

## **Southern California Joint Pole Committee**

444 E. Huntington Drive, Suite 205  
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January 17, 2001

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. Lupe Hernandez – Pacific Bell  
Ms. Lynn Prescott – Verizon Wireless  
Ms. Sherri Goetz - So. Calif. Edison Co.  
Ms. Kathleen Dell – AT&T Wireless  
Mr. Malcolm Brown - Verizon Wireless  
Mr. Mike Bogner – Sprint PCS  
Mr. June Santiago – City of Anaheim  
Ms. Jennie L. Corella – Committee Staff

Chairperson, Dan Lewis brought the meeting to order. He announced that Mr. Solorzano has volunteered to serve as Committee Vice President for the year 2001, and stated that the Committee appreciates the offering of his time to chair the Operating Committee.

The first item on the agenda was the review of the December Expense Sheet. Mr. Lewis noted that the Committee had exceeded the projected budget by 2.4 percent.

Mr. Solorzano remarked that Edison's original pole inspection program would be cut back, therefore; the Committee office should not expect the previously anticipated JPA flow. Mr. Bengtsson stated that DWP intends on increasing their pole inspection program, which would offset Edison's decrease of workflow. He stated that DWP would like to process these JPAs using the JET system. Mr. Lewis stated that initially, the number of users must be limited and controlled. The issue is training of users. He stated that the JPAs processed through the JETS system must be jointly with members whose staffs have the training and knowledge to process JPAs through JETS. He advised members to maintain a hard copy for their records. The Committee office will continue to receive the final JPAs via the traditional method. Mr. Lewis stated that from his perspective, he would like to be notified by other members when they plan on submitting a JPA through JETS, in which he is a party to. He would need time to prepare his staff. Mr. Bengtsson inquired about the training issue. His staff could process JPAs through JETS, however; they would need training on the JETS system. Ms. Dell remarked that her staff could begin processing JPAs using JETS, but would not choose to do so if other members are not ready. Mr. Lewis stated that he would discuss the issue of a training session for users with Mr. Jim Koch. Mr. Solorzano stated that his organization is in the midst of restructuring their planning process. Therefore, his organization would not be ready to handle JPAs using the JETS system for about three to six months. Ms. Dell inquired if the participating members would assign one single point of contact. The members discussed the training issue and agreed that each organization will need a trainer to train their staff. Mr. Solorzano stated that in his opinion, Edison would need a minimum of three to six months before they could actually consider transacting JPAs via the JETS system. Mr. Lewis stated that parameters would be discussed and set at the Computer Communications conference call scheduled for Tuesday, January 30, 2001.

Item number two on the agenda was the review of the accounts receivable status. Noting that ICG Communications is six months past due Mr. Lewis stated that the ICG bankruptcy issue should be assigned an item number. The ICG bankruptcy issue has been assigned Item 1309. The members reviewed the 1998 Agreement bankruptcy section, and concluded that Ms. Corella would send a correspondence to the Committee legal counsel explaining the situation, and inquiring what options the Committee has in regards to collecting funds due from ICG.

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The next item on the agenda was Item 1298: GTE/Verizon. Mr. Lewis reported that he continues attempting to obtain the official document stating the name change of GTE California to Verizon California.

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Item 1306: Budget Analysis was the next item on the agenda. This issue deals with the method in which the budget is allocated among the members. Mr. Solorzano stated that his primary concern is that when a budgeted line item exceeds the budgeted amount, then it should be allocated among the members as an equal expense. He read from section 8 of the Agreement, and remarked that he felt the reasonable and necessary expenses should be defined. He is of the opinion that the necessary costs are those monthly recurring costs required for continued operation of the Committee office. In his opinion, the costs incurred for the computer system should not be considered as a monthly recurring expense. Ms. Dell stated that computer systems are necessary, however, she is in agreement that the method in which the budget is administered should be addressed. Mr. Solorzano's concern is that whatever the operating expenses are for a month, he is assessed one-third of the dollars. Currently, this creates a problem within his organization. The consensus was that Item 1306: Budget Analysis be put on the February Administrative Board agenda under discussion.

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

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The last items of discussion was the retirement of Ms. Hope Jarrard and room dividers for the Joint Pole office staff

. Ms. Corella reported that Ms. Jarrard requested a small function for a retirement party. It was decided that as a retirement gift the Committee would reward a monetary gift to Ms. Jarrard. The members agreed on \$2,500.00.

The members then discussed the status of the Committee office staff. Ms. Corella reported that Mr. Richard Franco has been hired to fill the position of Administrative Aide. Ms. Pranata would transition to Billing Level 1. Ms. Randis, who is employed by the Committee as a

Billing Level 1, would be out on medical disability leave until March 16, 2001. It was decided that as long as Ms. Randis is on disability, her position would remain open.

Mr. Corella reported that she had inquired into the costs of room dividers, and the approximate cost is \$100.00 per panel. She stated that she spoke with Ms. Goetz in regards to obtaining the dividers from Edison. Ms. Goetz reported that she is in the process of obtaining information of additional dividers that are not in use.

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Ms. Corella inquired if the members have a necessity for the pole cards that are sent to them each month with the JPAs. The cost of the paper required for the printing of the cards continue to rise, and it is difficult to obtain vendors. It was suggested that Ms. Corella e-mail the members asking them if they continue to need pole cards mailed to them monthly.

