

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

January 19, 2005

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

Mr. Malcolm Brown	Verizon Wireless
Ms. Shelley Shannon	Southern California Edison
Ms. Sherri Goetz	Southern California Edison
Mr. Robert Allen	City of Los Angeles (DWP)
Ms. Paula Haney	Verizon California
Ms. Norine Luker	NetG Networks
Ms. Velma Prouty	SBC – West (Pacific Bell)
Ms. Lynn Prescott	Verizon Wireless
Ms. Kathleen Dell	AT&T Wireless
Ms. Sue Thomas	Sprint PCS
Ms. Jennie Corella	Committee Staff
Ms. Lynnel Perez	Committee Staff

Chairman, Mr. Brown opened the meeting with the review of the **December 2004 expense sheet**. Ms. Prouty commented on the JPC office maintaining the workflow without the use of overtime. Ms. Corella reported that her PC crashed in November. To prevent any problems in the future should this occur again, the JPC office has purchased two external back-up drives. Ms. Corella is now backing up her PC weekly. The members noted that the 2004 operating budget ended under budget. Ms. Corella stated that the primary cause of the below budget reflection is due to a zero expense toward Phase II of the software development.

The next item on the agenda was the review of the **accounts receivable**. Ms. Corella reported that she had been mailing Sprint PC assessment invoices to an incorrect address. She further reported that Ms. Thomas notified her with the correct address. Ms. Corella has sent past due notices to the newly corrected Sprint PC remittance address.

The third item on the agenda was the **December member activity**, and JPA reports. It was noted that the month of December reflected 445 JPAs processed. December reflected a below average month, which is just as well, since many of the JPC staff were completing their vacation hours at year-end.

Item 1332: DWP Multi Member Codes, and **Item 1346: iPole Purchasing by NCJPA**, are contingent on the implementation of iPole, therefore, these items were not discussed, and remain open at this time. Ms. Dell reported at the

Board meeting that she would contact the NCJPA to inquire if they maintain their interest in the purchasing of iPole/iPam.

Item 1349: Review Initial Membership Fee, was next for discussion. This item was approved at the January 2005 Board meeting. This item is now closed.

The members next addressed **Item 1358: PG&E Membership**. PG&E have been given an extension on their reinstatement invitation until March 31, 2005. This is no communication to report on this item. This item is to remain open at this time.

The next item on the agenda was **Item 1367: T-Mobile Membership Application**. Since receiving the notification that T-Mobile is assuming the Cingular Wireless membership. It was agreed to close this item number at this time, and assign a new item number to monitor the acquisition. The new item is **Item 1376: T-Mobile/Cingular Acquisition**. To address the acquisition of AT&T Wireless by Cingular, **Item 1377: Cingular/AT&T Wireless Acquisition** has been assigned to Operating. The consensus is to review the 1998 Agreement section that addresses mergers, and acquisitions at the next ad hoc meeting.

The ninth issue on the agenda was **Item 1369: Newpath Networks Membership**. Ms. Corella stated that she would send out the invitation letter to NewPath, inviting them to attend the February Board meeting.

Next issue discussed is **Item 1371: Salary Survey**. Ms. Corella reported that she did receive several responses, however, the only data she received is from Verizon California, and Verizon Wireless. Ms. Luker recommended visiting Salary.com to aid Ms. Corella in collecting data for her project.

Item 1372: 2005 Budget was next on the agenda. This item was Board approved at the January 2005 meeting. This item is now closed.

Item 1375: Altrio Default was next on the agenda. Ms. Corella reported that she sent a formal notice to Altrio stating that they were in default of the 1998 Agreement, and if they did not remedy the problem in thirty days, their membership would be terminated. Ms. Corella stated that she has not received a response from Altrio. However, she further reported that she contacted Mr. Sullivan of Argus Consultants. He stated that he has not received the notice, and if he had, he would not have responded. His recommendation is to terminate Altrio's membership. The consensus is to discontinue assessing Altrio their portion of the monthly expenses. The balance that is owed the Committee office would be written-off as a loss. Finally, a notice is to be sent to Altrio stating that their membership has been terminated, and have a copy sent to Mr. Sullivan. The members briefly discussed how they intended on handling the Altrio attachments, which Champion is now operating. Ms.

Corella reminded the members of the meeting with Mr. Brad Cooke of Champion. Mr. Cooke confirmed at the meeting that Champion would like to contact those members who's poles they are attached and enter into a lease agreement, and confirmed that they choose not to become joint owners. It was agreed that each utility would contact Champion directly.

Lastly, was discussion of **Miscellaneous** issues. Ms. Corella stated that five years ago the members gave Ms. Abbott (special arrangement retiree) a COLA. At that time she was told that the members would review her pension for a possible pension increase in five years. It was agreed to acquire the CPI data for the last five years to determine the rate of increase to award Ms. Abbott. Ms. Corella will provide the data for next month's Operating meeting.

Next, Ms. Corella proposed an increase in the mileage for the staff. Currently, it is .30/mile; she is proposing an increase to .40/mile. She stated that the Committee accountant informed her that the industry norm is .405/mile. It was agreed to increase the mileage from .30/m to .405/m.

The final item on the miscellaneous agenda was the JPC copier. Ms. Corella reported that the current JPC copier has made over one million copies and requires maintenance on a weekly basis. The members discussed the possibility of purchasing/leasing a new copier. Ms. Corella will obtain quotes/rates on the purchasing/leasing of three copier models.

Ms. Corella stated that some members submit JPAs where the grade and space is not distributed, or is incorrect. She questioned who is responsible for calculating the space distribution on JPAs. Ms. Dell responded that it is the responsibility of the members submitting the JPAs. Ms. Corella stated that some JPAs are received in the office lacking pole space distribution. Ms. Prouty stated that the purpose of some members submitting JPAs without space distribution is because some member's staff were distributing the space incorrectly. It was agreed that rather than submit a JPA with incorrect space distribution, the JPC staff would include the task in the billing process for the members with problems. It was agreed that this process should continue, since very shortly, iPam would distribute space automatically when it is implemented.

The meeting adjourned at 12:15 p.m., until February 16, 2005.

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 16, 2005

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

Mr. Malcolm Brown	Verizon Wireless
Mr. Randall Starkey	Adelphia Communications
Mr. Robert Allen	City of Los Angeles (DWP)
Ms. Paula Haney	Verizon California
Ms. Norine Luker	NetG Networks (via conference call)
Ms. Velma Prouty	SBC – West (Pacific Bell)
Ms. Lynn Prescott	Verizon Wireless
Mr. Charles Vranek	Cingular Wireless
Mr. Mahendra Garg	City of Anaheim
Mr. Timothy Bass	City of Vernon
Mr. Bill Jennings	Southern California Water
Mr. Sheldon Cox	City of Pasadena
Mr. Doug Schmaderer	City of Pasadena
Mr. Bryce Walker	T-Mobile USA
Mr. Raj Tank	T-Mobile USA
Ms. Sue Thomas	Sprint PCS
Ms. Jean Baccus	Committee Staff
Ms. Lynnel Perez	Committee Staff

Chairperson, Ms. Haney opened the meeting with the review of the **January 2005 expense sheet**. Ms. Haney inquired if there were any questions, or concerns. There were no questions on the expense sheet.

The next item on the agenda was the review of the **accounts receivable**. There were no questions with the accounts receivable.

The third item on the agenda was the **January member activity**, and JPA reports. Mr. Allen explained the purpose of these reports for the benefit of those members interested. He stated the member activity reflects the quantity of JPAs submitted by members for the previous month. This report also reflects the individual pole counts per member. The JPA activity report reflects the status of the JPAs submitted the prior month, and if there is a backlog.

Item 1332: DWP Multi Member Codes was next on the agenda. Mr. Allen stated that this item would be closed when the software program is implemented.

The fourth issue on the agenda was **Item 1346: iPole Purchasing by NCJPA**. At a prior meeting, Ms. Dell stated that she would inquire in the North if there were continued interest in purchasing the software program. Ms. Prouty reported that she had spoken to her counterparts in the North, and it appears that they are no longer interested in purchasing the software. However, Ms. Prouty recommends leaving this item open until the members receive input from Ms. Dell. Ms. Luker reported that she is of the opinion that the NCJPA may continue to have some interest in purchasing the software. The consensus is that this item should remain open at this time.

