

Southern California Joint Pole Committee

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January 20, 2016

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:

Ms. Manijeh Carmichael	AT&T California
Mr. Josh Mathisen	AT&T California
Ms. Kay Black	AT&T California
Mr. Scott Hunter	City of Los Angeles
Mr. Steve Brown	City of Los Angeles
Mr. William Kearns	Verizon CA, MCI Telecomm, MCI Metro ATS
Mr. Bret Plaskey	Verizon CA, MCI Telecomm, MCI Metro ATS
Mr. Ed Loescher	Verizon CA, MCI Telecomm, MCI Metro ATS
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Mr. Larry Chow	Southern California Edison
Ms. Jessica Pearson	Southern California Edison
Ms. April DeBarge	Southern California Edison
Mr. Rich LaBarge	Southern California Edison
Mr. Wayne Brown	Southern California Edison
Ms. Erica Sanchez	ExTenet Systems
Ms. Lynn Prescott	Verizon Wireless
Ms. Lupe Hernandez	Teleport Communications America, LLC
Ms. Maria Ortiz	XO Communications
Ms. Yvonne Johnson	AT&T Mobility
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Ms. Shawn Henderson	T-Mobile USA
Mr. Joe Armstrong	City of Pasadena
Mr. Varghese George	City of Glendale
Mr. Daniel Lippert	City of Burbank
Ms. Angela Pranata	Committee Staff
Ms. Jennie Corella	Committee Transcriber

Those attending via teleconference were:

Mr. Stephen Pebley	Frontier Communications
Mr. Earle Carrion	Crown Castle
Ms. Sarah Valdez	Mobilitie, LLC
Ms. Sherri DuChateau	Golden State Water

Ms. Carmichael called the meeting to order at 10:07 a.m. by addressing the first item on the agenda, the review of the **prior meeting minutes**. The members reviewed the November 18, 2015 meeting minutes. There were no questions, concerns or revisions.

The second agenda item is the review of the **November and December 2015 expense sheets**. The members reviewed the November and December 2015 expenses. Ms. Pranata reported that the year-end expenses came in under budget by 2%. There were no further questions or comments on the expenses.

The third agenda item is the **Accounts Receivable**. Mr. Kearns inquired into the MCI August 2015 outstanding invoice. Ms. Pranata responded that she contacted Mr. Dan Garden and he will disperse payment on the invoice in question. There were no further questions or comments.

The fourth item on the agenda is the **November and December 2015 JPA Member Activity** report. Ms. Hernandez questioned Edison if they project the volume of their work to increase moving forward? She added the billing her organization recently received from Edison was substantially greater than usual. Ms. Carmichael added that her organization's Edison billing was also greater. Mr. Chow responded that he could not answer this question at this time. However, once his office is able to predict the volume for future months, and the number is substantially greater than usual he will inform the members allowing for preparation. Ms. Hernandez inquired if Edison could break the billing into multiple invoices for any given month? Mr. Chow responded that there is a possibility and Ms. Hernandez may contact his billing staff within his organization. Ms. Black inquired if a member may limit the amount that Edison bills them per month? Mr. Chow responded that everything is open for discussion; however, this courtesy would be extended to Edison as well.

Ms. Black stated that an issue her organization is finding problematic and would like to bring to the table is the removal of buddy poles in a timely fashion. Ms. Carmichael commented that a resolution to the buddy pole issue would be to encourage everyone to make one trip to the pole and complete all the work required in that one trip. Mr. Chow responded that members could discuss increasing the time frame to address the resource issue experienced by many member utilities. However, for success all members would need to adhere to the agreed time frame. Ms. Hernandez commented that her organization does receive advance notices that a pole is being replaced allowing her to prepare for the trip to the pole, which in her opinion is a start to a solution to the buddy pole issue.

After discussion it was agreed to create an ad hoc committee to address this concern. The Single Trip to the Pole ad hoc committee will be chaired by Edison and will meet monthly after the Operating committee meeting the third Wednesday of the month. Item 1606: Construction Time Frames will be assigned to this ad hoc

committee. It was agreed to revert to starting the Tuesday ad hoc committee meetings at 9:00 am instead of 10:00 am effective immediately.

The fifth item on the agenda is **Member Board Attendance**. The members reviewed the report. There were no questions or concerns on board attendance.

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Pranata reported that initially her office was unaware that power communication may attach within two feet of their safety clearance. She added that her office would no longer return such JPAs as has been done in the past. Ms. Hernandez stated that the JPA should be noted that the safety clearance is adequate as a directive to the JPC staff. An example would be created as an aide.

Ms. Pranata further reported that her office is receiving JPAs for pole replacement Sec 7 for multi-parties billing authorized cost Item 83 for 2, but no direction which two parties to charge for the item. She added that in these instances, her office will be returning the final JPA or emailing the initiator.

Ms. Hernandez stated that the issue of not placing non-billable items on a final has been discussed in the past. To this, she added that if a member does not want an item billed to remove it from the final as clarity for the JPC staff. Mr. Chow responded that his organization, at times, uses these non-billable items as a tracking device to aid in recognizing what transpired during the preliminary phase of the JPA. He added if the item lacks a quantity, then there is no way to bill the item. Mr. Hunter commented that the billing section of the item should be lined-out or noted no billing. It was agreed that if a final has an item with no quantity or notation alluding that it is a non-billable item, the final will be returned for missing a quantity or a non-billable notation.

The seventh item on the agenda is **Item 1604: 110th SCJPC Anniversary**. It has been proposed if this milestone should be recognized and if so how to celebrate. The members discussed this and the consensus is that this date is not a centennial it need not be celebrated to the degree of the centennial celebration of October 10, 2006. It was agreed that a luncheon would suffice. The date for the event has been set for October 19, 2016 after the Board meeting. This item will be tabled until June 2016.

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

SCJPC Staff Requirements (from Routine Revision Meeting).

This item was addressed earlier.

Correcting HLA/HSO member codes in the database.

Ms. Carmichael reported that she continues to work on this issue.

Google Fiber: draft a unified response to Google's inquiry

Ms. Pranata reported that she responded to Google's application for membership, but to date has received no response. Ms. Mathisen stated that the NCJPA received a letter in response to Google's application stating that a CPCN is not required for a video franchise. The consensus is the NCJPA will respond to Google's inquiry and that no response needed from SCJPC at this time.

Review of Action Items

- Table Item 1604: 110th SCJPC Anniversary
- Obtain an example of P-Comm in clearance and send to Ms. Black.

The meeting adjourned at 11:23 a.m. until February 17, 2016.

Jennie Corella – Committee Transcriber

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES	Details	November 30, 2015			YTD Through November 30, 2015			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
EMPLOYEE EXPENSE									
Salaries		31,954	34,151.23	(2,197)	351,496	358,461.17	(6,965)	-2%	383,450
Regular	29,809.88					-			
Contract Labor	4,341.35					-			
						-			
Insurance		4,772	3,634.18	1,138	52,494	50,858.43	1,635	3%	57,266
Health/Dental	3,634.18					-			
Life (quarterly)	-					-			
						-			
Payroll Taxes		2,716	2,280.45	436	29,877	28,600.82	1,276	4%	32,593
Workers Compensation		233	624.55	(391)	2,567	3,474.65	(908)	-35%	2,800
Travel/Misc. Exp.		125	176.75	(52)	1,375	1,658.26	(283)	-21%	1,500
						-			
						-			
PENSION EXPENSE									
Contribution-SEP IRA		3,355	3,130.02	225	36,907	35,089.44	1,817	5%	40,262
						-			
						-			
MONTHLY RECURRING									
Rent	Building Oper Exp \$830.10	7,980	8,061.66	(82)	87,775	87,120.12	655	1%	95,755
Alarm System	Quarterly	46	140.97	(95)	504	545.88	(42)	-8%	550
Telephone (Verizon)		565	577.82	(13)	6,215	6,301.17	(86)	-1%	6,780
Cisco WebEx Plan		90	69.00	21	990	759.00	231	23%	1,080
Postage & Shipping		150	202.60	(53)	1,650	1,422.52	227	14%	1,800
Business Insurance	Pro-Rated	284	-	284	3,122	2,536.00	586	19%	3,406
Committee Meetings		333	301.10	32	3,667	3,619.75	47	1%	4,000
						-			
						-			
EQUIPMENT & FURNITURE									
						-			
Copy Machine - CBE		167	344.36	(178)	1,833	1,611.72	222	12%	2,000
						-			
						-			

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Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES	Details	November 30, 2015			YTD Through November 30, 2015			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
						-			
NETWORK SYSTEM						-			
LAN Maintenance		1,083	900.00	183	11,917	9,900.00	2,017	17%	13,000
FRIEND Support		400	400.00	-	4,400	4,400.00	-	0%	4,800
Data Center Hosting-InetU		600	748.25	(148)	6,600	8,156.50	(1,557)	-24%	7,200
Email/Sharefile/Web Hosting		39	32.95	6	424	412.45	11	3%	462
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		583	45.00	538	6,417	825.56	5,591	87%	7,000
Velocity-Off Site Back-up		750	299.00	451	8,250	4,917.00	3,333	40%	9,000
						-			
						-			
PRINTING & SUPPLY						-			
Office Printing		142	181.33	(40)	1,558	1,411.27	147	9%	1,700
Office Supplies		167	181.23	(15)	1,833	2,119.17	(286)	-16%	2,000
						-			
						-			
CONTRACT SERVICES						-			
Auditor	Pro-Rated	579	-	579	6,366	6,735.00	(369)	-6%	6,945
Attorney		542	-	542	5,958	-	5,958	100%	6,500
						-			
						-			
GENERAL EXPENSE						-			
Sure Payroll Fees		133	123.55	10	1,467	1,503.11	(36)	-2%	1,600
Bank fees/Chk printing	Pro-Rated	13	-	13	138	146.01	(9)	-6%	150
Publications/Subscriptions/Reference		29	100.00	(71)	321	331.99	(11)	-3%	350
Seminars & Tuition		42	-	42	458	823.00	(365)	-80%	500
Member Retirement		133		133	1,467	196.64	1,270	87%	1,600
Total Operating Expenses		58,004.08	56,706.00	1,298.08	638,044.92	623,936.63	14,108.29	2%	696,049.00

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OPERATING EXPENSES	Details	November 30, 2015			YTD Through November 30, 2015			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT									
<u>COMPUTER SYSTEM</u>									
Software Purchase		750	-	750	8,250	5,000.00	3,250	39%	9,000
						-			
						-			
						-			
<u>EQUIPMENT & FURNITURE</u>	Pro-Rated					-			
Purchases/Leases (GE Capital)		350	348.80	1	3,850	3,912.20	(62)	-2%	4,200
Hardware Purchase		17	-	17	183	549.48	(366)	-200%	200
<u>LONG TERM LIABILITY CURRENT</u>									
						-			
						-			
Total Capital Investments & Long Term Liabilities Current		1,116.67	348.80	767.87	12,283.33	9,461.68	2,821.65	23%	13,400
Interest Earned/Misc Income		(0.07)	(0.07)		(0.83)	(0.83)			
		59,120.68	57,054.73	2,065.95	650,327.42	633,397.48	16,929.94	3%	709,449.00
Items in blue are assessed equally									
Prepared as of: 12/04/2015									

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES	Details	December 31, 2015			YTD Through December 31, 2015			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
EMPLOYEE EXPENSE									
Salaries		31,954	32,689.40	(735)	383,450	391,150.57	(7,701)	-2%	383,450
Regular	29,686.40					-			
Contract Labor	3,003.00					-			
Insurance		4,772	3,981.05	791	57,266	54,839.48	2,427	4%	57,266
Health/Dental	3,857.90					-			
Life (quarterly)	123.15					-			
Payroll Taxes		2,716	2,271.03	445	32,593	30,871.85	1,721	5%	32,593
Workers Compensation		233	235.88	(3)	2,800	3,710.53	(911)	-33%	2,800
Travel/Misc. Exp.		125	76.22	49	1,500	1,734.48	(234)	-16%	1,500
						-			
						-			
PENSION EXPENSE									
Contribution-SEP IRA		3,355	3,117.05	238	40,262	38,206.49	2,056	5%	40,262
						-			
						-			
MONTHLY RECURRING									
Rent	Building Oper Exp \$830.10	7,980	8,061.66	(82)	95,755	95,181.78	573	1%	95,755
Alarm System	Quarterly	46	-	46	550	545.88	4	1%	550
Telephone (Verizon)		565	577.82	(13)	6,780	6,878.99	(99)	-1%	6,780
Cisco WebEx Plan		90	69.00	21	1,080	828.00	252	23%	1,080
Postage & Shipping		150	166.67	(17)	1,800	1,589.19	211	12%	1,800
Business Insurance*	Pro-Rated	284	98.58	185	3,406	2,634.58	771	23%	3,406
Committee Meetings		333	-	333	4,000	3,619.75	380	10%	4,000
						-			
						-			
EQUIPMENT & FURNITURE									
						-			
Copy Machine - CBE		167	111.18	55	2,000	1,722.90	277	14%	2,000
						-			
						-			
						-			
NETWORK SYSTEM									
						-			
LAN Maintenance		1,083	900.00	183	13,000	10,800.00	2,200	17%	13,000

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Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES	Details	December 31, 2015			YTD Through December 31, 2015			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
FRIEND Support		400	400.00	-	4,800	4,800.00	-	0%	4,800
Data Center Hosting-InetU		600	748.25	(148)	7,200	8,904.75	(1,705)	-24%	7,200
Email/Sharefile/Web Hosting		39	152.83	(114)	462	565.28	(103)	-22%	462
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		583	242.89	340	7,000	1,068.45	5,932	85%	7,000
Velocity-Off Site Back-up		750	299.00	451	9,000	5,216.00	3,784	42%	9,000
						-			
						-			
PRINTING & SUPPLY						-			
Office Printing	MORE FINALS	142	194.20	(53)	1,700	1,605.47	95	6%	1,700
Office Supplies		167	157.01	10	2,000	2,276.18	(276)	-14%	2,000
						-			
						-			
CONTRACT SERVICES						-			
Auditor	Pro-Rated	579	-	579	6,945	6,735.00	210	3%	6,945
Attorney		542	-	542	6,500	-	6,500	100%	6,500
						-			
GENERAL EXPENSE						-			
Sure Payroll Fees	PLUS W2 FEE	133	234.59	(101)	1,600	1,737.70	(138)	-9%	1,600
Bank fees/Chk printing	Pro-Rated	13	-	13	150	146.01	4	3%	150
Publications/Subscriptions/Reference		29	-	29	350	331.99	18	5%	350
Seminars & Tuition		42	-	42	500	823.00	(323)	-65%	500
Member Retirement		133		133	1,600	196.64	1,403	88%	1,600
Total Operating Expenses		58,004.08	54,784.31	3,219.77	696,049.00	678,720.94	17,328.06	2%	696,049.00
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT									
COMPUTER SYSTEM									
Software Purchase		750	-	750	9,000	5,000.00	4,000	44%	9,000
						-			
						-			
						-			

Delinquent Accounts
As of 1/15/2016

MEMBERS ACCOUNTS RECEIVABLE

MEMBERS ACCOUNTS RECEIVABLE				PAST DUE NOTICES - DO NOT DELETE THIS INFORMATION					
Company Name	Invoice Month	Due By	Amount	Invoice Number	Past Due Notice Date Sent	Past due sent to & response notes	Past due initial sent by	Input By	Input Date
MCI Metro/ATS	July '15	Aug. 31, 2015	\$764.12	18668	11/20, 12/18	E-mail Dan Garden (he called will send payment)	JT	JT	10/9/2015
Time Warner-TWS	Sept. '15	Oct. 31, 2015	\$175.75	18748	1/11/2016	Bernadette Mcthomas Via mail	KA	JT	12/18/2015
Time Warner-TWS	Oct. '15	Nov. 30, 2015	\$381.25	18784				KA	1/8/2016
Verizon Wireless	July '15	Aug. 31, 2015	\$945.39	18653	/20,12/14, 1/11/	E-mail J.Little/D. Amico	JT/JT/KA	JT	10/9/2015
Verizon Wireless	Sept. '15	Oct. 31, 2015	\$484.56	18723	1/11/2016	E-mail J.Little/D. Amico	KA	JT	12/18/2015
Verizon Wireless	Oct. '15	Nov. 30, 2015	\$1,054.79	18759				KA	1/8/2016
XO Communications	Oct. '15	Nov. 30, 2015	\$726.77	18783				KA	1/8/2016

\$4,532.63

TOTAL

\$4,532.63

Delinquent Accounts - 30 Days past due.
Past due notices will be sent out when 60 days have elapsed.

S:\EXCEL\ACCTREC

Member Activity

NOV '15 MBR ACTIVITY

Member	ATC	B	E	H/T	LAC	LLW	M	MCI	NG	NXT	SCW	SPR	TWC	V	VZ	Totals
Joint JPAs		1	340	4		4	48		2		5		1	2	7	414
% of Joint's	0.000	0.002	0.821	0.010	0.000	0.010	0.116	0.000	0.005	0.000	0.012	0.000	0.002	0.005	0.017	1.00
Multi JPAs	7		51		2		8	1	6	1		40	7	1		124
% of Multi's	0.056	0.000	0.411	0.000	0.016	0.000	0.065	0.008	0.048	0.008	0.000	0.323	0.056	0.008	0.000	1.00
Total JPA's Finalized																538
Total Joint JPA's Received																463
Total Multi's JPA's Received																167
Total JPAs Received																630
																538
																23
																69
																4%
																11%
# Poles	54	52	2600	17	2	104	241	15	47	15	9	690	17	6	28	3897
# INSP			4122													4122
% of Poles	0.007	0.006	0.838	0.002	0.000	0.013	0.030	0.002	0.006	0.002	0.001	0.086	0.002	0.001	0.003	1.00

Member Activity

Member	A	ATC	B	E	H/T	LAC	LLW	M	NG	NXT	PBM	SPR	TWC	Totals
Joint JPAs	3	1	3	1504	1		1	57	2					1572
% of Joint's	0.002	0.001	0.002	0.957	0.001	0.000	0.001	0.036	0.001	0.000	0.000	0.000	0.000	1.00
Multi JPAs	1	3		196	3	1		10	6	1	1	8	1	231
% of Multi's	0.004	0.013	0.000	0.848	0.013	0.004	0.000	0.043	0.026	0.004	0.004	0.035	0.004	1.00
Total JPA's Finalized														1803
Total Joint JPA's Received														1639
Total Multi's JPA's Received														250
Total JPAs Received														1889
														1,803
														44
														42
														2%
														2%
# Poles	11	12	58	5933	65	2	5	219	62	1	2	201	1	6572
# INSP				5053										5053
% of Poles	0.001	0.001	0.005	0.945	0.006	0.000	0.000	0.019	0.005	0.000	0.000	0.017	0.000	1.00

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
MEMBER BOARD MEETING ATTENDANCE
DEC 2014 - NOV 2015**

 = Members assessed penalty fee

 = Less than 80% but 50% or greater attendance

 = Less than 50% attendance

 = Excused Absence

		MBR CODE	2014 DEC	2015 JAN	2015 FEB	2015 MAR	2015 APR	2015 MAY	2015 JUN	2015 JUL	2015 AUG	2015 SEP	2015 OCT	2015 NOV	TOTAL	Atten. %
1	So. California Edison	E		1	1	1	1	1	1	1	1	1	1	1	11	100%
2	City of Los Angeles	M		1	1	1	1	1	1	1	1	1	1	1	11	100%
3	Crown Castle NG West Inc.	NG		1	1	1	1	1	1	1	1	1	1	1	11	100%
4	City of Riverside	J		1	1	1	1	1	1	1	1	1	1	1	11	100%
5	Sprint-Nextel	SPR		1	1	1	1	1	1	1	1	1	1	1	11	100%
6	Sprint Communications	FON		1	1	1	1	1	1	1	1	1	1	1	11	100%
7	Teleport Comm America	TCA		1	1	1	1	1	1	1	1	1	1	1	11	100%
8	NewPath Networks	NPN		1	1	1	1	1	1	1	1	1	1	1	11	100%
9	CA-CLEC LLC	CCI		1	1	1	1	1	1	1	1	1	1	1	11	100%
10	Verizon California	VZ		1	1	1	1	1	1	1	1	1	1	1	11	100%
11	MCI/Metro	ATS		1	1	1	1	1	1	1	1	1	1	1	11	100%
12	MCI Communications	MCI		1	1	1	1	1	1	1	1	1	1	1	11	100%
13	XO Communications	NXT		1	1	1	1	1	1	1	1	1	1	1	11	100%
14	AT&T California	H / T		1	1	1	1	1	1	1	1	1	1	1	11	100%
15	T-Mobile, USA	PBM		1	1	1	1	1	1	1	1	1	1	1	11	100%
16	Time-Warner	TWC		1	1	1	1	1	1	1	1	1	1	1	11	100%
17	City of Azusa	MA		1	1	1	1	1	1	1	1	1	0	1	10	91%
18	City of Colton	F		1	1	1	1	1	1	1	1	1	1	1	11	100%
19	AT&T Mobility	LAC		1	1	1	1	1	1	1	1	1	1	1	11	100%
20	City of Lompoc	LLW		1	1	1	1	1	1	1	1	1	1	1	11	100%
21	Verizon Wireless	ATC		1	1	0	1	1	1	1	1	1	1	1	10	91%
22	City of Vernon	V		1	1	0	1	1	1	1	1	1	1	1	10	91%
23	City of Burbank	B		1	1	1	1	1	1	1	1	1	1	1	11	100%
24	City of Glendale	A		1	1	1	1	1	1	1	1	1	1	1	11	100%
25	City of Anaheim	D		1	1	1	1	1	1	1	1	1	1	1	11	100%
26	Golden State Water	SCW		1	1	1	1	1	0	1	1	0	1	1	9	82%
27	ExteNet Systems	EXT		0	1	1	0	1	1	1	1	1	1	1	9	82%
28	City of Banning	COB		1	0	1	1	1	1	1	1	1	0	1	9	82%
29	Frontier	FTR		0	1	1	1	1	0	1	1	1	1	1	9	82%
30	City of Pasadena	MP		1	1	1	1	1	1	1	1	1	1	1	11	100%
31	Mpower/TelePacific	ICG		1	0	1	1	1	1	0	1	1	1	1	9	82%
32	ATC Outdoor DAS	AMT		0	1	0	1	1	1	1	0	0	1	1	7	64%
33	Mobilite LLC (new member)	MOB										1	1	1	3	100%
	Total		0	29	30	29	31	32	30	31	31	31	31	33		

GOOGLE FIBER DOES NOT NEED A CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY (CPCN) TO OFFER SERVICES OR ACCESS PUBLIC UTILITY INFRASTRUCTURE LOCATED IN THE PUBLIC RIGHTS OF WAY IN CALIFORNIA

Because it is not a telephone corporation, Google Fiber does not require a CPCN to offer its services or to access public utility infrastructure in the public rights of way in California. Rather, Google Fiber's rights to access public rights of way and existing utility infrastructure comes from its status as a State-franchised video services provider.

Which entities require a CPCN in California?

[Section 1001 of the California Public Utilities Code \(Pub. Util. Code\)](#) requires certain traditional public utilities--electric and street railroads, gas and electric companies, telegraph and telephone corporations, and water and sewer companies--to obtain a CPCN before constructing or extending their facilities. Insofar as this requirement relates to telecommunications, [Section 234 of the Pub. Util. Code](#) defines a "telephone corporation" as an entity "owning, controlling, operating, or managing any telephone line for compensation" within California. A "telephone line" is defined in [Section 233 of the Pub. Util. Code](#) as including "all conduits, ducts, poles, wires, cables, instruments, and appliances, and all other real estate, fixtures, and personal property owned, controlled, operated, or managed in connection with or to facilitate communication by telephone, whether such communication is had with or without the use of transmission wires." Regulated telephony does not include services provided via voice over Internet protocol, which the CPUC is expressly precluded from regulating by statute. [Section 710 of Pub. Util. Code](#) states that the CPUC "shall not exercise regulatory jurisdiction or control over Voice over Internet Protocol and Internet Protocol enabled services except as required or expressly delegated by federal law or expressly directed to do so by statute...." Furthermore, telephony is distinct from the provision of video services. [Section 5820\(c\) of the Pub. Util Code](#) states that the "holder of a state franchise shall not be deemed a public utility as a result of providing video service under this division." In short, the CPCN requirement relating to provision of telecommunications applies to the construction of telephone networks, but not Internet access or Internet Protocol video services.

Why does Google Fiber not need a CPCN?

Google Fiber builds its networks to provide high-speed Internet access and Internet Protocol TV service. Thus, while Google Fiber owns or controls fiber optic cable deployed within the state of California, that infrastructure is not used "in connection with or to facilitate communication by telephone." Google Fiber therefore does not require a CPCN to gain access to public utility infrastructure located in the public rights of way in California.

How does Google Fiber access public utility infrastructure located in the public rights of way in California?

Google Fiber has dual status as a “video service provider” and “cable television corporation” in California. Thus, as made clear in the California Public Utilities Commission’s (CPUC) recent decision in [D.15.05.002](#), Google may access public utility infrastructure in the rights of way.

[Section 767.5 of the Pub. Util. Code](#) states that provision of space on utility support structures is a “public utility service delivered by public utilities to cable television corporations.” In D.15.05.002, the CPUC confirmed that some state-franchised VSPs may be classified as “cable television corporations” as defined by [Section 216.4 of the Pub. Util. Code](#), and thus have access public utility infrastructure. A state-franchised VSP that “transmits television programs by cable to subscribers for a fee is a 'cable television corporation.'” (Conclusion of Law #4). The term “cable” in Section 216.4 of the Pub. Util. Code “applies to a coaxial, fiber-optic, or other wired network that is used to transmit television programs to subscribers for a fee, regardless of whether the 'cable' is also used to provide other services (in addition to transmitting television programs) such as broadband internet service....” (Conclusion of Law #5). Therefore, an “entity that has dual status as a state-franchised VSP under [Pub. Util. Code \[Sections\] 5800 et seq.](#), and a cable TV corporation under [Section] 216.4, may access public utility infrastructure as a cable TV corporation in accordance with [\[Section\] 767.5](#) and the ROW Rules....” (Conclusion of Law #6). The CPUC explained that Google Fiber would have this dual status “if Google were to transmit television programs by cable to subscribers for a fee.” (Conclusion of Law #7).

Google Fiber has held a state video franchise in California since August 26, 2011 (latest amended franchise [here](#)). Through its Gigabit + TV plan, Google Fiber transmits television programs via fiber optic cable to subscribers for a fee. Thus, as the CPUC has held, Google Fiber is a “cable television corporation” pursuant to Section 216.4 of the Pub. Util. Code, as well as a state-franchised VSP under Sections 5800 et seq. of the Pub. Util. Code. Therefore, Google Fiber “may access public utility infrastructure as a cable TV corporation in accordance with [Section] 767.5 and the ROW Rules.”

Mr. Levy presented an issue of the JPC staff receiving JPAs with non billable section. Ms. Hernandez reminded members that JPA's should show only billable sections. After discussion, the members agreed to discuss this issue internally to insure the information included is billable.

Mr. Steve Brown inquired if members were interested in creating section 7.15 "replacement of other than wood pole with a wood pole." Ms. Hernandez stated section 7.11 would be applicable because the new pole material costs less than what is being replaced. After discussion, the members agreed section 7.11 is sufficient.

Ms. Hernandez inquired if "facilities" in section 3.4 also meant equipment in the common area. Mr. Hunter stated the facilities were a power supply there would also be a run. Ms. Hernandez inquired if there was any wireless equipment that would not require a run. Mr. Steven Brown stated only solar powered facilities would not require a run. After discussion, the members agreed equipment in the support structure is covered.

Review of Action items/JPA Alerts.

- Review Verizon's proposed verbiage for section 7.12
- Add Changes to section 18.1A to Discussion calendar

The Meeting adjourned at 1:30 pm until January 20, 2015.

Ryan Jones, Committee Staff

Southern California Joint Pole Committee

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

February 17, 2016

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:

Ms. Manijeh Carmichael	AT&T California
Mr. Josh Mathisen	AT&T California
Ms. Kay Black	AT&T California
Mr. Steve Brown	City of Los Angeles
Mr. William Kearns	Verizon CA, MCI Telecomm, MCI Metro ATS
Mr. Bret Plaskey	Verizon CA, MCI Telecomm, MCI Metro ATS
Mr. Ed Loescher	Verizon CA, MCI Telecomm, MCI Metro ATS
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Mr. Larry Chow	Southern California Edison
Ms. Jessica Pearson	Southern California Edison
Ms. April DeBarge	Southern California Edison
Mr. Rich LaBarge	Southern California Edison
Mr. Wayne Brown	Southern California Edison
Ms. Erica Sanchez	ExTenet Systems
Ms. Lynn Prescott	Verizon Wireless
Ms. Lupe Hernandez	Teleport Communications America, LLC
Ms. Maria Ortiz	XO Communications
Ms. Yvonne Johnson	AT&T Mobility
Mr. Emir Erba	Time Warner
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Ms. Shawn Henderson	T-Mobile USA
Mr. David Campo	City of Lompoc
Mr. Joe Armstrong	City of Pasadena
Mr. Daniel Lippert	City of Burbank
Ms. Angela Pranata	Committee Staff
Ms. Jennie Corella	Committee Transcriber

Those attending via teleconference were:

Mr. Stephen Pebley	Frontier Communications
Mr. Earle Carrion	Crown Castle
Ms. Alyssa Hernandez	City of Colton

Mr. Kearns called the meeting to order at 10:00 a.m. by addressing the first item on the agenda, the review of the **prior meeting minutes**. The members reviewed the January 20, 2016 meeting minutes. There were no questions, concerns or revisions.

The second agenda item is the review of the **January 2016 expense sheets**. The members reviewed the January expenses. Mr. Kearns commented that the YTD expenses were within range. There were no further comments

The third agenda item is the **Accounts Receivable**. Mr. Kearns inquired if the MCI August 2015 outstanding invoice has been received. Ms. Pranata responded that the invoice is no longer outstanding. In regards to the outstanding Verizon Wireless invoices, Ms. Prescott stated that she would contact Verizon in regards to invoice remittances. There were no further questions or comments.

The fourth item on the agenda is the **January 2016 JPA Member Activity** report. There were no questions or comments on this item.

The fifth item on the agenda is **Member Board Attendance**. The members reviewed the report. There were no questions or concerns on board attendance.

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Pranata reported that she instructed the staff not to request section 4.1A or 4.1D with a section 7.7. She also informed the staff in regards to section 7.3 salvage is allowed in instances with PTS only and not PTD.

The seventh item on the agenda is **Item 1604: 110th SCJPC Anniversary**. This item is on hold until June 2016.

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

Correcting HLA/HSO member codes in the database.

Ms. Carmichael reported that she continues to work on this issue. She added that this is a work in progress and it entails approximately 100,000 poles.

Employee Handbook Update

Ms. Pranata reported that she and Ms. Allen attended a labor law update seminar and discovered that the current employee handbook requires updating in order to remain in compliance with the current labor laws which became effective in the last year. She added that she has contacted the committee lawyer about the updating of the handbook and after review she stated that the task would require one billable hour. The lawyer's hourly rate is \$450.00. She concluded by stating that she will engage the committee lawyer to bring the employee handbook up to date.

Staff Hardware

Ms. Pranata reported that she is considering obtaining a second monitor for the staff in that they are able to obtain the pole prices on one monitor while keeping their billing work open on the second monitor. She added another option, suggested by Ms. Pearson, is to provide tablets for the staff where they maintain pole prices on the Access application. She stated that this additional hardware would create greater billing efficiency, however would require programming. Mr. Serrato stated that in his opinion the second monitor is the better option in that it is universal and not limited to only pole prices. Mr. Chow stated that the current desktop platform would require research to ensure that it would support the additional hardware and programs. Ms. Pranata stated that she is not certain of the age of the current office desktops. Mr. Chow added that replacing the current desktops should be taken into consideration. After brief discussion, the consensus is to research costs of replacing the current desktops, and a second monitor to be provided for the staff. Ms. Pranata will research the costs for a desktop with a monitor, and the cost of an additional monitor and provide the information to the Operating committee.

Review of Action Items

- Ms. Pranta to obtain cost quotes for desktops and monitors and report next month to the Operating committee.
- AT&T to continue working on HLA/HSO member codes.

The meeting adjourned at 10:26 a.m. until March 16, 2016.

Jennie Corella – Committee Transcriber

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES	Details	January 31, 2016			YTD Through January 31, 2016			%	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
EMPLOYEE EXPENSE									
Salaries		33,178	30,736.40	2,442	33,178	30,736.40	2,442	7%	398,141
Regular	28,318.40					-			
Contract Labor	2,418.00					-			
						-			
Insurance		4,878	3,239.72	1,639	4,878	3,239.72	1,639	34%	58,540
Health/Dental	3,239.72					-			
Life (quarterly)	-					-			
						-			
Payroll Taxes	2015 FUTA adjustments	2,820	3,884.22	(1,064)	2,820	3,884.22	(1,064)	-38%	33,842
Workers Compensation		292	254.25	37	292	254.25	37	13%	3,500
Travel/Misc. Exp.		150	119.06	31	150	119.06	31	21%	1,800
						-			
						-			
PENSION EXPENSE									
Contribution-SEP IRA		3,484	2,973.41	510	3,484	2,973.41	510	15%	41,805
						-			
						-			
MONTHLY RECURRING									
Rent	Building Oper Exp \$830.10	8,200	8,061.66	138	8,200	8,061.66	138	2%	98,400
Alarm System	Quarterly	46	-	46	46	-	46	100%	550
Telephone (Verizon)		583	579.47	4	583	579.47	4	1%	7,000
Cisco WebEx Plan		90	69.00	21	90	69.00	21	23%	1,080
Postage & Shipping		133	156.79	(23)	133	156.79	(23)	-18%	1,600
Business/Property Insurance	Pro-Rated	218	868.42	(651)	218	868.42	(651)	-299%	2,612
Committee Meetings		333	299.64	34	333	299.64	34	10%	4,000
						-			
						-			
EQUIPMENT & FURNITURE									
						-			
Copy Machine - CBE		142	111.18	30	142	111.18	30	22%	1,700
						-			
						-			
NETWORK SYSTEM									
						-			
LAN Maintenance		1,083	900.00	183	1,083	900.00	183	17%	13,000
FRIEND Support		400	400.00	-	400	400.00	-	0%	4,800

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES	Details	January 31, 2016			YTD Through January 31, 2016				Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	% Variance	
Data Center Hosting-InetU		750	748.25	2	750	748.25	2	0%	9,000
Email/Domain Host/Sharefile		42	59.49	(18)	42	59.49	(18)	-43%	500
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		417	214.00	203	417	214.00	203	49%	5,000
Velocity-Off Site Back-up		750	299.00	451	750	299.00	451	60%	9,000
						-			
						-			
PRINTING & SUPPLY									
Office Printing		133	172.22	(39)	133	172.22	(39)	-29%	1,600
Office Supplies		208	157.78	51	208	157.78	51	24%	2,500
						-			
						-			
CONTRACT SERVICES									
Auditor	Pro-Rated	578	-	578	578	-	578	100%	6,937
Attorney*		542	-	542	542	-	542	100%	6,500
						-			
						-			
GENERAL EXPENSE									
Sure Payroll Fees		133	118.37	15	133	118.37	15	11%	1,600
Bank fees/Chk printing	Pro-Rated	21	-	21	21	-	21	100%	250
Publications/Subscriptions/Reference		29	-	29	29	-	29	100%	350
Seminars & Tuition	Labor Law Update (KA/AP)	125	265.00	(140)	125	265.00	(140)	-112%	1,500
Member Retirement		133	1,100.14	(967)	133	1,100.14	(967)	-725%	1,600
Total Operating Expenses		59,892.25	55,787.47	4,104.78	59,892.25	55,787.47	4,104.78	7%	718,707.00
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT									
COMPUTER SYSTEM									
Software Purchase (&new website)		667	57.99	609	667	57.99	609	91%	8,000
FRIEND modification*		5,625	-	5,625	5,625	-	5,625	100%	67,500
						-			
						-			
EQUIPMENT & FURNITURE	Pro-Rated					-			

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES	Details	January 31, 2016			YTD Through January 31, 2016				Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	%	
Purchases/Leases (GE Capital)		358	348.80	10	358	348.80	10	3%	4,300
Hardware Purchase		83	-	83	83	-	83	100%	1,000
<u>LONG TERM LIABILITY CURRENT</u>						-			
Total Capital Investments & Long Term Liabilities Current		6,733.33	406.79	6,326.54	6,733.33	406.79	6,326.54	94%	80,800
Interest Earned/Misc Income		(0.08)	(0.08)		(0.08)	(0.08)			
		66,625.50	56,194.18	10,431.32	66,625.50	56,194.18	10,431.32	16%	799,507.00
*Items in blue are assessed equally									
Prepared as of: 2/3/2016									

Delinquent Accounts
As of 2/10/2016

MEMBERS ACCOUNTS RECEIVABLE

MEMBERS ACCOUNTS RECEIVABLE				PAST DUE NOTICES - DO NOT DELETE THIS INFORMATION					
Company Name	Invoice Month	Due By	Amount	Invoice Number	Past Due Notice Date Sent	Past due sent to & response notes	Past due initial sent by	Input By	Input Date
Teleport Comm	Nov '15	Dec. 31, 2015	\$781.20	18796					
Time Warner-TWS	Sept. '15	Oct. 31, 2015	\$175.75	18748	1/11/2016	Bernadette Mcthomas Via mail	KA	JT	12/18/2015
Time Warner-TWS	Oct. '15	Nov. 30, 2015	\$381.25	18784				KA	1/8/2016
Verizon Wireless	July '15	Aug. 31, 2015	\$945.39	18653	/20,12/14, 1/11/	E-mail J.Little/D. Amico	JT/JT/KA	JT	10/9/2015
Verizon Wireless	Sept. '15	Oct. 31, 2015	\$484.56	18723	1/11/2016	E-mail J.Little/D. Amico	KA	JT	12/18/2015
Verizon Wireless	Oct. '15	Nov. 30, 2015	\$1,054.79	18759				KA	1/8/2016
Verizon Wireless	Nov '15	Dec. 31, 2015	\$902.29	18795					

\$4,725.23

TOTAL

\$4,725.23

Delinquent Accounts - 30 Days past due.
Past due notices will be sent out when 60 days have elapsed.