The meeting adjourned at 12:15 p.m., until February 21, 2001.

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Jennie L. Corella, Office Manager

## Southern California Joint Pole Committee

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February 21, 2001

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	Verizon Calif., Inc.
Mr. Malcolm Brown	Verizon Wireless
Ms. Lynn Prescott	Verizon Wireless
Ms. Kathleen Dell	AT&T Wireless
Ms. Lupe Hernandez	Pacific Bell
Ms. Sherri Goetz	Southern Calif. Edison
Mr. Steve Sawyer	MediaOne
Mr. Lee Pemberton	MCI Telecommunications
Mr. Mike Bogner	Sprint PCS
Mr. Walt Jacobs	XO Communications
Ms. Jennie Corella	Committee Staff

Chairperson, Mr. Dan Lewis brought the meeting to order at 10:30 a.m. The first topic of discussion involved the review of the **January expense sheet**. Mr. Lewis requested that Ms. Corella provide for the monthly Operating Committee a spreadsheet reflecting the year to date costs paid to DBNT, along with invoice copies attached. In that the computer development budget is the greatest expense on the budget, he is of the opinion that the Operating Committee should be aware of what the total costs represent. Ms. Corella will provide this information commencing with the next meeting.

The next item on the agenda was reviewing of the **account receivables**. Ms. Corella explained that the report has been revised separating members from non-members. She stated that she is experiencing difficulty contacting the non-members.

The next issue on the agenda was the **January member activity**. Ms. Corella explained that the report reflects initiated JPAs per member. This report makes the Committee aware of the quantity of JPAs each member is initiating every month.

The Committee office has received the notice officially stating the name change of GTE California to Verizon California. Therefore, **Item 1298: GTE/Verizon** has been closed.

**Item 1306: Budget Analysis** was next on the agenda. It was decided that the Operating Committee needs more time to work on the Budget, prior to presenting it to the Board for approval. Mr. Pemberton questioned the method of assessing members, in his opinion if the budget is for staff support, which is an administrative function, than the costs should be equally shared. Ms. Dell explained that there are several reasons why members were assessed proportionately to the percentage of non-usable footage. One reason is that this percentage dictates your voting shares. As an example Ms. Dell used

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Edison, stating that they have the greatest percentage, therefore, having the greatest voting shares. She further explained that the budget is created using historical data. She stated that Edison feels that the budget should be created realistically by arriving at future costs and expenses. After some discussion, the members agreed that the Committee would start working on the Budget by June of this year. Ms. Corella was instructed to have the draft ready for review by mid-year.

**Item 1309: ICG Bankruptcy** was next on the agenda. However, since this item had been discussed at the Board meeting, the members decided to move on and revisit this item at the next Operating meeting.

Last issue on the agenda was the **performance evaluation** of Ms. Angela Pranata. Ms. Corella reported that Ms. Pranata had passed her six-month anniversary in November, however, Ms. Corella had neglected to review her. She reported that Ms. Pranata has exceeded expectations, and is presently billing JPAs as a Level I billing associate. Ms. Corella proposed salary action of 6.5%. The members approved the salary action, which will be effective retroactively. Ms. Corella reported that the office has a backlog, and anticipates this situation for several months. She reported that she has lost three billing associates in the last three months. The members approved overtime for the staff. Ms. Corella reported that Mr. Franco; the current admin aide is not doing as expected. The Committee agreed that another billing associate was needed to keep up with the workflow. Ms. Corella was given the approval to recruit for the position.

Ms. Corella reported that she has mailed the members copies of the 1998 signed Agreement. In regards to the Amendment to the Agreement, Ms. Corella is lacking five signatures. She will contact those five members again, and when she receives all five signed Amendments, she will mail copies to the members.

The meeting adjourned at 11:30 a.m., until March 21, 2001.

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Jennie Corella, Office Manager

## Southern California Joint Pole Committee

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March 21, 2001

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. Dan Lewis	Verizon Calif., Inc.
Mr. Malcolm Brown	Verizon Wireless
Ms. Lynn Prescott	Verizon Wireless
Ms. Kathleen Dell	AT&T Wireless
Ms. Lupe Hernandez	Pacific Bell
Mr. Chris Bengtsson	City of Los Angeles (DWP)
Mr. Ernie Solorzano	Southern Calif. Edison
Ms. Sherri Goetz	Southern Calif. Edison
Mr. Stephen Sawyer	AT&T Broadband
Mr. Sheldon Cox	City of Pasadena
Mr. Mike Bogner	Sprint PCS
Mr. Sean Matlock	Southern Calif. Water
Ms. Jennie Corella	Committee Staff

Chairperson, Mr. Ernie Solorzano brought the meeting to order at 10:15 a.m. The first topic of discussion involved the review of the **February expense sheet**. Ms. Dell questioned the status of DBNT. Ms. Corella distributed a sheet reflecting what has been paid to DBNT to date. Mr. Lewis reported that the Computer Committee has decided that the Committee, as opposed to DBNT, will conduct the training on OPCats, which should prove cost effective. He reported that DBNT has a concern with the server, and its ability to handle demand once OPCaTS is up and running. According to Mr. Atalla, the Committee computer consultant, the server should suffice during the testing phase; however, the purchase of a faster server is recommended when all members decide to sign on.

