

## Southern California Joint Pole Committee

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

January 20, 2021

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. Lex Treepaisan	Frontier Communications
Mr. Bret Plaskey	Frontier Communications
Mr. John Bacon	City of Los Angeles
Mr. Wayne Brown	Southern California Edison
Ms. April DeBarge	Southern California Edison
Ms. Camile Bowie	Southern California Edison
Ms. Valerie Mitwasi	Southern California Edison
Ms. Kay Black	AT&T California
Ms. Tara Andrews	AT&T California
Mr. Ben Coffey	City of Banning
Ms. Amanda Lindgren	City of Glendale
Ms. Lynn Prescott	Verizon Wireless
Mr. Earle Carrion	Crown Castle NG West Inc.
Ms. Aarize Dizon	Crown Castle NG West Inc.
Ms. Lupe Hernandez	Teleport Communications America
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
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. Claudia Arellano	City of Vernon
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Chairperson, Mr. Treepaisan 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 **November 2020 and December 2020 Operating expense sheet**. Ms. Pranata reported for November 2020 operating expenses was a usual month. For December 2020 it was unusually high due to three pay days, attorney fees, and scanning project. The scanning project has been completed and was under budget. Anything that can be scanned has been scanned including very old pole prices, authorized cost, and JPAs that were on microfiche. They are all scanned on pdf now. Ms. Pranata added moving forward the office would just

need to scan one or two boxes per year, and they are most likely accounting documents. On average it is about \$150 to scan one box of documents, and the actual cost of 2020 came in at 10 percent under budget.

There were no questions or comments.

The third agenda item is the **Accounts Receivable**. Ms. Pranata reported she separated Frontier from the table. She reached out to Prime Clerk. They said because of the nature of bankruptcy process, most payments will be made upon exit from bankruptcy. SCJPC is waiting for the checks from Prime Clerk, not from Frontier. The top table was updated this morning. (See attached). Verizon Wireless paid four of the invoices, therefore they have been removed, and SCJPC is waiting for the check for the other four invoices. Ms. Pranata added since COVID, USPS lost a couple of checks. Ms. Pranata reached out to those companies and MCI Telecom, MCI METRO ATS and XO Communications stated it took them some time to void the old check and now they are reissuing a new check.

There were no questions or comments.

The fourth agenda item on the agenda is **Member Board Attendance**.

There were no questions or comments.

The fifth agenda item for discussion is **Billing Standardization of Procedures and Minutes**. Ms. Allen reported that she held a staff meeting on December 11, 2020 and January 14, 2021. Discussed were members questioning memos. Ms. Allen forwards the email to the biller who issued the memo. Ms. Allen advised the billers to look at the original memo sent back before answering any questions. The Form 7 request date was moved two day earlier for January bill of Sale. Ms. Allen continued to report two billing samples where shared and reviewed. The first was on Section 1.2. The JPA is signed and no cost shown. The billers are to process the JPA and do not return if "N/C" (No Cost) is not actually shown on the JPA. Bill the item with billing code 5 and amount 0. The second JPA reviewed was on Section 1.2. Two parties signed and two parties are 18.1D for an item 13D. Ms. Allen explained to the staff that only the joint owners would be billed for special agreements.

There were no questions or comments.

The sixth item on the agenda is **JPA Member Activity**. Ms. Pranata reported for November Bill of Sale, it was nothing unusual. The staff processed 8,146 poles, the backlogs are Edison's special project JPAs, and there was no backlog of JPAs submitted by other members. Ms. Pranata continued for December Bill of Sale; the office was short-staffed. One employee was out on vacation for two weeks. Four employees were out for two to three days, but the staff was able to process 7,758 poles. The current backlog is the EDISON special project JPAs and that is approximately 6,670 JPAs.

There were no questions or comments.

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

SCE overtime (ongoing)

Ms. Pranata opened and stated the staff started optional overtime at the end of October. By the end of December Bill of Sale, the staff worked additional 271.75 hours, and were able to process 1,131 more JPAs. Currently, per the table 6,670 JPAs remain. Ms. Pranata stated she has one question for the members and two questions for Edison. Ms. Pranata inquired is there an urgency to process the Edison special project backlog JPAs. Ms. Pranata then inquired to Edison what is the estimated number of JPAs or poles that Edison will send to SCJPC for future months and will the volume increase or go back to normal. Mr. Brown replied, on the first question yes, there is still an urgency while Edison is still working on the special project. Mr. Brown stated he can get the number of estimated JPAs and/or poles for future months. Mr. Brown does not anticipate the volume decreasing because the efforts that Edison put into with Frontier with the bankruptcy, Edison is going to continue that effort in some of their other backlog. Mr. Brown continued Edison will not be mainly focused on just Frontier as Edison is doing that special project. Edison is going to be focusing on all members. Therefore, all members should start seeing an increase of their work coming and their billing coming. Mr. Brown reiterated Edison does not anticipate the number decreasing.

Ms. Pranata inquired feedback from other members for the first question. Mr. Bacon stated that he sent Ms. Pranata an email for three or four of the members, including Edison. An email response to that will be received as much as Edison has the urgency to have them processed. The fact that the staff volunteers for the overtime, the urgency is much, this is as much as it will, that the staff will have time for or that the staff is willing to work the overtime for. Mr. Bacon continued this project was for Edison and to give the staff a chance to make overtime and it helps Edison with their backlog, but the urgency only on the part of Edison. The fate of Edison and how urgent these are to SCJPC is how much the staff is willing work overtime. Mr. Brown stated Edison may see a need to make overtime mandatory. The willingness just to work overtime may not be an option should the committee decide that overtime should be mandatory. Mr. Brown added SCJPC works for the members of the Southern California Joint Pole Committee, and the committee has that right and/or option to make the staff work overtime as mandatory if required. Mr. Bacon stated as equally sent out across the Board. However, Edison going above and beyond, and Mr. Bacon does not know how that falls in with having Edison make it mandatory that the staff work overtime. Mr. Bacon added he does not think overtime should be mandatory. Mr. Bacon then inquired what is the history of Edison requiring SCJPC to work overtime on a mandatory basis. Mr. Brown stated that is a question for Ms. Pranata. Mr. Brown added it will not be because Edison required SCJPC to work overtime in the past. It is because it was a need, and members agreed to make it mandatory. If there is a history behind it, Mr. Brown would not know it. Ms. Pranata stated since she has been the manager, there never has been mandatory overtime.

Ms. Pranata then suggested hiring another admin aide or typist to assist with the workload. Mr. Brown stated Edison does not object to that because again, there is going to be much more work coming down the pipeline. Mr. Brown added when Ms. Pranata talks about hiring on a full-time basis, there is going to be a point in time when Edison is caught up and whether SCJPC's need that additional staff somewhere down the line would be Ms. Pranata's call. Mr. Brown reiterated that there is more

work coming down the pipeline for Edison. Based on the work that Edison sees coming in their foreign world, which means other members are issuing out more work as well. Whether members are submitting them for billing, is a different story. At some point, they are going to have to, but when the committee looks at the numbers of what has been, it does not look like that many people outside of Edison and a few others submit JPAs for billing. Mr. Bacon added LA DWP is seeing the same thing. The workload is ever increasing for all members. Regarding Edison, SCJPC staff, and whether the committee can make it mandatory. The staff is giving the eight hours a pay period or 40 hours a week. Anything above or beyond that, Mr. Bacon does not know if the members can use the “mandatory” word behind it. It is going to take some review on the committee’s part. Mr. Brown stated there is nothing that precludes the committee from stating the word “mandatory”. However, it would take the members to agree to it, then mandatory it would be. Mr. Bacon commented then mandatory exclusion would be across the board with equity meaning everybody’s JPAs. The only backlog just right now is Edison. The words “mandatory” Mr. Bacon thinks would have to be across the board with JPAs, all the members. Mr. Brown stated if Edison is willing to pay mandatory overtime solely, then that means the staff would be working on the 6,670 JPAs that the staff are behind on Edison JPAs exclusively. Mr. Bacon commented yes and inquired if that answered Ms. Pranata’s question. Ms. Pranata stated if all the members want the staff to get through the backlog as soon as possible, then more employees are needed Mr. Brown stated he does not think other members are concerned about Edison’s backlog. If it were Edison’s choice Edison would say yes. But if the staff are focusing on just Edison work, maybe not looking at a permanent person. Ms. Pranata stated SCJPC could consider hiring a temporary admin aide or typist to assist only with the special project JPAs of Edison. Ms. Pranata added she would have to get an approval from the committee before she could hire anyone. Mr. Bacon inquired if a motion is necessary to approve it, or to vote on whether basically kind of defining a sense of overtime. Ms. Prescott stated it is just a consensus, it is not really a vote. Mr. Bacon then stated there are two things one is Edison needing overtime and the language of “mandatory”. Mr. Bacon then stated he is not sure what the committee’s right is to make it mandatory to the SCJPC staff instead of working their regular hours anyways. Mr. Bacon thought the overtime was voluntary above and beyond one’s regular work week. The committee has never made overtime mandatory at the SCJPC. Does the committee have a consensus one to make it a mandatory overtime? Second, is this going to be separate where Edison is just setting up their own pay to have the staff go in and process just strictly their foreign JPAs. Mr. Brown replied the committee has not went down the road of making it mandatory but when a member says, “Do we have the right?” If LA DWP wants to make their staff work overtime, LA DWP has that right and that is the same right the committee has here. If the committee goes down that route, the committee has that right to make the staff work mandatory overtime. It is just a matter of one if Edison says, “Hey, we want you guys to work mandatory overtime on Edison JPAs,” then that is on Edison’s dime. Edison is not charging the other members to say, “Hey members, we need you guys to chip in to help pay for this mandatory overtime that they are working.” Edison puts it on them, and the staff is working through the Edison JPAs. That is on Edison’s dime, but the right to make them work “mandatory” is something the committee has that right to do. Mr. Treepaisan commented if Edison thinks the overtime is being done for the Edison JPAs and not necessarily for the mutual benefit of the entire committee, the overtime is being

paid for by Edison, but Mr. Treepaisan does not know as far as the staff, overtime being on a voluntary basis versus a mandatory basis if the staff can commit more time for overtime. Mr. Brown stated all the other members will be benefitting as well because they receive dollars because of what Edison bills, members are going to benefit also towards their capital growth or their budget. Mr. Brown added 100 percent of the dollars does not come to Edison. It is divvied out based on the authorized cost pay, so other members will be benefitting. The only benefits to Edison are 1.) That Edison gets rid of Edison's backlog. 2.) Edison addressed all the prepetition on the special project, and 3.) Edison sees more capital dollars. The benefit to the others is that they do receive capital dollars towards their budget as well. Mr. Treepaisan stated it is not so much that SCJPC is not going to do it, it is a question of when SCJPC will get to it. Mr. Treepaisan added the extra overtime that was done in December, how fast that tackles the list versus doing no overtime, or if the committee went to mandatory overtime, what would it quantify the time that takes? Ms. Black stated AT&T California is not in favor of making overtime mandatory, and especially during COVID. Ms. Black added her opinion that people have a lot to juggle right now. The committee does not know the situation of their personal lives. If there's multiple people trying to do their workday, are their kids trying to go on to school? Ms. Black thinks adding a mandatory extra load onto folks right now is just not appropriate. If the staff chooses to work overtime, that means their personal life can handle it. Ms. Black added if Ms. Pranta feels she needs to add personnel, and if Edison wants to pay for that new temporary person and then to have them just work Edison JPAs, or if Ms. Pranata wants to come back next month and show the committee the logic of adding a permanent person that is going to be working everybody's work. Ms. Black stated she is open to that and thinks all members are. However, there is not enough information at this point to say okay yet.

Mr. Bacon inquired would hiring a temp to add to the SCJPC staff for the overtime, is that an option for Edison? Mr. Brown stated that is an option, but Edison is looking at other options also for some internal processing. But, yes, it is an option or even more than one. Mr. Brown added it can only be one because SCJPC only has one extra computer there. Mr. Bacon inquired where to go from here. If the committee is looking for a general consensus as far as one making it mandatory, or second, going the route of also hiring more people. Mr. Bacon then inquired to Ms. Pranata what is the general consensus in regard to mandatory overtime with the staff? Is it welcomed? Is it needed? Is it something that the staff look forward to? Ms. Pranata explained one employee does not want overtime and has not been working overtime. Another employee may option out as well due to personal reasons. The rest of the employees are half and half. Half of them looking forward to overtime because they want the extra money and half of them just are willing to work when they are free. Mr. Bacon then inquired the effects of COVID with the concerns of family protection and everything else like this, is this a suitable time for the staff to be under a COVID, an overtime mandatory strain? Ms. Pranata explained it is hard because if the staff are taking vacation or if they are sick, then they cannot do overtime because they must work 40 hours first to get the overtime. Ms. Pranata added the issue with mandatory overtime is if the staff are sick, for example, say two days or if they are out on vacation two or three days, the staff cannot make that mandatory overtime that week. Mr. Bacon inquired again if this needs a vote or general consensus. Ms. Pranata replied it does not need to be voted on just a consensus from the Operating Committee, whether she

can hire another person or come back next month with a plan, but at this time, Ms. Pranata is suggesting one more person to hire. Ms. Pranata inquired if Edison has other suggestions or other options that they are going to propose? Mr. Brown stated Edison is looking at other options right now, but they have not come up with one yet. Mr. Bacon inquired if Edison would get back to Ms. Pranata with a future forecast of JPAs and poles. Mr. Brown stated he will try and get Ms. Pranata a forecast. Mr. Bacon then inquired if Edison sees a decrease anytime soon and if this is going to be an ongoing project with Edison. Mr. Brown stated it is not necessarily a project. Edison had the one project that is closing, but this is Edison's routine work: backlog work. Edison is going to make a concerted effort into catching up with that backlog work. Mr. Brown added, with that in mind, that is going to push out a lot more JPAs. Ms. Pranata inquired if the current project is ending. Mr. Brown replied yes. The project will be coming to an end. However, work volume, Edison does not anticipate it decreasing. Therefore, when Edison speaks to the project, it will be focus on that one company. Edison will no longer be focusing on the one company, and Edison be focusing on all Edison JPAs as a whole, but the numbers will not decrease. Ms. Pranata stated it sounds like SCJPC should hire another person, but she will come up with the cost at the next meeting and see if members are okay with the cost. Mr. Brown clarified once this project is over, just because Edison is increasing the work, everything does not fall on Edison at that point. Mr. Brown added Edison is focusing on this one project, Edison is willing to fork the dime for everything that Edison suggested. But now because Edison's work is not decreasing, that is on the Committee as a whole. That is not on Edison's dime. Mr. Bacon stated that Mr. Brown is right. But on the flip side of that as well, equitably across all members the work will be done. Above and beyond when strained, Edison may have to go back to what they just did, foot the bill for the overload because Edison had an urgency with a certain JPA and getting the Bill of Sale in before certain events took place. There was a double urgency for Edison to get those JPAs out which Edison very nicely volunteered to pay for the overtime. Mr. Bacon added if it does go back to the normal where the committee does hire this person, this is a normal one, one for all with Edison with all the members. However, Edison may have to revisit as Edison's backlog, or urgency goes up. Mr. Brown stated once this project is over, Edison no longer will consider any other urgency. Edison is just considering cleaning out Edison's backlog, getting the work done. Mr. Brown added he is assuming that the Committee is going to have a backlog at that point; however, it will not be because of an Edison urgency and Edison has been focusing on one thing like Edison does right now. It is just going to be routine work at that point. Edison will not be responsible to pay the dime on overtime or anything else at the point once Edison's special project is over. Mr. Bacon commented Edison is member and even if they submit 20,000 JPAs and another member submit 558 comparatively. Edison is a member and the costs, and the processing is shared equally among all the members as it is written in the books. Mr. Bacon added members do have limitations on budgets, and to add more staff would go across all budgets, but most of the work would be done by Edison. Edison is giving 50,000 poles hanging on to the amendment that all members should pay equally. Is it fair? No, but is it is the way it is written. Mr. Bacon continued the members do what they can but are limited on the staff that can be hire and the staff that can be paid for. All members must share in the load for paying for that person, and some members may not be able to afford it, or may not be willing to pay for it, or cannot find the funds to pay for the additional personnel and the increase

that must be paid across the board. There may be obstacles with Edison saying, "Yeah, we're still going to flood the market with dollar JPAs and we're all going to share equally." Mr. Brown stated that is to be discussed, however, he does not necessarily see how anything would be different from the past. Edison has always submitted much more than everyone else and will continue to submit much more than everyone else. Mr. Bacon stated that Edison has always produced more JPAs than anybody else. The cost of sharing and processing across the board is the responsibility of the members, but within breaking the bank with too many to process without hiring more people. Ms. Pranata is going to see what it would cost to hire an additional employee. Mr. Treepaisan inquired would it make sense to maybe hire a temporary worker, bill it to Edison, and then once the special project's over the committee can assess whether the committee needs a permanent employee or do something at that point as far as how it is being paid for. Mr. Bacon stated if Edison is saying that they are done with their project, and now they are going back to normal, the committee cannot force Edison to pay solely for that overtime personnel, although they are submitting 10 times more JPAs than anybody else. They are members. Mr. Bacon added if Edison wants to go that route, it will have to be on them, more on a recognition that right now, the SCJPC cannot handle current staff all the JPAs that they want to be, have produced in a timely manner. If the timely manner of which they could be produced is not suitable for Edison, then Edison would have to kick in to hire the staff at that point. But the committee would have to do an evaluation of what if the current staff can handle it with the backlog that they have. The committee can hire another person, but to put that bill completely on Edison, the committee cannot because of their status in membership with the SCJPC. Mr. Brown reiterated once the special project is over the JPAs will not necessarily be urgency, and Edison feels the special project should be done hopefully by the end of the month. However, it all depends on the communication between the attorneys because Edison still has work that can be produced. Mr. Brown added in the beginning, Edison only had so much work that was going to be accepted in a prepetition. Mr. Brown is not able to go until details about that, but that was the urgency. Edison had a deadline to get so much of this work done, and right now, Edison is not at that deadline. Therefore, the urgency continues, and if the urgency continues, Edison continues to pay the dime on overtime and stuff like that. But once the urgency is over, then the committee can talk about the need of overtime and things like that afterwards. Ms. Pranata added if she understood Mr. Treepaisan, if the committee is going to hire another person, one admin aide, it would probably be a temp, not a full-time permanent, and then, SCJPC will bill Edison for that one additional person while working on this special project. Mr. Treepaisan agreed and commented that is what he thought the mandatory overtime that Mr. Brown was suggesting came from the urgency of the Edison backlog. But it sounds like the urgency is going to go away in a month. Mr. Brown stated Edison has not crossed that bridge yet and just wanted it as an option if Edison is coming up with their backs up against a wall and needed to get more out. Then Edison would be asking for more, for mandatory overtime. Mr. Treepaisan added he prefers having a temp than forcing people to work mandatory overtime.

Mr. Bacon concluded by asking Ms. Pranata to give the committee a rundown on an average of a temporary person for hire, what it would cost to have them there for a year or so. Then the members will review at the next meeting.

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 has an update from the meeting yesterday she had with Hyperlink. They went over completed reports. She must test those reports and answer all his questions and concerns. Ms. Pranata added he was out of reach because he had to care for multiple family members that had COVID. He apologized, and his programmers have been working continuously to complete the reports for the committee. Ms. Pranata will reply to his email within two weeks.

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.

Ms. Allen opened and reported this item is still on hold until a decision is made with JPAssist. This item was tabled until the next meeting.

There were no questions or comments.

Return to the office preparation (standing agenda)

There were no questions or comments.

COVID-19 paid sick leave benefit question (FFCRA expired December 31, 2020).

Ms. Pranata displayed on the screen *The Families First Coronavirus Response Act* (FFCRA or ACT). Ms. Pranata then reported the staff has been asking, since the FFCRA ended in December 2020, if they still have up to 80 hours paid sick leave due to COVID. At the March meeting last year, the Admin Board approved up to 80 hours paid leave, but the committee never talked about when this will expire. Ms. Pranata needs clarification that if the staff or the office still have up to 80 hours paid sick leave. Mr. Bacon inquired, “Were we federally funded up until this past December where it’s going to run out or it’s already run out?” Is this federally funded or is the committee taking it on out of the committee’s budget with no recourse of collecting any money from the federal government? This expired December 31, 2020. Employees with fewer than 500 employees which SCJPC qualifies for. Mr. Bacon added to him he would say yes, the committee still must back this up because the country is still in the midst of COVID. Ms. Pranata inquired if members, get COVID-19 pay? Mr. Bacon stated currently LA

DWP employees do. They get put on paid admin leave and they are off for the full 14 days on paid admin leave. They just must be by their phones, and they can work from home. Mr. Carrion stated at Crown Castle, all employees were given a set number. It was supposed to expire in October, but given the situation, it is extended. They were just basically PTO hours reserved, and they were outside of regular, any kind of PTO vacation that Crown employees have. Ms. Pranata inquired when that expires. Mr. Carrion stated there is currently no expiration for it at this time. Mr. Carrion explained every employee was given 30 hours to be able to use, and if an employee needed to use them, the employee would just request time off and designate it that it was being used from that 30 hours. Mr. Carrion added again, initially they were set to expire at certain points. But as events transpired, they just continue to roll them over.

Mr. Bacon stated the committee is going to have to take a consensus or a vote on this as to whether the committee is going to continue it, even though the federal on their side has discontinued it. Mr. Bacon inquired if this would come out of the committee's own budget. Ms. Pranata replied yes. Ms. Prescott inquired if this is the latest information. Ms. Pranata presented a document on WebEx (page 12 of the Operating packet) that has the latest information that she could find, and the article said, "Employer may voluntarily decide to provide such leave." Ms. Prescott added until March 2021. Mr. Bacon added the committee gets tax credits for this as well. Mr. Bacon inquired if this something that needs to be decided today. Ms. Pranata replied that she would like to know as soon as possible. Mr. Van Stryk inquired if this excludes telework, if the boss tells an employee to do stuff at home, the employee is still kind of obligated to do it? Ms. Pranata stated that the employees are paid hourly. Therefore, if they work one hour at home, then they will have to be paid for that one hour. Ms. Pranata stated if the symptoms are not mild, then the employee will not be able to work remotely.

Mr. Bacon suggested calling a meeting with all the officers minus the staff to discuss and take a vote on this. As far as extending this to the employees, how would this affect the committee's budget long term if the committee had most of the staff off? Mr. Bacon suggested to move to have a private discussion. That way the members can discuss without the staff, regarding how they feel about it, whether members are willing to back this or not. Ms. Hernandez inquired if Ms. Pranata can send the current sick leave policy. If the committee knows the staff only get three days, well, that is not very much. Ms. Pranata replied yes. Ms. Black stated she texted Ms. Crawford and she is good with inviting her to that off-line meeting that the committee will be having, so she can weigh in. Mr. Bacon stated he is going to send out an invitation to the officers and the members to have a side discussion on that one as to the coverage. Mr. Bacon informed Ms. Pranata by tomorrow morning or even tonight, the committee should be able to give Ms. Pranata an answer on that one.

### MISC

Ms. Mitwasi inquired about lat and long that SCE sent to the SCJPC. Ms. Pranata reported she received 777,000 rows from Edison. Some of them had empty lat/long. She thinks she could ask the programmer to ignore those. Ms. Pranata then inquired if the poles Edison sent joint records only. Mr. Brown replied those sound like those would be joint. She then inquired if the poles City of Vernon, City of Lompoc, and City of LA sent are joint poles only. Mr. Van Stryk replied no. Ms. Pranata stated she will

need to tell the programmer to skip it if there is no record. Ms. Pranata stated there are about 1,100,000 rows to update. But she is waiting for City of Pasadena. He informed Ms. Pranata he is going to send it to her. Ms. Pranata then inquired if the members want to discuss it here or in the computer meeting. Ms. Mitwasi stated the computer meeting.

**Review of Action Items:**

- Ms. Pranata to come up with a cost on hiring a temporary employee.

The meeting adjourned at 10:59 a.m. until February 17, 2021.

Ms. Kathleen Allen – Committee Transcriber

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

OPERATING EXPENSES	Details	November 30, 2020			YTD Through November 30, 2020			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
<b><u>EMPLOYEE EXPENSE</u></b>									
Salaries		50,065	<b>48,902.46</b>	1,162	550,714	<b>496,276.16</b>	54,438	10%	600,779
Regular	<b>45,710.46</b>					-			
Contract Labor	<b>3,192.00</b>					-			
Insurance		6,921	<b>6,478.40</b>	443	76,132	<b>63,559.68</b>	12,572	17%	83,053
Health/Dental	<b>6,478.40</b>					-			
Life (quarterly)						-			
Payroll Taxes		4,256	<b>3,396.31</b>	859	46,811	<b>36,058.65</b>	10,752	23%	51,066
Workers Compensation		292	<b>249.66</b>	42	3,208	<b>2,578.26</b>	630	20%	3,500
Miscellaneous expenses/ Travel mileage reimbursement		125	<b>66.16</b>	59	1,375	<b>393.59</b>	981	71%	1,500
						-			
<b><u>PENSION EXPENSE</u></b>									
Contribution-SEP IRA		5,257	<b>4,503.73</b>	753	57,825	<b>46,800.31</b>	11,025	19%	63,082
						-			
						-			
<b><u>MONTHLY RECURRING</u></b>									
Rent		9,000	<b>9,064.66</b>	(65)	99,000	<b>98,080.68</b>	919	1%	108,000
Alarm System	<b>Quarterly</b>	50		50	550	<b>449.91</b>	100	18%	600
Telephone (Frontier+Jive)									
Plus Cell phones (new 04/2020)	Plus Cell phones for AP and KA	654	<b>834.98</b>	(181)	7,196	<b>8,948.36</b>	(1,753)	-24%	7,850
Cisco WebEx Plan		90	<b>69.00</b>	21	990	<b>759.00</b>	231	23%	1,080
Postage & Shipping		217	<b>32.40</b>	184	2,383	<b>488.96</b>	1,894	79%	2,600
Business/Property Insurance	<b>Pro-Rated</b>	167	-	167	1,833	<b>1,232.88</b>	600	33%	2,000
Committee Meetings		333	-	333	3,667	<b>2,278.17</b>	1,388	38%	4,000
						-			
						-			
<b><u>EQUIPMENT &amp; FURNITURE</u></b>									
Copy Machine - CBE		208	<b>19.15</b>	189	2,292	<b>1,097.53</b>	1,194	52%	2,500
						-			
						-			
						-			

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

OPERATING EXPENSES	Details	November 30, 2020			YTD Through November 30, 2020			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
<b>NETWORK SYSTEM</b>									
LAN Maintenance	CBE IT SUPPORT	1,083	985.00	98	11,917	12,002.10	(85)	-1%	13,000
FRIEND Support	HYPERLINK	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		93	69.95	23	1,027	1,019.37	7	1%	1,120
Covid-19 email & network setup		-	-	-	-	3,502.86	(3,503)	n/a	0
Computer (Supplies,Maintenance,Repair)		167	107.72	59	1,833	1,031.78	802	44%	2,000
Covid-19 Computer Supplies		-	-	-	-	217.98	(218)	n/a	0
Off-Site Online Back-up	INCLUDED IN ABOVE CBE IT	150	-	150	1,650	745.00	905	55%	1,800
<b>PRINTING &amp; SUPPLY</b>									
Office Printing		233	47.21	186	2,567	849.41	1,717	67%	2,800
Office Supplies	Plus Yearly Fire Extinguisher Maintenance	175	360.90	(186)	1,925	1,562.14	363	19%	2,100
<b>CONTRACT SERVICES</b>									
Auditor	Pro-Rated	808	4,960.80	(4,152)	8,892	7,504.80	1,387	16%	9,700
Attorney*		542	-	542	5,958	2,387.50	3,571	60%	6,500
<b>GENERAL EXPENSE</b>									
Payroll Service Fees		117	93.00	24	1,283	1,005.00	278	22%	1,400
Bank fees/Checks printing	Pro-Rated	33	-	33	367	188.98	178	48%	400
Publications/Subscriptions/Reference	Pro-Rated	17	-	17	183	120.00	63	35%	200
Seminars & Tuition		83	-	83	917	325.83	591	64%	1,000
Team Building	\$500 quarterly	167	414.46	(248)	1,833	1,914.46	(81)	-4%	2,000
Member Retirement & celebration		108	-	108	1,192	-	1,192	100%	1,300
Scanning Project*	Ongoing project	833	2,649.98	(1,817)	9,167	6,239.38	2,927	32%	10,000
<b>Total Operating Expenses</b>		83,419.12	84,480.93	(1,061.81)	917,610.37	812,543.73	102,139.35	11%	1,001,029

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

OPERATING EXPENSES	Details	November 30, 2020			YTD Through November 30, 2020			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
<b>CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT</b>									
<u>COMPUTER SYSTEM</u>									
Software Purchase (& minor website mods)		250	-	250	2,750	<b>2,780.00</b>	(30)	-1%	3,000
FRIEND modification*		2,813	-	2,813	30,938	-	30,938	100%	33,750
NJUNS Fee (once a year)*		875	-	875	9,625	<b>10,500.00</b>	(875)	-9%	10,500
Website Upgrade *		417	-	417	4,583	-	4,583	100%	5,000
Covid-19 software for laptops		-	-	-	-	<b>2,768.90</b>	(2,769)	n/a	0
<u>EQUIPMENT &amp; FURNITURE</u>									
Purchases/Leases (including Copy Machine)	COPY MACHINE LEASE AND TABLE TOP REPLACEMENT DAMAGED DUE TO WATER LEAK	575	<b>817.22</b>	(242)	6,325	<b>6,184.35</b>	141	2%	6,900
Covid-19 Panel Separator	Clear Panel cubicle separator	-	-	-	-	<b>1,627.14</b>	(1,627)	n/a	0
Hardware Purchase		117	-	117	1,283	<b>1,021.52</b>	262	20%	1,400
Covid-19 Laptops		-	-	-	-	<b>9,854.90</b>	(9,855)	n/a	0
<u>LONG TERM LIABILITY CURRENT</u>									
<b>Total Capital Investments &amp; Long Term Liabilities Current</b>		<b>5,045.83</b>	<b>817.22</b>	<b>4,228.61</b>	<b>55,504.17</b>	<b>34,736.81</b>	<b>20,767.36</b>	37%	60,550
Interest Earned/Misc Income			(0.07)			(0.83)			
<b>SPECIAL BILLING TO SCE</b>			<b>(6,282.02)</b>			<b>(6,282.02)</b>			
<b>TOTAL</b>		<b>88,464.96</b>	<b>79,016.06</b>	<b>3,166.81</b>	<b>973,114.53</b>	<b>840,997.69</b>	<b>122,906.71</b>	13%	<b>1,061,579</b>
						<b>YTD</b>			
<b>TOTAL COVID-19 EXPENSES</b>						<b>17,971.78</b>			
<b>*Items in blue are assessed equally</b>									
Prepared as of: 12/6/2020									

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

OPERATING EXPENSES	Details	December 31, 2020			YTD Through December 31, 2020			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
<b>EMPLOYEE EXPENSE</b>									
Salaries		50,065	<b>71,707.47</b>	(21,643)	600,779	<b>567,983.63</b>	32,795	5%	600,779
Regular	<b>69,259.47</b>					-			
Contract Labor	<b>2,448.00</b>					-			
Insurance		6,921	<b>6,680.00</b>	241	83,053	<b>70,239.68</b>	12,813	15%	83,053
Health/Dental	<b>6,478.40</b>					-			
Life (quarterly)	<b>201.60</b>					-			
Payroll Taxes		4,256	<b>5,197.78</b>	(942)	51,066	<b>41,256.43</b>	9,810	19%	51,066
Workers Compensation		292	<b>234.50</b>	57	3,500	<b>2,812.76</b>	687	20%	3,500
Miscellaneous expenses/ Travel mileage reimbursement		125	-	125	1,500	<b>393.59</b>	1,106	74%	1,500
<b>PENSION EXPENSE</b>									
Contribution-SEP IRA		5,257	<b>6,756.74</b>	(1,500)	63,082	<b>53,557.05</b>	9,525	15%	63,082
<b>MONTHLY RECURRING</b>									
Rent		9,000	<b>9,064.66</b>	(65)	108,000	<b>107,145.34</b>	855	1%	108,000
Alarm System	<b>Quarterly</b>	50	<b>149.97</b>	(100)	600	<b>599.88</b>	0	0%	600
Telephone (Frontier+Jive) Plus Cell phones (new 04/2020)	Plus Cell phones for AP and KA	654	<b>837.77</b>	(184)	7,850	<b>9,786.13</b>	(1,936)	-25%	7,850
Cisco WebEx Plan		90	<b>69.00</b>	21	1,080	<b>828.00</b>	252	23%	1,080
Postage & Shipping		217	<b>7.75</b>	209	2,600	<b>496.71</b>	2,103	81%	2,600
Business/Property Insurance	<b>Pro-Rated</b>	167	<b>465.50</b>	(299)	2,000	<b>1,698.38</b>	302	15%	2,000
Committee Meetings	NOVEMBER MEETING TRANSCRIPT	333	<b>327.00</b>	6	4,000	<b>2,605.17</b>	1,395	35%	4,000
<b>EQUIPMENT &amp; FURNITURE</b>									
Copy Machine - CBE		208	-	208	2,500	<b>1,097.53</b>	1,402	56%	2,500

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

OPERATING EXPENSES	Details	December 31, 2020			YTD Through December 31, 2020			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
<b>NETWORK SYSTEM</b>									
LAN Maintenance	CBE IT SUPPORT	1,083	985.00	98	13,000	12,987.10	13	0%	13,000
FRIEND Support	HYPERLINK	400	400.00	-	4,800	4,800.00	-	0%	4,800
Data Center Hosting-Hardev		775	775.00	-	9,300	9,300.00	-	0%	9,300
Email/Domain Host/Sharefile		93	69.95	23	1,120	1,089.32	31	3%	1,120
Covid-19 email & network setup		-	-	-	-	3,502.86	(3,503)	n/a	0
Computer (Supplies, Maintenance, Repair)	REPAIRED HARD DRIVE FAILURE PC	167	440.44	(274)	2,000	1,472.22	528	26%	2,000
Covid-19 Computer Supplies		-	-	-	-	217.98	(218)	n/a	0
Off-Site Online Back-up	INCLUDED IN ABOVE CBE IT	150	-	150	1,800	745.00	1,055	59%	1,800
<b>PRINTING &amp; SUPPLY</b>									
Office Printing		233	-	233	2,800	849.41	1,951	70%	2,800
Office Supplies		175	101.96	73	2,100	1,664.10	436	21%	2,100
<b>CONTRACT SERVICES</b>									
Auditor	Pro-Rated	808	-	808	9,700	7,504.80	2,195	23%	9,700
Attorney*		542	3,145.00	(2,603)	6,500	5,532.50	968	15%	6,500
<b>GENERAL EXPENSE</b>									
Payroll Service Fees		117	93.00	24	1,400	1,098.00	302	22%	1,400
Bank fees/Checks printing	Pro-Rated	33	-	33	400	188.98	211	53%	400
Publications/Subscriptions/Reference	Pro-Rated	17	100.00	(83)	200	220.00	(20)	-10%	200
Seminars & Tuition		83	-	83	1,000	325.83	674	67%	1,000
Team Building	\$500 quarterly	167	-	167	2,000	1,914.46	86	4%	2,000
Member Retirement & celebration		108	-	108	1,300	-	1,300	100%	1,300
Scanning Project*	Ongoing project	833	1,440.54	(607)	10,000	7,679.92	2,320	23%	10,000
<b>Total Operating Expenses</b>		83,419.12	109,049.03	(25,629.91)	1,001,029.49	921,592.76	77,116.65	8%	1,001,029

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

OPERATING EXPENSES	Details	December 31, 2020			YTD Through December 31, 2020			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
<b>CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT</b>									
<u>COMPUTER SYSTEM</u>									
Software Purchase (& minor website mods)		250	-	250	3,000	<b>2,780.00</b>	220	7%	3,000
FRIEND modification*		2,813	-	2,813	33,750	-	33,750	100%	33,750
NJUNS Fee (once a year)*		875	-	875	10,500	<b>10,500.00</b>	-	0%	10,500
Website Upgrade *		417	-	417	5,000	-	5,000	100%	5,000
Covid-19 software for laptops		-	-	-	-	<b>2,768.90</b>	(2,769)	n/a	0
<u>EQUIPMENT &amp; FURNITURE</u>									
Purchases/Leases (including Copy Machine)		575	<b>424.86</b>	150	6,900	<b>6,609.21</b>	291	4%	6,900
Covid-19 Panel Separator		-	-	-	-	<b>1,627.14</b>	(1,627)	n/a	0
Hardware Purchase		117	-	117	1,400	<b>1,021.52</b>	378	27%	1,400
Covid-19 Laptops		-	-	-	-	<b>9,854.90</b>	(9,855)	n/a	0
<u>LONG TERM LIABILITY CURRENT</u>									
<b>Total Capital Investments &amp; Long Term Liabilities Current</b>		<b>5,045.83</b>	<b>424.86</b>	<b>4,620.97</b>	<b>60,550.00</b>	<b>35,161.67</b>	<b>25,388.33</b>	42%	60,550
Interest Earned/Misc Income			(0.08)			(0.91)			
<b>SPECIAL BILLING TO SCE</b>			<b>(5,537.00)</b>			<b>(11,819.02)</b>			
<b>TOTAL</b>		<b>88,464.96</b>	<b>103,936.81</b>	<b>(21,008.93)</b>	<b>1,061,579.49</b>	<b>944,934.50</b>	<b>102,504.98</b>	10%	<b>1,061,579</b>
						<b>YTD</b>			
<b>TOTAL COVID-19 EXPENSES</b>						<b>17,971.78</b>			
<b>*Items in blue are assessed equally</b>									
1/7/2021									

Delinquent Accounts  
As of 1/20/2021

**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	11/11/20,1/12/21	Emailed Yvonne Johnson	JT	GV	10/13/2020
AT&T Mobility	Aug '20	Sept 31, 2020	\$ 775.03	20761	12/16/20, 1/12/21	Emailed Yvonne Johnson	JT	JT	11/11/2020
AT&T Mobility	Sept '20	Oct 31, 2020	\$ 849.50	20792	1/12/2021	Emailed Yvonne Johnson	JT	JT	12/16/2020
City of Lompoc	Oct '20	Nov 30, 2020	\$ 726.33	20816		Will send past due notice between 2/8 to 2/12 (not 60 days yet)		JT	1/12/2021
City of Riverside	Oct '20	Nov 30, 2020	\$ 1,013.07	20819		Will send past due notice between 2/8 to 2/12 (not 60 days yet)		JT	1/12/2021
City of Vernon	Sept '20	Oct 31, 2020	\$ 787.14	20805	1/12/2021	emailed ltorbati	JT	JT	12/16/2020
EXTENET Systems	Oct '20	Nov 30, 2020	\$ 679.27	20837		Will send past due notice between 2/8 to 2/12 (not 60 days yet)		JT	1/12/2021
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, 12/20/20,1/12/21	Email matt.bergines@verizon.com  CHECK LOST, REISSUING NEW CHECK	JT/GV	JT	6/9/2020
MCI Metro/ATS	Oct '20	Nov 30, 2020	\$ 875.76	20824		Will send past due notice between 2/8 to 2/12 (not 60 days yet)		JT	1/12/2021
MCI Telecomm	March '20	April 30, 2020	\$ 1,307.71	20606	7/7/2020, 8/11/2020; 9/8/2020; 10/13/2020,11/11/20, 12/16/20,1/12/21	Email matt.bergines@verizon.com  CHECK LOST, REISSUING NEW CHECK	JT/GV	JT	6/9/2020
MCI Telecomm	Oct '20	Nov 30,2020	\$ 719.05	20825		Will send past due notice between 2/8 to 2/12 (not 60 days yet)		JT	1/12/2021
SPRINT-Nextel	Aug '20	Sept 31, 2020	\$ 705.32	20758	12/16/20,1/12/21	Emailed mortiz@motive-energy.com	JT	JT	11/11/2020
SPRINT-Nextel	Sept '20	Oct 31, 2020	\$ 776.49	20789	1/12/2021	Emailed mortiz@motive-energy.com	JT	JT	12/16/2020
Teleport Comm	Oct '20	Nov 30, 2020	\$ 1,144.04	20841		Will send past due notice between 2/8 to 2/12 (not 60 days yet)		JT	1/12/2021
Time Warner-TWS	Oct '20	Nov 30, 2020	\$ 391.29	20831		Will send past due notice between 2/8 to 2/12 (not 60 days yet)		JT	1/12/2021
T-Mobile USA	July '20	August 31, 2020	\$ 998.00	20734	11/11/2020, 12/16/20,1/12/21	Emailed shenderson	JT	GV	10/13/2020
T-Mobile USA	Aug '20	Sept 31, 2020	\$ 699.51	20765	12/16/2020,1/12/21	Emailed shenderson	JT	JT	11/11/2020
T-Mobile USA	Sept '20	Oct 31, 2020	\$ 770.40	20796	1/12/2021	Emailed shenderson	JT	JT	12/16/2020
T-Mobile USA	Oct '20	Nov 30, 2020	\$ 701.10	20827		Will send past due notice between 2/8 to 2/12 (not 60 days yet)		JT	1/12/2021
Verizon Wireless***AP	Aug '20	Sept 31, 2020	\$1,095.95	20747	12/16/2020	See AP's email		JT	11/11/2020
Verizon Wireless***AP	Oct '20	Nov 30, 2020	\$1,097.78	20809		See AP's email		JT	1/12/2021
Verizon Wireless***AP	Sept '20	Oct 31, 2020	\$1,185.46	20778		See AP's email		JT	12/16/2020
Verizon Wireless***AP	Oct '20	Nov 30, 2020	\$1,316.87	20840		See AP's email		JT	1/12/2021
XO Comm	March '20	April 30, 2020	\$ 1,332.70	20612	7/7/2020; 8/10/2020; 9/8/2020; 10/13/2020,11/11/20, 12/16/20,1/12/21	Email to matt.bergine@verizon.com; mortiz@motive-energy.com  CHECK LOST, REISSUING NEW CHECK	JT/GV	JT	6/9/2020
XO Comm	Oct '20	Nov 30, 2020	\$ 744.77	20830		Will send past due notice between 2/8 to 2/12 (not 60 days yet)		JT	1/12/2021
<b>SUBTOTAL</b>			<b>\$23,248.26</b>						

**Because of the nature of the bankruptcy process, most payments will be made upon exit from bankruptcy.**

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
PRIME CLERK/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
PRIME CLERK/FRONTIER	April '20	May 31, 2020	\$ 5,385.97	20635	8/11/2020; 9/8/2020	PAID HALF by FTR. \$5,770.68 DATED 09-30-20 Submitted to PRIME CLERK per Frontier's instructions (AP)	AP	AP	10/13/2020
<b>SUBTOTAL</b>			<b>\$17,662.69</b>						

**GRAND TOTAL \$40,910.95**

\*\*\*\*Verizon Wireless (ATC) See Angela's email 1/12/21

**\$13,916.80**

- = 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  
DEC 2019- NOV 2020 (ADJUSTED % COVID-19)**

	MBR CODE	2019 DEC	2020 JAN	2020 FEB	2020 MAR	2020 APR	2020 MAY	2020 JUN	2020 JUL	2020 AUG	2020 SEP	2020 OCT	2020 NOV	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	Golden State Water	SCW		1	1	1	1	1	1	1	1	1	1	11	100%	SCW	11
10	Time-Warner	TWC		1	1	1	1	1	1	1	1	1	1	11	100%	TWC	11
11	City of Azusa	MA		1	1	1	1	1	1	1	1	1	1	11	100%	MA	11
12	City of Burbank	B		1	1	1	1	1	1	1	1	1	1	11	100%	B	11
13	Mobilite LLC	MOB		1	1	1	0	1	1	1	1	1	1	10	100%	MOB	10
14	MCI/Metro	ATS		1	1	0	0	1	1	1	1	1	1	9	100%	ATS	9
15	MCI Communications	MCI		1	1	0	0	1	1	1	1	1	1	9	100%	MCI	9
16	Teleport Comm America	TCA		1	1	1	1	1	1	0	1	1	1	10	91%	TCA	11
17	City of Lompoc	LLW		1	0	1	1	1	1	1	1	1	1	10	91%	LLW	11
18	City of Glendale	A		1	0	1	1	1	1	1	1	1	1	10	91%	A	11
19	City of Riverside	J		1	1	1	1	1	1	1	0	1	1	10	91%	J	11
20	City of Anaheim	D		1	1	1	1	1	1	1	0	1	1	10	91%	D	11
21	Sprint Communications	FON		1	1	1	1	1	1	1	1	0	1	10	91%	FON	11
22	Sprint-Nextel	SPR		1	1	1	1	1	1	1	1	0	1	10	91%	SPR	11
23	ExteNet Systems	EXT		1	1	1	1	1	1	1	1	1	0	10	91%	EXT	11
24	City of Banning	COB		1	1	1	0	1	0	1	1	1	1	9	90%	COB	10
25	City of Vernon	V		0	0	0	1	1	1	1	1	1	1	8	80%	V	10
26	T-Mobile, USA	PBM		0	1	1	1	1	1	0	0	1	1	8	73%	PBM	11
27	Mpower/TelePacific	ICG		1	1	1	1	1	1	1	0	0	0	8	73%	ICG	11
28	City of Pasadena	MP		1	1	0	1	1	0	0	1	0	0	6	60%	MP	10
29	City of Colton	F		1	0	0	0	1	0	1	0	0	1	4	44%	F	9
30	ATC Outdoor DAS	AMT		0	1	0	0	0	0	0	0	1	1	3	33%	AMT	9
	<b>Total</b>		<b>0</b>	<b>27</b>	<b>26</b>	<b>24</b>	<b>24</b>	<b>29</b>	<b>26</b>	<b>28</b>	<b>26</b>	<b>24</b>	<b>25</b>	<b>27</b>			

Member	ATC	B	E	EXT	H/T	LAC	M	MP	NG	NXT	SPR	TCA	V	Totals	YTD
<b>Joint JPAs Billed</b>			955	1			2		15				4	977	9092
<b>% of Joint JPAs Billed</b>	0.000	0.000	0.977	0.001	0.000	0.000	0.002	0.000	0.015	0.000	0.000	0.000	0.004	1.00	
Joint JPAs Returned			490	1	4		4	1	4			1	11	516	7029
Joint JPAs Held Over														0	
<b>Total Joint JPAs Received</b>	0	0	1445	2	4	0	6	1	19	0	0	1	15	1493	17420
<b>Multi JPAs Billed</b>	1		90						21	3			2	117	1118
<b>% of Multi JPAs Billed</b>	0.009	0.000	0.769	0.000	0.000	0.000	0.000	0.000	0.179	0.026	0.000	0.000	0.017	1.00	
Multi JPAs Returned	2	1	162	17	14	1	2		35	9	1		17	261	2325
Multi JPAs Held Over														0	
<b>Total Multi JPAs Received</b>	3	1	252	17	14	1	2	0	56	12	1	0	19	378	3873
<b>Total # JPAs Billed</b>	1	0	1045	1	0	0	2	0	36	3	0	0	6	1094	10210
<b>% of JPAs Billed</b>	0.001	0.000	0.955	0.001	0.000	0.000	0.002	0.000	0.033	0.003	0.000	0.000	0.005	1.00	
<b># of JPAs Returned</b>														777	9354
<b># of Held Over JPAs</b>														0	
<b>Total JPAs received</b>	3	1	1697	19	18	1	8	1	75	12	1	1	34	1871	21293
<b>% of JPAs Billed</b>														58.47%	
<b>% of JPAs returned</b>														41.53%	
<b>% of Held Over JPAs</b>														0.00%	
Member	ATC	B	E	EXT	H/T	LAC	M	MP	NG	NXT	SPR	TCA	V	Totals	
Poles Billed (Joint JPAs)			3001	1			4		23				7	3036	29674
Poles Returned (joint)			2290	1	14		30	2	13			1	35	2386	32643
Poles Held Over (joint)														0	
Poles Billed (Multi JPAs)	1		426						46	10			3	486	5376
Poles Returned (multi)	9	22	1202	133	303	1	4		395	99	2		68	2238	22049
Poles Held Over (multi)														0	
<b>Total # Poles Billed (Joint &amp; Multi combined)</b>	1	0	3427	1	0	0	4	0	69	10	0	0	10	3522	35050
<b>% of Total Poles Billed (Joint &amp; Multi combined)</b>	0.000	0.000	0.973	0.000	0.000	0.000	0.001	0.000	0.020	0.003	0.000	0.000	0.003	1.00	
<b># of Poles Returned</b>														4624	54692
<b># of Held Over Poles (SEE BELOW)</b>														0	
<b>Total Poles received</b>	10	22	6919	135	317	1	38	2	477	109	2	1	113	8146	99146
<b>% of Poles Billed</b>														43.24%	
<b>% of Poles returned</b>														56.76%	
<b>% of Held Over Poles (SEE BELOW)</b>														0.00%	

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

<b>SCE HELD OVERS</b>	
<b>HELD OVER JPAS</b>	4918
<b>HELD OVER POLES (APPROXIMATE)</b>	22900

SCE DID NOT PROVIDE POLE COUNT. AVERAGE NUMBER OF POLES PER JPA: 4.66  
AS OF B/S 11/20

Inspections Billed SCE Only: O&M (Inspection & Pole Tags)	
<b>Inspection JPAs Billed</b>	
<b>Inspection Poles Billed</b>	

SCE's Inspections JPAs/Poles were not included in above table	SCE O&M YTD
	17
	7063
	40948

Inspections Billed D Only: (Inspections)	
<b>Inspection JPAs Billed</b>	
<b>Inspection Poles Billed</b>	

D's Inspections JPAs/Poles were not included in above table	D YTD
	0
	28
	0
	11308

Overtime Only E Only: (JOINTS)	
<b>OVERTIME E JPAs Billed</b>	
<b>OVERTIME E Poles Billed</b>	
<b>OVERTIME E JPA Processed (Billed + Memos)</b>	
<b>OVERTIME E Poles Processed (Billed + Memos)</b>	

E's Overtime JPAs/Poles were not included in above table	E OT YTD
	287
	436
	753
	1245
	368
	570
	1179
	1891

Member	ATC	E	EXT	FTR	H/T	ICG	MCI	NG	NXT	TCA	Totals	YTD
<b>Joint JPAs Billed</b>		791			1	1		13			806	9898
<b>% of Joint JPAs Billed</b>	0.000	0.981	0.000	0.000	0.001	0.001	0.000	0.016	0.000	0.000	1.00	
Joint JPAs Returned		461			2			2			465	7494
Joint JPAs Held Over											0	
<b>Total Joint JPAs Received</b>	0	1252	0	0	3	1	0	15	0	0	1271	18691
<b>Multi JPAs Billed</b>	1	95	3					13			112	1230
<b>% of Multi JPAs Billed</b>	0.009	0.848	0.027	0.000	0.000	0.000	0.000	0.116	0.000	0.000	1.00	
Multi JPAs Returned	2	192	26	1	20		1	20	1	1	264	2589
Multi JPAs Held Over											0	
<b>Total Multi JPAs Received</b>	3	287	29	1	20	0	1	33	1	1	376	4249
<b>Total # JPAs Billed</b>	1	886	3	0	1	1	0	26	0	0	918	11128
<b>% of JPAs Billed</b>	0.001	0.965	0.003	0.000	0.001	0.001	0.000	0.028	0.000	0.000	1.00	
<b># of JPAs Returned</b>											729	
<b># of Held Over JPAs</b>											0	
<b>Total JPAs received</b>	3	1539	29	1	23	1	1	48	1	1	1647	22940
<b>% of JPAs Billed</b>											55.74%	
<b>% of JPAs returned</b>											44.26%	
<b>% of Held Over JPAs</b>											0.00%	
Member	ATC	E	EXT	FTR	H/T	ICG	MCI	NG	NXT	TCA	Totals	
Poles Billed (Joint JPAs)		2329			10	1		14			2354	32028
Poles Returned (joint)		2580			3			4			2587	35230
Poles Held Over (joint)											0	
Poles Billed (Multi JPAs)	8	458	8					13			487	5863
Poles Returned (multi)	4	1338	290	8	448		12	208	8	14	2330	24379
Poles Held Over (multi)											0	
<b>Total # Poles Billed</b> (Joint & Multi combined)	8	2787	8	0	10	1	0	27	0	0	2841	37891
<b>% of Total Poles Billed</b> (Joint & Multi combined)	0.003	0.981	0.003	0.000	0.004	0.000	0.000	0.010	0.000	0.000	1.00	
<b># of Poles Returned</b>											4917	59609
<b># of Held Over Poles (SEE BELOW)</b>											0	
<b>Total Poles received</b>	12	6705	298	8	461	1	12	239	8	14	7758	106904
<b>% of Poles Billed</b>											36.62%	
<b>% of Poles returned</b>											63.38%	
<b>% of Held Over Poles (SEE BELOW)</b>											0.00%	

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

<b>SCE HELD OVERS</b>	
<b>HELD OVER JPAS</b>	6670
<b>HELD OVER POLES (APPROXIMATE)</b>	31083
SCE DID NOT PROVIDE POLE COUNT. AVERAGE NUMBER OF POLES PER JPA: 4.66 AS OF B/S 12/20	

Inspections Billed SCE Only: O&M (Inspection & Pole Tags)
<b>Inspection JPAs Billed</b>
<b>Inspection Poles Billed</b>

SCE's Inspections JPAs/Poles were not included in above table	SCE O&M YTD
	17
	7600
	48548

Inspections Billed D Only: (Inspections)
<b>Inspection JPAs Billed</b>
<b>Inspection Poles Billed</b>

D's Inspections JPAs/Poles were not included in above table	D YTD
	0
	28
	11308

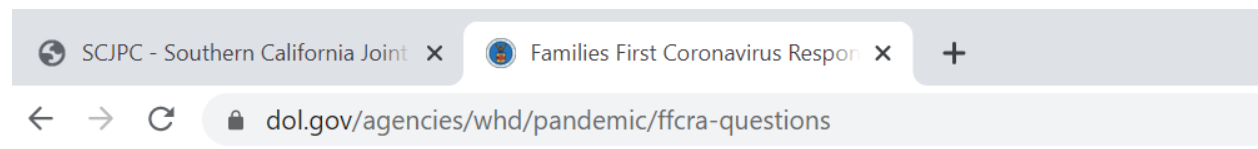
Overtime Only E Only: (JOINTS)
<b>OVERTIME E JPAs Billed</b>
<b>OVERTIME E Poles Billed</b>
<b>OVERTIME E JPAs Processed (Billed + Memos)</b>
<b>OVERTIME E Poles Processed (Billed + Memos)</b>

E's Overtime JPAs/Poles were not included in above table	E OT YTD
	442
	878
	1143
	2388
	561
	1131
	1748
	3639

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)	NOTES
			(Billed + Returned)			
May-20	2160	3749	<b>5909</b>	799	0	6708 = 680 (from Apr-20) + 5909 First month of billing on Excel files/electronic
	(26.44% Multi)					
Jun-20	2459	4488	<b>6947</b>	1335	0	8282 = 799 (from May-20) + 7483 No Overtime
	(10.49% Multi)					
Jul-20	2235	4714	<b>6949</b>	0	0	6949 = 1335 (from Jun-20) + 5614 NO BACKLOG/HELD OVER POLES, NO OT
	(8.99% Multi)					
Aug-20	905	6876	<b>7781</b>	4096 JPAs Or approx. 20205 Poles See member activity for more details	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 <i>Unusually high</i>	<b>11061</b>	1116 JPAs Or approx. 5184 Poles See member activity for more details	0	A lot of JPAs not billable - automatic return due to Form 48 violation
	(5.01% Multi)					
Oct-20 Regular time	4010	6138	<b>10148</b> <i>(see notes)</i>	3338 JPAs or approx. 15640 Poles See member activity for more details		<i>Poles count included: Steel Stubbed JPAs &amp; Correction of Records for INSPECTIONS JPAs</i>
	(0.09% Multi) High 2-party JPA volume					
Oct-20 OT	492	220	<b>712</b>		54	BILLED TO EDISON
Nov-20 Regular time	3522	4624 (2238 Multi included)	<b>8146</b> (33% Multi)	4918 SCE JPAs or approx. 22900 Poles See member activity for more details		
	(486 Multi included)					
Nov-20 OT	753	426	<b>1179</b>		92	BILLED TO EDISON
Dec-20 Regular time	2841	4917 (2230 Multi included)	<b>7758</b> (35% Multi)	6670 SCE JPAs or approx. 31083 Poles See member activity for more details		
	(487 Multi included)					
Dec-20 OT	1143	605	<b>1748</b>		125.75	BILLED TO EDISON
					271.75	

<https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>



**104. I was eligible for leave under the FFCRA in 2020 but I did not use any leave. Am I still entitled to take paid sick or expanded family and medical leave after December 31, 2020?** (added 12/31/2020)

Your employer is not required to provide you with FFCRA leave after December 31, 2020, but your employer may voluntarily decide to provide you such leave. The obligation to provide FFCRA leave applies from the law's effective date of April 1, 2020, through December 31, 2020. Any change to extend the requirement to provide leave under the FFCRA would require an amendment to the statute by Congress. The Consolidated Appropriations Act, 2021, extended employer tax credits for paid sick leave and expanded family and medical leave voluntarily provided to employees until March 31, 2021. However, this Act did not extend an eligible employee's entitlement to FFCRA leave beyond December 31, 2020.

Employers with questions about claiming the refundable tax credits for qualified leave wages should consult with the IRS. Information can be found on the IRS website (<http://www.irs.gov/coronavirus/new-employer-tax-credits>).

## **Southern California Joint Pole Committee**

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

February 17, 2021

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. Lex Treepaisan	Frontier Communications
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. 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
Mr. Ben Coffey	City of Banning
Ms. Ariel Dunning	City of Colton
Ms. Amanda Lindgren	City of Glendale
Ms. Lynn Prescott	Verizon Wireless
Ms. Jeremy Herman	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
Mr. Pedro Garganera	MCI Metro ATS/MCI Telecommunications
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Yesenia Delgado	Time-Warner Cable
Mr. Jim Todaro	AT&T Mobility
Ms. Shawn Henderson	T-Mobile USA
Ms. Linda McLean	Extenet Systems
Ms. Heidi Seropian	Extenet Systems
Mr. Nick Van Stryk	City of Vernon (Petrelli Electric)
Ms. Claudia Arellano	City of Vernon
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Chairperson, Mr. Treepaisan 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 **January 2021 Operating expense sheet**.

There were no questions or comments.

The third agenda item is the **Accounts Receivable**. Ms. Pranata stated that SCJPC only sends past due notices after 60 days past due. However, members are contacted monthly for payment status on past dues.

Ms. Pranata also stated that she separated the Prime Clerk/Frontier invoices at the bottom. Mr. Brown inquired what the process would be on the invoice that is paid half by Frontier. (See attached). Ms. Pranata stated the invoice was over \$10,000.00. Ms. Pranata was informed by Ms. Stewart, Frontier will only pay half because it was pre, and then post will be paid by Prime Clerk or vice versa. Ms. Pranata added she is unsure how Frontier divides those into two different amounts. Mr. Brown would have to ask Frontier, but Frontier paid half and the other half, Ms. Stewart said, should be paid by Prime Clerk. Mr. Brown commented talking about the pre- and post-sold, Frontier is paying based on the bankruptcy court proceedings, apparently and inquired if Ms. Pranata was talking about in pre- and post-petition. Ms. Pranata believes so. Mr. Treepaisan explained that Prime Clerk was there paying and handling the bills and it had to do with post and pre-bankruptcy.

Mr. Van Stryk inquired who the City of Vernon's email sent too. Ms. Pranata did not have that information at the time in front of her so she would have to check.

There were no further questions or comments.

The fourth agenda item on the agenda is **Member Board Attendance**.

There were no questions or comments.

The fifth agenda item for discussion is **Billing Standardization of Procedures and Minutes**. Ms. Allen reported that she held a staff meeting on February 11, 2021. Discussed was duplicate JPAs are being sent. Billers are to review both JPAs and if both JPAs are the same the billers are to process the one received first in the SCJPC office. If the JPAs are different the billers are to return to member asking which one to process. Also discussed were a few samples that Ms. Allen created. The first example was Section 7.13 with an existing ALL anchor to joint anchor to be transferred. Since the anchor was existing and was not due to pole replacement the anchor should be charged. The second example was Section 15.4 Lat/Long: Poles that only show lat/long is okay to accept but must have Section 15.4 stated. If the lat and long is not the correct format uses, staff is to not reject the Final. Ms. Allen informed the staff incorrect lat and long format should not be a reason to reject a JPA. If the address is not typed at all (example no 124' main st s/o grand ave), and lat and long is typed under location on Final. Final must have Sec 15.4, and staff can type the lat and long in Friend in the *location field*. If the lat and long typed in the wrong format, do not enter in the Lat and Long fields in FRIEND. The third example is on the JPA a F48 NOTE shows: NO CONSTRUCTION F48 N/R OK TO BILL. Billers are to accept and process. The JPA shows additional notes under the Nature of Work explaining why there is no

construction. The last example discussed is Section 9.4 Clear with 7.4. Billers can only charge items 163 or 165. Authorized costs can only be charged on section 9.4 with Section 7.11 added. Lasty discussed, was due to the short month and holiday the F7 request date was moved up five days for February bill of sale.

There were no questions or comments.

The sixth item on the agenda is **JPA Member Activity**. Ms. Pranata reported for January Bill of Sale, the number of JPAs billed in January was the highest. Billers billed 1,239 JPAs.

There were no questions or comments.

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

*SCJPC Work Update: December B/S & January B/S*

Ms. Pranata opened and reported there are more JPAs that are billable. The memos are coming back with errors corrected. However, the office staff is struggling to finish the month because to process a billed a JPA from start to finish takes longer than returning a JPA or writing a memo. Ms. Pranata explained when a biller finds a JPA not billable due to errors, the clock stops. Billers writes their notes, set it aside, and move on to another JPA. But if a JPA is billable, the JPA must go through the whole process from start to finish. More resources are needed. Ms. Pranata displayed a chart, which is also included in the packet, to show a comparison between last year and this year's numbers. Ms. Pranata stated that her and Ms. Allen have been collecting data from the staff: time spent for each stage of process from September 2020 to January this year for Edison-initiated JPAs only. About 90+ percent are Edison JPAs, and 93 percent of these JPAs are joint or two owners only. The staff spent an average of 41.78 hours to complete 100 JPAs, or about 25 minutes per JPA, if the JPA is billable. And if the JPA is not billable and needs to return those JPAs, the staff spent an average of 8.2 hours to return 100 JPAs or five minutes per JPA. Again, the time stopped. When the staff reviews the JPA, and finds an error, it is flagged, notes are written, and JPA set aside. It is more time consuming for the whole office to completely bill a JPA.

Ms. Pranata moved to the top of the chart and explained a six-month rolling count from August 2019 to January 2020 was used, and these were paper. These are the one in blue bars. Ms. Pranata has a note on the bottom to ignore August 2020, because it was a unique situation where most of the JPAs were returned due to Form 48 violation. Ms. Pranata pointed out the red bars, by looking at the red bars, members could see the number of JPAs billed has been increasing. Ms. Pranata added these numbers are only for full time billers, which are Mr. Jones, Ms. Tiangco, Ms. Corella, Ms. Silva, Ms. Vasquez, and Ms. Spencer. The average billed JPAs last year or from August 2019 to January 2020, was 680. From 680, 78 percent was joint. The average billed JPAs September 2020 to January 2021, the average was 1,004 JPAs; 93 percent is joint. The percentage of increase is almost 50 percent. If 680 is deducted from 1,004 it is about 324 JPAs more billed on average. Ms. Pranata continued to explain the staff spent about 135 more hours to process those billed JPAs. The base of productivity has always been based on number of poles, but since the staff are billing more JPAs, the

committee should start looking at the number of billed JPAs as part of productivity, because billing a JPA, takes more time and resources. Ms. Pranata also included total number of poles processed at the bottom for a reference. The percentage of increase in the number of poles is only 12 percent. That is because the staff billed more JPAs, which takes time for the staff to completely bill a JPA. Based on this data, Ms. Pranata requested to hire another typist. Ms. Crawford inquired if Ms. Pranata looked at the total number of JPAs for the office with the other members, not just Edison? Ms. Pranata replied no and explained the data is for Edison only at this time; however, Ms. Pranata could research those numbers for next month. Mr. Bacon stated to look at the whole picture. Because that will justify it more, because Mr. Bacon is assuming there will be a lot more numbers what the rest of the members submit besides Edison. Ms. Pranata explained Edison is the majority of the initiated JPAs. That is why her and Ms. Allen selected Edison's data only. Ms. Pranata added she will include non-Edison JPAs for next month.

Ms. Pranata stated either way, the staff is struggling. It has been a challenge for the staff to close the month on the deadline, and Ms. Pranata would like to hire a temp or an admin aide. Mr. Treepaisan stated it looks like a 50 percent increase. That is something the committee should consider or discuss. Mr. Treepaisan stated that Ms. Pranata mentioned something about it took about on average about 25 minutes to bill the JPAs. Mr. Treepaisan inquired what is the average for the non-billers. Ms. Pranata stated non-billers are admin aide, so they do not bill. They just review the JPAs. If they find the error, they return it. Mr. Treepaisan commented it is significantly less time than like the 25 minutes. Ms. Pranata explained the numbers can be found on the bottom of the chart, the "Return the JPA." Mr. Bacon stated this will be moved to next month's full report with all the data. Mr. Bacon then inquired how do the members feel about looking into now. 50 percent is huge. Do the members investigate this now or does the members wait for the data for next month? Ms. Crawford stated she thinks the committee needs the data to see if there was any offset from the other work. And then also look at the productivity of each biller. What is their volume? It is fine Edison had a 50 percent increase in demand or whatever that information was saying, but have the billers also reduced their productivity? Mr. Bacon commented that would not be a bad idea to see where productivity-wise with each employee. Mr. Bacon added to look internal before looking external. There is just cause for possibly adding staff but let the members look at the big full picture of this discussion. Ms. Pranata reiterated it had really been a struggle and the staff needs help, therefore, she would like to hire a temp. Especially for the special project that Edison is submitting. Edison talked about that Edison is willing to pay for the admin aide. Mr. Brown stated if Edison pays for an employee, that employee will be dedicated to doing Edison work. Ms. Pranata replied correct and stated the temp or the typist would only be working on Edison special project JPAs. Mr. Treepaisan added it seems like the consequence of not doing this is additional backlog, because the staff would not be able to get to it. Ms. Pranata commented correct. Mr. Bacon inquired how Edison would like to proceed with this and if they want to decide and make arrangements with Ms. Pranata. Mr. Brown stated he got approval a few months ago and were waiting until Edison heard something from the committee. Now Mr. Brown will take it back to his boss and say "okay, the committee is okay with it," and then proceed with it. Mr. Bacon stated for Edison to follow up and pursue Ms. Pranata and to move to discussion for next month on hiring a temp and looking internal productivity wise and go from there.

Ms. Pranata stated for clarification purposes, to move this to discussion in admin board and then wait for Mr. Brown for the okay and wait for the committee for the okay as well? Mr. Bacon stated yes let Edison see if Edison can fill that void first. And then move this to discussion for next month.

Ms. Pranata stated for February bill of sale, since it is a short month, the staff probably will not be able to process this much. Additionally, a staff has been out sick for two days.

There were no further questions or comments.

•SCE overtime (ongoing) and backlog

- *Waiting for answers from members & SCE*
- *Question for all members: Is there an urgency to process the SCE Special Project backlog JPAs?*
- *Question for SCE: What is the estimated number of JPAs or poles that SCE will send to SCJPC for future months?*
- *Question for SCE: Will the volume decrease or go back to normal over time? Meaning, is this a one-time project?*
- *PLAN: Hire full time admin aide/typist. Cost to hire a typist: \$52,946.00 for one year. See packet.*

Ms. Pranata opened and stated she is still waiting for answers from members and Edison if there is an urgency for SCJPC to process the backlog. Ms. Pranata stated more staffing is needed. Ms. Crawford stated this is just between Ms. Pranata and Mr. Brown. Mr. Brown has got to ask for approval for Ms. Pranata to hire a temp. Mr. Brown added last month it seemed like there was some pushback. Therefore, that was why Edison was waiting for an approval. Now that Edison is hearing an approval from the members then Mr. Brown can go ahead and move forward with informing his manager that the members are okay with it and Edison can go. Ms. Crawford stated she does not know why there would have had pushback, because there would be no cost to the membership. Mr. Bacon explained the pushback last month was someone brought up the term of "forced overtime," and the members did not like the language of that. If there is a backlog and its Edison's urgency to get to that backlog and if Edison wants to hire a temp service to process nothing but Edison's JPAs, the Mr. Bacon thinks all the members are in agreeance it does not affect the committee cost-wise or anything else. Mr. Bacon advised Mr. Brown to get with Ms. Pranata and decide on getting a temp to help. Ms. Pranata stated this is to be put on the discussion for admin, Ms. Pranata then inquired, does that mean she has to wait one more month? Mr. Bacon explained no, arrangements are to be made with Edison and will be just that. Ms. Pranata replied okay.

Mr. Brown inquired if the SCJPC has an extra laptop. Ms. Pranata explained there is only one desktop available. Ms. Pranata then explained this quote in the packet, it includes a brand-new laptop, labor, set-up, delivery, docking station, external mouse, and keyboard. The monitor, the office has two monitors in the office so SCJPC can lend one. It is not productive for staff to work with one computer because they must look at two different systems. Ms. Pranata highly recommends staff to use a monitor plus the laptop. And then I.T. support is \$65.00 a month or \$780.00 a year. That is another cost, the SCJPC email. Ms. Pranata does not want the new hire to use

their personal email. Ms. Pranata then explained the first row of the table shows what SCJPC pays the temp agency.

Mr. Brown inquired regarding the laptop, is that something that Edison is purchasing? Ms. Pranata stated no, it would be an SCJPC purchase. Ms. Crawford stated it would be Edison covering the cost because the committee does not have the need to add that person other than for Edison's backlog. Ms. Pranata stated if after SCJPC is done with the special project and the committee decides not to hire the temp full-time, SCJPC can plan to pass on that laptop to Edison. Mr. Brown replied okay.

Ms. Pranata stated she talked to the I.T. support. They do not recommend the temp using their own laptop because they need to configure the network and monitor the software and hardware. They highly recommended SCJPC provides the laptop. Mr. Bacon agrees. Mr. Brown added he will submit to his manager and they will go through it. Mr. Brown informed Ms. Pranata he will get back to her.

Ms. Ortiz inquired what the temp will be typing. Ms. Pranata explained all the pole records need to be typed into Friend database which is time consuming.

Ms. Pranata informed Mr. Brown to contact her if he has any more questions. Mr. Brown stated he does and will reach out to Ms. Pranata.

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 has an update. She tested the reports and the queries. Ms. Pranata sent her test results to Hyperlink. There were a couple of reports that needed to be fixed. They need to reprogram the reports to match the new database. Ms. Pranata spoke with Mr. Atalla yesterday and he informed Ms. Pranata that he is done; however, he wants to double and triple check everything. Mr. Atalla wants Ms. Pranata to save three backup data. One is before balancing. Second is after balancing, after everything has been corrected. And then another backup data after February bill of sale has been closed. Mr. Atalla will test the new database and the reports against those three-backup data. Once he verifies everything, the software will be ready at the end of March.

Ms. Pranata stated there are over 10 reports and run multiple queries. It is good that Mr. Atalla is double checking everything. Also, the database is large, and the SCJPC has 1.1 million active records. With the dead poles, SCJPC probably has over 2 million joint pole records and SCJPC has over 300,000 final JPA records. Ms. Pranata and Mr. Atalla wants to make sure everything is transferred correctly.

There were no questions or comments.

#### Item 1659: Collecting Lat/Long for pole records (from Computer committee). Approval for \$2000 to update Lat and Long (from Computer committee):

- *Update code from SCW to BVE for active joint pole records*
- *Enter lat and long into over 800,000 active joint pole records*

Ms. Pranata opened and stated this is from the computer committee, the quote from the programmer was \$2,000.00 to update the lat and long. Ms. Pranata received City of Pasadena's lat and long this morning. Therefore, it would be more than 1 million records to update. Ms. Pranata needs an approval from operating committee because her maximum is \$1,000.00. Ms. Pranata inquired if there were any objections. If not, Mr. Pranata can move forward with operating approval. Ms. Black motions to approve. Mr. Bacon commented no objections from LA DWP on this. Mr. Treepaisan stated Frontier's good with it. Mr. Bacon stated he would sign off for Ms. Pranata. Ms. Pranata inquired if a pole is listed by multiple companies, for example, LA DWP, Edison, and City of Pasadena listed the same pole number. Does it matter which lat and long is to be used. Mr. Brown commented to use the base owner's lat and long. Ms. Pranata replied got it.

*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.*

Ms. Allen opened and reported this item was on hold until a decision was made with JPAssist. Since item 1669: *Digitize JPA Process Proposals JPAssist* has been closed, it will be up to the members if they want to reopen this item, take it off hold, and start looking at the JPAs and decide if the committee wants to move forward. Ms. Allen explained she looked up the original list and there were eight ideas presented to simplify billing before the members started looking into digitizing the JPA process. Four of the eight were approved. However, three of the four that are still pending were basically a no-go. Ms. Allen stated it is up to the members how they want to proceed with this. And that was the ad hoc on billing process simplification. Mr. Serrato stated to schedule that meeting for next month and spend between now and next month reviewing where the committee left off. Mr. Serrato added members will whittle it down to the ideas that were approved and then the members can discuss about how the members can implement it or if the members still want to do it. Mr. Bacon added it has been so long, members all need to relook at it as far as getting familiar with it again for all the parts that were attached to that. The members agreed and this ad hoc will be scheduled for next month.

There were no further questions or comments.

*Notating errors on Final JPAs not on an Excel spreadsheet (SCJPC office 2/10/2021).*

- *SCJPC will notate errors on Final JPA PDF or Excel and send the files back to members.*
- *If we sent you a PDF memo file, you don't have to send us the PDF back. You can send the corrected Final in an Excel format.*

Ms. Pranata opened and explain that the staff have been doing this for Edison and it has been working great. When the staff finds an error, it is noted right away on

the PDF or Excel files and then sent those files back to Edison. Ms. Pranata wants to reduce the redundancy. Previously, the staff notated the errors twice, once on the final PDF or Excel and then write the same thing again on an Excel spreadsheet. Ms. Pranata stated she wants to eliminate the spreadsheet. Moving forward, starting March bill of sale, the staff is going to notate the errors on the PDF or Excel files only. If SCJPC sends a member a PDF with the memo, members do not have to send the PDF back because members needed to correct the PDF and correct the Excel. Ms. Pranata continued to explain members can go ahead and correct the errors on the Excel and then send the JPA to SCJPC in an Excel. Ms. Pranata stated this is for work efficiency, it is faster for staff to do this and to eliminate then redundancy. Mr. Brown stated it sounds like the staff prefer to have it on the PDF as opposed to this Excel. Ms. Pranata replied no and explained the JPA is only converted to PDF if the Excel file is very old. When the Excel files are older with unmatched columns or outdated information, SCJPC converts it to PDF right away, so it is faster for billers to enter monies. If the Excel is created in 2020 in the latest version that is on the website, then it is not converted to PDF. The staff bills it on the Excel file. Ms. DeBarge stated the members were moving towards more of a paperless, so now putting members back in this paper dilemma, even though it is electronic. Ms. DeBarge then inquire if Ms. Pranata stated when Excel files are received, SCJPC then export them to PDF to work on it? Ms. Pranata explained SCJPC internally converts it to PDF if the final was typed on an older version of Excel. That is what was decided in the operating committee, that SCJPC could go ahead and do that. Because it is faster for the staff. Ms. DeBarge inquired if the math features of Excel are being used for the billing process, it is still a manual, billers using their ten key to do the math? Ms. Pranata explained if the final is typed on the newer version of Excel, SCJPC keeps the Excel files. From April 2020 and forward, SCJPC does not convert it to PDF. Ms. DeBarge explained what she is expressing just that member took a step backwards is just the fact that members are sending files back and forth again instead of where SCJPC were taking the data entered on the spreadsheet and uploading that into our system, so now SCJPC got a tracking mechanism for repeated errors. Ms. DeBarge added now members got to pull JPA to really see what is going on. Ms. Pranata inquired if Edison reviews the preliminary to correct the error? Ms. DeBarge replied Edison is looking at the final, now it's not just opening Edison's Excel files, not just looking at data SCJPC sent on a spreadsheet and open SCJPC's file. Now if Edison got to go to a separate area where SCJPC files are being uploaded or saved and working from that one and then moving it to a place internally for Edison's staff. It is extra steps that Edison thought Edison were taking away from, but it just kind of likens to when Edison was in an office and here comes this heavy envelope with all this paper in it. Edison still must go through each one, and Edison must do something manually before making corrections and returning it. Mr. Bacon stated it was disheartening moving to paperless and then hit a snag and now members are stuck with it. However, Mr. Bacon thought it was come to an agreement with what format members are going to use. Mr. Bacon stated if Edison was not going to agree on adapting to JPassist with them having the dominant share of pole records and everything else. Mr. Bacon added he thought the committee came up with it was not going to work. Edison has the abundance, and if it is not all for one, then it was all for none. Mr. Bacon is unsure where else to take it other than still needing to function. Mr. Bacon inquire are there any other solutions or ideas that the committee can go over so that the committee can get with the 20th century and go

paperless? Mr. Treepaisan stated whenever Frontier has gone through paperless endeavors, it is always a pain in the beginning and getting it right. But eventually it streamlines the process considerably. Ms. Prescott added that the committee started to try and go paperless in 1996. Ms. Hernandez stated IPAM would have taken care of this.

Ms. Hernandez inquired that Ms. Pranata brought up the issue about errors when the staff are trying to final bill a JPA and they find an error. The files are sent via email. Ms. Hernandez stated she is unsure where the paper conversation came from. Ms. Hernandez stated the Ms. Pranata wants to note-take the errors on a PDF if they have the PDF or the Excel prior to the new Excel or mark it up on the Excel and send it via email. Mr. Bacon stated it was from Ms. DeBarge's comments with the way, the direction that the committee is moving in. Ms. DeBarge clarified her comment was regarding to saving actual Excel files and PDFs back instead of a spreadsheet that says, "Hey, fix these errors." Ms. Ortiz inquired if Edison is receiving paper and that it is not electronic. Ms. DeBarge stated it is electronic files that still must be shuffled around instead of seeing the data that tells Edison, "Okay, let me open the files SCJPC sent Edison, fix it.", and now Edison got to open SCJPC's file, and when Edison locates it, fix it, and then sends it. Mr. Brown stated that Edison agreed that the SCJPC staff can provide the errors on the Excel or PDF, on the final. Therefore, because Edison agreed to that, Edison is just going to stick with that for right now. Mr. Brown stated for Ms. Pranata to continue to do it as agreed to at this time. Ms. Mitwasi inquired to Ms. DeBarge the benefit of using the Excel spreadsheet versus receiving the PDF. Ms. DeBarge explained the data, to put it into a system, and Edison can pull records from that data and Edison can manipulate that data, whereas if Edison do not have the data, Edison is stuck. Edison got to open the whole thing and open a file. That is the big issue. Edison is trying to go to a route when Edison got this data that is moving around, Edison can upload it wherever. Whereas now, Edison has actual electronic files that Edison got to move and open and look at. Say there were five errors on a final. To deal with an employee almost five errors, Edison cannot just pull a report and say, "Okay, here's the data." Ms. DeBarge continued Edison must go into the files one by one and try to figure out what is going on. The efficiency of it being in data as opposed to files is the point that I was bringing up. Ms. Pranata stated sometimes Edison does not look at the files the SCJPC sent to SCE, instead, Edison would open internal files and those internal files have different data. That is why SCJPC is sending Edison what SCJPC receives from Edison and entering SCJPC's notes on those files, because SCJPC does not know why, for whatever reason, the files that Edison sends to SCJPC are different than the files that Edison's team has. Ms. Pranata is unsure where the disconnect is, but SCJPC received emails from Edison questioning the errors. But what Edison looks at is different than what SCJPC look at. Ms. Ortiz inquire if it is a different version of the same final? Ms. Pranata replied yes and explained Edison does not see the errors on their end, but if they look at the final that SCJPC received and that SCJPC sent back, Edison should see those errors. Ms. Pranata reiterated she is unsure where the disconnect is and how SCJPC received a different version. Ms. Ortiz commented which is why SCJPC would rather send the Excel final instead of a spreadsheet with errors. Ms. Pranata replied yes and stated so it is clear when they open the file, the error is stated right there on the file. Ms. Ortiz stated if there is errors and SCJPC only sends a list of the errors, SCJPC will get back a different version of that final. Ms. Hernandez commented SCJPC does not see what Edison sees. Ms. Pranata added if

SCJPC enters it on a separate spreadsheet, the staff must be very detailed. For example, the staff must enter the page and row number. The staff must add every little detail or SCJPC will get multiple emails questioning the staff, "What does this mean? What does this error mean?" However, if SCJPC adds the error directly to the final, members could see it right away where the error is at. The SCJPC staff could easily right-click, insert comment, and insert the error-note on the final. It is pointed out right away on the Final. Ms. Ortiz commented then the staff does not have to specify the page or line number. Ms. Pranata replied yes and added the staff does not have to specify the pole number or item number. Ms. Hernandez stated she rather see it on the final and Ms. Ortiz stated she would rather see in on the final as well. Ms. Ortiz inquired if SCJPC is going to make the notes on the final and not the spreadsheet. Ms. Pranata stated yes starting March bill of sale all JPAs deemed memos will start having the error notated on the Final JPA file.

*Review committee employees current paid sick time and paid time off (PTO/VAC) time allotment policy (C.Crawford AT&T California)*

Ms. Crawford opened and stated that the members were looking into something a couple of weeks back, and it caused Ms. Crawford to ask a few questions. Ms. Crawford was wondering if Ms. Pranata could share with the members what the current sick time policy is and vacation policy for the administrative team. Ms. Pranata displayed the sick leave policy and Ms. Crawford stated if she is reading this correctly, that would be six days per year of sick time, if they were a full-time employee and three days if they were a part time employee? Ms. Pranata replied correct. Ms. Crawford stated California law or guidelines is three days for full time employees. They do not suggest anything for part time. Ms. Crawford inquired how long has this six day for sick time been in effect? Ms. Pranata responded since 1990s.

