

Southern California Joint Pole Committee

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January 18, 2017

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

Those in attendance were:

Mr. William Kearns	Frontier Communications
Ms. Megan Stewart	Frontier Communications
Mr. Josh Mathisen	AT&T California
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. Ayman Arraj	City of Burbank
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. Samantha Carrillo	Time-Warner Cable
Ms. Lupe Hernandez	Teleport Communications America, LLC
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Mr. Joe Armstrong	City of Pasadena
Ms. Maria Ortiz	XO Communications
Mr. Earle Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Adam Wood	Mobilitie
Mr. Peter Castaneda	T-Mobile USA
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
Ms. Maryam Farajzadeh	City of Vernon
Mr. Andrew Craig	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath/CA-CLEC LLC

Chairperson, Mr. Kearns called the meeting to order at 11:00 am. by addressing the first item on the agenda, the review of the **prior meeting minutes**. The members reviewed the November 18, 2016 meeting minutes. There were no questions or comment

The second agenda item is the review of the **November and December 2016 expense sheets**. Ms. Pranata reported that the year-end reflects a 2% over the 2016 projected budget expenses. She added that this is due to the initial NJUNS membership fee and the 2016 annual fee which was an unforeseen expense. There were no further comments or questions.

The third agenda item is the **Accounts Receivable**. Ms. Pranata questioned who should receive the invoices for the City of Los Angeles. Mr. Brown responded to address them to Mr. Chris Cravens and to CC Mr. Williams and himself. After a review of the report, there were no further questions or comments.

The fourth item on the agenda is the **November and December 2016 JP Member Activity** report. There were no questions or comments.

The fifth item on the agenda is **Member Board Attendance**. Mr. Kearns thanked those members reflecting 100% attendance in the past year. There were no further questions or comments.

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Allen reported that the office received 1,100 JPA's and all have been processed within the month. There remain JPA's awaiting the 2017 costs or clarification which will be processed immediately when they receive this information.

The seventh item on the agenda is **Item 1625: Addressing Final Returns/Errors**. Ms. DeBarge opened by stating that the members are creating additional work for the JPC staff by submitting erroneous and incorrectly completed JPA's. Ms. Hernandez added that discussed was creating visibility of those members creating and submitting the highest number of erroneous work. To this Ms. Pranata suggested reviewing the month's JPA activity report. Ms. Allen added that this item was prompted by **Item 1624: Billing Process Efficiency** assigned to the Computer Communications ad hoc committee. She further added that when reviewing the JPA billing process at the Computer ad hoc committee meeting it was revealed that the process is not the primary issue, but the errors in the JPA's that are received for billing at the JPC office. The ad hoc committee members would like to address those members submitting the greatest erroneous JPA's.

Mr. LaBarge stated that when there are changes to the Routine there are instances when the updates are not relayed to internal staff in a timely manner, thus creating the possibility of erroneous JPA's submitted.

Ms. Pranata added that by reviewing the monthly membership activity report one is able to determine those members who had the greatest number of JPA's returned for corrections.

Mr. Kearns concluded by stating to members they ensure that their respective JPA's are submitted correctly to lessen additional work for the JPC staff.

It was agreed to close **Item 1625: Addressing Final Returns/Errors** at this time and if needed to reopen this issue in the future. This item is now closed.

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

Correcting HLA/HSO member codes in the database.

Ms. Black reported that she has submitted the work to Ms. Pranata. This issue remains a work in progress.

CPCN requirements from new member-Review process

-See page 2 of "Response to application" letter and Section 6 of the 1998 SCJPC Agreement.

The members reviewed the application letter and the Agreement. Ms. Hernandez reiterated what prompted her to bring this issue to the table. She stated that it was brought to her attention that some CPCN's may be limited and/or have restrictions. She added that having a CPCN does not necessarily allow one to attach to poles. She thought this issue should be brought to the attention of the membership.

After discussion the consensus is no need for changes in verbiage to the SCJPC 1998 Agreement or the Response to Application letter. However, it was agreed that moving forward the membership be aware and diligent when reviewing new member applicants submitted CPCN. This miscellaneous item is now closed.

Review of Action Items

There were no action items.

The meeting adjourned at 11:00 am. until February 15, 2017.

Jennie Corella – Committee Transcriber

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

OPERATING EXPENSES		November 30, 2016			YTD Through November 30, 2016				Annual
	Details	Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	%	Budget
<u>EMPLOYEE EXPENSE</u>									
Salaries		33,178	33,906.07	(728)	364,963	389,176.81	(24,214)	-7%	398,141
Regular	33,272.32					-			
Contract Labor	633.75					-			
						-			
Insurance		4,878	4,203.13	675	53,662	45,095.42	8,566	16%	58,540
Health/Dental	4,203.13					-			
Life (quarterly)	-					-			
						-			
Payroll Taxes		2,820	2,545.32	275	31,022	30,070.60	951	3%	33,842
Workers Compensation		292	251.25	40	3,208	3,046.75	162	5%	3,500
Travel/Misc. Exp.	110th SCJPC Anniversary	150	1,770.70	(1,621)	1,650	3,191.78	(1,542)	-93%	1,800
						-			
						-			
<u>PENSION EXPENSE</u>									
Contribution-SEP IRA		3,484	3,233.19	251	38,321	36,723.12	1,598	4%	41,805
						-			
						-			
<u>MONTHLY RECURRING</u>									
Rent		8,200	8,134.44	66	90,200	89,042.16	1,158	1%	98,400
Alarm System	Quarterly	46	140.97	(95)	504	422.91	81	16%	550
Telephone (Frontier)		583	601.74	(18)	6,417	6,526.65	(110)	-2%	7,000
Cisco WebEx Plan		90	69.00	21	990	775.00	215	22%	1,080
Postage & Shipping	More JPAs to mail	133	156.85	(24)	1,467	1,767.70	(301)	-21%	1,600
Business/Property Insurance	Pro-Rated	218	-	218	2,394	1,453.42	941	39%	2,612
Committee Meetings		333	266.21	67	3,667	4,070.70	(404)	-11%	4,000
						-			
						-			
<u>EQUIPMENT & FURNITURE</u>									
						-			
						-			
Copy Machine - CBE	6 months overages	142	588.65	(447)	1,558	2,255.43	(697)	-45%	1,700
						-			
						-			

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OPERATING EXPENSES		November 30, 2016			YTD Through November 30, 2016				Annual
	Details	Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	%	Budget
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 & Hardev		750	600.00	150	8,250	9,134.25	(884)	-11%	9,000
Email/Domain Host/Sharefile		42	32.95	9	458	415.53	43	9%	500
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		417	-	417	4,583	785.95	3,797	83%	5,000
Cal Net Off-Site Back-up		750	299.00	451	8,250	3,289.00	4,961	60%	9,000
						-			
						-			
PRINTING & SUPPLY						-			
Office Printing	More JPAs more paper	133	163.05	(30)	1,467	1,582.64	(116)	-8%	1,600
Office Supplies		208	147.21	61	2,292	1,704.68	587	26%	2,500
						-			
						-			
CONTRACT SERVICES						-			
Auditor	Pro-Rated	578	-	578	6,359	6,753.00	(394)	-6%	6,937
Attorney*		542	-	542	5,958	1,390.50	4,568	77%	6,500
						-			
GENERAL EXPENSE						-			
Sure Payroll Fees		133	125.55	8	1,467	1,481.75	(15)	-1%	1,600
Bank fees/Chk printing	Pro-Rated	21	-	21	229	154.44	75	33%	250
Publications/Subscriptions/Reference		29	100.00	(71)	321	210.00	111	35%	350
Seminars & Tuition		125	-	125	1,375	979.00	396	29%	1,500
Member Retirement		133	-	133	1,467	1,266.24	200	14%	1,600
Total Operating Expenses		59,892.25	58,635.28	1,256.97	658,814.75	657,065.43	1,749.32	0%	718,707.00

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OPERATING EXPENSES		November 30, 2016			YTD Through November 30, 2016				Annual
								%	
	Details	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	7,333	19,777.93	(12,445)	-170%	8,000
FRIEND modification*		5,625	-	5,625	61,875	33,750.00	28,125	45%	67,500
						-			
						-			
EQUIPMENT & FURNITURE		Pro-Rated				-			
Purchases/Leases (GE Capital)		358	348.80	10	3,942	3,914.96	27	1%	4,300
Hardware Purchase		83	-	83	917	11,712.52	(10,796)	-1178%	1,000
LONG TERM LIABILITY CURRENT						-			
						-			
						-			
Total Capital Investments & Long Term Liabilities Current		6,733.33	348.80	6,384.53	74,066.67	69,155.41	4,911.26	7%	80,800
Interest Earned/Misc Income		(0.07)	(0.07)		(0.83)	(0.83)			
		66,625.51	58,984.01	7,641.50	732,880.59	726,220.01	6,660.58	1%	799,507.00
*Items in blue are assessed equally									
12/5/2016									

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

OPERATING EXPENSES		December 31, 2016			YTD Through December 31, 2016				Annual
	Details	Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	% Variance	Budget
<u>EMPLOYEE EXPENSE</u>									
Salaries		33,178	34,210.70	(1,032)	398,141	423,387.51	(25,247)	-6%	398,141
Regular	33,443.20					-			
Contract Labor	767.50					-			
						-			
Insurance		4,878	4,301.73	577	58,540	49,397.15	9,143	16%	58,540
Health/Dental	4,134.33					-			
Life (quarterly)	167.40					-			
						-			
Payroll Taxes		2,820	2,558.42	262	33,842	32,629.02	1,213	4%	33,842
Workers Compensation		292	244.74	47	3,500	3,291.49	209	6%	3,500
Travel/Misc. Exp.		150	87.23	63	1,800	3,279.01	(1,479)	-82%	1,800
						-			
						-			
<u>PENSION EXPENSE</u>									
Contribution-SEP IRA		3,484	3,235.39	248	41,805	39,958.51	1,846	4%	41,805
						-			
						-			
<u>MONTHLY RECURRING</u>									
Rent		8,200	8,134.44	66	98,400	97,176.60	1,223	1%	98,400
Alarm System	Quarterly	46	140.97	(95)	550	563.88	(14)	-3%	550
Telephone (Frontier)		583	600.37	(17)	7,000	7,127.02	(127)	-2%	7,000
Cisco WebEx Plan		90	69.00	21	1,080	844.00	236	22%	1,080
Postage & Shipping	More JPAs to mail	133	248.56	(115)	1,600	2,016.26	(416)	-26%	1,600
Business/Property Insurance	Pro-Rated	218	75.99	142	2,612	1,529.41	1,083	41%	2,612
Committee Meetings		333	4.98	328	4,000	4,075.68	(76)	-2%	4,000
						-			
						-			
<u>EQUIPMENT & FURNITURE</u>									
						-			
Copy Machine - CBE		142	122.08	20	1,700	2,377.51	(678)	-40%	1,700
						-			
						-			

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

OPERATING EXPENSES		December 31, 2016			YTD Through December 31, 2016			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
	Details								
						-			
NETWORK SYSTEM						-			
LAN Maintenance		1,083	900.00	183	13,000	10,800.00	2,200	17%	13,000
FRIEND Support		400	400.00	-	4,800	4,800.00	-	0%	4,800
Data Center Hosting-InetU & Hardev		750	600.00	150	9,000	9,734.25	(734)	-8%	9,000
Email/Domain Host/Sharefile	Email Yearly Renew	42	152.83	(111)	500	568.36	(68)	-14%	500
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		417	218.27	198	5,000	1,004.22	3,996	80%	5,000
Cal Net Off-Site Back-up		750	299.00	451	9,000	3,588.00	5,412	60%	9,000
						-			
						-			
PRINTING & SUPPLY						-			
Office Printing	More JPAs more paper	133	140.70	(7)	1,600	1,723.34	(123)	-8%	1,600
Office Supplies		208	217.54	(9)	2,500	1,922.22	578	23%	2,500
						-			
						-			
CONTRACT SERVICES						-			
Auditor	Pro-Rated	578	-	578	6,937	6,753.00	184	3%	6,937
Attorney*		542	-	542	6,500	1,390.50	5,110	79%	6,500
						-			
GENERAL EXPENSE						-			
Sure Payroll Fees	W2 fees	133	241.58	(108)	1,600	1,723.33	(123)	-8%	1,600
Bank fees/Chk printing	Pro-Rated	21	-	21	250	154.44	96	38%	250
Publications/Subscriptions/Reference		29	-	29	350	210.00	140	40%	350
Seminars & Tuition	Seminars for Staff	125	279.60	(155)	1,500	1,258.60	241	16%	1,500
Member Retirement		133	-	133	1,600	1,266.24	334	21%	1,600
Total Operating Expenses		59,892.25	57,484.12	2,408.13	718,707.00	714,549.55	4,157.45	1%	718,707.00

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OPERATING EXPENSES		December 31, 2016			YTD Through December 31, 2016				Annual
		Budgeted	Recorded	Variance		Budgeted	Recorded	Variance	%
	Details								
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT									
<u>COMPUTER SYSTEM</u>									
Software Purchase (&new website & NJUNS Special Assmnt non-budgeted item)		667	-	667		8,000	19,777.93	(11,778)	-147%
FRIEND modification*		5,625	-	5,625		67,500	33,750.00	33,750	50%
							-		
							-		
<u>EQUIPMENT & FURNITURE</u>		Pro-Rated					-		
Purchases/Leases (GE Capital)		358	348.80	10		4,300	4,263.76	36	1%
Hardware Purchase		83	-	83		1,000	11,712.52	(10,713)	-1071%
<u>LONG TERM LIABILITY CURRENT</u>							-		
							-		
Total Capital Investments & Long Term Liabilities Current		6,733.33	348.80	6,384.53		80,800.00	69,504.21	11,295.79	14%
Interest Earned/Misc Income		(0.08)	(0.08)			(0.91)	(0.91)		
		66,625.50	57,832.84	8,792.66		799,506.09	784,052.85	15,453.24	2%
*Items in blue are assessed equally									
1/6/2017									

Delinquent Accounts
As of 1/11/2017

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	Sept. '16	Oct. 31, 2016	\$ 1,917.30	19170	12/15/2016	Yvonne Johnson	JT	JT	12/15/2016
AT&T Mobility	Oct. '16	Nov. 30, 2016	\$ 639.70	19205				JT	1/5/2017
City of Banning	Sept. '16	Oct. 31, 2016	\$ 1,871.56	19183	12/15/2016	Carla Linton-A/P	JT	JT	12/15/2016
City of Glendale	Oct. '16	Nov. 30, 2016	\$ 757.15	19197				JT	1/5/2017
City of Los Angeles	Aug. '16	Sept. 30, 2016	\$ 4,316.49	19129	11/17&12/15	Alex Zaval	JT	JT	11/17/2016
City of Los Angeles	Sept. '16	Oct. 31, 2016	\$ 6,531.56	19164	12/15/2016	Alex Zaval	JT	JT	12/15/2016
City of Los Angeles	Oct. '16	Nov. 30, 2016	\$ 4,063.21	19199				JT	1/5/2017
Frontier Comm.	Aug. '16	Sept. 30, 2016	\$10,201.68	19133	11/17&12/15	Sandy Weber	JT	JT	11/17/2016
Frontier Comm.	Sept. '16	Oct. 31, 2016	\$13,883.84	19168	12/15/2016	Sandy Weber	JT	JT	12/15/2016
Frontier Comm.	Oct. '16	Nov. 30, 2016	\$ 9,517.24	19203				JT	1/5/2017
Teleport Comm.	Oct. '16	Nov. 30, 2016	\$ 770.54	19192				JT	1/5/2017
T-Mobile	Oct. '16	Nov. 30, 2016	\$ 572.21	19212				JT	1/5/2017
Time Warner - TWN	Oct. '16	Nov. 30, 2016	\$ 371.91	19217				JT	1/5/2017
Time Warner - TWS	Aug. '16	Sept. 30, 2016	\$ 312.93	19146	11/17&12/15	Bernadette McThomas Invoice 19146, 19217, 19252, 19251 sent to S.Valle by AP	JT	JT AP	11/17/2016 12/23/2016
Verizon Wireless	July '16	Aug. 31, 2016	\$ 1,452.91	19086	11/17&12/15	E-mail: James Little & Dino Amico	JT	JT	11/17/2016
Verizon Wireless	Aug. '16	Sept. 30, 2016	\$ 893.82	19121	11/17&12/15	E-mail: James Little & Dino Amico	JT	JT	11/17/2016
Verizon Wireless	Sept. '16	Oct. 31, 2016	\$ 2,256.82	19156	12/15/2016	E-mail: James Little & Dino Amico	JT	JT	12/15/2016
Verizon Wireless	Oct. '16	Nov. 30, 2016	\$ 892.40	19191				JT	1/5/2017
XO Comm.	Oct. '16	Nov. 30, 2016	\$ 613.77	19215				JT	1/5/2017

\$56,651.33

TOTAL

\$56,651.33

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

S:\EXCEL\ACCTREC

NOV '16 ACTIVITY

Member	A	ATC	B	D	E	F	H/T	J	LLW	MP	NG	PBM	SCW	SPR	TCA	TWC	V	Totals		
Joint JPAs Billed	1		2		431	1		2		2	8						8	455	JPA	Joint
% of Joint JPAs Billed	0.002	0.000	0.004	0.000	0.947	0.002	0.000	0.004	0.000	0.004	0.018	0.000	0.000	0.000	0.000	0.000	0.018	1.00	JPA	Joint
Joint JPAs Returned		1			48		1	33	1	5			1					90	JPA	Joint
Joint JPAs Backlog					1						1							2	JPA	Joint
Total Joint JPAs Received	1	1	2	0	480	1	1	35	1	7	9	0	1	0	0	0	8	547	JPA	Joint
Multi JPAs Billed	1				79		3				67	4		1	1		1	157	JPA	Multi
% of Multi JPAs Billed	0.006	0.000	0.000	0.000	0.503	0.000	0.019	0.000	0.000	0.000	0.427	0.025	0.000	0.006	0.006	0.000	0.006	1.00	JPA	Multi
Multi JPAs Returned				4	21	1				1	14	13				2		56	JPA	Multi
Multi JPAs Backlog					1						10							11	JPA	Multi
Total Multi JPAs Received	1	0	0	4	101	1	3	0	0	1	91	17	0	1	1	2	1	224	JPA	Multi
Total # JPAs Billed	2	0	2	0	510	1	3	2	0	2	75	4	0	1	1	0	9	612	JPA	Summary
% of JPAs Billed	0.003	0.000	0.003	0.000	0.833	0.002	0.005	0.003	0.000	0.003	0.123	0.007	0.000	0.002	0.002	0.000	0.015	1.00	JPA	Summary
# of JPAs Returned																		146	JPA	Summary
# of Backlog JPAs																		13	JPA	Summary
Total JPAs received	2	1	2	4	581	2	4	35	1	8	100	17	1	1	1	2	9	771	JPA	Summary
% of JPAs Billed																		79.38%	JPA	Summary
% of JPAs returned																		18.94%	JPA	Summary
% of Backlog JPAs																		1.69%	JPA	Summary
Member	A	ATC	B	D	E	F	H/T	J	LLW	MP	NG	PBM	SCW	SPR	TCA	TWC	V	Totals		100.00%
Poles Billed (Joint JPAs)	5		2		3081	2		4		8	19						18	3139	Poles	
Poles Returned (joint)		2			391		2	68	16	8			2					489	Poles	
Poles Backlog (joint)					2						11							13	Poles	
Poles Billed (Multi JPAs)	2				879		54				464	68		2	9		2	1480	Poles	
Poles Returned (multi)				178	330	12				2	99	284				10		915	Poles	
Poles Backlog (multi)					23						170							193	Poles	
Inspections Poles Billed					5043													5043	Poles	
Total # Poles Billed (Joint/Multi/Inspection combined)	7	0	2	0	9003	2	54	4	0	8	483	68	0	2	9	0	20	9662	Poles	Summary
% of Total Poles Billed (Joint/Multi/Inspection combined)	0.001	0.000	0.000	0.000	0.932	0.000	0.006	0.000	0.000	0.001	0.050	0.007	0.000	0.000	0.001	0.000	0.002	1.00	Poles	Summary
# of Poles Returned																		1404	Poles	Summary
# of Backlog Poles																		206	Poles	Summary
Total Poles received	7	2	2	178	9749	14	56	72	16	18	763	352	2	2	9	10	20	11272	Poles	Summary
% of Poles Billed																		85.72%	Poles	Summary
% of Poles returned																		12.46%	Poles	Summary
% of Backlog Poles																		1.83%	Poles	Summary
																				100.00%

DEC '16 ACTIVITY

Member	B	D	E	H/T	J	MP	NG	NPN	PBM	SPR	TWC	V	Totals			
Joint JPAs Billed			474		2		4		1			6	487	JPA	Joint	
% of Joint JPAs Billed	0.000	0.000	0.973	0.000	0.004	0.000	0.008	0.000	0.002	0.000	0.000	0.012	1.00	JPA	Joint	
Joint JPAs Returned			41	1	5							1	48	JPA	Joint	
Joint JPAs Backlog			1										1	JPA	Joint	
Total Joint JPAs Received	0	0	516	1	7	0	4	0	1	0	0	7	536	JPA	Joint	
Multi JPAs Billed			70				29	1	2	5		2	109	JPA	Multi	
% of Multi JPAs Billed	0.000	0.000	0.642	0.000	0.000	0.000	0.266	0.009	0.018	0.046	0.000	0.018	1.00	JPA	Multi	
Multi JPAs Returned	1	1	18	1		1	4		1	1	1		29	JPA	Multi	
Multi JPAs Backlog							2		1				3	JPA	Multi	
Total Multi JPAs Received	1	1	88	1	0	1	35	1	4	6	1	2	141	JPA	Multi	
Total # JPAs Billed	0	0	544	0	2	0	33	1	3	5	0	8	596	JPA	Summary	
% of JPAs Billed	0.000	0.000	0.913	0.000	0.003	0.000	0.055	0.002	0.005	0.008	0.000	0.013	1.00	JPA	Summary	
# of JPAs Returned													77	JPA	Summary	
# of Backlog JPAs													4	JPA	Summary	
Total JPAs received	1	1	604	2	7	1	39	1	5	6	1	9	677	JPA	Summary	
% of JPAs Billed													88.04%	JPA	Summary	
% of JPAs returned													11.37%	JPA	Summary	
% of Backlog JPAs													0.59%	JPA	Summary	
															100.00%	
Member	B	D	E	H/T	J	MP	NG	NPN	PBM	SPR	TWC	V	Totals			
Poles Billed (Joint JPAs)			2375		4		16		1			13	2409	Poles		
Poles Returned (joint)			293	5	10							4	312	Poles		
Poles Backlog (joint)			4										4	Poles		
Poles Billed (Multi JPAs)			718				291	15	4	14		4	1046	Poles		
Poles Returned (multi)	40	48	186	33		6	67		1	3	11		395	Poles		
Poles Backlog (multi)							17		2				19	Poles		
Inspections Poles Billed			5547										5547	Poles		
Total # Poles Billed (Joint/Multi/Inspection combined)	0	0	8640	0	4	0	307	15	5	14	0	17	9002	Poles	Summary	
% of Total Poles Billed (Joint/Multi/Inspection combined)	0.000	0.000	0.960	0.000	0.000	0.000	0.034	0.002	0.001	0.002	0.000	0.002	1.00	Poles	Summary	
# of Poles Returned													707	Poles	Summary	
# of Backlog Poles													23	Poles	Summary	
Total Poles received	40	48	9123	38	14	6	391	15	8	17	11	21	9732	Poles	Summary	
% of Poles Billed													92.50%	Poles	Summary	
% of Poles returned													7.26%	Poles	Summary	
% of Backlog Poles													0.24%	Poles	Summary	
																100.00%

-  = 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
DEC 2015 - NOV 2016

		MBR CODE	2015 DEC	2016 JAN	2016 FEB	2016 MAR	2016 APR	2016 MAY	2016 JUNE	2016 JULY	2016 AUG	2016 SEP	2016 OCT	2016 NOV	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	0	1	1	1	1	1	10	91%	TWC
14	XO Communications	NXT		1	1	1	1	0	1	1	1	1	1	1	10	91%	NXT
15	Crown Castle NG West Inc.	NG		1	1	0	1	1	1	1	1	1	1	1	10	91%	NG
16	NewPath Networks	NPN		1	1	0	1	1	1	1	1	1	1	1	10	91%	NPN
17	CA-CLEC LLC	CCI		1	1	0	1	1	1	1	1	1	1	1	10	91%	CCI
18	ExteNet Systems	EXT		1	1	0	1	1	1	1	1	1	1	1	10	91%	EXT
19	City of Vernon	V		1	1	1	1	1	1	1	0	1	1	1	10	91%	V
20	City of Lompoc	LLW		1	1	1	1	1	1	1	1	0	1	1	10	91%	LLW
21	City of Colton	F		1	1	0	1	1	1	0	1	1	1	1	9	82%	F
22	City of Banning	COB		1	1	0	1	1	1	0	1	1	1	1	9	82%	COB
23	City of Glendale	A		1	1	1	1	1	0	1	1	1	1	0	9	82%	A
24	City of Pasadena	MP		1	1	0	1	1	1	1	1	1	1	0	9	82%	MP
25	City of Anaheim	D		1	0	1	1	1	1	1	0	1	0	1	8	73%	D
26	City of Azusa	MA		1	0	1	1	1	1	0	1	1	1	0	8	73%	MA
27	MCI/Metro	ATS		1	1	1	0	0	1	0	1	1	0	1	7	64%	ATS
28	MCI Communications	MCI		1	1	1	0	0	1	0	1	1	0	1	7	64%	MCI
29	City of Riverside	J		0	1	1	1	1	0	0	0	1	1	1	7	64%	J
30	Mpower/TelePacific	ICG		0	1	1	0	0	1	1	1	0	1	1	7	64%	ICG
31	ATC Outdoor DAS	AMT		1	1	1	0	1	1	0	1	0	1	0	7	64%	AMT
32	Golden State Water	SCW		1	0	1	0	1	1	1	1	0	0	0	6	55%	SCW
33																	
Total			0	30	29	25	27	28	29	25	29	28	28	27			

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

Southern California Joint Pole Committee

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

February 15, 2017

A regular meeting of the **Operating Committee** took place on the above date, at 11:10 am., at the Committee office.

Those in attendance were:

Mr. William Kearns	Frontier Communications
Ms. Megan Stewart	Frontier Communications
Mr. Ed Loescher	Frontier Communications
Mr. Steve Brown	City of Los Angeles
Mr. Jeffrey Williams	City of Los Angeles
Mr. Chris Cravens	City of Los Angeles
Ms. Lynn Prescott	Verizon Wireless
Mr. David Campo	City of Lompoc
Mr. Ayman Arraj	City of Burbank
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. Samatha Carrillo	Time-Warner Cable
Ms. Lupe Hernandez	Teleport Communications America, LLC
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Mr. Joe Armstrong	City of Pasadena
Ms. Maria Ortiz	XO Communications
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Mia Tran	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Adam Wood	Mobilitie
Ms. Shawn Henderson	T-Mobile USA
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
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Chairperson, Mr. Kearns called the meeting to order at 11:10 am. by addressing the first item on the agenda, the review of the **prior meeting minutes**. The members reviewed the January 18, 2017 meeting minutes. There were no questions or comments.

The second agenda item is the review of the **January 2017 expense sheets**. There were no questions or comments on the month's expenses.

The third agenda item is the **Accounts Receivable**. Ms. Pranata reported that remittance has been received for all invoices for Frontier Communications bringing them to current status. She added that Mobilitie is now current as well. However, in that the accounts receivable total is greater than usual, Ms. Pranata requested a status update from those members outstanding. Mr. Serrato stated that Crown Castle remittances are in process. Ms. Henderson reported that T-Mobile remittance has been mailed. Mr. Williams stated that he has forwarded all outstanding invoices for payment. There were no further comments or questions.

The fourth item on the agenda is the **January 2017 JPA Member Activity** report. There were no questions or comments.

The fifth item on the agenda is **Member Board Attendance**. It was noted that Golden State Water has fallen below 50% attendance. Ms. Pranata reported that she has received an request from Golden State Water which will be discussed in Miscellaneous on the agenda.

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Allen reported that the office received 1,000 JPA's with 5,600 poles and there are 45 JPA's in back log with about 340 poles. She added that NG is submitting many multi JPAs resulting in the current backlog.

Ms. Pranata reported that the month was closed earlier than usual due to February being a short month and the holiday. There were no further questions or comments.

The seventh item on the agenda is **Pulling Final JPAs after Form 44 are generated (SCE 2/6/2017)**. Mr. LaBarge opened by stating that the JPC office sends a Form 44 draft to SCE, and members are pulling the JPAs that are the Form. This creates a problem for SCE in that this disrupts their month's processing cycle in that these JPAs are accounted for. He would like discussion on a cut-off date to pulling JPAs once the draft has been sent. Ms. Pranata reported that SCE is the only member that receives drafts.

Ms. Hernandez inquired of the purpose of the draft for SCE. Ms. Pearson responded that it aids in their financial accounting. Ms. Black inquired when a member no longer would be allowed to pull a final JPA in that this would require discussion with Ms. Carmichael.

Ms. Pearson suggested the 25th of the month as the last date to pull final JPAs. Ms. Black responded that she would share this information with Ms. Carmichael.

Ms. Pranata stated that there are instances when SCE requests earlier closing dates therefore a specific date may not suffice.

Ms. Black stated that she would relay the proposed 25th of the month as a cut-off date for pulling final JPAs to Ms. Carmichael. This item will be discussed further.

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

SCW (Golden State Water) request to waive \$500 Attendance Penalty

Ms. Pranata stated that the members have a copy of the email sent from SCW. After brief discussion the consensus is that the penalty would not be waived.

WebEx Upgrade

Ms. Pranata inquired if the members are of the opinion that the current WebEx plan should be upgraded. Currently, the plan is limited to 25 attendees. The upgrade would be \$99.00 a month up by \$30 allowing 100 attendees. After a brief discussion it was agreed that this issue would be on the Discussion Calendar of the next Board meeting.

New Router

Ms. Pranata stated that the members have discussed purchasing a new router. She inquired if the members would like her to purchase one and if they would approve a budget of \$300.00 for this expenditure. The members approved the expenditure.

SCE PG&E Billing by JPC office

Mr. Brown reiterated that SCE would pay any costs of this project. He added that there are approximately 50 to 55 JPAs. The members are SCE and PG&E only. Ms. Pranata inquired where in the priority order would this stand. It was agreed that the JPC office would dedicate x number of hours to this project and bill SCE for these dedicated hours. Ms. Pranata stated that if these JPAs are included in the JPC data base they will be reflected in the Form 44. The consensus is that the JPC office and SCE would address the details.

Review of Action Items

- SCE to establish cut-off date for pulling final JPAs (proposed 25th).
- AT&T to discuss 25th as cut-off date for pulling finals.
- JPC office and SCE to discuss PG&E billing.
- Ms. Pranata to purchase router.

The meeting adjourned at 11:40 until March 15, 2017.

Jennie Corella – Committee Transcriber

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

OPERATING EXPENSES		January 31, 2017			YTD Through January 31, 2017				Annual
	Details	Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	%	Budget
<u>EMPLOYEE EXPENSE</u>									
Salaries		40,373	34,252.48	6,120	40,373	34,252.48	6,120	15%	484,472
Regular	32,243.20								
Contract Labor	2,009.28								
Insurance		5,971	4,392.29	1,579	5,971	4,392.29	1,579	26%	71,650
Health/Dental	4,392.29								
Life (quarterly)	-								
Payroll Taxes	2016 FUTA adjustments	3,432	4,248.44	(817)	3,432	4,248.44	(817)	-24%	41,180
Workers Compensation		292	244.66	47	292	244.66	47	16%	3,500
Travel/Misc. Exp.		150	101.44	49	150	101.44	49	32%	1,800
<u>PENSION EXPENSE</u>									
Contribution-SEP IRA		4,239	3,125.14	1,114	4,239	3,125.14	1,114	26%	50,870
<u>MONTHLY RECURRING</u>									
Rent		8,392	8,134.44	258	8,392	8,134.44	258	3%	100,709
Alarm System	Quarterly	46	-	46	46	-	46	100%	550
Telephone (Frontier)		610	599.82	10	610	599.82	10	2%	7,320
Cisco WebEx Plan		90	69.00	21	90	69.00	21	23%	1,080
Postage & Shipping		167	153.59	13	167	153.59	13	8%	2,000
Business/Property Insurance	Pro-Rated	167	789.91	(623)	167	789.91	(623)	-374%	2,000
Committee Meetings		400	281.19	119	400	281.19	119	30%	4,800
<u>EQUIPMENT & FURNITURE</u>									
Copy Machine - CBE		175	122.08	53	175	122.08	53	30%	2,100

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

OPERATING EXPENSES		January 31, 2017			YTD Through January 31, 2017				Annual
	Details	Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	%	Budget
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
Data Center Hosting-Hardev		1,000	600.00	400	1,000	600.00	400	40%	12,000
Email/Domain Host/Sharefile		42	32.95	9	42	32.95	9	21%	500
		-			-		-		
Computer (Supplies,Maintenance,Repair)	Supplies for new staff & new station	125	278.31	(153)	125	278.31	(153)	-123%	1,500
Cal Net Off-Site Back-up		417	299.00	118	417	299.00	118	28%	5,000
PRINTING & SUPPLY									
Office Printing		150	55.17	95	150	55.17	95	63%	1,800
Office Supplies		167	206.02	(39)	167	206.02	(39)	-24%	2,000
CONTRACT SERVICES									
Auditor	Pro-Rated	580	548.00	32	580	548.00	32	5%	6,955
Attorney*		542	-	542	542	-	542	100%	6,500
GENERAL EXPENSE									
Sure Payroll Fees		142	125.55	16	142	125.55	16	11%	1,700
Bank fees/Chk printing	Pro-Rated	17	-	17	17	-	17	100%	200
Publications/Subscriptions/Reference		17	-	17	17	-	17	100%	200
Seminars & Tuition		125	-	125	125	-	125	100%	1,500
Member Retirement & celebration		125	-	125	125	-	125	100%	1,500
Total Operating Expenses		69,432.17	59,959.48	9,472.69	69,432.17	59,959.48	9,472.69	14%	833,186.00

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

OPERATING EXPENSES		January 31, 2017				YTD Through January 31, 2017				Annual
									%	
	Details	Budgeted	Recorded	Variance		Budgeted	Recorded	Variance	Variance	Budget
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT										
COMPUTER SYSTEM										
Software Purchase (& website mods)		833	-	833		833	-	833	100%	10,000
FRIEND modification*		2,813	-	2,813		2,813	-	2,813	100%	33,750
NJUNS Fee (once a year)*		875	-	875		875	-	875	100%	10,500
EQUIPMENT & FURNITURE	Pro-Rated									
Purchases/Leases (GE Capital)		358	348.80	10		358	348.80	10	3%	4,300
Hardware Purchase	New staff computer systems	300	1,368.00	(1,068)		300	1,368.00	(1,068)	-356%	3,600
LONG TERM LIABILITY CURRENT							-			
							-			
							-			
Total Capital Investments & Long Term Liabilities Current		5,179.17	1,716.80	3,462.37		5,179.17	1,716.80	3,462.37	67%	62,150
Interest Earned/Misc Income		(0.08)	(0.08)			(0.08)	(0.08)			
		74,611.25	61,676.20	12,935.05		74,611.25	61,676.20	12,935.05	17%	895,336.00
*Items in blue are assessed equally										
Prepared as of: 2/6/2017										

Delinquent Accounts
As of 2/9/2017

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	Status from Member
AT&T Mobility	Oct. '16	Nov. 30, 2016	\$ 639.70	19205	2/3/2017	Emailed/Mailed: Yvonne Johnson	KA	JT	1/5/2017	
AT&T Mobility	Nov' 16'	Dec. 31, 2016	\$ 705.33	19240	2/3/2017	Emailed/Mailed: Yvonne Johnson	KA	KA	2/3/2017	
CA-Clec LLC	Nov' 16'	Dec. 31, 2016	\$ 585.72	19243				KA	2/3/2017	Check sent
City of Los Angeles	Aug. '16	Sept. 30, 2016	\$ 4,316.49	19129	11/17&12/15, 2/3	Alex Zaval	JT	JT	11/17/2016	Check sent
City of Los Angeles	Sept. '16	Oct. 31, 2016	\$ 6,531.56	19164	12/16, 2/3	Alex Zaval	JT	JT	12/15/2016	Check sent
City of Los Angeles	Oct. '16	Nov. 30, 2016	\$ 4,063.21	19199	2/3/2017	Emailed: Steve Brown, Chris Cravens, Jeff Will	KA	JT	1/5/2017	Check sent
City of Los Angeles	Nov' 16'	Dec. 31, 2016	\$ 4,147.46	19234	2/3/2017	Emailed: Steve Brown, Chris Cravens, Jeff Will	KA	KA	2/3/2017	Check sent
Crown Castle	Nov' 16'	Dec. 31, 2016	\$ 1,374.76	19254				KA	2/3/2017	Check sent
Frontier Comm.	Aug. '16	Sept. 30, 2016	\$10,201.68	19133	11/17&12/15 & 2/7	Sandy Weber / emailed Wkearns	JT / AP	JT	11/17/2016	Check sent
Frontier Comm.	Sept. '16	Oct. 31, 2016	\$13,883.84	19168	12/15/2016 & 2/7	Sandy Weber / emailed Wkearns	JT / AP	JT	12/15/2016	Check sent
Frontier Comm.	Oct. '16	Nov. 30, 2016	\$ 9,517.24	19203	2/3/2017 & 2/7	Mailed:Sandy Weber / emailed Wkearns	KA / AP	JT	1/5/2017	Check sent
Frontier Comm.	Nov' 16'	Dec. 31, 2016	\$ 9,791.27	19238	2/3/2017 & 2/7	Mailed:Sandy Weber / emailed Wkearns	KA / AP	KA	2/3/2017	Check sent
MCI Metro/ATS	Nov' 16'	Dec. 31, 2016	\$ 747.25	19241				KA	2/3/2017	
MCI Telecommunications	Nov' 16'	Dec. 31, 2016	\$ 619.89	19242				KA	2/3/2017	
Mobilitie, LLC	Nov' 16'	Dec. 31, 2016	\$ 703.44	19260				KA	2/3/2017	Check sent
Mpower/Telepacific	Nov' 16'	Dec. 31, 2016	\$ 602.03	19239				KA	2/3/2017	
Newpath Networks	Nov' 16'	Dec. 31, 2016	\$ 613.68	19257				KA	2/3/2017	
T-Mobile USA, INC	Oct. '16	Nov. 30, 2016	\$ 572.21	19212	2/3/2017	Emailed/Mailed: Shawn Henderson	KA	JT	1/5/2017 2/3/2017	
T-Mobile USA, INC	Nov' 16'	Dec. 31, 2016	\$ 677.07	19247	2/3/2017	Emailed/Mailed: Shawn Henderson	KA	KA	2/3/2017	
Time Warner - TWN	Oct. '16	Nov. 30, 2016	\$ 371.91	19217	2/3/2017	Mailed Emir Erba	KA	JT	1/5/2017	Researching
Time Warner - TWN	Nov' 16'	Dec. 31, 2016	\$ 425.29	19252	2/3/2017	Mailed Emir Erba	KA	KA	2/3/2017	Researching
Time Warner - TWS	Nov' 16'	Dec. 31, 2016	\$ 374.42	19251	2/3/2017	Mailed Bernadette McThomas	KA	KA	2/3/2017	Researching
Verizon Wireless	July '16	Aug. 31, 2016	\$ 1,452.91	19086	11/17&12/15	E-mail: James Little & Dino Amico	JT	JT	11/17/2016	
Verizon Wireless	Aug. '16	Sept. 30, 2016	\$ 893.82	19121	11/17&12/15	E-mail: James Little & Dino Amico	JT	JT	11/17/2016	
Verizon Wireless	Sept. '16	Oct. 31, 2016	\$ 2,256.82	19156	12/15/2016	E-mail: James Little & Dino Amico	JT	JT	12/15/2016	
Verizon Wireless	Oct. '16	Nov. 30, 2016	\$ 892.40	19191	2/3/2017	E-mail: J. Little, D.Amico, L. Hern	KA	JT	1/5/2017	
Verizon Wireless	Nov' 16'	Dec. 31, 2016	\$ 962.09	19226	2/3/2017	E-mail: J. Little, D.Amico, L. Hern	KA	KA	2/3/2017	
XO Comm.	Oct. '16	Nov. 30, 2016	\$ 613.77	19215	2/3/2017	Emailed: Maria Ortiz Mailed: A/P	KA	JT	1/5/2017	Researching
XO Comm.	Nov' 16'	Dec. 31, 2016	\$ 678.93	19250	2/3/2017	Emailed: Maria Ortiz Mailed: A/P	KA	KA	2/3/2017	Researching

As of 02/09/2017

\$79,216.19

TOTAL

\$79,216.19

Delinquent Accounts - 30 Days past due.

