

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

January 16, 2008

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:

Ms. Velma Prouty	AT&T California
Mr. Malcolm Brown	Verizon Wireless
Ms. Lynn Prescott	Verizon Wireless
Mr. Robert Allen	City of Los Angeles
Ms. Paula Haney	NextG Networks (teleconference)
Ms. Sherri Goetz	Southern California Edison
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. Rodriguez, the incoming chair of operating, chaired the meeting. He opened the meeting by addressing the first item on the agenda, the review of the **December 2007 Operating Expense Sheet**. The members reviewed the monthly expenses, and noted that the 2007 expenses are under projected budget.

The next item on the agenda is the review of the **accounts receivable**. Ms. Corella reported that Mr. Autrey is in the process of investigating the past-due invoices for Nextel Communications. He is in contact with the home office accounts payable personnel.

The third item on the agenda is the **December member activity report**. The JPA activity report reflects that **397** JPAs were processed in December 2007. December is reflective of a below-average work month.

The next item on the agenda is **Member Board Attendance**. Ms. Hernandez inquired if the discussion of Agreement non-compliance would be discussed within the reorganization ad hoc committee. Those members whose attendance has fallen below 80% are in breach of the agreement.

Ms. Corella responded that the agreement gives the members the authority to deal with members who are not in compliance; however, the committee has not defined a process.

It was agreed to discuss the creation of a process to address members in non-compliance at the next reorganization ad hoc meeting. This would fall

under **Item Compliance with Routine Handbook**. Ms. Corella would be sending reminder notices to those members non-compliant in board attendance.

Item 1399: Royal Street Communications Application is next on the agenda. This item was closed at the board meeting, which met earlier that morning.

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 questioned how the JPC office is handling past final JPAs, since she was aware that minutes are CD scanned for storage. Ms. Baccus responded that all finals are scanned on CD's, catalogued and filed. She added that every staff member has their respective scanning assignment.

The members addressed **Item 1438: Restructure of Application Process**. Ms. Corella stated that an issue to be addressed, in regards to membership application, is the length of time an application should remain open. She added that some applicants have inquired at what point in time does an application expire.

Mr. Rodriguez inquired as to what the members would consider a fair and reasonable time frame for an application to remain open.

Ms. Prescott suggested not setting a specific time frame, but informing applicants that the process normally takes approximately twelve months. If the application is still open after 12 months due to the applicant's lack of communication, then a notice should be sent to the applicant stating the application would be closed due to inactivity on their part.

The members agreed that no more than three months should lapse without communication from an applicant. If the committee has not received any communication from an applicant in three months, than it is incumbent on the committee to contact the applicant requesting a status on their application.

Mr. Allen stated that it has been at least two years since the membership fee has been evaluated. The members agreed that the fee should be re-visited soon.

The next item on the agenda is **Item 1441: CA-CLEC LLC**. Ms. Corella reported on the application status. She stated that the receipt of the applicants audited financial statement is required to move forward with the application. Ms. Corella reported on the status of this application at the board meeting, which met earlier that morning.

The ninth issue on the agenda is **Item 1445: Authorized Contractors List**. Ms. Corella distributed the first draft of the contractors list to the members for their review. Ms. Hernandez questioned if the list should be for the construction contractors only. It was noted that some members have submitted all their organizations contractors. The list should contain

construction contractors only, since the issue is the handling of other member's equipment.

Under miscellaneous items, the members reviewed the correspondence submitted by Mr. Mike Zornes in reference to merging ABS and MO. It was noted that the correspondence lacked a date, and it was not stamped with a receipt date.

The members discussed the merging of the two memberships. It was agreed that new accounts numbers would be established with TWC and any other members when necessary. A notice would be sent to Mr. Zornes informing him that historically, pole tag code cannot be changed, however; moving forward the new pole tag code would be accepted when pole is replaced.

The billing accounts numbers utilized by the JPC office are to become available to members via section 20 of the routine handbook.

Lastly, the members reviewed the action items:

- AT&T California will revise contractors list by deleting non-construction contractors
- Notice to Mr. Cory Autrey inquiry which member code Sprint-Nextel would utilize.
- JPC office billing account numbers to be added to Routine section 20
- Notice to Time-Warner informing that historically codes to remain unchanged.

The meeting adjourned at 11.20 a.m. until February 20, 2008.

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

February 20, 2008

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:

Ms. Velma Prouty	AT&T California
Mr. Malcolm Brown	Verizon Wireless
Mr. Mahendra Garg	City of Anaheim
Mr. Roger Ohms	City of Banning
Mr. Daniel Lippert	City of Burbank
Mr. Doug Schmaderer	City of Pasadena
Ms. Shawna Desbois	NextG Networks
Ms. Paula Haney	NextG Networks
Ms. Sherri Goetz	Southern California Edison
Ms. Lupe Hernandez	AT&T Wireless
Ms. Shawn Henderson	T-Mobile USA
Mr. Cory Autrey	Sprint-Nextel
Ms. Jennie Corella	Committee Staff
Ms. Jean Baccus	Committee Staff

In the absence of Mr. Rodriguez, Ms. Hernandez chaired the meeting. She opened the meeting by addressing the first item on the agenda, the review of the **January 2008 Operating Expense Sheet**. The members reviewed the expenses. The expenses reflect an average month.

The next item on the agenda is the review of the **accounts receivable**. Mr. Autrey reported that he has submitted the outstanding Nextel invoices for payment. He added that this account should be current by next month.

The third item on the agenda is the **January member activity report**. The JPA activity report reflects that **316** JPAs were processed in January 2007. January is reflective of a below-average work month.

The next item on the agenda is **Member Board Attendance**. The members reviewed the attendance sheet. The consensus is to contact those members who, last year, did not meet the 80% attendance requirement per the Agreement. Ms. Corella would be sending out the notices within the month.

The next issue on the agenda is **Item 1423: Standardization of Procedures and Minutes**. This is a standing item on the operating agenda.

The members addressed **Item 1438: Restructure of Application Process**. Ms. Corella reported that at the prior operating meeting, the members discussed disclosing member obligations and responsibilities to incoming applicants at the time of their application. This could better aid the applicants on deciding if committee membership is a sound business decision on their part.

Ms. Hernandez questioned if this meant disclosing the attendance requirement. Ms. Corella responded that disclosures could also include responsibilities and commitments between the members.

Mr. Autrey inquired that since applicants do not have access to the Routine handbook, the members may disclose some information from the handbook in the response letter. Ms. Corella responded that this is the idea.

Ms. Hernandez stated that new members are at times, under the impression that the SCJPC would train them on processing JPAs. She added that new members must possess the knowledge of processing prelim JPAs.

Ms. Prouty stated that monthly board meeting attendance should be stressed, and mentioned that, per the agreement, it is their obligation to annually attend 80% of the monthly meetings.

Ms. Hernandez stated that some new members believe the SCJPC is a governing entity, and the JPC office is the governing agent. It must be stressed that the SCJPC is not a government agency, but a committee comprised of utility members.

Mr. Autrey inquired into the issues of disclosing the handbook to applicants. He added that in his opinion, if he were considering membership, he would request full disclosure.

Ms. Corella stated that the committee considers the handbook intellectual property. She added that there is a value to the handbook. It represents nearly 100 years of compiling the sections by committee representatives. In the past 100 years, these representatives were not compensated (as stated in the Agreement) for the time invested in creating the handbook, therefore; there is a value to the handbook.

Ms. Hernandez stated that the applicants receive a copy of the Agreement, which discloses what is required of members. She added that the SCJPC is not giving them the step-by-step process for submitting a JPA.

The members discussed training on JPAs. It was agreed that a training program would need to be devised.

Mr. Brown stated that how far would the training go, since there is much involved in the joint pole area. It was agreed to assign an item number to this issue. **Item 1458: Basic JPA Overview Training** has been assigned to this committee.

Next, the members discussed the information currently disclosed in the response letter that is sent to interested committee member applicants (see attachment). After discussion, it was agreed to disclose an additional three issues in the first response letter. The additional disclosures are:

1. The SCJPC is not a government agency, and the JPC office is a support group to the SCJPC.

2. Monthly board meeting attendance is a requirement per the by-laws.
3. Formal JPA training is not offered by the SCJPC.

Ms. Corella would revise the letter to include the three additional disclosures, and send a copy to the members for review.

The members discussed creating a list of commitments, responsibilities, and obligations expected of members. The members would cover the above-mentioned issues at the time of the applicants interview. A copy of the list would be given to the applicant to take with them after the interview.

The members added additional revisions to the letter, which will be reviewed at the next meeting.

The members discussed the current membership fee. It was agreed to revisit the membership fee and bring it up to current rates. **Item 1459: Review of Membership fee** has been assigned to this ad hoc.

The next item on the agenda is **Item 1441: CA-CLEC LLC**. Ms. Corella reported that in the last communication she received from the applicant, they stated they would submit their audited financial statement by the end of the first quarter. This item is to remain open at this time.

The ninth issue on the agenda is **Item 1445: Authorized Contractors List**. Ms. Corella distributed the second draft of the contractors list to the members for their review. She reported that AT&T California opted not to publish their authorized contractors. She added that there is a notation at the lower left corner, which states that, Ms. Velma Prouty is to be contacted for any authorized contractors.

Since Mr. Brown originally brought this issue to the table, Ms. Hernandez inquired if he approved of the list.

He responded that he was satisfied with the list.

Ms. Hernandez clarified the purpose of the list. She stated that if member one would be moving the facilities of member two, member one must ensure that the contractor doing the work has been authorized by member two. If member two does not authorize the contractor, then member one cannot utilize that contractor to do the work.

Several attending members added their authorized contractors to the list.

The members discussed the qualifications that constitute an authorized contractor. Mr. Brown stated that in his opinion they need a history and the experience of utility work on outside plant, and a strong working knowledge of GO 95 compliance.

Ms. Hernandez stated that the list should contain a legend reflecting the qualifications required for an authorized contractor.

Mr. Schmaderer shared an experience that the City of Pasadena had with an authorized contractor. The City of Pasadena had contracted a specific contractor for utility work on joint poles, but when the contractor realized that SCE was on the poles in question, they informed Pasadena that they could not do the work, since they had been suspended by SCE from handling SCE

facilities. Mr. Schmaderer reported that this specific contractor had been suspended from doing work for SCE, due to some accidents. He added that although a contractor is authorized, there might be some circumstance preventing them from handling a member's facilities.

