

**Southern California Joint Pole Committee**  
**437 So. Cataract Ave. Unit 3**  
**San Dimas, CA 91773**  
**Phone (909) 592-4001**  
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January 21, 2009

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:

Mr. Steve Rodriguez	T-Mobile USA
Mr. Robert Wolfe	AT&T California
Ms. Lynn Prescott	Verizon Wireless
Mr. Dennis Walls	City of Los Angeles (teleconference)
Mr. Varghese George	City of Glendale
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. Patti Ringo	ExteNet Systems (teleconference)
Mr. Jim Brown	XO Comm. (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 **December 2008 expense sheet**. The members reviewed the expenses. Mr. Autrey stated that the total year budget did not balance with the monthly budgeted total. Ms. Corella responded that the iPAM Development I, and II were not included. She would correct the sheet and include the two omitted line items. The end of the year budget reflects a 22% under budget including the iPAM budgeted items, and 14% under budget when removing the iPAM budgeted items.

Next the members reviewed the **Accounts Receivable**. The members noted that the list of past due invoices has improved.

Third issue on the agenda is the **December 2008 JPA Member Activity**. Mr. Autrey commented that there appears to be a large amount of JPAs returned to members. Ms. Corella responded that these are JPAs that are questionable or completed incorrectly.

Ms. Hernandez stated that it appears there is a training issue within some member organizations.

Ms. Baccus stated that she is maintaining a log of the most common errors and/or inconsistencies in the JPAs that are being returned to members.

Her intention is to work with Ms. Pranata and Mr. Lippert to incorporate the most common errors discovered in submitted JPAs into the Basic JPA Orientation and Training module. Currently, this type JPAs are returned for correction and/or questions. The members inquired as to what type errors are on the returned JPAs. Ms. Baccus responded that members are placing the incorrect authorized costs item numbers on JPAs, and they are unsure of the billing directives. When JPAs are returned, it is to ascertain the correct AC the initiator intended, and to ensure the JPA is billed as intended.

Mr. Autrey stated that the poles verified are at zero for the past month. Ms. Corella responded that she obtains this information from Ms. Pranata, however, Ms. Pranata was out sick, and Ms. Corella completed the report without this data. She added that next month; the graph would be corrected with the data.

Mr. Chow proposed placing an additional line on the graph reflecting last year's activity per month versus this year's activity per month. He added that the ad hoc would have the ability to view an annual seasonal pattern.

It was agreed that the graph would now include an additional line reflecting the prior years monthly activity per month.

Fourth on the agenda is **Member Board Attendance**. The members reviewed the attendance sheet. It was noted that those members that fell into the less than 50% attendance, but had attended the board meeting, which had met earlier that morning, would not be penalized. However, those members under the less than 50% threshold, and did not attend the board meeting earlier that morning, would be assessed the \$500.00 penalty fee. After review it was determined that five (5) members are not in compliance with the attendance policy, and would be assessed the penalty fee. All members, with the exception of the five violating members, are to receive a credit the following month from the penalty fees.

The members agreed to implement the WebEx audio/visual conferencing for the February meetings. All agreed that this tool would add great value to the teleconferencing portion of the meetings.

The ad hoc committee is confident that the added teleconferencing tools, and the implementation of the penalty fee should improve board meeting 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.

The next issue on the agenda is **Item 1475: 2010 Operating Budget**. The ad hoc committee's intention is to review and discuss each budgeted line item in the course of the year in preparation for the 2010 budget.

The members discussed **Item 1476: Lease Expiration**, which is September 30, 2009. Ms. Corella reported that she sent communication to the property management requesting an appointment to discuss options for lease

renewal. She has not heard a response to date. Ms. Corella stated that the office would like to remain in San Dimas, since it is centrally located to all the staff. She further added that if she does not receive a response from the management company, she would contact them via a telephone call.

The members discussed the current lease and discussed some issues of concern with the current location. Concerns discussed by the members are the desire for a larger and wider conference room, and additional parking spaces.

Currently, the per square foot cost is at \$1.19. It was agreed to compare other properties for a better per foot cost, parking, and larger conference room. This would give the members a benchmark to work with, and to review comparable properties to determine the best lease agreement available to the committee.

Ms. Corella would be sending the current lease document in PDF format to the ad hoc members to review prior to the next meeting.

The last assigned item to this ad hoc is **Item 1481: American Tower Corporation membership Application**. Mr. Rodriguez stated that this issue was discussed at the board meeting that morning. Ms. Corella stated that she would be responding to the applicant as she was instructed at the board meeting.

Under **miscellaneous items**, the members discussed the JPC staff emergency handbook. Ms. Corella has sent an electronic copy to the ad hoc members for their review.

Mr. Wolfe inquired if the JPC office was equipped with provisions should the staff find they must remain in the office for longer than one day. Ms. Corella responded that the only provisions available is enough water, however, no food sustenance.

Ms. Corella reported that the office had a surprise fire alert drill and all went well.

The members discussed the configuration of the current office and noted that a second door should be made available in case of an emergency and the front door was inaccessible.

Mr. Wolfe raised the question if there is any documentation that alludes to compensation for the staff in the event that they are unable to perform their tasks due to the lack of facilities, and if so, the number of labor hours each staff would be compensated.

Ms. Prescott stated that perhaps the business insurance policy has a clause to cover staff compensation in the event of an emergency.

The consensus is to review the business insurance policy to determine if there is coverage for loss of wages.

Lastly, the members reviewed the action items:

- Process penalty assessment to those members in non-compliance
- Distribute copy of current lease to ad hoc members to review for fire damage, loss of wages, and disaster coverage.

- Add prior years data to membership activity report.
- Compile list of requirements to be included in lease renewal.
- Include emergency handbook in next month's packet.
- Compare other similar property rates to our current rate.

The meeting adjourned at 12.30 p.m. until February 18, 2009.

Jennie Corella - Manager of Operations

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February 18, 2009

A meeting of the **Operating Committee** took place on the above date, at 10:35 a.m., at the Committee office. Those in attendance were:

Mr. Steve Rodriguez	T-Mobile USA
Mr. Mahendra Garg	City of Anaheim
Ms. Lynn Prescott	Verizon Wireless
Mr. Scott Hunter	City of Los Angeles (teleconference)
Mr. Randall Starkey	Time-Warner (teleconference)
Mr. Dennis Shipley	Verizon California (teleconference)
Mr. Rich Rolita	CA-CLEC LLC (teleconference)
Ms. Shawna Dubois	NextG Networks (teleconference)
Mr. Varghese George	City of Glendale
Mr. Cory Autrey	Sprint-Nextel
Ms. Paula Haney	NextG Networks
Ms. Sherri Goetz	Southern California Edison
Mr. Daniel Lippert	City of Burbank
Ms. Lupe Hernandez	AT&T Mobility
Ms. Maryam Faragzadeh	City of Vermon
Mr. Jim Brown	XO Comm. (teleconference)
Ms. Jennie Corella	Committee Staff
Ms. Jean Baccus	Committee Staff
Ms. Angela Pranata	Committee Staff

Mr. Autrey opened the meeting by addressing the first issue on the agenda, the review of the **January 2009 expense sheet**. In error Ms. Corella copied the February 2009 expense sheet to the operating packet. Ms. Corella excused herself while she obtained the correct copies.

Mr. Autrey then moved forward with the next issue on the agenda, **Accounts Receivable**. Ms. Corella noted that the check for the City of Anaheim has been received. Mr. Autrey remarked that the accounts receivable has improved greatly, with the exception of the M-Power invoice, however, the JPC office continues communicating with M-Power to get the invoice paid.

Third issue on the agenda is the **January 2009 JPA Member Activity**. The members reviewed the different graphs included in the packet. The first graph, titled Bill of Sale reflects the total joint and multi JPAs final billed within the last twelve months, and the prior years. Mr. Autrey noted that there is no

specific pattern between the current months versus the previous months. There are some months that reflect a high volume, and other months that reflect a fraction of volume. Mr. Autrey stated that his objective is to determine if the JPC office has an excessive amount of labor resources or lacks resources. He questioned how the labor resources are utilized during low volume months. Ms. Corella responded that all employees have an assigned scanning project. All historical minutes, JPAs, and Bill of Sales are now scanned to disk. Mr. Autrey inquired when this projects completion is anticipated. Ms. Baccus responded that they are at the year 2007. During low volume months, the staff addresses their scanning projects. The second report titled Member Activity reflects the total of JPAs received in the office for each respective member, the total finalized, and the total JPAs returned to members due to billing questions. It was noted that the report continues to reflect many JPAs returned. When questioned, Ms. Baccus responded that the JPAs that are questionable are returned to members for correction and proper billing interpretation.

The consensus is to view the graph for a pattern, to check progress on the scanning project, and the number of JPAs returned to determine if the JPC office has an overabundance of labor resources, or insufficient labor resources.

The members then reviewed the **January 2009 expense sheet**. Mr. Autrey noted that January 2009 was a 3-payroll period month, resulting in a slightly over budget salary expense total. There were no questions or concerns on the remaining totals.

Fourth on the agenda is **Member Board Attendance**. The members reviewed the attendance sheet. Mr. Autrey stated that last month was the initial month of attendance penalty fee implementation. He adds that the initial fee was contingent on the January 2009 board meeting attendance. He then announced those members that were penalized for lack of attendance, and they are the City of Colton, Golden State Water, NewPath Networks, City of Vernon, and Sprint Communications. It was agreed that those members who are assessed the penalty fee the month prior, would have their respective cell(s) filled in red. This revision would be reflected on the next member attendance report. There were no further issues.

The next issue on the agenda is **Item 1423: Standardization of Procedures and Minutes**. Mr. Autrey stated that he is aware that this is a work in progress maintained by Ms. Baccus, however, he requested Ms. Baccus give an update on this ongoing project. Ms. Baccus reported that she adds any procedures or billing directives that result from any ad hoc or board meetings. She documents the procedures and attaches a copy of the minutes the procedure was discussed and agreed. Mr. Autrey requested Ms. Baccus share all documented procedures, decisions or agreements added to the manual by listing them on the current month's agenda. The consensus is that on the agenda of the current month, Ms. Baccus would document all additions to the manual in the last month.

Ms. Hernandez recommended closing the item number and making this issue a standing agenda item. The members agreed with Ms. Hernandez's suggestion.

The next issue on the agenda is **Item 1475: 2010 Operating Budget**. Mr. Autrey reported that the primary objective of this item is to review those expense line items for any deletions, additions, or revisions so that the final budget is greater reflective of the projected expenses. He adds that he is not certain of how to approach this item. He then suggested that members review the January expense sheet and identify those expense line items that they are of the opinion require discussion. He solicited a commitment to this task from the members. The consensus is that upon returning next month the ad hoc members would have those line items identified that they would like discussed.

The members then discussed **Item 1476: Lease Expiration**. Ms. Corella reported that she and Ms. Baccus met with Mr. Arft, the manager of the current office to discuss the future lease options. She stated that Mr. Arft would mirror the current lease, which is for seven years at a 3% annual increase. She further reported that in regards to the concerns with the current property, the responses are:

1. *Request for additional door* – will place a door in conference room
2. *Lack of assigned parking stalls* – on meeting days we are allowed to place our parking signs on unassigned stalls.
3. *Widen the conference room* – Post is major support stud for office.
4. *New carpet for entire office* - Will re-carpet entire office.

