

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

January 18, 2012

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

Mr. Larry Chow	Southern California Edison
Mr. James Eastwood	Southern California Edison
Ms. Jessica Pearson	Southern California Edison
Ms. Janet Chirrick	AT&T California (teleconference)
Mr. Steve Brown	City of Los Angeles
Mr. Scott Hunter	City of Los Angeles
Ms. Shawn Henderson	AT&T Mobility (teleconference)
Ms. Alicia Smith	Sprint/Nextel (teleconference)
Ms. Lupe Hernandez	AT&T Local Serv/Comm.
Ms. Maria Ortiz	CA CLEC, LLC
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 10:35 am by addressing the first issue on the agenda, the review of the **prior meeting minutes**. There were no questions or comments on the prior meeting minutes.

The second agenda item is review of the **December 2011 expenses**. The members reviewed the end of the year expense sheet. Ms. Corella stated that when she prepared the 2012 budget in reference to the rent expense she used the current rental rate. She added that the rate for the new location is higher than the current and would probably reflect over the budget line item every month. Ms. Hunter commented that there is the two month rental compensation from the current management which could reflect positively. There were no further comments on the operating expenses.

The third agenda item is the **accounts receivable**. Ms. Corella inquired of Ms. Smith if she has anything to share in regards to Sprint-Communications (SPR) in that they are in default in regards to their assessment invoices. Ms. Smith responded that her office is attempting to remedy the issue.

The fourth item on the agenda is the **December JPA activity** report and associated graphs. For the sake of those members who are not aware of what the graphs represent it was explained that the first graph reflects the joint

party JPAs processed in the current month, versus the same month one year ago. The second and third graphs reflect the same info for multi-party JPAs and poles processed on JPAs respectively.

Fifth item for discussion is the **Member Board Attendance**. It was noted that the attendance policy has proven effective in that attendance has greatly improved.

The next issue for discussion is **Standardization of Procedures and minutes**. Ms. Pranata reported that she informed the staff that pole location changes via a Form 7 are no longer acceptable. The 35 foot pole clearance has been changed from 4 feet to 6 feet.

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** which the purchase of additional furniture will be discussed later since this issue is on the miscellaneous portion of the agenda.

The ninth issue on the agenda is **Item 1541: Revised Final Form 2**. Ms. Pearson is proposing that the bill of sale information be revised from the upper right hand corner to the upper left hand corner for the ease of filing the documents. The members discussed the option of accepting the form with the bill of sale info on either end. However, the issue of conformity of the form should be approved by all members. Ms. Haney stated that at every instance of Form 2 revision, it becomes a cost to members in that they expense the enhancement cost to their custom in-house systems to satisfy the needs of one member alone. Ms. Hernandez commented that perhaps the bill of sale info could be written on the left hand side by the JPC members for SCE. After discussion, it was agreed to revise the bill of sale info to the upper left hand corner. The Form 2 published on the SCJPC web site will have the revised form; however, both versions are acceptable. This item is now closed.

Agenda items 10 and 11 are **membership applications**, and were discussed at the board meeting which met earlier that morning.

The twelfth issue for discussion is **miscellaneous items**.

Conference Room table addition and office desks

Ms. Pranata presented the quote and associated graph for the enlargement of the current conference table. The members reviewed the proposed graph of the future conference room table. The quote for the additional pieces for the conference table is \$4,496.81 which is within the expense limits of the operating ad hoc committee. After discussion it was

agreed to move with the purchase of the additional pieces for the conference table.

Next, Mr. Hunter stated that he would like to propose the option of purchasing office desks for the JPC staff. He added that the current desks are outdated and definitely not ergonomic. Rather than removing the current desks, which are bolted to the walls, and bolting them again at the new location, it would be prudent to leave the desk, and purchase new work stations for the JPC staff. Ms. Pranata then presented a quote and graph for the proposed desks. The members reviewed the quote and graph which is for an economical line of desks. Ms. Pranata then displayed the higher priced desks graph. After discussion it was agreed to get another quote for a higher quality type desks than the economical desks for the committee to consider.

Server processing slowly

Ms. Pranata stated that the current office server is performing very slowly. She added that she has contacted Hyperlink to assess the problem. They are in the process of analyzing the server. She further added that there is the probability of the expense for a new internal drive, or an external drive.

Mr. Hunter commented that the Wi-Fi currently is performing poorly. Ms. Pranata responded that the router has been replaced twice, and the issue might be the building and the location of the router. It was agreed to wait until the office relocation, and if this problem continues, then the ad hoc committee would discuss a resolution to the Wi-Fi problem.

Manager Notice of Retirement

Ms. Hernandez proposed getting Ms. Corella an assistant in that since her return to work, she is not up to her full potential and could use an assistant. Ms. Corella thanked Ms. Hernandez for her proposal, but announced that she intends on retiring and would like to retire by mid-year. The members briefly discussed issues of concern for the transition to a new manager. It was agreed that the difficult task will be training a replacement to transcribe the minutes. Ms. Corella will work with the chair of this ad hoc committee on a succession plan for her retirement.

Review of Action Items

- Ms. Pranata to obtain quote for higher quality desks
- Ms. Pearson to send revised Form 2 to Ms. Pranata

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

Jennie Corella - Manager of Operations

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

February 15, 2012

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

Mr. James Eastwood	Southern California Edison
Ms. Jessica Pearson	Southern California Edison
Ms. Janet Chirrick	AT&T California
Mr. Michael Wolf	AT&T California (teleconference)
Mr. Steve Brown	City of Los Angeles
Mr. Scott Hunter	City of Los Angeles
Mr. Doug Schmaderer	City of Pasadena
Mr. Daniel Lippert	City of Burbank
Mr. Varghese George	City of Glendale
Mr. Juan Maldonado	AT&T Mobility
Ms. Alicia Smith	Sprint/Nextel (teleconference)
Ms. Lupe Hernandez	AT&T Local Serv/Comm.
Ms. Maria Ortiz	CA CLEC, LLC
Mr. Dennis Ennis	T-Mobile USA
Ms. Lynn Prescott	Verizon Wireless
Ms. Paula Haney	NextG Networks
Ms. Angela Pranata	Committee Staff
Mr. Kyle Levy	Committee Staff
Ms. Jennie Corella	Committee Staff

Ms. Prescott opened the meeting at 10:45 am by addressing the first issue on the agenda, the review of the **prior meeting minutes**. Mr. Hunter stated on page two the verbiage “Ms. Hunter” should read “Mr. Hunter”. The error has been noted and will be corrected. There were no further questions or comments on the prior meeting minutes.

The second agenda item is review of the **January 2012 expense sheet**. The members reviewed the expense sheet. Ms. Pranata stated that the hard drive for the server crashed and was replaced. The hardware expense reflecting on the expense sheet is for the hardware replacement and the data recovery. There were no further comments on the expense sheet.

The third agenda item is the **accounts receivable**. There were no questions, or comments on this item.

The fourth item on the agenda is the **January 2012 JPA activity** report and associated graphs. Ms. Hernandez questioned if the members find a need

to continue the graph reports. The original intent for these reports is to identify a trend per month from the current month to the previous year same month. These reports have been reviewed by this ad hoc for the last five years, and there are no major changes in the trend. The ad hoc committee is in agreement that the graphs are no longer necessary; however, the JPA activity report is beneficial to this ad hoc committee and will remain a standing agenda item.

Fifth item for discussion is the **Member Board Attendance**. The members reviewed the attendance report. There were no questions or comments.

The next issue for discussion is **Standardization of Procedures and minutes**. Ms. Pranata reported that there is nothing to report at this time.

The seventh issue on the agenda is **Compliance with Routine Handbook**. The consensus is to move this item to the Compliance Committee.

The eighth issue on the agenda is **Item 1533: Office Relocation**. Ms. Pranata reported that the size of the conference room has been slightly reduced, and it is has been relocated to the other side of the office. There will not be an exterior door leading from the conference room into the corridor leading to the restrooms. If the conference room is to remain the specified size and have a door that leads into the corridor, there would be a supporting post in the middle of conference room that would block the member's view of the screen. Therefore, Ms. Corella and Ms. Pranata approved the plan to move the room to the other side of the office. Ms. Pranata displayed the new floor plan. The members reviewed the floor plan and are satisfied with the revised plan. Ms. Prescott suggested replacing the conference phone equipment. She added that in some instances it is difficult to hear when you teleconference. Ms. Pranata was directed to research for an updated conference phone piece of equipment.

Ms. Pranata reported that she has two quotes for the keyboard pullout trays to attach to the desk that were approved by the members at the last operating meeting. The members reviewed the item quotes and choose the ergonomic pullout tray.

The next issue on the agenda is **Item 1544: Frontier Communications Application**. The Frontier Communications membership application has been approved at the Board meeting which met earlier this morning. This item is now closed.

The tenth issue for discussion is **Item 1545: Metro PCS Application**. The applicant's financial documents and status have been approved at the

Board meeting which met earlier this morning. The applicant is being invited to the March 21, 2012 board meeting for an answer/question open dialogue. This item will remain open.

The last issue for discussion is **miscellaneous items**.

Non-Profit Legal Guide to Meeting Minutes

Ms. Corella reported that Ms. Haney had provided her with the above referenced document. She added that the committee is interested in finding a simplified method of transcribing the minutes. She further added that after reading the document, it appears that the current transcription method is correct for non-profit Board meetings. Mr. Wolf suggested in simplifying the minutes, to merely present the issue, state the number of resolutions suggested, and document which resolution (i.e. A, B.) was accepted by the committee. Mr. Wolf stated he would take prior minutes and create an alternative version. The members discussed the value of detail in the ad hoc minutes which aids future members to understand how a decision was arrived at. The resolution is to have the transcriber send the minute drafts to all attendees for review and suggested revisions. When the minutes are returned, and revised, then they will become available on the website, and an email notice set to all Board members that they are available for review.

Review of Action Items

- Ms. Pranata to obtain quotes for conference call phone equipment.
- Ms. Pranata to purchase keyboard platforms for new desks.
- Mr. Wolf to take old minutes and revise them for simplicity.
- Succession plan draft.

The meeting adjourned at 11:30 a.m. until March 21, 2012.

