

Southern California Joint Pole Committee

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

January 15, 2003

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.
Mr. David Filson	City of Burbank
Ms. Kathleen Dell	AT&T Wireless
Ms. Velma Prouty	SBC Pacific Bell
Mr. Robert Allen	City of Los Angeles (DWP)
Ms. Lynn Prescott	Verizon Wireless
Mr. Malcolm Brown	Verizon Wireless
Mr. Manuel Ponce	Cingular Wireless
Mr. Cory Autrey	Sprint PCS
Ms. Jennie Corella	Committee Staff

Guest: Mr. Rajan Jon Webscope

Chairperson, Ms. Prouty brought the meeting to order at 10:30 a.m.

The first order of the meeting was the presentation by Mr. Jon. The members agreed to view his presentation at this time in the best interest of the Committee. His presentation consisted of his enhancements and recommendations to the OpCats system, in regards to the Committee needs. Although the Hyperlink software presentation was impressive, the contract has not been signed, therefore, members felt viewing another software option could benefit the Committee.

The Operating Committee has been empowered by the Board to decide, and approve the option for moving forward with any software enhancement. Therefore, members viewed the presentation by Mr. Jon, and questioned him in regards to costs, recommendations, and time frame. After much discussion about the two software options, the Committee agreed to move forward with the Hyperlink proposal. The consensus is that Hyperlink has created software that meets the Committee's needs greater than that presented by Mr. Jon. After thoroughly reviewing the Hyperlink contract, and revising it where necessary, it was agreed by the Operating Committee to sign with Hyperlink.

The members then moved on to the agenda items. The first item on the agenda was the review of the **December 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 Committee's major concern is with Adelpia Business Solutions, and MCI WorldCom. They are both in default of the Agreement, and in Chapter 11

bankruptcy. Ms. Corella reported that she does receive invoice payments from both members sporadically. However, the payments are not paid in date order.

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

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

The final issue on the agenda was **Item 1340: NextG Member Application**. This item was discussed at the Administrative Board, which had met earlier that day. This item will remain on the Operating Committee agenda in order to track the progress of the application.

No miscellaneous items were discussed.

The meeting adjourned at 11:30 a.m., until February 19, 2003.

Jennie Corella, Office Manager

Southern California Joint Pole Committee

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

February 19, 2003

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 Calif. Edison
Mr. Dan Lewis	Verizon Calif., Inc.
Ms. Kathleen Dell	AT&T Wireless
Ms. Velma Prouty	SBC Pacific Bell
Mr. Dennis Walls	City of Los Angeles (DWP)
Ms. Lynn Prescott	Verizon Wireless
Mr. Malcolm Brown	Verizon Wireless
Mr. Mahendra Garg	City of Anaheim
Mr. June Santiago	City of Anaheim
Mr. Dave Filson	City of Burbank
Mr. Randall Starney	Adelphia Communications
Mr. Manuel Ponce	Cingular Wireless
Mr. Cory Autrey	Sprint PCS
Ms. Jean Baccus	Committee Staff

Chairperson, Ms. Prouty brought the meeting to order at 10:05 a.m.

The first item on the agenda was the review of the **January expense sheet**. The members reviewed the expense sheet. The members questioned if all money due to Web Scope had been paid. Ms. Baccus responded stating that the expense on the January sheet for software development to Web Scope was the final payment.

The next item on the agenda was the review of the **account receivables**. The Committee's major concern is with Adelphia Business Solutions, and MCI WorldCom. The members discussed this issue of the bankruptcy petition filed by both the above mentioned entities. It was agreed to contact the Committee legal counsel to inquire as to what legal protection does the Committee have in this issue.

The third item on the agenda was the **January member activity** and JPA activity reports. The members viewed the reports. The reports reflect that the Committee staff is current at this time. The month of January was somewhat below an average month. However, Ms. Baccus reported that the month of February would reflect an increase in volume, due to the amount of work the Committee office is currently receiving.

Number four on the agenda was **Item 1332: DWP Multi Member Codes**. This issue may be resolved upon the implementation of the iPole system.

The final issue on the agenda was **Item 1340: NextG Member Application.** The Committee office has received the requested documents from NextG in regards to membership. Ms. Corella will contact NextG about attending the next Board meeting. This item will remain open until the NextG application is approved or denied.

No miscellaneous items were discussed.

The meeting adjourned at 10:20 a.m., until March 19, 2003.

Jennie Corella, Office Manager

Southern California Joint Pole Committee

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

March 27, 2003

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 Calif. Edison
Ms. Lupe Hernandez	AT&T Wireless
Ms. Velma Prouty	SBC Pacific Bell
Mr. Dennis Walls	City of Los Angeles (DWP)
Ms. Lynn Prescott	Verizon Wireless
Mr. June Santiago	City of Anaheim
Mr. Dennis Walls	City of Los Angeles (DWP)
Mr. Manuel Ponce	Cingular Wireless
Ms. Jennie Corella	Committee Staff

Chairperson, Ms. Prouty brought the meeting to order at 9:00 a.m.

The first item on the agenda was the review of the **February expense sheet**. The members reviewed the expense sheet, which reflected an average month of expenses.

The next item on the agenda was the review of the **account receivables**. The Committee's major concern is with Adelpia Business Solutions, and MCI WorldCom. Ms. Corella reported that MCI WorldCom, which is in Chapter 11 bankruptcy, is current in their post petition invoices. However, is in default in their pre-petition invoices. Their petition date is July 27, 2002. Adelpia Business Solutions, which also is in Chapter 11 bankruptcy, is in a similar situation. Mr. Mike Zornes of Adelpia Communications, stated at the Board meeting, that a check for the post-petition invoices has been mailed.

The third item on the agenda was the **February member activity** and JPA activity reports. The members viewed the reports. The reports reflect that the Committee staff is current at this time. The month of February was an above average month, reflecting 657 JPAs processed. Ms. Corella reported that she has restructured the JPA processing within the Committee office. The new process has proven successful in that productivity is up. The multi-party JPAs continue to increase in volume, due to the incoming members processing their final JPAs. The staff is remaining current while avoiding overtime, and successfully maintaining the 9/80-work week.

Number four on the agenda was **Item 1332: DWP Multi Member Codes**. This issue may be resolved upon the implementation of the iPole system. Therefore, this item will remain open at this time.

The next issue on the agenda was **Item 1340: NextG Member Application**. It was agreed that this item number should be on the Discussion Calendar of the April Board agenda.

Item 1346: iPole Sharing with NCJPC was the last item on the agenda. Ms. Dell, representative for AT&T Wireless, brought this idea to the table. This issue deals with sharing the iPole software, and costs with the NCJPC. The members discussed how the costs would be allocated, and if any limitations would be needed in regards to the software. It was noted that some SCJPC members are also members of the NCJPC, therefore; they should not be assessed by both the south, and the north. This item will be discussed further at the next Operating meeting.

Under miscellaneous items, the members discussed creating a structured member application process. They also discussed creating a structured interview process. The interview process would include questions pertinent to the power, telecommunications, wireless, and cable arenas. The members discussed this issue extensively, and decided to assign an item number to further review this issue.

Item 1347: New Member Application Process has been assigned to the Reorganization ad hoc committee for review and discussion.

The meeting adjourned at 9:55 a.m., until April 23, 2003.

Jennie Corella, Office Manager

Southern California Joint Pole Committee

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

April 23, 2003

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. Kathleen Dell	AT&T Wireless
Ms. Velma Prouty	SBC Pacific Bell
Mr. Robert Allen	City of Los Angeles
Ms. Lynn Prescott	Verizon Wireless
Mr. Dan Lewis	Verizon California
Mr. Ernie Solorzano	Southern California Edison
Mr. Manuel Ponce	Cingular Wireless
Ms. Jennie Corella	Committee Staff

Chairman, Mr. Allen brought the meeting to order at 10:30 a.m.

The first item on the agenda was the review of the **March expense sheet**. The members reviewed the expense sheet, which reflected an average month of expenses. Mr. Solorzano questioned the YTD salary variance. Ms. Corella responded that one employee who had resigned at the end of last year reduced the office staff. However, she further stated that she did not exclude his salary when creating this year's budget, in the event that the workload necessitated filling the position. Mr. Autrey inquired if the reduction of one employee has an impact on productivity. Mr. Corella responded that the work process has been restructured, and has proven successful. Currently, there is no backlog of JPAs.

The next item on the agenda was the review of the **account receivables**. Ms. Corella reported that she has been contacted by Sprint, in regards to the status of their account. There has been restructuring within Sprint, therefore, some invoices were not paid. However, Sprint reported that the account would be brought up to date. Mr. Solorzano reported that SCE is sending their invoices for payment directly to Mr. Jim Sloneker of PG&E. Ms. Corella responded that she has received Mr. Sloneker's mailing address from SCE, and has forwarded invoices to his attention.

The third item on the agenda was the **March member activity** and JPA activity reports. The members viewed the reports. The reports reflect that the Committee staff had a backlog of 33 at the end of March. The month of March was an above average month, reflecting 841 JPAs processed. Ms. Corella reported that as of this date, the Committee office is current on all incoming JPAs.

Number four on the agenda was **Item 1332: DWP Multi Member Codes**. This issue may be resolved upon the implementation of the iPole system. Therefore, this item will remain open at this time.

The next issue on the agenda was **Item 1340: NextG Member Application**. This item was approved at the previous Board meeting. However, the members agreed to schedule a meeting with NextG to discuss their path forward, and the impact it will have on other members. The date and time for the NextG meeting is May 1, 2003 at 9:00 am.

Item 1346: iPole Sharing with NCJPC was the last item on the agenda. Ms. Dell, representative for AT&T Wireless, brought this idea to the table. This issue deals with sharing the iPole software, and costs with the NCJPC. The NCJPC is in the process of creating software to aid them in their joint pole work. Ms. Dell stated that after speaking with NCJPC representatives, they displayed an interest in sharing the software, and incurring any costs associated with this issue. Ms. Dell is of the opinion, that by sharing the costs with the NCJPC, the SCJPC would benefit by taking the excess funds budgeted for the software to complete it to its final stages of billing. The members discussed how the costs would be allocated, and if any limitations would be needed in regards to the software. It was noted that some SCJPC members (SBC and Verizon California) are also members of the NCJPC, therefore; both the south and the north should not assess them. This item will be discussed further at the next Operating meeting.

Under miscellaneous items, Mr. Allen opened discussion in regards to the City of Vernon. He questioned how other members transacted business with them. Mr. Solorzano responded that Vernon did not sign the 1998 Agreement, however; they are obligated to the 1988 Agreement. Currently, SCE does not have a third party agreement with Vernon. Mr. Solorzano stated that Vernon presented SCE with an Agreement, but SCE opted not to execute the document. SCE has not reached an agreement with Vernon yet.

The meeting adjourned at 11:30 a.m., until May 22, 2003.

Jennie Corella, Office Manager

Southern California Joint Pole Committee

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

May 22, 2003

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. Lupe Hernandez	AT&T Wireless
Ms. Sherri Goetz	Southern California Edison
Mr. Robert Allen	City of Los Angeles
Ms. Lynn Prescott	Verizon Wireless
Mr. Sheldon Cox	City of Pasadena
Ms. Barbara Saito	Nextel Communications
Mr. Cory Autrey	Sprint PCS
Ms. Jennie Corella	Committee Staff

Chairman, Mr. Allen brought the meeting to order at 10:05 a.m.

The first item on the agenda was the review of the **April expense sheet**. The members reviewed the expense sheet, which reflected an average month of expenses. As preparation for the incoming month, Ms. Corella reported that the May expenses would reflect the first installment payment on the iPole development, which is \$8,000.00.

The next item on the agenda was the review of the **account receivables**. Ms. Corella reported that she sent a notice to Mr. Jim Sloneker of Pacific Gas and Electric, in regards to past due invoices. Adelphia Business Solutions and MCI WorldCom remain in default due to bankruptcy status.

The third item on the agenda was the **April member activity** and JPA activity reports. The members viewed the reports. The reports reflect that the Committee staff is current in processing incoming JPAs. The month of April was an above average month, reflecting 778 JPAs processed.

Number four on the agenda was **Item 1332: DWP Multi Member Codes**. This issue should be resolved upon the implementation of the iPole system. Mr. Allen reported that City of Los Angeles member codes could be reduced to two, when iPole is launched. Therefore, this item will remain open until that time.

