

**Southern California Joint Pole Committee**  
**1400 Montefino Ave. Suite 100**  
**Diamond Bar, CA 91765**  
**Phone (909) 348-5920**  
**Fax (909) 348-5925**

January 19, 2011

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

Mr. Larry Chow	Southern California Edison
Mr. James Eastwood	Southern California Edison
Mr. Robert Wolfe	AT&T California
Mr. Scott Hunter	City of Los Angeles (DWP)
Ms. Lupe Hernandez	AT&T Comm/Local Serv.
Ms. Shawn Henderson	AT&T Mobility
Mr. Dennis Ennis	T-Mobile USA
Ms. Lynn Prescott	Verizon Wireless
Ms. Alicia Smith	Sprint-Nextel
Ms. Paula Haney	NextG Networks
Ms. Debbie Wooten	NextG Networks
Ms. Kourtney Wietcha	NextG Networks
Ms. Jane Chuong	NextG Networks
Ms. Angela Pranata	Committee Staff
Ms. Jennie Corella	Committee Staff

Committee chairperson, Ms. Smith opened the meeting at 10:25 am. She then gave a brief review of the November 17, 2010 meeting minutes. There were no issues, comments, or concerns on the prior meeting minutes.

Next, the members reviewed the **December Operating Expense Sheet**. The month reflected a slightly above-average expense month in that the month of December was a 3-payroll period month. The expenses for December 2010 are \$57,669.60. Mr. Chow questioned the fixed expenses versus the proportionate expenses noting software purchases, and furniture expense. He added that in his opinion these items are not based on volume and therefore, should be assessed equally in that they benefit all members equally. He further added that he would like to open discussion on those line expenses that are not contingent on volume, but are an equal benefit to all members. After brief discussion it was agreed to assign an item number to this issue. **Item 1520: Operating Expenses – Proportionate vs. Equal.**

The next topic on the agenda is the review of the **accounts receivable**. Ms. Prescott stated that she is attempting to collect payment from Verizon Wireless, however; she is facing some difficulty but will continue to attempt collection. There were no further comments or concerns in reference to the accounts receivable.

The fourth topic for discussion is **JPA Member Activity**. The JPC office received 815 JPAs total, with 124 held over for the next month and 205 were returned resulting in the processing of 486 JPAs for the month of December. The percentage of returned JPAs for December is 25% and 15% held over. The members reviewed the graphs. Ms. Corella called to attention the unusually large volume of JPAs in the month of December. She reported that the volume of multi-party JPAs is increasing. She added that December is the first month in over five years that some JPAs were held over for billing in the following month.

Ms. Corella reported that she and Ms. Pranata have attempted to identify the issues possibly necessitating the need to hold over JPAs into the following month (see attachment). Ms. Corella is proposing to engage contract labor on a part time basis to handle the non-billing clerical tasks currently performed by the billing staff. This would allow additional time for the billing staff to concentrate on strictly billing.

Another resolution for the office is to engage an outside scanning organization to scan the JPAs currently performed by the billing staff, but on hold at this time due the volume of JPAs.

Ms. Corella further reported that there are many multi-party JPAs received in the office that are problematic. To this she is proposing special training to those members and their staff that it appears could benefit from this type of training session.

Ms. Pranata reported that some common errors on JPAs are omitting grade and space, omitting year set, not noting AC item numbers, and missing sections or noting wrong sections. Therefore, a special training session could address these common errors.

Lastly, Ms. Corella stated that another issue contributing to the holding over of JPAs is a staff member. She reported that Mr. Andrew Nava is not performing as is expected, and his attendance is unsatisfactory that it has caused disruption in the office. Ms. Corella further reported that an action plan has been implemented to aid Mr. Nava in improving his performance. However, if his performance does not improve while the action plan is in process, than the result could be suspension without pay. After discussion, it was agreed to follow through with the suspension of Mr. Nava. Upon his return he will be placed on probation for a specific period and if his performance is unsatisfactory this could result in further disciplinary action of suspension and/or termination.

Next issue addressed is **Member Board Attendance**. The members reviewed the report. It was noted that ExTeNet attended only one meeting in the last year. All other members have maintained satisfactory attendance.

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. There were no issues to report this month.

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.

It was agreed to table the next two issues, **Item 1509: Performance Appraisal and Salary Treatment Process** and **Item 1512: Operating Guidelines/procedures for OM** in that Mr. Chow left early for another appointment and these two items were brought to the table by SCE.

The last issue on the agenda is **Item 1513: City of Santa Monica Application**. This item was discussed at the Board meeting which met earlier that morning. The consensus is to invite the applicant to the next Board meeting for an interview.

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

**Should JPC staff be responsible to note codes on incoming VZ JPAs?**

It was agreed that noting Verizon California codes on incoming JPAs would be the responsibility of Verizon California. Ms. Corella would contact Mr. Chuck Johnson of this change in JPC staff direction.

**JPC Staff requirement to Calculate Ownership Percentages on JPAs**

Ms. Pranata questioned if all members continue to require the percentage of ownership on multi-party JPAs. She added that she is aware that this is necessary for the AT&T California accounting department, but is curious if any other members require this information. After brief discussion it was agreed to notify all members that the percentage calculations on multi-party JPAs will no longer be noted on final JPAs.

The members reviewed the action items:

- Ms. Corella to report on the staff who is performing below expectations.
- Ms. Corella to contact Verizon California that JPC staff would no longer note their codes on incoming JPAs.
- Ms. Corella to invite the City of Santa Monica to the next Board meeting.
- Ms. Corella to inform members there will no longer be ownership percentage on multi-party final JPAs.

The meeting adjourned at 1:15 p.m. until February 16, 2011.

Jennie Corella - Manager of Operations

Attachment I

**Southern California Joint Pole Committee**

1400 Montefino Ave. Suite 100

Diamond Bar, CA 91765

909-348-5920

www.scjpc.net

DATE: January 19, 2011

TO: Operating Committee

FROM: Jennie Corella/Angela Pranata- Management

SUBJECT: **HR and Work Flow Issues**

We are experiencing an increase in the work received in this office, as well as the quality of work. This has created a work flow problem, and we now have a backlog which has not occurred in the last five years. The last two months Member Activity reports support this. To this JPC management is proposing the following:

- Engage a contract labor person to handle the non-billing tasks currently performed by the billing associates. These tasks consist of, but are not limited to filing, photocopying, and light data entry. This would be part time from the hours of 12:00 noon to 4:00 pm., equating to a total of 20 hours per week. This would allow billing associates to utilize greater time on billing JPAs.
- Engage a scanning organization to scan JPAs sporadically when needed as a need as you go situation.
- Arrange a special training session with those member's staff that are submitting work that is problematic. All JPAs are reviewed for accuracy by the billing associates. Many instances an error is not discovered until the JPA is 90% reviewed and billed. Thus time has been expensed on a JPA that eventually is returned to the initiator via a memo. This lost time does not reflect on the final JPA productivity reports.
- Redistribution of work which could result in changing of positions among the JPC staff due to poor performance of specific staff.

