

Southern California Joint Pole Committee

279 E. Arrow Hwy., Suite 104

San Dimas, CA 91773

Phone (909) 599-3801

The **Basic JPA Training Committee**

did not meet in January 2018.

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The **Basic JPA Training Committee**

did not meet in February 2018.

Southern California Joint Pole Committee

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Phone (909) 599-3801
Fax (909) 599-3825

March 20, 2018

A regular meeting of the **Basic JPA Training ad hoc Committee** took place on the above date, at 2:27 PM, at the Committee office.

Those in attendance were:

Mr. Earle Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Keith Barnhart	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Jessica Nix	Southern California Edison
Mr. Bret Plaskey	Frontier Communications
Mr. Jeff Williams	City Of Los Angeles
Ms. Manijeh Carmichael	AT&T California
Mr. Wayne Brown	Southern California Edison
Ms. April DeBarge	Southern California Edison
Ms. Valerie Mitwasi	Southern California Edison
Ms. Maria Ortiz	XO Communication
Ms. Lupe Hernandez	Teleport Communications America, LLC
Ms. Lynn Prescott	Verizon Wireless
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Those attending via teleconference were:

Ms. Yvonne Johnson	AT&T Mobility
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Kay Black	AT&T California

Mr. Carrion opened the meeting at 2:27 PM by asking the members if they had reviewed the November 2017's meeting minutes. There were no questions or comments.

The second item on the agenda is the **Review of the current Basic JPA Training power point file**. Mr. Carrion stated to disregard the bullet points listed in the meeting packet.

The third item on the agenda is **Item 1641: JPA Training (Prelim & Final)**. Mr. Carrion reported that he was able to work on the PowerPoint file. Mr. Carrion presented the following slides: History, Purpose, Method of Joint-Ownership, Committee Meetings, Joint Pole Application, Record of Ownership, Basic JPA Flow Chart, Grade & Space, GO95 Compliance, Application Comprehension, JPA Forms Overview,

Preliminary Form 2, Form 7, Form 48, Form 2 Final, Other Forms/Unique Processes, Revision, Supplementary, Riser Application, Responses, Unauthorized Attachments, Returned Final Form 2, and Form 44.

Ms. Pranata asked whether or not the slide title “Joint Pole Application” should be changed to “Joint Pole Authorization”. Ms. Hernandez responded that it should be “Joint Pole Authorization”. Ms. Prescott asked whether or not “utility” should be “member utility”. Mr. Carrion responded that he will change the slides to reflect “Joint Pole Authorization” and “member utility”.

Action Item:

- Ad hoc committee members to review the Basic JPA Training slides PDF file and send any feedback to Mr. Carrion.

The meeting adjourned at 2:40 PM until April 17, 2018.

Angela Pranata – Committee Transcriber



SOUTHERN CALIFORNIA JOINT POLE COMMITTEE

Basic JPA Training

History

Joint Pole Committee

Formed on **10 October 1906** by the *Telephone, Electricity, and Railroad* companies, the **Southern California Joint Pole Committee (SCJPC)** was created with the following intentions:

- To limit the number of utility poles in the field
- To create a uniform procedure of recording joint ownership

Today, the Committee is comprised of Utilities and Organizations with committee membership.

- ❖ A full list of committee members and representative contacts can be found here:
<http://scjpc.net/members/member-contact-information/>

Purpose

SCJPC

- Maintain a master record of jointly-owned poles
- Oversee the transactions of sales/purchases involving existing jointly-owned poles, and solely-owned poles intended for joint use*

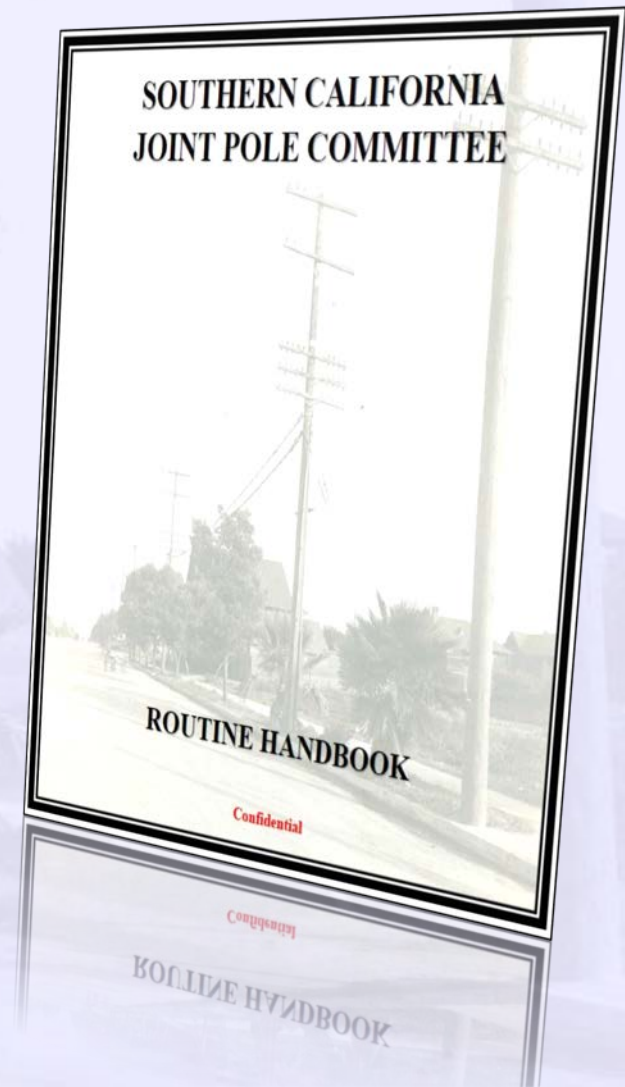


- ❖ This allows members of the SCJPC to become legal joint owners on Communication and Distribution poles, through regulated prices of ownership and shared maintenance costs.

Method of Joint-Ownership

SCJPC Routine Handbook

- Guide to processes and procedures for Joint Pole Authorizations
- Intended that all members participate under the same rules established within
- Revisions published every calendar year
- Available at SCJPC.net



Method of Joint Transactions

Authorized Costs

- Categorized by *Type of Work*
- Broken down by *Item Numbers* and the *Associated Cost*
- Available at SCJPC.net

AUTHORIZED COSTS	
(Costs incurred or shared under this schedule shall apply for work that is to be performed)	
TRANSFER COSTS GUY WIRES	
ITEM	
20. Guy wires - transfer (overhead, span, arm, or anchor) including insulators if used:	
(a) All types and sizes, each end.....	283
(b) Sidewalk anchor guys (pipe brace and fittings, all sizes).....	398
NOTE: When necessary to relocate a guy insulator, add the following to above cost:	
(c) Insulator relocation.....	225

AUTHORIZED COSTS	
(Costs incurred or shared under this schedule shall apply for work that is to be performed)	
POLE MAINTENANCE AND MISCELLANEOUS	
ITEM	
1. Trenching or reworking: (with supply)	2470
2. Trenching or reworking: (without supply)	872
3. Lowering or raising to grade (one operation)	338
4. Straightening in earth:	866
5. Removing from service:	
(a) Pulling	931
(b) Transferring	412
(c) Topping Pole	801
(d) Disposal	735
(e) Lowering	581
(f) Removal of steel truss (any size)	957
6. Pole Stocking (stall-size):	
(a) 8 ft. metal truss	1273
(b) 12 ft. metal truss	968
(c) 11 ft. metal truss	1318
(d) 12 ft. metal truss	1063
(e) 13 ft. metal truss	1643
(f) 14 ft. metal truss	2146
(g) 15 ft. metal truss	2308
(h) Additional metal trusses (all sizes)	773
(i) Inaccessible to stubbing equipment	1582
7. Intentionally left blank	
8. Semi-circular pole guards:	
(a) Installation	158
(b) Transferring	118
9. Hand Dig Hand Removal	1297
(a) Inaccessible to digging equipment	
(b) Accessible with Conflict-Mat specify nature of conflict	
(c) Pole removal not accessible to removal equipment	
10. Sidewalk or pavement repairs for placement, replacement, or removal of pole or anchor: (Permit and/or inspection fees, if any, are by special agreement) (See also JPR Section 19.6)	
(a) Cement break and temporary repair	1203
(b) Asphalt break and repair	1170
(c) Concrete saw cut break and repair. Based on 25 square feet	932
11. Joint Rights of Way: (By special agreement)	
(a) Pole Inspections and Treatment	52
(b) Reserved for future use	46
(c) Sound and Bore	63
(d) Full Treatment	49
(e) Reset	77
(f) Reposition of nontransfer poles (may only be billed once every 10 years effective 06/01/2011)	52
(g) Reposition of nontransfer poles (may only be billed once every 5 years Effective May 2011)	46
(h) Reposition of nontransfer poles (may only be billed once every 10 years effective 06/01/2011)	63
(i) Reposition of nontransfer poles (may only be billed once every 5 years Effective May 2011)	49
(j) Reposition of nontransfer poles (may only be billed once every 10 years effective 06/01/2011)	77
(k) Reposition of nontransfer poles (may only be billed once every 5 years Effective May 2011)	52
(l) Reposition of nontransfer poles (may only be billed once every 10 years effective 06/01/2011)	46
(m) Reposition of nontransfer poles (may only be billed once every 5 years Effective May 2011)	63
(n) Reposition of nontransfer poles (may only be billed once every 10 years effective 06/01/2011)	49
(o) Reposition of nontransfer poles (may only be billed once every 5 years Effective May 2011)	77
(p) Reposition of nontransfer poles (may only be billed once every 10 years effective 06/01/2011)	52
(q) Reposition of nontransfer poles (may only be billed once every 5 years Effective May 2011)	46
(r) Reposition of nontransfer poles (may only be billed once every 10 years effective 06/01/2011)	63
(s) Reposition of nontransfer poles (may only be billed once every 5 years Effective May 2011)	49
(t) Reposition of nontransfer poles (may only be billed once every 10 years effective 06/01/2011)	77
(u) Reposition of nontransfer poles (may only be billed once every 5 years Effective May 2011)	52
(v) Reposition of nontransfer poles (may only be billed once every 10 years effective 06/01/2011)	46
(w) Reposition of nontransfer poles (may only be billed once every 5 years Effective May 2011)	63
(x) Reposition of nontransfer poles (may only be billed once every 10 years effective 06/01/2011)	49
(y) Reposition of nontransfer poles (may only be billed once every 5 years Effective May 2011)	77
(z) Reposition of nontransfer poles (may only be billed once every 10 years effective 06/01/2011)	52

Committee Meetings

SCJPC Ad-Hoc & Administrative Board Meetings

- Monthly (over two days)
- Discussions on current procedures / proposals for new procedures
- Amendments to the SCJPC Routine Handbook
- Calculate adjustments to Authorized Costs and Pole Prices
- Issue JPA-Alerts



Joint Pole Authorization

When is a JPA Required?

