

Southern California Joint Pole Committee

444 E. Huntington Drive, Ste. 205

Arcadia, Ca. 91006

Phone (626) 294-0820

Fax (626) 294-0872

January 21, 1999

A meeting of the *Operating Committee* took place on the above date, at 10:00 a.m. at the Committee office. Those in attendance were:

Ms. Jayme Willis - Pacific Bell
Mr. Dan Lewis - GTE California
Mr. Chris Bengtsson - City of Los Angeles
Ms. Sherri Goetz - So. California Edison Co.
Mr. Stephen Sawyer - Media One
Mr. Malcolm Brown - AirTouch
Mr. Mike Torelli - City of Riverside
Ms. Lupe Hernandez - Pacific Bell
Ms. Jennie Corella - Committee Staff

Chairperson, Jayme Willis brought the meeting to order. The first topic involved Item 1268: Y2K Problems. Mr. Cory Autrey had asked Mr. James Krage of J.K. Enterprises, for his input on our Y2K compliance. Mr. Krage's response was handed out. His findings show that there is no urgency to make the system Y2K compliance. It appears that the structuring of the databases in our applications do not need modification, only the programs that access them. In discussion it was decided to keep the Y2K and the computer conversion joint. It was suggested that we keep Mr. Krage's proposal and look for other estimates and recommendations.

The next topic of discussion involved Item 1272: AT&T and TCG Merger. AT&T has yet to provide the CPUC document number. When it is received, we will hire James Krage to merge the records. Mr. Lewis asked if it has been made clear to AT&T what was required. Ms. Willis explained that Mr. Dave Barrett has spoken to her and was working on getting the document. In discussion it was suggested that maybe we would need to go higher than Mr. Barrett. Also in discussion, it appears that AT&T is in arrears 90 days for the Joint Pole Committee Expenses. It was decided that when we send the correspondence regarding the delinquent JPC expenses we take the opportunity to let them know of our requirement of the CPUC document before we can merge the records.

The next topic of discussion involved Item 1274:Office Management Restructuring. In one of the last meetings that Cory had attended he brought up that Jun Santiago had expressed a need to look at the description of the Assistant Manager. A lot of consideration has been given to the of the Assistant Manager, Local System Administrator, Office Manager positions.

It was our expectation that the Assistant Manager to fill in when the Office Manager was not in.

It may be more cost effective to get an outside consultant as the Local Systems Administrator until our system is installed.

Ms. Willis gave an example of what she understood the restructuring was about and what it should evolve to.

It was discussed that someone be continually cross-trained so that should any position be vacated. No one on staff was interested in the manager's position at this time. It was suggested that the LSA be groomed to be next in line for the manager's position. With the computer transition the staff's role will change. Staff will become managers of the joint pole billing as well as billing on specials.

Mr. Torelli made some suggestions on what Ms. Willis had explained. Ms. Willis agreed we can plot all suggestions and not change the descriptions until we see the whole picture.

The Local System Administrator will be a full-time job. LSA will have to be current with the Routine Revisions and will be checking the influx of volume of work. Once the Y2K is complete and the computer system is installed, the LSA will be constantly changing and maintaining the system. In the event that Ms. Corella, Office Manager, needs a day off the LSA would back-up. The web-site is only a skeleton at this point. We haven't scratched the surface with the capabilities of the this web-site. We're looking for the web-site to have the agreement, the complete routine handbook, revisions, minutes, etc.

It was discussed if the budget would allow for this position to be funded in 1999. The position was funded for 1999 but the decision to outsource the tasks or hire a permanent LSA has not been decided yet. Also, discussed was whether the computer system will be in place before hiring for this position. Mr. Lewis suggested that an RFP we done to incorporate Phase I and Phase II. Once the development has taken place, the decision to hire or out source will be revisited.

The next topic of discussion involved Item 1281: Employee Handbook. Ms. Willis suggested that we wait on this item. The official employee handbook is dated 4-97. There needs to be some upgrades, Mr. Autrey has found that some of the laws have changed. This was discussed at the October Administrative Board meeting. Ms. Corella is to review and bring a draft merging Mr. Autrey's and Ms. Corella's recommendations forward to the Operating Committee.

The next topic of discussion involved Item 1280: Agreement Signatures (Reorg). Ms. Corella handed out a copy of the letter sent to Mr. Adams our legal counsel requesting his opinion on how to handle the signature page for new members. Ms. Willis handed out a sample of a resolution document. Ms. Corella is going to ask Mr. Adams to pursue the amendment and to prepare an amendment recommendation.

The next topic of discussion involved Office Equipment Inventory. The fax machine needs to be replaced. Ms. Corella will get prices on a new fax machine. The laser printer has had some problems and may need to be replaced. Ms. Corella to get prices on a laser printer as well. The newest pentium work station has crashed. Mr. Autrey will check on the warranty. The system was backed-up on Friday, January 15, 1999 but at this time it is unknown s to whether the data was lost.

Discussion ensued about an office staff member attending classes for system administration. It was decided that we could not do this at this time.

Also discussed was the Mstreet2 server connections. It keeps running out of ports due to so many users. We will need to wait for the computer analysis before we look at the Mstreet server. The new system will take care of this problem.

The next topic of discussion involved overtime for the committee staff. Overtime has been offered to catch up on the volume of work. The work is caught up. Overtime will be approved on as needed basis.

The next topic of discussion involved the auditor. Mr. Dan Gore will no longer be our auditor. Mr. Hunt was recommended for our auditor. Ms. Corella had request a bid from Mr. Hunt. Mr. Hunt has responded with a \$3600 bid and since we had budgeted \$3500 for this year for the auditor, it was decided to have Mr. Hunt be our auditor. Ms. Corella will negotiate a contract with Mr. Hunt.

The next topic of discussion involved training Ms Corella. It was suggested that Mr. Autrey be asked if he would be willing to come in on a Saturday to do an overview with Ms. Corella. Since training was not available, it was decided that this was a good idea. Ms. Corella is to coordinate with Mr. Autrey the details for this training. Mr. Bengsston would like to attend and requested that he be included in the plans.

The next topic of discussion involved the taking of minutes. It was suggested that each chairperson of each committee be responsible for their minutes. Eventually, Ms. Corella will do the minutes for all the committees. It was suggested that Kathleen Greene, Committee Staff, attend the meeting and take the minutes. It was agreed and Ms. Corella will ask Ms. Greene if she would be interested.

Final discussion was workload flow into JPC. Due to a higher than normal volume the City of Los Angeles was asked if they could send their JPAs into the office more frequent than just once a month. Mr. Bengsston agreed to check into the matter.

The meeting adjourned at 12:15 PM until February 18, 1999.