Item 1346: iPole Purchasing by NCJPC was the last item on the agenda. It was agreed that this issue needs clarification. Mr. Autrey questioned, to what extent would the NCJPC be involved, in regards to iPole. He stated that the extent of the northern involvement should be defined, and clarified before moving forward.

It has come to the attention of the Operating Committee, that Mr. Atalla would be presenting iPole to the NCJPC in June. The members discussed whether Mr. Atalla should notify the Committee, and obtain permission to present iPole, since it is being developed for the SCJPC. Also discussed was the setting of criteria, by the Committee, defining when iPole could be presented to outside entities. The members agreed that sharing the iPole development costs with the north would be beneficial. The members are aware that they cannot dictate Mr. Atalla's business ventures, however, since the Committee is supporting the iPole development, they should be notified when it is presented, outside of the Committee.

Under miscellaneous items, Ms. Corella reported that some Committee staff PC's are in need of replacement. It was agreed that Mr. Atalla evaluates each individual PC, and note whether it should be replaced, or upgraded.

The meeting adjourned at 10:35 a.m., until June 18, 2003.

Jennie Corella, Office Manager

Southern California Joint Pole Committee

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

June 18, 2003

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. Kathleen Dell	AT&T Wireless
Ms. Sherri Goetz	Southern California Edison
Mr. Robert Allen	City of Los Angeles
Ms. Lynn Prescott	Verizon Wireless
Mr. Sheldon Cox	City of Pasadena
Ms. Barbara Saito	Nextel Communications
Mr. Cory Autrey	Sprint PCS
Ms. Velma Prouty	SBC Pacific Bell
Mr. Dan Lewis	Verizon California
Ms. Monica Marks	AT&T Communications
Mr. Sean Matlock	Southern California Water
Mr. Mahendra Garg	City of Anaheim
Mr. June Santiago	City of Anaheim
Ms. Lynn George	NextG Networks
Ms. Jennie Corella	Committee Staff

Chairman, Mr. Allen brought the meeting to order at 10:15 a.m.

The first item on the agenda was the review of the **May expense sheet**. The members reviewed the expense sheet, which reflected an above average month of expenses. The month of May was a three-payroll month, therefore, increasing the monthly expenses with the additional salary expense.

The next item on the agenda was the review of the **account receivables**. Ms. Corella reported that Cingular Wireless is experiencing changes in how they will transact business. She further stated that in speaking with Mr. Ponce, their current representative, he informed her that he has been assigned to handle all facets of joint pole work.

The third item on the agenda was the **May member activity** and JPA activity reports. The members viewed the reports. The reports reflect that the Committee staff is current in processing incoming JPAs. The month of May was an average month, reflecting 541 JPAs processed.

Number four on the agenda was **Item 1332: DWP Multi Member Codes**. This issue should be resolved upon the implementation of the iPole system. However, until iPole is launched, this item will remain open.

Item 1346: iPole Purchasing by NCJPC was the last item on the agenda. Ms. Dell reported that the NCJPC will meet the following month, and she should have information to share with the Committee. She further stated that they were pleased with the iPole presentation. The members discussed the cost of software development, and what percentage incoming members should pay. It was agreed to review the current initial membership fee to assess if the cost for software is sufficient and fair to cover the software expensed by current members. Therefore, Item 1349: Review Initial Membership Fee has been assigned to the Operating Committee. The members discussed this item, and agreed any major decisions should wait until the initial phase of iPole is completed.

The members discussed iPole, and agreed that the iPole status presentations should be scheduled on the date of the monthly Board meetings.

Under miscellaneous items, Ms. Corella reported employee evaluations are due. She stated that she is working on staff performance evaluations and is nearly completed. The Operating Committee will work on the evaluation for Ms. Corella, the Office Manager.

The members discussed the staff PC situation. Mr. Atalla has commented that some staff PC's are in need of upgrading or replacement. The Committee is requesting an assessment, and evaluation report on all staff PC's from Mr. Atalla by July 10, 2003.

The meeting adjourned at 11:35 a.m., until July 16, 2003.

Jennie Corella, Office Manager

Southern California Joint Pole Committee

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

July 16, 2003

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. Kathleen Dell	AT&T Wireless
Mr. Ernie Solorzano	Southern California Edison
Mr. Tony Gant	Southern California Edison
Ms. Lynn Prescott	Verizon Wireless
Mr. Sheldon Cox	City of Pasadena
Mr. Vince Aragona	NextG Networks
Mr. Cory Autrey	Sprint PCS
Ms. Velma Prouty	SBC Pacific Bell
Ms. Lynn George	NextG Networks
Ms. Jennie Corella	Committee Staff

In the absence of Mr. Allen, Chairman of the Operating Committee, Committee President, Ms. Prouty served in his absence. She brought the meeting to order at 10:15 a.m.

The first item on the agenda was the iPole status (see attachment). Ms. Corella reported on some of the features that were presented at the iPole demonstration, which met the previous day. Mr. Atalla has offered 4 hours a day for one week to work hands on with member users, at no additional cost to the Committee. He has created queries using 4 criteria in searching for poles or JPAs. There is the ability of setting different costs for different utilities. When the application is launched, there will be an on line manual. There will be access to the current (SQL), and previous (dbase) database records. Form 7 has been created for JPAs that have been approved. JPAs that are in preliminary status may be corrected, and an email would alert all members on the JPA.

Ms. Dell stated that she was not aware that iPole was an Internet based application. She is of the opinion that the application should be web based. She also stated that by the application not being web based, it could not cross platforms. Ms. Dell stated that she is a MAC user. The members discussed the issue of web based application versus Internet based, and agreed they were under the impression that iPole is a web based application. The members reviewed the specs and iPole contract. In order to clarify concerns the members contacted Mr. Atalla for a conference call. Mr. Atalla stressed that he recommended Internet versus web based because of the browser problem members would encounter by not being uniform with their browser application. He further stated that the contract states that the members would be provided with 50 CD's of the application to load on their PCs. There would be no need for CDs if the application were web based.

Discussed with Mr. Atalla was the database conversion. Mr. Atalla would like the current database (Clipper) pole records corrected prior to migrating to the new database (SQL). However, this task would require 13,000 labor hours, due to the size of the database. The members suggested migrating the database without correcting the source (Clipper database), and moving forward with the data conversion. In his opinion, Mr. Atalla advised against this strategy. He stated that this method would require greater work and effort. However, he stated that he would convert the database as requested by the Committee. He further stated that any updates to the application could be downloaded, and that the user is prompted to download the updates when signing on to the application.

The second item on the agenda was the review of the **June expense sheet**. The members reviewed the expense sheet, which reflected an above average month of expenses. Mr. Autrey inquired into the disbursement to Atalla in regards to tech support and software development. Ms. Corella responded stating that she must differentiate between an expense (tech support), and investment (software development).

The next item on the agenda was the review of the **account receivables**. Ms. Corella reported that Manuel Ponce is no longer with Cingular Wireless. However, Mr. Ponce did supply her with the name and number of a Cingular contact person.

The fourth item on the agenda was the **June member activity** and JPA activity reports. The members viewed the reports. The reports reflect that the Committee staff is current in processing incoming JPAs. The month of June was an average month, reflecting 790 JPAs processed.

Number five on the agenda was **Item 1332: DWP Multi Member Codes**. This issue should be resolved upon the implementation of the iPole system. However, until iPole is launched, this item will remain on hold.

Item 1346: iPole Purchasing by NCJPA was the sixth item on the agenda. Ms. Dell reported that at the prior meeting it was agreed the Committee would not discuss iPole purchasing by the NCJPA, until phase one was complete on August 1st. She stated that she suggested to the NCJPA that they compose a formal letter addressed to the SCJPC stating their interest in iPole. She further stated that the NCJPA is very interested in iPole.

The next issue on the agenda was **Item 1349: Review Initial Membership fee** (see attachment). Ms. Corella distributed a worksheet she used to arrive at the

current membership fee. Mr. Solorzano questioned at how Ms. Corella arrived at these figures. She responded that she reviewed past worksheets, and discussed the issue with Ms. Baccus. Mr. Solorzano questioned if anyone was aware of the length of time the Committee has been using this method to arrive at this fee. Ms. Dell responded that this method has been used in the last twelve years. Ms. Corella explained and answered questions in regards the worksheet. Ms. Corella was instructed to document at how she arrived at the figures on the worksheet. When it is documented, the members will further discuss this issue.

Under miscellaneous items, the members discussed the computer system evaluation performed by Mr. Atalla. There are eight PC workstations in the JPC office. According to his recommendations, six of the eight PCs have problems and should be replaced. The cost estimate to repair all six machines is \$1,925.00. Six new PCs could be purchased at the total cost of \$3,000.00. The members agreed that purchasing the machines would be the wiser choice. Therefore, the Committee approved the purchase of six PCs.

Also under miscellaneous items were the staff compensation proposals. The members reviewed the proposals, and made an adjustment on the compensation for one Level III billing staff member. After the adjustment was noted, the proposal was approved.

The meeting adjourned at 1:55 p.m., until August 20, 2003.

Jennie Corella, Office Manager

(attachments)

iPole Enhancements

These major enhancements were completed or are in progress as a result of the training. These enhancements are well beyond the scope of work.

1. Search pole with up to four different criteria, for example you can now find poles that are located on a certain street AND are of a certain height AND are located in a certain city AND are FT treated
2. Search JPAs with up to four different criteria and Pole ID and Members on JPA. You can now search to see if a pole is on a certain JPA or a member is part of a certain JPA.
3. Pole pricing are now set and managed easily via the application using simple screens. A database modification was also added to allow this feature.
4. Item Codes are now set and managed easily via the application using simple screens. A database modification was also added to allow this feature
5. On Pole screen allow users to scroll through the owners without clicking on the update.
6. Expand the field used to track the Size of pole attachment. Now the size can be up to six characters.
7. When pole is used on another JPA a prompt was used to inform the user that the pole is used on another JPA. Now the prompt require password to make sure the user wants to continue using a pole that is on another JPA.
8. Changed all the double clicks on the JPA screen to single click.
9. Allow the scroll of JPA details without clicking on Update.
10. Added a quick look up to show who created the JPA and their contact information
11. If an invalid confirmation date on JPA is entered the system displays a message and sets the focus back on the date field.
12. Added the ability to quickly change the connection type to the database. In the iPole.ini file it contains a connection type that can use a straight connection or via ODBC.
13. Change the color of the user created to blue to indicate it is a click.
14. Change the color of the Approved and Work Completed column to indicate that the fields are not manually editable.