The members discussed the lease options and agreed that a door at the rear of the office should be further requested, and ensure that the agreement in regards to the twice-monthly parking situation be documented in the lease.

The members reviewed the spreadsheet compiled by Ms. Corella reflecting the monthly rates for the seven-year lease. The rates are divided between full service and not full service. Full service is defined as utilities and janitorial services included in the monthly lease rate, and not-full service means the committee would pay additionally for utilities and janitorial service. She added that the purpose for the spreadsheet is to give her a benchmark tool to work with when other properties are viewed and considered for lease.

The members discussed lengthening the conference room by removing the west wall, and purchasing a conference table greater conducive to the reconfigured conference room. Ms. Corella would research conference tables.

Ms. Corella would contact a realtor to schedule viewing other comparable properties late in March or early April.

The last assigned item to this ad hoc is **Item 1481: American Tower Corporation membership Application**. The status of this issue was discussed at the administrative board meeting, which met earlier that morning.

Under **miscellaneous items**, the members discussed the JPC staff emergency handbook. The members reviewed each page of the handbook for accuracy, proper interpretation and procedures.

After the typo and grammatical corrections were revised, the members opened discussion on contracting a third party to mirror the data resting on the JPC server. Currently, the method of backing up the data is transacted weekly. The office backs up the data from the server to an external drive that is removed from the premises on a daily basis.

The consensus is to research the options for engaging a third party to mirror the JPC server and re-activate the data onto another server in the event of disaster.

The members then discussed salary compensation for the JPC staff in the event the office becomes inoperable. Page 4 of the manual states that employees would receive normal salary for up to 30-days. It is agreed that this sentence should be deleted from the manual. However, the ad hoc should determine if a) staff should be compensated for time loss due to the office becoming inoperable, b) if so, how many hours of pay should they be awarded, and C) there should be no compensation in the event of the office becoming inoperable. After reviewing the current business contract, it was determined that it does not contain a clause to address compensation to employees in the event of a disaster.

Ms. Baccus stated that there should be mention of compensation, or not, in the manual because in the event of the above described disaster, employees should be aware if they have benefits or do not.

The consensus is that members would research within their respective organizations to determine if and how employees are compensated when their place of work is rendered unfit for operation. Ms. Corella would research if the committee has a legal commitment to compensate employees in this situation.

It was agreed that a lead staff should be designated, and the responsibilities of the designee should be documented and included in the manual.

The ad hoc verified the type of fire extinguishers maintained in the office. There are two types of fire extinguishers in the office, 1) BC in the server room (Ms. Pranata's office), and 2) ABC in the kitchen. It was agreed that both extinguishers would suffice, however, when the current BC extinguisher expires, it should be replaced with an ABC type.

Lastly, the members reviewed the action items:

- Ms. Corella is to report status of scanning project.
- On member board meeting attendance sheet – red cell those members who have been penalty assessed
- Delete Item 1482, and keep as standing monthly agenda item
- Ms. Baccus to list on agenda any added directives to the Standardization of Procedures and Minutes manual.

- Ad hoc members to review the operating expense sheet and identify those expense line items that should be discussed.
- Ms. Corella to obtain comp properties for lease consideration
- Ms. Corella to obtain quotes for conference tables to fit conference room configuration with ability to add additional tables.
- Contact prop management on back door, removing west wall, and document monthly parking agreement.
- Ms. Pranata to obtain quotes from third party vendors who would backup and mirror JPC server.
- Ad hoc members to research within their organizations how and if they compensate staff when office becomes inoperable due to disaster.
- Ms. Corella to research if committee is obligated by law to compensate staff when office becomes inoperable due to disaster.
- Define responsibilities of lead staff and identify the leads in handbook.
- Complete revisions to handbook and email to ad hoc members
- Add item 1492: non-disclosure

The meeting adjourned at 12.45 p.m. until March 18, 2009.

Jennie Corella - Manager of Operations

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March 18, 2009

A meeting of the **Operating Committee** took place on the above date, at 10:35 a.m., at the Committee office. Those in attendance were:

Mr. Steve Rodriguez	T-Mobile USA
Mr. Mahendra Garg	City of Anaheim
Mr. Dennis Walls	City of Los Angeles
Mr. Scott Hunter	City of Los Angeles
Mr. Roger Ohms	City of Banning
Mr. Cory Autrey	Sprint-Nextel
Ms. Paula Haney	NextG Networks
Ms. Sherri Goetz	Southern California Edison
Mr. Daniel Lippert	City of Burbank
Ms. Lupe Hernandez	AT&T Mobility
Ms. Maryam Faragzadeh	City of Vermon
Mr. Robert Wolfe	AT&T California (teleconference)
Mr. Rex Myers	City of Colton (teleconference)
Ms. Jennie Corella	Committee Staff
Ms. Jean Baccus	Committee Staff
Ms. Angela Pranata	Committee Staff

Mr. Autrey opened the meeting by addressing the first issue on the agenda, the review of the **February 2009 expense sheet**. After review of the expenses, Mr. Autrey commented that the February expenses are under budget. He then inquired if there were any questions, or concerns with the expenses. There were no responses, therefore, Mr. Autrey moved on to the next agenda item.

The next issue on the agenda is the current **Accounts Receivable**. There remains one M-Power invoice that is over six months past due. However, the JPC office is communicating with the member to resolve this issue. Mr. Autrey stated that the current accounts receivable apply in relatively good standing.

Third issue on the agenda is the **February 2009 JPA Member Activity**. In reviewing the activity report, Mr. Autrey remarked that of 521 JPAs submitted to the office, 55 JPAs were returned.

Ms. Baccus reported that she and her group met with SCE staff to discuss and determine better communication in regards to returned JPAs. She added that the JPC office has been instructed to return all questionable JPAs

via memos to SCE. This allows SCE the opportunity to determine the party responsible for the error(s), and address any training issues.

Ms. Goetz stated that there is now a change internal to SCE. She added that since the SCE agent(s) are the last party to review the JPA prior to being typed and forwarded to the JPC office, a box has been added to the JPA where the agent places their initial. If the JPC office has a simple question that is answerable via telephone, the JPC staff is now able to contact the agent directly to resolve the questionable issue. Ms. Goetz inquired if any members had an issue or concern with this new process. There were no issues or concerns from the members. SCE would now implement this minor change in their process.

The members then reviewed the associated graphs reflecting the current months activity versus the same month the prior year. Mr. Autrey remarked that he is aware that those months where volume is very low, the staff is given filler work such as scanning projects. He inquired on the scanning projects. Ms. Corella responded that the office objective is to eliminate paper documents, and scan all documents so the documents reside on soft copies versus hard copies, which require much space. She added that there is a scanning schedule reflecting completed dates, and future scanning projects that could go into next year. Mr. Autrey inquired if the scanned documents would become available on the web. Ms. Corella responded that the documents are cataloged and if a member requires a copy the office would send the copy to them in whatever method they request. She added if there is anything specific that the members would desire to become available on the SCJPC web site it could be done as well.

Mr. Wolfe stated that he is aware that the current Routine Handbook is available on the SCJPC web site, however, he inquired if it is possible to upload previous handbooks on the website. Ms. Corella responded that this request is doable, however, she is not certain if the JPC office has any copies of old handbooks.

It was agreed that any members who have old handbooks in their possession to submit copies to the JPC office for scanning.

Mr. Wolfe inquired as to the date of the oldest pending JPA the JPC office is holding. Mr. Baccus responded that she has a JPA dated 1993. She is determining how to bill this JPA that states, "Pole height if alone", since she is now certain what this statement implies. She would be contacting the initiator in regards to issue.

Ms. Goetz questioned on AC Item 14-Failure to final JPA Fee. She questioned what determines the old cost versus the new cost of \$125.00 per pole. Ms. Baccus responded that the current cost of \$125.00 is utilized based on the bill of sale date. Since these older JPAs are processed and finalized today, the current cost is implemented.

Fourth on the agenda is **Member Board Attendance**. Mr. Autrey questioned if NewPath Networks had attended the February board meeting. Ms. Corella responded that she was not certain, and would research into this concern.

Mr. Garg remarked that CA-CLEC attendance percentage should be 100%. Ms. Corella responded that she would correct the formula in the cell to reflect the correct attendance percentage.

The next issue on the agenda is **Item 1423: Standardization of Procedures and Minutes**. Ms. Baccus reported that she documented in the manual the process of reversing a JPA that has been completely processed in the JPC office, and due to a memo or another type of communication must not be included in the current months bill of sale(s). The staff is now aware of reversing every step in the process to completely remove all traces of the pulled JPA that is being returned to the initiator at their request. She added that the issue of when a member rearranges a pole, and there is one foot available, what to do with the one foot, continues to be discussed within the Routine ad hoc committee.

The next issue on the agenda is **Item 1475: 2010 Operating Budget**. Mr. Autrey reported that members were to select any line items that they felt required attention. Mr. Autrey is of the opinion that salaries should be scrutinized to determine if this number could be reduced by eliminating a staff position. He added that this is the driver behind the current reviewing of the graphs reflecting the volume of work processed monthly. He added that in regards to monetary contribution from Sprint-Nextel, it is not that great a financial burden as perhaps the larger utilities experience. He further added that if the larger contributing members would like the chair of the operating committee to extensively pursue the issue of salary decrease by entertaining the idea of possibly reducing positions within the JPC office, he as chair would fully take charge.

Ms. Goetz stated as the largest contributor, in her opinion, there is no hardship for SCE, and she sees no need for reducing staff and/or positions.

Ms. Haney remarked that during her tenure as committee president, she would occasionally visit the JPC office unannounced. She added that each time she visited, every staff member was at their workstation, and she never experienced an office where staff were idle or chatting idling. Therefore, in her opinion it appears that the office has a balance of staff versus tasks.

Mr. Garg stated that if there were other similar type offices, then the committee would have a benchmark comparison.

Ms. Hernandez stated that there is a NCJPA, but they do not have a pole database; therefore do not input pole record information.

Ms. Wolfe responded that currently there are two staff members, but AT&T California is in reviewing their internal processes. He added that in his opinion, it is the responsibility of the manager to report to the committee if the staff resources are over, or under in relation to the workflow.

Mr. Autrey stated that if any of the larger utilities were in need of cutting costs, salaries would be the first line item to review since salaries are always the largest expense on operating budgets. He added that the staff is able to process high volume months, and if it is agreed that the filler work can be delayed for another year or two, and/or some JPA work held over for the following month the staff could be reduced.

Ms. Goetz reiterated her stance on the issue of staff reduction, and stated that SCE is of the opinion that there is no need to consider staff reduction at this time.

Ms. Corella stated that every organization experiences a disparity in the volume of work. How does one handle a situation when there is a period where the staff cannot keep up with the volume of work? She added that the type of work performed at the JPC office is not the normal clerical work that can be billed by temporary contract labor. There is a training curve to consider. She added that she keeps in mind a succession plan. She and Ms. Baccus are senior staff, and consideration must be taken as to whom their replacements would be. She further added that there is some very talented, and competent JPC staff employees that Ms. Baccus and herself are taking into consideration for grooming as their successors, and part of their succession plan.

