019 Cost.**

| UTILITY | REPRESENTATIVE | DISTRICT-DIVISION-EXCHANGE | APPROVED | TAXING INSTRUCTIONS | ACCOUNTING DATA |
|---------|----------------|----------------------------|-----------------|---------------------|------------------------|
| ATS | Dan Garden | LOS ANGELES | 18.1D TIMED OUT | | |
| E | KATRINA ROMO | MONTEBELLO | M.WAZEWSKI | MONTEREY PARK | 700092/409005224 |
| HLA | D Morris | LOS ANGELES | 18.1D TIMED OUT | | |
| NXT | Lynn Prescott | LOS ANGELES | 18.1D TIMED OUT | | |
| NG | Linda Curtis | SAN JOSE | E. CARRION | SANTA CLARA | NG455327/TMO 6519-1828 |

| AMOUNT DUE | |
|------------|-----------|
| UTILITY | UTILITY |
| E | NG |
| TOTAL AMT | TOTAL AMT |
| 100 | 0 |
| AMOUNT | AMOUNT |

| POLE NO. | Pole Length | Year Sat | Pole Treat Class | Record | | | | Proposed | | | | | Item No. | LOCATION AND NATURE OF WORK
If not in accordance with Joint Pole agreement and routine-state reasons. | BILL CODE | AMOUNT | ACCOUNTING DIRECTIONS: |
|----------|-------------|----------|------------------|--------|-------------------|-----------------|----------|----------|-------------------|------------------|--------|--------|----------|--|-----------|--------|------------------------|
| | | | | ATS | E | HLA | NXT | ATS | E | HLA | NXT | NG | | | | | |
| | | | | C | L | C | C | C | 12KV | C | C | C | | 164e | 1 | | |
| 4051183E | 50 | 88 | FT / CL4 | 23 - 1 | 43 - 12
23 - 1 | 25 - 7 | (22 - 1) | 22 - 1 | 43 - 12
22 - 1 | 25 - 3
22 - 4 | 22 - 1 | 22 - 1 | | 2 | 48 | | |
| | | | | TN 23 | | | | .20 | TN 22 | 12.20 | 6.20 | .30 | .30 | 3 | | | |
| | | | ARM | .33 | .34 | .33 | | .25 | .25 | .25 | | .25 | 164e | 4 | FREE | | |
| | | | | | | | | | | | | | | 5 | | | |
| | | | | C | L | C | C | C | 12KV | C | C | C | | 6 | | | |
| 1069202E | 50 | 55 | FT / CL3 | 26 - 1 | 43 - 11
25 - 1 | 24 - 6
TN 24 | (24 - 1) | 25 - 1 | 43 - 12 | 23 - 5
TN 23 | 24 - 1 | 26 - 1 | | 7 | 52 | | |
| | | | | TN 25 | | | | | | | | | | 8 | | | |
| | | | | | | | | | | | | | | 9 | | | |
| | | | | | | | | | | | | | | 10 | | | |
| | | | | | | | | | | | | | | 11 | | | |
| | | | | | | | | | | | | | | 12 | | | |
| | | | | | | | | | | | | | | 13 | | | |

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

ANCHOR/ARM LEGEND:
 C(X) = FOOTAGE CUT
 SCZ = SAFETY CLEARANCE ZONE
 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

COMMERCE

FORM 48 SENT 10/12/2018

PAGE TOTAL

COL TOT 100



COSTS and BILLING DATE

BILL NO. 2-20-872,854,608,832,643

FINAL

BILLING CODES

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

J.P. AUTH. NO. NG45327-13-16

BILL NO. 872

| AMOUNT DUE | | | |
|------------|------------|-----------|-------------|
| BILL CODE | UTILITY NG | BILL CODE | UTILITY ATS |
| | TOTAL AMT | | TOTAL AMT |
| | 0 | | 100 |
| | AMOUNT | | AMOUNT |

BILL NO. 854

| AMOUNT DUE | | | |
|------------|------------|-----------|-----------|
| BILL CODE | UTILITY NG | BILL CODE | UTILITY H |
| | TOTAL AMT | | TOTAL AMT |
| | 0 | | 100 |
| | AMOUNT | | AMOUNT |

BILL NO. 608

| AMOUNT DUE | | | |
|------------|-----------|-----------|-------------|
| BILL CODE | UTILITY E | BILL CODE | UTILITY NXT |
| | TOTAL AMT | | TOTAL AMT |
| | 140 | | 0 |
| | AMOUNT | | AMOUNT |

BILL NO. 832

| AMOUNT DUE | | | |
|------------|-------------|-----------|-------------|
| BILL CODE | UTILITY NXT | BILL CODE | UTILITY ATS |
| | TOTAL AMT | | TOTAL AMT |
| | 0 | | 176 |
| | AMOUNT | | AMOUNT |

BILL NO. 643

| AMOUNT DUE | | | |
|------------|-------------|-----------|-----------|
| BILL CODE | UTILITY NXT | BILL CODE | UTILITY H |
| | TOTAL AMT | | TOTAL AMT |
| | 0 | | 140 |
| | AMOUNT | | AMOUNT |

ACCOUNTING DIRECTIONS:

| | | | | | |
|-----|--|---|------|--|--|
| 1. | | | | | |
| 2. | | 2 | 48 | | |
| 3. | | | | | |
| 4. | | 2 | FREE | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | 2 | 52 | | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |
| 11. | | | | | |
| 12. | | | | | |
| 13. | | | | | |
| COL | | | | | |
| TOL | | | 100 | | |

| | | | | | |
|-----|--|---|------|--|--|
| 1. | | | | | |
| 2. | | 2 | 48 | | |
| 3. | | | | | |
| 4. | | 2 | FREE | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | 2 | 52 | | |
| 8. | | | | | |
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| 11. | | | | | |
| 12. | | | | | |
| 13. | | | | | |
| COL | | | | | |
| TOL | | | 100 | | |

| | | | | | |
|-----|---|-----|--|--|--|
| 1. | | | | | |
| 2. | 2 | 48 | | | |
| 3. | 3 | 24 | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | 2 | 45 | | | |
| 8. | 3 | 23 | | | |
| 9. | | | | | |
| 10. | | | | | |
| 11. | | | | | |
| 12. | | | | | |
| 13. | | | | | |
| COL | | | | | |
| TOL | | 140 | | | |

| | | | | | |
|-----|--|---|-----|--|--|
| 1. | | | | | |
| 2. | | 2 | 48 | | |
| 3. | | 3 | 24 | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | 2 | 69 | | |
| 8. | | 3 | 35 | | |
| 9. | | | | | |
| 10. | | | | | |
| 11. | | | | | |
| 12. | | | | | |
| 13. | | | | | |
| COL | | | | | |
| TOL | | | 176 | | |

| | | | | | |
|-----|--|---|-----|--|--|
| 1. | | | | | |
| 2. | | 2 | 48 | | |
| 3. | | 3 | 24 | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | 2 | 45 | | |
| 8. | | 3 | 23 | | |
| 9. | | | | | |
| 10. | | | | | |
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| 12. | | | | | |
| 13. | | | | | |
| COL | | | | | |
| TOL | | | 140 | | |

NG455327-13-16

Question from February 19, 2020 BPS meeting: Why is HLA losing \$50 for account 643?

Billing Explanation:

CURRENT WAY by Date Sent: 2018

Rule: More to Less: Bill both purchase of interest and proposed by record

Rule: Less to More: Bill purchase of interest by proposed, penalty by record

Rule: Same: Bill purchase of interest by proposed, penalty by record

NEW PROPOSED WAY 2

Bill by Proposed Side of JPA only using current year prices 2019

Account 643 HLA - NXT

POLE: 4051183E

NXT 4.1A

| CW | |
|-----|-----|
| 643 | |
| NXT | HLA |
| 0 | 190 |

| NPW2 | |
|------|-----|
| 643 | |
| NXT | HLA |
| 0 | 140 |

2) PURCHASE OF INTEREST

CW H BILL NXT 1/12 (3/4 PARTIES) SHARED COST + 1/2': RECORD 63

NPW2 H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1/15': PROPOSED 48

3) PENALTY

CW H BILL NXT 1/12 (3/4 PARTIES) SHARED COST + 1/2' * 50% : RECORD 32

NPW2 H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1/15' * 50%: PROPOSED 24

Account 643 HLA - NXT

POLE: 1069202E

NXT 4.1A

2) PURCHASE OF INTEREST

CW H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1': PROPOSED 63

NPW2 H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1': PROPOSED 45

3) PENALTY

CW H BILL NXT 1/12 (3/4 PARTIES) SHARED COST + 1/2' * 50%: RECORD 32

NPW2 H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1' * 50%: PROPOSED 23

Southern California Joint Pole Committee

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

July 15, 2020

A regular meeting of the **Operating Committee** took place on the above date, at 10:21 a.m., via teleconference:

Those in attendance were:

| | |
|-----------------------|--------------------------------------|
| Mr. John Bacon | City of Los Angeles |
| Mr. Jaime Garcia | City of Los Angeles |
| Mr. Jeff Williams | City of Los Angeles |
| Mr. Wayne Brown | Southern California Edison |
| Ms. April DeBarge | Southern California Edison |
| Ms. Valerie Mitwasi | Southern California Edison |
| Ms. Camile Bowie | Southern California Edison |
| Mr. Bret Plaskey | Frontier Communications |
| Mr. Glenn Leckie | Frontier Communications |
| Ms. Kay Black | AT&T California |
| Mr. Todd Dailey | AT&T California |
| Ms. Mary Li | City of Anaheim |
| Mr. Ben Coffey | City of Banning |
| Ms. Veronica Craghead | City of Banning |
| Mr. Mina Shehata | City of Burbank |
| Mr. Hugo Murillo | City of Burbank |
| Ms. Ariel Dunning | City of Colton |
| Ms. Alyssa Aguilar | City of Colton |
| Mr. Alex Parra | City of Riverside |
| Ms. Lynn Prescott | Verizon Wireless |
| Mr. Joe Serrato | Crown Castle NG West Inc. |
| Mr. Earle Carrion | Crown Castle NG West Inc. |
| Mr. Hector Aguilera | Crown Castle NG West Inc. |
| Ms. Aarize Dizon | Crown Castle NG West Inc |
| Ms. Maria Ortiz | XO Communication |
| Mr. Pedro Garganera | MCI Metro ATS/MCI Telecommunications |
| Ms. Lupe Hernandez | Teleport Communications America |
| Ms. Alicia Smith | Sprint Nextel/Sprint Communications |
| Ms. Yesenia Delgado | Time-Warner Cable |
| Ms. Linda McLean | Extenet Systems |
| Ms. Shawn Henderson | T-Mobile USA |
| Ms. Yvonne Johnson | AT&T Mobility |
| Mr. Nick Van Stryk | City of Vernon (Petrelli Electric) |
| Ms. Racheal Torres | Mobilitie, LLC |

Ms. Angela Pranata
Ms. Kathleen Allen

Committee Staff
Committee Staff

Chairperson, Mr. Plaskey called the meeting to order at 10:21 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 2020 expense sheet**. There were no questions or comments.

The third agenda item is the **Accounts Receivable**. Mr. Plaskey noticed Frontier was on the past due list. He informed Ms. Pranata he will follow up with Ms. Stewart. Ms. McLean inquired about Extenet. Ms. Pranata stated Extenet is not on the past due list. Therefore, Extenet is current. Mr. Parra inquired if a member is not on the list, if they are good and if the list is in alphabetical order. Mr. Plaskey confirmed if a member is not on the past due list you are current, and yes, the list is in alphabetical order. 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 opened and stated she contacted ATC Outdoor Das twice this month and they did not respond. She added she tried to make them attend this month's meeting. Mr. Plaskey inquired if they were assessed another penalty this month. Ms. Pranata replied yes. Mr. Plaskey added if Ms. Pranata does not hear from ATC Outdoor Das this month or attend next month's meeting Mr. Bacon or himself will need to contact them as well.

There were no further comments or questions.

The sixth item for discussion is **Billing Standardization of Procedures and Minutes**. Ms. Allen reported that she held a few staff meetings and training sessions this past month. She reminded the staff Section 7 does not need 13.3. The Staff should not return any JPAs requesting a 13.3 for a change on the new pole. Also discussed, LWS is to be typed as LS. The staff is not to return any JPAs just type as LS. She added information in the Routine Handbook was incorrect. However, it has been corrected. Lastly, Ms. Allen stated, she has updated the Billing Manual and samples for staff to refer too for sections 1.2, 4.1, 5.1D, 5.4, 7.7, and 16.3. There were no comments or questions.

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

SCJPC Staff Update: SCJPC Work Update: June B/S and July B/S

Ms. Pranata opened and reported for June b/s SCJPC received 8,282 poles. 6,947 poles were processed, and 1,335 poles were held over. She added the 1,335 poles were processed first in July b/s.

Ms. Pranata stated May b/s was the first month electronic billing was implemented. However, there was still paper JPAs circulating. The staff was still learning the electronic process and the staff were fixing the format of the older Excel files received, therefore, the productivity was lower in May b/s. However, the staff starting billing in PDF and it has been working very well. Ms. Pranata added there was an increase of 1,000 processed poles in June b/s.

Ms. Pranata commented for July b/s SCJPC received 6,706 poles and they all will be processed on time with no holdovers. Mr. Plaskey inquired if the number of poles processed will increase as staff become better and familiarized with the new electronic process. Ms. Pranata replied yes and will address work efficiency plan later. She added that only 6,706 poles were received in July so one cannot see the increase in July.

SCJPC Work Efficiency

Mr. Plaskey stated he spoke to Ms. Pranata and the member representatives will not always be the same. He feels it is important for the SCJPC office manager to go through and discuss monthly what they do to make the office more efficient. Mr. Plaskey added there is a lot of interaction being the President and Vice President of the committee with the office manager. Mr. Bacon and himself sees what the office manager is doing all the time. However, Mr. Plaskey feels it is important that the Operating Committee gets a better view to see what is going on as well. This is the reason Mr. Plaskey asked for Ms. Pranata to add SCJPC Work Efficiency to the agenda.

Ms. Pranata opened and explained her, and Ms. Allen reviewed pole counts and recorded times by each biller for May and June b/s. However, it was taken into consideration the billers were still learning in May. June times should be more accurate than May b/s. Ms. Pranata and Ms. Allen are analyzing the recorded times and observing the billers online. Two hours or less has been spent with each biller observing them and still in the process. Ms. Pranata added her, and Ms. Allen observed how the billers prepare the files for billing and how they bill. The billers have different techniques in billing; however, Ms. Pranata wants to make sure billing is consistent. After the observation study is complete, her and Ms. Allen will evaluate their findings and recommend steps to make things easier and to work more efficiently. Ms. Pranata then added she wants to make sure billers are working up to par and are the most productive from home.

Next item for efficiency, Ms. Pranata explained, she contacted IT Support to analyze the desktop computers at the San Dimas office to make sure they are working effectively. They briefly met last week and she inquired about VPN since one of the members previously suggested it. Ms. Pranata was informed VPN will slow down the system compared to the current setup. She explained the staff uses Remote Access software and IT Support says currently it is very lite and is much faster than using VPN. Another meeting is scheduled for tomorrow to discuss further.

Lastly, Ms. Pranata reported, there are two items in Routine Revision Agenda that may help the staff process JPAs faster. The first item is the redundancy in typing the same total twice and the second item is a request from SCJPC's office to type one

item per line on the JPA. This will be discussed further in the Routine Revision meeting.

Billing Errors/Questions

There were no Billing Errors/Questions.

Item 1581: Pole Record Redesign (from Computer Ad Hoc) – (10/29/2019 per B. Plaskey)

Mr. Plaskey opened and inquired about the Pole Record Redesign and what progress had been made. Ms. Pranata reported that the staff tested the program and the results were sent to Hyperlink on July 2. A phone call was scheduled for July 7th between Ms. Pranata, Mr. Bacon, Mr. Plaskey, and Hyperlink. However, Hyperlink failed to attend. Ms. Pranata reached out to him again and did not get a response. She will continue to reach out to him this week. Mr. Bacon added he will send him an email as well. Mr. Brown inquired how long is the committee going to wait around for Hyperlink. Mr. Plaskey stated they have had bi-weekly calls set up with Hyperlink and Hyperlink have missed two of the three. Mr. Bacon commented we have progressed with him quite a bit and have gotten a lot farther with him this month than over the past year. Mr. Bacon added we are almost to where we need to be with this program. Ms. Pranata confirmed. Mr. Bacon stated we are almost there, and it wouldn't behoove us to start over with someone new. Hyperlink got about 70-80% of the items Ms. Pranata requested completed and with prodded him some more, Mr. Bacon feels, Hyperlink will get it finished. Mr. Plaskey added after this is complete and the members do not feel comfortable moving forward with Hyperlink, other solutions can be investigated.

Ergonomic evaluation quotes (summary & details attached):

Ms. Pranata opened and reported last month she was asked to find some material online. Ms. Pranata found some You Tube videos on the proper set up of the workstation. There is also a 30-page *Workplace Safety Manual* for SCJPC, and it has similar material as the videos. The manual explains the proper setup of your workstation, stretches to prevent carpal tunnel syndrome, and exercises staff can do on break. The work from home staff is responsible for their own setup and not SCJPC. Ms. Pranata stated she is going to remind the staff to reread the current *Workplace Safety Manual*, watch the videos, and self-access their setup at home or the office. Ms. Pranata commented this item can be closed then. Mr. Plaskey stated he agrees with Ms. Pranata and does not think the committee should pay for a company to come in for an evaluation if Ms. Pranata can handle it on her own. Mr. Williams agrees as well and stated some sort of acknowledgement from the staff be recorded. Then SCJPC is not liable for not providing them with this information. Ms. Pranata explained yearly she holds a meeting with the staff to review the *Workplace Safety Manual* and has the staff sign a form of acknowledgement. She reiterated she will remind the staff to reread the manual and watch the videos. She will record an acknowledgement from the staff. Mr. Williams stated LA DWP has a form for

telecommuters to sign, about safety at home, and he will forward to Ms. Pranata.

Mr. Plaskey inquired if the item Quotes from ergonomic companies be closed. Mr. Bacon and Mr. Brown agreed.

Study/analysis billing by proposed side of JPA (K.Allen). Billing by Proposed side of the JPA only – Moved from BPS 3/18/20

Ms. Allen opened and stated this is tabled until a solution is chosen for the electronic process. Ms. Pranata commented this is also to increase efficiency and Ms. Allen's recommendation to make the billing faster. Ms. Allen replied yes and agreed with Ms. Pranata. Ms. Pranata pulled up the last analysis of the study and Ms. Allen explained that some members were unhappy with the amount of money they were losing and wanted to wait for an electronic solution to preform billing before a decision was made. She added COVID played a part in this item being tabled as well. Mr. Plaskey suggested to table this item until the SCJPC has finalize the electronic process. Ms. Pranata inquired the clarification of the electronic process; that the SCJPC is waiting for either Varasset or JPAssist. Mr. Plaskey commented that is his understanding. Ms. Allen explained finding a solution of JPAs going back and forth and then performing the billing electronically. Ms. Pranata inquired it would have to be programmed by the software programmer. Ms. Allen replied yes. Mr. Plaskey inquired if there is any objection to tabling this until we can finalize the electronic process. Mr. Plaskey stated to please put a note on the agenda that this item is tabled until the electronic process is finalized.

MISC

Returning to the Office Preparation

Mr. Plaskey opened and stated the staff will not be returning to the office soon since the current orders are for the state to go back under quarantine. Mr. Plaskey added that he is hearing that Frontier may not go back in 2020. Mr. Brown commented Edison is in the same situation. Mr. Plaskey then stated return date is TBD (to be determined) and Ms. Pranata may notify the staff.

Ms. Pranata displayed the proposal for the work that needs to be done with the cubicle that two employees share and the front desk. Ms. Pranata explained the recommendations from the furniture vendor. The vendor came in last week and met with Ms. Pranata. He also measured and made some recommendations. She continued to explain the first three items are for the cubicle up front. Item 1: Cubicle desk separator. Item 2: Space separator and Item 3: Base for separator. There will be a separator on the desk as well as on the floor. Item 4: Front desk/reception shield. There will be a shield between the front desk and visitors. Item 5 – 9 is for the desk outside Ms. Allen's and Ms. Pranata's office. There is not enough safety distance, so the vendor recommended to close all sides of the desk. The grand total is \$3,700.48 for the entire project and the lead time is five weeks. Mr. Plaskey inquired if this is to provide necessary space to include another person with the office staff. Ms. Pranata commented there was an Admin aide/temp at the desk outside Ms. Allen's office. If no one is sitting there, then Item 5-9 would not be needed. However, Item 1-4 is be needed, and we should get. Mr. Plaskey inquired if a decision is needed to be made now. Ms.

Pranata replied no and can wait until the committee approves the staff to return to the office. Ms. Prescott suggested to get it going now, Items 1-4 that is only about \$1200, since the lead time is five weeks out. She added she is not sure how long the stay at home orders are going to last but recommends starting the project now. Mr. Williams agrees. Mr. Brown agrees and stated that is going to be the new norm anyways. Mr. Bacon agreed and stated better to be prepared. Mr. Plaskey inquired if Item 5-9 would be needed if all the staff return to the office. Ms. Pranata replied only if an admin aide/temp is needed pending the volume of JPAs received. Mr. Plaskey commented with current staff today we do not need it. However, if we bump up one more admin aide, we will need it. Ms. Pranata replied correct. Mr. Plaskey then agreed with the other members and commented for Ms. Pranata to move forward with Items 1-4. There was no objection from any members. Mr. Plaskey reiterated Items 1-4 are approved.

JPAs received from Edison for August b/s

Ms. Pranata opened and stated she email Edison to notify them SCJPC has not received many JPAs for August b/s and has not heard back from them. She then inquired a status from Edison. Mr. Brown replied currently Edison is working on a special project that is limiting the work they are doing outside this project that affects all the members. He added very few JPAs will come in this month and as Edison works through this special project, SCJPC may or may not receive an onslaught. Ms. Pranata inquired when the SCJPC office will see more work for August b/s. Will Edison be sending JPAs between August 3 to August 5? Mr. Brown needs to check Edison's status but doubts it. He added SCJPC will not see much from Edison for the next few weeks. Very little if any. SCJPC might see some multi parties but not too many.

Review of Action Items:

- Ms. Pranata, Mr. Bacon, and Mr. Plaskey continue to work with Hyperlink to get project completed.
- Ms. Pranata to make sure staff signs acknowledgment regarding ergonomic evaluation and captures in their personal file.
- Ms. Pranata approved and to move forward with Items 1-4 on furniture proposal.

The meeting adjourned at 10:54 a.m. until August 19, 2020.

Ms. Kathleen Allen – Committee Transcriber

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

| OPERATING EXPENSES | Details | June 30, 2020 | | | YTD Through June 30, 2020 | | | % Variance | Annual Budget |
|---|--------------------------------|---------------|------------------|----------|---------------------------|-------------------|----------|------------|---------------|
| | | Budgeted | Recorded | Variance | Budgeted | Recorded | Variance | | |
| EMPLOYEE EXPENSE | | | | | | | | | |
| Salaries | | 50,065 | 40,672.00 | 9,393 | 300,389 | 257,518.08 | 42,871 | 14% | 600,779 |
| Regular | 39,277.00 | | | | | - | | | |
| Contract Labor | 1,395.00 | | | | | - | | | |
| Insurance | | 6,921 | 6,132.49 | 789 | 41,526 | 35,049.78 | 6,477 | 16% | 83,053 |
| Health/Dental | 5,938.99 | | | | | - | | | |
| Life (quarterly) | 193.50 | | | | | - | | | |
| Payroll Taxes | | 4,256 | 2,918.22 | 1,337 | 25,533 | 19,139.85 | 6,393 | 25% | 51,066 |
| Workers Compensation | | 292 | 255.66 | 36 | 1,750 | 1,323.96 | 426 | 24% | 3,500 |
| Travel mileage reimbursement/
Miscellaneous expenses | | 125 | - | 125 | 750 | 282.43 | 468 | 62% | 1,500 |
| | | | | | | - | | | |
| | | | | | | - | | | |
| PENSION EXPENSE | | | | | | | | | |
| Contribution-SEP IRA | | 5,257 | 3,874.19 | 1,383 | 31,541 | 24,463.67 | 7,077 | 22% | 63,082 |
| | | | | | | - | | | |
| | | | | | | - | | | |
| MONTHLY RECURRING | | | | | | | | | |
| Rent | | 9,000 | 8,798.73 | 201 | 54,000 | 52,792.38 | 1,208 | 2% | 108,000 |
| Alarm System | Quarterly | 50 | 149.97 | (100) | 300 | 299.94 | 0 | 0% | 600 |
| Telephone (Frontier+Jive) | | | | | | | | | |
| Plus Cell phones (new 04/2020) | Plus Cell phones for AP and KA | 654 | 821.46 | (167) | 3,925 | 4,800.67 | (876) | -22% | 7,850 |
| Cisco WebEx Plan | | 90 | 69.00 | 21 | 540 | 414.00 | 126 | 23% | 1,080 |
| Postage & Shipping | | 217 | 7.50 | 209 | 1,300 | 423.51 | 876 | 67% | 2,600 |
| Business/Property Insurance | Pro-Rated | 167 | 348.00 | (181) | 1,000 | 1,238.88 | (239) | -24% | 2,000 |
| Committee Meetings | | 333 | - | 333 | 2,000 | 648.17 | 1,352 | 68% | 4,000 |
| | | | | | | - | | | |
| | | | | | | - | | | |
| EQUIPMENT & FURNITURE | | | | | | | | | |
| Copy Machine - CBE | | 208 | 131.40 | 77 | 1,250 | 934.18 | 316 | 25% | 2,500 |
| | | | | | | - | | | |
| | | | | | | - | | | |

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

| OPERATING EXPENSES | Details | June 30, 2020 | | | YTD Through June 30, 2020 | | | % Variance | Annual Budget |
|---|-----------------|---------------|---------------|-----------|---------------------------|-----------------|-----------|------------|---------------|
| | | Budgeted | Recorded | Variance | Budgeted | Recorded | Variance | | |
| NETWORK SYSTEM | | | | | | | | | |
| LAN Maintenance | CBE IT SUPPORT | 1,083 | 735.00 | 348 | 6,500 | 7,077.10 | (577) | -9% | 13,000 |
| FRIEND Support | HYPERLINK | 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 | | 93 | 69.95 | 23 | 560 | 669.62 | (110) | -20% | 1,120 |
| Covid-19 email & network setup | | - | - | - | - | 3,502.86 | (3,503) | #DIV/0! | 0 |
| Computer (Supplies,Maintenance,Repair) | | 167 | 128.73 | 38 | 1,000 | 721.55 | 278 | 28% | 2,000 |
| Covid-19 Computer Supplies | | - | - | - | - | 217.98 | (218) | #DIV/0! | 0 |
| Off-Site Online Back-up | | 150 | - | 150 | 900 | 745.00 | 155 | 17% | 1,800 |
| <small>(INCLUDED IN CBE IT SUPPORT 06/2020)</small> | | | | | | | | | |
| PRINTING & SUPPLY | | | | | | | | | |
| Office Printing | | 233 | 108.24 | 125 | 1,400 | 766.01 | 634 | 45% | 2,800 |
| Office Supplies | | 175 | 129.35 | 46 | 1,050 | 1,107.07 | (57) | -5% | 2,100 |
| CONTRACT SERVICES | | | | | | | | | |
| Auditor | Pro-Rated | 808 | 372.00 | 436 | 4,850 | 372.00 | 4,478 | 92% | 9,700 |
| Attorney* | LABOR | 542 | - | 542 | 3,250 | 270.00 | 2,980 | 92% | 6,500 |
| GENERAL EXPENSE | | | | | | | | | |
| Payroll Service Fees | | 117 | 93.00 | 24 | 700 | 540.00 | 160 | 23% | 1,400 |
| Bank fees/Checks printing | Pro-Rated | 33 | - | 33 | 200 | 188.98 | 11 | 6% | 400 |
| Publications/Subscriptions/Reference | Pro-Rated | 17 | 120.00 | (103) | 100 | 120.00 | (20) | -20% | 200 |
| Seminars & Tuition | | 83 | - | 83 | 500 | 100.83 | 399 | 80% | 1,000 |
| Team Building | \$500 quarterly | 167 | 500.00 | (333) | 1,000 | 1,000.00 | - | 0% | 2,000 |
| Member Retirement & celebration | | 108 | - | 108 | 650 | - | 650 | 100% | 1,300 |
| Scanning Project* | Ongoing project | 833 | - | 833 | 5,000 | 3,589.40 | 1,411 | 28% | 10,000 |
| Total Operating Expenses | | 83,419.12 | 67,609.89 | 15,809.23 | 500,514.75 | 427,367.90 | 71,736.25 | 14% | 1,001,029 |

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

| OPERATING EXPENSES | Details | June 30, 2020 | | | YTD Through June 30, 2020 | | | % Variance | Annual Budget |
|--|------------|------------------|------------------|------------------|---------------------------|-------------------|------------------|------------|------------------|
| | | Budgeted | Recorded | Variance | Budgeted | Recorded | Variance | | |
| CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT | | | | | | | | | |
| <u>COMPUTER SYSTEM</u> | | | | | | | | | |
| Software Purchase (& minor website mods) | QUICKBOOKS | 250 | 645.00 | (395) | 1,500 | 2,780.00 | (1,280) | -85% | 3,000 |
| FRIEND modification* | | 2,813 | - | 2,813 | 16,875 | - | 16,875 | 100% | 33,750 |
| NJUNS Fee (once a year)* | | 875 | - | 875 | 5,250 | 10,500.00 | (5,250) | -100% | 10,500 |
| Website Upgrade * | | 417 | - | 417 | 2,500 | - | 2,500 | 100% | 5,000 |
| Covid-19 software for laptops | | - | - | - | - | 2,768.90 | (2,769) | #DIV/0! | 0 |
| <u>EQUIPMENT & FURNITURE</u> | | | | | | | | | |
| Purchases/Leases (including Copy Machine) | | 575 | 424.86 | 150 | 3,450 | 3,562.03 | (112) | -3% | 6,900 |
| Hardware Purchase | | 117 | - | 117 | 700 | 1,021.52 | (322) | -46% | 1,400 |
| Covid-19 Laptops | | - | - | - | - | 9,854.90 | (9,855) | #DIV/0! | 0 |
| <u>LONG TERM LIABILITY CURRENT</u> | | | | | | | | | |
| Total Capital Investments & Long Term Liabilities Current | | 5,045.83 | 1,069.86 | 3,975.97 | 30,275.00 | 30,487.35 | (212.35) | -1% | 60,550 |
| Interest Earned/Misc Income | | (0.07) | (0.07) | | (0.45) | (0.45) | | | |
| | | 88,464.89 | 68,679.68 | 19,785.21 | 530,789.30 | 457,854.80 | 71,523.90 | 13% | 1,061,579 |
| *Items in blue are assessed equally | | | | | | | | | |
| Prepared as of: 7/7/2020 | | | | | | | | | |

Delinquent Accounts
As of 7/8/2020

MEMBERS ACCOUNTS RECEIVABLE - DELINQUENT ACCOUNTS

| | | | | 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 | January '20 | February 29, 2020 | \$ 1,018.05 | 20538 | 5/12/2020 6/9/2020
7/7/2020 | Email to Yvonne Johnson | JT | KA | 4/13/2020 |
| AT&T Mobility | February '20 | March 31, 2020 | \$ 1,110.31 | 20571 | 5/12/2020 6/9/2020
7/7/2020 | Email to Yvonne Johnson | JT | JT | 5/12/2020 |
| AT&T Mobility | March '20 | April 30, 2020 | \$ 1,363.82 | 20604 | 7/7/2020 | Email to Yvonne Johnson | JT | JT | 6/9/2020 |
| AT&T Mobility | April '20 | May 31, 2020 | \$ 795.53 | 20637 | | | | JT | 7/7/2020 |
| City of Banning | March '20 | April 30, 2020 | \$ 1,321.86 | 20615 | 7/7/2020 | Email bcoffey@banningca.gov &
brobinson@banningca.gov | JT | JT | 6/9/2020 |
| City of Banning | April '20 | May 31, 2020 | \$ 755.69 | 20647 | | | | JT | 7/7/2020 |
| City of Colton | March '20 | April 30, 2020 | \$ 1,326.57 | 20595 | 7/7/2020 | Email aaguilar@coltonca.gov ,
adunning@coltonca.gov & eavila@coltonca.gov | JT | JT | 6/9/2020 |
| City of Colton | April '20 | May 31, 2020 | \$ 760.17 | 20628 | | | | JT | 7/7/2020 |
| City of Pasadena | March '20 | April 30, 2020 | \$ 1,448.21 | 20599 | 7/7/2020 | Email jarmstrong@cityofpasadena.net &
maria.ortiz@cableeng.com | JT | JT | 6/9/2020 |
| City of Pasadena | April '20 | May 31, 2020 | \$ 875.66 | 20632 | | | | JT | 7/7/2020 |
| City of Riverside | April '20 | May 31, 2020 | \$ 1,013.99 | 20633 | | | | JT | 7/7/2020 |
| FRONTIER | March '20 | April 30, 2020 | \$12,276.72 | 20602 | 7/7/2020 | Email megan.stewart@ftr.com | JT | JT | 6/9/2020 |
| FRONTIER | April '20 | May 31, 2020 | \$11,156.65 | 20635 | | | | JT | 7/7/2020 |
| Golden State Water Co | March '20 | April 30, 2020 | \$ 1,424.17 | 20611 | 7/7/2020 | Email sherri.duchateau@bvesinc.com | JT | JT | 6/9/2020 |
| Golden State Water Co | April '20 | May 31, 2020 | \$ 852.83 | 20643 | | | | JT | 7/7/2020 |
| MCI Metro/ATS | March '20 | April 30, 2020 | \$ 1,460.00 | 20605 | 7/7/2020 | Email matt.bergines@verizon.com | JT | JT | 6/9/2020 |
| MCI Metro/ATS | April '20 | May 31, 2020 | \$ 886.86 | 20638 | | | | JT | 7/7/2020 |
| MCI Telecomm | March '20 | April 30, 2020 | \$ 1,307.71 | 20606 | 7/7/2020 | Email matt.bergines@verizon.com | JT | JT | 6/9/2020 |
| MCI Telecomm | April '20 | May 31, 2020 | \$ 742.26 | 20639 | | | | JT | 7/7/2020 |
| Mobilite, LLC | April '20 | May 31, 2020 | \$ 703.32 | 20653 | | | | JT | 7/7/2020 |
| SPRINT Comm | March '20 | April 30, 2020 | \$ 1,268.58 | 20617 | 7/7/2020 | Email ERELeaseAdministration@sprint.com , | JT | JT | 6/9/2020 |
| SPRINT-Nextel | April '20 | May 31, 2020 | \$ 731.52 | 60634 | | | | JT | 7/7/2020 |
| Time Warner Cable - TWS | March '20 | April 30, 2020 | \$ 684.00 | 20613 | 7/7/2020 | Email Yesenia.Delgado@Charter.com | JT | JT | 6/9/2020 |
| Time Warner Cable - TWS | April '20 | May 31, 2020 | \$ 400.50 | 20645 | | | | JT | 7/7/2020 |
| Time Warner Cable - TWN | April '20 | May 31, 2020 | \$ 461.39 | 20646 | | | | JT | 7/7/2020 |
| T-Mobile USA | March '20 | April 30, 2020 | \$ 1,290.27 | 20609 | 7/7/2020 | Email shenderson@synergy.cc | JT | JT | 6/9/2020 |
| Verizon Wireless | June '19 | July 31, 2019 | \$ 1,097.37 | 20293 | 10/8/2019, 11/12/2019,
12/12/2019,
1/8/2020, 2/11/2020, 3/1
0/20, 4/13/20 5/12/20
6/9/2020 7/7/2020 | Email Lupe Hernandez and Marco Murillo | GV/JT/K
A/JT | GV | 9/10/2019 |
| Verizon Wireless | February '20 | March 31, 2020 | \$ 1,425.59 | 20557 | 5/12/2020
6/9/2020 7/7/2020 | Email Lupe Hernandez and Marco Murillo | JT | JT | 5/12/2020 |
| Verizon Wireless | March '20 | April 30, 2020 | \$ 1,676.35 | 20590 | 7/7/2020 | Email marco.murill@verizonwireless.com &
Lupe.hernandez@cableeng.com | JT | JT | 6/9/2020 |
| Verizon Wireless | April '20 | May 31, 2020 | \$ 1,092.31 | 20623 | | | | JT | 7/7/2020 |
| XO Comm | March '20 | April 30, 2020 | \$ 1,332.70 | 20612 | 7/7/2020 | Email matt.bergines@verizon.com &
maria.ortiz@cableeng.com | JT | JT | 6/9/2020 |
| XO Comm | April '20 | May 31, 2020 | \$ 765.99 | 20644 | | | | JT | 7/7/2020 |

\$54,826.95

TOTAL

\$54,826.95

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

S:\ACCOUNTING INFO\Accounts Receivable\ACCTREC-Member Delinquent Accounts

| Member | B | D | E | H/T | M | NG | Totals | YTD |
|--|----------|----------|-------------|-----------|-----------|------------|---------------|--------------|
| Joint JPAs Billed | | | 754 | 3 | 1 | | 758 | 4888 |
| % of Joint JPAs Billed | 0.000 | 0.000 | 0.995 | 0.004 | 0.001 | 0.000 | 1.00 | |
| Joint JPAs Returned | 1 | 1 | 727 | 7 | 2 | | 738 | 2318 |
| Joint JPAs Held Over | | | 324 | | | 1 | 325 | |
| Total Joint JPAs Received | 1 | 1 | 1805 | 10 | 3 | 1 | 1821 | 8505 |
| Multi JPAs Billed | | | 56 | | | 8 | 64 | 754 |
| % of Multi JPAs Billed | 0.000 | 0.000 | 0.875 | 0.000 | 0.000 | 0.125 | 1.00 | |
| Multi JPAs Returned | | | 116 | | | 21 | 137 | 948 |
| Multi JPAs Held Over | | | 18 | | | 5 | 23 | |
| Total Multi JPAs Received | 0 | 0 | 190 | 0 | 0 | 34 | 224 | 2132 |
| Total # JPAs Billed | 0 | 0 | 810 | 3 | 1 | 8 | 822 | 5642 |
| % of JPAs Billed | 0.000 | 0.000 | 0.985 | 0.004 | 0.001 | 0.010 | 1.00 | |
| # of JPAs Returned | | | | | | | 875 | 3266 |
| # of Held Over JPAs | | | | | | | 348 | |
| Total JPAs received | 1 | 1 | 1995 | 10 | 3 | 35 | 2045 | 10637 |
| % of JPAs Billed | | | | | | | 40.20% | |
| % of JPAs returned | | | | | | | 42.79% | |
| % of Held Over JPAs | | | | | | | 17.02% | |
| Member | B | D | E | H/T | M | NG | Totals | |
| Poles Billed (Joint JPAs) | | | 2194 | 6 | 1 | | 2201 | 17688 |
| Poles Returned (joint) | 2 | 4 | 3207 | 48 | 17 | | 3278 | 14367 |
| Poles Held Over (joint) | | | 1206 | | | 1 | 1207 | |
| Poles Billed (Multi JPAs) | | | 245 | | | 13 | 258 | 4015 |
| Poles Returned (multi) | | | 1029 | | | 181 | 1210 | 9587 |
| Poles Held Over (multi) | | | 95 | | | 33 | 128 | |
| Total # Poles Billed
(Joint & Multi combined) | 0 | 0 | 2439 | 6 | 1 | 13 | 2459 | 21703 |
| % of Total Poles Billed
(Joint & Multi combined) | 0.000 | 0.000 | 0.992 | 0.002 | 0.000 | 0.005 | 1.00 | |
| # of Poles Returned | | | | | | | 4488 | 23954 |
| # of Held Over Poles | | | | | | | 1335 | |
| Total Poles received | 2 | 4 | 7976 | 54 | 18 | 228 | 8282 | 55061 |
| % of Poles Billed | | | | | | | 29.69% | |
| % of Poles returned | | | | | | | 54.19% | |
| % of Held Over Poles | | | | | | | 16.12% | |