Thank you,  
Jennie Corella  
Manager of Operations

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February 16, 2011

A meeting of the **Operating Committee** took place on the above date, at 12:45 p.m., at the Committee office. Those in attendance were:

Mr. Larry Chow	Southern California Edison
Mr. James Eastwood	Southern California Edison
Mr. Robert Wolfe	AT&T California
Mr. Dennis Walls	City of Los Angeles (teleconference)
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 (teleconference)
Ms. Paula Haney	NextG Networks
Ms. Angela Pranata	Committee Staff
Ms. Jennie Corella	Committee Staff

Committee chairman, Mr. Hunter opened the meeting at 12:45 pm. He then gave a brief review of the January 19, 2010 meeting minutes. There were no issues, comments, or concerns on the prior meeting minutes.

Next, the members reviewed the **January Operating Expense Sheet**. The expenses for January 2011 are \$50,986.15. Mr. Wolfe questioned if the health care reform had an impact on insurance premiums. Ms. Corella responded that it has, and that she intends on reviewing other health care packages available by the provider. There were no further questions or concerns with the expense sheet.

The next topic on the agenda is the review of the **accounts receivable**. Mr. Wolfe commented that those members on the delinquent list are members his organization struggles in collecting payment. Mr. Hunter questioned at what point in time is a member in default. Ms. Corella responded that members are in default after 180 days, and risk the loss of membership. It was agreed that those members that are nearing 180 days delinquency would be contacted by the Operating committee.

The fourth topic for discussion is **JPA Member Activity**. The JPC office received 958 JPAs total, with 228 held over for the next month and 200 were returned resulting in the processing of 530 JPAs for the month of January. The percentage of returned JPAs for January is 21% and 24% held over. The

members reviewed the graphs. The month of January activity nearly reflects the previous month's activity.

Next issue addressed is **Member Board Attendance**. The members reviewed the report. Mr. Wolfe commented on the overall positive attendance and participation of the committee. There are those few that lag in their attendance, but overall the participation is remarkable. Mr. Hunter inquired the fee assessed to those members who have fallen below the expected percentage. Ms. Corella responded that members who fall below 50% are assessed \$500.00 for the month unattended. However, the first meeting they attend, will waive the fee. It was noted the ExTeNet Systems has consistently remained below the 50% expected percentage.

The sixth issue on the agenda is **Item 1423: Standardization of Procedures and Minutes**. Mr. Pranata reported that added to the procedures book are the following:

- To discontinue noting internal accounting codes for Verizon California and AT&T California.
- Pole class is required on JPAs dated January 2010 and not any earlier.
- Section 4.3 is only for members purchasing into the safety clearance.
- Sections 4.3 and 4.4 should be noted when purchasing into the clearance and sharing grade.
- Arms do not have to be equally shared by members that are sharing the grade.
- More than one clearance attachment is allowed but the specified grade must be noted on JPA

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 next issue on the agenda is **Item 1509: Performance Appraisal and Salary Treatment Process**. Mr. Chow stated that the performance evaluations and salary treatment process is not documented. This is to document and standardize the evaluation process to be used by future managers.

Mr. Hunter stated that a three-step range should be set for each position and if someone is at maximum, they could get a COLA.

Chairman, Mr. Hunter stated that he would like to dedicate the major time at the next meeting to concentrate on this item in that any salary action becomes effective June 1, 2011. Therefore, there is a time limit to consider in that this date is two meetings away.

The ninth issue on the agenda is **Item 1512: Operating Guidelines/procedures for OM.** Mr. Chow stated that he continues to work on outlining the guidelines and procedures. This item is to remain open.

The next issue on the agenda is **Item 1513: City of Santa Monica Application.** This item will be on the Consent Calendar of the next Administrative Board. If membership is approved, then this item would be closed.

The last item on the agenda is **Item 1520: Operating Expenses – Proportionate vs Equal.** This issue concerns revisiting specific line items on the operating budget to determine if the expense is beneficial to all members equally or proportionately. This item is to remain open at this time.

The following bulleted item is listed under **miscellaneous items.**

**JPC Office HR Issues.**

Ms. Corella reported that Mr. Nava's attendance and work performance during his probation period is unsatisfactory. She further reported on his poor attendance pattern that transpired in the last weeks since his return from suspension. After extensive discussion it was agreed to terminate Mr. Nava effective immediately.

It was also agreed to engage contract labor to fill the position left vacant by Mr. Nava.

The members reviewed the action items:

- Ms. Corella to accumulate documents related to performance appraisal.
- Ms. Corella to prepare termination documents and terminate Mr. Nava.
- Ms. Corella to place the City of Santa Monica on the Consent calendar of the next Board meeting.

The meeting adjourned at 1:45 p.m. until March 16, 2011.

Jennie Corella - Manager of Operations

**Southern California Joint Pole Committee**  
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March 16, 2011

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. James Eastwood	Southern California Edison
Mr. Robert Wolfe	AT&T California
Mr. Dennis Walls	City of Los Angeles
Mr. Daniel Lippert	City of Burbank
Mr. Joe Armstrong	City of Pasadena
Ms. Lupe Hernandez	AT&T Local Serv/Comm.
Ms. Shawn Henderson	AT&T Mobility
Mr. Dennis Ennis	T-Mobile USA
Ms. Lynn Prescott	Verizon Wireless
Ms. Alicia Smith	Sprint-Nextel (teleconference)
Ms. Paula Haney	NextG Networks (teleconference)
Ms. Debbie Wooten	NextG Networks (teleconference)
Ms. Doris Cartagena	NextG Networks (teleconference)
Ms. Kourtney Wietecha	NextG Networks
Mr. Kyle Levy	Committee Staff
Ms. Jennie Corella	Committee Staff

Committee chairman, Mr. Walls opened the meeting at 11:00 am and allowed for introductions. He then inquired if members had reviewed the February 16, 2011 meeting minutes. There were no issues, comments, or concerns on the prior meeting minutes.

Next, the members reviewed the **February Operating Expense Sheet**. The expenses for February 2011 are \$47,684.46. Ms. Hernandez noted that the expense for the alarm system was over budget. Ms. Corella responded that initially when the budget was prepared, there was opinion that an alarm system would not be necessary. However, it was discovered that it would be beneficial to install an alarm system. She added that this expense would reflect as over budget every month in that \$100.00 was placed in this year's budgeted line item.

The next topic on the agenda is the review of the **accounts receivable**. Ms. Prescott stated that her office is attempting to collect on the Verizon Wireless invoices. She added that currently there is some transitioning within the Verizon Wireless organization. Ms. Henderson continues to work with T-Mobile on past due invoices.

