

Southern California Joint Pole Committee

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January 17, 2018

A regular meeting of the **Operating Committee** took place on the above date, at 12:35 p.m., at the Committee office.

Those in attendance were:

Mr. Steve Brown	City of Los Angeles
Mr. Jeff Williams	City of Los Angeles
Ms. Manijeh Carmichael	AT&T California
Ms. Wendy Mueller	Extenet Systems
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. Joe Serrato	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Mr. Joe Armstrong	City of Pasadena
Mr. John Vu	City of Anaheim
Mr. Brandon Robinson	City of Banning
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. Lynn Prescott	Verizon Wireless
Mr. Josh Mathisen	AT&T California
Mr. Bret Plaskey	Frontier Communications
Ms. Yvonne Johnson	AT&T Mobility
Mr. Dan Garden	MCI Telecom/MCI Metro

Chairperson, Mr. Plaskey called the meeting to order at 12:35 p.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 **November and December 2017 expense sheets**. The members reviewed the monthly reports. Mr. Plaskey inquired if there were any questions 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 **November and December 2017 JPA Member Activity** reports. There were no comments or questions on this report.

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

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Allen reported for the month of December, the office received 811 JPAs with 4,556 poles. She added that all work was processed within the month with no hold overs into the month of January. She further reported that for the month of January the office received 1,428 JPAs with 7,321 poles. All work was processed with no hold overs into the month of February.

The seventh item on the agenda is **Item 1648: Authorized Costs year vs Date Sent**. Ms. Hernandez stated that she believed costs for billing were based on the date the JPA is initiated as opposed to the date the work was performed. She understands now that the cost is based on the date the work is performed. Ms. Allen stated that the costs dates vary based upon the Routine sections. She added that sections 3, 7 and 9 are based on the year set of the new pole and any additional sections are based on the date sent. Ms. Hernandez responded that this issue is clear to her now. The consensus is to close Item 1648.

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

SCJPC Overtime update

Ms. Pranata reported that she does not foresee the need of overtime for the billing month of January.

SCJPC Attorney / Non-Profit Status with California

Ms. Pranata shared the email she received from the Committee auditor in regards to the non-profit status within California. Per the response from the Committee auditor, he has been filing a Form 990 with the IRS since 2003. He is following his predecessor's method of filing. In that the SCJPC has been in existence for over 100 years and the question of filing with the Franchise Tax Board has never been asked; he believes by inquiring and it is discovered that the Committee is not a not for profit entity could possibly create substantial penalties for the Committee. He concludes that this inquiry is of no benefit to members. Therefore, he added, that he does not see Mr. Hudson's question as something the Committee should pursue. After

Operating Committee – January 17, 2018– Page 2 of 3

brief discussion the consensus is to remove this item from the miscellaneous agenda issues.

NJUNS 2018 Annual Invoice

Ms. Pranata reported that she has not received an NJUNS annual fee invoice to date. She asked if anyone could aid in obtaining this invoice. Mr. Williams stated that NJUNS does not appear very conducive to JPA processing, however, it performs as a form of third party electronic communication. Mr. Steve Brown stated that if the Committee agrees to subscribe to SPANS there would be no need to subscribe to NJUNS. Mr. Williams agreed that SPANS could prove beneficial to the Committee in tracking, communications and buddy pole concerns.

Ms. Hernandez stated that if the Committee provides Wind Lake Solutions with the information they require to arrive at an estimate for annual subscription SPANS could be considered as a tool for the SCJPC. The members agreed this is a good start. Ms. Pranata stated that she would compile the data requested and forward to the Operating committee members for their review prior to providing Wind Lake Solutions with the numbers.

Ms. Mueller stated that the NCJPA has viewed several presentations from various vendors with similar products and SPANS is the application that is the most compatible to joint use. She added that Wind Lake Solutions has worked with Duke, which is a large utility, and has created a functional product for them that gives her confidence in Wind Lake Solutions. It was noted that having an application with all the data that the CPUC is requesting could reflect that the SCJPC is proactive in working with the CPUC.

It was agreed that the Committee will provide Wind Lake Solutions with the data they need to provide the Committee with an annual subscription cost to consider. The members are aware that the implementation quote will require much greater information and time working with Wind Lake Solutions.

Review of Action Items

- Ms. Pranata to contact Wind Lake Solutions inquiring what data is required from the SCJPC to aid in providing the SCJPC with an annual subscription cost.

The meeting adjourned at 1:20 pm until February 21, 2018.

Jennie Corella – Committee Transcriber

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

OPERATING EXPENSES		November 30, 2017			YTD Through November 30, 2017			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
<u>EMPLOYEE EXPENSE</u>	Details								
Salaries		40,373	37,505.59	2,867	444,099	433,918.81	10,181	2%	484,472
Regular	34,839.42					-			
Contract Labor	2,666.17					-			
						-			
Insurance		5,971	5,065.05	906	65,679	49,546.43	16,133	25%	71,650
Health/Dental	5,065.05					-			
Life (quarterly)						-			
						-			
Payroll Taxes		3,432	2,608.91	823	37,748	32,698.17	5,050	13%	41,180
Workers Compensation		292	306.82	(15)	3,208	4,220.26	(1,012)	-32%	3,500
Travel mileage reimb/Misc. Exp.		150	202.15	(52)	1,650	1,288.69	361	22%	1,800
						-			
						-			
<u>PENSION EXPENSE</u>						-			
Contribution-SEP IRA		4,239	3,550.62	689	46,631	40,260.91	6,370	14%	50,870
						-			
						-			
<u>MONTHLY RECURRING</u>						-			
Rent		8,392	8,362.93	29	92,317	90,621.29	1,695	2%	100,709
Alarm System	Quarterly	46	-	46	504	422.91	81	16%	550
Telephone (Frontier)		610	609.96	0	6,710	6,653.80	56	1%	7,320
Cisco WebEx Plan		90	69.00	21	990	759.00	231	23%	1,080
Postage & Shipping		167	157.14	10	1,833	1,939.07	(106)	-6%	2,000
Business/Property Insurance	Pro-Rated	167	-	167	1,833	1,555.01	278	15%	2,000
Committee Meetings		400	458.71	(59)	4,400	3,508.14	892	20%	4,800
						-			
						-			
<u>EQUIPMENT & FURNITURE</u>						-			
						-			
Copy Machine - CBE		175	111.69	63	1,925	1,714.77	210	11%	2,100
						-			
						-			

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

OPERATING EXPENSES	Details	November 30, 2017			YTD Through November 30, 2017			%	Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
						-			
NETWORK SYSTEM						-			
LAN Maintenance		1,083	900.00	183	11,917	9,900.00	2,017	17%	13,000
FRIEND Support		400	400.00	-	4,400	4,400.00	-	0%	4,800
Data Center Hosting-Hardev		1,000	600.00	400	11,000	6,600.00	4,400	40%	12,000
Email/Domain Host/Sharefile		42	32.95	9	458	402.35	56	12%	500
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		125	40.46	85	1,375	1,556.44	(181)	-13%	1,500
Cal Net Off-Site Back-up		417	299.00	118	4,583	3,289.00	1,294	28%	5,000
						-			
						-			
PRINTING & SUPPLY						-			
Office Printing		150	150.86	(1)	1,650	1,711.65	(62)	-4%	1,800
Office Supplies		167	165.06	2	1,833	1,454.21	379	21%	2,000
						-			
						-			
CONTRACT SERVICES						-			
Auditor	Pro-Rated	580	-	580	6,375	6,747.00	(372)	-6%	6,955
Attorney*		542	1,785.00	(1,243)	5,958	3,720.00	2,238	38%	6,500
						-			
GENERAL EXPENSE						-			
Payroll Service Fees		142	103.95	38	1,558	1,244.79	314	20%	1,700
Bank fees/Chk printing	Pro-Rated	17	-	17	183	-	183	100%	200
Publications/Subscriptions/Reference		17	-	17	183	312.64	(129)	-71%	200
Seminars & Tuition		125	-	125	1,375	783.00	592	43%	1,500
Member Retirement & celebration		125	-	125	1,375	-	1,375	100%	1,500
Total Operating Expenses		69,432.17	63,485.85	5,946.32	763,753.83	711,228.34	52,525.49	7%	833,186.00

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

OPERATING EXPENSES		November 30, 2017				YTD Through November 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		9,167	-	9,167	100%	10,000
FRIEND modification*		2,813	-	2,813		30,938	-	30,938	100%	33,750
NJUNS Fee (once a year)*		875	-	875		9,625	-	9,625	100%	10,500
							-			
EQUIPMENT & FURNITURE	Pro-Rated						-			
Purchases/Leases (GE Capital)		358	379.97	(22)		3,942	4,077.97	(136)	-3%	4,300
Hardware Purchase		300	-	300		3,300	1,368.00	1,932	59%	3,600
LONG TERM LIABILITY CURRENT							-			
							-			
							-			
Total Capital Investments & Long Term Liabilities Current		5,179.17	379.97	4,799.20		56,970.83	5,445.97	51,524.86	90%	62,150
Interest Earned/Misc Income		(0.07)	(0.07)			(0.83)	(0.83)			
		74,611.26	63,865.75	10,745.51		820,723.84	716,673.48	104,050.36	13%	895,336.00
*Items in blue are assessed equally										
Prepared as of: 12/05/2017										

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

OPERATING EXPENSES		December 31, 2017			YTD Through December 31, 2017			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
<u>EMPLOYEE EXPENSE</u>	Details								
Salaries		40,373	38,990.46	1,382	484,472	472,909.27	11,563	2%	484,472
Regular	38,102.96					-			
Contract Labor	887.50					-			
						-			
Insurance		5,971	5,508.62	462	71,650	55,055.05	16,595	23%	71,650
Health/Dental	5,333.12					-			
Life (quarterly)	175.50					-			
						-			
Payroll Taxes		3,432	3,762.15	(330)	41,180	36,460.32	4,720	11%	41,180
Workers Compensation		292	263.00	29	3,500	4,483.26	(983)	-28%	3,500
Travel mileage reimb/Misc. Exp.		150	36.93	113	1,800	1,325.62	474	26%	1,800
						-			
						-			
<u>PENSION EXPENSE</u>						-			
Contribution-SEP IRA		4,239	3,714.79	524	50,870	43,975.70	6,894	14%	50,870
						-			
						-			
<u>MONTHLY RECURRING</u>						-			
Rent		8,392	8,362.93	29	100,709	98,984.22	1,725	2%	100,709
Alarm System	Quarterly	46	140.97	(95)	550	563.88	(14)	-3%	550
Telephone (Frontier)		610	609.96	0	7,320	7,263.76	56	1%	7,320
Cisco WebEx Plan		90	69.00	21	1,080	828.00	252	23%	1,080
Postage & Shipping		167	215.25	(49)	2,000	2,154.32	(154)	-8%	2,000
Business/Property Insurance	Pro-Rated	167	436.99	(270)	2,000	1,992.00	8	0%	2,000
Committee Meetings		400	16.19	384	4,800	3,524.33	1,276	27%	4,800
						-			
						-			
<u>EQUIPMENT & FURNITURE</u>						-			
						-			
Copy Machine - CBE		175	111.69	63	2,100	1,826.46	274	13%	2,100
						-			
						-			

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

OPERATING EXPENSES		December 31, 2017			YTD Through December 31, 2017			%	Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
	Details							Variance	Budget
						-			
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-Hardev		1,000	600.00	400	12,000	7,200.00	4,800	40%	12,000
Email/Domain Host/Sharefile	Email Yearly Renewal	42	156.88	(115)	500	559.23	(59)	-12%	500
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		125	43.43	82	1,500	1,599.87	(100)	-7%	1,500
Cal Net Off-Site Back-up		417	299.00	118	5,000	3,588.00	1,412	28%	5,000
						-			
						-			
PRINTING & SUPPLY						-			
Office Printing		150	164.74	(15)	1,800	1,876.39	(76)	-4%	1,800
Office Supplies		167	145.90	21	2,000	1,600.11	400	20%	2,000
						-			
						-			
CONTRACT SERVICES						-			
Auditor	Pro-Rated	580	-	580	6,955	6,747.00	208	3%	6,955
Attorney*		542	-	542	6,500	3,720.00	2,780	43%	6,500
						-			
GENERAL EXPENSE						-			
Payroll Service Fees		142	109.95	32	1,700	1,354.74	345	20%	1,700
Bank fees/Chk printing	Pro-Rated	17	-	17	200	-	200	100%	200
Publications/Subscriptions/Reference		17	-	17	200	312.64	(113)	-56%	200
Seminars & Tuition		125	-	125	1,500	783.00	717	48%	1,500
Member Retirement & celebration		125	-	125	1,500	-	1,500	100%	1,500
Total Operating Expenses		69,432.17	65,058.83	4,373.34	833,186.00	776,287.17	56,898.83	7%	833,186.00

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

OPERATING EXPENSES		December 31, 2017			YTD Through December 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)	Link PDF to JPA on Website	833	5,200.00	(4,367)	10,000	5,200.00	4,800	48%	10,000
FRIEND modification*		2,813	-	2,813	33,750	-	33,750	100%	33,750
NJUNS Fee (once a year)*		875	-	875	10,500	-	10,500	100%	10,500
						-			
EQUIPMENT & FURNITURE	Pro-Rated					-			
Purchases/Leases (GE Capital)		358	379.97	(22)	4,300	4,457.94	(158)	-4%	4,300
Hardware Purchase		300	-	300	3,600	1,368.00	2,232	62%	3,600
LONG TERM LIABILITY CURRENT									
						-			
						-			
Total Capital Investments & Long Term Liabilities Current		5,179.17	5,579.97	(400.80)	62,150.00	11,025.94	51,124.06	82%	62,150
Interest Earned/Misc Income		(0.08)	(0.08)		(0.91)	(0.91)			
		74,611.25	70,638.72	3,972.53	895,335.09	787,312.20	108,022.89	12%	895,336.00
*Items in blue are assessed equally									
Prepared as of: 1/9/2018									

Delinquent Accounts
As of 1/10/2018

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
City of Colton	Oct' 17	Nov. 30, 2017	\$ 681.84	19616				MS	12/14/2017
MCI Metro/ATS	Sep' 17	Oct. 31, 2017	\$ 1,026.80	19591	12/14/2017	Emailed Dan Garden CC Angela	MS	MS	12/14/2017
MCI Metro/ATS	Oct' 17	Nov. 30, 2017	\$ 803.75	19626				MS	12/14/2017
MCI Telecommunications	Sep' 17	Oct. 31, 2017	\$ 849.27	19592	12/14/2017	Emailed Dan Garden CC Angela	MS	MS	12/14/2017
MCI Telecommunications	Oct' 17	Nov. 30, 2017	\$ 664.79	19627				MS	12/14/2017
M-Power/Telepacific	Oct' 17	Nov. 30, 2017	\$ 644.33	19624				MS	12/14/2017
T-Mobile USA	Aug' 17	Sep. 30, 2017	\$ 677.95	19562	12/14/2017	Mailed to Shawn Henderson	MS	MS	10/12/2017
Time Warner Cable TWN	Oct' 17	Nov. 30, 2017	\$ 417.86	19637				MS	12/14/2017
Time Warner Cable TWS	Oct' 17	Nov. 30, 2017	\$ 359.89	19636				MS	12/14/2017
Verizon Wireless	Aug' 17	Sep. 30, 2017	\$ 1,035.62	19541	12/14/2017	Emailed James Little, Marco Murillo, Lupe Hernandez	MS	MS	10/12/2017
Verizon Wireless	Sep' 17	Oct. 31, 2017	\$ 1,273.18	19576	12/14/2017	Emailed James Little, Marco Murillo, Lupe Hernandez	MS	MS	12/14/2017
Verizon Wireless			\$ 996.89	19611				MS	12/14/2017
XO Communications	May '17	Jun. 30, 2017	\$ 684.89	19460	8/10/2017 10/12/2017 12/14/2017	Mailed Accounts Payable Mailed Accounts Payable Mailed Accounts Payable	MS MS MS	MS	7/13/2017
XO Communications	Jun' 17	Jul. 31, 2017	\$ 672.80	19495	10/12/2017 12/14/2017	Mailed Accounts Payable Mailed Accounts Payable	MS/JT MS	MS	8/10/2017
XO Communications	Jul' 17	Aug' 31, 2017	\$ 702.34	19530	10/12/2017 12/14/2017	Mailed Accounts Payable Mailed Accounts Payable	MS/JT MS	MS	10/12/2017
XO Communications	Aug' 17	Sep. 30, 2017	\$ 719.27	19565	10/12/2017 12/14/2017	Mailed Accounts Payable Mailed Accounts Payable	MS/JT MS	MS	10/12/2017
XO Communications	Sep' 17	Oct. 31, 2017	\$ 877.59	19600	12/14/2017	Mailed to Accounts Payable	MS	MS	12/14/2017
XO Communications	Oct' 17	Nov. 30, 2017	\$ 686.95	19635				MS	12/14/2017

\$13,776.01

TOTAL

\$13,776.01

Delinquent Accounts - 30 Days past due.

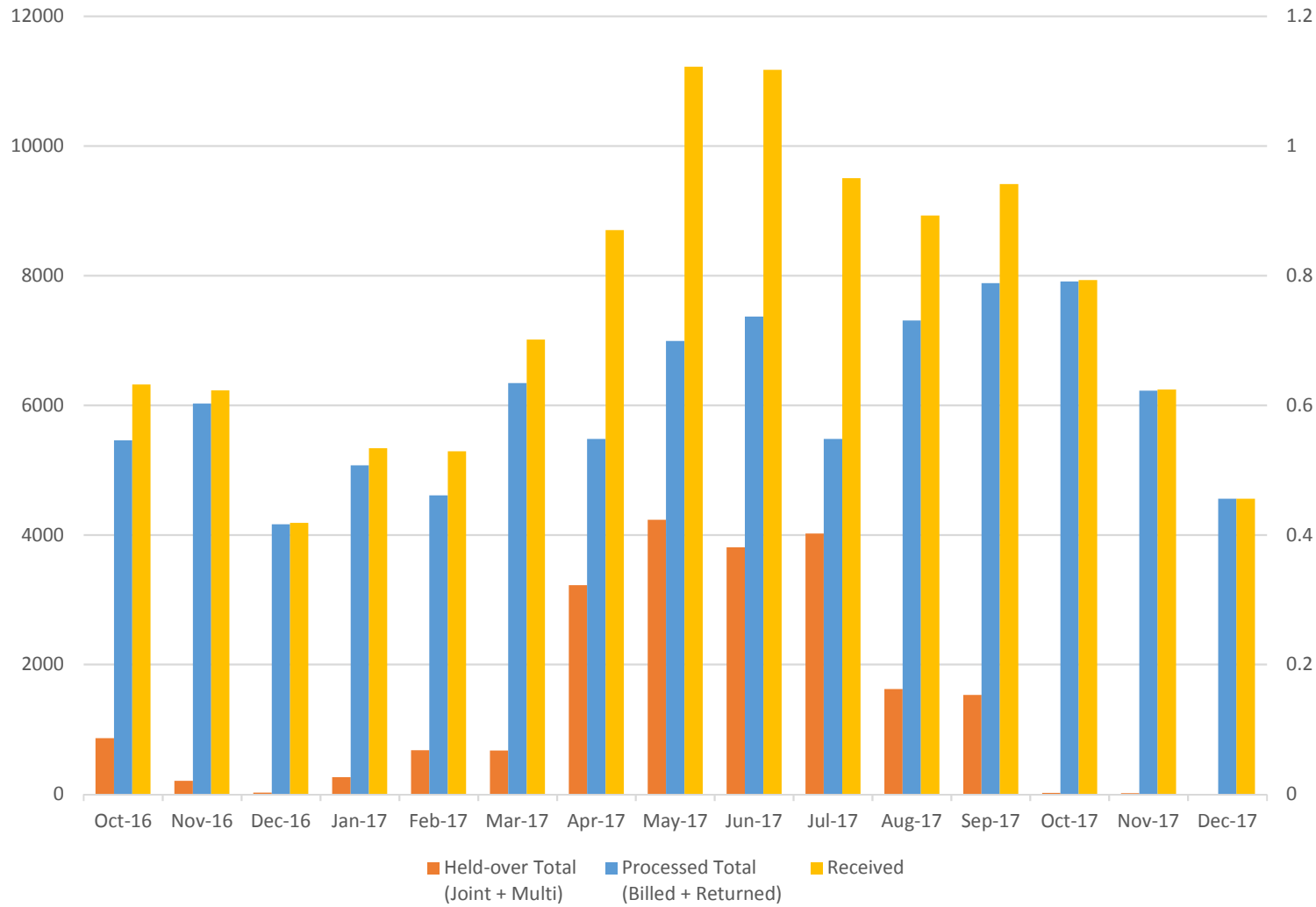
Past due notices will be sent out when 60 days have elapsed.

S:\EXCEL\ACCTREC

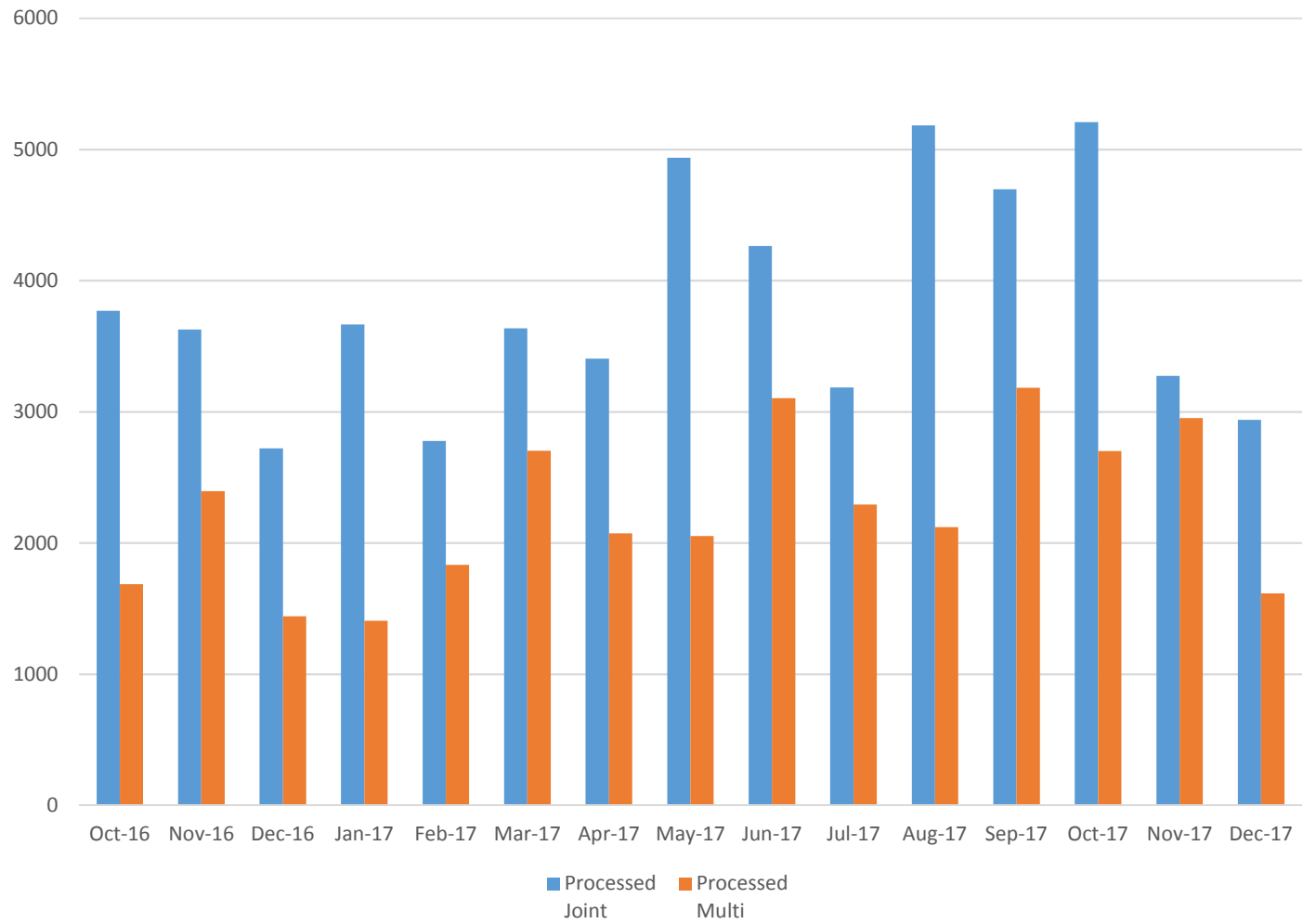
[illegible]

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 19		190
Inspection Poles Billed 15254		86826

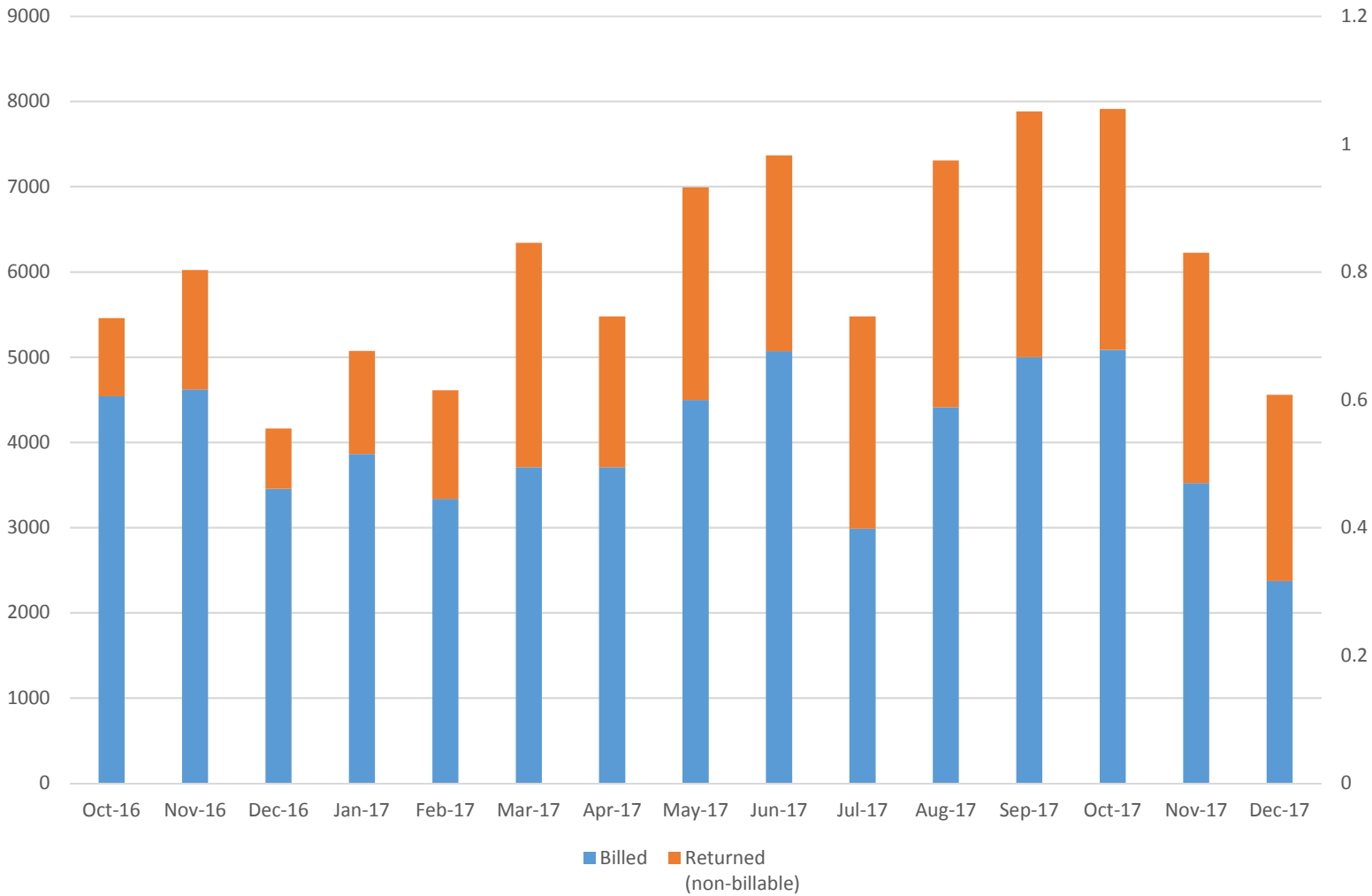
Received, Processed, Held-over Chart



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
JAN 2017 - DEC 2017

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

DATE SENT: 8/17/00
FINAL

3-03-601

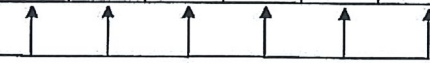
J.P. AUTH. NO. E6027-6067

PAGE NO. 3 OF 3

POLE NO.	Pole Length	Year Set	Pole Treat	Record				Proposed						Item No.	LOCATION AND NATURE OF WORK If not in accordance with Joint Pole agreement and routine-state reasons.		BILL CODE	UTILITY		BILL CODE	UTILITY		ACCOUNTING DIRECTIONS:				
	Anchor Size		Anchor Direct.	16KV E	HLA					16KV E	HLA										E	AMOUNT		TAX	H	AMOUNT	TAX
450576E	45	31	FT		23				C-15	PTD					E TO REPLACE SEC 7.11	1											
										TN 23					MONTROSE AVE E/S 155' S/O MISSION ST	2	4	0		5	297						
																3											
									1/2(1)					5C		4	5	113									
4407762E	45	02	FT						39-10	23-5					MONTROSE AV E/S 154' S/O MISSION ST	5	1	891									
										(1)				19C		6				5	1600						
																7											
									1/2(1)					10C		8	5	252									
									1/2(1)					10A		9	5	120									
									1/2(4)					9		10	5	772									
																11											
																12											
																13											
																14											
																15											
																16											
																17											
																18											
																19											

POLE LEGEND: L LOWER TOP
P = PULL C (XX) - FOOTAGE CUT
PS = PULL BUTT SCZ = SAFETY CLEARANCE ZONE
T = TRANSPORT
S = SALVAGE ANCHOR LEGEND:
D = DISPOSE ANCHOR REMOVED
TN = TENANT AT ANCHOR TRANSFERRED

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



GEOGRAPHICAL LOCATION

SAN MARINO
COMMUNITY

COL TOT 2148 1297
PAGE TOTAL 2148 1297

VP/J.P.-

FINAL**AUTHORIZATION FOR JOINT POLE TRANSACTION**Date Prepared 8/8/00

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

Date Sent 8/17/00

Confirming Agreement _____

In Field ☐By Telephone ☐Date Completed FEB 14 2003No. of Pages 1 OF 3 J. P. Auth. No. E6027-6067BILL NO. 3-03-601PAGE NO. 1**COSTS and BILLING DATA**

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

601

BILL NO.

AMOUNT DUE

UTILITY	UTILITY
<u>E</u>	<u>H</u>
TOTAL AMT.	TOTAL AMT.
<u>10357</u>	<u>1525</u>
AMOUNT	TAX

ACCOUNTING DIRECTIONS:

UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE	APPROVED	TAXING INSTRUCTIONS	ACCOUNTING DATA
E	G. MARET	MONROVIA	G. MARET	MONROVIA	6227-4811 2-4801
HLA	M. WATSON	LOS ANGELES	J. WALKER	LOS ANGELES	K109, K17587S, K107, K103, K108

POLE NO.	Pole Length Anchor Size	Year Set	Pole Treat Anchor Direct	Record				Proposed				Item No.	LOCATION AND NATURE OF WORK If not in accordance with Joint Pole agreement and routine-state reasons.	BILL CODE	AMOUNT DUE			
				16KV E	HLA			16KV E	HLA						UTILITY TOTAL AMT.	TAX	UTILITY TOTAL AMT.	TAX
													E TO REPLACE SEC 7.4	1				
544866H	45	50	FT		28			PTD					ROSEBANK AV W/S 294' N/O ORCHARD LN	2	5	366	4	0
4407760E	45	02	FT					39-5	28-10				ROSEBANK AV W/S 294' N/O ORCHARD LN	3	1	1114		
									TN 28					4				
													E TO REPLACE SEC 7.11	5				
28292E	30	31	FT		21			PTD				9	FOOTHILL BL P/P 176' N 738' E/O FAIROAKS	6	5	261	4	0
4407761E	35	02	FT					30-5	21-3				FOOTHILL(ALTADENA) P/P 175' N 738' E/O FAIROAKS	7	1	661		
									TN 21					8				
													E TO REPLACE SEC 7.4	9				
727543E	35	47	FT		23			PTD				9	LAKE AV PL/W 63' N/O MT CURVE AV	10	5	278	4	0
	3/4"		S	50	50			AT						11				
4407751E	45	02	FT					39-10	23-5				LAKE AV PL/W 63' N/O MT CURVE AV	12	1	891		
														13				

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

L = LOWER CUT
C(XX) = FOOTAGE CUT
SCZ = SAFETY CLEARANCE ZONE

ANCHOR LEGEND:
AR ANCHOR REMOVED
AT = ANCHOR TRANSFERRED

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

GEOGRAPHICAL LOCATION

ALTADENA
COMMUNITY

FORM 48 11/27/0201/10/03

PAGE TOTAL

35710

VP/J.P.-02

POLE NO.	Pole Length Anchor Size	Year Set	Pole Treat Anchor Direct.	Record				Proposed				Item No.	LOCATION AND NATURE OF WORK If not in accordance with Joint Pole agreement and routine-state reasons.	BILL CODE	UTILITY E		BILL CODE	UTILITY H		ACCOUNTING DIRECTIONS:
				16KV E	HLA			16KV E	HLA						AMOUNT	TAX		AMOUNT	TAX	
													E TO REPLACE SEC 7.11	1						
201222E	35	27	FT		22			C-10	PTD				LAUREL DR PL/N (SET 4' W) E/O GLENROSE AV	2	4	0	5	228		
	3/4"		W	50	50			AT						3						
								1/2(1)				5C		4	5	113				
4407752E	40	02	FT					34-6	22-4			9	LAUREL DR PL/N 30' (SET 1' W) E/O GLENROSE AV	5	1	888				
													E TO REPLACE SEC 7.4	6						
331032E	40	48	FT		23			PTD				9	LA CORONA AV PL/E 22' N/O (CL/O) LAUREL	7	5	288	4	0		
	3/4"		W	50	50			AT						8						
4407753E	45	02	FT					39-10	23-5				LA CORONA AV PL/E 22' N/O (CL/O) LAUREL	9	1	891				
									TN 23					10						
				4KV E	HLA			4KV E	HLA					11						
													E TO REPLACE SEC 7.11	12						
290914E	45	26	FT		23			PTD					ROSEMEAD BL P/P 68' E 244' N/O MOUNTAIN AV	13	5	343	4	0		
4407757E	45	02	FT					39-10		23-5		10AC	ROSEMEAD BL P/P 67 (SET 1' W) E 244' N/O MOUNTAIN AV	14	1	891				
										TN 23			2' X 4'	15						
				16KV E	HLA			16KV E	HLA				E TO REPLACE SEC 7.4	16						
200468E 220488E	50	27	FT		23			PTD					CRAIG AV W/S 180' S/O ROSE VILLA ST	17	5	351	4	0		
4407758E	50	02	FT					43-14	23-5				CRAIG AV W/S 180' S/O ROSE VILLA ST	18	1	873				
										TN 23				19						
														COL TOT	4638		228			VP/J.P.-

POLE LEGEND: L LOWER TOP
P = PULL C (XX) - FOOTAGE CUT
PS = PULL BUTT SCZ = SAFETY CLEARANCE ZONE
T = TRANSPORT
S = SALVAGE ANCHOR LEGEND:
D = DISPOSE AR ANCHOR REMOVED
TN = TENANT AT ANCHOR TRANSFERRED

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

GEOGRAPHICAL LOCATION

SAN MARINO
COMMUNITY

PAGE TOTAL 4638 228

Date Sent 10/24/03

FINAL

AUTHORIZATION FOR JOINT POLE TRANSACTION

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

BILL NO. 1.04.601

PAGE NO. 1 OF 1

COSTS and BILLING DATA

BILLING CODES

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

BILL NO. <u>601</u>			
AMOUNT DUE			
BILL CODE	UTILITY <u>E</u>	BILL CODE	UTILITY <u>H</u>
	TOTAL AMT. <u>883</u>		TOTAL AMT. <u>46</u>
	AMOUNT TAX		AMOUNT TAX

ACCOUNTING DIRECTIONS:

UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE	APPROVED	TAXING INSTRUCTIONS	ACCOUNTING DATA
E	ROGER AUCHARD	SOUTH BAY	ROGER AUCHARD	TORRANCE	6044-6300 2-6301
HLA	DAVEY	LOS ANGELES	J. WALKER	LOS ANGELES	A409 5197083

POLE NO.	Pole Length	Year Set	Pole Treat	Record				Proposed				Item No.	LOCATION AND NATURE OF WORK If not in accordance with Joint Pole agreement and routine-state reasons.	BILL CO	TOTAL AMT.	BILL CO	TOTAL AMT.	
	Anchor Size		Anchor Direct	16KV E	HLA					16KV E	HLA							
													E TO REPLACE SEC: 7.11	1				
														2				
567399E 2	40	42	FT	3	23-1					C-10 PB	LTD		OAK ST E/S 390' N/O 250TH ST	3	4	0	5	46
										1/2 (1)			5C	4	5	75		
														5				
4450801E 4	45	01	FT							39-10	23-05		OAK ST E/S 391' N/O 250TH ST	6	1	808		
														7				
														8				
														9				
														10				
														11				
														12				
														13				

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

L = LOWER CUT
C(XX) = FOOTAGE CUT
SCZ = SAFETY CLEARANCE ZONE

ANCHOR LEGEND:
AR ANCHOR REMOVED
AT = ANCHOR TRANSFERRED

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

GEOGRAPHICAL LOCATION

LOMITA
COMMUNITY

FORM 48 10/24/03
 12/07/03

PAGE
TOTAL

VP/J.P.-02

Angela Pranata

From: Angela Pranata <angela@scjpc.net>
Sent: Wednesday, November 22, 2017 8:01 AM
To: 'steve.brown2@ladwp.com'; Jeffery Williams ; 'Plaskey, Bret'; 'megan.stewart1@ftr.com'; 'Ronald.schram@ladwp.com'
Cc: Lynn Prescott (lynn.prescott@cableeng.com); 'Lupe Hernandez'; 'Yvonne Johnson'; Maria Ortiz; 'Alicia Smith'; 'Shawn Henderson'; 'Serrato, Joe'; 'Carrion, Earle'; Manijeh Carmichael (mn2861@att.com); JOSHUA A MATHISEN (jm6347@att.com); Gerald "Wayne" Brown (Gerald.Brown@sce.com); Jessica Nix (Jessica.Nix@sce.com); 'April DeBarge'; Valerie Mitwasi; 'Ayman Arraj (AArraj@burbankca.gov)'; 'Brandon Robinson (City of Banning)'; Trang, Johnny; Samantha Carrillo (Charter)
Subject: FW: SCJPC Question about Non Profit Status in California

Good Morning Operating Committee Members,

Please review the response from our auditor, Robert Hunt, in regards to non-profit status in California. See below.

Thank you & have a great Thanksgiving,
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: robert hunt [mailto:rsh2cpa@gmail.com]
Sent: Tuesday, November 21, 2017 7:16 PM
To: Angela Pranata <angela@scjpc.net>
Subject: Fwd: SCJPC Question about Non Profit Status in California

Angela:

The SCJPC has been around for over 100 years. I has always just filed a Form 990 with the Internal Revenue Service. I have been involved in the audit since at least 2003. Before that the auditor was a CPA who specialized in tax and at one point was an IRS agent. I have followed the tax reporting that he followed. I am sure that this is what was done prior to his involvement.

The Franchise Tax Board (“the FTB”), in my experience, is a pretty unfriendly agency. I have seen them make up assessments and related penalties out of thin air. If one were to investigate and find that the Committee was not a not for profit under California law, I could see the FTB demanding returns on Form 100 from the Committee’s inception. Minimum tax for such returns has been \$800.00 per return for quite some time. If such returns would be due, the penalties for non-filing would be substantial.

I do not see Boyd Hudson’s question as something the Committee should pursue. I do not even know how one would get the required information earlier than 2003. And the cost should the Committee not be an organization exempt under California law would be substantial and of no benefit to the Committee members.

I believe in “letting sleeping dogs lie.” Another way of putting this is “don’t ask a question to which you do not want the answer.”

I would advise the Committee to continue with the tax filing practices as it always has.

Robert S. Hunt II - CPA

From: Angela Pranata [mailto:angela@scjpc.net]
Sent: Wednesday, November 15, 2017 2:51 PM

To: 'robert hunt' <rsh2cpa@gmail.com>; 'Bob Hunt' <rshunt2cpa@earthlink.net>

Subject: SCJPC Question about Non Profit Status in California

Good Afternoon Bob,

A concern was raised by our attorney, Boyd Hudson, in regards to our non-profit status with California:

“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?”

Since we’re an association or a committee, recognized by the IRS/Federal under Section 501 (c) (12), do we need to file anything (documents?) to California State or CA Secretary of State?

I did find this at the Franchise Tax Board website: <https://www.ftb.ca.gov/businesses/Exempt-Organizations/California-vs-Federal.shtml>

“California does not have a comparable section under R&TC Section 23701. R&TC Section 24405 may apply for exclusion of membership income.”

California law may differ from federal law with regard to exempt organizations. Contact the IRS for their process and federal law requirements. Selected major differences are:

Types of entities	California law	Federal law
Nonprofit Entities	Must apply for and receive an exempt determination or acknowledgement letter from us to be California tax-exempt. R&TC Section 23701.	Does not require entities with less gross receipts to apply for exempt
Churches	Must apply for and receive an exempt determination or acknowledgement letter from us to be California tax-exempt. R&TC Section 23701d.	Does not require churches to app
Title Holders - Limited Liability Companies including single and multiple members	Must apply for and receive a determination letter from us to be California tax-exempt. R&TC Section 23701h and 23701x.	May be classified as a disregarded member, or association. A disregarded not required to apply for a separate from its single member. IRC Sections 501(c)(2) and 501(c
Homeowners' Associations or Mutual Water Companies	Must apply for and receive a determination letter from us to be tax-exempt. R&TC Section 23701t.	No comparable federal section un 501(a). Homeowners' Association annual election for exemption by f Income Tax Return for Homeowne (IRS Form 1120H). California law patterned after IRC
Mutual ditch or irrigation companies	California does not have a comparable section under R&TC Section 23701. R&TC Section 24405 may apply for exclusion of membership income.	May be exempt under IRC Section
	Must apply for and receive a determination	No comparable federal section un

Thank you,
 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

Angela Pranata

From: Angela Pranata <angela@scjpc.net>
Sent: Friday, November 17, 2017 7:45 AM
To: 'Brown, Steve R.'; 'Plaskey, Bret'
Cc: 'Megan Stewart'; 'Manijeh Carmichael'; 'Gerald "Wayne" Brown'; 'Jessica Nix'; 'Valerie Mitwasi'; 'Carrion, Earle'; 'Serrato, Joe'; 'Alicia Smith'; 'Shawn Henderson'; 'Maria Ortiz'; 'Lupe Hernandez'; 'Lynn Prescott'; 'Williams, Jeffery A.'; 'Schram, Ronald E.'; 'Yvonne Johnson'
Subject: RE: Tenant Estoppel Certificate

Good Morning,

I have received the revised Tenant Estoppel Certificate and an amendment to the original lease.

Company name will be listed as "Southern California Joint Pole Committee" on all documents.

Thank you,
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: Angela Pranata [mailto:angela@scjpc.net]
Sent: Friday, November 10, 2017 1:16 PM
To: 'Brown, Steve R.' <Steve.Brown2@ladwp.com>; 'Plaskey, Bret' <Bret.Plaskey@ftr.com>
Cc: 'Megan Stewart' <Megan.Stewart@ftr.com>; 'Manijeh Carmichael' <mn2861@att.com>; 'Gerald "Wayne" Brown' <Gerald.Brown@sce.com>; 'Jessica Nix' <Jessica.Nix@sce.com>; 'Valerie Mitwasi' <Valerie.Mitwasi@sce.com>; 'Carrion, Earle' <Earle.Carrion@crowncastle.com>; 'Serrato, Joe' <Joe.Serrato@crowncastle.com>; 'Alicia Smith' <Alicia.Smith@cableeng.com>; 'Shawn Henderson' <SHenderson@synergy.cc>; 'Maria Ortiz' <Maria.Ortiz@cableeng.com>; 'Lupe Hernandez' <Lupe.Hernandez@cableeng.com>; 'Lynn Prescott' <lynn.prescott@cableeng.com>; 'Williams, Jeffery A.' <Jeffery.Williams@ladwp.com>; 'Schram, Ronald E.' <Ronald.Schram@ladwp.com>; 'Yvonne Johnson' <Yvonne.Johnson@cableeng.com>
Subject: FW: Tenant Estoppel Certificate

Good afternoon,

Latest comments from the attorney. See below.

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

From: Boyd Hudson [<mailto:boyd@ahh-law.com>]
Sent: Friday, November 10, 2017 1:11 PM
To: Angela Pranata <angela@scjpc.net>
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 the 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
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: 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

Southern California Joint Pole Committee

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

February 21, 2018

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

Those in attendance were:

Mr. Jeff Williams	City of Los Angeles
Ms. Manijeh Carmichael	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
Mr. Saad Khalid	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Alicia Smith	Sprint Nextel/Sprint Communication
Mr. Joe Armstrong	City of Pasadena
Mr. Johnny Trang	City of Pasadena
Mr. John Vu	City of Anaheim
Mr. Brandon Robinson	City of Banning
Mr. Sven Knauth	City of Burbank
Mr. Bret Plaskey	Frontier Communications
Mr. Samatha Carrillo	Time-Warner Cable
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. Lynn Prescott	Verizon Wireless
Mr. Josh Mathisen	AT&T California
Ms. Shawn Henderson	T-Mobile USA
Ms. Yvonne Johnson	AT&T Mobility
Mr. Dan Garden	MCI Telecom/MCI Metro
Ms. Maria Ortiz	XO Communication
Ms. Racheal Torres	Mobilite, LLC

Chairperson, Ms. Carmichael called the meeting to order at 11:11 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 **January 2018 expense sheets**. The members reviewed the monthly reports. Ms. Carmichael inquired if there were any questions or comments. There were no questions or comments.

The third agenda item is the **Accounts Receivable**. The members reviewed the report. Ms. Pranata inquired of XO Communications if there will be remittances to their past due invoices. Ms. Ortiz responded that she would contact accounts payable after the meeting. There were no further questions or comments on this monthly report.

The fourth item on the agenda is the **January 2018 JPA Member Activity** reports. Ms. Pranata reported that there were no hold-overs in the month of January, therefore all incoming work was processed. She further reported that the incoming work entailed a larger volume of joint vs multi-JPAs. There were no further comments or questions on this report.

