

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

January 17, 2007

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. Mahendra Garg	City of Anaheim
Ms. Velma Prouty	At&T California
Ms. Paula Haney	NextG Networks
Ms. Kourteny Aboudara	NextG Networks
Mr. Sheldon Cox	City of Pasadena
Mr. Adolph Gonzales	Southern California Edison
Mr. Varghese George	City of Glendale
Mr. Richard Freyre	City of Los Angeles
Mr. Malcolm Brown	Verizon Wireless
Ms. Sherri Goetz	Southern California Edison
Ms. Lynn Prescott	Verizon Wireless
Ms. Lupe Hernandez	Cingular Wireless
Mr. Tibor Laky	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 **December 2006 Operating Expense Sheet**. Ms. Corella reported that the annual expense is over projections due to the software development of FRIEND. The members had no other questions, or concerns with the year end expenses.

The next item on the agenda is the review of the **accounts receivable**. The two outstanding members are NextG Networks, and the City of Riverside. Ms. Haney requested a copy of the past due invoice, and stated that she would research the issue. Ms. Corella stated that she would contact the City of Riverside. Mr. Brown noted that the delinquent accounts receivable has greatly improved, and commended Ms. Corella on a job well done.

Ms. Corella reported that she has not received any form of communication from Time-Warner stating their position with the SCJPC, resulting from the Adelphia Cable Communications, and Comcast Cable take-over. She added that she is continuing to assess both Adelphia, and Comcast Cables separately.

The third item on the agenda is the **December member activity**. The JPA activity report reflects that **405** JPAs were processed in December 2006. December is a below-average volume month.

The next item on the agenda is **Member Board Attendance**. Mr. Garg noted that some members did not attend, or teleconference one meeting in 2006. He recognized those members who reflected 100% attendance. Those members are Verizon Wireless, City of Pasadena, Cingular Wireless, AT&T California, and Southern California Edison. Mr. Brown inquired if there would be any action taken for those members that did not attend a single meeting in 2007. The members discussed this issue, and the consensus is to send an email notice, and the attendance sheet to all members. The notice would remind members about their obligation to attend meetings, as quoted in the 1998 Agreement, and By-Laws.

Item 1399: Royal Street Communications Application is next on the agenda. Ms. Corella reported that the issue of the non-disclosure agreement was discussed extensively earlier that morning at the Board meeting.

Item 1400: Clearlinx Application is number six on the discussion. Ms. Corella reported on the status of this application. She stated that per the last correspondence, ClearLinx is to submit a copy of their audited financial statement. Ms. Thomas inquired if there is a time limit on open applications. Ms. Corella responded that to her knowledge, there is no time limit. Historically, the decision to close a particular application has been made at the Operating committee level. It was agreed to set a limit on open applications. In the application letter there would be a reference to the time limits on membership applications, which would be twelve months.

Item 1423: Standardization of Procedures and Minutes was discussed next. Ms. Corella reported that Ms. Baccus is currently working on this project. She is compiling billing procedures, and directions from the members, for the office staff to utilize. This is a work in progress. Ms. Corella inquired if this item could now be closed. The consensus is to leave this item open at this time.

The last assigned issue discussed is **Item 1428: NewPath Networks Membership Application**. Ms. Corella reported that she has received the applicant's application fee of \$725.00. What is needed to move forward with the application is the applicant's audited financial statement. The consensus is to send a correspondence to the applicant inquiring if they continue to have an interest in committee membership.

Under miscellaneous items Ms. Goetz stated that she would like to open discussion on Form 7. It was agreed to assign a number to this item. **Item 1432: Form 7 Clean-up** has been assigned to this committee. The issue is that the committee office is receiving every type of Form 7. The members agreed to create a list of situations when a copy of the Form 7 should be sent to the JPC office. If the Form 7 does not meet the criteria list, then the Form 7 would be returned to the initiator. The members agreed that the type of Form 7 copies to be sent to the JPC office are, 1) protest/do not bill, 2) correction of

record/location, and 3) add a tenant to record. It was agreed ***that when a Form 7 has been resolved, or cancelled, it is incumbent on the initiator to notify the JPC office, and the parties involved via an email. All other Form 7's would be returned to the initiator.*** The JPC staff would take a copy of that email, and attach it to their copy of the Form 7. In the standardization and procedures manual, the process of releasing a Form must be documented.

The JPC office will begin clearing out the Form 7 drawer to determine if the Form 7 has been cancelled, billed, or resolved.

Ms. Corella stated that Ms. Greene would be retiring in March 2007. She added that traditionally a party is given to the retiree. It was agreed that the date for Ms. Greene's retirement luncheon would be Friday, March 16th. Ms. Greene has mentioned that her preferred venue would be the Northwoods Inn, located in Covina. A message would be sent to the members inviting them to the celebration.

The meeting adjourned at 11:50 p.m. until February 21, 2007

Jennie Corella, Manager of Operations

Southern California Joint Pole Committee
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February 21, 2007

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. Justin Cashmer	Verizon California (teleconference)
Ms. Velma Prouty	At&T California
Ms. Paula Haney	NextG Networks
Ms. Kourteny Aboudara	NextG Networks
Mr. Sheldon Cox	City of Pasadena
Mr. Varghese George	City of Glendale
Mr. Robert Allen	City of Los Angeles (teleconference)
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 (teleconference)
Ms. Jennie Corella	Committee Staff

Mr. Cashmer opened the meeting by addressing the first item on the agenda, the review of the **January 2007 Operating Expense Sheet**. Ms. Corella reported that there is a surplus of income from the initial membership fee from City of Banning. She added that the fee covered the expenses for the entire month of December, with a surplus of approximately \$5,000.00 that has been applied toward the expenses for January 2007. Thus, decreasing the total January operating expenses assessed to the members. There were no further questions in regards to the January 2007 operating expenses.

Ms. Hernandez questioned the variance overage against the DSL expense. Ms. Corella responded that the number reflects three months charges. She added in many instances invoices fall within the same period. The incoming month should balance the YTD total.

The next item on the agenda is the review of the **accounts receivable**. It was noted that the City of Riverside has an invoice that is four months past due. Ms. Corella responded that she has made attempts to collect on this invoice. She added that she would continue to attempt collection from Riverside.

Ms. Goetz inquired into the status of the Adelpia chapter 11. Ms. Corella responded that it remains in the courts, and she continues to receive notification about future creditors meetings. The court venue is in the state of New York.

The third item on the agenda is the **January member activity**. The JPA activity report reflects that **383** JPAs were processed in January 2007. January reflects a below average work month.

The next item on the agenda is **Member Board Attendance**. Ms. Corella reported that she sent an email notification to the committee members urging them to attempt to participate in the monthly administrative board meetings.

Item 1399: Royal Street Communications Application is next on the agenda. This issue was discussed at the Board meeting that met earlier that morning. Ms. Corella reported on the discussion. She stated that the consensus is to revise the Royal Street non-disclosure agreement submitted by the applicant. The issue is the state choice of law, which originally reads Texas. The state of law should be changed to read California. The agreement is to sign the NDA when it is revised as requested by the JPC.

Item 1400: Clearlinx Application is number six on the discussion. Ms. Corella reported that she has not received any communication from the applicant at this time. She added that she would contact them in regards to their application.

Mr. Chow stated that ClearLinx has been attempting to establish an agreement with SCE as long as they have been interested in committee membership. He reported that originally they applied as ClearLinx; however, they are now using the name of ExteNet.

Item 1423: Standardization of Procedures and Minutes was discussed next. Ms. Corella explained the purpose of this manual for Mr. Cashmer. It is documented procedures, and direction for the JPC staff on agreements for billing from the committee members. Ms. Jean Baccus is responsible for maintaining the procedures manual.

Number 8 on the agenda is **Item 1428: NewPath Networks Membership Application**. Ms. Corella stated that the status of this item number was discussed at the Board meeting that met earlier that morning (please refer to the Administrative Board meeting of this date).

