

Southern California Joint Pole Committee

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

March 20, 2013

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

Those in attendance were:

Mr. Larry Chow	Southern California Edison
Ms. Jessica Pearson	Southern California Edison
Mr. Scott Hunter	City of Los Angeles
Mr. Steve Brown	City of Los Angeles
Ms. Paula Haney	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Ms. Debbie Wooten	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Ms. Lily Tran	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Ms. Lynn Prescott	Verizon Wireless
Ms. Lupe Hernandez	AT&T Comm./Local Serv.
Ms. Janet Chirrick	AT&T California
Mr. Josh Mathisen	AT&T California
Ms. Gail Dafun	AT&T California
Ms. Shawn Henderson	T-Mobile USA
Ms. Yvonne Johnson	AT&T Mobility
Mr. Rory Gandy	AT&T Mobility
Ms. Maria Ortiz	XO Communications
Mr. Daniel Lippert	City of Burbank
Mr. Dana Fabing	City of Lompoc
Mr. William Kearns	Verizon Ca, MCI/Comm/Metro
Mr. Larry Vail	Verizon Ca, MCI/Comm/Metro
Mr. Jim Bollier	Verizon Ca, MCI/Comm/Metro
Ms. Angela Pranata	Committee Staff
Mr. Kyle Levy	Committee Staff

Those attending via teleconference were:

Ms. Tracey Province	Verizon Ca, MCI/Comm/Metro
Ms. Tina Simms	AT&T California
Ms. Alicia Smith	Sprint/Nextel
Ms. Jennifer Navarro Yhap	MetroPCS California, LLC
Ms. Amy Parker	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Ms. Jaimie Collins	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Ms. Maryam Farajzadeh	City of Vernon

Ms. Ortiz opened the meeting at 11:30 a.m. by addressing the first issue on the agenda, **Item 1569: By-Laws Revision**. The Members began by reviewing Article VI Section 2 and Article VII Section 2 of the By-Laws in regards to the approval authorization limits. Mr. Chow suggested that these numbers be reviewed because he noticed that there are some checks signed which exceed \$1,000 and would need approval by the Operating Committee or the Board according to the By-Laws. However, he explained that these checks are for items such as rent which are already in the approved monthly budget and this creates a need for the By-Laws to differentiate between budgeted and non-budgeted items, which it currently does not.

Article VII Section 2 was revised to specify that the Office Manager is authorized to incur budgeted financial obligations approved by the Board and any non-budgeted obligations not exceeding \$1,000. Furthermore, non-budgeted expenditures in excess of \$1,000, but less than \$5,000 must first be approved by the Operating Committee and any other expenditure more than \$5,000 requires approval from the Board. It was also added that in addition to the Office Manager, the Assistant Manager may also sign checks on behalf of the Committee. The approval authorization limits of the JPC Banking Policy were then revised in accordance with those made to the By-Laws.

The Committee then decided that the By-Laws will be reviewed and revised where necessary in its entirety and began with Article I, the Definition of Terms. The definition for President was changed from being annually chosen on a rotational basis to being elected instead. The Operating Committee definition was revised to consist of the Vice-President and at least three volunteer members rather than those members being elected.

Once finished with Article I, Ms. Prescott suggested that rather than approving each article individually, the entire By-Laws should be reviewed and revised first as some sections are related and a change to one will require similar amending to another. The Committee agreed with this approach to approving the By-Laws.

The second item for discussion is **miscellaneous items**. There were no miscellaneous items.

Review of Action Items

There were no action items.

The meeting adjourned at 12:30 p.m. until April 17, 2013.

Kyle Levy - Assistant Manager

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April 17, 2013

A regular meeting of the **ad hoc Committee on Reorganization** took place on the above date, at 12:40 p.m., at the Committee office.

Those in attendance were:

Mr. Larry Chow	Southern California Edison
Ms. Jessica Pearson	Southern California Edison
Mr. Scott Hunter	City of Los Angeles
Mr. Steve Brown	City of Los Angeles
Ms. Paula Haney	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Ms. Debbie Wooten	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Ms. Jaimie Collins	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Ms. Jane Bibb	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Ms. Lynn Prescott	Verizon Wireless
Ms. Lupe Hernandez	AT&T Comm./Local Serv.
Ms. Shawn Henderson	T-Mobile USA
Ms. Yvonne Johnson	AT&T Mobility
Ms. Maria Ortiz	XO Communications
Mr. Jim Bollier	Verizon Ca, MCI/Comm/Metro
Ms. Angela Pranata	Committee Staff
Mr. Kyle Levy	Committee Staff

Those attending via teleconference were:

Ms. Janet Chirrick	AT&T California
Ms. Tina Simms	AT&T California
Ms. Alicia Smith	Sprint/Nextel

Ms. Ortiz opened the meeting at 12:40 p.m. by addressing the first issue on the agenda, the review of the **prior meeting minutes**. The members reviewed the March 2013 meeting minutes, and there were no questions, concerns or revisions.

The second agenda item is the **Item 1569: By-Laws Revision**. The Members began by reviewing the changes that were made last month to Article VII Section 2 and comparing them to the Banking Policy. Ms. Hernandez suggested that it be noted in Section 2 that the signing of checks by the Office Manager and Assistant Manager are to be consistent with the SCJPC Financial Policy. The members agreed and this was added to Section 2. The Committee then decided that the completed Article VII should be moved to the Administrative Board meeting for further discussion and to be voted upon. Mr. Chow requested that Ms. Pranata email the Committee the

revised copy of Article VII so that it can be reviewed by all of the members before the next Administrative Board meeting.

Sections 1, 2 and 3 of Article II were revised to reflect the change in the verbiage that was made to Article I concerning the removal of elected members for the Operating Committee as they are no longer elected, but rather are volunteers.