The fifth item on the agenda is **Member Board Attendance**. Ms. Pranata reported that she has sent notices via email to the City of Glendale in regards to their nonattendance at the last Board meetings. She added that they reported in late at the Board meeting which met earlier, and was informed that they will be fined the penalty fee due to their lack of attendance. 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 February 2018, the office received 1,742 JPAs with 8,993 poles. She added that all work was processed within the month with no hold overs into the month of March. She further reported that there was one day of overtime in the month of February.

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

SCJPC Overtime update

Ms. Pranata reiterated that there was no JPA held over from February month due to one overtime day, however she would like to address overtime moving forward. She inquired of the members what their priorities are in regards to the workflow. If the member's priority is to eliminate any hold-over of work she shared the following options:

- Offer greater overtime such as 4 days a month.
- Hire as independent contractor retiree Ms. Gertrud Greene
- Make overtime mandatory with advance prior notice.

Ms. Hernandez inquired if the staff is unwilling to work overtime? Ms. Allen responded that it is about 50% of the staff that are willing to work the overtime.

Mr. Williams inquired if the 50% of staff worked OT would this satisfy the hold over problem. Ms. Allen responded that OT is contingent on the workflow the office receives within a given month. Ms. Pranata reiterated if the members wish all received work processed within the month it is received, then OT may be required in some months.

Ms. Nix stated that as a start a JPA and pole base line number should be recognized, such as the numbers of poles in January 2018 as the standard where the all work was processed without OT. Ms. Allen responded that these numbers do not reflect the time it takes to process a JPA, since multi JPA are time intensive as opposed to joint JPAs and same is true with the pole distribution among the JPAs. She added that there is also the factor of billed vs processed; work may be processed but returned both are similar in time intensity. Ms. Nix reiterated as a start base numbers must be identified prior to discussing overtime and the members agreeing whether work may be held over or require mandatory overtime.

Mr. Armstrong stated that a base line average should be created for received, processed, and billed multis and joints. Ms. Allen responded that with the joints it would be a close average, however the difficulty is with multi parties which depends on the number of members on the JPA. Multi-JPAs are labor intensive and could entail over ten labor hours. Ms. Nix stated that it would be acceptable to have a reasonable amount of hold over with valid reason, such as difficult multi party JPAs.

Ms. Pranata will maintain a record and report overtime labor hours monthly from February 2018 month and moving forward.

NJUNS Fee

Mr. Carmichael inquired of Mr. Mathisen if he had contacted NJUNS in regards to the annual fee invoice. Mr. Mathisen responded that he would inquire about the annual fee invoice.

Windlake Solutions/ SPANS Update

Mr. Williams reported that the SCJPC responded to Windlake with an interest in SPANS. Windlake responded that a SPANS workshop is necessary to obtain details around requirements, and determine the implementation costs and subscription fees for utilization of SPANS by the SCJPC. The cost of the workshop is \$14,075.00 for a one day onsite meeting and will WebEx any further meetings. He added that a maximum of 6 dedicated people (members) and one single point of contact will be needed for the onsite workshop and the web ex workshops to follow. Ms. Pranata will be the single point of contact for the workshops. He added that the cost of the workshop is beyond the limit of approval within the Operating committee, therefore, this will require Board approval. The cost of the workshop will be on the Discussion calendar of the next Board meeting. He further added that in his opinion the implementation of SPANS would address the issues of JPA communication, work progress and expedition of processing the work, thus addressing the current overtime issue.

The members discussed payment of the workshop and the implementation in regards to assessment equally versus proportionately. Ms. Hernandez stated that all

members would benefit from SPANS, therefore, equal assessment is equitable. Mr. Armstrong stated that the implementation process should be assessed proportionately in that this process entails creating the pole records into the database. Therefore, this cost should be assessed proportionately since member's pole records are not equal. The members extensively discussed SPANS and the current JPA processing.

Mr. Williams suggested members read the correspondence from Windlake Solutions and prepare for the discussion at the March 2018 Board meeting. He added that upon reading the correspondence should members have questions or concerns they should document them and bring them to the Board meeting and present all concerns to Windlake Solutions.

Mr. Mathisen stated that the NCJPA has hired a firm to create a detailed RFP which could be presented to multiple companies to obtain multiple quotes.

Item 9 -Hand Dig -Teleport Communications

Ms. Hernandez stated that finals are being returned for Item 9. Her question is why are they returned for lack of (A) or (B) when the costs are the same? Ms. Allen responded that prior to 2017 the costs were similar, however, they differ today. The cost prior to 2017 on 9(B) states, "Must specify nature of conflict", therefore, if the conflict is not specified the Final is returned. Ms. Hernandez stated that the conflict reflects on the prelim, therefore if the costs are the same should the Finals be returned? It was agreed that prior to 2017 AC 9 would be billed as one cost, however, after this date (a), (b), and (c) will need to be identified.

Clearance to Joint pole

Ms. Hernandez stated that if a clearance pole is being replaced by a joint pole for mutual benefit, it is a 7.11, Finals are returned stating Section 9.3 or 9.4 is missing. She added that they are not removing the clearance, but replacing the pole which is 7.11. Ms. Allen stated that she would notate this and inform the staff not to return this type Final.

Review of Action Items

- Ms. Pranata to maintain a record and report overtime labor hours monthly.
- Mr. Mathisen to inquire into the NJUNS annual invoice
- Members to review SPANS correspondence and prepare questions and concerns.

The meeting adjourned at 12:15 p.m. until March 21, 2018.

Jennie Corella – Committee Transcriber

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

OPERATING EXPENSES		January 31, 2018			YTD Through January 31, 2018			%	Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
	Details							Variance	Budget
<u>EMPLOYEE EXPENSE</u>									
Salaries		44,646	37,404.45	7,242	44,646	37,404.45	7,242	16%	535,754
Regular	36,608.20								
Contract Labor	796.25								
Insurance		6,512	5,318.22	1,194	6,512	5,318.22	1,194	18%	78,147
Health/Dental	5,318.22								
Life (quarterly)									
Payroll Taxes		3,795	3,592.14	203	3,795	3,592.14	203	5%	45,539
Workers Compensation		258	211.00	47	258	211.00	47	18%	3,100
Travel mileage reimb/Misc. Exp.		125	140.10	(15)	125	140.10	(15)	-12%	1,500
<u>PENSION EXPENSE</u>									
Contribution-SEP IRA		4,688	3,575.06	1,113	4,688	3,575.06	1,113	24%	56,254
<u>MONTHLY RECURRING</u>									
Rent		8,541	8,362.93	178	8,541	8,362.93	178	2%	102,489
Alarm System	Quarterly	50	-	50	50	-	50	100%	600
Telephone (Frontier)		610	610.83	(1)	610	610.83	(1)	0%	7,320
Cisco WebEx Plan		90	69.00	21	90	69.00	21	23%	1,080
Postage & Shipping		183	128.93	54	183	128.93	54	30%	2,200
Business/Property Insurance	Pro-Rated	250	82.91	167	250	82.91	167	67%	3,000
Committee Meetings		333	432.38	(99)	333	432.38	(99)	-30%	4,000
<u>EQUIPMENT & FURNITURE</u>									
Copy Machine - CBE		167	298.40	(132)	167	298.40	(132)	-79%	2,000

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

OPERATING EXPENSES		January 31, 2018				YTD Through January 31, 2018				Annual
								%		
	Details	Budgeted	Recorded	Variance		Budgeted	Recorded	Variance	Variance	Budget
<u>NETWORK SYSTEM</u>										
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		775	600.00	175		775	600.00	175	23%	9,300
Email/Domain Host/Sharefile		39	63.35	(24)		39	63.35	(24)	-62%	470
		-				-		-		
Computer (Supplies,Maintenance,Repair)		208	112.28	96		208	112.28	96	46%	2,500
Cal Net Off-Site Back-up		333	299.00	34		333	299.00	34	10%	4,000
<u>PRINTING & SUPPLY</u>										
Office Printing		158	219.32	(61)		158	219.32	(61)	-39%	1,900
Office Supplies		125	261.95	(137)		125	261.95	(137)	-110%	1,500
<u>CONTRACT SERVICES</u>										
Auditor	Pro-Rated	643	-	643		643	-	643	100%	7,721
Attorney*		250	-	250		250	-	250	100%	3,000
<u>GENERAL EXPENSE</u>										
Payroll Service Fees		125	93.00	32		125	93.00	32	26%	1,500
Bank fees/Chk printing	Pro-Rated	17	-	17		17	-	17	100%	200
Publications/Subscriptions/Reference		17	-	17		17	-	17	100%	200
Seminars & Tuition		125	265.00	(140)		125	265.00	(140)	-112%	1,500
Member Retirement & celebration		125	-	125		125	-	125	100%	1,500
Total Operating Expenses		74,672.83	63,440.25	11,232.58		74,672.83	63,440.25	11,232.58	15%	896,074.00

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

OPERATING EXPENSES		January 31, 2018			YTD Through January 31, 2018			%	Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
	Details							Variance	Budget
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT									
COMPUTER SYSTEM									
Software Purchase (& website mods)		458	-	458	458	-	458	100%	5,500
FRIEND modification*		2,813	-	2,813	2,813	-	2,813	100%	33,750
NJUNS Fee (once a year)*	2018 FEE	875	-	875	875	-	875	100%	10,500
EQUIPMENT & FURNITURE									
Purchases/Leases (Ricoh Copy Mch)	Pro-Rated New Desk	421	1,024.42	(604)	421	1,024.42	(604)	-143%	5,050
Hardware Purchase		292	-	292	292	-	292	100%	3,500
LONG TERM LIABILITY CURRENT									
Total Capital Investments & Long Term Liabilities Current									
Interest Earned/Misc Income		(0.08)	(0.08)		(0.08)	(0.08)			
		79,531.09	64,464.59	15,066.50	79,531.09	64,464.59	15,066.50	19%	954,374.00
*Items in blue are assessed equally									
Prepared as of: 2/8/2018									

Delinquent Accounts
As of 2/14/2018

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
AT&T Mobility	Nov' 17	Dec. 31, 2017	\$ 763.97	19660				MS	1/11/2018
City of Colton	Oct' 17	Nov. 30, 2017	\$ 681.84	19616	1/11/2018	Emailed aaguiar@coltonca.gov	MS	MS	12/14/2017
City of Colton	Nov' 17	Dec. 31, 2017	\$ 731.05	19651				MS	1/11/2018
City of Glendale	Nov' 17	Dec. 31, 2017	\$ 892.73	19652				MS	1/11/2018
MCI Metro/ATS	Oct' 17	Nov. 30, 2017	\$ 803.75	19626	1/11/2018	Emailed Dan Garden CC:AP	MS	MS	12/14/2017
MCI Metro/ATS	Nov' 17	Dec. 31, 2017	\$ 851.36	19661				MS	1/11/2018
MCI Telecommunications	Oct' 17	Nov. 30, 2017	\$ 664.79	19627	1/11/2018	Emailed Dan Garden CC:AP	MS	MS	12/14/2017
MCI Telecommunications	Nov' 17	Dec. 31, 2017	\$ 714.16	19662				MS	1/11/2018
Mobilitie, LLC	Nov' 17	Dec. 31, 2017	\$ 676.59	19680				MS	1/11/2018
M-Power/Telepacific	Oct' 17	Nov. 30, 2017	\$ 644.33	19624	1/11/2018	Emailed telepacifcitrak@teoco.com and mailed Accounts Payable	MS	MS	12/14/2017
M-Power/Telepacific	Nov' 17	Dec. 31, 2017	\$ 693.90	19659				MS	1/11/2018
Sprint-Nextel Corporation	Nov' 17	Dec. 31, 2017	\$ 704.45	19657				MS	1/11/2018
T-Mobile USA	Aug' 17	Sep. 30, 2017	\$ 677.95	19562	12/14/2017 1/11/2018	Mailed to Shawn Henderson Mailed to Shawn Henderson	MS MS	MS	10/12/2017
Verizon Wireless	Oct' 17	Nov. 30, 2017	\$ 996.89	19611	1/11/2018	Emailed James Little, Marco Murillo, Lupe Hernandez	MS	MS	12/14/2017
Verizon Wireless	Nov' 17	Dec. 31, 2017	\$ 1,043.08	19646				MS	1/11/2018
XO Communications	May '17	Jun. 30, 2017	\$ 684.89	19460	8/10/2017 10/12/2017 12/14/2017 1/11/2018	Mailed Accounts Payable Mailed Accounts Payable Mailed Accounts Payable Mailed Accounts Payable	MS MS MS MS	MS	7/13/2017
XO Communications	Jun' 17	Jul. 31, 2017	\$ 672.80	19495	10/12/2017 12/14/2017 1/11/2018	Mailed Accounts Payable Mailed Accounts Payable Mailed Accounts Payable	MS/JT MS MS	MS	8/10/2017
XO Communications	Jul' 17	Aug' 31, 2017	\$ 702.34	19530	10/12/2017 12/14/2017 1/11/2018	Mailed Accounts Payable Mailed Accounts Payable Mailed Accounts Payable	MS/JT MS MS	MS	10/12/2017
XO Communications	Aug' 17	Sep. 30, 2017	\$ 719.27	19565	10/12/2017 12/14/2017 1/11/2018	Mailed Accounts Payable Mailed Accounts Payable Mailed Accounts Payable	MS/JT MS MS	MS	10/12/2017
XO Communications	Sep' 17	Oct. 31, 2017	\$ 877.59	19600	12/14/2017 1/11/2018	Mailed to Accounts Payable Mailed Accounts Payable	MS MS	MS	12/14/2017
XO Communications	Oct' 17	Nov. 30, 2017	\$ 686.95	19635	1/11/2018	Mailed Accounts Payable	MS	MS	12/14/2017
XO Communications	Nov' 17	Dec. 31, 2017	\$ 736.11	19670				MS	1/11/2018

\$16,620.79

TOTAL

\$16,620.79

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

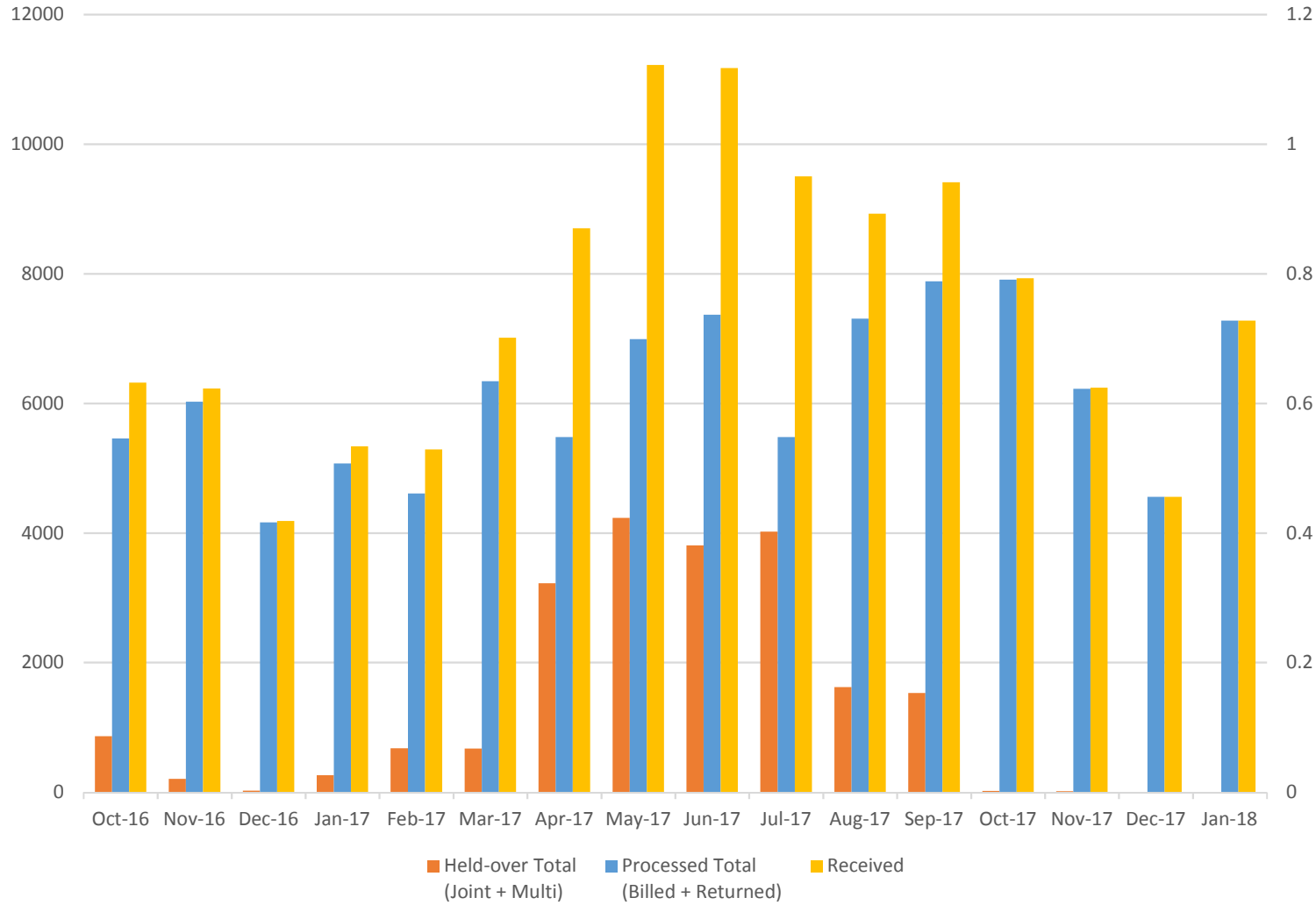
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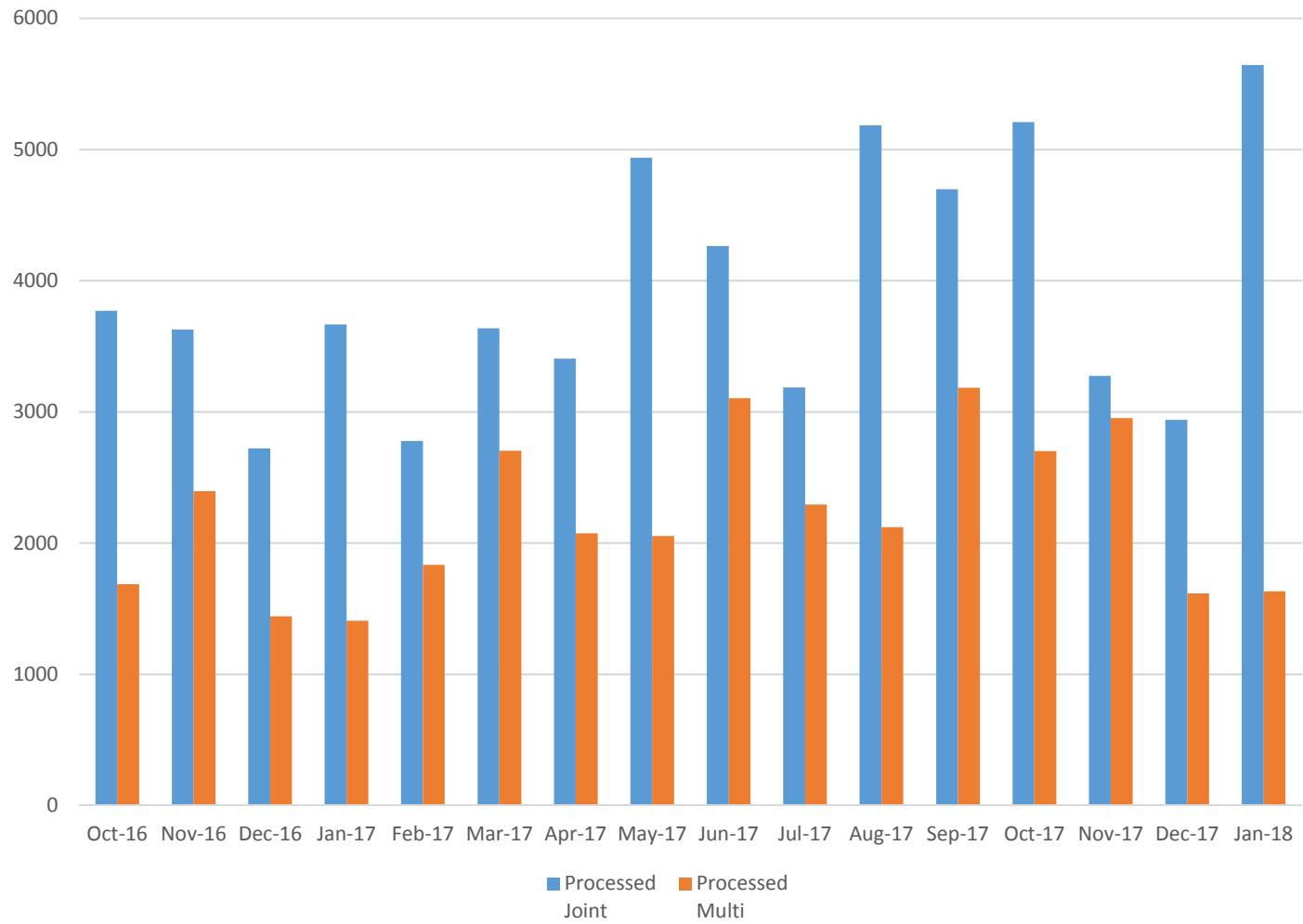
Note: Held Over Poles will be billed first at the next Bill of Sale

Inspections Billed SCE Only: O&M (Inspections,Pole Tag, & SRA)	SCE's Inspections JPAs/Poles were not included in above table	SCE O&M YTD
Inspection JPAs Billed	17	17
Inspection Poles Billed	8050	8050

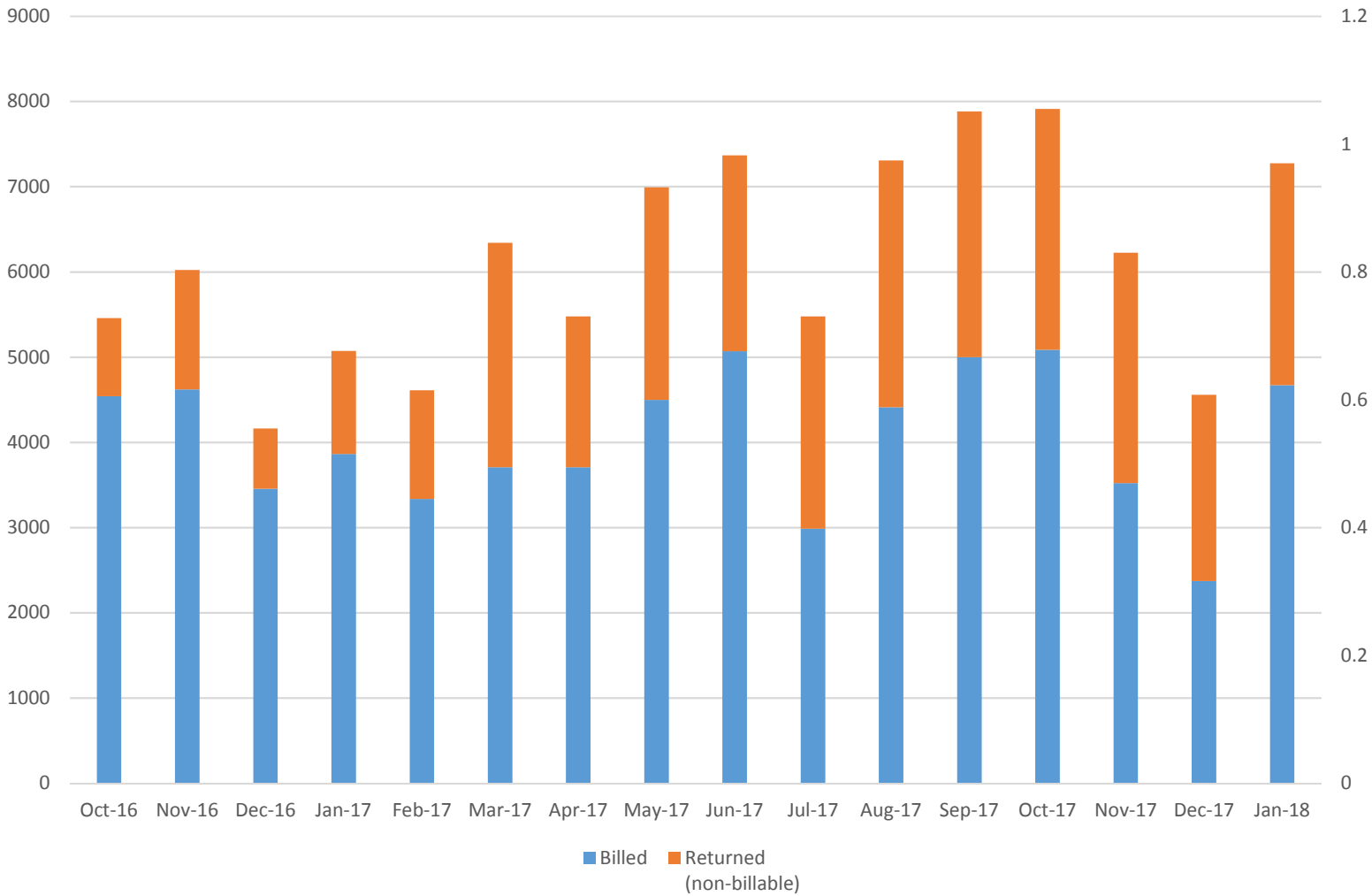
Received, Processed, Held-over Chart



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
FEB 2017 - JAN 2018**

		MBR CODE	2017 FEB	2017 MAR	2017 APR	2017 MAY	2017 JUN	2017 JUL	2017 AUG	2017 SEP	2017 OCT	2017 NOV	2017 DEC	2018 JAN	TOTAL	Atten. %	MBR CODE
1	City of Banning	COB	1	1	1	1	1	1	1	1	1	1		1	11	100%	COB
2	So. California Edison	E	1	1	1	1	1	1	1	1	1	1		1	11	100%	E
3	Frontier Communications	FTR	1	1	1	1	1	1	1	1	1	1		1	11	100%	FTR
4	City of Los Angeles	M	1	1	1	1	1	1	1	1	1	1		1	11	100%	M
5	Mobilite LLC	MOB	1	1	1	1	1	1	1	1	1	1		1	11	100%	MOB
6	T-Mobile, USA	PBM	1	1	1	1	1	1	1	1	1	1		1	11	100%	PBM
7	City of Vernon	V	1	1	1	1	1	1	1	1	1	1		1	11	100%	V
8	Verizon Wireless	ATC	1	0	1	1	1	1	1	1	1	1		1	10	91%	ATC
9	City of Burbank	B	1	1	1	1	1	0	1	1	1	1		1	10	91%	B
10	CA-CLEC LLC	CCI	1	1	1	1	1	0	1	1	1	1		1	10	91%	CCI
11	AT&T California	H / T	1	1	1	1	1	0	1	1	1	1		1	10	91%	H / T
12	City of Riverside	J	1	1	1	1	1	1	1	1	1	0		1	10	91%	J
13	AT&T Mobility	LAC	1	0	1	1	1	1	1	1	1	1		1	10	91%	LAC
14	City of Lompoc	LLW	1	0	1	1	1	1	1	1	1	1		1	10	91%	LLW
15	City of Pasadena	MP	1	1	1	1	1	0	1	1	1	1		1	10	91%	MP
16	Crown Castle NG West Inc.	NG	1	1	1	1	1	0	1	1	1	1		1	10	91%	NG
17	NewPath Networks	NPN	1	1	1	1	1	0	1	1	1	1		1	10	91%	NPN
18	XO Communications	NXT	1	0	1	1	1	1	1	1	1	1		1	10	91%	NXT
19	Golden State Water	SCW	1	1	1	1	1	1	1	1	1	0		1	10	91%	SCW
20	Teleport Comm America	TCA	1	0	1	1	1	1	1	1	1	1		1	10	91%	TCA
21	City of Anaheim	D	1	1	1	1	1	0	1	0	1	1		1	9	82%	D
22	City of Colton	F	1	1	0	1	1	1	1	1	1	0		1	9	82%	F
23	Sprint Communications	FON	1	0	1	1	1	0	1	1	1	1		1	9	82%	FON
24	Mpower/TelePacific	ICG	1	0	1	1	1	1	0	1	1	1		1	9	82%	ICG
25	City of Azusa	MA	1	1	1	0	1	1	0	1	1	1		1	9	82%	MA
26	Sprint-Nextel	SPR	1	0	1	1	1	0	1	1	1	1		1	9	82%	SPR
27	ATC Outdoor DAS	AMT	0	0	1	1	1	0	1	1	1	1		1	8	73%	AMT
28	ExteNet Systems	EXT	0	1	1	0	0	1	1	1	1	1		1	8	73%	EXT
29	Time-Warner	TWC	1	0	0	1	1	0	1	1	1	1		1	8	73%	TWC
30	MCI/Metro	ATS	0	1	1	0	1	1	0	0	1	0		1	6	55%	ATS
31	MCI Communications	MCI	0	1	1	0	1	1	0	0	1	0		1	6	55%	MCI
32	City of Glendale	A	1	1	1	1	1	0	0	1	0	0		0	6	55%	A
33																	
Total			28	22	30	28	31	21	26	29	31	26		31			

Angela Pranata

From: Kenton Graber <kgraber@windlakesolutions.com>
Sent: Monday, February 19, 2018 10:44 AM
To: Angela Pranata; 'Williams, Jeffery A.'
Subject: WLS - SCJPC Design Workshop SOW - Final
Attachments: WLS - SCJPC Design Workshop SOW - Final.pdf

Good morning Angela and Jeff – my apologies for taking so long to pull this together.

Thank you for this opportunity for Wind Lake Solutions to provide the SCJPC this Firm Fixed Price SOW to conduct a requirements gathering workshop for the implementation of WLS's joint use management system, SPANS. As I mentioned on the call, this process will pin down the exact and precise requirements for your committee to utilize SPANS. As stated within this SOW, the end goal is to document the requirements for the committee and produce a firm fixed SOW to implement SPANS for all members of the committee.

I will follow up with you in a day to two. Please look this over and let me know if you have any concerns or questions in the meantime.

Thanks again and I hope to hear from you soon!

~ Kenton

Kenton Graber

WIND LAKE SOLUTIONS, INC.

400 Bay View Road, Suite A | Mukwonago, WI 53149

Direct: 785.379.9922 | Mobile: 785.554.7112

kgraber@windlakesolutions.com



Kenton Graber
VP Customer Solutions

February 18, 2018

Angela Pranata
Manager of Operations
Southern California Joint Pole Committee
279 E Arrow Hwy, Suite 104
San Dimas, CA 91773
Delivered via: angela@scjpc.net

cc: Jeffery A. Williams Jeffery.Williams@ladwp.com

RE: SPANS Requirements Workshop for SCJPC

Dear Angela,

Thank you for this opportunity for Wind Lake Solutions (WLS) to provide the Southern California Joint Pole Committee (SCJPC) this Firm Fixed Price (FFP) SOW to conduct a requirements gathering workshop for the implementation of WLS's joint use management system, SPANS. WLS' SPANS (Spatially-enabled Permitting And Notification System) is a hosted, web-based, system designed to manage the workflows and communications associated with a comprehensive list of joint use and joint ownership pole attachment activities. These activities include permitting for new attachments, pole replacements, attachment transfers, attachment relocations, code violation corrections, maintenance activities, etc.

Wind Lake Solutions has on two occasions presented SPANS to the SCJPC. As part of those presentations, we have a high level understanding of the unique joint use requirements that come with many organizations sharing ownership of poles in your service territories. The intent of this FFP SOW is to conduct an on-site workshop to obtain details around those requirements and determine the implementation costs and subscription fees for utilization of SPANS by all SCJPC members. Based on our extensive experience with these types of projects, and with a detailed understanding of SCJPC's requirements, we feel the WLS team is uniquely qualified to provide the committee members a true, long-term partnership for managing joint use activities between all members of the SCJPC.

Objectives

This SOW describes the activities and requirements to conduct a thorough workshop for the purpose of gathering the functional and technical requirements for implementing the SPANS software solution for the SCJPC.

- The workshop is an opportunity for Wind Lake Solutions and the SCJPC to confirm or correct assumptions about how SPANS will be used by the committee members.
- The requirements will be aligned with the SPANS baseline system capabilities so that gaps can be identified and resolved, including modifications to account for multiple pole owners.
- The deliverable of the requirements workshop will be used as input into a separate Statement of Work to design and implement the SPANS software solution for use by all members.

WIND LAKE SOLUTIONS, INC.

400 Bay View Road, Suite A • Mukwonago, WI 53149
Tel: 785.379.9922 • Cell: 785.554.7112 • email: kgrabber@windlakesolutions.com

Description of Work to be performed

The following section describes the tasks that will be performed before, during and after the on-site requirements gathering workshop. The workshop will take place over a two day time period in the offices of the SCJPC located in San Dimas CA.

Requirements Workshop

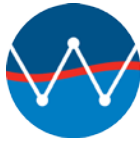
Wind Lake Solutions will conduct an on-site Requirements Workshop where WLS and a specified sub-set of committee members will conduct the following tasks:

- Prior to the workshop, SCJPC will identify the sub-set of committee members for the workshop. (6-8 members)
- Prior to the workshop, SCJPC will provide to WLS documentation regarding forms, documents, screen captures, etc. currently utilized by the committee to track and report joint use activities.
- WLS will organize information provided and create a specific agenda for the workshop
- WLS and SCJPC sub-committee will review project objectives
- WLS and SCJPC sub-committee will review existing SCJPC business processes
- WLS and SCJPC sub-committee will review SCJPC functional and technical requirements
- WLS and SCJPC sub-committee will review SCJPC operational (quality) requirements
- WLS and SCJPC sub-committee will discuss capabilities and options of the SPANS solution
- WLS and SCJPC sub-committee will discuss how SCJPC business processes align with SPANS baseline operation
- WLS and SCJPC sub-committee will discuss future state SCJPC business processes

Project Documentation

Wind Lake Solutions will deliver the following documents after of the conclusion of the Requirements Workshop as described above:

- Detailed Solution Requirements Specification document that includes the following sections organized by component:
 - Functional Requirements
 - Technical and Architecture Requirements
 -
 - Functional and Technical gaps
 - Customization Requirements
- Workflow and process diagram
- Solution Architecture Diagram
- Draft SOW for the project implementation phases
- Project plan and schedule of Deliverables
- Training approach



Documentation Reviews and Revisions

- SCJPC will review the project documentation as described in the previous section and provide written feedback as a list of issues and changes.
- SCJPC and Wind Lake Solutions will jointly review the list of issues and changes and agree on revisions.
- Wind Lake Solutions will provide updated project documentation after the issue review.
- Wind Lake Solutions will conduct a final walk through of all project documentation

Responsibilities

SCJPC

- SCJPC will provide Wind Lake Solutions with a project manager to act as a single point of contact for this Statement of Work.
- SCJPC will provide the necessary business and technical resources to facilitate adequate collaboration during the workshop meetings.
- SCJPC will provide a suitable working environment for the Requirements Workshop as follows:
 - Access as appropriate to building and rooms.
 - Work areas and spaces required to conduct the workshop meetings.
 - A space large enough to accommodate WLS and all SCJPC sub-committee participants.
 - Overhead projector, projector screen, white board, and flip charts.
- SCJPC will provide Wind Lake Solutions with preliminary requirements documentation as inputs into the workshop. This documentation will be provided at least two weeks prior to scheduled workshop.

Wind Lake Solutions

- Wind Lake Solutions will provide SCJPC with a project manager to act as a single point of contact for the performance of its obligations under this Statement of Work. The project manager will manage Wind Lake Solutions resources to successfully execute and deliver the services as described within this SOW.
- Wind Lake Solutions will provide the necessary technical resources to perform the services described within this SOW.
- The Wind Lake Solutions project team will attend all scheduled conference calls for project planning and execution.

Acceptance Criteria

SCJPC will accept the Services described within this SOW upon successful completion of such Services. Project documentation will be determined acceptable based on the following criteria:

- Complete/Thoroughness
- Accuracy
- Readability

SCJPC will provide written acceptance or rejection of the project documentation within 5 business days of the final project documentation walkthrough.

WIND LAKE SOLUTIONS, INC.

400 Bay View Road, Suite A • Mukwonago, WI 53149

Tel: 785.379.9922 • Cell: 785.554.7112 • email: kgraber@windlakesolutions.com



Payment

Contract fees are fixed in the amount of \$14,075 and are inclusive of all travel expenses. Travel is expected to be limited to one on-site trip to the SCJPC office. All other work described within this SOW will be performed remotely in the WLS office. All fees presented in this SOW are expressed in US dollars. Wind Lake Solutions will issue an invoice for the full amount upon receipt of written acceptance by SCJPC.

It is anticipated that if questions arise during this project, WLS employees will interact with specified SCJPC committee members to obtain information required to complete the work. Communication will be key to a successful project and WLS anticipates there will be regularly scheduled conference calls and WebEx meetings to accommodate the knowledge transfer required.

Angela, we thank you again for the opportunity to provide this FFP SOW. We look forward to working with you in support of this very significant and important project for the SCJPC. Please contact me at any time with your comments or questions.

Sincerely,

WIND LAKE SOLUTIONS, INC.

A handwritten signature in black ink, appearing to read "K. Graber". The signature is fluid and cursive, with a large initial "K" and a stylized "G".

Kenton Graber
Vice President – Customer Solutions

Angela Pranata

From: Angela Pranata <angela@scjpc.net>
Sent: Thursday, February 15, 2018 9:01 AM
To: Manijeh Carmichael (mn2861@att.com); JOSHUA A MATHISEN (jm6347@att.com)
Cc: Lynn Prescott (lynn.prescott@cableeng.com); 'Lupe Hernandez'; 'Plaskey, Bret'; 'Stewart, Megan'; Gerald "Wayne" Brown (Gerald.Brown@sce.com); 'April DeBarge'; Jessica Nix (Jessica.Nix@sce.com); Valerie Mitwasi; Maria Ortiz; 'Yvonne Johnson'; 'Alicia Smith'; 'Shawn Henderson'; Jeffery Williams; 'Ruben L. Hauser (Ruben.Hauser@ladwp.com)'; 'Schram, Ronald E.'; 'Serrato, Joe'; 'Carrion, Earle'; Samantha Carrillo (Charter); 'Arraj, Ayman'; 'Daniel Lippert (DLippert@burbankca.gov)'
Subject: SPANS questions (with some answers) for SCJPC (Operating Committee)

To Operating Committee,

I received the questions from SPANS this morning:
(my answers in blue)

- How many jointly owned poles are part of the SCJPC. Meaning, we know that some poles are solely owned by some of the members, but approximately how many are jointly owned by more than one member?

From: SCJPC database

1,190,185 Active Poles

1,938,540 (Active Poles and Dead Records).

- How many solely owned poles do the members have? For example, Burbank has about 11,000 poles, and about approximately 1000 of those are solely owned by Burbank. What does that make up look like for the other members? Guesstimates will be fine.

Need to ask the Members for solely owned poles

- Approximately how many JPA's are generated per year on average for joint poles?

From: SCJPC database

2017: 10,150

2016: 8940

2015: 6998

2014: 6932

2013: 7091

Average is 8022.2

However, it looks like the number of JPAs is increasing.

- Approximately how many JPA's are generated per year on average for solely owned poles? *None*

These numbers will be used to determine the "utilization fees" for SPANS. As I mentioned, there will be an implementation fee and an annual utilization fee or subscription fee. We will use the numbers you provide to determine some idea of that annual cost.

Kenton Graber
WIND LAKE SOLUTIONS, INC.

Thank you,
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

Southern California Joint Pole Committee

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

March 21, 2018

A regular meeting of the **Operating Committee** took place on the above date, at 9:50 a.m., at the Committee office.

Those in attendance were:

Mr. Jeff Williams	City of Los Angeles
Mr. Ronald Schram	City of Los Angeles
Mr. Wayne Brown	Southern California Edison
Ms. Jessica Nix	Southern California Edison
Ms. April DeBarge	Southern California Edison
Ms. Valerie Mitwasi	Southern California Edison
Mr. Earle Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Joe Armstrong	City of Pasadena
Mr. Johnny Trang	City of Pasadena
Mr. John Vu	City of Anaheim
Mr. Bret Plaskey	Frontier Communications
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff
Ms. Jennie Corella	Committee Transcriber

Those attending via teleconference were:

Ms. Lynn Prescott	Verizon Wireless
Mr. Josh Mathisen	AT&T California
Mr. Kay Black	AT&T California
Ms. Shawn Henderson	T-Mobile USA
Ms. Yvonne Johnson	AT&T Mobility
Ms. Alicia Smith	Sprint Nextel/Sprint Communication
Ms. Julie Roberts	Golden State Water
Mr. Sven Knauth	City of Burbank
Ms. Lupe Hernandez	Teleport Communications America, LLC
Mr. Brandon Robinson	City of Banning
Ms. Maria Ortiz	XO Communication
Ms. Racheal Torres	Mobilite, LLC
Mr. Alex Parra	City of Riverside
Ms. Maryam Farajzadeh	City of Vernon

Chairperson, Mr. Mathisen called the meeting to order at 9:49 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 **March 2017 expense sheets**. The members reviewed the monthly reports. Mr. Mathisen inquired if there were any questions 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.

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

The fifth item on the agenda is **Member Board Attendance**. 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 March 2018, the office received 1,263 JPAs with 6,833 poles. She added that there is no hold-over work, and there was no need for overtime in March.

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

SCJPC Overtime update

Ms. Pranata provided a workflow report for the two previous months as follows:

Month	Poles Received	Billed	Returned	Non-Exempt OT hours
January 2018 (base)	7274	4669	2605	0
February 2018	9028	5639	3389	28

NJUNS Fee

Mr. Mathisen inquired of Ms. Pranata if the JPC office has received the annual invoice. Ms. Pranata responded that she has not received an invoice to date. Mr. Mathisen responded that he would again inquire about the annual fee invoice.

Wind Lake Solutions/ SPANS Update

Mr. Williams reported that the members were directed to review the Wind Lake workshop proposal and return with comments and questions. He inquired if any

Operating Committee – March 21, 2018– Page 2 of 3

members had any comments. He added that in his opinion he would like to move forward with approving the workshop. The cost of the workshop is \$14,075.00. This would allow Wind Lake to arrive at an estimate for annual fees and implementation costs. He further added that in his opinion this cost is below other costs for RFP's, however, the Committee has the option to counter this cost. In that this amount is beyond the approval authority of the Operating Committee, the cost would require Administrative Board Approval.

Mr. Brown responded that he has submitted this proposal to SCE management, but has not received a response.

Mr. Williams stated that this cost would be equally assessed to the members. He added that this application has many benefits such as reducing labor costs by creating a greater efficiency of automatically processing work.

Mr. Brown stated that prior to committing, he would have SCE IT personnel communicate with Wind Lake to ensure there are no issues such as firewalls and interfacing with internal systems. Mr. Williams responded that this application is Cloud linked, however, he agrees with Mr. Brown in getting IT involved.

Ms. Pranata added that Wind Lake has sent a list of questions. She further added that she has answered the questions she was able to, however, there are questions, such as the number of solely owned poles that she would not be able to answer.

Ms. Prescott recommended placing this Wind Lake workshop proposal on the Discussion Calendar of the April Board meeting for greater discussion involvement. This would ascertain if members are interested in this program.

Mr. Plaskey inquired if the program is for the front end process as well as the back end. Mr. Williams responded that it is for the entire JPA work process. Mr. Plaskey then inquired about NJUNS. Mr. Brown responded that NJUNS will be discussed at the NJUNS ad hoc meeting after this meeting adjourns.

The consensus is to place the Wind Lake workshop proposal on the discussion calendar of the April Board Meeting.

Review of Action Items

- Mr. Mathisen to inquire into NJUNS annual fee invoice.
- Ms. Pranata to research conference call equipment costs.

The meeting adjourned at 10:05 a.m. until April 18, 2018.