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

| Inspections Billed SCE Only:
O&M (Inspection & Pole Tags) | SCE's Inspections
JPAs/Poles were not
included in above table | SCE O&M
YTD |
|--|---|----------------|
| Inspection JPAs Billed | 18 | 31 |
| Inspection Poles Billed | 6564 | 10038 |

| Inspections Billed D Only:
(Inspections) | D's Inspections JPAs/Poles
were not included in above
table | D
YTD |
|---|---|----------|
| Inspection JPAs Billed | 0 | 28 |
| Inspection Poles Billed | 0 | 11308 |

- = Members assessed penalty fee
- = Less than 80% but 50% or greater attendance
- = Less than 50% attendance
- = Excused Absence (COVID-19 in March and April 2020)

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
MEMBER BOARD MEETING ATTENDANCE
JUL 2019- JUN 2020 (ADJUSTED % COVID-19)**

| | MBR | 2019 | 2019 | 2019 | 2019 | 2019 | 2019 | 2020 | 2020 | 2020 | 2020 | 2020 | 2020 | 2020 | TOTAL | Atten. % | MBR | MONTHS |
|--------------|---------------------------|-------|-----------|-----------|-----------|-----------|-----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|----------|-----|--------|
| | CODE | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | | | CODE | | |
| 1 | So. California Edison | E | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | E | 11 | |
| 2 | Frontier Communications | FTR | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | FTR | 11 | |
| 3 | City of Los Angeles | M | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | M | 11 | |
| 4 | Verizon Wireless | ATC | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | ATC | 11 | |
| 5 | AT&T Mobility | LAC | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | LAC | 11 | |
| 6 | XO Communications | NXT | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | NXT | 11 | |
| 7 | Crown Castle NG West Inc. | NG | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | NG | 11 | |
| 8 | AT&T California | H / T | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | H / T | 11 | |
| 9 | City of Anaheim | D | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | D | 11 | |
| 10 | ExteNet Systems | EXT | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | EXT | 11 | |
| 11 | Sprint Communications | FON | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | FON | 11 | |
| 12 | Sprint-Nextel | SPR | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | SPR | 11 | |
| 13 | Teleport Comm America | TCA | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | TCA | 11 | |
| 14 | Golden State Water | SCW | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | SCW | 11 | |
| 15 | City of Riverside | J | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | J | 11 | |
| 16 | Time-Warner | TWC | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | TWC | 11 | |
| 17 | Mobilite LLC | MOB | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 10 | 100% | MOB | 10 | |
| 18 | MCI/Metro | ATS | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 1 | 1 | 9 | 100% | ATS | 9 | |
| 19 | MCI Communications | MCI | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 1 | 1 | 9 | 100% | MCI | 9 | |
| 20 | City of Azusa | MA | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 10 | 91% | MA | 11 | |
| 21 | City of Burbank | B | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 10 | 91% | B | 11 | |
| 22 | Mpower/TelePacific | ICG | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 10 | 91% | ICG | 11 | |
| 23 | City of Lompoc | LLW | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 10 | 91% | LLW | 11 | |
| 24 | City of Glendale | A | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 10 | 91% | A | 11 | |
| 25 | City of Banning | COB | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 0 | 9 | 90% | COB | 10 | |
| 26 | T-Mobile, USA | PBM | 1 | 1 | 1 | 1 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 9 | 82% | PBM | 11 | |
| 27 | City of Pasadena | MP | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 0 | 8 | 80% | MP | 10 | |
| 28 | City of Vernon | V | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 7 | 70% | V | 10 | |
| 29 | City of Colton | F | 1 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 5 | 56% | F | 9 | |
| 30 | ATC Outdoor DAS | AMT | 0 | 1 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 4 | 44% | AMT | 9 | |
| Total | | | 26 | 29 | 28 | 30 | 27 | 0 | 27 | 26 | 24 | 24 | 29 | 26 | | | | |

SCJPC Overtime Report

| Bill of Sale Month | Poles Received | Billed | Returned | Total Processed | Held-Over Poles | Non-Exempt OT hours | | Comments |
|--|----------------|------------------------|----------|--|-----------------|---------------------|-------------------------------|--|
| | | | | (Billed + Returned) | | | | |
| 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 |
| 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) |
| Nov-19 | 8415 | 4401
(21.97% Multi) | 4014 | 8415 | 0 | 119.25 | 4696.87 | 8415 = 950 (from Oct-19) + 7465
of billers decreased, poles received above 5000. |
| Dec-19 | 6918 | 3607
(12.73% Multi) | 3311 | 6918 | 0 | 71.75 | 2769.32 | # of billers decreased, poles received above 5000. Closed earlier than usual (Dec 23). |
| Jan 2020 New Baseline | 6000 | | | | | | | January 2020
(1 staff maternity leave) |
| Jan-20 | 8999 | 4769
(19.75% Multi) | 2897 | 7666 | 1333 | 66.25 | 2620.15 | New Year holiday & staff vacation.
Poles received above 6000. |
| Feb-20 | 10888 | 4579
(22.89% Multi) | 3962 | 8541 | 2347 | 78.25 | 3209.86 | 10888 = 1333 (from Jan-20) + 9555
Poles received above 6000.
1 staff on maternity leave. |
| Mar-20 | 10451 | 2881
(4.23% Multi) | 4660 | 7541 | 2910 | 69 | 2749.49 | 10451 = 2347 (from Feb-20) + 8104
Poles received above 6000.
1 staff on medical leave.
Closed early on 3/19/2020 Covid-19/SCE |
| Apr-20 | 9733 | 4855
(22.12% Multi) | 4198 | 9053 | 680 | 5 | 127.5 | 9733 = 2910 (from Mar-20) + 6823
Poles received above 7000.
Billing started early |
| ***** ELECTRONIC BILLING STARTED IN MAY 2020 ***** | | | | | | | | |
| Bill of Sale Month | Poles Received | Billed | Returned | Total Processed
(Billed + Returned) | Held-Over Poles | Additional Hrs/OT | Additional Hrs total \$ Gross | Comments |
| May-20 | 6708 | 2160
(26.44% Multi) | 3749 | 5909 | 799 | 0 | 0 | 6708 = 680 (from Apr-20) + 5909
First month of billing on Excel files/electronic
No Overtime |
| Jun-20 | 8282 | 2459
(10.49% Multi) | 4488 | 6947 | 1335 | 0 | 0 | 8282 = 799 (from May-20) + 7483
No Overtime |

AVERAGE PROCESSED POLES (MAY & JUNE 2020): **6428**

Average overtime/additional hours per month (based on May 19-Mar 20): **93.02273 3489.468 Gross**

ERGONOMIC SERVICES QUOTES SUMMARY

| Company Name | Price | | Duration | Type | Notes |
|----------------------|---------|--------------|---------------------------|---|---|
| The Ergonomic Expert | 200 | per employee | up to 1 hr per employee | Comprehensive, with documentation | No travel charge |
| The Ergonomic Expert | 150 | per employee | up to 25 min per employee | Mini evaluation, brief report | No travel charge |
| The Ergonomic Expert | 100 | per hour | up to 1 day | Quick evaluation, Walk-thru, no documentation | No travel charge |
| Ergo Life Solutions | 130-150 | per employee | 30 min per employee | Brief report | Travel rate \$65/hr |
| Briotix Health | 499 | per employee | 45 min per employee | Comprehensive, with documentation | Travel rate \$95/hr outside 30 miles radius |
| Briotix Health | 1099 | up to 12 | 15 min per employee | Quick evaluation, no documentation | Travel rate \$95/hr outside 30 miles radius |



TheErgonomicExpert

PROPOSAL FOR ERGONOMIC SERVICES

TO: Angela Pranata - So Ca. Joint Pole Committee

Thank you for your interest in The Ergonomic Expert.

PRIVATE CONSULTATION (45 min. - 1 hr. per employee)

INCLUDED: 4 Page Full Report with RULA (Risk Assessment Score), photos, on-site changes, and facilities and equipment recommendations)

FEES: \$250 (single evaluation)

\$200 (5-20 employees) ** Must be scheduled at one time

\$175 (21-50 employees)

MINI CONSULTATION (25 min. per employee)

INCLUDED: 2 Page Report, on-site changes, facilities and equipment recommendations.

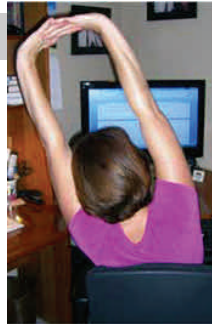
FEES: \$150 (Minimum of 5 employees)

\$125 (11-50 employees)

***Please keep in mind you can do a combination of mini and full evaluations**

--At the rate of \$100/per hour, The Ergonomic Expert can provide a less intense Walk-Thru Evaluation in which suggestions and immediate changes are made on site, such as monitor adjustments, keyboard tray positioning, proper chair alignment and posture recommendations. (No documentation)

--For the larger group setting, a highly instructional and beneficial Keynote (Power Point) Presentation is recommended. The fee for this service is \$500 and can be offered as a Lunch and Learn session if desired. Also a good option for smaller groups with addition of walk thru evaluations.



Barb Phillips, MS OTD, OTR/L
 Doctor of Occupational Therapy

BPhillimelt@gmail.com
 (310) 710-6196
 www.ergolifesolutions.com

Ergonomic Services

Ergo Life Solutions offers a comprehensive range of *CUSTOMIZED* Ergonomic and Wellness Services including evaluation and training for any level of employee.

Evaluations

Evaluation Services

Individual "Preventative" Ergonomic Evaluation **\$130 - \$150 pp**
For the employee who is pain-free and wants to prevent injury.

- 1/2 hour on-site evaluation including pre-screening questionnaire, interview and adjustments to current equipment for intermediate improvement in comfort.
- Education to empower employee to implement behaviors resulting in improved comfort.
- Stretch and Flex exercises
- Brief report with suggestions for equipment.

Individual "Reactive" Ergonomic Evaluation **\$250 - \$500 pp**
For the employee experiencing discomfort or Workmen's Compensation Claim

- 1 - 2 hour on-site evaluation including pre-screening questionnaire, interview, and adjustments to current equipment for intermediate improvement in comfort.
- Education to empower employee to implement changes resulting in improved comfort.
- Stretch and Flex exercises
- Contact with care providers inside and outside work environment to support appropriate solutions.
- Formal written report with specific recommendations for equipment and behavior changes.

Follow Up **\$75- \$150 pp**
For the employee who has received an evaluation, after equipment recommendations are implemented.

- On-site follow up for installation of non-permanent equipment use and training.
- Review of healthy behavior / Stretch and Flex exercises.
- On-site supervision of vendors for installation of permanent equipment.
- Equipment use and training.
- May need additional equipment and report.

Related Costs

Please note that prices can vary depending upon the number of employees seen at one time, with discounts applied for greater number of evaluations / screenings conducted.

Travel is billed at a rate of **\$65 / hour**

Additional Ergonomic Services

| Services | All Services are billed at \$150 / hour for preparation and on-site training |
|---|--|
| <p>Equipment Training</p> <ul style="list-style-type: none"> • Train staff in proper use of current equipment. <p>Employee Training</p> <ul style="list-style-type: none"> • One-hour classroom session demonstrating ergonomic risk factors, equipment placement for neutral posture, and prevention exercises. <p>Train the Trainer</p> <ul style="list-style-type: none"> • Four-hour training geared towards administration or safety personnel to recognize obvious ergonomic risk factors, range of solutions and provide the ability to implement immediate changes. | |
| <p>Full or Half Day Preventative Ergonomic Service</p> <ul style="list-style-type: none"> • One-hour classroom session demonstrating ergonomic risk factors, equipment, and prevention exercises. • Preventative ergonomic screenings including adaptations to current equipment at workstation to improve comfort. • Written report with suggestions for global reduction of risk factors. | |
| <p>Worksite Audit</p> <ul style="list-style-type: none"> • On-site evaluation of facility, including brief interviews with staff to identify risk factors associated with potential injury. • Written report with recommendations to implement safety measures. | |
| <p>Stretch, Lift and Twist</p> <ul style="list-style-type: none"> • On-site custom designed stretching program for high risk work tasks. • Program implementation | |
| <p>Equipment Review and Selection</p> <p><i>Ergonomic equipment can be costly, especially when the wrong equipment is purchased or individuals do not know how to use it properly.</i></p> <ul style="list-style-type: none"> • This service provides guidance in the selection of purchasing new appropriate and economic ergonomic equipment. | |
| <p>Disabled and Injured Workers</p> <ul style="list-style-type: none"> • Needs assessment and worksite evaluation for disabled or injured workers. • Establish services to introduce or return disabled employee to work. | |
| <p>Professional / Business Coaching</p> <ul style="list-style-type: none"> • A unique one-to-one relationship designed to help the worker overcome challenges, plan for the future and maximize success. Professional coaching helps explore and realize full potential as an executive, team member or leader. | |
| <p>Worksite Wellness Programming <i>(See separate sheet for details)</i></p> <ul style="list-style-type: none"> • Designed to support healthy behavior in the workplace and to improve employee health outcomes. | |

All Ergo Life Solutions are customized to meet the needs at your setting. Our ergonomist is a licensed occupational therapist and health care professional expertly skilled to meet a wide variety of work-related needs.

** Please contact Ergo Life Solutions to discuss your needs and pricing.*





~Wellness in the Workplace

Barb Phillips, MS OTD, OTR/L
Doctor of Occupational Therapy

Phone: (310) 710-6196
Web: www.ergolifesolutions.com
Email: Info@ergolifesolutions.com

Bio: Barb Phillips, MS OTD, OTR/L

Background: Barb Phillips, MS OTD, OTR/L is the founder and CEO of Ergo Life Solutions. She is a registered and licensed occupational therapist with over 30 years of experience working in hospital, community, government and academic settings. As an occupational therapist, her expertise lies in her keen ability to analyze how people interact in their work spaces, and modify the environment in order to maximize worker safety and productivity. Barb is an expert in the wide variety of ergonomic chairs and equipment on the market. She does not resell equipment and will consult with the office equipment supplier your company uses. She applies immediate improvements for worker comfort at little or no cost to the employer. Clients report an 87% improvement rate in *immediate comfort* after the first visit.

Education: Barb holds a Master's Degree from Columbia University in New York City, and a Doctorate Degree from the University of Southern California. Both degrees are in occupational therapy. She regularly participates in continuing education training in the areas of ergonomics, workplace wellness and women's health. She holds an Ergonomic Hazards certificate from the Occupational Safety and Health Association (OSHA) and completed a 25-hour ergonomics training course through Roy Matheson and Associates. She participated in ergonomics training courses offered by Cornell University and the Occupational Therapy Association of California (OTAC). She also holds a certificate in Personal and Executive Coaching from the College of Executive Coaching, in Ventura California. Barb holds a 200-hour yoga teacher certificate and is also a Reiki practitioner.

Skills: As an occupational therapist, she is trained in analyzing the activities that people engage in throughout their day. She is an expert in the areas of evaluation and recommendations of environmental and behavioral changes that support healthy lifestyles. Her success rate is very high due to her training as an occupational therapist, her experience and her communication skills. Other areas of expertise include program development, worksite wellness and injury prevention, writing and managing contracts, policy and procedure development and implementation, teaching and training programs, supervision and management as well as personal and executive coaching. Her experience includes presenting at national and international professional conferences with large audiences, as well as teaching in the classroom setting. Barb possesses excellent interpersonal skills including written and verbal communication, and people find it very easy to talk to her.



Briotix Health is the leading provider of workforce performance optimization solutions, combining ergonomics, injury and disability prevention, physical rehabilitation, performance optimization, and Return-to-Work/Stay-at-Work services and technology. Briotix Health transforms organizational productivity by unlocking the potential of our clients' workforce. Briotix' clients enjoy a powerful, competitive advantages that is enabled through the intelligent application of science in the physical, cognitive, and organizational disciplines.

Briotix Health clients include many Fortune 500 companies and their global operations and a significant number of the largest insurers and their proxies. Based in the United States, the company serves clients throughout the United States and in more than 60 countries. Briotix Health has grown through the nurturing of close relationships with clients that stand the test of time.

A Sampling of Our Clients





Standard Onsite Risk Assessment

- Our onsite risk assessment represents the core competency of Briotix Health that has permitted us to stand out from the field since 1997. Briotix Health has become a recognized leader for onsite evaluation services. The ErgoMED Evaluation consists of the basic elements that the market has grown to accept as a typical ergonomic intervention.

Highlights of On-Site Assessments:

- Review of employee desk set-up & conduct a risk assessment and early symptom screen.
- On the spot changes such as adjusting equipment and providing education on neutral postures, position change, and equipment placement, so as to improve employee biomechanics, comfort, and understanding.
- Identification of tools, equipment, and space modifications necessary for further improvement.
- Comprehensive documentation and ordering instructions.
- Interventions utilize best practices, mortification interviewing, and behavioral health methodologies.
- Documented with photographs, if permitted, at your site.
- Certified ergonomists
- Briotix Health conducts in-house QA audits of reports
- Itemized list of recommendations for easy comparisons to market rates for ergo equipment.
- In house technical advisory panel reviews evaluation procedures and recommendations to identify and integrate current “best practices” with all ergonomic risk assessment techniques and abatement strategies.

“SWEEP” Style Evaluations

- These are onsite 20-minute brief visits often suited for larger employee populations, such as during moves/renovations or during wellness initiatives. Many clients combine these with lunch & learn seminars. Includes are handwritten documentation and spreadsheets of equipment recommendations, if needed. Or, we can simply work with what you have!

Virtual Assessments

- These are the quickest and the most economical means of connecting with our certified ergonomists. Briotix Health is the world-wide leader in virtual ergonomic interventions. Our proven methodologies and virtual intervention approach returns long-lasting outcomes.

Highlights of Virtual Assessments:

- Review of employee desk set-up & conduct a risk assessment and early symptom screen.
- Via 30-minute web meetings, review of the employee’s risk assessment & desk set-up.
- Provide directions on adjustments to improve employee biomechanics and comfort.
- Identify tools, equipment, and space modifications necessary for further improvement.
- Produce comprehensive documentation and ordering instructions.



Trainings

Briotix Health reinforces ergonomic principals through comprehensive educational units. Trainings range from one-hour “lunch & learn” in servicing to hands-on learning. Briotix Health trainings include programs for all levels of employment, focusing on the importance of injury prevention in the workplace both from economic and employee well-being perspectives. Briotix Health educates employees on the importance of self-awareness, early intervention and taking responsibility for preventing work-related musculoskeletal disorders. We utilize the Watch-Do-Teach method, which incorporates active participation in the training. Research has shown that this method produces sustainable results and optimal integration of training concepts into practice.

All training programs used have been developed by Briotix Health. These programs contain leading research and proprietary content. Briotix Health has invested significant resources in developing a delivery method for the training that will ensure participants are engaged, empowered, and will be confident in their ability to apply the content to their work and home practices.

While we are confident that our training programs are second-to-none in the injury prevention and wellness industry, we will invest the necessary resources to customize all content and deliver processes to ensure that the programs are appropriate for your personnel. All attendees will recognize that the programs being delivered represent your organization’s motivation to invest in their health and safety.

Lunch and Learns

Briotix Health provides one-hour delivery of ergonomic course content for employee populations. These PowerPoint trainings are designed to provide a spring board effect that instills personal accountability relative to meaningful safety and wellness change. Courses are typically provided at the client location within conference & lunch rooms. The one-hour format allows for easy assimilation of specific topics. Handouts are provided.

- **Ergo 101/General Ergonomics for Office:**

Ergonomic risk such as duration/sustained postures, repetition, and awkward postures account for employee discomfort, injury, and claims. It’s critical that workers, involved in computer work, learn how to affectively arrange their work space, adapt their postures, and incorporate movement into their day. In this comprehensive “lunch & learn,” employees uncover the ergonomic red flags present in work environments and understand how to eliminate or reduce exposures.

- What is ergonomics?
- What are the ergonomic risk factors in work places?
- Ergonomic do’s and don'ts
- How to set up an ergonomic workstation
- How to adjust your chair
- Importance of position change & movement
- The Stand 30 Challenge
- Questions and answers
- Handout Review (desk set-up, stretching, and stand 30 challenge)



- **Signs and Symptoms of Musculoskeletal Disorders**
- **Common Work Injuries**
- **Stretch & Flex (Stretching & Strengthening):**
 - Approximately 70% of the American workforce sits on the job. Even perfect posture, if it is sustained, isn't health! Many sprains and strains result from mechanical stress applied to shortened, non-flexible, and and/ or weakened connective tissues and muscle tendons, during both normal and unexpected movements of the body, when working in non-neutral postures. Find out why it is important to provide movement and blood flow to the body and how to eliminate the aches and pains associated with a typical work day. Prevention Specialists will demonstrate the hows and whys of proper stretching and strengthening exercises. In this interactive seminar participants will be lead through a series of easy-to-learn stretching and strengthening exercises for the upper and lower back, neck wrists, forearms, shoulders, and legs.
- **Manual Material Handling/Safe Lifting Practices:**
 - Realizing that materials handling is one of the most dangerous job tasks, and that injuries sustained while lifting can become one of the most costly for organizations, it is imperative that employees involved in lifting tasks be routinely trained on proper techniques. In this "lunch & learn" employees learn how to identify potentially hazardous lifts, plan for lifting tasks, and use proper lifting techniques.
- **Lab Ergonomics**

Obstacle Course

The Obstacle Course is a one-hour training program that leverages social interactivity and the per dynamic, to emphasize and training proper biomechanics, safe behaviors and problem solving during regular job activities. Utilizing the concept of "tribal knowledge," the session will also integrate elements of team building, problem solving and training to help ensure that a social support system is established to reinforce proper techniques and safety while working. Tribal Knowledge is experience that employees have developed to solve programs. In many cases, this knowledge is tested and proven, though it has not been shared across the broader population. The employees will also receive job coaching from the Ergonomist during this process. The end result will be tested best practices that measure risk reduction, efficiency improvement, documents feedback from employees and managers. We recommend groups of no more than 10 participants to ensure effective engagement and participation. Briotix Health will observe the initial obstacle course(s) to guide the activity and offer support and feedback.

Manager Training

Training mangers forms a basis for the internal sustainability of an ergonomics program, as managers and supervisors assume ownership of employee safe work practices. Trainings ensure ergonomic fluency and an eye for unsafe work habits and reinforces that process and procedures in place as well as the organizations long-term commitment to best ergonomic practices.

This session for managers and supervisors clarifies their responsibility in intervening in the multitude of factors which contribute to the mental and physical health of employees. Trainings are presented in half-day and full-day units.

- Injury prevention for managers (how to minimize and reduce injuries in employees)
- Post-Injury manager communication (management of ergonomic injuries)



Train the Evaluator

This dynamic 16-hour course offers highly effective ergonomic assessment and intervention processes derived from applied best practices. Briotix Health's approach is unique, as it integrates the essential elements of clinical, engineering, behavioral, and wellness methodologies that are essential for a comprehensive approach to reducing injuries and improving productivity. Each attendee will learn how to immediately apply these effective strategies to successfully prevent, manage, and reduce work and lifestyle related musculoskeletal disorders (MSDs) and disabling injuries. This course focuses on developing the attendee's knowledge of work physiology, causes of MSDs, methods of ergonomic problem solving and effective ergo-behavioral and wellness solutions for office or industrial work environments. Attendees will not just learn how to apply this information through their organization but will also be able to confidently explain and demonstrate the information to their colleagues.

Upon course completion, attendees will have the knowledge and tools to maintain and manage a comprehensive ergonomics program and help the organization prevent MSDs, reduce workers' compensation claims, improve employee morale and productivity.

Who Should Attend the Course

This course was designed for individuals with no ergonomic experience, as well as those with many years of ergonomic experience. Anyone who is interested in being involved in the organization's injury prevention efforts will find the course useful. In addition to assisting the organization with reducing costs and increasing profits, the certification approach for this course will help each attendee develop specific skills that can be used in other areas of their professional career. These skills include effective communication, coaching techniques, problem solving strategies, and leadership techniques. Many of our clients who attended this course, found that their involvement with their organization's ergonomic program provided confidence that they could apply to their professional development and career track.

Certification

In order to receive the certification designation, each attendee, upon completion of the course, must be able to successfully pass an examination, and demonstrate competence in conducting office ergonomic assessments.

- Final Examination

This is an open-book, multiple choice examination using the course manual. This examination is administered to test the student's knowledge of the key points address in the course. Upon receipt of examination, the attend is required to complete and return it to Briotix Health within 2 weeks. A passing score of 80% is required.

- Ergonomic Assessments

Each attendee will be asked to complete 3 office ergonomic assessments and 3 laboratory assessments. The office ergonomic assessment form provided during the course must be used for all office ergonomic assessments. Before and after photographs are required that clearly shows problems and interventions. The attendee will send the completed assessments to Briotix Health. If the reports reveal satisfactory competence and understanding of key concepts, the reports will be accepted as sufficient for certification.



Price Card

| EVALUATION TYPE | PRICE (USD) | PRICE (USD) |
|---|--------------|---|
| Single On-Site Ergo Eval | 499 | 499 |
| Double On-Site Ergo Eval | 699 | 349.50/ea |
| Triple On-Site Ergo Eval | 899 | 299.66/ea |
| Quadruple On-Site Ergo Eval | 1099 | 274.75/ea |
| Day Rate Ergo Eval | 1299 | 259.80/ea (max of 5/day) |
| Virtual Assessments | 229 | 229/ea |
| Sweep Evals:
Half Day & Full Day
3 people per hour (20 min) | 1099
1699 | Half Day 4 hours (12 people)
Full Day 7 hours (21 people) |
| Lunch & Learn Trainings | 500 | 500 |
| Obstacle Course | 600 | 600 |
| Manager Training (Half Day)
Manager Training (Full Day) | 950
1899 | 950
1899 |
| Train The Trainer (Two Day) | 1899/day | 3798 Two Day Course
*35/per person training materials
*649/per person certification |
| Consulting/Ergonomist | 169/hour | 169 |
| Technical Consulting | 195/hour | 195 |

Travel -\$95/hour if outside of a one-hour travel radius required (30 miles each direction). Fee based on MapQuest estimation.

Your Project Proposal

Based on the specifications that we have discussed, we propose the following services and associated pricing. Please contact me if you have any questions. If you agree to proceed as outlined, please sign below in the “Terms & Conditions” section to commence project planning.

Terms and Conditions

100% payment is due upon completion of services and a net 30 invoice will be sent via email. To avoid charges 24-hour cancellation notice required for all onsite services. By signing below, the Client acknowledges that it has received and read a copy of the estimate and agrees to these terms and conditions. Thank you for the opportunity to submit this bid. We look forward to working with you. Briotix, Inc.



Top 10 Questions

- **Do you have an ergonomist in my city? How close is the ergonomist to my location?**
Briotix Health has ergonomists in most major US cities, Canada and Globally. Our large nationwide presence of approximately 200 prevention specialists & ergonomists allows us to mobilize quickly to meet requests.
- **What can I do for telecommuters, large numbers of employees or when travel to a distant offices or satellite facilities is difficult?**
Briotix Health offers the ability to launch eLearning software and online risk assessments to reach larger groups of workers, telecommuters and satellite offices. This can be enhanced with our over-the-phone Virtual Assessments, easy & economical!
- **What is the Background of the ergonomists?**
Providers are all certified in ergonomics. Many come from backgrounds such as physical therapy or occupational therapy. Others are athletic trainers, exercise physiologists or kinesiologists. All are dedicated ergo coaches who enjoy working with clients to problem solve work challenges.
- **What will happen during the ergonomic evaluation process?**
Briotix Health ergonomists work 1:1 with employees to problem solve their work challenges. We spend about 45 minutes on site listening, making on the spot changes and educating on equipment placement, neutral postures, and injury reduction behaviors. Photographs are taken and provided in the written report.
- **Does Briotix Health sell and install ergonomic equipment?**
We do not sell equipment, which allows our team to remain objective in our process. We can work with your existing line of equipment and furniture, work with you to establish an ergonomically sound corporate standard, and help you organize a system within your current framework, including best pricing. Our software system has a platform that allows for efficiencies in the procurement process.
- **How soon are you able to provide an ergonomic assessment?**
Once we receive a request for evaluation Briotix Health's team of Case Managers immediately begin to schedule evaluations, linking ergonomists with your preferred point of contact.
- **How soon will we get the report and what is included in the report?**
turned in within 2 days of the onsite visit. They are emailed to a client defined internal point of contact and will include: discomfort review, risk identified, "on the spot" changes made, and recommendations.
- **Do you do single evaluations?**
Yes we are able to honor single on site visits. Volume discounts are available and Virtual Assessments are also available at a lower price point.
- **Do you provide other services?**
Briotix Health is a full-service ergonomics company offering Enterprise Wide services: Lunch and Learns, Train the Trainer Programs, Onsite Physical Therapy Treatment, Technical Consulting, Staffing of Prevention Specialists. and Hospital based Safe Patient Handling/Early Mobility Programs.
- **How do you invoice and how can I pay by bill?**
Following service Briotix Health will send a Net 30 invoice. We accept checks and Visa, American Express and Master Card (5% processing fee for cc transactions).



Additional Services

- Program and Case Management: Manage as Little or as Much of your Program as You Like
- Cardin us Software: award winning eLearning and Risk Assessments
- Virtual Assessments: The fastest and most economical way to connect with an ergonomist
- In Depth Analysis & Reporting: Comprehensive Workers' Comp, Ergonomic & Task Analysis, Job Assessments
- Seating Feasibility Studies
- Sweep Style: Less reporting needed for the files & more evaluations in less time
- Lunch & Learns: Ergo 101, Deskercise, Material Handling
- Train The Trainers
- Health & Wellness Fair Participation
- Technical Support/Consulting Services
- Policy Development
- Onsite Physical Therapy
- Disability Accommodation Consulting / ADA
- Early Symptom Intervention & Job Coaching
- Wellness Coaching/Stretching and Conditioning for Work Programs
- Return to Work & Job Coaching Support
- BxChampion: www.bxchampion.org (Industrial Ergonomics: training, Risk Assessment & Coaching/support with certificates for Training completion)
- BxPro: Enterprise Office Ergonomics Programs
- BxEdge: Mapping A Plan & Building A Case for Ergonomics In Your Organization
- BxHealthcare: Safe Patient Handling & Early Patient Mobility Programs
- Worker's Comp Bundling of Services: Assessments, Installation & Follow-ups

We offer prevention and intervention solutions using proven science, best in class technology, and superior program management. This is a proven way to reduce costs and realize return on investment. Are you trying to provide consistency across locations, reach distant sites & off-site telecommuter populations?

Contact me to learn more.

ANNA GIANNAVOLA
Business Development
(West Coast/Metro Los Angeles)
P. 844.274.6849 x 112
E. Anna.Giannavola@Briotix.com

Signature of Representative

Date

Print Name

NG1010-01-006 SUP2

| | BILLING | | | CHECKING | |
|----------------------------|--------------|--------------------|----------------------------|-------------|--------------------|
| | CURRENT WAY | NEW PROPOSED WAY 2 | | CURRENT WAY | NEW PROPOSED WAY 2 |
| Enter into Friend | 0.50 | 0.50 | Verify records against JPA | 2.00 | 2.00 |
| Pull cards | 0.67 | 0.85 | Grade and space | 3.00 | 2.00 |
| Verify records against JPA | 1.42 | 0.55 | Who's billing | 4.00 | 2.00 |
| Grade and space | 2.59 | 0.42 | Percent | 3.00 | 2.00 |
| Who's billing | 6.18 | 0.63 | Verify Billing | 11.00 | 7.00 |
| Percent | 2.43 | 2.00 | Log out of Excel | 0.50 | 0.50 |
| Second pages | 3.19 | 3.00 | | | |
| Billing | 10.13 | 4.45 | | | |
| Log out of Excel | 0.50 | 0.50 | | | |
| TOTAL TIME | 27.60 | 12.90 | TOTAL TIME | 23.5 | 15.5 |

Time is in minutes

| CURRENT WAY | NEW PROPOSED WAY 2 | CURRENT WAY | NEW PROPOSED WAY 2 | CURRENT WAY | NEW PROPOSED WAY 2 |
|--------------------|--------------------|----------------------|--------------------|--------------------|--------------------|
| 855 | 855 | 967 | 967 | 865 | 865 |
| M BILL NG | M BILL NG | FTR BILL NG | FTR BILL NG | ATC BILL NG | ATC BILL NG |
| \$84 | \$86 | \$87 | \$86 | \$91 | \$91 |
| M GAINS \$2 | | FTR LOSES \$1 | | SAME | |

| CURRENT WAY | NEW PROPOSED WAY 2 |
|----------------------|--------------------|
| 866 | 866 |
| LAC BILL NG | LAC BILL NG |
| \$93 | \$91 |
| LAC LOSES \$2 | |

| | CURRENT WAY | NEW PROPOSED WAY 2 | DIFFERENCE IN TIME |
|--------------|---------------|--------------------|--------------------|
| Billing | 27.604 | 12.9 | 14.704 |
| Checking | 23.5 | 15.5 | 8 |
| TOTAL | 51.104 | 28.4 | 22.704 |

| | CURRENT WAY COST | NEW PROPOSED WAY 2 | DIFFERENCE IN TIME COST |
|--------------|------------------|--------------------|-------------------------|
| Billing | \$ 20.01 | \$ 9.35 | \$ 10.66 |
| Checking | \$ 17.04 | \$ 11.24 | \$ 5.80 |
| TOTAL | \$ 37.05 | \$ 20.59 | \$ 16.46 |

Ms. Allen did the analysis; however, Biller III's rate was used.

NG1019-01-006 SUP2

CURRENT WAY

Rule: More to Less: Bill both purchase of interest and proposed by record

Rule: Less to More: Bill purchase of interest by proposed, penalty by record

Rule: Same: Bill purchase of interest by proposed, penalty by record

Billing Explanation:

POLE: 11915Y FTR POLE PRICES

Rule: Less to More: Bill purchase of interest by proposed, penalty by record

2) Proposed

M/FTR BILL NG 1/20 (4/5 PARTIES) SHARED COST:

ATC/LAC BILL NG 1/20 (4/5 PARTIES) SHARED COST + 1/6':

3) Record

M BILL NG 1/20 (4/5 PARTIES) SHARED COST * 50%:

FTR/ATC/LAC BILL NG 1/20 (4/5 PARTIES) + 1/12' * 50%:

POLE: 94098M M POLE PRICES

Rule: Same: Bill purchase of interest by proposed, penalty by record

2) Proposed

M/FTR BILL NG 1/20 (4/5 PARTIES) SHARED COST (- 1' FOR BUYING INTO SCZ):

ATC/LAC BILL NG 1/20 (4/5 PARTIES) SHARED COST + 1/6' (- 1' FOR BUYING INTO SCZ):

3) Record

M/ATC BILL NG 1/20 (4/5 PARTIES) SHARED COST (- 1' FOR BUYING INTO SCZ) * 50%:

FTR/ATC/LAC BILL NG 1/20 (4/5 PARTIES) + 1/12' (- 1' FOR BUYING INTO SCZ) * 50%:

Current Way

BILL NO. 3-20-855, 967, 865, 866

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 11/22/2019 In Field By Telephone

Date Completed DEC 05 2019 No. of Pages 1

J.P. Auth No NG1019-01-006-S02

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 |
|---------|----------------|----------------------------|-------------|---------------------|-----------------|
| M | RONALD SCHRAM | | 18.1D | | |
| FTR | S Gana | SANTA MONICA | MCDONALD | LA | |
| ATC | Lynn Prescott | LOS ANGELES | M. MURRILLO | IRVINE | 161630 |
| LAC | Yvonne Johnson | | 18.1D | | |
| NG | Aarize Dizon | SAN JOSE | J. SERRATO | SANTA CLARA | 1007 |

BILL NO. 855

| POLE NO. | Pole Length | Year Set | Pole Treat | Record | | | | | Proposed | | | | | Item No. | LOCATION AND NATURE OF WORK
<small>If not in accordance with Joint Pole agreement and routine-state reasons.</small> | AMOUNT DUE | | ACCOUNTING DIRECTIONS: | |
|----------|-------------|----------|------------|--------|------|--------|-------|-------|----------|------|------|------|------|----------|---|---|------------|------------------------|-------------------------------|
| | | | | M | FTR | ATC | LAC | NG | M | FTR | ATC | LAC | NG | | | UTILITY M | UTILITY NG | | |
| | | | | | | | | | | | | | | | | | | | |
| 11915Y | 3 | 40 | 36 | FT/CL3 | 34-6 | 22' TN | 22' | 22' | (21-1) | 34-6 | 20-2 | 21-1 | 21-1 | 21-1 | 1 | NG TO PURCH SEC 4.1A & 4.4; NG TO ATT TO EXT CA SEC 14.1; NG TO UPDATE REC SEC 13.3 | 84 | 0 | Less to More |
| | | 1" | ANC | S | 6 | 1.27 | 1.24 | 1.24 | 25 | 7 | 2 | .34 | .33 | .33 | 2 | SUNSET BL S/S 125' E/O LAS CASAS AV | 415 | 76 | 2 Prop
3 Rec
FTR Prices |
| | | | ARM | | | | (.50) | (.50) | | | | .34 | .33 | .33 | 3 | | | | |
| | | | | | | | | | | | | | | | 4 | 164e UPDATE REC: EXIST JOINT ARM BETWEEN ATC & LAC PER FIELD INSPECTIONS | | | |
| | | | | | | | | | | | | | | | 5 | | | | |
| | | | | | L | C | C | C | C | | | | | | 6 | NG TO PURCH 4.1A, 4.3A & 4.4; NG TO ATT TO EXT F-ARM SEC 14.1 | | | — same |
| 94098M | 3 | 45 | 59 | FT/CL3 | 38-7 | 25' | 26' | 25' | (25-1) | 39-9 | 24-6 | 25-1 | 25-1 | 25-1 | 7 | SUNSET BL S/S 10' E/O LAS CASAS AV | 415 | 30 | 2 Prop
3 Rec |
| | | | ARM | | 7 | 3.34 | 1 | 3.33 | .33 | -1 | | | | | 8 | | | | |
| | | | | | | | .50 | .50 | .33 | | | .33 | .34 | .33 | 9 | | | | M prices |
| | | | | | | | | | | 9 | 6 | .34 | .33 | .33 | 10 | | | | |
| | | | | | | | | | | | | | | | 11 | | | | |
| | | | | | | | | | | | | | | | 12 | | | | |
| | | | | | | | | | | | | | | | 13 | | | | |
| | | | | | | | | | | | | | | | COL TOT | 84 | | | |

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
 PACIFIC PALISADES
 COMMUNITY

FORM 48 SENT 9/12/2019

PAGE TOTAL _____

R

COSTS and BILLING DATE

BILL NO. 3-20-967,865,866

FINAL

BILLING CODES

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

J.P. AUTH. NO. NG1019-01-006 SUP2

| BILL NO. <u>967</u> | | BILL NO. <u>865</u> | | BILL NO. <u>866</u> | | BILL NO. | | BILL NO. | | ACCOUNTING DIRECTIONS: | | | | | | |
|---------------------|---------|---------------------|---------|---------------------|---------|------------|---------|------------|---------|------------------------|--------|-----------|--------|-----------|--------|-----|
| AMOUNT DUE | | AMOUNT DUE | | AMOUNT DUE | | AMOUNT DUE | | AMOUNT DUE | | | | | | | | |
| BILL CODE | UTILITY | BILL CODE | UTILITY | BILL CODE | UTILITY | BILL CODE | UTILITY | BILL CODE | UTILITY | | | | | | | |
| | NG | | FTR | | ATC | | LAC | | | | | | | | | |
| TOTAL AMT | 0 | TOTAL AMT | 87 | TOTAL AMT | 0 | TOTAL AMT | 91 | TOTAL AMT | 0 | TOTAL AMT | 93 | TOTAL AMT | | TOTAL AMT | | |
| AMOUNT | AMOUNT | AMOUNT | AMOUNT | AMOUNT | AMOUNT | AMOUNT | AMOUNT | AMOUNT | AMOUNT | AMOUNT | AMOUNT | AMOUNT | AMOUNT | AMOUNT | AMOUNT | |
| 1. | | | | 1. | | | | 1. | | | | | | | | 1. |
| 2. | | 2 | 26 | 2. | | 2 | 29 | 2. | | 2 | 29 | 2. | | | | 2. |
| 3. | | 3 | 14 | 3. | | 3 | 14 | 3. | | 3 | 14 | 3. | | | | 3. |
| 4. | | | | 4. | | 2 | free | 4. | | 2 | free | 4. | | | | 4. |
| 5. | | | | 5. | | | | 5. | | | | 5. | | | | 5. |
| 6. | | | | 6. | | | | 6. | | | | 6. | | | | 6. |
| 7. | | 2 | 30 | 7. | | 2 | 33 | 7. | | 2 | 33 | 7. | | | | 7. |
| 8. | | 3 | 17 | 8. | | 3 | 15 | 8. | | 3 | 17 | 8. | | | | 8. |
| 9. | | | | 9. | | 2 | free | 9. | | 2 | free | 9. | | | | 9. |
| 10. | | | | 10. | | | | 10. | | | | 10. | | | | 10. |
| 11. | | | | 11. | | | | 11. | | | | 11. | | | | 11. |
| 12. | | | | 12. | | | | 12. | | | | 12. | | | | 12. |
| 13. | | | | 13. | | | | 13. | | | | 13. | | | | 13. |
| COL | | | 87 | COL | | | 91 | COL | | | 93 | COL | | | | |
| TOL | | | | TOL | | | | TOL | | | | TOL | | | | |

NG1019-01-006 SUP2

NEW PROPOSED WAY 2

Bill by Proposed Side of JPA only using current year prices 2019

Billing Explanation:

POLE: 11915Y

2) Proposed

M/FTR BILL NG 1/20 (4/5 PARTIES) SHARED COST:

ATC/LAC BILL NG 1/20 (4/5 PARTIES) SHARED COST + 1/6':

3) Proposed

M/FTR BILL NG 1/20 (4/5 PARTIES) SHARED COST * 50%:

ATC/LAC BILL NG 1/20 (4/5 PARTIES) SHARED COST + 1/6' * 50%:

POLE: 94098M

2) Proposed

M/FTR BILL NG 1/20 (4/5 PARTIES) SHARED COST (- 1' FOR BUYING INTO SCZ):

ATC/LAC BILL NG 1/20 (4/5 PARTIES) SHARED COST + 1/6' (- 1' FOR BUYING INTO SCZ):

3) Proposed

M/FTR BILL NG 1/20 (4/5 PARTIES) SHARED COST (- 1' FOR BUYING INTO SCZ) * 50%:

ATC/LAC BILL NG 1/20 (4/5 PARTIES) SHARED COST + 1/6' (- 1' FOR BUYING INTO SCZ) * 50%:

New Proposed Way 2

Bill By: Proposed Side only
2019

BILL NO. 3-20-855,967,865,866
PAGE NO. 1

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.