Jennie Corella - Manager of Operations

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

March 21, 2012

A meeting of the **Operating Committee** took place on the above date, at 11:05 a.m., at the Committee office. Those in attendance were:

Mr. James Eastwood	Southern California Edison
Mr. Larry Chow	Southern California Edison
Ms. Jessica Pearson	Southern California Edison
Ms. Janet Chirrick	AT&T California
Mr. Michael Wolf	AT&T California (teleconference)
Mr. Steve Brown	City of Los Angeles
Mr. Scott Hunter	City of Los Angeles
Mr. Doug Schmaderer	City of Pasadena
Mr. Daniel Lippert	City of Burbank
Mr. Varghese George	City of Glendale
Mr. Joe Armstrong	City of Pasadena
Ms. Alicia Smith	Sprint/Nextel (teleconference)
Ms. Lupe Hernandez	AT&T Local Serv/Comm.
Ms. Maria Ortiz	CA CLEC, LLC
Ms. Yvonne Johnson	AT&T Mobility
Mr. Dennis Ennis	T-Mobile USA
Ms. Lynn Prescott	Verizon Wireless
Ms. Paula Haney	NextG Networks
Ms. Angela Pranata	Committee Staff
Mr. Kyle Levy	Committee Staff
Ms. Jennie Corella	Committee Staff

Ms. Prescott opened the meeting at 11:05 am by addressing the first issue on the agenda, the review of the **prior meeting minutes**. The members now review the minutes prior to the meeting, therefore, there were no comments.

The second agenda item is review of the **February 2012 expense sheet**. The members reviewed the expense sheet. There were no issues or questions in regards to the February expenses.

The third agenda item is the **accounts receivable**. There were no questions, or comments on this item.

The fourth item on the agenda is the **February 2012 JPA activity** report. It was commented that the JPAs returned had decreased in volume.

Ms. Pranata responded that this is due to E reviewing NG resulting in NG JPAs returned. There were no further comments on this item.

Fifth item for discussion is the **Member Board Attendance**. The members reviewed the attendance report. There were no questions or comments.

The next issue for discussion is **Standardization of Procedures and minutes**. Ms. Pranata reported that PTX processing was discussed at her last staff meeting.

The seventh issue on the agenda is **Item 1533: Office Relocation**. Ms. Corella reported that she does not have a schedule or completion date for the new location. She added that the last correspondence she received from the contractors is that they are waiting for the permits from the City of San Dimas. The estimated date for the move now is possibly June 1st.

The eighth issue for discussion is **Item 1545: Metro PCS Application**. The applicant has been approved by the Board at their meeting which met earlier that morning. Upon receipt of their initial membership fee the committee members would be notified and the new member is allowed to partake in the JPA process. This item is now closed.

The last issue for discussion is **miscellaneous items**.

Conference Call Phone Equipment

Ms. Pranata reported that she was directed to research into conferencing equipment with the objective of finding a system that is not quite so sensitive to back ground noise. She continued that in speaking with manufacturers of conference equipment she discovered that the microphones on this equipment are intentionally sensitive to all sounds, therefore, recommended the microphones be placed in a specific spot. She then proceeded to present several options available versus the current system. She added that in the new office conference room, the system will sit in the middle of the room away from the interference of paper shuffling and other back ground noise. After brief discussion the consensus is to wait until the current system is tested at the new office prior to purchasing another system.

New Lap Top for Committee meetings.

Next, Ms. Pranata proposed the purchase of a new committee lap top to aide in facilitating the meetings. She added that the current lap top is antiquated, freezes up, and performs slowly, thus creating a delay in meeting presentations. After discussion, it was agreed to approve the purchase of a newer lap top for the committee meetings.

JPC Staff Evaluations

Lastly, Ms. Prescott inquired if the succession plan and the staff evaluations could be ready by the next meeting. Ms. Corella responded that she and Ms. Pranata would attempt to have these reports ready for the next Operating meeting. She reported that she and Ms. Pranata have begun the interview process for the admin aide position. The new employee will be on the staffing agency's payroll with the objective of placing them on the JPC payroll when the contract hours are met.

Review of Action Items

- Ms. Pranata to purchase new lap top.
- Staff evaluations
- Succession plan

The meeting adjourned at 11:35 a.m. until April 18, 2012.

Jennie Corella - Manager of Operations

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

April 18, 2012

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

Mr. James Eastwood	Southern California Edison
Mr. Larry Chow	Southern California Edison
Ms. Janet Chirrick	AT&T California
Mr. Michael Wolf	AT&T California (teleconference)
Mr. Steve Brown	City of Los Angeles
Mr. Scott Hunter	City of Los Angeles
Mr. Daniel Lippert	City of Burbank
Mr. Varghese George	City of Glendale
Ms. Alicia Smith	Sprint/Nextel (teleconference)
Ms. Lupe Hernandez	AT&T Local Serv/Comm.
Ms. Maria Ortiz	CA CLEC, LLC
Ms. Yvonne Johnson	AT&T Mobility
Mr. Dennis Ennis	T-Mobile USA
Ms. Lynn Prescott	Verizon Wireless
Ms. Paula Haney	NextG Networks
Ms. Angela Pranata	Committee Staff
Mr. Kyle Levy	Committee Staff
Ms. Jennie Corella	Committee Staff

Ms. Prescott opened the meeting at 10:30 am by addressing the first issue on the agenda, the review of the **prior meeting minutes**. The members reviewed the prior meeting minutes. There were no questions, concerns or revisions to the minutes.

The second agenda item is review of the **March 2012 expense sheet**. The members reviewed the expense sheet. There were no issues or questions in regards to the March expenses. Ms. Corella reported that the office has a contract employee in training.

The third agenda item is the **accounts receivable**. Currently, the only issue with the accounts receivable is Sprint Communications. Ms. Prescott stated that they too are experiencing some difficulty with this member. There were no further comments or questions.

The fourth item on the agenda is the **March 2012 JPA activity** report. Ms. Prescott commented that the report has improved in regards to JPAs returned to initiators.

The fifth item for discussion is the **Member Board Attendance**. The members reviewed the attendance report. It was noted that Board meeting attendance has improved. There were no further questions or comments

The next issue for discussion is **Standardization of Procedures and minutes**. Ms. Pranata reported that she had nothing to report at this time.

The seventh issue on the agenda is **Item 1533: Office Relocation**. Ms. Prescott reported that she would like the members to review the original letter of *notice of early termination of lease*. She continued stating that she would like to ascertain exactly what was stated in the notice in regards to the two months free rent. She added that she is of the opinion that the committee should respond to the notice stating that the current management would not honor the two months free rent initially stated in the early termination notice. In her opinion, the current management is not being fair in the treatment of this situation. The members reviewed and discussed the original notice and it was agreed that a response letter should be sent to management. Ms. Prescott would create the response letter.

Ms. Corella requested approval to purchase a cabinet to be placed above the kitchen counter since the owner will not provide the above the sink cabinet. Also, there two windows that require coverings which the owner will not provide. The members gave her their approval for both purchases.

The revised and final permit approved floor plan was reviewed by the members. There are some changes to the original floor plan; however, the changes do not create a major problem. The final inspection date is May 22nd, and the projected date for moving if May 30th.

The eighth issue for discussion is **miscellaneous items**.

Proposed Office Succession Plan

Ms. Corella reported that she had the succession plan prompted by her retirement ready for review. The members reviewed the plan as Ms. Corella reported on the staff positions and duties. When she was complete the members were satisfied with the plan. The office continues to cross train to ensure that all tasks and positions are backed up by another staff member.

Ms. Corella reported that due to time constraints, she was not ready with staff evaluations; however they would be presented at the next operating committee meeting for review and discussion.

Manager's Retirement Luncheon

Lastly, a date has been set for Ms. Corellas retirement luncheon. The date is June 20th immediately following the day's meetings. The venue is the Pomona Valley Mining Company.

Review of Action Items

- Staff evaluations will be ready for the next meeting.

The meeting adjourned at 11:25 a.m. until May 16, 2012.

Jennie Corella - Manager of Operations

Southern California Joint Pole Committee

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Diamond Bar, CA 91765
Phone (909) 348-5920
Fax (909) 348-5925

May 16, 2012

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. James Eastwood	Southern California Edison
Ms. Jessica Pearson	Southern California Edison
Ms. Janet Chirrick	AT&T California (teleconference)
Mr. Steve Brown	City of Los Angeles
Mr. Scott Hunter	City of Los Angeles
Ms. Paula Haney	NextG Networks
Ms. Lynn Prescott	Verizon Wireless
Mr. Daniel Lippert	City of Burbank
Mr. Varghese George	City of Glendale
Ms. Lupe Hernandez	AT&T Local Serv/Comm.
Ms. Alicia Smith	Sprint/Nextel (teleconference)
Mr. Doug Schmaderer	City of Pasadena (teleconference)
Mr. Emir Erba	Time Warner Cable
Mr. Alfonso Morales	Time Warner Cable
Ms. Maria Ortiz	CA CLEC, LLC
Ms. Yvonne Johnson	AT&T Mobility
Ms. Maryam Farajzadeh	City of Vernon (teleconference)
Ms. Shawn Henderson	T-Mobile USA (teleconference)
Ms. Jennifer Navarro Yhap	MetroPCS California, LLC (teleconference)
Ms. Angela Pranata	Committee Staff
Mr. Kyle Levy	Committee Staff
Ms. Jennie Corella	Committee Staff

Ms. Prescott opened the meeting at 10:00 am by addressing the first issue on the agenda, the review of the **prior meeting minutes**. The members reviewed the prior meeting minutes. There were no questions, concerns or revisions to the minutes.

The second agenda item is the review of the **April 2012 expense sheet**. The members reviewed the expense sheet. There were no issues or questions in regards to the April expenses.

The third agenda item is the **accounts receivable**. Currently, the only issue with the accounts receivable is Sprint Communications. Ms. Hernandez said that she spoke with Sprint Communications personnel and they are

working with her on addressing these outstanding accounts. There were no further comments or questions.

The fourth item on the agenda is the **April 2012 JPA activity** report. Ms. Prescott commented on the staff's backlog of JPAs. Ms. Pranata stated that this is due to Ms. Kathleen Allen currently in the process of training two employees, and that the backlog will decrease once the training period is complete. Ms. Hernandez questioned whether incoming 18.1F JPAs could be shown on the member activity sheet. After briefly discussing this, the members agreed that this was not necessary. There were no further questions or comments.