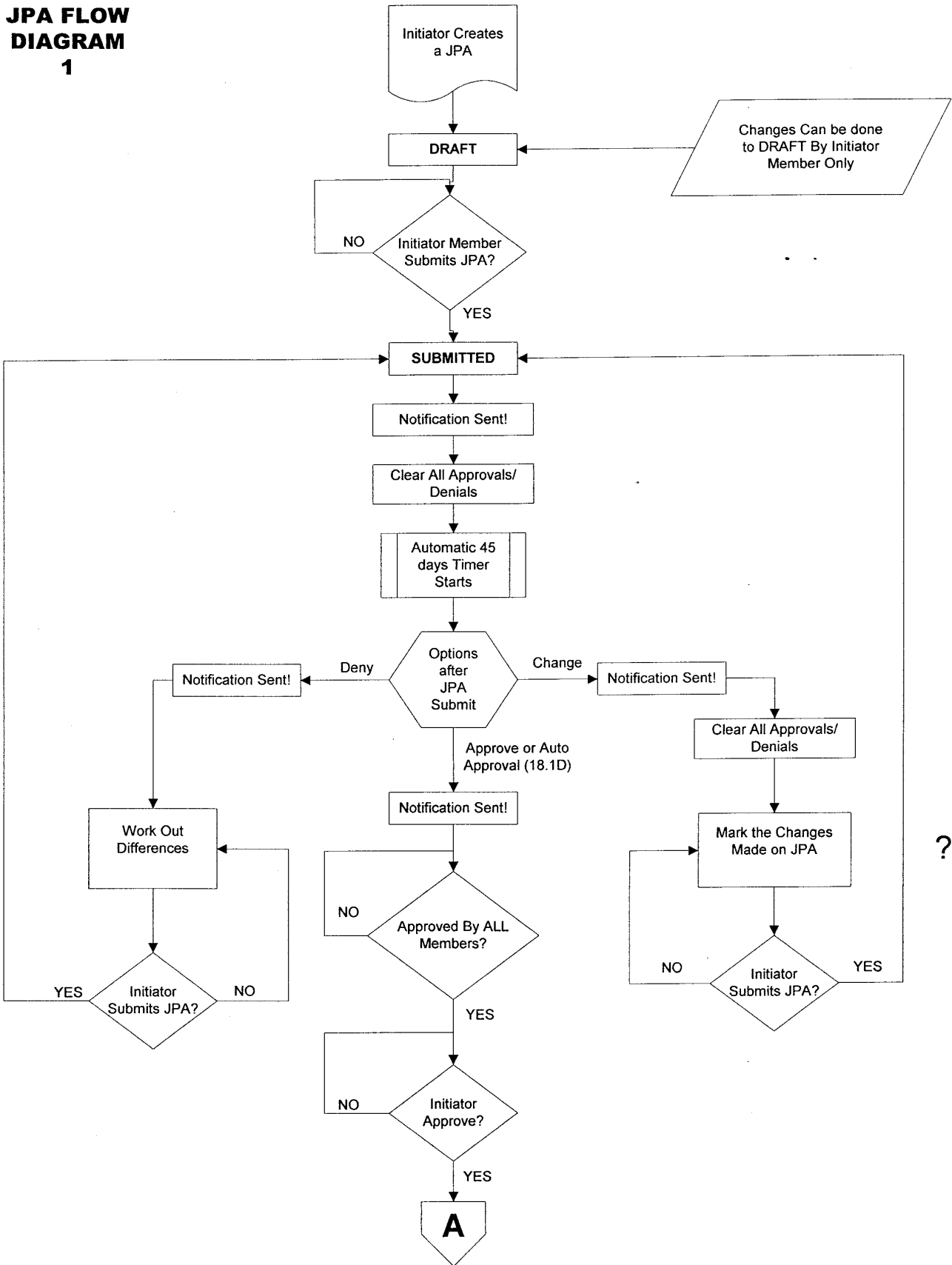
15. On the Item Codes Screen default the Billable check box to true.
16. Sort poles and line codes when added to JPAs
17. Change Accounting Instructions on JPA screen to Accounting/Location
18. Add a Change option to the JPA to allow users to quickly and easily notify other members on the JPA of the JPA change.
19. Allow user to select or deselect what e-mail address they want to notify. Also added a manual e-mail address.
20. Click on Denied column to see the reason the user denied the JPA.
21. Prompt user when a Pole on a JPA is already being used.
22. Disable the Transaction Button on the Pole Screen.
23. Add the ability to search poles by status.
24. When selecting a section or an item code from the JPA we set the focus to the proper location
25. Bring the work area when a JPA line is selected
26. Don't allow a utility to show up twice on the JPA UTILITY field.
27. Working on Changing JPA FLOW please see attached.
28. Bug fixes.

Possible Future Features

Here is a list of future features to iPole Software:

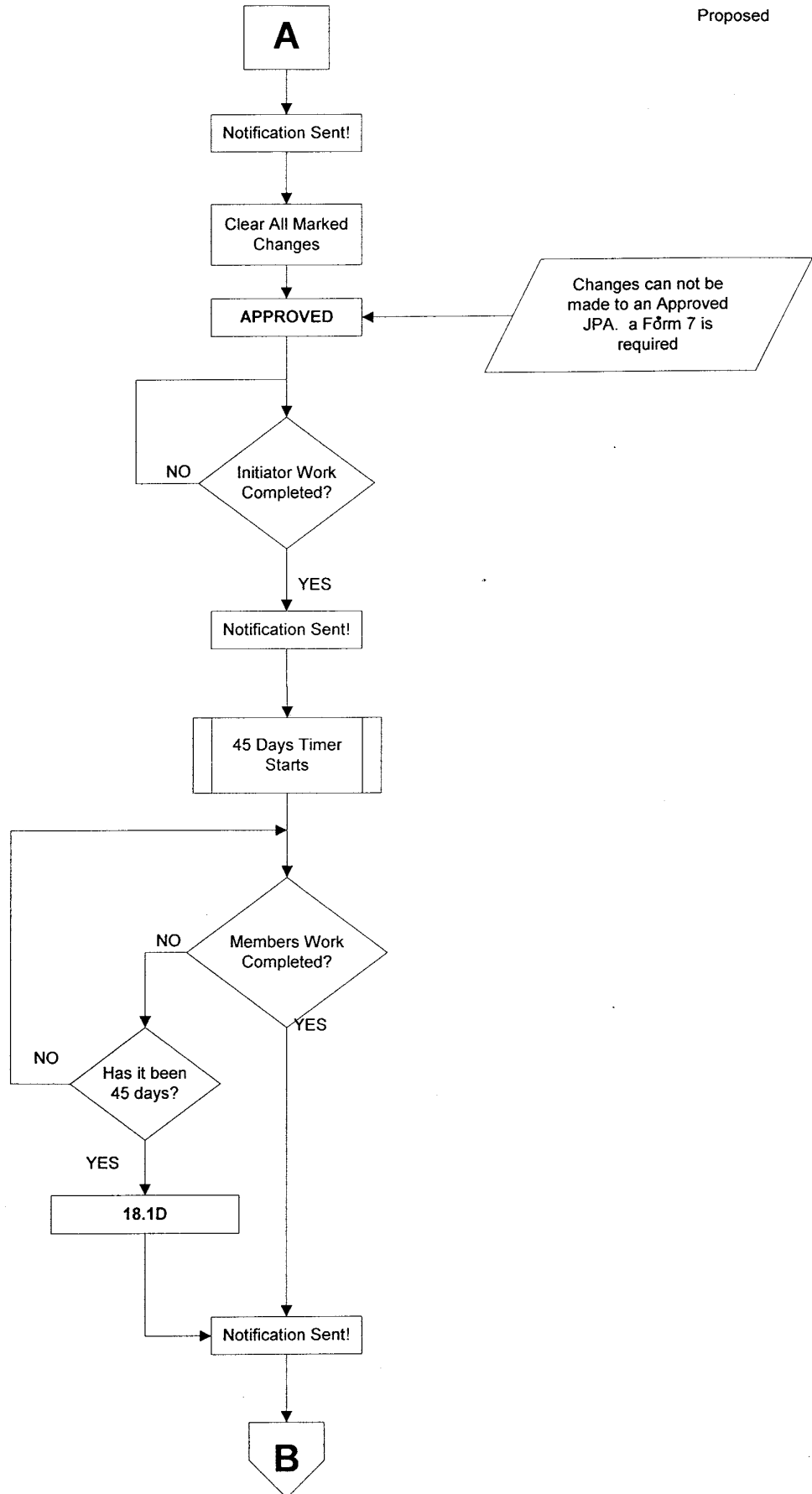
1. Allow the ability to see all the JPAs that are using a pole on the selected JPA, this feature is helpful when a pole is used on many JPAs and the user would like an immediate list of the JPA.
2. Add images of Poles to JPAs.
3. Freeze JPA form utility to be able to view the main information as you scroll through the JPA.
4. Add a cloning feature to allow the ability to clone a Cancelled JPA without retyping all the info.
5. Add the ability to cancel JPA and other work to Form 7.
6. Add a Telephone option to allow users to call system to read Pole Card.
7. Add History to JPA
8. Add History to Form 7
9. Clear Database
10. Add Validations to JPA Screen
11. Add Validation to Pole Screen

JPA FLOW DIAGRAM 1



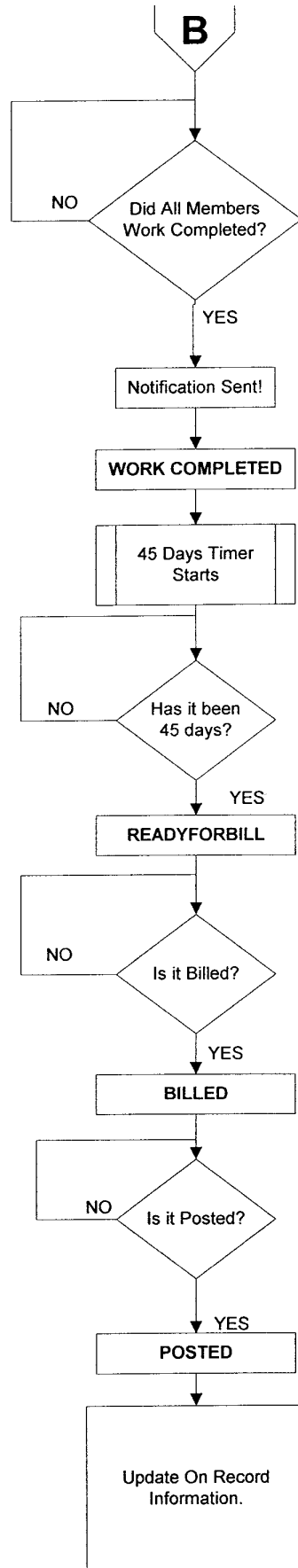
**JPA FLOW
DIAGRAM
2**

Proposed



**JPA FLOW
DIAGRAM
3**

Proposed



SCJPC Database Conversion Statistics

Table	Records	Fields
PTPB	1,154,921	31
PTP4B	6,516	33
PTP4DB	7,647	21
PTDEAD	211,908	9
Total	1,380,992	94
Total Number of Record Fields to Convert		129,813,248
Record Fields straight through conversion		104,955,392
Ambiguous Record Fields		24,857,856
Record Fields could not be converted		1,588,141
Number of Poles to Correct		1,380,992
Number of seconds Per Correction Per Pole		35
Total Number of Seconds		48,334,720
Number of Hours		13,426.31
Number of Man Days		1,678.29
Minimum wage		\$6.75
Total Cost of manual clean		\$90,627.60
Cost of Every Second		\$2,589.36

Statement of Operating Expenses and Capital Investments
July 31, 2003

	July 31, 2003			YTD Through July 2003			Annual Budget
	Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	
COMPUTER SYSTEM							
Technical Support	1,075	950.00	125	6,450	8,150.00	(1,700)	-26%
Software Dev Support	1,750		1,750	10,500		10,500	100%
Consultants/Programmer	417		417	2,500		2,500	100%
Rep.Maint.Sup(Computer)	125	132.14	(7)	750	781.28	(31)	-4%
PRINTING & SUPPLY							
Office Printing	125	78.88	46	750	703.98	46	6%
Supplies	250	(213.48)	463	1,500	919.90	580	39%
CONTRACT SERVICES							
Auditor	350	-	350	2,100	3,912.00	(1,812)	-86%
Attorney	-	1,000.00	(1,000)	-	1,500.00	(1,500)	-
GENERAL EXPENSE							
Bank Fees/Checks	83	87.18	(4)	500	730.59	(231)	-46%
Pubs & Subs	33	-	33	200	185.00	15	8%
Seminars & Tuition	250	-	250	1,500	678.00	822	55%
Total Operating Expenses	44,950	36,815.71	8,134	269,700	268,601.09	1,099	0%
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT							
COMPUTER SYSTEM							
Software Development	8,750	7,050.00	1,700	52,500	27,860.00	24,640	47%
Software Purchase	83		83	500		500	100%
EQUIPMENT & FURNITURE							
Purchases (other)							
Hardware Purchase	-	3264.82	(3,265)	-	3420.10	(3,420)	-
6-CPU's Equally Assessed							

Accounts Receivables
8/19/03

MEMBERS ACCOUNTS RECEIVABLE

Adelphia Cable Communications	June '03	422.14
AT&T Communications	June '03	516.05
AT&T Local Services	June '03	439.46
City of Anaheim	June '03	636.72
Comcast Cable Communications	June '03	441.90
Southern California Edison	June '03	11,652.03

NON-MEMBER ACCOUNTS RECEIVABLE

Pacific Gas & Electric Co.	April '98	36.90
Pacific Gas & Electric Co.	May '99	534.80
Pacific Gas & Electric Co.	May '99	26.74
Southern Pacific Transportation	June '99	280.77

Total Delinquent Accounts

14,987.51

(Adelphia Bus Solutions/MCI WorldCom in Bankruptcy Chap 11)

