

Southern California Joint Pole Committee

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January 18, 2000

A meeting of the *Operating Committee* took place on the above date, at 9:30 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. Ralph Hammond – Sprint PCS
Mr. Mike Bogner – Sprint PCS
Mr. Malcolm Brown – AirTouch Cellular
Ms. Lynn Prescott – AirTouch Cellular
Mr. Mike Torelli - City of Riverside
Ms. Lupe Hernandez - Pacific Bell
Mr. Dennis Ennis – Pacific Bell
Ms. Jennie L. Corella - Committee Staff

Chairman, Chris Bengtsson brought the meeting to order. The first topic involved reviewing the December operating expense sheet. Ms. Corella reported that the December expenses were excessive due to three circumstances. First, the month of December covered three payroll periods creating an additional \$8,600.00, the costs for making the Clipper program Y2K compliant were expensed in December for a total of \$3,000.00, and lastly, the final costs to complete OPCaTS Phase I was paid to DBNT at \$10,500.00. She reported that the Committee came in under budget at 28 percent for the entire year of 1999. This was due in part to the lack of expensing for software development.

Next, the Committee reviewed the delinquent account receivables. Ms. Corella expressed the problem she is having in collecting past due invoices for AT&T Communications, and Pacific Gas and Electric. AT&T Communications lack of payment could be due to their merger with TCG. The problem with Pacific Gas and Electric could be due to the fact that they are no longer a member of the Committee. Ms. Willis stated that even when a member elects to withdraw from the Committee, they continue to remain obligated to those poles that they are jointly own with current members. It was agreed that Ms. Corella bring copies of those notices sent to members who elected to

withdraw from the Committee. They will be reviewed at the next Operating meeting to ensure that the verbiage is correct in conveying their continued obligations to the Committee. Mr. Bengtsson suggested running a query from the pole database to ascertain how many poles Pacific Gas & Electric, and Union Pacific are shown as joint owners with current members. Ms. Corella will need to contact Mr. George McCalip to help with this query.

The next issue on the agenda was Item 1272: AT&T & TCG Merger. Ms. Corella reported that to date the Committee office has not received the official document stating the merger. Mr. Bengtsson inquired as to what impact this had on the Committee. Ms. Corella responded that the impact was on the two members involved. The Committee office continues to bill them as two separate entities. Therefore, they are paying a 2 percent unit of benefit as opposed to one if they were treated as one entity. It was decided to leave this item on the agenda, and continue attempting to obtain the official document from AT&T Communications.

Item 1274: Office Management Restructuring was next on the agenda. Ms. Corella expressed her concerns with the current Committee network system. She stated that Mr. Don Lerch, who had set up the current back up system, had never tested it. Currently, the staff is rotating the tapes, however they are approximately over one year old and the life expectancy of these tapes is about one year. She suggested the possibility of engaging a network consultant with a maintenance contract. Ms. Corella invited a consultant who presented an overview of his suggestions, and recommendations for action regarding the current network system. He had earlier visited the office and briefly observed how the Committee Information system operated and was set up. The name of the consulting company is Attalla Technologies.

Mr. Attalla arrived at the Committee office at 10:30 AM. He distributed a sheet that listed some current system assessments. He commented that Microsoft Exchange was more than what was required for the current system. He explained his recommendations for immediate action. He submitted a brief proposal of what Attalla Technologies has to offer under a maintenance contract, and the costs for such services. The members discussed the recommendations presented by Attalla Technologies to some extent. The decision was to request a copy of the maintenance contract to be distributed to the members of the Operating Committee for their review. Ms. Corella will obtain a copy of the maintenance contract prior to the next Operating meeting.

The next topic of discussion involved COLA for the current two retirees. One of the retirees called requesting a cost of living raise. At the previous Operating meeting Ms. Corella was requested to research for any documentation stating the terms in regards to the retirees and pension action. Ms. Corella stated that she could not find any documentation to that effect. Ms. Willis, who was involved in the original set up of

terms for the retirees, was asked for her comments. She stated that to her recollection, it was an Operating decision as a good gesture to periodically review the retirement benefits for possible COLAs. After extensive discussion by the Committee, it was decided to award the retirees a 12 percent COLA, and to revisit this issue in five years. This issue was put on the *Discussion Calendar* for the January Administrative Board meeting.

The final item discussed was the issue of discretionary awards. At the previous Operating meeting the idea of awarding those staff members who have excelled in their job performance was put on the agenda. However, after extensive discussion, it was agreed that the Committee staff was appropriately compensated and the issue of discretionary awards was removed from the agenda. The issue of attendance was discussed. It was agreed that members of the Operating committee bring a copy of their attendance policy implemented by their respective companies.

The meeting adjourned at 12:15 PM until February 15, 2000.

Jennie L. Corella, Office Manager

Southern California Joint Pole Committee

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February 15, 2000

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. Malcolm Brown	AirTouch Cellular
Ms. Lynn Prescott	AirTouch Cellular
Mr. Mike Bogner	Sprint Pcs
Ms. Lupe Hernandez	Pacific Bell
Ms. Sherri Goetz	Southern Calif. Edison
Ms. Jennie Corella	Committee Staff

Chairperson, Mr. Dan Lewis brought the meeting to order at 9:10 a.m. The first topic of discussion involved the review of the **January expense sheet**. Mr. Lewis asked the members if they had any questions or concerns. Mr. Bengtsson questioned the office supply expense in that it appeared usually high. Ms. Corella responded stating that it was the first of the year and she had taken stock of inventory supplies. She replenished the supplies and stated that the future monthly supply expense would be substantially less.

The next item on the agenda was reviewing of the **account receivables**. The accounts that Ms. Corella is experiencing difficulty in collecting are MCI/Metro, MCI Telecommunications, City of Banning, and PG&E. She reported that she has made progress by locating a contact person for these accounts. She is currently working with the contact people in expediting payment of the past due invoices. The collection of account receivables is showing good progress.

