

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

January 20, 2010

A meeting of the **Operating Committee** took place on the above date, at 10:20 a.m., at the Committee office. Those in attendance were:

Ms. Lynn Prescott	Verizon Wireless (teleconference)
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 (teleconference)
Ms. Lupe Hernandez	AT&T Local Serv (teleconference)
Mr. Robert Wolfe	AT&T California (teleconference)
Mr. Randall Starkey	Time Warner Cable (teleconference)
Mr. Daniel Lippert	City of Burbank
Mr. Steve Rodriguez	T-Mobile USA.
Mr. Scott Hunter	City of Los Angeles
Ms. Jennie Corella	Committee Staff
Ms. Jean Baccus	Committee Staff
Ms. Angela Pranata	Committee Staff

Mr. Autrey opened the meeting by addressing the **December 2009 expense sheet**. Mr. Lippert commented that the total operating expenses for the year were close to the budgeted expense coming in under 1%. The overall budget came in under by 11% partly due to the iPAM budgeted dollars, which are not expensed.

Mr. Autrey then addressed the next issue on the agenda, the current **Accounts Receivable**. Ms. Corella reported those members whose checks have been received since the AR report was published. She further reported that T-Mobile would be paying their outstanding invoices. Ms. Kathleen Allen has been in contact with their accounts payable department in an attempt to expedite payment. There were no further questions or concerns.

Third issue on the agenda is the **December 2009 JPA Member Activity**. The report reflects 480 JPAs received in the office and 407 of those received were final billed resulting in the return of 73 JPAs. Mr. Autrey stated that the ad hoc was to determine this month if there continues to be a need for the reason for returned JPAs report. The reporting is to aide in determining if

there is a training issue contributing to the need for returning JPAs, and should the Basic JPA Training module available on the SCJPC web site be enhanced, and/or should the ad hoc committee terminate this report?

In reviewing the report, Mr. Autrey commented that the error with grade and space appears to be a major problem.

The members discussed and questioned the types of errors reflected on the report. Mr. Autrey questioned of the members their opinion on continuing with this reporting.

Ms. Baccus reported that the office returns JPAs with memos questioning the errors. She added the office is aware that there can be typos, and normally the staff is able to recognize typos and make the corrections.

Ms. Pranata reported that there is an agreement with the SCE staff that if there is merely one error or question in regards to a JPA they call or email the SCE staff to expedite processing the JPA. However, if there are more than 3 errors the JPA is returned with a memo attached.

Ms. Hernandez questioned if the errors are members across the board, or are specific members experiencing the majority of the errors.

Ms. Baccus responded that she has not been tracking by members, but by the type of errors.

Another frequent error detected from the report is notation and/or lack of KV.

Mr. Wolfe stated when the voltage is unknown; an "L" is placed in the field as an indicator of unknown voltage.

As a reminder, Ms. Baccus stated that "H" in the voltage field is no longer accepted per direction from the Routine ad hoc committee.

Mr. Autrey inquired how the other members would like to move forward with this issue. He proposed having the Basic JPA Training ad hoc committee expand the training module to address these common errors, or have an in house training session for members JPA staff.

Ms. Hernandez agreed, however, she added that perhaps if it is only a few members who are creating the errors, those members should be identified and provided with training.

Mr. Chow stated that he agreed if the errors are a result of one or two members, then those members should be provided with the training necessary.

Mr. Lippert stated that the staff should identify if the errors are information erroneously missing, or incorrect information.

Mr. Wolfe stated that these errors have passed through many hands and went undetected, and finalized.

Ms. Hernandez responded that this is not necessarily true. She stated that in some instances, JPAs are finalized prior to an outstanding JPA, thus placing the JPAs out of sequence, and the latter JPA initiator does not check the pole records.

Mr. Chow stated that taking into account how many JPAs are processed, the percentage of returned JPAs is minimal.

Ms. Hernandez reiterated that if those members creating errors are one or two, those members should be identified and training should be concentrated on the one or two members.

Ms. Haney stated that the staff is better equipped to identify those members creating the majority of errors.

Ms. Hernandez stated that if the issue of returning JPAs for errors is not a major problem to the JPC staff, than perhaps the ad hoc need not further address this concern.

Ms. Prescott stated that she is in agreement that the JPC staff is best equipped to identify members who repeatedly create errors. She added that she is also of the opinion that the JPC staff could better identify a specific member's staff that is in need of training on a specific issue.

Mr. Hunter stated that the staff should track JPAs returned by those members submitting the JPAs.

Mr. Lippert stated that he agrees with Ms. Prescott. If this issue becomes a great problem for the JPC staff, then the ad hoc would pursue the issue. However, if it is not a problem, then there is no longer a need for this report.

The consensus is that the office staff would identify those members who repeatedly create errors and communicate with the member's staff to correct it and/or provide training. If the JPC staff encounters any problems with this approach, they then would bring the issue to the operating committee table.

The JPA error tracking report is to be discontinued.

Fourth on the agenda is **Member Board Attendance**. Mr. Autrey noted that there were no penalties assessed to members for the month of November.

Ms. Corella reported that three members have requested to be excused from attending the January 20, 2010 Board meeting, which met earlier that morning. Those members are the City of Pasadena, the City of Lompoc, and the City of Riverside. The City of Pasadena is requesting an excuse due to the problems the current storms are creating in this city. In that this falls within the criteria for excused absence (natural disaster), the City of Pasadena has been excused. The City of Riverside, and the City of Lompoc in that their issue for requesting to be excused does not fall within the policy criteria, their request to be excused has been denied. It was noted that the two members who are not excused are within the 91% 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 1476: Lease Expiration**. Mr. Autrey opened discussion by reviewing the counter offer. The members reviewed each item on the counter.

Mr. Autrey reported that what the committee is questioning on the counter is the shared annual increase in operating expenses and property tax. This is a cost that is shared proportionately per square footage occupied by all tenants in the building. The members viewed a hypothetical scenario based on the increase of building operating expenses. It appears based on percentage of space occupied and an increase of 3% the overall annual cost to the committee would be approximately \$750.00.

Under the heating, ventilation and air conditioning it was noted that the air would run from 8:00 am to 6:00 pm. Mr. Chow stated that he has a concern that since the office opens at 6:00 am the staff would be without ventilation for the first two hours of operation. After discussion, it is agreed to inquire if the ventilation system could commence running at 6:00 am.

The members are in consensus of the remaining items.

The members discussed the current location versus the Diamond Bar location. They agreed that although the cost of the Diamond Bar location is slightly greater than the current location, the benefits gained from the Diamond Bar location compensate for the minimal rate increase. As a last counter, the consensus is to have the starting monthly rate at \$1.45 PSF.

Ms. Corella would contact the agent representing the committee with the changes and requests discussed at this meeting.

**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.

Under **miscellaneous items**, Mr. Autrey there is the issue of the **conference room furniture**. The current quote and furniture configuration Ms. Pranata acquired is for the current location. It was agreed that if it is determined that the office would relocate to the Diamond Bar location, a different configuration would be required. This item is to remain open until the lease is signed.

Lastly discussed is the **salary study** questionnaire. Ms. Corella reported that she has received some questionnaire responses. The deadline for returning the questionnaire has been extended to February 15, 2010.

Mr. Autrey informed the members that any compensation information submitted for the salary study would be confidential. The only parties reviewing the questionnaire responses would be himself and Ms. Corella.

The members reviewed the action items:

- Ms. Corella to submit Diamond Bar property second counter proposal.

The meeting adjourned at 12.20 p.m. until February 17, 2009.

Jennie Corella - Manager of Operations

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February 17, 2010

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

Ms. Lynn Prescott	Verizon Wireless
Mr. Larry Chow	Southern California Edison
Mr. Cory Autrey	Sprint-Nextel
Mr. Justin Cashmer	Verizon California (teleconference)
Ms. Shawn Henderson	AT&T Mobility
Ms. Paula Haney	NextG Networks
Mr. Jim Eastwood	Southern California Edison
Ms. Lupe Hernandez	AT&T Local Serv.
Ms. Alicia Smith	AT&T Local Serv.
Mr. Robert Wolfe	AT&T California (teleconference)
Mr. Randall Starkey	Time Warner Cable (teleconference)
Mr. Daniel Lippert	City of Burbank
Mr. Steve Rodriguez	T-Mobile USA.
Mr. Scott Hunter	City of Los Angeles
Ms. Maryam Farajzadeh	City of Vernon (teleconference)
Ms. Jennie Corella	Committee Staff
Ms. Jean Baccus	Committee Staff
Ms. Angela Pranata	Committee Staff

Mr. Autrey opened the meeting by addressing the **January expense sheet**. Mr. Autrey noted that the health insurance and the payroll taxes are over the monthly budgeted expenses.

Ms. Corella responded that health premiums increased at a greater rate than she had anticipated. Ms. Baccus responded that payroll taxes increased above normal.

Mr. Wolfe questioned if WebEx is a monthly flat rate, and if so why did it exceed the month's budgeted expense.

Ms. Pranata responded that last month the monthly minutes were stored using up a greater amount of memory. This month the minutes are downloaded therefore using less memory resulting in a lower monthly fee.

Mr. Autrey stated that the rent is also over monthly budget.

Ms. Corella responded that when she calculated the budget the rent was based on the lower rate proposed by current management. Mr. Autrey stated that these expenses would be reviewed monthly to ensure the budget remains close to projections.

Mr. Autrey then addressed the next issue on the agenda, the current **Accounts Receivable Report**. The only concern on this report is a T-Mobile past due invoice. Ms. Corella reported that this morning she received a check from T-Mobile. There were no further concerns with this report.