- Member Utility is *not* on record, and is making a *new* attachment
- Member Utility is *on* record, and a new attachment requires more space than is owned
- Member Utility is *on* record, and the only work is to place a new anchor
- A Member Utility engages in work that causes a pole to fail its structural analysis
- A new pole is being placed for immediate joint-use, or sole-use *within* a joint-use area
- A Member Utility's existing attachment is *not* on record, and no pending application exists for said attachment
- A Member Utility engages in actions that incur shared costs
- A change to the existing record is required – rearrangement / correction

Record of Ownership

<http://SCJPC.net>

The screenshot shows the SCJPC.NET website with a login form. The browser address bar shows <http://scjpc.net/login/>. The navigation menu includes HOME, OFFICERS, CALENDAR, GENERAL INFO, SEARCH, MEMBERS, JPA ALERT, and CONTACT. The date 02/20/2018 is displayed. The login form is titled "LOGIN" and contains two input fields: "Username" and "Password". A red box highlights the login form, and the text "STEP 1" is written in red above it. Below the form, a note reads "Contact your representative for user name and password." Below the login form, the text "STEP 2" is written in red. In the footer, the "MEMBERS" section is highlighted with a white box, and a white box around the "Quick Pole Search" link has an arrow pointing to it.

LOGIN **STEP 1**

Username

Password

LOGIN

Contact your representative for user name and password.

STEP 2

MEMBERS Quick Pole Search

Home

Officers

Calendar

Criteria for Membership

JPA Search

Quick Pole Search

Advanced Pole Search

Multiple Pole Search

Meeting Minutes

Meeting Attendance Policy

Board Attendance

JPA Alert

❖ Contact your JPC representative for login information

Record of Ownership

SCJPC.NET HOME OFFICERS CALENDAR GENERAL INFO ▾ SEARCH ▾ MEMBERS ▾ JPA ALERT 02/20/2018 CONTACT ▾

Quick Pole Search

STEP 3

Enter Pole Number

CLEAR SEARCH

To search: omit space, slash, hyphen, and other special characters.
Example: Pole: 123456E (instead of 123456-E).

Last database update on: 02/05/2018 (B/S 01/18) || Scanned PDF Finals available from: 2003 to B/S 10/17.

- ❖ Only poles that are jointly owned will yield results of *active* records.

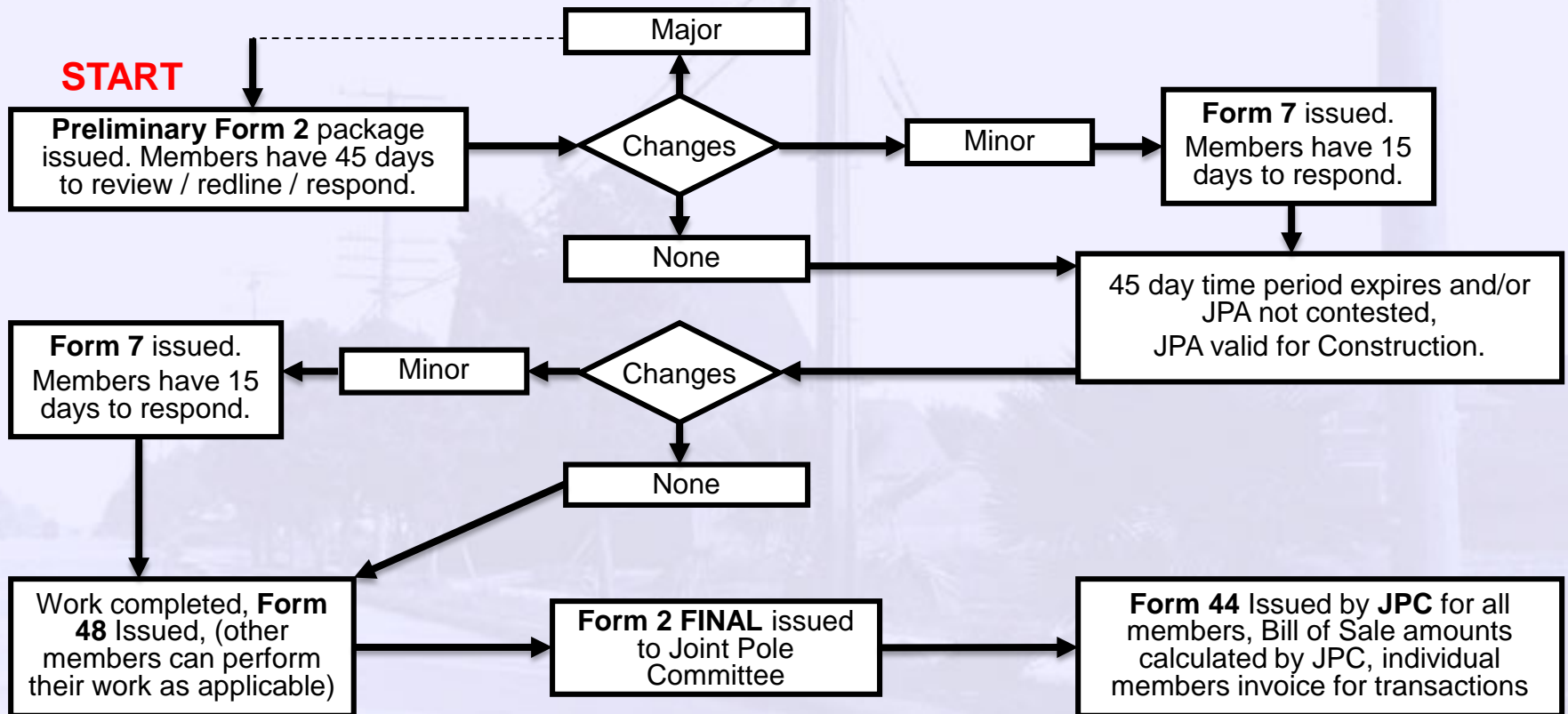
Record of Ownership

Pole Card

1. Pole Information
2. Existing authorized owners
3. Space of Ownership (Grade & Space)
4. Additional Info of Joint Facilities
5. Bill of Sale History

Pole Number: 834261E		Status: Active	
		Unique ID: 1840216	
Location:	E 6TH ST S/S APPROX 30' E/O FORD BL		
Latitude:	-	Class:	
Longitude:	-		
Pole Height:	55	Top: 0.0	
Year Set:	1950	Treatment: FT	
City:	E LOS ANGELES	Code: -	
Repl Pole #:			
Removal/Relinquishment:			
Member to remove pole or member relinquished:			
Company	ANT	Grade & Space	Additional Info
E		16K 48-12 21-3 T21	.50:A1
ATC		23-2	.50:A1 A1=1"_AN(W
NG		ANT 30-4 24-1	
JPA Number:		E0616NG615	
Bill of Sale:			
<p>5</p> <p>Pole BOS: Pole: 834261E - 7/95: E BILL PTC \$74; ALSO \$89 .50 1" ANC (W): PTC009-072 11/11: E BILL NG \$73; ATC BILL NG \$50: NG-ELA22-01 06/16: 12C: INSPECTION DATE: 02/12/2016: E0616-ATC632 06/16: 12C: INSPECTION DATE: 02/12/2016:</p>			

Basic JPA Flow Chart



Grade & Space

What is GR&SP?

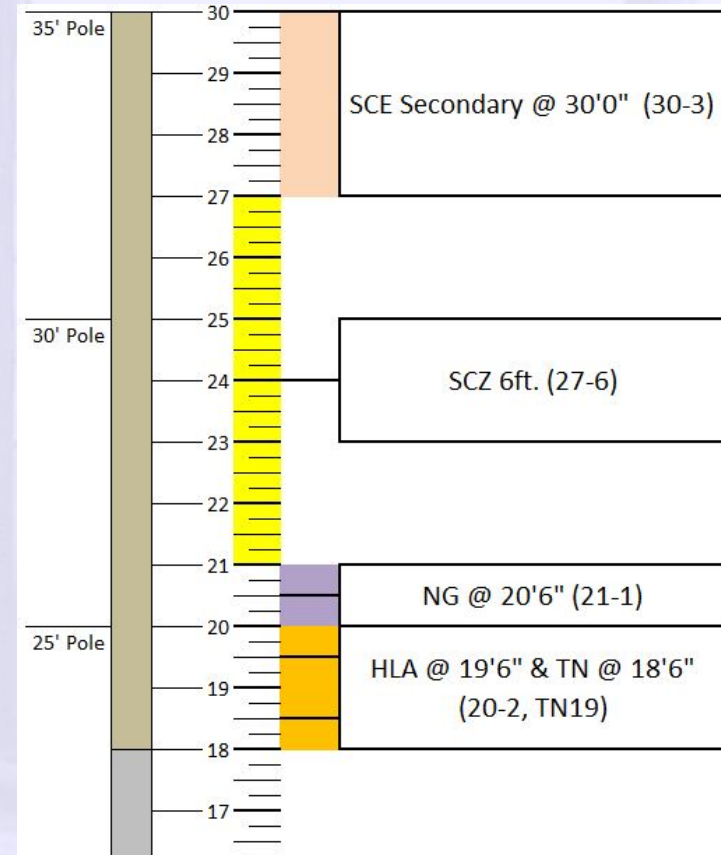
- Format indicating the *Owned Space* of a JPC Member
- Two numbers: **Height** (where ownership begins) - **Owned length** (of space *below*)
- Reflects *occupied space* of attachment(s) (at least)
- Minimum ownership = 1ft.
- Maximum ownership = Entire pole (100% or solely-owned)
- Excludes Safety Clearance Zone (SCZ)* (Max. 6ft.)
- Excludes Support Structure* (Max. 18ft.)
- *Exact ft. attachment* = Requires purchase of 1ft. Below
 - Example: A single attachment at 20'0" = GR&SP of 20-1

Grade & Space

What is GR&SP?