The members next addressed **Item 1358: PG&E Membership**. PG&E have been given an extension on their reinstatement invitation until March 31, 2005. This is no communication to report on this item. This item is to remain open at this time.

The seventh issue on the agenda was **Item 1369: Newpath Networks Membership**. Ms. Haney reported that an interview had transpired earlier that morning at the Board meeting. The consensus is to place this item on the discussion calendar of the March 2005 Board meeting.

Next issue discussed is **Item 1371: Salary Survey**. The survey spreadsheet was distributed to the members however; it was decided to delay discussion on this item until the return of Ms. Corella. This item would be discussed at the March Operating meeting.

Item 1375: Altrio Default was next on the agenda. Mr. Allen briefed the members on the Altrio situation. Altrio had been assessed in the past year and accumulated a debt to the SCJPC. A letter has been sent to Altrio informing them that they are no longer a member of the SCJPC. Mr. Allen recommended closing this item. Ms. Baccus stated Altrio has a deposit in the Operating fund that is refundable should a member withdraw. The consensus is to hold this item open to discuss how the Altrio Operating fund deposit should be handled.

Item 1376: T-Mobile/Cingular Acquisition was discussed next. Mr. Walker reported that this is not an acquisition, but T-Mobile took over controlling interest in their joint venture. Since the membership is in the name of Pacific Bell Wireless, T-Mobile took over the membership. Mr. Vranek stated that the PBW cell sites (approximately 400) were taken over by T-Mobile. It was agreed to maintain the PBM/PBW member code for T-Mobile.

The members then discussed **Item 1377: Cingular/AT&T Wireless Acquisition**. Mr. Vranek stated that he was unsure at this time if Cingular would maintain the AT&T Wireless member code.

Number twelve on the agenda was **Item 1378: 100-Year Anniversary**. The members discussed forming an ad hoc committee. T-Mobile volunteered to chair the ad hoc committee. The members who volunteered to join the committee are, SBC, Verizon California, Verizon Wireless, City of Los Angeles and Cingular.

The last issue on the agenda was **Item 1379: SCJPC Copier**. Ms. Baccus reported that Ms. Corella has visited a Xerox showroom for a demonstration and received a quote. However, Ms. Corella is waiting for a quote from Canon. It was agreed to table this item for the March meeting when Ms. Corella would have the remaining quotes available.

On the **miscellaneous** items agenda was the rate increase for **retiree Ms. Lorraine Abbot**. The members reviewed the spreadsheet reflecting the CPI change in percent for the last five years. The total percent increase for the last five years totals to 8.9 per cent. The consensus is to reward Ms. Abbott a 9 percent increase effective March 1, 2005.

Lastly, Ms. Baccus read a letter from Katrina Yarbrough, the Committee administrative aid. The letter states that Ms. Yarbrough has resigned effective February 15, 2005. The consensus is to wait for Ms. Corella to return from her vacation to discuss Ms. Yarbrough's resignation. **Item 1381: Replacement for Admin Aid** was assigned to this committee.

The meeting adjourned at 11:15 a.m., until March 16, 2005.

Jean Baccus, Office Manager

Southern California Joint Pole Committee
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April 20, 2005

A meeting of the **Operating Committee** took place on the above date, at 12:30 p.m., at the Committee office. Those in attendance were:

Ms. Paula Haney	Verizon California
Ms. Norine Luker	NetG Networks
Ms. Velma Prouty	SBC – West (Pacific Bell)
Ms. Lynn Prescott	Verizon Wireless
Mr. Robert Allen	City of Los Angeles (DWP)
Mr. Mike Bogner	Sprint LP
Mr. Timothy Bass	City of Vernon
Ms. Sue Thomas	Sprint PCS
Ms. Jennie Corella	Committee Staff

Chairperson, Ms. Haney opened the meeting with the review of the **March 2005 expense sheet**. Ms. Haney inquired if there were any questions, or concerns. Since there were no comments or questions on the expense sheet the members moved to the next item on the agenda.

The next item on the agenda was the review of the **accounts receivable**. Ms. Corella reported that AT&T is experiencing a transition period. They are soon to become part of SBC. In the interim, there is an A/P contact, Ms. Dayla Kerwin, who is setting up accounts for payment. Ms. Corella stated that she is in contact with Ms. Kerwin to expedite payment of the assessment invoices. Ms. Prescott reported that AT&T experienced a lay-off and the current Los Angeles office is down to 3 personnel.

The third item on the agenda was the **March member activity**, and JPA reports. The JPA reports reflect a small volume of work. Ms. Corella reported that the staff is cross training, working on manuals, and assisting Hyperlink by modifying pole records. Ms. Haney recognized and complimented the JPC office for utilizing the extra work hours effectively. Currently, there is no backlog.

Item 1332: DWP Multi Member Codes was next on the agenda. Ms. Haney stated that this item would be placed on hold at this time. Ms. Luker shared her thoughts on **Item 1346: iPole Purchasing by NCJPA**. Although, the NCJPA is currently evaluating other programs, she stated there might be

possible interest in the iPAM software. She suggested not closing this item at this time. This item is to remain open at this time.

Since the extension date for membership reinstatement expired March 31, 2005, **Item 1358: PG&E Membership** is closed.

The seventh issue on the agenda was **Item 1369: NewPath Networks Membership**. Ms. Haney reported that this item was discussed at the previous Board meeting. Ms. Corella sent correspondence to NewPath requesting a financial statement based on their financial status, not their major shareholder. This item will be discussed when the financial statement is received.

Item 1375: Altrio Default was discussed next. Ms. Corella reported that all members have a deposit in the Operating fund. This deposit is to be returned to any member that withdraws from the Committee via the process described in the 1998 Agreement. Ms. Corella stated that since Altrio did not rightfully withdraw from the Committee, that she would like to propose to take Altrio's Operating fund deposit and apply it toward their debt. Altrio's deposit is \$2,166.00. Ms. Corella stated that their deposit is not enough to cover their assessments debt, however, the Committee accountant has created a loss account. The remaining balance could be written off as a loss charged to the GL account. She further stated that once a decision has been reached in how to handle the assessment debt incurred by Altrio, this item could then be closed. The members discussed debts due each individual member. Each member's respective legal department within their organizations must handle any debt due the members. Ms. Luker motioned to accept the proposed resolution for eliminating the Altrio assessment debt. Ms. Prouty seconded the motion, which upon voting by the Operating Committee, passed unanimously.

Item 1376: T-Mobile/Cingular Acquisition was discussed next. The issue is identifying the pole numbers acquired by T-Mobile from Cingular/PBW. Ms. Corella reported that T-Mobile sent the JPC office a list of sites acquired by T-Mobile. However, there are no pole identification numbers on the list. The consensus is to contact the representatives for T-Mobile and request a list of the PBW identification pole numbers they have acquired from Cingular Wireless.

The members then discussed **Item 1377: Cingular/AT&T Wireless Acquisition**. The members agreed that they would also require a list of identification pole numbers Cingular acquired from AT&T Wireless.

Number twelve on the agenda was **Item 1378: 100-Year Anniversary**. T-Mobile, the member that volunteered to chair this ad hoc, was not in attendance. It was suggested to contact T-Mobile to remind them about their commitment to the ad hoc Committee. The members on this ad hoc committee include Verizon California, Verizon Wireless, SBC, Cingular and the City of Los Angeles.

The last issue on the agenda was **Item 1379: SCJPC Copier**. Ms. Corella distributed a spreadsheet reflecting the costs of three copiers that meet the requirements for the JPC office (see attachment B). Option 1: Xerox WorkCentre M24, option 2: Canon ImageRunner c3100, and option 3: Canon ImageRunner c3570. The members reviewed and discussed the three options. After review the decision was option 2, the Canon ImageRunner c3100. Ms. Corella will contact the Canon representative and inquire into the service maintenance contract in regards to purchase versus lease. This item will be on the discussion calendar of the April Administrative Board meeting.

The last issue discussed was **Item 1371: 2005 Salary Survey**. Ms. Corella distributed a spreadsheet reflecting annual salary that could be compared to the JPC positions. The data has been taken from three sources (see attachment A1-2). The data is from Verizon California, Verizon Wireless, and Salary.com. The members reviewed and discussed the spreadsheet. The members commented that it appears to be quite a range between the SCJPC data and the data provided. This exercise has not been conducted since the year 2000, and this could explain the range gap. The consensus is to delete the 2000 SCJPC rates, and arrive at a revised simple average. The revised spreadsheet will be sent to all attendees for their review.