Third issue on the agenda is the **January 2010 JPA Member Activity**. The total of JPAs processed through the JPC office for January is 581. The total received is 634 with 53 JPAs returned to the initiating parties for correcting errors. The members then reviewed the charts reflecting current month JPA volume versus one year ago. Mr. Autrey noted that the joint JPA chart appears to reflect a pattern in volume of JPAs processed for a specific month. There was no further discussion on the member activity reports.

Fourth on the agenda is **Member Board Attendance**. Mr. Autrey reported that NewPath Networks was assessed last month for a low attendance score. However, the NewPath representative teleconferenced this month's Board meeting. It was noted that there continues to be a good attendance of membership at the Board meetings.

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 1476: Lease Expiration**. Mr. Autrey inquired if members had an opportunity to review the 30-page proposed formal lease agreement for the Diamond Bar-Montefino property. He added that management accepted the counter offer of \$1.45 PSF, however, he could not find anything in the lease addressing the issue of the JPC office operating hours of 6:00 am to 4:30 pm. The lease is a six-year lease, to which the members agree. It was noted that management would allow entry to the property 15-days commencing the effect of the lease.

The members reviewed tenant improvements. The drawing modified by Ms. Pranata is not to scale, however, reflects how the office would be set-up and where the tenant improvements would transpire. The modified drawing is not the official blueprint to be approved by the committee and would be reflected in Exhibit A. Exhibit A would be a plan provided by the landlord for approval by the committee.

The members then reviewed Exhibit B – Attachment 1: Tenant Improvements Description. They compared the documented improvements with those on the drawing. One issue of concern is whether to have the kitchenette enclosed (sink and laminate counter) or as an open area.

Ms. Pranata noted that missing from the attachment is the floor electrical outlets in the conference room.

Mr. Chow noted a statement that the landlord has up to 120 days to deliver the premises from the date of lease signing. Mr. Chow remarked that it could be up to three months before the move would transpire.

Mr. Lippert noted the parking section, and stated that the landlord has the right to assign parking stickers if deemed necessary. Ms. Corella is to ascertain from the agent if currently parking stickers are required.

The members then extensively discussed the issue of the operation of the HVAC unit for the building. According to the lease it runs from 8:00 am to 6:00 pm. The JPC office hours are 6:00 am to 4:30 pm. The concern is the comfort and safe climate level in the office. Noted in the lease is an additional cost of \$50.00 per hour if a tenant requests to have the HVAC begin operating prior to 8:00 am. It was agreed that this would be costly.

Mr. Lippert noted that when the lease expires, and the JPC remains on the premises beyond the lease expiration date, the rate increases by 150% the first month, and 200% the second month and all months there after.

The consensus is to have the committee attorney review the lease for any major concerns that the committee should be aware of, and ensure that it is in the best interest of the committee.

Mr. Autrey scheduled a conference call for February 25, 2010 at 1:00 pm to discuss the lease and if possible review the comments from the committee legal.

Next, Mr. Autrey proposed reviewing the two moving quotes in the packet. Ms. Corella stated that both quotes are very similar. The movers are Town and Country, and King Movers. She added that both movers would disassemble the desks and deliver to the proper offices, but would not reassemble and re-install the desks to the walls in the new location. Perhaps this is a liability concern. Ms. Pranata would be getting another quote this week, and when the quote is ready, the ad hoc would review all three quotes simultaneously. Ms. Autrey stated that there is no urgency in choosing a mover at this time, but with the quotes the ad hoc committee has a good reference point on moving costs.

**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.

Under **miscellaneous items**, is the **salary study** questionnaire sent to members to aid in the compensation review for the JPC staff. Mr. Autrey reported that he and Ms. Corella would review the information submitted by members and prepare a worksheet report to be presented to the operating committee members next month.

Next, the members discussed the purchase of conference room furniture. Ms. Pranata stated that the quotes she obtained are for the current conference room. She added when a lease is signed she and the table vendor would visit the new location to get the new dimensions for the furniture.

Mr. Eastwood stated that there is local store that sells used office furniture. It was agreed to visit the location. Mr. Eastwood would get the information to Ms. Corella.

Lastly, Ms. Corella announced that Ms. Jean Baccus would be retiring August 1, 2010. She reported that Ms. Baccus would like to concentrate on completing her Billing Procedures and Standards book to be utilized as a billing aid after her departure, and check billing to ensure that the current staff is fully trained in billing. In that time, she would no longer bill multi-JPAs, and would be pushing additional billing to the staff, therefore, is proposing bringing in a full time temporary employee to handle the clerical duties currently performed by billing associates, to free them to handle the additional work volume.

Mr. Autrey instructed Ms. Corella to present her proposal to the operating members for consideration.

The members agreed that a retirement luncheon is in order for Mr. Mahendra Garg, representative for the City of Anaheim. Ms. Corella to begin planning the event.

The members reviewed the action items:

- Mr. Autrey and Ms. Corella to contact Diamond Bar real estate agent to clarify concerns discussed.
- Ad hoc members to review lease in preparation for the February 25<sup>th</sup> conference call.
- Ms. Corella to contact legal to review the entire lease.
- Ms. Pranata to obtain third moving quote for consideration, and conference room furniture from store provided by Mr. Eastwood.
- Ms. Corella to commence planning Mr. Garg's retirement luncheon.
- Mr. Autrey and Ms. Corella to collaborate on salary study in preparation for next month's meeting.
- Ms. Corella to present her proposal for a temporary full time position.

The meeting adjourned at 12.20 p.m. until March 17, 2009.

Jennie Corella - Manager of Operations

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March 17, 2010

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

Ms. Lynn Prescott	Verizon Wireless
Mr. Larry Chow	Southern California Edison
Ms. Shawn Henderson	AT&T Mobility
Ms. Paula Haney	NextG Networks (teleconference)
Mr. Jim Eastwood	Southern California Edison
Mr. Daniel Lippert	City of Burbank
Ms. Lupe Hernandez	AT&T Local Serv.
Mr. Robert Wolfe	AT&T California (teleconference)
Mr. Jaime Reyes	City of Glendale
Mr. Douglas Schmaderer	City of Pasadena
Mr. Randall Starkey	Time Warner Cable (teleconference)
Mr. Steve Rodriguez	T-Mobile USA.
Mr. Ruben Hauser	City of Los Angeles
Ms. Maryam Farajzadeh	City of Vernon (teleconference)
Ms. Jean Baccus	Committee Staff
Ms. Angela Pranata	Committee Staff

In the absence of Mr. Autrey, Mr. Chow chaired the meeting. He opened the meeting by addressing the **February expense sheet**. Ms. Prescott noted that the business insurance expense was not reflecting on the year to date portion of the worksheet. Ms. Baccus noted the error and would make the necessary correction.

Mr. Chow then addressed the next issue on the agenda, the current **Accounts Receivable Report**. The members reviewed the report. There were no questions, comments or concerns.

Third issue on the agenda is the **February 2010 JPA Member Activity**. The total of JPAs processed through the JPC office for February is 620. The total received is 727 with 107 JPAs returned to the initiating parties for correcting errors. There were no questions or comments on the JPA activity.

Fourth on the agenda is **Member Board Attendance**. Mr. Lippert noted a formula error in the spreadsheet. The error was noted and corrected.

The next issue on the agenda is **Item 1423: Standardization of Procedures and Minutes**. This is a standing agenda item. Ms. Baccus reported that FA would be recorded by the grade.

Number six on the agenda is **Item 1476: Lease Expiration**. Mr. Chow stated that he believes all issues have been addressed and the lease is ready to be signed.

Ms. Baccus reported that in the conference room the leasing company is proposing to install one quad electrical outlet. She inquired if four electrical outlets would suffice the committee needs.

Ms. Pranata stated that in her opinion the conference room would require more than four electrical outlets.

The members extensively discussed the configuration of the conference room and the location where electrical outlets would be necessary.

It was agreed that a ceiling outlet would be required for the current overhead projection.

The consensus is to request of the management company the additional electrical outlets prior to signing the lease. In the absence of Ms. Corella, Mr. Chow authorized Ms. Baccus to sign the lease.

**Item 1481: American Tower Corporation membership Application** was next on the agenda. At the administrative board meeting, which met earlier that morning, it was decided to invite the applicant to the next board meeting.

Under **miscellaneous items**, the first bulleted item is the *conference room table and chairs*. Ms. Pranata reported that the furniture vendor would require measurements of the new conference room to reconfigure the table and chairs. Ms. Pranata would arrange a trip to the new property for a meeting with the furniture vendor and herself.

The second bulleted item is the proposed *salary study and ranges* for the committee staff. The members reviewed the sheets. Ms. Baccus stated that the data for the report was taken from salary data provided by specific members.

Mr. Chow stated that what is missing is the current range of salaries. Mr. Chow inquired as to the number of members responding to the survey. Ms. Baccus stated that she did not create the spreadsheet, and she would to question Ms. Corella when she returns.

Mr. Chow stated that he is not in agreement with the data under the years of service and the related compensation. He added that this method is not utilized by SCE. He further added that this method could apply to collective bargaining.

The last sheet associated with the salary study is the point matrix used to determine percentage rate increases to market range.

The consensus is to discuss this issue further at the next meeting when the additional data is presented, and Mr. Autrey and Ms. Corella are present.

The next bulleted item is a *supervisor succession proposal* prepared by Ms. Corella. The members reviewed the proposal. Ms. Corella is proposing job blending in regards to the position of Supervisor.

The members discussed the supervisor succession plan and the consensus is to discuss this further at the next meeting when both Mr. Autrey and Ms. Corella are present.

Lastly, the members addressed the last bulleted item which is a question posed by NewPath Networks in regards to their assessment deposit of \$12,000.00. Ms. Baccus stated that new members are requested to provide a deposit to cover two years of projected monthly assessments. She added that NewPath stated that the committee is holding their deposit, and nothing has been charged against the deposit since they continue to receive monthly assessments. NewPath is questioning what is the committee's policy in regards to assessment deposits and how long is the deposit maintained by the committee, and lastly, when is a member's deposit refunded?