Southern California Joint Pole Committee

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February 18, 1999

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

Mr. Chris Bengtsson	City of Los Angeles
Mr. Dan Lewis	GTE of Calif., Inc.
Ms. Jayme Willis	Pacific Bell
Mr. Ernie Solorzano	So. Calif. Edison Co.
Mr. Mike Torelli	City of Riverside
Mr. Stephen D. Sawyer	MediaOne
Ms. Sherri Goetz	So. California Edison
Ms. Lupe Hernandez	Pacific Bell
Ms. Jennie Corella	Committee Staff

Chairperson, Mr. Chris Bengtsson brought the meeting to order at 9:15 a.m. The first topic of discussion involved **Item 1268: Y2K Problems**. Mr. Lewis asked Ms. Corella if Paul Coleman had picked-up the PC with the crashed hard drive. Ms. Corella informed Mr. Lewis that it would be picked up this afternoon. Ms. Corella was instructed to question Mr. Coleman whether data was recoverable from the crashed hard drive.

Mr. Lewis reported that Mr. Jim Krage was contacted in regards to updating the Clipper program by adding additional fields when processing JPA's. Currently, there are six fields, the idea is to increase this to a maximum of fifteen fields. The Committee would like both the Y2K problem, and the addition of fields to be a joint task implemented by Mr. Krage. Mr. Krage has not responded with a quote. Mr. Solorzano inquired about Mr. Krage's hourly rate. Ms. Corella responded with \$50.00.

The next discussion was the evaluation of Opcats. Mr. Lewis reported that Mr. Chuck Reeder has assigned a programmer to work on the Opcats evaluation. He will spend the last weekend in February at the Committee office working on an evaluation. The Committee office will reimburse the programmer for all and any expenses.

Mr. Solorzano inquired whether money had been budgeted for consultants. Ms. Corella responded, according to the annual budget money had been budgeted. Mr. Solorzano suggested that on the Operating Expense sheet the computer consultants costs be identified by name. Mr. Torelli stated he would like to see the Opcats expenditures broken down on the expense sheet, perhaps a specific line on the expense sheet. Mr. Solorzano agreed.

Mr. Bengtsson requested the monthly Operating Expense sheet match the Annual Budget. Ms. Willis requested the insurance costs be separately identified as well. Ms. Corella will modify Operating expense sheet to match Annual Budget Sheet.

Mr. Bengtsson instructed Ms. Corella to make the overview of the Monthly Operating Expense Sheet a standing item on the agenda.

Item 1272: AT & T & TCG Merger was next on the agenda. Ms. Willis reported FCC approval of the merger has not been received to date.

Item 1274: Office Management Restructuring – Ms. Willis reported a shift in structure in reference to the LSA position was being considered. The LSA tasks must first be identified in order to move on to office management restructure. Mr. Torelli created a proposed flow chart on the board for the benefit of the attending members.

The subject of backlog was addressed. Ms. Corella proposed relieving Ms. Baccus, the current bookkeeper, of her accounting responsibilities. The objective is to allow Ms. Baccus to devote her hours to billing JPA's on a full time basis. The Committee office would operate with three full time billing associates. Mr. Solorzano was concerned with the possibility of Ms. Corella being overwhelmed, and unable to handle her management responsibilities. To this Ms. Corella responded she would gauge her time and come to a decision of work overload.

Ms. Willis suggested creating a JPA log to help Ms. Corella evaluate and calculate staff performance. Ms. Corella will create a matrix for logging processing of JPA's.

Mr. Sawyer questioned the projected time when the computer problems would be resolved. Mr. Lewis responded that by the end of February we would have a better understanding of our position.

Mr. Bengtsson suggested creating a plan of action once Opcats is up and running; such as defining the duties of the LSA.

Ms. Willis mentioned an impending crisis if we do not act on the issue of adding extra fields for the multiple JPA's. The Committee office will be receiving seven plus JPA's within the next two weeks. They can not be processed with the current Clipper program. This issue must be addressed now. Mr. Bengtsson asked if there were any other options to billing eight plus member JPA's with the system as it stands now. Ms. Willis stated there was not, and the committee should consider contracting another consultant, besides Mr. Krage, to fix the problem. Mr. Solorzano felt this is a critical issue due to a cash flow problem. Mr. Bengtsson agreed to the need of converting the system now. Ms. Willis stated ignoring this issue would create an integrity problem. Members will not obtain accurate pole information. It was agreed that another consultant must be located. Mr. Sawyer suggested offering a monetary incentive to completing the task prior to deadline. The incentive could expedite things. Ms. Corella would attempt to contact Mr. Jim Krage.

Mr. Solorzano asked if the cost of the incentive would be split equally. Ms. Willis stated that any unforeseen costs are equally assessed. Mr. Bengtsson instructed Ms. Corella to add to the Administrative Board Agenda for March under discussion the issue of Committee Expense Equal Assessment. Ms. Corella assigned Item Number 1283.

Ms. Willis reported **Item 1279: New Office Management** was still open, and contingent on the LSA position.

The next discussion was **Item 1281: Employee Handbook** – Ms. Willis reported that Ms. Corella is working on new language. Members urged to review the handbook with the proposed changes.

Item 1280: Agreement Signatures - Ms. Corella reported that Mr. Cory Autrey is working on the corporate resolution document. Ms. Corella will get in touch with Mr. Autrey.

Number 7 on the agenda were office equipment. The printer and fax need replacing. Ms. Corella will obtain three quotes from vendors. Ms. Kathleen Greene is in need of an updated processor; she is currently using a 386. The processor in repair will be used to replace the 386. The Mstreet2 server continues to kick users off due to the size of volume.

The final issue of discussion was overtime. Ms. Willis reported the large volume of PBM JPA's resulted in the need for overtime. Mr. Solorzano asked whether overtime is more productive on a daily basis of a ten-hour day, or a full eight-hour day on Saturday? Mr. Bengtsson was of the opinion that Saturdays are more productive due to the lack of interruptions. Mr. Solorzano suggested calling a mandatory Saturday overtime. Ms. Willis responded, according to the Employee Handbook unless there is a disaster overtime is not mandatory. Mr. Lewis questioned the volume of backlog. Mr. Solorzano said Ms. Gertrud Greene showed him JPA's dated January. Ms. Corella was asked to present the option of working on Saturdays to the Committee office staff. Ms. Willis stressed the urgency of backlog; two months JPA billing backlog is not acceptable. Mr. Solorzano stated his concern with the possible termination of a Committee staff-billing associate. He suggested hiring someone to replace Ms. Kathleen Greene, and allowing her to become proficient with multiple JPA's. The final consensus was that overtime would continue in order to address the backlog of JPA's.

The meeting adjourned at 12:30 p.m., until March 18, 1999.