Article III was reviewed next and for Sections 1 and 2 the requirement that the pole price schedules and authorized cost elements be established in October was removed. Sections 1 and 2 now state that the poles prices and authorized costs need only to be established annually and bi-annually, respectively. While reviewing Section 4, Ms. Hernandez asked Ms. Chirrick the name of the credit company that the NCJPA uses to evaluate the credit worthiness of applicants for membership, and Ms. Chirrick replied that it is Dun and Bradstreet. The Committee discussed the merits of implementing this process and agreed that it would be beneficial to use a third party credit company for membership consideration. Ms. Hernandez stated that this should be discussed further at the Operating Committee and a new item was created, Item 1572: Article III Section 4(c). Section 5 was revised as the Administrative Board no longer appoints a Nominating Committee or elects the members for the Operating Committee. It now only states that the Nominating Committee will be formed annually in November to determine the officers for the following year.

Article IV was revised to remove the sentence which stated that the President is authorized to co-sign checks on behalf of the Committee. The members discussed the ability of the President to dissolve committees and clarified that this only pertains to special committees, and not the ad hoc committees.

Article V was revised to remove the sentence which stated that the Vice-President is authorized to co-sign checks on behalf of the Committee.

The third item for discussion is **miscellaneous items**. There were no miscellaneous items.

Review of Action Items

- Ms. Pranata to email members revised Article VII Sections 1 and 2.

The meeting adjourned at 1:30 p.m. until May 15, 2013.

Kyle Levy - Assistant Manager

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May 15, 2013

A regular meeting of the **ad hoc Committee on Reorganization** took place on the above date, at 12:40 p.m., at the Committee office.

Those in attendance were:

Mr. James Eastwood	Southern California Edison
Ms. Jessica Pearson	Southern California Edison
Mr. Scott Hunter	City of Los Angeles
Mr. Steve Brown	City of Los Angeles
Ms. Janet Chirrick	AT&T California
Mr. Josh Mathisen	AT&T California
Ms. Paula Haney	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Ms. Debbie Wooten	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Ms. Amy Parker	Crown Castle NG West Inc./NewPath Networks/CA-CLEC LLC
Ms. Lynn Prescott	Verizon Wireless
Ms. Lupe Hernandez	AT&T Comm./Local Serv.
Ms. Maria Ortiz	XO Communications
Mr. Paul Smolarski	T-Mobile USA
Ms. Yvonne Johnson	AT&T Mobility
Mr. Rory Gandy	AT&T Mobility
Mr. William Kearns	Verizon Ca, MCI/Comm/Metro
Ms. Angela Pranata	Committee Staff
Mr. Kyle Levy	Committee Staff

Those attending via teleconference were:

Ms. Tina Simms	AT&T California
Ms. Alicia Smith	Sprint/Nextel

Ms. Ortiz opened the meeting at 12:40 p.m. by addressing the first issue on the agenda, the review of the **prior meeting minutes**. The members reviewed the April 2013 meeting minutes, and there were no questions, concerns or revisions.

The second agenda item is the **Item 1569: By-Laws Revision**. Ms. Ortiz reported that last month the members finished reviewing and revising Articles 2, 3, 4 and 5. The members reviewed Article 6 and revised Section 1 to reflect the changes to the composition of the Operating Committee that were made previously in Article 1. The members continued by revising the order of business for the Administrative Board under Article 8 Section 5 by adding housekeeping and revising the order to

reflect the current agenda. Ms. Chirrick asked what the purpose is of the discussion calendar on the agenda if the items are voted on in the consent calendar. Mr. Eastwood replied that there is a required 10 day period following notification of an item before it can be voted upon by the Committee. Ms. Prescott added that items on the discussion calendar have been sent out to the members prior to the Board meeting, and that such items can be moved to consent and voted upon during that meeting if it was at least 10 days prior. The members then discussed Article 8 Section 6, wherein it states that Robert's Rules of Order shall govern all Committee meetings. The members agreed that they do not necessarily adhere to every aspect of Robert's Rules such as raising one's hand in order to speak and stating one's name and company prior to addressing the Committee. The members discussed removing this from Section 6, but decided to leave it in the By-Laws as Robert's Rules is a useful reference and good source of information. Next, the members revised Article 9 Section 1 by changing the number of required signatures on a check from any two to only one of the following: President, Vice-President, Manager, Assistant Manager or other representative authorized by the Board. The members then discussed the note in Article 9 Section 2 which states that the meeting attendance policy under Section 5 (a) of the Agreement shall be reviewed each January by the Operating Committee. It was agreed to remove this as it is not necessary to review the attendance policy every year, and because the Office Manager keeps a detailed account of each member's attendance. There were no further changes made to the By-Laws.

Ms. Prescott stated that the revised By-Laws should become effective on July 1, 2013 to coincide with the banking policy, and will be voted on at the June Board meeting. Ms. Ortiz requested that Ms. Pranata email the revised By-Laws to the Committee members for their review.

The third item for discussion is **Item 1559: Banking Policy**. Ms. Prescott reported that since the By-Laws have been finished being revised, this item should be removed from the Reorganization agenda and moved back to Operating. She also stated that since Mr. Chow was absent from today's meeting, it will be discussed at next month's Operating meeting when he is present. Ms. Prescott requested that Ms. Pranata also send out to the members the Banking Policy for review.

The fourth item for discussion is **miscellaneous items**. There were no miscellaneous items.

Review of Action Items

- Ms. Pranata to email members revised By-Laws and Banking Policy.

The meeting adjourned at 1:10 p.m. until June 19, 2013.

Kyle Levy - Assistant Manager