Jennie Corella – Committee Transcriber

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

OPERATING EXPENSES		February 28, 2018			YTD Through February 28, 2018				Annual
	Details	Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	%	Budget
<u>EMPLOYEE EXPENSE</u>									
Salaries		44,646	39,962.01	4,684	89,292	77,366.46	11,926	13%	535,754
Regular	37,743.43					-			
Contract Labor	2,218.58					-			
						-			
Insurance		6,512	5,318.22	1,194	13,025	10,636.44	2,388	18%	78,147
Health/Dental	5,318.22					-			
Life (quarterly)						-			
						-			
Payroll Taxes		3,795	3,344.19	451	7,590	6,936.33	654	9%	45,539
Workers Compensation		258	263.00	(5)	517	474.00	43	8%	3,100
Travel mileage reimb/Misc. Exp.		125	88.64	36	250	228.74	21	9%	1,500
						-			
						-			
<u>PENSION EXPENSE</u>									
Contribution-SEP IRA		4,688	3,679.14	1,009	9,376	7,254.20	2,121	23%	56,254
						-			
						-			
<u>MONTHLY RECURRING</u>									
Rent		8,541	8,362.93	178	17,082	16,725.86	356	2%	102,489
Alarm System	Quarterly	50	-	50	100	-	100	100%	600
Telephone (Frontier)		610	610.96	(1)	1,220	1,221.79	(2)	0%	7,320
Cisco WebEx Plan		90	69.00	21	180	138.00	42	23%	1,080
Postage & Shipping		183	168.18	15	367	297.11	70	19%	2,200
Business/Property Insurance	Pro-Rated	250	1,155.10	(905)	500	1,238.01	(738)	-148%	3,000
Committee Meetings		333	303.97	29	667	736.35	(70)	-10%	4,000
						-			
						-			
<u>EQUIPMENT & FURNITURE</u>									
						-			
Copy Machine - CBE		167	111.69	55	333	410.09	(77)	-23%	2,000
						-			
						-			

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

OPERATING EXPENSES	Details	February 28, 2018			YTD Through February 28, 2018			%	Annual
		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		775	775.00	-	1,550	1,375.00	175	11%	9,300
Email/Domain Host/Sharefile		39	84.82	(46)	78	148.17	(70)	-89%	470
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		208	49.24	159	417	161.52	255	61%	2,500
Cal Net Off-Site Back-up		333	299.00	34	667	598.00	69	10%	4,000
						-			
						-			
PRINTING & SUPPLY									
Office Printing		158	207.40	(49)	317	426.72	(110)	-35%	1,900
Office Supplies		125	213.72	(89)	250	475.67	(226)	-90%	1,500
						-			
						-			
CONTRACT SERVICES									
Auditor	Pro-Rated	643	856.00	(213)	1,287	856.00	431	33%	7,721
Attorney*		250	-	250	500	-	500	100%	3,000
						-			
GENERAL EXPENSE									
Payroll Service Fees		125	93.00	32	250	186.00	64	26%	1,500
Bank fees/Chk printing	Pro-Rated	17	-	17	33	-	33	100%	200
Publications/Subscriptions/Reference		17	-	17	33	-	33	100%	200
Seminars & Tuition		125		125	250	265.00	(15)	-6%	1,500
Member Retirement & celebration		125	-	125	250	-	250	100%	1,500
Total Operating Expenses		74,672.83	67,315.21	7,357.62	149,345.67	130,755.46	18,590.21	12%	896,074.00

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

OPERATING EXPENSES		February 28, 2018			YTD Through February 28, 2018			%	Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
	Details							Variance	Budget
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT									
COMPUTER SYSTEM									
Software Purchase (& website mods)		458	-	458	917	-	917	100%	5,500
FRIEND modification*		2,813	-	2,813	5,625	-	5,625	100%	33,750
NJUNS Fee (once a year)*	2018 FEE	875	-	875	1,750	-	1,750	100%	10,500
EQUIPMENT & FURNITURE									
Purchases/Leases (Ricoh Copy Mch)	Pro-Rated	421	379.97	41	842	1,404.39	(563)	-67%	5,050
Hardware Purchase		292	-	292	583	-	583	100%	3,500
LONG TERM LIABILITY CURRENT									
Total Capital Investments & Long Term Liabilities Current									
Interest Earned/Misc Income		(0.07)	(0.07)		(0.15)	(0.15)			
		79,531.10	67,695.11	11,835.99	159,062.18	132,159.70	26,902.48	17%	954,374.00
*Items in blue are assessed equally									
Prepared as of: 3/7/2018									

Delinquent Accounts
As of 3/14/2018

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		Input By	Input Date
AT&T Mobility	Nov' 17	Dec. 31, 2017	\$ 763.97	19660	2/15/2018	Mailed to Yvonne Johnson	JT	MS	1/11/2018
AT&T Mobility	Dec '17	Jan. 31, 2017	\$ 805.82	19695				JT	3/8/2018
City of Colton	Oct' 17	Nov. 30, 2017	\$ 681.84	19616	1/11 & 2/15/18	Emailed aaguilar@coltonca.gov	MS/JT	MS	12/14/2017
City of Colton	Nov' 17	Dec. 31, 2017	\$ 731.05	19651	2/15/2018	Emailed aaguilar@coltonca.gov	JT	MS	1/11/2018
City of Glendale	Nov' 17	Dec. 31, 2017	\$ 892.73	19652				MS	1/11/2018
Frontier Comm	Dec '17	Jan. 31, 2017	\$11,950.73	19693				JT	3/8/2018
MCI Metro/ATS	Oct' 17	Nov. 30, 2017	\$ 803.75	19626	1/11 & 2/15/18	Emailed Dan Garden CC:AP	MS/JT	MS	12/14/2017
MCI Metro/ATS	Dec '17	Jan. 31, 2017	\$ 905.25	19696				JT	3/8/2018
MCI Telecommunications	Oct' 17	Nov. 30, 2017	\$ 664.79	19627	1/11 & 2/15/18	Emailed Dan Garden CC:AP	MS/JT	MS	12/14/2017
MCI Telecommunications	Nov' 17	Dec. 31, 2017	\$ 714.16	19662	2/15/2018	Emailed Dan Garden CC:AP	JT	MS	1/11/2018
MCI Telecommunications	Dec '17	Jan. 31, 2017	\$ 749.14	19697				JT	3/8/2018
Mobilitie, LLC	Dec '17	Jan. 31, 2017	\$ 706.39					JT	3/8/2018
Sprint-Nextel Corporation	Nov' 17	Dec. 31, 2017	\$ 704.45	19657	2/15/2018	Mailed to Lynn Prescott	JT	MS	1/11/2018
Teleport Comm	Dec '17	Jan. 31, 2017	\$ 969.18	19682				JT	3/8/2018
T-Mobile USA	Aug' 17	Sep. 30, 2017	\$ 677.95	19562	12/14/2017 1/11/2018 2/15/18	Mailed to Shawn Henderson Mailed to Shawn Henderson Mailed to Shawn Henderson	MS MS JT	MS	10/12/2017
Verizon Wireless	Nov' 17	Dec. 31, 2017	\$ 1,043.08	19646	2/15/2018	Emailed J.Little/M.Murillo/L.Hernandez	JT	MS	1/11/2018
Verizon Wireless	Dec '17	Jan. 31, 2017	\$ 1,123.23	19681				JT	3/8/2018
XO Communications	May '17	Jun. 30, 2017	\$ 684.89	19460	8/10/2017 10/12/2017 12/14/2017 1/11/2018 2/15/18	Mailed Accounts Payable Mailed Accounts Payable Mailed Accounts Payable Mailed Accounts Payable Emailed M. Ortiz Emailed M.Bergine AP 2/23	MS MS MS MS JT	MS	7/13/2017
XO Communications	Jul' 17	Aug' 31, 2017	\$ 702.34	19530	10/12/2017 12/14/2017 1/11/2018 2/15/18	Mailed Accounts Payable Mailed Accounts Payable Mailed Accounts Payable Mailed Accounts Payable Emailed M. Ortiz Emailed M.Bergine AP 2/23	MS MS MS MS JT	MS	10/12/2017
XO Communications	Dec '17	Jan. 31, 2017	\$ 774.12	19705				JT	3/8/2018

\$27,048.86

TOTAL

\$27,048.86

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

S:\EXCEL\ACCTREC

Delinquent Accounts
As of 3/14/2018

³ for email
³ for email

Member	B	E	H/T	M	MCI	NG	PBM	SCW	V	Totals	YTD
Joint JPAs Billed	3	1043		43		4		12	2	1107	2019
% of Joint JPAs Billed	0.003	0.942	0.000	0.039	0.000	0.004	0.000	0.011	0.002	1.00	
Joint JPAs Returned	1	217	3	25		1		2		249	517
Joint JPAs Held Over										0	
Total Joint JPAs Received	4	1260	3	68	0	5	0	14	2	1356	2536
Multi JPAs Billed		163	1	5		46			1	216	384
% of Multi JPAs Billed	0.000	0.755	0.005	0.023	0.000	0.213	0.000	0.000	0.005	1.00	
Multi JPAs Returned		123	7	9	1	24	5			169	247
Multi JPAs Held Over										0	
Total Multi JPAs Received	0	286	8	14	1	70	5	0	1	385	631
Total # JPAs Billed	3	1206	1	48	0	50	0	12	3	1323	2403
% of JPAs Billed	0.002	0.912	0.001	0.036	0.000	0.038	0.000	0.009	0.002	1.00	
# of JPAs Returned										418	764
# of Held Over JPAs										0	
Total JPAs received	4	1546	11	82	1	75	5	14	3	1741	3167
% of JPAs Billed										75.99%	
% of JPAs returned										24.01%	
% of Held Over JPAs										0.00%	
Member	B	E	H/T	M	MCI	NG	PBM	SCW	V	Totals	
Poles Billed (Joint JPAs)	12	3904		180		16		40	10	4162	7826
Poles Returned (joint)	2	1509	6	142		3		7		1669	3647
Poles Held Over (joint)										0	
Poles Billed (Multi JPAs)		1042	3	12		419			1	1477	2482
Poles Returned (multi)		1133	198	52	14	251	72			1720	2347
Poles Held Over (multi)										0	
Total # Poles Billed (Joint & Multi combined)	12	4946	3	192	0	435	0	40	11	5639	10308
% of Total Poles Billed (Joint & Multi combined)	0.002	0.877	0.001	0.034	0.000	0.077	0.000	0.007	0.002	1.00	
# of Poles Returned										3389	5994
# of Held Over Poles										0	
Total Poles received	14	7588	207	386	14	689	72	47	11	9028	16302
% of Poles Billed										62.46%	
% of Poles returned										37.54%	
% of Held Over Poles										0.00%	

"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 JPAs/Poles were not included in above table	SCE O&M YTD
Inspection JPAs Billed	18	35
Inspection Poles Billed	1536	9586

-  = 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
MAR 2017 - FEB 2018

		MBR CODE	2017 MAR	2017 APR	2017 MAY	2017 JUN	2017 JUL	2017 AUG	2017 SEP	2017 OCT	2017 NOV	2017 DEC	2018 JAN	2018 FEB	TOTAL	Atten. %	MBR CODE
1	City of Banning	COB	1	1	1	1	1	1	1	1	1		1	1	11	100%	COB
2	So. California Edison	E	1	1	1	1	1	1	1	1	1		1	1	11	100%	E
3	Frontier Communications	FTR	1	1	1	1	1	1	1	1	1		1	1	11	100%	FTR
4	City of Los Angeles	M	1	1	1	1	1	1	1	1	1		1	1	11	100%	M
5	Mobilite LLC	MOB	1	1	1	1	1	1	1	1	1		1	1	11	100%	MOB
6	T-Mobile, USA	PBM	1	1	1	1	1	1	1	1	1		1	1	11	100%	PBM
7	City of Vernon	V	1	1	1	1	1	1	1	1	1		1	1	11	100%	V
8	Verizon Wireless	ATC	0	1	1	1	1	1	1	1	1		1	1	10	91%	ATC
9	City of Burbank	B	1	1	1	1	0	1	1	1	1		1	1	10	91%	B
10	CA-CLEC LLC	CCI	1	1	1	1	0	1	1	1	1		1	1	10	91%	CCI
11	AT&T California	H / T	1	1	1	1	1	0	1	1	1		1	1	10	91%	H / T
12	City of Riverside	J	1	1	1	1	1	1	1	1	0		1	1	10	91%	J
13	AT&T Mobility	LAC	0	1	1	1	1	1	1	1	1		1	1	10	91%	LAC
14	City of Lompoc	LLW	0	1	1	1	1	1	1	1	1		1	1	10	91%	LLW
15	City of Pasadena	MP	1	1	1	1	0	1	1	1	1		1	1	10	91%	MP
16	Crown Castle NG West Inc.	NG	1	1	1	1	0	1	1	1	1		1	1	10	91%	NG
17	NewPath Networks	NPN	1	1	1	1	0	1	1	1	1		1	1	10	91%	NPN
18	XO Communications	NXT	0	1	1	1	1	1	1	1	1		1	1	10	91%	NXT
19	Golden State Water	SCW	1	1	1	1	1	1	1	1	0		1	1	10	91%	SCW
20	Teleport Comm America	TCA	0	1	1	1	1	1	1	1	1		1	1	10	91%	TCA
21	City of Anaheim	D	1	1	1	1	0	1	0	1	1		1	1	9	82%	D
22	City of Colton	F	1	0	1	1	1	1	1	1	0		1	1	9	82%	F
23	Sprint Communications	FON	0	1	1	1	0	1	1	1	1		1	1	9	82%	FON
24	Mpower/TelePacific	ICG	0	1	1	1	1	0	1	1	1		1	1	9	82%	ICG
25	City of Azusa	MA	1	1	0	1	1	0	1	1	1		1	1	9	82%	MA
26	Sprint-Nextel	SPR	0	1	1	1	0	1	1	1	1		1	1	9	82%	SPR
27	ATC Outdoor DAS	AMT	0	1	1	1	0	1	1	1	1		1	0	8	73%	AMT
28	ExteNet Systems	EXT	1	1	0	0	1	1	1	1	1		1	0	8	73%	EXT
29	Time-Warner	TWC	0	0	1	1	0	1	1	1	1		1	1	8	73%	TWC
30	MCI/Metro	ATS	1	1	0	1	1	0	0	1	0		1	1	7	64%	ATS
31	MCI Communications	MCI	1	1	0	1	1	0	0	1	0		1	1	7	64%	MCI
32	City of Glendale	A	1	1	1	1	0	0	1	0	0		0	0	5	45%	A
33																	
Total			22	30	28	31	21	26	29	31	26		31	29			

Angela Pranata

From: Kenton Graber <kgraber@windlakesolutions.com>
Sent: Monday, February 19, 2018 10:44 AM
To: Angela Pranata; 'Williams, Jeffery A.'
Subject: WLS - SCJPC Design Workshop SOW - Final
Attachments: WLS - SCJPC Design Workshop SOW - Final.pdf

Good morning Angela and Jeff – my apologies for taking so long to pull this together.

Thank you for this opportunity for Wind Lake Solutions to provide the SCJPC this Firm Fixed Price SOW to conduct a requirements gathering workshop for the implementation of WLS's joint use management system, SPANS. As I mentioned on the call, this process will pin down the exact and precise requirements for your committee to utilize SPANS. As stated within this SOW, the end goal is to document the requirements for the committee and produce a firm fixed SOW to implement SPANS for all members of the committee.

I will follow up with you in a day to two. Please look this over and let me know if you have any concerns or questions in the meantime.

Thanks again and I hope to hear from you soon!

~ Kenton

Kenton Graber

WIND LAKE SOLUTIONS, INC.

400 Bay View Road, Suite A | Mukwonago, WI 53149

Direct: 785.379.9922 | Mobile: 785.554.7112

kgraber@windlakesolutions.com



Kenton Graber
VP Customer Solutions

February 18, 2018

Angela Pranata
Manager of Operations
Southern California Joint Pole Committee
279 E Arrow Hwy, Suite 104
San Dimas, CA 91773
Delivered via: angela@scjpc.net

cc: Jeffery A. Williams Jeffery.Williams@ladwp.com

RE: SPANS Requirements Workshop for SCJPC

Dear Angela,

Thank you for this opportunity for Wind Lake Solutions (WLS) to provide the Southern California Joint Pole Committee (SCJPC) this Firm Fixed Price (FFP) SOW to conduct a requirements gathering workshop for the implementation of WLS's joint use management system, SPANS. WLS' SPANS (Spatially-enabled Permitting And Notification System) is a hosted, web-based, system designed to manage the workflows and communications associated with a comprehensive list of joint use and joint ownership pole attachment activities. These activities include permitting for new attachments, pole replacements, attachment transfers, attachment relocations, code violation corrections, maintenance activities, etc.

Wind Lake Solutions has on two occasions presented SPANS to the SCJPC. As part of those presentations, we have a high level understanding of the unique joint use requirements that come with many organizations sharing ownership of poles in your service territories. The intent of this FFP SOW is to conduct an on-site workshop to obtain details around those requirements and determine the implementation costs and subscription fees for utilization of SPANS by all SCJPC members. Based on our extensive experience with these types of projects, and with a detailed understanding of SCJPC's requirements, we feel the WLS team is uniquely qualified to provide the committee members a true, long-term partnership for managing joint use activities between all members of the SCJPC.

Objectives

This SOW describes the activities and requirements to conduct a thorough workshop for the purpose of gathering the functional and technical requirements for implementing the SPANS software solution for the SCJPC.

- The workshop is an opportunity for Wind Lake Solutions and the SCJPC to confirm or correct assumptions about how SPANS will be used by the committee members.
- The requirements will be aligned with the SPANS baseline system capabilities so that gaps can be identified and resolved, including modifications to account for multiple pole owners.
- The deliverable of the requirements workshop will be used as input into a separate Statement of Work to design and implement the SPANS software solution for use by all members.

WIND LAKE SOLUTIONS, INC.

400 Bay View Road, Suite A • Mukwonago, WI 53149
Tel: 785.379.9922 • Cell: 785.554.7112 • email: kgrabber@windlakesolutions.com

Description of Work to be performed

The following section describes the tasks that will be performed before, during and after the on-site requirements gathering workshop. The workshop will take place over a two day time period in the offices of the SCJPC located in San Dimas CA.

Requirements Workshop

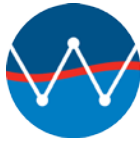
Wind Lake Solutions will conduct an on-site Requirements Workshop where WLS and a specified sub-set of committee members will conduct the following tasks:

- Prior to the workshop, SCJPC will identify the sub-set of committee members for the workshop. (6-8 members)
- Prior to the workshop, SCJPC will provide to WLS documentation regarding forms, documents, screen captures, etc. currently utilized by the committee to track and report joint use activities.
- WLS will organize information provided and create a specific agenda for the workshop
- WLS and SCJPC sub-committee will review project objectives
- WLS and SCJPC sub-committee will review existing SCJPC business processes
- WLS and SCJPC sub-committee will review SCJPC functional and technical requirements
- WLS and SCJPC sub-committee will review SCJPC operational (quality) requirements
- WLS and SCJPC sub-committee will discuss capabilities and options of the SPANS solution
- WLS and SCJPC sub-committee will discuss how SCJPC business processes align with SPANS baseline operation
- WLS and SCJPC sub-committee will discuss future state SCJPC business processes

Project Documentation

Wind Lake Solutions will deliver the following documents after of the conclusion of the Requirements Workshop as described above:

- Detailed Solution Requirements Specification document that includes the following sections organized by component:
 - Functional Requirements
 - Technical and Architecture Requirements
 -
 - Functional and Technical gaps
 - Customization Requirements
- Workflow and process diagram
- Solution Architecture Diagram
- Draft SOW for the project implementation phases
- Project plan and schedule of Deliverables
- Training approach



Documentation Reviews and Revisions

- SCJPC will review the project documentation as described in the previous section and provide written feedback as a list of issues and changes.
- SCJPC and Wind Lake Solutions will jointly review the list of issues and changes and agree on revisions.
- Wind Lake Solutions will provide updated project documentation after the issue review.
- Wind Lake Solutions will conduct a final walk through of all project documentation

Responsibilities

SCJPC

- SCJPC will provide Wind Lake Solutions with a project manager to act as a single point of contact for this Statement of Work.
- SCJPC will provide the necessary business and technical resources to facilitate adequate collaboration during the workshop meetings.
- SCJPC will provide a suitable working environment for the Requirements Workshop as follows:
 - Access as appropriate to building and rooms.
 - Work areas and spaces required to conduct the workshop meetings.
 - A space large enough to accommodate WLS and all SCJPC sub-committee participants.
 - Overhead projector, projector screen, white board, and flip charts.
- SCJPC will provide Wind Lake Solutions with preliminary requirements documentation as inputs into the workshop. This documentation will be provided at least two weeks prior to scheduled workshop.

Wind Lake Solutions

- Wind Lake Solutions will provide SCJPC with a project manager to act as a single point of contact for the performance of its obligations under this Statement of Work. The project manager will manage Wind Lake Solutions resources to successfully execute and deliver the services as described within this SOW.
- Wind Lake Solutions will provide the necessary technical resources to perform the services described within this SOW.
- The Wind Lake Solutions project team will attend all scheduled conference calls for project planning and execution.

Acceptance Criteria

SCJPC will accept the Services described within this SOW upon successful completion of such Services. Project documentation will be determined acceptable based on the following criteria:

- Complete/Thoroughness
- Accuracy
- Readability

SCJPC will provide written acceptance or rejection of the project documentation within 5 business days of the final project documentation walkthrough.

WIND LAKE SOLUTIONS, INC.

400 Bay View Road, Suite A • Mukwonago, WI 53149

Tel: 785.379.9922 • Cell: 785.554.7112 • email: kgraber@windlakesolutions.com



Payment

Contract fees are fixed in the amount of \$14,075 and are inclusive of all travel expenses. Travel is expected to be limited to one on-site trip to the SCJPC office. All other work described within this SOW will be performed remotely in the WLS office. All fees presented in this SOW are expressed in US dollars. Wind Lake Solutions will issue an invoice for the full amount upon receipt of written acceptance by SCJPC.

It is anticipated that if questions arise during this project, WLS employees will interact with specified SCJPC committee members to obtain information required to complete the work. Communication will be key to a successful project and WLS anticipates there will be regularly scheduled conference calls and WebEx meetings to accommodate the knowledge transfer required.

Angela, we thank you again for the opportunity to provide this FFP SOW. We look forward to working with you in support of this very significant and important project for the SCJPC. Please contact me at any time with your comments or questions.

Sincerely,

WIND LAKE SOLUTIONS, INC.

A handwritten signature in black ink, appearing to read "K. Graber", is written over a light gray horizontal line.

Kenton Graber
Vice President – Customer Solutions

Angela Pranata

From: Angela Pranata <angela@scjpc.net>
Sent: Thursday, February 15, 2018 9:01 AM
To: Manijeh Carmichael (mn2861@att.com); JOSHUA A MATHISEN (jm6347@att.com)
Cc: Lynn Prescott (lynn.prescott@cableeng.com); 'Lupe Hernandez'; 'Plaskey, Bret'; 'Stewart, Megan'; Gerald "Wayne" Brown (Gerald.Brown@sce.com); 'April DeBarge'; Jessica Nix (Jessica.Nix@sce.com); Valerie Mitwasi; Maria Ortiz; 'Yvonne Johnson'; 'Alicia Smith'; 'Shawn Henderson'; Jeffery Williams; 'Ruben L. Hauser (Ruben.Hauser@ladwp.com)'; 'Schram, Ronald E.'; 'Serrato, Joe'; 'Carrion, Earle'; Samantha Carrillo (Charter); 'Arraj, Ayman'; 'Daniel Lippert (DLippert@burbankca.gov)'
Subject: SPANS questions (with some answers) for SCJPC (Operating Committee)

To Operating Committee,

I received the questions from SPANS this morning:
(my answers in blue)

- How many jointly owned poles are part of the SCJPC. Meaning, we know that some poles are solely owned by some of the members, but approximately how many are jointly owned by more than one member?

From: SCJPC database

1,190,185 Active Poles

1,938,540 (Active Poles and Dead Records).

- How many solely owned poles do the members have? For example, Burbank has about 11,000 poles, and about approximately 1000 of those are solely owned by Burbank. What does that make up look like for the other members? Guesstimates will be fine.

Need to ask the Members for solely owned poles

- Approximately how many JPA's are generated per year on average for joint poles?

From: SCJPC database

2017: 10,150

2016: 8940

2015: 6998

2014: 6932

2013: 7091

Average is 8022.2

However, it looks like the number of JPAs is increasing.

- Approximately how many JPA's are generated per year on average for solely owned poles? *None*

These numbers will be used to determine the "utilization fees" for SPANS. As I mentioned, there will be an implementation fee and an annual utilization fee or subscription fee. We will use the numbers you provide to determine some idea of that annual cost.

Kenton Graber
WIND LAKE SOLUTIONS, INC.

Thank you,
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

Southern California Joint Pole Committee

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

April 18, 2018

A regular meeting of the **Operating Committee** took place on the above date, at 9:40 a.m., at the Committee office.

Those in attendance were:

Mr. Jeff Williams	City of Los Angeles
Mr. Ronald Schram	City of Los Angeles
Ms. Manijeh Carmichael	AT&T California
Mr. Wayne Brown	Southern California Edison
Ms. Lynn Prescott	Verizon Wireless
Ms. Maria Ortiz	XO Communication
Ms. Chrystal Champlin	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Earle Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Shawn Henderson	T-Mobile USA
Ms. Alicia Smith	Sprint Nextel/Sprint Communication
Mr. Joe Armstrong	City of Pasadena
Mr. Dave Campo	City of Lompoc
Mr. John Vu	City of Anaheim
Mr. Daniel Lippert	City of Burbank
Mr. Sven Knauth	City of Burbank
Mr. Bret Plaskey	Frontier 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:

Mr. Dan Garden	MCI Telecom/MCI Metro
Mr. Josh Mathisen	AT&T California
Ms. Kay Black	AT&T California
Mr. Brandon Robinson	City of Banning
Ms. Yvonne Johnson	AT&T Mobility
Ms. Racheal Torres	Mobilite, LLC
Mr. Samantha Carrillo	Time-Warner Cable
Ms. Wendy Mueller	Extenet Systems
Ms. Maryam Farajzadeh	City of Vernon
Mr. Alex Parra	City of Riverside
Mr. Phillip Hinojos	City of Colton

Chairperson, Ms. Carmichael called the meeting to order at 9:40 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 **March 2018 expense sheets**. The members reviewed the monthly reports. Ms. Carmichael inquired if there were any questions 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 **March 2018 JPA Member Activity** reports. Ms. Carmichael inquired if there is a percentage of Edison work held over. Ms. Pranata responded that she does not have that data, however has been informed by Ms. Goetz to expect approximately 6,000 replacements monthly from Edison. There were no further comments or questions on this report.

The fifth item on the agenda is **Member Board Attendance**. 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 March 2018, the office received 1,521 JPAs with 8,055 poles. She added that all work was processed within the month with no hold overs into the month of April. She further reported that there was no need for overtime in the month.

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

SCJPC Overtime update

Ms. Pranata reported that in April the office has received above the base line poles; however, the majority were joint JPAs therefore, there was no need for overtime.

Month	Poles Received	Billed	Returned	Held-Over Poles	Non-Exempt OT hours
December 2017	4556	2371	2185	0	0
January 2018 (base line for future months)	7274	4669	2605	0	0
February	9028	5639	3389	0	28

2018					
March 2018	6794	4423	2371	0	0

NJUNS Fee

Mr. Mathisen reported that the NCJPA has received their annual fee invoice. He added that he is not certain why the SCJPC had not received their invoice. Ms. Pranata inquired if the invoice was received by the NCJPA via email or USPS. Mr. Mathisen responded that the NCJPA received their invoice via email.

Conference Phone Costs

Ms. Pranata reported that she has received two quotes for the equipment. The quotes are for the Polycom Trio 8800. She added that the current equipment is also a Polycom. Ms. Pranata added that the difference in cost for the two quotes is \$100.00, the higher is for the newest model. Therefore, it is recommended to purchase the latest model. The members approved the purchase of the following items: Trio 8800 IP Conference Phone (\$1,359.00), Expansion Mic Kit for Trio (\$330.00), and Power Kit (\$139.00).

Wind Lake Solutions/ SPANS Update

Ms. Carmichael stated that this issue was discussed briefly at the Board which met earlier that morning. It was agreed to obtain a quote from Varasset prior to responding further to Wind Lake. In that NJUNS is a subset of Varasset it was agreed that this issue be reassigned to the NJUNS ad hoc committee for discussion at that ad hoc level.

Meeting Minutes Revisions Process

Ms. Carmichael stated that every month and every meeting members are inquired about revisions, additions, and deletions to the prior month's meeting minutes. Ms. Ortiz stated that what prompted this issue is that many instances some members are requesting revisions to the meeting months after the meeting and the opportunity to revise any minutes has transpired. Ms. Ortiz suggested that if there are changes to minutes from prior months to bring the corrections to the current meeting and have the revisions memorialized at the current meeting rather than changing minutes that have already been approved and published. Ms. Pranata added that the members have one week to review the meeting minutes before they're uploaded to the SCJPC website and published. Once the minutes files are on the website, the members may bring the corrections to the next meeting. The members agreed that this is a good resolution to this issue.

Review of Action Items

- Mr. Mathisen to inquire into the NJUNS annual invoice
- Ms. Pranata to purchase the Polycom conference call equipment.

The meeting adjourned at 10:00 a.m. until May, 2018.

Jennie Corella – Committee Transcriber

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

OPERATING EXPENSES		March 31, 2018			YTD Through March 31, 2018			%	Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
	Details							Variance	Budget
<u>EMPLOYEE EXPENSE</u>									
Salaries	3 PAYDAYS	44,646	57,307.06	(12,661)	133,939	134,673.52	(735)	-1%	535,754
Regular		55,077.10				-			
Contract Labor		2,229.96				-			
						-			
Insurance		6,512	5,493.72	1,019	19,537	16,130.16	3,407	17%	78,147
Health/Dental		5,318.22				-			
Life (quarterly)		175.50				-			
						-			
Payroll Taxes	3 PAYDAYS	3,795	4,244.25	(449)	11,385	11,180.58	204	2%	45,539
Workers Compensation		258	263.00	(5)	775	737.00	38	5%	3,100
Travel mileage reimb/Misc. Exp.		125	88.20	37	375	316.94	58	15%	1,500
						-			
						-			
<u>PENSION EXPENSE</u>									
Contribution-SEP IRA		4,688	5,379.90	(692)	14,064	12,634.10	1,429	10%	56,254
						-			
						-			
<u>MONTHLY RECURRING</u>									
Rent		8,541	8,362.93	178	25,622	25,088.79	533	2%	102,489
Alarm System	Quarterly	50	140.97	(91)	150	140.97	9	6%	600
Telephone (Frontier)		610	612.58	(3)	1,830	1,834.37	(4)	0%	7,320
Cisco WebEx Plan		90	69.00	21	270	207.00	63	23%	1,080
Postage & Shipping		183	171.00	12	550	468.11	82	15%	2,200
Business/Property Insurance	Pro-Rated	250	-	250	750	1,238.01	(488)	-65%	3,000
Committee Meetings		333	223.90	109	1,000	960.25	40	4%	4,000
						-			
						-			
<u>EQUIPMENT & FURNITURE</u>									
						-			
Copy Machine - CBE		167	111.69	55	500	521.78	(22)	-4%	2,000
						-			
						-			

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

OPERATING EXPENSES	Details	March 31, 2018			YTD Through March 31, 2018			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
						-			
NETWORK SYSTEM						-			
LAN Maintenance		1,083	900.00	183	3,250	2,700.00	550	17%	13,000
FRIEND Support		400	400.00	-	1,200	1,200.00	-	0%	4,800
Data Center Hosting-Hardev		775	775.00	-	2,325	2,150.00	175	8%	9,300
Email/Domain Host/Sharefile		39	32.95	6	118	181.12	(64)	-54%	470
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		208	27.89	180	625	189.41	436	70%	2,500
Cal Net Off-Site Back-up		333	299.00	34	1,000	897.00	103	10%	4,000
						-			
						-			
PRINTING & SUPPLY						-			
Office Printing		158	185.01	(27)	475	611.73	(137)	-29%	1,900
Office Supplies		125	158.72	(34)	375	634.39	(259)	-69%	1,500
						-			
						-			
CONTRACT SERVICES						-			
Auditor	Pro-Rated	643	-	643	1,930	856.00	1,074	56%	7,721
Attorney*		250	-	250	750	-	750	100%	3,000
						-			
GENERAL EXPENSE						-			
Payroll Service Fees		125	93.00	32	375	279.00	96	26%	1,500
Bank fees/Chk printing	Pro-Rated	17	-	17	50	-	50	100%	200
Publications/Subscriptions/Reference		17	-	17	50	-	50	100%	200
Seminars & Tuition		125	135.00	(10)	375	400.00	(25)	-7%	1,500
Member Retirement & celebration		125	-	125	375	-	375	100%	1,500
Total Operating Expenses		74,672.83	85,474.77	(10,801.94)	224,018.50	216,230.23	7,788.27	3%	896,074.00

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

OPERATING EXPENSES		March 31, 2018			YTD Through March 31, 2018			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
	Details								
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT									
COMPUTER SYSTEM									
Software Purchase (& website mods)		458	-	458	1,375	-	1,375	100%	5,500
FRIEND modification*		2,813	-	2,813	8,438	-	8,438	100%	33,750
NJUNS Fee (once a year)*	2018 FEE	875	-	875	2,625	-	2,625	100%	10,500
EQUIPMENT & FURNITURE	Pro-Rated								
Purchases/Leases (Ricoh Copy Mch)		421	379.97	41	1,263	1,784.36	(522)	-41%	5,050
Hardware Purchase		292	-	292	875	-	875	100%	3,500
LONG TERM LIABILITY CURRENT						-			
						-			
						-			
Total Capital Investments & Long Term Liabilities Current		4,858.33	379.97	4,478.36	14,575.00	1,784.36	12,790.64	88%	58,300
Interest Earned/Misc Income		(0.08)	(0.08)		(0.23)	(0.23)			
		79,531.09	85,854.66	(6,323.57)	238,593.27	218,014.36	20,578.91	9%	954,374.00
*Items in blue are assessed equally									
Prepared as of: 4/5/2018									

Delinquent Accounts
As of 4/11/2018

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		Input By	Input Date
AT&T Mobility	Nov' 17	Dec. 31, 2017	\$ 763.97	19660	2/15 & 3/15/18	Mailed to Yvonne Johnson	JT	MS	1/11/2018
AT&T Mobility	Dec '17	Jan. 31, 2018	\$ 805.82	19695	3/15/2018	Mailed to Yvonne Johnson	JT	JT	3/8/2018
City of Colton	Oct' 17	Nov. 30, 2017	\$ 681.84	19616	1/11, 2/15 & 3/15/18	Emailed aaguilar@coltonca.gov phinojos@coltonca.gov eavila@coltonca.gov	MS/JT	MS	12/14/2017
City of Colton	Nov' 17	Dec. 31, 2017	\$ 731.05	19651	2/15 & 3/15/18	Emailed aaguilar@coltonca.gov phinojos@coltonca.gov eavila@coltonca.gov	JT	MS	1/11/2018
City of Glendale	Nov' 17	Dec. 31, 2017	\$ 892.73	19652	3/15/2018	Mailed to C. Babakhanlou	JT	MS	1/11/2018
Frontier Comm	Dec '17	Jan. 31, 2018	\$11,950.73	19693	3/15/2018	Mailed to Megan Stewart	JT	JT	3/8/2018
MCI Metro/ATS	Dec '17	Jan. 31, 2018	\$ 905.25	19696	3/15/2018	Emailed Dan Garden CC:AP	JT	JT	3/8/2018
MCI Telecommunications	Nov' 17	Dec. 31, 2017	\$ 714.16	19662	2/15 & 3/15/18	Emailed Dan Garden CC:AP	JT	MS	1/11/2018
MCI Telecommunications	Dec '17	Jan. 31, 2018	\$ 749.14	19697	3/15/2018	Emailed Dan Garden CC:AP	JT	JT	3/8/2018
Mobilitie, LLC	Dec '17	Jan. 31, 2018	\$ 706.39	19715	3/15/2018	Mailed to Binh Tran	JT	JT	3/8/2018
Sprint-Nextel Corporation	Nov' 17	Dec. 31, 2017	\$ 704.45	19657	2/15 & 3/15/18	Mailed to Lynn Prescott	JT	MS	1/11/2018
Teleport Comm	Dec '17	Jan. 31, 2018	\$ 969.18	19682	3/15/2018			JT	3/8/2018
Verizon Wireless	Nov' 17	Dec. 31, 2017	\$ 1,043.08	19646	2/15 & 3/15/18	Emailed J.Little/M.Murillo/L.Hernandez	JT JT	MS	1/11/2018
Verizon Wireless	Dec '17	Jan. 31, 2018	\$ 1,123.23	19681	3/15/2018	Emailed J.Little/M.Murillo/L.Hernandez	JT	JT	3/8/2018
XO Communications	May '17	Jun. 30, 2017	\$ 684.89	19460	8/10/2017 10/12/2017 12/14/2017 1/11/2018 2/15/18 3/15/18	Mailed Accounts Payable Mailed Accounts Payable Mailed Accounts Payable Mailed Accounts Payable Emailed M. Ortiz Emailed M.Bergine AP 2/23	MS MS MS MS JT JT	MS	7/13/2017
XO Communications	Dec '17	Jan. 31, 2018	\$ 774.12	19705	3/15/2018	Emailed Matt Bergine & Maria Ortiz CC: AP	JT	JT	3/8/2018

\$24,200.03

TOTAL

\$24,200.03

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

S:\EXCEL\ACCTREC

Member	B	E	H/T	LLW	M	MA	MCI	NG	PBM	SCW	SPR	TWC	V	Totals	YTD
Joint JPAs Billed	3	825			6	1		4		6			1	846	2865
% of Joint JPAs Billed	0.004	0.975	0.000	0.000	0.007	0.001	0.000	0.005	0.000	0.007	0.000	0.000	0.001	1.00	
Joint JPAs Returned		165		1	6			1		4				177	694
Joint JPAs Held Over														0	
Total Joint JPAs Received	3	990	0	1	12	1	0	5	0	10	0	0	1	1023	3559
Multi JPAs Billed		124	2					10			1			137	521
% of Multi JPAs Billed	0.000	0.905	0.015	0.000	0.000	0.000	0.000	0.073	0.000	0.000	0.007	0.000	0.000	1.00	
Multi JPAs Returned		74	2		3		1	16	3			1		100	347
Multi JPAs Held Over														0	
Total Multi JPAs Received	0	198	4	0	3	0	1	26	3	0	1	1	0	237	868
Total # JPAs Billed	3	949	2	0	6	1	0	14	0	6	1	0	1	983	3386
% of JPAs Billed	0.003	0.965	0.002	0.000	0.006	0.001	0.000	0.014	0.000	0.006	0.001	0.000	0.001	1.00	
# of JPAs Returned														277	1041
# of Held Over JPAs														0	
Total JPAs received	3	1188	4	1	15	1	1	31	3	10	1	1	1	1260	4427
% of JPAs Billed														78.02%	
% of JPAs returned														21.98%	
% of Held Over JPAs														0.00%	
Member	B	E	H/T	LLW	M	MA	MCI	NG	PBM	SCW	SPR	TWC	V	Totals	
Poles Billed (Joint JPAs)	55	3513			14	1		7		90			2	3682	11508
Poles Returned (joint)		1257		2	54			2		20				1335	4982
Poles Held Over (joint)														0	
Poles Billed (Multi JPAs)		660	4					74			3			741	3223
Poles Returned (multi)		793	10		8		14	160	49			2		1036	3383
Poles Held Over (multi)														0	
Total # Poles Billed (Joint & Multi combined)	55	4173	4	0	14	1	0	81	0	90	3	0	2	4423	14731
% of Total Poles Billed (Joint & Multi combined)	0.012	0.943	0.001	0.000	0.003	0.000	0.000	0.018	0.000	0.020	0.001	0.000	0.000	1.00	
# of Poles Returned														2371	8365
# of Held Over Poles														0	
Total Poles received	55	6223	14	2	76	1	14	243	49	110	3	2	2	6794	23096
% of Poles Billed														65.10%	
% of Poles returned														34.90%	
% of Held Over Poles														0.00%	

"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 JPAs/Poles were not included in above table	SCE O&M YTD
Inspection JPAs Billed	11	46
Inspection Poles Billed	4863	14449

-  = 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 2017 - MAR 2018**

		MBR CODE	2017 APR	2017 MAY	2017 JUN	2017 JUL	2017 AUG	2017 SEP	2017 OCT	2017 NOV	2017 DEC	2018 JAN	2018 FEB	2018 MAR	TOTAL	Atten. %	MBR CODE
1	City of Banning	COB	1	1	1	1	1	1	1	1		1	1	1	11	100%	COB
2	So. California Edison	E	1	1	1	1	1	1	1	1		1	1	1	11	100%	E
3	Frontier Communications	FTR	1	1	1	1	1	1	1	1		1	1	1	11	100%	FTR
4	City of Los Angeles	M	1	1	1	1	1	1	1	1		1	1	1	11	100%	M
5	Mobilite LLC	MOB	1	1	1	1	1	1	1	1		1	1	1	11	100%	MOB
6	T-Mobile, USA	PBM	1	1	1	1	1	1	1	1		1	1	1	11	100%	PBM
7	City of Vernon	V	1	1	1	1	1	1	1	1		1	1	1	11	100%	V
8	Verizon Wireless	ATC	1	1	1	1	1	1	1	1		1	1	1	11	100%	ATC
9	AT&T Mobility	LAC	1	1	1	1	1	1	1	1		1	1	1	11	100%	LAC
10	XO Communications	NXT	1	1	1	1	1	1	1	1		1	1	1	11	100%	NXT
11	Teleport Comm America	TCA	1	1	1	1	1	1	1	1		1	1	1	11	100%	TCA
12	City of Burbank	B	1	1	1	0	1	1	1	1		1	1	1	10	91%	B
13	CA-CLEC LLC	CCI	1	1	1	0	1	1	1	1		1	1	1	10	91%	CCI
14	AT&T California	H / T	1	1	1	1	0	1	1	1		1	1	1	10	91%	H / T
15	City of Riverside	J	1	1	1	1	1	1	1	0		1	1	1	10	91%	J
16	City of Lompoc	LLW	1	1	1	1	1	1	1	1		1	1	0	10	91%	LLW
17	City of Pasadena	MP	1	1	1	0	1	1	1	1		1	1	1	10	91%	MP
18	Crown Castle NG West Inc.	NG	1	1	1	0	1	1	1	1		1	1	1	10	91%	NG
19	NewPath Networks	NPN	1	1	1	0	1	1	1	1		1	1	1	10	91%	NPN
20	Golden State Water	SCW	1	1	1	1	1	1	1	0		1	1	1	10	91%	SCW
21	Sprint Communications	FON	1	1	1	0	1	1	1	1		1	1	1	10	91%	FON
22	Mpower/TelePacific	ICG	1	1	1	1	0	1	1	1		1	1	1	10	91%	ICG
23	Sprint-Nextel	SPR	1	1	1	0	1	1	1	1		1	1	1	10	91%	SPR
24	City of Anaheim	D	1	1	1	0	1	0	1	1		1	1	1	9	82%	D
25	City of Colton	F	0	1	1	1	1	1	1	0		1	1	1	9	82%	F
26	City of Azusa	MA	1	0	1	1	0	1	1	1		1	1	1	9	82%	MA
27	Time-Warner	TWC	0	1	1	0	1	1	1	1		1	1	1	9	82%	TWC
28	ATC Outdoor DAS	AMT	1	1	1	0	1	1	1	1		1	0	0	8	73%	AMT
29	ExteNet Systems	EXT	1	0	0	1	1	1	1	1		1	0	0	7	64%	EXT
30	MCI/Metro	ATS	1	0	1	1	0	0	1	0		1	1	0	6	55%	ATS
31	MCI Communications	MCI	1	0	1	1	0	0	1	0		1	1	0	6	55%	MCI
32	City of Glendale	A	1	1	1	0	0	1	0	0		0	0	1	5	45%	A
33																	
Total			30	28	31	21	26	29	31	26		31	29	27			

ORDER FORM

Quote Details

Create Date: Apr 10, 2018 Prepared By: Austin Dobbs
Expire Date: Apr 30, 2018 Email: austindobbs@vivo-comm.com

Account Information

Account Name: Southern California Joint Pole Committee Contact Name: Angela Pranata
Billing Address: 279 E Arrow Hwy, Suite 104 San Dimas, CA 91773 Phone Number: (909) 599-3801
Shipping Address: 279 E Arrow Hwy, Suite 104 San Dimas, CA 91773 Email Address: angela@scjpc.net

Name	Price	QTY	Subtotal
☒ Trio 8800 IP Conference Phone Trio 8800 IP conference phone with built-in Wi-Fi, Bluetooth and NFC. 802.af/at Power over Ethernet. SHIPS WITHOUT POWER KIT. Incl. 7.6m/25ft Ethernet cable, 1.8m/6ft USB 2.0 cable and Setup Sheet.	\$1,359.00	1	\$1,359.00
☒ Expansion Mic Kit for Trio Expansion Microphone kit for Trio 8800. Incl. two expansion microphones and two 2.1m/7ft cables.	\$330.00	1	\$330.00
☒ Power Kit for Trio 8800 Power Kit for RealPresence Trio 8800 and Trio Visual+. Incl. 100-240V, 0.8A, 55V/36W, IEEE 802.3at compliant mid-span power injector for 10/100/1000 Mbps Ethernet. Ships with 2.7m/9ft power cord with NA plug and 2.1m/7ft Ethernet cable.	\$139.00	1	\$139.00

☒ Premier 1- year Support Premier, One Year, RealPresence Trio 8800	\$60.00	1	\$60.00
☒ SoundStation IP 7000 SoundStation IP 7000 (SIP) conference phone. 802.3af Power over Ethernet. Expandable. Includes 25ft/7.6m CAT5 shielded Ethernet cable.	\$1,239.00	1	\$1,239.00
☒ Expansion Mic Kit for IP 7000 Expansion Microphone Kit for SoundStation IP 7000. Includes two (2) expansion mics and 2.1m/7ft connection cables.	\$330.00	1	\$330.00
☒ AC Power Kit - IP 7000 AC Power Kit for SoundStation IP 7000. Includes 100-240V, 1.5A, 48V/50W power supply, 6ft/1.8m power cord with NA plug and Power Insertion Cable.	\$109.00	1	\$109.00
☒ Premier 1- year Support 1 yr Partner Premier, One Year, priced per IP conference phone or Duo.	\$60.00	1	\$60.00

Subtotal **\$3,626.00**

Shipping **\$35.00**

Estimates Sales Tax (8.25%) **\$299.15**

Total \$3,960.15

All sales are final. Prices good for 30 days. Unless otherwise noted, taxes and shipping charges are not included. Actual charges will appear on the invoice and may be different than quoted. All components are genuine factory first stock, fully supported and warranted for one year from the date of purchase by Vivo-Comm. Credit card orders are subject to additional charges. Please note that Vivo-Comm offers lease to own financing options OAC. Contact your account manager for additional information.

Vivo-Comm, Inc. - *Empowering your business with superior technologies*

P.O. Box 1051, Ogden, UT, 84402

info@vivo-comm.com - (888) 840-9979

PAYMENT TERMS

**Payment
Frequency**

**Payment
Terms**

Payment Due Net 30 from Receipt of Invoice.

CUSTOMER

Signature

Date

Name

Title

VIVO-COMM

Account Manager

Date

Name

Title

Order Management

04/10/2018

Order Management

Date

Michael Schwarzwaldner

CSM

Name

Title



DATA SHEET

Polycom® SoundStation® IP 7000 SIP-Based IP Conference Phone

Astounding voice quality and clarity from the world's most advanced IP conference phone

The Polycom® SoundStation® IP 7000 is a breakthrough conference phone that delivers outstanding performance and a robust feature set for SIP-based VoIP platforms. It is the most advanced conference phone ever developed, and is ideal for executive offices, conference rooms, and boardrooms.

The SoundStation IP 7000 features Polycom® HD Voice™ technology, boosting productivity and reducing listener fatigue by turning ordinary conference calls into crystal-clear interactive conversations. It delivers high-fidelity audio from 160 Hz to 22 kHz, capturing both the deeper lows and higher frequencies of the human voice for conference calls that sound as natural as being there.

For all conference calls, the SoundStation IP 7000 delivers advanced audio performance that far exceeds previous generations of conference phones. From full-duplex technology that eliminates distracting drop-outs to the latest echo cancellation advancements, only Polycom can deliver a conference phone experience with no compromises.

The SoundStation IP 7000 is the most flexible and expandable conference phone ever developed. Connect two units together for increased loudness and microphone pickup, as well as multiple call control interfaces in the conference room. Connect up to two optional expansion microphones to a single phone to ensure close proximity for everyone in the room. In addition, you can connect the SoundStation IP 7000 to Polycom® HDX® group video systems for a complete, integrated voice and video conferencing solution.

In the SoundStation IP 7000, Polycom has combined its rich history in voice conferencing and VoIP technology to develop a groundbreaking new conference phone that is the clear choice for SIP-enabled environments. It shares the same SIP phone software with Polycom's award-winning Polycom® SoundPoint® IP desktop phones—the most comprehensive, reliable and feature-rich SIP products in the industry, with proven interoperability with a broad array of IP PBX and hosted platforms.

Plus, the SoundStation IP 7000 features a large multi-line high-resolution LCD display with a full XHTML microbrowser, turning your conference phone into a robust applications platform for your conference room. Bundled applications include advanced three-party conference features and LDAP corporate directory integration.