Date Prepared 11/22/2019

In Field

By Telephone

Date Completed DEC 05 2019

2019

No. of Pages 1

Auth No NG1019-01-006-S02

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 |
|---------|----------------|----------------------------|-------------|---------------------|-----------------|
| M | RONALD SCHRAM | | 18.1D | | |
| FTR | S Gana | SANTA MONICA | MCDONALD | LA | |
| ATC | Lynn Prescott | LOS ANGELES | M. MURRILLO | IRVINE | 161630 |
| LAC | Yvonne Johnson | | 18.1D | | |
| NG | Aarize Dizon | SAN JOSE | J. SERRATO | SANTA CLARA | 1007 |

BILL NO. 855

| POLE NO. | Pole Length | Year Set | Pole Treat Class | F.ecord | | | | | Proposed | | | | | Item No. | LOCATION AND NATURE OF WORK
<small>If not in accordance with Joint Pole agreement and routine-state reasons.</small> | |
|-----------------|-------------|----------|------------------|---------|--------|-------|-----|--------|----------|-----|-----|-----|----|----------|---|--|
| | | | | M | FTR | ATC | LAC | NG | M | FTR | ATC | LAC | NG | | | |
| | | | | L | C | C | C | C | | | | | | | | |
| 11915Y <u>3</u> | 40 | 36 | FT / CL3 | 34 - 6 | 22' TN | 22' | 22' | (21-1) | | | | | | | | |
| | 1" | ANC | S | | .50 | | .50 | | | | | | | | | |
| | | ARM | | | (.50) | (.50) | | | | | | | | 164e | UPDATE REC: EXIST JOINT ARM BETWEEN ATC & LAC PER FIELD INSPECTIONS | |
| | | | | L | C | C | C | C | | | | | | | | |
| 94098M <u>3</u> | 45 | 59 | FT / CL3 | 38 - 7 | 25' | 26' | 25' | (25-1) | | | | | | | | |
| | | ARM | | | .50 | .50 | | | | | | | | 164e | | |

| AMOUNT DUE | |
|------------|-----------|
| UTILITY | UTILITY |
| M | NG |
| TOTAL AMT | TOTAL AMT |
| <u>86</u> | <u>0</u> |
| AMOUNT | AMOUNT |

| BILL CODE | AMOUNT | ACCOUNTING DIRECTIONS: |
|-----------|------------------------|------------------------|
| 1 | | |
| 2 | <u>26</u>
<u>13</u> | |
| 3 | | <u>FTR PRICES</u> |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | <u>31</u>
<u>16</u> | |
| 8 | | <u>M prices</u> |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| COL TOT | <u>86</u> | |

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

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

GEOGRAPHICAL LOCATION
 PACIFIC PALISADES
 COMMUNITY

FORM 48 SENT 9/12/2019

PAGE TOTAL

COSTS and BILLING DATE

BILL NO. 3-20-967,865,866

FINAL

BILLING CODES

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

J.P. AUTH. NO. NG1019-01-006 SUP2

| BILL NO. 967 | | BILL NO. 865 | | BILL NO. 866 | | BILL NO. | | BILL NO. | | ACCOUNTING DIRECTIONS: |
|--------------|------------|--------------|-------------|--------------|------------|------------|-------------|------------|-------------|------------------------|
| AMOUNT DUE | | AMOUNT DUE | | AMOUNT DUE | | AMOUNT DUE | | AMOUNT DUE | | |
| BILL CODE | UTILITY NG | BILL CODE | UTILITY FTR | BILL CODE | UTILITY NG | BILL CODE | UTILITY ATC | BILL CODE | UTILITY LAC | |
| TOTAL AMT | TOTAL AMT | TOTAL AMT | TOTAL AMT | TOTAL AMT | TOTAL AMT | TOTAL AMT | TOTAL AMT | TOTAL AMT | TOTAL AMT | |
| AMOUNT | AMOUNT | AMOUNT | AMOUNT | AMOUNT | AMOUNT | AMOUNT | AMOUNT | AMOUNT | AMOUNT | |
| 1. | | | | 1. | | | | 1. | | 1. |
| 2. | | 23 | 26 | 2. | | 23 | 29 | 2. | | 2. |
| 3. | | | 13 | 3. | | | 15 | 3. | | 3. |
| 4. | | | | 4. | | 2 | free | 4. | | 4. |
| 5. | | | | 5. | | | | 5. | | 5. |
| 6. | | | | 6. | | | | 6. | | 6. |
| 7. | | 23 | 31 | 7. | | 23 | 31 | 7. | | 7. |
| 8. | | | 16 | 8. | | 2 | free | 8. | | 8. |
| 9. | | | | 9. | | | | 9. | | 9. |
| 10. | | | | 10. | | | | 10. | | 10. |
| 11. | | | | 11. | | | | 11. | | 11. |
| 12. | | | | 12. | | | | 12. | | 12. |
| 13. | | | | 13. | | | | 13. | | 13. |
| COL TOL | | | 86 | COL TOL | | | 91 | COL TOL | | |

NG455327-13-16

| BILLING | | CHECKING | |
|----------------------------|--------------------|-------------|-------------------------------|
| CURRENT WAY | NEW PROPOSED WAY 2 | CURRENT WAY | NEW PROPOSED WAY 2 |
| Enter into Friend | 0.50 | 0.50 | Verify records against JPA |
| Pull cards | 0.167 | 0.167 | Grade and space |
| Verify records against JPA | 1.00 | 1.00 | Who's billing |
| Grade and space | 31.67 | 1.32 | Percent |
| Who's billing | 30.58 | 1.45 | Verify Billing |
| Percent | 6.00 | 3.00 | Log out of Excel |
| Second pages | 8.00 | 2.00 | |
| Billing | 13.000 | 11.00 | |
| Log out of Excel | 0.50 | 0.50 | |
| TOTAL TIME | 91.42 | 20.94 | TOTAL TIME 32.00 10.00 |

Time is in minutes

| CURRENT WAY | NEW PROPOSED WAY 2 | CURRENT WAY | NEW PROPOSED WAY 2 | CURRENT WAY | NEW PROPOSED WAY 2 |
|--------------------|--------------------|-----------------------|---------------------|---------------------|--------------------|
| 608 | 608 | 832 | 832 | 643 | 643 |
| E BILL NXT | E BILL NXT | ATS BILL NXT | ATS BILL NXT | H BILL NXT | H BILL NXT |
| \$149 | \$140 | \$149 | \$176 | \$190 | \$140 |
| E LOSES \$9 | | ATS GAINS \$27 | | H LOSES \$50 | |

| CURRENT WAY | NEW PROPOSED WAY 2 | CURRENT WAY | NEW PROPOSED WAY 2 | CURRENT WAY | NEW PROPOSED WAY 2 |
|--------------------|--------------------|----------------------|--------------------|--------------------|--------------------|
| 615 | 615 | 872 | 872 | 854 | 854 |
| E BILL NG | E BILL NG | ATS BILL NG | ATS BILL NG | H BILL NG | H BILL NG |
| \$92 | \$100 | \$92 | \$100 | \$92 | \$100 |
| E GAINS \$8 | | ATS GAINS \$8 | | H GAINS \$8 | |

Billing
Checking
TOTAL

| CURRENT WAY | NEW PROPOSED WAY 2 | DIFFERENCE IN TIME |
|-------------|--------------------|--------------------|
| 91.42 | 20.94 | 70.48 |
| 32.00 | 10.00 | 22.00 |
| 123.42 | 30.94 | 92.48 |

Biller Level III 725

| CURRENT WAY COST | NEW PROPOSED WAY 2 | DIFFERENCE IN TIME COST |
|-----------------------|--------------------|-------------------------|
| \$ 66.28 | \$ 15.18 | \$ 51.10 |
| \$ 23.20 | \$ 7.25 | \$ 15.95 |
| TOTAL \$ 89.48 | \$ 22.43 | \$ 67.05 |

Ms. Allen did the analysis; however, Biller III's rate was used.

NG455327-13-16

CURRENT WAY

Rule: More to Less: Bill both purchase of interest and proposed by record

Rule: Less to More: Bill purchase of interest by proposed, penalty by record

Rule: Same: Bill purchase of interest by proposed, penalty by record

Billing Explanation:

POLE: 4051183E

NXT 4.1A

Rule: More to Less: Bill purchase of interest and penalty by record

2) Record

E/ATS BILL NXT 1/12 (3/4 PARTIES) SHARED COST:

H BILL NXT 1/12 (3/4 PARTIES) SHARED COST + 1/2':

3) Record

E/ATS BILL NXT 1/12 (3/4 PARTIES) SHARED COST * 50%:

H BILL NXT 1/12 (3/4 PARTIES) SHARED COST + 1/2' * 50% :

NG 4.4

2) Proposed

E/ATS/H BILL NG 1/15 (3/5 PARTIES) SHARED COST + 1/15':

POLE: 1069202E

NXT 4.1A

Rule: Less to More: Bill purchase of interest by proposed, penalty by record

2) Proposed

E/ATS BILL NXT 1/15 (3/5 PARTIES) SHARED COST:

H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1':

3) Record

E/ATS BILL NXT 1/12 (3/4 PARTIES) SHARED COST * 50%:

H BILL NXT 1/12 (3/4 PARTIES) SHARED COST + 1/2' * 50%:

NG 4.3

2) Proposed

E/ATS/H BILL NG 1/15 (3/5 PARTIES) SHARED COST + 1/3' (- 1' FOR BUYING INTO SCZ):

Current Way

FINAL

AUTHORIZATION FOR JOINT POLE TRANSACTION

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

BILL NO. _____
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 11/26/2018 In Field _____ By Telephone _____
Date Sent 11/27/2018 Confirming Agreement _____ Date Completed DEC 07 2018 No. of Pages 1 J.P. Auth No NG455327-13-16

COSTS and BILLING DATA

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

BILL NO. 608

| UTILITY | REPRESENTATIVE | DISTRICT-DIVISION-EXCHANGE | APPROVED | TAXING INSTRUCTIONS | ACCOUNTING DATA |
|---------|----------------|----------------------------|-----------------|---------------------|------------------------|
| ATS | Dan Garden | LOS ANGELES | 18.1D TIMED OUT | | |
| E | KATRINA ROMO | MONTEBELLO | M.WAZEWSKI | MONTEREY PARK | 700092/409005224 |
| HLA | D Morris | LOS ANGELES | 18.1D TIMED OUT | | |
| NXT | Lynn Prescott | LOS ANGELES | 18.1D TIMED OUT | | |
| NG | Linda Curtis | SAN JOSE | E. CARRION | SANTA CLARA | NG455327/TMO 6519-1828 |

| AMOUNT DUE | |
|-------------------------|-----------------------|
| UTILITY | UTILITY |
| <u>E</u> | <u>NXT</u> |
| TOTAL AMT
<u>149</u> | TOTAL AMT
<u>0</u> |
| AMOUNT | AMOUNT |

| POLE NO. | Pole Length | Year Set | Pole Treat | Record | | | | Proposed | | | | Item No. | LOCATION AND NATURE OF WORK
<small>If not in accordance with Joint Pole agreement and routine-state reasons.</small> | BILL CODE | TOTAL AMT | BILL CODE | TOTAL AMT | |
|----------|-------------|----------|------------|--------|---------|--------|----------|----------|---------|--------|--------|----------|---|-----------|-----------|-----------|-----------|-----|
| | | | | Class | ATS | E | HLA | NXT | ATS | E | HLA | | | | | | | NXT |
| | | | | | C | L | C | C | C | 12KV | 37 | 25 | 13 | 13 | 1 | | | |
| 4051183E | 50 | 88 | FT / CL4 | 23 - 1 | 43 - 12 | 25 - 7 | (22 - 1) | 22 - 1 | 43 - 12 | 25 - 3 | 22 - 1 | 22 - 1 | 22 - 1 | 3/5 | 2 | 3 | 53 | 27 |
| | | | | | TN 23 | 5.5 | | .5 | .20 | TN 22 | 6.20 | .20 | .20 | 19 | 3 | | | |
| | | | ARM | .33 | .34 | .33 | | .25 | .25 | .25 | | .25 | FREE | 164e | 4 | | | |
| | | | | | | | | | | | | | | | 5 | | | |
| | | | | | C | L | C | C | C | 12KV | 36 | 22 | 14 | 14 | 6 | | | |
| 1069202E | 50 | 55 | FT / CL3 | 26 - 1 | 43 - 11 | 24 - 6 | (24 - 1) | 25 - 1 | 43 - 12 | 23 - 5 | 24 - 1 | 26 - 1 | | 7 | 3 | 42 | 27 | |
| | | | | | TN 25 | | | | | | | | | 8 | | | | |
| | | | | | | | | | | | | | | 9 | | | | |
| | | | | | | | | | | | | | | 10 | | | | |
| | | | | | | | | | | | | | | 11 | | | | |
| | | | | | | | | | | | | | | 12 | | | | |
| | | | | | | | | | | | | | | 13 | | | | |

ACCOUNTING DIRECTIONS:

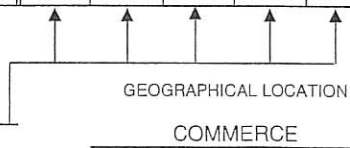
NXT 4.1
MORE TO LESS
2 REC 3/4
3 REC 3/4
2) E/ATS - NXT 3/4
H - NXT 3/4 + 1/2
NG 4.1
2 PROPOSED
E/ATS/H - NG 3/5 + 1/5
1/5 + 1/5 + 1/5 = 3/5 = 1/5
.20

NXT 4.1
LESS TO MORE
2 PROP 3/5
3 REC 3/4
E/ATS - NXT 3/5
H - NXT 3/5 + 1/5
REC 3
E/ATS - NXT 3/4
H - NXT 3/4 + 1/2
NG 4.3
2 PROP
E/ATS/H - NG 3/5 + 1/5

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

ANCHOR/ARM LEGEND:
C(XX) = FOOTAGE CUT
SCZ = SAFETY CLEARANCE ZONE
AR = ANCHOR/ARM REMOVED
AT = ANCHOR/ARM TRANSFERRED

Show quantity of items to be billed in the Column of Party to be Paid.



COL TOT 149

COSTS and BILLING DATE

BILL NO. 2-20-832,643,615,872,854

FINAL

BILLING CODES

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

J.P. AUTH. NO. NG7455327-13-16

BILL NO. 832

| AMOUNT DUE | | | |
|------------|----------------|-----------|----------------|
| BILL CODE | UTILITY
NXT | BILL CODE | UTILITY
ATS |
| TOTAL AMT | | TOTAL AMT | |
| AMOUNT | | AMOUNT | |
| 0 | | 149 | |

| | | | |
|---------|--|-----|-------|
| 1. | | | |
| 2. | | 2 3 | 53 27 |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | 2 3 | 42 27 |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| 11. | | | |
| 12. | | | |
| 13. | | | |
| COL TOL | | | 149 |

BILL NO. 643

| AMOUNT DUE | | | |
|------------|----------------|-----------|--------------|
| BILL CODE | UTILITY
NXT | BILL CODE | UTILITY
H |
| TOTAL AMT | | TOTAL AMT | |
| AMOUNT | | AMOUNT | |
| 0 | | 190 | |

| | | | |
|---------|--|-----|-------|
| 1. | | | |
| 2. | | 2 3 | 63 32 |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | 2 3 | 63 32 |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| 11. | | | |
| 12. | | | |
| 13. | | | |
| COL TOL | | | 190 |

BILL NO. 615

| AMOUNT DUE | | | |
|------------|--------------|-----------|---------------|
| BILL CODE | UTILITY
E | BILL CODE | UTILITY
NG |
| TOTAL AMT | | TOTAL AMT | |
| AMOUNT | | AMOUNT | |
| 92 | | 0 | |

| | | | |
|---------|---|------|--|
| 1. | | | |
| 2. | 2 | 44 | |
| 3. | | | |
| 4. | 2 | tree | |
| 5. | | | |
| 6. | | | |
| 7. | 2 | 48 | |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| 11. | | | |
| 12. | | | |
| 13. | | | |
| COL TOL | | 92 | |

BILL NO. 872

| AMOUNT DUE | | | |
|------------|---------------|-----------|----------------|
| BILL CODE | UTILITY
NG | BILL CODE | UTILITY
ATS |
| TOTAL AMT | | TOTAL AMT | |
| AMOUNT | | AMOUNT | |
| 0 | | 92 | |

| | | | |
|---------|--|---|------|
| 1. | | | |
| 2. | | 2 | 44 |
| 3. | | | |
| 4. | | 2 | tree |
| 5. | | | |
| 6. | | | |
| 7. | | 2 | 48 |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| 11. | | | |
| 12. | | | |
| 13. | | | |
| COL TOL | | | 92 |

BILL NO. 854

| AMOUNT DUE | | | |
|------------|---------------|-----------|--------------|
| BILL CODE | UTILITY
NG | BILL CODE | UTILITY
H |
| TOTAL AMT | | TOTAL AMT | |
| AMOUNT | | AMOUNT | |
| 0 | | 92 | |

| | | | |
|---------|--|---|------|
| 1. | | | |
| 2. | | 2 | 44 |
| 3. | | | |
| 4. | | 2 | tree |
| 5. | | | |
| 6. | | | |
| 7. | | 2 | 48 |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| 11. | | | |
| 12. | | | |
| 13. | | | |
| COL TOL | | | 92 |

ACCOUNTING DIRECTIONS:

NG455327-13-16

NEW PROPOSED WAY 2

Bill by Proposed Side of JPA only using current year prices 2019

Billing Explanation:

POLE: 4051183E

NXT 4.1A

2) Proposed

E/ATS/H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1/15':

3) Proposed

E/ATS/H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1/15' * 50%:

NG 4.4

2) Proposed

E/ATS/H BILL NG 1/15 (3/5 PARTIES) SHARED COST + 1/15':

POLE: 1069202E

NXT 4.1A

2) Proposed

E/ATS BILL NXT 1/15 (3/5 PARTIES) SHARED COST:

H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1':

3) Proposed

E/ATS BILL NXT 1/15 (3/5 PARTIES) SHARED COST * 50%:

H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1' * 50%:

NG 4.3

2) Proposed

E/ATS/H BILL NG 1/15 (3/5 PARTIES) SHARED COST + 1/3' (- 1' FOR BUYING INTO SCZ):

New Proposed Way 2

BILL NO. 2-20-615, 872, 854, 608, 832
 PAGE NO. 1 643

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.

Date Prepared 11/26/2018 In Field By Telephone Date DEC 07 2018 **2019** J.P. No. of Pages 1 Completed 1 Auth No NG455327-13-16

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

**Bill by: A.I
 Proposed Side
 of JPA.
 2019 Cost.**

| UTILITY | REPRESENTATIVE | DISTRICT-DIVISION-EXCHANGE | APPROVED | TAXING INSTRUCTIONS | ACCOUNTING DATA |
|---------|----------------|----------------------------|-----------------|---------------------|------------------------|
| ATS | Dan Garden | LOS ANGELES | 18.1D TIMED OUT | | |
| E | KATRINA ROMO | MONTEBELLO | M.WAZEWSKI | MONTEREY PARK | 700092/409005224 |
| HLA | D Morris | LOS ANGELES | 18.1D TIMED OUT | | |
| NXT | Lynn Prescott | LOS ANGELES | 18.1D TIMED OUT | | |
| NG | Linda Curtis | SAN JOSE | E. CARRION | SANTA CLARA | NG455327/TMO 6519-1828 |

| AMOUNT DUE | |
|------------|-----------|
| UTILITY | UTILITY |
| E | NG |
| TOTAL AMT | TOTAL AMT |
| 100 | 0 |
| AMOUNT | AMOUNT |

| POLE NO. | Pole Length | Year Sat | Pole Treat Class | Record | | | | Proposed | | | | | Item No. | LOCATION AND NATURE OF WORK
If not in accordance with Joint Pole agreement and routine-state reasons. | BILL CODE | AMOUNT | BILL CODE | AMOUNT | ACCOUNTING DIRECTIONS: |
|----------|-------------|----------|------------------|--------|-------------------|-----------------|----------|----------|-------------------|------------------|--------|--------|--|--|-----------|--------|-----------|--------|------------------------|
| | | | | ATS | E | HLA | NXT | ATS | E | HLA | NXT | NG | | | | | | | |
| | | | | C | L | C | C | C | 12KV | C | C | C | NG to purchase sec 4.4, share arm sec 14.1, NXT to purchase sec 4.1A | 1 | | | | | |
| 4051183E | 50 | 88 | FT / CL4 | 23 - 1 | 43 - 12
23 - 1 | 25 - 7 | (22 - 1) | 22 - 1 | 43 - 12
22 - 1 | 25 - 3
22 - 4 | 22 - 1 | 22 - 1 | WHITTER BL A/N S/S 26' E/O HARDING AV | 2 | 48 | | | | |
| | | | | | | | | .20 | TN 22 | 6.20 | .30 | .30 | | 3 | | | | | |
| | | | ARM | .33 | .34 | .33 | | .25 | .25 | .25 | | .25 | Edison & ATS & HLA to assign NG free interest in existing arm | 4 | FREE | | | | |
| | | | | | | | | | | | | | | 5 | | | | | |
| | | | | C | L | C | C | C | 12KV | C | C | C | NG to purchase sec 4.3, NXT to purchase sec 4.1 A | 6 | | | | | |
| 1069202E | 50 | 55 | FT / CL3 | 26 - 1 | 43 - 11
25 - 1 | 24 - 6
TN 24 | (24 - 1) | 25 - 1 | 43 - 12 | 23 - 5
TN 23 | 24 - 1 | 26 - 1 | WHITTER BL A/N S/S 135' E/O HARDING AV | 7 | 52 | | | | |
| | | | | | | | | | | | | | | 8 | | | | | |
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POLE LEGEND:
 L = LOWER TOP (Item 5E)
 P = PULL (Item 5A)
 PB = PULL BUTT
 T = TRANSPORT (Item 5B)
 S = SALVAGE
 D = DISPOSE (Item 5D)
 TN = TENANT

ANCHOR/ARM LEGEND:
 C(XX) = FOOTAGE CUT
 SCZ = SAFETY CLEARANCE ZONE
 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

COMMERCE

FORM 48 SENT 10/12/2018

PAGE TOTAL

COL TOT 100



COSTS and BILLING DATE

BILL NO. 2-20-872,854,608,832,643

FINAL

BILLING CODES

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

J.P. AUTH. NO. NG45327-13-16

BILL NO. 872

| AMOUNT DUE | | | |
|------------|------------|-----------|-------------|
| BILL CODE | UTILITY NG | BILL CODE | UTILITY ATS |
| | TOTAL AMT | | TOTAL AMT |
| | 0 | | 100 |
| | AMOUNT | | AMOUNT |

BILL NO. 854

| AMOUNT DUE | | | |
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| BILL CODE | UTILITY NG | BILL CODE | UTILITY H |
| | TOTAL AMT | | TOTAL AMT |
| | 0 | | 100 |
| | AMOUNT | | AMOUNT |

BILL NO. 608

| AMOUNT DUE | | | |
|------------|-----------|-----------|-------------|
| BILL CODE | UTILITY E | BILL CODE | UTILITY NXT |
| | TOTAL AMT | | TOTAL AMT |
| | 140 | | 0 |
| | AMOUNT | | AMOUNT |

BILL NO. 832

| AMOUNT DUE | | | |
|------------|-------------|-----------|-------------|
| BILL CODE | UTILITY NXT | BILL CODE | UTILITY ATS |
| | TOTAL AMT | | TOTAL AMT |
| | 0 | | 176 |
| | AMOUNT | | AMOUNT |

BILL NO. 643

| AMOUNT DUE | | | |
|------------|-------------|-----------|-----------|
| BILL CODE | UTILITY NXT | BILL CODE | UTILITY H |
| | TOTAL AMT | | TOTAL AMT |
| | 0 | | 140 |
| | AMOUNT | | AMOUNT |

ACCOUNTING DIRECTIONS:

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NG455327-13-16

Question from February 19, 2020 BPS meeting: Why is HLA losing \$50 for account 643?

Billing Explanation:

CURRENT WAY by Date Sent: 2018

Rule: More to Less: Bill both purchase of interest and proposed by record
 Rule: Less to More: Bill purchase of interest by proposed, penalty by record
 Rule: Same: Bill purchase of interest by proposed, penalty by record

NEW PROPOSED WAY 2

Bill by Proposed Side of JPA only using current year prices 2019

Account 643 HLA - NXT
 POLE: 4051183E
 NXT 4.1A

| CW | |
|-----|-----|
| 643 | |
| NXT | HLA |
| 0 | 190 |

| NPW2 | |
|------|-----|
| 643 | |
| NXT | HLA |
| 0 | 140 |

| | | | |
|-------------------------|---|-----------------|-----------|
| 2) PURCHASE OF INTEREST | | | |
| CW | H BILL NXT 1/12 (3/4 PARTIES) SHARED COST + 1/2': | RECORD | 63 |
| NPW2 | H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1/15': | PROPOSED | 48 |
| 3) PENALTY | | | |
| CW | H BILL NXT 1/12 (3/4 PARTIES) SHARED COST + 1/2' * 50% : | RECORD | 32 |
| NPW2 | H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1/15' * 50%: | PROPOSED | 24 |

Account 643 HLA - NXT
 POLE: 1069202E
 NXT 4.1A

| | | | |
|-------------------------|--|-----------------|-----------|
| 2) PURCHASE OF INTEREST | | | |
| CW | H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1': | PROPOSED | 63 |
| NPW2 | H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1': | PROPOSED | 45 |
| 3) PENALTY | | | |
| CW | H BILL NXT 1/12 (3/4 PARTIES) SHARED COST + 1/2' * 50%: | RECORD | 32 |
| NPW2 | H BILL NXT 1/15 (3/5 PARTIES) SHARED COST + 1' * 50%: | PROPOSED | 23 |



9956 baldwin place el monte, ca 91731
626.454.4660

office works, inc. www.dandrofficeworks.com

PROPOSAL

7/9/2020
BJ FERRANTE

BILL TO:
ANGELA PRANATA*
SO CA JOINT POLE COMMITTEE
279 EAST ARROW HWY., SUITE 104
SAN DIMAS CA 91773
909-599-3801 x 203

SHIP TO:
SAME

Lead time: 5 weeks

| ITEM | QTY. | MODEL / DESCRIPTION | UNIT | EXTENDED |
|--------|------|---|----------|------------|
| 1 | 1 | Tag: Workstations
PP PP1824
18"H x 24"W Clear Acrylic - Direct Mount
Cubicle desk separator | \$82.61 | \$82.61 |
| 2 | 1 | Tag: Workstations
LOW LW-SPLIT-52-FH-OPEN
78"H x 52"W Clear Acrilic Panel
Space separator | \$835.31 | \$835.31 |
| 3 | 2 | Tag: Workstations
LOW BP-01-SV
Half Moon Base - Silver
Base for separator | \$56.25 | \$112.50 |
| 4 | 1 | Tag: Reception Station
HUM WGR2460STPCL
24"H x 60"W Clear Acrylic - Clamp Mount
Front desk/reception shield | \$218.57 | \$218.57 |
| 5 | 2 | Tag: Desk
PP PP3636
36"H x 36"W Clear Acrylic - Direct Mount
Open desk side 1 | \$160.87 | \$321.74 |
| 6 | 1 | Tag: Desk
PP PP3648
36"H x 48"W Clear Acrylic - Direct Mount
Open desk side 2 | \$198.55 | \$198.55 |
| 7 | 1 | Tag: Desk
PP PP3672
36"H x 72"W Clear Acrylic - Direct Mount
Open desk side 3 | \$275.36 | \$275.36 |
| 8 | 1 | Tag: Desk
LOW LW-SPLIT-52-FH-OPEN
78"H x 40"W Clear Acrilic Panel
Space separator | \$835.31 | \$835.31 |
| 9 | 2 | Tag: Desk
LOW XX-01-SV
Mobile Base - Silver
Base for separator | \$56.25 | \$112.50 |
| TOTAL: | | | | \$2,992.45 |

| | | |
|-------------------------|----------|----------|
| DELIVERY / INSTALLATION | \$250.00 | \$250.00 |
| SALES TAX | \$308.03 | \$308.03 |
| INCOMING FREIGHT | \$150.00 | \$150.00 |

ORDER TOTAL: \$3,700.48

TERMS / CONDITIONS:

- NET 30 DAYS.
- SPECIAL ORDERS CAN NOT BE CANCELLED.
- CREDIT CARDS: CREDIT CARD PAYMENTS OVER \$5,000.00 WILL BE CHARGED A 3% PROCESSING FEE.
- DELIVERY / INSTALLATION CHARGES BASED ON NORMAL BUSINESS HOURS / AREA CLEARED.
- MOVING OF ADDITIONAL FURNITURE IS NOT INCLUDED
- ORDERS DELAYED OR HELD FOR MORE THAN 30 DAYS ARE DUE AND PAYABLE IN FULL.

SIGNATURE

DATE

Southern California Joint Pole Committee

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

August 19, 2020

A regular meeting of the **Operating Committee** took place on the above date, at 10:45 a.m., via teleconference:

Those in attendance were:

| | |
|----------------------|--------------------------------------|
| Mr. John Bacon | City of Los Angeles |
| Mr. Jaime Garcia | City of Los Angeles |
| Mr. Jeff Williams | City of Los Angeles |
| Mr. Wayne Brown | Southern California Edison |
| Ms. April DeBarge | Southern California Edison |
| Ms. Valerie Mitwasi | Southern California Edison |
| Ms. Camile Bowie | Southern California Edison |
| Mr. Bret Plaskey | Frontier Communications |
| Mr. Lex Treepaisan | Frontier Communications |
| Ms. Cory Crawford | AT&T California |
| Ms. Kay Black | AT&T California |
| Ms. Tara Andrews | AT&T California |
| Mr. Todd Dailey | AT&T California |
| Ms. Sherri Duchateau | Bear Valley Electric Service, Inc. |
| Ms. Mary Li | City of Anaheim |
| Mr. Ben Coffey | City of Banning |
| Mr. Joe Armstrong | City of Pasadena |
| Ms. Lynn Prescott | Verizon Wireless |
| Mr. Joe Serrato | Crown Castle NG West Inc. |
| Mr. Earle Carrion | Crown Castle NG West Inc. |
| Ms. Aarize Dizon | Crown Castle NG West Inc |
| Ms. Maria Ortiz | XO Communication |
| Mr. Pedro Garganera | MCI Metro ATS/MCI Telecommunications |
| Ms. Alicia Smith | Sprint Nextel/Sprint Communications |
| Ms. Yesenia Delgado | Time-Warner Cable |
| Ms. Linda McLean | Extenet Systems |
| Ms. Heidi Seropian | Extenet Systems |
| Ms. Yvonne Johnson | AT&T Mobility |
| Mr. Nick Van Stryk | City of Vernon (Petrelli Electric) |
| Ms. Racheal Torres | Mobilitie, LLC |
| Ms. Angela Pranata | Committee Staff |
| Ms. Kathleen Allen | Committee Staff |

Chairperson, Mr. Plaskey called the meeting to order at 10:45 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 2020 operating expense sheet**. There were no questions or comments.

The third agenda item is the **Accounts Receivable**. Ms. Pranata stated she received updates from Time Warner Cable and that invoices are paid. City of Colton, City of Riverside, City of Pasadena, and AT&T Mobility notified her that the checks are in the mail. Ms. Pranata added Frontier notified her that they are sending a check for partial payment of one of the invoices. Mr. Plaskey commented that him and Ms. Pranata have been conversing on Frontier's outstanding payments. He inquired if Ms. Stewart is working with Ms. Pranata and it is moving along. Mr. Pranata replied yes, that is correct. Ms. Pranata requested status from Verizon Wireless. Mr. Prescott replied she will get ahold of Marco. She added it is a struggle over there, and she does not understand it. She will put another call into him. Ms. Prescott commented she does know they are behind.

Mr. Plaskey inquired if we are going be okay with accounts payable with the current cash in hand at the committee. Ms. Pranata replied she is planning to go to the office either Thursday or Friday and deposit all the checks. Mr. Plaskey stated to let him know and if we must do something, then we will go from there.

There were no further questions or comments.

The fourth item on the agenda is **JPA Member Activity**. Ms. Pranata opened and stated the office billed 6,949 poles with no holdovers. Mr. Serrato stated Crown Castle's finance department reached out to him and asked him why they are not paying Edison invoices to the same scale as they did last year or the year before. They asked Mr. Serrato if his initial forecast for the year would still hold. He added we are about more than halfway through the year, about a quarter of their forecast to pay to Edison. Mr. Serrato then inquired if towards the end of the year, is it going to ramp up significantly? This is regarding Edison JPAs finalizing for pole replacements. Mr. Serrato stated that he can contact Edison offline, as well. They could formulate a response. Ms. Black inquired if Edison could answer to all because AT&T California needs that information as well. When Mr. Brown came back online, he stated Edison has been working on a special project involving one of the members and they have been paying 100 percent attention to that and that is where all of our focus has been. And that will probably go on through the rest of this month. Mr. Brown added then after that, we will probably go back to our billing as usual. So, that's kind of where we are and why you have not been seeing any movement from Edison. And that is every other member. The one member, they are probably aware who they are, and that is the only member we've been dealing with for the last couple of months.

There were no further comments or questions.

The fifth item on the agenda is **Member Board Attendance**. Ms. Pranata opened and stated she reached out to ATC Outdoor Das again this month and they still have not responded. She informed the committee that she is still charging them \$500.00 a month and that they have been paying. Mr. Plaskey commented if they

are not responding, they do not want to show up, then that is an extra \$500.00 to the SCJPC budget. That is the leverage we have. Mr. Bacon asked Ms. Pranata to send him their contact information. He will try reaching out to them himself. It is a lot of money as far as trying, and his goal is to get them to attend.

There were no further comments or questions.

The sixth item for discussion is **Billing Standardization of Procedures and Minutes.** Ms. Allen reported she had a few training sessions and staff meetings this past month. And one of the topics discussed was Section 7.13, one member, 7.11 with another member, and the items. They should be divided by the number of owners. She did remind the staff the rules that are in the routine handbook and that if a member replaces a pole or anchor prior to issuing a notice of intention to the Joint Owners, that the member will perform the work, pay the PTD charges, pay all transfer charges, and pay any additional costs of the pole replacement. Also discussed, JPAs that come in with an indicator and no item listed. What that means is if we will see the JPA, and under one member, it will show just a one or one-half of one but it does not show anything under item number, then we will ignore this indicator. We will bill the JPA and the JPA should not return the JPA. We also discussed item numbers, JPAs that come in with item numbers with no indicator. We will ignore the item. For example, let's just say it says 19B but it does not say one-half of one, one of one, of an item number we will ignore the item. We will not bill it, and we are not to return the JPA. We will bill as is. Section 7.11 with a SOP, a multiparty, was also discussed. It is a five-party pole, let's say and one member has the SOP. Items 83 or a 5C cannot be charged. However, other members that do not have the SOP can be charged for those items. Another example we went over and that she created was for burned down poles. The staff is seeing a lot of JPAs coming in that state "burned down poles." She did inform the staff do not return those JPAs. They will not see any PTD or any AT or AR for anchor information. They are to bill as-is. There will be no monies and there will be no billing codes. They will just leave blank unless otherwise directed on the JPA. But at this point, it will just be blank. Also discussed, was second pages for billing. They are included with the multi JPAs. Ms. Allen added she has updated the second pages to auto populate column total. Page totals at the bottom have been deleted because they were duplicative. This was discussed at the last month's Routine Revision meeting. Lastly discussed, AT&T deadline for this month was moved two days earlier.

Mr. Brown inquired if a burned down pole does not show an AT or AR will be returned. Ms. Allen replied no and clarified an AT or AR will not be required to show on a JPA on burned down poles. The staff was notified do not return.

Ms. Black inquired, for example, if AT&T California has the SOP can they change other owners an item 83. Ms. Allen replied she would not know that, and the committee would need to tell her. Ms. Allen explained the examples that are being received are a multi-party JPAs where one member has the SOP and another member is charging other members on the pole to transfer their equipment. Ms. Black stated that is possible and misunderstood Ms. Allen thinking she said it was impossible.

There were no further questions or comments.

