

## Southern California Joint Pole Committee

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

January 16, 2002

A meeting of the **Operating Committee** took place on the above date, at 9:45 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
Mr. Malcolm Brown	Verizon Wireless
Mr. Dennis Ennis	AT&T Wireless
Ms. Lupe Hernandez	Pacific Bell
Mr. Chris Bengtsson	City of Los Angeles (DWP)
Mr. J. Craig Wayment	City of Glendale
Mr. Doug Schmaderer	City of Pasadena
Mr. David Filson	City of Burbank
Mr. Mike Bogner	Sprint PCS
Ms. Jennie Corella	Committee Staff

Chairman, Mr. Ernie Solorzano brought the meeting to order at 9:50 a.m. The first topic of discussion involved the review of the **December expense sheet**. The members reviewed the expense sheet which reflected the year end expenses. The 2001 annual expenses were under by 15%.

The next item on the agenda was the review of the **account receivables**. AT&T Communications has 7 past due invoices at this time. Ms. Corella reported that she has mailed correspondence to Mr. Jeff Powers in regards to the past due invoices. The members suggested that Ms. Corella attempt to contact Mr. Powers via telephone and stress that AT&T Communications has violated the Agreement by neglecting to pay their assessment invoices within terms. Under the non-member accounts receivables, Ms. Corella was given the phone number to Mr. Jim Sloneker and instructed to contact him in regards to past due PG&E invoices. Ms. Corella reported that she would write-off the non-member invoices under \$15.00.

The third item on the agenda was the **December member activity** and JPA activity reports. Ms. Corella reported that, although the JPA activity report reflected a backlog, at this time the Committee staff was current in processing all JPA's received in the office. She stated that the current Committee staff work as a team, which has resulted in a higher level of efficiency and productivity.

The next issue discussed was utilization of the Committee staff now that there is no backlog. Mr. Solorzano opened the discussion by stating that within his organization his department is experiencing a backlog. Therefore, he proposed utilizing the Committee staff in aiding Edison with finalizing foreign JPAs. He stated that he would exercise Authorized Costs item 14: Failure to final JPA, and be assessed on a monthly basis for labor hours committed to his organization. The members discussed this and agreed to it providing that

it did not have a negative impact on the staff billing the JPAs that are received in the office by creating a backlog. Mr. Solorzano stated that if necessary he would approach the staff about devoting a Saturday to his organization in which he would pay their labor hours. Mr. Solorzano stated that this would not be implemented for six to eight weeks.

Under miscellaneous items Ms. Corella opened by stating that she would like to implement a 9 day, 80 hours work schedule for the Committee staff. The staff has worked diligently in the previous months to eliminate the backlog; therefore, the proposed work schedule should not have an impact on productivity. She stated that the entire staff would participate in this schedule. Ms. Corella ensured the Committee that if this schedule has a negative impact on productivity, the schedule would be eliminated and the staff would resume the original 10/80 schedule. The Committee approved the new schedule and instructed Ms. Corella to move forward with implementation.

Ms. Corella opened the next discussion, which involved outsourcing payroll. She reported that she had met with the Wells Fargo payroll services representative to discuss payroll service fees. She distributed a cost comparison report reflecting the current and proposed method for handling payroll. The proposed method would save the Committee \$420.00 annually. The additional benefits include free checking and direct deposit for employees, the payroll service maintains full liability for Federal and State payroll deposits, and five hours of labor would be dedicated to multi-billing. Ms. Prescott stated that Wells Fargo payroll services handles payroll for her organization and she is very pleased with the service. The Committee approved the proposed method of payroll.

The final topic of discussion was the Committee office rental lease. Mr. Solorzano opened the discussion by stating that the Committee should consider their options prior to receiving notice from the leasing company. Ms. Corella was instructed to bring the current lease agreement to the next Operating meeting.

Mr. Lewis stated that the Committee web page is reflecting outdated information and required updating. Ms. Corella reported that she has ordered the software required editing text on the web pages, and Atalla Tech personnel would train the Committee staff.

The meeting adjourned at 10:30 a.m., until February 20, 2002.

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Jennie Corella, Office Manager

## Southern California Joint Pole Committee

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February 20, 2002

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:

Mr. Ernie Solorzano	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. Cory Autrey	Sprint PCS
Mr. Mike Bogner	Sprint PCS
Ms. Jean Baccus	Committee Staff

Chairperson, Ms. Lupe Hernandez brought the meeting to order at 9:35 a.m. The first topic of discussion involved the review of the **January expense sheet**. The members reviewed the expense sheet, which reflected a slightly above average month.