S:\EXCEL\ACCTREC

Member Activity

Member	A	B	D	E	F	H/T	LAC	M	NXT	SCW	SPR	TWC	VZ	Totals
Joint JPAs	4	5	1	505	1			82	2	7		2	1	610
% of Joint's	0.007	0.008	0.002	0.828	0.002	0.000	0.000	0.134	0.003	0.011	0.000	0.003	0.002	1.00
Multi JPAs		1		45		1	1	9	4		6			67
% of Multi's	0.000	0.015	0.000	0.672	0.000	0.015	0.015	0.134	0.060	0.000	0.090	0.000	0.000	1.00
Total JPA's Finalized														677
Total Joint JPA's Received														669
Total Multi's JPA's Received														99
Total JPAs Received														768
														677
														25
														66
														3%
														9%
# Poles	15	16	4	2308	2	8	1	299	78	22	67	2	11	2833
# INSP				2301										2301
% of Poles	0.003	0.003	0.001	0.898	0.000	0.002	0.000	0.058	0.015	0.004	0.013	0.000	0.002	1.00

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
MEMBER BOARD MEETING ATTENDANCE
FEB 2015- JAN 2016**

 = Members assessed penalty fee

 = Less than 80% but 50% or greater attendance

 = Less than 50% attendance

 = Excused Absence

		MBR CODE	2015 FEB	2015 MAR	2015 APR	2015 MAY	2015 JUN	2015 JUL	2015 AUG	2015 SEP	2015 OCT	2015 NOV	2015 DEC	2016 JAN	TOTAL	Atten. %
1	So. California Edison	E	1	1	1	1	1	1	1	1	1	1		1	11	100%
2	City of Los Angeles	M	1	1	1	1	1	1	1	1	1	1		1	11	100%
3	Crown Castle NG West Inc.	NG	1	1	1	1	1	1	1	1	1	1		1	11	100%
4	Sprint-Nextel	SPR	1	1	1	1	1	1	1	1	1	1		1	11	100%
5	Sprint Communications	FON	1	1	1	1	1	1	1	1	1	1		1	11	100%
6	Teleport Comm America	TCA	1	1	1	1	1	1	1	1	1	1		1	11	100%
7	NewPath Networks	NPN	1	1	1	1	1	1	1	1	1	1		1	11	100%
8	CA-CLEC LLC	CCI	1	1	1	1	1	1	1	1	1	1		1	11	100%
9	Verizon California	VZ	1	1	1	1	1	1	1	1	1	1		1	11	100%
10	MCI/Metro	ATS	1	1	1	1	1	1	1	1	1	1		1	11	100%
11	MCI Communications	MCI	1	1	1	1	1	1	1	1	1	1		1	11	100%
12	XO Communications	NXT	1	1	1	1	1	1	1	1	1	1		1	11	100%
13	AT&T California	H / T	1	1	1	1	1	1	1	1	1	1		1	11	100%
14	T-Mobile, USA	PBM	1	1	1	1	1	1	1	1	1	1		1	11	100%
15	Time-Warner	TWC	1	1	1	1	1	1	1	1	1	1		1	11	100%
16	City of Colton	F	1	1	1	1	1	1	1	1	1	1		1	11	100%
17	AT&T Mobility	LAC	1	1	1	1	1	1	1	1	1	1		1	11	100%
18	City of Lompoc	LLW	1	1	1	1	1	1	1	1	1	1		1	11	100%
19	City of Burbank	B	1	1	1	1	1	1	1	1	1	1		1	11	100%
20	City of Glendale	A	1	1	1	1	1	1	1	1	1	1		1	11	100%
21	City of Anaheim	D	1	1	1	1	1	1	1	1	1	1		1	11	100%
22	City of Pasadena	MP	1	1	1	1	1	1	1	1	1	1		1	11	100%
23	City of Riverside	J	1	1	1	1	1	1	1	1	1	1		0	10	91%
24	City of Azusa	MA	1	1	1	1	1	1	1	1	0	1		1	10	91%
25	Verizon Wireless	ATC	1	0	1	1	1	1	1	1	1	1		1	10	91%
26	City of Vernon	V	1	0	1	1	1	1	1	1	1	1		1	10	91%
27	ExteNet Systems	EXT	1	1	0	1	1	1	1	1	1	1		1	10	91%
28	Golden State Water	SCW	1	1	1	1	0	1	1	0	1	1		1	9	82%
29	City of Banning	COB	0	1	1	1	1	1	1	1	0	1		1	9	82%
30	Frontier	FTR	1	1	1	1	0	1	1	1	1	1		0	9	82%
31	Mpower/TelePacific	ICG	0	1	1	1	1	0	1	1	1	1		0	8	73%
32	ATC Outdoor DAS	AMT	1	0	1	1	1	1	0	0	1	1		1	8	73%
33	Mobilite LLC (new member)	MOB								1	1	1		1	4	100%
	Total		30	29	31	32	30	31	31	31	31	33	0	30		

Southern California Joint Pole Committee

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

March 16, 2016

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:

Ms. Manijeh Carmichael	AT&T California
Ms. Kay Black	AT&T California
Mr. Steve Brown	City of Los Angeles
Mr. William Kearns	Verizon CA, MCI Telecomm, MCI Metro ATS
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Mr. Larry Chow	Southern California Edison
Ms. Jessica Pearson	Southern California Edison
Ms. April DeBarge	Southern California Edison
Mr. Wayne Brown	Southern California Edison
Ms. Brenda Davis	Southern California Edison
Ms. Lupe Hernandez	Teleport Communications America, LLC
Ms. Maria Ortiz	XO Communications
Ms. Yvonne Johnson	AT&T Mobility
Ms. Shawn Henderson	T-Mobile USA
Mr. David Campo	City of Lompoc
Mr. Daniel Lippert	City of Burbank
Mr. Ayman Arraj	City of Burbank
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff
Ms. Jennie Corella	Committee Transcriber

Those attending via teleconference were:

Mr. Dan Kjar	City of Azusa
Ms. Lynn Prescott	Verizon Wireless
Ms. Sarah Valdez	Mobilitie

Mr. Kearns called the meeting to order at 10:47 a.m. by addressing the first item on the agenda, the review of the **prior meeting minutes**. The members reviewed the February, 2016 meeting minutes. There were no questions, concerns or revisions.

The second agenda item is the review of the **February 2016 expense sheets**. The members reviewed the February expenses. Mr. Kearns commented that the YTD expenses were within range. There were no further comments.

The third agenda item is the **Accounts Receivable**. In regards to the outstanding Verizon Wireless invoices, Ms. Prescott stated that she would attempt to clear all outstanding invoices by the incoming month. There were no further questions or comments.

The fourth item on the agenda is the **February 2016 JPA Member Activity** report. There were no questions or comments on this item.

The fifth item on the agenda is **Member Board Attendance**. The members reviewed the report. There were no questions or concerns on board attendance.

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Pranata reported that Ms. Kathleen Allen will be attending all future Operating Meetings to report on Standardization of Procedures and Minutes. Ms. Allen stated that there is nothing to report this month.

The seventh item on the agenda is **Item 1604: 110th SCJPC Anniversary**. This item is on hold until June 2016.

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

Correcting HLA/HSO member codes in the database.

Ms. Carmichael reported that she continues to work on this issue.

Employee Handbook Revised by Scott & Whitehead

Ms. Pranata reported that the employee handbook has been updated by Ms. York of Scott & Whitehead. The major change to the handbook is a change to the sick leave policy in order to comply with the new California Sick Leave Law. The Employee Handbook is not available on the SCJPC website since this is a confidential document. However, she has emailed a copy to all members for their review. The members approved the revisions to the Employee Handbook. Ms. Pranata will now distribute the revised Employee Handbook to the staff now that it is approved by the Operating committee.

Computers and Monitors Quote

Ms. Pranata reported that she has obtained quotes for replacing the JPC hardware. The quotes are from Mr. Atalla who is the committee IT contractor. As directed, Ms. Pranata procured two quote options. The first option is for monitors with towers. The second quote is for monitors only and maintaining the current towers. The first quote is for 8 towers, and 16 monitors, since it was agreed at the prior operating committee meeting that the staff could operate with greater efficiency with dual monitors. The second quote is for 16 monitors. Labor is included in both quotes, as well as monitor desk mounts. She added that the hardware quote is good for seven days. After brief discussion it was agreed to move forward with option one. In that this purchase exceeds the fiscal limit authorization for the Operating committee this purchase requires Board approval. This item will be on the Consent Calendar of the April Board meeting.

Operations Manager's Vacation

Ms. Pranata announced that she will out of the office from March 22 through March 29. In her absence, Ms. Kathleen Allen and Mr. Ryan Jones will be responsible for office operations.

Review of Action Items

- Ms. Pranata to email hardware quote to members in preparation for approval at the April 2016 Board meeting.
- AT&T to continue working on HLA/HSO member codes.

The meeting adjourned at 11:05 a.m. until April 20, 2016.

Jennie Corella – Committee Transcriber

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES	Details	February 29, 2016			YTD Through February 29, 2016			%	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
EMPLOYEE EXPENSE									
Salaries		33,178	32,144.95	1,033	66,357	62,881.35	3,475	5%	398,141
Regular	28,318.40					-			
Contract Labor	3,826.55					-			
Insurance		4,878	3,857.90	1,020	9,757	7,097.62	2,659	27%	58,540
Health/Dental	3,857.90					-			
Life (quarterly)	-					-			
Payroll Taxes		2,820	2,702.10	118	5,640	6,586.32	(946)	-17%	33,842
Workers Compensation		292	251.25	40	583	505.50	78	13%	3,500
Travel/Misc. Exp.		150	148.23	2	300	267.29	33	11%	1,800
						-			
						-			
PENSION EXPENSE									
Contribution-SEP IRA		3,484	2,973.41	510	6,968	5,946.82	1,021	15%	41,805
						-			
						-			
MONTHLY RECURRING									
Rent	Building Oper Exp \$830.10	8,200	8,061.66	138	16,400	16,123.32	277	2%	98,400
Alarm System	Quarterly	46	140.97	(95)	92	140.97	(49)	-54%	550
Telephone (Verizon)		583	579.47	4	1,167	1,158.94	8	1%	7,000
Cisco WebEx Plan		90	69.00	21	180	138.00	42	23%	1,080
Postage & Shipping		133	133.22	0	267	290.01	(23)	-9%	1,600
Business/Property Insurance	Pro-Rated	218	585.00	(367)	435	1,453.42	(1,018)	-234%	2,612
Committee Meetings		333	281.65	52	667	581.29	85	13%	4,000
						-			
						-			
EQUIPMENT & FURNITURE									
Copy Machine - CBE		142	111.18	30	283	222.36	61	22%	1,700
						-			
						-			

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES	Details	February 29, 2016			YTD Through February 29, 2016			%	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
						-			
NETWORK SYSTEM						-			
LAN Maintenance		1,083	900.00	183	2,167	1,800.00	367	17%	13,000
FRIEND Support		400	400.00	-	800	800.00	-	0%	4,800
Data Center Hosting-InetU		750	748.25	2	1,500	1,496.50	4	0%	9,000
Email/Domain Host/Sharefile		42	32.95	9	83	92.44	(9)	-11%	500
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		417	28.84	388	833	242.84	590	71%	5,000
Velocity-Off Site Back-up		750	299.00	451	1,500	598.00	902	60%	9,000
						-			
						-			
PRINTING & SUPPLY						-			
Office Printing		133	132.84	0	267	305.06	(38)	-14%	1,600
Office Supplies		208	49.36	159	417	207.14	210	50%	2,500
						-			
						-			
CONTRACT SERVICES						-			
Auditor	Pro-Rated	578	-	578	1,156	-	1,156	100%	6,937
Attorney*	R.Adams 2015+2016	542	850.50	(309)	1,083	850.50	233	21%	6,500
						-			
GENERAL EXPENSE						-			
Sure Payroll Fees		133	118.37	15	267	236.74	30	11%	1,600
Bank fees/Chk printing	Pro-Rated	21	-	21	42	-	42	100%	250
Publications/Subscriptions/Reference		29	-	29	58	-	58	100%	350
Seminars & Tuition		125	-	125	250	265.00	(15)	-6%	1,500
Member Retirement		133	-	133	267	1,100.14	(833)	-313%	1,600
Total Operating Expenses		59,892.25	55,600.10	4,292.15	119,784.50	111,387.57	8,396.93	7%	718,707.00

Delinquent Accounts
As of 3/8/2016

MEMBERS ACCOUNTS RECEIVABLE

MEMBERS ACCOUNTS RECEIVABLE				PAST DUE NOTICES - DO NOT DELETE THIS INFORMATION					
Company Name	Invoice Month	Due By	Amount	Invoice Number	Past Due Notice Date Sent	Past due sent to & response notes	Past due initial sent by	Input By	Input Date
City of Pasadena	Dec. '15	Jan. 31, 2016	\$695.02	18840	3/4/2016	Sent to Joe Armstrong & email Invoices	KA	KA	3/4/2016
City of Riverside	Dec. '15	Jan. 31, 2016	\$810.64	18841	3/4/2016	Sent to Lawrence Yao	KA	KA	3/4/2016
Frontier Comm	Dec. '15	Jan. 31, 2016	\$2.59	18865	3/4/2016	Sent to Wendy McKee	KA	KA	3/4/2016
MCI/Metro ATS	Dec. '15	Jan. 31, 2016	\$705.37	18846	3/4/2016				
MCI Telecomm	Dec. '15	Jan. 31, 2016	\$583.47	18847	3/4/2016				
Teleport Comm	Dec. '15	Jan. 31, 2016	\$754.88	18832	3/4/2016	Emailed Dayla. Having trouble with Mail	KA	KA	3/4/2016
Time Warner-TWS	Sept. '15	Oct. 31, 2015	\$175.75	18748	1/11/2016	Bernadette Mcthomas Via mail	KA	JT	12/18/2015
Time Warner-TWS	Oct. '15	Nov. 30, 2015	\$381.25	18784	3/4/2016	Bernadette Mcthomas Via mail	KA	KA	1/8/2016
Time Warner-TWS	Dec. '15	Dec. 31, 2015	\$315.19	18856	3/4/2016	Bernadette Mcthomas Via mail	KA	KA	3/4/2016
Verizon Wireless	July '15	Aug. 31, 2015	\$945.39	18653	/20,12/14, 1/11/	E-mail J.Little/D. Amico	JT/JT/KA	JT	10/9/2015
Verizon Wireless	Sept. '15	Oct. 31, 2015	\$484.56	18723	1/11/2016	E-mail J.Little/D. Amico 3/4/16	KA	JT	12/18/2015
Verizon Wireless	Oct. '15	Nov. 30, 2015	\$1,054.79	18759	1/8/2016	E-mail J.Little/D. Amico	KA	KA	1/8/2016
Verizon Wireless	Nov '15	Dec. 31, 2015	\$902.29	18795	3/4/2016	E-mail J.Little/D. Amico	KA	KA	3/4/2016
Verizon Wireless	Dec. '15	Jan. 31, 2016	\$871.88	18831	3/4/2016	E-mail J.Little/D. Amico	KA	KA	4-Mar

\$8,683.07

TOTAL

\$8,683.07

Delinquent Accounts - 30 Days past due.
Past due notices will be sent out when 60 days have elapsed.


Member Activity

FEB '16 MBR ACTIVITY

Member	A	ATC	E	H/T	LAC	M	NG	NPN	NXT	SCW	SPR	V	VZ	Totals
Joint JPAs	9	4	448			66				1		1	2	531
% of Joint's	0.017	0.008	0.844	0.000	0.000	0.124	0.000	0.000	0.000	0.002	0.000	0.002	0.004	1.00
Multi JPAs	2		64	1	1	4	5	1	1		1			80
% of Multi's	0.025	0.000	0.800	0.013	0.013	0.050	0.063	0.013	0.013	0.000	0.013	0.000	0.000	1.00
Total JPA's Finalized														611
Total Joint JPA's Received														569
Total Multi's JPA's Received														112
Total JPAs Received														681
JPAs Finalized														611
JPAs Hold Over														15
JPAs Returned														55
% Hold over														2%
% Returned														8%
# Poles	32	6	2795	5	5	200	48	10	10	0	2	4	3	3120
# INSP														0
% of Poles	0.010	0.002	0.896	0.002	0.002	0.064	0.015	0.003	0.003	0.000	0.001	0.001	0.001	1.00

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
MEMBER BOARD MEETING ATTENDANCE
MAR 2015 - FEB 2016**

 = Members assessed penalty fee

 = Less than 80% but 50% or greater attendance

 = Less than 50% attendance

 = Excused Absence

	MBR CODE	2015 MAR	2015 APR	2015 MAY	2015 JUN	2015 JUL	2015 AUG	2015 SEP	2015 OCT	2015 NOV	2015 DEC	2016 JAN	2016 FEB	TOTAL	Atten. %
1	So. California Edison	E	1	1	1	1	1	1	1	1		1	1	11	100%
2	City of Los Angeles	M	1	1	1	1	1	1	1	1		1	1	11	100%
3	Crown Castle NG West Inc.	NG	1	1	1	1	1	1	1	1		1	1	11	100%
4	Sprint-Nextel	SPR	1	1	1	1	1	1	1	1		1	1	11	100%
5	Sprint Communications	FON	1	1	1	1	1	1	1	1		1	1	11	100%
6	Teleport Comm America	TCA	1	1	1	1	1	1	1	1		1	1	11	100%
7	NewPath Networks	NPN	1	1	1	1	1	1	1	1		1	1	11	100%
8	CA-CLEC LLC	CCI	1	1	1	1	1	1	1	1		1	1	11	100%
9	Verizon California	VZ	1	1	1	1	1	1	1	1		1	1	11	100%
10	MCI/Metro	ATS	1	1	1	1	1	1	1	1		1	1	11	100%
11	MCI Communications	MCI	1	1	1	1	1	1	1	1		1	1	11	100%
12	XO Communications	NXT	1	1	1	1	1	1	1	1		1	1	11	100%
13	AT&T California	H / T	1	1	1	1	1	1	1	1		1	1	11	100%
14	T-Mobile, USA	PBM	1	1	1	1	1	1	1	1		1	1	11	100%
15	Time-Warner	TWC	1	1	1	1	1	1	1	1		1	1	11	100%
16	City of Colton	F	1	1	1	1	1	1	1	1		1	1	11	100%
17	AT&T Mobility	LAC	1	1	1	1	1	1	1	1		1	1	11	100%
18	City of Lompoc	LLW	1	1	1	1	1	1	1	1		1	1	11	100%
19	City of Burbank	B	1	1	1	1	1	1	1	1		1	1	11	100%
20	City of Glendale	A	1	1	1	1	1	1	1	1		1	1	11	100%
21	City of Pasadena	MP	1	1	1	1	1	1	1	1		1	1	11	100%
22	City of Anaheim	D	1	1	1	1	1	1	1	1		1	0	10	91%
23	City of Riverside	J	1	1	1	1	1	1	1	1		0	1	10	91%
24	Verizon Wireless	ATC	0	1	1	1	1	1	1	1		1	1	10	91%
25	City of Vernon	V	0	1	1	1	1	1	1	1		1	1	10	91%
26	ExteNet Systems	EXT	1	0	1	1	1	1	1	1		1	1	10	91%
27	City of Banning	COB	1	1	1	1	1	1	0	1		1	1	10	91%
28	City of Azusa	MA	1	1	1	1	1	1	0	1		1	0	9	82%
29	Frontier	FTR	1	1	1	0	1	1	1	1		0	1	9	82%
30	Mpower/TelePacific	ICG	1	1	1	1	0	1	1	1		0	1	9	82%
31	Golden State Water	SCW	1	1	1	0	1	1	0	1		1	0	8	73%
32	ATC Outdoor DAS	AMT	0	1	1	1	0	0	1	1		1	1	8	73%
33	Mobilite LLC (new member)	MOB						1	1	1		1	1	5	100%
Total			29	31	32	30	31	31	31	33	0	30	30		

QUOTE 1 – COMPUTER AND MONITORS, Joe Atalla - 3/3/2016

Hello Angela, here is a quick quote, the quote is valid for 7 days, since Dell is having a sale on the items quoted:

(8) Business Class DELL Quad Core Processor, 8GB RAM, 1TB HDD, Dual Monitor Video Card	\$695.00 each	\$5560.00
(16) DELL 24" Monitor LED	\$249.00 each	\$3984.00
(8) Dual Monitor Desk Mound Heavy Duty Fully Adjustable up to 27"	\$ 50.00 each	\$ 400.00
Setup and Installation	\$ 0.00	
Configuration and FRIEND Installation	\$ 0.00	
Delivery Charge and Desk Mount Installation	\$250.00	
Total Hardware \$9944.00 + tax = \$10739.52		

Total Turn-Key \$10,989.52

Please let me know if you want me to order them for you. We can order, deliver, install and configure the computers and the dual desk mounts for \$10,984.52

Thank You, Joe Atalla 951-515-4921

QUOTE 2 – MONITORS AND VIDEO CARDS ONLY

(8) Dell E2015HV 20" LCD Monitor 1600x900	\$79.99 each	\$639.92 (Staples.com)
(8) Video Card 1 GB DDR3 GEFORCE GT 710	\$49.95 each	\$399.60 (Computer Village)
(8) Video Card Installation by Computer Village	\$45 each	\$360.00 (Computer Village)
(8) Dual Monitor desk mount	\$50 each	\$400.00 (Amazon.com)
Total Hardware		\$1799.52 + TAX
Desk mount installation (if bolt-through needed)	\$150 per hr	(Handyman)

Current SCJPC computers and monitors purchase date: February 2010

BILL NO. 11-15-615, 868
 PAGE NO. 1

FINAL AUTHORIZATION FOR JOINT POLE TRANSACTION

J.P. FORM 2-1 Rev 07/13

This authorization is in accordance with Joint Pole Agreement and Routine. The undersigned have agreed on joint work as specified heron.

Date Prepared 8/2/2012
 Date Sent 8/10/2012
 In Field

By Telephone
 Date Completed OCT 12 2015
 No. of Pages 1

J.P. Auth No NG1006-01-007

COSTS and BILLING DATA

- BILLING CODES**
 1. PLACED CURRENT YEAR
 2. PLACED PRIOR YEAR
 3. UNAUTHORIZED ATTACHMENT
 4. SALVAGE VALUE
 5. AUTHORIZED COSTS

UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE	APPROVED	TAXING INSTRUCTIONS	ACCOUNTING DATA
E	June Santiago	SANTA BARBARA	ADRIAN VALDEZ	GOLETA	700198
VZ	Jeffrey Hartman	SANTA BARBARA	L. VAIL	SANTA BARBARA	9P012 JP
NG	John Schweers	SAN JOSE	JOE SERRATO	SANTA BARBARA	MAP # 6063-1980

BILL NO. 615

POLE NO.	Pole Length	Year Set	Pole Treat Class Anchor Direct.	Record				Proposed				Item No.	LOCATION AND NATURE OF WORK <small>If not in accordance with Joint Pole agreement and routine-state reasons.</small>		
				E	VZ			E	VZ		NG				
4579022E	45	05	FT / CL3	39 - 10 21 - 3	23 - 2			4KV .49	C .27			.24	23 - 1	1	NG TO PURCHASE SEC 4.0 & PL (2) ANC SEC 3.0
	1 1/4"		S										ALL	111b	NG TO PLACE ANCHOR
	1 1/4"		W										ALL	111b	NG TO PLACE ANCHOR
	3/4"		S	.50	.50			.50	.50						
														110b	NG TO PLACE 16M DOWN GUY
														110e	NG TO PLACE GUY GUARD
														110b	NG TO PLACE 16M DOWN GUY
														110e	NG TO PLACE GUY GUARD

AMOUNT DUE		BILL CODE	AMOUNT	ACCOUNTING DIRECTIONS:
UTILITY	TOTAL AMT			
E	262			
NG	0			
COL TOT	262			

POLE LEGEND:
 P = PULL (Item 5A)
 PB = PULL BUTT
 T = TRANSPORT (Item 5B)
 S = SALVAGE
 D = DISPOSE (Item 5D)
 TN = TENANT

ANCHOR/ARM LEGEND:
 AR = ANCHOR/ARM REMOVED
 AT = ANCHOR/ARM TRANSFERRED

Show Quantity of Items to be billed in the Column of Party to be Paid.

GEOGRAPHICAL LOCATION
 SANTA BARBARA
 COMMUNITY

FORM 48 SENT 8/12/2015

PAGE TOTAL _____

51-22

Jo [Signature]

Jo [Signature]

IS

[Signature]

COSTS and BILLING DATE

BILL NO. 11-15-868

FINAL

BILLING CODES

- 1. PLACED CURRENT YEAR
- 2. PLACED PRIOR YEAR
- 3. UNAUTHORIZED ATTACHMENT
- 4. SALVAGE VALUE
- 5. AUTHORIZED COST

J.P. AUTH. NO. NG1006-01-007

BILL NO. **868**

AMOUNT DUE			
BILL CODE	UTILITY	BILL CODE	UTILITY
	NG		VZ
	TOTAL AMT		TOTAL AMT
	0		219
	AMOUNT		AMOUNT
1.			
2.		2	219
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
COL TOL			219

BILL NO.

AMOUNT DUE			
BILL CODE	UTILITY	BILL CODE	UTILITY
	TOTAL AMT		TOTAL AMT
	AMOUNT		AMOUNT
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
COL TOL			

BILL NO.

AMOUNT DUE			
BILL CODE	UTILITY	BILL CODE	UTILITY
	TOTAL AMT		TOTAL AMT
	AMOUNT		AMOUNT
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
COL TOL			

BILL NO.

AMOUNT DUE			
BILL CODE	UTILITY	BILL CODE	UTILITY
	TOTAL AMT		TOTAL AMT
	AMOUNT		AMOUNT
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
COL TOL			

BILL NO.

AMOUNT DUE			
BILL CODE	UTILITY	BILL CODE	UTILITY
	TOTAL AMT		TOTAL AMT
	AMOUNT		AMOUNT
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
COL TOL			

ACCOUNTING DIRECTIONS:

BILL NO. 3-11-1602

FINAL AUTHORIZATION FOR JOINT POLE TRANSACTION

J.P. FORM 2-1 Rev 07/13

PAGE NO. **1 OF 4**

This authorization is in accordance with Joint Pole Agreement and Routine. The undersigned have agreed on joint work as specified heron.

Date Prepared 3/21/2014

In Field

By Telephone

Date Sent 4/16/2014 Confirming Agreement

Date Completed FEB 22 2016 No. of Pages **1 OF 4**

J.P. Auth. No. **E6030-405986021**

COSTS and BILLING DATA

- BILLING CODES
1. PLACED CURRENT YEAR
 2. PLACED PRIOR YEAR
 3. UNAUTHORIZED ATTACHMENT
 4. SALVAGE VALUE
 5. AUTHORIZED COSTS

SCE USE ONLY		
BC	AMT	SO

UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE	APPROVED	TAXING INSTRUCTIONS	ACCOUNTING DATA
E	RYAN SMITH	FOOTHILL	DAVID MORASSE	FONTANA	TD# 818549 700113 29F
HSO			18.1D		

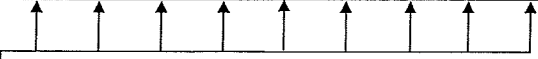
BILL NO. 1602

POLE NO.	Pole Length	Year Set	Pole Treat Class	Record				Proposed				Item No.	LOCATION AND NATURE OF WORK <small>If not in accordance with Joint Pole agreement and routine-state reasons.</small>	BILL CODE	AMOUNT DUE		ACCOUNTING DIRECTIONS:	
				12KV E	HSO			12KV E	HSO						UTILITY E	UTILITY H		
772766E	45	48	FT 4	39-10	23-5			LTD PB					E TO REPLACE PER SECTION 7.4, 7.11, 10.8, 13.3, 19.6	1				
								C-10					CEDAR AV P/P 130' E 50' S/O 6TH ST	2	5	319	40	
								1/2(1)			19B		CUT & KICK	4	5	784		
								2			83		PHONE / CATV	5	5	232		
														6				
772766E	45	14	FT 4					39-9					CEDAR AV P/P 130' E 50' S/O 6TH ST	7	1			
								TN-24						8				
								1/2(1)			10B			9	5			
											78A			10				
														11				
														12				
														13				
														COL TOT				

POLE LEGEND:
P = PULL
PB = PULL BUTT
T = TRANSPORT
S = SALVAGE
D = DISPOSE
TN = TENANT

ANCHOR LEGEND:
AR = ANCHOR REMOVED
AT = ANCHOR TRANSFERRED

Show Quantity of Items to be billed in the Column of Party to be Paid.



GEOGRAPHICAL LOCATION
SAN BERNARDINO
RIVERSIDE
COMMUNITY

FORM 48 9/19/2014 11/3/2014

PAGE TOTAL

MV

PRELIMINARY JPA REVIEWED BY AGENT:
ALICIA GALLEGOS

*Southern California
Joint Pole Committee*

EMPLOYEE HANDBOOK

January 1, 2015

March April 2016

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A. INTRODUCTION & CONDITIONS OF EMPLOYMENT

Welcome

Welcome to Southern California Joint Pole Committee (hereafter, "SCJPC" or the "Committee"). If you have any difficulty reading or understanding any portion of this Employee Handbook, please speak with the Manager of Operations (hereafter, the "Manager of Operations") and assistance will be provided to you.

This Handbook is being provided to you in order to acquaint you with SCJPC, offer general guidelines to your employment, and summarize many of the Committee's policies and benefits. It is intended to be a resource to you throughout your employment with SCJPC.

This Employee Handbook, was reviewed and approved by the standing Operating Committee as of November 19, 2014, to become effective on January 1, 2015. The policies contained in this Employee Handbook supersede all policies previously issued by the Committee regarding the subject matter contained in this Handbook.

This Handbook is not a contract for employment, with the exception of the At-will Agreement. The policies and benefits contained herein may be updated, added to, changed or rescinded from time to time, as SCJPC may deem appropriate or necessary, with the exception of the At-will Agreement, which may be altered only by an express agreement that is signed by the Committee's President. When changes to policies or benefits occur, you will be notified in writing.

Please note, none of the statements or provisions of this Handbook is intended to restrict or prohibit you from engaging in protected, concerted activity under the National Labor Relations Act.

As a condition of your employment, you are required to read, understand and agree to abide by the provisions contained in this Handbook, and to execute and turn in the Acknowledgement at the end of this Handbook. Should you have any questions concerning your employment, please feel free to speak with the Manager of Operations.

At-Will Agreement

Employment with SCJPC is "at-will," which means that both you and SCJPC have the right to terminate your employment at any time, with or without cause and with or without prior notice. One purpose of this Handbook is to make clear your right to resign, and SCJPC's right to terminate or modify your employment at any time. In addition, SCJPC may change your duties, compensation or hours, or transfer, reassign, promote, demote, suspend or otherwise change the terms and conditions of your employment (other than the at-will relationship), with or without cause or prior notice. The implementation of disciplinary procedures or warnings does not alter the at-will status of any employee.

The at-will relationship may not be changed by any person, statement or conduct, whether express or implied, other than by a written agreement that expressly alters the at-will status and is signed by the Committee's President. This is an integrated statement of the at-will employment relationship

You must understand and accept this at-will relationship as an integral part of your employment with SCJPC. Once again, if you have any questions regarding this policy or your employment with SCJPC, please feel free to speak to the Manager of Operations.

Conditions of Employment

Your offer of employment with SCJPC is conditioned upon the following:

- Satisfactory completion of background and/or reference checks;
- Submission and verification of all education, certifications, licenses, and other credentials;
- Completion of I-9 form, which requires submission of valid documentation that confirms identity and authorization to work in the United States (such as a current driver's license and social security card), and re-submission upon expiration of such documentation; and
- Reading this Handbook, and executing and turning in the Acknowledgement at the end of the Handbook.

In addition, all employees must complete a Federal W-4 form for tax withholding. Please note that SCJPC is required to send a copy of the form to the California Franchise Tax Board, which will conduct an investigation, if: (a) you claim 10 or more withholding allowances; (b) you claim to be exempt from income tax withholding; (c) you significantly alter the form; or (d) you admit that your form contains false information.

Please be advised that any adverse information that is learned before or during your employment may result in the withdrawal of the offer, or termination, of employment. Such information may include, but is not limited to, information regarding unlawful conduct in connection with prior employment or any history of violent conduct. In addition, falsification of any information on your employment application or other documents may result in the withdrawal of the offer, or termination of employment (at any time). If you have any questions about any of the terms and conditions of your employment with SCJPC, please see the Manager of Operations.

Equal Opportunity Employer

SCJPC is an equal opportunity employer. When making hiring and employment decisions, SCJPC does not discriminate on the basis of race, color, national origin, ancestry, religion (including religious belief, observation, dress and grooming), sex, gender (including gender identity and gender expression), sexual orientation, political affiliations or activities, military service/veteran status, marital status, pregnancy (including childbirth, breastfeeding and related medical conditions), age (40 and above), physical or mental disability (including HIV and AIDS), medical condition (cancer and genetic information or characteristics), or any other legally protected basis.

Our management is dedicated to ensuring the fulfillment of this policy with respect to the recruitment and hiring of candidates for employment, the terms and conditions of employment, and the training, placement, transfer, promotion, demotion, layoff, termination, compensation, employee benefits, working conditions, classification, referral and the general treatment of all employees.

If you believe that you may have experienced or witnessed, or have otherwise become aware of, possible discrimination, please immediately report your concerns to the Manager of Operations. If the Manager of Operations is not available, or you are more comfortable reporting the matter to another member of management or the Committee's President, please do so. You will be asked to provide all relevant facts and to identify any individuals involved, including potential witnesses. Failure to report your concerns and provide the necessary information prevents the Committee from taking the appropriate steps to prevent and/or correct such situations.

SCJPC prohibits retaliation against any person who opposes, reports or assists another person in reporting suspected discrimination.

Open Door Policy

One of the key ingredients to success is a policy and practice of open communication between management and employees. Management cannot know of your concerns, questions or suggestions unless they are brought to its attention. An open door policy exists to promote communication, resolve concerns, answer questions, and evaluate and act on suggestions that may benefit SCJPC and its employees.

For this reason, if you have a work-related problem, SCJPC encourages you to discuss it in person with the Supervisor or the Manager of Operations as soon as possible. Nothing in this policy is intended to prohibit you from raising your concerns through additional or alternate means. Again, the goal is to address any issues as soon as possible, and to prevent the continuation of work-related problems, misunderstandings, questions or difficulties that perpetuate unresolved workplace challenges. The Committee's objective is to ensure a workplace in which employees feel safe and comfortable communicating their concerns.

Open Communication / Non-Retaliation Policy

It is SCJPC's intention to comply fully with all rules, regulations and laws applicable to SCJPC's business. To this end, each individual must know and understand how to report any activity that he or she reasonably suspects may be unsafe, illegal, unethical, fraudulent, inappropriate, or in violation of any Committee policy ("Violation"). This policy is intended to encourage and enable anyone to report concerns within the Committee, and applies to any matter that is related to the Committee or its business activities.

If you have reason to believe that any Violation may have occurred, the Committee expects and encourages you to come forward, without delay, to report the matter to the Manager of Operations. If the Manager of Operations is not available, or you are more comfortable reporting the matter to another member of management or the Committee's President, please do so. Your initial report may be verbal or written, and should explain the relevant facts and identify any relevant individuals involved, including potential witnesses. Failure to report your concerns and provide the necessary information prevents the Committee from taking the appropriate steps to prevent and/or correct such situations. When appropriate, the Committee will promptly investigate reported Violations and take corrective action if it is found that a Violation has occurred.

In addition, the Committee strictly prohibits retaliation against any person who reports a suspected Violation, assists another person in reporting a suspected Violation, or participates in good faith in any investigation of a suspected Violation. Individuals who come forward and participate in good faith will be protected from retaliation for having done so. If you have reason to believe that any adverse action or retaliation has occurred, to you or to someone else as a result of such activities, please immediately notify the Manager of Operations. If the Manager of Operations is not available, or you are more comfortable reporting the matter to another member of senior management, please do so. Retaliation will not be tolerated.

The Committee considers these matters, and these investigations, to be extremely serious. Any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation in either reporting a violation or during an investigation will be subject to disciplinary action, up to and including termination of employment.

B. GENERAL POLICIES AND STANDARDS

General Standards of Conduct

To ensure orderly operations and provide the best possible work environment, SCJPC requires that employees follow rules of conduct that will protect the interests of SCJPC and the safety of its employees. Although it is not possible to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of infractions that may result in disciplinary action, up to and including immediate termination of employment:

- Any unlawful conduct;
- Any conduct that puts personal interests over the best interests of the Committee or its Members;
- Violation of any safety or health standards, including OSHA and Cal-OSHA requirements;
- Violation or abuse of any Committee policy, procedure or benefit;
- Theft, which includes any unauthorized possession, removal or use of Committee or Committee Member property or information;
- Falsification or material omission of information on employment application, time records or any Committee document;
- Unauthorized use or disclosure of business “secrets” or Confidential Information belonging to the Committee, its employees or any Committee Members including but not limited to documents, forms, keys, or equipment;
- Repeated, patterned or unauthorized tardiness and/or absence;
- Sleeping while on duty;
- Negligent or improper conduct leading to the likelihood of or actual damage to Committee or Committee Member property;
- Gambling of any kind during work time or on Committee premises;
- Intentional or negligent violation of safety or health standards;
- Possession, sale or use of dangerous or unauthorized materials, including any controlled substance, alcohol, unauthorized medication, weapon, explosive or firearm in the workplace, or anywhere while conducting any Committee business;
- Working while under the influence of alcohol or any other controlled substance that impairs the ability to work;
- Fighting, threatening violence, or attempting to cause any injury to another, including contributing to or encouraging violent or injurious behavior;
- Insubordination or other unprofessional, disrespectful or uncooperative conduct;
- Engaging in excessive personal activities during work time, including personal use of Committee telephones or computers, or any use of personal cell phones other than during authorized rest breaks and meal periods;
- Unsatisfactory job performance or inappropriate workplace behavior;
- Unprofessional conduct, including discrimination, harassment, retaliation or other misconduct that may disrupt or interfere with the workplace.

The above list is not all-inclusive, and may be revised at any time. Notwithstanding the foregoing rules of conduct, employment with SCJPC is strictly at-will and may be terminated at any time, with or without cause and with or without notice.

Employee Honesty Policy

SCJPC entrusts employees with its assets and property, as well as Committee Member assets and property, on a daily basis. Consequently, we carefully select staff members based on a variety of criteria, including background and reference checks, documentation and personal interviews. Once hired, it is our expectation and belief that every employee is committed to the success of the Committee, as this is the best assurance of continued employment opportunities for everyone.

For this reason, employee dishonesty and theft are considered very serious violations for which the Committee maintains a zero tolerance policy. Dishonesty includes: (a) any misleading, deceptive or untruthful statement; or (b) any omission or concealment involving a matter of concern to the Committee. Employee theft includes any unauthorized possession, removal or use of Committee or Committee Member property, money or Confidential Information.

If you believe that you may have witnessed, or have otherwise become aware of, possible employee dishonesty or theft, please promptly report your concerns to the Manager of Operations. If the Manager of Operations is not available, or you are more comfortable reporting the matter to another member of management or the Committee's President, please do so. If the Committee has reason to believe that any employee has engaged in dishonesty or theft, an investigation will be promptly conducted. Any employee who is reasonably believed to have been involved may be suspended (without pay) for the duration of the investigation. If the investigation results in a finding of misconduct, including but not limited to employee dishonesty or theft, all involved employees will be subject to disciplinary action up to and including termination of employment. If applicable, the matter may be referred to law enforcement for criminal prosecution.

Policy Against Discrimination and Harassment

SCJPC is committed to providing a work environment free of discrimination or harassment. By this policy, the Committee prohibits not only discriminatory or harassing conduct that is severe or pervasive enough to be unlawful, but also inappropriate and unprofessional conduct, even if it is not severe or pervasive enough to violate state or federal law.

The Committee maintains a strict policy prohibiting discrimination and/or harassment based upon race, color, national origin, ancestry, religion (including religious belief, observation, dress and grooming), sex, gender (including gender identity and gender expression), sexual orientation, political affiliations or activities, military service/veteran status, marital status, pregnancy (including childbirth, breastfeeding, and related medical conditions), age (40 and above), physical or mental disability (including HIV and AIDS), medical condition (cancer and genetic information or characteristics), or any other legally protected basis. SCJPC will not tolerate discrimination or harassment based on any category protected by law, whether by or toward a supervisor, subordinate or co-worker. This Committee also prohibits harassment by or toward applicants, independent contractors, Committee Members and others doing business with SCJPC.

This policy against harassment includes a prohibition on sexual harassment, or any conduct that may be perceived as harassment, which may include conduct between members of the opposite or same gender. Sexual harassment comes in many forms – such as verbal, physical, visual or written (including email) – and may include, but is not limited to, conduct such as:

- Unwelcome sexual advances;
- Offering any employment benefit in exchange for sexual favors;
- Conditioning any term or condition of employment upon participation in any sexual conduct whatsoever;

- Making, threatening or engaging in any form of reprisal in connection with a negative response to any sexual advance;
- Verbal conduct such as teasing, starting or repeating rumors, discussing sexual subject matter, or making derogatory, degrading, harassing or sexually suggestive jokes, slurs, comments, remarks or epithets;
- Visual conduct such as leering, staring, sexual gestures or facial expressions, displaying or distributing derogatory or sexually suggestive material such as depictions, emails, faxes, text messages, "sexting," or other writings, documents or communications;
- Physical conduct such as touching, massaging (or requesting that an employee engage in touching or massaging), hugging, kissing, invading personal space, blocking or interfering in any way with another's movement or work, or any assault upon another;
- Displaying, distributing or bringing onto SCJPC premises sexually suggestive or otherwise inappropriate or harassing depictions, books, magazines, recordings or other materials;
- Engaging in intimidating, threatening or aggressive conduct based on gender or sex; or
- Any gender or sexually based conduct that has the purpose or effect of interfering with another's work, or of creating a hostile or offensive work environment.

The above list is not all-inclusive, but illustrates some of types of conduct that are inappropriate, and will not be tolerated.

