

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

January 18, 2006

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 |
| Ms. Shelley Shannon | Southern California Edison |
| Mr. Malcolm Brown | Verizon Wireless |
| Ms. Lupe Hernandez | Cingular Wireless |
| Mr. Mahendra Garg | City of Anaheim |
| Mr. Randall Starkey | Adelphia Cable 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 **December 2005 expense sheet**. Ms. Haney inquired if there were any questions, or concerns. There were no questions from the members. Ms. Luker commended the office manager for ending the year-end below the 2005-projected budget. The members recognized the commendation.

The next item on the agenda was the review of the **accounts receivable**. It has been noted that the City of Riverside is no longer in default. Sprint PCS has taken a 10% discount on an invoice, leaving a balance of \$15.32. Ms. Corella will contact them. Ms. Haney inquired if there is a fine or penalty for those members who require several late notices. Ms. Corella responded that there is no late fee, however, according to the 1998 Agreement, a member is in default after 180 days. Ms. Corella quotes the Agreement in her past due notices. The members discussed implementing a charge, but this action would require amending the Agreement. Therefore, this issue would not be considered.

The third item on the agenda was the **December member activity**, and JPA reports. The JPA activity report reflects that 515 JPAs were processed in December. Ms. Corella reported that historically, December is a low volume month. Currently, the staff is working on a project of copying past JPAs onto CD's. This project is time intensive; therefore, the staff is working on the JPA

copying project this month since time has allowed, and will continue to do so as time allows.

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**. This item was closed at the Board meeting, which met earlier that morning.

The last items on the agenda are **Item 1395: Staff Promotions**, and **Item 1396: Salary Study Evaluations**. Ms. Corella reported that the issue behind the above-mentioned items is the promotion of Angela Pranata to project manager. At the previous Operating meeting, the members instructed Ms. Corella to conduct a salary study, and collect data in regards to the position of project manager. Since, Ms. Pranata has been promoted, the Level II billing staff has been promoted to Level III billing, and are performing in that capacity. Ms. Corella distributed the work sheets she created for the salary survey. The data was extrapolated from Salary.com, and PayScale. Com web sites. Ms. Corella walked through the documents and explained what she did with the data she collected. Mr. Prouty stated that due to the responsibilities the project management position would require; she is of the opinion that the proposed salary is in line with the position. Ms. Haney commented that in her opinion, the proposal is well supported. The members extensively discussed the value of having a project manager. The position would evolve as the duties and responsibilities of the project manager are identified. Ms. Corella stated that when iPAM is complete, the responsibilities of training, maintaining and trouble-shooting the application would be required. Eventually, the PM position would evolve into a type of maintenance position.

Mr. Allen inquired how would the position, and duties, that Ms. Pranata is vacating, be filled. Ms. Corella responded that Ms. Tiangco, and Ms. Perez are currently working in a Level III capacity. She stated that she had intended on proposing salary action for their promotions at their next performance evaluation. Ms. Corella presented the members with her proposals for promotion to Level III billing for Ms. Tiangco, and Ms. Perez. The members discussed the issue of promoting the two employees. The members agreed to promote the Level II billing staff to Level III billing with the proposed salary action. Mr. Allen stated that he would like to note that DWP did not agree with the majority.

Lastly, Ms. Corella opened discussion on the description of the office manager. She stated that in her opinion, office manager is a misnomer. In reading the description of the position on Salary.Com, it is not in line with the duties and responsibilities that the SCJPC office manager position entails today. Therefore, Ms. Corella stated that the title of office manager should be revised, to avoid misrepresenting the position in the future. A greater detailed description of the position should be created. Ms. Corella further stated that her current position includes human resources, executive assistant, accounting, and supervisory functions, which is not noted under office

manager job descriptions. Therefore, in her opinion the title and the description of the job duties of office manager are in need of revision for future applicants. **Item 1405: Job Description and Associated Salaries** has been assigned to the Operating committee.

The meeting adjourned at 12:15 p.m. until February 15, 2006.

Jennie Corella, Office Manager

Southern California Joint Pole Committee
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February 15, 2006

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

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|---------------------|----------------------------|
| Ms. Paula Haney | Verizon California |
| Ms. Velma Prouty | SBC – West |
| Ms. Lynn Prescott | Verizon Wireless |
| Mr. Viset Ong | City of Riverside |
| Ms. Shelley Shannon | Southern California Edison |
| Mr. Don Beckermanm | MCI Communications |
| Ms. Lupe Hernandez | Cingular Wireless |
| Mr. Larry Chow | Southern California Edison |
| Ms. Sue Thomas | Sprint PCS |
| Mr. Sheldon Cox | City of Pasadena |
| Ms. Norine Luker | NextG Networks |
| Ms. Jennie Corella | Committee Staff |

In the absence of the chairperson Mr. Garg, vice-president, Ms. Haney chaired the meeting. She opened the meeting by asking the members to review the **January 2006 expense sheet**. Ms. Haney inquired if there were any questions, or concerns. Ms. Hernandez remarked that in the absence of a representative chairperson, it is the responsibility of that chair to send their respective alternate in their place. Ms. Prouty stated that Mr. Garg has never chaired an ad hoc committee, and is unfamiliar with protocol. The consensus is to remind the members at the next board meeting of the correct procedures when chairing a committee. There were no further questions, or concerns from the members.

The next item on the agenda was the review of the **accounts receivable**. Mr. Ong reported that he has processed the August and September City of Riverside invoices. The members were satisfied with the status of the report.

The third item on the agenda was the **January member activity**, and JPA reports. The JPA activity report reflects that 434 JPAs were processed in January 2006. The volume of work continues to be below average; however, the staff continues to work on the JPA archiving project.

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

Ms. Corella reported that she not received any communication, or information on **Item 1399: Metro PCS Application**, and **Item 1400: Clearlinx Application**.

The next item on the agenda is Item **1403: Altrio Correction of Records**. Ms. Corella reported that Mr. Atalla was able to extrapolate Altrio pole records from the Clipper database. However, the report is in rough draft form. Ms. Corella is working on placing the information on an Excel spreadsheet for easy data manipulation. The consensus is, that after the members have reviewed the pole records, they will discuss and decide how to handle the poles in removing Altrio as joint owners. The members will direct the committee staff as to how to correct the pole records. They item will remain open at this time.

The seventh item on the agenda is Item **1404: Member Board Attendance**. Ms. Corella distributed the spreadsheet reflecting member attendance for the year 2005. Ms. Haney briefed the members on this issue. She reported that last year the committee discussed the possibility of requiring a minimum amount of Board meeting attendance by the members. The members had discussed imposing a fine to those members that fall below the minimum requirement of attendance. It was noted that, if members are unable to attend, they have the option of teleconferencing. Ms. Luker reported that in those instances when she teleconferenced, she found the audio was poorly transmitted. The members agreed that a teleconference speaker device would resolve the audio problem. Ms. Corella stated that the current cost of teleconferencing is .18 cents per minute per caller. It was agreed to obtain additional quotes on a teleconference provider, and quotes on purchasing a teleconference speaker device. The ability to teleconference could aid those board members to improve on their attendance record. The consensus is to send the 2005 attendance sheet, via email, to all members stating that they have the ability to teleconference.