4,369.24

14,987.51

4,369.24

TOTAL

19,356.75

Member Activity

Member	A	ALT	ATT	ATC	E	H	M	MCI	MO	MP	NEX	NXT	PBM	SPR	VZ	Totals
Joint JPAs	0	0	12	0	168	2	191	0	0	27	0	3	0	1	22	426
% of Joint's	0.000	0.000	0.028	0.000	0.394	0.005	0.448	0.000	0.000	0.063	0.000	0.007	0.000	0.002	0.052	1.000
Multi JPAs	2	3	74	2	23	0	24	5	3	31	2	8	6	10	4	197
% of Multi's	0.010	0.015	0.376	0.010	0.1168	0.0000	0.1218	0.0254	0.0152	0.157	0.010	0.041	0.030	0.051	0.020	1.000
Total JPA's																623
# Poles	7	94	797	7	1611	16	2190	54	23	378	35	20	7	34	258	5531
% of Poles	0.001	0.017	0.144	0.001	0.291	0.003	0.396	0.010	0.004	0.068	0.006	0.004	0.001	0.006	0.047	1.000

July 2003 Activity

JPA Activity from June 15, 2003 - July 15, 2003

<u>Edison Activity</u>			
JPA's Received	Billed	JPA's Returned	JPA's to be billed
191			
BackLog Fr Prior Mo. 0			
<u>191</u>	191	0	0
Edison Totals			

<u>Other Members Activity</u>			
JPA's Received	Billed	JPA's Returned	JPA's to be billed
432			
BackLog Fr Prior Mo. 0			
<u>432</u>	432	0	0
Other Member Totals			

Grand Totals	<u>623</u>	<u>0</u>	<u>0</u>
--------------	------------	----------	----------

Membership Fee Definitions

1. **Operating Fund** – Deposit maintained to prevent short-term cash shortages. Total deposit shall not exceed at any time twenty percent of the difference between (A) the total expenses of the office for the previous calendar year, including expenses for the Pension Plan; and (B) total billing for Special Work, Cost Causers, or Data Access requests. The total balance of the year-end Operating Fund is then divided by the total number of members at year-end. The result is the Operating Fund deposit held for the new incoming members, taken from their initial membership payment. (See Exhibits A and B)
2. **Furn. Fix. And Equipment** – This amount is taken from the year-end balance sheet less eighty percent. (See Exhibit C)
3. **Computer Software** – This amount is taken from the year-end balance sheet less ten percent. (See Exhibit C)
4. **Totals from (2) and (3)** are combined, then divided by the total number of members at year-end, which results in the amount necessary to be contributed by incoming members to compensate for furniture, equipment, and computer software.
5. **Pension Contribution** – This amount is taken from the year-end Operating Expenses sheet. (See Exhibit D)
6. **Pension Individual Arrangement** – This amount is taken from the year-end Operating Expenses Sheet. (See Exhibit E)
7. **Fee** – Not sure what this amount represents. Perhaps it is an agreed upon flat administration fee levied to incoming members.
8. **Totals from (5), (6) and (7)** are combined, then divided by the total number of members at year-end. This amount results in the amount necessary to be contributed by incoming members to compensate for Pension.
9. **Intellectual Property** – estimated number of joint pole information beneficial to any new member is 10,000.00 pole records. Replacement cost per pole is \$6.00. There are 1.2 million poles in the database. 1.2 million poles time the per unit replacement cost equals \$7,200,000.00. 10,000 poles is .8 per cent of 1.2 million poles. .8 per cent of \$7,200,000.00 equals \$57,600.00, the replacement cost to cover the 10,000 poles that are estimated to be beneficial to incoming members. Incoming members are billed 50% of replacement costs on 10,000 poles.

Exhibit A

OPERATING FUND

1991	35,010	CURRENT WORKING FUND (EACH MEMBR HAS \$3890 CREDIT)
Jun-91	3,890	PACTEL CELLULAR (Airtouch Cellular) membership
Jun-93	3,890	L.A. CELLULAR Membership
May-96	3,890	AT&T Comm of Calif., Inc. membership
Feb-97	3,890	PACIFIC BELL MOBILE SERVICES membership
Mar-97	(3,890)	Refund to GTE (CTC merged with GTE 1/1/97)
	3,312	Increase Working fund to \$49992, using PBM membership money, each member now credited with \$4,166
3/31/97	49,992	CURRENT OPERATING FUND
1/31/98	4,000	Mediaone & Sprint PCS memberships
10/31/98	2,000	Nextlink, California membership
12/31/98	55,992	CURRENT OPERATING FUND
3/31/01	2166	Adelphia Business Solutions
8/31/01	2166	Altrio Communications
1/31/02	2166	Nextel Communications
4/30/02	62490 *	CURRENT OPERATING FUND
05/31/03	3125 **	NextG Network
*Current balance in Operating Fund is divided by the number of members that have contributed to the fund through their initial membership fee (Regular members to the 1988 Agreement-see Exhibit B.)		
**This amount has been divided by contributing members, and now becomes the amount to be contributed by incoming members.		

Exhibit B

Appendix A

COMMITTEE MEMBERS

1. Adelphia Business Solutions
2. AirTouch Cellular
3. Altrio Communications
4. AT&T Communications of California, Inc.
5. **City of Anaheim - Previous limited member***
6. **City of Azusa - Previous limited member***
7. **City of Burbank - Previous limited member***
8. **City of Colton - Previous limited member***
9. City of Glendale
10. **City of Lompoc - Previous limited member***
11. City of Los Angeles
12. City of Pasadena
13. City of Riverside
14. GTE California, Inc.
15. ICG Telecom Group, Inc.
16. Los Angeles Cellular
17. **MCI Metro/ATS - Previous limited member***
18. MCI Telecommunications
19. Media One
20. Nexlink California
21. Nextel Communications
22. Pacific Bell
23. Pacific Bell Mobile Wireless
24. Southern California Edison Company
25. **Southern California Water Company - Previous limited member***
26. Sprint PCS
27. TCG Los Angeles

*Represents limited members on 1988 Agreement. Limited members did not pay initial membership fee. They have zero balance in Operating fund. These members did agree to sign 1998 Agreement and are now regular members. Therefore, of the 27 members on the 1998 agreement at the end of 2002, only 20 paid into the Operating Fund.

1/03/2003

EXHIBIT C

09:02:06 AM

Joint Pole Committee
STATE OF CALIFORNIA
SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
 4375 Center Street Suite 3
 San Dimas, California 91773
 (909) 592-4001 FAX (909) 592-4636

ASSETS

CURRENT ASSETS

Checking Account	\$	48,134.75
Cash Transfers		9,907.41
Accounts Receivable		92,494.44
PREPAID RENT		<u>3,588.75</u>

TOTAL CURRENT ASSETS \$ 154,125.35
 XXXXX

PROPERTY AND EQUIPMENT

Equipment, Furniture, Fixtures	\$	<u>103,402.00</u>
Computer Software		0.00
OPCATS SOFTWARE		<u>218,929.00</u>
Less: Accumulated Depreciation		(76,762.16)
Rental Depoist		<u>3,588.75</u>

TOTAL PROPERTY AND EQUIPMENT \$ 249,157.59

TOTAL ASSETS \$ 403,282.94
 =====

XXXXX

Southern California Joint Pole Committee

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

August 20, 2003

A meeting of the **Operating Committee** took place on the above date, at 10:20 a.m., at the Committee office. Those in attendance were:

Ms. Kathleen Dell	AT&T Wireless
Ms. Lupe Hernandez	AT&T Wireless
Ms. Sherri Goetz	Southern California Edison
Mr. Dan Lewis	Verizon California
Ms. Lynn Prescott	Verizon Wireless
Mr. Sheldon Cox	City of Pasadena
Mr. Malcolm Brown	Verizon Wireless
Mr. Cory Autrey	Sprint PCS
Ms. Velma Prouty	SBC Pacific Bell
Mr. Robert Allen	City of Los Angeles (DWP)
Mr. Mahendra Garg	City of Anaheim
Mr. June Santiago	City of Anaheim
Ms. Jennie Corella	Committee Staff

Guest: Mr. Joe Atalla - Hyperlink

Mr. Allen brought the meeting to order at 10:25 a.m.

The first item on the agenda was the iPole status. Mr. Atalla distributed a list of iPole enhancements which he gained knowledge of by meeting with the front line users at the training sessions (see attachment). He also included possible future features, also gained by meeting with the users (see attachment). Mr. Atalla reported that the enhancements were minor changes, which in his opinion would not require Committee approval. One example given by Mr. Atalla was changing from double clicking to a single clicking. Mr. Atalla stressed that number one on the Future Features list must be enhanced prior to launching the software. It is the ability to allow users to view all other JPAs that have listed a pole that they have on their selected JPA. The user will view a list of JPAs with that pole number, then the user may view any one or all of the listed JPAs. The user will be able to follow the transition of that pole from the JPA trail of proposals. However, the record side of the JPAs will remain the same. When a JPA is finalized, and posted all JPAs with that particular pole number will automatically have the record portion updated. JPAs will be finalized using the FIFO method. The user will not be able to finalize a JPA out of chronological order; the system will flag the user that they cannot finalize at this time.

The members discussed the Possible Features List further. Number 2 would allow pole images on a Form 7. Mr. Atalla stated that the system allows only one JPA number. That is you cannot use the same number of a previous JPA. A

cloning feature would allow the user to clone a cancelled JPA, transferring all the information from the cancelled JPA to the new JPA. Therefore, eliminating retyping the information.

Ms. Hernandez raised the issue of Form 48. She stated that this form allows for changes. One frequently used change is the pulling routine. Mr. Atalla stated that he could allow an override on the Form 48. The members would be notified via an email message.

Mr. Atalla reviewed the minor iPole enhancements with the members (see attachment). Mr. Atalla stated that he has created flow charts for Forms 2 and 7. He would like the Committee to thoroughly review and approve the flow charts to ensure that the preliminary JPA process is correct. Mr. Atalla walked the members through the diagram he created for the JPA flow (see attachment). The members requested some changes to the flow on JPA Flow Diagram 3. Once again, Mr. Atalla reiterated that JPAs would be allowed to finalize using the FIFO method. In his opinion, if the flow charts are precise to specifications, than there is no need for re-programming and additional expenditures.

Next, Mr. Atalla presented his proposal for correcting the records in the current database (Clipper), which in his recommendation should be cleaned prior to going live with the program (see attachment). He stated that from the Possible Future Features list, he would include number 1 in the proposal. The members discussed the proposal extensively, with Mr. Atalla in regards to correcting the database. They discussed among themselves other options to clean the database. Ms. Dell suggested each member volunteer two to three of their respective staff to work with the Committee staff to correct the pole records in the database. Ms. Prouty stated that in her opinion, not many of the members would participate, or have the ability to spare their staff.

Ms. Goetz questioned how this expense would be assessed. Ms. Corella responded that the Committee members should decide this.

Mr. Atalla stated that upon his return to his office, he would compose a quote for his proposal. He would e-mail it to Ms. Corella, who would in turn e-mail it to the members for review.

The members thanked Mr. Atalla for his report and time. They discussed among themselves the budget, and costs to cover this project. Ms. Corella was instructed to calculate the proportionate cost per member for this project, and e-mail the members the information. After further discussion, it was decided not to calculate at this time, but to wait until the Committee is certain what the total cost would be. Edison, Verizon California, City of Los Angeles, and SBC would discuss the assessment of this project on August 21, at 9:30 am via conference call. The members agreed that this project would need to be approved by the Board sooner than the next Board meeting. Therefore, they scheduled a conference call Board meeting for August 28, 2003 at 10:00 am. Mr. Lewis stated that he would procure 28 lines to accommodate the entire Board.

The second item on the agenda was the review of the **July expense sheet**. The members reviewed the expense sheet. The expenses totaled \$47,452.13, an average month. The members reviewed the availability of budgeted funds for the iPole Development.

The next item on the agenda was the review of the **account receivables**. The members reviewed the report. There were no accounts that were past due beyond 60 days.

The fourth item on the agenda was the **July member activity** and JPA activity reports. The members viewed the reports. The reports reflect that the Committee staff is current in processing incoming JPAs. The month of July was an average month, reflecting 623 JPAs processed.

Number five on the agenda was **Item 1332: DWP Multi Member Codes**. This issue should be resolved upon the implementation of the iPole system. However, until iPole is launched, this item will remain on hold.

Item 1346: iPole Purchasing by NCJPA was the sixth item on the agenda. Ms. Dell reported that she requested the NCJPA to send a correspondence stating their intentions in regards to purchasing the iPole software. When questioned, Ms. Corella stated that she has not received any correspondence from the NCJPA. Ms. Dell reported that the Committee had decided not to consider the sale of iPole to anyone, until the program is perfected and running to the satisfaction of the Committee members.