Example of assigned GR&SP per attachments on a 35ft. Pole

- E = 30-3
- NG = 21-1
- HLA = 20-2, TN19
- SCZ = 27-6 (not reflected on Pole Card)



GO95 Compliance

Basic GO95 Guidelines

- Minimum 12in. between *unassociated* comm(s) (vertically)
 - Exceptions with use of arm/guard arm – 3in. (horizontally)
- Minimum 6in. between *associated* comm(s) (vertically)
- 6ft. between Secondary Power and nearest comm line(s) below
 - May be reduced with a arm/guard arm – no less than 4ft.
- 10ft. between Primary Power and nearest comm line(s) below
 - Clearance may not be reduced

GO95 Compliance

Basic GO95 Guidelines / Pole-Mounted Antennas

- Minimum 2ft. between pole-mounted antenna and *unassociated comm*
 - May be reduced with *associated comm line(s)* – no less than 10in.
 - Minimum 6ft. Between Secondary to pole-mounted antenna
 - May not be reduced
 - Minimum 12ft. Between Primary to pole-mounted antenna
 - Only if Secondary is not present
 - Minimum 2ft between (power-owned) guy to pole-mounted antenna
 - If guy is positioned between lowest power and antenna
- ❖ Antenna clearances are taken from antenna extremities, cable drip loops, including any portion of the supporting structure that physically attaches the antenna to the pole.

Authorization Comprehension

Language and Interpretation

- Scope of Work (SOW) cited via Section Numbers
 - As dictated within Routine Handbook
 - Billable
 - Non-billable
- Item Numbers
 - As dictated within Authorized Costs
 - Used for calculating *shared* costs only
- Short Hand
 - For generally accepted short-hand, please refer to Section 20.3-4 in Routine Handbook



The background of the slide is a faded, light blue-tinted photograph of a residential street. It shows utility poles with cross-arms and wires, palm trees, and houses in the distance. The overall scene is bright and somewhat washed out.

JPA Forms Overview

Preliminary Form 2

Form 2

Required Information

1. Date Prepared/Sent
2. JPA Number
3. Header
4. Community

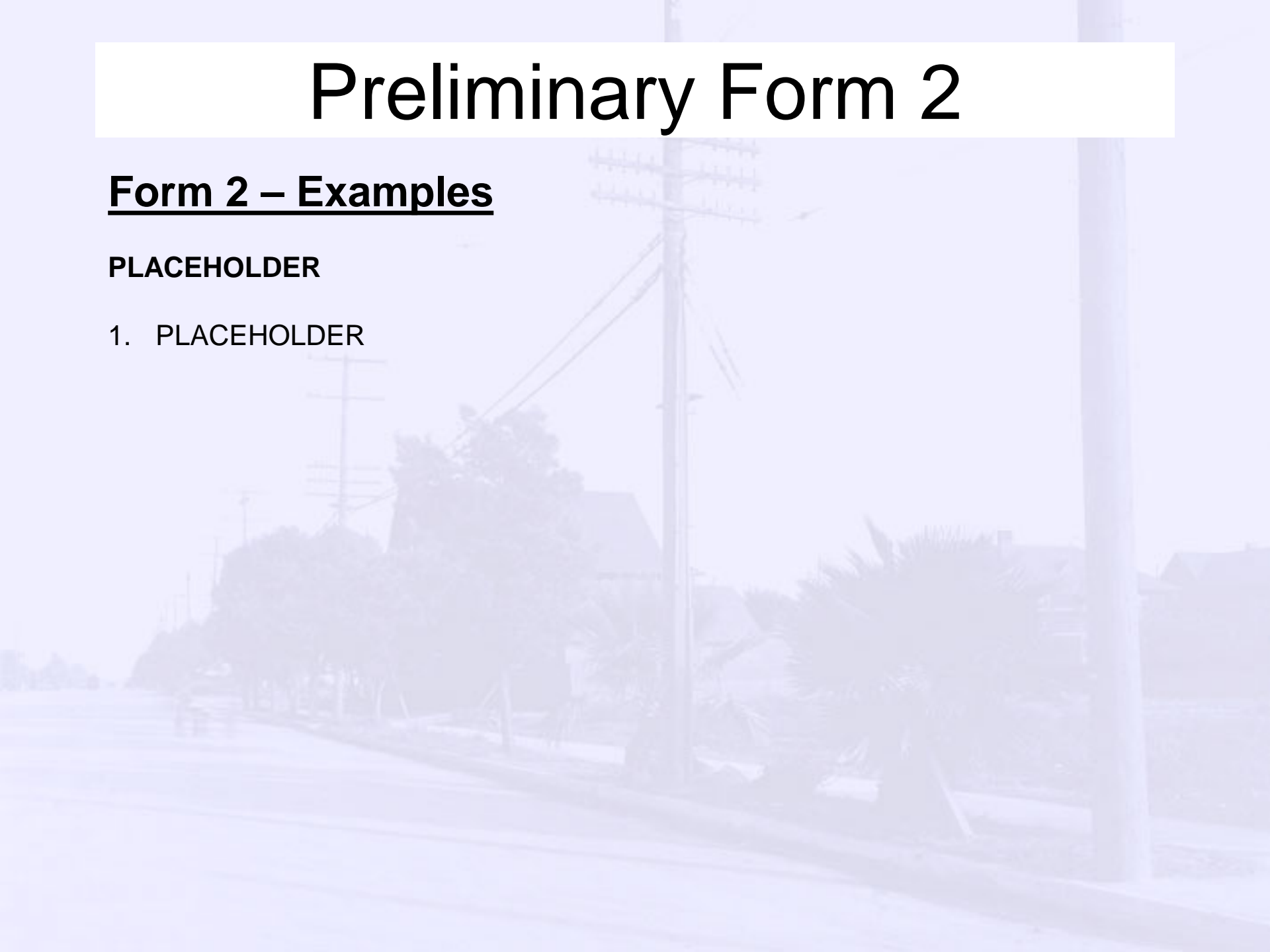
AUTHORIZATION FOR JOINT POLE TRANSACTION												J.P. FORM 2-1 Preliminary 1/95		
Date Prepared		7/8/2016		This authorization is in accordance with Joint Pole Agreement and Routine. The undersigned have agreed on the work to be performed hereon.								J.P. Auth.No. NG365241-LAND12		
Date Sent		7/8/2016		Confirming Agreement		In Field <input type="checkbox"/>		By Telephone <input type="checkbox"/>		Est. Const. Start		No. of Pages		
UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE			APPROVED			TAXING INSTRUCTIONS			ACCOUNTING DATA			
M														
FTR														
NG	E. Carrion	San Jose			J. Serrato			Santa Clara			365241 / LAND12			
POLE NO.	Pole Locat. Anchor Site	Year Set	Record				Proposed				Item No.	LOCATION AND NATURE OF WORK If not in accordance with Joint Pole agreement and routine-state reasons.		
			Pole In Class Anchor Divct.	M	FTR		M	FTR		NG				
				L	C			L	C		C		NG TO PURCH SEC 4.0; NG TO PL STRND MNT ANT SEC 3.15	1
													NG & M TO PL RISERS SEC 3.4	2
142525M	50	89	FT	43 - 13	24 - 6			43 - 12	24 - 6			25 - 1	ORION AV W/S 34' N/O CHASE ST	3
													NEW 1" PWR RISER @ 2:00 & NEW 1" COMM RISER @ 4:00 ON STND OFF BRKTS	4
														5
														6
														7
														8
														9
														10
														11
														12
														13
POLE LEGEND: L = LOWER TOP (Item 5E) P = PULL (Item 5A) CXX = FOOTAGE CUT PS = PULL BUTT SCZ = SAFETY CLEARANCE ZONE T = TRANSPORT (Item 5B) S = SALVAGE ANCHOR/ARM LEGEND: D = DISPOSE (Item 5D) AR = ANCHOR/ARM REMOVED TN = TENANT AT = ANCHOR/ARM TRANSFERRED												Show Quantity of Items to be billed in the Column of Party to be Paid.		
GEOGRAPHICAL LOCATION Sepulveda COMMUNITY												VP/J.P.-03 Rev. Jul 2013		

Preliminary Form 2

Form 2 – Examples

PLACEHOLDER

1. PLACEHOLDER



Preliminary Form 2

Required Documentation – Sec. 18.1a (Pole Load)

- Must pass Bending AND Buckling SF (as required and scenario dependent)
- Must include ALL *existing* attachments
- Must include ALL *proposed* attachments
- Must be representative of *finished* pole *after* construction
- ❖ Applications proposing pole-mounted antenna equipment require additional documentation/information as mandated by individual committee members.
- ❖ All Preliminary Form 2 JPA's must be accompanied with appropriate Pole Loading, with exception to those Applications submitted for the sole purpose of correcting a record.
- ❖ For more comprehensive information on Pole Load requirements, please refer to the **Pole Loading Methodology** document found within the *Technical Resource* link at the SCJPC website here: <http://scjpc.net/members/technical-resources/>.