Ms. Crawford inquired what would be the policy for the committee to modify that if the membership agreed that it should be modified? Is it an annual renewal, Ms. Crawford did not want to call it a contract because she knows it is not a contract, but when is the time granted, like the New Year start? Is it January, is it June? Because Ms. Crawford knows Ms. Pranata does the performance reviews in June, and Ms. Crawford thinks SCJPC pay increases happen at a midyear point. Ms. Crawford inquired when is the new calendar year for the six days granted? Ms. Pranata replied January 1<sup>st</sup>. Ms. Crawford stated she wants to discuss with the membership about, on relooking at getting the sick leave into maybe more California guidelines, and then vacation was her other question. Ms. Smith inquired was there a reason as to why it was set the way it was. Ms. Crawford stated in was in the 90's so it is not pertinent anyways. Ms. Pranata replied she knows for the part time the committee added this in 2016. It was a law by California that SCJPC must give sick times for part-timers. SCJPC did not have this before; it was added by the attorney.

Ms. Crawford stated that three days a year is what when she Googled California requirements are. Ms. Crawford is unsure how the committee does this going forward, because Ms. Crawford has not brought up something like this before. Is the rest of the membership interested in relooking at recalibrating the sick time benefits? Mr. Bacon stated if it is recalibrating to be less, L.A. would say no. Mr. Brown inquired is Ms. Crawford taking about California paid sick time. Ms. Crawford responded paid sick time the membership is paying for sick days. Mr. Brown stated the discussion can be

taken up; however, he would have to talk it over with the team. Ms. Crawford inquired how to proceed with this. Mr. Bacon inquired is the goal to look at it, to reassess what the California standard is. Ms. Crawford replied yes. Ms. Pranata inquired if the committee is changing, does that mean the current employees have to sign a new agreement. Ms. Crawford stated that is why she was inquiring. Not that it is a contract, but how are SCJPC employees under a guidance of what their allotment is on sick and vacation time. Ms. Pranata stated she will have to contact SCJPC's labor attorney for a consultation, what is the best way to do this if the committee decided to change vacation and sick leave. Ms. Crawford stated say any California corporation, for instance, like at AT&T California, AT&T California resets their policies maybe annually and make a reduction or an addition on things like that. Ms. Crawford is unsure how the administrative team is. Ms. Crawford does not think SCJPC employees are under a multi-year contract. Ms. Crawford believe it is probably an annual. Ms. Crawford just wanted to talk about reducing the sick six days sick time per employee to be more in alignment with California guidelines requiring businesses to provide three paid sick days per year. Mr. Bacon stated discussion and vote for this is the next move. Ms. Pranata stated the operating committee needs to make the decision first. Ms. Prescott stated to set up an item number and put it on the agenda for next month. Ms. Crawford inquired for the administrative board or for the operating committee. Ms. Prescott stated for operating. Ms. Crawford added for vacation time also. Mr. Bacon inquired if the discussion would be members only. Ms. Ortiz inquired if an off-cycle meeting be schedule. Mr. Bacon stated it would be appropriate to have it off-cycle. Mr. Bacon inquired if members agree this should be a private meeting without the staff. The members agreed. Ms. Ortiz added this will be after Ms. Pranata checks in with the labor lawyer and then that way, the members have all the information that is needed to decide. Mr. Bacon commented yes.

Ms. Pranata stated the new item number is *1774: Review of Sick/Vacation time* for operating committee. Ms. Crawford ask for Ms. Pranata to send this out to the members what is displayed on the screen. Ms. Pranata replied sure.

There were no further questions or comments.

*Return to the office preparation (standing agenda)*

- o *Labor Law attorney to review employee handbook and policies to include new laws –Covid-19, etc. Every 5 years. Budget for attorney approved for 2021 year.*

Ms. Pranata opened and stated it is time to review SCJPC's Employee Handbook by the labor attorney to make sure that SCJPC is in compliant. Especially there are a lot of rules and regulations due to COVID. SCJPC has a budget for the attorney. Ms. Pranata stated an approval is not needed; however, she just wanted to notify members that it is time for the labor attorney to review the Employee Handbook. Ms. Pranata added it should be reviewed every five years. Mr. Bacon agreed and stated it is time.

Ms. Pranata stated the Labor law attorney quoted about two to three hours total to review the whole thing. She is the one who wrote it in the first place, therefore, it would be about less than \$1,500.00. Again, there is a budget for that, and Ms. Pranata would just like to notify the operating committee. Is it a five-year term to make sure SCJPC is complying? Ms. Pranata stated it is a procedure from the operating

committee. Five years ago, the operating committee told Ms. Pranata to have the attorney review it every five years. Ms. Pranata added it is not just about sick and vacation time, it is about everything. Mr. Bacon stated to do it and if anyone had any objections.

There were no objections.

Yearly review of SCJPC financial statements (CPA/Auditor's request)

Ms. Pranata opened and explained this is a request from SCJPC's auditor or CPA and he proposed for the committee to do an annual review of the financial statement, not an audit. According to California's Nonprofit Integrity Act of 2004, a nonprofit with a gross annual revenue of \$2 million or more is required to have their financial statements audited by an independent CPA auditor. However, the SCJPC yearly revenue has been around \$1 million, so SCJPC does not need an auditing. But, a review of financial statements is sufficient, and Ms. Pranata contacted two different CPA firms and they confirmed that SCJPC does not need an auditing. However, a review of financial statements would be sufficient. Ms. Pranata went ahead and asked for a quote anyway just in case members were wondering. Ms. Pranata asked for a quote for auditing from two companies. One company did not want to give a quote. They told Ms. Pranata SCJPC does not need it. The second CPA firm told Ms. Pranata SCJPC does not need it, but it is about \$7,500.00 for an auditing. Ms. Pranata continued to explain the current auditor is proposing to review SCJPC's financial statements for \$5,000.00. It is not an audit, but it is a review. Mr. Bacon inquired what was their language as far as why SCJPC did not need it? Why did two of the companies say, "If you're doing audits, why do you need to review?" Please elaborate as to why SCJPC did not need. Ms. Pranata replied it is just based on the California Nonprofit Integrity Act of 2004. SCJPC is not required by the IRS. Mr. Bacon stated if SCJPC was audited by the IRS, SCJPC could certainly use records and everything else had. Mr. Bacon stated he knows a financial review was just in preparation to make sure that everything is square. But is it necessary? Mr. Bacon added when SCJPC gets audited, SCJPC is just going to go to their CPA and ask him anyways and he should have all that information available, would he not? Ms. Pranata replied no and stated all the financials, SCJPC has it. SCJPC's CPA does not have it. Mr. Bacon then commented if SCJPC were audited by the IRS or something like that, SCJPC be able to give him that information and he would be able to prepare it, would he not? Ms. Pranata replied yes and inquired if Mr. Bacon is proposing SCJPC does not have a review at all? Mr. Bacon replied yes and explained if two of them say SCJPC does not need it, other members, please chime in if there is something he is overlooking here. Mr. Bacon added that he knows the statements are well kept. Ms. Pranata stated SCJPC still needs to file a return Form 990, and that is about \$2000.00 for them to do. Mr. Bacon replied that would be expected. Mr. Treepaisan stated that he agrees with Mr. Bacon and if SCJPC is under the threshold of the requirement and SCJPC does not need to do it, then Mr. Treepaisan is with Mr. Bacon.

Ms. Crawford inquired if reviews have been done annually. Ms. Pranata replied the auditing has been done since 2001. Ms. Crawford inquired annually. Ms. Pranata replied yes, but he proposed since auditing is not required. Therefore, instead of paying \$8,000.00 to him for an auditing, he proposed just pay him \$5,000.00 for a review of financial statements and to file Form 990 to the IRS. Ms. Crawford stated it is only

\$4,000.00 more because him doing his annual thing would have been \$8,000.00. Ms. Pranata replied yes. However, the committee has been paying a little less than \$8,000.00. Mr. Bacon stated he rather pay them when SCJPC has an audit than paying for a pre-audit. Ms. Crawford inquired if Ms. Pranata could provide the members any of that outcome from the last five years or however often these audits have taken place to know what the findings were, if the committee had to adjust to realign anything? Ms. Pranata replied yes and stated she usually sends it out every year, she usually gets it from the auditor around end of December and sends out in January. Ms. Pranata stated she will forward the last five years to the operating committee. Ms. Crawford added she is just concerned that she is voting on something if she does not know if any of the previous audits found something that SCJPC had to adjust on. Mr. Bacon agreed with Ms. Crawford and stated that Ms. Pranata is going to send past statements to the Operating committee, and this will be discussed further next month.

There were no further questions or comments.

### **Review of Action Items:**

- Ms. Allen to schedule and prepare for Billing Process Simplification for next month.
- Mr. Brown to work with Ms. Pranata on hiring a new temp.
- Members to review the sick and vacation time independently.
- Item number 1774: Review of Sick and Vacation time was created.
- Ms. Pranata to have the Employee Handbook reviewed by Labor Law attorney.
- Ms. Pranata to send past financial statements to the operating committee.

The meeting adjourned at 11:45 a.m. until March 17, 2021.

Ms. Kathleen Allen – Committee Transcriber

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

OPERATING EXPENSES	Details	January 31, 2021			YTD Through January 31, 2021			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
<b><u>EMPLOYEE EXPENSE</u></b>									
Salaries		52,787	<b>48,401.18</b>	4,386	52,787	<b>48,401.18</b>	4,386	8%	633,448
Regular	<b>45,593.18</b>								
Contract Labor	<b>2,808.00</b>								
Insurance		6,667	<b>6,398.34</b>	268	6,667	<b>6,398.34</b>	268	4%	80,000
Health/Dental	<b>6,398.34</b>								
Life (quarterly)	-								
Payroll Taxes		4,487	<b>4,336.22</b>	151	4,487	<b>4,336.22</b>	151	3%	53,843
Workers Compensation		250	<b>234.50</b>	16	250	<b>234.50</b>	16	6%	3,000
Miscellaneous expenses/ Travel mileage reimbursement		100	<b>49.00</b>	51	100	<b>49.00</b>	51	51%	1,200
<b><u>PENSION EXPENSE</u></b>									
Contribution-SEP IRA		5,543	<b>4,486.41</b>	1,056	5,543	<b>4,486.41</b>	1,056	19%	66,513
<b><u>MONTHLY RECURRING</u></b>									
Rent		9,175	<b>9,064.66</b>	110	9,175	<b>9,064.66</b>	110	1%	110,100
Alarm System	<b>Quarterly</b>	50	-	50	50	-	50	100%	600
Telephone (Frontier+Jive) Plus Cell phones		829	<b>844.56</b>	(15)	829	<b>844.56</b>	(15)	-2%	9,950
Cisco WebEx Plan		90	<b>69.00</b>	21	90	<b>69.00</b>	21	23%	1,080
Postage & Shipping		83	<b>15.25</b>	68	83	<b>15.25</b>	68	82%	1,000
Business/Property Insurance Committee Meetings & Transcriptions	<b>Pro-Rated</b>	167	<b>1,100.50</b>	(934)	167	<b>1,100.50</b>	(934)	-560%	2,000
		292	-	292	292	-	292	100%	3,500
<b><u>EQUIPMENT &amp; FURNITURE</u></b>									
Copy Machine - CBE		167	-	167	167	-	167	100%	2,000

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

<b>OPERATING EXPENSES</b>		<b>January 31, 2021</b>			<b>YTD Through January 31, 2021</b>			<b>%</b>	<b>Annual</b>
<b>Details</b>	<b>Budgeted</b>	<b>Recorded</b>	<b>Variance</b>	<b>Budgeted</b>	<b>Recorded</b>	<b>Variance</b>	<b>Variance</b>	<b>Budget</b>	
<b><u>NETWORK SYSTEM</u></b>									
LAN Maintenance & off-site online backup (CBE IT)	CBE IT SUPPORT	1,050	<b>985.00</b>	65	1,050	<b>985.00</b>	65	6%	12,600
FRIEND Support	HYPERLINK	400	<b>400.00</b>	-	400	<b>400.00</b>	-	0%	4,800
Website & Data Center Hosting (Hardev)		775	<b>775.00</b>	-	775	<b>775.00</b>	-	0%	9,300
Email/Domain Host/Sharefile		258	<b>69.95</b>	188	258	<b>69.95</b>	188	73%	3,100
Computer (Supplies, Maintenance, Repair)		92	<b>34.47</b>	57	92	<b>34.47</b>	57	62%	1,100
<b><u>PRINTING &amp; SUPPLY</u></b>									
Office Printing		92	-	92	92	-	92	100%	1,100
Office Supplies		167	<b>168.00</b>	(1)	167	<b>168.00</b>	(1)	-1%	2,000
<b><u>CONTRACT SERVICES</u></b>									
Auditor	2020 fee	667	<b>303.00</b>	364	667	<b>303.00</b>	364	55%	8,000
Attorney*		542	-	542	542	-	542	100%	6,500
<b><u>GENERAL EXPENSE</u></b>									
Payroll Service Fees		100	<b>93.00</b>	7	100	<b>93.00</b>	7	7%	1,200
Bank fees/Checks printing	Pro-Rated	29	-	29	29	-	29	100%	350
Publications/Subscriptions/Reference	Pro-Rated	18	-	18	18	-	18	100%	220
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
<b>Total Operating Expenses</b>		<b>85,233.67</b>	<b>77,828.04</b>	<b>7,405.63</b>	<b>85,233.67</b>	<b>77,828.04</b>	<b>7,405.63</b>	<b>9%</b>	<b>1,022,804</b>

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

OPERATING EXPENSES	Details	January 31, 2021			YTD Through January 31, 2021			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
<b>CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT</b>									
<u>COMPUTER SYSTEM</u>									
Software Purchase (& minor website mods)		167	-	167	167	-	167	100%	2,000
FRIEND modification*		2,813	-	2,813	2,813	-	2,813	100%	33,750
Website Upgrade *		417	-	417	417	-	417	100%	5,000
<u>EQUIPMENT &amp; FURNITURE</u>									
Purchases/Leases (including Copy Machine)		467	424.86	42	467	424.86	42	9%	5,600
Hardware Purchase		117	-	117	117	-	117	100%	1,400
<u>LONG TERM LIABILITY CURRENT</u>									
<b>Total Capital Investments &amp; Long Term Liabilities Current</b>		<b>3,979.17</b>	<b>424.86</b>	<b>3,554.31</b>	<b>3,979.17</b>	<b>424.86</b>	<b>3,554.31</b>	89%	47,750
Interest Earned/Misc Income			(0.08)			(0.08)			
<b>SPECIAL BILLING TO SCE</b>				(7,906.39)		(7,906.39)			
<b>TOTAL</b>		<b>89,212.83</b>	<b>70,346.43</b>	<b>10,959.93</b>	<b>89,212.83</b>	<b>70,346.43</b>	<b>10,959.93</b>	12%	<b>1,070,554</b>
*Items in blue are assessed equally 2/7/2021									

Delinquent Accounts  
As of 2/10/2021

**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	11/11/20,1/12/21, 2/9/21	Emailed Yvonne Johnson	JT/GV	GV	10/13/2020
AT&T Mobility	Aug '20	Sept 30, 2020	\$ 775.03	20761	12/16/20, 1/12/21, 2/9/21	Emailed Yvonne Johnson	JT/GV	JT	11/11/2020
AT&T Mobility	Sept '20	Oct 31, 2020	\$ 849.50	20792	1/12/2021, 2/9/2021	Emailed Yvonne Johnson	JT/GV	JT	12/16/2020
AT&T Mobility	Nov '20	Dec 31, 2020	\$ 963.18	20854		Will send past notice in March (not 60 days yet)		GV	2/9/2021
City of Colton	Nov '20	Dec 31, 2020	\$ 920.95	20845		Will send past notice in March (not 60 days yet)		GV	2/9/2021
City of Riverside	Oct '20	Nov 30, 2020	\$ 1,013.07	20819	2/9/2021	Email sent to aparra@riversideca.gov	GV	JT	1/12/2021
City of Riverside	Nov '20	Dec 31, 2020	\$ 1,223.51	20850		Will send past due notice in March (not 60 days yet)		GV	2/9/2021
City of Vernon	Nov '20	Dec 31, 2020	\$ 897.43	20867		Will send past due notice in March (not 60 days yet)		GV	2/9/2021
EXTENET Systems	Oct '20	Nov 30, 2020	\$ 679.27	20837	2/9/2021	Email sent to Lmclean@EXTENETSYSTEMS.COM	GV	JT	1/12/2021
MCI Metro/ATS	Nov '20	Dec 31, 2020	\$ 1,072.23	20855		Will send past due notice in March (not 60 days yet)		GV	2/9/2021
MCI Telecomm	Nov '20	Dec 31, 2020	\$ 899.57	20856		Will send past due notice in March (not 60 days yet)		GV	2/9/2021
SPRINT-Nextel	Aug '20	Sept 31, 2020	\$ 705.32	20758	12/16/20, 1/12/21, 2/9/2021	Emailed mortiz@motive-energy.com	JT/GV	JT	11/11/2020
SPRINT-Nextel	Sept '20	Oct 31, 2020	\$ 776.49	20789	1/12/2021, 2/9/2021	Emailed mortiz@motive-energy.com	JT/GV	JT	12/16/2020
SPRINT-Nextel	Nov '20	Dec 31, 2020	\$ 886.20	20851		Will send past due notice in March (not 60 days yet)		GV	2/9/2021
Time Warner-TWS	Oct '20	Nov 30, 2020	\$ 391.29	20831	2/9/2021	Email sent to Yesenia.Delgado@charter.com	GV	JT	1/12/2021
T-Mobile USA	Nov '20	Dec 31, 2020	\$ 879.79	20858		Will send past due notice in March (not 60 days yet)		GV	2/9/2021
Verizon Wireless	Aug '20	Sept 31, 2020	\$ 1,095.95	20747	12/16/2020, 2/9/2021	Email sent to Marco M & Lupe H	GV	JT	11/11/2020
Verizon Wireless	Sept '20	Oct 31, 2020	\$ 1,185.46	20778	2/9/2021	Email sent to Marco M & Lupe H	GV	JT	12/16/2020
Verizon Wireless	Oct '20	Nov 30, 2020	\$ 1,097.78	20809	2/9/2021	Email sent to Marco M & Lupe H	GV	JT	1/12/2021
Verizon Wireless	Nov '20	Dec 31, 2020	\$ 1,316.87	20840		Will send past due notice in March (not 60 days yet)		GV	2/9/2021
XO Communications	Nov '20	Dec 31, 2020	\$ 928.43	20861		Will send past due notice in March (not 60 days yet)		GV	2/9/2021


**SUBTOTAL \$19,653.04**

**Because of the nature of the bankruptcy process, most payments will be made upon exit from bankruptcy.**

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
PRIME CLERK/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
PRIME CLERK/FRONTIER	April '20	May 31, 2020	\$ 5,385.97	20635	8/11/2020; 9/8/2020	PAID HALF by FTR. \$5,770.68 DATED 09-30-20 Submitted to PRIME CLERK per Frontier's instructions (AP)	AP	AP	10/13/2020

**SUBTOTAL \$17,662.69**

**GRAND TOTAL \$37,315.73**

 = 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 FEB 2020-JAN 2021 (ADJUSTED % COVID-19)

	MBR CODE	2020 FEB	2020 MAR	2020 APR	2020 MAY	2020 JUN	2020 JUL	2020 AUG	2020 SEP	2020 OCT	2020 NOV	2020 DEC	2021 JAN	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	Crown Castle NG West Inc.	NG	1	1	1	1	1	1	1	1	1		1	11	100%	NG	11
7	AT&T California	H / T	1	1	1	1	1	1	1	1	1		1	11	100%	H / T	11
8	Golden State Water	SCW	1	1	1	1	1	1	1	1	1		1	11	100%	SCW	11
9	Time-Warner	TWC	1	1	1	1	1	1	1	1	1		1	11	100%	TWC	11
10	City of Azusa	MA	1	1	1	1	1	1	1	1	1		1	11	100%	MA	11
11	City of Burbank	B	1	1	1	1	1	1	1	1	1		1	11	100%	B	11
12	Teleport Comm America	TCA	1	1	1	1	1	0	1	1	1		1	10	91%	TCA	11
13	City of Lompoc	LLW	0	1	1	1	1	1	1	1	1		1	10	91%	LLW	11
14	City of Glendale	A	0	1	1	1	1	1	1	1	1		1	10	91%	A	11
15	City of Riverside	J	1	1	1	1	1	1	0	1	1		1	10	91%	J	11
16	City of Anaheim	D	1	1	1	1	1	1	1	0	1		1	10	91%	D	11
17	Sprint Communications	FON	1	1	1	1	1	1	1	0	1		1	10	91%	FON	11
18	Sprint-Nextel	SPR	1	1	1	1	1	1	1	0	1		1	10	91%	SPR	11
19	ExteNet Systems	EXT	1	1	1	1	1	1	1	1	0		1	10	91%	EXT	11
20	XO Communications	NXT	1	1	1	1	1	1	1	1	1		0	10	91%	NXT	11
21	City of Banning	COB	1	1	0	1	0	1	1	1	1		1	9	90%	COB	10
22	City of Vernon	V	0	0	1	1	1	1	1	1	1		1	9	90%	V	10
23	Mobilite LLC	MOB	1	1	0	1	1	1	1	1	1		0	9	90%	MOB	10
24	MCI/Metro	ATS	1	0	0	1	1	1	1	1	1		0	8	89%	ATS	9
25	MCI Communications	MCI	1	0	0	1	1	1	1	1	1		0	8	89%	MCI	9
26	T-Mobile, USA	PBM	1	1	1	1	1	0	0	1	1		1	9	82%	PBM	11
27	Mpower/TelePacific	ICG	1	1	1	1	1	1	0	0	0		1	8	73%	ICG	11
28	City of Pasadena	MP	1	0	1	1	0	0	1	0	1		1	6	60%	MP	10
29	City of Colton	F	0	0	0	1	0	1	0	0	1		1	4	44%	F	9
30	ATC Outdoor DAS	AMT	1	0	0	0	0	0	0	1	1		1	4	44%	AMT	9
<b>Total</b>			<b>26</b>	<b>24</b>	<b>24</b>	<b>29</b>	<b>26</b>	<b>28</b>	<b>26</b>	<b>24</b>	<b>25</b>	<b>27</b>	<b>0</b>	<b>26</b>			

Member	A	ATC	ATS	B	E	EXT	H/T	LAC	MP	NG	NXT	V	Totals	YTD
<b>Joint JPAs Billed</b>	15				1084			6	1	16		6	1128	1128
<b>% of Joint JPAs Billed</b>	0.013	0.000	0.000	0.000	0.961	0.000	0.000	0.005	0.001	0.014	0.000	0.005	1.00	
Joint JPAs Returned	22	2			267		3	3	2	6		13	318	318
Joint JPAs Held Over													0	
<b>Total Joint JPAs Received</b>	37	2	0	0	1351	0	3	9	3	22	0	19	1446	1446
<b>Multi JPAs Billed</b>	2				63	1		5		39		1	111	111
<b>% of Multi JPAs Billed</b>	0.018	0.000	0.000	0.000	0.568	0.009	0.000	0.045	0.000	0.351	0.000	0.009	1.00	
Multi JPAs Returned	11		1	1	82	10	1	6		18	1	19	150	150
Multi JPAs Held Over													0	
<b>Total Multi JPAs Received</b>	13	0	1	1	145	11	1	11	0	57	1	20	261	261
<b>Total # JPAs Billed</b>	17	0	0	0	1147	1	0	11	1	55	0	7	1239	1239
<b>% of JPAs Billed</b>	0.014	0.000	0.000	0.000	0.926	0.001	0.000	0.009	0.001	0.044	0.000	0.006	1.00	
<b># of JPAs Returned</b>													468	468
<b># of Held Over JPAs</b>													0	
<b>Total JPAs received</b>	50	2	1	1	1496	11	4	20	3	79	1	39	1707	1707
<b>% of JPAs Billed</b>													72.58%	
<b>% of JPAs returned</b>													27.42%	
<b>% of Held Over JPAs</b>													0.00%	
Member	A	ATC	ATS	B	E	EXT	H/T	LAC	MP	NG	NXT	V	Totals	
Poles Billed (Joint JPAs)	38				2964			10	2	22		15	3051	3051
Poles Returned (joint)	254	9			1347		4	5	4	12		57	1692	1692
Poles Held Over (joint)													0	
Poles Billed (Multi JPAs)	4				226	3		6		41		2	282	282
Poles Returned (multi)	83		24	22	668	94	17	9		90	11	68	1086	
Poles Held Over (multi)													0	
<b>Total # Poles Billed (Joint &amp; Multi combined)</b>	42	0	0	0	3190	3	0	16	2	63	0	17	3333	3333
<b>% of Total Poles Billed (Joint &amp; Multi combined)</b>	0.013	0.000	0.000	0.000	0.957	0.001	0.000	0.005	0.001	0.019	0.000	0.005	1.00	
<b># of Poles Returned</b>													2778	2778
<b># of Held Over Poles (SEE BELOW)</b>													0	
<b>Total Poles received</b>	379	9	24	22	5205	97	21	30	6	165	11	142	6111	6111
<b>% of Poles Billed</b>													54.54%	
<b>% of Poles returned</b>													45.46%	
<b>% of Held Over Poles (SEE BELOW)</b>													0.00%	

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

<b>SCE HELD OVERS</b>	
<b>HELD OVER JPAS</b>	4573
<b>HELD OVER POLES (APPROXIMATE)</b>	16371

SCE DID NOT PROVIDE POLE COUNT. AVERAGE NUMBER OF POLES PER JPA: 3.58

AS OF B/S 1/21

Inspections Billed SCE Only: O&M (Inspection & Pole Tags)	
<b>Inspection JPAs Billed</b>	
<b>Inspection Poles Billed</b>	

SCE's Inspections JPAs/Poles were not included in above table	SCE O&M YTD
	16
	3058
	16
	3058

Overtime Only E Only: (JOINTS)	
<b>OVERTIME E JPAs Billed</b>	
<b>OVERTIME E Poles Billed</b>	
<b>OVERTIME E JPAs Processed (Billed + Memos)</b>	
<b>OVERTIME E Poles Processed (Billed + Memos)</b>	

E's Overtime JPAs/Poles were not included in above table	E OT YTD
	465
	1289
	600
	2181

SCJPC Monthly Poles

***** ELECTRONIC BILLING STARTED IN MAY 2020 *****							
Bill of Sale Month	Billed	Returned	Total Processed	Number of JPAs BILLED	Held-Over Poles	Additional work Hrs (more than 40 hrs a week)	NOTES
			(Billed + Returned)				
May-20	2160	3749	5909	636	799	0	6708 = 680 (from Apr-20) + 5909 First month of billing on Excel files/electronic No Overtime
	(26.44% Multi)						
Jun-20	2459	4488	6947		1335	0	8282 = 799 (from May-20) + 7483 No Overtime
	(10.49% Multi)						
Jul-20	2235	4714	6949	822	0	0	6949 = 1335 (from Jun-20) + 5614 NO BACKLOG/HELD OVER POLES, NO OT
	(8.99% Multi)						
Aug-20	905	6876	7781	388	4096 JPAs Or approx. 20205 Poles See member activity for more details	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 <i>Unusually high</i>	11061	1149	1116 JPAs Or approx. 5184 Poles See member activity for more details	0	A lot of JPAs not billable - automatic return due to Form 48 violation
	(5.01% Multi)						
Oct-20 Regular time	4010	6138	10148 <i>(see notes)</i>	999	3338 JPAs or approx. 15640 Poles See member activity for more details		<i>Poles count included: Steel Stubbed JPAs &amp; Correction of Records for INSPECTIONS JPAs</i>
	(0.09% Multi) High 2-party JPA volume						
Oct-20 OT	492	220	712	149		54	2-PARTY ONLY. BILLED TO EDISON
Nov-20 Regular time	3522	4624 (2238 Multi included)	8146 (33% Multi)	1094	4918 SCE JPAs or approx. 22900 Poles See member activity for more details		
	(486 Multi included)						
Nov-20 OT	753	426	1179	436		92	2-PARTY ONLY. BILLED TO EDISON
Dec-20 Regular time	2841	4917 (2230 Multi included)	7758 (35% Multi)	918	6670 SCE JPAs or approx. 31083 Poles See member activity for more details		
	(487 Multi included)						
Dec-20 OT	1143	605	1748	878		125.75	2-PARTY ONLY. BILLED TO EDISON
Jan-21 Regular time	3333	2778 (1086 Multi included)	6111 (22% Multi)	1239 The highest	4573 SCE JPAs or approx. 16371 Poles See member activity for more details		More JPAs billable (no errors), took longer to process billable JPAs.
	(282 Multi included)						
Jan-21 OT	1289	892	2181	465		153.25	2-PARTY ONLY. BILLED TO EDISON
						425	

**COST TO HIRE A TEMP TYPIST/ADMIN AIDE FROM TEMP AGENCY**

		MONTHLY	YEARLY	ONE TIME
TEMP STAFF	BILLABLE RATE FOR \$17/HR @ \$26.35	\$4,216.00	\$50,592.00	
EMAIL + MS OFFICE			\$200.00	
IT SUPPORT		\$65.00	\$780.00	
EQUIPMENTS	LAPTOP			\$930.00
	LABOR SETUP CBE IT & DELIVERY			\$320.00
	DOCKING STATION			\$84.00
	EXTERNAL MOUSE/KEYBOARD			\$40.00
	MONITOR (FROM OFFICE)			\$0.00
		\$4,281.00	\$51,572.00	\$1,374.00
		Divide by 30	\$1,719.07	\$45.80

**TOTAL ONE TIME FEE + ONE YEAR FEE \$52,946.00**

Divide by 30 \$1,764.87

## EDISON INITIATED JPAS ONLY - BILLED TOTAL (6 BILLERS)

Bill of Sale Month	BILLED TOTAL	NOTES
August 2019	806	on paper
September 2019	906	on paper
October 2019	578	on paper
November 2019	458	on paper
December 2019	431	on paper
January 2020	901	on paper
August 2020	359	UNIQUE SITUATION
September 2020	1039	electronic
October 2020	942	electronic
November 2020	1034	electronic
December 2020	887	electronic
January 2021	1119	electronic

Note 1: Disregard August 2020 data

Note 2: Billers: Ryan, Jocelyn, Sharon, Jenny, Gladys, Anali

Average Billed JPAs August 2019 to January 2020

680

Average Billed JPAs September 2020 to January 2021

1004.2

Percent increase in average:

47.68%

324.2

more billed

135.45076

more hours

### Number of Poles References:

Average number of poles 5 billers processed August 2019 to January 2020

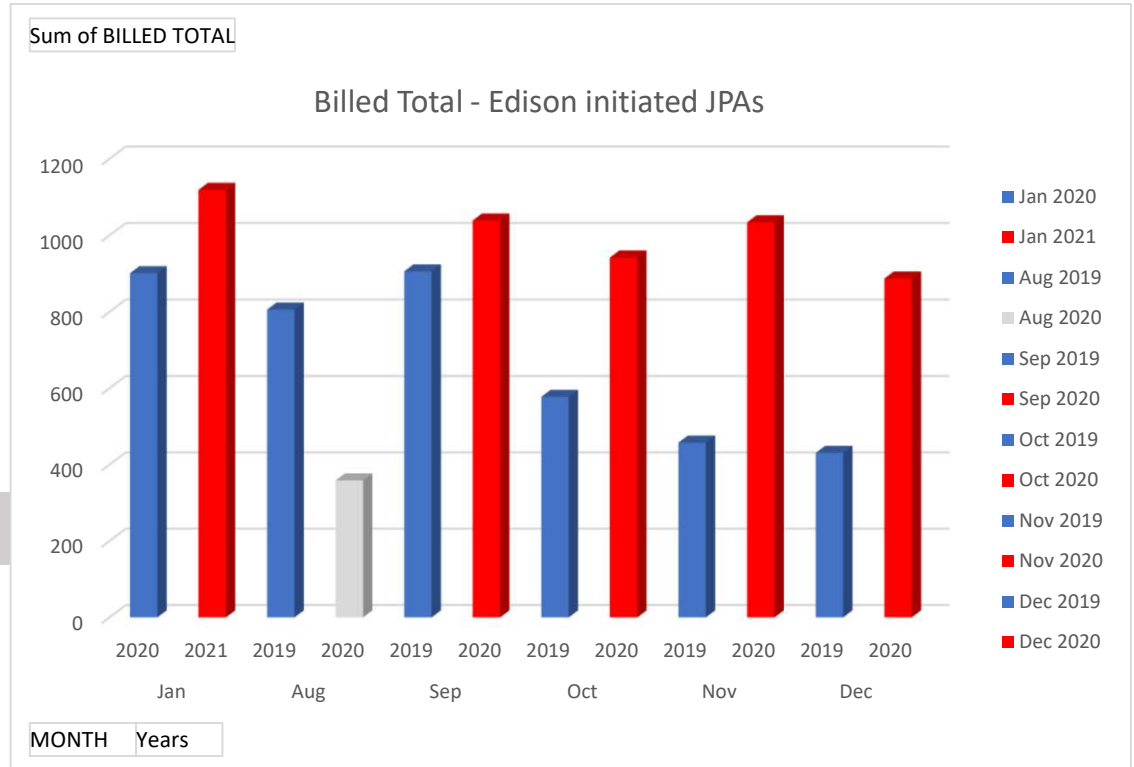
BILLED	RETURNED	TOTAL
3369.17	2618	5987.17

Average number of poles 5 billers processed September 2020 to January 2021

BILLED	RETURNED	TOTAL
3086.6	3629	6715.6

Percent increase in average:

12%



41.78 hours - Average time spent to completely bill 100 JPAs - from start to finish

8.20 hours - Average time spent to return 100 JPAs

Data collected from staff - Bill of Sale September 2020 to January 2021

## Southern California Joint Pole Committee

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

March 17, 2021

A regular meeting of the **Operating Committee** took place on the above date, at 10:44 a.m., via teleconference:

Those in attendance were:

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. April DeBarge	Southern California Edison
Ms. Valerie Mitwasi	Southern California Edison
Ms. Cory Crawford	AT&T California
Ms. Kay Black	AT&T California
Mr. Ben Coffey	City of Banning
Ms. Amanda Lindgren	City of Glendale
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. Alida Montiel	Crown Castle NG West Inc.
Ms. Yvonne Johnson	Teleport Communications America
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. Jim Todaro	AT&T Mobility
Ms. Shawn Henderson	T-Mobile USA
Ms. Linda McLean	Extenet Systems
Ms. Heidi Seropian	Extenet Systems
Mr. Nick Van Stryk	City of Vernon (Petrelli Electric)
Ms. Claudia Arellano	City of Vernon
Ms. Kristen Stathis	ATC-Outdoor DAS, LLC
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Chairperson, Mr. Treepaisan called the meeting to order at 10:44 a.m. by addressing the first item on the agenda, the review of the **prior meeting minutes**.

There were no questions or comments.

The second agenda item is the review of the **February 2021 Operating expense sheet.**

There were no questions or comments.

The third agenda item is the **Accounts Receivable.**

There were no questions or comments.

The fourth agenda item on the agenda is **Member Board Attendance.**

There were no questions or comments.

The fifth agenda item for discussion is **Billing Standardization of Procedures and Minutes.** Ms. Allen reported she updated the typing manual and started to train the new typist. Ms. Allen then reported the Form 7 date was moved up two days for a March bill of sale.

There were no questions or comments.

The sixth item on the agenda is **JPA Member Activity.** Ms. Pranata reported for February was an average month. However, many memos were returned. The staff returned about 66.34%. Last month, the return rate was 45%, it is a significant increase in the poles returns. The staff billed 904 JPAs.

There were no questions or comments.

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

SCJPC Work Update:

Ms. Pranata opened and reported that she has a table of the work update monthly which she displayed. The staff worked 69 additional hours and it was billed to Edison. Ms. Pranata added the staff processed 991 additional poles for those overtime. Mr. Treepaisan inquired if that is about the average for the Edison's overtime and trying to get a gage on what normally Edison's overtime might be. Ms. Pranata stated she has not calculated the average but can and have it ready for next month. She added approximately 98 or 99 hours a month.

Ms. Pranata then reported the members went over a chart last month and the JPAs billed has increased by 47.68% for Edison initiated JPAs only. She explained that is why she asked for an additional staff last month. Edison and Ms. Pranata discussed the new typist and she got hired on March 9th. Ms. Pranata stated that last month the operating committee wanted to see the numbers for non-Edison JPAs. Ms. Pranata explained the next page is for JPAs submitted by members that are not Edison. And there is only a 2.86% increase of the billed JPAs. However, the time spent for each JPA is more than time spent on Edison's JPAs because most of these JPAs are multi, and it takes longer for the staff to processes multi JPAs versus joint JPAs. She added that it took approximately 64 hours to completely bill 100 JPAs versus 41.78 hours to completely bill 100 JPAs of Edison JPAs. Ms. Pranata added if members compare the poles, the pole count did not really change. The staff were able to process a little bit more, which is 15% more. This is from all members. Ms. Pranata reiterated the billed

JPA's were significantly higher, about 47.68%.

Ms. Pranata reported the typist is still in training and she has been doing well but needs about a month or so before she can be independent. Mr. Brown inquired if the typist is used for Edison only. Ms. Pranata replied yes, that is correct and explained the typist is used for data entry anything that has to do with Edison initiated JPA's. Mr. Brown stated that he thinks once she is fully trained, he would like to get a grasp of how much she is doing and is it going to be cost effective for SCJPC to keep her on for quite some time. Ms. Pranata replied sounds good.

There were no further questions or comments.

#### SCE overtime (ongoing) and backlog

- o *Waiting for answers from members & SCE*
- o *Question for all members: Is there an urgency to process the SCE Special Project backlog JPA's?*
- o *Question for SCE: What is the estimated number of JPA's or poles that SCE will send to SCJPC for future months?*
- o *Question for SCE: Will the volume decrease or go back to normal over time? Meaning, is this a one-time project?*
- o *PLAN: Hire full time admin aide/typist. Cost to hire a typist: \$52,946.00 for one year. See packet.*

Ms. Pranata opened and stated she email Mr. Brown. Mr. Brown stated he planned on emailing Ms. Pranata and broadcasting it that way about the above. Mr. Brown stated his manager's out right now, and once she returns, he will discuss with her and reply to Ms. Pranata via email.

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 spoke to Hyperlink earlier this week. Ms. Pranata sent everything Mr. Atalla wanted at the beginning of March. He asked for three backup data and she sent those to him. Ms. Pranata added he is doing last minute testing and he said the program should be ready by the end of the month.

There were no questions or comments.

#### Lat and Long data on pole replacement – on pole record but not on the Final JPA - (SCJPC office 3/10/2021).

- *Do you want SCJPC staff to copy/paste Lat and Long into new pole or ignore when the lat and long since lat and long not typed on the Final?*

- *If pole number/location is different on a replacement pole how does SCJPC handle*

Ms. Pranata opened and reported that she has sent the lat and long data to the programmer and the database has been updated with lat and long she received from members. She then inquired does the committee want SCJPC staff to copy/paste Lat and Long into new pole or ignore when the lat and long since lat and long not typed on the Final and if pole number/location is different on a replacement pole how does SCJPC handle? Ms. Pranata explained at this time, SCJPC's program, staff cannot open two pole records at the same time. It did not need to be done previously. If the staff must copy and paste lat and long from the old pole to the new pole, the staff will have to copy and paste it to another app like, for example, Notepad, and then copy and paste those lat and long from Notepad to the new pole record. So, it is a couple more steps for the staff to do it. Mr. Treepaisan stated it is a couple extra steps, but at the end of the day, the committee essentially will have a database built with poles and the lat and long association. Ms. Pranata stated yes, and it will benefit the committee for sure. Mr. Bacon commented it is a great tool and LA DWP likes it as well. Mr. Brown stated that he thought the purpose of providing the lat and long was so the committee can do an upload that would update all the records and for the ones who are submitting them on JPAs now, he thought it was for the intention of areas that are not quite accessible, as far as identifying where the pole is located, such as a township range and things like that. Mr. Brown continued Edison does not have a problem with SCJPC doing that; however, if it is a step of slowing down the billing, Mr. Brown thinks he would have a problem with it. Mr. Treepaisan inquired how many extra seconds or minutes does it take to copy and paste onto a notepad and then transfer that onto another document? Ms. Pranata stated maybe a minute or less per pole record. Ms. Black asked Ms. Pranata for clarification. Ms. Black then stated the lat and longs have been uploaded to the pole records and then inquired if Ms. Pranata is saying that when SCJPC's final bill and one of those poles now gets removed because it is being replaced and SCJPC is updating the record, that it is not going to transfer the data? Ms. Black then inquired if Ms. Pranata can ask the programmer when the new record is created that the existing lat long gets transferred. Ms. Pranata replied yes; however, the committee would be charged since it has never been done before. Ms. Pranata explained SCJPC always creates a new record because the location, year set, and pole height will change. Usually on a pole replacement a lot of information changes. That is why the old info never copied to the new poles. Mr. Bacon explained another scenario, for example, Edison sets a pole 10 or 15 feet away from where it was originally placed. Therefore, making the original lat and long inaccurate. Ms. Black inquired is it completely inaccurate or is it a few digits? Ms. Black inquired if it does not make sense to bring the location over even if it is changing a foot? Ms. Black commented to her it seems like there would be a onetime cost that would help in the long run with the amount of keystrokes the staff would have to do. Mr. Bacon agreed and explained 99.9% of the poles are set next to or in the same location. If it is off by a few digits or even 10 or 15 feet, at least that lat and long is going to get you right into view sight of that pole. So, if it can go through the new program and have it transfer onto the billing, it would be ideal. Mr. Bacon then stated SCJPC must get billing out and Mr. Bacon wants to make sure SCJPC does this in a way that is not dedicating a lot of time to getting the lat and long on there. Mr. Bacon added sometimes geographical locations

are many times accurate and many times inaccurate. This will pinpoint exactly which will solve disputes of pole records, pole numbers, and wasted trips to the field. Mr. Brown stated for a routine replacement the poles is probably going to be within a couple of feet. But then a relocation anything can happen. Edison may change the pole number and the lat and long would definitely change. Mr. Brown added that not anyone's lat and long will be completely accurate that will take you right to the pole. It will take you within eyesight a couple of feet or two. Ms. Black asked Ms. Pranata if she can find out what it would cost to just forward over to the new pole records. Ms. Pranata replied yes and stated it could be a future modification to the program and she can contact the programmer. However, Ms. Pranata inquired for now, what does the committee want SCJPC to do in the meantime? Ms. Black stated AT&T California would like SCJPC to preserve the lat and long on the new pole record. Ms. Pranata inquired if the location or pole number is different, then do you still want SCJPC to copy and paste the lat and long? Mr. Bacon commented yes it should transfer over. Mr. Brown stated Edison does want the right thing to be done and do want more billed. But wants accurate record as well. Therefore, if it takes that extra minute, it is what it is. Although, those minutes add up, so whatever is the best. Whatever can happen to satisfy all parties, Edison is okay with it. Mr. Van Stryk inquired via chat if the pole set is 10 feet off then the lat and long is no longer accurate. Ms. Pranata then inquired is that something that the SCJPC must check the location of the old pole and the new pole before the staff copies and paste the lat and long? Mr. Bacon stated no and explained even 10 foot to Mr. Bacon does not seem worth it to change it on the .0001 at the end of the lat and long. It is still going to get you in that area. So maybe even extend it to 30 to 40 feet. Ms. Pranata inquired if the committee would like SCJPC to check every pole location and see if there is 30 feet difference, then SCJPC will not copy and paste the lat and long? Mr. Bacon replied no and stated have the utility company put the lat and long with the existing pole. And if basically we send out an alert that if it is going to be set more than 20 or 30 feet away, that a new lat and long should be updated onto the JPA on initial submittal. Mr. Brown stated the onus should be on the members to verify that information not the SCJPC staff. Mr. Bacon agreed and stated whatever lat and long SCJPC receives is what is going on the JPA. Ms. Pranata stated sounds good, and the members can discuss the modification to copy lat and long from the old pole to the new pole later at the computer committee.

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. Serrato inquired why this item appears on the Operating Agenda. Ms. Allen explained the reason this item was moved here is because when SCJPC staff went to work from home due to COVID, the particular ad hoc was to close and just keep it here opened if something came up. Ms. Allen continued to explain it was on hold while the members were looking at different platforms for making the JPA side and the billing side electronic. Therefore, it stayed on hold. Now that the JPA side is no longer going to be electronic at this point, this ad hoc was going to be reopened to see if there are any old or new ideas to simplify the billing. Ms. Pranata stated it can be deleted from the Operating agenda for next month. Mr. Bacon agreed. Mr. Serrato stated the status

if the item should still be on hold and not closed.

There were no further questions or comments.

Item 1774: Review of Sick/Vacation Time – (C.Crawford AT&T California)

Mr. Bacon opened and stated the members should have a private session. After some discussion on members schedules it was agreed upon for Ms. Pranata to send out an invitation for March 24, 2021 for 2:00pm and members can discuss the sick and vacation time.

There were no further questions or comments.

Return to the office preparation (standing agenda)

Ms. Pranata stated this is a standing agenda item. If anyone wants to bring up about the possibility of returning to the office, they can discuss here. Mr. Bacon stated he thinks the committee is guided by the CDC currently. Mr. Carrion commented he believes July 4<sup>th</sup>, which is a holiday, is tentatively the date to return. Mr. Bacon inquired if the committee is all in agreeance that the committee is are going to go by the CDC? Mr. Brown inquired is CDC giving us direction on when to return to the office or are they just providing recommendations? Mr. Brown then commented for Edison it is July, but he does not know if that was CDC related or what. Ms. Crawford inquired does the committee have to look at what the costs are going be to retrofit things for greater distance. And if even though it is allowed to go back in, does the committee maybe not want to go forward yet until we have greater vaccination rates in California? Mr. Bacon stated if it is not until July, things are going to change and the CDC's going to advise as far as, the six feet is still going to be mandatory. We are going to have to examine the SCJPC office at San Dimas as far as proper spacing. What needs to be installed when the staff returns. Does the committee have to install plexiglass in between each cubical? What is it that the committee is going to have to do to bring everybody back? Does the office have enough room to move everybody's desk, so financially the committee does not have to pay to have someone come in and put up the plexiglass? And so, all of these I believe we will have until July to work out with the CDC recommendation. Ms. Crawford stated that AT&T California is doing where not everybody will be in the office every day. Perhaps a rotational work schedule can be considered as well. Ms. Crawford added that way the committee does not have to worry about the desks, encouraging costs to move desks. Mr. Serrato commented there is a big conference room that we may not need to use anymore. So perhaps some cubicles could be installed there at the corners. Mr. Brown stated with everyone having laptops now, the staff can rotate on a hybrid type of a schedule. Staff go into the office on each particular day. Ms. Crawford stated the office may not have to turn the conference room into cubicles, but just have two people sitting at either end of that long table.

There were no further questions or comments.

Yearly review of SCJPC financial statements (CPA/Auditor's request)

Ms. Pranata opened and stated she sent the last five years of financial statements to the operating committee last month on Wednesday, February 17th. Ms. Pranata also forwarded the email from the Auditor. Ms. Pranata explained he wanted to do a review

of financial statements instead of an audit. It is less expensive, but he would still review SCJPC's statements and file the Form 990 income tax. Ms. Pranata stated she agrees with his proposal and she would like to continue to use his CPA services to review financial statements and prepare a tax return. Ms. Pranata added she does not want him to stop reviewing SCJPC's statements. Therefore, she would like the committee to discuss this and move forward with the review of financial statement for this year. Mr. Treepaisan stated the members had some concurrence last meeting that they were okay with the review instead of a full-blown audit. Mr. Bacon stated he does not think an audit is necessary. After much discussion, the committee agreed to move forward and continue using Mr. Hunt's services to review financial statements and prepare the tax return for a fee of \$5,000.

Ms. Smith inquired do the bylaws address the frequency of audits and review. Ms. Pranata replied no and stated they have been done since 2001. Ms. Smith then inquired if it should be part of the bylaws. Ms. Pranata opened the bylaws and did not see it in the bylaws. Ms. Pranata then inquired if Ms. Smith is suggesting that it should be included in the bylaws. Ms. Smith stated that she doesn't know how everybody else feels about that but should that be something that's in the bylaws. Mr. Treepaisan stated if the group has consensus on whether SCJPC should do a full-blown audit or just a review of the financials, he does not necessarily know it needs to be a bylaw as much as just kind of a discussion. But if the committee wants something formal stating SCJPC does a review and every five years SCJPC does a full-blown audit to formalize something like that Mr. Treepaisan is not opposed to it. However, at the same time, Mr. Treepaisan is okay with just having discussions like the committee is having now.

*Pension distribution - (C.Crawford, AT&T California)*

Ms. Crawford then inquired if the members would like to see the health and pension. Ms. Crawford stated she saw what was sent out to review as examples. One of the years, it did not show any line items for pensions, pension cost line items and then Ms. Crawford does not see anything for pension distribution. Ms. Crawford then inquired where would she expect to see that information and is that this person (CPA) who should be doing that detailed analysis? Ms. Pranata explained the pension is in the employee handbook, and the members reviewed the employee handbook in 2015 or 2016. Ms. Crawford clarified she is talking about everybody who was pension eligible all retired on the same day. What is the health of that fund? How much is being paid out of it today? Is anybody getting distribution out of that pension fund today? How is the committee investing those dollars to make sure that it is growing to the right capacity to handle the future for the retirees? Where is that information maintained? Ms. Pranata explained the there is no pension plan and when an employee retires, they do not get anything from the committee. Ms. Crawford stated there is a line item on the document sent of 10.5% of the employees' salary the membership commits to a pension fund. Ms. Pranata explained that a check is sent monthly to the pension plan, and it is called SEP IRA. However, when someone retires, SCJPC no longer contributes to that fund anymore. Ms. Crawford inquired if Ms. Pranata was saying that SCJPC no longer contributes to any employee's pension plan. Ms. Pranata stated when an employee retires, no. The committee contributes to the pension plan only when an employee is still an active employee. Ms. Crawford then inquired the name of the fund and if that is a monthly or yearly distribution to that company for active employees.

Ms. Pranata stated SEP IRA and it is a monthly distribution. Ms. Crawford stated that when Ms. Pranata reads out the monthly for the operating costs, she does not remember what the line item is for the one that includes payroll. Ms. Pranata stated it is under pension expense, contribution SEP IRA.

There were no further questions or comments.

### Labor Law Attorney

Ms. Pranata opened and stated she has an update from the labor attorney. Ms. Pranata spoke with her and they went over a couple of documents. She did say she has a two-week backlog. But over the phone, she asked if the SCJPC reimburse the staff for some home expenses, and Ms. Pranata replied no, we do not give any reimbursement. The Labor Law Attorney told Ms. Pranata it is best if the committee provides some reimbursement, even if it is a minimal cost. Ms. Pranata stated that attorney is going to send her some recommendations and documentation on those. Mr. Bacon commented if it is coming from the labor attorney, then it is obviously to protect the members, as far as making sure that the committee is not taking advantage of the employees by not providing them with some kind of compensation for the internet that they're using at home, the electricity that they're using at home. If one of the employees were to become disgruntled and took legal action, Mr. Bacon is assuming that the attorney is recommending that the committee shows good faith and compensate the employees for their added expenses at home regarding making sure that the committee is protecting themselves for any type of litigation or employee dispute. Ms. Crawford inquired if the committee made it mandatory for the staff to work from home? Ms. Crawford added the first two weeks, a year ago, when California shut down, the committee sent the folks home with pay and not performing any work because they did not have laptops. No work was being performed and they were paid for two weeks. Ms. Pranata stated it was not two weeks, the office was only down for three days. After the third day, they were working from home and they were billing the JPAs on paper from home. The JPAs were not electronic then, the employees were not using the laptops. Ms. Crawford stated right and not consuming internet usage or anything because they did not have laptops. Ms. Crawford also stated there was an employee there expressed interest in coming in, and so that person started working in the office. Ms. Crawford inquired if that still is true. Ms. Pranata replied yes that there are two employees working at the office. Ms. Crawford then inquired was it their desire to work in the office or Ms. Pranata's direction that they had to come in? Ms. Pranata stated it was their desire to work at the office. Ms. Crawford then inquired is it a true statement that no one that is working remote was required to work remote? It was at their choice. Ms. Pranata stated that was correct. Ms. Crawford stated the committee does not need to pay for their electricity consumption. It was their choice. Whether the committee wants to consider compensating 50% of their internet usage, there is some approval on that the committee could do. If it were mandatory, Ms. Crawford would agree, the committee need to go down that path. But because the committee were accommodating them and it was their desire to stay remote, the committee really does not need to compensate them if we do not want to. Mr. Bacon commented, originally when the committee got into the world pandemic, wasn't the committee going by the CDC guidelines of making sure that all employees were to work at home? Ms. Crawford stated it was essential workers, remember. The members are all telecommunications and power, the

committee is all considered essential workers. So, the CDC allows the members to work in an office. Because the members are essential workers, the committee had to take due diligence for those employees in the office making sure they had access to wipes and distance, and things like that. And the committee discussed and agreed that the committee, the administration team on the committee was part of that essential workforce, like the rest of the members are considered essential. Mr. Bacon stated but the staff certainly would be compensated or entitled to be compensated for their internet usage. That we agree upon. Ms. Crawford stated she does not agree that the staff must be compensated for their internet usage. Ms. Crawford is saying that the committee could do that. However, she would not want to set a precedence that the committee is compensating the staff for any use of electricity in their homes. If they want to do something like that, they have every right to do that with their tax provider, but it is not something that this business must provide them. Mr. Serrato stated for Ms. Pranata to double check on the communications that was delivered to the staff and double check on the minutes when the committee was talking about this. It is probably in the March meeting that the committee discussed all of this. So, just make sure that it was clear that it was not the committee requiring them to. Because Mr. Serrato thinks that the committee could get into some trouble about how the committee worded things. Mr. Serrato found a link online, he sent via chat, on the California labor law reimbursement (<https://www.callaborlaw.com/entry/remote-work-expenses-and-employer-reimbursement-requirements>). He then requested the members go through it and make sure the committee is covered. Mr. Serrato added there is probably more resources out there to double check. Mr. Bacon stated SCJPC's own attorney is advising the committee to. Mr. Bacon thinks legally the reason why the attorney is asking the committee to be to protect themselves. Mr. Bacon commented to review with the attorney as far as where the committee would go with this. What are the consequences for not fully compensating them for what they were doing? Some staff had chosen to show up at the office and work every day. Those would obviously be exempt from any charges. But the committee definitely needs to review from a legal standpoint what it is the committee is required to address with the employees. If they were working at home, does the CDC requirements make the committee have to pay for it? Mr. Bacon stated this needs to be investigated more. However, the attorney definitely needs to be addressed to find out what it is that the committee is looking at. Ms. Crawford stated the California law that Mr. Serrato is bringing up does not apply to this because of COVID. Therefore, it would have to be something specifically for COVID. Ms. Crawford added when Ms. Pranata talks to the attorney make sure she has the minutes in front of her and the direction she gave to the employees because the committee was not present when Ms. Pranata had that communication. Mr. Bacon stated he thinks it was an option that the committee wanted to offer to the staff. But the members should look at the notes and make sure on this and also incur with the lawyer and have a discussion as far as legally, what is the committee required to do to make sure that the employees that the committee does have get compensated, whether it was internet or regardless of what the committee gave as an option, the underlying condition was they still performed work at home for the organization. Mr. Bacon added he thinks with that comes compensation. However, Ms. Pranata needs to talk to the attorney and review the minutes. Ms. Pranata commented the attorney has a two-week backlog and Ms. Pranata should get something from her by the end of this month. At that time Ms. Pranata will forward to the committee. Ms. Crawford inquired if one of

the members can attend that meeting when Ms. Pranata has with the attorney and if Ms. Pranata has what she originally requested the attorney to respond to that she can share with the committee in case it needs to be tweaked. Ms. Pranata stated the attorney only asked if the SCJPC reimbursed the employees and Ms. Pranata replied no. Additionally, the attorney told Ms. Pranata that she is going to send an email to her with the documentation of the reimbursement. Ms. Crawford stated the attorney has no basis of fact that it was discretion. It was the staff's option to work from home. The attorney does not know the history of what happened. Ms. Crawford inquired if that is what Ms. Pranata is saying. Ms. Pranata replied correct. Ms. Crawford then stated the attorney's response will not be of value to the committee if the question is not posed to her with the facts that this was, hopefully, the minutes, a test to what the committee's memory is. That the committee gave the employee two weeks during that original timeframe where the committee said go home. And then when the staff got the computers, that they could stay working from home or they could come in, at their choice, she needs to have that history before she delivers an opinion. Ms. Pranata stated she can set up a meeting with the attorney if the committee wants. However, Ms. Pranata usually communicate with her via email. Ms. Crawford stated that is fine, she just would like Ms. Pranata to document and email, send it by the committee to make any adjustments, and then send it to her. Ms. Crawford added Ms. Pranata may have to give the attorney a head up now. Hold off on giving her opinion on her original request. Ms. Pranata is going to give some background that needs to be consider as the attorney provides her opinion for the committee to consider. Ms. Pranata stated sounds good and will give the attorney the background of the working from home.

There were no further questions or comments.

### **Review of Action Items:**

- Mr. Brown to email Ms. Pranata about the estimated JPAs that Edison will submit for future months.
- Ms. Pranata to find out a cost on lat/long transfer.
- Ms. Pranata to send out an invite for next Wednesday, March 24 at 2:00 for discussion on Item number 1774: Review of Sick and Vacation time
- Ms. Pranata to move forward this year with review of financial statements.
- Ms. Pranata to check March's minutes for information on WFH being mandatory or optional.
- Ms. Pranata to create email and share with committee regarding WFH reimbursement.
- Ms. Pranata to contact the labor attorney to give her background on WFH after committee approves WFH reimbursement email.

The meeting adjourned at 11:41 a.m. until April 21, 2021.

Ms. Kathleen Allen – Committee Transcriber

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

OPERATING EXPENSES	Details	February 28, 2021			YTD Through February, 28 2021			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
<b>EMPLOYEE EXPENSE</b>									
Salaries		52,787	<b>44,782.20</b>	8,005	105,575	<b>93,183.38</b>	93,183	88%	633,448
Regular	<b>42,982.20</b>					-	0		
Contract Labor	<b>1,800.00</b>					-	-		
						-	-		
Insurance		6,667	<b>6,398.34</b>	268	13,333	<b>12,796.68</b>	12,797	96%	80,000
Health/Dental	<b>6,398.34</b>					-	-		
Life (quarterly)	-					-	-		
						-	-		
Payroll Taxes		4,487	<b>3,578.21</b>	909	8,974	<b>7,914.43</b>	7,914	88%	53,843
Workers Compensation		250	<b>234.50</b>	16	500	<b>469.00</b>	469	94%	3,000
Miscellaneous expenses/ Travel mileage reimbursement		100	-	100	200	<b>49.00</b>	49	25%	1,200
						-	-		
<b>PENSION EXPENSE</b>									
Contribution-SEP IRA		5,543	<b>4,212.26</b>	1,330	11,086	<b>8,698.67</b>	8,699	78%	66,513
						-	-		
						-	-		
<b>MONTHLY RECURRING</b>									
Rent		9,175	<b>9,064.66</b>	110	18,350	<b>18,129.32</b>	18,129	99%	110,100
Alarm System	<b>Quarterly</b>	50	-	50	100	-	-	0%	600
Telephone (Frontier+Jive) Plus Cell phones		829	<b>858.71</b>	(30)	1,658	<b>1,703.27</b>	1,703	103%	9,950
Cisco WebEx Plan		90	<b>69.00</b>	21	180	<b>138.00</b>	138	77%	1,080
Postage & Shipping		83	<b>26.35</b>	57	167	<b>41.60</b>	42	25%	1,000
Business/Property Insurance	<b>Pro-Rated</b>	167	-	167	333	<b>1,100.50</b>	1,101	330%	2,000
Committee Meetings & Transcriptions	JANUARY TRANSCRIPTS	292	<b>462.00</b>	(170)	583	<b>462.00</b>	462	79%	3,500
						-	0		
						-	-		
<b>EQUIPMENT &amp; FURNITURE</b>									
						-	-		
Copy Machine - CBE		167	<b>8.60</b>	158	333	<b>8.60</b>	9	3%	2,000
						-	-		
						-	-		
						-	-		

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

OPERATING EXPENSES	Details	February 28, 2021			YTD Through February, 28 2021			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
<b>NETWORK SYSTEM</b>						-	-		
LAN Maintenance & off-site online backup (CBE IT)	CBE IT SUPPORT	1,050	985.00	65	2,100	1,970.00	1,970	94%	12,600
FRIEND Support	HYPERLINK	400	400.00	-	800	800.00	800	100%	4,800
Website & Data Center Hosting (Hardev)		775	775.00	-	1,550	1,550.00	1,550	100%	9,300
Email/Domain Host/Sharefile		258	69.95	188	517	139.90	140	27%	3,100
Computer (Supplies, Maintenance, Repair)	SCE TYPIST EQUIPMENT (BILLED SEPARATELY BELOW)	92	261.36	(170)	183	295.83	296	161%	1,100
<b>PRINTING &amp; SUPPLY</b>						-	-		
Office Printing		92	-	92	183	-	-	0%	1,100
Office Supplies		167	78.00	89	333	246.00	246	74%	2,000
<b>CONTRACT SERVICES</b>						-	-		
Auditor		667	-	667	1,333	303.00	303	23%	8,000
Attorney*		542	-	542	1,083	-	-	0%	6,500
<b>GENERAL EXPENSE</b>						-	-		
Payroll Service Fees		100	93.00	7	200	186.00	186	93%	1,200
Bank fees/Checks printing	Pro-Rated	29	-	29	58	-	-	0%	350
Publications/Subscriptions/Reference	Pro-Rated	18	-	18	37	-	-	0%	220
Seminars & Tuition	Staff Seminars	83	178.00	(95)	167	178.00	178	107%	1,000
Team Building	\$500 quarterly	167	-	167	333	-	-	0%	2,000
Member Retirement & celebration		108	-	108	217	-	-	0%	1,300
<b>Total Operating Expenses</b>		85,233.67	72,535.14	12,698.53	170,467.33	150,363.18	150,363.18	88%	1,022,804

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

OPERATING EXPENSES	Details	February 28, 2021			YTD Through February, 28 2021			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
<b>CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT</b>									
<u>COMPUTER SYSTEM</u>									
Software Purchase (& minor website mods)		167	-	167	333	-	333	100%	2,000
FRIEND modification*		2,813	-	2,813	5,625	-	5,625	100%	33,750
Website Upgrade *		417	-	417	833	-	833	100%	5,000
<u>EQUIPMENT &amp; FURNITURE</u>									
Purchases/Leases (including Copy Machine)		467	424.86	42	933	849.72	84	9%	5,600
Hardware Purchase		117	-	117	233	-	233	100%	1,400
<u>LONG TERM LIABILITY CURRENT</u>									
<b>Total Capital Investments &amp; Long Term Liabilities Current</b>									
		<b>3,979.17</b>	<b>424.86</b>	<b>3,554.31</b>	<b>7,958.33</b>	<b>849.72</b>	<b>7,108.61</b>	89%	47,750
Interest Earned/Misc Income			(0.07)			(0.15)			
SPECIAL BILLING TO SCE (OT AND TYPIST)			(3,427.85)			(11,334.24)			
<b>TOTAL</b>		<b>89,212.83</b>	<b>69,532.08</b>	<b>16,252.83</b>	<b>178,425.67</b>	<b>139,878.51</b>	<b>157,471.79</b>	88%	<b>1,070,554</b>
*Items in blue are assessed equally									
3/4/2021									

Delinquent Accounts  
As of 3/10/2021

**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	11/11/20,1/12/21, 2/9/21, 3/9/21	Emailed jtodaro@motveis.com	JT/GV	GV	10/13/2020
AT&T Mobility	Aug '20	Sept 30, 2020	\$ 775.03	20761	12/16/20, 1/12/21, 2/9/21, 3/9/21	Emailed jtodaro@motveis.com	JT/GV	JT	11/11/2020
AT&T Mobility	Nov '20	Dec 31, 2020	\$ 963.18	20854	3/9/2021	Emailed jtodaro@motveis.com	GV	GV	2/9/2021
AT&T Mobility	Dec '20	Jan 31, 2021	\$ 1,273.78	20885		Will send past due notice in April (not 60 days yet)		GV	3/9/2021
City of Banning	Dec '20	Jan 31, 2021	\$ 1,211.88	20895		Will send past due notice in April (not 60 days yet)		GV	3/9/2021
City of Vernon	Dec '20	Jan 31, 2021	\$ 1,188.23	20898		Will send past due notice in April (not 60 days yet)		GV	3/9/2021
EXTENET Systems	Oct '20	Nov 30, 2020	\$ 679.27	20837	2/9/2021, 3/9/2021	Email sent to Lmclea@EXTENETSYSTEMS.COM	GV	JT	1/12/2021
MCI Metro/ATS	Dec '20	Jan 31, 2021	\$ 1,415.65	20886		Will send past due notice in April (not 60 days yet)		GV	3/9/2021
MCI Telecomm	Dec '20	Jan 31, 2021	\$ 1,191.02	20887		Will send past due notice in April (not 60 days yet)		GV	3/9/2021
SPRINT-Nextel	Dec '20	Jan 31, 2021	\$ 1,173.63	20882		Will send past due notice in April (not 60 days yet)		GV	3/9/2021
Time Warner Cable (TWS)	Dec '20	Jan 31, 2021	\$ 640.35	20893		Will send past due notice in April (not 60 days yet)		GV	3/9/2021
Time Warner Cable (TWN)	Dec '20	Jan 31, 2021	\$ 735.63	20894		Will send past due notice in April (not 60 days yet)		GV	3/9/2021
T-Mobile USA	Nov '20	Dec 31, 2020	\$ 879.79	20858	3/9/2021	Emailed Shenderson@synergy.cc	GV	GV	2/9/2021
T-Mobile USA	Dec '20	Jan 31, 2021	\$ 1,165.28	20889		Will send past due notice in April (not 60 days yet)		GV	3/9/2021
Verizon Wireless	Aug '20	Sept 31, 2020	\$ 1,095.95	20747	12/16/2020, 2/9/2021, 3/9/2021	Email sent to Marco M & Lupe H & J Harmon	GV	JT	11/11/2020
Verizon Wireless	Dec '20	Jan 31, 2021	\$ 1,734.03	20871		Will send past due notice in April (not 60 days yet)		GV	3/9/2021
XO Communications	Dec '20	Jan 31, 2021	\$ 1,228.57	20892		Will send past due notice in April (not 60 days yet)		GV	3/9/2021
<b>SUBTOTAL</b>			<b>\$18,446.99</b>						

**SUBTOTAL \$18,446.99**

**Because of the nature of the bankruptcy process, most payments will be made upon exit from bankruptcy.**

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
PRIME CLERK/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
PRIME CLERK/FRONTIER	April '20	May 31, 2020	\$ 5,385.97	20635	8/11/2020; 9/8/2020	PAID HALF by FTR. \$5,770.68 DATED 09-30-20 Submitted to PRIME CLERK per Frontier's instructions (AP)	AP	AP	10/13/2020
<b>SUBTOTAL</b>			<b>\$17,662.69</b>						

**SUBTOTAL \$17,662.69**

**GRAND TOTAL \$36,109.68**

- = 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 2020-FEB 2021 (ADJUSTED % COVID-19)**

	MBR	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2021	2021	TOTAL	Atten. %	MBR	MONTHS
	CODE	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB			CODE	
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	Crown Castle NG West Inc.	NG	1	1	1	1	1	1	1	1		1	1	11	100%	NG	11
7	AT&T California	H/T	1	1	1	1	1	1	1	1		1	1	11	100%	H/T	11
8	Golden State Water	SCW	1	1	1	1	1	1	1	1		1	1	11	100%	SCW	11
9	Time-Warner	TWC	1	1	1	1	1	1	1	1		1	1	11	100%	TWC	11
10	City of Azusa	MA	1	1	1	1	1	1	1	1		1	1	11	100%	MA	11
11	City of Burbank	B	1	1	1	1	1	1	1	1		1	1	11	100%	B	11
12	City of Lompoc	LLW	1	1	1	1	1	1	1	1		1	1	11	100%	LLW	11
13	City of Glendale	A	1	1	1	1	1	1	1	1		1	1	11	100%	A	11
14	City of Vernon	V	0	1	1	1	1	1	1	1		1	1	10	100%	V	10
15	Teleport Comm America	TCA	1	1	1	1	1	0	1	1		1	1	10	91%	TCA	11
16	City of Riverside	J	1	1	1	1	1	1	0	1		1	1	10	91%	J	11
17	City of Anaheim	D	1	1	1	1	1	1	0	1		1	1	10	91%	D	11
18	Sprint Communications	FON	1	1	1	1	1	1	0	1		1	1	10	91%	FON	11
19	Sprint-Nextel	SPR	1	1	1	1	1	1	0	1		1	1	10	91%	SPR	11
20	ExteNet Systems	EXT	1	1	1	1	1	1	1	0		1	1	10	91%	EXT	11
21	XO Communications	NXT	1	1	1	1	1	1	1	1		0	1	10	91%	NXT	11
22	City of Banning	COB	1	0	1	0	1	1	1	1		1	1	9	90%	COB	10
23	MCI/Metro	ATS	0	0	1	1	1	1	1	1		0	1	8	89%	ATS	9
24	MCI Communications	MCI	0	0	1	1	1	1	1	1		0	1	8	89%	MCI	9
25	T-Mobile, USA	PBM	1	1	1	1	1	0	0	1		1	1	9	82%	PBM	11
26	Mobilite LLC	MOB	1	0	1	1	1	1	1	1		0	0	8	80%	MOB	10
27	Mpower/TelePacific	ICG	1	1	1	1	1	1	0	0	0	1	1	8	73%	ICG	11
28	City of Pasadena	MP	0	1	1	0	0	1	0	1		1	1	6	60%	MP	10
29	City of Colton	F	0	0	1	0	1	0	0	0	1	1	1	5	56%	F	9
30	ATC Outdoor DAS	AMT	0	0	0	0	0	0	0	1	1	1	1	4	44%	AMT	9
<b>Total</b>			<b>24</b>	<b>24</b>	<b>29</b>	<b>26</b>	<b>28</b>	<b>26</b>	<b>24</b>	<b>25</b>	<b>27</b>	<b>0</b>	<b>26</b>	<b>29</b>			

Member	ATC	B	E	EXT	H/T	LAC	LLW	M	MP	NG	SPR	TCA	Totals	YTD
<b>Joint JPAs Billed</b>			778				1		8	14			801	1929
<b>% of Joint JPAs Billed</b>	0.000	0.000	0.971	0.000	0.000	0.000	0.001	0.000	0.010	0.017	0.000	0.000	1.00	
Joint JPAs Returned		3	367		2	2	1		2	4			381	699
Joint JPAs Held Over													0	
<b>Total Joint JPAs Received</b>	0	3	1145	0	2	2	2	0	10	18	0	0	1182	2628
<b>Multi JPAs Billed</b>			49		2	4		1	1	46			103	214
<b>% of Multi JPAs Billed</b>	0.000	0.000	0.476	0.000	0.019	0.039	0.000	0.010	0.010	0.447	0.000	0.000	1.00	
Multi JPAs Returned	6		147	12	16	1			1	132	1	1	317	467
Multi JPAs Held Over													0	
<b>Total Multi JPAs Received</b>	6	0	196	12	18	5	0	1	2	178	1	1	420	681
<b>Total # JPAs Billed</b>	0	0	827	0	2	4	1	1	9	60	0	0	904	2143
<b>% of JPAs Billed</b>	0.000	0.000	0.915	0.000	0.002	0.004	0.001	0.001	0.010	0.066	0.000	0.000	1.00	
<b># of JPAs Returned</b>													698	1166
<b># of Held Over JPAs</b>													0	
<b>Total JPAs received</b>	6	3	1341	12	20	7	2	1	12	196	1	1	1602	3309
<b>% of JPAs Billed</b>													56.43%	
<b>% of JPAs returned</b>													43.57%	
<b>% of Held Over JPAs</b>													0.00%	
Member	ATC	B	E	EXT	H/T	LAC	LLW	M	MP	NG	SPR	TCA	Totals	
Poles Billed (Joint JPAs)			2280				2		27	21			2330	5381
Poles Returned (joint)		90	1953		11	3	4		6	19			2086	3778
Poles Held Over (joint)													0	
Poles Billed (Multi JPAs)			246		14	6		1	2	233			502	784
Poles Returned (multi)	83		1171	131	398	1			10	1692	1	8	3495	
Poles Held Over (multi)													0	
<b>Total # Poles Billed</b> (Joint & Multi combined)	0	0	2526	0	14	6	2	1	29	254	0	0	2832	6165
<b>% of Total Poles Billed</b> (Joint & Multi combined)	0.000	0.000	0.892	0.000	0.005	0.002	0.001	0.000	0.010	0.090	0.000	0.000	1.00	
<b># of Poles Returned</b>													5581	8359
<b># of Held Over Poles (SEE BELOW)</b>													0	
<b>Total Poles received</b>	83	90	5650	131	423	10	6	1	45	1965	1	8	8413	14524
<b>% of Poles Billed</b>													33.66%	
<b>% of Poles returned</b>													66.34%	
<b>% of Held Over Poles (SEE BELOW)</b>													0.00%	

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

<b>SCE HELD OVERS</b>	
<b>HELD OVER JPAS</b>	7742
<b>HELD OVER POLES (APPROXIMATE)</b>	33982

SCE DID NOT PROVIDE POLE COUNT. AVERAGE NUMBER OF POLES PER JPA: 4.39  
AS OF B/S 2/21

Inspections Billed SCE Only: O&M (Inspection & Pole Tags)	
<b>Inspection JPAs Billed</b>	
<b>Inspection Poles Billed</b>	

SCE's Inspections JPAs/Poles were not included in above table	SCE O&M YTD
	16
	32
	3421
	6479

Overtime Only E Only: (JOINTS)	
<b>OVERTIME E JPAs Billed</b>	
<b>OVERTIME E Poles Billed</b>	
<b>OVERTIME E JPAs Processed (Billed + Memos)</b>	
<b>OVERTIME E Poles Processed (Billed + Memos)</b>	

E's Overtime JPAs/Poles were not included in above table	E OT YTD
	195
	660
	598
	1887
	247
	847
	991
	3172

SCJPC Monthly Poles

***** ELECTRONIC BILLING STARTED IN MAY 2020 *****							
Bill of Sale Month	Poles Billed	Poles Returned	Total Poles Processed	Number of JPAs BILLED	Held-Over Poles	Additional work Hrs (more than 40 hrs a week)	NOTES
			(Billed + Returned)				
May-20	2160	3749	5909	636	799	0	6708 = 680 (from Apr-20) + 5909 First month of billing on Excel files/electronic No Overtime
	(26.44% Multi)						
Jun-20	2459	4488	6947		1335	0	8282 = 799 (from May-20) + 7483 No Overtime
	(10.49% Multi)						
Jul-20	2235	4714	6949	822	0	0	6949 = 1335 (from Jun-20) + 5614 NO BACKLOG/HELD OVER POLES, NO OT
	(8.99% Multi)						
Aug-20	905	6876	7781	388	4096 JPAs Or approx. 20205 Poles See member activity for more details	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 <i>Unusually high</i>	11061	1149	1116 JPAs Or approx. 5184 Poles See member activity for more details	0	A lot of JPAs not billable - automatic return due to Form 48 violation
	(5.01% Multi)						
Oct-20 Regular time	4010 (0.09% Multi) High 2-party JPA volume	6138	10148 <i>(see notes)</i>	999	3338 JPAs or approx. 15640 Poles See member activity for more details		<i>Poles count included: Steel Stubbed JPAs &amp; Correction of Records for INSPECTIONS JPAs</i>
Oct-20 OT	492	220	712	149		54	2-PARTY ONLY. BILLED TO EDISON
Nov-20 Regular time	3522 (486 Multi included)	4624 (2238 Multi included)	8146 (33% Multi)	1094	4918 SCE JPAs or approx. 22900 Poles See member activity for more details		
Nov-20 OT	753	426	1179	436		92	2-PARTY ONLY. BILLED TO EDISON
Dec-20 Regular time	2841 (487 Multi included)	4917 (2230 Multi included)	7758 (35% Multi)	918	6670 SCE JPAs or approx. 31083 Poles See member activity for more details		
Dec-20 OT	1143	605	1748	878		125.75	2-PARTY ONLY. BILLED TO EDISON
Jan-21 Regular time	3333 (282 Multi included)	2778 (1086 Multi included)	6111 (22% Multi)	1239 The highest	4573 SCE JPAs or approx. 16371 Poles See member activity for more details		More JPAs billable (no errors), took longer to process billable JPAs.
Jan-21 OT	1289	892	2181	465		153.25	2-PARTY ONLY. BILLED TO EDISON
Feb-21 Regular time	2832 (502 Multi included)	5581 (3495 Multi included)	8413 (48% Multi)	904	7742 SCE JPAs or approx. 33982 poles. See member activity for more details.		66% of poles were returned
Feb-21 OT	598	393	991	195		69	2-PARTY ONLY. BILLED TO EDISON
						494	

## EDISON INITIATED JPAS ONLY - BILLED TOTAL (6 BILLERS)

Bill of Sale Month	BILLED TOTAL	NOTES
August 2019	806	on paper
September 2019	906	on paper
October 2019	578	on paper
November 2019	458	on paper
December 2019	431	on paper
January 2020	901	on paper
August 2020	359	UNIQUE SITUATION
September 2020	1039	electronic
October 2020	942	electronic
November 2020	1034	electronic
December 2020	887	electronic
January 2021	1119	electronic

**Note 1: Disregard August 2020 data**

**Note 2: Billers: Ryan, Jocelyn, Sharon, Jenny, Gladys, Anali**

Average Billed JPAs August 2019 to January 2020

680	78% JOINT	22% MULTI
-----	-----------	-----------

Average Billed JPAs September 2020 to January 2021

1004.2	93% JOINT	7% MULTI
--------	-----------	----------

JPA percent increase average: **47.68%**

324.2	more billed
135.45076	more hours

Number of Poles References (all members):

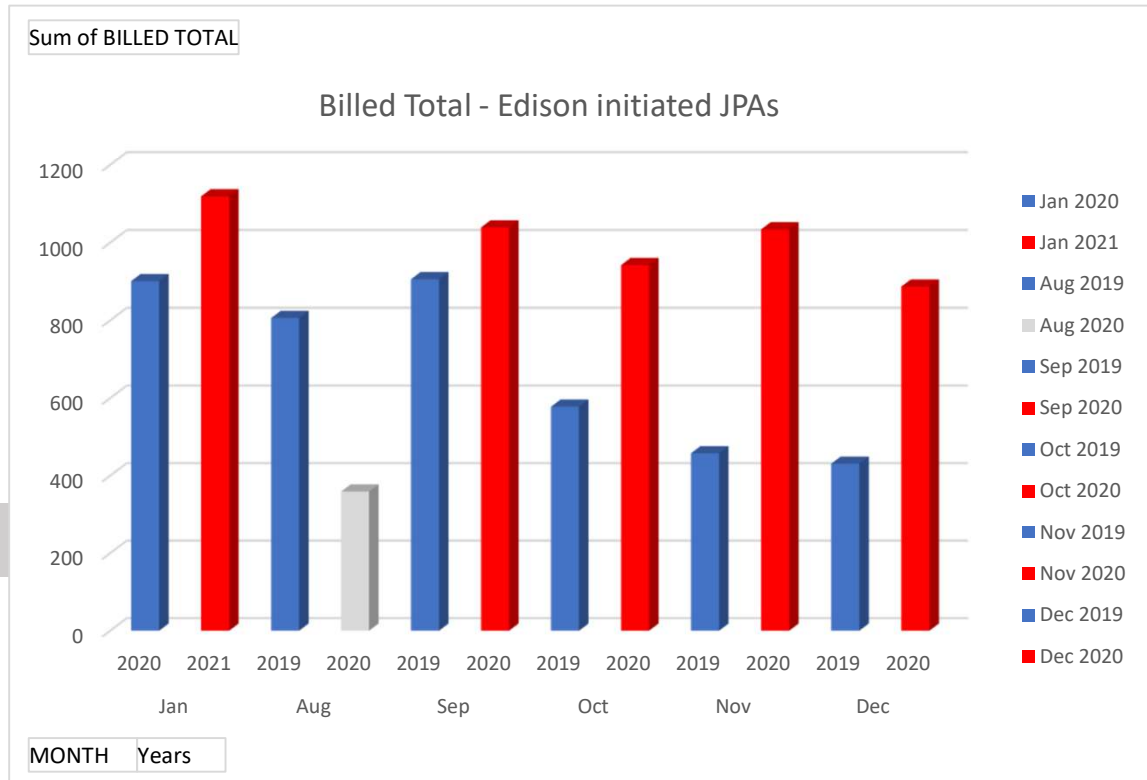
**BILLERS (6) PRODUCTIVITY POLE COUNTS AUG 2019-JAN 2020**

AVERAGE BILLED	AVERAGE RETURNED	AVERAGE TOTAL
3304	2743	6047

**BILLERS (6) PRODUCTIVITY POLE COUNTS AUG 2020 - JAN 2021**

AVERAGE BILLED	AVERAGE RETURNED	AVERAGE TOTAL
2800	4180	6980

Percent increase (poles) average: **15.43%**



**41.78 hours** - Average time spent to completely bill 100 JPAs - from start to finish  
**8.20 hours** - Average time spent to return 100 JPAs  
**Data collected from staff - Bill of Sale September 2020 to January 2021 (EDISON ONLY-93% Joint)**

## JPA initiated by members other than E - BILLED TOTAL (6 BILLERS)

BILL OF SALE MONTH	BILLED TOTAL	NOTES
August 2019	45	on paper
September 2019	59	on paper
October 2019	68	on paper
November 2019	30	on paper
December 2019	11	on paper
January 2020	102	on paper
August 2020	23	electronic
September 2020	110	electronic
October 2020	19	electronic
November 2020	49	electronic
December 2020	31	electronic
January 2021	92	electronic

Note: Billers: Ryan, Jocelyn, Sharon, Jenny, Gladys, Anali

Average Billed JPAs August 2019 to January 2020

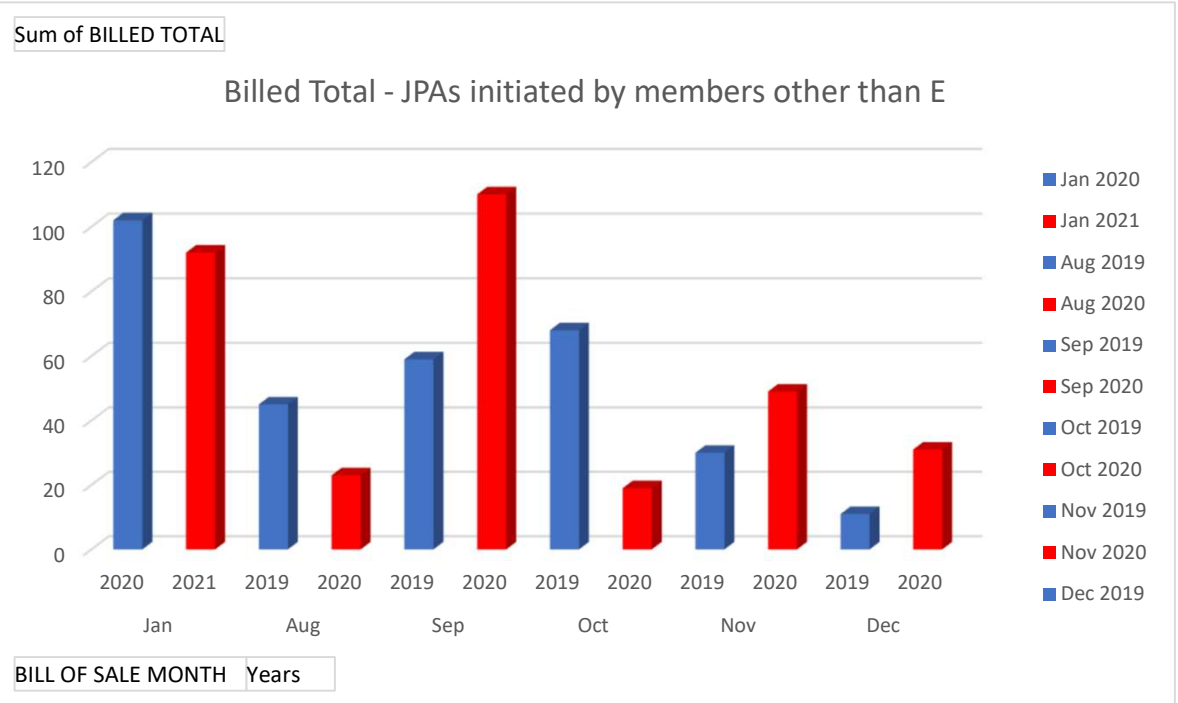
52.5	26% JOINT	74% MULTI
------	-----------	-----------

Average Billed JPAs September 2020 to January 2021

54	54% JOINT	46% MULTI
----	-----------	-----------

JPA percent increase average: **2.86%**

1.5 more billed  
0.9663 more hours



64.42 hours - Average time spent to completely bill 100 JPAs - from start to finish

16.29 hours - Average time spent to return 100 JPAs

Data collected from staff - Bill of Sale September 2020 to January 2021 (43% JOINT 57% MULTI)

Number of Poles References (all members):

**BILLERS (6) PRODUCTIVITY POLE COUNTS AUG 2019-JAN 2020**

AVERAGE BILLED	AVERAGE RETURNED	AVERAGE TOTAL
3304	2743	6047

**BILLERS (6) PRODUCTIVITY POLE COUNTS AUG 2020 - JAN 2021**

AVERAGE BILLED	AVERAGE RETURNED	AVERAGE TOTAL
2800	4180	6980

Percent increase (poles) average: **15.43%**

## **Southern California Joint Pole Committee**

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

April 21, 2021

A regular meeting of the **Operating Committee** took place on the above date, at 9:36 a.m., via teleconference:

Those in attendance were:

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. April DeBarge	Southern California Edison
Mr. Lex Treepaisan	Frontier Communications
Ms. Cory Crawford	AT&T California
Ms. Kay Black	AT&T California
Ms. Tara Andrews	AT&T California
Mr. Barry Consulter	AT&T California
Ms. Mary Li	City of Anaheim
Mr. Ben Coffey	City of Banning
Mr. Hugo Murillo	City of Burbank
Ms. Alyssa Aguilar	City of Colton
Ms. Ariel Dunning	City of Colton
Ms. Amanda Lindgren	City of Glendale
Mr. Joe Armstrong	City of Pasadena
Mr. Isaiah Zamorano	Bear Valley Electric Service, Inc.
Mr. Jeremy Harmon	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. Yvonne Johnson	Teleport Communications America
Ms. Maria Ortiz	XO Communication
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Yesenia Delgado	Time-Warner Cable
Mr. Pedro Garganera	MCI Metro ATS/MCI Telecommunications
Mr. Jim Todaro	AT&T Mobility
Ms. Shawn Henderson	T-Mobile USA
Ms. Linda McLean	Extenet Systems
Mr. Nick Van Stryk	City of Vernon (Petrelli Electric)
Ms. Claudia Arellano	City of Vernon
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Chairperson, Mr. Treepaisan called the meeting to order at 9:36 a.m. by addressing the first item on the agenda, the review of the **prior meeting minutes**. There were no questions or comments.