Mr. Wolfe stated that as senior staff move on for whatever reason, it is highly beneficial if the transition is painless; therefore, one should always consider succession.

After further discussion, Mr. Autrey stated that it appears that the consensus is that the current staffing situation should not be changed. He inquired if there are any other expense line items that anyone would like to discuss further. There were no responses. Mr. Autrey added that the computer line items in his opinion require discussion in regards to the path forward for iPAM. The consensus is to table this item at this time, and revisit it in June, when Ms. Corella would have the first draft of the 2010-operating budget for the ad hoc to review.

The members then discussed **Item 1476: Lease Expiration**. Ms. Corella reported that she contacted a realtor, and has been provided with some comparables to share with the members. The members viewed and discussed the comps. Of the several comps provided, there is not one that peaked the member's interest. The consensus is to contact the realtor for properties in outlying areas. If this effort does not produce a desirable location, then the committee would enter into further negotiation with the current property management.

The eighth assigned item to this ad hoc is **Item 1481: American Tower Corporation membership Application**. Ms. Corella reported that she has not received any further communication to date.

The last assigned issue to this committee is **Item 1482: Non-Disclosure for Handbook**. This issue was prompted by the request of an entity, interested in membership, to review the handbook prior to moving forward with their application.

Mr. Wolfe stated that an entity would have a difficult time arriving at a business decision if they did not have access to the agreement and other documents referred to in the agreement.

Ms. Hernandez stated that any interested outside party could be a guest at an administrative board meeting, and make all necessary inquiries.

Mr. Autrey stated that there has been discussion of allowing interested parties the ability to visit the JPC office and view the handbook.

Mr. Wolfe suggested uploading the handbook and agreement onto the SCJPC website, and allowing parties to access the information by paying a non-refundable fee and using a temporary password. The documents could be non-printable. Mr. Wolfe inquired of Ms. Pranata if this scenario is doable. Ms. Pranata responded that parties would always find a way to break codes and could gain total access to documents on the web.

Mr. Wolfe stated that the handbook and agreement are no real use for anyone unless they are in the joint ownership arena.

Ms. Corella stated that some outside entities might find the pole prices and authorized costs valuable in aiding them in their joint use programs.

Mr. Autrey stated that in reviewing the past minutes, it was agreed to allow American Tower Corporation to visit the JPC office to view the documents. However, the consensus is that the request to view any documents prior to entering into an application process is not an unreasonable request. Therefore, it is agreed to create a non-disclosure document to be signed by any parties who desire to view the handbook or the agreement prior to applying for membership.

Ms. Corella would contact the committee legal to request direction in drafting a non-disclosure for the Routine Handbook, and the 1998 Agreement.

Under **miscellaneous items**, the members reviewed the **JPC staff emergency handbook**. Ms. Corella reported that she had inserted an additional page to describe the lead staff, their responsibilities, and the current year's staff leaders. The members reviewed the latest draft and recommended that the names of the contacts be listed on page 3, and the verbiage *nominated* be changed to read *appointed*.

Ms. Corella stated that she researched if the committee is legally mandated to compensate employees when their location of employment becomes inoperable. She reported that she could not find any such act; however, she did find that employees have the option of filing for unemployment insurance. She added that since the JPC office employs less than 20 employees, they are exempt from many employment acts, since it would pose a greater hardship on small organizations versus larger organizations. Therefore, it is the decision of the committee if they so choose to compensate employees for one day or weeks.

Mr. Wolfe stated that in consideration and equity of the JPC staff, he is of the opinion, that the staff should be compensated the remainder of the current pay period, and continue to compensate the staff for the next pay period. This would allow the staff a recovery period, and if the situation continued longer, than the staff would need to make arrangements until the office is operable once again.

Due to staff compensation exceeding the authorized expense amount allowed for the operating committee, the consensus is to place this issue of staff compensation, should the JPC office become inoperable, on the discussion calendar of the next administrative board meeting.

Mr. Autrey closed by stating that once the compensation issue is resolved and agreed, the emergency handbook item can be closed at the next operating meeting.

The next issue on miscellaneous is quotes for offsite server backup, and T1 quotes. Ms. Pranata presented the quotes and explained what each service offered and/or lacked. She stated that both companies recommended replacing the current DSL line with a T1 dedicated line and this is the reason why she also acquired T1 quotes. She also stated that both organizations recommend the purchase of Backup Assist, which is software that would automatically perform nightly backups. The benefit of this software is the event of requiring to recovering one file only, this allows the ability of retrieving the file in house and in record time. Without this software, you would be required to contact the offsite backup company to retrieve the specific file. This would result in time ineffectiveness, since this is considered non-emergency.

Ms. Haney suggested contacting the T1 provider to ensure that they offer inside wiring insurance. Ms. Pranata responded that she would contact the vendor.

After discussion it was agreed to issue an item number to this concern and place it on the discussion calendar of the next administrative board meeting. **Item 1486: Offsite Server Back-up and T1 monthly costs**, has been assigned to this ad hoc.

Last concern on miscellaneous is the purchase of a **new conference table**. Ms. Pranata reported that she contacted a local vendor, who manufactures custom tables. She presented a draft copy of two configurations of a conference table set up for the current conference room. After review of the drafts, it was agreed to return to the vendor and inquire what the cost of installing electrical outlets on the desks, and inquire the cost of armless chairs. Ms. Pranata would contact the table vendor with these questions.

Ms. Hernandez stated that she would like to revisit Item 1475: 2010 Operating Budget. She added that the members were to review each individual line item and determine if the expense should be equally assessed or assessed proportionately. This issue would be discussed at the next meeting.

Ms. Pranata inquired if the teleconferencing members are experiencing a problem with the audio part of the WebEx program. It was agreed that the audio quality inquiry would be placed on the administrative board calendar.

Lastly, the members reviewed the action items:

- Collect 1999 plus Routine Handbooks to be scanned, with possibility of placing on SCJPC website.
- Contact committee legal to draft a non-disclosure statement for Routine Handbook and 1998 Agreement.
- Place on the **discussion calendar** the issue of compensating JPC staff should JPC office become inoperable for a specific length of time. To be documented in SCJPC Emergency Handbook.

- Make revisions to Emergency Handbook noted at this meeting.
- Contact business insurance agent to clarify “Loss Payable Provisions”, and “Temporary Relocation of Property”.
- Place on **discussion calendar** Item 1486: Offsite Server Back-up and T1 monthly costs.
- Ms. Pranata to contact conference table vendor to inquire about tables electrical outlets, and the cost of armless chairs.
- Place on administrative **agenda under “Unknown Items”** the inquiry to teleconferencing members the quality of the audio.
- Ms. Corella to research NewPath Networks February attendance.
- **Ad hoc members** to review the line items of operating expenses to discuss if expense should be equally or proportionately assessed.
- Ms. Corella to contact realtor to provide comps for outlying areas.
- Ms. Pranata to inquire with T1 provider about inside wiring insurance.

The meeting adjourned at 2.45 p.m. until April 15, 2009.

Jennie Corella - Manager of Operations

**Southern California Joint Pole Committee**  
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April 15, 2009

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. Dennis Walls	City of Los Angeles (teleconference)
Mr. Cory Autrey	Sprint-Nextel
Ms. Paula Haney	NextG Networks
Ms. Sherri Goetz	Southern California Edison
Mr. Daniel Lippert	City of Burbank
Ms. Maryam Faragzadeh	City of Vermon
Mr. Robert Wolfe	AT&T California (teleconference)
Mr. Rich Rolita	Ca-CLEC LLC (teleconference)
Mr. Justin Cashmer	Verizon California (teleconference)
Ms. Jennie Corella	Committee Staff
Ms. Jean Baccus	Committee Staff
Ms. Angela Pranata	Committee Staff

Mr. Autrey opened the meeting by addressing the first issue on the agenda, the review of the **March 2009 expense sheet**. After review of the expenses, Mr. Autrey commented that the March expenses are under budget about 4%. He then inquired if there were any questions, or concerns with the expenses. There were no responses, therefore, Mr. Autrey moved on to the next agenda item.

The next issue on the agenda is the current **Accounts Receivable**. Mr. Autrey commented that the accounts receivables appear well under control.

Third issue on the agenda is the **March 2009 JPA Member Activity**. Mr. Autrey reported that of 594 JPAs submitted to the office, 13 JPAs were returned. In viewing the several graphs comparing activity of the current month versus the same time one year ago, it appears that this is an average month.

Fourth on the agenda is **Member Board Attendance**. Mr. Autrey remarked that at the last board meeting there was nearly 100% attendance. However, judging from the attendance of the board meeting that met earlier that morning, the attendance has dropped. There was no discussion in regards to member board attendance.

The next issue on the agenda is **Item 1423: Standardization of Procedures and Minutes**. Ms. Baccus reported that she did not have any directives to add to the manual, however, she is awaiting the resolution to the issue of additional space resulting from rearrangement.

The next issue on the agenda is **Item 1475: 2010 Operating Budget**. Mr. Autrey reported that it was determined and agreed that there is no major concern with the dollars allotted to the expense line items. He added that Ms. Hernandez reported that the ad hoc committee has agreed to review each line item to determine whether the expense should be proportionately, or equally assessed to the members.

Ms. Goetz stated that those items of benefit to all members should be equally assessed, and those items that are volume driven should be proportionately assessed.

Mr. Wolfe agreed and cited the iPAM application as an example. The improved application would benefit all members, therefore, should be equally assessed. But, if there is an added function in iPAM driven by volume, this added expense should be proportionately assessed.

Ms. Prescott stated that the agreement and By-laws should be reviewed to determine if there is any reference to the method of assessing members in either of the two documents.

The members reviewed section 8 of the Agreement entitled Financing Operation of The Committee. In the section there is a statement that reads, "Remaining expenses shall be assessed based on each Member's percentage of total Non-Useable Footage on all Jointly Owned Poles". Therefore, it is agreed that according to the Agreement, all budgeted operating expenses are to be assessed proportionately.

Mr. Autrey inquired if the members were in agreement that those 2009 budget line items, software development and legal expenses, which the committee had earlier agreed to would be assessed equally remain as such. The consensus is to maintain the original approved budget.

The members then discussed **Item 1476: Lease Expiration**. Ms. Corella reported that she, Ms. Baccus, and Ms. Pranata visited two properties for lease consideration. The members viewed the layout of both properties. Two issues the members are concerned with are, 1) the size of the conference room since a larger conference room is recommended, and 2) greater parking availability. The members discussed the current location. The current management is willing to reconfigure the office to better accommodate the JPC office needs.

Ms. Corella reported that the two offices in question are also open to reconfiguration. The members extensively reviewed and discussed the two office options.

Mr. Autrey stated that in his opinion, if the current management will address the current committee concerns, there is no need to incur the expense of relocation to another property.

Ms. Prescott stated that the parking situation does not appear to be an issue at this time; however, if in the future this business park is completely tenant occupied, then the parking situation would again become a problem. She added that in some instances she has parked in the lot on the other side of the railroad tracks. In checking with the owners they allowed her to park in their lot. She further added if the JPC could arrange an agreement with the owners of the lot to be allowed to use their lot as overflow parking, they could monetarily compensate them for the use of their lot. Ms. Corella to inquire with neighboring lot about a possibility of parking periodically in their lot and compensating them for the use of their lot.