The fifth item for discussion is the **Member Board Attendance**. The members reviewed the attendance report. Ms. Corella noted that the Board attendance has improved and that there have been no members penalized within the past year. There were no further questions or comments.

The next issue for discussion is **Standardization of Procedures and minutes**. Ms. Pranata reported that she had nothing to report at this time. Ms. Hernandez brought to the attention of the committee that a few months ago, NextG Networks was not notified of pending JPAs, and that JPAs had been submitted by them out of order. She stated that rather than have NextG retract their JPAs, section 1.2 was used in the location and nature of work on CES's JPAs to notify that NextG would not be included in the billing. Ms. Hernandez questioned the members as to whether they had any issue with this, and they agreed that this was an acceptable solution. Ms. Pranata noted that she would make a copy of one of the JPAs in question and notify the staff.

Mr. Chow brought up the procedure for cut and kick, and asked Ms. Pranata how the staff went about billing a JPA that is charging for a PB LTD. Ms. Pranata replied that the PB (pulling of the butt) cancels out the charge for the L (lowering), and that only the TD (transporting and disposing) is charged. The members discussed whether the member doing the lowering should be compensated and should charge for this on the JPA. The members agreed to continue the discussion further in Authorized Costs committee under item 1552: Cut & Kick Handbook Revisions.

The seventh issue on the agenda is **Item 1533: Office Relocation**. The members discussed whether they should be liable for the \$1,300 charge for the installation of the conduit in the new office, or if the utilities and similar amenities should be included. The members agreed to move forward and pay the contractors the \$1,300 to facilitate the installation of the conduit, with the condition that it be finished before the move in date. Ms. Pranata stated that she would coordinate Verizon's appointment to set up communication with the installation of the conduit, and there would be little to no down time for the staff. She indicated that in the event that communication is temporarily down at the new office, the staff will be able to work without interruption, as the program Friend does not require access to the internet.

The eighth issue for discussion is **miscellaneous items**.

Evaluations/Proposed Staff Salary Action

Ms. Corella distributed the 2012 Staff Evaluations and Proposed Salary Action sheet to the members. She discussed each employee's review score as well as their proposed pay rate. Ms Corella also noted that a salary research survey is conducted every 5 years to ensure the staff's salary is within the market range, and the next survey will be conducted in 2014. The members' consensus was to approve and accept the proposed salary action effective June 1, 2012. The members approved all salary action for the incoming fiscal year. Ms. Corella noted that between the raises and her leaving the office, there is an overall decrease in the staff salary of 13.7%. The 2012 performance evaluations for the JPC staff have been completed.

Response Letter from Current Landlord

The letter from Liferay was reviewed stipulating their conditions upon which they will reimburse the moving costs and two months' rent. The members discussed whether the new lease addendum should be signed and to continue with the move as planned, or if the move should be delayed by another 1-2 months and receive less of the initially proposed reimbursement. Ms. Prescott expressed that she is of the opinion that the committee should move forward and agree to sign for a May 31, 2012 move date. The members were in agreement and proposed to sign the new lease addendum after revisions were made first. The members revised item five of the lease addendum to allow the landlord and its contractors access to the suite during work hours only with the tenant's approval, and that the landlord assumes all responsibilities for any damage and/or loss to the property. An additional item was added as well for the landlord to ensure the health and safety of the staff.

ATC Outdoor DAS, LLC Membership Withdrawal

Mr. Lippert brought to the attention of the committee the request from ATC Outdoor DAS, LLC to withdraw from the SCJPC, and whether they should receive their deposit upon leaving. The 1998 Joint Pole Agreement was reviewed by the members. Mr. Lippert noted that the agreement states that members shall only maintain the deposit to prevent short-term cash shortages, and was of the opinion that their deposit should be returned. He also mentioned that the Agreement states that members must give notice of withdrawal at least 12 months prior to their effective date of withdrawal. Mr. Chow stated that this was decided upon since members would need time to complete any pending transactions and to be removed from all joint poles, and thus would still be assessed until this was completed. Ms. Prescott stated that she believes ATC Outdoor DAS should be relieved of any further assessments following June 2012, and their deposit should be held for 1 year in the case that any payment is needed regarding pending JPAs or other work in the interim. The members agreed to these conditions regarding their withdrawal.

Mr. George questioned whether ATC Outdoor DAS is currently attached to any joint poles. Mr. Chow replied that it was agreed that a query would be run by each of the members to determine this. Ms. Prescott proposed that Ms. Corella create a letter to submit to ATC Outdoor DAS explaining the discussed criteria necessary for their withdrawal from the committee, and the conditions upon which they must agree. A new item number 1553: Withdrawal of Member Procedure was created to further discuss this issue in the following Operating committee regarding any members who wish to withdraw from the committee in the future.

City of Santa Monica

Ms. Hernandez inquired about the city of Santa Monica's Certificate of Public Convenience and Necessity (CPCN) status with the California Public Utilities Commission (CPUC). The members discussed whether the City of Santa Monica is required to apply for a CPCN. Ms. Corella read the City of Santa Monica's initial letter of inquiry to join the JPC and stated that they were interested in placing fiber optics for Wi-Fi access within the city. Mr. Chow stated that since this is not for the city's exclusive use and is considered a public service, a CPCN would therefore be required.

Ms. Hernandez asked Ms. Corella about the status of the City of Santa Monica's membership and whether they were sent an initial membership invoice. Ms. Corella replied that she has already sent an invoice to them on March 24, 2011, and that she has not received a reply since. Mr. Hunter proposed that Ms. Corella write a letter to the City of Santa Monica requesting a copy of their CPCN and payment for their application, or that they still express an interest in joining the committee. The members agreed that if no reply was received from them within 30 days, their consideration for membership would be closed.

Payment to Hyperlink

Ms. Pranata reported that in 2010, the committee agreed to enhancements made to Friend in the amount of \$4,750 to reuse the same pole numbers. She explained that due to other website projects, it was postponed until this year, and Mr. Joe Atalla is now ready to finalize the changes that were made. She asked the members if the cost for this is to be charged equally or proportionally among the members. The members discussed this and agreed that the \$4,750 should be charged equally as all members will be able to benefit from this.

Review of Action Items

- Ms. Pranata to notify staff of Section 1.2 JPAs involving NextG Networks
- Ms. Pranata to make appointment for Verizon to set up communication
- Members to search databases for any joint poles with ATC Outdoor DAS
- Ms. Corella to create a letter for ATC Outdoor DAS withdrawal conditions
- Ms. Corella to send City of Santa Monica a letter regarding application

The meeting adjourned at 11:45 a.m. until June 20, 2012.

Mr. Kyle Levy - Assistant Manager



**LIFERAY
PROPERTIES 1, LLC**

1400 Montefino Avenue
Diamond Bar, CA 91765



Phone: (714) 860-2571 Fax: (866) 497-9792 Email: properties@liferay.com

Dear SCJPC Members,

May 11, 2012

This is in response to your letter dated May 8, 2012.

In Sept. 2011, we had offered you two options: (1) stay in the building, but relocate to comparable suite 150 and keep the same lease terms. Landlord would pay for all TI and moving costs. (2) terminate the lease early and relocate elsewhere. As an incentive, we offered two months' rent compensation and moving costs. We initially met with Angela since Jennie was on vacation and/or medical leave at that time. We even offered to help you in your search for new office space.

Upon Jennie's return, in her e-mail dated Oct. 5, 2011, you stated that SCJPC had chosen to move to San Dimas rather than staying in Diamond Bar and keeping the existing lease with us (in Suite 150). Therefore, we both agreed to early termination of the lease. You opted to have your own real estate agent search for you.

In January 2012, SCJPC had projected the move out date to be March 1, 2012. Therefore, we planned accordingly. Even when the move out had been off by a month or two, we had been understanding, but now, 3 months later, you still have not moved out.

Our primary concern, as we've mentioned before to Jennie, is having access to what is above your ceiling tiles in Suite 100. The owners purchased and are renovating the building so that they could occupy the property. The City of Diamond Bar will not provide them with a certificate of occupancy at 1400 Montefino until the renovation is complete. To complete renovations we need to have cable/data lines installed to the suite above you. Our contractors have been working very hard to try to work on weekends and around your working hours in order to meet their deadlines, but your continued delays are making it nearly impossible for us to do what we needed to do months ago, as well as added significant financial burden to the owners.

The owners are willing to reinstate the reimbursement of moving costs and two months' rent if the following conditions are met:

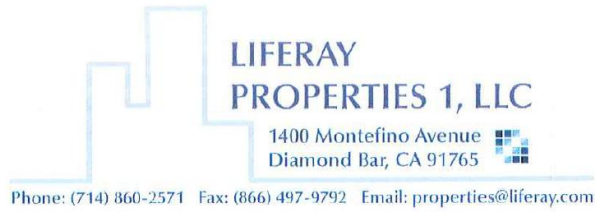
- (1) SCJPC will need to sign the lease addendum to move out by May 31, 2012. If SCJPC delays move out by another month and moves out June 30, 2012, we will only reimburse you one month free rent. Any time after June 30, 2012, all incentives and reimbursements offers will be removed and holdover charges will apply.
- (2) Liferay Properties 1, LLC and its contractors will be allowed to work in Suite 100 as needed on weekdays. They shall also have access during off hours such as evenings and weekends as necessary to do work above the ceiling tiles. This will take affect once our lease addendum is signed.

This addendum shall supersede and control over any conflicting provision contained in the Lease.

We need a reply to this offer by 10AM, Thursday, May 17, 2012. Otherwise, the offer will be rescinded.

Thank you for your cooperation in this matter.
Sincerely,

Sherry C. Lee
Property Manager
Liferay Properties 1, LLC



ADDENDUM TO LEASE

This ADDENDUM, is made as of this _____ day of May, 2012 between Liferay Properties 1, LLC, a California limited liability company (“Landlord”), and Southern California Joint Pole Committee, a non-profit organization formed pursuant to Southern California Joint Pole Agreement dated January 1, 1998 (“Tenant”), pursuant to the Lease dated March 12, 2012. The provisions of this Addendum shall supersede and control over any conflicting provision contained in the Lease.