The members discussed this issue extensively to gain an understanding of the list. The consensus is to agree on the qualifications required for power contractors, and those qualifications for communication contractors. The qualifications are to be sent to Ms. Corella who will compile them and bring the list to the next meeting.

Under miscellaneous items, Ms. Corella reported that the committee copier lease would be expiring in May 2008. She added that in her opinion the leased copier is undesirable. She added that too often, it is in need of repairs. Therefore, she suggested that when the lease expires, that the machine be returned.

After discussion the consensus is to obtain leasing quotes, and purchase quotes for the machines that would best serve the office.

Lastly, the members reviewed the action items:

- Ms. Corella to revise initial applicant response letter.
- Members to submit to Ms. Corella their contractor qualifications (power and communications).
- Copier purchase/leasing comparison quotes

The meeting adjourned at 11.20 a.m. until February 20, 2008.

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.

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.

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

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
Fax (909) 592-4636

March 19, 2008

A meeting of the **Operating Committee** took place on the above date, at 10:50 a.m., at the Committee office. Those in attendance were:

Ms. Velma Prouty	AT&T California
Mr. Justin Cashmer	Verizon California (teleconference)
Mr. Randall Starkey	Time-Warner Cable (teleconference)
Mr. Art Johnson	City of Los Angeles
Mr. Roger Ohms	City of Banning
Mr. Doug Schmaderer	City of Pasadena
Ms. Shawna Desbois	NextG Networks
Ms. Paula Haney	NextG Networks
Ms. Sherri Goetz	Southern California Edison
Ms. Lupe Hernandez	AT&T Wireless
Mr. Steve Rodriguez	T-Mobile USA
Mr. Cory Autrey	Sprint-Nextel
Ms. Jennie Corella	Committee Staff
Ms. Jean Baccus	Committee Staff

Mr. Rodriguez opened the meeting by allowing for introductions. He then addressed the first item on the agenda, the review of the **February 2008 Operating Expense Sheet**. The members reviewed the expenses. The expenses reflect an above average month. Ms. Corella explained the variances. She stated that February was a three payroll period month, and that the business insurance expense is pro-rated. There were no other concerns with the monthly expenses.

The next item on the agenda is the review of the **accounts receivable**. Ms. Corella reported that a check from the City of Los Angeles has been received, as well as a check from Sprint-Nextel. These accounts are now current.

The third item on the agenda is the **March member activity report**. The JPA activity report reflects that **386** JPAs were processed in February 2007. February is reflective of a below-average work month.

The next item on the agenda is **Member Board Attendance**. The members reviewed the attendance sheet. Mr. Rodriguez noted that the board attendance remains low. Ms. Corella reported that she sent notices to those members whose attendance record fell below 80% in 2007. According to the 1998 Agreement, all members must maintain a minimum of 80% board

attendance per year. She added that AT&T Local Services was one of the notified members, and the result is their attendance at today's meeting.

The next issue on the agenda is **Item 1423: Standardization of Procedures and Minutes**. This is a standing item on the operating agenda.

The members addressed **Item 1438: Restructure of Application Process**. Ms. Corella has created a draft for the initial response letter sent to parties interested in membership (attached). The members proceeded to review the draft letter. The members noted typos, and revised sentences on the draft letter. The members approved the draft letter with the noted revisions. This letter is the initial response letter to be sent to entities interested in committee membership.

The next item on the agenda is **Item 1441: CA-CLEC LLC**. As reported at the board meeting earlier, the applicant's financial should be received at the JPC office no later than the end of the first quarter. The consensus is to send communication to the applicant informing them that if we do not receive their financial statement, or do not hear a response from them by March 31, 2008, their application would be closed. If they remain interested in membership, they would need to re-apply. Ms. Corella would notify the applicant.

The eighth issue on the agenda is **Item 1445: Authorized Contractors List**. Ms. Corella distributed the current draft of the contractors list to the members. She reported that from the previous ad hoc meeting, the members are to arrive at the criterion that constitutes an approved power/communication contractor. Ms. Corella added that there is a legend box in the lower right hand corner of the sheet to insert the criteria verbiage.

Mr. Autrey stated that Mr. Malcolm Brown brought this issue to the table, therefore; in his opinion the committee should wait for Mr. Brown prior to moving forward.

Ms. Hernandez added that from the previous meeting, the members were to return with their respective criterion that constitutes an approved contractor. She added that one criterion discussed was a thorough knowledge of GO 95 and 128.

The members discussed revising the spreadsheet. Mr. Rodriguez suggested inserting a column next to the contractors and placing a P (power) or C (communication), or P/C in the cell to designate their qualifications. Ms. Prescott interjected and stated that the members should be noted that they approve the specific contractor for P and/or C. She added that one member might approve a contractor, but another might not want the contractor handling their facilities, since it is the right of members to accept or deny contractors.

The consensus is to table this, and contact Mr. Brown to clarify his intentions in regards to this list.

. **Item 1458: Basic JPA Overview Training** was discussed next. Ms. Hernandez stated that the basic training entails the flow of the JPA paperwork, and the forms and timelines. Mr. Rodriguez inquired if this should include building requirements for verification prior to processing the preliminary JPA. Ms. Hernandez stated adding what is required from the fielders in completing the JPA should be part of the training module. Ms. Goetz added finalizing the JPA, and the timeframes per forms pertaining to each step in the process should also be included. Mr. Rodriguez stated that it is important to stress the fielding, since some incoming members are of the opinion that they could engineer from their desk via the database pole research. The field verification must be stressed. Mr. Rodriguez stated that he has a process detail that he created when he started with T-Mobile. He added that he would bring the process with him to the next meeting.

Ms. Corella stated that she located the training module created by her predecessor.

The members are aware that when the automated JPA processing is launched this would require additional detailed training. Ms. Hernandez stated, keeping in mind the automated process; that the training should be primarily the JPA flow process, which should not change when the automation process is introduced.

Mr. Rodriguez stated that it would be beneficial to new members if they could download a training module from the SCJPC web site.

It was agreed to start the process of creating a training module by documenting the preliminary JPA flow. Ms. Prescott stated that the iPAM screen shots are very different in appearance from the manual documents currently being used by members.

Ms. Baccus stated that what new members require is a type of orientation. This could include the training module, and drawing attention to the most common errors encountered by new members.

Mr. Rodriguez stated that he would forward documentation that he has on training, and requested Ms. Haney to bring any documents she might have on training.

The members then discussed **Item 1459: Review of Membership fee.** Ms. Corella stated that she has updated the membership calculation sheet with 2007 financial data (attached). It was noted that the costs have increased due to the computer software. Mr. Autrey inquired about the depreciation factor applied to the furniture and computer software. Ms. Corella responded that she took the factor from previous worksheets. Ms. Corella would contact the accountant to discover the depreciation factor and what the depreciation schedule is used, as well as researching prior minutes.

After extensive discussion it was agreed to place this issue on the discussion calendar of the next Administrative Board meeting.

Under miscellaneous items, Ms. Corella opened discussion on the quotes obtained for the lease of the office copier. The members reviewed the cost comparison sheet on the copiers being considered for lease. Ms. Corella stated that in conferring with Ms. Pranata and Ms. Baccus, they agreed that the best fit for the office would be Ricoh. The Ricoh specifications meet the current needs of the office. She added that Ricoh primarily provides copiers in the professional business arena. The Ricoh Company has extended a non-profit organization discount to the committee, therefore, leasing the copier at a discounted rate. After extensive discussion, the consensus is to lease the Ricoh copier for 36 months since it appeared the better option.

Lastly, Ms. Prouty inquired in reference to the office space lease expiration. Ms. Corella responded that the lease expires on October 2009. She added that she is not sure if the lease would be renewed. It was agreed to contact the current leasing company in regards to the lease expiration in October 2009.

Lastly, the members reviewed the action items:

- Ms. Prescott to contact Mr. M. Brown in regards to **Item 1445: Authorized Contractors List**
- Mr. Rodriguez and Ms. Haney to present their training data to members in reference to **Item 1458: Basic JPA Overview Training.**
- Ms. Corella to research how figures were determined when creating original membership fee in regards to **Item 1459: Review of Membership Fee.**
- Ms. Corella to contact leasing company in reference to renewal
- Ms. Corella to move forward with Ricoh copier lease.

The meeting adjourned at 12.30 p.m. until April 16, 2008.

Jennie Corella – Manager of Operations

Attachments

Southern California Joint Pole Committee

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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.

The committee is not a government agency, but an entity made up of a group of member representatives of utilities and municipalities, formed as a result of the need to limit the number of poles in the field and create a uniform procedure for recording pole ownership. The JPC office and staff serve the committee.

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 2008, where you require one useable foot of space and are the second owning entity on that pole, would cost you \$1117.51 (\$69.84 per useable foot plus \$1047.67 for shared footage). This is based on the current routine handbook. The committee does not offer formal JPA processing training.

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
EXTENET SYSTEMS
GOLDEN STATE WATER
M-POWER COMMUNICATIONS
MCI METRO/ATS
MCI TELECOMMUNICATIONS

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

Organization Name
Page 2

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 note that the committee will only accept audited financial statements. Please pay special attention to Section 3 (a), second paragraph. This is to ensure you understand that membership does not guarantee pole attachment.

Section 5 of the Agreement addresses the commitments, responsibility and obligations of member representatives and alternates. Please note that each representative or alternate must attend at least 80% of Administrative Board meetings within one calendar year. 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 2008 is \$66,258.52.

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.