The second agenda item is the review of the **April 2021 Operating expense sheet**.

There were no questions or comments.

The third agenda item is the **Accounts Receivable**.

There were no questions or comments.

The fourth agenda item on the agenda is **Member Board Attendance**.

There were no questions or comments.

The fifth agenda item for discussion is **Billing Standardization of Procedures and Minutes**. Ms. Allen reported she had a staff meeting on March 26, 2021. Samples that were discussed were Items 115A and 116A and poles with PTX. The staff are to type the description from the Authorized Cost sheet and not from the description on the JPA for Items 115A and 116A. Poles with PTX the grade and space will not include the pole top extension and the size of the PTX needs to be stated on the JPA. Ms. Allen then reported because of the new typist the staff were able to process an additional 443 Edison JPAs a total of 1970 additional Edison poles. 296 JPAs and 1039 poles of those were billed. Lastly, the Form 7 request date to pull JPAs was moved up one day.

There were no questions or comments.

The sixth item on the agenda is **JPA Member Activity**. Ms. Pranata reported that in March 2021 Bill of Sale, 8,038 poles were billed 1,003 JPAs. The return rate is 55% which is average. The backlog for Edison JPAs were 7,439 JPAs.

There were no questions or comments.

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

*SCE overtime (ongoing) and backlog*

- *Waiting for answers from members & SCE*
- *Question for all members: Is there an urgency to process the SCE Special Project backlog JPAs?*
- *Question for SCE: What is the estimated number of JPAs or poles that SCE will send to SCJPC for future months?*
- *Question for SCE: Will the volume decrease or go back to normal over time? Meaning, is this a one-time project?*

Ms. Pranata opened and reported for March 2021 bill of sale the staff worked an additional 152.25 hours and those overtime hours were billed directly to Edison. An additional 2246 poles were processed.

Mr. Bacon inquired, looking at the spreadsheet Ms. Pranata is showing, what does 66% of poles were returned mean. Ms. Pranata explained in February 2021, 8,413 poles were processed, 2,832 poles were billed, and 5,581 poles were returned, which were unbillable due to errors, making it a 66% return rate. These 5,581 poles had to be returned to the members to be fixed prior to final billing.

Ms. Pranata then reported a new typist was hired the second weekend in March for Edison JPAs and she is still in training. Ms. Pranata added that she is hoping in April the staff can process more poles. Ms. Pranata then inquired is it urgent to process all the Edison backlog. If it is urgent and have to address the backlog as soon as possible new employees would need to be hired since the staff has been working to their maximum capacity. Ms. Crawford inquired if the JPAs are the Edison Frontier project. Ms. Pranata stated the backlog is Edison JPAs. Mr. Brown inquired what concern is it of the committees for an approval for something like that if SCJPC is only working the Edison backlog which Edison is paying for? Mr. Bacon stated that Mr. Brown is right, and Edison is a paying member. It does not matter that the overwhelming majority of them are Edison JPAs. They still have a right to be processed the same manner as all the other members. If Edison wanted an option for overtime, which Edison is already paying for, for Edison's own overtime. But as members and it is Edison's backlog, but they are members and basically, the committee has to make a decision about how SCJPC is going to handle the backlog. Which means, one, either more people or overtime which Mr. Bacon thinks more overtime is not wanted. Ms. Pranata stated that overtime is not mandatory at this time. Mr. Bacon then inquired if more overtime was offered to reduce the backlog would any of the staff be willing to work it? Mr. Bacon then stated if there is that much of a backlog, there are only so many options. More overtime or hire more personnel. Mr. Brown stated from his understanding is, if the backlog were Edison's work and if Edison has an urgency to reduce that backlog, Mr. Brown thinks Edison would suggest hiring a new employee because it is on Edison's dime. If Edison wants that backlog eliminated the staff can work as much overtime as the staff wants to work, Edison is paying and willing to pay for it since it is Edison's work. That is the bottom line. Mr. Treepaisan stated it sounds like the staff is already working the maximum capacity of overtime. If the committee wants to clear the backlog and wants to clear more out it sounds like SCJPC needs to get more people. Mr. Treepaisan added he does not know the current rate it is being tackling; how long it would take the backlog. If SCJPC brought in new people, would it reduce that in half the time? A quarter of the time? To decide it might help to know, how long is it going to take to clear the backlog with SCJPC's current number of employees and their current overtime schedule and how much the committee really trying to expedite here and get out with additional employees or something. Mr. Bacon added, the committee hired the one working strictly for the Edison, and if Edison is making these a priority and that is what SCJPC has done to complete them, would Edison be willing to hire another employee to further reduce their backlog. If Edison wants to eliminate the backlog, would Edison be willing to hire another JPA specialist? Mr. Brown replied Edison does not want another person to do admin work. But if a biller would be hired that can be discussed. Ms. Crawford stated if these are going to be employees and not a temp, perhaps Edison wants to wait until the issue is resolved on pay, pension contributions, sick pay, and all those other things discussed last month. Mr. Brown thanked Ms. Crawford for bringing it up and that is something that needs to be addressed. Ms. Pranata clarified Edison does not want to hire another

typist but a hire biller. Mr. Brown inquired how long would it take for a biller to get up to speed? Mr. Brown added hiring as a temp and not on a permanent basis. Ms. Pranata stated if given a new biller temp very easy 7.11 it would probably be faster just to bill Section 7.11. Ms. Pranata added the more JPAs billed, the more typing SCJPC will need to do. It adds up at the end of the month. More billers, meaning SCJPC needs more typists. Mr. Armstrong inquired if Edison's anticipates the volume going down anytime soon? Mr. Brown replied no. Mr. Brown added that he wanted to make it clear that Edison and the temp and the backlog is considered a part of the Frontier project. Edison is pretty much done with that. Although Edison still has those outstanding 7,000 JPAs that Ms. Pranata indicated earlier. Anything else coming in, even though it is going to come in in a large volume, Edison does not consider that as an Edison project. That is just regular work that is coming in. Edison considers Frontier a project because Edison was focused on issues that Edison had going forward with Frontier. But the rest of the work, Edison does not consider it a project. Mr. Bacon stated if the committee does not do anything, Edison's backlog increases. Basically, if the committee just says, "Well, we really can't hire anymore", Edison's stuck because now they are really behind. Mr. Bacon added Edison has already put up for one. If they put up for another one to help eliminate the backlog, that is going to be between Edison and the SCJPC again. This whole issue is still between the staffing and overtime with Edison. Mr. Bacon then added that as Ms. Pranata stated, the staff are at maximum capacity right now with the numbers of JPAs that are just coming in normally from everybody, all the members, including Edison. Ms. Crawford stated maybe if the 60% error rate were reduced perhaps SCJPC would not be at capacity because they are touching the same bill multiple times. Ms. Crawford inquired what is being done to identify what the big hitter error reasons are so that can be driven down? Because otherwise if that is not being worked on, the 60% error rate and rework is going to continue. Mr. Bacon inquired if there are a common trend found in the errors that can be identified. Ms. Pranata stated there is a document on the website and the frequently found errors have been discussed previously, in 2018 or 2019. Ms. Pranata added the committee could go over that frequently found errors again and it can be sent out to all members again. So, all members could review before submitting JPAs. Ms. Crawford stated it may be a really good idea, to do a big hitter and kind of a dashboard, where Ms. Pranata is reporting. The members can see themselves and what errors their work is driving to Ms. Pranata's team. Because when one sees it in front of them in a report card, it drives change. Mr. Bacon stated a 60% redo on JPAs is a huge number. That is a lot of time that can be dedicated elsewhere. Getting that straightened out where the errors are coming from is the first step in productivity. But as far as committing more time and overtime, if they are in urgency for Edison, then Mr. Bacon believes Edison and staff must work out having to possibly hire. Mr. Bacon added its obviously Edison's decision. However, if SCJPC is maxed out already, and Edison's focus is now not going to be on the Frontier JPAs, and there are going to be more mainstream JPAs coming in, it is only going to increase to the backlog. Mr. Treepaisan inquired Edison's upcoming forecast? It sounded like Edison has about 7,000 of backlog. Mr. Treepaisan is unsure if that's the total number of backlog. But between the number of JPAs that are on backlog, does Edison know how many are in fluxing in that are new? Mr. Treepaisan inquired how many JPAs of Edison's JPAs are backlog and on many new come in per month. Mr. Treepaisan added he just wants to see so the committee can kind of start gauging how much is getting done and how fast the committee really

wants to get this done and how much it is worth. Mr. Brown stated the 7,000 JPAs was strictly Frontier related work. Now Edison has a backlog of upwards of 20,000, probably 20,000 plus that Edison is addressing now. Those are going to start flooding in. At one point Edison were sending in at a pace of 700 to 1,000 JPAs a month. Currently, Mr. Brown does not know how many are being submitted monthly. Mr. Treepaisan inquired so a backlog of 20,000 poles and possible an influx of 700 or 800 additionally per month? Mr. Brown stated anywhere from 700 to 1,000 per month. That number will not increase, and they are everybody's JPAs now as opposed to just Frontier. Mr. Treepaisan stated almost sounds like if the committee kept the status quo and did not do anything it would take like two years to get through that backlog. Mr. Brown stated from a committee perspective, most likely. Mr. Treepaisan added that he does not know, at that point the committee starts thinking about a two-year workload. Is that beyond a temporary employee or is that something that seems like an awful lot of work, a two-year plan of work and trying to get it out. Ms. Crawford stated contract labor lets companies have a contractor up to 36 months. Mr. Treepaisan guesses that is kind of what the committee is looking at. If the committee does not bring in any additional help or do anything, the committee is looking at about a two-year timeframe to divvy out the backlog. Mr. Bacon stated that Edison is not going to want to wait that long to get their billing done. Mr. Brown agreed, and stated Edison would not want to wait that long. Mr. Bacon then stated even if the committee hires two people to handle this backlog it would still take them three to four months just to figure out what a JPA is. There is going to be a training transition as well. But the question is, are these a priority enough for Edison to hire the two people and have Ms. Pranata and staff start training them. Ms. Pranata stated the committee could start with a one-year contract. Ms. Pranata suggested to hire two employees because when JPAs are billed, someone needs to check and do other steps to complete the cycle. Ms. Pranata thinks two additional billers would be a good start for Edison. Ms. Crawford stated this would not be an Edison paid contract because as Mr. Brown said it will be for all members work not just the Frontier project. Ms. Crawford added she has a hard time hiring additional people, even on contract, when there's so much room for improvement within the existing group to bring up production and productivity and drive out errors first. Because if the committee continues just to bring in more people to process errors back to the members, what does that really buy the committee? Mr. Bacon stated the committee needs to get that straightened out first between Edison and SCJPC staff and recognizing common mistakes and trying to get those errors out.

Mr. Brown stated if they are all Edison's then yes that is something that Edison need to address. But other members submit JPAs that are being returned also. Mr. Brown inquired is that 66% all Edison or is it everybody? Ms. Crawford stated that is why she thinks that report card by member is needed. What is the percentage of errors are companies driving? And then, the committee can work with the billing team, whether it is Ms. Allen or whomever to find out what does the committee needs to do to reduce those common errors. And then, the members will go back and train the people that are submitting them and let the committee drive down this rework. Mr. Van Stryk inquired are JPAs that need something else to bill first including in as errors? Because those get returned as well. Ms. Pranata stated the staff still returns them because the staff cannot process them until whatever the first JPA or previous JPA has been billed. Ms. Crawford inquired could that member have known; they should not have processed it because within their own control they would have known

that something had not been done yet? Or is that just a timing issue within SCJPC? Ms. Pranata stated the members should check the JPA first on the SCJPC website. If it is showing billed on the SCJPC website, then the member can send that second or third JPA to SCJPC. Ms. Crawford then stated that does sound like an error. It is within member's control to look and check something before submitted. And when failed to do that, members are driving reworks and that is an error.

Ms. Pranata stated she has a question from Ms. Allen if the committee really want to get rid of the backlog and speed up the process, can the staff just bill as is and not return any errors? Ms. Allen explained SCJPC gets JPAs that have invalid item numbers, for example, 80B can the staff just bill with a billing code 5 and 0 for the monies and not return the JPA? Another example, is an item 91 without a letter, bill those with a billing code 5 and 0 for the monies and not return them as well? Mr. Serrato inquired if the staff knows which item to bill. Ms. Allen stated no, and the staff would just bill 0. Then it would be up to the members to go back and do a correction of record. Because SCJPC receives many typos that come in on JPAs and the staff returns them. But if the staff could just bill 0, get them through, and if members check them members can do correction of records, SCJPC can get more through that way. Ms. Allen was asked to break that all down into scenarios as far as when the staff have this, would it be okay to do this? And if it does not affect the cost, the prices, and the charges to the other members. Any member that is going to get a charge, they do not want the staff just to fix it and send it back. But if it is something that is arbitrary and just obvious, and it saves time, break it down and the committee will review that at the next meeting. Mr. Serrato stated this is kind of like the billing process simplification stuff. But he thinks in general if the difference in what is charged between the members is miniscule and it would cost the members more money for Ms. Allen to stop, send it back, and then the members spend time changing it and then sending it back to the staff, and then they bill it. If that dollar amount is much more than the difference, Mr. Serrato thinks the members should allow SCJPC to use their best judgement and bill it how they think it is on the spot. Mr. Bacon agreed and stated it is wasted productivity. Especially when it is a miniscule amount of money. But it is money. So, let the committee review the process and look at the item numbers or the things that the staff could fix without having to send it back and reprocess it. And the money lost, just reprocessing repeatedly. It would definitely be beneficial. But let the committee look through it, the things that the committee would allow the staff to just pass through. And make sure everybody is on the same page. Mr. Armstrong stated that Ms. Allen needs to show some of the scenarios because some of the items are vastly different and he does not want to pay a lot of money he should not be paying.

Mr. Serrato proposed to have the Billing Process Simplification meeting, the meeting that was shelved until needed, maybe it can be scheduled for next month and then by next month Ms. Allen will be able to have some scenarios that the committee agree on where the committee allows SCJPC to pass through without sending back. Also, at that meeting it can be discussed about how SCJPC is going set up that scorecard for members for send backs and such. Mr. Treepaisan stated if the committee can figure out a process that nothing slips through the cracks and expedites the flow would be great. Mr. Serrato stated the Billing Process Simplification meeting reopened and conducted for the first time again next month. Ms. Pranata clarified, if the committee wants the staff to record the errors and then present it to the committee every month? Mr. Serrato replied no, just how much were sent back and what that

breakdown is between members. Like, Crowne Castle had 40% sent back or 80%. Ms. Pranata stated it is on the JPA activity report every month. Ms. Crawford stated the biggest hitter errors. Currently the way the report card is, it is indicated that the joint pole, if its multiple joint poles billed. There are poles returned joint, poles held over joint. Ms. Crawford needs to understand what the big hitter error reasons are for those things being returned so the committee can take action. Ms. Pranata inquired if the committee wants the staff to record the errors monthly or just next month? Ms. Crawford stated the committee would like to see a big hitter report done monthly as then ask for training on how to resolve those big hitter items. And then, new big hitters, would be added. If the reason is, the one that Ms. Pranata mentioned earlier, that members are submitting things before all the work is billed or ready to go, and now that issue is resolved, another one can be coming to the forefront as a big reason. Ms. Crawford continued a big hitter list most likely would always be needed so members can drive that rework. To get the 60% number down to something more like an 80/20 probably, 20% of them may fall out may be considered okay. Ms. Pranata stated the average return rate is 50 to 55%. However, it was just February 2021 that was unusually high at 66%. Ms. Crawford then stated that is unacceptable to her. If the committee is paying the staff and having to staff for 55% of the work submitted, SCJPC must send back and then touch it again when it comes back again. And how many times, does the staff have multiple returns? Ms. Crawford added she thinks the staff looks first thing and does not go through the whole JPA and identify all the errors and give them back. Ms. Pranata stated correct and explained discusses previously was that it will take the staff longer to process and review the entire JPA. For example, there is a 10-page JPA. Then the staff must review those 10 pages and not bill them. So, the staff's pole count will be lower each month if the staff does that. Ms. Crawford commented then there will be rework if one JPA has three errors, the billers are going to touch it three times. Ms. Pranata replied correct. It is just up to the committee which one is more important, reviewing the whole JPA and notate all errors or processing more poles or JPAs each month. Mr. Bacon stated if left up to the members when they correct it, more times than not, Mr. Bacon seen just that correction being corrected and there is no review. It is going back two to three times. And that is such a productivity killer as the committee knows. If the committee has SCJPC, go through every single JPA, think of the backlogged now it will be immeasurable. The committee needs to communicate to the members and their JPA staffs that when they do come back redlined for a mistake, that it is not the end of the mistakes. The whole JPA needs to be reviewed again by the members. Mr. Armstrong stated he is concerned about the when the JPA gets written up, he approves it but when it comes back what was done was not what is on the JPA. But it gets Form 48ed and he expected to pay what is on that JPA and that is not right. Because there were significant costs that changed due to things not being done per the JPA. Mr. Armstrong added that is his only concern about billing the JPA as it is written. Ms. Pranata inquired the JPA is billed, but with wrong information? Mr. Bacon replied yes, and Ms. Pranata stated if the JPA is billed then a correction of records must be issued. Ms. Black stated she thinks what Mr. Armstrong can do if he has caught the field conditions different and it is definitely going to change the billing. Send a Form 7 shown as should be. And then, that document is what the initiating member is supposed to use when they generate their final bill.

Mr. Serrato stated BPS will be scheduled for next month if that is okay with everyone to talk about these ideas with the new goal. Before it was to simplify

everything, to put into a database but now it is so SCJPC can get these errors numbers down. The committee agreed.

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)

- Waiting for Hyperlink to send Friend Pro update.

Ms. Pranata opened and reported the software was supposed to be done at the end of March. Mr. Bacon and Ms. Pranata have been trying to reach Mr. Atalla and he has not responded. Mr. Bacon inquired if all Mr. Atalla must do is install the software. Ms. Pranata replied yes that is what Mr. Atalla told her. Mr. Bacon then inquired if the committee is still holding the money that is owed to Mr. Atalla. Ms. Pranata replied yes 50%. Mr. Bacon stated he sent him an email today asking him to please finish.

There were no questions or comments.

### Item 1774: Review of Sick/Vacation Time – (C.Crawford AT&T California)

Mr. Bacon opened and stated the members should have another private session. Mr. Bacon added nothing was agreed upon or resolved at the last session. Mr. Treepaisan agreed and stated he still needs to get some operational things from Ms. Pranata which he plans to send an email to her today. Mr. Bacon stated this will be continued once the committee has more written information. Ms. Crawford stated actually the committee wanted to have more written-on line 1774. It is not just the sick and vacation time. It goes the pension contribution.

Ms. Crawford stated when Ms. Pranata sent the committee the audit from the last three or four years, there was a line item that was referenced as 5% pay increase and then there is a budget item for salary. Ms. Crawford just needed to know what that line item on the audit is indicating on a 5% annual pay increase. Ms. Pranata asked if Ms. Crawford could email her a screenshot for it. Then Ms. Pranata could investigate. Ms. Crawford replied sure.

There were no further questions or comments.

### Return to the office preparation (standing agenda)

Ms. Pranata opened and stated that the staff likes the current work setup. Ms. Pranata inquired will the staff have the option to continue working from home or continue with the current setup after everyone is allowed back in the office? Right now, there are two employees who are working at the office and there are seven employees who are working from home. If possible, the staff would like to continue working that way. Ms. Crawford inquired what oversight does Ms. Pranata have of those employees

to know what their production is daily? To know if they are producing what Ms. Pranata's expected volumes are for them? Ms. Pranata stated looking at the monthly productivity, the poles processed have been increased if compared with the paper JPAs versus electronic JPAs, the numbers of poles have been increased. Ms. Pranata added the staff has been doing well working from home. Mr. Bacon stated the committee would probably need the numbers and then review. It is something the committee would have to go to a vote whether the staff can continue telecommuting or did a partial telecommute. Mr. Bacon added the committee would need to review the benefits and the negatives of not having employees show up every day. But that is going to have to be continued in further discussion. Once the committee has the numbers on pre-COVID and post-COVID, or during COVID. The Committee needs a comparison study on what the numbers are and what they were. Ms. Pranata stated she will prepare those numbers and suggested if the committee wants to downsize the office, she could contact the building manager to see if there is a smaller office to move into. Ms. Pranata added the committee will probably need to break the lease, however; however, she is just putting it out there if the committee would like her to do that. Ms. Crawford stated she would not do that yet because the committee does not know if they plan to drive everybody back into the office and may need to make more space, like discussed last month. A couple people may have to set up their workstations in the conference room. Ms. Pranata replied okay.

There were no further questions or comments.

*Labor Law Attorney update: Research and email sent to Operating Committee on 3/18/2021. Response from Anita York, attorney: Not required to reimburse for expenses, she will draft a WFH agreement. Ms. York has a backlog and won't be able to review all documents until end of April.*

Ms. Pranata opened and stated the attorney Ms. Anita York responded that it is not required to reimburse the expenses. But there is a temporary work from home agreement and if SCJPC is going to continue that, then SCJPC must update the work from home agreement and make sure that it's notated on that new agreement that the committee is not going to reimburse for any expenses. Ms. Pranata added Ms. York stated that she has a backlog, and she will review all SCJPC's documents at the end of April.

There were no further questions or comments.

### **Review of Action Items:**

- Mr. Treepaisan to email Ms. Pranata regarding some operational items needed for *Item 1774: Review of Sick/Vacation Time*.
- Item *Item 1774: Review of Sick/Vacation Time* to be renamed to include Pension Distribution.
- Ms. Allen to schedule Billing Process Simplification for next month.
- Ms. Allen to prepare JPAs to share with the committee on invalid items to be billed as 0 and not returned.

The meeting adjourned at 10:26 a.m. until May 19, 2021.

Ms. Kathleen Allen – Committee Transcriber

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

OPERATING EXPENSES	Details	March 31, 2021			YTD Through March, 31 2021			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
<b>EMPLOYEE EXPENSE</b>									
Salaries		52,787	<b>50,061.94</b>	2,725	158,362	<b>143,245.32</b>	93,183	59%	633,448
Regular	<b>45,518.94</b>					-	0		
Contract Labor	<b>4,543.00</b>					-	-		
						-	-		
Insurance		6,667	<b>6,599.94</b>	67	20,000	<b>19,396.62</b>	12,797	64%	80,000
Health/Dental	<b>6,398.34</b>					-	-		
Life (quarterly)	<b>201.60</b>					-	-		
						-	-		
Payroll Taxes		4,487	<b>3,409.75</b>	1,077	13,461	<b>11,324.18</b>	7,914	59%	53,843
Workers Compensation		250	-	250	750	<b>469.00</b>	469	63%	3,000
Miscellaneous expenses/ Travel mileage reimbursement		100	-	100	300		49	16%	1,200
						<b>49.00</b>			
						-	-		
<b>PENSION EXPENSE</b>									
Contribution-SEP IRA		5,543	<b>4,779.49</b>	763	16,628	<b>13,478.16</b>	8,699	52%	66,513
						-	-		
						-	-		
<b>MONTHLY RECURRING</b>									
Rent		9,175	<b>9,064.66</b>	110	27,525	<b>27,193.98</b>	18,129	66%	110,100
Alarm System	<b>Quarterly</b>	50	<b>149.97</b>	(100)	150	<b>149.97</b>	-	0%	600
Telephone (Frontier+Jive) Plus Cell phones		829	<b>858.71</b>	(30)	2,488	<b>2,561.98</b>	1,703	68%	9,950
Cisco WebEx Plan		90	<b>69.00</b>	21	270	<b>207.00</b>	138	51%	1,080
Postage & Shipping		83	<b>7.95</b>	75	250	<b>49.55</b>	42	17%	1,000
Business/Property Insurance	<b>Pro-Rated</b>	167	-	167	500	<b>1,100.50</b>	1,101	220%	2,000
Committee Meetings & Transcriptions	FEBRUARY TRANSCRIPTS 4.9 HRS	292	<b>879.00</b>	(587)	875	<b>1,341.00</b>	462	53%	3,500
						-	0		
						-	-		
<b>EQUIPMENT &amp; FURNITURE</b>									
						-	-		
Copy Machine - CBE		167		167	500	<b>8.60</b>	9	2%	2,000
						-	-		
						-	-		
						-	-		

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

OPERATING EXPENSES	Details	March 31, 2021			YTD Through March, 31 2021			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
<b>NETWORK SYSTEM</b>						-	-		
LAN Maintenance & off-site online backup (CBE IT)	CBE IT SUPPORT	1,050	985.00	65	3,150	2,955.00	1,970	63%	12,600
FRIEND Support	HYPERLINK	400	400.00	-	1,200	1,200.00	800	67%	4,800
Website & Data Center Hosting (Hardev)		775	775.00	-	2,325	2,325.00	1,550	67%	9,300
Email/Domain Host/Sharefile	EMAIL YEARLY RENEWAL	258	2,336.03	(2,078)	775	2,475.93	140	18%	3,100
Computer (Supplies, Maintenance, Repair)		92	41.86	50	275	337.69	296	108%	1,100
<b>PRINTING &amp; SUPPLY</b>						-	-		
Office Printing		92	-	92	275	-	-	0%	1,100
Office Supplies		167	98.68	68	500	344.68	246	49%	2,000
<b>CONTRACT SERVICES</b>						-	-		
Auditor		667	-	667	2,000	303.00	303	15%	8,000
Attorney*		542	-	542	1,625	-	-	0%	6,500
<b>GENERAL EXPENSE</b>						-	-		
Payroll Service Fees		100	93.00	7	300	279.00	186	62%	1,200
Bank fees/Checks printing	Pro-Rated	29	-	29	88	-	-	0%	350
Publications/Subscriptions/Reference	Pro-Rated	18	-	18	55	-	-	0%	220
Seminars & Tuition	Staff Seminars	83	29.99	53	250	207.99	178	71%	1,000
Team Building	\$500 quarterly	167	496.96	(330)	500	496.96	-	0%	2,000
Member Retirement & celebration	LHernandez & LPrescott plaques	108	254.04	(146)	325	254.04	-	0%	1,300
<b>Total Operating Expenses</b>		85,233.67	81,390.97	3,842.70	255,701.00	231,754.15	150,363.18	59%	1,022,804

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

OPERATING EXPENSES		March 31, 2021			YTD Through March, 31 2021				Annual
	Details	Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	%	Budget
<b>CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT</b>									
<b>COMPUTER SYSTEM</b>									
Software Purchase (& minor website mods)	Yearly electronic time clock renewal	167	182.00	(15)	500	182.00	318	64%	2,000
FRIEND modification*		2,813	-	2,813	8,438	-	8,438	100%	33,750
Website Upgrade *		417	-	417	1,250	-	1,250	100%	5,000
<b>EQUIPMENT &amp; FURNITURE</b>									
Purchases/Leases (including Copy Machine)		467	424.86	42	1,400	1,274.58	125	9%	5,600
Hardware Purchase	Temp laptop (billed to Edison)	117	1,302.49	(1,186)	350	1,302.49	(952)	-272%	1,400
<b>LONG TERM LIABILITY CURRENT</b>									
<b>Total Capital Investments &amp; Long Term Liabilities Current</b>									
		3,979.17	1,909.35	2,069.82	11,937.50	2,759.07	9,178.43	77%	47,750
Interest Earned/Misc Income			(0.08)			(0.23)			
SPECIAL BILLING TO SCE (OT AND TYPIST)			(9,874.47)			(21,208.71)			
<b>TOTAL</b>		<b>89,212.83</b>	<b>73,425.77</b>	<b>5,912.51</b>	<b>267,638.50</b>	<b>213,304.28</b>	<b>159,541.61</b>	60%	<b>1,070,554</b>
*Items in blue are assessed equally									
4/8/2021									

Delinquent Accounts  
As of 4/14/2021

**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	Aug '20	Sept 30, 2020	\$ 775.03	20761	12/16/20, 1/12/21,2/9/21, 3/9/21, 4/14/21	Emailed jtdaro@motiveis.com	JT/GV	JT	11/11/2020
AT&T Mobility	Jan '21	Feb 28, 2021	\$ 806.38	20916		Will be emailed out next month not 60 days yet		GV	4/14/2021
City of Banning	Dec '20	Jan 31, 2021	\$ 1,211.88	20895	4/14/2021	Emailed Ben Coffey & B Robinson	GV	GV	3/9/2021
City of Vernon	Dec '20	Jan 31, 2021	\$ 1,188.23	20898	4/14/2021	Emailed ltorbati@ci.vernon.ca.us	GV	GV	3/9/2021
Extenet Systems	Jan '21	Feb 28, 2021	\$ 3.45	20930		Will be emailed out next month not 60 days yet		GV	4/14/2021
MCI Metro/ATS	Jan '21	Feb 28, 2021	\$ 906.34	20917		Will be emailed out next month not 60 days yet		GV	4/14/2021
MCI Telecommunications	Jan '21	Feb 28, 2021	\$ 747.29	20918		Will be emailed out next month not 60 days yet		GV	4/14/2021
SPRINT-Nextel	Dec '20	Jan 31, 2021	\$ 1,173.63	20882	4/14/2021	Emailed to mortiz@motiveis.com, asmith@motiveis.com, SPRJPA@motiveis.com	GV	GV	3/9/2021
Teleport Comm. America	Jan '21	Feb 28, 2021	\$ 972.50	20903		Will be emailed out next month not 60 days yet		GV	4/14/2021
T-Mobile USA	Nov '20	Dec 31, 2020	\$ 879.79	20858	3/9/2021, 4/14/2021	Emailed Shenderson@synergy.cc	GV	GV	2/9/2021
T-Mobile USA	Dec '20	Jan 31, 2021	\$ 1,165.28	20889	4/14/2021	Emailed Shenderson@synergy.cc	GV	GV	3/9/2021
T-Mobile USA	Jan '21	Feb 28, 2021	\$ 729.07	20920		Will be emailed out next month not 60 days yet		GV	4/14/2021
Verizon Wireless	Aug '20	Sept 31, 2020	\$ 1,095.95	20747	12/16/2020, 2/9/2021,3/9/2021, 4/14/2021	Email sent to Marco M, J Harmon & ATCJPA@motiveis.com	GV	JT	11/11/2020
Verizon Wireless	Dec '20	Jan 31, 2021	\$ 1,734.03	20871	4/14/2021	Email sent to Marco M, J Harmon & ATCJPA@motiveis.com	GV	GV	3/9/2021
Verizon Wireless	Jan '21	Feb 28, 2021	\$ 1,131.69	20902		Will be emailed out next month not 60 days yet		GV	4/14/2021
XO Communications	Jan '21	Feb 28, 2021	\$ 773.88	20923		Will be emailed out next month not 60 days yet		GV	4/14/2021

**SUBTOTAL**

**\$ 15,294.42**

Past Due notices emailed out monthly - after 60 days past due

**Because of the nature of the bankruptcy process, most payments will be made upon exit from bankruptcy.**

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
PRIME CLERK/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) Waiting for payment from PRIME CLERK, not from FRONTIER	AP	AP	10/13/2020
PRIME CLERK/FRONTIER	April '20	May 31, 2020	\$ 5,385.97	20635	8/11/2020; 9/8/2020	PAID HALF by FTR. \$5,770.68 DATED 09-30-20 Submitted to PRIME CLERK per Frontier's instructions (AP) Waiting for payment from PRIME CLERK, not from FRONTIER	AP	AP	10/13/2020

**SUBTOTAL**


**\$17,662.69**


**GRAND TOTAL**

**\$32,957.11**

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

S:\ACCOUNTING INFO\Accounts Receivable\ACCT REC PAST DUE EXCEL FILES\ACCTREC-Member Delinquent Accounts 04142021.xlsx

 = 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 2020-FEB 2021 (ADJUSTED % COVID-19)**

	MBR CODE	2020 APR	2020 MAY	2020 JUN	2020 JUL	2020 AUG	2020 SEP	2020 OCT	2020 NOV	2020 DEC	2021 JAN	2021 FEB	2021 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	Crown Castle NG West Inc.	NG	1	1	1	1	1	1	1		1	1	1	11	100%	NG	11
7	AT&T California	H / T	1	1	1	1	1	1	1		1	1	1	11	100%	H / T	11
8	Golden State Water	SCW	1	1	1	1	1	1	1		1	1	1	11	100%	SCW	11
9	Time-Warner	TWC	1	1	1	1	1	1	1		1	1	1	11	100%	TWC	11
10	City of Azusa	MA	1	1	1	1	1	1	1		1	1	1	11	100%	MA	11
11	City of Burbank	B	1	1	1	1	1	1	1		1	1	1	11	100%	B	11
12	City of Lompoc	LLW	1	1	1	1	1	1	1		1	1	1	11	100%	LLW	11
13	City of Glendale	A	1	1	1	1	1	1	1		1	1	1	11	100%	A	11
14	City of Vernon	V	1	1	1	1	1	1	1		1	1	1	11	110%	V	10
15	Teleport Comm America	TCA	1	1	1	1	0	1	1		1	1	1	10	91%	TCA	11
16	City of Riverside	J	1	1	1	1	1	0	1		1	1	1	10	91%	J	11
17	City of Anaheim	D	1	1	1	1	1	1	0		1	1	1	10	91%	D	11
18	Sprint Communications	FON	1	1	1	1	1	1	0		1	1	1	10	91%	FON	11
19	Sprint-Nextel	SPR	1	1	1	1	1	1	0		1	1	1	10	91%	SPR	11
20	ExteNet Systems	EXT	1	1	1	1	1	1	0		1	1	1	10	91%	EXT	11
21	XO Communications	NXT	1	1	1	1	1	1	1		0	1	1	10	91%	NXT	11
22	City of Banning	COB	0	1	0	1	1	1	1		1	1	1	9	90%	COB	10
23	MCI/Metro	ATS	0	1	1	1	1	1	1		0	1	1	9	100%	ATS	9
24	MCI Communications	MCI	0	1	1	1	1	1	1		0	1	1	9	100%	MCI	9
25	T-Mobile, USA	PBM	1	1	1	1	0	0	1		1	1	1	9	82%	PBM	11
26	Mobilittie LLC	MOB	0	1	1	1	1	1	1		0	0	0	7	70%	MOB	10
27	Mpower/TelePacific	ICG	1	1	1	1	1	0	0		1	1	0	7	64%	ICG	11
28	City of Pasadena	MP	1	1	0	0	1	0	1		1	1	1	7	70%	MP	10
29	City of Colton	F	0	1	0	1	0	0	0		1	1	0	5	56%	F	9
30	ATC Outdoor DAS	AMT	0	0	0	0	0	0	1		1	1	1	5	56%	AMT	9
<b>Total</b>			<b>24</b>	<b>29</b>	<b>26</b>	<b>28</b>	<b>26</b>	<b>24</b>	<b>25</b>	<b>27</b>	<b>0</b>	<b>26</b>	<b>29</b>	<b>27</b>			

Member	ATC	COB	E	EXT	H/T	LAC	M	MCI	MP	NG	NXT	TWC	V	Totals	YTD
<b>Joint JPAs Billed</b>	1		906		2	4	6		2	2			4	927	2856
<b>% of Joint JPAs Billed</b>	0.001	0.000	0.977	0.000	0.002	0.004	0.006	0.000	0.002	0.002	0.000	0.000	0.004	1.00	
Joint JPAs Returned	1	1	305		5	2	3					2	17	336	1035
Joint JPAs Held Over														0	
<b>Total Joint JPAs Received</b>	2	1	1211	0	7	6	9	0	2	2	0	2	21	1263	3891
<b>Multi JPAs Billed</b>			164	1		6				3		1	1	176	390
<b>% of Multi JPAs Billed</b>	0.000	0.000	0.932	0.006	0.000	0.034	0.000	0.000	0.000	0.017	0.000	0.006	0.006	1.00	
Multi JPAs Returned			221	14	4	5	2	5		15	1	7	18	292	759
Multi JPAs Held Over														0	
<b>Total Multi JPAs Received</b>	0	0	385	15	4	11	2	5	0	18	1	8	19	468	1149
<b>Total # JPAs Billed</b>	1	0	1070	1	2	10	6	0	2	5	0	1	5	1103	3246
<b>% of JPAs Billed</b>	0.001	0.000	0.970	0.001	0.002	0.009	0.005	0.000	0.002	0.005	0.000	0.001	0.005	1.00	
<b># of JPAs Returned</b>														628	1794
<b># of Held Over JPAs</b>														0	
<b>Total JPAs received</b>	2	1	1596	15	11	17	11	5	2	20	1	10	40	1731	5040
<b>% of JPAs Billed</b>														63.72%	
<b>% of JPAs returned</b>														36.28%	
<b>% of Held Over JPAs</b>														0.00%	

Member	ATC	COB	E	EXT	H/T	LAC	M	MCI	MP	NG	NXT	TWC	V	Totals	YTD
Poles Billed (Joint JPAs)	8		2589		8	4	17		4	4			10	2644	8025
Poles Returned (joint)	1	2	1860		9	4	13					4	63	1956	5734
Poles Held Over (joint)														0	
Poles Billed (Multi JPAs)			908	16		6				23		1	4	958	1742
Poles Returned (multi)			1720	168	97	6	7	54		194	11	156	67	2480	2480
Poles Held Over (multi)														0	
<b>Total # Poles Billed</b> (Joint & Multi combined)	8	0	3497	16	8	10	17	0	4	27	0	1	14	3602	9767
<b>% of Total Poles Billed</b> (Joint & Multi combined)	0.002	0.000	0.971	0.004	0.002	0.003	0.005	0.000	0.001	0.007	0.000	0.000	0.004	1.00	
<b># of Poles Returned</b>														4436	12795
<b># of Held Over Poles (SEE BELOW)</b>														0	
<b>Total Poles received</b>	9	2	7077	184	114	20	37	54	4	221	11	161	144	8038	22562
<b>% of Poles Billed</b>														44.81%	
<b>% of Poles returned</b>														55.19%	
<b>% of Held Over Poles (SEE BELOW)</b>														0.00%	

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

<b>SCE HELD OVERS</b>	
<b>HELD OVER JPAS</b>	7439
<b>HELD OVER POLES (APPROXIMATE)</b>	33301

SCE DID NOT PROVIDE POLE COUNT. AVERAGE NUMBER OF POLES PER JPA: 4.48  
AS OF B/S 3/21

Inspections Billed SCE Only: O&M (Inspection & Pole Tags)	
<b>Inspection JPAs Billed</b>	
<b>Inspection Poles Billed</b>	

SCE's Inspections JPAs/Poles were not included in above table	SCE O&M YTD
	15 47
	6661 13140

Overtime Only E Only: (JOINTS)	
<b>OVERTIME E JPAs Billed</b>	
<b>OVERTIME E Poles Billed</b>	
<b>OVERTIME E JPAs Processed (Billed + Memos)</b>	
<b>OVERTIME E Poles Processed (Billed + Memos)</b>	

E's Overtime JPAs/Poles were not included in above table	E OT YTD
	334 994
	1234 3121
	456 1303
	2246 5418

SCJPC Monthly Poles

***** ELECTRONIC BILLING STARTED IN MAY 2020 *****							
Bill of Sale Month	Poles Billed	Poles Returned	Total Poles Processed	Number of JPAs BILLED	Held-Over Poles	Additional work Hrs (more than 40 hrs a week)	NOTES
			(Billed + Returned)				
May-20	2160	3749	5909	636	799	0	6708 = 680 (from Apr-20) + 5909 First month of billing on Excel files/electronic No Overtime
	(26.44% Multi)						
Jun-20	2459	4488	6947	822	1335	0	8282 = 799 (from May-20) + 7483 No Overtime
	(10.49% Multi)						
Jul-20	2235	4714	6949	388	0	0	6949 = 1335 (from Jun-20) + 5614 NO BACKLOG/HELD OVER POLES, NO OT
	(8.99% Multi)						
Aug-20	905	6876	7781	1149	4096 JPAs Or approx. 20205 Poles See member activity for more details	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 <i>Unusually high</i>	11061	999	1116 JPAs Or approx. 5184 Poles See member activity for more details	0	A lot of JPAs not billable - automatic return due to Form 48 violation
	(5.01% Multi)						
Oct-20 Regular time	4010 (0.09% Multi) High 2-party JPA volume	6138	10148 <i>(see notes)</i>	149	3338 JPAs or approx. 15640 Poles See member activity for more details		<i>Poles count included: Steel Stubbed JPAs &amp; Correction of Records for INSPECTIONS JPAs</i>
Oct-20 OT	492	220	712	1094	4918 SCE JPAs or approx. 22900 Poles See member activity for more details	54	2-PARTY ONLY. BILLED TO EDISON
Nov-20 Regular time	3522 (486 Multi included)	4624 (2238 Multi included)	8146 (33% Multi)	287	6670 SCE JPAs or approx. 31083 Poles See member activity for more details	92	2-PARTY ONLY. BILLED TO EDISON
Nov-20 OT	753	426	1179	918			
Dec-20 Regular time	2841 (487 Multi included)	4917 (2230 Multi included)	7758 (35% Multi)	442		125.75	2-PARTY ONLY. BILLED TO EDISON
Dec-20 OT	1143	605	1748	465			
Jan-21 Regular time	3333 (282 Multi included)	2778 (1086 Multi included)	6111 (22% Multi)	1239 The highest	4573 SCE JPAs or approx. 16371 Poles See member activity for more details		More JPAs billable (no errors), took longer to process billable JPAs.
Jan-21 OT	1289	892	2181	904		153.25	2-PARTY ONLY. BILLED TO EDISON
Feb-21 Regular time	2832 (502 Multi included)	5581 (3495 Multi included)	8413 (48% Multi)	195	7742 SCE JPAs or approx. 33982 poles. See member activity for more details.		<i>66% of poles were returned</i>
Feb-21 OT	598	393	991	1103		69	2-PARTY ONLY. BILLED TO EDISON
Mar-21 Regular time	3602 (958 Multi included)	4436 (2480 Multi included)	8038 (43% Multi)	334	7439 SCE JPAs or approx. 33301 poles. See member activity for more details.		
Mar-21 OT	1234	1012	2246			152.25	2-PARTY ONLY. BILLED TO EDISON
						646.25	

Average OT hrs per month: 107.71

## **Southern California Joint Pole Committee**

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

May 19, 2021

A regular meeting of the **Operating Committee** took place on the above date, at 9:39 a.m., via teleconference:

Those in attendance were:

Mr. Lex Treepaisan	Frontier Communications
Mr. Bret Plaskey	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. April DeBarge	Southern California Edison
Ms. Cory Crawford	AT&T California
Ms. Kay Black	AT&T California
Mr. Barry Consulter	AT&T California
Ms. Mary Li	City of Anaheim
Mr. Ben Coffey	City of Banning
Mr. Richard Soriano	City of Banning
Mr. Mina Shehata	City of Burbank
Ms. Alyssa Aguilar	City of Colton
Ms. Amanda Lindgren	City of Glendale
Mr. Lynne LaFrenais	Bear Valley Electric Service, Inc.
Mr. Jeremy Harmon	Verizon Wireless
Mr. Joe Serrato	Crown Castle NG West Inc.
Mr. Earle Carrion	Crown Castle NG West Inc.
Mr. Mark Denning	M-Power Communications
Ms. Yvonne Johnson	Teleport Communications America
Ms. Maria Ortiz	XO Communication
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Yesenia Delgado	Time-Warner Cable
Mr. Pedro Garganera	MCI Metro ATS/MCI Telecommunications
Mr. Charles Trimble	MCI Metro ATS/MCI Telecommunications
Mr. Jim Todaro	AT&T Mobility
Ms. Shawn Henderson	T-Mobile USA
Mr. Nick Van Stryk	City of Vernon (Petrelli Electric)
Ms. Claudia Arellano	City of Vernon
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Chairperson, Mr. Treepaisan called the meeting to order at 9:39 a.m. by addressing the first item on the agenda, the review of the **prior meeting minutes**. There were no questions or comments.

The second agenda item is the review of the **April 2021 Operating expense sheet**.

There were no questions or comments.

The third agenda item is the **Accounts Receivable**.

There were no questions or comments.

The fourth agenda item on the agenda is **Member Board Attendance**.

There were no questions or comments.

The fifth agenda item for discussion is **Billing Standardization of Procedures and Minutes**. Ms. Allen reported she had a staff meeting on April 27, 2021 and May 12, 2021. Discussed were Items 115A and 116A and that they no longer need to be typed on the pole record. Item 13.1 can be used in lieu of 13.3 on JPAs and JPAs should not be returned requesting 13.3. Also discussed, was clearance attachments and unauthorized attachments. For clearance attachments pole should only show points of attachments CLR24. For unauthorized attachments if the grade and space is submitted as, for example, (20) the staff is to assume (20-1) and not to question or return the JPA requesting space. Item 83 was also discussed, 2017 and after the staff is to bill as 83A. Staff should not return requesting a letter. The default is 83A. Ms. Allen has updated the Billing Manual and has sent it out to the staff. Lastly, the Form 7 request date to pull JPAs was moved up three days in April 2021 bill of sale.

Mr. Brown inquired about Section 18.1D with a 1.2 on a multi-party pole. If there is no charge to the unsigned party was there no 1.2 needed. Ms. Allen replied and explained it was discussed in the Operating Minutes in February 2020 that 18.1D is conflicting with Section 1.2. If there is a multi-party pole, for example 3 party, the indicator should show 1/3(1) and 1/3 charge to the signed member and no charge to the unsigned member. Ms. Allen stated if her understanding is wrong to please correct her. Mr. Brown inquired if the billers are breaking down the cost and eliminating the unsigned member. Ms. Allen replied yes. Ms. Pranata opened up an example emailed by Ms. DeBarge. Ms. DeBarge was inquiring if the JPA was set up right and only the 1.2 was the only issue. (See Attached). Ms. Allen replied yes, the JPA was set up correctly and the 1.2 is conflicting with 18.1D. Further discussion was needed on this item; therefore, it was moved to the Routine Revision ad hoc for further discussion.

There were no further questions or comments.

The sixth item on the agenda is **JPA Member Activity**.

There were no questions or comments.

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

SCJPC Work update:

Ms. Pranata reported for April bill of sale 9,718 poles were processed without overtime. 65% of those poles were returned. The return issues will be discussed in the Billing Process Simplification ad hoc later today. For overtime 2,300 poles were processed and billed to Edison.

Ms. Pranata stated the numbers are going up and the typist is still in training. The typist is still making small mistakes; however, hopefully she can be independent next month. The beginning of June will be her third month. There are many small details that need to be remembered. Her work is being quality checked.

There were no questions or comments.

#### SCE overtime (ongoing) and backlog

- *Waiting for answers from members & SCE*
- *Question for all members: Is there an urgency to process the SCE Special Project backlog JPAs?*
- *Question for SCE: What is the estimated number of JPAs or poles that SCE will send to SCJPC for future months?*
- *Question for SCE: Will the volume decrease or go back to normal over time? Meaning, is this a one-time project?*

Ms. Pranata opened and reported this is an ongoing bullet item on the Edison overtime. Mr. Treepaisan inquired if there is anything that needs to be addressed with the overtime? Mr. Treepaisan stated discussed last month was an Edison backlog for a few months to a year. Ms. Pranata stated she is not sure if Edison wants SCJPC to continue overtime or hire new billers. Mr. Brown stated the staff can continue working overtime. Mr. Brown then inquired if the current Edison paid typist will be staffed by the committee once the Frontier Project ends? Mr. Treepaisan stated the original question from last meeting was given the current rate of SCJPC receiving Edison JPAs it would be a two-year backlog. The question was if that were acceptable or not to Edison and if the timeframe were to be reduced additional staff would need to be hired. Ms. Crawford added temp workers can work for 36 months or less without being hired on permanent. Ms. Crawford then stated once the project gets closer to ending the committee can do an assessment on whether SCJPC needs an additional person or not. Mr. Treepaisan stated the committee can continue status quo and reevaluate this next year. Ms. Pranata stated it sounds good and inquired if the bullet item should remain on the agenda. Mr. Brown stated it can be removed. However, he is going to follow up with his manager and give her an update. Mr. Treepaisan stated if the backlog is unacceptable to let the committee know, and something can be figured out.

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)*

Waiting for Hyperlink to send Friend Pro update.

Ms. Pranata opened and reported she received the quotes from Hyperlink on installation and maintenance support monthly. However, a lot of information is missing, and Ms. Pranata is waiting for an updated quote. Ms. Pranata is also waiting for Mr. Atalla to give her access to the remote sever so she can look at the new database and for the database schema so she can send to the web programmer. According to Mr. Atalla the program is finished and just needs to be installed. Ms. Crawford inquired if Mr. Atalla was being paid prior to installation. Ms. Pranata stated no.

There were no questions or comments.

Item 1774: Review of Sick/Vacation Time and Pension Distribution – (C.Crawford AT&T California)

Mr. Treepaisan opened and stated he did get with Ms. Pranata to get some information on the off-cycle meeting. Members had some questions about how long an employee has to work to accrue sick time and some other sick benefits. Ultimately, it looks like the SCJPC follows California's law for paid sick. Accruing sick time starts from day one. An employee will work at least 30 days in the year and becomes available as of the 90th day of employment. The other question was when do the additional sick days accrue. For fulltime employees, on the second year working anniversary, then from 1.54 hours biweekly to 1.85 hours. There was a question about the average number of sick days taken by employees. For 2020, that came out to 37.76 hours per employee. The same math was asked about vacation. The average vacation days taken by the employees was 88.47 hours. Lastly, there was a question about do employees contribute to medical and dental insurance? And the answer was yes. \$260 per year per employee for medical insurance. Those were the standing questions Mr. Treepaisan had. Ms. Crawford stated the one question Mr. Treepaisan had missed was the sixth sick day, which is not California state law requirement. There is no California law that states companies must give every employee 48 hours of sick pay a year. Mr. Treepaisan explained that the sick days accrued on the first day of employment, following the California law. Ms. Crawford inquired how many sick days a year does every employee receive? Ms. Pranata stated 48 hours. Ms. Crawford stated that would be six days if you were saying an eight-hour day if they were taking in a full time. The discussion before is that seemed excessive as an annual sick day allotment. AT&T California wanted to discuss decreasing that. Ms. Crawford inquired on average the staff takes 38 hours per employee? Ms. Pranata replied correct. Ms. Crawford then stated there would be an impact to decrease it. But also, because of the criticality of the work and things that the members talked about before, she does think the committee needs to decrease it because the committee needs them at work. That was the discussion the committee was going to have once the committee knew what the allotment was and the usage of that allotment and have that discussion on a proposal on whether we want to decrease those hours or not. Mr. Treepaisan inquired if Ms. Crawford has an idea of how many hours, she wanted to reduce that to? Ms. Crawford replied because of the California state law, the committee cannot go less than two days. That is a requirement to give 16 hours. Whether it is two or three days, 16 or 24 hours is my recommendation based on we need them at work. Mr. Plaskey stated anytime the committee is dealing

with pensions or benefits like this, that is an admin board decision that needs to be made, Section 4 of the bylaws, or the 1998 agreement. Ms. Plaskey inquired if AT&T California is suggesting that the operating committee submit to the admin board that the committee cuts the staff sick time from 48 hours down to 16 hours? Ms. Crawford replied correct and then the vacation time, AT&T California's recommendation as well to cut. Ms. Crawford did not have the numbers in front of her, but she believes based on the average year of service, it is about 25 paid vacations days a year. Ms. Crawford inquired to Ms. Pranata if that was correct and what is the average. Ms. Pranata stated it depends on the years of service and would have to check. Mr. Treepaisan inquired if Ms. Crawford's rationale for cutting these hours to kind of keep in line what is received from a corporate structure? Mr. Treepaisan is trying to understand what the rationale that Ms. Crawford has for cutting the benefits and vacation times that were kind of established when the staff got hired. Ms. Crawford stated it is excessive to corporate standards today and it is a small business, a non-profit, it is not a corporation. Ms. Crawford added based on the members increased the hourly rates, which are more than the standard in California today, and based on the cost where every corporation she knows of is looking to decrease cost as much as possible within their own structure. The committee has not looked at that in the SCJPC. Ms. Crawford stated that Ms. Pranata stated these were in place since 1984 or 1994, something like that. Ms. Crawford thinks it is time that that is looked at, as well. Ms. Pranata stated the Operating Committee and Admin Board reviewed it in 2015. Mr. Plaskey stated that he would not venture to say that all corporations are looking at cutting costs. There are many that have cut costs so much that their churn rates are so high. Mr. Plaskey thinks that could potentially have a huge impact here on this team. The reason Mr. Plaskey brought up the admin board, when members are here in the operating committee and members are discussing things, members are meant to be good stewards of the dollars that are spent by all the members, but also to be good stewards of the committee, of the operations of the committee. To make sure SCJPC do not have churn and to make sure the committee does not get in a situation where volumes and the production gets cut so drastically that it is no longer operable. Mr. Plaskey state he knows, at least from Frontier's perspective, Frontier would never vote to cut any of the benefits. Frontier just would not. There is no way Frontier would vote a yes on that. Ms. Crawford explained the committee met as a sub-committee a month or two ago and the request was for every member that attended that call, to go back to their finance directors and ask the question on how they wanted to proceed. Mr. Treepaisan stated when he came, he was one of the last college hires in just because they were given corporate raises the churn rate was so tremendous that Frontier lost every college hire that they picked up in 2000. Ms. Crawford inquired did the rest of the members go and speak to their financial directors and did they get a direction from their financial directors on how they would like to proceed? If nobody wants to move forward, I just need to take back to AT&T California's financial directors that AT&T California was overruled and that AT&T California were stewards of AT&T's California's dollars and requested it. But it was overruled by the committee. Mr. Plaskey stated from Frontier's perspective Frontier would not vote to vote no. He is not sure of the rest of the members. It is really how much energy does the committee want to use on this topic. Ms. Crawford stated at that sub-committee meeting, a member who was unaware of the benefits appreciated it being highlighted. Ms. Crawford thinks it just needs to follow. It was an item that Ms. Crawford asked for it to be reviewed. The members had a sub-committee

meeting. They talked about sick pay, vacation pay and pension contribution. Ms. Crawford stated the committee just has not cycled that back to closure, in her opinion. Mr. Bacon stated in AT&T California's defense, as a member and the people they have to answer to as far as the amount of money that has to be paid in support and to have the SCJPC function, is a lot of money. Every member and their team have a right to ask are there potential areas that can be cut. As a group, this has already consumed a lot of the committee's time as far as reviewing, going in, looking at the evaluations, looking at the benefits, the rate increase of pay and where we are at with that. Because of the time that it is going to take to look into this, Frontier has already stated they have no interest whatsoever of changing the benefits. Neither would LADWP. I do not know if we need to run this to vote. But if there is a lack of interest to change any of the existing conditions as they are now, then the committee would let this die without everybody having to do a lot of work. Mr. Plaskey stated this was not directed toward AT&T California, my comments. Frontier was just making Frontier's position known on it. However, every member does have a right to ask what is being spent and bring it to a vote if the Operating Committee agrees that this item, then the Operating Committee brings it to a vote with the Admin Board. The committee just needs to clearly outline what the request is. If there is a member that would like to put forth a change, it needs to be clearly outlined. For example, if a member is looking at going to the state average of 16 hours versus 48 hours and cutting some of the vacation time or pension, whatever the case may be, that information just needs to be condensed into a votable item. If there is a member that feels there needs to be a proposal put forth, then the proposal can just be submitted. Then if the Operating Committee agrees, it can move it on to consent. Then members discuss it at consent at the Administrative Board. That is where all of this will be fleshed out. There is no ill intent or anything on any of the members behalf. This is objective. This is a business. There are just processes that the committee needs to follow, that way we can wrap it up. And to Ms. Crawford's point, she can go back to her company and other members can go back to their company, as well, if it was voted in. It is a membership. It is not unilateral decisions. Mr. Plaskey was not privy to the previous call. He does not know the interest and how many members are looking at this as something that could potentially be great for cost savings functions. Mr. Brown stated he would definitely be interested in looking at it. Mr. Brown handed it off to his manager, but she is currently out right now. Mr. Brown added he does want to follow up with it. Edison definitely wants to leave this on the table because Edison is definitely interested in looking at this. Ms. Crawford inquired since AT&T California asked for this is she to submit something to Ms. Pranata on what her recommendation would be? Is that the process to actually finally get this discussed? Mr. Plaskey stated if there is a desire to change what the compensation and benefits and everything are, then the committee would just need to know the committee wants to change it from 48 hours to 16 hours. Vacation to go down to 40 hours or whatever that case may be. Then it would be up to Ms. Pranata to pull up what that means in dollars and cents. Then the committee can see a view of what that does for all the members. Some members, it will probably only impact them \$15 other members may impact them more. The committee has a solution that can be reviewed, and the committee can see how it impacts all and then move forward. Ms. Crawford stated to Ms. Pranata she will need the current policy on sick days or hours and the average usage in an email so she can use that in the write-up. Ms. Crawford also requested the policy on vacation days and the years of service for each person. Ms. Crawford added

that Ms. Pranata does not have to put the names if she does not want to. Ms. Pranata can just list one through 10 and how many years of service and what their vacation allotment is. Lastly, Ms. Crawford requested the pension, she believes it was 10.5% pension contribution. If Ms. Pranata could send her a write-up on those three and she will use that in what she submits for an Administrative Board review. Ms. Crawford clarified that she needs the pension annual cost. Mr. Plaskey stated it sounds like there is some interest and he would encourage those members to get together and put it together. It does not have to be one company alone. Ms. Crawford stated she just needs it in writing. AT&T California has a national organization that is looking at their cost. She has to have it as a vote, with a denial, and documented to submit for our national finance team. Therefore, Ms. Crawford has to push even if there is no interest to go for a vote. Mr. Plaskey understands and stated he did not want anyone to think Frontier is kind of strong arming, which they certainly are not. Mr. Plaskey added that Frontier is just not interested in it. However, there is 29 other members, and everybody can overrule Frontier. Mr. Bacon inquired if it was going to vote to move to Administrative Board? Mr. Plaskey stated it probably needs to stay here in Operating committee. Once the members see the details of the changes, what members are proposing to change, then the committee can review it and then move it on. Mr. Plaskey added that Frontier will certainly agree to move it on to consent. It will not die here in Operating Committee. It will go to the full Administrative Board review. The Operating Committee just needs to see the proposal since it is an item in Operating. Then the members can all review it and then the members can say, okay, this item is coalesced into a finite change. Then move it on over to consent so the full membership can look at it. If members want to move it to discussion. And then if members want to move it on to consent, then they can move it on to consent. It just has to be defined here in Operating. And then it can move on for members to review it. Mr. Treepaisan stated the committee is just waiting on a proposal. Mr. Plaskey stated several members are going to work on the proposal. And then the Operating Committee will review it in future months, once it is ready.

#### Membership Application Fee and Process

- *\$2200 application fee and CPCN received from Sonic Telecom (attached).*
- *Review application process from 2014 and membership fee from 2009.*

Ms. Pranata opened and stated she added the items in the Operating agenda because the last time the committee reviewed the application process was in 2015. Ms. Pranata just wanted to make sure all the processes are still valid or if anyone wants to change anything. Ms. Pranata added a couple of documents from 2015. Mr. Treepaisan inquired is that the typical cycle, about five years to revisit and reevaluate the fees? Ms. Pranata stated no, the last time the committee reviewed it before 2015 was 2009. The committee usually waits until there is a member applicant and then the committee reviews the process.

Mr. Treepaisan then inquired does anything else in this review process other than, he assumes the committee just raises the fees or is there any other things looked into in this review process. Ms. Pranata is inquiring about the fee if members are still okay with the fee and the questionnaire. Ms. Pranata stated she received the check for the application fee already. The next step would be sending them the questionnaire. Ms. Pranata displayed the questions that the committee decided in 2015. If anyone wants to add more questions, Ms. Pranata can add it to the document before she sends these

questions to Sonic. Ms. Pranata added the application fee, this was created by the previous manager in 2009. Ms. Pranata displayed on the screen the *SOUTHERN CALIFORNIA JOINT POLE COMMITTEE 2009 INITIAL MEMBERSHIP FEE (Final Draft)*. If the committee wants to recalculate the fee, she will have to research. Ms. Pranata is unsure where the previous manager got these from. Ms. Pranata thinks she can figure it out from the financial statements and other documents. In 2009, they decided the membership fee total is \$75,963.60. If Sonic gets accepted, Ms. Pranata would ask Sonic a check for this amount. Ms. Pranata inquired if the 2009 membership fee is still valid, or should she recalculate that amount? Mr. Plaskey stated definitely need to recalculate it. Mr. Serrato stated that is not technically a fee. They are buying a share or buying into a share of the JPC organization. Because those are all of our assets and everything. Ms. Pranata stated that is what the committee calls it, the *initial membership fee*. Mr. Treepaisan stated this is more like buying into a company is another way to look at it. Ms. Pranata inquired if that title should be changed. Mr. Treepaisan stated he is good with “fee” now. Mr. Serrato inquired if it takes voting them in. Ms. Pranata explained the Admin Board needs to vote whether or not the committee will accept Sonic into its membership. Mr. Serrato inquired if it is okay to show them the fee and all of the committee’s assets and financial information prior to being a member. Ms. Pranata replied she is not sharing this with Sonic it is just for the SCJPC. Ms. Crawford inquired what part of this is monthly versus annual? Ms. Crawford is trying to understand what the cost is to a new member. Ms. Pranata stated this is to buy in, to access SCJPC’s pole records, Routine Handbook, website, etc. And for the monthly, is the operating expenses. Mr. Serrato stated it is like all of the expenses divided by how many members the committee has. That is just maintenance. Ms. Crawford inquired are those monthly? Mr. Plaskey explained it depends on the type of expense, too. It is all outlined in the 1998 agreement, how expenses are distributed. Some expenses are distributed across 30 members. And other expenses are distributed based on a percentage of pole ownership. That is just a one-time fee calculated based on all the information we have got there. They would also be charged a monthly fee once they are a member. That will be based on how many poles they have. If they come in and they have zero poles then they would be paying the same as some of our members that have very low pole usage, which is the Routine Handbook on some of the last pages, the pole count, voting shares, and all that. Ms. Pranata stated everyone will have to pay one percent of the expenses. And then depending on the percentage of the non-usable footage, then that would be additional on top of the one percent. Mr. Plaskey stated it is all outlined in the 1998 agreement. Section 8, Financing Operation of the Committee, that outlines it. Mr. Serrato inquired if it needs to be run by legal just to make sure the committee is covering their basis. The committee is kind of selling 1/31 of the organization. Is there any titles or other legal paperwork that needs to be filed? Mr. Plaskey stated it is all covered in the 1998 agreement. The committee just has to make sure that the committee are following the rules that the committee has set for all 30 members that the committee currently has, that they are following the same rules for bringing an additional company in. Mr. Plaskey added it never hurts to run both this form, this fee schedule, as well as bringing a new member in.

Mr. Plaskey stated that is why the committee has that questionnaire is to see if their intent is to be a member and purchase interest in poles or just revert back to their tenant agreements that they have with everyone and just gain access to all the

records. The committee will have this questionnaire filled out along with the application and then the committee can review it at the Administrative Board. And if approved, then the committee can get the money from them, and they are a member. Ms. Pranata stated they have been asking for the questionnaire and she told them the Operating Committee needs to review the document. Ms. Pranata wants to confirm with everyone, are the questions okay or do any other questions need to be added to the questionnaire? Mr. Carrion stated if the process of the SCJPC is to provide members, a venue to provide access to utility pole infrastructures through the sale and purchase of space: should membership be limited to those members who actively participate in that practice? Is that something that the committee is covering with this? Is that something the committee needs to look at with existing members? Mr. Plaskey stated he is almost certain, that it is covered in the 1998 agreement. Mr. Carrion stated it seemed like Giggle was denied membership because their intent was to not participate in the sale of purchases space of pole infrastructure. In the North, they are kind of having to deal with PG&E pivoting to a role of no longer selling space on their infrastructure. What they are doing is part of the Northern California Joint Pole Association, is beyond Mr. Carrion. Is the committee really taking a look at these companies who want to be members of the SCJPC and is the committee making sure they have that intent to participate in the committee's scheme? Mr. Carrion then inquired should the committee be taking a look at existing members to make sure that they are participating in that scheme. Mr. Carrion feels if a member is not participating in what the SCJPC is all about, this might be a bigger question beyond this. Mr. Carrion feels like the committee needs to take a look at that. Mr. Plaskey stated those members that do not necessarily participate in ownership, they are still paying their fees according to the 1998 agreement. Mr. Plaskey added it sounds like this could be a new item number. Ms. Crawford stated for Ms. Pranata's action item, this needs to move forward and go across to this party requesting? Ms. Pranata replied yes that is correct and stated the questionnaire is the next step. After the questionnaire, if the committee wants to speak with Sonic, the committee will invite Sonic to an online meeting to ask more questions if any members have any more questions that would be when the members can ask Sonic directly. Then if the members approve Sonic, that is when Ms. Pranata needs the initial fee cost. Ms. Crawford inquired do they have to be an authorized CLAC in the state of California? Mr. Plaskey stated he does not think that is a contingency and it is in the 1998 agreement. Ms. Crawford stated she wants the committee to be careful because did not the CPUC make a run on trying to take over the committees because they thought the committees were excluding people? Ms. Crawford just wants to make sure that SCJPC meets all standards, that they don't go and complain and give the CPUC another leg to stand on. Ms. Pranata then shared the SCJPC website that shows what is needed to apply and it was from the 1998 agreement. CPCN or WIR audited financial statement, proof of liability. Ms. Pranata added they did send the CPCN. Mr. Treepaisan stated if there are no objections from the committee, it sounds like we can send them the questionnaire and have them start filling that out. And we can review that and discuss that at the next meeting. Ms. Crawford agreed. Mr. Plaskey stated it has to be at the Admin Board for all members to review that one. Ms. Pranata agreed and stated she just wanted to make sure there are no additional questions before she sends to Sonic. Mr. Treepaisan stated he thinks the committee is good with the questionnaire as is. At some point the committee will

go back to recalculating, too. Ms. Pranata stated she will send out the questionnaire to Sonic.

Ms. Pranata inquired if the operating committee wants to review the application process at the next meeting? If not, Ms. Pranata will take it off from the bullet item. Mr. Treepaisan inquired is there any interest from the other members about the application process? Or is that something the members want to address, tackle, change, revise? Hearing not, Mr. Treepaisan stated Ms. Pranata can take that part off unless any member wants to discuss and review the application process. Ms. Treepaisan stated to take that off. Ms. Crawford inquired for clarification if Sonic gets the questionnaire day after tomorrow, will they be invited to the June Board meeting? Ms. Pranata stated it is up to the Admin Board. It is not an automatic invitation. Ms. Crawford inquired if the committee should have that discussion now, knowing Ms. Pranata is sending it out, of when they should be invited? Not waiting until June to ask and then they are not invited until July. Because Ms. Crawford would think they would think that was a long delay. Mr. Treepaisan inquired how long would Ms. Crawford needs to review their application. If they provide the questionnaire, would two weeks or so be enough for Ms. Crawford to review? If that is so, then the committee can discuss at the next meeting. If not, if Ms. Crawford need more than two weeks to review, maybe the committee can push it off to the meeting after that. Depending on how fast Sonic responds and how much time Ms. Crawford needs to review. Ms. Pranata stated the whole committee needs to review them. As soon as she gets their answers back, Ms. Pranata will forward it to all members. And all members should review the questionnaire and answers. It is really up to the committee. Mr. Treepaisan stated once Ms. Pranata gets the questionnaire back, it can be circulated around. Ms. Pranata can check, if the committee gets it back, like Ms. Crawford say tomorrow, and members can review it in two weeks, then Mr. Treepaisan sees no problem putting it on next month's agenda. But if the timing does not work out right, then it gets pushed back a month. Mr. Treepaisan added for Ms. Pranata to send out the questionnaire and depending on how long it takes to get back and how long it takes members to review, the committee can figure out when to invite them to the meeting. Ms. Pranata stated okay, sounds good.

*Return to the office preparation (standing agenda)*

Ms. Pranata opened and stated she added a chart to the end of the packet to show the monthly productivity. Mr. Treepaisan inquired if the staff have been more productive working from home? Ms. Pranata replied yes and stated looking at the numbers the total processed poles went up. Ms. Pranata added this was without overtime. Ms. Pranata then explained June 2019 – February 2020 the average poles processed monthly on paper PREVOVID was 6356. In March 2020, SCJPC has to close early the poles processed on paper COVID was 5769. In April 2020, staff started WFH paper and electronic, average poles processed on paper and electronic was 5882. From May 2020 to April 2021 average poles processed monthly electronic WFH was 8081. The monthly average poles processed excluding the September 2020 and October 2020 was 7577 from May 2020 to April 2021. Ms. Pranata added its about 1,000 poles more than last year. Mr. Brown inquired what was unusual about those two months.

Ms. Pranata explained in September 2020, most of the JPAs were returned because of the Form 48 violation. SCJPC notified Edison of the error. Ms. Pranata spoke with Ms. Mojica and Edison corrected that error the following month. In October 2020, Mr. Rackleff's billing department, Edison, sent Correction of Records of Inspection JPAs. That was a lot of manual correcting pole records. Additionally, that department also submitted Steel Stub JPAs. SCJPC does not usually get those JPAs. The two months were unusual months. Mr. Treepaisan stated that is a huge increase of productivity working from home. Mr. Treepaisan added personally, he is a lot more productive working from home. Mr. Treepaisan inquired how the other committee members might feel, if the productivities increased with employees working from home, how would members feel about letting them work from home longer versus having them come back in the office. Mr. Crawford stated she thinks as long as there is a way of monitoring what the staff is doing during that eight-hour day, that there is a tracking, and it shows that there is a tracking. Ms. Crawford added she does not care where the staff works and to make sure it is optional. Because there was an attempt at one point for employees believing the committee should have to pay their electricity and their internet. The committee does not want to incur any additional costs. Ms. Pranata stated yes, it is optional, and the request was not from the staff to have their electricity and their internet paid. It was a suggestion or recommendation from the SCJPC labor attorney. Ms. Pranata then explained to the attorney it is not mandatory to work from home, it was optional. The attorney was okay with that. If it is optional, then SCJPC does not have to reimburse any costs. However, the attorney is still reviewing the SCJPC documents. Ms. Pranata stated she has been trying to get ahold of her. Mr. Treepaisan stated leaving it optional keeps it good. That way, if an employee does not want to work from home, they do not have to. It is a win-win that somebody gets to work from home and is more productive, then it is a win-win for both sides. If the other committee members are not opposed to it, Mr. Treepaisan willing to let them work from home for as long as they want. Assume the productivity is there. As opposed to real time monitoring, which he knows some people do, productivity, if the numbers start dropping, then obviously they are not being productive. If there is not a reason for that and it is because they are at home, then maybe they should not be a home. Mr. Treepaisan thinks the productivity could be tracked and monitored. If there is some slippage, as far as, keeping an eye on what they are doing. Mr. Serrato inquired if that is the case, does Mr. Treepaisan think maybe sometime in the future the committee can think about paying for a smaller office? Maybe the committee could have a standby office for those that need to come in. Mr. Serrato added the committee can save money there too. Mr. Treepaisan stated that is his thought process. Ms. Crawford stated she is unsure if this would be possible in that environment. However, instead of this is my desk, that these are drop-in stations, or these are hoteling stations. As an X percent of employees are coming in that day, that week, then they are utilizing a desk that is there versus the committee having to then set out the conference room maybe with four additional desks. Therefore, that may be a big savings if something like that is done. Mr. Treepaisan stated that is a great idea and explained he is out in the field a lot, so often he lets people come in the office just to let people use his computer terminal as a remote station. Mr. Brown stated then you have the option of a virtual office where they will allow you to use conference rooms and things like that. Mr. Treepaisan agreed and stated that would be a huge cost savings right there. Ms. Crawford stated she knows Ms. Pranata wanted to go proceed having a

discussion with the landlord. Ms. Crawford inquired if the committee thinks SCJPC is at that point yet? Or do they think the committee should wait to see what California's new changes are effective June 15? Mr. Brown stated he thinks the committee should wait for the change. Ms. Crawford stated the committee would discuss in the June or July meeting. Mr. Bacon inquired when does the lease go up on that building? Ms. Pranata stated she thinks the committee just renewed in '19. But she would have to double-check. Mr. Serrato stated perhaps Ms. Pranata can ask the landlord to split the office and SCJPC will just take half and he can rent out the other half. Ms. Crawford stated that the landlord was pretty tough with Ms. Pranata, not giving a dollar. Ms. Crawford is unsure if he would or not. But maybe Ms. Pranata can see if the committee can sublet it.

Mr. Treepaisan stated to keep this as a standing agenda item to revisit and possibly downsize the office or something at a later date. Make the space smaller.

### 2021 SCJPC Staff Salary Review (emailed, not on scjpc website)

The members reviewed the 2021 Staff Evaluation and Proposed Salary Action. The members reviewed the proposed changes and approved the document.

### MISC

#### In Person Meetings

Ms. Crawford opened and stated in the vein of return, she knows at the beginning of the members meeting via WebEx, etc., there were some struggles. However, it has been very effective for the majority of the year, year and a half. Is there still thought that the members want to look at going to in person meetings again? Or is everybody happy with these being remote? Mr. Treepaisan stated that he has mixed feelings about that. Mr. Treepaisan would love to see everybody, meet everybody. However, he is unsure how easy that is going to be to accomplish. With other things Ms. Treepaisan has done, he kind of likes seeing people, at least when he is dealing with the CPUC, seeing their face and kind getting a temperature reading of what they want to do, in those contexts. Mr. Treepaisan then inquired how does everyone else feel? Mr. Serrato stated he thinks there are pros and cons. The pro of us still calling in is everyone has their own microphones. It is easier to pick up the audio from the individuals. Therefore, that must be easier for the note takers. Ms. Pranata agreed and stated members would need individual microphones. Mr. Bacon stated the members could even look into a quarterly meeting meet and take it from there. Once we get past the CDC guidelines. Ms. Crawford stated sounds good and thanked the members.

### **Review of Action Items:**

- Ms. Pranata to send Ms. Crawford some information regarding some items needed for Item 1774: Review of Sick/Vacation Time and Pension Distribution.

- Ms. Pranata to send Sonic the questionnaire.

The meeting adjourned at 11:47 a.m. until June 16, 2021.