The last assigned issue on the agenda is **Item 1432: Form 7 Clean-up**. Ms. Corella stated that this issue addresses the large volume of Form 7's received at the JPC office. She reported that the JPC office has reviewed the Form 7 drawer, and cleared 50% of the Form 7's. However, there are some questionable forms remaining that require reviewing by the initiators. Ms. Corella added that the majority of forms remaining had been initiated by Verizon California. Ms. Goetz inquired if Mr. Cashmer could find the time to visit the JPC office to verify the forms. Ms. Hernandez suggested the JPC office review the remaining forms, and if they do not meet the criteria outlined by the Operating committee members, then the forms are to be returned to the initiator. The criteria are the following situations: **1) protest/do not bill, 2) correction of record/location, and 3) add a tenant to record**. It was also agreed

that when a Form 7 has been resolved, or cancelled, it is incumbent on the initiator to notify the JPC office, and the parties involved via an email. All other Form 7's would be returned to the initiator. The JPC staff would take a copy of that email, and attach it to their copy of the Form 7.

Under miscellaneous items Ms. Corella opened discussion on taking two non-exempt positions, and amending them into exempt positions. She stated that she would like to take a current Level 4 billing associate position and change the description and duties to supervisor/assistant manager of operations. She would also like to take the project manager position and change it to CIS (computer information systems) manager (see attachments). She reiterated that both positions would be exempt.

The members and Ms. Corella discussed this issue extensively. In reference to the supervisor position, it was agreed to allow Ms. Baccus to act as supervisor temporarily for the month of April, and to compensate her for it. This would allow Ms. Baccus the opportunity to determine if she would choose to accept the position of supervisor.

The position title of project manager would be changed to CIS Manager and this would also become an exempt position. The members discussed the current project manager position.

Ms. Hernandez stated that she was in agreement with the description written for the position of CIS manager. The consensus is to re-title the position of project manager to CIS Manager. Ms. Corella would return next month with salary information for the position of CIS Manager, and supervisor.

The final topic of discussion is Ms. Gertrud Green's retirement luncheon. Ms. Corella reported that at the last meeting, she was requested to research the monetary gift rewarded to Ms. Hope Jarrard upon her retirement. Ms. Jarrard was awarded \$2,500.00. The members discussed this topic, and taking into account the inflation rate since Ms. Jarrard retired (eight years), it was agreed to reward Ms. Greene \$3,000.00.

The meeting adjourned at 12:20 p.m. until March 21, 2007

Jennie Corella, Manager of Operations

Attachment

Proposed Job Titles and Descriptions

Objectives:

To arrive at an occupational job title that is descriptive, and in line with the position and its associated duties. To create a job description that defines the specific duties, and knowledge, skills, and abilities associated with the position. Create pay scale range for position.

Current Position Title	Suggested Position Title
Billing Level IV (non-exempt)	Supervisor/Assistant MO (Exempt)

Description/Requirements:

Directly supervises office operations, and procedures such as the process and workflow of incoming/outgoing joint pole authorizations. Directs, distributes, and leads the core-work of personnel. Closes and balances the current billing month to ensure accuracy, and distribute Form 44's to committee members. Serves as acting manager of operations in the absence of manager. Has the authority to discipline personnel when required, and all other personnel related duties. Facilitate, and transcribe committee meetings when necessary. Process bi-weekly payroll via the Internet. Annually distribute W-2 forms, and 1099 forms to employees and contractors. Create, coordinate, and support safety programs, and goals to confirm with OSHA. Coach and mentor subordinates. Process multi-party JPAs, and answer all questions regarding multi-billing JPAs. Works with manager of operations on personnel annual performance evaluations Reports directly to manager of operations.

Requires a bachelor's degree, and 2 years experience in management, or in related field.

- Supervises office operations, and procedures such as the process and workflow of incoming/outgoing joint pole authorizations.
- Directs, distributes, and leads the core-work of personnel.
- Serves as acting manager of operations in the absence of manager. Has the authority to discipline personnel when required, and all other personnel related duties.
- Closes and balances the current billing month to ensure accuracy, and distribute Form 44's to committee members.
- Facilitate, and transcribe committee meetings when necessary.
- Process bi-weekly payroll via the Internet.
- Annually distribute W-2 forms, and 1099 forms to employees and contractors.
- Create, coordinate, and support safety programs, and goals to confirm with OSHA.
- Coach and mentor subordinates in all facets of billing.
- Process multi-party JPAs, and answer all questions regarding multi-billing JPAs.
- Works with manger of operations on personnel annual performance evaluations.
- Reports directly to manager of operations.
- Requires a bachelor's degree, and 2 years experience in management, or in related field.

Objectives:

To arrive at an occupational job title that is descriptive, and in line with the position and its associated duties. To create a job description that defines the specific duties, and knowledge, skills, and abilities associated with the position. Create pay scale range for position.

Current Position Title	Suggested Position Title
Project Manager (non-exempt)	Computer Information Systems –CIS Manager (Exempt)

Description/Requirements:

Aids the committee in realizing the maximum benefit from its computer development, and maintenance investments. Daily manages the current software utilized by the committee staff for processing all work. Maintains, and provides support for the SCJPC web site, and email (Godaddy). Performs monthly transfer of the pole and JPA records from local server to web server (using SQL Server Management Studio 2005). Interacts with the SCJPC web server hosting company (currently located back East) to maintain the current web server (Windows Server 2003). Works with manager of operations to ensure that all computer-related costs are expensed cost-effectively. Works with computer programmer in identifying the committee needs. Such as plan, design, develop and test all phases of all specialized software created for the committee. Trouble-shoot JPC office intranet, Internet, software and hardware (desktops, and local servers) issues. Create any custom query reports extrapolated from current database, (using SQL), requested by any committee members. Annually update, and revise all changes to the Routine Handbook, including pole prices, authorized costs, and section revisions. Able to understand, and perform monthly billing procedures of all type JPA's. Assist supervisor in minimizing any work overload to avoid backlog. Back up supervisor with month-end processing when necessary and/or required.

Requires a bachelor's degree, and 2 years experience in computer/management information systems, or in related field.

- Aids the committee in realizing the maximum benefit from its computer development, and maintenance investments.
- Daily manages the current software utilized by the committee staff for processing all work.
- Maintains, and provides support for the SCJPC web site, and email (Godaddy).
- Performs monthly transfer of the pole and JPA records from local server to web server (using SQL Server Management Studio 2005).
- Interacts with the SCJPC web server hosting company (currently located back East) to maintain the current web server (Windows Server 2003).
- Works with manager of operations to ensure that all computer-related costs are expensed cost-effectively.
- Works with computer programmer in identifying the committee needs. Such as plan, design, develop and test all phases of all specialized software created for the committee.
- Trouble-shoot JPC office intranet, Internet, software and hardware (desktops, and local servers) issues.
- Create any custom query reports extrapolated from current database, (using SQL), requested by any committee members.
- Annually update, and revise all changes to the Routine Handbook, including pole prices, authorized costs, and section revisions.
- Ability to understand, and perform monthly billing procedures of all type JPA's.
- Assist supervisor in minimizing any work overload to avoid backlog.
- Back up supervisor with month-end processing when necessary and/or required.
- Requires a bachelor's degree, and 2 years experience in computer/management information systems, or in related field.

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March 21, 2007

A meeting of the **Operating Committee** took place on the above date, at 11:15 a.m., at the Committee office. Those in attendance were:

Mr. Justin Cashmer	Verizon California
Ms. Velma Prouty	At&T California
Ms. Paula Haney	NextG Networks
Ms. Kourteny Aboudara	NextG Networks
Mr. Sheldon Cox	City of Pasadena
Mr. Larry Chow	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. Roger Ohms	City of Banning
Ms. Sue Thomas	Sprint PCS (teleconference)
Ms. Jennie Corella	Committee Staff

Mr. Cashmer opened the meeting by addressing the first item on the agenda, the review of the **February 2007 Operating Expense Sheet**. Mr. Chow questioned the attorney's expense. Ms. Corella responded that it is an annual expense initiated by the committee auditor. The auditor must confirm with committee legal counsel to ensure there is no pending litigation.