The next item on the agenda was the review of the **account receivables**. The members reviewed and discussed this issue.

The third item on the agenda was the **January member activity** and **JPA activity** reports. The members reviewed the reports and commented on the JPA activity report, which reflects the Committee office is current in processing all incoming JPAs. Mr. Solorzano requested Ms. Baccus report briefly on the 9/80 hourly work schedule currently maintained by the Committee staff. Ms. Baccus reported that the schedule is working well, that every staff member has a back-up staff member, and there is complete coverage of all staff duties at all times.

The fourth issue on the agenda was the **Altrio Final Bills**, which was brought to the table by Ms. Hernandez. Ms. Hernandez reported that she had received over 200 JPAs from Altrio for one month. Ms. Goetz reported that the JPAs her organization received from Altrio were not properly prepared. Mr. Bengtsson and Mr. Wayment reported that they too had encountered problems with Altrio JPAs. Mr. Solorzano stated that this issue should be addressed at the Routine Revision Committee to arrive at language for this issue. Mr. Bengtsson inquired what the language would be addressing, because in his opinion how could the Committee place a limit on the amount of business a member transacts within a given month. He further stated that the involved members should communicate, work together, and negotiate reasonable time limits. Ms. Hernandez stated that she did not want Altrio to exercise 18.1. Mr. Bengtsson stated that in his opinion this issue is an internal problem within each individual organization, and should not be in the Routine. Ms. Dell

stated if JPA limits per month are incorporated into the Routine it could be construed as a restriction of trade. Item 1326 has been assigned to JPA Volume to be discussed within the Routine Revision Committee.

The next topic of discussion was the Committee office rental lease. Mr. Lewis inquired if the Committee office had received any notice from the property management in regards to lease renewal. Ms. Baccus stated that to date, the Committee office had not. Ms. Hernandez stated that according to the lease agreement the management agency should contact the Committee in regards to lease renewal six months prior to the lease termination. The agreement states that the monthly rental fee would be 95% of fair market value. The members will discuss this issue further at the next meeting.

The final topic of discussion was the review of the reports currently generated by the Clipper program. Ms. Baccus reported that some of the reports would be unnecessary when OpCats is implemented. Mr. Lewis stated that these reports need reviewing and discussion. He scheduled a Computer Communications meeting for March 19, 2002 at 9:00 am.

The meeting adjourned at 11:00 a.m., until March 20, 2002.

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Jean Baccus, Senior Billing Associate

## Southern California Joint Pole Committee

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Fax (626) 294-0872

March 20, 2002

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:

Ms. Sherri Goetz	Southern California Edison
Mr. Sean Matlock	Southern California Water
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. David Filson	City of Burbank
Mr. Chris Bengtsson	City of Los Angeles (DWP)
Mr. J. Craig Wayment	City of Glendale
Mr. Sheldon Cox	City of Pasadena
Mr. Russ Cutshaw	Sprint PCS
Mr. Mike Bogner	Sprint PCS
Ms. Jennie Corella	Committee Staff

Chairperson, Ms. Lupe Hernandez brought the meeting to order at 10:55 a.m. The first topic of discussion involved the review of the **February expense sheet**. The members reviewed the expense sheet, which reflected an average month.

The next item on the agenda was the review of the **account receivables**. The members reviewed and discussed this issue. The member delinquency has decreased and only a few remain.

The third item on the agenda was the **February member activity** and **JPA activity** reports. The Committee staff is continually current on processing all incoming JPAs.

The fourth issue on the agenda was Item 1322: Nextel Communications Application. Ms. Corella reported Nextel had been invoiced the initial membership payment fee; however, has not received payment to date. Ms. Corella stated that she would contact Mr. Tim Robinson in regards to payment of the initial membership fee. Ms. Prescott inquired if any of the members were aware that WinFirst had filed for bankruptcy. The members briefly discussed the Winfirst membership application. Ms. Corella reported that although Winfirst had interviewed with the Committee for membership, they had not submitted a financial statement. It was the lack of their financial statement that the WinFirst application had never been on the Administrative Board Consent Calendar for approval. It was agreed to close the issue at this time.