SCJPC needs, expects and encourages you to come forward, without delay, should you suspect that any discrimination or harassment has occurred. If you believe that you may have experienced or witnessed, or have otherwise become aware of, possible discrimination or harassment, please immediately report your concerns to the Manager of Operations. If the Manager of Operations is not available, or you are more comfortable reporting the matter to another member of management or the Committee's President, please do so. Your prompt report will enable the Committee to investigate and, if appropriate, take prompt, remedial action. You will be asked to provide all relevant facts and to identify any individuals involved, including potential witnesses. Failure to report your concerns and provide the necessary information prevents the Committee from taking the appropriate steps to prevent and/or correct such situations. A complaint may be filed with the Equal Employment Opportunity Commission or the Department of Fair Employment and Housing within one year of the suspected discrimination or harassment. Contact information is listed in the telephone book or on the Internet on the agencies' websites.

The Committee will promptly investigate reported violations of this policy. Appropriate corrective action will be taken if it is found that discrimination, harassment or other inappropriate (or unlawful) conduct has occurred, up to and including termination of employment.

SCJPC prohibits retaliation against any person who opposes, reports or assists another person in reporting suspected discrimination or harassment. Employees who come forward in good faith to report any incident of suspected discrimination or harassment will be protected from retaliation for having done so. Similarly, employees who participate in good faith in an investigation of reported misconduct will be protected from retaliation for having done so. SCJPC needs, expects and encourages you to come forward, without delay, should you suspect that any form of retaliation has occurred. Retaliation will not be tolerated.

Any employee who engages in discrimination, harassment, retaliation or related misconduct, will be subject to disciplinary action, up to and including termination of employment. An employee who engages in harassment or retaliation may also be held personally liable and subject to monetary damages. Conduct of this nature is not within the course and scope of employment, therefore, to the extent permitted by law, the Committee reserves the right not to provide a defense or pay damages assessed against an employee based on conduct in violation of this policy.

SCJPC takes such matters very seriously. Violations will not be tolerated and will result in disciplinary action, up to and including termination of employment. In addition, anyone who makes or causes to be made any false statement or other misrepresentation will be subject to disciplinary action, up to and including termination of employment.

Workplace Conduct

SCJPC strives to provide a safe, civil, innovative and mutually respectful workplace for all employees. To this end, the Committee prohibits workplace bullying, which includes (but is not limited to) the following forms of behavior, whether by an individual or a group of individuals:

- Verbal abuse, including yelling, swearing, name calling, insults or derogatory sarcasm or remarks;
- Inappropriate verbal communications, such as innuendos, repeating gossip or rumors;
- Physical acts, such as glaring, slamming doors, throwing items or hitting things;
- Sabotaging or undermining any person's job or work performance; or
- Any behavior that may undermine, offend, degrade, humiliate, threaten, or intimidate another.

Bullying does not include insisting on high standards of performance. SCJPC requires that all supervisors and managers expect and elicit excellence from all employees. It is a condition of employment, however, that all employees behave in a professional, cooperative, polite manner, and treat each other with dignity and respect while at work. This applies to all levels of staff, including superiors, subordinates and co-workers. The Committee will not tolerate disrespecting or alienating others, instigating or inflaming strained work relationships, or other uncooperative or inappropriate behavior.

Please also be aware that bystander support tends to contribute to such behavior, and to the resulting harm. SCJPC needs, expects and encourages you to come forward, without delay, if you experience, witness or otherwise become aware of bullying or other improper or unacceptable conduct in the workplace. Any employee who feels that he or she is a victim of, or witness to, such conduct should immediately report the matter to the Manager of Operations. If the Manager of Operations is not available, or you are more comfortable reporting the matter to another member of management or the Committee's President, please do so. You will be asked to provide all relevant facts and to identify the individuals involved, including potential witnesses. Failure to report your concerns and provide the necessary information prevents SCJPC from taking the appropriate steps to prevent and/or correct such situations.

Employees who come forward in good faith, or who participate in good faith in an investigation of reported misconduct, will be protected from retaliation. SCJPC needs, expects and encourages you to come forward, without delay, should you suspect that any form of retaliation has occurred. Any employee of the Committee, whether a manager, supervisor, co-worker or subordinate, who is found to have engaged in bullying or retaliation is subject to disciplinary action, up to and including immediate discharge from employment.

SCJPC takes such matters very seriously. Violations will not be tolerated. In addition, any person who makes or causes to be made any knowingly false or fraudulent statement or misrepresentation will be subject to disciplinary action, up to and including termination of employment.

Drug and Alcohol-Free Workplace Policy

To ensure the health and safety of its employees and property, SCJPC is dedicated to maintaining a drug and alcohol-free workplace. All employees are required to perform their job duties unimpaired by any substance, including illegal drugs, alcohol or legal substances that may adversely impact the employee's ability to safely perform work-related duties. "Under the influence" as used herein refers to the presence of any measurable amount of alcohol, any illegal substance or any legal substance that the employee is using in a manner that is not authorized or lawful.

Alcohol

The possession of alcohol, working while under the influence of alcohol, or drinking alcohol while on SCJPC premises or "on duty" in any manner is strictly prohibited, except at work-related events where alcohol may be served and is authorized. At all such events, the consumption of alcohol is not encouraged by the Committee, and is strictly voluntary. If you do consume any amount of alcohol at such an event, you are expected and required at all times to: (a) exercise good personal and professional judgment with respect to your conduct; (b) comply with all Committee policies; (c) consume only that amount of alcohol as will not impair your judgment or conduct; and (d) refrain from operating any vehicle. Any violation or abuse of this policy may result in your exclusion from the event, from future events and/or the termination of your employment.

Illegal Drugs

SCJPC has absolutely no tolerance for illegal drugs. Possessing, selling, buying, manufacturing, distributing, using or working while under the influence of any illegal, mind-altering or non-prescribed controlled substance or paraphernalia while on Committee premises or anywhere conducting any Committee business is prohibited and may result in your immediate removal from the premises, and/or the termination of your employment. In addition, any illegal or controlled substance or paraphernalia found on Committee premises or while you are conducting any Committee business may be turned over to law enforcement.

Please note, the Committee considers marijuana an illegal drug (as that term is used in this policy), even if medically prescribed.

Misuse of Legal Drugs

Even prescription and over the counter drugs can be misused. All such substances must be used as directed only, and must not impair or interfere with your judgment or conduct at any time that you are on Committee premises or while conducting any Committee business.

An employee being treated with a drug or controlled substance that might in any way impair the employee's judgment, conduct or abilities must provide medical certification from the prescribing physician. Only the person for whom a prescription is issued can bring that medication on Committee property. Misuse of legal drugs is prohibited and may result in your immediate removal from the premises, and/or the termination of your employment.

Violations and Consequences

Any violation of this policy is considered misconduct. If SCJPC becomes aware of a violation, the employee will be subject to disciplinary action, up to and including termination of employment. If SCJPC has a reasonable suspicion that an employee has violated any portion of this policy, it will conduct an investigation, which may include the removal of the employee from the workplace or worksite, and a search of SCJPC premises, property and/or all personal property that is on SCJPC premises or property. The employee may be placed on an unpaid administrative leave during the investigation.

SCJPC may also order any employee reasonably suspected of using or being under the influence of illegal drugs or alcohol, or of misusing legal drugs, while on duty or on Committee premises, to immediately present themselves for a drug or alcohol test. SCJPC also reserves the right to order employees to undergo drug or alcohol testing in any situation deemed appropriate, including but not limited to post-accident or post-injury testing if there is reason to suspect that drugs or alcohol may have been involved. An independent laboratory will perform all tests, at SCJPC's expense. Any employee asked to undergo such a test may be suspended from work, without pay, until further notice.

Refusal or failure to abide by this policy, including promptly submitting to a drug or alcohol test when asked to do so, may result in the immediate termination of your employment.

Although our policy against substance abuse in the workplace is strict, we recognize that substance abuse can be a medical condition, and can be successfully treated. If you believe that substance abuse is a problem for you, you are encouraged to get confidential professional help. An employee with a substance abuse problem is expected and required to maintain the same standards of conduct as all other employees, but will not be disciplined or retaliated against for admitting the problem and seeking assistance.

Failure to abide by this policy or refusal to consent to testing when requested may result in disciplinary action, up to and including immediate termination, even for a first offense. Every employee must acknowledge receipt of this policy and agree, as a condition of employment, to a) abide by the terms of the policy, and b) notify SCJPC of any criminal drug (or alcohol) conviction for a violation occurring in the workplace or while conducting Committee business not more than five days after such conviction.

Searches of Committee and Employee Property

Searches of Committee Property

SCJPC may search Committee property, and all contents contained therein, such as offices, desks, file cabinets, lockers, as well as all property on SCJPC premises, at any time. This includes property that may be provided to an employee for business use, such as computers and cell phones, which may be requested from the employee at any time for this purpose. A search of SCJPC property may be random, may be conducted before, during or after regular working hours, and does not have to be based upon a belief that there has been a violation of a law, regulation or Committee policy.

Searches of Employee Property

If SCJPC has good cause to suspect that an employee has violated a law, regulation or Committee policy (for example theft or possession of drugs, alcohol or any weapon), it reserves the right to search the employee and the employee's personal property, such as employee vehicles, clothing, backpacks, packages, purses, brief cases, lunch boxes or other containers, on SCJPC premises or at Committee functions. SCJPC may also immediately remove the employee from the location and/or notify law enforcement of any suspected violation of the law. Employees are expected to cooperate with such searches, and with management requests to vacate the premises.

No Solicitation, Distribution or Loitering

SCJPC believes that employees should not be disturbed or disrupted in the performance of their job duties. For this reason, SCJPC prohibits solicitation of any kind by an employee of another employee while either employee is working. In addition, employees may not distribute advertising materials, handbills or other printed or written materials at any time in working areas, while on duty, or to other employees on duty. Solicitation and distribution of literature by non-employees is also prohibited at all times on Committee premises.

Fundraising materials for non-profit, non-political, non-religious activities may be placed in the Committee's kitchen area only, and may remain there for no more than 30 days, after which time, they must be removed. SCJPC does not encourage or endorse any fundraising activities. Participation is strictly voluntary. **Employees are strictly prohibited from soliciting any Committee Member or vendor at any time, for any reason.**

Conflicts of Interest

As an employee of SCJPC, you are expected and required to avoid any activity or transaction that could be construed as a conflict of interest with SCJPC, including accepting, or any behavior that gives the appearance of accepting, any money, merchandise or services for personal gain from any Committee Member or other person or entity that does business with, seeks to do business with, or is in any way associated with, SCJPC.

You are also expected and required to avoid any activity, transaction or investment that may interfere with your ability to be at work and perform the job duties expected of you. This applies to self-employment, second employment, or other activities that may constitute a conflict of interest. Accepting employment with any individual or company that does business with SCJPC is considered a conflict of interest.

Any employee who is on an approved leave of absence and engages in alternate employment or self-employment during the leave may be deemed to have voluntarily resigned employment with SCJPC.

Any exceptions to this policy must be approved by the Manager of Operations. Therefore, if it is possible that you may engage in any activity, transaction or investment that might cause a conflict between personal and SCJPC interests, information about that potential conflict must be disclosed in writing to the Manager of Operations. If you have knowledge of any other employee engaging in any activity, transaction or investment that might cause a conflict between personal and SCJPC interests, you are asked to bring information about that potential conflict to the Manager of Operations. Please contact the Manager of Operations if you have any questions regarding this policy.

Confidential and Proprietary Committee Information

As an employee of SCJPC you will directly or indirectly gain access to information about SCJPC, its operations and its Committee Members that is absolutely confidential and proprietary, including but not limited to, the following (collectively, "Confidential Information"):

- All information that is, or could be considered, SCJPC trade secrets;
- All Committee Member information including files, documents and records;

- ~~Other~~All other employees' personnel information including contact, wage and benefits information; (unless the employee has voluntarily disclosed, and authorized the disclosure of, his/her confidential personnel information);
- ~~Vendor~~All vendor information including contact and pricing information;
- All contracts between the Committee and any Committee Member, employee or vendor;
- ~~The way in which we provide our services;~~
- ~~Referral~~All referral and referral source information;
- ~~SCJPC~~The way in which SCJPC provides its services;
- SCJPC's non-public financial information;
- SCJPC's policies, procedures and operational information;
- All copyrighted, proprietary and/or customized software, research materials or related documentation; and
- All work product created or produced by you, or by others, on behalf of SCJPC or its Committee Members.

All Confidential Information is proprietary to SCJPC, and is considered part of the Committee's trade secrets. As such, Confidential Information is disclosed only to those who have a "need to know." Employees are provided access to Confidential Information so that they may perform their jobs.

You are required to maintain the confidentiality of all Confidential Information, both during your employment with SCJPC and at all times thereafter. Unless required by law, or for an authorized purpose related to Committee business, you are prohibited from disclosing, either directly or indirectly, Confidential Information to anyone outside the Committee without the express written authorization of the Manager of Operations.

Upon termination of employment, or at any other time upon request, you are required to promptly deliver to SCJPC any and all Confidential Information, as well as any and all property, material and documentation relating to SCJPC, its operation and its Committee Members, whether or not of a confidential nature. You are prohibited from retaining any document or data containing any Confidential Information upon the termination of employment, in any form, without the express written authorization of the Manager of Operations. The only exception is your own personnel information, including documents related to the terms and conditions of your employment, which you may retain.

Upon termination of employment for any reason, you must continue to treat as confidential and proprietary any Confidential Information, including but not limited to the information described above, and may not use or release any Confidential Information concerning SCJPC to any person or entity without the express written authorization of the Manager of Operations.

Use of Computers, Telephones and Other Electronic Equipment and Systems

All computers, telephones and other electronic equipment and systems are SCJPC property, and are intended for authorized business use only. This applies to all computer hardware, software, peripherals, portable media and electronic mail systems, as well as all telephones, cell phones, pagers, facsimile machines and voicemail systems ("Committee Equipment").

The Committee cannot and does not guarantee employee privacy with respect to the use of Committee Equipment, or any activities, material or contents thereof. The Committee may monitor,

search, access, open, review, read, use, disclose and/or search Committee Equipment and its contents, including all communications, documents and files stored, accessed, viewed, transmitted or received utilizing Committee Equipment at any time, with or without notice or cause, including but not limited to personal, password-protected, web-based e-mail accounts that have been accessed via Committee Equipment. Such searches do not have to be based upon a belief that a Committee policy is being violated. This includes all Committee Equipment, whether based on Committee premises, offsite or portable, such as Committee-issued computers and cell phones. In addition, the contents of all e-mails may be stored on the Committee's hard drive. Deletion of email or other electronic information or communications may not fully delete the information from the system, which may be forensically retrieved and read by the Committee.

All software stored on or accessed through Committee Equipment, or through all network and electronic messaging resources must be properly licensed.

While the Committee does not prohibit limited, reasonable personal use of computer systems by employees during non-working hours **only** (such as rest breaks and lunch breaks), any abuse of this policy (such as personal use during working time or unauthorized breaks) may result in termination of any personal use privileges or other disciplinary action. Such limited personal use must not under any circumstances:

- Interfere with Committee operations or ability to do business;
- Use Committee time for personal use;
- Violate any applicable law; or
- Burden the Committee with incremental costs.

To be clear, the Committee considers any and all information on Committee Equipment to be Committee property. Users should not have any expectation of privacy or confidentiality whatsoever when using Committee Equipment. To the extent that any personal information is stored on the computer, do not expect the Committee to "return" the information to you. To ensure your right to privacy and possession of personal data, do not engage in personal use of Committee Equipment, including personal email, social networking, etc. The Committee's right to search Committee Equipment and all contents may not be waived by any Committee representative, except by a written agreement signed by the Manager of Operations. Acceptance of this policy is a mandatory condition of employment.

Access to the Internet is provided to support SCJPC's business purposes. The Committee's policy prohibiting improper access, use and downloading of information on Committee Equipment applies equally to accessing, viewing, receiving, transmitting or storing information from the Internet.

For business purposes, authorized personnel must have unrestricted access to certain information stored on SCJPC equipment. The use of pass codes is designed to provide appropriate access to some or all of SCJPC's information systems. Pass codes are not designed or intended to provide confidentiality of personal data, files, communications, messages or documents. SCJPC's right to retrieve information stored on Committee Equipment is not restricted by the use of pass codes.

Employees may not engage in any of the following actions utilizing any Committee Equipment:

- Change any password or log-on code without obtaining prior authorization from the Manager of Operations before making any change;
- Encrypt files or take any other steps to block access to any computer, system, data or file, other than the use of authorized passwords or approved encryption programs without obtaining prior authorization from the Manager of Operations;
- Download or install any non-work related files, data, pictures or any other material from any outside CD, disc or DVD without obtaining prior authorization from the Manager of Operations;

- Download, install, disseminate, copy or post copyrighted material from the Internet or any other outside source without obtaining prior authorization from the Manager of Operations;
- Play computer games, whether played individually or against others on-line;
- Send or participate in chain letters, pyramid schemes or other illegal schemes;
- Engage in personal use of the Internet to send or receive personal email or instant messages; participate on or in chat rooms, blogs, Twitter, Instagram or social or personal websites such as Facebook; transmit personal communications; or access YouTube or any video or audio file sharing sites that stream video or audio on the Internet;
- Disclose any Committee or Committee Member Confidential Information;
- View, create, transmit, solicit, receive, display, download, install, store or print information, programs, pictures or other material, including, but not limited to any joke, slur, comment, remark, epithet, cartoon, photograph, depiction or email, that:
 - is not specifically permitted by management;
 - is sexually suggestive or explicit;
 - could be considered derogatory, degrading, disruptive, insulting, offensive, or harmful to morale; or
 - could be considered harassing or disparaging based on race, color, national origin, ancestry, religion, sex, gender (including gender identity and gender expression), sexual orientation, political affiliations or activities, marital status, pregnancy, age, military service/veteran status, physical or mental disability, genetic characteristic, HIV status, or medical condition; or
- Solicit or proselytize for any purpose other than an authorized job-related purpose.

Any violation of any provision of this policy, as may be amended from time to time, may result in disciplinary action, up to and including immediate termination of employment.

Social Networking

SCJPC recognizes the widespread personal use by employees of social networking media, such as Facebook, Twitter, LinkedIn, YouTube, Flickr and Tumblr, as well as web blogs. In general, what employees do on their own time is a personal decision. While the Committee has no interest in interfering with employees' personal lives, the lines between work life and personal life can become blurred, particularly in the context of communications and posts on sites such as Facebook.

Activities at or outside of work, such as social networking, that may affect your job performance, the performance of others, or SCJPC interests, are appropriately addressed by Committee policy. For example, the personal use of social media may become a workplace disciplinary matter if it:

- Interferes with an employee's work;
- May result in discrimination, harassment, retaliation or other harm to an employee or third party;
- Creates a hostile work environment;
- Constitutes defamation;
- Divulges confidential, proprietary or trade secret information;
- Puts the Committee or its employees at risk in any way;
- Results in SCJPC's loss of confidence and trust in the employee; or

- Violates any other Committee policy, including the “Policy Against Discrimination and Harassment,” “Confidentiality,” or “Use of Computers, Telephones and Other Electronic Equipment and Systems.”

Communications that might be considered “personal,” may not always be “private,” when posted on social networking forums. Remember, on-line posts may be publicly accessible, therefore, you should not have any expectation of privacy with respect to what you say on-line. In other words, communications on social networks could be considered public rather than private, even if they are of a personal nature. As a result, employees are encouraged to consider the following guidelines when utilizing social media:

- Do not “friend,” or “accept” as a friend, anyone who you do not wish to have full access to your personal site. Participation in social networking is not part of your work-related duties and is not expected, required or encouraged by SCJPC. Your participation is strictly voluntary. Should you have any concerns about a request for access, please immediately report your concerns to the Manager of Operations.
- Manager of Operations should not send a “friend” request to any employee, or ask any employee to send him or her a “friend” request. Should you have any concerns about a request for access by any supervisor, please immediately report your concerns to the Manager of Operations.
- Do not post any comment or picture that relates in any way to an employee without his or her express consent. Respect others, and their rights to privacy, as you wish to be respected.
- **Never** post a comment or picture that relates in any way to a Committee Member without the consent of the Committee Member **and** the Manager of Operations.
- Don't forget that you are responsible for what you write or present on-line. If you would not say it, don't post it. If others view your social media posts as defamatory, libelous, harassing or as creating a hostile work environment, they may choose to initiate legal action.
- Postings may not violate the Committee's Confidential and Proprietary Information policy, the Uniform Trade Secrets Act (“UTSA”), or any other Committee or statutory mandate or prohibition. If you are unsure about the confidential nature of information you are considering posting, consult the Manager of Operations.
- You may not use SCJPC's logo or any organizational materials in your posts without the express written consent of the Manager of Operations, unless such use makes clear that you do not represent the Committee, and the post is not made on behalf of the Committee.
- Do not link to SCJPC's website without the express written consent of the Manager of Operations.
- You are not a spokesperson for the Committee; therefore, if you post any comment that relates in any way to SCJPC, you should clearly and conspicuously state that you are posting in your individual capacity and that the views posted are yours alone and do not represent the Committee's views.
- The Committee's “Use of Computers, Telephones and Other Electronic Equipment and Systems” policy restricts personal use of Committee Equipment and applies equally to activity on social media sites during work time and/or while utilizing Committee Equipment.

SCJPC monitors Committee Equipment to ensure compliance with all Committee policies. Users of Committee Equipment should not have any expectation of privacy or confidentiality when using these resources. In addition, SCJPC may monitor other activities that conflict with Committee policies, including social networking activities.

Discretion and judgment should be exercised at all times when utilizing social networking media, particularly when your communications may reflect on the Committee, its employees or its Committee

Members. If you are uncertain about the appropriateness of a social media posting, check with the Manager of Operations.

Nothing in this policy is intended to restrict or prohibit you from truthfully discussing your working conditions, or from engaging in protected, concerted activity under the National Labor Relations Act.

Contacts with the Media or Other Third Parties

SCJPC has established protocols and procedures for dealing with inquiries from outside sources, including members of the press, media, and government agency representatives (“Third Party Inquiries”). The only individual authorized to communicate on behalf of the Committee is the Committee’s President. Therefore, employees are prohibited from answering questions or providing information – either verbally or in writing – on behalf of the Committee in response to Third Party Inquiries (as defined) about the Committee or its Committee Members, whether “on the record” or “off the record.”

In addition, pursuant to the Committee’s Confidential and Proprietary Information Policy (as stated in this Handbook), employees are prohibited from any disclosure of confidential, proprietary or trade secret information, without the express written authorization of the Manager of Operations.

If you receive a Third Party Inquiry that is related in any way to the Committee or its Committee Members (including a phone call, a personal visit, an e-mail, etc.), please immediately direct that individual to the Manager of Operations. No one is authorized to communicate with outside sources, including members of the press, media, and government agency representatives, on behalf of the Committee unless specifically authorized, in writing, by the Committee’s President.

C. WORKPLACE SAFETY

Workplace Safety

Your safety, and that of those who work with you, is one of our greatest concerns. With an alert safety attitude, you can help eliminate accidents. All employees are expected to:

- Follow all safety rules and procedures;
- Keep walkways and aisles, the space around desks, all exits and all work areas clean and clear of obstructions, cords, spills, boxes, etc.;
- Use ladders or step stools to retrieve out of reach items, do not climb on shelves or chairs;
- Use appropriate cutting tools when opening boxes, and cut away from your body;
- Use appropriate containers for waste disposal;
- Use proper lifting techniques: bend knees, firmly grasp the load, lift using leg muscles and keeping your back straight;
- Do not lift heavy or awkward loads without assistance;
- Refrain from smoking on SCJPC property;
- Know the location of the dry chemical fire extinguisher(s) for minor incidents, such as a smoldering item in a small trash can;
- Know the location of all exits;
- Immediately report all injuries, however minor, to the Manager of Operations;
- Immediately report all hazards or unsafe conditions to the Manager of Operations; and
- Never perform a job that you feel is unsafe. Immediately report any such concerns to the Manager of Operations.

The above list is not all-inclusive, but is intended to provide an overview of safety guidelines. You are also required to abide by all additional safety rules that apply to your job or work location.

If you have any questions or concerns about workplace safety, please promptly discuss these matters with the Manager of Operations.

Smoke-Free Workplace

Because of the overwhelming evidence that smoking is dangerous and injurious to one's health, employees are encouraged to refrain from smoking. With that said, the Committee recognizes that the decision to smoke or not smoke is a personal one.

We provide a smoke-free workplace. This means that no one is permitted to use tobacco products (including e-cigarettes) while on SCJPC premises, including private offices, stairwells, restrooms, or common areas. Smoking is permitted only during authorized rest breaks or meal periods (no exceptions) and only in designated outdoor areas, outside the view of guests who might be arriving or departing. If you smoke before work or during a break or meal period, please take all reasonable steps to ensure that when you begin or resume work, the smell of tobacco is not on your person, your breath or your clothing.

Workplace Violence

If there is an immediate threat of violence, emergency assistance must be obtained promptly, including calling 911 if appropriate.

The security of SCJPC employees and guests is paramount. SCJPC will not tolerate any act or threat of violence in the workplace, or by its employees anywhere while engaged in any work-related activity. Any conduct that violates this policy in any way is absolutely prohibited, will not be tolerated, and may result in the employee's immediate removal from the premises and disciplinary action up to and including immediate termination of the employee's employment.

If you are seeking, or have obtained, a restraining order against any individual, which prohibits that individual from approaching you or your workplace, please provide a copy of the court order or related documents to the Manager of Operations so that steps may be taken to ensure a safe workplace for all employees.

Every threat or act of violence must be reported immediately to the Supervisor or the Manager of Operations. An employee who reports any act or threat of violence in good faith will be protected from retaliation. Any employee who feels that he or she is a victim of retaliation should immediately report the matter to the Manager of Operations. Retaliation will not be tolerated. If you have any questions or concerns, please speak with the Manager of Operations.

Workplace Security and Authorized Access

Workplace Security

Office keys and security codes are provided to designated staff members. Keys and codes assigned to you may not be shared, loaned or otherwise provided to any other individual at any time. Only the Manager of Operations may issue keys and security codes.

If you have any reason to believe that your key or code may have been obtained by anyone other than you (for example, if lost or stolen), you must immediately advise the Manager of Operations so that immediate, appropriate steps can be taken to secure the office.

Authorized Access

In furtherance of SCJPC's security and other policies, employees are not permitted to have visitors (including children) on Committee premises at any time without the authorization of the Manager of Operations.

All authorized visitors are required to check in first with the receptionist, who will call the employee to announce the visitor's arrival. The visitor is to wait in the lobby area for the employee to arrive to escort the visitor to the destination. When the visitor is ready to leave, the employee is to escort the visitor back to the lobby area. No visitor should be in the office or work areas without an escort.

Friends or relatives who are picking up departing employees should arrange to do so outside. Remaining in non-public work areas after the employee's shift has ended and the employee is clocked out is also prohibited unless specifically authorized by the Manager of Operations.

Accidents on SCJPC Premises

In the event of any accident, illness or injury, call 911 immediately if it is appropriate to do so.

Any accident that occurs on SCJPC premises must immediately be reported to management. For your own safety and the safety of our guests, seek the assistance of the Manager of Operations, if it is practical to do so. Please do not attempt to give medical aid to an injured guest or fellow employee unless it is an emergency and other medical aid is not available.

An employee who is injured on the job may be entitled to receive workers' compensation benefits through the Committee's workers' compensation insurance plan. Assistance may be requested from the Manager of Operations in applying for and obtaining any benefits to which you may be entitled.

Please be advised that only the Committee's President can answer questions about SCJPC's responsibility in the event of any accident or injury.

Off-duty Recreational, Social and Athletic Activities

Neither SCJPC nor its insurance carrier shall be liable for any injury or condition that may arise out of voluntary participation in off-duty recreational, social or athletic activities that are not work-related. In addition, neither the Committee nor its insurance carrier shall be liable for any expenses or costs, including workers' compensation benefits, due to any injury or condition that might be sustained as a result of your attendance or participation in any such activities.

Employee participation in post-work parties or other activities that are not part of the employee's work-related duties is not expected, required, authorized or encouraged by SCJPC. Your participation in any such activities is strictly voluntary and at your own risk. SCJPC assumes no liability for any injury or accident arising out of any post-work party or activity.

D. EMPLOYMENT PROCEDURES AND RESPONSIBILITIES

Employee Status

Job categories and employee classifications determine whether or not you are eligible for various employee benefits, and whether you are exempt from overtime and certain other wage and hour regulations. Please remember that, regardless of job category and employee classification, all employees are employed on an at-will basis, which means that both you and SCJPC have the right to terminate your employment at any time, with or without cause and with or without prior notice.

If you believe that there has been any error with respect to your placement in a particular category or classification, please advise the Manager of Operations as soon as possible so that the matter can be investigated. You will be protected from retaliation for raising any questions or concerns.

The following categories, classifications and policies apply to your employment:

Employment Categories

Waiting Period. The first 60 days of continuous, full time employment is considered a waiting period for purposes of most employee benefits. The waiting period will be extended for the duration of any leave of absence or other absence(s) in excess of five business days during the waiting period. Unless otherwise stated, regular full time employees become eligible for applicable employee benefits upon completion of the 90-day waiting period. Please remember that employment with SCJPC is at-will, both during and after completion of the waiting period.

Regular Full Time Employees. Regular full time employees are those who are regularly scheduled to work at least 80 hours in each two-week pay period. Regular full time employees who have completed any applicable waiting period(s) are eligible to participate in employee benefits such as SCJPC's paid vacation, sick leave and holiday programs, as well as SCJPC's group medical, dental and life insurance plans.

Regular Part Time Employees. Regular part time employees are those who are regularly scheduled to work less than 80 hours in each two-week pay period. Except as otherwise stated, part time employees are not eligible for employee benefits.

Temporary Workers. Individuals who work on an as-needed basis or who are hired for a specific task or project are considered temporary workers. Temporary workers, whether full time or part time, are ineligible for employee benefits.

Employment Classifications and Overtime Pay

Exempt Employees. Exempt employees include certain management, professional and administrative staff members who are paid on a salary basis, and whose work duties exempt them from the overtime provisions of state and federal wage and hour laws. Exempt employees are expected to be in the office during regular business hours, and will not generally be notified when required to work overtime, but are expected to use appropriate judgment in determining when additional work time is necessary to fulfill the obligations of the position. We expect and appreciate your commitment to your work, and to SCJPC's business needs.

Exempt employees are not paid overtime or provided compensatory time off in lieu of overtime. SCJPC does not deduct from salary compensation, other than as authorized by law (or by the employee). If you believe that there has been any improper deduction from salary, please immediately report the matter to the Manager of Operations. Your concerns will be investigated promptly and, if it is determined that there has been any error, you will be reimbursed and the matter will be corrected. You will be protected from retaliation for raising any questions or concerns.

Non-exempt Employees. Non-exempt employees are hourly or salary employees who, by the nature of their positions, are not exempt from overtime laws. As such, non-exempt employees are entitled to be paid an overtime premium in accordance with current state and federal law. Overtime may be required from time to time. We expect and appreciate your cooperation. **All overtime worked by non-exempt employees must be necessary, authorized in advance by the Manager of Operations, and properly recorded on time sheets.**

Personnel Records

SCJPC relies upon the accuracy of information contained in its personnel records, including the employment application and other data presented throughout the hiring process and employment. Any misrepresentations, falsifications or omissions in any of this information or data may result in the Committee's exclusion of the individual from further consideration or employment or, if the person has been hired, termination of employment.

In addition, the Committee's personnel records must be accurate and up to date throughout the employment relationship. You are required to promptly notify SCJPC of any change in your name, address, telephone number (including cell phone number), emergency contact information or other pertinent information. In order that you may continue to receive uninterrupted benefits, it is also important that you report any change in marital status or number of dependents.

The personnel information of SCJPC employees is considered confidential. Unless expressly authorized by the Manager of Operations, no employee is permitted to use or disclose personnel information regarding any other employee except the Manager of Operations. If you receive a request for information from any entity or individual relating to a current or former employee, or other Committee business, the inquiry must be immediately forwarded to the Manager of Operations.

Payroll

For payroll purposes, the workweek runs from Monday through Sunday, which means that it begins and ends each Sunday night at 12:00 midnight. Employees are paid every two weeks on alternating Fridays for all wages earned through the end of the prior workweek. Direct deposit is available to all employees. For employees who choose direct deposit, the funds will be in the designated account before midnight on payday. For employees who do not choose direct deposit, paychecks will be available from the Manager of Operations at the end of the workday on payday.

Upon receipt of your wages, you will be provided a wage statement (paycheck stub) that will contain the following information: gross wages earned, all deductions, net wages earned, the inclusive dates of the pay period, your name, and the Committee's legal name and address,. The paycheck stub for non-exempt employees will also include the total hours worked, all applicable hourly rates (such as straight time and overtime, if applicable), and the corresponding number of hours worked at each hourly rate. If your paycheck stub does not contain all of this information, or if you believe there is an error in any of this information, please immediately notify the Manager of Operations.

It is SCJPC's policy not to make deductions from wages other than those expressly authorized by federal or state regulation or law (or by the employee). If you believe there has been any improper deduction, or any other error on your paycheck or your benefits, please immediately report the matter to the Manager of Operations. Your concerns will be investigated promptly and, if it is determined that there has been any error, you will be reimbursed and the matter will be corrected. You will be protected from retaliation for raising any questions or concerns.

Timekeeping and Overtime

Timekeeping

It is the responsibility of each non-exempt employee to record and maintain accurate records of all hours worked on time sheets. All non-exempt employees must complete time sheets on a daily basis, including logging out and in for meal periods. In the event of an error, all corrections should be made prior to submission of the time sheets for payroll.

Employees are expected to work their scheduled shift, clock in when ready to begin work, clock out when work ends, and complete all work during that time. Personal activities are to be completed before clocking in. Clocking in before work, remaining clocked in after work, and working "off the clock" are prohibited and may result in termination of employment.

Excessive errors, such as forgetting to log in or out, may result in disciplinary action, including reduction of wages or termination. Any falsification of records, including the failure to provide accurate information on time sheets, or recording another employee's time or allowing someone else to record your time, may result in discipline up to and including immediate termination.

Overtime

Overtime may be required from time to time. Non-exempt employees are not permitted to work overtime unless: (a) necessary; (b) authorized in advance by the Manager of Operations; and (c) properly documented on time sheets and approved by management. Refusal to work overtime when required, or working overtime without authorization, is considered a violation of Committee policy, which may result in disciplinary action, including suspension without pay or reduction in compensation. Only time actually worked counts toward overtime.

Rest Breaks and Meal Periods

Non-exempt employees are provided rest breaks as follows: (a) one 15-minute rest break for 3.5 to six hours of work; (b) two 15-minute rest breaks for more than six hours of work, up to ten hours; and (c) three 15-minute rest breaks for more than ten hours of work (up to fourteen hours). Rest breaks must be coordinated to ensure proper coverage at all times, must be taken on Committee premises, and are provided near the middle of each 4-hour work period to the extent reasonably possible. You are encouraged to take these rest breaks, and are not required to perform any work during this time.

Non-exempt employees are provided non-working meal periods as follows: (a) one meal period for more than ~~six~~five hours of work (except as noted below), up to ten hours of work; and (b) two meal periods for more than ten hours of work. Employees are scheduled for meal periods for a minimum of 30 minutes, and are to begin prior to the end of five hours of work. Meal periods are unpaid, which means employees must clock out and back in, may not perform any work, and are not to be interrupted during meal periods. **Meal periods may not be skipped, may not be for less than 30 minutes, and must be accurately recorded on time records.**

Employees who work between five and six hours in a workday may waive the meal period by executing a Meal Period Waiver Form. If the workday exceeds six hours, employees are required to take a meal period. Rest breaks and meal periods may not be combined, and may not be skipped in order to start the day later or end the day earlier. Rest breaks and meal periods may not be combined, and may not be skipped in order to start the day later or end the day earlier.

It is the Committee's policy and practice to authorize and permit every non-exempt employee to take rest breaks and meal periods, as provided in this policy. If any individual discourages or prevents you from taking a rest break or meal period, please immediately advise the Manager of Operations.

Attendance and Job Abandonment

Regular attendance is essential to the Committee's successful day to day operations. Consequently, employees are expected and required to be on time, work as scheduled and maintain regular attendance. Failure to do so may result in disciplinary action, up to and including termination of employment.

Whenever possible, employees must have advance written approval before taking paid time off. Requests must be submitted in writing to your supervisor or Manager, normally at least 14 days in advance for a single day off, and 30 days in advance for multiple days off. Although efforts will be made to accommodate your request, approval is discretionary depending on SCJPC's business needs at the time. In the event of a conflict in scheduling, SCJPC may consider when the request was received, business and staffing needs, and seniority.

In the event of illness, injury or other unanticipated emergency necessitating your absence, you must personally notify your supervisor or manager as soon as possible and, in any event, prior to the beginning of your scheduled shift. If you call and do not reach your supervisor or manager, please leave a voicemail message and call back before the beginning of your shift to ensure that your message was received. The notification must include: (1) the reason for the absence; and (2) the anticipated length of the absence (partial day, full day, number of days). Contacting a co-worker without contacting your supervisor or manager, having a family member call for you, or leaving a voice mail message without calling back to confirm that it was received does not fulfill the notice requirement. In addition, if you become ill or are injured during the workday, or must leave early for any other reason after arriving at work, you must personally notify, and obtain authorization from, your supervisor or manager before leaving. Unless you have made other arrangements, you must call and speak with your supervisor or manager each day of your absence. Failure to provide personal notification as required may result in disciplinary action, up to and including termination.

Medical, dental and other appointments should be scheduled before or after work whenever possible. Please provide as much advance notice as possible and, in any event, not less than twenty-four (24) hours, if time off is necessary for an appointment or other (important) reason.

An absence of any duration (including part of a day) without providing notice as required may result in disciplinary action up to and including termination of employment. Any absence of one full day or more without providing notice as required will be considered a voluntary resignation. Your last day worked will be the date of separation. Failure to return from an approved leave of absence will also be considered a voluntary resignation, in which case the date of the expiration of the leave will be considered the separation date.

Tardiness Policy

To maintain a productive work environment, the Committee expects and requires employees to be reliable and punctual in reporting for work as scheduled. Tardiness is any time you are not at your workstation and ready to begin work at your scheduled starting time or after an authorized rest break or meal period. In the event of an unanticipated emergency necessitating your late arrival, you must personally notify your supervisor and/or Manager of Operations as soon as possible and, in any event, prior to the beginning of your scheduled shift. If you are late, you will be asked not to begin work until the next quarter hour (for example, if you arrive at 7:05, you will be permitted to begin work at 7:15).

An "unexcused" tardy occurs when an employee is not at the office, ready to begin work when scheduled and/or fails to return to duty promptly at any point during the workday. This applies to the beginning of the work day, rest breaks and meal periods. A late arrival may be considered an

“excused” tardy, in the sole discretion of the Manager of Operations, based on a bona fide emergency, however, it is still recorded as a tardy.

Time missed due to late arrival may not be made up by skipping rest breaks or meal periods. Time missed due to late arrival may not be made up by working later unless specifically authorized by management.

Tardiness is very disruptive and places unacceptable, undue burdens on others. Excessive tardiness may lead to disciplinary action, up to and including termination of employment.

Business Expense Reimbursement

Employees are entitled to reimbursement by SCJPC for reasonable, pre-authorized expenses that are properly incurred in the performance of the employee’s duties. Employees who are authorized to use their own vehicles for work-related purposes must record and submit all business mileage driven, and will be reimbursed for mileage at the applicable IRS Standard Mileage Rate.

All requests for reimbursement, including mileage reimbursement, must be submitted in writing on an Expense Reimbursement Form with an explanation of the expenditure, and must be accompanied by original receipts. Reimbursement requests should be submitted within 30 days of the date the expense was incurred. Falsification of expense reports will result in disciplinary action, up to and including termination of employment.

Driving Authorization and Reimbursement

All employees authorized to drive in the performance of their duties must furnish SCJPC with a copy of the employee’s current, valid driver’s license and proof of insurance. Copies must also be provided upon the expiration and renewal of either a driver’s license or insurance. SCJPC must be immediately notified in the event of the termination for any reason of driving privileges or insurance coverage.

Employees who are authorized to use their own vehicles for work-related purposes must record and submit all business mileage driven, and will be reimbursed at the ~~applicable~~ IRS Standard Mileage Rate.