There were no items on **miscellaneous**.

The meeting adjourned at 11:25 a.m., until April 20, 2005.

Jennie Corella, Office Manager

Billing Clerk
I & II

Senior Billing
Clerk

Company	<i>Minimum</i>	<i>Midpoint</i>	<i>Maximum</i>	<i>Minimum</i>	<i>Midpoint</i>	<i>Maximum</i>
Verizon California ***	\$20,259.00	\$25,480.00	\$43,306.00			
Verizon Wireless	\$26,000.00	\$33,300.00	\$43,000.00	\$41,000.00	\$48,000.00	\$55,000.00
2000 SCJPC	\$21,000.00	\$25,000.00	\$31,200.00	\$31,200.00	\$39,600.00	\$42,000.00
Salary.com	\$26,743.00	\$30,435.00	\$35,320.00	\$35,601.00	\$40,388.00	\$47,446.00
Totals	\$94,002.00	\$114,215.00	\$152,826.00	\$107,801.00	\$127,988.00	\$144,446.00
Simple Average	\$23,500.50	\$28,553.75	\$38,206.50	\$26,950.25	\$31,997.00	\$36,111.50

***Verizon California - 3 level clerks - hourly wages have been averaged - Increase every 6 to 60 months

Attachment A-1

Office Manager

<i>Minimum</i>	<i>Midpoint</i>	<i>Maximum</i>
\$40,000.00	\$62,500.00	\$85,000.00
\$55,000.00	\$70,000.00	\$85,000.00
\$44,700.00	\$49,500.00	\$51,900.00
\$56,355.00	\$70,048.00	\$85,190.00

\$ 196,055.00 \$ 252,048.00 \$307,090.00

\$ 49,013.75 \$ 63,012.00 \$ 76,772.50

Attachment A-2

**Xerox WorkCentre
M24**

Features

22 pages per minute (B&W)
13 pages per minute (Color)
 10 sec first page out time (color)
 100 sheet bypass tray
 2400x600 DPI
 16 to 110lb bond paper handling
 1000 sheet paper supply (4x500)
 400 MHz processor
 512 Mbyte memory
 2 sided copying
 letter/legal/ledger printing
 Network ready
 Scan to mailbox
stapling finisher

Cost

Lease Options

36@ 378.18= \$ 13,614.48
48@ 301.84= \$ 14,488.32
60@ 252.51= \$ 15,150.60

Purchase \$ 11,750.00
 Tax \$ 910.63

 Total \$ 12,660.02
 Cash Disc \$ 587.50

New Total \$ 12,073.20

**Canon
ImageRunner**

Features

31 pages per minute (B&W)
7 pages per minute (color)
 Scan one print many
 Stack bypass of 50 sheets/variety of O/P
 1200x600 DPI
 Digital Automatic doc feeder
 Two front-load, adj paper cassettes(550)
 40 GB HDD w/768 MB RAM
 Network printer kit
 2 sided copying
 25-400 reduction/enlargement
 Network accountant(allows Admin to view
 from desktop/take appropriate action
Multi Position Stapler Finisher
 Confidential mailbox

Cost

Lease Options

36@ 338.99= \$ 12,203.64
48@ 279.87= \$ 13,433.76
60@ 236.53= \$ 14,191.80

Purchase \$ 10,765.00
 Tax \$ 888.11

 Total \$ 11,653.11
 Trade-in Included

New Total \$ 11,653.11

**Canon ImageRunner
c3570**

Features

35 copies per minute (B&W)
Not a color copier (B&W only)
 Scan one print many
 Stack bypass of 50 sheets/variety of
 1200x600 DPI
 Digital Automatic doc feeder
 Four front-loading, adj paper cassette
 40 GB HDD w/1 GB RAM
 Network printer kit
 2 sided copying
 25-400 reduction/enlargement
 Network accountant(allows Admin to
 from desktop/take appropriate action
Multi Position Stapler Finisher
 Confidential mailbox

Cost

Lease Options

36@ 371.00 = \$13,356.00
 48@ 295.00 = \$14,160.00
 60@ 257.70 = \$15,420.00

Purchase \$12,855.00
 Tax \$ 1,060.54

 Total \$13,915.54
 Trade-in Included

New Total \$13,915.54

Notation: Stapling finisher is mandatory/color copier
a perk

Service Pricing:
B&W .015 per copy
Color .09 per copy

Attachment B

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April 20, 2005

A meeting of the **Operating Committee** took place on the above date, at 12:30 p.m., at the Committee office. Those in attendance were:

Ms. Paula Haney	Verizon California
Ms. Norine Luker	NetG Networks
Ms. Velma Prouty	SBC – West (Pacific Bell)
Mr. Dan Lewis	Southern California Edison
Ms. Lynn Prescott	Verizon Wireless
Mr. Robert Allen	City of Los Angeles (DWP)
Mr. Mike Bogner	Sprint L.P.
Mr. Timothy Bass	City of Vernon
Ms. Sue Thomas	Sprint PCS
Ms. Jennie Corella	Committee Staff

Chairperson, Ms. Haney opened the meeting with the review of the **March 2005 expense sheet**. Ms. Haney inquired if there were any questions, or concerns. The members did not have any questions, or concerns with the expenses.

The next item on the agenda was the review of the **accounts receivable**. Ms. Corella reported that AT&T Communications/Local Services is in transition. An AT&T accounts payable clerk, who requested a letter detailing the scope of the SCJPC in order to set up a payment account, contacted her. For the next several months, the AT&T invoices could appear on the delinquent accounts report until the transition is complete.

The third item on the agenda was the **March member activity**, and JPA reports. The JPA activity report reflects that 233 JPAs were processed in March. Although, the volume of work has decreased, Ms. Corella reported that the staff is working on training manuals, cross training is in progress, and they are working on correcting records in the database. Ms. Haney stated that she would like to recognize the staff for making the best use of their time.

Item 1332: DWP Multi Member Codes was next on the agenda. Ms. Haney stated that this item would be placed on hold at this time.

Next was **Item 1346: iPole Purchasing by NCJPA**. When questioned if she had any knowledge in regards to this item, Ms. Luker responded that the NCJPA is in the process of evaluating another system. She stated that the

NCJPA would not make a hasty decision; therefore, her recommendation is that this item remains open at this time. Therefore, there remains the possibility that the NCJPA may consider iPam for purchase.

Item 1358: PG&E Membership has been closed due to the reinstatement extension expiration on March 31, 2005.

The seventh issue on the agenda was **Item 1369: Newpath Networks Membership**. Ms. Haney reported that this item has been discussed at the previous Board meeting. A letter requesting their current financial status has been sent to NewPath Networks. Ms. Corella reported that she would report to the Committee when she receives a response to her letter.

The next issue discussed was **Item 1371: 2005 Salary Survey**. Ms. Corella reported that the salary survey sheet has been revised with the addition of the Southern California Edison data. The members reviewed and discussed the spreadsheet (see attached). It was agreed to use the simple average as the 2005 market reference point. In order to give Ms. Corella a lump sum to work with when she considers salary action for the staff (non-exempt employees), it was decided to take 5 percent of the total 2004 salary expense (non-exempt employees). Ms. Corella is to remove her 2004 annual salary (exempt employee) from the total. This figure would dictate the lump sum dollar amount to give the staff (non-exempt employees). Ms. Corella shall have the staff evaluations and recommendations by the next Operating meeting.

The members agreed to table **Item 1376: T-Mobile/Cingular Acquisition** and **Item 1377: Cingular/AT&T Wireless Acquisition**.

Number twelve on the agenda was **Item 1378: 100-Year Anniversary**. An ad hoc has been created to address this issue. The chair of the ad hoc (T-Mobile USA) will be contacted to inquire into the status of the item.

The last issue on the agenda was **Item 1379: SCJPC Copier**. This item is closed, since the committee has approved to lease a Konica-Minolta copier.

Under **miscellaneous**, Ms. Corella distributed a copy of the Hyperlink proposal to address the issue of the current Novel server. The members reviewed the proposal and questioned the costs for work performed. Since the quote is for labor only, it was agreed to request that Hyperlink expand on the description of work performed.

The meeting adjourned at 1:35pa.m. until May 18, 2005.