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

SCJPC Work Efficiency

Ms. Pranata opened and stated last month, her and Ms. Allen completed a billing observation study and they made changes to their internal processes. They had multiple meetings and training sessions. She added she will not go into details because they are internal but explained a few examples. We eliminated some data entry rules that were obsolete. They do not affect the billing and members to not see it on the final. Another example, was that they had multiple JPA list Excel logs that we use internally, and we were able to combine the logs. The next item for work efficiency is that since we do not scan paper JPAs anymore, we were able to update the SCJPC website sooner. The update date is on the bottom of each search page. For example, we updated the website on July 31st, so members could view poles and JPA records and final PDF files from July bill of sale. Again, you could find the last update date on the bottom of search pages. The next item under work efficiency is that we created a final JPA review checklist for all members that we think will benefit all members. This checklist was added to the routine revision agenda and we will review the list in the meeting later today. After it is reviewed by the committee, Ms. Pranata is planning to upload the checklist to the website or email it to all members so they can use this checklist before submitting finals to the SCJPC office. Ms. Pranata stated SCJPC does not want to return finals. We want to bill them. But if there are errors, we must return them. Ms. Pranata hopes that the members could use this checklist and review the finals before submitting to the SCJPC office. Next item is regarding our remote working setup. She had a meeting in July with a couple of IT specialists. They tested all the staff's laptops, and PCs at the San Dimas office. The ConnectWise app, our remote connection app, that we use currently does not take that much memory. Because it is very light. Therefore, everything is working fine. They are monitoring one PC. If the issue persists, they will recommend replacing the hard drive. They told Ms. Pranata that VPN is not a good option because it is almost the same as ConnectWise Screen Connect app as far as resource usage. And, we need to purchase more licenses to use VPN on the firewall. Additionally, the VPN does not give the user the option to zoom in or zoom out, which is being used extensively by all employees here. In conclusion, the remote working setup that we currently have is pretty good. It is as fast as it can be, and they do not recommend any changes currently. The last item under work efficiency is that we are going to try a transcription service for August meetings. Based on our financial policy, as the manager, I have the authorization to spend up to \$1,000.00 for each instance. This will cover August services. The goal is to see if we could free up the staff transcribers' time, such as Ms. Allen, Ms. Spencer, and Ms. Silva, so they can process more JPAs. Last year, we used Ms. Corella the retired office manager. She helped us writing the minutes, but currently, she is busy and unable to help. As per industry standards, it would take about four hours to transcribe an hour of clear audio. Unfortunately, our audio file is not clear. I have spoken to three companies and they think our audio is difficult to transcribe. We get a lot of background noises, keyboard typing, echoes, people speaking over one another, low speaking voices that cannot be heard sometimes. She added transcribers do a lot of rewinding and replaying of the audio. I will give an update next month whether the transcription service helped us. Mr. Plaskey commended Ms. Pranata on a great job and inquired if anyone had question on what Ms. Pranata just covered.

Mr. Brown stated that Ms. Pranata brought up a good point, people speaking over one another and unable to transcribe. Mr. Brown added members owe each other the courtesy to make sure we do not speak over each other so what we are talking about does get transcribed accurately. That is something we need to work on as a team to make sure that we are not speaking over each other. And then everybody gets their say and it is all recorded. Mr. Plaskey agreed with Mr. Brown. Mr. Serrato added because we all have our own microphones, it should be easier to transcribe and members should also practice speaking slowly as well.

There were no further questions or comments.

SCJPC Staff Update: SCJPC Work Update: June B/S and July B/S

Ms. Pranata opened and reported, as she mentioned earlier, we processed 6,949 poles and had no backlog. Our average from May to July, she used May because that was the first time, we used electronic billing, our average monthly processing poles is 6,601 poles without overtime. Ms. Pranata reiterated there was no backlog for July. Mr. Plaskey solicited any questions. There were none.

Mr. Plaskey then inquired is there something you and Mr. Bacon wanted to discuss. Ms. Pranata stated she sent an email to all members on August 7th notifying the SCJPC received a lot JPAs from Edison, about 5,745 JPAs. She added she does not have the number of poles because the pole count was not provided to her. However, approximately 29,700 poles. So, our current average is 6,600 a month without overtime. Ms. Pranata explained it will probably take the staff about four months to process the JPAs. She added currently everything is being processed normally, business as usual, no special requests from Edison, no special process outside our business process. She then explained that she was asked if she could come up with a plan to address these JPAs, but she needs to know from Edison and from other members if there's an urgency to process the 5,745 JPAs and if we could get an estimated number of JPAs or poles that SCE will send to SCJPC for future months. Additionally, she inquired will the volume decrease or go back to normal over time. Ms. Pranata then stated as she mentioned in the email, if it is urgent, then I am suggesting overtime. Ms. Pranata added the questions on the agenda are from Mr. Bacon and she also received an email from Ms. Black, inquiring if SCE can add member ownership to their pole counts. Mr. Plaskey inquired if Mr. Bacon or Mr. Brown have any feedback on about what Ms. Pranata covered. Mr. Brown stated he will have to get back to the members on the urgency. Mr. Brown added he wants to verify it is an urgent matter because, again, this is dealing with the one member that we have been dealing with and there might be some legal issues behind them. Therefore, he will let members know on the urgency. He concluded by stating he will then give members an estimate of the volume going forward. Ms. Black stated if you are telling me that those are Frontier JPAs, that is what I needed to know. Mr. Brown stated yes and there will probably be a small few that are multi-parties, but for the most part, they are two parties, joint with Frontier.

Mr. Bacon inquired if we are receiving almost 6000 JPAs from Edison, and we go by the first come, first served rule, we take care of Edison's JPAs, it won't be for another six or seven months before we get to the other members' JPAs. He then stated there is got to be some processing of the other members and not being held in limbo.

Basically, what we have to look at is Edison's projects or timelines and the impacts, which Mr. Brown is going to address. Mr. Bacon inquired are the other members' JPAs going to be processed and billing in a timely manner or are they going to be cast aside waiting for all of Edison's bulk JPAs to get done? It is first come, first served under normal conditions, but these kind of are not normal conditions. We have 97 percent of the JPAs that the SCJPC are receiving are Edison's, that does not leave a whole lot of time for the other members to have their JPAs processed and get to final billing. He added there is got to be strategic plan put into place. Mr. Bacon continued his concern is we are so busy addressing Edison's JPAs that the other members will not have their JPAs processed. What is going to be fair and equitable across the board for all members. Mr. Bacon inquired can we switch to an 80/20 scheduling system. Perhaps eighty percent of the days is filled with working on Edison JPAs, then billers put it down, and they work on the other members 20 percent of the day. However, we need input from the other members of how we should deal with this. Especially from Edison, as far as them bogging down the system with all their JPAs and us, one, not having the members, us not willing to provide overtime, are the other members' JPAs going to get lost in the onslaught of Edison's JPAs. Ms. Black stated what Mr. Bacon is asking is a great idea and she thinks Edison is going to agree to it. She then explained the scenario of the earlier conversation where Edison had escalated to AT&T California to final bill their H JPAs because they are holding Edison up. Therefore, if, in theory, we work only Edison JPAs, the office is never going to get to these H JPAs. It will help Edison. Ms. Black ended by stated she likes the 80/20 rule. Mr. Plaskey asked Ms. Pranata to bring up the Member Activity report. Mr. Plaskey stated he thinks, based on the volumes that are initiated by other members, there is not going to be a problem processing JPAs initiated by other members. Ms. Pranata then explained what the office plan is. We have two different teams of billers. One team would be processing Edison JPAs and another team would be processing other members JPAs (non-Edison). Teams are switch weekly, so it is fair for everyone. Ms. Pranata and Ms. Allen make sure that the staff touch the JPAs from members that are not Edison at the same time. Mr. Plaskey stated got it and we will have some equity there. He added it is not Edison's fault. This is a one-off thing and he hopes this passes sooner than later. Mr. Bacon commented ultimately, we are changing the first come, first served rule. Ms. Pranata stated maybe just until we finish with this project. We can go back to first come, first served rule after. Mr. Brown inquired what Ms. Pranata is proposing is you're saying that you have a team that's dedicated 100 percent to Edison and then you have the others focusing on the other members' JPAs, and then you switch them up accordingly. Is that correct? Mr. Pranata stated yes just to be fair, so it is not one team always working on Edison all the time. Mr. Brown stated he understood and that when you are looking at the numbers here on the board, there is not a lot of activity from the other members. Ms. Pranata stated when the second team finishes with all the JPAs from members that are not Edison, then they can jump into processing Edison JPAs. Mr. Plaskey commented sounds good and inquired if Mr. Bacon and Ms. Black are good with the plan. Ms. Black replied yes, and Mr. Bacon replied absolutely. If Angela has a set plan and a strategy, a workable strategy, everybody is going to get a fair and equitable across the board and JPAs are going to get processed and billed. They must answer. They must get their funding. They must pay for received money. If we have a strategic plan, I am good. Mr. Brown inquired when the other members that are not working on Edison JPAs, if they run out of other member's JPAs do they then start

working more Edison JPAs. Ms. Pranata replied yes. Mr. Plaskey solicited any other questions or concerns on this topic. He then advised Ms. Pranata to keep this bullet on next month's agenda just for an update. Ms. Pranata stated she will.

Ms. Pranata then announced that the office had a temp-typist but she resigned two weeks ago, so we are training a brand-new admin aide.

Billing Errors/Questions

There were no Billing Errors/Questions.

Item 1581: Pole Record Redesign (from Computer Ad Hoc) – (10/29/2019 per B. Plaskey)

Mr. Pranata opened and explained Mr. Atalla emailed her August 5th that everything was done. However, the staff are so busy with JPAs we only had a couple days of testing and we are planning to test some more this week. She added she probably can return the test results to Mr. Atalla probably next week and then go from there. Mr. Plaskey inquired if that was the user testing and making sure there is not bugs in it and operating correctly. Ms. Pranata replied yes. Mr. Plaskey then inquired if some staff are going to be testing this week. Ms. Pranata replied yes. A couple of people this week and one or two people next week. Mr. Plaskey replied perfect and thanked Mr. Bacon. Mr. Plaskey added Mr. Bacon has been instrumental in getting Mr. Atalla going, so appreciate you working and helping with that.

There were no further questions or comments.

Study/analysis billing by proposed side of JPA (K.Allen). Billing by Proposed side of the JPA only – Moved from BPS 3/18/20

Mr. Plaskey stated this item is on hold until the committee finalizes the digitizing of the JPA process, JPAssist.

MISC

Returning to the Office Preparation

Mr. Plaskey opened and stated last month, we discussed returning to the office preparation. Mr. Plaskey then inquired Items 1-4 that were approved last month, just the cubicle rearrangements and such, they are going to start working on that and get it done by the end of September? Ms. Pranata replied yes and explained some Items were on back order. Therefore, they could not install it until the end of September. Mr. Plaskey then inquired we still have Items 5 – 8. We had four more items that are pending until staff go back into the office. Is that correct? Ms. Pranata replied yes that is correct.

There were no further questions or comments

18.1F JPAs. Correcting another Member's JPA

Ms. Allen opened and explained she was discussing her knowledge on 18.1(f) with Ms. Hernandez, because she wanted to make sure she understood the process correctly. Therefore, the billers do not return 18.1F JPAs for the wrong reasons. She continued to explain she asked Ms. Hernandez on 18.1F's, for example, one member submits on behalf of another member, and we are return via memo can the member who is submitting the JPA 18.1F correct the JPA or does it have to be the initiator. Ms. Allen stated that Ms. Hernandez asked her to add to the agenda to be discussed further. Ms. Black commented perhaps Ms. Hernandez was asking this question because Ms. Bowie had reached out to AT&T California to try to cancel our form. Maybe Lupe was trying to figure out if Ms. Bowie would just be better off to final bill it for us. Ms. Black asked Ms. Ortiz and Ms. Smith if they knew. They both replied they did not know. Mr. Plaskey stated why not wait until Ms. Hernandez returns for further discussion. Then we can discuss and see if there are some nuances that we don't know specifically from her perspective. Mr. Plaskey inquired if that fair enough with everybody? The members agreed. Mr. Plaskey then stated to table this topic and for Ms. Pranata could just put a note on the agenda "Ms. Hernandez brought it up."

There were no further questions or comments.

Administrative Aide Performance Evaluation

The members reviewed the Administrative Aide's performance evaluation and proposed salary increase. The members approved the performance evaluation and proposed salary increase effective September 7, 2020.

Power Utilities – Ownership Issue

Ms. Delgado opened and stated she has a question and looking for guidance related to power utilities. Time Warner Cable has an agreement with Edison to be their tenants, but when we are trying to attach, the City of Vernon is saying they are the owners on the Edison pole. She added there is an issue with the ownership. Mr. Van Stryk explained previously, Edison used to own utility poles in Vernon and Vernon never went back and retagged some of the poles. Vernon also took over some of the higher voltage in the city. Therefore, the tags are still E and the base owner on the pole record is still E, but the high voltage in the city are Vernon. He added he did not know if there is a way of going about either changing that, either by doing a correction of records or if they are not really Vernon's, and that they are still Edison's. Mr. Van Stryk is unsure as to what the normal procedure for that is. Mr. Brown commented that looked into one of these and he thinks Edison has communication still on the pole. He does not remember if Edison had power. He will have to investigate further. Mr. Brown then commented that Vernon would be the owner of that because they are running the power and the higher power at that. Therefore, they would be the owner of that, and just need to change that record. But before the record is changed, Mr. Brown need to talk it over with Edison's communication department to let them know. Mr. Van Stryk stated he could put it on a Form 2 and send it over to Edison if that makes things easier. He added this would give Edison a heads up on the new pole tag.

Mr. Brown commented that would probably be the correct way to do it. However, he just needs to confer with Edison's communication department. Ms. Delgado inquired since we're going to be changing the tags on those poles and I'm going to be submitting a JPA for those poles that are now going to be owned by Vernon, do I just submit it with the Edison tag and then when Vernon submits their JPA or when they get my JPA, they will update pretty much do the corrections on my JPA? Mr. Van Stryk stated it would be an update of records and that he could final bill it for Ms. Delgado if she wanted. He added if all the poles are listed that you are planning on attaching to within the JPA, if all the poles are on there, then sounds good to him. Ms. Delgado commented it should be good from her. Ms. Black stated that she talked to somebody at the City of Vernon when Ms. Delgado brought this to her attention and she found out that Vernon's policy was to, at one point, on some pole replacements, give AT&T all of the comm space and the City of Vernon did not like that moving forward. Ms. Black continued now when these poles are being replaced, they are taking us down to a single foot. Ms. Black then stated she has an issue with that, and she explained that to the gentleman at Vernon. She would prefer maybe two or three feet. She added she can see why if AT&T California goes from 10', she doesn't want to just go down to one. Ms. Black inquired are you familiar with that process. Can you confirm to me that they are no longer doing that. Mr. Van Stryk stated he was informed and explained when there is one line or one attachment, it is one for the space on a replacement. If they have two lines, it is two feet of space, so on and so forth. He added he is not familiar with any of the old methods. Mr. Van Stryk is unaware if this messed up anything with AT&T California at all or if that was standard practice when doing replacements. He was informed to do it, so he did it. Mr. Brown stated City of Vernon cannot take away somebody's space because they are the owner of the pole. They must agree to relinquishing that space. If they own that space, that is their space, regardless of who the base owner is. Mr. Van Stryk commented perhaps we could talk later about it. He is unfamiliar with how other utilities practice as far as replacements go. He only knows what has been told to him and if it was incorrect, then he would like to fix it. Mr. Brown stated it is not so much a utility practice it is more of the agreed upon way at the committee. Mr. Brown added as for Edison, we would not mind giving them all the communication space they want because we cannot use it. But if a member owns four foot of space, ten foot of space, or whatever it is, that pole is being replaced, you can propose that they change the space, but they don't have to agree to it. They can say, "No, we need our space regardless," if they are physically attached in that space or not. Ms. Black stated that the crux of this is that on the proposal, on the JPA, the Form 2 that they are sending out, this is an AT&T, they have the record, and then on the proposed, they show us that one foot. She added we go from ten feet down to one foot. Many of JPAs, in our company, go 18.1. She then commented they are writing the JPA correctly; however, she wanted to try to push back to see if she couldn't change Vernon's logic that AT&T California could keep three feet and not this one-foot business. Because that will just drive 4.0s later when we need more space. Mr. Van Stryk stated he would like to fix it as well. He then suggests talking offline about it. Ms. Black agreed and stated she will reach out to Mr. Van Stryk.

Mr. Plaskey inquired if Ms. Delgado's question was answered. She confirmed it was.

Review of Action Items:

- Ms. Pranata to communicate with admin aide her performance evaluation and inform her effective September 7th she has an increase in salary.
- Ms. Pranata to report back to the committee the Friend Pro testing results.

The meeting adjourned at 11:44 a.m. until September 16, 2020.

Ms. Kathleen Allen – Committee Transcriber

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

| OPERATING EXPENSES | Details | July 31, 2020 | | | YTD Through July 31, 2020 | | | % | Annual |
|--|-----------------------------------|------------------|------------------|----------|---------------------------|-------------------|----------|------|---------|
| | | Budgeted | Recorded | Variance | Budgeted | Recorded | Variance | | |
| EMPLOYEE EXPENSE | | | | | | | | | |
| Salaries | 3 PAYDAYS | 50,065 | 60,763.27 | (10,698) | 350,454 | 318,281.35 | 32,173 | 9% | 600,779 |
| Regular | | 60,763.27 | | | | - | | | |
| Contract Labor | | | | | | - | | | |
| Insurance | | 6,921 | 5,104.79 | 1,816 | 48,448 | 40,154.57 | 8,293 | 17% | 83,053 |
| Health/Dental | | | 5,104.79 | | | - | | | |
| Life (quarterly) | | | | | | - | | | |
| Payroll Taxes | 3 PAYDAYS | 4,256 | 4,547.83 | (292) | 29,789 | 23,687.68 | 6,101 | 20% | 51,066 |
| Workers Compensation | | 292 | 255.66 | 36 | 2,042 | 1,579.62 | 462 | 23% | 3,500 |
| Travel mileage reimbursement/
Miscellaneous expenses | | 125 | - | 125 | 875 | 282.43 | 593 | 68% | 1,500 |
| | | | | | | - | | | |
| PENSION EXPENSE | | | | | | | | | |
| Contribution-SEP IRA | 3 PAYDAYS | 5,257 | 5,951.74 | (695) | 36,798 | 30,415.41 | 6,382 | 17% | 63,082 |
| | | | | | | - | | | |
| | | | | | | - | | | |
| MONTHLY RECURRING | | | | | | | | | |
| Rent | | 9,000 | 9,064.66 | (65) | 63,000 | 61,857.04 | 1,143 | 2% | 108,000 |
| Alarm System | Quarterly | 50 | - | 50 | 350 | 299.94 | 50 | 14% | 600 |
| Telephone (Frontier+Jive)
Plus Cell phones (new 04/2020) | Plus Cell phones for
AP and KA | 654 | 827.26 | (173) | 4,579 | 5,627.93 | (1,049) | -23% | 7,850 |
| Cisco WebEx Plan | | 90 | 69.00 | 21 | 630 | 483.00 | 147 | 23% | 1,080 |
| Postage & Shipping | | 217 | 7.75 | 209 | 1,517 | 431.26 | 1,085 | 72% | 2,600 |
| Business/Property Insurance | Pro-Rated | 167 | (6.00) | 173 | 1,167 | 1,232.88 | (66) | -6% | 2,000 |
| Committee Meetings | | 333 | - | 333 | 2,333 | 648.17 | 1,685 | 72% | 4,000 |
| | | | | | | - | | | |
| | | | | | | - | | | |
| EQUIPMENT & FURNITURE | | | | | | | | | |
| Copy Machine - CBE | | 208 | 131.40 | 77 | 1,458 | 1,065.58 | 393 | 27% | 2,500 |
| | | | | | | - | | | |
| | | | | | | - | | | |

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

| OPERATING EXPENSES | Details | July 31, 2020 | | | YTD Through July 31, 2020 | | | % | Annual |
|--|----------------------------|---------------|-----------------|------------|---------------------------|-----------------|-----------|------|-----------|
| | | Budgeted | Recorded | Variance | Budgeted | Recorded | Variance | | |
| | | | | | | - | | | |
| NETWORK SYSTEM | | | | | | - | | | |
| LAN Maintenance | CBE IT SUPPORT | 1,083 | 985.00 | 98 | 7,583 | 8,062.10 | (479) | -6% | 13,000 |
| FRIEND Support | HYPERLINK | 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 | | 93 | 69.95 | 23 | 653 | 739.57 | (86) | -13% | 1,120 |
| Covid-19 email & network setup | | - | - | - | - | 3,502.86 | (3,503) | n/a | 0 |
| Computer (Supplies,Maintenance,Repair) | | 167 | - | 167 | 1,167 | 721.55 | 445 | 38% | 2,000 |
| Covid-19 Computer Supplies | | - | - | - | - | 217.98 | (218) | n/a | 0 |
| Off-Site Online Back-up | | 150 | - | 150 | 1,050 | 745.00 | 305 | 29% | 1,800 |
| (INCLUDED IN CBE IT SUPPORT 06/2020) | | | | | | - | | | |
| | | | | | | - | | | |
| PRINTING & SUPPLY | | | | | | - | | | |
| Office Printing | | 233 | - | 233 | 1,633 | 766.01 | 867 | 53% | 2,800 |
| Office Supplies | | 175 | 19.71 | 155 | 1,225 | 1,126.78 | 98 | 8% | 2,100 |
| | | | | | | - | | | |
| | | | | | | - | | | |
| CONTRACT SERVICES | | | | | | - | | | |
| Auditor | Pro-Rated | 808 | - | 808 | 5,658 | 372.00 | 5,286 | 93% | 9,700 |
| Attorney* | 2019 Expenses never billed | 542 | 2,117.50 | (1,576) | 3,792 | 2,387.50 | 1,404 | 37% | 6,500 |
| | | | | | | - | | | |
| GENERAL EXPENSE | | | | | | - | | | |
| Payroll Service Fees | | 117 | 93.00 | 24 | 817 | 633.00 | 184 | 22% | 1,400 |
| Bank fees/Checks printing | Pro-Rated | 33 | - | 33 | 233 | 188.98 | 44 | 19% | 400 |
| Publications/Subscriptions/Reference | Pro-Rated | 17 | - | 17 | 117 | 120.00 | (3) | -3% | 200 |
| Seminars & Tuition | | 83 | - | 83 | 583 | 100.83 | 483 | 83% | 1,000 |
| Team Building | \$500 quarterly | 167 | - | 167 | 1,167 | 1,000.00 | 167 | 14% | 2,000 |
| Member Retirement & celebration | | 108 | - | 108 | 758 | - | 758 | 100% | 1,300 |
| Scanning Project* | Ongoing project | 833 | - | 833 | 5,833 | 3,589.40 | 2,244 | 38% | 10,000 |
| Total Operating Expenses | | 83,419.12 | 91,177.52 | (7,758.40) | 583,933.87 | 518,545.42 | 63,144.52 | 11% | 1,001,029 |

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

| OPERATING EXPENSES | Details | July 31, 2020 | | | YTD Through July 31, 2020 | | | % Variance | Annual Budget |
|--|---------|------------------|------------------|-------------------|---------------------------|-------------------|------------------|------------|------------------|
| | | Budgeted | Recorded | Variance | Budgeted | Recorded | Variance | | |
| CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT | | | | | | | | | |
| <u>COMPUTER SYSTEM</u> | | | | | | | | | |
| Software Purchase (& minor website mods) | | 250 | - | 250 | 1,750 | 2,780.00 | (1,030) | -59% | 3,000 |
| FRIEND modification* | | 2,813 | - | 2,813 | 19,688 | - | 19,688 | 100% | 33,750 |
| NJUNS Fee (once a year)* | | 875 | - | 875 | 6,125 | 10,500.00 | (4,375) | -71% | 10,500 |
| Website Upgrade * | | 417 | - | 417 | 2,917 | - | 2,917 | 100% | 5,000 |
| Covid-19 software for laptops | | - | - | - | - | 2,768.90 | (2,769) | n/a | 0 |
| <u>EQUIPMENT & FURNITURE</u> | | | | | | | | | |
| Purchases/Leases (including Copy Machine) | | 575 | 424.86 | 150 | 4,025 | 3,986.89 | 38 | 1% | 6,900 |
| Hardware Purchase | | 117 | - | 117 | 817 | 1,021.52 | (205) | -25% | 1,400 |
| Covid-19 Laptops | | - | - | - | - | 9,854.90 | (9,855) | n/a | 0 |
| <u>LONG TERM LIABILITY CURRENT</u> | | | | | | | | | |
| Total Capital Investments & Long Term Liabilities Current | | 5,045.83 | 424.86 | 4,620.97 | 35,320.83 | 30,912.21 | 4,408.62 | 12% | 60,550 |
| Interest Earned/Misc Income | | (0.08) | (0.08) | | (0.53) | (0.53) | | | |
| | | 88,464.88 | 91,602.30 | (3,137.42) | 619,254.17 | 549,457.10 | 67,553.14 | 11% | 1,061,579 |
| *Items in blue are assessed equally | | | | | | | | | |
| Prepared as of: 8/6/2020 | | | | | | | | | |

Delinquent Accounts
As of 8/12/2020

MEMBERS ACCOUNTS RECEIVABLE - DELINQUENT ACCOUNTS

| | | | | | PAST DUE NOTICES - DO NOT DELETE THIS INFORMATION
Accounting staff: please enter past due sent info in each row/each cell | | | | |
|-------------------------|---------------|-------------------|-------------|----------------|--|--|--------------------------|----------|----------------------|
| 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 | January '20 | February 29, 2020 | \$ 1,018.05 | 20538 | 5/12/2020 6/9/2020
7/7/2020 | Email to Yvonne Johnson | JT/GV | KA | 4/13/2020 |
| AT&T Mobility | February '20 | March 31, 2020 | \$ 1,110.31 | 20571 | 5/12/2020 6/9/2020
7/7/2020 | Email to Yvonne Johnson | JT/GV | JT | 5/12/2020 |
| AT&T Mobility | March '20 | April 30, 2020 | \$ 1,363.82 | 20604 | 7/7/2020 | Email to Yvonne Johnson | JT/GV | JT | 6/9/2020 |
| AT&T Mobility | April '20 | May 31, 2020 | \$ 795.53 | 20637 | 8/11/2020 | Email to Yvonne Johnson | GV | JT | 7/7/2020 |
| AT&T Mobility | May '20 | June 30, 2020 | \$ 756.73 | 20668 | | Will send past due notice next month | | GV | 8/11/2020 |
| City of Banning | April '20 | May 31, 2020 | \$ 755.69 | 20647 | 8/11/2020 | Email to bcoffey@banningca.gov;
hrobinson@banningca.gov | GV | JT | 7/7/2020 |
| City of Banning | May '20 | June 30, 2020 | \$ 715.57 | 20678 | | Will send past due notice next month | | GV | 8/11/2020 |
| City of Colton | April '20 | May 31, 2020 | \$ 760.17 | 20628 | 8/11/2020 | Email to
aaquilar@coltonca.gov;adunning@coltonca.gov | GV | JT | 7/7/2020 |
| City of Glendale | May '20 | June 30, 2020 | \$ 897.29 | 20660 | | Will send past due notice next month | | GV | 8/11/2020 |
| City of Pasadena | March '20 | April 30, 2020 | \$ 1,448.21 | 20599 | 7/7/2020,8/11/2020 | Email jarmstrong@cityofpasadena.net &
maria.ortiz@cableeng.com | JT/GV | JT | 6/9/2020 |
| City of Pasadena | April '20 | May 31, 2020 | \$ 875.66 | 20632 | 8/11/2020 | Email jarmstrong@cityofpasadena.net &
maria.ortiz@cableeng.com | GV | JT | 7/7/2020 |
| City of Pasadena | May '20 | June 30, 2020 | \$ 839.49 | 20663 | | Will send past due notice next month(was upload to
web portal per AP) | | GV | 8/11/2020 |
| City of Riverside | April '20 | May 31, 2020 | \$ 1,013.99 | 20633 | 8/11/2020 | Email to aparra@riversideca.gov | GV | JT | 7/7/2020 |
| FRONTIER | March '20 | April 30, 2020 | \$12,276.72 | 20602 | 7/7/2020 | Email megan.stewart@ftr.com
Submitted to PRIME CLERK per Frontier's
instructions (AP) | GV/JT
AP | JT
AP | 6/9/2020
7/9/2020 |
| FRONTIER | April '20 | May 31, 2020 | \$11,156.65 | 20635 | 8/11/2020 | Email megan.stewart@ftr.com
Submitted to PRIME CLERK per Frontier's
instructions (AP) | GV | JT | 7/7/2020 |
| FRONTIER | May '20 | June 30, 2020 | \$11,457.17 | 20666 | | Will send past due notice next month | | GV | 8/11/2020 |
| Golden State Water Co | April '20 | May 31, 2020 | \$ 852.83 | 20643 | 8/11/2020 | Email sherriduchateau@bvesinc.com
an@gswater.com | GV | JT | 7/7/2020 |
| MCI Metro/ATS | March '20 | April 30, 2020 | \$ 1,460.00 | 20605 | 7/7/2020, 8/11/2020 | Email matt.bergines@verizon.com | JT/GV | JT | 6/9/2020 |
| MCI Metro/ATS | May '20 | June 30, 2020 | \$ 851.05 | 20669 | | Will send past due notice next month | | GV | 8/11/2020 |
| MCI Telecomm | March '20 | April 30, 2020 | \$ 1,307.71 | 20606 | 7/7/2020, 8/11/2020 | Email matt.bergines@verizon.com | JT/GV | JT | 6/9/2020 |
| MCI Telecomm | May '20 | June 30, 2020 | \$ 701.70 | 20670 | | Will send past due notice next month | | GV | 8/11/2020 |
| SPRINT-Nextel | April '20 | May 31, 2020 | \$ 731.52 | 60634 | 8/11/2020 | Email to maria.ortiz@cableeng.com,
alicia.smith@cableeng.com,lupe.hernandez@cabl
eeng.com,lvnn.prescott@cableeng.com | GV | JT | 7/7/2020 |
| SPRINT-Nextel | May '20 | June 30, 2020 | \$ 690.14 | 20665 | | Will send past due notice next month | | GV | 8/11/2020 |
| Time Warner Cable - TWS | April '20 | May 31, 2020 | \$ 400.50 | 20645 | 8/11/2020 | Email to Yesenia.delgado@charter.com | GV | JT | 7/7/2020 |
| Time Warner Cable - TWN | April '20 | May 31, 2020 | \$ 461.39 | 20646 | 8/11/2020 | Email to Yesenia.delgado@charter.com | GV | JT | 7/7/2020 |
| T-Mobile USA | March '20 | April 30, 2020 | \$ 1,290.27 | 20609 | 7/7/2020, 8/11/2020 | Email shenderson@synergy.cc | JT/GV | JT | 6/9/2020 |
| T-Mobile USA | May '20 | June 30, 2020 | \$ 684.59 | 20672 | | Will send past due notice next month | | GV | 8/11/2020 |
| Verizon Wireless | June '19 | July 31, 2019 | \$ 1,097.37 | 20293 | 10/8/2019, 11/12/2019,
12/12/2019,
1/8/2020,2/11/2020,3/1
0/20, 4/13/20 5/12/20
6/9/2020 7/7/2020 | Email Lupe Hernandez and Marco Munillo | GV/JT/K
A/JT/GV | GV | 9/10/2019 |
| Verizon Wireless | February '20 | March 31, 2020 | \$ 1,425.59 | 20557 | 5/12/2020,6/9/2020,7/7
/2020,8/11/2020 | Email Lupe Hernandez and Marco Munillo | JT/GV | JT | 5/12/2020 |
| Verizon Wireless | March '20 | April 30, 2020 | \$ 1,676.35 | 20590 | 7/7/2020 | Email marco.muril@verizonwireless.com &
Lupe.hernandez@cableeng.com | JT/GV | JT | 6/9/2020 |
| Verizon Wireless | April '20 | May 31, 2020 | \$ 1,092.31 | 20623 | 8/11/2020 | Email marco.muril@verizonwireless.com &
Lupe.hernandez@cableeng.com | GV | JT | 7/7/2020 |
| Verizon Wireless | May '20 | June 30, 2020 | \$ 1,063.23 | 20654 | | Will send past due notice next month | | GV | 8/11/2020 |
| XO Comm | March '20 | April 30, 2020 | \$ 1,332.70 | 20612 | 7/7/2020, 8/10/2020 | Email matt.bergines@verizon.com &
maria.ortiz@cableeng.com | JT/GV | JT | 6/9/2020 |
| XO Comm | May '20 | June 30, 2020 | \$ 726.21 | 20675 | | Will send past due notice next month | | GV | 8/11/2020 |

\$65,086.51

TOTAL

\$65,086.51

-\$10,258.76

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

| Member | B | E | EXT | FTR | H/T | MCI | NG | TWC | V | Totals | YTD |
|--|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|-------|
| Joint JPAs Billed | | 874 | | 9 | 1 | | 1 | | | 885 | 5773 |
| % of Joint JPAs Billed | 0.000 | 0.988 | 0.000 | 0.010 | 0.001 | 0.000 | 0.001 | 0.000 | 0.000 | 1.00 | |
| Joint JPAs Returned | 2 | 586 | | 18 | 5 | | 3 | | 1 | 615 | 2933 |
| Joint JPAs Held Over | | | | | | | | | | 0 | |
| Total Joint JPAs Received | 2 | 1460 | 0 | 27 | 6 | 0 | 4 | 0 | 1 | 1500 | 10005 |
| Multi JPAs Billed | | 47 | | 1 | | | 5 | | | 53 | 807 |
| % of Multi JPAs Billed | 0.000 | 0.887 | 0.000 | 0.019 | 0.000 | 0.000 | 0.094 | 0.000 | 0.000 | 1.00 | |
| Multi JPAs Returned | 2 | 83 | 1 | 10 | 15 | 4 | 44 | 3 | | 162 | 1110 |
| Multi JPAs Held Over | | | | | | | | | | 0 | |
| Total Multi JPAs Received | 2 | 130 | 1 | 11 | 15 | 4 | 49 | 3 | 0 | 215 | 2347 |
| Total # JPAs Billed | 0 | 921 | 0 | 10 | 1 | 0 | 6 | 0 | 0 | 938 | 6580 |
| % of JPAs Billed | 0.000 | 0.982 | 0.000 | 0.011 | 0.001 | 0.000 | 0.006 | 0.000 | 0.000 | 1.00 | |
| # of JPAs Returned | | | | | | | | | | 777 | 4043 |
| # of Held Over JPAs | | | | | | | | | | 0 | |
| Total JPAs received | 4 | 1590 | 1 | 38 | 21 | 4 | 53 | 3 | 1 | 1715 | 12352 |
| % of JPAs Billed | | | | | | | | | | 54.69% | |
| % of JPAs returned | | | | | | | | | | 45.31% | |
| % of Held Over JPAs | | | | | | | | | | 0.00% | |
| Member | B | E | EXT | FTR | H/T | MCI | NG | TWC | V | Totals | |
| Poles Billed (Joint JPAs) | | 2021 | | 11 | 1 | | 1 | | | 2034 | 19722 |
| Poles Returned (joint) | 4 | 2503 | | 167 | 18 | | 13 | | 2 | 2707 | 17074 |
| Poles Held Over (joint) | | | | | | | | | | 0 | |
| Poles Billed (Multi JPAs) | | 173 | | 6 | | | 22 | | | 201 | 4216 |
| Poles Returned (multi) | 2 | 763 | 27 | 117 | 350 | 72 | 635 | 41 | | 2007 | 11594 |
| Poles Held Over (multi) | | | | | | | | | | 0 | |
| Total # Poles Billed
(Joint & Multi combined) | 0 | 2194 | 0 | 17 | 1 | 0 | 23 | 0 | 0 | 2235 | 23938 |
| % of Total Poles Billed
(Joint & Multi combined) | 0.000 | 0.982 | 0.000 | 0.008 | 0.000 | 0.000 | 0.010 | 0.000 | 0.000 | 1.00 | |
| # of Poles Returned | | | | | | | | | | 4714 | 28668 |
| # of Held Over Poles | | | | | | | | | | 0 | |
| Total Poles received | 6 | 5460 | 27 | 301 | 369 | 72 | 671 | 41 | 2 | 6949 | 62010 |
| % of Poles Billed | | | | | | | | | | 32.16% | |
| % of Poles returned | | | | | | | | | | 67.84% | |
| % 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 (Inspection & Pole Tags) | SCE's Inspections JPAs/Poles were not included in above table | SCE O&M
YTD |
| Inspection JPAs Billed | | 15 46 |
| Inspection Poles Billed | | 6334 16372 |

| | | |
|---|---|----------|
| Inspections Billed D Only:
(Inspections) | D's Inspections JPAs/Poles were not included in above table | D
YTD |
| Inspection JPAs Billed | | 0 28 |
| Inspection Poles Billed | | 0 11308 |

- = Members assessed penalty fee
- = Less than 80% but 50% or greater attendance
- = Less than 50% attendance
- = Excused Absence (COVID-19 in March and April 2020)

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
MEMBER BOARD MEETING ATTENDANCE
AUG 2019- JUL 2020 (ADJUSTED % COVID-19)**

| | MBR CODE | 2019 AUG | 2019 SEP | 2019 OCT | 2019 NOV | 2019 DEC | 2020 JAN | 2020 FEB | 2020 MAR | 2020 APR | 2020 MAY | 2020 JUN | 2020 JUL | TOTAL | Atten. % | MBR CODE | MONTHS |
|----|---------------------------|----------|-----------|-----------|-----------|-----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|----------|--------|
| 1 | So. California Edison | E | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | E | 11 |
| 2 | Frontier Communications | FTR | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | FTR | 11 |
| 3 | City of Los Angeles | M | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | M | 11 |
| 4 | Verizon Wireless | ATC | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | ATC | 11 |
| 5 | AT&T Mobility | LAC | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | LAC | 11 |
| 6 | XO Communications | NXT | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | NXT | 11 |
| 7 | Crown Castle NG West Inc. | NG | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | NG | 11 |
| 8 | AT&T California | H / T | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | H / T | 11 |
| 9 | City of Anaheim | D | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | D | 11 |
| 10 | ExteNet Systems | EXT | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | EXT | 11 |
| 11 | Sprint Communications | FON | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | FON | 11 |
| 12 | Sprint-Nextel | SPR | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | SPR | 11 |
| 13 | Teleport Comm America | TCA | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | TCA | 11 |
| 14 | Golden State Water | SCW | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | SCW | 11 |
| 15 | City of Riverside | J | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | J | 11 |
| 16 | Time-Warner | TWC | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | TWC | 11 |
| 17 | Mobilite LLC | MOB | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 10 | 100% | MOB | 10 |
| 18 | MCI/Metro | ATS | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 1 | 1 | 1 | 9 | 100% | ATS | 9 |
| 19 | MCI Communications | MCI | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 1 | 1 | 1 | 9 | 100% | MCI | 9 |
| 20 | City of Azusa | MA | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | MA | 11 |
| 21 | City of Burbank | B | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | B | 11 |
| 22 | Mpower/TelePacific | ICG | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 10 | 91% | ICG | 11 |
| 23 | City of Lompoc | LLW | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 10 | 91% | LLW | 11 |
| 24 | City of Glendale | A | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 10 | 91% | A | 11 |
| 25 | City of Banning | COB | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 0 | 1 | 1 | 9 | 90% | COB | 10 |
| 26 | T-Mobile, USA | PBM | 1 | 1 | 1 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 9 | 82% | PBM | 11 |
| 27 | City of Pasadena | MP | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 0 | 0 | 8 | 80% | MP | 10 |
| 28 | City of Vernon | V | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 7 | 70% | V | 10 |
| 29 | City of Colton | F | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | 5 | 56% | F | 9 |
| 30 | ATC Outdoor DAS | AMT | 1 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 4 | 44% | AMT | 9 |
| | Total | | 29 | 28 | 30 | 27 | 0 | 27 | 26 | 24 | 24 | 29 | 26 | 28 | | | |

SCJPC Overtime Report

| Bill of Sale Month | Poles Received | Billed | Returned | Total Processed | Held-Over | Non-Exempt OT hours | | Comments |
|-----------------------|----------------|------------------------|----------|---------------------|-----------|---------------------|---------|--|
| | | | | (Billed + Returned) | Poles | | | |
| 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 |
| 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) |
| Nov-19 | 8415 | 4401
(21.97% Multi) | 4014 | 8415 | 0 | 119.25 | 4696.87 | 8415 = 950 (from Oct-19) + 7465
of billers decreased, poles received above 5000. |
| Dec-19 | 6918 | 3607
(12.73% Multi) | 3311 | 6918 | 0 | 71.75 | 2769.32 | # of billers decreased, poles received above 5000. Closed earlier than usual (Dec 23). |
| Jan 2020 New Baseline | 6000 | | | | | | | January 2020
(1 staff maternity leave) |
| Jan-20 | 8999 | 4769
(19.75% Multi) | 2897 | 7666 | 1333 | 66.25 | 2620.15 | New Year holiday & staff vacation.
Poles received above 6000. |
| Feb-20 | 10888 | 4579
(22.89% Multi) | 3962 | 8541 | 2347 | 78.25 | 3209.86 | 10888 = 1333 (from Jan-20) + 9555
Poles received above 6000.
1 staff on maternity leave. |
| Mar-20 | 10451 | 2881
(4.23% Multi) | 4660 | 7541 | 2910 | 69 | 2749.49 | 10451 = 2347 (from Feb-20) + 8104
Poles received above 6000.
1 staff on medical leave.
Closed early on 3/19/2020 Covid-19/SCE |
| Apr-20 | 9733 | 4855
(22.12% Multi) | 4198 | 9053 | 680 | 5 | 127.5 | 9733 = 2910 (from Mar-20) + 6823
Poles received above 7000.
Billing started early |

***** ELECTRONIC BILLING STARTED IN MAY 2020 *****

| Bill of Sale Month | Poles Received | Billed | Returned | Total Processed
(Billed + Returned) | Held-Over
Poles | Additional
Hrs/OT | Additional
Hrs total \$
Gross | Comments |
|--------------------|----------------|------------------------|----------|--|--------------------|----------------------|-------------------------------------|--|
| May-20 | 6708 | 2160
(26.44% Multi) | 3749 | 5909 | 799 | 0 | 0 | 6708 = 680 (from Apr-20) + 5909
First month of billing on Excel files/electronic
No Overtime |
| Jun-20 | 8282 | 2459
(10.49% Multi) | 4488 | 6947 | 1335 | 0 | 0 | 8282 = 799 (from May-20) + 7483
No Overtime |
| Jul-20 | 6949 | 2235
(8.99% Multi) | 4714 | 6949 | 0 | 0 | 0 | 6949 = 1335 (from Jun-20) + 5614
NO BACKLOG/HELD OVER POLES, NO OT |

AVERAGE PROCESSED POLES FROM MAY TO JULY 2020 6601.67 EXCEL/PDF BILLING WITHOUT OVERTIME

AVERAGE PROCESSED POLES 2020 7515.14 (FROM JANUARY TO JULY 2020 WITH OVERTIME)

Average overtime/additional hours per month (based on May 19-Mar 20): 93.0227 3489.47 Gross

Southern California Joint Pole Committee

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

September 16, 2020

A regular meeting of the **Operating Committee** took place on the above date, at 10:11 a.m., via teleconference:

Those in attendance were:

| | |
|-----------------------|--------------------------------------|
| Mr. John Bacon | City of Los Angeles |
| Mr. Wayne Brown | Southern California Edison |
| Mr. Bret Plaskey | Frontier Communications |
| Mr. Lex Treepaisan | Frontier Communications |
| Ms. Cory Crawford | AT&T California |
| Ms. Kay Black | AT&T California |
| Mr. Todd Dailey | AT&T California |
| Ms. Julian Ruiz | AT&T California |
| Ms. Tara Andrews | AT&T California |
| Ms. Mary Li | City of Anaheim |
| Mr. Ben Coffey | City of Banning |
| Ms. Veronica Craghead | City of Banning |
| Ms. Amanda Lindgren | City of Glendale |
| Ms. Sherri Duchateau | Bear Valley Electric Service, Inc. |
| Ms. Lynn Prescott | Verizon Wireless |
| Mr. Joe Serrato | Crown Castle NG West Inc. |
| Mr. Earle Carrion | Crown Castle NG West Inc. |
| Ms. Lupe Hernandez | Teleport Communications America |
| Ms. Maria Ortiz | XO Communication |
| Mr. Pedro Garganera | MCI Metro ATS/MCI Telecommunications |
| Ms. Alicia Smith | Sprint Nextel/Sprint Communications |
| Ms. Yesenia Delgado | Time-Warner Cable |
| Ms. Linda McLean | Exenet Systems |
| Ms. Yvonne Johnson | AT&T Mobility |
| Mr. Nick Van Stryk | City of Vernon (Petrelli Electric) |
| Mr. Tanner Pendleton | Mobilitie, LLC |
| Ms. Angela Pranata | Committee Staff |
| Ms. Kathleen Allen | Committee Staff |

Chairperson, Mr. Plaskey called the meeting to order at 10:11 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 2020 Operating expense sheet**. There were no questions or comments.