1. Tenant expressly agrees to terminate the lease and vacate premises by May 31, 2012. Landlord will reimburse moving costs and two months’ rent.
2. If Tenant delays move out by another month and moves out by June 30, 2012, Landlord will reimburse moving costs and one month’s rent.
3. If Tenant moves out any time after June 30, 2012, all incentives and reimbursement offers will be removed.
4. Holdover. If Tenant does not vacate the premises following the termination of this lease, Tenant will become a tenant at will and must vacate the Premises on receipt of notice from Landlord. No holding over by Tenant, whether with or without the consent of Landlord, will extend the Term.
5. The Landlord and its contractors will be allowed to work in Suite 100 as needed on weekdays upon approval from Tenant. They shall also have access during off hours such as evenings and weekends as necessary to do work above the ceiling tiles. Landlord assumes all responsibilities for damage and/or loss to Tenant’s property.
6. Landlord and its contractors shall take all necessary steps to ensure the health and safety of Tenant’s staff.

Address of subject property:

1400 Montefino Avenue, Suite 100
Diamond Bar, CA 91765

Agreed and accepted:

Tenant:

Southern California Joint Pole Committee

By: _____

Print Name: _____

Print Title: _____

Date: _____

Landlord:

Liferay Properties 1, LLC

By: _____

Sherry C. Lee

Property Manager, Liferay Properties 1, LLC

Date: _____

Southern California Joint Pole Committee

279 E. Arrow Hwy. Suite 104
San Dimas, CA 91773
Phone (909) 599-3801
Fax (909) 599-3825

June 20, 2012

A regular 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
Ms. Jessica Pearson	Southern California Edison
Ms. Janet Chirrick	AT&T California
Mr. Steve Brown	City of Los Angeles
Mr. Scott Hunter	City of Los Angeles
Ms. Paula Haney	NextG Networks
Ms. Debbie Wooten	NextG Networks
Ms. Lynn Prescott	Verizon Wireless
Mr. Daniel Lippert	City of Burbank
Mr. Varghese George	City of Glendale
Mr. Dayla Kerwin	AT&T Local Serv/Comm.
Ms. Lupe Hernandez	AT&T Local Serv/Comm.
Ms. Alicia Smith	Sprint/Nextel
Ms. Maria Ortiz	CA CLEC, LLC
Ms. Yvonne Johnson	AT&T Mobility
Mr. Dennis Ennis	T-Mobile USA
Ms. Shawn Henderson	T-Mobile USA
Mr. Jim Brown	XO Communications (teleconference)
Mr. Lawrence Yao	City of Riverside (teleconference)
Mr. David Patterson	City of Azusa
Mr. Dana Fabing	City of Lompoc
Ms. Jennie Corella	Committee Staff
Ms. Angela Pranata	Committee Staff
Mr. Kyle Levy	Committee Staff

Ms. Prescott opened the meeting at 10:20 am by addressing the first issue on the agenda, the review of the **prior meeting minutes**. The members reviewed the prior meeting minutes. There were no questions, concerns or revisions to the minutes.

The second agenda item is the review of the **May 2012 expense sheet**. The members reviewed the expense sheet. Ms. Prescott noted that the increase under "Equipment and Furniture" was due to the purchasing of the staff's desks and the additional furniture for the new office. There were no further comments or questions in regards to the May expenses.

The third agenda item is the **accounts receivable**. Ms. Prescott stated that Sprint Communications is still working on addressing their outstanding accounts. There were no further issues or questions.

The fourth item on the agenda is the **May 2012 JPA activity** report. Ms. Pranata reported that she has received an email from Edison stating that they will no longer be reviewing NextG Network's JPAs anymore. She stated that this will decrease the amount of JPAs that the office is holding over for the next billing month as these JPAs were included in the total. She also stated that Ms. Kathleen Allen will be busy training the two new staff members and will not be billing full time for the next few months, and that this may affect the amount of JPAs being held over during this time. There were no further questions or comments.

The fifth item for discussion is the **Member Board Attendance**. The members reviewed the attendance report. There were no questions or comments concerning the board attendance.

The sixth issue for discussion is **Standardization of Procedures and minutes**. Mr. Levy reported that the charging of item numbers to members with a clearance attachment was discussed at the last staff meeting. He continued reporting that the staff also discussed several JPAs that the office recently received where NextG Networks is attached to the poles although they are not being included in the billing per section 1.2.

The seventh issue on the agenda is **Item 1533: Office Relocation**. Ms. Prescott inquired about the installation of the conduit in the new office in the amount of \$1,300 which was decided upon at the last meeting to move forward with and pay the contractors to facilitate the work. Ms. Pranata replied that the building's owner was not aware that this needed to be done and agreed to pay the full cost of the installation. This item is now closed.

The eighth issue for discussion is **Item 1553: Withdrawal of Member Procedure**. Ms. Prescott reported that this does not need to be discussed immediately as ATC Outdoor DAS has rescinded their request for withdrawal from the Committee and has chosen to remain a member. Mr. Chow suggested that the members should review the areas of the Joint Pole Agreement concerning membership withdrawal and discuss this at the next meeting. The members agreed and will express their comments or concerns at the following Operating committee.

The ninth issue for discussion is **miscellaneous items**.

Time frame for Administrative Board meeting attendance dispute: Meeting minutes, attendance spreadsheet, attendance policy (06/20/2012)

Ms. Pranata reported that she received an email from a member who expressed their interest in disputing the attendance sheet that stated they were not present at one of the previous Board meetings. Ms. Pranata asked the members if a time frame could be established for when it is too late to dispute the attendance on record. The members discussed that there are several ways to verify the meeting attendance including checking the sign-in sheet and the Webex call-in list as well as viewing the voting record for that meeting. The members agreed that there is a sufficient amount of time for a dispute with the attendance to be resolved before the next meeting and that going forward, once the minutes have been voted on as approved at the following meeting the attendance is considered official and can no longer be subject to dispute.

TWC Zone Division

Ms. Pranata reported on Time Warner Cable's interest in being billed separately by each of their established zones. She stated that this would require each of these zones to be billed under a different member code for each individual one. The members discussed the amount of work that this could entail and agreed to discuss this further at the next meeting when Time Warner Cable is present.

Lack of response from prospective members

The members discussed creating a set of guidelines to follow, including time frames, for when a prospective member has been approved for membership with the Committee and their response and initial membership fee is being waited upon. This is due to the recent lack of response from applicants City of Santa Monica and Frontier Communications. Mr. Hunter was of the opinion that 6 months is more than a sufficient amount of time for an applicant to come up with the deposit and the members were all in agreement. Ms. Prescott stated that a lack of response complicates matters as they would need to be reassessed a new dollar amount for their fees after a certain amount of time has passed without a response. The members agreed that an applicant is not officially a member of the Committee until they have been voted approved by the Board as well as having their receipt of payment for the deposit and all initial membership fees; furthermore, they would be referred to as a pending member until these two requirements have been fulfilled. The members agreed to a term of 120 days after which a pending member has been voted approved by the Board where they will be able to pay their membership fees. After the 120 days have passed with no payment, communication, or request for extension, their application will be closed and they must reapply for membership including being reassessed a new dollar amount. A new item number was created, Item 1555: Review of Membership Application Process.

Review of Action Items

- Item 1553: Withdrawal of Member Procedure – Members to review Joint Pole Agreement and create bullet points for discussion on withdrawal of membership procedure.
- Item 1555: Review of Membership Application Process – Ms. Pranata to prepare letters to Applicants that have exceeded 120 days from the start of the application process and send to Committee for review.
- Committee agreed to waive the 45 days to Final bill all JPA's on SCE's lists from 2006-2008.

The meeting adjourned at 11:30 a.m. until July 18, 2012.

Mr. Kyle Levy - Assistant Manager

Southern California Joint Pole Committee

279 E. Arrow Hwy. Suite 104
San Dimas, CA 91773
Phone (909) 599-3801
Fax (909) 599-3825

July 18, 2012

A regular 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
Ms. Jessica Pearson	Southern California Edison
Mr. Steve Brown	City of Los Angeles
Ms. Paula Haney	NextG Networks
Ms. Debbie Wooten	NextG Networks (teleconference)
Ms. Lynn Prescott	Verizon Wireless
Ms. Lupe Hernandez	AT&T Local Serv/Comm.
Ms. Alicia Smith	Sprint/Nextel (teleconference)
Ms. Tracey Province	Verizon Ca, MCI/Comm/Metro
Ms. Maria Ortiz	NewPath Networks/CA CLEC, LLC
Ms. Amy Parker	CA CLEC, LLC (teleconference)
Ms. Jennifer Navarro Yhap	MetroPCS California, LLC (teleconference)
Ms. Yvonne Johnson	AT&T Mobility
Ms. Shawn Henderson	T-Mobile USA
Mr. Emir Erba	Time Warner Cable
Mr. Alfonso Morales	Time Warner Cable
Ms. Angela Pranata	Committee Staff
Mr. Kyle Levy	Committee Staff

Ms. Prescott opened the meeting at 10:45 a.m. by addressing the first issue on the agenda, the review of the **prior meeting minutes**. The members reviewed the prior meeting minutes. There were no questions, concerns or revisions to the minutes.

The second agenda item is the review of the **June 2012 expense sheet**. Mr. Lippert noted that the computer system expenditures were not reflected in the total operating expenses. Ms. Pranata replied that there is an error in the formula and she would correct this. There were no further comments or questions in regards to the June expenses.

The third agenda item is the **accounts receivable**. Ms. Prescott stated that Sprint Communications is still working on addressing their outstanding accounts and that they should see progress within the next two weeks. There were no further issues or questions.

The fourth item on the agenda is the **June 2012 JPA activity** report. There were no questions or comments.

The fifth item for discussion is the **Member Board Attendance**. The members reviewed the attendance report. Ms. Pranata reported that Ms. Navarro Yhap's attendance of the June '12 Board meeting was discussed and although she did not respond to the roll call or the voting for the minutes, she was shown as being logged in through Webex and would be considered as being present. It was also discussed that she did not respond to the roll call or voting for the Board meeting today either. The Committee reminded the members to make sure to both un-mute their phones and to make sure they are clearly heard when their company is called for roll and during voting. Angela concluded by stating that she would re-sort the Board attendance sheet by Member attendance percentage. There were no further questions or comments concerning the board attendance.