Ms. Corella reported that ExTeNet Systems has a newly appointed representative and that she would attempt to contact him in regards to past due invoices.

There were no further comments or questions on this agenda item.

The fourth topic for discussion is **JPA Member Activity**. The JPC office received 912 JPAs total, with 125 held over for the next month and 217 were returned resulting in the processing of 570 JPAs for the month of February. The percentage of returned JPAs for February is 24% and 14% held over. The members reviewed the associated graphs. Mr. Walls questioned if any members were able to test the iPAM link provided by Hyperlink. It was noted that Mr. Chow was able to launch the link from his office; however, Ms. Pranata was unable to do so from the JPC office. He then added that a decision should be reached to either dedicate time to testing the software, or whether to abandon it completely. Ms. Corella reported that Ms. Pranata is on vacation for three weeks and the committee could further any discussion on this topic upon her return.

Next issue addressed is **Member Board Attendance**. The members reviewed the chart. There were no comments or questions.

The sixth issue on the agenda is **Item 1423: Standardization of Procedures and Minutes**. Ms. Corella reported that Ms. Pranata would report any added procedures at the next operating meeting.

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 issue on the agenda is **Item 1509: Performance Appraisal and Salary Treatment Process**. Ms. Corella reported on the Staff Salary Data sheet. The report reflects the current salary of all JPC staff. Mr. Wolfe commented and questioned those staff whose current salary is below the minimum rate. Ms. Corella stated that she conducted a salary study last year and the min, med and max rates were increased to be more in line with industry salaries. Therefore, some staff rates were adjusted to bring them closer to the minimum rate. Some employees were so far below the minimum range that it was agreed to close the range over a period of time. The time range would be five years in that it was agreed that the salary ranges would be reviewed every five years to ensure that JPC staff salaries are current with the industry. The members reviewed and discussed the data chart report. They discussed methods of salary treatment within their respective organizations. Mr. Wolfe stated that those JPC employees who are currently below the minimum range, should be brought to the minimum rate and then evaluated for performance and increases based off of the minimum rate. Ms. Corella was instructed to enhance the salary data sheet by inserting a column reflecting length of time in their current position. Ms. Corella stated that she would

revise the salary data sheet when she submits the annual evaluations at the next meeting.

The ninth issue on the agenda is **Item 1512: Operating Guidelines/procedures for OM.** This item is a work in progress for Mr. Chow. Mr. Chow is not in attendance, but has started documenting the procedures. This item is to remain open.

The next issue on the agenda is **Item 1513: City of Santa Monica Application.** This item has been approved and is now closed.

The last item on the agenda is **Item 1520: Operating Expenses – Proportionate vs Equal.** This issue concerns revisiting specific line items on the operating budget to determine if the expense is beneficial to all members equally or proportionately. This item is to remain open at this time.

There were no **miscellaneous items.**

The members reviewed the action items:

- Ms. Corella to enhance the Salary Data Spreadsheet with column reflecting the length employee in current position.
- Prepare staff evaluations for next meeting.

The meeting adjourned at 12:15 a.m. until April 20, 2011.

Jennie Corella - Manager of Operations

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April 20, 2011

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

Mr. James Eastwood	Southern California Edison
Mr. Robert Wolfe	AT&T California
Ms. Janet Chirrick	AT&T California (teleconference)
Mr. Larry Chow	Southern California Edison
Mr. Scott Hunter	City of Los Angeles (DWP)
Ms. Lupe Hernandez	AT&T Local Serv/Comm.
Ms. Shawn Henderson	AT&T Mobility
Mr. Dennis Ennis	T-Mobile USA
Ms. Lynn Prescott	Verizon Wireless (teleconference)
Ms. Alicia Smith	Sprint-Nextel (teleconference)
Ms. Paula Haney	NextG Networks
Ms. Debbie Wooten	NextG Networks
Ms. Angela Pranata	Committee Staff
Ms. Jennie Corella	Committee Staff

Committee chairman, Mr. Hunter opened the meeting by inquiring of the members if they had reviewed the prior meeting minutes. There were no questions or concerns in regards to the prior minutes.

The members then reviewed the **March Operating Expense Sheet**. The expenses for March 2011 are \$45, 804.50. There was no discussion on the March expenses.

The next topic on the agenda is the review of the **accounts receivable**. Ms. Corella reported that the office has received a check from Verizon Wireless; however, it appears that they have grossly overpaid their balance. She added that she would contact Ms. Prescott for direction in processing these funds. She further added that she would be contacting Mr. Steve Garcia in regards to the past due ExTeNet Systems invoices.

The fourth topic for discussion is **JPA Member Activity**. The JPC office received 746 JPAs total, with 165 held over for the next month and 83 were returned resulting in the processing of 498 JPAs for the month of March. The percentage of returned JPAs for March is 11% and 22% held over. The members reviewed the associated graphs. It was noted that the multi-party JPAs are increasing monthly. There were no further comments on the JPA activity.

Next issue addressed is **Member Board Attendance**. The members reviewed the chart. Ms. Corella stated that ATC Outdoor DAS has requested if his last attendance penalty fee could be reversed in that he did not receive the email notification of the Board meeting. The members agreed that there are other avenues available to become aware of the date, time and meeting numbers other than the email notification. Members have the option of reviewing the calendar available on the SCJPC.net website and/or call the JPC office for information. Therefore, it was agreed that the fee imposed on ATC Outdoor DAS for February would not be waived. There were no further comments or questions.

The sixth issue on the agenda is **Item 1423: Standardization of Procedures and Minutes**. Ms. Pranata reported the following additions of the standards and procedures manual:

1. JPAs are acceptable when a pole is solely owned on the proposed portion under section 3.0. Mr. Wolfe stated that the objective driving this directive is that the intent is on the Form 44 and confirms that the initiator sent the Form 2, and there was no interest in purchasing pole space from other members.
2. Correction of records JPAs will be rejected when they do not reflect the example in section 18 (Example 8 – suffix COR).
3. Alternative to wood pole submitted without a member cost of that current year, would default to last alternative to wood pole cost submitted by member, and not to the current wood pole cost.
4. Elimination of sales tax on salvage poles.
5. Any questions from the JPC staff in regards to final JPAs for HLA, HSO and T are to be submitted to Mr. Bob Wolfe.

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 issue on the agenda is **Item 1509: Performance Appraisal and Salary Treatment Process**. Ms. Corella distributed the 2011 Staff Evaluations and Proposed Salary Action sheet to the members. The members reviewed and discussed the sheet and the proposed salary action. All staff members are now at or above the minimum pay range within their respective position. The salary ranges are based on the salary study conducted in 2010 and will stand until the next salary study scheduled for 2015. The members discussed the proposals JPC staff salary action. The consensus is to approve and accept the proposed salary action effective June 1, 2011.