The next issue on the agenda was **Item 1349: Review Initial Membership fee**. At the previous Operating meeting, Mr. Solorzano questioned how Ms. Corella arrived at the total initial membership fee. Therefore, Ms. Corella was instructed to define how she arrived at the total fee amount, and to report at the August Operating meeting. She distributed a packet of sheets to illustrate to the members how the amount is calculated (see attachment). Ms. Corella walked through the sheets, explaining each individual sheet. The members reviewed and discussed the sheets. Ms. Corella requested that, upon returning to their respective organizations, the members once again review and study the sheets to ensure that the fee is equitable, and in line with the way business is conducted today. Mr. Allen thanked Ms. Corella for her research.

Also under miscellaneous items Ms. Corella expressed her disappointment with her evaluation. She stated that in the competency area she was rated as unmet expectations. One issue she raised was she was accused of not transcribing the minutes correctly, that the content is poor, and it does not reflect the point of discussions. Ms. Corella stated that in an entire year of transcribing minutes, she was not aware she was not reflecting the point of discussion and that the content was poor. In her opinion, the members are her advisers, coach and mentors. In that time not one member brought it to her attention, nor attempt to correct the poor content, or lack of reflecting the point of discussions. Not one member contacted her. She was not aware of it until her evaluation. In her opinion if her performance was so poor, she questioned why was she not informed during the course of the year and given the opportunity to improve her performance. Rather than surprise her at year end. She further stated that she did not have the opportunity of a role model. The members agreed to support her in the incoming year.

The meeting adjourned at 1:30 p.m., until September 17, 2003.

Jennie Corella, Office Manager

(attachments)

iPole Enhancements

These major enhancements were completed or are in progress as a result of the training. These enhancements are well beyond the scope of work.

1. Search pole with up to four different criteria, for example you can now find poles that are located on a certain street AND are of a certain height AND are located in a certain city AND are FT treated
2. Search JPAs with up to four different criteria and Pole ID and Members on JPA. You can now search to see if a pole is on a certain JPA or a member is part of a certain JPA.
3. Pole pricing are now set and managed easily via the application using simple screens. A database modification was also added to allow this feature.
4. Item Codes are now set and managed easily via the application using simple screens. A database modification was also added to allow this feature
5. On Pole screen allow users to scroll through the owners without clicking on the update.
6. Expand the field used to track the Size of pole attachment. Now the size can be up to six characters.
7. When pole is used on another JPA a prompt was used to inform the user that the pole is used on another JPA. Now the prompt require password to make sure the user wants to continue using a pole that is on another JPA.
8. Changed all the double clicks on the JPA screen to single click.
9. Allow the scroll of JPA details without clicking on Update.
10. Added a quick look up to show who created the JPA and their contact information
11. If an invalid confirmation date on JPA is entered the system displays a message and sets the focus back on the date field.
12. Added the ability to quickly change the connection type to the database. In the iPole.ini file it contains a connection type that can use a straight connection or via ODBC.
13. Change the color of the user created to blue to indicate it is a click.
14. Change the color of the Approved and Work Completed column to indicate that the fields are not manually editable.

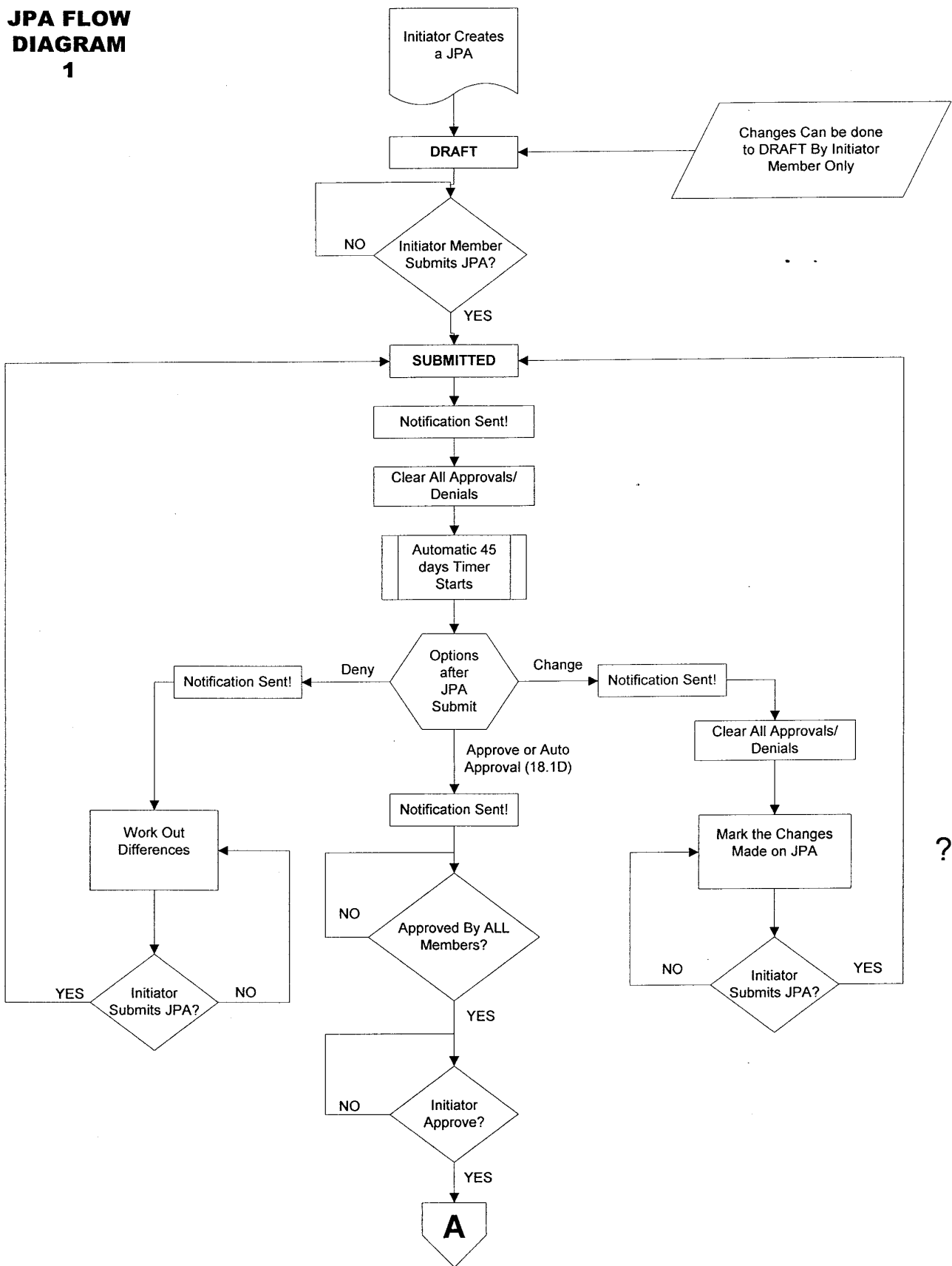
15. On the Item Codes Screen default the Billable check box to true.
16. Sort poles and line codes when added to JPAs
17. Change Accounting Instructions on JPA screen to Accounting/Location
18. Add a Change option to the JPA to allow users to quickly and easily notify other members on the JPA of the JPA change.
19. Allow user to select or deselect what e-mail address they want to notify. Also added a manual e-mail address.
20. Click on Denied column to see the reason the user denied the JPA.
21. Prompt user when a Pole on a JPA is already being used.
22. Disable the Transaction Button on the Pole Screen.
23. Add the ability to search poles by status.
24. When selecting a section or an item code from the JPA we set the focus to the proper location
25. Bring the work area when a JPA line is selected
26. Don't allow a utility to show up twice on the JPA UTILITY field.
27. Working on Changing JPA FLOW please see attached.
28. Bug fixes.

Possible Future Features

Here is a list of future features to iPole Software:

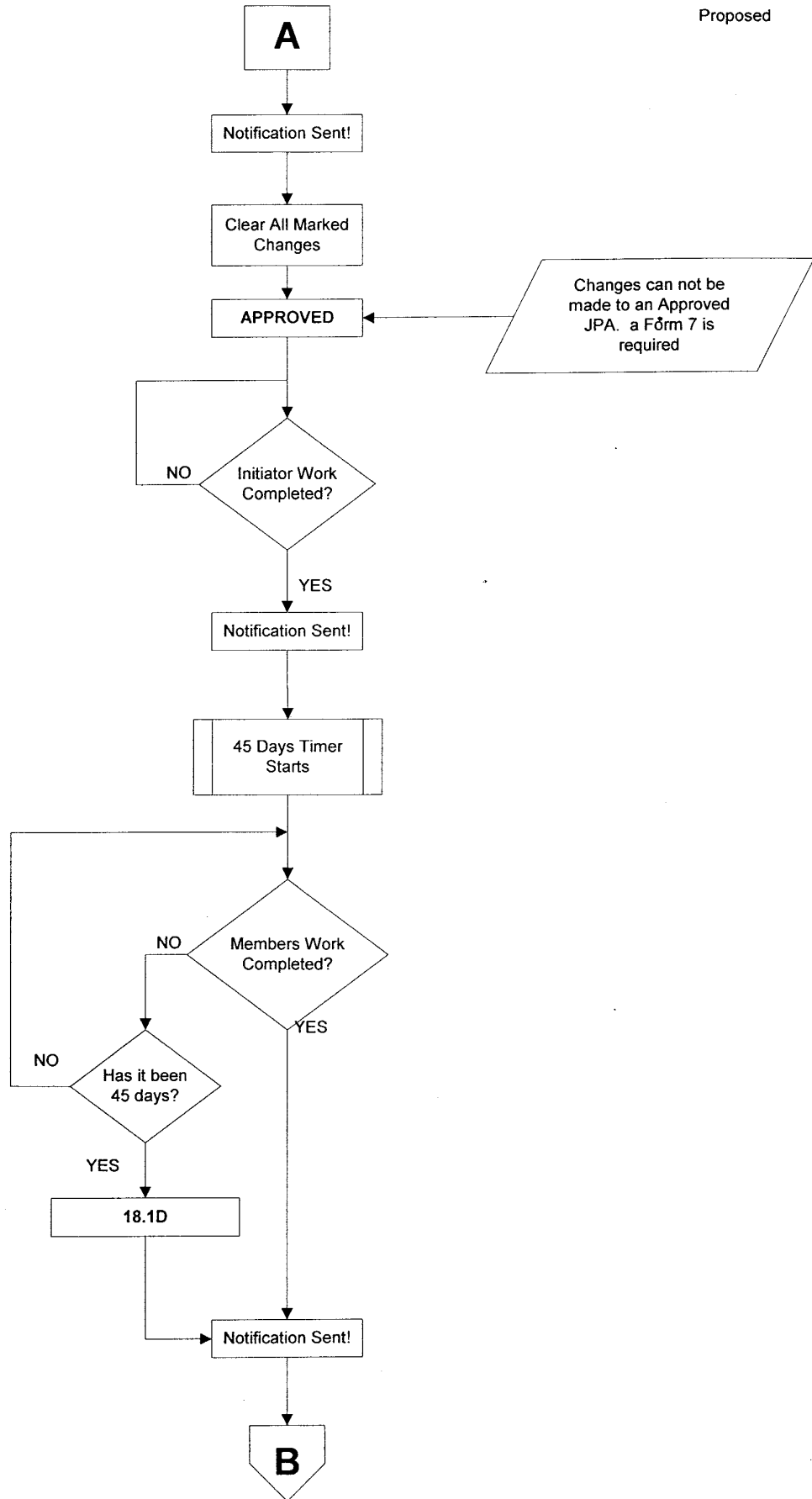
1. Allow the ability to see all the JPAs that are using a pole on the selected JPA, this feature is helpful when a pole is used on many JPAs and the user would like an immediate list of the JPA.
2. Add images of Poles to JPAs.
3. Freeze JPA form utility to be able to view the main information as you scroll through the JPA.
4. Add a cloning feature to allow the ability to clone a Cancelled JPA without retyping all the info.
5. Add the ability to cancel JPA and other work to Form 7.
6. Add a Telephone option to allow users to call system to read Pole Card.
7. Add History to JPA
8. Add History to Form 7
9. Clear Database
10. Add Validations to JPA Screen
11. Add Validation to Pole Screen