The last item on the agenda is **Item 1405: Job Description and Associated Salary**. The issue is primarily linked to the office manager position. At the previous meeting, Ms. Corella reported that in researching for the salary study, the title office manager is not in line with the current office manager position. She further stated that the tasks and duties associated with the current position are not expected from the normal description of office manager. The position requires administrative assistant, human resources, supervisory, bookkeeping and management duties. Ms. Corella's concern is that, in the future, the position may be misrepresented. It is agreed that the committee would work on arriving at a job description closer in line with the current position tasks, and responsibilities.

Under miscellaneous items, Ms. Corella reported that one PC has crashed. Ms. Corella reported that she replaced the PC with the identical specifications of the three PC's purchased last month. She further reported that Mr. Atalla has recommended replacing the remaining three PC's identical

to the recently purchased PC's. This would result in a JPC intranet, with identical specifications, which would aid in optical network functioning. Mr. Beckermann agreed, stating that having a network with the same configuration on all PC's would definitely result in an improved intranet operating system. After discussion, the committee agreed to approve the purchase of the three remaining PC's for the JPC staff.

The meeting adjourned at 11:05 p.m. until March 15, 2006.

Jennie Corella, Office Manager

Southern California Joint Pole Committee
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March 15, 2006

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:

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|---------------------|----------------------------|
| Ms. Paula Haney | Verizon California |
| Ms. Velma Prouty | SBC – West |
| Ms. Lynn Prescott | Verizon Wireless |
| Ms. Norine Luker | NextG Networks |
| Ms. Shelley Shannon | Southern California Edison |
| Mr. Malcolm Brown | Verizon Wireless |
| Ms. Lupe Hernandez | Cingular Wireless |
| Mr. Larry Chow | Southern California Edison |
| Mr. Mahendra Garg | City of Anaheim |
| Mr. Thomas Dailey | City of Los Angeles (DWP) |
| Mr. Sheldon Cox | City of Pasadena |
| Ms. Jennie Corella | Committee Staff |

Mr. Garg opened the meeting by asking the members to review the **February 2006 expense sheet**. Mr. Garg inquired if there were any comments, questions, or concerns. There were no questions, or concerns from the members. The above-average expenses had been clarified at the Board meeting, which met earlier that morning.

The next item on the agenda is the review of the **accounts receivable**. Mr. Laky requested a copy of all past due Sprint PCS invoices. The members were satisfied with the status of the report.

The third item on the agenda is the **February member activity**, and JPA reports. The JPA activity report reflects that 408 JPAs were processed in February 2006. Mr. Dailey inquired what these reports reflected. Ms. Corella responded that they reflect the volume of work (JPAs) processed for the previous month, and volume of work initiated by respective members.

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

Item 1399: Metro PCS Application was discussed at the Board meeting, which met earlier that morning. This item is to remain open.

Ms. Corella reported that in regards to **Item 1400: Clearlinx Application**, she has not received any correspondence.

The next item on the agenda is Item **1403: Altrio Correction of Records**. Ms. Corella reported that she provided a list of poles with Altrio attachments to the members as a tool to aid them in identifying these attachments. It is now common knowledge, that Champion Communications, the entity that purchased Altrio's assets, is not interested in joining the Committee. Therefore, these attachments should be handled as lease agreements. Ms. Corella reported, that at an earlier meeting, the consensus among the members is to meet and discuss how they, as a group, would handle the Altrio poles using the provided information. Ms. Corella added that the JPC would need direction from the members on this issue. Ms. Prouty added that Mr. Allen had suggested obtaining a contact name, and number for Champion to be distributed to the members. Mr. Chow remarked that he would obtain the contact name, and number for the people who negotiated the lease agreements between Champion and SCE. The other members agreed that they too, would investigate for a contact name and number within their respective organizations. This item is to remain open at this time.

The next item on the agenda is Item **1404: Member Board Attendance**. The members discussed the 2005 attendance record. In the past, the members have discussed imposing a penalty fine to those members with a below average attendance. The members agreed that the attendance document file would be sent every month to the members. This would make members aware of their attendance, and active participation. The members reiterated, that representatives have the option of teleconferencing.

Mr. Garg extended congratulations to those members with 100% attendance record for the year 2005. Those members are: Verizon Wireless, City of Los Angeles, Sprint PCS, Verizon California, Cingular Wireless, AT&T California, and Southern California Edison. This item is to remain open this time.

The last item on the agenda is **Item 1405: Job Description and Associated Salary**. The issue is primarily linked to the office manager position. Ms. Luker briefed the members on this issue. This item is to develop job descriptions, and an associated salary review for the office manager, and the JPC staff. Ms. Luker reported that in researching, within her organization with the HR director, she discovered that the term office manager (OM), does not describe the current OM responsibilities. The JPC office manager's duties are much more extensive, than the duties that fall under the job description of office manager. Ms. Luker reported that she has met with the HR director within her organization, and has received some suggestions at arriving at a job description that is in line with the current duties of the JPC office manager. She further stated that she would be emailing Ms. Corella documents to complete, and would be arranging a meeting with her to work on her job description, and the other JPC office positions. This item is to remain open at this time.

Under **miscellaneous items**, Ms. Corella reported that Ms. Pranata has researched various models, and brands for the purchase of a conference phone. She distributed the documents comparing the various selections. The members reviewed, and discussed the options. After extensive discussion among the members, the consensus is to purchase the Poly-com Sound-Station VTX 1000. Ms. Corella will inquire into warranties, and costs from store front vendors such as Best Buy, and Circuit City.

Ms. Corella distributed comparison data for various teleconferencing call providers. Currently, the JPC provider is Verizon California. The members reviewed the plans provided by Ms. Pranata. Ms. Pranata briefed the members on the plans she collected. The members questioned, and discussed the various plans to determine which plan would best serve their needs. The consensus is to engage Simplicity-Call, with the flat rate plan, on a month to month basis.

The meeting adjourned at 11:25 p.m. until April 19, 2006.

Jennie Corella, Office Manager

Southern California Joint Pole Committee
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April 19, 2006

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:

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|---------------------|----------------------------|
| Ms. Paula Haney | Verizon California |
| Ms. Velma Prouty | SBC – West |
| Ms. Lynn Prescott | Verizon Wireless |
| Mr. Richard Walker | NextG Networks |
| Ms. Norine Luker | NextG Networks |
| Ms. Shelley Shannon | Southern California Edison |
| Mr. Malcolm Brown | Verizon Wireless |
| Ms. Lupe Hernandez | Cingular Wireless |
| Ms. Sue Thomas | Sprint PCS |
| Mr. Mahendra Garg | City of Anaheim |
| Mr. Robert Allen | City of Los Angeles (DWP) |
| Mr. Don Beckermann | MCI Telecommunications |
| Ms. Jennie Corella | Committee Staff |

Mr. Garg opened the meeting by asking the members to review the **March 2006 expense sheet**. Mr. Garg inquired if there were any comments, questions, or concerns. There were no questions, or concerns from the members. Ms. Corella reported that the above-average expenses are due to the purchase of two HP Proliant servers, and the required software. She further reported that projecting year-end, there is a possibility that the expenditures, could go beyond budgeted expenses.