Ms. Corella distributed a list of Expense definitions to the members. The purpose of the list is to clarify to the members an explanation of the expenditures. Mr. Solorzano requested that the variance in year to date expenses be expressed in percentages as well as monetary.

The next item on the agenda was reviewing of the **account receivables**. Mr. Solorzano explained that all disbursements from SCE are questioned, and their payment pattern may change. Mr. Solorzano inquired whether the Committee office has received the initial membership fee payment from Adelphia. Ms. Corella responded that she has not received payment. The members discussed, upon receipt of the Adelphia payment, maintaining it in reserve in the operating fund. It was decided that the issue of the Adelphia payment be put on the Discussion Calendar for the April Board Meeting.

The next issue on the agenda was the **February member activity**. The members reviewed the report, and there were no comments or discussion.

**Item 1306: Budget Analysis** was next on the agenda. Mr. Lewis stated that it has been decided that a draft for the 2002 Budget will be ready for review at the June 2001 Operating meeting. It will then be put on the Discussion Calendar for the July Board meeting.

**Item 1309: ICG Bankruptcy** was next on the agenda. Ms. Corella reported that the Committee office has received all past due payments from ICG, and at this time they are in current status. It was decided to close this item at this time. ICG is in Chapter 11 bankruptcy, and should they become delinquent again a new item number will be assigned.

The sixth item on the agenda concerned web access for outside contractors. Mr. Lewis stated that this item was his issue. He is looking for a method that would allow contractors temporary access to the web pole database. Currently, within his organization, Mr. Lewis does not have the workforce to handle requests from outside contractors. It was decided that item number 1311 be assigned to this issue. Ms. Corella reported that she had spoken to Mr. Atalla about temporary access to the web site. He informed Ms. Corella that a program could be created where a contractor can be assigned a user name and a password, which can be activated and de-activated at will. This item will remain on the agenda for future discussion.

Ms. Corella reported on the staffing situation at the Committee office. Mr. Richard Franco was terminated at the end of his probation period because he was not producing at the expected rate. Ms. Corella has hired Ms. Rodriguez, and is currently working with Olympic staffing for a temporary position. Mr. Solorzano stressed the importance of bringing in employees who will have the ability to transition to multiple billing transactions when Ms. Greene and Ms. Baccus retire in approximately five years. Ms. Lewis remarked that employee loyalty and longevity are a thing of the past. The Committee will continuously have to deal with staff turnover.

Ms. Goetz reported that she has submitted a request for modular walls, and when the request can be met she will notify Ms. Corella.

The meeting adjourned at 11:15 a.m., until April 26, 2001.

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Jennie Corella, Office Manager

## Southern California Joint Pole Committee

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April 26, 2001

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. Dan Lewis	Verizon Calif., Inc.
Ms. Lynn Prescott	Verizon Wireless
Mr. Dennis Ennis	AT&T Wireless
Ms. Lupe Hernandez	Pacific Bell
Mr. Chris Bengtsson	City of Los Angeles (DWP)
Ms. Sherri Goetz	Southern Calif. Edison
Mr. Doug Schmaderer	City of Pasadena
Mr. Mike Bogner	Sprint PCS
Ms. Jennie Corella	Committee Staff

Chairperson, Ms. Sherri Goetz brought the meeting to order at 11:00 a.m. The first topic of discussion involved the review of the **March expense sheet**. Ms. Goetz inquired as to the status of overtime. Ms. Corella reported that overtime for the staff continues, and probably will for another month due to the current backlog in the workload. Ms. Goetz requested that Ms. Corella bring to the next Operating meeting the JPA Monthly Activity report that she prepares and is currently submitting to Ms. Goetz on a monthly basis. Mr. Lewis inquired as to the current staff situation. Ms. Corella reported on the recently hired employees. Ms. Genevieve Rodriguez and Mr. Carlos Alvarado were hired approximately four weeks ago. Ms. Rodriguez did not perform up to expectations. Her performance was marginally below expectations. Mr. Alvarado is performing slightly above expectations. Ms. Rodriguez has been dismissed.

This issue of partitions/dividers was discussed. Ms. Goetz reported that SCE might not be able to obtain the dividers requested by the Committee office. Therefore, it was decided that Ms. Corella is to obtain vendor quotes for the dividers.

The contract with the system consultant, Atalla Technologies, was discussed. The current contract expired on March 29, 2001. Ms Corella has been instructed to obtain a new contract. She will contact Mr. Atalla.

The next item on the agenda was reviewing of the **account receivables**. Ms. Corella reported that certain members are in a payment pattern of sixty or ninety days.

The next issue on the agenda was the **February member activity**. The members reviewed the report, and there were no comments or discussion.

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**Item 1306: Budget Analysis** was next on the agenda. Ms. Corella stated that this issue pertains to the method in which expenses are assessed among the members. It also deals with which line items on the Budget are monthly recurring costs, and which are not. Whether certain line items should be assessed proportionately, or equally. This item will remain on the agenda until June, when the 2002 Proposed Budget draft is reviewed.

**Item 1311: Web Pole Access for O/S Contractors** was next on the agenda. The members discussed this issue, and it was agreed that the current situation of JPA backlog within the Committee office would not allow the additional time required to research pole information. The final consensus was to close this item.

The next topic of discussion was **Item 1313: Altrio Application.** Ms. Corella reported that the Committee office has not received the CPNC from Altrio Communications, however, she has learned that they applied for the certificate last November. Upon receipt of the certificate, Ms. Corella will contact Altrio and invite them to the following Board meeting.