Mr. Chow responded that he recollects that the deposit is to be held for 24 months, and if that specific member is current with their assessments, then the deposit could possibly be refunded.

Ms. Hernandez suggested reviewing the agreement to determine the policy in regards to assessment deposits. After review of the Agreement and By-Laws, it was discovered that in Article III, Section 4 of the By-Laws there is reference to the required two year average assessment deposit. However, there is no reference to the time frame a deposit is held and/or refunded.

The consensus is to review the minutes that transpired during the application process of NewPath Networks to ascertain a response to their inquiry.

The members reviewed the action items:

- Ms. Corella to research NewPath deposit requirement via minutes, so the committee is able to determine the impact on future incoming members and their deposit requirement.
- Ms. Corella to invite ATC Outdoor DAS, LLC to next Board meeting for interview.
- Request minor modifications on property for future lease. Then sign lease.
- Ms. Corella to provide range of current salaries versus proposed. Include Level IV billing associate data.
- Discuss supervisor succession plan upon return of Mr. Autrey and Ms. Corella.
- Ms. Corella to edit March Operating expense sheet, committee would sign off.

The meeting adjourned at 12.00 p.m. until April 21, 2009.

Jennie Corella - Manager of Operations

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April 21, 2010

A meeting of the **Operating Committee** took place on the above date, at 2:30 p.m., at the Committee office. Those in attendance were:

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

Mr. Autrey opened the meeting by stating that the monthly standing agenda items one through four, would not be reviewed as a group. He added that these items should be reviewed by the ad hoc members individually, and if there are questions or concerns, members are to bring the issues back to the next meeting. This is due to the time constraints on this meeting, and he would prefer to concentrate on those issues of greater urgency. The items that are tabled include the **Expense Sheet, Accounts Receivable Report, JPA Member Activity, and Member Board Attendance.**

The fifth issue on the agenda is **Item 1423: Standardization of Procedures and Minutes.** This is a standing agenda item. Mr. Autrey stated that Ms. Baccus could delay any reporting on this item until the next meeting, again due to time constraints.

Number six on the agenda is **Item 1476: Lease Expiration** an issue requiring the ad hoc's current attention. Mr. Autrey reported that the lease has been signed for the new location. The projected date for the office move is the first week in July.

The members discussed the proposed moving quotes received from King Office Services, and D&R Office Works. It was noted that one quote included the installation of the desks and bookshelves, and the other does not. It was agreed since the move is not expected until July, that a final decision on movers would be required by the next ad hoc meeting.

In regards to the copier, it that it is leased, the leasing vendor company must be contacted and they would arrange the move at a cost to the committee. The desktops would be moved by Hyperlink who would install the network and phone lines.

Ms. Corella reported that she, Ms. Baccus and Ms. Pranata would be meeting with management to review the floor plans and configuration of the new office. When the plans are approved, management would move forward with obtaining the required permits from the City of Diamond Bar.

The landline and T1 provider (TelePacific) cannot guarantee the same phone numbers we now have, and there will be a moving fee to re-install the system. There is a two-year contract with the provider. If the contract is broken, the committee is obligated to pay the entire term of the lease. When the lease is complete, the members would discuss their options with Verizon California, the provider in the Diamond Bar area to determine if it would be prudent to change providers.

It was agreed to compile a moving check list to insure and confirm all issues are accounted for in the move.

Next, the members reviewed the options for the purchase of a new phone system. Ms. Pranata reported on the options the committee has in regards to a new phone system. The first quote from StarTech of \$1,314.92 is for the processor only and includes labor. The office would maintain the current desk phones. The second quote from StarTech of \$3,112.49 is for the Nortel processor plus 11 new phones. Ms. Pranata recommends purchasing the desk phones; however, if the office maintains the desk phones, the front desk phone is malfunctioning and requires replacement. The final quote is for the Toshiba phone system. The quote is \$2,764.93 which includes 11 desk phones. The question is to purchase the entire system or just the processor and maintain the current desk phone, and which brand is the better of the two choices. Again, Ms. Pranata recommends purchasing the desk phones in that the current system was purchased used from the previous tenant.

Mr. Chow stated that there could be issues with the older desk phones communicating with a new processor, and in his opinion it would be best to purchase the desk phones as well. After discussion, it was agreed that it would be in the best interest for the committee to replace the entire system. The question is which brand system to purchase. Ms. Pranata would investigate further on both brands.

Lastly, Ms. Pranata reported on the conference room furniture. She stated the choice is a stationary table or module type training tables. The members reviewed the diagrams of the two choices. The members viewed and discussed the options offered by both style of tables.

Mr. Wolfe stated that in his opinion the solid stationary table would better serve the committee. Mr. Chow stated when necessary for training sessions, the current module tables and chairs could be utilized.

Ms. Pranata then discussed the chairs for consideration. The members reviewed the chair options of arms or no arms. It was agreed that a decision on the furniture could wait until the following month.

**Item 1481: American Tower Corporation membership Application**

was next on the agenda. Mr. Autrey confirmed that from the Board meeting, which met earlier that morning, the consensus is to place this item on the May agenda consent calendar for Board approval.

Under **miscellaneous items**, the first bulleted item is the proposed **salary ranges for JPC staff**. Mr. Autrey stated that originally the range does not include a Billing Associate Level IV. He added that the higher levels of III and IV are very similar and questioned if a level IV is necessary.

Ms. Corella reported that the level IV was originally created due to the peculiar situation of having two staff members with over 20 years of knowledge and experience. In order to differentiate these two individuals from the level III associates, the level IV was created.

Ms. Corella explained how she arrived at the proposed salary ranges. She reported that she took the raw data submitted from members, input the data and took a simple average. This is the only approach to this considering the data. She added that the report is just a reflection of raw data to be presented to the members as a reference start.

Mr. Chow requested a current equivalent salary range currently utilized by the JPC office. He also requested the current compensation rates for the JPC current staff.

Mr. Autrey reiterated his question if the JPC office should maintain a level IV.

Ms. Corella stated that when the supervisor position was approved she proposed eliminating the level IV, since the duties of the supervisor were performed by level IV staff. She was told to maintain the level in the event that it was necessary sometime in the future.

The consensus is to bring the current salary range for the JPC staff as well as what each employee is currently making. This item would be further discussed at the next meeting.

The next bulleted item is the **supervisor succession plan**. It was agreed to table this issue and discuss it at the next ad hoc meeting.

**Staff evaluations** are on the agenda, but due to time constraints, Mr. Autrey tabled this issue until next month's meeting.

The last bulleted item is **assessment deposits**. Ms. Autrey stated that a member has questioned the status of the mandatory assessment deposit required of new members. The deposit is to cover 24 months of projected monthly assessments for incoming members. Members have the option of a providing a cash deposit or a surety bond.

Mr. Chow stated that there is no mention of refunding assessment deposits in any committee governing documents. He added that he is of the opinion that the bond or deposit is to remain with the committee for the term of the membership or as long the committee is in existence.

The members researched the committee governing documents and it is determined that there is no language alluding to the refunding of the security deposit.

It was agreed that NewPath would be contacted stating that the deposit is to remain on deposit for the length of their membership, or if the committee should disband. Secondly, Mr. Autrey proposed creating the correct verbiage for the membership process and the by-laws defining the 24-month security deposit to cover monthly assessments.

The consensus is to have committee legal review the section in the by-laws that refer to the committee security deposit.

The members reviewed the action items:

- Ms. Corella to provide current salary range for JPC staff
- Ms. Corella to provide current salary for individual staff
- Ms. Corella to provide moving schedule check-list
- Ms. Corella to contact current landlord with the 30-day notice.
- Ms. Pranata to contact Hyperlink to inquire the cost to move desktops.
- Ms. Pranata to finalize the quotes for the conference room table and chairs.
- American Tower Corporation application on consent calendar of next Board meeting.
- Ms. Corella to contact Mr. Adams in regards to the security deposit verbiage in the by-laws
- Ms. Corella to create comparison of current salary ranges versus proposed taken from data submitted by members.
- Ms. Corella to provide current salaries for individual staff.
- Ms. Corella to provide proposed salary action and method of arriving at proposals.

The meeting adjourned at 3.50 p.m. until May 11, 2009.

Jennie Corella - Manager of Operations

**Southern California Joint Pole Committee**  
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May 19, 2010

A meeting of the **Operating Committee** took place on the above date, at 10:00 a.m., at the Committee office. Those in attendance were:

Mr. Larry Chow	Southern California Edison
Mr. Varghese George	City of Glendale
Mr. Daniel Lippert	City of Burbank
Ms. Shawn Henderson	AT&T Mobility
Ms. Paula Haney	NextG Networks (teleconference)
Ms. Lupe Hernandez	AT&T Local Serv.
Ms. Alicia Smith	Sprint-Nextel
Ms. Kourtney Wietecha	NextG Networks
Ms. Debbie Wooten	NextG Networks
Mr. Robert Wolfe	AT&T California (teleconference)
Mr. Steve Rodriguez	T-Mobile USA.
Mr. Dennis Walls	City of Los Angeles (teleconference)
Ms. Angela Pranata	Committee Staff
Ms. Jennie Corella	Committee Staff

In the absence of chair person Mr. Autrey, Mr. Chow acted as chair for the meeting. He opened the meeting by addressing the **April Expense Sheet**. The members reviewed the expenses. It was noted that the hardware purchase expenses have exceeded the annual budget. Ms. Corella reported in projecting costs for the purchasing of desktops for the staff, it appears that the projection is slightly short. However, she added that she does not anticipate the purchasing of any more major hardware. The need for cabling and other external minor equipment might be necessary when moving to the new location. There were no further questions on the expenses.