The consensus is that the ad hoc would schedule a field trip to visit the properties in question. Ms. Corella would also procure at least three more locations to visit on the field trip. Ms. Corella would attempt to find locations in the outlying areas of San Dimas.

The eighth assigned item to this ad hoc is **Item 1481: American Tower Corporation membership Application**. Ms. Corella reported that the applicant has not contacted her.

The next assigned issue to this committee is **Item 1482: Non-Disclosure for Handbook**. The status of this item was reported at the board meeting earlier that morning. Ms. Corella read the correspondence she sent to the committee legal in regards to allowing outside entities to view the Routine Handbook, and the 1998 Agreement. She is awaiting a response from legal.

The tenth issue on the agenda is **Item 1486: Offsite Server BackUp and T1 Fees**. Originally, the ad hoc was moving forward with the offsite server back-up organization entitled Velocity. However, after discussion at the board, it was suggested that the scanned CD's should be stored on an offsite server as well. Therefore, Ms. Pranata is to investigate into storing the scanned documents offsite.

After further discussion it was agreed that Ms. Pranata would contact Velocity and request a demonstration of the back up process, time intervals, and methods.

Under **miscellaneous items**, the members reviewed the **JPC staff emergency handbook**. The last concern in the handbook is the issue of staff compensation when the office becomes inoperable. The consensus is that each occurrence should be addressed on a case-by-case situation. Therefore after extensive discussion the ad hoc committee agreed on the following verbiage to address the matter of compensation, "Each employee may continue to receive his or her normal salary during the approved emergency disaster period". The emergency handbook has been approved by the Operating committee and shall be implemented effective April 15, 2009. The date is to be notated on the cover of the handbook.

The final issue on miscellaneous items is the purchase of conference room chairs. Ms. Pranata has obtained two quotes in regards to conference room chairs. The consensus is to have armless chairs, and a table that expands for growth. It was discussed if the committee should postpone deciding on a table and chairs at this time and to wait until the decision is made in signing the office lease. The committee would wait, however, Ms. Pranata would continue her research.

Lastly, the members reviewed the action items:

- Ms. Corella to inquire with neighboring lot about temporary use of their parking lot for overflow parking on meeting days.
- Ms. Corella to arrange field trip and itinerary for the members to visit the properties presented today, and an additional three properties for May 7<sup>th</sup>.
- Ms. Pranata to arrange a Velocity Network Solutions demonstration of the off site back up.
- Ms. Pranata to further research the conference table and chairs.
- Emergency handbook ready for implementation.

The meeting adjourned at 1.55 p.m. until May 20, 2009.

Jennie Corella - Manager of Operations

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May 20, 2009

A meeting of the **Operating Committee** took place on the above date, at 12:35 p.m., at the Committee office. Those in attendance were:

Ms. Lynn Prescott	Verizon Wireless
Mr. Mahendra Garg	City of Anaheim
Mr. Cory Autrey	Sprint-Nextel
Ms. Paula Haney	NextG Networks
Ms. Lupe Hernandez	AT&T Mobility
Mr. Doug Schmaderer	City of Pasadena
Mr. Robert Wolfe	AT&T California (teleconference)
Ms. Jennie Corella	Committee Staff
Ms. Jean Baccus	Committee Staff
Ms. Angela Pranata	Committee Staff

Mr. Autrey opened the meeting by addressing the first issue on the agenda, the review of the **April 2009 expense sheet**. After review of the expenses, Mr. Autrey commented that the expenses for April came in under budget. There were no questions or discussion.

Mr. Autrey then addressed the next issue on the agenda, the current **Accounts Receivable**. Ms. Corella reported that she is corresponding with Sprint on their outstanding invoice. There are no other invoices past due 90 days.

Third issue on the agenda is the **April 2009 JPA Member Activity**. Mr. Autrey reported that April reflects a heavy volume JPA month. In reviewing the submitted graphs, the joint JPAs reflect an increase of over 100 in comparison to last year. Ms. Baccus reported that the office processed all submitted billable JPAs, but was later then usual in closing the month due to the large volume.

Mr. Autrey remarked that it appears that the JPC office continues to return JPAs to submitting members. Mr. Autrey inquired if the errors were common among members. Ms Baccus responded that the errors are different type errors among different members.

Ms. Hernandez stated that the common errors would be addressed within the Basic JPA Training ad hoc committee. Ms. Baccus responded that she has compiled a list of common errors, and has submitted a copy to Edison at their request. She has the list ready when it would be addressed at the Basic JPA Training ad hoc committee.

Fourth on the agenda is **Member Board Attendance**. Mr. Autrey commented that there were five members penalized for not attending the April Board meeting. Ms. Corella stated that a member inquired if there was a death in the family, should the member be billed for not sending their alternate. The response is that if a members misses a meeting due to death, that member is excused. It was agreed to credit that member who was unable to attend due to a death in the family.

The next issue on the agenda is **Item 1423: Standardization of Procedures and Minutes**. Ms. Baccus reported that she did not add any procedures or directives to the manual.

Mr. Autrey jumped forward to **Item 1486: Offsite Server BackUp and T1 Fees**. Velocity Network teleconferenced in to present their demonstration of how the offsite backup is performed, and to answer any questions. The party teleconferencing for Velocity is Thad. Thad gave an overview of the product. He stated that the back up consists of two parts. There is an appliance that goes on site and does a local back up, and then every night the back up sends the changed data off site to a secure data center office. The second part is if the JPC server crashes the appliance has the ability to take over the identity of the server, and basically mimic it and still serve users and run programs.

Ms. Pranata reported that the cost of this service is \$299.00 per month, and \$1,195.00 one time installation cost. This cost includes 100GB of storage, which Ms. Pranata has confirmed is sufficient space.

The members then discussed storing the scanned documents. The best cost effective method is to scan the documents on a CD, and on an external drive as well. The CDs would make retrieving data easily assessable since the CDs would be stored in the office, and the external drive would maintain the integrity of the data for an extended length of time, and be stored off site. The external drive would be stored in a bank vault.

The members discussed the assessment of the expense. The consensus is to engage Velocity Network as the off site server back up provider, and to procure a safety deposit box at the local bank to store the external drive containing the scanned documents. This issue would be placed on the discussion calendar of the next Board meeting for notification to the committee and/or perhaps Board approval.

Mr. Autrey then recommended addressing **Item 1476: Lease Expiration**. He opened by stating that he and Ms. Prescott had the opportunity to visit some locations to be considered for the JPC office. Ms. Corella reported that five locations were viewed. She added that of the five, the agreement was that two locations proved favorable. The first location is on Foothill Boulevard in Upland, and the second location on Corporate Center Drive in Pomona. Both locations offer full service gross, which would eliminate the current utilities, and janitorial monthly expenses. Ms. Corella reported that the Upland location has a sophisticated training room that would be available to the members upon advance notice and could prove beneficial with the implementation of iPAM. The management is willing to reconfigure the

office at their expense to meet the needs of the committee, including adding a sink and cupboards. The square footage is 3353, and the cost is 1.50 PSF.

Ms. Prescott reported that the building is about 20 years old, the office is located on the second floor, and the parking spaces are sufficient to the square footage of the building if it were fully occupied.

The second location in Pomona is on Corporate Center Drive, and the square footage is 4,390, and the cost is 1.30 PSF. This is on the first floor. It offers 18 assigned parking spaces, with non-assigned slots available.

Mr. Autrey stated that with this location, the unit offers an overabundance of space necessary for the committee. Therefore, in this instance, he would request that the unit be split to minimize the square footage that the committee would occupy. The members viewed the floor plan and agreed that the layouts of the Pomona offices are not conducive to the JPC office needs.

Ms. Corella displayed the proposed floor plan that the Pomona location is proposing to split, and it appears that this would not meet the JPC office requests.

The consensus is to offer a lease proposal to the Upland management at 1.25 PSF for a term of six years.

It was agreed to table **Item 1475: 2010 Operating Budget** and **Item 1481: American Tower Corporation membership Application** for next month's meeting.

**Item 1482: Non-Disclosure for Handbook** was discussed earlier that morning at the Board meeting when Ms. Corella read the response letter from Mr. Adams, the committee legal. Mr. Autrey stated that the ad hoc is in agreement that if outside entities interested in membership, desire to view the 1998 Agreement, they would be allowed. However, if they request to view the Routine Handbook, they must apply for membership, pay the application fee, and sign a non-disclosure statement. The agreement is to have the ad hoc committee review a generic NDS and revise it to meet the requirements required for the Routine Handbook non-disclosure statement.

Under **miscellaneous items**, Ms. Corella reported that she would like to present the recommended salary action for the JPC staff. She distributed the recommended compensation sheets to the members, and gave a summary on staff performances and evaluation results. The members discussed the market reference point in regards to compensation. Mr. Autrey inquired into the date of the current MRP utilized in the office. Ms. Corella responded that the last study on compensation was conducted in 2004 for the billing associates. Mr. Autrey instructed Ms. Corella to notate compensation market reference point on the agenda as a reminder to conduct a recent study on compensation for the billing associates.

The members discussed the staff evaluations, and recommendations. The total compensation increase is 6%, which the members agreed is generous in today's employment market. The members approved the recommended compensations to become effective June 1, 2009.

Next, Ms. Pranata reported that she has information on the purchase of conference tables and chairs. However, the consensus is to wait on a decision of purchasing a conference table and chairs until the decision for the new JPC office lease is completed.

Lastly, the members discussed the representative pictures on the web site. This issue was brought to the table by the City of Anaheim. Ms. Prescott stated that in her opinion, this would be difficult to administer, with representatives rapidly changing. Mr. Autrey stated that in his opinion, he does not see the benefit of expending resources on this subject. After discussion on this topic, the consensus is to bring this issue to the Board at the next meeting.

The members reviewed the action items:

- Ms. Corella to contact realtor to propose lease option with the Upland location.
- Members to bring any examples of generic, or other type non-disclosure statements.
- Off site server (Velocity Networks) recommendations to be announced at the June Board meeting on the Discussion calendar.
- Keep conference table and chair issue on hold and on agenda
- Ms. Pranata to procure safety deposit box for external drive containing scanned data.
- Place issue of pictures of reps on SCJPC web site on June Board agenda.
- Add as agenda item Study of Compensation market reference point for 2010.
- Mr. Autrey to arrange conference call for manager evaluation.

The meeting adjourned at 2.45 p.m. until May 20, 2009.