JPA FLOW DIAGRAM 1



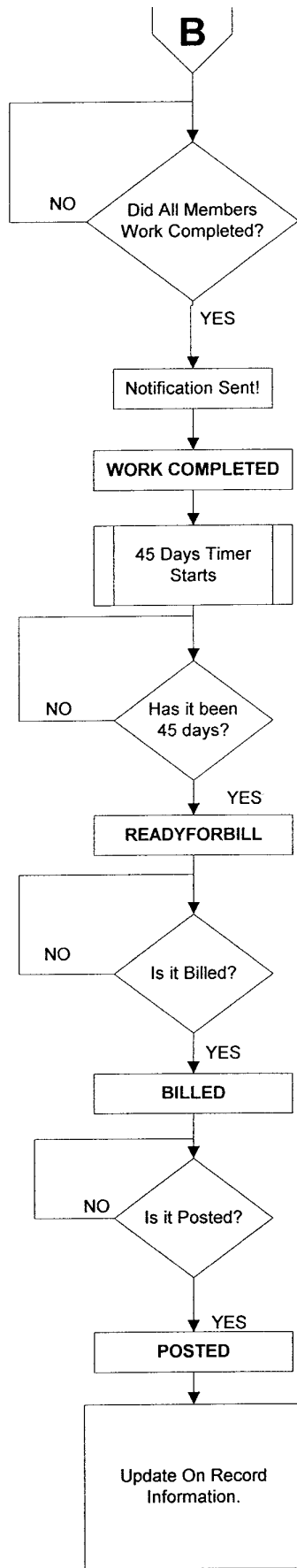
**JPA FLOW
DIAGRAM
2**

Proposed



**JPA FLOW
DIAGRAM
3**

Proposed



SCJPC Database Conversion Statistics

Table	Records	Fields
PTPB	1,154,921	31
PTP4B	6,516	33
PTP4DB	7,647	21
PTDEAD	211,908	9
Total	1,380,992	94
Total Number of Record Fields to Convert		129,813,248
Record Fields straight through conversion		104,955,392
Ambiguous Record Fields		24,857,856
Record Fields could not be converted		1,588,141
Number of Poles to Correct		1,380,992
Number of seconds Per Correction Per Pole		35
Total Number of Seconds		48,334,720
Number of Hours		13,426.31
Number of Man Days		1,678.29
Minimum wage		\$6.75
Total Cost of manual clean		\$90,627.60
Cost of Every Second		\$2,589.36

SOUTH LINCOLN COMMUNITY COLLEGE DISTRICT
 Statement of Operating Expenses and Capital Investments
 July 31, 2003

OPERATING EXPENSES	Details	July 31, 2003		YTD Through July 2003		% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted		
<u>EMPLOYEE EXPENSE</u>							
Salaries							
Regular	19,163.20		19,763.20	4,403			290,000
Retro	600.00						
Insurance		5,706	4,774.50	932		1,405	68,475
Health/Dental	4,774.50						
Life							
Payroll Taxes		2,453	1,717.86	735		2,209	29,435
Workers Comp State Fund		342	1,242.37	(901)		(248)	4,100
Misc. Expense		100	111.83	(12)		13	1,200
<u>PENSION EXPENSE</u>							
Contribution-SEP IRA		2,538	2,169.64	368		(483)	30,450
<u>MONTHLY RECURRING</u>							
Rent		2,854	2,833.00	21		(2,706)	34,250
Alarm System		42	-	42		112	500
Utilities (Drinking)		125	104.00	21		(76)	1,500
Utilities (electric)		400	551.25	(151)		(752)	4,800
Janitorial Service		250	250.00	-		(2,479)	3,000
Telephone		600	340.17	260		1,277	7,200
DSL/Internet		225	419.90	(195)		(330)	2,700
Postage & Shipping		133	332.28	(199)		(756)	1,600
Business Insurance		100		100		(737)	1,200
Committee Meetings		374	170.99	203		298	4,490
<u>EQUIPMENT & FURNITURE</u>							
Repair, Main (copier)		83	-	83		(959)	1,000
Moving Expense		-		-		(179)	0

Statement of Operating Expenses and Capital Investments
July 31, 2003

	July 31, 2003			YTD Through July 2003			Annual Budget
	Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	
<u>COMPUTER SYSTEM</u>							
Technical Support	1,075	950.00	125	6,450	8,150.00	(1,700)	-26%
Software Dev Support	1,750		1,750	10,500		10,500	100%
Consultants/Programmer	417		417	2,500		2,500	100%
Rep.Maint.Sup(Computer)	125	132.14	(7)	750	781.28	(31)	-4%
<u>PRINTING & SUPPLY</u>							
Office Printing	125	78.88	46	750	703.98	46	6%
Supplies	250	(213.48)	463	1,500	919.90	580	39%
<u>CONTRACT SERVICES</u>							
Auditor	350	-	350	2,100	3,912.00	(1,812)	-86%
Attorney	-	1,000.00	(1,000)	-	1,500.00	(1,500)	-
<u>GENERAL EXPENSE</u>							
Bank Fees/Checks	83	87.18	(4)	500	730.59	(231)	-46%
Pubs & Subs	33	-	33	200	185.00	15	8%
Seminars & Tuition	250	-	250	1,500	678.00	822	55%
Total Operating Expenses	44,950	36,815.71	8,134	269,700	268,601.09	1,099	0%
<u>CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT</u>							
<u>COMPUTER SYSTEM</u>							
Software Development	8,750	7,050.00	1,700	52,500	27,860.00	24,640	47%
Software Purchase	83		83	500		500	100%
<u>EQUIPMENT & FURNITURE</u>							
Purchases (other)							
Hardware Purchase	-	3264.82	(3,265)	-	3420.10	(3,420)	-
6-CPU's Equally Assessed							

Accounts Receivables
8/19/03

MEMBERS ACCOUNTS RECEIVABLE

Adelphia Cable Communications
AT&T Communications
AT&T Local Services
City of Anaheim
Comcast Cable Communications
Southern California Edison

June '03 422.14
June '03 516.05
June '03 439.46
June '03 636.72
June '03 441.90
June '03 11,652.03

NON-MEMBER ACCOUNTS RECEIVABLE

Pacific Gas & Electric Co.
Pacific Gas & Electric Co.
Pacific Gas & Electric Co.
Southern Pacific Transportation

April '98 36.90
May '99 534.80
May '99 26.74
June '99 280.77

Total Delinquent Accounts
Total Default Accounts

14,987.51
4,369.24

(Adelphia Bus Solutions/MCI WorldCom in Bankruptcy Chap 11)

TOTAL

19,356.75

Member Activity

Member	A	ALT	ATT	ATC	E	H	M	MCI	MO	MP	NEX	NXT	PBM	SPR	VZ	Totals
Joint JPAs	0	0	12	0	168	2	191	0	0	27	0	3	0	1	22	426
% of Joint's	0.000	0.000	0.028	0.000	0.394	0.005	0.448	0.000	0.000	0.063	0.000	0.007	0.000	0.002	0.052	1.000
Multi JPAs	2	3	74	2	23	0	24	5	3	31	2	8	6	10	4	197
% of Multi's	0.010	0.015	0.376	0.010	0.1168	0.0000	0.1218	0.0254	0.0152	0.157	0.010	0.041	0.030	0.051	0.020	1.000
Total JPA's																623
# Poles	7	94	797	7	1611	16	2190	54	23	378	35	20	7	34	258	5531
% of Poles	0.001	0.017	0.144	0.001	0.291	0.003	0.396	0.010	0.004	0.068	0.006	0.004	0.001	0.006	0.047	1.000

July 2003 Activity

JPA Activity from June 15, 2003 - July 15, 2003

<u>Edison Activity</u>			
JPAs Received	Billed	JPAs Returned	JPAs to be billed
191			
BackLog Fr Prior Mo.	0		
Edison Totals	<u>191</u>	0	0

<u>Other Members Activity</u>			
JPAs Received	Billed	JPAs Returned	JPAs to be billed
432			
BackLog Fr Prior Mo.	0		
Other Member Totals	<u>432</u>	0	0

Grand Totals	<u>623</u>	<u>0</u>	<u>0</u>
--------------	------------	----------	----------

Membership Fee Definitions

1. **Operating Fund** – Deposit maintained to prevent short-term cash shortages. Total deposit shall not exceed at any time twenty percent of the difference between (A) the total expenses of the office for the previous calendar year, including expenses for the Pension Plan; and (B) total billing for Special Work, Cost Causers, or Data Access requests. The total balance of the year-end Operating Fund is then divided by the total number of members at year-end. The result is the Operating Fund deposit held for the new incoming members, taken from their initial membership payment. (See Exhibits A and B)
2. **Furn. Fix. And Equipment** – This amount is taken from the year-end balance sheet less eighty percent. (See Exhibit C)
3. **Computer Software** – This amount is taken from the year-end balance sheet less ten percent. (See Exhibit C)
4. **Totals from (2) and (3)** are combined, then divided by the total number of members at year-end, which results in the amount necessary to be contributed by incoming members to compensate for furniture, equipment, and computer software.
5. **Pension Contribution** – This amount is taken from the year-end Operating Expenses sheet. (See Exhibit D)
6. **Pension Individual Arrangement** – This amount is taken from the year-end Operating Expenses Sheet. (See Exhibit E)
7. **Fee** – Not sure what this amount represents. Perhaps it is an agreed upon flat administration fee levied to incoming members.
8. **Totals from (5), (6) and (7)** are combined, then divided by the total number of members at year-end. This amount results in the amount necessary to be contributed by incoming members to compensate for Pension.
9. **Intellectual Property** – estimated number of joint pole information beneficial to any new member is 10,000.00 pole records. Replacement cost per pole is \$6.00. There are 1.2 million poles in the database. 1.2 million poles time the per unit replacement cost equals \$7,200,000.00. 10,000 poles is .8 per cent of 1.2 million poles. .8 per cent of \$7,200,000.00 equals \$57,600.00, the replacement cost to cover the 10,000 poles that are estimated to be beneficial to incoming members. Incoming members are billed 50% of replacement costs on 10,000 poles.

Exhibit A

OPERATING FUND

1991		35,010		CURRENT WORKING FUND (EACH MEMBR HAS \$3890 CREDIT)
Jun-91		3,890		PACTEL CELLULAR (Airtouch Cellular) membership
Jun-93		3,890		L.A. CELLULAR Membership
May-96		3,890		AT&T Comm of Calif., Inc. membership
Feb-97		3,890		PACIFIC BELL MOBILE SERVICES membership
Mar-97		(3,890)		Refund to GTE (CTC merged with GTE 1/1/97)
		3,312		Increase Working fund to \$49992, using PBM membership money, each member now credited with \$4,166
3/31/97		49,992		CURRENT OPERATING FUND
1/31/98		4,000		Mediavone & Sprint PCS memberships
10/31/98		2,000		Nextlink, California membership
12/31/98		55,992		CURRENT OPERATING FUND
3/31/01		2166		Adelphia Business Solutions
8/31/01		2166		Altrio Communications
1/31/02		2166		Nextel Communications
4/30/02		62490 *		CURRENT OPERATING FUND
05/31/03		3125 **		NextG Network
*Current balance in Operating Fund is divided by the number of members that have contributed to the fund through their initial membership fee (Regular members to the 1988 Agreement-see Exhibit B.)				
**This amount has been divided by contributing members, and now becomes the amount to be contributed by incoming members.				

Appendix A

COMMITTEE MEMBERS

1. Adelphia Business Solutions
2. AirTouch Cellular
3. Altrio Communications
4. AT&T Communications of California, Inc.
5. **City of Anaheim - Previous limited member***
6. **City of Azusa - Previous limited member***
7. **City of Burbank - Previous limited member***
8. **City of Colton - Previous limited member***
9. City of Glendale
10. **City of Lompoc - Previous limited member***
11. City of Los Angeles
12. City of Pasadena
13. City of Riverside
14. GTE California, Inc.
15. ICG Telecom Group, Inc.
16. Los Angeles Cellular
17. **MCI Metro/ATS - Previous limited member***
18. MCI Telecommunications
19. Media One
20. Nexlink California
21. Nextel Communications
22. Pacific Bell
23. Pacific Bell Mobile Wireless
24. Southern California Edison Company
25. **Southern California Water Company - Previous limited member***
26. Sprint PCS
27. TCG Los Angeles

*Represents limited members on 1988 Agreement. Limited members did not pay initial membership fee. They have zero balance in Operating fund. These members did agree to sign 1998 Agreement and are now regular members. Therefore, of the 27 members on the 1998 agreement at the end of 2002, only 20 paid into the Operating Fund.