Past due notices will be sent out when 60 days have elapsed.

S:\EXCEL\ACCTREC

JAN '17 ACTIVITY

[illegible]

-  = 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
FEB 2016 - JAN 2017

		MBR CODE	2016 FEB	2016 MAR	2016 APR	2016 MAY	2016 JUNE	2016 JULY	2016 AUG	2016 SEP	2016 OCT	2016 NOV	2016 DEC	2017 JAN	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		0	10	91%	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	0	1	1	1	1	1		1	10	91%	TWC
14	XO Communications	NXT	1	1	1	0	1	1	1	1	1	1		1	10	91%	NXT
15	Crown Castle NG West Inc.	NG	1	0	1	1	1	1	1	1	1	1		1	10	91%	NG
16	NewPath Networks	NPN	1	0	1	1	1	1	1	1	1	1		1	10	91%	NPN
17	CA-CLEC LLC	CCI	1	0	1	1	1	1	1	1	1	1		1	10	91%	CCI
18	ExteNet Systems	EXT	1	0	1	1	1	1	1	1	1	1		0	9	82%	EXT
19	City of Vernon	V	1	1	1	1	1	1	0	1	1	1		1	10	91%	V
20	City of Lompoc	LLW	1	1	1	1	1	1	1	0	1	1		1	10	91%	LLW
21	City of Colton	F	1	0	1	1	1	0	1	1	1	1		1	9	82%	F
22	City of Banning	COB	1	0	1	1	1	0	1	1	1	1		1	9	82%	COB
23	City of Glendale	A	1	1	1	1	0	1	1	1	1	0		1	9	82%	A
24	City of Pasadena	MP	1	0	1	1	1	1	1	1	1	0		1	9	82%	MP
25	City of Anaheim	D	0	1	1	1	1	1	0	1	0	1		1	8	73%	D
26	City of Azusa	MA	0	1	1	1	1	0	1	1	1	0		1	8	73%	MA
27	MCI/Metro	ATS	1	1	0	0	1	0	1	1	0	1		1	7	64%	ATS
28	MCI Communications	MCI	1	1	0	0	1	0	1	1	0	1		1	7	64%	MCI
29	City of Riverside	J	1	1	1	1	0	0	0	1	1	1		1	8	73%	J
30	Mpower/TelePacific	ICG	1	1	0	0	1	1	1	0	1	1		1	8	73%	ICG
31	ATC Outdoor DAS	AMT	1	1	0	1	1	0	1	0	1	0		0	6	55%	AMT
32	Golden State Water	SCW	0	1	0	1	1	1	1	0	0	0		0	5	45%	SCW
33																	
Total			29	25	27	28	29	25	29	28	28	27	0	28			

Angela Pranata

From: Duchateau, Sherri <Sherri.Duchateau@bves.com>
Sent: Tuesday, February 07, 2017 1:48 PM
To: Angela Pranata
Subject: RE: SCJPC Admin Board Attendance at 55%
Attachments: Member Contact Information NEW 09162016.docx

Good Morning Angela,

Bear Valley Electric supplies service to 23,000 customers and within the engineering department we have a small staff of 4 people. Bridgette Burton is no longer with the company, she was my alternate for attending the JPA meetings. We have currently hired a replacement and this person will be added as my alternate. The form is provided in an attachment with this email, to update the alternate information.

Most recently we have had several emergency storm situations where it would not have been possible for any of our staff to attend. I have also been out ill with personal medical issues. I am hoping that the \$500 penalty can be waived, as my attendance prior to the last 4 meetings has been 100%.

Thank you,

Sherri DuChateau

Engineering Inspector
Bear Valley Electric Service
A Division of Golden State Water Company
42020 Garstin Drive • PO Box 1547 • Big Bear Lake, CA 92315
(909-866-4678 ext 143) 909-866-5056 fax



From: Angela Pranata [mailto:angela@scjpc.net]
Sent: Monday, February 06, 2017 11:12 AM
To: Duchateau, Sherri
Subject: RE: SCJPC Admin Board Attendance at 55%
Importance: High

Hi Sherri,

Southern California Joint Pole Committee

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

March 15, 2017

A regular meeting of the **Operating Committee** took place on the above date, at 10:30 am., at the Committee office.

Those in attendance were:

Mr. William Kearns	Frontier Communications
Ms. Megan Stewart	Frontier Communications
Mr. Ed Loescher	Frontier Communications
Mr. Steve Brown	City of Los Angeles
Mr. Jeffrey Williams	City of Los Angeles
Mr. Bryan Strong	Southern California Edison
Ms. April DeBarge	Southern California Edison
Ms. Jessica Pearson	Southern California Edison
Mr. Wayne Brown	Southern California Edison
Ms. Manijeh Carmichael	AT&T California
Mr. Josh Mathisen	AT&T California
Ms. Wendy Mueller	ExTenet Systems
Mr. Joe Armstrong	City of Pasadena
Mr. Earle Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Shawn Henderson	T-Mobile USA
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
Mr. Ayman Arraj	City of Burbank
Mr. Adam Wood	Mobilitie
Mr. Dan Garden	MCI Telecom/MCI Metro
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath/CA-CLEC LLC

Chairperson, Mr. Kearns called the meeting to order at 10:30 am. by addressing the first item on the agenda, the review of the **prior meeting minutes**. The members reviewed the February 15, 2017 meeting minutes. There were no questions or comments.

The second agenda item is the review of the **February 2017 expense sheets**. Ms. Pranata reported that a fellow tenant in the building vacated their office and offered Ms. Pranata boxes of legal paper which she accepted; thus eliminating the need of this monthly purchase. The year end printing supplies may come in under budget due to the charity of the vacating tenant. There were no further questions or comments on the month's expenses.

The third agenda item is the **Accounts Receivable**. The members reviewed the report. There were no questions or comments on this monthly report.

The fourth item on the agenda is the **February 2017 JPA Member Activity** report. Ms. Pearson commented that the majority of JPA's returned are SCE, however, the majority of JPA's submitted are also SCE. There were no further comments or questions.

The fifth item on the agenda is **Member Board Attendance**. Ms. Pranata reported that ATC Outdoor DAS (AMT) has not been attending the Board meetings and has fallen below the required 50% attendance. Therefore, they will be penalized the \$500.00 penalty fee. Ms. Pranata further added that they will continually be assessed the penalty fee until their attendance is 50% or greater.

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Allen reported that the office received 1,175 JPA's with 6,904 poles which is approximately 1,500 more poles than the average monthly receipt. She added that on hold is 580 poles awaiting the approval of the 2017 pole prices. The office returned 2,200 poles with memos attached and will be billed when returned. There were no questions or comments.

The seventh item on the agenda is **Pulling Final JPAs after Form 44 are generated (SCE 2/6/2017)**. Ms. Carmichael stated that JPA's should not be finalized until the billing cycle is closed which in her opinion is the last day of the month. She suggested that SCE final their JPA's at the end of the month and added that AT&T has a large workload and time constraints to review all JPA's as well as does SCE. For clarification, Ms. Pranata commented that the SCE proposed date of the 25th as the monthly billing cut off is unacceptable to AT&T. She added that there are instances when the monthly closing may be prior to the end of the month due to the staff completing all billing of JPA's received in that month. However, she added that she attempts to keep the month open as long as is possible. It is these instances that make closing dates differ.

Ms. Pearson stated that in her opinion a fixed closing date should be agreed upon by the members. Ms. Carmichael responded that the fixed date should be the last day of the current month. Ms. Pearson responded that the last day of the month would not coordinate with the financing aspect of her organization. Ms. Carmichael stated that AT&T requires every day of the month to review the entire workload received by her organization. She added that to avoid issuing a Correction of Record her organization requires every day of the month for review. She further added to close the

month prior to the end of the month would shorten the time her staff required to review the received monthly work.

Ms. Pranata suggested HLA and HSO could receive a list of JPA's to check in advance if they have received the preliminaries. This process is utilized by T, which is an association of AT&T. Ms. Carmichael responded that this procedure could aid her organization.

Ms. Pearson reiterated that SCE requires the five or so days prior to the end of the month in order to balance their financials. However, she would inquire internally if the fixed cut off date for the B/S could be the 28th rather than the 25th.

It was agreed that the JPC office will send AT&T (HSO/HLA) a daily list of JPAs received for verification.

It that a cut off date has not been agreed this issue will be tabled at this time for further discussion next month.

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

WebEx Upgrade

This issue was discussed at the Board meeting and the consensus is the upgrade is not necessary at this time. This issue is now closed.

NCJPA Salary Budget request

Ms. Pranata reported that she received a request from the NCJPA for the SCJPC's salary budget. She inquired if she is allowed to send this information to the NCJPA. It was agreed that the salary budget of the SCJPC is confidential and should not be disclosed to any third party. Ms. Pranata will not send any salary information to the NCJPA.

Review of Action Items

- SCE to inquire internally if the 28th is agreeable as a cut off date.

The meeting adjourned at 11:00 am until April 19, 2017.

Jennie Corella – Committee Transcriber

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

OPERATING EXPENSES		February 28, 2017			YTD Through February 28, 2017				Annual
								%	
	Details	Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	Variance	Budget
<u>EMPLOYEE EXPENSE</u>									
Salaries		40,373	35,772.18	4,600	80,745	70,024.66	10,721	13%	484,472
Regular	32,243.20					-			
Contract Labor	3,528.98					-			
						-			
Insurance		5,971	4,470.31	1,501	11,942	8,862.60	3,079	26%	71,650
Health/Dental	4,470.31					-			
Life (quarterly)	-					-			
						-			
Payroll Taxes		3,432	2,936.93	495	6,863	7,185.37	(322)	-5%	41,180
Workers Compensation		292	244.66	47	583	489.32	94	16%	3,500
Travel/Misc. Exp.		150	152.71	(3)	300	254.15	46	15%	1,800
						-			
						-			
<u>PENSION EXPENSE</u>									
Contribution-SEP IRA		4,239	3,125.14	1,114	8,478	6,250.28	2,228	26%	50,870
						-			
						-			
<u>MONTHLY RECURRING</u>									
Rent		8,392	8,134.44	258	16,785	16,268.88	516	3%	100,709
Alarm System	Quarterly	46	-	46	92	-	92	100%	550
Telephone (Frontier)		610	602.51	7	1,220	1,202.33	18	1%	7,320
Cisco WebEx Plan		90	69.00	21	180	138.00	42	23%	1,080
Postage & Shipping		167	171.21	(5)	333	324.80	9	3%	2,000
Business/Property Insurance	Pro-Rated	167	765.10	(598)	333	1,555.01	(1,222)	-367%	2,000
Committee Meetings		400	264.35	136	800	545.54	254	32%	4,800
						-			
						-			
<u>EQUIPMENT & FURNITURE</u>									
						-			
Copy Machine - CBE		175	121.80	53	350	243.88	106	30%	2,100
						-			
						-			

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

OPERATING EXPENSES	Details	February 28, 2017			YTD Through February 28, 2017			% Variance	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-Hardev		1,000	600.00	400	2,000	1,200.00	800	40%	12,000
Email/Domain Host/Sharefile		42	72.85	(31)	83	105.80	(22)	-27%	500
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		125	62.56	62	250	340.87	(91)	-36%	1,500
Cal Net Off-Site Back-up		417	299.00	118	833	598.00	235	28%	5,000
						-			
						-			
PRINTING & SUPPLY						-			
Office Printing	Received free boxes of legal paper for free	150	59.19	91	300	114.36	186	62%	1,800
Office Supplies		167	171.10	(4)	333	377.12	(44)	-13%	2,000
						-			
						-			
CONTRACT SERVICES						-			
Auditor	Pro-Rated	580	-	580	1,159	548.00	611	53%	6,955
Attorney*		542	-	542	1,083	-	1,083	100%	6,500
						-			
GENERAL EXPENSE						-			
Sure Payroll Fees		142	125.55	16	283	251.10	32	11%	1,700
Bank fees/Chk printing	Pro-Rated	17	-	17	33	-	33	100%	200
Publications/Subscriptions/Reference		17	102.64	(86)	33	102.64	(69)	-208%	200
Seminars & Tuition	Seminar for 2 staff	125	498.00	(373)	250	498.00	(248)	-99%	1,500
Member Retirement & celebration		125	-	125	250	-	250	100%	1,500
Total Operating Expenses		69,432.17	60,121.23	9,310.94	138,864.33	120,080.71	18,783.62	14%	833,186.00

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

OPERATING EXPENSES		February 28, 2017			YTD Through February 28, 2017				Annual
								%	
	Details	Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	Variance	Budget
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT									
COMPUTER SYSTEM									
Software Purchase (& website mods)		833	-	833	1,667	-	1,667	100%	10,000
FRIEND modification*		2,813	-	2,813	5,625	-	5,625	100%	33,750
NJUNS Fee (once a year)*		875	-	875	1,750	-	1,750	100%	10,500
EQUIPMENT & FURNITURE	Pro-Rated								
Purchases/Leases (GE Capital)		358	348.00	10	717	696.80	20	3%	4,300
Hardware Purchase		300	-	300	600	1,368.00	(768)	-128%	3,600
LONG TERM LIABILITY CURRENT						-			
						-			
						-			
Total Capital Investments & Long Term Liabilities Current		5,179.17	348.00	4,831.17	10,358.33	2,064.80	8,293.53	80%	62,150
Interest Earned/Misc Income		(0.07)	(0.07)		(0.15)	(0.15)			
		74,611.26	60,469.16	14,142.10	149,222.52	122,145.36	27,077.16	18%	895,336.00
*Items in blue are assessed equally									
Prepared as of: 3/6/2017									

Delinquent Accounts
As of 3/8/2017

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
CA-Clec LLC	Nov' 16'	Dec. 31, 2016	\$ 585.72	19243				KA	2/3/2017
Crown Castle	Nov' 16'	Dec. 31, 2016	\$ 1,374.76	19254				KA	2/3/2017
MCI Metro/ATS	Nov' 16'	Dec. 31, 2016	\$ 747.25	19241				KA	2/3/2017
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XO Comm.	Nov' 16'	Dec. 31, 2016	\$ 678.93	19250	2/3/2017	Emailed: Maria Ortiz Mailed: A/P	KA	KA	2/3/2017

\$6,570.51

TOTAL

\$6,570.51

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FEB ' 17 ACTIVITY

[illegible]

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 = Less than 50% attendance

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**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
MEMBER BOARD MEETING ATTENDANCE
MAR 2016 - FEB 2017**

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2	City of Los Angeles	M	1	1	1	1	1	1	1	1	1		1	1	11	100%	M
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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	City of Burbank	B	1	1	1	1	1	1	1	1	1		1	1	11	100%	B
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12	AT&T Mobility	LAC	1	1	1	1	1	1	1	1	1		0	1	10	91%	LAC
13	Time-Warner	TWC	1	1	1	0	1	1	1	1	1		1	1	10	91%	TWC
14	XO Communications	NXT	1	1	0	1	1	1	1	1	1		1	1	10	91%	NXT
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16	NewPath Networks	NPN	0	1	1	1	1	1	1	1	1		1	1	10	91%	NPN
17	CA-CLEC LLC	CCI	0	1	1	1	1	1	1	1	1		1	1	10	91%	CCI
18	City of Vernon	V	1	1	1	1	1	0	1	1	1		1	1	10	91%	V
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20	City of Colton	F	0	1	1	1	0	1	1	1	1		1	1	9	82%	F
21	City of Banning	COB	0	1	1	1	0	1	1	1	1		1	1	9	82%	COB
22	City of Glendale	A	1	1	1	0	1	1	1	1	0		1	1	9	82%	A
23	City of Pasadena	MP	0	1	1	1	1	1	1	1	0		1	1	9	82%	MP
24	City of Anaheim	D	1	1	1	1	1	0	1	0	1		1	1	9	82%	D
25	City of Azusa	MA	1	1	1	1	0	1	1	1	0		1	1	9	82%	MA
26	City of Riverside	J	1	1	1	0	0	0	1	1	1		1	1	8	73%	J
27	Mpower/TelePacific	ICG	1	0	0	1	1	1	0	1	1		1	1	8	73%	ICG
28	ExteNet Systems	EXT	0	1	1	1	1	1	1	1	1		0	0	8	73%	EXT
29	Golden State Water	SCW	1	0	1	1	1	1	0	0	0		0	1	6	55%	SCW
30	MCI/Metro	ATS	1	0	0	1	0	1	1	0	1		1	0	6	55%	ATS
31	MCI Communications	MCI	1	0	0	1	0	1	1	0	1		1	0	6	55%	MCI
32	ATC Outdoor DAS	AMT	1	0	1	1	0	1	0	1	0		0	0	5	45%	AMT
33																	
	Total		25	27	28	29	25	29	28	28	27		28	28			

Southern California Joint Pole Committee

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

April 19, 2017

A regular meeting of the **Operating Committee** took place on the above date, at 10:40 am., at the Committee office.

Those in attendance were:

Mr. William Kearns	Frontier Communications
Ms. Megan Stewart	Frontier Communications
Mr. Steve Brown	City of Los Angeles
Mr. Jeffrey Williams	City of Los Angeles
Ms. April DeBarge	Southern California Edison
Mr. Wayne Brown	Southern California Edison
Ms. Manijeh Carmichael	AT&T California
Ms. Lynn Prescott	Verizon Wireless
Mr. David Campo	City of Lompoc
Mr. Ayman Arraj	City of Burbank
Mr. Johnny Trang	City of Pasadena
Mr. Joe Armstrong	City of Pasadena
Mr. Daniel Acosta	Mobilitie, LLC
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Shawn Henderson	T-Mobile USA
Ms. Maria Ortiz	XO Communications
Ms. Sherri DuChateau	Golden State Water
Mr. Eric Cardella	Golden State Water
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Lupe Hernandez	Teleport Communications America, LLC
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. Yvonne Johnson	AT&T Mobility
Mr. Dan Garden	MCI Telecom/MCI Metro

Chairperson, Mr. Kearns called the meeting to order at 10:40 am. by addressing the first item on the agenda, the review of the **prior meeting minutes**. The members reviewed the March 15, 2017 meeting minutes. There were no questions or comments.

The second agenda item is the review of the **March 2017 expense sheets**. The members reviewed the monthly expenses. There were no questions or comments on the month's expenses.

The third agenda item is the **Accounts Receivable**. The members reviewed the report. There were no questions or comments on this monthly report.

The fourth item on the agenda is the **March 2017 JPA Member Activity** report. There were no comments or questions.

The fifth item on the agenda is **Member Board Attendance**. Ms. Pranata reported that ATC-Outdoor DAS had not attended the previous two meetings, however was represented at the mornings Board meeting. There were no further comments or questions on this report.

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Allen reported that the office received 1,466 JPA's with 8,710 poles. She added that there is a current back log of 567 JPAs, and 3,193 poles. She further added that the cause for the backlog is an employee has been out on medical leave since March 27, 2017. This employee intends to return next week, however, she may require an additional two weeks. She concluded by stating that the JPA count has increased in the last month by 2,000. There were no comments or questions.

The seventh item on the agenda is **Pulling Final JPAs after Form 44 are generated (SCE 2/6/2017)**. Ms. Pranata opened by inquiring of Edison if the 28th of every month was agreeable. Mr. Brown responded that per his recollection this date was agreeable, however, he is not certain and would like to verify internally before committing to this date.

Ms. De barge inquired if there is a specific criteria why JPAs are pulled after the generation of the Form 44. Ms. Allen responded that when they are instructed by a member to pull a JPA, they do not question the reason behind the pulling and move forward per the members instructions. However, one primary cause for pulling JPAs is non-receipt of the preliminary Form 2 or Form 48.

Mr. Hernandez inquired if the JPA is pulled after the Form 44 is generated since this action is not part of the process. Ms. Pranata responded that the term (generated) is a misnomer, therefore, she will change this agenda item title to *"Last day to pull Final JPAs before Forms 44 final are generated"*.

Ms. Pranata stated that a list is sent to AT&T of JPA's between themselves and Edison for verification of receipt.

Ms. Black stated that AT&T has a resource problem and decreasing the time for verification is not doable on their end.

The consensus is that this item will remain open for further discussion next month.

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

Attendance Policy – SCW

Mr. Cardella opened discussion by stating that in reviewing the Attendance Meeting Policy he discovered that there are exceptions for lack of attendance. In reviewing the exceptions he felt that SCW met those listed exceptions in those instances of missed Board meetings. One missed meeting was due to a storm, the second miss was due to illness, and the third due to an employee leaving his employment. Although the latter is not a labor dispute it is a labor problem. He added that the staff is consisted of four employees, which left them with three when that employee resigned.

He stated that in reading the Agreement exceptions are at the discretion of the Operating committee. However, he added if a member meets the exceptions then the rule of exception should apply. He further added that this language appears conflicting.

The members informed Mr. Cardella that if the Committee is notified that a certain member is unable to attend that month's meeting and relays the cause for lack of attendance and it falls within the exception guidelines; that member would be excused.

Mr. Cardella responded that this information is not to be found in the Attendance Policy or the Agreement, therefore the committee is assuming that members are aware of this protocol for excused absences.

Ms. Hernandez stated that per the Agreement all members are required to attend 80% of the Board meetings, and if they are unable to attend should at a minimum inform the Committee via Ms. Pranata.

Mr. Cardella reiterated that it does not state in the policy or Agreement that if one is unable to attend the monthly Board meeting that part of the process is to inform the Committee. He added that he has become aware of this part of the process after SCW has been penalized.

Ms. Hernandez agreed that this information and language as part of the process is not defined in the Meeting Attendance policy.

Ms. Pranata inquired if it is the responsibility of the Committee to contact the members about their missed meeting attendance or the responsibility of members to contact the committee.

Ms. Hernandez responded that the responsibility is on the member to inform the committee when they are unable to attend. However, as a courtesy the Committee could inform a member that they are falling below the 50% required attendance and may incur a \$500.00 penalty fee. Also, as a courtesy members should inform the Committee about their absence.

After discussion it was agreed that revisions to the Attendance Policy is required for the sake of clarity. Item: 1633 – Review of Meeting Attendance Policy has been assigned to this ad hoc committee.

It was agreed that the issues Mr. Cardella brought to the table are warranted, and prompted a review of the Attendance Policy.

Mr. Serrato proposed to reverse the \$500.00 penalty fee assessed to Golden State Water, Mr. Steve Brown seconded the proposal, therefore the consensus is to reverse the fee.

The Operating Committee will revise the current Meeting Attendance Policy. There were no further comments or questions on this item.

SCJPC labor cost hourly rate-\$60.00 as of 2011

Ms. Pranata opened by reporting that the SCJPC office met with SCE to discuss the PG&E/SCE billing project. She stated that as of 2011 the labor rate for third party labor projects was \$60.00. She added that she would like to ascertain if the members approve this rate for 2017 or propose a different rate.

Ms. Hernandez stated that since the staff labor rate has increased since 2011, then the third party labor rate should increase as well.

After brief discussion it was agreed to take the average salary of the Manager of Operations and the supervisor and utilize 1.58 as the loaded labor rate.

Angela's May Vacation Days May 9-12

Ms. Pranata opened by stating that she will be out the above mentioned dates.

June 2017 staff resources

Ms. Pranata stated that as mentioned earlier there is one staff out on medical leave and that two staff members will be out of the office in June 2017. She added that she is taking this opportunity to inform the operating committee that there is the possibility that all work received may not be processed on the Form 44's or some other issues pertaining to staff shortages. She reiterated that she thought it best to make the operating committee aware of this issue.

Ms. Black proposed offering overtime to alleviate this issue. Ms. Allen stated that the office is in back log mode and this issue will create a greater back log.

After brief discussion the consensus is to offer the overtime to staff members, however this should not exceed 8 hours per week per employee.

Ms. Pranata concluded by stating that she will have the 2017 staff evaluation and proposals ready and emailed to the operating committee members for their review by May 3, 2017. She will be soliciting approval of her salary action proposals at the May 17, 2017 Operating committee meetings.

Review of Action Items

- SCE to confirm internally if the 28th is agreeable as a cut off date for pulling JPAs from billing.
- Ms. Pranata will present her proposal on overtime to aide in eliminating the current back log

- Ms. Pranata will provide her proposal for the labor rate for work performed by the JPC staff for third parties.
- Mr. Pranata will email Operating Committee members her 2017 proposed salary action and evaluations for committee staff by May 3, 2017.

The meeting adjourned at 12:00 pm until May 17, 2017.

Jennie Corella – Committee Transcriber

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

OPERATING EXPENSES		March 31, 2017			YTD Through March 31, 2017			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
<u>EMPLOYEE EXPENSE</u>									
Salaries	3 PAYCHECKS	40,373	51,651.73	(11,279)	121,118	121,676.39	(558)	0%	484,472
Regular		48,364.80				-			
Contract Labor		3,286.93				-			
						-			
Insurance		5,971	4,555.11	1,416	17,913	13,417.71	4,495	25%	71,650
Health/Dental		4,387.71				-			
Life (quarterly)		167.40				-			
						-			
Payroll Taxes		3,432	3,799.74	(368)	10,295	10,985.11	(690)	-7%	41,180
Workers Compensation		292	244.66	47	875	733.98	141	16%	3,500
Travel/Misc. Exp.		150	97.57	52	450	351.72	98	22%	1,800
						-			
						-			
<u>PENSION EXPENSE</u>									
Contribution-SEP IRA	3 PAYCHECKS	4,239	4,687.70	(449)	12,718	10,937.98	1,780	14%	50,870
						-			
						-			
<u>MONTHLY RECURRING</u>									
Rent		8,392	8,134.44	258	25,177	24,403.32	774	3%	100,709
Alarm System	Quarterly	46	140.97	(95)	138	140.97	(3)	-3%	550
Telephone (Frontier)		610	599.82	10	1,830	1,802.15	28	2%	7,320
Cisco WebEx Plan		90	69.00	21	270	207.00	63	23%	1,080
Postage & Shipping		167	212.02	(45)	500	536.82	(37)	-7%	2,000
Business/Property Insurance	Pro-Rated	167	-	167	500	1,555.01	(1,055)	-211%	2,000
Committee Meetings		400	307.47	93	1,200	853.01	347	29%	4,800
						-			
						-			
<u>EQUIPMENT & FURNITURE</u>									
						-			
Copy Machine - CBE		175	121.80	53	525	365.68	159	30%	2,100
						-			
						-			

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

OPERATING EXPENSES	Details	March 31, 2017			YTD Through March 31, 2017			%	Annual
		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-Hardev		1,000	600.00	400	3,000	1,800.00	1,200	40%	12,000
Email/Domain Host/Sharefile		42	32.95	9	125	138.75	(14)	-11%	500
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		125	79.32	46	375	420.19	(45)	-12%	1,500
Cal Net Off-Site Back-up		417	299.00	118	1,250	897.00	353	28%	5,000
						-			
						-			
PRINTING & SUPPLY						-			
Office Printing		150	115.29	35	450	229.65	220	49%	1,800
Office Supplies		167	84.01	83	500	461.13	39	8%	2,000
						-			
						-			
CONTRACT SERVICES						-			
Auditor	Pro-Rated	580	721.00	(141)	1,739	1,269.00	470	27%	6,955
Attorney*		542	-	542	1,625	-	1,625	100%	6,500
						-			
GENERAL EXPENSE						-			
Sure Payroll Fees		142	182.44	(41)	425	433.54	(9)	-2%	1,700
Bank fees/Chk printing	Pro-Rated	17	-	17	50	-	50	100%	200
Publications/Subscriptions/Reference		17	-	17	50	102.64	(53)	-105%	200
Seminars & Tuition		125	-	125	375	498.00	(123)	-33%	1,500
Member Retirement & celebration		125	-	125	375	-	375	100%	1,500
Total Operating Expenses		69,432.17	78,036.04	(8,603.87)	208,296.50	198,116.75	10,179.75	5%	833,186.00

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

OPERATING EXPENSES		March 31, 2017				YTD Through March 31, 2017				Annual
	Details	Budgeted	Recorded	Variance		Budgeted	Recorded	Variance	%	Budget
									Variance	
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT										
COMPUTER SYSTEM										
Software Purchase (& website mods)		833	-	833		2,500	-	2,500	100%	10,000
FRIEND modification*		2,813	-	2,813		8,438	-	8,438	100%	33,750
NJUNS Fee (once a year)*		875	-	875		2,625	-	2,625	100%	10,500
EQUIPMENT & FURNITURE	Pro-Rated									
Purchases/Leases (GE Capital)		358	348.00	10		1,075	1,044.80	30	3%	4,300
Hardware Purchase		300	-	300		900	1,368.00	(468)	-52%	3,600
LONG TERM LIABILITY CURRENT							-			
							-			
							-			
Total Capital Investments & Long Term Liabilities Current		5,179.17	348.00	4,831.17		15,537.50	2,412.80	13,124.70	84%	62,150
Interest Earned/Misc Income		(0.08)	(0.08)			(0.23)	(0.23)			
		74,611.25	78,383.96	(3,772.71)		223,833.77	200,529.32	23,304.45	10%	895,336.00
*Items in blue are assessed equally										
Prepared as of: 4/5/2017										

Delinquent Accounts
As of 4/12/2017

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' 17'	Feb. 28, 2017	\$ 703.58	19310				KA	4/7/2017
CA-Clec LLC	Nov' 16'	Dec. 31, 2016	\$ 585.72	19243	4/7/2017	Mailed: Crown Castle NG West	KA	KA	2/3/2017
Crown Castle	Nov' 16'	Dec. 31, 2016	\$ 1,374.76	19254	4/7/2017	Mailed: Crown Castle NG West		KA	2/3/2017
City of Los Angeles, DWP	Jan' 17'	Feb. 28, 2017	\$ 4,463.49	19304				KA	4/7/2017
Mpower Comm.	Jan' 17'	Feb. 28, 2017	\$ 633.96	19309				KA	4/7/2017
Newpath Networks	Nov' 16'	Dec. 31, 2016	\$ 613.68	19257	4/7/2017	Mailed: Crown Castle NG West	KA	KA	2/3/2017
Sprint-Nextel Corp	Jan' 17'	Feb. 28, 2017	\$ 644.86	19307				KA	4/7/2017
Time Warner - TWS	Nov' 16'	Dec. 31, 2016	\$ 374.42	19251	2/3, 4/7	Mailed Bernadette McThomas	KA	KA	2/3/2017
Time Warner - TWS	Jan' 17'	Feb. 28, 2017	\$ 354.09	19321				KA	4/7/2017
Time Warner - TWN	Jan' 17'	Feb. 28, 2017	\$ 409.04	19322				KA	4/7/2017
Verizon Wireless	Dec' 16	Jan. 31, 2017	\$ 919.90	19261	4/7/2017	Emailed:P James, Dino, Lupe	KA	KA	4/7/2017
Verizon Wireless	Jan' 17'	Feb. 28, 2017	\$ 980.94	19296				KA	4/7/2017
XO Comm.	Oct. '16	Nov. 30, 2016	\$ 613.77	19215	2/3, 4/7	Emailed: Maria Ortiz Mailed: A/P	KA	JT	1/5/2017
XO Comm.	Nov' 16'	Dec. 31, 2016	\$ 678.93	19250	2/3, 4/7	Emailed: Maria Ortiz Mailed: A/P	KA	KA	2/3/2017
XO Comm.	Dec' 16	Jan. 31, 2017	\$ 632.99	19285	2/3, 4/7			KA	4/7/2017