Jennie Corella - Manager of Operations



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June 17, 2009

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

Ms. Lynn Prescott	Verizon Wireless
Mr. Mahendra Garg	City of Anaheim
Ms. Sherri Goetz	Southern California Edison
Mr. Cory Autrey	Sprint-Nextel
Ms. Paula Haney	NextG Networks
Ms. Lupe Hernandez	AT&T Mobility
Mr. Malcolm Brown	Verizon Wireless
Mr. Dennis Walls	City of Los Angeles
Mr. Steve Rodriguez	T-Mobile USA
Mr. Daniel Lippert	City of Burbank
Mr. Ihab Ibrahim	City of Banning
Mr. Robert Wolfe	AT&T California (teleconference)
Ms. Jennie Corella	Committee Staff
Ms. Jean Baccus	Committee Staff
Ms. Angela Pranata	Committee Staff

Mr. Autrey opened the meeting by opening discussion on Ms. Corella 's, annual evaluation and salary action with the members. Ms. Corella was excused. This is the final step in completing the salary action for the entire SCJPC office staff. When the evaluation discussion was complete, Ms. Corella rejoined the meeting. Mr. Autrey then addressed the first issue on the agenda, the review of the **May 2009 expense sheet**. After review of the expenses, Mr. Autrey commented that the expenses again appear under budget.

Mr. Autrey then addressed the next issue on the agenda, the current **Accounts Receivable**. Mr. Autrey commented that it the report does not reflect any major concerns. There were no questions pertaining to this agenda item.

Third issue on the agenda is the **May 2009 JPA Member Activity**. After review of the activity reports, Mr. Autrey commented that it appears the JPC office continues to return JPAs to initiating members. There were 693 JPAs submitted, and 578 were finalized. Mr. Autrey stated that the objective of the reports reflecting the current month's work volume versus the same month last year would reflect a cyclical pattern. However, the reports reflect no specific monthly pattern up to this period. There were no questions or comments on the activity reports.

Fourth on the agenda is **Member Board Attendance**. Mr. Autrey commented on the nearly 100% attendance at the May board meeting. It was noted that the board attendance has improved.

The next issue on the agenda is **Item 1423: Standardization of Procedures and Minutes**. Ms. Baccus reported that in regards to the SCZ, the consensus is that wireless members may choose to purchase the SCZ or not.

Mr. Autrey then addressed **Item 1475: 2010 Operating Budget**. He reported that it is agreed that the attorneys fees, and iPAM would be assessed equally, and all other expenses assessed proportionately. This would be for the 2009, and 2010 budgets. He added that the larger expenses have already been addressed, and would require no further discussion. The item would remain open to address any expense concerns, and to be prepared to address the incoming budget draft.

The members next discussed **Item 1476: Lease Expiration**. Mr. Autrey reported that the operating committee submitted an offer to a location in Upland. They countered back to the committee accepting all offers with the exception of the cost per square foot. The location cost is 1.50 PSF, the committee offered 1.25 PSF. The property management counter offered agreeing to all terms with the exception of the PSF rent of 1.25, they are standing firm with the 1.50 PSF original quote.

The members noted that during the weekdays the air unit would run from 7:00 am to 6:00 pm, operate from 8:00 am to 12:00 on Saturdays, and would not be in operation on Sundays. Ms. Pranata stated that the lack of air during the summer months could prove detrimental to the operation of the committee server housed in the office. She added that a special air unit could be procured. The issue of inability to control the air unit could pose a problem with this location.

The members also discussed their concern of sufficient parking spaces. This property does not have assigned parking spaces, and at this time it appears there are ample parking spaces. However, the building is not 100 percent occupied. If in the future the building is fully occupied, the committee might have the similar lack of parking space problems experienced in the present location.

Ms. Corella stated that there is the option of countering the current property management with a lower PSF cost and more assigned parking spaces and any other requests agreed upon by the committee.

It was agreed to counter the current management. Ms. Corella reported that the management is willing to install a second door in the conference room, replace the carpet, and remove the west wall in the conference room for a larger room. However, the members agreed that removing the West wall would only create a room of greater length, when the members prefer a wider room. After further discussion, the consensus is that the current conference room is no longer a major concern.

The members noted the requests to be posed to the current management in the counter-offer. They are:

1. New emergency exit door for conference room.
2. Address the bi-monthly parking problem – assign more than 5 spaces to our unit.
3. Carpet the entire unit.
4. New flooring for the kitchen and bathrooms.
5. Counter offer for the PSF cost is \$1.10.
6. Electrical outlets on floor in center of conference room.

Ms. Corella would draw up the counter offer and present it to Renken Management.

**Item 1481: American Tower Corporation membership Application** is next on the agenda. Ms. Corella reported earlier at the Board meeting the status of this application.

Next, Mr. Autrey addressed **Item 1482: Non-Disclosure for Handbook**. He reported that the members were to bring a sample of an NDA from within their organizations. He added that in his opinion, perhaps the committee should have their legal counsel draft an NDA. Ms. Haney suggested creating a rough draft to present to the lawyer since there would be issues that should be decided upon by the members.

The final consensus is to contact the committee legal and inquire if he can create a draft NDA for the Routine Handbook, or give the committee direction in creating an NDA.

The last item on the agenda is **1486: Offsite Server BackUp**. Mr. Autrey reported that this item was closed at the Board meeting, which met earlier that morning.

Under **miscellaneous items**, Mr. Autrey stated in regards to purchasing a new **conference table and chairs**, this issue should be tabled until the ad hoc committee's decision on a new location is determined. This issue would be discussed further at the next meeting.

The second issue under miscellaneous is a **2009 Salary Study**. Mr. Autrey stated that it is time to research current compensation for the JPC staff to determine a current market reference point. Ms. Corella would start the study by soliciting salary data from the Board members. The member information, coupled with data retrieved via the Internet, would provide the information required arriving at an equitable market reference point.

The members reviewed the action items:

- Ms. Corella to counter the current management and include the list of requests noted above.
- Ms. Corella to contact committee legal to request an NDA.

- Ms. Corella to solicit members for salary data for positions comparable to billing associates.

The meeting adjourned at 12.15 p.m. until July 15, 2009.

Jennie Corella - Manager of Operations

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July 15, 2009

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

Ms. Lynn Prescott	Verizon Wireless
Mr. Randall Starkey	Time-Warner Cable
Mr. Larry Chow	Southern California Edison
Mr. Cory Autrey	Sprint-Nextel
Ms. Paula Haney	NextG Networks
Mr. Don Beckermann	MCI Com/Metro (teleconference)
Mr. Justin Cashmer	Verizon California
Mr. Scott Hunter	City of Los Angeles
Mr. Steve Rodriguez	T-Mobile USA
Mr. Daniel Lippert	City of Burbank
Mr. Ihab Ibrahim	City of Banning
Mr. Robert Wolfe	AT&T California (teleconference)
Ms. Jennie Corella	Committee Staff
Ms. Jean Baccus	Committee Staff
Ms. Angela Pranata	Committee Staff

Mr. Autrey opened the meeting by addressing the **June 2009 expense sheet**. After review of the expenses, Mr. Wolfe commented that the expenses appear relatively close to what was budgeted. There were no further questions or comments.

Mr. Autrey then addressed the next issue on the agenda, the current **Accounts Receivable**. There remain two outstanding invoices. There were no questions pertaining to this agenda item.

Third issue on the agenda is the **June 2009 JPA Member Activity**. The total JPAs processed for the month of June are 630, with 93 or 15% JPAs returned. Mr. Autrey commented that 15% returned appears relatively high. Ms. Baccus stated that a new system has been implemented with SCE. Prior to finalizing the work, it is sent to SCE for approval. SCE is checking the work though out the entire month, rather than waiting until the end of the month to check all the work. This expedites the process.

Mr. Autrey commented that the new system appears to aid in expediting the work process, but his question is why are so many JPAs being returned to initiators.

Ms. Baccus responded that she is not tracking the reasons for returns.

Ms. Autrey stated that perhaps the most common causes for returning JPAs should be tracked. He questioned if fellow members agree that tracking causes for returns would aid in decreasing the amount of JPAs returned.

The members discussed that perhaps some of the errors causing JPAs to be returned could be a training issue. The consensus is to have the JPC office track the reason for returning specific JPAs on a spreadsheet report to aid in determining a pattern. The JPC office would commence tracking with the incoming month.

The members reviewed the JPA June activity graphs. There were no questions or comments on the graphs.

Mr. Lippert recommended creating a scatter plot graph versus a 12-month rolling. He volunteered to create a scatter plot graph for next month's meeting if the JPC office sends him the data.

Fourth on the agenda is **Member Board Attendance**. Mr. Autrey commented that there was 94% attendance at the June Board meeting. All members agreed that the implementation of the penalty fine for falling below the mandated attendance has produced satisfactory attendance results.

The next issue on the agenda is **Item 1423: Standardization of Procedures and Minutes**. Ms. Baccus reported that as a result of the Routine Revision ad hoc meeting, several sections have been revised in regards to the RF SCZ.

Mr. Autrey then addressed **Item 1475: 2010 Operating Budget**. The consensus is to have the first 2010 budget draft for review by the Operating committee by the September 2009 meeting. This item is to remain open.

The members next discussed **Item 1476: Lease Expiration**. Ms. Corella reported that she sent the counter proposal to the current management company (see attachment I). She added that she has not received a response to her correspondence at this time.

The members discussed the requested upgrades and agreed that they are not unreasonable.

Ms. Corella would contact the management company to confirm that they have received the counter proposal.

Mr. Autrey remarked that a decision should be made soon in that the lease expiration date is not far away. This item is to remain open.

**Item 1481: American Tower Corporation membership Application** is next on the agenda. The applicant has sent their financial and other requested documents for review by the Board members. It is incumbent on the members to thoroughly review the documents submitted by the applicant in order to arrive at a decision to move forward with the application. The application is to remain open.

Next, Mr. Autrey addressed **Item 1482: Non-Disclosure for Handbook**. Ms. Corella has sent a correspondence to Mr. Adams, the committee legal,

requesting direction in creating a non-disclosure agreement-NDA for the Routine Handbook (see attachment II). She has not received a response to date, but expects to have his response by the next ad hoc meeting.

The last issue on the agenda is **Item 1490: Disaster Contingency Plan**. Mr. Autrey reported that the committee has completed an emergency disaster handbook, however, a follow up contingency plan is needed. He added that he would like to open discussion on creating this plan.

Ms. Haney stated that a contingency plan is difficult to establish since each disaster has different dynamics and circumstances. In her opinion the first step to this plan is the communication part of the plan. In example, she added that Ms. Corella would be the first contact, and if she is available then a second contact is designated. The contact person would be aware if there is a re-location work site.

Mr. Chow inquired if the current lease alludes to loss of the office building and the provision of relocation.

Mr. Autrey added if the office becomes inoperable, is the committee obligated to the monthly rental expenses.

Ms. Corella would review the current lease.

Mr. Wolfe stated that in the NCJPA, they have identified a relocation site, and any incidental costs has been agreed to be shared by all the members.

Mr. Autrey, inquired of the other members, their thoughts on how critical is it to them if one or two weeks of billing is delayed? What would the impact be on the committee? In this situation the committee could address each disaster on a case-by-case issue, and determine if any member has a work site that could be utilized by the JPC staff in the interim. In this method, the committee need not put unnecessary energy into arriving at a plan at this time, but address each disaster occurrence at the time of the incident.

Mr. Wolfe agreed with Mr. Autrey in not exerting energy into this plan at this time, but the committee must be aware of the needs of the employees.

Mr. Autrey proposed that those members who have at their disposal, a company disaster contingency plan, if they could share the document with the committee at the next meeting. After reviewing other plans, perhaps the committee might determine if a concrete plan is necessary at this time.