Item 1272: AT&T & TCG Merger was next on the agenda. Ms. Corella reported that she had received correspondence from AT & T requesting a name change for TCG to AT&T Local Services. For accounting purposes, Ms. Corella will change the name in order to ensure payment of invoices. Ms. Lynn Prescott stated that she also received correspondence from AT&T in reference to a name change. Ms. Prescott will inform Ms. Corella if she receives any information on the merger. Currently, there are no set criteria for documents required for merging members. The Committee will work on creating the

guidelines necessary for merging members. This issue will be discussed at the next Operating Meeting.

The next issue up for discussion was **Item 1274: Office Management Restructuring**. The system maintenance contract submitted by Atalla Technologies was discussed. The contract is for fifteen hours of service at a monthly base cost of \$825.00. Mr. Lewis stated that if the Committee chooses to move forward with DBNT and accepts Mr. Atalla's contract, a meeting should be arranged between the two parties. Ms. Corella was instructed to send correspondence to the Committee lawyer requesting him to review the contract to ensure that it is in the Committee's best interest. A possible target date of March 1, 2000 was set for the maintenance contract.

Ms. Hernandez opened the next discussion. She reported that the Committee staff is being questioned by utilities as to why certain incomplete JPAs, are being processed by the JPC office. It is in the opinion of Ms. Hernandez that it is not the responsibility of the JPC staff to scrutinize every JPA that arrives at the JPC office. It is the responsibility of the member staff to ensure that when the JPA is sent to the JPC office, it has been reviewed and approved by all the members involved. Ms. Hernandez stated that this issue should be conveyed to all the members. Ms. Lewis recommended discussing it at the next Administrative Board Meeting.

The next item on the agenda was the Clipper database. There are JPA's which cannot be processed using the current Clipper program. The current system will only allow six member fields. Those JPA's in excess of six members are being held back. Ms. Corella reported that she had received a quote from Mr. Jim Krage to expand the database to accommodate the additional member information. The quote is a minimum of \$10,000.00. Mr. Lewis stated that he would approach Mr. Walter White in reference to the expansion of the database. Ms. Corella will meet with the JPC staff to discuss alternate ways of processing six-plus member JPA's.

The final topic of discussion involved Alexander Publications. Mr. Alexander contacted Ms. Corella with a request to attend a JPC meeting. It was the consensus of the Committee that Mr. Alexander was a vendor. It was agreed to communicate this information to the members at the next Board Meeting. Should any members show an interest in contacting Mr. Alexander, they are to contact Ms. Corella.

The meeting adjourned at 10:30 a.m., until March 14, 2000.

Jennie Corella, Office Manager

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March 14, 2000

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. Dan Lewis	GTE California
Mr. Ernie Solorzano	So. Calif. Edison Co.
Ms. Sherri Goetz	So. Calif. Edison Co.
Ms. Lupe Hernandez	Pacific Bell
Mr. Mike Bogner	Sprint PCS
Ms. Karen De Ritis	Sprint PCS
Mr. Malcolm Brown	AirTouch Cellular
Ms. Lynn Prescott	AirTouch Cellular
Ms. Jennie Corella	Committee Staff

Chairperson, Dan Lewis brought the meeting to order at 9:10 am. The first item on the agenda, the February expense sheet, was reviewed by the members. Mr. Lewis asked the members for questions or comments. Mr. Lewis recommended addressing Item 5: JPA Workload on the agenda at this time, because of the relationship to additional expense. Mr. Solorzano reported that the heavy JPA workload was due to the extensive processing of JPAs from his office. He stated that Edison projects spending one billion dollars over the next ten years on the infrastructure. He reported that this year Edison plans on inspecting 9,000 to 15,000 wood poles. The previous week Mr. Solorzano met with the Committee staff to discuss any issues that could create a backlog of JPAs. Edison intends on increasing staff to process JPAs, which will have an impact on the JPC, and it's ability to handle the excessive workload. In Mr. Solorzano's opinion, he feels the JPC staff will have a difficult time maintaining the anticipated JPA volume.

Mr. Solorzano stated that when he met with the JPC staff he inquired what could be done to expedite the processing of JPAs. One issue that was discussed was the problem with the pole data access through the modems. Currently, there are four modem lines available to the members and it appears that more lines are required. When members are unable to access through the modems, they call the staff, which is time consuming. Another problem with the dial-up modem access is the number of times a week it freezes. The staff must spend additional time attempting to correct the problem. Mr. Solorzano's

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question is how will the JPC staff handle the heavy workload without creating a monthly backlog? Mr. Lewis stated that the issue of purchasing additional modems, and phone lines for access to the database could be remedied with Internet access. Mr. Lewis asked Ms. Corella to inquire with Mr. Atalla the possibility of creating Internet access to our pole database.

Mr. Solorzano reported that Edison is increasing staff, therefore, there is a probability that the JPC would need to increase staff to handle the extra volume, and prepare for any staff retirement. The idea of hiring temps was suggested, however, Mr. Solorzano stated that this situation is not temporary. He is predicting this volume to continue for the next five years. Allowing the JPC to work overtime is also just a temporary fix, the staff could not maintain on a constant overtime schedule. Ms. Corella stated that she had met with the staff to discuss streamlining the JPA process. When multiple JPAs are processed, percentage of ownership must be calculated which is excessively time consuming. Ms. Hernandez stated that Pacific Bell does have a need for the percentages, however, she would review the situation upon the return to her office.

Ms. Corella inquired if the members needed multiple copies of JPAs and pole card records, or would one copy suffice. This process is costly and time consuming as well. It was decided that this process was necessary because the members did not have the time or resources to create additional copies.

It was agreed that the JPC would need to hire, at the minimum, one additional staff member. Ms. Corella was instructed to start a recruiting process. Saturday overtime was approved in order to handle the heavy volume of JPAs received at the JPC office.

The next item up for discussion was the review of the accounts receivable sheet. Ms. Corella was instructed to issue credits to those members with credit balances. Ms. Corella was instructed to send a letter of correspondence to the member representatives who were past due.