The ninth issue on the agenda is **Item 1512: Operating Guidelines/procedures for OM**. Mr. Chow provided members with the first draft of Operating Guidelines. He stated that he would be sending the ad hoc members a copy of the draft for their review and to solicit any editions and/or

additions they might have in enhancing the draft. He added that in the draft, the text in black is taken from the committee bylaws, and the text in blue is his input with the red text his notes. This item is to remain open at this time.

The last item on the agenda is **Item 1520: Operating Expenses – Proportionate vs Equal**. This issue concerns revisiting specific line items on the operating budget to determine if the expense is beneficial to all members equally or proportionately. It was agreed that these issues would be addressed when the first draft of the 2012 proposed operating budget is discussed. This item is to remain open at this time contingent on the review of the proposed incoming budget.

There were no **miscellaneous items**.

*JPC Manual with Final JPA Examples*

SCE has requested a copy of the JPC office Final JPA Examples manual to be shared with their staff to aid in preparing the final JPAs for submission to the JPC office. The objective of this request is to deter the return of final JPAs to SCE for correction and/or information. The members reviewed the hard copy JPA documents in the manual. Ms. Pranata stated that the JPA examples in the book are in soft copy; however, she needs to sort through the files to determine those reflected in the manual.

Mr. Chow stated that if need be his office staff could visit the JPC office to review the manual and make any necessary photocopies of the JPA examples that would aid and answer any questions they might have.

The members reviewed the action items:

- Ms. Corella to email the Operating Guidelines Draft to the ad hoc members.

The meeting adjourned at 2:45 p.m. until May 18, 2011.

Jennie Corella - Manager of Operations

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May 18, 2011

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

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

Committee chairman, Mr. Hunter opened the meeting by inquiring if the members had reviewed the **prior meeting minutes**. There were no questions or concerns in regards to the prior meeting minutes.

The members then reviewed the **April Operating Expense Sheet**. The expenses for April 2011 are \$50,908.34. There was no discussion on the April expenses.

The next topic on the agenda is the review of the **accounts receivable**. Mr. Ennis stated that he would address the small T-Mobile balance of \$29.39. Mr. Hunter remarked that the accounts receivable has improved from the prior month's report.

The fourth topic for discussion is **JPA Member Activity**. The JPC office received 871 JPAs total, with 185 held over for the next month and 102 were returned resulting in the processing of 584 JPAs for the month of April. The percentage of returned JPAs for April is 12% and 21% held over. The members reviewed the associated graphs.

Mr. Wolfe inquired what would constitute a JPA return. He added that the JPA should be final approved when it is submitted to the JPC office. He further questioned if there is a minor omission on the JPA and it has been final approved, and there is no monetary or pole record effect, what would cause a JPA to be returned? Ms. Corella responded that some members will accept a phone call to correct the minor omission, or an email and other members request the JPA to be returned.

Mr. Wolfe stated that some larger organizations have several districts, and therefore, one is not sure who's desk the JPA will be received and approved or denied. He added that his objective is having JPAs processed rather than returned when it is a minor omission or a quick fix.

After discussion it was agreed that if the JPC office receives a final JPA, and there is no representative name or district on the header, but there is an approval, the JPA should be accepted by the JPC office as approved for processing.

There were no further comments on the JPA activity.

Next issue addressed is **Member Board Attendance**. The members briefly discussed the attendance penalty assessments for ExTeNet Systems. Ms. Corella stated that ExTeNet has been penalized in the past for their poor attendance record, however, they were represented at the last meeting, therefore, would not be penalized this month.

The sixth issue on the agenda is **Item 1423: Standardization of Procedures and Minutes**. Ms. Pranata reported she notified staff that the tenant grade of attachment is not a requirement on a JPA. She had no other standards to report.

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 issue on the agenda is **Item 1512: Operating Guidelines/procedures for OM**. Mr. Chow reported that he has not received any input from fellow members in regards to the original draft. He added that this would be a living document in that as issues evolve, the document would be revised to fit any given situation and/or changes. After brief discussion it was agreed to send out the two draft documents in Word format to the ad hoc committee members for their review and any revisions they suggest.

The last item on the agenda is **Item 1520: Operating Expenses – Proportionate vs Equal**. This issue concerns revisiting specific line items on the operating budget to determine if the expense is beneficial to all members equally or proportionately. The first draft should be ready for review by the Operating committee by no later than the August ad hoc meeting.

Under **miscellaneous items** the following topics were discussed:

Managers Performance Evaluations

Mr. Hunter stated that he met with the office manager, Ms. Corella, prior to the day's meetings to discuss her performance evaluation. He added that he included the office managers approved salary action on the JPC Staff Salary Action Spreadsheet. The members approved all salary action for the incoming fiscal year. The 2011 performance evaluations for the JPC staff have been completed.

SCJPC Performance Evaluation Worksheet

Next, Mr. Hunter opened discussion on the Performance Evaluation Worksheet. He stated that in his opinion, it should be simplified. He proposed taking the goals and objectives and grading them on a scale. He added that this is the format utilized within his organization.

When questioned if she preferred to simplify the form, Ms. Corella responded that she agrees with Mr. Hunter, that simplifying the form would be just as effective as the current form. She added that since the JPC office staff is a small staff, and there are not many positions available; a simpler form would prove time effective and aid the office manager. She further added that if any grading scale is questioned, she maintains personnel folders on all JPC staff and documents all disciplinary action should it be necessary as back up sources for evaluations.

Ms. Prescott questioned if Ms. Corella would find it helpful to view other worksheets to aid in determining an effective, simpler form.

It was agreed that members would submit their respective performance evaluation templates to Ms. Corella and Ms. Corella would research the web.

Volume of Multiple JPAs

Lastly, Mr. Hunter open discussion on the multiple JPAs that have increased in volume, and on certain months are held over for the next month's billing cycle. To this, he added that in his opinion, there might be the need to bring on another JPC employee at some point in time. However, if there is no major concern for the holding over of JPAs for the next billing cycle, perhaps there is no need for action.

Ms. Pranata stated that the JPAs held over have been for specific members, and not for all members billed within a specific month. She added that nearly all JPAs returned are multiple party JPAs.

Mr. Chow stated what should be determined is if the hold over is due to volume or the learning curve of the staff.

Ms. Pranata proposed discussing what errors or minor omissions and/or questionable JPAs could be allowed to be processed rather than returned.

After extensive discussion, it was agreed to review and evaluate those questionable JPAs, and consistent issues that cause a JPA to be returned to the initiator. If there are fewer questions to address when billing a JPA, then the billing process should be expedited, and a greater number of JPAs could be finalized. Ms. Pranata would bring a list of consistent questionable errors on JPAs to the next meeting. **Item 1527: Review of Reasons/Questions of JPA Errors** has been assigned to this committee for discussion and resolution.