Lastly, Ms. Goetz reported that Mr. Solorzano would be working with Ms. Corella on a salary matrix. She stated that some members have submitted their compensation rates for positions within their respected organizations that are similar to the duties performed by the Committee staff. Ms. Corella and Mr. Solorzano will take this information and arrive at comparable compensation rates for the Committee staff.

The meeting adjourned at 11:30 a.m., until May 17, 2001.

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Jennie Corella, Office Manager

## Southern California Joint Pole Committee

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May 17, 2001

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. Ernie Solorzano	Southern Calif. Edison
Mr. Dan Lewis	Verizon Calif., Inc.
Ms. Lynn Prescott	Verizon Wireless
Ms. Kathleen Dell	AT&T Wireless
Mr. Sean Matlock	Southern Calif. Water
Ms. Lupe Hernandez	Pacific Bell
Mr. Chris Bengtsson	City of Los Angeles (DWP)
Ms. Sherri Goetz	Southern Calif. Edison
Mr. Glenn Albios	Adelphia Business Solutions
Mr. Doug Schmaderer	City of Pasadena
Mr. Mike Bogner	Sprint PCS
Ms. Jennie Corella	Committee Staff

Guest: Mr. Dennis Walls City of Los Angeles (DWP)

Chairman, Mr. Ernie Solorzano brought the meeting to order at 10:45 a.m. The first topic of discussion involved the review of the **April expense sheet**. The members reviewed the monthly expenses, and Mr. Solorzano noted that year to date the expenses are under budget by approximately \$30,000.00.

The next item on the agenda was reviewing of the **account receivables**. Mr. Solorzano stated that Edison's current method of payment is now sixty days, and to expect to see Edison on this monthly report.

The members discussed how the interest earned from the reserve account would be disbursed. It was decided that initially, the interest would remain in the account.

The next issue on the agenda was the **April member activity**. The members reviewed the report, and there were no comments or discussion.

**Item 1306: Budget Analysis** was next on the agenda. This issue would be discussed in detail at the June Operating Meeting when the proposed 2002 Budget draft is presented by Ms. Corella.

The next topic of discussion was **Item 1313: Altrio Application**. Mr. Solorzano inquired if there was a time limit for applying for membership. Ms. Corella responded that she is not aware of any time limits on membership application. She stated that Mr. Acebo of Altrio contacts her frequently with

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the status of their CPCN application, therefore, she is certain that they are eager to be part of the Committee.

Under miscellaneous items, Ms. Corella reported that the office is experiencing problems with the server. It is self-restarting, and in the last few weeks has happened frequently. Mr. Lewis stated that there is the possibility that the server needs replacement, and that funds have been budgeted for this issue. It was agreed that Mr. Atalla assess the server and report to the Committee his findings, and suggestions.

Ms. Corella reported that Ms. Patty Randis will be released to return to work on June 1, 2001. She reported that Ms. Randis would work four-hour days the first week, and eight-hour days thereafter. Ms. Corella reported that there were certain accommodations for Ms. Randis. The Committee decided that these accommodations would be addressed as they arise.

Ms. Corella stated that she received correspondence from Verizon Communications. Verizon has sold some property to Citizens Utilities Company, in which Committee members jointly own some of the property. The letter states that Verizon is requesting consent to partially assign the Agreement to Citizens. It was agreed that the members would review the Agreement in regards to assignment and discuss this at the following Operating Meeting.

Ms. Hernandez opened the final topic of discussion. She stated that the issue of having test and treat information on the pole cards has not been addressed. It was agreed to assign number 1315 to Test and Treat Records. Mr. Bengtsson inquired as to where on the pole card would this information be recorded, and what information would be recorded. He also inquired as to the value of having such information on the pole cards, since, GO 95 requires that each utility maintain this information on their respective database records. He stated this would be work intensive, as well as creating a duplication of records. He is of the opinion that unless there is value to such information on the Committee database, the Committee need not bear the expense. This issue would be discussed further at future Operating Meetings.

The meeting adjourned at 11:30 a.m., until June 21, 2001.

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Jennie Corella, Office Manager

## Southern California Joint Pole Committee

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June 21, 2001

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. Ernie Solorzano	Southern Calif. Edison
Mr. Dan Lewis	Verizon Calif., Inc.
Mr. Cory Autrey	Verizon Wireless
Mr. Malcolm Brown	Verizon Wireless
Ms. Lupe Hernandez	Pacific Bell
Mr. Chris Bengtsson	City of Los Angeles (DWP)
Ms. Sherri Goetz	Southern Calif. Edison
Mr. Glenn Albios	Adelphia Business Solutions
Mr. Stephen Sawyer	AT&T Broadband
Mr. Sheldon Cox	City of Pasadena
Mr. Mike Bogner	Sprint PCS
Ms. Jennie Corella	Committee Staff

Chairman, Mr. Ernie Solorzano brought the meeting to order at 11:00 a.m. The first topic of discussion involved the review of the **May expense sheet**. Ms. Corella reported that the Committee staff is currently working overtime due to the backlog of JPAs. Ms. Randis has resigned, and Ms. Greene will be out on disability for six weeks.

The next item on the agenda was reviewing of the **account receivables**. In regards to PG&E, Ms. Corella will attempt to obtain information for filing a creditors claim. Mr. Solorzano stated that SCE would continue the current payment pattern until further notice.