Item 1272: AT&T & TCG Merger was discussed next. The 1998 agreement was reviewed. It was agreed that criteria must be set for members when they are merged. This item will be discussed further at the next Operating Meeting.

The issue of expanding the fields in the current Clipper program was up for discussion. Mr. Lewis reported that he spoke to DBNT about the possibility of addressing this issue, because Mr. White is familiar with the Clipper language. Mr. Lewis stated that a conference call would be scheduled with DBNT to allow them to report on the progress and status of the project.

The next issue discussed was the non-usable report, which calculates the percentage for assessment. There is a problem in the Clipper program, which does not allow processing of the report. Ms. Corella reported that she was forced to use the percentages from the prior month. There is a possibility that she may use the same numbers in next month's assessments.

Ms. Hernandez inquired whether final JPAs can be sent to the JPC office via e-mail. The Pacific Bell Fresno office is unable to type the JPAs. It was agreed that if the only way Fresno can process JPAs is via e-mail, then there should be no problem.

Ms. Hernandez raised the issue of test and treat. It appears that the City of Los Angeles is sending JPAs with test and treat and according to the Routine Handbook Section 2.4H they do not have an approved maintenance program. Mr. Lewis suggested that Ms. Hernandez contact Mr. Bengtsson directly.

Ms. Corella brought up the issue of revisions to the Routine. It had been discussed earlier that revisions be effective annually or semi-annually. This issue would be discussed at the next Routine Revision meeting.

Ms. Hernandez inquired about Equally Shared Expenses, which was assigned to Re-organization. Mr. Solorzano stated that this item is in connection to the annual budget. It will remain on the agenda and be addressed at the next budget meeting.

Mr. Solorzano stated that he would like to address Single Trip to Pole and schedule a meeting in the near future.

The meeting adjourned at 11:00 a.m., until April 18, 2000.

Jennie Corella, Office Manager

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April 18, 2000

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. Sherri Goetz	So. Calif. Edison Co.
Ms. Lupe Hernandez	Pacific Bell
Ms. Karen De Ritis	Sprint PCS
Ms. Jennie Corella	Committee Staff

Chairperson, Dan Lewis brought the meeting to order at 9:15 am. The members reviewed the minutes from the March Operating Meeting. Mr. Lewis stated that at the prior meeting, due to excessive JPA workload, the hiring of additional staff was approved. The JPC office has just employed Ms. Dorothy Antimo, who will be trained as the administrative aide, and Ms. April Pinedo will be promoted to Billing Processor Level I.

Review of the March expense sheet was the first item on the agenda. The issue of the unexpected salary expense was discussed. The 2000 Budget was approved lacking the anticipation of the additional excessive JPA work load. It appears that salary expenses will surpass the 2000 budgeted expense. The 2000 budget did not allow for attorney's fees, therefore, members were equally assessed for \$650.00. The attorney's fee was for the review of the Attalla Tech maintenance contract.

The next item on the agenda was the review of the account receivables. MCI Telecommunications and MCI Metro are over 60-days delinquent. However, Ms. Corella stated that it appears this is their payment pattern. Ms. Corella is experiencing difficulty attempting collection from City of Banning. Ms. Corella will continue to attempt collections from any delinquent invoices.

Item 1272: AT&T & TCG Merger was up for discussion next. The issue is what documentation is required in order for the Committee to recognize the merger between AT&T & TCG. Mr. Lewis read the 1998 Joint Pole Agreement in reference to mergers. Section 6-C of the agreement states that transfers and mergers may not take part without the written consent of the Committee.

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Mr. Lewis stated that AT&T must submit a copy of the CPCN issued by the CPUC authorizing the combined companies to conduct business in California. Upon receipt of the above mentioned document, AT&T and TCG will be combined and the files will be merged. Ms. Corella was instructed to send correspondence to Mr. Cliff Coslett and Mr. Dave Barrett requesting a copy of the CPCN.

The next item on the agenda was the issue of expanding the fields in the Clipper program to accommodate 6 plus members JPAs. An estimate has been received from Mr. Jim Krage. According to Mr. Krage the amount would be a minimum of \$10,000.00. Mr. Walter White was also requested to evaluate the situation and submit a quote. Mr. White quoted approximately \$15,000.00. Currently, the 6 plus members JPAs are handled manually on Excel spreadsheets. Ms. Corella stated that there could not be more than 5 pole records in excess of 6 members. The decision is not to invest this expense on the current Clipper program. The JPC staff will continue handling such JPAs manually, and upon implementation of the OpCats system the situation will not be a problem. The OpCats system is expected to be operational by the end of the second quarter. Mr. Lewis suggested using JPAs with pole inspections as a starting point to test the capabilities of OpCats once it is ready to go.

The next issue discussed was the current JPA workload. The JPC staff is working overtime on Saturday's to handle the heavy workload and backlog. The objective is to eliminate any backlog, or keep the backlog at a minimum. Ms. Corella is working on creating a standard for the number of JPAs that should be billed by each individual billing staff member per their level.

The final item on the agenda was replacing the CPU for Ms. Reyan. Currently, Ms. Reyan is experiencing difficulty with her CPU. Her CPU is the oldest processor in the office. It was suggested that Mr. Atalla evaluate the CPU as to the cost of upgrading and fixing the problems pertaining to the hardware. Ms. Reyan will be asked to record any and all problems that she is experiencing with her CPU. Once Mr. Atalla has evaluated the hardware and reported his recommendations, the Committee will revisit this issue.

Ms. Corella raised the issue of calculating percentage of ownership for the JPAs. She addressed the members as to whether these percentages are necessary and are being used by their staff. Pacific Bell stated that they do need the percentages of ownership for their accounting department. The elimination of this step in the process would save a great deal of time in billing the JPAs. This issue will be discussed at the next Administrative Board Meeting.

The meeting adjourned at 12:15 p.m., until May 16, 2000.