\$13,984.13

TOTAL

\$13,984.13

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

S:\EXCEL\ACCTREC

Member Activity

MAR' 17 ACTIVITY

Member	ATC	B	E	H/T	J	LLW	MCI	MP	NG	NPN	PBM	SCW	TCA	TWC	V	Totals	YTD		
Joint JPAs Billed		2	598		17			3	10			5			1	636	1962	JPA	Joint
% of Joint JPAs Billed	0.000	0.003	0.940	0.000	0.027	0.000	0.000	0.005	0.016	0.000	0.000	0.008	0.000	0.000	0.002	1.00		JPA	Joint
Joint JPAs Returned	1	2	150	1	10	1	1	2	4			1				173	360	JPA	Joint
Joint JPAs Backlog			52		4	1										57	110	JPA	Joint
Total Joint JPAs Received	1	4	800	1	31	2	1	5	14	0	0	6	0	0	1	866	2432	JPA	Joint
Multi JPAs Billed	5		68					1	83	4	6		1	1		169	512	JPA	Multi
% of Multi JPAs Billed	0.030	0.000	0.402	0.000	0.000	0.000	0.000	0.006	0.491	0.024	0.036	0.000	0.006	0.006	0.000	1.00		JPA	Multi
Multi JPAs Returned	2		68	1				1	49				1			122	242	JPA	Multi
Multi JPAs Backlog			16						18		1					35	113	JPA	Multi
Total Multi JPAs Received	7	0	152	1	0	0	0	2	150	4	7	0	2	1	0	326	867	JPA	Multi
Total # JPAs Billed	5	2	666	0	17	0	0	4	93	4	6	5	1	1	1	805	2474	JPA	Summary
% of JPAs Billed	0.006	0.002	0.827	0.000	0.021	0.000	0.000	0.005	0.116	0.005	0.007	0.006	0.001	0.001	0.001	1.00		JPA	Summary
# of JPAs Returned																295	602	JPA	Summary
# of Backlog JPAs																92	223	JPA	Summary
Total JPAs received	8	4	952	2	31	2	1	7	164	4	7	6	2	1	1	1192	3299	JPA	Summary
% of JPAs Billed																67.53%		JPA	Summary
% of JPAs returned																24.75%		JPA	Summary
% of Backlog JPAs																7.72%		JPA	Summary
																			100.00%
Member	ATC	B	E	H/T	J	LLW	MCI	MP	NG	NPN	PBM	SCW	TCA	TWC	V	Totals			
Poles Billed (Joint JPAs)		8	2366		34			4	35			7			2	2456	7607	Poles	
Poles Returned (joint)	2	5	1120	2	20	16	2	4	8			2				1181	2473	Poles	
Poles Backlog (joint)			365		8	2										375	770	Poles	
Poles Billed (Multi JPAs)	54		453					2	579	54	107		1	2		1252	3298	Poles	
Poles Returned (multi)	29		809	7				6	574				27			1452	2646	Poles	
Poles Backlog (multi)			142						145		10					297	843	Poles	
Inspections Poles Billed			1403													1403	4590	Poles	
Total # Poles Billed (Joint/Multi/Inspection combined)	54	8	4222	0	34	0	0	6	614	54	107	7	1	2	2	5111	15495	Poles	Summary
% of Total Poles Billed (Joint/Multi/Inspection combined)	0.011	0.002	0.826	0.000	0.007	0.000	0.000	0.001	0.120	0.011	0.021	0.001	0.000	0.000	0.000	1.00		Poles	Summary
# of Poles Returned																2633	5119	Poles	Summary
# of Backlog Poles																672	1613	Poles	Summary
Total Poles received	85	13	6658	9	62	18	2	16	1341	54	117	9	28	2	2	8416	22227	Poles	Summary
% of Poles Billed																60.73%		Poles	Summary
% of Poles returned																31.29%		Poles	Summary
% of Backlog Poles																7.98%		Poles	Summary
100.00%																			

 = Members assessed penalty fee

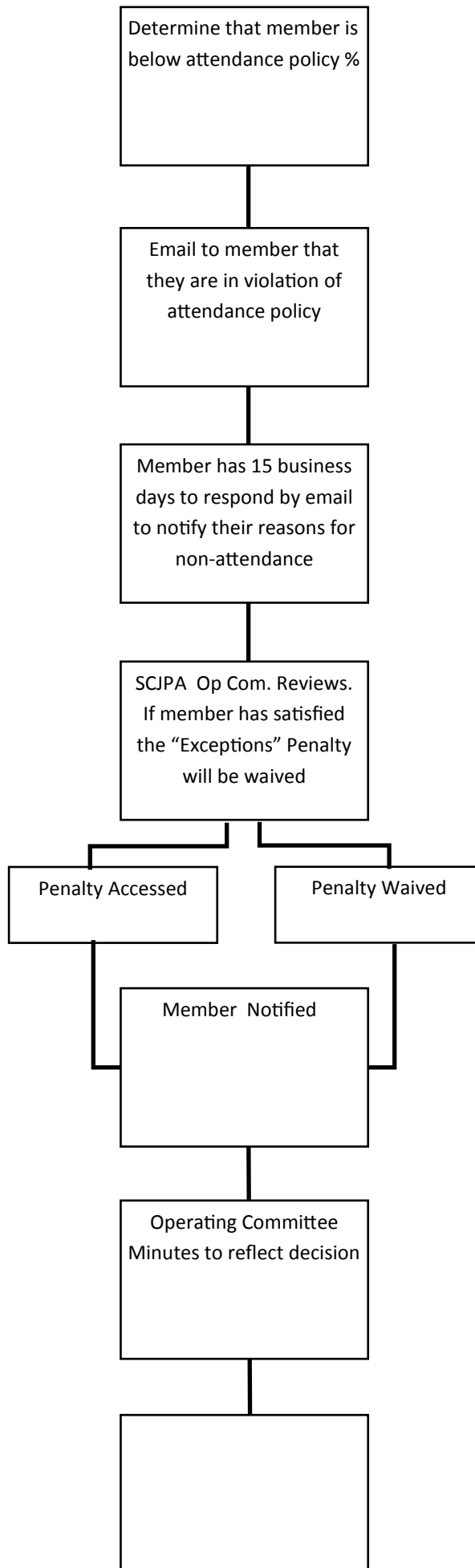
 = Less than 80% but 50% or greater attendance

 = Less than 50% attendance

 = Excused Absence

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
MEMBER BOARD MEETING ATTENDANCE
APR 2016 - MAR 2017

		MBR CODE	2016 APR	2016 MAY	2016 JUNE	2016 JULY	2016 AUG	2016 SEP	2016 OCT	2016 NOV	2016 DEC	2017 JAN	2017 FEB	2017 MAR	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	Frontier Communications	FTR	1	1	1	1	1	1	1	1		1	1	1	11	100%	FTR
4	AT&T California	H / T	1	1	1	1	1	1	1	1		1	1	1	11	100%	H / T
5	T-Mobile, USA	PBM	1	1	1	1	1	1	1	1		1	1	1	11	100%	PBM
6	City of Burbank	B	1	1	1	1	1	1	1	1		1	1	1	11	100%	B
7	Mobilite LLC	MOB	1	1	1	1	1	1	1	1		1	1	1	11	100%	MOB
8	Crown Castle NG West Inc.	NG	1	1	1	1	1	1	1	1		1	1	1	11	100%	NG
9	NewPath Networks	NPN	1	1	1	1	1	1	1	1		1	1	1	11	100%	NPN
10	CA-CLEC LLC	CCI	1	1	1	1	1	1	1	1		1	1	1	11	100%	CCI
11	Sprint-Nextel	SPR	1	1	1	1	1	1	1	1		1	1	0	10	91%	SPR
12	Sprint Communications	FON	1	1	1	1	1	1	1	1		1	1	0	10	91%	FON
13	Teleport Comm America	TCA	1	1	1	1	1	1	1	1		1	1	0	10	91%	TCA
14	Verizon Wireless	ATC	1	1	1	1	1	1	1	1		1	1	0	10	91%	ATC
15	City of Vernon	V	1	1	1	1	0	1	1	1		1	1	1	10	91%	V
16	City of Colton	F	1	1	1	0	1	1	1	1		1	1	1	10	91%	F
17	City of Banning	COB	1	1	1	0	1	1	1	1		1	1	1	10	91%	COB
18	City of Pasadena	MP	1	1	1	1	1	1	1	0		1	1	1	10	91%	MP
19	AT&T Mobility	LAC	1	1	1	1	1	1	1	1		0	1	0	9	82%	LAC
20	Time-Warner	TWC	1	1	0	1	1	1	1	1		1	1	0	9	82%	TWC
21	XO Communications	NXT	1	0	1	1	1	1	1	1		1	1	0	9	82%	NXT
22	City of Lompoc	LLW	1	1	1	1	1	0	1	1		1	1	0	9	82%	LLW
23	City of Glendale	A	1	1	0	1	1	1	1	0		1	1	1	9	82%	A
24	City of Anaheim	D	1	1	1	1	0	1	0	1		1	1	1	9	82%	D
25	City of Azusa	MA	1	1	1	0	1	1	1	0		1	1	1	9	82%	MA
26	ExteNet Systems	EXT	1	1	1	1	1	1	1	1		0	0	1	9	82%	EXT
27	City of Riverside	J	1	1	0	0	0	1	1	1		1	1	1	8	73%	J
28	Mpower/TelePacific	ICG	0	0	1	1	1	0	1	1		1	1	0	7	64%	ICG
29	Golden State Water	SCW	0	1	1	1	1	0	0	0		0	1	1	6	55%	SCW
30	MCI/Metro	ATS	0	0	1	0	1	1	0	1		1	0	1	6	55%	ATS
31	MCI Communications	MCI	0	0	1	0	1	1	0	1		1	0	1	6	55%	MCI
32	ATC Outdoor DAS	AMT	0	1	1	0	1	0	1	0		0	0	0	4	36%	AMT
33																	
Total			27	28	29	25	29	28	28	27		28	28	22			



Southern California Joint Pole Committee

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

May 17, 2017

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
Ms. Megan Stewart	Frontier Communications
Mr. Steve Brown	City of Los Angeles
Ms. Jessica Pearson	Southern California Edison
Ms. April DeBarge	Southern California Edison
Mr. Wayne Brown	Southern California Edison
Ms. Manijeh Carmichael	AT&T California
Mr. Daniel Lippert	City of Burbank
Mr. David Campo	City of Lompoc
Mr. Joe Armstrong	City of Pasadena
Mr. Daniel Acosta	Mobilitie, LLC
Ms. Shawn Henderson	T-Mobile USA
Ms. Maria Ortiz	XO Communications
Ms. Sherri DuChateau	Golden State Water
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Lupe Hernandez	Teleport Communications America, LLC
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff
Ms. Jennie Corella	Committee Transcriber

Those attending via teleconference were:

Ms. Yvonne Johnson	AT&T Mobility
Ms. Lynn Prescott	Verizon Wireless
Mr. Ayman Arraj	City of Burbank
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Mia 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**. There were no questions or comments.

The second agenda item is the review of the **April 2017 expense sheets**. Ms. Pranata reported that the workers compensation premium increased. She arranged a meeting with the agent representing workers comp to inquire the cause of the increase. She added there is the possibility that she will engage another insurance agency to provide workers compensation for the JPC. The members reviewed the monthly expenses. There were no further questions or comments on the month's expenses.

The third agenda item is the **Accounts Receivable**. The members reviewed the report. There were no questions or comments on this monthly report.

The fourth item on the agenda is the **April 2017 JPA Member Activity** report. There were no comments or questions.

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

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Allen reported that the office received 2,327 JPA's with a little over then 11,000 poles. She added that there is a current back log of 877 JPAs, and 4,109 poles. She further added the staff continues to work overtime with the objective of reaching current billing status. She concluded by reporting that they were down two employees in May and two employees will be taking two-week vacations in June. There were no further comments or questions.

The seventh item on the agenda is **Pulling Final JPAs before Final-Form 44 are generated (SCE 2/6/2017)**. Mr. Brown stated that SCE agrees with the 28th of the month as the last date to pull final JPAs before the Finalized Form 44 has been generated. He added that the only exception would be the month of February where the 25th would be agreeable.

Ms. Pranata stated that in the past SCE has requested an earlier cut-off date for pulling finals in the month of December. To this she added that she will require a month's notice if she is expected to cut-off sooner than the 28th of December, or any other month.

The consensus is that this item is now closed to further discussion at this time.

The eighth issue for discussion is **Item 1633: Review of Attendance Policy**. Ms. Pranata opened by displaying the flowchart provided to her by SCW (included in packet). The members reviewed the flowchart. Mr. Acosta noted the the second chart stated that an email should be sent by the JPC that said member is in violation of the attendance policy. He stated that it is incumbent on the member to be aware that they are in violation or falling below the percentage attendance and notify the JPC. Ms. Manijeh added that if they are requesting an exception it is the responsibility of said member to notify the JPC of their request.

The members briefly discussed the flowchart. Ms. Pranata requested that this item be tabled at this time in that Mr. Eric Cardella brought this to the table and she

would like to give him the opportunity to share his thoughts. The consensus is that this item will be tabled at this time.

The ninth item on the agenda is **Miscellaneous Items.**

Review of SCJPC labor cost hourly rate \$56.11 as of May 2017 -PG /SCE project

Ms. Pranata opened by stating that as requested from the previous meeting she took the recommended data and arrived at an hourly labor rate for third party projects. She added that taking the recommended data she arrived at \$56.11 per hour. The consensus is that this hourly labor rate is approved for 2017.

SCJPC Employee Salary Review

Ms. Pranata opened by displaying the employee chart reflecting the proposed salary action based on staff employee scores. The members reviewed the chart. After brief discussion, Mr. Steve Brown proposed to approve the salary action, Mr. Kearns seconded the motion. The consensus is to approve the proposed salary action recommendations provided by Ms. Pranata. The total salary of \$440,365.12 will become effective June 1st 2017; this total reflects a 5.06% increase. Effective August 1st 2017 is a salary of \$442,133.12 reflecting a 5.48% increase.

Mr. Kearns will facilitate the manager of operations annual review in the near future; the manager's salary action will be retroactive to June 1st 2017.

Purchase of Anchor

Ms. Hernandez opened by stating that the members had discussed earlier the cost of purchasing into an existing anchor. She added that currently this purchase is billed proportionately by the number of owners on the anchor. The discussion included changing the billing from proportionately to billing the entire cost. She further added that in her opinion she does not agree with the billing of the entire cost of the anchor. She added that there is no record of the age of the anchor, therefore there is some depreciation. Therefore, she is of the opinion that the current method of billing the purchase of anchors is correct. The members are in agreement.

Review of Action Items

There are no action items.

The meeting adjourned at 10:50 am until June 21, 2017.

Jennie Corella – Committee Transcriber

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

OPERATING EXPENSES		April 30, 2017			YTD Through April 30, 2017			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
<u>EMPLOYEE EXPENSE</u>									
Salaries		40,373	33,863.70	6,509	161,491	155,540.09	5,951	4%	484,472
Regular	30,302.22					-			
Contract Labor	3,561.48					-			
						-			
Insurance		5,971	4,402.61	1,568	23,883	17,820.32	6,063	25%	71,650
Health/Dental	4,402.61					-			
Life (quarterly)	-					-			
						-			
Payroll Taxes		3,432	2,318.13	1,114	13,727	13,303.24	423	3%	41,180
Workers Compensation	Insurance comp made adjustment	292	1,027.66	(736)	1,167	1,761.64	(595)	-51%	3,500
Travel/Misc. Exp.		150	136.87	13	600	488.59	111	19%	1,800
						-			
						-			
<u>PENSION EXPENSE</u>									
Contribution-SEP IRA		4,239	2,921.33	1,318	16,957	13,859.31	3,097	18%	50,870
						-			
						-			
<u>MONTHLY RECURRING</u>									
Rent		8,392	8,134.44	258	33,570	32,537.76	1,032	3%	100,709
Alarm System	Quarterly	46	-	46	183	140.97	42	23%	550
Telephone (Frontier)		610	600.62	9	2,440	2,402.77	37	2%	7,320
Cisco WebEx Plan		90	69.00	21	360	276.00	84	23%	1,080
Postage & Shipping		167	191.55	(25)	667	728.37	(62)	-9%	2,000
Business/Property Insurance	Pro-Rated	167	-	167	667	1,555.01	(888)	-133%	2,000
Committee Meetings		400	320.34	80	1,600	1,173.35	427	27%	4,800
						-			
						-			
<u>EQUIPMENT & FURNITURE</u>									
						-			
Copy Machine - CBE		175	175.90	(1)	700	541.58	158	23%	2,100
						-			
						-			

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

OPERATING EXPENSES		April 30, 2017			YTD Through April 30, 2017			%	Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
	Details							Variance	Budget
						-			
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-Hardev		1,000	600.00	400	4,000	2,400.00	1,600	40%	12,000
Email/Domain Host/Sharefile		42	32.95	9	167	171.70	(5)	-3%	500
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)	New Router	125	428.15	(303)	500	848.34	(348)	-70%	1,500
Cal Net Off-Site Back-up		417	299.00	118	1,667	1,196.00	471	28%	5,000
						-			
						-			
PRINTING & SUPPLY						-			
Office Printing		150	155.85	(6)	600	385.50	215	36%	1,800
Office Supplies		167	201.23	(35)	667	662.36	4	1%	2,000
						-			
						-			
CONTRACT SERVICES						-			
Auditor	Pro-Rated	580	-	580	2,318	1,269.00	1,049	45%	6,955
Attorney*		542	-	542	2,167	-	2,167	100%	6,500
						-			
GENERAL EXPENSE						-			
Sure Payroll Fees		142	125.55	16	567	559.09	8	1%	1,700
Bank fees/Chk printing	Pro-Rated	17	-	17	67	-	67	100%	200
Publications/Subscriptions/Reference		17	110.00	(93)	67	212.64	(146)	-219%	200
Seminars & Tuition		125	190.00	(65)	500	688.00	(188)	-38%	1,500
Member Retirement & celebration		125	-	125	500	-	500	100%	1,500
Total Operating Expenses		69,432.17	57,604.88	11,827.29	277,728.67	255,721.63	22,007.04	8%	833,186.00

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

OPERATING EXPENSES		April 30, 2017			YTD Through April 30, 2017			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
	Details								
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT									
<u>COMPUTER SYSTEM</u>									
Software Purchase (& website mods)		833	-	833	3,333	-	3,333	100%	10,000
FRIEND modification*		2,813	-	2,813	11,250	-	11,250	100%	33,750
NJUNS Fee (once a year)*		875	-	875	3,500	-	3,500	100%	10,500
<u>EQUIPMENT & FURNITURE</u>	Pro-Rated								
Purchases/Leases (GE Capital)		358	347.00	11	1,433	1,391.80	42	3%	4,300
Hardware Purchase		300	-	300	1,200	1,368.00	(168)	-14%	3,600
<u>LONG TERM LIABILITY CURRENT</u>									
						-			
						-			
Total Capital Investments & Long Term Liabilities Current		5,179.17	347.00	4,832.17	20,716.67	2,759.80	17,956.87	87%	62,150
Interest Earned/Misc Income		(0.07)	(0.07)		(0.30)	(0.30)			
		74,611.26	57,951.81	16,659.45	298,445.03	258,481.13	39,963.90	13%	895,336.00
*Items in blue are assessed equally									
Prepared as of: 5/3/17									

Delinquent Accounts
As of 5/8/2017

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 Los Angeles, DWP	Jan' 17'	Feb. 28, 2017	\$ 4,463.49	19304				KA	4/7/2017
Time Warner - TWS	Jan' 17'	Feb. 28, 2017	\$ 354.09	19321				KA	4/7/2017
Time Warner - TWN	Jan' 17'	Feb. 28, 2017	\$ 409.04	19322				KA	4/7/2017
Verizon Wireless	Dec' 16	Jan. 31, 2017	\$ 919.90	19261	4/7/2017	Emailed:P James, Dino, Lupe	KA	KA	4/7/2017
Verizon Wireless	Jan' 17'	Feb. 28, 2017	\$ 980.94	19296				KA	4/7/2017

\$7,127.46

TOTAL

\$7,127.46

APR' 17 ACTIVITY

Member	A	ATC	D	E	F	H/T	J	MCI	MP	NG	NPN	PBM	SCW	SPR	TCA	V	Totals	YTD		
Joint JPAs Billed				539		1	6		7	10			1			4	568	2530	JPA	Joint
% of Joint JPAs Billed	0.000	0.000	0.000	0.949	0.000	0.002	0.011	0.000	0.012	0.018	0.000	0.000	0.002	0.000	0.000	0.007	1.00		JPA	Joint
Joint JPAs Returned		1		116					1	1							119	479	JPA	Joint
Joint JPAs Backlog				436	1				9	3						1	450		JPA	Joint
Total Joint JPAs Received	0	1	0	1091	1	1	6	0	17	14	0	0	1	0	0	5	1137	3569	JPA	Joint
Multi JPAs Billed		1		81					3	54		1		2	1		143	655	JPA	Multi
% of Multi JPAs Billed	0.000	0.007	0.000	0.566	0.000	0.000	0.000	0.000	0.021	0.378	0.000	0.007	0.000	0.014	0.007	0.000	1.00		JPA	Multi
Multi JPAs Returned	1		1	49		1			1	26		1					80	322	JPA	Multi
Multi JPAs Backlog				63		1		3		49	1			1			118		JPA	Multi
Total Multi JPAs Received	1	1	1	193	0	2	0	3	4	129	1	2	0	3	1	0	341	1208	JPA	Multi
Total # JPAs Billed	0	1	0	620	0	1	6	0	10	64	0	1	1	2	1	4	711	3185	JPA	Summary
% of JPAs Billed	0.000	0.001	0.000	0.872	0.000	0.001	0.008	0.000	0.014	0.090	0.000	0.001	0.001	0.003	0.001	0.006	1.00		JPA	Summary
# of JPAs Returned																	199	801	JPA	Summary
# of Backlog JPAs																	568		JPA	Summary
Total JPAs received	1	2	1	1284	1	3	6	3	21	143	1	2	1	3	1	5	1478	4777	JPA	Summary
% of JPAs Billed																	48.11%		JPA	Summary
% of JPAs returned																	13.46%		JPA	Summary
% of Backlog JPAs																	38.43%		JPA	Summary
Member	A	ATC	D	E	F	H/T	J	MCI	MP	NG	NPN	PBM	SCW	SPR	TCA	V	Totals			100.00%
Poles Billed (Joint JPAs)				2445		2	12		18	30			1			25	2533	10140	Poles	
Poles Returned (joint)		2		868					2	1							873	3346	Poles	
Poles Backlog (joint)				1950	12				34	4						2	2002		Poles	
Poles Billed (Multi JPAs)		12		521					8	604		10		4	15		1174	4472	Poles	
Poles Returned (multi)	3		2	468		73			4	310		39					899	3545	Poles	
Poles Backlog (multi)				596		10		16		571	26			1			1220		Poles	
Inspections Poles Billed				6447													6447	11037	Poles	
Total # Poles Billed (Joint/Multi/Inspection combined)	0	12	0	9413	0	2	12	0	26	634	0	10	1	4	15	25	10154	25649	Poles	Summary
% of Total Poles Billed (Joint/Multi/Inspection combined)	0.000	0.001	0.000	0.927	0.000	0.000	0.001	0.000	0.003	0.062	0.000	0.001	0.000	0.000	0.001	0.002	1.00		Poles	Summary
# of Poles Returned																	1772	6891	Poles	Summary
# of Backlog Poles																	3222		Poles	Summary
Total Poles received	3	14	2	13295	12	85	12	16	66	1520	26	49	1	5	15	27	15148	37375	Poles	Summary
% of Poles Billed																	67.03%		Poles	Summary
% of Poles returned																	11.70%		Poles	Summary
% of Backlog Poles																	21.27%		Poles	Summary
100.00%																				

 = Members assessed penalty fee

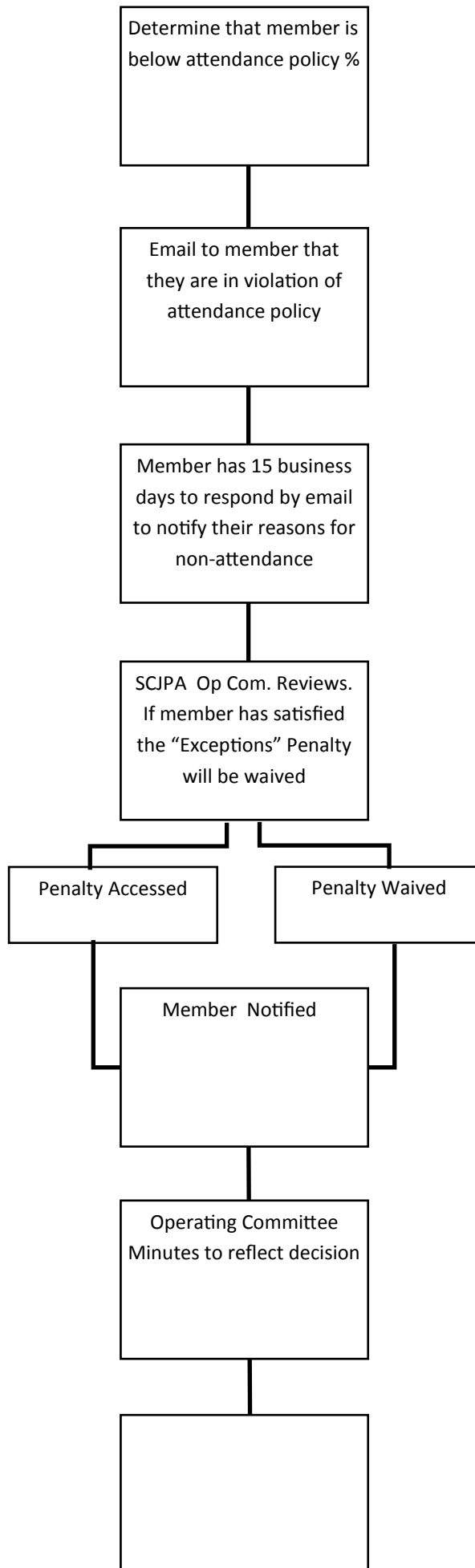
 = Less than 80% but 50% or greater attendance

 = Less than 50% attendance

 = Excused Absence

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
MEMBER BOARD MEETING ATTENDANCE
MAY 2016 - APR 2017**

		MBR CODE	2016 MAY	2016 JUNE	2016 JULY	2016 AUG	2016 SEP	2016 OCT	2016 NOV	2016 DEC	2017 JAN	2017 FEB	2017 MAR	2017 MAR	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	Frontier Communications	FTR	1	1	1	1	1	1	1		1	1	1	1	11	100%	FTR
4	AT&T California	H / T	1	1	1	1	1	1	1		1	1	1	1	11	100%	H / T
5	T-Mobile, USA	PBM	1	1	1	1	1	1	1		1	1	1	1	11	100%	PBM
6	City of Burbank	B	1	1	1	1	1	1	1		1	1	1	1	11	100%	B
7	Mobilitie LLC	MOB	1	1	1	1	1	1	1		1	1	1	1	11	100%	MOB
8	Crown Castle NG West Inc.	NG	1	1	1	1	1	1	1		1	1	1	1	11	100%	NG
9	NewPath Networks	NPN	1	1	1	1	1	1	1		1	1	1	1	11	100%	NPN
10	CA-CLEC LLC	CCI	1	1	1	1	1	1	1		1	1	1	1	11	100%	CCI
11	Sprint-Nextel	SPR	1	1	1	1	1	1	1		1	1	0	1	10	91%	SPR
12	Sprint Communications	FON	1	1	1	1	1	1	1		1	1	0	1	10	91%	FON
13	Teleport Comm America	TCA	1	1	1	1	1	1	1		1	1	0	1	10	91%	TCA
14	Verizon Wireless	ATC	1	1	1	1	1	1	1		1	1	0	1	10	91%	ATC
15	City of Vernon	V	1	1	1	0	1	1	1		1	1	1	1	10	91%	V
16	City of Banning	COB	1	1	0	1	1	1	1		1	1	1	1	10	91%	COB
17	City of Pasadena	MP	1	1	1	1	1	1	0		1	1	1	1	10	91%	MP
18	City of Colton	F	1	1	0	1	1	1	1		1	1	1	0	9	82%	F
19	AT&T Mobility	LAC	1	1	1	1	1	1	1		0	1	0	1	9	82%	LAC
20	XO Communications	NXT	0	1	1	1	1	1	1		1	1	0	1	9	82%	NXT
21	City of Lompoc	LLW	1	1	1	1	0	1	1		1	1	0	1	9	82%	LLW
22	City of Glendale	A	1	0	1	1	1	1	0		1	1	1	1	9	82%	A
23	City of Anaheim	D	1	1	1	0	1	0	1		1	1	1	1	9	82%	D
24	City of Azusa	MA	1	1	0	1	1	1	0		1	1	1	1	9	82%	MA
25	ExteNet Systems	EXT	1	1	1	1	1	1	1		0	0	1	1	9	82%	EXT
26	Time-Warner	TWC	1	0	1	1	1	1	1		1	1	0	0	8	73%	TWC
27	City of Riverside	J	1	0	0	0	1	1	1		1	1	1	1	8	73%	J
28	Mpower/TelePacific	ICG	0	1	1	1	0	1	1		1	1	0	1	8	73%	ICG
29	Golden State Water	SCW	1	1	1	1	0	0	0		0	1	1	1	7	64%	SCW
30	MCI/Metro	ATS	0	1	0	1	1	0	1		1	0	1	1	7	64%	ATS
31	MCI Communications	MCI	0	1	0	1	1	0	1		1	0	1	1	7	64%	MCI
32	ATC Outdoor DAS	AMT	1	1	0	1	0	1	0		0	0	0	1	5	45%	AMT
33																	
Total			28	29	25	29	28	28	27	0		28	22	30			



Southern California Joint Pole Committee

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

June 21, 2017

A regular meeting of the **Operating Committee** took place on the above date, at 11:50 am., at the Committee office.

Those in attendance were:

Mr. William Kearns	Frontier Communications
Ms. Megan Stewart	Frontier Communications
Mr. Jeff Williams	City of Los Angeles
Ms. Jessica Nix	Southern California Edison
Ms. April DeBarge	Southern California Edison
Mr. Wayne Brown	Southern California Edison
Mr. Josh Mathisen	AT&T California
Mr. Daniel Lippert	City of Burbank
Mr. Ayman Arraj	City of Burbank
Mr. David Campo	City of Lompoc
Mr. Joe Armstrong	City of Pasadena
Mr. Daniel Acosta	Mobilitie, LLC
Ms. Shawn Henderson	T-Mobile USA
Ms. Maria Ortiz	XO Communications
Mr. Paul Fuller	Golden State Water
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Lupe Hernandez	Teleport Communications America, LLC
Ms. Angela Pranata	Committee Staff
Ms. Jennie Corella	Committee Transcriber

Those attending via teleconference were:

Ms. Yvonne Johnson	AT&T Mobility
Ms. Samatha Carillo	Time - Warner
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Dan Garden	MCI Metro/MCI Communications

Chairperson, Mr. Kearns called the meeting to order at 11:49 am. by addressing the first item on the agenda, the review of the **prior meeting minutes**. There were no questions or comments.

The second agenda item is the review of the **May 2017 expense sheets**. Mr. Kearns questioned the asterisk by the attorney expense. Ms. Pranata responded that

Operating Committee – June 21, 2017 – Page 1 of 3

when legal services are required the expense will be assessed equally among the members and not proportionately as foreseen expenses are normally assessed monthly. There were no further questions or comments.

The third agenda item is the **Accounts Receivable**. The members reviewed the report. There were no questions or comments on this monthly report.

The fourth item on the agenda is the **May 2017 JPA Member Activity** report. There were no comments or questions.

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

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Pranata reported that Ms. Allen was absent, therefore, there was no report this month on Standardization of Procedures and Minutes. Ms. Allen will return next month to report on this item.

The seventh item for discussion is **Item 1633: Review of Attendance Policy**. Ms. Pranata opened by stating that Mr. Eric Cardella of SCW provided the flowchart for this issue, therefore, she is of the opinion that this issue should be discussed when he is in attendance. Ms. Hernandez stated that in reviewing the flowchart the second and third panel should have the verbiage revised. She added that per this panel it states that the JPC office should contact member(s) that they are in violation. She further added that she does not agree with this and that it is incumbent on members to be aware and maintain their attendance percentage. The Attendance report is published and provided to all members monthly. Therefore, if a member is unable to attend a Board meeting it is their responsibility to inform the JPC office of this and if they wish an excused absence based on the policies excusable absence criteria. Mr. Armstrong stated that a time frame for notification of absence and waiver request is missing and should be established.

After brief discussion the consensus is that the policy should clarify notification of absence, and that a request for a waiver, is incumbent on member(s) therefore a time frame for notification should be established. Members will review policy and return with their suggestions. This item shall remain open at this time.

The eighth item on the agenda is **Item 1636: Pricing of 111G & 111H**. Ms. Hernandez stated that at a previous meeting the members entertained the idea of initiating a cost for unauthorized anchor attachment. However, the consensus was not to bill for unauthorized anchor attachment. Therefore, this item is now closed to further discussion.

The ninth item on the agenda is **Miscellaneous Items**.

SCJPC Overtime Update

Ms. Pranata opened by stating that the office incurred two overtime days in the month of June. She added that in discussion with Ms. Allen the projection for overtime for the incoming months is highly likely. She further added that one employee will be taking medical leave, however the admin aide position should be filled at this time.

Mr. Serrato questioned if the projection for overtime is long term, perhaps the members should consider additional staff. However, if the overtime is due to a staff taking medical leave, than perhaps there is no need for additional staff.

Ms. Nix questioned if the backlog will decrease and it is manageable since it appears that it is increasing monthly. Ms. Pranata responded that although it may appear that the backlog is not decreasing, the issue is that one biller will be out on medical leave, and with the new employee there is the issue of the learning curve.

It was agreed that Ms. Pranata will create a bar graph or a pie chart reflecting the ebb and flow of the backlog on a month to month basis. Retroactive to October 2016 to the current date.

Manager of Operations Review

Ms. Pranata and Ms. Corella were excused from the meeting at this time.

Review of Action Items

- Members to review attendance policy and provided flow chart and return with suggestions.
- Mr. Pranata to create bar graph or pie chart reflecting the ebb and flow of the back log on a month to month basis from October 2016 to current month.

The meeting adjourned at 1: 37 pm until July 18, 2017.