The next item on the agenda is the review of the **accounts receivable**. Nextel Communications, and Sprint PCS are more than ninety days delinquent. This could be due to the two entities merging. Ms. Corella will continue to make contact with them to rectify the situation.

The third item on the agenda is the **March member activity**, and JPA reports. The JPA activity report reflects that 367 JPAs were processed in March 2006. March is reflective of a small month. Since the Clipper program no longer exists, the office is restructuring the JPA process momentarily, until Hyperlink completes the FRIEND application.

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

Item 1399: Metro PCS Application is next on the agenda. This issue was discussed at the Board. The concern with the members, is that the CPUC issued WIN is in the name of Royal Street, their subsidiary, and not in Metro PCS. The non-refundable application fee of \$725.00 has been received, and would be deposited. This item is to remain open.

Ms. Corella reported that in regards to **Item 1400: Clearlinx Application**, as was reported at the Board meeting earlier that morning, Clear Linx has a concern with disclosing their financial statements to the entire Board members. They explained that their direct competitor is a member of the committee. The consensus is that, unless they submit their financials for review by the entire Board, the Committee cannot move forward with their application. Ms. Corella will contact ClearLinx with the committee's response.

The next item on the agenda is Item **1403: Altrio Correction of Records**. Ms. Corella inquired direction in handling the existing Altrio poles in the database. The agreement is that the pole space must be reversed, and given back to the original owner of the space. The JPC office will undertake this task.

The next item on the agenda is Item **1404: Member Board Attendance**. The consensus is to continue the log attendance, and send it out to the members on a monthly basis. This item would remain open for discussion of a process to improve Board attendance.

The last item on the agenda is **Item 1405: Job Description and Associated Salary**. The issue is primarily linked to the office manager position. Ms. Luker reported that she, and Ms. Corella are working on creating the job description to fit the current functions of the office manager.

Under **miscellaneous items**, Ms. Corella stated that she is of the opinion that the JPC office server is in need of a larger back-up battery unit. In the last year, the office has experienced two power outages. Ms. Pranata has procured a quote for an APC Smart-UPS 1500VA USB. The cost for this piece of equipment is \$519.00. The core purpose of a back-up unit is to allow you that additional time to manually shut down your system. Therefore, since the outages happen during off hours, it is recommended that the unit have the ability to automatically shut down the server. Ms. Corella, and Ms. Pranata are not certain if the quoted price includes the functionality of automatic server shutdown. Ms. Pranata will investigate further on this unit. The consensus is that the JPC office server should have a back-up process, in times of emergencies, and power outages. This item would remain open for further discussion.

Lastly, the members discussed the purchasing of a PC for Ms. Pranata, who is currently, the iPAM project manager. Ms. Prouty, opened discussion by stating, that since the PM would be visiting member offices, perhaps the

committee should provide her with a PC. It was suggested that since Ms. Pranata has a personal PC, another option would be to subsidize her for the use of her phone. Mr. Allen stated that since she would be traveling from office to office, if someone needed to contact her, they could call that member's office. Ms. Prouty stated that the PC could be for the use of the entire staff, should a staff member have the need of working off-site. After further discussion, the consensus is that, at this time, there is no need for providing the JPC with a PC. However, should the need arise, this issue would be revisited.

The meeting adjourned at 11:15 p.m. until May 17, 2006.

Jennie Corella, Office Manager

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May 17, 2006

A meeting of the **Operating Committee** took place on the above date, at 11:20 a.m., at the Committee office. Those in attendance were:

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|---------------------|----------------------------|
| Mr. Mahendra Garg | City of Anaheim |
| Ms. Paula Haney | Verizon California |
| Ms. Velma Prouty | At&T California |
| Ms. Lynn Prescott | Verizon Wireless |
| Mr. Sean Matlock | Golden State Water |
| Ms. Debra Okano | Cingular Wireless |
| Ms. Doug Schmaderer | City of Pasadena |
| Ms. Norine Luker | NextG Networks |
| Mr. Larry Chow | Southern California Edison |
| Ms. Sherri Goetz | Southern California Edison |
| Ms. Shelley Shannon | Southern California Edison |
| Mr. Malcolm Brown | Verizon Wireless |
| Ms. Lupe Hernandez | Cingular Wireless |
| Ms. Sue Thomas | Sprint PCS |
| Mr. Robert Allen | City of Los Angeles (DWP) |
| Mr. Don Beckermann | MCI Telecommunications |
| Ms. Jennie Corella | Committee Staff |

Mr. Garg opened the meeting by asking the members to review the **April 2006 expense sheet**. Mr. Garg inquired if there were any comments, questions, or concerns. Mr. Allen reported a concern from the City of Los Angeles. He stated that the controller's office of his organization questioned the software development. On the monthly SCJPC financial operating expense sheet, software development (iPOLE) is listed under capital investments. If this expense is a capital investment, is it handled as a depreciating asset, and if not, then why it is listed under capital investments. Mr. Allen reiterated that this is a concern/question from the controller's office of the City of Los Angeles, and is causing a delay in payment of the February 2006 assessment invoice. Ms. Corella responded that she would question the committee auditor, and would then report his response to the members. There were no further concerns, or questions.

The next item on the agenda is the review of the **accounts receivable**. Sprint is now current, with the exception of a \$15.00 balance. Ms. Corella will continue to attempt collection from T-Mobile and XO Communications in regards to December 2005 unpaid invoices.

The third item on the agenda is the **April member activity**, and JPA reports. The JPA activity report reflects that 497 JPAs were processed in April 2006. April is reflective of a slightly lower than average month. The JPC staff is continuing working on the FRIEND application, with daily enhancements.

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

Item 1399: Metro PCS Application is next on the agenda. Metro PCS has submitted their application fee, and financial statements. Ms. Prouty reported that AT&T California does not view their financial statements favorably, therefore, at this juncture, would not approve their membership. Mr. Allen remarked that, according to the financial response from the City of Los Angeles, Metro PCS is financed by debt, and concurs with AT&T California. The consensus is to request another financial statement audited by a reputable accounting firm.

Ms. Corella reported that in regards to **Item 1400: Clearlinx Application**, a correspondence has been sent to ClearLinx notifying them that all members would be reviewing their submitted financial statements. At this time, the JPC office has not received a response to the last correspondence.

The next item on the agenda is Item **1403: Altrio Correction of Records**. Ms. Corella reported that all Altrio poles have removed, and the purchased space credited back to the original seller. This item is now closed.