The final topic of discussion was the Committee office five-year rental lease, which expires on October 31, 2002. The Committee's concern is the percentage increase in the

monthly rental fee, and it's impact on the Committee Budget. Ms. Corella stated that she has not been informed by the property Management Company as to what the monthly rental fee would be, should the Committee choose to renew the lease. Ms. Corella reported that she had received some comparable quotes for rental office space in the current general area of the Committee office. Ms. Hernandez read from the lease agreement, and noted that the Committee must notify the Management Company 180 days prior to the termination of the lease if they are interested in renewing the lease agreement. Ms. Corella will contact the Management Company in regards to the lease renewal.

The meeting adjourned at 11:30 a.m., until April 17, 2002.

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Jennie Corella, Office Manager

## Southern California Joint Pole Committee

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April 17, 2002

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

Ms. Sherri Goetz	Southern California Edison
Mr. Sean Matlock	Southern California Water
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. David Filson	City of Burbank
Mr. Chris Bengtsson	City of Los Angeles (DWP)
Mr. J. Craig Wayment	Altrio Communications
Mr. Doug Schmaderer	City of Pasadena
Mr. Robert Allen	City of Los Angeles (DWP)
Mr. Mahendra Garg	City of Anaheim
Mr. June Santiago	City of Anaheim
Ms. Karen Fleuret	ICG Communications
Ms. Jennie Corella	Committee Staff

Chairperson, Ms. Lupe Hernandez brought the meeting to order at 10:20 a.m. The first topic of discussion involved the review of the **March expense sheet**. The members reviewed the expense sheet, which reflected an average month.

The next item on the agenda was the review of the **account receivables**. The members reviewed and discussed this issue. The members discussed Adelpia Business Solutions. The news has reported that Adelpia has filed for Chapter 11. Ms. Corella stated that she has not received any communications stating any changes. However, she intends on contacting the Adelpia representative in regards to past due invoices.

The third item on the agenda was the **March member activity** and **JPA activity** reports. These reports reflect the volume of monthly work handled by the JPC staff.

The fourth issue on the agenda was **Item 1322: Nextel Communications Application**. Ms. Corella reported that the initial invoice payment has been received. The members will be given credit proportionately against the next assessment invoice. This item number is now closed.

The final topic of discussion was the Committee office five-year rental lease, which expires on October 31, 2002. Ms. Corella reported that she had communicated with the property Management Company in regards. She had inquired what the cost per square foot would be on the lease renewal. The Management Company responded that the rental fee

per square foot would be approximately \$1.70 at time of renewal. The members instructed Ms. Corella to contact a real estate broker in the area to compare rental fees to what the Committee office would be paying at the time of the current lease renewal. Ms. Corella inquired whether she should consider out laying areas of the current location. Some areas suggest by the Committee are San Dimas, Glendora, Chino, La Verne, Irwindale, and other areas eastward. The members inquired if the move would have a great impact on the staff. Ms. Corella responded that it would not, providing it was within a fifteen-mile radius. Ms. Corella stated that she would contact a real estate agent in the area.

Ms. Hernandez reported that she would continue working with the City of Los Angeles on transmitting, approving, and finalizing JPAs on a trial basis. However, the problem the City of Los Angeles is experiencing is the five different member codes they are using. Ms. Hernandez suggested that a solution to the problem would be to eventually phase out the four codes being used by the City of Los Angeles and utilize one only.

Ms. Bengtsson reported that the City of Los Angeles is working on pole inspection JPAs. He further stated that there is a backlog on this type of JPAs within his organization, and they plan on working to eliminate the backlog. His staff will use these JPAs when they work with Pacific Bell on the OpcAts trial project. The Committee office should be seeing shortly, the impact of this work.

The meeting adjourned at 11:00 a.m., until May 15, 2002.

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Jennie Corella, Office Manager

## Southern California Joint Pole Committee

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May 15, 2002

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:

Ms. Sherri Goetz	Southern California Edison
Mr. Ernie Solorzano	Southern California Edison
Mr. Sean Matlock	Southern California Water
Mr. Dan Lewis	Verizon Calif., Inc.
Ms. Lynn Prescott	Verizon Wireless
Mr. Malcolm Brown	Verizon Wireless
Ms. Kathleen Dell	AT&T Wireless
Ms. Lupe Hernandez	SBC Pacific Bell
Mr. Ross Cutshaw	Sprint PCS
Mr. J. Craig Wayment	Altrio Communications
Ms. Velma Prouty	SBC Pacific Bell
Ms. Jennie Corella	Committee Staff

Chairperson, Ms. Lupe Hernandez brought the meeting to order at 10:35 a.m. The first topic of discussion involved the review of the **April expense sheet**. The members reviewed the expense sheet, which reflected an average month.