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

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 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

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
2008
MEMBERSHIP FEE (Draft 1)

OPERATING FUND **\$ 3,125.00**

**TOTALS TAKEN FROM BALANCE SHEET & STATEMENT OF ASSESSMENTS, OPERATING
EXPENSES, AND CAPITAL INVESTMENTS AS OF 12/31/07**

<u>FURN., FIX. & EQUIPMENT</u>	\$ 71,152.00	<u>PENSION</u>	
LESS DEPRECIATION (.095764)	\$ 6,813.80	CONTRIBUTION	\$ 28,277.17
TOTAL	\$ 64,338.20	IND. ARRANGE.	\$ 4,206.48
		FEE	\$ 1,413.86
COMPUTER SOFTWARE	\$ 625,929.00	TOTAL	\$ 33,897.51
LESS (.095764)	\$ 59,941.47		
TOTAL	\$ 565,987.53	DIVIDED BY	
TOTAL FURNITURE, FIX., EQUIP. & SOFTWARE	\$ 630,325.73	30 MEMBERS	\$ 1,129.92

DIVIDED BY 30 MEMBERS **\$ 21,010.86**

INTELLECTUAL PROPERTY*

***ALLOWS THE FOLLOWING BENEFITS:**

- ACCESS TO 1.2 MILLION POLE RECORD DATABASE
- ACCESS TO ROUTINE HANDBOOK
- ACCESS TO SCJPC WEB SITE
- BILLING SERVICES
- ABILITY TO PARTICIPATE IN MONTHLY MEETINGS

\$ 50,000.00

OPERATING FUND	\$ 3,125.00
FURNITURE, FIXTURES, & EQUIPMENT	\$ 21,010.86
PENSION	\$ 1,129.92
INTELLECTUAL PROPERTY	\$ 50,000.00
TOTAL MEMBERSHIP FEE	\$ 75,265.77

Southern California Joint Pole Committee
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April 16, 2008

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

Ms. Velma Prouty	AT&T California
Mr. Justin Cashmer	Verizon California
Ms. Lynn Prescott	Verizon Wireless
Mr. Art Johnson	City of Los Angeles
Mr. Roger Ohms	City of Banning
Mr. Mahendra Garg	City of Anaheim
Ms. Shawna Desbois	NextG Networks
Ms. Paula Haney	NextG Networks
Ms. Sherri Goetz	Southern California Edison
Mr. Wayne Brown	Southern California Edison
Ms. Lupe Hernandez	AT&T Wireless
Ms. Shawna Henderson	T-Mobile USA
Mr. Cory Autrey	Sprint-Nextel
Ms. Jennie Corella	Committee Staff
Ms. Jean Baccus	Committee Staff

In the absence of Mr. Rodriguez, committee president Ms. Hernandez chaired the meeting. She opened the meeting by addressing the first item on the agenda, the review of the **March 2008 Operating Expense Sheet**. The members reviewed the expenses. Ms. Goetz questioned the credit balance on the workers compensation expense. Ms. Baccus responded that the office received a refund for overpayment from workers compensation insurance. There were no other concerns with the monthly expenses.

The next item on the agenda is the review of the **accounts receivable**. Ms. Corella reported that she was unable to send out past due notices this month, however, she would send out the notices this month.

Mr. Lippert requested that the City of Burbank invoices be sent to him directly, since his office is experiencing changes in positions and Mr. Filson might be moved to another position.

The third item on the agenda is the **March member activity report**. The JPA activity report reflects that **588** JPAs were processed in March 2008. March is reflective of an average work month.

The next item on the agenda is **Member Board Attendance**. The members reviewed the attendance sheet. Ms. Hernandez stated that the

reorganization ad hoc committee is discussing non-compliance with the Routine, Agreement and By-Laws. Those members below 80% annual Board attendance are in non-compliance to the Agreement.

The next issue on the agenda is **Item 1423: Standardization of Procedures and Minutes**. This is a standing item on the operating agenda.

The members addressed **Item 1438: Restructure of Application Process**. Ms. Hernandez reported that the ad hoc committee has approved the initial applicant request response letter. The ad hoc is to review the current steps in the application process to determine if the steps should be revised.

Ms. Corella verbally explained the application process. The consensus is to have Ms. Corella send the documented application process to the operating committee members for review. Upon returning to the table next month, the members might bring to the table any proposals and/or suggestions for revisions to the application process.

The next item on the agenda is **Item 1441: CA-CLEC LLC**. As reported at the board meeting earlier, this applicant is requesting to provide a parent company guarantee in lieu of an audited financial statement. Ms. Corella would correspond with the applicant requesting a copy of the guarantee. Upon receipt of the guarantee, Ms. Corella would forward a copy to the board members, and a copy to the SCJPC legal as well for review.

The eighth issue on the agenda is **Item 1445: Authorized Contractors List**. Ms. Hernandez reported that the members were to return from the last meeting with a list of, what in their opinion, constitutes a qualified contractor. Ms. Prescott stated that she and Mr. Malcolm Brown compiled a criteria list for qualified contractors, however; she added that the list is not complete. She then read the criteria.

- The contractor specializes in outside plant construction
- Contractor has many years experience in joint pole work
- Contractor has satisfactorily performed in a public right of way for many years
- Contractors construction practices adhere to GO 95
- Contractor must be established

Ms. Prescott stated that the ad hoc could add criteria to the list. She added that she would forward the list to Ms. Corella for distribution to the ad hoc members for their review.

Mr. Cashmer reported that like AT&T California, Verizon California does not wish to publish their approved contractors.

Next on the agenda is **Item 1458: Basic JPA Overview Training**. Ms. Hernandez reported that the ad hoc has discussed a training of an overview of SCJPC forms, and flow of the JPA process. Ms. Goetz stated that at the

previous meeting, the ad hoc decided to change the item number to read, Basic JPA Orientation.

Ms. Hernandez reported that Mr. Steve Rodriguez has submitted a copy of the orientation JPA process document he uses within his organization. It was agreed to carry this item over to the next ad hoc meeting when Mr. Rodriguez would be in attendance.

The tenth issue on the agenda is **Item 1459: Review of Membership Fee**. Ms. Corella distributed that latest draft. It was noted that the fee slightly increased.

Mr. Garg questioned how the ad hoc arrived at the total cost of \$50,000.00 for intellectual property. Ms. Corella responded that in 2005 the ad hoc extensively discussed the replacement cost for the intellectual property and arrived at the questioned sum.

It was agreed to review the minutes where the ad hoc discussed this item extensively to determine how the members arrived at the sum in question.

Last issue on the agenda is miscellaneous items. Ms. Corella stated that it is time for the staff performance evaluations. She added that she would have the evaluations and proposed salary action by the next meeting. **Item 1463: JPC 2008 Staff Evaluation** has been assigned to this ad hoc committee.

Ms. Haney proposed scheduling this meeting without other meetings scheduled that same day. She added that this type meeting normally runs several hours.

Ms. Hernandez stated that she would contact Mr. Rodriguez to coordinate a meeting with Ms. Corella. Then a special meeting would be scheduled for the ad hoc committee members.

Ms. Corella reported that she has not signed the lease for the Ricoh copier at this time, since she received a quote from Canon that is relatively close. She added that she, Ms. Baccus and Ms. Pranata would review and compare the quotes to determine which offers the best option.

Lastly, the members reviewed the action items:

- Ms. Prescott to email a list of requirements for **Item 1445: Authorized Contractors List** to Ms. Corella to be sent to the ad hoc members.
- Ms. Corella coordinate staff evaluation meeting by contacting Mr. Steve Rodriguez
- Ms. Corella to contact CA_CLEC LLC legal to request a copy of the parent guarantee
- Ms. Corella to email members copy of new member application process
- Ms. Corella to provide copies of minutes where the membership fee was discussed to determine how the intellectual property cost of \$50,000.00 was determined.

The meeting adjourned at 11.20 a.m. until May 21, 2008.

Jennie Corella – Manager of Operations

Southern California Joint Pole Committee
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May 21, 2008

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 (teleconference)
Ms. Lynn Prescott	Verizon Wireless
Mr. Malcolm Brown	Verizon Wireless
Mr. Steve Rodriguez	T-Mobile, USA
Mr. Albert Crockenberg	T-Mobile, USA
Mr. Mahendra Garg	City of Anaheim
Ms. Shawna Desbois	NextG Networks
Ms. Paula Haney	NextG Networks
Ms. Sherri Goetz	Southern California Edison
Mr. Larry Chow	Southern California Edison
Ms. Lupe Hernandez	AT&T Mobility
Ms. Shawna Henderson	AT&T Mobility
Mr. Cory Autrey	Sprint-Nextel
Mr. Jim Brown	XO Communications
Ms. Jennie Corella	Committee Staff
Ms. Jean Baccus	Committee Staff

Mr. Rodriguez opened the meeting at 10:25, and allowed for introductions. He opened the meeting by addressing the first item on the agenda, the review of the **April 2008 Operating Expense Sheet**. Ms. Prescott stated that Mr. Cashmer had contacted her questioning the employee health coverage policy. She added that what information is needed is 1) the cost of the policy, 2) how the policy is administered, 3) are the premiums paid by the committee, employees, 4) what is the policy deductible, and/or 5) if the costs are split with committee and employees. The committee intends on reviewing the rate of increase annually for the current health insurance premiums. The consensus is to review the current employee health and dental benefit package to ascertain if these costs could be reduced yet maintain the type of current coverage by obtaining quotes from other health providers.

Mr. Cashmer inquired into the SEP retirement plan provided by the committee for the employees. Ms. Corella responded that the committee provides 10.5 percent of the employee monthly earnings toward their SEP IRA. Mr. Cashmer questioned if the members would consider another plan where the employees contribute a portion, and the members contribute a portion.

Ms. Baccus stated that when the plan was formulated, it was agreed that a SEP IRA would not require administrative costs. At the time the previous retirement plan administrative costs were excessive.

The ad hoc committee agreed that research into another type plan was required. Ms. Corella would look into other type IRAs for not-for-profit organizations.

Mr. Rodriguez proposed creating another ad hoc to address employee benefits. Ms. Hernandez stated that if one entire day was dedicated to the Operating ad hoc committee, than these issues could be addressed by assigning an item number to the agenda. **Item 1464: Staff Benefit Package** has been assigned to this ad hoc committee.

Mr. Cashmer inquired into the committee meeting costs. He proposed if meetings do not run past noon, lunch should not be provided. Ms. Corella responded that historically, members who remained for the entire day would go out for lunch. However, it was proved that if lunch is brought in, there are a greater number of members who remain for the remainder of the meetings. The objective is to have the greatest number of representatives attend all ad hoc meetings.

Ms. Haney stated that there have been instances when lunches are catered into the office, and representatives have worked while taking lunch.

It was agreed to accumulate and compare the increase in committee meeting costs for the last five years.

The members reviewed the remainder of the monthly expenses, and there were no further questions.

The next item on the agenda is the review of the **accounts receivable**. Ms. Corella reported that she neglected to send out notices. She is delegating the collection letter correspondence to Ms. Allen, who would be trained later this month.

The third item on the agenda is the **April member activity report**. The JPA activity report reflects that **611** JPAs were processed in March 2008. April is reflective of an average work month.

The next item on the agenda is **Member Board Attendance**. After reviewing the attendance record of the first quarter, the members discussed proposing a punitive fee for those members who are non-compliant with the Agreement. Their incomppliance results from their lack of attending the 80% annual minimum requirement per the 1998 Agreement. The by-laws state that if the committee deems it necessary, they have the option to impose on members a penalty due to their lack of attendance. Mr. Rodriguez stressed the issue that all members should make the effort to attend, or teleconference the Board meetings. He added that those members that attend regularly, and work together to ensure the SCJPC works harmoniously, remain abreast of any changes in the JPA process and aid those non-attending members by sharing the knowledge, which they obtained by regular Board attendance. For the sake of equity, a penalty fee should be imposed on those members in non-compliance.