Benefits

- **Polycom® HD Voice™**—unparalleled clarity to make your conference calls more efficient and productive
- **Polycom® Acoustic Clarity™ technology**—delivers the best conference phone experience with no compromises
- **Flexible configuration options**—multi-unit connectivity, expansion microphones and integration with Polycom HDX room telepresence solutions to meet the needs of many different types of rooms
- **Strong, robust SIP software**—leverages the most advanced SIP endpoint software in the industry, with advanced call handling, security, and provisioning features
- **Robust interoperability**—compatible with a broad array of SIP call platforms to maximize voice quality and feature availability while simplifying management and administration
- **Large high-resolution display with XHTML microbrowser**—enables new applications that make conference calling easier and more functional

Additional Polycom SoundStation IP 7000 features/benefits

- Equipped with built-in Power over Ethernet (PoE). An optional A/C power kit also available.
- 20 ft (6.1 m) microphone pickup, and even more with optional expansion microphones or multi-unit connectivity, reaching all corners of the room.
- Automatic Gain Control intelligently adjusts the microphone sensitivity based on where participants are seated in the conference room.
- Features technology that resists interference from mobile phones and other wireless devices, delivering clear communications without distractions.
- Built-in 2.5 mm applications port allows you to connect the conference phone to a mobile phone for productive calls even where no network connection is available, or to a computer for calls using PC-based soft phone clients.

Product specifications

Power

- IEEE 802.3af Power over Ethernet (built in)
- Optional external universal AC power supply: 100-240V, 1.3A, 48V/50W

Display

- Size (W x H): 255 x 128 pixels
- White LED backlight with custom intensity control

Keypad

- Standard 12-key keypad
- Context-dependent soft keys: 4
- On-hook/Off-hook, redial, mute, volume up/down
- Directional navigation wheel

Audio features

- Loudspeaker
 - Frequency: 160–22,000 Hz
 - Volume: Adjustable to 88 dB at 1/2 meter peak volume
- Full-duplex: Type 1 compliant with IEEE 1329 full duplex standards
- Individual volume settings with visual feedback for each audio path
- Voice activity detection
- Comfort noise fill
- DTMF tone generation/DTMF event RTP payload
- Low-delay audio packet transmission
- Adaptive jitter buffers
- Packet loss concealment
- Acoustic echo cancellation
- Background noise suppression
- Supported codecs
 - G.711 (A-law and Mu-law)
 - G.729a (Annex B)
 - G.722, G.722.1
 - G.722.1C
 - Polycom® Siren™ 14
 - Polycom® Siren™ 22

Call handling features

- Shared call/bridged line appearance
- Busy Lamp Field (BLF)
- Distinctive incoming call treatment/ call waiting
- Call timer
- Call transfer, hold, divert (forward), pickup
- Called, calling, connected party information
- Local three-way conferencing
- One-touch speed dial, redial
- Call waiting
- Remote missed call notification
- Automatic off-hook call placement
- Do not disturb function

Other features

- Local feature-rich GUI
- Time and date display
- User-configurable contact directory and call history (missed, placed, and received)
- Customizable call progress tones
- Wave file support for call progress tones
- Unicode UTF-8 character support. Multilingual user interface encompassing Chinese, Danish, Dutch, English (Canada/US/UK), French, German, Italian, Japanese, Korean, Norwegian, Portuguese, Russian, Spanish, Swedish

Network and provisioning

- Ethernet 10/100 Base-T
- 2.5 mm connection port
- EX mic ports: Two Walta ports
- IP Address Configuration: DHCP and Static IP
- Time synchronization with SNTP server
- FTP/TFTP/HTTP/HTTPS server-based central provisioning for mass deployments. provisioning server redundancy supported.
- Web portal for individual unit configuration
- QoS Support—IEEE 802.1p/Q tagging (VLAN), Layer 3 TOS and DSCP

- Network Address Translation (NAT) support—static
- RTCP support (RFC 1889)
- Event logging
- Local digit map
- Hardware diagnostics
- Status and statistics
- User selectable ringer tones
- Convenient volume adjustment keys
- Field upgradeable

Security

- Transport Layer Security (TLS)
- Encrypted configuration files
- Digest authentication
- Password login
- Support for URL syntax with password for boot server
- HTTPS secure provisioning
 - Support for signed software executables

Safety

- UL60950-1
- IEC60950-1
- EN60950-1
- CE Mark
- CSA C22.2, No. 60950-1-03
- AS/NZS60950-1

EMC

- FCC (47 CFR Part 15) Class A
- ICES-003 Class A
- EN55022 Class A
- CISPR22 Class A
- AS/NZS CISPR22 Class A
- VCCI Class A
- EN55024
- RoHS compliant

Protocol support

- IETF SIP (RFC 3261 and companion RFCs)
- IEEE 802.3af Power over Ethernet version

AC Power version ships with

- Telephone console
- 25 ft (7.6 m) Ethernet cable
- Universal power supply
- 7 ft (2.1 m) region-specific power cord
- Power insertion cable
- Quick Start Guide
- Quick User Guide

HDX room telepresence systems ready version ships with

- Telephone console
- 25 ft (7.6 m) Ethernet cable
- 15 ft (4.6) C-link cable for connection to HDX group video systems
- Quick Start Guide
- Quick User Guide

Environmental conditions

- Operating temperature: 32–104° F (0–40° C)
- Relative humidity: 20–85% (non-condensing)
- Storage temperature: -22–131° F (-30–55° C)

Warranty

- 1 year

Country of origin

- Thailand

Phone dimensions (L x W x H)

- 15.5 x 14.6 x 2.9 in (39.4 x 37.2 x 7.3 cm)

Phone console weight

- 2.4 lb (1.08 kg)

Box dimensions (L x W x H)

- 19.1 x 17.0 x 5.1 in (48.4 x 43.3 x 13 cm)

Box weight

- 5.4 lb (2.43 kg)

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Collaborative Financing

www.polycom.com/polycom-capital

About Polycom

Polycom helps organizations unleash the power of human collaboration. More than 400,000 companies and institutions worldwide defy distance with video, voice and content solutions from Polycom. Polycom and its global partner ecosystem provide flexible collaboration solutions for any environment that deliver the best user experience and unmatched investment protection.

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DATA SHEET

Polycom Trio™ 8800

The conference phone reimagined for Skype for Business and Microsoft Office 365 Cloud PBX

Polycom Trio™ 8800 is the conference phone reimagined for larger conference rooms. Marrying our world-class audio conferencing experience, with business-class video and content, the Polycom Trio connects to the leading unified communications platforms of today and tomorrow.

Legendary Voice Quality

Polycom Trio is a revolutionary conference phone offering stunning room-filling sound for the best conference experience – ever. With a 20-foot pickup range and advanced audio technology such as enhanced Polycom® HD Voice™ and the patented Polycom® NoiseBlock™, conversation flows naturally and you hear every word clearly. What does this mean to you? It means increased productivity. A cheap conference phone may appear to be a savings at first – but the fatigue caused by audio that seems “good enough” is costly in the long run. Straining to hear the other side, echo, distracting background noise all result in wasted time, and there is quite a bit of truth in the old adage “time is money.”

The sleek and sophisticated, award-winning design of Polycom Trio makes conferencing simple. A 5-inch color touch display and intuitive, familiar Skype for Business interface minimizes training. And with Microsoft Exchange integration, scheduled meetings can get started with one touch of the join button resulting in fewer mistakes and quick starts for every meeting.

Feel free to use your personal device wirelessly via Bluetooth/NFC, IP or wired via USB and experience exceptional sound quality when using web-based or cloud conferencing services.

Broadest Interoperability

Working together with Microsoft, we have designed the Polycom Trio 8800 to maximize the power of Skype for Business and Office 365 Cloud PBX powered by Skype for Business online. Polycom Trio conference phones are the only Skype for Business certified conference phones on the market. Even though Skype for Business may be your primary platform, if you choose to add others, Polycom Trio can do that – no problem.

Affordable Business-Class Content Sharing and Video Conferencing*

The Polycom Trio 8800 conference phone also offers the optional ability to present and share content and add video conferencing. Add the Polycom Trio™ Visual+ and either a USB fixed web camera** or the Polycom EagleEye MSR 12x optical PTZ camera, and now you have a powerful and affordable audio, content and video conferencing solution.

*Requires Polycom Trio Visual+ accessory

**Logitech C930e camera only



Benefits

- Legendary voice quality for the clearest and richest audio experience in a conference phone
- Accelerate user adoption by pairing your own portable devices (BYOD) via USB, Bluetooth/NFC or IP
- Skype for Business interface is familiar, minimizes mistakes, and speeds connection with “one touch join”
- Conveniently manage and provision using Polycom® RealPresence® Resource Manager
- Hybrid registration support for connecting to multiple platforms simultaneously. Register up to 3 separate lines
- Easily adapts to content and business-grade video conferencing solution*

Product Specifications

User interface features

- Gesture-based, multitouch-capable capacitive touch screen
- 5-inch color LCD (720 x 1280 pixel), 9:16 aspect ratio
- On-screen virtual keyboard
- 1 USB 2.0 Type A-compliant port USB battery charging BC1.2 compliant (requires full Class 4 power input on LAN IN for operation)
- 1x USB 2.0 Micro-B device port for use as USB audio device
- Integrated Bluetooth 4.0 and NFC
- 3 multicolored capacitive-touch mute indicators
- Unicode UTF-8-character support
- User interface localized in Arabic, Chinese, Danish, Dutch, English (Canada/US/UK), French, German, Italian, Japanese, Korean, Norwegian, Polish, Portuguese, Russian, Slovenian, Spanish and Swedish

Audio features

- 3 cardioid microphones
- Loudspeaker
 - Frequency: 100-22,000 Hz
 - Volume: 92 dB at 0.5-m peak volume
- 6-m/20-foot microphone pickup range
- Supported codecs:
 - G.711 (A-law and μ -law)
 - G.722, G.729, SILK
- Polycom® Siren™ 7 (16 kbps)
- Polycom® Acoustic Clarity™ technology provides full-duplex conversations, acoustic echo cancellation and background noise suppression – Type 1 compliant (IEEE 1329 full duplex)
- Polycom® NoiseBlock™
- Voice activity detection
- Comfort noise generation
- DTMF tone generation (RFC 2833 and in-band)
- Bluetooth device pairing for wideband speech and multimedia streaming (HFP/AD2P)

Call handling features

- Up to 3 lines (max. one Skype for Business)
- Shared call/bridged line appearance
- Distinctive incoming call treatment/call waiting
- Call timer and call waiting
- Call transfer, hold, divert (forward), pickup
- Called, calling, connected-party information

- One-touch speed dial and meeting join
- Do-not-disturb function
- Local configurable digit map/dial plan
- Corporate directory access using LDAP
- Visual conference management

Network and provisioning

- Open SIP and Skype for Business/Microsoft Office 365/Lync 2013 SDP
- IETF SIP (RFC 3261 and companion RFCs)
- Two-port gigabit Ethernet switch
 - 10/100/1000Base-TX across LAN and 2nd port
 - 2nd port supports IEEE 802.3af PSE
- Wi-Fi network connectivity
 - 2.4 – 2.4835 GHz (802.11b, 802.11g)
 - 5.15 – 5.825 GHz (802.11a may vary by country)
 - 2.4 and 5 GHz (802.11n)
- Manual or dynamic host configuration protocol (DHCP) network setup
- Time and date synchronization using SNTP
- FTP/TFTP/HTTP/HTTPS server-based central provisioning
- RealPresence Resource Manager (v. 10.1 or above) based provisioning
- Polycom Zero Touch Provisioning
- Provisioning and call server redundancy support
- QoS support
 - IEEE 802.1p/Q tagging (VLAN), layer 3 TOS, and DSCP
 - WMM (Wi-Fi multimedia)
- VLAN – CDP, DHCP VLAN discovery
- LLDP-MED for VLAN discovery

Security

- 802.1X authentication and EAPOL
- Media encryption via SRTP
- Transport layer security (TLS) v 1.2
- Encrypted configuration files
- Digest authentication
- Password login
- Support for URL syntax with password for boot server address
- HTTPS secure provisioning
- Support for signed software executables
- Wi-Fi encryption: WEP, WPA-Personal, WPA2-Personal, WPA2-Enterprise with 802.1X (EAP-TLS, PEAP-MSCHAPv2)

Power

- LAN IN: Built-in auto-sensing IEEE 802.3at. PoE Device (Class 4) (requires full Class 4 power input on LAN IN for operation). Backward compatibility with IEEE 802.3af.

- LAN OUT: Built-in auto-sensing IEEE 802.3af power sourcing equipment (requires full Class 4 power input on LAN IN for operation)

Approvals

- Japan MIC/VCCI Class B
- FCC Part 15 (CFR 47) Class B
- ICES-003 Class B
- EN55022 Class B
- CISPR22 Class B
- VCCI Class B
- EN55024
- EN61000-3-2; EN61000-3-3
- NZ Telepermit
- Australia A&C Tick
- ROHS compliant
- 19471-0715

Radio

- US
 - FCC Part 15.247
 - FCC Part 15.407
 - FCC Part 15.225
- Canada
 - RSS 247 Issue 1
- EU
 - ETSI EN 300 328 v1.9.1
 - ETSI EN 301 893 v1.7.1
 - ETSI EN 300 330
 - ETSI EN 301 489-3
 - ETSI EN 301 489-17
- Japan
 - Japan Item (19)
 - Japan Item (19)-3
 - Japan Item (19)-3-2
- Australia
 - AS/NZ4268

Safety

- UL 60950-1
- CE Mark
- CAN/CSA-C22.2 No. 60950-1-03
- EN 60950-1
- IEC 60950-1
- AS/NZS 60950-1

Environmental conditions

- Operating temperature: 0 to 40°C (+32 to 104°F)
- Relative humidity: 5% to 95% (non-condensing)
- Storage temperature: -20 to +70°C (-4 to +160°F)

Polycom Trio 8800 ships with:

- Phone console
 - Skype for Business/Microsoft Office 365 Cloud PBX 2200-66070-019
- 7.6-m/25-foot network cable CAT 5e
- 2-m/6.5-foot USB 2.0 cable
- Cable wrap
- Tactile overlay for improved accessibility
- Setup sheet

Accessories (optional)

- Polycom Trio Expansion Microphones (2200-65790-001)
- Power kit incl. ext. single-port gigabit midspan, 802.3at Type 2 compliant, local power cord and network cable (2200-66740-xxx)

- Polycom Trio Visual+ for enabling content presentation and video (2200-13339-xxx)
- Polycom® EagleEye™ MSR camera 12x optical PTZ (7230-60896-xxx)

Warranty

- 1 year

Phone dimensions (L x W x H)

- 38.3 x 7.5 x 33.2 cm (15.1 x 2.9 x 13.1 in)
- Unit weight: 0.95 Kg (2.1 lbs)

Box dimensions (L x W x H)

- 48.3 x 11.5 x 39.4 cm (19 x 4.5 x 15.5 in)
- Box weight: 1.97 Kg (4.35 lbs)

Polycom Trio 8800 is also known as Polycom RealPresence Trio 8800.

Learn More

For more information about Polycom Trio Collaboration Kits, visit www.polycom.com/trio.

About Polycom

Polycom helps organizations unleash the power of human collaboration. More than 400,000 companies and institutions worldwide defy distance with video, voice and content solutions from Polycom. Polycom and its global partner ecosystem provide flexible collaboration solutions for any environment that deliver the best user experience and unmatched investment protection.

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Angela Pranata

From: Kenton Graber <kgraber@windlakesolutions.com>
Sent: Monday, February 19, 2018 10:44 AM
To: Angela Pranata; 'Williams, Jeffery A.'
Subject: WLS - SCJPC Design Workshop SOW - Final
Attachments: WLS - SCJPC Design Workshop SOW - Final.pdf

Good morning Angela and Jeff – my apologies for taking so long to pull this together.

Thank you for this opportunity for Wind Lake Solutions to provide the SCJPC this Firm Fixed Price SOW to conduct a requirements gathering workshop for the implementation of WLS's joint use management system, SPANS. As I mentioned on the call, this process will pin down the exact and precise requirements for your committee to utilize SPANS. As stated within this SOW, the end goal is to document the requirements for the committee and produce a firm fixed SOW to implement SPANS for all members of the committee.

I will follow up with you in a day to two. Please look this over and let me know if you have any concerns or questions in the meantime.

Thanks again and I hope to hear from you soon!

~ Kenton

Kenton Graber

WIND LAKE SOLUTIONS, INC.

400 Bay View Road, Suite A | Mukwonago, WI 53149

Direct: 785.379.9922 | Mobile: 785.554.7112

kgraber@windlakesolutions.com



Kenton Graber
VP Customer Solutions

February 18, 2018

Angela Pranata
Manager of Operations
Southern California Joint Pole Committee
279 E Arrow Hwy, Suite 104
San Dimas, CA 91773
Delivered via: angela@scjpc.net

cc: Jeffery A. Williams Jeffery.Williams@ladwp.com

RE: SPANS Requirements Workshop for SCJPC

Dear Angela,

Thank you for this opportunity for Wind Lake Solutions (WLS) to provide the Southern California Joint Pole Committee (SCJPC) this Firm Fixed Price (FFP) SOW to conduct a requirements gathering workshop for the implementation of WLS's joint use management system, SPANS. WLS' SPANS (Spatially-enabled Permitting And Notification System) is a hosted, web-based, system designed to manage the workflows and communications associated with a comprehensive list of joint use and joint ownership pole attachment activities. These activities include permitting for new attachments, pole replacements, attachment transfers, attachment relocations, code violation corrections, maintenance activities, etc.

Wind Lake Solutions has on two occasions presented SPANS to the SCJPC. As part of those presentations, we have a high level understanding of the unique joint use requirements that come with many organizations sharing ownership of poles in your service territories. The intent of this FFP SOW is to conduct an on-site workshop to obtain details around those requirements and determine the implementation costs and subscription fees for utilization of SPANS by all SCJPC members. Based on our extensive experience with these types of projects, and with a detailed understanding of SCJPC's requirements, we feel the WLS team is uniquely qualified to provide the committee members a true, long-term partnership for managing joint use activities between all members of the SCJPC.

Objectives

This SOW describes the activities and requirements to conduct a thorough workshop for the purpose of gathering the functional and technical requirements for implementing the SPANS software solution for the SCJPC.

- The workshop is an opportunity for Wind Lake Solutions and the SCJPC to confirm or correct assumptions about how SPANS will be used by the committee members.
- The requirements will be aligned with the SPANS baseline system capabilities so that gaps can be identified and resolved, including modifications to account for multiple pole owners.
- The deliverable of the requirements workshop will be used as input into a separate Statement of Work to design and implement the SPANS software solution for use by all members.

WIND LAKE SOLUTIONS, INC.

400 Bay View Road, Suite A • Mukwonago, WI 53149
Tel: 785.379.9922 • Cell: 785.554.7112 • email: kgrabber@windlakesolutions.com

Description of Work to be performed

The following section describes the tasks that will be performed before, during and after the on-site requirements gathering workshop. The workshop will take place over a two day time period in the offices of the SCJPC located in San Dimas CA.

Requirements Workshop

Wind Lake Solutions will conduct an on-site Requirements Workshop where WLS and a specified sub-set of committee members will conduct the following tasks:

- Prior to the workshop, SCJPC will identify the sub-set of committee members for the workshop. (6-8 members)
- Prior to the workshop, SCJPC will provide to WLS documentation regarding forms, documents, screen captures, etc. currently utilized by the committee to track and report joint use activities.
- WLS will organize information provided and create a specific agenda for the workshop
- WLS and SCJPC sub-committee will review project objectives
- WLS and SCJPC sub-committee will review existing SCJPC business processes
- WLS and SCJPC sub-committee will review SCJPC functional and technical requirements
- WLS and SCJPC sub-committee will review SCJPC operational (quality) requirements
- WLS and SCJPC sub-committee will discuss capabilities and options of the SPANS solution
- WLS and SCJPC sub-committee will discuss how SCJPC business processes align with SPANS baseline operation
- WLS and SCJPC sub-committee will discuss future state SCJPC business processes

Project Documentation

Wind Lake Solutions will deliver the following documents after of the conclusion of the Requirements Workshop as described above:

- Detailed Solution Requirements Specification document that includes the following sections organized by component:
 - Functional Requirements
 - Technical and Architecture Requirements
 -
 - Functional and Technical gaps
 - Customization Requirements
- Workflow and process diagram
- Solution Architecture Diagram
- Draft SOW for the project implementation phases
- Project plan and schedule of Deliverables
- Training approach

Documentation Reviews and Revisions

- SCJPC will review the project documentation as described in the previous section and provide written feedback as a list of issues and changes.
- SCJPC and Wind Lake Solutions will jointly review the list of issues and changes and agree on revisions.
- Wind Lake Solutions will provide updated project documentation after the issue review.
- Wind Lake Solutions will conduct a final walk through of all project documentation

Responsibilities***SCJPC***

- SCJPC will provide Wind Lake Solutions with a project manager to act as a single point of contact for this Statement of Work.
- SCJPC will provide the necessary business and technical resources to facilitate adequate collaboration during the workshop meetings.
- SCJPC will provide a suitable working environment for the Requirements Workshop as follows:
 - Access as appropriate to building and rooms.
 - Work areas and spaces required to conduct the workshop meetings.
 - A space large enough to accommodate WLS and all SCJPC sub-committee participants.
 - Overhead projector, projector screen, white board, and flip charts.
- SCJPC will provide Wind Lake Solutions with preliminary requirements documentation as inputs into the workshop. This documentation will be provided at least two weeks prior to scheduled workshop.

Wind Lake Solutions

- Wind Lake Solutions will provide SCJPC with a project manager to act as a single point of contact for the performance of its obligations under this Statement of Work. The project manager will manage Wind Lake Solutions resources to successfully execute and deliver the services as described within this SOW.
- Wind Lake Solutions will provide the necessary technical resources to perform the services described within this SOW.
- The Wind Lake Solutions project team will attend all scheduled conference calls for project planning and execution.

Acceptance Criteria

SCJPC will accept the Services described within this SOW upon successful completion of such Services. Project documentation will be determined acceptable based on the following criteria:

- Complete/Thoroughness
- Accuracy
- Readability

SCJPC will provide written acceptance or rejection of the project documentation within 5 business days of the final project documentation walkthrough.

WIND LAKE SOLUTIONS, INC.

400 Bay View Road, Suite A • Mukwonago, WI 53149

Tel: 785.379.9922 • Cell: 785.554.7112 • email: kgraber@windlakesolutions.com



Payment

Contract fees are fixed in the amount of \$14,075 and are inclusive of all travel expenses. Travel is expected to be limited to one on-site trip to the SCJPC office. All other work described within this SOW will be performed remotely in the WLS office. All fees presented in this SOW are expressed in US dollars. Wind Lake Solutions will issue an invoice for the full amount upon receipt of written acceptance by SCJPC.

It is anticipated that if questions arise during this project, WLS employees will interact with specified SCJPC committee members to obtain information required to complete the work. Communication will be key to a successful project and WLS anticipates there will be regularly scheduled conference calls and WebEx meetings to accommodate the knowledge transfer required.

Angela, we thank you again for the opportunity to provide this FFP SOW. We look forward to working with you in support of this very significant and important project for the SCJPC. Please contact me at any time with your comments or questions.

Sincerely,

WIND LAKE SOLUTIONS, INC.

A handwritten signature in black ink, appearing to read "K. Graber", written in a cursive style.

Kenton Graber
Vice President – Customer Solutions

Angela Pranata

From: Angela Pranata <angela@scjpc.net>
Sent: Thursday, February 15, 2018 9:01 AM
To: Manijeh Carmichael (mn2861@att.com); JOSHUA A MATHISEN (jm6347@att.com)
Cc: Lynn Prescott (lynn.prescott@cableeng.com); 'Lupe Hernandez'; 'Plaskey, Bret'; 'Stewart, Megan'; Gerald "Wayne" Brown (Gerald.Brown@sce.com); 'April DeBarge'; Jessica Nix (Jessica.Nix@sce.com); Valerie Mitwasi; Maria Ortiz; 'Yvonne Johnson'; 'Alicia Smith'; 'Shawn Henderson'; Jeffery Williams; 'Ruben L. Hauser (Ruben.Hauser@ladwp.com)'; 'Schram, Ronald E.'; 'Serrato, Joe'; 'Carrion, Earle'; Samantha Carrillo (Charter); 'Arraj, Ayman'; 'Daniel Lippert (DLippert@burbankca.gov)'
Subject: SPANS questions (with some answers) for SCJPC (Operating Committee)

To Operating Committee,

I received the questions from SPANS this morning:
(my answers in blue)

- How many jointly owned poles are part of the SCJPC. Meaning, we know that some poles are solely owned by some of the members, but approximately how many are jointly owned by more than one member?

From: SCJPC database

1,190,185 Active Poles

1,938,540 (Active Poles and Dead Records).

- How many solely owned poles do the members have? For example, Burbank has about 11,000 poles, and about approximately 1000 of those are solely owned by Burbank. What does that make up look like for the other members? Guesstimates will be fine.

Need to ask the Members for solely owned poles

- Approximately how many JPA's are generated per year on average for joint poles?

From: SCJPC database

2017: 10,150

2016: 8940

2015: 6998

2014: 6932

2013: 7091

Average is 8022.2

However, it looks like the number of JPAs is increasing.

- Approximately how many JPA's are generated per year on average for solely owned poles? *None*

These numbers will be used to determine the "utilization fees" for SPANS. As I mentioned, there will be an implementation fee and an annual utilization fee or subscription fee. We will use the numbers you provide to determine some idea of that annual cost.

Kenton Graber
WIND LAKE SOLUTIONS, INC.

Thank you,
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

Southern California Joint Pole Committee

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

May 16, 2018

A regular meeting of the **Operating Committee** took place on the above date, at 12:30 p.m., at the Committee office.

Those in attendance were:

Mr. Jeff Williams	City of Los Angeles
Mr. Ronald Schram	City of Los Angeles
Ms. Jessica Nix	Southern California Edison
Ms. Manijeh Carmichael	AT&T California
Ms. Lynn Prescott	Verizon Wireless
Ms. Maria Ortiz	XO Communication
Mr. Earle Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Alicia Smith	Sprint Nextel/Sprint Communication
Mr. Joe Armstrong	City of Pasadena
Mr. Bret Plaskey	Frontier Communications
Ms. Lupe Hernandez	Teleport Communications America, LLC
Ms. Wendy Mueller	Extenet Systems
Ms. Samantha Carrillo	Time-Warner Cable
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Those attending via teleconference were:

Ms. Yvonne Johnson	AT&T Mobility
Ms. Shawn Henderson	T-Mobile USA

Chairperson, Ms. Carmichael called the meeting to order at 12:30 p.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 **April 2018 expense sheets**. The members reviewed the monthly reports. Ms. Carmichael inquired if there were any questions 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 **April 2018 JPA Member Activity** reports. There were no questions or comments on this report.

The fifth item on the agenda is **Member Board Attendance**. Ms. Carmichael inquired who AMT was. Ms. Pranata stated AMT is ATC Outdoor DAS. 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 May 2018, the office received 1,235 JPAs with 5,168 poles. She added that all work was processed within the month with no hold overs into the month of June. She further reported that there was no need for overtime in the month.

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

SCJPC Overtime update

There were no questions or comments.

Month	Poles Received	Billed	Returned	Held-Over Poles	Non-Exempt OT hours
December 2017	4556	2371	2185	0	0
January 2018 (base line for future months)	7274	4669 (21.5% Multi)	2605	0	0
February 2018	9028	5639 (26.2% Multi)	3389	0	28
March 2018	6794	4423	2371	0	0
April 2018	8104	5339 (14.5% Multi)	2765	0	0

Administrative Aide/Temp

Ms. Pranata inquired about the temporary position and whether she should hire the temp or not. Ms. Pranata reported that Ms. Goetz from Edison stated that 6,000 poles would be submitted monthly from Edison alone. She added she is unaware of what other members will be submitting monthly. Ms. Nix stated the agreed baseline discussed previously is 7,274 and it does not look like other members sent in that

much more for final billing in addition to SCE to surpass the baseline. Ms. Nix stated to keep her on as temporary for the time being resulting from the low volume of work and possibly the future implementation of Varasset. Ms. Carmichael inquired how long she can remain a temp before she has to be hired. Ms. Pranata stated that in 6 months the decision is to be made if she should be hired full time as an SCJPC employee or continue on as a temporary employee. She further reported the temp has been here for 2½ months. The consensus was for Ms. Pranata to bring up for discussion at the temp's 5 month mark.

Conference Phone Costs

Ms. Pranata reported that she contacted Vivo-Comm and she sent them a picture of our current phone set up. Ms. Pranata added that she informed them that we have an analog landline. Vivo-Comm suggested for her to contact Frontier Communications since they are unsure if they could add Voice over Internet Protocol (VoIP) with the current analog landline. Ms. Pranata further added she contacted Frontier Communications and is waiting on a return call. Mr. Plaskey inquired if the office has Fios. Ms. Pranata stated the office currently has Fios and the phones are analog. Mr. Plaskey stated to give him contact information of the Frontier Communications individual Ms. Pranata spoke with and he will contact them directly to follow up.

Ms. Pranata continued that she spoke with Polycom (the brand name of phone) and they stated that if SCJPC does not have a VoIP that a cell phone can be used to dial out and the phone can act like a blue tooth speaker. After some discussion the members agreed that using a cell phone for connection would be too complicated. Mr. Plaskey reiterated that he will contact Frontier Communications and follow up.

Operations Manager's Vacation

Ms. Pranata announced that she will be on vacation from June 21st through July 3rd, and will be back on July 5th. She may be in for a couple of hours on July 3rd. In her absence, Ms. Kathleen Allen will be responsible for office operations.

SCJPC Staff Year Evaluation – Proposed Salary

Ms. Pranata opened by displaying the employee chart reflecting the proposed salary action based on staff employee scores. The members briefly reviewed the point matrix chart and a staff performance evaluation template. The members discussed and decided to modify the point matrix for next year's (2019) salary. The members reviewed the proposed salary chart and made some changes. After discussion, the consensus is to approve the modified salary action. The total yearly salary increase of \$16,806.40 will become effective June 1st, 2018.

Ms. Carmichael will facilitate the manager of operations annual review in the near future; the manager's salary action will be retroactive to June 1st, 2018.

Review of Action Items

- Mr. Plaskey to help Ms. Pranata with the Frontier VoIP.
- Ms. Carmichael to work on Ms. Pranata's appraisal.

The meeting adjourned at 1: 21 p.m. until June 20, 2018.

Kathleen Allen – Committee Staff

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

OPERATING EXPENSES		April 30, 2018			YTD Through April 30, 2018			%	Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
	Details							Variance	Budget
<u>EMPLOYEE EXPENSE</u>									
Salaries		44,646	40,612.06	4,034	178,585	175,285.58	3,299	2%	535,754
Regular	36,793.60					-			
Contract Labor	3,818.46					-			
						-			
Insurance		6,512	5,318.22	1,194	26,049	21,448.38	4,601	18%	78,147
Health/Dental	5,318.22					-			
Life (quarterly)	-					-			
						-			
Payroll Taxes		3,795	2,728.28	1,067	15,180	13,908.86	1,271	8%	45,539
Workers Compensation		258	263.00	(5)	1,033	1,000.00	33	3%	3,100
Travel mileage reimb/Misc. Exp.		125	107.98	17	500	424.92	75	15%	1,500
						-			
						-			
<u>PENSION EXPENSE</u>									
Contribution-SEP IRA		4,688	3,594.53	1,093	18,751	16,228.63	2,523	13%	56,254
						-			
						-			
<u>MONTHLY RECURRING</u>									
Rent		8,541	8,362.93	178	34,163	33,451.72	711	2%	102,489
Alarm System	Quarterly	50	-	50	200	140.97	59	30%	600
Telephone (Frontier)		610	611.15	(1)	2,440	2,445.52	(6)	0%	7,320
Cisco WebEx Plan		90	69.00	21	360	276.00	84	23%	1,080
Postage & Shipping		183	204.50	(21)	733	672.61	61	8%	2,200
Business/Property Insurance	Pro-Rated	250	-	250	1,000	1,238.01	(238)	-24%	3,000
Committee Meetings		333	457.22	(124)	1,333	1,417.47	(84)	-6%	4,000
						-			
						-			
<u>EQUIPMENT & FURNITURE</u>									
						-			
Copy Machine - CBE		167	248.73	(82)	667	770.51	(104)	-16%	2,000
						-			
						-			

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

OPERATING EXPENSES	Details	April 30, 2018			YTD Through April 30, 2018			%	Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
						-			
						-			
NETWORK SYSTEM									
LAN Maintenance		1,083	900.00	183	4,333	3,600.00	733	17%	13,000
FRIEND Support		400	400.00	-	1,600	1,600.00	-	0%	4,800
Data Center Hosting-Hardev		775	775.00	-	3,100	2,925.00	175	6%	9,300
Email/Domain Host/Sharefile		39	59.36	(20)	157	240.48	(84)	-53%	470
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		208	321.81	(113)	833	511.22	322	39%	2,500
Cal Net Off-Site Back-up		333	299.00	34	1,333	1,196.00	137	10%	4,000
						-			
						-			
PRINTING & SUPPLY									
Office Printing		158	98.74	60	633	710.47	(77)	-12%	1,900
Office Supplies		125	83.89	41	500	718.28	(218)	-44%	1,500
						-			
						-			
CONTRACT SERVICES									
Auditor	Pro-Rated	643	-	643	2,574	856.00	1,718	67%	7,721
Attorney*		250	-	250	1,000	-	1,000	100%	3,000
						-			
GENERAL EXPENSE									
Payroll Service Fees		125	172.00	(47)	500	451.00	49	10%	1,500
Bank fees/Chk printing	Pro-Rated	17	104.23	(88)	67	104.23	(38)	-56%	200
Publications/Subscriptions/Reference		17	-	17	67	-	67	100%	200
Seminars & Tuition		125	-	125	500	400.00	100	20%	1,500
Member Retirement & celebration		125	-	125	500	-	500	100%	1,500
Total Operating Expenses		74,672.83	65,791.63	8,881.20	298,691.33	282,021.86	16,669.47	6%	896,074.00

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

OPERATING EXPENSES		April 30, 2018			YTD Through April 30, 2018			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
	Details								
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT									
COMPUTER SYSTEM									
Software Purchase (& website mods)		458	-	458	1,833	-	1,833	100%	5,500
FRIEND modification*		2,813	-	2,813	11,250	-	11,250	100%	33,750
NJUNS Fee (once a year)*	2018 FEE	875	10,500.00	(9,625)	3,500	10,500.00	(7,000)	-200%	10,500
						-			
EQUIPMENT & FURNITURE	Pro-Rated					-			
Purchases/Leases (Ricoh Copy Mch)		421	379.97	41	1,683	2,164.33	(481)	-29%	5,050
Hardware Purchase		292	-	292	1,167	-	1,167	100%	3,500
LONG TERM LIABILITY CURRENT						-			
						-			
						-			
Total Capital Investments & Long Term Liabilities Current		4,858.33	10,879.97	(6,021.64)	19,433.33	12,664.33	6,769.00	35%	58,300
Interest Earned/Misc Income		(0.07)	(0.07)		(0.30)	(0.30)			
		79,531.10	76,671.53	2,859.57	318,124.37	294,685.89	23,438.48	7%	954,374.00
*Items in blue are assessed equally									
Prepared as of: 5/4/18									

Delinquent Accounts
As of 5/9/2018

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		Input By	Input Date
AT&T Mobility	Nov' 17	Dec. 31, 2017	\$ 763.97	19660	2/15 & 3/15/18 4/12/18	Mailed to Yvonne Johnson	JT	MS	1/11/2018
AT&T Mobility	Dec '17	Jan. 31, 2018	\$ 805.82	19695	3/15 & 4/12/18	Mailed to Yvonne Johnson	JT	JT	3/8/2018
AT&T Mobility	Jan. '17	Feb. 28, 2018	\$ 734.95	19730				JT	4/12/2018
City of Anaheim	Jan. '17	Feb. 28, 2018	\$ 929.58	19718				JT	4/12/2018
City of Pasadena	Jan. '17	Feb. 28, 2018	\$ 814.29	19725				JT	4/12/2018
MCI Metro/ATS	Jan. '17	Feb. 28, 2018	\$ 826.13	19731				JT	4/12/2018
MCI Telecommunications	Jan. '17	Feb. 28, 2018	\$ 683.66	19732				JT	4/12/2018
Verizon Wireless	Nov' 17	Dec. 31, 2017	\$ 1,043.08	19646	2/15 & 3/15/18 4/12/18	Emailed J.Little/M.Murillo/L.Hernandez	JT JT	MS	1/11/2018
Verizon Wireless	Dec '17	Jan. 31, 2018	\$ 1,123.23	19681	3/15 & 4/12/18	Emailed J.Little/M.Murillo/L.Hernandez	JT	JT	3/8/2018
Verizon Wireless	Jan. '17	Feb. 28, 2018	\$ 1,024.73	19716				JT	4/12/2018
XO Communications	Jan. '17	Feb. 28, 2018	\$ 706.46	19740				JT	4/12/2018

\$9,455.90

TOTAL

\$9,455.90

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

S:\EXCEL\ACCTREC

Member	B	E	H/T	LLW	M	NG	PBM	SCW	TCA	Totals	YTD
Joint JPAs Billed		1025	1	1	19	5		11		1062	3927
% of Joint JPAs Billed	0.000	0.965	0.001	0.001	0.018	0.005	0.000	0.010	0.000	1.00	
Joint JPAs Returned	3	185			5	1		6		200	894
Joint JPAs Held Over										0	
Total Joint JPAs Received	3	1210	1	1	24	6	0	17	0	1262	4821
Multi JPAs Billed		125	3			17				145	666
% of Multi JPAs Billed	0.000	0.862	0.021	0.000	0.000	0.117	0.000	0.000	0.000	1.00	
Multi JPAs Returned		86	6		2	10	1		1	106	453
Multi JPAs Held Over										0	
Total Multi JPAs Received	0	211	9	0	2	27	1	0	1	251	1119
Total # JPAs Billed	0	1150	4	1	19	22	0	11	0	1207	4593
% of JPAs Billed	0.000	0.953	0.003	0.001	0.016	0.018	0.000	0.009	0.000	1.00	
# of JPAs Returned										306	1347
# of Held Over JPAs										0	
Total JPAs received	3	1421	10	1	26	33	1	17	1	1513	5940
% of JPAs Billed										79.78%	
% of JPAs returned										20.22%	
% of Held Over JPAs										0.00%	
Member	B	E	H/T	LLW	M	NG	PBM	SCW	TCA	Totals	
Poles Billed (Joint JPAs)		4446	2	2	73	5			35	4563	16071
Poles Returned (joint)	100	1619			39	2		44		1804	6786
Poles Held Over (joint)										0	
Poles Billed (Multi JPAs)		706	25			45				776	3999
Poles Returned (multi)		711	168		5	49	13		15	961	4344
Poles Held Over (multi)										0	
Total # Poles Billed (Joint & Multi combined)	0	5152	27	2	73	50	0	0	35	5339	20070
% of Total Poles Billed (Joint & Multi combined)	0.000	0.965	0.005	0.000	0.014	0.009	0.000	0.000	0.007	1.00	
# of Poles Returned										2765	11130
# of Held Over Poles										0	
Total Poles received	100	7482	195	2	117	101	13	44	50	8104	31200
% of Poles Billed										65.88%	
% of Poles returned										34.12%	
% of Held Over Poles										0.00%	

Over Poles will be billed first at the next

Inspections Billed SCE Only: O&M (Inspections,Pole Tag, & SRA)	SCE's Inspections JPAs/Poles were not included in above table	SCE O&M YTD
Inspection JPAs Billed	17	63
Inspection Poles Billed	12323	26772

-  = 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 2017 - APR 2018**

		MBR CODE	2017 MAY	2017 JUN	2017 JUL	2017 AUG	2017 SEP	2017 OCT	2017 NOV	2017 DEC	2018 JAN	2018 FEB	2018 MAR	2018 APR	TOTAL	Atten. %	MBR CODE
1	City of Banning	COB	1	1	1	1	1	1	1		1	1	1	1	11	100%	COB
2	So. California Edison	E	1	1	1	1	1	1	1		1	1	1	1	11	100%	E
3	Frontier Communications	FTR	1	1	1	1	1	1	1		1	1	1	1	11	100%	FTR
4	City of Los Angeles	M	1	1	1	1	1	1	1		1	1	1	1	11	100%	M
5	Mobilite LLC	MOB	1	1	1	1	1	1	1		1	1	1	1	11	100%	MOB
6	T-Mobile, USA	PBM	1	1	1	1	1	1	1		1	1	1	1	11	100%	PBM
7	City of Vernon	V	1	1	1	1	1	1	1		1	1	1	1	11	100%	V
8	Verizon Wireless	ATC	1	1	1	1	1	1	1		1	1	1	1	11	100%	ATC
9	AT&T Mobility	LAC	1	1	1	1	1	1	1		1	1	1	1	11	100%	LAC
10	XO Communications	NXT	1	1	1	1	1	1	1		1	1	1	1	11	100%	NXT
11	Teleport Comm America	TCA	1	1	1	1	1	1	1		1	1	1	1	11	100%	TCA
12	City of Burbank	B	1	1	0	1	1	1	1		1	1	1	1	10	91%	B
13	CA-CLEC LLC	CCI	1	1	0	1	1	1	1		1	1	1	1	10	91%	CCI
14	AT&T California	H / T	1	1	1	0	1	1	1		1	1	1	1	10	91%	H / T
15	City of Riverside	J	1	1	1	1	1	1	0		1	1	1	1	10	91%	J
16	City of Lompoc	LLW	1	1	1	1	1	1	1		1	1	0	1	10	91%	LLW
17	City of Pasadena	MP	1	1	0	1	1	1	1		1	1	1	1	10	91%	MP
18	Crown Castle NG West Inc.	NG	1	1	0	1	1	1	1		1	1	1	1	10	91%	NG
19	NewPath Networks	NPN	1	1	0	1	1	1	1		1	1	1	1	10	91%	NPN
20	Golden State Water	SCW	1	1	1	1	1	1	0		1	1	1	1	10	91%	SCW
21	Sprint Communications	FON	1	1	0	1	1	1	1		1	1	1	1	10	91%	FON
22	Sprint-Nextel	SPR	1	1	0	1	1	1	1		1	1	1	1	10	91%	SPR
23	City of Colton	F	1	1	1	1	1	1	0		1	1	1	1	10	91%	F
24	Time-Warner	TWC	1	1	0	1	1	1	1		1	1	1	1	10	91%	TWC
25	City of Anaheim	D	1	1	0	1	0	1	1		1	1	1	1	9	82%	D
26	Mpower/TelePacific	ICG	1	1	1	0	1	1	1		1	1	1	0	9	82%	ICG
27	City of Azusa	MA	0	1	1	0	1	1	1		1	1	1	0	8	73%	MA
28	ExteNet Systems	EXT	0	0	1	1	1	1	1		1	0	0	1	7	64%	EXT
29	ATC Outdoor DAS	AMT	1	1	0	1	1	1	1		1	0	0	0	7	64%	AMT
30	MCI/Metro	ATS	0	1	1	0	0	1	0		1	1	0	1	6	55%	ATS
31	MCI Communications	MCI	0	1	1	0	0	1	0		1	1	0	1	6	55%	MCI
32	City of Glendale	A	1	1	0	0	1	0	0		0	0	1	1	5	45%	A
33																	
Total			28	31	21	26	29	31	26		31	29	27	29			

Southern California Joint Pole Committee

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

June 20, 2018

A regular meeting of the **Operating Committee** took place on the above date, at 9:32 a.m., at the Committee office.

Those in attendance were:

Mr. Jeff Williams	City of Los Angeles
Mr. Ronald Schram	City of Los Angeles
Ms. April DeBarge	Southern California Edison
Ms. Valerie Mitwasi	Southern California Edison
Ms. Manijeh Carmichael	AT&T California
Ms. Lynn Prescott	Verizon Wireless
Ms. Maria Ortiz	XO Communication
Mr. Earle Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Mia Tran	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Alicia Smith	Sprint Nextel/Sprint Communication
Mr. Bret Plaskey	Frontier Communications
Ms. Lupe Hernandez	Teleport Communications America, LLC
Mr. Dan Garden	MCI Telecom/MCI Metro
Ms. Samantha Carrillo	Time-Warner Cable
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. Josh Mathisen	AT&T California
Ms. Yvonne Johnson	AT&T Mobility
Ms. Shawn Henderson	T-Mobile USA
Mr. Carmen Magazino	Time-Warner Cable
Ms. Chrys Champlin	Crown Castle NG West Inc./NewPath/CA-CLEC LLC

Chairperson, Ms. Carmichael called the meeting to order at 9:32 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 **May 2018 expense sheets**. The members reviewed the monthly reports. Ms. Carmichael inquired if there were any questions 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 **May 2018 JPA Member Activity** reports. Ms. Carmichael commented on the high percentage of errors. There were no questions or further comments on this report.

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

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Allen reported that on June 6, 2018 she held a staff meeting and reviewed billing practices and removed and replaced billing samples in the billing book. She updated the Billing Manual and handed it out to the staff. She went over the 2018 pole prices and discussed those members that have their own prices as well as prices that have depreciated 15 years.

For the month of June 2018, Ms. Allen stated, the office received 1,623 JPAs with 7,411 poles. She added that all work was processed within the month with no hold overs into the month of July.

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

SCJPC Overtime update

Ms. Pranata emailed the Operating Committee asking for two days of overtime for June 2018 B/S. She stated all JPAs received for June 2018 were processed with no hold overs. She added the chart below does not show June 2018 and that the June data will be included in next month's report. There were no questions or comments.

Month	Poles Received	Billed	Returned	Held-Over Poles	Non-Exempt OT hours
December 2017	4556	2371	2185	0	0
January 2018 (base line for future months)	7274	4669 (21.5% Multi)	2605	0	0
February 2018	9028	5639 (26.2% Multi)	3389	0	28

March 2018	6794	4423	2371	0	0
April 2018	8104	5339 (14.5% Multi)	2765	0	0
May 2018	5144	3634 (19.07% Multi)	1510	0	0

Conference Phone Costs

Ms. Pranata reported that she is waiting on equipment to be shipped. She added that she is still waiting to hear from Frontier as well. However, the committee can proceed with Jive cloud VoIP service if they prefer. Mr. Plaskey inquired if the representative from Frontier has contacted her. Mr. Pranata reported he has not. Mr. Plaskey will follow up with him again and report back later.

Ms. DeBarge inquired about Jive. Ms. Pranata presented a quote and explained Jive is a Voice over Internet Protocol (VoIP) cloud based phone service provider similar to Skype or Vonage. The monthly rate for Jive is \$37.72 and that Frontier has a monthly fee as well. Ms. Prescott inquired if the cost is per phone. Ms. Pranata stated the fee is for one line VoIP phone number.

Mr. Plaskey informed Ms. Pranata that Frontier should be contacted her this afternoon.

Correcting Previous month's Minutes Procedure

Ms. Pranata opened up the discussion by stating that Ms. Nix's requested clarification and edition of ad hoc committee minutes after they have been published. Ms. Pranata stated the current procedure is any corrections of minutes, after they are published, are to be discussed at the next month's meeting and any modifications or clarification will be captured in the current month's minutes. There is no notification on the previous month's minutes. Ms. Ortiz clarified the conversation: if May's minutes needed to be corrected or clarified how one would know if discussed and noted in the June's minutes.