Ms. Kathleen Allen – Committee Transcriber

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

OPERATING EXPENSES	Details	April 30, 2021			YTD Through April, 30 2021			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
<b>EMPLOYEE EXPENSE</b>									
Salaries		52,787	48,028.90	4,758	211,149	165,325.25	93,183	44%	633,448
Regular	45,700.90					-	0		
Contract Labor	2,328.00					-	-		
Contract Labor (SCE)*	4,216.00		4,216.00			30,164.97	-		
Insurance		6,667	6,398.34	268	26,667	25,794.96	12,797	48%	80,000
Health/Dental	6,398.34					-	-		
Life (quarterly)						-	-		
Payroll Taxes		4,487	3,389.44	1,097	17,948	14,713.62	7,914	44%	53,843
Workers Compensation		250	90.00	160	1,000	559.00	469	47%	3,000
Miscellaneous expenses/ Travel mileage reimbursement		100	29.99	70	400	78.99	49	12%	1,200
						-	-		
<b>PENSION EXPENSE</b>									
Contribution-SEP IRA		5,543	4,798.59	744	22,171	18,276.75	8,699	39%	66,513
						-	-		
						-	-		
<b>MONTHLY RECURRING</b>									
Rent		9,175	9,064.66	110	36,700	36,258.64	18,129	49%	110,100
Alarm System	Quarterly	50		50	200	149.97	-	0%	600
Telephone (Frontier+Jive) Plus Cell phones		829	861.07	(32)	3,317	3,423.05	1,703	51%	9,950
Cisco WebEx Plan		90	69.00	21	360	276.00	138	38%	1,080
Postage & Shipping		83	7.95	75	333	57.50	42	12%	1,000
Business/Property Insurance	Pro-Rated	167	-	167	667	1,100.50	1,101	165%	2,000
Committee Meetings & Transcriptions	MARCH TRANSCRIPTS	292	612.00	(320)	1,167	1,953.00	462	40%	3,500
						-	0		
						-	-		
<b>EQUIPMENT &amp; FURNITURE</b>									
Copy Machine - CBE		167	-	167	667	8.60	9	1%	2,000
						-	-		
						-	-		
						-	-		

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

<b>OPERATING EXPENSES</b>		<b>April 30, 2021</b>			<b>YTD Through April, 30 2021</b>				<b>Annual</b>
	<b>Details</b>	<b>Budgeted</b>	<b>Recorded</b>	<b>Variance</b>	<b>Budgeted</b>	<b>Recorded</b>	<b>Variance</b>	<b>% Variance</b>	<b>Budget</b>
<b><u>NETWORK SYSTEM</u></b>						-	-		
LAN Maintenance & off-site online backup (CBE IT)	CBE IT SUPPORT	1,050	<b>985.00</b>	65	4,200	<b>3,940.00</b>	1,970	47%	12,600
FRIEND Support	HYPERLINK	400	<b>400.00</b>	-	1,600	<b>1,600.00</b>	800	50%	4,800
Website & Data Center Hosting (Hardev)		775	<b>775.00</b>	-	3,100	<b>3,100.00</b>	1,550	50%	9,300
Email/Domain Host/Sharefile		258	<b>74.57</b>	184	1,033	<b>2,550.50</b>	140	14%	3,100
Computer (Supplies, Maintenance, Repair)		92	<b>54.92</b>	37	367	<b>287.59</b>	296	81%	1,100
<b>Computer supplies (SCE)*</b>			-			<b>105.02</b>	-		
<b><u>PRINTING &amp; SUPPLY</u></b>						-	-		
Office Printing		92	-	92	367	-	-	0%	1,100
Office Supplies		167	<b>62.30</b>	104	667	<b>406.98</b>	246	37%	2,000
						-	-		
						-	-		
<b><u>CONTRACT SERVICES</u></b>						-	-		
Auditor		667	-	667	2,667	<b>303.00</b>	303	11%	8,000
Attorney*		542	<b>144.00</b>	398	2,167	<b>144.00</b>	-	0%	6,500
						-	-		
<b><u>GENERAL EXPENSE</u></b>						-	-		
Payroll Service Fees		100	<b>93.00</b>	7	400	<b>372.00</b>	186	47%	1,200
Bank fees/Checks printing	Pro-Rated	29	-	29	117	-	-	0%	350
Publications/Subscriptions/Reference	Pro-Rated	18	-	18	73	-	-	0%	220
Seminars & Tuition		83	-	83	333	<b>207.99</b>	178	53%	1,000
Team Building		167	-	167	667	<b>496.96</b>	-	0%	2,000
Member Retirement & celebration		108	-	108	433	<b>254.04</b>	-	0%	1,300
<b>Total Operating Expenses</b>		<b>85,233.67</b>	<b>80,154.73</b>	<b>9,294.94</b>	<b>340,934.67</b>	<b>311,908.88</b>	<b>150,363.18</b>	<b>44%</b>	<b>1,022,804</b>

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

OPERATING EXPENSES	Details	April 30, 2021			YTD Through April, 30 2021			%	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
<b>CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT</b>									
<u>COMPUTER SYSTEM</u>									
Software Purchase (& minor website mods)		167	-	167	667	182.00	485	73%	2,000
FRIEND modification*		2,813	-	2,813	11,250	-	11,250	100%	33,750
Website Upgrade *		417	-	417	1,667	-	1,667	100%	5,000
<u>EQUIPMENT &amp; FURNITURE</u>									
Purchases/Leases (including Copy Machine)		467	424.86	42	1,867	1,699.44	167	9%	5,600
Hardware Purchase		117	-	117	467	-	467	100%	1,400
Laptop Purchase (SCE)*			-			1,302.49			
<u>LONG TERM LIABILITY CURRENT</u>									
<b>Total Capital Investments &amp; Long Term Liabilities Current</b>		<b>3,979.17</b>	<b>424.86</b>	<b>3,554.31</b>	<b>15,916.67</b>	<b>3,183.93</b>	<b>14,035.23</b>	88%	47,750
Interest Earned/Misc Income			(0.07)			(0.30)			
*SPECIAL BILLING TO SCE (OT AND TYPIST)			(10,363.77)			(31,572.48)			
<b>TOTAL</b>		<b>89,212.83</b>	<b>70,215.75</b>	<b>12,849.24</b>	<b>356,851.33</b>	<b>283,520.03</b>	<b>164,398.41</b>	46%	<b>1,070,554</b>
*Items in blue are assessed equally									
5/6/2021									

Delinquent Accounts  
As of 5/12/2021

**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	Aug '20	Sept 30, 2020	\$ 775.03	20761	12/16/20, 1/12/21,2/9/21, 3/9/21, 4/14/21, 5/11/21	Emailed jtodaro@motiveis.com	JT/GV	JT	11/11/2020
AT&T Mobility	Jan '21	Feb 28, 2021	\$ 806.38	20916	5/11/2021	Emailed jtodaro@motiveis.com	JT	GV	4/14/2021
AT&T Mobility	Feb '21	March 31, 2021	\$ 797.05	20947		Will be emailed out next month not 60 days yet		JT	5/11/2021
City of Colton	Feb '21	March 31, 2021	\$ 758.11	20938		Will be emailed out next month not 60 days yet		JT	5/11/2021
Extenet Systems	Jan '21	Feb 28, 2021	\$ 3.45	20930	5/11/2021	Emailed Linda Mclean	JT	GV	4/14/2021
MCI Metro/ATS	Jan '21	Feb 28, 2021	\$ 906.34	20917	5/11/2021	Emailed Matt Bergines, JPA@motiveis.com	JT	GV	4/14/2021
MCI Metro/ATS	Feb '21	March 31, 2021	\$ 895.85	20948		Will be emailed out next month not 60 days yet		JT	5/11/2021
MCI Telecommunications	Jan '21	Feb 28, 2021	\$ 747.29	20918	5/11/2021	Emailed Matt Bergines, JPA@motiveis.com	JT	GV	4/14/2021
MCI Telecommunications	Feb '21	March 31, 2021	\$ 738.64	20949		Will be emailed out next month not 60 days yet		JT	5/11/2021
Teleport Comm. America	Jan '21	Feb 28, 2021	\$ 972.50	20903	5/11/2021	Emailed TCAJPA@motiveis.com, Joel McKinney	JT	GV	4/14/2021
Teleport Comm. America	Feb '21	March 31, 2021	\$ 961.25	20934		Will be emailed out next month not 60 days yet		JT	5/11/2021
Verizon Wireless	Aug '20	Sept 31, 2020	\$ 1,095.95	20747	12/16/2020, 2/9/2021,3/9/2021, 4/14/2021, 5/11/21	Email sent to Marco M, J Harmon & ATCJPA@motiveis.com	GV/JT	JT	11/11/2020
Verizon Wireless	Dec '20	Jan 31, 2021	\$ 1,734.03	20871	4/14/2021, 5/11/21	Email sent to Marco M, J Harmon & ATCJPA@motiveis.com	GV/JT	GV	3/9/2021
Verizon Wireless	Jan '21	Feb 28, 2021	\$ 1,131.69	20902	5/11/2021	Email sent to Marco M, J Harmon & ATCJPA@motiveis.com	JT	GV	4/14/2021
Verizon Wireless	Feb '21	March 31, 2021	\$ 1,118.59	20933		Will be emailed out next month not 60 days yet		JT	5/11/2021
XO Communications	Jan '21	Feb 28, 2021	\$ 773.88	20923	5/11/2021	Emailed mortiz@motiveis.com, Matt Bergines, NXTJPA@motiveis.com	JT	GV	4/14/2021
XO Communications	Feb '21	March 31, 2021	\$ 764.92	20954		Will be emailed out next month not 60 days yet		JT	5/11/2021

**SUBTOTAL \$ 14,980.95**

Past Due notices emailed out monthly - after 60 days past due

**Because of the nature of the bankruptcy process, most payments will be made upon exit from bankruptcy.**

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
PRIME CLERK/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) Waiting for payment from PRIME CLERK, not from FRONTIER UPDATE 4/29/2021: All trade claims are being paid in full next week. You can expect to receive \$17,662.69 from Frontier to satisfy invoices 20602 and 20635. No action is required on your end	AP	AP	5/12/2021
PRIME CLERK/FRONTIER	April '20	May 31, 2020	\$ 5,385.97	20635	8/11/2020; 9/8/2020	PAID HALF by FTR. \$5,770.68 DATED 09-30-20 Submitted to PRIME CLERK per Frontier's instructions (AP) Waiting for payment from PRIME CLERK, not from FRONTIER UPDATE 4/29/2021: All trade claims are being paid in full next week. You can expect to receive \$17,662.69 from Frontier to satisfy invoices 20602 and 20635. No action is required on your end	AP	AP	5/12/2021


**SUBTOTAL \$17,662.69**

**GRAND TOTAL \$32,643.64**

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

C:\Users\angela\Desktop\TEMP FOR UPLOAD SCJPC MINUTES AGENDAS PACKETS\AGENDA AND PACKET\operating\ACCTREC-Member Delinquent Accounts 05112021.xlsx

 = Members assessed penalty fee

 = Less than 80% but 50% or greater attendance

 = Less than 50% attendance

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE  
MEMBER BOARD MEETING ATTENDANCE  
MAY 2020 - APR 2021 (ADJUSTED % COVID-19)**

	MBR CODE	2020 MAY	2020 JUN	2020 JUL	2020 AUG	2020 SEP	2020 OCT	2020 NOV	2020 DEC	2021 JAN	2021 FEB	2021 MAR	2021 APR	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	Crown Castle NG West Inc. NG	1	1	1	1	1	1	1		1	1	1	1	11	100%	NG	11
7	AT&T California H / T	1	1	1	1	1	1	1		1	1	1	1	11	100%	H / T	11
8	Golden State Water SCW	1	1	1	1	1	1	1		1	1	1	1	11	100%	SCW	11
9	Time-Warner TWC	1	1	1	1	1	1	1		1	1	1	1	11	100%	TWC	11
10	City of Azusa MA	1	1	1	1	1	1	1		1	1	1	1	11	100%	MA	11
11	City of Burbank B	1	1	1	1	1	1	1		1	1	1	1	11	100%	B	11
12	City of Lompoc LLW	1	1	1	1	1	1	1		1	1	1	1	11	100%	LLW	11
13	City of Glendale A	1	1	1	1	1	1	1		1	1	1	1	11	100%	A	11
14	City of Vernon V	1	1	1	1	1	1	1		1	1	1	1	11	100%	V	11
15	Teleport Comm America TCA	1	1	1	0	1	1	1		1	1	1	1	10	91%	TCA	11
16	City of Riverside J	1	1	1	1	0	1	1		1	1	1	1	10	91%	J	11
17	City of Anaheim D	1	1	1	1	1	0	1		1	1	1	1	10	91%	D	11
18	Sprint Communications FON	1	1	1	1	1	0	1		1	1	1	1	10	91%	FON	11
19	Sprint-Nextel SPR	1	1	1	1	1	0	1		1	1	1	1	10	91%	SPR	11
20	ExteNet Systems EXT	1	1	1	1	1	1	0		1	1	1	1	10	91%	EXT	11
21	XO Communications NXT	1	1	1	1	1	1	1		0	1	1	1	10	91%	NXT	11
22	City of Banning COB	1	0	1	1	1	1	1		1	1	1	1	10	91%	COB	11
23	MCI/Metro ATS	1	1	1	1	1	1	1		0	1	1	1	10	91%	ATS	11
24	MCI Communications MCI	1	1	1	1	1	1	1		0	1	1	1	10	91%	MCI	11
25	T-Mobile, USA PBM	1	1	1	0	0	1	1		1	1	1	1	9	82%	PBM	11
26	Mobilittie LLC MOB	1	1	1	1	1	1	1		0	0	0	0	7	64%	MOB	11
27	Mpower/TelePacific ICG	1	1	1	1	0	0	0		1	1	0	1	7	64%	ICG	11
28	City of Pasadena MP	1	0	0	1	0	1	0		1	1	1	1	7	64%	MP	11
29	City of Colton F	1	0	1	0	0	0	1		1	1	0	1	6	55%	F	11
30	ATC Outdoor DAS AMT	0	0	0	0	0	1	1		1	1	1	1	6	55%	AMT	11
<b>Total</b>		<b>29</b>	<b>26</b>	<b>28</b>	<b>26</b>	<b>24</b>	<b>25</b>	<b>27</b>	<b>0</b>	<b>26</b>	<b>29</b>	<b>27</b>	<b>29</b>				

Member	ATC	B	BVE	E	EXT	H/T	LAC	LLW	MCI	NG	NXT	SPR	TCA	V	Totals	YTD
<b>Joint JPAs Billed</b>				750	1	7	3	1		3				1	766	3622
<b>% of Joint JPAs Billed</b>	0.000	0.000	0.000	0.979	0.001	0.009	0.004	0.001	0.000	0.004	0.000	0.000	0.000	0.001	1.00	
Joint JPAs Returned	2	4	30	362		12	5	1	1	8	3		2		430	1465
Joint JPAs Held Over															0	
<b>Total Joint JPAs Received</b>	2	4	30	1112	1	19	8	2	1	11	3	0	2	1	1196	5087
<b>Multi JPAs Billed</b>	2			115	4	2	4		1	16					144	534
<b>% of Multi JPAs Billed</b>	0.014	0.000	0.000	0.799	0.028	0.014	0.028	0.000	0.007	0.111	0.000	0.000	0.000	0.000	1.00	
Multi JPAs Returned	2	2		223	34	18	16		28	27	12	2	6		370	1129
Multi JPAs Held Over															0	
<b>Total Multi JPAs Received</b>	4	2	0	338	38	20	20	0	29	43	12	2	6	0	514	1663
<b>Total # JPAs Billed</b>	2	0	0	865	5	9	7	1	1	19	0	0	0	1	910	4156
<b>% of JPAs Billed</b>	0.002	0.000	0.000	0.951	0.005	0.010	0.008	0.001	0.001	0.021	0.000	0.000	0.000	0.001	1.00	
<b># of JPAs Returned</b>															800	2594
<b># of Held Over JPAs</b>															0	
<b>Total JPAs received</b>	6	6	30	1450	39	39	28	2	30	54	15	2	8	1	1710	6750
<b>% of JPAs Billed</b>															53.22%	
<b>% of JPAs returned</b>															46.78%	
<b>% of Held Over JPAs</b>															0.00%	
Member	ATC	B	BVE	E	EXT	H/T	LAC	LLW	MCI	NG	NXT	SPR	TCA	V	Totals	
Poles Billed (Joint JPAs)				2676	1	25	3	2		3				4	2714	10739
Poles Returned (joint)	9	119	523	2251		56	8	4	4	29	34		25		3062	8796
Poles Held Over (joint)															0	
Poles Billed (Multi JPAs)	3			631	16	7	6		12	29					704	2446
Poles Returned (multi)	13	32		1639	402	282	24		426	237	136	3	44		3238	5718
Poles Held Over (multi)															0	
<b>Total # Poles Billed</b> (Joint & Multi combined)	3	0	0	3307	17	32	9	2	12	32	0	0	0	4	3418	13185
<b>% of Total Poles Billed</b> (Joint & Multi combined)	0.001	0.000	0.000	0.968	0.005	0.009	0.003	0.001	0.004	0.009	0.000	0.000	0.000	0.001	1.00	
<b># of Poles Returned</b>															6300	19095
<b># of Held Over Poles (SEE BELOW)</b>															0	
<b>Total Poles received</b>	25	151	523	7197	419	370	41	6	442	298	170	3	69	4	9718	32280
<b>% of Poles Billed</b>															35.17%	
<b>% of Poles returned</b>															64.83%	
<b>% of Held Over Poles (SEE BELOW)</b>															0.00%	

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

<b>SCE HELD OVERS</b>	
<b>HELD OVER JPAS</b>	6062
<b>HELD OVER POLES (APPROXIMATE)</b>	28990

SCE DID NOT PROVIDE POLE COUNT. AVERAGE NUMBER OF POLES PER JPA: 4.78  
AS OF B/S 4/21

Inspections Billed SCE Only: O&M (Inspection & Pole Tags)
<b>Inspection JPAs Billed</b>
<b>Inspection Poles Billed</b>

SCE's Inspections JPAs/Poles were not included in above table	SCE O&M YTD
	13
	60
	5842
	18982

Overtime Only E Only: (JOINTS)
<b>OVERTIME E JPAs Billed</b>
<b>OVERTIME E Poles Billed</b>
<b>OVERTIME E JPAs Processed (Billed + Memos)</b>
<b>OVERTIME E Poles Processed (Billed + Memos)</b>

E's Overtime JPAs/Poles were not included in above table	E OT YTD
	408
	1402
	1354
	4475
	557
	1860
	2300
	7718

SCJPC Monthly Poles

***** ELECTRONIC BILLING STARTED IN MAY 2020 *****							
Bill of Sale Month	Poles Billed	Poles Returned	Total Poles Processed	Number of JPAs BILLED	Held-Over Poles	Additional work Hrs (more than 40 hrs a week)	NOTES
			(Billed + Returned)				
May-20	2160	3749	5909	636	799	0	6708 = 680 (from Apr-20) + 5909 First month of billing on Excel files/electronic No Overtime
	(26.44% Multi)						
Jun-20	2459	4488	6947	822	1335	0	8282 = 799 (from May-20) + 7483 No Overtime
	(10.49% Multi)						
Jul-20	2235	4714	6949	938	0	0	6949 = 1335 (from Jun-20) + 5614 NO BACKLOG/HELD OVER POLES, NO OT
Aug-20	905	6876	7781	388	4096 JPAs Or approx. 20205 Poles See member activity for more details	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 <i>Unusually high</i>	11061	1149	1116 JPAs Or approx. 5184 Poles See member activity for more details	0	A lot of JPAs not billable - automatic return due to Form 48 violation
	(5.01% Multi)						
Oct-20 Regular time	4010 (0.09% Multi) High 2-party JPA volume	6138	10148 <i>(see notes)</i>	999	3338 JPAs or approx. 15640 Poles See member activity for more details		<i>Poles count included: Steel Stubbed JPAs &amp; Correction of Records for INSPECTIONS JPAs</i>
Oct-20 OT	492	220	712	149		54	2-PARTY ONLY. BILLED TO EDISON
Nov-20 Regular time	3522 (486 Multi included)	4624 (2238 Multi included)	8146 (33% Multi)	1094	4918 SCE JPAs or approx. 22900 Poles See member activity for more details		
Nov-20 OT	753	426	1179	287		92	2-PARTY ONLY. BILLED TO EDISON
Dec-20 Regular time	2841 (487 Multi included)	4917 (2230 Multi included)	7758 (35% Multi)	918	6670 SCE JPAs or approx. 31083 Poles See member activity for more details		
Dec-20 OT	1143	605	1748	442		125.75	2-PARTY ONLY. BILLED TO EDISON
Jan-21 Regular time	3333 (282 Multi included)	2778 (1086 Multi included)	6111 (22% Multi)	1239 The highest	4573 SCE JPAs or approx. 16371 Poles See member activity for more details		More JPAs billable (no errors), took longer to process billable JPAs.
Jan-21 OT	1289	892	2181	465		153.25	2-PARTY ONLY. BILLED TO EDISON
Feb-21 Regular time	2832 (502 Multi included)	5581 (3495 Multi included)	8413 (48% Multi)	904	7742 SCE JPAs or approx. 33982 poles. See member activity for more details.		66% of poles returned
Feb-21 OT	598	393	991	195		69	2-PARTY ONLY. BILLED TO EDISON
Mar-21 Regular time	3602 (958 Multi included)	4436 (2480 Multi included)	8038 (43% Multi)	1103	7439 SCE JPAs or approx. 33301 poles. See member activity for more details.		
Mar-21 OT	1234	1012	2246	334		152.25	2-PARTY ONLY. BILLED TO EDISON
Apr-21 Regular time	3418 (704 Multi included)	6300 (3238 Multi included)	9718 (41% Multi)	910	6062 SCE JPAs or approx. 28990 poles. See member activity for more details.		65% of poles returned
Apr-21 OT	1354	946	2300	408		167.75	2-PARTY ONLY. BILLED TO EDISON
						814	

Average OT hrs per month: 116.29

**Southern California Joint Pole Committee**  
**279 E. Arrow Hwy., Suite 104**  
**San Dimas, Ca. 91773**  
**Phone (909) 599-3801**

Membership Application Process:

1. Applicant must submit a formal letter requesting the requirements for membership application and state their purpose and nature of business.
2. Upon receipt of the formal letter, the Committee office responds with a letter of requirements, (CPCN or WIR, audited financial statement, proof of liability) as well as the 1998 Joint Pole Agreement (enclosure), with reference to Section 6, Section 3, and a request for a non-refundable application fee of \$2,200.
3. Upon receipt of application fee and all required documents, the Committee will begin the application review process.
4. The applicant may be invited to a Board meeting for an interview. Prior to the interview, a questionnaire is sent to the applicant to aid in their preparation, and to aid the members in their dialogue.

Internal note: Application letter must be signed – a signed hard copy or digitally signed PDF (could be a signature picture). Per LPrescott 5/8/2014.

(<http://scjpc.net/memberapplication.aspx>)

## Southern California Joint Pole Committee

279 E. Arrow Hwy., Suite 104

San Dimas, CA 91773

Phone (909) 599-3801

Fax (909) 599-3825

<DATE>

<Name>

<Company Info>

Dear <Name>,

As per your request, provided are some details regarding the Southern California Joint Pole Committee ("the Committee") and the requirements for membership. The Committee maintains an office and staff for the purpose of processing Joint Pole Authorizations billing (JPAs) and facilitating compliance with and preparation of standards and procedures set by the Administrative Board. Costs associated with initial membership and monthly fees charged by the Committee are levied to support the Committee office.

The Committee is not a government agency, but an entity made up of a group of member utility service providers, formed as a result of the need to limit the number of poles in the field and create a uniform procedure for recording pole ownership. The JPC office and staff serve the committee, however they do not offer formal JPA process training.

The Committee members are involved in purchasing, selling, and maintaining pole space. The cost for purchasing space on a pole varies depending upon the date a JPA is sent, amount of space purchased, pole height, number of owners, year set, and base owner of a pole. The costs are also based on the current pole price and authorized cost schedule.

AT&T CALIFORNIA  
AT&T MOBILITY (LAC)  
ATC OUTDOOR DAS, LLC  
CITY OF ANAHEIM  
CITY OF AZUSA  
CITY OF BANNING  
CITY OF BURBANK  
CITY OF COLTON  
CITY OF GLENDALE  
CITY OF LOMPOC

CITY OF LOS ANGELES  
CITY OF PASADENA  
CITY OF RIVERSIDE  
CITY OF VERNON  
CROWN CASTLE NG WEST INC.  
EXTENET SYSTEMS  
FRONTIER COMMUNICATIONS  
BEAR VALLEY ELECTRIC, INC  
M-POWER/TELEPACIFIC  
MCI METRO/ATS

MCI TELECOMMUNICATIONS  
SOUTHERN CALIF. EDISON CO.  
SPRINT COMMUNICATIONS LD  
SPRINT-NEXTEL  
TELEPORT COMMUNICATIONS AMERICA, LLC  
T-MOBILE USA  
TIME WARNER CABLE  
VERIZON WIRELESS  
XO COMMUNICATIONS  
MOBILITIE, LLC

<Company name>

Page 2

Enclosed is a copy of our current Agreement dated January 1, 1998. Refer to Section 6 of that Agreement for a detailed breakdown of the requirements for becoming a member and for maintaining membership in the Committee. Please note that the Committee will only accept audited financial statements. Please pay special attention to Section 3 (a), second paragraph. This is to ensure the understanding that membership does not guarantee ownership or occupancy on any particular pole(s).

Section 5 of the Agreement addresses the commitments, responsibility and obligations of member representatives and alternates. Please note that each representative or alternate must attend at least 80% of Administrative Board meetings. Section 7 and Section 8 of the Agreement outline voting procedures, as well as financial obligations for members. Membership assessment fees are based upon the criteria set forth in Section 8. The initial membership fee for joining is approximately between \$80,000.00 and \$85,000.00.

According to the Committee By-Laws, the Administrative Board shall request a letter of credit, a surety bond, or deposit in the amount proportional to two years average assessment (currently this equates to approximately \$12,000.00). In addition, each member may request the same security as above, proportional to your estimated build-out.

Please submit the required information outlined in the Agreement, along with a non-refundable application fee of \$2,200.00. When the requested information and the application fee are received, a questionnaire will be mailed to you to be completed and returned. Upon receipt, the questionnaire will be submitted to the Administrative Board for their review. You may then be invited to attend a meeting to discuss your application.

The time frame for the application process varies, but may take up to twelve months.

Should there be any questions, please contact me at (909) 599-3801 ext. 203 or [angela@scjpc.net](mailto:angela@scjpc.net).

Sincerely,

Angela Pranata  
Manager of Operations

Enclosures

**Southern California Joint Pole Committee**

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

Date

Name of applicant contact  
 Organization Name  
 Address  
 City, State, Zip

Dear XXXX,

The Committee office has received (applicant's name) application fee, and the requested information. Following are a list of inquiries that would assist the Committee in evaluating (applicant's name) membership request. Please answer the questions below to the best of your knowledge. If needed, use additional sheets to answer questions.

<b>QUESTION</b>	<b>RESPONSE</b>
How is business being done currently without membership in the Committee?	
What is your projected service territory?	
What type and size of facilities will you be placing on poles?	
Will any facilities conflict with those existing already on poles?	
Who will do the placement, removal	

and maintenance of poles and facilities?	
Who will dispatch emergency response?	
Who will administer the joint pole process, and are you aware of the administrative intensity and longevity of the process?	
Are you aware that it is mandatory that members have Board meeting representation at 80% of all scheduled meetings?	
Are you aware that there may be another approval process based on local jurisdictional ordinances?	
Are you aware that you will be required to submit pole loading analysis and what program will you be using?	

Please feel free to contact me with any questions, or concerns at (909) 599-3801 Ext. 203 or [angela@scjpc.net](mailto:angela@scjpc.net).

Sincerely,

Angela Pranata  
Office Manager

Enclosures

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE  
2009  
INITIAL MEMBERSHIP FEE (Final Draft)**

**OPERATING FUND** **\$ 3,125.00**

**TOTALS TAKEN FROM BALANCE SHEET & STATEMENT OF ASSESSMENTS, OPERATING  
EXPENSES, AND CAPITAL INVESTMENTS AS OF 12/31/07**

<b><u>FURN., FIX. &amp; EQUIPMENT</u></b>	\$	71,152.00	<b><u>PENSION</u></b>		
LESS DEPRECIATION (.063686)	\$	4,543.77	CONTRIBUTION	\$	28,277.17
TOTAL	\$	66,608.23	IND. ARRANGE.	\$	4,206.48
			FEE	\$	-
COMPUTER SOFTWARE	\$	625,929.00	TOTAL	\$	32,483.65
LESS (.063686)	\$	39,862.91			
TOTAL	\$	586,066.09			
TOTAL FURNITURE, FIX., EQUIP. & SOFTWARE	\$	652,674.32	<b>DIVIDED BY</b>		
			<b>30 MEMBERS</b>	<b>\$</b>	<b>1,082.79</b>

**DIVIDED BY 30 MEMBERS** **\$ 21,755.81**

**INTELLECTUAL PROPERTY\***

**\*ALLOWS THE FOLLOWING BENEFITS:**

ACCESS TO 1.2 MILLION POLE RECORD DATABASE  
ACCESS TO ROUTINE HANDBOOK  
ACCESS TO SCJPC WEB SITE  
BILLING SERVICES  
ABILITY TO PARTICIPATE IN MONTHLY MEETINGS

Members decided the amount **\$ 50,000.00**

OPERATING FUND	\$	3,125.00
FURNITURE, FIXTURES, & EQUIPMENT	\$	21,755.81
PENSION	\$	1,082.79
INTELLECTUAL PROPERTY	\$	50,000.00
<b>TOTAL MEMBERSHIP FEE</b>	<b>\$</b>	<b>75,963.60</b>

## Southern California Joint Pole Committee

279 E. Arrow Hwy., Suite 104

San Dimas, CA 91773

Phone: (909) 599-3801

Fax: (909) 599-3825

Date

Name of Applicant Contact

Organization Name.

Address

City, State, Zip

Dear XXXX,

**(Organizations name)** application to become a member of the Southern California Joint Pole Committee was approved by the Administrative Board, at their Month 00, 0000 meeting. I am enclosing a corporate resolution to be signed by an authorized officer of your organization. Also enclosed and requiring a signature is a copy of the first Amendment to the 1998 Joint Pole Agreement.

Per the Agreement, each member shall appoint an authorized representative to the Committee and may also appoint alternates. Please complete the enclosed member information sheet. Carefully review Section 5 (a) of the 1998 Agreement. If you have any questions in regards to the required information, feel free to contact me.

I am enclosing copies of the SCJPC 1998 Agreement, and By-Laws for your records. Per Article III, Section 4, (d) and (e) of the By-Laws, you must provide an amount to cover two years average assessment. The amount for the monthly assessment deposit is \$xxxxxx. Please note that, each member may additionally request some form of security in the amount proportionate to your estimated build-out.

An invoice for the membership fee of \$xxxxxx is enclosed with this letter. If the membership fee, monthly assessment deposit, signed Corporate Resolution and signed First Amendment to Agreement are not received within 120 days from the date of this letter, this membership application will be canceled and you may reapply. Upon receipt of the aforementioned items, you will be assigned a member code and you will be authorized to begin processing Joint Pole Authorization (JPA) documents and attending the Administrative Board meetings. Depending on the labor resources, the receiving member(s) may place a reasonable limit on the volume of poles/JPAs accepted on a monthly basis.

If you have any questions, please call me at (909) 599-3801ext. 203.

Sincerely,

Angela Pranata Committee Manager of Operations

### Enclosures

AT&T CALIFORNIA  
AT&T COMM. OF CALIF., INC.  
AT&T LOCAL SERV/TCG  
AT&T MOBILITY  
CITY OF ANAHEIM  
CITY OF AZUSA  
CITY OF BANNING  
CITY OF BURBANK  
CITY OF COLTON  
CITY OF GLENDALE

CITY OF LOMPOC  
CITY OF LOS ANGELES  
CITY OF PASADENA  
CITY OF RIVERSIDE  
CITY OF VERNON  
EXTENET SYSTEMS  
GOLDEN STATE WATER  
M-POWER (ICG)  
MCI METRO/ATS  
MCI TELECOMMUNICATIONS

NEXTG NETWORKS OF CALIFORNIA  
NEUPATH NETWORKS  
SOUTHERN CALIFORNIA EDISON  
SPRINTCOMMUNICATIONS.  
SPRINT NEXTEL  
T-MOBILE USA  
TIME WARNER CALBE  
VERIZON CALIFORNIA  
VERIZON WIRELESS  
XO COMMUNICATIONS(NEXTLINK)

**Southern California Joint Pole Committee  
437 So. Cataract Ave. Unit 3  
San Dimas, Ca. 91773  
Phone (909) 592-4001**

**Check List of packet to be sent when applicant is approved:**

1. Letter of acceptance
2. Copy of Original 1998 Agreement with the member signatures and corporate resolutions.
3. Copy of By-Laws
4. Corporate resolution for their officers to sign, and the amendment
5. The membership invoice (approx. \$75,963.60 as of 2014) and request for two years membership assessment deposit or surety bond.
6. Membership information sheet to complete.

Check list when all monies received in this office

1. Notify Board that new member may start processing JPAs.
2. Update Section 20 of Routine, letterhead/footer, web page etc.
3. Update membership information.
4. Set up UserID and passcode.
5. Notify JPC staff to set up member codes if necessary.
6. Revise Appendix A in 1998 Agreement.
7. Send new member the Meeting Attendance Policy

## Southern California Joint Pole Committee

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

DATE: DATE  
TO: Mr. Jory Wolf – City of Santa Monica  
FROM: Angela Pranata, Manager of Operations  
SUBJECT: **New Member Documents Enclosed**

The following documents are enclosed in this packet:

- Letter of Acceptance
- 1998 SCJPC Agreement
- SCJPC By-Laws
- Corporate Resolution – signature required
- First Amendment to Agreement – signature required
- Membership fee invoice
- Monthly assessment deposit invoice
- New member information sheet to be completed by new member

Should there be any questions, feel free to contact me via phone: (909) 599-3801 Ex 203, or e-mail: [angela@scjpc.net](mailto:angela@scjpc.net).

ATC OUTDOOR DAS  
AT&T CALIFORNIA  
AT&T COMM. OF CALIF., INC.  
AT&T LOCAL SERV/TCG  
AT&T MOBILITY  
CA CLEC LLC  
CITY OF ANAHEIM  
CITY OF AZUSA  
CITY OF BANNING  
CITY OF BURBANK  
CITY OF COLTON

CITY OF GLENDALE  
CITY OF LOMPOC  
CITY OF LOS ANGELES  
CITY OF PASADENA  
CITY OF RIVERSIDE  
CITY OF VERNON  
EXTENET SYSTEMS  
GOLDEN STATE WATER  
M-POWER/TELEPACIFIC  
MCI METRO/ATS  
MCI TELECOMMUNICATIONS

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

## POLES PROCESSED WITHOUT OVERTIME

BILL OF SALE	BILLED JOINT	RETURNED JOINT	BILLED MULTI	RETURNED MULTI	TOTAL PROCESSED POLES	Multi Poles % Processed	NOTES
Jun-2019	2641	1327	1062	1412	6442	38%	PAPER / PRECOVID
Jul-2019	2447	1166	1329	1320	6262	42%	PAPER / PRECOVID
Aug-2019	2608	1273	1185	1667	6733	42%	PAPER / PRECOVID
Sep-2019	2608	1410	1393	1579	6990	43%	PAPER / PRECOVID
Oct-2019	2439	1595	1076	1129	6239	35%	PAPER / PRECOVID
Nov-2019	1808	1200	966	1938	5912	49%	PAPER / PRECOVID
Dec-2019	1967	1182	459	1581	5189	39%	PAPER / PRECOVID
Jan-2020	2794	1145	942	1287	6168	36%	PAPER / PRECOVID
Feb-2020	2208	1483	1048	2533	7272	49%	PAPER / PRECOVID
Mar-2020	1813	1971	122	1863	5769	34%	PAPER-COVID (CLOSED EARLY)
Apr-2020	2099	699	1068	2016	5882	52%	COVID (HALF PAPER-HALF ELECTRONIC)
May-2020	1589	2346	571	1403	5909	33%	FULL ELECTRONIC
Jun-2020	2201	3278	258	1210	6947	21%	ELECTRONIC
Jul-2020	2034	2707	201	2007	6949	32%	ELECTRONIC
Aug-2020	717	3499	188	3377	7781	46%	ELECTRONIC
Sep-2020	2541	6238	134	2148	11061	21%	ELECTRONIC (F48 Violation)
Oct-2020	3658	3446	352	2692	10148	30%	ELECTRONIC (Steel Stubbed JPAs & Corrections of Records INSP JPAs)
Nov-2020	3036	2386	486	2238	8146	33%	ELECTRONIC
Dec-2020	2354	2587	487	2330	7758	36%	ELECTRONIC
Jan-2021	3051	1692	282	1086	6111	22%	ELECTRONIC (Billed JPA the highest 1239)
Feb-2021	2330	2086	502	3495	8413	48%	ELECTRONIC
Mar-2021	2644	1956	958	2480	8038	43%	ELECTRONIC
Apr-2021	2714	3062	704	3238	9718	41%	ELECTRONIC

AVERAGE POLES PROCESSED MONTHLY ON PAPER - PRECOVID	<b>6356.33</b>	June 2019 - February 2020
POLES PROCESSED ON PAPER - COVID	5769.00	March 2020 (closed early)
POLES PROCESSED ON PAPER AND ELECTRONIC - COVID	5882.00	April 2020 (started WFH paper & electronic)
AVERAGE POLES PROCESSED MONTHLY ELECTRONIC (WFH)	8081.58	May 2020 to April 2021
AVERAGE POLES PROCESSED MONTHLY ELECTRONIC (WFH)	<b>7577.00</b>	May 2020 to April 2021, minus Sep 2020 & Oct 2020

Wayne will be bringing up this subject for clarity at the JPC meetings. He will refer to **February 2020 Operating Committee meeting minutes**. Below is an example and snag to reference for this discussion. We need to clarify whether the 1.2 should remain on a multi where there is at least 1 member 18.1D, or do we keep the item and charge with no 1.2.

UTILITY	REPRESENTATIVE	DISTRICT/DIVISION/EXCHANGE	APPROVED	TAKING INSTRUCTIONS	ACCOUNTING DATA	BILLING CODES
E	NATHANIEL CASTILLO H&M 909-469-7293	COVINA	NATALIE MACIAS 909-469-0309	SAN DIMAS	TD1470831 2TX 700097	1. PLACED CURRENT YEAR 2. PLACED PRIOR YEAR 3. UNAUTHORIZED ATTACHMENT 4. SALVAGE VALUE 5. AUTHORIZED COSTS
HSO			18.1D			
NG	M. CORDORA	SAN JOSE	JOE SERRATO			
						BILL NO.
						AMOUNT DUE
						UTILITY
						TOTAL AMT
						UTILITY
						TOTAL AMT

4	POLE NO.	Pole Length Anchor Dist	Year Set	Pole Type	Chair Anchor Dist	Record			Proposed			Item No.	LOCATION & NATURE OF WORK <small>If not in accordance with Joint Pole Agreement and routine state reasons</small>	BILL CODE	TOTAL AMT	UTILITY
						12KV E	HSO	NG	12KV E	HSO	NG					
	1118886E	50	1956	FT	43-11	26-4	22-1				PTD		E TO REPLACE PER SEC. 7.4, 7.11, 1.2, 10.8 BREA CYN RD PP 1' E 4890' S/O BREA CYN CUT OFF			
						21-3					1/3(1)		TRAFFIC CONTROL \$250 N/C HSO SHARED COST NG & E TO ASSUME HSO CHARGE	3		
											1/3(1)		198 SAME HOLE SET W/ RISER	4		
														5		
	1118886E	50	2019	FT CL1					43-11	26-4	22-1		BREA CYN RD PP 1' E 4890' S/O BREA CYN CUT OFF	6		
											21-3			7		

### 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, 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 1/2(1)? Ms. Allen explained that the previous JPAs received show as 1/2(1) even though it is a three party pole and not 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 1/3 of the cost and should only be charge 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.

## **Southern California Joint Pole Committee**

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

June 16, 2021

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. Lex Treepaisan	Frontier Communications
Mr. John Bacon	City of Los Angeles
Mr. Jaime Garcia	City of Los Angeles
Mr. Wayne Brown	Southern California Edison
Ms. Camile Bowie	Southern California Edison
Ms. Valerie Mitwasi	Southern California Edison
Ms. Kay Black	AT&T California
Ms. Tara Andrews	AT&T California
Mr. Barry Consulter	AT&T California
Mr. Ben Coffey	City of Banning
Mr. Richard Soriano	City of Banning
Mr. Victor Cortez Jasso	City of Banning
Ms. Alyssa Aguilar	City of Colton
Ms. Amanda Lindgren	City of Glendale
Mr. Lynne LaFrenais	Bear Valley Electric Service, Inc.
Mr. Jeremy Harmon	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
Ms. Yesenia Delgado	Time-Warner Cable
Mr. Pedro Garganera	MCI Metro ATS/MCI Telecommunications
Mr. Jim Todaro	AT&T Mobility
Ms. Shawn Henderson	T-Mobile USA
Mr. Nick Van Stryk	City of Vernon (Petrelli Electric)
Ms. Claudia Arellano	City of Vernon
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Chairperson, Mr. Treepaisan 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 2021 Operating expense sheet**. Ms. Pranata stated starting this month she separated the special billing that  
Operating Committee – June 16, 2021– Page 1 of 12

was billed to Edison. Members will see different rows for those costs. Ms. Pranata added this way, it will show it is not using the committee's operating budget.

There were no questions or comments.

The third agenda item is the **Accounts Receivable**. Ms. Pranata stated Frontier Communications paid their past due invoices from March 2020 and April 2020 from when they filed for Chapter 11. They have been consistently paying invoices on time after April 2020 and is in good standing. Mr. Brown inquired when a member is delinquent, why should they still have a voice in voting if they have been delinquent for six months, a year or so, why should they still have a voice when they are not even paying their bill to remain in good standing. Mr. Serrato stated he believes there is verbiage on what is considered a member in good standing who can cast a vote. Ms. Pranata stated it is in the 1998 agreement. However, she has been communicating with Marco from Verizon Wireless. They have been paying newer invoices. However, it just takes a long time for them to pay, and they are notified monthly. Mr. Treepaisan inquired if accounts go delinquent after six weeks or six months. Ms. Pranata stated she will double check and report back next month.

There were no further questions or comments.

The fourth agenda item on the agenda is **Member Board Attendance**.

There were no questions or comments.

The fifth agenda item for discussion is **Billing Standardization of Procedures and Minutes**. Ms. Allen reported she had a staff meeting on May 24, 2021. Discussed were the billers no longer need to verify treatment, class, KV, and community on removals or replacements. Exceptions are for Unauthorized Section 7.7 and 5.4. Also, on Section 7.3. Anchor size on new anchors do not need to be verified, billed per item, and type, anchor size Discussed as well was Section 7.6A, billers no longer need to verify accident information. If missing from the JPA, billers are bill as is and not return. Billers do not need to verify parentheses around approved or accounting data on Correction of Record JPAs, bill as is and do not return. Also discussed on 18.1D with Section 1.2 multis with special agreements. It must have the 1.2 for the approved member(s). Section 7.X, this takes care of any items under this section. For example, anchors, arms, and other items will be billed under these sections. Billers do not need to verify that Section 10.8 is on the JPA for an item 83 listed on there. Lastly discussed, two KV's on proposed side is acceptable. Billers are not to question or return and the Form 7 request to pull JPA's were moved up three days.

The sixth item on the agenda is **JPA Member Activity**.

- Suggestion from SCJPC Office for BVE, EXT, and A: one time memo overview with Kathleen Allen (or SCJPC staff). Approx. 2 hours max per member. Online meeting or in person in San Dimas office.

Ms. Pranata opened and explained that there have been a lot of JPAs being returned via memo to Bear Valley, Extenet, and City of Glendale due to errors. The suggestion from the SCJPC office is a memo review with Ms. Allen or the SCJPC staff. Approximately two hours max per member, an online meeting, or in person meeting at the San Dimas office. This is just to review the finals. SCJPC staff does not know what

happened in the field or preliminary process. Ms. Pranata added if other members want to review memos as well, want to sit down with Ms. Allen or SCJPC staff, please contact Ms. Pranata via email. Ms. Pranata added the staff cannot do it every month because it takes a lot of their time. Ms. Pranata's suggestions is either a onetime review or maybe every six months. The committee can decide. Mr. Treepaisan stated that sounds like a good idea, especially if there are some common errors or something that could be address or could be resolved so there is less of it in the future.

Ms. Pranata then reported for May bill of sale, the billers processed 9,275 poles and the ratio of the return JPA's, it is high at 67%. Ms. Pranata stated she emailed out all the final checklists and hopefully all members will review the sheet prior to sending the final to the SCJPC office. Hopefully, an improvement will be seen in the future.

There were no further questions or comments.

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

SCJPC Work update:

Ms. Pranata reported she hired another typist for Edison, but she had to be let go. Currently, Ms. Pranata is looking for a new typist. Mr. Brown inquired why was she let go. Ms. Pranata and Ms. Allen explained she was not a good match and was extremely slow. A group that would normally take a new typist four hours to type took her two days. She was not a good match for the position. Ms. Mitwasi inquired when she was let go. Ms. Pranata stated she was let go Monday. Mr. Treepaisan inquired would it be fair to say this is just called a typist, but it seems like they may be really more like a joint pole typist. Is there some more involved other than just regurgitating and just retyping something. Ms. Pranata stated yes and explained there are a lot of details entailed. For example, typing a brand-new pole is totally different than typing an authorized attachment pole or a clearance pole or how to remove a pole. They all have different process. There are different typing codes for the database. And then, the typist has to enter the money, the total amount due of the JPA into another table. It is the same database, but it is just another table. Ms. Pranata thinks the problem is they have not seen JPA. They do not know what JPA is and trying to look like what is a pole number, what is a year set on the paper. For everyone here in this conference call, Ms. Pranata is sure member all know where to look for that information. But for a brand-new person, it is challenging. Mr. Treepaisan stated absolutely, and he thinks those who have done the job, forgot what it was like to learn something new.

Ms. Pranata reported for May overtime the staff worked 94.5 hours. The staff processed 1,410 poles and billed 205 JPA's. Mr. Brown stated Edison is looking for more output, Edison would be willing to offer Sundays if the staff is willing to take it. Ms. Pranata stated the staff either works Saturday or Sunday now. They cannot work seven days straight because it will be double time on Sundays. Mr. Van Stryk stated the staff can work seven days straight, but at a rate of double time. Ms. Pranata inquired if Edison is willing to pay double time. Mr. Brown stated if they work seven days then yes, of course Edison needs the output. Mr. Bacon inquired if the staff works on a Sunday would not, they be entitled to double time whether they worked Saturday or not. Mr. Brown stated no. Ms. Pranata replied no as well and stated depends on the number of hours worked. Currently the maximum is 15 hours a week per person. But

if Edison wants to increase the maximum per week, they can definitely talk about it in the email. Mr. Brown stated he will talk offline to Ms. Pranata about the additional overtime.

Ms. Pranata stated she updated this table. (See attached). The committee looked at it last month. Last month was 7,577. And this month, the average poles processed monthly from May 2020 to May 2021 is 7,731.36.

There were no further questions or comments.

Billing Errors/Questions

- *Should all item numbers be divided by owners on record even if one company denies? (K.Allen)*

Ms. Allen opened and inquired should all item numbers be divided by owners on record even if one company denies. JPA E6046-409126505 was displayed on the screen. Ms. Allen explained there are three owners on record, and it is one-half of one. And it says FTR denies. Ms. Allen inquired should this be one-third of one or if it should remain one-half of one. Basically, one-third of one would be charged to FTR and a billing code 5 and amount 0 be charged to NG. Mr. Brown stated it should be one-third of one. He will let the team know that that should remain one-third of one and no charge to whomever denied it. Ms. Allen inquired should the staff return these if received like this. Mr. Brown replied yes and stated it is very important. Ms. Allen thanked Mr. Brown.

There were no further questions or comments.

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

- Costs in packet

Ms. Pranata opened and reported she received a couple quotes from Mr. Atalla. Mr. Atalla is ready to install Friend Pro. Ms. Pranata shared the costs on the screen. Ms. Pranata stated there is a onetime fee \$3,500.00. And then, the monthly maintenance fee is \$700.00. Right now, the contract is that SCJPC is paying him \$400.00 a month for Friend. But this is upgraded. Ms. Pranta stated she has seen the database and it has a lot more tables, a lot more information added. And then, Option 2 is cloud hosting. Option 1 is at the SCJPC office. Option 2 is hosted on the cloud. The one-time cost is \$2,500.00 and the monthly maintenance fee is \$1,200.00. Ms. Pranata explained Mr. Atalla gave the committee two options and Mr. Atalla just needs a decision from the committee which one that they want to go with. Mr. Treepaisan stated looking at the first option, he saw something that it required a faster internet speed. Mr. Treepaisan then inquired if Ms. Pranata knows what type of speed she has now and what type of speed they would need. Ms. Pranata stated SCJPC has Frontier now and thinks right now SCJPC's at upload either 75 or 100 upload and download both. But she just got an advertisement from Spectrum that says that they could give SCJPC more speed. Ms. Pranata stated she will definitely reach out to Spectrum and see if they could provide SCJPC with more speed. Mr. Treepaisan stated he could look into that. He just saw Option 2 was \$1,200.00 a month. And Mr. Treepaisan was just

kind of curious what the committee is paying for internet now and what type of internet upgrade would SCJPC need to make this work. \$1,200.00 a month is like a gigabit service with fiber optics. Ms. Pranata stated Option 2 is on the cloud. It is not in the SCJPC office. Ms. Pranata explained the thing about the SCJPC office is if SCJPC has a power outage or if there is any problems or issues then, the IT personnel or Ms. Pranata, would have to go to the office and look at the server and try to figure out what happened to the server. With the cloud, they probably have redundant internet connection and also, it is managed by, she assumes Hyperlink, they will take care of it. Mr. Treepaisan stated they probably have redundant servers so, in other words, if it goes down at the office, everyone will not be able to access it. Actually, that is a good point that the office will not be down if there is a power outage or something catastrophic. Ms. Black inquired is anybody just feeling a little bit uncomfortable with Hyperlink hosting. Hyperlink is the one that traditionally gave Ms. Pranata a really hard time on being responsive. Ms. Black inquired why the committee would do that. Mr. Bacon stated that he shares Ms. Black concerns. Mr. Bacon stated the committee is knee deep with Mr. Atalla. Mr. Bacon does not like the monthly fee either. Mr. Bacon thinks it is exorbitantly high for that type of service. Mr. Bacon inquired to Ms. Pranata operationally, how is this whole Friend Pro program working for her? Is this going to be something that is going to be costing the committee more and more as Mr. Atalla jacks up the prices for maintenance or whatever it may be. Mr. Bacon then inquired where is Ms. Pranata with her feeling with this company, what it does as far as time saving and what it does for her? Ms. Pranata stated the \$700 maintenance fee is a good price for the on-premise setup. Ms. Pranata would want to go with the cloud. However, she understands the concerns that the committee has. Ms. Black stated Ms. Pranata has a possible Spectrum contact and Mr. Treepaisan can take care of a Frontier kind of proposal. Additionally, Ms. Black can seek out an AT&T California proposal. Ms. Black inquired why can't one of these other companies host it in a cloud and Mr. Atalla just be a maintenance add/changer? Giving him the hosting is where Ms. Black is feeling very, very uncomfortable. Ms. Black would not vote for it just from everything the committee has dealt with. Ms. Pranata stated she could also contact the current IT support if they could host the database. But then, the committee would have to negotiate with Hyperlink. For example, can Mr. Atalla lower the maintenance fee if the committee hosts it themselves on the cloud? But it is still SCJPC's cloud server. SCJPC is hosting it and then, the committee still pays Mr. Atalla for the maintenance fee but maybe it could be lower, not \$1,200.00. Ms. Black stated proposed to get a third proposal from them with that being the case. Being hosted someplace else. Ms. Pranata stated she thinks the committee cannot get rid of the onetime cost. Mr. Atalla still needs to configure the server. The \$2,500.00 will probably still be there and then, maybe Mr. Atalla can lower the maintenance fee. Mr. Brown agrees with Ms. Black. Mr. Treepaisan stated if the committee could get another quote to look at to compare and contrast the numbers. Mr. Treepaisan does not know if the committee went with Hyperlink originally because they were cheaper or if there are other providers that would be comparable. Ms. Pranata added Mr. Atalla is the Friend programmer. He is the one who created the software. Ms. Pranata also added recently he has been pretty responsive so far. Ms. Black stated that is because the committee has a proposal that he wants to present. That is the only reason. Ms. Pranata reiterated she will contact SCJPC's IT support and then, see if they can host SCJPC's database on their cloud server. Ms. Black thanked Ms. Pranata. Mr. Treepaisan stated sounds like a good idea.

The committee will look into some other stuff on this and get some other cost options as well.

There were no further questions or comments.

Item 1774: Review of Sick/Vacation Time and Pension Distribution – (C.Crawford AT&T California)

Ms. Pranata stated Ms. Crawford is not attending today and she would like this item tabled to next month. The members agreed.

Membership Application Fee and Process

- Review fee calculation from CPA/Auditor.
- Operating Committee to decide the amount for Intellectual Property Element line item.
- From: CPA: At 12.31.09 computer software included a lot of costs of software in progress for software that eventually was written off when the members decided after that date that it would not be used. (ipam, opcats, dbnt, etc).

Ms. Pranata opened and stated the Membership Application Fee is the next bullet. Ms. Pranata discussed it with the CPA/auditor. There is a note from him that in 2009, the committee cost for the initial membership fee was higher because the committee paid a lot of money for software that they did not use such as IPAM, IPOLE, DBNT, OPCATS, etc. Ms. Pranata explained in 1995 to 2009, that was the amount that the committee spent for software that the committee didn't use. After 2009, the CPA/auditor decided to write it off because the committee decided they were not going to use it. That is why the initial membership fee is significantly lower because SCJPC does not have that software anymore. SCJPC only has Friend software, which is what is currently in used since 2006. And according to the CPA/auditor, that is how much the committee pay so far. And that is why it is significantly lower than 2009 price. The total amount was over \$75,000.00 in 2009. But after he calculated it, it would be about \$60,000.00. There is a note that the operating committee decided this amount back in 2009, which is *intellectual property*. And the auditor does not have that number. The committee has to come up with this *intellectual property* number. Mr. Treepaisan stated that he guesses this is a formal calculation that the committee is doing and then inquired is this spelled out somewhere? Ms. Pranata stated she does not know if it is spelled out somewhere but for all new members, they all have to pay a cost if they are accepted. For example, if Sonic is accepted then, they have to pay this fee. Mr. Treepaisan inquired if the committee had a formal process for the membership fee or not. Mr. Harmon stated the committee has got to vote on a dollar figure. The committee is going to more or less charge Sonic to join. Ms. Pranata stated members should agree on a membership fee. Ms. Pranata stated she was not involved in the calculation back in 2009 so she and the auditor followed the format the previous manager did. They came up with this amount of \$60,000.00. Mr. Bacon inquired if anybody has heard of Sonic, what they are about? Ms. Black stated yes and that they are part of the NCJPA.

They are located to Ms. Black's knowledge, in Northern California. And they lay fiber. They are an internet service provider. They are like a cable company Ms. Black thinks and the way she would describe them. Ms. Pranata inquired if anyone review their application packet, the CPCN and their answers of the questionnaire? And does the committee want to invite Sonic in July so the members could interview them via video conference? Mr. Treepaisan stated he has not reviewed it himself. However, if they have replied back to that is something the committee should probably all review and table up if not next month, the following month to kind of get it lined up. Mr. Bacon agreed and stated he does like the idea of discussing with them. Mr. Bacon would like to know what their resources are. What do they have for writing JPA's? What is their intent? See if they could be a responsible member. What do they have for line crews and things like that? Mr. Bacon is just curious as to how they are going to be able to interact as a member coming in brand new and really not knowing anything about the whole JPA process. Ms. Pranata stated she did ask for their audited financial statements. Ms. Pranata then stated they just need a signature from Mr. Bacon. Mr. Bacon needs to sign the Non-Disclosure Agreement (NDA) so then Sonic could release their financial statements to SCJPC. Ms. Black stated she has to share something about the NCJPA that is unbelievably unique. PG&E decided that they were only going to allow an ILEC to be a joint owner with them. So, everybody who is a CLEC has to come to either Frontier Communications or AT&T California to be their tenant. Ms. Black explained they do not write JPA's, Sonic does not because they cannot become an owner. They have to enter in, in the north, as a tenant either to PG&E or to an ILEC. That is going to be challenging for them. There was a short period of time while they were an NCJPA member where they could become an owner. Ms. Black is unsure if they applied to do that or sent any JPA's. But then, PG&E probably a year ago or maybe more came up with this. Mr. Bacon inquired does the SCJPC have the right to refuse them as a member and what are the reasons for denial if SCJPC were to deny them. Mr. Bacon then stated the SCJPC interviews them, but they have check in hand. Does the SCJPC have the right to say no because they do not have anybody to write JPA's. Where is SCJPC's right as far as refusal and what grounds are SCJPC allowed to if SCJPC are. Mr. Carrion inquired when Google was trying to attempt it, did SCJPC decline or did they withdraw. The members were unsure. Ms. Harmon stated they do not have a CPCN, and Mr. Harmon thinks SCJPC used that as the basis to reject their application was the lack of the CPCN. And then, they petitioned the state of California. And now, the committee is in right of way rules proceeding and all of those other things that came out that. Ms. Black stated she thinks they wanted more control and they wanted it their way. So, they went on the highway to get it. They did not like to come in as a member like this. There was not enough control for them. Ms. Black stated from what Mr. Mathisen told her in the past is that if SCJPC, as a membership, deny somebody who has got the credentials. Ms. Black thinks that is setting SCJPC up for some kind of complaint from the CPUC. How can SCJPC deny them if they have the right credentials. Mr. Harmon agreed and stated the State law right of way rules prescribes that that is offered to those types of companies. The fact that they have a CPCN, obviously, there is a big preceding about access to poles. There would have to be some significant predicate or basis to deny it such as when Google did not have a CPCN. If they are just a wireless internet service provider, that is do not have the rights to build and construct facilities, which is why the cable company is not a part of the SCJPC. It is because they do not have a CPCN. They are a franchise. Ms. Black stated

maybe it can be sent to legal. Mr. Bacon stated he will sign those NDA documents and get it off. The committee will get their financial statements, and then have a video conference and find out what they are about. Next month, hopefully, the committee will have their financial statements to discuss. Mr. Bacon then inquired are they looking for a timeline for an answer of acceptance. Ms. Pranata stated yes, and they kept emailing her every week or two. Mr. Bacon stated their request is under review on Ms. Pranata's responses.

There were no further questions or comments.

*Remote work reimbursement – recommendation from SCJPC's Labor Law Attorney.*

- *Remote working reimbursement calculation*
- *Questions: what office supplies or furniture can staff take home? Chair?*

Ms. Pranata opened and stated the remote work reimbursement, it is not the staff that is asking. It is the recommendation from the labor attorney. Ms. Pranata included the two different agreements from her, telecommuting agreement, and the telecommuting expense reimbursement agreement. Ms. Pranata asked Mr. Treepaisan to explain. Mr. Treepaisan explained the electricity cost is definitely something as an expense would be incurred if it were plugged into the office. As a result of working from home, staff essentially are incurring the electricity bill that would normally get incurred in the office. Mr. Treepaisan added the residential rates and usually cheaper than the commercial rates. Therefore, the committee paying their electricity bill at home is probably a win/win for the committee. Mr. Treepaisan was not quite sure what the other committee members felt about the reimbursement. Mr. Serrato inquired if anybody worked from home here charged their company for electricity? Mr. Brown stated Edison does not get paid for the electricity. They do contribute towards the employee's internet. Mr. Bacon's staff is allowed to order through the company ergonomic fixtures and things like that. But none of the employees were reimbursed for their electricity. Mr. Bacon continued they were allowing some money but that was about it. Mr. Serrato stated Crown Castle does not reimburse for electricity. Mr. Bacon stated the main concern here is this is a recommendation from an attorney to prevent any litigation against the committee due to not paying their fair share of the accommodations of working at home. Mr. Bacon knows in the back of members mind; members look at it as members all worked from home and members did not get compensation. But on the recommendation of the attorney, Mr. Bacon's belief is that the committee follows suit with the attorney's recommendations. That is what they are being paid for. Ms. Pranata stated it is up to the members to decide the dollar amount for 2020 and 2021 reimbursement. However, if there is a member who disagrees, Ms. Pranata suggests contacting their labor attorney and their labor attorney can contact SCJPC labor attorney and can discuss and come up with something that is agreeable.

Mr. Brown inquired what if the committee were to say the staff has that choice to go back to the office or work from home? If the staff works from home, the staff work on their own dime because now, the staff have that choice. First, the committee sent them home. But now, they have a choice if the committee is saying return to the office. Ms. Pranata stated she emailed Mr. Brown and the Operating committee what the attorney said on the email. She said it does not matter if it is mandatory or not. It is her recommendation to reimburse. Mr. Treepaisan stated he thinks the email from the

attorney stated there is some California state law that, basically, states that expenses passed on to the employees must be paid by the company of some sort. Mr. Treepaisan thinks that was kind of the premise of what she was saying. Mr. Treepaisan then stated basically, working from home, the committee is saving the electrical costs from having to plug in at work. So, from an operational point of view, the committee is paying that electricity anyway whether the staff plug in at the office or from home. Essentially, the committee is paying this electricity if they are plugged in at the office anyway. Mr. Bacon added, the committee will get the residential rate and not the corporate rate. Mr. Todaro inquired is the committee calculating the books on all of this? If the committee is going to have staff sitting in a building and half the staff go home and half the people stay, is the committee incurring costs for both the buildings being air conditioned and the vast numbers are home. Mr. Todaro is just curious what is being calculating here. And additionally, is there not a savings. Mr. Bacon stated he likes the fact that, at some point, the committee decides. Staff have the option to return back to work according to the CDC that they can go and go back to work environment. As long as they still wear their masks and have those protocols, they do have the option of going back. Mr. Bacon knows the lawyer is recommending that either way, the committee pays. Mr. Bacon thinks the standard or the line in the sand is going to be at what point with the CDC does the committee say everybody back to work. Mr. Bacon agrees with the attorneys. The committee should compensate them for the time that they were off and working during COVID. But at some point, the committee sets a date. After that date, it is recommended that the staff have the option of coming back or staying or the committee votes that they all go back. One of the two. But there is definitely going to be an end date to this as far as when the compensation for electricity and the other things that the committee is compensating them for definitely has a date end to it. Mr. Bacon continued that will kind of be determined when CDC says so. Ms. Pranata shared the message that she got from the labor attorney. Ms. Pranata stated she emailed the operating committee. Mr. Bacon stated he agrees with the recommendation. However, with extending it all the way through time that if they decide to work from home, Mr. Bacon disagree with that. Mr. Bacon reiterated it is a suggestion from the attorney. Mr. Brown sated perhaps the committee makes the decision on if they return to the office or not. It should not be the staff's decision. It is the committee's decision. Mr. Brown added if they do not then, the committee will have to pay whatever this recommendation is. Mr. Treepaisan then inquired is there any opportunity to have a smaller space and have people work from home more often? Ms. Pranata replied yes and thinks the committee is waiting for June 15 and see what happens. Ms. Pranata could contact the building manager and see if the office could move to a smaller office or divide the office into two different suites or something like that so they can rent it out to another business. Basically, it cuts the rental expense. Mr. Bacon stated there is a lot to review here and even making the decision would probably be a private sidebar with the members as to whether or not the committee wants the employees to work from home when things are clear. Mr. Bacon added it has its perks for not only the staff at the SCJPC, but it also can be productive if monitored. Mr. Bacon knows some of the numbers that the staff have been producing actually, increased in count while the staff were telecommuting. But it is definitely a discussion the committee needs to have, especially if the committee is going to be adding compensation for the staff to work from home. Mr. Bacon stated Mr. Treepaisan brought up a good point. Either way, the committee is paying for the electricity whether

it is plugged in at the office or plugged in at home. Mr. Bacon definitely thinks the committee needs to look into this as to what the committee is going to do post COVID. Is the committee going to let them telecommute from home so that the committee can save a lot of money on the space that the committee is renting? Ms. Pranata stated the amount reimbursed can be as small as \$5.00 a month or something like that, it is still better than no reimbursement at all according to the attorney. Mr. Treepaisan stated perhaps this can be table to next month and maybe have some of the members go back to their legal departments and just see what they say about paying electrical costs. Because like Mr. Treepaisan said, it is an incurred cost that they are getting to plug in at home. They would get the same cost plugging in at the office. And, ultimately, the home rates are much cheaper than the corporate rates. Ms. Pranata agreed that the members should contact their labor attorney, or they could contact SCJPC's attorney directly to discuss. Ms. Pranata stated the agreement the attorney sent to her showed that the committee is going to reimburse. But if the members do not agree, Ms. Pranata thinks they have to talk to SCJPC's attorney.

Mr. Serrato inquired what is Ms. Pranata looking for in order for this to move forward? Ms. Pranata stated the committee needs to decide whether or not the committee is going to reimburse and the amount. Mr. Serrato inquired again if Ms. Pranata is looking for a vote or a group consensus. Ms. Pranata stated since is under \$5,000.00 but it is above \$1,000.00. Ms. Pranata needs the operating committee to decide. Mr. Bacon stated what the committee can vote on is what is already occurred. Basically, up to today, the staff is currently telecommuting. It will go up to the date where the committee decides as to whether or not the committee wants to pull all employees back or if this is something that the committee wants to continue at a later date. Mr. Bacon does think that the committee can precede this with setting a date current to this date and figuring out the compensation and voting on that once the committee figures out the exact compensation. Mr. Bacon stated the committee can do through May 2021 and in the next meetings have members only as to what the committee wants to do with the staff. The committee will wait for Ms. Crawford to come back as far as deciding on when the committee is going to bring them back. But as far as reimbursement goes, Mr. Bacon thinks the committee can bring it to current May 2021 and put this to vote as to whether or not the committee approves the compensation. Mr. Serrato stated Ms. Pranata just needs the consensus of the operating committee so she can implement it. Mr. Serrato and Mr. Treepaisan agreed and there were no objections.

After some further discussion, it was decided and agreed upon with no objections from members that the staff who worked from home full time would get a one-time reimbursement check for telecommuting expenses of \$100.00 for the year 2020, April 2020 – December 2020, and \$12.00 a month for 2021. A total of \$60.00 for January 2021 through May 2021. A grand total of \$160.00, one-time telecommuting expenses reimbursement check, for April 2020 through May 2021. Staff who work a hybrid schedule would get half of the reimbursement pending actual days worked from home. This would not be paid as a salary line item and not have taxes taken out.

The committee will discuss further later future reimbursement for June 2021 and forward or a return date back to the office.

Ms. Pranata then inquired what office supplies or furniture can staff take home. Can they take home the chair? Ms. Pranata added at this point staff have not taken home their chair. Mr. Bacon stated for LA DWP if they are going to take any office

supplies home, they sign out for it meaning they are to have them sign a document stating one chair such and such make, and they are signing off on it that they will return it. Ms. Pranata stated SCJPC does have an agreement that she asked staff to sign for when they took one of the monitors home. The staff left one monitor at the office per desk. Mr. Bacon stated that would apply to office furniture as well. Mr. Brown stated for Edison as far as taking equipment home especially the chairs, Edison's main concern was just the safety. If somebody gets hurt transporting it, picking it up and things like that, even though in the mindset, it is just a chair and light and whatnot. But if somebody got hurt then, the committee has an injury. Mr. Brown added he does not think Edison can take home anything other than their laptop. However, Edison was reimbursed to purchase monitor or something like that. Mr. Bacon inquired how many more than likely to take a chair home now that COVID is kind of sunsetting a little bit? Realistically, are there going to be a lot of requests to take a chair home? Ms. Pranata replied yes that she had a couple employees request to take home their chair. Mr. Serrato added he feels like if they have to transport it at their own risk and no one is going to hurt themselves loading it and unloading it to their car. Mr. Bacon added *users assume all risks or loading, unloading, and delivery*. Ms. Pranata stated she will add that to the waiver that the staff will have to sign.

Ms. Pranata explained that the attorney stated that the telecommuting expenses reimbursement is not just for electricity because she listed many items in the agreement. The attorney highlighted these items on the *Telecommuting Expense Reimbursement Agreement* document, "...personal cell phone and computer including hardware, software, peripherals, supplies, internet, service plans as well as your printer and printing supplies, office supplies, electricity, furniture,...". Ms. Pranata stated she sent the email to Operating committee members on June 7<sup>th</sup>. Mr. Brown stated he did not receive an email from Ms. Pranata on June 7<sup>th</sup>. Ms. Pranata stated it may be in the junk mail and she forward it again to Mr. Brown. Mr. Treepaisan stated in the meantime, Ms. Pranata can move forward. If Mr. Brown has further questions after he receives the email and looks it over, the committee can have another discussion or after Mr. Brown takes it back to Edison's legal team if he does. Mr. Brown stated yes, anything that has labor and law involved, Mr. Brown normally does. Mr. Brown added that he is pretty sure she will not have anything against it, but he just wants to send it to her anyway.

### MISC

*There were no miscellaneous items.*

### **Review of Action Items:**

- Ms. Pranata to research what qualifies as a delinquent account status.
- Mr. Treepaisan, Ms. Black, and Ms. Pranata to look into Friend Pro and the quotes for hosting the server.
- Mr. Bacon is going to sign the NDAs for Sonic then the committee can get Sonic's financials and start asking questions and cueing up an interview with them.

The meeting adjourned at 11:46 a.m. until July 21, 2021.

Ms. Kathleen Allen – Committee Transcriber

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

OPERATING EXPENSES	Details	May 31, 2021			YTD Through May, 31 2021			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
<b>EMPLOYEE EXPENSE</b>									
Salaries		52,787	<b>43,180.36</b>	9,607	263,937	<b>213,235.20</b>	93,183	35%	633,448
Regular	<b>40,492.36</b>					-	0		
Contract Labor	<b>2,688.00</b>					-	-		
<b>OT &amp; Contract Labor (SCE)*</b>			<b>8,662.31</b>			<b>34,097.69</b>	-		
Insurance		6,667	<b>6,398.34</b>	268	33,333	<b>32,193.30</b>	12,797	38%	80,000
Health/Dental	<b>6,398.34</b>					-	-		
Life (quarterly)						-	-		
Payroll Taxes		4,487	<b>2,997.10</b>	1,490	22,435	<b>14,877.19</b>	7,914	35%	53,843
<b>Payroll Taxes (SCE)*</b>			<b>334.00</b>			<b>3,167.53</b>			
Workers Compensation		250	<b>240.50</b>	10	1,250	<b>799.50</b>	469	38%	3,000
Miscellaneous expenses/ Travel mileage reimbursement		100	-	100	500	<b>78.99</b>	49	10%	1,200
<b>PENSION EXPENSE</b>									
Contribution-SEP IRA		5,543	<b>4,251.70</b>	1,291	27,714	<b>20,632.39</b>	8,699	31%	66,513
<b>Contribution-SEP IRA (SCE)*</b>			<b>466.86</b>			<b>2,362.92</b>	-		
<b>MONTHLY RECURRING</b>									
Rent		9,175	<b>9,064.66</b>	110	45,875	<b>45,323.30</b>	18,129	40%	110,100
Alarm System	<b>Quarterly</b>	50	-	50	250	<b>149.97</b>	-	0%	600
Telephone (Frontier+Jive) Plus Cell phones		829	<b>861.07</b>	(32)	4,146	<b>4,284.12</b>	1,703	41%	9,950
Cisco WebEx Plan		90	<b>69.00</b>	21	450	<b>345.00</b>	138	31%	1,080
Postage & Shipping		83	<b>7.95</b>	75	417	<b>65.45</b>	42	10%	1,000
Business/Property Insurance	<b>Pro-Rated</b>	167	<b>360.00</b>	(193)	833	<b>1,460.50</b>	1,101	132%	2,000
Committee Meetings & Transcriptions	APRIL TRANSCRIPTS	292	<b>504.00</b>	(212)	1,458	<b>2,457.00</b>	462	32%	3,500
						-	0		
<b>EQUIPMENT &amp; FURNITURE</b>									
Copy Machine - CBE		167	<b>7.86</b>	159	833	<b>16.46</b>	9	1%	2,000
						-	-		
						-	-		

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

OPERATING EXPENSES	Details	May 31, 2021			YTD Through May, 31 2021			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
						-	-		
<b>NETWORK SYSTEM</b>						-	-		
LAN Maintenance & off-site online backup (CBE IT)	CBE IT SUPPORT	1,050	985.00	65	5,250	4,925.00	1,970	38%	12,600
FRIEND Support	HYPERLINK	400	400.00	-	2,000	2,000.00	800	40%	4,800
Website & Data Center Hosting (Hardev)		775	775.00	-	3,875	3,875.00	1,550	40%	9,300
Email/Domain Host/Sharefile		258	82.02	176	1,292	2,632.52	140	11%	3,100
Computer (Supplies,Maintenance,Repair)		92	-	92	458	287.59	296	65%	1,100
Computer supplies (SCE)*			-			105.02	-		
<b>PRINTING &amp; SUPPLY</b>						-	-		
Office Printing		92	-	92	458	-	-	0%	1,100
Office Supplies		167	-	167	833	406.98	246	30%	2,000
						-	-		
						-	-		
<b>CONTRACT SERVICES</b>						-	-		
Auditor		667	-	667	3,333	303.00	303	9%	8,000
Attorney*		542	-	542	2,708	144.00	-	0%	6,500
						-	-		
<b>GENERAL EXPENSE</b>						-	-		
Payroll Service Fees		100	93.00	7	500	465.00	186	37%	1,200
Bank fees/Checks printing	Pro-Rated	29	-	29	146	-	-	0%	350
Publications/Subscriptions/Reference	Pro-Rated	18	-	18	92	-	-	0%	220
Seminars & Tuition	FOUR EMPLOYEES TOOK SEMINARS	83	662.88	(580)	417	870.87	178	43%	1,000
Team Building		167	-	167	833	496.96	-	0%	2,000
Member Retirement & celebration		108	-	108	542	254.04	-	0%	1,300
<b>Total Operating Expenses</b>		85,233.67	80,403.61	14,293.23	426,168.33	392,312.49	150,363.18	35%	1,022,804

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

OPERATING EXPENSES	Details	May 31, 2021			YTD Through May, 31 2021			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
<b>CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT</b>									
<u>COMPUTER SYSTEM</u>									
Software Purchase (& minor website mods)		167	-	167	833	182.00	651	78%	2,000
FRIEND modification*		2,813	-	2,813	14,063	-	14,063	100%	33,750
Website Upgrade *		417	-	417	2,083	-	2,083	100%	5,000
<u>EQUIPMENT &amp; FURNITURE</u>									
Purchases/Leases (including Copy Machine)		467	424.86	42	2,333	2,124.30	209	9%	5,600
Hardware Purchase		117	-	117	583	-	583	100%	1,400
Laptop Purchase (SCE)*			-			1,302.49			
<u>LONG TERM LIABILITY CURRENT</u>									
<b>Total Capital Investments &amp; Long Term Liabilities Current</b>		<b>3,979.17</b>	<b>424.86</b>	<b>3,554.31</b>	<b>19,895.83</b>	<b>3,608.79</b>	<b>17,589.53</b>	<b>88%</b>	<b>47,750</b>
Interest Earned/Misc Income			(0.08)			(0.38)			
Application Fee Credit Sonic Telecomm			(2,200.00)			(2,200.00)			
*TOTAL SPECIAL BILLING SCE			(9,463.17)			(41,035.65)			
<b>TOTAL</b>		<b>89,212.83</b>	<b>69,165.22</b>	<b>17,847.53</b>	<b>446,064.17</b>	<b>354,885.25</b>	<b>167,952.71</b>	<b>38%</b>	<b>1,070,554</b>
<b>*Special Billing Items paid by SCE separated</b>									
<b>*Items in blue are assessed equally</b>									
6/8/2021									

Delinquent Accounts  
As of 6/9/2021

**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	Aug '20	Sept 30, 2020	\$ 775.03	20761	12/16/20, 1/12/21,2/9/21, 3/9/21, 4/14/21, 5/11/21, 6/8/21	Emailed jtodaro@motiveis.com; LACJPA@motiveis.com	JT/GV	JT	11/11/2020
AT&T Mobility	Feb '21	March 31, 2021	\$ 797.05	20947	6/8/2021	Emailed jtodaro@motiveis.com; LACJPA@motiveis.com	JT	JT	5/11/2021
AT&T Mobility	Mar '21	April 30, 2021	\$ 841.68	20978		Will be emailed out next month not 60 days yet		JT	6/8/2021
City of Burbank	Mar '21	April 30, 2021	\$ 0.05	20968		Will be emailed out next month not 60 days yet		JT	6/8/2021
City of Colton	Feb '21	March 31, 2021	\$ 758.11	20938	6/8/2021	emailed aaguilar@coltonca.gov; adunning@coltonca.gov	JT	JT	5/11/2021
MCI Metro/ATS	Mar '21	April 30, 2021	\$ 945.51	20979		Will be emailed out next month not 60 days yet		JT	6/8/2021
MCI Telecomm.	Mar '21	April 30, 2021	\$ 780.00	20980		Will be emailed out next month not 60 days yet		JT	6/8/2021
SPRINT-Nextel Corp	Mar '21	April 30, 2021	\$ 767.15	20975		Will be emailed out next month not 60 days yet		JT	6/8/2021
Teleport Comm. America	Jan '21	Feb 28, 2021	\$ 972.50	20903	5/11/2021, 6/8/21	Emailed TCAJPA@motiveis.com, Joel McKinney	JT	GV	4/14/2021
Teleport Comm. America	Feb '21	March 31, 2021	\$ 961.25	20934	6/8/2021	Emailed TCAJPA@motiveis.com, Joel McKinney	JT	JT	5/11/2021
Teleport Comm. America	Mar '21	April 30, 2021	\$ 1,015.07	20965		Will be emailed out next month not 60 days yet		JT	6/8/2021
Time Warner Cable - TWS	Mar '21	April 30, 2021	\$ 423.15	20986		Will be emailed out next month not 60 days yet		JT	6/8/2021
Time Warner Cable - TWN	Mar '21	April 30, 2021	\$ 493.57	20987		Will be emailed out next month not 60 days yet		JT	6/8/2021
Verizon Wireless	Aug '20	Sept 31, 2020	\$ 1,095.95	20747	12/16/2020, 2/9/2021,3/9/2021, 4/14/2021, 5/11/21, 6/8/21	Email sent to Marco M, J Harmon & ATCJPA@motiveis.com	GV/JT	JT	11/11/2020
Verizon Wireless	Dec '20	Jan 31, 2021	\$ 1,734.03	20871	4/14/2021, 5/11/21, 6/8/21	Email sent to Marco M, J Harmon & ATCJPA@motiveis.com	GV/JT	GV	3/9/2021
Verizon Wireless	Jan '21	Feb 28, 2021	\$ 1,131.69	20902	5/11/2021, 6/8/21	Email sent to Marco M, J Harmon & ATCJPA@motiveis.com	JT	GV	4/14/2021
Verizon Wireless	Feb '21	March 31, 2021	\$ 1,118.59	20933	6/8/2021	Email sent to Marco M, J Harmon & ATCJPA@motiveis.com	JT	JT	5/11/2021
Verizon Wireless	Mar '21	April 30, 2021	\$ 1,180.75	20964		Will be emailed out next month not 60 days yet		JT	6/8/2021
XO Comm.	Mar '21	April 30, 2021	\$ 807.76	20985		Will be emailed out next month not 60 days yet		JT	6/8/2021


TOTAL

\$ 16,598.89

Past Due notices emailed out monthly - after 60 days past due

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

S:\ACCOUNTING INFO\Accounts Receivable\ACCT REC PAST DUE EXCEL FILES\ACCTREC-Member Delinquent Accounts 06082021.xlsx

 = Members assessed penalty fee

 = Less than 80% but 50% or greater attendance

 = Less than 50% attendance

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE  
MEMBER BOARD MEETING ATTENDANCE  
JUN 2020 - MAY 2021**

	MBR CODE	2020 JUN	2020 JUL	2020 AUG	2020 SEP	2020 OCT	2020 NOV	2020 DEC	2021 JAN	2021 FEB	2021 MAR	2021 APR	2021 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	Crown Castle NG West Inc. NG	1	1	1	1	1	1		1	1	1	1	1	11	100%	NG	11
7	AT&T California H / T	1	1	1	1	1	1		1	1	1	1	1	11	100%	H / T	11
8	Golden State Water SCW	1	1	1	1	1	1		1	1	1	1	1	11	100%	SCW	11
9	Time-Warner TWC	1	1	1	1	1	1		1	1	1	1	1	11	100%	TWC	11
10	City of Azusa MA	1	1	1	1	1	1		1	1	1	1	1	11	100%	MA	11
11	City of Burbank B	1	1	1	1	1	1		1	1	1	1	1	11	100%	B	11
12	City of Lompoc LLW	1	1	1	1	1	1		1	1	1	1	1	11	100%	LLW	11
13	City of Glendale A	1	1	1	1	1	1		1	1	1	1	1	11	100%	A	11
14	City of Vernon V	1	1	1	1	1	1		1	1	1	1	1	11	100%	V	11
15	Teleport Comm America TCA	1	1	0	1	1	1		1	1	1	1	1	10	91%	TCA	11
16	City of Riverside J	1	1	1	0	1	1		1	1	1	1	1	10	91%	J	11
17	City of Anaheim D	1	1	1	1	0	1		1	1	1	1	1	10	91%	D	11
18	Sprint Communications FON	1	1	1	1	0	1		1	1	1	1	1	10	91%	FON	11
19	Sprint-Nextel SPR	1	1	1	1	0	1		1	1	1	1	1	10	91%	SPR	11
20	XO Communications NXT	1	1	1	1	1	1		0	1	1	1	1	10	91%	NXT	11
21	City of Banning COB	0	1	1	1	1	1		1	1	1	1	1	10	91%	COB	11
22	MCI/Metro ATS	1	1	1	1	1	1		0	1	1	1	1	10	91%	ATS	11
23	MCI Communications MCI	1	1	1	1	1	1		0	1	1	1	1	10	91%	MCI	11
24	ExteNet Systems EXT	1	1	1	1	1	0		1	1	1	1	0	9	82%	EXT	11
25	T-Mobile, USA PBM	1	1	0	0	1	1		1	1	1	1	1	9	82%	PBM	11
26	Mobilite LLC MOB	1	1	1	1	1	1		0	0	0	0	1	7	64%	MOB	11
27	Mpower/TelePacific ICG	1	1	1	0	0	0		1	1	0	1	1	7	64%	ICG	11
28	ATC Outdoor DAS AMT	0	0	0	0	1	1		1	1	1	1	1	7	64%	AMT	11
29	City of Pasadena MP	0	0	1	0	1	0		1	1	1	1	0	6	55%	MP	11
30	City of Colton F	0	1	0	0	0	1		1	1	0	1	1	6	55%	F	11
<b>Total</b>		<b>26</b>	<b>28</b>	<b>26</b>	<b>24</b>	<b>25</b>	<b>27</b>	<b>0</b>	<b>26</b>	<b>29</b>	<b>27</b>	<b>29</b>	<b>28</b>				

Member	A	BVE	E	EXT	H/T	LAC	M	MCI	NG	NXT	Totals	YTD
<b>Joint JPAs Billed</b>	9	5	558	2			26		13		613	4235
<b>% of Joint JPAs Billed</b>	0.015	0.008	0.910	0.003	0.000	0.000	0.042	0.000	0.021	0.000	1.00	
Joint JPAs Returned	14	100	241	2	2	2	32	1	5		399	1864
Joint JPAs Held Over											0	
<b>Total Joint JPAs Received</b>	23	105	799	4	2	2	58	1	18	0	1012	6099
<b>Multi JPAs Billed</b>	3		114	1			2		41		161	695
<b>% of Multi JPAs Billed</b>	0.019	0.000	0.708	0.006	0.000	0.000	0.012	0.000	0.255	0.000	1.00	
Multi JPAs Returned	11		212	8	3	3	10	15	101	1	364	1493
Multi JPAs Held Over											0	
<b>Total Multi JPAs Received</b>	14	0	326	9	3	3	12	15	142	1	525	2188
<b>Total # JPAs Billed</b>	12	5	672	3	0	0	28	0	54	0	774	4930
<b>% of JPAs Billed</b>	0.016	0.006	0.868	0.004	0.000	0.000	0.036	0.000	0.070	0.000	1.00	
<b># of JPAs Returned</b>											763	3357
<b># of Held Over JPAs</b>											0	
<b>Total JPAs received</b>	37	105	1125	13	5	5	70	16	160	1	1537	8287
<b>% of JPAs Billed</b>											50.36%	
<b>% of JPAs returned</b>											49.64%	
<b>% of Held Over JPAs</b>											0.00%	
Member	A	BVE	E	EXT	H/T	LAC	M	MCI	NG	NXT	Totals	
Poles Billed (Joint JPAs)	21	5	2072	14			79		21		2212	12951
Poles Returned (joint)	227	357	2046	20	14	4	163	1	21		2853	11649
Poles Held Over (joint)											0	
Poles Billed (Multi JPAs)	7		658	7			8		167		847	3293
Poles Returned (multi)	129		1776	116	64	5	97	189	980	7	3363	9081
Poles Held Over (multi)											0	
<b>Total # Poles Billed (Joint &amp; Multi combined)</b>	28	5	2730	21	0	0	87	0	188	0	3059	16244
<b>% of Total Poles Billed (Joint &amp; Multi combined)</b>	0.009	0.002	0.892	0.007	0.000	0.000	0.028	0.000	0.061	0.000	1.00	
<b># of Poles Returned</b>											6216	25311
<b># of Held Over Poles (SEE BELOW)</b>											0	
<b>Total Poles received</b>	384	362	6552	157	78	9	347	190	1189	7	9275	41555
<b>% of Poles Billed</b>											32.98%	
<b>% of Poles returned</b>											67.02%	
<b>% of Held Over Poles (SEE BELOW)</b>											0.00%	

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

<b>SCE HELD OVERS</b>	
<b>HELD OVER JPAS</b>	6380
<b>HELD OVER POLES (APPROXIMATE)</b>	31992

SCE DID NOT PROVIDE POLE COUNT. AVERAGE NUMBER OF POLES PER JPA: 5.01  
AS OF B/S 5/21

Inspections Billed SCE Only: O&M (Inspection & Pole Tags)	
<b>Inspection JPAs Billed</b>	
<b>Inspection Poles Billed</b>	

SCE's Inspections JPAs/Poles were not included in above table		SCE O&M YTD
	16	76
	4184	23166

Overtime Only E Only: (JOINTS)	
<b>OVERTIME E JPAs Billed</b>	
<b>OVERTIME E Poles Billed</b>	
<b>OVERTIME E JPAs Processed (Billed + Memos)</b>	
<b>OVERTIME E Poles Processed (Billed + Memos)</b>	

E's Overtime JPAs/Poles were not included in above table		E OT YTD
	205	1607
	716	5191
	291	2151
	1410	9128

***** ELECTRONIC BILLING STARTED IN MAY 2020 *****							
Bill of Sale Month	Poles Billed	Poles Returned	Total Poles Processed	Number of JPAs BILLED	Held-Over Poles	Additional work Hrs (more than 40 hrs a week)	NOTES
			(Billed + Returned)				
May-20	2160 (26.44% Multi)	3749	5909	636	799	0	6708 = 680 (from Apr-20) + 5909 First month of billing on Excel files/electronic No Overtime
Jun-20	2459 (10.49% Multi)	4488	6947	822	1335	0	8282 = 799 (from May-20) + 7483 No Overtime
Jul-20	2235 (8.99% Multi)	4714	6949	938	0	0	6949 = 1335 (from Jun-20) + 5614 NO BACKLOG/HELD OVER POLES, NO OT
Aug-20	905 (20.77% Multi)	6876	7781	388	4096 JPAs Or approx. 20205 Poles See member activity for more details	0	A lot of JPAs not billable Short-staffed, multiple staff out sick and temp admin aide quit.
Sep-20	2675 (5.01% Multi)	8386 <i>Unusually high</i>	11061	1149	1116 JPAs Or approx. 5184 Poles See member activity for more details	0	A lot of JPAs not billable - automatic return due to Form 48 violation
Oct-20 Regular time	4010 (0.09% Multi) High 2-party JPA volume	6138	10148 <i>(see notes)</i>	999	3338 JPAs or approx. 15640 Poles See member activity for more details		Poles count included: Steel Stubbed JPAs & Correction of Records for INSPECTIONS JPAs
Oct-20 OT	492	220	712	149		54	2-PARTY ONLY. BILLED TO EDISON
Nov-20 Regular time	3522 (486 Multi included)	4624 (2238 Multi included)	8146 (33% Multi)	1094	4918 SCE JPAs or approx. 22900 Poles See member activity for more details		
Nov-20 OT	753	426	1179	287		92	2-PARTY ONLY. BILLED TO EDISON
Dec-20 Regular time	2841 (487 Multi included)	4917 (2230 Multi included)	7758 (35% Multi)	918	6670 SCE JPAs or approx. 31083 Poles See member activity for more details		
Dec-20 OT	1143	605	1748	442		125.75	2-PARTY ONLY. BILLED TO EDISON
Jan-21 Regular time	3333 (282 Multi included)	2778 (1086 Multi included)	6111 (22% Multi)	1239 The highest	4573 SCE JPAs or approx. 16371 Poles See member activity for more details		More JPAs billable (no errors), took longer to process billable JPAs.
Jan-21 OT	1289	892	2181	465		153.25	2-PARTY ONLY. BILLED TO EDISON
Feb-21 Regular time	2832 (502 Multi included)	5581 (3495 Multi included)	8413 (48% Multi)	904	7742 SCE JPAs or approx. 33982 poles. See member activity for more details.		66% of poles returned
Feb-21 OT	598	393	991	195		69	2-PARTY ONLY. BILLED TO EDISON
Mar-21 Regular time	3602 (958 Multi included)	4436 (2480 Multi included)	8038 (43% Multi)	1103	7439 SCE JPAs or approx. 33301 poles. See member activity for more details.		
Mar-21 OT	1234	1012	2246	334		152.25	2-PARTY ONLY. BILLED TO EDISON
Apr-21 Regular time	3418 (704 Multi included)	6300 (3238 Multi included)	9718 (41% Multi)	910	6062 SCE JPAs or approx. 28990 poles. See member activity for more details.		65% of poles returned
Apr-21 OT	1354	946	2300	408		167.75	2-PARTY ONLY. BILLED TO EDISON
May-21 Regular time	3059 (847 Multi included)	6216 (3363 Multi included)	9275 (45% Multi)	774	6380 SCE JPAs or approx. 31992 poles. See member activity for more details.		67% of poles returned
May-21 OT	716	694	1410	205		94.5	2-PARTY ONLY. BILLED TO EDISON (49% return)
						908.5	

## POLES PROCESSED WITHOUT OVERTIME

BILL OF SALE	BILLED JOINT	RETURNED JOINT	BILLED MULTI	RETURNED MULTI	TOTAL PROCESSED POLES	Multi Poles % Processed	NOTES
Jun-2019	2641	1327	1062	1412	6442	38%	PAPER / PRECOVID
Jul-2019	2447	1166	1329	1320	6262	42%	PAPER / PRECOVID
Aug-2019	2608	1273	1185	1667	6733	42%	PAPER / PRECOVID
Sep-2019	2608	1410	1393	1579	6990	43%	PAPER / PRECOVID
Oct-2019	2439	1595	1076	1129	6239	35%	PAPER / PRECOVID
Nov-2019	1808	1200	966	1938	5912	49%	PAPER / PRECOVID
Dec-2019	1967	1182	459	1581	5189	39%	PAPER / PRECOVID
Jan-2020	2794	1145	942	1287	6168	36%	PAPER / PRECOVID
Feb-2020	2208	1483	1048	2533	7272	49%	PAPER / PRECOVID
Mar-2020	1813	1971	122	1863	5769	34%	PAPER-COVID (CLOSED EARLY)
Apr-2020	2099	699	1068	2016	5882	52%	COVID (HALF PAPER-HALF ELECTRONIC)
May-2020	1589	2346	571	1403	5909	33%	FULL ELECTRONIC
Jun-2020	2201	3278	258	1210	6947	21%	ELECTRONIC
Jul-2020	2034	2707	201	2007	6949	32%	ELECTRONIC
Aug-2020	717	3499	188	3377	7781	46%	ELECTRONIC
Sep-2020	2541	6238	134	2148	11061	21%	ELECTRONIC (F48 Violation)
Oct-2020	3658	3446	352	2692	10148	30%	ELECTRONIC (Steel Stubbed JPAs & Corrections of Records INSP JPAs)
Nov-2020	3036	2386	486	2238	8146	33%	ELECTRONIC
Dec-2020	2354	2587	487	2330	7758	36%	ELECTRONIC
Jan-2021	3051	1692	282	1086	6111	22%	ELECTRONIC (Billed JPA the highest 1239)
Feb-2021	2330	2086	502	3495	8413	48%	ELECTRONIC
Mar-2021	2644	1956	958	2480	8038	43%	ELECTRONIC
Apr-2021	2714	3062	704	3238	9718	41%	ELECTRONIC
May-2021	2212	2853	847	3363	9275	45%	ELECTRONIC

AVERAGE POLES PROCESSED MONTHLY ON PAPER - PRECOVID	<b>6356.33</b>	June 2019 - February 2020
POLES PROCESSED ON PAPER - COVID	5769.00	March 2020 (closed early)
POLES PROCESSED ON PAPER AND ELECTRONIC - COVID	5882.00	April 2020 (started WFH paper & electronic)
AVERAGE POLES PROCESSED MONTHLY ELECTRONIC (WFH)	8173.38	May 2020 to May 2021
<b>BASELINE</b>	7577.00	May 2020 to April 2021, minus Sep 2020 & Oct 2020
AVERAGE POLES PROCESSED MONTHLY ELECTRONIC (WFH)	<b>7731.36</b>	<b>May 2020 to May 2021, minus Sep 2020 &amp; Oct 2020</b>

**FINAL**

**AUTHORIZATION FOR JOINT POLE TRANSACTION**

SCJPC USE ONLY

BILL NO. \_\_\_\_\_

PAGE NO. **1** OF **10**

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

Date Prepared **12/12/2017**

Date Sent **3/18/2018**

Confirming Agreement

**N/A**

In Field	By Phone	By Email

Date Completed **FEB 04 2021**

Estimated Construction Start Date

**6/1/2018**

J.P. Auth. No.