The next item on the agenda is the review of the **accounts receivable**. Adelphia Communications, and Sprint PCS are past due 60 days. Ms. Corella reported that she would contact them in regards to their past due invoices.

The third item on the agenda is the **February member activity**. The JPA activity report reflects that **452** JPAs were processed in February 2007. January reflects a below average work month.

The next item on the agenda is **Member Board Attendance**. The members view this report monthly, and a copy is sent to all members for their review.

Item 1399: Royal Street Communications Application is next on the agenda. Ms. Corella reported that she has contacted Ms. Lynn George informing her that the committee is requesting a change in state of choice in the non-disclosure agreement. She added that she has not received a response at this time.

Item 1400: Clearlinx Application is number six on the discussion. Ms. Corella reported that she has sent correspondence to ClearLinx inquiring if they continue to have an interest in committee membership. She has not received a response at this time.

Mr. Chow reported that ClearLinx is communicating with SCE, and are now referring to their organization as ExTenet.

Item 1423: Standardization of Procedures and Minutes was discussed next. This is an open item, because it is an ongoing work in progress.

Number eight on the agenda is **Item 1428: NewPath Networks Membership Application**. Ms. Corella reported that she has not received any correspondence from the applicant at this time.

The last assigned issue on the agenda is **Item 1432: Form 7 Clean-up**. Mr. Corella reported that the JPC staff would be reviewing every Form 7 in the office. Those forms that do not meet the criteria of forms that should be sent to the JPC office would be returned to the initiator.

Under miscellaneous items, Ms. Corella reported that she has purchased parking signs for the five spots assigned to the JPC office. She inquired if the members could give suggestions in placing the poles for the signs. She added that she would like to have the signs portable. Ms. Haney suggested using coffee cans with a sleeve to insert, and remove the poles on a daily basis. Mr. Freyre stated that he would obtain the coffee cans for the parking signs.

The next issue for discussion is the restructuring of the JPC office. Ms. Corella reported that she had a meeting with Ms. Jean Baccus. She reported that Ms. Baccus has accepted the recently established exempt position of Supervisor, and assistant manager of operations. Ms. Baccus would serve as supervisor commencing on April 1, 2007.

She added that the other exempt position established is that of current project manager to CIS (computer information systems) manager.

She stated that in her research on the Internet, she visited the bureau of labor statistics, and the California labor market information websites. She distributed a worksheet with the data she downloaded from the Internet.

The members reviewed the information. Ms. Corella stated that the supervisor position would be relieving the manager of the many personnel responsibilities, such as scheduling vacation, and other time off, based on the workflow of the office. She would work with the manager on annual performance evaluations, and assigning duties to the staff, and distributing the work.

The member's action is to arrive at compensation for the supervisor, and CIS manager positions. **Item 1437: Staff Restructuring** has been assigned to the operating committee for further discussion.

The meeting adjourned at 12:20 p.m. until April 18, 2007
Jennie Corella, Manager of Operations

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April 18, 2007

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. Justin Cashmer	Verizon California
Ms. Velma Prouty	At&T California
Mr. Malcolm Brown	Verizon Wireless
Ms. Kourteny Aboudara	NextG Networks
Mr. Sheldon Cox	City of Pasadena
Mr. Steve Rodriquez	T-Mobile USA
Mr. Larry Chow	Southern California Edison
Mr. Robert Allen	City of Los Angeles (teleconference)
Ms. Sherri Goetz	Southern California Edison
Ms. Lynn Prescott	Verizon Wireless
Ms. Lupe Hernandez	Cingular Wireless
Mr. Mahendra Garg	City of Anaheim
Ms. Sue Thomas	Sprint PCS
Ms. Jean Baccus	Committee Staff

Mr. Cashmer opened the meeting by addressing the first item on the agenda, the review of the **March 2007 Operating Expense Sheet**. Ms. Prouty questioned the salary expense. Ms. Baccus responded that April represented a three-payroll month, and Ms. Greene was paid her accrued vacation. She also received her retirement pay. This resulted in the salary expense overage. The retirement pay was assessed equally.

The next item on the agenda is the review of the **accounts receivable**. The members reviewed the report, and had no questions, or concerns.

The third item on the agenda is the **March member activity**. The JPA activity report reflects that **343** JPAs were processed in March 2007. March reflects a below average work month.

The next item on the agenda is **Member Board Attendance**. The members view this report monthly, and a copy is sent to all members for their review.

Item 1399: Royal Street Communications Application is next on the agenda. This issue was discussed earlier at the Administrative Board meeting, which met that morning (please refer to the April 2007 minutes for details).

Item 1400: ExTeNet Systems Member Application is number six on the discussion. ExTeNet systems have submitted their financial statements to the committee for review. The members are in the process of reviewing them with their respective financial departments.

Item 1423: Standardization of Procedures and Minutes was discussed next. This is an open item, because it is an ongoing work in progress.

Number eight on the agenda is **Item 1428: NewPath Networks Membership Application**. Ms. Baccus reported that she is not aware of any correspondence received from the applicant at this time.

The ninth assigned issue on the agenda is **Item 1432: Form 7 Clean-up**. Ms. Baccus reported that the Form 7 drawer has been cleared; therefore this item is now closed.

The last issue on the agenda is **Item 1437: Staff Restructure**. Ms. Hernandez opened discussion by stating that Ms. Corella is requesting another exempt position to serve as a supervisor. Ms. Hernandez is requesting the Ms. Corella provide the committee the benefit to the committee of creating another exempt position.

Mr. Chow suggested researching non-profit organizations for comparable compensation.

The members are requesting job descriptions for the manager, supervisor, and computer information systems.

This issue would remain open for further discussion.

Under Miscellaneous items, Mr. Brown stated that the attendance sheet should be in percentage order, and reviewed only on a quarterly basis, and not monthly as it is done today. The consensus is to quarterly remind all non-attending members that they are breaching the agreement by not attending the Board meetings.

The meeting adjourned at 11:30 a.m. until May 16, 2007

Jean Baccus, Assistant Manager of Operations

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Southern California Joint Pole Committee
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May 16, 2007

A meeting of the **Operating Committee** took place on the above date, at 12:15 p.m., at the Committee office. Those in attendance were:

Mr. Justin Cashmer	Verizon California
Ms. Velma Prouty	At&T California
Mr. Malcolm Brown	Verizon Wireless
Ms. Kourteny Aboudara	NextG Networks
Mr. Sheldon Cox	City of Pasadena
Ms. Paula Haney	NextG Networks
Mr. Larry Chow	Southern California Edison
Mr. Robert Allen	City of Los Angeles (teleconference)
Ms. Sherri Goetz	Southern California Edison
Ms. Lynn Prescott	Verizon Wireless
Ms. Lupe Hernandez	Cingular Wireless
Mr. Steve Rodriguez	T-Mobile USA
Ms. Sue Thomas	Sprint PCS
Ms. Jennie Corella	Committee Staff

Mr. Cashmer opened the meeting by addressing the first item on the agenda, the review of the **April 2007 Operating Expense Sheet**.

The members inquired if Ms. Corella would be recruiting to fill the void left by Ms. Greene. Ms. Corella responded that she would be filling the vacancy.

The next item on the agenda is the review of the **accounts receivable**. The members reviewed the report. Mr. Chow reported that the Adelpia Business Solutions bankruptcy has been settled, and SCE has been paid. Ms. Corella responded that the JPC office has not received any funds.

The third item on the agenda is the **April member activity**. The JPA activity report reflects that **411** JPAs were processed in April 2007. April reflects a below average work month.

The next item on the agenda is **Member Board Attendance**. The members discussed their options in persuading representatives to attend Board Meetings. The 1998 Agreement states that all representatives must attend 80% of Board meetings in one year, or else they are considered in breach of the contract. The members reviewed the agreement, and discovered that there is no monetary penalty fee stated.