The sixth issue for discussion is **Standardization of Procedures and Minutes**. Mr. Levy reported that the JPC staff had a meeting on which two issues were trained. The first issue was where a solely owned pole is being relinquished by the owner and is purchased in full by another member. It was agreed by the Committee that this should be conducted between the two members involved and that a JPA does not need to be created for this transaction. Mr. Levy continued reporting that the one JPA that was previously billed in which this took place will have a correction JPA created to have it canceled. Going forward, if any more JPA's concerning this are received by the JPC they will be returned to the initiator for cancellation. The second training item was on a group of AT&T JPA's that were created from 2006 to 2008 in which there is 18.1 approval and the 45 day waiting period for the Form 48 has been agreed upon as being waived. These will be sent to the JPC with a notation on the JPA that the 45 days have been waived. There were no questions or comments.

The seventh issue for discussion is **Item 1553: Withdrawal of Member Procedure**. The Members reviewed Section 13 of the Joint Pole Agreement and discussed the current procedure for when a Member withdraws from the Committee. Per the Agreement, the members noted that the withdrawn Member will still be assessed until they remove all of their attachments from joint poles that they currently occupy. Ms. Hernandez questioned how this applied to Pacific Gas and Electric when they withdrew from the Committee. Mr. Chow responded that they joined the Committee under the 1988 Agreement and it may not have had these same conditions as the 1998 Agreement. After some discussion, the Committee agreed that if a company fails to continue paying their assessments after withdrawing from the Committee while still having active joint pole attachments in the field, there will be more follow-through than previously in obtaining payment as they have agreed to this and are liable under the 1998 Agreement. Mr. Chow suggested that a procedure be written for the JPC staff to follow for when a Member requests to withdraw from the

Committee and the Members agreed. Ms. Smith observed that rather than removing all of their attachments, the Member could possibly relinquish their interest to another Member on the poles instead. The Members discussed this and agreed that while it is possible, it would entail a license lease agreement from the other Member for any further relinquishment to take place as well as in the handling of any tenants of the withdrawn member. Ms. Hernandez concluded by proposing that a template letter be created for when a member requests to withdrawal so that they will be made aware of their responsibilities upon withdrawal and the Members were in agreement.

The eighth issue for discussion is **Item 1555: Review Membership Application Process**. The Members began by reviewing the Criteria for Committee Membership and discussed what constitutes a publicly owned utility. Mr. Eastwood shared an email with the Committee that identifies the services for which a provider must obtain a Certificate of Public Convenience and Necessity (CPCN). Upon review of this and other definitions of terms that the Committee searched for online, Ms. Prescott suggested that the JPC staff create a new sub-directory for definitions pertaining to the membership application process. The Members also discussed the Wireless Identification Registration (WIR) number and agreed that this should be added to the membership criteria as it is an alternative requirement to the CPCN for telecommunications companies. Next, the Members discussed the Membership Application Steps and the phrasing of “member” in several sections was changed to “applicant” as the applying company would not be considered an official member yet during these periods. Under number 8 it was added that along with now being able to begin processing JPA’s, the new Member is also required to start attending the Administrative Board meetings. Finally, the response letter to the applicant was reviewed, and due to time constraints, is in the process of being revised and will be discussed further in the next Operating meeting.

The ninth issue for discussion is **miscellaneous items**.

TWC Zone Division

Mr. Erba brought to the attention of the Committee that due to reorganization of the areas of responsibility within Time Warner Cable, he inquired whether TWC could be assigned two separate invoices according to their different zones, one for Zones 1-7 and another for Zones 8-12. He continued that this would help solve the issue of which JPA’s are to go to what representative of each zone and would help simplify the process for his accounting department. Ms. Prescott asked Ms. Pranata how the JPC would handle this and she replied that an additional account could be created for TWC and they would receive two separate invoices. Ms. Hernandez noted that the JPC only allows for a three character account name and that TWC could not choose TWC1 and TWC2 for their accounts as Mr. Erba had originally proposed. She also explained that TWC would receive two assessments from

the JPC, one for each member code. Mr. Erba responded that he would bring this information back to his managers and return to the Committee with their decision. Ms. Pranata concluded that she would check with the JPC's accounting department to confirm how multiple member codes are assessed.

Review of Action Items

- Item 1553: Ms. Prescott to create response letter to send to Member requesting withdrawal from Committee.
- Item 1553: Mr. Chow to create procedure for JPC staff to follow regarding membership withdrawal.
- Ms. Pranata to research AT&T invoices and send findings to all Members.

The meeting adjourned at 1:30 p.m. until August 15, 2012.

Mr. Kyle Levy - Assistant Manager

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

Criteria for Committee membership:

- Must be a Government or Publicly owned Utility, or if a Privately owned Utility presents an audited financial statement satisfactory to the Committee pursuant to the by-laws, Article III, Section 4 and submits a copy of its California Certificate of Public Convenience and Necessity (CPCN), or Wireless Identification Registration (WIR) number or proof of Public Service Agency Certificate as applicable, ~~if required~~.
- Agrees to meet all terms, conditions and obligations contained within the current Agreement.
- The ability to demonstrate proof of sufficient insurance, self-insurance, or the financial ability to defend and to respond in damages to the kind of litigation usually incident to a utility business of the size of the applicant.

(<http://scjpc.net/criteria.aspx>)

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

Membership Application Process:

1. ~~Applicant Company~~ must submit a formal letter requesting the requirements for membership application, and state their purpose of application.
2. Upon receipt of the formal letter, the Committee office responds with a letter of requirements, (CPCN or WIRN, audited financial statement, proof of liability) as well as the 1998 Joint Pole Agreement (enclosure), with reference to Section 6, Section 3, and a request for a non-refundable application fee of \$725.00.
3. The Administrative Board is immediately informed of the application request at the following Board meeting.
4. Upon receipt of application fee and all other documents, the Committee scrutinizes the financial statement to ensure organization is in good financial standing.
5. At the discretion of the Board, the applicant may be invited to a Board meeting for an interview. Prior to the interview, a questionnaire is sent to the applicant to aid in their preparation, and to aid the members in their dialogue.
6. Following the Board meeting with the ~~applicant prospective member~~, the Board will again meet within 90 days to vote acceptance/denial of the ~~applicant new member~~.
7. If ~~member applicant~~ has been accepted, the notification of approval letter will be sent ~~to the new member~~, with a copy of a corporate resolution, to be signed by an officer of the organization. Included with the letter will be the First Amendment to the 1998 Agreement to be signed, and an invoice for membership fee. ~~New members-Applicant~~ must also provide a deposit or a Surety Bond to cover 2 years assessment (approximately \$12,000.00). The membership information sheet is included to be completed by ~~applicant new members~~ information to be uploaded on web and update Section 20 of Routine Handbook.
8. When resolution, amendment, Surety Bond/deposit, and invoice payment is received new member applicant will be considered an official member and may then start processing JPAs and is required to attend the Administrative Board meetings.
9. Account numbers and all other clerical information will be added to the Joint Pole Database, and UserID and pass code will be assigned.

Southern California Joint Pole Committee

437 So. Cataract Ave. Unit 3

San Dimas, CA 91773

Phone (909) 592-4001

Fax (909) 592-4636

Date

Name of Applicant Contact

Organization Name

Address

City, State Zip

Dear XXXX,

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

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

The Committee members are involved in purchasing, selling, and maintaining pole space. The cost for purchasing space on a pole varies dependent upon date the JPA is sent, amount of space purchased, pole height, number of owners ~~on a pole, and~~ year set, and base owner of a pole. For example, a 45’ pole set in 2012, the price can range from \$xxxx to \$xxxx ~~set in 2008,~~ where the purchase of you require one useable foot of space is required ~~and are the second owning entity on that pole, would cost you \$1117.51 (\$69.84 per useable foot plus \$1047.67 for shared footage).~~ This is based on the current routine handbook. The committee does not offer formal JPA processing training.

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

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

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

Organization Name
Page 2

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

Section 5 of the Agreement addresses the commitments, responsibility and obligations of member representatives and alternates. Please note that each representative or alternate must attend at least 80% of Administrative Board meetings within one calendar year. Section 7 and Section 8 of the Agreement outline voting procedures, as well as financial obligations for members. Membership assessment fees are based upon the criteria set forth in Section 8. The initial membership fee for joining in 20~~12~~⁰⁸ is ~~\$66,258.52~~.

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

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

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

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

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

Sincerely,

~~Jennie Corella~~
Manager of Operations

Southern California Joint Pole Committee

279 E. Arrow Hwy. Suite 104
San Dimas, CA 91773
Phone (909) 599-3801
Fax (909) 599-3825

August 15, 2012

A regular 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
Ms. Jessica Pearson	Southern California Edison
Mr. Scott Hunter	City of Los Angeles
Mr. Steve Brown	City of Los Angeles
Ms. Paula Haney	NextG Networks
Ms. Lynn Prescott	Verizon Wireless
Ms. Lupe Hernandez	AT&T Local Serv/Comm.
Ms. Janet Chirrick	AT&T California
Ms. Alicia Smith	Sprint/Nextel (teleconference)
Ms. Tracey Province	Verizon Ca, MCI/Comm/Metro(teleconference)
Ms. Maria Ortiz	NewPath Networks/CA CLEC, LLC
Mr. Daniel Lippert	City of Burbank
Mr. Jamie Reyes	City of Glendale
Ms. Yvonne Johnson	AT&T Mobility
Mr. Paul Smolarski	T-Mobile USA
Mr. Joe Armstrong	City of Pasadena
Mr. Emir Erba	Time Warner Cable
Mr. Alfonso Morales	Time Warner Cable
Ms. Jennifer Navarro Yhap	MetroPCS California, LLC (teleconference)
Mr. Larry Vail	Verizon California (teleconference)
Ms. Angela Pranata	Committee Staff
Mr. Kyle Levy	Committee Staff

Ms. Prescott opened the meeting at 10:20 a.m. by addressing the first issue on the agenda, the review of the **prior meeting minutes**. The members reviewed the prior meeting minutes. There were no questions, concerns or revisions to the minutes.

The second agenda item is the review of the **July 2012 expense sheet**. There were no comments or questions in regards to the July expenses.

The third agenda item is the **accounts receivable**. Ms. Prescott noted that other than a few outstanding invoices from February 2012, most of the invoices are fairly current. Mr. Chow stated that according to the By-Laws, a member is

considered in default if payment is not received within 4 months, and the JPC will stop accepting JPA's from the member until the outstanding invoices are paid. Ms. Prescott added that she will create a draft letter to be sent to a member who is at risk of being in default. A new item was created to further discuss this issue; Item 1557: Notice of Default. There were no further issues or questions.