The next topic on the agenda is the review of the **accounts receivable**. It was noted that the outstanding invoices are minimum. Mr. Chow stated that most major organizations accounts payable departments are centralized out of state. In that the time to get the assessment invoices to the correct party for payment might take over sixty days. To this he added that perhaps the net due time frame should be extended. The extension of net due payment would be discussed further if deemed necessary.

The third topic for discussion is **JPA Member Activity**. The JPC office received 699 JPAs total, and 77 were returned resulting in the processing of 622 JPAs for the month of April. The percentage of returned JPAs for April is

11%. The members then reviewed the chart reflecting current work processed versus one year ago to date. There was no discussion on this item.

Next issue addressed is **Member Board Attendance**. It was noted that all members have attended half of Board meetings in the last twelve months.

The fifth issue on the agenda is **Item 1423: Standardization of Procedures and Minutes**. This is a standing agenda item. Mr. Chow stated that Ms. Baccus, who maintains this workbook, is not in attendance. If there are any additions or new procedures to report, Ms. Baccus would report this at the next meeting.

Number six on the agenda is **Item 1476: Lease Expiration**. The first bulleted topic for discussion is the *conference room table and chairs*. Ms. Pranata displayed the three proposed configurations for the conference room table. The members reviewed and discussed the different configurations and the associated costs. The three shapes are oval, rectangle and horseshoe. After discussion it was agreed that the horseshoe configuration would best suit the committee's needs. In that the oval table is in modules, and is not as costly as the horseshoe table, it was agreed to open the end of the oval table which would then be in the shape of a horseshoe and would be cost effective as opposed to the horseshoe table that is only in three parts. Ms. Pranata would present this option to the vendor and negotiate a cost that would be within the budget line item for the purchase.

The members then reviewed and discussed the chair options. The members discussed the maximum weight capacity of the chair options. The members selected a chair from the various options, and it was agreed to inquire if the selected option could be upgraded to a greater weight capacity. If there is an upgrade available, then perhaps the committee could purchase a few upgraded chairs to be available when and if needed.

The members approved the purchase of chairs for the staff. It was agreed that the conference room chairs would be a lower cost since they are utilized by members two to three times a month. The chairs for the JPC staff should be of a higher grade and ergonomic in that they are utilized by the staff on a daily basis.

Next discussed is the purchasing of a *phone system*. At the last meeting, the ad hoc committee allowed the JPC staff to choose a phone system of their preference. Ms. Corella reported that Ms. Pranata polled the staff, and all agreed on the Toshiba versus the Nortel. The committee authorized Ms. Corella and Ms. Pranata to move forward with the purchasing of the Toshiba phone system.

The last bulleted topic for this item is *Hyperlink quote for the network system*. The members reviewed the quote which is \$6,440.00. This includes data and phone drops for 20 jacks, moving, and installing all JPC hardware to new location, and port wall mount panel. After some discussion it was agreed

to have Hyperlink identify where the 20 jacks are located on a floor plan in that the majority of the quote is based on the drops for the 20 jacks.

The members reviewed the moving check list requested by Mr. Autrey, and created by Ms. Corella. The list includes the office furniture movers, desk installer, and network and phone installers. The moving company has been decided, it will be King Movers. The office has received a quote from Hyperlink for the phone and network system. The list would be reviewed again as the moving date nears.

**Item 1481: American Tower Corporation membership Application** was next on the agenda. Mr. Chow reported the applicant's membership has been approved, and this item is now closed.

The next topic on the agenda is **Item 1504: Arbitration Process**. The 2-step process for non-compliance has been approved; however, the question is how to approach a member who is not complaining with the Routine. Ms. Hernandez stated that what requires discussion is if the committee, per the Agreement, has the authority to reprimand members in this type situation. This item is to remain open at this time.

Under **miscellaneous items**, the members discussed the bulleted items. The first bulleted item discussed is **assessment deposits**. NewPath Networks has a deposit of \$12,000.00 with the committee and has inquired how the deposit is addressed. Ms. Corella responded to NewPath by stating that the deposit remains with the committee as long as the member is with the committee, or the committee disbands. She added that although this is accepted, she is unable to find documentation for this statement. The consensus is to contact committee legal for interpretation on the deposit.

Ms. Corella reported that in regards to **Staff evaluations** Ms. Baccus has been on vacation and both she and Ms. Baccus have not been able to work on staff evaluations. To this Ms. Corella proposed delaying this until she is able to meet with Ms. Baccus, and suggested a conference call meeting when the evaluations are complete. The members agreed to delay evaluations and schedule a special meeting to address this issue.

The third bulleted item for discussion is **supervisor succession plan**. Ms. Corella opened discussion by stating that her proposal for supervisor is to offer the position to Ms. Pranata. Ms. Pranata would supervisor all IT issues, and Mr. Levy is to be promoted to Billing Level III/Assistant Systems Analyst. It that both Mr. Levy and Ms. Pranata would not bill the volume of work they currently are producing, the billing would be delegated to the lower billing levels II and III. The administrative aide is now billing joint level I JPAs. After reviewing the proposal the members approved the supervisor succession plan proposed by Ms. Corella.

The last bulleted miscellaneous item discussed is **salary ranges for JPC staff**. Ms. Corella provided charts reflecting the current salary ranges utilized for the non-exempt and exempt staff based on a 2005 salary survey. She also provided charts with new proposals for the current salary ranges. She explained how she arrived at the totals. It was agreed that the numbers on the proposed salary ranges taken from the submitted data appear high and not in line with the current market.

Mr. Chow stated that when the 2005 survey numbers were approved, they were in line with that date's current market. Therefore, he proposed agreeing on an accelerator and bringing the ranges up closer to the current market. The accelerator agreed upon is 3%.

The members discussed market reference point and agreed that the market reference point should no longer be termed. In regards to salary action, the salary ranges would be utilized. It was agreed that when the staff evaluations are complete, then the committee would meet to discuss ranges and salary action.

The members reviewed the action items:

- Ms. Pranata to get final quotes for table, and finalize and authorize the purchase.
- Ms. Pranata to further question Hyperlink in regards to quotes and jacks.
- Members to research past practices in regards to arbitration.
- Ms. Baccus and Ms. Corella to complete staff evaluations for the May 27<sup>th</sup> meeting.
- Ms. Corella to contact committee legal in regards to member assessment deposits.

The meeting adjourned at 12.50 p.m. until June 15, 2010.

Jennie Corella - Manager of Operations

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June 16, 2010

A meeting of the **Operating Committee** took place on the above date, at 10:00 a.m., at the Committee office. Those in attendance were:

Mr. Larry Chow	Southern California Edison
Mr. Edgar Sarabia	City of Glendale
Mr. Daniel Lippert	City of Burbank
Ms. Shawn Henderson	AT&T Mobility
Ms. Paula Haney	NextG Networks (teleconference)
Ms. Lupe Hernandez	AT&T Local Serv.
Ms. Alicia Smith	Sprint-Nextel
Mr. Doug Schmaderer	City of Pasadena
Mr. Mahendra Garg	City of Anaheim
Mr. Robert Wolfe	AT&T California (teleconference)
Ms. Maryan Farajzadeh	City of Vernon (teleconference)
Mr. Steve Rodriguez	T-Mobile USA.
Mr. Dennis Walls	City of Los Angeles (teleconference)
Ms. Angela Pranata	Committee Staff
Ms. Jennie Corella	Committee Staff

In the absence of chair person Mr. Autrey, Mr. Chow acted as chair for the meeting. He opened the meeting by addressing the **May Expense Sheet**. The members reviewed the expenses. It was noted that the rent expense is over budget. This reflects the first month and deposit for the new JPC office in Diamond Bar.

The next topic on the agenda is the review of the **accounts receivable**. There was no major concern with this report.

The third topic for discussion is **JPA Member Activity**. The JPC office received 471 JPAs total, and 74 were returned resulting in the processing of 397 JPAs for the month of May. The percentage of returned JPAs for May is 15%. The members then reviewed the charts reflecting current work processed versus one year ago to date. There was no discussion on this item.

Next issue addressed is **Member Board Attendance**. Mr. Garg questioned if MCI Telecommunications and MCI/Metro continue to remain separate and are both still known as MCI? The response is that the JPC office has not been notified of any name change, although, it is believed that MCI is now Verizon Business Solutions in the industry. It was also noted that MCI

has not been in attendance for the last three meetings. The consensus is to contact MCI representative Mr. Don Beckermann in regards to these issues.

The fifth issue on the agenda is **Item 1423: Standardization of Procedures and Minutes**. Ms. Baccus reported that her staff has been notified that pole class must be noted on the JPA for new sets starting January 2010.

Number six on the agenda is **Item 1476: Lease Expiration**. Ms. Corella reported that she contacted Mr. Ry Olson, management for the Diamond Bar location, in regards to the status of the property. She then read the email response verbatim which states that the architectural and engineering plans will be sent shortly to the City of Diamond Bar to obtain the required permits to start construction. She further added that she anticipates the move should transpire at the end of July.

Mr. Rodriguez stated that the permit process is normally not a lengthy one.

It was agreed to give management a moving date as a target for them to work toward.

The members then reviewed the proposal submitted by Hyperlink for the data and phone line drops. Mr. Atalla has provided a floor plan displaying where the data and phone drops would be located. The members reviewed and discussed the number of drops, and if a total of 20 drops are really necessary. After extensive review and discussion, it was agreed that 6 data/phone drops could be eliminated in that they are not necessary. Ms. Pranata would contact Hyperlink to revise his proposal based on the elimination of data/phone drops.

Next, the members discussed the conference room table. Ms. Pranata inquired if the members would like to add a modesty panel to the table. It was agreed that modesty panels should be included in that the cost is minimal. The members agreed on a conference table. However, a table to place the conference phone would be required. The consensus is to purchase a table to place in the center of the conference table for the conference phone equipment.