**E6046-409126505**

**SCE USE ONLY**

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

BILL NO. \_\_\_\_\_

UTILITY	REPRESENTATIVE	PHONE NUMBER OR EMAIL	DISTRICT-DIVISION-EXCHANGE	APPROVED	ACCOUNTING DATA
E	ANTHONY MATAS		LONG BEACH	<b>JOHNSON NGUYEN</b>	TD1166520 2PO 700184
FTR	M. JOHNSON		HB	<b>R. ROUNDTREE</b>	70072 - 22014
NG	LILY TRAN		SAN JOSE	<b>E. CARRION</b>	084 / 915113 / 426765

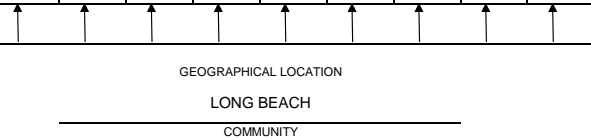
36	POLE NO.	Pole Length	Anchor Size	Year Set	Pole Treat	Class	Anchor Direct.	Record				Proposed				Item No.	LOCATION AND NATURE OF WORK <small>If not in accordance with Joint Pole agreement and routine-state reasons.</small>	BILL CODE	TOTAL AMT	BILL CODE	TOTAL AMT	ACCOUNTING DIRECTIONS:							
								E	FTR	NG													12KV	E	FTR	NG			
	2006715E	40		76	FT	34-4										PTD					2	23RD ST S/S 103' E/O SANTA FE							
																					3								
		3/4"		10	W	34	33	33								AT					4								
																1/3(1)					5	19B	SAME HOLE ON STREET WITH RISER						
																1/3(1)					6	10C	CEMENT CUT AND REPAIR						
																3					7	86	CATV / PHONE D/E MESS. TRANSFER (X2-FTR) (X1-NG)						
																2					8	20A	GUY TRANSFER (X1-FTR) (X1-NG)						
																					9								
	2006715E	45		19	FT	4										39-9	24-2	22-1			10		23RD ST S/S 103' E/O SANTA FE						
																					11								
		1"		19	S											.50	.50				12	111A							
																					13								

AMOUNT DUE	
UTILITY	UTILITY
TOTAL AMT	TOTAL AMT
AMOUNT	AMOUNT

**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  
SOP = SECTION OF POLE  
**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.



FORM 48 SENT 10/21/2020  
12/5/2020

COL TOT  
PAGE TOTAL

PRELIMINARY JPA REVIEWED BY:  
ROSS HARRINGTON  
TYPIST:  
ANA CASTRO  
AC



**Friend Pro**

**&**

**Hosting and Maintenance Proposal**

**Presented to:**

Southern California Joint Pole Committee  
279 E. Arrow Hwy #104, San Dimas, 91773



# PROPOSAL for SCJPC

---

## PROPOSAL – Hosting and Maintenance

Hyperlink TM upon request is proposing to options to setup and host the new Friend Pro application.

### **Option 1: Setup Friend Pro for On-Premise Access**

- *This option does not include hardware and software cost estimated at \$6000.*
- *This option requires the addition of faster internet at the premise.*
- *Power or internet failure at the premise will prevent users from accessing Friend Pro.*
- *HyperlinkTM is not responsible for any hardware or software updates unless requested by SCJPC and is billed separately.*
- *HyperlinkTM cannot guarantee internet performance.*

Estimated time for completion: 2 weeks

Estimate One-Time Cost: **\$3500.00**

- Setup Server Hardware
- Install and Setup Operating System
- Install and Setup Requires software
  - IIS
  - MS SQL
  - Other utilities
  - Friend Pro Application

Estimated Monthly Maintenance Fee: **\$700.00**

- Backup, Restore and Database Maintenance
- 24 Hour non-critical response time
- 4 Hour critical response time
- Guaranteed rate for database, reporting and feature development of \$125/hr.
- Support provided to two point of contacts.

### **Option 2: Cloud hosted turnkey solution.**

*This option includes all hardware and software required including any necessary future updates.*

Estimated time for completion: 2 weeks

Estimate One-Time Cost: **\$2500.00**

- Setup Server Hardware
- Install and Setup Operating System

- Install and Setup Requires software
  - IIS
  - MS SQL
  - Other utilities
  - Friend Pro Application

Estimated Monthly Maintenance Fee: **\$1200.00**

- Backup, Restore and Database Maintenance
- 24 Hour non-critical response time
- 4 Hour critical response time
- Guaranteed rate for database, reporting and feature development of \$125/hr.
- Support provided to two point of contacts.
- Guaranteed uptime of 99.5%.
- Up to 100MB bandwidth to support 50 users.

Option Selected: \_\_\_\_\_

\_\_\_\_\_  
Authorized Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

We thank you for the opportunity to present this proposal and looking forward to continue to work with SCJPC.



RE: Resending: Re: Last Hurdle

Joseph Atalla <joe@qastle.com>

Wed 6/2/2021 10:23 AM

To: Angela Pranata <angela@scjpc.net>; 'Bacon, John R.' <John.Bacon@ladwp.com>

Hello Angela,

*I think we discussed whether the software is installed in San Dimas server or the cloud, the staff can access to FRIEND over the internet. Is this still valid?*  
Regardless of where you install the application in the cloud or in the San Dimas office, your staff can access it. However, the cloud will provide a faster and more reliable connection.

*We want the staff can work from home and access FRIEND PRO from web browser from home.*  
The application is a thin client that can be installed on the system or launched via Internet Explorer. The same as the current Friend App.

*It is not written in your PDF proposal, but I would like it to be more detailed for example: access to the server remotely to run my SQL queries, website programmer to access the database, and staff access to FRIEND PRO via web browser to type pole records.*

You will have full administration access to the server and you get to do whatever your want on it. The cloud virtual server will be dedicated to you.

*I am still waiting for the remote server access and database schema for web site programmer.*

I already sent it. But here you go: from remote desktop: dev1.hjs1.us:4489

You can login as administrator the password will follow.

Regards,

Joseph Atalla  
951-515-4921

---

**From:** Angela Pranata <angela@scjpc.net>  
**Sent:** Tuesday, June 1, 2021 11:20 AM  
**To:** Joseph Atalla <joe@qastle.com>; 'Bacon, John R.' <John.Bacon@ladwp.com>  
**Subject:** Resending: Re: Last Hurdle  
**Importance:** High

Hi Joe, resending my questions below. We're still waiting for your reply.

*I think we discussed whether the software is installed in San Dimas server or the cloud, the staff can access to FRIEND over the internet. Is this still valid?*

Regardless of where you install the application in the cloud or in the San Dimas office, your staff can access it. However, the cloud will provide a faster and more reliable connection.

*We want the staff can work from home and access FRIEND PRO from web browser from home.*  
The application is a thin client that can be installed on the system or launched via Internet Explorer. The same as the current Friend App.

*It is not written in your PDF proposal, but I would like it to be more detailed for example: access to the server remotely to run my SQL queries, website programmer to access the database, and staff access to FRIEND PRO via web browser to type pole records.*

You will have full administration access to the server and you get to do whatever your want on it. The cloud virtual server will be dedicated to you.

*I am still waiting for the remote server access and database schema for web site programmer.*

I already sent it. But here you go: from remote desktop: dev1.hjs1.us:4489

You can login as administrator.

Thank you,  
Angela Pranata  
Manager of Operations  
So. Ca. Joint Pole Committee  
Cell: 909-451-3024  
[angela@scjpc.net](mailto:angela@scjpc.net)

---

**From:** Angela Pranata <angela@scjpc.net>  
**Sent:** Thursday, May 13, 2021 10:58 AM  
**To:** Joseph Atalla <joe@qastle.com>; 'Bacon, John R.' <John.Bacon@ladwp.com>  
**Subject:** Re: Last Hurdle

Good morning Joe,

I think we discussed whether the software is installed in San Dimas server or the cloud, the staff can access to FRIEND over the internet. Is this still valid?

We want the staff can work from home and access FRIEND PRO from web browser from home.

It is not written in your PDF proposal, but I would like it to be more detailed for example: access to the server remotely to run my SQL queries, website programmer to access the database, and staff access to FRIEND PRO via web browser to type pole records.

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE  
2009  
INITIAL MEMBERSHIP FEE (Final Draft)  
Item 1349-Operating**

**OPERATING FUND** **\$ 3,125.00**

**TOTALS TAKEN FROM BALANCE SHEET & STATEMENT OF ASSESSMENTS, OPERATING EXPENSES, AND CAPITAL INVESTMENTS AS OF 12/31/07**

<b><u>FURN., FIX. &amp; EQUIPMENT</u></b>	\$ 71,152.00	<b><u>PENSION</u></b>	
LESS DEPRECIATION (.063686)	\$ 4,543.77	CONTRIBUTION	\$ 28,277.17
TOTAL	\$ 66,608.23	IND. ARRANGE.	\$ 4,206.48
		FEE	\$ -
COMPUTER SOFTWARE	\$ 625,929.00	TOTAL	\$ 32,483.65
LESS (.063686)	\$ 39,862.91		
TOTAL	\$ 586,066.09		
TOTAL FURNITURE, FIX., EQUIP. & SOFTWARE	\$ 652,674.32	<b>DIVIDED BY 30 MEMBERS</b>	<span style="border: 1px solid black; padding: 2px;"><b>\$ 1,082.79</b></span>

**DIVIDED BY 30 MEMBERS** **\$ 21,755.81**

**INTELLECTUAL PROPERTY\***

**\*ALLOWS THE FOLLOWING BENEFITS:**

- ACCESS TO 1.2 MILLION POLE RECORD DATABASE
- ACCESS TO ROUTINE HANDBOOK
- ACCESS TO SCJPC WEB SITE
- BILLING SERVICES
- ABILITY TO PARTICIPATE IN MONTHLY MEETINGS

**Members decided this amount** **\$ 50,000.00**

OPERATING FUND	\$ 3,125.00
FURNITURE, FIXTURES, & EQUIPMENT	\$ 21,755.81
PENSION	\$ 1,082.79
INTELLECTUAL PROPERTY	\$ 50,000.00
<b>TOTAL MEMBERSHIP FEE</b>	<span style="border: 1px solid black; padding: 2px;"><b>\$ 75,963.60</b></span>

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE  
 INITIAL MEMBERSHIP FEE  
 DECEMBER 31, 2020**

**OPERATING FUND**                      **\$ 5,378.91**

**TOTALS TAKEN FROM BALANCE SHEET & STATEMENT OF ASSESSMENTS, OPERATING  
 EXPENSES, AND CAPITAL INVESTMENTS AS OF 12/31/20**

**PENSION**  
 CONTRIBUTION \$ 53,557.05  
 IND. ARRANGE. \$ -  
 FEE \$ -  
 TOTAL \$ 53,557.05

DIVIDED BY  
 30 MEMBERS **\$ 1,785.24**

TOTAL FURNITURE,  
 FIX., EQUIP. & SOFTWARE                      **\$ 92,349.00**

DIVIDED BY 30 MEMBERS                      **\$ 3,078.30**

**INTELLECTUAL PROPERTY\***

- \*ALLOWS THE FOLLOWING BENEFITS:**  
 ACCESS TO 1.2 MILLION POLE RECORD DATABASE  
 ACCESS TO ROUTINE HANDBOOK  
 ACCESS TO SCJPC WEB SITE  
 BILLING SERVICES  
 ABILITY TO PARTICIPATE IN MONTHLY MEETINGS

Members to decide this amount                      **\$ 50,000.00**

OPERATING FUND	\$ 5,378.91
FURNITURE, FIXTURES, & EQUIPMENT	\$ 3,078.30
PENSION	\$ 1,785.24
INTELLECTUAL PROPERTY	\$ 50,000.00
<b>TOTAL MEMBERSHIP FEE</b>	<b>\$ 60,242.44</b>

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE  
CALCUATIONS FOR 2020 INITIAL MEMBERSHIP FEE  
AS OF DECEMBER 31, 2020**

FURNITURE & FIXTURES	\$ 61,199.00
COMPUTER SOFTWARE	\$ 154,029.00
ACCUMULATED DEPRECIATION	\$ (122,879.00)
	<hr/>
NET PROPERTY AND EQUIPMENT	<u>\$ 92,349.00</u>
UNRESTRICTED NET ASSETS	<u>\$ 253,716.17</u>
NON PROPERTY - OPERATING FUND	<u>\$ 161,367.17</u>
MEMBERS AT DECEMBER 31, 2020	<u>30.00</u>
OPERATING FUND PER MEMBER	<u><b>\$ 5,378.91</b></u>

## ***Telecommuting Agreement***

The Company considers telecommuting to be a potentially viable alternative work arrangement if an employee's job duties, work history and habits, and available home-based work environment are amenable to such an arrangement. *Telecommuting* allows employees to work at home, on the road or in a satellite location for all or part of their regular workweek. Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement, it is not a Company-wide benefit, and it in no way changes the terms and conditions of employment with the Company.

### **Procedure**

1. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.
2. Telecommuting may be a situational arrangement, such as working from home for a short-term project or on the road during business travel. Short-term arrangements may be made for employees on medical leave or family leave, to the extent practical for the employee and the Company, and with the consent of the employee's health care provider, if appropriate. All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the Company. Longer-term telecommuting arrangements may be more formal, as described below.
3. Individuals requesting formal telecommuting arrangements must have been employed with the Company for a minimum of 12 months of continuous, regular employment and must have consistently exhibited above-average job performance, disciplined work habits, and self-initiative. Any telecommuting arrangement will commence on a trial basis, and may be discontinued by the Company at any time, without cause or prior notice. Telecommuting may also be discontinued by the employee upon request at any time.
4. The Company will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs for each telecommuting arrangement on a case-by-case basis. Senior Management and IT Representatives will serve as resources in this matter. At all times, all Company Equipment is owned and maintained by the Company. Equipment supplied by the employee, if authorized by the Company, will be owned and maintained by the employee. The Company accepts no responsibility for damage or repairs to employee-owned equipment. The Company reserves the right to make determinations as to appropriate equipment, subject to change at any time. If Company Equipment is provided, the employee will be required to sign a Company Equipment Agreement. Telecommuting employees are responsible for Company Equipment and may be responsible for the cost of repair or replacement of any Company equipment if handled in a careless or reckless manner. Company Equipment is to be used for all business activities and communications, and is to be used only for business purposes. Upon termination of employment all Company Equipment and property must be returned to the Company.
5. All Company policies, procedures, standards and regulations remain in full force and effect while working remotely. Consistent with the Company's expectations of information security for employees working at the office, telecommuting employees shall protect all Company Confidential Information (including but not limited to all client information) from improper use, possession, disclosure, transfer, copying, etc., and must agree to take all reasonable, appropriate security measures.
6. The employee will establish an appropriate work environment. The Company will not be responsible for costs associated with setup (such as remodeling, furniture or lighting), repairs or

modifications to the home office space. The employee must agree to comply with all safety regulations that apply to an office, which includes having a safe work environment free of clutter, exposed wiring, slippery surfaces, etc. Any employee who telecommutes grants a license to the Company to inspect the work premise during normal working hours.

7. Work-related accidents or injuries occurring while the employee is engaged in business activities at a remote work location, including a home office, may be covered by the Company's workers' compensation policy. Telecommuting employees are required to notify the employer of any such injury, in accordance with the Company's normal work-related accident/injury procedures. The employee is liable for any injuries sustained by others in the employee's home, including a home office.

8. The Company will supply the employee with appropriate office supplies (pens, paper, etc.) for successful completion of job responsibilities. The Company will also reimburse the employee for other business-related expenses such as phone calls and shipping costs, postage, photocopying, etc. that are properly and reasonably incurred in accordance with job responsibilities.

9. The employee and supervisor will agree on the scheduled days and hours of work, and the manner and frequency of communication. The employee agrees to be accessible by phone or email as they would be if working in the office during the approved work schedule.

10. Telecommuting non-exempt employees are required to accurately record all time worked in a manner designated by the Company, which includes clocking in when work begins, clocking out when work concludes for a meal period, clocking in when work resumes and clocking out when work ends. Telecommuting employees are also required to clock out and in when stopping work at any other time during the workday other than a ten-minute morning rest break and a ten-minute afternoon rest break, which is provided per Company policy, whether the employee is onsite or offsite. Time worked in excess of the approved work schedule, or in excess of eight hours per day or forty hours per week, will require the advance approval of the supervisor. Failure to comply with this requirement may result in the immediate cessation of the telecommuting arrangement.

11. Before entering into any telecommuting arrangement, the suitability of such an arrangement shall be reviewed, paying particular attention to the following areas:

- a. Employee Suitability. The supervisor will consider the employee's work history and habits in assessing whether they are in line with those that are recognized as appropriate for successful telecommuters;
- b. Job Duties and Responsibilities. The supervisor will review the employee's job duties and responsibilities to determine if the position is one that is amendable to telecommuting;
- c. Home Office Environment. The Company may require an inspection (in person or electronically) of the home office work environment prior to or following approval of a telecommuting arrangement, during regular business hours. Workspace design and security, safe and healthy working conditions, equipment needs, and other work-related factors may be considered.
- d. Distractions. Freedom from distractions, including children or others in the home office environment, must be assured. Telecommuting is *not* designed to be a replacement for child care. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to telecommuting.

- e. Tax and other legal implications. Responsibility for fulfilling all obligations related to the business use of the employee's home, based on federal, state and local government restrictions, rests solely with the employee.

12. Evaluation of the telecommuter arrangements and the employee's job performance will be ongoing, and will include communications between the employee and the supervisor as scheduled by the supervisor. The employee and supervisor will periodically evaluate the arrangement and make any applicable recommendations for continuance, modification, or termination of the arrangement. The supervisor will establish accountability procedures, which may include an accounting of all work/tasks performed weekly, an agenda or action plan of work to be performed the following week, and any other procedures to be established by the supervisor. At all times, the supervisor and employee will communicate at a level consistent with employees working at the office or in a manner and frequency that seems appropriate for the job and the individuals involved, or more often, as determined by the supervisor.

13. At all times, and in all locations, employees are required to perform their job duties unimpaired by any substance, including alcohol, marijuana, cannabis, illegal drugs, or any legal substance that may adversely impact the employee's conduct or ability to perform work-related duties. "Under the influence" as used in this policy refers to the presence of any measurable amount of alcohol, marijuana, cannabis product (including CBD oil/edibles) that contains 1% or more of THC, any illegal substance or any legal substance that the employee is using in a manner that is not authorized or lawful. Any violation, including while telecommuting from an offsite location, is considered to be serious misconduct. **Refusal or failure to abide by this provision, or to promptly submit to a drug or alcohol test when instructed to do so, may result in the immediate termination of your employment.**

14. Telecommuting may be discontinued at any time at the discretion of management. Employment with the Company remains "at-will," which means that both you and the Company have the right to terminate your employment at any time, with or without cause and with or without prior notice. In addition, the Company may change your duties, position, work schedule and compensation, and may transfer, reassign, promote, demote, suspend or otherwise change the terms and conditions of your employment (other than the at-will relationship), including this *Telecommuting Agreement* and arrangements, with or without cause or prior notice.

***By my signature below, I acknowledge and agree to comply with all of the terms and conditions of this Telecommuting Agreement.***

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

**[Company Name]**

## **Telecommuting Expense Reimbursement Agreement**

In the performance of your job duties for the Company, you are authorized to telecommute and use your personal equipment and supplies for work-related purposes. It is the Company's intention to reimburse employees for all authorized, business-related expenses that they necessarily incur.

Therefore, you will be entitled to a Telecommuting Expense Reimbursement, which is intended to reimburse you for all business-related expenses incurred in the telecommuting, including utilization of **your home office, personal cell phone and computer including the hardware, software, peripherals, supplies, internet, service plans, as well as your printer and printing supplies, office supplies, electricity, furniture,** and any other incidental expenses related to authorized, work-related activities ("Telecommuting Expenses"). The Telecommuting Expense Reimbursement is not intended to reimburse any portion of your personal (not work-related) expenses.

If at any time, you believe that the agreed-upon Telecommuting Expense Reimbursement does not fully reimburse you for all expenses necessarily incurred by you while telecommuting, you agree to immediately notify management in writing so that a review of the circumstances can be arranged. Once again, it is the Company's intention to reimburse all authorized work-related expenses.

---

By my initials and signature below, I acknowledge and agree that I am to be reimbursed for all Telecommuting Expenses incurred while working from home, by payment of Telecommuting Expense Reimbursement as follows:

**\$ \_\_\_\_\_ per week**

\_\_\_\_\_ I agree that this amount fairly and fully reimburses me for the proportionate costs of all work-related expenses that I will incur while working from home.

\_\_\_\_\_ I agree to notify management in writing if, at any time, I believe this Telecommuting Expense Reimbursement is not sufficient to reimburse me in full for business-related expenses while working from home.

\_\_\_\_\_ I understand that I will not be eligible for this expense reimbursement for any week that I do not work.

\_\_\_\_\_ I understand that authorization to telecommute, and this Telecommuting Expense Reimbursement Agreement, may be terminated by the Company at any time.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## **Southern California Joint Pole Committee**

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

July 21, 2021

A regular meeting of the **Operating Committee** took place on the above date, at 10:33 a.m., via teleconference:

Those in attendance were:

Mr. Lex Treepaisan	Frontier Communications
Mr. John Bacon	City of Los Angeles
Ms. Alicia Walsh	Southern California Edison
Mr. Wayne Brown	Southern California Edison
Ms. Valerie Mitwasi	Southern California Edison
Ms. April DeBarge	Southern California Edison
Ms. Cory Crawford	AT&T California
Ms. Kay Black	AT&T California
Ms. Tara Andrews	AT&T California
Mr. Julian Ruiz	AT&T California
Mr. Barry Consulter	AT&T California
Mr. Ben Coffey	City of Banning
Mr. Richard Soriano	City of Banning
Mr. Victor Cortez Jasso	City of Banning
Ms. Amanda Lindgren	City of Glendale
Mr. Joe Armstrong	City of Pasadena
Mr. Lynne LaFrenais	Bear Valley Electric Service, Inc.
Mr. Jeremy Harmon	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. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Maria Ortiz	XO Communication
Mr. Mark Denning	M-Power Communications
Ms. Yesenia Delgado	Time-Warner Cable
Mr. Pedro Garganera	MCI Metro ATS/MCI Telecommunications
Mr. Jim Todaro	AT&T Mobility
Ms. Yvonne Johnson	Teleport Communications America
Ms. Shawn Henderson	T-Mobile USA
Mr. Nick Van Stryk	City of Vernon (Petrelli Electric)
Ms. Claudia Arellano	City of Vernon
Mr. Renzo Garzon	Mobilitie, LLC
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Chairperson, Mr. Treepaisan called the meeting to order at 10:33 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 2021 Operating expense sheet**.

There were no questions or comments.

The third agenda item is the **Accounts Receivable**. Ms. Pranata reported Notice of Default has been sent to AT&T Mobility and Verizon Wireless. Last month someone inquired about delinquent accounts, whether or not they could participate in the meetings. It is outlined in Section 10 of the 1998 agreement, it doesn't say whether or not the delinquent party could participate in the meetings, but Ms. Pranata would like to ask the lawyer just to make sure what happens when a member has breached the agreement. Ms. Crawford inquired if the breach is for non-participation or nonpayment. Ms. Pranata responded it was for non-payment. Ms. Pranata added it is odd because they paid newer invoices. They paid some of the 2021 invoices. However, they have an outstanding invoice from 2020. Perhaps it was lost in the mail or whatever may be the reason they haven't paid. Ms. Pranata added she does contact them every month and they are responsive. But the SCJPC office is still waiting for the check. Ms. Crawford inquired is it appropriate on the AT&T Mobility one to send her the invoice so she can coordinate with them to get it paid, or because they are two different members Ms. Pranata cannot share that with Ms. Crawford? Ms. Pranata replied she will email it to Ms. Crawford. Ms. Crawford stated because it's one of AT&T California's affiliates, she should be able to get it paid for Ms. Pranata. Ms. Crawford then inquired if they are participating in the meetings. Ms. Pranata stated they are participating; however, they need to pay an invoice from 2020. Ms. Pranata would like to check with Motive since she is unsure if the check usually comes from Motive or AT&T Mobility. Ms. Ortiz stated that the check would come from Motive. Ms. Crawford inquired if Ms. Ortiz knew why the invoice has not been paid. Ms. Ortiz stated they can talk offline.

Ms. Pranata inquired if Verizon Wireless has an update. Mr. Harmon stated that he is pending confirmation of the funds.

Ms. Pranata stated in terms of membership, she would like to ask the lawyer if the members whether or not they participate in meetings if a member has breached an agreement. Ms. Pranata then inquired if there were any objections? Mr. Serrato stated no objections, but the question should probably be if there's anything in SCJPC's language saying that the committee is allowed to bar someone from participating in the meetings or not. Then leave that said flexibility to decide if the committee should or not as attending. Ms. Mitwasi stated to include in there if members have the ability to participate in a vote as well? Ms. Pranata stated she will ask.

There were no further questions or comments.

The fourth agenda item on the agenda is **Member Board Attendance**.

There were no questions or comments.

The fifth agenda item for discussion is **Billing Standardization of Procedures and Minutes**. Ms. Allen reported she had a staff meeting on July 8th. Discussed were

multiparty items should be divided by owner even if there is a note on the JPA that one party denies. The indicator should be the number of owners on record. For example, if it's three parties on record, the indicator should be one-third of one 1/3(1). And the member who would deny the charge would be billed zero. This was discussed at operating last month. Also discussed, the billing discrepancies from the last BPS meeting. File name must match the JPA number. Staff is not allowed to change it. Initials and initials with numbers under approved column, billers are to except and bill as-is. But further discussion will be this month. Note under nature of work which conflicts with proposed side of JPA to return. Invalid item numbers on JPAs, billers are to return the JPA. Authorize cost items that are special agreement and do not show a cost or a 1.2, billers are to return. 5C being charged on a JPA with no cuts shown, billers are to return the JPA. SOP with transfer items, okay to bill the JPA but billers are not to charge for transfer items. They are to ignore the items and not bill. An item being charged but does not show a letter, for example, 111, authorized costs show 111A-H. However, the JPA doesn't state A-H for the 111. Therefore, billers are to return. Ms. Allen then reported examples she made and discussed for the staff are Section 7.3, incomplete year set on record. If a biller sees an incomplete year set on record billers are to verify from the original JPA. If there is no original JPA on file biller are to verify year set through the member. Those JPAs would be returned. Anchor transfer that has a corrected size or direction, billers are to notate in the bill of sale the original information and then then corrected information. Guy/Guy with invalid grade and space, should be billed. And the grade and space is to be ignored. Billers are to bill Guy/Guy. Item with no cost multiparty, billers to ignore item, no billing, no monies. Number in parenthesis in grade and space, return for invalid grade and space. Billers are not sure if it means down three for the grade and space or if it's an item to be charged that's not shown. The proper way of noting clearance attachments. It should be CLR23, CLR22, and not CLR23-2. If the proposed member on a JPA is different than the member on record for a replacement pole, billers are to return. Lastly discussed, Ms. Allen reminded the staff that 13.1 can be used in lieu of 13.3.

There were no questions or comments.

The sixth item on the agenda is **JPA Member Activity**.

- In an effort to return fewer JPAs to members, the SCJPC office has scheduled meetings with NG, BVE, EXT, E, and A. Please contact SCJPC (Ms. Pranata) if other members would like to meet with the SCJPC to discuss memos.

Ms. Pranata opened and explained in June bill of sale, the staff processed 9,465 poles. The return rate was 59 percent. Ms. Pranata and Ms. Allen did meet with Extenet, and meetings are scheduled with other members, such as Crown Castle, Bear Valley, and City of Glendale. Ms. Pranata announced if other members would like to meet and discuss memos, to let Ms. Pranata know. Ms. Pranata added that every month the Member Activity table is shown so members could look at how many JPAs returned to each company. Ms. Pranata continued the staff processed 1,684 poles during overtime. For June bill of sale, the number of hours the staff worked at were 104.25 hours and was billed to Edison. Mr. Bacon inquired if that was the total hours amongst all of the staff? Ms. Pranata stated it is the total number of hours from

multiple employees.

Ms. Mitwasi inquired that SCJPC is working on two-party JPAs. Is there a reason the staff are just billing two-party and not multi or a mix of them? Ms. Pranata replied yes and explained a multi-party JPA takes a longer time to process. It depends on the number of owners and on the complexity of the work being done. Ms. Pranata stated it is really hard to calculate the time for multis. It is more productive for the billers just to bill joints on overtime. Ms. Mitwasi thanked Ms. Pranata.

There were no further questions or comments.

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

SCJPC Work update:

Ms. Pranata reported that as of June 2021, the average poles processed monthly without overtime is 7,875. The number has increased since April 2021, which was 7,577 or the baseline.

There were no questions or comments.

SCJPC Office update:

Ms. Pranata reported that Ms. Silva is being trained to bill five+ party JPAs. Ms. Hernandez, which is SCJPC's full time admin, is being trained to bill joint JPAs. Ms. Pranata is reshuffling some internal roles so Ms. Hernandez could help out with the typing.

There were no questions or comments.

Billing Errors/Questions

*There were no Billing Errors/Questions.*

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

- Costs in packet

Ms. Pranata opened and reported Hyperlink is ready to install Friend Pro. However, last month the members decided that instead of going with Hyperlink for Option Two, Ms. Pranata was instructed to find cloud hosting quotes elsewhere. Ms. Pranata displayed the quotes on the screen from CBE, SCJPC's IT. The quotes are for Microsoft Azure cloud servers, and they are hosted by Microsoft Managed Data Centers, which has redundant power supply and redundant internet connection. These servers are not for the San Dimas office. Mr. Treepaisan stated he thinks that has better reliability and that Ms. Pranata will still have access if something goes down with the redundancy. Ms. Pranata agreed and stated no one can work if the SCJPC office has

no power or no internet. Ms. Pranata explained the first quote from CBE IT was for Friend Pro for Option Two, Hyperlink was going to host it for SCJPC. Hyperlink's cost is \$2,500.00 one-time cost and \$1,200.00 monthly fee, which include Friend maintenance and server maintenance. CBE has a one-time fee of \$1,920.00. Monthly fee of \$240.74 and yearly fee of \$2,576.00. Total per year would be \$5,824.88 or \$485.40 a month. Mr. Treepaisan inquired currently SCJPC doesn't have anything on the cloud where redundancy, everything resides in the SCJPC office right now. Mr. Pranata replied correct and stated SCJPC does not have anything on the cloud. All of SCJPC's files are in the SCJPC office. Ms. Pranata stated that she asked CBE if we could transfer our files to the cloud as well. She explained that the new server not only going to host Friend Pro but also host SCJPC's files, such as Excel, Word, and other programs. CBE IT then sent Ms. Pranata another quote, which was on the next page, or page 14 of the packet. (See Packet). Ms. Pranata explained the document, the three items on top are monthly fees. The four items on the bottom are yearly fees. The last item on the bottom is a one-time setup fee. Ms. Pranata concluded that there are two quotes from CBE Solutions to compare with Hyperlink's Cloud Server quote. Mr. Treepaisan inquired essentially, that puts all the files and everything SCJPC would need to work remotely on the cloud. Ms. Pranata replied yes. Mr. Treepaisan then inquired how often does the server in the office go down and when it does go down, does that require somebody to go in there and reset it. Ms. Pranata replied yes and explained sometimes a Windows update restarts the server. Sometimes the server is frozen so someone in the office has to log-in manually and look at it. She added that if there's a power outage, the server won't turn on by itself. It needs a person to actually go into the office and turn it on. Ms. Pranata also added that SCJPC does not have redundant internet connection. Mr. Treepaisan then inquired is this company also going to provide the internet connection or just the cloud service? Ms. Pranata explained the CBE IT is going to set it up with Microsoft company. The server will be at Microsoft Data Center and that CBE IT does not provide the internet. The internet service will be whatever the Microsoft data center use. Mr. Treepaisan stated he understood, and he did look into upgrading the internet at the office. A hundred megabits is \$50.00 a month and the 500-megabits is \$100.00 a month. Ms. Pranata inquired if Mr. Treepaisan was referring to the internet for the SCJPC office. Mr. Treepaisan replied yes. Ms. Pranata stated the internet at the office has a very old plan and she emailed Mr. Treepaisan for an upgrade. Mr. Treepaisan inquired does the members vote as the Operating Committee if the committee wants to accept these charges. Or is this open for discussion at this point. Ms. Pranata stated it's open for discussion. However, Hyperlink is waiting for the committee to decide because SCJPC wants to use the new software. Friend Pro has been paid 50 percent, and the committee just needs to pay another 50 percent. In conclusion, Hyperlink is waiting for the committee. Ms. Black inquired if the committee uses Microsoft Cloud, could Hyperlink complete the project, meaning Hyperlink does not have to provide the cloud. Ms. Pranata replied yes and that SCJPC will pay for the cloud. But the committee still needs to pay a monthly fee to maintain the support for the custom program support. Ms. Black commented she understood the committee had to pay a monthly fee since the committee went with Hyperlink and that is not new. Ms. Black proposed that the committee doesn't use Hyperlink for the cloud and the committee uses the other company that's going to go with Microsoft. Mr. Bacon agreed and inquired if this can be moved to Administrative Board. Ms. Pranata stated yes because it's more than

\$5,000.00 a year. Ms. Pranata then explained there are two options for the cloud, for the Microsoft Azure Cloud Server. The first one is just for Friend Pro and the second one is for SCJPC's IT to transfer all of SCJPC's files to the cloud, which costs a little bit more a year. Ms. Pranata inquired if the committee would like to select the first quote, \$5,824.00 a year or the second quote, \$7,255.00 a year. Ms. Pranata inquired which option the Operating Committee would like to recommend to Admin Board, and then Admin Board can vote on it. Ms. Black inquired when Ms. Pranata was talking that the way that the office is set up today there is a potential way that the office could lose files? Ms. Pranata explained if the server went down, staff cannot access any files or work on the database as well, however we will not lose any files because we have backup. Mr. Treepaisan stated just to clarify, the files will all be backed up at night or something remotely off location. He inquired if backup is happening currently. Ms. Pranata replied yes there is always backup. Mr. Treepaisan stated if there is a catastrophe and the building, or the server got destroyed SCJPC could at least revert to last night's backup someplace. Ms. Pranata replied yes, it is an offline backup. Ms. Pranata inquired if the which option that the committee would like to recommend to the Admin Board for voting. Mr. Treepaisan inquired if Option Two provides all the files on the cloud versus just the Friend Pro. Ms. Pranata stated yes. Mr. Treepaisan stated that he is advocating the second one unless there's any objections. Hearing none, the committee will go with the second option and get all the files backed up on the cloud. Ms. Pranata stated she will add to the Administrative Board Agenda. Ms. Black inquired if that is over Ms. Pranata's discretionary spending and why it cannot be voted on now. Ms. Pranata explained it is above \$5,000.00 it needs approval from the Admin Board. If it's below \$5,000.00 the Operating Committee could approve it. Ms. Black stated okay, and she was unaware the limit was \$5,000.00. Ms. Black thought it was \$10,000.00.

Ms. Pranata to add Option Two to the Administrative Board Agenda for discussion.

*Item 1774: Review of Sick/Vacation Time and Pension Distribution – (C.Crawford AT&T California)*

Ms. Crawford stated the recommendation was that Ms. Crawford to send a letter out to all of the members with the analysis in it and lay out what AT&T California's recommendation is. Ms. Crawford stated she does not see in the near future having the time to do that. Ms. Crawford stated to place on item on hold until October. Ms. Pranata stated will do.

There were no questions or comments.

*Membership Application Fee and Process*

- *Review fee calculation from CPA/Auditor.*
- *Operating Committee to decide the amount for Intellectual Property Element line item.*
- *From: CPA: At 12.31.09 computer software included a lot of costs of software in progress for software that eventually was written off when the*

*members decided after that date that it would not be used. (ipam, opcats, dbnt, etc).*

Ms. Pranata opened and stated the Membership Application Fee is the next bullet. The committee does not have to decide anything at this moment but if the committee is going to accept Sonic into membership, it does need to be discussed because the amount for the membership fee needs to be revised. Ms. Pranata added this was discussed last month. Ms. Pranata showed the fee from 2009(see packet) and the CPA recalculated, and the new fee is less than 2009 due to computer software that was included but later written off in 2009 because the committee decided it wouldn't be used. The programs were IPAM, OPCATS, DBNT that software the committee invested in and did not use. The fee is less for 2021 because those programs were written off. Ms. Pranata reiterated that the committee does not have to decide at this moment but would like it to be on the agenda so it could be discussed when the time comes. Mr. Bacon and Mr. Treepaisan agreed and there were no objections.

*Remote work reimbursement – recommendation from SCJPC's Labor Law Attorney.*

- *Remote working reimbursement June 2021 and forward*

Mr. Bacon opened and stated that he agrees with the recommendation from the attorney to avoid any future complications, that the committee goes ahead and compensates the staff. The compensation was not outrageous. Mr. Bacon thinks it was definitely agreeable. Mr. Bacon inquired does this need to be voted on. Ms. Pranata stated it is not in the budget but is less than \$5,000.00 and based on last month's meeting, it was \$12.00 a month per employee, so the total would be \$756.00 for June 2021 to December 2021. The cost for each member would be \$25.02 for June 2021 to December 2021. Mr. Bacon stated he recommends moving forward. Mr. Bacon inquired if any member had any counter statements to this or think that this should not be reimbursed? Mr. Serrato has no objections; however, he stated that he does not think a vote is needed and that the Operating Committee can move forward it and if that means taking a vote to take that action then Mr. Bacon so go for it. There were no objections from the members and the members agreed to move forward. No vote was needed.

Ms. Pranata stated the committee will be reimbursing employees \$12.00 a month starting June 2021.

*Subpoena Case 20STCV18054*

Ms. Pranata opened and stated she had three options from the attorney. The first is give them whatever SCJPC has. Second, to object because of an incoherent request. Third, to contact them and negotiate with the lawyer or asking more questions like what they actually need from the committee. Mr. Bacon stated in the original request, they were requesting for SCJPC's records. Mr. Bacon inquired what were they subpoenaing. Ms. Pranata displayed the subpoena on the screen. For the third option, the committee could call Edison and ask them what they really want. Mr. Bacon stated he likes the third option. That way, there won't be any unnecessary work or document. If especially what Ms. Pranata has to look up and the history is huge. Mr. Bacon would

definitely recommend calling them and find out what they are looking for. They could pinpoint Ms. Pranata to a certain area where she is not digging around. Or maybe it could be condensed. But Mr. Bacon recommends that Ms. Pranata contacts them and find out what they're looking for. Ms. Pranata inquired if any members object. Mr. Harmon stated that he just wanted to confirm what he is looking at right now. The subpoena came from the attorney representing Reynaga and they are listing the defendants as City of Los Angeles and is it, Edison? Mr. Bacon stated yes, it is. Ms. Pranata stated the attorney said he would have to contact Edison, Richard.arko@sce.com. Mr. Bacon stated the language is too broad of a subject line. Mr. Bacon suggested for our attorney to call them, find out specifically, if it's going to create a hardship to produce the documents for them, they would have to pay Ms. Pranata for her time, too. If that was the case that documents needed to be prepared. Ms. Pranata stated they sent a check for \$15.00 Mr. Bacon reiterated and stated for SCJPC's attorney to reach out to them and find out a little more specific and what should be done. Mr. Harmon stated it named MCI Telecommunications in the demand, which Mr. Harmon doesn't understand how they got that information and the upper statement for what type of records. Mr. Harmon stated they are asking for categorically way too many things. Mr. Harmon also pointed out that it also had an MCI Telecommunications JPA number. Mr. Harmon stated they obviously have a copy of a JPA with an MCI Telecommunications initiator. Mr. Harmon then inquired if Mr. Garganera was on and then stated this would be for him. Mr. Harmon inquired if Mr. Garganera saw the reference to the MCI JPA number there? Mr. Garganera replied yes and stated that he is unsure if he has seen this before. Mr. Harmon stated that Mr. Garganera might want to do some research to see what MCI Telecommunications is attached too. Mr. Garganera will have to check his emails. However, he will take this into consideration and perhaps give a feedback at the next meeting or just address it as is. Mr. Garganera stated he will discuss this with Ms. Ortiz and see how they are going to move forward on this. Ms. Ortiz stated that Mr. Garganera should chat with the vendor that initiated the JPA for that pole. Ms. Black stated she looked up the pole in the SCJPC website and it is not a joint pole. She added it must be a JPA that's in process to make that pole joint, maybe with MCI Telecommunications because there's no record on the website. Mr. Bacon stated that might be all SCJPC needs is to state that SCJPC has no record. Members involved could be indemnified. Ms. Pranata confirmed there is no joint record. However, SCJPC has emails to cancel JPAs and Form 7s. Ms. Pranata thinks the "073735" number is just at the beginning of the JPA numbers. When Ms. Pranata conducted the search, there are about 10-15 JPAs that begin with those numbers. Mr. Garganera stated that is MCI Telecommunications main work order number, and it will be followed by dash 001, 002, or 003. The "073735" is the main general work order number. Mr. Garganera will have to look at the pole ID, what City it is in, and then Mr. Garganera could determine the vendor who worked on this. Mr. Harmon stated that Mr. Bacon could just take a quick look at the request and then create a response that says, "L.A. isn't involved in this." And then it goes to Edison since it is an Edison based pole. Mr. Harmon added he is not sure if Edison's working on this also. Ms. Mitwasi stated yes, Edison is working with their legal department. Ms. Pranata stated the conclusion is SCJPC's lawyer's going to call their lawyer. Mr. Bacon replied yes and, in the meantime, if the committee does get the correct MCI Telecommunications JPA number, where it ends in "35", if the remaining digits become apparent and SCJPC does have it on record, the SCJPC can present that

as well. If that's the scope of what they're looking for, and the SCJPC could get the JPA and find it, so that way the committee can present it. Mr. Bacon added to have the lawyer call them.

MISC

*There were no miscellaneous items.*

**Review of Action Items:**

- Ms. Pranata to contact attorney to advise on Member's rights on delinquent status and the consequences if they have a right to vote or not.

The meeting adjourned at 11:22 a.m. until August 18, 2021.

Ms. Kathleen Allen – Committee Transcriber

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

OPERATING EXPENSES	Details	June 30, 2021			YTD Through June, 30 2021				Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	% Variance	Budget
<b>EMPLOYEE EXPENSE</b>									
Salaries		52,787	<b>42,904.82</b>	9,883	316,724	<b>256,140.02</b>	93,183	29%	633,448
Regular	<b>40,984.82</b>						0		
Contract Labor	<b>1,920.00</b>						-		
<b>OT &amp; Contract Labor (SCE)*</b>			<b>3,641.01</b>			<b>37,738.70</b>	-		
Insurance		6,667	<b>6,599.94</b>	67	40,000	<b>38,793.24</b>	12,797	32%	80,000
Health/Dental	<b>6,398.34</b>					-	-		
Life (quarterly)	<b>201.60</b>					-	-		
Payroll Taxes		4,487	<b>3,031.74</b>	1,455	26,922	<b>17,908.93</b>	7,914	29%	53,843
<b>Payroll Taxes (SCE)*</b>			<b>178.70</b>			<b>3,346.23</b>			
Workers Compensation		250	<b>240.50</b>	10	1,500	<b>1,040.00</b>	469	31%	3,000
Miscellaneous expenses/ Travel mileage reimbursement		100	-	100	600	<b>78.99</b>	49	8%	1,200
Telecommuting Reimbursement	<i>2020 &amp; Jan 2021-May 2021</i>		<b>1,228.00</b>			<b>1,228.00</b>	-		
<b>PENSION EXPENSE</b>									
Contribution-SEP IRA		5,543	<b>4,303.41</b>	1,239	33,257	<b>24,935.80</b>	8,699	26%	66,513
<b>Contribution-SEP IRA (SCE)*</b>			<b>249.50</b>			<b>2,612.42</b>	-		
<b>MONTHLY RECURRING</b>									
Rent		9,175	<b>9,064.66</b>	110	55,050	<b>54,387.96</b>	18,129	33%	110,100
Alarm System	<b>Quarterly</b>	50	-	50	300	<b>149.97</b>	-	0%	600
Telephone (Frontier+Jive) Plus Cell phones		829	<b>861.07</b>	(32)	4,975	<b>5,145.19</b>	1,703	34%	9,950
Cisco WebEx Plan		90	<b>69.00</b>	21	540	<b>414.00</b>	138	26%	1,080
Postage & Shipping		83	<b>9.90</b>	73	500	<b>75.35</b>	42	8%	1,000
Business/Property Insurance	<b>Pro-Rated</b>	167		167	1,000	<b>1,460.50</b>	1,101	110%	2,000
Committee Meetings & Transcriptions	<small>MAY TRANSCRIPT</small>	292	<b>393.75</b>	(102)	1,750	<b>2,850.75</b>	462	26%	3,500
						-	0		
<b>EQUIPMENT &amp; FURNITURE</b>									
Copy Machine - CBE		167		167	1,000	<b>16.46</b>	9	1%	2,000
						-	-		

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

<b>OPERATING EXPENSES</b>		<b>June 30, 2021</b>			<b>YTD Through June, 30 2021</b>				<b>Annual</b>
	<b>Details</b>	<b>Budgeted</b>	<b>Recorded</b>	<b>Variance</b>	<b>Budgeted</b>	<b>Recorded</b>	<b>Variance</b>	<b>% Variance</b>	<b>Budget</b>
						-	-		
						-	-		
						-	-		
<b><u>NETWORK SYSTEM</u></b>									
LAN Maintenance & off-site online backup (CBE IT)	CBE IT SUPPORT	1,050	<b>985.00</b>	65	6,300	<b>5,910.00</b>	1,970	31%	12,600
FRIEND Support	HYPERLINK	400	<b>400.00</b>	-	2,400	<b>2,400.00</b>	800	33%	4,800
Website & Data Center Hosting (Hardev)		775	<b>775.00</b>	-	4,650	<b>4,650.00</b>	1,550	33%	9,300
Email/Domain Host/Sharefile		258	<b>85.24</b>	173	1,550	<b>2,717.76</b>	140	9%	3,100
Computer (Supplies, Maintenance, Repair)		92	<b>241.44</b>	(150)	550	<b>529.03</b>	296	54%	1,100
<b>Computer supplies (SCE)*</b>			-			<b>105.02</b>	-		
<b><u>PRINTING &amp; SUPPLY</u></b>									
Office Printing		92	-	92	550	-	-	0%	1,100
Office Supplies	REPLACED AIR FILTER	167	<b>335.86</b>	(169)	1,000	<b>742.84</b>	246	25%	2,000
						-	-		
						-	-		
<b><u>CONTRACT SERVICES</u></b>									
Auditor		667	-	667	4,000	<b>303.00</b>	303	8%	8,000
Attorney*		542	<b>96.00</b>	446	3,250	<b>240.00</b>	-	0%	6,500
						-	-		
<b><u>GENERAL EXPENSE</u></b>									
Payroll Service Fees		100	<b>93.00</b>	7	600	<b>558.00</b>	186	31%	1,200
Bank fees/Checks printing	Pro-Rated	29	-	29	175	-	-	0%	350
Publications/Subscriptions/Reference	Pro-Rated	18	<b>160.00</b>	(142)	110	<b>160.00</b>	-	0%	220
Seminars & Tuition		83	-	83	500	<b>870.87</b>	178	36%	1,000
Team Building	QUARTER 2	167	<b>492.62</b>	(326)	1,000	<b>989.58</b>	-	0%	2,000
Member Retirement & celebration		108	-	108	650	<b>254.04</b>	-	0%	1,300
<b>Total Operating Expenses</b>		<b>85,233.67</b>	<b>76,440.16</b>	<b>14,090.72</b>	<b>511,402.00</b>	<b>468,752.65</b>	<b>150,363.18</b>	<b>29%</b>	<b>1,022,804</b>

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


OPERATING EXPENSES		June 30, 2021			YTD Through June, 30 2021				Annual
	Details	Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	% Variance	Budget
<b>CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT</b>									
<u>COMPUTER SYSTEM</u>									
Software Purchase (& minor website mods)	QUICKBOOKS ACCOUNTING	167	645.00	(478)	1,000	827.00	173	17%	2,000
FRIEND modification*		2,813	-	2,813	16,875	-	16,875	100%	33,750
Website Upgrade *		417	-	417	2,500	-	2,500	100%	5,000
<u>EQUIPMENT &amp; FURNITURE</u>									
Purchases/Leases (including Copy Machine)		467	424.86	42	2,800	2,549.16	251	9%	5,600
Hardware Purchase		117	-	117	700	-	700	100%	1,400
Laptop Purchase (SCE)*			-			1,302.49			
<u>LONG TERM LIABILITY CURRENT</u>									
<b>Total Capital Investments &amp; Long Term Liabilities Current</b>		<b>3,979.17</b>	<b>1,069.86</b>	<b>2,909.31</b>	<b>23,875.00</b>	<b>4,678.65</b>	<b>20,498.84</b>	<b>86%</b>	<b>47,750</b>
Interest Earned/Misc Income			(0.07)			(0.45)			
Application Fee Credit Sonic Telecomm						(2,200.00)			
*TOTAL SPECIAL BILLING SCE			(4,069.21)			(45,104.86)			
<b>TOTAL</b>		<b>89,212.83</b>	<b>73,440.74</b>	<b>17,000.02</b>	<b>535,277.00</b>	<b>428,325.99</b>	<b>170,862.02</b>	<b>32%</b>	<b>1,070,554</b>
*Special Billing Items paid by SCE separated									
*Items in blue are assessed equally									
7/7/2021									


Delinquent Accounts  
As of 7/14/2021

**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	FORMULA 60 Days past due	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	Aug '20	Sept 30, 2020	11/29/2020	\$ 775.03	20761	12/16/20, 1/12/21,2/9/21, 3/9/21, 4/14/21, 5/11/21, 6/8/21, 7/13/21	Emailed jtodaro@motiveis.com; LACJPA@motiveis.com	JT/GV	JT	11/11/2020
AT&T Mobility	Apr '21	May 31, 2021	7/30/2021	\$ 808.03	21009		Will be emailed out next month not 60 days yet		JT	7/13/2021
City of Riverside	Apr '21	May 31, 2021	7/30/2021	\$ 1,046.42	21005		Will be emailed out next month not 60 days yet		JT	7/13/2021
Crown Castle-NG	Apr '21	May 31, 2021	7/30/2021	\$ 1,856.24	21020		Will be emailed out next month not 60 days yet		JT	7/13/2021
MCI Metro/ATS	Apr '21	May 31, 2021	7/30/2021	\$ 907.12	21010		Will be emailed out next month not 60 days yet		JT	7/13/2021
MCI Telecomm.	Apr '21	May 31, 2021	7/30/2021	\$ 749.17	21011		Will be emailed out next month not 60 days yet		JT	7/13/2021
Time Warner-TWS	Apr '21	May 31, 2021	7/30/2021	\$ 406.22	21017		Will be emailed out next month not 60 days yet		JT	7/13/2021
T-Mobile	Apr '21	May 31, 2021	7/30/2021	\$ 731.03	21013		Will be emailed out next month not 60 days yet		JT	7/13/2021
Verizon Wireless	Aug '20	Sept 30, 2020	11/29/2020	\$ 1,095.95	20747	12/16/2020, 2/9/2021,3/9/2021, 4/14/2021, 5/11/21, 6/8/21,7/13/21	Email sent to Marco M, J Harmon & ATCJPA@motiveis.com	GV/JT	JT	11/11/2020
Verizon Wireless	Dec '20	Jan 31, 2021	4/1/2021	\$ 1,734.03	20871	4/14/2021, 5/11/21, 6/8/21, 7/13/21	Email sent to Marco M, J Harmon & ATCJPA@motiveis.com	GV/JT	GV	3/9/2021
Verizon Wireless	Jan '21	Feb 28, 2021	4/29/2021	\$ 1,131.69	20902	5/11/2021, 6/8/21, 7/13/21	Email sent to Marco M, J Harmon & ATCJPA@motiveis.com	JT	GV	4/14/2021
Verizon Wireless	Feb '21	March 31, 2021	5/30/2021	\$ 1,118.59	20933	6/8/2021, 7/13/21	Email sent to Marco M, J Harmon & ATCJPA@motiveis.com	JT	JT	5/11/2021
Verizon Wireless	Mar '21	April 30, 2021	6/29/2021	\$ 1,180.75	20964	7/13/2021	Email sent to Marco M, J Harmon & ATCJPA@motiveis.com	JT	JT	6/8/2021
Verizon Wireless	Apr '21	May 31, 2021	7/30/2021	\$ 1,131.63	20995		Will be emailed out next month not 60 days yet		JT	7/13/2021
XO Comm	Apr '21	May 31, 2021	7/30/2021	\$ 775.66	21016		Will be emailed out next month not 60 days yet		JT	7/13/2021

**TOTAL** **\$ 15,447.56** **Past Due notices emailed out monthly - after 60 days past due**

 = Members assessed penalty fee

 = Less than 80% but 50% or greater attendance

 = Less than 50% attendance

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE  
MEMBER BOARD MEETING ATTENDANCE  
JUL 2020 - JUN 2021**

	MBR CODE	2020 JUL	2020 AUG	2020 SEP	2020 OCT	2020 NOV	2020 DEC	2021 JAN	2021 FEB	2021 MAR	2021 APR	2021 MAY	2021 JUNE	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	Crown Castle NG West Inc.	NG	1	1	1	1	1	1	1	1	1	1	1	11	100%	NG	11
7	AT&T California	H/T	1	1	1	1	1	1	1	1	1	1	1	11	100%	H/T	11
8	Golden State Water	SCW	1	1	1	1	1	1	1	1	1	1	1	11	100%	SCW	11
9	Time-Warner	TWC	1	1	1	1	1	1	1	1	1	1	1	11	100%	TWC	11
10	City of Azusa	MA	1	1	1	1	1	1	1	1	1	1	1	11	100%	MA	11
11	City of Burbank	B	1	1	1	1	1	1	1	1	1	1	1	11	100%	B	11
12	City of Lompoc	LLW	1	1	1	1	1	1	1	1	1	1	1	11	100%	LLW	11
13	City of Glendale	A	1	1	1	1	1	1	1	1	1	1	1	11	100%	A	11
14	City of Vernon	V	1	1	1	1	1	1	1	1	1	1	1	11	100%	V	11
15	City of Banning	COB	1	1	1	1	1	1	1	1	1	1	1	11	100%	COB	11
16	City of Riverside	J	1	1	0	1	1	1	1	1	1	1	1	10	91%	J	11
17	XO Communications	NXT	1	1	1	1	1	0	1	1	1	1	1	10	91%	NXT	11
18	MCI/Metro	ATS	1	1	1	1	1	0	1	1	1	1	1	10	91%	ATS	11
19	MCI Communications	MCI	1	1	1	1	1	0	1	1	1	1	1	10	91%	MCI	11
20	Teleport Comm America	TCA	1	0	1	1	1	1	1	1	1	1	0	9	82%	TCA	11
21	City of Anaheim	D	1	1	1	0	1	1	1	1	1	1	0	9	82%	D	11
22	Sprint Communications	FON	1	1	1	0	1	1	1	1	1	1	0	9	82%	FON	11
23	Sprint-Nextel	SPR	1	1	1	0	1	1	1	1	1	1	0	9	82%	SPR	11
24	ExteNet Systems	EXT	1	1	1	1	0	1	1	1	1	0	1	9	82%	EXT	11
25	T-Mobile, USA	PBM	1	0	0	1	1	1	1	1	1	1	1	9	82%	PBM	11
26	ATC Outdoor DAS	AMT	0	0	0	1	1	1	1	1	1	1	1	8	73%	AMT	11
27	Mobilite LLC	MOB	1	1	1	1	1	0	0	0	0	1	1	7	64%	MOB	11
28	Mpower/TelePacific	ICG	1	1	0	0	0	1	1	0	1	1	1	7	64%	ICG	11
29	City of Pasadena	MP	0	1	0	1	0	1	1	1	1	0	1	7	64%	MP	11
30	City of Colton	F	1	0	0	0	1	1	1	0	1	1	1	7	64%	F	11
<b>Total</b>			<b>28</b>	<b>26</b>	<b>24</b>	<b>25</b>	<b>27</b>	<b>0</b>	<b>26</b>	<b>29</b>	<b>27</b>	<b>29</b>	<b>28</b>	<b>26</b>			

Member	B	BVE	E	EXT	H/T	LAC	LLW	M	MCI	NG	NXT	V	Totals	YTD
<b>Joint JPAs Billed</b>	1		774	2	1	2	1	14		15		13	823	5058
<b>% of Joint JPAs Billed</b>	0.001	0.000	0.940	0.002	0.001	0.002	0.001	0.017	0.000	0.018	0.000	0.016	1.00	
Joint JPAs Returned	1	4	268	2	1	2				10	2	15	305	2169
Joint JPAs Held Over													0	
<b>Total Joint JPAs Received</b>	2	4	1042	4	2	4	1	14	0	25	2	28	1128	7227
<b>Multi JPAs Billed</b>			121			5				29		2	157	852
<b>% of Multi JPAs Billed</b>	0.000	0.000	0.771	0.000	0.000	0.032	0.000	0.000	0.000	0.185	0.000	0.013	1.00	
Multi JPAs Returned			159	24	1	7		1	11	146	5	20	374	1867
Multi JPAs Held Over													0	
<b>Total Multi JPAs Received</b>	0	0	280	24	1	12	0	1	11	175	5	22	531	2719
<b>Total # JPAs Billed</b>	1	0	895	2	1	7	1	14	0	44	0	15	980	5910
<b>% of JPAs Billed</b>	0.001	0.000	0.913	0.002	0.001	0.007	0.001	0.014	0.000	0.045	0.000	0.015	1.00	
<b># of JPAs Returned</b>													679	4036
<b># of Held Over JPAs</b>													0	
<b>Total JPAs received</b>	2	4	1322	28	3	16	1	15	11	200	7	50	1659	9946
<b>% of JPAs Billed</b>													59.07%	
<b>% of JPAs returned</b>													40.93%	
<b>% of Held Over JPAs</b>													0.00%	
Member	B	BVE	E	EXT	H/T	LAC	LLW	M	MCI	NG	NXT	V	Totals	
Poles Billed (Joint JPAs)	2		3026	8	6	3	4	66		29		44	3188	16139
Poles Returned (joint)	2	34	2164	21	1	4				28	23	51	2328	13977
Poles Held Over (joint)													0	
Poles Billed (Multi JPAs)			615			9				62		6	692	3985
Poles Returned (multi)			1336	308	3	9		2	193	1237	56	113	3257	12338
Poles Held Over (multi)													0	
<b>Total # Poles Billed</b> (Joint & Multi combined)	2	0	3641	8	6	12	4	66	0	91	0	50	3880	20124
<b>% of Total Poles Billed</b> (Joint & Multi combined)	0.001	0.000	0.938	0.002	0.002	0.003	0.001	0.017	0.000	0.023	0.000	0.013	1.00	
<b># of Poles Returned</b>													5585	30896
<b># of Held Over Poles (SEE BELOW)</b>													0	
<b>Total Poles received</b>	4	34	7141	337	10	25	4	68	193	1356	79	214	9465	51020
<b>% of Poles Billed</b>													40.99%	
<b>% of Poles returned</b>													59.01%	
<b>% of Held Over Poles (SEE BELOW)</b>													0.00%	

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

<b>SCE HELD OVERS</b>	
<b>HELD OVER JPAS</b>	7267
<b>HELD OVER POLES (APPROXIMATE)</b>	37278

SCE DID NOT PROVIDE POLE COUNT. AVERAGE NUMBER OF POLES PER JPA: 5.01  
AS OF B/S 6/21

Inspections Billed SCE Only: O&M (Inspection & Pole Tags)	
<b>Inspection JPAs Billed</b>	
<b>Inspection Poles Billed</b>	

SCE's Inspections JPAs/Poles were not included in above table	SCE O&M YTD
15	91
6257	29423

Overtime Only E Only: (JOINTS)	
<b>OVERTIME E JPAs Billed</b>	
<b>OVERTIME E Poles Billed</b>	
<b>OVERTIME E JPAs Processed (Billed + Memos)</b>	
<b>OVERTIME E Poles Processed (Billed + Memos)</b>	

E's Overtime JPAs/Poles were not included in above table	E OT YTD
202	407
791	1507
297	588
1684	3094

***** ELECTRONIC BILLING STARTED IN MAY 2020 *****							
Bill of Sale Month	Poles Billed	Poles Returned	Total Poles Processed (Billed + Returned)	Number of JPAs BILLED	Held-Over Poles	Additional work Hrs	NOTES
May-20	2160 (26.44% Multi)	3749	5909	636	799	0	6708 = 680 (from Apr-20) + 5909 First month of billing on Excel files/electronic No Overtime
Jun-20	2459 (10.49% Multi)	4488	6947	822	1335	0	8282 = 799 (from May-20) + 7483 No Overtime
Jul-20	2235 (8.99% Multi)	4714	6949	938	0	0	6949 = 1335 (from Jun-20) + 5614 NO BACKLOG/HELD OVER POLES, NO OT
Aug-20	905 (20.77% Multi)	6876	7781	388	4096 JPAs Or approx. 20205 Poles See member activity for more details	0	A lot of JPAs not billable Short-staffed,multiple staff out sick and temp admin aide quit.
Sep-20	2675 (5.01% Multi)	8386 <i>Unusually high</i>	11061	1149	1116 JPAs Or approx. 5184 Poles See member activity for more details	0	A lot of JPAs not billable - automatic return due to Form 48 violation
Oct-20 Regular time	4010 (0.09% Multi) High 2-party JPA volume	6138	10148 <i>(see notes)</i>	999	3338 JPAs or approx. 15640 Poles See member activity for more details		Poles count included: Steel Stubbed JPAs & Correction of Records for INSPECTIONS JPAs
Oct-20 OT	492	220	712	149		54	2-PARTY ONLY. BILLED TO EDISON
Nov-20 Regular time	3522 (486 Multi included)	4624 (2238 Multi included)	8146 (33% Multi)	1094	4918 SCE JPAs or approx. 22900 Poles See member activity for more details		
Nov-20 OT	753	426	1179	287		92	2-PARTY ONLY. BILLED TO EDISON
Dec-20 Regular time	2841 (487 Multi included)	4917 (2230 Multi included)	7758 (35% Multi)	918	6670 SCE JPAs or approx. 31083 Poles See member activity for more details		
Dec-20 OT	1143	605	1748	442		125.75	2-PARTY ONLY. BILLED TO EDISON
Jan-21 Regular time	3333 (282 Multi included)	2778 (1086 Multi included)	6111 (22% Multi)	1239 The highest	4573 SCE JPAs or approx. 16371 Poles See member activity for more details		More JPAs billable (no errors), took longer to process billable JPAs.
Jan-21 OT	1289	892	2181	465		153.25	2-PARTY ONLY. BILLED TO EDISON
Feb-21 Regular time	2832 (502 Multi included)	5581 (3495 Multi included)	8413 (48% Multi)	904	7742 SCE JPAs or approx. 33982 poles. See member activity for more details.		66% of poles returned
Feb-21 OT	598	393	991	195		69	2-PARTY ONLY. BILLED TO EDISON
Mar-21 Regular time	3602 (958 Multi included)	4436 (2480 Multi included)	8038 (43% Multi)	1103	7439 SCE JPAs or approx. 33301 poles. See member activity for more details.		
Mar-21 OT	1234	1012	2246	334		152.25	2-PARTY ONLY. BILLED TO EDISON
Apr-21 Regular time	3418 (704 Multi included)	6300 (3238 Multi included)	9718 (41% Multi)	910	6062 SCE JPAs or approx. 28990 poles. See member activity for more details.		65% of poles returned
Apr-21 OT	1354	946	2300	408		167.75	2-PARTY ONLY. BILLED TO EDISON
May-21 Regular time	3059 (847 Multi included)	6216 (3363 Multi included)	9275 (45% Multi)	774	6380 SCE JPAs or approx. 31992 poles. See member activity for more details.		67% of poles returned
May-21 OT	716	694	1410	205		94.5	2-PARTY ONLY. BILLED TO EDISON (49% return)
Jun-21 Regular time	3880 Multi included	5585 Multi included	9465 42% Multi	980	7267 SCE JPAs or approx. 37278 poles. See member activity for more details.		59% of poles returned
Jun-21 OT	791	893	1684	202		104.25	2-PARTY ONLY. BILLED TO EDISON (53% return)
						1012.75	

## POLES PROCESSED WITHOUT OVERTIME

BILL OF SALE	BILLED JOINT	RETURNED JOINT	BILLED MULTI	RETURNED MULTI	TOTAL PROCESSED POLES	Multi Poles % Processed	NOTES
Jun-2019	2641	1327	1062	1412	6442	38%	PAPER / PRECOVID
Jul-2019	2447	1166	1329	1320	6262	42%	PAPER / PRECOVID
Aug-2019	2608	1273	1185	1667	6733	42%	PAPER / PRECOVID
Sep-2019	2608	1410	1393	1579	6990	43%	PAPER / PRECOVID
Oct-2019	2439	1595	1076	1129	6239	35%	PAPER / PRECOVID
Nov-2019	1808	1200	966	1938	5912	49%	PAPER / PRECOVID
Dec-2019	1967	1182	459	1581	5189	39%	PAPER / PRECOVID
Jan-2020	2794	1145	942	1287	6168	36%	PAPER / PRECOVID
Feb-2020	2208	1483	1048	2533	7272	49%	PAPER / PRECOVID
Mar-2020	1813	1971	122	1863	5769	34%	PAPER-COVID (CLOSED EARLY)
Apr-2020	2099	699	1068	2016	5882	52%	COVID (HALF PAPER-HALF ELECTRONIC)
May-2020	1589	2346	571	1403	5909	33%	FULL ELECTRONIC
Jun-2020	2201	3278	258	1210	6947	21%	ELECTRONIC
Jul-2020	2034	2707	201	2007	6949	32%	ELECTRONIC
Aug-2020	717	3499	188	3377	7781	46%	ELECTRONIC
Sep-2020	2541	6238	134	2148	11061	21%	ELECTRONIC (F48 Violation)
Oct-2020	3658	3446	352	2692	10148	30%	ELECTRONIC (Steel Stubbed JPAs & Corrections of Records INSP JPAs)
Nov-2020	3036	2386	486	2238	8146	33%	ELECTRONIC
Dec-2020	2354	2587	487	2330	7758	36%	ELECTRONIC
Jan-2021	3051	1692	282	1086	6111	22%	ELECTRONIC (Billed JPA the highest 1239)
Feb-2021	2330	2086	502	3495	8413	48%	ELECTRONIC
Mar-2021	2644	1956	958	2480	8038	43%	ELECTRONIC
Apr-2021	2714	3062	704	3238	9718	41%	ELECTRONIC
May-2021	2212	2853	847	3363	9275	45%	ELECTRONIC
Jun-2021	3188	2328	692	3257	9465	42%	ELECTRONIC

AVERAGE POLES PROCESSED MONTHLY ON PAPER - PRECOVID	<b>6356.33</b>	June 2019 - February 2020
POLES PROCESSED ON PAPER - COVID	5769.00	March 2020 (closed early)
POLES PROCESSED ON PAPER AND ELECTRONIC - COVID	5882.00	April 2020 (started WFH paper & electronic)
AVERAGE POLES PROCESSED MONTHLY ELECTRONIC (WFH)	8265.64	May 2020 to May 2021
<b>BASELINE</b>	7577.00	May 2020 to April 2021, minus Sep 2020 & Oct 2020
AVERAGE POLES PROCESSED MONTHLY ELECTRONIC (WFH)	<b>7875.83</b>	May 2020 to June 2021, minus Sep 2020 & Oct 2020 (12 months)

**Friend Pro**

**&**

**Hosting and Maintenance Proposal**

**Presented to:**

Southern California Joint Pole Committee  
279 E. Arrow Hwy #104, San Dimas, 91773



# PROPOSAL for SCJPC

---

## PROPOSAL – Hosting and Maintenance

Hyperlink TM upon request is proposing to options to setup and host the new Friend Pro application.

### **Option 1: Setup Friend Pro for On-Premise Access**

- *This option does not include hardware and software cost estimated at \$6000.*
- *This option requires the addition of faster internet at the premise.*
- *Power or internet failure at the premise will prevent users from accessing Friend Pro.*
- *HyperlinkTM is not responsible for any hardware or software updates unless requested by SCJPC and is billed separately.*
- *HyperlinkTM cannot guarantee internet performance.*

Estimated time for completion: 2 weeks

Estimate One-Time Cost: **\$3500.00**

- Setup Server Hardware
- Install and Setup Operating System
- Install and Setup Requires software
  - IIS
  - MS SQL
  - Other utilities
  - Friend Pro Application

Estimated Monthly Maintenance Fee: **\$700.00**

- Backup, Restore and Database Maintenance
- 24 Hour non-critical response time
- 4 Hour critical response time
- Guaranteed rate for database, reporting and feature development of \$125/hr.
- Support provided to two point of contacts.

### **Option 2: Cloud hosted turnkey solution.**

*This option includes all hardware and software required including any necessary future updates.*

Estimated time for completion: 2 weeks

Estimate One-Time Cost: **\$2500.00**

- Setup Server Hardware
- Install and Setup Operating System

- Install and Setup Requires software
  - IIS
  - MS SQL
  - Other utilities
  - Friend Pro Application

Estimated Monthly Maintenance Fee: **\$1200.00**

- Backup, Restore and Database Maintenance
- 24 Hour non-critical response time
- 4 Hour critical response time
- Guaranteed rate for database, reporting and feature development of \$125/hr.
- Support provided to two point of contacts.
- Guaranteed uptime of 99.5%.
- Up to 100MB bandwidth to support 50 users.

Option Selected: \_\_\_\_\_

\_\_\_\_\_  
Authorized Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

We thank you for the opportunity to present this proposal and looking forward to continue to work with SCJPC.

RE: Resending: Re: Last Hurdle

Joseph Atalla <joe@qastle.com>

Wed 6/2/2021 10:23 AM

To: Angela Pranata <angela@scjpc.net>; 'Bacon, John R.' <John.Bacon@ladwp.com>

Hello Angela,

*I think we discussed whether the software is installed in San Dimas server or the cloud, the staff can access to FRIEND over the internet. Is this still valid?*  
Regardless of where you install the application in the cloud or in the San Dimas office, your staff can access it. However, the cloud will provide a faster and more reliable connection.

*We want the staff can work from home and access FRIEND PRO from web browser from home.*

The application is a thin client that can be installed on the system or launched via Internet Explorer. The same as the current Friend App.

*It is not written in your PDF proposal, but I would like it to be more detailed for example: access to the server remotely to run my SQL queries, website programmer to access the database, and staff access to FRIEND PRO via web browser to type pole records.*

You will have full administration access to the server and you get to do whatever your want on it. The cloud virtual server will be dedicated to you.

*I am still waiting for the remote server access and database schema for web site programmer.*

I already sent it. But here you go: from remote desktop: dev1.hjs1.us:4489

You can login as administrator the password will follow.

Regards,

Joseph Atalla  
951-515-4921

---

**From:** Angela Pranata <angela@scjpc.net>

**Sent:** Tuesday, June 1, 2021 11:20 AM

**To:** Joseph Atalla <joe@qastle.com>; 'Bacon, John R.' <John.Bacon@ladwp.com>

**Subject:** Resending: Re: Last Hurdle

**Importance:** High

Hi Joe, resending my questions below. We're still waiting for your reply.

*I think we discussed whether the software is installed in San Dimas server or the cloud, the staff can access to FRIEND over the internet. Is this still valid?*

Regardless of where you install the application in the cloud or in the San Dimas office, your staff can access it. However, the cloud will provide a faster and more reliable connection.

*We want the staff can work from home and access FRIEND PRO from web browser from home.*

The application is a thin client that can be installed on the system or launched via Internet Explorer. The same as the current Friend App.

*It is not written in your PDF proposal, but I would like it to be more detailed for example: access to the server remotely to run my SQL queries, website programmer to access the database, and staff access to FRIEND PRO via web browser to type pole records.*

You will have full administration access to the server and you get to do whatever your want on it. The cloud virtual server will be dedicated to you.

*I am still waiting for the remote server access and database schema for web site programmer.*

I already sent it. But here you go: from remote desktop: dev1.hjs1.us:4489

You can login as administrator.

Thank you,  
Angela Pranata  
Manager of Operations  
So. Ca. Joint Pole Committee  
Cell: 909-451-3024  
[angela@scjpc.net](mailto:angela@scjpc.net)

---

**From:** Angela Pranata <angela@scjpc.net>

**Sent:** Thursday, May 13, 2021 10:58 AM

**To:** Joseph Atalla <joe@qastle.com>; 'Bacon, John R.' <John.Bacon@ladwp.com>

**Subject:** Re: Last Hurdle

Good morning Joe,

I think we discussed whether the software is installed in San Dimas server or the cloud, the staff can access to FRIEND over the internet. Is this still valid?

We want the staff can work from home and access FRIEND PRO from web browser from home.

It is not written in your PDF proposal, but I would like it to be more detailed for example: access to the server remotely to run my SQL queries, website programmer to access the database, and staff access to FRIEND PRO via web browser to type pole records.