Jennie Corella, Office Manager

Attachment

	Billing Clerk I & II			Senior Billing Clerk III & IV			Office Manager		
Company	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
Verizon California ***	\$ 20,259.00	\$25,480.00	\$43,306.00				\$40,000.00	\$62,500.00	\$85,000.00
Verizon Wireless	\$ 26,000.00	\$33,300.00	\$43,000.00	\$41,000.00	\$48,000.00	\$55,000.00	\$55,000.00	\$70,000.00	\$85,000.00
So Cal Edison	\$ 28,080.00	\$31,200.00	\$34,320.00	\$38,280.00	\$42,600.00	\$46,860.00	\$52,920.00	\$58,800.00	\$64,680.00
Salary.com	\$ 26,743.00	\$30,435.00	\$35,320.00	\$35,601.00	\$40,388.00	\$47,446.00	\$56,355.00	\$70,048.00	\$85,190.00
Totals	\$ 101,082.00	\$120,415.00	\$155,946.00	\$ 114,881.00	\$130,988.00	\$ 149,306.00	\$ 204,275.00	\$ 261,348.00	\$ 319,870.00
Simple Average	\$ 25,270.50	\$ 30,103.75	\$38,986.50	\$ 38,293.67	\$ 43,662.67	\$ 49,768.67	\$ 51,068.75	\$ 65,337.00	\$ 79,967.50

***Verizon California - 3 level clerks - hourly wages have been averaged - Increase every 6 to 60 months

2000 to present SCJPC	\$ 21,000.00	\$25,000.00	\$31,200.00	\$31,200.00	\$39,600.00	\$42,000.00	\$44,700.00	\$49,500.00	\$51,900.00
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May 18, 2005

A meeting of the **Operating Committee** took place on the above date, at 12:05 p.m., at the Committee office. Those in attendance were:

Ms. Paula Haney	Verizon California
Ms. Velma Prouty	SBC – West (Pacific Bell)
Mr. Malcolm Brown	Verizon Wireless
Mr. Ernie Solorzano	Southern California Edison
Mr. Dan Lewis	Southern California Edison
Mr. Don Beckerman	MCI Communications
Ms. Lynn Prescott	Verizon Wireless
Mr. Robert Allen	City of Los Angeles (DWP)
Mr. Sheldon Cox	City of Pasadena
Mr. Randall Starkey	Adelphia Communications
Ms. Sue Thomas	Sprint PCS
Ms. Jennie Corella	Committee Staff

Chairperson, Ms. Haney opened the meeting with the review of the **April 2005 expense sheet**. Ms. Haney inquired if there were any questions, or concerns. The members did not have any questions, or concerns with the expenses.

Ms. Corella read a thank you note from Ms. Lorraine Abbott (SCJPC retiree) in which she thanked the Committee for her pension increase.

The next item on the agenda was the review of the **accounts receivable**. Ms. Hernandez requested that all Cingular Wireless invoices be sent to her office. AT&T Communications is experiencing a transition and is working on setting up a remittance process. Therefore, they may remain on the delinquent list for a time until the problem is resolved.

The third item on the agenda was the **April member activity**, and JPA reports. The JPA activity report reflects that 367 JPAs were processed in April. There is no backlog of JPAs required for processing.

Item 1332: DWP Multi Member Codes was next on the agenda. Ms. Haney stated that this item would be placed on hold at this time. Also to be held over until the next meeting, for lack of activity is **Item 1346: iPole Purchasing by NCJPA** and **Item 1369: Newpath Networks Membership**.

Item 1376: T-Mobile/Cingular Acquisition and **Item 1377: Cingular/AT&T Wireless Acquisition** were reviewed next. It was agreed to send correspondence to both T-Mobile and Cingular Wireless requesting a list of poles, which they acquired from Cingular and AT&T Wireless respectively.

Number nine on the agenda was **Item 1378: 100-Year Anniversary**. The item number has been renamed to **SCJPC Centennial**. Since an ad hoc has been formed to coordinate the celebration, this item will be removed from the Operating committee agenda.

Next up for discussion is **Item 1385: Server Upgrade Estimate**. This item refers to the estimate submitted by Hyperlink to transfer data from the dbase Novell server to the SQL server. This task is on the recommendation of Mr. Atalla. Mr. Atalla is of the opinion that the current Novell server may crash. Ms. Corella previously, sent out the estimate to the Operating members for their review and comments. Ms. Corella explained that the JPC pole records sit on the Novell server, and the data (pole records) are backed-up. However, also sitting on the Novell server is the Clipper application. Ms. Corella stated that she is not sure if the application is backed-up. Therefore, if the Novell server fails, we may lose the application. Mr. Beckerman stated that an option is to clone the hard drive. Ms. Haney remarked that her IT person stated that the cost was reasonable for the job. Mr. Allen added that he received the same response from his IT personnel. Ms. Prouty stated that she had forwarded the response from her IT personnel to the office manager. Mr. Lewis responded that since the costs fall within the realm of the ad hoc Computer Committee, he would like to extend an invitation to Mr. Atalla to attend the next Operating meeting to answer the members' questions, and concerns. Ms. Corella will contact Mr. Atalla.

Last item on the agenda is **Item 1386: Crown Castle Application**. It was agreed to send correspondence to Crown Castle requesting a financial statement reflective of the applying entity. If they are unable to provide a financial statement, then the application must read in the name of Crown Castle International.

Under **miscellaneous**, Ms. Haney raised the issue of purchasing additional external drives in order to back up the server on a daily basis as opposed to weekly, as the current method. The members discussed the need of backing up the system on a daily basis. It was agreed to discuss the issue of backup with Mr. Atalla when he attends the Operating Meeting to discuss the server upgrade estimate.

The last item on miscellaneous is staff salary action. Ms. Corella distributed the proposed staff salary compensation worksheet. The members discussed the proposed worksheets. Mr. Solorzano questioned the salary study/survey process. The consensus is to set some time at a later date to clarify the salary study process. Ms. Haney stated that the current item on the agenda is the 2005 compensation proposal for the JPC staff. Therefore, Ms.

Haney solicited a motion to accept the proposal. Mr. Allen motioned to accept the proposed 2005 staff compensation proposal submitted by Ms. Corella. Ms. Prouty seconded the motion. The motion carried.

The meeting adjourned at 1:25 p.m. until June 20, 2005.

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 15, 2005

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. Paula Haney	Verizon California
Ms. Velma Prouty	SBC – West (Pacific Bell)
Mr. Malcolm Brown	Verizon Wireless
Mr. Dan Lewis	Southern California Edison
Mr. Tibor Laky	Sprint L.P.
Mr. Charles Vranek	Cingular Wireless
Mr. Timothy Bass	City of Vernon
Ms. Norine Luker	NextG Networks
Ms. Lynn Prescott	Verizon Wireless
Mr. Robert Allen	City of Los Angeles (DWP)
Mr. Randall Starkey	Adelphia Communications
Ms. Sue Thomas	Sprint PCS
Ms. Jennie Corella	Committee Staff
Ms. Lynnel Perez	Committee Staff

Chairperson, Ms. Haney opened the meeting and asked the members to review the **May 2005 expense sheet**. Ms. Haney inquired if there were any questions, or concerns. The members did not have any questions, or concerns with the expenses.

The next item on the agenda was the review of the **accounts receivable**. Ms. Corella reported that she contacted AT&T Communications. Due to a transition period and restructuring within their organization, they are setting up vendors within their system again. She further stated that AT&T has put the SCJPC on a 45-day remittance schedule. The members discussed the non-member debt. The debts are over five years old. The members agreed to write the amount due off as a loss. The non-members are as follows: Pacific Gas & Electric (\$598.44) and Southern Pacific Transportation (\$280.77).

The third item on the agenda was the **May member activity**, and JPA reports. The JPA activity report reflects that 472 JPAs were processed in May. There is no backlog of JPAs required for processing.

Item 1332: DWP Multi Member Codes and **Item 1346: iPole Purchasing by NCJPA** will remain open pending on the completion and implementation of iPAM.

Next on the agenda is **Item 1369: Newpath Networks Membership**. Ms. Corella reported that she has not received any form of communication from NewPath Networks. The consensus among the members is that this item would remain open until the end of the year, at which time the NewPath application would be closed.

Item 1376: T-Mobile/Cingular Acquisition and **Item 1377: Cingular/AT&T Wireless Acquisition** were reviewed next. The issue is to identify the Cingular and T-Mobile poles.