The third agenda item is the **Accounts Receivable**. Mr. Plaskey inquired about the payments from Frontier and if they are moving forward. Ms. Pranata replied that one check was lost, therefore, she must contact Ms. Stewart, and Ms. Stewart will contact Frontier or their Accounting department to void that check and resend it. Ms. Pranata then requested status from Verizon Wireless. There was one payment from 2019 that was not paid, and then the rest were unpaid from this year, 2020. Ms. Ortiz commented a check was being mailed out or should have been mailed out yesterday for Verizon Wireless. Mr. Plaskey commented for Ms. Pranata to continue to follow up and stated to Ms. Pranata if she needs to escalate for Frontier, because he knows there are big chunks from Frontier, just let him know and he will escalate.

There were no further questions or comments.

The fourth item on the agenda is **JPA Member Activity**. Ms. Pranata opened and explained August Bill of Sale was an unusual month for SCJPC. There were many unplanned days off. Two employees had deaths in their family, therefore they took a couple of days off. Two employees had health problems and were admitted to E.R., so they had to take some sick time as well. Ms. Pranata continued to explain the temp quit, so the office had several weeks without a temp Admin Aide. The temp was helping review the JPAs and separating the JPAs that had errors. Since the office did not have that Admin Aide, billers had to review the JPAs themselves. It was very challenging to find JPAs that were billable. Most of them had errors. That is why only 388 JPAs were billed, but the staff did review 1,796 JPAs in August, or 7,781 poles. Mr. Plaskey inquired if there were any hold overs. Ms. Pranata replied yes and showed it is on the bottom of the report. It was about 4,000 JPAs held over from Edison. Mr. Plaskey stated that Ms. Pranata had notified Mr. Bacon and himself when the Aide quit. Mr. Plaskey then inquired if the office hired another replacement yet or is that ongoing. Ms. Pranata stated yes. She hired a replacement and she stayed for about two weeks and she quit. Then, she hired another replacement, so September bill of sale will be much better than August bill of sale. Ms. Pranata wanted to compare August bill of sale with July bill of sale. The staff processed 7,781 poles in August bill of sale and processed 6,949 poles in July bill of sale. In terms of the number of JPAs or the number of poles reviewed, the numbers have increased. Mr. Plaskey commented with the challenges that she had. Ms. Pranata stated yes, and she wanted to point that out. Mr. Plaskey then inquired if the office is still operating with no overtime. Ms. Pranata stated yes, no overtime.

Mr. Plaskey inquired if Mr. Brown has any questions or concerns before moving on since the majority of these are Edison JPAs. Mr. Brown stated no, Edison has addressed those concerns with Ms. Pranata already. Mr. Brown than thank Ms. Pranata for everything she has done and working with this and being cooperative with Edison. Ms. Pranata reiterated September will be much better. Mr. Plaskey then solicited any other questions from the members.

Ms. Crawford stated she remembers seeing an email that Ms. Pranata ask for a forecast of additional JPAs expected from Edison for the rest of the year. Mr. Pranata stated yes, she did. However, she did not receive a response from Edison. Mr. Brown apologized and stated he missed that email. Mr. Brown then inquired if Ms. Pranata is looking for a forecast for the rest of the year. Ms. Pranata responded yes, and she believes all the members are asking for the forecast as well. Mr. Brown explained he

approached the team about Crown Castle's and AT&T California's concerns about them budgeting for certain things and how Edison is not helping them out in those areas because Edison has been dealing with the Frontier project. Mr. Brown continued to explain with that in mind, beginning October 1st, Edison will be addressing some of the other members' JPAs probably starting off with Frontier and Crown Castle. Mr. Brown added he thinks his records show that Edison has 500+ JPAs that Edison needs to address with Crown Castle, but AT&T California are in the thousands. Therefore, Edison will start chipping away at those. Members should start seeing JPAs real soon. Ms. Crawford stated she will need that forecast otherwise AT&T California may not have the budget to pay for the rest of this year. Mr. Brown stated he will get the forecasted numbers. Mr. Brown inquired who is looking for the forecast. Is it AT&T California, Crown Castle, and everybody else, or is it the committee looking for a forecast for the rest of the year as well? Ms. Crawford replied SCJPC originally inquired for staffing, and then the members all kind of piled on that stating they need it as well for funding. Mr. Brown stated he will try to get that done as soon as possible.

There were no further comments or questions.

The fifth item on the agenda is **Member Board Attendance**. Mr. Plaskey inquired if ATC Outdoor DAS joined today. Ms. Pranata replied no that ATC Outdoor DAS did not attend the meeting today. Ms. Pranata added she sent them paper notice via USPS mail, and they should receive it soon. Mr. Plaskey added that is another \$500.00 and then solicited any other questions.

There were no further questions or comments.

The sixth item for discussion is **Billing Standardization of Procedures and Minutes**. Ms. Allen reported that she held a staff meeting on August 26 and discussed was correction of record JPAs. The file names must reflect COR. If the file name does not include COR, C-O-R, the JPA must be returned. Also discussed, Form 48 dates on the JPA. The JPA must be submitted to SCJPC 45 days from Form 48 date. She also discussed the exceptions that are noted in the Routine handbook. If none of the exceptions apply and SCJPC receives a JPA within 45 days, the staff are to return. Ms. Allen added that was discussed last month at the Routine Revision Meeting. Noting L on JPAs was discussed. Ms. Allen informed the staff that is acceptable. The Routine handbook states it is acceptable, therefore the staff should not be returning JPAs nor should they staff asking for a specific number, #KV for example, for KV. L is good and the staff should accept and bill. Also, from the last Routine Meeting, discussed was the JPA format. This is the checklist that Angela sent out to all the members, and the checklist is also on the website. She discussed with the staff, okay to process JPAs with the word "Final" and "BILL NO" only need to be on the first page. JPAs that do not have the word "FINAL" and "BILL NO" with the line on pages two through X are okay and billers are accept and do not return. Letter-sized JPAs are okay to process as long as the information is legible, and billing can be seen and legible as well. On JPAs, if there are any extra lines or the tax column still included, JPAs are still okay to process. The billers are not supposed to return any of these. The billers have been instructed to continue to return JPAs if the words "DATE COMPLETED" are missing on the JPA. If the word "DATE COMPLETED" and the line or "DATE COMPLETED" is not on the JPA for staff to put in the date received staff is to return the JPA. On PDF JPAs, if there is, the date completed has already a date on it or in it on that line, the billers are to return

the JPA. Mr. Brown inquired what was that last statement? Ms. Allen stated on PDF JPAs, if there is a date already typed in on the date completed line, the JPAs will be returned. If JPAs are missing a page or pages, JPAs will be returned. For example, if the JPA states four pages on the front page, however there's only page 1, 2, and 4, page 3 is missing; the JPA will be returned. Lastly discussed with the staff, AT&T California's deadline was changed one day sooner. Mr. Brown requested clarification on the PDF. The JPA should not have the date completed there. Ms. Allen replied yes and explained the office receives JPAs with a date already typed in, and it should be blank. That date completed line is for SCJPC. Ms. Pranata added on the checklist for all members there is an example on the fourth tab that date completed should be blank. The SCJPC staff must enter the date, so it should be left blank.

There were no further questions or comments.

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

SCJPC Work Efficiency

Ms. Pranata opened and explained internal adjustments were made last month, so her and Ms. Allen are observing whether those adjustments work for the team. So far, looking at the numbers it seems like it is working because the number of JPAs processed and the number of poles processed has been increasing slowly. Ms. Pranata continued, the second item under efficiency is the office tried a transcription service. The reviews from the staff were mixed, but last month was a difficult month. Ms. Pranata added the meetings were long, and the audio was poor. The two meetings were over an hour long, so there were about 15 pages for Routine Revision meeting minutes and about 10 pages for Admin Board meeting minutes. The transcription service helped catching all the details, but the staff still needs to format it to fit SCJPC format since our minutes are not verbatim transcriptions. Ms. Pranata suggested to try it again for September month. Ms. Pranata explained there is a budget of \$4,000.00 for committee meetings this year, and there is about \$2,500.00 left to use since the committee is not having any physical meetings and not ordering lunches. Ms. Pranata then proposed to continue the transcription service if the office does not go over budget of \$4,000.00 this year. The members agreed with continuing transcription service.

SCJPC Work Update: September B/S

Ms. Pranata opened and reported the office was short-staffed. One biller was out for a week and a half and Ms. Allen out for a week and a half. She was able to hire a new Admin, and she has been doing good. Ms. Pranata explained she is fast, and so far, the staff have reviewed over 1,700 JPAs. The staff still has about a week or so to go, so perhaps that number will increase at the end of this month. Mr. Plaskey stated members saw that increase this last month, and with everybody here this time and with a new Admin Aide he inquired if Ms. Pranata is thinking that those numbers are going to increase for September. Ms. Pranata stated the Admin Aide had really helped. The Aide separated the JPAs with errors, so the billers do not have to touch them if they have errors. That really helped at the beginning of the process.

Team Building

Mr. Plaskey stated before moving on, the members previously approved the office's quarterly luncheons and team building. How is that going now with the COVID environment? Has she been spending that money? Mr. Plaskey recollected Ms. Pranata given out gift cards earlier in the year. Ms. Plaskey then inquired is that continuing. Ms. Pranata replied yes. Ms. Pranata added it is the third quarter and has not decided what she wanted to do. Ms. Pranata inquired if the members have any suggestions otherwise, she will just get gift cards again. Mr. Plaskey stated it is at Ms. Pranata's discretion. Ms. Crawford commented is this for the teaming part. Mr. Plaskey replied yes and explained this is for team building. Usually, the staff goes out to lunch and relax a little bit with a team lunch, but in the COVID environment Ms. Pranata has been giving out gift cards because everything has been closed and really there is nothing to do. Mr. Plaskey added he wanted to ensure that it is still being done for the team.

From J.Bacon LADWP 7/29/2020: Members will need to address Edison's work, Long term effect of Edison's project and timeline impact for processing other non-Edison JPA's, SCJPC staffing and resources supporting Edison's work, and Review of the first come first serve rule

Ms. Pranata opened and explained this is from Mr. Bacon from last month. Mr. Pranata then inquired if Mr. Bacon wanted to continue to discuss it again this month, or does he want Ms. Pranata to remove it from the agenda. Mr. Bacon stated that he is good, and he knows that Edison is not making any priorities or asking anything different. Therefore, that kind of muted the whole discussion. Mr. Bacon then inquired if Ms. Pranata agrees that there were no special assignment or requests. Ms. Pranata replied that is correct. Mr. Bacon then stated this item can be removed from the agenda. Mr. Plaskey inquired if there are any questions or concerns before this item is removed from the agenda.

There were no further questions or concerns.

Cut off all JPAs 5th of Month (SCJPC Office)

Ms. Allen opened and explained that SCJPC receives JPAs all month long, and the cutoff has been the 5th for Edison and AT&T California. For all other members SCJPC has been receiving JPAs up until the 10th of the month. Ms. Allen inquired if the office could cut off all JPAs the 5th of the month instead of having two different cutoff dates. Mr. Bacon inquired what the advantage would be. Ms. Allen explained the office is receiving so much work that her and Ms. Pranata wanted to cut off receiving JPAs all at the same time. Therefore, so she can distribute and not have to worry about more JPAs being received later. It is easier to handle and have our Admin Aides process and not having two different logs going at the same time. Ms. Allen added it is an efficiency issue as well, so they were hoping that they could cut off all JPAs on the 5th of the month. Ms. Pranata added now that the office has AT&T California cutoff date,

it is difficult to process any JPAs received the 10th of the month because the AT&T California cutoff date is on the 20th. Billers must rearrange and move JPAs around, so they are able to finish JPAs that have AT&T California on the final. It will be better flow for the staff internally if everyone just has the same cutoff date, which is the 5th of the month. Mr. Serrato stated that Crown Castle is okay with it and he thought that it was all cut off on the 5th, and that is how Crown Castle had been operating. Mr. Brown inquired Edison's cut off date. Ms. Pranata commented the 5th. Mr. Brown stated Edison is okay with keeping the 5th then. Mr. Bacon stated it does not affect productivity at all or change the scope of processing. It does help with the behind the scenes at the SCJPC office. Mr. Bacon stated LA DWP agrees with this. Mr. Serrato inquired if anybody opposes the new cutoff schedule. Mr. Plaskey stated Frontier is good.

There were no further questions or concerns.

Billing Errors/Questions

There were no Billing Errors/Questions.

Item 1581: Pole Record Redesign (from Computer Ad Hoc) – (10/29/2019 per B. Plaskey)

Mr. Plaskey inquired a status on the Pole Record Redesign from Ms. Pranata. Ms. Pranata stated she sent the last results testing at the end of August and has not heard from Mr. Atalla. Ms. Pranata stated she tried texting, emailing, and calling to no avail. Mr. Plaskey stated that the committee may have to escalate again. Ms. Pranata commented it is very close to being finalized though. Mr. Bacon inquired if this is Mr. Joe Atalla and inquired if he fell off the radar again. Ms. Pranata replied yes and perhaps he went on vacation since it was Labor Day weekend and added it is very close to being done. Ms. Pranata commented only one bug was found, and that is it, just one bug that he needs to fix. Mr. Bacon inquired so the committee is 99.9% done and the members just need one more hurdle. Ms. Pranata stated as far as the software, yes but the office has not got into the reports because the staff could not test the reports unless there is data in it to do reports. The reports would be the next step, like the Form 44 would be the next step. Mr. Bacon stated the committee will keep barraging him with phone calls and emails. He will send out another one to him as well. Ms. Prescott inquired what kind of reporting software is going to be used. Ms. Pranata stated the same one that the office is using right now. Ms. Pranata commented she thinks he uses Crystal Reports. But then it is exported to PDF, Excel, or Microsoft Word.

Study/analysis billing by proposed side of JPA (K.Allen). Billing by Proposed side of JPA only – Moved from BPS 3/18/20 -ON-HOLD until Item 1669: Digitize JPA Process Proposals JPAssist is finalized.

Mr. Plaskey opened and reported this has been on hold, and with the JPAssist and with Edison not looking to move forward is dead in the water. Mr. Brown stated

and explained he does not want to just totally dismiss it right now. Edison is going through some things and he is not totally confident in, and he does not want to dismiss it. That is why he is always so hesitant here because he, along with the other members here on the committee for Edison, like JPAssist. Mr. Brown continued right now Edison is trying some things internally. Ms. Prescott inquired Edison is building one internally, are the members still thinking that they want to do something for the entire Joint Pole committee to have one location? That is kind of what the Members were looking at with Varasset, or are the Members looking at everybody's just kind of have their own process and the Members will keep doing it the way it is being done now? The committee was kind of shooting for one system, but now it sounds like if Edison's building one, they are going to have their own system, and then everybody is kind of just in the same boat right now as they are currently. Ms. Prescott inquired what Edison's thoughts are. Mr. Brown stated right now, Edison is building an electronic JPA process, but he sees that JPAssist being able to help Edison, but he thinks Edison is more concerned about the O&M right now. Right now, Edison cannot do anything with our O&Ms, so that is why Edison cannot move forward. Right now, Edison is so far behind in our O&M that Edison cannot move forward with any type of spending. Mr. Brown thinks that is the main reason why Edison does not want to move forward at this point. Mr. Plaskey stated during the board, Mr. Brown mentioned that Edison would not be moving forward with JPAssist. Could that be amended and just keep it on the discussion calendar at the Admin Board until, and it can be tabled every month until Edison is in a spot to say yes or no definitively? Would that be fair enough? Mr. Brown commented that he is okay with that because he is going to continue to talk to the team and see where they are with this electronic JPA they have and then maybe even try to bring Ms. Prescott in at some point to see if they could just make it, they can come together on something. Mr. Brown added he is not comfortable with where Edison is right now. Ms. Prescott stated she thinks they need to do that. Mr. Plaskey asked for Ms. Pranata to keep the JPAssist just on discussion for the Administrative Board. Mr. Plaskey stated if it had to be tabled next month and the following month, it will keep being tabled. Mr. Plaskey added he thinks that was the members best solution for electronic process out of the different solutions they went through. The membership had kind of agreed to that as well for the most part. Otherwise, NJUNS/JPAssist and all that just kind of fell flat on its face.

Mr. Plaskey concluded by stating the study of analysis billing proposed side to keep on Operating Agenda and hold until 1669 is finalized.

18.1F JPAs. Correcting another Member's JPA – (L. Hernandez 8/19/2020)

Ms. Hernandez opened and stated when a JPA is submitted to Joint Pole Committee under 18.1F, but there are errors on the JPA, for example, if Edison submits a Frontier JPA, 18.1F, but there errors, can Edison correct Frontier's JPA letting them know what the errors are, or should Frontier correct it? Ms. Hernandez continued; Edison typed 18.1F because they need that pole to be final billed so they can process their Edison JPA. So, when the Frontier JPA final goes through Joint Pole Committee, there's errors that it cannot be processed. Mr. Serrato commented to Ms. Hernandez that her question is, who should the staff send that rejection or that memo to. Should the staff send it to the original JPA writer, or should they send it to the company who sent the 18.1F one? Ms. Hernandez replied correct and inquired is that

acceptable, to send another member's errors to the 18.1F initiator? Ms. Black stated she would think it would be okay for Edison to fix the error because Edison is the one that needs it to move forward. Mr. Bacon stated if a company is correcting it, that company is correcting it for another member who is unaware of the correction. If corrections are being made in the name of the member, doesn't the other member have to have approval of that, for making the changes on the JPA? Ms. Ortiz stated she guesses the trouble is, to that since the initiating member has not final billed the JPA, so there is no response. That is why the 18.1F initiator went ahead and billed the JPA. Mr. Plaskey read the chat from Mr. Van Stryk "What kind of corrections are we talking about?" Ms. Hernandez stated she did not know because she has not seen the JPA. If SCJPC cannot process the final, then they are not minor corrections. Mr. Serrato stated it could be information that the base owner could provide and needs to provide, like voltage or other pole information that the base owner would have. Ms. Hernandez stated she is okay with the 18.1F, but if there are errors, she would like to know what they are so she can see what is going on. Mr. Serrato agreed. Ms. Hernandez commented perhaps when the Joint Pole Committee is returning the 18.1F JPA, the SCJPC Staff would return it to both the initiator of the 18.1F and the original initiator of the JPA. Send it to both members are aware of what the corrections are that need to be done. Then, in that same email say if there is no response from the original initiator, then the 18.1F company can proceed with correcting. Mr. Serrato stated that sounds like it would work. What if the staff gets two copies, a corrected response to either one of the utilities? Mr. Serrato inquired shouldn't the SCJPC office processes whatever comes in first? Ms. Hernandez stated she would hope that somebody would respond to the email, that they will take care of it or notify Edison that Edison can take care of it. Mr. Serrato commented the committee needs to put a time limit on when they could respond. If someone responds that they will take care of it, and then do not follow through, they will end up with the same landlocked as before. Mr. Serrato inquired who is going to finalize the JPA. Ms. Allen explained when the office receives an 18.1F, the staff will send it back to whoever submitted it. For example, if E submits an FTR JPA 18.1F, the staff will send it in back to E, and then basically it would be up to E to contact FTR to figure out whatever the error is. Ms. Allen continued to explain if the office does receive an 18.1F JPA and receives the original JPA in the same month, then the office would go with the original and disregard the 18.1F JPA. Ms. Allen requested clarification. She inquired how the members would like the staff to handle errors on 18.1F JPAs. Ms. Allen inquired if they want the staff to email both members moving forward and continue just returning to whomever submits the 18.1F. Ms. Black commented that AT&T California would like both members emailed. Ms. Hernandez, Mr. Plaskey, and Mr. Serrato all agreed.

Ms. Allen required clarification for the minutes and the staff; when SCJPC receives an 18.1F, for example it's an FTR JPA submitted by E as an 18.1F, and an error, the members want the staff to email E, and the members want the staff to email FTR that there is an error. Do the members want the staff to keep the JPA until it is corrected by either member? Ms. Allen inquired if the members wanted the staff to send it back and if the email is just notifying both parties that there is an issue? Mr. Van Stryk stated via chat "Should it just be the two members, or should it be everyone on the pole if it is a multi? Should everyone get a copy?" Ms. Pranata stated she thinks if the office only receives one or two there would be no problem, but if the office receives a lot, such as over 10 JPAs that would be hard for the staff to keep track. Ms.

Hernandez inquired if Ms. Pranata does not want the staff to email both parties. Ms. Allen stated because there is many of them it is going to be a lot of tracking for the staff. Again, if it were just like one, two, or three, it would be no problem. Ms. Allen added a response time of how many days for each member to respond would need to be set. Ms. Allen then inquired about what Mr. Serrato stated earlier whose information does the staff take if it is different? Whose response comes first. It is not just grade and space. It is many different issues. Ms. Hernandez stated do not hold the JPA. The staff would do the same with 18.1F's as other memos. The staff would return the JPA, so it gets corrected. Send it back to both parties at least the original initiator will be aware of what is going on. The 18.1F initiator will see what the errors are as well. If they submit it prior to the original initiator, then the staff will fix that one. This will start the communication between Edison and Frontier. The staff would return it saying, this cannot be processed until these corrections are made. Ms. Pranata stated that sounds good and they staff will return them. Ms. Hernandez stated just to the two members; the staff does not have to send to all members on the JPA.

Ms. Black inquired about examples for the next meeting. She is interested to see what's happening on the header, or how is it being identified when it final bills as an 18.1F. Mr. Plaskey stated he is having a hard time grasping what kind of corrections are being looked at. Would it be possible to maybe have some examples for next month? Ms. Allen replied yes and stated she will have examples for the members next month. Mr. Serrato stated in the meantime, how is the staff going to process the JPAs; return it to the initiator of the 18.1F? Ms. Hernandez stated to both. Ms. Allen replied the staff will finish up this month as they have been, and then start October Bill of Sale by emailing both members. Ms. Allen concluded by stated the members can discuss further next month after she shares examples with the members. The members then can decide how to move forward from there. Mr. Serrato stated it is going to come down to a hierarchy of who gets to correct it. SCJPC receives an 18.1F, then reject it to both parties giving both a copy, and then whoever can send in a different copy or version, but there is a hierarchy of who gets to bill it first. The hierarchy could start with the 18.1F initiator, second the original JPA initiator, and so forth. Ms. Hernandez agreed and commented by the time it gets to 18.1F, Members are assuming that there's been requests for a Final prior to sending it. She knows they get a Form 7 saying, if her company does not final bill it, the other member will final bill it on her company's behalf. So, there has been some communication. Ms. Hernandez added she thinks the 18.1F would be the first one to process. Mr. Serrato agreed. Mr. Plaskey stated the members will review some examples next month and then will have a definitive answer on this. Ms. Hernandez and Mr. Brown agreed.

MISC

Deposition Subpoena case JCCP 4965

Ms. Pranata opened and reported she must deliver all the documents they requested on October 9th, and then on October 23rd, the person who is designated as a witness would have to appear in videoconference remote deposition. Ms. Crawford inquired it relates to the collection of the material and not to substantiate any of the information in the collection and the material. Ms. Pranata replied correct. Ms. Crawford inquired if Ms. Pranata checked with the SCJPC attorney. Mr. Bacon stated

that he was talking to Ms. Pranata and Mr. Plaskey and anything to do with the subpoena they will transfer over to the SCJPC lawyer to see what the Committee is obligated to give, what the Committee is not. Mr. Bacon added the members need to pick who is going to represent the committee during the deposition. Mr. Bacon then inquired if Mr. Plaskey has any recommendations on who should represent. Ms. Crawford stated she thinks what the subpoena is asking for the collection for the records and the person that is going to be disposed is the person responsible for maintaining, storing, and having collected the records, not a member utility. Mr. Bacon commented okay and agreed. Mr. Plaskey added that just scanning through the subpoena it will likely be Ms. Pranata, but he thinks step one is to get the lawyer involved and find out what their recommendation is. Mr. Plaskey added Ms. Pranata would be working with the lawyer on what to and what not to say. The members agreed to get the SCJPC attorney recommendation before moving forward.

Review of Action Items:

- Ms. Pranata to keep JPassist on the Administrative Board Agenda
- Ms. Pranata to contact lawyer regarding deposition
- Ms. Allen to get examples of 18.1F JPA for next meeting

The meeting adjourned at 11:05 a.m. until October 21, 2020.

Ms. Kathleen Allen – Committee Transcriber

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

| OPERATING EXPENSES | Details | August 31, 2020 | | | YTD Through August 31, 2020 | | | % | Annual |
|---|-----------------------------------|-----------------|------------------|----------|-----------------------------|-------------------|----------|------|---------|
| | | Budgeted | Recorded | Variance | Budgeted | Recorded | Variance | | |
| EMPLOYEE EXPENSE | | | | | | | | | |
| Salaries | | 50,065 | 42,454.83 | 7,610 | 400,519 | 360,736.18 | 39,783 | 10% | 600,779 |
| Regular | 40,301.96 | | | | | - | | | |
| Contract Labor | 2,152.87 | | | | | - | | | |
| | | | | | | - | | | |
| Insurance | | 6,921 | 5,938.93 | 982 | 55,369 | 46,093.50 | 9,275 | 17% | 83,053 |
| Health/Dental | 5,938.93 | | | | | - | | | |
| Life (quarterly) | | | | | | - | | | |
| | | | | | | - | | | |
| Payroll Taxes | | 4,256 | 2,982.55 | 1,273 | 34,044 | 26,670.23 | 7,374 | 22% | 51,066 |
| Workers Compensation | | 292 | 249.66 | 42 | 2,333 | 1,829.28 | 504 | 22% | 3,500 |
| Travel mileage reimbursement/
Miscellaneous expenses | | 125 | - | 125 | 1,000 | 282.43 | 718 | 72% | 1,500 |
| | | | | | | - | | | |
| PENSION EXPENSE | | | | | | | | | |
| Contribution-SEP IRA | | 5,257 | 3,960.39 | 1,296 | 42,055 | 34,375.80 | 7,679 | 18% | 63,082 |
| | | | | | | - | | | |
| | | | | | | - | | | |
| MONTHLY RECURRING | | | | | | | | | |
| Rent | | 9,000 | 9,029.66 | (30) | 72,000 | 70,886.70 | 1,113 | 2% | 108,000 |
| Alarm System | Quarterly | 50 | - | 50 | 400 | 299.94 | 100 | 25% | 600 |
| Telephone (Frontier+Jive) | | | | | | | | | |
| Plus Cell phones (new 04/2020) | Plus Cell phones for
AP and KA | 654 | 827.26 | (173) | 5,233 | 6,455.19 | (1,222) | -23% | 7,850 |
| Cisco WebEx Plan | | 90 | 69.00 | 21 | 720 | 552.00 | 168 | 23% | 1,080 |
| Postage & Shipping | | 217 | - | 217 | 1,733 | 431.26 | 1,302 | 75% | 2,600 |
| Business/Property Insurance | Pro-Rated | 167 | - | 167 | 1,333 | 1,232.88 | 100 | 8% | 2,000 |
| | | | | | | | | | |
| Committee Meetings | MEETING
TRANSCRIPT | 333 | 760.00 | (427) | 2,667 | 1,408.17 | 1,258 | 47% | 4,000 |
| | | | | | | - | | | |
| | | | | | | - | | | |
| EQUIPMENT & FURNITURE | | | | | | | | | |
| | | | | | | | | | |
| Copy Machine - CBE | | 208 | 12.80 | 196 | 1,667 | 1,078.38 | 588 | 35% | 2,500 |
| | | | | | | - | | | |
| | | | | | | - | | | |

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

| OPERATING EXPENSES | Details | August 31, 2020 | | | YTD Through August 31, 2020 | | | % | Annual |
|--|-------------------------------|-----------------|-----------|-----------|-----------------------------|------------|-----------|------|-----------|
| | | Budgeted | Recorded | Variance | Budgeted | Recorded | Variance | | |
| | | | | | | - | | | |
| NETWORK SYSTEM | | | | | | - | | | |
| LAN Maintenance | CBE IT SUPPORT | 1,083 | 985.00 | 98 | 8,667 | 9,047.10 | (380) | -4% | 13,000 |
| FRIEND Support | HYPERLINK | 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 | | 93 | 69.95 | 23 | 747 | 809.52 | (63) | -8% | 1,120 |
| Covid-19 email & network setup | | - | - | - | - | 3,502.86 | (3,503) | n/a | 0 |
| Computer (Supplies,Maintenance,Repair) | | 167 | 91.75 | 75 | 1,333 | 813.30 | 520 | 39% | 2,000 |
| Covid-19 Computer Supplies | | - | - | - | - | 217.98 | (218) | n/a | 0 |
| Off-Site Online Back-up | INCLUDED IN
ABOVE CBE IT | 150 | - | 150 | 1,200 | 745.00 | 455 | 38% | 1,800 |
| | | | | | | - | | | |
| | | | | | | - | | | |
| PRINTING & SUPPLY | | | | | | - | | | |
| Office Printing | | 233 | - | 233 | 1,867 | 766.01 | 1,101 | 59% | 2,800 |
| Office Supplies | | 175 | 33.31 | 142 | 1,400 | 1,160.09 | 240 | 17% | 2,100 |
| | | | | | | - | | | |
| | | | | | | - | | | |
| CONTRACT SERVICES | | | | | | - | | | |
| Auditor | Pro-Rated | 808 | - | 808 | 6,467 | 372.00 | 6,095 | 94% | 9,700 |
| Attorney* | 2019 Expenses
never billed | 542 | - | 542 | 4,333 | 2,387.50 | 1,946 | 45% | 6,500 |
| | | | | | | - | | | |
| GENERAL EXPENSE | | | | | | - | | | |
| Payroll Service Fees | | 117 | 93.00 | 24 | 933 | 726.00 | 207 | 22% | 1,400 |
| Bank fees/Checks printing | Pro-Rated | 33 | - | 33 | 267 | 188.98 | 78 | 29% | 400 |
| Publications/Subscriptions/Reference | Pro-Rated | 17 | - | 17 | 133 | 120.00 | 13 | 10% | 200 |
| Seminars & Tuition | | 83 | - | 83 | 667 | 100.83 | 566 | 85% | 1,000 |
| Team Building | \$500 quarterly | 167 | - | 167 | 1,333 | 1,000.00 | 333 | 25% | 2,000 |
| Member Retirement & celebration | | 108 | - | 108 | 867 | - | 867 | 100% | 1,300 |
| Scanning Project* | Ongoing project | 833 | - | 833 | 6,667 | 3,589.40 | 3,077 | 46% | 10,000 |
| Total Operating Expenses | | 83,419.12 | 68,733.09 | 14,686.03 | 667,352.99 | 587,278.51 | 76,997.22 | 12% | 1,001,029 |

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

| OPERATING EXPENSES | Details | August 31, 2020 | | | YTD Through August 31, 2020 | | | % | Annual |
|--|---------|------------------|------------------|------------------|-----------------------------|-------------------|------------------|------|------------------|
| | | Budgeted | Recorded | Variance | Budgeted | Recorded | Variance | | |
| CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT | | | | | | | | | |
| <u>COMPUTER SYSTEM</u> | | | | | | | | | |
| Software Purchase (& minor website mods) | | 250 | - | 250 | 2,000 | 2,780.00 | (780) | -39% | 3,000 |
| 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 |
| Website Upgrade * | | 417 | - | 417 | 3,333 | - | 3,333 | 100% | 5,000 |
| Covid-19 software for laptops | | - | - | - | - | 2,768.90 | (2,769) | n/a | 0 |
| <u>EQUIPMENT & FURNITURE</u> | | | | | | | | | |
| Purchases/Leases (including Copy Machine) | | 575 | 424.86 | 150 | 4,600 | 4,411.75 | 188 | 4% | 6,900 |
| Hardware Purchase | | 117 | - | 117 | 933 | 1,021.52 | (88) | -9% | 1,400 |
| Covid-19 Laptops | | - | - | - | - | 9,854.90 | (9,855) | n/a | 0 |
| <u>LONG TERM LIABILITY CURRENT</u> | | | | | | | | | |
| Total Capital Investments & Long Term Liabilities Current | | 5,045.83 | 424.86 | 4,620.97 | 40,366.67 | 31,337.07 | 9,029.60 | 22% | 60,550 |
| Interest Earned/Misc Income | | (0.08) | (0.08) | | (0.61) | (0.61) | | | |
| | | 88,464.88 | 69,157.87 | 19,307.01 | 707,719.05 | 618,614.97 | 86,026.81 | 12% | 1,061,579 |
| *Items in blue are assessed equally | | | | | | | | | |
| Prepared as of: 9/3/2020 | | | | | | | | | |