The next item on the agenda is Item **1404: Member Board Attendance**. The consensus among the members is to make this item a standing agenda issue to be reviewed at every operating committee meeting.

Next on the agenda is **Item 1405: Job Description and Associated Salary**. Due to the immediate attention of the JPC staff evaluations, Ms. Corella was unable to complete this project. She would have the descriptions completed by next meeting. This item to remain open at this time.

The tenth issue for committee discussion is **Item 1418: Banning Membership application**. As reported at the Board meeting, which met earlier in the day, Banning is interested in membership and would be sending their application fee in the mail. This item would remain open at this time.

The last topic for discussion is **Item 1417: 2006 Staff Evaluations**. Ms. Corella distributed the documents detailing her proposals for salary action tied to the JPC staff evaluations. The members reviewed the method, and tools utilized in evaluating the staff, as well as the proposed salary action worksheet. The members extensively discussed the evaluations, and proposals. The committee approved the proposed salaries, with some minor changes. The salary action would become effective June 1, 2006.

Under **miscellaneous items**, Ms. Corella reported that at the last meeting, the members discussed purchasing a back-up battery unit for the server. The members primary concern is that the unit should have the ability to self-shutdown. This is in the event of an emergency power outage when the office is closed. Ms. Corella distributed a worksheet listing several distributors, and the several costs for the back-up battery unit. The members approved the purchase at a cost of \$621.00. This item would be assessed equally.

The meeting adjourned at 2:15 p.m. until June 21, 2006.

Jennie Corella, Office Manager

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June 21, 2006

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:

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|---------------------|----------------------------|
| Mr. Mahendra Garg | City of Anaheim |
| Ms. Paula Haney | Verizon California |
| Ms. Velma Prouty | At&T California |
| Mr. Don Beckermann | MCI Communications |
| Mr. Mike Bogner | Sprint Communications LP |
| Mr. Larry Chow | Southern California Edison |
| Mr. Malcolm Brown | Verizon Wireless |
| Mr. Steve Rodriguez | T-Mobile |
| Ms. Lupe Hernandez | Cingular Wireless |
| Mr. Robert Allen | City of Los Angeles (DWP) |
| Ms. Jean Baccus | Committee Staff |

Mr. Garg opened the meeting by stating that, the Hyperlink FRIEND contract needs to be addressed. Mr. Chow stated that the contract requires signatures to finalize, and disburse the initial payment to Mr. Atalla since the software is complete. Mr. Chow motioned to accept the Hyperlink contract, in the amount of \$65,000.00. Ms. Haney seconded the motion. All other members accepted the motion, with the exception of Mr. Bogner, who abstained.

The first item on the agenda is the **June 2006 Operating Expense Sheet**. Mr. Garg inquired if there were any comments, questions, or concerns. There were no responses.

The next item on the agenda is the review of the **accounts receivable**. Mr. Allen reported that the accounting office of DWP has a concern with the February 2006 assessment invoice. He added that he would follow up on the past due invoice. Mr. Rodriguez stated that he has sent the December 2005 invoice for remittance. XO Communications has a December 2005 outstanding invoice. The JPC office will continue attempting to collect this invoice.

The third item on the agenda is the **May member activity**, and JPA reports. The JPA activity report reflects that **584** JPAs were processed in May 2006. May is reflective of an average month. Ms. Haney recognized the JPC staff for the successful transition from Clipper to FRIEND. The JPC staff continues to remain on target in processing all JPAs, in spite of the transition. Ms. Baccus reported that this month's Form 44's would be processed

manually, however, there is a good possibility that the Form 44's for next month would be FRIEND generated.

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

Item 1399: Metro PCS Application is next on the agenda. Ms. Haney reported on the status of this application. She reported that the Board has requested an audited financial statement prepared by a reputable accounting firm. The original submitted financial statement was unsatisfactory to the Board. Ms. Baccus reported that Ms. Corella sent a correspondence to Metro PCS requesting an audited financial statement. The JPC office has not received a response. This item is to remain open at this time.

Ms. Hernandez reported in regards to **Item 1400: Clearlinx Application**. She stated that ClearLinx has a concern with all members reviewing their financials in that a certain members is their direct competitor. Ms. Baccus reported that a response has been sent to ClearLinx stating that the Board cannot deviate from the application process, and allow a chosen few members to review their application. The JPC office has not received a response to date. This item is to remain open at this time.

The next item on the agenda is Item **1404: Member Board Attendance**. Mr. Garg reported that this status report is sent via email monthly to the Board members. This item is to be a standing issue on the Operating agenda. Mr. Garg read those members that reflect zero attendance. Mr. Brown added that the primary purpose of purchasing the teleconference equipment is to allow those members unavailable to commute to the San Dimas office, to participate by telecommuting. Ms. Hernandez stated that since this issue is to remain a standing order on the agenda, perhaps the item number should be closed. It was agreed to close this item number

Next on the agenda is **Item 1405: Job Description and Associated Salary**. Ms. Baccus distributed the proposed title, and description for the position of office manager created by Ms. Corella. Mr. Allen proposed to table this until the next meeting when Ms. Corella, and the members may discuss and comment. It has been suggested to bullet point the job description. This item is to remain open at this time.

The last issue for committee discussion is **Item 1418: Banning Membership application**. Mr. Garg stated that this issue had been discussed at the Board meeting, which met earlier that morning. Mr. Chow inquired from the members, that when a municipality applies for membership, are their financial documents treated as privately owned entities. Ms. Prouty responded that within her organization, all applicants are handled in a similar fashion. Ms. Prouty added that the application fee is not a deposit, therefore; it is a non-refundable expense to the applicant.

Under **miscellaneous items**, Mr. Garg reported that he had with him a pole replica given to him by a contractor to be considered for use at the centennial celebration. He added that when the ad hoc centennial committee met at Newport Beach to tour the ship, they had discussed the matter of table centerpieces. Ms. Prouty stated that she is in contact with someone who could be a candidate for the preparation of centerpieces. Mr. Garg further added that he has procured someone to act as official photographer.

The meeting adjourned at 10:55 a.m. until July 19, 2006.

Jean Baccus, Assistant Office Manager

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

July 19, 2006

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:

| | |
|---------------------|----------------------------|
| Mr. Mahendra Garg | City of Anaheim |
| Mr. Raymond Tyler | Verizon California |
| Ms. Velma Prouty | At&T California |
| Ms. Sherri Goetz | Southern California Edison |
| Mr. Larry Chow | Southern California Edison |
| Ms. Shelley Shannon | Southern California Edison |
| Mr. Robert Allen | City of Los Angeles (DWP) |
| Mr. Malcolm Brown | Verizon Wireless |
| Ms. Lynn Prescott | Verizon Wireless |
| Ms. Norine Luker | NextG |
| Ms. Lupe Hernandez | Cingular Wireless |
| Ms. Sue Thomas | Sprint PCS |
| Ms. Jennie Corella | Committee Staff |

Mr. Garg opened the meeting by addressing the first item on the agenda, the **June 2006 Operating Expense Sheet**. The members commented on the committee meeting expense. Ms. Corella responded that since the meetings are now catered, the expenses have increased, however, so has the attendance for the ad hoc meetings, which follow the Board. In many instances, the members participate in working lunches.