4 Mason, Irvine, CA 92618  
 t. 949-597-8560 f. 949-830-3337

# QUOTE

**Number** CBEQ6348  
**Date** Jul 14, 2021

Sold To	
<b>Southern California Joint Pole Committee SC</b>	
Angela Pranata 279 E Arrow Hwy, Suite 104 San Dimas, CA 91773 United States	
<b>Phone</b>	(909) 451-3024
<b>Fax</b>	

Ship To	
<b>Southern California Joint Pole Committee SCJ</b>	
Angela Pranata 279 E Arrow Hwy, Suite 104 San Dimas, CA 91773 United States	
<b>Phone</b>	(909) 451-3024
<b>Fax</b>	

Here is the quote you requested.

Salesperson	P.O. Number	Ship Via	Terms
DDenny			Due on receipt

Qty	Description	Unit Price	Ext. Price
1	Monthly Charge: 1 D8 v4 (8 vCPUs, 32 GB RAM); AHB for Windows Server – (OS Only); 3 year reserved; 1 managed disk – E20, 100 transaction units; Inter Region transfer type, 5 GB outbound data transfer from West US 2 to East Asia	\$145.13	\$145.13
1	Monthly Charge: VPN Gateways, Basic VPN tier, 720 gateway hours, 10 S2S tunnels, 128 P2S tunnels, 100 GB, Inter-VNET outbound VPN gateway type	\$40.22	\$40.22
1	Monthly Charge: Azure VMs, 1 Instance(s) x 500 GB, GRS Redundancy, Moderate Average Daily Churn, 973 GB Average monthly backup data, 15 GB Average monthly snapshot usage data	\$55.39	\$55.39
<b>Estimated Total Monthly Charge for Cloud Base Server: \$240.74</b>			
1	Microsoft SQL Server Standard Edition - License & Software Assurance - 1 Server - 1 Year Acquired Year 1, Additional Product - Microsoft Open Value - English - PC	\$526.00	\$526.00
10	Microsoft SQL Server - License & Software Assurance - 1 User CAL - 1 Year Acquired Year 1, Additional Product - Microsoft Open Value - English - PC	\$123.00	\$1,230.00
1	Microsoft Windows Server Standard Edition - License & Software Assurance - 16 Core - Additional Product, 1 Year Acquired Year 1 - Microsoft Open Value - Single Language - PC	\$570.00	\$570.00
10	Microsoft Windows Server - License & Software Assurance - 1 User CAL - Volume - Microsoft Open Value - English	\$25.00	\$250.00
12	CBE Professional IT Service Hours - Install, Setup, Configuration of Server & Network	\$160.00	\$1,920.00

<b>SubTotal</b>	\$4,736.74
<b>Tax</b>	\$0.00
<b>Shipping</b>	\$0.00
<b>Total</b>	<b>\$4,736.74</b>

Please contact me if I can be of further assistance.



4 Mason, Irvine, CA 92618  
 t. 949-597-8560 f. 949-830-3337

# QUOTE

**Number** CBEQ6350  
**Date** Jul 14, 2021

Sold To	
<b>Southern California Joint Pole Committee SC</b>	
Angela Pranata 279 E Arrow Hwy, Suite 104 San Dimas, CA 91773 United States	
<b>Phone</b>	(909) 451-3024
<b>Fax</b>	

Ship To	
<b>Southern California Joint Pole Committee SCJ</b>	
Angela Pranata 279 E Arrow Hwy, Suite 104 San Dimas, CA 91773 United States	
<b>Phone</b>	(909) 451-3024
<b>Fax</b>	

Here is the quote you requested.

Salesperson	P.O. Number	Ship Via	Terms
DDenny			Due on receipt

Qty	Description	Unit Price	Ext. Price
1	Monthly Charge: 1 D8 v4 (8 vCPUs, 32 GB RAM) (3 year reserved), Windows (AHB), OS Only; 1 managed disk – E30, 100 transaction units; Inter Region transfer type, 5 GB outbound data transfer from West US 2 to East Asia	\$183.53	\$183.53
1	Monthly Charge: VPN Gateways, VpnGw1 tier, 720 gateway hour(s), 11 S2S tunnels, 128 P2S tunnels, 100 GB, Inter-VNET VPN gateway type	\$151.10	\$151.10
1	Monthly Charge: Azure VMs, 1 Instance(s) x 500 GB, GRS Redundancy, Moderate Average Daily Churn, 973 GB Average monthly backup data, 15 GB Average monthly snapshot usage data	\$55.39	\$55.39
<b>Estimated Total Monthly Charge for Cloud Base Server: \$390.02</b>			
1	Microsoft SQL Server Standard Edition - License & Software Assurance - 1 Server - 1 Year Acquired Year 1, Additional Product - Microsoft Open Value - English - PC	\$526.00	\$526.00
10	Microsoft SQL Server - License & Software Assurance - 1 User CAL - 1 Year Acquired Year 1, Additional Product - Microsoft Open Value - English - PC	\$123.00	\$1,230.00
1	Microsoft Windows Server Standard Edition - License & Software Assurance - 16 Core - Additional Product, 1 Year Acquired Year 1 - Microsoft Open Value - Single Language - PC	\$570.00	\$570.00
10	Microsoft Windows Server - License & Software Assurance - 1 User CAL - Volume - Microsoft Open Value - English	\$25.00	\$250.00
24	CBE Professional IT Service Hours - Install, Setup, Configuration of Server & Network	\$160.00	\$3,840.00

<b>SubTotal</b>	\$6,806.02
<b>Tax</b>	\$0.00
<b>Shipping</b>	\$0.00
<b>Total</b>	<b>\$6,806.02</b>

Please contact me if I can be of further assistance.

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE  
2009  
INITIAL MEMBERSHIP FEE (Final Draft)  
Item 1349-Operating**

**OPERATING FUND** **\$ 3,125.00**

**TOTALS TAKEN FROM BALANCE SHEET & STATEMENT OF ASSESSMENTS, OPERATING EXPENSES, AND CAPITAL INVESTMENTS AS OF 12/31/07**

<b><u>FURN., FIX. &amp; EQUIPMENT</u></b>	\$ 71,152.00	<b><u>PENSION</u></b>	
LESS DEPRECIATION (.063686)	\$ 4,543.77	CONTRIBUTION	\$ 28,277.17
TOTAL	\$ 66,608.23	IND. ARRANGE.	\$ 4,206.48
		FEE	\$ -
COMPUTER SOFTWARE	\$ 625,929.00	TOTAL	\$ 32,483.65
LESS (.063686)	\$ 39,862.91		
TOTAL	\$ 586,066.09		
TOTAL FURNITURE, FIX., EQUIP. & SOFTWARE	\$ 652,674.32	<b>DIVIDED BY 30 MEMBERS</b>	<span style="border: 1px solid black; padding: 2px;"><b>\$ 1,082.79</b></span>

**DIVIDED BY 30 MEMBERS** **\$ 21,755.81**

**INTELLECTUAL PROPERTY\***

**\*ALLOWS THE FOLLOWING BENEFITS:**

- ACCESS TO 1.2 MILLION POLE RECORD DATABASE
- ACCESS TO ROUTINE HANDBOOK
- ACCESS TO SCJPC WEB SITE
- BILLING SERVICES
- ABILITY TO PARTICIPATE IN MONTHLY MEETINGS

**Members decided this amount** **\$ 50,000.00**

OPERATING FUND	\$ 3,125.00
FURNITURE, FIXTURES, & EQUIPMENT	\$ 21,755.81
PENSION	\$ 1,082.79
INTELLECTUAL PROPERTY	\$ 50,000.00
<b>TOTAL MEMBERSHIP FEE</b>	<span style="border: 1px solid black; padding: 2px;"><b>\$ 75,963.60</b></span>

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE  
INITIAL MEMBERSHIP FEE  
DECEMBER 31, 2020**

**OPERATING FUND**                      **\$ 5,378.91**

**TOTALS TAKEN FROM BALANCE SHEET & STATEMENT OF ASSESSMENTS, OPERATING EXPENSES, AND CAPITAL INVESTMENTS AS OF 12/31/20**

**PENSION**  
 CONTRIBUTION    \$ 53,557.05  
 IND. ARRANGE.    \$ -  
 FEE                    \$ -  
 TOTAL                \$ 53,557.05

**DIVIDED BY  
 30 MEMBERS**              **\$ 1,785.24**

TOTAL FURNITURE,  
 FIX., EQUIP. & SOFTWARE              **\$ 92,349.00**

**DIVIDED BY 30 MEMBERS**              **\$ 3,078.30**

**INTELLECTUAL PROPERTY\***

- \*ALLOWS THE FOLLOWING BENEFITS:**  
 ACCESS TO 1.2 MILLION POLE RECORD DATABASE  
 ACCESS TO ROUTINE HANDBOOK  
 ACCESS TO SCJPC WEB SITE  
 BILLING SERVICES  
 ABILITY TO PARTICIPATE IN MONTHLY MEETINGS

**Members to decide this amount**              **\$ 50,000.00**

OPERATING FUND	\$ 5,378.91
FURNITURE, FIXTURES, & EQUIPMENT	\$ 3,078.30
PENSION	\$ 1,785.24
INTELLECTUAL PROPERTY	\$ 50,000.00
<b>TOTAL MEMBERSHIP FEE</b>	<b>\$ 60,242.44</b>

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE  
CALCUATIONS FOR 2020 INITIAL MEMBERSHIP FEE  
AS OF DECEMBER 31, 2020**

FURNITURE & FIXTURES	\$ 61,199.00
COMPUTER SOFTWARE	\$ 154,029.00
ACCUMULATED DEPRECIATION	\$ (122,879.00)
	<hr/>
NET PROPERTY AND EQUIPMENT	<u>\$ 92,349.00</u>
UNRESTRICTED NET ASSETS	<u>\$ 253,716.17</u>
NON PROPERTY - OPERATING FUND	<u>\$ 161,367.17</u>
MEMBERS AT DECEMBER 31, 2020	<u>30.00</u>
OPERATING FUND PER MEMBER	<u><b>\$ 5,378.91</b></u>

## WFH Reimbursement message from labor attorney

Angela Pranata <angela@scjpc.net>

Mon 6/7/2021 9:13 AM

**To:** Bacon John R. <john.bacon@ladwp.com>; Lex Treepaisan <lex.treepaisan@ftr.com>; Bret Plaskey (bret.plaskey@ftr.com) <bret.plaskey@ftr.com>; Kay Black (kb6314@att.com) <kb6314@att.com>; CRAWFORD, CORY R <ck1358@att.com>; Gerald Brown <Gerald.Brown@sce.com>; April Debarge <april.debarge@sce.com>; Camile Bowie <camile.bowie@sce.com>; Valerie Mitwasi <valerie.mitwasi@sce.com>; JHarmon@ motiveis.com <JHarmon@motiveis.com>; Maria Ortiz <MOrtiz@motiveis.com>; Alicia Smith <ASmith@motiveis.com>; Yvonne Johnson <yjohnson@motiveis.com>; Jim Todaro <jtodaro@motiveis.com>; Shawn Henderson PBM (SHenderson@synergy.cc) <shenderson@synergy.cc>; Yesenia Delgado <yesenia.delgado@charter.com>

 3 attachments (104 KB)

Telecommuting Agreement 200420 (COVID).doc; Telecommuting Agreement 200616 (Not COVID).docx; Telecommuting Expense Reimbursement Agreement.doc;

Good Morning to the Operating Committee,

Please review the message below from our labor attorney:

By the way, I know that I previously stated that it could be argued either way whether the expense reimbursement is required if it is their option to work from home. We are seeing these claims now, especially for cell phones, and although we may not have a definitive ruling for some time, you do not want to be a test case. Therefore, I have to take the position now that I do not believe that it is lawful not to reimburse WFH expenses, even if WFH is not mandatory. If case law (or statutory law) eventually determines otherwise, that will be good news, but it could go either way so I recommend against taking the chance.

**Anita York**

*Scott & Whitehead*

*4675 MacArthur Court, Suite 1240*

*Newport Beach, California 92660*

*Tel: 949-222-0166, Ext. 112*

*Fax: 949-222-0113*

Please note that the staff did not ask for a reimbursement. It was the labor attorney's recommendation to reimburse the staff.

Ms. York also suggested reimbursing one flat fee for WFH staff from May 2020 (last year) to now. It could be a very small amount or any amount decided by the Committee, Ms. York believes it would be the safest to reimburse to avoid any future claims or lawsuit.

Moving forward, she suggested one flat amount weekly (staff won't be reimbursed if they're out on vacation the whole week).

Any members who disagree with the SCJPC's labor attorney recommendation should verify with their own respective company's labor attorney and submit their proposals to the Operating Committee.

Thank you,

Angela Pranata

Manager of Operations

So. Ca. Joint Pole Committee  
Cell: 909-451-3024  
angela@scjpc.net

---

**From:** Anita York <anita@employerlaw.com>  
**Sent:** Monday, June 7, 2021 8:38 AM  
**To:** Angela Pranata <angela@scjpc.net>  
**Subject:** RE: Please review SCJPC Employee Handbook & Policies

Good morning,

I have two more handbooks to complete and then I will turn to your Handbook and the other documents that you sent over.

**Anita York**  
*Scott & Whitehead*  
4675 MacArthur Court, Suite 1240  
Newport Beach, California 92660  
Tel: 949-222-0166, Ext. 112  
Fax: 949-222-0113  
<http://employerlaw.com/>

*The information contained in this message may be privileged and confidential and protected from disclosure. If the reader of this message is not the intended recipient, or an employee or agent responsible for delivering this message to the intended recipient, you are hereby advised that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by replying to the message and deleting it from your computer. Thank you.*

---

**From:** Angela Pranata [mailto:angela@scjpc.net]  
**Sent:** Sunday, June 06, 2021 7:18 PM  
**To:** Anita York  
**Subject:** Re: Please review SCJPC Employee Handbook & Policies

Hi Anita,

Do you suggest one flat fee per month to cover everything? Or what is the norm for WFH reimbursement? Could you please share your suggestion or recommendation? We need that WFH policy ASAP.

Also, what is the status of the Employee Handbook/Policy review?

Thank you,

Angela Pranata  
Manager of Operations  
So. Ca. Joint Pole Committee  
Cell: 909-451-3024  
angela@scjpc.net

---

**From:** Anita York <anita@employerlaw.com>  
**Sent:** Sunday, June 6, 2021 5:35 PM

**To:** Angela Pranata <angela@scjpc.net>  
**Subject:** RE: Please review SCJPC Employee Handbook & Policies

By the way, I know that I previously stated that it could be argued either way whether the expense reimbursement is required if it is their option to work from home. We are seeing these claims now, especially for cell phones, and although we may not have a definitive ruling for some time, you do not want to be a test case. Therefore, I have to take the position now that I do not believe that it is lawful *not* to reimburse WFH expenses, even if WFH is not mandatory. If case law (or statutory law) eventually determines otherwise, that will be good news, but it could go either way so I recommend against taking the chance.

**Anita York**  
Scott & Whitehead  
4675 MacArthur Court, Suite 1240  
Newport Beach, California 92660  
Tel: 949-222-0166, Ext. 112  
Fax: 949-222-0113  
<http://employerlaw.com/>

*The information contained in this message may be privileged and confidential and protected from disclosure. If the reader of this message is not the intended recipient, or an employee or agent responsible for delivering this message to the intended recipient, you are hereby advised that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by replying to the message and deleting it from your computer. Thank you.*

---

**From:** Anita York  
**Sent:** Sunday, June 06, 2021 5:29 PM  
**To:** 'Angela Pranata'  
**Subject:** RE: Please review SCJPC Employee Handbook & Policies

Hello Angela,

In response:

Also, please include that the SCJPC will not reimburse any costs if they decided to work from home. Example, furniture, chair, batteries for keyboard/mouse, Internet, electricity, etc.

I do not believe that this is lawful. If they are permitted to work from home, then they are necessarily incurring expenses in order to perform their jobs. Labor Code Section 2802 requires that they be reimbursed for those expenses.

One question from me is that when they have technical problems, they do need to call the IT (3rd party IT company), do we need to reimburse money for those tech support phone calls? We do not provide company cell phones. For calls between staff/coworkers, we use Teams Chat video call or audio call. So all calls right now is via the Internet. We do not reimburse the cost of the Internet or electricity. Or can we write it in that for tech support they need to use their own personal cell phones?

You must pay for or reimburse every cost incurred in the performance of their job duties.

I'm available for a phone call today until 4:30pm. I'm very very busy tomorrow (Wed), but we can schedule a call on Thursday morning or afternoon.

Thank you,

Angela Pranata  
Manager of Operations  
So. Ca. Joint Pole Committee  
Cell: 909-451-3024  
angela@scjpc.net

---

## ***Telecommuting Agreement***

The Company considers telecommuting to be a potentially viable alternative work arrangement if an employee's job duties, work history and habits, and available home-based work environment are amenable to such an arrangement. *Telecommuting* allows employees to work at home, on the road or in a satellite location for all or part of their regular workweek. Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement, it is not a Company-wide benefit, and it in no way changes the terms and conditions of employment with the Company.

### **Procedure**

1. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.
2. Telecommuting may be a situational arrangement, such as working from home for a short-term project or on the road during business travel. Short-term arrangements may be made for employees on medical leave or family leave, to the extent practical for the employee and the Company, and with the consent of the employee's health care provider, if appropriate. All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the Company. Longer-term telecommuting arrangements may be more formal, as described below.
3. Individuals requesting formal telecommuting arrangements must have been employed with the Company for a minimum of 12 months of continuous, regular employment and must have consistently exhibited above-average job performance, disciplined work habits, and self-initiative. Any telecommuting arrangement will commence on a trial basis, and may be discontinued by the Company at any time, without cause or prior notice. Telecommuting may also be discontinued by the employee upon request at any time.
4. The Company will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs for each telecommuting arrangement on a case-by-case basis. Senior Management and IT Representatives will serve as resources in this matter. At all times, all Company Equipment is owned and maintained by the Company. Equipment supplied by the employee, if authorized by the Company, will be owned and maintained by the employee. The Company accepts no responsibility for damage or repairs to employee-owned equipment. The Company reserves the right to make determinations as to appropriate equipment, subject to change at any time. If Company Equipment is provided, the employee will be required to sign a Company Equipment Agreement. Telecommuting employees are responsible for Company Equipment and may be responsible for the cost of repair or replacement of any Company equipment if handled in a careless or reckless manner. Company Equipment is to be used for all business activities and communications, and is to be used only for business purposes. Upon termination of employment all Company Equipment and property must be returned to the Company.
5. All Company policies, procedures, standards and regulations remain in full force and effect while working remotely. Consistent with the Company's expectations of information security for employees working at the office, telecommuting employees shall protect all Company Confidential Information (including but not limited to all client information) from improper use, possession, disclosure, transfer, copying, etc., and must agree to take all reasonable, appropriate security measures.
6. The employee will establish an appropriate work environment. The Company will not be responsible for costs associated with setup (such as remodeling, furniture or lighting), repairs or

modifications to the home office space. The employee must agree to comply with all safety regulations that apply to an office, which includes having a safe work environment free of clutter, exposed wiring, slippery surfaces, etc. Any employee who telecommutes grants a license to the Company to inspect the work premise during normal working hours.

7. Work-related accidents or injuries occurring while the employee is engaged in business activities at a remote work location, including a home office, may be covered by the Company's workers' compensation policy. Telecommuting employees are required to notify the employer of any such injury, in accordance with the Company's normal work-related accident/injury procedures. The employee is liable for any injuries sustained by others in the employee's home, including a home office.

8. The Company will supply the employee with appropriate office supplies (pens, paper, etc.) for successful completion of job responsibilities. The Company will also reimburse the employee for other business-related expenses such as phone calls and shipping costs, postage, photocopying, etc. that are properly and reasonably incurred in accordance with job responsibilities.

9. The employee and supervisor will agree on the scheduled days and hours of work, and the manner and frequency of communication. The employee agrees to be accessible by phone or email as they would be if working in the office during the approved work schedule.

10. Telecommuting non-exempt employees are required to accurately record all time worked in a manner designated by the Company, which includes clocking in when work begins, clocking out when work concludes for a meal period, clocking in when work resumes and clocking out when work ends. Telecommuting employees are also required to clock out and in when stopping work at any other time during the workday other than a ten-minute morning rest break and a ten-minute afternoon rest break, which is provided per Company policy, whether the employee is onsite or offsite. Time worked in excess of the approved work schedule, or in excess of eight hours per day or forty hours per week, will require the advance approval of the supervisor. Failure to comply with this requirement may result in the immediate cessation of the telecommuting arrangement.

11. Before entering into any telecommuting arrangement, the suitability of such an arrangement shall be reviewed, paying particular attention to the following areas:

- a. Employee Suitability. The supervisor will consider the employee's work history and habits in assessing whether they are in line with those that are recognized as appropriate for successful telecommuters;
- b. Job Duties and Responsibilities. The supervisor will review the employee's job duties and responsibilities to determine if the position is one that is amendable to telecommuting;
- c. Home Office Environment. The Company may require an inspection (in person or electronically) of the home office work environment prior to or following approval of a telecommuting arrangement, during regular business hours. Workspace design and security, safe and healthy working conditions, equipment needs, and other work-related factors may be considered.
- d. Distractions. Freedom from distractions, including children or others in the home office environment, must be assured. Telecommuting is *not* designed to be a replacement for child care. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to telecommuting.

- e. *Tax and other legal implications.* Responsibility for fulfilling all obligations related to the business use of the employee's home, based on federal, state and local government restrictions, rests solely with the employee.

12. Evaluation of the telecommuter arrangements and the employee's job performance will be ongoing, and will include communications between the employee and the supervisor as scheduled by the supervisor. The employee and supervisor will periodically evaluate the arrangement and make any applicable recommendations for continuance, modification, or termination of the arrangement. The supervisor will establish accountability procedures, which may include an accounting of all work/tasks performed weekly, an agenda or action plan of work to be performed the following week, and any other procedures to be established by the supervisor. At all times, the supervisor and employee will communicate at a level consistent with employees working at the office or in a manner and frequency that seems appropriate for the job and the individuals involved, or more often, as determined by the supervisor.

13. At all times, and in all locations, employees are required to perform their job duties unimpaired by any substance, including alcohol, marijuana, cannabis, illegal drugs, or any legal substance that may adversely impact the employee's conduct or ability to perform work-related duties. "Under the influence" as used in this policy refers to the presence of any measurable amount of alcohol, marijuana, cannabis product (including CBD oil/edibles) that contains 1% or more of THC, any illegal substance or any legal substance that the employee is using in a manner that is not authorized or lawful. Any violation, including while telecommuting from an offsite location, is considered to be serious misconduct. **Refusal or failure to abide by this provision, or to promptly submit to a drug or alcohol test when instructed to do so, may result in the immediate termination of your employment.**

14. Telecommuting may be discontinued at any time at the discretion of management. Employment with the Company remains "at-will," which means that both you and the Company have the right to terminate your employment at any time, with or without cause and with or without prior notice. In addition, the Company may change your duties, position, work schedule and compensation, and may transfer, reassign, promote, demote, suspend or otherwise change the terms and conditions of your employment (other than the at-will relationship), including this *Telecommuting Agreement* and arrangements, with or without cause or prior notice.

***By my signature below, I acknowledge and agree to comply with all of the terms and conditions of this Telecommuting Agreement.***

\_\_\_\_\_  
***Employee Signature***

\_\_\_\_\_  
***Print Name***

\_\_\_\_\_  
***Date***

**[Company Name]**

## **Telecommuting Expense Reimbursement Agreement**

In the performance of your job duties for the Company, you are authorized to telecommute and use your personal equipment and supplies for work-related purposes. It is the Company's intention to reimburse employees for all authorized, business-related expenses that they necessarily incur.

Therefore, you will be entitled to a Telecommuting Expense Reimbursement, which is intended to reimburse you for all business-related expenses incurred in the telecommuting, including utilization of **your home office, personal cell phone and computer including the hardware, software, peripherals, supplies, internet, service plans, as well as your printer and printing supplies, office supplies, electricity, furniture,** and any other incidental expenses related to authorized, work-related activities ("Telecommuting Expenses"). The Telecommuting Expense Reimbursement is not intended to reimburse any portion of your personal (not work-related) expenses.

If at any time, you believe that the agreed-upon Telecommuting Expense Reimbursement does not fully reimburse you for all expenses necessarily incurred by you while telecommuting, you agree to immediately notify management in writing so that a review of the circumstances can be arranged. Once again, it is the Company's intention to reimburse all authorized work-related expenses.

---

By my initials and signature below, I acknowledge and agree that I am to be reimbursed for all Telecommuting Expenses incurred while working from home, by payment of Telecommuting Expense Reimbursement as follows:

**\$ \_\_\_\_\_ per week**

\_\_\_\_\_ I agree that this amount fairly and fully reimburses me for the proportionate costs of all work-related expenses that I will incur while working from home.

\_\_\_\_\_ I agree to notify management in writing if, at any time, I believe this Telecommuting Expense Reimbursement is not sufficient to reimburse me in full for business-related expenses while working from home.

\_\_\_\_\_ I understand that I will not be eligible for this expense reimbursement for any week that I do not work.

\_\_\_\_\_ I understand that authorization to telecommute, and this Telecommuting Expense Reimbursement Agreement, may be terminated by the Company at any time.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



18013 Sky Park Circle, Suite C • Irvine, CA 92614  
Tel (949) 617-3837 • Fax (949) 528-6089  
[records@trustarray.com](mailto:records@trustarray.com)

Reference No.: 12784-02

Due Date: 7/12/2021

**NOTICE**  
You have been served with a  
**Deposition Subpoena For Production Of Business Records**

Custodian of Records for:

Southern California Joint Pole Committee  
279 E. Arrow Hwy., Ste 104  
San Dimas, CA 91773

**RECEIVED**  
JUN 29 2021  
BY: \_\_\_\_\_

Records Pertaining To: **See Attachment 3**

DOB or Other ID:

SSN:

Array  
18013 Sky Park Circle, Suite C  
Irvine, CA 92614  
Tel: (949) 617-3837  
Fax (949) 528-6089  
Email: [records@trustarray.com](mailto:records@trustarray.com)

**TO FULFILL THIS REQUEST, PLEASE COMPLETE THE CHECKLIST BELOW:**

- Sign and Print your name at the bottom of Custodial Declaration
- Include the date and name of city where you are signing, on the bottom of Custodial Declaration
- Complete sections regarding whether there are documents produced or not
- Note anything not produced and why
- Mail it with your records to Array at the address listed above.

**Array**  
Subpoena Account  
18013 Sky Park Cir Ste C  
Irvine, CA 92614-6518  
949-777-5496

**Frost Bank**  
30-9/1140  
Austin, Texas

60183

Date: 6/11/2021

Pay to the  
Order of Southern California Joint Pole Committee

\$ 15.00

Fifteen and 00/100

Dollars

**VOID AFTER 90 DAYS**

MEMO: 12784-02 - See Attachment 3



 SECURITY FEATURES INCLUDED. DETAILS ON BACK 

⑈060183⑈ ⑆114000093⑆ 592168995⑈

# Affidavit of Custodian of Record

12784-02

*Pursuant to California Evidence Code 1561 and Business and Professions Code 22462*

**Records Requested From:**

Southern California Joint Pole Committee  
Department:  
279 E. Arrow Hwy., Ste 104  
San Dimas, CA 91773

**Records Pertain To:**

**Records Subject:** See Attachment 3  
**Date of Birth:**  
**SSN:**  
**AKA:**

**CERTIFICATION OF RECORDS COPIED**

Other

- a. All of the original records described in the Deposition Subpoena For Production Of Business Records with which I was served have been provided to an Agent of Array for the purpose of copying pursuant to Evidence Code 1560.
- b. The records were prepared in the ordinary course of business, by personnel of said business for which I am the custodian of records, at or near the time of the acts, conditions or events referenced therein.
- c. The following could not be provided with the attached list of documents for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATION OF NO RECORDS**

Other

After a thorough search has been made for the requested records, we hereby certify that the requested records have not been located.

- Records have been destroyed
- Records do not exist for the requested dates
- Records exist, but cannot be located
- Other (please explain):
- Records do not exist for records subject
- Records are located at (please specify):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, the undersigned, am the duly authorized custodian of records for Southern California Joint Pole Committee. I have authority to certify the records sought by the Deposition Subpoena For Production Of Business Records. I hereby declare, under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on (date): \_\_\_\_\_ At (City and State): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Array • 18013 Sky Park Circle, Suite C • Irvine, CA 92614**  
**Phone (949) 617-3837 • Fax (949) 528-6089**

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, state bar number, and address) Richard D. Arko 198236 Southern California Edison 2244 Walnut Grove Avenue, Law Dept. - Rosemead, CA 91770 TELEPHONE NO.: (626) 302-6885 FAX NO.: (626) 302-6997 E-MAIL ADDRESS richard.arko@sce.com ATTORNEY FOR (Name) Defendant, Southern California Edison Company	<b>For Court Use Only</b>
SUPERIOR COURT OF CALIFORNIA, COUNTY OF Los Angeles STREET ADDRESS: 312 North Spring Street MAILING ADDRESS: CITY AND ZIP CODE: Los Angeles, CA 90012 BRANCH NAME: Spring Street Courthouse	
PLAINTIFF/PETITIONER: Blanca Reynaga DEFENDANT/RESPONDENT: City of Los Angeles, et al.	
<b>DEPOSITION SUBPOENA</b> <b>For Production of Business Records</b>	CASE NUMBER 20STCV18054

**THE PEOPLE OF THE STATE OF CALIFORNIA, TO (name, address, and telephone number of deponent if known):**  
 Custodian of Records for Southern California Joint Pole Committee / 279 E. Arrow Hwy.,  
 Ste 104 / San Dimas, CA 91773 / (909) 599-3801.

**1. YOU ARE ORDERED TO PRODUCE THE BUSINESS RECORDS described in item 3 as follows:**

To (name of Deposition Officer): Array Attn: Douglas Gormley On (Date): 7/12/2021 At (time): 10:00 AM Location (address): 18013 Sky Park Circle, Suite C in Irvine, CA 92614 - (949) 617-3837
<b>Do not release the requested records to the deposition officer prior to the date and time shown above.</b>

- a.  by delivering a true, legible and durable copy of the business records described in Item 3, enclosed in a sealed inner wrapper with the title and number of the action, name of witness, and date of subpoena clearly written on it. The inner wrapper shall then be enclosed in an outer envelope or wrapper, sealed, and mailed to the deposition officer at the address in item 1.
  - b.  by delivering a true, legible and durable copy of the business records described in Item 3 to the deposition officer at the witness' address, on receipt of payment in cash or by check of the reasonable costs of preparing the copy, as determined under Evidence Code section 1563(b).
  - c.  by making the original business records described in item 3 available for inspection at your business address by the attorney's representative and permitting copying at your business address under reasonable conditions during normal business hours.
2. The records are to be produced by the date and time shown in Item 1 (but not sooner than 20 days after the issuance of the Deposition Subpoena, or 15 days after service, whichever date is later). Reasonable costs of locating records, making them available or copying them, and postage, if any, are recoverable as set forth in Evidence Code 1563(b). The records shall be accompanied by an affidavit of the custodian or other qualified witness pursuant to Evidence Code 1561.
3. The records to be produced are described as follows:  Continued on Attachment 3
4. IF YOU HAVE BEEN SERVED WITH THIS SUBPOENA AS A CUSTODIAN OF CONSUMER OR EMPLOYEE RECORDS UNDER CODE OF CIVIL PROCEDURE SECTION 1985.3 OR 1985.6 AND A MOTION TO QUASH OR AN OBJECTION HAS BEEN SERVED ON YOU, A COURT ORDER OR AGREEMENT OF THE PARTIES, WITNESSES, AND CONSUMER OR EMPLOYEE AFFECTED MUST BE OBTAINED BEFORE YOU ARE REQUIRED TO PRODUCE CONSUMER OR EMPLOYEE RECORDS.

**DISOBEDIENCE OF THIS SUBPOENA MAY BE PUNISHED AS CONTEMPT BY THIS COURT. YOU WILL ALSO BE LIABLE FOR THE SUM OF FIVE HUNDRED DOLLARS AND ALL DAMAGES RESULTING FROM YOUR FAILURE TO OBEY.**

Date issued: 6/11/2021

Richard D. Arko  
 .....  
 (TYPE OR PRINT NAME)

\_\_\_\_\_  
 /s/ Richard D. Arko  
 (SIGNATURE OF PERSON ISSUING SUBPOENA)

\_\_\_\_\_  
 Counsel for Defendant  
 (TITLE)

<b>Plaintiff /Petitioner:</b> Blanca Reynaga <b>Defendant /Respondent:</b> City of Los Angeles, et al.	<b>Case Number</b> 20STCV18054
---	-----------------------------------

**PROOF OF SERVICE OF DEPOSITION SUBPOENA FOR PRODUCTION OF BUSINESS RECORDS**

1. I served this *Deposition Subpoena for Production of Business Records* by personally delivering a copy to the person served as follows:

- a. Person Served (name):
- b. Address where
- c. Date of delivery:
- d. Time of delivery:
- e. (1)  Witness fees were paid  
Amount.....\$\_\_\_\_\_
- (2)  Copying fees were paid  
Amount.....\$\_\_\_\_\_
- f. Fee For Service.....\$\_\_\_\_\_

2. I received subpoena for service on (date):

3. Person Serving:

- a.  Not a registered California Process Server
- b.  California Sheriff, Marshall, or Constable
- c.  Registered California Process Server
- d.  Employee or Independent Contractor of a registered California Process Server
- e.  Exempt from registration under Business and professions Code section 22350(b)
- f.  Registered California Photocopier
- g.  Exempt from registration under Business and Professions Code section 22451
- h. Name, address, and telephone number, and if applicable, county of registration and number

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct

**Date:**

(For the California sheriff, Marshal, use only)  
I certify that the foregoing is true and correct.

**Date:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**REYNAGA v CITY OF LOS ANGELES, et al.,**  
**Case No. 20STCV18054**

**ATTACHMENT 3**  
**TO DEPOSITION SUBPOENA FOR PRODUCTION**  
**OF BUSINESS RECORDS**

Any and all records, including but not limited to, contracts, agreements, service records, repair records, installation records, work records, field notes, documents submitted to the Southern California Joint Pole Committee, joint pole documents, documents received from or submitted to Southern California Edison Company, documents received from or submitted to Frontier Communications Corporation, documents received from or submitted to MCI Telecommunications and documents received from or submitted to City of Baldwin Park that refer or related to a utility pole located at the intersection of Ahern Drive and Merced Avenue in the City of Baldwin Park and which may be referred to as Pole No. 215743E or JPA No. MCI-073735 or internal number MCI-073735.

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, state bar number, and address) Richard D. Arko 198236 Southern California Edison 2244 Walnut Grove Avenue, Law Dept. - Rosemead, CA 91770 TELEPHONE NO.: (626) 302-6885 FAX NO.: (626) 302-6997 E-MAIL ADDRESS: richard.arko@sce.com ATTORNEY FOR (Name) Defendant, Southern California Edison Company	<b>For Court Use Only</b>
SUPERIOR COURT OF CALIFORNIA, COUNTY OF Los Angeles STREET ADDRESS: 312 North Spring Street MAILING ADDRESS: CITY AND ZIP CODE: Los Angeles, CA 90012 BRANCH NAME: Spring Street Courthouse	
PLAINTIFF/PETITIONER: Blanca Reynaga DEFENDANT/RESPONDENT: City of Los Angeles, et al.	
<b>NOTICE TO CONSUMER OR EMPLOYEE AND OBJECTION</b> <b>(Code Civ. Proc., 1985.3, 1985.6)</b>	CASE NUMBER 20STCV18054

**NOTICE TO CONSUMER OR EMPLOYEE**

**TO (name):** See Attachment 3

1. PLEASE TAKE NOTICE THAT **REQUESTING PARTY (name):** Defendant, Southern California Edison Company

SEEKS YOUR RECORDS FOR EXAMINATION by the parties to this action on (specify date): 7/12/2021

The records are described in the subpoena directed to **witness (specify name and address of entity from whom records are sought):** Custodian of Records for Southern California Joint Pole Committee / 279 E. Arrow Hwy., Ste 104 / San Dimas, CA 91773 / (909) 599-3801.

A copy of the subpoena is attached.

2. IF YOU OBJECT to the production of these records, YOU MUST DO ONE OF THE FOLLOWING BEFORE THE DATE SPECIFIED IN ITEM a. OR b. BELOW:
- a. If you are a party to the above-entitled action, you must file a motion pursuant to Code of Civil Procedure section 1987.1 to quash or modify the subpoena and give notice of that motion to the **witness** and the **deposition officer** named in the subpoena at least five days before the date set for production of the records.
  - b. If you are not a party to this action, you must serve on the **requesting party** and on the **witness**, before the date set for production of the records, a written objection that states the specific grounds on which production of such records should be prohibited. You may use the form below to object and state the grounds for your objection. You must complete the proof of service on the reverse side indicating whether you personally served or mailed the objection. The objection should not be filed with the court. **WARNING: IF YOUR OBJECTION IS NOT RECEIVED BEFORE THE DATE SPECIFIED IN ITEM 1, YOUR RECORDS MAY BE PRODUCED AND MAY BE AVAILABLE TO ALL PARTIES.**
3. YOU OR YOUR ATTORNEY MAY CONTACT THE UNDERSIGNED to determine whether an agreement can be reached in writing to cancel or limit the scope of the subpoena. If no such agreement is reached, and if you are not otherwise represented by an attorney in this action, YOU SHOULD CONSULT AN ATTORNEY TO ADVISE YOU OF YOUR RIGHTS OF PRIVACY.

Date: 6/11/2021

Richard D. Arko  
 .....  
 (TYPE OR PRINT NAME)

/s/ Richard D. Arko  
 \_\_\_\_\_  
 (SIGNATURE OF  REQUESTING PARTY  ATTORNEY)

**OBJECTION BY NON-PARTY TO PRODUCTION OF RECORDS**

- 1.  I object to the production of all of my records specified in the subpoena.
- 2.  I object to the production of the following specified records:
- 3. The specific grounds for my objection are as follows:

Date:

.....  
 (TYPE OR PRINT NAME)

\_\_\_\_\_  
 (SIGNATURE)

see following for proof of service

PLAINTIFF /PETITIONER: Blanca Reynaga DEFENDANT /RESPONDENT: City of Los Angeles, et al.	Case Number 20STCV18054
---	----------------------------

**PROOF OF SERVICE OF NOTICE TO CONSUMER OR EMPLOYEE AND OBJECTION (Code Civ. Proc., 1985.3, 1985.6)**

- At the time of service, I was at least 18 years of age and **not a party to this legal action.**
- I served a copy of the Notice to Consumer or Employee and Objection as follows:
  - Mail:** I deposited the Notice to Consumer or Employee and Objection in the United States mail, in a sealed envelope with postage fully prepaid. The envelope was addressed as follows::

**Name of Person Served:** See Attached List  
**Address where served:** See Attached List,  
 Date Served: 6/11/2021

**Place of Mailing:** Irvine, California

- I am a resident of or am employed in the county where the Notice to Consumer or Employee and Objection was mailed. My residence or business address is (specify):

18013 Sky Park Circle, Suite C  
 Irvine, CA 92614  
 (949) 617-3837

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: 6/11/2021

Minh Nuygen

.....  
 (TYPE OR PRINT NAME OF PERSON WHO SERVED)

.....  
 (SIGNATURE OF PERSON WHO SERVED)

**PROOF OF SERVICE OF OBJECTION TO PRODUCTION OF RECORDS  
 (Code Civ. Proc., 1985.3, 1985.6)**

**Personal Service**  **Mail**

- At the time of service, I was at least 18 years of age and **not a party to this legal action.**
- I served a copy of the Notice to Consumer or Employee and *Objection* as follows (*complete either a or b*):
  - ON THE REQUESTING PARTY
    - Personal service. I personally delivered the Objection to Production of Records as follows:**

(i.) Name of person served:	(iii.) Date Served:
(ii.) Address where served:	(iv.) Time Served:
    - Mail.** I deposited the Objection to Production of Records in the United States mail, in a sealed envelope with postage fully prepaid. The envelope was addressed as follows:
 

(i.) Name of person served:	(iii.) Date of mailing:
(ii.) Address:	(iv.) Place of mailing ( <i>city and state</i> ):

(v.) I am a resident of or am employed in the county where the *Objection to Production of Records* was mailed.
  - ON THE WITNESS
    - Personal service. I personally delivered the Objection to Production of Records as follows:**

(i.) Name of person served:	(iii.) Date Served:
(ii.) Address where served:	(iv.) Time Served:
    - Mail.** I deposited the Objection to Production of Records in the United States mail, in a sealed envelope with postage fully prepaid. The envelope was addressed as follows:
 

(i.) Name of person served:	(iii.) Date of mailing:
(ii.) Address:	(iv.) Place of mailing ( <i>city and state</i> ):

(v.) I am a resident of or am employed in the county where the *Objection to Production of Records* was mailed.
- My residence or business address is (*specify*):
- My phone number is (*specify*):

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

.....  
 (TYPE OR PRINT NAME OF PERSON WHO SERVED)

.....  
 (SIGNATURE OF PERSON WHO SERVED)

**Proof of Service of Documents**  
(Pursuant to CCP §§ 1013, 2015.5)  
State of California, County of Orange

**Case No.:** 20STCV18054

**Case Name:** Blanca Reynaga v. City of Los Angeles, et al.

I, Minh Nuygen, am employed in the County of Orange. I am over the age of eighteen years and not a party to the entitled action. My business address is 18013 Sky Park Circle, Suite C, Irvine, CA 92614.

On 6/11/2021, the documents named below were served upon each interested party to this action.

**Depo Subpoena for Records**

**Service List**

**Proof - Depo Sub For Records**

**Attachment 3**

**Notice to Consumer**

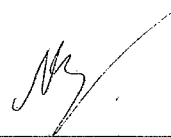
**Proof of Service of Notice to Consumer**

Name	Address	Delivered By
Beth I. Golub	Wilson Elser Moskowitz Edelman & Dicker, LLP 555 S. Flower St., Suite 2900 Los Angeles, CA 90071	Mail
Conner Holdsworth	Wilson Elser Moskowitz Edelman & Dicker, LLP 401 West A St., Suite 1900 San Diego, CA 92101	Mail
Harry Nalbandyan	Levin & Nalbandyan, LLP 811 Wilshire Blvd., Suite 800 Los Angeles, CA 90017	Mail
Robert Nacionales Tafoya	Tafoya Law Group, APC 316 W. 2nd, St., Suite 1000 Los Angeles, CA 90012	Mail
See Attached List	See Attached List	Mail
Tim Simmen	Floyd Skeren Manukian Langevin, LLP 2045 W. Orangewood Ave., Suite A Orange, CA 92868	Mail

The above mentioned documents have been delivered upon each of the parties listed, using the delivery method specified for each..

I, Minh Nuygen, declare under penalty of perjury under the laws of the State of California that the above is true and correct.

Executed on 6/11/2021 in Irvine, California.



Minh Nuygen

Reference Number: 12784-02

CBE IT SERVER QUOTES BREAK DOWN

**QUOTE #1 OPTION #1 FROM CBE IT**

Qty	Description	Unit Price	Ext. Price
1	Monthly Charge: 1 D8 v4 (8 vCPUs, 32 GB RAM); AHB for Windows Server – (OS Only); 3 year reserved; 1 managed disk – E20, 100 transaction units; Inter Region transfer type, 5 GB outbound data transfer from West US 2 to East Asia	\$145.13	\$145.13
1	Monthly Charge: VPN Gateways, Basic VPN tier, 720 gateway hours, 10 S2S tunnels, 128 P2S tunnels, 100 GB, Inter-VNET outbound VPN gateway type	\$40.22	\$40.22
1	Monthly Charge: Azure VMs, 1 Instance(s) x 500 GB, GRS Redundancy, Moderate Average Daily Churn, 973 GB Average monthly backup data, 15 GB Average monthly snapshot usage data	\$55.39	\$55.39
<b>Estimated Total Monthly Charge for Cloud Base Server: \$240.74</b>			
1	Microsoft SQL Server Standard Edition - License & Software Assurance - 1 Server - 1 Year Acquired Year 1, Additional Product - Microsoft Open Value - English - PC	\$526.00	\$526.00
10	Microsoft SQL Server - License & Software Assurance - 1 User CAL - 1 Year Acquired Year 1, Additional Product - Microsoft Open Value - English - PC	\$123.00	\$1,230.00
1	Microsoft Windows Server Standard Edition - License & Software Assurance - 16 Core - Additional Product, 1 Year Acquired Year 1 - Microsoft Open Value - Single Language - PC	\$570.00	\$570.00
10	Microsoft Windows Server - License & Software Assurance - 1 User CAL - Volume - Microsoft Open Value - English	\$25.00	\$250.00
12	CBE Professional IT Service Hours - Install, Setup, Configuration of Server & Network	\$160.00	\$1,920.00
<b>SubTotal</b>			\$4,736.74
<b>Tax</b>			\$0.00
<b>Shipping</b>			\$0.00
<b>Total</b>			<b>\$4,736.74</b>

MONTHLY

YEARLY

Monthly: \$240.74 (\$3248.88 per year)

Yearly: \$2576

Total per year: \$3248.88 + \$2576 = \$5824.88 (or \$485.40 a month)

**QUOTE #2 OPTION #2 FROM CBE IT**

Qty	Description	Unit Price	Ext. Price
1	Monthly Charge: 1 D8 v4 (8 vCPUs, 32 GB RAM) (3 year reserved), Windows (AHB), OS Only; 1 managed disk – E30, 100 transaction units; Inter Region transfer type, 5 GB outbound data transfer from West US 2 to East Asia	\$183.53	\$183.53
1	Monthly Charge: VPN Gateways, VpnGw1 tier, 720 gateway hour(s), 11 S2S tunnels, 128 P2S tunnels, 100 GB, Inter-VNET VPN gateway type	\$151.10	\$151.10
1	Monthly Charge: Azure VMs, 1 Instance(s) x 500 GB, GRS Redundancy, Moderate Average Daily Churn, 973 GB Average monthly backup data, 15 GB Average monthly snapshot usage data	\$55.39	\$55.39
<b>Estimated Total Monthly Charge for Cloud Base Server: \$390.02</b>			
1	Microsoft SQL Server Standard Edition - License & Software Assurance - 1 Server - 1 Year Acquired Year 1, Additional Product - Microsoft Open Value - English - PC	\$526.00	\$526.00
10	Microsoft SQL Server - License & Software Assurance - 1 User CAL - 1 Year Acquired Year 1, Additional Product - Microsoft Open Value - English - PC	\$123.00	\$1,230.00
1	Microsoft Windows Server Standard Edition - License & Software Assurance - 16 Core - Additional Product, 1 Year Acquired Year 1 - Microsoft Open Value - Single Language - PC	\$570.00	\$570.00
10	Microsoft Windows Server - License & Software Assurance - 1 User CAL - Volume - Microsoft Open Value - English	\$25.00	\$250.00
24	CBE Professional IT Service Hours - Install, Setup, Configuration of Server & Network	\$160.00	\$3,840.00
<b>SubTotal</b>			\$6,806.02
<b>Tax</b>			\$0.00
<b>Shipping</b>			\$0.00
<b>Total</b>			<b>\$6,806.02</b>

MONTHLY

YEARLY

Monthly: \$390.02 (\$4680.24 per year)

Yearly: \$2576

Total per year: \$4680.24 + \$2575 = \$7255.24 (or \$604.60 a month) – ADD TO ADMIN BOARD NEXT MONTH.

## **Southern California Joint Pole Committee**

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

August 18, 2021

A regular meeting of the **Operating Committee** took place on the above date, at 10:33 a.m., via teleconference:

Those in attendance were:

Mr. Lex Treepaisan	Frontier Communications
Mr. John Bacon	City of Los Angeles
Ms. Valerie Mitwasi	Southern California Edison
Mr. Wayne Brown	Southern California Edison
Ms. April DeBarge	Southern California Edison
Ms. Camile Bowie	Southern California Edison
Ms. Kay Black	AT&T California
Ms. Tara Andrews	AT&T California
Mr. Barry Consulter	AT&T California
Ms. Mary Li	City of Anaheim
Mr. John Vu	City of Anaheim
Mr. David Patterson	City of Azusa
Mr. Hien Vuong	City of Azusa
Mr. Richard Soriano	City of Banning
Mr. Victor Cortez Jasso	City of Banning
Mr. Mina Shehata	City of Burbank
Ms. Amanda Lindgren	City of Glendale
Mr. Dave Campo	City of Lompoc
Mr. Joe Armstrong	City of Pasadena
Ms. Robyn Brace	City of Riverside
Mr. Alex Parra	City of Riverside
Ms. Lynne LaFrenais	Bear Valley Electric Service, Inc.
Mr. Jeremy Harmon	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. Alicia Smith	Sprint Nextel/Sprint Communications
Mr. Mark Denning	M-Power Communications
Ms. Maria Ortiz	XO Communication/MCI Metro ATS/MCI Telecommunications
Ms. Yesenia Delgado	Time-Warner Cable
Mr. Rey Lopez	Time-Warner Cable
Mr. Jim Todaro	AT&T Mobility
Ms. Yvonne Johnson	Teleport Communications America
Ms. Shawn Henderson	T-Mobile USA
Ms. Linda Mclean	Extenet Systems

Ms. Heidi Seropian  
Mr. Nick Van Stryk  
Mr. Renzo Garzon  
Ms. Lauren Ramirez  
Ms. Angela Pranata  
Ms. Kathleen Allen

Extenet Systems  
City of Vernon (Petrelli Electric)  
MOBILITIE, LLC  
ATC-Outdoor DAS, LLC  
Committee Staff  
Committee Staff

Chairperson, Mr. Treepaisan called the meeting to order at 10:15 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 2021 Operating expense sheet**. Ms. Pranata reported that the Operating expenses were considered high due to three paydays in July 2021. There were no questions or comments.

The third agenda item is the **Accounts Receivable**. Ms. Pranata displayed the *Delinquent Accounts* on the screen. Mr. Pranata then reported she received payment from AT&T Mobility on August 17<sup>th</sup> for the first two rows shown on the screen. The packet was uploaded last week and the reason the rows do not show as paid.

Ms. Pranata stated MCI Metro/ATS, MCI Telecomm, and XO Communications always pay their invoices and are very responsive. However, they do take more time to make payment than other members. There were no questions or comments.

The fourth agenda item on the agenda is **Member Board Attendance**. Ms. Pranata reported she received an email from the City of Colton that morning at 9:52 a.m. stating City of Colton is experiencing a large outage. Ms. Pranata inquired if the committee would like to excuse City of Colton for their absence. Ms. Pranata reminded the operating committee that it is up to the operating committee discretion if they choose to excuse a member or not. By excusing a member, the attendance penalty fee would be waived. Ms. Pranata then displayed the exceptions from the SCJPC website on the screen. Ms. Black voted to excuse City of Colton and stated a power outage should be added to the exceptions. Ms. Ortiz agreed and stated they may have tried to send the email earlier and could not due to the outage. Ms. Pranata inquired if there were any objections from other Operating members. There were none. Ms. Pranata stated she will waive the attendance penalty fee.

There were no further questions or comments.

The fifth agenda item for discussion is **Billing Standardization of Procedures and Minutes**. Ms. Allen reported she had a staff meeting on July 26<sup>th</sup> and August 2, 2021. Discussed were pole numbers on JPAs that look wrong billers should search Friend for record and not assume by the looks it is wrong. For example, pole number 911002EE looks wrong but is in the database as stated on the JPA. Memos are being returned by staff stating parentheses are not needed to be around correction of year set and or pole length. Ms. Allen reminded the staff that parentheses are required when updating a year set and or pole length. Also discussed on E submitted JPAS if a biller

finds an internal note from E on there, they are to return the JPA to E. The F7 pulling deadline was moved up two days. Ms. Allen reminded the staff that existing anchors should not be returned requesting year set and do not question burnt down poles with no PTD. Bill as is without any charges. On JPAs if a member is buying additional footage the actual word “additional” is not needed. Ms. Allen trained the staff on a few JPAs. NG242727-ASG25 (see attached) is a JPA that shows E to replace Section 7.3 for NG. Edison is not allowing anyone to replace their poles. They must do the work for the member. In this case Edison would receive the equity and be able to bill authorized costs. Equity based on full pole cost because E 100. PTD would be at a joint expense because of Section 7.5. If Section 7.5 is not listed, Edison would bill full charge of PTD. Edison can charge for Authorized Cost.

There were no questions or comments.

The sixth item on the agenda is **JPA Member Activity**.

- Please contact SCJPC (Ms. Pranata) if other members would like to meet with the SCJPC to discuss memos.

Ms. Pranata opened and stated, as mentioned last month, if members would like to discuss memos or errors on their finals, please contact Ms. Pranata to set up a meeting. Ms. Pranata then stated for July 2021 there was an unusually high return (memo) rate for Edison and Crown Castle. The staff processed 12,818 poles because of the high return rate. Ms. Pranata stated she will explain the high return reasons (memos) under *SCJPC Work update*.

There were no questions or comments.

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

*SCJPC Work update:*

Ms. Pranata reported 325 Multi JPAs were returned to Crown Castle. Ms. Pranata and Ms. Allen met with Crown Castle on July 26, 2021 and discussed the errors on the JPAs. Ms. Pranata added SCJPC hopes to see lower returns in August or moving forward. Regarding Edison memos the staff returned 877 memos. Ms. Pranata and Ms. Allen met with Edison on July 16, 2021, as well. Edison has eliminated the priority levels and there is no more special project. SCJPC has been processing all JPAs from Edison, first-in first-out, for August bill of sale. The JPAs date back to 2020. The majority of the memos returned to Edison were from the special project backlog from July 2020 and forward. Once the staff process the JPAs from 2020 and beginning of 2021, Edison should have less memos. Their JPAs have less errors starting mid-2021. SCJPC communicates with Edison weekly regarding different JPA situations and how to type these situations on JPAs. The next meeting SCJPC is having with Edison is in September and plan to have meetings with Edison bi-monthly.

There were no questions or comments.

*SCJPC Office update:*

Ms. Pranata displayed the *SCJPC Monthly Poles* sheet. 139.5 hours of overtime were worked in July 2021 and billed to Edison. The average poles processed without overtime is 8451.58 from June 2020 to July 2021, excluding September 2020 & October 2020.

There were no questions or comments.

#### Billing Errors/Questions

Ms. Pranata had a question for Edison and stated she email Ms. Mitwasi about it as well. Ms. Pranata inquired if “OP” for an Edison is still valid pole tag and if SCJPC can process it. Ms. Mitwasi stated she is still following up on it.

There were no further questions or comments.

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

- In Admin Board meeting

Ms. Pranata stated the cost has been approved by the Administrative Board and she is going to contact CBE IT to move forward with the Cloud server. Once CBE is finished Ms. Pranata will contact Hyperlink and they can move forward with installing the new software of Friend Pro on the new server. Then the committee can move forward with using the new software Friend Pro. This means the committee will have to pay Hyperlink the rest of the software cost, \$33,750.00 owed to them. Mr. Treepaisan inquired if anything more needs to be done from the Operating Committee level since this was approved by the Administrative Board. Ms. Pranata replied no and inquired if this item should be closed. Mr. Treepaisan stated yes to close this item.

There were no further questions or comments.

#### Item 1774: Review of Sick/Vacation Time and Pension Distribution – (C.Crawford AT&T California)

This item is on hold until October 2021.

#### Membership Application Fee and Process

- Review fee calculation from CPA/Auditor.
- Operating Committee to decide the amount for Intellectual Property Element line item.
- From: CPA: At 12.31.09 computer software included a lot of costs of software in progress for software that eventually was written off when the members decided after that date that it would not be used. (ipam, opcats, dbnt, etc).

Ms. Pranata opened and stated she left this item on the agenda because the Membership Application Fee needs to be discussed prior to accepting Sonic Telecom as a member. Ms. Pranata inquired if the members wanted to discuss now or next month. Ms. Ortiz stated it should be discussed now since Sonic Telecom will be invited to the next Admin Board meeting and may ask. Mr. Bacon agreed. Mr. Treepaisan inquired if the Membership Application Fee is something to review after the committee decides if they want to accept Sonic Telecom as a new member. Mr. Treepaisan inquired what is the current procedure. Ms. Pranata explained if the committee decided to accept a new member Ms. Pranata would need to send a letter to the new member that they have been accepted and they are now required to pay the initial membership fee. Ms. Pranata added she is unsure if the committee wants to decide now; however, it will postpone Sonic Telecom's membership activation further if not decided at this time. Ms. Pranata displayed the 2009 *Initial Membership Fee (Final Draft)* on the screen and stated it is just for comparison. Back in 2009 the committee decided the total membership fee was \$75,963.60. The committee also decided the amount of \$50,000.00, intellectual property, in 2009. The 2020 file is calculated by SCJPC's CPA based on the last financial statements of 2020. Ms. Pranata added it is significantly less. The \$50,000.00 intellectual property line item is not for the CPA to decide but the operating committee to decide if to use the same amount or change it. Mr. Treepaisan inquired if the CPA used the same formula from 2009 and updated with current values and the results are shown on the screen. Ms. Pranata replied yes. Mr. Treepaisan stated he likes the methodology approach with the same formula using current values and inquired if there were any objections or discussion on completing it this way. Mr. Bacon inquired how is it prorated for the year being it is only August. Ms. Pranata stated it is not prorated it is a one-time application fee based on 2020 financial statements. Ms. Black stated it is a big changed and inquired why. Ms. Pranata explained a couple months ago, in 2009 the computer software included multiple costs of software that were currently in progress at the time but later written off. IPam, Opcats, DBNT were some of the software in progress and were written off later because the members decided after 2009 that they would not be used. The 2009 fee included programs that money was spent on that the Committee never used. Those costs were written off after 2009 and reason the current fee is significantly lower based on 2020 financial statements. Ms. Pranata stated the committee needs to focus on intellectual property which allows new members to access the pole record database, access the Routine Handbook, access to the SCJPC website, billing services, and the ability to participate in monthly meetings. Ms. Pranata is unsure how the committee came up with \$50,000.00. It was before her time. Mr. Carrion stated he does not mind using the same formula from 2009; however, does anyone remember what determined the amount to be worth \$50,000.00. Ms. Pranata stated the database probably costs that much or more. The joint pole database is not a software, but a collection of data or information that has been stored or entered since the 90's. Ms. Pranata reiterated the software that included IPam, iPole, Opcats, and DBNT was written off. Mr. Treepaisan stated it seems the committee is going to put a valuation on the database. The property is going to be based on the database. Mr. Treepaisan continued to state that is up to the committee the current value. Mr. Treepaisan is unsure the costs put into the computer system and that nature if that should be included in the cost. Ms. Pranata stated it is already included. Total furniture, fix., equip, & software of \$92,349.00 includes software such as Friend that is currently being used. Mr. Carrion inquired

the improvements, for example, the database just went through some improvements with the search functions for coordinates, are they a part of intellectual property or the software figure Ms. Pranata was explaining. Ms. Pranata stated fees paid to programmers for the tools that are currently in use, for example, fees paid to the Web Programmer for the SCJPC website and fees paid to Friend programmer for Friend software, are included in the \$92,349.00 amount. Mr. Carrion then inquired the intellectual property only includes the raw data. Ms. Pranata replied yes, the users access to the raw data. Mr. Bacon inquired if Ms. Pranata can inquire to the CPA about the \$50,000.00. Therefore, the committee can be prepared for next month's meeting. As to why and how the committee came up with that amount. Mr. Carrion and Ms. Pranata stated it was a committee decision in 2009. Mr. Treepaisan stated to keep it simple unless the committee thinks the data is worth double, triple, quadruple its value, Mr. Treepaisan would be okay with accounting an inflation in dollar difference of two or three percent per year over the last decade. About a 20% increase of top of \$50,000.00. Mr. Treepaisan feels it is a larger valuation of what the committee thought it was worth in 2009. Mr. Carrion agrees with Mr. Treepaisan and inquired if it is known what it was prior to 2009. Mr. Bacon stated whatever the committee agrees upon make sure it is explainable. If Sonic Telecom inquires what the fee is based on the committee has a formula to show them. Mr. Treepaisan inquired if there is a way to research where the \$50,000.00 was derived from. Mr. Carrion stated the minutes and inquired if they go back that far. Ms. Pranata conducted a search of the meeting minutes. Mr. Bacon stated a new member is joining the team as is. Mr. Bacon inquired should a new member be held to pay for improvements over the last 10 years. Mr. Carrion stated he would think it would since it is the valuation of the data at that moment and time. Mr. Carrion added a member might not be responsible for the improvements, but the database has improved since 2009. If they pay the 2009 cost, they can have access to the 2009 data. Ms. Ortiz added new members would benefit from those improvements. Mr. Carrion stated the only issue at this point is trying to explain the baseline of \$50,000.00. Mr. Treepaisan stated he is unsure what the SCJPC database can be valued at and what it is worth. When Frontier Communications implements a new system, it is in the six figures and up. Paying \$50,000.00 for intellectual property would cost Frontier Communications half a million dollars. Mr. Treepaisan suggested to take some time and try and figure out the \$50,000.00 and if the members can figure out great and if they cannot figure it out, they don't. Ms. Black inquired if this was a question for SCJPC's legal. Ms. Black stated she Googled how to come up with intellectual property and it is sending her to a bunch of attorneys. Ms. Pranata stated she will ask the attorney. However, Ms. Pranata recently received an email stating the attorney has a backlog and may take one or two more weeks for a response. She had asked the attorney for the Compliance Committee regarding members breaching the 1998 agreement and received a response that she has a backlog. Mr. Treepaisan stated the valuations are arbitrary. If SCJPC was a company like Microsoft they are getting a hundred to a thousand X times their intellectual properties based on what their engineers figure out. With being nonprofit Mr. Treepaisan is unsure exactly how to value the information. Perhaps asking the attorney how much needs to be justified opposed to a start value. Ms. Black thinks it is a good idea to consult with the attorney in case a new member challenges the committee on it. Mr. Treepaisan suggest making this an action item for the next meeting and try and figure out how the initial \$50,000.00 was justified and consult

with the attorney how much justification is actually needed being it is an intellectual property for a nonprofit. Ms. Pranata reviewed the April 16, 2008, Operating Meeting minutes from the website and read *“Mr. Garg questioned how the ad hoc arrived at the total cost of \$50,000.00 for intellectual property. Ms. Corella responded that in 2005 the ad hoc committee extensively discussed the replacement cost for the intellectual property and arrived at the questioned sum.”*

After some further discussion it was decided for Ms. Pranata to consult with SCJPC’s attorney and possibly the CPA for information on how to derive to an intellectual property cost and how to justify it. Mr. Bacon added once Ms. Pranata receives the information to send it out to all the members. Mr. Bacon stated to have an established costs of \$50,000.00 and based on the attorney’s calculations are significantly higher and there is a reason, and it can be justified and average it out according to the formula currently being used for intellectual property. Mr. Treepaisan stated he likes that plan of attack.

Ms. Allen informed the committee that Ms. Pranata was disconnected from the call and trying to reconnect. Mr. Bacon reiterated for Ms. Pranata to refer to the attorney and possibly the CPA regarding what is the current rate for intellectual property. Ms. Pranata to notify the members and with the calculations. The committee will see if they can set a rate for the intellectual property to be charged as long as it is something that the committee can justify. Ms. Oritz reminded the committee that Ms. Pranata announced early the attorney has a backlog and not sure when she will get back to Ms. Pranata.

Ms. Pranata reconnected, and Mr. Treepaisan explained what the members agreed on (see above). Ms. Pranata responded that the CPA told Ms. Pranata, he would not be able to give the number for intellectual properties. However, Ms. Pranata can inquire again. Mr. Treepaisan stated for Ms. Pranata to consult with the attorney to see if the committee is bound for any type of value for intellectual property because SCJPC is a nonprofit. Basically, to get some clarification from a legal standpoint. If any implications if the committee increases the fee or not.

Mr. Treepaisan inquired what is involved in the actual membership application review. Is everything that is needing review in the documents that Ms. Pranata sent out. Ms. Pranata replied yes. Mr. Treepaisan then inquired if members have gone through the documents yet. Mr. Treepaisan stated he has not reviewed the documents and believes the committee should review before moving forward. Mr. Treepaisan is unsure if this should be pushed off until the next meeting so the documents can be reviewed, and members prepared for a discussion with Sonic Telecom. Ms. Pranata explained all members supposed to review the documents (membership application packet) internally with their company. If no objections the Admin Board will vote on if the committee will accept the new member or not. Mr. Bacon stated when the committee interviews Sonic Telecomm next month it does not have to be anything conclusive. It will be an interview and then a decision. Mr. Bacon continued to state after that another meeting can be scheduled and have all the justifications and charges at that time.

Ms. Pranata inquired if she must go back to 2005 and further research the membership application fee. Mr. Treepaisan replied no and stated there is a statement in there that justifies the \$50,000.00. Mr. Treepaisan thinks the committee is good with having a \$50,000.00 precedence and the question is how much the committee wants to inflate or multiply that.

There were no further questions on comments.

Subpoena Case 20STCV18054

Ms. Pranata opened and stated she received an email from Edison that they are withdrawing the subpoena.

There were no questions or comments.

MISC

*There were no miscellaneous items.*

**Review of Action Items:**

- Ms. Pranata to contact and consult with the attorney to verify the justification of intellectual property if inflation is needed.
- All members to review Sonic's member application and discuss internally with their organizations.
- Sonic Telecomm to be invited to September's Administrative Board meeting for the interview process.

The meeting adjourned at 11:02 a.m. until September 15, 2021.

Ms. Kathleen Allen – Committee Transcriber

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

OPERATING EXPENSES	Details	July 31, 2021			YTD Through July, 31 2021				Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	% Variance	Budget
<b>EMPLOYEE EXPENSE</b>									
Salaries	THREE PAYDAYS	52,787	63,499.92	(10,713)	369,511	319,639.94	93,183	25%	633,448
Regular	62,215.92					-	0		
Contract Labor	1,284.00					-	-		
<b>OT &amp; Contract Labor (SCE)*</b>			6,648.42			44,387.12	-		
Insurance		6,667	6,398.34	268	46,667	45,191.58	12,797	27%	80,000
Health/Dental	6,398.34					-	-		
Life (quarterly)						-	-		
Payroll Taxes	THREE PAYDAYS	4,487	4,599.57	(113)	31,408	22,508.50	7,914	25%	53,843
<b>Payroll Taxes (SCE)*</b>			561.89			3,908.12			
Workers Compensation		250	240.50	10	1,750	1,280.50	469	27%	3,000
Miscellaneous expenses/ Travel mileage reimbursement		100	-	100	700	78.99	49	7%	1,200
Telecommuting Reimbursement			-			1,228.00	-		
<b>PENSION EXPENSE</b>									
Contribution-SEP IRA	THREE PAYDAYS	5,543	6,532.68	(990)	38,799	31,468.48	8,699	22%	66,513
<b>Contribution-SEP IRA (SCE)*</b>			698.08			3,310.50	-		
<b>MONTHLY RECURRING</b>									
Rent		9,175	9,437.19	(262)	64,225	63,825.15	18,129	28%	110,100
Alarm System	Quarterly	50	-	50	350	149.97	-	0%	600
Telephone (Frontier+Jive) Plus Cell phones		829	857.22	(28)	5,804	6,002.41	1,703	29%	9,950
Cisco WebEx Plan		90	69.00	21	630	483.00	138	22%	1,080
Postage & Shipping		83	38.75	45	583	114.10	42	7%	1,000
Business/Property Insurance	Pro-Rated	167	-	167	1,167	1,460.50	1,101	94%	2,000
Committee Meetings & Transcriptions	JUNE TRANSCRIPT	292	492.75	(201)	2,042	3,343.50	462	23%	3,500
						-	0		
<b>EQUIPMENT &amp; FURNITURE</b>									
Copy Machine - CBE	QUARTERLY	167	-	167	1,167	16.46	9	1%	2,000

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

OPERATING EXPENSES	Details	July 31, 2021			YTD Through July, 31 2021				Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	% Variance	Budget
						-	-		
						-	-		
						-	-		
<b>NETWORK SYSTEM</b>						-	-		
LAN Maintenance & off-site online backup (CBE IT)	CBE IT SUPPORT	1,050	985.00	65	7,350	6,895.00	1,970	27%	12,600
FRIEND Support	HYPERLINK	400	400.00	-	2,800	2,800.00	800	29%	4,800
Website & Data Center Hosting (Hardev)		775	775.00	-	5,425	5,425.00	1,550	29%	9,300
Email/Domain Host/Sharefile		258	10.63	248	1,808	2,728.39	140	8%	3,100
Computer (Supplies,Maintenance,Repair)		92	70.89	21	642	599.92	296	46%	1,100
<b>Computer supplies (SCE)*</b>						105.02	-		
<b>PRINTING &amp; SUPPLY</b>						-	-		
Office Printing		92	-	92	642	-	-	0%	1,100
Office Supplies		167	-	167	1,167	742.84	246	21%	2,000
						-	-		
						-	-		
<b>CONTRACT SERVICES</b>						-	-		
Auditor		667	-	667	4,667	303.00	303	6%	8,000
Attorney*	A.HAWEKOTTE 2020 SERVICE	542	2,360.00	(1,818)	3,792	2,600.00	-	0%	6,500
						-	-		
<b>GENERAL EXPENSE</b>						-	-		
Payroll Service Fees		100	93.00	7	700	651.00	186	27%	1,200
Bank fees/Checks printing	Pro-Rated	29	-	29	204	-	-	0%	350
Publications/Subscriptions/Reference	Pro-Rated	18	74.00	(56)	128	234.00	-	0%	220
Seminars & Tuition	Employees seminars	83	373.00	(290)	583	1,243.87	178	31%	1,000
Team Building	QUARTERLY	167	-	167	1,167	989.58	-	0%	2,000
Member Retirement & celebration		108	-	108	758	254.04	-	0%	1,300
<b>Total Operating Expenses</b>		85,233.67	105,215.83	(12,073.77)	596,635.67	573,968.48	150,363.18	25%	1,022,804

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


OPERATING EXPENSES		July 31, 2021			YTD Through July, 31 2021				Annual
	Details	Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	% Variance	Budget
<b>CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT</b>									
<u>COMPUTER SYSTEM</u>									
Software Purchase (& minor website mods)		167	-	167	1,167	827.00	340	29%	2,000
FRIEND modification*		2,813	-	2,813	19,688	-	19,688	100%	33,750
Website Upgrade *		417	-	417	2,917	-	2,917	100%	5,000
<u>EQUIPMENT &amp; FURNITURE</u>									
Purchases/Leases (including Copy Machine)		467	424.86	42	3,267	2,974.02	293	9%	5,600
Hardware Purchase		117	-	117	817	-	817	100%	1,400
Laptop Purchase (SCE)*			-			1,302.49			
<u>LONG TERM LIABILITY CURRENT</u>									
<b>Total Capital Investments &amp; Long Term Liabilities Current</b>		<b>3,979.17</b>	<b>424.86</b>	<b>3,554.31</b>	<b>27,854.17</b>	<b>5,103.51</b>	<b>24,053.15</b>	<b>86%</b>	<b>47,750</b>
Interest Earned/Misc Income			(0.08)			(0.53)			
Application Fee Credit Sonic Telecomm						(2,200.00)			
*TOTAL SPECIAL BILLING SCE			(7,908.39)			(53,013.25)			
<b>TOTAL</b>		<b>89,212.83</b>	<b>97,732.22</b>	<b>(8,519.47)</b>	<b>624,489.83</b>	<b>526,058.21</b>	<b>174,416.33</b>	<b>28%</b>	<b>1,070,554</b>
<b>*Special Billing Items paid by SCE separated</b>									
<b>*Items in blue are assessed equally</b>									
8/5/2021									


Delinquent Accounts  
As of 8/12/2021

**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	FORMULA 60 Days past due	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	Aug '20	Sept 30, 2020	11/29/2020	\$ 775.03	20761	12/16/20, 1/12/21,2/9/21, 3/9/21, 4/14/21, 5/11/21, 6/8/21, 7/13/21, 8/12/2021	Emailed jtodaro@motiveis.com; LACJPA@motiveis.com NOTE: Notice of Default sent on 7/13/2021 to: pb4420@att.com, MOrtiz@motiveis.com, itodaro@motiveis.com	GV/JT/G V	JT	11/11/2020
AT&T Mobility	May '21	June 30, 2021	8/29/2021	\$ 792.84	21040		Will be emailed out next month not 60 days yet		GV	8/12/2021
City of Banning	May '21	June 30, 2021	8/29/2021	\$ 749.26	21050		Will be emailed out next month not 60 days yet		GV	8/12/2021
City of Riverside	Apr '21	May 31, 2021	7/30/2021	\$ 1,046.42	21005	8/12/2021	Emailed to aparra@riversideca.gov	GV	JT	7/13/2021
Crown Castle-NG	Apr '21	May 31, 2021	7/30/2021	\$ 1,856.24	21020	8/12/2021	Emailed to JPA@crowncastle.com	GV	JT	7/13/2021
MCI Metro/ATS	Apr '21	May 31, 2021	7/30/2021	\$ 907.12	21010	8/12/2021	Emailed to matt.bergine@verizon.com; MCI_ATS_JPA@motiveis.com	GV	JT	7/13/2021
MCI Metro/ATS	May '21	June 30, 2021	8/29/2021	\$ 890.64	21041		Will be emailed out next month not 60 days yet		GV	8/12/2021
MCI Telecomm.	Apr '21	May 31, 2021	7/30/2021	\$ 749.17	21011	8/12/2021	Emailed to matt.bergine@verizon.com; MCI_ATS_JPA@motiveis.com	GV	JT	7/13/2021
MCI Telecomm.	May '21	June 30, 2021	8/29/2021	\$ 734.74	21042		Will be emailed out next month not 60 days yet		GV	8/12/2021
Time Warner-TWN	May '21	June 30, 2021	8/29/2021	\$ 464.93	21049		Will be emailed out next month not 60 days yet		GV	8/12/2021
Time Warner-TWS	Apr '21	May 31, 2021	7/30/2021	\$ 406.22	21017	8/12/2021	Email to Yesenia.Delgado@charter.com	GV	JT	7/13/2021
Time Warner-TWS	May '21	June 30, 2021	8/29/2021	\$ 398.60	21048		Will be emailed out next month not 60 days yet		GV	8/12/2021
T-Mobile	Apr '21	May 31, 2021	7/30/2021	\$ 731.03	21013	8/12/2021	Emailed to Shenderson@synergy.cc	GV	JT	7/13/2021
T-Mobile	May '21	June 30, 2021	8/29/2021	\$ 716.83	21044		Will be emailed out next month not 60 days yet		GV	8/12/2021
Sprint Comm. Co L.P. (FON)	May '21	June 30, 2021	8/29/2021	\$ 694.55	21052		Will be emailed out next month not 60 days yet		GV	8/12/2021
Verizon Wireless	Apr '21	May 31, 2021	7/30/2021	\$ 1,131.63	20995	7/29/2021	Emailed to Mortiz@motiveis.com, Spatel@motiveis.com, Jhamon@motiveis.com, marco.murillo@verizonwireless.com	AP	JT	7/13/2021
XO Comm	Apr '21	May 31, 2021	7/30/2021	\$ 775.66	21016	8/12/2021	Emailed to matt.bergine@verizon.com; mortiz@motive-energy.com	GV	JT	7/13/2021
XO Comm	May '21	June 30, 2021	8/29/2021	\$ 760.88	21047		Will be emailed out next month not 60 days yet		GV	8/12/2021

**TOTAL** **\$ 14,581.79** **Past Due notices emailed out monthly - after 60 days past due**

 = Members assessed penalty fee

 = Less than 80% but 50% or greater attendance

 = Less than 50% attendance

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE  
MEMBER BOARD MEETING ATTENDANCE  
AUG 2020 - JUL 2021**

	MBR CODE	2020 AUG	2020 SEP	2020 OCT	2020 NOV	2020 DEC	2021 JAN	2021 FEB	2021 MAR	2021 APR	2021 MAY	2021 JUNE	2021 JULY	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	Crown Castle NG West Inc. NG	1	1	1	1		1	1	1	1	1	1	1	11	100%	NG	11
7	AT&T California H / T	1	1	1	1		1	1	1	1	1	1	1	11	100%	H / T	11
8	Golden State Water SCW	1	1	1	1		1	1	1	1	1	1	1	11	100%	SCW	11
9	Time-Warner TWC	1	1	1	1		1	1	1	1	1	1	1	11	100%	TWC	11
10	City of Azusa MA	1	1	1	1		1	1	1	1	1	1	1	11	100%	MA	11
11	City of Burbank B	1	1	1	1		1	1	1	1	1	1	1	11	100%	B	11
12	City of Lompoc LLW	1	1	1	1		1	1	1	1	1	1	1	11	100%	LLW	11
13	City of Glendale A	1	1	1	1		1	1	1	1	1	1	1	11	100%	A	11
14	City of Vernon V	1	1	1	1		1	1	1	1	1	1	1	11	100%	V	11
15	City of Banning COB	1	1	1	1		1	1	1	1	1	1	1	11	100%	COB	11
16	City of Riverside J	1	0	1	1		1	1	1	1	1	1	1	10	91%	J	11
17	XO Communications NXT	1	1	1	1		0	1	1	1	1	1	1	10	91%	NXT	11
18	MCI/Metro ATS	1	1	1	1		0	1	1	1	1	1	1	10	91%	ATS	11
19	MCI Communications MCI	1	1	1	1		0	1	1	1	1	1	1	10	91%	MCI	11
20	Teleport Comm America TCA	0	1	1	1		1	1	1	1	1	0	0	8	73%	TCA	11
21	City of Anaheim D	1	1	0	1		1	1	1	1	1	0	0	8	73%	D	11
22	Sprint Communications FON	1	1	0	1		1	1	1	1	1	0	0	8	73%	FON	11
23	Sprint-Nextel SPR	1	1	0	1		1	1	1	1	1	0	0	8	73%	SPR	11
24	ExteNet Systems EXT	1	1	1	0		1	1	1	1	0	1	1	9	82%	EXT	11
25	T-Mobile, USA PBM	0	0	1	1		1	1	1	1	1	1	1	9	82%	PBM	11
26	ATC Outdoor DAS AMT	0	0	1	1		1	1	1	1	1	1	1	9	82%	AMT	11
27	Mobilitie LLC MOB	1	1	1	1		0	0	0	0	1	1	1	7	64%	MOB	11
28	Mpower/TelePacific ICG	1	0	0	0		1	1	0	1	1	1	1	7	64%	ICG	11
29	City of Pasadena MP	1	0	1	0		1	1	1	1	0	1	1	8	73%	MP	11
30	City of Colton F	0	0	0	1		1	1	0	1	1	1	0	6	55%	F	11
<b>Total</b>		<b>26</b>	<b>24</b>	<b>25</b>	<b>27</b>	<b>0</b>	<b>26</b>	<b>29</b>	<b>27</b>	<b>29</b>	<b>28</b>	<b>26</b>	<b>25</b>				

BILL NO. 3-21-615

**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 3/5/2021 In Field  By Telephone  Date Completed MAR 05 2021 No. of Pages 1 J.P. Auth No NG242727-ASG25

**COSTS and BILLING DATA**

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

UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE	APPROVED	TAXING INSTRUCTIONS	ACCOUNTING DATA
E	D. Weidner	South Bay	D. Weidner	Torrance	409389397
NG	E. Carrion	San Jose	E. Carrion	Santa Clara	ASG25

BILL NO. 615

POLE NO.	Pole Length	Year Set	Pole Treat	Record			Proposed			Item No.	LOCATION AND NATURE OF WORK If not in accordance with Joint Pole agreement and routine-state reasons.	BILL CODE	AMOUNT DUE		ACCOUNTING DIRECTIONS:
				Class	E	NG	E	NG	UTILITY E				UTILITY NG		
												TOTAL AMT	TOTAL AMT		
												AMOUNT	AMOUNT		
							16KV				E REPL EXIST 45' POLE W/ 55' CL3 WOODEN POLE FOR NG SEC 7.3, 7.5, 1.2	1			
											NG PL ANT SEC 3.15, RISERS SEC 3.4, SCE TRFR SEC 10.8	2			E CAN CHARGE SINCE IT IS FOR NG'S BENEFIT.
4318916E /	45	98	FT / CL4	100			PTD				LONGHILL DR N/S 130' E/O WARRIOR DR	3	5	1013	7.5 - PTD AT JOINT EXPENSE
											SCE TRFR ALL SCE-ASSOCIATED FACILITIED; SCE CONFIRM YR SET FOR EXIST POLE	4		885	7.3 - REPLACEMENT COST
												5			
							16KV	ANT				6			
4318916E N	55	19	FT / CL3				48 - 18 21 - 3	24 - 3			LONGHILL DR N/S 130' E/O WARRIOR DR	7	1	1777	BILL AS USUAL
										13C		8			
										2		9	5	1618	
										1		10	5	1193	
										3		11	5	4377	
										1		12	5	855	
												13			
												COL TOT	11718		