Chris Bengtsson, Vice President

Jennie Corella, Office Manager

Southern California Joint Pole Committee

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Fax (626) 294-0872

March 18, 1999

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

Mr. Chris Bengtsson	City of Los Angeles
Ms. Jayme Willis	Pacific Bell
Ms. Sherri Goetz	So. Calif. Edison Co.
Ms. Lupe Hernandez	Pacific Bell
Mr. Mike Torelli	City of Riverside
Ms. Jennie Corella	Committee Staff

Chairperson, Chris Bengtsson brought the meeting to order at 9:25 am. The first topic on the agenda was the review of the February expense sheet. The first item on the expense sheet is wages. Wages are now separately listed by regular and overtime expense. The need for overtime continues due to the backlog of JPA's. Ms. Goetz questioned if a log was in place to monitor the backlog. Ms. Corella responded saying there is a log now in place to record all JPA's, their status, and the person who billed and checked that particular JPA. March would be the initial month of keeping the JPA log. The log also monitors the productivity of each staff member. Ms. Corella stated that due to the volume of multi-party JPA's, that have increased from 3% per month to 20%, the backlog would not be easily remedied under current conditions. Ms. Corella distributed a copy of a multi-party JPA that consisted of six pages. Ms. Goetz stated she had observed the process of billing multi-party JPA's and agreed it was lengthy. Currently, there are three Committee staff members with the ability to process multi's. Mr. Bengtsson suggested training Ms. Kathleen Greene on multi-party JPA's. Ms. Corella stated that Ms. Greene is busy with her duties and can only devote about one hour a day toward training. It was decided to bring in a temp to relieve Ms. Greene of some of her duties, thus freeing her for additional training.

Mr. Bengtsson stated perhaps in the future when changes to the Routine are discussed, the impact on the process of billing JPA's should be considered. If the cost benefit resulting from the change is minimal, as opposed to the cost of labor hours required for billing, perhaps the suggested change should be evaluated further.

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The expense sheet was discussed further. Mr. Torelli stated that some expenses that were noted on the sheet had descriptions that were too general. He recommended using descriptions with more detail. Ms. Corella will make the changes on future expense sheet reports.

Ms. Goetz had a concern with unknown and known expenses, and how unknown expenses are assessed. Ms. Willis responded by stating any expense not budgeted, or in excess of the annual budget will be equally shared.

Mr. Torelli also had a concern with equally shared expenses. The example used by Mr. Torelli was the overtime expense for billing multi-party JPA's. Riverside rarely submits multi-party JPA's. Overtime is not a budgeted expense, and if needed the expense costs will be assessed equally. There is no benefit for Riverside, yet it will be assessed equally.

Mr. Torelli suggested the possibility of changing the billing method to the volume of JPA's processed per parties (ex: 2, 3, 4, etc.) per member. Mr. Bengtsson said Mr. Torelli had a legitimate concern and this is something to reflect in the future.

It was agreed to discuss the issue of shared equally expenses versus proportionately at the next Operating Committee meeting.

The Y2K issue was next on the agenda. Ms. Corella reported that Mr. Dan Lewis had located a co-worker who was familiar with the Clipper language. Mr. Lewis and his co-worker will evaluate the situation the following Tuesday when they both visit the Committee office.

Ms. Willis reported on the AT&T-TCG Merger. The issue is tracking any problems and special work required in merging the two files. The costs involved must be assessed to AT&T separately as "special work". To date the Committee office has not received the D.B.A. document stating TCG *doing business as* AT&T.

The final item of discussion was the new members corporate resolution document submitted from the Committee Legal Council, Mr. Roger Adams. Mr. Bengtsson suggested sending a correspondence along with a copy of the draft document to members for their review. It will appear on the April Administrative Board agenda under Consent Calendar in order to have members in attendance vote on it.

Mr. Bengtsson announced that Ms. Willis would officially retire from Pacific Bell on April 2, 1999. He thanked her for the years of dedication and service she contributed to the Joint Pole Committee. Her vast knowledge and experience in the industry, which she brought to the table, will be a loss to the Committee. The Committee office will plan and oversee a retirement luncheon

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in appreciation of all Ms. Willis contributed to the continued success of the Joint Pole Office. He wished her all the best of luck on her new venture.

The meeting adjourned at 12:30 p.m., until April 22, 1999.

Jennie Corella, Office Manager

Southern California Joint Pole Committee

444 E. Huntington Drive, Suite 205
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April 22, 1999

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

Mr. Chris Bengtsson	City of Los Angeles
Mr. Dan Lewis	GTE of Calif., Inc.
Mr. Ernie Solorzano	So. Calif. Edison Co.
Ms. Sherri Goetz	So. Calif. Edison Co.
Ms. Lupe Hernandez	Pacific Bell
Mr. Mike Torelli	City of Riverside
Ms. Kathleen Dell	L.A. Cellular
Ms. Jennie Corella	Committee Staff

Chairperson, Chris Bengtsson brought the meeting to order at 9:25 am. Review of the March expense sheet was the first item on the agenda. Wages were discussed initially. A temporary staff member is currently employed by the Committee office to help alleviate the current JPA backlog, and allow for cross training. To this, Mr. Solorzano suggested inserting a line item for contract labor expense under Employee Expense on the sheet. This would differentiate expenses for employee wages versus contract labor. Members made recommendations for further improvements to the expense sheet in order that it appears clear, concise and reader friendly. Ms. Corella made notes of the recommendations and will continue improvements to the expense sheet.

Next item on the agenda was Y2K problems. Mr. Lewis stated that at the last Computer meeting two guest consultants presented the Committee with a proposal for Y2K readiness. Also, included in their presentation were recommendations for other future pending problems that they had located during their investigation of the Y2K situation. Their hourly fee is \$60.00 per hour should the situation require two consultants or \$30.00 per hour if one is needed for the task order. The presentation was informative, the consultants were knowledgeable, and it was decided to employ their services for current computer problems the Committee office should encounter. The Computer Committee suggested using them as part time system administrators. All the members in attendance agreed.

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TCG LOS ANGELES

Ms. Corella reported on Item 1272 AT&T-TCG Merger. She sent correspondence to A T & T earlier this year requesting a document stating TCG *doing business as* AT&T. The Committee office has not yet received the document. The final decision was not to merge A T & T with TCG data files at this time. Item 1272 will remain an open item.

Mr. Solorzano had a concern with the issue of the current method being used to assess the members. The issue is percentage of pole ownership versus volume of work generated by a member. This issue will be discussed further in future Operating Meetings.

Office management restructuring was discussed next. Mr. Solorzano had a concern with the productivity output of the office, and the effect on his cash flow. Perhaps the issue of backlog should be remedied by bringing in more help to the office. He also had a concern for the long term productivity issue, in that how are we insuring the loss of one or two staff billers, which would likely create a major reduction in JPA processing. Replacing staff with the ability to process JPAs at the level of seasoned billers will not be an easy task. Mr. Solorzano is of the opinion that this issue must be addressed at this time.

Mr. Solorzano inquired if a tool of measurement was being used to rate the productivity of each individual staff member. Ms. Corella answered that currently; there is a JPA log to monitor the individual piecework of the staff.