Mr. Brown proposed notifying non-compliance members informing them that due to their violation of lack of attendance, they can no longer process JPAs. Ms. Goetz responded that in her opinion, these members would not submit their JPAs, but she believes it would not deter them from moving forward with constructing.

Ms. Hernandez agreed with Ms. Goetz in that suspending their processing of JPAs would impact all members in that the offending members would not finalize JPAS, and joint members would not get paid their share.

The members discussed what would be done with the funds collected from the penalty fees since the SCJPC is non-profit. The consensus is that a general ledger account is to be assigned, and the funds would be used to offset monthly expenses. The members proposed a 50% penalty of the member in violation, of their current months assessment.

The members discussed imposing the penalty quarterly, annually or monthly. It was agreed that the process would be:

- The attendance would be recorded monthly.
- The members would be assessed a penalty on a rolling forward twelve month period.
- The monthly penalty is 50% of the current month's assessment.

The consensus is to place this issue on the discussion calendar of the next administrative board meeting for discussion, and the possibility of Board approval.

The next issue on the agenda is **Item 1423: Standardization of Procedures and Minutes**. This is a standing item on the operating agenda.

The members addressed **Item 1438: Restructure of Application Process**. Ms. Corella opened discussion by briefing the members on this issue. She stated that the question is the order of the step process for membership application. The ad hoc has discussed rearranging the steps.

Mr. Chow stated that a major thought on this issue is the idea of placing the applicant interview at the beginning of the process to inform applicants of their obligations, responsibilities, and commitments. This would allow them the time to return to their organizations and contemplate if SCJPC membership is something that would truly benefit them, and if they have the resources to commit. Mr. Rodriguez added that he agrees with Mr. Chow in that an interview to inform applicants of all that is expected of them, and what membership entitlements are, and are not could aid in eliminating the long application process.

The members discussed creating a Power Point presentation explaining the JPA process, including time frames, and how to complete all forms. The CD could be given to the applicants to review and ascertain if this is something they are ready to undertake.

Mr. Rodriguez stated that for the sake of caution, in regards to providing the CD to entities interested in membership, there might be some entities that

are not truly interested in membership, but merely would like to view, learn and/or duplicate the JPA process.

All that being said, Mr. Rodriguez suggested placing a page on the SCJPC web site with the membership information, and an FAQ link.

After discussion, it was agreed that a web page link on the SCJPC home page would be created to answer questions interested entities might have, as well as membership information.

The consensus is that the application process does not require restructuring. This item number has been renamed to read, "New Membership Information tab, and FAQ link on web site".

The next item on the agenda is **Item 1441: CA-CLEC LLC**. As reported at the board meeting earlier, Ms. Corella would contact the committee legal to ascertain if there is anything in the Agreement that addresses the issue of parent company guarantees. The application is to remain open.

The eighth issue on the agenda is **Item 1445: Authorized Contractors List**. Mr. Brown opened discussion by stating that he would like the ad hoc to create a list of qualifications for authorized contractors. He added that he is approached by vendor contractors who would like to be placed on his bid list for jobs within his organization. He further added that if the committee has a document with the qualifications, he then could provide interested vendors the list of qualifications. He stated that right of way contractors would like to handle the job from start to finish, however; they might not have the qualifications for JPA work. Mr. Brown stated that he might have problems attempting to police and ensure that those contractors that work on joint pole facilities are qualified.

Ms. Hernandez read the qualifications notated in the minutes from the previous ad hoc meeting:

- The contractor specializes in outside plant construction
- Contractor has many years experience in joint pole work
- Contractor has satisfactorily performed in a public right of way for many years
- Contractors construction practices adhere to GO 95
- Contractor must be established

After extensive discussion, Mr. Brown stated that he would appreciate the help of the ad hoc in identifying those qualifications and skills for an authorized contractor. Ms. Prescott stated that she would send out the information she has compiled for contractor qualifications to Ms. Corella who would in turn forward it to the ad hoc members.

Next on the agenda is **Item 1458: Basic JPA Overview Training**. Ms. Hernandez reported that Mr. Rodriguez has submitted a training packet he created for his internal staff. The consensus is that the ad hoc members are to

review the training packet submitted by Mr. Rodriguez and upon return next month, be prepared to provide their comments, suggestions, and concerns. The objective is to create a document to aid incoming members with the processing of JPAs.

The tenth issue on the agenda is **Item 1459: Review of Membership Fee**. Ms. Corella reported that she researched back to the time the membership fee was addressed in her tenure. She added that the paperwork in the packet is the minutes back to when the item was created. Ms. Corella read the minutes in chronological order to determine the direction of the dialogue in regards to this issue. It was agreed to table this at this time. The ad hoc members are to take the paperwork in the packet of the minutes, and review them. When they return next month, they are to bring any comments or questions in regards to the minutes.

The last item on the agenda is **Item 1463: JPC 2008 Staff Evaluation**. Ms. Corella opened discussion by distributing the spreadsheet with the evaluation data and the proposed salary action. Ms. Corella shared her thoughts on her recommendations on each individual staff.

The members posed questions to Ms. Corella in regards to staff performance evaluations. After discussion on the salary proposals, Ms. Corella was excused to allow the members private discussion among themselves.

Ms. Corella was invited to return to the ad hoc meeting. The ad hoc approved the staff salary proposals. Ms. Corella is to send her performance evaluation to the ad hoc members. The members scheduled a conference call to address the performance evaluation of Ms. Corella.

There were no miscellaneous items.

Lastly, the members reviewed the action items:

- Review the medical/dental insurance policy increase for the last five years.
- Shop for comparable health/dental plans among other vendors as well as current vendor
- Research other types of retirement plans for non-profit small organizations.
- Send correspondence to legal inquiry if Agreement prohibits accepting a parent company guarantee.
- Compile new membership information and FAQ for tab and link on SCJPC web site
- Get a rolling forward attendance from May 2007 to May 2008 for Board attendance and list those who have fallen below the required 80% attendance.
- Members to review training packet submitted by Mr. Rodriguez, and upon returning next month be prepared to share their comments and concerns.

- Ms. Prescott to send members a list of qualifications for JPA authorized contractors

The meeting adjourned at 2.15 p.m. until June 18, 2008.

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June 18, 2008

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:

Mr. Justin Cashmer	Verizon California (teleconference)
Ms. Lynn Prescott	Verizon Wireless
Mr. Malcolm Brown	Verizon Wireless
Mr. Robert Wolfe	AT&T California
Ms. Shawn Henderson	T-Mobile, USA
Mr. Robert Allen	City of Los Angeles
Mr. Dennis Walls	City of Los Angeles
Mr. Don Beckermann	MCI/ATS Comm. (teleconference)
Ms. Shawna Desbois	NextG Networks
Ms. Paula Haney	NextG Networks
Ms. Sherri Goetz	Southern California Edison
Mr. Larry Chow	Southern California Edison
Ms. Lupe Hernandez	AT&T Mobility
Mr. Roger Olms	City of Banning
Ms. Jean Baccus	Committee Staff

In the absence of Mr. Rodriguez, Ms. Hernandez chaired the meeting and opened by addressing the first issue on the agenda, the review of the **May 2008 expense sheet**. The members reviewed the expenses. Ms. Hernandez inquired if any members had any questions, or concerns. Mr. Cashmer questioned the miscellaneous expense. Ms. Baccus stated that she submitted her travel expense, which would account for half; she added that she would query Ms. Corella upon her return. Mr. Cashmer stated that he would like a break down for May and June of the miscellaneous expenses.

Next the members reviewed the **June Accounts Receivable**. Ms. Baccus stated that the February Time-Warner invoice has been paid. There were no further questions or discussion on this issue.

Third issue on the agenda is **May 2008 JPA Member Activity**. It was noted that 427 JPAs were processed in the month of May. The members reviewed the spreadsheet. There were not questions, or concerns.

Fourth on the agenda is **Member Board Attendance**. This issue was carried over from the Board meeting that met earlier that morning. Ms. Hernandez reiterated the options suggested at the Board meeting in improving

Board attendance, and the option to penalize those members not in compliance with the mandated required attendance per the 1998 Agreement. The first issue is determining and agreeing on the percentage of required attendance, whether it is 80% or 50%.

Mr. Wolfe noted that the 50% cut-off is at the mid point of the attendance sheet. He added that he would favor the 80% required attendance. Mr. Walls agreed with Mr. Wolfe and stated that 80% appears reasonable.

Mr. Brown stated that when members signed the Agreement, a condition of the Agreement is the required 80% attendance. He added that representatives have options if they are unable to physically attend, they can send their alternate or teleconference. He further added there is one meeting a month, and members have three options of participation.

Mr. Beckermann responded that calling in to be counted as an attendee is like ticket punching. He added that his alternate is in Richardson, Texas, and the other party in California covers the entire state and Arizona. He stated that he would like to maintain 80% attendance; however, it appears unrealistic.

Mr. Wolfe stated that in the North, there are several alternates assigned. He inquired if there is a restriction on the number of alternate representatives per utility members.

Mr. Chow responded that there is no limit on the number of representative alternates per membership. The agreement states one representative with at least one alternate.

Ms. Hernandez stated that perhaps start with the 50% attendance requirement for one year. This might result in raising the 0% members to 50%, and if this process fails to improve Board attendance, than move toward the 80% attendance requirement.

Mr. Wolfe suggested setting the fee at 50% of 1% of the current monthly assessments. He added that in his opinion this type penalty would send a greater message, and have a greater impact.

Mr. Lippert stated that the objective is to set the penalty to prompt members to improve attendance, but not too high that might prompt members to drop out of the committee.

Mr. Chow stated if members opted to drop out of the committee, he would be interested in what prompted them to join the committee initially. He would like to determine what were the thoughts of members joining, and how they view the process today. This might aid the ad hoc to understand and determine if penalizing members is the correct direction to move toward.

Mr. Beckermann stated that MCI has two memberships, which started with Western Union (WU), now ATS who has a long history with the committee. MCI Telecommunications, the long distance portion, joined due to the need to attach facilities. MCI purchased WU, and the requirement at the time was to keep the local and long distance portions separated. He added the MCI has not built anything in the last ten years. Anything that has been built recently, has been done through leases.