Form 7

Form 7 Basics

1. Header
2. Reason Boxes (as applicable)
3. "Remarks"
4. Visual Information of changes (if applicable)

Utility _____ Representative/Signature _____ Phone No. _____ To: _____ To: _____ To: _____ From: _____	1	J/P MEMORANDUM FORM 7 Used for additions, deletions or changes to Authorizations (See Section 18.1C)	Date: _____ JPA No: _____ Job No: _____						
Carbon Copies To: _____									
<input type="checkbox"/> ADD	<input type="checkbox"/> CORRECT TO READ	<input type="checkbox"/> CHANGE LOCATION TO READ	2						
<input type="checkbox"/> DELETE	<input type="checkbox"/> CANCEL JPA	<input type="checkbox"/> REMOVE TEMPORARY ATTACHMENT FROM RECORD							
Remarks: _____ 3									
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 reason(s)		
					4				
POLE LEGEND: P = PULL PB = PULL BUTT T = TRANSPORT S = SALVAGE D = DISPOSE TN = TENANT				L = LOWER TOP C (XX) = FOOTAGE CUT SCZ = SAFETY CLEARANCE ZONE ANCHOR LEGEND: AR = ANCHOR/ARM REMOVED AT = ANCHOR/ARM TRANSFERRED				Show Quantity of Items to be billed in the Column of Party to be paid ↑ ↑ ↑ ↑ ↑	
GEOGRAPHICAL LOCATION _____ COMMUNITY _____									

Form 7

Form 7

Required Information

1. Date (Sent)
2. JPA Number
3. Header
4. Community

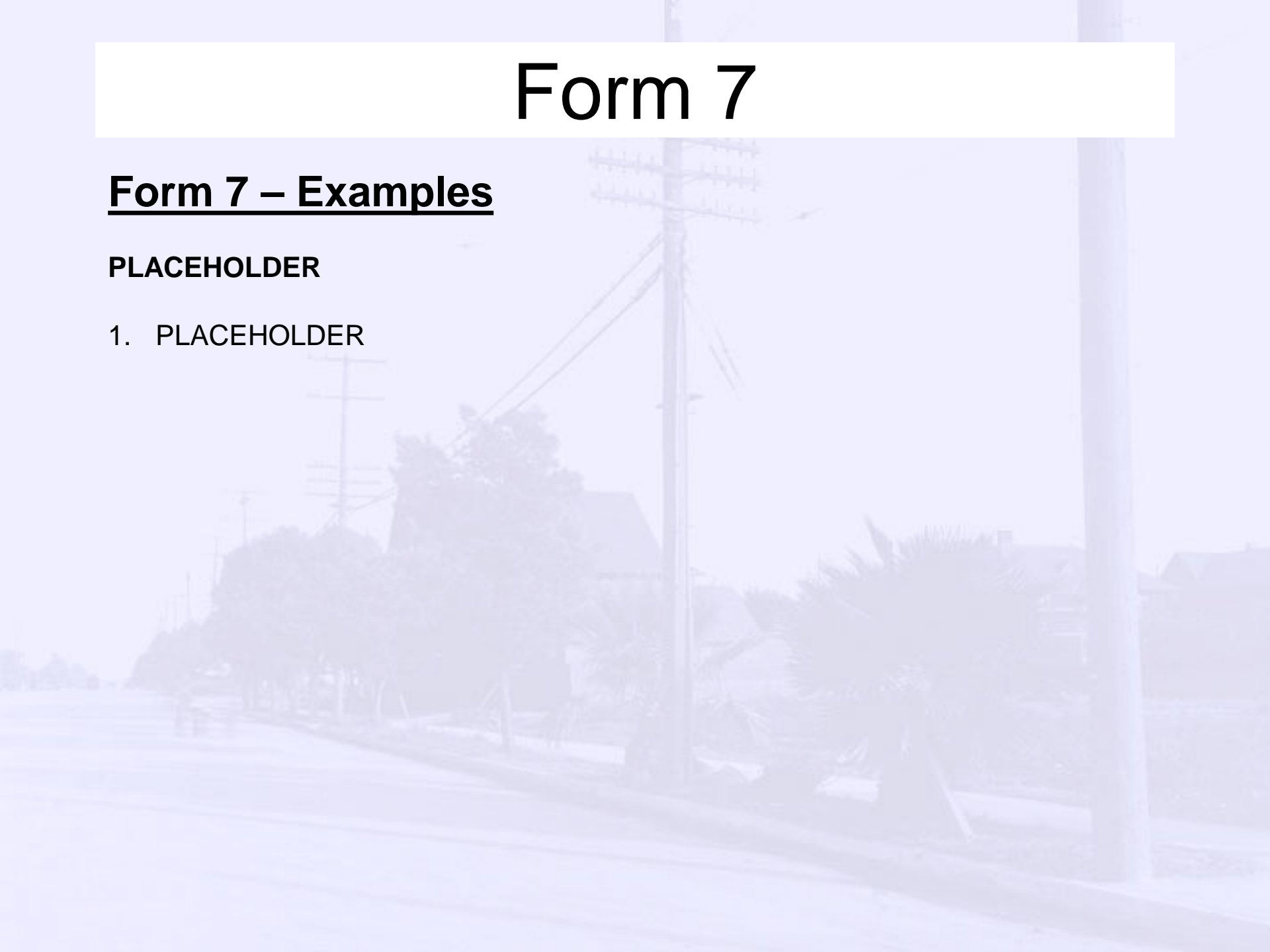
Utility _____ Representative/Signature _____ Phone No. _____ To: _____ To: _____ To: _____ From: _____	3	J/P MEMORANDUM FORM 7 Used for additions, deletions or changes to Authorizations (See Section 18.1C)	Date: _____ 1 JPA No: _____ 2 Job No: _____						
Carbon Copies To: _____ <input type="checkbox"/> SEE JPA PRELIMINARY ATTACHED <input type="checkbox"/> ADD <input type="checkbox"/> CORRECT TO READ <input type="checkbox"/> CHANGE LOCATION TO READ <input type="checkbox"/> DELETE <input type="checkbox"/> CANCEL JPA <input type="checkbox"/> REMOVE TEMPORARY ATTACHMENT FROM RECORD									
Remarks: _____ _____ _____									
POLE NO.	Pole Length	Year	Pole Treat	Record	Proposed	Item No.	LOCATION AND NATURE OF WORK <small>If not in accordance with Joint Pole agreement and routine - state reason(s).</small>		
	Anchor Size	Set	Anchor Direct.				1		
							2		
							3		
							4		
							5		
							6		
							7		
							8		
POLE LEGEND: P = PULL PB = PULL BUTT T = TRANSPORT S = SALVAGE D = DISPOSE TN = TENANT				L = LOWER TOP C (XX) = FOOTAGE CUT SCZ = SAFETY CLEARANCE ZONE ANCHOR LEGEND: AR = ANCHOR/ARM REMOVED AT = ANCHOR/ARM TRANSFERRED				Show Quantity of Items to be billed in the Column of Party to be paid ↑ ↑ ↑ ↑ ↑	
4 GEOGRAPHICAL LOCATION _____ COMMUNITY									

Form 7

Form 7 – Examples

PLACEHOLDER

1. PLACEHOLDER

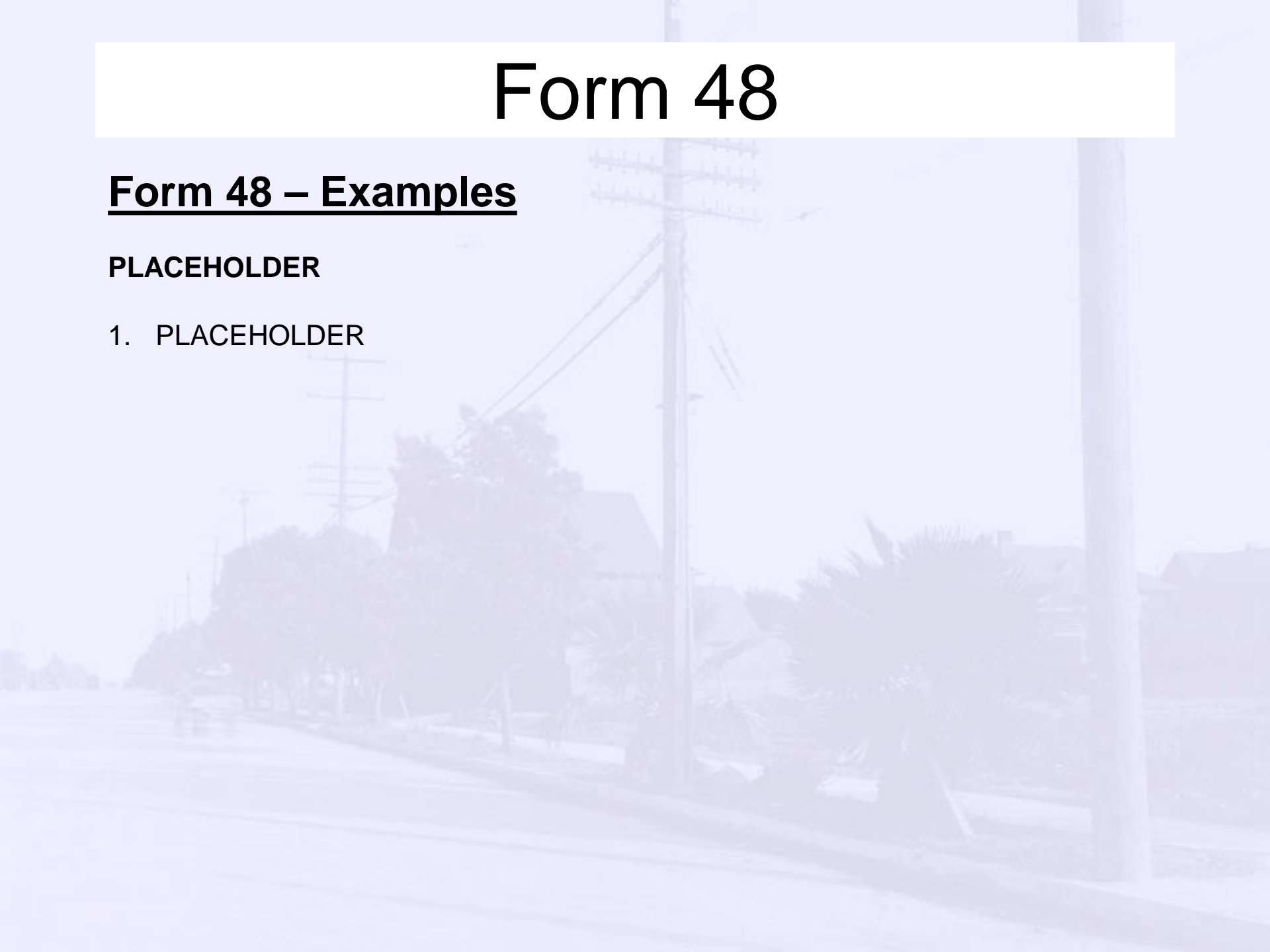


Form 48

Form 48 – Examples

PLACEHOLDER

1. PLACEHOLDER



Form 2 FINAL

Form 2 Basics

1. Billing Data (to be completed by SCJPC Billing Team)
2. Date Sent of Preliminary Form 2
3. Form 48 Date Sent
4. Approval(s)