In regards to the backlog, Ms. Dell suggested hiring, at the least, one staff member. She also suggested creating a long term training plan to ensure the office is staffed at all times with the number of billers required to process the work in a timely manner.

It was suggested that a salary matrix, as well as, job descriptions and criteria needed for the three levels of billing staff. The level criteria is:

- Level I – ability to bill 2-party JPA
- Level II – ability to bill 2-5-party JPA
- Level III – ability to bill 5-plus party JPA

Mr. Torelli created a salary matrix for the Committee to view, he explained how it could be applied to the Committee office staff. Ms. Corella was instructed to create a salary matrix for the staff using Mr. Torelli's template. She stated that currently, Kathleen Greene is billing multi-party JPAs, and training to get up speed and efficiency. It was agreed to raise Ms. Greene's hourly wage from \$11.73 to \$13.50, which would reflect a promotional and annual performance wage increase. This will become effective May 1, 1999.

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It was agreed that another biller be brought in to A.) help alleviate the current backlog, and B.) train as a Level I biller. The objective for the Level I biller will be to obtain the skills and abilities to transition to the next level as opportunities arise. Ms. Corella was given approval to staff an additional biller, and one data entry clerk to handle all the responsibilities of Ms. Kathleen Greene as she transitions to a full time biller.

Mr. Solorzano stated that he would supply the desk needed for the new workstation. Ms. Corella is to employ Don Lerch, the computer consultant, to purchase and install a PC for the workstation.

The final item for discussion was the Employee Handbook. Ms. Corella stated that, the previous Assistant Manager, who had made some recommendations and suggestions for change, opened this item. Ms. Corella said she has not completed the review. When the review is done, and revisions are made to the Handbook, it is recommended that the salary matrix be inserted into the Handbook.

The meeting adjourned at 2:30 p.m., until May 18, 1999.

Jennie Corella, Office Manager

Southern California Joint Pole Committee

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Phone (626) 294-0820
Fax (626) 294-0872

May 18, 1999

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

Mr. Malcolm Brown	AirTouch Cellular
Ms. Lynn Prescott	AirTouch Cellular
Mr. Ernie Solorzano	So. Calif. Edison Co.
Mr. Chris Bengtsson	City of Los Angeles
Mr. Ralph Hammond	Sprint PCS
Mr. Dan Lewis	Gte Calif., Inc.
Ms. Lupe Hernandez	Pacific Bell
Mr. Mike Bogner	Sprint PCS
Ms. Jennie L. Corella	Committee Staff

Chairperson, Mr. Chris Bengtsson brought the meeting to order. The first item on the agenda was the review of the April Expense Sheet. After reviewing the Expense sheet, Mr. Bengtsson asked the members for any comments. The members commented that the sheet appeared reader friendly.

Ms. Corella stated that she had contacted Mr. Kevin Lucifer, of DP Specialists. She requested four items, which Samir the Pac Bell programmer, was unable to locate. The items are necessary to complete the OPCaTS application. Mr. Lucifer responded, stating that the items were in the possession of the Committee. However, Mr. Lucifer did offer to answer any questions our technical person needed addressed, but this would have been done at the DP Specialist, El Segundo location. Mr. Lewis stated that when we assign a technical person to work on the OPCaTS application, the DP Specialist office would be a good place to start.

The next item of discussion was Y2K problems. Don Lerch, the Committee computer consultant, has been given the assignment of making the system Y2K compliant.

Item 1274: AT&T & TCG merger – Ms. Corella stated that she has not received the D.B.A. from AT&T Local Services. Mr. Brown suggested that Ms. Corella attempt to contact Mr. David Barrett in reference to the delay.

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TCG LOS ANGELES

The next item on the agenda was Office Management Restructuring. Ms. Corella reported on the changes in the Committee office staff. Kathleen Greene is now processing 3-party JPAs. A receptionist/data entry clerk has been hired to assume the duties previously performed by Ms. Greene. The billing processor positions have been divided into three levels. Each level representing the degree of proficiency required for the position. A salary matrix was been created for each level. Mr. Solorzano would like to see objectives set for the staff, and a tool of measuring productivity in place. Mr. Solorzano, and Ms. Corella will work together on creating and improving a method to set objectives, and measure productivity. Currently, Ms. Corella is interviewing for a Level I billing processor. This will bring the Committee office staff to six non-exempt employees, and one exempt employee.

The Employee Handbook continues to be reviewed by Ms. Corella. This process is still ongoing. When the review is completed, a draft copy will be distributed to all members.

The next item for discussion was Item 1280: Agreement Signatures. Ms. Corella reported that all signatures were in, with the exception of City of Vernon. Ms. Corella will contact City of Vernon in reference to the status of the Agreement signature.

Ms. Corella sent a communication on March 25, 1999, to the members, enclosing a copy of the resolution and amendment. The letter requested the members have the documents reviewed by their legal department. There has been no response from any members on the legality, and acceptance of the corporate resolution. Ms. Corella was instructed to e-mail the members reminding them about the communication, and to respond via e-mail.

Office Equipment was discussed next. Don Lerch, the Committee computer consultant, installed an additional workstation, in anticipation of the additional Level I billing processor. The current printer and fax are slow and require replacement. Ms. Corella is to acquire three quotes and present them to the Committee at the next meeting.

Overtime is ongoing at this time, due to the large volume of JPAs.

The issue of revising the Routine annually, or semi-annually was discussed. With the dollar value associated to revising the Routine throughout the year, the final discussion was to continue making revisions to the Routine Handbook as needed.

The next item for discussion was forms. The trend toward seven plus multi-party JPAs, has created the need for new forms with additional columns. Ms. Prescott presented the Committee with copies of the proposed forms that had nine columns. The question is acquiring the new forms. Also, are the forms supplied to members, or do members acquire the forms themselves? The issue of forms will be discussed further in the next Operating Committee meeting.

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Mr. Solorzano mentioned the issue of equally shared expenses. He feels there are certain budget items that create an equal benefit to all members, and should be shared equally. Mr. Lewis agreed with Mr. Solorzano, in that there are certain budget line items that are a mutual benefit to all members. Mr. Solorzano stated that when the 2000 budget is created, he would like to address this issue. The issue of which member is generating the greatest volume of work will be addressed at the next Operating Meeting.

The meeting adjourned at 12:30 p.m., until June 16, 1998.