The seventh issue on the agenda is **Compliance with Routine Handbook**. This issue was assigned to this committee from the Routine Revision committee in that compliance is an operating issue. A two-step process to address compliance to the Routine has been created and approved; however, it has not been published. The next step is to discuss an arbitration process.

The next topic on the agenda is **Item 1504: Arbitration Process**. The 2-step process for non-compliance has been approved; however, it is not in the Routine at this time. Issues for discussion are the arbitration process and how to enforce a decision elected by an arbitration committee. Ms. Hernandez reported that historically there was an arbitration that transpired between two members. When the arbitration committee agreed on a resolution, the parties did not follow direction; therefore, the summation is that the committee might lack the authority to enforce a resolution on a fellow member.

Mr. Chow stated that based on the historical experience with arbitration, members in discord should attempt to remedy the issue as a side bar, or at the least attempt to gain the opinion of the membership on a path toward resolution.

Ms. Hernandez agreed with Mr. Chow and added that this process would remove legal involvement from the SCJPC in that the situation is outside of the committee. If the members are unable to reach a resolution, then the issue could be brought to the Board, not necessarily for resolution, but possibly for membership opinions. She added that the SCJPC cannot dictate to members how to operate their organizations.

Mr. Chow stated that if an issue reaches the Board, and a resolution or Board opinion is identified, then it is the obligation of the member(s) to abide and honor the decision.

Ms. Corella has compiled dialogue from historical minutes in regards to arbitration. She reported that members could follow the chronological dialogue to determine what has been done in reference to arbitration historically.

The consensus is that the members would review the compiled historical minutes in preparation for the next meeting.

Under **miscellaneous items**, there is the issue of **assessment deposits**. Ms. Corella reported that she responded to the inquiring member (NewPath) in regards to their deposit. She informed the member that the deposit is to remain with the committee for the duration of their membership, or in the event that the SCJPC disbands. She added that although the agreement describes the deposit requirement, there is no reference as to how the deposits are administered.

Mr. Chow stated that in many instances, governing documents are intentionally written in this fashion to allow for specific interpretation and an out should it be deemed necessary. He added if some members post a bond for the deposit requirement for the length of their membership, then a monetary deposit should be administered in a similar manner.

Ms. Hernandez stated that she agrees with Mr. Chow in that monetary deposits should be treated equally as are surety bonds, and the committee should have the flexibility to interpret governing documents as required for specific situations.

The consensus is since the verbiage in regards to security deposits in the Agreement suffice, and the inquiring member is satisfied with Ms. Corella's response, it was agreed to close this issue.

Lastly, Ms. Corella raised the issue of the retirement of Ms. Jean Baccus. Traditionally, retiring staff are given a farewell luncheon and a monetary parting gift. After discussion it was agreed to give Ms. Baccus a parting gift similar to the last retiree, and a luncheon. The date for the luncheon would be after the July Board meeting and the venue would be in the City of Pasadena.

The members reviewed the action items:

- Members to review the historical minutes regarding arbitration.
- Ms. Corella to contact new management and give them a moving date.
- Ms. Corella to contact MCI representative for status on organization name.

The meeting adjourned at 11.45 a.m. until July 21, 2010.

Jennie Corella - Manager of Operations

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July 21, 2010

A meeting of the **Operating Committee** took place on the above date, at 10:00 a.m., at the Committee office. Those in attendance were:

Mr. Larry Chow	Southern California Edison
Mr. Jim Eastwood	Southern California Edison
Mr. Tigran Patatanyan	City of Glendale
Ms. Shawn Henderson	AT&T Mobility
Ms. Paula Haney	NextG Networks (teleconference)
Ms. Lupe Hernandez	AT&T Local Serv.
Ms. Alicia Smith	Sprint-Nextel
Mr. Doug Schmaderer	City of Pasadena
Mr. Mahendra Garg	City of Anaheim
Mr. Robert Wolfe	AT&T California (teleconference)
Ms. Maryan Farajzadeh	City of Vernon (teleconference)
Mr. Steve Rodriguez	T-Mobile USA.
Ms. Angela Pranata	Committee Staff
Ms. Jean Baccus	Committee Staff
Ms. Jennie Corella	Committee Staff

Committee President, Mr. Chow opened the meeting at 10:00 am. He stated that due to time constraints, this meeting would be abbreviated. The first topic discussed is **Item 1476: Lease Expiration**. A conference call with the managers of the future JPC office location in Diamond Bar transpired earlier that morning. The purpose of the call is to determine the status of the location, and when the committee could expect delivery of the property, in that the tenant improvements have been delayed. It has been discovered from the call that the current owners of the property are in default, the court is now involved, and the property is in receivership. This poses a problem with the committee in that this property now appears questionable. The members are questioning if they should opt out of the lease, or honor the lease and await the outcome of the court decision. The owners stated that they are seeking a loan modification. The members are concerned with the security deposit placed with this property when the lease was signed. They discussed that the option of renewing the lease of the current location remains open for negotiation.

Ms. Hernandez stated that she would like to hear what the receiver has to say in regards to the property, the tenant improvements and the committee lease. The members discussed requesting a specified date of delivery.

Mr. Wolfe suggested giving the owners a date of delivery, and if that date expires than the lease is void. He further suggested a plan B, remain at the current location, or plan C, resume the search for a new location.

Mr. Chow stated that he is in agreement with Mr. Wolfe. He added that what is to be requested by the committee and rightfully due, is a specific date of delivery, and the ability to communicate with the court assigned receiver. He added if this is not possible and does not transpire, than it would be decided to opt out of the lease. He added that if the property manager is unable to respond to the aforementioned request, than it would be wise not to enter into a long time relationship with this organization.

The consensus is that the desired date for delivery would be October 1<sup>st</sup>, however, November 1<sup>st</sup> is acceptable.

It was agreed that prior to sending correspondence to the managers of the property, to question the committee attorney in regards to the options of opting out of the lease, the issues and concerns if the lease is honored, and the probability of a refund of monies deposited with the management company. Ms. Corella would contact Mr. Adams, the committee legal counsel.

The members then returned to the agenda and reviewed the first item the **June Expense Sheet**. The members reviewed the expenses. It was noted that the expenses are above average. Ms. Corella stated that the auditor expense was greater than projected in that returns for non-profits are more work intensive. This would be considered when creating the next budget.

The next topic on the agenda is the review of the **accounts receivable**. Ms. Prescott inquired about the Verizon Wireless past due invoices. Ms. Corella responded that she would make an inquiry with the bookkeeper, Ms. Tiangco.

The third topic for discussion is **JPA Member Activity**. The JPC office received 419 JPAs total, and 88 were returned resulting in the processing of 331 JPAs for the month of June. The percentage of returned JPAs for June is 21%. The members then reviewed the charts reflecting current work processed versus one year ago to date. There was no discussion on this item.

Next issue addressed is **Member Board Attendance**. Mr. Chow questioned if ATC Outdoor DAS has submitted their initial membership fee. Ms. Corella responded that she received an email message earlier that morning from the new member stating that they have returned all signed documents to the JPC office via FedEx and should expect delivery shortly. There was no further discussion on this item.

The fifth issue on the agenda is **Item 1423: Standardization of Procedures and Minutes**. This is a standing item reported on monthly by Ms. Baccus. In that Ms. Baccus is not in attendance, this item would be tabled for next month.

The seventh issue on the agenda is **Compliance with Routine Handbook**. Ms. Hernandez stated that per the complied historical documents from past minutes, the July 16, 1997 minutes state, *“Mr. Lewis explained this issue, per attachment one to these minutes, and added that the arbitration process had been non-*

*binding, which wasted the member's efforts as arbitrators. Mr. Badgett moved to accept the deletion of any references to an arbitration process from Section 18.1C of the Routine Handbook, effective August 1, 1997. Ms. Willis seconded the motion which, upon voting, passed unanimously.*" She added it appears that the verbiage arbitration in the handbook was approved for removal back in 1997.

Mr. Chow inquired if the removal of the verbiage was approved in 1997, was then reversed later and placed back into the handbook? Ms. Hernandez responded not to her recollection.

After discussion it was agreed to place this issue on the August board meeting discussion calendar to determine if sub-section 18.1-B (d) continues to be necessary in the handbook.

The next topic on the agenda is **Item 1504: Arbitration Process**. This item is associated with the above issue and would be addressed after the August board meeting and the outcome of the discussion of Section 18.1-B (d).

Under **miscellaneous items**, there is the issue of manager's annual evaluation. Ms. Corella was excused from the room as the members discussed her evaluation. When completed, Mr. Chow would review and discuss the evaluation with the Ms. Corella.

The members reviewed the action items:

- *Item 1509: Performance Appraisal and Salary Treatment Process and Documentation* to be added to this agenda.
- Section 18.1-B (d) to be placed on the agenda of the August Board meeting.

The meeting adjourned at 11.30 a.m. until August 18, 2010.

Jennie Corella - Manager of Operations

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August 18, 2010

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. Larry Chow	Southern California Edison
Mr. Jim Eastwood	Southern California Edison
Mr. Jaime Reyes	City of Glendale
Ms. Shawn Henderson	AT&T Mobility
Ms. Paula Haney	NextG Networks
Ms. Lupe Hernandez	AT&T Local Serv./AT&T Comm
Ms. Alicia Smith	Sprint-Nextel
Mr. Doug Schmaderer	City of Pasadena
Mr. Mahendra Garg	City of Anaheim
Ms. Lynn Prescott	Verizon Wireless
Mr. Robert Wolfe	AT&T California
Mr. Daniel Lippert	City of Burbank
Mr. Steve Rodriguez	T-Mobile USA.
Ms. Angela Pranata	Committee Staff
Ms. Jennie Corella	Committee Staff

Committee chairperson, Ms. Smith opened the meeting at 11:00 am. The members reviewed the minutes from the prior meeting. There were no issues, comments, or concerns.