Mr. Brown stated that rather than a monetary penalty applied to those members in breach, that they be restricted from transacting business within the JPC until they correct their practices.

It was agreed that this issue requires additional discussion.

Item 1399: Royal Street Communications Application is next on the agenda. The current concern with this issue is the non-disclosure agreement that the applicant is requesting the SCJPC to sign. The members would like to inquire to the committee legal, that if only the SCJPC president signs the NDA, are all members allowed to take the financial information to their respective organizations. After much discussion, it was agreed that the president is signing on behalf of the entire committee as one entity. Therefore, all members have the right to review, and have their respective departments review the financial.

Mr. Chow suggested engaging a third party neutral to review all applicant submitted financials, and recommend if it appears that the applicant, per their financials, is solvent. This would eliminate the issue of an applicant's financials being disclosed to a direct competitor who is on the committee and/or a conflict of interest. The consensus is to contact the committee legal for direction.

The committee would discuss this issue further.

Item 1400: ExTeNet Systems Member Application is number six on the discussion. ExTeNet systems have submitted their financial statements to the committee for review. Ms. Hernandez stated that since there are so many questions, and concerns, by members, she suggested that the committee invite the ExTeNet representatives to the next Board meeting for a forum.

Item 1423: Standardization of Procedures and Minutes was discussed next. This is an open item, because it is an ongoing work in progress.

Number eight on the agenda is **Item 1428: NewPath Networks Membership Application**. Ms. Corella reported that she would be emailing a scanned copy of the NewPath Networks submitted financial statement to the members for review.

The last issue on the agenda is **Item 1437: Staff Restructure**. Ms. Corella stated that she would present the JPC office organizational chart at the next meeting. She would complete the job descriptions for the supervisor, manager of operations, and CIS manager by the next meeting.

Under Miscellaneous items, Ms. Corella stated that she has the staff evaluations, and the proposed salary action.

The members briefly discussed the proposals.

The members agreed that they would have a teleconference call to further discuss the proposed salary action.

Ms. Hernandez shared data she retrieved from her salary research. Ms. Corella would provide the committee with the job descriptions, salary ranges, and tasks for the three aforementioned positions. This would be discussed at the next Operating meeting

Lastly, Ms. Corella, read a letter she received from an agency stating that they have discovered monies owed to the committee. It further stated that for a nominal fee, they would retrieve the funds for the committee. The amount in question is approximately \$ 4,400.00. The agency would deduct 33% as their commission for aiding the committee in retrieving the funds. Ms. Corella added that she contacted the agency via telephone; however, they would not disclose any information to her. The consensus is not to respond to this communication, in that it appears to have been sent from a non-reputable organization. Ms. Corella stated that she just wanted to inform the committee prior to disregarding the notice.

The meeting adjourned at 1:30 p.m. until June 20, 2007

Jennie Corella, Manager of Operations

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June 20, 2007

A meeting of the **Operating Committee** took place on the above date, at 11:30 a.m., at the Committee office. Those in attendance were:

Ms. Velma Prouty	At&T California
Mr. Malcolm Brown	Verizon Wireless
Ms. Kourteny Aboudara	NextG Networks
Ms. Paula Haney	NextG Networks
Mr. Tibor Laky	Sprint Communications, LP
Mr. Larry Chow	Southern California Edison
Mr. Robert Allen	City of Los Angeles (teleconference)
Ms. Sherri Goetz	Southern California Edison
Ms. Lynn Prescott	Verizon Wireless
Mr. Mahendra Garg	City of Anaheim
Ms. Lupe Hernandez	Cingular Wireless
Mr. Steve Rodriguez	T-Mobile USA
Ms. Sue Thomas	Sprint PCS
Ms. Jennie Corella	Committee Staff
Ms. Jean Baccus	Committee Staff

In the absence of Mr. Cashmer, Mr. Garg chaired the meeting. He opened the meeting by addressing the first item on the agenda, the review of the **May 2007 Operating Expense Sheet**. The members reviewed the expenses, and had no questions in regards to the months expenses.

The next item on the agenda is the review of the **accounts receivable**. The members reviewed the report. Since the Adelphia Business Solutions bankruptcy case has settled, Ms. Corella will contact the legal counsel acting as representative for the debtor in regards to the debt owed to the committee. Ms. Corella reported that the committee auditor has created a GL expense account for losses. She added that it might be necessary to write this expense off.

The third item on the agenda is the **May member activity**. The JPA activity report reflects that **465** JPAs were processed in May 2007. May reflects a slightly below average work month.

The next item on the agenda is **Member Board Attendance**. It was agreed that the manager, to ascertain any problems/issues accounting for their lack of Administrative Board meeting attendance, would directly contact those members with zero attendance.

Item 1399: Royal Street Communications Application is next on the agenda. This issue was discussed at the Board meeting, which met earlier that morning. The manager would contact Royal Street and notify them to change the requesting verbiage on the NDA word document, in order for the SCJPC president to sign it.

The members discussed the response letter received from Mr. Adams in regards to leverage in the 1998 Agreement in dealing with members that do not abide by the Agreement. The members read the response letter. It appears that membership may be terminated if members are in material default of the agreement. The agreement describes several scenarios in which members could be in default.

Mr. Chow stated that an issue in Routine originally prompted this correspondence to committee legal, and the item is compliance with Routine Handbook/Training. This would be discussed at the next Routine ad hoc meeting.

Item 1400: ExTeNet Systems Member Application is number six on the discussion. Ms. Kris Bennet, the party representing ExTeNet for their membership application, was a guest at the Administrative Board meeting, which met earlier that morning. For details of the interview, please refer to the Administrative Board meeting minutes of this date.

Item 1423: Standardization of Procedures and Minutes was discussed next. This is an open item, because it is an ongoing work in progress.

Ms. Hernandez stated that in regards to the 2-foot antenna safely zone, direction must be given to the JPC staff on how to notate the space and equipment on JPAs, and pole records. The members discussed this briefly, and it was decided that the discussion would carry over to the Routine ad hoc meeting.

Number eight on the agenda is **Item 1428: NewPath Networks Membership Application**. The consensus at the Board meeting, which met earlier that morning is not to move forward with the application at this time until the application fee is received.

The next to last issue on the agenda is **Item 1437: Staff Restructure**. Ms. Corella distributed the JPC office organizational chart to the members for their review. The members discussed the chart. The members recommended some minor changes to the org chart. Ms. Corella would be revising the org chart as recommended.

Next, Ms. Corella distributed the list of tasks for the manager of operations, the supervisor, and the IT manager for review by the members. The members discussed the tasks, and had some questions, and comments.

The members discussed the creation of the new position of supervisor/assistant manager. Ms. Corella stated that there was an error on her part. She added that she misinterpreted what the Operating committee

had originally intended. She stated that she thought the Operating approved the position, and the only remaining issue was the compensation to be set for the new position. Ms. Corella apologized for her misunderstanding.

The members then officially approved the position of supervisor, which is currently filled by Ms. Jean Baccus to be effective April 1, 2007.

The next step for the operating committee is to arrive at compensation for the supervisor.

Ms. Corella stated that the position of IT manager also requires compensation consideration.

Ms. Corella will provide the committee members with the current salaries, and the salary ranges for the manager, and billing associates.

The meeting adjourned at 2:30 p.m. until June 20, 2007

Jennie Corella, Manager of Operations

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

July 18, 2007

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. Velma Prouty	At&T California
Mr. Malcolm Brown	Verizon Wireless
Ms. Kourteny Aboudara	NextG Networks
Ms. Paula Haney	NextG Networks
Mr. Mike Bogner	Sprint Communications, LP
Mr. Larry Chow	Southern California Edison
Mr. Robert Allen	City of Los Angeles (teleconference)
Mr. Justin Cashmer	Verizon California
Ms. Lynn Prescott	Verizon Wireless
Mr. Doug Schmaderer	City of Pasadena
Ms. Lupe Hernandez	Cingular Wireless
Mr. Steve Rodriguez	T-Mobile USA
Ms. Sue Thomas	Sprint PCS
Ms. Jennie Corella	Committee Staff
Ms. Jean Baccus	Committee Staff

Mr. Cashmer, opened the meeting by addressing the first item on the agenda, the review of the **June 2007 Operating Expense Sheet**. The members reviewed the expenses, and had no questions in regards to the month's expenses.