Jennie Corella – Committee Transcriber

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

OPERATING EXPENSES		May 31, 2017			YTD Through May 31, 2017				Annual
								%	
	Details	Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	Variance	Budget
<u>EMPLOYEE EXPENSE</u>									
Salaries	(overtime month)	40,373	38,574.91	1,798	201,863	194,115.00	7,748	4%	484,472
Regular		34,418.55				-			
Contract Labor		4,156.36				-			
						-			
Insurance		5,971	4,387.71	1,583	29,854	22,208.03	7,646	26%	71,650
Health/Dental		4,387.71				-			
Life (quarterly)		-				-			
						-			
Payroll Taxes		3,432	2,633.03	799	17,158	15,936.27	1,222	7%	41,180
Workers Compensation	Insurance comp made adjustment	292	617.70	(326)	1,458	2,379.34	(921)	-63%	3,500
Travel/Misc. Exp.		150	186.24	(36)	750	674.83	75	10%	1,800
						-			
						-			
<u>PENSION EXPENSE</u>									
Contribution-SEP IRA		4,239	3,613.95	625	21,196	17,473.26	3,723	18%	50,870
						-			
						-			
<u>MONTHLY RECURRING</u>									
Rent		8,392	8,134.44	258	41,962	40,672.20	1,290	3%	100,709
Alarm System	Quarterly	46	-	46	229	140.97	88	38%	550
Telephone (Frontier)		610	603.78	6	3,050	3,006.55	43	1%	7,320
Cisco WebEx Plan		90	69.00	21	450	345.00	105	23%	1,080
Postage & Shipping		167	161.31	5	833	889.68	(56)	-7%	2,000
Business/Property Insurance	Pro-Rated	167	-	167	833	1,555.01	(722)	-87%	2,000
Committee Meetings		400	212.96	187	2,000	1,386.31	614	31%	4,800
						-			
						-			
<u>EQUIPMENT & FURNITURE</u>									
						-			
Copy Machine - CBE		175	110.93	64	875	652.51	222	25%	2,100
						-			
						-			

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

OPERATING EXPENSES		May 31, 2017			YTD Through May 31, 2017			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
	Details								
						-			
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-Hardev		1,000	600.00	400	5,000	3,000.00	2,000	40%	12,000
Email/Domain Host/Sharefile		42	32.95	9	208	204.65	4	2%	500
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		125	93.83	31	625	942.17	(317)	-51%	1,500
Cal Net Off-Site Back-up		417	299.00	118	2,083	1,495.00	588	28%	5,000
						-			
						-			
PRINTING & SUPPLY						-			
Office Printing	More JPAs received	150	205.02	(55)	750	590.52	159	21%	1,800
Office Supplies		167	116.66	50	833	779.02	54	7%	2,000
						-			
						-			
CONTRACT SERVICES						-			
Auditor	Pro-Rated	580	-	580	2,898	1,269.00	1,629	56%	6,955
Attorney*		542	-	542	2,708	-	2,708	100%	6,500
						-			
GENERAL EXPENSE						-			
Sure Payroll Fees		142	130.73	11	708	689.82	19	3%	1,700
Bank fees/Chk printing	Pro-Rated	17	-	17	83	-	83	100%	200
Publications/Subscriptions/Reference		17	-	17	83	212.64	(129)	-155%	200
Seminars & Tuition		125	95.00	30	625	783.00	(158)	-25%	1,500
Member Retirement & celebration		125	-	125	625	-	625	100%	1,500
Total Operating Expenses		69,432.17	62,179.15	7,253.02	347,160.83	317,900.78	29,260.05	8%	833,186.00

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

OPERATING EXPENSES		May 31, 2017			YTD Through May 31, 2017			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
	Details								
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT									
COMPUTER SYSTEM									
Software Purchase (& website mods)		833	-	833	4,167	-	4,167	100%	10,000
FRIEND modification*		2,813	-	2,813	14,063	-	14,063	100%	33,750
NJUNS Fee (once a year)*		875	-	875	4,375	-	4,375	100%	10,500
EQUIPMENT & FURNITURE	Pro-Rated								
Purchases/Leases (GE Capital)		358	356.93	1	1,792	1,748.73	43	2%	4,300
Hardware Purchase		300	-	300	1,500	1,368.00	132	9%	3,600
LONG TERM LIABILITY CURRENT									
						-			
						-			
Total Capital Investments & Long Term Liabilities Current		5,179.17	356.93	4,822.24	25,895.83	3,116.73	22,779.10	88%	62,150
Interest Earned/Misc Income		(0.08)	(0.08)		(0.38)	(0.38)			
		74,611.25	62,536.00	12,075.25	373,056.29	321,017.13	52,039.16	14%	895,336.00
*Items in blue are assessed equally									
Prepared as of: 6/2/2017									

Delinquent Accounts
As of 6/13/2017

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 Communication	Feb' 17	Mar. 31, 2017	\$ 831.30	19332				MS	5/11/2017
Time Warner - TWS	Jan' 17	Feb. 28, 2017	\$ 354.09	19321	5/11/2017	Mailed to Bernadette McThomas	MS	KA	4/7/2017
Time Warner - TWS	Feb' 17	Mar. 31, 2017	\$ 347.17	19356				MS	5/11/2017
Time Warner - TWN	Jan' 17	Feb. 28, 2017	\$ 409.04	19322	5/11/2017	Mailed to Samantha Carillo	AP	KA	4/7/2017
Time Warner - TWN	Feb' 17	Mar. 31, 2017	\$ 402.68	19357				MS	5/11/2017
Verizon Wireless	Dec' 16	Jan. 31, 2017	\$ 919.90	19261	4/7/2017 5/11/17	Emailed:P James, Dino, Lupe Emailed: James, Marco, Lupe	KA MS	KA	4/7/2017
Verizon Wireless	Jan' 17	Feb. 28, 2017	\$ 980.94	19296				KA	4/7/2017
Verizon Wireless	Feb' 17	Mar. 31, 2017	\$ 961.36	19331				MS	5/11/2017

\$5,206.48

TOTAL

\$5,206.48

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

S:\EXCEL\ACCTREC

MAY' 17 ACTIVITY

Member	A	ATC	B	E	F	H/T	J	LLW	MCI	MP	NG	NPN	NXT	PBM	SCW	SPR	TCA	V	Totals	YTD		
Joint JPAs Billed	1			938				1		7	6	1			3			2	959	3489	JPA	Joint
% of Joint JPAs Billed	0.001	0.000	0.000	0.978	0.000	0.000	0.000	0.001	0.000	0.007	0.006	0.001	0.000	0.000	0.003	0.000	0.000	0.002	1.00		JPA	Joint
Joint JPAs Returned				231	1				1	3	3								239	718	JPA	Joint
Joint JPAs Backlog			2	621		1	17				6				1				648		JPA	Joint
Total Joint JPAs Received	1	0	2	1790	1	1	17	1	1	10	15	1	0	0	4	0	0	2	1846	5415	JPA	Joint
Multi JPAs Billed				104					2	1	26			1		1	1		136	791	JPA	Multi
% of Multi JPAs Billed	0.000	0.000	0.000	0.765	0.000	0.000	0.000	0.000	0.015	0.007	0.191	0.000	0.000	0.007	0.000	0.007	0.007	0.000	1.00		JPA	Multi
Multi JPAs Returned				70					1		32	2				1			106	428	JPA	Multi
Multi JPAs Backlog		3		159		4					75		1	1					243		JPA	Multi
Total Multi JPAs Received	0	3	0	333	0	4	0	0	3	1	133	2	1	2	0	2	1	0	485	1693	JPA	Multi
Total # JPAs Billed	1	0	0	1042	0	0	0	1	2	8	32	1	0	1	3	1	1	2	1095	4280	JPA	Summary
% of JPAs Billed	0.001	0.000	0.000	0.952	0.000	0.000	0.000	0.001	0.002	0.007	0.029	0.001	0.000	0.001	0.003	0.001	0.001	0.002	1.00		JPA	Summary
# of JPAs Returned																			345	1146	JPA	Summary
# of Backlog JPAs																			891		JPA	Summary
Total JPAs received	1	3	2	2123	1	5	17	1	4	11	148	3	1	2	4	2	1	2	2331	7108	JPA	Summary
% of JPAs Billed																			46.98%		JPA	Summary
% of JPAs returned																			14.80%		JPA	Summary
% of Backlog JPAs																			38.22%		JPA	Summary
																						100.00%
Member	A	ATC	B	E	F	H/T	J	LLW	MCI	MP	NG	NPN	NXT	PBM	SCW	SPR	TCA	V	Totals			
Poles Billed (Joint JPAs)	2			3444				15		30	7	1			5			4	3508	13648	Poles	
Poles Returned (joint)				1378	20				2	6	22								1428	4774	Poles	
Poles Backlog (joint)			5	2178		1	34				38				2				2258		Poles	
Poles Billed (Multi JPAs)				703					15	4	236			2			27	2	989	5461	Poles	
Poles Returned (multi)				674					1		350	39				1			1065	4610	Poles	
Poles Backlog (multi)		39		1062		65					753		14	39					1972		Poles	
Inspections Poles Billed				1641															1641	12678	Poles	
Total # Poles Billed (Joint/Multi/Inspection combined)	2	0	0	5788	0	0	0	15	15	34	243	1	0	2	5	0	27	6	6138	31787	Poles	Summary
% of Total Poles Billed (Joint/Multi/Inspection combined)	0.000	0.000	0.000	0.943	0.000	0.000	0.000	0.002	0.002	0.006	0.040	0.000	0.000	0.000	0.001	0.000	0.004	0.001	1.00		Poles	Summary
# of Poles Returned																			2493	9384	Poles	Summary
# of Backlog Poles																			4230		Poles	Summary
Total Poles received	2	39	5	11080	20	66	34	15	18	40	1406	40	14	41	7	1	27	6	12861	50236	Poles	Summary
% of Poles Billed																			47.73%		Poles	Summary
% of Poles returned																			19.38%		Poles	Summary
% of Backlog Poles																			32.89%		Poles	Summary
																						100.00%

 = Members assessed penalty fee

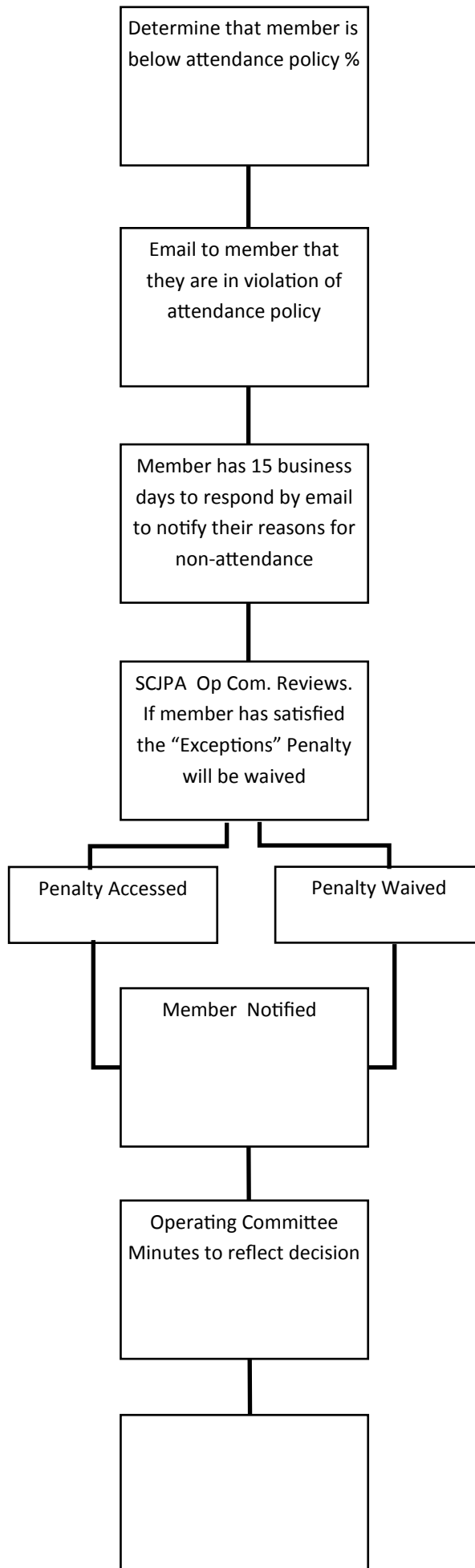
 = Less than 80% but 50% or greater attendance

 = Less than 50% attendance

 = Excused Absence

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
MEMBER BOARD MEETING ATTENDANCE
JUN 2016 - MAY 2017**

		MBR CODE	2016 JUNE	2016 JULY	2016 AUG	2016 SEP	2016 OCT	2016 NOV	2016 DEC	2017 JAN	2017 FEB	2017 MAR	2017 APR	2017 MAY	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	Frontier Communications	FTR	1	1	1	1	1	1		1	1	1	1	1	11	100%	FTR
4	AT&T California	H / T	1	1	1	1	1	1		1	1	1	1	1	11	100%	H / T
5	T-Mobile, USA	PBM	1	1	1	1	1	1		1	1	1	1	1	11	100%	PBM
6	City of Burbank	B	1	1	1	1	1	1		1	1	1	1	1	11	100%	B
7	Mobilitie LLC	MOB	1	1	1	1	1	1		1	1	1	1	1	11	100%	MOB
8	Crown Castle NG West Inc.	NG	1	1	1	1	1	1		1	1	1	1	1	11	100%	NG
9	NewPath Networks	NPN	1	1	1	1	1	1		1	1	1	1	1	11	100%	NPN
10	CA-CLEC LLC	CCI	1	1	1	1	1	1		1	1	1	1	1	11	100%	CCI
11	Sprint-Nextel	SPR	1	1	1	1	1	1		1	1	0	1	1	10	91%	SPR
12	Sprint Communications	FON	1	1	1	1	1	1		1	1	0	1	1	10	91%	FON
13	Teleport Comm America	TCA	1	1	1	1	1	1		1	1	0	1	1	10	91%	TCA
14	Verizon Wireless	ATC	1	1	1	1	1	1		1	1	0	1	1	10	91%	ATC
15	City of Vernon	V	1	1	0	1	1	1		1	1	1	1	1	10	91%	V
16	City of Banning	COB	1	0	1	1	1	1		1	1	1	1	1	10	91%	COB
17	City of Pasadena	MP	1	1	1	1	1	0		1	1	1	1	1	10	91%	MP
18	City of Colton	F	1	0	1	1	1	1		1	1	1	0	1	9	82%	F
19	AT&T Mobility	LAC	1	1	1	1	1	1		0	1	0	1	1	9	82%	LAC
20	XO Communications	NXT	1	1	1	1	1	1		1	1	0	1	1	10	91%	NXT
21	City of Lompoc	LLW	1	1	1	0	1	1		1	1	0	1	1	9	82%	LLW
22	City of Glendale	A	0	1	1	1	1	0		1	1	1	1	1	9	82%	A
23	City of Anaheim	D	1	1	0	1	0	1		1	1	1	1	1	9	82%	D
24	City of Azusa	MA	1	0	1	1	1	0		1	1	1	1	0	8	73%	MA
25	ExteNet Systems	EXT	1	1	1	1	1	1		0	0	1	1	0	8	73%	EXT
26	Time-Warner	TWC	0	1	1	1	1	1		1	1	0	0	1	8	73%	TWC
27	City of Riverside	J	0	0	0	1	1	1		1	1	1	1	1	8	73%	J
28	Mpower/TelePacific	ICG	1	1	1	0	1	1		1	1	0	1	1	9	82%	ICG
29	Golden State Water	SCW	1	1	1	0	0	0		0	1	1	1	1	7	64%	SCW
30	MCI/Metro	ATS	1	0	1	1	0	1		1	0	1	1	0	7	64%	ATS
31	MCI Communications	MCI	1	0	1	1	0	1		1	0	1	1	0	7	64%	MCI
32	ATC Outdoor DAS	AMT	1	0	1	0	1	0		0	0	0	1	1	5	45%	AMT
33																	
Total			29	25	29	28	28	27	0	28	28	22	30	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 19, 2017

A regular meeting of the **Operating Committee** took place on the above date, at 10:58 am., at the Committee office.

Those in attendance were:

Mr. William Kearns	Frontier Communications
Ms. Megan Stewart	Frontier Communications
Mr. Steve Brown	City of Los Angeles
Mr. Jeff Williams	City of Los Angeles
Ms. Jessica Nix	Southern California Edison
Ms. April DeBarge	Southern California Edison
Mr. Wayne Brown	Southern California Edison
Mr. Adolph Gonzales	Southern California Edison
Mr. Josh Mathisen	AT&T California
Ms. Manijeh Carmichael	AT&T California
Mr. David Campo	City of Lompoc
Ms. Wendy Mueller	Extenent Systems
Mr. Daniel Acosta	Mobilitie, LLC
Ms. Shawn Henderson	T-Mobile USA
Ms. Maria Ortiz	XO Communication
Ms. Lupe Hernandez	Teleport Communications America, LLC
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff
Ms. Jennie Corella	Committee Transcriber

Those attending via teleconference were:

Ms. Yvonne Johnson	AT&T Mobility
Ms. Sherri DuChateau	Golden State Water
Mr. Ali Nour	City of Vernon

Chairperson, Mr. Kearns called the meeting to order at 10:58 am. by addressing the first item on the agenda, the review of the **prior meeting minutes**. Mr. Kearns reviewed the action items assigned from the June Meeting. Ms. Pranata was to provide a graph or bar chart reflection the JPA backlog dating back to October 2016. Ms. Pranata responded that she had the bar chart ready for review.

The members were to review the current Attendance Policy and return with suggestions for the flow chart provided by Golden State Water. According to Golden Operating Committee – July 19, 2017 – Page 1 of 4

State Water the current Attendance Policy is vague and ambiguous, therefore the Operating Committee is reviewing the policy to ensure clarification. The members are in agreement that it is incumbent on members to notify the SCJPC office that they are unable to attend the Board meeting.

Mr. Acosta stated that what must be clarified in the policy is the responsibility of members in regards to notification.

Ms. Pranata stated that this item is number seven on the current meeting agenda, therefore, further discussion could be continued later in the meeting.

There were no further questions or comments.

The second agenda item is the review of the **June 2017 expense sheets**. The members reviewed the monthly report, there were no questions or comments.

The third agenda item is the **Accounts Receivable**. The members reviewed the report. Ms. Pranata inquired about the status of Verizon Wireless. Ms. Hernandez responded that there is a change in staff at Verizon Wireless, and Ms. Prescott is working with the new employee to address the past due invoices. Mr. Kearns stated that he would follow up to address the Frontier past due invoices.

There were no further questions or comments on this monthly report.

The fourth item on the agenda is the June **2017 JPA Member Activity** report. There were no comments or questions on the current report.

Ms. Pranata displayed the joint and multi JPA back log chart reflecting the number of poles via a bar chart. The members reviewed the chart.

Mr. Brown inquired that in light of the back log has the JPC office increased the staff. Ms. Pranata responded that there is a new employee, however, an employee will be out on medical leave for four months or greater. She added that there is the JPA billing learning curve to consider when bringing on new employees.

Mr. Brown inquired if the JPC office is offering overtime. Ms. Allen responded that there was no OT for July 2017 B/S, however will begin OT beginning the incoming weekend for August 2017 B/S.

There were no further comments or questions.

The fifth item on the agenda is **Member Board Attendance**. Ms. Pranata commented that there were many absentee members at the Board meeting which met that morning.

There were no further comments or questions.

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Allen reported that the office received 1,460 JPAs with 9,606 poles. The total number of JPAs billed was 608 with 3,993 poles. Therefore, there is a back log of 608 JPAs with 3,993 poles in July.

There were no comments or questions on this report.

The seventh item for discussion is **Item 1633: Review of Attendance Policy**. The members reviewed the current Member Attendance Policy. Ms. Pranata stated that it does not state in the current policy that the responsibility of notification of an absence is incumbent on the members. She added that the committee needs to agree on a time frame for reporting an absence and if desired, request the absence to be excused per the allowed criteria.

Mr. Brown stated that the notification should be expected prior to the meeting, unless there is an unforeseen cause.

Mr. Acosta agreed providing it falls within the listed criteria.

It was suggested that perhaps an agreed upon grace period for notification following the meeting could be established. If the member requests an excused absence the Operating committee could review it the following month.

The members agreed that the policy is in need of revision for the sake of clarity.

Ms. Hernandez stated that per the Agreement 80% of meetings must be attended, however, when the Attendance Policy was created it was agreed that perhaps 50% attendance should be maintained to avoid the \$500.00 dollar penalty. She added that perhaps this should be in the policy to remind members of their 80% attendance requirement.

Ms. Pranata questioned the sentence *"The penalty will be included in the next monthly assessment"*. Her question was if a Member did not attend today's meeting and fell below 50%, should she include the penalty in July's assessment. The committee confirmed that the penalty should be included in July's assessment.

The following verbiage has been added to the Frequency paragraph of the policy, *"the agreement states that members should attend at least 80% of Administrative Board meetings. Members who fall below 50% will be assessed the penalty."* The following verbiage has been added to the Time Frame paragraph of the policy, *"Member must notify the SCJPC office prior to meeting and 24 hours after."*

It was agreed to create a paragraph to address Notification. The paragraph title is, "Notification by Member for Non-Attendance." The verbiage, *"Member must notify the SCJPC office prior to meeting or 24 hours after"* has been moved from the Time Frame paragraph to the newly created Notification by Member paragraph.

Under the Introduction paragraph the following verbiage has been added, *"Members are considered to be present if they are in attendance for Roll Call, Consent, and Discussion"*.

The consensus is that this revised item will be on the Discussion Calendar of the next Administrative Board meeting.

The last item on the agenda is **Miscellaneous Items**.

SCJPC Overtime Update

Ms. Pranata opened by reporting that there will be two Saturdays available in July for overtime to the JPC staff. Ms. Allen reported that the influx of JPAs has decreased at this time therefore, the office may not require overtime for the month of August.

SCJPC JPA Process

Ms. Pranata displayed a flow chart reflecting the JPA process and stated that she would like it on record that this process is applicable to all member JPAs. She then proceeded to comment on all steps in the JPA process.

Section 7.13

Ms. Allen reported that she was queried by Laura of Frontier Communications. Her question is in regards to Section 7.13 which was not in effect until 2006.

Ms. Hernandez stated that per her understanding, when a pole has been placed prior to issuing a Notice of Intention 7.13 is applicable, because the notice is after the work has been performed. The member then initiates the JPA and will not be compensated by other joint members for the work performed, however the joint member(s) will purchase into the pole. Ms. Hernandez stated that regardless of when a pole was set, it is the date the JPA is initiated that is relevant to the Routine Handbook.

Review of Action Items

- Ms. Allen to compile a list of billing discrepancies to be reviewed by committee.

The meeting adjourned at 12: 00 pm until August 16, 2017.

Jennie Corella – Committee Transcriber

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

OPERATING EXPENSES		June 30, 2017			YTD Through June 30, 2017			%	Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
	Details							Variance	Budget
<u>EMPLOYEE EXPENSE</u>									
Salaries		40,373	36,376.75	3,996	242,236	230,491.75	11,744	5%	484,472
Regular	34,250.08					-			
Contract Labor	2,126.67					-			
						-			
Insurance		5,971	4,555.11	1,416	35,825	26,763.14	9,062	25%	71,650
Health/Dental	4,387.71					-			
Life (quarterly)	167.40					-			
						-			
Payroll Taxes		3,432	2,620.11	812	20,590	18,556.38	2,034	10%	41,180
Workers Compensation		292	306.82	(15)	1,750	2,686.16	(936)	-53%	3,500
Travel/Misc. Exp.		150	47.92	102	900	722.75	177	20%	1,800
						-			
						-			
<u>PENSION EXPENSE</u>									
Contribution-SEP IRA		4,239	3,596.26	643	25,435	21,069.52	4,365	17%	50,870
						-			
						-			
<u>MONTHLY RECURRING</u>									
Rent		8,392	8,134.44	258	50,355	48,806.64	1,548	3%	100,709
Alarm System	Quarterly	46	140.97	(95)	275	281.94	(7)	-3%	550
Telephone (Frontier)		610	603.78	6	3,660	3,610.33	50	1%	7,320
Cisco WebEx Plan		90	69.00	21	540	414.00	126	23%	1,080
Postage & Shipping		167	160.61	6	1,000	1,050.29	(50)	-5%	2,000
Business/Property Insurance	Pro-Rated	167	-	167	1,000	1,555.01	(555)	-56%	2,000
Committee Meetings		400	355.57	44	2,400	1,741.88	658	27%	4,800
						-			
						-			
<u>EQUIPMENT & FURNITURE</u>									
						-			
Copy Machine - CBE		175	110.93	64	1,050	763.44	287	27%	2,100
						-			
						-			

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

OPERATING EXPENSES		June 30, 2017			YTD Through June 30, 2017				Annual
	Details	Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	%	Budget
						-			
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-Hardev		1,000	600.00	400	6,000	3,600.00	2,400	40%	12,000
Email/Domain Host/Sharefile		42	32.95	9	250	237.60	12	5%	500
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)	Quickbooks support yearly	125	399.90	(275)	750	1,342.07	(592)	-79%	1,500
Cal Net Off-Site Back-up		417	299.00	118	2,500	1,794.00	706	28%	5,000
						-			
						-			
PRINTING & SUPPLY						-			
Office Printing	Made more photocopies	150	258.25	(108)	900	848.77	51	6%	1,800
Office Supplies		167	124.13	43	1,000	903.15	97	10%	2,000
						-			
						-			
CONTRACT SERVICES						-			
Auditor	Pro-Rated	580	793.00	(213)	3,478	2,062.00	1,416	41%	6,955
Attorney*		542	-	542	3,250	-	3,250	100%	6,500
						-			
GENERAL EXPENSE						-			
Sure Payroll Fees		142	130.73	11	850	820.55	29	3%	1,700
Bank fees/Chk printing	Pro-Rated	17	-	17	100	-	100	100%	200
Publications/Subscriptions/Reference		17	-	17	100	212.64	(113)	-113%	200
Seminars & Tuition		125	-	125	750	783.00	(33)	-4%	1,500
Member Retirement & celebration		125	-	125	750	-	750	100%	1,500
Total Operating Expenses		69,432.17	61,016.23	8,415.94	416,593.00	378,917.01	37,675.99	9%	833,186.00

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

OPERATING EXPENSES		June 30, 2017			YTD Through June 30, 2017			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
	Details								
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT									
COMPUTER SYSTEM									
Software Purchase (& website mods)		833	-	833	5,000	-	5,000	100%	10,000
FRIEND modification*		2,813	-	2,813	16,875	-	16,875	100%	33,750
NJUNS Fee (once a year)*		875	-	875	5,250	-	5,250	100%	10,500
EQUIPMENT & FURNITURE	Pro-Rated								
Purchases/Leases (GE Capital)		358	377.36	(19)	2,150	2,126.09	24	1%	4,300
Hardware Purchase		300	-	300	1,800	1,368.00	432	24%	3,600
LONG TERM LIABILITY CURRENT						-			
						-			
						-			
Total Capital Investments & Long Term Liabilities Current		5,179.17	377.36	4,801.81	31,075.00	3,494.09	27,580.91	89%	62,150
Interest Earned/Misc Income		(0.07)	(0.07)		(0.45)	(0.45)			
		74,611.26	61,393.52	13,217.74	447,667.55	382,410.65	65,256.90	15%	895,336.00
*Items in blue are assessed equally									
Prepared as of: 7/5/2017									

Delinquent Accounts
As of 7/12/2017

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' 17	May. 31, 2017	\$ 644.96	19415				MS	6/15/2017
City of Pasadena	Apr' 17	May. 31, 2017	\$ 715.90	19410				MS	6/15/2017
Frontier Communications	Mar' 17	Apr. 30, 2017	\$13,280.25	19378	6/15/2017	Mailed to Sandy Weber	MS	MS	6/15/2017
Frontier Communications	Apr' 17	May. 31, 2017	\$ 9,802.40	19413				MS	6/15/2017
MCI Metro/ATS	Apr' 17	May. 31, 2017	\$ 726.93	19416				MS	6/15/2017
MCI Telecommunications	Apr' 17	May. 31, 2017	\$ 598.07	19417				MS	6/15/2017
Mobilite, LLC	Apr' 17	May. 31, 2017	\$ 563.39	19435				MS	6/15/2017
Mpower/Telepacific Com.	Apr' 17	May. 31, 2017	\$ 579.55	19414				MS	6/15/2017
Sprint-Nextel Corporation	Apr' 17	May. 31, 2017	\$ 589.79	19412				MS	6/15/2017
Time Warner - TWS	Jan' 17	Feb. 28, 2017	\$ 354.09	19321	5/11/2017 06/15/17	Mailed to Bernadette McThomas Mailed to Bernadette McThomas and Samantha Carillo	MS MS	KA	4/7/2017
Time Warner - TWS	Feb' 17	Mar. 31, 2017	\$ 347.17	19356	6/15/2017	Mailed to Bernadette McThomas and Samantha Carillo	MS	MS	5/11/2017
Time Warner - TWS	Apr' 17	May. 31, 2017	\$ 315.52	19426				MS	6/15/2017
Time Warner - TWN	Feb' 17	Mar. 31, 2017	\$ 402.68	19357	6/15/2017	Mailed to Samantha Carillo	MS	MS	5/11/2017
Time Warner - TWN	Apr' 17	May. 31, 2017	\$ 377.85	19427				MS	6/15/2017
T-Mobile USA, Inc	Apr' 17	May. 31, 2017	\$ 581.12	19422				MS	6/15/2017
Verizon Wireless	Dec' 16	Jan. 31, 2017	\$ 919.90	19261	4/7/2017 5/11/17 6/15/17	Emailed:P James, Dino, Lupe Emailed: James, Marco, Lupe Emailed: James, Marco, Lupe	KA MS MS	KA	4/7/2017
Verizon Wireless	Jan' 17	Feb. 28, 2017	\$ 980.94	19296	6/15/2017	Emailed: James, Marco, Lupe	MS	KA	4/7/2017
Verizon Wireless	Feb' 17	Mar. 31, 2017	\$ 961.36	19331	6/15/2017	Emailed: James, Marco, Lupe	MS	MS	5/11/2017
Verizon Wireless	Mar' 17	Apr. 30, 2017	\$ 1,230.70	19366	6/15/2017	Emailed: James, Marco, Lupe	MS	MS	6/15/2017
Verizon Wireless	Apr' 17	May. 31, 2017	\$ 906.06	19401				MS	6/15/2017

\$34,878.63

TOTAL

\$34,878.63

Delinquent Accounts - 30 Days past due.

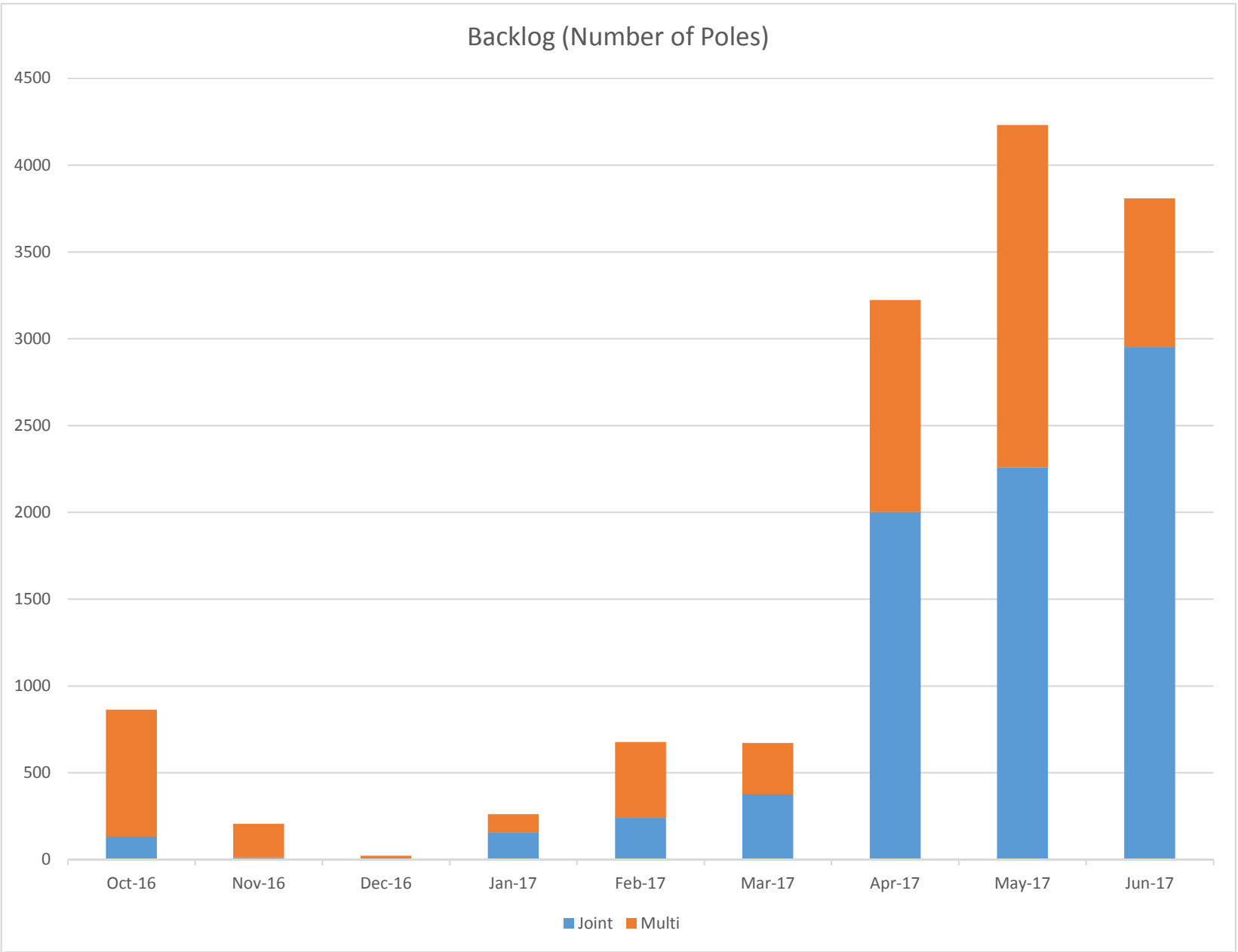
Past due notices will be sent out when 60 days have elapsed.