The members reviewed the action items:

- Ms. Corella to email the Operating Guidelines Draft to the ad hoc members in Word format.
- Ms. Corella to have the operating budget line items template for review in regards to Item 1520.
- Ms. Pranata to bring common/consistent JPA errors for Item 1527.

The meeting adjourned at 12:05 p.m. until June 15, 2011.

Jennie Corella - Manager of Operations

**Southern California Joint Pole Committee**  
**1400 Montefino Ave. Suite 100**  
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June 15, 2011

A meeting of the **Operating Committee** took place on the above date, at 12:50 p.m., at the Committee office. Those in attendance were:

Mr. James Eastwood	Southern California Edison
Mr. Robert Wolfe	AT&T California
Mr. Jeff Wolf	AT&T California
Ms. Janet Chirrick	AT&T California (teleconference)
Mr. Larry Chow	Southern California Edison
Mr. Scott Hunter	City of Los Angeles (DWP)
Ms. Lupe Hernandez	AT&T Local Serv/Comm.
Ms. Shawn Henderson	AT&T Mobility
Mr. Dennis Ennis	T-Mobile USA
Ms. Lynn Prescott	Verizon Wireless
Ms. Alicia Smith	Sprint-Nextel (teleconference)
Mr. Tom Scanlon	Time Warner Cable (teleconference)
Mr. Jim Brown	XO Comm. (teleconference)
Ms. Maryan Farajzadeh	City of Vernon (teleconference)
Ms. Paula Haney	NextG Networks
Ms. Debbie Wooten	NextG Networks
Mr. Jaime Reyes	City of Glendale
Mr. Doug Schmaderer	City of Pasadena
Ms. Angela Pranata	Committee Staff
Ms. Jennie Corella	Committee Staff

Committee chairman, Mr. Hunter opened the meeting by inquiring if the members had reviewed the **prior meeting minutes** and if there were any questions, or corrections. There were no questions or concerns in regards to the prior meeting minutes.

The members then reviewed the **May Operating Expense Sheet**. The expenses for May 2011 are \$47,937.77. There was no discussion on the May expenses.

The next topic on the agenda is the review of the **accounts receivable**. There was brief discussion on the accounts receivable. Ms. Corella reported that Mr. Perry of Verizon Wireless has approved their past due invoices for payment. There were no further comments on this issue.

The fourth topic for discussion is **JPA Member Activity**. The JPC office received 759 JPAs total, with 130 held over for the next month and 43 were returned resulting in the processing of 586 JPAs for the month of May. The percentage of returned JPAs for May is 6% and 17% held over. The members reviewed the associated graphs.

There were no further comments on the JPA activity.

Next issue addressed is **Member Board Attendance**. It was noted that the board meeting which met earlier that morning had 100% attendance. The committee discussed that member attendance and participation has improved in the last year. There was no further discussion on attendance.

The sixth issue on the agenda is **Item 1423: Standardization of Procedures and Minutes**. Ms. Pranata reported that there is one addition to the book. JPAs missing representative and district, but have been approved with name and/or signature, is not to be returned but processed as approved. There were no more additions to the book.

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 issue on the agenda is **Item 1512: Operating Guidelines/procedures for OM**. Mr. Chow has created the original draft and the draft has been sent to the operating committee members for any input. Mr. Chow has not received any responses; therefore, the members reviewed the draft in its original format. After discussion and review of the committee Agreement and By-Laws the members revised the draft. Mr. Chow added that the purpose for these documents is to maintain a consistency of management when annually the chair of Operating, who supervises the manager, relinquishes the chair to an incoming member. The document will be a living document in the event that changes are necessary to the operation of the office. This item is now closed.

The ninth issue on the agenda is **Item 1520: Operating Expenses – Proportionate vs Equal**. This issue concerns revisiting specific line items on the operating budget to determine if the expense is beneficial to all members equally or proportionately. This item is to remain open pending the review of the 2012 Operating Budget draft.

The last topic on the agenda is **Item 1527: Review/Questions of JPA Errors**. Ms. Pranata presented a list of errors for review by the members. The members extensively reviewed each line item and discussed and determined if the JPA should be either returned for question, ignored or make the appropriate changes. When the committee completed their review of the questions, it was agreed that the document would be sent to all members to utilize as a tool to aid in eliminating rejected JPAs.

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

The members reviewed the action items:

- Ms. Corella to email document from Item 1527 to membership and upload to JPA Alert web page.
- Approved Form 48 PDF copy to be sent to membership.

The meeting adjourned at 3:05 p.m. until July 15, 2011.

Jennie Corella - Manager of Operations

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July 12, 2011

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. James Eastwood	Southern California Edison
Mr. Scott Hunter	City of Los Angeles (DWP)
Mr. Robert Wolfe	AT&T California (teleconference)
Mr. Chuck Johnson	Verizon California (teleconference)
Mr. Larry Chow	Southern California Edison
Mr. Scott Hunter	City of Los Angeles (DWP)
Ms. Lupe Hernandez	AT&T Local Serv/Comm.
Ms. Shawn Henderson	AT&T Mobility
Mr. Dennis Ennis	T-Mobile USA
Ms. Lynn Prescott	Verizon Wireless
Ms. Alicia Smith	Sprint-Nextel (teleconference)
Ms. Lynn Prescott	Verizon Wireless
Ms. Paula Haney	NextG Networks
Mr. David Callender	ATC Outdoor DAS (teleconference)
Ms. Angela Pranata	Committee Staff

In that there were no minutes to review, Committee chairman Mr. Hunter addressed the next issue on the agenda, the **June Operating Expense Sheet**. The expenses for June 2011 are \$45,985.52. There was no discussion on the June expenses.

The next topic on the agenda is the review of the **accounts receivable**. Mr. Wolfe provided Ms. Pranata a contact name and number for XO Communications in that there is an outstanding invoice past due 180 days. Ms. Hernandez requested copies for past due invoices for Sprint-Nextel to be sent to Ms. Alicia Smith.

The fourth topic for discussion is **JPA Member Activity**. Ms. Pranata reported that she was unable to provide these reports due to time constraints.

Next issue addressed is **Member Board Attendance**. Ms. Pranata did not have the report due to time constraints, however; she stated that there was 100 percent attendance at the last Board meeting.

The sixth issue on the agenda is **Item 1423: Standardization of Procedures and Minutes**. Ms. Pranata reported that she distributed the list of errors on JPAs that could result in rejection to the staff. The list of errors will also be available on the SCJPC website on the JPA Alert page.

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 issue on the agenda is **Item 1512: Operating Guidelines/procedures for OM**. This document has been created and approved by the Operating committee; however the final revised copy has not been viewed by the ad hoc committee. Mr. Chow stated that he would revise it with the changes discussed and present it to the operating committee for a final review.