The next item on the agenda is the review of the **accounts receivable**. The members reviewed the report. Ms. Corella reported that she attempted to contact the attorney handling the Adelpia Business Solutions bankruptcy case. She left a message on his voice mail, but has not made contact with him yet. She added that she would continue to attempt to contact the lawyer.

The third item on the agenda is the **June member activity report**. The JPA activity report reflects that **476** JPAs were processed in June 2007. June also reflects a slightly below average work month. Ms. Corella reported that the volume of workflow for this month has increased.

The next item on the agenda is **Member Board Attendance**. It appears that the numbers have not changed. Ms. Corella would contact those members with zero attendance.

Item 1399: Royal Street Communications Application is next on the agenda. Ms. Corella reported that Royal Street has submitted a revised non-disclosure agreement (NDA) for the committee to sign. She added that she would have committee president, Mr. Sheldon Cox sign the NDA. She would then return the signed NDA to Royal Street. Royal Street would then submit their financial documents to the committee for their review and approval.

Item 1400: ExTeNet Systems Member Application is number six on the discussion. Ms. Corella stated that this application is still pending. This item would remain open at this time.

Item 1423: Standardization of Procedures and Minutes was discussed next. This is an open item, because it is an ongoing work in progress.

Number eight on the agenda is **Item 1428: NewPath Networks Membership Application**. This application is still pending.

The ninth issue on the agenda is **Item 1437: Staff Restructure**. It has been proposed to create a supervisor non-exempt position for the JPC office. The members asked Ms. Corella and Ms. Baccus to temporarily excuse them while they discuss this issue among themselves.

The consensus is to create the supervisor position, and change the title of IT manager to systems analyst. Ms. Hernandez proposed salary ranges for the positions of manager, supervisor, and systems analyst. The ad hoc agreed with the salary range proposals. The supervisor salary action was approved, the systems analyst, and the staff have been evaluated, and the committee would be performing the manager's evaluation before the next meeting.

The members addressed **Item 1438: Restructure of Application Process**. The members discussed the topic of new members posting a bond in lieu of presenting an approved, and satisfactory audited financial statement. Mr. Chow stated that the criteria should be to submit a satisfactory audited financial statement. If the submitted financial statement is unsatisfactory, then, the new member may have the option of posting a bond. He is of the opinion that new members should not have the option initially to post a bond in lieu of an audited financial statement. He added that if applicants are unable to provide an audited financial statement, then the application should not be approved.

Mr. Chow stated that there are many issues to be addressed if the committee agrees to accept surety bonds.

The members agreed that there are many issues to be addressed if they are to consider accepting surety bonds. It was suggested to seek the committee legal counsel's advice.

The members reviewed the By-Laws, article III, sections (d) and (e) which address the surety bond issue.

Mr. Brown suggested posting a bond per job. Mr. Rodriguez stated that his organization works with performance bonds. The members agreed that

they are not knowledgeable enough at this time to propose allowing new members to post bonds.

The idea of consulting the committee legal counsel at a special meeting, and/or a conference call was discussed. Mr. Chow suggested compiling a list of issues, and concerns regarding new members and the bond issue, prior to engaging legal counsel.

Ms. Prescott stated that upon returning to her office she would research bonds. Mr. Chow inquired if a million dollar bond is posted does the purchaser produce the exact dollar amount. Ms. Prescott responded that the collateral must exceed the amount of the bond.

The consensus is to hold a special meeting to discuss the bond issue at the end of the August 15th Operating meeting, after all other agenda items have been addressed.

The last item on the agenda is **Item 1441: CA-CLEC LLC**. It was agreed that this item would be addressed at the special meeting to discuss the bond issues.

The meeting adjourned at 1:10 p.m. until August 15, 2007

Jennie Corella, Manager of Operations

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

August 15, 2007

A meeting of the **Operating Committee** took place on the above date, at 12:10 p.m., at the Committee office. Those in attendance were:

Ms. Velma Prouty	At&T California
Mr. Malcolm Brown	Verizon Wireless
Mr. Mahendra Garg	City of Anaheim
Ms. Kourteny Aboudara	NextG Networks
Ms. Paula Haney	NextG Networks
Mr. Mike Bogner	Sprint Communications, LP
Mr. Larry Chow	Southern California Edison
Mr. Robert Allen	City of Los Angeles (teleconference)
Mr. Justin Cashmer	Verizon California
Ms. Lynn Prescott	Verizon Wireless
Mr. Doug Schmaderer	City of Pasadena
Ms. Lupe Hernandez	Cingular Wireless
Mr. Steve Rodriguez	T-Mobile USA
Ms. Sue Thomas	Sprint PCS
Ms. Jennie Corella	Committee Staff
Ms. Jean Baccus	Committee Staff

Mr. Cashmer opened the meeting by addressing the first item on the agenda, the review of the **July 2007 Operating Expense Sheet**. The members reviewed the expenses, and had no questions in regards to the month's expenses.

The next item on the agenda is the review of the **accounts receivable**. The members reviewed the report. Ms. Corella reported that she attempted to contact the attorney handling the Adelphia Business Solutions bankruptcy case on several occasions. She added that their legal counsel is not returning her phone calls.

Mr. Chow stated that since the bankruptcy case has been closed for about one year, and since the lawyer is no longer engaged by Adelphia, there is no benefit for him to answer any more questions in regards to the Adelphia Business Solutions bankruptcy case.

Ms. Corella stated that the committee auditor has created a GL account reserved for bad debt. Ms. Corella added that the funds could be written off as a loss to the committee.

The members discussed the process of how Adelphia Business Solutions membership was assigned to Adelphia Cable Communications, which is now Time-Warner. Ms. Corella explained that the monies owned the committee

from Adelpia Business Solutions were not paid at the time Adelpia Cable assigned membership is because the bankruptcy court had seized all invoices up to and including a specific cut-off date. The monies in question are within the cut-off date range.

The consensus among the ad hoc members is to write-off the monies in default.

The third item on the agenda is the **July member activity report**. The JPA activity report reflects that **438** JPAs were processed in July 2007. July also reflects a slightly below average work month.

The next item on the agenda is **Member Board Attendance**. The members questioned if AT&T Communications, and AT&T Local Services were one organization. Ms. Corella responded that she has continually assessed these two entities separately, and they continue to remit as two entities.

She reported that Mr. Pursell of Time-Warner has requested at this time to maintain Adelpia Cable Communications, and Comcast Cable as two separate entities.

Item 1399: Royal Street Communications Application is next on the agenda. Ms. Corella reported that Royal Street should be sending their audited financial statement, since they have received the NDA signed by the committee president. The office has not received any documents at this time.

Item 1400: ExTeNet Systems Member Application is number six on the discussion. This item was approved at the Board meeting that met earlier that morning. This item is now closed.

Item 1423: Standardization of Procedures and Minutes was discussed next. This is an open item, because it is an ongoing work in progress.

Number eight on the agenda is **Item 1428: NewPath Networks Membership Application**. This item was also approved at the Board meeting that met earlier that morning. This item is now closed.

The members addressed **Item 1438: Restructure of Application Process**. Ms. Corella stated that at the previous ad hoc meeting, the members agreed that they would discuss the issue of bond requests from incoming members. They agreed to complete the agenda items and return to this issue at the end of the meeting.

The last item on the agenda is **Item 1441: CA-CLEC LLC**. Ms. Corella reported that this applicant has requested to post a bond in lieu of submitting an audited financial statement. The consensus is that the committee request to review their latest audited financial, and if necessary request a bond. Ms. Corella stated that she would contact the applicant.