Next, the members reviewed the **July Operating Expense Sheet**. Mr. Wolfe inquired if the health insurance premiums have increased. Ms. Corella responded that not at this time, but there is a possibly of an increase when the policy renews. There were no further questions or comments.

The next topic on the agenda is the review of the **accounts receivable**. The one outstanding member account at this time is Verizon Wireless. Ms. Tiangco, the bookkeeper has emailed Mr. Murillo, in regards to the past due invoices. Ms. Corella will follow up with Ms. Tiangco.

The fourth topic for discussion is **JPA Member Activity**. The JPC office received 312 JPAs total, and 103 were returned resulting in the processing of 209 JPAs for the month of July. The percentage of returned JPAs for July is 33%. Mr. Wolfe inquired of Mr. Chow if SCE is now up to processing the usual monthly volume of JPAs since implementing SAP within his organization. Mr. Chow responded that this is the goal. The members then reviewed the charts

reflecting current work processed versus one year ago to date. There was no further discussion on this item.

Next issue addressed is **Member Board Attendance**. It was noted that 3 members were penalized the attendance fee of \$500.00 last month for dropping below the 50% attendance mark.

The fifth issue on the agenda is **Item 1423: Standardization of Procedures and Minutes**. This is a standing item reported on monthly by the office supervisor. Ms. Pranata had nothing to report at this time.

Discussed next is **Item 1476: Lease Expiration**. The members reviewed the response letter from Mr. Adams in regards to the Diamond Bar property lease (see attachment). The members discussed the options of the lease termination, the refund of deposits, tenancy issues should the committee take possession of the property, and the non-disturbance clause. It seems that the final date that the property must be delivered is November 14, 2010. If the property is not ready, or the committee is not ready to take possession at this date, than the lease is void. However, the consensus among the members is that they are happy with the property and would like it as the new location for the JPC office.

The members discussed the importance of the non-disturbance clause which would guarantee that the lease would be honored by new management should the property transfer title. Therefore, the members are requesting a non-disturbance clause from the lender. The receiver of the property is to be contacted to procure this document from the lender.

The seventh issue on the agenda is **Compliance with Routine Handbook**. Ms. Hernandez stated the committee has created the two-step process should any members have a dispute. She added that after discussion, it is agreed that any dispute resolutions are not binding, therefore; there is no need for a resolution meeting. It is agreed that the process could serve as a guideline for members toward dispute resolution. The consensus is to publish the process on a webpage on the SCJCP.net website under, "Members Only" as a reference tool for members. Mr. Chow added that the process could be revised when necessary. It is agreed to remove the process from the agenda, however, to keep this standing item open.

Mr. Wolfe raised the issue of the Form 44 process. He stated that some members are treating these remittances like normal vendor invoices. He added that his organization is receiving collection notices when the remittances are in process. He further added that he has no problem with collection notices, it is only when his organization is threatened with litigation that he is disturbed.

Mr. Chow stated that with the new SAP system implemented within his organization, there would be notices as described by Mr. Wolfe, automatically generated. He added that he is attempting to revise this process when transacting with fellow members in that he is aware of the lengthy remittance process in this arena.

Mr. Wolfe added that the Routine does not direct members in how to handle the Form 44's once they are received, and responsibility expected from members, or any language on remitting payment. The consensus is to assign an item number to this issue to be discussed further at the Routine Revision ad hoc committee. **Item 1511: Form 44 Process** has been assigned to this issue.

The next topic on the agenda is **Item 1504: Arbitration Process**. It was agreed to move this item to the ad hoc Routine Revision committee.

The last assigned issue is **Item 1509: Performance Appraisal and Salary Treatment Process and Documentation**. Mr. Chow announced that all performance appraisals and salary treatment have occurred this year. He added that he would like to add an item number to the agenda. This would define guidelines and procedures expected from the manager in that the manager must report to a different person every year. There are numerous management styles, and the incoming Operating chair should be aware of what the guidelines and procedures the current manager is adhering to and how she/he is expected to perform. Therefore, **Item 1512: Operating Guidelines/procedures for OM**.

Back to the current item, it was agreed to review the current documents utilized in preparing the JPC office performance appraisals and salary treatment process at the next meeting, or perhaps dedicate a special time to concentrate on this issue.

Under **miscellaneous items**, the only bulleted item is *FRIEND enhancement for allowance of duplicate numbers*-Need quote approval of \$4,750.00. Ms. Corella stated that this expense is within the approval realm of the Operating committee. She added that SCE will commence re-issuing the same pole number when replacing poles. Currently, FRIEND is not able to process this type transaction. The cost is for the enhancement, plus 8 minor enhancements discovered by Ms. Pranata that would improve the functionality of the software. After brief discussion it was agreed to approve the expenditure for the FRIEND enhancements.

The members reviewed the action items:

- Item 1511: Form 44 Process has been added and assigned to the Routine Revision ad hoc committee.
- Item 1512: Operating Guidelines/procedures for OM has been added and assigned to the ad hoc Operating committee.
- Operating committee to devote minimum 1 hour to Item 1509: performance Appraisal and Salary Treatment Process and Documentation.
- The 2-step dispute resolution process will be uploaded to the SCJPC.net web site under "Member's Only" menu under the "Dispute Resolution" page.

- The FRIEND enhancement expenditure has been approved.
- Ms. Corella to follow up on the procurement of the non-disturbance clause from the lender of the Diamond Bar property.

The meeting adjourned at 12.15 a.m. until September 15, 2010.

Jennie Corella - Manager of Operations

# Attachment

ROGER ADAMS \*  
ANGELA HAWEKOTTE †  
BOYD D. HUDSON †

\* A PROFESSIONAL CORPORATION;  
ALSO ADMITTED IN NEW YORK  
† ALSO A LICENSED C.P.A. IN CALIFORNIA

**ADAMS, HAWEKOTTE & HUDSON**  
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RECEIVED  
AUG 04 2010

August 3, 2010

Jennie Corella  
Manager of Operations  
Southern California Joint Pole Committee  
437 S. Cataract Ave., Suite 3  
San Dimas, CA 91773

Re: Lease - 1400 Montefino, Diamond Bar

Dear Ms. Corella:

First, please take note of our new address, as shown above.

With respect to the questions set forth in your letter of July 23, 2010, please be advised as follows:

1. **Termination of Lease.** Your ability to terminate the lease is governed by the following provisions: Section 1.1 of Exhibit B of the lease, Tenant Work Letter, provides that the Estimated Delivery Date is the 120<sup>th</sup> day after the date the lease is fully executed. You say you signed the lease on March 19, 2010, so the Estimated Delivery Date was July 17, 2010. Section 1.10 of Exhibit B provides that "If landlord is unable to deliver the Premises in Delivery Condition within 120 days of the Estimated Delivery Date due to Landlord Delay, Landlord or Tenant may terminate the lease upon written notice." I take this to mean that the landlord has 120 days after July 17, 2010 to complete the project. That date would be November 14, 2010. I don't think you can terminate the agreement until that date, unless the landlord, or the persons administering the receivership inform you that the tenant improvements will not be completed prior to that date. In either case, you could terminate the lease.

2. **Refund of Deposits.** If you elected to terminate the lease as permitted in the previous paragraph, you would legally be entitled to a refund of all deposits. However, if the owner were in receivership or bankruptcy at the time, your refund would be a claim against the receivership of bankrupt estate, and you might not get the full amount back.

3. **Tenancy Problems.** If you move in and take possession of the property, your lease agreement remains in effect for the entire six year term, unless the landlord breaches its obligations under the lease agreement to maintain the property, and to provide services and

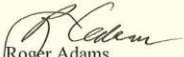
Jennie Corella  
August 2, 2010  
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repairs. If the landlord's lenders foreclose on the property, the new owner has the option to have your lease continue, and the new owner becomes your landlord. See Article 18, page 15 of the lease. If a new owner became your landlord, the terms of the lease would remain in effect; however, there is the possibility, under the terms of the lease, that your rent might increase because under the terms of Article 4 of the lease agreement, you are required to pay additional rent if the landlord's property taxes increase. If there were a new owner of the property, the property would be re-assessed, for property tax purposes, at the amount paid by the new owner for the property. Whether a re-assessment was a problem would depend on what the present owners paid for the property, and what the new owner paid.

4. **Non-Disturbance Clause.** As noted above, if there is a foreclosure sale, the new owner has the right to continue the lease, but is not required to continue it. A non-disturbance clause would require the new owner to continue the lease, and would therefore be good for you if you wanted to stay there. However, as noted in the article which you provided, the non-disturbance clause would have to be consented to by the existing lender. Moreover, until the landlord breaches the lease (such as by not completing the tenant improvements by the drop dead date of November 14, 2010), you wouldn't have much leverage to change the terms of the lease. Of course, you can always ask.

I hope the foregoing responds to your questions, If you need anything else, please let me know.

Very truly yours,

  
Roger Adams

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September 15, 2010

A meeting of the **Operating Committee** took place on the above date, at 10:45 a.m., at the Committee office. Those in attendance were:

Mr. Larry Chow	Southern California Edison
Mr. Scott Hunter	City of Los Angeles (DWP)
Ms. Shawn Henderson	AT&T Mobility
Ms. Kourtney Wietecha	NextG Networks
Ms. Lupe Hernandez	AT&T Local Serv./AT&T Comm
Ms. Alicia Smith	Sprint-Nextel
Mr. Doug Schmaderer	City of Pasadena
Ms. Lynn Prescott	Verizon Wireless
Mr. Robert Wolfe	AT&T California (teleconference)
Mr. Daniel Lippert	City of Burbank
Mr. Dennis Ennis	T-Mobile USA.
Ms. Angela Pranata	Committee Staff
Ms. Jennie Corella	Committee Staff

Committee chairperson, Ms. Smith opened the meeting at 10:45 am. She then gave a brief review of the August 18, 2010 meeting minutes. There were no issues, comments, or concerns on the prior meeting minutes.