Although California law permits cell phone use while driving with the use of a hands-free device, SCJPC policy prohibits cell phone use while driving on Committee business. Do not make or answer cell phone calls while driving – wait until it is safe to pull over or you have arrived at your destination. Using any electronic wireless communications device to write, send, or read any text-based communication while driving is also prohibited by the Committee, whether or not a hands-free system is used.

Passengers (including personal guests) are not permitted in the vehicle when the employee is driving on Committee business.

You are expected to maintain a good driving record. Infractions, violations or accidents deemed to be excessive may result in the revocation of authorization to drive in the performance of your duties. If driving is an essential function of your position, this may result in a transfer to an alternate position, or the termination of employment with SCJPC.

~~SCJPC expects all employees to drive safely and obey all traffic laws at all times while conducting Committee business. As such,~~ SCJPC is not responsible for payment of tickets, fines or penalties

incurred by any employee at any time. Any accident that occurs while conducting SCJPC business must be immediately reported to the Manager of Operations, no matter how minor.

Personal Telephone Calls

Employees are requested to keep personal phone calls at work to a minimum. The use of work time for personal business may be grounds for disciplinary action, up to and including termination. Under no circumstances may an employee make or charge a long distance call to the Committee unless it is work-related and authorized.

In addition, the use of personal cell phones for any reason – including phone calls, text messages, social networking, etc. – should be restricted to rest breaks and meal periods. Cell phones are to be put away during work time (not on your person) and should not be used during work time. Please ensure that all ringers and notification tones are silenced except while on rest breaks and meal periods.

Emergency calls can be made into the office at any time, and will be transferred to the employee.

Personal Appearance

A proper appearance, including appropriate dress, neatness and cleanliness, are absolutely necessary at all times. Please dress in good taste, according to the requirements of your position. Extremes in hair, jewelry, body art and make-up are not appropriate. In addition, please refrain from the use of scented lotions, perfumes, colognes or similar products.

Employees are required to demonstrate good judgment when choosing dress and appearance. Below you will find guidelines for appropriate attire. These lists are not inclusive, and emphasis on good judgment must always be considered.

Acceptable Attire – Business Casual

- Dress pants, wrinkle-free slacks, jeans in good condition
- Button down shirt, collared sport shirt, polo type shirt, blouse, sweater or sweater set
- Dress or skirt of moderate length

Impermissible Attire

- Spaghetti straps (shoulder straps should adequately cover undergarments at all times)
- Backless or see-through garments
- Tube top or other tight, form-fitting garment
- Plunging or revealing neckline
- Garments exposing midriff or undergarments
- T-shirt with inappropriate text, graphics or other depictions
- Leggings, stretch pants, shorts or skorts
- Flip-flops or beach-type shoes (“dressy” sandals or open-toed shoes are permitted)
- Torn, ripped or frayed garments

If you report to work dressed inappropriately, you may be asked to leave and remedy the situation, in which case you will not be paid for the time away from work. Reasonable accommodations based upon bona fide religious or health reasons will be considered upon request.

If you have any questions about proper attire, ask the Supervisor or the Manager of Operations.

Performance Evaluations

Your performance is evaluated on an ongoing basis. The Committee encourages honest and open communication between the employee and his or her supervisor with respect to the employee's job performance and the employee's potential for development or advancement within the Committee.

The frequency of performance evaluations may vary depending upon, among other things, length of service, job position, past performance, changes in job duties or recurring performance problems.

The following factors are considered essential functions of all positions: regular and reliable attendance; excellent communication skills; the ability to respond positively to direction and criticism; the ability to work productively and harmoniously with others on a consistent basis; and the consistent maintenance of professional and appropriate demeanor. Performance evaluations will also review the quality and quantity of the work you perform, your knowledge of your job, your initiative, your attitude towards your work and co-workers, as well as our Committee Members, and all other areas applicable to your position.

Compensation is not necessarily reviewed as part of the performance evaluation process. A positive performance evaluation does not guarantee wage increases or continued employment, and does not alter the at-will nature of the employment relationship. Work assignments, compensation and employment status are solely within the discretion of the Committee, and depend upon many factors, in addition to your individual performance.

Disciplinary Actions

The Committee's best interests lie in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt and appropriate, based on all of the circumstances. The primary purpose of any disciplinary action is to correct the problem, prevent recurrence and prepare the employee for satisfactory service in the future.

In the event of performance issues or misconduct warranting disciplinary action, such action will be taken based on the specific circumstances, and may include a verbal warning, a written warning, suspension without pay, reduction in pay, demotion, and/or termination of employment. There will be circumstances in which none, some or all of these measures may be utilized, depending on the circumstances. For example, serious misconduct may result in termination of employment without any other form of disciplinary action. While it is impossible to list every type of behavior that may be deemed a serious offense, the General Standards of Conduct Policy includes examples of problems that may result in disciplinary action up to including immediate termination of employment.

Please note, disciplinary actions do not change the at-will status. Any disciplinary measure may be utilized or bypassed, as deemed appropriate by the Committee. If you have any questions regarding this policy or your employment, please feel free to speak with the Manager of Operations.

Termination and Post-termination Procedures

Although an employee may terminate the employment at any time, with or without notice, if you choose to terminate your employment for any reason, SCJPC will appreciate reasonable advance notice of at least two weeks when it is possible to provide such notice.

You will receive your final paycheck including all accrued unused vacation pay, in accordance with the law. If you resign without notice, your final paycheck will be available within 72 hours. If you resign with notice of at least 72 hours, your final paycheck will be available upon termination. If the

Committee terminates the employment without notice, your final paycheck will be available upon termination. All Committee property must be returned at the time the final paycheck is provided, or as otherwise requested by management.

An exit interview with terminating employees is encouraged. An appointment with the Manager of Operations may be scheduled for this purpose. At this time, you may offer any comments or observations with respect to your employment with SCJPC. You may also discuss any questions or concerns you may have with respect to the termination process or any post-employment benefits to which you may be entitled, such as COBRA benefits.

Requests for references from potential future employers must be directed to the Manager of Operations, who is the only person authorized to respond to such requests. Reference information provided by SCJPC is normally limited to the dates of employment, the last position held and confirmation of the final rate of compensation. A written pre-authorization for the release of this information may be requested or required before the information will be provided.

COBRA Benefits

If you are covered under the Committee's group health insurance plan, you may be eligible for continuation of your health insurance following termination of employment, or during an extended leave of absence. The Consolidated Omnibus Budget Reconciliation Act ("COBRA") gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Committee's health plan when a "qualifying event" would normally result in the loss of eligibility.

Some common qualifying events are resignation, termination of employment (other than due to gross misconduct), a reduction in hours below the minimum eligibility level or extended leave of absence. Additional qualifying events for beneficiaries include divorce or legal separation from the covered employee, death of the covered employee, and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage after a qualifying event at the Committee's group rates, plus an administration fee for continuation coverage. The employee will be provided a written notice describing rights granted under COBRA when a qualifying event occurs. The notice contains important information about the rights and obligations of the employee and/or beneficiary(ies). Failure to timely comply with the requirements and deadlines outlined in the notice may result in a loss of insurance coverage. For this reason, it is important for covered employees to keep the Committee informed of any changes in family status, and age of dependents.

E. EMPLOYEE BENEFITS

Unless otherwise stated, SCJPC presently offers regular full time employees (80 hours per bi-weekly pay period) who have completed the applicable waiting periods the opportunity to participate in employee benefits plans. Employee benefits are subject to change from time to time in SCJPC's sole discretion.

Group Medical Insurance

Regular employees who regularly work **30** or more hours per week become eligible the first day of the month following completion of a 30-day waiting period. The Committee pays for the base plan offered, except for \$20.00 per month, which the employee pays through a payroll deduction of \$10.00 from the first two paychecks each month. The Committee will pay 50% of the spouse/dependents' coverage, and the employee will pay the balance through payroll deductions from the first two paychecks each month.

Group Dental Insurance

Regular full time employees become eligible the first day of the month following completion of a 60-day waiting period. Benefits information will be provided separately. Currently, the Committee contributes 100% of the premium for the employee and 50% of the premium for the employee's dependents.

Life Insurance

Regular full time employees become eligible the first day of the month following completion of a 60-day waiting period.

SEP-IRA Retirement Savings Plan

All regular full time employees who have completed at least one year of employment are eligible to participate. Under the plan, the Committee contributes 10.5% of the employee's compensation each year to the employee's SEP-IRA retirement account.

Tuition Reimbursement Benefit

SCJPC encourages employees to pursue formal education in an effort to enhance knowledge and skills. To further these objectives, the Committee offers eligible employees up to 50% in tuition reimbursement for pre-approved academic programs that are intended to lead to the achievement of an advanced degree, certification or other educational objective.

To be eligible, the employee must be full time, must have completed at least one full year of employment with SCJPC, and must remain actively employed by SCJPC on a full time basis from the time the employee initially applies for pre-approval and continuing through the reimbursement

date ("Eligibility Period"). An employee who works part time, who is on a leave of absence, or whose employment ends at any time during the Eligibility Period will not be eligible for reimbursement.

To participate, the employee must submit a written request for approval to the Manger of Operations at least six months before the educational program commences. The program must be job-related or otherwise beneficial to SCJPC, and must be offered through an accredited college or university. The written request for pre-approval must include information from the accredited institution that describes and outlines the program, coursework and tuition.

If the Manager of Operations determines that the employee's application complies with all requirements, it will be submitted to the Operating Committee for approval. The employee will be notified in writing as to approval or disapproval of the application.

At the conclusion of the exam or course, the employee must submit a transcript, certificate of completion or other documentation to HR to be added to the employee's personnel file. A minimum grade of C must be achieved in accredited courses, with reimbursement of up to 50% for a grade of A or B, or 25% for a grade of C. Repeat coursework is not reimbursable. The maximum tuition reimbursement per calendar year is \$5,000. Proof of the tuition amount paid by the employee must be submitted within 60 days after completion. Other expenses associated with the coursework, such as books, exam fees, parking, etc., are not reimbursable.

Reimbursement for non-accredited courses or seminars may be approved, on a case by case basis. Pre-approval, and proof of completion is required.

The policy is a guideline. It is not possible to address every situation or circumstance, and decisions regarding this benefit will be made on a case-by-case basis. Please contact the Manger of Operations regarding any questions about this policy.

Holidays

The Committee observes the following designated holidays:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Day
- See below for Floating Holiday

Regular full time employees who have completed a 60-day waiting period are eligible for compensation at their regular rate of pay for each of these designated holidays, up to a maximum of eight hours. This time is not considered "time worked" for purposes of overtime. In the sole discretion of the Committee, holidays that fall on a Saturday may be observed the previous Friday, and holidays that fall on a Sunday may be observed the following Monday.

To be eligible for holiday pay, you must work your regularly scheduled shift before and after the holiday, unless the holiday falls during an approved vacation or bona fide sick leave, in which case you will be paid for the holiday and will not be charged for that vacation or sick day. If an employee is out of the workplace the day before and/or the day following a paid holiday due to an illness or injury, SCJPC may require medical certification of illness or injury from the employee's health care provider before the employee will be eligible to be paid for the holiday. Employees on a leave of absence are ineligible for holiday pay.

If you wish to take time off for a religious observance that is not a designated holiday, please submit a written request to your supervisor or manager at least 14 days in advance for a single day off and 30 days in advance for multiple days off. Please note the reason as religious observance, and SCJPC will make every reasonable effort to accommodate your request. If approved, you may use accrued vacation benefits or the time off will be unpaid.

Floating Holiday Benefits

Regular full time employees (80 hours each two weeks) are eligible for up to 32 hours of floating holiday benefits, beginning on January 1st of each calendar year. Floating holiday benefits will be applied to personal time off before vacation leave benefits are used, or will be applied to sick leave if the employee does not have sick leave benefits available. New employees will be eligible for pro-rated floating holiday benefits from the date of hire through December 31st.

~~In the unlikely event that the~~ an employee has not used all of the floating holiday benefits before the end of the calendar year, the employee may be required to schedule time off and use the balance of the benefits.

You must have advance written approval before taking ~~paid~~ time off. Requests must be submitted in writing to the Manager of Operations, normally at least 14 days in advance for a single day off and 30 days in advance for multiple days off. Benefits must be used in minimum 15-minute (¼ hour) increments. Although efforts will be made to accommodate your ~~time off~~ request, approval is discretionary depending on the business needs of SCJPC at that time. In the event of a conflict in scheduling, SCJPC may consider when the request was received, business and staffing needs, and seniority.

You are not expected to perform any work during approved time off. Please note that floating holiday benefits will be docked for full day and partial day absences in excess of one hour for both exempt and non-exempt employees. You will be paid for all accrued, unused floating holiday benefits upon termination of employment.

Vacation Leave

Regular full time employees accrue paid vacation leave benefits as follows:

Length of Employment	Benefits Earned per Bi-weekly Pay Period	Benefits Earned per Year
Newly hired employees do not accrue any vacation leave benefits For the first two months of employment with SCJPC.		
2 months to 1 year of credited service	3.08 hours	66.67 hours
1 year ^{1st day of work} to 6 years of credited service	3.08 hours	80 hours
6 years to 16 years of credited service	4.62 hours	120 hours
16 years to 21 years of credited service	6.15 hours	160 hours
21 years to 22 years of credited service	6.46 hours	168 hours

22 years to 23 years of credited service	6.77 hours	176 hours
23 years to 24 years of credited service	70.8 hours	184 hours
24 years to 25 years of credited service	7.39 hours	192 hours
25 years or more of credited service	7.69 hours	200 hours

The employee's accrual rate will increase as of the applicable anniversary date. The date of hire is the anniversary date for all purposes. ~~Employees~~Part time employees, and employees on leaves of absence, do not accrue vacation leave benefits.

Vacation benefits begin to accrue as of the first day of employment, and become available as of the 90th day of employment. Except during the initial waiting period, or as otherwise provided by law, accrued vacation benefits (and floating holiday benefits) will be applied to all time off for vacation or personal reasons. Accrued vacation leave benefits will also be applied to all time off for health-related reasons if sick leave benefits are not available.

The maximum vacation-~~leave~~ benefits an employee may accrue is 1.5 times the employee's annual accrual rate. If an employee's earned, unused benefits reach the maximum, the employee will not accrue additional benefits until the employee uses enough vacation ~~leave~~-benefits to fall below the maximum, at which time the employee will resume accruing vacation-~~leave~~ benefits from that date forward. For example, if an employee who accrues 80 hours per year reaches a balance of 120 hours, the employee's accrual will stop until the employee uses some of the benefits, such that the total once again falls below 120 hours, at which time the accrual will begin again from that point forward. Vacation-~~leave~~ benefits cannot be cashed out except upon termination of employment.

~~Except as otherwise provided by law, accrued vacation leave benefits (and floating holiday benefits) will be applied to all time off for vacation or personal reasons, or if the employee is off work for health-related reasons and does not have available sick leave benefits.~~

You must have advance written approval before taking ~~paid~~-time off. Requests must be submitted in writing to the Manager of Operations, normally at least 14 days in advance for a single day off and 30 days in advance for multiple days off. Benefits must be used in minimum 15-minute (¼ hour) increments. Although efforts will be made to accommodate your time off request, approval is discretionary depending on the business needs of SCJPC at that time. In the event of a conflict in scheduling, SCJPC may consider when the request was received, business and staffing needs, and seniority.

The Committee reserves the right to schedule time off for any employee, at any time. In addition, if the Committee is going to be closed on a regular workday, the day off will be unpaid or you may use accrued vacation benefits.

You are not expected to perform any work during approved time off. Please note that the vacation leave accrual of both exempt and non-exempt employees will be docked for full day and partial day absences in excess of one hour. You will be paid for all accrued, unused vacation leave benefits upon termination of employment.

Sick Leave

~~On~~Beginning on the first day of employment, ~~regular full time employees begin to~~Eligible Employees (as defined below) accrue paid sick leave benefits as follows:

- Regular Full Time Eligible Employees accrue paid sick leave benefits at the rate of 1.54 hours per bi-weekly pay period, which is equivalent to approximately (40 hours per year, for) during the first year. Thereafter, employees will accumulate sick leave at the rate of of employment, and 1.85 hours per bi-weekly pay period, which is equal to (48 hours) per year thereafter.
- Regular Part time employees Time Eligible Employees accrue sick leave benefits at the rate of one hour per 30 hours worked, and may use up to a maximum of 24 hours of benefits per year.

“Eligible Employees” include all regular and temporary employees who will work at least 30 workdays in a year.

Although Employees who will not work at least 30 workdays in a year are not eligible for paid sick leave begins to accrue on the first day of employment, . If an employee who is classified as ineligible (due to an anticipated work schedule of less than 30 workdays in a year) works 30 or more days in a year, sick leave benefits may not will be retroactively applied. For example, if a temporary employee is hired to cover a one-month leave of absence, that employee would likely work 20-23 total workdays and would not be an Eligible Employee. If the leave of absence was extended to two months and the temporary employee continued to work, that individual would likely work 40-45 days (within a year), and would be an Eligible Employee, in which case sick leave benefits would be retroactively accrued and applied.

Sick leave benefits begin to accrue as of the first day of employment, and become available as of the 90th day of employment. Sick leave may be used until the employee has completed a 90-day in 15-minute (¼ hour) increments. Unless otherwise requested by the employee, following the initial waiting period. Upon completion of the waiting period, sick leave benefits will be applied to all time off for due to: (a) an illness, injury or medical appointments that must be made during working hours, for either the employee or for the employee’s Immediate Family Member for whom the employee is a caregiver. Immediate Family Members include: (a) health-related appointment for the employee or the employee’s child, parent, spouse or Registered Domestic Partner; or (b) the child of that the employee is attending; or (b) Crime Victim Leave. Sick leave may be used for these purposes only, and may not be cashed out or used for any other time off, for any other purpose. If the employee, spouse or Registered Domestic Partner; or (c) the employee’s parent or stepparent. If the employees does not have sick leave benefits available, floating holiday or vacation leave benefits will be applied to sick leave.

The maximum sick leave benefits an employee may accrue is 120 hours. If an employee’s sick leave balance reaches the maximum, the employee will not accrue additional sick leave until the employee uses enough benefits to fall below the maximum, at which time the employee will resume accruing sick leave from that date forward. Sick leave may not be used in advance of when the benefits have accrued. Unused sick leave will not be cashed out upon termination of employment.

In the event of illness, injury or other unanticipated emergency necessitating your absence, you must personally notify your supervisor or manager as soon as possible and, in any event, prior to the beginning of your scheduled shift. If you call and do not reach your supervisor or manager, please leave a voicemail message and call back before the beginning of your shift to ensure that your message was received. The notification must include: (1) the reason for the absence; and (2) the anticipated length of the absence (partial day, full day, number of days). Contacting a co-worker without contacting your supervisor or manager, having a family member call for you, sending a text message without receiving confirmation that it was received, or leaving a voice mail message without calling back to confirm that it was received does not fulfill the notice requirement. In addition, if you become ill or are injured during the workday, or must leave early for any other reason after arriving at work, you must personally notify, and obtain authorization from, your supervisor or manager before leaving. Unless you have made other arrangements, you must call and speak with your supervisor or manager each day of your absence. Failure to provide personal notification as

required may result in disciplinary action, up to and including termination.

Medical, dental and other appointments should be scheduled before or after work whenever possible. Please provide as much advance notice as possible and, in any event, not less than twenty-four (24) hours, if time off is necessary for an appointment or other (important) reason.

If you are unable to work due to illness or injury, you may be required to present medical certification verifying your inability to work. If you are not able to report to work due to illness or injury for three or more days, you may be required to present medical certification that additionally confirms that you are sufficiently recovered to return to work.

An absence of any duration (including part of a day) without providing notice as required may result in disciplinary action up to and including termination of employment. Any absence of one full day or more without providing notice as required will be considered a voluntary resignation. Your last day worked will be the date of separation.

~~Please note that the sick leave accrual of both exempt employees and non-exempt will be docked for full day and partial day absences in excess of one hour. Upon termination of employment, you will not be paid for unused sick leave.~~

F. LEAVES OF ABSENCE AND ACCOMMODATION POLICIES

Disability, Pregnancy and Breastfeeding Accommodation

SCJPC does not discriminate, and does not tolerate discrimination, on the basis of disability due to: a) pregnancy, childbirth or any related condition; b) physical or mental condition or impairment; or c) other medical condition (collectively, "Qualifying Condition"). The Committee also does not discriminate, or tolerate discrimination, based on breastfeeding (or medical conditions related to breastfeeding).

Any employee who is unable to perform his or her regular duties due to a Qualifying Condition, or who believes that a temporary transfer to a less strenuous or hazardous position may be appropriate due to a Qualifying Condition, is encouraged to speak with the Manager of Operations regarding appropriate, reasonable accommodations that may be available, consistent with the advice of the employee's health care provider. SCJPC welcomes the opportunity to engage in meaningful communications regarding reasonable accommodations that will enable an employee with a Qualifying Condition to successfully perform the essential functions of his or her position with the Committee.

In addition, the Committee supports an employee's choice to breastfeed, and will provide reasonable break time to accommodate an employee desiring to express breast milk for her infant child. Employees who intend to breastfeed are encouraged to speak with the Manager of Operations as soon as possible (including prior to Pregnancy Disability Leave) to discuss available accommodations. If the employee's regular work area is not private, management will work with the employee to arrange for the use of a room or other appropriate location for the employee to express milk in private. For non-exempt employees, the break time will run concurrently with the employee's paid 15-minute rest break(s). Additional (unpaid) time off will be provided, as necessary.

Any employee who feels that he or she is a victim of, or witness to, discrimination should immediately report the matter to the Manager of Operations. If the Manager of Operations is not available, or you are more comfortable reporting the matter to the Manager of Operations or another manager, please do so. Your initial report may be verbal or written, and should provide the relevant facts and individuals involved, including potential witnesses. Failure to report your concerns and provide the necessary information prevents SCJPC from taking the appropriate steps to prevent and/or correct such situations. If you have any questions, please speak with the Manager of Operations.

Employee Medical and Related Leaves of Absence

Employees may be eligible for a leave of absence due to the employee's physical or mental disability, pregnancy-related condition, or other medical condition, (collectively, "Qualifying Condition"). A Qualifying Condition includes an illness, injury, impairment or physical or mental condition that requires inpatient care or continuing medical treatment, and prevents the employee from performing his or her job duties, as certified by a health care provider. A leave of absence may be available to an employee with a Qualifying Condition for whom a leave of absence is deemed medically necessary, as follows:

- Employee Medical Leave is based upon a Qualifying Condition, as certified by a health care provider, and may be available if deemed medically necessary, depending on the Committee's business and staffing needs.
- Pregnancy Disability Leave is based upon a Qualifying Condition, as certified by a health care provider, in connection with the employee's pregnancy, childbirth or a related medical condition. The employee will be eligible for up to four months of job-protected leave, if deemed medically necessary. An extension may be available, if deemed medically necessary, depending on the Committee's business and staffing needs.

- Workers' Compensation Leave is based upon an employee's inability to work, as certified by a health care provider, due to an illness or injury incurred in connection with the employee's work for SCJPC.

Unless otherwise stated, all of the following terms and conditions apply to each leave of absence under this policy.

Leave and Extension Requests

All leave requests must be submitted at least 30 days in advance or, in the case of an unexpected emergency, as soon as possible. The request must be made in writing, and is not considered approved unless and until written approval has been provided by management. Medical Certification must accompany any leave request under this policy. The Medical Certification must include: the date on which the Qualifying Condition commenced; the probable duration of the Qualifying Condition; confirmation of the employee's inability to work during this time; sufficient information to confirm the Qualifying Condition; and the employee's anticipated date of return to work. The required Medical Certification Form is available from the Manager of Operations.

The request is not considered approved unless and until written approval has been provided by management. Failure to provide appropriate notice and Medical Certification may result in deferral or denial of the leave.

In the event that a Pregnancy Disability Leave begins prior to the child's birth, it is customary for health care providers to complete the Medical Certification based on the child's due date, which may not be the actual date of birth. Consequently, additional Medical Certification is required within 15 days of the birth if there will be a change in the date on which a Pregnancy Disability Leave will no longer be deemed medically necessary. Please note, Baby/Child Bonding Leave is different than Pregnancy Disability Leave, and must be separately requested.

In the event that an extension of any leave under this policy is deemed medically necessary, the request must be submitted in writing with updated Medical Certification. SCJPC will endeavor to reasonably accommodate such requests, unless doing so would create an undue hardship. Extension requests received after the expiration of the approved leave period will not be approved.

An employee may request a reduced work schedule or intermittent time off, if deemed medically necessary due to a Qualifying Condition or medical treatments. The Medical Certification must identify the requested reduced work schedule or intermittent time off, dates of treatment, and expected duration. If approved, SCJPC may change the job duties or position to accommodate the altered schedule. Employees must make reasonable efforts to schedule treatments so as not to unduly disrupt SCJPC's operations.

The Committee will also consider other reasonable accommodations, consistent with the healthcare provider's recommendation, that will enable an employee with a Qualifying Condition to continue to work. Medical certification will be required. The Committee welcomes the opportunity to engage in meaningful communications that will lead to the employee successfully performing the essential functions of his/her position. Do not hesitate to speak with the Manager of Operations regarding reasonable accommodations that may be available.

Monetary Benefits and Assistance

All leaves of absence under this policy are unpaid. Employees may be eligible for other monetary benefits or assistance during these unpaid leaves of absence as follows:

- Employee Benefits: Employees are required to apply all accrued vacation and sick leave benefits at the beginning of any leave under this policy, except the for Pregnancy Disability Leave, employees are required to apply accrued sick leave benefits at the beginning of Pregnancy Disability Leave and may, but are not required to, apply accrued vacation leave

benefits at any time during the leave.

- **State Disability Insurance (“SDI”):** SDI is a California state-sponsored program designed to partially replace wages during a medically-based leave of absence. Benefits are paid following a seven-day waiting period, as long as the employee is not receiving workers’ compensation, paid family leave or unemployment benefits. The employee is responsible for applying to the Employment Development Department for SDI benefits. Medical Certification will be required when applying for SDI benefits. Additional information regarding SDI may be obtained from the Manager of Operations or the Employment Development Department.
- **Workers’ Compensation Benefits:** SCJPC’s Workers’ Compensation Insurance provides medical, surgical and hospital treatment, in addition to partial payment for loss of earnings resulting from a work-related injury or illness. In addition, employees may pre-designate a physician as the employee’s treating physician before an injury or illness occurs. All work-related injuries or illnesses must be reported immediately to the Manager of Operations, and as soon as practical to the Manager of Operations, regardless of how minor it may be. Employees may speak with the Manager of Operations regarding benefits that may be available or other questions related to a work-related injury or illness.

Continuation of Group Health Insurance Benefits

In the event of any medically-based leave except Pregnancy Disability Leave SCJPC will continue to pay its share of group insurance premiums for up to six weeks (less any period already paid for under any other leave of absence taken in the previous 12 months), as long as the employee timely pays his/her share of the premiums during that time.

In the event of Pregnancy Disability Leave, SCJPC will continue to pay its share of group insurance premiums for up to four months, as long as the employee timely pays her share of the premiums during that time.

In the event of an extension of any leave beyond the above-stated periods, the employee will be offered COBRA continuation coverage, which means that the insurance coverage will continue only if the employee timely completes and submits the COBRA forms, and timely pays all premiums in full. If the employee does not return after an approved leave and subsequently work for at least 30 days, the employee will be responsible for re-payment of any premiums paid by the Committee during the leave, unless the employee is unable to return due to a Qualifying Condition or other qualifying circumstance beyond the employee’s control.

Other Leave and Post-Leave Conditions

Employees do not earn or accrue holiday pay, sick leave, vacation leave or other benefits during any leave of absence under this policy.

An employee who engages in alternate employment or self-employment during an approved leave of absence may be deemed to have voluntarily resigned employment with SCJPC.

An employee on leave must contact the Manager of Operations and confirm the date of return from leave at least one week before the scheduled return date. Failure to return to work at the end of any approved leave, or seek an extension prior to expiration of the approved leave, will be considered a voluntary resignation. As noted above, extension requests received after expiration of the authorized leave will not be approved.

Before returning from any medically-based leave, the employee must provide a medical release confirming the employee’s ability to return to work, with or without restrictions. The employee will not be permitted to return without a medical release.

When an employee returns to work from a Pregnancy Disability Leave, the employee will generally

be returned to her former position, unless the position has been eliminated or a termination would have occurred regardless of the leave. When an employee returns to work from other leaves under this policy, the employee will generally be returned to the same or a comparable position, unless termination of employment would have occurred regardless of the leave of absence, or the position is not available because it was eliminated or had to be filled because of undue hardship to the Committee, and there is no other position for which the employee is qualified.

SCJPC will not discriminate or otherwise take adverse action against any employee for requesting a leave of absence in good faith under this policy. SCJPC needs, expects and encourages you to come forward, without delay, should you suspect that you have been subjected to any adverse treatment as a result of such a request. Failure to report your concerns and provide the necessary information prevents SCJPC from taking the appropriate steps to prevent and/or correct such situations. You may also file a complaint with the Department of Labor or the Department of Fair Employment and Housing (the nearest offices are listed in the telephone book or on the agency's website). If you have any questions, please discuss them with the Manager of Operations. As with all leaves, any misrepresentation or fraud is grounds for immediate termination.

Family Caregiver and Baby/Child Bonding Leave

The State of California has established a Paid Family Leave ("PFL") program, which provides partial wage replacement (Family Temporary Disability Insurance benefits) for eligible employees for time off work for up to six weeks in a 12-month period to care for a child, spouse, parent, or Registered Domestic Partner with a serious medical condition, or to bond with a new child. PFL is a component of the State Disability Insurance ("SDI") program and generally applies to employees covered by SDI.

Please be aware that the PFL program does NOT provide a right to time off, job protection or return rights for time off. All requests for time off for PFL events will be considered on a case-by-case basis. Even if approved, there is no guarantee of job protection or return rights for PFL (unless the time off is protected under another provision).

Baby Bonding Requests

In the event of the birth of a child, once the employee's health care provider has released the employee to return to work, Pregnancy Disability Leave ends and the employee is expected to return to work. If the employee wishes to **request** additional time off for baby bonding, the request must be received at least 30 days in advance, which means at least 30 days **before** the Pregnancy Disability Leave ends.

Other Caregiver Requests

Other requests for caregiver time off must be submitted at least 30 days in advance whenever possible. Requests for caregiver time off must include Medical Certification from the individual's health care provider, stating: (a) the date on which the condition commenced; (b) confirmation of the need for the Employee to care for the individual and inability to work during this time; and (c) the probable duration of the leave, including the beginning and end date. When requesting a reduced or intermittent schedule due to medical treatments, the certification must specify the dates of the treatment and the expected duration.

All Requests

All leave requests under this policy must be submitted at least 30 days in advance or, in the case of an unexpected emergency, as soon as possible. The request must be made in writing, and is not considered approved unless and until written approval has been provided by management. The Committee will consider factors such as when the request was received, business and staffing needs at the time, and the employee's work history.

If approved, employees will be required to utilize accrued vacation leave benefits (and sick leave benefits, if applicable) at the beginning of the leave. Employees do not earn or accrue holiday pay, vacation leave, sick leave or other benefits during any leave of absence.

In the event of a leave under this policy, SCJPC will continue to pay its share of group insurance premiums for up to six weeks (less any period already paid for under any other leave of absence taken in the previous 12 months), as long as the employee timely pays his/her share of the premiums during that time.

In the event of an extension of any leave beyond six weeks, the employee will be offered COBRA continuation coverage, which means that the insurance coverage will continue only if the employee timely completes and submits the COBRA forms, and timely pays all premiums in full. If the employee does not return after an approved leave and subsequently work for at least 30 days, the employee will be responsible for re-payment of any premiums paid by the Committee during the leave, unless the employee is unable to return due to a Qualifying Condition or other qualifying circumstance beyond the employee's control.

You may apply to the State of California for PFL benefits. A seven-day waiting period applies before you become eligible for benefits. You are not eligible for PFL benefits if you are receiving workers' compensation, SDI or unemployment benefits. Medical certification or proof of a new child may be required when requesting PFL benefits from the State of California.

Failure to return at the end of an approved leave will be deemed a voluntary termination of employment with the Committee. Any employee who is on an approved leave and engages in alternate employment or self-employment during the leave may be deemed to have voluntarily resigned employment with the Committee. As with all leaves, any misrepresentation or fraud associated with a leave request shall be grounds for immediate termination. If you have any questions, please discuss them with the Manager of Operations.

Military Leave of Absence

SCJPC provides unpaid military leaves of absence, and does not discriminate against members of the uniformed services, applicants to the uniformed services or veterans, with respect to initial employment, reemployment, retention, promotion or employee benefits.

An employee requiring a leave of absence to perform military service will be eligible for reinstatement or reemployment following the service as long as:

- The employee provides notice to the Manager of Operations in advance of the service;
- The employee has five years or less of cumulative service in the uniformed service while employed with SCJPC;
- The employee returns to work in a timely manner; and
- The employee is not separated from service with a disqualifying discharge or under other than honorable conditions.

Group medical insurance benefits will continue during Military Leave for up to six weeks, as long as the employee timely pays his/her share of the premium during that time. The employee will be

required to pay the premium in full in order to continue coverage thereafter, which is available for up to 24 months. Whether or not the employee elects to continue coverage during Military Leave, upon reinstatement or reemployment with SCJPC, the employee will be entitled to reinstatement of coverage, without any waiting period or exclusions, except for service-connected illnesses or injuries.

Military leave is unpaid. Payment of accrued vacation leave benefits may be requested. Employees do not earn or accrue holiday pay, sick leave, vacation leave or other benefits while on Military Leave. Upon reinstatement or reemployment after Military Leave, the employee will immediately begin to accrue benefits at the rate at which he/she would have accrued them had the employee not been on Military Leave.

An employee returning from Military Leave is guaranteed reinstatement to the job and benefits the employee would have attained if he/she had not been absent due to military service, or to an equivalent position for which the employee is qualified, unless the employee would have been terminated regardless of the Military Leave.

SCJPC needs, expects and encourages you to come forward, without delay, should you suspect that discrimination or retaliation has occurred as a result of a military leave of absence. Failure to report your concerns prevents SCJPC from taking the appropriate steps to prevent and/or correct such situations. Employees will be protected from retaliation of any kind based on military service or taking an approved military leave of absence.

Failure to return at the end of an approved leave will be deemed a voluntary termination of employment with the Committee. Any employee who is on an approved leave and engages in alternate employment or self-employment during the leave may be deemed to have voluntarily resigned employment with SCJPC. As with all leaves, any misrepresentation or fraud associated with a leave request shall be grounds for immediate termination.

If you have any questions, please discuss them with the Manager of Operations.

Other Leaves of Absence and Time Off

Employees may be eligible for a leave of absence or time off work, subject to the terms and conditions stated in Section II of this Policy, if necessitated by any of the following reasons:

Section I – Types of Leave or Time Off:

- **Leave for Emergency Personnel:** Volunteer firefighters, reserve peace officers and emergency rescue personnel will be eligible for an unpaid leave of absence if called to duty to respond to an emergency.
- **Bereavement Leave:** In the event of the death of an Immediate Family Member, regular full time employees who have completed the 60-day waiting period may be allowed up to 24 hours off with pay to be with family, within any 12-month period. "Immediate Family Member" includes: (a) the employee's spouse or Registered Domestic Partner; or (b) the child, parent, grandparent, or sibling of the employee or the employee's spouse or Registered Domestic Partner. Additional time off may be granted as warranted by the circumstances, in which case, accrued vacation leave benefits will be applied. Employees on leave of absence are not eligible for Bereavement Leave benefits.
- **Jury Duty:** Employees will be granted time off if called for jury duty. The jury summons must be provided to the Manager of Operations as soon as possible and, in any event, at least 30

days in advance. If attendance in court is required, you will be compensated for up to 8 hours with proof of Certification of Jury Service. For additional time off due to jury duty, floating holiday benefits or vacation leave benefits may be applied, or the time off will be unpaid. Exempt employees should check with the Manager of Operations regarding compensation during time off for this purpose. All employees are expected to report to work during any scheduled work times that attendance in court is not required. An employee who does not report to work when available will not be on approved leave for the day, or any portion thereof.

- Victim of Domestic Violence, Sexual Assault or Stalking: Victims of domestic violence, sexual assault or stalking will be allowed a reasonable accommodation and/or time off work to: (i) seek and obtain any relief necessary to help protect or ensure the health, safety and welfare of the victim or his/her child or family member (including a restraining order or other injunctive relief); (ii) seek physical or psychological treatment for injury caused by the assailant or stalker; and (iii) attend criminal proceedings in connection with the case. Please provide reasonable advance notice whenever possible. Documentation may be required. The employee will be expected to report to work when able and available for work. To the extent reasonably possible, the reason for such an absence will be treated as confidential.
- Witness or Victim of Serious or Violent Felony: Employees will be granted time off to attend judicial proceedings related to the commission of a qualifying serious or violent felony if the employee is: (a) a victim of the crime; (b) subpoenaed to appear as a witness; or (c) an Immediate Family Member of the victim. Immediate Family Member includes: (a) the employee's spouse or Registered Domestic Partner; (b) the child of the employee, spouse or Registered Domestic Partner; (c) the employee's parent, step-parent, guardian, sibling or step-sibling. Documentation may be required. The employee will be expected to report to work during times when attendance in court is not required.
- School Leave: Employees will be permitted to take unpaid time off for required school conferences involving the possible suspension or expulsion of a child from school
- Voting: In the unlikely event that the work schedule prevents an employee from being able to vote in a statewide election during non-working hours, and a written time off request is submitted at least two working days in advance, the Committee will provide up to two hours or paid time off at the beginning or end of work shift in order to vote. The request will not be approved unless the work schedule prevents the employee from being able to vote. The voter's receipt must be submitted upon returning to work. Failure to promptly present a voter's receipt will result in non-payment of the time off work and possible disciplinary action, up to and including termination of employment.
- Personal Leave: An unpaid personal leave of absence may be granted for a compelling personal emergency or circumstance to regular employees who have completed at least one year of continuous employment, in the sole discretion of SCJPC. The Committee will consider factors such as employment history, the circumstances surrounding the leave request, and the Committee's staffing and other business needs. An employee must pay his/her group health insurance premiums in full during the leave, and is not guaranteed reinstatement. An employee on a personal leave in excess of two weeks must contact the Manager of Operations and confirm the date of return from leave at least one week before the scheduled return date. Extension requests received after expiration of the authorized leave will not be approved.

Section II – Terms and Conditions of Leave or Time Off Under This Policy

Unless otherwise stated, all of the following terms and conditions apply to all leaves or time off under this policy.

1. All leave or time off requests must be submitted in writing at least 30 days in advance or, in the case of an unexpected emergency, as soon as possible, and must include an explanation of the reason for the request, the requested start date, and the requested end date. Failure to provide reasonable advance notice (when it is possible to do so) may result in delay or denial of the leave request.
2. Upon returning to work, please submit certification or other documentation to the Manager of Operations confirming that the time off was used for the reason and time period requested.
3. Unless otherwise stated, time off under this policy is unpaid. Accrued vacation leave benefits will be applied. Sick leave benefits will also be applied, if applicable. Employees do not earn or accrue holiday pay, vacation leave, sick leave or other benefits during any leave of absence under this policy.
4. SCJPC will not discriminate or otherwise take adverse action against any employee due to a request for time off under this policy.
5. Any employee who is on an approved leave and engages in alternate employment or self-employment during the leave may be deemed to have voluntarily resigned employment with SCJPC.
6. Failure to return at the end of any approved absence, or seek an extension prior to expiration of the approved leave, will be deemed a voluntary termination of employment with the Committee.
7. As with all leaves, any misrepresentation or fraud associated with a leave request shall be grounds for immediate termination.

If you have any questions, please discuss them with the Manager of Operations.