Jennie L. Corella, Office Manager

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Arcadia, CA 91006
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Fax (626) 294-0872

June 16, 1999

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

Mr. Malcolm Brown	AirTouch Cellular
Mr. Chris Bengtsson	City of Los Angeles
Mr. Mike Torelli	City of Riverside
Mr. Dan Lewis	GTE California
Mr. Ralph Hammond	Sprint PCS
Ms. Lupe Hernandez	Pacific Bell
Ms. Sherri Goetz	So. Calif. Edison Co.
Mr. David Filson	City of Burbank
Mr. Cory Autrey	Pacific Bell Wireless
Ms. Pamela Gozzo	Sprint PCS
Ms. Jennie L. Corella	Committee Staff

Chairperson, Chris Bengtsson brought the meeting to order. The meeting opened with a conference with Mr. Don Lerch. The first issue addressed by Mr. Lerch was utilizing the Internet to access pole records. This is contingent on all members having access to the Internet. One phone line would remain open as a backup. He highly recommends this option. His next recommendation was combining the two servers, and converting to one operating system. To this, Mr. Lewis stated that a conference call with Mr. Chuck Reeder, and Mr. Samir Porwal was scheduled for June 23, at 1:00 PM. After listening to their recommendations the Committee would have a better understanding as to their direction, and would arrive at a decision on the OPCaTS system. Although, Mr. Lewis is certain that a programmer will be required to complete the remaining 10% of the OPCats system, and also, the need of obtaining help in writing an RFP. Mr. Autrey inquired if the current database and system are Y2K compliant. Mr. Lerch responded that he has not completed his analysis of Y2K compliance, but projected completion by the end of July. Lastly, Mr. Lerch suggested the Committee consider using another e-mail server than Microsoft Outlook, because it is costly and the Committee office does not fully utilize its functions. The Committee will take these recommendations under consideration.

AIRTOUCH CELLULAR
AT&T COMM. OF CALIF., INC.
BURLINGTON NORTH. SANTA FE RY
CITY OF ANAHEIM
CITY OF AZUSA
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
GTE CALIFORNIA, INC.
ICG TELECOM GROUP, INC.
LOS ANGELES CELLULAR
L.A. CO. METRO TRANS. AUTH.
MCI METRO/ATS

MCI TELECOMMUNICATIONS
MEDIA ONE
PACIFIC BELL
PACIFIC BELL MOBILE SERVICES
SOUTHERN CALIF. EDISON CO.
SOUTHERN CALIF. WATER CO.
SPRINT PCS
TCG LOS ANGELES

The first item on the agenda was reviewing the May expense sheet. Ms. Goetz questioned the Committee meetings expenditure for May. Ms. Corella responded stating the expense included the Jayme Willis retirement luncheon.

The next issue was Item 1268: Y2K problems. Mr. Lerch previously addressed this during his conference.

Item 1272: AT&T & TCG Merger will remain open, until the legal document required to merge the two files, is received at the JPC office.

The next topic of discussion was Item 1274: Office Management Restructuring. Ms. Corella reported a log is in place to monitor the handling of JPAs by each individual staff member. Mr. Autrey suggested monitoring the number of errors as well. Ms. Corella distributed copies of productivity by each staff member for the last quarter. Mr. Torelli questioned the office structure chart that had been presented in an earlier meeting. Ms. Corella stated the chart was to identify the structure in reference to the Local System Administrator. Until the duties and responsibilities of the LSA are identified we will not go forward with the chart.

The next item for discussion was Item 1280: Agreement Signatures/Corporate Resolution. A copy of the corporate resolution, and Appendix A was sent to the members requesting they have the documents reviewed by their legal department. They are to respond to the Committee office with approval, or suggestions. To date, only a few members have responded. Ms. Corella was instructed to again e-mail the members with a second request.

Office equipment was next on the agenda. Mr. Lerch has installed a printer server, which has helped expedite the printing of documents. It was agreed that the need for a printer, and a fax was not necessary at this time. Ms. Corella requested the approval to purchase a replacement PC for a workstation. The current PC is a 386, and is in continuous need of maintenance. The Committee approved the purchase.

The issue of overtime was discussed. At this point, overtime has been suspended. Currently, there is no backlog; however, approval was given for reinstating overtime, if the office is inundated with JPAs.

The ordering of new forms was discussed. The need for forms with additional columns is now necessary, because seven-plus parties JPAs are being submitted. Ms. Corella will discuss forms with Ms. Kathleen Greene, who is in charge of forms for the Committee office.

The issue of equally shared expenses was discussed briefly. Mr. Ernie Solorzano, who was not in attendance, originally addressed this; therefore, this will be discussed further in the next Operating meeting. Ms. Corella distributed

a worksheet to the members, for their review, reporting the number of JPAs initiated by each individual member for the first quarter.

The last item of discussion was the salary matrix, and the annual staff evaluations. Mr. Autrey volunteered to assist Ms. Corella with staff evaluations. They will schedule a meeting date and time to approach this project.

The meeting adjourned at 12:30 p.m., until July 20, 1999.

Jennie L. Corella, Office Manager

Southern California Joint Pole Committee

444 E. Huntington Drive, Suite 205

Arcadia, CA 91006

Phone (626) 294-0820

Fax (626) 294-0872

July 20, 1999

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

Mr. Malcolm Brown	AirTouch Cellular
Mr. Chris Bengtsson	City of Los Angeles
Mr. Dan Lewis	GTE California
Ms. Lupe Hernandez	Pacific Bell
Mr. Ernie Solorzano	So. Calif. Edison Co.
Ms. Sherri Goetz	So. Calif. Edison Co.
Mr. Mike Torelli	City of Riverside
Ms. Lynn Prescott	AirTouch Cellular
Mr. Dennis Ennis	Pacific Bell
Mr. Mike Bogner	Sprint PCS
Mr. Cory Autrey	Pacific Bell Wireless
Ms. Jennie L. Corella	Committee Staff

Chairperson, Chris Bengtsson brought the meeting to order. The first issue on the agenda was the review of the June expense sheet. Mr. Solorzano mentioned that the office lease provided a progressive rate increase. He asked Ms. Corella to check the contract for next year's monthly rental fee. Mr. Bengtsson questioned the salary expense. Ms. Corella explained the increase was due to additional staff, and overtime. To date, overtime has ceased. Mr. Lewis inquired if the Committee was current with payment of the consulting services provided by Mr. Lerch. Ms. Corella responded stating there were no outstanding invoices due to Mr. Lerch. Mr. Solorzano inquired on any JPA backlog. Ms. Corella stated, currently, there is no JPA backlog.

Item 1268: Y2K problems were next on the agenda. Ms. Corella reported that Mr. Lerch is working on Y2K, and has given a completion date of July 31st. To this, Mr. Bengtsson added that there is a possibility of having Item 1268 resolved by the next Operating Meeting.

The next item was AT&T-TCG Merger. Ms. Corella sent a correspondence dated February 2, 1999, requesting the official document (D.B.A.) stating the merger. The Committee office has not received his document. The issue of merging the two database files was addressed. The question of who would bear the programming costs required merging the files. This will be discussed further, when the official document is received at the Committee office.