Number nine on the agenda was **Item 1378: 100-Year Anniversary**. This item will be removed from the agenda, since an ad hoc committee has been formed.

Next up for discussion is **Item 1385: Server Upgrade Estimate**. This item refers to the estimate submitted by Hyperlink to transfer data from the dbase Novell server to the JPC SQL server. The members continue to have some questions in regards to what the estimate covers. The consensus is that the current Novell server requires replacement. They discussed the probability of purchasing a new server, as opposed to transferring the data to the current SQL server sitting at the JPC office, which is over four years old. The members approved the quote from Hyperlink, since there is no question that the Novell server is quickly losing credibility. However, at the next iPAM meeting the members will question Mr. Atalla for greater clarification of the estimate.

The next item on the agenda is **Item 1386: Crown Castle Application**. Ms. Corella reported that she sent correspondence via USPS to Crown Castle stating the either the application read, "Crown Castle Business Solutions", or a financial statement reflecting the status of the names applicant, which is "CA-CLEC-LL". To date, there is no response. This item will remain open at this time.

The last issue on the agenda is "**Item 1387: Membership Application Fee**". Currently, the fee is \$50.00. The members are in agreement that the fee is insufficient to cover the cost and labor entailed in processing new member applications. The JPC staff and the members devote labor hours toward the new member applications; therefore, a more reasonable application fee is certainly in order. The amount of \$500.00 was suggested as a reasonable fee. However, some members were of the opinion that \$500.00 is still insufficient, and suggested \$2,500.00. It was agreed that Ms. Corella would create a grid reflecting the hours incurred by the JPC office and bring it to the next meeting. The members agreed to table this item at this time.

The meeting adjourned at 11:05 a.m. until July 20, 2005.

Jennie Corella, Office Manager

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July 20, 2005

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. Paula Haney	Verizon California
Ms. Velma Prouty	SBC – West (Pacific Bell)
Mr. Ernie Solorzano	Southern California Edison
Mr. Dan Lewis	Southern California Edison
Mr. Don Beckerman	MCI Communications
Mr. Mahendra Garg	City of Anaheim
Ms. Lynn Prescott	Verizon Wireless
Mr. Robert Allen	City of Los Angeles (DWP)
Ms. Sue Thomas	Sprint PCS
Ms. Jennie Corella	Committee Staff

Chairperson, Ms. Haney opened the meeting and asked the members to review the **June 2005 expense sheet**. Ms. Haney inquired if there were any questions, or concerns. The members did not have any questions, or concerns with the expenses.

The next item on the agenda was the review of the **accounts receivable**. Ms. Prouty inquired at what point in time are members considered delinquent. Ms. Corella responded that the terms for remittance to the SCJPC are thirty days. However, some members have the SCJPC set up at 45 to 60 days remittance. Mr. Solorzano remarked that the problem with delinquent members is that it places a strain on the available operating funds. Ms. Corella stated the AT&T is experiencing a transition period. She is in contact with the personnel handling accounts payable. She was informed that a check paying the past due invoices is scheduled to be mailed on July 19th.

The third item on the agenda was the **June member activity**, and JPA reports. The JPA activity report reflects that 339 JPAs were processed in June. There is no backlog of JPAs required for processing.

Item 1332: DWP Multi Member Codes and **Item 1346: iPole Purchasing by NCJPA** will remain open pending on the completion and implementation of iPAM.

Next on the agenda is **Item 1369: Newpath Networks Membership**. Ms. Corella reported that she has not received any form of communication from NewPath Networks. The consensus among the members is that this item

would remain open until the end of the year, at which time the NewPath application would be closed.

Item 1376: T-Mobile/Cingular Acquisition and **Item 1377: Cingular/AT&T Wireless Acquisition** were reviewed next. Ms. Corella stated that the issue concerns is the identification of PBM poles, and LAC poles. She further stated that Mr. Charles Vranek sent a letter to the JPC office stating that all LAC poles are now Cingular, and all PBM poles are now T-Mobile. She also read an email correspondence from Ms. Lupe Hernandez, who handles Cingular JPAs, stating that there is no need to have the JPC make any updates to SCJPC database pole records. Ms. Thomas stated that her office is receiving Form 44's stating AT&T Wireless. Ms. Corella responded that the corrections would be made to the database. The consensus is to close both items at this time. The members discussed the need of clarification of the members accounting codes. Therefore, **Item 1391: Review Member Accounting Codes** has been assigned to this committee.

Next up for discussion is **Item 1385: Server Upgrade Estimate**. Per the last meeting, the consensus is to have Hyperlink submit a revised estimate, which includes the cost of an upgraded server with the capability to handle the iPAM software into the next two to three years. Ms. Corella will contact Hyperlink to request the revised estimate.

The next issue on the agenda is "**Item 1387: Membership Application Fee**". At the previous meeting, it was agreed that Ms. Corella would submit a graph reflecting the labor hours and dollars expensed when handling a membership application. Ms. Corella apologized that she did not prepare the graph for this meeting due to her being out of the office on vacation, however, would have the graph ready for the next meeting. The members are to come prepared with the labor hours they incur when reviewing new member applicants.

The last item on the agenda is **Item 1390: Third Party Information Request**. This issue has been prompted by a request for pole information from Cal-Trans. Ms. Haney stated that standards would need to be set, such as a minimum pole search/cost. Mr. Beckerman remarked that if the SCJPC informs Cal-Trans that there is a cost for pole research, they would ignore the pole search request. He further stated that the information would not only benefit Cal-Trans, but would also benefit members as being identified on the poles. Ms. Haney agreed that the information could be beneficial, however, if parameters are not set, then the information could be given out to any entity requesting the information. The responsibility of identifying those government entities allowed the information, versus those private entities not entitled to information would be burdensome to the JPC office staff. After some discussion, it was agreed that pole information would not be released to non-members, and that Cal-Trans did not meet the criteria for membership. Mr. Beckerman inquired if a list of contact member phone numbers could be given to Cal-Trans, or any other third party interested. The members agreed that

Ms. Corella would email the Board requesting their authorization to place a contact name and phone number on a list for Cal-Trans, or any other third party making such a request. This item is now closed.

The meeting adjourned at 11:25 a.m. until August 10, 2005.

Jennie Corella, Office Manager

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August 10, 2005

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. Paula Haney	Verizon California
Ms. Velma Prouty	SBC – West (Pacific Bell)
Mr. Malcolm Brown	Verizon Wireless
Mr. Ernie Solorzano	Southern California Edison
Mr. Dan Lewis	Southern California Edison
Ms. Shelley Shannon	Southern California Edison
Mr. Don Beckerman	MCI Communications
Mr. Mahendra Garg	City of Anaheim
Ms. Lynn Prescott	Verizon Wireless
Mr. Robert Allen	City of Los Angeles (DWP)
Ms. Sue Thomas	Sprint PCS
Mr. Sheldon Cox	City of Pasadena
Mr. Tibor Laky	Sprint Communications L.P.
Ms. Jennie Corella	Committee Staff

Chairperson, Ms. Haney opened the meeting and asked the members to review the **July 2005 expense sheet**. Ms. Haney inquired if there were any questions, or concerns. The members did not have any questions, or concerns with the expenses.

The next item on the agenda was the review of the **accounts receivable**. It was noted that AT&T Communications is now current, and no longer in default. Ms. Corella reported that AT&T Communications is undergoing a transition at this time. She further stated that she now has a name and number of a contact person to speak with if she experiences any future problems. However, although the SCJPC terms are 30 days remittance, AT&T Communications remittance system is 45 days. Therefore, AT&T Communications will consistently be 60 days in arrears.

The third item on the agenda was the **July member activity**, and JPA reports. The JPA activity report reflects that 516 JPAs were processed in July. There is no backlog of JPAs required for processing.

Item 1332: DWP Multi Member Codes and **Item 1346: iPole Purchasing by NCJPA** will remain open pending on the completion and implementation of iPAM.

Remaining on the agenda is **Item 1369: Newpath Networks Membership**. It is the consensus of the committee that this item would remain open until the end of the year.

Next up for discussion is **Item 1385: Server Upgrade Estimate**. Per the last meeting, the consensus is to have Hyperlink submit a revised estimate, which includes the cost of an upgraded server with the capability to handle the iPAM software into the next two to three years. To date, Mr. Lewis stated that he has not received a response from Mr. Atalla. Ms. Corella reported that she too has not received a response. It was agreed to contact Mr. Atalla, and inform him that the revised estimate is needed by the next Operating meeting in September.