Ms. Ortiz inquired if a cover sheet can be added to the May's minutes referencing June's minutes for any corrections and or clarification. Ms. Pranata stated it can be done if the members agree.

Ms. Corella stated when corrections needed to be made in the past she would update the previous months minute's and add *REVISED* in bold at the top. The *REVISED* minutes would be published and the original minutes would remain published as well. This would show there were two meeting minutes on record for that month with one being revised and official.

Ms. Prescott inquired if the "*revised*" minutes would have to be voted on. Ms. Corella stated that only Administrative Board minutes are voted on and not ad hoc committee meeting minutes.

Ms. Carmichael commented at the opening of monthly meetings when minutes are being addressed for review is when it should be discussed and documented in that section any corrections or clarification of topics.

Ms. Hernandez stated that she research in *Roberts Rules of Order* the process of how to notate correctly. Her findings are to record any corrections in the current month's minutes.

Mr. Williams commented that the minutes were not wrong; however, the minutes could be misleading. Information was not said at the time because of the understanding of the conversation. Minutes were taken with the understanding the discussion was understood and Ms. Nix wanted clarification of conversation for readers of the minutes.

Ms. Prescott commented that the cover sheet idea is a good idea because the month needing corrections needs to be noted as well.

Ms. Pranata clarified when minutes are updated or needs clarification, after being published, a cover sheet will be added to the minutes corrected.

After further discussion, the consensus was to add a cover sheet to the minutes, which need correcting, when being updated or clarified with information of when the corrections were discussed and the date of discussion.

Add _FB to scanned JPAs for AT&T California

Ms. Black inquired if SCJPC can add _FB (final bill) to the end of the JPA number when renaming scanned JPAs and sending them to AT&T California throughout the month. She stated this would expedite the JPA process for AT&T California.

Ms. Pranata explained the JPA's are named as is because the JPA numbers are used when transferring scanned JPAs to the website. SCJPC would have to change the file name back to the original JPA number and delete _FB which will be double work for the staff.

Ms. Carmichael inquired if the programmer could transfer the JPAs and dropped the _FB like the - (dash) is dropped from the original JPA numbers. She added that this naming request follows the idea of the electronic form delivery.

Ms. Black stated that the JPA number to include the _FB will not affect the JPA search option on the website.

Ms. Pranata stated she would have to contact the website programmer and ask if he can upload the JPAs with the JPA number without the _FB and if there will be any cost associated with the task.

Ms. Carmichael stated when searching for a JPA number the _FB would not be relevant in the search and searching partial JPA numbers results do include all JPA numbers with those numbers searched. Ms. Pranata stated the pole record will not connect the JPA icon with the JPA if the JPA is name JPA#_FB. The pole record looks for the exact JPA number to attach the JPA icon to.

After further discussion the consensus is for Ms. Pranata to contact the programmer and inquire on the official name of the final bills, what the costs will be, and if it will affect the website search in any way.

Review of Action Items

- Ms. Pranata to contact the website programmer about official name of final bills.
- Ms. Carmichael to facilitate Ms. Pranata's appraisal this afternoon.

The meeting adjourned at 10: 36 a.m. until July 18, 2018.

Kathleen Allen – Committee Staff

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

OPERATING EXPENSES		May 31, 2018			YTD Through May 31, 2018			%	Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
	Details							Variance	Budget
<u>EMPLOYEE EXPENSE</u>									
Salaries		44,646	41,385.85	3,260	223,231	216,671.43	6,559	3%	535,754
Regular	36,793.60					-			
Contract Labor	4,592.25					-			
						-			
Insurance		6,512	5,318.22	1,194	32,561	26,766.60	5,795	18%	78,147
Health/Dental	5,318.22					-			
Life (quarterly)	-					-			
						-			
Payroll Taxes		3,795	2,728.29	1,067	18,975	16,637.15	2,337	12%	45,539
Workers Compensation		258	263.00	(5)	1,292	1,263.00	29	2%	3,100
Travel mileage reimb/Misc. Exp.		125	93.48	32	625	518.40	107	17%	1,500
						-			
						-			
<u>PENSION EXPENSE</u>									
Contribution-SEP IRA		4,688	3,594.53	1,093	23,439	19,823.16	3,616	15%	56,254
						-			
						-			
<u>MONTHLY RECURRING</u>									
Rent		8,541	8,362.93	178	42,704	41,814.65	889	2%	102,489
Alarm System	Quarterly	50	-	50	250	140.97	109	44%	600
Telephone (Frontier)		610	611.15	(1)	3,050	3,056.67	(7)	0%	7,320
Cisco WebEx Plan		90	85.00	5	450	361.00	89	20%	1,080
Postage & Shipping		183	147.92	35	917	820.53	96	10%	2,200
Business/Property Insurance	Pro-Rated	250	-	250	1,250	1,238.01	12	1%	3,000
Committee Meetings		333	297.63	36	1,667	1,715.10	(48)	-3%	4,000
						-			
						-			
<u>EQUIPMENT & FURNITURE</u>									
						-			
Copy Machine - CBE		167	122.64	44	833	893.15	(60)	-7%	2,000
						-			
						-			

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

OPERATING EXPENSES	Details	May 31, 2018			YTD Through May 31, 2018			%	Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
						-			
						-			
NETWORK SYSTEM									
LAN Maintenance		1,083	900.00	183	5,417	4,500.00	917	17%	13,000
FRIEND Support		400	400.00	-	2,000	2,000.00	-	0%	4,800
Data Center Hosting-Hardev		775	775.00	-	3,875	3,700.00	175	5%	9,300
Email/Domain Host/Sharefile		39	32.95	6	196	273.43	(78)	-40%	470
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)	GLADYS NEW COMPUTER/MONIT ORS (JANUARY)	208	1,257.99	(1,050)	1,042	1,769.21	(728)	-70%	2,500
Cal Net Off-Site Back-up		333	299.00	34	1,667	1,495.00	172	10%	4,000
						-			
						-			
PRINTING & SUPPLY									
Office Printing		158	259.71	(101)	792	970.18	(179)	-23%	1,900
Office Supplies		125	60.81	64	625	779.09	(154)	-25%	1,500
						-			
						-			
CONTRACT SERVICES									
Auditor	Pro-Rated	643	-	643	3,217	856.00	2,361	73%	7,721
Attorney*		250	-	250	1,250	-	1,250	100%	3,000
						-			
GENERAL EXPENSE									
Payroll Service Fees		125	93.00	32	625	544.00	81	13%	1,500
Bank fees/Chk printing	Pro-Rated	17	-	17	83	104.23	(21)	-25%	200
Publications/Subscriptions/Reference		17	-	17	83	-	83	100%	200
Seminars & Tuition	LA COUNTY EDD	125	27.03	98	625	427.03	198	32%	1,500
Member Retirement & celebration		125	-	125	625	-	625	100%	1,500
Total Operating Expenses		74,672.83	67,116.13	7,556.70	373,364.17	349,137.99	24,226.18	6%	896,074.00

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

OPERATING EXPENSES		May 31, 2018				YTD Through May 31, 2018				Annual
								%		
	Details	Budgeted	Recorded	Variance		Budgeted	Recorded	Variance	Variance	Budget
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT										
COMPUTER SYSTEM										
Software Purchase (& website mods)		458	-	458		2,292	-	2,292	100%	5,500
FRIEND modification*		2,813	-	2,813		14,063	-	14,063	100%	33,750
NJUNS Fee (once a year)*	2018 FEE	875		875		4,375	10,500.00	(6,125)	-140%	10,500
							-			
EQUIPMENT & FURNITURE	Pro-Rated						-			
Purchases/Leases (Ricoh Copy Mch)		421	379.97	41		2,104	2,544.30	(440)	-21%	5,050
Hardware Purchase		292	-	292		1,458	-	1,458	100%	3,500
LONG TERM LIABILITY CURRENT							-			
							-			
							-			
Total Capital Investments & Long Term Liabilities Current		4,858.33	379.97	4,478.36		24,291.67	13,044.30	11,247.37	46%	58,300
Interest Earned/Misc Income		(0.08)	(0.08)			(0.38)	(0.38)			
		79,531.09	67,496.02	12,035.07		397,655.45	362,181.91	35,473.54	9%	954,374.00
*Items in blue are assessed equally										
Prepared as of: 6/6/2018										

Delinquent Accounts
As of 6/13/2018

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		Input By	Input Date
AT&T Mobility	Nov' 17	Dec. 31, 2017	\$ 763.97	19660	2/15 & 3/15/18 4/12/18	Mailed to Yvonne Johnson	JT	MS	1/11/2018
AT&T Mobility	Dec '17	Jan. 31, 2018	\$ 805.82	19695	3/15 & 4/12/18	Mailed to Yvonne Johnson	JT	JT	3/8/2018
AT&T Mobility	Jan. '18	Feb. 28, 2018	\$ 734.95	19730	5/17/2018	Mailed to Yvonne Johnson	JT	JT	4/12/2018
AT&T Mobility	Feb. '18	Mar. 31, 2018	\$ 772.24	19765	5/17/2018	Mailed to Yvonne Johnson	JT	JT	5/17/2018
City of Anaheim	Jan. '18	Feb. 28, 2018	\$ 929.58	19718	5/17/2018	Mailed to Tony Mai	JT	JT	4/12/2018
City of Colton	Feb. '18	Mar. 31, 2018	\$ 736.33	19756	5/17/2018	Emailed Aguilar/Hinojos/Avila	JT	JT	5/17/2018
MCI Metro/ATS	Feb. '18	Mar. 31, 2018	\$ 867.53	19766	5/17/2018	Emailed D. Garden	JT	JT	5/17/2018
MCI Telecomm.	Feb. '18	Mar. 31, 2018	\$ 717.92	19767	5/17/2018	Emailed D. Garden	JT	JT	5/17/2018
Mpower Comm.	Feb. '18	Mar. 31, 2018	\$ 695.82	19764	5/17/2018	Mailed to A/P & Emailed Telepacific	JT	JT	5/17/2018
Time Warner Cable - TWN	Feb. '18	Mar. 31, 2018	\$ 450.80	19777	5/17/2018	Miled & emailed S. Carrillo	JT	JT	5/17/2018
Verizon Wireless	Feb. '18	Mar. 31, 2018	\$ 1,075.96	19751	5/17/2018	Emailed J.Little/M. Murillo/L. Hernandez	JT	JT	5/17/2018

\$8,550.92

TOTAL

\$8,550.92

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

S:\EXCEL\ACCTREC

Member	E	H/T	LAC	LLW	M	NG	PBM	SCW	SPR	Totals	YTD
Joint JPAs Billed	831	2		1	17	2		4		857	4784
% of Joint JPAs Billed	0.970	0.002	0.000	0.001	0.020	0.002	0.000	0.005	0.000	1.00	
Joint JPAs Returned	161	2	4		3	1		5		176	1070
Joint JPAs Held Over										0	
Total Joint JPAs Received	992	4	4	1	20	3	0	9	0	1033	5854
Multi JPAs Billed	89	4	2		2	14	3		1	115	781
% of Multi JPAs Billed	0.774	0.035	0.017	0.000	0.017	0.122	0.026	0.000	0.009	1.00	
Multi JPAs Returned	59	4	9		3	6				81	534
Multi JPAs Held Over										0	
Total Multi JPAs Received	148	8	11	0	5	20	3	0	1	196	1315
Total # JPAs Billed	920	6	2	1	19	16	3	4	1	972	5565
% of JPAs Billed	0.947	0.006	0.002	0.001	0.020	0.016	0.003	0.004	0.001	1.00	
# of JPAs Returned										257	1604
# of Held Over JPAs										0	
Total JPAs received	1140	12	15	1	25	23	3	9	1	1229	7169
% of JPAs Billed										79.09%	
% of JPAs returned										20.91%	
% of Held Over JPAs										0.00%	
Member	E	H/T	LAC	LLW	M	NG	PBM	SCW	SPR	Totals	
Poles Billed (Joint JPAs)	2844	4		2	73	7		11		2941	19012
Poles Returned (joint)	897	6	7		9	4		34		957	7743
Poles Held Over (joint)										0	
Poles Billed (Multi JPAs)	486	16	2		14	125	49		1	693	4692
Poles Returned (multi)	355	150	12		14	22				553	4897
Poles Held Over (multi)										0	
Total # Poles Billed (Joint & Multi combined)	3330	20	2	2	87	132	49	11	1	3634	23704
% of Total Poles Billed (Joint & Multi combined)	0.916	0.006	0.001	0.001	0.024	0.036	0.013	0.003	0.000	1.00	
# of Poles Returned										1510	12640
# of Held Over Poles										0	
Total Poles received	4582	176	21	2	110	158	49	45	1	5144	36344
% of Poles Billed										70.65%	
% of Poles returned										29.35%	
% of Held Over Poles										0.00%	

Held Over Poles will be billed first at the next Bill

Inspections Billed SCE Only: O&M (Inspections,Pole Tag, & SRA)	SCE's Inspections JPAs/Poles were not included in above table	SCE O&M YTD
Inspection JPAs Billed	20	83
Inspection Poles Billed	4091	30863

	= 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 2017 - MAY 2018**

		MBR CODE	2017 JUN	2017 JUL	2017 AUG	2017 SEP	2017 OCT	2017 NOV	2017 DEC	2018 JAN	2018 FEB	2018 MAR	2018 APR	2018 MAY	TOTAL	Atten. %	MBR CODE
1	City of Banning	COB	1	1	1	1	1	1		1	1	1	1	1	11	100%	COB
2	So. California Edison	E	1	1	1	1	1	1		1	1	1	1	1	11	100%	E
3	Frontier Communications	FTR	1	1	1	1	1	1		1	1	1	1	1	11	100%	FTR
4	City of Los Angeles	M	1	1	1	1	1	1		1	1	1	1	1	11	100%	M
5	Mobilitie LLC	MOB	1	1	1	1	1	1		1	1	1	1	1	11	100%	MOB
6	T-Mobile, USA	PBM	1	1	1	1	1	1		1	1	1	1	1	11	100%	PBM
7	City of Vernon	V	1	1	1	1	1	1		1	1	1	1	1	11	100%	V
8	Verizon Wireless	ATC	1	1	1	1	1	1		1	1	1	1	1	11	100%	ATC
9	AT&T Mobility	LAC	1	1	1	1	1	1		1	1	1	1	1	11	100%	LAC
10	XO Communications	NXT	1	1	1	1	1	1		1	1	1	1	1	11	100%	NXT
11	Teleport Comm America	TCA	1	1	1	1	1	1		1	1	1	1	1	11	100%	TCA
12	City of Burbank	B	1	0	1	1	1	1		1	1	1	1	1	10	91%	B
13	CA-CLEC LLC	CCI	1	0	1	1	1	1		1	1	1	1	1	10	91%	CCI
14	AT&T California	H / T	1	1	0	1	1	1		1	1	1	1	1	10	91%	H / T
15	City of Riverside	J	1	1	1	1	1	0		1	1	1	1	1	10	91%	J
16	City of Lompoc	LLW	1	1	1	1	1	1		1	1	0	1	1	10	91%	LLW
17	City of Pasadena	MP	1	0	1	1	1	1		1	1	1	1	1	10	91%	MP
18	Crown Castle NG West Inc.	NG	1	0	1	1	1	1		1	1	1	1	1	10	91%	NG
19	NewPath Networks	NPN	1	0	1	1	1	1		1	1	1	1	1	10	91%	NPN
20	Golden State Water	SCW	1	1	1	1	1	0		1	1	1	1	1	10	91%	SCW
21	Sprint Communications	FON	1	0	1	1	1	1		1	1	1	1	1	10	91%	FON
22	Sprint-Nextel	SPR	1	0	1	1	1	1		1	1	1	1	1	10	91%	SPR
23	Time-Warner	TWC	1	0	1	1	1	1		1	1	1	1	1	10	91%	TWC
24	City of Anaheim	D	1	0	1	0	1	1		1	1	1	1	1	9	82%	D
25	Mpower/TelePacific	ICG	1	1	0	1	1	1		1	1	1	0	1	9	82%	ICG
26	City of Azusa	MA	1	1	0	1	1	1		1	1	1	0	1	9	82%	MA
27	City of Colton	F	1	1	1	1	1	0		1	1	1	1	0	9	82%	F
28	ExteNet Systems	EXT	0	1	1	1	1	1		1	0	0	1	1	8	73%	EXT
29	MCI/Metro	ATS	1	1	0	0	1	0		1	1	0	1	1	7	64%	ATS
30	MCI Communications	MCI	1	1	0	0	1	0		1	1	0	1	1	7	64%	MCI
31	ATC Outdoor DAS	AMT	1	0	1	1	1	1		1	0	0	0	0	6	55%	AMT
32	City of Glendale	A	1	0	0	1	0	0		0	0	1	1	1	5	45%	A
33																	
Total			31	21	26	29	31	26	0	31	29	27	29	30			

Angela Pranata

From: Angela Pranata <angela@scjpc.net>
Sent: Thursday, May 31, 2018 2:09 PM
To: 'Williams, Jeffery A.'; 'Manijeh Carmichael'; 'JOSHUA A MATHISEN'
Cc: 'Gerald "Wayne" Brown'; 'Jessica Nix'; 'Valerie Mitwasi'; 'April DeBarge'; 'Serrato, Joe'; 'Carrion, Earle'; 'Lupe Hernandez'; 'Lynn Prescott'; 'Yvonne Johnson'; 'Maria Ortiz'; 'Alicia Smith'; 'Schram, Ronald E.'; 'Bret Plaskey'; 'Shawn Henderson'
Subject: VoIP Conference Phone Update - JIVE VoIP phone line monthly service provider
Attachments: Jive Partnerplus _ View Quote.pdf

Good Afternoon,

I haven't heard from Frontier Communications, our analog landline provider. However, Polycomm/Vivo-Comm recommended us to use a cloud VoIP provider.

They recommended **JIVE** as the VoIP cloud-based phone service provider so we can dial out using the new VoIP conference phone.

The monthly rate is \$37.72 / month. Please review the following (also attached).

MONTHLY CHARGES	QTY	MSRP	DISCOUNT	JIVE PRICE	SUB TOTAL
Voice - Standard DID - Monthly Charge	1	\$1.75	\$1.25	\$0.50	\$0.50
Voice - Standard User-Monthly Service	1	\$29.95	\$0.00	\$29.95	\$29.95

* Taxes are estimated based on the zip code provided and are subject to Local, State, and Federal laws.

Savings	Sub Total
\$1.25	\$30.45
Estimated Taxes*	\$7.27
Monthly Total	\$37.72

Notes:

Outbound usage is limited to 2,500 minutes per user (in aggregate) and inbound is unlimited.

DID = Direct Inward Dial – one number for the conference phone.

At least one DID is required, without DID we can't make or receive phone calls.

Thank you,
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

Your Business Phone System in the Cloud.

 partners.jive.com/English/view_quote.aspx

Southern California Joint Pole Association

Quote #: 00222384

Quote Name: Southern California Joint Pole Association- **Authorized Partner:**

Vivo-Comm

Austin Dobbs

Phone # 8323159143

austindobbs@vivo-comm.com

[Jump to Proposal Details →](#)

A first-class experience.

Purchasing through a Jive Partner ensures:

- Enhanced setup and install experience
- Greater order success
- Custom designed solution
- Network pre-qualification
- Local resource and advocate
- On-site setup and training where available (check with partner for details)

Our customers receive:

- Dedicated installation manager
- Unlimited customer service
- Unlimited technical support

Most Reliable.

With more datacenters worldwide than any competitor, your calls are always routed through the closest datacenter to ensure the quickest connection.

Highest Rated.

Join other satisfied customers who rate Jive consistently as #1, refer us to their trusted friends and colleagues, and stay with us more than 99% of the time.

Their words, not ours

G2Crowd

Jive: 4.5 out of 5 stars

Average competitor: 3.6

TopTen Reviews

Jive: 5 out of 5 stars

Average competitor: 3.9

Software Advice

Jive: 5 out of 5 stars

Average competitor: 4

My VoIP Provider

Jive: 5 out of 5 stars

Average competitor: 4.1

[Read The Reviews](#)

Full control of your call routing.

Control and update your cloud-based phone system in real-time from any Internet-enabled device using our online portal. Jive's visual dial plan editor is a life-changing way to set up your phone system.

[Check it Out](#)

All of the features you need to succeed

Jive Voice offers over 80 Hosted VoIP and Unified Communications features to help your organization communicate better. For one all-inclusive price you will enjoy features such as:

- Auto-Attendants
- Call Analytics
- Call Queues
- Call Recording
- Desktop Integration
- Conference Bridge
- Custom Greetings
- Find Me/Follow Me
- Music on Hold
- Online PBX Controls
- Ring Groups
- Softphone
- Time-Based Routing
- Unlimited Extensions
- Virtual Fax
- Fax to Email
- Visual Dial Plan Editor
- Voicemail to Email
- Toll-free Numbers
- Hot Desking

[View All Jive Features](#)

Proposal for Voice Services

Southern California Joint Pole Association-

Quote #: 00222384

Contract Term: MTM

Monthly Charges	QTY	MSRP	DISCOUNT	JIVE PRICE	SUB TOTAL
Voice - Standard DID - Monthly Charge	1	\$1.75	\$1.25	\$0.50	\$0.50
Voice - Standard User-Monthly Service	1	\$29.95	\$0.00	\$29.95	\$29.95

* Taxes are estimated based on the zip code provided and are subject to Local, State, and Federal laws.	Savings	Sub Total
	\$1.25	\$30.45
	Estimated Taxes*	\$7.27
	Monthly Total	\$37.72

Today's Total	QTY	MSRP	DISCOUNT	JIVE PRICE	SUB TOTAL
---------------	-----	------	----------	------------	-----------

* Taxes are estimated based on the zip code provided and are subject to Local, State, and Federal laws.	Savings	Sub Total
	\$0.00	\$0.00
	Estimated Taxes*	\$0.00
	Today's Total	\$0.00

Today's Total

\$0.00

Monthly Total

\$37.72

Prepared for:

Southern California Joint Pole Association
Angela Pranata
angela@scjpc.net
909-599-3801 x203
Contract Term: MTM

Billing Address:

279 E Arrow Hwy, Suite 104
San Dimas, CA 91773
United States

Prepared by:

Vivo-Comm
Austin Dobbs
8323159143
austindobbs@vivo-comm.com

Ready to move forward with this quote?

If you need assistance with this quote or any product offerings, please contact your Partner, or Jive's Partner Success Team at 888.990.4262.

Hardware Specs

PRODUCT NAME	IMAGE	DESCRIPTION
--------------	-------	-------------

Southern California Joint Pole Committee

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

July 18, 2018

A regular meeting of the **Operating Committee** took place on the above date, at 9:30 am., at the Committee office.

Those in attendance were:

Mr. Jeff Williams	City of Los Angeles
Mr. Ronald Schram	City of Los Angeles
Ms. Manijeh Carmichael	AT&T California
Mr. Wayne Brown	Southern California Edison
Ms. April De Barge	Southern California Edison
Ms. Valerie Mitwasi	Southern California Edison
Ms. Lynn Prescott	Verizon Wireless
Ms. Samantha Carrillo	Time-Warner Cable
Ms. Maria Ortiz	XO Communication
Mr. Earle Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Shawn Henderson	T-Mobile USA
Mr. Brandon Robinson	City of Banning
Mr. Joe Armstrong	City of Pasadena
Mr. Dave Campo	City of Lompoc
Mr. John Vu	City of Anaheim
Mr. Bret Plaskey	Frontier 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:

Mr. Dan Garden	MCI Telecom/MCI Metro
Ms. Sherri Duchateau	Golden State Water
Ms. Kay Black	AT&T California
Ms. Yvonne Johnson	AT&T Mobility
Ms. Racheal Torres	Mobilite, LLC
Ms. Linda McLean	Extenet Systems
Ms. Maryam Farajzadeh	City of Vernon

Chairperson, Ms. Carmichael called the meeting to order at 9:29 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 **June 2018 expense sheets**. The members reviewed the monthly reports. Ms. Carmichael inquired if there were any questions or comments. Mr. Brown inquired if the committee had purchased a new conference meeting system. Ms. Pranata responded that the vendor did not immediately deliver the product upon receipt of payment. She added that she now has the system and that the vendor was very apologetic for the delivery delay. 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 **June 2018 JPA Member Activity** reports. Ms. Black inquired if a JPA is returned for a specific error, could the JPC office note the error(s) and note the correction. If this is done for errors eventually this would create a library of errors with the corrections. This library could serve as a training/teaching tool. Ms. Carmichael stated that this could be included in the Basic JPA Training module. Ms. Pranata responded that the volume of returned JPAs on a monthly basis is so large that the time required for this task would definitely impact the workflow. Ms. Hernandez suggested that members should within their respective organizations notate the errors on returned JPAs and document repeat errors and the required corrections as a teaching tool internally. Mr. Williams agreed with Ms. Hernandez. Ms. Hernandez added that Edison notes the initial of the staff who created the final bill on the lower left hand corner of the form which aids to identify the creator in case of errors. There were no further comments or questions on this report.

The fifth item on the agenda is **Member Board Attendance**. Ms. Carmichael inquired if a penalized member continues in attendance will that member continue to be penalized monthly? Ms. Pranata responded that until said member continues to remain in the 50% attendance range they will continue to incur the \$500.00 penalty fee monthly. 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 June 2018, the office received 1,162 JPAs with 6,449 poles. She added that all work was processed within the month with no hold overs and no overtime for the month of July.

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

SCJPC Overtime update

Ms. Pranata reported that for the June Bill of Sale there was overtime of 36.75 non-exempt hours. She added all JPAs received were either billed or returned with no hold overs.

Month	Poles Received	Billed	Returned	Held-Over Poles	Non-Exempt OT hours
December 2017	4556	2371	2185	0	0
January 2018 (base line for future months)	7274	4669	2605	0	0
February 2018	9028	5639	3389	0	28
March 2018	6794	4423	2371	0	0
April 2018	8104	5339 (14.5% Multi)	2765	0	0
May 2018	5144	3634 (19.07% Multi)	1510	0	0
June 2018	7432	4829 (16.11% multi)	2603	0	36.75 (multiple employees were on vacation/Out sick)

Ms. Carmichael commented that the number of returned poles appears high. Ms. Hernandez responded that if a JPA is returned for one or two errors, however the JPA may have up to 100 poles thus raising the number of returned poles reflected on the report. She added that the number of poles returned does not translate to the number of errors.

Pulling Final JPAs after Form 44 draft is generated- AT&T California

Ms. Carmichael opened discussion by stating that closing the ability to pull a final bill on the 28th of each month is not feasible for AT&T in that they require more

time for review. She added that the date must revert back to the end of the month or the second to last business day of the month. Mr. Brown responded that he must inquire internally if reverting back to the last day of the month is agreeable to Edison. In the interim AT&T will adhere to the 28th until they receive a response from Edison.

Edison's Pole Inspection/O&M program process

Ms. Ortiz opened discussion by stating that the process begins with Edison sending members an inspection spreadsheet with the poles inspected. Members then review the spreadsheet for accuracy, corrected if necessary then returned to Edison for list revisions. She added that for the month of June, 6 poles had been approved for billing, however when the final bill was received from the JPC office the list had 13 poles that had been previously billed the prior month and 2 poles were not pre-approved. She further added that it has been nearly one year since she has received inspections that had been previously billed. She concluded by stating that this process is no longer effective and has become very time consuming.

It is noted that a correction of records must be created for all members in the next billing period. The statute of limitations on corrections of records and reimbursement is five years.

Mr. Brown responded that Ms. Nix has begun working with this department to aid in eliminating duplicate billing and all other issues. He added that if Edison is unable to correct this issue reverting to the old method may be required.

The consensus is to address this issue again in August to allow Edison the opportunity to improve their inspection program process.

Off-Site Backup

Ms. Pranata reported that when the office was experiencing Server failure, Hyperlink was having difficulty contacting Cal Net, the backup service for the JPC office. He was attempting to obtain the backup files from Cal Net. Hyperlink then recovered the files since Cal Net failed to provide them. Hyperlink has presented a proposal for providing off-site back up service for the SCJPC and to replace the current off site back up provider Cal Net with Hyperlink.

Ms. Pranata reviewed the *24/7 Cloud and On-Premise Total Backup Solution* proposal from Hyperlink with the members. There is a one-time set up fee of \$300.00, and the monthly rate is \$149.00. She added that the monthly rate for Cal Net is \$299.00, however, when needed Cal Net failed to provide the backup files. She further added that Cal Net required a 60 day notice when terminating service.

It was agreed to accept the Hyperlink proposal and terminate Cal Net.

Admin Aide Temp & K. Allen on vacation.

Ms. Pranata reported that the admin aide was dismissed. She also reported that Ms. Allen will be out on vacation from July 27 through August 10, and will be back on

August 13. She added that she will not interview for the admin aide position until the return of Ms. Allen. The members discussed a temp versus offering overtime. Ms. Pranata stated that overtime would be a greater benefit in that billing staff is what is needed. The members concluded to approve the overtime if it is deemed necessary and to hold on hiring temporary staff at this time.

Office Lease Expires June 2019.

Ms. Pranata stated in that the office lease is up in June 2019 she would like direction on lease renewal or relocation. Ms. Pranata added that she has not discussed renewal with the management at this time, therefore she is not aware if there will be an increase in the monthly rental rate or if they intend on renewing the lease.

Ms. Prescott suggested contacting management and inquire about renewing the lease. The new lease conditions should aid in determining whether to relocate or renew the lease.

Ms. Carmichael suggested searching several locations to obtain an idea of the current comparable rates for a similar office.

Conference Phone Update

Mr. Plaskey reported that Frontier do not offer VoIP services for equipment that were not purchased through Frontier. He added that the SCJPC will have to use another solution. Ms. Pranata reported that Polycom suggested to obtain JIVE cloud VoIP service for \$37/month. Ms. Black commented that there may be an adapter that can be used with landline instead of obtaining the monthly VoIP service. Ms. Black commented that she will email her conversation with Polycom to Ms. Pranata.

Review of Action Items

- Mr. Brown to inquire the impact of pulling of final bills the second to last day of month.
- Revisit Edison inspection process at the end of August.
- Ms. Pranata to search comparable office locations.
- Ms. Black to email Ms. Pranata the adapter that may be used with the new conference phone.
- Ms. Pranata to accept Hyperlink backup proposal.

The meeting adjourned at 10: 25 am until August 15, 2018.

Jennie Corella – Committee Transcriber

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

Approved by Operating Committee

OPERATING EXPENSES	Details	June 30, 2018			YTD Through June 30, 2018			%	Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
EMPLOYEE EXPENSE									
Salaries		44,646	41,885.03	2,761	267,877	258,556.46	9,321	3%	535,754
Regular	38,908.55					-			
Contract Labor	2,976.48					-			
						-			
Insurance		6,512	5,493.72	1,019	39,074	32,260.32	6,813	17%	78,147
Health/Dental	5,318.22					-			
Life (quarterly)	175.50					-			
						-			
Payroll Taxes		3,795	2,890.07	905	22,770	19,527.22	3,242	14%	45,539
Workers Compensation		258	263.00	(5)	1,550	1,526.00	24	2%	3,100
Travel mileage reimb/Misc. Exp.		125	106.26	19	750	624.66	125	17%	1,500
						-			
						-			
PENSION EXPENSE									
Contribution-SEP IRA		4,688	3,813.14	875	28,127	23,636.30	4,491	16%	56,254
						-			
						-			
MONTHLY RECURRING									
Rent		8,541	8,362.93	178	51,245	50,177.58	1,067	2%	102,489
Alarm System	Quarterly	50	140.97	(91)	300	281.94	18	6%	600
Telephone (Frontier)		610	611.15	(1)	3,660	3,667.82	(8)	0%	7,320
Cisco WebEx Plan		90	85.00	5	540	446.00	94	17%	1,080
Postage & Shipping		183	146.66	37	1,100	967.19	133	12%	2,200
Business/Property Insurance	Pro-Rated	250	-	250	1,500	1,238.01	262	17%	3,000
Committee Meetings		333	414.11	(81)	2,000	2,129.21	(129)	-6%	4,000
						-			
						-			
EQUIPMENT & FURNITURE									
						-			
Copy Machine - CBE		167	122.00	45	1,000	1,015.15	(15)	-2%	2,000
						-			
						-			

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

OPERATING EXPENSES	Details	June 30, 2018			YTD Through June 30, 2018			%	Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
						-			
NETWORK SYSTEM						-			
LAN Maintenance		1,083	900.00	183	6,500	5,400.00	1,100	17%	13,000
FRIEND Support		400	400.00	-	2,400	2,400.00	-	0%	4,800
Data Center Hosting-Hardev		775	775.00	-	4,650	4,475.00	175	4%	9,300
Email/Domain Host/Sharefile		39	59.36	(20)	235	332.79	(98)	-42%	470
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		208	21.99	186	1,250	1,791.20	(541)	-43%	2,500
Cal Net Off-Site Back-up		333	299.00	34	2,000	1,794.00	206	10%	4,000
						-			
						-			
PRINTING & SUPPLY						-			
Office Printing		158	144.21	14	950	1,114.39	(164)	-17%	1,900
Office Supplies		125	128.18	(3)	750	907.27	(157)	-21%	1,500
						-			
						-			
CONTRACT SERVICES						-			
Auditor	Pro-Rated	643	-	643	3,861	856.00	3,005	78%	7,721
Attorney*		250	-	250	1,500	-	1,500	100%	3,000
						-			
GENERAL EXPENSE						-			
Payroll Service Fees		125	93.00	32	750	637.00	113	15%	1,500
Bank fees/Chk printing	Pro-Rated	17	-	17	100	104.23	(4)	-4%	200
Publications/Subscriptions/Reference	Costco Yearly	17	120.00	(103)	100	120.00	(20)	-20%	200
Seminars & Tuition		125	-	125	750	427.03	323	43%	1,500
Member Retirement & celebration		125	-	125	750	-	750	100%	1,500
Total Operating Expenses		74,672.83	67,274.78	7,398.05	448,037.00	416,412.77	31,624.23	7%	896,074.00

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

OPERATING EXPENSES		June 30, 2018			YTD Through June 30, 2018				Annual
	Details	Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	% Variance	Budget
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT									
<u>COMPUTER SYSTEM</u>									
Software Purchase (& website mods)	Quickbooks Online Yearly	458	540.00	(82)	2,750	540.00	2,210	80%	5,500
FRIEND modification*		2,813	-	2,813	16,875	-	16,875	100%	33,750
NJUNS Fee (once a year)*		875	875	875	5,250	10,500.00	(5,250)	-100%	10,500
						-			
<u>EQUIPMENT & FURNITURE</u>	Pro-Rated					-			
Purchases/Leases (Ricoh Copy Mch)		421	379.97	41	2,525	2,924.27	(399)	-16%	5,050
Hardware Purchase	New Conference Phone	292	2,036.66	(1,745)	1,750	2,036.66	(287)	-16%	3,500
<u>LONG TERM LIABILITY CURRENT</u>									
						-			
						-			
Total Capital Investments & Long Term Liabilities Current		4,858.33	2,956.63	1,901.70	29,150.00	16,000.93	13,149.07	45%	58,300
Interest Earned/Misc Income		(0.07)	(0.07)		(0.45)	(0.45)			
		79,531.10	70,231.34	9,299.76	477,186.55	432,413.25	44,773.30	9%	954,374.00
*Items in blue are assessed equally									
Prepared as of: 7/5/2018									

Delinquent Accounts
As of 7/11/2018

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 Notices Date by	Input By	Input Date
AT&T Mobility	Apr. '18	May. 31, 2018	\$ 1,066.41	19835				JT	6/14/2018
City of Anaheim	Jan. '18	Feb. 28, 2018	\$ 929.58	19718	5/17, 6/14	Mailed to Tony Mai	JT	JT	4/12/2018
Crown Castle NG	Apr. '18	May. 31, 2018	\$ 1,909.65	19849				JT	6/14/2018
MCI Metro/ATS	Feb. '18	Mar. 31, 2018	\$ 867.53	19766	5/17, 6/14	Emailed D. Garden	JT	JT	5/17/2018
MCI Metro/ATS	Mar. '18	Apr. 30, 2018	\$ 1,100.25	19801	6/14/2018	Emailed D. Garden	JT	JT	6/14/2018
MCI Metro/ATS	Apr. '18	May. 31, 2018	\$ 1,160.01	19836					
MCI Telecomm.	Feb. '18	Mar. 31, 2018	\$ 717.92	19767	5/17, 6/14	Emailed D. Garden	JT	JT	5/17/2018
MCI Telecomm.	Mar. '18	Apr. 30, 2018	\$ 910.51	19802	6/14/2018	Emailed D. Garden	JT	JT	6/14/2018
MCI Telecomm.	Apr. '18	May. 31, 2018	\$ 1,013.77	19837					
Mpower Comm.	Feb. '18	Mar. 31, 2018	\$ 695.82	19764	5/17, 6/14	Mailed to A/P & Emailed Telepacific	JT	JT	5/17/2018
Mpower Comm.	Mar. '18	Apr. 30, 2018	\$ 882.49	19799	6/14/2018	Mailed to A/P & Emailed Telepacific	JT	JT	6/14/2018
Mpower Comm.	Apr. '18	May. 31, 2018	\$ 992.17	19834				JT	6/14/2018
Newpath Networks	Apr. '18	May. 31, 2018	\$ 1,007.47	19852				JT	6/14/2018
Time Warner Cable - TWN	Feb. '18	Mar. 31, 2018	\$ 450.80	19777	5/17, 6/14	Miled & emailed S. Carrillo	JT	JT	5/17/2018
Time Warner Cable - TWN	Apr. '18	May. 31, 2018	\$ 597.08	19847				JT	6/14/2018
Time Warner Cable - TWS	Apr. '18	May. 31, 2018	\$ 536.34	19846				JT	6/14/2018
Verizon Wireless	Mar. '18	Apr. 30, 2018	\$ 1,364.30	19786	6/14/2018	Emailed J.Little/M. Murillo/L. Hernadez	JT	JT	6/14/2018
Verizon Wireless	Apr. '18	May. 31, 2018	\$ 1,363.76	19821				JT	6/14/2018
XO Comm.	Mar. '18	Apr. 30, 2018	\$ 940.87	19810	6/14/2018	Emailed Matt Bergine & Maria Ortiz	JT	JT	6/14/2018
XO Comm.	Apr. '18	May. 31, 2018	\$ 1,037.17	19845				JT	6/14/2018

\$19,543.90

TOTAL

\$19,543.90

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

S:\EXCEL\ACCTREC

Member	A	B	E	H/T	LAC	M	NG	PBM	SCW	TCA	V	Totals	YTD
Joint JPAs Billed	2	4	1070	12		15	4		1		6	1114	5898
% of Joint JPAs Billed	0.002	0.004	0.961	0.011	0.000	0.013	0.004	0.000	0.001	0.000	0.005	1.00	
Joint JPAs Returned	3		206	3		11	1		7		2	233	1303
Joint JPAs Held Over												0	
Total Joint JPAs Received	5	4	1276	15	0	26	5	0	8	0	8	1347	7201
Multi JPAs Billed			111	3		1	31			1	1	148	929
% of Multi JPAs Billed	0.000	0.000	0.750	0.020	0.000	0.007	0.209	0.000	0.000	0.007	0.007	1.00	
Multi JPAs Returned	1		88	4	2	3	28	1			4	131	665
Multi JPAs Held Over												0	
Total Multi JPAs Received	1	0	199	7	2	4	59	1	0	1	5	279	1594
Total # JPAs Billed	2	4	1181	15	0	16	35	0	1	1	7	1262	6827
% of JPAs Billed	0.002	0.003	0.936	0.012	0.000	0.013	0.028	0.000	0.001	0.001	0.006	1.00	
# of JPAs Returned												364	1968
# of Held Over JPAs												0	
Total JPAs received	6	4	1475	22	2	30	64	1	8	1	13	1626	8795
% of JPAs Billed												77.61%	
% of JPAs returned												22.39%	
% of Held Over JPAs												0.00%	
Member	A	B	E	H/T	LAC	M	NG	PBM	SCW	TCA	V	Totals	
Poles Billed (Joint JPAs)	11	87	3823	28		80	6		2		14	4051	23063
Poles Returned (joint)	34		1335	7		45	1		45		4	1471	9214
Poles Held Over (joint)												0	
Poles Billed (Multi JPAs)			533	9		2	217			15	2	778	5470
Poles Returned (multi)	1		693	114	3	30	253	13			25	1132	6029
Poles Held Over (multi)												0	
Total # Poles Billed (Joint & Multi combined)	11	87	4356	37	0	82	223	0	2	15	16	4829	28533
% of Total Poles Billed (Joint & Multi combined)	0.002	0.018	0.902	0.008	0.000	0.017	0.046	0.000	0.000	0.003	0.003	1.00	
# of Poles Returned												2603	15243
# of Held Over Poles												0	
Total Poles received	46	87	6384	158	3	157	477	13	47	15	45	7432	43776
% of Poles Billed												64.98%	
% of Poles returned												35.02%	
% of Held Over Poles												0.00%	

er Poles will be billed first at the r

Inspections Billed SCE Only: O&M (Inspections,Pole Tag, & SRA)	SCE's Inspections JPAs/Poles were not included in above table	SCE O&M YTD
Inspection JPAs Billed	21	104
Inspection Poles Billed	6656	37519

-  = 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 2017 - JUN 2018**

		MBR CODE	2017 JUL	2017 AUG	2017 SEP	2017 OCT	2017 NOV	2017 DEC	2018 JAN	2018 FEB	2018 MAR	2018 APR	2018 MAY	2018 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	Frontier Communications	FTR	1	1	1	1	1		1	1	1	1	1	1	11	100%	FTR
3	City of Los Angeles	M	1	1	1	1	1		1	1	1	1	1	1	11	100%	M
4	Mobilitie LLC	MOB	1	1	1	1	1		1	1	1	1	1	1	11	100%	MOB
5	T-Mobile, USA	PBM	1	1	1	1	1		1	1	1	1	1	1	11	100%	PBM
6	City of Vernon	V	1	1	1	1	1		1	1	1	1	1	1	11	100%	V
7	Verizon Wireless	ATC	1	1	1	1	1		1	1	1	1	1	1	11	100%	ATC
8	AT&T Mobility	LAC	1	1	1	1	1		1	1	1	1	1	1	11	100%	LAC
9	XO Communications	NXT	1	1	1	1	1		1	1	1	1	1	1	11	100%	NXT
10	Teleport Comm America	TCA	1	1	1	1	1		1	1	1	1	1	1	11	100%	TCA
11	City of Burbank	B	0	1	1	1	1		1	1	1	1	1	1	10	91%	B
12	CA-CLEC LLC	CCI	0	1	1	1	1		1	1	1	1	1	1	10	91%	CCI
13	AT&T California	H / T	1	0	1	1	1		1	1	1	1	1	1	10	91%	H / T
14	City of Riverside	J	1	1	1	1	0		1	1	1	1	1	1	10	91%	J
15	City of Lompoc	LLW	1	1	1	1	1		1	1	0	1	1	1	10	91%	LLW
16	Crown Castle NG West Inc.	NG	0	1	1	1	1		1	1	1	1	1	1	10	91%	NG
17	NewPath Networks	NPN	0	1	1	1	1		1	1	1	1	1	1	10	91%	NPN
18	Golden State Water	SCW	1	1	1	1	0		1	1	1	1	1	1	10	91%	SCW
19	Sprint Communications	FON	0	1	1	1	1		1	1	1	1	1	1	10	91%	FON
20	Sprint-Nextel	SPR	0	1	1	1	1		1	1	1	1	1	1	10	91%	SPR
21	Time-Warner	TWC	0	1	1	1	1		1	1	1	1	1	1	10	91%	TWC
22	City of Banning	COB	1	1	1	1	1		1	1	1	1	1	0	10	91%	COB
23	City of Anaheim	D	0	1	0	1	1		1	1	1	1	1	1	9	82%	D
24	City of Azusa	MA	1	0	1	1	1		1	1	1	0	1	1	9	82%	MA
25	City of Colton	F	1	1	1	1	0		1	1	1	1	0	1	9	82%	F
26	City of Pasadena	MP	0	1	1	1	1		1	1	1	1	1	0	9	82%	MP
27	Mpower/TelePacific	ICG	1	0	1	1	1		1	1	1	0	1	0	8	73%	ICG
28	ExteNet Systems	EXT	1	1	1	1	1		1	0	0	1	1	0	8	73%	EXT
29	MCI/Metro	ATS	1	0	0	1	0		1	1	0	1	1	1	7	64%	ATS
30	MCI Communications	MCI	1	0	0	1	0		1	1	0	1	1	1	7	64%	MCI
31	City of Glendale	A	0	0	1	0	0		0	0	1	1	1	1	5	45%	A
32	ATC Outdoor DAS	AMT	0	1	1	1	1		1	0	0	0	0	0	5	45%	AMT
33																	
Total			21	26	29	31	26	0	31	29	27	29	30	27			

Angela Pranata

From: Maria Ortiz <Maria.Ortiz@cableeng.com>
Sent: Friday, July 06, 2018 11:40 AM
To: 'Ryan Rackleff'; T&D JP Billing Inbox; 'Carrion, Earle'; Carrillo, Samantha D; gramirez@glendaleca.gov; DAN.GARDEN@VERIZONBUSINESS.COM; jointpole@burbankca.gov; brobinson@ci.banning.ca.us; rediaz@ci.banning.ca.us; Joe Orona; tmai@anaheim.net; Wendy Mueller; eavila@coltonca.gov; ahernandez@coltonca.gov; Stewart, Megan; Michaud, Jennifer; Manijeh Carmichael; 'PRESLEY, KENNETH W'; FAJARDO, DENNIS J; rpujpadesk@riversideca.gov; Parra, Alex; ronald.schram@ladwp.com; benjamin.alirez@ladwp.com; Williams, Jeffery A.; melisa.la@ladwp.com; Dave Patterson; Anthony Hernandez; Shawn Henderson; apinvoices@metropcs.com; Farajzadeh, Maryam
Cc: Jessica Nix; Gerald Brown; Valarie Gonzales; Lupe Hernandez; 'Angela Pranata'
Subject: RE: (External):RE: June 2018 Inspection File
Attachments: 0618_JUNE_Bill of Sale - INSP v2.xlsx; E0618-TCA936.pdf
Importance: High

Good morning,

Per the revised inspection list sent to the members on 6/12/18 (please see email below), TCA was to be billed for 6 poles.

	A	B	C	D	E	F	G	
	PoleNumber	Height	Owner	Year Set	Inspection Date	Item	JPA Number	Owne
94	1322212E	85	TCA	1960	2/27/2018	12c	E0618-TCA936	
73	1557867E	95	TCA	1964	4/9/2018	12c	E0618-TCA936	
07	3008156E	45	TCA	1988	4/25/2018	12e	E0618-TCA936	
87	4358951E	55	TCA	1998	3/1/2018	12e	E0618-TCA936	
39	68501M	65	TCA	1976	4/12/2018	12e	E0618-TCA936	
92	80777M	70	TCA	1948	3/29/2018	12e	E0618-TCA936	
60								

We are reviewing the final E0618-TCA936. TCA is being billed for 21 poles. The highlighted poles are the 6 that were approved. 13 poles had already been billed in 05/18 and 2 poles were not pre-approved.