G. ACKNOWLEDGMENT

Acknowledgment – Employee Copy (Employee to Retain)

By my initials and signature below, I acknowledge and agree that I have received, read and understand the Southern California Joint Pole Committee (the “Committee”) Employee Handbook, and that each provision of this Handbook applies to my employment with the Committee, including (but not limited to) the following:

_____ Employment with SCJPC is “at-will.” which means that both SCJPC and the employee has the right to terminate the employment at any time, with or without cause and with or without prior notice. In addition, SCJPC may change the duties, compensation or hours, or transfer, reassign, promote, demote, suspend or otherwise change the terms and conditions of employment (other than the at-will relationship), with or without cause or prior notice. This at-will relationship may not be changed by any person, statement or conduct, whether express or implied, other than by a written agreement that expressly alters the at-will status and is signed by the Manager of Operations. This is an integrated statement of the at-will employment relationship.

_____ SCJPC provides a work environment free of discrimination, harassment or retaliation. Employees are expected and encouraged to immediately come forward and report any concerns or incidents if discrimination or harassment is suspected. Retaliation against anyone who opposes, reports or assists another person in reporting suspected discrimination or harassment is also prohibited. Neither discrimination, harassment nor retaliation will be tolerated.

_____ Confidential Information is proprietary to the Committee, and must be kept in confidence, both during employment and at all times thereafter. Unless required by law, or for an authorized business purpose, Confidential Information may not be disclosed to anyone outside SCJPC without the written authorization of the Manager of Operations. Confidential Information may not be retained after termination of employment, in any form, without the written authorization of the Manager of Operations. Both during employment and at all times thereafter, Confidential Information must be treated as confidential and proprietary to the Committee, and may not be used or released to any person or entity without written authorization by the Manager of Operations.

_____ All SCJPC computers, telephones, cell phones, pagers, facsimile machines and other electronic equipment and systems (“Committee Equipment”) are SCJPC property, and are provided for authorized business use only. SCJPC may monitor, search, access, open, review, read, use, disclose and/or search Committee Equipment and its contents at any time. Users should not have any expectation of privacy or confidentiality when using these resources. The Committee’s right to search Committee Equipment and all contents may not be waived by any Committee representative, except by a written agreement signed by the Manager of Operations.

_____ None of the statements or provisions of this Handbook is intended to restrict or prohibit any employee from engaging in protected, concerted activity under the National Labor Relations Act.

Signature: _____

Date: _____

Print Name: _____

Acknowledgment – Employer Copy (Sign and Turn In)

By my initials and signature below, I acknowledge and agree that I have received, read and understand the Southern California Joint Pole Committee (the "Committee") Employee Handbook, and that each provision of this Handbook applies to my employment with the Committee, including (but not limited to) the following:

- _____ Employment with SCJPC is "at-will." which means that both SCJPC and the employee has the right to terminate the employment at any time, with or without cause and with or without prior notice. In addition, SCJPC may change the duties, compensation or hours, or transfer, reassign, promote, demote, suspend or otherwise change the terms and conditions of employment (other than the at-will relationship), with or without cause or prior notice. This at-will relationship may not be changed by any person, statement or conduct, whether express or implied, other than by a written agreement that expressly alters the at-will status and is signed by the Manager of Operations. This is an integrated statement of the at-will employment relationship.

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- _____ None of the statements or provisions of this Handbook is intended to restrict or prohibit any employee from engaging in protected, concerted activity under the National Labor Relations Act.

Signature: _____

Date: _____

Print Name: _____

Southern California Joint Pole Committee

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

April 20, 2016

A regular meeting of the **Operating Committee** took place on the above date, at 11:30 a.m., at the Committee office.

Those in attendance were:

Mr. Bret Plaskey	Frontier Communications
Mr. Ed Loescher	Frontier Communications
Mr. William Schrader	Frontier Communications
Mr. Josh Mathisen	AT&T California
Ms. Kay Black	AT&T California
Mr. Steve Brown	City of Los Angeles
Mr. Christopher Cravens	City of Los Angeles
Mr. Joe Armstrong	City of Pasadena
Ms. Sarah Valdez	Mobilitie, LLC
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Mr. Larry Chow	Southern California Edison
Mr. Richard LaBarge	Southern California Edison
Ms. April DeBarge	Southern California Edison
Mr. Wayne Brown	Southern California Edison
Ms. Brenda Davis	Southern California Edison
Ms. Lupe Hernandez	Teleport Communications America, LLC
Ms. Maria Ortiz	XO Communications
Ms. Yvonne Johnson	AT&T Mobility
Ms. Shawn Henderson	T-Mobile USA
Mr. David Campo	City of Lompoc
Mr. Ayman Arraj	City of Burbank
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff
Ms. Jennie Corella	Committee Transcriber

Those attending via teleconference were:

Mr. Dan Kjar	City of Azusa
Ms. Lynn Prescott	Verizon Wireless

Mr. Plaskey called the meeting to order at 11:30 a.m. by addressing the first item on the agenda, the review of the **prior meeting minutes**. The members

reviewed the March, 2016 meeting minutes. There were no questions, concerns or revisions.

The second agenda item is the review of the **March 2016 expense sheets**. The members reviewed the March expenses. There were no questions or comments.

The third agenda item is the **Accounts Receivable**. In regards to the outstanding Verizon Wireless invoices, Ms. Pranata stated that she continues to wait for remittance from Verizon Wireless. There were no further questions or comments.

The fourth item on the agenda is the **March 2016 JPA Member Activity** report. Ms. Pranata reported that for the current month of April, the JPA activity is reflecting a substantial increase. There were no further comments on this item.

The fifth item on the agenda is **Member Board Attendance**. The members reviewed the report. Mr. Plaskey stated that he would attempt to contact MCI Metro and MCI Telecomm to identify who will be representing these members at meetings. There were no further concerns on board attendance.

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Kathleen Allen reported that she met with the JPC staff and informed them that sections 5.1D and 5.4 automatically defaults to section 4.1B. She addressed correction of records per the Routine Section 8 example the original info should be in parenthesis and the new info above. Lastly, she informed the staff that in regards to members calling about training their staff, they should be informed that their representative should bring the issue to the Operating meeting.

The seventh item on the agenda is **Item 1604: 110th SCJPC Anniversary**. This item is on hold until June 2016.

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

Correcting HLA/HSO member codes in the database.

Ms. Black reported that Ms. Carmichael continues to work on this issue.

Computers and Monitors Quote (waiting for Admin Board Approval)

This item has been approved by the Administrative Board.

NCJPA visit/training

Ms. Black reported Mr. Jonathan Vaughan, Manager of Operations for the North, has stepped down from his position. She added that they are interviewing for his position. His resignation is official on March 29, 2016. Mr. Vaughan has agreed to train the incoming MO, however, her organization is requesting that Ms. Pranata and Ms. Allen also aid in the training of the incoming MO. This is contingent on the SCJPC approval and the North will compensate all travel, meals and hotel expenses for Ms. Pranata and Ms. Allen. Mr. Chow inquired when and the length of time the North is requesting for Ms. Pranata and Ms. Allen. Ms. Black responded that she did not have this information at this time; however, after the NCJPA operating committee meets she will be better informed and will contact the SCJPC. This issue will be further discussed when Ms. Black returns with the pertinent information.

Emergency check list/plan

Mr. Plaskey stated that it has been brought to his attention that an emergency check list/plan should be created for the office in the event that there is an emergency. Mr. Plaskey added that Frontier Communications would acquire the task of putting the list together.

Review of Action Items

- Ms. Pranata to order JPC hardware
- AT&T to continue working on HLA/HSO member codes.
- Frontier Communications will create the emergency check list

The meeting adjourned at 11:45 a.m. until April 20, 2016.

Jennie Corella – Committee Transcriber

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES	Details	March 31, 2016			YTD Through March 31, 2016			%	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
EMPLOYEE EXPENSE									
Salaries		33,178	33,199.58	(21)	99,535	96,080.93	3,454	3%	398,141
Regular	28,318.40					-			
Contract Labor	4,881.18					-			
Insurance		4,878	4,079.85	798	14,635	11,177.47	3,458	24%	58,540
Health/Dental	3,857.90					-			
Life (quarterly)	221.95					-			
Payroll Taxes		2,820	2,271.74	548	8,461	8,858.06	(398)	-5%	33,842
Workers Compensation		292	531.25	(240)	875	1,036.75	(162)	-18%	3,500
Travel/Misc. Exp.		150	137.57	12	450	404.86	45	10%	1,800
						-			
						-			
PENSION EXPENSE									
Contribution-SEP IRA		3,484	2,973.41	510	10,451	8,920.23	1,531	15%	41,805
						-			
						-			
MONTHLY RECURRING									
Rent	Building Oper Exp \$830.10	8,200	8,061.66	138	24,600	24,184.98	415	2%	98,400
Alarm System	Quarterly	46	-	46	138	140.97	(3)	-3%	550
Telephone (Verizon)		583	579.47	4	1,750	1,738.41	12	1%	7,000
Cisco WebEx Plan		90	69.00	21	270	207.00	63	23%	1,080
Postage & Shipping		133	132.92	0	400	422.93	(23)	-6%	1,600
Business/Property Insurance	Pro-Rated	218	-	218	653	1,453.42	(800)	-123%	2,612
Committee Meetings		333	314.88	18	1,000	896.17	104	10%	4,000
						-			
						-			
EQUIPMENT & FURNITURE									
Copy Machine - CBE		142	111.18	30	425	333.54	91	22%	1,700
						-			
						-			

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES	Details	March 31, 2016			YTD Through March 31, 2016			%	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
						-			
NETWORK SYSTEM						-			
LAN Maintenance		1,083	900.00	183	3,250	2,700.00	550	17%	13,000
FRIEND Support		400	400.00	-	1,200	1,200.00	-	0%	4,800
Data Center Hosting-InetU		750	748.25	2	2,250	2,244.75	5	0%	9,000
Email/Domain Host/Sharefile		42	32.95	9	125	125.39	(0)	0%	500
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		417	45.03	372	1,250	287.87	962	77%	5,000
Velocity-Off Site Back-up		750	299.00	451	2,250	897.00	1,353	60%	9,000
						-			
						-			
PRINTING & SUPPLY						-			
Office Printing		133	119.70	14	400	424.76	(25)	-6%	1,600
Office Supplies		208	106.61	102	625	313.75	311	50%	2,500
						-			
						-			
CONTRACT SERVICES						-			
Auditor	Pro-Rated	578	1,408.00	(830)	1,734	1,408.00	326	19%	6,937
Attorney*	Labor Attorney	542	270.00	272	1,625	1,120.50	505	31%	6,500
						-			
GENERAL EXPENSE						-			
Sure Payroll Fees		133	118.37	15	400	355.11	45	11%	1,600
Bank fees/Chk printing	Pro-Rated	21	-	21	63	-	63	100%	250
Publications/Subscriptions/Reference		29	-	29	88	-	88	100%	350
Seminars & Tuition		125	-	125	375	265.00	110	29%	1,500
Member Retirement		133	-	133	400	1,100.14	(700)	-175%	1,600
Total Operating Expenses		59,892.25	56,910.42	2,981.83	179,676.75	168,297.99	11,378.76	6%	718,707.00

Delinquent Accounts
As of 4/13/2016

MEMBERS ACCOUNTS RECEIVABLE

MEMBERS ACCOUNTS RECEIVABLE				PAST DUE NOTICES - DO NOT DELETE THIS INFORMATION					
Company Name	Invoice Month	Due By	Amount	Invoice Number	Past Due Notice Date Sent	Past due sent to & response notes	Past due initial sent by	Input By	Input Date
AT&T Mobility	Jan. '15	Feb. 29, 2016	\$639.88	18881				KA	4/8/2016
City of Pasadena	Dec. '15	Jan. 31, 2016	\$695.02	18840	3/4/2016	Sent to Joe Armstrong & email Invoices	KA	KA	3/4/2016
City of Pasadena	Jan. '15	Feb. 29, 2016	\$708.40	18876				KA	4/8/2016
MCI/Metro ATS	Dec. '15	Jan. 31, 2016	\$705.37	18846	3/4,4/8/2016	Emailed Dan Garden	KA	KA	3/4/2016
MCI Telecomm	Dec. '15	Jan. 31, 2016	\$583.47	18847	3/4,4/8/2016	Emailed Dan Garden	KA	KA	3/4/2016
Time Warner-TWS	Sept. '15	Oct. 31, 2015	\$175.75	18748	1/11/2016	Bernadette Mcthomas Via mail	KA	JT	12/18/2015
Time Warner-TWS	Oct. '15	Nov. 30, 2015	\$381.25	18784	3/4/2016	Bernadette Mcthomas Via mail	KA	KA	1/8/2016
Time Warner-TWS	Dec. '15	Dec. 31, 2015	\$315.19	18856	3/4/2016	Bernadette Mcthomas Via mail	KA	KA	3/4/2016
Verizon Wireless	July '15	Aug. 31, 2015	\$945.39	18653	/20,12/14, 1/11/	E-mailed J.Little/D. Amico	JT/JT/KA	JT	10/9/2015
Verizon Wireless	Sept. '15	Oct. 31, 2015	\$484.56	18723	1/11/2016	E-mailed J.Little/D. Amico 3/4/16	KA	JT	12/18/2015
Verizon Wireless	Oct. '15	Nov. 30, 2015	\$1,054.79	18759	1/8/2016	E-mailed J.Little/D. Amico	KA	KA	1/8/2016
Verizon Wireless	Nov '15	Dec. 31, 2015	\$902.29	18795	3/4/2016	E-mailed J.Little/D. Amico	KA	KA	3/4/2016
Verizon Wireless	Dec. '15	Jan. 31, 2016	\$871.88	18831	3/4/2016	E-mailed J.Little/D. Amico	KA	KA	3/4/2016
Verizon Wireless	Jan. '15	Feb. 29, 2016	\$888.64	18867		Lynn Prescott Notified at March 2016Operating		KA	3/4/2016

\$9,351.88

TOTAL

\$9,351.88

Delinquent Accounts - 30 Days past due.
Past due notices will be sent out when 60 days have elapsed.

Member Activity

MAR '16 MBR ACTIVITY

Member	A	ATC	B	E	H/T	LAC	LLW	M	NG	NPN	SCW	SPR	TWC	V	Totals
Joint JPAs	5		1	554	1		1	1	1		6			8	578
% of Joint's	0.009	0.000	0.002	0.958	0.002	0.000	0.002	0.002	0.002	0.000	0.010	0.000	0.000	0.014	1.00
Multi JPAs	1	2		47		1			4	1		4	1	2	63
% of Multi's	0.016	0.032	0.000	0.746	0.000	0.016	0.000	0.000	0.063	0.016	0.000	0.063	0.016	0.032	1.00
Total JPA's Finalized															641
Total Joint JPA's Received															636
Total Multi's JPA's Received															103
Total JPAs Received															739
JPAs Finalized															641
JPAs Hold Over															45
JPAs Returned															51
% Hold over															6%
% Returned															7%
# Poles	16	4	1	3340	20	3	2	2	49	12	25	8	2	27	3511
# INSP				3532											3532
% of Poles	0.002	0.001	0.000	0.976	0.003	0.000	0.000	0.000	0.007	0.002	0.004	0.001	0.000	0.004	1.00

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
MEMBER BOARD MEETING ATTENDANCE
APR 2015 - MAR 2016**

 = Members assessed penalty fee

 = Less than 80% but 50% or greater attendance

 = Less than 50% attendance

 = Excused Absence

	MBR CODE	2015 APR	2015 MAY	2015 JUN	2015 JUL	2015 AUG	2015 SEP	2015 OCT	2015 NOV	2015 DEC	2016 JAN	2016 FEB	2016 MAR	TOTAL	Atten. %
1	So. California Edison	E	1	1	1	1	1	1	1		1	1	1	11	100%
2	City of Los Angeles	M	1	1	1	1	1	1	1		1	1	1	11	100%
3	Sprint-Nextel	SPR	1	1	1	1	1	1	1		1	1	1	11	100%
4	Sprint Communications	FON	1	1	1	1	1	1	1		1	1	1	11	100%
5	Teleport Comm America	TCA	1	1	1	1	1	1	1		1	1	1	11	100%
6	Verizon California	VZ	1	1	1	1	1	1	1		1	1	1	11	100%
7	MCI/Metro	ATS	1	1	1	1	1	1	1		1	1	1	11	100%
8	MCI Communications	MCI	1	1	1	1	1	1	1		1	1	1	11	100%
9	XO Communications	NXT	1	1	1	1	1	1	1		1	1	1	11	100%
10	AT&T California	H / T	1	1	1	1	1	1	1		1	1	1	11	100%
11	T-Mobile, USA	PBM	1	1	1	1	1	1	1		1	1	1	11	100%
12	Time-Warner	TWC	1	1	1	1	1	1	1		1	1	1	11	100%
13	AT&T Mobility	LAC	1	1	1	1	1	1	1		1	1	1	11	100%
14	City of Lompoc	LLW	1	1	1	1	1	1	1		1	1	1	11	100%
15	City of Burbank	B	1	1	1	1	1	1	1		1	1	1	11	100%
16	City of Glendale	A	1	1	1	1	1	1	1		1	1	1	11	100%
17	Verizon Wireless	ATC	1	1	1	1	1	1	1		1	1	1	11	100%
18	City of Vernon	V	1	1	1	1	1	1	1		1	1	1	11	100%
19	Crown Castle NG West Inc.	NG	1	1	1	1	1	1	1		1	1	0	10	91%
20	NewPath Networks	NPN	1	1	1	1	1	1	1		1	1	0	10	91%
21	CA-CLEC LLC	CCI	1	1	1	1	1	1	1		1	1	0	10	91%
22	City of Colton	F	1	1	1	1	1	1	1		1	1	0	10	91%
23	City of Pasadena	MP	1	1	1	1	1	1	1		1	1	0	10	91%
24	City of Anaheim	D	1	1	1	1	1	1	1		1	0	1	10	91%
25	City of Riverside	J	1	1	1	1	1	1	1		0	1	1	10	91%
26	ExteNet Systems	EXT	0	1	1	1	1	1	1		1	1	0	9	82%
27	City of Banning	COB	1	1	1	1	1	0	1		1	1	0	9	82%
28	City of Azusa	MA	1	1	1	1	1	0	1		1	0	1	9	82%
29	Frontier	FTR	1	1	0	1	1	1	1		0	1	1	9	82%
30	Mpower/TelePacific	ICG	1	1	1	0	1	1	1		0	1	1	9	82%
31	ATC Outdoor DAS	AMT	1	1	1	1	0	0	1		1	1	1	9	82%
32	Golden State Water	SCW	1	1	0	1	1	0	1		1	0	1	8	73%
33	Mobilite LLC (new member)	MOB					1	1	1		1	1	1	6	100%
Total			31	32	30	31	31	31	31	33	0	30	30	26	

Proposed 2016 Computer Hardware Upgrade for SCJPC Office

	Quote	Amount to be approved by Admin Board
Computer hardware upgrade for SCJPC office to replace current hardware (2010 purchase date)	\$10,989.52	\$14,000.00

QUOTE 1 – COMPUTER AND MONITORS, Joe Atalla - 3/3/2016

(8) Business Class DELL Quad Core Processor, 8GB RAM, 1TB HDD, Dual Monitor Video Card	\$695.00 each	\$5560.00
(16) DELL 24" Monitor LED	\$249.00 each	\$3984.00
(8) Dual Monitor Desk Mound Heavy Duty Fully Adjustable up to 27"	\$ 50.00 each	\$400.00
Setup and Installation	\$ 0.00	
Configuration and FRIEND Installation	\$ 0.00	
Delivery Charge and Desk Mount Installation	\$250.00	
Total Hardware \$9944.00 + tax = \$10739.52		
Total: \$10,989.52		

Quote is valid 7 days from 3/3/2016. The actual price may change. Need Board Approval for hardware upgrade, not to exceed \$14,000.00

Southern California Joint Pole Committee

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

May 18, 2016

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. Bret Plaskey	Frontier Communications
Mr. William Kearns	Frontier Communications
Mr. William Schrader	Frontier Communications
Mr. Josh Mathisen	AT&T California
Ms. Kay Black	AT&T California
Ms. Manijeh Carmichael	AT&T California
Mr. Steve Brown	City of Los Angeles
Mr. Christopher Cravens	City of Los Angeles
Mr. Joe Armstrong	City of Pasadena
Ms. Lynn Prescott	Verizon Wireless
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Mr. Larry Chow	Southern California Edison
Ms. April DeBarge	Southern California Edison
Mr. Wayne Brown	Southern California Edison
Ms. Brenda Davis	Southern California Edison
Ms. Lupe Hernandez	Teleport Communications America, LLC
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Yvonne Johnson	AT&T Mobility
Ms. Shawn Henderson	T-Mobile USA
Mr. David Campo	City of Lompoc
Mr. Ayman Arraj	City of Burbank
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff
Ms. Jennie Corella	Committee Transcriber
Ms. Gwen Ramacher	NCJPA (Guest)

Those attending via teleconference were:

Mr. Daniel Lippert	City of Burbank
Ms. Sarah Valdez	Mobilitie, LLC

Mr. Kearns called the meeting to order at 10:00 a.m. by addressing the first item on the agenda, the review of the **prior meeting minutes**. The members reviewed the April, 2016 meeting minutes. There were no questions, concerns or revisions.

The second agenda item is the review of the **April 2016 expense sheets**. The members reviewed the April expenses. There were no questions or comments.

The third agenda item is the **Accounts Receivable**. In regards to the outstanding Verizon Wireless invoices, Ms. Pranata reported that she will sending a notice of default in that they are in violation of the agreement. There were no further questions or comments.

The fourth item on the agenda is the **April 2016 JPA Member Activity** report. It was noted to edit VZ to FTR on this report. There were no further comments on this item.

The fifth item on the agenda is **Member Board Attendance**. The members reviewed the report. Ms. Pranata stated that she is not aware of who will be representing MCI Metro or MCI Communications. Frontier will attempt to aide Ms. Pranata in identifying a representative for the above noted members. There were no further comments or questions.

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Allen reported that she met with the JPC staff and informed them that section 2.7-E has been deleted from the Routine Handbook. She further reported that the 2016 pole prices are published, and VZ is now FTR and to replace VZ with FTR moving forward. She reported for the month of May a back log of billing of approximately 100 JPAs in the office.

She reported that she and Ms. Pranata have been receiving requests to train member staff on the processing of JPAs. She and Ms. Pranata are not clear on the protocol of training other than JPC staff. The requests include training at outside facilities, or training performed here at the JPC office. Ms. Pranata added with the current back log there is no time for outside training. She further stated that those members requesting training are referred to the JPA Basic Training Manual available on the SCJPC website. Ms. DeBarge commented that she finds this tool helpful for SCE trainees. She further stated if an Edison employee is asking SCJPC staff for training to please refer them to their Supervisor.

Mr. Serrato proposed engaging Ms. Paula Haney to facilitate a JPA training workshop for those members interested. Mr. Steve Brown commented that DWP is contracting an outside resource to train his JPA staff.

Ms. Pranata stated that her office is receiving many inquiries in regards to the Routine. In light of the current back log in her office, she requested if members could notify their respective staff that they may not have the time to respond in a timely manner, or obtain the answers to their inquiries in-house. She reiterated the issue is the current back log which is priority at this time.

Mr. Serrato commented that NG is projecting an influx of JPA processing which will add to the current work load the JPC office is experiencing.

The seventh item on the agenda is **Item 1604: 110th SCJPC Anniversary**. This item is on hold until June 2016.

The eighth item on the agenda is **SCJPC Staff Evaluation and Salary Review**. Ms. Pranata displayed the employee chart reflecting the proposed salary action and review scores. The members reviewed the chart. Mr. Steve Brown proposed to approve the salary action, Mr. Craven seconded the motion. The salary action will become effective June 1, 2016.

Mr. Kearns will facilitate the Manager of Operations annual review.

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

Correcting HLA/HSO member codes in the database.

Ms. Carmichael reported that she continues to work on this issue; therefore, this is an ongoing project.

AT&T Cutoff date

Ms. Pranata reported that in light of the current back log, she is unable to maintain the current cut-off date of the 20th each month for AT&T. Therefore, she is requesting a later cut-off date. Ms. Carmichael responded that extending the date would not allow her office to prepare for their submission to their accounting department. The members briefly discussed the office back log. The consensus is to revisit the back log monthly and assess the situation. The AT&T cut-off date will not change at this time.

Form 7 hard copies

Ms. Pranata reported that the office has a large volume of Form 7 okay to bill hard copies. She inquired when these copies may be destroyed. Ms. Hernandez stated that the Form 7's can be disposed of after the JPA is finalized. Ms. Prescott clarified that the Form 7's are copies and each company holds the original. After further discussion the consensus is the Form 7's okay to bill can be discarded after the JPA is finalized.

Email from companies

Ms. Pranata presented two emails that she received from Edison in regards to item numbers and if the SCJPC would process the JPA's. The first email presented is in regards to accepting JPA's that reference item numbers but do not include the corresponding section. Ms. DeBarge stated that Edison is working on JPA's that have not been finalized and questioned will SCJPC accept JPA's that used item 10 without section 19.6, item 9 without section 14.9, and item 83 without section 10.8. Ms. Pranata stated that the Committee staff does not police the JPA's at this time. Ms. Allen inquired if the JPA's should be questioned. Ms. Hernandez stated the Committee staff should bill the JPA as the preliminary was issued, agreed upon and typed and not police the JPA's. All were in agreement.

The second email presented is in reference to only use item 9A for private property locations in year 2007. Ms. Hernandez stated the Authorized Costs used for 2007 do not include 9A or 9B and only 9 would be applicable. A and B were added later to clarify the description of Hand Dig Pole Set, item 9. The cost did not change.

Ms. Pranata inquired if Companies have a Supervisor or Trainer persons can be referred to for these types of questions. Mr. S. Brown stated Committee Staff can refer individuals to their JPA Representative. Ms. Hernandez commented that emails received with these types of scenarios also can be collected and presented to the Board for further discussion.

Review of Action Items

- Mr. Kearns to review the JPC Manager of Operations.
- AT&T to continue working on HLA/HSO member codes.
- Frontier Communications will create the emergency check list

The meeting adjourned at 11:15 a.m. until June 15, 2016.

Jennie Corella – Committee Transcriber

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES	Details	April 30, 2016			YTD Through April 30, 2016			%	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
EMPLOYEE EXPENSE									
Salaries	3 PAYDAYS	33,178	46,352.90	(13,174)	132,714	142,433.83	(9,720)	-7%	398,141
Regular		42,477.60				-			
Contract Labor		3,875.30				-			
Insurance		4,878	3,857.90	1,020	19,513	15,035.37	4,478	23%	58,540
Health/Dental		3,857.90				-			
Life (quarterly)		-				-			
Payroll Taxes	3 PAYDAYS	2,820	3,249.55	(429)	11,281	12,107.61	(827)	-7%	33,842
Workers Compensation		292	251.25	40	1,167	1,288.00	(121)	-10%	3,500
Travel/Misc. Exp.		150	113.87	36	600	518.73	81	14%	1,800
						-			
						-			
PENSION EXPENSE									
Contribution-SEP IRA	3 PAYDAYS	3,484	4,460.13	(976)	13,935	13,380.36	555	4%	41,805
						-			
						-			
MONTHLY RECURRING									
Rent	Building Oper Exp \$830.10	8,200	8,061.66	138	32,800	32,246.64	553	2%	98,400
Alarm System	Quarterly	46	-	46	183	140.97	42	23%	550
Telephone (Frontier)		583	581.89	1	2,333	2,320.30	13	1%	7,000
Cisco WebEx Plan		90	69.00	21	360	276.00	84	23%	1,080
Postage & Shipping		133	188.66	(55)	533	611.59	(78)	-15%	1,600
Business/Property Insurance	Pro-Rated	218	-	218	871	1,453.42	(583)	-67%	2,612
Committee Meetings		333	510.01	(177)	1,333	1,406.18	(73)	-5%	4,000
						-			
						-			
EQUIPMENT & FURNITURE									
						-			
Copy Machine - CBE		142	111.18	30	567	444.72	122	22%	1,700
						-			
						-			

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES	Details	April 30, 2016			YTD Through April 30, 2016			%	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
NETWORK SYSTEM									
LAN Maintenance		1,083	900.00	183	4,333	3,600.00	733	17%	13,000
FRIEND Support		400	400.00	-	1,600	1,600.00	-	0%	4,800
Data Center Hosting-InetU		750	748.25	2	3,000	2,993.00	7	0%	9,000
Email/Domain Host/Sharefile		42	59.49	(18)	167	184.88	(18)	-11%	500
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		417	-	417	1,667	287.87	1,379	83%	5,000
Velocity-Off Site Back-up		750	299.00	451	3,000	1,196.00	1,804	60%	9,000
						-			
PRINTING & SUPPLY									
Office Printing		133	145.08	(12)	533	569.84	(37)	-7%	1,600
Office Supplies		208	216.14	(8)	833	529.89	303	36%	2,500
						-			
CONTRACT SERVICES									
Auditor	Pro-Rated	578	-	578	2,312	1,408.00	904	39%	6,937
Attorney*	Labor Attorney	542	270.00	272	2,167	1,390.50	776	36%	6,500
						-			
GENERAL EXPENSE									
Sure Payroll Fees	3 PAYDAYS	133	169.08	(36)	533	524.19	9	2%	1,600
Bank fees/Chk printing	Pro-Rated	21	-	21	83	-	83	100%	250
Publications/Subscriptions/Reference	YEARLY	29	110.00	(81)	117	110.00	7	6%	350
Seminars & Tuition	Seminars for staff members	125	714.00	(589)	500	979.00	(479)	-96%	1,500
Member Retirement		133	-	133	533	1,100.14	(567)	-106%	1,600
Total Operating Expenses		59,892.25	71,839.04	(11,946.79)	239,569.00	240,137.03	(568.03)	0%	718,707.00

Delinquent Accounts
As of 5/11/2016

MEMBERS ACCOUNTS RECEIVABLE

MEMBERS ACCOUNTS RECEIVABLE				PAST DUE NOTICES - DO NOT DELETE THIS INFORMATION					
Company Name	Invoice Month	Due By	Amount	Invoice Number	Past Due Notice Date Sent	Past due sent to & response notes	Past due initial sent by	Input By	Input Date
AT&T Mobility	Jan. '15	Feb. 29, 2016	\$639.88	18881				KA	4/8/2016
City of Pasadena	Dec. '15	Jan. 31, 2016	\$695.02	18840	3/4/2016	Sent to Joe Armstrong & email Invoices	KA	KA	3/4/2016
City of Pasadena	Jan. '15	Feb. 29, 2016	\$708.40	18876				KA	4/8/2016
Time Warner-TWS	Sept. '15	Oct. 31, 2015	\$175.75	18748	1/11/2016	Bernadette Mcthomas Via mail	KA	JT	12/18/2015
Time Warner-TWS	Oct. '15	Nov. 30, 2015	\$381.25	18784	3/4/2016	Bernadette Mcthomas Via mail	KA	KA	1/8/2016
Time Warner-TWS	Dec. '15	Dec. 31, 2015	\$315.19	18856	3/4/2016	Bernadette Mcthomas Via mail	KA	KA	3/4/2016
Verizon Wireless	July '15	Aug. 31, 2015	\$945.39	18653	/20,12/14, 1/11/	E-mail J.Little/D. Amico	JT/JT/KA	JT	10/9/2015
Verizon Wireless	Sept. '15	Oct. 31, 2015	\$484.56	18723	1/11/2016	E-mail J.Little/D. Amico 3/4/16	KA	JT	12/18/2015
Verizon Wireless	Oct. '15	Nov. 30, 2015	\$1,054.79	18759	1/8/2016	E-mail J.Little/D. Amico	KA	KA	1/8/2016
Verizon Wireless	Nov '15	Dec. 31, 2015	\$902.29	18795	3/4/2016	E-mail J.Little/D. Amico	KA	KA	3/4/2016
Verizon Wireless	Dec. '15	Jan. 31, 2016	\$871.88	18831	3/4/2016	E-mail J.Little/D. Amico	KA	KA	3/4/2016
Verizon Wireless	Jan. '15	Feb. 29, 2016	\$888.64	18867		Lynn Prescott Notified at March 2016Operating		KA	3/4/2016

Notice of Default will be sent to ATC 5/18/2016

\$8,063.04

TOTAL

\$8,063.04

Member Activity

APR '16 ACTIVITY

Member	A	ATC	B	E	H/T	LLW	NG	NXT	PBM	SCW	TWC	V	VZ	Totals
Joint JPAs	2		2	606	1	1				9		2	2	625
% of Joint's	0.003	0.000	0.003	0.970	0.002	0.002	0.000	0.000	0.000	0.014	0.000	0.003	0.003	1.00
Multi JPAs		3		78			2	3	1		2		1	90
% of Multi's	0.000	0.033	0.000	0.867	0.000	0.000	0.022	0.033	0.011	0.000	0.022	0.000	0.011	1.00
Total JPA's Finalized														715
Total Joint JPA's Received														695
Total Multi's JPA's Received														140
Total JPAs Received														835
														715
														63
														57
														8%
														7%
# Poles	4	13	46	4044	1	18	2	45	2	33	10	4	8	4230
# INSP				1910										1910
% of Poles	0.001	0.002	0.007	0.970	0.000	0.003	0.000	0.007	0.000	0.005	0.002	0.001	0.001	1.00

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
MEMBER BOARD MEETING ATTENDANCE
MAY 2015 - APR 2016**

 = Members assessed penalty fee

 = Less than 80% but 50% or greater attendance

 = Less than 50% attendance

 = Excused Absence

	MBR CODE	2015 MAY	2015 JUN	2015 JUL	2015 AUG	2015 SEP	2015 OCT	2015 NOV	2015 DEC	2016 JAN	2016 FEB	2016 MAR	2016 APR	TOTAL	Atten. %
1	So. California Edison	E	1	1	1	1	1	1		1	1	1	1	11	100%
2	City of Los Angeles	M	1	1	1	1	1	1		1	1	1	1	11	100%
3	Sprint-Nextel	SPR	1	1	1	1	1	1		1	1	1	1	11	100%
4	Sprint Communications	FON	1	1	1	1	1	1		1	1	1	1	11	100%
5	Teleport Comm America	TCA	1	1	1	1	1	1		1	1	1	1	11	100%
6	Frontier Communications	FTR	1	1	1	1	1	1		1	1	1	1	11	100%
7	XO Communications	NXT	1	1	1	1	1	1		1	1	1	1	11	100%
8	AT&T California	H / T	1	1	1	1	1	1		1	1	1	1	11	100%
9	T-Mobile, USA	PBM	1	1	1	1	1	1		1	1	1	1	11	100%
10	Time-Warner	TWC	1	1	1	1	1	1		1	1	1	1	11	100%
11	AT&T Mobility	LAC	1	1	1	1	1	1		1	1	1	1	11	100%
12	City of Lompoc	LLW	1	1	1	1	1	1		1	1	1	1	11	100%
13	City of Burbank	B	1	1	1	1	1	1		1	1	1	1	11	100%
14	City of Glendale	A	1	1	1	1	1	1		1	1	1	1	11	100%
15	Verizon Wireless	ATC	1	1	1	1	1	1		1	1	1	1	11	100%
16	City of Vernon	V	1	1	1	1	1	1		1	1	1	1	11	100%
17	Crown Castle NG West Inc.	NG	1	1	1	1	1	1		1	1	0	1	10	91%
18	NewPath Networks	NPN	1	1	1	1	1	1		1	1	0	1	10	91%
19	CA-CLEC LLC	CCI	1	1	1	1	1	1		1	1	0	1	10	91%
20	City of Colton	F	1	1	1	1	1	1		1	1	0	1	10	91%
21	City of Pasadena	MP	1	1	1	1	1	1		1	1	0	1	10	91%
22	City of Anaheim	D	1	1	1	1	1	1		1	0	1	1	10	91%
23	City of Riverside	J	1	1	1	1	1	1		0	1	1	1	10	91%
24	ExteNet Systems	EXT	1	1	1	1	1	1		1	1	0	1	10	91%
25	MCI/Metro	ATS	1	1	1	1	1	1		1	1	1	0	10	91%
26	MCI Communications	MCI	1	1	1	1	1	1		1	1	1	0	10	91%
27	City of Banning	COB	1	1	1	1	1	0	1	1	1	0	1	9	82%
28	City of Azusa	MA	1	1	1	1	1	0	1	1	0	1	1	9	82%
29	Mpower/TelePacific	ICG	1	1	0	1	1	1		0	1	1	0	8	73%
30	ATC Outdoor DAS	AMT	1	1	1	0	0	1	1	1	1	1	0	8	73%
31	Golden State Water	SCW	1	0	1	1	0	1	1	1	0	1	0	7	64%
32	Mobilite LLC (new member)	MOB					1	1	1	1	1	1	1	7	100%
33														0	0%
	Total		31	30	30	30	30	30	32	0	30	29	25	27	

Angela Pranata

From: April DeBarge [April.DeBarge@sce.com]
Sent: Tuesday, May 03, 2016 3:50 PM
To: Angela Pranata (angela@scjpc.net); Kathleen Allen (kathleen@scjpc.net)
Subject: items without section #s

Hi Angela and Kathleen.

We are working through some old JPAs and wondering how stringent the JPC is on a few things. Being that a JPA has to go back through another group to have specific sections/items added, can we bill:

* Item 10 without section 19.6

* Item 9 without 14.9

* Item 83 without 10.8

Those are the only 2 problem children I can think of right now.

april
Be Safe Always...

Angela Pranata

From: Diana Correa [Diana.Correa@sce.com]
Sent: Wednesday, May 11, 2016 10:23 AM
To: Angela Pranata
Subject: RE: (External):RE: Web Question Regarding Archive Section 14.9

Ok on another note...Item 9C was removed per Alert dated 8/5/08.
Why is it still showing up on the current Authorized Cost page AC-1?

I am trying to refresh my interpretation of the routing since I have the following problem.

I have a JPA with a prepared date and sent date from 2007.
None of the pole replacements where in the same hole (Section 7.4) would Item 9A be the only
choose for private property locations?

From: Angela Pranata [<mailto:angela@scjpc.net>]
Sent: Tuesday, May 10, 2016 2:12 PM
To: Diana Correa <Diana.Correa@sce.com>
Subject: (External):RE: Web Question Regarding Archive Section 14.9

Clarification removed as of 2009.

Revised (effective 2009):
14.9 Hand Dig Pole
The cost for hand digging a pole replaceme

~~Section 14.9 Clarification~~ 

Angela Pranata
Manager of Operations
So. Ca. Joint Pole Committee
279 E Arrow Hwy, Suite 104
San Dimas, CA 91773
Ph: 909-599-3801 x203
Fax: 909-599-3825
angela@scjpc.net

From: Diana Correa [<mailto:Diana.Correa@sce.com>]
Sent: Wednesday, May 04, 2016 11:18 AM
To: Angela Pranata
Subject: Web Question Regarding Archive Section 14.9

Is there a clarification we need to read?
I couldn't find.

08/05/2008 Alerts:

SECTION 18 - EXAMPLE 13

Effective January 2009: [View PDF file](#)

ITEM 9

Effective January 2009: Item 9:

9 (a) Inaccessible to digging equipment

9 (b) ~~Substructure conflict~~ Must specify nature of conflict

~~9 (c) Other (must specify reason)~~ (revised in September Routine Revision meeting)

This file is not there.

ITEM 14.9

Current

14.9 Hand Dig Pole

The cost for hand digging a pole replacement, or new set will be shared equally among all pole owners. Hand dig char

[Section 14.9 Clarification](#)

Revised (effective 2009):

14.9 Hand Dig Pole

The cost for hand digging a pole replacement, or new set will be shared equally among all pole owners. Hand dig char

~~Section 14.9 Clarification~~

Diana Correa
Joint Pole Organization
14005 Benson Ave., Chino, CA 91710
909-548-7157
PAX – 15157
FAX – 15120

Southern California Joint Pole Committee

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

June 15, 2016

A regular meeting of the **Operating Committee** took place on the above date, at 11:00 a.m., at the Committee office.