The next issue on the agenda was the **May Member Activity Report** and the **May JPA Activity Report**. Ms. Corella was requested to bring this report on a monthly basis to the Operating Meeting. The JPA activity report reflects the number of JPAs processed in the previous month, and the number of JPAs backlogged. The members reviewed the reports, and there were no comments or discussion.

**Item 1306: Budget Analysis** was next on the agenda. Ms. Corella distributed the first draft for the 2002 SCJPC Budget. Mr. Lewis commented that in his opinion, the ongoing maintenance for the Committee server is an expense that should be assessed equally among the members. This would include the hosting and maintenance contracts for the Committee server. In his opinion this is a benefit to all members. Mr. Solorzano stated that in establishing the 2002 Budget, those items that are an equal benefit to all members should be assessed equally, and monthly recurring expenses proportionately. The issue of remaining in accordance with the Agreement in

regards to member assessment was discussed. The members discussed the line items extensively. Mr. Solorzano stated that if an amount is budgeted for a line item, and the amount is exceeded, then the excess amount should be assessed equally. It was agreed that the 2002 Budget would be discussed further at the next meeting, with the objection of having the final draft ready for review/discussion by the Board no later than the October Administrative Board meeting.

The fifth issue on the agenda was **Item 1313: Altrio Application**. Ms. Corella reported that she has not received the CPCN from Altrio at this time. The issue will remain on the agenda at this time.

The next issue on the agenda was the **Verizon Assignment Request** letter. Ms. Corella stated that she was uncertain as to responding to Verizon's request. Mr. Solorzano suggested responding to Verizon stating that the Committee has not agreed to allow re-assignment of the Agreement. This would leave Verizon with two options to either join the Committee, or enter into a third party agreement with the joint owners on the assigned poles. Ms. Corella will draft a response letter to Verizon, and this issue will be on the Discussion Calendar of the July Administrative Board meeting.

The final topic of discussion was employee compensation and staff evaluations. Ms. Corella reported that she and Mr. Solorzano worked on a project comparing the Committee staff wages and benefits with those of the members. She then distributed the report to the members. She stated her primary concern is employee retention. In reviewing the compensation study, there are member benefits that are above, below and comparable with the Committee staff benefits. Overall, the Committee offers their staff a comparable compensation package. The issue of awarding a lump sum merit bonus versus a fixed merit pay increase was discussed. As well as salary action, and the possibility of flexible hours for the staff. The members discussed staff compensation at length.

With the resignation of Ms. Randis, the disability leave of Ms. Greene, and the increase in volume of workflow, it was decided to recruit for two positions. Ms. Corella will begin the recruiting process. Ms. Corella reported that Ms. Hernandez is in the process of acquiring dividers for the Committee office, and the members instructed Ms. Corella to purchase a fax machine.

The meeting adjourned at 12:15 p.m., until July 19, 2001.

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Jennie Corella, Office Manager

## Southern California Joint Pole Committee

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July 19, 2001

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	Verizon Wireless
Ms. Lynn Prescott	Verizon Wireless
Ms. Kathleen Dell	AT&T Wireless
Mr. Chris Bengtsson	City of Los Angeles (DWP)
Mr. Ernie Solorzano	Southern Calif. Edison
Ms. Sherri Goetz	Southern Calif. Edison
Mr. Mike Bogner	Sprint PCS
Mr. Glenn Albios	Adelphia Business Solutions
Mr. Sheldon Cox	City of Pasadena
Ms. Jennie Corella	Committee Staff

Chairman, Mr. Ernie Solorzano brought the meeting to order at 10:45 a.m. The first topic of discussion involved the review of the **June Expense Sheet**. The members briefly discussed the June expenses, which reflected average monthly expenses.

The next item on the agenda was the review of the **account receivables**. Ms. Corella reported that she is experiencing difficulty contacting Mr. Stewart McClausland of XO Communications. She stated that according to the Agreement, XO Communications is in default because they are 120 days past due. Ms. Corella has been instructed to draft a letter to XO Communications referring to the section of the Agreement, which addresses criteria for defaulting.

The next issue on the agenda was the **June member activity/JPA Activity**. Ms. Dell inquired about the JPA Activity report. Ms. Corella responded that the report reflects the prior month's activity, and if the new month opened with any backlog. Currently, there is a backlog due to the training of new staff, and the leave of absence of Ms. Greene.

The next topic for discussion was **Item 1313: Altrio Application**. Ms. Corella reported that the Committee office should be receiving their CPCN as it was been granted them by the CPUC.

The next topic was the **securing of the OPCaTS program database**. Ms. Corella reported that the original designers of the program did not secure the database within the program itself. The securing of the web site is a separate issue, which would be secured by the hosting organization. Ms. Corella reported that DBNT estimated 10-15 programming hours for securing the database. Ms. Dell questioned what would be gained by securing the database, and what steps would be done within the 10-15 hours of programming. Ms. Corella stated that she would relay these questions to Mr. Jim Koch. It was

suggested that Ms. Corella approach Mr. Atalla in regards to an estimate for securing the database as a comparison.