Ms. Haney stated that the function of committee attendance is to continually review and revise the Routine Handbook, and maintain costs and agreements current with the operating standards of today. She added that when members fail to participate, those members that participate regularly are

left with the responsibility of running the entire business of joint ownership. There are costs to those members that take the time from their daily operations to participate in these meetings. Those members that do not attend are gaining the benefit of committee participation at no cost to their organizations. Therefore, in her opinion, the time has come for those non-attending members to compensate the committee for the benefits gained through those participating members.

Mr. Chow stated that in line with what Mr. Beckermann stated, that MCI has not built in ten years, perhaps the penalty should not be tied entirely to board attendance, but to take into account transaction history.

Ms. Haney responded that the database continues to be maintained, and there are other issues to take into account aside from transaction history.

Mr. Beckermann stated that the North provides proxy votes. This allows him to submit his vote on his time. He added that this idea would help, because this mandatory attendance is placing a great effort on those members that have a limited volume of work, and resources. He further stated that his organization could not justify engaging an engineering firm to cover the JPC forum. This is not financially feasible to his organization. He further added that he has to answer to his main office in Virginia explaining what an assessment invoice is, and what is the SCJPC. California is the only state that has a joint pole organization; therefore, he must explain the process to his main office on a regular basis.

Mr. Wolfe stated that looking at the idea of entities attempting to join the SCJPC, perhaps the committee should consider a video presentation to be viewed by interested entities. The video could include process, responsibilities and commitments.

Mr. Chow stated that in listening to the dialogue, and in regards to the Altrio situation, perhaps there should be a rental option within the committee. He added that officially, he is not proposing this; however, would like the members to consider it. The Altrio situation forced all joint members to enter into individual lease agreements. If there is a rental option, members could opt to lease through the committee. He gave an example of Altrio, stating that their space would become common area, and all members would gain a portion of the rent.

Mr. Allen stated that, with the exception of MCI, which inherited the membership, all interested entities should have researched membership options, and has the knowledge of what is expected of them. He added that the research should be part of their business plan.

Mr. Wolfe stated that interested parties could visit the JPC for a one-day orientation.

Ms. Hernandez stated that the ad hoc has discussed creating a CD to be sent to interested parties at the time of application.

Mr. Allen remarked that it appears in the case of Mr. Beckermann, that his organization is expecting him to cover a great area with limited time. Mr. Beckermann responded in the affirmative.

Mr. Allen stated that the committee as a whole expects participation from all members, not a selected few.

Mr. Beckermann stated that he would not like to withdraw. This is the reason why he attempts to participate as much as possible.

Ms. Goetz stated that the attendance sheet should be revised to include the number of poles per member. Ms. Baccus noted the proposed revision.

Mr. Allen stated that after one year of tracking, in his opinion 50% required attendance to avoid a monetary penalty is not unreasonable. He added that for fear of sounding negative, the committee should move forward with this proposal because action is required.

Ms. Hernandez stated that in light of the dialogue, perhaps the committee could expect 80% attendance, but should start the penalty phase at 50% or lower attendance.

Mr. Wolfe stated that the ad hoc is required to determine when the penalty phase should start, and the dollar amount.

Ms. Hernandez reiterated that the ad hoc must determine the percentage of required attendance, and the penalty fee dollar amount.

The members discussed earlier of starting the penalty process in January 2009; however, it was agreed that if the proposal is approved in July 2008, that the process should start in August 2008.

The agreement is to assess the penalty at 50% or less attendance, with no grace period, and if approved start the process the following month.

The members discussed the dollar amount. Mr. Wolfe suggested assessing a flat rate for the penalty fee. The members agreed on a flat rate of \$500.00.

Mr. Lippert proposed the following verbiage:
Members will be assessed a penalty of \$500.00 if they

- A. Miss an Administrative Board Meeting and
- B. Have attended less than 50% of the previous twelve months
Administrative Board Meetings

The penalty will be included in the next month's assessment.

This policy will be effective August 1, 2008 and will be revisited after a period of (1) year.

The above proposal would be on the discussion calendar of the July 2008 Board meeting.

The members discussed what would be done with the penalty funds collected. Some suggestions were, charity, scholarship, apply to the software development or carry the funds on the books, and apply against assessments once a year.

The office would contact the committee auditor to question the legality of the committee donating to charitable organizations.

The next issue on the agenda is **Item 1423: Standardization of Procedures and Minutes**. This is a standing item on the operating agenda.

The members addressed **Item 1438: New Membership information tab and FAQ link on Web Site (formerly Restructure of Application Process)**. Ms. Hernandez stated that she believes the tab is available on the web. Ms.

Baccus responded that she is not certain if the information is available on the web site, but she would research.

The next item on the agenda is **Item 1441: CA-CLEC LLC**. It is agreed that the attorney acting on behalf of the applicant would be contacted to provide the latest copy of the parent company's financial statement.

The eighth issue on the agenda is **Item 1445: Authorized Contractors List**. Ms. Hernandez asked the members to review their copies of the provided list of standards for contractor qualifications, and the contractors list spreadsheet.

Ms. Hernandez stated that the ad hoc is aware that one could not dictate what contractors an organization engages; however this is what joint members expect other members to require of their contractors.

Mr. Wolfe inquired as to how contractor's skills are confirmed, since all that is needed is a contractor's license. He added that in the North contractors are referrals with recommendations.

The members reiterated the objective for this list. They want to ensure that the contractors handling their facilities are reputable, knowledgeable, and have the necessary skills for joint pole work. The members worked on the qualifications verbiage and arrived at the following:

Standards for Contractor Qualifications

There are very few actual certifications that each contractor must have, other than a contractor's license and/or union affiliation, to construct overhead facilities on poles in the public right of way. However, the contractor must satisfy the Member Utility's individual requirements to work on solely owned or joint poles. Some of those requirements are:

- Contractor specializes in underground and overhead line construction.*
- Contractor has demonstrable experience in joint Utility pole work.*
- Contractor's construction practices must adhere to Federal, State and Local safety and construction standards.*
- Contractor must use recognized Industry specific tools and equipment for installation of poles and facilities.*

The contractor standards are to be published on the web site.

Next on the agenda is **Item 1458: Basic JPA Overview Training**. Ms. Hernandez reported that Mr. Rodriguez has submitted a training packet to be considered for this issue. Ms. Hernandez suggested tabling this issue until the return of Mr. Rodriguez.

The tenth issue on the agenda is **Item 1459: Review of Membership Fee**. Ms. Hernandez proposed tabling this issue. She added that Mr. Garg questioned how the committee arrived at the dollar total for the intellectual property. Ms. Corella has compiled previous minutes with discussion on the membership fee, and intellectual property for the members to review and ascertain how the ad hoc arrived at the cost. It was agreed to table this issue for the next meeting.

The last issue on the agenda is **Item 1464: Staff Benefit Package**. Ms. Hernandez stated that at the behest of Verizon California, the ad hoc would be reviewing the health benefits, and retirement plan of the JPC staff. The ad hoc is in agreement with Verizon and would be reviewing different plans.

Ms. Baccus distributed a spreadsheet reflecting the change in premiums for the last five years.

The members inquired about the current retirement benefits for the staff. Ms. Baccus responded that it is a SEP IRA to which the committee contributes 10.5% of their salary a month toward their account. She added that each employee selects where they choose to maintain the account, and it is their responsibility to maintain the account. There are no maintenance fees to this type account. Currently, there are six employees on the plan, and their accounts are with Fidelity.

She further reported that she inquired with SurePayroll, into what they have available in retirement plans. Their response to her is that they have a 401K plan, and they have 300 plus funds, and 50 fund families. The employer chooses a variety funds that employee would invest their money. They manage the plan. She added to start the plan for 8 employees is \$500.00 plus an annual maintenance cost of \$1,000.00. They have a plan called the Safe Harbor which reduces the annual maintenance to \$750.00, she added that she is not certain what the difference is between the two plans, aside from a lower cost.

The members discussed the health plans and the consensus is that the office manager would bring some different plans to the ad hoc at the next meeting.

Next, Ms. Baccus distributed a sheet reflecting how much the committee meeting expenses were for the last five years per each member. After viewing the sheet it was agreed that the catering lunches are greater in cost effectiveness as opposed to going out for lunch. However, the concern for Verizon is that those members that do not partake in the lunches should not be assessed. It was agreed to discuss this issue further when the budget is reviewed.

Under miscellaneous items Ms. Goetz stated that currently, SCE is notating the contractor name and phone number on their JPAs. She inquired if all members could adopt this policy. The members discussed revising the header on the JPA to provide contractor name and number. After further discussion it was agreed to raise this issue at the next Routine Revision meeting

Lastly, the members reviewed the action items:

- Jean/Angela – update and add to web site new contractors list.
- Administrative Board – discussion and vote on Penalty fee, forward to members 10 days prior to meeting
- Itemize the Expense Sheet for Misc/Travel Expense for May and June
- Jennie present options for medical and dental plan providers
- Revise contractors list to include number of poles per member

The meeting adjourned at 2.00 p.m. until July 16, 2008.

Jean Baccus – Assistant Manager of Operations

jc

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July 16, 2008

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:

Mr. Steve Rodriguez	T-Mobile USA
Ms. Lynn Prescott	Verizon Wireless
Mr. Robert Wolfe	AT&T California
Mr. Mahendra Garg	City of Anaheim
Mr. Dennis Walls	City of Los Angeles
Mr. Cory Autrey	Sprint-Nextel
Ms. Paula Haney	NextG Networks
Ms. Sherri Goetz	Southern California Edison
Mr. Larry Chow	Southern California Edison
Ms. Lupe Hernandez	AT&T Mobility
Ms. Jennie Corella	Committee Staff
Ms. Jean Baccus	Committee Staff

Mr. Rodriguez opened the meeting by addressing the first issue on the agenda, the review of the **June 2008 expense sheet**. The members reviewed the expenses. Mr. Rodriguez inquired if any members had any questions, or concerns.

Next the members reviewed the **July Accounts Receivable**. Mr. Autrey inquired at what point are members delinquent. Ms. Corella responded that the remittance period is 30 days. She added that some members' pay within 60 days, and this is acceptable since they are consistent in their payment pattern.

Third issue on the agenda is the **June 2008 JPA Member Activity**. It was noted that 491 JPAs were processed in the month of June. The members reviewed the spreadsheet. Mr. Wolfe inquired why all members were assessed monthly when only some members processed work. Ms. Corella explained that the assessments are not based on the volume of work within a given month, but on their non-usable footage pole base. She added that all members are assessed 1%, plus their percentage of non-usable footage. June is reflective of a lower than average billing month.