The members then discussed **Item 1387: Membership Application Fee**. Ms. Corella distributed the initial worksheet draft she created for calculating the application fee (see attachment). Ms. Corella reported at how she arrived at the clerical labor hours. When questioned if the labor hours were loaded labor hours, Ms. Corella responded that they are not. The recommendation is to arrive at, and use a loaded labor rate. The members suggested that Ms. Corella contact the Committee accountant for this information. It was agreed that the draft would be revised to reflect a 50.00 loaded labor rate for clerical hours at this time. The initial draft would be revised to reflect the loaded labor rate. Ms. Corella reported that on the member representative hours, she estimated their hours spent on applications. She then proceeded to explain how she arrived at the hours dedicated to each step in the application process. The members discussed the time and effort representatives spend on membership applications. The consensus is that applications remain on agendas for several months. Therefore, members agreed on the hours dedicated to each step in the process, which totaled to 16 hours. They then agreed to submit the value of their labor hours to Ms. Corella. The representative labor costs would be averaged to arrive at a single value. The single value for representative labor hours would be used to complete the application fee draft, and arrive at an agreed upon bottom line application fee cost.

The members discussed having the criteria for membership placed on the SCJPC web site. This would allow entities that are interested in membership to investigate the requirements and process for membership. Mr. Lewis stated that he would include the request for a web site enhancement estimate in his email message to Mr Atalla. The enhancement would include an estimate to place JPC forms, and membership criteria on the web site. This item is to remain open at this time.

The last issue discussed was **Item 1391: Review Member Accounting Codes**. This addresses the member accounting codes used on the Form 44's. Ms. Thomas stated that previously, she has received Form 44's with both AT&T Wireless and Cingular codes. Ms. Corella responded that the error has been corrected, and that Ms. Thomas should not receive any Form 44's reflecting AT&T Wireless. This item is now closed.

Ms. Prouty commented in regards to **Item 1346: iPole Purchasing by NCJPA**. She stated that she is aware of a meeting with a programming firm at the NCJPA. Since their poles are not numbered, their program would require identifying poles by another method. She stated in her opinion she does not believe the NCJPA would benefit from iPAM. However, she stated that she would inquire if the NCJPA continues to have an interest in purchasing the SJPC software when she is in the North. This item will remain open at this time.

Lastly, the members discussed the **SCJPC Centennial**. Since the venue, date and time have been agreed upon by the ad hoc, the members discussed holding the date and time by submitting a deposit to the cruise line. With the power to approve expenditures not to exceed \$5,000.00, the members authorized Ms. Corella to contact the cruise line and place a \$2,500.00 required deposit. The consensus is to assess the members the aforementioned amount equally. Their share of the deposit would be applied toward the funds required when booking their guest count.

The meeting adjourned at 11:40 a.m. until September 21, 2005.

Jennie Corella, Office Manager

DRAFT 1

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
2005
APPLICATION FEE**

Clerical Process/Staff

Receive Formal Membership request Letter	\$ 7.00
Response letter mailed (Incl:postage, paper,.25/labor hr)	\$ 7.00
Agreement Copy Mailed (incl:postage, paper, .50 labor hrs)	\$ 18.00
Questionnaire mailed (Incl:postage, paper, .25/labor hrs)	\$ 7.00
Interview and discussion hours (approx/7 hrs)	\$ 184.00
Prepare/mail acceptance/denial letter (Incl:postage, paper,.25/labor hr)	\$ 7.00
Miscellaneous communication (via telephone and email/approx/ 1.50 hrs)	\$ 40.00
Prepare/mail invoice/resolution, first amendment (Incl:postage, paper,.75/labor hr)	\$ 25.00

\$ 295.00

Admin Board Process/Representatives

Review of requested documents
Discussion of documents (1 to 4 hrs)
Interview by Board (1 to 2 hrs)
Misc. Hours by Member legal/acctg personnel
Discussion/approval (1 to 3 hrs)
Miscellaneous hours

\$ -

*Incl. Preparation of documents for review and discussion (document copies for members), input and reporting information on status of application, liaison for applicant and Board. Hours on recording and transcribing interview and discussion.

**deduct if application not accepted

Clerical Process/Staff \$ 295.00

Board Process/Representatives \$ -

TOTAL APPLICATION FEE **\$ 295.00**

Southern California Joint Pole Committee
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Fax (909) 592-4636

September 21, 2005

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. Paula Haney	Verizon California
Ms. Velma Prouty	SBC – West
Mr. Malcolm Brown	Verizon Wireless
Mr. Ernie Solorzano	Southern California Edison
Mr. Don Beckerman	MCI Communications
Mr. Mahendra Garg	City of Anaheim
Ms. Lupe Hernandez	Cingular Wireless
Mr. Robert Allen	City of Los Angeles (via telephone)
Ms. Sue Thomas	Sprint PCS
Mr. Sheldon Cox	City of Pasadena
Ms. Norine Luker	NextG Networks
Ms. Jennie Corella	Committee Staff

Chairperson, Ms. Haney opened the meeting and asked the members to review the **August 2005 expense sheet**. Ms. Haney inquired if there were any questions, or concerns. Mr. Allen commented on the committee meeting expenses, due to the expenses exceeding the budget. Ms. Corella responded that since implementing the catering of Board meetings, the costs for lunch have increased. However, the results from catering lunch versus going out for lunch, has resulted in increased productivity by the members. In preparing the operating budget for next year, Ms. Corella plans on budgeting a greater amount for committee meetings.

The next item on the agenda was the review of the **accounts receivable**. Mr. Solorzano noted that the City of Riverside has several invoices past due. Ms. Corella responded that she has contacted Mr. Mike Torelli in regards to the delinquent invoices. Mr. Torelli stated that he would have his assistant research, and handle the past due invoices. Mr. Allen inquired about Adelphia Business Solutions, who are in chapter 11. Ms. Corella responded that they remain in chapter 11 at this time. She further reported that the SCJPC is on the creditors list, because she continues to receive notices from the bankruptcy court.

The third item on the agenda was the **August member activity**, and JPA reports. The JPA activity report reflects that 521 JPAs were processed in August. There is no backlog of JPAs required for processing.

Mr. Allen inquired about the 30-day remittance schedule, and how the committee decided on that remittance schedule. Mr. Corella responded that she could not answer, however, thirty days appears to be the norm. Mr. Allen inquired at what period are members considered past due and/or delinquent. Ms. Corella responded that at 60 days, invoices are past due, and at 180 days, members are in breach of the 1998 Agreement.

Item 1332: DWP Multi Member Codes will remain open pending on the completion and implementation of iPAM. **Item 1346: iPole Purchasing by NCJPA** is closed per Board approval at the last Board meeting.

Remaining on the agenda is **Item 1369: Newpath Networks Membership**. It is the consensus of the committee that this item would remain open until the end of the year.

The sixth issue on the agenda is **Item 1385: Server Upgrade Estimate**. Hyperlink has submitted an estimate for the purchase of two servers. The members discussed the estimate for the server purchase, and the earlier submitted estimate, which covers the labor entailed in upgrading the system. Ms. Luker inquired if the upgrade was covered in the maintenance contract. Mr. Beckermann commented that upgrades are not normally covered in an ongoing maintenance contract. The members agreed with Mr. Beckermann. The consensus is that the members would take the estimates back to their respective organizations to have them reviewed by their IT department. The members would then send any comments from their IT departments to Ms. Corella.

The members then discussed **Item 1387: Membership Application Fee**. Ms. Corella distributed the second draft she revised (see attachment). She revised the clerical loaded labor rate to reflect \$50.00. At the previous meeting, the members had agreed on the hours involved in the various tasks, which Ms. Corella revised to reflect those hours. However, the members are to send the loaded labor rate for their work hours to Ms. Corella. The City of Pasadena, and the City of Anaheim have submitted their hourly loaded labor rate. They are \$108.00, and \$90.00 respectively. The consensus is to submit the hourly rates to Ms. Corella so that she may arrive at an average hourly rate to input, and calculate the worksheet for completion.