The fourth item on the agenda is the **July 2012 JPA activity** report. There were no questions or comments.

The fifth item for discussion is the **Member Board Attendance**. The members reviewed the attendance report. There were no questions or comments concerning the board attendance.

The sixth issue for discussion is **Standardization of Procedures and Minutes**. Mr. Levy reported that there was nothing to discuss this month for the standardization of procedures and minutes.

The seventh issue for discussion is **Item 1553: Withdrawal of Member Procedure**. Mr. Chow shared an outline he created of the process for the JPC staff to follow when a member requests to withdraw from the Committee. This outline summarized the conditions under which the withdrawn member will be held accountable, and how the JPC office will interact with the member both before they have withdrawn and after. In regards to this, the Committee discussed whether a member's original deposit would be refunded after they have withdrawn, and Mr. Chow stated that the majority of the long-term members no longer have their deposit on file with the Committee. Ms. Hernandez put forward the idea that the deposit should not be refunded until after all of their joint facilities have been removed and assessments received within the given timeframe of the 12 months prior notification. The members agreed that this could be implemented to deal with any non-paying member. Mr. Armstrong asked the members what would be done in the case of a member who is withdrawing from the Committee and decides not to pay any of the assessments and does not comply with the terms for withdrawal. Mr. Chow replied that after receiving the initial notification of their withdrawal, the Committee could send a letter to the company's legal department referring them to the Joint Pole Agreement, informing them of what they are legally and financially responsible. Ms. Prescott announced that she would create two separate letters serving as confirmation of their request for withdrawal to send to the member, one from the legal department and one from the JPC, and these will be reviewed and discussed at the next Operating meeting.

The eighth issue for discussion is **Item 1555: Review Membership Application Process**. The members began by discussing what constitutes a "public utility" and reviewed a file found on the ca.gov website which had definitions for this and other terms. Also discussed was the necessity for a wireless company to have a Wireless Identification Registration (WIR) number. The Committee reviewed the Membership Application Process and it was discussed whether the initial application fee should be refunded if an applicant is denied membership. Mr. Armstrong stated

that since the JPC staff and Committee members would have worked on the application before reaching their conclusion, the time spent should be compensated, and is therefore covered by the application fee. The rest of the members were of the same opinion. After reviewing and revising the Membership Application Process, the members decided that there should be two separate documents created to explain the process. One document will be available on the SCJPC website to concisely explain the process for any interested party to view, and another more comprehensive version will be sent once they have applied for membership.

The ninth issue for discussion is **miscellaneous items**.

TWC Zone Division

Mr. Erba reported that he has met with his directors and they wish to continue moving forward with the division of Time Warner Cable into two separate accounts. He continued that he would prefer to use accounts TWC1 and TWC2; however, Mr. Chow stated that the amount of characters is limited to three. Ms. Hernandez explained how AT&T California has their areas divided into North and South by using accounts HSO and HLA to differentiate in which area a pole is located, and asked Mr. Erba if he would consider using a similar method. Mr. Erba agreed and stated that he would like the new Time Warner Cable accounts to be TWN and TWS, to be divided by zones 1-7 and 8-12, respectively. Ms. Pranata brought up the fact that the poles in the JPC database will need to be updated with the new codes before Time Warner Cable can be assessed using the separate codes. She stated that she can send Mr. Erba a list of the approximately 5,000 poles in which TWC is involved, he can specify which code each pole is using, and the JPC staff will update the poles in the database. Ms. Pranata explained that running these reports may incur a cost which will be charged only to Time Warner Cable, and that she will check with Mr. Joe Atalla beforehand.

Eruv Discussion

Mr. Hunter explained to the members that an eruv is a network of monofilament lines connected one foot below the lowest attachment on a pole, which represents a symbolic boundary for Jewish residents during the Sabbath. He stated that these are in and around the Los Angeles area and continuing to expand, and asked the members if they have any issues concerning this. Mr. Hunter responded to the questions that the members had and explained that they are not a tenant of any member, nor will it be in the climbing space. Mr. Smolarski read an article to the members explaining in detail what an eruv is and what it is used for. The members did not have any opposition to this and there were no further questions or comments.

Review of Action Items

- Item 1553: Mr. Chow to review Membership Withdrawal Procedure and revise step by step process for the JPC staff to follow.
- Item 1555: Ms. Prescott to revise letter to be sent to membership applicant.
- Ms. Pranata will run reports on Time Warner Cable poles.

The meeting adjourned at 12:20 p.m. until September 12, 2012.

Kyle Levy - Assistant Manager

Southern California Joint Pole Committee

279 E. Arrow Hwy. Suite 104
San Dimas, CA 91773
Phone (909) 599-3801
Fax (909) 599-3825

September 12, 2012

A regular 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. James Eastwood	Southern California Edison
Ms. Jessica Pearson	Southern California Edison
Mr. Steve Brown	City of Los Angeles
Ms. Debbie Wooten	NextG Networks
Ms. Lynn Prescott	Verizon Wireless
Ms. Lupe Hernandez	AT&T Local Serv/Comm.
Ms. Janet Chirrick	AT&T California
Ms. Alicia Smith	Sprint/Nextel (teleconference)
Ms. Shawn Henderson	T-Mobile USA
Mr. Doug Schmaderer	City of Pasadena
Mr. Varghese George	City of Glendale
Ms. Yvonne Johnson	AT&T Mobility
Ms. Maria Ortiz	NewPath Networks/CA-CLEC, LLC
Ms. Angela Pranata	Committee Staff
Mr. Kyle Levy	Committee Staff

Ms. Prescott opened the meeting at 10:00 a.m. by addressing the first issue on the agenda, the review of the **prior meeting minutes**. The members reviewed the prior meeting minutes. There were no questions, concerns or revisions to the minutes.

The second agenda item is the review of the **August 2012 expense sheet**. There were no comments or questions in regards to the August expenses.

The third agenda item is the **accounts receivable**. Ms. Pranata told Ms. Smith that she has been sending the invoices for Sprint to Tamala Smock, and asked if there is an updated contact person. Ms. Smith replied that she will check on this and get back to Ms. Pranata with the answer. There were no further issues or questions.

The fourth item on the agenda is the **August 2012 JPA activity** report. Ms. Prescott noted that the backlog of JPA's that the JPC staff is holding is much lower than the previous months. Mr. Levy responded that the staff has been addressing this for the past few months and has been making progress on billing these JPA's. There were no further questions or comments.

The fifth item for discussion is the **Member Board Attendance**. The members reviewed the attendance report. There were no questions or comments concerning the board attendance.

The sixth issue for discussion is **Standardization of Procedures and Minutes**. Mr. Levy reported that the JPC staff had a meeting and discussed two issues. The first is where a member is using multiple columns on a JPA to show their pole information such as grade and space, voltage, etc. A company must use only one column on each of the record and proposed sides to display such information. The second issue concerns correction of record JPA's which are at least 5 years from the bill of sale date. Per section 13.1 and 13.2, these JPA's must have a special agreement using section 1.2 in order to refund charges or bill for any new transactions, otherwise there will be no billing of monies involved.

The seventh issue for discussion is **Item 1553: Withdrawal of Member Procedure**. Mr. Chow reported that he is continuing to enhance the outline for the JPC staff to follow when a member requests to withdraw from the Committee. Ms. Prescott stated that she did not have a chance to finish the template letters to be sent to the member, and will have them completed for the October Operating Committee.

The eighth issue for discussion is **Item 1555: Review Membership Application Process**. The members continued from the previous Operating Committee meeting reviewing and revising documents pertaining to the membership application process. The documents that were updated were the Response to Application Letter, New Member Questionnaire, and New Member Packing List. The members inquired about the cost for the application fee as the one listed on the response letter was last updated in 2008. They discussed the time it takes the manager to do the required work for the application process and they agreed it would take no less than 20 hours, and estimated it to be around 36 hours total. Ms. Pranata agreed that she will research the regular hourly rate in order to come up with a price for the application fee. Ms. Prescott stated that the Committee will continue reviewing the documents associated with the membership application at the next Operating Committee meeting.

The ninth issue for discussing is **Item 1557: Notice of Default**. Ms. Prescott reported that Ms. Chirrick had sent her a sample letter of a notice of default that was used by AT&T California in the North. Ms. Prescott stated that she will make some revisions to the letter and will bring it for discussion at the next month's Operating Committee meeting.

The tenth issue for discussion is **miscellaneous items**.

TWC Zone Division

Ms. Prescott reported that the Time Warner Cable zone division is nearing completion. Ms. Pranata concurred and stated that she is just waiting on Joe Atalla

to finish modifying the JPC database to show their new member codes. Mr. Chow suggested that a JPA alert be created on the JPC website to notify the members of the changes to TWC, and Mr. Levy replied that it will be posted on the effective date of change.

Bank Account

Mr. Chow reported that all of the signatories on the JPC's Wells Fargo account, which are Angela Pranata, Larry Chow, Sherri Goetz, Lynn Prescott and Scott Hunter, have access to the bank account. He stated that those who have a personal bank account with Wells Fargo, and use online banking, are able to access the JPC account online as well. Ms. Prescott added that they would be able to transfer and withdraw money from the account just as if it were their personal account. Mr. Chow was of the opinion that they should not have access to the account, and should only be given signature authority for signing checks because of the questionable positions one could be put in from having such unfettered access. He stated that he went to two different Wells Fargo branches to discuss the situation with the banking specialists there, and they were unable to remedy this because of the way their online banking system works. Mr. Chow stated that he believes a document on banking policies and procedures should be established to account for any situations that may arise in the future, and that a backup staff member should be made available for signatures. He continued that his major concern is that there is some kind of review and approval process wherein the check would only need one signature; however, everything on it would need to be verified before signing. The members discussed switching the account to a smaller, local bank which does not support online banking, or where the signatories will not also have a personal account open there. Ms. Pranata agreed to speak with the Wells Fargo bank manager concerning this, as well as research local banks in the San Dimas area. A new agenda item was created to discuss this further in the Operating Committee under Item 1559: Banking Policy.