**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

Rancho Palos Verdes

E TO BILL REPLACEMENT COST/ EQUITY, PTD AND AUTHORIZED COSTS (TRANSFER COSTS) SINCE FOR NG BENEFIT

FORM 48 SENT 12/21/2020

PAGE TOTAL

Member	BVE	E	EXT	FTR	H/T	LAC	M	MCI	NG	Totals	YTD
<b>Joint JPAs Billed</b>	2	477				7	6		13	505	5563
<b>% of Joint JPAs Billed</b>	0.004	0.945	0.000	0.000	0.000	0.014	0.012	0.000	0.026	1.00	
Joint JPAs Returned	4	636		18	1	7	24		13	703	2872
Joint JPAs Held Over										0	
<b>Total Joint JPAs Received</b>	6	1113	0	18	1	14	30	0	26	1208	8435
<b>Multi JPAs Billed</b>		130	4			4	1		18	157	1009
<b>% of Multi JPAs Billed</b>	0.000	0.828	0.025	0.000	0.000	0.025	0.006	0.000	0.115	1.00	
Multi JPAs Returned		241	28	11	10	13	8	1	325	637	2504
Multi JPAs Held Over										0	
<b>Total Multi JPAs Received</b>	0	371	32	11	10	17	9	1	343	794	3513
<b>Total # JPAs Billed</b>	2	607	4	0	0	11	7	0	31	662	6572
<b>% of JPAs Billed</b>	0.003	0.917	0.006	0.000	0.000	0.017	0.011	0.000	0.047	1.00	
<b># of JPAs Returned</b>										1340	5376
<b># of Held Over JPAs</b>										0	
<b>Total JPAs received</b>	6	1484	32	29	11	31	39	1	369	2002	11948
<b>% of JPAs Billed</b>										33.07%	
<b>% of JPAs returned</b>										66.93%	
<b>% of Held Over JPAs</b>										0.00%	
Member	BVE	E	EXT	FTR	H/T	LAC	M	MCI	NG	Totals	
Poles Billed (Joint JPAs)	4	2373				9	20		26	2432	18571
Poles Returned (joint)	7	3127		144	16	11	105		59	3469	17446
Poles Held Over (joint)										0	
Poles Billed (Multi JPAs)		716	27			5	2		58	808	4793
Poles Returned (multi)		1905	352	179	308	20	54	12	3279	6109	18447
Poles Held Over (multi)										0	
<b>Total # Poles Billed</b> (Joint & Multi combined)	4	3089	27	0	0	14	22	0	84	3240	23364
<b>% of Total Poles Billed</b> (Joint & Multi combined)	0.001	0.953	0.008	0.000	0.000	0.004	0.007	0.000	0.026	1.00	
<b># of Poles Returned</b>										9578	40474
<b># of Held Over Poles (SEE BELOW)</b>										0	
<b>Total Poles received</b>	11	8121	379	323	324	45	181	12	3422	12818	63838
<b>% of Poles Billed</b>										25.28%	
<b>% of Poles returned</b>										74.72%	
<b>% of Held Over Poles (SEE BELOW)</b>										0.00%	

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

<b>SCE HELD OVERS</b>	
<b>HELD OVER JPAS</b>	6626
<b>HELD OVER POLES (APPROXIMATE)</b>	35403

SCE DID NOT PROVIDE POLE COUNT. AVERAGE NUMBER OF POLES PER JPA: 5.34 AS OF B/S 7/21

Inspections Billed SCE Only: O&M (Inspection & Pole Tags)	
<b>Inspection JPAs Billed</b>	
<b>Inspection Poles Billed</b>	

SCE's Inspections JPAs/Poles were not included in above table	SCE O&M YTD
14	105
6621	36044

Overtime Only E Only: (JOINTS)	
<b>OVERTIME E JPAs Billed</b>	
<b>OVERTIME E Poles Billed</b>	
<b>OVERTIME E JPAs Processed (Billed + Memos)</b>	
<b>OVERTIME E Poles Processed (Billed + Memos)</b>	

E's Overtime JPAs/Poles were not included in above table	E OT YTD
230	637
1088	2595
330	918
1861	4955

SCJPC Monthly Poles

***** ELECTRONIC BILLING STARTED IN MAY 2020 *****							
Bill of Sale Month	Poles Billed	Poles Returned	Total Poles Processed	Number of JPAs BILLED	Held-Over Poles	Additional work Hrs	NOTES
			(Billed + Returned)				
May-20	2160	3749	5909	636	799	0	6708 = 680 (from Apr-20) + 5909 First month of billing on Excel files/electronic No Overtime
	(26.44% Multi)						
Jun-20	2459	4488	6947	822	1335	0	8282 = 799 (from May-20) + 7483 No Overtime
	(10.49% Multi)						
Jul-20	2235	4714	6949	938	0	0	6949 = 1335 (from Jun-20) + 5614 NO BACKLOG/HELD OVER POLES, NO OT
	(8.99% Multi)						
Aug-20	905	6876	7781	388	4096 JPAs Or approx. 20205 Poles See member activity for more details	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 <i>Unusually high</i>	11061	1149	1116 JPAs Or approx. 5184 Poles See member activity for more details	0	A lot of JPAs not billable - automatic return due to Form 48 violation
	(5.01% Multi)						
Oct-20 Regular time	4010	6138	10148 <i>(see notes)</i>	999	3338 JPAs or approx. 15640 Poles See member activity for more details		<i>Poles count included: Steel Stubbed JPAs &amp; Correction of Records for INSPECTIONS JPAs</i>
	(0.09% Multi) High 2-party JPA volume						
Oct-20 OT	492	220	712	149		54	2-PARTY ONLY. BILLED TO EDISON
Nov-20 Regular time	3522	4624	8146 <i>(33% Multi)</i>	1094	4918 SCE JPAs or approx. 22900 Poles See member activity for more details		
	(486 Multi included)						
Nov-20 OT	753	426	1179	287		92	2-PARTY ONLY. BILLED TO EDISON
Dec-20 Regular time	2841	4917	7758 <i>(35% Multi)</i>	918	6670 SCE JPAs or approx. 31083 Poles See member activity for more details		
	(487 Multi included)						
Dec-20 OT	1143	605	1748	442		125.75	2-PARTY ONLY. BILLED TO EDISON
Jan-21 Regular time	3333	2778	6111 <i>(22% Multi)</i>	1239 <i>The highest</i>	4573 SCE JPAs or approx. 16371 Poles See member activity for more details		More JPAs billable (no errors), took longer to process billable JPAs.
	(282 Multi included)						
Jan-21 OT	1289	892	2181	465		153.25	2-PARTY ONLY. BILLED TO EDISON
Feb-21 Regular time	2832	5581	8413 <i>(48% Multi)</i>	904	7742 SCE JPAs or approx. 33982 poles. See member activity for more details.		<i>66% of poles returned</i>
	(502 Multi included)						
Feb-21 OT	598	393	991	195		69	2-PARTY ONLY. BILLED TO EDISON
Mar-21 Regular time	3602	4436	8038 <i>(43% Multi)</i>	1103	7439 SCE JPAs or approx. 33301 poles. See member activity for more details.		
	(958 Multi included)						
Mar-21 OT	1234	1012	2246	334		152.25	2-PARTY ONLY. BILLED TO EDISON
Apr-21 Regular time	3418	6300	9718 <i>(41% Multi)</i>	910	6062 SCE JPAs or approx. 28990 poles. See member activity for more details.		<i>65% of poles returned</i>
	(704 Multi included)						
Apr-21 OT	1354	946	2300	408		167.75	2-PARTY ONLY. BILLED TO EDISON
May-21 Regular time	3059	6216	9275 <i>(45% Multi)</i>	774	6380 SCE JPAs or approx. 31992 poles. See member activity for more details.		<i>67% of poles returned</i>
	(847 Multi included)						
May-21 OT	716	694	1410	205		94.5	2-PARTY ONLY. BILLED TO EDISON (49% return)
Jun-21 Regular time	3880	5585	9465 <i>42% Multi</i>	980	7267 SCE JPAs or approx. 37278 poles. See member activity for more details.		<i>59% of poles returned</i>
	692 Multi included						
Jun-21 OT	791	893	1684	202		104.25	2-PARTY ONLY. BILLED TO EDISON (53% return)
Jul-21 Regular time	3240	9578	12818 <i>54% Multi</i>	662	SCE JPAs or approx. poles. See member activity for more details.		<i>75% of poles returned - unusually high</i>
	808 Multi included						
Jul-21 OT	1088	773	1861	230		139.5	2-PARTY ONLY. BILLED TO EDISON (42% return)
						1152.25	

Average OT hrs per month: 115.23

Months:  
10

## POLES PROCESSED WITHOUT OVERTIME

BILL OF SALE	BILLED JOINT	RETURNED JOINT	BILLED MULTI	RETURNED MULTI	TOTAL PROCESSED POLES	Multi Poles % Processed	NOTES
Jun-2019	2641	1327	1062	1412	6442	38%	PAPER / PRECOVID
Jul-2019	2447	1166	1329	1320	6262	42%	PAPER / PRECOVID
Aug-2019	2608	1273	1185	1667	6733	42%	PAPER / PRECOVID
Sep-2019	2608	1410	1393	1579	6990	43%	PAPER / PRECOVID
Oct-2019	2439	1595	1076	1129	6239	35%	PAPER / PRECOVID
Nov-2019	1808	1200	966	1938	5912	49%	PAPER / PRECOVID
Dec-2019	1967	1182	459	1581	5189	39%	PAPER / PRECOVID
Jan-2020	2794	1145	942	1287	6168	36%	PAPER / PRECOVID
Feb-2020	2208	1483	1048	2533	7272	49%	PAPER / PRECOVID
Mar-2020	1813	1971	122	1863	5769	34%	PAPER-COVID (CLOSED EARLY)
Apr-2020	2099	699	1068	2016	5882	52%	COVID (HALF PAPER-HALF ELECTRONIC)
May-2020	1589	2346	571	1403	5909	33%	FULL ELECTRONIC
Jun-2020	2201	3278	258	1210	6947	21%	ELECTRONIC
Jul-2020	2034	2707	201	2007	6949	32%	ELECTRONIC
Aug-2020	717	3499	188	3377	7781	46%	ELECTRONIC
Sep-2020	2541	6238	134	2148	11061	21%	ELECTRONIC (high return rate of F48 Violation)
Oct-2020	3658	3446	352	2692	10148	30%	ELECTRONIC (Steel Stubbed JPAs & Corrections of Records INSP JPAs)
Nov-2020	3036	2386	486	2238	8146	33%	ELECTRONIC
Dec-2020	2354	2587	487	2330	7758	36%	ELECTRONIC
Jan-2021	3051	1692	282	1086	6111	22%	ELECTRONIC (Billed JPA the highest 1239)
Feb-2021	2330	2086	502	3495	8413	48%	ELECTRONIC
Mar-2021	2644	1956	958	2480	8038	43%	ELECTRONIC
Apr-2021	2714	3062	704	3238	9718	41%	ELECTRONIC
May-2021	2212	2853	847	3363	9275	45%	ELECTRONIC
Jun-2021	3188	2328	692	3257	9465	42%	ELECTRONIC
Jul-2021	2432	3469	808	6109	12818	54%	ELECTRONIC

AVERAGE POLES PROCESSED MONTHLY ON PAPER - PRECOVID	<b>6356.33</b>	June 2019 - February 2020
POLES PROCESSED ON PAPER - COVID	5769.00	March 2020 (closed early)
POLES PROCESSED ON PAPER AND ELECTRONIC - COVID	5882.00	April 2020 (started WFH paper & electronic)
AVERAGE POLES PROCESSED MONTHLY ELECTRONIC (WFH)	8569.13	May 2020 to May 2021
<b>BASELINE</b>	<b>7577.00</b>	<b>May 2020 to April 2021, excluded Sep 2020 &amp; Oct 2020</b>
AVERAGE POLES PROCESSED MONTHLY ELECTRONIC (WFH)	<b>8451.58</b>	<b>June 2020 to July 2021, excluded Sep 2020 &amp; Oct 2020</b> (12 months rolling)



**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE  
INITIAL MEMBERSHIP FEE  
DECEMBER 31, 2020**

**OPERATING FUND**                      **\$ 5,378.91**

**TOTALS TAKEN FROM BALANCE SHEET & STATEMENT OF ASSESSMENTS, OPERATING EXPENSES, AND CAPITAL INVESTMENTS AS OF 12/31/20**

**PENSION**  
 CONTRIBUTION    \$ 53,557.05  
 IND. ARRANGE.    \$ -  
 FEE                    \$ -  
 TOTAL                \$ 53,557.05

DIVIDED BY  
 30 MEMBERS    **\$ 1,785.24**

TOTAL FURNITURE,  
 FIX., EQUIP. & SOFTWARE            **\$ 92,349.00**

DIVIDED BY 30 MEMBERS            **\$ 3,078.30**

**INTELLECTUAL PROPERTY\***

- \*ALLOWS THE FOLLOWING BENEFITS:**  
 ACCESS TO 1.2 MILLION POLE RECORD DATABASE  
 ACCESS TO ROUTINE HANDBOOK  
 ACCESS TO SCJPC WEB SITE  
 BILLING SERVICES  
 ABILITY TO PARTICIPATE IN MONTHLY MEETINGS

Members to decide this amount    **\$ 50,000.00**

OPERATING FUND	\$ 5,378.91
FURNITURE, FIXTURES, & EQUIPMENT	\$ 3,078.30
PENSION	\$ 1,785.24
INTELLECTUAL PROPERTY	\$ 50,000.00
<b>TOTAL MEMBERSHIP FEE</b>	<b>\$ 60,242.44</b>

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE  
CALCUATIONS FOR 2020 INITIAL MEMBERSHIP FEE  
AS OF DECEMBER 31, 2020**

FURNITURE & FIXTURES	\$ 61,199.00
COMPUTER SOFTWARE	\$ 154,029.00
ACCUMULATED DEPRECIATION	\$ (122,879.00)
	<hr/>
NET PROPERTY AND EQUIPMENT	<u>\$ 92,349.00</u>
UNRESTRICTED NET ASSETS	<u>\$ 253,716.17</u>
NON PROPERTY - OPERATING FUND	<u>\$ 161,367.17</u>
MEMBERS AT DECEMBER 31, 2020	<u>30.00</u>
OPERATING FUND PER MEMBER	<u><b>\$ 5,378.91</b></u>

## Southern California Joint Pole Committee

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

September 15, 2021

A regular meeting of the **Operating Committee** took place on the above date, at 11:20 a.m., via teleconference:

Those in attendance were:

Mr. Lex Treepaisan	Frontier Communications
Mr. John Bacon	City of Los Angeles
Ms. Valerie Mitwasi	Southern California Edison
Mr. Wayne Brown	Southern California Edison
Ms. April DeBarge	Southern California Edison
Ms. Camile Bowie	Southern California Edison
Ms. Cory Crawford	AT&T California
Ms. Kay Black	AT&T California
Ms. Tara Andrews	AT&T California
Mr. Barry Consulter	AT&T California
Mr. Ben Coffey	City of Banning
Mr. Richard Soriano	City of Banning
Mr. Victor Cortez Jasso	City of Banning
Ms. Alyssa Aguilar	City of Colton
Ms. Amanda Lindgren	City of Glendale
Ms. Lynne LaFrenais	Bear Valley Electric Service, Inc.
Mr. Jeremy Harmon	Verizon Wireless
Mr. Earle Carrion	Crown Castle NG West Inc.
Ms. Aarize Dizon	Crown Castle NG West Inc.
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Mr. Mark Denning	M-Power Communications
Ms. Maria Ortiz	XO Communication/MCI Metro ATS/MCI Telecommunications
Ms. Yesenia Delgado	Time-Warner Cable
Mr. Jim Todaro	AT&T Mobility
Ms. Yvonne Johnson	Teleport Communications America
Ms. Shawn Henderson	T-Mobile USA
Ms. Linda Mclean	Extenet Systems
Ms. Heidi Seropian	Extenet Systems
Mr. Nick Van Stryk	City of Vernon (Petrelli Electric)
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Chairperson, Mr. Treepaisan called the meeting to order at 11:20 a.m. by addressing the first item on the agenda, the review of the **prior meeting minutes**.

There were no questions or comments.

The second agenda item is the review of the **August 2021 Operating expense sheet**.

There were no questions or comments.

The third agenda item is the **Accounts Receivable**. Ms. Pranata reported that MCI/Metro ATS, MCI Telecommunications, and XO Communications replied to Ms. Pranata's inquires. They provided screenshots to show the checks did go out. However, Ms. Pranata stated they may be lost in the mail. Ms. Pranata is in communication with them regarding the past due invoices. Mr. Treepaisan inquired if those were the only outstanding invoices. Ms. Pranata replied all members on the *Accounts Receivable* list, that Ms. Pranata had displayed on the screen, have outstanding invoices.

Ms. Pranata inquired if T-Mobile has an update on their past due. Ms. Henderson replied she will follow up with T-Mobile's accounting department and will email Ms. Pranata a status.

Ms. Crawford stated two meetings ago she asked to be engaged on the AT&T Mobility invoices and if Ms. Pranata was still experiencing trouble getting invoices paid that Ms. Crawford would look into. Ms. Pranata explained the one that was past due and discussed last month was paid. The current AT&T Mobility invoice on the *Accounts Receivable* list is not past due yet. However, it will be past due September 29, 2021. Ms. Crawford stated that she wants to make sure that any AT&T and/or its affiliates do not go delinquent. Ms. Crawford added for the members that represent those companies to please take Ms. Cory Crawford's name down and reach out to her if they need assistance getting invoices processed.

There were no questions or comments.

The fourth agenda item on the agenda is **Member Board Attendance**. Ms. Pranata reported per the last Operating Meeting, City of Colton was excused by the Operating Committee due to a power outage. Therefore, they were not charged the attendance penalty fee. Mr. Treepaisan inquired if that has to be added to the list to memorialize power outage being an acceptable excuse for nonattendance and does it need to go to a vote or can the Operating approve. Mr. Treepaisan inquired is that under Natural. Ms. Crawford stated no, it is not under natural disaster and that one can go to another location. Ms. Crawford then inquired if the committee voted and decided to approve it or was it just an approval excuse because someone believed it fell under one of the excuses. Mr. Treepaisan explained it was a huge power outage and the whole City of Colton was out of power. The committee allowed that as an exception because it seemed like a valid reason if the whole power grid was out. Mr. Harmon stated he was in support of it. Mr. Treepaisan stated members can put something together; however, he is unsure if it needs to be voted on. Ms. Pranata read the notes from the bottom of the Exceptions list. *Policy Changes based on the needs of the SCJPC these requirements can be modified by the Operating Committee when deemed necessary*. Ms. Pranata added the Operating Committee has the power to add an exception. Mr. Treepaisan inquired what are the steps and/or processes that the members are to do to go about this and if an item number needs to be created. Ms. Pranata stated that Mr. Treepaisan can suggest changes and it can be discussed at the next Operating Committee meeting. Mr. Treepaisan stated he will put some verbiage

together for discussion.

There were no further questions or comments.

The fifth agenda item for discussion is **Billing Standardization of Procedures and Minutes**. Ms. Allen reported she had a staff meeting on August 24, 2021. Discussed was the billing of PTD with SOP again. Ms. Allen informed billers that now only items 83A/B and 5C cannot be charged with a SOP. Item 20 can be charged and if on the JPA do not return and bill as is. Form 7 request to pull JPAs was moved up on day. Ms. Allen reminded the staff existing anchors do not need year set and new/existing arms do not need a year set as well. Billers are not to return requesting one.

There were no questions or comments.

The sixth item on the agenda is **JPA Member Activity**.

- Please contact SCJPC (Ms. Pranata) if other members would like to meet with the SCJPC to discuss memos.

Ms. Pranata stated like she has said in the past if any members would like to meet with the SCJPC office to discuss memos or errors please contact Ms. Pranata and she will set up a meeting.

Ms. Pranata then stated the majority of the memos returned to Edison were from their backlog dated July 2020 and forward. A lot of 18.1F JPAs submitted by Edison were processed as well. Once the staff gets through those previously submitted JPAs Edison should have less memos.

Ms. Pranata added that SCJPC is communicating with Edison regularly regarding different situations. SCJPC and Edison are working together to get more JPAs billed.

There were no questions or comments.

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

SCJPC Work update:

- AVERAGE POLES PROCESSED MONTHLY ELECTRONIC (WFH)  
8748.08 - July 2020 to August 2021, excluded Sep 2020 & Oct 2020  
(12 months rolling)
- Will prioritize SCE & AT&T CA JPAs starting October 2021 bill of sale.

Ms. Pranata displayed the *SCJPC Monthly Poles* sheet. 197.5 hours of overtime were worked in August 2021 and billed to Edison. The average poles processed without overtime was 8748 from July 2020 to August 2021, excluding Sep 2020 & Oct 2020. Ms. Pranata stated SCJPC had a meeting with Edison and that starting October bill of sale the SCJPC office will be focusing on JPAs that Edison has submitted that involve AT&T California (HLA, HSO, and T). Per their request, the office will be working on these JPAs first on regular and overtime

hours prior to the AT&T California deadline. Which is usually the 20<sup>th</sup> of the month unless there is a holiday, or the 20<sup>th</sup> falls on a weekend. After the AT&T California deadline the office will continue to process other Edison submitted JPAs first come first serve.

There were no questions or comments.

### Billing Errors/Questions

*There were none.*

### Item 1774: Review of Sick/Vacation Time and Pension Distribution – (C.Crawford AT&T California)

This item remains on hold until October 2021.

### Membership Application Fee (need to discuss before accepting Sonic as a member)

- Review fee calculation from CPA/Auditor.
- Operating Committee to decide the amount for Intellectual Property Element line item.
- From: CPA: At 12.31.09 computer software included a lot of costs of software in progress for software that eventually was written off when the members decided after that date that it would not be used. (ipam, opcats, dbnt, etc).
- CPA suggested using 1.77% from consumer price index. \$50,000 x 1.2124 for Intellectual Property Element.
- Action items from last meeting: Ms. Pranata to contact and consult with the attorney to verify the justification of intellectual property if inflation is needed.
- Attorney has family emergency and backlog.

Ms. Pranata opened and stated she reached out to the attorney three times. The attorney informed Ms. Pranata she has a back log and a family emergency and will not be able to respond at this time. Ms. Pranata also reached out to the CPA. If the committee wants to increase the intellectual property element, he suggested to use 1.77% from consumer price index.  $1.77\% \times 12 \text{ years} = 21.24\%$ .

After some discussion it was decided to be fair to the last members the value of the Membership Application Fee would remain the same. Item: 1780 Review of Membership Application Fee was created for further discussion on this topic.

There were no further questions on comments.

### MISC

### Ms. Pranata's performance evaluation

Mr. Treepaisan stated he neglected to give Ms. Pranata her performance evaluation. Mr. Treepaisan stated not understanding the process he is going to have to conduct an off-cycle meeting with the Operating Committee to go over Ms. Pranata's performance. Mr. Treepaisan is unsure of the other member's schedules; however, he plans to send an email out after the meeting to schedule a time between Friday, September 17, 2021 through the following Friday, September 24, 2021.

There were no questions or comments.

**Review of Action Items:**

- Mr. Treepaisan to put verbiage together regarding power outage as an excused or an exception for attendance.
- Item: 1780 Review of Membership Application Fee was created.
- Members to brainstorm ideas on methodology on new member fees.

The meeting adjourned at 11:53 a.m. until October 20, 2021.

Ms. Kathleen Allen – Committee Transcriber

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

OPERATING EXPENSES	Details	August 31, 2021			YTD Through August, 31 2021				Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	% Variance	Budget
<b>EMPLOYEE EXPENSE</b>									
Salaries		52,787	<b>43,697.28</b>	9,090	422,299	<b>363,337.22</b>	93,183	22%	633,448
Regular	<b>41,477.28</b>					-	0		
Contract Labor	<b>2,220.00</b>					-	-		
<b>OT &amp; Contract Labor (SCE)*</b>			<b>7,658.72</b>			<b>52,045.84</b>	-		
Insurance		6,667	<b>6,398.34</b>	268	53,333	<b>51,589.92</b>	12,797	24%	80,000
Health/Dental	<b>6,398.34</b>					-	-		
Life (quarterly)						-	-		
Payroll Taxes		4,487	<b>3,066.38</b>	1,421	35,895	<b>25,574.88</b>	7,914	22%	53,843
<b>Payroll Taxes (SCE)*</b>			<b>585.86</b>			<b>4,493.98</b>			
Workers Compensation		250	<b>240.50</b>	10	2,000	<b>1,521.00</b>	469	23%	3,000
Miscellaneous expenses/ Travel mileage reimbursement		100	-	100	800	<b>78.99</b>	49	6%	1,200
Telecommuting Reimbursement			-			<b>1,228.00</b>	-		
<b>PENSION EXPENSE</b>									
Contribution-SEP IRA		5,543	<b>4,355.12</b>	1,188	44,342	<b>35,823.60</b>	8,699	20%	66,513
<b>Contribution-SEP IRA (SCE)*</b>			<b>804.16</b>			<b>4,114.66</b>	-		
<b>MONTHLY RECURRING</b>									
Rent		9,175	<b>9,437.19</b>	(262)	73,400	<b>73,262.34</b>	18,129	25%	110,100
Alarm System	<b>Quarterly</b>	50	<b>149.97</b>	(100)	400	<b>299.94</b>	-	0%	600
Telephone (Frontier+Jive) Plus Cell phones		829	<b>857.22</b>	(28)	6,633	<b>6,859.63</b>	1,703	26%	9,950
Cisco WebEx Plan		90	<b>69.00</b>	21	720	<b>552.00</b>	138	19%	1,080
Postage & Shipping		83	<b>15.65</b>	68	667	<b>129.75</b>	42	6%	1,000
Business/Property Insurance	<b>Pro-Rated</b>	167	-	167	1,333	<b>1,460.50</b>	1,101	83%	2,000
Committee Meetings & Transcriptions	JULY AND AUGUST TRANSCRIPT	292	<b>652.50</b>	(361)	2,333	<b>3,996.00</b>	462	20%	3,500
						-	0		
<b>EQUIPMENT &amp; FURNITURE</b>									
Copy Machine - CBE	QUARTERLY	167	<b>22.40</b>	144	1,333	<b>38.86</b>	9	1%	2,000
						-	-		

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

OPERATING EXPENSES	Details	August 31, 2021			YTD Through August, 31 2021				Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	% Variance	Budget
						-	-		
						-	-		
						-	-		
<b>NETWORK SYSTEM</b>									
LAN Maintenance & off-site online backup (CBE IT)	CBE IT SUPPORT	1,050	985.00	65	8,400	7,880.00	1,970	23%	12,600
FRIEND Support	HYPERLINK	400	400.00	-	3,200	3,200.00	800	25%	4,800
Website & Data Center Hosting (Hardev)		775	775.00	-	6,200	6,200.00	1,550	25%	9,300
Email/Domain Host/Sharefile	SHAREFILE JULY AND AUGUST	258	110.00	148	2,067	2,838.39	140	7%	3,100
Computer (Supplies, Maintenance, Repair)	LAPTOP HARDRIVE REPLACEMENT	92	584.01	(492)	733	1,183.93	296	40%	1,100
<b>Computer supplies (SCE)*</b>						105.02	-		
<b>PRINTING &amp; SUPPLY</b>									
Office Printing		92	-	92	733	-	-	0%	1,100
Office Supplies		167	-	167	1,333	742.84	246	18%	2,000
						-	-		
						-	-		
						-	-		
<b>CONTRACT SERVICES</b>									
CPA/Auditor	REVIEW SONIC FINANCIALS	667	771.00	(104)	5,333	1,074.00	303	6%	8,000
Attorney*	SCOTT & WHITEHEAD ATTORNEY	542	1,632.00	(1,090)	4,333	4,232.00	-	0%	6,500
						-	-		
<b>GENERAL EXPENSE</b>									
Payroll Service Fees		100	93.00	7	800	744.00	186	23%	1,200
Bank fees/Checks printing	Pro-Rated	29	-	29	233	-	-	0%	350
Publications/Subscriptions/Reference	Pro-Rated	18	40.00	(22)	147	274.00	-	0%	220
Seminars & Tuition		83	-	83	667	1,243.87	178	27%	1,000
Team Building	QUARTERLY	167	-	167	1,333	989.58	-	0%	2,000
Member Retirement & celebration		108	-	108	867	254.04	-	0%	1,300
<b>Total Operating Expenses</b>		85,233.67	83,400.30	10,882.11	681,869.33	657,368.78	150,363.18	22%	1,022,804

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

OPERATING EXPENSES	Details	August 31, 2021			YTD Through August, 31 2021			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
<b>CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT</b>									
<u>COMPUTER SYSTEM</u>									
Software Purchase (& minor website mods)		167	-	167	1,333	827.00	506	38%	2,000
FRIEND modification*		2,813	-	2,813	22,500	-	22,500	100%	33,750
Website Upgrade *		417	-	417	3,333	-	3,333	100%	5,000
<u>EQUIPMENT &amp; FURNITURE</u>									
Purchases/Leases (including Copy Machine)		467	424.84	42	3,733	3,398.86	334	9%	5,600
Hardware Purchase		117	-	117	933	-	933	100%	1,400
Laptop Purchase (SCE)*			-			1,302.49			
<u>LONG TERM LIABILITY CURRENT</u>									
<b>Total Capital Investments &amp; Long Term Liabilities Current</b>		<b>3,979.17</b>	<b>424.84</b>	<b>3,554.33</b>	<b>31,833.33</b>	<b>5,528.35</b>	<b>27,607.47</b>	<b>87%</b>	<b>47,750</b>
Interest Earned/Misc Income			(0.08)			(0.61)			
Application Fee Credit Sonic Telecomm						(2,200.00)			
*TOTAL SPECIAL BILLING SCE			(9,048.74)			(62,061.99)			
<b>TOTAL</b>		<b>89,212.83</b>	<b>74,776.32</b>	<b>14,436.43</b>	<b>713,702.67</b>	<b>600,834.53</b>	<b>177,970.65</b>	<b>25%</b>	<b>1,070,554</b>
<b>*Special Billing Items paid by SCE separated</b>									
<b>*Items in blue are assessed equally</b>									
9/7/2021									

Delinquent Accounts  
As of 9/8/2021

**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	FORMULA 60 Days past due	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	Jun '21	July 31, 2021	9/29/2021	\$ 870.81	21071		Will email next month not 60 days yet		GV	9/7/2021
City of Banning	May '21	June 30, 2021	8/29/2021	\$ 749.26	21050	9/7/2021	Emailed JPABilling@banningca.gov	GV	GV	8/12/2021
City of Banning	Jun '21	July 31, 2021	9/29/2021	\$ 825.37	21081		Will email next month not 60 days yet		GV	9/7/2021
Exnet Systems	Jun '21	July 31, 2021	9/29/2021	\$ 769.84	21085		Will email next month not 60 days yet		GV	9/7/2021
MCI Metro/ATS	Apr '21	May 31, 2021	7/30/2021	\$ 907.12	21010	8/12/2021,9/7/2021	Emailed to matt.bergine@verizon.com; MCI_ATS_JPA@motiveis.com	GV	JT	7/13/2021
MCI Metro/ATS	Jun '21	July 31, 2021	9/29/2021	\$ 972.78	21072		Will email next month not 60 days yet		GV	9/7/2021
MCI Telecomm.	Apr '21	May 31, 2021	7/30/2021	\$ 749.17	21011	8/12/2021,9/7/2021	Emailed to matt.bergine@verizon.com; MCI_ATS_JPA@motiveis.com	GV	JT	7/13/2021
MCI Telecomm.	Jun '21	July 31, 2021	9/29/2021	\$ 810.23	21073		Will email next month not 60 days yet		GV	9/7/2021
Teleport Comm. America	Jun '21	July 31, 2021	9/29/2021	\$ 1,041.11	21058		Will email next month not 60 days yet		GV	9/7/2021
T-Mobile	Apr '21	May 31, 2021	7/30/2021	\$ 731.03	21013	8/12/2021,9/7/2021	Emailed to Shenderson@synergy.cc	GV	JT	7/13/2021
T-Mobile	May '21	June 30, 2021	8/29/2021	\$ 716.83	21044	9/7/2021	Emailed to Shenderson@synergy.cc	GV	GV	8/12/2021
T-Mobile	Jun '21	July 31, 2021	9/29/2021	\$ 791.55	21075		Will email next month not 60 days yet		GV	9/7/2021
Sprint Comm. Co L.P. (FON)	May '21	June 30, 2021	8/29/2021	\$ 694.55	21052	9/7/2021	Emailed to ERELeaseAdministration@sprint.com & FONJPA@motiveis.com	GV	GV	8/12/2021
Sprint Comm. Co L.P. (FON)	Jun '21	July 31, 2021	9/29/2021	\$ 768.33	21083		Will email next month not 60 days yet		GV	9/7/2021
Sprint Nextel Corp.	Jun '21	July 31, 2021	9/29/2021	\$ 797.61	21068		Will email next month not 60 days yet		GV	9/7/2021
Verizon Wireless	Apr '21	May 31, 2021	7/30/2021	\$ 1,131.63	20995	7/29/2021, 9/7/2021	Emailed to Mortiz@motiveis.com, Spatel@motiveis.com, Jharmon@motiveis.com, marco.murillo@verizonwireless.com	AP,GV	JT	7/13/2021
Verizon Wireless	Jun '21	July 31, 2021	9/29/2021	\$ 1,203.90	21057		Will email next month not 60 days yet		GV	9/7/2021
XO Comm	Apr '21	May 31, 2021	7/30/2021	\$ 775.66	21016	8/12/2021,9/7/2020	Emailed to matt.bergine@verizon.com; mortiz@motive-energy.com;	GV	JT	7/12/2021
XO Comm	Jun '21	July 31, 2021	9/29/2021	\$ 837.49	21078		Will email next month not 60 days yet		GV	9/7/2021

**TOTAL** **\$ 15,273.46** **Past Due notices emailed out monthly - after 60 days past due**

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

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE  
MEMBER BOARD MEETING ATTENDANCE  
SEP 2020 - AUG 2021**

		MBR CODE	2020 SEP	2020 OCT	2020 NOV	2020 DEC	2021 JAN	2021 FEB	2021 MAR	2021 APR	2021 MAY	2021 JUNE	2021 JULY	2021 AUG	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	Crown Castle NG West Inc.	NG	1	1	1		1	1	1	1	1	1	1	1	11	100%	NG	11
7	AT&T California	H / T	1	1	1		1	1	1	1	1	1	1	1	11	100%	H / T	11
8	Golden State Water	SCW	1	1	1		1	1	1	1	1	1	1	1	11	100%	SCW	11
9	Time-Warner	TWC	1	1	1		1	1	1	1	1	1	1	1	11	100%	TWC	11
10	City of Azusa	MA	1	1	1		1	1	1	1	1	1	1	1	11	100%	MA	11
11	City of Burbank	B	1	1	1		1	1	1	1	1	1	1	1	11	100%	B	11
12	City of Lompoc	LLW	1	1	1		1	1	1	1	1	1	1	1	11	100%	LLW	11
13	City of Glendale	A	1	1	1		1	1	1	1	1	1	1	1	11	100%	A	11
14	City of Vernon	V	1	1	1		1	1	1	1	1	1	1	1	11	100%	V	11
15	City of Banning	COB	1	1	1		1	1	1	1	1	1	1	1	11	100%	COB	11
16	City of Riverside	J	0	1	1		1	1	1	1	1	1	1	1	10	91%	J	11
17	XO Communications	NXT	1	1	1		0	1	1	1	1	1	1	1	10	91%	NXT	11
18	MCI/Metro	ATS	1	1	1		0	1	1	1	1	1	1	1	10	91%	ATS	11
19	MCI Communications	MCI	1	1	1		0	1	1	1	1	1	1	1	10	91%	MCI	11
20	Teleport Comm America	TCA	1	1	1		1	1	1	1	1	0	0	1	9	82%	TCA	11
21	City of Anaheim	D	1	0	1		1	1	1	1	1	0	0	1	8	73%	D	11
22	Sprint Communications	FON	1	0	1		1	1	1	1	1	0	0	1	8	73%	FON	11
23	Sprint-Nextel	SPR	1	0	1		1	1	1	1	1	0	0	1	8	73%	SPR	11
24	ExteNet Systems	EXT	1	1	0		1	1	1	1	0	1	1	1	9	82%	EXT	11
25	T-Mobile, USA	PBM	0	1	1		1	1	1	1	1	1	1	1	10	91%	PBM	11
26	ATC Outdoor DAS	AMT	0	1	1		1	1	1	1	1	1	1	1	10	91%	AMT	11
27	Mobilite LLC	MOB	1	1	1		0	0	0	0	1	1	1	1	7	64%	MOB	11
28	Mpower/TelePacific	ICG	0	0	0		1	1	0	1	1	1	1	1	7	64%	ICG	11
29	City of Pasadena	MP	0	1	0		1	1	1	1	0	1	1	1	8	73%	MP	11
30	City of Colton	F	0	0	1		1	1	0	1	1	1	0	0	6	60%	F	10
<b>Total</b>			<b>24</b>	<b>25</b>	<b>27</b>	<b>0</b>	<b>26</b>	<b>29</b>	<b>27</b>	<b>29</b>	<b>28</b>	<b>26</b>	<b>25</b>	<b>29</b>				

Member	ATC	ATS	B	BVE	E	EXT	FTR	H/T	LAC	LLW	M	MCI	NG	NXT	TWC	Totals	YTD
<b>Joint JPAs Billed</b>				8	855	1	13	1	1	1			27			<b>907</b>	<b>6470</b>
<b>% of Joint JPAs Billed</b>	0.000	0.000	0.000	0.009	0.943	0.001	0.014	0.001	0.001	0.001	0.000	0.000	0.030	0.000	0.000	1.00	
Joint JPAs Returned			10	14	294	2	12	2	2				17			353	<b>3225</b>
Joint JPAs Held Over																0	
<b>Total Joint JPAs Received</b>	0	0	10	22	1149	3	25	3	3	1	0	0	44	0	0	<b>1260</b>	
<b>Multi JPAs Billed</b>					92	6	1		1				26			<b>126</b>	<b>1135</b>
<b>% of Multi JPAs Billed</b>	0.000	0.000	0.000	0.000	0.730	0.048	0.008	0.000	0.008	0.000	0.000	0.000	0.206	0.000	0.000	1.00	
Multi JPAs Returned	3	21	2		125	25	13	41	3		1	7	262	1	2	506	<b>3010</b>
Multi JPAs Held Over																0	
<b>Total Multi JPAs Received</b>	3	21	2	0	217	31	14	41	4	0	1	7	288	1	2	<b>632</b>	<b>4145</b>
<b>Total # JPAs Billed</b>	0	0	0	8	947	7	14	1	2	1	0	0	53	0	0	<b>1033</b>	<b>7605</b>
<b>% of JPAs Billed</b>	0.000	0.000	0.000	0.008	0.917	0.007	0.014	0.001	0.002	0.001	0.000	0.000	0.051	0.000	0.000	1.00	
<b># of JPAs Returned</b>																<b>859</b>	<b>6235</b>
<b># of Held Over JPAs</b>																<b>0</b>	
<b>Total JPAs received</b>	3	21	12	22	1366	34	39	44	7	1	1	7	332	1	2	<b>1892</b>	<b>13840</b>
<b>% of JPAs Billed</b>																<b>54.60%</b>	
<b>% of JPAs returned</b>																<b>45.40%</b>	
<b>% of Held Over JPAs</b>																<b>0.00%</b>	
Member	ATC	ATS	B	BVE	E	EXT	FTR	H/T	LAC	LLW	M	MCI	NG	NXT	TWC	Totals	
Poles Billed (Joint JPAs)				17	2369	3	57	2	1	2			51			2502	<b>21073</b>
Poles Returned (joint)			20	57	1470	19	93	2	4				54			1719	<b>19165</b>
Poles Held Over (joint)																0	
Poles Billed (Multi JPAs)					298	33	1		1				61			394	<b>5187</b>
Poles Returned (multi)	23	379	4		841	346	135	894	5		2	124	3114	4	19	5890	<b>24337</b>
Poles Held Over (multi)																0	
<b>Total # Poles Billed</b> (Joint & Multi combined)	0	0	0	17	2667	36	58	2	2	2	0	0	112	0	0	<b>2896</b>	<b>26260</b>
<b>% of Total Poles Billed</b> (Joint & Multi combined)	0.000	0.000	0.000	0.006	0.921	0.012	0.020	0.001	0.001	0.001	0.000	0.000	0.039	0.000	0.000	1.00	
<b># of Poles Returned</b>																<b>7609</b>	<b>48083</b>
<b># of Held Over Poles</b>																<b>0</b>	
<b>Total Poles received</b>	23	379	24	74	4978	401	286	898	11	2	2	124	3280	4	19	<b>10505</b>	<b>74343</b>
<b>% of Poles Billed</b>																<b>27.57%</b>	
<b>% of Poles returned</b>																<b>72.43%</b>	
<b>% of Held Over Poles</b>																<b>0.00%</b>	

"Note: Held Over Poles include E and E submitted 18.1F's and will be billed first at the next Bill of Sale"

<b>SCE HELD OVERS</b> (include E & E submitted 18.1F JPAs)	
<b>HELD OVER JPAS</b>	<b>6078</b>
<b>HELD OVER POLES</b>	<b>25873</b>

Inspections Billed SCE Only: O&M (Inspection & Pole Tags)	
<b>Inspection JPAs Billed</b>	
<b>Inspection Poles Billed</b>	

SCE's Inspections JPAs/Poles were not included in above table	SCE O&M YTD
15	<b>120</b>
8488	<b>44532</b>

Overtime Only E Only: (JOINTS)	
<b>OVERTIME E SUBMITTED JPAs Billed</b>	
<b>OVERTIME E SUBMITTED Poles Billed</b>	
<b>OVERTIME E JPAs Processed (Billed + Memos)</b>	
<b>OVERTIME E Poles Processed (Billed + Memos)</b>	

E's Overtime JPAs/Poles were not included in above table	E OT YTD
642	<b>1279</b>
1691	<b>4286</b>
793	<b>1711</b>
2520	<b>7475</b>

***** ELECTRONIC BILLING STARTED IN MAY 2020 *****							
Bill of Sale Month	Poles Billed	Poles Returned	Total Poles Processed	Number of JPAs BILLED	Held-Over Poles	Additional work Hrs	NOTES
			(Billed + Returned)				
May-20	2160 (26.44% Multi)	3749	5909	636	799	0	6708 = 680 (from Apr-20) + 5909 First month of billing on Excel files/electronic No Overtime
Jun-20	2459 (10.49% Multi)	4488	6947	822	1335	0	8282 = 799 (from May-20) + 7483 No Overtime
Jul-20	2235 (8.99% Multi)	4714	6949	938	0	0	6949 = 1335 (from Jun-20) + 5614 NO BACKLOG/HELD OVER POLES, NO OT
Aug-20	905 (20.77% Multi)	6876	7781	388	4096 JPAs Or approx. 20205 Poles See member activity for more details	0	A lot of JPAs not billable Short-staffed,multiple staff out sick and temp admin aide quit.
Sep-20	2675 (5.01% Multi)	8386 <i>Unusually high</i>	11061	1149	1116 JPAs Or approx. 5184 Poles See member activity for more details	0	A lot of JPAs not billable - automatic return due to Form 48 violation
Oct-20 Regular time	4010 (0.09% Multi) High 2-party JPA volume	6138	10148 <i>(see notes)</i>	999	3338 JPAs or approx. 15640 Poles See member activity for more details		<i>Poles count included: Steel Stubbed JPAs &amp; Correction of Records for INSPECTIONS JPAs</i>
Oct-20 OT	492	220	712	149		54	2-PARTY ONLY. BILLED TO EDISON
Nov-20 Regular time	3522 (486 Multi included)	4624 (2238 Multi included)	8146 (33% Multi)	1094	4918 SCE JPAs or approx. 22900 Poles See member activity for more details		
Nov-20 OT	753	426	1179	287		92	2-PARTY ONLY. BILLED TO EDISON
Dec-20 Regular time	2841 (487 Multi included)	4917 (2230 Multi included)	7758 (35% Multi)	918	6670 SCE JPAs or approx. 31083 Poles See member activity for more details		
Dec-20 OT	1143	605	1748	442		125.75	2-PARTY ONLY. BILLED TO EDISON
Jan-21 Regular time	3333 (282 Multi included)	2778 (1086 Multi included)	6111 (22% Multi)	1239 The highest	4573 SCE JPAs or approx. 16371 Poles See member activity for more details		More JPAs billable (no errors), took longer to process billable JPAs.
Jan-21 OT	1289	892	2181	465		153.25	2-PARTY ONLY. BILLED TO EDISON
Feb-21 Regular time	2832 (502 Multi included)	5581 (3495 Multi included)	8413 (48% Multi)	904	7742 SCE JPAs or approx. 33982 poles. See member activity for more details.		66% of poles returned
Feb-21 OT	598	393	991	195		69	2-PARTY ONLY. BILLED TO EDISON
Mar-21 Regular time	3602 (958 Multi included)	4436 (2480 Multi included)	8038 (43% Multi)	1103	7439 SCE JPAs or approx. 33301 poles. See member activity for more details.		
Mar-21 OT	1234	1012	2246	334		152.25	2-PARTY ONLY. BILLED TO EDISON
Apr-21 Regular time	3418 (704 Multi included)	6300 (3238 Multi included)	9718 (41% Multi)	910	6062 SCE JPAs or approx. 28990 poles. See member activity for more details.		65% of poles returned
Apr-21 OT	1354	946	2300	408		167.75	2-PARTY ONLY. BILLED TO EDISON
May-21 Regular time	3059 (847 Multi included)	6216 (3363 Multi included)	9275 (45% Multi)	774	6380 SCE JPAs or approx. 31992 poles. See member activity for more details.		67% of poles returned
May-21 OT	716	694	1410	205		94.5	2-PARTY ONLY. BILLED TO EDISON (49% return)
Jun-21 Regular time	3880 692 Multi included	5585 3257 Multi included	9465 42% Multi	980	7267 SCE JPAs or approx. 37278 poles. See member activity for more details.		59% of poles returned
Jun-21 OT	791	893	1684	202		104.25	2-PARTY ONLY. BILLED TO EDISON (53% return)
Jul-21 Regular time	3240 808 Multi included	9578 6109 Multi included <i>(unusually high)</i>	12818 54% Multi	662	6626 SCE JPAs or approx. 35403 poles. See member activity for more details.		75% of poles returned - unusually high
Jul-21 OT	1088	773	1861	230		139.5	2-PARTY ONLY. BILLED TO EDISON (42% return)
Aug-21 Regular time	2896 394	7609 5890 Multi included <i>(unusually high)</i>	10505 60% Multi	1033	6078 SCE JPAs or approx. 25873 poles. See member activity for more details.		72% of poles returned - unusually high
Aug-21 OT	1691	829	2520	642		197.5	2-PARTY ONLY. BILLED TO EDISON (% return)
						1349.75	

Average OT hrs per month: 122.70

Months: 11

## POLES PROCESSED WITHOUT OVERTIME

BILL OF SALE	BILLED JOINT	RETURNED JOINT	BILLED MULTI	RETURNED MULTI	TOTAL PROCESSED POLES	Multi Poles % Processed	NOTES
Jun-2019	2641	1327	1062	1412	6442	38%	PAPER / PRECOVID
Jul-2019	2447	1166	1329	1320	6262	42%	PAPER / PRECOVID
Aug-2019	2608	1273	1185	1667	6733	42%	PAPER / PRECOVID
Sep-2019	2608	1410	1393	1579	6990	43%	PAPER / PRECOVID
Oct-2019	2439	1595	1076	1129	6239	35%	PAPER / PRECOVID
Nov-2019	1808	1200	966	1938	5912	49%	PAPER / PRECOVID
Dec-2019	1967	1182	459	1581	5189	39%	PAPER / PRECOVID
Jan-2020	2794	1145	942	1287	6168	36%	PAPER / PRECOVID
Feb-2020	2208	1483	1048	2533	7272	49%	PAPER / PRECOVID
Mar-2020	1813	1971	122	1863	5769	34%	PAPER-COVID (CLOSED EARLY)
Apr-2020	2099	699	1068	2016	5882	52%	COVID (HALF PAPER-HALF ELECTRONIC)
May-2020	1589	2346	571	1403	5909	33%	FULL ELECTRONIC
Jun-2020	2201	3278	258	1210	6947	21%	ELECTRONIC
Jul-2020	2034	2707	201	2007	6949	32%	ELECTRONIC
Aug-2020	717	3499	188	3377	7781	46%	ELECTRONIC
Sep-2020	2541	6238	134	2148	11061	21%	ELECTRONIC (high return rate of F48 Violation)
Oct-2020	3658	3446	352	2692	10148	30%	ELECTRONIC (Steel Stubbed JPAs & Corrections of Records INSP JPAs)
Nov-2020	3036	2386	486	2238	8146	33%	ELECTRONIC
Dec-2020	2354	2587	487	2330	7758	36%	ELECTRONIC
Jan-2021	3051	1692	282	1086	6111	22%	ELECTRONIC (Billed JPA the highest 1239)
Feb-2021	2330	2086	502	3495	8413	48%	ELECTRONIC
Mar-2021	2644	1956	958	2480	8038	43%	ELECTRONIC
Apr-2021	2714	3062	704	3238	9718	41%	ELECTRONIC
May-2021	2212	2853	847	3363	9275	45%	ELECTRONIC
Jun-2021	3188	2328	692	3257	9465	42%	ELECTRONIC
Jul-2021	2432	3469	808	6109	12818	54%	ELECTRONIC
Aug-2021	2502	1719	394	5890	10505	60%	ELECTRONIC

AVERAGE POLES PROCESSED MONTHLY ON PAPER - PRECOVID	<b>6356.33</b>	June 2019 - February 2020
POLES PROCESSED ON PAPER - COVID	5769.00	March 2020 (closed early)
POLES PROCESSED ON PAPER AND ELECTRONIC - COVID	5882.00	April 2020 (started WFH paper & electronic)
AVERAGE POLES PROCESSED MONTHLY ELECTRONIC (WFH)	8690.13	May 2020 to May 2021
<b>BASELINE</b>	<b>7577.00</b>	<b>May 2020 to April 2021, excluded Sep 2020 &amp; Oct 2020</b>
AVERAGE POLES PROCESSED MONTHLY ELECTRONIC (WFH)	<b>8748.08</b>	<b>July 2020 to August 2021, excluded Sep 2020 &amp; Oct 2020 (12 months rolling)</b>



**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE  
INITIAL MEMBERSHIP FEE  
DECEMBER 31, 2020**

**OPERATING FUND**                      **\$ 5,378.91**

**TOTALS TAKEN FROM BALANCE SHEET & STATEMENT OF ASSESSMENTS, OPERATING EXPENSES, AND CAPITAL INVESTMENTS AS OF 12/31/20**

**PENSION**  
 CONTRIBUTION \$ 53,557.05  
 IND. ARRANGE. \$ -  
 FEE \$ -  
 TOTAL \$ 53,557.05

DIVIDED BY  
 30 MEMBERS **\$ 1,785.24**

TOTAL FURNITURE,  
 FIX., EQUIP. & SOFTWARE                      **\$ 92,349.00**

DIVIDED BY 30 MEMBERS                      **\$ 3,078.30**

**INTELLECTUAL PROPERTY\***

- \*ALLOWS THE FOLLOWING BENEFITS:**  
 ACCESS TO 1.2 MILLION POLE RECORD DATABASE  
 ACCESS TO ROUTINE HANDBOOK  
 ACCESS TO SCJPC WEB SITE  
 BILLING SERVICES  
 ABILITY TO PARTICIPATE IN MONTHLY MEETINGS

Members to decide this amount                      **\$ 50,000.00**

OPERATING FUND	\$ 5,378.91
FURNITURE, FIXTURES, & EQUIPMENT	\$ 3,078.30
PENSION	\$ 1,785.24
INTELLECTUAL PROPERTY	\$ 50,000.00
<b>TOTAL MEMBERSHIP FEE</b>	<b>\$ 60,242.44</b>

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE  
CALCUATIONS FOR 2020 INITIAL MEMBERSHIP FEE  
AS OF DECEMBER 31, 2020**

FURNITURE & FIXTURES	\$ 61,199.00
COMPUTER SOFTWARE	\$ 154,029.00
ACCUMULATED DEPRECIATION	\$ (122,879.00)
	<hr/>
NET PROPERTY AND EQUIPMENT	<u>\$ 92,349.00</u>
UNRESTRICTED NET ASSETS	<u>\$ 253,716.17</u>
NON PROPERTY - OPERATING FUND	<u>\$ 161,367.17</u>
MEMBERS AT DECEMBER 31, 2020	<u>30.00</u>
OPERATING FUND PER MEMBER	<u><b>\$ 5,378.91</b></u>

## **Southern California Joint Pole Committee**

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

October 20, 2021

A regular meeting of the **Operating Committee** took place on the above date, at 10:46 a.m., via teleconference:

Those in attendance were:

Mr. Lex Treepaisan	Frontier Communications
Ms. Alicia Walsh	Southern California Edison
Ms. Valeria Mitwasi	Southern California Edison
Mr. Wayne Brown	Southern California Edison
Ms. April DeBarge	Southern California Edison
Ms. Camile Bowie	Southern California Edison
Ms. Cory Crawford	AT&T California
Ms. Kay Black	AT&T California
Ms. Tara Andrews	AT&T California
Mr. Barry Consulter	AT&T California
Mr. Troy Stanard	AT&T California
Mr. John Bacon	City of Los Angeles
Mr. Earle Carrion	Crown Castle NG West Inc.
Ms. Aarize Dizon	Crown Castle NG West Inc.
Mr. Marc Buan	Crown Castle NG West Inc.
Mr. Jeremy Harmon	Verizon Wireless
Ms. Mary Li	City of Anaheim
Mr. John Vu	City of Anaheim
Ms. Yvonne Johnson	Teleport Communications America
Ms. Amanda Lindgren	City of Glendale
Ms. Maria Ortiz	XO Communication/MCI Metro ATS/MCI Telecommunications
Ms. Yesenia Delgado	Time-Warner Cable
Ms. Lynne LaFrenais	Bear Valley Electric Service, Inc.
Mr. Jim Todaro	AT&T Mobility
Ms. Ariel Dunning	City of Colton
Mr. Ben Coffey	City of Banning
Mr. Richard Soriano	City of Banning
Ms. Claudia Arellano	City of Vernon
Mr. Nick Van Stryk	City of Vernon (Petrelli Electric)
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Shawn Henderson	T-Mobile USA
Ms. Linda McLean	Extenet Systems
Ms. Heidi Seropian	Extenet Systems
Ms. Dawn Laffoon	Mobilitie, LLC
Ms. Angela Pranata	Committee Staff

Chairperson, Mr. Treepaisan called the meeting to order at 10:46 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 2021 Operating expense sheet**.

There were no questions or comments.

The third agenda item is the **Accounts Receivable**. Ms. Pranata reported that she sent past due notices to companies in red; AT&T Mobility, Extenet Systems, Teleport Comm, Sprint Comm and Verizon Wireless. Ms. Pranata then inquired status of their payments. Ms. Smith with Sprint Comm and Mr. Harmon with Verizon Wireless will follow up and find out. Mr. Todaro with AT&T Mobility stated an email was sent with response. Extenet Systems was not online to respond.

There were no further questions or comments.

The fourth agenda item on the agenda is **Member Board Attendance**. Mr. Treepaisan stated that he put together some verbiage on attendance exceptions that he will send out to members. Mr. Treepaisan wrote *if any member experiences a catastrophic event requiring all hands-on deck, that member will have an exception to the member board attendance*.

There were no questions or comments.

The fifth agenda item for discussion is **Billing Standardization of Procedures and Minutes**. Ms. Allen reported she had a staff meeting on September 16, 2021. Discussed was JPAs (Section 3, 7, and 9) with 18.1D cannot charge item 15A or 15B. Retag and Visibility Strips are maintenance items and for existing poles only. Also discussed, purchasing interest prior to membership. Members cannot purchase interest on a pole prior to becoming a member. Billers are to return the JPA. Lastly discussed, F7 requests to pull JPAs was moved up two days.

There were no questions or comments.

The sixth item on the agenda is **JPA Member Activity**.

- Please contact SCJPC (Ms. Pranata) if other members would like to meet with the SCJPC to discuss memos.

Ms. Pranata stated like she has said in the past if any members would like to meet with the SCJPC office to discuss memos or errors please contact Ms. Pranata and she will set up a meeting.

Ms. Pranata then stated for September bill of sale 1,327 JPAs were billed, which is the highest year to date, and she will speak more on this later. 57% of poles were returned due to errors. Ms. Pranata added a few more rows to show individual members return rate. Ms. Pranata then explained only 27% of Edison JPAs were returned. Edison's team is doing very well and JPAs have less errors.

There were no questions or comments.

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

SCJPC Work update:

Highest number of JPAs billed in September and need to hire a typist (data entry)

AVERAGE POLES PROCESSED MONTHLY ELECTRONIC (WFH)

8990 - Sep 2020 to Oct 2021, excluded Sep 2020 & Oct 2020 (12 months rolling)

Ms. Pranata displayed the *SCJPC Monthly Poles* sheet. 1,327 JPAs were billed in September and Ms. Pranata stated that has been the highest so far. It was really challenging for the office to finish everything before the deadlines. Staff were struggling and feeling overwhelmed. Ms. Pranata added it is a good thing that more JPAs are billable. However, the more JPAs that are billed the more time is needed to enter JPAs and poles into the database. The average billed JPAs monthly, overtime excluded, from March 2021 to August 2021 is 910 JPAs. The average from September 2020 to August 2021 is 980 JPAs which is about a 35% increase in billed JPAs. Ms. Pranata continued she is confident that the office could handle 1,000 billed JPAs or less. However, the number of billed JPAs are increasing because less JPAs are being returned.

Ms. Pranata stated that she added to the agenda that a typist needs to be hired for data entry or if the committee could offer overtime for the staff to catch up with the typing would be a second option. Mr. Treepaisan stated he is good with either option; however, he inquired if a typist would be needed on a permanent basis or is this something temporary. Ms. Pranata stated more and more Edison JPAs are being billed since they are getting better; therefore, Ms. Pranata thinks the number of billed JPAs will remain high. It is up to the committee if a part time typist could be hired for data entry or if the staff can work overtime. Ms. Pranata explained hiring a new typist would not be instant help because of training. Ms. Mitwasi inquired how much overtime would be needed to get ahead and then stated if there is no point of getting ahead maybe the committee needs to consider a full-time resource. Ms. Pranata stated the overtime would be to “catch up” with over 1,000 billed JPAs. More time would be needed for the data entry. If the committee is considering increasing the productivity overall hiring a typist would be good for the long run. Ms. Mitwasi inquired what Ms. Pranata’s recommendation would be. Ms. Pranata stated she would recommend offering overtime for current employees and keep an eye on the number of JPAs billed. If the increase is a steady 300 or 600 additional JPAs monthly another person should be hired. Mr. Treepaisan stated he is good with those steps. Ms. Mitwasi inquired if the staff would be open to overtime. Ms. Pranata stated yes that she has spoken with some of the staff members, and they are willing to work the overtime.

Mr. Bacon inquired if Edison could forecast if their submittals are going to remain the same or increase. Mr. Bacon added not that there has ever been a decrease in the amount of JPAs coming in but if Edison is going to scale back then it should be known prior to hiring new people. Ms. Mitwasi stated she can get that date and provide a forecast. Edison is averaging about 5,000 poles a month currently. Ms. Mitwasi is unsure what that equates to per JPA. But can do the math and send it over. Ms. Bowie

inquired if the level of effort differs if the pole is two poles verses various poles. Also, having multi members on the pole does that level of effort differ as well and has Ms. Pranata considered that. Ms. Pranata replied yes and explained it also depends on the number of poles. On average, the Admin Aide could type 140 poles in 4 hours. The number of poles have to be considered as well. Ms. Bowie inquired if Edison should provide a forecast on number of poles or number of JPAs. Ms. Pranata explained that she really would not know until the JPA is reviewed and known if it is billable. Mr. Treepaisan stated if the poles and members increase that exponentially increases the work time and if it is a steady flow that warrants, perhaps hiring another person given the workload and backlog. Unless Edison is changing the number of poles on the JPAs, Mr. Treepaisan thinks just a number of JPAs Edison submitting with suffice. Ms. Bowie thinks the level of effort would really determine it. Mr. Treepaisan stated if the level of effort is changing and if the number of poles and a number of members on the JPAs aren't changing Mr. Treepaisan thinks the best estimate would be to provide the number of JPAs. However, if Edison is all of a sudden putting 200 poles on the JPA, maybe that should be noted and can be can process with a different algorithm: more poles more time. Mr. Treepaisan stated if the staff is okay with the overtime continue with that. Ms. Pranata stated she will keep an eye on the number of billed poles and billed JPAs. The more billed poles and more billed JPAs the more time needed for data entry. Ms. Pranata clarified she is only talking about overtime for data entry. The billing part is at the beginning of the month and then towards the end of the month is when staff is being rushed to type everything and make deadlines. Ms. Mitwasi inquired how many poles does SCJPC currently have in backlog. Ms. Pranata stated it can be found on the Member Activity sheet in the blue under SCE HELD OVERS. There are 4,789 JPAs and 22,535 poles which averages 4.7 poles a JPA. Ms. Pranata added that is up until September 5, 2021.

After some further discussion the committee agreed on the Admin Aide or backup working overtime for data entry if JPAs exceed 1,000 in a month. Additionally, Ms. Pranata has the budget for the overtime. It would be discussed further later if a typist would need to be hired if the JPAs continue to increase steadily.

*One of the server's hard drives failed at the SCJPC office.*

Ms. Pranata reported one of the servers hard drive failed at the SCJPC office. The data entry was postponed, and Ms. Pranata asked the staff to take a day off on a Friday and comeback Saturday or Sunday to continue working on September bill of sale. The staff all agreed with no complaints and were very cooperative and willing to come back on the weekend. They wanted to finish their typing and therefore September bill of sale was finished on time.

Ms. Pranata added SCJPC is still using a loner server from CBE as everything is being moved to the Microsoft Azure cloud sever. It is almost finished, and CBE is in communications with Hyperlink to get the SQL part, the database, ready for the current Friend. Once that is done Hyperlink will move forward with installing Friend Pro. Mr. Treepaisan commended Ms. Pranata on the server outage and allowing staff to take off that Friday and come back on Saturday or Sunday.

There were no further questions or comments.

### Billing Errors/Questions

- How to bill “Transfer Costs” items (K. Allen)

Ms. Allen inquired how are billers to bill transfer costs. For example, Item 83A or Item 20A. In the past SCJPC has been told transfer costs should be a full charge cost. However, they have come in on joint JPAs as ½(1). Ms. Allen would like direction and to have it documented in the minutes.

After some discussion it was decided that transfer costs should be a full cost charge. If the transfer cost is divided by any portion, for example, ½(1) or ¼(1) the JPA should be returned.

### Item 1774: Review of Sick/Vacation Time and Pension Distribution – (C.Crawford AT&T California)

This item remains on hold.

### Item 1780: Review of Membership Application Fee – OPERATING (9/15/2021)

- For future membership applicant
- Review fee calculation from CPA/Auditor.
- Operating Committee to decide the amount for Intellectual Property Element line item.
- From: CPA: At 12.31.09 computer software included a lot of costs of software in progress for software that eventually was written off when the members decided after that date that it would not be used. (ipam, opcats, dbnt, etc).
- CPA suggested using 1.77% from consumer price index. \$50,000 x 1.2124 = \$60,620.00 for Intellectual Property Element.
- Action items from last meeting: Ms. Pranata to contact and consult with the attorney to verify the justification of intellectual property if inflation is needed.
- Attorney has family emergency and backlog.

Ms. Treepaisan opened and stated he looked at the bylaws and there was a section regarding intellectual property. *The intellectual property of those computer systems developed by the committee, the information and data contained herein and/or other intangible property, which may be protected by the trademark copyright, patent law, it more or less, shaped intellectual property.* If the committee developed something and then the committee sold it the money would be distributed amongst the members. The \$50,000 charge, that's built in there for new members. Mr. Treepaisan thinks that's good as presidents of what's been done, but Mr. Treepaisan doesn't see the need to change that. Ms. Pranata added just to be clear the Review of Membership Application Fee is not for Sonic Telecomm. It's for future applicants.

After some further discussion the members agreed that the new membership fee would be used for future applicants and the old existing fee would be used for Sonic. The new process to be codified and any new member should anticipate an increase. Mr. Treepaisan to present something more concrete next month.

There were no further questions or comments.

### Operating Budget for 2022

Ms. Pranata opened and reported she is not finished with the Operating Budget for 2022. Ms. Pranata is waiting for a few more quotes from the insurance company and the auditor prior to finalizing. Ms. Pranata added she is in the process of switching the phones and internet to a better plan as well. Therefore, it will be lower for 2022.

Ms. Pranata had a few inquiries and inquired for salaries if the committee wants her to add a budget for overtime. Ms. Pranata explained for 2021 overtime was budgeted for. The members agreed to keep it the same for 2022.

Ms. Pranata then inquired does the committee want Ms. Pranata to budget for in person meetings at the San Dimas office. The members agreed to include a budget for committee meetings incase the members were to return for in person meetings.

Ms. Pranata ended my stating once the Operating Budget for 2022 is finalized she will email to the Operating Committee for review.

### MISC

#### SCJPC's Attorney

Ms. Pranata reported she has been trying to reach the SCJPC attorney. However, the attorney is either out of the office or out of town on a case. Ms. Pranata then inquired if she may look for another attorney or reach out to the NCJPA's attorney. Ms. Mitwasi inquired if the attorney is on retainer and being paid for. Ms. Pranata replied no and explained SCJPC would be invoiced if the attorney did any work for them. The members agreed that Ms. Pranata may look for a new attorney.

There were no questions on comments.

### **Review of Action Items:**

- Mr. Treepaisan to look further into the Membership Application Fee estimates. Then memorialize numbers.
- Ms. Pranata to email the Operating Budget for 2022 to the Operating Committee once finalized.

The meeting adjourned at 11:25 a.m. until November 17, 2021.

Ms. Kathleen Allen – Committee Transcriber

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

OPERATING EXPENSES	Details	September 30, 2021			YTD Through September, 30 2021				Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	% Variance	Budget
<b>EMPLOYEE EXPENSE</b>									
Salaries		52,787	<b>42,845.28</b>	9,942	475,086	<b>406,182.50</b>	68,904	15%	633,448
Regular	<b>41,477.28</b>					-	-		
Contract Labor	<b>1,368.00</b>					-	-		
<b>OT &amp; Contract Labor (SCE)*</b>			<b>3,960.49</b>			<b>56,006.33</b>	(56,006)		
Insurance		6,667	<b>6,599.94</b>	67	60,000	<b>58,189.86</b>	1,810	3%	80,000
Health/Dental	<b>6,398.34</b>					-	-		
Life (quarterly)	<b>201.60</b>					-	-		
Payroll Taxes		4,487	<b>3,066.38</b>	1,421	40,382	<b>28,641.26</b>	11,741	29%	53,843
<b>Payroll Taxes (SCE)*</b>			<b>302.92</b>			<b>4,796.90</b>	(4,797)		
Workers Compensation		250	<b>240.50</b>	10	2,250	<b>1,761.50</b>	489	22%	3,000
Miscellaneous expenses/ Travel mileage reimbursement		100	<b>40.00</b>	60	900	<b>118.99</b>	781	87%	1,200
Telecommuting Reimbursement			-			<b>1,228.00</b>	(1,228)		
<b>PENSION EXPENSE</b>									
Contribution-SEP IRA		5,543	<b>4,355.11</b>	1,188	49,885	<b>40,178.71</b>	9,706	19%	66,513
<b>Contribution-SEP IRA (SCE)*</b>			<b>415.86</b>			<b>4,530.52</b>	(4,531)		
<b>MONTHLY RECURRING</b>									
Rent		9,175	<b>9,437.19</b>	(262)	82,575	<b>82,699.53</b>	(125)	0%	110,100
Alarm System	<b>Quarterly</b>	50	<b>149.97</b>	(100)	450	<b>449.91</b>	0	0%	600
Telephone (Frontier+Jive) Plus Cell phones		829	<b>857.22</b>	(28)	7,463	<b>7,716.85</b>	(254)	-3%	9,950
Cisco WebEx Plan		90	<b>69.00</b>	21	810	<b>621.00</b>	189	23%	1,080
Postage & Shipping		83	<b>15.90</b>	67	750	<b>145.65</b>	604	81%	1,000
Business/Property Insurance	<b>Pro-Rated</b>	167	-	167	1,500	<b>1,460.50</b>	40	3%	2,000
Committee Meetings & Transcriptions		292	-	292	2,625	<b>3,996.00</b>	(1,371)	-52%	3,500
						-	-		
						-	-		
<b>EQUIPMENT &amp; FURNITURE</b>									
Copy Machine - CBE	QUARTERLY	167	-	167	1,500	<b>38.86</b>	1,461	97%	2,000
						-	-		

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

OPERATING EXPENSES	Details	September 30, 2021			YTD Through September, 30 2021				Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	% Variance	Budget
						-	-		
						-	-		
						-	-		
<b>NETWORK SYSTEM</b>									
LAN Maintenance & off-site online backup (CBE IT)	CBE IT SUPPORT	1,050	985.00	65	9,450	8,865.00	585	6%	12,600
FRIEND Support	HYPERLINK	400	400.00	-	3,600	3,600.00	-	0%	4,800
Website & Data Center Hosting (Hardev)		775	775.00	-	6,975	6,975.00	-	0%	9,300
Email/Domain Host/Sharefile		258	55.00	203	2,325	2,893.39	(568)	-24%	3,100
Computer (Supplies,Maintenance,Repair)	DESKTOP PC ONSITE REPAIR	92	360.00	(268)	825	1,543.93	(719)	-87%	1,100
<b>Computer supplies (SCE)*</b>						105.02	(105)		
<b>PRINTING &amp; SUPPLY</b>									
Office Printing		92	24.77	67	825	24.77	800	97%	1,100
Office Supplies		167	129.26	37	1,500	872.10	628	42%	2,000
						-	-		
						-	-		
<b>CONTRACT SERVICES</b>									
CPA/Auditor		667	-	667	6,000	1,074.00	4,926	82%	8,000
Attorney*	SCOTT & WHITEHEAD ATTORNEY	542	480.00	62	4,875	4,712.00	163	3%	6,500
						-	-		
<b>GENERAL EXPENSE</b>									
Payroll Service Fees		100	93.00	7	900	837.00	63	7%	1,200
Bank fees/Checks printing	Pro-Rated	29	-	29	263	-	263	100%	350
Publications/Subscriptions/Reference	Pro-Rated	18	-	18	165	274.00	(109)	-66%	220
Seminars & Tuition		83	-	83	750	1,243.87	(494)	-66%	1,000
Team Building	QUARTERLY	167	479.01	(312)	1,500	1,468.59	31	2%	2,000
Member Retirement & celebration		108	-	108	975	254.04	721	74%	1,300
<b>Total Operating Expenses</b>		85,233.67	76,136.80	13,776.14	767,103.00	733,505.58	33,597.42	4%	1,022,804

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

OPERATING EXPENSES	September 30, 2021			YTD Through September, 30 2021			% Variance	Annual Budget
	Details	Budgeted	Recorded	Variance	Budgeted	Recorded		
<b>CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT</b>								
<u>COMPUTER SYSTEM</u>								
Software Purchase (& minor website mods)	167	-	167	1,500	827.00	673	45%	2,000
FRIEND modification*	2,813	-	2,813	25,313	-	25,313	100%	33,750
Website Upgrade *	417	-	417	3,750	-	3,750	100%	5,000
<u>EQUIPMENT &amp; FURNITURE</u>								
Purchases/Leases (including Copy Machine)	467	424.86	42	4,200	3,823.72	376	9%	5,600
Hardware Purchase	117	-	117	1,050	-	1,050	100%	1,400
Laptop Purchase (SCE)*			-		1,302.49	(1,302)		
<u>LONG TERM LIABILITY CURRENT</u>								
<b>Total Capital Investments &amp; Long Term Liabilities Current</b>	<b>3,979.17</b>	<b>424.86</b>	<b>3,554.31</b>	<b>35,812.50</b>	<b>5,953.21</b>	<b>29,859.29</b>	<b>83%</b>	<b>47,750</b>
Interest Earned/Misc Income			(0.07)		(0.68)			
Application Fee Credit Sonic Telecomm					(2,200.00)			
*TOTAL SPECIAL BILLING SCE			(4,679.27)		(66,741.26)			
<b>TOTAL</b>	<b>89,212.83</b>	<b>71,882.32</b>	<b>17,330.44</b>	<b>802,915.50</b>	<b>670,516.85</b>	<b>132,398.65</b>	<b>16%</b>	<b>1,070,554</b>
<b>*Special Billing Items paid by SCE separated</b>								
<b>*Items in blue are assessed equally</b>								
10/7/2021								

Delinquent Accounts  
As of 10/13/2021

**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	FORMULA 60 Days past due	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	Jun '21	July 31, 2021	9/29/2021	\$ 870.81	21071	10/12/2021	Email to itodaro@motiveis.com, LACJPA@motiveis.com	GV	GV	9/7/2021
AT&T Mobility	Jul '21	August 31, 2021	10/30/2021	\$ 1,172.59	21102		Will send out past due next month not 60 days		GV	10/12/2021
Exenet Systems	Jun '21	July 31, 2021	9/29/2021	\$ 769.84	21085	10/12/2021	Email to Lmclean@EXTENETSYSTEMS.COM	GV	GV	9/7/2021
MCI Metro/ATS	Jul '21	August 31, 2021	10/30/2021	\$ 1,306.78	21103		Will send out past due next month not 60 days		GV	10/12/2021
MCI Telecomm. (MCI)	Jul '21	August 31, 2021	10/30/2021	\$ 1,091.81	21104		Will send out past due next month not 60 days		GV	10/12/2021
Mobilitie,LLC	Jul '21	August 31, 2021	10/30/2021	\$ 1,033.73	21118		Will send out past due next month not 60 days		GV	10/12/2021
Teleport Comm. America	Jun '21	July 31, 2021	9/29/2021	\$ 1,041.11	21058	10/12/2021	Email to TCAJPA@motiveis.com, icmckinney@att.com	GV	GV	9/7/2021
Teleport Comm. America	Jul '21	August 31, 2021	10/30/2021	\$ 1,397.08	21089		Will send out past due next month not 60 days		GV	10/12/2021
Sprint Comm. Co L.P. (FON)	May '21	June 30, 2021	8/29/2021	\$ 694.55	21052	9/7/2021; 10/12/2021	Emailed to ERELeaseAdministration@sprint.com & FONJPA@motiveis.com	GV	GV	8/12/2021
Sprint Comm. Co L.P. (FON)	Jun '21	July 31, 2021	9/29/2021	\$ 768.33	21083	10/12/2021	Emailed to ERELeaseAdministration@sprint.com & FONJPA@motiveis.com	GV	GV	9/7/2021
Sprint Comm. Co L.P. (FON)	Jul '21	August 31, 2021	10/30/2021	\$ 1,036.40	21114		Will send out past due next month not 60 days		GV	10/12/2021
Verizon Wireless	Apr '21	May 31, 2021	7/30/2021	\$ 1,131.63	20995	7/29/2021, 9/7/2021; 10/12/2021	Emailed to Mortiz@motiveis.com, Spatel@motiveis.com, Jharmon@motiveis.com, marco.murillo@verizonwireless.com	AP,GV	JT	7/13/2021
Verizon Wireless	Jun '21	July 31, 2021	9/29/2021	\$ 1,203.90	21057	10/12/2021	Emailed to Mortiz@motiveis.com, Spatel@motiveis.com, Jharmon@motiveis.com, marco.murillo@verizonwireless.com	GV	GV	9/7/2021
Verizon Wireless	Jul '21	August 31, 2021	10/30/2021	\$ 1,612.23	21088		Will send out past due next month not 60 days		GV	10/12/2021
XO Communications	Jul '21	August 31, 2021	10/30/2021	\$ 1,127.86	21109		Will send out past due next month not 60 days		GV	10/12/2021

**TOTAL** **\$ 14,215.25** **Past Due notices emailed out monthly - after 60 days past due**

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

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE  
MEMBER BOARD MEETING ATTENDANCE  
OCT 2020 - SEP 2021**

		MBR CODE	2020 OCT	2020 NOV	2020 DEC	2021 JAN	2021 FEB	2021 MAR	2021 APR	2021 MAY	2021 JUNE	2021 JULY	2021 AUG	2021 SEP	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	Crown Castle NG West Inc.	NG	1	1		1	1	1	1	1	1	1	1	1	11	100%	NG	11
7	AT&T California	H / T	1	1		1	1	1	1	1	1	1	1	1	11	100%	H / T	11
8	Golden State Water	SCW	1	1		1	1	1	1	1	1	1	1	1	11	100%	SCW	11
9	Time-Warner	TWC	1	1		1	1	1	1	1	1	1	1	1	11	100%	TWC	11
10	City of Azusa	MA	1	1		1	1	1	1	1	1	1	1	1	11	100%	MA	11
11	City of Burbank	B	1	1		1	1	1	1	1	1	1	1	1	11	100%	B	11
12	City of Lompoc	LLW	1	1		1	1	1	1	1	1	1	1	1	11	100%	LLW	11
13	City of Glendale	A	1	1		1	1	1	1	1	1	1	1	1	11	100%	A	11
14	City of Vernon	V	1	1		1	1	1	1	1	1	1	1	1	11	100%	V	11
15	City of Banning	COB	1	1		1	1	1	1	1	1	1	1	1	11	100%	COB	11
16	T-Mobile, USA	PBM	1	1		1	1	1	1	1	1	1	1	1	11	100%	PBM	11
17	ATC Outdoor DAS	AMT	1	1		1	1	1	1	1	1	1	1	1	11	100%	AMT	11
18	City of Riverside	J	1	1		1	1	1	1	1	1	1	1	0	10	91%	J	11
19	XO Communications	NXT	1	1		0	1	1	1	1	1	1	1	1	10	91%	NXT	11
20	MCI/Metro	ATS	1	1		0	1	1	1	1	1	1	1	1	10	91%	ATS	11
21	MCI Communications	MCI	1	1		0	1	1	1	1	1	1	1	1	10	91%	MCI	11
22	Teleport Comm America	TCA	1	1		1	1	1	1	1	0	1	1	1	10	91%	TCA	11
23	City of Anaheim	D	0	1		1	1	1	1	1	0	1	1	1	9	82%	D	11
24	Sprint Communications	FON	0	1		1	1	1	1	1	0	1	1	1	9	82%	FON	11
25	Sprint-Nextel	SPR	0	1		1	1	1	1	1	0	1	1	1	9	82%	SPR	11
26	ExteNet Systems	EXT	1	0		1	1	1	1	0	1	1	1	1	9	82%	EXT	11
27	City of Pasadena	MP	1	0		1	1	1	1	0	1	1	1	0	8	73%	MP	11
28	Mpower/TelePacific	ICG	0	0		1	1	0	1	1	1	1	1	1	8	73%	ICG	11
29	City of Colton	F	0	1		1	1	0	1	1	1	0	0	1	7	70%	F	10
30	Mobilite LLC	MOB	1	1		0	0	0	0	1	1	1	1	1	7	64%	MOB	11
<b>Total</b>			<b>25</b>	<b>27</b>	<b>0</b>	<b>26</b>	<b>29</b>	<b>27</b>	<b>29</b>	<b>28</b>	<b>26</b>	<b>29</b>	<b>29</b>	<b>28</b>				

Member	ATS	BVE	E	EXT	FTR	H/T	LAC	NG	NXT	Totals	YTD
<b>Joint JPAs Billed</b>		4	1054	1				18		1077	7547
<b>% of Joint JPAs Billed</b>	0.000	0.004	0.979	0.001	0.000	0.000	0.000	0.017	0.000	1.00	
Joint JPAs Returned		12	284	2		1		18		317	3542
Joint JPAs Held Over										0	
<b>Total Joint JPAs Received</b>	0	16	1338	3	0	1	0	36	0	1394	
<b>Multi JPAs Billed</b>			220	5				25		250	1385
<b>% of Multi JPAs Billed</b>	0.000	0.000	0.880	0.020	0.000	0.000	0.000	0.100	0.000	1.00	
Multi JPAs Returned	2		198	30	1	2	1	259	1	494	3504
Multi JPAs Held Over										0	
<b>Total Multi JPAs Received</b>	2	0	418	35	1	2	1	284	1	744	4889
<b>Total # JPAs Billed</b>	0	4	1274	6	0	0	0	43	0	1327	8932
<b>% of JPAs Billed</b>	0.000	0.003	0.960	0.005	0.000	0.000	0.000	0.032	0.000	1.00	
<b># of JPAs Returned</b>										811	7046
<b># of Held Over JPAs</b>										0	
<b>Total JPAs received</b>	2	16	1756	38	1	3	1	320	1	2138	15978
<b>% of JPAs Billed</b>										62.07%	
<b>% of JPAs returned</b>										37.93%	
<b>% of Held Over JPAs</b>										0.00%	
Member	ATS	BVE	E	EXT	FTR	H/T	LAC	NG	NXT	Totals	
Poles Billed (Joint JPAs)		6	3148	12				30		3196	24269
Poles Returned (joint)		78	1433	15		17		53		1596	20761
Poles Held Over (joint)										0	
Poles Billed (Multi JPAs)			910	32				76		1018	6205
Poles Returned (multi)	31		1628	439	8	38	2	1884	19	4049	28386
Poles Held Over (multi)										0	
<b>Total # Poles Billed</b> (Joint & Multi combined)	0	6	4058	44	0	0	0	106	0	4214	30474
<b>% of Total Poles Billed</b> (Joint & Multi combined)	0.000	0.001	0.963	0.010	0.000	0.000	0.000	0.025	0.000	1.00	
<b># of Poles Returned</b>										5645	53728
<b># of Held Over Poles</b>										0	
<b>Total Poles received</b>	31	84	7119	498	8	55	2	2043	19	9859	84202
<b>% of Poles Billed</b>										42.74%	
<b>% of Poles returned</b>										57.26%	
<b>% of Held Over Poles</b>										0.00%	

**"Note: Held Over Poles include E and E submitted 18.1F's and will be billed first at the next Bill of Sale"**

<b>SCE HELD OVERS</b> (include E & E submitted 18.1F JPAs)	
<b>HELD OVER JPAS</b>	4789
<b>HELD OVER POLES</b>	22535

Inspections Billed SCE Only: O&M (Inspection & Pole Tags)	
<b>Inspection JPAs Billed</b>	
<b>Inspection Poles Billed</b>	

SCE's Inspections JPAs/Poles were not included in above table	SCE O&M YTD
14	134
9254	53786

Overtime Only E Only: (JOINTS)	
<b>OVERTIME E SUBMITTED JPAs Billed</b>	
<b>OVERTIME E SUBMITTED Poles Billed</b>	
<b>OVERTIME E JPAs Processed (Billed + Memos)</b>	
<b>OVERTIME E Poles Processed (Billed + Memos)</b>	

E's Overtime JPAs/Poles were not included in above table	E OT YTD
327	1606
938	5224
409	2120
1409	8884