Delinquent Accounts
As of 9/9/2020

MEMBERS ACCOUNTS RECEIVABLE - DELINQUENT ACCOUNTS

| | | | | PAST DUE NOTICES - DO NOT DELETE THIS INFORMATION
Accounting staff: please enter past due sent info in each row/each cell | | | | | |
|---------------------------------|---------------|----------------|-------------|--|--|--|--------------------------|----------|----------------------|
| 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 | March '20 | April 30, 2020 | \$ 1,363.82 | 20604 | 7/7/2020; 9/8/2020 | Email to Yvonne Johnson | JT/GV | JT | 6/9/2020 |
| AT&T Mobility | April '20 | May 31, 2020 | \$ 795.53 | 20637 | 8/11/2020; 9/8/2020 | Email to Yvonne Johnson | GV | JT | 7/7/2020 |
| AT&T Mobility | May '20 | June 30, 2020 | \$ 756.73 | 20668 | 9/8/2020 | Email to Yvonne Johnson | GV | GV | 8/11/2020 |
| AT&T Mobility | June '20 | July 31, 2020 | \$ 769.56 | 20699 | | Will send past due next month | | GV | 9/4/2020 |
| City of Azusa | June '20 | July 31, 2020 | \$ 727.25 | 20688 | | Will send past due next month | | GV | 9/4/2020 |
| City of Colton | June '20 | July 31, 2020 | \$ 731.58 | 20690 | | Will send past due next month | | GV | 9/4/2020 |
| City of Glendale | May '20 | June 30, 2020 | \$ 897.29 | 20660 | 9/8/2020 | Email Mberamian@glendaleca.gov; SARakelyan@glendaleca.gov; ALindgren@Glendaleca.gov; CBabakhanlou@glendaleca.gov; IDA@glendaleca.gov | GV | GV | 8/11/2020 |
| City of Glendale | June '20 | July 31, 2020 | \$ 915.71 | 20691 | | Will send past due next month | | GV | 9/4/2020 |
| City of Riverside | April '20 | May 31, 2020 | \$ 1,013.99 | 20633 | 8/11/2020; 9/8/2020 | Email to aparra@riversideca.gov | GV | JT | 7/7/2020 |
| City of Vernon | June '20 | July 31, 2020 | \$ 710.42 | 20712 | | Will send past due next month | | GV | 9/4/2020 |
| FRONTIER | March '20 | April 30, 2020 | \$12,276.72 | 20602 | 7/7/2020; 8/11/2020; 9/8/2020 | Email megan.stewart@ftr.com
Submitted to PRIME CLERK per Frontier's instructions (AP) | GV/JT
AP | JT
AP | 6/9/2020
7/9/2020 |
| FRONTIER | April '20 | May 31, 2020 | \$11,156.65 | 20635 | 8/11/2020; 9/8/2020 | Email megan.stewart@ftr.com | GV | JT | 7/7/2020 |
| FRONTIER | May '20 | June 30, 2020 | \$11,457.17 | 20666 | 9/8/2020 | Email megan.stewart@ftr.com | GV | GV | 8/11/2020 |
| MCI Metro/ATS | March '20 | April 30, 2020 | \$ 1,460.00 | 20605 | 7/7/2020; 8/11/2020; 9/8/2020 | Email matt.bergines@verizon.com | JT/GV | JT | 6/9/2020 |
| MCI Metro/ATS | May '20 | June 30, 2020 | \$ 851.05 | 20669 | 9/8/2020 | Email matt.bergines@verizon.com | GV | GV | 8/11/2020 |
| MCI Metro/ATS | June '20 | July 31, 2020 | \$ 867.63 | 20700 | | Will send past due next month | | GV | 9/4/2020 |
| MCI Telecomm | March '20 | April 30, 2020 | \$ 1,307.71 | 20606 | 7/7/2020; 8/11/2020; 9/8/2020 | Email matt.bergines@verizon.com | JT/GV | JT | 6/9/2020 |
| MCI Telecomm | May '20 | June 30, 2020 | \$ 701.70 | 20670 | 9/8/2020 | Email matt.bergines@verizon.com | GV | GV | 8/11/2020 |
| MCI Telecomm | June '20 | July 31, 2020 | \$ 712.35 | 20701 | | Will send past due next month | | GV | 9/4/2020 |
| M-Power (ICG) | June '20 | July 31, 2020 | \$ 689.27 | 20698 | | Will send past due next month | | GV | 9/4/2020 |
| SPRINT-Nextel | April '20 | May 31, 2020 | \$ 731.52 | 60634 | 8/11/2020; 9/8/2020 | Email to mortiz@motive-energy.com; asmith@motive-energy.com; Lhernandez@motive-energy.com; lynn.prescott@cableeng.com | GV | JT | 7/7/2020 |
| SPRINT-Nextel | May '20 | June 30, 2020 | \$ 690.14 | 20665 | 9/8/2020 | Email to mortiz@motive-energy.com; asmith@motive-energy.com; Lhernandez@motive-energy.com; lynn.prescott@cableeng.com | GV | GV | 8/11/2020 |
| SPRINT-Nextel | June '20 | July 31, 2020 | \$ 700.33 | 20696 | | Will send past due next month | | GV | 9/4/2020 |
| Teleport Communications America | June '20 | July 31, 2020 | \$ 932.09 | 20686 | | Will send past due next month | | GV | 9/4/2020 |
| Time Warner Cable (TWN) | June '20 | July 31, 2020 | \$ 453.03 | 20708 | | Will send past due notice next month | | GV | 9/4/2020 |
| Time Warner Cable (TWS) | June '20 | July 31, 2020 | \$ 387.64 | 20707 | | Will send past due next month | | GV | 9/4/2020 |
| T-Mobile USA | June '20 | July 31, 2020 | \$ 694.56 | 20703 | | Will send past due notice next month | | GV | 9/4/2020 |
| Verizon Wireless | June '19 | July 31, 2019 | \$ 1,097.37 | 20293 | 10/8/2019; 11/12/2019; 12/12/2019; 1/8/2020; 2/11/2020; 3/10/20; 4/13/20; 5/12/20; 6/9/2020; 7/7/2020; 8/11/2020; 9/8/2020 | Email to marco.murillo@verizonwireless.com; Lhernandez@motive-energy.com | GV/JT/K
A/JT/GV | GV | 9/10/2019 |
| Verizon Wireless | February '20 | March 31, 2020 | \$ 1,425.59 | 20557 | 5/12/2020; 6/9/2020; 7/7/2020; 8/11/2020; 9/8/2020 | Email to marco.murillo@verizonwireless.com; Lhernandez@motive-energy.com | JT/GV | JT | 5/12/2020 |
| Verizon Wireless | March '20 | April 30, 2020 | \$ 1,676.35 | 20590 | 2/2020; 8/11/2020; 9/8/2020 | Email to marco.murillo@verizonwireless.com; Lhernandez@motive-energy.com | JT/GV | JT | 6/9/2020 |
| Verizon Wireless | April '20 | May 31, 2020 | \$ 1,092.31 | 20623 | 8/11/2020; 9/8/2020 | Email to marco.murillo@verizonwireless.com; Lhernandez@motive-energy.com | GV | JT | 7/7/2020 |
| Verizon Wireless | May '20 | June 30, 2020 | \$ 1,063.23 | 20654 | 9/8/2020 | Email to marco.murillo@verizonwireless.com; Lhernandez@motive-energy.com | GV | GV | 8/11/2020 |
| Verizon Wireless | June '20 | July 31, 2020 | \$ 1,088.26 | 20685 | | Will send past due next month | | GV | 9/4/2020 |
| XO Comm | March '20 | April 30, 2020 | \$ 1,332.70 | 20612 | 7/7/2020; 8/10/2020; 9/8/2020 | Email to matt.bergine@verizon.com; mortiz@motive-energy.com | JT/GV | JT | 6/9/2020 |
| XO Comm | May '20 | June 30, 2020 | \$ 726.21 | 20675 | 9/8/2020 | Email to matt.bergine@verizon.com; mortiz@motive-energy.com | GV | GV | 8/11/2020 |
| XO Comm | June '20 | July 31, 2020 | \$ 737.83 | 20706 | | Will send past due next month | | GV | 9/4/2020 |

\$64,991.29

TOTAL

\$64,991.29

-\$10,163.54

| Member | ATC | B | COB | E | EXT | FTR | H/T | M | NG | NXT | V | Totals | YTD |
|---|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|-------|
| Joint JPAs Billed | | 1 | | 306 | | | 2 | 6 | 1 | | | 316 | 6089 |
| % of Joint JPAs Billed | 0.000 | 0.003 | 0.000 | 0.968 | 0.000 | 0.000 | 0.006 | 0.019 | 0.003 | 0.000 | 0.000 | 1.00 | |
| Joint JPAs Returned | | | 1 | 894 | | 2 | 11 | 62 | 1 | 2 | 5 | 978 | 3911 |
| Joint JPAs Held Over | | | | | | | | | | | | 0 | |
| Total Joint JPAs Received | 0 | 1 | 1 | 1200 | 0 | 2 | 13 | 68 | 2 | 2 | 5 | 1294 | 11299 |
| Multi JPAs Billed | | | | 59 | | | | | 13 | | | 72 | 879 |
| % of Multi JPAs Billed | 0.000 | 0.000 | 0.000 | 0.819 | 0.000 | 0.000 | 0.000 | 0.000 | 0.181 | 0.000 | 0.000 | 1.00 | |
| Multi JPAs Returned | 2 | | | 326 | 11 | | 9 | 5 | 74 | | 3 | 430 | 1540 |
| Multi JPAs Held Over | | | | | | | | | | | | 0 | |
| Total Multi JPAs Received | 2 | 0 | 0 | 385 | 11 | 0 | 9 | 5 | 87 | 0 | 3 | 502 | 2849 |
| Total # JPAs Billed | 0 | 1 | 0 | 365 | 0 | 0 | 2 | 6 | 14 | 0 | 0 | 388 | 6968 |
| % of JPAs Billed | 0.000 | 0.003 | 0.000 | 0.941 | 0.000 | 0.000 | 0.005 | 0.015 | 0.036 | 0.000 | 0.000 | 1.00 | |
| # of JPAs Returned | | | | | | | | | | | | 1408 | 5451 |
| # of Held Over JPAs | | | | | | | | | | | | 0 | |
| Total JPAs received | 2 | 1 | 1 | 1585 | 11 | 2 | 22 | 73 | 89 | 2 | 8 | 1796 | 14148 |
| % of JPAs Billed | | | | | | | | | | | | 21.60% | |
| % of JPAs returned | | | | | | | | | | | | 78.40% | |
| % of Held Over JPAs | | | | | | | | | | | | 0.00% | |
| Member | ATC | B | COB | E | EXT | FTR | H/T | M | NG | NXT | V | Totals | YTD |
| Poles Billed (Joint JPAs) | | 2 | | 668 | | | 10 | 36 | 1 | | | 717 | 20439 |
| Poles Returned (joint) | | | 2 | 3154 | | 2 | 79 | 220 | 1 | 23 | 18 | 3499 | 20573 |
| Poles Held Over (joint) | | | | | | | | | | | | 0 | |
| Poles Billed (Multi JPAs) | | | | 130 | | | | | 58 | | | 188 | 4404 |
| Poles Returned (multi) | 26 | | | 2101 | 128 | | 177 | 16 | 920 | | 9 | 3377 | 14971 |
| Poles Held Over (multi) | | | | | | | | | | | | 0 | |
| Total # Poles Billed (Joint & Multi combined) | 0 | 2 | 0 | 798 | 0 | 0 | 10 | 36 | 59 | 0 | 0 | 905 | 24843 |
| % of Total Poles Billed (Joint & Multi combined) | 0.000 | 0.002 | 0.000 | 0.882 | 0.000 | 0.000 | 0.011 | 0.040 | 0.065 | 0.000 | 0.000 | 1.00 | |
| # of Poles Returned | | | | | | | | | | | | 6876 | 35544 |
| # of Held Over Poles (SEE BELOW) | | | | | | | | | | | | 0 | |
| Total Poles received | 26 | 2 | 2 | 6053 | 128 | 2 | 266 | 272 | 980 | 23 | 27 | 7781 | 69791 |
| % of Poles Billed | | | | | | | | | | | | 11.63% | |
| % of Poles returned | | | | | | | | | | | | 88.37% | |
| % of Held Over Poles | | | | | | | | | | | | 0.00% | |

poles will be billed first at t

| | |
|------------------------|---------------------|
| SCE HELD OVERS | |
| HELD OVER JPAs | 4096 |
| HELD OVER POLES | (APPROXIMATE) 20205 |

SCE DID NOT PROVIDE POLE COUNT. AVERAGE NUMBER OF POLES PER JPA: 4.93 AS OF B/S 8/20

| | |
|--|--|
| Inspections Billed SCE Only:
O&M (Inspection & Pole Tags) | |
| Inspection JPAs Billed | |
| Inspection Poles Billed | |

| | |
|---|-------------|
| SCE's Inspections JPAs/Poles were not included in above table | SCE O&M YTD |
| | 17 |
| | 5565 |
| | 21937 |

| | |
|---|--|
| Inspections Billed D Only:
(Inspections) | |
| Inspection JPAs Billed | |
| Inspection Poles Billed | |

| | |
|---|-------|
| D's Inspections JPAs/Poles were not included in above table | D YTD |
| | 0 |
| | 28 |
| | 11308 |

- = Members assessed penalty fee
- = Less than 80% but 50% or greater attendance
- = Less than 50% attendance
- = Excused Absence (COVID-19 in March and April 2020)

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
MEMBER BOARD MEETING ATTENDANCE
SEP 2019- AUG 2020 (ADJUSTED % COVID-19)**

| | MBR | 2019 | 2019 | 2019 | 2019 | 2020 | 2020 | 2020 | 2020 | 2020 | 2020 | 2020 | 2020 | 2020 | TOTAL | Atten. % | MBR | MONTHS |
|----|---------------------------|-------|-----------|-----------|-----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|----------|-------|--------|
| | CODE | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | | | CODE | | |
| 1 | So. California Edison | E | 1 | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | E | 11 |
| 2 | Frontier Communications | FTR | 1 | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | FTR | 11 |
| 3 | City of Los Angeles | M | 1 | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | M | 11 |
| 4 | Verizon Wireless | ATC | 1 | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | ATC | 11 |
| 5 | AT&T Mobility | LAC | 1 | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | LAC | 11 |
| 6 | XO Communications | NXT | 1 | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | NXT | 11 |
| 7 | Crown Castle NG West Inc. | NG | 1 | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | NG | 11 |
| 8 | AT&T California | H / T | 1 | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | H / T | 11 |
| 9 | City of Anaheim | D | 1 | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | D | 11 |
| 10 | ExteNet Systems | EXT | 1 | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | EXT | 11 |
| 11 | Sprint Communications | FON | 1 | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | FON | 11 |
| 12 | Sprint-Nextel | SPR | 1 | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | SPR | 11 |
| 13 | Golden State Water | SCW | 1 | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | SCW | 11 |
| 14 | City of Riverside | J | 1 | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | J | 11 |
| 15 | Time-Warner | TWC | 1 | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | TWC | 11 |
| 16 | City of Azusa | MA | 1 | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | MA | 11 |
| 17 | City of Burbank | B | 1 | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | B | 11 |
| 18 | Mobilite LLC | MOB | 1 | 1 | 1 | | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 10 | 100% | MOB | 10 |
| 19 | MCI/Metro | ATS | 1 | 1 | 1 | | 1 | 1 | 0 | 0 | 1 | 1 | 1 | 1 | 9 | 100% | ATS | 9 |
| 20 | MCI Communications | MCI | 1 | 1 | 1 | | 1 | 1 | 0 | 0 | 1 | 1 | 1 | 1 | 9 | 100% | MCI | 9 |
| 21 | Teleport Comm America | TCA | 1 | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 10 | 91% | TCA | 11 | |
| 22 | Mpower/TelePacific | ICG | 0 | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 10 | 91% | ICG | 11 | |
| 23 | City of Lompoc | LLW | 1 | 1 | 1 | | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 10 | 91% | LLW | 11 | |
| 24 | City of Glendale | A | 1 | 1 | 1 | | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 10 | 91% | A | 11 | |
| 25 | City of Banning | COB | 1 | 1 | 1 | | 1 | 1 | 1 | 0 | 1 | 0 | 1 | 9 | 90% | COB | 10 | |
| 26 | City of Pasadena | MP | 1 | 1 | 1 | | 1 | 1 | 0 | 1 | 1 | 0 | 0 | 8 | 80% | MP | 10 | |
| 27 | T-Mobile, USA | PBM | 1 | 1 | 0 | | 0 | 1 | 1 | 1 | 1 | 1 | 0 | 8 | 73% | PBM | 11 | |
| 28 | City of Vernon | V | 1 | 1 | 0 | | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 7 | 70% | V | 10 | |
| 29 | City of Colton | F | 0 | 1 | 1 | | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 5 | 56% | F | 9 | |
| 30 | ATC Outdoor DAS | AMT | 1 | 1 | 0 | | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 | 33% | AMT | 9 | |
| | Total | | 28 | 30 | 27 | 0 | 27 | 26 | 24 | 24 | 29 | 26 | 28 | 26 | | | | |

Southern California Joint Pole Committee

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

October 21, 2020

A regular meeting of the **Operating Committee** took place on the above date, at 10:47 a.m., via teleconference:

Those in attendance were:

| | |
|----------------------|--------------------------------------|
| Mr. Bret Plaskey | Frontier Communications |
| Mr. Lex Treepaisan | Frontier Communications |
| Mr. Jeff Williams | City of Los Angeles |
| Mr. Wayne Brown | Southern California Edison |
| Ms. Camile Bowie | Southern California Edison |
| Ms. April DeBarge | Southern California Edison |
| Ms. Valerie Mitwasi | Southern California Edison |
| Ms. Kay Black | AT&T California |
| Mr. Ben Coffey | City of Banning |
| Ms. Amanda Lindgren | City of Glendale |
| Ms. Sherri Duchateau | Bear Valley Electric Service, Inc. |
| Ms. Lynn Prescott | Verizon Wireless |
| Mr. Joe Serrato | Crown Castle NG West Inc. |
| Mr. Earle Carrion | Crown Castle NG West Inc. |
| Ms. Aarize Dizon | Crown Castle NG West Inc. |
| Ms. Maria Ortiz | XO Communication |
| Mr. Pedro Garganera | MCI Metro ATS/MCI Telecommunications |
| Ms. Yesenia Delgado | Time-Warner Cable |
| Ms. Yvonne Johnson | AT&T Mobility |
| Ms. Shawn Henderson | T-Mobile USA |
| Mr. Nick Van Stryk | City of Vernon (Petrelli Electric) |
| Ms. Angela Pranata | Committee Staff |
| Ms. Kathleen Allen | Committee Staff |

Chairperson, Mr. Plaskey called the meeting to order at 10:47 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 2020 Operating expense sheet**. Ms. Pranata reported for the Team Building Quarter four the staff will meet at the back-parking lot outdoor, and there will be some activities to do as a team. Mr. Pranata added it will be in November or early December.

Ms. Pranata also reported the cubicle separator got installed and the total cost was \$1,627.14.

There were no further questions or comments.

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

The fourth item on the agenda is **JPA Member Activity**. Ms. Pranata opened and explained for September Bill of Sale, the staff billed 1,149 JPAs, and returned many JPAs due to Form 48 date violation. However, after September, the staff will not return as many JPAs due to Form 48 violation. Mr. Plaskey inquired if the number of hold overs are around 5,000 poles. Ms. Pranata replied yes, approximately 5,000 poles. There were no further comments or questions.

The fifth item on the agenda is **Member Board Attendance**. Ms. Pranata opened and stated the phone calls and emails must have worked since ATC-Outdoor DAS, LLC was in the Administrative Board meeting earlier. Ms. Pranata added they will not get assessed an attendance penalty next month. There were no further questions or comments.

The sixth item for discussion is **Billing Standardization of Procedures and Minutes**. Ms. Allen reported that she held a staff meeting on September 29th, and the 18.1F JPAs that were discussed last month in the meetings were discussed. She informed the staff that starting 10/20 Bill of Sale when an 18.1F JPA is received and must be returned via memo, the biller is to email both members regarding the error. That is the member who submitted the JPA and the original JPA initiator. Then return the JPA to the member who submitted the JPA. Additionally, the staff was informed they are to return JPAs if the file name does not match the JPA number. This includes for Edison, their legacy numbers and notification number. Ms. Allen explained since the legacy number is the JPA number used, the JPA file name must be the legacy number. Form 48 violations were also discussed, and billers are to make sure that if they do return a JPA for Form 48 violation, that when the JPAs are returned to make sure billers use the new received date on the JPA. Also discussed and clarified with the staff again was 18.1Ds with Section 1.2, when they should be returned and when they should not be returned. The staff was informed that 18.1D JPAs should never include a 1.2. And lastly discussed, AT&T California's Form 7 request date was moved one day sooner. Mr. Brown asked Ms. Allen to repeat the part on the legacy number. Ms. Allen stated for the JPA file name, when the office receives the JPAs, that the file name should match the JPA number. Ms. Allen explained SCJPC was previously instructed to use the legacy number and that the file name should be the legacy number as well. There were no further questions or comments.

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

Operating Expense Budget for 2021

Ms. Pranata opened and inquired for line one under salary. Do the members want to include a budget for overtime in the 2021 Operating Expense budget? Currently, this number does not include overtime. Ms. Pranata added the calculation for overtime can be found in her email or in the packet. This is for line one for proposed salaries. Mr. Plaskey stated the additional dollars that would add over to the normal

budget would be that line item, and inquired the \$49,000.00 for the budget for the overtime? Ms. Pranata stated and showed it would be the last three rows. Mr. Plaskey understands and inquired if members had a strong feeling one way or another if the budget should include the potential for overtime in next year's budget? Ms. Prescott stated the budget should and overtime has been ongoing for the past few years. Mr. Plaskey agreed and inquired if there was any objection in adding overtime to the budget for next year. There was no objection with adding the overtime to the budget and Mr. Plaskey asked Ms. Pranata to add in overtime. Ms. Pranata stated she changed the budget for salaries to include overtime for next year.

Mr. Plaskey inquired If COVID continues into next year is there anything else needed from a budgeting perspective? Will there be any additional costs that may incur next year? Or was all that paid for with the new laptops and everything else in 2020? Ms. Pranata stated anything else needed would probably go under office supplies. SCJPC does have to provide masks and it depends if the regulation of masks change. For example, if for some reason the staff would need a specific mask. Then SCJPC would have to buy that one. Mr. Plaskey inquired if Ms. Pranata has that in the office supplies line item. Ms. Pranata replied yes and will depend if the staff will return to the office or not. Ms. Pranata added the office supplies for office-only will decrease, and therefore, she will have enough budget to buy COVID-19 supplies. Mr. Plaskey stated that Frontier is not coming back at least until the second Quarter 2 next year. Therefore, he is assuming that would be the same for at least for the staff at the SCJPC. Mr. Plaskey added that is really an operating committee collective discussion. He just wanted to make sure the committee did not shortchange themselves. Ms. Pranata stated she can increase the budget from \$1,600.00 to another amount. Then she could include any COVID-19 supplies in there. Mr. Plaskey commented if the office ran about almost \$1,600.00 this year, which was a little less than last year. Mr. Plaskey added which was lighter than last year. Mr. Plaskey then stated looking at 2019 Budget, the trend is going up for the office supplies. Mr. Plaskey wondered if the committee should just add another \$400.00 in there for the office supplies for the 2021 Budget for COVID. Because whenever the staff returns to the office, there is probably going to be some stipulations, regulations, requirements to reenter the workplace permanently. Mr. Plaskey added to add on a little bit extra in there for that. He then inquired if the members were ok with that. Mr. Brown replied yes. Ms. Pranata showed the revised total of 2021 Proposed Operating Budget \$1,070,554.00 on the screen. If the committee is okay with this, she will move to consent calendar and send out to the admin board so they can review it. Then she will add to the board agenda so members can vote on it. Mr. Plaskey stated Frontier's good with it. Mr. Brown stated Edison is okay. Mr. Serrato stated that sounds fine. Mr. Plaskey inquired if any objection, hearing none, he stated the Operating Committee approves the 2021 Budget to move on.

Mr. Brown inquired "How is it going working from home? How is your staff feeling? How is production, just to work from a home environment? How is that working out?" Ms. Pranata stated productivity is pretty good. Changes have been made and work efficiency is looked at and staff is doing well working from home. Mr. Brown inquired about the staff's psychological mindset, its fine working from home? Just go over that psychological safety with them and working from home. Ms. Pranata stated so far, there are no complaints. Mr. Serrato inquired if Mr. Brown has any guidelines on how Ms. Pranata should approach that kind of question for assessment? Mr. Brown stated he can talk it over with Edison's leadership. Edison has different things that

they go over. Mr. Brown may be able to share with Ms. Pranata after talking to leadership at Edison. Mr. Brown stated that is something that Edison talks about a lot, making sure that staff is doing well psychologically working from home. Ms. Mitwasi stated from a psychological perspective, it is just checking in, like, how is the staff doing? How is the staff managing being at home and not visiting family or being restricted? Just to see where they are at, are they going through a depression? More so around psychological safety. Mr. Carrion stated that is talked about too, heavily, at Crown Castle. Just to ensure that the staff is taking appropriate breaks when needed, and that it's perfectly acceptable for them to take a step away from what they're doing if they need to, whenever they need to, whenever they feel to. Mr. Carrion added that Crown Castle knows that Edison takes those issues seriously. And anything Mr. Brown shares with Ms. Pranata Crown Castle fully supports.

Mr. Brown then inquired if the members would consider a modified schedule for the staff, such as a 4-10, 9-80 or something like that. Therefore, staff does not have to go into the office every day of the week. Is that something that the members can put on the table and discuss about at some point. Ms. Pranata stated before COVID, the staff was able to work a 9-80 schedule, but there was no 4-10s schedule. Ms. Pranata explained since the staff was learning new software and adapting to working from home, the staff has been working five days a week, Monday through Friday. Ms. Pranata added at any time, the staff can go back to 9-80. Mr. Brown added when staff returns to the office, perhaps some type of a hybrid schedule, since that office is such a small environment, where there's alternating days for each individual so not all staff is in the office the same day. Mr. Brown commented those are just things that the committee could talk about. Mrs. Pranata replied yes. Mr. Plaskey stated an item can be added to the operating committee agenda before returning to work. Staff is going to have to get used to returning to the office. Mr. Plaskey added there is a good way to do it and there is a bad way to do it. Mr. Plaskey stated this can be added at the end, under miscellaneous. Mr. Plaskey stated from a budget perspective, it is not going to change salaries or anything else.

There were no further questions or comments.

SCJPC Work Update: September B/S & October B/S

Ms. Pranata opened and reported the for September, as she mentioned earlier, most of the returns were Form 48 violations, because the staff was still processing JPAs from July 27th. That day, the office received 4,300 JPAs from Edison. For October Bill of Sale, the numbers look good. As of yesterday, the staff billed 2,500 poles and compared to September, the staff billed 2,675 poles in September. Ms. Pranata added the numbers look pretty good for October and the staff has processed over 5,500 poles for October Bill of Sale.

There were no further questions or comments.

SCE to offer overtime

Ms. Pranata opened and stated this needs to be discuss, since this is brand new. This has not been done before where Edison pays 100%. Therefore, Ms. Pranata needs to know how to bill Edison. Mr. Plaskey stated there must be a clear dividing line when the staff is working, just business as usual activity and when they are working Edison so that Edison is not getting overcharged or undercharged. Mr. Plaskey inquired about Ms. Pranata's plan of action. Ms. Pranata explained the JPAs were separated, so when the staff works overtime, they only touch overtime work. They do not touch regular work only overtime work. Ms. Pranata inquire how to bill Edison for overtime. She showed on the screen that she came up with two options. The first one is since Ms. Pranata processes payroll, she knows how much the payroll costs for the office biweekly. She displayed the number on the screen. Option One would be Edison would be charged for anything above \$23,724.93 biweekly. Option Two is to come up with an average hourly rate and then charge Edison based on those hours. The total average of all employees for overtime hourly rate is \$62.17 per hour which include time offs, holiday, retirement, worker's comp, payroll taxes and other benefit. Mr. Plaskey stated he is not the one paying the bill; however, he thinks Edison should opt for Option One anything over the normal rate. Mr. Brown agreed. Mr. Brown requested a copy of the options so he could forward to Mr. Rackleff and see. Ms. Pranata added she checked with SCJPC's CPA and the CPA is good with either option. Mr. Plaskey inquired for Option One, the assumption there is that once the staff hits that eighth hour, the end of their eighth hour, it's all stop and they're only working on SCE, and that's crystal clear with the staff. Ms. Pranata replied yes or if they decide they want to work on a Saturday, then they only work overtime JPAs. Mr. Brown inquired is the staff planning on working Saturdays? Ms. Pranata replied yes. Ms. Pranata commented some staff are not available on weekdays, so they are working on Saturday. Mr. Plaskey thanked Ms. Pranata for putting a couple options together and this will be an action item from the meeting. This will be forwarded to Mr. Brown and he can discuss internally which option they want to move forward with. Ms. Pranata stated she thought this has to be decided by the operating committee, not by Edison. Mr. Van Stryk inquired how many hours does the staff plan on doing overtime. Mr. Van Stryk added he does not want to cut away from their ability, like if they work seven days a week or six, it is going to wear them out quickly. Ms. Pranata explained the staff cannot work seven days a week. The staff can only work six days a week. And the rules before COVID for overtime, was maximum 15 hours of overtime per person per week. Mr. Van Stryk inquired if there is a daily time limit. Ms. Pranata explained for a non-working day such as Saturday, the maximum would be eight hours. If it is a working day, they will work eight hours of regular rate and then the maximum would be four hours of overtime after the eight hours. Mr. Plaskey stated the committee always puts a cap at one and a half times per California state law. The committee never approves double time. The California state law for rules on double time, the committee stays right before that threshold. Mr. Plaskey then stated from Frontier's perspective he would go with Option One. But again, it is kind of unprecedented what is being done here, having Edison foot the bill for effectively, all their work. Mr. Plaskey inquired if this can be tabled and discussed further next month. Ms. Pranata explained she needs an answer right away because if approved, the staff will work starting this Saturday. Mr. Plaskey then stated for the onus to be put Edison to pick the option. Either option is good with Frontier and Frontier does not want to dictate how Edison is paying their bill. Ms. Pranata then stated she will need to know before the next pay day. Mr. Brown stated if the operating

committee answers and members are okay with the same response Mr. Plaskey gave, then Mr. Brown will get Ms. Pranata an answer sometime today which option Edison chooses. Ms. Pranata replied okay and inquired if Edison wants a separate invoice or added the monthly assessments invoices for Edison. Mr. Brown will have to consult with Mr. Rackleff before answering. Mr. Serrato inquired if the operating committee will be informed on how much Edison is being billed or does the operating committee does not have visibility. Mr. Plaskey stated the operating committee will have visibility on the overtime report. Ms. Pranata agreed. Mr. Plaskey inquired if there were any objections to either one of Ms. Pranata's solutions. There were no objections.

Ms. Pranata inquired if the staff can start this Saturday. Mr. Plaskey stated they can start immediately. Mr. Brown added the staff can even start today.

Mr. Plaskey asked Ms. Pranata to forward the options to Mr. Brown and he can circle back and give Ms. Pranata a final answer on how to bill Edison. Mr. Plaskey added that the operating committee approved either one of the solutions.

Billing Errors/Questions – Burned Down Poles - Billing

Ms. Allen opened and stated she would like some clarification on how to bill burned down poles on JPAs. Some JPAs are received with proposed side of JPA blank and other JPAs show pulling routine, authorized costs, and anchor transfers. Ms. Pranata displayed JPA E6031-410445158. Ms. Allen explained pole 1884157E shows "E to PTD and has an SOP." The JPA shows item numbers to be billed as well. Ms. Allen stated she is unsure if the pole should be billed since it was burned down. Ms. Allen inquired if the staff should ignore the information and not bill or should the proposed side be blank. Ms. Black inquired how can there be an SOP if the pole was burned to the ground and then inquired if that is what Ms. Allen is questioning. Ms. Allen was inquiring if the JPA should be billed. Should the billers show monies for the PTD. Mr. Brown stated his concern would be the SOP more so than the PTD, because for environmental reasons, Edison still must get the stud out of the ground. Mr. Brown explained even if it is burned all the way to the ground, Edison must get the stud out of the ground. However, the SOP, he guesses he would be a little concerned if maybe there were wires hanging in a section of the pole and Edison reattached it. Mr. Brown is unsure. Ms. Allen inquired if the staff should bill the JPA. Mr. Plaskey stated the butt still needs to be pulled like Mr. Brown said. Ms. Hernandez inquired if that should be a PB? Mr. Brown replied yes. Ms. Ortiz stated perhaps the note is wrong and not burnt completely to the ground. Ms. Allen inquired if the staff is supposed to police the JPAs and question or do billers bill as is with charging the PTD and authorized costs and transferring the anchor. Mr. Plaskey stated to bill as is and it is Frontier's job to see if Edison really did the PTD or not. Mr. Plaskey continued to state if Frontier agreed and signed off, then shame on Frontier if Frontier did not put eyes on it. Ms. Ortiz inquired if the JPA is approved. Ms. Allen replied yes.

The consensus of the members was for SCJPC to bill the JPA as is and not to police the JPAs.

There were no further questions or comments.

Item 1581: Pole Record Redesign (from Computer Ad Hoc) – (10/29/2019 per B. Plaskey)

Ms. Pranata opened and reported the documents that Mr. Atalla requested she sent to him last Friday and she has not heard from him since. Ms. Pranata is assuming he is working on those reports. Ms. Pranata clarified when she says reports, it means Form 44 reports. SCJPC has many internal reports that the office uses, and Mr. Atalla is working on them as well.

There were no further questions or comments.

Study/analysis billing by proposed side of JPA (K.Allen). Billing by Proposed side of JPA only – Moved from BPS 3/18/20 -ON-HOLD until Item 1669: Digitize JPA Process Proposals JPAssist is finalized.

Mr. Plaskey opened and reported this item is still on hold until a decision is made with JPAssist.

There were no further questions or comments.

18.1F JPAs. Correcting another Member's JPA – (L. Hernandez 8/19/2020)

Ms. Allen opened and started that last month she was asked to get some samples together of 18.1F JPAS to show how they are submitted and to show where the 18.1F goes. Ms. Pranata brought up the first JPA NG414622-02-15. Ms. Allen explained that the NG JPA came from Edison and the JPA is going to be returned because the approved by had a name in it and was not an 18.1F. Additionally, on the second page the JPA would have been returned even if the approved column showed an 18.1F because there was no pole record for pole X1742E. The JPA shows a joint pole. However, SCJPC has no pole record. Therefore, SCJPC would return the JPA.

Ms. Allen reminded the members of why this issue was brought up and stated the members asked last month because they wanted to figure out who should be correcting the errors, if it should be the original JPA initiator or if it can be the member who submitted the JPA on behalf of the other member. Therefore, Ms. Allen was asked to bring in some 18.1F JPAs examples to show what kind of errors are being found on the JPAs. Members can then decide how SCJPC should handle.

Ms. Allen then explained the next example H7450643-100177 shows 18.1F in the approved column. However, for pole 1418092E 17-1 is missing from grade and space allocation and the biller questioned who owns it. This is a grade and space error and would be returned as well. Ms. Black stated she does not understand 18.1F but thinks it means that another member, because AT&T California did not final bill their JPA, submitted the JPA for billing. Ms. Allen stated yes. Ms. Black inquired when an 18.1F JPA is received how does one know which member is doing the final billing on a multi-party JPA. Ms. Allen stated by the item 14 and the amount indicator is under E for this example. Ms. Allen stated the office also notates the JPA when a JPA is received from another member, the office does it for their reference as well. Then one can see under the proposed that E is showing four charges of item 14 for this JPA.

Ms. Pranata pulled up the next JPA NG0684-11-01 and Ms. Allen explained this one would be returned as well due to KV errors. H is no longer accepted. Therefore, the staff would return this and ask for a an acceptable KV.

Ms. Pranata displayed the next JPA VZ5AW5-0577-12006 and Ms. Allen

explained pole 2182024E is a 45' pole; however, 40' grade and space is allocated. This would be returned as well.

Ms. Allen continued to explain last month it was asked if SCJPC is rejecting a JPA submitted by E in FTR's behalf for example, could E correct the errors, or would they have to contact FTR to correct, since it is FTR's original JPA. That was this discussion and the answers SCJPC is waiting for. Mr. Plaskey stated from his perspective, if Frontier messed up the JPA, it should be returned to Frontier. Mr. Carrion stated that the issue Ms. Allen highlighting is that if a member wants to finalize the JPA on behalf of another member, it doesn't necessarily mean that that member is reviewing the entire JPA to make sure that it's billable. Which is why so many JPAs are getting returned for issues. Ms. Allen replied yes. Mr. Carrion continued if the JPA needs to bill and holding up other JPAs, then a simple notification to that member saying, "Hey, this one's holding up a lot of other ones. Can you work on it?" And that puts the onus on the original initiator to do the review, to do the QC and then get it submitted to make sure that it gets done correctly. And that way, when the final is due to reach the committee, that it's already in a billable state as opposed to them getting a bunch of JPAs that are 18.1Fs and then SCJPC having to look through them and letting mistakes like this slip through. Mr. Carrion added he doubts the member who is doing the 18.1F, they would want to dedicate resources into having to QC a JPA that is not theirs. Mr. Serrato stated he believes a Form 7 is needed for the 18.1F. A Form 7 warning for 18.1F. Mr. Serrato knows Edison sends a Form 7 before they 18.1F it. Ms. Hernandez stated that is a requirement and the member sends Form 7s asking that these JPAs be finalized. She is unsure if there is a date, but they should provide a date. If it's not final billed by a certain date, then the other member will final bill on the original initiating member's behalf on the Form 7. Ms. Hernandez added she knows members are busy and not all of them get finalized when the other member needs it. Ms. Hernandez added it is tough going through somebody else's JPA to QC it. She thinks these need to go back to the original owner and have them research it. Ms. Hernandez thinks a JPA Alert would be, "If you get these, they need to be looked at right away so that the JPA could be final billed." Mr. Brown stated he guesses that would be his concern, because if it is an 18.1F, they are not final billing it anyway. Mr. Brown inquired now they receive this is this just going to be held up also? Ms. Hernandez stated it needs to be understood that the original initiator needs to review it as soon as they get it and return it back to the SCJPC to process the bill. Mr. Serrato inquired should Edison and the original JPA initiator be informed that the JPA was rejected by the SCJPC, and they had to work together to do it. Ms. Hernandez replied yes and inquired if that is what SCJPC does. Ms. Allen replied yes and explained what was discussed last month the members decided that SCJPC should email both the original JPA initiator and then the member who submitted the 18.1F. This is to get the conversation started between those two members to get the JPA corrected and return to SCJPC, and then SCJPC will return the JPA to 18.1F initiator. For example, E submitted an 18.1F on behalf of FTR. SCJPC will return it to Edison; however, an email would go to Frontier and to Edison saying SCJPC is rejecting this JPA and list the reason for return. It would be up to the members to decide what is going to happen. And when SCJPC receives it back it will be processed as usual. Mr. Serrato stated there was a question last time. Who has the right to send the JPA back? The original member or the person doing the 18.1F? If the original member does it, then will they still be charged the 18.1F fees? Ms. Allen explained the current policy right now is if SCJPC

receives the JPA from both members in the same month, for example E and FTR, SCJPC would take it from FTR, the original JPA initiator. Mr. Serrato inquired or whichever one is correct. If one of them is correct, SCJPC would bill the correct one? Ms. Allen explained the billers would just look at the FTR JPA and return the E JPA. Ms. Allen stated there are about 200 JPAs that are not priority that are included in the FTR Project and are on standby. Ms. Allen continued to explain right now, prior to that, if the office did receive them, the staff would just bill the FTRs. Mr. Serrato inquired if E's are correct, but FTR's is not. Ms. Allen stated the staff never looked to see if E's has been correct. In the past, Ms. Allen does not think there has been that many submitted at that time where it has been an issue. However, SCJPC is getting more and more. Ms. Allen reiterated the office would just take the original JPA initiator and try to bill it. She is unsure how many times the JPA is submitted by two members in the same month. But Ms. Allen thinks a very few times a JPA was both received in the same month by two members. Ms. Allen added same rules apply. First come, first serve, unless it is a case like this and then the billers would go with original JPA initiator. Mr. Serrato commented he is just trying to think of blind spots. Ms. Allen stated whatever the members decide the staff has no problem with, just let Ms. Allen know and she can inform the staff accordingly. Ms. Hernandez clarified if received both in the same month. For example, an Edison, and then a Frontier's original. The staff would not even look at Edison's, right? SCJPC would just return it and then review the Frontier one. Ms. Allen replied correct. Ms. Hernandez stated even if Edison's were correct and Frontiers was not, biller would just return to Frontier and not process Edison. Ms. Allen replied yes. Ms. Hernandez and Mr. Serrato agreed that makes sense. Ms. Black inquired when SCJPC gets them both in the same month, now Frontier's is the one that accepted. Is FTR still paying for that item number for to E? Ms. Hernandez and Ms. Allen replied no. Ms. Ortiz stated Frontier's copy would not have that item on it. Mr. Carrion agreed with Ms. Hernandez and a JPA alert to be issues. Mr. Carrion thinks that would relieve a lot of members of a lot of things to do other than the original initiator of having to do what they are supposed to do in the final JPA. Ms. Pranata asked for the JPA alert verbiage to be repeated for the minutes. Ms. Hernandez stated the JPA alert should say, if an 18.1f, if initiated by another member is returned with errors. It will be returned to both members, and the original initiator is to review, correct, and submit the final for the next billing cycle. Mr. Carrion stated the 18.1F should be a flag that a JPA is supposed to bill. The JPA Alert should be worded in such a way where if a member gets a notice that a JPA is in danger of being 18.1F, that the finalization of that JPA needs to be prioritized. Ms. Black agreed and inquired if that could include Mr. Carrion and Ms. Hernandez on that JPA alert that would be great, because AT&T California has failed to acknowledge the Form 7. Therefore, Edison has final billed with 18.1F to AT&T California. Ms. Black explained if there is an error and it does come back to AT&T California's team, this JPA Alert will help her explain to them what they are supposed to do then. Ms. Black added that AT&T California is working diligently with Ms. Bowie on some JPAs that need to be finalized. Ms. Black explained AT&T California has a spreadsheet of the JPAs and it is just that her team at AT&T California has a learning curve. There are many of errors and it takes so much time to make the change, get it sent back, and then wait for the SCJPC to find another error and then send it back again. AT&T California has gone through months of trying to get a certain amount of JPAs to go through. Ms. Black is unsure if the committee can just clarify that when these Form 7s come through, it can just stop

the whole 18.1F process with the other utility who is asking members to final bill and let them know, "Okay, we're going to do it do it." Ms. Black continued it needs to be understood that it could take three or four months because of all these issues that AT&T California are having, but AT&T California is working on it. Ms. Ortiz commented it makes sense. Ms. Black stated it is just that when AT&T California responds back with that Form 7, there is that response before the 15 days, and the other utility just needs to understand, AT&T California is working on it and cannot forge ahead. Ms. Hernandez agrees with Ms. Black. If a member is responding to the Form 7 then the other utility should not do an 18.1F. However, if there is no response, then she thinks to proceed with the 18.1F. Ms. Black agreed, and stated Edison has not done them on ones that AT&T California has responded on. Ms. Hernandez stated she is confused as to what the JPA alert should say. She originally was thinking the JPA alert would be if the final had errors, then a member wanted to inform the initiating member that it is being returned. And the original initiating member that it is being returned, and it needs to be reviewed and fixed. Therefore, it needs to be fixed right away and that is why she is saying it needs to be fixed for the next billing cycle. Because it needs to be done because it is holding up other JPAs. Ms. Hernandez thinks Mr. Carrion had a different understanding of what the JPA alert was, more like, "Don't let the 18.1F happen." Mr. Carrion stated he thinks it should be a combination of the two to try and prevent the 18.1F from happening in the first place. That way it does not go on to the committee with errors which is time wasted. But in the event that does happen, then Ms. Hernandez's thoughts will definitely come into play in the JPA Alert as well, that if it is no good, it does go to the original initiator to get fixed immediately as well. Mr. Carrion continued once a member gets notice, it becomes a priority. In the event it does get 18.1F'ed and sent to the committee and is unable to be billed, that it does get sent to the original initiator and then it is then their responsibility to correct and make it billable for the next billing cycle. Ms. Hernandez stated just like that, it sounds perfect. Ms. Bowie stated if Edison gets notification, Edison, and the initiating member, that there are some errors, and the committee is going in the direction where the initiating member will make the corrections. The issue is the initiating member is not billing timely. Who is to say that they are going to make these corrections timely? And what does Edison do in that case? For example, if Frontier does not bill, could Edison now make the corrections and submit them? And if so, will the committee accept the corrections that Edison sends on behalf of Frontier? If the committee came to a consensus, Edison, and Frontier, that Edison would make the corrections and Edison resubmits is that acceptable to the committee if that happens? Ms. Bowie continued some of these may have been an Edison issue where Edison put the on the wrong line. Therefore, Edison should be able to make that correction and send it back. Ms. Bowie understands that Edison also needs to communicate with the initiating member on that piece. Mr. Serrato stated if it just took correcting moving a cell, but the initiating member, moves that cell and takes off the 18.1F, but Edison did most of the work on finalizing it, why shouldn't they be compensated for the 18.1F since they're the ones they need it billed? That's kind of a blind spot Mr. Serrato was trying to shed light on, because there are times where members might allow Edison to finalize a JPA because members know they need to move forward with something, and can't get to that particular one. He thinks a member needs some sort of way to move forward with it if the other initiating member allows it. But that is where getting notified at the same time comes in and working together at that point.