2013 Meetings Schedule

Ms. Pearson asked whether the Committee was open to the idea of continuing to have both the Ad Hoc and Administrative Board meetings on back-to-back days, starting in January 2013. The members discussed this and had no major issues regarding the rescheduling of the meetings, and it was decided that this will be brought up at the October Administrative Board meeting for discussion.

Review of Action Items

- Item 1555: Ms. Pranata to research hourly rate.
- Ms. Pranata to speak with Wells Fargo and research other local banks.

The meeting adjourned at 12:20 p.m. until October 17, 2012.

Kyle Levy - Assistant Manager

Southern California Joint Pole Committee

279 E. Arrow Hwy., Suite 104

San Dimas, CA 91773

Phone (909) 599-3801

Fax (909) 599-3825

Date

Name of Applicant Contact

Organization Name

Address

City, State Zip

Dear XXXX,

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

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

The Committee members are involved in purchasing, selling, and maintaining pole space. The cost for purchasing space on a pole varies depending upon date the JPA is sent, amount of space purchased, pole height, number of owners, year set, and base owner of a pole. The costs are also based on the current pole price and authorized cost schedule.

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T-MOBILE USA
TIME WARNER CABLE
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XO COMMUNICATIONS(NEXTLINK)

Organization Name
Page 2

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

Section 5 of the Agreement addresses the commitments, responsibility and obligations of member representatives and alternates. Please note that each representative or alternate must attend at least 80% of Administrative Board meetings. Section 7 and Section 8 of the Agreement outline voting procedures, as well as financial obligations for members. Membership assessment fees are based upon the criteria set forth in Section 8. The initial membership fee for joining in 2012 is \$.

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

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

Upon receipt, the questionnaire will be submitted to the Administrative Board for their review. You will then be invited to attend a meeting to discuss your application.

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

If you have any questions, please contact me at (909) 599-3801 ext. 203 or angela@scjpc.net.

Sincerely,

Angela Pranata
Manager of Operations

Enclosures

Revised September 2012

Southern California Joint Pole Committee

279 E. Arrow Hwy., Suite 104
 San Dimas, CA 91773
 Phone (909) 599-3801
 Fax (909) 599-3825

Date

Name of applicant contact
 Organization Name
 Address
 City, State, Zip

Dear XXXX,

The Committee office has received your application fee, and the requested information on your organization. Following are a list of inquiries that would assist the Committee in evaluating your membership request. Please answer the questions below to the best of your knowledge. If needed, use additional sheets to answer questions.

What is your projected service territory?	
What type and size of facilities will you be placing on poles?	
Do you have any experience with the joint use of poles? If so, please explain.	
What is your understanding of the G.O. 95 requirements?	
Please explain your pole loading calculation process including which program and version you use. Are you willing to share data with the membership?	
Who will do the placement and maintenance of facilities? List vendors/contractors used.	

<p>Please explain in detail your emergency response process (vehicle-hit pole, fire, storm, etc).</p>	
<p>How is business being done currently without membership in the Committee?</p>	
<p>Do you have a license/lease process?</p>	
<p>Who will administer the joint pole process? Are you aware of the administrative intensity and longevity of the process?</p>	
<p>Are you aware that as long as you have joint pole ownership, you are responsible for the monthly JPC assessments and all costs associated with the joint poles in field as referenced in the Agreement?</p>	
<p>What is the anticipated volume of joint pole transactions you plan on submitting on a monthly basis?</p>	

Please feel free to contact me with any questions, or concerns at (909) 599-3801 Ext. 203 or angela@scjpc.net.

Sincerely,

Angela Pranata
Office Manager

Enclosures

Southern California Joint Pole Committee

279 E. Arrow Hwy., Suite 104

San Dimas, CA 91773

Phone (909) 599-3801

Fax (909) 599-3825

DATE: March 24, 2011

TO: Mr. Jory Wolf – City of Santa Monica

FROM: Jennie Corella, Manager of Operations

SUBJECT: **New Member Documents Enclosed**

Following are the documents enclosed in this packet.

- Letter of Acceptance
- 1998 SCJPC Agreement
- SCJPC By-Laws
- Corporate Resolution – signature required
- First Amendment to Agreement – signature required
- New member initial invoice
- New member information sheet to be completed by new member

Please note that a deposit for an estimated two years assessment, (refer to By-Laws, Article III, section 4-D), is required to be submitted with the initial invoice payment. The current proportionate estimate for two years of monthly assessments is \$12,000.00.

Should you have any questions, feel free to contact me via phone: (909) 399-3801 Ex 203, or e-mail: angela@scjpc.net.

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Southern California Joint Pole Committee

279 E. Arrow Hwy. Suite 104
San Dimas, CA 91773
Phone (909) 599-3801
Fax (909) 599-3825

October 17, 2012

A regular meeting of the **Operating Committee** took place on the above date, at 12:00 p.m., at the Committee office. Those in attendance were:

Mr. Larry Chow	Southern California Edison
Mr. James Eastwood	Southern California Edison
Ms. Jessica Pearson	Southern California Edison
Mr. Steve Brown	City of Los Angeles
Ms. Tracey Province	Verizon Ca, MCI/Comm/Metro(teleconference)
Ms. Paula Haney	NextG Networks
Ms. Lynn Prescott	Verizon Wireless
Ms. Lupe Hernandez	AT&T Local Serv/Comm.
Ms. Janet Chirrick	AT&T California
Ms. Alicia Smith	Sprint/Nextel (teleconference)
Ms. Shawn Henderson	T-Mobile USA
Mr. Daniel Lippert	City of Burbank
Mr. Varghese George	City of Glendale
Mr. Dana Fabing	City of Lompoc
Ms. Yvonne Johnson	AT&T Mobility
Ms. Jennifer Navarro Yhap	MetroPCS California, LLC (teleconference)
Ms. Maria Ortiz	NewPath Networks/CA-CLEC, LLC
Ms. Amy Parker	CA-CLEC, LLC (teleconference)
Ms. Angela Pranata	Committee Staff
Mr. Kyle Levy	Committee Staff

Ms. Prescott opened the meeting at 12:00 p.m. by addressing the first issue on the agenda, the review of the **prior meeting minutes**. The members reviewed the September 2012 meeting minutes, and there were no questions, concerns or revisions.

The second agenda item is the review of the **September 2012 expense sheet**. Ms. Hernandez questioned the expenses that were in parentheses, and stated that this usually implies a negative number for accounting purposes. Ms. Pranata responded that in this case, the numbers in parentheses reflect an expense that is over budget. There were no further comments or questions in regards to the September expenses.

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

The fourth item on the agenda is the **September 2012 JPA activity** report. There were no questions or comments.

The fifth item for discussion is the **Member Board Attendance**. The members reviewed the attendance report. Ms. Pranata reported that City of Banning will incur a penalty due to their lack of Administrative Board meeting attendance. She stated that City of Banning did, however, contact her ahead of time to inform her that they would not be attending the meeting, and she asked the Committee if this was sufficient for an excused absence. The members reviewed the meeting attendance policy and agreed that notifying the office manager of your absence is not one of the exceptions to the attendance policy. There were no further questions or comments concerning the board attendance.

The sixth issue for discussion is **Standardization of Procedures and Minutes**. Mr. Levy reported that the JPC staff had a meeting and discussed section 7.7, where the unauthorized member is performing the PTD on the pole. It was agreed upon at the previous Routine Revision Committee that the unauthorized member does not charge the other member(s) for the removal costs. Mr. Chow stated that this does not comply with the verbiage in the Routine Handbook, and the rest of the members agreed that this should be discussed further under Item 1562: Review Section 5.4 & 7.7 in the next Routine ad hoc. There were no further questions or comments.

The seventh issue for discussion is **Item 1553: Withdrawal of Member Procedure**. Ms. Prescott reported that she created a template letter to be sent to a member upon notice of their withdrawal from the Committee. She stated that the initial purpose of the letter is to inform them that their written notice of withdrawal establishes the beginning of the 12 months prior to the effective date of withdrawal. The remainder of the letter informs the member of their obligations and liabilities, and that they will continue to be assessed until they no longer have any jointly owned poles governed by the 1998 Agreement. Mr. Chow presented the procedure that he created for the JPC staff to follow when a member requests to withdraw. The members discussed some of the verbiage in the procedure and Mr. Chow stated that he will send it out to the members for further review, and they will bring their revisions to the following Operating Committee. Mr. Brown asked what steps should be taken when the withdrawing member is filing for bankruptcy. Mr. Chow replied that the deposit may need to be held in order to pay for their continued assessment and any liabilities they had prior to their notification of withdrawal.

The eighth issue for discussion is **Item 1555: Review Membership Application Process**. The members continued from the previous Operating Committee meeting reviewing and revising documents pertaining to the membership application process. The documents that were updated were the Acceptance Letter, New Member Packing List, and the Response to Application Letter. The members discussed the proposed non-refundable application fee, which is based on the hourly rate of \$60 (from the August 2011 Operating) for the office manager to perform the required work for an average of 36 hours, and they decided on an amount of \$2,200. Ms. Pranata stated that she will research exactly what documents are sent to a new

member, and report back to the Committee at next month's meeting. Ms. Prescott concluded by requesting that Mr. Levy email the members all of the documents that were revised under Item 1555.

The ninth issue for discussion is **Item 1557: Notice of Default.** Due to time constraints, this will be discussed at the November Operating meeting.

The tenth issue for discussion is **Item 1559: Banking Policy.** Ms. Pranata reported that she contacted Citizen's Business, US Bank, Union Bank and Bank of the West, and they all have separate user I.D. accounts and passwords for online banking; however, similar to Wells Fargo, if the authorized signature has a personal bank account and goes into the branch, it will show that they have both a personal and business account and have access to both. Mr. Chow replied that even though switching to a smaller, more local bank does not completely resolve this issue, it is far less likely that the office manager or other signatories will have a personal account open at that branch. The members agreed to move this discussion to the Administrative Board meeting so the creation of a banking policy and the decision to switch to a different bank can be finalized and voted upon. Mr. Chow stated that he will review the areas of the Agreement and By-Laws regarding this before the next meeting and write up a proposal. Ms. Pranata concluded that she will research the credit unions in the area and report back with her findings.