The ninth issue on the agenda is **Item 1520: Operating Expenses – Proportionate vs Equal**. This issue concerns revisiting specific line items on the operating budget to determine if the expense is beneficial to all members equally or proportionately. Mr. Chow stated that one line item he is certain was agreed to be shared equally is the iPAM Phase I expense. Ms. Pranata reviewed the expense sheet and stated that those line items slated to be shared equally are iPAM Development Phase I, iPAM Hosting (when launched), iPAM Maintenance (when launched) and attorney. The members reviewed the Agreement in regards to member assessments. Per the Agreement all budgeted expenses are to be assessed equally. Any expense that was not budgeted for that year is assessed equally. It was noted that the members historically had agreed to assess specific budgeted line items equally. For the incoming budget, those items that are to be assessed equally should have a zero amount. It was agreed to close this item.

The next issue addressed is **Item 1529: 3<sup>rd</sup> Party Research Rate for Documents**. This pertains to creating an hourly fee for document copies requested by an outside entity. The members discussed what factors to take into account when calculating the hourly fee. Mr. Hunter stated that the hourly fee for DWP is \$53.60. He added that he is not certain what factors are in this rate. The loaded labor rate would be employee hourly rate, plus health and retirement benefits. Mr. Hunter stated that there should be a rate for labor and another rate for the cost of the use of the printer and the cost of the paper. It was agreed to take the average of the two highest hourly labor rates for the hourly rate. The cost of paper and per copy cost would be used for calculating the copy rate. If an entity chooses the info in a CD, then labor and the cost of the CD would be billed. Ms. Pranata will have her calculations based on the above mentioned variables by the next meeting. This item is to remain open at this time.

The last topic on the agenda is **miscellaneous items**. Ms. Pranata stated that she has some items to share with the members.

- The JPC office will be out of service until 7:00 am due to SCE shutting down the power.
- Email from Chuck Johnson-new rep for VZ is Tracey Province.
- Waste management company request to raise lines in Redondo Beach.

The members reviewed the action items:

- Ms. Pranata to provide rates for Item 1529.
- Ms. Pranata to upload JPA Error List to JPA Alert webpage.

The meeting adjourned at 12:10 p.m. until August 17, 2011.

Jennie Corella - Manager of Operations

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August 17, 2011

A meeting of the **Operating Committee** took place on the above date, at 12:45 p.m., at the Committee office. Those in attendance were:

Mr. Adolph Gonzales	Southern California Edison
Ms. Jessica Pearson	Southern California Edison
Mr. Dennis Walls	City of Los Angeles (DWP)
Mr. Robert Wolfe	AT&T California
Ms. Janet Chirrick	AT&T California
Mr. Larry Chow	Southern California Edison
Mr. Scott Hunter	City of Los Angeles (DWP)
Ms. Lupe Hernandez	AT&T Local Serv/Comm.
Ms. Shawn Henderson	AT&T Mobility (teleconference)
Mr. Chuck Thurman	City of Banning (teleconference)
Mr. Dennis Ennis	T-Mobile USA
Ms. Lynn Prescott	Verizon Wireless
Ms. Alicia Smith	Sprint-Nextel (teleconference)
Ms. Lynn Prescott	Verizon Wireless
Ms. Paula Haney	NextG Networks
Ms. Amy Parker	NextG Networks
Ms. Debbie Wooten	Next G Networks
Ms. Angela Pranata	Committee Staff
Ms. Jennie Corella	Committee Staff

In that there were no minutes to review, Committee chairman Mr. Hunter addressed the next issue on the agenda, the **July Operating Expense Sheet**. It was noted that July is a three-payroll period month resulting in above average expenses. The expenses for July 2011 are \$63,306.66. It was commented that 65,000.00 has been budgeted for the development of iPAM and has not been expensed, therefore could be applied toward the current proposals. Mr. Wolfe suggested monies received from new members be applied to offset the costs for iPAM. He added that getting approval from the smaller municipalities to share the iPAM costs equally would be difficult to justify when they have a very small pole base and process a minimum of JPAs annually. All municipalities would require city approval prior to committing to a cost of this magnitude in that they use taxpayer funds. There were no further comments on this item.

The next topic on the agenda is the review of the **accounts receivable**. Ms. Hernandez inquired if the past due XO Communications invoice was resubmitted. Ms. Pranata responded that she has the current PO number and will resubmit the invoice with the new PO number. There were no further questions on this issue.

The fourth topic for discussion is the **JPA Member Activity**. The members reviewed the two past months of June and July. It is noted that the multi-party JPAs are increasing. There were no comments on the member activity.

Next issue addressed is **Member Board Attendance**. As a refresher it was stated that members with 50% or less attendance score are assessed a \$500.00 penalty fee. However, if they are below 50% but are in attendance that particular month, the fee is waived for that month. Ms. Corella stated that according to the 1998 Agreement, members must maintain an 80% attendance score; however, the operating committee agreed that a 50% or above attendance score would suffice to avoid the penalty fee. There was no further discussion on this item.

The sixth issue on the agenda is **Item 1423: Standardization of Procedures and Minutes**. Ms. Pranata reported that she did not have anything to report for his month.

Ms. Hernandez questioned about the new admin aide. Ms. Corella responded that Mr. Michael Miller was not progressing as expected, and the staffing agency sent Ms. Jaclyn Garcia who at this moment is doing well.

The seventh issue on the agenda is **Compliance with Routine Handbook**. This is a standing agenda item.

Mr. Wolfe questioned section 7.3 in regards to those members with less than 20 consecutive years. He understands the rule; however, he is curious how and why this rule came about and what was the original intent.

Ms. Hernandez responded that she was not party to the original discussion, but, she believes it is in the same line as iPAM where new members gain a benefit, therefore, their costs are greater since they have not contributed as much monies toward development as have members with greater than 20 consecutive years. This rule was implemented as equitable to long standing members. There was no further questions.

The eighth issue on the agenda is **Item 1520: Operating Expenses – Proportionate vs Equal**. It was agreed at the last meeting after reading the 1998 Agreement that unless an item is not budgeted than it is equally assessed. If there are funds budgeted for any specific line expense, it is assessed proportionately. It was agreed that since the agreement dictates how expenses are assessed the consensus is to close this item at this time.

Ms. Corella stated that she erroneously omitted **Item 1528: Tenant List GO 95 Notification** from the agenda. This list is to contain common tenant

contact information that could be shared amongst members. Mr. Ennis stated that a member could contact the base owner. Mr. Gonzales stated that the tenant might not be a tenant of the base owner, but of another joint member. He added that the joint member could be contacted; however, it would simplify and expedite things if one could contact the tenant directly.

Mr. Wolfe responded by questioning how does one differentiate between the owner of the space and the tenant if there lacks identification.