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JUN' 17 ACTIVITY

Member	ATC	B	E	H/T	J	LLW	M	MP	NG	NXT	PBM	SCW	Totals	YTD		
Joint JPAs Billed	1	2	982	2	11	1			7				1006	4495	JPA	Joint
% of Joint JPAs Billed	0.001	0.002	0.976	0.002	0.011	0.001	0.000	0.000	0.007	0.000	0.000	0.000	1.00		JPA	Joint
Joint JPAs Returned			133	1	6				2			1	143	861	JPA	Joint
Joint JPAs Backlog		2	542	2		2	45		3				596		JPA	Joint
Total Joint JPAs Received	1	4	1657	5	17	3	45	0	12	0	0	1	1745	7160	JPA	Joint
Multi JPAs Billed	2		176	4			4	1	62	1	1		251	1042	JPA	Multi
% of Multi JPAs Billed	0.008	0.000	0.701	0.016	0.000	0.000	0.016	0.004	0.247	0.004	0.004	0.000	1.00		JPA	Multi
Multi JPAs Returned	2		99	1			1		36	1			140	568	JPA	Multi
Multi JPAs Backlog			71				6		29				106		JPA	Multi
Total Multi JPAs Received	4	0	346	5	0	0	11	1	127	2	1	0	497	2190	JPA	Multi
Total # JPAs Billed	3	2	1158	6	11	1	4	1	69	1	1	0	1257	5537	JPA	Summary
% of JPAs Billed	0.002	0.002	0.921	0.005	0.009	0.001	0.003	0.001	0.055	0.001	0.001	0.000	1.00		JPA	Summary
# of JPAs Returned													283	1429	JPA	Summary
# of Backlog JPAs													702		JPA	Summary
Total JPAs received	5	4	2003	10	17	3	56	1	139	2	1	1	2242	9350	JPA	Summary
% of JPAs Billed													56.07%		JPA	Summary
% of JPAs returned													12.62%		JPA	Summary
% of Backlog JPAs													31.31%		JPA	Summary
Member	ATC	B	E	H/T	J	LLW	M	MP	NG	NXT	PBM	SCW	Totals			100.00%
Poles Billed (Joint JPAs)	1	5	3362	8	22	2			30				3430	17078	Poles	
Poles Returned (joint)			791	2	12				26			2	833	5607	Poles	
Poles Backlog (joint)		37	2688	8		54	150		15				2952		Poles	
Poles Billed (Multi JPAs)	27		1061	36			17	14	432	14	39		1640	7101	Poles	
Poles Returned (multi)	26		859	33			4		517		25		1464	6074	Poles	
Poles Backlog (multi)			553				22		281				856		Poles	
Inspections Poles Billed			12855										12855	25533	Poles	
Total # Poles Billed (Joint/Multi/Inspection combined)	28	5	17278	44	22	2	17	14	462	14	39	0	17925	49712	Poles	Summary
% of Total Poles Billed (Joint/Multi/Inspection combined)	0.002	0.000	0.964	0.002	0.001	0.000	0.001	0.001	0.026	0.001	0.002	0.000	1.00		Poles	Summary
# of Poles Returned													2297	11681	Poles	Summary
# of Backlog Poles													3808		Poles	Summary
Total Poles received	54	42	22169	87	34	56	193	14	1301	14	64	2	24030	74266	Poles	Summary
% of Poles Billed													74.59%		Poles	Summary
% of Poles returned													9.56%		Poles	Summary
% of Backlog Poles													15.85%		Poles	Summary
																100.00%

Month	Joint	Multi	Total
Oct-16	132	732	864
Nov-16	13	193	206
Dec-16	4	19	23
Jan-17	154	107	261
Feb-17	241	436	677
Mar-17	375	297	672
Apr-17	2002	1220	3222
May-17	2258	1972	4230
Jun-17	2952	856	3808



 = Members assessed penalty fee

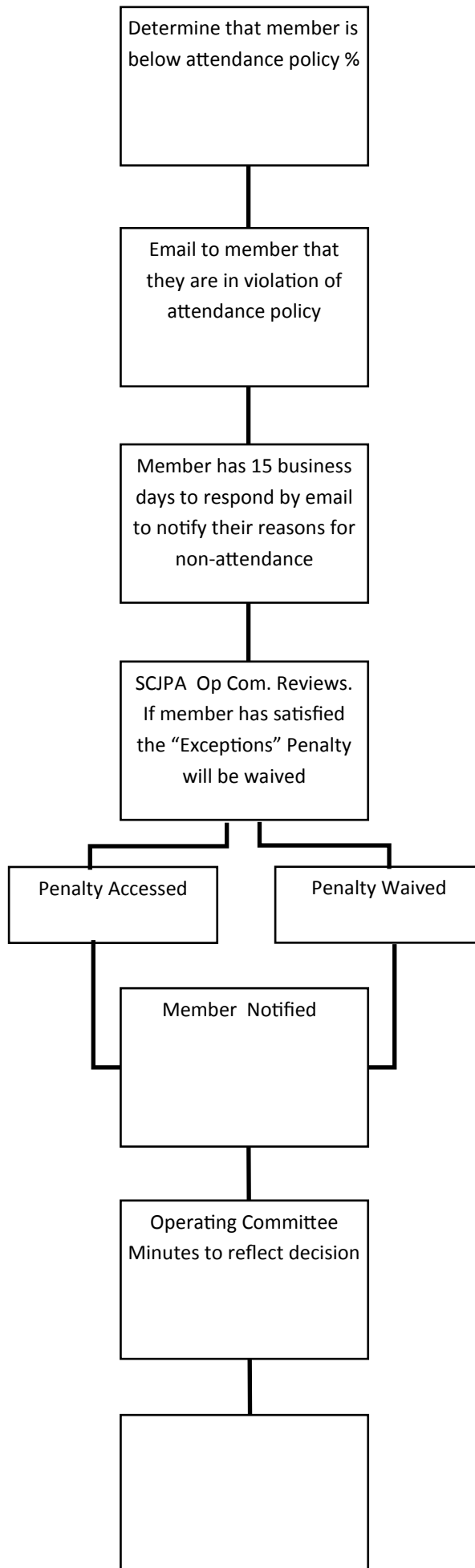
 = Less than 80% but 50% or greater attendance

 = Less than 50% attendance

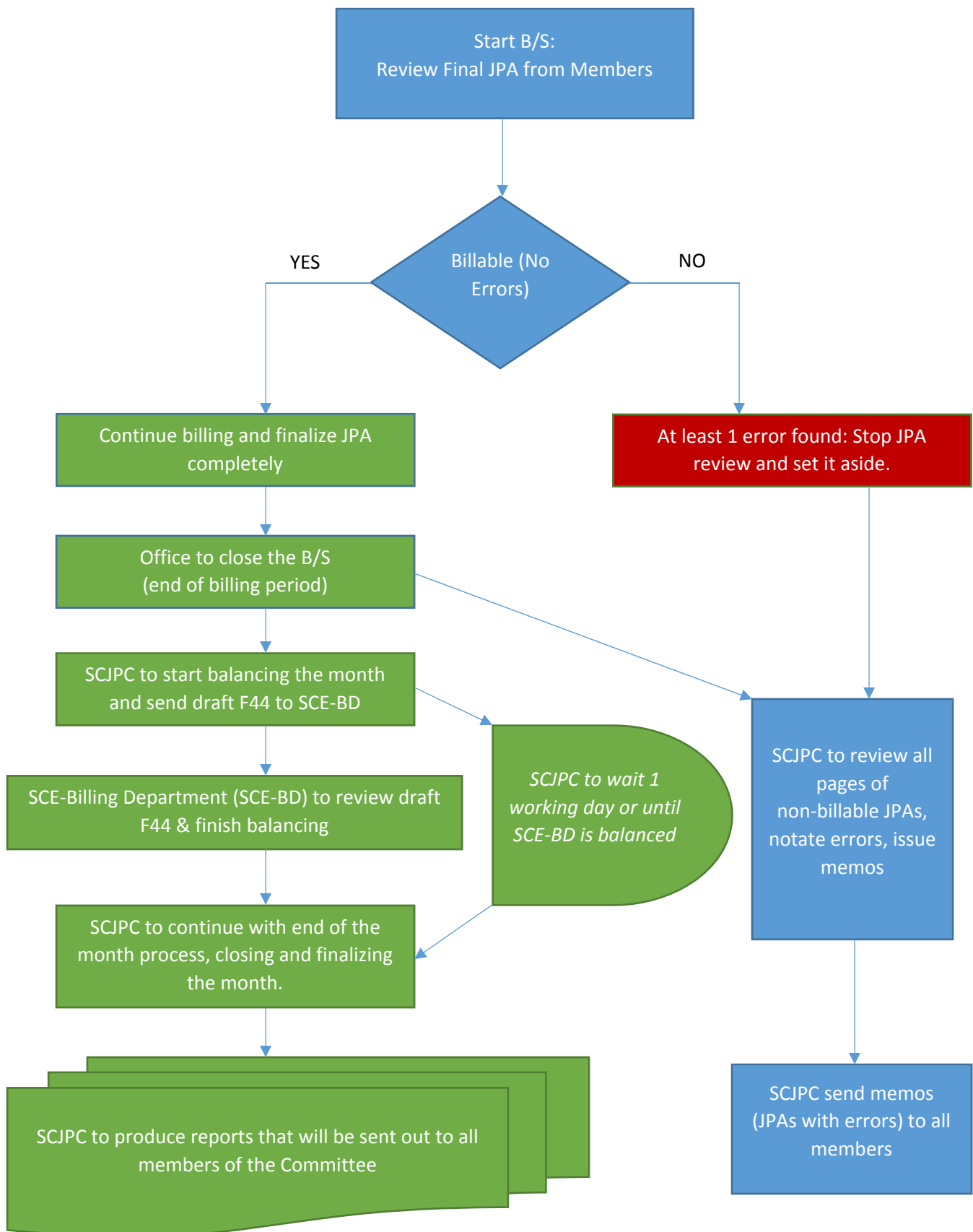
 = Excused Absence

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
MEMBER BOARD MEETING ATTENDANCE
JUL 2016 - JUN 2017

		MBR CODE	2016 JULY	2016 AUG	2016 SEP	2016 OCT	2016 NOV	2016 DEC	2017 JAN	2017 FEB	2017 MAR	2017 APR	2017 MAY	2017 JUN	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	Frontier Communications	FTR	1	1	1	1	1		1	1	1	1	1	1	11	100%	FTR
4	AT&T California	H / T	1	1	1	1	1		1	1	1	1	1	1	11	100%	H / T
5	T-Mobile, USA	PBM	1	1	1	1	1		1	1	1	1	1	1	11	100%	PBM
6	City of Burbank	B	1	1	1	1	1		1	1	1	1	1	1	11	100%	B
7	Mobilite LLC	MOB	1	1	1	1	1		1	1	1	1	1	1	11	100%	MOB
8	Crown Castle NG West Inc.	NG	1	1	1	1	1		1	1	1	1	1	1	11	100%	NG
9	NewPath Networks	NPN	1	1	1	1	1		1	1	1	1	1	1	11	100%	NPN
10	CA-CLEC LLC	CCI	1	1	1	1	1		1	1	1	1	1	1	11	100%	CCI
11	Sprint-Nextel	SPR	1	1	1	1	1		1	1	0	1	1	1	10	91%	SPR
12	Sprint Communications	FON	1	1	1	1	1		1	1	0	1	1	1	10	91%	FON
13	Teleport Comm America	TCA	1	1	1	1	1		1	1	0	1	1	1	10	91%	TCA
14	Verizon Wireless	ATC	1	1	1	1	1		1	1	0	1	1	1	10	91%	ATC
15	City of Vernon	V	1	0	1	1	1		1	1	1	1	1	1	10	91%	V
16	City of Banning	COB	0	1	1	1	1		1	1	1	1	1	1	10	91%	COB
17	City of Pasadena	MP	1	1	1	1	0		1	1	1	1	1	1	10	91%	MP
18	XO Communications	NXT	1	1	1	1	1		1	1	0	1	1	1	10	91%	NXT
19	City of Glendale	A	1	1	1	1	0		1	1	1	1	1	1	10	91%	A
20	City of Colton	F	0	1	1	1	1		1	1	1	0	1	1	9	82%	F
21	AT&T Mobility	LAC	1	1	1	1	1		0	1	0	1	1	1	9	82%	LAC
22	City of Lompoc	LLW	1	1	0	1	1		1	1	0	1	1	1	9	82%	LLW
23	City of Anaheim	D	1	0	1	0	1		1	1	1	1	1	1	9	82%	D
24	Time-Warner	TWC	1	1	1	1	1		1	1	0	0	1	1	9	82%	TWC
25	City of Riverside	J	0	0	1	1	1		1	1	1	1	1	1	9	82%	J
26	Mpower/TelePacific	ICG	1	1	0	1	1		1	1	0	1	1	1	9	82%	ICG
27	City of Azusa	MA	0	1	1	1	0		1	1	1	1	0	1	8	73%	MA
28	Golden State Water	SCW	1	1	0	0	0		0	1	1	1	1	1	7	64%	SCW
29	MCI/Metro	ATS	0	1	1	0	1		1	0	1	1	0	1	7	64%	ATS
30	MCI Communications	MCI	0	1	1	0	1		1	0	1	1	0	1	7	64%	MCI
31	ExteNet Systems	EXT	1	1	1	1	1		0	0	1	1	0	0	7	64%	EXT
32	ATC Outdoor DAS	AMT	0	1	0	1	0		0	0	0	1	1	1	5	45%	AMT
33																	
Total			25	29	28	28	27	0	28	28	22	30	28	31			



SCJPC JPA PROCESS



MEETING ATTENDANCE POLICY

Introduction

Regular and predictable attendance is required to conduct Committee business. It is the responsibility of each Member to ensure their representative maintains acceptable attendance in accordance with this Policy. For flexibility, members may attend in person or via conference call. Members are considered to be present if they are in attendance for roll call, consent, and discussion. Conference call information is posted on the SCJPC website and meeting agendas.

Frequency

The agreement stated that Member should attend at least 80% of Administrative Board Meetings. Members who fall below 50% attendance will be assessed the penalty. Member attendance to at least 50% of Administrative Board Meetings is required.

Time Frame

Attendance shall be measured for the previous 12 months (rolling 12-month calendar).

Notification By Member for Non Attendance

Member must notify the SCJPC office prior to Administrative Board meeting or 24 hours after.

Penalty

\$500.00 for each member not in compliance per month.

Assessment

The penalty will be included in the next monthly assessment. The penalty may be assessed monthly thereafter for continued non-attendance. Penalty shall be waived for the month(s) the member attends.

Assessment Distribution

Penalty assessments will be credited equally on the following month's assessment invoice. Penalized members will not receive this credit.

Exceptions

Exceptions to this policy are allowed at the discretion of the Operating Committee and in the following situations:

- Natural and Civil Disaster
- Interruptions in Public Transportation and Conveyance
- Illness/Death
- Labor Disruptions

Policy Changes

Based on the needs of the SCJPC these requirements can be modified by the Operating Committee when deemed necessary.

| [For Admin Discussion next month August 2017](#)

Southern California Joint Pole Committee

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

August 16, 2017

A regular meeting of the **Operating Committee** took place on the above date, at 10:45 am., at the Committee office.

Those in attendance were:

Mr. William Kearns	Frontier Communications
Ms. Megan Stewart	Frontier Communications
Mr. Steve Brown	City of Los Angeles
Mr. Jeff Williams	City of Los Angeles
Ms. Lynn Prescott	Verizon Wireless
Ms. April DeBarge	Southern California Edison
Mr. Brian Strong	Southern California Edison
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Earl Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Mr. David Campo	City of Lompoc
Mr. Joe Armstrong	City of Pasadena
Mr. Daniel Acosta	Mobilitie, LLC
Ms. Shawn Henderson	T-Mobile USA
Ms. Maria Ortiz	XO Communication
Ms. Lupe Hernandez	Teleport Communications America, LLC
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff
Ms. Jennie Corella	Committee Transcriber

Those attending via teleconference were:

Ms. Yvonne Johnson	AT&T Mobility
Mr. Jay Hanenkratt	ATC-Outdoor DAS
Ms. Julie Roberts	Golden State Water
Ms. Jessica Nix	Southern California Edison

Chairperson, Mr. Kearns called the meeting to order at 10:45 am. by addressing the first item on the agenda, the review of the **prior meeting minutes**. There were no questions or comments.

The second agenda item is the review of the **July 2017 expense sheets**. The members reviewed the monthly report. Mr. Kearns inquired into the asterisk by the Attorney fee expense. Ms. Pranata responded that the expense is in regards to the Operating Committee – August 16, 2017 – Page 1 of 4

CPUC request. She added that she will send request numbers 1, 2, and 3 and withhold all other documents requested in the CPUC data request notification per the committee legal counsel. She further added that there is a request for a conference call with the SCJPC, NCJPA and legal to ensure that all are on the same page.

Ms. Hernandez commented that the NCJPA is not on the same page as the SCJPC. The NCJPA is under the assumption that they must comply with all CPUC data requests.

After a brief discussion the consensus is that the North and South should act separate and that the South will be sending a representative to the CPUC meetings. That representative will be announced later.

The third agenda item is the **Accounts Receivable**. The members reviewed the report and noted that outstanding invoice total was greater than normal. Ms. Pranata stated that she has spoken with Time-Warner and has been informed that the invoices have been processed for payment. Ms. Prescott requested that the account receivable portion reflecting Verizon Wireless invoices should be sent to their accounting department for reimbursement.

There were no further questions or comments on this monthly report.

The fourth item on the agenda is the **July 2017 JPA Member Activity** report. Ms. Brown announced that if any members had issues with LADWP billing to contact him directly.

Ms. Pranata stated that moving forward she would separate the inspection billing from the non-inspection billing due to the impact of the number of poles. The members briefly discussed duplicate inspection billing, and billing for poles that they are not attached. Ms. Pranata responded that if the pole record lists a member then the system will bill for inspections until the pole record is corrected via member notification. Mr. Brown responded that DWP will correct any records that they are not physically attached to the pole.

Ms. Pranata reported that she will modify the backlog chart since it appears that the backlog is not changing. The chart will reflect the decrease in backlog and any shortage in billing staff.

The members discussed the need of additional billing staff in light of the predicted influx of work from Edison. Ms. Pranata responded that currently a billing staff is out on medical leave and is scheduled to return in October, which will aide in decreasing the current backlog.

Ms. Pranata inquired what would be an acceptable backlog number? She added that she would like direction in addressing the backlog issue. Mr. Serrato responded that the backlog should be manageable in that members financial projections are predicated on the work submitted. Ms. Pranata stated that in regards to the JPA backlog, they are processed via the FIFO method providing that the work submitted is billable as received.

Mr. Strong suggested that the backlog report should reflect the through-put that is what is received, what is billed and the length of time for final processing.

Ms. De Barge inquired if Edison could write the costs on the billing section of the two-party forms to possibly expedite processing the work. The majority of work

provided by Edison are two-party JPAs. The JPC staff would verify the submitted costs.

The members agreed that this suggestion would require greater thought and discussion.

Ms. Pranata then requested approval for continued overtime. She stated that each individual is not allowed to exceed eight hours of OT per week. She added that not all staff avail themselves to OT.

The members approved OT of eight hours a week per employee until October 2017 at this time.

There were no further comments or questions.

The fifth item on the agenda is **Member Board Attendance**. The report reflects a penalty fee has been assessed to a member.

There were no further comments or questions.

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Allen reported that the office billed 1,336 JPAs with 8,918 poles. The total number of backlog JPAs 226 with 1,185 poles.

There were no comments or questions on this report.

The seventh item for discussion is **Item 1633: Review of Attendance Policy**. The members reviewed the revised Member Attendance Policy. Ms. Hernandez stated that in many instances members are in attendance for roll call via teleconference, then drop off later in the meeting. She added that they should be in attendance when a consent vote is called. Discussed briefly is the idea of placing the Discussion Calendar before the Consent Calendar. It is agreed that if a member is present for roll call and Consent then they are considered in attendance.

The consensus is that this revised item will be on the Consent Calendar of the next Administrative Board meeting.

The eighth item for discussion is **Item 1640: Billing Discrepancies**. Ms. Allen presented the members with a list of questionable billing issues. The members reviewed and discussed each individual billing discrepancy, then gave Ms. Allen direction in how to bill or return the listed billing questions. Ms. Allen will distribute the list of discrepancies with the member responses to members and the JPC staff.

The ninth item for discussion is **Item 1641: Training (Prelim and Final)**. Ms. Pranata stated that she and Ms. Allen could provide training for members, however there is the backlog to consider. Ms. Allen stated that she would like to work with someone who could instruct her on the preliminary process and how it then ties into the final billing process.

Mr. Carrion suggested that there could be available to members training modules via the website. He added that he viewed the current Basic Training available on the website, and in his opinion it is not thorough, detailed enough and somewhat inadequate.

Ms. Hernandez stated that the current basic training available on the website requires updating, therefore, in her opinion the Basic JPA Training ad hoc committee should become active.

The consensus is to schedule the Basic JPA Training ad hoc committee to meet on the third Wednesday of the month after the Operating meeting. The chairperson of the committee is AT&T Mobility, Ms. Yvonne Johnson at this time.

Ms. Pranata stated that her office receives many requests for forms and queries on billing from member staff. In light of the current backlog, she inquired direction on the turnaround time to answer said queries and requests. She stated that the office staff wishes to oblige these requests, however they need a specific turnaround time frame. Mr. Williams stated that a common turnaround time is 24 hours.

The last item on the agenda is **Miscellaneous Items**.

SCJPC Overtime Update

This was discussed earlier in the meeting.

Review of Action Items

- Ms. Allen to update billing discrepancy list and send to members.
- Ms. Pranata to contact Ms. Tina Sims of the CPUC to inform her of the SJCPD plans.
- Ms. Pranata to send a list of outstanding invoices to Verizon Wireless.
- Ms. Pranata to revise the member activity backlog chart to reflect through-put and clarify productivity.
- Ms. Pranata to create a general questions email address.

The meeting adjourned at 11: 57 am until September 20, 2017.

Jennie Corella – Committee Transcriber

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

OPERATING EXPENSES		July 31, 2017			YTD Through July 31, 2017			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
<u>EMPLOYEE EXPENSE</u>	Details								
Salaries		40,373	37,743.20	2,629	282,609	268,234.95	14,374	5%	484,472
Regular	33,524.31					-			
Contract Labor	4,218.89					-			
						-			
Insurance		5,971	4,387.71	1,583	41,796	31,150.85	10,645	25%	71,650
Health/Dental	4,387.71					-			
Life (quarterly)						-			
						-			
Payroll Taxes		3,432	2,564.63	867	24,022	21,121.01	2,901	12%	41,180
Workers Compensation		292	306.82	(15)	2,042	2,992.98	(951)	-47%	3,500
Travel/Misc. Exp.		150	128.00	22	1,050	850.75	199	19%	1,800
						-			
						-			
<u>PENSION EXPENSE</u>						-			
Contribution-SEP IRA		4,239	3,520.05	719	29,674	24,589.57	5,085	17%	50,870
						-			
						-			
<u>MONTHLY RECURRING</u>						-			
Rent		8,392	8,362.93	29	58,747	57,169.57	1,577	3%	100,709
Alarm System	Quarterly	46	-	46	321	281.94	39	12%	550
Telephone (Frontier)		610	607.85	2	4,270	4,218.18	52	1%	7,320
Cisco WebEx Plan		90	69.00	21	630	483.00	147	23%	1,080
Postage & Shipping		167	189.55	(23)	1,167	1,239.84	(73)	-6%	2,000
Business/Property Insurance	Pro-Rated	167	-	167	1,167	1,555.01	(388)	-33%	2,000
Committee Meetings		400	266.16	134	2,800	2,008.04	792	28%	4,800
						-			
						-			
<u>EQUIPMENT & FURNITURE</u>						-			
						-			
Copy Machine - CBE		175	349.32	(174)	1,225	1,112.76	112	9%	2,100
						-			
						-			

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

OPERATING EXPENSES	Details	July 31, 2017			YTD Through July 31, 2017			%	Annual
		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-Hardev		1,000	600.00	400	7,000	4,200.00	2,800	40%	12,000
Email/Domain Host/Sharefile		42	32.95	9	292	270.55	21	7%	500
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		125	43.40	82	875	1,385.47	(510)	-58%	1,500
Cal Net Off-Site Back-up		417	299.00	118	2,917	2,093.00	824	28%	5,000
						-			
						-			
PRINTING & SUPPLY						-			
Office Printing		150	189.75	(40)	1,050	1,038.52	11	1%	1,800
Office Supplies		167	86.16	81	1,167	989.31	177	15%	2,000
						-			
						-			
CONTRACT SERVICES						-			
Auditor	Pro-Rated	580	183.00	397	4,057	2,245.00	1,812	45%	6,955
Attorney*		542	825.00	(283)	3,792	825.00	2,967	78%	6,500
						-			
GENERAL EXPENSE						-			
Sure Payroll Fees		142	130.73	11	992	951.28	40	4%	1,700
Bank fees/Chk printing	Pro-Rated	17	-	17	117	-	117	100%	200
Publications/Subscriptions/Reference		17	-	17	117	212.64	(96)	-82%	200
Seminars & Tuition		125	-	125	875	783.00	92	11%	1,500
Member Retirement & celebration		125	-	125	875	-	875	100%	1,500
Total Operating Expenses		69,432.17	62,185.21	7,246.96	486,025.17	441,102.22	44,922.95	9%	833,186.00

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

OPERATING EXPENSES		July 31, 2017			YTD Through July 31, 2017			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
	Details								
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT									
COMPUTER SYSTEM									
Software Purchase (& website mods)		833	-	833	5,833	-	5,833	100%	10,000
FRIEND modification*		2,813	-	2,813	19,688	-	19,688	100%	33,750
NJUNS Fee (once a year)*		875	-	875	6,125	-	6,125	100%	10,500
EQUIPMENT & FURNITURE	Pro-Rated								
Purchases/Leases (GE Capital)		358	377.36	(19)	2,508	2,503.45	5	0%	4,300
Hardware Purchase		300	-	300	2,100	1,368.00	732	35%	3,600
LONG TERM LIABILITY CURRENT						-			
						-			
						-			
Total Capital Investments & Long Term Liabilities Current		5,179.17	377.36	4,801.81	36,254.17	3,871.45	32,382.72	89%	62,150
Interest Earned/Misc Income		(0.08)	(0.08)		(0.53)	(0.53)			
		74,611.25	62,562.49	12,048.76	522,278.80	444,973.14	77,305.66	15%	895,336.00
*Items in blue are assessed equally									
Prepared as of: 8/4/2017									

Delinquent Accounts
As of 8/9/2017

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	Apr' 17	May. 31, 2017	\$ 715.90	19410	7/13/2017	Mailed/Emailed to Joe Armstrong; Mailed to Lynn Prescott	MS	MS	6/15/2017
Frontier Communications	Mar' 17	Apr. 30, 2017	\$13,280.25	19378	6/15/2017 7/13/2017	Mailed to Sandy Weber Mailed to Sandy Weber	MS MS	MS	6/15/2017
Frontier Communications	Apr' 17	May. 31, 2017	\$ 9,802.40	19413	7/13/2017	Mailed to Sandy Weber	MS	MS	6/15/2017
Frontier Communications	May '17	Jun. 30, 2017	\$10,594.80	19448				MS	7/13/2017
MCI Metro/ATS	May '17	Jun. 30, 2017	\$ 801.84	19451				MS	7/13/2017
MCI Telecommunications	May '17	Jun. 30, 2017	\$ 663.21	19452				MS	7/13/2017
Mobilitie, LLC	Apr' 17	May. 31, 2017	\$ 563.39	19435	7/13/2017	Mailed to Chester Bragado	MS	MS	6/15/2017
Mpower/Telepacific Com.	May '17	Jun. 30, 2017	\$ 642.80	19449				MS	7/13/2017
Time Warner - TWS	Jan' 17	Feb. 28, 2017	\$ 354.09	19321	5/11/2017 6/15/2017 7/13/2017	Mailed to Bernadette McThomas Mailed to Bernadette McThomas and Samantha Carillo Mailed to Bernadette McThomas and Samantha Carillo	MS MS MS	KA	4/7/2017
Time Warner - TWS	Feb' 17	Mar. 31, 2017	\$ 347.17	19356	6/15/2017 7/13/2017	Mailed to Bernadette McThomas and Samantha Carillo Mailed to Bernadette McThomas and Samantha Carillo	MS MS	MS	5/11/2017
Time Warner - TWS	Apr' 17	May. 31, 2017	\$ 315.52	19426	7/13/2017	Mailed to Samantha Carillo	MS	MS	6/15/2017
Time Warner - TWS	May '17	Jun. 30, 2017	\$ 359.03	19461				MS	7/13/2017
Time Warner - TWN	Feb' 17	Mar. 31, 2017	\$ 402.68	19357	6/15/2017 7/13/2017	Mailed to Samantha Carillo Mailed to Samantha Carillo	MS MS	MS	5/11/2017
Time Warner - TWN	Apr' 17	May. 31, 2017	\$ 377.85	19427	7/13/2017	Mailed to Samantha Carillo	MS	MS	6/15/2017
Time Warner - TWN	May '17	Jun. 30, 2017	\$ 416.44	19462				MS	7/13/2017
Verizon Wireless	Dec' 16	Jan. 31, 2017	\$ 919.90	19261	4/7/2017 5/11/2017 6/15/2017 7/13/2017	Emailed:P James, Dino, Lupe Emailed: James, Marco, Lupe Emailed: James, Marco, Lupe Emailed: James, Marco, Lupe	KA MS MS MS	KA	4/7/2017
Verizon Wireless	Jan' 17	Feb. 28, 2017	\$ 980.94	19296	6/15/2017 7/13/2017	Emailed: James, Marco, Lupe Emailed: James, Marco, Lupe	MS MS	KA	4/7/2017
Verizon Wireless	Feb' 17	Mar. 31, 2017	\$ 961.36	19331	6/15/2017 7/13/2017	Emailed: James, Marco, Lupe Emailed: James, Marco, Lupe	MS MS	MS	5/11/2017
Verizon Wireless	Mar' 17	Apr. 30, 2017	\$ 1,230.70	19366	6/15/2017 7/13/2017	Emailed: James, Marco, Lupe Emailed: James, Marco, Lupe	MS MS	MS	6/15/2017
Verizon Wireless	Apr' 17	May. 31, 2017	\$ 906.06	19401	7/13/2017	Emailed: James, Marco, Lupe	MS	MS	6/15/2017
Verizon Wireless	May '17	Jun. 30, 2017	\$ 995.02	19436				MS	7/13/2017
XO Communications	May '17	Jun. 30, 2017	\$ 684.89	19460				MS	7/13/2017

\$46,316.24

TOTAL

\$46,316.24

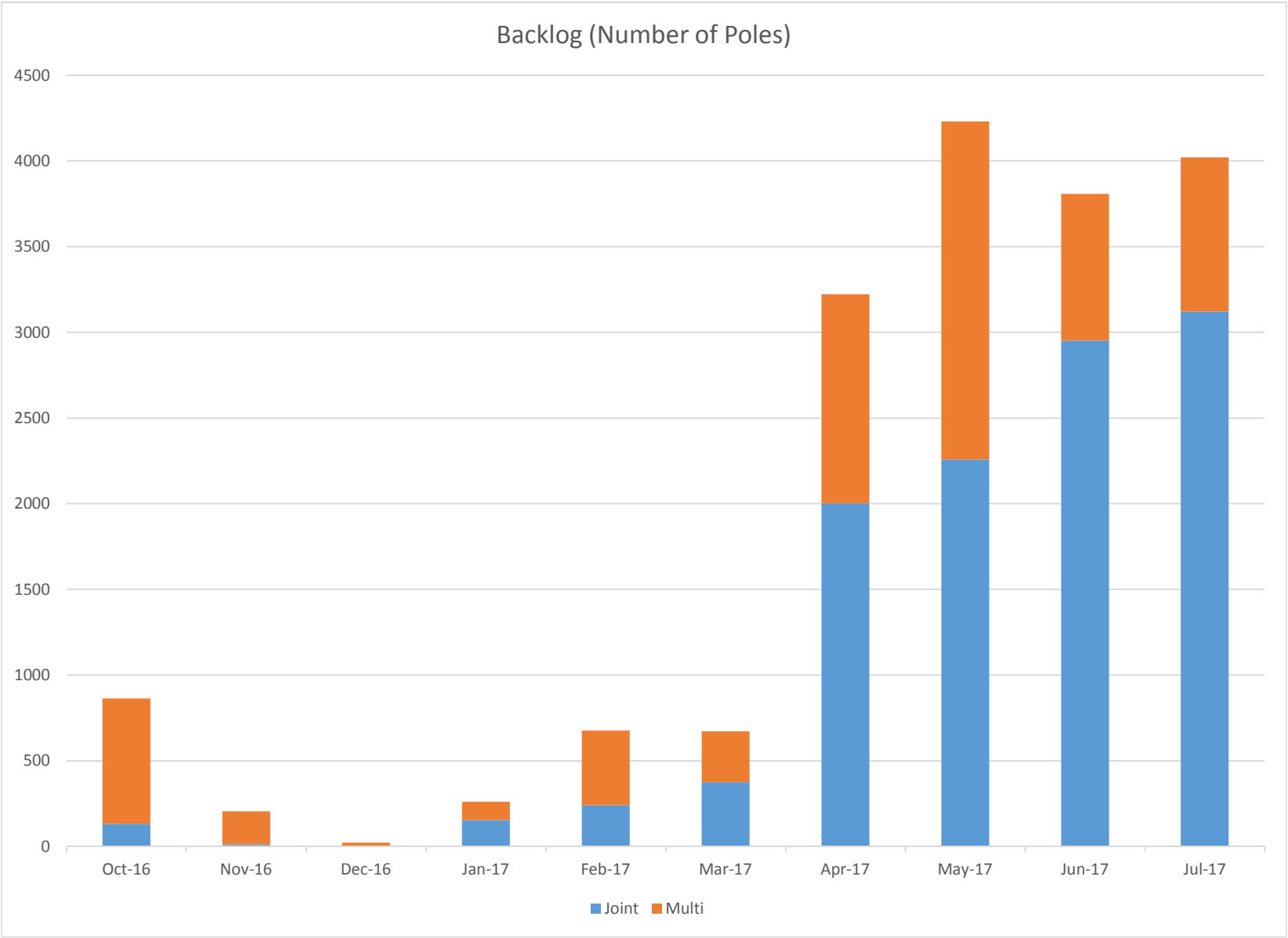
Delinquent Accounts - 30 Days past due.
Past due notices will be sent out when 60 days have elapsed.

S:\EXCEL\ACCTREC

JUL' 17 ACTIVITY

[illegible]

Month	Joint	Multi	Total
Oct-16	132	732	864
Nov-16	13	193	206
Dec-16	4	19	23
Jan-17	154	107	261
Feb-17	241	436	677
Mar-17	375	297	672
Apr-17	2002	1220	3222
May-17	2258	1972	4230
Jun-17	2952	856	3808
Jul-17	3121	900	4021



 = 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
AUG 2016 - JUL 2017

		MBR CODE	2016 AUG	2016 SEP	2016 OCT	2016 NOV	2016 DEC	2017 JAN	2017 FEB	2017 MAR	2017 APR	2017 MAY	2017 JUN	2017 JUL	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	Frontier Communications	FTR	1	1	1	1		1	1	1	1	1	1	1	11	100%	FTR
4	AT&T California	H / T	1	1	1	1		1	1	1	1	1	1	1	11	100%	H / T
5	T-Mobile, USA	PBM	1	1	1	1		1	1	1	1	1	1	1	11	100%	PBM
6	Mobilite LLC	MOB	1	1	1	1		1	1	1	1	1	1	1	11	100%	MOB
7	City of Banning	COB	1	1	1	1		1	1	1	1	1	1	1	11	100%	COB
8	Teleport Comm America	TCA	1	1	1	1		1	1	0	1	1	1	1	10	91%	TCA
9	Verizon Wireless	ATC	1	1	1	1		1	1	0	1	1	1	1	10	91%	ATC
10	City of Vernon	V	0	1	1	1		1	1	1	1	1	1	1	10	91%	V
11	XO Communications	NXT	1	1	1	1		1	1	0	1	1	1	1	10	91%	NXT
12	City of Colton	F	1	1	1	1		1	1	1	0	1	1	1	10	91%	F
13	City of Riverside	J	0	1	1	1		1	1	1	1	1	1	1	10	91%	J
14	City of Burbank	B	1	1	1	1		1	1	1	1	1	1	0	10	91%	B
15	Crown Castle NG West Inc.	NG	1	1	1	1		1	1	1	1	1	1	0	10	91%	NG
16	NewPath Networks	NPN	1	1	1	1		1	1	1	1	1	1	0	10	91%	NPN
17	CA-CLEC LLC	CCI	1	1	1	1		1	1	1	1	1	1	0	10	91%	CCI
18	AT&T Mobility	LAC	1	1	1	1		0	1	0	1	1	1	1	9	82%	LAC
19	City of Lompoc	LLW	1	0	1	1		1	1	0	1	1	1	1	9	82%	LLW
20	Mpower/TelePacific	ICG	1	0	1	1		1	1	0	1	1	1	1	9	82%	ICG
21	City of Azusa	MA	1	1	1	0		1	1	1	1	0	1	1	9	82%	MA
22	Sprint-Nextel	SPR	1	1	1	1		1	1	0	1	1	1	0	9	82%	SPR
23	Sprint Communications	FON	1	1	1	1		1	1	0	1	1	1	0	9	82%	FON
24	City of Pasadena	MP	1	1	1	0		1	1	1	1	1	1	0	9	82%	MP
25	City of Glendale	A	1	1	1	0		1	1	1	1	1	1	0	9	82%	A
26	MCI/Metro	ATS	1	1	0	1		1	0	1	1	0	1	1	8	73%	ATS
27	MCI Communications	MCI	1	1	0	1		1	0	1	1	0	1	1	8	73%	MCI
28	City of Anaheim	D	0	1	0	1		1	1	1	1	1	1	0	8	73%	D
29	Time-Warner	TWC	1	1	1	1		1	1	0	0	1	1	0	8	73%	TWC
30	Golden State Water	SCW	1	0	0	0		0	1	1	1	1	1	1	7	64%	SCW
31	ExteNet Systems	EXT	1	1	1	1		0	0	1	1	0	0	1	7	64%	EXT
32	ATC Outdoor DAS	AMT	1	0	1	0		0	0	0	1	1	1	0	5	45%	AMT
33																	
Total			29	28	28	27	0	28	28	22	30	28	31	21			

MEETING ATTENDANCE POLICY

Introduction

Regular and predictable attendance is required to conduct Committee business. It is the responsibility of each Member to ensure their representative maintains acceptable attendance in accordance with this Policy. For flexibility, members may attend in person or via conference call. Members are considered to be present if they are in attendance for roll call, consent, and discussion. Conference call information is posted on the SCJPC website and meeting agendas.

Frequency

The agreement stated that Member should attend at least 80% of Administrative Board Meetings. Members who fall below 50% attendance will be assessed the penalty. Member attendance to at least 50% of Administrative Board Meetings is required.

Time Frame

Attendance shall be measured for the previous 12 months (rolling 12-month calendar).

Notification By Member for Non Attendance

Member must notify the SCJPC office prior to Administrative Board meeting or 24 hours after.

Penalty

\$500.00 for each member not in compliance per month.

Assessment

The penalty will be included in the next monthly assessment. The penalty may be assessed monthly thereafter for continued non-attendance. Penalty shall be waived for the month(s) the member attends.

Assessment Distribution

Penalty assessments will be credited equally on the following month's assessment invoice. Penalized members will not receive this credit.