Those in attendance were:

Mr. Bret Plaskey	Frontier Communications
Mr. William Kearns	Frontier Communications
Ms. Megan Stewart	Frontier Communications
Mr. Robin Arndt	Frontier Communications
Mr. Josh Mathisen	AT&T California
Ms. Manijeh Carmichael	AT&T California
Mr. Steve Brown	City of Los Angeles
Mr. Christopher Cravens	City of Los Angeles
Ms. Lynn Prescott	Verizon Wireless
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Mr. Larry Chow	Southern California Edison
Ms. April DeBarge	Southern California Edison
Ms. Brenda Davis	Southern California Edison
Mr. Richard LaBarge	Southern California Edison
Ms. Lupe Hernandez	Teleport Communications America, LLC
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Yvonne Johnson	AT&T Mobility
Ms. Maria Ortiz	XO Communications
Ms. Shawn Henderson	T-Mobile USA
Mr. Joe Armstrong	City of Pasadena
Mr. David Campo	City of Lompoc
Mr. Ayman Arraj	City of Burbank
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff
Ms. Jennie Corella	Committee Transcriber

Those attending via teleconference were:

Ms. Kay Black	AT&T Communications
Ms. Alyssa Hernandez	City of Colton
Mr. Dan Garden	MCI Telecomm/MCI Metro

Mr. Chris Manning Extenet Systems

Mr. Kearns called the meeting to order at 11:00 a.m. by addressing the first item on the agenda, the review of the **prior meeting minutes**. The members reviewed the May, 2016 meeting minutes. There were no questions, concerns or revisions.

The second agenda item is the review of the **May 2016 expense sheets**. The members reviewed the May expenses. There were no questions or comments.

The third agenda item is the **Accounts Receivable**. It was noted that the accounts receivable report shows improvement.

The fourth item on the agenda is the **May 2016 JPA Member Activity** report. Mr. Plaskey inquired if SCE's volume of work would remain the same for the incoming months. Mr. Chow responded that it would and the volume may increase.

The fifth item on the agenda is **Member Board Attendance**. The members reviewed the report. There were no questions or comments on this item.

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Allen reported that she held a staff meeting and reviewed billing directives for Sections 7.7, 5.4 and 4.1, and informed the staff that Section 4.1 does not require a Form 48. The staff is now aware that they may bill per Form 7 or email indicating "OK to Bill", as long as the chain of email is from the initiator. She notified the staff that once a JPA is finalized there is no need to retain any Form 7. She concluded by reporting that there is a back log of SCE/AT&T JPAs due to the early cut-off date requested by AT&T.

The seventh item on the agenda is **Item 1604: 110th SCJPC Anniversary**. Ms. Pranata reported that she contacted Cal-Poly Kellogg West, and was informed that there are two luncheon options, a buffet or a sit down lunch. She added that for the specific date of October 19th they would be limited to 72 guests, and if a buffet lunch is chosen the limit would be 64 guests. It was agreed to change the anniversary luncheon to November 16, 2016 which could accommodate a larger number of guests. Members will pay for their respective number of guests.

The eighth item on the agenda is **SCJPC Staff Evaluation and Salary Review**. The members discussed Ms. Pranata's annual review while Ms. Pranata excused herself. Ms. Pranata's salary action will become effective as of June 1, 2016.

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

Correcting HLA/HSO member codes in the database.

Ms. Carmichael reported that she continues to work on this issue; therefore, this is an ongoing project.

NJUNS Costs.

Mr. Mathisen reported that the NCJPA has paid the initiation fee and the annual cost for 2016. In that NJUNS bills per state this cost will be shared by the SCJPC and the NCJPA. The initiation fee is \$12,000.00 and the annual cost for 2016 is \$21,000.00 bringing the total first year cost to \$33,000.00. The SCJPC will reimburse the NCJPA \$16,500.00 their equal share for NJUNS. In that this amount exceeds the allowed expense for the Operating committee, it must be approved by the Administrative Board. Ms. Pranata stated that since this amount was not budgeted the cost would be shared equally. This expenditure will be on the July Consent calendar for approval. Ms. Pranata will email all members 10 days prior to the meeting that this cost will be on Consent.

Review of Action Items

- Ms. Pranata to email NJUNS costs to membership 10 days prior to Board meeting.
- AT&T to continue working on HLA/HSO member codes.
- Mr. Mathisen to email Ms. Pranata the NJUNS costs break-down for the SCJPC and an invoice to reimburse the funds to the NCJPA.

The meeting adjourned at 11:50 a.m. until July 20, 2016.

Jennie Corella – Committee Transcriber

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES	Details	May 31, 2016			YTD Through May 31, 2016			%	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
EMPLOYEE EXPENSE									
Salaries		33,178	32,322.40	856	165,892	174,756.23	(8,864)	-5%	398,141
Regular	28,318.40					-			
Contract Labor	4,004.00					-			
Insurance		4,878	3,857.90	1,020	24,392	18,893.27	5,498	23%	58,540
Health/Dental	3,857.90					-			
Life (quarterly)	-					-			
Payroll Taxes		2,820	2,166.35	654	14,101	14,273.96	(173)	-1%	33,842
Workers Compensation		292	251.25	40	1,458	1,539.25	(81)	-6%	3,500
Travel/Misc. Exp.		150	190.14	(40)	750	708.87	41	5%	1,800
						-			
						-			
PENSION EXPENSE									
Contribution-SEP IRA		3,484	2,973.41	510	17,419	16,353.77	1,065	6%	41,805
						-			
						-			
MONTHLY RECURRING									
Rent	Building Oper Exp \$830.10	8,200	8,061.66	138	41,000	40,308.30	692	2%	98,400
Alarm System	Quarterly	46	140.97	(95)	229	281.94	(53)	-23%	550
Telephone (Frontier)		583	587.56	(4)	2,917	2,907.86	9	0%	7,000
Cisco WebEx Plan		90	69.00	21	450	345.00	105	23%	1,080
Postage & Shipping		133	141.35	(8)	667	752.94	(86)	-13%	1,600
Business/Property Insurance	Pro-Rated	218	-	218	1,088	1,453.42	(365)	-34%	2,612
Committee Meetings		333	287.59	46	1,667	1,693.77	(27)	-2%	4,000
						-			
						-			
EQUIPMENT & FURNITURE									
						-			
Copy Machine - CBE	verage, every 6 months	142	621.74	(480)	708	1,066.46	(358)	-51%	1,700
						-			
						-			

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES	Details	May 31, 2016			YTD Through May 31, 2016			%	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
						-			
NETWORK SYSTEM						-			
LAN Maintenance		1,083	900.00	183	5,417	4,500.00	917	17%	13,000
FRIEND Support		400	400.00	-	2,000	2,000.00	-	0%	4,800
Data Center Hosting-InetU		750	748.25	2	3,750	3,741.25	9	0%	9,000
Email/Domain Host/Sharefile		42	32.95	9	208	217.83	(9)	-5%	500
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		417	168.54	248	2,083	456.41	1,627	78%	5,000
Cal Net Off-Site Back-up		750	299.00	451	3,750	1,495.00	2,255	60%	9,000
						-			
						-			
PRINTING & SUPPLY						-			
Office Printing		133	140.95	(8)	667	710.79	(44)	-7%	1,600
Office Supplies		208	203.51	5	1,042	733.40	308	30%	2,500
						-			
						-			
CONTRACT SERVICES						-			
Auditor	Pro-Rated	578	824.00	(246)	2,890	2,232.00	658	23%	6,937
Attorney*		542	-	542	2,708	1,390.50	1,318	49%	6,500
						-			
GENERAL EXPENSE						-			
Sure Payroll Fees		133	118.37	15	667	642.56	24	4%	1,600
Bank fees/Chk printing	Pro-Rated	21	-	21	104	-	104	100%	250
Publications/Subscriptions/Reference	YEARLY	29	-	29	146	110.00	36	25%	350
Seminars & Tuition		125	-	125	625	979.00	(354)	-57%	1,500
Member Retirement		133	-	133	667	1,100.14	(433)	-65%	1,600
Total Operating Expenses		59,892.25	55,506.89	4,385.36	299,461.25	295,643.92	3,817.33	1%	718,707.00

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES	Details	May 31, 2016			YTD Through May 31, 2016			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT									
<u>COMPUTER SYSTEM</u>									
Software Purchase (&new website)		667	19.99	647	3,333	77.98	3,255	98%	8,000
FRIEND modification*		5,625	-	5,625	28,125	-	28,125	100%	67,500
						-			
						-			
<u>EQUIPMENT & FURNITURE</u>	Pro-Rated								
Purchases/Leases (GE Capital)		358	348.80	10	1,792	1,744.00	48	3%	4,300
Hardware Purchase	Non-budgeted Computer/Monitor purchase	83	11,712.52	(11,629)	417	11,712.52	(11,296)	-2711%	1,000
<u>LONG TERM LIABILITY CURRENT</u>									
						-			
						-			
Total Capital Investments & Long Term Liabilities Current		6,733.33	12,081.31	(5,347.98)	33,666.67	13,534.50	20,132.17	60%	80,800
Interest Earned/Misc Income		(0.08)	(0.08)		(0.38)	(0.38)			
		66,625.50	67,588.12	(962.62)	333,127.54	309,178.04	23,949.50	7%	799,507.00
*Items in blue are assessed equally									
Prepared as of: 6/7/16									

Delinquent Accounts
As of 6/8/2016

MEMBERS ACCOUNTS RECEIVABLE

MEMBERS ACCOUNTS RECEIVABLE				PAST DUE NOTICES - DO NOT DELETE THIS INFORMATION					
Company Name	Invoice Month	Due By	Amount	Invoice Number	Past Due Notice Date Sent	Past due sent to & response notes	Past due initial sent by	Input By	Input Date
AT&T Mobility	Jan. '16	Feb. 29, 2016	\$639.88	18881				KA	4/8/2016
AT&T Mobility	Feb. '16	Feb. 29, 2016	\$653.54	18917				KA	5/27/2016
City of Riverside	Mar. '16	Apr. 30, 2016	\$846.11	18949				KA	5/27/2016
Teleport Comm	Mar. '16	Apr. 30, 2016	\$788.48	18940				KA	5/27/2016
Time Warner Cable	Mar. '16	Apr. 30, 2016	\$329.90	18964				KA	5/27/2016
Verizon Calif	Mar. '16	Apr. 30, 2016	\$9,549.11	18951				KA	5/27/2016
Verizon Wireless	Mar. '16	Apr. 30, 2016	\$909.37	18939				KA	5/27/2016
XO Communications	Feb. '16	Mar. 31, 2016	\$626.96	18927				KA	5/20/2016
XO Communications	Mar. '16	Apr. 30, 2016	\$630.00	18963				KA	5/31/2016

\$14,973.35

TOTAL

\$14,973.35

Delinquent Accounts - 30 Days past due.
Past due notices will be sent out when 60 days have elapsed.


Member Activity

MAY '16 ACTIVITY


Member	A	ATC	D	E	FTR	H/T	LLW	M	NXT	PBM	SCW	TWC	V	Totals
Joint JPAs			1	758	1	4	2	8			7		8	789
% of Joint's	0.000	0.000	0.001	0.961	0.001	0.005	0.003	0.010	0.000	0.000	0.009	0.000	0.010	1.00
Multi JPAs	1	5		93		1		2	3	2		7	3	117
% of Multi's	0.009	0.043	0.000	0.795	0.000	0.009	0.000	0.017	0.026	0.017	0.000	0.060	0.026	1.00
Total JPA's Finalized														906
Total Joint JPA's Received														912
Total Multi's JPA's Received														179
Total JPAs Received														1091
														906
														6
														179
														1%
														16%
# Poles	12	45	2	4354	1	25	3	32	37	6	19	157	35	4728
# INSP				6679										6679
% of Poles	0.001	0.004	0.000	0.967	0.000	0.002	0.000	0.003	0.003	0.001	0.002	0.014	0.003	1.00

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
MEMBER BOARD MEETING ATTENDANCE
JUN 2015 - MAY 2016**

 = Members assessed penalty fee

 = Less than 80% but 50% or greater attendance

 = Less than 50% attendance

 = Excused Absence

	MBR CODE	2015 JUN	2015 JUL	2015 AUG	2015 SEP	2015 OCT	2015 NOV	2015 DEC	2016 JAN	2016 FEB	2016 MAR	2016 APR	2016 APR	TOTAL	Atten. %
1	So. California Edison	E	1	1	1	1	1		1	1	1	1	1	11	100%
2	City of Los Angeles	M	1	1	1	1	1		1	1	1	1	1	11	100%
3	Sprint-Nextel	SPR	1	1	1	1	1		1	1	1	1	1	11	100%
4	Sprint Communications	FON	1	1	1	1	1		1	1	1	1	1	11	100%
5	Teleport Comm America	TCA	1	1	1	1	1		1	1	1	1	1	11	100%
6	Frontier Communications	FTR	1	1	1	1	1		1	1	1	1	1	11	100%
7	AT&T California	H / T	1	1	1	1	1		1	1	1	1	1	11	100%
8	T-Mobile, USA	PBM	1	1	1	1	1		1	1	1	1	1	11	100%
9	Time-Warner	TWC	1	1	1	1	1		1	1	1	1	1	11	100%
10	AT&T Mobility	LAC	1	1	1	1	1		1	1	1	1	1	11	100%
11	City of Lompoc	LLW	1	1	1	1	1		1	1	1	1	1	11	100%
12	City of Burbank	B	1	1	1	1	1		1	1	1	1	1	11	100%
13	City of Glendale	A	1	1	1	1	1		1	1	1	1	1	11	100%
14	Verizon Wireless	ATC	1	1	1	1	1		1	1	1	1	1	11	100%
15	City of Vernon	V	1	1	1	1	1		1	1	1	1	1	11	100%
16	XO Communications	NXT	1	1	1	1	1		1	1	1	1	0	10	91%
17	Crown Castle NG West Inc.	NG	1	1	1	1	1		1	1	0	1	1	10	91%
18	NewPath Networks	NPN	1	1	1	1	1		1	1	0	1	1	10	91%
19	CA-CLEC LLC	CCI	1	1	1	1	1		1	1	0	1	1	10	91%
20	City of Colton	F	1	1	1	1	1		1	1	0	1	1	10	91%
21	City of Pasadena	MP	1	1	1	1	1		1	1	0	1	1	10	91%
22	City of Anaheim	D	1	1	1	1	1		1	0	1	1	1	10	91%
23	City of Riverside	J	1	1	1	1	1		0	1	1	1	1	10	91%
24	ExteNet Systems	EXT	1	1	1	1	1		1	1	0	1	1	10	91%
25	MCI/Metro	ATS	1	1	1	1	1		1	1	1	0	0	9	82%
26	MCI Communications	MCI	1	1	1	1	1		1	1	1	0	0	9	82%
27	City of Banning	COB	1	1	1	1	0		1	1	0	1	1	9	82%
28	City of Azusa	MA	1	1	1	1	0		1	0	1	1	1	9	82%
29	ATC Outdoor DAS	AMT	1	1	0	0	1		1	1	1	0	1	8	73%
30	Mpower/TelePacific	ICG	1	0	1	1	1		0	1	1	0	0	7	64%
31	Golden State Water	SCW	0	1	1	0	1		1	0	1	0	1	7	64%
32	Mobilite LLC (new member)	MOB				1	1		1	1	1	1	1	8	100%
33														0	0%
	Total		30	30	30	30	30	32	30	29	25	27	28		

Southern California Joint Pole Committee

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

July 20, 2016

A regular meeting of the **Operating Committee** took place on the above date, at 10:00 am at the Committee office.

Those in attendance were:

Mr. William Kearns	Frontier Communications
Ms. Megan Stewart	Frontier Communications
Mr. William Schrader	Frontier Communications
Ms. Lynn Prescott	Verizon Wireless
Mr. Artemio Lopez	AT&T California
Ms. Manijeh Carmichael	AT&T California
Mr. Kay Black	AT&T California
Mr. Steve Brown	City of Los Angeles
Mr. Christopher Cravens	City of Los Angeles
Mr. Larry Chow	Southern California Edison
Ms. April DeBarge	Southern California Edison
Ms. Brenda Davis	Southern California Edison
Mr. Richard LaBarge	Southern California Edison
Mr. Wayne Brown	Southern California Edison
Ms. Lupe Hernandez	Teleport Communications America, LLC
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Yvonne Johnson	AT&T Mobility
Ms. Maria Ortiz	XO Communications
Ms. Shawn Henderson	T-Mobile USA
Mr. Joe Armstrong	City of Pasadena
Mr. David Campo	City of Lompoc
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff
Ms. Jennie Corella	Committee Transcriber

Those attending via teleconference were:

Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Mr. Chris Manning	Exenet System
Mr. Earle Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC

Mr. Kearns called the meeting to order at 10:02 am by addressing the first item on the agenda, the review of the **prior meeting minutes**. The members reviewed the June 15, 2016 meeting minutes. There were no questions, concerns or revisions.

The second agenda item is the review of the **June 2016 expense sheets**. The members reviewed the June expenses. There were no questions or comments.

The third agenda item is the **Accounts Receivable**. It was noted that the accounts receivable report shows improvement.

The fourth item on the agenda is the **June 2016 JPA Member Activity** report. It was noted that SCE has submitted a large percentage of the month's activity. Mr. Serrato commented that the SCJPC office should be receiving JPAs from Crown Castle in the coming months.

The fifth item on the agenda is **Member Board Attendance**. The members reviewed the report. There were no questions or comments on this item.

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Allen reported that there was no need of an office staff meeting, and the office no longer has a backlog. However, Mr. Serrato has alerted the office that they soon should receive Crown Castle JPA's and they are well prepared for it.

The seventh item on the agenda is **Item 1604: 110th SCJPC Anniversary**. Ms. Pranata reported that she will be remitting the \$200.00 refundable deposit to Kellogg House Pomona to hold the date for the anniversary celebration. She added that the final guest count is due by November 1, 2016 members should their guest count submitted to Ms. Pranata by October 1, 2016. It is agreed that each respective member will be assessed per the number of their guests. The cost per guest is approximately \$27.95. The cost will appear on the monthly assessment as a "special assessment" the following month of the event.

The consensus is to create a flyer/notice to be sent to all members as a reminder, and the SCJPC will fund the cost of the current staff and alumni.

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

Correcting HLA/HSO member codes in the database.

Ms. Carmichael reported that she continues to work on this issue; therefore, this is an ongoing project.

Item 19 and Item 5 (a)

Mr. Chow opened by stating that the issue of Item 5 (a) and Item 19 which was discussed at a prior ad hoc meeting, required additional discussion. He added that there are many proposals on the table on how to bill Item 19. His proposal is to remove PB (Item 5-a) from Item 19 which currently is included in this cost. He further added that this would aide any confusion in billing when PB or PBLTD are on the JPA.

Ms. Hernandez responded that per JPA Alert dated 2013 if it was a same hole set/cut and kick, it would be PBLTD if one member has performed the entire work. She added that prior to the alert it was PTD and she is not certain why billing has reverted back to PTD and not PBLTD per the 2013 Alert. Therefore, in her opinion the billing is incorrect. She stated that when her office receives a JPA where it changes from PB to LTD with Item 19, her office has been deleting Item 19 and Section 7.4 because it no longer is considered cut and kick. She further added that if the PBLTD is going to be PTD there must be discussion and agreement on this and not make a change in the billing arbitrarily.

For clarification Mr. Chow stated that Item 19 is only for same hole set. The members agreed. Ms. Hernandez stated that currently Item 19 is shown with PTD a hard set and not same hole set. Mr. Chow reiterated that he is proposing that Item 5 (a) be removed from Item 19. Therefore, what a biller sees on a JPA is what is billed without question.

Ms. Black questioned if these questionable JPA's create a problem for the billing staff. Ms. Allen responded that the office maintains a manual of standards and procedures of minutes, JPA alerts and agreed upon procedures going back many years. When any questionable billing issue arises the manual is used as reference.

Ms. Hernandez stated that from earlier discussion on cut and kick and hard set, she understood that a cut and kick would be considered the same operation as a same hole Section 7.4 and show PBLTD for that member that did all the work.

Ms. Carmichael stated that with PTD Section 7.4 you may apply Item 19, however, Item 19 should not automatically include Item 5 (a) since PB is not included. She added that she agrees with Mr. Chow's proposal of removing 5 (a) from Item 19.

Mr. Chow stated that 7. 4 PTD should be invoked when one member does the entire construction, and in those instances when the work is split among members such as one member to PB and another to LTD. If 5 (a) is removed from Item 19, this item may be invoked in both instances as a shared cost. For clarification pulling butt is included in the P of the PTD.

The consensus is to remove 5 (a) from Item 19. This Authorized Costs proposal must be revised and the approved for future billing.

Review of Action Items

- Ms. Pranata announced that she would be sending the Annual SCJPC Financial Statements to members for their review.
- AT&T to continue working on HLA/HSO member codes.
- Ms. Pranata to send a flyer to members in reference to the 110th SCJPC anniversary luncheon.
- Ms. Pranata to remit security deposit to Kellogg House Pomona

The meeting adjourned at 11:25 am until August 17, 2016.

Jennie Corella – Committee Transcriber

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES	Details	June 30, 2016			YTD Through June 30, 2016			%	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
EMPLOYEE EXPENSE									
Salaries		33,178	32,446.36	732	199,071	207,202.59	(8,132)	-4%	398,141
Regular	31,747.61					-			
Contract Labor	698.75					-			
Insurance		4,878	4,009.10	869	29,270	22,902.37	6,368	22%	58,540
Health/Dental	3,857.90					-			
Life (quarterly)	151.20					-			
Payroll Taxes		2,820	2,029.55	791	16,921	16,303.51	617	4%	33,842
Workers Compensation		292	251.25	40	1,750	1,790.50	(41)	-2%	3,500
Travel/Misc. Exp.		150	58.49	92	900	767.36	133	15%	1,800
						-			
						-			
PENSION EXPENSE									
Contribution-SEP IRA		3,484	3,073.08	411	20,903	19,426.85	1,476	7%	41,805
						-			
						-			
MONTHLY RECURRING									
Rent	Building Oper Exp \$830.10	8,200	8,061.66	138	49,200	48,369.96	830	2%	98,400
Alarm System	Quarterly	46	-	46	275	281.94	(7)	-3%	550
Telephone (Frontier)		583	598.89	(16)	3,500	3,506.75	(7)	0%	7,000
Cisco WebEx Plan		90	69.00	21	540	414.00	126	23%	1,080
Postage & Shipping		133	172.96	(40)	800	925.90	(126)	-16%	1,600
Business/Property Insurance	Pro-Rated	218	-	218	1,306	1,453.42	(147)	-11%	2,612
Committee Meetings		333	535.47	(202)	2,000	2,229.24	(229)	-11%	4,000
						-			
						-			
EQUIPMENT & FURNITURE									
						-			
Copy Machine - CBE		142	122.08	20	850	1,188.54	(339)	-40%	1,700
						-			
						-			

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES	Details	June 30, 2016			YTD Through June 30, 2016			%	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
						-			
NETWORK SYSTEM						-			
LAN Maintenance		1,083	900.00	183	6,500	5,400.00	1,100	17%	13,000
FRIEND Support		400	400.00	-	2,400	2,400.00	-	0%	4,800
Data Center Hosting-InetU		750	748.25	2	4,500	4,489.50	11	0%	9,000
Email/Domain Host/Sharefile		42	32.95	9	250	250.78	(1)	0%	500
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		417	61.58	355	2,500	517.99	1,982	79%	5,000
Cal Net Off-Site Back-up		750	299.00	451	4,500	1,794.00	2,706	60%	9,000
						-			
						-			
PRINTING & SUPPLY						-			
Office Printing		133	186.45	(53)	800	897.24	(97)	-12%	1,600
Office Supplies		208	203.31	5	1,250	936.71	313	25%	2,500
						-			
						-			
CONTRACT SERVICES						-			
Auditor	Pro-Rated	578	1,820.00	(1,242)	3,469	4,052.00	(584)	-17%	6,937
Attorney*		542	-	542	3,250	1,390.50	1,860	57%	6,500
						-			
GENERAL EXPENSE						-			
Sure Payroll Fees		133	161.14	(28)	800	803.70	(4)	0%	1,600
Bank fees/Chk printing	Pro-Rated	21	-	21	125	-	125	100%	250
Publications/Subscriptions/Reference	YEARLY	29	-	29	175	110.00	65	37%	350
Seminars & Tuition		125	-	125	750	979.00	(229)	-31%	1,500
Member Retirement		133	-	133	800	1,100.14	(300)	-38%	1,600
Total Operating Expenses		59,892.25	56,240.57	3,651.68	359,353.50	351,884.49	7,469.01	2%	718,707.00

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES		June 30, 2016			YTD Through June 30, 2016				Annual
	Details	Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	%	Budget
								Variance	
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT									
<u>COMPUTER SYSTEM</u>									
Software Purchase (&new website)	Quickbooks Online (Yearly)	667	199.95	467	4,000	277.93	3,722	93%	8,000
FRIEND modification*		5,625	-	5,625	33,750	-	33,750	100%	67,500
						-			
						-			
<u>EQUIPMENT & FURNITURE</u>	Pro-Rated								
Purchases/Leases (GE Capital)		358	348.80	10	2,150	2,092.80	57	3%	4,300
Hardware Purchase		83	-	83	500	11,712.52	(11,213)	-2243%	1,000
<u>LONG TERM LIABILITY CURRENT</u>									
						-			
						-			
						-			
Total Capital Investments & Long Term Liabilities Current		6,733.33	548.75	6,184.58	40,400.00	14,083.25	26,316.75	65%	80,800
Interest Earned/Misc Income		(0.08)	(0.08)		(0.46)	(0.46)			
		66,625.50	56,789.24	9,836.26	399,753.04	365,967.28	33,785.76	8%	799,507.00
*Items in blue are assessed equally									
Prepared as of: 7/8/16									

Delinquent Accounts
As of 7/13/2016

MEMBERS ACCOUNTS RECEIVABLE

MEMBERS ACCOUNTS RECEIVABLE				PAST DUE NOTICES - DO NOT DELETE THIS INFORMATION						
Company Name	Invoice Month	Due By	Amount	Invoice Number	Past Due Notice Date Sent	Past due sent to & response notes	Past due initial sent by	Input By	Input Date	
AT&T Mobility	Apr. '16	May 31, 2016	829.34	18989				KA	7/8/2016	
Frontier Comm	Apr. '16	May 31, 2016	12222.51	18987				KA	7/8/2016	
Time Warner Cable - TWS	Mar. '16	Apr. 30, 2016	\$329.90	18964	7/11/2016	Sent to Bernadette McThomas		KA	5/27/2016	
Time Warner Cable - TWS	Apr. '16	May 31, 2016	\$416.14	19000				KA	7/8/2016	
Verizon Calif	Mar. '16	Apr. 30, 2016	\$9,549.11	18951	7/11/2016	Sent to Sandy Weber		KA	5/27/2016	
Verizon Wireless	Apr. '16	May 31, 2016	\$1,151.55	18975				KA	7/8/2016	
XO Communications	Feb. '16	Mar. 31, 2016	\$626.96	18927	7/11/2016	Sent to A/P		KA	5/20/2016	
XO Communications	Mar. '16	Apr. 30, 2016	\$630.00	18963	7/11/2016	Sent to A/P		KA	5/31/2016	
XO Communications	Apr. '16	May 31, 2016	\$794.62	18963				KA	5/31/2016	

\$26,550.13

TOTAL

\$26,550.13

Delinquent Accounts - 30 Days past due.
Past due notices will be sent out when 60 days have elapsed.

S:\EXCEL\ACCTREC


Member Activity

JUN ' 16 ACTIVITY


Member	A	ATC	B	E	FTR	H/T	LLW	M	MA	NG	NXT	PBM	SCW	V	Totals
Joint JPAs	5	1	4	894	1	1	1	32	1			2	2	10	954
% of Joint's	0.005	0.001	0.004	0.937	0.001	0.001	0.001	0.034	0.001	0.000	0.000	0.002	0.002	0.010	1.00
Multi JPAs	2	4		86				1		3	1	6			103
% of Multi's	0.019	0.039	0.000	0.835	0.000	0.000	0.000	0.010	0.000	0.029	0.010	0.058	0.000	0.000	1.00
Total JPA's Finalized															1057
Total Joint JPA's Received															1068
Total Multi's JPA's Received															171
Total JPAs Received															1239
															1,057
															42
															140
															3%
															11%
# Poles	13	36	121	4381	2	8	32	75	2	63	3	47	5	30	4818
# INSP				4464											4464
% of Poles	0.001	0.004	0.013	0.953	0.000	0.001	0.003	0.008	0.000	0.007	0.000	0.005	0.001	0.003	1.00

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
MEMBER BOARD MEETING ATTENDANCE
JUL 2015 - JUN 2016**

 = Members assessed penalty fee

 = Less than 80% but 50% or greater attendance

 = Less than 50% attendance

 = Excused Absence

	MBR CODE	2015 JUL	2015 AUG	2015 SEP	2015 OCT	2015 NOV	2015 DEC	2016 JAN	2016 FEB	2016 MAR	2016 APR	2016 MAY	2016 JUNE	TOTAL	Atten. %
1	So. California Edison	E	1	1	1	1	1	1	1	1	1	1	1	11	100%
2	City of Los Angeles	M	1	1	1	1	1	1	1	1	1	1	1	11	100%
3	Sprint-Nextel	SPR	1	1	1	1	1	1	1	1	1	1	1	11	100%
4	Sprint Communications	FON	1	1	1	1	1	1	1	1	1	1	1	11	100%
5	Teleport Comm America	TCA	1	1	1	1	1	1	1	1	1	1	1	11	100%
6	Frontier Communications	FTR	1	1	1	1	1	1	1	1	1	1	1	11	100%
7	AT&T California	H / T	1	1	1	1	1	1	1	1	1	1	1	11	100%
8	T-Mobile, USA	PBM	1	1	1	1	1	1	1	1	1	1	1	11	100%
9	AT&T Mobility	LAC	1	1	1	1	1	1	1	1	1	1	1	11	100%
10	City of Lompoc	LLW	1	1	1	1	1	1	1	1	1	1	1	11	100%
11	City of Burbank	B	1	1	1	1	1	1	1	1	1	1	1	11	100%
12	Verizon Wireless	ATC	1	1	1	1	1	1	1	1	1	1	1	11	100%
13	City of Vernon	V	1	1	1	1	1	1	1	1	1	1	1	11	100%
14	Time-Warner	TWC	1	1	1	1	1	1	1	1	1	1	0	10	91%
15	City of Glendale	A	1	1	1	1	1	1	1	1	1	1	0	10	91%
16	XO Communications	NXT	1	1	1	1	1	1	1	1	1	0	1	10	91%
17	Crown Castle NG West Inc.	NG	1	1	1	1	1	1	1	0	1	1	1	10	91%
18	NewPath Networks	NPN	1	1	1	1	1	1	1	0	1	1	1	10	91%
19	CA-CLEC LLC	CCI	1	1	1	1	1	1	1	0	1	1	1	10	91%
20	City of Colton	F	1	1	1	1	1	1	1	0	1	1	1	10	91%
21	City of Pasadena	MP	1	1	1	1	1	1	1	0	1	1	1	10	91%
22	City of Anaheim	D	1	1	1	1	1	1	0	1	1	1	1	10	91%
23	ExteNet Systems	EXT	1	1	1	1	1	1	1	0	1	1	1	10	91%
24	City of Riverside	J	1	1	1	1	1	0	1	1	1	1	0	9	82%
25	MCI/Metro	ATS	1	1	1	1	1	1	1	1	0	0	1	9	82%
26	MCI Communications	MCI	1	1	1	1	1	1	1	1	0	0	1	9	82%
27	City of Banning	COB	1	1	1	0	1	1	1	0	1	1	1	9	82%
28	City of Azusa	MA	1	1	1	0	1	1	0	1	1	1	1	9	82%
29	ATC Outdoor DAS	AMT	1	0	0	1	1	1	1	1	0	1	1	8	73%
30	Golden State Water	SCW	1	1	0	1	1	1	0	1	0	1	1	8	73%
31	Mpower/TelePacific	ICG	0	1	1	1	1	0	1	1	0	0	1	7	64%
32	Mobilite LLC (new member)	MOB			1	1	1	1	1	1	1	1	1	9	100%
33														0	0%
	Total		30	30	30	30	32	0	30	29	25	27	28	29	

*Kellogg House Pomona
 Operated by Kellogg West Conference Center Lodge
 A DBA of Cal Poly Pomona Foundation, Inc.
 Facility Usage and/or Catering Agreement*

Type of Event 110th SCJPC Anniversary

 Event Date Wednesday, November 16, 2016
 Event Starting Time 12:00pm
 Event Ending Time 2:00pm

Contact Name Angela Pranata
 Address 279 E Arrow HWY. Ste. 104
 City, State, Zip San Dimas, CA 91773

 Contact Phone # 599-3801 x203
 Contact Fax # 599-3825
 Contact Email angela@scjpc.net

Secondary Contact 0
 Address 0
 City, State, Zip 0

 Contact Phone # 0
 Contact Fax # 0
 Contact Email 0

Contract Charges

Number of Guests		100
Package Cost (per person)	\$	27.95
Catering Charges	\$	3,855.86
Equipment Charges	\$	-
Required Deposit (this is a refundable deposit - it will not be applied to final cost)	\$	200.00
<i>Required Deposit is not refundable if Event is canceled.</i>		
Balance Due	\$	3,655.86

Final Payment must be received by Kellogg West no later than seven (7) working days prior to event. Please know if you plan on mailing in your final payment plan on mailing it two (2) weeks prior to event date as U.S. mail takes longer to arrive to any University building.

Due Dates

Final Guaranteed Guests count	11/28/2016
Event Balance - Payment due in full	11/4/2016

This AGREEMENT is by and between Cal Poly Pomona Foundation, Inc. (FOUNDATION), a non-profit 501(c)(3), an auxiliary organization of California State Polytechnic University, Pomona, dba Kellogg West Conference Center and Hotel (KELLOGG WEST) and

Angela Pranata and/or 0 (CLIENT).

Deposit and Payment Procedures

A \$ 200.00 deposit and signed contract holds the date.

The final payment for the event is due seven (7) working days prior to the event date. This payment may be made at Kellogg West or mailed to Kellogg West: ATTN: Cori Soderberg, California State Polytechnic University, Pomona, 3801 West Temple Avenue, Pomona, CA 91768.

Checks should be made payable to Cal Poly Pomona Foundation, Inc.

Security Deposit - A \$ 200.00 security deposit must be paid in addition to the contracted amount. The security deposit is strictly a security deposit and is **not** considered part of the total cost of event. In addition the security deposit will be refunded provided:

- The condition of Kellogg West is as it was when you arrived.
- There is no breakage or damage to the furnishings, fixtures or any part of the facility.
- Directional signs and decorations are removed from the campus within 24 hours of the event.
- All personal belongings, cake and gifts are removed from Kellogg West at the conclusion of the event, or unless other arrangements have been made, with Management ten (10) working days prior to event.

Please allow four (4) to six (6) weeks after your event for security deposit to be refunded.

Events that do not end at the scheduled ending time will be subject to an "Extended Time" fee at a rate of \$250.00 per hour.

Attendance Guarantee

KELLOGG WEST requires that you guarantee the number of guests attending your function ten (10) working days prior to your event. Guarantee can increase (to maximum capacity in reserved room) within 48 hours of guaranteed count due date but cannot decrease. If no guarantee is received, the last figure received becomes the guaranteed reservation. You will be charged for the actual attendance or the guaranteed number, whichever is greater.

General Conditions

No outside food and/or beverage is permitted onto the property.

In accordance with state and university policy, smoking is prohibited inside Kellogg West.

In accordance with state and university policy, smoking is prohibited on the balcony at Kellogg West.

There is a designated smoking area located in the front of Kellogg West.

Decorating and deliveries are permitted only one (1) hours prior to the event, or unless an earlier time has been arranged with Management five (5) working days prior to event.

Cancellation

If your event is canceled, the deposit and/or fees received by FOUNDATION for the reservation and payment of your event may NOT be refundable. Refunds are dependent on the possibility of recuperating business lost and the ability to place another client on your date. Your cancellation charge will be considered based on the following schedule:

<i>One (1) year or more to the date of event.....</i>	<i>\$100.00 administrative fee</i>
<i>More than nine (9) months but less than one (1) year.....</i>	<i>\$500.00 deposit</i>
<i>More than six (6) months but less than nine (9) months.....</i>	<i>An assessment of 50% of the lost revenue</i>
<i>More than three (3) months but less than six (6) months.....</i>	<i>An assessment of 75% of the lost revenue</i>
<i>Three (3) months or less.....</i>	<i>An assessment of 100% of the lost revenue</i>

Indemnification

- (a) CLIENT shall indemnify, defend and hold harmless the State of California, the Trustees of the California State University, California State Polytechnic University, Pomona (UNIVERSITY), Cal Poly Pomona Foundation, Inc., their officers, employees, representatives, and agents from and against any and all claims, liability, loss, damage, demands, suits, judgments expenses and costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with the CLIENT'S performance hereunder or its failure to comply with any of its obligations contained in the agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of the UNIVERSITY or FOUNDATION.
- (b) FOUNDATION shall indemnify, defend, and hold harmless CLIENT, its officers, agents, and employees against all claims, demands, suits, judgments, expenses and costs, if any, arising from or relating to FOUNDATION'S and UNIVERSITY'S negligent acts, willful misconduct, or omissions arising from, or alleged to arise from, or related to, performance under this AGREEMENT.

Force Majeure

CLIENT shall not be liable for any failure to perform as required by the AGREEMENT to the extent such failure to perform is caused by any of the following; labor, disturbances or disputes of any kind, accidents, failures of any required governmental approval, civil disorders, acts of aggression, acts of God, energy or other conservation measures, failure of utilities, mechanical breakdowns, material shortages, disease, or similar circumstances.

Governing Law

This agreement will be governed by, and construed in accordance with, the laws of the State of California, without giving effect to the principles of conflict of laws thereof. Any action brought in connection with this Agreement, whether through arbitration or otherwise, shall be brought and/or a court of competent jurisdiction located in Pomona, California.

Authority

Each party represents to the other that the person signing on its behalf has the legal right and authority to execute, enter into and bind such party to the commitments and obligations set forth herein.

Entire Agreement

Unless otherwise specified herein, this Agreement embodies the entire understanding of the parties for this Event and any prior contemporaneous representations either oral or written, are hereby superseded. No amendments or changes to this Agreement including, without limitation, changes in the activities of the Event, total estimated cost, and period of performance, shall be effective unless made in writing and signed by the authorized representatives of both parties. If any provisions stated in the Agreement, resulting purchase orders, and the project proposal are in conflict, the order of precedence, from the first to last shall be: (a) this Agreement with attachments, (b) the project proposal, and (c) the purchase order, it being understood and agreed that any purchase order or similar document issued by FOUNDATION will be for the sole purpose of establishing a mechanism for payment of any sums due and owing hereunder. Notwithstanding any terms and conditions contained in said purchase order, the purchase order will in no way modify or add to the terms of this Agreement.

Kellogg West is a venue operated by Kellogg West Conference Center & Hotel, a DBA commercial operation of the Cal Poly Pomona Foundation, Inc.

"I/We hereby state that I/we am/are financially able to meet any commitment I/we make with the FOUNDATION and I/we agree to pay according to your terms. In the event that suit is instituted on this account, the undersigned agrees to pay all court costs and such additional sum as the court may deem reasonable including Attorney fees whether or not the action proceeds to judgment."

I have read, understand, and agree to the terms and conditions of this agreement.

Cal Poly Pomona Foundation, Inc.

Date

Client

Date

Reminder Dates

Final Guarantee Head Count - Due Date: 11/28/2016

Final Payment to be Paid In Full - Due Date: 11/4/2016

If you have ordered Catering - Menu is Due: 11/28/2016

Reservation # 24677

KELLOGG WEST CATERING
 CAL POLY POMONA FOUNDATION BLDG. 55
 3801 WEST TEMPLE AVE
 POMONA CA 91768
 909 869-2251 / 909 869-3096

CONFIRMATION

CLIENT	Reservation:	24677
Angela Pranata	Event Name:	110th SCJPC Anniversary
So. CA. Joint Pole Committee	Status:	Confirmed
279 E Arrow Hwy. Suite 104	Phone:	909-599-3801 x203
San Dimas, CA 91773	Fax:	909-599-3825
	Event Type:	Banquet Services
	Event Coordinator:	Cori Snyder

Bookings / Details

	Quantity	Price	Amount
--	----------	-------	--------

Wednesday, November 16, 2016

12:00 PM - 2:00 PM 110th SCJPC Anniversary (Confirmed 7/6/2016) DR B/C

CC - LINEN:

CC - CLOTH NAPKINS 125

WAITING ON NAPKIN COLOR - NEED TWO WEEKS IN ADVANCE
kw signature fold

CC - LINEN (table cloths - 85) 13

White Linen

registration table

display table

CATERING:

12:00 PM - 2:00 PM BUFFET LUNCH for 100-g

LUNCH 100 27.95 2,795.00

BUFFET LUNCH

WAITING ON MENU SELECTION - NEED TWO WEEKS IN ADVANCE

Meal to include: Rolls, Lemonade, Iced tea and Coffee

DEPOSIT FEE 1 200.00 200.00

A deposit fee is required to reserve/confirm your event date. This deposit fee is re-fundable after the event takes place provided there are no outstanding charges or damages. All refunds are processed through accounting and a check will be mailed within 4 - 6 weeks. If an event is cancelled the deposit fee will be forfeited.