PAGE NO. 1 OF 1

Date Prepared 1/1/2017

Date Sent 9/1/2016

UTILITY REPRESENTATIVE

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 herein.

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

BILL NO. _____

PAGE NO. 1 OF 1

Date Prepared _____

Date Sent _____

In Field _____

By Telephone _____

Date Completed _____

No. of Poles 1 OF _____

J.P. Auth. No. _____

UTILITY REPRESENTATIVE DISTRICT-DIVISION-EXCHANGE APPROVED TAXING INSTRUCTIONS ACCOUNTING DATA

1 2 3 4 5 6 7 8 9 10 11 12 13

POLE NO. Pole Length Year Pole Class Record Proposed Item No. LOCATION AND NATURE OF WORK

1 2 3 4 5 6 7 8 9 10 11 12 13

AMOUNT DUE

UTILITY TOTAL AMT. UTILITY TOTAL AMT.

AMOUNT AMOUNT ACCOUNTING DIRECTION

1 2 3 4 5 6 7 8 9 10 11 12 13

FORM 48 SENT _____

POLE LEGEND: L = LOWER TOWER (SEE) CSM = FOOTING CUT
 P = PULL (SEE TA) PE = PULL BUTT SZC = SAFETY CLEARANCE ZONE
 T = TRANSPORT (SEE TB) S = SALVAGE ANCHORARM LEGEND: AR = ANCHORARM REMOVED
 D = DISPOSE AT = ANCHORARM TRANSFERRED
 TR = TRIM

SHOW QUANTITY OF ITEMS TO BE LISTED IN THE COLUMN OF PARTY TO BE SENT

COMMUNITY _____

Form 2 FINAL

Form 2 FINAL – Submission Checklist

- ✓ Date Sent – Form 48 / Preliminary Form 2
- ✓ Complete Header / Approvals
- ✓ All Pole Number(s) confirmed / All Pole Data verified
 - ✓ No-Tag Poles Identified
 - ✓ All Year Set/Treatment verified
 - ✓ Year Set cited for *new* Anchors
- ✓ Incorporated *all* agreed changes between involved parties
- ✓ GR&SP / Section Numbers make sense and correspond to the SOW
- ✓ Adequate supporting information (as necessary/required)

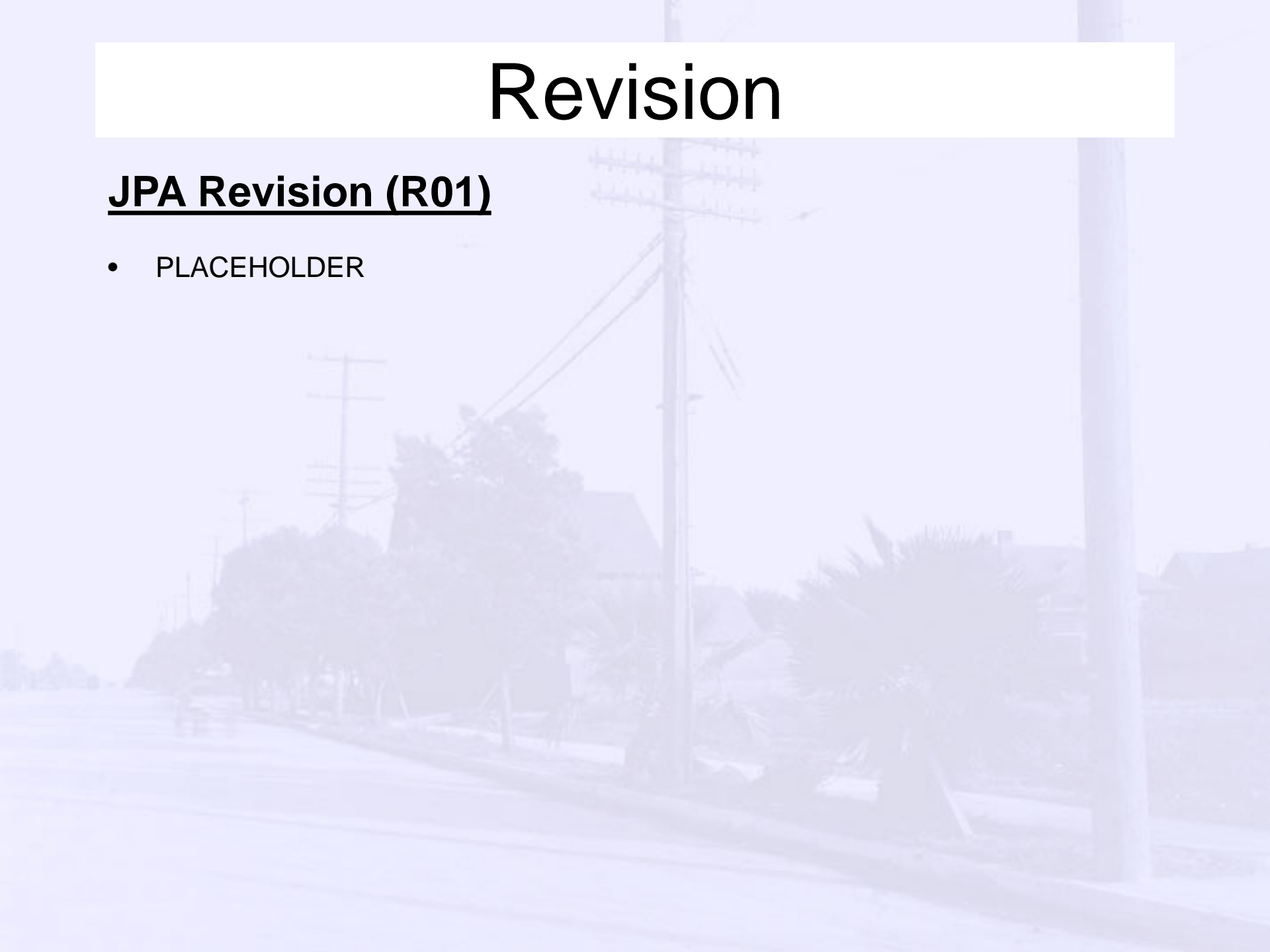
The background of the slide is a faded, light blue-tinted photograph of a residential street. In the foreground, a paved road curves to the left. A concrete curb separates the road from a sidewalk. Along the sidewalk, there are several utility poles with cross-arms and insulators. A large palm tree is prominent on the right side of the sidewalk. In the background, there are houses with dark roofs and some trees. The overall scene is a typical suburban or residential street.

Other Forms/Unique Processes

Revision

JPA Revision (R01)