Exceptions

Exceptions to this policy are allowed at the discretion of the Operating Committee and in the following situations:

- Natural and Civil Disaster
- Interruptions in Public Transportation and Conveyance
- Illness/Death
- Labor Disruptions

Policy Changes

Based on the needs of the SCJPC these requirements can be modified by the Operating Committee when deemed necessary.

| [For Admin Discussion next month August 2017](#)

BILLING DISCREPANCIES

To Bill AS IS or Return

Description of Error	Questions/Notes	BILL AS IS	RETURN
5C being charge - NO CUT	Bill as is, Or do not bill leave on JPA, or Return?		
5C being charge - Same Utility doing Pulling Routine	Bill as is, Or do not bill leave on JPA, or Return?		
Section 7.X: Record Joint E/H Proposed E/FTR	Bill Old Rec E/H New Rec E/FTR?, Change proposed side to old record E/H new E/H, or Return?		
Item 9 with 7.4	Bill as item 9? Do not bill item 9, leave on JPA, or Return?		
Item 9 no section 14.9	Bill as is, Bill as is add item 14.9, do not bill w/o section, or Return?		
Item 83 no section 10.8	Bill as is, Bill as is add item 10.8, do not bill or Return?		
Special Agreement w/ 18.1D - Multi Party	3 companies 1 not approved. Bill as 1/2 to signed members, bill as 1/3 to signed, or Return?		
Traffic Control 13C	Bill as is, change to 13D and bill, or Return?		
Anchor no item	Bill with no monies or Return?		
Company on JPA not on poles	Cross out and no copies, Leave on make account and copies, or Return?		
Multi with items no explanation who to charge	Do not bill items or Return?		
Section 4.0, Grade and Space into SCZ (4.3)	Bill as section change grade and space, bill as gr/sp change section, or Return?		
Unauthorized Attached 7.11 no 7.7	Can we add 7.7 or Return?		
NO KV or C for Power Poles	Finalize w/o KV or C or Return?		
GR&SP not for Pole Height S/A 50' GR/SP 45' pole	Change gr/sp per pole height, change pole height per grade and space, or Return?		
Multi: 3' Clear no note: SCZ is Adequate?	Add on note and bill, Do not add note bill, or Return?		
Page Numbers	1 of X but no X , missing page X, or blank page. Bill as is or Return?		
7.11 no 7.4 item 19	Can we just bill: Note from Larry Chow and April Debarge 7/16 - Send back to Member- Still Valid?		

For Operating meeting 8/16/2017

Southern California Joint Pole Committee

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

September 20, 2017

A regular meeting of the **Operating Committee** took place on the above date, at 10:02 am, at the Committee office.

Those in attendance were:

Mr. William Kearns	Frontier Communications
Ms. Megan Stewart	Frontier Communications
Mr. Steve Brown	City of Los Angeles
Ms. Manijeh Carmichael	AT&T California
Ms. April DeBarge	Southern California Edison
Mr. Wayne Brown	Southern California Edison
Ms. Jessica Nix	Southern California Edison
Ms. Valerie Mitwasi	Southern California Edison
Ms. Sherri DuChateau	Golden State Water
Ms. Julie Roberts	Golden State Water
Ms. Nicole Singh	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Earl Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Mr. David Campo	City of Lompoc
Mr. Brandon Robinson	City of Banning
Mr. Ayman Arraj	City of Burbank
Mr. Joe Armstrong	City of Pasadena
Mr. Johnny Trang	City of Pasadena
Mr. Daniel Acosta	Mobilitie, LLC
Ms. Shawn Henderson	T-Mobile USA
Ms. Maria Ortiz	XO Communication
Ms. Lupe Hernandez	Teleport Communications America, LLC
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff
Ms. Jennie Corella	Committee Transcriber

Those attending via teleconference were:

Ms. Yvonne Johnson	AT&T Mobility
Mr. Jay Hanenkratt	ATC-Outdoor DAS
Mr. Alex Parra	City of Riverside
Mr. Josh Mathisen	AT&T California
Ms. Samantha Carillo	Time-Warner Cable
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath/CA-CLEC LLC

Chairperson, 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**. There were no questions or comments.

The second agenda item is the review of the **August 2017 expense sheets**. The members reviewed the monthly report. There were no questions or comments.

The third agenda item is the **Accounts Receivable**. The members reviewed the report. There were no questions or comments on this monthly report.

The fourth item on the agenda is the **August 2017 JPA Member Activity** report. Ms. Pranata reported that per the request of SCE, she has created additional chart reports. The initial chart report Ms. Pranata presented is the Received, Processed Backlog dating back to October 2016. Ms. Pranata stated that the incoming workflow has increased which is the cause of the backlog; as well as staff out on medical leave and vacations. The next chart reflects the Processed Joint and Multi JPAs dating back as the previous chart. She added that multi-level party JPAs have different level of difficulties. For example, an eight party JPA may require eight to sixteen hours to process versus a two to three party JPA. The third chart, Processed: Billed and Returned back date as above was reviewed. The final chart is the Backlog Chart. Ms. Pranata reported that the monthly backlog is regularly completed within the following month; the chart reflects that the August backlog is in progress and all will be completed within the current month, in September Bill of Sale.

Mr. Steve Brown reported that he received a call from the SPANS representative stating that when they facilitated their presentation it was an extremely small audience; therefore would like to facilitate a second presentation to a larger audience. He added that they are of the opinion that their application is able to automate the final billing process.

Mr. Wayne Brown stated that Varasset, a joint use application, would be available to facilitate a presentation in that it operates similar to SPANS. It was agreed to have both SPANS and Varasset facilitate their respective presentations in the next two months.

Ms. Pranata questioned if the operating committee would like to continue reviewing the charts on a monthly basis. The consensus is that these reports may answer questions, thus avoiding the need for questions.

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

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Allen reported that the office received 1,331 JPAs with 9,573 poles. The total number of backlog is 85 JPAs with 1,207 poles. She stated that in this month there is a staff out on medical leave, and a staff was out for two weeks on vacation. Ms. Pranata reported that the staff out on medical leave is scheduled to return the middle of October. There were no further comments or questions on this report.

The seventh item for discussion is **Item 1633: Review of Attendance Policy**. This item was approved at the Administrative Board meeting which met earlier in the morning. This item is now closed.

The eighth item for discussion is **Item 1640: Billing Discrepancies**. Ms. Pranata stated that this item may be closed. It was agreed to close this item. Ms. Pranata will send the list of billing discrepancies with agreed on resolutions to all committee members.

The ninth item for discussion is **Item 1641: JPA Training (Prelim and Final)**. This issue was brought to the table in that members are inquiring if there is a training program available for incoming staff. Ms. Hernandez stated that the current Basic JPA training module available on the website is outdated and requires updates. Mr. Steve Brown and Mr. Carrion offered to share their internal respective training modules with the ad hoc members when necessary, however withholding any proprietary information. Ms. Hernandez stated that members attending the ad hoc committees have the ability to bring their billing questions to the table, especially the Routine and Authorized Costs meetings. Ms. Johnson of AT&T Mobility is the current chair of the Basic JPA Training ad hoc, but she is able only to attend via WebEx. It is agreed that the chair of this ad hoc committee should be present. In that the Basic JPA Training ad hoc committee has been reinstated; this item will be moved to that specific ad hoc committee. The Basic JPA Training ad hoc committee will meet after the current meeting.

The tenth item for discussion is **Item 1644: Meeting Caller Identification**. This pertains to identifying teleconferencing members by names versus a caller number. Ms. Pranata stated that if one does not connect to WebEx via the meeting number their name does not appear. Many members teleconference via their telephone. Members are unaware of their caller number. After brief discussion the consensus is to close this item at this time and readdress if necessary.

The last item on the agenda is **Miscellaneous Items**.

SCJPC general email address: questions@scjpc.net

Ms. Pranata reported that she has created a dedicated email address for members' questions. She inquired as to what sort of questions should be listed on the website for members to submit via this address for her office to respond; such as inquiries pertaining to poles, JPAs or other membership inquiries.

Ms. De Barge stated perhaps when members wish a JPA to be pulled this email may be utilized.

Mr. Kearns inquired if these questions and responses would be archived. Mr. Armstrong suggested creating a page on the SCJCP website for frequently asked questions (FAQ) if some of the questions received via this email address are repetitious.

Ms. Pranata will make this email address for inquiries and requests available on the SCJPC website.

SCJPC Overtime Update

Ms. Pranata reported that in the month of September there was a Saturday overtime. She added that there may be the need for overtime in October. Mr. Kearns inquired into the quantity of overtime hours. Ms. Pranata responded that she would report the total number of overtime expenses in September, and in October up to the date of the October meeting.

Mr. Wayne Brown inquired if Ms. Pranata had a work plan for catching up with the backlog workload. Ms. Pranata responded that in October the biller who is currently out on medical leave will return; therefore contributing to addressing the current backlog by bringing the office to full staff. She added that it has been previously discussed the need to increase the staff by one employee. She further added that she would include the additional salary and work station in her proposed 2018 Budget to address the additional staff. If approved the new employee could begin employment in January.

Mr. Steve Brown stated that the months of October, November and December should reflect the necessity of additional staff if needed. Ms. Pranata responded that the 2018 Proposed Budget must be approved by the November Operating meeting.

Ms. Carmichael questioned hiring additional staff for a backlog situation which could prove temporary? She added that what is needed is a backlog schedule to address the backlog as opposed to additional staff.

Mr. Brown stated that Edison does not foresee slowing down their workflow. Mr. Steve Brown added that there will be an increase in workflow from the City of Los Angeles.

Review of Action Items

- Ms. Pranata to send billing discrepancy list to Operating members.
- Item 1641: JPA Training (Prelim and Final) to be reassigned to the Basic JPA Training ad hoc committee.

The meeting adjourned at 10:53 am until October 18, 2017.

Jennie Corella – Committee Transcriber

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

OPERATING EXPENSES		August 31, 2017			YTD Through August 31, 2017			%	Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
	Details							Variance	Budget
<u>EMPLOYEE EXPENSE</u>									
Salaries		40,373	37,253.30	3,119	322,981	305,488.25	17,493	5%	484,472
Regular	32,015.68					-			
Contract Labor	5,237.62					-			
						-			
Insurance		5,971	4,387.71	1,583	47,767	35,538.56	12,228	26%	71,650
Health/Dental	4,387.71					-			
Life (quarterly)						-			
						-			
Payroll Taxes		3,432	2,745.48	686	27,453	23,866.49	3,587	13%	41,180
Workers Compensation		292	306.82	(15)	2,333	3,299.80	(966)	-41%	3,500
Travel/Misc. Exp.		150	68.41	82	1,200	919.16	281	23%	1,800
						-			
						-			
<u>PENSION EXPENSE</u>									
Contribution-SEP IRA		4,239	3,361.65	878	33,913	27,951.22	5,962	18%	50,870
						-			
						-			
<u>MONTHLY RECURRING</u>									
Rent		8,392	8,362.93	29	67,139	65,532.50	1,607	2%	100,709
Alarm System	Quarterly	46	-	46	367	281.94	85	23%	550
Telephone (Frontier)		610	607.85	2	4,880	4,826.03	54	1%	7,320
Cisco WebEx Plan		90	69.00	21	720	552.00	168	23%	1,080
Postage & Shipping		167	149.29	17	1,333	1,389.13	(56)	-4%	2,000
Business/Property Insurance	Pro-Rated	167	-	167	1,333	1,555.01	(222)	-17%	2,000
Committee Meetings		400	192.76	207	3,200	2,200.80	999	31%	4,800
						-			
						-			
<u>EQUIPMENT & FURNITURE</u>									
						-			
Copy Machine - CBE		175	111.44	64	1,400	1,224.20	176	13%	2,100
						-			
						-			

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

OPERATING EXPENSES	Details	August 31, 2017			YTD Through August 31, 2017			%	Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	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-Hardev		1,000	600.00	400	8,000	4,800.00	3,200	40%	12,000
Email/Domain Host/Sharefile		42	32.95	9	333	303.50	30	9%	500
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		125	66.15	59	1,000	1,451.62	(452)	-45%	1,500
Cal Net Off-Site Back-up		417	299.00	118	3,333	2,392.00	941	28%	5,000
						-			
						-			
PRINTING & SUPPLY						-			
Office Printing		150	172.94	(23)	1,200	1,211.46	(11)	-1%	1,800
Office Supplies		167	46.86	120	1,333	1,036.17	297	22%	2,000
						-			
						-			
CONTRACT SERVICES						-			
Auditor	Pro-Rated	580	3,377.00	(2,797)	4,637	5,622.00	(985)	-21%	6,955
Attorney*		542	1,110.00	(568)	4,333	1,935.00	2,398	55%	6,500
						-			
GENERAL EXPENSE						-			
Sure Payroll Fees		142	68.66	73	1,133	1,019.94	113	10%	1,700
Bank fees/Chk printing	Pro-Rated	17	-	17	133	-	133	100%	200
Publications/Subscriptions/Reference		17	-	17	133	212.64	(79)	-59%	200
Seminars & Tuition		125	-	125	1,000	783.00	217	22%	1,500
Member Retirement & celebration		125	-	125	1,000	-	1,000	100%	1,500
Total Operating Expenses		69,432.17	64,690.20	4,741.97	555,457.33	505,792.42	49,664.91	9%	833,186.00

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

OPERATING EXPENSES		August 31, 2017				YTD Through August 31, 2017				Annual
	Details	Budgeted	Recorded	Variance		Budgeted	Recorded	Variance	%	Budget
									Variance	
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT										
COMPUTER SYSTEM										
Software Purchase (& website mods)		833	-	833		6,667	-	6,667	100%	10,000
FRIEND modification*		2,813	-	2,813		22,500	-	22,500	100%	33,750
NJUNS Fee (once a year)*		875	-	875		7,000	-	7,000	100%	10,500
							-			
EQUIPMENT & FURNITURE	Pro-Rated						-			
Purchases/Leases (GE Capital)		358	379.10	(21)		2,867	2,882.55	(16)	-1%	4,300
Hardware Purchase		300	-	300		2,400	1,368.00	1,032	43%	3,600
LONG TERM LIABILITY CURRENT							-			
							-			
							-			
Total Capital Investments & Long Term Liabilities Current		5,179.17	379.10	4,800.07		41,433.33	4,250.55	37,182.78	90%	62,150
Interest Earned/Misc Income		(0.08)	(0.08)			(0.61)	(0.61)			
		74,611.25	65,069.22	9,542.03		596,890.06	510,042.36	86,847.70	15%	895,336.00
*Items in blue are assessed equally										
Prepared as of: 9/7/2017										

Delinquent Accounts
As of 9/13/2017

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	MS	Input By	Input Date
MCI Metro/ATS	Jun' 17	Jul. 31, 2017	\$ 787.19	19486				MS	8/10/2017
MCI Telecommunications	Jun' 17	Jul. 31, 2017	\$ 651.10	19487				MS	8/10/2017
Mobilitie, LLC	Jun' 17	Jul. 31, 2017	\$ 613.94	19505				MS	8/10/2017
Mpower/Telepacific Com.	Jun' 17	Jul. 31, 2017	\$ 631.06	19484				MS	8/10/2017
SC Edison	Jun' 17	Jul. 31, 2017	\$15,540.32	19493				MS	8/10/2017
Time Warner - TWS	Feb' 17	Mar. 31, 2017	\$ 347.17	19356	6/15/2017 7/13/2017 7/27/2017	Mailed to Bernadette McThomas and Samantha Carillo Mailed to Bernadette McThomas and Samantha Carillo Emailed Samantha	MS MS AP	MS	5/11/2017
Time Warner - TWN	Feb' 17	Mar. 31, 2017	\$ 402.68	19357	6/15/2017 7/13/2017 7/27/2017	Mailed to Samantha Carillo Mailed to Samantha Carillo Emailed Samantha	MS MS AP	MS	5/11/2017
Time Warner - TWN	Apr' 17	May. 31, 2017	\$ 377.85	19427	7/13/2017 7/27/2017	Mailed to Samantha Carillo Emailed Samantha	MS AP	MS	6/15/2017
Time Warner - TWN	May '17	Jun. 30, 2017	\$ 416.44	19462	7/27/2017	Emailed Samantha	AP	MS	7/13/2017
Time Warner - TWN	Jun' 17	Jul. 31, 2017	\$ 408.83	19497				MS	8/10/2017
Verizon Wireless	Jun' 17	Jul. 31, 2017	\$ 976.86	19471				MS	8/10/2017
XO Communications	May '17	Jun. 30, 2017	\$ 684.89	19460	8/10/2017	Mailed Accounts Payable	MS	MS	7/13/2017
XO Communications	Jun' 17	Jul. 31, 2017	\$ 672.80	19495					

\$22,511.13

TOTAL

\$22,511.13

Delinquent Accounts - 30 Days past due.

Past due notices will be sent out when 60 days have elapsed.

S:\EXCEL\ACCTREC

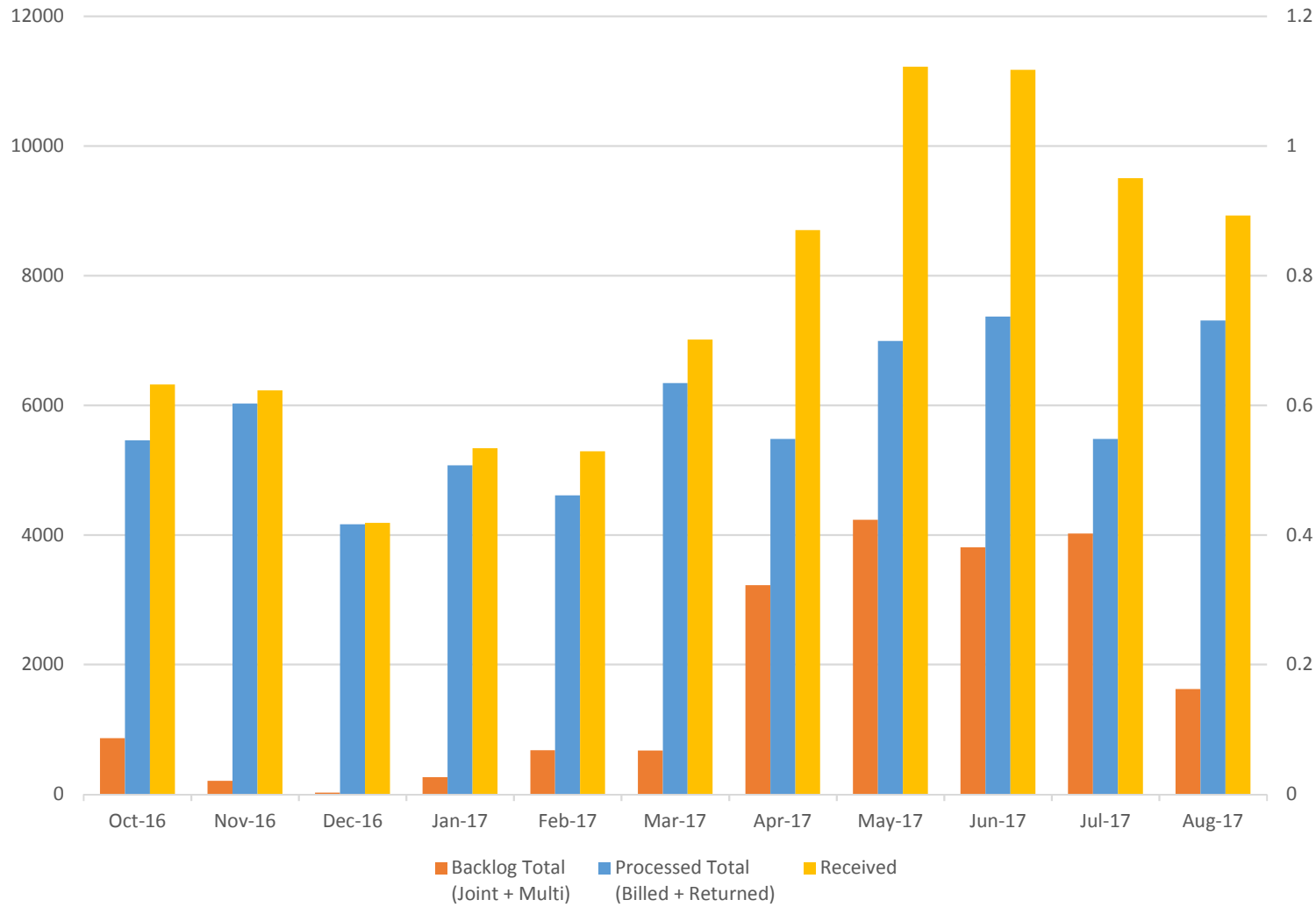
AUG' 17 ACTIVITY

Inspections Billed SCE Only: O&M (Inspections,Pole Tag, & SRA)	* SCE's Inspections separated as of August B/S Member Activity	SCE O&M YTD
Inspection JPAs Billed 23		136
Inspection Poles Billed 13028		52219

Month	Received	Received Joint	Received Multi	Billed	Billed Joint	Billed Multi	Returned (non-billable)	RET Joint	RET Multi	Processed Joint	Processed Multi	Processed Total (Billed + Returned)	# Full-time Billers	Backlog Total (Joint + Multi)	Backlog Joint	Backlog Multi
Oct-16	6320	3901	2419	4541	3315	1226	915	454	461	3769	1687	5456	6	864	132	732
Nov-16	6229	3641	2588	4619	3139	1480	1404	489	915	3628	2395	6023	6	206	13	193
Dec-16	4185	2725	1460	3455	2409	1046	707	312	395	2721	1441	4162	6	23	4	19
Jan-17	5334	3820	1514	3863	2918	945	1210	748	462	3666	1407	5073	6	261	154	107
Feb-17	5287	3018	2269	3334	2233	1101	1276	544	732	2777	1833	4610	6	677	241	436
Mar-17	7013	4012	3001	3708	2456	1252	2633	1181	1452	3637	2704	6341	6	672	375	297
Apr-17	8701	5408	3293	3707	2533	1174	1772	873	899	3406	2073	5479	4	3222	2002	1220
May-17	11220	7194	4026	4497	3508	989	2493	1428	1065	4936	2054	6990	5	4230	2258	1972
Jun-17	11175	7215	3960	5070	3430	1640	2297	833	1464	4263	3104	7367	5	3808	2952	856
Jul-17	9500	6307	3193	2987	2154	833	2492	1032	1460	3186	2293	5479	5	4021	3121	900
Aug-17	8926	6225	2701	4413	3234	1179	2893	1950	943	5184	2122	7306	5	1620	1041	579

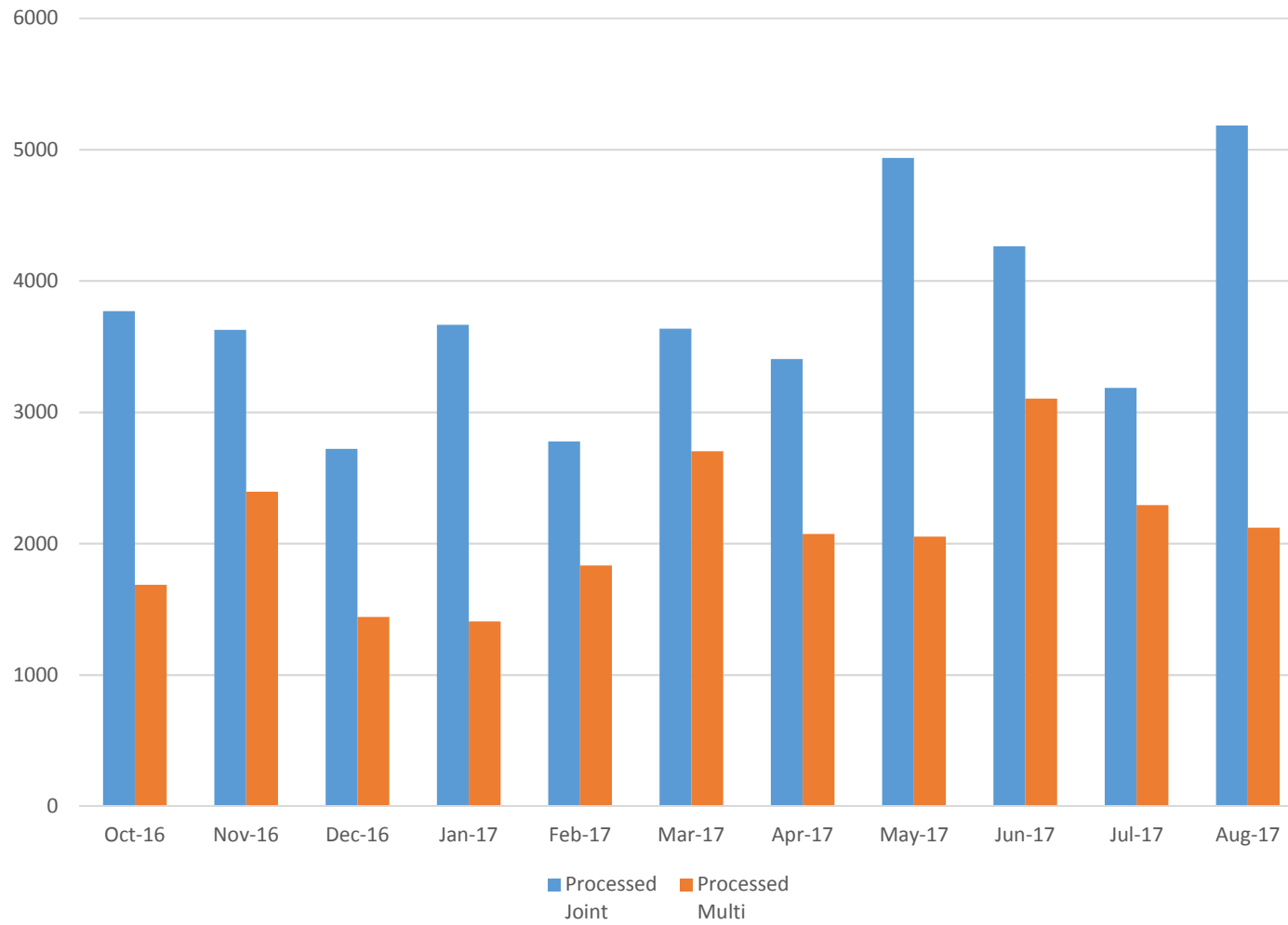
Without SCE O&M/Inspections/Tag/SRA

Received, Processed, Backlog Chart

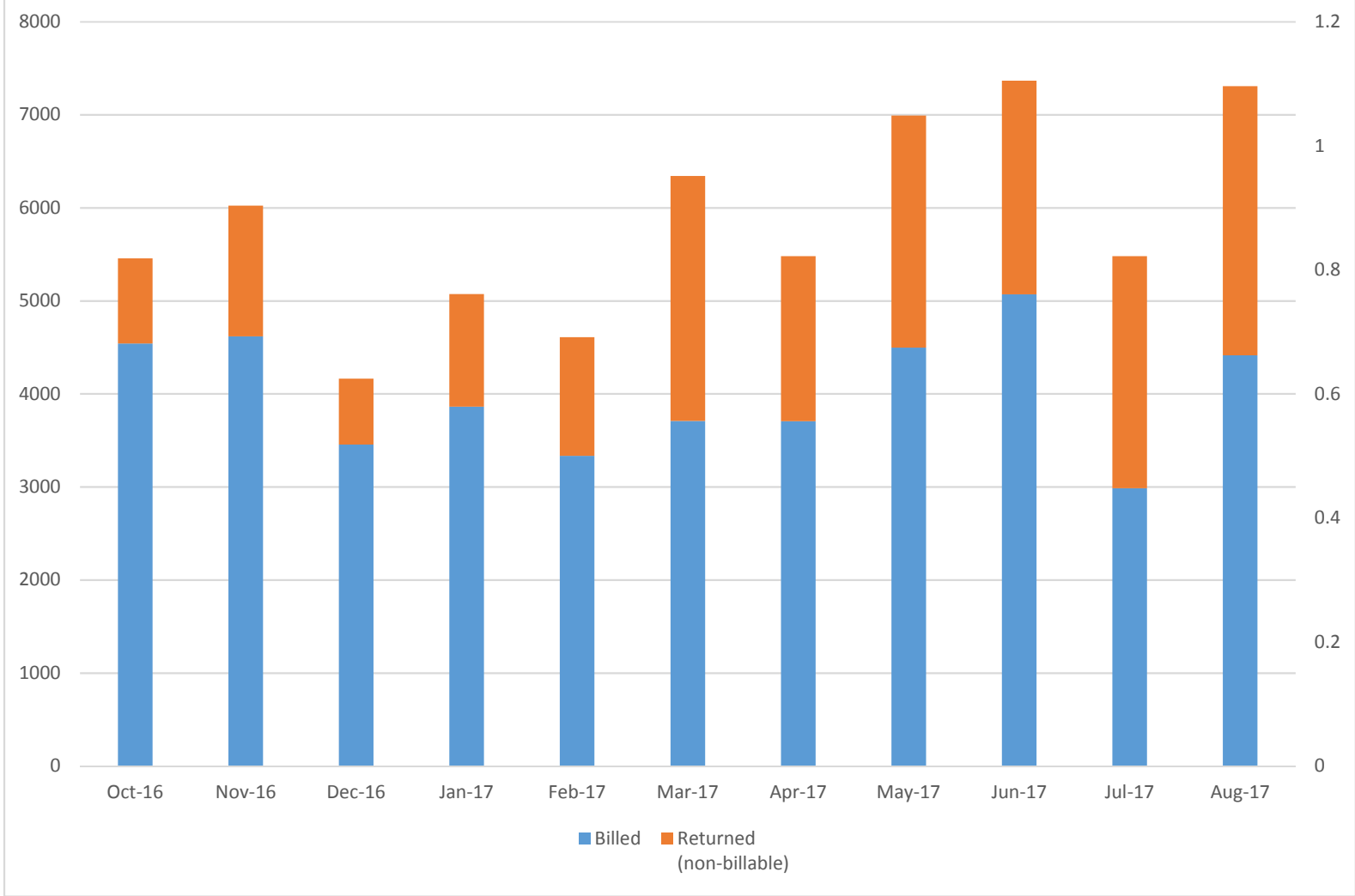


Processed Joint & Multi

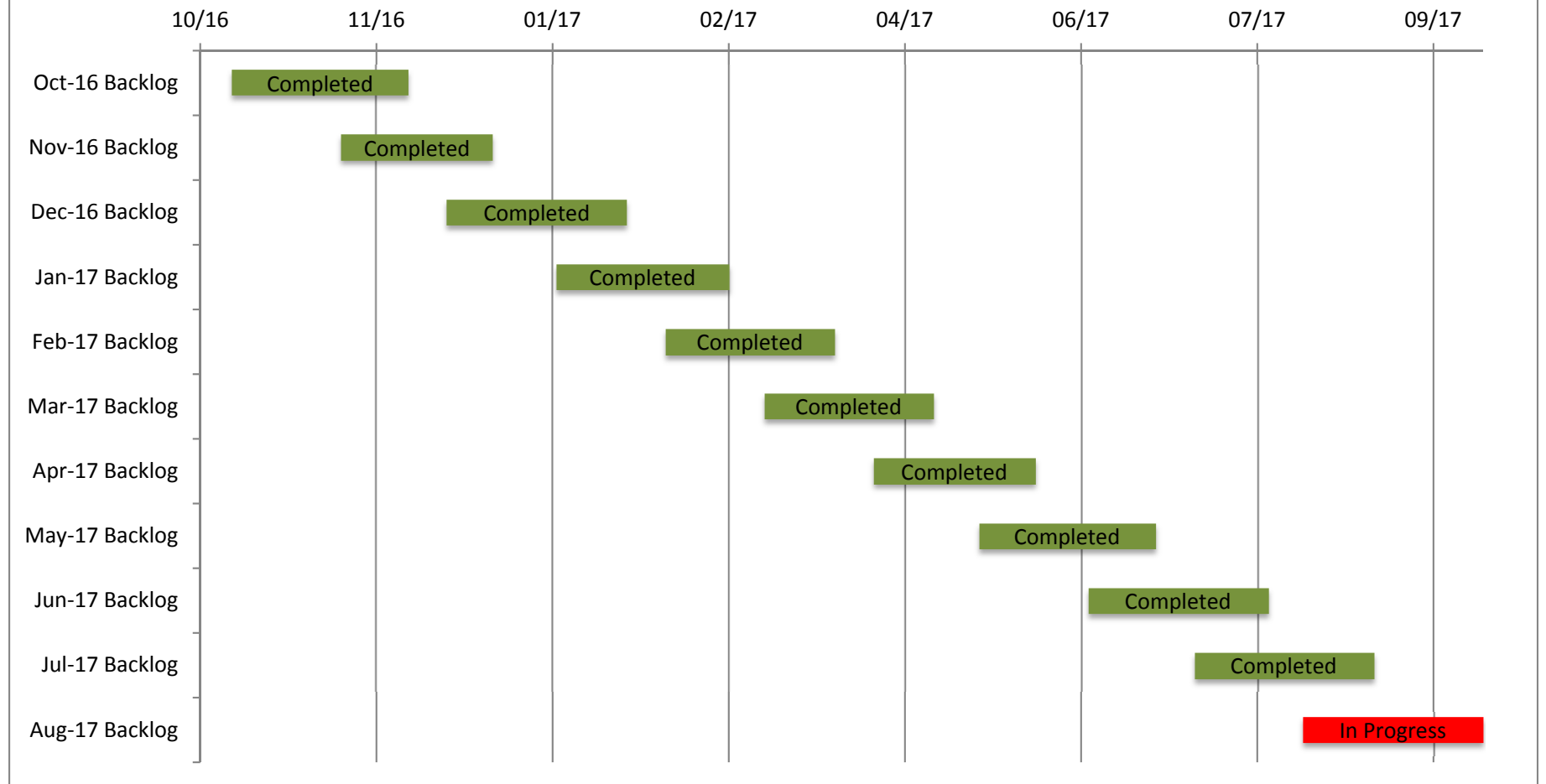
(note:Multis are more complicated than Joints)



Processed: Billed and Returned



Backlog Chart



 = 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 2016 - AUG 2017

		MBR CODE	2016 SEP	2016 OCT	2016 NOV	2016 DEC	2017 JAN	2017 FEB	2017 MAR	2017 APR	2017 MAY	2017 JUN	2017 JUL	2017 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	Frontier Communications	FTR	1	1	1		1	1	1	1	1	1	1	1	11	100%	FTR
4	T-Mobile, USA	PBM	1	1	1		1	1	1	1	1	1	1	1	11	100%	PBM
5	Mobilite LLC	MOB	1	1	1		1	1	1	1	1	1	1	1	11	100%	MOB
6	City of Banning	COB	1	1	1		1	1	1	1	1	1	1	1	11	100%	COB
7	City of Vernon	V	1	1	1		1	1	1	1	1	1	1	1	11	100%	V
8	City of Riverside	J	1	1	1		1	1	1	1	1	1	1	1	11	100%	J
9	Teleport Comm America	TCA	1	1	1		1	1	0	1	1	1	1	1	10	91%	TCA
10	Verizon Wireless	ATC	1	1	1		1	1	0	1	1	1	1	1	10	91%	ATC
11	XO Communications	NXT	1	1	1		1	1	0	1	1	1	1	1	10	91%	NXT
12	City of Colton	F	1	1	1		1	1	1	0	1	1	1	1	10	91%	F
13	City of Burbank	B	1	1	1		1	1	1	1	1	1	0	1	10	91%	B
14	Crown Castle NG West Inc.	NG	1	1	1		1	1	1	1	1	1	0	1	10	91%	NG
15	NewPath Networks	NPN	1	1	1		1	1	1	1	1	1	0	1	10	91%	NPN
16	CA-CLEC LLC	CCI	1	1	1		1	1	1	1	1	1	0	1	10	91%	CCI
17	AT&T California	H / T	1	1	1		1	1	1	1	1	1	1	0	10	91%	H / T
18	AT&T Mobility	LAC	1	1	1		0	1	0	1	1	1	1	1	9	82%	LAC
19	City of Lompoc	LLW	0	1	1		1	1	0	1	1	1	1	1	9	82%	LLW
20	Sprint-Nextel	SPR	1	1	1		1	1	0	1	1	1	0	1	9	82%	SPR
21	Sprint Communications	FON	1	1	1		1	1	0	1	1	1	0	1	9	82%	FON
22	City of Pasadena	MP	1	1	0		1	1	1	1	1	1	0	1	9	82%	MP
23	City of Anaheim	D	1	0	1		1	1	1	1	1	1	0	1	9	82%	D
24	Time-Warner	TWC	1	1	1		1	1	0	0	1	1	0	1	8	73%	TWC
25	Mpower/TelePacific	ICG	0	1	1		1	1	0	1	1	1	1	0	8	73%	ICG
26	City of Azusa	MA	1	1	0		1	1	1	1	0	1	1	0	8	73%	MA
27	City of Glendale	A	1	1	0		1	1	1	1	1	1	0	0	8	73%	A
28	Golden State Water	SCW	0	0	0		0	1	1	1	1	1	1	1	7	64%	SCW
29	ExteNet Systems	EXT	1	1	1		0	0	1	1	0	0	1	1	7	64%	EXT
30	MCI/Metro	ATS	1	0	1		1	0	1	1	0	1	1	0	7	64%	ATS
31	MCI Communications	MCI	1	0	1		1	0	1	1	0	1	1	0	7	64%	MCI
32	ATC Outdoor DAS	AMT	0	1	0		0	0	0	1	1	1	0	1	5	45%	AMT
33																	
Total			28	28	27	0	28	28	22	30	28	31	21	26			

MEETING ATTENDANCE POLICY

Introduction

Regular and predictable attendance is required to conduct Committee business. It is the responsibility of each Member to ensure their representative maintains acceptable attendance in accordance with this Policy. For flexibility, members may attend in person or via conference call. Members are considered to be present if they are in attendance for roll call, discussion, and consent. Conference call information is posted on the SCJPC website and meeting agendas.