EQUIPMENT:

DELUX STANDING LECTURN WITH MIC 1

please let me know if any equipment is needed. cost for the podium is \$50.00

MISC CHARGES:

20% CATERING SERVICE FEE 1 559.00 559.00

20% Customary Service Fee applied to all catered events.

	Subtotal	3,554.00
	CA STATE TAX (9%)	301.86
	Grand Total	3,855.86

Southern California Joint Pole Committee

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

August 17, 2016

A regular meeting of the **Operating Committee** took place on the above date, at 10:00 am., at the Committee office.

Those in attendance were:

Mr. William Kearns	Frontier Communications
Ms. Megan Stewart	Frontier Communications
Mr. William Schrader	Frontier Communications
Ms. Manijeh Carmichael	AT&T California
Mr. Josh Mathisen	AT&T California
Mr. Ayman Arraj	City of Burbank
Mr. Steve Brown	City of Los Angeles
Mr. Christopher Cravens	City of Los Angeles
Mr. Jeffrey Williams	City of Los Angeles
Mr. Joe Armstrong	City of Pasadena
Mr. Larry Chow	Southern California Edison
Ms. April DeBarge	Southern California Edison
Ms. Jessica Pearson	Southern California Edison
Mr. Richard LaBarge	Southern California Edison
Mr. Wayne Brown	Southern California Edison
Ms. Lupe Hernandez	Teleport Communications America, LLC
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Earle Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Adam Wood	Mobilitie LLC
Ms. Shawn Henderson	T-Mobile USA
Mr. David Campo	City of Lompoc
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff
Ms. Jennie Corella	Committee Transcriber

Those attending via teleconference were:

Ms. Kay Black	AT&T California
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Mr. Chris Manning	Extenet System
Ms. Lynn Prescott	Verizon Wireless
Ms. Alyssa Hernandez	City of Colton
Mr. Dan Kjar	City of Azusa

Ms. Maria Ortiz XO Communications
Ms. Yvonne Johnson AT&T Mobility
Mr. Dan Garden MCI Metro/Telecomm

Chairperson, Mr. Kearns called the meeting to order at 10:00 am. by addressing the first item on the agenda, the review of the **prior meeting minutes**. The members reviewed the July 20, 2016 meeting minutes. There were no questions, concerns or revisions.

The second agenda item is the review of the **July 2016 expense sheets**. The members reviewed the July expenses. There were no questions or comments.

The third agenda item is the **Accounts Receivable**. Mr. Kearns stated that he would address the Verizon California (Frontier) March invoice internally.

The fourth item on the agenda is the **July 2016 JPA Member Activity** report. Mr. LaBarge requested if the Member Activity report could capture the total JPA's and total pole count returned to initiators broken down by individual members. Ms. Pranata stated that the report does reflect the total number of JPAs returned, however, it is not broken down by individual member. Ms. Pranata stated the report will reflect the returned JPAs by individual member next month. There were no further questions or comments.

The fifth item on the agenda is **Member Board Attendance**. The members reviewed the report. There were no questions or comments on this item.

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Allen reported that there was a staff meeting where she shared and discussed Sections 7.11 and 7.4 PTD, PTLTD and how to bill these sections. She shared a JPA where she stated her office was not certain how to bill. The JPA is E6031-406192005 and the question is that E is billing for ½(1) of pulling per 19A. The response to her question is to remove item 5(A) from Item 19A and fully bill Item 5(A) pulling with the PTD. Ms. Allen's next billing question is billing of a non-member. In this JPA the pole is replaced and the joint party is no longer a member. Mr. Chow responded that in this particular situation there is no need for billing, only a change in record. The pole replacement now reverts to a solely owned E pole and no pole record is necessary in the JPC database. However, in the Form 44 process there will be zero dollars.

Lastly, Ms. Allen reported that there is a current JPA backlog in the office. There are 25 JPAs with approximately 300 poles that will not be processed in the monthly August billing. She added that this is due to a Level 3 biller on vacation and the training of new billers to ensure that their billing is done correctly, thus slightly slowing the JPA processing for the current month.

There were no further questions or concerns.

The seventh item on the agenda is **Item 1604: 110th SCJPC Anniversary**. For clarification each member will be billed the number of their respective guests. Members will be billed after the event per guest as a special assessment on their monthly invoice following the luncheon.

Ms. Pranata will email the members as a reminder to RSVP their attendance and the number of their respective guests by no later than October 1, 2016.

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

Correcting HLA/HSO member codes in the database.

Ms. Black reported that they are aggressively working on this project and there is progress.

Review of Action Items

- Ms. Pranata to email members to RSVP for the Anniversary luncheon scheduled for November 2016 by no later than October 1, 2016.
- AT&T to continue working on HLA/HSO member codes.
- Member activity report to include returned JPAs and poles per individual member.

The meeting adjourned at 11:25 am. until August 17 , 2016.

Jennie Corella – Committee Transcriber

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES	Details	July 31, 2016			YTD Through July 31, 2016			%	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
EMPLOYEE EXPENSE									
Salaries		33,178	33,023.20	155	232,249	240,225.79	(7,977)	-3%	398,141
Regular	32,243.20					-			
Contract Labor	780.00					-			
Insurance		4,878	3,857.90	1,020	34,148	26,760.27	7,388	22%	58,540
Health/Dental	3,857.90					-			
Life (quarterly)	-					-			
Payroll Taxes		2,820	2,543.49	277	19,741	18,847.00	894	5%	33,842
Workers Compensation		292	251.25	40	2,042	2,041.75	(0)	0%	3,500
Travel/Misc. Exp.	\$200 DEPOSIT CAL POLY KELLOGG	150	331.85	(182)	1,050	1,099.21	(49)	-5%	1,800
						-			
						-			
PENSION EXPENSE									
Contribution-SEP IRA		3,484	3,125.12	359	24,386	22,551.97	1,834	8%	41,805
						-			
						-			
MONTHLY RECURRING									
						-			
Rent	July 1 Rent \$7,484.66 + building oprtg expenses \$649.78	8,200	8,134.44	66	57,400	56,504.40	896	2%	98,400
Alarm System	Quarterly	46	-	46	321	281.94	39	12%	550
Telephone (Frontier)		583	604.71	(21)	4,083	4,111.46	(28)	-1%	7,000
Cisco WebEx Plan		90	69.00	21	630	483.00	147	23%	1,080
Postage & Shipping	More JPAs to mail	133	219.34	(86)	933	1,145.24	(212)	-23%	1,600
Business/Property Insurance	Pro-Rated	218	-	218	1,524	1,453.42	70	5%	2,612
Committee Meetings		333	475.35	(142)	2,333	2,704.59	(371)	-16%	4,000
						-			
						-			
EQUIPMENT & FURNITURE									
						-			
Copy Machine - CBE		142	122.08	20	992	1,310.62	(319)	-32%	1,700
						-			
						-			

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES	Details	July 31, 2016			YTD Through July 31, 2016			%	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
NETWORK SYSTEM									
LAN Maintenance		1,083	900.00	183	7,583	6,300.00	1,283	17%	13,000
FRIEND Support		400	400.00	-	2,800	2,800.00	-	0%	4,800
Data Center Hosting-InetU		750	748.25	2	5,250	5,237.75	12	0%	9,000
Email/Domain Host/Sharefile		42	32.95	9	292	283.73	8	3%	500
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		417	54.90	362	2,917	572.89	2,344	80%	5,000
Cal Net Off-Site Back-up		750	299.00	451	5,250	2,093.00	3,157	60%	9,000
						-			
						-			
PRINTING & SUPPLY									
Office Printing	More JPA copies	133	183.58	(50)	933	1,080.82	(147)	-16%	1,600
Office Supplies		208	207.56	1	1,458	1,144.27	314	22%	2,500
						-			
						-			
CONTRACT SERVICES									
Auditor	Pro-Rated	578	2,701.00	(2,123)	4,047	6,753.00	(2,706)	-67%	6,937
Attorney*		542	-	542	3,792	1,390.50	2,401	63%	6,500
						-			
						-			
GENERAL EXPENSE									
Sure Payroll Fees		133	123.55	10	933	927.25	6	1%	1,600
Bank fees/Chk printing	Pro-Rated	21	119.44	(99)	146	119.44	26	18%	250
Publications/Subscriptions/Reference		29	-	29	204	110.00	94	46%	350
Seminars & Tuition		125	-	125	875	979.00	(104)	-12%	1,500
Member Retirement		133	-	133	933	1,100.14	(167)	-18%	1,600
Total Operating Expenses		59,892.25	58,527.96	1,364.29	419,245.75	410,412.45	8,833.30	2%	718,707.00

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES	Details	July 31, 2016			YTD Through July 31, 2016				Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	% Variance	Budget
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT									
<u>COMPUTER SYSTEM</u>									
Software Purchase (&new website & NJUNS Special Assmnt non-budgeted item)	NJUNS FEE	667	16,500.00	(15,833)	4,667	16,777.93	(12,111)	-260%	8,000
FRIEND modification*		5,625	-	5,625	39,375	-	39,375	100%	67,500
						-			
						-			
<u>EQUIPMENT & FURNITURE</u>	Pro-Rated					-			
Purchases/Leases (GE Capital)		358	348.80	10	2,508	2,441.60	67	3%	4,300
Hardware Purchase		83	-	83	583	11,712.52	(11,129)	-1908%	1,000
<u>LONG TERM LIABILITY CURRENT</u>									
						-			
						-			
						-			
Total Capital Investments & Long Term Liabilities Current		6,733.33	16,848.80	(10,115.47)	47,133.33	30,932.05	16,201.28	34%	80,800
Interest Earned/Misc Income		(0.07)	(0.07)		(0.53)	(0.53)			
		66,625.51	75,376.69	(8,751.18)	466,378.55	441,343.97	25,034.58	5%	799,507.00
*Items in blue are assessed equally									
	8/4/2016								

Delinquent Accounts
As of 8/10/2016

MEMBERS ACCOUNTS RECEIVABLE				PAST DUE NOTICES - DO NOT DELETE THIS INFORMATION					
Company Name	Invoice Month	Due By	Amount	Invoice Number	Past Due Notice Date Sent	Past due sent to & response notes	Past due initial sent by	Input By	Input Date
AT&T Mobility	Apr. '16	May 31, 2016	829.34	18989				KA	7/8/2016
Frontier Comm	Apr. '16	May 31, 2016	12222.51	18987				KA	7/8/2016
Time Warner Cable - TWS	Apr. '16	May 31, 2016	\$416.14	19000				KA	7/8/2016
Verizon Calif	Mar. '16	Apr. 30, 2016	\$9,549.11	18951	7/11/2016	Sent to Sandy Weber		KA	5/27/2016

\$23,017.10

TOTAL

\$23,017.10

Delinquent Accounts - 30 Days past due.
Past due notices will be sent out when 60 days have elapsed.


S:\EXCEL\ACCTREC

Member Activity

JUL '16 ACTIVITY

Member	E	H/T	LLW	M	NG	PBM	SCW	SPR	V	Totals
Joint JPAs	623	1	2	4	1		4		1	636
% of Joint's	0.980	0.002	0.003	0.006	0.002	0.000	0.006	0.000	0.002	1.00
Multi JPAs	94			2	4	2		2		104
% of Multi's	0.904	0.000	0.000	0.019	0.038	0.019	0.000	0.019	0.000	1.00
Total JPA's Finalized										740
Total Joint JPA's Received										723
Total Multi's JPA's Received										164
Total JPAs Received										887
										740
										15
										132
										2%
										15%
# Poles	3514	11	3	21	54	32	8	39	2	3684
# INSP	6515									6515
% of Poles	0.983	0.001	0.000	0.002	0.005	0.003	0.001	0.004	0.000	1.00

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
MEMBER BOARD MEETING ATTENDANCE
AUG 2015 - JUL 2016**

 = Members assessed penalty fee

 = Less than 80% but 50% or greater attendance

 = Less than 50% attendance

 = Excused Absence

	MBR CODE	2015 AUG	2015 SEP	2015 OCT	2015 NOV	2015 DEC	2016 JAN	2016 FEB	2016 MAR	2016 APR	2016 MAY	2016 JUNE	2016 JUNE	TOTAL	Atten. %
1	So. California Edison	E	1	1	1	1	1	1	1	1	1	1	1	11	100%
2	City of Los Angeles	M	1	1	1	1	1	1	1	1	1	1	1	11	100%
3	Sprint-Nextel	SPR	1	1	1	1	1	1	1	1	1	1	1	11	100%
4	Sprint Communications	FON	1	1	1	1	1	1	1	1	1	1	1	11	100%
5	Teleport Comm America	TCA	1	1	1	1	1	1	1	1	1	1	1	11	100%
6	Frontier Communications	FTR	1	1	1	1	1	1	1	1	1	1	1	11	100%
7	AT&T California	H / T	1	1	1	1	1	1	1	1	1	1	1	11	100%
8	T-Mobile, USA	PBM	1	1	1	1	1	1	1	1	1	1	1	11	100%
9	AT&T Mobility	LAC	1	1	1	1	1	1	1	1	1	1	1	11	100%
10	City of Lompoc	LLW	1	1	1	1	1	1	1	1	1	1	1	11	100%
11	City of Burbank	B	1	1	1	1	1	1	1	1	1	1	1	11	100%
12	Verizon Wireless	ATC	1	1	1	1	1	1	1	1	1	1	1	11	100%
13	City of Vernon	V	1	1	1	1	1	1	1	1	1	1	1	11	100%
14	Time-Warner	TWC	1	1	1	1	1	1	1	1	1	0	1	10	91%
15	City of Glendale	A	1	1	1	1	1	1	1	1	1	0	1	10	91%
16	XO Communications	NXT	1	1	1	1	1	1	1	1	0	1	1	10	91%
17	Crown Castle NG West Inc.	NG	1	1	1	1	1	1	0	1	1	1	1	10	91%
18	NewPath Networks	NPN	1	1	1	1	1	1	0	1	1	1	1	10	91%
19	CA-CLEC LLC	CCI	1	1	1	1	1	1	0	1	1	1	1	10	91%
20	City of Pasadena	MP	1	1	1	1	1	1	0	1	1	1	1	10	91%
21	City of Anaheim	D	1	1	1	1	1	1	0	1	1	1	1	10	91%
22	ExteNet Systems	EXT	1	1	1	1	1	1	0	1	1	1	1	10	91%
23	City of Colton	F	1	1	1	1	1	1	0	1	1	1	0	9	82%
24	Golden State Water	SCW	1	0	1	1	1	0	1	0	1	1	1	8	73%
25	Mpower/TelePacific	ICG	1	1	1	1	0	1	1	0	0	1	1	8	73%
26	City of Riverside	J	1	1	1	1	0	1	1	1	1	0	0	8	73%
27	MCI/Metro	ATS	1	1	1	1	1	1	1	0	0	1	0	8	73%
28	MCI Communications	MCI	1	1	1	1	1	1	1	0	0	1	0	8	73%
29	City of Banning	COB	1	1	0	1	1	1	0	1	1	1	0	8	73%
30	City of Azusa	MA	1	1	0	1	1	0	1	1	1	1	0	8	73%
31	ATC Outdoor DAS	AMT	0	0	1	1	1	1	1	0	1	1	0	7	64%
32	Mobilite LLC (new member)	MOB		1	1	1	1	1	1	1	1	1	1	10	100%
33														0	0%
	Total		30	30	30	32	0	30	29	25	27	28	29	25	

FINAL

E6031-406192005

POLE NO.	Pole Length	Year Set	Pole Treat Class	Record								Proposed								Item No.	LOCATION AND NATURE OF WORK If not in accordance with Joint Pole agreement and routine-state reasons.	BILL CODE	UTILITY TOTAL AMT		ACCOUNTING DIRECTIONS:
				12KV								12KV											AMOUNT	AMOUNT	
	Anchor Size		Anchor Direct.	E						E															
81684S	60	58	FT	52-12	24'					PTD															
										1/2(1)					19C	CUT & KICK	3								
										2					83	1 PHONE / 1 CATV	4								
																HARDSET SOUTHEAST	5								
4826994E	60	14	FT CL-H5							52-22	24-6					SAN BERNARDINO CO FLOOD CHANNEL W/S 525' N/Q BASELINE AVE	6								
																	7								
																	8								
* 4142542E	45	61	FT	100	(24-1)					PTD						E TO REPLACE PER SEC. 7.11, 7.4, 10.8, 7.7, 13.3 BASELINE ST N/S 130' E/O CANYON RD.	9								
																	10								
																	11								
										1/2(1)					19A	CUT & KICK	12								
										1					82A	COMM ARM W/ MESS (2)	13								
	ARM			100	(.50)					AT .50	.50						14								
																HARDSET NORTHWEST	15								
4142542E	45	14	FT CL-1							39-9	24-1	24-6				BASELINE ST N/S 99' E/O CANYON RD.	16								
																	17								
																	18								
																	19								
																	JN	COL TOT							

Full PTD



POLE LEGEND:
 P = PULL
 PB = PULL BUTT
 T = TRANSPOR
 S = SALVAGE
 D = DISPOSE
 TN = TENANT

ANCHOR LEGEND:
 AR = ANCHOR REMOVED
 AT = ANCHOR TRANSFERRED

SCZ = SAFETY CLEARANCE ZONE

Show Quantity of Items to be billed in the Column of Party to be Paid.

GEOGRAPHICAL LOCATION
 SAN BERNARDINO
 COMMUNITY

PAGE TOTAL _____

BILL NO.

FINAL AUTHORIZATION FOR JOINT POLE TRANSACTION

J.P. FORM 2-1 Rev 07/13

PAGE NO. **1 OF 1**

This authorization is in accordance with Joint Pole Agreement and Routine. The undersigned have agreed on joint work as specified heron.

Date Prepared **2/14/2014**

In Field

By Telephone

Date Sent **3/5/2014** Confirming Agreement **N/A**

Date Completed **JUN 24 2016** No. of Pages **1 OF 1**

J.P. Auth. No. **E6050-405872063**

COSTS and BILLING DATA

SCE USE ONLY		
BC	AMT	SO

- BILLING CODES
1. PLACED CURRENT YEAR
 2. PLACED PRIOR YEAR
 3. UNAUTHORIZED ATTACHMENT
 4. SALVAGE VALUE
 5. AUTHORIZED COSTS

UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE	APPROVED	TAXING INSTRUCTIONS	ACCOUNTING DATA
E	FRANK PLAGENZA	SHAVER LAKE	MARK MORRIS	SHAVER LAKE	TD809354
PGS	TERRY PETERSON		18.1D		

BILL NO.

POLE NO.	Pole Length Anchor Size	Year Set	Pole Treat Class Anchor Direct.	Record				Proposed				Item No.	LOCATION AND NATURE OF WORK If not in accordance with Joint Pole agreement and routine-state reasons.	BILL CODE	AMOUNT DUE		ACCOUNTING DIRECTIONS:
				12KV E	12KV PGS			12KV E	12KV PGS						UTILITY TOTAL AMT	UTILITY TOTAL AMT	
753173E	45	1949	FT	39-2	36-6			C-10	PTD				E TO REPLACE SEC 7.11, 13.3	1			
				30-2	30-2			1/2 (1)			5C		SE 1/4 NW 1/4 SEC11, T9S R23E MDB&M	2			
				28-4										3			
														4			
753173E	45	2014	FT							36-8			SE 1/4 NW 1/4 + 2 FEET SEC11, T9S R23E MDB&M	5			
			C1											6			
														7			
														8			
														9			
														10			
														11			
														12			
													COMMUNITY: BIG CREEK	13			
														COL TOT			

POLE LEGEND:
P = PULL
PB = PULL BUTT
T = TRANSPORT
S = SALVAGE
D = DISPOSE
TN = TENANT

ANCHOR LEGEND:
AR = ANCHOR REMOVED
AT = ANCHOR TRANSFERRED

Show Quantity of
Items to be billed
in the Column of
Party to be Paid.

GEOGRAPHICAL LOCATION
NORTH FORK (50)
COMMUNITY

FORM 48 5/4/2015
6/18/2015

PAGE
TOTAL

PRELIMINARY JPA REVIEWED BY AGENT
MARIA ORTIZ

Southern California Joint Pole Committee

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

September 21, 2016

A regular meeting of the **Operating Committee** took place on the above date, at 12:50 pm., at the Committee office.

Those in attendance were:

Mr. William Kearns	Frontier Communications
Ms. Manijeh Carmichael	AT&T California
Mr. Steve Brown	City of Los Angeles
Mr. Christopher Cravens	City of Los Angeles
Mr. Jeffrey Williams	City of Los Angeles
Mr. Joe Armstrong	City of Pasadena
Mr. Larry Chow	Southern California Edison
Ms. April DeBarge	Southern California Edison
Ms. Jessica Pearson	Southern California Edison
Mr. Richard LaBarge	Southern California Edison
Mr. Wayne Brown	Southern California Edison
Ms. Lynn Prescott	Verizon Wireless
Mr. Earle Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Adam Wood	Mobilitie
Mr. Ayman Arraj	City of Burbank
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff
Ms. Jennie Corella	Committee Transcriber

Those attending via teleconference were:

Ms. Kay Black	AT&T California
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Mr. Chris Manning	Extenet System
Ms. Lupe Hernandez	Teleport Communications America, LLC
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Dan Kjar	City of Azusa
Ms. Maria Ortiz	XO Communications
Ms. Yvonne Johnson	AT&T Mobility
Mr. Dan Garden	MCI Metro/Telecomm
Ms. Shawn Henderson	T-Mobile USA
Mr. Alex Parra	City of Riverside

Chairperson, Mr. Kearns called the meeting to order at 12:50 pm. by addressing the first item on the agenda, the review of the **prior meeting minutes**. The members reviewed the August 17, 2016 meeting minutes. There were no questions, concerns or revisions.

The second agenda item is the review of the **August 2016 expense sheets**. The members reviewed the August expenses. There were no questions or comments.

The third agenda item is the **Accounts Receivable**. Mr. Kearns stated that he would address the past due Frontier Communications invoices internally and contact Ms. Pranata via email.

The fourth item on the agenda is the **August 2016 JPA Member Activity** report. The report has been revised to select returned JPAs per member. There were no questions or concerns.

The fifth item on the agenda is **Member Board Attendance**. The members reviewed the attendance report. Ms. Corella stated that Ms. Carmichael shared a concern that many teleconferencing members are not attending the entire Board meetings. As a reminder, members who fail to attend a monthly Board meeting are billed a penalty fee of \$500.00 for lack of attendance. The question is should those members who fail to remain the entire Board meeting be considered attending? Mr. Brown responded this scenario is not common and the reason members may have left the teleconferencing earlier was a misunderstanding due to the special presentations from the Board meeting. Ms. Prescott proposed a resolution. She suggested in those instances where there is a special presentation on the current agenda, perhaps the presentations should be at the end of the agenda after all voting has transpired. Mr. Chow agreed that presentations could possibly be scheduled for the end of the Board meetings. The members agreed.

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Allen inquired in regards to Section 7.X and 7.4 PBLTD or PTD with AC 19X. She added if is it allowable to remove AC 5(A) from AC 19X between the years of 2013 through 2016 effective now as opposed to January 1017 when revisions become officially effective? She added that these different billing scenarios are slowing down the current billing, however, if the members see no problem with the office billing slowing down then the office billing shall remain status quo. The members agreed to allow the staff to remove AC 5(A) from 19X moving forward on any JPAs received at the office initiated 2013 through 2016. It was agreed to place a JPA Alert alluding to the aforementioned committee consensus and adding a note to Authorized Cost prices web page affirming billing change.

The seventh issue on the agenda is **Item 1604: 110th SCJPC Anniversary**. Ms. Pranata opened by stating that the menu for the luncheon requires selection. The members reviewed the menu selections and agreed on the following buffet lunch menu:

two entrees - grilled Angus Tri tip and Pan seared Atlantic Salmon, Salads - Caesar, California local greens, Cucumber, Starch - Gouda Scallop Potatoes, Vegetable-Roasted Asparagus, two deserts - Carrot cake and NY Cheesecake. The cost per plate is \$31.95. The members agreed that any additional equipment is not required.

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

Correcting HLA/HSO member codes in the database.

Ms. Black reported that they are aggressively working on this project and there is progress.

Review of Action Items

- Ms. Pranata to upload JPA Alert in regards to 5(A) removal from 19X.
- AT&T to continue working on HLA/HSO member codes.
- Ms. Pranata to send out menu for 110th Anniversary luncheon via email to members.

The meeting adjourned at 1:21 pm. until October 19, 2016.

Jennie Corella – Committee Transcriber

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES	Details	August 31, 2016			YTD Through August 31, 2016			%	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
EMPLOYEE EXPENSE									
Salaries		33,178	33,039.45	139	265,427	273,265.24	(7,838)	-3%	398,141
Regular	32,243.20					-			
Contract Labor	796.25					-			
Insurance		4,878	5,076.46	(198)	39,027	31,836.73	7,190	18%	58,540
Health/Dental	5,076.46					-			
Life (quarterly)	-					-			
Payroll Taxes		2,820	2,529.85	290	22,561	21,376.85	1,184	5%	33,842
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Travel/Misc. Exp.		150	98.26	52	1,200	1,197.47	3	0%	1,800
						-			
						-			
PENSION EXPENSE									
Contribution-SEP IRA		3,484	3,125.12	359	27,870	25,677.09	2,193	8%	41,805
						-			
						-			
MONTHLY RECURRING									
Rent		8,200	8,134.44	66	65,600	64,638.84	961	1%	98,400
Alarm System	Quarterly	46	-	46	367	281.94	85	23%	550
Telephone (Frontier)		583	604.71	(21)	4,667	4,716.17	(50)	-1%	7,000
Cisco WebEx Plan		90	85.00	5	720	568.00	152	21%	1,080
Postage & Shipping	More JPAs to mail	133	171.30	(38)	1,067	1,316.54	(250)	-23%	1,600
Business/Property Insurance	Pro-Rated	218	-	218	1,741	1,453.42	288	17%	2,612
Committee Meetings		333	497.26	(164)	2,667	3,201.85	(535)	-20%	4,000
						-			
						-			
EQUIPMENT & FURNITURE									
						-			
Copy Machine - CBE		142	112.00	30	1,133	1,422.62	(289)	-26%	1,700
						-			
						-			

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES	Details	August 31, 2016			YTD Through August 31, 2016				Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	% Variance	
						-			
NETWORK SYSTEM						-			
LAN Maintenance		1,083	900.00	183	8,667	7,200.00	1,467	17%	13,000
FRIEND Support		400	400.00	-	3,200	3,200.00	-	0%	4,800
Data Center Hosting-InetU & Hardev	Will discontinue INETU	750	1,348.28	(598)	6,000	6,586.03	(586)	-10%	9,000
Email/Domain Host/Sharefile		42	32.95	9	333	316.68	17	5%	500
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		417	27.05	390	3,333	599.94	2,733	82%	5,000
Cal Net Off-Site Back-up		750	299.00	451	6,000	2,392.00	3,608	60%	9,000
						-			
PRINTING & SUPPLY						-			
Office Printing		133	103.86	29	1,067	1,184.68	(118)	-11%	1,600
Office Supplies		208	184.29	24	1,667	1,328.56	338	20%	2,500
						-			
CONTRACT SERVICES						-			
Auditor	Pro-Rated	578	-	578	4,625	6,753.00	(2,128)	-46%	6,937
Attorney*		542	-	542	4,333	1,390.50	2,943	68%	6,500
						-			
GENERAL EXPENSE						-			
Sure Payroll Fees		133	123.55	10	1,067	1,050.80	16	1%	1,600
Bank fees/Chk printing	Pro-Rated	21	-	21	167	119.44	47	28%	250
Publications/Subscriptions/Reference		29	-	29	233	110.00	123	53%	350
Seminars & Tuition		125	-	125	1,000	979.00	21	2%	1,500
Member Retirement		133	-	133	1,067	1,100.14	(33)	-3%	1,600
Total Operating Expenses		59,892.25	57,144.08	2,748.17	479,138.00	467,556.53	11,581.47	2%	718,707.00

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES	Details	August 31, 2016			YTD Through August 31, 2016				Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	% Variance	Budget
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT									
COMPUTER SYSTEM									
Software Purchase (&new website & NJUNS Special Assmnt non-budgeted item)	New Website	667	3,000.00	(2,333)	5,333	19,777.93	(14,445)	-271%	8,000
FRIEND modification*		5,625	-	5,625	45,000	-	45,000	100%	67,500
						-			
						-			
EQUIPMENT & FURNITURE	Pro-Rated					-			
Purchases/Leases (GE Capital)		358	348.80	10	2,867	2,790.40	76	3%	4,300
Hardware Purchase		83	-	83	667	11,712.52	(11,046)	-1657%	1,000
LONG TERM LIABILITY CURRENT									
						-			
						-			
Total Capital Investments & Long Term Liabilities Current		6,733.33	3,348.80	3,384.53	53,866.67	34,280.85	19,585.82	36%	80,800
Interest Earned/Misc Income		(0.08)	(0.08)		(0.61)	(0.61)			
		66,625.50	60,492.80	6,132.70	533,004.06	501,836.77	31,167.29	6%	799,507.00
*Items in blue are assessed equally									
	9/6/2016								

Delinquent Accounts
As of 9/14/2016

MEMBERS ACCOUNTS RECEIVABLE

MEMBERS ACCOUNTS RECEIVABLE				PAST DUE NOTICES - DO NOT DELETE THIS INFORMATION					
Company Name	Invoice Month	Due By	Amount	Invoice Number	Past Due Notice Date Sent	Past due sent to & response notes	Past due initial sent by	Input By	Input Date
AT&T Mobility	Apr. '16	May 31, 2016	\$ 829.34	18989	9/8/2016	Yvonne Johnson	JT	KA	7/8/2016
AT&T Mobility	May '16	June 30, 2016	\$ 1,003.81	19030	9/8/2016	Yvonne Johnson	JT	JT	8/11/2016
AT&T Mobility	June '16	July 31, 2016	\$ 648.21	19065				JT	9/8/2016
Frontier Comm	Apr. '16	May 31, 2016	\$12,222.51	18987	9/8/2016	Sandy Weber	JT	KA	7/8/2016
Frontier Comm	May '16	June 30, 2016	\$ 9,855.57	19028	9/8/2016	Sandy Weber	JT	JT	8/11/2016
Frontier Comm	June '16	July 31, 2016	\$ 9,643.99	19063				JT	9/8/2016
SPRINT-Nextel	June '16	July 31, 2016	\$ 594.54	19062				JT	9/8/2016
Time Warner - TWS	June '16	July 31, 2016	\$ 325.66	19076				JT	9/8/2016
Verizon California (FTR)	Mar. '16	Apr. 30, 2016	\$ 9,549.11	18951	9/8/2016	Sandy Weber	JT	KA	5/27/2016

\$44,672.74

TOTAL

\$44,672.74

Delinquent Accounts - 30 Days past due.
Past due notices will be sent out when 60 days have elapsed.

S:\EXCEL\ACCTREC

SEP 2015 - AUG 2016

- = Members assessed penalty fee
- = Less than 80% but 50% or greater attendance
- = Less than 50% attendance
- = Excused Absence

		MBR CODE	2015 SEP	2015 OCT	2015 NOV	2015 DEC	2016 JAN	2016 FEB	2016 MAR	2016 APR	2016 MAY	2016 JUNE	2016 JULY	2016 AUG	TOTAL	Atten. %	MBR CODE
1	So. California Edison	E	1	1	1		1	1	1	1	1	1	1	1	11	100%	E
2	City of Los Angeles	M	1	1	1		1	1	1	1	1	1	1	1	11	100%	M
3	Sprint-Nextel	SPR	1	1	1		1	1	1	1	1	1	1	1	11	100%	SPR
4	Sprint Communications	FON	1	1	1		1	1	1	1	1	1	1	1	11	100%	FON
5	Teleport Comm America	TCA	1	1	1		1	1	1	1	1	1	1	1	11	100%	TCA
6	Frontier Communications	FTR	1	1	1		1	1	1	1	1	1	1	1	11	100%	FTR
7	AT&T California	H / T	1	1	1		1	1	1	1	1	1	1	1	11	100%	H / T
8	T-Mobile, USA	PBM	1	1	1		1	1	1	1	1	1	1	1	11	100%	PBM
9	AT&T Mobility	LAC	1	1	1		1	1	1	1	1	1	1	1	11	100%	LAC
10	City of Lompoc	LLW	1	1	1		1	1	1	1	1	1	1	1	11	100%	LLW
11	City of Burbank	B	1	1	1		1	1	1	1	1	1	1	1	11	100%	B
12	Verizon Wireless	ATC	1	1	1		1	1	1	1	1	1	1	1	11	100%	ATC
13	Mobilitie LLC (new member)	MOB	1	1	1		1	1	1	1	1	1	1	1	11	100%	MOB
14	Time-Warner	TWC	1	1	1		1	1	1	1	1	0	1	1	10	91%	TWC
15	City of Glendale	A	1	1	1		1	1	1	1	1	0	1	1	10	91%	A
16	XO Communications	NXT	1	1	1		1	1	1	1	0	1	1	1	10	91%	NXT
17	Crown Castle NG West Inc.	NG	1	1	1		1	1	0	1	1	1	1	1	10	91%	NG
18	NewPath Networks	NPN	1	1	1		1	1	0	1	1	1	1	1	10	91%	NPN
19	CA-CLEC LLC	CCI	1	1	1		1	1	0	1	1	1	1	1	10	91%	CCI
20	City of Pasadena	MP	1	1	1		1	1	0	1	1	1	1	1	10	91%	MP
21	ExteNet Systems	EXT	1	1	1		1	1	0	1	1	1	1	1	10	91%	EXT
22	City of Vernon	V	1	1	1		1	1	1	1	1	1	1	0	10	91%	V
23	City of Colton	F	1	1	1		1	1	0	1	1	1	0	1	9	82%	F
24	City of Anaheim	D	1	1	1		1	0	1	1	1	1	1	0	9	82%	D
25	Golden State Water	SCW	0	1	1		1	0	1	0	1	1	1	1	8	73%	SCW
26	Mpower/TelePacific	ICG	1	1	1		0	1	1	0	0	1	1	1	8	73%	ICG
27	MCI/Metro	ATS	1	1	1		1	1	1	0	0	1	0	1	8	73%	ATS
28	MCI Communications	MCI	1	1	1		1	1	1	0	0	1	0	1	8	73%	MCI
29	City of Banning	COB	1	0	1		1	1	0	1	1	1	0	1	8	73%	COB
30	City of Azusa	MA	1	0	1		1	0	1	1	1	1	0	1	8	73%	MA
31	ATC Outdoor DAS	AMT	0	1	1		1	1	1	0	1	1	0	1	8	73%	AMT
32	City of Riverside	J	1	1	1		0	1	1	1	1	0	0	0	7	64%	J
33																	
	Total		30	30	32	0	30	29	25	27	28	29	25	29			



Lunch Menu Buffet Style

All Entrées include assorted Fresh Baked Rolls and Sweet Butter
Lunch includes Freshly Brewed Regular and Decaffeinated, Hot and Iced Teas

Please choose from the Following Items:

One Entrée, Two Salads, One Starch, One Vegetable, and One dessert **27.95**

Two Entrée, Three Salads, One Starch, One Vegetable, and Two desserts **31.95**

Salads - Please choose from the Following Items:

Traditional Caesar, Asiago Parmesan and Herbed Croutons

California Local Green, Dried Cranberries, Gorgonzola Cheese, Crisp Red Onion Confetti, Candied Pecans
Pear Tomatoes and Honey Balsamic Vinaigrette

Bow Tie Pasta, Smoked Mozzarella Cheese, Cherry Tomatoes, Grilled Vegetables, Fresh Basil and House
Herbed Vinaigrette

Cucumber, crisp Red Onions, Fresh Cilantro and Spicy Lime Vinaigrette

Pear Tomatoes, Fresh Mozzarella, Fresh Basil, and Pesto Vinaigrette

Starch - Please choose from the Following Items:

Garlic Mash Potatoes, Herb Roasted Fingerling Potatoes, Saffron Rice Pilaf, Wasabi Mash Potatoes,
Gouda Scallop Potatoes, Florentine Orzo Pasta, Herb Linguine, Jasmine Rice

Vegetables - Please choose from the Following Items:

Grilled Squash, Braised Swiss chard, Roasted Asparagus, Braised Baby Carrots, Sautéed Spinach,
Seasonal Mixed, Steamed Broccoli

Prices subject to 20% service charge and applicable sales tax

Set-Up fee for Table Menus less than 20 guests

Attendant Fee - **25.00**

January 2016



Entrées

Open Flame Grilled Angus Tri tip with Green pepper Corn Demi-Glace
Korean Style Flank Steak, Grilled Onions, Sweet Ginger Glace
Pan-Seared Atlantic Filet of Salmon, Honey Miso Sauce
Pineapple Sweet Chile Marinated Chicken thigh Meat, Wasabi Ginger Sweet Glace
Country Style Short Ribs with Green pepper Corn Demi-Glace
Chicken Teriyaki
Wild Mushroom Ravioli, Creamy Roasted Pepper Sauce
Homemade Angus Beef Lasagna
Fresh Herb Marinated Airline Chicken Breast, with Your Choice of Sauce Lemon Caper, Marsala, Roasted Pepper Cream,

Desserts

Square Cakes and Fresh Fruit Bar
Marble Cheesecake, Chocolate Suicide, Tiramisu, Carrot, Black Forest, New York Cheesecake, Pine Colada, Apricot, Double Chocolate, Lemon, Apple Cobbler, Pear Almond

Prices subject to 20% service charge and applicable sales tax

Set-Up fee for Table Menus less than 20 guests

Attendant Fee - **25.00**

January 2016



Equipment

All equipment is available upon request and is priced per item.

Dance Floor - 350.00

Size 18x20 is ideal for guests of 100 or more, although multiple sizes are available for the dance floor

Extended Time Fee - 250.00 per hour

Included in the cost of your meal is 5 hours of facility use. Guests can extend this time for additional hours for a fee of \$250.00 per hour.

Hard-Held Microphone - 15.00

Lavaliere Clip-On Microphone - 75.00

Podium with Microphone and Sound System - 50.00

6x6 Screen - 30.00

8x8 Screen - 50.00

4x8 Risers with Skirting - 75.00

Southern California Joint Pole Committee

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

October 19, 2016

A regular meeting of the **Operating Committee** took place on the above date, at 10:10 am., at the Committee office.

Those in attendance were:

Mr. William Kearns	Frontier Communications
Ms. Megan Stewart	Frontier Communications
Ms. Manijeh Carmichael	AT&T California
Mr. Steve Brown	City of Los Angeles
Mr. Christopher Cravens	City of Los Angeles
Mr. Jeffrey Williams	City of Los Angeles
Mr. Joe Armstrong	City of Pasadena
Mr. David Campo	City of Lompoc
Mr. Larry Chow	Southern California Edison
Ms. April DeBarge	Southern California Edison
Ms. Jessica Pearson	Southern California Edison
Mr. Wayne Brown	Southern California Edison
Ms. Wendy Mueller	Exenet Systems
Ms. Lupe Hernandez	Teleport Communications America, LLC
Ms. Yvonne Johnson	AT&T Mobility
Ms. Maria Ortiz	XO Communications
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Adam Wood	Mobilitie
Ms. Sarah Valdez	Mobilitie
Ms. Shawn Henderson	T-Mobile USA
Mr. Ayman Arraj	City of Burbank
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff
Ms. Jennie Corella	Committee Transcriber

Those attending via teleconference were:

Ms. Lynn Prescott	Verizon Wireless
Ms. Kay Black	AT&T California
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Mr. Chris Manning	Exenet System
Ms. Maryam Farajzadeh	City of Vernon
Mr. Brandon Robinson	City of Banning

Mr. Earle Carrion
Mr. Mai Tran
Mr. Andrew Craig
Mr. Alex Parra

Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Crown Castle NG West Inc./NewPath/CA-CLEC LLC
City of Riverside

Guests:

Ms. Jessica Daigle
Ms. Erika Williams

No. California Joint Pole Association
No. California Joint Pole Association

Chairperson, Mr. Kearns called the meeting to order at 10:10 am. by addressing the first item on the agenda, the review of the **prior meeting minutes**. The members reviewed the September 21, 2016 meeting minutes. There were no questions, concerns or revisions.