The next item on the agenda was the review of the **account receivables**. The members reviewed and discussed the report. Ms. Corella reported that Adelphia Business Solutions, MCI, and Sprint are in default of the Agreement due to being over 90 days past due. She has mailed past due notices to the above mentioned members and is awaiting a response.

The third item on the agenda was the **April member activity** and **JPA activity** reports. These reports reflect the volume of monthly work handled by the JPC staff.

The fourth issue on the agenda was **Item 1329: Committee Office Lease**. The lease on the JPC office expires on October 31, 2002. The issue is whether the Committee would renew the lease or find a new location. Mr. Solorzano opened the discussion asking that if the decision were to be relocation, would the moving expenses be shared proportionately or equally. He is of the opinion that since moving expenses were not budgeted; the costs should be shared equally. Relocating the JPC office is a benefit to all members. Mr. Solorzano requested Ms. Corella to research what the previous moving costs were, and if the costs were assessed proportionately or equally. Mr. Lewis responded that he is of the opinion that the moving costs were budgeted, therefore, the members were assessed proportionately. Ms. Dell stated that although the management company had given Ms. Corella a verbal monthly rate of 1.70 per square foot, the Committee requires the quote via a written document. She further stated that she would contact the management company on behalf of the Committee to request the above-mentioned document.

There were no miscellaneous items. The meeting adjourned at 11:00 a.m., until May 15, 2002.

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Jennie Corella, Office Manager

## Southern California Joint Pole Committee

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June 19, 2002

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:

Ms. Sherri Goetz	Southern California Edison
Mr. Robert Allen	City of Los Angeles (DWP)
Mr. Dan Lewis	Verizon Calif., Inc.
Ms. Lynn Prescott	Verizon Wireless
Ms. Kathleen Dell	AT&T Wireless
Ms. Lupe Hernandez	SBC Pacific Bell
Mr. Ross Cutshaw	Sprint PCS
Mr. June Santiago	City of Anaheim
Ms. Velma Prouty	SBC Pacific Bell
Ms. Jennie Corella	Committee Staff

Chairperson, Ms. Lupe Hernandez brought the meeting to order at 10:05 a.m. The first topic of discussion involved the review of the **May expense sheet**. The members reviewed the expense sheet. Due to an additional pay period in the month of May, the expenses were above average.

The next item on the agenda was the review of the **account receivables**. The members reviewed and discussed the report. Ms. Corella reported that she has made several attempts to contact Glenn Albios of Adelpia Business Solutions in regards to their past due invoices. Ms. Corella stated she would continue attempting to contact Mr. Albios.

The third item on the agenda was the **May member activity** and **JPA activity** reports. These reports reflect the volume of monthly work handled by the JPC staff. Currently, there is no back log of JPAs.

Ms. Hernandez stated that in regards to the OpcAts testing being conducted with SBC and DWP that the issue of the multiple member codes assigned to DWP be corrected. Currently, DWP has five member codes, and it is desired that the codes be reduced to no more than three. **Item 1332: DWP Multiple Member Codes** was assigned to this issue.

The members also discussed membership information, and how often it should be updated. Ms. Corella stated that member information may be updated regularly on the web site. Ms. Corella will email the membership informing them to utilize the web page when researching membership information and contacts.

The fourth issue on the agenda was **Item 1329: Committee Office Lease**. The members have decided not to renew the current lease, and to work on a proposal for the San Dimas location. The members agreed on two concerns they had with the proposed location, and that is the lack of a second restroom and the size of the conference room. The members reviewed and discussed the floor plan of the proposed location. It was decided that the members take the floor plan and make any improvements or suggestions on it. Ms. Corella distributed copies of the floor plan to the members. They discussed the floor

plan and decided to schedule a conference call to further discuss the proposed new location for the following day, June 20, at 8:00 a.m.

There were no miscellaneous items. The meeting adjourned at 11:15 a.m., until July 17, 2002.