	Owner	PoleNumber	Item #	Owner Count	Cost Per Item	Cost Per Owner	Location
5/18	TCA	1055436E	12e	2	\$ 120.00	\$ 60.00	OCEAN
5/18	TCA	1237635E	12f	2	\$ 143.00	\$ 71.50	SHORE
	TCA	1322212E	12c	2	\$ 116.00	\$ 58.00	PENN
5/18	TCA	1390982E	12c	2	\$ 116.00	\$ 58.00	RANDI
5/18	TCA	1390984E	12c	2	\$ 116.00	\$ 58.00	RANDI
5/18	TCA	1454644E	12b	2	\$ 119.00	\$ 59.50	EL DO
5/18	TCA	1505058E	12e	2	\$ 120.00	\$ 60.00	CREN
	TCA	1557867E	12c	5	\$ 116.00	\$ 23.20	HOLLY
5/18	TCA	1774236E	12f	6	\$ 143.00	\$ 23.83	ROWA
5/18	TCA	1774511E	12c	2	\$ 116.00	\$ 58.00	ALAMI
5/18	TCA	2187249E	12f	4	\$ 143.00	\$ 35.75	190TH
5/18	TCA	2354529E	12e	4	\$ 120.00	\$ 30.00	SAN P
	TCA	3008156E	12e	2	\$ 120.00	\$ 60.00	PCH N
	TCA	321670M	12c	4	\$ 116.00	\$ 29.00	HOOV
	TCA	361246M	12c	5	\$ 116.00	\$ 23.20	SANT
5/18	TCA	374864E	12c	2	\$ 116.00	\$ 58.00	ROSE
	TCA	4358951E	12e	2	\$ 120.00	\$ 60.00	PCH S
	TCA	68501M	12e	7	\$ 120.00	\$ 17.14	VENIC
5/18	TCA	777012E	12f	2	\$ 143.00	\$ 71.50	SHOR
	TCA	80777M	12e	4	\$ 120.00	\$ 30.00	COMP
5/18	TCA	835475E	12b	4	\$ 119.00	\$ 29.75	33RD
Total Inspection Amount						\$974.38	
Total Poles Inspected						21	

A correction of records needs to be submitted for all affected members by the next billing period.

We will need to discuss this at the next SCJPC committee meetings. We will need to motion to eliminate this process as there have been many problems in the last year.

Thank you,

Maria Ortiz

JPA Supervisor

Joint Pole Department

Cable Engineering Services

Office: (818) 658-3407

Mobile: (818) 304-3426

Maria.Ortiz@cableeng.com

From: Ryan Rackleff [mailto:Ryan.Rackleff@sce.com]

Sent: Tuesday, June 12, 2018 4:34 PM

To: Maria Ortiz; T&D JP Billing Inbox; 'Carrion, Earle'; Carrillo, Samantha D; gramirez@glendaleca.gov; DAN.GARDEN@VERIZONBUSINESS.COM; jointpole@burbankca.gov; brobinson@ci.banning.ca.us; rediaz@ci.banning.ca.us; Joe Orona; tmai@anaheim.net; Wendy Mueller; eavila@coltonca.gov; ahernandez@coltonca.gov; Stewart, Megan; Michaud, Jennifer; Manijeh Carmichael; 'PRESLEY, KENNETH W'; FAJARDO, DENNIS J; rpuijadesk@riversideca.gov; Parra, Alex; ronald.schram@ladwp.com; benjamin.alirez@ladwp.com; Williams, Jeffery A.; melisa.la@ladwp.com; Dave Patterson; Anthony Hernandez; Shawn Henderson; apinvoices@metropcs.com; Farajzadeh, Maryam

Cc: Jessica Nix; Gerald Brown; Valarie Gonzales; Lupe Hernandez; 'Angela Pranata'

Subject: RE: (External):RE: June 2018 Inspection File

Please see the revised attachment and let me know if you have any questions.

Angela Pranata

Subject: FW: Ticket#2911475/M socaljoint/Backup prior to June 19 -- has been updated

From: Cal Net Service Desk [mailto:support@calnettech.com]
Sent: Monday, July 09, 2018 10:30 AM
To: angela@scjpc.net
Cc: joe@qastle.com
Subject: Ticket#2911475/M socaljoint/Backup prior to June 19 -- has been updated

[This ticket has been updated by Xavier Contreras](#)

Issue Description:

inquiring backups

Steps of Remediation:

checked information on backups and logged in and there was nothing listed in Infrascala site called Angela and informed her that we would need access to a local machine on the network to login to the Infrascala DRaaS backup device to check on the previous backups

She provided me with Joe Atala contact 951-515-4921 and email called and left voicemail for Joe and followed up with email

Status:
waiting on client

Full ticket details

Ticket #2911475

Ticket: Backup prior to June 19
Status: Waiting on Client

Company: Southern California Joint Pole Committee
Contact: Angela Pranata
Phone: (909) 599-3801 x203
Address: 279 E. Arrow Hwy.
Suite 104
San Dimas, CA 91773

Discussion:

Mon 7/9/2018/10:27 AM UTC-07/ Xavier Contreras-

Joe,

I called and left you a voicemail
Angela, had placed a request to have us look at backups.
The server that we had access to "Orange" is no longer online and from what Angela has indicated there is a new server that has replaced that server. We would need access to that new server in order to login to the Infrascala DRaaS device through the local IP address 192.168.1.9 - in order to check on the previous backups.

Please let us know if you can provide us access to that server

Thanks,

Xavier

Mon 7/9/2018/9:42 AM UTC-07/ Xavier Contreras (time)-

Issue Description:

inquiring backups

Steps of Remediation:

checked information on backups and logged in and there was nothing listed in Infrascale site called Angela and informed her that we would need access to a local machine on the network to login to the Infrascale DRaaS backup device to check on the previous backups

She provided me with Joe Atala contact 951-515-4921 and email called and left voicemail for Joe and followed up with email

Status:

waiting on client

Mon 7/9/2018/7:34 AM UTC-07/ Angela Pranata angela@scipc.net (email)

Is it possible to have the copy of the last good copy of the data drive (Drive D and F), in case some files were lost?

I believe the last time you back up the drive D and F volumes on ORANGE server fully was end of May.

We may need certain files from your last good backup copy.

Or do we need to ask you for the file name/file folder?

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

[<mailto:angela@scipc.net>](mailto:angela@scipc.net) angela@scipc.net

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Angela Pranata

From: Chris Hogue <chogue@calnettech.com>
Sent: Tuesday, July 10, 2018 2:32 PM
To: angela@scjpc.net
Cc: Nestor Lopez; Xavier Contreras; Garrett Stephenson
Subject: Back Off Site Status / 2910681 & 2911475

Team,

It looks like we haven't been getting off site backups. Can we please verify that this is happening and that the backup retention is in place?

Thank you.

Best,
Chris Hogue
Client Executive

818. 721.4322 Direct Line
949.660.5655 Client Care
calnettech.com



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Angela Pranata

Subject: FW: Off Site Backup
Attachments: ProposalTotalBackup.pdf

From: Joe Atalla [mailto:joe@qastle.com]
Sent: Tuesday, July 10, 2018 12:36 AM
To: 'Angela Pranata' <angela@scjpc.net>
Subject: RE: Off Site Backup

Hello Angela,

Attached is the proposal for your backup solution. In short, you will be able to do the following:

1. Recover files for up to one month by yourself very easily. If someone deletes a file, you can go to the day before and retrieve that file using your network without login in.
2. Total system backup in case we need to recover the system files and get you going within 24 hours. If you do not need new hardware.
3. I also attached an option to have a server on standby for you in case you had a total hardware failure we can get you going within 24 hours.
4. This is a total and turn-key solution that protects for accidental file deletions or total system failure.
5. The information is secured on the cloud as well.

Please let me know. Thank you,

Joseph Atalla
Hyperlink TM
951-515-4921

24/7

**Cloud and On-Premise
TOTAL Backup Solution**

Presented to:

Southern California Joint Pole Committee
279 E. Arrow Hwy #104, San Dimas, 91773



PROPOSAL

PROPOSAL – 24/7 Cloud and On-Premise Backup

Hyperlink TM is offering a full backup solution for Southern California Joint Pole Committee. As your IT service provider, we are proposing a turn-key backup solution that include the following:

- Cloud backup to your server (No additional hardware required)
 - Continuous backup to files
 - Work in the background and does not affect your network bandwidth
 - Storage for up to 1TB of data
 - Recovery of files within minutes
- On-Premise daily backup
 - Daily backup for up to a month
 - Allows your staff to access daily archives for up to one month
 - Files older than a month will be restored by Hyperlink TM upon request
- System files backup for faster system recovery
- Easy solution with no additional hardware
- Monitored by Hyperlink TM to ensure valid backups
- Guaranteed files and system recovery within 4 hours (with no hardware failure)
- Guaranteed total system recovery within 24 hours (with no hardware failure)

One time Setup Fee: \$300.00

Monthly: \$149.00

Optional - Leased standby server to guarantee total system recovery that includes a total hardware failure recovery within 24 hours add \$99 per month.

Southern California Joint Pole Committee

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

August 15, 2018

A regular meeting of the **Operating Committee** took place on the above date, at 9:55 a.m., at the Committee office.

Those in attendance were:

Mr. Jeff Williams	City of Los Angeles
Ms. Manijeh Carmichael	AT&T California
Mr. Wayne Brown	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. Chrys Champlin	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Shawn Henderson	T-Mobile USA
Mr. Joe Armstrong	City of Pasadena
Mr. Dave Campo	City of Lompoc
Mr. John Vu	City of Anaheim
Mr. Bret Plaskey	Frontier Communications
Mr. Dan Garden	MCI Telecom/MCI Metro
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Those attending via teleconference were:

Mr. Iman Yossi Torbati	City of Vernon
Ms. Kay Black	AT&T California
Ms. Jaclyn Puga	AT&T California
Ms. Linda McLean	Extenet Systems
Ms. Yvonne Johnson	AT&T Mobility
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Mr. Brandon Robinson	City of Banning
Mr. Daniel Luty	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Lynn Prescott	Verizon Wireless
Ms. Samantha Carrillo	Time-Warner Cable
Ms. Maria Ortiz	XO Communication

Chairperson, Ms. Carmichael called the meeting to order at 9:55 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 **July 2018 expense sheets**. The members reviewed the monthly reports. Ms. Carmichael inquired if there were any questions 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 **July 2018 JPA Member Activity** report. There were no comments or questions on this report.

The fifth item on the agenda is **Member Board Attendance**. Mr. Plaskey inquired if ATC-Outdoor DAS was assessed attendance penalties for the last two months. Ms. Pranata replied yes. Mr. Plaskey then inquired if ATC-Outdoor were assessed attendance penalties for this month as well. Mr. Williams stated ATC-Outdoor were in attendance today and will not be penalized for the month of August. There were no further comments or questions.

The sixth item for discussion is **Standardization of Procedures and Minutes**. Ms. Allen reported that on July 26th she held a staff meeting. She discussed and implemented the underscore FB (_FB) that is to be added to the end of JPA numbers of scanned finals that are emailed to AT&T California monthly. Also, she created a sample and went over in detail with the staff on the proper billing of an unauthorized anchor on replacements. General office reminders were also discussed.

For the month of August 2018, Ms. Allen stated, the office received 1,045 JPAs with 7,373 poles. She added that all work was processed within the month with no hold overs and no overtime was needed.

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

SCJPC Overtime update

Ms. Pranata reported that no overtime was needed for July b/s. There were no questions or comments.

Month	Poles Received	Billed	Returned	Held-Over Poles	Non-Exempt OT hours
December 2017	4556	2371	2185	0	0

January 2018 (base line for future months)	7274	4669	2605	0	0
February 2018	9028	5639	3389	0	28
March 2018	6794	4423	2371	0	0
April 2018	8104	5339 (14.5% Multi)	2765	0	0
May 2018	5144	3634 (19.07% Multi)	1510	0	0
June 2018	7432	4829 (16.11% multi)	2603	0	36.75 (multiple employees were on vacation/Out sick)
July 2018	6497	4078	2419	0	0

Pulling Final JPAs after Form 44 draft is generated- AT&T California

Ms. Carmichael opened the discussion inquiring if Edison was able to discuss internally if reverting back to the next to last business day of the month for AT&T California to pull finals is agreeable at Edison. Mr. Brown stated he did have that conversation and that department is going to take back to their team and discuss. Mr. Brown has a meeting schedule next week with them and can report thereafter. In the meantime AT&T will adhere to the 28th until they receive a response from Edison.

Edison's Pole Inspection/O&M program process

Ms. Carmichael opened the discussion by inquiring about the Edison pole inspection quality. Mr. Brown reported that he did speak with Ms. Ortiz on how she reviewed the Inspections. He stated that he did look over August's inspections himself and did not find any errors. Ms. Ortiz commented that she has not seen the list yet for August. Mr. Brown asked the inspection department not to send until he has a chance to review them. However, Mr. Brown did advise the department yesterday to send out. They will be sending them out today. Ms. Ortiz commented they will see how this month goes and can revisit next month if necessary.

Office Lease Expires June 2019.

Ms. Carmichael opened the discussion in regards to the Office lease. Ms. Pranata reported that she went to RE/MAX and was giving three comparable office listings to review. She stated that the current office space is 3953 rentable square feet at \$2.03 per sqft with a 3% increase each year. The building manager at the current address has quoted today's rate and same 3% increase each year for the next 7 years. She continued to present and discuss each individual office space.

Office one: 8570 Utica Avenue #200, Rancho Cucamonga 91730. Square footage is 4,086 and rent is \$7970.00 monthly which comes out to \$1.95 a sqft. The current conference room would need to be enlarged. She then showed on the office map that there are two restrooms inside of the office. Ms. Ortiz inquired how far this location from the current one is. Ms. Carmichael commented another 30 minute drive. Mr. Armstrong inquired if there is a cost for SCJPC to remodel. Ms. Pranata stated that she is strictly showing comparable listings and has not seen the office or spoken to anyone about it. Ms. Carmichael commented that price may be negotiable if members say they are interested.

Office two: 8570 Utica Avenue #100, Rancho Cucamonga 91730. Same building as the first one, just a different suite. Square footage is 3,950 and rent is \$7,110.00 monthly which comes out to \$1.80 a sqft.

Office three: 960 Haven Avenue, #120, Rancho Cucamonga 91730. Square footage is 2,681 and rent is \$6,568.45 monthly. Ms. Pranata commented the office is too small for SCJPC. She continued to show pictures of the building and inside the suite. Mr. Plaskey commented the conference room is too small.

Ms. Carmichael inquired if there will be a cost associated with moving. Ms. Pranata confirmed yes. Mr. Campo inquired if SCJPC would lose staff with moving further east. Ms. Pranata commented she did not know and informed the committee that SCJPC has four staff that lives west and five staff that live east of the current office building. Additionally, there is one staff member that does not drive the freeway. In terms of employees San Dimas is the middle ground. Ms. Champlin inquired if SCJPC is looking to expand the office or are these just comparable listings. Mr. Pranata stated just comparable listings. If the committee choses to negotiate with the current owner she has something to show them.

Ms. Pranata presented a current listing for a different suite in the building SCJPC occupies now. It shows the rent to be \$1.95 a sqft. Mr. Plaskey asked what SCJPC pays now. Ms. Pranata commented \$2.03 a sqft. She explained there is a base fee plus operating expenses for the common area. She does not count the operating expenses in her total per sqft. Mr. Plaskey inquired on how much is the total the members are assessed each month. Mr. Pranata stated \$8798.73 which includes the operating expenses. Mr. Plaskey commented in comparison there is about a \$1,000.00 savings that is roughly about \$30 a month per member. Mr. Campo commented that it's not that much of a savings for the amount of disruption the move would cause.

Mr. Plaskey commented that in the listings shown the conference room sizes were small whereas the current office conference room is very accommodating. Ms. Pranata continued if the committee wants to negotiate she can ask for \$1.95 a sqft. She also informed the committee RE/MAX stated they if they are interested in any of the listings to let them know and they will schedule time for all to see.

After further discussion, it was agreed to negotiate with the office management at the current building and ask for \$1.95 a sqft with a 1% increase each year for 7 years and to see if they can switch the men's to ladies and ladies to men's bathrooms around.

Additional footage included in section.

Ms. Ortiz opened up the discussion if "*additional*" interest needs to be specify when a member is purchasing additional interest or is it obvious without the word *additional* noted. Ms. Carmichael replied no. Mr. Williams stated that it does not state in the Routine Handbook that *additional* must be noted. Ms. Allen asked Ms. Ortiz to email her the returned JPA and memo so she can address with the staff. Ms. Debarge inquired if other members have issues on memos that they do not feel should be returned if they should email Ms. Allen as well. Ms. Allen responded yes please.

Review of Action Items

- Edison to send the Inspection final bill list out to members.
- Ms. Pranata to contact management and start negotiations on a new office lease.

The meeting adjourned at 10:24 a.m. until September 18, 2018.

Ms. Kathleen Allen – Committee Transcriber

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

OPERATING EXPENSES		July 31, 2018			YTD Through July 31, 2018				Annual
								%	
	Details	Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	Variance	Budget
<u>EMPLOYEE EXPENSE</u>									
Salaries		44,646	38,717.00	5,929	312,523	297,273.46	15,250	5%	535,754
Regular	38,229.50					-			
Contract Labor	487.50					-			
						-			
Insurance		6,512	5,318.22	1,194	45,586	37,578.54	8,007	18%	78,147
Health/Dental	5,318.22					-			
Life (quarterly)						-			
						-			
Payroll Taxes		3,795	2,838.13	957	26,564	22,365.35	4,199	16%	45,539
Workers Compensation	Adjusted and received credit	258	-	258	1,808	1,526.00	282	16%	3,100
Travel mileage reimb/Misc. Exp.		125	126.50	(2)	875	751.16	124	14%	1,500
						-			
						-			
<u>PENSION EXPENSE</u>									
Contribution-SEP IRA		4,688	3,736.06	952	32,815	27,372.36	5,442	17%	56,254
						-			
						-			
<u>MONTHLY RECURRING</u>									
Rent		8,541	8,798.73	(258)	59,785	58,976.31	809	1%	102,489
Alarm System	Quarterly	50	-	50	350	281.94	68	19%	600
Telephone (Frontier)		610	613.17	(3)	4,270	4,280.99	(11)	0%	7,320
Cisco WebEx Plan		90	69.00	21	630	515.00	115	18%	1,080
Postage & Shipping		183	246.00	(63)	1,283	1,213.19	70	5%	2,200
Business/Property Insurance	Pro-Rated	250	-	250	1,750	1,238.01	512	29%	3,000
Committee Meetings		333	254.71	79	2,333	2,383.92	(51)	-2%	4,000
						-			
						-			
<u>EQUIPMENT & FURNITURE</u>									
						-			
Copy Machine - CBE		167	361.36	(195)	1,167	1,376.51	(210)	-18%	2,000
						-			
						-			

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

OPERATING EXPENSES	Details	July 31, 2018			YTD Through July 31, 2018			%	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		775	775.00	-	5,425	5,250.00	175	3%	9,300
Email/Domain Host/Sharefile		39	32.95	6	274	365.74	(92)	-33%	470
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		208	257.94	(50)	1,458	2,049.14	(591)	-41%	2,500
Cal Net Off-Site Back-up		333	299.00	34	2,333	2,093.00	240	10%	4,000
						-			
						-			
PRINTING & SUPPLY									
Office Printing		158	305.54	(147)	1,108	1,419.93	(312)	-28%	1,900
Office Supplies	Fire Extg yearly	125	200.27	(75)	875	1,107.54	(233)	-27%	1,500
						-			
						-			
CONTRACT SERVICES									
Auditor	Pro-Rated	643	-	643	4,504	856.00	3,648	81%	7,721
Attorney*		250	-	250	1,750	-	1,750	100%	3,000
						-			
GENERAL EXPENSE									
Payroll Service Fees		125	93.00	32	875	730.00	145	17%	1,500
Bank fees/Chk printing	Pro-Rated	17	-	17	117	104.23	12	11%	200
Publications/Subscriptions/Reference		17	-	17	117	120.00	(3)	-3%	200
Seminars & Tuition		125	-	125	875	427.03	448	51%	1,500
Member Retirement & celebration		125	-	125	875	-	875	100%	1,500
Total Operating Expenses		74,672.83	64,342.58	10,330.25	522,709.83	480,755.35	41,954.48	8%	896,074.00

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

OPERATING EXPENSES		July 31, 2018			YTD Through July 31, 2018			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
	Details								
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT									
COMPUTER SYSTEM									
Software Purchase (& website mods)		458	-	458	3,208	540.00	2,668	83%	5,500
FRIEND modification*		2,813	-	2,813	19,688	-	19,688	100%	33,750
NJUNS Fee (once a year)*		875		875	6,125	10,500.00	(4,375)	-71%	10,500
						-			
EQUIPMENT & FURNITURE	Pro-Rated					-			
Purchases/Leases (Ricoh Copy Mch)		421	379.97	41	2,946	3,304.24	(358)	-12%	5,050
Hardware Purchase		292	-	292	2,042	2,036.66	5	0%	3,500
LONG TERM LIABILITY CURRENT						-			
						-			
						-			
Total Capital Investments & Long Term Liabilities Current		4,858.33	379.97	4,478.36	34,008.33	16,380.90	17,627.43	52%	58,300
Interest Earned/Misc Income		(0.08)	(0.08)		(0.53)	(0.53)			
		79,531.09	64,722.47	14,808.62	556,717.64	497,135.72	59,581.92	11%	954,374.00
*Items in blue are assessed equally									
Prepared as of: 08/7/2018									

Delinquent Accounts
As of 8/8/2018

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 Notices Date by	Input By	Input Date
AT&T Mobility	Apr. '18	May. 31, 2018	\$ 1,066.41	19835	7/12/2018	Yvonne Johnson	JT	JT	6/14/2018
MCI Metro/ATS	Apr. '18	May. 31, 2018	\$ 1,160.01	19836	7/12/2018	Emailed Dan Garden	JT	JT	6/14/2018
MCI Telecomm.	Apr. '18	May. 31, 2018	\$ 1,013.77	19837	7/12/2018	Emailed Dan Garden	JT	JT	6/14/2018
Mpower Comm.	Apr. '18	May. 31, 2018	\$ 992.17	19834	7/12/2018	Mailed to A/P & Emailed Telepacific	JT	JT	6/14/2018
Verizon Wireless	Mar. '18	Apr. 30, 2018	\$ 1,364.30	19786	6/14, 7/12	Emailed J.Little/M. Murillo/L. Hernandez	JT	JT	6/14/2018
Verizon Wireless	Apr. '18	May. 31, 2018	\$ 1,363.76	19821	7/12/2018	Emailed J.Little/M. Murillo/L. Hernandez	JT	JT	6/14/2018
XO Comm.	Apr. '18	May. 31, 2018	\$ 1,037.17	19845	7/12/2018	Emailed Matt Bergines/M. Ortiz	JT	JT	6/14/2018

\$7,997.59

TOTAL

\$7,997.59

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

S:\EXCEL\ACCTREC

Member	B	E	FTR	H/T	M	NG	PBM	SCW	SPR	V	Totals	YTD
Joint JPAs Billed	2	648		9	28	38	1	2			728	6626
% of Joint JPAs Billed	0.003	0.890	0.000	0.012	0.038	0.052	0.001	0.003	0.000	0.000	1.00	
Joint JPAs Returned		151		4	8	7		2		1	173	1476
Joint JPAs Held Over											0	
Total Joint JPAs Received	2	799	0	13	36	45	1	4	0	1	901	8102
Multi JPAs Billed		112		1	7	42			1		163	1092
% of Multi JPAs Billed	0.000	0.687	0.000	0.006	0.043	0.258	0.000	0.000	0.006	0.000	1.00	
Multi JPAs Returned		72	1	1	8	16				1	99	764
Multi JPAs Held Over											0	
Total Multi JPAs Received	0	184	1	2	15	58	0	0	1	1	262	1856
Total # JPAs Billed	2	760	0	10	35	80	1	2	1	0	891	7718
% of JPAs Billed	0.002	0.853	0.000	0.011	0.039	0.090	0.001	0.002	0.001	0.000	1.00	
# of JPAs Returned											272	2240
# of Held Over JPAs											0	
Total JPAs received	2	983	1	15	51	103	1	4	1	2	1163	9958
% of JPAs Billed											76.61%	
% of JPAs returned											23.39%	
% of Held Over JPAs											0.00%	
Member	B	E	FTR	H/T	M	NG	PBM	SCW	SPR	V	Totals	
Poles Billed (Joint JPAs)	8	3129		20	128	56	2	4			3347	26410
Poles Returned (joint)		1451		12	46	15		20		2	1546	10760
Poles Held Over (joint)											0	
Poles Billed (Multi JPAs)		577		15	26	109			4		731	6201
Poles Returned (multi)		708	6	29	61	67				2	873	6902
Poles Held Over (multi)											0	
Total # Poles Billed (Joint & Multi combined)	8	3706	0	35	154	165	2	4	4	0	4078	32611
% of Total Poles Billed (Joint & Multi combined)	0.002	0.909	0.000	0.009	0.038	0.040	0.000	0.001	0.001	0.000	1.00	
# of Poles Returned											2419	17662
# of Held Over Poles											0	
Total Poles received	8	5865	6	76	261	247	2	24	4	4	6497	50273
% of Poles Billed											62.77%	
% of Poles returned											37.23%	
% of Held Over Poles											0.00%	

Over Poles will be billed first at the next

Inspections Billed SCE Only: O&M (Inspections,Pole Tag, & SRA)	SCE's Inspections JPAs/Poles were not included in above table	SCE O&M YTD
Inspection JPAs Billed	15	119
Inspection Poles Billed	11065	48584

 = 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 2017 - JUL 2018

		MBR CODE	2017 AUG	2017 SEP	2017 OCT	2017 NOV	2017 DEC	2018 JAN	2018 FEB	2018 MAR	2018 APR	2018 MAY	2018 JUN	2018 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	Frontier Communications	FTR	1	1	1	1		1	1	1	1	1	1	1	11	100%	FTR
3	City of Los Angeles	M	1	1	1	1		1	1	1	1	1	1	1	11	100%	M
4	Mobilitie LLC	MOB	1	1	1	1		1	1	1	1	1	1	1	11	100%	MOB
5	T-Mobile, USA	PBM	1	1	1	1		1	1	1	1	1	1	1	11	100%	PBM
6	City of Vernon	V	1	1	1	1		1	1	1	1	1	1	1	11	100%	V
7	Verizon Wireless	ATC	1	1	1	1		1	1	1	1	1	1	1	11	100%	ATC
8	AT&T Mobility	LAC	1	1	1	1		1	1	1	1	1	1	1	11	100%	LAC
9	XO Communications	NXT	1	1	1	1		1	1	1	1	1	1	1	11	100%	NXT
10	Teleport Comm America	TCA	1	1	1	1		1	1	1	1	1	1	1	11	100%	TCA
11	City of Burbank	B	1	1	1	1		1	1	1	1	1	1	1	11	100%	B
12	CA-CLEC LLC	CCI	1	1	1	1		1	1	1	1	1	1	1	11	100%	CCI
13	Crown Castle NG West Inc.	NG	1	1	1	1		1	1	1	1	1	1	1	11	100%	NG
14	NewPath Networks	NPN	1	1	1	1		1	1	1	1	1	1	1	11	100%	NPN
15	Time-Warner	TWC	1	1	1	1		1	1	1	1	1	1	1	11	100%	TWC
16	AT&T California	H / T	0	1	1	1		1	1	1	1	1	1	1	10	91%	H / T
17	City of Riverside	J	1	1	1	0		1	1	1	1	1	1	1	10	91%	J
18	City of Lompoc	LLW	1	1	1	1		1	1	0	1	1	1	1	10	91%	LLW
19	Golden State Water	SCW	1	1	1	0		1	1	1	1	1	1	1	10	91%	SCW
20	City of Banning	COB	1	1	1	1		1	1	1	1	1	0	1	10	91%	COB
21	City of Anaheim	D	1	0	1	1		1	1	1	1	1	1	1	10	91%	D
22	City of Pasadena	MP	1	1	1	1		1	1	1	1	1	0	1	10	91%	MP
23	Sprint Communications	FON	1	1	1	1		1	1	1	1	1	1	0	10	91%	FON
24	Sprint-Nextel	SPR	1	1	1	1		1	1	1	1	1	1	0	10	91%	SPR
25	City of Azusa	MA	0	1	1	1		1	1	1	0	1	1	1	9	82%	MA
26	City of Colton	F	1	1	1	0		1	1	1	1	0	1	1	9	82%	F
27	ExteNet Systems	EXT	1	1	1	1		1	0	0	1	1	0	1	8	73%	EXT
28	MCI/Metro	ATS	0	0	1	0		1	1	0	1	1	1	1	7	64%	ATS
29	MCI Communications	MCI	0	0	1	0		1	1	0	1	1	1	1	7	64%	MCI
30	Mpower/TelePacific	ICG	0	1	1	1		1	1	1	0	1	0	0	7	64%	ICG
31	City of Glendale	A	0	1	0	0		0	0	1	1	1	1	1	6	55%	A
32	ATC Outdoor DAS	AMT	1	1	1	1		1	0	0	0	0	0	0	5	45%	AMT
33																	
Total			26	29	31	26	0	31	29	27	29	30	27	28			

REMAX Commercial Real Estate link for comparable office spaces:
<https://matrix.crmls.org/Matrix/Public/Portal.aspx?ID=57472462802>

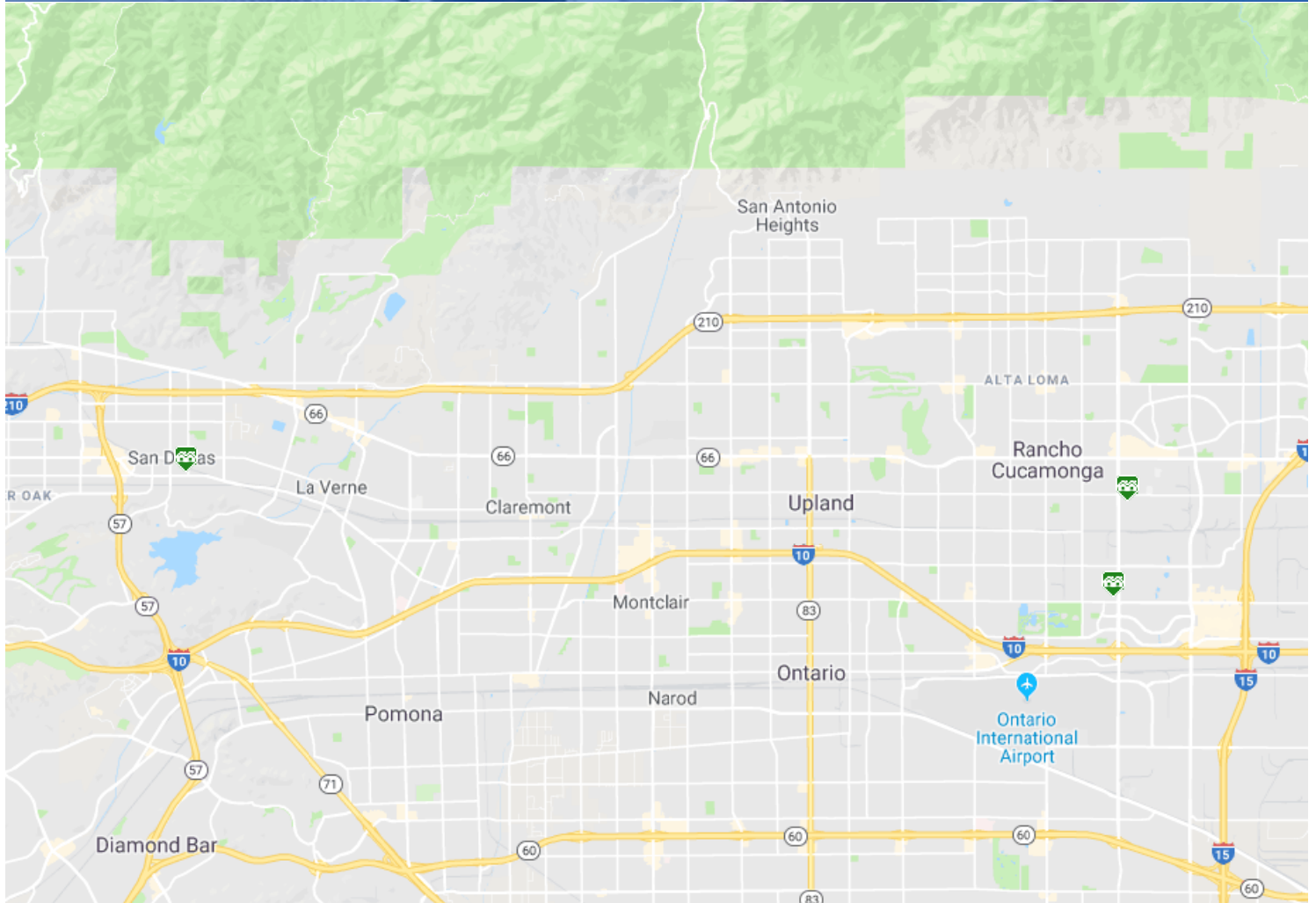
**RYAN OLBRICH**

6264820144

RE/MAX INNOVATIONS

Ryano4remax@gmail.com

REMAXINNOVATIONS.COM



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Active • Office

8570 Utica Avenue # 200

Rancho Cucamonga 91730

Office, 4086 SqFt, Built in 2004, Modified Gross Lease Type**\$6,568**

Active • Office

9680 Haven Ave # 120

Rancho Cucamonga 91730

Office, 75141 SqFt, Built in 2007, Full Service Lease Type

Active ● Office

279 E Arrow

San Dimas 91773

Office, 40000 SqFt, Built in 1988, Full Service, Gross Lease Type

Expired ● Office

8570 Utica Avenue # 100

Rancho Cucamonga 91730

Office, 3950 SqFt, Built in 2004, Modified Gross Lease Type

All information courtesy of RYAN OLBRICH

©CRMLS. Information is believed to be accurate, but shall not be relied upon without verification.

Accuracy of square footage, lot size and other information is not guaranteed.

Southern California Joint Pole Committee

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

September 19, 2018

A regular meeting of the **Operating Committee** took place on the above date, at 9:51 a.m., at the Committee office.

Those in attendance were:

Mr. Jeff Williams	City of Los Angeles
Mr. Ronald Schram	City of Los Angeles
Mr. Josh Mathisen	AT&T California
Ms. Cory Crawford	AT&T California
Mr. Wayne Brown	Southern California Edison
Ms. April De Barge	Southern California Edison
Ms. Valerie Mitwasi	Southern California Edison
Ms. Lynn Prescott	Verizon Wireless
Mr. Earle Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Daniel Luty	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Sven Knauth	City of Burbank
Mr. Dave Campo	City of Lompoc
Mr. John Vu	City of Anaheim
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Those attending via teleconference were:

Mr. Bret Plaskey	Frontier Communications
Ms. Megan Stewart	Frontier Communications
Mr. Dan Garden	MCI Telecom/MCI Metro
Ms. Shawn Henderson	T-Mobile USA
Ms. Kay Black	AT&T California
Ms. Jaclyn Puga	AT&T California
Ms. Linda McLean	Extenet Systems
Ms. Marcy Quayle	Extenet Systems
Ms. Yvonne Johnson	AT&T Mobility
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Samantha Carrillo	Time-Warner Cable
Ms. Maria Ortiz	XO Communication
Ms. Lupe Hernandez	Teleport Communications America
Mr. Gabriel Rosales	AT&T California
Ms. Linda Paradise	AT&T California

Chairperson, Mr. Mathisen called the meeting to order at 9:51 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 **August 2018 expense sheets**. The members reviewed the monthly reports. Mr. Mathisen inquired if anything else should be expected with Hardware Purchases this year. Ms. Pranata commented just the new server. He then inquired about the Auditor. Ms. Pranata explained it is a once a year cost that is budgeted for. She continued to state that the Varasset cost was not budgeted for and split equally amongst the members. Mr. Mathisen inquired if there were any further questions or comments. 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 **August 2018 JPA Member Activity** report. There were no comments or questions on this report.

The fifth item on the agenda is **Member Board Attendance**. 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 September 2018 the office received 1,359 JPAs with 7,687 poles. She added that all work was processed within the month with no hold overs into the month of October. However, three overtime days were needed due to some staff being on vacation and out sick.

She continued, on August 29th she held a staff meeting. She explained and discussed on JPAs that note Section 9.4 anchors and arms are not to be charged. Also, set authorized costs can be billed as a different amount as long as a section 1.2 is noted in the Nature of Work and the JPA signed. She informed the staff that when a member is buying extra space the word “additional” does NOT need to be referenced in the Nature of Work and that section 7.X covers anchors and arms and no additional anchor/arm sections are required. Lastly, she created a sample and discussed with the staff on how to bill GUY/GUY/unauthorized grade and space on a replacement pole. Ms. DeBarge asked for clarification on authorized costs being billed as a different amount than set cost. Ms. Allen explained, for example, 13B has a set authorized cost of \$333. If a JPA comes in with 13B stated and a cost of \$400 noted the billers would bill as is as long as there is a Section 1.2 in the nature of Work and the JPA signed.

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

SCJPC Overtime update

Ms. Pranata reported that no overtime was needed for August 2018 b/s. However, for the month of September 2018 b/s she emailed the members in advanced asking for three weekends of overtime that would be needed to complete September's billing. She informed the members that there were multiple employees out on vacation and out sick. There were no questions or comments.

Month	Poles Received	Billed	Returned	Held-Over Poles	Non-Exempt OT hours
December 2017	4556	2371	2185	0	0
January 2018 (base line for future months)	7274	4669	2605	0	0
February 2018	9028	5639	3389	0	28
March 2018	6794	4423	2371	0	0
April 2018	8104	5339 (14.5% Multi)	2765	0	0
May 2018	5144	3634 (19.07% Multi)	1510	0	0
June 2018	7432	4829 (16.11% multi)	2603	0	36.75 (multiple employees were on vacation/Out sick)
August 2018	6497	4078	2419	0	0

Administrative Aide

Ms. Pranata reported with the increase in workflow from SCE and to make AT&T California's monthly deadline of the 20th, an Administrative Aide would be needed. Ms. Pranata stated discussed and decided previously was not to hire an Admin Aide and work overtime as needed since the office were in need of billers. However, it is now more beneficial to hire an Admin Aide to assist in general office duties and assist in preparing and sending AT&T's finals to them by deadline. Mr. Mathisen inquired if

Operating Committee – September 19, 2018– Page 3 of 6

SCJPC needs to hire additional employee. Ms. Pranata confirmed yes and explained she hires temporary to permanent. Ms. Pranata then asked for approval to hire someone as soon as possible. Mr. Mathisen asked if there are any objections. Mr. Plaskey inquired if this is a temporary hire or full time. Ms. Pranata explained temp to hire. Mr. Plaskey stated that Frontier does not object.

The consensus of the members is that Ms. Pranata may hire an additional employee.

Pulling Final JPAs after Form 44 draft is generated- AT&T California

Ms. Black opened the discussion expressing AT&T California would like to pull finals up into the last business day of the month. Internally AT&T tested to pull up finals until the 28th of the month per Edison's request and if was not feasible. They would like to return to pulling JPAs up until the last day of the month. Mr. Brown stated that he did not have the information on hand when his company needs to close by. Ms. Pranata stated that SCJPC needs at least one day to close the month. She continued to state that if SCJPC waited to the end of October 31st that would not be able to finalize the Form 44's until November 1st. Also, this poses a problem for SCE because they need their form 44's before the first of the next month. Ms. Pranata iterated that SCJPC needs at least one business day to balance. For pulling JPAs it would be the second to last business day of the month to pull finals. For September 2018 the last business day is the 28th so the last day AT&T could pull finals would be the 27th. Ms. Black agreed with this date. However, Ms. Pranata mention that she is still waiting on Edison's reply. Mr. Brown will discuss internally with his billing department head and report back to the committee.

Edison's Pole Inspection/O&M program process

Ms. Ortiz opened the discussion by stating the pole inspection quality has improved. She did received the batch for this month but she has not reviewed it yet. She did comment it is looking better. Mr. Mathisen inquired why the process so rushed from the time one receives the list to the time it is due. All other processes have more time than just one or two weeks to review. Ms. Pranata stated there are 15 days to review the inspections. Mr. Brown commented that Edison went to that particular format because a member requested it. However, he could not recall why or who at the time. Mr. Mathisen commented that in his time in the South that members are asking for more time to review. It seems the members would be better off if they receive inspections by the 15th of a month that they should be billed the following month. Therefore, there is enough time to review. Mr. Williams explained previously the inspections were coming to members as a final with the list of poles attached. Time was allowed to review first prior to finalizing the JPA. Then members started to receive Finalized inspection JPAs. Mr. Williams continued that it was negotiated to have a list sent to members with a 15 day review period. Members did question previously why Edison is not sending out inspection JPAs with a list of poles and allowing the 45 days to review. After the 45 days elapse the JPA would get billed, since that is the process. Mr. Brown stated that he doesn't think Ryan (Inspection Lead at Edison) has an issue with it, although it affects their billing on the backend. He reiterated the process was

changed per a Member's request. Edison did not always do invoicing for inspections. They use to submit on JPAs. However, Edison was asked to change the process and they did and now they are being asked to change the process again. He wants to make sure that SCE is doing the process correct regardless of format chosen. Mr. Mathisen requested for AT&T California ASAP is best or if need be the start of the New Year to have the 45 days to review. He then asked Mr. Brown if he could inquire internally about the 45 days to review. AT&T is fine with the current format and needs more time to review. Mr. Brown agreed to take back and discuss internally. He will report next month.

Office Lease Expires June 2019.

Mr. Mathisen opened the discussion in regards to the Office lease. Ms. Pranata reported that she contacted the current building's manger and they sent their reply. Basically they are not going to change what they said they were before. She explained that the first year would be the same as this year, but each year after the increase will go back to the standard 3% increase in the base rent on July 1st of each year. Mr. Knauth inquired the cost of the current lease. Mr. Pranata pulled up the monthly budget that showed the rent as \$8,798.73 which includes base rent and operating expenses. Mr. Knauth inquired if comparable buildings were looked at. Ms. Pranata stated yes, in Riverside. Ms. Prescott inquired if Ms. Pranata found any offices in the current area. Ms. Pranata did find some offices locally. She showed an office in Covina: 668 Arrow Grand Cir, Covina 91722. Square footage is 8,012. However, last contact she had with the Agent was September 12th, 2018. She then inquired if she should look at the property. Ms. Prescott commented yes or at least find out the cost and see if it is in comparable to \$2.03 a sqft. Mr. Plaskey inquired how much is it to stay in our current building. Ms. Pranata stated that the first year would be the same as this year, but each year after the increase will go back to the standard 3% increase in the base rent on July 1st of each year. He then inquired what the current contact is. Ms. Pranata stated that seven years ago when the contact was signed the terms were the same. A 3% increase each year. Mr. Plaskey stated that the offices shown were a bit too far for some people and were not going to get the same kind of conference room that we have currently. He then inquired about the existing office if there are any other solutions posed or just as is. Ms. Pranata commented as is. Mr. Knauth inquired about the other listing available in the current building if it is cheaper. Ms. Pranata stated yes and explained there are no offices and no conference room. The current offered sqft price of \$1.95 would increase pending a custom build. Mr. Plaskey asked the members their opinion. If the members are leaning towards keeping the existing office Mr. Mathisen stated that one other person stated earlier and that he agrees to have a comparable listed in a different building locally to make sure the cost at the current building is in the same ballpark. Ms. Prescott commented on the comparable listing should include sufficient parking, easy access freeway, and size of conference room. Ms. Pranata stated she will contact Covina again since its less than two miles away. Ms. Prescott commented then the committee can feel comfortable with the price and terms given at current office building. Mr. Plaskey inquired when a decision needs to be made. Ms.

Pranata stated that it was not stated. Ms. Pranata will reach out to the agent to view the listing and take pictures for members review.

Pole set 1' deeper - 16.1C

Ms. Hernandez inquired when setting a pole 1' deeper, does 16.1C need to be noted on the JPA in addition to the note. Ms. Allen responded yes.

Review of Action Items

- Ms. Pranata to hire Administrative Aide.
- Ms. Pranata to search for comp office space locally.

The meeting adjourned at 10:16 a.m. until October 17, 2018.