Under miscellaneous items Ms. Goetz inquired why the new staff employee's name is not on the list of JPC staff. Ms. Corella responded that he is not a permanent hire at this time. She stated that when he is a permanent JPC employee, his name would be published. She added his name is Ryan Jones.

Mr. Brown opened discussion on contractors. He stated that for those members who work with, and engage contractors, does the committee have any criteria for the skills sets required for contractors.

Mr. Chow responded that a bare minimum would be to meet the qualifications set by OSHA. If they are handling communications action, then they must be qualified communications contractors, etc.

Mr. Brown inquired if a specific contractor license is required.

Mr. Bogner stated that there are several class licenses.

Mr. Brown stated that if these contractors are unaware of GO 95 they could unintentionally create a GO 95 violation. He added that the new ruling of GO 94 prompts his concern.

Mr. Chow stated that specific members could make knowledge of general order a requirement for contractors.

Mr. Bogner inquired how could a joint member control which contractor another member engages to do the required work, other than bringing this to the attention of the other joint member.

There was discussion of creating an approved contractors list. Every contractor on the list would be pre-approved by the committee. Members would need to engage contractors on the list to handle joint pole work.

Mr. Cashmer stated that his organization has a list of contractors and criteria utilized by Verizon California. He added that he would send the list to Mr. Brown for his reference.

The consensus is to assign this issue to an ad hoc committee for further discussion. **Item 1445: Authorized Contractors List** has been assigned to Operating.

It was agreed that a review of action items would be a standing issue on all ad hoc agendas moving forward. The Operating reports reviewed monthly at the ad hoc meetings should be uploaded and made available to members for their review.

The meeting adjourned at 1:00 p.m. until September 19, 2007

Jennie Corella, Manager of Operations

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

September 19, 2007

A meeting of the **Operating Committee** took place on the above date, at 10:25 a.m., at the Committee office. Those in attendance were:

Ms. Velma Prouty	At&T California
Mr. Malcolm Brown	Verizon Wireless
Mr. Mahendra Garg	City of Anaheim (teleconference)
Mr. Roger Ohms	City of Banning
Ms. Paula Haney	NextG Networks
Mr. Randall Starkey	Time-Warner
Mr. Varghese George	City of Glendale
Mr. Don Beckermann	MCI Comm. (teleconference)
Mr. Wayne Brown	Southern California Edison
Mr. Robert Allen	City of Los Angeles
Mr. Justin Cashmer	Verizon California (teleconference)
Ms. Lynn Prescott	Verizon Wireless
Mr. Sheldon Cox	City of Pasadena
Ms. Lupe Hernandez	AT&T Wireless
Mr. Steve Rodriguez	T-Mobile USA
Ms. Sue Thomas	Sprint PCS
Ms. Jennie Corella	Committee Staff

Mr. Cashmer opened the meeting by addressing the first item on the agenda, the review of the **August 2007 Operating Expense Sheet**. Ms. Prescott questioned the workers compensation year to date total. After review Ms. Corella stated that that she would correct the amount on the YTD expenses. The members reviewed the remainder of the expenses, and had no further questions or concerns in regards to the month's expenses.

The next item on the agenda is the review of the **accounts receivable**. The members reviewed the report. Adelphia Communications is the only member currently past due ninety days. Ms. Corella informed Mr. Starkey that she would get copies of the past due invoices to him.

The third item on the agenda is the **August member activity report**. The JPA activity report reflects that **617** JPAs were processed in August 2007. August is reflective of an average work month.

The next item on the agenda is **Member Board Attendance**. Ms. Corella stated that since September represents the end of the third quarter, she would

contact those members, via a postal letter, who did not meet their attendance obligation.

Item 1399: Royal Street Communications Application is next on the agenda. Ms. Corella reported that Royal Street has submitted a financial statement, however, it is from the year 2005. SCE is requesting a more recent financial statement. Ms. Corella would be contacting Royal Street in regards to this issue.

Item 1423: Standardization of Procedures and Minutes was discussed next. This is an open item, because it is an ongoing work in progress.

The members addressed **Item 1438: Restructure of Application Process**. Ms. Corella distributed an initial draft letter created for those entities interested and/or inquiring into SCJPC membership (see attached). The members reviewed the draft letter.

Mr. Allen inquired about the questionnaire alluded to in the letter. Ms. Corella responded that the questionnaire is sent to applicants prior to their board interview. This enables the applicants to prepare for the interview, and aid the members with their dialogue.

The members discussed the time frame an application should be allowed to remain an open item. The draft letter mentions twelve months, however, the ad hoc is of the opinion that this period is much too long. It was agreed not to mention a specific time frame, but to state that it varies, and could take up to twelve months.

The members made revisions to the verbiage in the draft letter. The final draft will serve as a template for responses to entities interested in membership.

The last item on the agenda is **Item 1441: CA-CLEC LLC**. Ms. Corella reported that this application remains open. The applicant must submit an audited financial statement, as well as post a surety bond if necessary. However, cannot post a bond in lieu of submitting an audited financial statement.

Final issue on the agenda is **Item 1445: Authorized Contractors List**. Mr. Brown stated that what prompted this issue was a question he posed at the last meeting. The question is if any members have a list of skill sets required for contractors to possess before working on joint poles. This question led to the idea of creating an authorized contractors list. The members would submit the names of the contractors their organization approves. This list would eventually be uploaded onto the web page for access to all members.

Ms. Prouty inquired if only the names of the contractors should be submitted, or is a contact number required. The consensus is to submit names only.

Mr. Cox inquired if the list is for the contractors the members approve to work on their respective poles, or fellow members poles. Mr. Brown responded

that this would be a situation should Pasadena need to transfer a fellow members facilities. Mr. Cox responded that Pasadena does not transfer any other entities facilities. However, it was agreed that members transfer facilities belonging to fellow members, and vice-versa.

Ms. Thomas stated that this could become an issue with new members in that they bring in contractors that may not be widely recognized within the joint pole arena.

Mr. Brown stated that there are many recognized contractors, however, there are some that he personally would not approve to handle his facilities.

Mr. Allen remarked that he heard the mention of qualifications for contractors that handle joint pole work. He understands that this is not a union vs. non-union issue, however, he questioned how could qualifications be determined.

Mr. Brown responded that a contractor that is typically doing commercial electrical tenant work, and is working within a building would not qualify as a desired contractor to work with ATC facilities. They may not be versed in GO 95,128 issues.

The consensus is to solicit approved contractors from the members and create a list to become available to the members from the web site.

The action items for this ad hoc are:

1. Solicit approved contractors from all members
2. Revise member applicant draft letter 1
3. Contact those members that have fallen under 80% Board attendance for 2007.

The meeting adjourned at 11:00 a.m. until October 17, 2007.

Jennie Corella, Manager of Operations

Attachment

Southern California Joint Pole Committee

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

Date

Name of Applicant Contact

Organization Name

Address

City, State Zip

Dear XXXX,

As per your request I am providing the details regarding the Southern California Joint Pole Committee (“the Committee”) and the requirements for membership. The Committee maintains an office and staff for the purpose of processing Joint Pole Authorizations (JPAs) and facilitating compliance with and preparation of standards and procedures set by the Administrative Board. Costs associated with initial membership and monthly fees charged by the Committee are levied to support the Committee office.

I am enclosing a copy of our current Agreement dated January 1, 1998. Refer to Section 6 of that Agreement for a detailed breakdown of the requirements for becoming a member, and for maintaining your membership in the Committee. I would like to draw your attention to Section 3 (a), second paragraph. This is to ensure you understand that membership does not guarantee pole attachment.

According to our By-Laws the Administrative Board shall request a letter of credit, a surety bond, or deposit in the amount proportionate to two years average assessment (currently this equates to approximately \$12,000.00). In addition each member may request the same security as above, proportionate to his or her estimated build-out.