Mr. Allen inquired if the FRIEND software would now depreciate, since it is a capital investment that is in production. Ms. Corella responded that she is certain that this investment should start depreciating, however, she would inquire with the committee accountant as to which depreciating schedule would be utilized.

The next item on the agenda is the review of the **accounts receivable**. Mr. Allen reported that he would follow up on the past due February invoice. Ms. Corella reported that she would contact Mr. Steve Rodriguez on the status of the T-Mobile past due December 2005 invoice. Mr. Garg commented that Adelpia Communications has been taken over by Time-Warner. Ms. Corella commented that the Adelpia on the default list is Adelpia Business Solutions, which is in Chapter 11. She added that the SCJPC is on the creditors list.

The third item on the agenda is the **June member activity**, and JPA reports. The JPA activity report reflects that **449** JPAs were processed in June

2006. June is reflective of a slightly below-average month. The JPC staff continues to remain on target in processing all JPAs, and experiencing a relatively sooth transition from Clipper to FRIEND.

The next item on the agenda is **Member Board Attendance**. A record of the members Board attendance is sent to all members with the monthly email notice of meetings message. The purpose of this exercise is to encourage member participation. Ms. Luker suggested personally contacting those members with zero attendance, and inquiring as to why they are unable to attend any of the Board meetings.

Item 1332: DWP Multi Member Codes will remain open pending on the completion and implementation of iPAM. Ms. Corella suggested contacting the clerical staff at DWP, and ascertaining whether they wish to continue utilizing multiple codes, or would like to merge, edit or delete the codes. When this is resolved, then this item would be closed.

Item 1399: Metro PCS Application is next on the agenda. Ms. Corella reported that the last correspondence sent to Metro PCS, is requesting a copy of an audited financial statement prepared by a reputable accounting firm. To date, the JPC office has not received any Metro PCS response correspondence.

Item 1400: Clearlinx Application is number seven on the discussion agenda. This issue is linked to Item 1420: Financial Privacy Issues. Mr. Chow stated that what is required from ClearLinx, at this time, is an audited financial statement. He added that the applicant is requesting limited viewing of their financial documents, thus the connection between item 1400, and item 1420.

The members reviewed the last correspondence from the applicant (attachment). The correspondence states that ClearLinx, is unable to submit an audited financial statement to the SCJPC at this time, however, could provide one late in this year or early 2007. They are requesting this portion of the application criteria waived. They are again requesting that the SCJPC restrict access of their financial information to potentially competitive members. The members discussed the ClearLinx requests extensively, and agreed that they would not deviate from the application process, and/or the required criteria.

Ms. Prescott remarked that requesting an audited financial statement is a common practice. She further stated that banks require audited financial statements prior to processing a loan application. She added that although private entities are not required to publicly disclose their financial information, however, if they request a loan from a financial institution, or wish to join an organization, they must make a business decision to disclose financial information.

Ms. Luker stated that in her opinion, she believes NextG could be the member that is in direct competition with ClearLinx. She added that there is a great probability that NextG would abstain from voting on approving the ClearLinx membership.

The members agreed that they would not initiate the practice of waiving certain conditions of membership at the request of applicants. To deviate from the application process today, would set precedent for future applicants.

Next on the agenda is **Item 1405: Job Description and Associated Salary**. Ms. Corella distributed the proposed job titles, and the related job description for the current office manager position to the members. Some position title suggestions for office manger are Director of Operations, and Executive Director. Ms. Corella will research the descriptions associated to these job titles to match the title which best relates to the office manager duties.

The last issue for committee discussion is **Item 1418: Banning Membership application**. The members agreed to request an audited financial statement from Banning.

Under **miscellaneous items**, Ms. Hernandez stated the ad hoc committee has discussed the issue of purchasing an LCD projector for committee meeting use. It was agreed that the JPC office would research, and compare several brands of projectors, with the objective of purchasing the equipment.

The meeting adjourned at 11:05 a.m. until August 16, 2006.

Jennie Corella, Office Manager



June 29, 2006

Ms. Jennie Corella
Office Manager
Southern California Joint Pole Committee
437 So. Cataract Ave. Unit 3
San Dimas, CA 91773

Dear Ms. Corella,

ClearLinx Network Corporation is a Delaware Corporation and is authorized by the California Public Utilities Commission to provide Competitive Local Exchange, Access and Non-Dominant Interexchange Services throughout the State of California.

We are currently working on several projects in Southern California and believe it will be in our best interest to become a member of the Southern California Joint Pole Committee. We have reviewed your letter of December 6, 2005 in which you refer us to Section 6 of the Agreement for a detailed breakdown of the requirements for becoming a member. Section 6 refers to the following:

- (a) Must be a communication, electrical power, transportation or other Utility. As stated above, ClearLinx meets this criterion.
 - (1) Is a Government or Publicly owned Utility, or if a Privately Owned Utility presents a financial statement or balance sheet showing a net worth satisfactory to the Committee. We now understand this requirement to include audited financials. We will not be able to provide you with audited financials until late this year or early in 2007. We have asked you and the Committee to consider waiving this requirement since we have been approved by the CPUC or to at the very least, restrict access to our financial information by potentially competitive members.
 - (2) Agrees to meet all terms, conditions and obligation contained within this Agreement. Agreed.
 - (3) The ability to demonstrate proof of sufficient insurance, self insurance, or the financial ability to defend and to respond in damages to the kind of litigation usually incident to a utility business of the size of the applicant. ClearLinx, insured principally through Chubb, has demonstrated sufficient insurance for many utility, municipal and customer contracts, and will gladly

1901 S. Meyers Road, Ste. 190, Oakbrook Terrace, IL 60181
630-932-2900 Fax 630-932-2907

provide the Committee with a certificate of insurance once we receive the specific insurance requirements.

Enclosed is a check in the amount of \$725.00. It is our understanding this is a fee for processing the application and that regardless of whether we are, or are not accepted into the Committee, this fee is non-refundable.

We also understand you will not be able to fully process this application request until we have provided the Committee with our audited financials. However, we have been told the rules for evaluating new entrants to the Committee may be changing. We are requesting you accept this application so we may quickly react to any new procedures that may be put into place or alternatively, be immediately prepared to present our audited financials shortly after their completion.

Should there be other forms that need to be filled out, or other information we may provide at this time, please contact me or Kris Bennett at kbc@gvtc.com or phone her at (830) 885-7724.