Mr. Beckermann stated that he has a document that was a part of their home security bulletin. He added that he would scan the document and send it to the office.

Under **miscellaneous items**, Mr. Autrey stated in regards to purchasing a new **conference table and chairs**, this issue should be tabled until the ad hoc committee's decision on a new location is determined. This issue would be discussed further at future meetings.

The second issue under miscellaneous is a **2009 Salary Study**. Mr. Autrey stated that Ms. Corella would be working on a salary project to research comparable compensation for the JPC staff. She would be soliciting information from the members to aid in her research.

Ms. Pranata reported that the current **JPC office phone system** equipment has been malfunctioning. She added that the equipment might soon require replacement. She is in the process of procuring quotes for replacing the equipment. Ms. Pranata recommends not deciding on a purchase until the lease is signed for the office. She added that she would have quotes for the next meeting.

The members reviewed the action items:

- Ms. Baccus to provide JPA reasons for return spreadsheet.
- Mr. Lippert to provide dot scatter plot graph of JPA activity report
- Ms. Corella to contact current management to determine outcome of SCJPC counter offer.
- Ms. Corella to contact Mr. Adams in regards to NDA.
- SCE and DWP to research and provide their organization's contingency plans if available.
- Mr. Autrey and Ms. Corella to start work on Salary Study project.
- Ms. Pranata to provide vendor quotes for purchase of phone system equipment.

The meeting adjourned at 11.25 a.m. until August 19, 2009.

Jennie Corella - Manager of Operations

ATTACHMENT I

Southern California Joint Pole Committee  
437 So. Cataract Ave. Unit 3  
San Dimas, CA 91773  
Phone (909) 592-4001  
Fax (909) 592-4636  
[www.scjpc.net](http://www.scjpc.net)

July 6, 2009

Mr. Kelly M. Arft  
The Renken Company  
492 West Foothill Blvd.  
Claremont, CA 91711

**Re: 437 So. Cataract Ave. Unit 3 – San Dimas Lease Renewal**

Dear Mr. Arft:

I am writing on behalf of the Southern California Joint Pole Committee. When we last spoke in regards to the renewing of our current lease, you stated that the renewal would mirror the current lease. I shared this information with the committee members. They would like to propose a counter offer to your renewal proposal. You have agreed to the following improvements:

1. New carpet for the entire office
2. Second door in what is utilized as a conference room

The members are proposing the following:

1. Base rent of \$1.10 PSF to escalate 3% annually.
2. Ten (10) assigned parking spots.
3. New flooring for kitchen and bathroom.
4. Paint entire office.
5. Electrical outlets on floor in center of conference room.

Please contact me with any questions or concerns.

Cordially,

Jennie Corella  
Manager of Operations

ATTACHMENT II

**Southern California Joint Pole Committee**  
**437 So. Cataract Ave. Suite 3**  
**San Dimas, CA 91773**  
**Phone (909) 592-4001**  
**Fax (909) 592-4636**  
**Email: scjpc.net**

July 6, 2009

Mr. Roger Adams  
Adams, Hawekotte & Hudson  
201 South Lake Avenue Suite 606  
Pasadena, Ca. 91101-3081

Re: Non-Disclosure Agreement

Dear Mr. Adams,

I am writing again in regards to an NDA for the Southern California Joint Pole Committee Routine Handbook. The committee would like to inquire if you could draft an NDA for the handbook. If you prefer the committee could draft the document if you would provide the committee with a general NDA. If you have any questions on this matter, please feel free to contact me directly.

Your prompt response is greatly appreciated.

Sincerely,

Jennie Corella  
Manager of Operations

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

August 19, 2009

A meeting of the **Operating Committee** took place on the above date, at 1:30 p.m., at the Committee office. Those in attendance were:

Ms. Lynn Prescott	Verizon Wireless
Ms. Sherri Goetz	Southern California Edison
Mr. Cory Autrey	Sprint-Nextel
Ms. Lupe Hernandez	AT&T Mobility
Mr. Steve Rodriguez	T-Mobile USA
Mr. Robert Wolfe	AT&T California (teleconference)
Ms. Jennie Corella	Committee Staff
Ms. Jean Baccus	Committee Staff
Ms. Angela Pranata	Committee Staff

Mr. Autrey opened the meeting by addressing the **July 2009 expense sheet**. After review of the expenses, Mr. Autrey commented that the expenses are 13% under budget overall. However, the iPAM development expenses have not been reduced, but taking this in account the expenses are still under budget. There were no questions or comments.

Mr. Autrey then addressed the next issue on the agenda, the current **Accounts Receivable**. There are no members in breach of the Agreement or in default. There were no questions or comments.

Third issue on the agenda is the **July 2009 JPA Member Activity**. Mr. Daniel Lippert has taken the data and created a scatter plot graph. The members reviewed the graph and noted that the multi-JPAs have increased in volume over time. Ms. Baccus then proceeded to explain the pole verification process. The members reviewed all the graphs. There was some ambiguity in how the pole counts were tallied. Ms. Corella, Ms. Baccus, and Ms. Pranata would reevaluate the data they draw from for their activity reports. There were no questions or comments.

Ms. Baccus has created a spreadsheet reflecting those JPAs returned and the errors for the JPAs being returned. The objective of this exercise is to determine if the errors on JPAs is a training issue. Ms. Baccus stated that some members have several errors on one JPA. She added that a big issue in her opinion is grade and space error, and this is probably due to the issue of member staff's inability to calculate grade and space. She further added that this is a training issue that perhaps iPAM would eliminate. The consensus is

to continue with this report until the end of the year to determine if the report aids in determining the cause of the volume of JPAs returned.

Fourth on the agenda is **Member Board Attendance**. The members reviewed the report. There were no penalty fees assessed to any members last month.

Mr. Rodriguez inquired if a party, who is representing a member, needs to be recognized as an alternate representative. Ms. Corella responded that the Agreement does not state a limit on the number of alternate representatives a member has, but the JPC office must be notified. She added that normally when a representative is unable to attend, she is notified who would represent their organization via an email. The consensus is to remind member representatives that when another party, that is not identified as an alternate, is to represent a member at a Board meeting; the JPC office must be contacted by the identified member representative via email.

The next issue on the agenda is **Item 1423: Standardization of Procedures and Minutes**. Ms. Baccus reported that she continues to have issues with Section 10.9. The staff has been instructed to bill as approved, but there are instances where the JPA is obviously incorrect. It was agreed that this issue would be discussed further at the Routine Revision ad hoc committee.

Mr. Autrey then addressed **Item 1475: 2010 Operating Budget**. The consensus is to have the first 2010 budget draft for review by the Operating committee by the September 2009 meeting. This item is to remain open.

The members next discussed **Item 1476: Lease Expiration**. Ms. Corella reported that she sent the counter proposal to the current management and has received a response. They would accept 1.10 PSF for 15 years, and 1.15 PSF for ten years. They have agreed to paint the current painted walls but those walls that are wall papered are to remain as such. We would gain one additional parking space increasing our assigned slots to six spots. After discussion, it was agreed to return to the countering table and stand firm with \$1.10 PSF for seven years. Ms. Corella reported that another agent, who would be showing her properties in Diamond Bar the following day, has contacted her. Ms. Corella would report back to the ad hoc if any properties appear to meet the committee criteria for re-location.

The consensus is that Ms. Corella is to contact the current management and stand firm at 1.10 PSF with a seven-year lease. She would report back to the ad hoc after she tours the Diamond Bar locations.

**Item 1481: American Tower Corporation membership Application** is next on the agenda. Ms. Corella is to send a reminder to Board members to review the applicant's financials and be prepared to report their findings at the next Board meeting.

Next, Mr. Autrey addressed **Item 1482: Non-Disclosure Agreement for Handbook**. Mr. Adams, the committee legal has submitted a generic NDA for review by the members. Mr. Autrey stated that the ad hoc members, upon returning to their respective offices, should review the document and be prepared to discuss it at the next meeting.

The last issue on the agenda is **Item 1490: Disaster Contingency Plan**. Mr. Autrey stated that at the last meeting it appeared that the members are of the opinion that a hard set contingency plan is not necessary, and that any disaster would be addressed at a case by case situation. However, Mr. Don Beckermann has provided the committee with a homeland security document. The members are to review the document, and determine if it could be used as a template to create a contingency plan, or if a plan is not necessary at this time.

Under **miscellaneous items**, Mr. Autrey stated in regards to purchasing a new **conference table and chairs**, this issue should be tabled until the ad hoc committee's decision on a new location is determined. This issue would be discussed further at future meetings.

The second issue under miscellaneous is a **2009 Salary Study**. Ms. Corella provided a list of the current duties of the JPC billing associates. Ms. Corella was instructed to provide a breakdown of the duties of the different levels of billing associates.

The members reviewed the action items:

- Ms. Baccus to continue to track reason for returned JPAs.
- Ms. Corella to re-evaluate numbers on Member Activity Reports.
- Ms. Corella to add reminder to meeting notice about alternate representatives.
- Ms. Corella to view Diamond Bar properties and report to Mr. Autrey.
- Ms. Corella to present counter of counter to current management.
- Members to review NDA.
- Member to review disaster contingency plan
- Members to review billing associate job description.
- Ms. Corella to provide duties for all levels of billing associates.
- Ms. Corella to provide first draft of 2010 Operating Budget.

The meeting adjourned at 2.50 p.m. until September 16, 2009.

Jennie Corella - Manager of Operations

**Southern California Joint Pole Committee**  
**437 So. Cataract Ave. Unit 3**  
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September 16, 2009

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:

Ms. Lynn Prescott	Verizon Wireless
Mr. Larry Chow	Southern California Edison
Mr. Cory Autrey	Sprint-Nextel
Mr. Dennis Walls	City of Los Angeles (teleconference)
Mr. Justin Cashmer	Verizon California (teleconference)
Mr. Mahendra Garg	City of Anaheim
Ms. Paula Haney	NextG Networks
Ms. Shawn Henderson	AT&T Mobility
Mr. Steve Rodriguez	T-Mobile USA
Mr. Robert Wolfe	AT&T California
Mr. Daniel Lippert	City of Burbank
Mr. Varghese George	City of Glendale
Mr. Alan Young	NextG Networks
Ms. Jennie Corella	Committee Staff
Ms. Jean Baccus	Committee Staff
Ms. Angela Pranata	Committee Staff
Mr. Kyle Levy	Committee Staff

Mr. Autrey opened the meeting by addressing the **August 2009 expense sheet**. After review of the expenses, Mr. Autrey commented that the expenses remain under budget. There were no further comments, concerns, or discussion.

Mr. Autrey then addressed the next issue on the agenda, the current **Accounts Receivable**. Time Warner is the only member at this time that is in default of the agreement; however, the JPC office is working with Mr. Starkey to resolve this issue.

Third issue on the agenda is the **August 2009 JPA Member Activity**. The members reviewed the activity reports. There were 567 JPAs processed in the month of August with 83 JPAs being returned to the members for concerns, questions, or corrections. Mr. Autrey commented that the number of returned JPAs appears high. He further commented that the one-year comparison reflects a pattern in some months. There were no further comments.