The last topic of discussion was **Item 1315: Test & Treat Records**. This issue deals with recording the date and type of pole inspection on the Committee database records. Mr. Bengtsson is still of the opinion that this task creates redundancy. Since utilities are required by the CPUC to maintain and record this information on their respective databases, this information is recorded twice. He stated that this sort of information is readily available if members contact one another. In his opinion this task would be a costly programming expense, and feels there is not much value in it. The gain to members would be minimal since all the information is recorded on another database. Ms. Dell stated that the members should have the ability to access the Committee database to gain knowledge of this information. This could expedite the JPA process. The final consensus was this information is already available to the members and was decided this issue should be closed.

Under miscellaneous items Ms. Corella distributed the revised Atalla contract for hosting the server and maintaining the system. Atalla Tech has combined the monthly hosting costs with maintenance. The monthly hosting fee is \$500.00, with a one-time set-up fee of \$1,500.00. The monthly maintenance fee will continue to be \$825.00. After review and discussion of the contract, the members requested some minor changes. Ms. Corella will contact Mr. Atalla about the modifications to the contract, prior to Board approval.

**Item 1306: Budget Analysis** was the last item for discussion. Ms. Corella distributed the copy of the projected year-end 2001 budget. She stated that continuing on this pattern would result in an under-budget year-end of 19%. However, she stated that there has not been a great amount of expense against software development/programming. At the last meeting the members reviewed every line item and made changes where necessary. Mr. Solorzano opened the discussion of assessment when a budgeted expense line item is exhausted. The members stated that if an item is justified as an equal benefit to all members, then it should be assessed equally. Mr. Solorzano agreed.

The members further discussed the budget and plan on having the final draft on the Discussion Calendar of the next Board meeting.

The meeting adjourned at 12:30 p.m., until August 16, 2001.

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Jennie Corella, Office Manager



## Southern California Joint Pole Committee

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Fax (626) 294-0872

August 16, 2001

A meeting of the **Operating Committee** took place on the above date, at 11:50 a.m., at the Committee office. Those in attendance were:

Mr. Stephen Sawyer	AT&T Broadband
Ms. Lynn Prescott	Verizon Wireless
Ms. Kathleen Dell	AT&T Wireless
Ms. Lupe Hernandez	Pacific Bell
Mr. Chris Bengtsson	City of Los Angeles (DWP)
Mr. Ernie Solorzano	Southern Calif. Edison
Ms. Sherri Goetz	Southern Calif. Edison
Mr. Sean Matlock	Southern Calif. Water
Mr. Mike Bogner	Sprint PCS
Ms. Lynn George	AT&T Wireless
Mr. Doug Schmaderer	City of Pasadena
Ms. Jennie Corella	Committee Staff

Chairman, Mr. Ernie Solorzano brought the meeting to order at 11:55 a.m. The first topic of discussion involved the review of the **July Expense Sheet**. The members briefly discussed the July expenses, which reflected average monthly expenses.

The next item on the agenda was the review of the **account receivables**. Ms. Corella reported that she contacted Mr. Stewart McCausland in regards to XO Communications past due invoices. She faxed Mr. McCausland the past due invoices, to which he assured Ms. Corella that he would research the issue. Mr. Solorzano suggested a correspondence to XO Communications reminding them that they are in default of the 1998 Agreement. Ms. Corella responded that she would handle the situation in regards to collecting the past due invoices.

The next issue on the agenda was the **July member activity/JPA Activity**. Ms. Corella reported that there continues to be a backlog of JPAs, due to the staff situation. She stated that this situation would continue until the end of the year. In the month of September Ms. Baccus, a Level III billing staff will be on vacation, and Ms. Greene, also a Level III will be on disability until the end of the month.

The next two items on the agenda were **Item 1313: Altrio Application and Item 1306: Budget Analysis**. Both items were approved at the Board meeting prior to the Operating; therefore, these items will be closed.

The next topic was the **securing of the OPCaTS program database**. DBNT has submitted an estimate of approximately 10 – 15 programming hours. The members were of the opinion that this issue was not urgent at this time, and it would be addressed again in the future.

The last topic of discussion was a phone call from the City of Beverly Hills. Ms. Corella reported that she received a phone call from the City of Beverly Hills requesting that a person representing the Joint Pole Committee attend a staff meeting to answer general questions. The purpose for the attendance is that the City of Beverly Hills would like to learn about the SCJPC. It was decided that Ms. Corella contact the City of Beverly Hills, and inform them that they cannot send a rep to their city staff meeting. If they choose, they may visit the web page for information on the SCJPC. Mr. Lewis stated that if they had any further questions they could feel free to contact him.

Ms. Corella reported that the current dental plan for the staff is offering a vision plan. Ms. Corella inquired if the Committee would extend the dental benefits to include vision. The members responded that at this time they would not support the benefit, but perhaps reconsider next year. Therefore, it was decided that if the staff decided they would like the vision plan, they would pay for the premiums via a payroll deduction. Ms. Corella stated she would discuss this with the staff at the next staff meeting, and if they choose the vision plan it would be a payroll deduction.

The meeting adjourned at 12:30 p.m., until September 20, 2001.