ADELPHIA CABLE COMMUNICATIONS
AT&T CALIFORNIA
AT&T COMM. OF CALIF., INC.
AT&T LOCAL SERV/TCG
AT&T WIRELESS
CITY OF ANAHEIM
CITY OF AZUSA
CITY OF BANNING
CITY OF BURBANK
CITY OF COLTON
CITY OF GLENDALE

CITY OF LOMPOC
CITY OF LOS ANGELES
CITY OF PASADENA
CITY OF RIVERSIDE
CITY OF VERNON
COMCAST CABLE
EXTENET SYSTEMS
GOLDEN STATE WATER
M-POWER COMMUNICATIONS
MCI METRO/ATS
MCI TELECOMMUNICATIONS

NEWPATH NETWORKS
NEXTEL COMMUNICATIONS
NEXTG NETWORKS OF CALIFORNIA
SOUTHERN CALIF. EDISON CO.
SPRINT COMMUNICATIONS LP
SPRINT PCS
T-MOBILE USA
VERIZON CALIFORNIA, INC.
VERIZON WIRELESS
XO COMMUNICATIONS(NEXTLINK)

Organization Name
Page 2

Please submit the pertinent information outlined in the Agreement, along with the application fee of \$725.00. When the requested information and the application fee are received we will mail a questionnaire to be completed and returned. If you are approved for membership, the application fee will be credited to your account. However, if you are not, the Committee will retain the application fee to cover application costs.

Upon receipt, the questionnaire will be submitted to the Administrative Board for their review, after which you will be contacted to address your specific needs.

As you know, the Committee members are involved in purchasing and selling pole space. The cost for purchasing space on a pole varies dependent upon pole height, number of owners on a pole, and year set of a pole. For example, a 45' pole set in 2007, where you require one useable foot of space and are the second owning entity on that pole, would cost you \$1,486.50 (\$ 118.92 per useable foot plus \$1367.58 for shared footage).

Section 7 and Section 8 of the Agreement outline voting procedures as well as financial obligations for members. Membership assessment fees are based upon the criteria set forth in Section 8. The initial membership fee for joining in 2007 is \$66,258.52.

The time frame for the application process is approximately twelve months.

Should you have any questions, you can reach me at (909) 592-4001 ext. 12

Sincerely,

Jennie Corella
Manager of Operations

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

October 17, 2007

A meeting of the **Operating Committee** took place on the above date, at 10:40 a.m., at the Committee office. Those in attendance were:

Ms. Velma Prouty	At&T California
Mr. Malcolm Brown	Verizon Wireless
Mr. Mahendra Garg	City of Anaheim (teleconference)
Mr. Cory Autrey	Sprint-Nextel
Ms. Paula Haney	NextG Networks
Ms. Sherri Goetz	Southern California Edison
Ms. Larry Chow	Southern California Edison
Ms. Lynn George	AT&T Wireless
Ms. Debbie Wooten	NextG Networks
Mr. Justin Cashmer	Verizon California (teleconference)
Ms. Lynn Prescott	Verizon Wireless
Mr. Doug Schmaderer	City of Pasadena
Ms. Lupe Hernandez	AT&T Wireless
Mr. Steve Rodriguez	T-Mobile USA
Ms. Sue Thomas	Sprint PCS
Ms. Jennie Corella	Committee Staff
Ms. Jean Baccus	Committee Staff

Mr. Cashmer opened the meeting by addressing the first item on the agenda, the review of the **September 2007 Operating Expense Sheet**. The members reviewed the monthly expenses. There were no questions or concerns at this time.

The next item on the agenda is the review of the **accounts receivable**. Mr. Autrey stated that he would investigate the issue of the Sprint past due invoices.

Ms. Corella stated that she would contact City of Vernon in regards to their past due May 2007 invoice.

The third item on the agenda is the **September member activity report**. The JPA activity report reflects that **551** JPAs were processed in September 2007. September is reflective of an average work month.

The next item on the agenda is **Member Board Attendance**. Ms. Corella stated that she is in the process of mailing notices to those members who have fallen below the 80% attendance requirement stated in the 1998 Agreement.

Item 1399: Royal Street Communications Application is next on the agenda. Ms. Corella reported that she would be sending the members an updated financial statement for their review.

Item 1423: Standardization of Procedures and Minutes was discussed next. This is an open item, because it is an ongoing work in progress.

The members addressed **Item 1438: Restructure of Application Process**. Ms. Corella reported that the initial response letter had been approved at the previous ad hoc meeting.

Ms. Hernandez remarked that although the initial response letter was approved by the ad hoc at the last meeting, she later noticed some revisions she would like to propose. She stated that the letter is personalized. The members were given copies of the draft to review. Ms. Hernandez added that the letter should not be personalized. Ms. Hernandez presented her proposals. The members added their suggestions for revisions. (Attached, please see the final draft).

The members discussed revising the application process. Ms. Corella would send the current application step process to the ad hoc members for their review. At the next meeting, if necessary, the application steps might be rearranged, some steps added or deleted.

The next item on the agenda is **Item 1441: CA-CLEC LLC**. Ms. Corella reported that this application remains open.

The ninth issue on the agenda is **Item 1445: Authorized Contractors List**. Ms. Corella reported that she has been receiving contractor lists from members. She added that the final date for submitting contractors has been set for October 31, 2007.

Ms. Corella reported that Ms. Lynnel Perez, the billing associate that resigned has filed a claim for unemployment. Ms. Corella stated that she has furnished the EDD with the proper documentation to support denial of her claim, since she gave a three-week notice. Ms. Corella would report the outcome at the next ad hoc meeting.

The last item on the agenda is **Item 1447: 2008 Operating Budget**. Ms. Corella distributed a copy of the proposed budget. Ms. Corella shared her strategy at how she arrived at each individual line item cost with the members. The members discussed specific line items of the proposed budget. Ms. Corella informed the members that a budget must be approved no later than the January 2008 board meeting. The consensus is to place the proposed budget on the discussion calendar of the next administrative board meeting.

There were no miscellaneous items.

The action items for this ad hoc are:

1. Revise member applicant draft letter 1
2. Sent a copy of the current application step process to the ad hoc members.
3. Members are to review the application step process, and present their questions, concerns, or revisions at the next as hoc meeting.

The meeting adjourned at 11:25 a.m. until November 28, 2007.

Jennie Corella, Manager of Operations

Attachment

Southern California Joint Pole Committee

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

Date

Name of Applicant Contact
Organization Name
Address
City, State Zip

Dear XXXX,

As per your request, provided are some details regarding the Southern California Joint Pole Committee (“the Committee”) and the requirements for membership. The Committee maintains an office and staff for the purpose of processing Joint Pole Authorizations billing (JPAs) and facilitating compliance with and preparation of standards and procedures set by the Administrative Board. Costs associated with initial membership and monthly fees charged by the Committee are levied to support the Committee office.

Enclosed is a copy of our current Agreement dated January 1, 1998. Refer to Section 6 of that Agreement for a detailed breakdown of the requirements for becoming a member and for maintaining your membership in the Committee. Please pay special attention to Section 3 (a), second paragraph. This is to ensure you understand that membership does not guarantee pole attachment.

According to the Committee By-Laws the Administrative Board shall request a letter of credit, a surety bond, or deposit in the amount proportionate to two years average assessment (currently this equates to approximately \$12,000.00). In addition, each member may request the same security as above, proportionate to your estimated build-out.

ADELPHIA CABLE COMMUNICATIONS
AT&T CALIFORNIA
AT&T COMM. OF CALIF., INC.
AT&T LOCAL SERV/TCG
AT&T WIRELESS
CITY OF ANAHEIM
CITY OF AZUSA
CITY OF BANNING
CITY OF BURBANK
CITY OF COLTON
CITY OF GLENDALE

CITY OF LOMPOC
CITY OF LOS ANGELES
CITY OF PASADENA
CITY OF RIVERSIDE
CITY OF VERNON
COMCAST CABLE
EXTENET SYSTEMS
GOLDEN STATE WATER
M-POWER COMMUNICATIONS
MCI METRO/ATS
MCI TELECOMMUNICATIONS

NEWPATH NETWORKS
NEXTEL COMMUNICATIONS
NEXTG NETWORKS OF CALIFORNIA
SOUTHERN CALIF. EDISON CO.
SPRINT COMMUNICATIONS LP
SPRINT PCS
T-MOBILE USA
VERIZON CALIFORNIA, INC.
VERIZON WIRELESS
XO COMMUNICATIONS(NEXTLINK)

Organization Name

Page 2

Please submit the pertinent information outlined in the Agreement, along with a non-refundable application fee of \$725.00. When the requested information and the application fee are received, a questionnaire will be mailed to you to be completed and returned. If you are approved for membership, the application fee will be credited to your account.