Ms. Kathleen Allen – Committee Transcriber

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

OPERATING EXPENSES		August 31, 2018			YTD Through August 31, 2018			%	Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
	Details							Variance	Budget
<u>EMPLOYEE EXPENSE</u>									
Salaries		44,646	57,054.36	(12,408)	357,169	354,327.82	2,842	1%	535,754
Regular	57,054.36					-			
Contract Labor						-			
						-			
Insurance		6,512	5,318.22	1,194	52,098	42,896.76	9,201	18%	78,147
Health/Dental	5,318.22					-			
Life (quarterly)						-			
						-			
Payroll Taxes		3,795	4,278.22	(483)	30,359	26,643.57	3,716	12%	45,539
Workers Compensation	Adjusted	258	21.00	237	2,067	1,547.00	520	25%	3,100
Travel mileage reimb/Misc. Exp.		125	105.64	19	1,000	856.80	143	14%	1,500
						-			
						-			
<u>PENSION EXPENSE</u>									
Contribution-SEP IRA		4,688	5,573.65	(886)	37,503	32,946.01	4,557	12%	56,254
						-			
						-			
<u>MONTHLY RECURRING</u>									
Rent		8,541	8,798.73	(258)	68,326	67,775.04	551	1%	102,489
Alarm System	Quarterly	50	-	50	400	281.94	118	30%	600
Telephone (Frontier)		610	615.17	(5)	4,880	4,896.16	(16)	0%	7,320
Cisco WebEx Plan		90	69.00	21	720	584.00	136	19%	1,080
Postage & Shipping		183	141.83	42	1,467	1,355.02	112	8%	2,200
Business/Property Insurance	Pro-Rated	250	-	250	2,000	1,238.01	762	38%	3,000
Committee Meetings		333	299.36	34	2,667	2,683.28	(17)	-1%	4,000
						-			
						-			
<u>EQUIPMENT & FURNITURE</u>									
						-			
Copy Machine - CBE		167	122.64	44	1,333	1,499.15	(166)	-12%	2,000
						-			
						-			

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

OPERATING EXPENSES	Details	August 31, 2018			YTD Through August 31, 2018			%	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		775	775.00	-	6,200	6,025.00	175	3%	9,300
Email/Domain Host/Sharefile		39	32.95	6	313	398.69	(85)	-27%	470
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		208	32.83	176	1,667	2,081.97	(415)	-25%	2,500
Cal Net Off-Site Back-up		333	299.00	34	2,667	2,392.00	275	10%	4,000
						-			
						-			
PRINTING & SUPPLY						-			
Office Printing		158	211.38	(53)	1,267	1,631.31	(365)	-29%	1,900
Office Supplies		125	72.75	52	1,000	1,180.29	(180)	-18%	1,500
						-			
						-			
CONTRACT SERVICES						-			
Auditor	Pro-Rated	643	5,860.00	(5,217)	5,147	6,716.00	(1,569)	-30%	7,721
Attorney*		250	-	250	2,000	-	2,000	100%	3,000
						-			
GENERAL EXPENSE						-			
Payroll Service Fees		125	93.00	32	1,000	823.00	177	18%	1,500
Bank fees/Chk printing	Pro-Rated	17	-	17	133	104.23	29	22%	200
Publications/Subscriptions/Reference		17	-	17	133	120.00	13	10%	200
Seminars & Tuition		125	-	125	1,000	427.03	573	57%	1,500
Member Retirement & celebration		125	-	125	1,000	-	1,000	100%	1,500
Total Operating Expenses		74,672.83	91,074.73	(16,401.90)	597,382.67	571,830.08	25,552.59	4%	896,074.00

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

OPERATING EXPENSES		August 31, 2018				YTD Through August 31, 2018				Annual
								%		
	Details	Budgeted	Recorded	Variance		Budgeted	Recorded	Variance	Variance	Budget
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT										
COMPUTER SYSTEM										
Software Purchase (& website mods)		458	-	458		3,667	540.00	3,127	85%	5,500
FRIEND modification*		2,813	-	2,813		22,500	-	22,500	100%	33,750
NJUNS Fee (once a year)*		875		875		7,000	10,500.00	(3,500)	-50%	10,500
							-			
EQUIPMENT & FURNITURE	Pro-Rated						-			
Purchases/Leases (Ricoh Copy Mch)		421	414.97	6		3,367	3,719.21	(353)	-10%	5,050
Hardware Purchase	New Server	292	2,950.00	(2,658)		2,333	4,986.66	(2,653)	-114%	3,500
LONG TERM LIABILITY CURRENT							-			
							-			
							-			
Total Capital Investments & Long Term Liabilities Current		4,858.33	3,364.97	1,493.36		38,866.67	19,745.87	19,120.80	49%	58,300
Interest Earned/Misc Income		(0.08)	(0.08)			(0.61)	(0.61)			
		79,531.09	94,439.62	(14,908.53)		636,248.72	591,575.34	44,673.38	7%	954,374.00
*Items in blue are assessed equally										
Prepared as of: 09/04/2018										

Delinquent Accounts
As of 9/12/2018

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 Notices Date by	Input By	Input Date
MCI Metro/ATS	Jun. '18	July. 31, 2018	\$ 900.03	19906				MS	8/9/2018
MCI Telecommunications	Jun. '18	July. 31, 2018	\$ 744.81	19907				MS	8/9/2018
Mobilitie, LLC	May '18	June. 31, 2018	\$ 674.96	19890	8/9/2018	Mailed to Binh Tran	MS	MS	8/9/2018
Mobilitie, LLC	Jun. '18	July. 31, 2018	\$ 702.31	19925				MS	8/9/2018
Mpower Comm.	Jun. '18	July. 31, 2018	\$ 721.89	19904				MS	8/9/2018
Time Warner - TWN	Jun. '18	July. 31, 2018	\$ 468.17	19917				MS	8/9/2018
Verizon Wireless	Mar. '18	Apr. 30, 2018	\$ 1,364.30	19786	6/14/2018 7/12/2018 8/9/2018	Emailed J.Little/M. Murillo/L Hernandez Emailed J.Little/M. Murillo/L Hernandez Emailed J.Little/M. Murillo/L Hernandez	JT JT MS	JT	6/14/2018
Verizon Wireless	Apr. '18	May. 31, 2018	\$ 1,363.76	19821	7/12/2018 8/9/2018	Emailed J.Little/M. Murillo/L Hernandez Emailed J.Little/M. Murillo/L Hernandez	JT MS	JT	6/14/2018
Verizon Wireless	May '18	June. 31, 2018	\$ 1,072.82	19856	8/9/2018	Emailed J.Little/M. Murillo/L Hernandez	MS	MS	8/9/2018
Verizon Wireless	Jun. '18	July. 31, 2018	\$ 1,116.70	19891				MS	8/9/2018
XO Communications	Jun. '18	July. 31, 2018	\$ 770.13	19915				MS	8/9/2018

\$9,899.88

TOTAL

\$9,899.88

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

S:\EXCEL\ACCTREC

Member	E	H/T	LAC	M	MOB	NG	PBM	SCW	SPR	V	Totals	YTD
Joint JPAs Billed	553	8	2	30		18		10		1	622	7248
% of Joint JPAs Billed	0.889	0.013	0.003	0.048	0.000	0.029	0.000	0.016	0.000	0.002	1.00	
Joint JPAs Returned	164	1	2	10		2		8		3	190	1666
Joint JPAs Held Over											0	
Total Joint JPAs Received	717	9	4	40	0	20	0	18	0	4	812	8914
Multi JPAs Billed	84	7	8	6		30	1			1	137	1229
% of Multi JPAs Billed	0.613	0.051	0.058	0.044	0.000	0.219	0.007	0.000	0.000	0.007	1.00	
Multi JPAs Returned	57	3	3	3	1	18			1	3	89	853
Multi JPAs Held Over											0	
Total Multi JPAs Received	141	10	11	9	1	48	1	0	1	4	226	2082
Total # JPAs Billed	637	15	10	36	0	48	1	10	0	2	759	8477
% of JPAs Billed	0.839	0.020	0.013	0.047	0.000	0.063	0.001	0.013	0.000	0.003	1.00	
# of JPAs Returned											279	2519
# of Held Over JPAs											0	
Total JPAs received	858	19	15	49	1	68	1	18	1	8	1038	10996
% of JPAs Billed											73.12%	
% of JPAs returned											26.88%	
% of Held Over JPAs											0.00%	
Member	E	H/T	LAC	M	MOB	NG	PBM	SCW	SPR	V	Totals	
Poles Billed (Joint JPAs)	2930	18	3	107		45		26	2		3131	29541
Poles Returned (joint)	2193	4	4	47		2		45		5	2300	13060
Poles Held Over (joint)											0	
Poles Billed (Multi JPAs)	606	179	11	37		159	13			10	1015	7216
Poles Returned (multi)	609	164	4	9	1	128			2	14	931	7833
Poles Held Over (multi)											0	
Total # Poles Billed (Joint & Multi combined)	3536	197	14	144	0	204	13	26	2	10	4146	36757
% of Total Poles Billed (Joint & Multi combined)	0.853	0.048	0.003	0.035	0.000	0.049	0.003	0.006	0.000	0.002	1.00	
# of Poles Returned											3231	20893
# of Held Over Poles											0	
Total Poles received	6338	365	22	200	1	334	13	71	4	29	7377	57650
% of Poles Billed											56.20%	
% of Poles returned											43.80%	
% of Held Over Poles											0.00%	

Held Over Poles will be billed first at the next Bill

Inspections Billed SCE Only: O&M (Inspections,Pole Tag, & SRA)	SCE's Inspections JPAs/Poles were not included in above table	SCE O&M YTD
Inspection JPAs Billed	18	137
Inspection Poles Billed	4574	53158

 = 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 2017 - AUG 2018

		MBR CODE	2017 SEP	2017 OCT	2017 NOV	2017 DEC	2018 JAN	2018 FEB	2018 MAR	2018 APR	2018 MAY	2018 JUN	2018 JUL	2018 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	Frontier Communications	FTR	1	1	1		1	1	1	1	1	1	1	1	11	100%	FTR
3	City of Los Angeles	M	1	1	1		1	1	1	1	1	1	1	1	11	100%	M
4	Mobilite LLC	MOB	1	1	1		1	1	1	1	1	1	1	1	11	100%	MOB
5	T-Mobile, USA	PBM	1	1	1		1	1	1	1	1	1	1	1	11	100%	PBM
6	City of Vernon	V	1	1	1		1	1	1	1	1	1	1	1	11	100%	V
7	Verizon Wireless	ATC	1	1	1		1	1	1	1	1	1	1	1	11	100%	ATC
8	AT&T Mobility	LAC	1	1	1		1	1	1	1	1	1	1	1	11	100%	LAC
9	XO Communications	NXT	1	1	1		1	1	1	1	1	1	1	1	11	100%	NXT
10	City of Burbank	B	1	1	1		1	1	1	1	1	1	1	1	11	100%	B
11	CA-CLEC LLC	CCI	1	1	1		1	1	1	1	1	1	1	1	11	100%	CCI
12	Crown Castle NG West Inc.	NG	1	1	1		1	1	1	1	1	1	1	1	11	100%	NG
13	NewPath Networks	NPN	1	1	1		1	1	1	1	1	1	1	1	11	100%	NPN
14	Time-Warner	TWC	1	1	1		1	1	1	1	1	1	1	1	11	100%	TWC
15	AT&T California	H / T	1	1	1		1	1	1	1	1	1	1	1	11	100%	H / T
16	City of Riverside	J	1	1	0		1	1	1	1	1	1	1	1	10	91%	J
17	City of Lompoc	LLW	1	1	1		1	1	0	1	1	1	1	1	10	91%	LLW
18	City of Banning	COB	1	1	1		1	1	1	1	1	0	1	1	10	91%	COB
19	City of Anaheim	D	0	1	1		1	1	1	1	1	1	1	1	10	91%	D
20	City of Pasadena	MP	1	1	1		1	1	1	1	1	0	1	1	10	91%	MP
21	Sprint Communications	FON	1	1	1		1	1	1	1	1	1	0	1	10	91%	FON
22	Sprint-Nextel	SPR	1	1	1		1	1	1	1	1	1	0	1	10	91%	SPR
23	City of Azusa	MA	1	1	1		1	1	1	0	1	1	1	1	10	91%	MA
24	Teleport Comm America	TCA	1	1	1		1	1	1	1	1	1	1	0	10	91%	TCA
25	Golden State Water	SCW	1	1	0		1	1	1	1	1	1	1	0	9	82%	SCW
26	ExteNet Systems	EXT	1	1	1		1	0	0	1	1	0	1	1	8	73%	EXT
27	MCI/Metro	ATS	0	1	0		1	1	0	1	1	1	1	1	8	73%	ATS
28	MCI Communications	MCI	0	1	0		1	1	0	1	1	1	1	1	8	73%	MCI
29	City of Colton	F	1	1	0		1	1	1	1	0	1	1	0	8	73%	F
30	Mpower/TelePacific	ICG	1	1	1		1	1	1	0	1	0	0	0	7	64%	ICG
31	City of Glendale	A	1	0	0		0	0	1	1	1	1	1	0	6	55%	A
32	ATC Outdoor DAS	AMT	1	1	1		1	0	0	0	0	0	0	1	5	45%	AMT
33																	
Total			29	31	26	0	31	29	27	29	30	27	28	27			

September 11, 2018

Angela Pranata
Southern California Joint Pole Committee
279 E Arrow Hwy, Suite 104
San Dimas, CA 91773

RE: Lease Renewal for 279 E Arrow Hwy, Suite 104 San Dimas, CA 91773

Dear Angela:

Thank you for your letter regarding the extension of the lease of the above referenced suite, dated September 4, 2018. We have reviewed the terms with the building owner and he has authorized the following terms.

- The lease expiration date will be extended to June 30, 2026.
- There will not be increase in the base rent on the normal anniversary date of July 1, 2019, but each year after the increase will go back to the standard 3% increase in base rent on July 1st of each year.
- The building owner will be remodeling the shower room that is near the common restrooms in the hallway and turning it into a single stall family restroom to increase access to restrooms.
- The door timers will be checked to confirm they are open for your business hours of Monday – Friday, 6:00am – 4:30pm.

Please review and let us know if you have any questions so that we can get a lease amendment drafted and out for both parties to review and sign and then the owner can get the contractor started on the work.

Sincerely,

LEE & ASSOCIATES®-ONTARIO
Corporate License #00976995



TODD LAUNCHBAUGH, SIOR
Principal/Senior Vice President
License #01059250



JUSTIN LEEWOOD
Principal/Senior Vice President
License #01837452

TL:jl



668 Arrow Grand Cir

Covina 91722

Listing ID: WS18210463



Active • Office

Office

SqFt: **16,093**

Year Built: **1987**

Lease Type: **Industrial Gross, NNN**



1 / 1

Office / R & D Building, Divisible to 5,013 Square Feet, Excellent Access to 10 & 210 Fwys via Grand Ave, Fully Air Conditioned Flex Space, Arrow Hwy Frontage, High Image Building, 10,000-14,000 of Office Space

About 668 Arrow Grand Cir , Covina 91722

Directions: **Arrow Hwy / Grand Ave**

General Description

Property Type	Commercial Lease
Property Sub Type	Office
Parcel #	8405003037
Days On Market	56
Building SqFt	16093
Lot SqFt	31,559
Lot Acres	0.7245
Year Built	1987
Stories Total	2
Current Use	Industrial
Rent Min	\$16,093.00
Rent Max	\$16,093.00
Building Status	Existing
Occupancy	Available
County	Los Angeles
Cooling YN	Yes
Heating YN	Yes

Building Details

Heating	Forced Air
Clearance Height Min	20.00
Clearance Height Max	20.00
Office Class	B
Lot Features	0-1 Unit/Acre
Amperage	800
Voltage	480

Water Source

Public

Business Details

Leasable Area	16,093
---------------	--------

Square Footage

High Tech Flex Square Footage	16,093
-------------------------------	--------

Industrial Square Footage	16,093
---------------------------	--------

Divisible SQFT	8,012
----------------	-------

Office Square Footage	8,012
-----------------------	-------

Parking

Parking Ratio	2.50
---------------	------

Land

Phase	3
-------	---

Terms

Existing Lease Type	Industrial Gross, NNN
---------------------	-----------------------

Financial**RYAN OLBRICH**

State License #: 02027452

Cell Phone: 626-482-0144

RE/MAX INNOVATIONS

State License #: 01900551

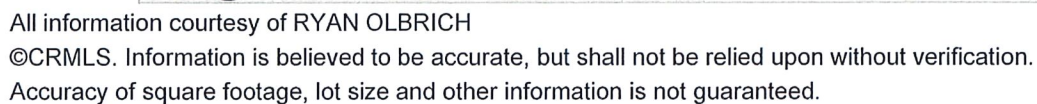
279 E ARROW HWY SUITE #103

SAN DIMAS, 91773

Notes for you and your agent

Add note...

[+ Add Note](#)



Southern California Joint Pole Committee

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

October 17, 2018

A regular meeting of the **Operating Committee** took place on the above date, at 9:20 a.m., at the Committee office.

Those in attendance were:

Mr. Jeff Williams	City of Los Angeles
Mr. Ronald Schram	City of Los Angeles
Mr. Josh Mathisen	AT&T California
Ms. Cory Crawford	AT&T California
Mr. Wayne Brown	Southern California Edison
Ms. Valerie Mitwasi	Southern California Edison
Ms. Lynn Prescott	Verizon Wireless
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Marina Birarova	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Aarize Dizon	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Sven Knauth	City of Burbank
Ms. Mina Shehata	City of Burbank
Mr. Dave Campo	City of Lompoc
Mr. John Vu	City of Anaheim
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Those attending via teleconference were:

Mr. Bret Plaskey	Frontier Communications
Mr. Brandon Robinson	City of Banning
Ms. Shawn Henderson	T-Mobile USA
Ms. Kay Black	AT&T California
Ms. Jaclyn Puga	AT&T California
Ms. Yvonne Johnson	AT&T Mobility
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Samantha Carrillo	Time-Warner Cable
Ms. Maria Ortiz	XO Communication

Chairperson, Mr. Mathisen called the meeting to order at 9:20 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 2018 expense sheets**. The members reviewed the monthly reports. 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 **September 2018 JPA Member Activity** report. There were no comments or questions on this report.

The fifth item on the agenda is **Member Board Attendance**. 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 October 2018 the office received 1,233 JPAs with 7,158 poles. She added that all work was processed within the month with no hold overs into the month of November and no overtime was needed.

She continued, on September 20th she held a staff meeting. She discussed on SCE JPAs Corr's to continue to email Portia for a unique JPA number until a response is received by Sherri Goetz of who to email. Ms. Allen updated the joint and multi billing sheets with 2018 prices. Also discussed, if AT&T California requests any scans after deadline to please let Ms. Allen know. She informed the staff the section 3.3 that have been placed on JPAs are in error. Lastly discussed, she reminded the staff to refer to section 20 of the Routine Handbook when typing pole numbers.

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

SCJPC Overtime update

Ms. Pranata reported 39 non-exempt hours of overtime was needed for September 2018 B/S. There were multiple employees out on vacation and out sick. There were no questions or comments.

Month	Poles Re-ceived	Billed	Re-turned	Held-Over Poles	Non-Exempt OT hours
December 2017	4556	2371	2185	0	0
January 2018 (base line for future months)	7274	4669 (21.5 % Multi)	2605	0	0
February 2018	9028	5639 (26.2 % Multi)	3389	0	28

March 2018	6794	4423	2371	0	0
April 2018	8104	5339 (14.5 % Multi)	2765	0	0
May 2018	5144	3634 (19.07 % multi)	1510	0	0
June 2018	7432	4829 (16.11 % multi)	2603	0	36.75 (multiple employees were on va- cation/out sick)
July 2018	6497	4078 (18% multi)	2419	0	0
Aug 2018	7377	4146 (24% Multi)	3231	0	0
Sep 2018	7619	5028 (22.35 % Multi)	2591	0	39 (multiple employees were on va- cation/out sick)

Administrative Aide

Ms. Pranata reported that previously approved was to hire an Administrative Aide to assist with the increase in workflow from SCE and to make AT&T California's monthly deadline of the 20th. However, SCE reported via email that they no longer would be sending an additional 20% increase in work monthly for the remaining months of the year. She inquired if the members still thought it would be necessary to hire an Admin. Aide. Mr. Pranata commented that she discussed the current work situation with Ms. Allen and they agree that there would not be enough work for a full time position, but possibly a part time position. Mr. Mathisen commented that at this point that overtime would be more cost effective then hiring an Admin. Aide. Ms. Pranata stated that she will put a hold on hiring an Administrative Aide. The members agreed.

Pulling Final JPAs after Form 44 draft is generated- AT&T California

Mr. Mathisen opened the discussion inquiring if SCE had a chance to discuss internally with their billing department head. Mr. Brown emailed him; however, he did not receive a response. This discussion will be tabled until next month.

Edison's Pole Inspection/O&M program process

Mr. Mathisen opened the discussion by inquiring with what the "O" stands for in O&M program. Mr. Williams replied "operations".

Ms. Ortiz stating that last month's pole inspection list was good. She then inquired about the inspection correction of record JPAs that should have been issued for June 2018. Ms. Pranata commented that SCJPC received correction of record JPAs this month for June 2017 that were duplicate billing for June 2017. However, they had to be returned to SCE for formatting issues and errors. Ms. Ortiz stated that a list was approved from June 2018. But SCE finalized a completely different list with duplicates. Ms. Pranata reiterated that Inspection JPAs from June 2017 were received this month and returned. Ms. Ortiz stated that the correction of record JPAs were going back and forth between SCE and SCJPC for issues. She continued, that SCJPC was supposed to have a meeting with Ryan Rackleff at Edison for proper submittal. Mr. Brown stated that the SCJPC and SCE did have the meeting. Ms. Ortiz inquired if she should send the list again of the correction of record inspection JPAs to SCE for June 2018. Mr. Brown replied yes. Mr. Armstrong inquired about the term "correction of record". Does that mean the correction of record for the inspection? Ms. Ortiz stated that the correction is correcting the double billing. Mr. Armstrong stated that there were a couple poles that showed up on the last inspections that showed City of Pasadena (MP) as joint owners. However, they have not been on those poles for years. Mr. Armstrong was inquiring if he is to submit an after the fact JPA as a relinquished pole. He then stated that on one pole they were never attached too. Mr. Brown stated that if you are on record at the committee you would need to relinquish interest since SCE does not necessarily go out and look at the pole in the field. They go by pole record. City of Pasadena was on record on the poles, but not physically on the poles. After further discussion, the consensus was for a Correction of Record JPA to be submitted from City of Pasadena to correct the pole card. Then SCE would do a correction of record JPA on the inspection to refund monies.

Office Lease Expires June 2019.

Ms. Pranata reported that she went over to the Covina property: 668 Arrow Grand Circle, Covina. She showed the brochure and discussed the property. Suite 101 is currently available. 5013 square feet in total. At this time there are only three offices build out. However, they would be able to add an additional office or a conference room. She then showed pictures of the parking lot and inside the suite. Ms. Pranata commented the space is not empty but is pretty big. They do have a kitchen that is common area and shared and not included in the rent. The bathroom has a shower, locker room, and two stalls for women. Ms. Pranata did not go into the men's bathroom. There is a conference room located outside of suite 101 that is available for rent. However, it is too small and cannot accommodate the amount of committee members. Ms. Pranata showed an email and stated that the rent will be .20 - .25 cents cheaper than SCJPC's current lease. Tom Hajagos will contact Ms. Pranata with an actual per foot cost. She has not heard from him at that point. Mr. Campo and Mr. Williams both commented that from the pictures the place needs improvements. Mr. Mathisen inquired what the comparison would be on a monthly basis with the .20 -

.25 cents savings compare to the current lease. Ms. Pranata stated the current office lease has a total square footage of 3953 at \$2.03 a sqft. Which equates to \$8024.59 monthly. The Covina listing has a total square footage of 5013 at approximately \$1.75 a sqft. Which is \$8772.75 monthly. Mr. Armstrong commented the Covina listing is more about space than cost. Ms. Prescott commented that the cost will still be more. However, the Covina office has over 1,000 additional square feet. Mr. Williams inquired about the setup of the office. Ms. Pranata stated that they would be able to add one office or conference room, but not both. Ms. Prescott stated the rent is cheaper of the current office and would stay there. Mr. Armstrong commented the Covina office rent is cheaper but has more space. Ms. Prescott agreed the rent is cheaper based on per square foot but is not cheaper monthly with the additional square feet having to be rented. Mr. Mathisen stated that the purpose of looking at other office buildings was to determine if the cost of the current office lease is at market value. Ms. Crawford inquired if Ms. Pranata tried to negotiate the price with the landlord. Ms. Pranata commented yes and showed the reply from Lee and Associates dated September 11, 2018 that shows nothing will be changed. The base rent is the same for the first year, but each year thereafter, the rent will increase 3% as originally stated. Ms. Crawford inquired if Ms. Pranata tried to negotiate a ten year lease as an incentive to decrease price. Ms. Pranata stated that the Operating Committee only told her to negotiate seven years. Mr. Williams commented that the current office is in a good location. Then he inquired if the insect problem was handled. Ms. Pranata stated there was a recent issue with a cockroach. She commented that she could hire a pest control instead of waiting for the landlord to address. However, he did say they will be in to spray just have not given her a date yet. Ms. Prescott stated that he has sprayed before. Ms. Pranata explained that right now there is a lot of construction going with the remodeling of other office suites. And it brings the insects out. Mr. Mathisen inquired what the next steps would be. Mr. Williams inquired if this would need to go to Administrative Board for consent. Mr. Mathisen inquired if it would be a 7 year lease and need to go to Admin. Board for approval. Mr. Plaskey stated that it should be taken to Admin. Board for consent. The Operating committee will provide their proposal to the Admin. Board for approval. Ms. Pranata inquired if she should contact the landlord in the meantime and let him know SCJPC plans to stay. Mr. Williams commented it just needs to be voted on and that's the committee's anticipation. However, do not tell the management yes just yet in case there is an overwhelming response of no's. Mr. Mathisen stated this also would be a good time to include monthly pest control treatment in the lease agreement. Ms. Pranata stated that she did inform management that she wanted pest control to be included in the lease for them to spray regularly. Mr. Williams stated for Ms. Pranata to move forward and ask for the new lease agreement from the current office building management so that the Operating Committee could review the agreement prior to sending to Admin. Board. Mr. Plaskey inquired about switching the men's and women's bathroom around. Ms. Pranata stated that they will not switch the bathrooms around but are making the shower into a family restroom.

Review of Action Items

- Ms. Pranata to contact building owner and request the new lease agreement.
- Mr. Wayne Brown to follow up with Pulling Final JPAs after Form 44 draft is generated.

The meeting adjourned at 9:46 a.m. until November 21, 2018.

Ms. Kathleen Allen – Committee Transcriber

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

OPERATING EXPENSES		September 30, 2018			YTD Through September 30, 2018			%	Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
	Details							Variance	Budget
<u>EMPLOYEE EXPENSE</u>									
Salaries		44,646	40,282.26	4,364	401,816	394,610.08	7,205	2%	535,754
Regular	40,282.26					-			
Contract Labor						-			
						-			
Insurance		6,512	5,493.72	1,019	58,610	48,390.48	10,220	17%	78,147
Health/Dental	5,318.22					-			
Life (quarterly)	175.50					-			
						-			
Payroll Taxes		3,795	2,995.16	800	34,154	29,638.73	4,516	13%	45,539
Workers Compensation		258	263.00	(5)	2,325	1,810.00	515	22%	3,100
Travel mileage reimb/Misc. Exp.		125	97.84	27	1,125	954.64	170	15%	1,500
						-			
						-			
<u>PENSION EXPENSE</u>									
Contribution-SEP IRA		4,688	3,916.84	771	42,191	36,862.85	5,328	13%	56,254
						-			
						-			
<u>MONTHLY RECURRING</u>									
Rent		8,541	8,798.73	(258)	76,867	76,573.77	293	0%	102,489
Alarm System	Quarterly	50	149.97	(100)	450	431.91	18	4%	600
Telephone (Frontier)		610	614.36	(4)	5,490	5,510.52	(21)	0%	7,320
Cisco WebEx Plan		90	69.00	21	810	653.00	157	19%	1,080
Postage & Shipping		183	201.26	(18)	1,650	1,556.28	94	6%	2,200
Business/Property Insurance	Pro-Rated	250	-	250	2,250	1,238.01	1,012	45%	3,000
Committee Meetings		333	258.60	75	3,000	2,941.88	58	2%	4,000
						-			
						-			
<u>EQUIPMENT & FURNITURE</u>									
						-			
Copy Machine - CBE		167	123.28	43	1,500	1,622.43	(122)	-8%	2,000
						-			
						-			

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

OPERATING EXPENSES	Details	September 30, 2018			YTD Through September 30, 2018			%	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		775	775.00	-	6,975	6,800.00	175	3%	9,300
Email/Domain Host/Sharefile		39	59.36	(20)	353	458.05	(106)	-30%	470
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		208	-	208	1,875	2,081.97	(207)	-11%	2,500
Cal Net Off-Site Back-up		333	-	333	3,000	2,392.00	608	20%	4,000
						-			
PRINTING & SUPPLY						-			
Office Printing		158	131.37	27	1,425	1,762.68	(338)	-24%	1,900
Office Supplies		125	151.98	(27)	1,125	1,332.27	(207)	-18%	1,500
						-			
CONTRACT SERVICES						-			
Auditor	Pro-Rated	643	-	643	5,791	6,716.00	(925)	-16%	7,721
Attorney*		250	-	250	2,250	-	2,250	100%	3,000
						-			
GENERAL EXPENSE						-			
Payroll Service Fees		125	93.00	32	1,125	916.00	209	19%	1,500
Bank fees/Chk printing	Pro-Rated	17	-	17	150	104.23	46	31%	200
Publications/Subscriptions/Reference		17	-	17	150	120.00	30	20%	200
Seminars & Tuition		125	-	125	1,125	427.03	698	62%	1,500
Member Retirement & celebration		125	-	125	1,125	-	1,125	100%	1,500
Total Operating Expenses		74,672.83	65,774.73	8,898.10	672,055.50	637,604.81	34,450.69	5%	896,074.00

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

OPERATING EXPENSES		September 30, 2018				YTD Through September 30, 2018				Annual
									%	
	Details	Budgeted	Recorded	Variance		Budgeted	Recorded	Variance	Variance	Budget
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT										
COMPUTER SYSTEM										
Software Purchase (& website mods)		458	-	458		4,125	540.00	3,585	87%	5,500
FRIEND modification*		2,813	-	2,813		25,313	-	25,313	100%	33,750
NJUNS Fee (once a year)*		875		875		7,875	10,500.00	(2,625)	-33%	10,500
							-			
EQUIPMENT & FURNITURE	Pro-Rated						-			
Purchases/Leases (Ricoh Copy Mch)		421	484.74	(64)		3,788	4,203.95	(416)	-11%	5,050
Hardware Purchase	New Server	292	-	292		2,625	4,986.66	(2,362)	-90%	3,500
LONG TERM LIABILITY CURRENT							-			
							-			
							-			
Total Capital Investments & Long Term Liabilities Current		4,858.33	484.74	4,373.59		43,725.00	20,230.61	23,494.39	54%	58,300
Interest Earned/Misc Income		(0.07)	(0.07)			(0.68)	(0.68)			
		79,531.10	66,259.40	13,271.70		715,779.82	657,834.74	57,945.08	8%	954,374.00
*Items in blue are assessed equally										
Prepared as of: 10/03/2018										

Delinquent Accounts
As of 10/10/2018

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 Notices Date by	Input By	Input Date
AT&T Mobility	Jul. '18	Aug. 31, 2018	\$ 721.75	19940				MS	9/13/2018
City of Pasadena	Jul. '18	Aug. 31, 2018	\$ 801.41	19935				MS	9/13/2018
Extenet Systems	Jul. '18	Aug. 31, 2018	\$ 632.85	19958				MS	9/13/2018
MCI Metro/ATS	Jul. '18	Aug. 31, 2018	\$ 813.30	19941				MS	9/13/2018
MCI Telecommunications	Jul. '18	Aug. 31, 2018	\$ 670.26	19942				MS	9/13/2018
Mobilitie, LLC	May '18	June. 31, 2018	\$ 674.96	19890	8/9/2018 9/13/2018	Mailed to Binh Tran Mailed to Binh Tran	MS MS	MS	8/9/2018
Mobilitie, LLC	Jun. '18	July. 31, 2018	\$ 702.31	19925	9/13/2018	Mailed to Binh Tran	MS	MS	8/9/2018
Mobilitie, LLC	Jul. '18	Aug. 31, 2018	\$ 631.09	19960				MS	9/13/2018
Mpower Comm.	Jun. '18	July. 31, 2018	\$ 721.89	19904	9/13/2018	Mailed to A/P and Emailed telepacificxtrak@teoco.com	MS	MS	8/9/2018
Mpower Comm.	Jul. '18	Aug. 31, 2018	\$ 649.13	19939				MS	9/13/2018
Time Warner - TWN	Jun. '18	July. 31, 2018	\$ 468.17	19917	9/13/2018	Mailed/Emailed Samantha Carrillo	MS	MS	8/9/2018
Time Warner - TWN	Jul. '18	Aug. 31, 2018	\$ 423.38	19952				MS	9/13/2018
Time Warner - TWS	Jul. '18	Aug. 31, 2018	\$ 363.96	19951				MS	9/13/2018
Verizon Wireless	Jul. '17	Aug. 31, 2017	\$ 1,008.10	19506				MS	10/3/2018
Verizon Wireless	Mar. '18	Apr. 30, 2018	\$ 1,364.30	19786	6/14/2018 7/12/2018 8/9/2018 9/13/2018	Emailed J.Little/M. Murillo/L Hernandez Emailed J.Little/M. Murillo/L Hernandez Emailed J.Little/M. Murillo/L Hernandez Emailed J.Little/M. Murillo/L Hernandez	JT JT MS MS	JT	6/14/2018
Verizon Wireless	Apr. '18	May. 31, 2018	\$ 1,363.76	19821	7/12/2018 8/9/2018 9/13/2018	Emailed J.Little/M. Murillo/L Hernandez Emailed J.Little/M. Murillo/L Hernandez Emailed J.Little/M. Murillo/L Hernandez	JT MS MS	JT	6/14/2018
Verizon Wireless	May '18	June. 31, 2018	\$ 1,072.82	19856	8/9/2018 9/13/2018	Emailed J.Little/M. Murillo/L Hernandez Emailed J.Little/M. Murillo/L Hernandez	MS MS	MS	8/9/2018
Verizon Wireless	Jun. '18	July. 31, 2018	\$ 1,116.70	19891	9/13/2018	Emailed J.Little/M. Murillo/L Hernandez	MS	MS	8/9/2018
Verizon Wireless	Jul. '18	Aug. 31, 2018	\$ 1,013.13	19926				MS	9/13/2018
XO Communications	Jul. '18	Aug. 31, 2018	\$ 693.59	19950				MS	9/13/2018

\$15,906.86

TOTAL

\$15,906.86

Delinquent Accounts - 30 Days past due.

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

S:\EXCEL\ACCTREC

Member	ATC	B	E	H/T	M	MOB	MP	NG	NPN	SCW	V	Totals	YTD
Joint JPAs Billed		7	749	1	33	4		36	1	7	4	842	8090
% of Joint JPAs Billed	0.000	0.008	0.890	0.001	0.039	0.005	0.000	0.043	0.001	0.008	0.005	1.00	
Joint JPAs Returned	1	4	176		19			5		1	3	209	1875
Joint JPAs Held Over												0	
Total Joint JPAs Received	1	11	925	1	52	4	0	41	1	8	7	1051	9965
Multi JPAs Billed	2		140		9		1	40			2	194	1423
% of Multi JPAs Billed	0.010	0.000	0.722	0.000	0.046	0.000	0.005	0.206	0.000	0.000	0.010	1.00	
Multi JPAs Returned	4		83	2	5			17			1	112	965
Multi JPAs Held Over												0	
Total Multi JPAs Received	6	0	223	2	14	0	1	57	0	0	3	306	2388
Total # JPAs Billed	2	7	889	1	42	4	1	76	1	7	6	1036	9513
% of JPAs Billed	0.002	0.007	0.858	0.001	0.041	0.004	0.001	0.073	0.001	0.007	0.006	1.00	
# of JPAs Returned												321	2840
# of Held Over JPAs												0	
Total JPAs received	7	11	1148	3	66	4	1	98	1	8	10	1357	12353
% of JPAs Billed												76.34%	
% of JPAs returned												23.66%	
% of Held Over JPAs												0.00%	
Member	ATC	B	E	H/T	M	MOB	MP	NG	NPN	SCW	V	Totals	
Poles Billed (Joint JPAs)		17	3609	33	123	4		49	28	32	8	3903	33444
Poles Returned (joint)	1	19	1471		111			9		2	6	1619	14679
Poles Held Over (joint)												0	
Poles Billed (Multi JPAs)	8		975		38		6	94			4	1125	8341
Poles Returned (multi)	26		736	12	27			161			10	972	8805
Poles Held Over (multi)												0	
Total # Poles Billed (Joint & Multi combined)	8	17	4584	33	161	4	6	143	28	32	12	5028	41785
% of Total Poles Billed (Joint & Multi combined)	0.002	0.003	0.912	0.007	0.032	0.001	0.001	0.028	0.006	0.006	0.002	1.00	
# of Poles Returned												2591	23484
# of Held Over Poles												0	
Total Poles received	35	36	6791	45	299	4	6	313	28	34	28	7619	65269
% of Poles Billed												65.99%	
% of Poles returned												34.01%	
% of Held Over Poles												0.00%	

Held Over Poles will be billed first at the next Bill

Inspections Billed SCE Only: O&M (Inspections,Pole Tag, & SRA)	SCE's Inspections JPAs/Poles were not included in above table	SCE O&M YTD
Inspection JPAs Billed		11 148
Inspection Poles Billed		821 53979

 = 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 2017 - SEP 2018

		MBR CODE	2017 OCT	2017 NOV	2017 DEC	2018 JAN	2018 FEB	2018 MAR	2018 APR	2018 MAY	2018 JUN	2018 JUL	2018 AUG	2018 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	Frontier Communications	FTR	1	1		1	1	1	1	1	1	1	1	1	11	100%	FTR
3	City of Los Angeles	M	1	1		1	1	1	1	1	1	1	1	1	11	100%	M
4	Mobilite LLC	MOB	1	1		1	1	1	1	1	1	1	1	1	11	100%	MOB
5	T-Mobile, USA	PBM	1	1		1	1	1	1	1	1	1	1	1	11	100%	PBM
6	City of Vernon	V	1	1		1	1	1	1	1	1	1	1	1	11	100%	V
7	Verizon Wireless	ATC	1	1		1	1	1	1	1	1	1	1	1	11	100%	ATC
8	AT&T Mobility	LAC	1	1		1	1	1	1	1	1	1	1	1	11	100%	LAC
9	XO Communications	NXT	1	1		1	1	1	1	1	1	1	1	1	11	100%	NXT
10	City of Burbank	B	1	1		1	1	1	1	1	1	1	1	1	11	100%	B
11	CA-CLEC LLC	CCI	1	1		1	1	1	1	1	1	1	1	1	11	100%	CCI
12	Crown Castle NG West Inc.	NG	1	1		1	1	1	1	1	1	1	1	1	11	100%	NG
13	NewPath Networks	NPN	1	1		1	1	1	1	1	1	1	1	1	11	100%	NPN
14	Time-Warner	TWC	1	1		1	1	1	1	1	1	1	1	1	11	100%	TWC
15	AT&T California	H / T	1	1		1	1	1	1	1	1	1	1	1	11	100%	H / T
16	City of Anaheim	D	1	1		1	1	1	1	1	1	1	1	1	11	100%	D
17	City of Riverside	J	1	0		1	1	1	1	1	1	1	1	1	10	91%	J
18	City of Lompoc	LLW	1	1		1	1	0	1	1	1	1	1	1	10	91%	LLW
19	City of Pasadena	MP	1	1		1	1	1	1	1	0	1	1	1	10	91%	MP
20	Sprint Communications	FON	1	1		1	1	1	1	1	1	0	1	1	10	91%	FON
21	Sprint-Nextel	SPR	1	1		1	1	1	1	1	1	0	1	1	10	91%	SPR
22	Teleport Comm America	TCA	1	1		1	1	1	1	1	1	1	0	1	10	91%	TCA
23	Golden State Water	SCW	1	0		1	1	1	1	1	1	1	0	1	9	82%	SCW
24	MCI/Metro	ATS	1	0		1	1	0	1	1	1	1	1	1	9	82%	ATS
25	MCI Communications	MCI	1	0		1	1	0	1	1	1	1	1	1	9	82%	MCI
26	City of Banning	COB	1	1		1	1	1	1	1	0	1	1	0	9	82%	COB
27	City of Azusa	MA	1	1		1	1	1	0	1	1	1	1	0	9	82%	MA
28	ExteNet Systems	EXT	1	1		1	0	0	1	1	0	1	1	1	8	73%	EXT
29	City of Colton	F	1	0		1	1	1	1	0	1	1	0	1	8	73%	F
30	Mpower/TelePacific	ICG	1	1		1	1	1	0	1	0	0	0	1	7	64%	ICG
31	City of Glendale	A	0	0		0	0	1	1	1	1	1	0	1	6	55%	A
32	ATC Outdoor DAS	AMT	1	1		1	0	0	0	0	0	0	1	1	5	45%	AMT
33																	
Total			31	26	0	31	29	27	29	30	27	28	27	30			

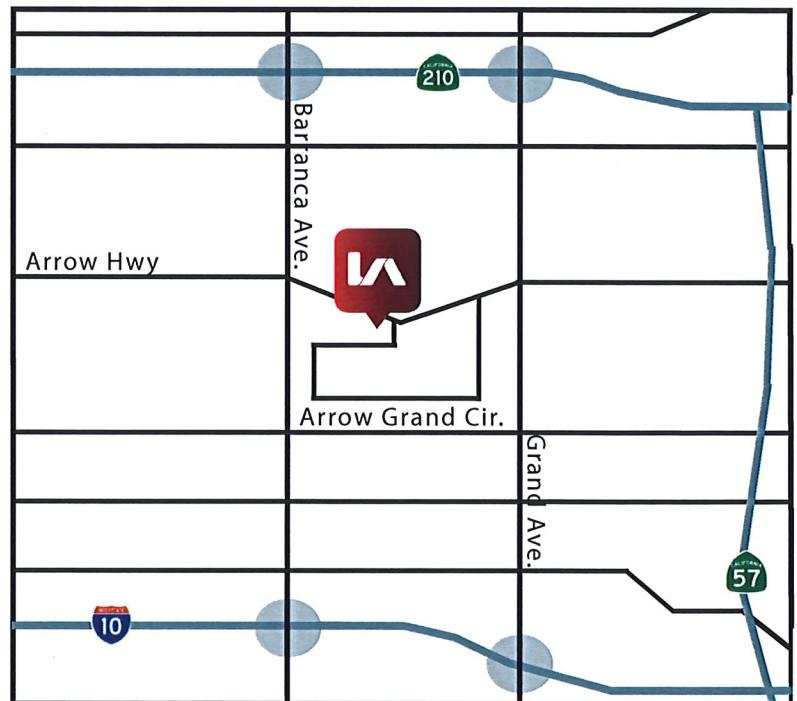
FOR LEASE

±16,093 SF Office/R&D Building
668 Arrow Grand Circle, Covina, CA 91722

LEE & ASSOCIATES
COMMERCIAL REAL ESTATE SERVICES



- Flex Building Divisible to ±8,012 SF
- Mountain Views from 2-Story Office
- Elevator Served
- Approximately ±10,000 to ±13,000 SF of Office Area
- ±2,000 SF to ±5,000 SF of Warehouse or Assembly Area
- 41 Parking Spaces
- Two (2) Grade Level Doors
- Excellent Access to I-10 and CA-210 Freeway via Grand Ave.