Mr. Plaskey stated Frontier's going to fix Frontier's issues. Frontier will correct them. Mr. Plaskey inquired if Ms. Allen got that? Ms. Allen replied yes, she has it and glad it is recorded as well.

There were no further questions or comments.

November and December Deadlines

Ms. Pranata opened and inquired if Edison would like to close early. Ms. Pranata explained Thanksgiving weekend is November 26th and 27th, and the end of November is on a Monday, November the 30th. Does the committee want to close early, like Wednesday the 25th, or keep the month open and closed November 30th, Monday? Mr. Plaskey stated it does not impact Frontier too much. Mr. Brown stated he is with the 30th. Ms. Pranata inquired if AT&T California needs to move the upload last date? Ms. Black inquired if the email be sent like is usually does? Ms. Black will have to discuss internally with Mr. Presley. Ms. Pranata stated if the AT&T California date is moved forward, the cutoff date for everyone's JPAs to receive their JPA uploaded on time may change. Ms. Black stated she is unsure if that is needed yet. Ms. Pranata stated she will send Ms. Black an email.

Ms. Pranata stated for December, historically, Edison requests to close the December month early. Ms. Pranata inquired if that is the case for this year. Mr. Brown stated he would have to discuss internally with Mr. Rackleff. Ms. Pranata stated she will email Mr. Brown and Mr. Rackleff as well. Mr. Brown advised Ms. Pranata to ask Mr. Rackleff about November's date as well and please add that to the email.

There were no further questions or comments.

MISC

There were no miscellaneous.

Review of Action Items:

- Ms. Pranata to send the 2021 Budget to the Administrative Board for review and approval for next year.
- Ms. Pranata to send the overtime options to Edison. Operating Committee approved either options Ms. Pranata came up with.
- Ms. Pranata to post an 18.1F JPA Alert.
- Ms. Pranata to email Edison about November and December deadline dates

The meeting adjourned at 11:54 a.m. until November 18, 2020.

Ms. Kathleen Allen – Committee Transcriber

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

| OPERATING EXPENSES | Details | September 30, 2020 | | | YTD Through September 30, 2020 | | | % | Annual Budget |
|---|-----------------------------------|--------------------|------------------|----------|--------------------------------|-------------------|----------|------|---------------|
| | | Budgeted | Recorded | Variance | Budgeted | Recorded | Variance | | |
| EMPLOYEE EXPENSE | | | | | | | | | |
| Salaries | | 50,065 | 43,169.16 | 6,896 | 450,584 | 403,905.34 | 46,679 | 10% | 600,779 |
| Regular | 40,465.16 | | | | | | | | |
| Contract Labor | 2,704.00 | | | | | | | | |
| Insurance | | 6,921 | 6,132.43 | 789 | 62,290 | 52,225.93 | 10,064 | 16% | 83,053 |
| Health/Dental | 5,938.93 | | | | | | | | |
| Life (quarterly) | 193.50 | | | | | | | | |
| Payroll Taxes | | 4,256 | 2,995.02 | 1,260 | 38,300 | 29,665.25 | 8,634 | 23% | 51,066 |
| Workers Compensation | | 292 | 249.66 | 42 | 2,625 | 2,078.94 | 546 | 21% | 3,500 |
| Miscellaneous expenses/
Travel mileage reimbursement | | 125 | 45.00 | 80 | 1,125 | 327.43 | 798 | 71% | 1,500 |
| PENSION EXPENSE | | | | | | | | | |
| Contribution-SEP IRA | | 5,257 | 3,960.39 | 1,296 | 47,311 | 38,336.19 | 8,975 | 19% | 63,082 |
| MONTHLY RECURRING | | | | | | | | | |
| Rent | | 9,000 | 9,064.66 | (65) | 81,000 | 79,951.36 | 1,049 | 1% | 108,000 |
| Alarm System | Quarterly | 50 | 149.97 | (100) | 450 | 449.91 | 0 | 0% | 600 |
| Telephone (Frontier+Jive) | | | | | | | | | |
| Plus Cell phones (new 04/2020) | Plus Cell phones for
AP and KA | 654 | 827.26 | (173) | 5,888 | 7,282.45 | (1,395) | -24% | 7,850 |
| Cisco WebEx Plan | | 90 | 69.00 | 21 | 810 | 621.00 | 189 | 23% | 1,080 |
| Postage & Shipping | | 217 | 20.40 | 196 | 1,950 | 451.66 | 1,498 | 77% | 2,600 |
| Business/Property Insurance | Pro-Rated | 167 | - | 167 | 1,500 | 1,232.88 | 267 | 18% | 2,000 |
| Committee Meetings | MEETING
TRANSCRIPT | 333 | 315.00 | 18 | 3,000 | 1,723.17 | 1,277 | 43% | 4,000 |
| EQUIPMENT & FURNITURE | | | | | | | | | |
| Copy Machine - CBE | | 208 | - | 208 | 1,875 | 1,078.38 | 797 | 42% | 2,500 |

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

| OPERATING EXPENSES | | September 30, 2020 | | | YTD Through September 30, 2020 | | | | Annual |
|--|-------------------------------|---------------------------|-----------------|-----------------|---------------------------------------|------------------|-----------------|-----------------------|---------------|
| | Details | Budgeted | Recorded | Variance | Budgeted | Recorded | Variance | %
Variance | Budget |
| <u>NETWORK SYSTEM</u> | | | | | | | | | |
| LAN Maintenance | CBE IT SUPPORT | 1,083 | 985.00 | 98 | 9,750 | 10,032.10 | (282) | -3% | 13,000 |
| FRIEND Support | HYPERLINK | 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 | | 93 | 69.95 | 23 | 840 | 879.47 | (39) | -5% | 1,120 |
| Covid-19 email & network setup | | - | - | - | - | 3,502.86 | (3,503) | n/a | 0 |
| Computer (Supplies,Maintenance,Repair) | | 167 | 10.76 | 156 | 1,500 | 824.06 | 676 | 45% | 2,000 |
| Covid-19 Computer Supplies | | - | - | - | - | 217.98 | (218) | n/a | 0 |
| Off-Site Online Back-up | INCLUDED IN
ABOVE CBE IT | 150 | - | 150 | 1,350 | 745.00 | 605 | 45% | 1,800 |
| <u>PRINTING & SUPPLY</u> | | | | | | | | | |
| Office Printing | | 233 | - | 233 | 2,100 | 766.01 | 1,334 | 64% | 2,800 |
| Office Supplies | | 175 | - | 175 | 1,575 | 1,160.09 | 415 | 26% | 2,100 |
| <u>CONTRACT SERVICES</u> | | | | | | | | | |
| Auditor | Pro-Rated | 808 | 2,172.00 | (1,364) | 7,275 | 2,544.00 | 4,731 | 65% | 9,700 |
| Attorney* | 2019 Expenses
never billed | 542 | - | 542 | 4,875 | 2,387.50 | 2,488 | 51% | 6,500 |
| <u>GENERAL EXPENSE</u> | | | | | | | | | |
| Payroll Service Fees | | 117 | 93.00 | 24 | 1,050 | 819.00 | 231 | 22% | 1,400 |
| Bank fees/Checks printing | Pro-Rated | 33 | - | 33 | 300 | 188.98 | 111 | 37% | 400 |
| Publications/Subscriptions/Reference | Pro-Rated | 17 | - | 17 | 150 | 120.00 | 30 | 20% | 200 |
| Seminars & Tuition | | 83 | - | 83 | 750 | 100.83 | 649 | 87% | 1,000 |
| Team Building | \$500 quarterly | 167 | 500.00 | (333) | 1,500 | 1,500.00 | - | 0% | 2,000 |
| Member Retirement & celebration | | 108 | - | 108 | 975 | - | 975 | 100% | 1,300 |
| Scanning Project* | Ongoing project | 833 | - | 833 | 7,500 | 3,589.40 | 3,911 | 52% | 10,000 |
| Total Operating Expenses | | 83,419.12 | 72,003.66 | 11,415.46 | 750,772.12 | 659,282.17 | 87,579.35 | 12% | 1,001,029 |

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

| OPERATING EXPENSES | Details | September 30, 2020 | | | YTD Through September 30, 2020 | | | % Variance | Annual Budget |
|--|-------------------------------|--------------------|------------------|------------------|--------------------------------|-------------------|------------------|------------|------------------|
| | | Budgeted | Recorded | Variance | Budgeted | Recorded | Variance | | |
| CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT | | | | | | | | | |
| <u>COMPUTER SYSTEM</u> | | | | | | | | | |
| Software Purchase (& minor website mods) | | 250 | - | 250 | 2,250 | 2,780.00 | (530) | -24% | 3,000 |
| 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 |
| Website Upgrade * | | 417 | - | 417 | 3,750 | - | 3,750 | 100% | 5,000 |
| Covid-19 software for laptops | | - | - | - | - | 2,768.90 | (2,769) | n/a | 0 |
| <u>EQUIPMENT & FURNITURE</u> | | | | | | | | | |
| Purchases/Leases (including Copy Machine) | | 575 | 424.86 | 150 | 5,175 | 4,836.61 | 338 | 7% | 6,900 |
| Covid-19 Panel Separator | Clear Panel cubicle separator | - | 1,627.14 | - | - | 1,627.14 | (1,627) | n/a | 0 |
| Hardware Purchase | | 117 | - | 117 | 1,050 | 1,021.52 | 28 | 3% | 1,400 |
| Covid-19 Laptops | | - | - | - | - | 9,854.90 | (9,855) | n/a | 0 |
| <u>LONG TERM LIABILITY CURRENT</u> | | | | | | | | | |
| Total Capital Investments & Long Term Liabilities Current | | 5,045.83 | 2,052.00 | 4,620.97 | 45,412.50 | 33,389.07 | 12,023.43 | 26% | 60,550 |
| Interest Earned/Misc Income | | (0.07) | (0.07) | | (0.68) | (0.68) | | | |
| | | 88,464.89 | 74,055.59 | 16,036.44 | 796,183.94 | 692,670.56 | 99,602.78 | 13% | 1,061,579 |
| | | | | | | YTD | | | |
| TOTAL COVID-19 EXPENSES | | | 1,627.14 | | | 17,968.78 | | | |
| *Items in blue are assessed equally | | | | | | | | | |
| Prepared as of: 10/6/2020 | | | | | | | | | |

Delinquent Accounts
As of 10/14/2020

MEMBERS ACCOUNTS RECEIVABLE - DELINQUENT ACCOUNTS

| | | | | | PAST DUE NOTICES - DO NOT DELETE THIS INFORMATION
Accounting staff: please enter past due sent info in each row/each cell | | | | |
|-------------------------|---------------|-----------------|-------------|----------------|--|--|--------------------------|----------|------------|
| 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 | July '20 | August 31, 2020 | \$ 1,095.72 | 20730 | | Will send past due notice next month | | GV | 10/13/2020 |
| City of Azusa | June '20 | July 31, 2020 | \$ 727.25 | 20688 | 10/13/2020 | dpatterson@azusaca.gov | GV | GV | 9/4/2020 |
| City of Colton | June '20 | July 31, 2020 | \$ 731.58 | 20690 | 10/13/2020 | Email sent to aaquilar@coltonca.gov & adunning@coltonca.gov | GV | GV | 9/4/2020 |
| City of Colton | July '20 | August 31, 2020 | \$ 1,046.23 | 20721 | | Will send past due notice next month | | GV | 10/13/2020 |
| City of Glendale | June '20 | July 31, 2020 | \$ 915.71 | 20691 | 10/13/2020 | Email sent to Mberamian@Glendaleca.gov
SArakelyan@Glendaleca.gov
ALindgren@Glendaleca.gov
CBabakhanlou@Glendaleca.gov
IDA@Glendaleca.gov | GV | GV | 9/4/2020 |
| City of Glendale | July '20 | August 31, 2020 | \$ 1,286.14 | 20722 | | Will send past due notice next month | | GV | 10/13/2020 |
| City of Vernon | June '20 | July 31, 2020 | \$ 710.42 | 20712 | 10/13/2020 | Email sent to ltorbati@ci.vernon.ca.us | GV | GV | 9/4/2020 |
| FRONTIER | March '20 | April 30, 2020 | \$12,276.72 | 20602 | 7/7/2020; 8/11/2020; 9/8/2020 | Submitted to PRIME CLERK per Frontier's instructions (AP) | AP | AP | 10/13/2020 |
| FRONTIER | April '20 | May 31, 2020 | \$ 5,385.97 | 20635 | 8/11/2020; 9/8/2020 | PAID HALF by FTR.
Submitted to PRIME CLERK per Frontier's instructions (AP) | AP | AP | 10/13/2020 |
| MCI Metro/ATS | March '20 | April 30, 2020 | \$ 1,460.00 | 20605 | 7/7/2020; 8/11/2020; 9/8/2020; 10/13/2020 | Email matt.bergines@verizon.com | JT/GV | JT | 6/9/2020 |
| MCI Metro/ATS | July '20 | August 31, 2020 | \$ 1,223.50 | 20731 | | Will send past due notice next month | | GV | 10/13/2020 |
| MCI Telecomm | March '20 | April 30, 2020 | \$ 1,307.71 | 20606 | 7/7/2020; 8/11/2020; 9/8/2020; 10/13/2020 | Email matt.bergines@verizon.com | JT/GV | JT | 6/9/2020 |
| MCI Telecomm | July '20 | August 31, 2020 | \$ 1,021.18 | 20732 | | Will send past due notice next month | | GV | 10/13/2020 |
| Mobilitie, LLC | July '20 | August 31, 2020 | \$ 966.68 | 20746 | | Will send past due notice next month | | GV | 10/13/2020 |
| M-Power (ICG) | June '20 | July 31, 2020 | \$ 689.27 | 20698 | 10/13/2020 | Email sent to telepacifictrak@tecco.com | GV | GV | 9/4/2020 |
| M-Power (ICG) | July '20 | August 31, 2020 | \$ 991.11 | 20729 | | Will send past due notice next month | | GV | 10/13/2020 |
| SPRINT-Nextel | April '20 | May 31, 2020 | \$ 731.52 | 60634 | 8/11/2020; 9/8/2020; 10/13/2020 | Email to mortiz@motive-energy.com; asmith@motive-energy.com; Lhernandez@motive-energy.com; lynn.prescott@cableeng.com | GV | JT | 7/7/2020 |
| SPRINT-Nextel | May '20 | June 30, 2020 | \$ 690.14 | 20665 | 9/8/2020; 10/13/2020 | Email to mortiz@motive-energy.com; asmith@motive-energy.com; Lhernandez@motive-energy.com; lynn.prescott@cableeng.com | GV | GV | 8/11/2020 |
| SPRINT-Nextel | June '20 | July 31, 2020 | \$ 700.33 | 20696 | 10/13/2020 | Email to mortiz@motive-energy.com; asmith@motive-energy.com; Lhernandez@motive-energy.com; lynn.prescott@cableeng.com | GV | GV | 9/4/2020 |
| SPRINT-Nextel | July '20 | August 31, 2020 | \$ 1,005.52 | 20727 | | Will send past due notice next month | | GV | 10/13/2020 |
| Time Warner Cable (TWS) | June '20 | July 31, 2020 | \$ 387.64 | 20707 | 10/13/2020 | Email sent to Yesenia.Delgado@charter.com | GV | GV | 9/4/2020 |
| Time Warner Cable (TWS) | July '20 | August 31, 2020 | \$ 551.67 | 20738 | | Will send past due notice next month | | GV | 10/13/2020 |
| T-Mobile USA | July '20 | August 31, 2020 | \$ 998.00 | 20734 | | Will send past due notice next month | | GV | 10/13/2020 |
| Verizon Wireless | June '19 | July 31, 2019 | \$ 1,097.37 | 20293 | 10/8/2019; 11/12/2019; 12/12/2019; 1/8/2020; 2/11/2020; 3/10/20; 4/13/20; 5/12/20; 6/9/2020; 7/7/2020; 8/11/2020; 9/8/2020; 10/13/2020 | Email to marco.murillo@verizonwireless.com; Lhernandez@motive-energy.com | GV/JT/K
A/JT/GV | GV | 9/10/2019 |
| Verizon Wireless | May '20 | June 30, 2020 | \$ 1,063.23 | 20654 | 9/8/2020; 10/13/2020 | Email to marco.murillo@verizonwireless.com; Lhernandez@motive-energy.com | GV | GV | 8/11/2020 |
| Verizon Wireless | June '20 | July 31, 2020 | \$ 1,088.26 | 20685 | 10/13/2020 | Email to marco.murillo@verizonwireless.com; Lhernandez@motive-energy.com | GV | GV | 9/4/2020 |
| Verizon Wireless | July '20 | August 31, 2020 | \$ 1,511.01 | 20716 | | Will send past due notice next month | | GV | 10/13/2020 |
| XO Comm | March '20 | April 30, 2020 | \$ 1,332.70 | 20612 | 7/7/2020; 8/10/2020; 9/8/2020; 10/13/2020 | Email to matt.bergine@verizon.com; mortiz@motive-energy.com | JT/GV | JT | 6/9/2020 |
| XO Comm | July '20 | August 31, 2020 | \$ 1,054.38 | 20737 | | Will send past due notice next month | | GV | 10/13/2020 |

\$42,951.24

TOTAL

\$42,951.24

\$11,876.51

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

| Member | A | E | EXT | H/T | LLW | M | NG | V | Totals | YTD |
|--|-------|-------|-------|-------|-------|-------|-------|-------|--------|-------|
| Joint JPAs Billed | 6 | 1074 | | | 1 | 6 | 15 | 2 | 1104 | 7193 |
| % of Joint JPAs Billed | 0.005 | 0.973 | 0.000 | 0.000 | 0.001 | 0.005 | 0.014 | 0.002 | 1.00 | |
| Joint JPAs Returned | 24 | 1846 | | 3 | | 13 | | 6 | 1892 | 5803 |
| Joint JPAs Held Over | | | | | | | | | 0 | |
| Total Joint JPAs Received | 30 | 2920 | 0 | 3 | 1 | 19 | 15 | 8 | 2996 | 14295 |
| Multi JPAs Billed | | 35 | | | | 1 | 9 | | 45 | 924 |
| % of Multi JPAs Billed | 0.000 | 0.778 | 0.000 | 0.000 | 0.000 | 0.022 | 0.200 | 0.000 | 1.00 | |
| Multi JPAs Returned | 12 | 113 | 17 | 30 | | 7 | 31 | 8 | 218 | 1758 |
| Multi JPAs Held Over | | | | | | | | | 0 | |
| Total Multi JPAs Received | 12 | 148 | 17 | 30 | 0 | 8 | 40 | 8 | 263 | 3112 |
| Total # JPAs Billed | 6 | 1109 | 0 | 0 | 1 | 7 | 24 | 2 | 1149 | 8117 |
| % of JPAs Billed | 0.005 | 0.965 | 0.000 | 0.000 | 0.001 | 0.006 | 0.021 | 0.002 | 1.00 | |
| # of JPAs Returned | | | | | | | | | 2110 | 7561 |
| # of Held Over JPAs | | | | | | | | | 0 | |
| Total JPAs received | 42 | 3068 | 17 | 33 | 1 | 27 | 55 | 16 | 3259 | 17407 |
| % of JPAs Billed | | | | | | | | | 35.26% | |
| % of JPAs returned | | | | | | | | | 64.74% | |
| % of Held Over JPAs | | | | | | | | | 0.00% | |
| Member | A | E | EXT | H/T | LLW | M | NG | V | Totals | |
| Poles Billed (Joint JPAs) | 11 | 2484 | | | 6 | 14 | 22 | 4 | 2541 | 22980 |
| Poles Returned (joint) | 220 | 5909 | | 8 | | 69 | | 32 | 6238 | 26811 |
| Poles Held Over (joint) | | | | | | | | | 0 | |
| Poles Billed (Multi JPAs) | | 104 | | | | 2 | 28 | | 134 | 4538 |
| Poles Returned (multi) | 107 | 668 | 189 | 693 | | 75 | 391 | 25 | 2148 | 17119 |
| Poles Held Over (multi) | | | | | | | | | 0 | |
| Total # Poles Billed
(Joint & Multi combined) | 11 | 2588 | 0 | 0 | 6 | 16 | 50 | 4 | 2675 | 27518 |
| % of Total Poles Billed
(Joint & Multi combined) | 0.004 | 0.967 | 0.000 | 0.000 | 0.002 | 0.006 | 0.019 | 0.001 | 1.00 | |
| # of Poles Returned | | | | | | | | | 8386 | 43930 |
| # of Held Over Poles (SEE BELOW) | | | | | | | | | 0 | |
| Total Poles received | 338 | 9165 | 189 | 701 | 6 | 160 | 441 | 61 | 11061 | 80852 |
| % of Poles Billed | | | | | | | | | 24.18% | |
| % of Poles returned | | | | | | | | | 75.82% | |
| % of Held Over Poles (SEE BELOW) | | | | | | | | | 0.00% | |

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

| | |
|--------------------------------------|------|
| SCE HELD OVERS | |
| HELD OVER JPAS | 1116 |
| HELD OVER POLES (APPROXIMATE) | 5184 |

SCE DID NOT PROVIDE POLE COUNT. AVERAGE NUMBER OF POLES PER JPA: 4.64
AS OF B/S 9/20

| |
|--|
| Inspections Billed SCE Only:
O&M (Inspection & Pole Tags) |
| Inspection JPAs Billed |
| Inspection Poles Billed |

| | |
|---|-------------|
| SCE's Inspections JPAs/Poles were not included in above table | SCE O&M YTD |
| 14 | 77 |
| 5400 | 27337 |

| |
|---|
| Inspections Billed D Only:
(Inspections) |
| Inspection JPAs Billed |
| Inspection Poles Billed |

| | |
|---|-------|
| D's Inspections JPAs/Poles were not included in above table | D YTD |
| 0 | 28 |
| 0 | 11308 |

- = Members assessed penalty fee
- = Less than 80% but 50% or greater attendance
- = Less than 50% attendance
- = Excused Absence (COVID-19 in March and April 2020)

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
MEMBER BOARD MEETING ATTENDANCE
OCT 2019- SEP 2020 (ADJUSTED % COVID-19)**

| | MBR CODE | 2019 OCT | 2019 NOV | 2019 DEC | 2020 JAN | 2020 FEB | 2020 MAR | 2020 APR | 2020 MAY | 2020 JUN | 2020 JUL | 2020 AUG | 2020 SEP | TOTAL | Atten. % | MBR CODE | MONTHS |
|--------------|---------------------------|----------|-----------|-----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|----------|--------|
| 1 | So. California Edison | E | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | E | 11 |
| 2 | Frontier Communications | FTR | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | FTR | 11 |
| 3 | City of Los Angeles | M | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | M | 11 |
| 4 | Verizon Wireless | ATC | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | ATC | 11 |
| 5 | AT&T Mobility | LAC | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | LAC | 11 |
| 6 | XO Communications | NXT | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | NXT | 11 |
| 7 | Crown Castle NG West Inc. | NG | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | NG | 11 |
| 8 | AT&T California | H / T | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | H / T | 11 |
| 9 | City of Anaheim | D | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | D | 11 |
| 10 | ExteNet Systems | EXT | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | EXT | 11 |
| 11 | Sprint Communications | FON | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | FON | 11 |
| 12 | Sprint-Nextel | SPR | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | SPR | 11 |
| 13 | Golden State Water | SCW | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | SCW | 11 |
| 14 | Time-Warner | TWC | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | TWC | 11 |
| 15 | City of Azusa | MA | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | MA | 11 |
| 16 | City of Burbank | B | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | B | 11 |
| 17 | Mobilitie LLC | MOB | 1 | 1 | | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 10 | 100% | MOB | 10 |
| 18 | MCI/Metro | ATS | 1 | 1 | | 1 | 1 | 0 | 0 | 1 | 1 | 1 | 1 | 9 | 100% | ATS | 9 |
| 19 | MCI Communications | MCI | 1 | 1 | | 1 | 1 | 0 | 0 | 1 | 1 | 1 | 1 | 9 | 100% | MCI | 9 |
| 20 | Teleport Comm America | TCA | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 10 | 91% | TCA | 11 |
| 21 | City of Lompoc | LLW | 1 | 1 | | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 10 | 91% | LLW | 11 |
| 22 | City of Glendale | A | 1 | 1 | | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 10 | 91% | A | 11 |
| 23 | City of Riverside | J | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 10 | 91% | J | 11 |
| 24 | Mpower/TelePacific | ICG | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 10 | 91% | ICG | 11 |
| 25 | City of Banning | COB | 1 | 1 | | 1 | 1 | 1 | 0 | 1 | 0 | 1 | 1 | 9 | 90% | COB | 10 |
| 26 | City of Vernon | V | 1 | 0 | | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 7 | 70% | V | 10 |
| 27 | City of Pasadena | MP | 1 | 1 | | 1 | 1 | 0 | 1 | 1 | 0 | 0 | 1 | 7 | 70% | MP | 10 |
| 28 | T-Mobile, USA | PBM | 1 | 0 | | 0 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 7 | 64% | PBM | 11 |
| 29 | City of Colton | F | 1 | 1 | | 1 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 5 | 56% | F | 9 |
| 30 | ATC Outdoor DAS | AMT | 1 | 0 | | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 22% | AMT | 9 |
| Total | | | 30 | 27 | 0 | 27 | 26 | 24 | 24 | 29 | 26 | 28 | 26 | 24 | | | |

| SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
2021 PROPOSED OPERATING BUDGET - Draft 2 | | | | | | | | |
|--|---|------------------|------------------|------------------|------------------------------------|----------------------------------|---|--|
| Line | EXPENSE | 2017
ACTUAL | 2018
ACTUAL | 2019
ACTUAL | 2020
(based on Sept YTD
exp) | 2021
PROPOSED | Member
Assessment:
Proportional
OR Equal | |
| 1 | Salaries | 472909.27 | 510508.73 | 557735.21 | 538540 * | 633,448 | P | Based on 2020 Salaries (up to Sep YTD)-added 5% to 2020 expense, WITH OVERTIME budget added. See 2021 Proposed Salaries worksheet attached. 10/21/2020 |
| 2 | Insurance - Med/Den/Life | 55055.05 | 63648.05 | 59756.94 | 69635 * | 80,000 | P | Rate increased based on quote by insurance companies |
| 3 | Payroll Taxes | 36460.32 | 38243.68 | 39839.88 | 39554 * | 53,843 | P | 8.5% of Salaries (line 1) |
| 4 | Worker's Comp | 4483.26 | 2592.25 | 2749.49 | 2772 * | 3,000 | P | Based on quote by insurance company |
| 5 | Misc. Expense/Travel Reimbursement | 1325.62 | 1189.35 | 1218.54 | 437 * | 1,200 | P | Based on 2019 |
| 6 | <u>PENSION EXPENSE</u> | | | | | | | |
| 7 | Contribution-Sep IRA | 43975.70 | 48754.16 | 54185.25 | 51115 * | 66,512 | P | 10.50% of Salaries (line 1) |
| 8 | | | | | | | | |
| 9 | <u>MONTHLY RECURRING</u> | | | | | | | |
| 10 | Rent | 98984.22 | 102969.96 | 105584.76 | 106602 * | 110,100 | P | Based on lease schedule & 2020 estimated building operating expenses |
| 11 | Alarm System | 563.88 | 581.88 | 599.88 | 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 | 7263.76 | 7424.89 | 7921.67 | 9710 * | 9,950 | P | Frontier (\$655) + Jive (34) + ATT Mobility (\$140) |
| 15 | Webex Cisco | 828.00 | 860.00 | 828.00 | 828 * | 1,080 | P | \$90/month |
| 16 | Postage & Shipping | 2154.32 | 2203.53 | 2653.12 | 602 * | 1,000 | P | Year end projection |
| 17 | Business Insurance | 1992.00 | 1769.51 | 1643.62 | 1644 * | 2,000 | P | Based on quote from insurance company |
| 18 | Committee Meetings | 3524.33 | 3882.90 | 3411.92 | 2298 * | 3,500 | P | Based on 2019 (if members are coming back to SCJPC office for committee meetings) |
| 19 | <u>EQUIP & FURN MAIN.</u> | | | | | | | |
| 20 | Copy Machine
(repair, maintenance, supplies) | 1826.46 | 2095.26 | 2584.01 | 1438 * | 2,000 | P | \$135 monthly contract + maintenance supplies |
| 21 | | | | | | | | |
| 22 | <u>NETWORK SYSTEM</u> | | | | | | | |
| 23 | Computer-LAN Maintenance | 10800.00 | 10800.00 | 10800.00 | 13379 * | 12,600 | P | 1050/mo & anticipated billable LAN maintenance |
| 24 | FRIEND Support/contract | 4800.00 | 4800.00 | 4800.00 | 4800 * | 4,800 | P | Current contract 400/mo
(waiting for confirmation from Hyperlink) |
| 25 | Hosting Total: | 7759.23 | 9861.45 | 10419.84 | 10473 * | 12,400 | P | |
| 26 | Website | (included above) | (included above) | (included above) | 9300 (included above) * | 9300 (included above) | P | 775/mo Web Host |
| 27 | Sharefile/Email/Domain | (included above) | (included above) | (included above) | 1173 (included above) * | 3058 (included above) | P | \$69/mo Sharefile, Email host, scjpc.net renewal |
| 28 | Covid-19 email & network setup | | | | 3503 | | | |
| 29 | Computer (repair, maintenance, supplies) | 1599.87 | 2618.85 | 951.31 | 1099 * | 1,100 | P | Year end projection |
| 30 | Covid-19 Computer Supplies | | | | 218 | | | |
| 31 | Varasset Workshop
(non budgeted item 2018) | | 7772.44 | | | | | |
| 32 | OffSite Back-up | 3588.00 | 2841.00 | 1788.00 | 745 | included in above row 25 hosting | P | included above in Computer LAN Maintenance row (row 25) |
| 33 | | | | | | | | |
| 34 | <u>PRINTING & SUPPLY</u> | | | | | | | |
| 35 | Office Printing | 1876.39 | 2438.39 | 2677.40 | 1021 * | 1,100 | P | Year end projection |
| 36 | Office Supplies | 1600.11 | 1572.41 | 1877.95 | 1547 * | 2,000 | P | Year end projection + COVID budget changed per Operating |
| 37 | | | | | | | | 10/21/2020 |
| 38 | <u>CONTRACT SERVICES</u> | | | | | | | |

| SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
2021 PROPOSED OPERATING BUDGET - Draft 2 | | | | | | | | | |
|--|---|-------------------------------|-------------------------------|-------------------------------|------------------------------------|-------------------------------------|---|--|--|
| Line | EXPENSE | 2017
ACTUAL | 2018
ACTUAL | 2019
ACTUAL | 2020
(based on Sept YTD
exp) | 2021
PROPOSED | Member
Assessment:
Proportional
OR Equal | | |
| 39 | Auditor | 6747.00 | 6716.00 | 7272.00 | 3392 * | 8,000 | P | Based on 2019 fee | |
| 40 | Attorney** | 3720.00 | 0.00 | 1650.00 | 3183 * | 6,500 | E | Labor Law, general, and CPUC
consultation. Equal
assessments. Based on 2020
approved budget. | |
| 41 | | | | | | | | | |
| 42 | GENERAL EXPENSE | | | | | | | | |
| 43 | | | | | - | - | | | |
| 44 | Payroll Fees | 1354.74 | 1195.00 | 1074.00 | 1092 * | 1,200 | P | \$93/month | |
| 45 | Bank Fees/Checks | 100.00 | 104.23 | 326.08 | 252 * | 350 | P | Based on 2019 | |
| 46 | Publications/Subscriptions/
Reference | 212.64 | 220.00 | 220.00 | 160 * | 220 | P | Based on 2019 | |
| 47 | Seminars (professional
development) & Tuition | 783.00 | 1080.40 | 361.28 | 135 * | 1,000 | P | Employee development -
seminars or workshops | |
| 48 | Team Building | | | 898.92 | 2000 | 2,000 | P | \$500 per quarter | |
| 49 | Members Retirement
& Celebrations | 0.00 | 0.00 | | 0 | 1,300 | P | Based on 2016 | |
| 50 | Scanning Project (2020)** | | | | 10000 | - | E | Based on 2020 approved budget | |
| 51 | | | | | | | | | |
| 52 | COMPUTER SYSTEM | | | | | | | | |
| 53 | | | | | | | | | |
| 54 | Software Purchase
(& website modifications) | 5200.00 | 540.00 | 694.95 | 3707 * | 2,000 | P | Quickbooks Online Software
\$645 Yearly, time clock software
\$200 yearly and anticipating
minor web modifications. | |
| 55 | NJUNS Fee ** | 0.00 | 10500.00 | 10500.00 | 10500 | - | E | Discontinued | |
| 56 | FRIEND Pro ** | 0.00 | 0.00 | 0.00 | 33750 | 33,750 | E | Equal assessments** NOTE If
project is completed in 2020, will
not be in 2021 expenses | |
| 57 | Website Upgrade
(new database)** | | | | | 5,000 | E | Equal assessments** After
Friend Pro has been
implemented, new database | |
| 58 | EQUIPMENT & FURNITURE PURCHASES | | | | | | | | |
| 59 | Purchases and leases
(Copy machine, etc) | 4457.94 | 5566.53 | 5531.94 | 6449 * | 5,600 | P | Copy machine lease
\$425/monthly + budget for chair
replacements | |
| 60 | Covid-19 desk separator | | | | 1627 | | | | |
| 62 | Hardware Purchase | 1368.00 | 4986.66 | 1729.31 | 1362 * | 1,400 | P | Year end projection | |
| 63 | Covid-19 Laptops | | | | 9855 | | | | |
| 64 | TOTAL Expenses | 787313.11 | 860337.51 | 904285.27 | 950021.87 | 1,070,554 | | | |
| 65 | | 12.07% | 9.85% | 16.19% | 7.04% | 4.75% | | | |
| 66 | | Lower than approved
budget | Lower than approved
budget | Lower than approved
budget | Lower than approved budget | Higher than 2020
approved budget | | | |
| 67 | Approved budget | 895,336 | 954,374 | 1,078,940 | 1,021,989 | | | | |
| 68 | | 2017 | 2018 | 2019 | 2020 | 2021 | | | |
| 69 | | | | | | PROPOSED | | | |
| 70 | Total Covid-19 expenses (2020 only) | | | | 17968.78 | | | | |
| 71 | *based on monthly average - per September YTD | | | | | | | | |
| 72 | **Items in red will not be assessed proportionately among members, but equally among members. | | | | | | | | |

2021 PROPOSED SALARIES - Line item #1 on 2021 Proposed Budget

Did not include budget for overtime

| | | One Year Total | |
|--|----------------------|-------------------|--|
| Part time TEMP ADMIN AIDE staffing agency cost | \$24 - 25 hr/week | 31,200.00 | 1300 hrs x 24 |
| 2021 Salaries (based on Sep 2020 rates) -BASE GROSS | \$20,246.18 biweekly | 526,400.68 | 9 Full time Employees - no overtime |
| 2021 - estimated 5% salary increase adjustment | (5% * 520,400.68) | 26,320.03 | |
| TOTAL FOR 2021 ESTIMATED SALARIES
(NO OVERTIME) | | 583,920.71 | Salaries for 9 full time employees and
1 part time employee |

2021 PROPOSED SALARIES - Line item #1 on 2021 Proposed Budget

With budget for overtime added

| | | One Year Total | |
|---|-----------------------|-------------------|--|
| Part time TEMP ADMIN AIDE staffing agency cost | \$24 - 25 hr/week | 31,200.00 | 1300 hrs x 24 |
| 2021 Salaries (based on Sep 2020 rates) -BASE GROSS | \$20,246.18 biweekly | 526,400.68 | 9 Full time Employees - no overtime |
| Overtime budget (based on April 2019 to March 2020)
Average overtime hours per month = 97.85
Average hourly rate 9 employees = 28.12
OT rate = 28.12 * 1.5 = 42.18 | 97.85 * 42.18 monthly | 49,527.76 | Budget for overtime |
| 2021 - estimated 5% salary increase adjustment | (5% * 520,400.68) | 26,320.03 | |
| Overtime budget estimated 5% salary increase adjustment | (5% * 49,527.76) | 2,476.39 | |
| TOTAL FOR 2021 ESTIMATED SALARIES
(WITH OVERTIME) | | 633,448.47 | Salaries for 9 full time employees and
1 part time employee |

FINAL

AUTHORIZATION FOR JOINT POLE TRANSACTION

BILL NO. _____

PAGE NO. 1 OF 1

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

Date Prepared 10/1/2009
Date Sent 2/12/2010
In Field
By Phone
By Email
Confirming Agreement

Date Completed OCT 09 2019
Estimated Construction Start Date

J.P. Auth. No. H7450643-100177

SCE USE ONLY table with columns BC, AMT, SO

COSTS and BILLING DATA

BILLING CODES

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

Table with columns UTILITY, REPRESENTATIVE, PHONE NUMBER OR EMAIL, DISTRICT-DIVISION-EXCHANGE, APPROVED, ACCOUNTING DATA

BILL NO.