Southern California Joint Pole Committee

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June 20, 2000

A meeting of the **Operating Committee** took place on the above date, at 9:05 a.m., at the Committee office. Those in attendance were:

Mr. Chris Bengtsson	City of Los Angeles
Mr. Dan Lewis	GTE California
Ms. Kathleen Dell	AT&T Wireless (LAC)
Ms. Lupe Hernandez	Pacific Bell
Ms. Sherri Goetz	So. Calif. Edison Co.
Ms. Lynn Prescott	AirTouch Wireless (Verizon)
Mr. Mike Bogner	Sprint PCS
Ms. Karen De Ritis	Sprint PCS
Ms. Jennie L. Corella	Committee Staff

Chairperson, Dan Lewis brought the meeting to order. The first item on the agenda was the review of the May expense sheet. Ms. Corella reported that the assessment was unusually high due to software development expense. DBNT, the firm engaged to complete the OpCats system, submitted their final invoices in May. DBNT is approximately 95% complete with the development of Phase I. Mr. Lewis stated that salaries would continue to reflect a variance, in that overtime and the additional staff expense was not taken into account in the 2000 Operating Budget.

The next item discussed was the annual staff compensation review. Ms. Corella reported that she evaluated the Committee staff implementing the method she and Mr. Solorzano had worked on together the previous year. She briefly explained that she used a market reference point to arrive at comparable industry salaries. The market reference point was compiled from salary quotes submitted from various member companies. She then rated the staff on a 1 through 7 scale, with 1-2 reflecting unmet objectives, 3-5 met objectives, and 6-7 representing exceeded objectives. The staff is scored on their results and competencies pertaining to their individual job positions. Ms. Corella distributed a compensation review, and proposed salary action worksheet to the Committee members. After reviewing and discussing the worksheet, the Operating Committee approved the proposed salary action.

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The next item on the agenda was the review of account receivables. Ms. Corella reported that she is experiencing great difficulty in collecting from PG&E. She reported that she has sent past due notices to those members that are in arrears. The past due invoices total \$4,830.80. Ms. Corella will continue attempting to collect on the remaining past due invoices.

The third item on the agenda was the AT&T & TCG Merger. Ms. Corella stated that she had sent a correspondence on May 5, 2000 to Mr. Jeff Powers requesting a copy of their CPCN. At this time, she has not received a response. It was agreed that there was no sense of urgency at this time. The two entities are currently being assessed individually. The Committee will need to concentrate on this issue when the current database is converted to the OpCats system.

The final topic up for discussion was the issue of Committee meeting attendance. Mr. Lewis, who chairs the Operating meeting, reported that it was his decision to cancel the May meeting. His decision to cancel the meeting was based on the lack of attendance by those members on the Operating Committee. Although there were other members in attendance, he was the only official Operating Committee member in attendance in May. Mr. Lewis stated that perhaps other options for Committee meeting schedule should be addressed. He proposed meeting every other month, or perhaps scheduling the meetings all on one day.

Ms. Dell stated that in her opinion, the recommendation for meeting every other month was not an advisable option. The Committee must arrive at a consensus on many issues. Meeting every other month would only prolong any decisions or approvals that need Committee voting approval, which could impact the way in which many utility members conduct their business.

Mr. Bengtsson stated that he felt every other month would suffice, because there are not many pending issues that need immediate Board attention. He also stated that any issue, which required immediate attention, could be addressed by scheduling an emergency meeting.

Mr. Mike Bogner asked whether members could be penalized for lack of attendance. Mr. Lewis responded, stating that the idea of fining members for not attending meetings had been discussed in the past. However, the idea had been abandoned due to the difficulty of enforcement.

Ms. De Ritis inquired whether the Committee by-laws addressed the issue of lack of attendance. The current by-laws do not address the attendance issue.

Mr. Lewis reiterated that his primary intent and objective is to boost member attendance.

Ms. Dell stated that all meetings are open to all members, not just the members on any particular committee. She stated that in the past there were meetings in which not all members were notified. Ms. Corella stated that in the future she would notify all members of every meeting.

The issue of member attendance will be discussed at the next Administrative Board meeting.

The meeting adjourned at 10:15 a.m., until July 19, 2000.

Jennie L. Corella, Office Manager

Southern California Joint Pole Committee

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July 19, 2000

A meeting of the **Operating Committee** took place on the above date, at 10:45 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
Ms. Sherri Goetz	So. Calif. Edison Co.
Mr. Mike Torelli	City of Riverside
Ms. Lynn Prescott	AirTouch Cellular
Mr. Mike Bogner	Sprint PCS
Ms. Kathleen Dell	AT&T Wireless (LAC)
Mr. Stephen Sawyer	MediaOne
Ms. Karen DeRitis	Sprint PCS
Mr. J. Craig Wayment	City of Glendale
Ms. Jennie L. Corella	Committee Staff

Chairperson, Dan Lewis brought the meeting to order. The first issue on the agenda was the review of the June expense sheet. The software development expense was discussed. DBNT has completed phase one of the enhancements and there remains one outstanding invoice due them.

Ms. Corella explained the reason for the exceptionally large monthly expense was due to an additional payroll period.

Next on the agenda was the reviewing of the accounts receivable. Ms. Corella explained that Nextlink is experiencing a transition stage within their accounts payable department. She stated she spoke with Mr. McClausland about their past due invoices, and he reassured her that he would do his best to expedite payment on the delinquent invoices. The remainder of the invoices that are past due are those of non-members, which have been in accounts receivable since 1998. Mr. Lewis stated there is a possibility that the Committee will need to take further action to collect on this type of invoice.

The third item on the agenda was the AT&T and TCG merger. Ms. Corella reported that she has not received a response to the letter dated May 5, 2000 to AT&T requesting a copy of their CPCN. Mr. Lewis instructed Ms. Corella to send a follow up letter to AT&T as a second request, however; Mr. Bengtsson, Committee President, will sign this letter.

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Mr. Sawyer requested that the Committee send similar correspondence to MediaOne requesting a copy of their CPCN. He stated he was not certain how the business was transacted. However, he did state that they would no longer be known as MediaOne.