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Jennie Corella, Office Manager

## Southern California Joint Pole Committee

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Phone (626) 294-0820  
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July 17, 2002

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 California Edison
Mr. John Foltz	City of Los Angeles (DWP)
Mr. Dan Lewis	Verizon Calif., Inc.
Ms. Lynn Prescott	Verizon Wireless
Mr. Cory Autrey	Sprint PCS
Ms. Kathleen Dell	AT&T Wireless
Ms. Lupe Hernandez	AT&T Wireless
Mr. Malcolm Brown	Verizon Wireless
Ms. Velma Prouty	SBC Pacific Bell
Ms. Jennie Corella	Committee Staff

Chairperson, Ms. Velma Prouty brought the meeting to order at 10:35 a.m. The first topic of discussion involved the review of the **June expense sheet**. The members reviewed the expense sheet and noted that at this time, the overall budget was under by \$19,000.00 or 8%.

The next item on the agenda was the review of the **account receivables**. The members reviewed and discussed the report.

The third item on the agenda was the **June member activity** and **JPA activity** reports. These reports reflect the volume of monthly work handled by the JPC staff. Currently, there is no backlog of JPAs.

The fourth issue on the agenda was **Item 1329: Committee Office Lease**. As was discussed at the Board meeting, a bid proposal has been submitted for the San Dimas location (please refer to the minutes of the Board meeting of this date for details).

Mr. Solorzano stated that he worked with Verizon California and DWP on evaluating Ms. Corella's performance for the last year. He would be reviewing Ms. Corella's evaluation with her this week. He further stated that Ms. Corella would be working on performance evaluations for the Committee staff. The objective is to have a performance/salary action package ready by the next meeting.

**Item 1332: DWP Multiple Member Codes** was the fifth item on the agenda. The issue deals with DWP and their current five codes. The objective is to have DWP reduce the codes to no more than three codes. Ms. Corella intends on notifying Ms. Allred and Ms. Davis of DWP to select the codes that they would like to remain on OpCats, and the codes that should be eliminated by pole number.

There were no miscellaneous items. The meeting adjourned at 11:15 a.m., until August 21, 2002.

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Jennie Corella, Office Manager

## Southern California Joint Pole Committee

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August 21, 2002

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. Ernie Solorzano	Southern California Edison
Ms. Sherri Goetz	Southern California Edison
Mr. Dan Lewis	Verizon Calif., Inc.
Ms. Lynn Prescott	Verizon Wireless
Mr. Cory Autrey	Sprint PCS
Ms. Kathleen Dell	AT&T Wireless
Mr. Doug Schmaderer	City of Pasadena
Mr. Malcolm Brown	Verizon Wireless
Ms. Velma Prouty	SBC Pacific Bell
Ms. June Santiago	City of Anaheim
Ms. Jennie Corella	Committee Staff

Chairperson, Ms. Velma Prouty brought the meeting to order at 10:30 a.m. The first topic of discussion involved the review of the **July expense sheet**. The budget continues to remain 8% under budget.

The next item on the agenda was the review of the **account receivables**. The members reviewed and discussed the report. The members concern revolved around Adelphia Business Solutions and MCI WorldCom. Both members are in arrears and in breach of the Agreement. Ms. Corella will inform the above mentioned members via written correspondence of the seriousness of the situation.

The third item on the agenda was the **July member activity** and **JPA activity** reports. These reports reflect the volume of monthly work handled by the JPC staff. Currently, there is no backlog of JPAs.

The fourth issue on the agenda was **Item 1329: Committee Office Lease**. Mr. Solorzano inquired if Mr. Atalla, the JPC tech person, would visit the new location to determine the transitioning of the computer system. Ms. Corella responded stating that she has spoken with Mr. Atalla and he stated he would very much like to inspect the new location for the purpose of transferring the system. Ms. Corella stated that the current tenant has a phone system installed and he is willing to sell it to the Committee. It is a Lucent phone system. Currently, the JPC office does not have a phone system and pays monthly for nine phone lines. A phone system at the maximum would require only four lines, thus reducing the monthly phone expense. Mr. Corella stated that she would like to offer a bid on the phone system as well as other items that the tenant is willing to sell. Ms. Corella was instructed to review what pieces of inventory she feels the JPC office could benefit if the pieces were purchased. Ms. Corella responded that she would notify the Committee which pieces she feels for benefit the Committee and the cost pertaining that the particular items.

Ms. Corella stated that the owner of the new location had countered the Committee offer of .95 psf with 1.05 psf. Ms. Corella stated that she had countered with 1.00 psf. She stated that she would like to stand firm at 1.00 psf, however, if the owner stands firm at 1.05 psf should she accept their offer. It was decided that the Committee would accept the 1.05 psf if necessary.