Sincerely,



Terry Ray
Vice President & CFO

Cc: Kris Bennett
Ross W. Manire
Vince Aragona

1901 S. Meyers Road, Ste. 190, Oakbrook Terrace, IL 60181
630-932-2900 Fax 630-932-2907

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August 16, 2006

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. Mahendra Garg | City of Anaheim |
| Ms. Velma Prouty | At&T California |
| Mr. Larry Chow | Southern California Edison |
| Ms. Shelley Shannon | Southern California Edison |
| Mr. Richard Freyre | City of Los Angeles (DWP) |
| Mr. Tibor Laky | Sprint Communications, L.P. |
| Ms. Lynn Prescott | Verizon Wireless |
| Mr. Sheldon Cox | City of Pasadena |
| Ms. Lupe Hernandez | Cingular Wireless |
| Ms. Brandi Coonce | Cingular Wireless |
| Mr. Don Beckermann | MCI Communications |
| Ms. Sue Thomas | Sprint PCS |
| Ms. Jennie Corella | Committee Staff |

Mr. Garg opened the meeting by addressing the first item on the agenda, the review of the **July 2006 Operating Expense Sheet**. Ms. Prouty inquired into the bank fees and checks expense. Ms. Corella responded that this expense is for the payroll service that handles the JPC office staff payroll on a monthly basis. There were no further question, or comments.

The next item on the agenda is the review of the **accounts receivable**. Mr. Garg questioned the past due February 2006 City of Los Angeles invoice. Mr. Freyre responded that Mr. Allen is researching the problem of the past due invoice.

The third item on the agenda is the **July member activity**, and JPA reports. The JPA activity report reflects that **404** JPAs were processed in July 2006. She added that July is a small month because the City of Los Angeles did not submit their normal count of JPAs, however, they doubled up in August.

The next item on the agenda is **Member Board Attendance**. The members reviewed the attendance. Ms. Hernandez stated that perhaps, Mr. Ray Tyler of Verizon California, should be reminded that Verizon California is the current President of the committee, and the President's duty is to chair all the Administrative Board meetings. Ms. Corella stated that she would contact

Mr. Tyler as a reminder, since he has taken over this position this late in the year.

Item 1332: DWP Multi Member Codes was discussed next. Ms. Corella reported that her office would contact the City of Los Angeles office to determine if the multi-codes are required. She would also contact the programmer. This item was opened when the software was under iPOLE specifications. This may not be a problem for iPAM.

Item 1399: Metro PCS Application is next on the agenda. Ms. Corella reported that she has not received a response to the last correspondence she sent to Metro PCS. This item would remain open.

Item 1400: Clearlinx Application is number seven on the discussion. Ms. Corella reported that she sent a correspondence to ClearLinx, stating that the committee would not deviate from the application process. She has not received a response to this latest correspondence.

Next on the agenda is **Item 1405: Job Description and Associated Salary**. Ms. Corella reported that in researching job titles, and descriptions, the word, “manager” was the best search. In that the title, “office manager”, does not correlate with the current duties of the position, it was agreed that a new title must be selected. She reported that she has narrowed the choice down to, “manager of operations”, or, “operations manager”. She added that she would prefer, “manager of operations”. The ad hoc members agreed with the title of manager of operations.

The ninth issue for committee discussion is **Item 1418: Banning Membership application**. The applicant has submitted an audited financial statement. Ms. Corella reported that she would be sending a copy of the financial statement to all Board members, via an email PDF file attachment. Ms. Corella added, that if the members find the audited financial statement satisfactory, the next step in the application process is to invite the City of Banning for an interview session.

The final issue on the agenda is **Item 1422: Time Limits on Agenda Items**. At the Administrative Board meeting, earlier that morning, the members agreed to rename this item to, “**Annual Review of Open Agenda Items**”. The members discussed when in the year would these open items be reviewed. The consensus is to review the items at the November ad hoc meetings to determine whether to close the item, or to move it to the discussion calendar of the administrative board meeting. Ms. Prescott added that if the issue continues to be a concern for a particular member, then that member could bring the issue to the table again, and a new item number assigned.

Under **miscellaneous items**, Ms. Corella stated that she would like the Operating committee to consider creating an exempt position for an assistant

manager of operations/supervisor. Ms. Corella added that currently, she is the only exempt employee on staff. Mr. Chow inquired if Ms. Corella would be creating a new position, or would she be converting a current position to the assistant manger of operations position. Ms. Corella responded that she would be converting a current position. The position would be that of a level IV billing associate. Currently, the majority of billing associates are able to handle multi-party JPAs. However, there are those who have greater experience, and knowledge in regards to the Routine. Ms. Corella added that in her absence, this person would handle all issues at the time of occurrence, rather than waiting until she returns. Ms. Corella would begin documenting the job description, and requirements for this position. She added that she would also like to apply the similar objective to the current position held by Ms. Pranata – Project manager.

The next issue discussed was the purchasing of an LCD projector. Ms. Corella has compiled a list of projectors of different brands and models. The price ranges from \$700.00 to \$3,000.00. Ms. Corella read the different brands, and price ranges, for the projectors to the members. The consensus is to create a comparable spreadsheet for the different projectors with the cost not to exceed \$1,000.00.

The meeting adjourned at 11:25 a.m. until September 20, 2006.

Jennie Corella, Office Manager

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

September 20, 2006

A meeting of the **Operating Committee** took place on the above date, at 9:45 a.m., at the Committee office. Those in attendance were:

| | |
|---------------------|--------------------------------------|
| Mr. Malcolm Brown | Verizon Wireless |
| Ms. Velma Prouty | At&T California |
| Mr. Larry Chow | Southern California Edison |
| Ms. Shelley Shannon | Southern California Edison |
| Mr. Robert Allen | City of Los Angeles (teleconference) |
| Ms. Norine Luker | NextG Networks (teleconference) |
| Mr. Tibor Laky | Sprint Communications, L.P. |
| Ms. Lynn Prescott | Verizon Wireless |
| Mr. Doug Schmaderer | City of Pasadena |
| Ms. Lupe Hernandez | Cingular Wireless |
| Mr. Steve Rodriguez | T-Mobile USA |
| Mr. Don Beckermann | MCI Communications |
| Ms. Sue Thomas | Sprint PCS |
| Ms. Jennie Corella | Committee Staff |

In the absence of Mr. Garg, Mr. Brown chaired the meeting. Mr. Brown opened the meeting by addressing the first item on the agenda, the review of the **August 2006 Operating Expense Sheet**. The members reviewed the expenses, and had no questions, or concerns.

The next item on the agenda is the review of the **accounts receivable**. Mr. Allen reported that he is researching the cause for the past due February 2006 City of Los Angeles invoice. The members agreed that the accounts receivable report is satisfactory.

The third item on the agenda is the **August member activity**, and JPA reports. The JPA activity report reflects that **836** JPAs were processed in August 2006. Mr. Brown inquired what was the purpose of the reports. Ms. Corella responded that the member activity report reflects the total number of JPAs processed for the previous month, which member generated the greatest number of JPAs, as well as total number of pole records updated. She added that the JPA activity reflects the number of JPAs billed, and if there are any JPAs in backlog status. However, she stated that the office has not experienced a backlog in JPA processing in about four years. The members agreed that this report was not necessary at this time. If anytime in the future, the JPC office would experience a backlog in JPA processing, than this report would be reinstated.