Lastly, Ms. Corella reported that the carpet within the JPC office has rippled in many locations, and is in need of cleaning. She reported that she received a quote to clean the entire office for \$400.00; however, this would not include repairing the ripples. Ms. Corella stated that she is concerned with the ripple in the carpet in that they represent a hazardous situation. She stated that she received a second quote to clean and repair the carpet for \$1,116.00. The members inquired if this repair is the responsibility of the landlord, or the tenant. Ms. Corella responded that in reading the lease agreement that small repairs as this are the responsibility of the tenant. Management would cover any capital repair, or replacement, but this situation falls under the

responsibility of the tenant. After discussion the members agreed to approve this expenditure since the ripples in the carpet posed a hazardous situation.

The meeting adjourned at 11:20 a.m. until October 19, 2005.

Jennie Corella, Office Manager

DRAFT 2

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
2005
APPLICATION FEE**

Clerical Process/Staff

Receive Formal Membership request Letter	\$ 12.50
Response letter mailed (Incl:postage, paper,.25/labor hr)	\$ 12.50
Agreement Copy Mailed (incl:postage, paper, .50 labor hrs)	\$ 18.00
Questionnaire mailed (Incl:postage, paper, .25/labor hrs)	\$ 25.00
Interview and discussion hours (approx/7 hrs)	\$ 350.00
Prepare/mail acceptance/denial letter (Incl:postage, paper,.25/labor hr)	\$ 12.50
Miscellaneous communication (via telephone and email/approx/ 1.50 hrs)	\$ 75.00
Prepare/mail invoice/resolution, first amendment (Incl:postage, paper,.75/labor hr)	\$ 37.50

\$ 537.50

Admin Board Process/Representatives

Review of requested documents (2 hrs)
Discussion of documents (4 hrs)
Interview by Board (2 hrs)
Misc. Hours by Member legal/acctg personnel (3 hrs)
Discussion/approval (3 hrs)
Miscellaneous hours (2 hrs)

\$

*Incl. Preparation of documents for review and discussion (document copies for members), input and reporting information on status of application, liaison for applicant and Board. Hours on recording and transcribing interview and discussion.

**deduct if application not accepted

Clerical Process/Staff

\$ 537.50

Board Process/Representatives

\$ -

TOTAL APPLICATION FEE

\$ 537.50

Southern California Joint Pole Committee
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October 19, 2005

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. Paula Haney	Verizon California
Ms. Velma Prouty	SBC – West
Mr. Malcolm Brown	Verizon Wireless
Mr. Sean Matlock	Southern California Water
Ms. Sherri Goetz	Southern California Edison
Mr. Mahendra Garg	City of Anaheim
Mr. Charles Vranek	Cingular Wireless
Mr. Thomas Dailey	City of Los Angeles (DWP)
Ms. Sue Thomas	Sprint PCS
Mr. Sheldon Cox	City of Pasadena
Ms. Norine Luker	NextG Networks
Ms. Jennie Corella	Committee Staff

Chairperson, Ms. Haney opened the meeting and asked the members to review the **September 2005 expense sheet**. Ms. Haney inquired if there were any questions, or concerns. Ms. Corella reminded the members that the \$2,000.00 centennial deposit was assessed equally. Ms. Prouty commented that the office printing expense has dropped since the members are now receiving one final JPA copy.

The next item on the agenda was the review of the **accounts receivable**. Ms. Corella remarked that she has been in contact with the City of Riverside and they are researching the past due invoices. The members briefly discussed the lack of member attendance. If members attended meetings regularly, they would become aware of the status of invoices and other issues. Ms. Luker suggested investing in conference call equipment to allow a greater number of members to teleconference committee meetings. The consensus is to tally member attendance at the end of the year, and discuss if any action would be in order.

The third item on the agenda was the **September member activity**, and JPA reports. The JPA activity report reflects that 917 JPAs were processed in September. Even with a volume of JPAs greater than usual processed, there is no backlog of JPAs. Ms. Corella reported that the staff worked efficiently, and effectively, the entire month without the need of overtime.

Item 1332: DWP Multi Member Codes will remain open pending on the completion and implementation of iPAM.

Remaining on the agenda is **Item 1369: Newpath Networks Membership**. It is the consensus of the committee that this item would remain open until the end of the year.

The sixth issue on the agenda is **Item 1385: Server Upgrade Estimate**. Ms. Corella briefed the members on this item. At the last meeting, the members were to have their respective IT departments review both proposals. Upon returning, the members were to bring their concerns, and comments from their organizations for discussion. The Operating committee must decide whether or not to move forward with the two Hyperlink proposals. She further reported that she received comments from SBC. Ms. Luker stated that NextG Networks is in agreement with the two estimates, and Ms. Haney stated that Verizon California also agrees. It was noted that MCI Communications also agreed with the two estimates. Ms. Goetz requested additional time to have the proposals reviewed by the SCE IT department. The current Dbase server is quickly losing integrity, therefore, there is urgency in replacing the current hardware. Therefore, it is the consensus of the committee to place this item on the November consent calendar.

The members then discussed **Item 1387: Membership Application Fee**. Ms. Haney reported that the City of Pasadena, the City of Anaheim, and Verizon California have submitted their loaded labor rates to complete the proposed application fee draft (see attached). Ms. Corella explained that she took the three submitted loaded labor rates and arrived at a simple average loaded labor rate of \$101.00. After the members reviewed draft 3 of the application fee, Ms. Corella inquired if there were any questions, or concerns. Ms. Corella stated that according to the 1998 Agreement, members are not to be compensated for the hours dedicated to committee work. The members discussed this issue, and agreed that on the right side of the draft, the loaded labor rate should read no-charge. On the clerical process it is agreed to require a one-hour minimum on all tasks. The consensus is to make the revisions on the final draft, send it out to the Operating committee members, and have the item on the November Consent Calendar for Board approval.

The last item number on the agenda was **Item 1394: 2006 Operating Budget** (attachment 1). Ms. Corella distributed a copy of the first draft of the proposed operating 2006 budget. The members reviewed the proposed draft line per line. The members discussed adding \$2,000.00 to hardware purchase, since it is anticipated that two JPC staff members would be requiring new PCs. This was the only revision to the submitted first draft. The consensus is to revise the first draft, and have the final draft on the Consent calendar of the November 2005 Administrative Board meeting.

Under miscellaneous items Ms. Corella reported that the Level IV staff are in need of new PCs. Ms. Corella stated that she would acquire three quotes

for PCs, and present the quotes to the Operating committee at the next meeting.

Ms. Corella opened discussion on the iPAM ad hoc committee. She stated that her concern is what happens to the ad hoc when the chair leaves the committee, and continuity is lost. At this, Ms. Corella stated that the ad hoc is in need of a project manager to dedicate the resources needed for such a project. Ms. Corella proposed to appoint Ms. Angela Pranata as project manager. She further stated that Ms. Pranata has the KSAs required for the project. She has a BS degree in computer information systems from California Polytechnic University, Pomona; and she is at level III billing status. She is very familiar with the JPA process, which is a necessity when automating a manual process. Ms. Corella is proposing that the project manager work as an assistant to the chairperson of the iPAM ad hoc committee, as well as liaison between the Committee and the programmer. Ms. Corella stated that Ms. Pranata currently maintains the web page, and is the person she herself goes to for IT direction and opinions. Ms. Corella has discussed this issue with Ms. Pranata. Ms. Pranata is responsive to the idea; however, Ms. Corella states that Ms. Pranata should be compensated for her efforts. The members agreed that this proposal would be an asset to the iPAM software development. Ms. Luker stated that this proposal is what the project requires; she further stated that a form of compensation could be a bonus when the project is complete. Ms. Corella informed the members that the billing void left by Ms. Pranata would be filled by the promoting of the two Level II billing associates, who are now billing at Level III status. The members discussed recognizing the staff mid-year and promoting anyone who is operating at a higher level. There were two items numbers assigned. **Item 1395: Promotions**, and **Item 1396: 2006 Salary Study/Evaluations**. The promotions are to address the current Level III billing of the Level II billing staff, and the project manager assignment of Ms. Pranata.

The members suggested that a meeting be scheduled between Mr. Dan Lewis, Ms. Pranata, Mr. Atalla, and Ms. Corella to aid Ms. Pranata in this undertaking. Ms. Corella would arrange a meeting to accommodate everyone's schedules.