**Item 1332: DWP Multiple Member Codes** was the fifth item on the agenda. The issue deals with DWP and their current five codes in the OpCats system. Mr. Allen requested that this issue be left open on the agenda at this time. He stated that he is currently working on this issue within his organization. It was decided that this issue remains open at this time.

The next item on the agenda was JPC staff employee evaluation. Ms. Corella reported that she had completed the evaluations for the JPC staff and had arrived at her recommendations for promotions and salary action for the staff. She stated that she and Mr. Solorzano had worked on the market reference point in regards to the current state of the market, and has created a Level IV billing position which is included in her proposal. Ms. Corella presented the members with her proposals for staff promotions and salary action. After much discussion the members approved the recommendations proposed by Ms. Corella. The members agreed that the market reference point would remain in effect for the next three years. The salary action is retroactive to July 1, 2002.

Ms. Corella reported that Mr. Gan Yong is resigning from the JPC staff, therefore, he was not included in the proposal. He will be returning to his native country.

The last item on the agenda was miscellaneous issues. Ms. Dell opened the discussion in regards to the 2003 Operating Budget and the OpCats system. She is of the opinion that the Committee should budget accordingly in order to make the system operable within the coming year. The members discussed the budget items. Ms. Corella will have the primary budget draft for the members to review at the next meeting.

The meeting adjourned at 11:30 a.m., until September 18, 2002.

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Jennie Corella, Office Manager

## Southern California Joint Pole Committee

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September 18, 2002

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. Larry Chow	Verizon Calif., Inc.
Ms. Lynn Prescott	Verizon Wireless
Ms. Kathleen Dell	AT&T Wireless
Mr. June Santiago	City of Anaheim
Ms. Velma Prouty	SBC Pacific Bell
Mr. John Foltz	City of Los Angeles (DWP)
Ms. Ranee Pregler	AT&T Wireless
Mr. Cory Autrey	Sprint PCS
Ms. Jennie Corella	Committee Staff

Chairperson, Ms. Prouty brought the meeting to order at 10:35 a.m. The first topic of discussion involved the review of the **August expense sheet**. The members reviewed the expense sheet and they had no questions, or comments.

The next item on the agenda was the review of the **account receivables**. The primary discussion revolved around MCI WorldCom, and Adelphia Business Solutions. Ms. Corella reported that she has not received any notification in regards to their financial status, but has been informed from several sources that both utilities have filed bankruptcy. She has made attempts to contact the representatives via phone calls, and mail. Ms. Prescott reported that she has received notification from WorldCom in regards to their financial situation. She stated she would contact Ms. Corella to share the information she has received.

The third item on the agenda was the **August member activity** and JPA activity reports. The reports reflect that the Committee staff is current at this time.

The fourth issue on the agenda was **Item 1329: Committee Office Lease**. As was announced at the prior Board meeting, the lease of the San Dimas location has been signed. The property management has been instructed to remove one wall between the two front offices in order to create a larger conference room. Ms. Corella requested that the wall between the two back offices be removed to accommodate the conference room, since the front offices are the only offices with windows. She is of the opinion that the front office would better serve a staff member, because it has a window, and the staff occupies the office the entire month, where the members utilize the conference room one to two days a month. Ms. Corella stated that offices with windows tend to boost morale. The members discussed the idea of removing the wall between the two back offices, and arrangement of the staff. After much discussion, the members agreed that the two front offices should remain the conference room.

Number five on the agenda was **Item 1332: DWP Multi Member Codes**. This issue will remain open at this time at the request of DWP.

The next issue on the agenda was **Item 1335: OpCats Dev Assessment**. Ms. Corella reported that Ms. Dell brought this issue to the table. She is of the opinion that the Operating Committee should seriously evaluate the further development of the OpCats system and the costs to complete it. Mr. Solorzano stated that since Mr. Lewis is the Chair of Computer Communications, and he is not present, this discussion should wait until he is present. Mr. Chow was present to represent Verizon California and inquired where in the development process was the OpCats system. Mr. Solorzano is of the opinion, that if an amount is budgeted for the OpCats development, and that amount is reached, any amount there after should be shared equally. This stipulation must be agreed upon by the members. The members agreed to discuss this issue on Friday during the Computer conference call, and at the next meeting.