1/03/2003

EXHIBIT C

09:02:06 AM

Joint Pole Committee
 BALANCE SHEET
 SOUTHERN CALIFORNIA Edison JOINT POLE COMMITTEE
 4371 Seculara, Suite 3
 San Dimas, California 91773
 (909) 592-4001 FAX (909) 592-4636

ASSETS

CURRENT ASSETS

Checking Account	\$	48,134.75
Cash Transfers		9,907.41
Accounts Receivable		92,494.44
PREPAID RENT		<u>3,588.75</u>

TOTAL CURRENT ASSETS \$ 154,125.35
 XXXXX

PROPERTY AND EQUIPMENT

Equipment, Furniture, Fixtures	\$	<u>103,402.00</u>
Computer Software		0.00
OPCATS SOFTWARE		<u>218,929.00</u>
Less: Accumulated Depreciation		(76,762.16)
Rental Depoist		<u>3,588.75</u>

TOTAL PROPERTY AND EQUIPMENT \$ 249,157.59

TOTAL ASSETS \$ 403,282.94
 =====

XXXXX

Exhibit D (bordered cell)

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments
December 31, 2002

OPERATING EXPENSES	December 31, 2002		YTD Through December 2002		% Variance	Annual Budget
	Budgeted	Recorded	Budgeted	Recorded		
EMPLOYEE EXPENSE						
Salaries	22,083	19,782.30	265,000	265,210.56	(211)	0%
Regular						
Overtime						
Misc. Expense	100	122.72	1,200	566.94	633	53%
Insurance	4,013	3,893.30	48,160	51,817.11	(3,657)	-8%
Health/Dental						
Life						
Payroll Taxes	2,242	1,513.33	26,900	21,396.55	5,503	20%
PENSION EXPENSE						
Contribution-SEP IRA	2,319	1,517.94	27,825	19,456.53	8,368	30%
MONTHLY RECURRING						
Rent	3,630	2,902.00	43,560	40,700.87	2,859	7%
Utilities(Electricity/Water)	125	476.58	1,500	1,791.18	(291)	-19%
Telephone	708	261.06	8,500	6,371.77	2,128	25%
DSL/Internet	333	486.43	4,000	2,195.94	1,804	45%
Postage & Shipping	233	69.52	2,800	1,732.99	1,067	38%
Insurance	411	1,188.09	4,937	5,439.39	(502)	-10%
Business/Property						
State Fund						
Committee Meetings	417	261.85	5,000	5,351.85	(352)	-7%
Janitorial	-	333.76	-	778.71	(779)	Not Budgeted
EQUIPMENT & FURNITURE						
Repair, Main (copier)	167		2,000	1,001.21	999	50%
Rep.Maint.Sup(Computer)	125	-	1,500	758.99	741	49%
COMPUTER SYSTEM						
Consultants/Programmer	417	-	5,000	1,425.00	3,575	72%
Technical Support	1,333	1,325.00	16,000	16,650.00	(650)	-4%

Southern California Joint Pole Committee

437 So. Cataract Ave. Unit 3

San Dimas, CA 91773

Phone (909) 592-4001

Fax (909) 592-4636

September 17, 2003

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. Kathleen Dell	AT&T Wireless
Ms. Lynn George	NextG Networks
Ms. Sherri Goetz	Southern California Edison
Mr. Ernie Solorzano	Southern California Edison
Mr. Dan Lewis	Verizon California
Ms. Lynn Prescott	Verizon Wireless
Mr. Doug Schmaderer	City of Pasadena
Mr. Malcolm Brown	Verizon Wireless
Mr. Cory Autrey	Sprint PCS
Ms. Velma Prouty	SBC Pacific Bell
Mr. Robert Allen	City of Los Angeles (DWP)
Mr. Mahendra Garg	City of Anaheim
Mr. Randell Starkey	Adelphia Communications
Ms. Jennie Corella	Committee Staff

Mr. Allen brought the meeting to order at 10:40 a.m.

The first item on the agenda is the iPole status. This is a standing item that the Operating Committee intends on addressing every month. However, there are no updates at this time. Ms. Dell commented that in her opinion the iPole software is moving along very well. Mr. Allen added that Joe Atalla has attempted to resolve any issues so that all members are served.

The second item on the agenda was the review of the **August expense sheet**. The members reviewed the expense sheet. The expenses totaled \$42,894.41, an average month. Ms. Dell inquired as to why the electric bill had increased. Ms. Corella responded that this year is the first summer the JPC is in the new location. She further stated that with the six PCs that are set up in the conference room for training, Mr. Atalla instructed her not to turn off the air on weekends as she has done in the past. Mr. Atalla stated that the PCs must be in a constant cool environment during the summer months, therefore, he recommends leaving the air on at all time. Ms. Dell questioned about the postage expense. Ms. Corella responded that the multi-party JPAs have increased creating heavier packages being mailed to the members.

The next item on the agenda was the review of the **account receivables**. The members reviewed the report. Mr. Allen called attention to the PG&E invoices that would be paid should PG&E choose to reinstate their membership.

The fourth item on the agenda was the **August member activity** and JPA activity reports. The members viewed the reports. The reports reflect that the Committee staff is current in processing incoming JPAs. The month of August was below an average month, reflecting 477 JPAs processed.

Number five on the agenda was **Item 1332: DWP Multi Member Codes**. This issue should be resolved upon the implementation of the iPole system. It was suggested that Mr. Allen speak with Mr. Atalla about resolving this issue when he corrects the Clipper database records.

Item 1346: iPole Purchasing by NCJPA was the sixth item on the agenda. Ms. Dell reported that before moving forward with this issue, the iPole software program phase one should be complete. Mr. Lewis stated that in the past, he has been approached about the Routine Handbook. It has always been the policy of the Committee that the Handbook is privy to members only. He further stated that perhaps the Handbook should be copyrighted. Ms. Dell stated that Reorganization had decided that any applying entity could receive a copy of the Handbook by paying the application fee of \$50.00. Mr. Solozano stated that if the Committee should attempt to package iPole along with the Handbook, the Committee would require copyright protection. Mr. Solorzano raised a concern with the Hyperlink contract, and whether it contains a disclosure statement. Ms. Corella responded that the iPole software application is the sole property of the Committee. However, there is nothing in the contract that limits Mr. Atalla from creating a hybrid of iPole. The members agreed that they would consult legal counsel in regards to 1) the ability/requirements to copyright the Routine Handbook, 2) non-disclosure for iPole and the JPC concept to be signed by members and Mr. Atalla, and 3) the copyright protection of iPole. Ms. Corella will contact legal counsel, then report to the Committee.

The members discussed the issue of the Committee's non-profit status, and what would be done with the profit gained from the sale of iPole. Ms. Corella stated that according to the Agreement in Section 8.C (Furniture, Fixtures, Equipment, and Intellectual Property) is stated, "Funds received from the sale of furniture, fixtures, equipment or Intellectual Property shall be credited proportionately to all Members and such credits shall be applied to such Members' obligations under subsection (A) (1&2), above." Therefore, the funds gained from the sale of the above-mentioned assets, can be credited to the members and applied to the monthly expense assessments to support the operation of the Committee office/staff.

The next issue on the agenda was **Item 1349: Review Initial Membership fee**. Ms. Corella reported that at the previous Operating Committee she had distributed the paperwork describing how she had arrived at the initial membership fee. The primary concern of the issue is whether the fee is in line with the current costs of financing the Committee office. The members reviewed and discussed the amounts. Mr. Solorzano questioned the dollar amount stated for the development of OpCats. Ms. Corella responded that the amount is taken from the accounting software year-end balance sheet. Mr. Solorzano stated that in his opinion the dollar amount appears less than what has

been spent on software development accumulative. It was decided that Ms. Corella research the software expenditures back to the onset of the development.

Under miscellaneous items, **Item 1354: 2004 Operating Budget** was created. Ms. Corella distributed the first draft of the proposed 2004 Budget for Committee discussion and review (see attachment). The members discussed the proposed budget extensively, with great concentration on the computer system expenses. The members added anticipated credits/revenue this year. They are the sale of iPole, and new membership applications fees. Ms. Corella stated she would make the changes to the budget, and e-mail the corrected second draft to the membership for review. The Operating Committee will review and discuss further the second draft. When the Committee is satisfied, it will then be presented to the Administrative Board for approval.

The final issue discussed was the assignment of the **2003 Nominating Committee**. After a short discussion the Nominating Committee was assembled. Mr. Robert Allen-City of Los Angeles is the Chairperson. The following represent the members: Cory Autrey-Sprint PCS, Kathleen Dell-AT&T Wireless, Lynn Prescott-Verizon Wireless, Velma Prouty-SBC, and Ernie Solorzano, Sherri Goetz-Edison.

Ms. Corella stated that the Southern California Joint Pole Committee is approaching its 100th year anniversary. She stated in her opinion that the event should be an extravagant celebration, because 100 years of maintaining a working relationship such as the Committee has done should not go unrecognized. She suggested creating an ad hoc committee for the event. The members agreed and plan on discussing this issue further.

The meeting adjourned at 1:20 p.m., until October 15, 2003.

Jennie Corella, Office Manager

(attachment)

	2000 ACTUAL	2001 ACTUAL	2002 ACTUAL	2003 BUDGET	2004 BUDGET	
EMPLOYEE EXPENSE						
Salaries	236,878	231,800	265,211	290,000	290,000	Roll Over 2003
Insurance - Med/Den	36,368	33,780	51,817	68,475	68,475	Yr end projection will result under budget
Payroll Taxes	18,971	18,936	21,397	29,435	29,435	10.15% of Salaries
Worker's Comp	3,028	2,999	4,347	4,100	4,988	1.72% Wages
Misc. Expense	657	861	567	1,200	1,200	Roll Over
PENSION EXPENSE						
Contribution-Sep IRA	19,283	17,369	19,457	30,450	30,450	10.50% of Salaries
MONTHLY RECURRING						
Rent	40,910	42,407	40,701	34,250	35,279	Calculated by Lease/expires 10/31/09
Alarm System	-	-	-	500	300	Monitoring Contract
Water (Drinking)	925	1,130	1,791	1,500	1,500	Roll Over-under bgt projection
Electric/Gas	-	-	-	4,800	6,150	Yr end proj will result over bdg
Janitorial Service	-	-	779	3,000	3,000	12 mo @ 250.00
Telephone	7,268	7,204	6,372	7,200	5,200	Yr end proj-under bdg
DSL/Internet	8,064	3,174	2,196	2,700	2,600	Yr end proj-under bdg
Postage & Shipping	2,208	2,069	1,733	1,600	1,500	Yr-end proj under bdg-(iPole implementation)?
Business Insurance	1,100	1,095	1,092	1,200	1,400	Basis 2003 annual prem.+ rate increase
Committee Meetings	3,476	4,098	5,352	4,490	3,500	Yr end proj-under bdg
EQUIP & FURN MAIN.						
Rpr, Maint.Supp(copier/air cont)	1,105	3,341	1,001	1,000	3,100	Copier Contract=.0117/copy Air Cond Contract=600/yr
NETWORK SYSTEM						
Technical Support	9,450	14,525	16,650	12,900	11,400	950 x 12 mo.=11400
Repair,Maint.Supp(prters/toner)	1,641	1,293	759	1,500	1,500	Ptr Main Contract+ Toner
PRINTING & SUPPLY						
Office Printing	1,839	1,267	1,221	1,500	1,500	Carry over from 2003
Supplies(office/janitorial)	2,209	2,665	2,104	3,000	3,000	Carry over from 2003
CONTRACT SERVICES						
Auditor	3,600	4,100	3,893	4,200	4,300	Anticipated rate increase

Attorney	650	300	50	-	-	Necessity Unknown
<u>GENERAL EXPENSE</u>						
Bank Fees/Checks	60	420	945	1,000	1,300	Inc. monthly P/R chges
Pubs & Subs	291	493	225	400	400	Carry over from 2003
Seminars & Tuition	1,450	980	1,250	3,000	3,000	Carry over from 2003
Moving Expenses	-	-	6,280	-	-	
<u>COMPUTER SYSTEM</u>						7050x12 mo.=84600(36 mo contract)/37500(cleanData Cntrt)
IPOLE Devel(Phase I)	63,586	7,599	13,239	105,000	122,100	
Software Purchase	539	64	382	1,000	1,000	Carry over from 2003
Software Dev Support				21,000	21,000	Carry over from 2003
Consultant/Programmer		900	1,425	5,000	5,000	Carry over from 2003
<u>EQUIP & FURN PURCHASE.</u>						
Purchases - other	1,105	3,341	19,393	-	-	
Hardware Purchase	3,331	2,206	2,842	-	-	
<u>LONG TERM LIABILITY</u>						
Individual Arr.(Prior to '97)	6,569	7,166	7,166	7,166	3,859	\$321.60 x 12 mo.
TOTAL EXPENSES	476,561	417,582	501,637	652,566	514,477	Proposed Budget decrease
						0.21

Southern California Joint Pole Committee

437 So. Cataract Ave. Unit 3

San Dimas, CA 91773

Phone (909) 592-4001

Fax (909) 592-4636

October 15, 2003

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. Steven Schillert	Verizon California
Mr. Dan Lewis	Verizon California
Ms. Lynn Prescott	Verizon Wireless
Ms. Lupe Hernandez	AT&T Wireless
Mr. Cory Autrey	Sprint PCS
Ms. Velma Prouty	SBC Pacific Bell
Mr. Randell Starkey	Adelphia Communications
Ms. Jennie Corella	Committee Staff

In the absence of Mr. Allen, Ms. Prouty chaired the Operating Committee meeting. She brought the meeting to order at 10:05 a.m. and allowed for introductions.