AIRTOUCH CELLULAR
AT&T COMM. OF CALIF., INC.
CITY OF ANAHEIM
CITY OF AZUSA
CITY OF BURBANK
CITY OF COLTON
CITY OF GLENDALE

CITY OF LOS ANGELES
CITY OF PASADENA
CITY OF RIVERSIDE
CITY OF VERNON
GTE CALIFORNIA, INC.
ICG TELECOM GROUP, INC.
LOS ANGELES CELLULAR

MCI TELECOMMUNICATIONS
MEDIA ONE
PACIFIC BELL
PACIFIC BELL MOBILE SERVICES
SOUTHERN CALIF. EDISON CO.
SOUTHERN CALIF. WATER CO.
SPRINT PCS

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Office management restructuring was discussed next. The issue is the system administration. The decision to hire a permanent LSA, or outsource the service. Mr. Torelli remembered an office structure flowchart. Mr. Bengtsson stated he had a copy of the flowchart, and would provide it for the next Operating Meeting.

The next item was the employee handbook. Ms. Corella will submit a revised draft, and present it at the next Operating Meeting. Mr. Solorzano asked Ms. Corella if upon assuming the bookkeeping responsibilities, was she neglecting her management duties. Ms. Corella responded by stating that she would delegate some responsibilities to April Pinedo, the data entry clerk, as it was time consuming. With the backlog eliminated at this time, and the JPA's being processed in a timely manner, the staff could handle the added duties.

Item 1280: Agreement signature was next on the agenda. Ms. Corella reported that hard copies of the corporate resolution, and the agreement amendment documents had been mailed to members for legal review. She then e-mailed the members requesting as to whether their legal department approved them, or had any suggestions. She has received one-third response. Mr. Bengtsson stated that at the next Administrative Board meeting he will make an announcement that the hardcopy dated amendment agreement will be mailed to members for signature.

Office equipment inventory was discussed next. Originally, it was thought that there was a need for a printer and fax machine. It was decided to remove this item from the agenda, and discuss these items at the budget-operating meeting.

The next agenda item was forms. Forms with additional columns are needed for the field. Ms. Corella will contact Ms. Prescott for help on modifying the current forms.

Equally shared expense was assigned item number 1288, and was discussed next. Mr. Solorzano would like this item discussed at the next budget-operating meeting. The language in the Agreement needs to be reviewed, in reference to expenses. The concensus was to move Item 1288 to the Re-Organization ad hoc committee. Initially, Re-Organization will review the 1998 Agreement, and interpret the language in regards to expenses.

Salary matrix, and evaluations were discussed next. Ms. Corella distributed a salary matrix for the office staff. Currently, on staff there are three Level III billing processors, one Level II billing processor, and one Level I billing processor, with one data entry clerk. Mr. Solorzano asked if there was consistency in the administration of salary evaluations, and increases. He feels the process itself, should be re-evaluated. Ms. Corella shared the matrix she used to arrive at the evaluation scores, and suggested percentage rate increases. Mr. Solorzano feels the value of the work performed at the Committee office should be re-addressed. Mr. Bengtsson was of the opinion that this issue required a special Operating Meeting. He scheduled a

salary/evaluations meeting for Tuesday, August 10, 1999 at 9:00 am, which is prior to the next formal operating meeting. Mr. Solorzano will work with Ms. Operating Committee
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Corella on establishing the administration of a salary matrix, and evaluations prior to the special meeting.

The final issue of discussion was City of Vernon. City of Vernon has decided to withdraw from the Committee. The City of Vernon continues to have an obligation to the Committee in reference to processing JPA's. A correspondence will be sent to City of Vernon, stating their obligations to the Committee as non-member status.

The meeting adjourned at 11:50 a.m., until August 18, 1999.

Jennie L. Corella, Office Manager

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE

444 E. Huntington Drive Suite 205

Arcadia, Ca. 91006

Phone (626) 294-0820

Fax (626) 294-0872

August 17, 1999

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

Mr. Mike Torelli – City of Riverside
Mr. Dan Lewis - GTE California
Ms. Lupe Hernandez - Pacific Bell
Mr. Ernie Solorzano - So. Calif. Edison Co.
Mr. Malcolm Brown – AirTouch Cellular
Ms. Sherri Goetz – So. Calif. Edison Co.
Ms. Lynn Prescott – AirTouch Cellular
Mr. Mike Bogner – Sprint Pcs
Mr. Ralph Hammond - Sprint Pcs
Ms. Jennie L. Corella – Committee Staff

In the absence of Chairperson, Mr. Chris Bengtsson, Mr. Dan Lewis chaired the meeting. The meeting was brought to order at 9:05 a.m. The first item on the agenda was the review of the July expense sheet. After review, Mr. Lewis asked if there were any questions or comments. There being no comments or questions, Mr. Lewis asked the members to bring the expense sheet to the next Computer Communications Meeting. There will be discussion on the financial situation in reference to the expense budget and the OPCaTS expenditures.

Mr. Lewis then asked the members if they had an opportunity to test the OPCaTS system in the initial process of a JPA, or use it to research a pole record. Mr. Lewis said he researched 105 pole records, verified them with the Committee database records and found all records to be accurate. However, the information in the database is at least two years old, and has not been updated. When completed OPCaTS will be a good system available for use to all Committee members.

Mr. Solorzano brought up the issue of loading on poles for discussion. He stated a program is needed to regulate what is allowed to load on poles, and regulate what is actually being loaded on poles. Mr. Lewis stated that an item number would be issued to loading on poles, and that it should be incorporated into Routine. Item number 1289 was assigned to Loading on Poles. It will be discussed at the next Routine Revision Meeting.

The next item on the agenda was review of past due member invoices. Ms. Corella reported on attempts to contact delinquent members. Her greatest problem is locating the correct contact people at the designated utilities. She stated that MCI and AT&T are delinquent, but she believes this is due to the mergers. Ms. Corella was able to locate a contact person at MCI, and will continue to work with her on collections. Ms. Corella distributed a list of member invoices that are current, as well as past due. Mr. Lewis instructed Ms. Corella, that for future meetings,

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the list includes only those members that are past due. Mr. Lewis requested those members in attendance able to help Ms. Corella locate contact people, call her with any information.

The next topic of discussion involved Item 1268: Y2K Problems. Ms. Corella reported that the workstations were not Y2K ready. She has requested from Mr. Don Lerch a form stating Y2K certification of the individual workstations, each station listed by serial number. The clipper database program currently is not Y2K compliant. Mr. Lewis instructed Ms. Corella to contact Mr. Don Lerch about the clipper program. If Mr. Lerch is unable to help with the clipper program and the Y2K problem by month's end, the Committee will then make other arrangements.

Item 1272: AT&T & TCG Merger was next on the agenda. The Committee office has yet to receive the official document merging the two entities. Ms. Corella stated she spoke to someone at AT&T, who notified her that she, could get the document to the Committee office. Ms. Corella will report to the Committee when the document is received.

The next topic of discussion involved Item 1274: Office Management Restructuring. At the prior Operating meeting, Mr. Bengtsson stated he would provide a flowchart, which has been created at an earlier meeting. This will be revisited at the next Operating Meeting.