The final topic for discussion was the objectives set by Ms. Corella for herself. Her first objective is to learn the preliminary process for a JPA. She would like to accomplish this by spending time with certain members at their location. She stated a better understanding of the total JPA process would enable her to farther understand the utility industry.

Her next objective is to conduct a study to arrive at a fair compensation rate for the Committee staff. In doing so, she requested the members to supply her with any data in reference to compensation within their organization. It was suggested to Ms. Corella that she mail correspondence to the members requesting such information.

The meeting adjourned at 11:15 a.m., until August 16, 2000.

Jennie L. Corella, Office Manager

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE

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August 16, 2000

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. Dan Lewis - GTE California
Ms. Lupe Hernandez - Pacific Bell
Mr. Ernie Solorzano - So. Calif. Edison Co.
Mr. Sheldon Cox – City of Pasadena
Ms. Kathleen Dell – AT&T Wireless
Ms. Lynn Prescott – AirTouch Cellular
Ms. Sherri Goetz – So. Calif. Edison Co.
Ms. Karen De Ritis – Sprint PCS
Mr. Mike Bogner – Sprint Pcs
Mr. Jim Llewellyn - Sprint Pcs
Ms. Jennie L. Corella – Committee Staff

Mr. Lewis opened the meeting by asking the members to review the July expense sheet. Ms. Corella distributed the spreadsheets, which included the expenditures to DBNT for the OpCATS system to date. Mr. Lewis questioned Ms. Corella if all the DBNT invoices had been paid. Ms. Corella responded by stating that all the invoices remitted to the Committee office had been paid. However, she is expecting more invoices when DBNT completes the project.

Discussed by the members was the issue of the problems the server has been experiencing. It was suggested that the problem could be the recently installed DSL line, lack of memory, or the ISP. Atalla Tech has suggested cleaning the server of unnecessary information. The back up drive must be replaced, and the information on the server must be backed up. He will replace the back up drive then purge the server.

Ms. Dell suggested having all the Committee desktops assessed for any unnecessary applications or information. Ms. Dell stated that too much downloading of unnecessary information could possibly be slowing down the server.

Ms. Dell questioned the medical insurance expense, which appears over budget. Ms. Corella responded that she had not budgeted for an additional employee, nor took into account the rise in rates. She also noted that the Worker's Compensation expense had increased. Ms. Corella will research the issue of Worker's Compensation expense.

The next item on the agenda was review of past due member invoices. Ms. Corella reported that AT&T Communications and AT&T Local Services have a 60-day payment pattern, however, they are consistent in remitting payment of their invoices. Ms. Corella stated that her major problem is contacting and collecting payment from non-members. Ms. Lewis stated that there is a possibility these invoices may have to be written off as a loss.

Item 1272: AT&T & TCG Merger was next on the agenda. Ms. Corella reported that a second request correspondence has been sent to AT&T which was signed by Committee President Chris Bengtsson. At this time, AT&T has not responded to the latest correspondence.

The next topic of discussion involved **Item 1298:** GTE/Verizon. Ms. Lewis reported that GTE would only be experiencing a name change. The Committee office should be expecting correspondence referencing the name change.

The final topics of discussion were the backlog issue and the possible retirement of Ms. Jarrard, a Committee senior staff member. Ms. Corella reported that there is no JPA backlog at this time. Ms. Jarrard will be eligible for retirement in October; however, at this time she has not stated whether she will opt to retire from the Joint Pole Committee at that time.

The meeting adjourned at 11:30 p.m., until September 20, 2000.

Jennie L. Corella, Office Manager

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
444 E. Huntington Drive, Suite 205
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September 20, 2000

A meeting of the **Operating Committee** took place on the above date, at 10:45 a.m., at the Committee office. Those in attendance were:

Mr. Chris Bengtsson – City of Los Angeles
Mr. Dan Lewis – GTE California
Mr. Ernie Solorzano – Southern California Edison
Mr. Stephen Sawyer - MediaOne
Ms. Lupe Hernandez – Pacific Bell
Mr. Dennis Ennis – Pacific Bell
Ms. Kathleen Dell – AT&T Wireless
Ms. Sherri Goetz - So. Calif. Edison Co.
Ms. Lynn Prescott – Verizon Wireless
Mr. Stewart McClausland – Nextlink
Mr. Mike Bogner – Sprint PCS
Mr. Sheldon Cox – City of Pasadena
Ms. Jennie L. Corella - Committee Staff

Guest:

Jim Koch - DBNT

Chairperson, Dan Lewis brought the meeting to order at 10:50 am. The first issue addressed was the status of the Committee server. Mr. Lewis invited Mr. Koch to the meeting to report to the members his thoughts on the capabilities of the server in reference to OPCaTs, and the hardware-software problems the Committee system has experienced in the past months. Mr. Atalla, the computer maintenance consultant for the Committee, reported his findings via a conference call. Mr. Atalla reported that the Committee server had an abundance of unnecessary information, which was slowing it down and causing other problems. He stated that he removed the unnecessary information as well as unnecessary applications that were running. Prior to purging the server, the back up drive had to be replaced. Mr. Atalla replaced the back up drive in order to save the purged data onto a tape, should it ever have to be recovered. Ms. Corella stated that she has stored the tape with the purged data in the safe. Mr. Atalla discovered some bad memory on the server, therefore he had to remove it. Mr. Lewis inquired if Mr. Atalla intended on replacing the memory. Mr. Atalla responded that the memory board required for the server is difficult to obtain, because the server is an older model. However, he stated that he does have the memory board on order with Compaq. Ms. Corella inquired whether the DSL line had an impact on the problems with the server. Mr. Atalla stated that the problem was not with the DSL, but with the server. He stated that by cleaning the server, the hard drive now has an additional 4 GB of space. Mr. Lewis inquired if the current server has the capability of handling the OPCaTs program along with everything else that is installed. He replied that he predicts the life expectancy of the server to about one year. He remarked that the processing speed is 200mhz, and that the workstations of the Committee staff are much faster. He stated that the cost of a server with 600-700mhz would be approximately \$2,500.00. His recommendation is to invest in a new server, rather than attempt to upgrade the current server. Mr. Koch inquired if the test

server could be upgraded, and if so compare the upgrade costs versus purchasing a new server. Mr. Atalla suggested waiting on this decision until the Committee is ready to go live with the OPCaTs system. There is the possibility that the test server may be in need of upgrading at that time. The server is currently functioning, and the DSL appears to have improved the server. Mr. Lewis thanked Mr. Atalla and Mr. Koch for their input and information.