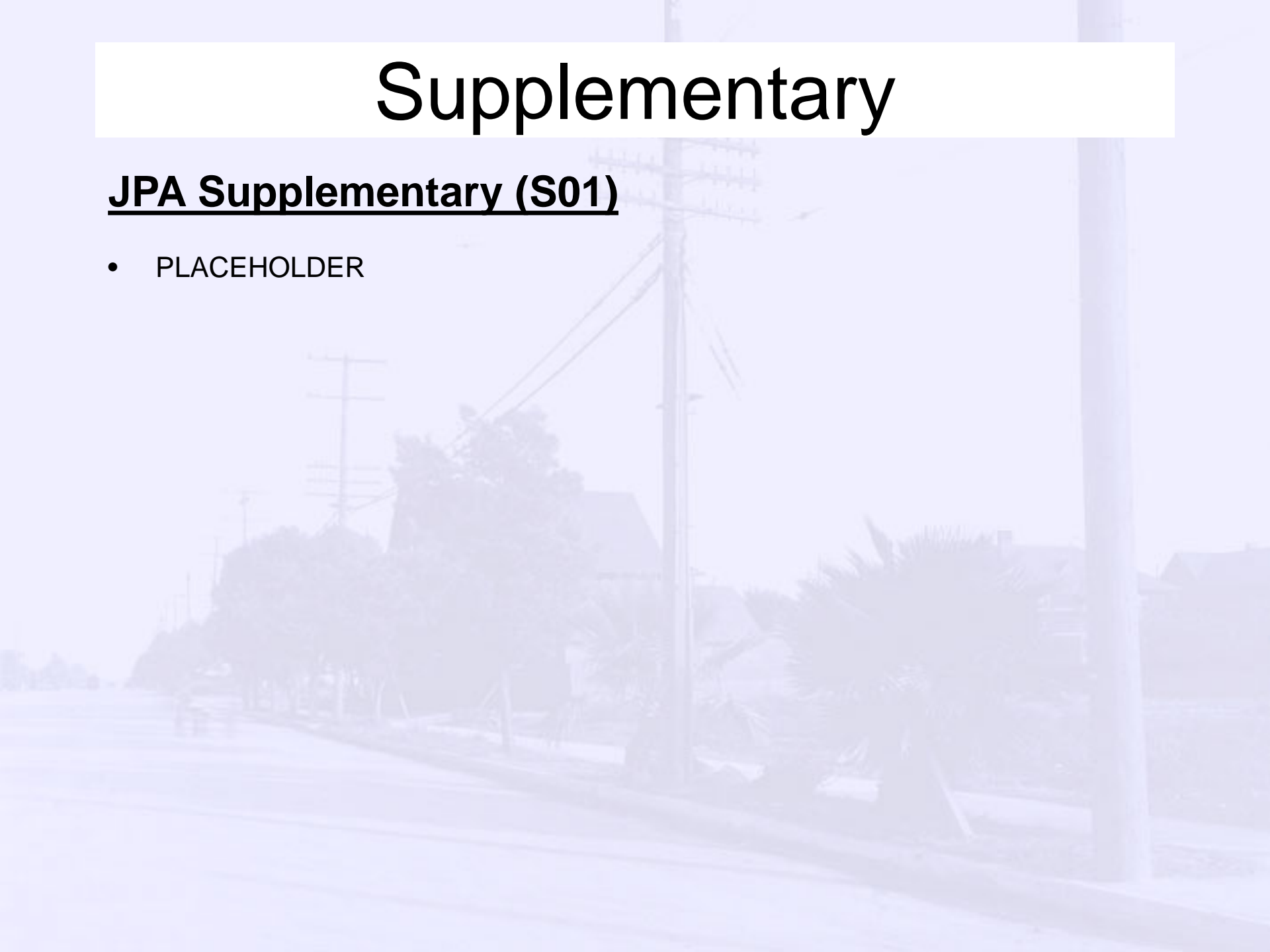
- PLACEHOLDER



Supplementary

JPA Supplementary (S01)