The next topic of discussion was the Employee Handbook. Ms. Corella distributed a draft copy of the handbook with proposed revisions. The Committee reviewed the revisions. The issue of paid holidays was opened for discussion. Currently, the Committee awards the staff twelve paid holidays. Veteran's Day is not observed by GTE or Pacific Bell, therefore, it was suggested to ask the staff if they would prefer to work Veteran's Day in exchange for a personal holiday. Ms. Corella will discuss Veteran's Day at the next staff meeting. The revisions will be made to the Employee Handbook, and will be approved at the next Operating meeting.

Item 1280: Agreement Signatures was the next topic of discussion. The agreement amendment and the corporate resolution were also discussed. All members have signed the 1998 Agreement. It was decided that Item 1280 Agreement Signatures, Amendment and Corporate Resolution be re-assigned to Reorganization.

The next topic of discussion was forms. Ms. Prescott will work on the form format with Ms. Corella. Upon approval of the form format, the forms will be ordered from the printer, and copies distributed to members.

The final topic of discussion was the salary matrix. Ms. Corella distributed handouts of copies of the instruments that will be used in administering future salary action. The members were asked to review the instruments, as to whether they are comparable to how salary action is

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administered at their respective offices. These instruments are intended to give objectivity, and structure to future salary action plans. Ms. Corella presented the Committee with the 1999 office staff compensation review. Ms. Corella was asked to leave the meeting, while the Committee discussed the office manager's review. The proposed salary action, recommended by Ms. Corella for the Committee staff, was approved retroactively to July 1, 1999. Upon return of the Committee chair, Mr. Bengtsson, Ms. Corella will receive her review.

The meeting adjourned at 11:30 p.m., until September 14, 1999.

Jennie L. Corella, Office Manager

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
444 E. Huntington Drive, Suite 205
Arcadia, Ca. 91006
Phone (626) 294-0820

September 14, 1999

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

Mr. Chris Bengtsson – City of Los Angeles
Mr. Dan Lewis – GTE California
Mr. Mike Torelli – City of Riverside
Mr. Malcolm Brown – AirTouch Cellular
Ms. Lupe Hernandez – Pacific Bell
Ms. Kathleen Dell – L.A. Cellular
Ms. Sherri Goetz - So. Calif. Edison Co.
Mr. Cory Autrey – Pacific Bell Wireless
Mr. Stewart McClausland – Nextlink
Mr. Mike Bogner – Sprint PCS
Mr. Ralph Hammond – Sprint PCS
Ms. Pamela Gozzo – Sprint PCS
Ms. Jennie L. Corella - Committee Staff

Chairperson, Chris Bengtsson brought the meeting to order at 9:25 am. The first item on the agenda was the review of the August Expense Sheet. There being no questions in regard to the August Expense Sheet, the review of delinquent member invoices was addressed next. Ms. Corella reported that she had received payment from MCI. City of Colton is currently five months delinquent. Ms. Corella has made contact with their representative, and expects to receive payment within the next two weeks. Ms. Corella stated she would contact City of Pasadena, who is three months in arrears, in reference to their delinquent status.

Item 1268: Y2K Problems, was next on the agenda. Ms. Corella reported that all workstations, with the exception of one, are Y2K compliant per Mr. Don Lerch. When all the workstations are Y2K ready, Mr. Lerch will provide the Committee with the proper certification document. Mr. George McCalip, an associate of Mr. Jim Krage, is currently evaluating the Clipper database program. Mr. McCalip will be working under the supervision of Mr. Krage. Mr. McCalip has given Ms. Corella September 30, as a target completion date.

The next topic of discussion involved Item 1272: AT&T & TCG Merger. Ms. Corella reported that the Committee office has not received the official notice from AT&T & TCG regarding the merger. Currently, AT&T and TCG are handled as separate entities. This item would be discussed further, and will remain on the Operating agenda.

The next topic of discussion involved Item 1274: Office Management Restructuring. Mr. Bengtsson stated that he would bring in a flow chart, which had been created at an earlier Operating meeting. The structure of the flow chart included the local system administrator. The

question is whether the system administrator will be on staff, or will the tasks be out-sourced. The duties of the system administrator will be discussed further.

The next item discussed was a form with additional columns to accommodate seven plus member JPAs. Ms. Corella distributed a draft form for review by the members. Ms. Dell stated that JPAs involving seven plus members were rare. Adopting the draft form with the additional columns would create additional paperwork for members. The concensus was to continue with the current standardized form, and using the draft form on occasions when additional columns are required. Each member will be provided with a packet of forms with additional columns.

The Employee Handbook was the next item up for discussion. At the previous Operating meeting, Ms. Corella was requested to discuss with the staff, the possibility of working on Veteran's day in exchange for an additional personal day. Ms. Corella reported that the staff opted for exchanging Veteran's Day for an additional personal day. The Committee office will observe eight (8) holidays, and the staff will receive four (4) personal holidays per year. Ms. Corella distributed a final draft copy of the Handbook. After reviewing the draft the members recommended the addition of verbiage to Article No. 4, section 2. Ms. Corella will make the change to the Employee Handbook, which will be published, and mailed to the members for their review. The Employee Handbook will appear on the Consent Calendar of the October Administrative Board agenda.

Mr. Bengtsson inquired as to the status of the 2000 budget draft. Ms. Corella responded that she is currently working on the draft for the budget. Mr. Bengtsson scheduled a special Operating budget meeting for October 5, 1999 at 9:00 am. Item no. 1291 is assigned to 2000 Budget. The proposed 2000 Budget will be on the Consent Calendar of the October Administrative Board agenda.

Item 1280: Agreement Signatures, was discussed briefly. At the August Operating meeting this item was assigned to the ad hoc Committee on Re-Organization. The members reiterated the issues in question regarding this item. First, a header must be inserted on the signature page. Most company officers may refuse to sign an untitled page. Second, the suggestion submitted by the legal department of Sprint PCS. Both issues will be discussed at the next ad hoc Re-Organization meeting.

The meeting adjourned at 10:15 a.m., until October 05, 1999.

Jennie L. Corella, Office Manager

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE

444 E. Huntington Drive, Suite 205
Arcadia, Ca. 91006
Phone (626) 294-0820
Fax (626) 294-0872

October 19, 1999

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

Mr. Chris Bengtsson – City of Los Angeles
Mr. Dan Lewis - GTE Calif., Inc.
Ms. Kathy Dell - L.A. Cellular
Ms. Lupe Hernandez – Pacific Bell
Ms. Sherri Goetz - So. Calif. Edison Co.
Mr. Ernie Solorzano - So. Calif. Edison Co.
Mr. Malcolm Brown – AirTouch Cellular
Ms. Lynn Prescott - AirTouch Cellular
Mr. Dennis Ennis - Pacific Bell
Ms. Jennie Corella - Committee Staff

Chairman Chris Bengtsson brought the meeting to order at 9:15 a.m. The first item on the agenda was the review of the September operating expense sheet. There being no comments or questions the members moved on to the review of the delinquent member invoices report. Mr. Solorzano inquired whether notices were being sent to delinquent members. Ms. Dell inquired if delinquent notices were being sent on a monthly basis. Ms. Corella responded that she notifies delinquent members monthly, however, her greatest problem is obtaining the names of the contact people who handle accounts payable. Mr. Solorzano suggested to Ms. Corella, that she contact Sandra at SCE, who may help with contact names.