Fourth on the agenda is **Member Board Attendance**. The members reviewed that attendance sheet and noted that attendance has improved. It was noted that in many instances, those members that teleconference tend to

drop off prior to meeting adjournment. The members discussed the possibility of taking attendance at meeting adjournment. The consensus is to publish the attendance sheet on the SCJPC.net web page and encourage members to review it on a monthly basis to confirm their attendance.

The next issue on the agenda is **Item 1423: Standardization of Procedures and Minutes**. This is a standing item on the operating agenda. Ms. Baccus maintains a book of billing directives internal to the JPC office, which are not published in the Routine, but have been agreed upon within a specific ad hoc meeting.

Mr. Wolfe inquired if the office has a plan and/or established procedure should the JPC office become inoperable? Mr. Rodriguez responded that as one of her objectives, Ms. Corella is to provide such a plan to the operating committee.

Mr. Wolfe would be providing Ms. Corella with a copy of the procedures applicable to the NCJPA.

The members addressed **Item 1438: New Membership information tab and FAQ link on Web Site (formerly Restructure of Application Process)**.

Ms. Corella reported that she, Ms. Pranata, and Ms. Baccus worked on the SCJPC web site and have made some revisions. The horizontal menu FAQ has been changed to read, "General Information". The drop down menu contains criteria for membership, application process, and FAQ. The authorized contractors list is also included under general information. Ms. Pranata visually displayed the web page prototype.

After reviewing the proposed web pages the members suggested some revisions to the web pages. The authorized contractors list is to be revised and moved to the member's only drop down menu, which is password protected. The general information drop down menu is not password protected.

The members reviewed the FAQ sheet and made some revisions prior to publishing on the web.

The next item on the agenda is **Item 1441: CA-CLEC LLC**. This issue was discussed at the board meeting earlier that morning. The members are to take the documents, submitted by the applicant, to their respective legal departments to determine if Crown Castle, the applicant parent company, is solvent.

Mr. Chow inquired if the committee has agreed to accept the parent company guarantee in lieu of their audited financial statements.

The response is that the committee legal stated that if the parent company is sound and solvent, the committee might accept the guarantee since the Agreement mentions nothing of an audited financial statement.

The consensus is that all the documents pertaining to the financial condition of Crown Castle be sent to all board members noting that this item would be on the consent calendar of the August 2008 board meeting.

The eighth issue on the agenda is **Item 1445: Authorized Contractors List**. This item has been resolved and would now be closed.

Next on the agenda is **Item 1458: Basic JPA Overview Training**. The members discussed the best method to train and give new members a basic JPA overview training. It was agreed that a visual slide show could be created. Mr. Rodriguez and Ms. Hernandez would work together on a training module, and present it to the ad hoc.

The tenth issue on the agenda is **Item 1459: Review of Membership Fee**. The members reviewed the latest draft.

Ms. Corella has compiled historical minutes containing discussions pertaining to the development of the membership fee. The concern with the fee is how the committee arrived at the \$50,000 for the intellectual property.

Mr. Chow stated that in his opinion, the cost is low considering all the information that new members are privy to.

Ms. Prescott stated that the cost is not merely for the programs, but for the years and time invested in compiling and creating the routine handbook, the agreement, and by-laws. She added if the database would be lost, the cost to recover all the pole information in the database is in excess.

Ms. Haney stated that members do pay the one time initial fee cost, but they are gaining the ability to the pole database, which is constantly updated, for as long as they remain members. After the initial cost the monthly assessments are minimal.

The consensus is to review the minutes to determine how the intellectual property was derived.

This item is to remain open for further discussion.

The last issue on the agenda is **Item 1464: Staff Benefit Package**. Ms. Corella compiled a list of other health plans for consideration for the JPC staff. The health plans for consideration should provide the same benefits to the staff that are currently available, and should be more cost-effective as opposed to the current plan. Ms. Corella highlighted those plans, which are in her opinion, the closest in similarity to the current plan.

The members reviewed and discussed the suggested proposals. After extensive questioning and review, the ad hoc agreed that there is not a plan that is comparable to what the current plan offers that would result in a reasonable cost savings worth the time and effort to change the current plan. The consensus is to maintain the current health plan, and to review the plan annually to determine if the current plan is the correct plan for all involved.

On miscellaneous items the members discussed the teleconferencing protocol. The members discussed taking roll at adjournment. Ms. Hernandez

stated that for an official meeting, a quorum is required, and if teleconferencing parties drop off it is no longer an official meeting.

Mr. Chow stated that the ad hoc should create protocol for teleconferencing. He added that members should not drop off since there could be an item on the agenda that might require board voting and approval.

Ms. Prescott stated that members could be informed that the vote later in the meeting would be recorded as their attendance. If there were no items for vote, then attendance would be taken at adjournment. The issue would be discussed further at the next meeting.

Lastly, the members reviewed the action items:

- Revise the Authorized contract list and place on web under members drop down menu.
- Mr. Rodriguez and Ms. Corella would work on a JPC office emergency process
- Send out CA-CLEC LLC annual report, balance sheet and letter from legal
- Mr. Rodriguez and Ms. Hernandez would work on a Basic JPA overview slide show for new members.
- Ad hoc members to review past computer communications meetings minutes to determine how the value of intellectual property was calculated.
- Health benefits to be reviewed again in May 2009

The meeting adjourned at 1.15 p.m. until August 20, 2008.

Jennie Corella - Manager of Operations

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August 20, 2008

A meeting of the **Operating Committee** took place on the above date, at 12:40 p.m., at the Committee office. Those in attendance were:

Mr. Steve Rodriguez	T-Mobile USA
Ms. Lynn Prescott	Verizon Wireless
Mr. Robert Wolfe	AT&T California (teleconference)
Mr. Dennis Walls	City of Los Angeles
Mr. Cory Autrey	Sprint-Nextel
Ms. Paula Haney	NextG Networks
Ms. Sherri Goetz	Southern California Edison
Mr. Larry Chow	Southern California Edison
Ms. Lupe Hernandez	AT&T Mobility
Ms. Shawn Henderson	AT&T Mobility
Ms. Jennie Corella	Committee Staff
Ms. Jean Baccus	Committee Staff
Ms. Angela Pranata	Committee Staff

Mr. Rodriguez opened the meeting by addressing the first issue on the agenda, the review of the **July 2008 expense sheet**. The members reviewed the expenses. Mr. Rodriguez inquired into the monies budgeted for the iPAM development, hosting and support. Ms. Corella responded that the amount is rolled over and budgeted every year, in the event that the application should launch. There were no further questions, or concerns.

Next the members reviewed the **Accounts Receivable**. Ms. Corella reported that the first two line items on the list have been paid. Mr. Autrey stated that in regards to the outstanding May Sprint invoice, he has sent follow up to the accounts payable department. There were no further comments.

Third issue on the agenda is the **July 2008 JPA Member Activity**. Mr. Autrey stated that the JPA activity appears below average. He inquired into inspection poles. Ms. Corella explained that inspections must be notated on pole records. The process begins with SCE submitting a prelim list of inspected poles and the staff then updates the pole records. When all inspections are completed, Ms. Baccus returns the inspection sheets to SCE who then returns the inspected poles with a final JPA to be billed per account

within the current month. This process is done for SCE SRA's, also inspections for the City of Los Angeles, and the City of Pasadena.

Fourth on the agenda is **Member Board Attendance**. The members reviewed that attendance sheet and noted the attendance records. Ms. Corella reported that the attendance sheet is now available on the web site. She then inquired as to how the penalty would be administered. A fee would be assessed to those members who are 50% or less attendance, but when that member attends one meeting, they would no longer be assessed unless they miss another meeting.

Ms. Hernandez stated that it appears there are members who teleconference, and do not remain on the line for the entire meeting. After discussion, it was agreed that when voting on an item, the vote could serve as attendance.

Ms. Prescott added that by questioning each attendee how they vote, not only would this serve as attendance, but it would also ensure that the minutes reflect just how that specific representative voted.

It was agreed from the previous meeting, the ad hoc would develop a list of protocol for teleconferencing. Ms. Corella would compile the list of teleconferencing protocol and forward it to the operating members for review and input. When it is approved by the ad hoc it would be published, along with the phone number and pass code, on the SCJPC.net web page.

The next issue on the agenda is **Item 1423: Standardization of Procedures and Minutes**. This is a work in progress maintained by Ms. Baccus who updates it regularly whenever any ad hoc committee sets and/or agrees on a particular process or billing directive.

The next item on the agenda is **Item 1441: CA-CLEC LLC**. The application was accepted at the Board meeting earlier that morning. However, this ad hoc has noted that the application process was not followed as set. According to the process, prior to Board approval, all applicants are invited to a Board meeting for an interview. In this situation these two steps have been reversed. Normally, the Board votes membership acceptance after an interview with the applicant has transpired. In that this application has been open for two years, the consensus is that a deviation from the application process is acceptable. The applicant would be invited to the next Board meeting for an interview and general orientation into the committee. It was further noted that after the CA-CLEC LLC interview, briefing, and orientation, and the information is digested, the applicant has the option to state that they choose not to join the SCJPC if they wish.

The consensus is that deviating from the normal application process is acceptable in this isolated situation.

Next on the agenda is **Item 1458: Basic JPA Overview Training**. Mr. Rodriguez reported that due to time constraints, he and Ms. Hernandez have been unable to coordinate their time to work together on this issue. He added that Ms. Haney has sent Ms. Hernandez information to aid with this item. Mr.

Rodriguez and Ms. Hernandez plan on coordinating their schedules to further address this issue.

Ms. Hernandez reported that the City of Glendale inquired if the JPC offered training in JPA processing, since his organization experiences staff turnover. Mr. Wolfe inquired if this issue concerns training or orientation. Ms. Hernandez responded that it addresses both issues. First, there is the JPA orientation for incoming members. Second, it is the JPA process training for incoming and incumbent member utilities. Mr. Rodriguez inquired if it is the responsibility of the committee to train on JPA processing. Mr. Wolfe interjected that there is a vested interest in aiding other members in processing JPAs to expedite and ease the process for all concerned. He added that the NCJPA does offer JPA process training, and he is the instructor. He further added that a training presentation could be placed on a CD. The ad hoc would continue to work on a type of training module to aid in basic JPA processing.