The Committee then addressed the issues on the agenda. The first item on the agenda was the review of the August expense sheet. Mr. Solorzano noted that the totals on the expense sheet did not calculate correctly. Ms. Corella stated she would review the formulas on the spreadsheet for any errors. There were no further questions in regards to the monthly expenses.

The next item on the agenda was the review of the accounts receivable. The greatest problem Ms. Corella is experiencing is collecting from non-members. Those utilities that chose to no longer remain in the Committee are the entities that Ms. Corella has a problem in collecting assessment invoice dollars. Ms. Corella will continue to attempt collection on the past due invoices.

Item 1272: AT&T & TCG Merger was the next item on the agenda. Ms. Corella reported that she spoke to an individual who stated that they are recognized as TCG by the CPUC. Currently, AT&T Communications and TCG (AT&T Local Services) continue to receive two individual monthly assessment invoices. Ms. Corella reported that she has made several attempts, and sent correspondence to the various parties involved requesting the documents merging the two entities. To date, Ms. Corella has not received a response. It was decided by the Committee to close this item at this time. If this issue requires addressing in the future, a new item number will be assigned.

The next issue for discussion was Item 1298: GTE/Verizon. Mr. Lewis reported that the Committee office should be receiving a notice stating the name change of GTE to Verizon California. He stated that the pole tags, for the time being, would continue to read GTE.

The next item on the agenda was the conference room use by outside organizations. Mr. Lewis reported that GTE has used the conference room in the past for personal staff meetings. He stated that he was not sure what the Committee policy is for conference room use for other than Committee member meetings. Mr. Solorzano stated that he was not opposed to allowing members to use the conference room for personal business needs, providing it would not conflict with Committee meetings. Ms. Dell stated she could not see any reason why the member utilities could not use the conference room on that basis. The members pay a monthly rental assessment for the room and the room is vacant for the majority of the month. The consensus was to allow only member utilities to use the conference room. The only refreshments provided by the Committee will be coffee and bottled water, all other refreshments and snacks must be supplied by the member utility using the conference room at that time.

Ms. Dell inquired as to the incoming flow of JPAs. Ms. Corella responded that the JPAs are coming into the office consistently. Currently, the JPC staff is efficiently handling the workload. Mr. Solorzano inquired whether there was a sudden increase with incoming JPAs. Ms. Corella reiterated that the incoming JPA flow was consistent. Ms. Dell stated that the total of poles per JPA should be taken into account. Ms. Corella was requested to create a monthly matrix showing how many JPAs and poles each individual member submitted for the prior month. This report will reveal which members are creating the greatest amount of activity. Ms. Corella will work on the matrix for the next Operating meeting.

The final topic of discussion was the 2001 Budget. Ms. Corella was requested to have the first 2001 budget draft by the next Operating meeting.

The meeting adjourned at 12:15 p.m., until October 18, 2000.

Jennie L. Corella, Office Manager

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October 18, 2000

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:

Mr. Chris Bengtsson – City of Los Angeles
Mr. Dan Lewis - Verizon Calif., Inc.
Ms. Kathy Dell – AT&T Wireless
Ms. Lupe Hernandez – Pacific Bell
Ms. Sherri Goetz - So. Calif. Edison Co.
Mr. Malcolm Brown – Verizon Wireless
Ms. Lynn Prescott – Verizon Wireless
Mr. Stewart McClausland – Nextlink
Mr. Mike Torelli – City of Riverside
Mr. Mike Bogner – Sprint PCS
Ms. Jennie Corella - Committee Staff

Chairman Dan Lewis brought the meeting to order at 10:15 a.m. The first item on the agenda was the review of the September operating expense sheet. Ms Corella reported that she had researched the problem with the expense spreadsheet, and had corrected it. She was asked to research back to January 2000 to ensure that the calculations on the spreadsheets were correct. Ms. Corella brought attention to the Frame Relay expense and stated the reason it was excessive was due to the back billing of four months for the DSL service. The members discussed the spreadsheet and commented with recommendations. The computer system budget and expenditures were discussed and decided that when budgeting for the next year the funds should be allocated taking into account Atalla's maintenance contract and any further software development.

The next topic was the review of the accounts receivable. Ms. Corella continues to have difficulty collecting non-member invoices. The members suggested using a collection agency for those invoices that are delinquent. Mr. Lewis instructed Ms. Corella to contact a collection agency and inquire into their collection process and costs, and report the findings to the Committee at the next meeting. Ms. Corella responded by stating that she would have that information by the next meeting.

The next issue on the agenda was Item 1298: GTE/Verizon. Ms. Corella reported that the Committee office has not received any notification of name change to date. Mr. Lewis stated that the Committee should be reviewing a notice stating the name change from GTE of California to Verizon California very shortly.

Ms. Corella requested addressing the miscellaneous items at this time and discussing the 2001 proposed budget as the final issue on the agenda. She distributed sheets reflecting the expenditures to DBNT. She reported that the expenditures had exceeded the proposed cap amount by \$248.43. Mr. Lewis stated that he would contact Mr. Jim Koch of DBNT and request an explanation and breakdown of the expenditures, which he would report to the Committee at the next meeting.

Ms. Corella then distributed a spreadsheet to the members reflecting the total number of JPAs initiated and submitted by each individual members as well as the total number of poles reflected on the JPAs. The members had requested this report at the prior Operating meeting. The reports were from the months of August and September. Ms. Dell stated that the purpose for the report is due to the problem of members not finalizing JPAs.