***** ELECTRONIC BILLING STARTED IN MAY 2020 *****							
Bill of Sale Month	Poles Billed	Poles Returned	Total Poles Processed (Billed + Returned)	Number of JPAs BILLED	Held-Over Poles	Additional work Hrs	NOTES
May-20	2160 (26.44% Multi)	3749	5909	636	799	0	6708 = 680 (from Apr-20) + 5909 First month of billing on Excel files/electronic No Overtime
Jun-20	2459 (10.49% Multi)	4488	6947	822	1335	0	8282 = 799 (from May-20) + 7483 No Overtime
Jul-20	2235 (8.99% Multi)	4714	6949	938	0	0	6949 = 1335 (from Jun-20) + 5614 NO BACKLOG/HELD OVER POLES, NO OT
Aug-20	905 (20.77% Multi)	6876	7781	388	4096 JPAs Or approx. 20205 Poles See member activity for more details	0	A lot of JPAs not billable Short-staffed,multiple staff out sick and temp admin aide quit.
Sep-20	2675 (5.01% Multi)	8386 <i>Unusually high</i>	11061	1149	1116 JPAs Or approx. 5184 Poles See member activity for more details	0	A lot of JPAs not billable - automatic return due to Form 48 violation
Oct-20 Regular time	4010 (0.09% Multi) High 2-party JPA volume	6138	10148 <i>(see notes)</i>	999	3338 JPAs or approx. 15640 Poles See member activity for more details		<i>Poles count included: Steel Stubbed JPAs &amp; Correction of Records for INSPECTIONS JPAs</i>
Oct-20 OT	492	220	712	149		54	2-PARTY ONLY. BILLED TO EDISON
Nov-20 Regular time	3522 (486 Multi included)	4624 (2238 Multi included)	8146 (33% Multi)	1094	4918 SCE JPAs or approx. 22900 Poles See member activity for more details		
Nov-20 OT	753	426	1179	287		92	2-PARTY ONLY. BILLED TO EDISON
Dec-20 Regular time	2841 (487 Multi included)	4917 (2230 Multi included)	7758 (35% Multi)	918	6670 SCE JPAs or approx. 31083 Poles See member activity for more details		
Dec-20 OT	1143	605	1748	442		125.75	2-PARTY ONLY. BILLED TO EDISON
Jan-21 Regular time	3333 (282 Multi included)	2778 (1086 Multi included)	6111 (22% Multi)	1239 The highest	4573 SCE JPAs or approx. 16371 Poles See member activity for more details		More JPAs billable (no errors), took longer to process billable JPAs.
Jan-21 OT	1289	892	2181	465		153.25	2-PARTY ONLY. BILLED TO EDISON
Feb-21 Regular time	2832 (502 Multi included)	5581 (3495 Multi included)	8413 (48% Multi)	904	7742 SCE JPAs or approx. 33982 poles. See member activity for more details.		66% of poles returned
Feb-21 OT	598	393	991	195		69	2-PARTY ONLY. BILLED TO EDISON
Mar-21 Regular time	3602 (958 Multi included)	4436 (2480 Multi included)	8038 (43% Multi)	1103	7439 SCE JPAs or approx. 33301 poles. See member activity for more details.		
Mar-21 OT	1234	1012	2246	334		152.25	2-PARTY ONLY. BILLED TO EDISON
Apr-21 Regular time	3418 (704 Multi included)	6300 (3238 Multi included)	9718 (41% Multi)	910	6062 SCE JPAs or approx. 28990 poles. See member activity for more details.		65% of poles returned
Apr-21 OT	1354	946	2300	408		167.75	2-PARTY ONLY. BILLED TO EDISON
May-21 Regular time	3059 (847 Multi included)	6216 (3363 Multi included)	9275 (45% Multi)	774	6380 SCE JPAs or approx. 31992 poles. See member activity for more details.		67% of poles returned
May-21 OT	716	694	1410	205		94.5	2-PARTY ONLY. BILLED TO EDISON (49% return)
Jun-21 Regular time	3880 692 Multi included	5585 3257 Multi included	9465 42% Multi	980	7267 SCE JPAs or approx. 37278 poles. See member activity for more details.		59% of poles returned
Jun-21 OT	791	893	1684	202		104.25	2-PARTY ONLY. BILLED TO EDISON (53% return)
Jul-21 Regular time	3240 808 Multi included	9578 6109 Multi included <i>(unusually high)</i>	12818 54% Multi	662	6626 SCE JPAs or approx. 35403 poles. See member activity for more details.		75% of poles returned - unusually high SCE's return rate 62%
Jul-21 OT	1088	773	1861	230		139.5	2-PARTY ONLY. BILLED TO EDISON (42% return)
Aug-21 Regular time	2896 394 Multi included	7609 5890 Multi included <i>(unusually high)</i>	10505 60% Multi	1033	6078 SCE JPAs or approx. 25873 poles. See member activity for more details.		72% of poles returned - unusually high SCE's return rate 46%
Aug-21 OT	1691	829	2520	642		197.5	2-PARTY ONLY. BILLED TO EDISON (33% return)
Sep-21 Regular time	4214 1018 Multi included	5645 4049 Multi included	9859 51% Multi	1327	4789 SCE JPAs or approx. 22535 poles. See member activity for more details.		Highest number of JPAs billed SCE's return rate 43% more JPAs billable. Staff overwhelmed
Sep-21 OT	938	471	1409	327		106.5	2-PARTY ONLY. BILLED TO EDISON (33% return)
						1456.25	

## POLES PROCESSED WITHOUT OVERTIME

BILL OF SALE	BILLED JOINT	RETURNED JOINT	BILLED MULTI	RETURNED MULTI	TOTAL PROCESSED POLES	Multi Poles % Processed	RETURN RATE	BILLED JPAS	NOTES
Jun-2019	2641	1327	1062	1412	6442	38%	43%		PAPER / PRECOVID
Jul-2019	2447	1166	1329	1320	6262	42%	40%		PAPER / PRECOVID
Aug-2019	2608	1273	1185	1667	6733	42%	44%		PAPER / PRECOVID
Sep-2019	2608	1410	1393	1579	6990	43%	43%		PAPER / PRECOVID
Oct-2019	2439	1595	1076	1129	6239	35%	44%		PAPER / PRECOVID
Nov-2019	1808	1200	966	1938	5912	49%	53%		PAPER / PRECOVID
Dec-2019	1967	1182	459	1581	5189	39%	53%		PAPER / PRECOVID
Jan-2020	2794	1145	942	1287	6168	36%	39%		PAPER / PRECOVID
Feb-2020	2208	1483	1048	2533	7272	49%	55%		PAPER / PRECOVID
Mar-2020	1813	1971	122	1863	5769	34%	66%		PAPER-COVID (CLOSED EARLY)
Apr-2020	2099	699	1068	2016	5882	52%	46%		COVID (HALF PAPER-HALF ELECTRONIC)
May-2020	1589	2346	571	1403	5909	33%	63%	636	FULL ELECTRONIC
Jun-2020	2201	3278	258	1210	6947	21%	65%	822	ELECTRONIC
Jul-2020	2034	2707	201	2007	6949	32%	68%	938	ELECTRONIC
Aug-2020	717	3499	188	3377	7781	46%	88%	388	ELECTRONIC
Sep-2020	2541	6238	134	2148	11061	21%	76%	1149	ELECTRONIC (high return rate of F48 Violation)
Oct-2020	3658	3446	352	2692	10148	30%	60%	999	ELECTRONIC (Steel Stubbed JPAs & Corrections of Records INSP JPAs)
Nov-2020	3036	2386	486	2238	8146	33%	57%	1094	ELECTRONIC
Dec-2020	2354	2587	487	2330	7758	36%	63%	918	ELECTRONIC
Jan-2021	3051	1692	282	1086	6111	22%	45%	1239	ELECTRONIC (Billed JPA the highest 1239)
Feb-2021	2330	2086	502	3495	8413	48%	66%	904	ELECTRONIC
Mar-2021	2644	1956	958	2480	8038	43%	55%	1103	ELECTRONIC
Apr-2021	2714	3062	704	3238	9718	41%	65%	910	ELECTRONIC
May-2021	2212	2853	847	3363	9275	45%	67%	774	ELECTRONIC
Jun-2021	3188	2328	692	3257	9465	42%	59%	980	ELECTRONIC
Jul-2021	2432	3469	808	6109	12818	54%	75%	662	ELECTRONIC
Aug-2021	2502	1719	394	5890	10505	60%	72%	1033	ELECTRONIC
Sep-2021	3196	1596	1018	4049	9859	51%	57%	1327	ELECTRONIC

AVERAGE POLES PROCESSED MONTHLY ON PAPER - PRECOVID	<b>6356.33</b>	June 2019 - February 2020
POLES PROCESSED ON PAPER - COVID	5769.00	March 2020 (closed early)
POLES PROCESSED ON PAPER AND ELECTRONIC - COVID	5882.00	April 2020 (started WFH paper & electronic)
AVERAGE POLES PROCESSED MONTHLY ELECTRONIC (WFH)	8690.13	May 2020 to May 2021
<b>BASELINE</b>	<b>7577.00</b>	<b>May 2020 to April 2021, excluded Sep 2020 &amp; Oct 2020</b>
AVERAGE POLES PROCESSED MONTHLY ELECTRONIC (WFH)	<b>8990.58</b>	<b>Aug 2020 to Sep 2021, excluded Sep 2020 &amp; Oct 2020 (12 months rolling)</b>

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE  
2009  
INITIAL MEMBERSHIP FEE (Final Draft)  
Item 1349-Operating**

**OPERATING FUND** **\$ 3,125.00**

**TOTALS TAKEN FROM BALANCE SHEET & STATEMENT OF ASSESSMENTS, OPERATING EXPENSES, AND CAPITAL INVESTMENTS AS OF 12/31/07**

<b><u>FURN., FIX. &amp; EQUIPMENT</u></b>	\$ 71,152.00	<b><u>PENSION</u></b>	
LESS DEPRECIATION (.063686)	\$ 4,543.77	CONTRIBUTION	\$ 28,277.17
TOTAL	\$ 66,608.23	IND. ARRANGE.	\$ 4,206.48
		FEE	\$ -
COMPUTER SOFTWARE	\$ 625,929.00	TOTAL	\$ 32,483.65
LESS (.063686)	\$ 39,862.91		
TOTAL	\$ 586,066.09		
TOTAL FURNITURE, FIX., EQUIP. & SOFTWARE	\$ 652,674.32	<b>DIVIDED BY 30 MEMBERS</b>	<span style="border: 1px solid black; padding: 2px;"><b>\$ 1,082.79</b></span>

**DIVIDED BY 30 MEMBERS** **\$ 21,755.81**

**INTELLECTUAL PROPERTY\***

**\*ALLOWS THE FOLLOWING BENEFITS:**

- ACCESS TO 1.2 MILLION POLE RECORD DATABASE
- ACCESS TO ROUTINE HANDBOOK
- ACCESS TO SCJPC WEB SITE
- BILLING SERVICES
- ABILITY TO PARTICIPATE IN MONTHLY MEETINGS

**Members decided this amount** **\$ 50,000.00**

OPERATING FUND	\$ 3,125.00
FURNITURE, FIXTURES, & EQUIPMENT	\$ 21,755.81
PENSION	\$ 1,082.79
INTELLECTUAL PROPERTY	\$ 50,000.00
<b>TOTAL MEMBERSHIP FEE</b>	<span style="border: 1px solid black; padding: 2px;"><b>\$ 75,963.60</b></span>

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE  
INITIAL MEMBERSHIP FEE  
DECEMBER 31, 2020**

**OPERATING FUND**                      **\$ 5,378.91**

**TOTALS TAKEN FROM BALANCE SHEET & STATEMENT OF ASSESSMENTS, OPERATING EXPENSES, AND CAPITAL INVESTMENTS AS OF 12/31/20**

**PENSION**  
 CONTRIBUTION \$ 53,557.05  
 IND. ARRANGE. \$ -  
 FEE \$ -  
 TOTAL \$ 53,557.05

DIVIDED BY  
 30 MEMBERS **\$ 1,785.24**

TOTAL FURNITURE,  
 FIX., EQUIP. & SOFTWARE                      **\$ 92,349.00**

DIVIDED BY 30 MEMBERS                      **\$ 3,078.30**

**INTELLECTUAL PROPERTY\***

- \*ALLOWS THE FOLLOWING BENEFITS:**  
 ACCESS TO 1.2 MILLION POLE RECORD DATABASE  
 ACCESS TO ROUTINE HANDBOOK  
 ACCESS TO SCJPC WEB SITE  
 BILLING SERVICES  
 ABILITY TO PARTICIPATE IN MONTHLY MEETINGS

Members to decide this amount                      **\$ 50,000.00**

OPERATING FUND	\$ 5,378.91
FURNITURE, FIXTURES, & EQUIPMENT	\$ 3,078.30
PENSION	\$ 1,785.24
INTELLECTUAL PROPERTY	\$ 50,000.00
<b>TOTAL MEMBERSHIP FEE</b>	<b>\$ 60,242.44</b>

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE  
CALCUATIONS FOR 2020 INITIAL MEMBERSHIP FEE  
AS OF DECEMBER 31, 2020**

FURNITURE & FIXTURES	\$ 61,199.00
COMPUTER SOFTWARE	\$ 154,029.00
ACCUMULATED DEPRECIATION	\$ (122,879.00)
	<hr/>
NET PROPERTY AND EQUIPMENT	<u>\$ 92,349.00</u>
UNRESTRICTED NET ASSETS	<u>\$ 253,716.17</u>
NON PROPERTY - OPERATING FUND	<u>\$ 161,367.17</u>
MEMBERS AT DECEMBER 31, 2020	<u>30.00</u>
OPERATING FUND PER MEMBER	<u><b>\$ 5,378.91</b></u>

## **Southern California Joint Pole Committee**

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

November 17, 2021

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. Lex Treepaisan	Frontier Communications
Mr. Glenn Leckie	Frontier Communications
Ms. Alicia Walsh	Southern California Edison
Ms. Valerie Mitwasi	Southern California Edison
Ms. April DeBarge	Southern California Edison
Ms. Cory Crawford	AT&T California
Ms. Kay Black	AT&T California
Ms. Tara Andrews	AT&T California
Mr. Barry Consulter	AT&T California
Mr. Troy Stanard	AT&T California
Ms. Dianne Miller	AT&T California
Mr. Julian Ruiz	AT&T California
Ms. Kathy Boyce	AT&T California
Mr. John Bacon	City of Los Angeles
Mr. Earle Carrion	Crown Castle NG West Inc.
Ms. Aarize Dizon	Crown Castle NG West Inc.
Mr. Marc Buan	Crown Castle NG West Inc.
Mr. Jeremy Harmon	Verizon Wireless
Ms. Mary Li	City of Anaheim
Mr. John Vu	City of Anaheim
Ms. Yvonne Johnson	Teleport Communications America
Ms. Amanda Lindgren	City of Glendale
Ms. Katy White	MCI Metro ATS/MCI Telecommunications
Ms. Maria Ortiz	XO Communication/MCI Metro ATS/MCI Telecommunications
Ms. Yesenia Delgado	Time-Warner Cable
Ms. Lynne LaFrenais	Bear Valley Electric Service, Inc.
Mr. Jim Todaro	AT&T Mobility
Mr. Ben Coffey	City of Banning
Mr. Richard Soriano	City of Banning
Ms. Veronica Craghead	City of Banning
Ms. Claudia Arellano	City of Vernon
Mr. Nick Van Stryk	City of Vernon (Petrelli Electric)
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Shawn Henderson	T-Mobile USA
Ms. Linda McLean	Extenet Systems

Ms. Heidi Seropian  
Mr. Renzo Garzon  
Ms. Angela Pranata  
Ms. Kathleen Allen

Extenet Systems  
Mobilitie, LLC  
Committee Staff  
Committee Staff

Chairperson, Mr. Treepaisan 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 **October 2021 Operating expense sheet**.

There were no questions or comments.

The third agenda item is the **Accounts Receivable**. Ms. Pranata reported that members have been responsive, and just waiting to receive the checks.

There were no questions or comments.

The fourth agenda item on the agenda is **Member Board Attendance**. Ms. Pranata reported for November 2021 there was 100% attendance.

Ms. Pranata inquired if Mr. Treepaisan would like to add the Attendance Exception to the website. *“If any member experiences a catastrophic event requiring all hands-on deck, that member will have an exception to the member board attendance”*. Mr. Treepaisan inquired if the verbiage needs to be voted on or can it be placed on the List of Exceptions. Mr. Pranata replied it was approved by the Operating Committee and only a consensus is needed by the Operating Committee. There were no objections on the statement; therefore, the new attendance exception has been approved by the Operating committee and Ms. Pranata will add it to the website.

There were no further questions or comments.

The fifth agenda item for discussion is **Billing Standardization of Procedures and Minutes**. Ms. Allen reported she had a staff meeting on October 25, 2021. Discussed was JPAs submitted with a class #H which are acceptable and should be billed and not returned. Billing Discrepancies have been updated per the last Billing Process Simplification Meeting in October 2021 to include community and does not need to match on exiting poles on record side. Staff are not to change the community on the poles to the community on the JPA, if different than the record. Staff to leave as is unless Section 13.3 is referenced with a note stating to update community. Also included on the Billing Discrepancies list is KV which is no longer required on record side of JPA for Section 4.1. Billers can assume for the power company the pole is power and safety clearance zone is adequate. Also discussed, reason on memos., billers are to be a bit more specific on the return reason so members can understand the issue. Lastly, Form 7 requests to pull JPAs was moved up two days.

There were no questions or comments.

The sixth item on the agenda is **JPA Member Activity**.

- Please contact SCJPC (Ms. Pranata) if other members would like to

meet with the SCJPC to discuss memos.

Ms. Pranata reported that the SCJPC office processed a total of 8,796 poles with overall return rate of 62.2%. Last month, Ms. Pranata added a couple of more rows to show the percentage of JPA return and percentage of poles returned on the bottom. Ms. Pranata added that if Members would like to meet with SCJPC to discuss memos or errors on their Finals, please contact her to setup a meeting. Mr. Treepaisan inquired if 62% of the JPAs had to be returned due to errors. Ms. Pranata responded that 62% of the poles, not JPAs. She added that 37.68% of the JPAs had to be returned due to errors.

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

SCJPC Work update:

- *Did not have overtime – total number of poles to type 3288. See baseline attached.*
- *AVERAGE POLES PROCESSED MONTHLY ELECTRONIC (WFH) 9075 Nov 2020 to Oct 2021 (12 months)*

Ms. Pranata showed the next report on WebEx, which showed the monthly return rate, billed poles, and billed JPAs, from June 2019 to October 2021 without overtime. The SCJPC office processed 8,796 poles which is higher than the baseline of 7,577. The average poles processed monthly from November 2020 to October 2021 is 9,075 poles. Last month (October 2021), the SCJPC office billed 1,181 JPAs or 3,288 poles, however, the staff did not need overtime. Ms. Pranata pointed out that she added the typing baselines on the bottom. She then explained that last month the Operating committee approved overtime for the staff if the number of billed JPAs exceeds 1,000 JPAs. The number came from the average billed JPAs monthly from September 2020 to August 2021, which is 980 JPAs, rounded up. The average billed poles monthly from September 2020 to August 2021 is 3,276 poles. Ms. Pranata decided that these two numbers would be good baselines for the office. The office only needs overtime if the number of billed JPAs exceeded 1,000 JPAs and the number of billed poles exceeded 3,276. For October bill of sale, the office did not need overtime because the staff billed 3,288 poles which is only 12 poles more than the poles baseline.

Ms. Pranata reiterated that the office only needs overtime for typing. The office usually has a bottle neck towards the end of the billing cycle and sometimes the staff needs overtime to finish the typing before the deadlines. Mr. Treepaisan commented that he appreciated the baseline average numbers addition to the report and the need for overtime calculation based on those numbers.

Ms. LaFrenais inquired about the high return rate, if the errors on JPAs were repeated errors. Ms. Pranata responded that the SCJPC office does not record repeated errors on JPAs. Ms. LaFrenais then inquired if anyone is tracking the reasons for return to see what the highest reason for return is. Ms. Pranata responded that the office compiled the most frequent errors in May and sent the memo report to all members. Ms. LaFrenais asked if she could get a copy of the report. Ms. Pranata replied that she will send the report to Ms. LaFrenais. Ms. Black added that the office also published a

job aide on the website, the most frequent errors that come through. Ms. Black added that everyone could download that job aide from the website.

Ms. Pranata then reported that last month the staff worked 167.75 extra hours and processed 2038 additional poles. The cost of these extra hours was billed to SCE only. Mr. Treepaisan asked SCE if the JPA flow will slow down. Ms. Mitwasi replied that the flow is not going to slow down.

There were no further questions or comments.

### Billing Errors/Questions

#### *Section 4.4 does the members sharing space need a joint arm (K. Allen)*

Ms. Pranata displayed JPA NG0823-04-02 which had the scenario Ms. Allen was questioning. Ms. Allen inquired if members sharing space, (Section 4.4), must a joint arm be shown. Ms. Allen explained in the past they were advised that the JPA must show a joint arm between members sharing space. Recently Ms. Allen has been getting kick back from members stating a joint arm is not always required. Ms. Allen added, billers have been returning JPAs for not showing a joint arm.

After some discussion it was decided, the responsibility should be on the members and that the JPA does not have to show a joint arm. Billers should bill as is and not return the JPA requesting a joint arm to be shown.

#### Item 1774: Review of Sick/Vacation Time and Pension Distribution – (C.Crawford AT&T California)

This item remains on hold.

#### Item 1780: Review of Membership Application Fee – OPERATING (9/15/2021)

- For future membership applicant
- Review fee calculation from CPA/Auditor.
- Operating Committee to decide the amount for Intellectual Property Element line item.
- From: CPA: At 12.31.09 computer software included a lot of costs of software in progress for software that eventually was written off when the members decided after that date that it would not be used. (ipam, opcats, dbnt, etc).
- CPA suggested using 1.77% from consumer price index.  $\$50,000 \times 1.2124 = \$60,620.00$  for Intellectual Property Element.
- Action items from last meeting: Ms. Pranata to contact and consult with the attorney to verify the justification of intellectual property if inflation is needed.
- Attorney has family emergency and backlog.

Ms. Pranata asked if the members agreed with the displayed amount, \$60,242.55, as the new membership fee and if the members will review the amount every 5 years. Mr. Treepaisan responded that the committee should review the amount

every 5 years. He then asked if there's any feedback from other members. Mr. Treepaisan responded that he will review the two numbers and come back with a conclusion at the next Operating meeting. Ms. Pranata noted that the committee will review the fee again in 2026.

There were no further questions or comments.

### Operating Budget for 2022

Ms. Pranata stated that she emailed everyone the Draft 3 version of the proposed 2022 Operating Budget on Friday, November 12, 2021. However, she had to modify the IT related budget lines due to a price increase notification from CBE IT Solutions. Changes can be found on item 25 and 29 of Draft 4. Ms. Pranata the stated that she discussed a promotion of one of the SCJPC employees with Mr. Bacon and Mr. Treepaisan and the salary increase has been added to the budget. The document regarding the promotion was also emailed to Operating committee members on Friday, November 12, 2021. Ms. Pranata explained that she brought up the promotion in the May 2021 Operating committee meeting. The committee suggested to train the employee first and promote after training. The employee has been in training since June of this year and is ready to be an independent biller, Level 3. The number of Level 3 JPAs has increased by 61% since April 2021, and the current Level 3 billers are requesting assistance as soon as possible. Ms. Pranata recommended to promote the employee to be a biller Level 3 on January 1, 2022.

Ms. Crawford inquired if the employee was billing level 3 JPAs during training. Ms. Pranata responded yes. Ms. Crawford inquired what her numbers look like compared to the existing or experienced Level 3 billers. Ms. Crawford then inquired on the number of JPAs the biller Level 3 trainee billed versus the number of JPAs the experienced biller Level 3 billed. Ms. Pranata responded that the trainee was still in training and was not given the same amount of JPAs as the existing or experienced biller Level 3. Mr. Treepaisan then inquired on how efficient the trainee is compared to the other Level 3 billers. Ms. Allen responded, the trainee is still in training right now, but the office did give the trainee everything, from 5 parties up to 8 parties. She reiterated that the trainee is still in training, and she gave the trainee as much work as possible. Mr. Treepaisan inquired if the trainee is able to perform the tasks competently. Ms. Allen responded that the trainee is confident to bill independently. The trainee asked very few questions and had very few issues with the billed JPAs. The trainee has been reviewing the Level 3 JPAs prior to June 2021 however just started billing them in June 2021. Ms. Allen stated that she is confident that the trainee could process Level 3 JPAs with no issue. Mr. Bacon commented that the trainee is not a Level 3 biller, and the work should not be compared with other experienced Level 3 billers when the trainee is just entering that level. Mr. Bacon added that the trainee has been working with the SCJPC for more than eight years, has met goals, and exceeded expectations. He also commented that the numbers have been calculated, there is an increase in Level 3 JPAs, and LADWP agreed and is confident with this promotion. Mr. Treepaisan commented that comparing an experienced Level 3 biller to an entry Level 3 biller might be like comparing apples and oranges. Ms. Crawford inquired if the trainee has been doing Level 3 work since June and if the trainee has successfully completed the work with very little questions or guidance. Ms. Pranata and Ms. Allen responded yes. Ms. Crawford asked if Ms. Pranata and Ms. Allen felt that

the trainee could be promoted to Level 3 in January 2022 and will continue to rise in experience and expertise to start the time and motion equivalent of an experienced Level 3 billers. Ms. Pranata and Ms. Allen responded yes. There were no further questions or comments.

Mr. Bacon inquired what is the next step. Ms. Pranata responded that she has added the promotion into the budget, line item 1 – Salaries. If there are no objections, she would like to move forward and send the Draft 4 to the Administrative Board for a review.

Ms. Pranata asked the committee to pay special attention to the column “Member Assessment – Proportional OR Equal” and discuss any changes now before moving forward and sending the operating budget to the whole committee. Ms. Crawford commented that she reviewed the budget and noticed that some line items that are admin support type of items are pretty high, such as the LAN, Friend, Cloud Server, and Hosting. She asked if the committee could consolidate all under one vendor. Ms. Pranata explained that line items 25, 29, and 30 are under the same vendor, CBE IT Solutions. Line items 26 and 28 are for the web programming/hosting and Friend software support. CBE IT Solutions cannot support the website programming or Friend software because they do not have programmers in their team and are not familiar with the software. Ms. Crawford inquired about line 27 hosting total. Ms. Pranata explained that line 27 hosting total amount included the amounts from line 28, 29 and 30. Ms. Crawford inquired about the website changes and the person who is doing website changes. Ms. Pranata responded that she could update the website, however, the changes are very minor and easy, such as upload/download files, changing verbiage or sentences. The committee only needs to hire the web programmer for something that is more complex that needs programming. An example would be hiring the programmer to add the lat and long search fields in the pole search page. Ms. Crawford inquired if line 27 is an annual contract for the programming. Ms. Pranata responded that line 27 is only for the website host. For the web programming changes, it would be under line 59 and is as needed. There is no annual contract for the web programming.

Ms. Crawford inquired about line item 26. Ms. Pranata responded that the committee is currently paying \$400/month, however, the office is upgrading the software to Friend Pro and the new monthly fee for Friend Pro is \$700/month.

Ms. Crawford inquired about the telecommuting reimbursement budget, line item 6. Ms. Pranata responded that the committee approved \$12 a month per employee for work-from-home employees in the July 2021 operating meeting. Per July 2021 operating committee meeting, the committee will reimburse employees \$12.00 a month starting June 2021.

Ms. Crawford asked if the employees will be going back to the office and work from the office. Mr. Treepaisan responded that the committee could decide on this now. Ms. Crawford inquired about the telephone line items if they could be decreased. Ms. Pranata responded that she has been in contact with Frontier and other vendors since October 2021 to switch to a better internet and phone plans. Ms. Crawford inquired about the WebEx Cisco line item 17, \$828. Ms. Crawford commented that all members should have WebEx accounts and that the SCJPC office could just dial in and use one of the members’ WebEx accounts. Ms. Pranata inquired if Ms. Crawford is suggesting for the SCJPC office to use the member’s WebEx account for the monthly meeting. Ms. Crawford responded yes, however; AT&T CA is eliminating WebEx by the first quarter,

so they are unable to offer WebEx for the SCJPC office.

Ms. Crawford then inquired about line item 20, Committee Meetings. Ms. Pranata responded that it was for the representatives' lunches. Ms. Pranata asked the operating committee in October if the members would still like to come into the SCJPC office and meet in person. The committee responded yes, therefore; Ms. Pranata added \$3,300 in line item 20. Ms. Crawford commented that they should not be feeding each other and sharing the cost proportionally. Ms. Pranata asked other members for feedback and if she should delete the line item. Ms. Crawford asked the group, what is the likelihood of meeting in person in January 2022. Ms. Crawford commented that if the committee is not scheduling in person meetings in January or February 2022, the item should be removed. Ms. Mitwasi agreed with Ms. Crawford to remove the line item because it is a luxury not a necessity.

Ms. Pranata inquired if she could contact the building manager and asked the possibility of downsizing the office space. Mr. Treepaisan and Mr. Bacon responded yes. Mr. Treepaisan commented that it could save us money. He added that it is worth pursuing, especially if the employees are maintaining the level of productivity while working from home. Ms. Crawford commented that post-covid, the employees do not have to be back at the office 100%. She suggested to modify the office space so whoever wants to go into the office will have to reserve a desk or a cubicle. Ms. Pranata inquired if the committee would like to keep the big conference room or downsize the conference room as well. After some discussion, it was decided to contact the building manager for downsizing the office but keep the rent budget amount the same for 2022.

Ms. Crawford inquired about the amount for line item 39, office printing. The 2022 budget for office printing is \$150 which is higher than the 2021, which is \$68. Ms. Pranata responded that the \$68 is just an estimated amount based on October 2021 YTD, however, the office just bought some letter size paper and the line item for office printing will be more than \$68 by the end of 2021 year. Ms. Crawford inquired about the office supplies line item 40 that the amount is just for whoever that is working in the office and the committee is not buying supplies for the people that are working from home. Ms. Pranata responded yes, only for the staff who is working in the office.

Ms. Crawford inquired about the seminars budget, line item 51, \$1,400. She commented that the office should not be sending anyone to seminars at this time. Ms. Pranata responded that the budget is for employees' continuing development and the office sent employees to online seminars. Some employees took Excel courses online. Mr. Treepaisan commented that the budget is for professional development and having this budget is not a bad thing. Ms. Crawford commented that Google for Excel is free online.

Mr. Treepaisan commented that the budget is about one million dollars and anything under \$10,000 is going to have about 1% effect on the overall budget. Ms. Crawford responded that the committee needs to put some controls around it.

Ms. Crawford inquired about the team building and what was done on the third quarter. Ms. Pranata responded that the office had lunch together for the third quarter and will have a paint day for the fourth quarter. Ms. Crawford commented that she just wanted to make sure that Ms. Pranata is not just sending gift cards to the employees and there was an actual team building.

Ms. Crawford inquired about the hardware purchase line item 66, \$1,400, if that is for a new employee. Ms. Pranata responded that it is a budget for hardware

replacement if an equipment is broken, for example, if the current laptop or current monitor is broken.

Ms. Crawford inquired about line 62, Website upgrade. Ms. Pranata responded that item 62 ties in with item 61. When the Friend Pro is up and running, the website needs to be reprogrammed to communicate with the new database. Ms. Crawford inquired if this is a one-time fee in 2022. Ms. Pranata responded yes. Ms. Crawford then inquired about the assessment, which is equally assessed at this time. Ms. Crawford commented that she thought that NJUNS, Friend Pro, and website upgrade should be proportionally assessed. She added that AT&T CA is carrying a high percentage and the companies who are carrying a very small percentage should be speaking up. She then commented that costs for software purchase and website upgrade should be assessed the same way. Ms. Pranata reported that when the committee approved the budget for Friend Pro, it was decided that it will be equally assessed. After reviewing the 1998 agreement and further discussion, the committee decided to *proportionally* assess line item 62, Website Upgrade, and that there was no need for an off-cycle meeting prior to January 2022 meeting.

There were no further questions and comments regarding the operating budget. The operating committee approved the 2022 proposed operating budget which has the total amount of \$1,060,815.00. The Draft 4 will be sent to all members for a review.

#### Staff Appreciation 2021

Ms. Pranata inquired about the staff appreciation for 2021 year. Ms. Crawford inquired if this is the same as the team building item. Ms. Pranata responded no; it is a different line item. She explained that prior to covid, the committee used to have a Christmas party. However, the committee decided that instead of a Christmas party, the budget for the party will be distributed to all employees, as a once-a-year bonus. Ms. Crawford inquired about the amount per employee. Ms. Pranata responded it was \$200 per employee. AT&T California responded that they will not approve the amount. Ms. Mitwasi asked if Ms. Pranata could use the team building budget as the staff appreciation. Ms. Crawford agreed with Ms. Mitwasi. Ms. Pranata responded that the budget has been exhausted. After further discussion, the committee will not provide a bonus for the office employees in 2021.

#### MISC

*There were no miscellaneous items.*

#### **Review of Action Items:**

- Membership fees to be reviewed and a final figured memorialized.

The meeting adjourned at 11:57 a.m. until January 19, 2022.

Ms. Kathleen Allen – Committee Transcriber

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

OPERATING EXPENSES	Details	October 31, 2021			YTD Through October, 31 2021				Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	% Variance	Budget
<b>EMPLOYEE EXPENSE</b>									
Salaries		52,787	<b>42,893.28</b>	9,894	527,873	<b>449,075.78</b>	78,798	15%	633,448
Regular	<b>41,477.28</b>					-	-		
Contract Labor	<b>1,416.00</b>					-	-		
<b>OT &amp; Contract Labor (SCE)*</b>			<b>5,984.86</b>			<b>61,991.19</b>	(61,991)		
Insurance		6,667	<b>6,398.34</b>	268	66,667	<b>64,588.20</b>	2,078	3%	80,000
Health/Dental	<b>6,398.34</b>					-	-		
Life (quarterly)						-	-		
Payroll Taxes		4,487	<b>3,066.38</b>	1,421	44,869	<b>31,707.64</b>	13,162	29%	53,843
<b>Payroll Taxes (SCE)*</b>			<b>457.81</b>			<b>5,254.71</b>	(5,255)		
Workers Compensation		250	<b>240.50</b>	10	2,500	<b>2,002.00</b>	498	20%	3,000
Miscellaneous expenses/ Travel mileage reimbursement		100	<b>68.74</b>	31	1,000	<b>187.73</b>	812	81%	1,200
Telecommuting Reimbursement			-			<b>1,228.00</b>	(1,228)		
<b>PENSION EXPENSE</b>									
Contribution-SEP IRA		5,543	<b>4,355.11</b>	1,188	55,428	<b>44,533.82</b>	10,894	20%	66,513
<b>Contribution-SEP IRA (SCE)*</b>			<b>628.41</b>			<b>5,158.93</b>	(5,159)		
<b>MONTHLY RECURRING</b>									
Rent		9,175	<b>9,437.19</b>	(262)	91,750	<b>92,136.72</b>	(387)	0%	110,100
Alarm System	<b>Quarterly</b>	50		50	500	<b>449.91</b>	50	10%	600
Telephone (Frontier+Jive) Plus Cell phones	Changing plans will be billed next month	829	<b>189.46</b>	640	8,292	<b>7,906.31</b>	385	5%	9,950
Cisco WebEx Plan		90	<b>69.00</b>	21	900	<b>690.00</b>	210	23%	1,080
Postage & Shipping		83	<b>57.35</b>	26	833	<b>203.00</b>	630	76%	1,000
Business/Property Insurance	<b>Pro-Rated</b>	167	-	167	1,667	<b>1,460.50</b>	206	12%	2,000
Committee Meetings & Transcriptions	SEPTEMBER MEETINGS	292	<b>437.50</b>	(146)	2,917	<b>4,433.50</b>	(1,517)	-52%	3,500
<b>EQUIPMENT &amp; FURNITURE</b>									
Copy Machine - CBE	QUARTERLY	167	-	167	1,667	<b>38.86</b>	1,628	98%	2,000
						-	-		
						-	-		

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

OPERATING EXPENSES		October 31, 2021			YTD Through October, 31 2021				Annual
Details	Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	% Variance	Budget	
					-	-			
<b>NETWORK SYSTEM</b>									
LAN Maintenance & off-site online backup (CBE IT)	CBE IT SUPPORT	1,050	985.00	65	10,500	9,850.00	650	6%	12,600
FRIEND Support	HYPERLINK	400	400.00	-	4,000	4,000.00	-	0%	4,800
Website & Data Center Hosting (Hardev)		775	775.00	-	7,750	7,750.00	-	0%	9,300
Email/Domain Host/Sharefile	Microsoft Accounts moved to CBE	258	197.50	61	2,583	3,090.89	(508)	-20%	3,100
Computer (Supplies,Maintenance,Repair)	Server hard drive failed	92	680.00	(588)	917	2,223.93	(1,307)	-143%	1,100
<b>Computer supplies (SCE)*</b>					<b>105.02</b>	<b>(105)</b>			
<b>PRINTING &amp; SUPPLY</b>									
Office Printing		92	32.30	59	917	57.07	860	94%	1,100
Office Supplies		167	12.54	154	1,667	884.64	782	47%	2,000
					-	-			
					-	-			
<b>CONTRACT SERVICES</b>									
CPA/Auditor		667	1,325.00	(658)	6,667	2,399.00	4,268	64%	8,000
Attorney*		542	-	542	5,417	4,712.00	705	13%	6,500
					-	-			
<b>GENERAL EXPENSE</b>									
Payroll Service Fees		100	93.00	7	1,000	930.00	70	7%	1,200
Bank fees/Checks printing	Pro-Rated	29	-	29	292	-	292	100%	350
Publications/Subscriptions/Reference	Pro-Rated	18	-	18	183	274.00	(91)	-49%	220
Seminars & Tuition		83	-	83	833	1,243.87	(411)	-49%	1,000
Team Building	QUARTERLY	167	-	167	1,667	1,468.59	198	12%	2,000
Member Retirement & celebration		108	-	108	1,083	254.04	829	77%	1,300
<b>Total Operating Expenses</b>		<b>85,233.67</b>	<b>78,784.27</b>	<b>13,520.48</b>	<b>852,336.67</b>	<b>812,289.85</b>	<b>40,046.82</b>	<b>5%</b>	<b>1,022,804</b>

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

OPERATING EXPENSES	October 31, 2021			YTD Through October, 31 2021				Annual Budget	
	Details	Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		% Variance
<b>CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT</b>									
<u>COMPUTER SYSTEM</u>									
Software Purchase (& minor website mods)		167	-	167	1,667	<b>827.00</b>	840	50%	2,000
FRIEND modification*		2,813	-	2,813	28,125	-	28,125	100%	33,750
Website Upgrade *		417	-	417	4,167	-	4,167	100%	5,000
<u>EQUIPMENT &amp; FURNITURE</u>									
Purchases/Leases (including Copy Machine)		467	<b>509.22</b>	(43)	4,667	<b>4,332.94</b>	334	7%	5,600
Hardware Purchase		117	-	117	1,167	-	1,167	100%	1,400
Laptop Purchase (SCE)*			-			<b>1,302.49</b>	(1,302)		
<u>LONG TERM LIABILITY CURRENT</u>									
<b>Total Capital Investments &amp; Long Term Liabilities Current</b>		<b>3,979.17</b>	<b>509.22</b>	<b>3,469.95</b>	<b>39,791.67</b>	<b>6,462.43</b>	<b>33,329.24</b>	84%	47,750
Interest Earned/Misc Income			(0.08)			(0.76)			
Application Fee Credit Sonic Telecomm						(2,200.00)			
*TOTAL SPECIAL BILLING SCE			(7,071.08)			(73,812.34)			
<b>TOTAL</b>		<b>89,212.83</b>	<b>72,222.33</b>	<b>16,990.42</b>	<b>892,128.33</b>	<b>742,739.18</b>	<b>149,389.15</b>	17%	<b>1,070,554</b>
<b>*Special Billing Items paid by SCE separated</b>									
<b>*Items in blue are assessed equally</b>									
11/4/2021									


Delinquent Accounts  
As of 11/10/2021

**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	FORMULA 60 Days past due	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	Jul '21	August 31, 2021	10/30/2021	\$ 1,172.59	21102	11/9/2021	todaro@motiveis.com; lacipa@motiveis.com	JT	GV	10/12/2021
AT&T Mobility	Aug '21	September 30, 2021	11/29/2021	\$ 893.36	21133		Will send out past due next month not 60 days		JT	11/9/2021
Exenet Systems	Jun '21	July 31, 2021	9/29/2021	\$ 769.84	21085	10/12/2021, 11/09/2021	Email to Lmclean@EXTENETSYSTEMS.COM	GV/JT	GV	9/7/2021
Exenet Systems	Aug '21	September 30, 2021	11/29/2021	\$ 792.50	21147		Will send out past due next month not 60 days		JT	11/9/2021
MCI Metro/ATS	Aug '21	September 30, 2021	11/29/2021	\$ 996.28	21134		Will send out past due next month not 60 days		JT	11/9/2021
MCI Telecom	Aug '21	September 30, 2021	11/29/2021	\$ 831.41	21135		Will send out past due next month not 60 days		JT	11/9/2021
T-Mobile	Aug '21	September 30, 2021	11/29/2021	\$ 812.46	21137		Will send out past due next month not 60 days		JT	11/9/2021
Teleport Comm. America	Jun '21	July 31, 2021	9/29/2021	\$ 1,041.11	21058	10/12/2021, 11/09/2021	Email to TCAJPA@motiveis.com, lcmckinney@att.com	GV/JT	GV	9/7/2021
Teleport Comm. America	Jul '21	August 31, 2021	10/30/2021	\$ 1,397.08	21089		Email to TCAJPA@motiveis.com, lcmckinney@att.com	JT	GV	10/12/2021
Teleport Comm. America	Aug '21	September 30, 2021	11/29/2021	\$ 1,065.07	21120		Will send out past due next month not 60 days		JT	11/9/2021
TIME Warner - TWS	Aug '21	September 30, 2021	11/29/2021	\$ 448.73	21141		Will send out past due next month not 60 days		JT	11/9/2021
TIME Warner - TWN	Aug '21	September 30, 2021	11/29/2021	\$ 518.87	21142		Will send out past due next month not 60 days		JT	11/9/2021
Verizon Wireless	Apr '21	May 31, 2021	7/30/2021	\$ 1,131.63	20995	7/29/2021, 9/7/2021; 10/12/2021	Emailed to Mortiz@motiveis.com, Spatel@motiveis.com, Jharmon@motiveis.com, marco.murillo@verizonwireless.com	AP, GV	JT	7/13/2021
Verizon Wireless	Jun '21	July 31, 2021	9/29/2021	\$ 1,203.90	21057	10/12/2021	Emailed to Mortiz@motiveis.com, Spatel@motiveis.com, Jharmon@motiveis.com, marco.murillo@verizonwireless.com	AP, GV	GV	9/7/2021
Verizon Wireless	Jul '21	August 31, 2021	10/30/2021	\$ 1,612.23	21088	11/9/2021	Emailed to Mortiz@motiveis.com, Spatel@motiveis.com, Jharmon@motiveis.com,	JT	GV	10/12/2021
XO Comm	Aug '21	September 30, 2021	11/29/2021	\$ 859.06	21140		Will send out past due next month not 60 days		JT	11/9/2021

**TOTAL** **\$ 15,546.12** **Past Due notices emailed out monthly - after 60 days past due**

 = Members assessed penalty fee

 = Less than 80% but 50% or greater attendance

 = Less than 50% attendance

 = Excused absence

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE  
MEMBER BOARD MEETING ATTENDANCE  
NOV 2020 - OCT 2021**

		MBR CODE	2020 NOV	2020 DEC	2021 JAN	2021 FEB	2021 MAR	2021 APR	2021 MAY	2021 JUNE	2021 JULY	2021 AUG	2021 SEP	2021 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	Crown Castle NG West Inc.	NG	1		1	1	1	1	1	1	1	1	1	1	11	100%	NG	11
7	AT&T California	H / T	1		1	1	1	1	1	1	1	1	1	1	11	100%	H / T	11
8	Golden State Water	SCW	1		1	1	1	1	1	1	1	1	1	1	11	100%	SCW	11
9	Time-Warner	TWC	1		1	1	1	1	1	1	1	1	1	1	11	100%	TWC	11
10	City of Azusa	MA	1		1	1	1	1	1	1	1	1	1	1	11	100%	MA	11
11	City of Burbank	B	1		1	1	1	1	1	1	1	1	1	1	11	100%	B	11
12	City of Glendale	A	1		1	1	1	1	1	1	1	1	1	1	11	100%	A	11
13	City of Vernon	V	1		1	1	1	1	1	1	1	1	1	1	11	100%	V	11
14	City of Banning	COB	1		1	1	1	1	1	1	1	1	1	1	11	100%	COB	11
15	T-Mobile, USA	PBM	1		1	1	1	1	1	1	1	1	1	1	11	100%	PBM	11
16	ATC Outdoor DAS	AMT	1		1	1	1	1	1	1	1	1	1	1	11	100%	AMT	11
17	City of Riverside	J	1		1	1	1	1	1	1	1	1	0	1	10	91%	J	11
18	XO Communications	NXT	1		0	1	1	1	1	1	1	1	1	1	10	91%	NXT	11
19	MCI/Metro	ATS	1		0	1	1	1	1	1	1	1	1	1	10	91%	ATS	11
20	MCI Communications	MCI	1		0	1	1	1	1	1	1	1	1	1	10	91%	MCI	11
21	Teleport Comm America	TCA	1		1	1	1	1	1	0	1	1	1	1	10	91%	TCA	11
22	City of Anaheim	D	1		1	1	1	1	1	0	1	1	1	1	10	91%	D	11
23	Sprint Communications	FON	1		1	1	1	1	1	0	1	1	1	1	10	91%	FON	11
24	Sprint-Nextel	SPR	1		1	1	1	1	1	0	1	1	1	1	10	91%	SPR	11
25	City of Lompoc	LLW	1		1	1	1	1	1	1	1	1	0	10	91%	LLW	11	
26	ExteNet Systems	EXT	0		1	1	1	1	0	1	1	1	1	9	82%	EXT	11	
27	Mpower/TelePacific	ICG	0		1	1	0	1	1	1	1	1	1	9	82%	ICG	11	
28	City of Colton	F	1		1	1	0	1	1	1	0	0	1	8	80%	F	10	
29	City of Pasadena	MP	0		1	1	1	1	0	1	1	1	0	8	73%	MP	11	
30	Mobilite LLC	MOB	1		0	0	0	0	1	1	1	1	1	7	64%	MOB	11	
<b>Total</b>			<b>27</b>	<b>0</b>	<b>26</b>	<b>29</b>	<b>27</b>	<b>29</b>	<b>28</b>	<b>26</b>	<b>29</b>	<b>29</b>	<b>28</b>	<b>29</b>				

Member	ATC	ATS	B	BVE	E	EXT	H/T	LAC	LLW	M	NG	SPR	TCA	Totals	YTD
<b>Joint JPAs Billed</b>				12	1013		6		1		28			1060	8607
<b>% of Joint JPAs Billed</b>	0.000	0.000	0.000	0.011	0.956	0.000	0.006	0.000	0.001	0.000	0.026	0.000	0.000	1.00	
Joint JPAs Returned		7	10	14	143		2	1	1		17			195	3737
Joint JPAs Held Over														0	
<b>Total Joint JPAs Received</b>	0	7	10	26	1156	0	8	1	2	0	45	0	0	1255	
<b>Multi JPAs Billed</b>	1				90	7					23			121	1506
<b>% of Multi JPAs Billed</b>	0.008	0.000	0.000	0.000	0.744	0.058	0.000	0.000	0.000	0.000	0.190	0.000	0.000	1.00	
Multi JPAs Returned		23	2		94	64	6			1	327	1	1	519	4023
Multi JPAs Held Over														0	
<b>Total Multi JPAs Received</b>	1	23	2	0	184	71	6	0	0	1	350	1	1	640	5529
<b>Total # JPAs Billed</b>	1	0	0	12	1103	7	6	0	1	0	51	0	0	1181	10113
<b>% of JPAs Billed</b>	0.001	0.000	0.000	0.010	0.934	0.006	0.005	0.000	0.001	0.000	0.043	0.000	0.000	1.00	
<b># of JPAs Returned</b>														714	7760
<b># of Held Over JPAs</b>														0	
<b>Total JPAs received</b>	1	30	12	26	1340	71	14	1	2	1	395	1	1	1895	17873
<b>% of JPAs Billed</b>														62.32%	
<b>% of JPAs returned</b>														37.68%	
<b>% of Held Over JPAs</b>														0.00%	
Member	ATC	ATS	B	BVE	E	EXT	H/T	LAC	LLW	M	NG	SPR	TCA	Totals	
Poles Billed (Joint JPAs)				26	2609		24		2		68			2729	26998
Poles Returned (joint)		16	20	68	652		9	1	4		50			820	21581
Poles Held Over (joint)														0	
Poles Billed (Multi JPAs)	16				443	35					65			559	6764
Poles Returned (multi)		314	4		724	834	85			15	2707	2	3	4688	33074
Poles Held Over (multi)														0	
<b>Total # Poles Billed</b> (Joint & Multi combined)	16	0	0	26	3052	35	24	0	2	0	133	0	0	3288	33762
<b>% of Total Poles Billed</b> (Joint & Multi combined)	0.005	0.000	0.000	0.008	0.928	0.011	0.007	0.000	0.001	0.000	0.040	0.000	0.000	1.00	
<b># of Poles Returned</b>														5508	59236
<b># of Held Over Poles</b>														0	
<b>Total Poles received</b>	16	330	24	94	4428	869	118	1	6	15	2890	2	3	8796	92998
<b>% of Poles Billed</b>														37.38%	
<b>% of Poles returned</b>														62.62%	
<b>% of Held Over Poles</b>														0.00%	
<b>RETURN RATE # OF JPAS</b>	0%	100%	100%	54%	18%	90%	57%	100%	50%	100%	87%	100%	100%		
<b>RETURN RATE # OF POLES</b>	0%	100%	100%	72%	31%	96%	80%	100%	67%	100%	95%	100%	100%		

"Note: Held Over Poles include E and E submitted 18.1F's and will be billed first at the next Bill of Sale"

<b>SCE HELD OVERS</b> (include E & E submitted 18.1F JPAs)	
<b>HELD OVER JPAS</b>	4104
<b>HELD OVER POLES</b>	24974

Inspections Billed SCE Only: O&M (Inspection & Pole Tags)	
<b>Inspection JPAs Billed</b>	
<b>Inspection Poles Billed</b>	

Overtime Only E Only: (JOINTS)	
<b>OVERTIME E SUBMITTED JPAs Billed</b>	
<b>OVERTIME E SUBMITTED Poles Billed</b>	
<b>OVERTIME E JPAs Processed (Billed + Memos)</b>	
<b>OVERTIME E Poles Processed (Billed + Memos)</b>	

SCE's Inspections JPAs/Poles were not included in above table	SCE O&M YTD
	19
	6870
	153
	60656

E's Overtime JPAs/Poles were not included in above table	E OT YTD
	561
	1522
	647
	2038
	2167
	6746
	2767
	10922

## POLES PROCESSED WITHOUT OVERTIME

BILL OF SALE	BILLED JOINT	RETURNED JOINT	BILLED MULTI	RETURNED MULTI	TOTAL PROCESSED POLES	Multi Poles % Processed	RETURN RATE	TOTAL BILLED POLES	BILLED JPAS	NOTES
Jun-2019	2641	1327	1062	1412	6442	38%	43%	3703		PAPER / PRECOVID
Jul-2019	2447	1166	1329	1320	6262	42%	40%	3776		PAPER / PRECOVID
Aug-2019	2608	1273	1185	1667	6733	42%	44%	3793		PAPER / PRECOVID
Sep-2019	2608	1410	1393	1579	6990	43%	43%	4001		PAPER / PRECOVID
Oct-2019	2439	1595	1076	1129	6239	35%	44%	3515		PAPER / PRECOVID
Nov-2019	1808	1200	966	1938	5912	49%	53%	2774		PAPER / PRECOVID
Dec-2019	1967	1182	459	1581	5189	39%	53%	2426		PAPER / PRECOVID
Jan-2020	2794	1145	942	1287	6168	36%	39%	3736		PAPER / PRECOVID
Feb-2020	2208	1483	1048	2533	7272	49%	55%	3256		PAPER / PRECOVID
Mar-2020	1813	1971	122	1863	5769	34%	66%	1935		PAPER-COVID (CLOSED EARLY)
Apr-2020	2099	699	1068	2016	5882	52%	46%	3167		COVID (HALF PAPER-HALF ELECTRONIC)
May-2020	1589	2346	571	1403	5909	33%	63%	2160	636	FULL ELECTRONIC
Jun-2020	2201	3278	258	1210	6947	21%	65%	2459	822	ELECTRONIC
Jul-2020	2034	2707	201	2007	6949	32%	68%	2235	938	ELECTRONIC
Aug-2020	717	3499	188	3377	7781	46%	88%	905	388	ELECTRONIC
Sep-2020	2541	6238	134	2148	11061	21%	76%	2675	1149	ELECTRONIC (high return rate of F48 Violation)
Oct-2020	3658	3446	352	2692	10148	30%	60%	4010	999	ELECTRONIC (Steel Stubbed JPAs & Corrections of Records INSP JPAs)
Nov-2020	3036	2386	486	2238	8146	33%	57%	3522	1094	ELECTRONIC
Dec-2020	2354	2587	487	2330	7758	36%	63%	2841	918	ELECTRONIC
Jan-2021	3051	1692	282	1086	6111	22%	45%	3333	1239	ELECTRONIC
Feb-2021	2330	2086	502	3495	8413	48%	66%	2832	904	ELECTRONIC
Mar-2021	2644	1956	958	2480	8038	43%	55%	3602	1103	ELECTRONIC
Apr-2021	2714	3062	704	3238	9718	41%	65%	3418	910	ELECTRONIC
May-2021	2212	2853	847	3363	9275	45%	67%	3059	774	ELECTRONIC
Jun-2021	3188	2328	692	3257	9465	42%	59%	3880	980	ELECTRONIC
Jul-2021	2432	3469	808	6109	12818	54%	75%	3240	662	ELECTRONIC
Aug-2021	2502	1719	394	5890	10505	60%	72%	2896	1033	ELECTRONIC
Sep-2021	3196	1596	1018	4049	9859	51%	57%	4214	1327	ELECTRONIC (highest)
Oct-2021	2729	820	559	4688	8796	60%	63%	3288	1181	ELECTRONIC

AVERAGE POLES PROCESSED MONTHLY ON PAPER - PRECOVID	<b>6356.33</b>	June 2019 - February 2020
POLES PROCESSED ON PAPER - COVID	5769.00	March 2020 (closed early)
POLES PROCESSED ON PAPER AND ELECTRONIC - COVID	5882.00	April 2020 (started WFH paper & electronic)
AVERAGE POLES PROCESSED MONTHLY ELECTRONIC (WFH)	8690.13	May 2020 to May 2021
<b>BASELINE</b>	<b>7577.00</b>	<b>May 2020 to April 2021, excluded Sep 2020 &amp; Oct 2020</b>
AVERAGE POLES PROCESSED MONTHLY ELECTRONIC (WFH)	<b>9075.17</b>	<b>Nov 2020 to Oct 2021 (12 months)</b>

### TYPING BASELINE FOR OVERTIME: If number of billed JPAs exceeded 1000 JPAs AND number of billed poles exceeded 3276

AVERAGE BILLED JPAS MONTHLY (WFH)    980.42    September 2020 to August 2021  
AVERAGE BILLED POLES MONTHLY (WFH)    3275.67    September 2020 to August 2021

The admin aide types about half of the billed JPAs/poles

SCJPC - OVERTIME SCE SPECIAL BILLING Monthly update

Bill of Sale Month	Poles Billed	Poles Returned	Total Poles (Billed + Returned) Processed	Number of JPAs	Number of JPAs Returned	Total # of JPAs Processed (Billed + Returned)	Additional work Hrs	NOTES	Poles Return rate %	JPAs Return Rate %
Oct-20	492	220	712	149	53	202	54	2-PARTY ONLY. BILLED TO EDISON	31%	26%
Nov-20	753	426	1179	287	81	368	92	2-PARTY ONLY. BILLED TO EDISON	36%	22%
Dec-20	1143	605	1748	442	119	561	125.75	2-PARTY ONLY. BILLED TO EDISON	35%	21%
Jan-21	1289	892	2181	465	135	600	153.25	2-PARTY ONLY. BILLED TO EDISON	41%	23%
Feb-21	598	393	991	195	52	247	69	2-PARTY ONLY. BILLED TO EDISON	40%	21%
Mar-21	1234	1012	2246	334	122	456	152.25	2-PARTY ONLY. BILLED TO EDISON	45%	27%
Apr-21	1354	946	2300	408	149	557	167.75	2-PARTY ONLY. BILLED TO EDISON	41%	27%
May-21	716	694	1410	205	86	291	94.5	2-PARTY ONLY. BILLED TO EDISON	49%	30%
Jun-21	791	893	1684	202	95	297	104.25	2-PARTY ONLY. BILLED TO EDISON	53%	32%
Jul-21	1088	773	1861	230	100	330	139.5	2-PARTY ONLY. BILLED TO EDISON	42%	30%
Aug-21	1691	829	2520	642	151	793	197.5	2-PARTY ONLY. BILLED TO EDISON	33%	19%
Sep-21	938	471	1409	327	82	409	106.5	2-PARTY ONLY. BILLED TO EDISON	33%	20%
Oct-21	1522	516	2038	561	86	647	167.75	2-PARTY ONLY. BILLED TO EDISON	25%	13%
							1624			

Average OT monthly 124.92

Months:  
13

BILL NO. \_\_\_\_\_

PAGE NO. 1

Date Prepared 4/26/2021 In Field   
Date Sent 10/4/2016 Confirming Agreement

# FINAL AUTHORIZATION FOR JOINT POLE TRANSACTION

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

By Telephone \_\_\_\_\_ Date Completed MAY 19 2021 No. of Pages 3 J.P. Auth No NG0823-04-02

### COSTS and BILLING DATA

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

UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE	APPROVED	TAXING INSTRUCTIONS	ACCOUNTING DATA
ATC	Lynn Prescott	Los Angeles	18.1d		
ATS	Dan Garden	Los Angeles	18.1d		
E	HARRY FLUKE	CARRIER SOLUTIONS	Y. WANG	ALHAMBRA	800127656, 408126427
M	Scott Hunter	Los Angeles	18.1d		
NXT	Maria Ortiz	Los Angeles	18.1d		
TCA	Lynn Prescott	Los Angeles	18.1d		
NG	Natalie Fernandez	LAUSD MANCHESTER POLES	JOE SERRATO	SANTA CLARA	LMR 516-360 # 0823

BILL NO. \_\_\_\_\_

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	AMOUNT DUE		ACCOUNTING DIRECTIONS:		
				ATC	ATS	E	M	NXT	TCA	NG	ATC	ATS	E	M	NXT	TCA	NG				UTILITY	UTILITY			
							L						C	1	4KV	C	1	C	1	NG to purchase sec 4.2, NXT to purchase sec 4.1a, NG to rearrange sec 10.9, Record Corr sec 13.3					
111978M	3	50	68	G / CL4	27 - 1	26 - 1		43 - 8 29 - 1	( 25 - 1)	28 - 1			27 - 1		43 - 9 28 - 1	24 - 1		25 - 1	4/6	MANCHESTER AV N/S 160' W/O AIRPORT BL - INGLEWOOD	2				
								25 - 7 C 29							26 - 1 23 - 5						3				
							TN 23								C 28 TN 28						4				
															TN 23						5				
																			83a	NG to lwr NXT 12" - no cost	6				
																				Verified in field ATS & TCA not att'd to pole, KV size 4KV	7				
																					8				
																					9				
																					10				
																					11				
																					12				
																					13				

**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

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

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

GEOGRAPHICAL LOCATION  
INGLEWOOD  
COMMUNITY

FORM 48 SENT 3/10/2021

PAGE TOTAL \_\_\_\_\_

COL TOT			
---------	--	--	--







**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE  
INITIAL MEMBERSHIP FEE  
DECEMBER 31, 2020**

**OPERATING FUND**                      **\$ 5,378.91**

**TOTALS TAKEN FROM BALANCE SHEET & STATEMENT OF ASSESSMENTS, OPERATING EXPENSES, AND CAPITAL INVESTMENTS AS OF 12/31/20**

**PENSION**  
 CONTRIBUTION \$ 53,557.05  
 IND. ARRANGE. \$ -  
 FEE \$ -  
 TOTAL \$ 53,557.05

DIVIDED BY  
 30 MEMBERS **\$ 1,785.24**

TOTAL FURNITURE,  
 FIX., EQUIP. & SOFTWARE                      **\$ 92,349.00**

DIVIDED BY 30 MEMBERS                      **\$ 3,078.30**

**INTELLECTUAL PROPERTY\***

- \*ALLOWS THE FOLLOWING BENEFITS:**  
 ACCESS TO 1.2 MILLION POLE RECORD DATABASE  
 ACCESS TO ROUTINE HANDBOOK  
 ACCESS TO SCJPC WEB SITE  
 BILLING SERVICES  
 ABILITY TO PARTICIPATE IN MONTHLY MEETINGS

Members to decide this amount                      **\$ 50,000.00**

OPERATING FUND	\$ 5,378.91
FURNITURE, FIXTURES, & EQUIPMENT	\$ 3,078.30
PENSION	\$ 1,785.24
INTELLECTUAL PROPERTY	\$ 50,000.00
<b>TOTAL MEMBERSHIP FEE</b>	<b>\$ 60,242.44</b>

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE  
CALCUATIONS FOR 2020 INITIAL MEMBERSHIP FEE  
AS OF DECEMBER 31, 2020**

FURNITURE & FIXTURES	\$ 61,199.00
COMPUTER SOFTWARE	\$ 154,029.00
ACCUMULATED DEPRECIATION	\$ (122,879.00)
	<hr/>
NET PROPERTY AND EQUIPMENT	<u>\$ 92,349.00</u>
UNRESTRICTED NET ASSETS	<u>\$ 253,716.17</u>
NON PROPERTY - OPERATING FUND	<u>\$ 161,367.17</u>
MEMBERS AT DECEMBER 31, 2020	<u>30.00</u>
OPERATING FUND PER MEMBER	<u><b>\$ 5,378.91</b></u>

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE  
2022 PROPOSED OPERATING BUDGET - Draft 3**

Line	EXPENSE	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 (based on Oct YTD exp)	2022 PROPOSED	Member Assessment: Proportional OR Equal	
1	Salaries	510508.73	557735.21	557935.19	538,891 *	621,439	P	See 2022 Estimated Salaries worksheet <b>attached (page 3)</b> Budget 2: 609,742 (see page 3) Budget 3: 583,827 (see page 3)
2	Insurance - Med/Den/Life	63648.05	59756.94	70239.68	77,506 *	82,070	P	Health insurance 1.42% rate increase. Did not add budget for employees who optioned out.
3	Payroll Taxes	38243.68	39839.88	40487.69	38,049 *	49,715	P	8% of Salaries (line 1)
4	Worker's Comp	2592.25	2749.49	2812.76	2,402 *	2,750	P	Based on quote by insurance company \$2722
5	Misc. Expense/Travel Reimbursement	1189.35	1218.54	393.59	225 *	400	P	Based on 2020
6	Telecommuting Reimbursement				1,474 *	1,152	P	\$12/mo per employee (8 employees only - 1 employee work at the office)
7					Covered 2020 & 2021 (no budget) **			
8	<b><u>PENSION EXPENSE</u></b>							
9	Contribution-Sep IRA	48754.16	54185.25	52555.21	53,441 *	65,251	P	10.50% of Salaries (line 1)
10								
11	<b><u>MONTHLY RECURRING</u></b>							
12	Rent	102969.96	105584.76	107145.34	110,564 *	115,340	P	Based on lease schedule & 2021 estimated building operating expenses
13	Alarm System	581.88	599.88	599.88	540 *	660	P	Monthly increased by \$5 - \$54.99/mo
14	Electricity	(included above)	(included above)	(included above)	(included above) *	(included above)		Included in rent
15	Janitorial Service	(included above)	(included above)	(included above)	(included above) *	(included above)		Included in rent
16	Telephone/Internet	7424.89	7921.67	9786.13	9,488 *	10,200	P	Frontier (\$675) + Jive (34) + ATT Mobility (\$141) In the process of switching plan with Frontier
17	Webex Cisco	860.00	828.00	828.00	828 *	828	P	\$69 / month
18	Postage & Shipping	2203.53	2653.12	496.71	244 *	300	P	Based on 2021
19	Business Insurance	1769.51	1643.62	1698.38	1,753 *	2,000	P	Based on quote from insurance company
20	Committee Meetings and transcription service	3882.90	3411.92	2605.17	5,320 *	3,300	P	Per last Operating meeting 10/20/2021, to budget for Committee meetings
21	<b><u>EQUIP &amp; FURN MAIN.</u></b>							
22	Copy Machine (repair, maintenance, supplies)	2095.26	2584.01	1097.53	47 *	100	P	Changed to a better maintenance contract + less supplies (ink/staples)
23								
24	<b><u>NETWORK SYSTEM</u></b>							
25	Computer-LAN Maintenance Contract (IT service). Labor for on site support	10800.00	10800.00	12987.10	11,820 *	13,500	P	\$985/mo & anticipated billable on site support. Based on 2021 -10.5 hrs on site labor at \$160/hr (\$1680)
26	FRIEND Support/contract	4800.00	4800.00	4800.00	4,800 *	8,400	P	Current contract 400/mo Friend, Future contract 700/mo Friend Pro
27	Hosting Total:	9861.45	10419.84	10389.32	13,009 *	18,950	P	See below explanation
28	SCJPC Website	(included above)	(included above)	9300 (included above)	9300 (included above) *	9300 (included above)	P	\$775/mo Web Host
29	Cloud Server VM					4681 (included in above)	P	Microsoft Azure cloud server \$390.02/month
30	Cloud Server VM licenses (Windows Server & SQL)					2576 (included in above)		Microsoft Server and SQL Server
31	Sharefile, Email, and Domain	(included above)	(included above)	1173 (included above)	3058 (included above) *	2370 (included above)	P	Sharefile: Changed to better plan \$55/mo from \$69/mo (660) Email: \$1710 Domain: Renew in 2024 year
32	Covid-19 email & network setup			3502.86				
33	Computer (repair, maintenance, supplies)	2618.85	951.31	1472.22	2,669 *	1,900	P	Based on average 2018-2021
34	Covid-19 Computer Supplies			217.98				
35	Varasset Workshop (non budgeted item 2018)	7772.44						
36	OffSite Back-up	2841.00	1788.00	745.00	included in above row 25 hosting	included in above row 25 hosting	P	Included above in Computer LAN Maintenance row (row 25)
37								
38	<b><u>PRINTING &amp; SUPPLY</u></b>							

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE  
2022 PROPOSED OPERATING BUDGET - Draft 3**

Line	EXPENSE	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 (based on Oct YTD exp)	2022 PROPOSED	Member Assessment: Proportional OR Equal	
39	Office Printing	2438.39	2677.40	849.41	68 *	150	P	Year end projection
40	Office Supplies	1572.41	1877.95	1664.10	1,062 *	1,300	P	Average 2021 and 2022
41								
42	<b><u>CONTRACT SERVICES</u></b>							
43	Auditor	6716.00	7272.00	7504.80	2,879 *	5,000	P	Based on quote
44	Attorney**	0.00	1650.00	5532.50	5,654 *	6,500	E	Labor law, general, and CPUC consultation services. Equal assessments. Based on 2021 approved budget.
45								
46	<b><u>GENERAL EXPENSE</u></b>							
47								
48	Payroll Fees	1195.00	1074.00	1098.00	1,116 *	1,120	P	\$93/month
49	Bank Fees/Checks	104.23	326.08	188.98	- *	100	P	Budget for \$35 stop check payment fee (2) and other fees
50	Publications/Subscriptions/Reference	220.00	220.00	220.00	329 *	350	P	Year end projection
51	Seminars (professional development) & Tuition	1080.40	361.28	325.83	1,493 *	1,400	P	Employees development - to send employees to seminars or workshops Approx \$150 per workshop
52	Team Building		898.92	1914.46	1,762	2,000	P	\$500 per quarter
53	Members Retirement & Celebrations	0.00		0.00	305	400	P	Based on 2021, cost for two retirement plaques
54	Scanning Project (2020)**			7679.92	-	-	E	
55	Scan & shred confidential documents					160	P	One accounting box \$150 plus \$6 shredding service per year
56								
57	<b><u>COMPUTER SYSTEM</u></b>							
58								
59	Software Purchase and SCJPC website modifications	540.00	694.95	2780.00	992 *	1,350	P	Quickbooks Online Software \$645 Yearly, time clock software \$200 yearly and anticipating minor web modification (\$500 budget)
60	NJUNS Fee **	10500.00	10500.00	10500.00	-	-	E	Discontinued
61	FRIEND Pro **	0.00	0.00	0.00	33,750	33,750	E	Equal assessments** NOTE If project is completed in 2021, will not be in 2022 expenses
62	Website Upgrade (new database)**				5,000	5,000	E	Equal assessments** After Friend Pro has been implemented, new database
63	<b><u>EQUIPMENT &amp; FURNITURE PURCHASES</u></b>							
64	Purchases and leases (Copy machine, etc)	5566.53	5531.94	6609.21	5,200 *	5,900	P	Copy machine lease \$5185 + budget for 2 chair replacements \$350 ea
65	Covid-19 desk separator			1627.14				
66	Hardware Purchase (New laptop and/or monitor, etc)	4986.66	1729.31	1021.52	- *	1,400	P	Average 2019 & 2020. Budget for broken equipment replacement (laptop or monitor).
67	Covid-19 Laptops			12623.80				
68	<b>TOTAL Expenses</b>	860337.51	904285.27	944,935.41	932,678	1,064,135		
69		9.85%	16.19%	10.99%	12.88%	0.60%		
70		Lower than approved budget	Lower than approved budget	Lower than approved budget	Lower than 2020 approved budget	Lower than 2021 approved budget		
71	Approved budget	954,374	1,078,940	1,061,579	1,070,554	1,017,505		
72		<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>		
73						<b>PROPOSED</b>		
74	Total Covid-19 expenses (2020 only) non budgeted item			17971.78				
75	*based on monthly average - per October YTD							
76	**Items in red will not be assessed proportionately among members, but equally among members.							

**2022 PROPOSED SALARIES - Line item #1 on 2022 Proposed Budget**

**BUDGET 1: With budget for overtime added per last operating meeting 10/20/2021 and Biller Level 3 promotion in Jan 2022**

		One Year Total	
Part time TEMP ADMIN AIDE staffing agency cost	\$24 - 25 hr/week	31,200.00	1300 hrs x 24
Jan - May 2022 (5 months) with promotion in Jan		229,773.83	
Jun to Dec 2022 (7 months) anticipated rate increase 4%		334,550.69	
Overtime budget (Jan-May 2022) (see below yellow table for calculation)	48.58 hrs* \$43.44 monthly	10,551.58	
Overtime budget Jun to Dec 2022		15,363.09	
<b>TOTAL FOR 2022 ESTIMATED SALARIES (WITH OVERTIME and Biller Level 3 Promotion)</b>		<b>621,439.19</b>	Salaries for 9 full time employees and 1 part time employee

**2022 PROPOSED SALARIES - Line item #1 on 2022 Proposed Budget**

**BUDGET 2: With budget for overtime added per last operating meeting 10/20/2021 and Biller Level 3 in June 2022**

		One Year Total	
Part time TEMP ADMIN AIDE staffing agency cost	\$24 - 25 hr/week	31,200.00	1300 hrs x 24
Jan - May 2022 (5 months)		225,850.94	
Jun to Dec 2022 (7 months) with promotion in June & anticipated rate increase		326,776.47	
Overtime budget (Jan-May 2022) (see below yellow table for calculation)	48.58 hrs* \$43.44 monthly	10,551.58	
Overtime budget Jun to Dec 2022		15,363.09	
<b>TOTAL FOR 2022 ESTIMATED SALARIES (WITH OVERTIME)</b>		<b>609,742.08</b>	Salaries for 9 full time employees and 1 part time employee

**Overtime estimation if billed JPAs are above 1000 JPAs**

Ave reg hourly rate 9 employees = \$28.96 as of Nov 2021

OT rate = \$28.96 \* 1.5 = \$43.44

September 2021 Bill of sale: 1327 Billed JPAs

Average # of poles per JPA as of Sep 2021 B/S

5.20

poles per JPA

1327 JPAs minus 1000 JPAs (base) = 327

327 \* 5.20

1700.4

POLES

Average type/input JPA: 35 poles per hour

48.58

additional hours needed

**2022 PROPOSED SALARIES - Line item #1 on 2022 Proposed Budget**

**BUDGET 3: promotion in June, exclude overtime**

		One Year Total	
Part time TEMP ADMIN AIDE staffing agency cost	\$24 - 25 hr/week	31,200.00	1300 hrs x 24
Jan - May 2022 (5 months)		225,850.94	
Jun to Dec 2022 (7 months) with promotion in June & anticipated rate increase		326,776.47	
<b>TOTAL FOR 2022 ESTIMATED SALARIES (WITHOUT OVERTIME)</b>		<b>583,827.41</b>	Salaries for 9 full time employees and 1 part time employee

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE  
2022 PROPOSED OPERATING BUDGET - Draft 4**

Line	EXPENSE	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 (based on Oct YTD exp)	2022 PROPOSED	Member Assessment: Proportional OR Equal	
1	Salaries	510508.73	557735.21	557935.19	538,891 *	621,439	P	See 2022 Estimated Salaries worksheet <b>attached (page 3)</b>
2	Insurance - Med/Den/Life	63648.05	59756.94	70239.68	77,506 *	82,070	P	Health insurance 1.42% rate increase. Did not add budget for employees who optioned out.
3	Payroll Taxes	38243.68	39839.88	40487.69	38,049 *	49,715	P	8% of Salaries (line 1)
4	Worker's Comp	2592.25	2749.49	2812.76	2,402 *	2,750	P	Based on quote by insurance company \$2722
5	Misc. Expense/Travel Reimbursement	1189.35	1218.54	393.59	225 *	400	P	Based on 2020
6	Telecommuting Reimbursement				1,474 *	1,152	P	\$12/mo per employee (8 employees only - 1 employee work at the office)
7					Covered 2020 & 2021 (no budget) **			
8	<b><u>PENSION EXPENSE</u></b>							
9	Contribution-Sep IRA	48754.16	54185.25	52555.21	53,441 *	65,251	P	10.50% of Salaries (line 1)
10								
11	<b><u>MONTHLY RECURRING</u></b>							
12	Rent	102969.96	105584.76	107145.34	110,564 *	115,340	P	Based on lease schedule & 2021 estimated building operating expenses
13	Alarm System	581.88	599.88	599.88	540 *	660	P	Monthly increased by \$5 - \$54.99/mo
14	Electricity	(included above)	(included above)	(included above)	(included above) *	(included above)		Included in rent
15	Janitorial Service	(included above)	(included above)	(included above)	(included above) *	(included above)		Included in rent
16	Telephone/Internet	7424.89	7921.67	9786.13	9,488 *	10,200	P	Frontier (\$675) + Jive (34) + ATT Mobility (\$141) In the process of switching plan with Frontier
17	Webex Cisco	860.00	828.00	828.00	828 *	828	P	\$69 / month
18	Postage & Shipping	2203.53	2653.12	496.71	244 *	300	P	Based on 2021
19	Business Insurance	1769.51	1643.62	1698.38	1,753 *	2,000	P	Based on quote from insurance company
20	Committee Meetings	3882.90	3411.92	2605.17	5,320 *	-	P	Committee will not provide food/drinks for meetings
21	<b><u>EQUIP &amp; FURN MAIN.</u></b>							
22	Copy Machine (repair, maintenance, supplies)	2095.26	2584.01	1097.53	47 *	100	P	Changed to a better maintenance contract + less supplies (ink/staples)
23								
24	<b><u>NETWORK SYSTEM</u></b>							
25	Computer-LAN Maintenance Contract (IT service). Labor for on site support	10800.00	10800.00	12987.10	11,820 *	14,600	P	\$1076.50/mo & anticipated billable on site support. Based on 2021 -10.5 hrs on site labor at \$160/hr (\$1680) 11/17/2021
26	FRIEND Support/contract	4800.00	4800.00	4800.00	4,800 *	8,400	P	Current contract 400/mo Friend, Future contract 700/mo Friend Pro
27	Hosting Total:	9861.45	10419.84	10389.32	13,009 *	17,830	P	See below explanation
28	SCJPC Website	(included above)	(included above)	9300 (included above)	9300 (included above) *	9300 (included above)	P	\$775/mo Web Host
29	Cloud Server VM					3576 (included in above)	P	Microsoft Azure cloud server \$298/month (11/17/2021)
30	Cloud Server VM licenses (Windows Server & SQL)					2576 (included in above)		Microsoft Server and SQL Server
31	Sharefile, Email, and Domain	(included above)	(included above)	1173 (included above)	3058 (included above) *	2370 (included above)	P	Sharefile: Changed to better plan \$55/mo from \$69/mo (660) Email: \$1710 Domain: Renew in 2024 year
32	Covid-19 email & network setup			3502.86				
33	Computer (repair, maintenance, supplies)	2618.85	951.31	1472.22	2,669 *	1,900	P	Based on average 2018-2021
34	Covid-19 Computer Supplies			217.98				
35	Varasset Workshop (non budgeted item 2018)	7772.44						
36	OffSite Back-up	2841.00	1788.00	745.00	included in above row 25 hosting	included in above row 25 hosting	P	Included above in Computer LAN Maintenance row (row 25)
37								
38	<b><u>PRINTING &amp; SUPPLY</u></b>							

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE  
2022 PROPOSED OPERATING BUDGET - Draft 4**

Line	EXPENSE	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 (based on Oct YTD exp)	2022 PROPOSED	Member Assessment: Proportional OR Equal	
39	Office Printing	2438.39	2677.40	849.41	68 *	150	P	Year end projection
40	Office Supplies	1572.41	1877.95	1664.10	1,062 *	1,300	P	Average 2021 and 2022
41								
42	<b><u>CONTRACT SERVICES</u></b>							
43	Auditor	6716.00	7272.00	7504.80	2,879 *	5,000	P	Based on quote
44	Attorney**	0.00	1650.00	5532.50	5,654 *	6,500	E	Labor law, general, and CPUC consultation services. Equal assessments. Based on 2021 approved budget.
45								
46	<b><u>GENERAL EXPENSE</u></b>							
47								
48	Payroll Fees	1195.00	1074.00	1098.00	1,116 *	1,120	P	\$93/month
49	Bank Fees/Checks	104.23	326.08	188.98	- *	100	P	Budget for \$35 stop check payment fee (2) and other fees
50	Publications/Subscriptions/Reference	220.00	220.00	220.00	329 *	350	P	Year end projection (docusign)
51	Seminars (professional development) & Tuition	1080.40	361.28	325.83	1,493 *	1,400	P	Employees development - to send employees to seminars or workshops Approx \$150 per workshop
52	Team Building		898.92	1914.46	1,762	2,000	P	\$500 per quarter
53	Members Retirement & Celebrations	0.00		0.00	305	400	P	Based on 2021, cost for two retirement plaques
54	Scanning Project (2020)**			7679.92	-	-	E	
55	Scan & shred confidential documents					160	P	One accounting box \$150 plus \$6 shredding service per year
56								
57	<b><u>COMPUTER SYSTEM</u></b>							
58								
59	Software Purchase and SCJPC website modifications	540.00	694.95	2780.00	992 *	1,350	P	Quickbooks Online Software \$645 Yearly, time clock software \$200 yearly and anticipating minor web modification (\$500 budget)
60	NJUNS Fee **	10500.00	10500.00	10500.00	-	-	E	Discontinued
61	FRIEND Pro **	0.00	0.00	0.00	33,750	33,750	E	Equal assessments** NOTE If project is completed in 2021, will not be in 2022 expenses
62	Website Upgrade (new database)**				5,000	5,000	P	After Friend Pro has been implemented, new database
63	<b><u>EQUIPMENT &amp; FURNITURE PURCHASES</u></b>							
64	Purchases and leases (Copy machine, etc)	5566.53	5531.94	6609.21	5,200 *	5,900	P	Copy machine lease \$5185 + budget for 2 chair replacements \$350 ea
65	Covid-19 desk separator			1627.14				
66	Hardware Purchase (New laptop and/or monitor, etc)	4986.66	1729.31	1021.52	- *	1,400	P	Average 2019 & 2020. Budget for broken equipment replacement (laptop or monitor).
67	Covid-19 Laptops			12623.80				
68	<b>TOTAL Expenses</b>	860337.51	904285.27	944,935.41	932,678	1,060,815		
69		9.85%	16.19%	10.99%	12.88%	0.91%		
70		Lower than approved budget	Lower than approved budget	Lower than approved budget	Lower than 2020 approved budget	Lower than 2021 approved budget		
71	Approved budget	954,374	1,078,940	1,061,579	1,070,554	1,060,815		
72		<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>		
73						<b>PROPOSED</b>		
74	Total Covid-19 expenses (2020 only) non budgeted item			17971.78				
75	*based on monthly average - per October YTD							
76	**Items in red will not be assessed proportionately among members, but equally among members.							

**2022 PROPOSED SALARIES - Line item #1 on 2022 Proposed Budget**

**BUDGET 1: With budget for overtime added per last operating meeting 10/20/2021 and Biller Level 3 promotion in Jan 2022**

		One Year Total	
Part time TEMP ADMIN AIDE staffing agency cost	\$24 - 25 hr/week	31,200.00	1300 hrs x 24
Jan - May 2022 (5 months) with promotion in Jan		229,773.83	
Jun to Dec 2022 (7 months) anticipated rate increase 4%		334,550.69	
Overtime budget (Jan-May 2022) (see below yellow table for calculation)	48.58 hrs* \$43.44 monthly	10,551.58	
Overtime budget Jun to Dec 2022		15,363.09	
<b>TOTAL FOR 2022 ESTIMATED SALARIES (WITH OVERTIME and Biller Level 3 Promotion)</b>		<b>621,439.19</b>	Salaries for 9 full time employees and 1 part time employee

**Overtime estimation if billed JPAs are above 1000 JPAs**

Ave reg hourly rate 9 employees = \$28.96 as of Nov 2021

OT rate = \$28.96 \* 1.5 = \$43.44

September 2021 Bill of sale: 1327 Billed JPAs

Average # of poles per JPA as of Sep 2021 B/S

5.20

poles per JPA

1327 JPAs minus 1000 JPAs (base) = 327

327 \* 5.20

1700.4

POLES

Average type/input JPA: 35 poles per hour

48.58

additional hours needed