- PLACEHOLDER



Riser Application

Form 9

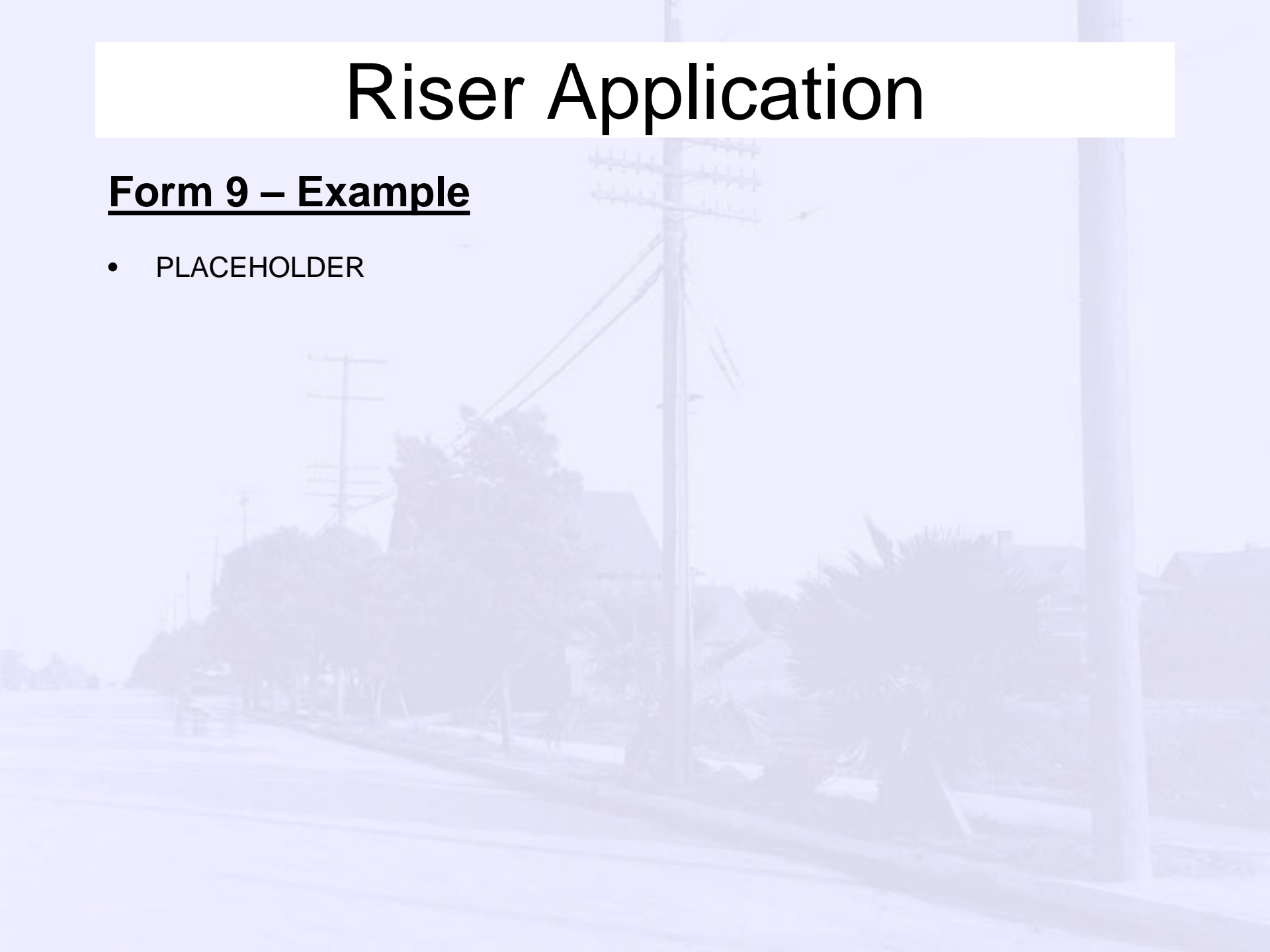
- PLACEHOLDER



Riser Application

Form 9 – Example

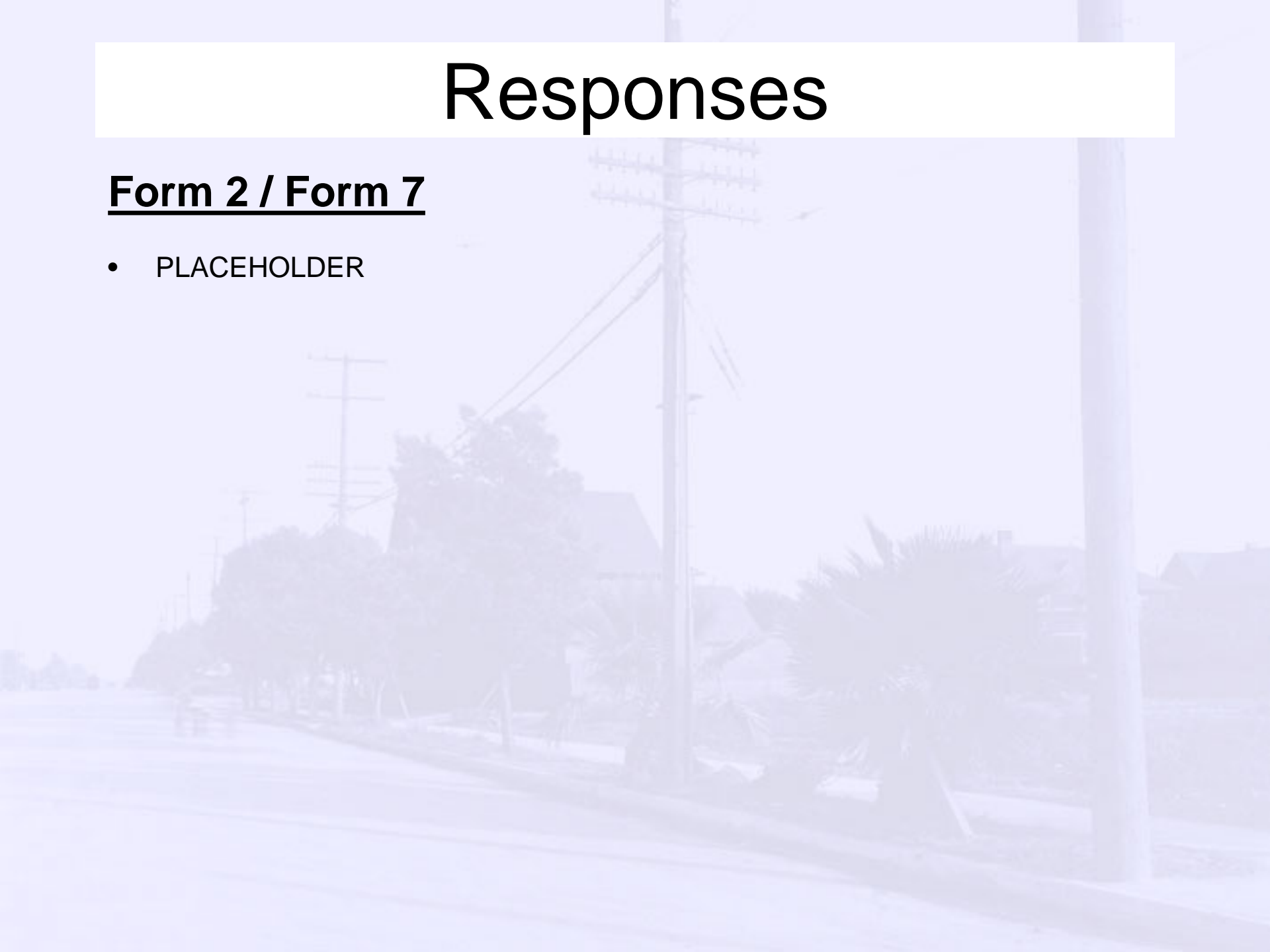
- PLACEHOLDER



Responses

Form 2 / Form 7

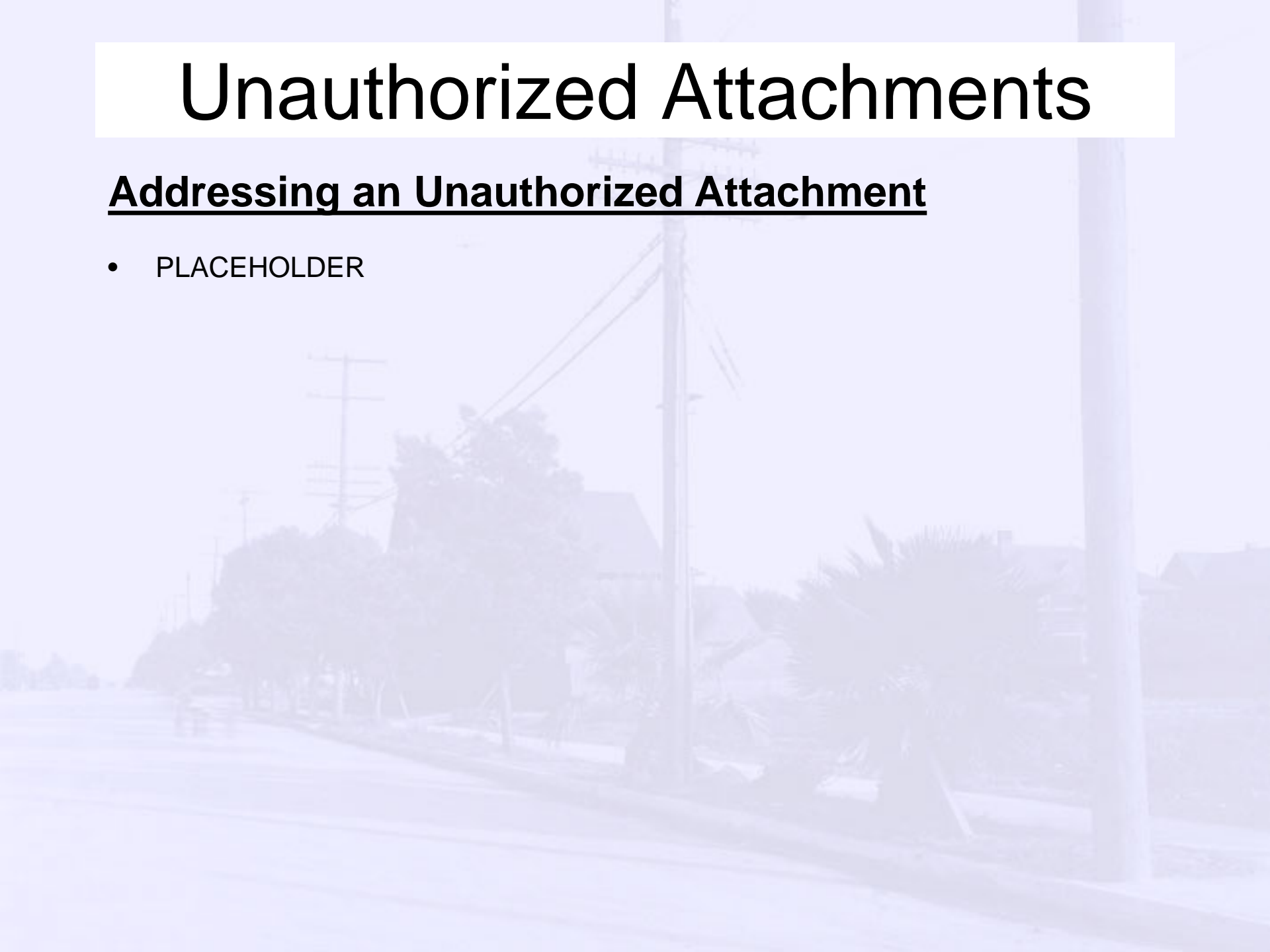
- PLACEHOLDER



Unauthorized Attachments

Addressing an Unauthorized Attachment

- PLACEHOLDER



Returned FINAL Form 2

SCJPC Memo

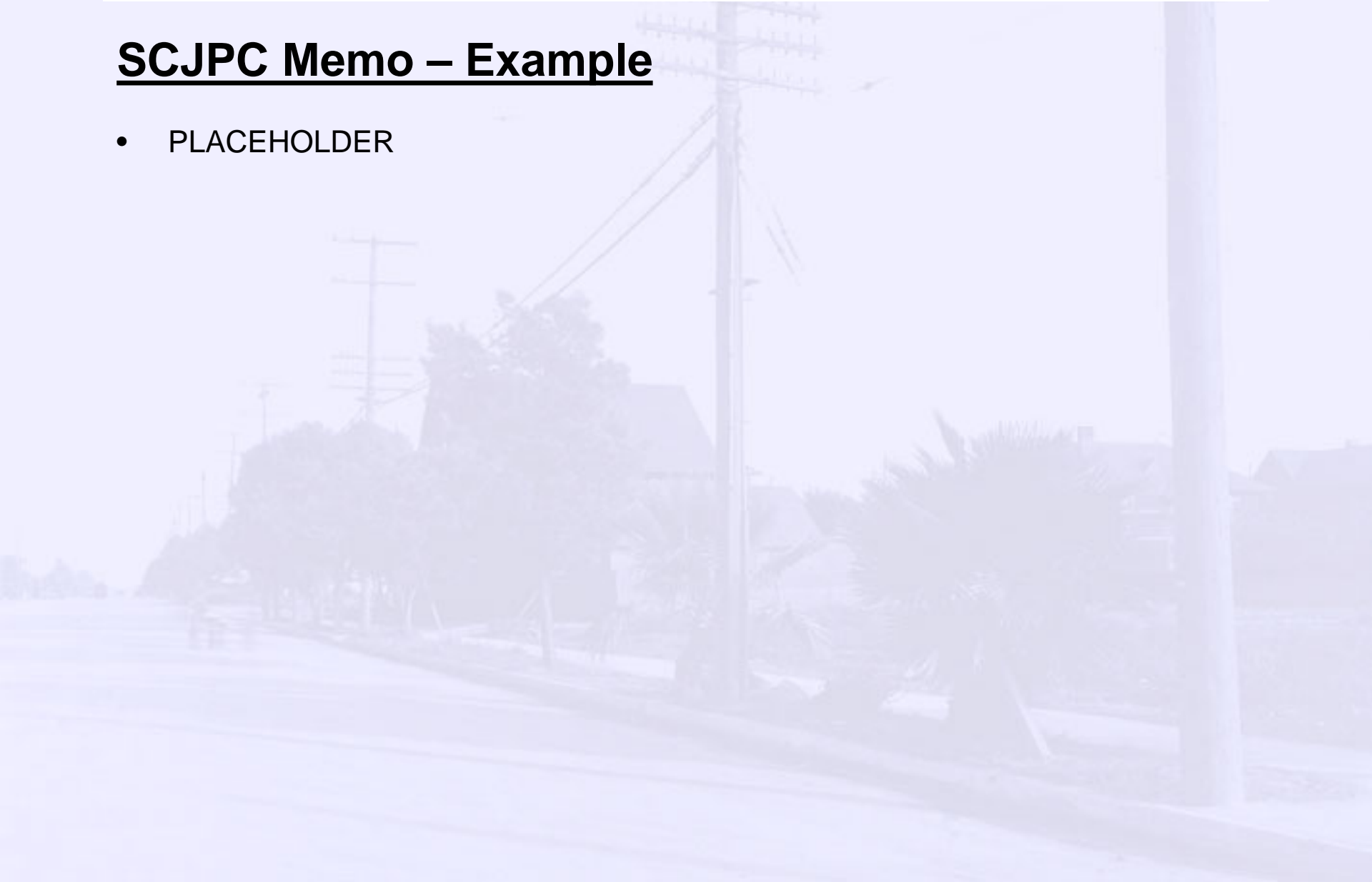
- PLACEHOLDER



Returned FINAL Form 2

SCJPC Memo – Example

- PLACEHOLDER



Form 44

Bill of Sale

- PLACEHOLDER



Form 44

Bill of Sale – Example

- PLACEHOLDER



Southern California Joint Pole Committee

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

April 17, 2018

A regular meeting of the **Basic JPA Training ad hoc Committee** took place on the above date, at 1:15 p.m., at the Committee office.

Those in attendance were:

Mr. Earle Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Valerie Mitwasi	Southern California Edison
Ms. Maria Ortiz	XO Communication
Ms. Lupe Hernandez	Teleport Communications America, LLC
Mr. Wayne Brown	Southern California Edison
Ms. April DeBarge	Southern California Edison
Ms. Manijeh Carmichael	AT&T California
Mr. Bret Plaskey	Frontier Communications
Mr. Jeff Williams	City of Los Angeles
Mr. Ronald Schram	City Of Los Angeles
Mr. Johnny Trang	City Of Pasadena
Ms. Chrys Champlin	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. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Yvonne Johnson	AT&T Mobility
Ms. Kay Black	AT&T California
Ms. Jaclyn Puga	AT&T California
Mr. Josh Mathisen	AT&T California
Ms. Shawn Henderson	T-Mobile USA
Ms. Wendy Mueller	Extenet
Mr. Sven-Axel Knauth	City of Burbank

Mr. Carrion opened the meeting at 1:15 p.m. by asking the members if they had reviewed the March's meeting minutes. There were no questions or comments.

The second item on the agenda is the **Review of the current Basic JPA Training power point file**. Mr. Carrion reported that the new slides were sent to members who attended the last meeting and that he received a couple of responses. He stated that he will review all comments, red lines, and will take some of them into consideration before the next meeting. He stated that Ms. Nix suggested to elaborate the bullet points

into paragraphs. After further consideration, Mr. Carrion felt that the power point file should be kept in presentation style and the bullet points should remain. He stated that he will incorporate some of the paragraphs she suggested in the notes section of the power point file so they will be available to the readers.

The third item on the agenda is **Item 1641: JPA Training (Prelim & Final)**. Mr. Carrion stated that it is on hold until the completion of the power point file.