The eighth issue on the agenda is **Item 1459: Review of Membership Fee**. Ms. Corella reported that the primary concern with this item is how the intellectual property cost of \$50,000.00 was determined. Ms. Corella stated that she compiled the historical minutes back to the initial date of the discussion on membership fee. The file containing the minutes is very large; therefore, the consensus is to extrapolate the text pertaining only to the membership discussion on a WordDoc file for the ad hoc members to review. This item is to remain open for further discussion at the next ad hoc meeting.

Item 1465: Board Attendance penalty fee was the last item on the agenda. Mr. Wolfe has revised the by-laws and the revisions would be reviewed by the ad hoc members. The consensus is that the penalty fee of \$500.00 would be credited to the members monthly.

Lastly, the members reviewed the action items:

- Invitation letter to CA-CLEC LLC to attend next Board meeting for interview and orientation.
- Notate on minutes of today's meeting that application process was not adhered to – due to special circumstances.
- Ad hoc members to return with input for a JPA training process
- Ms. Corella to import text from historical meetings to one file on membership fee intellectual property discussion
- Ms. Corella to create protocol for teleconferencing, and send to ad hoc members for their input.

Ms. Haney inquired how many poles in the database have six or greater joint members. Ms. Pranata responded that this type query would require the aid of Mr. Atalla. The members guessed approximately 20,000 poles have six or greater joint members. Ms. Pranata would contact Mr. Atalla in regards to this query.

The meeting adjourned at 2.05 p.m. until September 17, 2008.

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September 17, 2008

A meeting of the **Operating Committee** took place on the above date, at 11:10 a.m., at the Committee office. Those in attendance were:

Mr. Steve Rodriguez	T-Mobile USA
Ms. Lynn Prescott	Verizon Wireless
Mr. Robert Wolfe	AT&T California (teleconference)
Mr. Dennis Walls	City of Los Angeles
Mr. Cory Autrey	Sprint-Nextel
Ms. Paula Haney	NextG Networks
Ms. Sherri Goetz	Southern California Edison
Mr. Larry Chow	Southern California Edison
Ms. Lupe Hernandez	AT&T Mobility
Mr. Roger Ohms	City of Banning
Ms. Jennie Corella	Committee Staff
Ms. Jean Baccus	Committee Staff

Mr. Rodriguez opened the meeting by addressing the first issue on the agenda, the review of the **August 2008 expense sheet**. The members reviewed the expenses. Ms. Hernandez questioned the expense for the alarm systems. Ms. Corella responded that this line item is pro-rated and is expensed quarterly. There were no further questions.

Next the members reviewed the **Accounts Receivable**. Ms. Corella reported that the City of Los Angeles, the City of Vernon and Newpath Networks have been paid and should be removed from the list. Mr. Autrey reported he is following up on a check sent to SCE that included the JPC invoices. He added checks would be reissued.

Some members noted that they were experiencing difficulty downloading the packets for the various meetings. Ms. Corella stated that she scans the hard copies in PDF format. This creates a larger file. It was suggested that Ms. Corella install Adobe Writer on her PC and save the documents as a PDF file, thus resulting in a smaller downloading file. The committee approved the purchase of the software.

Third issue on the agenda is the **August 2008 JPA Member Activity**. Mr. Autrey requested a report reflecting the past months activity. The objective is to surmise if the volume of work correlates to the size of the staff. There were no further questions in regards to the report.

Fourth on the agenda is **Member Board Attendance**. The members reviewed the attendance sheet and noted an improvement in the attendance records.

The next issue on the agenda is **Item 1423: Standardization of Procedures and Minutes**. This is a work in progress maintained by Ms. Baccus who updates it regularly whenever any ad hoc committee sets and/or agrees on a particular process or billing directive.

Next on the agenda is **Item 1458: Basic JPA Overview Training**. Mr. Rodriguez opened discussion by inquiring if Mr. Wolfe had any information to share with the members in the training method in the North. Mr. Wolfe responded that he has a binder that he has been utilizing in those situations when he is asked to present a training session. Mr. Rodriguez stated that Ms. Haney provided him with her training material, which she uses to train within her organization. Her presentation is based on an incoming members perspective. Mr. Rodriguez stated that his presentation is a basic overview.

Ms. Prescott inquired into what the objective is to this training material, and who are the expected audience. She questioned if the objective is to train members in completing a preliminary JPA, or a macro picture of the JPA process.

Mr. Rodriguez responded that the first phase would be an introduction in to the flow of the process. He added when Ms. Haney's material is introduced this would demonstrate how a preliminary JPA is completed and should appear as a final in the end result.

Mr. Rodriguez displayed the training package to the members. The members viewed and discussed the training package extensively.

Ms. Haney shared that when compiling her training package she approached it from her experience as a new member when NextG initially engaged her. She added that she attempted to address those issues that are commonly utilized to aid in building confidence.

Mr. Rodriguez proposed sending the training packages to the ad hoc members for their personal review, and upon returning next month are to provide input for changes, additions, and revisions.

The seventh item on the agenda is **Item 1459: Review of Membership Fee**. Ms. Corella reported that the City of Anaheim had a question in regards to the intellectual property, and how the committee arrived at the cost of \$50,000.00. Ms. Corella added that she compiled the historical minutes reflecting discussion on the initial membership fee dating back to 2003. The members followed and discussed the dialogue pertaining to the fee. Ms. Corella added that the current draft reflects the latest financial data. The

members reviewed the current draft and agreed that it was ready to be presented to the Board for possible approval to become effective January 2009.

The last issue on the agenda is **Item 1465: Board Attendance penalty fee**. Ms. Corella stated that Mr. Wolfe has submitted his proposed revisions to the by-laws that pertain to attendance penalty fees. It was agreed that the revisions should be reviewed and discussed within the reorganization ad hoc committee. Ms. Hernandez stated that when the revisions are approved, this item would be discussed at this ad hoc to determine how the revenue from the fee would be applied.

On miscellaneous items the issue of teleconference protocol was discussed. The members reviewed the steps compiled by Ms. Corella. There were some revisions to the process. The members discussed if there is a notification sound when a caller leaves the conference. Ms. Corella would inquire with the teleconference line service.

The members discussed listing “house keeping” on the agenda to allow the chair of the meeting to review meeting and teleconferencing protocol.

The teleconference protocol would become available on the SCJPC.net website.

Lastly, the members reviewed the action items:

- Item 1459 to be on discussion calendar of next board meeting agenda.
- Mr. Rodriguez to send via emails the training presentation to the ad hoc members for their individual review.

The meeting adjourned at 12.30 p.m. until October 15, 2008.

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October 15, 2008

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. Steve Rodriguez	T-Mobile USA
Ms. Lynn Prescott	Verizon Wireless
Mr. Justin Cashmer	Verizon California (teleconference)
Mr. Robert Wolfe	AT&T California
Mr. Cory Autrey	Sprint-Nextel
Ms. Paula Haney	NextG Networks
Ms. Sherri Goetz	Southern California Edison
Mr. Larry Chow	Southern California Edison
Ms. Lupe Hernandez	AT&T Mobility
Mr. Daniel Lippert	City of Burbank
Ms. Marian Fudge	City of Vernon (teleconference)
Ms. Jennie Corella	Committee Staff
Ms. Jean Baccus	Committee Staff

Mr. Rodriguez opened the meeting by addressing the first issue on the agenda, the review of the **September 2008 expense sheet**. The members reviewed the expenses. Mr. Chow questioned the travel expense and inquired if the two employees listed had been sent to a training class. Ms. Corella responded that the travel expense reflects a total of nine months of accumulated travel time.

Next the members reviewed the **Accounts Receivable**. Mr. Autrey stated that he would follow up with the Sprint accounts payable on the past due invoices. Mr. Chow inquired if the Edison checks were arriving earlier than in the past. Ms. Corella responded it appears the check arrives sooner.

Mr. Wolfe inquired how many SCJPC employees are in the retirement plan. Ms. Corella responded that there is one retired employee who receives funds set up as a special arrangement by the SCJPC.

Third issue on the agenda is the **September 2008 JPA Member Activity**. Ms. Corella reported that there is a graph reflecting the office activity for the last twelve months. The graphs reflect JPAs and poles processed. The members reviewed the graphs, and there were no questions.

Fourth on the agenda is **Member Board Attendance**. The members reviewed the attendance sheet and noted that there is an improvement in attendance.

The next issue on the agenda is **Item 1423: Standardization of Procedures and Minutes**. This is a work in progress maintained by Ms. Baccus who updates it regularly whenever any ad hoc committee sets and/or agrees on a particular process or billing directive.

Next on the agenda is **Item 1458: Basic JPA Overview Training**. Mr. Rodriguez visually displayed his work in progress on the basic JPA training presentation modules. The objective is to create a basic presentation available on the SCJPC web page. Mr. Autrey reported that he viewed the presentation, and it is very well put together. He added that he has marked his copy with some minor suggestions but in his rush that morning neglected to bring his copy.

Mr. Wolfe remarked that in his opinion it is difficult to compact all the issues that are involved in processing a preliminary JPA. Mr. Rodriguez responded that the presentation is merely an overview of the process of what is required. Mr. Autrey added that the current presentation is an overview, and the presentation would eventually go into greater detail. Mr. Rodriguez responded that the intent is not to hand off the presentation to someone and they start processing JPAs. The intent is to have an overview of what is entailed in processing JPAs for entities that show an interest in membership. Mr. Rodriguez added that the presentation would relay to parties that show an interest in membership, what the SCJPC does, and how business is transacted among members.

Mr. Autrey responded that he was under the impression that the presentation would be detailed to allow participants to ask questions, how to complete a JPA header and discuss sections. Mr. Rodriguez responded that the method of completing the JPA header and sections are in the Routine handbook, and all members have access to the handbook on the website. Ms. Hernandez agreed with Mr. Rodriguez.

Ms. Hernandez stated that there are two parts to the training. The basic overview is one part, and a detailed presentation is a second part.

Ms. Haney stated that the Routine is very helpful with common JPAs; however, it is the oddities that prompt questions. She added that when she encounters these oddities she has received help from the other members to which she is very grateful. The detailed presentation would find it difficult to address the completed set of rules for those JPA oddities.

After extensive discussion it was agreed to create an ad hoc to create a macro presentation for those entities that have an interest in membership and are curious what the SJPC is about, how it operates, and the processing and transacting of work. Then create a micro power point presentation the goes into detail of how to complete a preliminary JPA from start to end, cover those most commonly utilized routine handbook sections, and submit the final JPA.