The last item on the miscellaneous agenda is the archiving of JPAs. Ms. Corella reported that due to a lack of space, hardcopy JPAs are retained going back only three years. She questioned if saving copies of JPAs on a CD would be of any value to the members. The members responded that this service would be of great value to the members. Ms. Corella stated that she would initiate the process the first of the year.

The meeting adjourned at 11:55 a.m. until November 16, 2005.

Jennie Corella, Office Manager

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE Proposed Budget - 2006 (Draft 1)

Attachment 1

	2002	2003	2004	2005	2006	
<u>EMPLOYEE EXPENSE</u>	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	
Salaries	265,211	260,853	263,307	290,000	290,000	Roll-Over
Insurance - Med/Den	51,817	57,293	57,782	68,475	68,475	Roll-Over
Payroll Taxes	21,397	20,989	22,003	29,435	29,435	10.15% of Salaries
Worker's Comp	4,347	3,293	5,994	4,988	4,836	Fixed \$403/Monthly
Misc. Expense	567	1,022	634	1,200	1,200	Roll Over
<u>PENSION EXPENSE</u>						
Contribution-Sep IRA	19,457	27,537	26,416	30,450	30,450	10.50% of Salaries
<u>MONTHLY RECURRING</u>						
Rent	40,701	34,320	35,366	36,337	37,427	Lease agreement
Alarm System	-	207	361	300	300	Maintenance contract
Water (Drinking)	1,791	1,501	1,245	1,500	1,500	Roll-Over/Under Budget
Electric		5,947	5,858	7,000	7,500	Yr end proj will result over bdg
Janitorial Service	779	3,000	2,879	3,300	3,300	12 mo @ 275.00
Telephone	6,372	4,161	4,269	5,000	5,000	Yr end proj-on bdg
DSL/Internet	2,196	2,309	2,550	2,700	2,700	225.00 x 12 months
Postage & Shipping	1,733	2,609	3,273	3,000	3,500	2005 project 500 over budget
Business Insurance	1,092	1,337	1,309	1,600	1,600	Within budget expense
Committee Meetings	5,352	6,008	4,653	4,000	4,500	Yr end proj-over bdg
<u>EQUIP & FURN MAIN.</u>						
Rpr, Maint.Supp(copier/air)	1,001	3,096	2,627	4,000	4,000	3600 copier maintenance/400 A maintenance
<u>NETWORK SYSTEM</u>						
Technical Support	16,650	12,900	11,400	11,400	11,400	950 x 12 mo.=11400
Repair,Maint.Supp(prters/toner)	759	917	622	1,500	1,500	Roll-over/within budget
<u>PRINTING & SUPPLY</u>						
Office Printing	1,221	1,076	1,230	1,500	2,000	Yr end proj will result over bdg
Supplies(office/janitorial)	2,104	1,692	2,146	3,500	3,500	Roll-over/within budget
<u>CONTRACT SERVICES</u>						
Auditor	3,893	3,912	4,344	4,500	4,800	Anticipated rate increase
Attorney	50	1,600	2,988	-	-	**
<u>GENERAL EXPENSE</u>						
Bank Fees/Checks	945	1,163	1,125	1,300	1,300	Roll Over
Pubs & Subs	225	185	255	400	400	Roll Over
Seminars & Tuition	1,250	1,373	2,417	3,000	3,000	Roll Over
<u>COMPUTER SYSTEM</u>						
IPOLE Devel(Phase I)	13,239	100,610	122,100	84,600	28,200	7050x4 final payment April 2006
IPOLE Devel(Phase II)			-	-	-	**
Software Purchase	382		294	-	-	**
<u>EQUIP & FURN PURCHASE.</u>						

Purchases - other	19,393		736	-	4,326	Copier Lease Agreement
Hardware Purchase	2,842	3,420	436	-		**
<u>LONG TERM LIABILITY</u>						
Individual Arr.(Prior to '97)	7,166	4,364	676	3,860	4,207	\$350.54 x 12 mo.
TOTAL BUDGET	493,932	568,694	591,295	608,845	560,356	Proposed Budget decrease
						0.08

**Those line items with zero value will be assessed equally among members should it be necessary to expense

DRAFT 3

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
2005 APPLICATION FEE
Item 1349-Operating**

Clerical Process/Staff

Receive Formal Membership request Letter	\$ 12.50
Response letter mailed (Incl:postage, paper,.25/labor hr)	\$ 12.50
Agreement Copy Mailed (incl:postage, paper, .50 labor hrs)	\$ 18.00
Questionnaire mailed (Incl:postage, paper, .25/labor hrs)	\$ 25.00
Interview and discussion hours (approx/7 hrs)	\$ 350.00
Prepare/mail acceptance/denial letter (Incl:postage, paper,.25/labor hr)	\$ 12.50
Miscellaneous communication (via telephone and email/approx/ 1.50 hrs)	\$ 75.00
Prepare/mail invoice/resolution, first amendment (Incl:postage, paper,.75/labor hr)	\$ 37.50

\$ 537.50

Admin Board Process/Representatives

Review of requested documents (2 hrs)	202.00
Discussion of documents (4 hrs)	404.00
Interview by Board (2 hrs)	202.00
Misc. Hours by Member legal/acctg personnel (3 hrs)	303.00
* Discussion/approval (3 hrs)	303.00
Miscellaneous hours (2 hrs)	202.00

\$ 1616.00

*Incl. Preparation of documents for review and discussion (document copies for members), input and reporting information on status of application, liaison for applicant and Board. Hours on recording and transcribing interview and discussion.

**deduct if application not accepted

Loaded Lbr Rate (clerical) 50.00

Clerical Process/Staff \$ 537.50

Board Process/Representatives \$ 1,616.00

Member Submitted Loaded Labor Rates	
City of Pasadena	108.00
City of Anaheim	90.00
Verizon California	105.00
Total	303.00

Average Loaded Lbr Rate 101.00

TOTAL APPLICATION FEE \$ 2,153.50

Southern California Joint Pole Committee
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November 16, 2005

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. Paula Haney	Verizon California
Ms. Velma Prouty	SBC – West
Ms. Lynn Prescott	Verizon Wireless
Mr. Sean Matlock	Southern California Water
Mr. Ernie Solorzano	Southern California Edison
Mr. Don Beckermann	MCI Communications
Mr. Robert Allen	City of Los Angeles (DWP)
Ms. Sue Thomas	Sprint PCS
Mr. Sheldon Cox	City of Pasadena
Ms. Norine Luker	NextG Networks
Ms. Jennie Corella	Committee Staff

Chairperson, Ms. Haney opened the meeting and asked the members to review the **October 2005 expense sheet**. Ms. Haney inquired if there were any questions, or concerns. There were no questions from the members.

The next item on the agenda was the review of the **accounts receivable**. The City of Riverside continues to remain in default. However, Ms. Corella reported she has been in contact with Mr. Torelli and he has assured her that payment is in the process. Ms. Luker suggested contacting Mr. Torelli to remind him that the City of Riverside is now in default of the 1998 Agreement.

The third item on the agenda was the **October member activity**, and JPA reports. The JPA activity report reflects that 549 JPAs were processed in October. The members commended the JPC staff for continually processing the work without the need of overtime.

Item 1332: DWP Multi Member Codes will remain open pending on the completion and implementation of iPAM.

Remaining on the agenda is **Item 1369: Newpath Networks Membership**. It is the consensus of the committee that this item would remain open until the end of the year.

The sixth issue on the agenda is **Item 1385: Server Upgrade Estimate**. This item was approved at the Administrative Board meeting, which met earlier that morning.

Item 1387: Membership Application Fee, and Item 1394: 2006 Operating Budget was also approved at the Administrative Board meeting, which met earlier that morning. Therefore, the aforementioned items are closed.

Under miscellaneous items Ms. Corella reported that at the previous Operating meeting, the members had requested Ms. Corella obtain quotes to purchase three new PCs for the level IV billing associates, and one for Ms. Angela Pranata. Ms. Corella presented the three quotes to the members, and stated that Ms. Pranata recommends the quote from Computer Village located in San Dimas. The members questioned if a warranty was included. Ms. Pranata responded that there was a one-year warranty. Mr. Beckermann suggested instead of 512 RAM, to purchase 1 GIG of RAM. The members approved the purchase of the three PCs with the upgrade to one GIG. The purchase is within the limits of the Operating Committee expense approval.

The meeting adjourned at 11:25 a.m. until January 18, 2006.

Jennie Corella, Office Manager