The final issue on the agenda was **Item 1336: 2003 Operating Budget**. The members decided that this issue would be discussed further at the next meeting.

The final topic of discussion was about the phone provider for the Committee office. Ms. Corella reported that a Mpower representative contacted her about providing phone service. Ms. Corella stated that in cost comparison, contracting Mpower would prove a substantial saving on phone expenses. However, she further stated that Mpower is a telecommunications competitor, and felt this should be an ethical decision. The members discussed this matter, and agreed that Verizon California would be the Committee phone provider in staying with the spirit of the Committee.

The meeting adjourned at 12:00 p.m., until October 16, 2002.

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Jennie Corella, Office Manager

Southern California Joint Pole Committee 2003 Budget (first proposed draft).

	1999	2000	2001	2002	2003	
<u>EMPLOYEE EXPENSE</u>	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	
Salaries	215,640	236,878	231,800	265,000	290,000	4% Increase Fr 2002
Insurance - Med/Den	29,002	36,368	33,780	48,160	68,475	Mo. Prem x 12 incl. Rate i Employees)
Payroll Taxes	16,766	18,971	18,936	26,900	29,435	10.15% of Salaries
Worker's Comp	1,487	3,028	2,999	3,737	4,100	1.41% Wages
Misc. Expense	820	657	861	1,200	1,200	Roll Over
<u>PENSION EXPENSE</u>						
Contribution	15,660	19,283	17,369	27,825	30,450	10.50% of Salaries
Individual Arr.(Prior to '97)	7,132	6,569	7,166	7,166	7,166	\$597.20 x 12 mo.
<u>MONTHLY RECURRING</u>						
Rent	38,312	40,910	42,407	43,560	33,250	Calculated by Lease/expir 09/31/09
Water (Drinking)	1,076	925	1,130	1,500	1,500	Roll Over
Electric/Gas					4,800	Data provided by SCE
Janitorial Service					3,000	Data averaged fr 3 quotes
Alarm System					500	Used current data
Telephone	8,545	7,268	7,204	8,500	8,200	4 Yr Historical mean
DSL/Internet	8,102	8,064	3,174	4,000	2,700	Based on 2002 Mo. Ave
Postage & Shipping	2,391	2,208	2,069	2,800	1,600	Basis 2002 Mo. Ave/Decrease due to n
Business	1,000	1,100	1,095	1,200	1,200	Basis 2002 Mo. Ave/Increase due larg
Committee Meetings	4,478	3,476	4,098	5,000	4,490	4 Yr Historical mean
<u>EQUIPMENT &amp; FURNITURE</u>						
Purchases/Maintenance	695	1,105	3,341	1,000	1,000	Carry over from 2002
<u>COMPUTER SYSTEM</u>						
Technical Support	4,886	9,450	14,525	16,000	16,000	Hosting 500X12=6000 Main.825X12=9900
Consultant/Programmer			900	5,000	5,000	Carry over from 2002
<b>Software Development</b>	<b>14,865</b>	<b>63,586</b>	<b>7,599</b>	<b>20,000</b>	<b>20,000</b>	<b>Carry over from 2002</b>
<b>Software Purchase</b>	<b>2,106</b>	<b>539</b>	<b>64</b>	<b>1,000</b>	<b>1,000</b>	<b>Carry over from 2002</b>
Hardware Development	-	-	-			
<b>Hardware Purchase</b>	<b>3,091</b>	<b>3,331</b>	<b>2,206</b>	<b>3,500</b>		<b>Currently over budget</b>
Repair, Maint.Supp(computer)	1,478	1,641	1,293	1,500	1,500	Carry over from 2002
<u>PRINTING &amp; SUPPLY</u>						

Utility Printing	3,498	-	-	-	-	
Office Printing	1,111	1,839	1,267	1,500	1,500	Carry over from 2002
Supplies	2,476	2,209	2,665	2,500	2,500	Carry over from 2002
<b><u>CONTRACT SERVICES</u></b>						
Attorney	1,325	650	300	1,000		- Necessity Unknown
Auditor	4,200	3,600	4,100	4,000	4,200	Anticipated rate increase
<b><u>GENERAL EXPENSE</u></b>						
Bank Fees/Checks	400	60	420	150	600	Currently over budget 389%
Pubs & Subs	513	291	493	400	400	Carry over from 2002
Seminars & Tuition	2,381	1,450	980	3,000	3,000	Carry over from 2002
<b>TOTAL EXPENSES</b>	<b>393,436</b>	<b>475,456</b>	<b>414,241</b>	<b>507,098</b>	<b>548,766</b>	Proposed Budget Increase 0.08