Main table with columns POLE NO., Record, Proposed, Item No., LOCATION AND NATURE OF WORK, BILL CODE, AMOUNT DUE, ACCOUNTING DIRECTIONS

POLE LEGEND: P = PULL (Item 5A), L = LOWER TOP (Item 5E), C(XX) = FOOTAGE CUT, SCZ = SAFETY CLEARANCE ZONE, T = TRANSPORT (Item 5B), SOP = SECTION OF POLE, S = SALVAGE, AR = ANCHOR/ARM REMOVED, D = DISPOSE (Item 5D), AT = ANCHOR/ARM TRANSFERRED, TN = TENANT

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

GEOGRAPHICAL LOCATION FILMORE COMMUNITY

FORM 48 SENT 10/1/2009 11/14/2009

TYPIST: CRISTINA HARTFORD CH

PAGE TOTAL

PRELIMINARY JPA REVIEWED BY: LUISA FELIX

FINAL

AUTHORIZATION FOR JOINT POLE TRANSACTION

BILL NO. _____

PAGE NO. **4** OF **4**

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

J.P. Auth. No.

VZ5AW5-0577-12006

| 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 | | ACCOUNTING DIRECTIONS: | | | | | | | | | | | | | |
|----------|----------------------------|----------|--------------------------------------|--------|-----|--|--|--|--|--|--|----------|-----|------------|------|--|--|--|--|----------|--|-----------|-----------|-----------|------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | E | FTR | | | | | | | E | FTR | | | | | | | | | | TOTAL AMT | TOTAL AMT | | | | | | | | | | | | | | |
| | | | | 12KV | | | | | | | | | | 12KV | | | | | | | | | | | | | | | | | | | | | | | | |
| 2182024E | 45 | 17 | FT CL2 | 100 | | | | | | | | | | 34-5 | 23-1 | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | T22 | | | | | | | | | | 22-4 TN22 | | | | | | | | | | | | | | | | | | | | | | | | |
| 4694767E | 50 | 07 | FT CL3 | 100 | | | | | | | | | | 43-14 22-4 | 23-1 | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | TN20 | | | | | | | | | | TN20 | | | | | | | | | | | | | | | | | | | | | | | | |
| 4694768E | 50 | 07 | FT CL3 | 100 | | | | | | | | | | 43-13 23-5 | 24-1 | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | TN22 | | | | | | | | | | TN22 | | | | | | | | | | | | | | | | | | | | | | | | |
| 2225024E | 45 | 82 | FT CL4 | 100 | | | | | | | | | | 39-10 | 23-1 | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | T22 | | | | | | | | | | 22-4 TN22 | | | | | | | | | | | | | | | | | | | | | | | | |
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| 4162353E | 45 | 91 | FT CL4 | 100 | | | | | | | | | | 39-11 | 21-1 | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | TN22 | | | | | | | | | | TN22 22-1 | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1 | | W | 100 | | | | | | | | | | .50 | .50 | | | | | | | | | | | | | | | | | | | | | | | |
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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

November 18, 2020

A regular meeting of the **Operating Committee** took place on the above date, at 10:01 a.m., via teleconference:

Those in attendance were:

| | |
|----------------------|--|
| Mr. Bret Plaskey | Frontier Communications |
| Mr. Lex Treepaisan | Frontier Communications |
| Mr. John Bacon | City of Los Angeles |
| Mr. Wayne Brown | Southern California Edison |
| Ms. Camile Bowie | Southern California Edison |
| Ms. Valerie Mitwasi | Southern California Edison |
| Ms. Cory Crawford | AT&T California |
| Ms. Kay Black | AT&T California |
| Ms. Tara Andrews | AT&T California |
| Ms. Mary Li | City of Anaheim |
| Mr. Ben Coffey | City of Banning |
| Ms. Alyssa Aguilar | City of Colton |
| Ms. Amanda Lindgren | City of Glendale |
| Ms. Sherri Duchateau | Bear Valley Electric Service, Inc. |
| Ms. Lynne LaFrenais | Bear Valley Electric Service, Inc. |
| Ms. Lynn Prescott | Verizon Wireless |
| Mr. Joe Serrato | Crown Castle NG West Inc. |
| Mr. Earle Carrion | Crown Castle NG West Inc. |
| Ms. Aarize Dizon | Crown Castle NG West Inc. |
| Ms. Lupe Hernandez | Teleport Communications America |
| Ms. Maria Ortiz | XO Communication/ MCI Metro ATS/MCI Telecommunications |
| Ms. Alicia Smith | Sprint Nextel/Sprint Communications |
| Ms. Yesenia Delgado | Time-Warner Cable |
| Mr. Rey Lopez | Time-Warner Cable |
| Ms. Yvonne Johnson | AT&T Mobility |
| Ms. Shawn Henderson | T-Mobile USA |
| Mr. Nick Van Stryk | City of Vernon (Petrelli Electric) |
| Mr. Ryan Kerswill | Mobilitie, LLC |
| Ms. Angela Pranata | Committee Staff |
| Ms. Kathleen Allen | Committee Staff |

Chairperson, Mr. Plaskey called the meeting to order at 10:01 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 2020 Operating expense sheet**.

There were no questions or comments.

The third agenda item is the **Accounts Receivable**. Mr. Plaskey inquired if Ms. Pranata is getting updates on the Frontier past due invoices. Ms. Pranata replied no that she is awaiting a response from Prime Clerk. Mr. Plaskey inquiry if the last notice was sent September 8th. Ms. Pranata replied yes and was sent to Ms. Stewart. Ms. Stewart informed Ms. Pranata the check will not be coming from Frontier but Prime Clerk. Mr. Plaskey stated if nothing is received in the next few weeks please email him and he will follow up with Ms. Stewart and Prime Clerk.

Ms. Black inquired when does the Committee get concerned with the past due amounts outstanding. Ms. Pranata stated she is usually concerned when she sees about six months past due outstanding invoices. Verizon Wireless has five past due invoices. Mr. Plaskey inquired from an operating perspective when does the committee get concerned when the committee cannot make payroll or is there enough in the bank. Ms. Pranata stated there is enough and she is not concerned if it is under \$50,000.00.

Mr. Serrato inquired when are members considered not in good standing to vote. Ms. Pranata stated six months. However, for Verizon Wireless it is different since they have one outstanding invoice from 2019 and four current invoices. Perhaps they forgot to pay the invoice since they paid later invoices from 2020. Mr. Brown stated maybe they need a reminder. Ms. Pranata stated Verizon Wireless is reminded every month. Ms. Prescott stated she emailed Marco, the main person who gets the PO's cut, this morning for an answer and she has not heard back from him. She will update the committee as soon as she hears back.

Mr. Brown stated he is concerned that the committee is not concerned until it reaches \$50,000 - \$60,000. Mr. Brown added to reach out prior to getting to that amount. Ms. Pranata explained past dues are sent monthly to the members with outstanding invoices. Mr. Serrato stated perhaps they should be reminded that they will not be able to vote if not in good standing. And to be in good standing they must pay the dues. Ms. Hernandez stated on Ms. Pranata's behalf she has seen emails that Ms. Pranata has sent out where members are not in good standings and once that goes out members are really quick to pay. Ms. Pranata does let the members know that they will be terminated if they do not pay. Ms. Prescott stated it is time to send that out. Ms. Pranata stated she will send it right away.

There were no further questions or comments.

The fourth item on the agenda is **JPA Member Activity**. Ms. Pranata opened and explained for October Bill of Sale, the office received approximately 900 poles from Edison that were steel stubbing and correction of record inspection poles. The billing was easy; however, the staff had to manually update the records which was time consuming. Mr. Bacon inquired if the staff had to update the pole record to add steel stubbing. Ms. Pranata replied yes, the staff had to notate the bill of sale of each of the poles to reflect steel stubbed. Ms. Pranata added for the correction of records poles the bill of sale of the pole had to be updated as well to show the refund of monies to the member. Mr. Brown inquired if Ms. Pranata informed Mr. Rackleff. Ms. Pranata stated yes and the JPAs came from Mr. Rackleff and all were processed in October. Mr.

Plaskey inquired if there's were the poles to be replaced but then Edison placed a steel stubbed or were they steel stubbed poles where a JPA was never issued. Mr. Plaskey was confused with the refund. Ms. Pranata explained the refund is for inspection JPAs. Edison billed inspection items two months in a row; therefore, the monies needed to be refunded. Mr. Plaskey understood and was good.

There were no further comments or questions.

The fifth item on the agenda is **Member Board Attendance**. Mr. Bacon inquired about ATC-Outdoor DAS, LLC and if Ms. Pranata has received a response from them. Ms. Pranata reported that ATC-Outdoor DAS, LLC attended the meeting this month and last month.

There were no further questions or comments.

The sixth item for discussion is **Billing Standardization of Procedures and Minutes**. Ms. Allen reported that she held a staff meeting was held on October 29, 2020. Discussed was burned down poles and how to bill them. Discussed at last month's Operating Meeting the billers are to bill as the JPA shows. For example, if there is a PTD, anchors, or authorized costs billers are to bill and not return. The staff was informed if they receive a JPA with two DATE SENTs and they are the same year they are to process the JPA and not return. Staff was also informed that SCE would like their copies throughout the month and not all at the end. Section 1.2 and 18.1D was clarified with the staff when to return and when not to return JPAs was also discussed. Lastly, discussed with Edison and AT&T California's approval, cutoff date to receive JPAs was moved two days sooner and F7 request date was moved five days earlier due to Holidays. This is for F7 DO NOT BILL requests.

There were no questions or comments.

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

Operating Expense Budget for 2021

Ms. Pranata opened and stated this was discussed at the Administrative Board and was approved. This item will be removed from the agenda.

There were no questions or comments.

SCJPC Work Efficiency

Ms. Pranata opened and reported that the temporary admin aide role was switched from typist to daily processor. Ms. Pranata explained when the temp was first hired last year it was to assist the office in typing pole records. This year it was decided to have the admin aide review all JPAs, the new work. Ms. Pranata added it has been working well. The temp will flag the JPAs with errors and return right away; therefore, the billers will not have to touch those JPAs.

There were no questions or comments.

SCJPC Work Update: October B/S & November B/S

Ms. Pranata opened and reported the for November bill of sale the pole count may be less than usual due to the Thanksgiving holidays and that the Admin Aide was out on vacation for a few days. Other than that, Ms. Pranata reported that everything else looks good.

There were no questions or comments.

SCE to offer overtime

Ms. Pranata opened and stated last month members wanted to see how much Edison was billed for overtime. Ms. Pranata displayed a table on the screen and explained for October bill of sale overtime the staff processed an additional of 712 poles and the employees worked an additional 54 hours. Edison was billed \$3,676.52. Ms. Pranata stated the members will not see this in the Operating Expenses because it is directly billed to Edison. Mr. Plaskey stated doing the math looks like about 12-13 JPAs are being processed an hour. Ms. Pranata explained that the 54 additional hours worked is about four to five employees and not just one employee because there are multiple steps to the process. Sometimes it takes two weeks to complete; two different Saturdays. Mr. Plaskey stated that is actually really good 13 JPAs an hour. Ms. Pranata added it helps because the staff does not check their emails on overtime hours.

There were no further questions or comments.

Billing Errors/Questions

There were no Billing Errors/Billing Questions.

Item 1581: Pole Record Redesign (from Computer Ad Hoc) – (10/29/2019 per B. Plaskey)

Ms. Pranata opened and reported she received an email from the programmer, and he has completed 12 of the reports and he needs to complete two more reports that are the most complicated ones. Ms. Pranata added she sent him the documents he requested last Friday, and she will reach out to the programmer again this week.

There were no questions or comments.

Study/analysis billing by proposed side of JPA (K.Allen). Billing by Proposed side of JPA only – Moved from BPS 3/18/20 -ON-HOLD until Item 1669: Digitize JPA Process Proposals JPAssist is finalized.

Mr. Plaskey opened and reported this item is still on hold until a decision is made with JPAssist which is on hold as well. This item was tabled until the next meeting.

December Deadlines

- Historically, Edison requested to close the month early. Should the SCJPC close the B/S early?
- Need to adjust all deadlines: JPA submission cutoff date and AT&T CA last upload date.

Ms. Pranata opened and reported Edison does not need to close the month early so more JPAs can be processed. However, there is a holiday on December 25th and Edison has requested to close on December 30th instead of December 31st. Deadline dates will have to be adjusted. The last day for members to send finals for December bill of sale would be December 3rd and the last date for members to send Form 7 Do Not Bill's would be December 23rd. Closing date would be December 30th instead of December 31st.

There were no questions or comments.

Return to the office preparation (standing agenda)

Ms. Pranata opened and explained this is a standing agenda item. This is to ensure that the office is prepared for the staff's return if the members decide for the staff to go back to the office and work full time. Mr. Plaskey inquired if all the partitions are installed for this portion. Mr. Plaskey then inquired was there an additional section that needed to be done before the staff's return. Mr. Plaskey added items one through four were approved and items five through eight were pending. Ms. Pranata explained the second part items five through eight is for the temp desk. Mr. Plaskey inquired will that still need to be done when the staff returns to the office. Ms. Pranata stated the current temp would like to work from home and not the office. Ms. Pranata added unless another temp is hired that would work from the office in the future.

Mr. Bacon inquired who gets to decide when the staff returns. Mr. Plaskey stated it is up to the members as a committee when to decide when the staff returns. Mr. Plaskey added SCJPC is ran by the members and in his opinion, he would err on the side of caution and wait until the CDC gives the green light before the staff returns, if everyone agrees. Mr. Bacon agreed. Ms. Bowie inquired what things would the members look for from the CDC. There are different things that come out. Ms. Bowie explained that there is the CDC and there is California. Ms. Bowie added that for Edison their upper management decides when they return. She is unsure if the CDC specifically has information for specific companies. Ms. Bowie then inquired what are members actually going to be looking for from the CDC. Mr. Plaskey stated it is really looking for concurrence from all the members. From Frontier's perspective they choose to wait for the CDC to give the green light. Mr. Plaskey added seems like LA DWP agrees and if Edison wants staff to return sooner at that time the members can discuss it and come to a consensus. Mr. Plaskey then added this is unprecedented and probably is not a per share vote and a one vote per company scenario. Mr. Bacon stated Ms. Bowie brought up a good point. There is the State and then the CDC and they are not always on the same page. The members will look at all the facts at the time and bring it to vote. Erring on the side of caution and to make sure the members protect their valuable assets and the SCJPC. Mr. Plaskey stated this item will be tabled until the next meeting.

There were no questions or comments.

MISC

SCJPC Staff Christmas/Appreciation

Ms. Ortiz inquired if the members plan to do anything for staff appreciation this year. Ms. Hernandez explained the last few years the members give the staff a monetary gift. After a brief discussion it was agreed employees are to receive a one-time annual net bonus of \$200.00.

Review of Action Items:

- Ms. Pranata to remove the 2021 line item from the Agenda.
- Ms. Pranata to give the staff a \$200 net bonus.

The meeting adjourned at 10:35 a.m. until January 20, 2021.

Ms. Kathleen Allen – Committee Transcriber

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

| OPERATING EXPENSES | Details | October 31, 2020 | | | YTD Through October 31, 2020 | | | % | Annual |
|---|--------------------------------|------------------|------------------|----------|------------------------------|-------------------|----------|------|---------|
| | | Budgeted | Recorded | Variance | Budgeted | Recorded | Variance | | |
| EMPLOYEE EXPENSE | | | | | | | | | |
| Salaries | | 50,065 | 43,468.36 | 6,597 | 500,649 | 447,373.70 | 53,275 | 11% | 600,779 |
| Regular | 40,492.36 | | | | | - | | | |
| Contract Labor | 2,976.00 | | | | | - | | | |
| Insurance | | 6,921 | 4,855.35 | 2,066 | 69,211 | 57,081.28 | 12,130 | 18% | 83,053 |
| Health/Dental | 4,855.35 | | | | | - | | | |
| Life (quarterly) | Received Anthem Rebate check | | | | | - | | | |
| Payroll Taxes | | 4,256 | 2,997.09 | 1,258 | 42,555 | 32,662.34 | 9,893 | 23% | 51,066 |
| Workers Compensation | | 292 | 249.66 | 42 | 2,917 | 2,328.60 | 588 | 20% | 3,500 |
| Miscellaneous expenses/
Travel mileage reimbursement | | 125 | - | 125 | 1,250 | 327.43 | 923 | 74% | 1,500 |
| | | | | | | - | | | |
| PENSION EXPENSE | | | | | | | | | |
| Contribution-SEP IRA | | 5,257 | 3,960.39 | 1,296 | 52,568 | 42,296.58 | 10,272 | 20% | 63,082 |
| | | | | | | - | | | |
| | | | | | | - | | | |
| MONTHLY RECURRING | | | | | | | | | |
| Rent | | 9,000 | 9,064.66 | (65) | 90,000 | 89,016.02 | 984 | 1% | 108,000 |
| Alarm System | Quarterly | 50 | | 50 | 500 | 449.91 | 50 | 10% | 600 |
| Telephone (Frontier+Jive) | | | | | | | | | |
| Plus Cell phones (new 04/2020) | Plus Cell phones for AP and KA | 654 | 830.93 | (177) | 6,542 | 8,113.38 | (1,572) | -24% | 7,850 |
| Cisco WebEx Plan | | 90 | 69.00 | 21 | 900 | 690.00 | 210 | 23% | 1,080 |
| Postage & Shipping | | 217 | 4.90 | 212 | 2,167 | 456.56 | 1,710 | 79% | 2,600 |
| Business/Property Insurance | Pro-Rated | 167 | - | 167 | 1,667 | 1,232.88 | 434 | 26% | 2,000 |
| Committee Meetings | OCT MEETING TRANSCRIPT | 333 | 555.00 | (222) | 3,333 | 2,278.17 | 1,055 | 32% | 4,000 |
| | | | | | | - | | | |
| | | | | | | - | | | |
| EQUIPMENT & FURNITURE | | | | | | | | | |
| Copy Machine - CBE | | 208 | - | 208 | 2,083 | 1,078.38 | 1,005 | 48% | 2,500 |
| | | | | | | - | | | |
| | | | | | | - | | | |

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

| OPERATING EXPENSES | Details | October 31, 2020 | | | YTD Through October 31, 2020 | | | % | Annual Budget |
|--|--------------------------------------|------------------|---------------|-----------|------------------------------|------------------|------------|------|---------------|
| | | Budgeted | Recorded | Variance | Budgeted | Recorded | Variance | | |
| NETWORK SYSTEM | | | | | | | | | |
| LAN Maintenance | CBE IT SUPPORT | 1,083 | 985.00 | 98 | 10,833 | 11,017.10 | (184) | -2% | 13,000 |
| FRIEND Support | HYPERLINK | 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 | | 93 | 69.95 | 23 | 933 | 949.42 | (16) | -2% | 1,120 |
| Covid-19 email & network setup | | - | - | - | - | 3,502.86 | (3,503) | n/a | 0 |
| Computer (Supplies,Maintenance,Repair) | | 167 | 100.00 | 67 | 1,667 | 924.06 | 743 | 45% | 2,000 |
| Covid-19 Computer Supplies | | - | - | - | - | 217.98 | (218) | n/a | 0 |
| Off-Site Online Back-up | INCLUDED IN ABOVE CBE IT | 150 | - | 150 | 1,500 | 745.00 | 755 | 50% | 1,800 |
| PRINTING & SUPPLY | | | | | | | | | |
| Office Printing | | 233 | 36.19 | 197 | 2,333 | 802.20 | 1,531 | 66% | 2,800 |
| Office Supplies | | 175 | 41.15 | 134 | 1,750 | 1,201.24 | 549 | 31% | 2,100 |
| CONTRACT SERVICES | | | | | | | | | |
| Auditor | Pro-Rated | 808 | - | 808 | 8,083 | 2,544.00 | 5,539 | 69% | 9,700 |
| Attorney* | 2019 Expenses never billed | 542 | - | 542 | 5,417 | 2,387.50 | 3,029 | 56% | 6,500 |
| GENERAL EXPENSE | | | | | | | | | |
| Payroll Service Fees | | 117 | 93.00 | 24 | 1,167 | 912.00 | 255 | 22% | 1,400 |
| Bank fees/Checks printing | Pro-Rated | 33 | - | 33 | 333 | 188.98 | 144 | 43% | 400 |
| Publications/Subscriptions/Reference | Pro-Rated | 17 | - | 17 | 167 | 120.00 | 47 | 28% | 200 |
| Seminars & Tuition | Sexual Harassment Training Req by CA | 83 | 225.00 | (142) | 833 | 325.83 | 508 | 61% | 1,000 |
| Team Building | \$500 quarterly | 167 | - | 167 | 1,667 | 1,500.00 | 167 | 10% | 2,000 |
| Member Retirement & celebration | | 108 | - | 108 | 1,083 | - | 1,083 | 100% | 1,300 |
| Scanning Project* | Ongoing project | 833 | - | 833 | 8,333 | 3,589.40 | 4,744 | 57% | 10,000 |
| Total Operating Expenses | | 83,419.12 | 68,780.63 | 14,638.49 | 834,191.24 | 728,062.80 | 101,384.51 | 12% | 1,001,029 |

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

| OPERATING EXPENSES | Details | October 31, 2020 | | | YTD Through October 31, 2020 | | | % | Annual Budget |
|--|-------------------------------|------------------|------------------|------------------|------------------------------|-------------------|-------------------|------|------------------|
| | | Budgeted | Recorded | Variance | Budgeted | Recorded | Variance | | |
| CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT | | | | | | | | | |
| <u>COMPUTER SYSTEM</u> | | | | | | | | | |
| Software Purchase (& minor website mods) | | 250 | - | 250 | 2,500 | 2,780.00 | (280) | -11% | 3,000 |
| 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 |
| Website Upgrade * | | 417 | - | 417 | 4,167 | - | 4,167 | 100% | 5,000 |
| Covid-19 software for laptops | | - | - | - | - | 2,768.90 | (2,769) | n/a | 0 |
| <u>EQUIPMENT & FURNITURE</u> | | | | | | | | | |
| Purchases/Leases (including Copy Machine) | | 575 | 530.52 | 44 | 5,750 | 5,367.13 | 383 | 7% | 6,900 |
| Covid-19 Panel Separator | Clear Panel cubicle separator | - | - | - | - | 1,627.14 | (1,627) | n/a | 0 |
| Hardware Purchase | | 117 | - | 117 | 1,167 | 1,021.52 | 145 | 12% | 1,400 |
| Covid-19 Laptops | | - | - | - | - | 9,854.90 | (9,855) | n/a | 0 |
| <u>LONG TERM LIABILITY CURRENT</u> | | | | | | | | | |
| Total Capital Investments & Long Term Liabilities Current | | 5,045.83 | 530.52 | 4,515.31 | 50,458.33 | 33,919.59 | 16,538.74 | 33% | 60,550 |
| Interest Earned/Misc Income | | (0.08) | (0.08) | | (0.76) | (0.76) | | | |
| | | 88,464.88 | 69,311.07 | 19,153.81 | 884,648.82 | 761,981.63 | 117,923.25 | 13% | 1,061,579 |
| | | | | | | YTD | | | |
| TOTAL COVID-19 EXPENSES | | | | | | 17,971.78 | | | |
| *Items in blue are assessed equally | | | | | | | | | |
| Prepared as of: 11/5/2020 | | | | | | | | | |

Delinquent Accounts
As of 11/11/2020

MEMBERS ACCOUNTS RECEIVABLE - DELINQUENT ACCOUNTS

| | | | | | PAST DUE NOTICES - DO NOT DELETE THIS INFORMATION
Accounting staff: please enter past due sent info in each row/each cell | | | | |
|-------------------|---------------|-----------------|-------------|----------------|---|--|--------------------------|----------|------------|
| 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 | July '20 | August 31, 2020 | \$ 1,095.72 | 20730 | 11/11/2020 | Emailed Yvonne Johnson | JT | GV | 10/13/2020 |
| AT&T Mobility | Aug '20 | Sept 31, 2020 | \$ 775.03 | 20761 | | Will send past due notice next month | JT | JT | 11/11/2020 |
| City of Colton | July '20 | August 31, 2020 | \$ 1,046.23 | 20721 | 11/11/2020 | emailed aaguilar & adunning | JT | GV | 10/13/2020 |
| City of Glendale | June '20 | July 31, 2020 | \$ 915.71 | 20691 | 10/13/2020 | Email sent to MBERAMIAN@Glendaleca.gov
SArakelyan@Glendaleca.gov
ALindgren@Glendaleca.gov
CBabakhanlou@Glendaleca.gov
JPA@Glendaleca.gov | GV/JT | GV | 9/4/2020 |
| City of Glendale | Aug '20 | Sept 31, 2020 | \$922.20 | 20753 | | Will send past due notice next month | JT | JT | 11/11/2020 |
| City of Glendale | July '20 | August 31, 2020 | \$ 1,286.14 | 20722 | 11/11/2020 | emailed accounts payable | JT | GV | 10/13/2020 |
| City of Riverside | Aug '20 | Sept 31, 2020 | \$ 1,011.28 | 20757 | | Will send past due notice next month | JT | JT | 11/11/2020 |
| FRONTIER | March '20 | April 30, 2020 | \$12,276.72 | 20602 | 7/7/2020;8/11/2020;
9/8/2020 | Submitted to PRIME CLERK per Frontier's instructions (AP) | AP | AP | 10/13/2020 |
| FRONTIER | April '20 | May 31, 2020 | \$ 5,385.97 | 20635 | 8/11/2020; 9/8/2020 | PAID HALF by FTR.
Submitted to PRIME CLERK per Frontier's instructions (AP) | AP | AP | 10/13/2020 |
| MCI Metro/ATS | March '20 | April 30, 2020 | \$ 1,460.00 | 20605 | 7/7/2020, 8/11/2020;
9/8/2020;
10/13/2020,11/11/20 | Email matt.bergines@verizon.com | JT/GV | JT | 6/9/2020 |
| MCI Metro/ATS | Aug '20 | Sept 31, 2020 | \$ 873.79 | 20762 | | Will send past due notice next month | JT | JT | 11/11/2020 |
| MCI Telecomm | March '20 | April 30, 2020 | \$ 1,307.71 | 20606 | 7/7/2020, 8/11/2020;
9/8/2020; | Email matt.bergines@verizon.com | JT/GV | JT | 6/9/2020 |
| MCI Telecomm | Aug '20 | Sept 31, 2020 | \$ 717.43 | 20763 | | Will send past due notice next month | JT | JT | 11/11/2020 |
| Mobilitie, LLC | July '20 | August 31, 2020 | \$ 966.68 | 20746 | 11/11/2020 | emailed asset mgt | JT | GV | 10/13/2020 |
| M-Power (ICG) | June '20 | July 31, 2020 | \$ 689.27 | 20698 | 10/13/2020 | Email sent to telepacifcxtrak@teoco.com | GV/JT | GV | 9/4/2020 |
| M-Power (ICG) | July '20 | August 31, 2020 | \$ 991.11 | 20729 | 11/11/2020 | Email sent to telepacifcxtrak@teoco.com | JT | GV | 10/13/2020 |
| M-Power (ICG) | Aug '20 | Sept 31, 2020 | \$ 694.19 | 20760 | | Will send past due notice next month | JT | JT | 11/11/2020 |
| SPRINT-Nextel | Aug '20 | Sept 31, 2020 | 705.32 | 20758 | | Will send past due notice next month | JT | JT | 11/11/2020 |
| T-Mobile USA | July '20 | August 31, 2020 | \$ 998.00 | 20734 | 11/11/2020 | Emailed shenderson | JT | GV | 10/13/2020 |
| T-Mobile USA | Aug '20 | Sept 31, 2020 | \$ 699.51 | 20765 | | Will send past due notice next month | JT | JT | 11/11/2020 |
| Verizon Wireless | June '19 | July 31, 2019 | \$ 1,097.37 | 20293 | 10/8/2019; 11/12/2019;
12/12/2019; 1/8/2020;
2/11/2020; 3/10/20;
4/13/20; 5/12/20;
6/9/2020; 7/7/2020;
8/11/2020, 11/11/20
9/8/2020; 10/13/2020 | Email to marco.murillo@verizonwireless.com;
Lhernandez@motive-energy.com | GV/JT | GV | 9/10/2019 |
| Verizon Wireless | May '20 | June 30, 2020 | \$ 1,063.23 | 20654 | 9/8/2020;
10/13/2020,11/11/20 | Email to marco.murillo@verizonwireless.com;
Lhernandez@motive-energy.com | GV?JT | GV | 8/11/2020 |
| Verizon Wireless | June '20 | July 31, 2020 | \$ 1,088.26 | 20685 | 10/13/2020, 11/11/20 | Email to marco.murillo@verizonwireless.com;
Lhernandez@motive-energy.com | GV/JT | GV | 9/4/2020 |
| Verizon Wireless | July '20 | August 31, 2020 | \$ 1,511.01 | 20716 | 11/11/2020 | Email to marco.murillo@verizonwireless.com;
Lhernandez@motive-energy.com | JT | GV | 10/13/2020 |
| Verizon Wireless | Aug '20 | Sept 31, 2020 | \$1,095.95 | 20747 | | Will send past due notice next month | JT | JT | 11/11/2020 |
| XO Comm | March '20 | April 30, 2020 | \$ 1,332.70 | 20612 | 7/7/2020; 8/10/2020;
9/8/2020; | Email to matt.bergine@verizon.com;
mortiz@motive-energy.com | JT/GV | JT | 6/9/2020 |
| XO Comm | Aug '20 | Sept 31, 2020 | \$ 743.08 | 20768 | 10/13/2020,11/11/20 | Will send past due notice next month | JT | JT | 11/11/2020 |
| | | | | | | | | | |
| | | | | | | | | | |

\$42,749.61

TOTAL

\$42,749.61

\$12,078.14

| Member | ATC | D | E | EXT | H/T | LLW | M | NG | NXT | V | Totals | YTD |
|--|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|-------|
| Joint JPAs Billed | | | 913 | | 2 | 1 | 3 | 3 | | | 922 | 8115 |
| % of Joint JPAs Billed | 0.000 | 0.000 | 0.990 | 0.000 | 0.002 | 0.001 | 0.003 | 0.003 | 0.000 | 0.000 | 1.00 | |
| Joint JPAs Returned | | | 682 | | 4 | | 11 | 5 | | 8 | 710 | 6513 |
| Joint JPAs Held Over | | | | | | | | | | | 0 | |
| Total Joint JPAs Received | 0 | 0 | 1595 | 0 | 6 | 1 | 14 | 8 | 0 | 8 | 1632 | 15927 |
| Multi JPAs Billed | | | 68 | | 1 | | | 7 | | 1 | 77 | 1001 |
| % of Multi JPAs Billed | 0.000 | 0.000 | 0.883 | 0.000 | 0.013 | 0.000 | 0.000 | 0.091 | 0.000 | 0.013 | 1.00 | |
| Multi JPAs Returned | 1 | 1 | 213 | 12 | 19 | | 2 | 48 | 1 | 9 | 306 | 2064 |
| Multi JPAs Held Over | | | | | | | | | | | 0 | |
| Total Multi JPAs Received | 1 | 1 | 281 | 12 | 20 | 0 | 2 | 55 | 1 | 10 | 383 | 3495 |
| Total # JPAs Billed | 0 | 0 | 981 | 0 | 3 | 1 | 3 | 10 | 0 | 1 | 999 | 9116 |
| % of JPAs Billed | 0.000 | 0.000 | 0.982 | 0.000 | 0.003 | 0.001 | 0.003 | 0.010 | 0.000 | 0.001 | 1.00 | |
| # of JPAs Returned | | | | | | | | | | | 1016 | 8577 |
| # of Held Over JPAs | | | | | | | | | | | 0 | |
| Total JPAs received | 1 | 1 | 1876 | 12 | 26 | 1 | 16 | 63 | 1 | 18 | 2015 | 19422 |
| % of JPAs Billed | | | | | | | | | | | 49.58% | |
| % of JPAs returned | | | | | | | | | | | 50.42% | |
| % of Held Over JPAs | | | | | | | | | | | 0.00% | |
| Member | ATC | D | E | EXT | H/T | LLW | M | NG | NXT | V | Totals | |
| Poles Billed (Joint JPAs) | | | 3622 | | 23 | 2 | 6 | 5 | | | 3658 | 26638 |
| Poles Returned (joint) | | | 3356 | | 17 | | 36 | 14 | | 23 | 3446 | 30257 |
| Poles Held Over (joint) | | | | | | | | | | | 0 | |
| Poles Billed (Multi JPAs) | | | 334 | | 3 | | | 13 | | 2 | 352 | 4890 |
| Poles Returned (multi) | 2 | 12 | 1459 | 127 | 456 | | 23 | 566 | 8 | 39 | 2692 | 19811 |
| Poles Held Over (multi) | | | | | | | | | | | 0 | |
| Total # Poles Billed
(Joint & Multi combined) | 0 | 0 | 3956 | 0 | 26 | 2 | 6 | 18 | 0 | 2 | 4010 | 31528 |
| % of Total Poles Billed
(Joint & Multi combined) | 0.000 | 0.000 | 0.987 | 0.000 | 0.006 | 0.000 | 0.001 | 0.004 | 0.000 | 0.000 | 1.00 | |
| # of Poles Returned | | | | | | | | | | | 6138 | 50068 |
| # of Held Over Poles (SEE BELOW) | | | | | | | | | | | 0 | |
| Total Poles received | 2 | 12 | 8771 | 127 | 499 | 2 | 65 | 598 | 8 | 64 | 10148 | 91000 |
| % of Poles Billed | | | | | | | | | | | 39.52% | |
| % of Poles returned | | | | | | | | | | | 60.48% | |
| % of Held Over Poles (SEE BELOW) | | | | | | | | | | | 0.00% | |

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

Edison JPA and pole count above (Billed) includes Inspection Corr of Rec and Steel Stubbed JPA

| | |
|--------------------------------------|-------|
| SCE HELD OVERS | |
| HELD OVER JPAS | 3338 |
| HELD OVER POLES (APPROXIMATE) | 15640 |

SCE DID NOT PROVIDE POLE COUNT. AVERAGE NUMBER OF POLES PER JPA: 4.69
AS OF B/S 10/20

| | |
|--|--|
| Inspections Billed SCE Only:
O&M (Inspection & Pole Tags) | |
| Inspection JPAs Billed | |
| Inspection Poles Billed | |

| | |
|---|-------------|
| SCE's Inspections JPAs/Poles were not included in above table | SCE O&M YTD |
| | 17 94 |
| | 6548 33885 |

| | |
|---|--|
| Inspections Billed D Only:
(Inspections) | |
| Inspection JPAs Billed | |
| Inspection Poles Billed | |

| | |
|---|---------|
| D's Inspections JPAs/Poles were not included in above table | D YTD |
| | 0 28 |
| | 0 11308 |

| | |
|-----------------------------------|--|
| Overtime Only E Only:
(JOINTS) | |
| OVERTIME E JPAs Billed | |
| OVERTIME E Poles Billed | |
| OVERTIME E JPA Processed | |
| OVERTIME E Poles Processed | |

| | |
|--|----------|
| E's Overtime JPAs/Poles were not included in above table | E OT YTD |
| | 149 149 |
| | 492 492 |
| | 202 202 |
| | 712 712 |

- = Members assessed penalty fee
- = Less than 80% but 50% or greater attendance
- = Less than 50% attendance
- = Excused Absence (COVID-19 in March and April 2020)

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
MEMBER BOARD MEETING ATTENDANCE
NOV 2019- OCT 2020 (ADJUSTED % COVID-19)**

| | MBR
CODE | 2019
NOV | 2019
DEC | 2020
JAN | 2020
FEB | 2020
MAR | 2020
APR | 2020
MAY | 2020
JUN | 2020
JUL | 2020
AUG | 2020
SEP | 2020
OCT | TOTAL | Atten. % | MBR
CODE | MONTHS |
|--------------|---------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-----------|----------|-------------|--------|
| 1 | So. California Edison | E | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | E | 11 |
| 2 | Frontier Communications | FTR | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | FTR | 11 |
| 3 | City of Los Angeles | M | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | M | 11 |
| 4 | Verizon Wireless | ATC | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | ATC | 11 |
| 5 | AT&T Mobility | LAC | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | LAC | 11 |
| 6 | XO Communications | NXT | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | NXT | 11 |
| 7 | Crown Castle NG West Inc. | NG | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | NG | 11 |
| 8 | AT&T California | H / T | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | H / T | 11 |
| 9 | ExteNet Systems | EXT | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | EXT | 11 |
| 10 | Golden State Water | SCW | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | SCW | 11 |
| 11 | Time-Warner | TWC | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | TWC | 11 |
| 12 | City of Azusa | MA | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | MA | 11 |
| 13 | City of Burbank | B | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 100% | B | 11 |
| 14 | Mobilite LLC | MOB | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 10 | 100% | MOB | 10 |
| 15 | MCI/Metro | ATS | 1 | 1 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 9 | 100% | ATS | 9 |
| 16 | MCI Communications | MCI | 1 | 1 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 9 | 100% | MCI | 9 |
| 17 | Teleport Comm America | TCA | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 10 | 91% | TCA | 11 |
| 18 | City of Lompoc | LLW | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 10 | 91% | LLW | 11 |
| 19 | City of Glendale | A | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 10 | 91% | A | 11 |
| 20 | City of Riverside | J | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 10 | 91% | J | 11 |
| 21 | City of Anaheim | D | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 10 | 91% | D | 11 |
| 22 | Sprint Communications | FON | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 10 | 91% | FON | 11 |
| 23 | Sprint-Nextel | SPR | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 10 | 91% | SPR | 11 |
| 24 | City of Banning | COB | 1 | 1 | 1 | 0 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 9 | 90% | COB | 10 |
| 25 | Mpower/TelePacific | ICG | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 9 | 82% | ICG | 11 |
| 26 | City of Vernon | V | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 7 | 70% | V | 10 |
| 27 | City of Pasadena | MP | 1 | 1 | 0 | 1 | 1 | 0 | 0 | 1 | 0 | 1 | 1 | 7 | 70% | MP | 10 |
| 28 | T-Mobile, USA | PBM | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 1 | 7 | 64% | PBM | 11 |
| 29 | City of Colton | F | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 4 | 44% | F | 9 |
| 30 | ATC Outdoor DAS | AMT | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 | 22% | AMT | 9 |
| Total | | | 27 | 0 | 27 | 26 | 24 | 24 | 29 | 26 | 28 | 26 | 24 | 25 | | | |

SCJPC Monthly Poles

| ***** ELECTRONIC BILLING STARTED IN MAY 2020 ***** | | | | | | | |
|--|--|------------------------|---------------------|---|---|---|---|
| Bill of Sale Month | Billed | Returned | Total Processed | Held-Over Poles | Additional work Hrs (more than 40 hrs a week) | Excess Payroll expense (Billed to Edison) | Comments |
| | | | (Billed + Returned) | | | | |
| May-20 | 2160 | 3749 | 5909 | 799 | 0 | 0 | 6708 = 680 (from Apr-20) + 5909
First month of billing on Excel files/electronic |
| | (26.44% Multi) | | | | | | |
| Jun-20 | 2459 | 4488 | 6947 | 1335 | 0 | 0 | 8282 = 799 (from May-20) + 7483
No Overtime |
| | (10.49% Multi) | | | | | | |
| Jul-20 | 2235 | 4714 | 6949 | 0 | 0 | 0 | 6949 = 1335 (from Jun-20) + 5614
NO BACKLOG/HELD OVER POLES, NO OT |
| | (8.99% Multi) | | | | | | |
| Aug-20 | 905 | 6876 | 7781 | 4096 JPAs
Or approx. 20205 Poles
See member activity for more details | 0 | 0 | A lot of JPAs not billable
Short-staffed,multiple staff out sick and temp admin aide quit. |
| | (20.77% Multi) | | | | | | |
| Sep-20 | 2675 | 8386
Unusually high | 11061 | 1116 JPAs
Or approx. 5184 Poles
See member activity for more details | 0 | 0 | A lot of JPAs not billable - automatic return due to Form 48 violation |
| | (5.01% Multi) | | | | | | |
| Oct-20
Regular time | 4010 | 6138 | 10148 | 3338 JPAs
or approx. 15640 Poles
See member activity for more details | | | Poles count included: Steel Stubbed JPAs & Correction of Records INSPECTIONS JPAs |
| | (0.09% Multi)
High 2-party JPA volume | | | | | | |
| Oct-20 OT | 492 | 220 | 712 | | 54 | \$3,676.52 | BILLED TO EDISON |