The next topic of discussion was the proposed 2001 Budget. The members addressed each line item individually. The monies allocated to computer systems were discussed and redistributed based on the assumption of what would be required for development and maintenance. After extensive discussion the total for the proposed 2001 Budget was \$487,841.00 up by 4.8% from the previous year. The 2001 Budget will be on the Discussion Calendar of the November Administrative Board meeting agenda.

The final issue for discussion was the Nominating Committee. The question of how Committee chairs are appointed was addressed. Mr. Bengtsson asked if the chairs are rotated annually. Ms. Goetz remarked that the chairs had agreed to continue with their respective committees. Ms. Corella remarked that some members slated for Operating for the coming year had not attended any meetings this year. It was suggested that appointment to committees should be on a voluntary basis. The consensus was to put on the discussion calendar for the November Board meeting the issue of volunteers for Sub-Committees.

The meeting adjourned at 12:15 p.m., until November 15, 2000.

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November 15, 2000

A meeting of the **Operating Committee** took place on the above date, at 12:00 p.m., at the Committee office. Those in attendance were:

Mr. Chris Bengtsson – City of Los Angeles
Mr. Dan Lewis - Verizon Calif., Inc.
Ms. Lupe Hernandez – Pacific Bell
Ms. Lynn Prescott – AirTouch Cellular
Ms. Sherri Goetz - So. Calif. Edison Co.
Ms. Kathleen Dell – AT&T Wireless
Ms. Jennie L. Corella – Committee Staff

Chairperson, Dan Lewis brought the meeting to order. The first item on the agenda was the review of the October Expense Sheet. The members requested Ms. Corella to list an explanation of the expenditure in the detail column of the expense sheet. Ms. Corella had previously been requested to rework the expense sheets back to January 2000 to ensure that the years to date amounts were correct. She explained that the problem was in a formula in the spreadsheet, which is now corrected. Since reworking the expense sheets would entail many hours, the consensus was to have Ms. Corella ensure that the years to date amounts were correct at year-end. Ms. Corella stated that the expense sheet was correct at this time, and would reflect the true numbers, because she must balance to the accounting software's year to date amounts.

The next topic of discussion involved the review of the accounts receivable status. Ms. Corella explained that certain member's payment pattern tends to run beyond thirty days. However, those in the 60 –90 day status were past due. She reported that she spoke to the AT&T accounts payable person, and she will work with Ms. Corella in obtaining remittance on past due invoices. She reported in reference to obtaining a collection agency to help with past due invoices. She researched the possibility, however, the amounts are minimal, and the costs could exceed the collected amount. Ms. Corella stated she would continue attempting to collect past due funds.

The next item on the agenda was Item 1298: GTE/Verizon. Ms. Corella reported that she has not received any documentation from GTE informing the Committee of the name change. Ms. Lewis stated that the Committee office should receive notice before the end of the year.

The issue of dual databases was next on the agenda. The issue is running the Clipper database, as well as the Opcats database, which would mirror one another. Mr. Lewis stated that a program would be required that would update both databases simultaneously by the Committee

office. It was decided to move this issue to the Computer Communications agenda, to be discussed further.

The last item discussed was the monthly member activity. Ms. Corella distributed the spreadsheet reflecting the member activity for October by percentage of JPAs, and poles initiated by individual members. The members reviewed the spreadsheet. It was decided that this report should be distributed at every monthly Operating Meeting.

Ms. Corella reported that Ms. April Pinedo was resigning from the JPC staff. Her final day would be December 1, 2000. It was decided that her position would not be filled at this time. However, Ms. Corella stated that Patty Randis, is currently out on disability, and is not certain when she will return. She reported that Hope Jarrard mentioned of retiring in March of next year. Ms. Corella reported that currently, there is no backlog of JPAs; however, if Ms. Randis does not return by next month there is a possibility of a backlog. It was decided that if a new staff member was required, the 2001 Operating Budget had accounted for this situation.

Ms. Corella inquired as to the purchase of a fax machine. The current fax machine does not accommodate legal paper. The 2001 budget accounted for the purchase of office equipment; therefore, Ms. Corella will obtain price quotes for fax machines. Ms. Corella raised the issue of partitions or dividers for the JPC office. She stated that she had conducted an exit interview with Ms. Pinedo, and was once again reminded of the problem of distractions due to the open arena environment of the JPC office. Ms. Dell stated that there are certain individuals who cannot control the level of their voice. She stated that it can be annoying and distracting when someone is trying to work while someone else is trying to conduct business via the telephone. Ms. Prescott stated that she has recently installed cubicles in her office, and the productivity level is up. Ms. Corella was instructed to research the cost of cubicles or partition/dividers. It was recommended to price used furniture versus new.

The meeting adjourned at 12:45 p.m., until December 12, 2000.

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December 11, 2000

A meeting of the **Operating Committee** took place on the above date, at 9:50a.m., at the Committee office. Those in attendance were:

Mr. Dan Lewis - Verizon Calif., Inc.
Ms. Lupe Hernandez – Pacific Bell
Ms. Lynn Prescott – AirTouch Cellular
Ms. Sherri Goetz - So. Calif. Edison Co.
Ms. Kathleen Dell – AT&T Wireless
Mr. Mike Bogner, Sprint PCS
Mr. Cory Autrey, Pacific Bell Wireless
Mr. Chris Bengtsson, City of Los Angeles
Ms. Jean Baccus, Committee Staff

Chairperson, Dan Lewis brought the meeting to order. The first item on the agenda was the review of the October Expense Sheet. Mr. Lewis said there were only two items he needed to discuss, since there was no agenda provided. First concern is the Committee Staffing concerns because of Ms. Esperanza Jarrard's retiring at the end of March 2001. Mr. Lewis asked if that was still the date and Ms. Jean Baccus said that Ms. Jarrard would be leaving as soon as possible. As soon as she receives her first check, she'll be out of here. Mr. Lewis asked if it could be at anytime. Ms. Baccus said it would probably be by the end of January 2001. Ms. Sherri Goetz said when she talked to Ms. Jennie Corella this week, she had thought Ms. Jarrard would be leaving by the end of December 2000. Ms. Baccus said there was a snag with Social Security, so it would probably take longer.