## Southern California Joint Pole Committee

437 So. Cataract Ave. Unit 3  
San Dimas, CA 91773  
Phone (909) 592-4001  
Fax (909) 592-4636

October 16, 2002

A meeting of the **Operating Committee** took place on the above date, at 10:25 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. Lupe Hernandez	AT&T Wireless
Mr. Sean Matlock	Southern Calif. Water
Ms. Velma Prouty	SBC Pacific Bell
Mr. Robert Allen	City of Los Angeles (DWP)
Mr. Malcolm Brown	Verizon Wireless
Mr. Cory Autrey	Sprint PCS
Ms. Jennie Corella	Committee Staff

Chairperson, Ms. Prouty brought the meeting to order at 10:30 a.m. Rather than initially address the items on the agenda, it was agreed to allow Mr. Atalla to present his report on the computer system. Mr. Atalla distributed a report on his organization's system recommendations. Mr. Atalla's primary concern is the integrity of the current Novell netware server, which houses the SCJPC pole database. His proposal is to convert the netware server from Dbase to MS SQL, and house the database on the Committee SQL platform server. Mr. Atalla then proceeded with a presentation of how his program recommendation would operate.

Ms. Hernandez inquired into the ability of viewing dead pole cards and bills of sale from the web site. Mr. Atalla responded stating that this could be a feature implemented into the web site. He stated that he would begin working on this feature and have it ready for use by the following week.

When Mr. Atalla completed his presentation the members questioned him extensively on the capabilities of his proposed program. He informed the members that the name of his system software is Epole, and that OpCats would remain a functionality of his software. He further stated that he would return with a demo created for the Committee in regards to running reports and billing. The members requested from Mr. Atalla, a proposal and cost estimate to be presented to the Committee at the next Board meeting.

After Mr. Atalla's presentation the members moved on to the agenda items. The first item on the agenda was the review of the **September expense sheet**. The members reviewed the expense sheet and they had no questions, or comments.

The next item on the agenda was the review of the **account receivables**. Ms. Corella reported on MCI. She stated that she spoke with Mr. Brian Tooley, the representative for MCI, and he stated that the bankruptcy court would not allow payment of any transactions prior to July. Invoices after August would be approved for payment. Mr. Tooley informed Ms. Corella that MCI was in Chapter 11

bankruptcy, which is reorganization, not Chapter 7 which is full bankruptcy. Therefore, Mr. Tooley is appealing to the Board, not to terminate MCI membership at this time.

Ms. Corella stated that she has not had a response from Adelpia Business Solutions in regards to the letter of default she mailed earlier in the month. A partial payment was received on their July invoice. Ms. Corella reported that she would continue to pursue communication with the Adelpia Business Solutions representative.

The third item on the agenda was the **September member activity** and JPA activity reports. The reports reflect that the Committee staff is current at this time. Mr. Solorzano inquired if the office relocation was having an impact on productivity. Ms. Corella responded that October would reflect a backlog due to the downtime resulting from the relocation.

Number five on the agenda was **Item 1332: DWP Multi Member Codes**. This issue will remain open at this time at the request of DWP.

The next issue on the agenda was **Item 1335: OpCats Dev Assessment**. The members decided that this issue was tied to the following item.

The final issue on the agenda was **Item 1336: 2003 Operating Budget**. The majority of discussion revolved around software development. The members discussed the demonstration by Mr. Atalla and his system recommendations for the SCJPC. It was agreed that additional funds should be budgeted for the development of the system software. The members reviewed the 2003 proposed budget initial draft. Every line item was reviewed. After much discussion the Committee members approved the draft to be presented at the next Administrative Board meeting for discussion, and possible Board approval.

The members agreed that an open house would be appropriate in allowing the members to familiarize themselves with the new SCJPC office. December 11, 2002 has been scheduled as the date for the SCJPC open house.

The meeting adjourned at 11:35 a.m., until November 20, 2002.

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Jennie Corella, Office Manager

Southern California Joint Pole Committee 2003 Budget (first proposed draft).

	1999	2000	2001	2002	2003	
<u>EMPLOYEE EXPENSE</u>	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	
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