Upon receipt, the questionnaire will be submitted to the Administrative Board for their review, after which you will be contacted to attend a meeting to address your specific needs, as well as those of the committee members.

The Committee members are involved in purchasing, selling, and maintaining pole space. The cost for purchasing space on a pole varies dependent upon pole height, number of owners on a pole, and year set of a pole. For example, a 45' pole set in 2007, where you require one useable foot of space and are the second owning entity on that pole, would cost you \$1,486.50 (\$ 118.92 per useable foot plus \$1367.58 for shared footage).

Section 7 and Section 8 of the Agreement outline voting procedures, as well as financial obligations for members. Membership assessment fees are based upon the criteria set forth in Section 8. The initial membership fee for joining in 2007 is \$66,258.52.

The time frame for the application process varies, but could take up to twelve months.

Should you have any questions, you can reach me at (909) 592-4001 ext. 12

Sincerely,

Jennie Corella
Manager of Operations

Enclosures

Southern California Joint Pole Committee
437 So. Cataract Ave. Unit 3
San Dimas, CA 91773
Phone (909) 592-4001
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November 28, 2007

A meeting of the **Operating Committee** took place on the above date, at 1:05 p.m., at the Committee office. Those in attendance were:

Mr. Robert Wolfe	AT&T California (teleconference)
Mr. Malcolm Brown	Verizon Wireless
Mr. Mike Bogner	Sprint Communications L.P.
Mr. Cory Autrey	Sprint-Nextel
Ms. Paula Haney	NextG Networks
Ms. Sherri Goetz	Southern California Edison
Ms. Larry Chow	Southern California Edison
Mr. Sheldon Cox	City of Pasadena
Ms. Lupe Hernandez	AT&T Wireless
Mr. Steve Rodriguez	T-Mobile USA
Ms. Sue Thomas	Sprint PCS
Ms. Jennie Corella	Committee Staff
Ms. Jean Baccus	Committee Staff

In the absence of Mr. Cashmer, Mr. Cox chaired the meeting. He opened the meeting by addressing the first item on the agenda, the review of the **October 2007 Operating Expense Sheet**. The members reviewed the monthly expenses. Mr. Chow inquired when the office lease expires. Ms. Corella responded the lease expires in October 2009.

The next item on the agenda is the review of the **accounts receivable**. Mr. Autrey stated that he is in the process of investigating the issue with past due invoices for Sprint-Nextel.

Ms. Corella stated that she has sent a reminder notice to the City of Vernon.

The third item on the agenda is the **October member activity report**. The JPA activity report reflects that **615** JPAs were processed in October 2007. October is reflective of an average work month.

The next item on the agenda is **Member Board Attendance**. Ms. Corella stated that she sent reminder notices to those members who have fallen below the 80% required annual board meeting attendance.

Item 1399: Royal Street Communications Application is next on the agenda. It was agreed at the board meeting, which met earlier that morning, to invite Royal Street to the next board meeting.

Item 1423: Standardization of Procedures and Minutes was discussed next. This is an open item, because it is an ongoing work in progress.

The members addressed **Item 1438: Restructure of Application Process**. Ms. Corella distributed the criteria for membership (attachment I), and the application process (attachment II) to the members for their review.

It was suggested to revise bullet one of the criteria, by inserting the word, “audited” before the term, “financial statement”. The verbiage, “or balance sheet showing a net worth” would be deleted.

In bullet two, the verbiage, “the current” would be inserted prior to the word, “agreement”.

The members then discussed the application process. It was agreed to change the verbiage in step 5 to read, “At the discretion of the board, applicant may be invited to a Board meeting for an interview”. Step 6 would be incorporated into step 5.

Mr. Chow stated that applicants should be as best informed about the committee and how it functions, so if they are accepted, there are no surprises.

It was agreed to summarize for applicants what is expected of them if they are accepted as members. This could aid applicants in arriving at a better decision in which method would best serve their business in the pole attachment arena. They could attach as members, or enter into a tenant lease agreement. The summary would state member responsibilities, obligations, and commitments.

The members discussed issuing a copy of the Routine Handbook to applicants. However, it was agreed that the Routine Handbook is part of the committee’s intellectual property, and a document that members have invested uncompensated hours compiling the sections for nearly one hundred years.

The consensus is to create a summary of common specifics within the Routine Handbook that members should become aware of prior to joining the SCJPC.

The next item on the agenda is **Item 1441: CA-CLEC LLC**. Ms. Corella reported that she has not received any communication from the applicant recently. She added that this is the applicant who would like to post a surety bond in lieu of providing an audited financial statement. However, the committee has agreed that according to the agreement, applicants must provide an audited financial statement. This item would remain open into next year.

The ninth issue on the agenda is **Item 1445: Authorized Contractors List**. Ms. Corella reported that she has been receiving contractor lists from members. She stated that she is working on the worksheet and would provide a copy for the members by the next meeting.

The last item on the agenda is **Item 1447: 2008 Operating Budget**. The budget was approved at the board meeting, which met earlier that morning. This item is closed.

Under miscellaneous items, Ms. Corella reported that at one of the ad hoc meetings, it was proposed to purchase a laptop to be utilized, when needed, at any of the committee meetings.

Mr. Chow purposed replacing a office staff desktop with the laptop; therefore, the hardware would be fully utilized rather than being operated only during monthly meetings.

Ms. Corella reported that everyone's desktops have been updated. After some discussion Ms. Corella was given the approval to purchase a laptop between the price ranges of \$1,200.00 to \$1,500.00.

The meeting adjourned at 2.10 p.m. until January 16, 2008.

Jennie Corella – Manager of Operations

Attachment I

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Criteria for Committee membership:

- Must be 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 pursuant to the by-laws, Article III, Section 4 and submits a copy of its California Certificate of Public Convenience and Necessity or proof of Public Service Agency Certificate as applicable, if required.
- Agrees to meet all terms, conditions and obligations contained within this Agreement.
- 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.

Attachment II

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Steps for Membership Application:

1. Company must submit a formal letter requesting the requirements for membership application, and state their purpose of application.
2. Upon receipt of the formal letter, the Committee office responds with a letter of requirements, (CPCN or WIN, audited financial statement, proof of liability) as well as the 1998 Joint Pole Agreement (enclosure), with reference to Section 6, Section 3, and a request for a non-refundable application fee of \$725.00.
3. The Administrative Board is immediately informed of the application request at the following Board meeting.
4. Upon receipt of application fee and all other documents, the Committee scrutinizes the financial statement to ensure organization is in good financial standing.
5. If the applicant's financial status is acceptable by the Committee, they are invited to a Board meeting for an interview.
6. Prior to interview, a questionnaire is sent to applicant to aid in their preparation, and to aid the members dialogue.
7. Following the Board meeting with the prospective member, the Board will again meet to vote acceptance/denial of the new member.
8. If member has been accepted, the notification of approval letter will be sent to the new member, with a copy of a corporate resolution, to be signed by an officer of the organization. Included with the letter will be the First Amendment to the 1998 Agreement to be signed, and an invoice for membership fee. New members must also provide a deposit or a Surety Bond to cover 2 years assessment (approximately \$12,000.00). The membership information sheet is included to be completed by new members information to be uploaded on web and update Section 20 of Routine Handbook.

9. When resolution, amendment, Surety Bond/deposit, and invoice payment is received new member may then start processing JPAs
10. Account numbers and all other clerical information will be added to the Joint Pole Database, and UserID and pass code will be assigned.