Mr. Gonzales responded that SCE personnel observes other equipment and in many instances is able to identify the tenant.

After discussion it was agreed to compile a list of member tenants for those instances of GO 95 infraction notification and other pertinent communication without having to contact the leaser. This item is now closed.

The last issue addressed is **Item 1529: 3<sup>rd</sup> Party Research Rate for Documents**. This pertains to creating an hourly fee for document copies requested by an outside entity. Ms. Pranata presented a draft she prepared taking into account expense costs. She then shared with the members how she arrived at her total costs. The members discussed the different variables used to arrive at a correct hourly rate. After brief discussion the consensus is to assess an hourly labor rate of \$60.00 whether the data is on a CD or printed on paper. This item is now closed.

The last topic on the agenda is **miscellaneous items**. There were no miscellaneous items for discussion.

The members reviewed the action items:

- Request a list of common tenants from committee members.

The meeting adjourned at 2:10 p.m. until September 21, 2011.

Jennie Corella - Manager of Operations

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September 22, 2011

A meeting of the **Operating Committee** took place on the above date, at 1:00 p.m., at the Committee office. Those in attendance were:

Ms. Jessica Pearson	Southern California Edison
Mr. Dennis Walls	City of Los Angeles (DWP)
Mr. Robert Wolfe	AT&T California
Mr. Larry Chow	Southern California Edison
Mr. Scott Hunter	City of Los Angeles (DWP)
Ms. Lupe Hernandez	AT&T Local Serv/Comm.
Mr. Dennis Ennis	T-Mobile USA
Ms. Tracey Provence	Verizon California
Ms. Lynn Prescott	Verizon Wireless
Ms. Paula Haney	NextG Networks
Ms. Angela Pranata	Committee Staff

Mr. Walls opened the meeting by requesting members review the minutes from the prior meeting. There were no questions or comments on the minutes.

In that a precarious situation has risen in regards to the current lease of the JPC office, Mr. Walls stated that the monthly agenda items would be ignored at this meeting and the members would discuss the office lease.

Ms. Pranata reported that this building has been sold and the new owners would like to occupy the suite currently occupied by the SCJPC office. They would like the suite vacant by October 31, 2011. She added that the owners have offered another suite located at the end of the building for the SCJPC to occupy until the end of the current lease. She further added that they will pay all moving costs and the first two months rent.

It was agreed that this short time frame for vacating the office is not possible. Ms. Pranata stated that ideally the owners would like the suite by October 31, 2011, but realistically it cannot be done.

Ms. Pranata stated that the new property manager offered to show her some properties.

Mr. Hunter stated that although the new owners would like the property immediately, the SCJPC has a five year lease, and until a comparable property is procured they can remain. Therefore, he suggests not giving the new owners a time to expect the move until there is property ready for move-in.

Ms. Pranata further stated that the new owners are anxious to occupy the committee suite.

The members discussed areas for relocation and viewed some property diagrams and floor plans.

It was noted that the new owners intentions are to owner occupy and build a gymnasium on the premises.

The consensus is to contact the last agent who worked with the committee to procure the current location.

Lastly, the members discussed **miscellaneous items**. Ms. Prescott raised the question of the request posed to the committee by Frontier Communications. Frontier Communications is requesting, if at all possible, that the initial membership fee of 75K be waived in that Verizon California has long been a member of the SCJPC, and this cost is not in their current budget. The assets Frontier has acquired from Verizon California were once Verizon assets, thus these have paid their fair share of assessments all along.

The members reviewed the 1998 Agreement, Section 6-C. They reviewed, read and discussed this section of the Agreement extensively. It was noted that assignment transfer of membership could transpire only to a subsidiary. Frontier Communications is not a subsidiary of Verizon California. The members discussed how the poles in question would transfer ownership. There are options, but this is an issue for Verizon California and Frontier Communications. Frontier would be contacted that the initial membership fee cannot be waived. As for Frontier budgeting the fee, the possibility of Board membership approval would not transpire until the middle of next year, allowing them to budget the cost into their 2012 budget.

The members reviewed the action items:

- Ms. Pranata to contact Mr. Drew Sanden to view possible properties for relocation of the JPC office.
- Contact the current property manager to inform that the committee would be engaging another agent.
- Contact Frontier Communications that the initial membership cannot be waived.

The meeting adjourned at 2:30 p.m. until October 19, 2011.

Jennie Corella - Manager of Operations

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October 19, 2011

A meeting of the **Operating Committee** took place on the above date, at 2:15 p.m., at the Committee office. Those in attendance were:

Ms. Jessica Pearson	Southern California Edison
Mr. James Eastwood	Southern California Edison
Mr. Robert Wolfe	AT&T California (teleconference)
Ms. Shawn Henderson	AT&T Mobility (teleconference)
Mr. Dennis Walls	City of Los Angeles (DWP)
Mr. Scott Hunter	City of Los Angeles (DWP)
Ms. Alicia Smith	Sprint/Nextel (teleconference)
Ms. Lupe Hernandez	AT&T Local Serv/Comm.
Mr. Dennis Ennis	T-Mobile USA
Ms. Lynn Prescott	Verizon Wireless
Ms. Paula Haney	NextG Networks
Ms. Angela Pranata	Committee Staff
Ms. Jennie Corella	Committee Staff

Mr. Hunter opened the meeting at 2:00 pm by inquiring if anyone had any additions or corrections to the **prior meeting minutes**. There were no revisions.

The second agenda item is review of the **September 2011 expenses**. The members reviewed the expense sheet. There were no questions or concerns in regards to the monthly expenses.

The third agenda item is the **accounts receivable**. There were no questions or concerns.

The next issue for discussion is **Standardization of Procedures and minutes**. Ms. Hernandez opened discussion by stating that there are many old M based poles where the treatment on the pole records reflect "PT", she inquired if this translates to partial treatment. Mr. Hunter responded that he believes it does in fact translate to partial treatment and added that he would research this term. Ms. Hernandez responded that this term is not notated in the Routine Handbook, and should the M JPAs reflect "FT" full treatment, and if so, would this change have a negative impact on M and their recording method. Mr. Wolfe stated that the only acronyms he is familiar with are "BT" for butt treatment and "FT" for full treatment. Ms. Hernandez suggested changing the "PT" to "BT" on these aforementioned poles.

Mr. Hunter reported that M is now treating their poles with the Through Boring method. This method drills holes at the butt and rotates, thus resulting

in a greater penetration of treatment. Mr. Hunter stated in this opinion the type of treatment is not extremely relevant to billing concerns, but perhaps in pole records.

The questions is whether to change "PT" to "BT" in that "PT" is not in the Routine Handbook, or add "PT" to the handbook and not change "PT".

It was agreed to leave the info on the pole record and make the correction on the proposed portion of the JPA. The pole treatment should remain on the pole record until the pole is removed. This will be on a JPA alert.