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Jennie Corella, Office Manager

## Southern California Joint Pole Committee

444 E. Huntington Drive, Suite 205

Arcadia, CA 91006

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September 20, 2001

A meeting of the **Operating Committee** took place on the above date, at 10:15 a.m., at the Committee office. Those in attendance were:

Mr. Malcolm Brown	Verizon Wireless
Ms. Lynn Prescott	Verizon Wireless
Ms. Kathleen Dell	AT&T Wireless
Ms. Lupe Hernandez	Pacific Bell
Mr. Chris Bengtsson	City of Los Angeles (DWP)
Ms. Sherri Goetz	Southern Calif. Edison
Mr. Dan Lewis	Verizon California
Mr. Glenn Albios	Adelphia Bus. Solutions
Mr. Mike Bogner	Sprint PCS
Ms. Lynn George	AT&T Wireless
Mr. Doug Schmaderer	City of Pasadena
Ms. Jennie Corella	Committee Staff

Chairperson, Ms. Sherri Goetz brought the meeting to order at 10:20 a.m. The first topic of discussion involved the review of the **August Expense Sheet**. The members briefly discussed the August expenses. The expense of purchasing the pole card stock was questioned and addressed. Mr. Lewis stated that he had previously inquired within his organization the necessity of pole cards. At that time he reported that his organization did in fact require pole cards. However, he stated that he would once again inquire into the necessity of pole cards within his organization. Mr. Lewis is of the opinion that with the current availability of pole information online, and the ability to print cards perhaps pole card requirement within his organization can be eliminated. Ms. Corella reported that the cost of pole card stock continues to increase due to supply and demand. There are very few distributors today that continue to carry this stock in their inventory because there is not a great demand for it. The idea of a special assessment to those members that continue to require pole cards was addressed. It was decided to assign item number 1317 to billing members for pole cards. This issue would be on the Discussion Calendar of the next Administrative Board Meeting for further discussion among the attending members.

Mr. Bengtsson raised the issue of allowing non-members to view the pole record database. The response was that only members are allowed access to the record and this is password controlled. The idea of periodically issuing new passwords to insure security was discussed and will be addressed further at the next Operating meeting.

The next item on the agenda was the review of the **account receivables**. Ms. Corella reported that the Committee office had received payment from XO Communications up until the month of June. Therefore, they were no longer in default of the 1998 Agreement.

September 20, 2001

The next issue on the agenda was the **August member activity/JPA Activity**. Ms. Corella reported that both Ms. Baccus and Ms. Greene are expected to return the last week of September. There continues to be a backlog of JPAs due to staffing and an increase in volume.

The next topic was the **DBNT Database Security Proposal**. This topic will be discussed at the scheduled conference call.

The next item on the agenda was the **License of OPCATS**. Mr. Lewis reported that he had been contacted by DBNT in regards to licensing OPCATS. It seems that there are parties in other states interested in the program, and might consider purchasing it. He stated that the selling of the program could prove beneficial in that some of the costs of the program could be recouped. However, in his opinion, Mr. Lewis stated that at this time OPCATS is not completely functional, therefore, this would be something the Membership may consider in the future but not at this time.

The final item on the agenda was the evaluation of Mr. Carlos Alvarado. Ms. Corella reported that she had evaluated Mr. Alvarado and he was performing beyond expectations. Her recommendation is a salary action of an 8% increase. Mr. Alvarado's evaluation was based on his Admin. Aide performance, however, he has now been promoted to Billing Level 1. The Committee approved the salary action for Mr. Alvarado effective October 1, 2001.

Under miscellaneous items Mr. Bengtsson inquired about reinstatement of a member who was interested in rejoining the Committee. The City of Vernon and their decision not to sign the 1998 Agreement prompted his concern. Mr. Bengtsson stated that at the time of their withdrawal the City of Vernon officials did not fully understand the concept of the Committee. Therefore, his question is whether a member could be reinstated without having to pay the initial fee required by new members. The members decided that this issue should be assigned an item number and have it on the Discussion Calendar at the next Administrative Board meeting to be discussed extensively by all attending members. Item number 1318 has been assigned to **Membership Reinstatement**.

The meeting adjourned at 11:05 a.m., until October 18, 2001.

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Jennie Corella, Office Manager

## Southern California Joint Pole Committee

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October 18, 2001

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. Ernie Solorzano	Southern Calif. Edison
Ms. Sherri Goetz	Southern Calif. Edison
Mr. Dan Lewis	Verizon Calif., Inc.
Ms. Lynn Prescott	Verizon Wireless
Mr. Malcolm Brown	Verizon Wireless
Ms. Kathleen Dell	AT&T Wireless
Ms. Lynn George	AT&T Wireless
Ms. Lupe Hernandez	Pacific Bell
Mr. Chris Bengtsson	City of Los Angeles (DWP)
Mr. J. Craig Wayment	City of Glendale
Mr. Mike Bogner	Sprint PCS
Mr. Cory Autrey	Sprint PCS
Ms. Jennie Corella	Committee Staff

Chairman, Mr. Ernie Solorzano brought the meeting to order at 10:45 a.m. The first topic of discussion involved the review of the **September expense sheet**. Ms. Corella reported that the expense for the office modules totaled \$955.00. The modules were provided to the Committee office by Pacific Bell, therefore, this expense was for delivery and set-up only. The expense sheet at this time is under budget.

The next item on the agenda was reviewing of the **account receivables**. Mr. Wayment remarked that he was of the opinion that the Committee had agreed to write off certain non-member accounts. Ms. Hernandez responded that it had been discussed, however, it has never been approved. Ms. Dell stated that the accounts could be written off and reinstated if necessary. The members discussed this issue, and it was decided that PG&E remain on accounts receivable and write off the City of Banning, Southern Pacific Transportation, and Union Pacific Railroad at this time. These accounts may be reinstated at any time.