The City of Burbank, Mr. Daniel Lippert would chair the **JPA Orientation and Training ad hoc committee**. The members would include Ms. Paula Haney-NextG Networks, Ms. Lupe Hernandez-AT&T Mobility, Mr. Robert Wolfe-AT&T California, Mr. Steve Rodriguez-T-Mobile USA, Mr. Cory Autrey-Sprint-Nextel, and Mr. Larry Chow-Southern California Edison.

The seventh item on the agenda is Item **1459: Review of Membership Fee**. This issue was resolved at the administrative board meeting, which met earlier that morning. This issue is now closed.

The last issue on the agenda is **Item 1465: Board Attendance penalty fee**. This revisions to the by-laws, article IX, section 2 were approved at the board meeting. The ad hoc committee must now determine how the money would be allocated. The item is to remain open at this time for further discussion.

Last issue discussed is **Item 1474: 2009 Operating Budget**. Ms. Corella presented the first 2009 operating draft to the committee for their discussion. The members extensively discussed the staff salaries, completion of iPAM, hosting and support of iPAM upon launching. One concern for the ad hoc is whether to allocate funds for iPAM, and if there is the possibility that the application might not be available for launching in 2009.

After lengthy discussion, Mr. Chow recommended straight-lining each line item using the latest numbers, and utilizing this method to revise the budget. In regards to the staff employee health benefits, the committee currently pays 100 % for the employee and 50% for any dependents. Mr. Cashmer recommended having the staff pay a percentage of the monthly health premiums.

The members discussed lowering the committee meetings line item by eliminating the catering, and ordering for those members that intend on remaining the entire day and partaking in the lunch.

Mr. Rodriguez stated that once the budget is revised with the straight-line method, the members should have a conference call to further discuss and agree on a budget draft ready for board presentation. Mr. Rodriguez scheduled a meeting for October 30, 2008 at 1:00 pm.

The members then discussed the policy for membership attendance. Mr. Wolfe stated that those exceptions for excusable absences should be identified. The members created an outline for this policy, with the following exceptions for absence:

- Natural and civil disorder
- Interruption of public transportation and roads
- Death or illness
- Labor disruption

Mr. Chow stated that he would work on the policy and have it ready for discussion at the next operating committee meeting.

Ms. Prescott recommended prioritizing by significance agenda items rather than following them as they are listed on the agendas. It is incumbent on the chair to prioritize those items, which are of greatest importance, and require extensive discussion.

Lastly, the members reviewed the action items:

- Ms. Corella to revise the operating budget and send to ad hoc members for discussion at conference call scheduled for October 30, 2008.
- Mr. Chow to work on policy and have it ready for next operating meeting

The meeting adjourned at 2.30 p.m. until November 20, 2008.

Jennie Corella - Manager of Operations

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November 20, 2008

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. Steve Rodriguez	T-Mobile USA
Ms. Lynn Prescott	Verizon Wireless
Mr. Dennis Walls	City of Los Angeles (teleconference)
Mr. Mahendra Garg	City of Anaheim
Mr. Cory Autrey	Sprint-Nextel
Ms. Paula Haney	NextG Networks
Ms. Sherri Goetz	Southern California Edison
Mr. Larry Chow	Southern California Edison
Ms. Lupe Hernandez	AT&T Mobility
Mr. Varghese George	City of Glendale
Mr. Jim Brown	XO Communications
Ms. Jennie Corella	Committee Staff
Ms. Jean Baccus	Committee Staff

Mr. Rodriguez opened the meeting by addressing the first issue on the agenda, the review of the **October 2008 expense sheet**. The members reviewed the expenses. Mr. Rodriguez commented that it appears the expenses would be coming under budget.

Mr. George questioned the budgeted moving expense. Mr. Rodriguez responded stating that the JPC office lease expires September 30, 2009. He added that if we are unable to negotiate another lease, there is the possibility that the office would require relocating.

Ms. Corella stated that she would contact the property management to discuss lease options. She added that in regards to the current office, it could possibly be reconfigured to create a larger conference room.

Next the members reviewed the **Accounts Receivable**. Mr. Autrey stated that a check has been processed to cover the three past-due Sprint-Nextel invoices.

Ms. Corella reported that she has sent PDF copies of past due invoices to the Time-Warner Cable representatives, and the M-Power representative.

Third issue on the agenda is the **October 2008 JPA Member Activity**. Ms. Corella reported that there is a graph reflecting the office activity for the last twelve months. Ms. Corella reported that initially the report reflects only

those JPAs that have been received and finalized. Ms. Baccus called to her attention that the report does not reflect the entire count of JPAs received in the office for the month. There is a percentage of JPAs received in the office that are returned. These JPAs that are returned to the initiating parties are in many instances in the process of being billed when an error, and/or question is discovered, resulting in the JPA being returned. Time and resources are expensed against this type JPAs. She further added that moving forward the report would be enhanced to reflect all JPAs received in the office less those returned.

Fourth on the agenda is **Member Board Attendance**. The members noted that only the City of Lompoc has failed to attend one meeting. All other members have attended at least one board meeting within this year.

The next issue on the agenda is **Item 1423: Standardization of Procedures and Minutes**. This is a work in progress maintained by Ms. Baccus who updates it regularly whenever any ad hoc committee sets and/or agrees on a particular process or billing directive.

The last issue on the agenda is **Item 1465: Board Attendance penalty fee**. Mr. Chow has documented the meeting attendance policy to correlate with the by-laws (see attachment I).

Ms. Corella stated that she would like to document the maintenance process for any penalty fees that are assessed, and collected. It was agreed that the fees would be held in a suspense account for one month, and credited to the members the following month. The credit would be applied proportionately, not equally.

The members discussed that if a member is well below the 50% minimum attendance requirement, but attends a meeting, and continues to attend monthly, fees would be waived even if it takes x amount of consecutive meeting attendance to get that member above the 50%. This member would not be assessed if this member attends faithfully.

After extensive discussion the consensus is that the penalty fee would be implemented starting with the January 2009 Board meeting attendance, and reflecting back 12 months. Those members who are below the 50% attendance in the last 12 months, and do not attend the January meeting would be penalized the fee. If they attend in January 2009, the fee would be waived. However, if they do not attend the following month, they would be penalized for that month.

After further thought and discussion the consensus is to credit the non-offending members the penalty fees equally the following month the fees have been assessed.

The members stressed that this policy is not meant to be punitive or discriminatory, but a process to encourage and aid members to participate in the policymaking and decisions discussed at the board meetings. There are options for attendance. All representatives should have a minimum of one back-up alternate, and either the representative or alternate have the option of teleconferencing.

Mr. Rodriguez inquired as to why an item number has been assigned to the 2010-operating budget. Ms. Corella responded that at the operating teleconference call it was recommended to assign an item number to the operating committee to get an early start and grasp on the budget for the next year.

The members briefly discussed **Item 1476: Lease Expiration**, which is September 30, 2009. They agreed that the lease project should be started the first part of the incoming year. The first step in the process is to contact the property management company and inquire into the options available in renewing the lease.

Under **miscellaneous items**, Ms. Hernandez raised the question of the end of the year staff appreciation luncheon. The consensus is to schedule the luncheon on the date in December that the board would normally meet. That date is December 17th. The staff would select the venue of their choice, and contact the members.

Next, Ms. Corella reported that she received a telephone call from Ms. Lorraine Abbott, the retiree currently receiving a special arrangement pension. Ms. Abbott reminded Ms. Corella that the special arrangement specified that her pension would receive a 5% increase every five years, and that five years have elapsed since the last increase. The consensus among the members is to move forward with the 5% increase, as per the pension special arrangement, for Ms. Lorraine Abbott effective January 2009.

Next, Ms. Corella reported that she was instructed to research web meeting packages and prices. She added that Ms. Pranata has contacted two organizations and obtained quotes (see attachment II). The members reviewed the quotes, and it was agreed to arrange an audio and visual conference demo meeting with the companies and the operating committee.

Ms. Corella stated that the call in telephone number would remain static, but each meeting would be assigned a unique pass code to connect to the conference meeting. The committee would be given one license for the software. The members discussed the different functionalities of the product.

The consensus is to arrange a mock demo for the members.

Lastly, Ms. Corella reported that she has created a first draft for the SCJPC emergency handbook. Due to time constraints, it was agreed that Ms. Corella is to send the handbook to operating members via email. The members are to review the handbook, and upon return next month be prepared to discuss and comment on the first draft.

Lastly, the members reviewed the action items:

- Ms. Corella and Ms. Pranata to set up WEBEX demo meeting.

- Post attendance policy on web, send it as an attachment to board members, and lastly, include a copy of the policy in the December assessment packets mailed to members.
- Select venue for holiday luncheon
- Email as attachment the emergency handbook first draft to operating members
- Contact property management company to determine lease renewal options.

The meeting adjourned at 12.50 p.m. until January 21, 2009.

Jennie Corella - Manager of Operations

ATTACHMENT I

MEETING ATTENDANCE POLICY

Introduction

Regular and predictable attendance is required to conduct Committee business. It is the responsibility of each Member to ensure their representative maintains acceptable attendance in accordance with this Policy.

Frequency

Member attendance to at least 50% of Administrative Board Meetings is required.

Time Frame

Attendance shall be measured for the previous 12 months (rolling 12-month calendar).

Penalty

\$500.00

Assessment

The penalty will be included in the next monthly assessment. The penalty may be assessed monthly thereafter for continued non-attendance. Further penalties shall be waived for current attendance resulting in an average greater than the specified percentage of Administrative Board Meeting attendance.

Exceptions

Exceptions to this policy are allowed at the discretion of the Operating Committee and in the following situations:

- Natural and Civil Disaster
- Interruptions in Public Transportation and Conveyance
- Illness/Death
- Labor Disruptions

Policy Changes

Based on the needs of the SCJPC these requirements can be modified by the Operating Committee when deemed necessary.

ATTACHMENT II

WEB MEETING PRICES AND PACKAGES

Company: COPPER CONFERENCING

Product name: *Web Present Now*

Prices:

\$27/month – unlimited usage up to 10 users – no contract

\$49/month – unlimited usage up to 25 users – no contract

With toll bridge (audio conferencing):

Additional \$50/month – unlimited

Note: Cannot use the teleconferencing without starting a web meeting.

Company: WEBEX

Product Name: *Meeting Plus*

Prices:

\$69/month – unlimited usage up to 25 attendees – no contract

\$59/month – unlimited usage up to 25 attendees with a prepaid annual commitment

Toll bridge included with no additional charge:

- Up to 10,000 minutes per month
- (650) Area code call in number
- Note: Cannot use the teleconferencing without starting a web meeting.