Fourth on the agenda is **Member Board Attendance**. The members reviewed the report. Mr. Wolfe suggested that members should be made aware that in order to be excused from Board attendance, they must contact the JPC office prior to the meeting. He added that if you are aware that you are not able to attend the meeting, due to priority commitments, it appears proactive and members should not be penalized if within a week advance of the meeting contact the JPC office, and request to be excused.

Mr. Rodriguez responded that members are allowed to identify multiple alternate representatives; therefore if they are unable to attend their identified alternate could do so.

Mr. Autrey added that if members are continually excused, than the penalty loses impact.

The members discussed if excused absences should not be held against members, and reviewed the situations acceptable to be excused.

It was agreed that an excused absence would not be reflected as an absence, and would be noted on the worksheet as a green cell.

The next issue on the agenda is **Item 1423: Standardization of Procedures and Minutes**. Ms. Baccus reported that there were no additions to the standard procedures manual she maintains.

Number six on the agenda is **Item 1475: 2010 Operating Budget**. Mr. Autrey proposed first to address number seven on the agenda.

Prior to adjourning, the committee returned to the 2010 Operating Budget draft I. Due to time constraints, Mr. Autrey proposed not discussing the first draft at this meeting, but that members review the first draft and be prepared to discuss it at the next meeting.

Number seven on the agenda is **Item 1476: Lease Expiration**. Ms. Corella reported that she received a response to the committee counter proposal for lease renewal on the current JPC premises. The management agreed to the 1.10 PSF for seven years. They also agreed to repaint office walls with the exception of that which is wallpapered, wallpapered walls to remain as is. Management would replace carpets and linoleum in kitchen and bathroom, and would be painting the conference room one color for uniformity. In regards to the parking slots, the management has agreed to allow one more reserved parking space, with the option to park in any unassigned spots. The members noted that with the implementation of Web Ex, the parking situation has ceased to be a great problem.

Mr. Wolfe inquired as to enlarging the conference room. Ms. Corella responded that the room could be extended, but not widened due to a supporting beam. It is a wider not longer room that the committee originally desired. However, the committee would be procuring a new conference table and chairs that would be greater conducive to the conference room.

The consensus is to inform the members that the Operating committee is in agreement to renew the current lease at a lower rate with all the improvement requested by the Operating committee. The Board is to authorize Ms. Corella to sign the lease on behalf of the committee.

**Item 1481: American Tower Corporation membership Application** is next on the agenda. This issue was discussed at the Board meeting, which met earlier that morning (see minutes from Board meeting for details).

Next, Mr. Autrey addressed **Item 1482: Non-Disclosure Agreement for Handbook**. Mr. Adams, the committee legal has submitted a generic NDA for review by the members. Mr. Autrey inquired if the members had an opportunity to review the NDA. He added that he has some input for discussion. He stated that under recitals, second paragraph notates that the committee would make available to applicant the requested proprietary information. Mr. Autrey stated that he is of the opinion that the information would be disclosed after the application fee is paid. Ms. Corella stated that the interested party requested to review the documents prior to officially applying for membership.

Mr. Chow stated that in his opinion, the mentioned documents should only be disclosed to those entities that have applied for membership. The members discussed the information available on the website that is not password protected. There is a summary on the home page of how the committee operates, and there is a FAQ page. Entities that are interested in membership could avail themselves to the information on the SCJPC.net website to obtain information on how the committee operates.

After discussion it was agreed that the FAQ page should be reviewed and perhaps enhanced with additional questions and answers.

In summation, Mr. Autrey stated that the members are in agreement that the Routine Handbook is not released unless the interested party has officially applied for membership, and signed the NDA. He questioned if two sentences on page one of the NDA pertaining to disclose to applicants all other information should be deleted in that the only information the committee should disclose is the Routine Handbook and Agreement.

Mr. Wolfe suggested disclosing the By-laws to demonstrate how the committee members operate and interact.

The members requested additional time to review the NDA, and agreed to have their responses and/or input by the next meeting.

The last issue on the agenda is **Item 1490: Disaster Contingency Plan**. Mr. Autrey stated that the contingency plan is to determine how and where to get the JPC office up and running as soon as possible. He added that in reviewing the document submitted by Mr. Beckermann, it appears to be a plan similar to the Emergency Plan Handbook originally approved by the Operating committee. It does not address the aftermath of the disaster. Therefore, he proposes that Ms. Corella review the handout submitted by Mr. Beckermann to review and compare it with the approved handbook to determine if additional information could be added.

Under **miscellaneous items**, Mr. Autrey stated that Ms. Corella has created descriptions for the different levels of billing associate. Mr. Autrey

requested Ms. Corella to move forward and create a questionnaire to provide to the members when soliciting employee compensation.

Mr. Garg inquired if the job descriptions would include the level of education required.

Ms. Corella responded that all billing associate positions are non-exempt and require a high school diploma. She added that she would add the education requirement to the job description.

In regards to a conference room table and chairs, Mr. Autrey requested that Ms. Pranata again provide the data she has collected for the next meeting.

Ms. Pranata stated that the current phone system is malfunctioning and requires repair or replacement. She added that there are two choices to this issue, 1) to purchase just the processing unit and maintain the old hand sets, or 2) purchase the entire system; however, the main hand set requires replacement. She further added that there is no budget for this purchase at this time, but it could be included in the incoming budget.

Lastly, Ms. Pranata reported that in scanning the historical minutes, the early minutes are on thin paper and there is the concern that the scanning machine would damage the paper. She inquired as to the value of scanning these early minutes in that she could contact an agency that is better equipped to scan the old documents. The members reviewed the actual historical documents to ascertain their scanning value.

Mr. Autrey stated in his opinion the minutes are merely historical documents, and could not see the value in expensing the time and money in scanning the documents.

It was agreed to have Ms. Pranata research the cost to outsource the scanning of the historical documents.

The members reviewed the action items:

- Ms. Corella to review MCI submitted disaster document versus approved emergency handbook.
- Ms. Corella to create template questionnaire to be sent to members when soliciting employee compensation.
- Ms. Pranata to again provide conference table and chair quotes.
- Members to review 2010 Operating Budget first draft and upon returning be prepared to present questions or comments.
- Place execution of lease renewal on the October Board agenda on consent calendar.
- Members to review NDA and share comments and thoughts.
- Ms. Pranata to research hand-scan quotes for historical minutes.
- Ms. Pranata to present the phone system quotes at the next meeting.

The meeting adjourned at 12.30 p.m. until October 21, 2009.

Jennie Corella - Manager of Operations

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

October 21, 2009

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:

Ms. Lynn Prescott	Verizon Wireless
Mr. Larry Chow	Southern California Edison
Mr. Cory Autrey	Sprint-Nextel
Mr. Scott Hunter	City of Los Angeles
Mr. Justin Cashmer	Verizon California (teleconference)
Mr. Mahendra Garg	City of Anaheim
Ms. Paula Haney	NextG Networks
Ms. Shawn Henderson	AT&T Mobility
Ms. Lupe Hernandez	AT&T Local Serv./Communications
Mr. Steve Rodriguez	T-Mobile USA
Mr. Robert Wolfe	AT&T California (teleconference)
Mr. Gary Clark	City of Banning
Mr. Varghese George	City of Glendale
Ms. Jennie Corella	Committee Staff
Ms. Jean Baccus	Committee Staff
Ms. Angela Pranata	Committee Staff
Mr. Kyle Levy	Committee Staff

Mr. Autrey opened the meeting by addressing the **September 2009 expense sheet**. It was noted that the expenses are under budget as the year-end approaches, however, the budgeted iPAM dollars have not been expensed to date.

Mr. Autrey then addressed the next issue on the agenda, the current **Accounts Receivable**. The account receivables sheet reports those members who habitually pay in 60 days, but are consistent in they payment method, therefore, are not truly delinquent.

Third issue on the agenda is the **September 2009 JPA Member Activity**. The members reviewed the activity reports. There were 677 JPAs processed in the month of September with 94 JPAs being returned to the members for concerns, questions, or corrections. Mr. Autrey commented that the number of returned JPAs continue to appear high. Ms. Corella questioned the objective of tracking the reasons for those JPAs returned. She added that the office is counting the errors and not the members who created errors. Ms. Haney responded that to her recollection, the objective of the report is to

identify which errors have the greatest volume amongst members, therefore reflecting a training issue but not for a specific member, but for all members in general. She added that the ad hoc committee has agreed that a greater emphasis would be placed on those specific areas of error in the Basic JPA Training Presentation module.

There was some discussion of assigning this project to the Basic JPA Training ad hoc committee, but the final decision is against this action at this time.

Mr. Chow stated that taking the number of errors and arriving at a percentage the error is in regards to the JPAs processed. He added that a percentage limit range should be set to determine if the error is within, or out of range in regards to the JPAs processed in one specific month.

Mr. Hunter stated that he would like to see more months and more numbers.

It was agreed that the JPC office would continue to track the number of errors until the end of the year.

Mr. Autrey further commented that the one-year comparison reflects a pattern in some months. There were no further comments.

Fourth on the agenda is **Member Board Attendance**. The members reviewed the report. The report reflects that there is no penalty fees assessed to members this month. Mr. Autrey commented that the Board meetings continue to reflect good attendance.

The next issue on the agenda is **Item 1423: Standardization of Procedures and Minutes**. This is a standing agenda item. There is nothing to report on this item.

Number six on the agenda is **Item 1475: 2010 Operating Budget**. Mr. Autrey inquired if any members have an issue with any line items in the proposed budget. Ms. Corella reported that she has projected to the end of the year and arrived at the proposed expenses.

The members discussed the iPAM Phase I development and agreed to roll over the \$65,000.00 into the 2010 budget.

Mr. Chow stated that even if iPAM were launched in 2010, SCE would not be able to implement it within his organization. He stated that he informed the members last year that it would be two to three years before SCE would participate due to the implementation of SAP within his entire organization.

He added that in his opinion he does not feel that the committee would agree to pay the current asking price, and not sure if any negotiating with Hyperlink would prove successful.

Mr. Autrey inquired if in SCE's opinion should the application be abandoned?

Mr. Chow responded that the application should not be abandoned and SCE is in complete support of the software and process. He added that the issue is the time coinciding with the implementation of SAP within his organization.

Ms. Prescott stated that in her opinion, some money should be budgeted for 2010.

It was agreed to place \$65,000.00 on the iPAM Development Phase I line. Discussed was increasing the budgeted amount for the attorney fees to \$5,000.00.

There were some expenses revised, and it was agreed that the budget would be on the discussion calendar of the November administrative board meeting.

Number seven on the agenda is **Item 1476: Lease Expiration**. Mr. Autrey reported that this item was discussed at the Board and Ms. Corella was given authorization to sign the lease.

**Item 1481: American Tower Corporation membership Application** is next on the agenda. Currently, ATC Outdoor Das has been contacted to provide either an audited financial statement in their name, or a parent guarantee.

Mr. Chow reported that the SCE financial department reported that there is no issue with the parent company financial statement.

Next, Mr. Autrey addressed **Item 1482: Non-Disclosure Agreement (NDA) for Handbook**. Mr. Autrey reported that the ad hoc members have committed to reviewing the NDA and return with any additional comments. He inquired if the members have any comments.