The first item on the agenda is the iPole status. Mr. Atalla has submitted his revised copy of the contract to clean the database. He has added the programming of the Form 48 at no additional cost to the revised contract. The members reviewed and discussed the additional Form 48 specifications. In that the members had many questions and concerns, it was decided that Mr. Atalla attend the Routine Revision Meeting the following day to address the members issues.

The second item on the agenda was the review of the **September expense sheet**. The members reviewed the expense sheet. The expenses totaled \$42,936.88, an average month. The members did not have any questions in regards to the monthly expenses.

The next item on the agenda was the review of the **account receivables**. The members reviewed this report. The members had no questions.

The fourth item on the agenda was the **September member activity** and JPA activity reports. The members viewed the reports. The reports reflect that the Committee staff is current in processing incoming JPAs. The month of September was an average month, reflecting 570 JPAs processed.

Number five on the agenda was **Item 1332: DWP Multi Member Codes**. However, this item is pending on the implementation of the iPole system.

Item 1346: iPole Purchasing by NCJPA was the sixth item on the agenda. Ms. Corella reported that at the previous Operating Committee it was decided that she research the accounting transactions to arrive at the actual costs expensed toward software development. This would include all costs for the OpCats system, as well as costs for Hyperlink to this point in time. This would aide in arriving at a reasonable price should the Committee decide to market iPole.

The next issue on the agenda was **Item 1349: Review Initial Membership fee.** Ms. Corella reported that this item is also contingent on obtaining the costs expensed for the software development. The concern the Committee has is whether the costs reflecting the intellectual property on the initial membership fee truly represent what the Committee, has spent, and if existing members are being fairly compensated by incoming members. Ms. Corella stated that this is a project she is attempting to complete by year-end.

Item 1354: 2004 Operating Budget was the eighth issue on the agenda. Ms. Corella distributed the second draft of the proposed 2004 Budget for Committee discussion and review (see attachment). Ms. Corella reported that she has made the changes suggested from the previous Operating Committee. Included in the budget are the anticipated credits for the incoming year. The members reviewed the second budget draft, and made some minor revisions to the Computer System. The members agreed that the proposed 2004 Committee Budget should be on the Consent Calendar of the November Board meeting.

The final issue on the agenda was **Item 1355: JPC Property Rights Protection.** Ms. Corella had sent an email message to the Operating Committee earlier in the month describing her conversation with Mr. Adams, the Committee legal counsel. Mr. Adams informed Ms. Corella that the Committee would be better served, if they engaged a property rights lawyer. It was agreed to contact a lawyer no later than December 2003.

Under miscellaneous items, Ms. Corella reported that she had been instructed in July 2003 to evaluate Ms. Pranata, a Level III employee in October 2003. At her last review, Ms. Pranata was at 72% salary to market reference point. Ms. Corella recommended a 6% increase to bring Ms. Pranata to a 77% market reference point. The members approved the salary increase for Ms. Pranata.

Mr. Autrey stated that an email had been sent earlier to the Operating Committee in regards to a donation for the Baccus family. Ms. Jean Baccus has been an employee of the Committee for over fifteen years, and her son-in-law passed away tragically. Mr. Autrey inquired if a donation had been made. Ms. Corella stated that Mr. Solorzano has suggested a donation of \$400.00. Mr. Autrey stated that it appears Mr. Allen has a concern in regards to the donation. Ms. Prouty stated that Mr. Allen is concerned that giving a donation as such, to an employee would set a precedent for future similar situations. After some discussion, the members agreed that any tragic situations experienced by a Committee staff would be handled subjectively. The Committee approved the \$400.00 donation for the Baccus family.

The final topic of discussion was the Nominating Committee. Ms. Corella stated that perhaps, a meeting should be scheduled. Mr. Allen is the Chair for the Nominating Committee, and he was not present. According to the matrix of future officers, Ms.

Prouty is slated to serve as vice-president next year. It appears that Ms. Prouty has served as president and vice-president in the last three years. Ms. Prouty stated that she would like to give another member the opportunity to serve as vice-president. The members reviewed the Committee By-Laws to ascertain the correct members are nominated as Officers. According to Article I, Sections C and D, the Vice-President must be chosen from either one of the largest communications member (if the President is power), or vice-versa. The members agreed that the By-Laws should be reviewed for possible revisions. The new item number is **1356: Review of By-Laws**. This item number has been assigned to the Reorganization Committee.

The meeting adjourned at 11:05 p.m., until November 19, 2003.

Jennie Corella, Office Manager

(attachment)

	2000	2001	2002	2003	2004
	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
<u>EMPLOYEE EXPENSE</u>					
Salaries	236,878	231,800	265,211	290,000	290,000
Insurance - Med/Den	36,368	33,780	51,817	68,475	68,475
Payroll Taxes	18,971	18,936	21,397	29,435	29,435
Worker's Comp	3,028	2,999	4,347	4,100	4,988
Misc. Expense	657	861	567	1,200	1,200
<u>PENSION EXPENSE</u>					
Contribution-Sep IRA	19,283	17,369	19,457	30,450	30,450
<u>MONTHLY RECURRING</u>					
Rent	40,910	42,407	40,701	34,250	35,279
Alarm System	-	-	-	500	300
Water (Drinking)	925	1,130	1,791	1,500	1,500
Electric/Gas	-	-	-	4,800	6,150
Janitorial Service	-	-	779	3,000	3,000
Telephone	7,268	7,204	6,372	7,200	5,200
DSL/Internet	8,064	3,174	2,196	2,700	2,600
Postage & Shipping	2,208	2,069	1,733	1,600	1,500
Business Insurance	1,100	1,095	1,092	1,200	1,400
Committee Meetings	3,476	4,098	5,352	4,490	3,500
<u>EQUIP & FURN MAIN.</u>					
Rpr, Maint.Supp(copier/air cont)	1,105	3,341	1,001	1,000	3,100
<u>NETWORK SYSTEM</u>					
Technical Support	9,450	14,525	16,650	12,900	11,400
Repair,Maint.Supp(prters/toner)	1,641	1,293	759	1,500	1,500
<u>PRINTING & SUPPLY</u>					
Office Printing	1,839	1,267	1,221	1,500	1,500
Supplies(office/janitorial)	2,209	2,665	2,104	3,000	3,000
<u>CONTRACT SERVICES</u>					
Auditor	3,600	4,100	3,893	4,200	4,300
Attorney	650	300	50	-	-
<u>GENERAL EXPENSE</u>					
Bank Fees/Checks	60	420	945	1,000	1,300
Pubs & Subs	291	493	225	400	400
Seminars & Tuition	1,450	980	1,250	3,000	3,000
Moving Expenses	-	-	6,280	-	-
<u>COMPUTER SYSTEM</u>					
IPOLE Devel(Phase I)	63,586	7,599	13,239	105,000	122,100
IPOLE Devel(Phase II)					100,000
Software Purchase	539	64	382	1,000	1,000
iPole Enhancements					15,000

EQUIP & FURN PURCHASE.

Purchases - other	1,105	3,341	19,393	-	1,000
Hardware Purchase	3,331	2,206	2,842	-	1,000

LONG TERM LIABILITY

Individual Arr.(Prior to '97)	6,569	7,166	7,166	7,166	3,859
TOTAL EXPENSES	476,561	416,682	500,212	626,566	758,436

**TOTAL ANTICIPATED
CDTS**

Sale of iPole					-75000
New Membership Fee					-41000
TOTAL BUDGET					642,436

Southern California Joint Pole Committee

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

November 19, 2003

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. Robert Allen	City of Los Angeles (DWP)
Ms. Sherri Goetz	Southern California Edison
Ms. Paula Haney	Verizon California
Ms. Lynn Prescott	Verizon Wireless
Ms. Lupe Hernandez	AT&T Wireless
Ms. Kathleen Dell	AT&T Wireless
Ms. Velma Prouty	SBC Pacific Bell
Mr. Randell Starkey	Adelphia Communications
Ms. Jennie Corella	Committee Staff

The first item on the agenda is the iPole status. The members agreed that an iPole software demonstration is in order at this time. Ms. Corella will contact Mr. Atalla and arrange a demonstration for December 17, 2003. The Committee is of the opinion that they should view the program at this time to evaluate the progress, and offer any suggestions for corrections.

The second item on the agenda was the review of the **October expense sheet**. The members reviewed the expense sheet. The expenses totaled \$56,407.30, an above average month. The additional expenses were due to a third payroll in the month.

The next item on the agenda was the review of the **account receivables**. The members reviewed this report. There are no outstanding invoices that exceed 60 days. Ms. Corella reported the members on the report are in a 60-day pattern.

The fourth item on the agenda was the **October member activity** and JPA activity reports. The members viewed the reports. The reports reflect that the Committee staff is current in processing incoming JPAs. The month of October was an average month, reflecting 573 JPAs processed.

Number five on the agenda was **Item 1332: DWP Multi Member Codes**. However, this item is pending on the implementation of the iPole system.

Item 1346: iPole Purchasing by NCJPA was the sixth item on the agenda. Ms. Dell stated that although the Committee has agreed not to consider the sale of iPole until they are satisfied; she inquired if the SCJPC

would like an official letter of intent to purchase from the NCJPA. She further stated that she informed the NCJPA that they would not be able to partake in the programming of iPole. However, once iPole is complete they may purchase the software, and contract Mr. Atalla to change and/or enhance the program to better fit their needs, and assist with their database. She suggested that when the SCJPC receives the letter of intent from the north, the SCJPC should respond with a target date of when the software is expected to be completed. In her opinion, this would open communication on the issue of the sale/purchase of iPole.

The next issue on the agenda was **Item 1349: Review Initial Membership fee**. Ms. Corella reported that Mr. Solorzano questioned the initial membership fee. In his opinion the dollar amount attributed to intellectual property does not appear correct. Therefore, Ms. Corella will research the dollar expenses on OpCats, as well as iPole via the accounting software to ensure that the dollars are in line.

Item 1354: 2004 Operating Budget was the eighth issue on the agenda. This item was approved at the Administrative Board meeting, which met this morning.

The final issue on the agenda was **Item 1355: JPC Property Rights Protection**. Ms. Corella reiterated that this item is to protect JPC intellectual property. She stated that at a previous meeting the members felt that there are three properties that should be copyright protected. They are (1) the concept of forming a joint pole committee, (2) the Routine Handbook, and (3) the iPole software. Ms. Corella stated that Mr. Solorzano had mentioned at the previous meeting, that many utilities in the country could benefit in how they transact joint pole business using the above mentioned properties. Ms. Dell stated that she did not see a problem if some utilities in other states use the SCJPC concepts for their benefit, and if anyone would have a concern. Ms. Corella responded that much time, effort and energy has gone into the above-mentioned items, and that perhaps the SCJPC could be compensated.

Under miscellaneous items, Ms. Dell questioned if members, especially SCE, are having difficulty getting their JPAs finalized, even when the other members have been contacted to do so. Ms. Goetz responded that she sends a Form 7 to the other utilities notifying them that SCE intends on using Section 18.1 if they do not respond soon. She further stated that this action usually results in a response from the other members. Ms. Dell stated that she would follow suit.

The meeting adjourned at 12:15 p.m., until December 17, 2003.

Jennie Corella, Office Manager