The eleventh issue for discussion is the **2013 Operating Budget Review.** Ms. Pranata presented the 2013 Operating budget to the members and reported that the office may need to purchase a new conference phone due to the decrease in sound quality of the current phone. She asked the members what the budget would be for the conference phone and Mr. Chow replied that \$5,000 can be allocated for the purchase. Ms. Pranata stated that she will add this to the 2013 budget, but it will be removed if it is decided that a new phone does not need to be purchased.

There were no **miscellaneous items.**

Review of Action Items

- Mr. Levy to email members all documents revised under Item 1555: Review Membership Application Process
- Ms. Pranata to continue research on local banks and credit unions
- Mr. Pranata to put revised 2013 Operating Budget on discussion calendar
- Mr. Chow to research Agreement and By-Laws for banking policy

The meeting adjourned at 2:15 p.m. until November 14, 2012.

Kyle Levy - Assistant Manager

Southern California Joint Pole Committee

279 E. Arrow Hwy., Suite 104

San Dimas, CA 91773

Phone: (909) 599-3801

Fax: (909) 599-3825

Date

Name of Applicant Contact

Organization Name.

Address

City, State, Zip

Dear XXXX,

Organizations name application to become a member of the Southern California Joint Pole Committee was approved by the Administrative Board, at their Month 00, 0000 meeting. I am enclosing a corporate resolution to be signed by an authorized officer of your organization. Also enclosed and requiring a signature is a copy of the first Amendment to the 1998 Joint Pole Agreement.

Per the Agreement, each member shall appoint an authorized representative to the Committee and may also appoint alternates. Please complete the enclosed member information sheet. Carefully review Section 5 (a) of the 1998 Agreement. If you have any questions in regards to the required information, feel free to contact me.

I am enclosing copies of the SCJPC 1998 Agreement, and By-Laws for your records. Per Article III, Section 4, (d) and (e) of the By-Laws, you must provide an amount to cover two years average assessment. The amount for the monthly assessment deposit is \$xxxxxx. Please note that, each member may additionally request some form of security in the amount proportionate to your estimated build-out.

An invoice for your membership fee of \$xxxxxx is enclosed with this letter. If the membership fee, monthly assessment deposit, signed Corporate Resolution and signed First Amendment to Agreement are not received within 120 days from the date of this letter, this membership application will be canceled and you will need to reapply. Upon receipt of the aforementioned items, you will be assigned a member code and you will be authorized to begin processing Joint Pole Authorization (JPA) documents. Depending on the labor resources, the receiving member(s) may place a reasonable limit on the volume of poles/JPAs you intend submitting on a monthly basis.

Angela to research

If you have any questions, please call me at (909) 599-3801ext. 203.

Sincerely,

Angela Pranata Committee Manager of Operations

Enclosures

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AT&T COMM. OF CALIF., INC.
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TIME WARNER CALBE
VERIZON CALIFORNIA
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Southern California Joint Pole Committee

279 E. Arrow Hwy., Suite 104

San Dimas, CA 91773

Phone (909) 599-3801

Fax (909) 599-3825

DATE: March 24, 2011

TO: Mr. Jory Wolf – City of Santa Monica

FROM: Jennie Corella, Manager of Operations

SUBJECT: **New Member Documents Enclosed**

The following documents are enclosed in this packet:

- Letter of Acceptance
- 1998 SCJPC Agreement
- SCJPC By-Laws
- Corporate Resolution – signature required
- First Amendment to Agreement – signature required
- Membership fee invoice
- Monthly assessment deposit invoice
- New member information sheet to be completed by new member

Should you have any questions, feel free to contact me via phone: (909) 599-3801 Ex 203, or e-mail: angela@scjpc.net.

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Name of Applicant Contact

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City, State Zip

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VERIZON WIRELESS
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Organization Name

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Section 5 of the Agreement addresses the commitments, responsibility and obligations of member representatives and alternates. Please note that each representative or alternate must attend at least 80% of Administrative Board meetings. Section 7 and Section 8 of the Agreement outline voting procedures, as well as financial obligations for members. Membership assessment fees are based upon the criteria set forth in Section 8. The initial membership fee for joining in 2012 is \$.

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

Please submit the pertinent information outlined in the Agreement, along with a non-refundable application fee of \$2,200.00. If you are approved for membership, the application fee will be credited to your account. When the requested information and the application fee are received, a questionnaire will be mailed to you to be completed and returned.

Upon receipt, the questionnaire will be submitted to the Administrative Board for their review. You will then be invited to attend a meeting to discuss your application.

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

If you have any questions, please contact me at (909) 599-3801 ext. 203 or angela@scjpc.net.

Sincerely,

Angela Pranata
Manager of Operations

Enclosures

Southern California Joint Pole Committee

279 E. Arrow Hwy. Suite 104
San Dimas, CA 91773
Phone (909) 599-3801
Fax (909) 599-3825

November 14, 2012

A regular meeting of the **Operating Committee** took place on the above date, at 12:20 p.m., at the Committee office. Those in attendance were:

Mr. Larry Chow	Southern California Edison
Mr. James Eastwood	Southern California Edison
Mr. Steve Brown	City of Los Angeles
Mr. Jeff Williams	City of Los Angeles
Ms. Tracey Province	Verizon Ca, MCI/Comm/Metro
Ms. Paula Haney	NextG Networks
Ms. Lynn Prescott	Verizon Wireless
Ms. Lupe Hernandez	AT&T Local Serv/Comm.
Ms. Janet Chirrick	AT&T California (teleconference)
Ms. Alicia Smith	Sprint/Nextel (teleconference)
Ms. Shawn Henderson	T-Mobile USA
Ms. Yvonne Johnson	AT&T Mobility
Ms. Maria Ortiz	NewPath Networks/CA-CLEC, LLC
Ms. Jennifer Navarro Yhap	MetroPCS California, LLC (teleconference)
Ms. Angela Pranata	Committee Staff
Mr. Kyle Levy	Committee Staff

Ms. Prescott opened the meeting at 12:20 p.m. by addressing the first issue on the agenda, the review of the **prior meeting minutes**. The members reviewed the October 2012 meeting minutes, and there were no questions, concerns or revisions.

The second agenda item is the review of the **October 2012 expense sheet**. There were no comments or questions in regards to the October expenses.

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

The fourth item on the agenda is the **October 2012 JPA activity** report. There were no questions or comments.

The fifth item for discussion is the **Member Board Attendance**. The members reviewed the attendance report. Ms. Pranata reported that Frontier Communications will incur a penalty due to their lack of Administrative Board meeting attendance in October. There were no further questions or comments concerning the board attendance.

The sixth issue for discussion is **Standardization of Procedures and Minutes**. Mr. Levy reported that the JPC staff had a meeting and discussed Edison JPA's that were being received which had Edison to bill Edison Carrier Solutions for space under Section 4.0. Being that they are the same member and cannot bill one another, Mr. Chow had advised the JPC staff to contact the appropriate agent at Edison to have this corrected to Section 13.3, since it is only correcting the grade and space on the pole. Ms. Hernandez replied that Section 10.7 should be used instead since it involves adding facilities, and after some discussion Mr. Chow agreed. Mr. Levy noted this change, and stated that he would bring this information back to the staff. The other issues that the staff was trained on were the in-flight Edison JPA's which have Verizon poles in the Blythe area that were purchased by Frontier Communications. Mr. Levy went over the details of what will be displayed on the JPA's, and explained that the JPC's pole records will be updated to show Frontier on record rather than Verizon. There were no further questions or comments.

The seventh issue for discussion is **Item 1553: Withdrawal of Member Procedure**. Ms. Prescott reported that there were no urgent matters involving this item at the moment, and that Item 1555: Review Membership Procedure is a more pressing matter and should be finished first. She stated that this discussion will continue at the January 2012 Operating Committee.

The eighth issue for discussion is **Item 1555: Review Membership Application Process**. The members continued from the previous Operating Committee meeting reviewing and revising documents pertaining to the membership application process. The documents that were updated and finalized were the Criteria for Membership, Response to Application Letter, Questionnaire, Acceptance Letter, and the New Member Packing List. The last document that was discussed, Membership Application Process, will have two different versions created; one brief overview of the process will be made publicly available on the JPC website, and the other more detailed account will be used to direct the JPC staff. Finally, the members requested that copies of each of the finalized documents be emailed to them for their personal review.

The ninth issue for discussion is **Item 1557: Notice of Default**. There was nothing for discussion regarding this item.

The tenth issue for discussion is **Item 1559: Banking Policy**. Mr. Chow reported that after reviewing both the Agreement and By-Laws, he found discrepancies among them regarding banking issues. For example, the amount that the Operating Committee is authorized to approve on expenditures before it needs to go to the Administrative Board for approval is stated as \$5,000 in one section of the By-Laws, while in another section this is shown as being between \$1,000 and \$2,000. He stated that issues like this will need to be discussed and corrected in the next revision of the By-Laws. Mr. Chow also recommended that the By-Laws be revised to include all of the requirements in regards to who in the Committee can sign checks and under what authority, as well as creating a policy statement including this information for the signatories' and JPC office's use. The members

were in agreement with Mr. Chow's proposal and he stated that he will move forward with this and will have a draft prepared and distributed to the Committee by the end of the year. Ms. Pranata reported that she is still looking for a suitable bank to switch the account to and is currently in the process of communicating with several prospective banks.

The eleventh issue for discussion is the **2013 Operating Budget Review**. There was nothing for discussion regarding this item.

The twelfth item for discussion is **miscellaneous items**.

Electronic Whiteboard

Mr. Brown proposed the idea of purchasing an electronic interactive whiteboard for the members to utilize during Committee meetings. The members discussed the benefits of having one for the meetings, and Ms. Pranata stated that she will research prices for this item.

Office Wall

Mr. Chow stated that he spoke with Ms. Pranata concerning the large floor to ceiling window in her office which causes her office to be much hotter than the rest of the office during summer, and subsequently, much colder during winter. He continued that she already has both blinds and curtains placed over the window to little effect, and that they discussed having a wall built to cover the window. The members discussed this and had no major concerns, but agreed that the lease would need to be checked as well as discussing this with the office manager first.

Review of Action Items

- Mr. Chow to create draft of banking policy and send out to members
- Mr. Levy to upload revised Membership Application Process to JPC website
- Ms. Pranata to research prices for electronic whiteboard

The meeting adjourned at 2:20 p.m. until January 16, 2013.

Kyle Levy - Assistant Manager