Mr. Autrey has questions and suggested deletions and revisions. Mr. Chow suggested adding the by-laws to the NDA in the event that an entity requests to view the document. Therefore, the NDA would be utilized for the Routine Handbook, Agreement and the by-laws.

The members discussed the sections of the NDA and agreed to two revisions. This is to be on the administrative board agenda for the November meeting.

The last issue on the agenda is **Item 1490: Disaster Contingency Plan**. Ms. Corella reported that she reviewed the literature in regards to emergency disasters provided by Mr. Beckermann of MCI Communications. She stated that the document addresses high-rise buildings that require building maps for exits, and methods of communication with co-workers within the high-rise building. She added that it does not address the aftermath of the disaster, and added that the committee has discussed that in disaster situations the aftermath plan would be addressed on a case-by-case basis. She further added that the emergency handbook created by this ad hoc committee is adequate in addressing emergency disasters.

Mr. Autrey stated that he agrees that the handbook created by this ad hoc addresses all possible disasters that could occur in this building, and to his recollection, the members have agreed to address each incident on a case-by-case basis. This item is now closed.

Under **miscellaneous items**, the ad hoc addressed the salary survey. The members reviewed the salary survey documents prepared and revised by Ms. Corella.

There was extensive discussion on the job descriptions and the compensation questionnaire.

After reviewing the questionnaire and wage matrix, the members agreed on revisions, and additions. It was noted that the compensation submitted by members should not be covered under collective bargaining. The salary survey is to be on the administrative board agenda of the November meeting.

Ms. Corella opened discussion on the **lease renewal** and the option of viewing another location. She stated that there is a location in Diamond Bar where the property owners have lowered their rate and are highly interested in the SCJPC tenancy. She further stated that it was discovered that the back-up equipment provided by Velocity Solutions is extremely load and could create a hazard in regards to ear damage. Therefore, there is the necessity of creating a server room to remove the equipment away from the earshot of Ms. Pranata the systems analyst. To this she added that the location in Diamond Bar could be configured to accommodate a server room with a dedicated cooling system. Therefore, it is her opinion that prior to moving forward and renewing the current lease, perhaps it would be prudent to consider other properties that could be greater conducive to the needs of the office. She then distributed a comparable worksheet reflecting the proposed costs versus the costs of renewing the current lease. The members discussed the comparable costs, and the current layout. The consensus is to contact the current management company and inquire if the lease could default to a month-to-month tenancy until the committee arrives at a final decision. Ms. Corella would contact the agent and arrange a date for a viewing of the property, and the current property management in regards to a month-to-month tenancy.

The members reviewed the action items:

- Ms. Corella to send salary survey packet to Mr. Autrey for his review. Place on agenda under Unknown Items.
- Revise 2010 Operating Budget and place on November agenda discussion calendar.
- Ms. Corella to coordinate a viewing of the Diamond Bar property.
- Revise NDA and place on November agenda under Known Items.

The meeting adjourned at 2.20 p.m. until November 18, 2009.

Jennie Corella - Manager of Operations

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November 18, 2009

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

Ms. Lynn Prescott	Verizon Wireless
Mr. Larry Chow	Southern California Edison
Mr. Cory Autrey	Sprint-Nextel
Mr. Jim Eastwood	Southern California Edison
Mr. Justin Cashmer	Verizon California (teleconference)
Mr. Mahendra Garg	City of Anaheim
Ms. Paula Haney	NextG Networks
Ms. Shawn Henderson	AT&T Mobility
Ms. Lupe Hernandez	AT&T Local Serv./Communications
Mr. Robert Wolfe	AT&T California
Ms. Charito De Castro	City of Glendale
Ms. Jennie Corella	Committee Staff
Ms. Jean Baccus	Committee Staff
Mr. Kyle Levy	Committee Staff

Mr. Autrey opened the meeting by addressing the **October 2009 expense sheet**. Mr. Autrey commented that the budget is under by 13%. There were no further questions, concerns or comments on the month's expenses. October is reflective of an average month.

Mr. Autrey then addressed the next issue on the agenda, the current **Accounts Receivable**. Mr. Wolfe commented the invoices for AT&T California were temporarily misplaced, however; now are being processed for payment and should be mailed shortly.

Third issue on the agenda is the **October 2009 JPA Member Activity**. The members reviewed the activity reports. There were 538 JPAs processed in the month of October with 93 JPAs being returned to the members for concerns, questions, or corrections. The members reviewed the activity reports.

Mr. Autrey commented that the number of JPAs returned to members for corrections is nearly identical to JPAs returned last month. This month as well as last month, approximately 90 JPAs were returned to members. The members then reviewed reports reflecting the reasons for returning JPA finals to initiators. Mr. Wolfe questioned in situations where the KV is missing and there is no response, is this field left blank? He added that he would be

inclined to place “L” rather than guess. Ms. Baccus commented that they no longer utilize the alpha “H”.

Mr. Wolfe posed questions to Ms. Baccus in regards to notations on JPAs. The members briefly discussed, and answered Mr. Wolfe’s inquiries.

In conclusion, Mr. Autrey stated that the *Reasons for Finals Returned* report would be maintained until January 2010. At that time, the ad hoc would determine if any revisions are required in the Basic JPA Training module to aid in addressing these repeat errors.

Fourth on the agenda is **Member Board Attendance**. Mr. Autrey noted that there was no penalty fees imposed the prior month.

Mr. Chow stated that at the Board meeting that transpired earlier that morning, he noticed there was one member that had signed on to WebEx, but when votes were tallied for approvals, they did not respond. He questioned how should the committee handle this situation?

Mr. Autrey stated that the objective of the WebEx and the penalty fee is to encourage greater participation throughout the entire meeting.

Ms. Haney stated that the purpose of the roll call vote is to ensure that members remain connected to the WebEx line.

Ms. Prescott stated that if a teleconference member misses one roll call vote is understandable, but to miss several votes on the agenda is unacceptable. She proposed mentioning at the next meeting that if you are counted as an attendee, you must respond to the roll call vote(s) during the course of the meeting.

The consensus is to remind conferencing members that they must respond when roll call votes are taken or risk receiving a non-attendance score. Ms. Corella would be contacting the City of Colton to inform them that they did not respond when the roll call votes were taken on that last board meeting.

The next issue on the agenda is **Item 1423: Standardization of Procedures and Minutes**. This is a standing agenda item. There is nothing to report on this item.

Number six on the agenda is **Item 1475: 2010 Operating Budget**. Mr. Autrey reported that the budget was approved at the board meeting earlier that morning. This item is now closed.

Number seven on the agenda is **Item 1476: Lease Expiration**. Mr. Autrey reported that Ms. Corella has prepared a current comparison sheet for the current location versus the Diamond Bar location (see attachment). The members reviewed and discussed the comparison sheet.

After extensive discussion on the Diamond Bar location, the consensus is to propose an offer of \$1.40 PSF with the renovations requested for a seven-year lease with a 3% annual escalation with the first month of every year free.

**Item 1481: American Tower Corporation membership Application** has been discussed earlier at the board meeting. Therefore, the committee would table this item at this time.

Next, Mr. Autrey addressed **Item 1482: Non-Disclosure Agreement (NDA) for Handbook**. Mr. Autrey reported that it was agreed at the board meeting, which met earlier that morning, that the members would review the NDA and return with any issues and/or comments on the document. The consensus is to place this item number on the Discussion Calendar of the January 2010 Board meeting.

Under **miscellaneous items**, Mr. Autrey stated that the discussion of purchasing **conference room furniture** should be placed on hold until the lease renewal is signed.

Next discussed is the **salary study** questionnaire. After reviewing the document, it was briefly edited.

The consensus is to send out the questionnaire no later than December 15<sup>th</sup>, and have it returned to Ms. Corella no later than February 1, 2010 for discussion at the February operating ad hoc meeting.

Lastly, Mr. Autrey stated that annually, the committee hosts a staff appreciation luncheon. He inquired if the ad hoc committee would like to host a staff luncheon? The consensus is to host a luncheon on December 16<sup>th</sup>, the third Wednesday of the month normally reserved for board meetings. The staff would have the option of selecting the luncheon venue.

Ms. Baccus opened discussion on the proposal of purchasing a software program to work with FRIEND in validating pole records. She distributed the software proposal. She added that the software is for verify the pole records, which currently are verified manually by the staff.

Mr. Autrey inquired how this is connected to the final JPA.

Ms. Baccus explained the process. She stated that a pole list is submitted to the JPC office and the staff verifies the list for SCE. She added that process entails many work hours. She further added that, if purchased the software would be available to all members if needed.

Ms. Hernandez interjected and stated that historically she has opposed this process of the JPC office verifying SCE poles. She added that the SCE JPO should be the party responsible to verify poles prior to sending a final JPA to the JPC office. She added that she and all other members verify poles prior to issuing the JPA. Therefore, in her opinion, SCE should be no exception.

Ms. Haney questioned if this means that the JPC office is performing work for SCE that should be performed by SCE.

Ms. Baccus responded in the affirmative.

The members discussed the JPA inspection process performed by the JPC. Ms. Baccus reiterated her objective is to re-visit this SCE pole inspection process with the possibility of revising it. She added that all members have access to the same database that the JPC staff utilizes when verifying poles.

Mr. Eastwood stated that it appears that verification of poles to ensure the records are correct is a benefit to all members not merely SCE. This verification eliminates the need of other members verifying the records.

Ms. Hernandez interjected stating that she verifies all poles on incoming JPAs to ensure she is not double-billed.

Mr. Eastwood stated that he would take this information and the software proposal back to SCE and research this issue for a resolution.

The members reviewed the action items:

- Ms. Corella to submit Diamond Bar property proposal.
- Place on the January discussion calendar agenda the NDA.
- Salary study out by December 15, 2009 and results returned by February 1, 2010.
- Coordinate staff appreciation luncheon for December 16, 2009.

The meeting adjourned at 2.20 p.m. until January 20, 2009.

Jennie Corella - Manager of Operations

**Southern California Joint Pole Committee  
November 18, 2009**

Address		SF	\$ PSF	Per Month	Utilities	Janitorial	Supplies & Maintenance**	Per Month Net	PSF Net \$	Annual Cost Year 1
<b>Diamond Bar*</b>	1400 Montefino Ave -Diamond Bar	3167	** \$ 1.50	\$ 4,750.50				\$ 4,750.50	** \$ 1.50	\$ 52,255.50
<b>Current</b>	437 So. Cataract Ave #3-San Dimas	2833	\$ 1.10	\$ 3,116.30	\$ 603.00	\$ 300.00	\$ 250.00	\$ 4,269.30	\$ 1.51	\$ 51,231.60
<b>New Location Additional Annual Cost</b>										<b>\$ 1,023.90</b>

\* 1 month free rent per year.

\*\* Includes AC main contract- Janitorial supplies-lighting supplies-all internal plumbing and all internal office repairs that are responsibility of tenant

**New Location Perks:**

Conference room configuration better conducive to committee needs.

Larger and more parking stalls - 12 stalls designated to JPC

\*\*Based on our proposal of \$1.50 PSF with requested configurations and 3% annual escalation