The next item on the agenda is **Member Board Attendance**. The members reviewed the attendance report. The report is sent to the committee members on a monthly basis. It reflects member's attendance history for the monthly administrative board meetings.

1332: DWP Multi Member Codes was discussed next. Ms. Corella reported that her office has contacted DWP, to inquire if the multi-member codes would be required for the iPAM software application. She stated that DWP would continue to require their multi-codes. She added that since this is not a problem for FRIEND, and FRIEND is a proto-type for iPAM, this should not become a problem for iPAM. However, when iPAM is officially launched, and multi-codes prove troublesome, this issue would be reinstated. This item is closed at this time.

Item 1399: Metro PCS Application is next on the agenda. Mr. Brown stated that Ms. Corella reported on this item at the board meeting, which met earlier that morning. Ms. Corella received an email stating the Metro PCS continues to be interested in membership. This item is to remain open.

Item 1400: Clearlinx Application is number seven on the discussion. Ms. Corella reported that she has not received any communication from this applicant. This item would remain open at this time.

Next on the agenda is **Item 1405: Job Description and Associated Salary**. Ms. Corella stated that the title of, "office manager", has been revised to, "manager of operations", however, she would like to continue working on creating the exempt position of, "assistant manager of operations". This position would evolve from one of the current billing level IV associate positions. She is currently working on the description, and requirements for the position. When she has completed this for the position of assistant manager of operations, she would like to create similar criteria for the project manager, and the remainder of the positions within the joint pole office. Her recommendation is to close this item at this time, and to assign a new item number when she has completed this project, and is ready to present it to the operating committee. The members agreed with Ms. Corella. This item would be closed at this time, and Ms. Corella would continue working on this project with the objective of having the information to the ad hoc committee by the start of next year.

The ninth issue for committee discussion is **Item 1418: Banning Membership application**. Mr. Brown stated that this item was discussed and covered at the Board meeting, which met earlier that morning. This item is to remain open at this time.

The next issue on the agenda is **Item 1422: Annual Review of Open Agenda Items**. The members agreed that all unfinished business items should be reviewed, and if there is no resolution, the item(s) should be closed. If it

were necessary to re-address the issue in the future, a new item number would be assigned.

Item 1423: Standardization of Procedures and Minutes has been assigned to this committee from the ad hoc Routine Revision committee. This item addresses any agreements, decisions, and standards agreed upon by the members, but are not published in the Routine Handbook. There is discussion of publishing this information on the SCJPC website.

The last item for discussion is **Item 1424: 2007 Operating Budget**. Ms. Corella has created the first draft for review and discussion by the operating committee. Ms. Corella explained at how she arrived at each individual lined proposed budget item. The line items in question are the IT technical support and maintenance, and the completion of iPAM phase one. Ms. Corella added that a contract has not been negotiated at this time for these expenses, and perhaps the ad hoc computer committee could arrive at a proposed cost for these line items. Mr. Chow added that this decision has been made at the ad hoc, and there is no need to discuss these expenses. The expense that the committee would be moving forward with is that of the data center. Currently, Ms. Pranata is researching other hosting companies to obtain quotes. The proposed costs could be determined prior to negotiating any contracts. Mr. Brown inquired about the deadline for a board approved operating budget. Ms. Corella responded that she would require the budget approved by no later than January 31, 2007, at which time she would process the member's initial assessment invoice for the year. The members discussed the remaining items. Ms. Corella would have the second draft ready for the committee by the next operating meeting.

Under **miscellaneous items**, the members discussed the idea of sending via email, all the reports for the sub-committee meetings to the members prior to the date of the meeting. This would aid those members that teleconference with the ability to view the reports during the meetings, rather than later. It was agreed to implement this process for the next month's meetings.

The meeting adjourned at 11:25 a.m. until September 20, 2006.

Jennie Corella, Manager of Operations

Southern California Joint Pole Committee
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October 18, 2006

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. Mahendra Garg | City of Anaheim |
| Ms. Velma Prouty | At&T California |
| Ms. Paula Haney | NextG Networks (teleconference) |
| Mr. Larry Chow | Southern California Edison |
| Ms. Shelley Shannon | Southern California Edison |
| Mr. Richard Freyre | City of Los Angeles |
| Ms. Sherri Goetz | Southern California Edison |
| Ms. Lynn Prescott | Verizon Wireless |
| Ms. Lupe Hernandez | Cingular Wireless |
| Mr. Don Beckermann | MCI Communications |
| Ms. Sue Thomas | Sprint PCS |
| Ms. Jennie Corella | Committee Staff |

Mr. Garg opened the meeting by addressing the first item on the agenda, the review of the **September 2006 Operating Expense Sheet**. It has been noted that due to the expense of the FRIEND software, the year-end would result in exceeding the budgeted expenses. The committee did not anticipate the crash of the Clipper software, which resulted in the unexpected creation of new software expense (FRIEND).

The next item on the agenda is the review of the **accounts receivable**. Ms. Corella reported that the City of Los Angeles has paid all past due invoices. The members agreed that the accounts receivable report is satisfactory, and has improved.

Ms. Corella stated that she has not received any form of notification stating that Adelphia Cable, and ComCast Cable have been taken over by Time-Warner. Ms. Thomas reported that she recently spoke with Adelphia, and the merging entities are attempting to address the many issues resulting from this transaction. The consensus is to continue working with the merging entities as status quo.

The third item on the agenda is the **September member activity**, and JPA reports. The JPA activity report reflects that **436** JPAs were processed in September 2006. September was a below-average volume month.

The next item on the agenda is **Member Board Attendance**. The members reviewed the attendance report. The members noted those members

that are reflecting a zero percent attendance record. Ms. Corella stated that the teleconference phone number and passcode is sent to all Board members every month with the notice of the coming meetings. Members unable to commute have the option of teleconferencing. There are 20 available open lines.

Item 1399: Metro PCS Application is next on the agenda. Ms. Corella reported that Metro PCS is still interested in membership. To that, they have given Ms. Lynn George of BMS Communications authority to aid them in expediting their membership application.

Item 1400: Clearlinx Application is number six on the discussion. Ms. Corella reported that she has not received any communication from this applicant. Ms. Hernandez questioned if this is the applicant that would prefer not all members view their financial statements. Ms. Corella responded that a particular board member is their direct competitor, therefore, would not like to disclose any financial information to that competitor. This item would remain open at this time.

The seventh issue for committee discussion is **Item 1418: Banning Membership application**. Ms. Corella reported that Banning has submitted their application fee. Two City of Banning representatives had attended the Board meeting earlier that morning to answer any member's questions. This item would remain open at this time.