The next topic of discussion involved the 2000 Operating Budget. The following expenses were discussed. Under contract labor, it was decided that there would not be a need for a budgeted expense in the next year. Travel expense is now under employee expense as miscellaneous expense. Under pension plan, the verbiage *Prior to 1997* was added to individual arrangement. Due to the anticipated increase in the use of e-mail, postage was reduced by 17%. It was suggested that the Committee office correspond with the members via e-mail. This should result in a decrease in the phone expense. Ms. Dell suggested using a DSL line in order to reduce the cost of the frame relay. She stated experiencing a substantial saving in her frame relay expense. Ms. Corella was instructed to inquire into installing a DSL line. Committee Meetings was reduced by 29%. The overall 2000 Budget compared to the 1999 Budget was reduced by 9%. The bottom line total for the 2000 Operating Budget is \$465,360.00. The budget will be on the *Consent Calendar* for the November Board Meeting.

Ms. Corella raised the issue of the need for a laser jet printer. The current printer is slow, and does not have the ability to print legal size documents. Ms. Corella was given the approval to purchase a laser jet printer.

Operating – October 19, 1999

The next topic of discussion involved *Item 1268: Y2K Problems*. There remains one workstation that is not Y2K compliant, however, it will be replaced. When the final workstation is replaced, all the Committee office workstations will be certified Y2K compliant. Per Mr. George McCalip, the Clipper database will be compliant by October 31, 1999. It was suggested to Ms. Corella that, if she does not have a response from Mr. McCalip by October 31, 1999, she call Mr. Walter White about updating the Clipper database. Mr. Walter White is familiar with the Clipper language.

The next item on the agenda was Item 1271: AT&T & TCG Merger. The Committee office is currently handling AT&T and TCG as two separate entities. They will continue to be treated as such, until the official document stating the merger is received at the Committee office.

The next topic up for discussion was Item 1272: Office Management Restructuring. The issue is whether to outsource, or retain on staff a systems administrator. Upon the completion of Phase I of the OPCaTS System, the Committee will be better able to assess the situation. Office Management Restructuring will be discussed further at the next Operating Committee Meeting.

The meeting adjourned at 11:15 p.m., until November 16, 1999.

Jennie L. Corella, Office Manager

Southern California Joint Pole Committee

444 E. Huntington Drive, Suite 205
Arcadia, CA 91006
Phone (626) 294-0820
Fax (626) 294-0872
URL www.scjpc.org

November 16, 1999

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

Mr. Chris Bengtsson – City of Los Angeles
Mr. Dan Lewis - GTE Calif., Inc.
Mr. Ernie Solorzano - So. Calif. Edison Co
Ms. Lupe Hernandez – Pacific Bell
Ms. Lynn Prescott – AirTouch Cellular
Ms. Sherri Goetz - So. Calif. Edison Co.
Mr. Dennis Ennis - Pacific Bell
Mr. Ralph Hammond – Sprint PCS
Mr. Mike Bogner - Sprint PCS
Ms. Jennie L. Corella – Committee Staff

Chairperson, Chris Bengtsson brought the meeting to order. The first topic of discussion involved reviewing the October expense sheet. Ms. Corella reported that a HP Laser Jet printer had been purchased for the Committee office, however, would not appear on the expense sheet until November. There being no questions or comments the members reviewed the Delinquent Members Invoices sheet. Ms. Corella reported that she had contacted Mr. Craig Waywent in reference to past due invoices for City of Glendale. He stated he would handle expediting payment of any past due invoices. Ms. Hernandez offered the names of people for past due members that Ms. Corella stated experiencing difficulty contacting.

The next topic of discussion involved the Y2K problems. Mr. Corella reported that the Clipper program database is not yet Y2K compliant. Mr. George McCalip, the Clipper programmer, is encountering difficulty completing the task. He stated he was unaware of the complexity of the task prior to accepting the assignment. However, he assured Ms. Corella that he would continue to work on the assignment until it is complete. Ms. Corella guaranteed the members that the Clipper database would be Y2K compliant by year-end or at the latest by the first of next year. It appears that if the program is not compliant by the first of the year, functions at the Committee office will not be greatly effected.

All the Committee workstations are Y2K compliant with the exception of one. The delay is due to the need of a monitor. When the monitor is installed to the last workstation, then the Committee office will receive a certification document stating the hardware is compliant.

The next item on the agenda was Item 1272: AT&T & TCG Merger. The Committee office has yet to receive the official document stating the merger of the two corporations. The Committee office continues to treat AT&T and TCG as two separate entities, and will continue to do so until the document is received at the Committee office. Their member invoices are being paid in a timely manner. The issue of merging the two files in the database was discussed.

There will be the need of a Clipper programmer to handle the merging task. It was decided that Item 1272 remain on the agenda for further discussion.

The next topic of discussion involved the Committee bookkeeping duties. Currently, Ms. Corella is handling the bookkeeping responsibilities to relieve Ms. Baccus to process multi-party JPAs. It is the opinion of the members in attendance to relieve Ms. Corella of the bookkeeping duties, in order to concentrate on the managerial aspect of her position. Ms. Corella will delegate the bookkeeping duties to Ms. Baccus, with the exception of payroll.

Office coverage was discussed next. The issue of office hours and lunch coverage was addressed. Members stated instances of placing a call to the office and receiving no response. Ms. Corella assured the members that the lunch hour would be covered. Currently, the office hours are 7:00 to 3:30. The members stated the need of longer office hours, in that their staff continues to work after 3:30. It was decided that the Committee office hours would be from 7:00 to 4:30. Ms. Corella will notify the Committee staff of the change in hours, and assured the members that there would be coverage until 4:30, Monday through Friday.

Ms. Corella raised the issue of approval for an expenditure of office partitions. After some discussion it was decided that there was no need for partitions for the office staff.

The last topic of discussion involved Web Homepage classes for staff members. The Committee Homepage is in need of updating. It has been over a year since any revisions have been made to the WebPages. It was agreed that Ms. Corella, and Ms. Kathleen Greene would attend the class in order to update the WebPages. Ms. Corella and Ms. Greene will attend two consecutive Saturday s from 8:00 to 4:30 at the expense of the Committee. The total cost is \$500.00

Mid-year staff evaluations are scheduled for December 1999. A special Operating Meeting is scheduled for December 15, 1999 at 9:00am at the Committee office.

The meeting adjourned at 10:15 p.m., until January 18, 1999.

Jennie L. Corella, Office Manager