Ms. Corella had sent emails regarding the staff opening to members. Ms. Baccus affirmed that an employment advertisement had been placed and that we had a good response. Ms. Lewis said when Ms. Corella returns she would review the resume's and set up interview appointments. The new employee would take over the duties of the front desk. Mr. Lewis asked if Ms. Jarrard had indicated she would be available for part time work. Ms. Baccus indicated she didn't know. Mr. Lewis said the Committee would deal with it. Ms. Baccus said that Ms. Patricia Randis is on disability leave and Ms. Corella was waiting to hear from her after her appointment with a specialist on December 18th. Ms. Dell posed the question as to how the committee staff was doing. Ms. Baccus said the Committee was keeping up with the work load and that December's billing would be closed early and balanced before the database conversion on December 23rd. Ms. Dell inquired if the work load was heavier and the billers were able to keep up with the processing. Ms. Baccus responded that November seemed to be a larger month and the staff had been able to keep up with the processing for December. She further stated that the Committee had been able to keep up and that there was no backlog of JPA's. Ms. Dell said the work load needs to be monitored. Ms. Baccus said Ms. Angela Pranata will be trained as a biller as soon as the receptionist position is filled. Mr. Lewis asked if Ms. Pranata had any

billing experience and Ms. Baccus responded it was minimal. Since the processing of JPA's has not fallen behind, Ms. Dell recommended that the Board monitor the situation and advise Ms. Corella to let them know of any changes. Ms. Lewis concluded they had a plan in place and ended the discussion.

The next item addressed by Mr. Lewis was regarding the nominating committee, specifically the Chairman of the Operating Committee. He had asked for volunteers from the power companies. Hopefully, Mr. J Craig Wayment, City of Glendale, will come through. Mr. Sheldon Cox, City of Pasadena, had declined because he had just applied for another position. Ms. Goetz was approached if Edison would entertain being Vice President. Mr. Lewis said they still have until February for a choice to be made.

Mr. Lewis asked Ms. Baccus if she thought partitions would benefit the committee office. She responded that she felt they would. Ms. Sherri Goetz is looking into the availability of partitions from Edison's storage. Ms. Baccus explained that Ms. Gertrud, Ms. Kathleen and herself would be training Ms. Angela Pranata as a biller. Ms. Corella was waiting to hear from Ms. Randis regarding when she would return to work. Ms. Jarrard would probably be retiring by the end of January 2001. Mr. Lewis inquired as to whether Ms. Jarrard had indicated she would accept anything from the Committee Board members. Ms. Baccus responded she probably would like a luncheon with the Office Staff, but didn't want a service plaque. It was decided a parting gift would be appropriate and Ms. Corella would make the decision regarding what to give. Mr. Lewis announced there would be a Christmas luncheon for the office staff. Ms. Baccus confirmed it was planned for December 21st at Capistrano's. The Board members were invited and Ms. Dell and Ms. Jayme Willis were to be guests. Mr. Lewis asked if anyone else would like to go.

Mr. Lewis continued with the Database conversion scheduled for the December 23rd weekend. There needs to be someone at the committee office for about four hours. New access codes will need to be issued by Ms. Corella before anyone can use the new system. Mr. Lewis wants to get started sending some of the JPA's back and forth, but wants everything cleaned out first. The necessity of beginning fresh, prompts the use of new access codes. Mr. Lewis will check with Ms. Corella regarding the transition. Ms. Goetz asked if the Atalla database would still be accessible. Mr. Lewis responded it would.

Mr. Cory Autrey inquired if Item 1306 Budget Analysis is the same as Item 1304 2001 Budget. Mr. Lewis said Budget Analysis is more the way we are doing business now and something that would be a topic of discussion next year. The 2001 Budget item had been closed. Mr. Lewis further invited Mr. Autrey to come to meetings more often and share in discussions regarding this subject. After restating that Budget Analysis is the way we're doing business now, he stated Mr. Ernie Solorzano had requested that costs be spread out differently. Mr. Lewis said that is something we will be looking into during 2001. It would involve changing the agreement and a whole bunch of other facets. Ms. Dell brought up that it comes up every year

about how we are not sharing the costs of doing business equitably. Ms. Dell is of the opinion that in the months when one member uses the office staff more than others, they should pay accordingly. She noted that the report regarding work submitted was missing this month. Mr. Autrey thought a study should be made.

Ms. Sherri Goetz asked that the Member Lists be updated and be placed on the Website along with the Routine book with the updates. This information should be placed in the Member's Only section according to Mr. Bengtsson. Mr. Lewis asked Ms. Baccus to let Ms. Corella know they want the Website to have the Member's Only section updated with all committee information. Mr. Atalla would be the one doing the update.

Mr. Lewis reported he had received an email from Jim Koch of DBNT. He's doing some work for the City of Riverside and requested permission to extract pole information for the City of Riverside joint poles. In his opinion, we don't want others using our database and the request should come from City of Riverside's representative. Mr. Lewis will reply to Mr. Koch's request and find out exactly the nature of the work being done for City of Riverside.

A brief discussion of pole card records sent to members was held. Ms. Dell said they have a pole record database and only use the pole cards sent to enter information. Ms. Baccus reported Ms. Corella has requested information regarding which member's still need pole cards sent each month. Ms. Baccus said the card stock is very expensive. Mr. Lewis asked when Ms. Corella would be back. Ms. Baccus responded tomorrow and Mr. Lewis said he would call her regarding the correction of the Operating Expense Statement. Ms. Lewis asked if anyone was attending the Staff Christmas luncheon. Ms. Dell responded she and Ms. Jayme Willis were planning to attend.

The meeting adjourned at 10:30 a.m., until January 17, 2001.

Jean Baccus, Committee Staff