The seventh issue on the agenda is **Compliance with Routine Handbook**. There was no discussion on this issue.

The eighth issue on the agenda is **Item 1533: Office Relocation**. The members visited three locations for consideration prior to the meeting. They reviewed the asking costs and other amenities included and/or excluded. After extensive discussion it was agreed to place an offer on two properties. One property is in Covina. It is combining two suites nearly 4,000 SF and the offer will be \$1.20 SF. The second property is 4,300 SF and the offer will be .75 SF. Discussed was the possibility of purchasing property. It was agreed to send out a survey to gain a perspective from other members if they would support the purchasing of property to house the JPC office.

It was discussed when configuring the selected office to increase the square footage of the conference room.

The ninth issue for discussion is **Item: 1538: 2012 Operating Budget**. There was discussion on the iPAM lease-license budget line. It was agreed to place this item on the November Admin Board meeting for discussion and possible board approval.

Lastly, the members discussed **miscellaneous items**. Ms. Pearson reported that SCE is attempting to gain insight into the planners list available on the SCJPC website. She inquired to what degrees are members using the webpage and if it is user friendly, and if they are experiencing any problems.

Mr. Ennis responded that the phone numbers are correct, however, the contact person has changed. He added that this does allow him to obtain the correct phone number and the replacement personnel.

The members reviewed the action items:

- The realty agent will be contacted and offers will be made on the Covina and San Dimas properties.
- Operating budget to be sent to members for review, and placed on the November Board discussion calendar.
- Email members to gain perspectives of purchasing property as opposed to leasing for the JPC office.

The meeting adjourned at 3:15 p.m. until November 16, 2011.

Jennie Corella - Manager of Operations

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November 16, 2011

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

Mr. Larry Chow	Southern California Edison
Mr. James Eastwood	Southern California Edison
Mr. Robert Wolfe	AT&T California
Mr. Dennis Walls	City of Los Angeles
Mr. Scott Hunter	City of Los Angeles
Mr. Dana Fabing	City of Lompoc
Ms. Shawn Henderson	AT&T Mobility (teleconference)
Mr. Dennis Walls	City of Los Angeles (DWP)
Mr. Scott Hunter	City of Los Angeles (DWP)
Ms. Alicia Smith	Sprint/Nextel (teleconference)
Ms. Lupe Hernandez	AT&T Local Serv/Comm.
Mr. Dennis Ennis	T-Mobile USA
Ms. Lynn Prescott	Verizon Wireless
Ms. Paula Haney	NextG Networks
Mr. Kyle Levy	Committee Staff
Ms. Jennie Corella	Committee Staff

Mr. Walls opened the meeting at 11:10 am by inquiring if everyone had an opportunity to read the **prior meeting minutes** and if anyone had any additions or corrections. There were no revisions.

The second agenda item is review of the **October 2011 expenses**. The members reviewed the expense sheet. There were no questions or concerns in regards to the monthly expenses.

The third agenda item is the **accounts receivable**. Mr. Walls commented that the accounts receivable report appears favorable. There were no further comments.

The fourth item on the agenda is the **October JPA activity** report and associated graphs. The members reviewed the report and graphs. There were not comments or questions.

Fifth item for discussion is the **Member Board Attendance**. After reviewing the report it was noted that the month of October was a 100% member attendance month.

The next issue for discussion is **Standardization of Procedures and minutes**. Ms. Pranata reported that she informed the staff not to change the pole treatment to “FT” when it is noted with “BT” or “PT”. The prior notations should remain as noted in the record. Next, she reported that the staff has been informed to accept sections 4.0 and 4.3 when purchasing into a 35 ft pole since the minimum clearance is 4 feet. She then reported that the office is in the process of returning unacceptable Forms 7. The only Forms 7 acceptable will be a protest. The members discussed pole space allocation and agreed to assign **Item 1542: Review of Section 16.1 Chart** to the Routine Revision ad hoc committee for further discussion.

The seventh issue on the agenda is **Compliance with Routine Handbook**. There was no discussion on this issue.

The eighth issue on the agenda is **Item 1533: Office Relocation**. Ms. Corella reported that she has received the counter offer from property one, and is waiting for the counter offer from property two. She added that she would like to schedule a WebEx special operating meeting as soon as she receives the second counter offer from property two. She would like the members to review the two counter offers with the possibility of 1) accepting one counter offer, 2) counter one counter offer, or 3) disregard both properties and continue looking for a property. The members briefly discussed the two properties and agreed on the special meeting when the second counter offer is received.

The ninth issue for discussion is **Item: 1538: 2012 Operating Budget**. In that this item number was approved at the Administrative Board meeting which met earlier that morning, this item is now closed.

Lastly, the members discussed **miscellaneous items**.

Noting PTD party on record

Mr. Chow opened discussion on the significance of identifying on record, when an active pole becomes a dead pole, who was the PTD party by noting it on a JPA. Along these same lines Mr. Hernandez stated that one must research why the active pole became a dead pole. It was agreed that a field(s) would be required on the pole record to record this data. **Item 1543: Friend Field Enhancement** has been assigned to the Computer Communications ad hoc committee for further discussion.

Item 14 for correction of record JPA

Next, Mr. Chow opened discussion on **item 14: Failure to Final JPA**. He inquired if it is appropriate to apply this item to correction of records. He added that his office issues forms 7 to other members requesting they initiate the correction, and the correction is never initiated. Therefore, he is inquiring if item 14 could be applied to having to final a **correct a record** JPA for another member. He added that there is a backlog in his office, and this item

applies to final JPAs. Ms. Pranata interjected that she receives correction of record JPAs from M to correct NG JPAs. Mr. Chow stated that he would return to his group with this information to determine how to address this issue. He added that an item number assigned to an ad hoc committee is not necessary at this time.

PG&E, E and third party transactions

Lastly, Mr. Chow raised the concern of PG&E and a method to process multi party JPAs that involve PG&E, E and a third party. He added that one proposal is the cost causer fee billed to PG&E to allow them to transact business in the south. He added that the primary third parties are Verizon California and AT&T California. He further added that the communications would either be a tenant on the pole or sign on to the MOU. Mr. Wolfe questioned if the base owner could handle the transaction and billing between the powers directly. The JPC bill the base owner and then the two powers reconcile their costs between themselves. The members discussed this issue briefly. Mr. Chow added that he is seeking a method of transacting business with PG&E and a third party without the cost causer fee. He added that this three party scenario consists of approximately 30 to 40 poles. The primary issue is a process to tie PG&E to the third party since PG&E and E are already bound by an MOU. This issue would be discussed further at a future meeting.

There were no actions items at this meeting.

The meeting adjourned at 12:15 p.m. until January 2012.

Jennie Corella - Manager of Operations