The next issue on the agenda is **Item 1422: Annual Review of Open Agenda Items**. The members agreed that all unfinished business items should be reviewed, and if there is no resolution, the item(s) should be closed by the end of the year. If it becomes necessary to re-address the issue in the future, a new item would be assigned to an ad hoc committee. Ms. Corella questioned how this action would be implemented, and at what point in the year would items be reviewed. Ms. Thomas responded that the members had agreed that November would be a good time to review all open items. It was agreed that each respective ad hoc committee would review those assigned item numbers in November. The items should be discussed, resolved, and/or closed.

Item 1423: Standardization of Procedures and Minutes was discussed next. This item addresses agreements, direction and decisions discussed and agreed upon by the members for the JPC office. There many billing questions the JPC staff has in regards to billing. It was agreed to create a book that the JPC staff would be able to access and refer to when billing questions arise. Ms. Corella suggested placing this information on the SCJPC website. Ms. Hernandez stated that this type information would be internal. Ms. Corella responded that by placing this type information on the website, utilities staff could have the option of reviewing committee decisions. This item would remain open.

The last item for discussion is **Item 1424: 2007 Operating Budget**. Ms. Corella opened discussion on the second draft of the 2007 proposed operating budget. She stated that the line items pertaining to the network system were blank on draft one, are now filled in. The members discussed the budget items, and agreed on the projected dollars expenses. However, a primary concern of some members is that not all line items that have been budgeted should be expensed proportionately. Ms. Goetz, and Mr. Chow are of the opinion that some budgeted line items should be assessed equally among members, rather than proportionately. If an expense is a mutual benefit to all members, then, that expense should be assessed equally. Ms. Hernandez stated that all members might utilize some items; however, SCE has the greatest volume of work, resulting in the greatest usage of resources. Mr. Chow added that if the members agree upon it, some budgeted line items could be assessed equally. After reviewing the agreement, it was found that it does not allude to equal assessments. Mr. Chow stated that some line items are not volume generated, and those items should be assessed equally. The consensus is to differentiate those line items that would be assessed equally, and those items that would be assessed proportionately. According to the agreement, operating expenses that are deemed reasonable, and necessary to operate the joint pole office shall be derived by assessment. Therefore, the members agreed that those expenses that are deemed necessary for the JPC office to operate would be assessed proportionately. The key word would be necessary. The members reviewed each line individually, and selected those line items to be assessed equally. The line items that are assessed equally will have an asterisk

The members discussed the tuition, and the reimbursement policy. The members inquired if an employee's education is paid for 100%, is there a time requirement that the employee must remain employed with the committee. If employment is terminated, does the cost have to be repaid to the committee? Ms. Corella responded that there is nothing in the employee handbook that requires a timeframe employment tied to education reimbursement. Mr. Chow suggested implementing that if a course exceeds X amount of dollars in educational classes, then a timeframe should be set. Currently, the committee tuition policy is that the employee is reimbursed 50% of the application fee if a letter grade of A or B is received in the course. A letter C grade results in 25% reimbursement. However, the proposed amount on the budget pertains to the courses for the current project manager. The members agreed to develop a detailed, specific tuition policy. The members agreed to send Ms. Corella their respective tuition policies for her review. Ms. Corella would compile a draft tuition policy.

Under **miscellaneous items**, Ms. Corella reported that Mr. Ernie Solorzano of SCE would be leaving the joint pole arena. Therefore, a farewell luncheon is in order, in that Mr. Solorzano has been an active participant in the SCJPC. It was agreed to expense the luncheon, which would be held at the El Torito Grill in Brea.

The meeting adjourned at 12:05 a.m. until November 15, 2006 -Jennie Corella, Manager of Operations

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November 15, 2006

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:

| | |
|---------------------|----------------------------|
| Mr. Mahendra Garg | City of Anaheim |
| Ms. Velma Prouty | At&T California |
| Ms. Paula Haney | NextG Networks |
| Mr. Sheldon Cox | City of Pasadena |
| Ms. Shelley Shannon | Southern California Edison |
| Mr. Robert Allen | City of Los Angeles |
| Mr. Justin Cashmer | Verizon California |
| Ms. Sherri Goetz | Southern California Edison |
| Ms. Lynn Prescott | Verizon Wireless |
| Ms. Lupe Hernandez | Cingular Wireless |
| Mr. Mike Bogner | Sprint Communications |
| Ms. Sue Thomas | Sprint PCS |
| Ms. Jennie Corella | Committee Staff |

Mr. Garg opened the meeting by addressing the first item on the agenda, the review of the **October 2006 Operating Expense Sheet**. The members had no questions, or concerns with the October expenses.

The next item on the agenda is the review of the **accounts receivable**. It was noted that Adelphia Cable is in default. However, this may be due to the current acquisition by Time-Warner of Adelphia Cable, and Comcast Communications.

The third item on the agenda is the **October member activity**. The JPA activity report reflects that **525** JPAs were processed in October 2006. October was an average volume month.

The next item on the agenda is **Member Board Attendance**. The members noted that some members did not attend, or teleconference one meeting during the current year. Yet, other members reflect 100% attendance. This issue would be discussed further at the next meeting.

Item 1399: Metro PCS Application is next on the agenda. Ms. Corella reported that this issue was discussed at the Board meeting, which met earlier in the day.

Item 1400: Clearlinx Application is number six on the discussion. Ms. Corella reported that she has not received any communication from this applicant. It is agreed that this item should remain open.

The seventh issue for committee discussion is **Item 1418: Banning Membership application**. This item was closed at the Board meeting, which met earlier that morning. The City of Banning has been approved for Board membership.

The next issue on the agenda is **Item 1422: Annual Review of Open Agenda Items**. All sub-committees are to review their open items, and decide if that item continues to be an issue to the committee. The ad hoc is to close the item, or create a plan to resolve it. The committee members reviewed their items. This item number would be closed now, and a new one assigned next year at this time.

Item 1423: Standardization of Procedures and Minutes was discussed next. This is a procedural book to be used by the JPC staff. The book would contain discussions, minutes, and directives from the board or ad hoc meetings. Ms. Corella stated that this is a work in progress being conducted by the JPC staff.

The next item for discussion is **Item 1424: 2007 Operating Budget**. The operating budget for 2007 was approved at the Board meeting, which met earlier that morning. This item is now closed.

The last item on the agenda is NewPath Networks Membership Application, which Ms. Corella reported at the Board meeting, which met earlier that day.

Under **miscellaneous items**, Ms. Corella stated that traditionally, the members have given the JPC staff an end of the year appreciation luncheon. At the prior Operating meeting, the members asked the staff to decide the luncheon venue. Ms. Corella reported that the staff has agreed on the Buca de Beppo restaurant in Claremont, on December 13th. The members agreed with the date, and venue.

The members agreed to allow the JPC staff one-half day off of either Christmas, or New Year's Eve.

The meeting adjourned at 1:00 p.m. until January 17, 2007

Jennie Corella, Manager of Operations