Next, the members reviewed the **August Operating Expense Sheet**. The month is reflective of an average month. There were no issues in regards to the August expenses.

The next topic on the agenda is the review of the **accounts receivable**. This report is reflective of an improvement in delinquent invoices. It was noted that there are only 4 invoices past due.

The fourth topic for discussion is **JPA Member Activity**. The JPC office received 483 JPAs total, and 98 were returned resulting in the processing of 385 JPAs for the month of August. The percentage of returned JPAs for August is 20%. There were no comments or concerns.

Next issue addressed is **Member Board Attendance**. Ms. Corella reported that she contacted those members that have fallen below the 50% acceptable attendance score. She added that two members attended the Board meeting which met earlier that morning. There were no further comments or questions.

The sixth issue on the agenda is **Item 1423: Standardization of Procedures and Minutes**. This is a standing item reported on monthly by the office supervisor. Ms. Pranata had nothing to report at this time.

Discussed next is **Item 1476: Lease Expiration**. Ms. Corella reported that she received a copy of the non-disturbance agreement from Mr. Eric Johnson, the party assigned as receiver for the Montefino location. She added that Mr. Johnson would be the party to ensure its execution. She further added that members are free to have their respective legal departments review the document for accuracy.

Ms. Corella then proceeded to read an email she received from the realty organization assigned receivership of the property. The email is from Ms. Betty Kohorst, property manager for Cushman & Wakefield, who have been assigned by the courts as receivers of the property. The message states that the targeted date for tenant improvement completion is September 30<sup>th</sup>. She added that a message from Mr. Johnson states that the estimated delivery date is October 1<sup>st</sup>.

Mr. Wolfe inquired if the intention is to move over a weekend. Ms. Corella responded that she would prefer to move on a Friday and set up over the weekend. She added that she would like to have as little downtime as possible.

Mr. Chow proposed contacting the realty company for a specific delivery date in that there is much coordination entailed with the move.

The eighth issue on the agenda is **Compliance with Routine Handbook**. This is a standing agenda item. There was no discussion on this issue at this meeting.

The last assigned issue is **Item 1509: Performance Appraisal and Salary Treatment Process and Documentation**. Ms. Corella described the performance evaluation process currently in place. JPC employees are evaluated annually in June on six to seven goals and objectives and five competencies. They are rated as unmet, met and exceeded. Their performance merits the percentage of salary action given toward each employee using the 1-5 point matrix system.

Previously, the committee agreed to eliminate market reference point; therefore, Mr. Chow stated that the 1-5 point matrix system is no longer necessary. He added that the committee must establish a method to determine what percentage of salary action would be awarded employees per their evaluation.

Mr. Chow proposed agreeing on a specific dollar amount or a bucket of money to be set aside for salary action. This could be a percentage of the current years budgeted salary. He added that this is one strategy in approaching salary action. The members could discuss other methods and take into account the cost of living factor when determining the percentage increase.

The members discussed adjusting the current salary ranges based on the cost of living, which could temporarily suspend salary research. Mr. Hunter

suggested taking employment longevity into account during staff evaluations. Mr. Wolfe inquired if attendance is considered in staff evaluations. Ms. Corella responded that attendance and safety are two automatic goals for all staff. The weights assigned to these two goals are 5% each, with the remaining 90% applied to their other core tasks.

It was agreed to review the minutes pertaining to the last salary action to determine if any staff were to be reviewed mid-year. This issue would be discussed further at future meetings in preparation for the 2011 staff evaluations.

The tenth issue on the agenda is **Item 1512: Operating Guidelines/procedures for OM**. This issue pertains to a binder listing the expectations, limitations and duties of the OM. Mr. Chow stated that there is a current binder, but when he reviewed the contents, what he discovered is past evaluations, but no guideline documentation. He added that there should be a guideline documentation to provide consistency in how the OM is directed, and the expectations from the committee of the OM. Currently, the committee VP is the person the OM takes direction, and there is a new VP every year. The OM has to adjust to the method of direction each new VP is accustomed to. Therefore, Mr. Chow is suggesting creating and documenting a framework of what is expected of the OM. As a starting point the committee would review the current duties of the OM and the members could add their thoughts and/or refine the current duties. This issue is to remain open for further discussion.

The last issue on the agenda is **Item 1513: City of Santa Monica Application**. Ms. Corella reported that she provided the city with the documents disclosed to entities interested in membership. She added that she was contacted by the City of Santa Monica requesting an invoice be issued to them for the application fee. She concluded that she would issue an invoice for the application fee.

There were no **miscellaneous items** for discussion.

The members reviewed the action items:

- Obtain clarification date for move.
- Follow up on cabling, furniture, and phone system for the DB location.
- Send out notice to members of anticipated move.
- Review past minutes to determine which employee(s) is scheduled for mid-year review.
- Mr. Chow to create model for guidelines/procedures for OM.
- Invoice to City of Santa Monica for membership fee.

The meeting adjourned at 12.15 a.m. until October 12, 2010.

Jennie Corella - Manager of Operations

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October 20, 2010

A meeting of the **Operating Committee** took place on the above date, at 10:45 a.m., at the Committee office. Those in attendance were:

Mr. Larry Chow	Southern California Edison
Mr. James Eastwood	Southern California Edison
Mr. Dennis Walls	City of Los Angeles (DWP)
Mr. Scott Hunter	City of Los Angeles (DWP)
Mr. Varghese George	City of Glendale
Ms. Shawn Henderson	AT&T Mobility
Mr. Dennis Ennis	T-Mobile USA
Ms. Lynn Prescott	Verizon Wireless (teleconference)
Ms. Lupe Hernandez	AT&T Local Serv./AT&T Comm
Ms. Alicia Smith	Sprint-Nextel
Mr. Doug Schmaderer	City of Pasadena
Mr. Joe Armstrong	City of Pasadena
Mr. Daniel Lippert	City of Burbank
Ms. Angela Pranata	Committee Staff
Mr. Kyle Levy	Committee Staff

Committee chairperson, Ms. Smith opened the meeting at 10:15 am. She then gave a brief review of the September 15, 2010 meeting minutes. There were no issues, comments, or concerns on the prior meeting minutes.

Next, the members reviewed the **September Operating Expense Sheet**. The month is reflective of a slightly above-average month. There were no issues in regards to the September expenses.

The next topic on the agenda is the review of the **accounts receivable**. Ms. Pranata reported that Verizon Wireless and the City of Vernon have paid their invoices listed on the report. Ms. Hernandez commented that the report appears favorable.

The fourth topic for discussion is **JPA Member Activity**. The JPC office received 451 JPAs total, and 111 were returned resulting in the processing of 340 JPAs for the month of September. The percentage of returned JPAs for August is 25%. Mr. Chow inquired if the month is reflective of a calendar month or the Bill of Sale month. Ms. Pranata responded that it is for the Bill of Sale month. There were no further questions or comments.

Next issue addressed is **Member Board Attendance**. The members reviewed the report. There were no questions or comments on this topic.

The sixth issue on the agenda is **Item 1423: Standardization of Procedures and Minutes**. This is a standing item reported on monthly by the office supervisor. Ms. Pranata had nothing to report at this time.

The seventh issue on the agenda is **Compliance with Routine Handbook**. This is a standing agenda item. There was no discussion on this issue at this meeting.

The eighth assigned issue is **Item 1509: Performance Appraisal and Salary Treatment Process and Documentation**. Ms. Smith reported that it was to be determined if there are any mid-year evaluations scheduled. This item would be addressed at the next meeting when Ms. Corella is in attendance.

The ninth issue on the agenda is **Item 1512: Operating Guidelines/procedures for OM**. Mr. Chow stated that he would initiate this issue at a later date.

The last issue on the agenda is **Item 1513: City of Santa Monica Application**. Ms. Pranata reported that the applicant has submitted the application fee to commence the application process. This item is to remain open.

Under **miscellaneous items** is the first draft for the **2011 Operating Budget**. The members reviewed the first draft. Mr. Chow stated that there are certain line items that would not be budgeted in that they are not an expense moving forward, such as electricity and janitorial service, which are now included in the rental expense.

Ms. Pranata reported that the current office does not have an alarm system. She added that according to property management, none of the offices in the building have an alarm system. Ms. Pranata questioned if the committee is of the opinion that an alarm system is required. After discussion it was agreed to procure quotes for the installation of an alarm system for the JPC office.

The members discussed the LAN maintenance and the FRIEND software support. Mr. Chow inquired how often is the maintenance and support utilized by the JPC office on a monthly basis. Ms. Pranata responded that the office has the option of maintaining the contracts or paying Hyperlink by the hour. The consensus is to monitor the hours of maintenance and support utilized by the JPC office for a set time period. The members are to review the Hyperlink contracts at the next meeting.

Ms. Hernandez questioned the iPAM development – Phase I line item of \$65,000.00. Mr. Chow responded that it is for upgrading iPAM to interface with FRIEND since originally, iPAM was programmed to interface with the old Clipper program.

Mr. Walls questioned if the committee is of the opinion that iPAM would perform as desired. He stated that when his office attempted to test it several years back, they discovered that it was not very user friendly. He added that the method utilized for entering data into their JPAs on line via an Excel spreadsheet is quicker than when iPAM was tested. He suggested that the members should dedicate time and discussion to whether they should move forward with iPAM.

Mr. Chow responded that this is the purpose of the current testing they are attempting to coordinate. Mr. Chow inquired if Mr. Walls could bring a sample of a JPA currently utilized by his organization via an Excel spreadsheet. He agreed that entering a JPA in iPAM takes greater time than today's methods; however, time is saved by not having to research poles via the SCJPC.net website. When a pole number is entered, all information is populated onto the JPA resulting in time saved.