Issue number three on the agenda was the **September member activity** and the JPA activity report. In reviewing the JPA activity report it appears that the backlog has decreased.

The members then chose to discuss the staff situation. Ms. Corella reported that her original objective for office productivity was to have the current backlog eliminated by year-end. However, she stated that realistically, this might not happen. Ms. Greene, who is the Committee's most seasoned employee, has returned from disability leave, but only on a part time basis.

She reported that the volume has increased, as well as the quality of the JPAs. Ms. Corella stated that she had to demote a Level I Billing associate to Admin Aide. She promoted the Admin Aide to billing associate Level I. Both employees are on a 90-day probationary period. Mr. Solorzano stated that the concern he and Ms. Corella have is training the staff to become proficient in billing the multi-party JPAs. As members join the Committee it is probable that their JPAs will consist largely of multi-parties, and there will be a shift from joint JPAs to multi-party JPAs.

Mr. Solorzano raised the issue of the lease on the Committee office. The lease expires October 2002. Ms. Corella does not know at this time what the rental rate would be for the new lease.

Mr. Bengtsson stated that in his opinion there is no doubt that the incoming year would bring an increased volume. He stated that within his organization alone they are projecting an increase in their pole inspection program, not to mention the work the incoming members would generate.

The members discussed this issue at length, and they approved the addition of another staff position in anticipation of the increased volume of JPAs.

The next item on the agenda was the approval for the purchase of two computer processors (CPU). Ms. Corella reported that the two senior billing staff are working with outdated CPU's. She requested approval to purchase the equipment. The members discussed this issue and approved the purchase of two CPUs, as well as a workstation for the additional staff position.

**Item 1317: Billing Members for Pole Cards** was next on the agenda. The members discussed this issue and decided that billing members for pole cards would prove cost effective. Currently, this process is time intensive for the Committee staff, time that could be utilized on billing JPAs to help eliminate the backlog. Ms. Dell stated that pole card information is available on-line, therefore, if members need the information they are able to access it. The Committee will work on determining a cost factor per card and notify the Membership when that cost is established. Ms. Corella was instructed to notify the members that effective January 2002 pole cards would no longer be included with their monthly package, unless otherwise noted.

The final issue for discussion was **Item 1318: Membership Reinstatement**. The members decided that the Committee attorney should be contacted in regards to this issue. Ms. Corella was instructed to contact the Committee attorney.

The meeting adjourned at 11:30 a.m., until June 21, 2001.

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Jennie Corella, Office Manager



## Southern California Joint Pole Committee

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November 15, 2001

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	Verizon Wireless
Ms. Lynn Prescott	Verizon Wireless
Ms. Kathleen Dell	AT&T Wireless
Ms. Lupe Hernandez	SBC Pacific Bell
Mr. Ernie Solorzano	Southern Calif. Edison
Ms. Sherri Goetz	Southern Calif. Edison
Mr. Dan Lewis	Verizon California
Mr. Glenn Albios	Adelphia Bus. Solutions
Mr. Mike Bogner	Sprint PCS
Ms. Lynn George	AT&T Wireless
Mr. Sean Matlock	Southern California Water
Ms. Jennie Corella	Committee Staff

Chairman, Mr. Ernie Solorzano brought the meeting to order at 10:35 a.m. The first topic of discussion involved the review of the **October Expense Sheet**. The members briefly discussed the October expenses, which reflected an average month.

The next item on the agenda was the review of the **account receivables**. Mr. Solorzano provided Ms. Corella with a phone number to aid in contacting Mr. Sloneker of PG&E. Ms. Corella will continue attempting to collect on past due invoices.

The next issue on the agenda was the **October member activity/JPA Activity**. The members reviewed and discussed the reports. Ms. Corella reported that there is a backlog of JPAS, and the staff is working overtime to help eliminate the problem.

Mr. Solorzano reported that he anticipates a greater inflow of JPAs from his office to the JPC office in the coming months.

Ms. Corella reported that Ms. Lopez-Stephens resigned her Administrative Aide position. Ms. Corella plans on immediately recruiting for her position, as well as the additional position, which was approved at the prior meeting.

Under miscellaneous items Ms. Corella reported that Mr. Lewis had a concern with Atalla who is hosting the Committee web site, and handles the system maintenance. In the last month the system has been down several times, and the response time has not been satisfactory. There was discussion of seeking an alternate hosting organization. Ms. Corella stated that Atalla Tech does more than host the web site. Atalla handles all system maintenance and trouble shoots. Mr. Solorzano suggested reviewing the Atalla contract, and

November 15, 2001

sending Mr. Atalla a correspondence stating the contractual obligations and lack they're of. Ms. Corella was instructed to contact Mr. Atalla.

The next item on the agenda was **Item 1317: Billing Members for Pole Cards**. It was agreed at the last Operating meeting that effective January 2002, the members would no longer receive pole cards. The members decided that a cost per card should be developed for those members that continue to require pole cards. Ms. Corella was instructed to arrive at a fair per pole card cost.

Ms. Hernandez stated that moving forward Pacific Bell would be known as SBC Pacific Bell, and requested that documents be corrected.

The meeting adjourned at 11:15 a.m., until December 20, 2001.

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Jennie Corella, Office Manager