Frequency

The agreement stated that Member should attend at least 80% of Administrative Board Meetings. Members who fall below 50% attendance will be assessed the penalty. Member attendance to at least 50% of Administrative Board Meetings is required.

Time Frame

Attendance shall be measured for the previous 12 months (rolling 12-month calendar).

Notification By Member for Non Attendance

Member must notify the SCJPC office prior to Administrative Board meeting or 24 hours after.

Penalty

\$500.00 for each member not in compliance per month.

Assessment

The penalty will be included in the next monthly assessment. The penalty may be assessed monthly thereafter for continued non-attendance. Penalty shall be waived for the month(s) the member attends.

Assessment Distribution

Penalty assessments will be credited equally on the following month's assessment invoice. Penalized members will not receive this credit.

Exceptions

Exceptions to this policy are allowed at the discretion of the Operating Committee and in the following situations:

- Natural and Civil Disaster
- Interruptions in Public Transportation and Conveyance
- Illness/Death
- Labor Disruptions

Policy Changes

Based on the needs of the SCJPC these requirements can be modified by the Operating Committee when deemed necessary.

| For Admin CONSENT next month September 2017

BILLING DISCREPANCIES

Member Decision: Operating Meeting August 16, 2017

Effective: B/S 9/17

	Description of Error	Questions/Notes	BILL AS IS	RETURN
1	5C being charge - NO CUT	Bill as is, Or do not bill leave on JPA		X
2	5C being charge - Same Utility doing Pulling Routine	Bill as is, Or do not bill leave on JPA - LINE OUT 5C AND BILL JPA - DO NOT RETURN		
3	Section 7.X: Record Joint E/H Proposed E/FTR	Bill Old Rec E/H New Rec E/FTR? OR Change proposed side to old record E/H new E/H?		X
4	Item 9 with 7.4	Bill as item 9? Do not bill item 9, leave on JPA? CROSS OUT ITEM9 AND DO NOT BILL ITEM9		
5	Item 9 no section 14.9	Bill as is, Bill as is add item 14.9, do not bill	X	
6	Item 83 no section 10.8	Bill as is, Bill as is add item 10.8, do not bill	X	
7	Special Agreement w/ 18.1D - Multi Party	3 companies 1 not approved. Bill as 1/2 to signed membe or bill as 1/3 to signed		X
8	Traffic Control 13C after 2015	Bill as is, change to 13D and bill, or return- CHANGE TO 13D ONLY IF TRAFFIC CONTROL IS STATED AND BILL, IF TRAFFIC CONTROL IS NOT STATED DO NOT CHANGE AND RETURN		
9	Anchor no item	Bill with no monies or need item to bill?		X
10	Company on JPA not on poles	Cross out and no copies, Leave on make account and copies, or return- CROSS OUT CO ON HEADER THAT IS NOT INVOLVED IN JPA AND BILL, NO COPIES TO CROSSED OUT MEMBER		
11	Multi with items no explanation who to charge	Do not bill items or return		X
12	Section 4.0, Grade and Space into SCZ (4.3)	Bill as section change grade and space, bill as gr/sp change section, or return		X
13	Unauthorized Attached 7.11 no 7.7	Can we add 7.7 or return		X
14	NO KV or C for Power Poles	Finalize w/o KV or C or return		X
15	GR&SP not for Pole Height S/A 50' GR/SP 45' pole	Change gr/sp per pole height, change pole height per grade and space, or return		X
16	Multi: 3' Clear no note: SCZ is Adequate?	Add on note and bill, Do not add note bill, or return		X
17	Page Numbers	1 of X but no X , missing page X, or blank page. Bill as is or return		X
18	7.11 no 7.4 item 19	Can we just bill: Note from Larry Chow and April Debarge 7/16 - Send back to Member- Still Valid?		X

Southern California Joint Pole Committee

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

October 18, 2017

A regular meeting of the **Operating Committee** took place on the above date, at 10:53 a.m., at the Committee office.

Those in attendance were:

Mr. William Kearns	Frontier Communications
Ms. Megan Stewart	Frontier Communications
Mr. Bret Plaskey	Frontier Communications
Mr. Steve Brown	City of Los Angeles
Mr. Ronald Schram	City of Los Angeles
Ms. Manijeh Carmichael	AT&T California
Mr. Wayne Brown	Southern California Edison
Ms. Jessica Nix	Southern California Edison
Ms. Valerie Mitwasi	Southern California Edison
Mr. Earle Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Mr. David Campo	City of Lompoc
Ms. Samantha Carrillo	Time-Warner Cable
Mr. Joe Armstrong	City of Pasadena
Mr. John Vu	City of Anaheim
Ms. Lynn Prescott	Verizon Wireless
Mr. Daniel Acosta	Mobilitie, LLC
Ms. Shawn Henderson	T-Mobile USA
Ms. Maria Ortiz	XO Communication
Ms. Lupe Hernandez	Teleport Communications America, LLC
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff
Ms. Jennie Corella	Committee Transcriber

Those attending via teleconference were:

Ms. Yvonne Johnson	AT&T Mobility
Mr. Jay Hanenkratt	ATC-Outdoor DAS
Mr. Alex Parra	City of Riverside
Ms. Wendy Mueller	Extenet Systems

Chairperson, Mr. Kearns called the meeting to order at 10:53 a.m. by addressing the first item on the agenda, the review of the **prior meeting minutes**. There were no questions or comments.

The second agenda item is the review of the **September 2017 expense sheets**. The members reviewed the monthly report. Mr. Steve Brown inquired if the Committee attorney is on a retainer, or hourly expense. Ms. Pranata responded that the attorney is an hourly expense. There were no further questions or comments.

The third agenda item is the **Accounts Receivable**. The members reviewed the report. There were no questions or comments on this monthly report.

The fourth item on the agenda is the **September 2017 JPA Member Activity** report. Mr. Wayne Brown stated that the backlog report does not reflect a roll-over. Mr. Pranata responded that the report reflects a backlog on a month to month basis and that JPAs are not rolled over. The JPAs are processed using the first in first out (FIFO) method. She added JPAs are not rolled over from earlier months, only the prior month, and she reiterated they will be addressed (billed or returned) the immediate following month, therefore the roll over is one month only. There were no further comments or questions on this report.

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

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Allen reported that the office received 1,283 JPAs with 8,013 poles. She added entering the month of November there will be zero backlog. There were no further questions or comments.

The seventh item for discussion is **Item 1644: Meeting Caller Identification**. This item was closed at the last meeting.

The last item on the agenda is **Miscellaneous Items**.

SCJPC Overtime Update

Ms. Pranata reported that she has created a list of each calendar month reflecting the overtime hours worked. She added that she wanted to share with the members the hours worked in the last five months.

Final JPA approval from AT&T

Ms. Pranata reported that the JPC office sends a list of SCE JPAs daily to AT&T to verify that they have received their preliminary copy of the JP-2 as well as form 48. She added that after one week if there is no response from AT&T they move forward

and process the listed JPAs. However, AT&T California has recently made this a priority and has been responding immediately, therefore the waiting period has been shortened to one business day.

Mr. Steve Brown inquired what his office should do if they are in disagreement with a final JPA. Ms. Pranata responded that DWP does not receive a pre-list of JPAs, therefore, since the JPA(s) they received have already been finalized, they must initiate a Correction of Record.

Ms. Nix inquired if SCE had agreed to the daily AT&T daily. Ms. Pranata responded that SCE was present at the meeting when this procedure was discussed. Ms. Carmichael stated that she has made this her daily priority and that this procedure ensures that AT&T has received a preliminary Form 2 and a Form 48. She further added that this process aids in lessening the need of initiating a Form 7 Protest "Do Not Bill" or Correction of Record JPA. Ms. Pranata added that this eliminates the need to pull a JPA at the end of the billing cycle thus impacting SCE's reconciliation of finals, which was originally brought to the table by SCE.

SCE Double Inspection Billing

Ms. Pranata reported that in June and July some members were double billed for SCE inspections. She added that in speaking with an SCE employee from the Billing Department there is a procedure that ensures there is no double billing.

Mr. Steve Brown stated that in some instances there is a JPA issued for a pole replacement and they are billed for an inspection on the old pole that has been flagged for replacement, therefore there is no need for billing on an inspection.

Mr. Wayne Brown stated that these instances should be brought to the attention of SCE.

Ms. Ortiz stated that she has encountered many instances where a pole is billed for inspection, and then billed a second time the following month. Mr. Wayne Brown reiterated if she has brought this to the attention of SCE. Ms. Ortiz responded that SCE is aware of the problem. She added that SCE should ensure that the inspections SCE are billing for were not previously billed within the last five years.

2018 Proposed Operating Budget

Ms. Pranata stated that she has sent the 2018 Proposed Budget to all Operating committee members. She added that she has a scheduled meeting with the SCJPC insurance agent, therefore, the proposed amount may change. However, she would like to share her proposal with the members at this time. Ms. Pranata then proceeded to address the line items individually.

Ms. Pranata reported that she has included the expense for an additional employee to salaries, payroll taxes, and equipment.

Mr. Kearns inquired on the Seminars and Tuition budget line. Ms. Pranata responded that expense is to send staff to necessary seminars such as Excel enhancement and behavioral seminars.

Ms. Pranata stated that after she has met with the insurance agent, she will revise the proposed budget and send the revised document to all Operating Committee members for their review. She then will send the Operating Committee approved 2018 Proposed Operating Budget to all members for approval at the November Administrative Board meeting.

Review of Action Items

- Ms. Pranata to send revised 2018 Proposed Operating Budget to Operating Committee members after October 27, 2017.

Mr. Kearns thanked the members for their support and hospitality. He then adjourned the meeting at 11:30 am until November 15, 2017.

Jennie Corella – Committee Transcriber

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

OPERATING EXPENSES		September 30, 2017			YTD Through September 30, 2017			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
<u>EMPLOYEE EXPENSE</u>									
Salaries	3 PAYDAYS	40,373	53,421.87	(13,049)	363,354	358,910.12	4,444	1%	484,472
Regular		49,289.45				-			
Contract Labor		4,132.42				-			
						-			
Insurance		5,971	4,555.11	1,416	53,738	40,093.67	13,644	25%	71,650
Health/Dental		4,387.71				-			
Life (quarterly)		167.40				-			
						-			
Payroll Taxes	3 PAYDAYS	3,432	3,691.23	(260)	30,885	27,557.72	3,327	11%	41,180
Workers Compensation		292	306.82	(15)	2,625	3,606.62	(982)	-37%	3,500
Travel/Misc. Exp.		150	64.34	86	1,350	983.50	367	27%	1,800
						-			
						-			
<u>PENSION EXPENSE</u>									
Contribution-SEP IRA		4,239	5,175.39	(936)	38,153	33,126.61	5,026	13%	50,870
						-			
						-			
<u>MONTHLY RECURRING</u>									
Rent		8,392	8,362.93	29	75,532	73,895.43	1,636	2%	100,709
Alarm System	Quarterly	46	140.97	(95)	413	422.91	(10)	-3%	550
Telephone (Frontier)		610	607.85	2	5,490	5,433.88	56	1%	7,320
Cisco WebEx Plan		90	69.00	21	810	621.00	189	23%	1,080
Postage & Shipping		167	211.75	(45)	1,500	1,600.88	(101)	-7%	2,000
Business/Property Insurance	Pro-Rated	167	-	167	1,500	1,555.01	(55)	-4%	2,000
Committee Meetings		400	438.19	(38)	3,600	2,638.99	961	27%	4,800
						-			
						-			
<u>EQUIPMENT & FURNITURE</u>									
						-			
Copy Machine - CBE		175	111.44	64	1,575	1,335.64	239	15%	2,100
						-			
						-			

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

OPERATING EXPENSES	Details	September 30, 2017			YTD Through September 30, 2017			%	Annual
		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-Hardev		1,000	600.00	400	9,000	5,400.00	3,600	40%	12,000
Email/Domain Host/Sharefile		42	32.95	9	375	336.45	39	10%	500
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		125	37.95	87	1,125	1,489.57	(365)	-32%	1,500
Cal Net Off-Site Back-up		417	299.00	118	3,750	2,691.00	1,059	28%	5,000
						-			
						-			
PRINTING & SUPPLY									
Office Printing		150	175.45	(25)	1,350	1,386.91	(37)	-3%	1,800
Office Supplies		167	82.31	84	1,500	1,118.48	382	25%	2,000
						-			
						-			
CONTRACT SERVICES									
Auditor	Pro-Rated	580	-	580	5,216	5,622.00	(406)	-8%	6,955
Attorney*		542	-	542	4,875	1,935.00	2,940	60%	6,500
						-			
GENERAL EXPENSE									
Payroll Service Fees		142	16.95	125	1,275	1,036.89	238	19%	1,700
Bank fees/Chk printing	Pro-Rated	17	-	17	150	-	150	100%	200
Publications/Subscriptions/Reference		17	-	17	150	212.64	(63)	-42%	200
Seminars & Tuition		125	-	125	1,125	783.00	342	30%	1,500
Member Retirement & celebration		125	-	125	1,125	-	1,125	100%	1,500
Total Operating Expenses		69,432.17	79,701.50	(10,269.33)	624,889.50	585,493.92	39,395.58	6%	833,186.00

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

OPERATING EXPENSES		September 30, 2017				YTD Through September 30, 2017				Annual
									%	
	Details	Budgeted	Recorded	Variance		Budgeted	Recorded	Variance	Variance	Budget
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT										
COMPUTER SYSTEM										
Software Purchase (& website mods)		833	-	833		7,500	-	7,500	100%	10,000
FRIEND modification*		2,813	-	2,813		25,313	-	25,313	100%	33,750
NJUNS Fee (once a year)*		875	-	875		7,875	-	7,875	100%	10,500
							-			
EQUIPMENT & FURNITURE	Pro-Rated						-			
Purchases/Leases (GE Capital)		358	379.10	(21)		3,225	3,261.65	(37)	-1%	4,300
Hardware Purchase		300	-	300		2,700	1,368.00	1,332	49%	3,600
LONG TERM LIABILITY CURRENT							-			
							-			
							-			
Total Capital Investments & Long Term Liabilities Current		5,179.17	379.10	4,800.07		46,612.50	4,629.65	41,982.85	90%	62,150
Interest Earned/Misc Income		(0.07)	(0.07)			(0.68)	(0.68)			
		74,611.26	80,080.53	(5,469.27)		671,501.32	590,122.89	81,378.43	12%	895,336.00
*Items in blue are assessed equally										
Prepared as of: 10/05/2017										

Delinquent Accounts
As of 10/11/2017

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	MS	Input By	Input Date
Mobilitie, LLC	Jun' 17	Jul. 31, 2017	\$ 613.94	19505				MS	8/10/2017
SC Edison	Jun' 17	Jul. 31, 2017	\$15,540.32	19493				MS	8/10/2017
Time Warner - TWS	Feb' 17	Mar. 31, 2017	\$ 347.17	19356	6/15/2017 7/13/2017 7/27/2017	Mailed to Bernadette McThomas and Samantha Carillo Mailed to Bernadette McThomas and Samantha Carillo Emailed Samantha	MS MS AP	MS	5/11/2017
Time Warner - TWN	Feb' 17	Mar. 31, 2017	\$ 402.68	19357	6/15/2017 7/13/2017 7/27/2017	Mailed to Samantha Carillo Mailed to Samantha Carillo Emailed Samantha	MS MS AP	MS	5/11/2017
Time Warner - TWN	Apr' 17	May. 31, 2017	\$ 377.85	19427	7/13/2017 7/27/2017	Mailed to Samantha Carillo Emailed Samantha	MS AP	MS	6/15/2017
Time Warner - TWN	May '17	Jun. 30, 2017	\$ 416.44	19462	7/27/2017	Emailed Samantha	AP	MS	7/13/2017
Time Warner - TWN	Jun' 17	Jul. 31, 2017	\$ 408.83	19497				MS	8/10/2017
Verizon Wireless	Jun' 17	Jul. 31, 2017	\$ 976.86	19471				MS	8/10/2017
XO Communications	May '17	Jun. 30, 2017	\$ 684.89	19460	8/10/2017	Mailed Accounts Payable	MS	MS	7/13/2017
XO Communications	Jun' 17	Jul. 31, 2017	\$ 672.80	19495					

\$20,441.78

TOTAL

\$20,441.78

Delinquent Accounts - 30 Days past due.

Past due notices will be sent out when 60 days have elapsed.

S:\EXCEL\ACCTREC

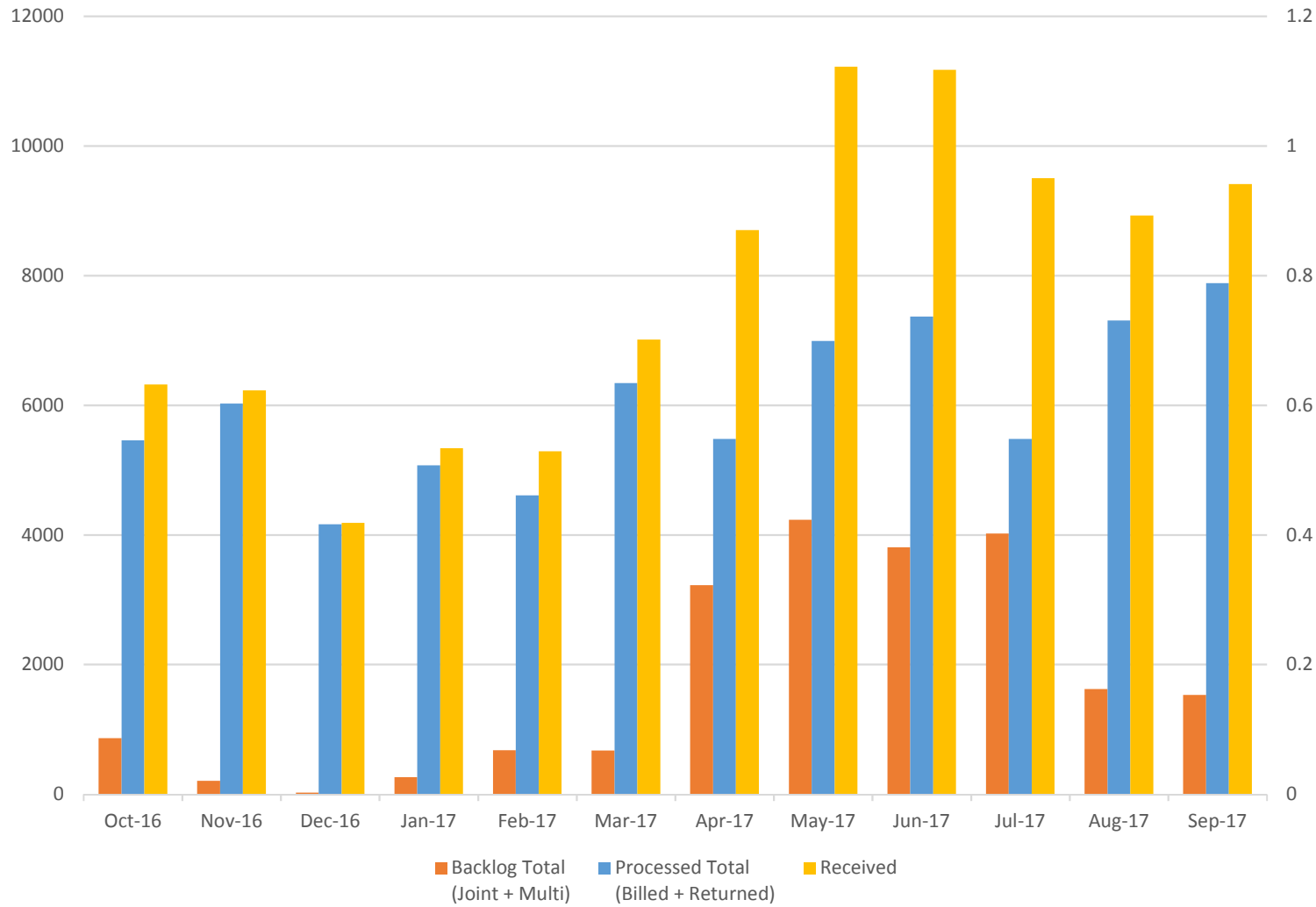
[illegible]

Inspections Billed SCE Only: O&M (Inspections,Pole Tag, & SRA)	* SCE's Inspections separated as of August B/S Member Activity	SCE O&M YTD
Inspection JPAs Billed 21		157
Inspection Poles Billed 12542		64761

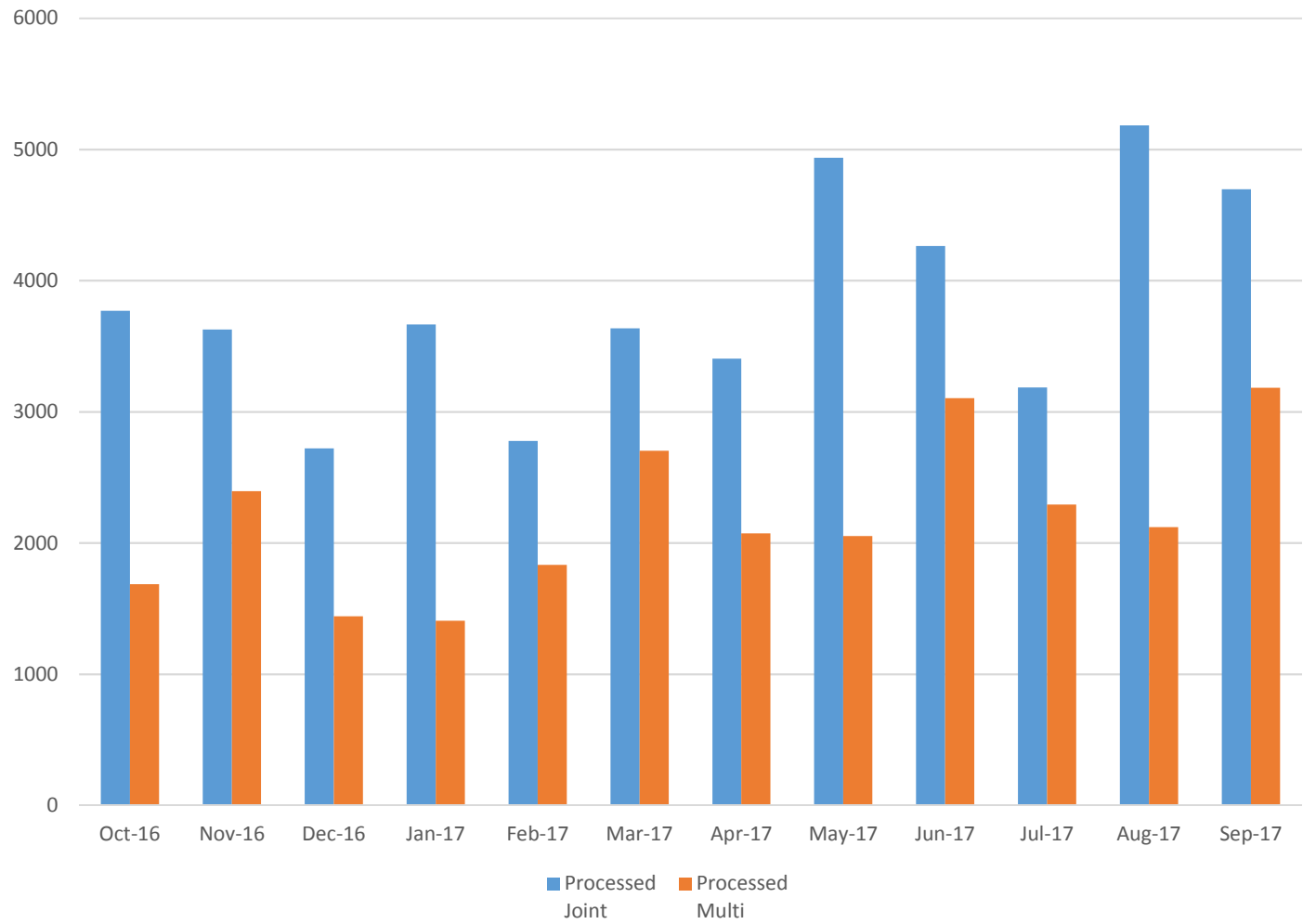
Month	Received	Received Joint	Received Multi	Billed	Billed Joint	Billed Multi	Returned (non-billable)	RET Joint	RET Multi	Processed Joint	Processed Multi	Processed Total (Billed + Returned)	# Full-time Billers	Backlog Total (Joint + Multi)	Backlog Joint	Backlog Multi
Oct-16	6320	3901	2419	4541	3315	1226	915	454	461	3769	1687	5456	6	864	132	732
Nov-16	6229	3641	2588	4619	3139	1480	1404	489	915	3628	2395	6023	6	206	13	193
Dec-16	4185	2725	1460	3455	2409	1046	707	312	395	2721	1441	4162	6	23	4	19
Jan-17	5334	3820	1514	3863	2918	945	1210	748	462	3666	1407	5073	6	261	154	107
Feb-17	5287	3018	2269	3334	2233	1101	1276	544	732	2777	1833	4610	6	677	241	436
Mar-17	7013	4012	3001	3708	2456	1252	2633	1181	1452	3637	2704	6341	6	672	375	297
Apr-17	8701	5408	3293	3707	2533	1174	1772	873	899	3406	2073	5479	4	3222	2002	1220
May-17	11220	7194	4026	4497	3508	989	2493	1428	1065	4936	2054	6990	5	4230	2258	1972
Jun-17	11175	7215	3960	5070	3430	1640	2297	833	1464	4263	3104	7367	5	3808	2952	856
Jul-17	9500	6307	3193	2987	2154	833	2492	1032	1460	3186	2293	5479	5	4021	3121	900
Aug-17	8926	6225	2701	4413	3234	1179	2893	1950	943	5184	2122	7306	5	1620	1041	579
Sep-17	9409	5606	3803	4998	3536	1462	2883	1161	1722	4697	3184	7881	4	1528	909	619

Without SCE O&M/Inspections/Tag/SRA

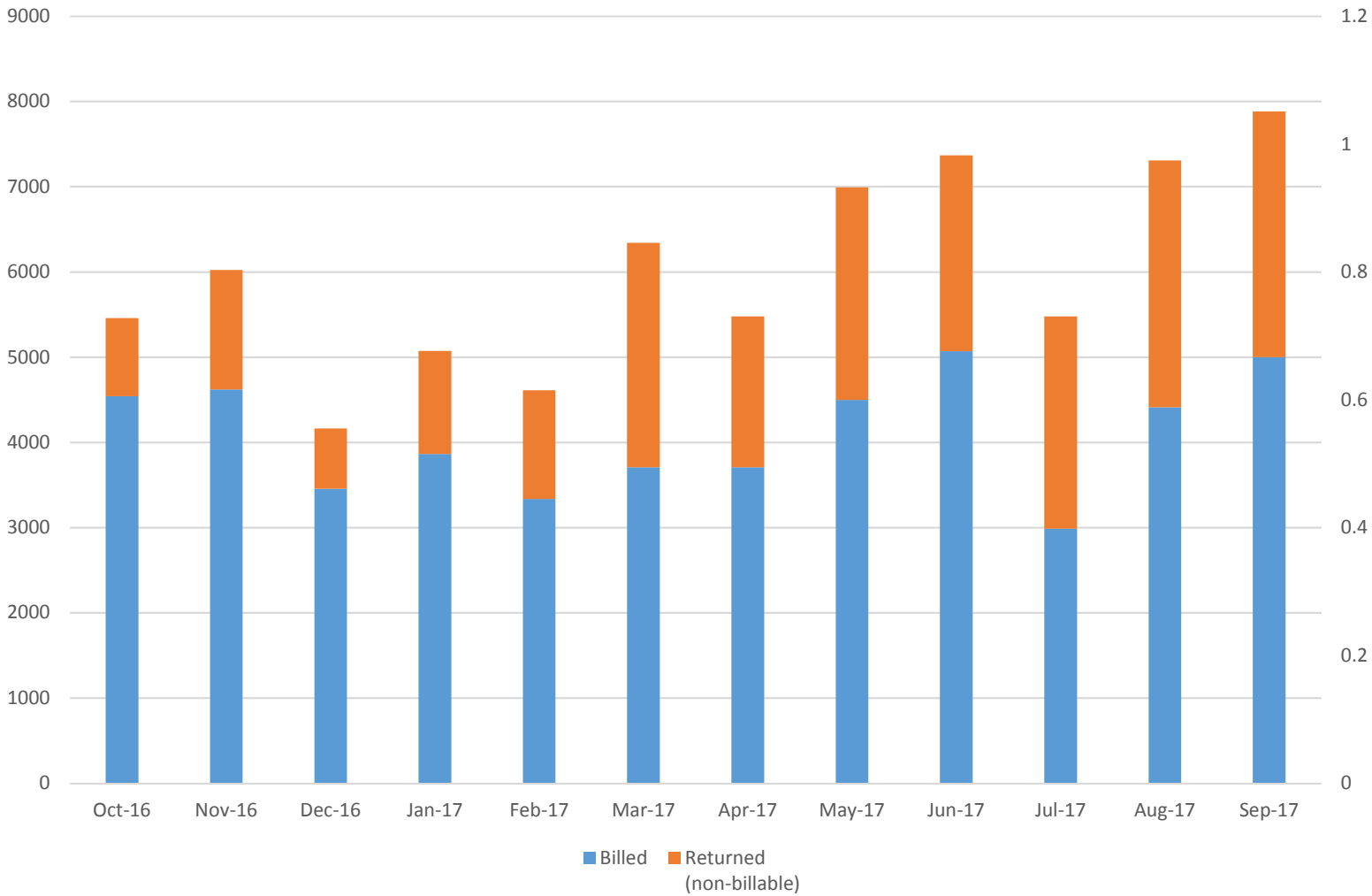
Received, Processed, Backlog Chart



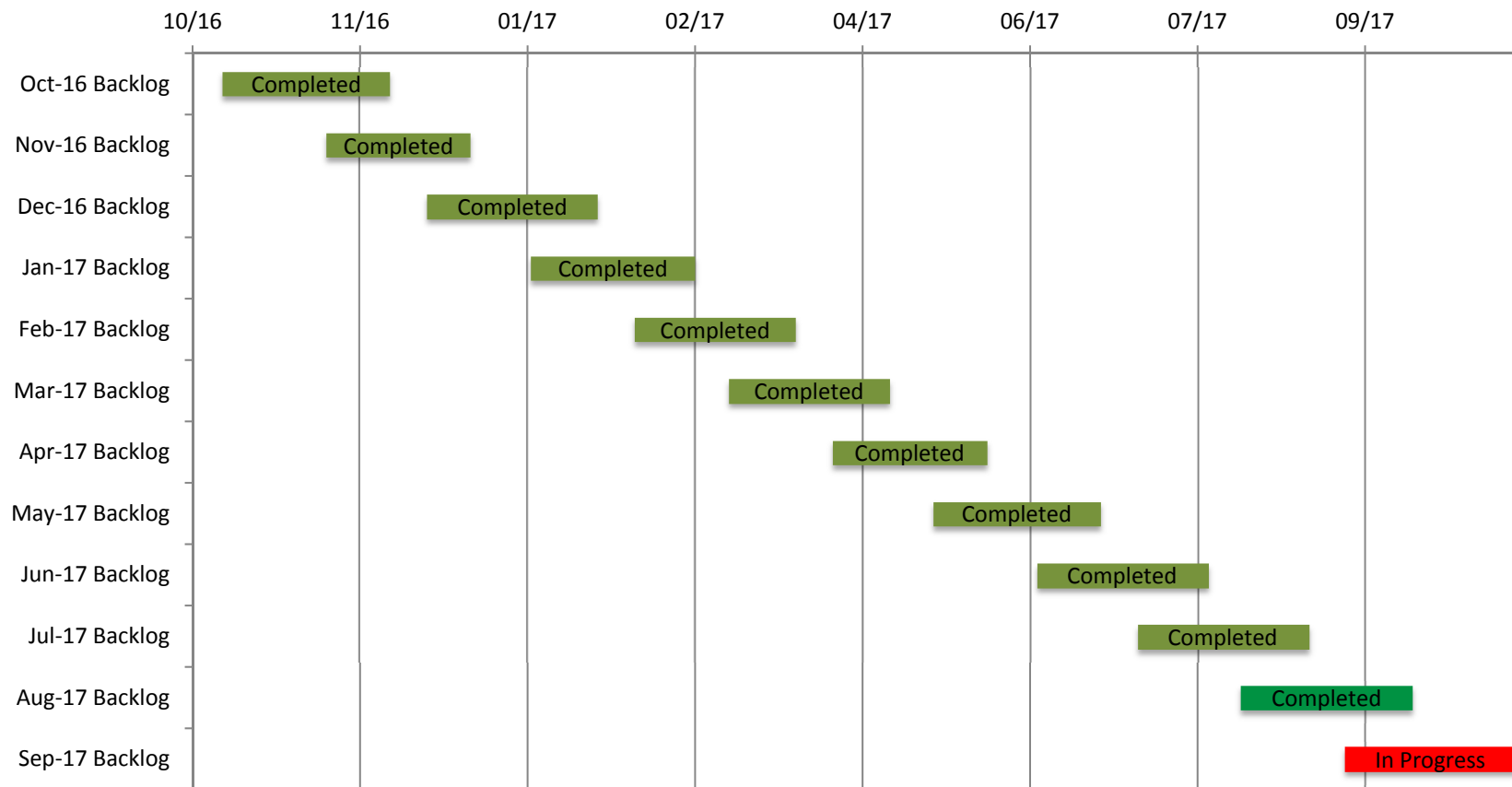
Processed Joint & Multi
(note:Multis are more complicated than Joints)



Processed: Billed and Returned



Backlog Chart



-  = 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 2016 - SEP 2017

		MBR CODE	2016 OCT	2016 NOV	2016 DEC	2017 JAN	2017 FEB	2017 MAR	2017 APR	2017 MAY	2017 JUN	2017 JUL	2017 AUG	2017 SEP	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	Frontier Communications	FTR	1	1		1	1	1	1	1	1	1	1	1	11	100%	FTR
4	T-Mobile, USA	PBM	1	1		1	1	1	1	1	1	1	1	1	11	100%	PBM
5	Mobilite LLC	MOB	1	1		1	1	1	1	1	1	1	1	1	11	100%	MOB
6	City of Banning	COB	1	1		1	1	1	1	1	1	1	1	1	11	100%	COB
7	City of Vernon	V	1	1		1	1	1	1	1	1	1	1	1	11	100%	V
8	City of Riverside	J	1	1		1	1	1	1	1	1	1	1	1	11	100%	J
9	Teleport Comm America	TCA	1	1		1	1	0	1	1	1	1	1	1	10	91%	TCA
10	Verizon Wireless	ATC	1	1		1	1	0	1	1	1	1	1	1	10	91%	ATC
11	XO Communications	NXT	1	1		1	1	0	1	1	1	1	1	1	10	91%	NXT
12	City of Colton	F	1	1		1	1	1	0	1	1	1	1	1	10	91%	F
13	City of Burbank	B	1	1		1	1	1	1	1	1	0	1	1	10	91%	B
14	Crown Castle NG West Inc.	NG	1	1		1	1	1	1	1	1	0	1	1	10	91%	NG
15	NewPath Networks	NPN	1	1		1	1	1	1	1	1	0	1	1	10	91%	NPN
16	CA-CLEC LLC	CCI	1	1		1	1	1	1	1	1	0	1	1	10	91%	CCI
17	AT&T California	H / T	1	1		1	1	1	1	1	1	1	0	1	10	91%	H / T
18	City of Lompoc	LLW	1	1		1	1	0	1	1	1	1	1	1	10	91%	LLW
19	AT&T Mobility	LAC	1	1		0	1	0	1	1	1	1	1	1	9	82%	LAC
20	Sprint-Nextel	SPR	1	1		1	1	0	1	1	1	0	1	1	9	82%	SPR
21	Sprint Communications	FON	1	1		1	1	0	1	1	1	0	1	1	9	82%	FON
22	City of Pasadena	MP	1	0		1	1	1	1	1	1	0	1	1	9	82%	MP
23	Mpower/TelePacific	ICG	1	1		1	1	0	1	1	1	1	0	1	9	82%	ICG
24	Time-Warner	TWC	1	1		1	1	0	0	1	1	0	1	1	8	73%	TWC
25	City of Azusa	MA	1	0		1	1	1	1	0	1	1	0	1	8	73%	MA
26	City of Glendale	A	1	0		1	1	1	1	1	1	0	0	1	8	73%	A
27	Golden State Water	SCW	0	0		0	1	1	1	1	1	1	1	1	8	73%	SCW
28	City of Anaheim	D	0	1		1	1	1	1	1	1	0	1	0	8	73%	D
29	ExteNet Systems	EXT	1	1		0	0	1	1	0	0	1	1	1	7	64%	EXT
30	ATC Outdoor DAS	AMT	1	0		0	0	0	1	1	1	0	1	1	6	55%	AMT
31	MCI/Metro	ATS	0	1		1	0	1	1	0	1	1	0	0	6	55%	ATS
32	MCI Communications	MCI	0	1		1	0	1	1	0	1	1	0	0	6	55%	MCI
33																	
Total			28	27	0	28	28	22	30	28	31	21	26	29			

Southern California Joint Pole Committee

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

November 15, 2017

A regular meeting of the **Operating Committee** took place on the above date, at 11:33 a.m., at the Committee office.