FOR MORE INFORMATION PLEASE CONTACT:

Todd Launchbaugh, SIOR
Senior Vice President/Principal

D 909.373.2911

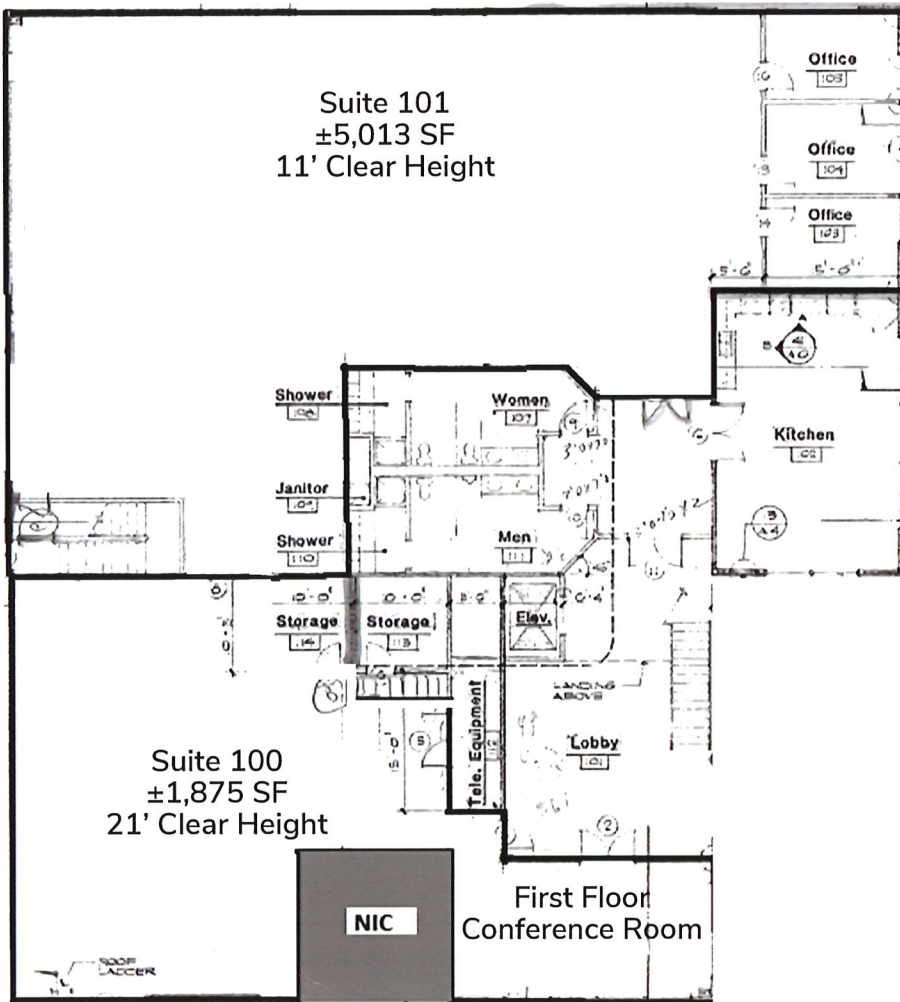
tlaunchbaugh@lee-assoc.com

DRE #01059250

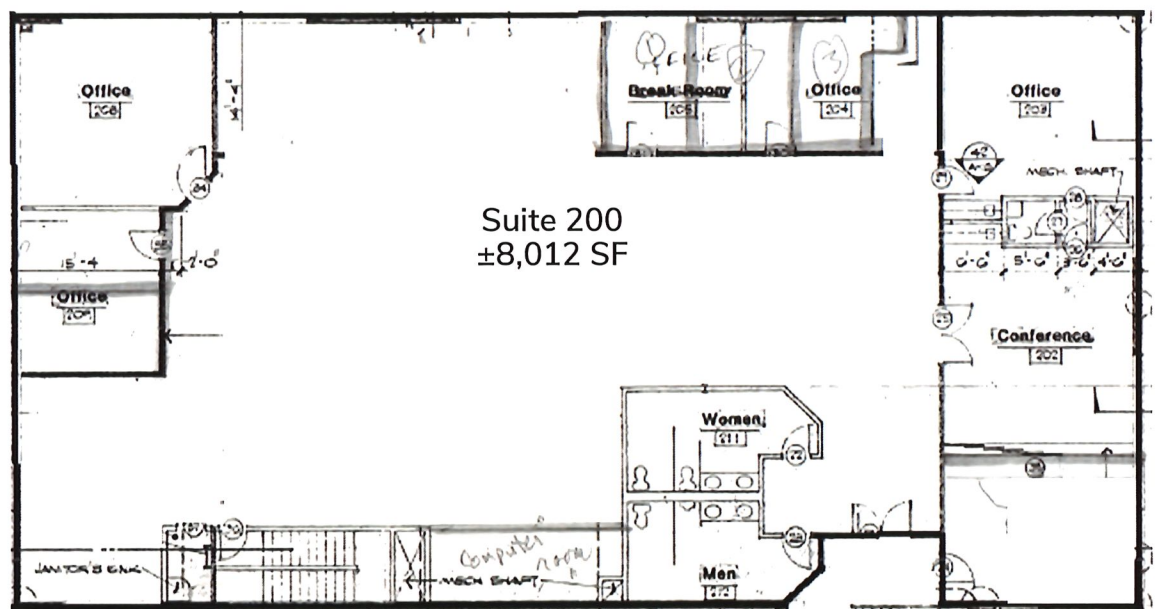
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First Floor Plan



Second Floor Plan



Todd Launchbaugh, SIOR

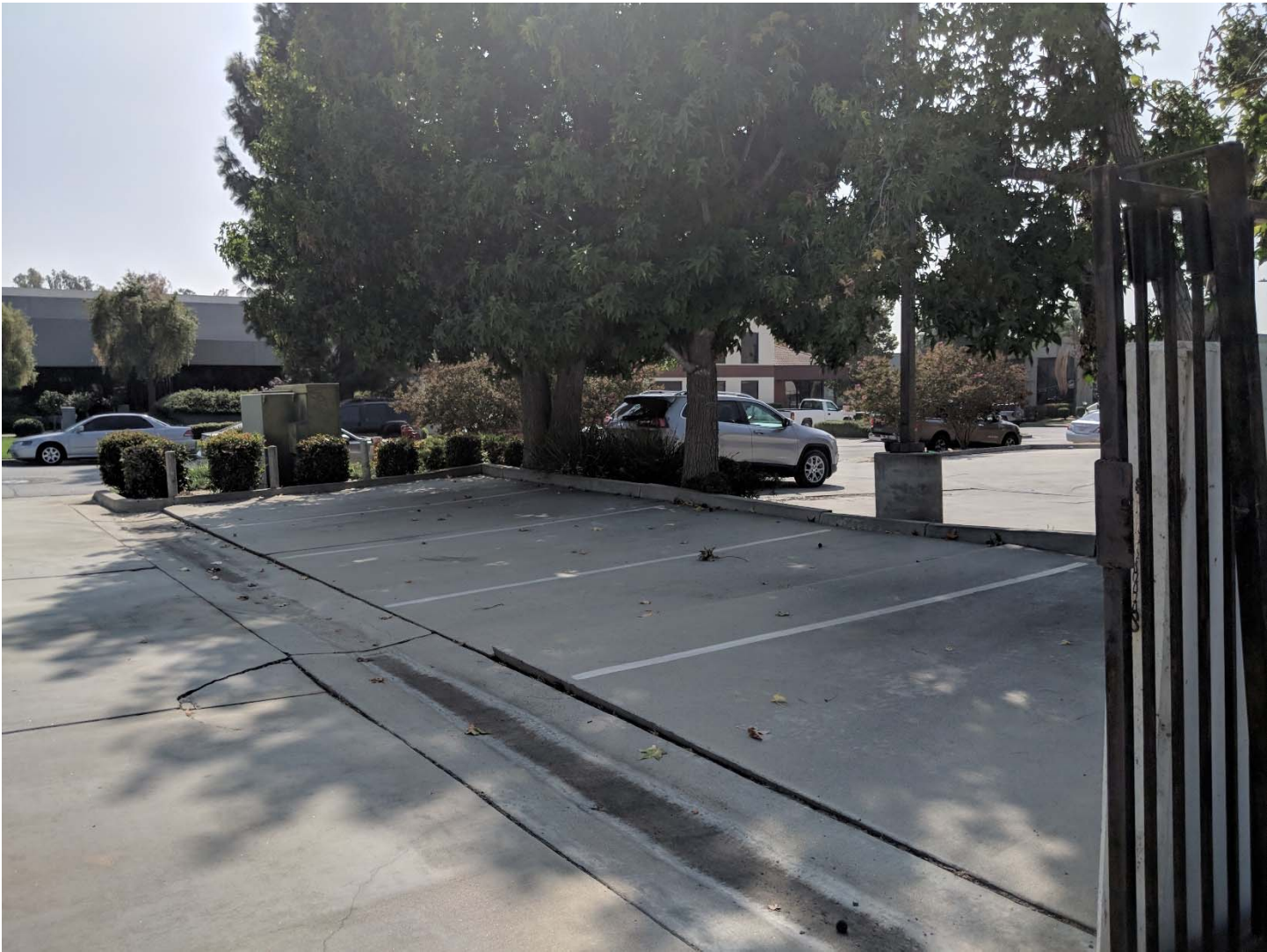
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668 ARROW GRAND CIRCLE, COVINA, CA 91722











INSIDE SUITE



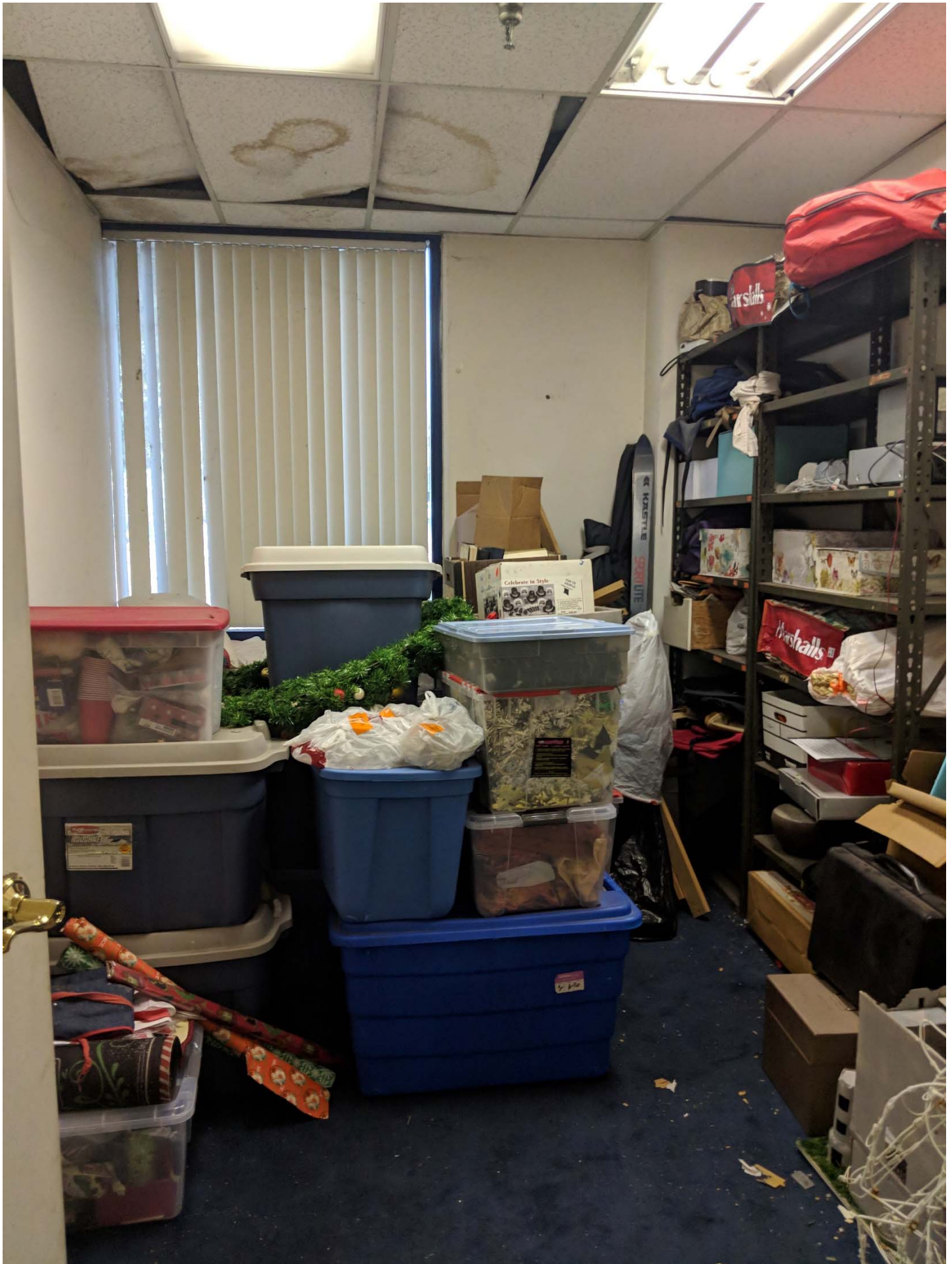






















COMMON AREA (BATHROOM AND KITCHEN)













SMALL CONFERENCE ROOM (FOR RENT)





Angela Pranata

From: Ryan Olbrich <ryano4remax@gmail.com>
Sent: Thursday, October 11, 2018 3:26 PM
To: Angela Pranata
Subject: Re: Update on 688 Arrow Grand Cir?

Hi Angela.

I think you're still going to be about .20-.25 cheaper per foot at the arrow grand property after the improvements than your current lease.

I have had one of our agents that specializes in commercial leases meeting with the agent and owner on Arrow Grand and he will be reaching out to you shortly. His name is Tom Hajagos

On Wed, Oct 10, 2018 at 1:38 PM Angela Pranata <angela@scjpc.net> wrote:

Hi Ryan,

I need to report to my bosses asap on the [688 Arrow Grand Cir, Covina](#) property.

Did you get a chance to get the adjusted price? You mentioned you'll contact him to see the price with one additional office or conference room.

If I remembered correctly it was \$1.10 to include one wall, or one conference room and/or one private office?

Right now we have 6 private offices but I guess we can downsize the private offices if we need to.

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

September 11, 2018

Angela Pranata
Southern California Joint Pole Committee
279 E Arrow Hwy, Suite 104
San Dimas, CA 91773

RE: Lease Renewal for 279 E Arrow Hwy, Suite 104 San Dimas, CA 91773

Dear Angela:

Thank you for your letter regarding the extension of the lease of the above referenced suite, dated September 4, 2018. We have reviewed the terms with the building owner and he has authorized the following terms.

- The lease expiration date will be extended to June 30, 2026.
- There will not be increase in the base rent on the normal anniversary date of July 1, 2019, but each year after the increase will go back to the standard 3% increase in base rent on July 1st of each year.
- The building owner will be remodeling the shower room that is near the common restrooms in the hallway and turning it into a single stall family restroom to increase access to restrooms.
- The door timers will be checked to confirm they are open for your business hours of Monday – Friday, 6:00am – 4:30pm.

Please review and let us know if you have any questions so that we can get a lease amendment drafted and out for both parties to review and sign and then the owner can get the contractor started on the work.

Sincerely,

LEE & ASSOCIATES®-ONTARIO
Corporate License #00976995



TODD LAUNCHBAUGH, SIOR
Principal/Senior Vice President
License #01059250



JUSTIN LEEWOOD
Principal/Senior Vice President
License #01837452

TL:jl

Southern California Joint Pole Committee

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

November 21, 2018

A regular meeting of the **Operating Committee** took place on the above date, at 9:35 a.m., at the Committee office.

Those in attendance were:

Mr. Jeff Williams	City of Los Angeles
Mr. Ronald Schram	City of Los Angeles
Mr. John Bacon	City of Los Angeles
Mr. Wayne Brown	Southern California Edison
Mr. Bret Plaskey	Frontier Communications
Mr. Glenn Leckie	Frontier Communications
Mr. Josh Mathisen	AT&T California
Mr. John Vu	City of Anaheim
Mr. Earle Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Those attending via teleconference were:

Ms. Cory Crawford	AT&T California
Ms. Kay Black	AT&T California
Ms. Jaclyn Puga	AT&T California
Mr. Joe Armstrong	City of Pasadena
Mr. Brandon Robinson	City of Banning
Ms. Vanessa Balderas	City of Riverside
Mr. Iman Yossi Torbati	City of Vernon
Ms. Lynn Prescott	Verizon Wireless
Mr. Dan Garden	MCI Telecom/MCI Metro
Ms. Shawn Henderson	T-Mobile USA
Ms. Sherri DuChateau	Golden State Water
Ms. Linda McLean	Extenet Systems
Ms. Yvonne Johnson	AT&T Mobility
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Samantha Carrillo	Time-Warner Cable
Ms. Maria Ortiz	XO Communication
Ms. Lupe Hernandez	Teleport Communications America

Chairperson, Mr. Mathisen called the meeting to order at 9:35 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 **November 2018 expense sheets**. The members reviewed the monthly reports. There were no questions or comments.

The third agenda item is the **Accounts Receivable**. The members reviewed the report. Mr. Williams and Mr. Mathisen both inquired what happens when members do not pay their monthly invoices. Ms. Pranata stated that she sends an email stating that she will be sending a "Notice of Default" letter to the member if a response is not received on payment status. They usually respond that the payment will process shortly. Mr. Williams commented that in January 2019 notice of default should be sent to members in default. Ms. Pranata responded that she will be sending notice of default at the end of December 2018 to the member(s) in default. There were no other questions or comments on this monthly report.

The fourth item on the agenda is the **November 2018 JPA Member Activity** report. Ms. Pranata reported that there were no JPAs held over in the month of November 2018. There were no further comments or questions on this report.

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 for the month of November 2018 the office received 922 JPAs with 5,967 poles. She added that all work was processed within the month with no hold overs into the month of December 2018 and no overtime was needed.

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

Close December 2018 Early – Per SCE's request

Mr. Mathisen opened inquiring about the early close for December. Any Final JPAs received after Friday November 30th will be processed in January 2019 B/S. The last day for AT&T California to pull any Final JPAs from the December B/S will be: Dec 18, 2018 (end of day). SCJPC will send the Form 44 draft to SCE on December 19th (cob for SCE's review). SCJPC should be able to close and send the Final F44 to SCE by December 21st cob. Ms. Pranata reported she only received responses from five members. Ms. Pranata inquired if the office can move forward with the above dates. Mr. Mathisen replied yes.

Mr. Pranata inquired what the priority of the JPAs received in December are. She stated that if the priority is to bill them overtime may be needed to process the

JPA's: Dec. 1st, 8th, and possibly Dec 15th. 8 hours max per employee per week. Ms. Allen reported that as of November 20th, 7,014 poles have been received which is only 260 poles less than the based previously agreed upon to request overtime. She continued stating that SCE emailed stated they are to submit 1300-1500 more pole for the month of December. The final count will be around 8500. Ms. Pranata stated that we only have three weeks to do the work in December instead of the usual 4 weeks due to SCE's request to close early. Also, there is one staff out on medical leave, other staff on vacation, and holidays as well. Mr. Mathisen commented that SCE stated they were going to increase the workflow in the later part of the year then retracted that statement. Mr. Williams stated the 1500 additional poles was not part of the big amount SCE was going to submit. That is only a small portion. Mr. Mathisen stated that to run some overtime and if there are some hold overs into January 2019 that is reasonable. Mr. Mathisen inquired if it is important to get all the JPAs billed for December 2018. Mr. Brown stated they need the JPAs finalized and monies in their books for December 2018. SCE needs to show it is done. Ms. Pranata stated then the priority would be no hold overs. Mr. Brown agreed. Ms. Pranata asked for approval on her overtime dates as stated above. Ms. Allen stated that normally billers have 12-15 days to bill and for December there will only be 10 billing days. Mr. Mathisen commented that having a shorter time frame to bill more work may not work. He then inquired if there is any way to fix that. Mr. Brown commented perhaps in the future but for the month of December probably not. Mr. Mathisen inquired if SCJPC should close early. Ms. Pranata stated that we could cut off receiving JPAs November 21st. However, with over 7000 poles SCJPC may still need some overtime. Ms. Allen stated that SCE reported that there are submitting 700 poles on November 21st and 700-800 poles Wednesday, November 28th. That will bring the pole total to about 8500 and does not know what other members will be submitting. She then commented that she is not even sure the three days of overtime will be enough time to process all the JPAs submitted. She reiterated that there are staff out on vacation and one staff out on medical leave. Ms. Pranata commented that other staff have plans for the holidays and will not be able to work overtime. Mr. Williams commented that there has to be a point the JPAs are not going to get finalized and there will be hold overs into January 2019. Ms. Pranata and Ms. Allen stated they will try their hardest to finalize as many JPAs as possible. Mr. Brown then commented that the staff can only do what they can do. Ms. Pranata inquired if the committee wants to stick to November 30th to receive JPAs. Mr. Plaskey inquired how much overtime will be needed. Ms. Pranata stated three weekends. Mr. Mathisen commented in September there was 39 overtime hours reported. Would SCJPC need more than that? Ms. Pranata stated for December 2018 approximately a total of 40 overtime hours are needed. Ms. Allen commented that SCE doubled checked their JPAs before submitting them and most of them are billable and will take more time to handle. Mr. Mathisen stated that 40 overtime hours seem reasonable. After some discussion, the committee agreed to Dec. 1st, 8th, and Dec 15th (if needed) for overtime and November 30th for last day to receive JPAs. Ms. Pranata will send an email out with final pole count.

2019 Proposed Operating Budget

Ms. Pranata opened and explained the budget. She commented for salaries she added 5% like she has done in previous years. Overtime is also included in the proposed amount. The office is not anticipating any additional employees in 2019 unless otherwise instructed to hire another person by the committee. All other items are the same as last year. She stated that payroll insurance health insurance increased. Mr. Williams inquired if the proposed rent amount is reflective of what was discussed on the new lease agreement. Ms. Pranata replied yes and explained the operating expenses for the building changes yearly.

Mr. Williams inquired what is the equipment and furniture maintenance based on. Ms. Pranata explained it is for the copy machine Ricoh. He then inquired if it was a lease. Ms. Pranata commented yes and that it is replaced every three years.

Mr. Williams inquired that there are no attorney fees in 2018. Mr. Mathisen stated the figures presented are through September 2018 and the attorney will probably bill the committee in October 2018. Ms. Pranata stated they usually send their invoice at the end of the year. Mr. Williams inquired if Ms. Pranata knows the amount. She replied not yet. Mr. Mathisen stated that amount proposed for 2019 seems about right. Mr. Williams commented if may not be enough. The attorney will have an active year with the CPUC database. Ms. Pranata inquired if she should change the amount. Mr. Williams replied to change it to \$6,500.00.

Ms. Pranata then explained the hardware purchase line. She added \$700 for a new time clock. Cards will be scanned to clock staff in and out. Right now the current system is an honor system and is harder for Ms. Pranata to track with the addition of new staff, vacation, doctor appointments, etc. In Ms. Pranata's absence Ms. Allen, Ms. Tiangco, or Mr. Jones has to keep track. Mr. Williams stated he is ok with the purchase of a new time clock. Ms. Pranata commented the \$700 is not a set amount. She will get additional quotes and propose the quotes at January's Operating Committee meeting. Mr. Williams inquired if it is based on logging into their computer. Ms. Pranata explained it is hardware placed by the door. Everyone will be issued a card to swipe when they come and go. She was looking at the newer version where it is an app. However, she would have to purchase one to two tablets that are costly, for employees to clock in and out. Then she would have to update the software periodically. Ms. Pranata stated the hardware old fashion one place by the entrance is better and it does connect to the Cloud as well. There is a website Ms. Pranata can log into to view times in and out. Mr. Williams suggested to develop a policy. Ms. Pranata replied yes one will be written.

Mr. Mathisen inquired about the Friend cost. Did the committee pay half in 2016 and the other half to be paid in 2019? Ms. Pranata stated that it is the end of the year and it will be used next year 2019. Mr. Mathisen commented it shows that nothing was paid in 2017 or 2018. Mr. Pranata commented correct and that half was paid in 2016 and the other half will be paid in 2019.

Ms. Pranata will send out the updated 2019 Proposed Operating Budget to the Administrative Board for review. This will be voting on in January 2019 at the next Administrative Board Meeting.

SCJPC Overtime update

Ms. Pranata reported there was no overtime needed in October or November 2018.

Month	Poles Received	Billed	Returned	Held-Over Poles	Non-Exempt OT hours
December 2017	4556	2371	2185	0	0
January 2018 (base line for future months)	7274	4669 (21.5% Multi)	2605	0	0
February 2018	9028	5639 (26.2% Multi)	3389	0	28
March 2018	6794	4423	2371	0	0
April 2018	8104	5339 (14.5% Multi)	2765	0	0
May 2018	5144	3634 (19.07% multi)	1510	0	0
June 2018	7432	4829 (16.11% multi)	2603	0	36.75 (multiple employees were on vacation/out sick)
July 2018	6497	4078 (18% multi)	2419	0	0
Aug 2018	7377	4146 (24% Multi)	3231	0	0
Sep 2018	7619	5028 (22.35% Multi)	2591	0	39 (multiple employees were on vacation/out sick)
Oct 2018	7133	4256 (19.78% Multi)	2877	0	0

Pulling Final JPAs after Form 44 draft is generated- AT&T California

Mr. Mathisen opened the discussion inquiring if SCE had a chance to discuss internally with their billing department head Mr. Ryan Rackleff. Ms. Pranata commented the current procedure for AT&T is to pull finals by the 28th of each month. Mr. Brown stated he did contact Mr. Rackleff; however, Ms. Sherri Goetz from SCE chimed in. Mr. Brown is unaware of what the conclusion was. Ms. Pranata will email Mr. Brown for an update. This discussion will be tabled until next month.

Edison's Pole Inspection/O&M program process

Ms. Ortiz stating that current month's pole inspection list was good. She then inquired about the inspection correction of record JPAs that should have been issued for June 2018. She commented that she only saw corrections for CES's clients and Operating Committee – November 21, 2018– Page 5 of 7

not the rest of the members. She advised the members to check their inspection list to see if they are owed a refund. There were many duplicates billed. When she originally contacted SCE to correct the duplicate JPAs she asked them to refund all the duplicate inspection JPAs. Mr. Brown stated that SCE will be refunding all the duplicate JPAs for all the members. Mr. Williams inquired if that was from May and June 2018. Mr. Brown responded yes. Mr. Plaskey inquired if Ms. Ortiz found these on the Form 44's. Ms. Ortiz responded these were found on the Inspection JPAs. They monies will be shown on the Form 44 once they final. Ms. Ortiz then inquired about the duplicate inspection JPAs from June 2017 and if they have been issued yet. Ms. Allen stated they will be finalized November 2018 -11/18 B/S. She also commented some of the May/June 2018 duplicate inspections have been received and will be finalized for 11/18 B/S as well. Ms. Pranata clarified the corrections SCJPC received for the May/June 2018 are for CES clients only. No other inspection corrections for other members were received. Mr. Brown stated according to Mr. Rackleff, SCE will be issuing corrections for all the members.

Office Lease Expires June 2019.

Ms. Pranata reported that she received the new office lease from the building owner. They will remodel the shower room into a single stall family restroom. She asked for six additional outlets and they agreed. They will monitor monthly for pests. Mr. Mathisen asked for clarification on *monitoring monthly for pests*. Ms. Pranata commented she can ask to change the wording. Mr. Williams suggested to change *monitor* to *exterminate* as necessary. Mr. Mathisen suggested provide pest control when necessary. Mr. Plaskey inquired if these were the Lessor's commitments, part of the lease, or what Ms. Pranata is demanding from them. Ms. Pranata stated this is what they agreed too. Carpets throughout the office will be replaced as well. Ms. Pranata inquired that the only item that needs to be clarified is #3 Pest Control. Mr. Plaskey stated they should at least come once a month to keep the bugs away. Ms. Pranata inquired if there were any other requests. The members commented no. Mr. Plaskey inquired if this would be voted on next month. Ms. Pranata stated that it will be voted on when the current lease expires because it is a seven year commitment. Mr. Williams commented if they change the pest control, then Ms. Pranata should send out, and maybe it can be voted on next month. Then the committee can get it signed and locked in before the owner wants to make any changes. Mr. Mathisen stated that then SCJPC can get the additional outlets requested.

SCJPC Staff Christmas/Appreciation

Ms. Pranata reported that for the last six 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.

Review of Action Items

- Ms. Pranata to email Mr. Brown regarding *Pulling Final JPAs after Form 44 draft is generated.*
- SCE will submit correction of records for Inspection JPAs for all Members.
- Ms. Pranata to contact the building manager to clarify *Pest Control.*
- Ms. Pranata to send out the *2019 Proposed Operating Budget.*

The meeting adjourned at 10:12 a.m. until January 16, 2019.

Ms. Kathleen Allen – Committee Transcriber

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

OPERATING EXPENSES		October 31, 2018			YTD Through October 31, 2018			%	Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
	Details							Variance	Budget
<u>EMPLOYEE EXPENSE</u>									
Salaries		44,646	38,186.88	6,459	446,462	432,796.96	13,665	3%	535,754
Regular	38,186.88					-			
Contract Labor						-			
						-			
Insurance		6,512	5,318.02	1,194	65,123	53,708.50	11,414	18%	78,147
Health/Dental	5,318.02					-			
Life (quarterly)	-					-			
						-			
Payroll Taxes		3,795	2,834.90	960	37,949	32,473.63	5,476	14%	45,539
Workers Compensation		258	263.00	(5)	2,583	2,073.00	510	20%	3,100
Travel mileage reimb/Misc. Exp.		125	42.73	82	1,250	997.37	253	20%	1,500
						-			
						-			
<u>PENSION EXPENSE</u>									
Contribution-SEP IRA		4,688	3,731.58	956	46,878	40,594.43	6,284	13%	56,254
						-			
						-			
<u>MONTHLY RECURRING</u>									
Rent		8,541	8,798.73	(258)	85,408	85,372.50	35	0%	102,489
Alarm System	Quarterly	50	-	50	500	431.91	68	14%	600
Telephone (Frontier)		610	616.19	(6)	6,100	6,126.71	(27)	0%	7,320
Cisco WebEx Plan		90	69.00	21	900	722.00	178	20%	1,080
Postage & Shipping		183	182.60	1	1,833	1,738.88	94	5%	2,200
Business/Property Insurance	Pro-Rated	250	-	250	2,500	1,238.01	1,262	50%	3,000
Committee Meetings	2 MEETINGS AND 2 WORKSHOPS	333	578.68	(245)	3,333	3,520.56	(187)	-6%	4,000
						-			
						-			
<u>EQUIPMENT & FURNITURE</u>									
						-			
Copy Machine - CBE		167	227.55	(61)	1,667	1,849.98	(183)	-11%	2,000
						-			
						-			

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

OPERATING EXPENSES		October 31, 2018			YTD Through October 31, 2018			%	Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
	Details							Variance	Budget
						-			
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		775	775.00	-	7,750	7,575.00	175	2%	9,300
Email/Domain Host/Sharefile		39	66.40	(27)	392	524.45	(133)	-34%	470
		-			-	-	-		
Computer (Supplies,Maintenance,Repair)		208	55.07	153	2,083	2,137.04	(54)	-3%	2,500
Off-Site Back-up		333	-	333	3,333	2,392.00	941	28%	4,000
						-			
						-			
PRINTING & SUPPLY						-			
Office Printing		158	120.45	38	1,583	1,883.13	(300)	-19%	1,900
Office Supplies		125	45.89	79	1,250	1,378.16	(128)	-10%	1,500
						-			
						-			
CONTRACT SERVICES						-			
Auditor	Pro-Rated	643	-	643	6,434	6,716.00	(282)	-4%	7,721
Attorney*		250	-	250	2,500	-	2,500	100%	3,000
						-			
GENERAL EXPENSE						-			
Payroll Service Fees		125	93.00	32	1,250	1,009.00	241	19%	1,500
Bank fees/Chk printing	Pro-Rated	17	-	17	167	104.23	62	37%	200
Publications/Subscriptions/Reference		17	-	17	167	120.00	47	28%	200
Seminars & Tuition	Employment Law Updates, Employer Advisory Council (EDD) for AP & KA	125	523.61	(399)	1,250	950.64	299	24%	1,500
Member Retirement & celebration		125	-	125	1,250	-	1,250	100%	1,500
Total Operating Expenses		74,672.83	63,829.28	10,843.55	746,728.33	701,434.09	45,294.24	6%	896,074.00

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

OPERATING EXPENSES		October 31, 2018				YTD Through October 31, 2018				Annual
								%		
	Details	Budgeted	Recorded	Variance		Budgeted	Recorded	Variance	Variance	Budget
CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT										
COMPUTER SYSTEM										
Software Purchase (& website mods)		458	-	458		4,583	540.00	4,043	88%	5,500
FRIEND modification*		2,813	-	2,813		28,125	-	28,125	100%	33,750
NJUNS Fee (once a year)*		875		875		8,750	10,500.00	(1,750)	-20%	10,500
							-			
EQUIPMENT & FURNITURE	Pro-Rated						-			
Purchases/Leases (Ricoh Copy Mch)		421	379.97	41		4,208	4,583.92	(376)	-9%	5,050
Hardware Purchase		292	-	292		2,917	4,986.66	(2,070)	-71%	3,500
LONG TERM LIABILITY CURRENT							-			
							-			
							-			
Total Capital Investments & Long Term Liabilities Current		4,858.33	379.97	4,478.36		48,583.33	20,610.58	27,972.75	58%	58,300
Interest Earned/Misc Income		(0.08)	(0.08)			(0.76)	(0.76)			
		79,531.09	64,209.17	15,321.92		795,310.91	722,043.91	73,267.00	9%	954,374.00
*Items in blue are assessed equally										
Prepared as of: 11/7/2018										

Delinquent Accounts
As of 11/14/2018

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 Notices Date by	Input By	Input Date
AT&T Mobility	Jul. '18	Aug. 31, 2018	\$ 721.75	19940	10/11/2018	Mailed to Yvonne Johnson	MS	MS	9/13/2018
AT&T Mobility	Aug. '18	Sep. 30, 2018	\$ 1,061.20	19975				MS	10/11/2018
City of Los Angeles DWP	Aug. '18	Sep. 30, 2018	\$ 6,828.70	19969				MS	10/11/2018
MCI Metro/ATS	Aug. '18	Sep. 30, 2018	\$ 1,194.14	19976				MS	10/11/2018
MCI Telecommunications	Aug. '18	Sep. 30, 2018	\$ 985.42	19977				MS	10/11/2018
Mobilitie, LLC	May '18	June. 31, 2018	\$ 674.96	19890	8/9/2018 9/13/2018 10/11/2018	Mailed to Binh Tran Mailed to Binh Tran Mailed to Binh Tran	MS MS MS	MS	8/9/2018
Mobilitie, LLC	Jun. '18	July. 31, 2018	\$ 702.31	19925	9/13/2018 10/11/2018	Mailed to Binh Tran Mailed to Binh Tran	MS MS	MS	8/9/2018
Mobilitie, LLC	Jul. '18	Aug. 31, 2018	\$ 631.09	19960	10/11/2018	Mailed to Binh Tran	MS	MS	9/13/2018
Mpower Comm.	Jun. '18	July. 31, 2018	\$ 721.89	19904	9/13/2018 10/11/2018	Mailed to A/P and Emailed telepacificxtrak@teoco.com Mailed to A/P and Emailed telepacificxtrak@teoco.com	MS MS	MS	8/9/2018
Mpower Comm.	Jul. '18	Aug. 31, 2018	\$ 649.13	19939	10/11/2018	Mailed to A/P and Emailed telepacificxtrak@teoco.com	MS	MS	9/13/2018
Mpower Comm.	Aug. '18	Sep. 30, 2018	\$ 954.60	19974				MS	10/11/2018
Sprint-Nextel Corporation	Aug. '18	Sep. 30, 2018	\$ 970.65	19972				MS	10/11/2018
Time Warner - TWN	Aug. '18	Sep. 30, 2018	\$ 621.48	19987				MS	10/11/2018
Verizon Wireless	Jul. '17	Aug. 31, 2017	\$ 1,008.10	19506	10/3/2018	Emailed J.Little/M. Murillo/L. Hernadez	MS	MS	10/3/2018
Verizon Wireless	Mar. '18	Apr. 30, 2018	\$ 1,364.30	19786	6/14/2018 7/12/2018 8/9/2018 9/13/2018 10/03/2018	Emailed J.Little/M. Murillo/L. Hernadez Emailed J.Little/M. Murillo/L. Hernadez Emailed J.Little/M. Murillo/L. Hernadez Emailed J.Little/M. Murillo/L. Hernadez Emailed J.Little/M. Murillo/L. Hernadez	JT JT MS MS MS	JT	6/14/2018
Verizon Wireless	Apr. '18	May. 31, 2018	\$ 1,363.76	19821	7/12/2018 8/9/2018 9/13/2018 10/03/2018	Emailed J.Little/M. Murillo/L. Hernadez Emailed J.Little/M. Murillo/L. Hernadez Emailed J.Little/M. Murillo/L. Hernadez Emailed J.Little/M. Murillo/L. Hernadez	JT MS MS MS	JT	6/14/2018
Verizon Wireless	May '18	June. 31, 2018	\$ 1,072.82	19856	8/9/2018 9/13/2018 10/03/2018	Emailed J.Little/M. Murillo/L. Hernadez Emailed J.Little/M. Murillo/L. Hernadez Emailed J.Little/M. Murillo/L. Hernadez	MS MS MS	MS	8/9/2018
Verizon Wireless	Jun. '18	July. 31, 2018	\$ 1,116.70	19891	9/13/2018 10/03/2018	Emailed J.Little/M. Murillo/L. Hernadez Emailed J.Little/M. Murillo/L. Hernadez	MS MS	MS	8/9/2018
Verizon Wireless	Jul. '18	Aug. 31, 2018	\$ 1,013.13	19926	10/3/2018	Emailed J.Little/M. Murillo/L. Hernadez	MS	MS	9/13/2018
Verizon Wireless	Aug. '18	Sep. 30, 2018	\$ 1,485.10	19961				MS	10/11/2018
XO Communications	Aug. '18	Sep. 30, 2018	\$ 1,019.46	19985				MS	10/11/2018

\$26,160.69

TOTAL

\$26,160.69

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

S:\EXCEL\ACCTREC

Member	A	B	E	H/T	LAC	M	NG	NPN	PBM	SPR	TWC	V	Totals	YTD
Joint JPAs Billed	2		701	2		14	23					3	745	8835
% of Joint JPAs Billed	0.003	0.000	0.941	0.003	0.000	0.019	0.031	0.000	0.000	0.000	0.000	0.004	1.00	
Joint JPAs Returned	1		198	3		11	1					1	215	2090
Joint JPAs Held Over													0	
Total Joint JPAs Received	3	0	899	5	0	25	24	0	0	0	0	4	960	10925
Multi JPAs Billed			100	1		3	32	1	1	1	1	3	143	1566
% of Multi JPAs Billed	0.000	0.000	0.699	0.007	0.000	0.021	0.224	0.007	0.007	0.007	0.007	0.021	1.00	
Multi JPAs Returned	1	1	93	3	1	1	19	1		3	2	4	129	1094
Multi JPAs Held Over													0	
Total Multi JPAs Received	1	1	193	4	1	4	51	2	1	4	3	7	272	2660
Total # JPAs Billed	2	0	801	3	0	17	55	1	1	1	1	6	888	10401
% of JPAs Billed	0.002	0.000	0.902	0.003	0.000	0.019	0.062	0.001	0.001	0.001	0.001	0.007	1.00	
# of JPAs Returned													344	3184
# of Held Over JPAs													0	
Total JPAs received	4	1	1092	9	1	29	75	2	1	4	3	11	1232	13585
% of JPAs Billed													72.08%	
% of JPAs returned													27.92%	
% of Held Over JPAs													0.00%	
Member	A	B	E	H/T	LAC	M	NG	NPN	PBM	SPR	TWC	V	Totals	
Poles Billed (Joint JPAs)	24		3299	6		51	28					6	3414	36858
Poles Returned (joint)	10		1775	9		27	1					2	1824	16503
Poles Held Over (joint)													0	
Poles Billed (Multi JPAs)			626	59		5	127	12	4	1	2	6	842	9183
Poles Returned (multi)	1	10	724	74	1	8	164	9		9	33	20	1053	9858
Poles Held Over (multi)													0	
Total # Poles Billed (Joint & Multi combined)	24	0	3925	65	0	56	155	12	4	1	2	12	4256	46041
% of Total Poles Billed (Joint & Multi combined)	0.006	0.000	0.922	0.015	0.000	0.013	0.036	0.003	0.001	0.000	0.000	0.003	1.00	
# of Poles Returned													2877	26361
# of Held Over Poles													0	
Total Poles received	35	10	6424	148	1	91	320	21	4	10	35	34	7133	72402
% of Poles Billed													59.67%	
% of Poles returned													40.33%	
% of Held Over Poles													0.00%	

Over Poles will be billed first at the next

Inspections Billed SCE Only: O&M (Inspections,Pole Tag, & SRA)	SCE's Inspections JPAs/Poles were not included in above table NOTE: Inspections for 10/18 B/S include Inspections from 9/18 B/S.	SCE O&M YTD
Inspection JPAs Billed	30	178
Inspection Poles Billed	17847	71826

-  = 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 2017 - OCT 2018**

		MBR CODE	2017 NOV	2017 DEC	2018 JAN	2018 FEB	2018 MAR	2018 APR	2018 MAY	2018 JUN	2018 JUL	2018 AUG	2018 SEP	2018 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	Frontier Communications	FTR	1		1	1	1	1	1	1	1	1	1	1	11	100%	FTR
3	City of Los Angeles	M	1		1	1	1	1	1	1	1	1	1	1	11	100%	M
4	Mobilite LLC	MOB	1		1	1	1	1	1	1	1	1	1	1	11	100%	MOB
5	T-Mobile, USA	PBM	1		1	1	1	1	1	1	1	1	1	1	11	100%	PBM
6	City of Vernon	V	1		1	1	1	1	1	1	1	1	1	1	11	100%	V
7	Verizon Wireless	ATC	1		1	1	1	1	1	1	1	1	1	1	11	100%	ATC
8	AT&T Mobility	LAC	1		1	1	1	1	1	1	1	1	1	1	11	100%	LAC
9	XO Communications	NXT	1		1	1	1	1	1	1	1	1	1	1	11	100%	NXT
10	City of Burbank	B	1		1	1	1	1	1	1	1	1	1	1	11	100%	B
11	CA-CLEC LLC	CCI	1		1	1	1	1	1	1	1	1	1	1	11	100%	CCI
12	Crown Castle NG West Inc.	NG	1		1	1	1	1	1	1	1	1	1	1	11	100%	NG
13	NewPath Networks	NPN	1		1	1	1	1	1	1	1	1	1	1	11	100%	NPN
14	Time-Warner	TWC	1		1	1	1	1	1	1	1	1	1	1	11	100%	TWC
15	AT&T California	H / T	1		1	1	1	1	1	1	1	1	1	1	11	100%	H / T
16	City of Anaheim	D	1		1	1	1	1	1	1	1	1	1	1	11	100%	D
17	City of Lompoc	LLW	1		1	1	0	1	1	1	1	1	1	1	10	91%	LLW
18	City of Pasadena	MP	1		1	1	1	1	1	0	1	1	1	1	10	91%	MP
19	Sprint Communications	FON	1		1	1	1	1	1	1	0	1	1	1	10	91%	FON
20	Sprint-Nextel	SPR	1		1	1	1	1	1	1	0	1	1	1	10	91%	SPR
21	Teleport Comm America	TCA	1		1	1	1	1	1	1	1	0	1	1	10	91%	TCA
22	Golden State Water	SCW	0		1	1	1	1	1	1	1	0	1	1	9	82%	SCW
23	MCI/Metro	ATS	0		1	1	0	1	1	1	1	1	1	1	9	82%	ATS
24	MCI Communications	MCI	0		1	1	0	1	1	1	1	1	1	1	9	82%	MCI
25	City of Banning	COB	1		1	1	1	1	1	0	1	1	0	1	9	82%	COB
26	City of Azusa	MA	1		1	1	1	0	1	1	1	1	0	1	9	82%	MA
27	City of Riverside	J	0		1	1	1	1	1	1	1	1	1	0	9	82%	J
28	ExteNet Systems	EXT	1		1	0	0	1	1	0	1	1	1	1	8	73%	EXT
29	City of Colton	F	0		1	1	1	1	0	1	1	0	1	1	8	73%	F
30	Mpower/TelePacific	ICG	1		1	1	1	0	1	0	0	0	1	1	7	64%	ICG
31	City of Glendale	A	0		0	0	1	1	1	1	1	0	1	0	6	55%	A
32	ATC Outdoor DAS	AMT	1		1	0	0	0	0	0	0	1	1	1	5	45%	AMT
33																	
Total			26	0	31	29	27	29	30	27	28	27	30	30			

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE 2019 PROPOSED OPERATING BUDGET - Draft 1						
Line	EMPLOYEE EXPENSE	2016 ACTUAL	2017 ACTUAL	2018* (based on Sept YTD exp)	2019 PROPOSED	Member Assessment: Proportional / Equal
1	Salaries	423388	472909.27	526147 *	557,716	P Year end projection on budget-added 5% to 2018 expense, plus Over Time (not anticipating additional employee)
2	Insurance - Med/Den/Life	49397	55055.05	64521 *	79,243	P Rate increased
3	Payroll Taxes	32629	36460.32	39518 *	47,406	P 8.5% of Salaries (line 1)
4	Worker's Comp	3291	4483.26	2413 *	3,000	P Year end projection
5	Misc. Expense/Travel	3279	1325.62	1273 *	1,500	P Year end projection
6	<u>PENSION EXPENSE</u>					
7	Contribution-Sep IRA	39959	43975.70	49150 *	58,560	P 10.50% of Salaries (line 1)
8						
9	<u>MONTHLY RECURRING</u>					
10	Rent	97177	98984.22	102098 *	105,590	P Based on lease schedule & 2019 estimated building operating expenses
11	Alarm System	564	563.88	576 *	600	P Year end projection
12	Electricity	(included above)	(included above)	(included above) *	(included above)	Included in rent
13	Janitorial Service	(included above)	(included above)	(included above) *	(included above)	Included in rent
14	Telephone/Internet	7127	7263.76	7347 *	7,850	P Frontier (\$620) + Jive (\$34)
15	WebEx	844	828.00	871 *	1,080	P \$90/month
16	Postage & Shipping	2016	2154.32	2075 *	2,200	P Based on 2017
17	Business Insurance	1529	1992.00	1651 *	2,000	P Year end projection
18	Committee Meetings	4076	3524.33	3923 *	4,000	P Year end projection
19	<u>EQUIP & FURN MAIN.</u>					
20	Copy Machine	2378	1826.46	2163 *	2,200	P Year end projection
21	(repair, maintenance, supplies)					
22	<u>NETWORK SYSTEM</u>					
23	Computer-LAN Maintenance	10800	10800.00	10800 *	13,000	P Current contract 900/mo & anticipated billable LAN maintenance
24	FRIEND Support/contract	4800	4800.00	4800 *	4,800	P Current contract 400/mo
25	Hosting Total:	10303	7759.23	9677	9,976	P
26	Website	(included above)	(included above)	(included above) *	9300 (inclcd abv)	P 775/mo Web Host
27	Sharefile/Domain/Email	(included above)	(included above)	(included above) *	676 (included abv)	P \$32.95/mo Sharefile, \$160/yr Email, scjpc.net renewal \$120
28						
29	Computer	1004	1599.87	2776 *	2,800	P Year end supplies projection & anticipated billable computer maintenance
30	(repair, maintenance, supplies)					
31	OffSite Back-up	3588	3588.00	3189 *	3,500	P Year end projection
32	<u>PRINTING & SUPPLY</u>					
33	Office Printing	1723	1876.39	2350 *	2,500	P Year end projection
34	Office Supplies	1922	1600.11	1776 *	2,000	P Year end projection
35						
36	<u>CONTRACT SERVICES</u>					
37	Auditor	6753	6747.00	8955 *	9,223	P 2017 fee + 3% inc allowance
38	Attorney**	1391	3720.00	0 *	3,720	E Based on 2017
39						

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
2019 PROPOSED OPERATING BUDGET - Draft 1**

Line		2016	2017	2018*	2019	Member Assessment: Proportional / Equal	
	EMPLOYEE EXPENSE	ACTUAL	ACTUAL	(based on Sept YTD exp)	PROPOSED		
40	<u>GENERAL EXPENSE</u>						
41	Moving Expenses			-	-		
42	Payroll Fees	1723	1354.74	1221 *	1,400	P	Year end projection
43	Bank Fees/Checks	154	100.00	139 *	200	P	Year end projection
44	Publications/Subscriptions/Refrence	210	212.64	160 *	200	P	Year end projection
45	Seminars & Tuition	1259	783.00	569 *	1,000	P	Based on 2017, sending staff to seminars
46	Members Retirement	1266	0.00	0 *	1,300	P	Based on 2016
47	& Celebrations						
48	<u>COMPUTER SYSTEM</u>						
49	Software Purchase						
50	(& website modifications)	3278	5200.00	720 *	5,200	P	Quickbooks Online Software \$710 Yearly and anticipating Website modifications.
51	NJUNS Fee	16500	0.00	10500	10,500	E	Annual Fee equal assessments**
52	New** FRIEND	33750	0.00	0	33,750	E	equal assessments**
53							
54	<u>EQUIPMENT & FURNITURE PURCHASES</u>						
55	Purchases and leases	4264	4457.94	5605 *	5,800	P	Year end projection + new microwave
58	Hardware Purchase	11713	1368.00	6649 *	4,100	P	Based on 2017 budget (\$1400) + New Laptop \$2000 + Automated Time-Clock hardware and software quote \$700 one time fee
59							
60	TOTAL BUDGET	784054	787313.11	873,614	987,913		
61		1.93%	12.07%	8.46%	3.51%		
62		Lower than approved budget	Lower than approved budget	Lower than approved budget	Higher than 2018 approved budget		
63	Approved budget	799,507	895,336	954,374			
64		2016	2017	2018*	2019		
65							
66							
67	* based on monthly average - per September YTD						
68	**Items in red will not be assessed proportionately among members, but equally among members.						

**AMENDMENT DATED NOVEMBER 7, 2018
FOR THE STANDARD MULTI-TENANT OFFICE LEASE – GROSS
DATED DECEMBER 29, 2011
BY AND BETWEEN
279 ARROW, LLC, (“LESSOR”)
AND
SOUTHERN CALIFORNIA JOINT POLE COMMITTEE, A CALIFORNIA
NONPROFIT CORPORATION (“LESSEE”)
FOR THE PROPERTY LOCATED AT:
279 E. ARROW HWY., SUITE 104, SAN DIMAS, CA 91773**

1. **Expiration Date:** The lease expiration date will be extended to June 30, 2026.
2. **Lessor’s Improvements:** Lessor, at Lessor’s sole cost, shall remodel the shower room, near the common restrooms in the hallway, into a single stall family restroom. Lessor shall also add up to 6 additional standard outlets in the interior of the suite in mutually agreeable locations.
3. **Pest Control:** Lessor shall monitor the premises monthly for pests.
4. **Door Timers:** Lessor agrees to ensure the exterior common door timers allow the doors to be unlocked at a minimum from the hours of 6:00 a.m. to 4:30 p.m. on Mondays through Fridays.
5. **Kitchen Floors:** Lessor agrees to clean the kitchen floor or replace if needed.
6. **Flooring:** Lessor agrees to replace the carpet throughout the suite with a mutually agreeable color.
7. **Rent Schedule for the extended period from July 1, 2019 through June 30, 2026:**

<u>Months</u>	<u>Rent Per Month</u>
July 1, 2019 - June 30, 2020	\$8,017.76
July 1, 2020 - June 30, 2021	\$8,258.29
July 1, 2021 - June 30, 2022	\$8,506.04
July 1, 2022 - June 30, 2023	\$8,761.22
July 1, 2023 - June 30, 2024	\$9,024.06
July 1, 2024 - June 30, 2025	\$9,294.78
July 1, 2025 - June 30, 2026	\$9,573.62

All other terms remain the same.

Lessor:	Lessee:
279 Arrow, LLC	Southern California Joint Pole Committee
By: _____ Alan Kohn	By: _____ Angela Pranata
Title: <u>Managing Member</u>	Title: <u>Manager of Operations</u>
Date: _____	Date: _____