The second agenda item is the review of the **September 2016 expense sheets**. The members reviewed the September expenses. There were no questions or comments.

The third agenda item is the **Accounts Receivable**. After a review of the report, the members had no questions or comments.

The fourth item on the agenda is the **September 2016 JPA Member Activity** report. Ms. Pranata reported that the report is two part. The first part reflects the JPA only activity data. The report reflects that 863 JPA's were received, of that number 86% were billed, 11% returned, and there is a 3% JPA backlog. The second portion of the report reflects pole only activity data. There were 12,983 poles billed, of that number 5% were returned and 3% are backlog. There were no questions or comments.

The fifth item on the agenda is **Member Board Attendance**. The members reviewed the attendance report. There were no questions or comments.

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Allen reported that she reviewed with the staff Sections 7.4 and 7.11 in regards to PBLTD. She concluded by reporting that currently there are 77 JPA's in backlog with a pole count of 1,100.

The seventh item on the agenda is **Item 1604: 110th SCJPC Anniversary**. Ms. Pranata stated that this item was discussed earlier and that the current guest count is 40.

The eighth agenda item is the **2017 Operating Budget-work increase**. Ms. Pranata opened by stating that per Mr. Chow, SCE does not project a slowdown on the work that they will be processing and submitting to the SCJPC office. NG has notified the office that they too intend on processing and submitting more work to the office.

Therefore, she is proposing to the committee the increasing of the current staff by one employee. She stated that the employee would be recruited from an agency and if proves satisfactory would become a permanent JPC employee. The new employee will fill the position of front desk, and that current employee will be promoted to a Biller Level -1. Ms. Allen shared the duties of the front desk position. Ms. Pearson stated that she does understand the need for additional resources in light of an increase in the volume of the work; however, she questioned if there is any research into the work process and if there is a method of working with greater efficiency. She added that historically she spent time with the staff and it appeared that there were many pole prices books utilized as resources and appears a very manual process. She further added that perhaps electronically streamlining the pole prices data for quicker access could prove process effective and locate any work inefficiencies. It was agreed and approved by the members that an additional person would be employed, as well as addressing process efficiency. Ms. Pranata adjusted the proposed salary and the hardware purchase to accommodate the new staff.

Ms. Pranata stated that she would carry the Friend enhancement expense from this year to the incoming year therefore, increasing the proposed budget. The members agreed.

Ms. Pranata reported that there will be the need of overtime in the next two months. She is requesting an approval for office overtime. When questioned, Ms. Pranata responded that each employee would be working an additional six to eight hours a month. However she added it may be less or greater contingent on the incoming work. The members approved the office overtime.

Ms. Pranata will be sending the revised 2017 Proposed Operating Budget to the Operating committee members for their review and preparation for approval at the November Operating Committee meeting.

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

Correcting HLA/HSO member codes in the database.

Ms. Carmichael reported that her organization continues to work on this project.

CPCN – Limitations

Mr. Chow stated the the Certificate of Public Convenience and Necessity is issued by the CPUC to entities choosing to conduct business in communications in this state. The question brought to the table is does the SCJPC allow membership to an entity with a limited or conditional CPCN. After discussion it was agreed to add to the document sent to entities requesting membership that the CPCN must be one without any conditions or limitations. Mr. Chow proposed requesting a copy of the CPUC Decision to grant the CPCN. Ms. Pranata will revise the document of conditions for membership she sends to entities applying for membership.

Review of Action Items

- Ms. Pranata to hire employee for Front Desk position.
- Will visit process efficiency-Item 1624: Billing Process efficiency has been assigned to the Computer ad hoc committee.
- Ms. Pranata to research hardware costs for new employee.
- Ms. Pranata to send revised 2017 Proposed Operating Budget to members.

The meeting adjourned at 10:45 am. until November 16 , 2016.

Jennie Corella – Committee Transcriber

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES	Details	September 30, 2016			YTD Through September 30, 2016			%	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
EMPLOYEE EXPENSE									
Salaries	3 PAYDAYS	33,178	49,014.80	(15,836)	298,606	322,280.04	(23,674)	-8%	398,141
Regular		48,364.80				-			
Contract Labor		650.00				-			
Insurance		4,878	4,603.38	275	43,905	36,440.11	7,465	17%	58,540
Health/Dental		4,452.18				-			
Life (quarterly)		151.20				-			
Payroll Taxes	3 PAYDAYS	2,820	3,681.83	(862)	25,382	25,058.68	323	1%	33,842
Workers Compensation		292	251.25	40	2,625	2,544.25	81	3%	3,500
Travel/Misc. Exp.		150	112.72	37	1,350	1,310.19	40	3%	1,800
						-			
						-			
PENSION EXPENSE									
Contribution-SEP IRA	3 PAYDAYS	3,484	4,687.70	(1,204)	31,354	30,364.79	989	3%	41,805
						-			
						-			
MONTHLY RECURRING									
Rent		8,200	8,134.44	66	73,800	72,773.28	1,027	1%	98,400
Alarm System	Quarterly	46	-	46	413	281.94	131	32%	550
Telephone (Frontier)		583	604.71	(21)	5,250	5,320.88	(71)	-1%	7,000
Cisco WebEx Plan		90	69.00	21	810	637.00	173	21%	1,080
Postage & Shipping	More JPAs to mail	133	144.23	(11)	1,200	1,460.77	(261)	-22%	1,600
Business/Property Insurance	Pro-Rated	218	-	218	1,959	1,453.42	506	26%	2,612
Committee Meetings		333	296.17	37	3,000	3,498.02	(498)	-17%	4,000
						-			
						-			
EQUIPMENT & FURNITURE									
						-			
Copy Machine - CBE		142	122.08	20	1,275	1,544.70	(270)	-21%	1,700
						-			
						-			

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES	Details	September 30, 2016			YTD Through September 30, 2016			%	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
						-			
NETWORK SYSTEM						-			
LAN Maintenance		1,083	900.00	183	9,750	8,100.00	1,650	17%	13,000
FRIEND Support		400	400.00	-	3,600	3,600.00	-	0%	4,800
Data Center Hosting-InetU & Hardev	Will discontinue INETU	750	1,348.25	(598)	6,750	7,934.28	(1,184)	-18%	9,000
Email/Domain Host/Sharefile		42	32.95	9	375	349.63	25	7%	500
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		417	79.53	337	3,750	679.47	3,071	82%	5,000
Cal Net Off-Site Back-up		750	299.00	451	6,750	2,691.00	4,059	60%	9,000
						-			
						-			
PRINTING & SUPPLY						-			
Office Printing		133	115.26	18	1,200	1,299.94	(100)	-8%	1,600
Office Supplies		208	68.43	140	1,875	1,396.99	478	25%	2,500
						-			
						-			
CONTRACT SERVICES						-			
Auditor	Pro-Rated	578	-	578	5,203	6,753.00	(1,550)	-30%	6,937
Attorney*		542	-	542	4,875	1,390.50	3,485	71%	6,500
						-			
GENERAL EXPENSE						-			
Sure Payroll Fees	3 PAYROLLS	133	179.85	(47)	1,200	1,230.65	(31)	-3%	1,600
Bank fees/Chk printing	Pro-Rated	21	-	21	188	119.44	68	36%	250
Publications/Subscriptions/Reference		29	-	29	263	110.00	153	58%	350
Seminars & Tuition		125	-	125	1,125	979.00	146	13%	1,500
Member Retirement		133	-	133	1,200	1,100.14	100	8%	1,600
Total Operating Expenses		59,892.25	75,145.58	(15,253.33)	539,030.25	542,702.11	(3,671.86)	-1%	718,707.00

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES	Details	September 30, 2016			YTD Through September 30, 2016			%	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT									
COMPUTER SYSTEM									
Software Purchase (&new website & NJUNS Special Assmnt non-budgeted item)		667	-	667	6,000	19,777.93	(13,778)	-230%	8,000
FRIEND modification*		5,625	33,750.00	(28,125)	50,625	33,750.00	16,875	33%	67,500
						-			
						-			
EQUIPMENT & FURNITURE	Pro-Rated					-			
Purchases/Leases (GE Capital)		358	426.96	(69)	3,225	3,217.36	8	0%	4,300
Hardware Purchase		83	-	83	750	11,712.52	(10,963)	-1462%	1,000
LONG TERM LIABILITY CURRENT									
						-			
						-			
Total Capital Investments & Long Term Liabilities Current		6,733.33	34,176.96	(27,443.63)	60,600.00	68,457.81	(7,857.81)	-13%	80,800
Interest Earned/Misc Income		(0.07)	(0.07)		(0.68)	(0.68)			
		66,625.51	109,322.47	(42,696.96)	599,629.57	611,159.24	(11,529.67)	-2%	799,507.00
*Items in blue are assessed equally									
10/5/2016									

Delinquent Accounts
As of 10/12/2016

MEMBERS ACCOUNTS RECEIVABLE

MEMBERS ACCOUNTS RECEIVABLE				PAST DUE NOTICES - DO NOT DELETE THIS INFORMATION					
Company Name	Invoice Month	Due By	Amount	Invoice Number	Past Due Notice Date Sent	Past due sent to & response notes	Past due initial sent by	Input By	Input Date
AT&T Mobility	Apr. '16	May 31, 2016	\$ 829.34	18989	9/8/2016	Yvonne Johnson	JT	KA	7/8/2016
AT&T Mobility	May '16	June 30, 2016	\$ 1,003.81	19030	9/8/2016	Yvonne Johnson	JT	JT	8/11/2016
AT&T Mobility	June '16	July 31, 2016	\$ 648.21	19065				JT	9/8/2016
Frontier Comm	Apr. '16	May 31, 2016	\$12,222.51	18987	9/8/2016	Sandy Weber	JT	KA	7/8/2016

\$14,703.87

TOTAL

\$14,703.87

Delinquent Accounts - 30 Days past due.
Past due notices will be sent out when 60 days have elapsed.

S:\EXCEL\ACCTREC

 = Members assessed penalty fee

 = Less than 80% but 50% or greater attendance

 = Less than 50% attendance

 = Excused Absence

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
MEMBER BOARD MEETING ATTENDANCE
OCT 2015 - SEP 2016**

	MBR CODE	2015 OCT	2015 NOV	2015 DEC	2016 JAN	2016 FEB	2016 MAR	2016 APR	2016 MAY	2016 JUNE	2016 JULY	2016 AUG	2016 SEP	TOTAL	Atten. %	MBR CODE
1	So. California Edison	E	1	1		1	1	1	1	1	1	1	1	11	100%	E
2	City of Los Angeles	M	1	1		1	1	1	1	1	1	1	1	11	100%	M
3	Sprint-Nextel	SPR	1	1		1	1	1	1	1	1	1	1	11	100%	SPR
4	Sprint Communications	FON	1	1		1	1	1	1	1	1	1	1	11	100%	FON
5	Teleport Comm America	TCA	1	1		1	1	1	1	1	1	1	1	11	100%	TCA
6	Frontier Communications	FTR	1	1		1	1	1	1	1	1	1	1	11	100%	FTR
7	AT&T California	H / T	1	1		1	1	1	1	1	1	1	1	11	100%	H / T
8	T-Mobile, USA	PBM	1	1		1	1	1	1	1	1	1	1	11	100%	PBM
9	AT&T Mobility	LAC	1	1		1	1	1	1	1	1	1	1	11	100%	LAC
10	City of Burbank	B	1	1		1	1	1	1	1	1	1	1	11	100%	B
11	Verizon Wireless	ATC	1	1		1	1	1	1	1	1	1	1	11	100%	ATC
12	Mobilite LLC	MOB	1	1		1	1	1	1	1	1	1	1	11	100%	MOB
13	Time-Warner	TWC	1	1		1	1	1	1	0	1	1	1	10	91%	TWC
14	City of Glendale	A	1	1		1	1	1	1	0	1	1	1	10	91%	A
15	XO Communications	NXT	1	1		1	1	1	0	1	1	1	1	10	91%	NXT
16	Crown Castle NG West Inc.	NG	1	1		1	1	0	1	1	1	1	1	10	91%	NG
17	NewPath Networks	NPN	1	1		1	1	0	1	1	1	1	1	10	91%	NPN
18	CA-CLEC LLC	CCI	1	1		1	1	0	1	1	1	1	1	10	91%	CCI
19	City of Pasadena	MP	1	1		1	1	0	1	1	1	1	1	10	91%	MP
20	ExteNet Systems	EXT	1	1		1	1	0	1	1	1	1	1	10	91%	EXT
21	City of Vernon	V	1	1		1	1	1	1	1	1	0	1	10	91%	V
22	City of Lompoc	LLW	1	1		1	1	1	1	1	1	1	0	10	91%	LLW
23	City of Colton	F	1	1		1	1	0	1	1	0	1	1	9	82%	F
24	City of Anaheim	D	1	1		1	0	1	1	1	1	0	1	9	82%	D
25	MCI/Metro	ATS	1	1		1	1	1	0	0	1	0	1	8	73%	ATS
26	MCI Communications	MCI	1	1		1	1	1	0	0	1	0	1	8	73%	MCI
27	City of Banning	COB	0	1		1	1	0	1	1	0	1	1	8	73%	COB
28	City of Azusa	MA	0	1		1	0	1	1	1	0	1	1	8	73%	MA
29	Golden State Water	SCW	1	1		1	0	1	0	1	1	1	0	8	73%	SCW
30	ATC Outdoor DAS	AMT	1	1		1	1	1	0	1	1	0	0	8	73%	AMT
31	City of Riverside	J	1	1		0	1	1	1	0	0	0	1	7	64%	J
32	Mpower/TelePacific	ICG	1	1		0	1	1	0	0	1	1	0	7	64%	ICG
33																
	Total		30	32	0	30	29	25	27	28	29	25	29	28		

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
2017 PROPOSED OPERATING BUDGET - Draft 1**

Line		2013	2014	2015	2016*	2017	Proportional / Equal	
	EMPLOYEE EXPENSE	ACTUAL	ACTUAL	ACTUAL	(based on Sept YTD exp)	PROPOSED		
1	Salaries	363,878	377672	391151	429707 *	451,192	P	Year end projection on budget-added 5% to 2016 expense
2	Insurance - Med/Den/Life	49,180	56280	54839	48587 *	50,045	P	Anticipated rate increase (3%)
3	Payroll Taxes	27,445	30827	30872	33412 *	38,351	P	8.5% of Salaries (line 1)
4	Worker's Comp	3,050	2956	3711	3392 *	3,500	P	Year end projection
5	Misc. Expense/Travel	1,392	1325	1734	1747 *	1,800	P	Year end projection
6	PENSION EXPENSE							
7	Contribution-Sep IRA	31,572	36468	38206	40486 *	47,375	P	10.50% of Salaries (line 1)
8								
9	MONTHLY RECURRING							
10	Rent	83,944	91621	95182	97031 *	100,709	P	Based on lease schedule & 2017 estimated building operating expenses
11	Alarm System	540	540	546	376 *	550	P	Used 2015 actual expense
12	Electricity	(included above)	(included above)	(included above)	(included above) *	(included above)		Included in rent
13	Janitorial Service	(included above)	(included above)	(included above)	(included above) *	(included above)		Included in rent
14	Telephone/Internet	5,344	6140	6879	7095 *	7,320	P	Price Increased \$610/mo
15	WebEx	828	828	828	849 *	1,080	P	\$90/month
16	Postage & Shipping	1,615	1697	1589	1948 *	2,000	P	Year end projection (more JPAs to mail)
17	Business Insurance	2,252	2480	2635	1939 *	2,000	P	Anticipated 3% increase
18	Committee Meetings	4,194	3425	3620	4664 *	4,800	P	Year end projection (more members attending meetings)
19	EQUIP & FURN MAIN.							
20	Copy Machine (repair, maintenance, supplies)	2,408	2016	1723	2060 *	2,100	P	Year end projection
21								
22	NETWORK SYSTEM							
23	Computer-LAN Maintenance	10,800	10800	10800	10800 *	13,000	P	Current contract 900/mo & anticipated billable LAN maintenance
24	FRIEND Support/contract	4,800	4800	4800	4800 *	4,800	P	Current contract 400/mo
25	Hosting Total:	8,437	9751	9470	11045	12,500	P	
26	Website	(included above)	(included above)	(included above)	(included above) *	12000 (included abv)	P	\$600/mo + \$400/mo for JPA PDF host
27	Sharefile/Domain/Email	(included above)	(included above)	(included above)	(included above) *	465 (included abv)	P	\$32.95 / mo + \$70 Email host yearly
28								
29	Computer (repair, maintenance, supplies)	1,991	4616	1068	906 *	1,500	P	Year end supplies projection & anticipated billable computer maintenance
30	OffSite Back-up (CalNet)	3,757	4946	5216	3588 *	5,000	P	monthly maintenance & billable hours
31								
32	PRINTING & SUPPLY							
33	Office Printing	1,300	1540	1605	1733 *	1,800	P	Year end projection
34	Office Supplies	2,053	1903	2276	1863 *	2,000	P	Year end projection
35								
36	CONTRACT SERVICES							
37	Auditor	6,005	6743	6735	6753	6,956	P	2016 fee + 3% inc allowance
38	Attorney**	2,697	6598	0	1391	6,500	E	equal assessments**
39								
40	GENERAL EXPENSE							
41	Moving Expenses	-	-	-	-	-		
42	Surepayroll Fees	1,455	1688	1738	1641 *	1,700	P	Year end projection
43	Bank Fees/Checks	45	155	146	159 *	200	P	Year end projection
44	Publications/Subscriptions/Refnrnce	312	344	332	147 *	200	P	Year end projection
45	Seminars & Tuition	1,220	190	823	1305 *	1,500	P	Sending staff to seminars

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
2017 PROPOSED OPERATING BUDGET - Draft 1**

Line		2013	2014	2015	2016*	2017	Proportional / Equal	
	EMPLOYEE EXPENSE	ACTUAL	ACTUAL	ACTUAL	(based on Sept YTD exp)	PROPOSED		
46	Members Retirement & Celebrations	-	442	197	1467 *	1,500	P	Year end projection
48	COMPUTER SYSTEM							
50	Software Purchase	2,820	0	5000	9871 *	10,000	P	Future Website modifications
51	NJUNS Fee				16500	10,500	P	NJUNS Annual Fee
52	New** FRIEND 2016				67500	-	E	equal assessments**
54	EQUIPMENT & FURNITURE PURCHASES							
55	Purchases and leases	6,540	4107	4261	4290 *	4,300	P	Year end projection
58	Hardware Purchase	6,402	118	549	15617 *	600	P	Used 2015 actual expense
60	TOTAL BUDGET	638,277	673,017	688531	834,669	797,378		
61		28.95%	0.12%	2.95%	4.40%	4.47%		
62		Lower than approved budget	Higher than approved budget	Lower than approved budget	Higher than approved budget	Lower than 2016		
63	Approved budget	898,293	672,186	709,449	799,507			
64		2013	2014	2015	2016*	2017		
65					NJUNS fee was not included in 2016 approved budget			
66								Revised 10/13/2016
67	* based on monthly average - per September YTD							
68	**Items in red will not be assessed proportionately among members, but equally among members.							

Southern California Joint Pole Committee

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

November 16, 2016

A regular meeting of the **Operating Committee** took place on the above date, at 10:15 am., at the Committee office.

Those in attendance were:

Mr. William Kearns	Frontier Communications
Mr. Kevin Moy	Frontier Communications
Ms. Manijeh Carmichael	AT&T California
Mr. Steve Brown	City of Los Angeles
Mr. Jeffrey Williams	City of Los Angeles
Ms. Lynn Prescott	Verizon Wireless
Mr. David Campo	City of Lompoc
Mr. Richard LaBarge	Southern California Edison
Ms. April DeBarge	Southern California Edison
Ms. Jessica Pearson	Southern California Edison
Mr. Wayne Brown	Southern California Edison
Ms. Wendy Mueller	Exenet Systems
Ms. Lupe Hernandez	Teleport Communications America, LLC
Ms. Dayla Kerwin	Teleport Communications America, LLC
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Yvonne Johnson	AT&T Mobility
Ms. Maria Ortiz	XO Communications
Mr. Earle Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Adam Wood	Mobilitie
Ms. Sarah Valdez	Mobilitie
Ms. Shawn Henderson	T-Mobile USA
Mr. Daniel Lippert	City of Burbank
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff
Ms. Jennie Corella	Committee Transcriber

Those attending via teleconference were:

Ms. Alyssa Hernandez	City of Colton
Ms. Kay Black	AT&T California
Mr. Josh Mathisen	AT&T California
Ms. Maryam Farajzadeh	City of Vernon
Mr. Mai Tran	Crown Castle NG West Inc./NewPath/CA-CLEC LLC

Chairperson, Mr. Kearns called the meeting to order at 10:15 am by addressing the first item on the agenda, the review of the **prior meeting minutes**. The members reviewed the October 19, 2016 meeting minutes. He reviewed the minutes in regards to the CPCN and any limitations. Applicants will be notified that their CPCN must be one with no limitations or restrictions. There were no further questions, concerns or revisions.

Mr. Kearns then addressed the prior month's action items. Ms. Pranata reported that the new hire will be brought on board in January 2017 and she will begin the interviewing process in December 2016.

The second agenda item is the review of the **October 2016 expense sheets**. The members reviewed the October expenses. There were no questions or comments.

The third agenda item is the **Accounts Receivable**. After a review of the report, the members had no questions or comments.

The fourth item on the agenda is the **October 2016 JPA Member Activity** report. Mr. Steve Brown questioned if the JPA's returned were for errors and corrections required. Ms. Pranata responded that this is correct.

The fifth item on the agenda is **Member Board Attendance**. The members reviewed the attendance report. There were no questions or comments.

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Allen reported that the staff worked eight hours overtime last month. There remains a backlog for November of 14 five-plus party JPA's and 204 poles.

The seventh item on the agenda is **Item 1604: 110th SCJPC Anniversary**. The anniversary celebration is scheduled for today at noon at the Kellogg West Restaurant.

The eighth agenda item is the **2017 Operating Budget-work increase**. This item was approved at the November 2017 Board meeting. This item is now closed.

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

Correcting HLA/HSO member codes in the database.

Ms. Carmichael reported that her organization continues to work on this project.

CPCN – Limitations

Ms. Pranata reported that the letter sent to membership applicants refers to Section 6 of the Agreement which states that a CPCN is required, however, does not specify if the CPCN must not be limited or restricted. The members reviewed Section 6 (Conditions of Membership) of the Agreement. Ms. Hernandez stated that if a limitation or restriction is noted on an applicant's CPCN the Committee must ensure that the applicant is not limited from attaching to a pole. The members agreed that all applicants CPCN should be scrutinized for any restrictions, limitations or special conditions when receiving applications.

Mr. Lippert questioned if an attorney should be engaged to review the CPCN and the legal fee included in the applicants application fee. Ms. Pranata responded that perhaps the member's internal legal department could review the document.

Ms. Hernandez reiterated why she brought this to the table. She stated it was brought to her attention that there are restricted and limited CPCN's issued by the CPUC and if the committee is aware. She felt it was an issue that should be examined and discussed by the Committee. The consensus is that this issue remain open for further discussion at the next Operating Committee meeting.

SCJPC Staff Christmas appreciation

Ms. Pranata reported that for the last four years in lieu of a staff appreciation luncheon, the committee has shown the staff their appreciation with a monetary gift. After brief discussion it was agreed that the staff receive a one-time annual taxable bonus of \$150.00 for full time and contract employees.

Review of Action Items

There were no action items.

The meeting adjourned at 11:05 am until January 18, 2017.

Jennie Corella – Committee Transcriber

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES	Details	October 31, 2016			YTD Through October 31, 2016			%	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
EMPLOYEE EXPENSE									
Salaries		33,178	32,990.70	188	331,784	355,270.74	(23,487)	-7%	398,141
Regular	32,243.20					-			
Contract Labor	747.50					-			
Insurance		4,878	4,452.18	426	48,783	40,892.29	7,891	16%	58,540
Health/Dental	4,452.18					-			
Life (quarterly)	-					-			
Payroll Taxes		2,820	2,466.60	354	28,202	27,525.28	676	2%	33,842
Workers Compensation		292	251.25	40	2,917	2,795.50	121	4%	3,500
Travel/Misc. Exp.		150	110.89	39	1,500	1,421.08	79	5%	1,800
						-			
						-			
PENSION EXPENSE									
Contribution-SEP IRA		3,484	3,125.14	359	34,838	33,489.93	1,348	4%	41,805
						-			
						-			
MONTHLY RECURRING									
Rent		8,200	8,134.44	66	82,000	80,907.72	1,092	1%	98,400
Alarm System	Quarterly	46	-	46	458	281.94	176	38%	550
Telephone (Frontier)		583	604.03	(21)	5,833	5,924.91	(92)	-2%	7,000
Cisco WebEx Plan		90	69.00	21	900	706.00	194	22%	1,080
Postage & Shipping	More JPAs to mail	133	150.08	(17)	1,333	1,610.85	(278)	-21%	1,600
Business/Property Insurance	Pro-Rated	218	-	218	2,177	1,453.42	723	33%	2,612
Committee Meetings		333	306.47	27	3,333	3,804.49	(471)	-14%	4,000
						-			
						-			
EQUIPMENT & FURNITURE									
						-			
Copy Machine - CBE		142	122.08	20	1,417	1,666.78	(250)	-18%	1,700
						-			
						-			

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES	Details	October 31, 2016			YTD Through October 31, 2016				Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	% Variance	
						-			
NETWORK SYSTEM						-			
LAN Maintenance		1,083	900.00	183	10,833	9,000.00	1,833	17%	13,000
FRIEND Support		400	400.00	-	4,000	4,000.00	-	0%	4,800
Data Center Hosting-InetU & Hardev		750	599.97	150	7,500	8,534.25	(1,034)	-14%	9,000
Email/Domain Host/Sharefile		42	32.95	9	417	382.58	34	8%	500
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		417	106.48	310	4,167	785.95	3,381	81%	5,000
Cal Net Off-Site Back-up		750	299.00	451	7,500	2,990.00	4,510	60%	9,000
						-			
						-			
PRINTING & SUPPLY						-			
Office Printing		133	119.65	14	1,333	1,419.59	(86)	-6%	1,600
Office Supplies		208	160.48	48	2,083	1,557.47	526	25%	2,500
						-			
						-			
CONTRACT SERVICES						-			
Auditor	Pro-Rated	578	-	578	5,781	6,753.00	(972)	-17%	6,937
Attorney*		542	-	542	5,417	1,390.50	4,026	74%	6,500
						-			
						-			
GENERAL EXPENSE						-			
Sure Payroll Fees		133	125.55	8	1,333	1,356.20	(23)	-2%	1,600
Bank fees/Chk printing	Pro-Rated	21	35.00	(14)	208	154.44	54	26%	250
Publications/Subscriptions/Reference		29	-	29	292	110.00	182	62%	350
Seminars & Tuition		125	-	125	1,250	979.00	271	22%	1,500
Member Retirement		133	166.10	(33)	1,333	1,266.24	67	5%	1,600
Total Operating Expenses		59,892.25	55,728.04	4,164.21	598,922.50	598,430.15	492.35	0%	718,707.00

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES	Details	October 31, 2016			YTD Through October 31, 2016				Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	% Variance	Budget
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT									
COMPUTER SYSTEM									
Software Purchase (&new website & NJUNS Special Assmnt non-budgeted item)		667	-	667	6,667	19,777.93	(13,111)	-197%	8,000
FRIEND modification*		5,625	-	5,625	56,250	33,750.00	22,500	40%	67,500
						-			
						-			
EQUIPMENT & FURNITURE	Pro-Rated					-			
Purchases/Leases (GE Capital)		358	348.80	10	3,583	3,566.16	17	0%	4,300
Hardware Purchase		83	-	83	833	11,712.52	(10,879)	-1306%	1,000
LONG TERM LIABILITY CURRENT									
						-			
						-			
Total Capital Investments & Long Term Liabilities Current		6,733.33	348.80	6,384.53	67,333.33	68,806.61	(1,473.28)	-2%	80,800
Interest Earned/Misc Income		(0.08)	(0.08)		(0.76)	(0.76)			
		66,625.50	56,076.76	10,548.74	666,255.07	667,236.00	(980.93)	0%	799,507.00
*Items in blue are assessed equally									
11/3/2016									

Delinquent Accounts
As of 11/9/2016

MEMBERS ACCOUNTS RECEIVABLE

MEMBERS ACCOUNTS RECEIVABLE				PAST DUE NOTICES - DO NOT DELETE THIS INFORMATION					
Company Name	Invoice Month	Due By	Amount	Invoice Number	Past Due Notice Date Sent	Past due sent to & response notes	Past due initial sent by	Input By	Input Date
AT&T Mobility	Apr. '16	May 31, 2016	\$ 829.34	18989	9/8 & 10/13/2016	Yvonne Johnson	JT	KA	7/8/2016
AT&T Mobility	May '16	June 30, 2016	\$ 1,003.81	19030	9/8 & 10/13/2016	Yvonne Johnson	JT	JT	8/11/2016
AT&T Mobility	June '16	July 31, 2016	\$ 648.21	19065	10/13/2016	Yvonne Johnson	JT	JT	9/8/2016
AT&T Mobility	July '16	Aug. 31, 2016	\$ 1,187.67	19100	10/13/2016	Yvonne Johnson	JT	JT	10/13/2016
Frontier Comm	Apr. '16	May 31, 2016	\$12,222.51	18987	9/8/2016	Sandy Weber	JT	KA	7/8/2016
XO Comm.	July '16	Aug. 31, 2016	\$ 1,160.05	19110	10/13/2016				

\$17,051.59

TOTAL

\$17,051.59

Delinquent Accounts - 30 Days past due.
Past due notices will be sent out when 60 days have elapsed.

S:\EXCEL\ACCTREC

- = Members assessed penalty fee
- = Less than 80% but 50% or greater attendance
- = Less than 50% attendance
- = Excused Absence

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
MEMBER BOARD MEETING ATTENDANCE
SEP 2015 - OCT 2016**

		MBR CODE	2015 NOV	2015 DEC	2016 JAN	2016 FEB	2016 MAR	2016 APR	2016 MAY	2016 JUNE	2016 JULY	2016 AUG	2016 SEP	2016 OCT	TOTAL	Atten. %	MBR CODE
1	So. California Edison	E	1		1	1	1	1	1	1	1	1	1	1	11	100%	E
2	City of Los Angeles	M	1		1	1	1	1	1	1	1	1	1	1	11	100%	M
3	Sprint-Nextel	SPR	1		1	1	1	1	1	1	1	1	1	1	11	100%	SPR
4	Sprint Communications	FON	1		1	1	1	1	1	1	1	1	1	1	11	100%	FON
5	Teleport Comm America	TCA	1		1	1	1	1	1	1	1	1	1	1	11	100%	TCA
6	Frontier Communications	FTR	1		1	1	1	1	1	1	1	1	1	1	11	100%	FTR
7	AT&T California	H / T	1		1	1	1	1	1	1	1	1	1	1	11	100%	H / T
8	T-Mobile, USA	PBM	1		1	1	1	1	1	1	1	1	1	1	11	100%	PBM
9	AT&T Mobility	LAC	1		1	1	1	1	1	1	1	1	1	1	11	100%	LAC
10	City of Burbank	B	1		1	1	1	1	1	1	1	1	1	1	11	100%	B
11	Verizon Wireless	ATC	1		1	1	1	1	1	1	1	1	1	1	11	100%	ATC
12	Mobilite LLC	MOB	1		1	1	1	1	1	1	1	1	1	1	11	100%	MOB
13	Time-Warner	TWC	1		1	1	1	1	1	0	1	1	1	1	10	91%	TWC
14	City of Glendale	A	1		1	1	1	1	1	0	1	1	1	1	10	91%	A
15	XO Communications	NXT	1		1	1	1	1	0	1	1	1	1	1	10	91%	NXT
16	Crown Castle NG West Inc.	NG	1		1	1	0	1	1	1	1	1	1	1	10	91%	NG
17	NewPath Networks	NPN	1		1	1	0	1	1	1	1	1	1	1	10	91%	NPN
18	CA-CLEC LLC	CCI	1		1	1	0	1	1	1	1	1	1	1	10	91%	CCI
19	City of Pasadena	MP	1		1	1	0	1	1	1	1	1	1	1	10	91%	MP
20	ExteNet Systems	EXT	1		1	1	0	1	1	1	1	1	1	1	10	91%	EXT
21	City of Vernon	V	1		1	1	1	1	1	1	1	0	1	1	10	91%	V
22	City of Lompoc	LLW	1		1	1	1	1	1	1	1	1	0	1	10	91%	LLW
23	City of Colton	F	1		1	1	0	1	1	1	0	1	1	1	9	82%	F
24	City of Banning	COB	1		1	1	0	1	1	1	0	1	1	1	9	82%	COB
25	City of Azusa	MA	1		1	0	1	1	1	1	0	1	1	1	9	82%	MA
26	City of Anaheim	D	1		1	0	1	1	1	1	1	0	1	0	8	73%	D
27	ATC Outdoor DAS	AMT	1		1	1	1	0	1	1	0	1	0	1	8	73%	AMT
28	MCI/Metro	ATS	1		1	1	1	0	0	1	0	1	1	0	7	64%	ATS
29	MCI Communications	MCI	1		1	1	1	0	0	1	0	1	1	0	7	64%	MCI
30	Golden State Water	SCW	1		1	0	1	0	1	1	1	1	0	0	7	64%	SCW
31	City of Riverside	J	1		0	1	1	1	1	0	0	0	1	1	7	64%	J
32	Mpower/TelePacific	ICG	1		0	1	1	0	0	1	1	1	0	1	7	64%	ICG
33																	
	Total		32	0	30	29	25	27	28	29	25	29	28	28			

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
2017 PROPOSED OPERATING BUDGET - Draft 2**

Line		2013	2014	2015	2016*	2017	Member	
	EMPLOYEE EXPENSE	ACTUAL	ACTUAL	ACTUAL	(based on Sept YTD exp)	PROPOSED	Assessment: Proportional/ Equal	
1	Salaries	363,878	377672	391151	429707 *	484,472	P	Year end projection on budget-added 5% to 2016 expense + new employee
2	Insurance - Med/Den/Life	49,180	56280	54839	48587 *	71,650	P	Anticipated rate increase + new employees enrollments
3	Payroll Taxes	27,445	30827	30872	33412 *	41,180	P	8.5% of Salaries (line 1)
4	Worker's Comp	3,050	2956	3711	3392 *	3,500	P	Year end projection
5	Misc. Expense/Travel	1,392	1325	1734	1747 *	1,800	P	Year end projection
6	<u>PENSION EXPENSE</u>							
7	Contribution-Sep IRA	31,572	36468	38206	40486 *	50,870	P	10.50% of Salaries (line 1)
8								
9	<u>MONTHLY RECURRING</u>							
10	Rent	83,944	91621	95182	97031 *	100,709	P	Based on lease schedule & 2017 estimated building operating expenses
11	Alarm System	540	540	546	376 *	550	P	Used 2015 actual expense
12	Electricity	(included above)	(included above)	(included above)	(included above) *	(included above)		Included in rent
13	Janitorial Service	(included above)	(included above)	(included above)	(included above) *	(included above)		Included in rent
14	Telephone/Internet	5,344	6140	6879	7095 *	7,320	P	Price Increased \$610/mo
15	WebEx	828	828	828	849 *	1,080	P	\$90/month
16	Postage & Shipping	1,615	1697	1589	1948 *	2,000	P	Year end projection (more JPAs to mail)
17	Business Insurance	2,252	2480	2635	1939 *	2,000	P	Anticipated 3% increase
18	Committee Meetings	4,194	3425	3620	4664 *	4,800	P	Year end projection (more members attending meetings)
19	<u>EQUIP & FURN MAIN.</u>							
20	Copy Machine (repair, maintenance, supplies)	2,408	2016	1723	2060 *	2,100	P	Year end projection
21								
22	<u>NETWORK SYSTEM</u>							
23	Computer-LAN Maintenance	10,800	10800	10800	10800 *	13,000	P	Current contract 900/mo & anticipated billable LAN maintenance
24	FRIEND Support/contract	4,800	4800	4800	4800 *	4,800	P	Current contract 400/mo
25	Hosting Total:	8,437	9751	9470	11045	12,500	P	
26	Website	(included above)	(included above)	(included above)	(included above) *	12000 (included abv)	P	\$600/mo + \$400/mo for JPA PDF host
27	Sharefile/Domain/Email	(included above)	(included above)	(included above)	(included above) *	465 (included abv)	P	\$32.95 / mo + \$70 Email host yearly
28								
29	Computer (repair, maintenance, supplies)	1,991	4616	1068	906 *	1,500	P	Year end supplies projection & anticipated billable computer maintenance
30	OffSite Back-up (CalNet)	3,757	4946	5216	3588 *	5,000	P	monthly maintenance & billable hours
31								
32	<u>PRINTING & SUPPLY</u>							
33	Office Printing	1,300	1540	1605	1733 *	1,800	P	Year end projection
34	Office Supplies	2,053	1903	2276	1863 *	2,000	P	Year end projection
35								
36	<u>CONTRACT SERVICES</u>							
37	Auditor	6,005	6743	6735	6753	6,956	P	2016 fee + 3% inc allowance
38	Attorney**	2,697	6598	0	1391	6,500	E	equal assessments**
39								
40	<u>GENERAL EXPENSE</u>							
41	Moving Expenses	-	-	-	-	-		
42	Surepayroll Fees	1,455	1688	1738	1641 *	1,700	P	Year end projection
43	Bank Fees/Checks	45	155	146	159 *	200	P	Year end projection

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
2017 PROPOSED OPERATING BUDGET - Draft 2**

Line		2013	2014	2015	2016*	2017	Member Assessment:		
	EMPLOYEE EXPENSE	ACTUAL	ACTUAL	ACTUAL	(based on Sept YTD exp)	PROPOSED	Proportional / Equal		
44	Publications/Subscriptions/Refrence	312	344	332	147 *	200	P	Year end projection	
45	Seminars & Tuition	1,220	190	823	1305 *	1,500	P	Sending staff to seminars	
46	Members Retirement & Celebrations	-	442	197	1467 *	1,500	P	Year end projection	
48	COMPUTER SYSTEM								
50	Software Purchase	2,820	0	5000	9871 *	10,000	P	Future Website modifications	
51	NJUNS Fee				16500	10,500	E	Annual Fee equal assessments**	
52	New** FRIEND 2016				33750	33,750	E	equal assessments**	
54	EQUIPMENT & FURNITURE PURCHASES								
55	Purchases and leases	6,540	4107	4261	4290 *	4,300	P	Year end projection	
58	Hardware Purchase	6,402	118	549	15617 *	3,600	P	Added new computer/monitor for new staff	
60	TOTAL BUDGET	638,277	673,017	688531	800,919	895,336			
61		28.95%	0.12%	2.95%	0.18%	11.99%			
62		Lower than approved budget	Higher than approved budget	Lower than approved budget	Higher than approved budget	Higher than 2016 approved budget			
63	Approved budget	898,293	672,186	709,449	799,507				
64		2013	2014	2015	2016*	2017			
65					NJUNS fee was not included in 2016 approved budget				
67	* based on monthly average - per September YTD								
68	**Items in red will not be assessed proportionately among members, but equally among members.								

10/19/2016

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 utility service providers, 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 the date a 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.

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)

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 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 the understanding that membership does not guarantee ownership or occupancy on any particular pole(s).

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 20XX is \$XX,XXX.XX.

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 required information outlined in the Agreement, along with a non-refundable application fee of \$2,200.00. 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 may 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.

Should there be any questions, please contact me at (909) 599-3801 ext. 203 or angela@scjpc.net.

Sincerely,

Angela Pranata
Manager of Operations

Enclosures