Those in attendance were:

Mr. Bret Plaskey	Frontier Communications
Ms. Megan Stewart	Frontier Communications
Mr. Steve Brown	City of Los Angeles
Mr. Ronald Schram	City of Los Angeles
Ms. Manijeh Carmichael	AT&T California
Mr. Josh Mathisen	AT&T California
Mr. Wayne Brown	Southern California Edison
Ms. Jessica Nix	Southern California Edison
Ms. April De Barge	Southern California Edison
Ms. Valerie Mitwasi	Southern California Edison
Mr. Earle Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Mr. David Campo	City of Lompoc
Ms. Samantha Carillo	Time-Warner Cable
Mr. Johnny Trang	City of Pasadena
Mr. Brandon Robison	City of Banning
Ms. Lynn Prescott	Verizon Wireless
Mr. Ayman Arraj	City of Burbank
Ms. Shawn Henderson	T-Mobile USA
Ms. Maria Ortiz	XO Communication
Ms. Lupe Hernandez	Teleport Communications America, LLC
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff
Ms. Jennie Corella	Committee Transcriber

Those attending via teleconference were:

Ms. Yvonne Johnson	AT&T Mobility
Mr. Jay Hanenkratt	ATC-Outdoor DAS
Ms. Wendy Mueller	Extenet Systems
Ms. Racheal Torres	Mobilitie, LLC

Chairperson, Mr. Plaskey called the meeting to order at 11:33 a.m. by addressing the first item on the agenda, the review of the **prior meeting minutes**. There were no questions or comments.

The second agenda item is the review of the **October 2017 expense sheets**. The members reviewed the monthly report. Mr. Plaskey inquired if there were any question or comments. There were no questions or comments.

The third agenda item is the **Accounts Receivable**. The members reviewed the report. There were no questions or comments on this monthly report.

The fourth item on the agenda is the October **2017 JPA Member Activity** report. Ms. Pranata reported that there is no backlog in October, therefore, there is no BackLog Report chart to review. However, she added that there are 18 JPA's that have been held over in that there were errors, and those members involved have not responded with the necessary answers required to be included in the month's billing. These 18 JPA's will be included in the next billing cycle. The members congratulated Ms. Pranata on eliminating the backlog.

Ms. Pranata added that she has changed the term "backlog" to "held over", in that the connotation for backlog may imply that these JPA's are from several months prior, when in fact they are held over only to the following month and are the billed at the beginning of the following month.

The members viewed the additional charts pertaining to monthly member activity. There were no further comments or questions on this report.

The fifth item on the agenda is **Member Board Attendance**. Ms. Pranata stated that two members dropped off the meeting prior to voting on the Consent Calendar. She questioned how their attendance should be noted: as full, no attendance, or partial attendance. It was noted that the day's meeting was lengthy due to the Varasset demonstration. Ms. Prescott suggested scheduling demonstrations later in the meeting thus after the Consent Calendar vote. After discussion it was agreed to note these members as in attendance, but this issue will be discussed at the January 2018 Board meeting, and future demonstrations will be scheduled later in the meeting such as 9:30 or 10:00 a.m. There were no further comments or questions.

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Allen reported for the month of November the office received 959 JPAs with 6,395 poles. She added that there is zero backlog, however 40% of JPA's are being returned due to errors. She requested of members that when the office sends memos to please return the original JPA that was included with the memo since the original has notes and post-it's attached and when these notes are missing it is additional work to research without notes and memos attached. The notes and memos are an aid for the staff. Mr. Steve Brown suggested scanning prior to returning the JPA's. Ms. Allen responded that this would be very time ineffective in that the office returns hundreds of JPA's monthly.

Ms. Allen questioned if the SOP JPA's should be billed as agreed or wait until January 2018? Mr. Brown responded moving forward the Form 48 will note "No Charge". There were no further questions or comments.

The eighth item for discussion is **Miscellaneous Items**.

2018 Proposed Operating Budget Draft 2

This item was approved at the Administrative Board meeting earlier that morning.

SCJPC Overtime Update

Ms. Pranata reported that she wished to share the total non-exempt hours of overtime required and expensed to address the previous backlog. The hours are as follows: May=69, June = 23.25, July = 0, August =16, September = 42, and October = 15.

SCJPC Attorney/non-profit status with California

Ms. Pranata reported that she emailed the members the communication she received from Mr. Hudson, the SCJPC attorney, in where the Committee is required to sign a Tenant Estoppel Certificate which will allow the current building owner to refinance the building loan. It was noted that the Certificate notes the Committee as a non-profit corporation when it is not a corporation, but a committee. Ms. Pranata stated that this is how the building owner noted them as a corporation and not a committee.

After discussion it was agreed to contact the building manager, Mr. Kohn and request that he correct the lease agreement as well as the Tenant Estoppel Certificate to read, "committee" instead of "corporation". It was also agreed to inquire with the Committee accountant if non-profit status is required to be registered with the state.

There were no further comments or questions.

SCJPC attorney and CPUC attorney

Mr. Steve Brown inquired if any members had a concern with the relationship of the CPUC attorney Mr. Chris Witteman and the SCJPC attorney Mr. Hudson, in that there is a conflict of interest. The members responded that they are aware that they interact outside of the office, however, do not have major concern.

NJUNS 2018 Annual Invoice

Ms. Pranata stated that she would like to disburse the funds for the NJUNS annual fee, however has not received the invoice from NJUNS. She has attempted on two occasions to contact NJUNS and the NCJPA since October. She added that she just wishes to ensure the payment will be paid in 2017 calendar year, not 2018.

SCJPC Staff Christmas/Appreciation

Ms. Pranata reported that for the last five 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 the full time employees to receive a one-time annual net bonus of \$150.00.

SCE JPA list to AT&T California

Mr. Wayne Brown inquired who approved providing a daily list of SCE's Final JPA numbers to AT&T prior to billing. Ms. Carmichael responded that by AT&T reviewing and verifying the JPA numbers early in the month it would prevent AT&T from pulling JPAs days prior to the month end. She added that this became problematic for SCE in that the monies these JPAs generate for SCE are accounted for by SCE and if they are pulled, SCE's monthly projected income is incorrect. She added that this is beneficial for SCE. Ms. Pranata stated that this issue was discussed at the March 2017 Operating meeting. Ms. DeBarge suggested that the list should come from SCE's office since it is an issue between SCE & AT&T. Ms. Carmichael stated that when the list is received she reviews it to ensure they have received the Preliminary Form 2 JPA and/or Form 48 and it is in their database. Ms. Pranata inquired if the SCJPC should stop this process. Ms. Wayne Brown responded that SCE will discuss this issue internally and that in the meantime SCJPC may continue to send AT&T the daily list.

Review of Action Items

- Ms. Pranata to contact committee accountant in regards to registering non-profit status with the state of California.
- Ms. Pranata to contact building manger to correct status of the committee from corporation to committee.
- Mr. Wayne Brown to provide Ms. Pranata with the new NJUNS contact person.

The meeting adjourned at 12:11 am until January 17, 2018.

Jennie Corella – Committee Transcriber

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

OPERATING EXPENSES		October 31, 2017			YTD Through October 31, 2017			%	Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
	Details							Variance	Budget
<u>EMPLOYEE EXPENSE</u>									
Salaries		40,373	37,503.10	2,870	403,727	396,413.22	7,313	2%	484,472
Regular	34,130.25					-			
Contract Labor	3,372.85					-			
						-			
Insurance		5,971	4,387.71	1,583	59,708	44,481.38	15,227	26%	71,650
Health/Dental	4,387.71					-			
Life (quarterly)						-			
						-			
Payroll Taxes		3,432	2,531.54	900	34,317	30,089.26	4,227	12%	41,180
Workers Compensation		292	306.82	(15)	2,917	3,913.44	(997)	-34%	3,500
Travel/Misc. Exp.		150	103.04	47	1,500	1,086.54	413	28%	1,800
						-			
						-			
<u>PENSION EXPENSE</u>									
Contribution-SEP IRA		4,239	3,583.68	655	42,392	36,710.29	5,681	13%	50,870
						-			
						-			
<u>MONTHLY RECURRING</u>									
Rent		8,392	8,362.93	29	83,924	82,258.36	1,666	2%	100,709
Alarm System	Quarterly	46	-	46	458	422.91	35	8%	550
Telephone (Frontier)		610	609.96	0	6,100	6,043.84	56	1%	7,320
Cisco WebEx Plan		90	69.00	21	900	690.00	210	23%	1,080
Postage & Shipping		167	181.05	(14)	1,667	1,781.93	(115)	-7%	2,000
Business/Property Insurance	Pro-Rated	167	-	167	1,667	1,555.01	112	7%	2,000
Committee Meetings		400	410.44	(10)	4,000	3,049.43	951	24%	4,800
						-			
						-			
<u>EQUIPMENT & FURNITURE</u>									
						-			
Copy Machine - CBE		175	267.44	(92)	1,750	1,603.08	147	8%	2,100
						-			
						-			

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

OPERATING EXPENSES	Details	October 31, 2017			YTD Through October 31, 2017			%	Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	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-Hardev		1,000	600.00	400	10,000	6,000.00	4,000	40%	12,000
Email/Domain Host/Sharefile		42	32.95	9	417	369.40	47	11%	500
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		125	26.41	99	1,250	1,515.98	(266)	-21%	1,500
Cal Net Off-Site Back-up		417	299.00	118	4,167	2,990.00	1,177	28%	5,000
						-			
						-			
PRINTING & SUPPLY						-			
Office Printing		150	173.88	(24)	1,500	1,560.79	(61)	-4%	1,800
Office Supplies		167	170.67	(4)	1,667	1,289.15	378	23%	2,000
						-			
						-			
CONTRACT SERVICES						-			
Auditor	Pro-Rated	580	1,125.00	(545)	5,796	6,747.00	(951)	-16%	6,955
Attorney*		542	-	542	5,417	1,935.00	3,482	64%	6,500
						-			
GENERAL EXPENSE						-			
Payroll Service Fees		142	103.95	38	1,417	1,140.84	276	19%	1,700
Bank fees/Chk printing	Pro-Rated	17	-	17	167	-	167	100%	200
Publications/Subscriptions/Reference		17	100.00	(83)	167	312.64	(146)	-88%	200
Seminars & Tuition		125	-	125	1,250	783.00	467	37%	1,500
Member Retirement & celebration		125	-	125	1,250	-	1,250	100%	1,500
Total Operating Expenses		69,432.17	62,248.57	7,183.60	694,321.67	647,742.49	46,579.18	7%	833,186.00

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

OPERATING EXPENSES		October 31, 2017			YTD Through October 31, 2017			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
	Details								
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT									
COMPUTER SYSTEM									
Software Purchase (& website mods)		833	-	833	8,333	-	8,333	100%	10,000
FRIEND modification*		2,813	-	2,813	28,125	-	28,125	100%	33,750
NJUNS Fee (once a year)*		875	-	875	8,750	-	8,750	100%	10,500
						-			
EQUIPMENT & FURNITURE	Pro-Rated					-			
Purchases/Leases (GE Capital)		358	436.35	(78)	3,583	3,698.00	(115)	-3%	4,300
Hardware Purchase		300	-	300	3,000	1,368.00	1,632	54%	3,600
LONG TERM LIABILITY CURRENT						-			
						-			
						-			
Total Capital Investments & Long Term Liabilities Current		5,179.17	436.35	4,742.82	51,791.67	5,066.00	46,725.67	90%	62,150
Interest Earned/Misc Income		(0.08)	(0.08)		(0.76)	(0.76)			
		74,611.25	62,684.84	11,926.41	746,112.57	652,807.73	93,304.84	13%	895,336.00
*Items in blue are assessed equally									
Prepared as of: 11/03/2017									

Delinquent Accounts
As of 11/8/2017

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	MS	Input By	Input Date
CA-CLEC LLC	Aug' 17	Sep. 30, 2017	\$ 657.94	19558				MS	10/12/2017
City of Pasadena	Aug' 17	Sep. 30, 2017	\$ 826.28	19550				MS	10/12/2017
Crown Castle NG West	Aug' 17	Sep. 30, 2017	\$ 1,520.96	19569				MS	10/12/2017
MCI Metro/ATS	Jul' 17	Aug' 31, 2017	\$ 817.37	19521	10/12/2017	Emailed Dan Garden CC:AP	MS	MS	10/12/2017
MCI Metro/ATS	Aug' 17	Sep. 30, 2017	\$ 838.46	19556				MS	10/12/2017
MCI Telecommunications	Jul' 17	Aug' 31, 2017	\$ 680.51	19522	10/12/2017	Emailed Dan Garden CC:AP	MS	MS	10/12/2017
MCI Telecommunications	Aug' 17	Sep. 30, 2017	\$ 696.65	19557				MS	10/12/2017
Mobilitie, LLC	Jun' 17	Jul. 31, 2017	\$ 613.94	19505	10/12/2017	Mailed to Chester Bragado	MS	MS	8/10/2017
Mobilitie, LLC	Jul' 17	Aug' 31, 2017	\$ 643.15	19540	10/12/2017	Mailed to Chester Bragado	MS	MS	10/12/2017
Mpower/Telepacific	Jul' 17	Aug' 31, 2017	\$ 660.36	19519	10/12/2017	Mailed to Accounts Payable and Emailed telepacificxtrak@teoco.com	MS	MS	10/12/2017
Mpower/Telepacific	Aug' 17	Sep. 30, 2017	\$ 675.77	19554				MS	10/12/2017
Newpath Networks	Aug' 17	Sep. 30, 2017	\$ 690.56	19572				MS	10/12/2017
Time Warner - TWS	Feb' 17	Mar. 31, 2017	\$ 347.17	19356	6/15/2017 7/13/2017 7/27/2017 10/12/17	Mailed to Bernadette McThomas and Samantha Carillo; Mailed to Bernadette McThomas and Samantha Carillo; Emailed Samantha; Mailed to Samantha Carillo	MS MS AP MS	MS	5/11/2017
Time Warner - TWS	Aug' 17	Sep. 30, 2017	\$ 376.39	19566				MS	10/12/2017
Time Warner - TWN	Feb' 17	Mar. 31, 2017	\$ 402.68	19357	6/15/2017 7/13/2017 7/27/2017 10/12/17	Mailed to Samantha Carillo; Mailed to Samantha Carillo; Emailed Samantha; Mailed Samantha Carillo	MS MS AP MS	MS	5/11/2017
Time Warner - TWN	Apr' 17	May. 31, 2017	\$ 377.85	19427	7/13/2017 7/27/2017 10/12/17	Mailed to Samantha Carillo; Emailed Samantha; Mailed Samantha Carillo	MS AP MS	MS	6/15/2017
Time Warner - TWN	May '17	Jun. 30, 2017	\$ 416.44	19462	7/27/2017 10/12/17	Emailed Samantha; Mailed Samantha Carillo	AP MS	MS	7/13/2017
Time Warner - TWN	Jun' 17	Jul. 31, 2017	\$ 408.83	19497	10/12/2017	Mailed Samantha Carillo	MS	MS	8/10/2017
Time Warner - TWN	Jul' 17	Aug' 31, 2017	\$ 424.02	19532	10/12/2017	Mailed Samantha Carillo	MS	MS	10/12/2017
Time Warner - TWN	Aug' 17	Sep. 30, 2017	\$ 435.55	19567				MS	10/12/2017
T-Mobile USA	Aug' 17	Sep. 30, 2017	\$ 677.95	19562				MS	10/12/2017
Verizon Wireless	Jun' 17	Jul. 31, 2017	\$ 976.86	19471	10/12/2017	Emailed James Little, Marco Murillo and Lupe Hernandez	MS	MS	8/10/2017
Verizon Wireless	Aug' 17	Sep. 30, 2017	\$ 1,035.62	19541				MS	10/12/2017
XO Communications	May '17	Jun. 30, 2017	\$ 684.89	19460	8/10/2017 10/12/17	Mailed Accounts Payable Mailed Accounts Payable	MS MS	MS	7/13/2017
XO Communications	Jun' 17	Jul. 31, 2017	\$ 672.80	19495	10/12/2017	Mailed Accounts Payable	MS	MS	8/10/2017
XO Communications	Jul' 17	Aug' 31, 2017	\$ 702.34	19530	10/12/2017	Mailed Accounts Payable	MS	MS	10/12/2017
XO Communications	Aug' 17	Sep. 30, 2017	\$ 719.27	19565				MS	10/12/2017

\$17,980.61

TOTAL

\$17,980.61

Delinquent Accounts - 30 Days past due.

Past due notices will be sent out when 60 days have elapsed.

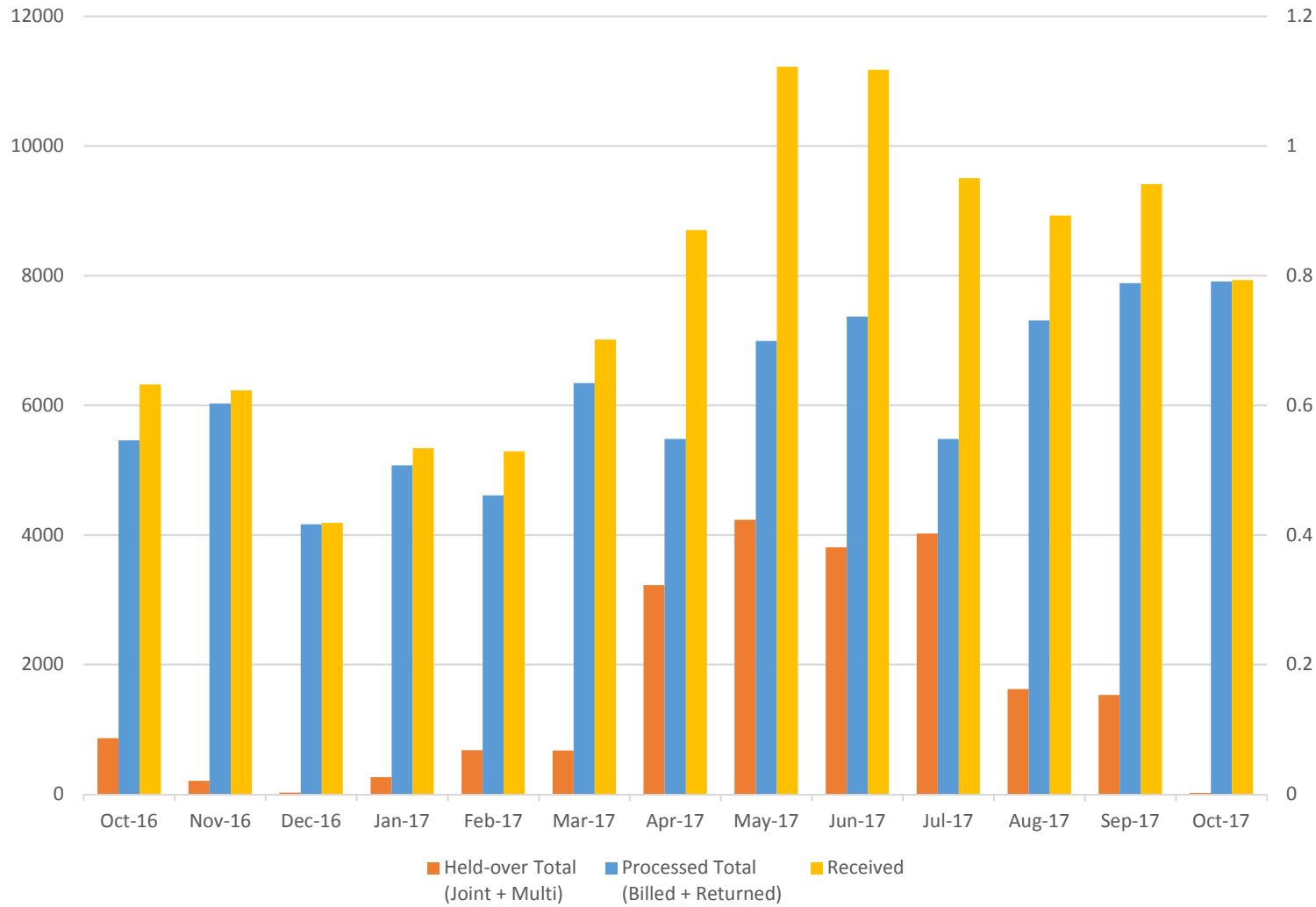
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[illegible]

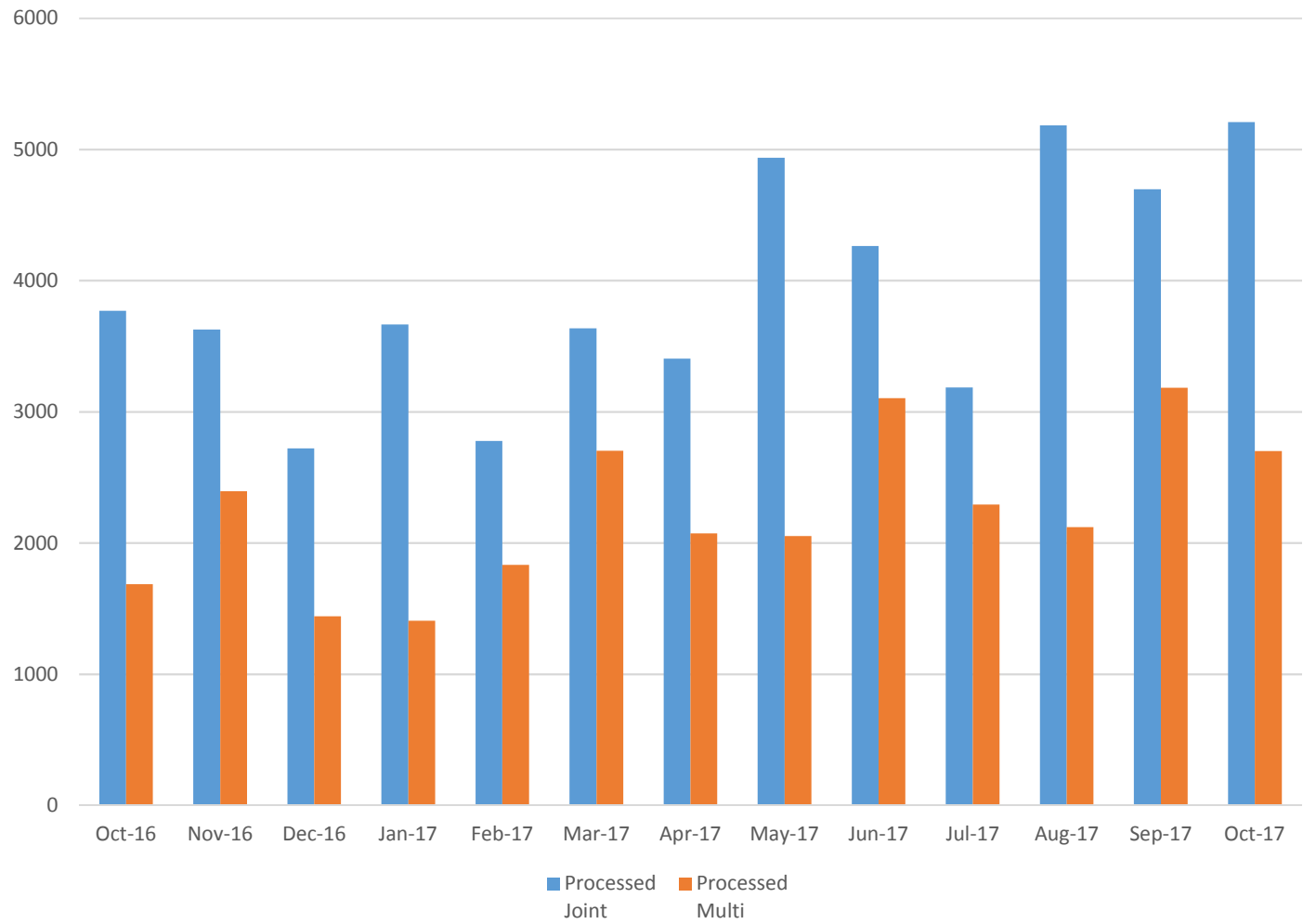
"Note: Held Over Poles will be billed first at the next Bill of Sale"

Inspections Billed SCE Only: O&M (Inspections,Pole Tag, & SRA)	* SCE's Inspections separated as of August B/S Member Active	SCE O&M YTD
Inspection JPAs Billed 14		171
Inspection Poles Billed 6811		71572

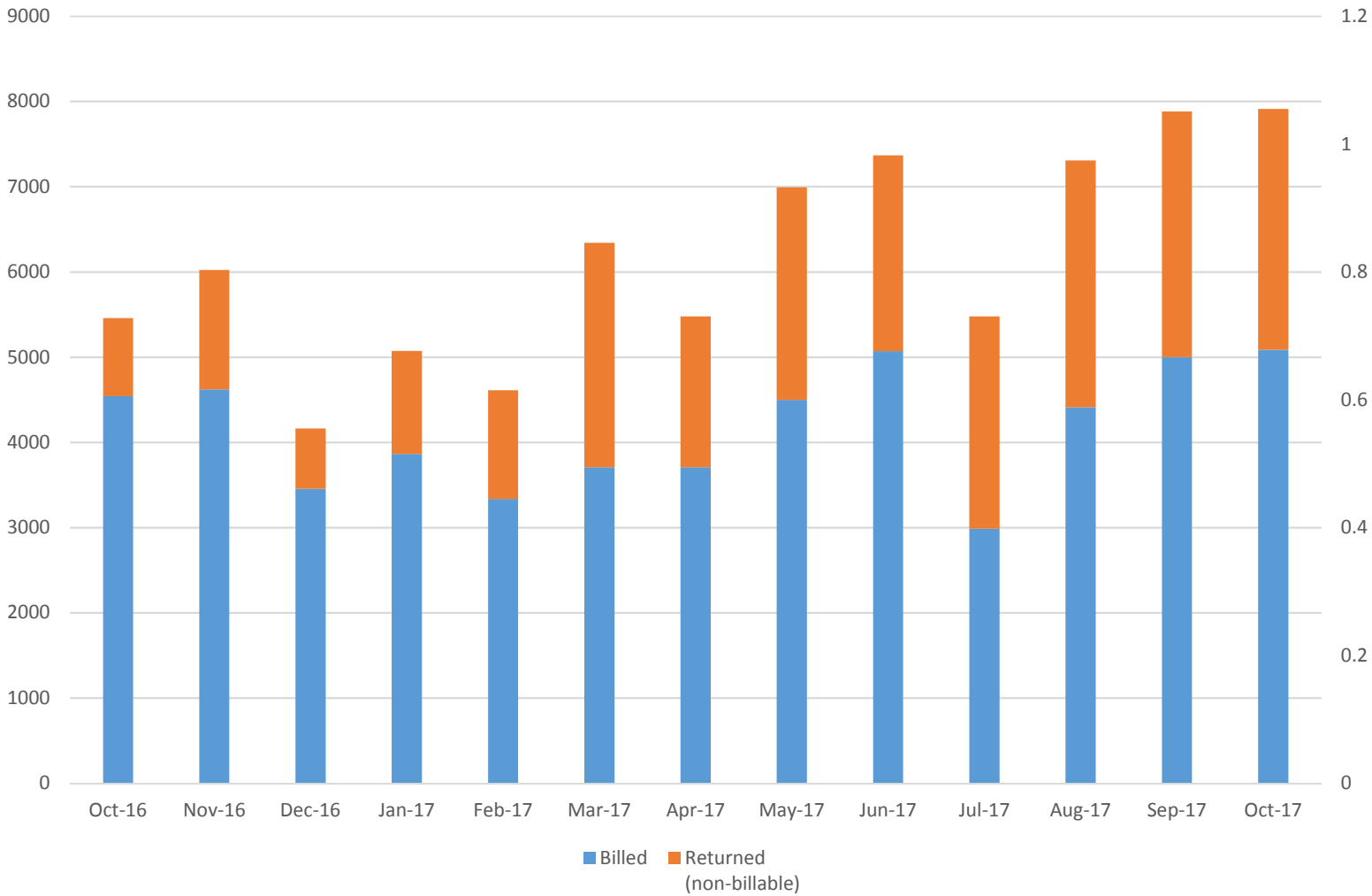
Received, Processed, Held-over Chart



Processed Joint & Multi
(note:Multis are more complicated than Joints)



Processed: Billed and Returned



 = 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
NOV 2016 - OCT 2017

		MBR CODE	2016 NOV	2016 DEC	2017 JAN	2017 FEB	2017 MAR	2017 APR	2017 MAY	2017 JUN	2017 JUL	2017 AUG	2017 SEP	2017 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	Frontier Communications	FTR	1		1	1	1	1	1	1	1	1	1	1	11	100%	FTR
4	T-Mobile, USA	PBM	1		1	1	1	1	1	1	1	1	1	1	11	100%	PBM
5	Mobilite LLC	MOB	1		1	1	1	1	1	1	1	1	1	1	11	100%	MOB
6	City of Banning	COB	1		1	1	1	1	1	1	1	1	1	1	11	100%	COB
7	City of Vernon	V	1		1	1	1	1	1	1	1	1	1	1	11	100%	V
8	City of Riverside	J	1		1	1	1	1	1	1	1	1	1	1	11	100%	J
9	Teleport Comm America	TCA	1		1	1	0	1	1	1	1	1	1	1	10	91%	TCA
10	Verizon Wireless	ATC	1		1	1	0	1	1	1	1	1	1	1	10	91%	ATC
11	XO Communications	NXT	1		1	1	0	1	1	1	1	1	1	1	10	91%	NXT
12	City of Colton	F	1		1	1	1	0	1	1	1	1	1	1	10	91%	F
13	City of Burbank	B	1		1	1	1	1	1	1	0	1	1	1	10	91%	B
14	Crown Castle NG West Inc.	NG	1		1	1	1	1	1	1	0	1	1	1	10	91%	NG
15	NewPath Networks	NPN	1		1	1	1	1	1	1	0	1	1	1	10	91%	NPN
16	CA-CLEC LLC	CCI	1		1	1	1	1	1	1	0	1	1	1	10	91%	CCI
17	AT&T California	H / T	1		1	1	1	1	1	1	1	0	1	1	10	91%	H / T
18	City of Lompoc	LLW	1		1	1	0	1	1	1	1	1	1	1	10	91%	LLW
19	AT&T Mobility	LAC	1		0	1	0	1	1	1	1	1	1	1	9	82%	LAC
20	Sprint-Nextel	SPR	1		1	1	0	1	1	1	0	1	1	1	9	82%	SPR
21	Sprint Communications	FON	1		1	1	0	1	1	1	0	1	1	1	9	82%	FON
22	City of Pasadena	MP	0		1	1	1	1	1	1	0	1	1	1	9	82%	MP
23	Mpower/TelePacific	ICG	1		1	1	0	1	1	1	1	0	1	1	9	82%	ICG
24	Golden State Water	SCW	0		0	1	1	1	1	1	1	1	1	1	9	82%	SCW
25	City of Anaheim	D	1		1	1	1	1	1	1	0	1	0	1	9	82%	D
26	Time-Warner	TWC	1		1	1	0	0	1	1	0	1	1	1	8	73%	TWC
27	City of Azusa	MA	0		1	1	1	1	0	1	1	0	1	1	8	73%	MA
28	ExteNet Systems	EXT	1		0	0	1	1	0	0	1	1	1	1	7	64%	EXT
29	MCI/Metro	ATS	1		1	0	1	1	0	1	1	0	0	1	7	64%	ATS
30	MCI Communications	MCI	1		1	0	1	1	0	1	1	0	0	1	7	64%	MCI
31	City of Glendale	A	0		1	1	1	1	1	1	0	0	1	0	7	64%	A
32	ATC Outdoor DAS	AMT	0		0	0	0	1	1	1	0	1	1	1	6	55%	AMT
33																	
Total			27	0	28	28	22	30	28	31	21	26	29	31			

Angela Pranata

From: Boyd Hudson <boyd@ahh-law.com>
Sent: Friday, November 10, 2017 1:11 PM
To: Angela Pranata
Subject: RE: Tenant Estoppel Certificate

ANGELA: I am not sure such a document exists. You are being asked to sign the estoppel certificate under the name "Southern California Joint Pole Committee, A California NonProfit Corporation." If SCJPC is in fact a California nonprofit corporation, there would have been Articles of Incorporation filed with the California Secretary of State sometime in the past. I have not seen any evidence or documentation that SCJPC is a non profit corporation. If SCJPC is not a corporation incorporated under the laws of the State of California, we may want to change the name on the lease with your current landlord to properly describe what type of organization SCJPC is.

Let me know if this is helpful.

Boyd D. Hudson, Attorney, CPA (inactive)
Certified Specialist-Taxation Law
State Bar of California-Board of Legal Specialization

Adams, Hawekotte & Hudson
790 East Colorado Boulevard Suite 300
Pasadena, CA 91101-2331

Office: 626-583-8000 Ext. 1011
FAX: 626-583-8030
Mobile: 626-755-4205

boyd@ahh-law.com

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From: Angela Pranata [mailto:angela@scjpc.net]
Sent: Friday, November 10, 2017 12:14 PM
To: Boyd Hudson <boyd@ahh-law.com>
Subject: RE: Tenant Estoppel Certificate

What is there reason you would need the document from CA Secretary of State for SCJPC?

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: Boyd Hudson [<mailto:boyd@ahh-law.com>]
Sent: Friday, November 10, 2017 12:08 PM
To: Angela Pranata <angela@scjpc.net>
Subject: Tenant Estoppel Certificate

ANGELA: I have reviewed the Tenant Estoppel Certificate. It is very standard form. It will allow the building owner to refinance the property with City National Bank. If the tenants of the building do not provide executed estoppel certificates, the refinance with City National can be completed. You need to sign the certificate where indicated.

I am happy to go over the certificate and answer any specific questions you or the committee members may have.

One thing I wanted to bring to your attention. The certificate says that SCJPC is a "California NonProfit Corporation." I do not believe that this technically is correct. The Form 990 prepared by Mr. Hunt says that SCJPC is an "association." In addition, I was unable to find any reference in the California Secretary of State website when searching for "Southern California Joint Pole Committee." I believe that you told me that there were no Articles of Incorporation for SCJPC. Were any documents filed with the CA Secretary of State for SCJPC?

I am available to discuss when you have a chance.

Boyd D. Hudson, Attorney, CPA (inactive)
Certified Specialist-Taxation Law
State Bar of California-Board of Legal Specialization

Adams, Hawekotte & Hudson
790 East Colorado Boulevard Suite 300
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boyd@ahh-law.com

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From: Angela Pranata [<mailto:angela@scjpc.net>]
Sent: Thursday, November 2, 2017 11:23 AM
To: Boyd Hudson <boyd@ahh-law.com>
Subject: Please review SCJPC Tenant Estoppel Certificate

Hello,

The Committee would like you to review this document before I sign it.

Please let me know if you have any comments or if you see any concerns that I need to bring up to the Building Manager, Alan Kohn.

Thanks,

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