Mr. Walls proposed dedicating an entire day to discussing iPAM and its functionalities. He suggested the first part of the incoming year. Mr. Walls added that in his opinion, not enough time is devoted to this issue, and it has stagnated a very long time.

Ms. Hernandez questioned if this amount should remain on the budget. The consensus is that this line item should remain as a budgeted item at this time.

It was agreed to place the budget on the discussion calendar of the next Administrative Board meeting.

Lastly, Ms. Pranata inquired if the JPC office could purchase a **projector screen**. The operating committee approved the purchase.

### **General Information from AT&T California – Mr. Wolfe**

Mr. Wolfe stated that members are seeing date stamps on Form 48's and Form 2's. He added that these dates are for **internal use** only and for quality control of AT&T California personnel.

Next, Mr. Wolfe reported on former members still on record. The example he used is a multi with MTA, a **former member on a JPA**. When the form is processed, it would generate a Form 44 for MTA which all other members have a copy as well. Since the member no longer exists, it causes problems for the accounting department, since MTA owes money for work performed. He added that this situation occurs with other former members. He proposed a solution to aid accounting departments. He stated when this occurs and former members owe money to other members for work performed, that the Form 44 generates a zero amount for the former member. He further added that for the current situation, he would contact his accounting department to cancel the account with MTA and process the other members on the form.

Next, Mr. Wolfe raised the issue of poles where **private parties have built concrete or block walls around the lower portion of the pole**. A

problem arises when the butt requires removal. He added that he spoke with the Cities of Burbank and Glendale, and they arrived at a solution to this issue. The replacing party would defer removing the butt, but process the transaction to get payment at this time. A letter would be sent, via the JPC office, to the private party who is responsible for the block wall, that when the wall is removed to notify the utility and the butt would be removed at this time. He concluded by stating that Burbank has agreed to this arrangement for this situation.

Mr. Chow stated that in regards SCE and this situation, SCE cannot leave treated material in the ground once they are no longer utilized by SCE. He added that internally that pole remains a joint pole until it is completely removed from service.

Mr. Wolfe closed by asking the members to give this idea some thought.

Next, Mr. Wolfe inquired of the power utility members to clarify the difference between **a head guy and a span guy**. He added that his understanding is that a head guy is a pole to pole guy. He further added that his understanding of a span guy is when there is a circuit on an arm and there is an uneven tension on an arm and you guy to the end of the arm and back to the pole to balance the arm and pick up the tension on the service. He stated that this is his difference interpretation. The members discussed and shared their respective understanding of the two items. Mr. Wolfe concluded stating that his organization is in the process of compiling a training manual and he was not certain on the definition of the two guys.

Lastly, Mr. Wolfe reported that AT&T California would prefer paying their remittances **via electronic payments** for joint pole billing. He primarily addressed those members in which his organization has the greatest joint transactions. He concluded that this is an accounting generated decision and the goal of his organization is to handle all remittances electronically.

The members reviewed the action items:

- Place Operating budget draft on the discussion calendar of the next Board meeting.
- Ms. Pranata to get quotes for alarm systems
- Ms. Pranata to purchase projector screen
- Status of Santa Monica application
- Re-year review for any staff

The meeting adjourned at 12.30 p.m. until November 17, 2010.

Jennie Corella - Manager of Operations

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**Fax (909) 348-5925**

November 17, 2010

A meeting of the **Operating Committee** took place on the above date, at 10:45 a.m., at the Committee office. Those in attendance were:

Mr. Larry Chow	Southern California Edison
Mr. James Eastwood	Southern California Edison
Mr. Tigran Patatanyan	City of Glendale
Mr. Scott Hunter	City of Los Angeles (DWP)
Ms. Shawn Henderson	AT&T Mobility
Mr. Dennis Ennis	T-Mobile USA
Ms. Lynn Prescott	Verizon Wireless
Ms. Alicia Smith	Sprint-Nextel
Mr. Paul Fuller	Golden State Water (teleconference)
Ms. Maryan Farajzadeh	City of Vernon (teleconference)
Mr. Dana Fabing	City of Lompoc
Ms. Angela Pranata	Committee Staff
Ms. Jennie Corella	Committee Staff

Committee chairperson, Ms. Smith opened the meeting at 11:00 am. She then gave a brief review of the October 20, 2010 meeting minutes. There were no issues, comments, or concerns on the prior meeting minutes.

Next, the members reviewed the **October Operating Expense Sheet**. The month reflected an above-average expense month in that the JPC office moved and expensed moving, furniture and phone costs. The expenses for October 2010 are \$62,396.29. There were no issues in regards to the October expenses.

The next topic on the agenda is the review of the **accounts receivable**. There were no comments or questions on this item.

The fourth topic for discussion is **JPA Member Activity**. The JPC office received 631 JPAs total, and 105 were returned resulting in the processing of 526 JPAs for the month of October. The percentage of returned JPAs for October is 17%. The members reviewed the graphs reflecting the number of multi JPAs, joint JPAS, and poles processed this month versus one year ago to the month. There were no questions or comments on this item.

Next issue addressed is **Member Board Attendance**. The members reviewed the report. Ms. Hernandez questioned if ExTeNet is billed the

attendance penalty fee of \$500.00 in that they have fallen below the 50% required attendance and has not been in attendance for a Board meeting in several months. Ms. Corella responded that ExTeNet has been billed this penalty for the last several months. Members are credited this fee monthly.

The sixth issue on the agenda is **Item 1423: Standardization of Procedures and Minutes**. This is a standing item reported on monthly by the office supervisor. Ms. Pranata reported that she has updated notes kept by Ms. Baccus in regards to guy poles. She noted clarification on sections 4.0 and 4.3. The members briefly discussed grade and space notations on guy poles.

The seventh issue on the agenda is **Compliance with Routine Handbook**. This is a standing agenda item. There was no discussion on this issue at this meeting.

The eighth assigned issue is **Item 1509: Performance Appraisal and Salary Treatment Process and Documentation**. Ms. Corella reported that she did not transcribe the meeting in regards to staff salary action due to the confidentiality of the subject matter. She added that per her recollection, Ms. Pranata was promoted to supervisor and at six months would be evaluated. Ms. Sharon Corella is scheduled for a review for new hire six month anniversary evaluations. She further reported that it was suggested to re-evaluate Mr. Nava in six months from his annual review in that his performance score was low. She added that Mr. Nava's performance has not improved since his last evaluation. After discussion of Mr. Nava's performance, the consensus is to place Mr. Nava on an action plan.

The ninth issue on the agenda is **Item 1512: Operating Guidelines/procedures for OM**. Mr. Chow reported that he has started a draft to document guidelines to aid the committee vice president in his duties as chair of the Operating committee, and the interaction with the office manager. He then solicited input from the members that they would like to add to the document. In that the operating chairperson changes annually, this would create a consistency in expectations for the manager and the vice president. He stated that initially in starting the document, he has taken information from the current committee by-laws. However, in day-to-day interactions between the chair and the manager, there are no guidelines of when to question and when to support. This document would expand on the information in the by-laws.

The last issue on the agenda is **Item 1513: City of Santa Monica Application**. Ms. Corella reported that she would be sending out the financial document in PDF format to all members for their review. Upon returning in January for the administrative board meeting, the members would be asked if they find the financial document satisfactory for committee membership.

The following bulleted items are listed under **miscellaneous items**.

### **Approval for Multiple Pole Search Report**

The members approved the expenditure of \$2,500.00 for the software purchase of the Multiple Pole Search Report.

### **Alarm System Quotes**

Ms. Corella reported that she has received two quotes for the alarm system. One vendor is ADT and the other vendor is the alarm system vendor from the previous office, Noiron Alarms. After reviewing the cost comparison of the submitted quotes the consensus is to engage ADT for the alarm system. There is no installation cost from ADT and it is a reputable organization.

### **Review LAN Maintenance and Friend Support contracts.**

Lastly, the members reviewed the Hyperlink contracts for the FRIEND support and the LAN maintenance.

Mr. Wolfe inquired how long the contracts have been in effect. Ms. Corella responded that they were signed in November 2006. Mr. Chow inquired if the contractual hours are utilized during the course of the month. The members questioned the hours per month that Hyperlink devotes toward FRIEND support and maintenance. Ms. Pranata responded that in many instances, there is no need for Mr. Attalla to visit the office site in that problems can be addressed remotely and there is no method to confirm hours utilized in any specific month.

Mr. Wolfe inquired if the monthly hours are allowed to roll over into the next month and accumulate in the event that zero hours are utilized in the last three months, and the fourth month exceed the monthly allowable hours.

Ms. Corella responded that to her knowledge the hours are not accumulated. The members discussed eliminating the contract and engaging Hyperlink on an hourly basis.

Mr. Chow suggested determining how many monthly hours have been used in the past year.

Mr. Wolfe inquired if the FRIEND software could be maintained by another vendor, and if the software source code is owned by the committee. Ms. Pranata responded that FRIEND is the possession of the committee.

Mr. Chow proposed inquiring of Hyperlink the hourly rate and perhaps moving from a monthly contract to engaging Hyperlink on a case by cases basis and pay the hourly rate. He added that since the contract rate has been budgeted for the incoming year, to maintain the contracts for the incoming year. However, a log should be maintained throughout the year for monitoring the number of hours that are required for FRIEND support and LAN maintenance.

The members reviewed the action items:

- Ms. Pranata to obtain hourly rate from Hyperlink for FRIEND support without a contract.
- Ms. Pranata to obtain hourly rate from Hyperlink for LAN support without a contract.
- Ms. Pranata to obtain comparison hourly quotes from other vendors for IT support.
- Research covers to protect PCs in the event of water damage.

The meeting adjourned at 12.15 p.m. until January 2011.

Jennie Corella - Manager of Operations