The fourth item on the agenda is **Miscellaneous Items**. Mr. Carrion stated that he did not include “Frequently Used Section Numbers” in the power point file because the section will be in a separate document.

Action Item:

- Mr. Carrion to create the new document “Frequently Used Section Number” before the next meeting.
- Mr. Carrion to continue working on the power point slides.

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

Angela Pranata – Committee Transcriber

Southern California Joint Pole Committee

279 E. Arrow Hwy., Suite 104

San Dimas, CA 91773

Phone (909) 599-3801

The **Basic JPA Training Committee**
did not meet in May 2018.

Southern California Joint Pole Committee

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June 19, 2018

A regular meeting of the **Basic JPA Training ad hoc Committee** took place on the above date, at 1:08 p.m., at the Committee office.

Those in attendance were:

Mr. Earle Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Valerie Mitwasi	Southern California Edison
Mr. Wayne Brown	Southern California Edison
Ms. April DeBarge	Southern California Edison
Ms. Maria Ortiz	XO Communication
Ms. Lupe Hernandez	Teleport Communications America, LLC
Ms. Manijeh Carmichael	AT&T California
Mr. Bret Plaskey	Frontier Communications
Mr. William Kearns	Frontier Communications
Mr. Jeff Williams	City of Los Angeles
Mr. Ronald Schram	City Of Los Angeles
Ms. Samantha Carillo	Time-Warner Cable
Mr. Johnny Trang	City Of Pasadena
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Chrys Champlin	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Mia Tran	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. Lynn Prescott	Verizon Wireless
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Yvonne Johnson	AT&T Mobility
Ms. Kay Black	AT&T California
Mr. Josh Mathisen	AT&T California
Ms. Shawn Henderson	T-Mobile USA
Ms. Racheal Torres	Mobilitie, LLC

Mr. Carrion opened the meeting at 1:08 p.m. by asking the members if they had reviewed April's meeting minutes. There were no questions or comments.

The second item on the agenda is the **Review of the current Basic JPA Training power point file**. Mr. Carrion reported preparation of the power point file is ongoing.

The third item on the agenda is **Item 1641: JPA Training (Prelim & Final)**. Mr. Carrion stated that it is on hold until the completion of the power point file.

The fourth item on the agenda is **Miscellaneous Items**. Mr. Carrion presented and discussed a file on “Frequently Used Section and Item Numbers”. Mr. Carrion explained that on the first tab it lists sections numbers and their definitions, examples, and notes. He continued to explain the second tab lists item numbers, their subcategory, details, and notes. Mr. Carrion stated the file will be distributed to ad hoc attendees for review, comments, and/or redlines. Once he receives feedback he will revise and refine file as necessary.

Action Item:

- Ms. Pranata to send out excel file to all attendees.

The meeting adjourned at 1:11 p.m. until July 17, 2018

Kathleen Allen – Committee Transcriber

Section #	Definition	Examples	Notes	Additional JPA Notation Examples
3.0	Used to note <u>new construction</u> of <i>Solely-Owned</i> facilities	U1 TO PL ARM SEC 3.0	Used whenever proposed constructed plant is intended for <i>sole</i> ownership.	
3.1	Used to note <u>new construction</u> of <i>Jointly-Owned</i> facilities	U1 TO PL ANC SEC 3.1	Used whenever proposed constructed plant is intended for <i>joint</i> ownership.	
3.4	Used to place Risers on pole that is also required to be on a JPA	U1 TO PL RISER SEC 3.4 (or) U1 & U2 TO PL RISERS SEC 3.4	Riser details must be included on JPA (noting riser size(s) and quadrant(s)).	NEW 2" RISERS @ 2:00 (or) NEW 3" RISERS ON STND OFF BRKT @ 3:00
3.15	Used to place a pole-mounted Wireless Antenna	U1 TO PL ANT SEC 3.15	Used when a Pole-Mounted Antenna is proposed. Acts as a <i>flag</i> for receiving member to check Rule 94.4 compliance.	
4.0	Used to purchase space on a (wood) pole	U1 TO PURCH SEC 4.0 (or) U1 TO PURCH ADD'L SEC 4.0	Used when <u>physical</u> measurement between secondary and COMM attachment is greater-than or equal-to 6ft.	6' SCZ = SECONDARY @ 30'0" - COMM @ 24'0" (required if GR&SP shows <6ft of SCZ <i>space</i>)
4.1	Used to purchase space for unauthorised attachment	U1 TO PURCH SEC 4.1	When there is <i>no pending JPA</i> to account for existing attachment.	
4.2	Used when one utility purchases, <u>and</u> another relinquishes <i>at the same time</i>	U1 TO PURCH, U2 TO RELINQ SEC 4.2		
4.3	Used to purchase space for attachment <i>within SCZ</i>	U1 TO PURCH SEC 4.3	Used when <u>physical</u> measurement between secondary and COMM attachment is less-than 6ft. Typically involves an Arm or Guard Arm.	
4.4	Used to purchase space for attachment within <i>same</i> GR&SP as other unassociated attachment	U1 TO PURCH SEC 4.4	Typically involves a <i>new</i> , or use of an <i>existing</i> Arm.	
5.1	Used to relinquish <u>all</u> owned space and status as a joint-owner	U1 TO RELINQ SEC 5.1	Used also when a utility is <i>on record</i> , but is verified to have <i>no attachment</i> on pole.	
7.3	Replacing pole for sole benefit of a member	U1 REPL POLE SEC 7.3	Definition of " <i>sole benefit</i> " is detailed in Routine Handbook.	

7.4	Replacing pole with new pole set in same hole	U1 REPL POLE SEC 7.4, 7.6 (or) U1 REPL POLE SEC 7.4, 7.11	<u>Must</u> also use another section (<i>usually</i> 7.6 or 7.11), that best indentifies the reason for replacement - see Routine Handbook.
7.6	Replacing pole due to damage	U1 REPL POLE SEC 7.6A (or) U1 REPL POLE SEC 7.6B	7.6A and 7.6B distinguishes type of damage to pole - see Routine Handbook.
7.11	Replacing pole for mutual benefit of joint owners	U1 REPL POLE SEC 7.11	Definition of " <i>mutual benefit</i> " is detailed in Routine Handbook.
9.1	Used when placing a <i>new</i> Intersect pole	U1 PL INTERSET POLE SEC 9.1	Also used for underset poles.
10.8	Used to declare transfer of facilities from one pole to another	U1 TRFR SEC 10.8	Item numbers must be used if intention is to bill another utility for transferring their facilities. Item number depends on nature of the transfer.
10.9	Used to declare rearrangement of existing facilities	U1 TO REARRANGE SEC 10.9	Item numbers must be used if intention is to bill another utility for relocating their facilities. Item number depends on the nature of the rearrangement.
12.0	Installing <u>solely-owned</u> Stubs, Guys, Anchors	U1 TO PL ANC SEC 12.0	Can be interchangeable with Section 3.0.
12.3	Used for purchase into an <i>existing</i> Anchor that will become jointly-owned, or is already jointly-owned	U1 TO SHARE ANC SEC 12.3	<i>Installation</i> of new Anchor for joint-ownership, use Section 3.1 <i>New</i> Anchors require the Year Set to be shown on JPA. <i>Existing</i> Anchors do not require the Year Set.
12.5	Used to replace an Anchor for mutual benefit of joint owners	U1 REPL ANC SEC 12.5	Definition of "Mutual Benefit" is detailed in Routine Handbook.
12.9	Used to relinquish ownership, or removal of a jointly-owned Anchor	U1 RMV ANC SEC 12.9 (or) U1 RELINQ SEC 12.9	

13.1	Used for COR JPA's	COR OF REC SEC 13.1	Only for COR JPA's. Requires details on what is being corrected from original <i>billed</i> JPA.	COR REC - COR LOC S/A 50' S/B 40'
13.3	Used to <i>update</i> record(s) per field conditions	UPDATE REC SEC 13.3	To correct inaccurate data on pole card (HOA, missing shared ANC's, etc.). Requires details on what is being corrected.	UPDATE REC - U2 GR&SP VERIFIED IN FIELD
14.1	Used for purchase into an <i>existing</i> Arm that will become jointly-owned, or is already jointly-owned	U1 TO SHARE ARM SEC 14.1	<i>Installing a new</i> Arm for joint-ownership, use Section 3.1.	
14.4	Used when stepping pole	U1 TO STEP POLE SEC 14.4	Step quadrants should be noted on JPA.	U1 STEP POLE @ 3:00 & 9:00
14.7	Vegetation management (tree trimming)	U1 VEG MGMT SEC 14.7	Specifics should be included to note if action benefits all owners or not.	VEG TRIMMED AFFECTING U1 & U2
15.1A	Used to retag a pole with missing or damaged pole tag	U1 RETAG SEC 15.1A	Item 15a to be used if intention is to charge base-owner for retagging pole. If JPA reads "E RETAG SEC 15.1A", and E is the base-owner, item 15a does not apply, as they are retagging their own pole.	
19.2	Used to place Guard Arm	U1 PL GA SEC 19.2	Used if Guard Arm is missing, or required as per use of Section 4.3. Item 161 may be used if GA protects other utilities who are also within the SCZ	

Southern California Joint Pole Committee

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July 17, 2018

A regular meeting of the **Basic JPA Training ad hoc Committee** took place on the above date, at 12:59 p.m., at the Committee office.

Those in attendance were:

Mr. Earle Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Wayne Brown	Southern California Edison
Ms. April DeBarge	Southern California Edison
Ms. Valerie Mitwasi	Southern California Edison
Mr. Bryan Strong	Southern California Edison
Ms. Maria Ortiz	XO Communications
Ms. Lupe Hernandez	Teleport Communications America, LLC
Mr. Bret Plaskey	Frontier Communications
Ms. Manijeh Carmichael	AT&T California
Mr. Jeff Williams	City of Los Angeles
Mr. Ronald Schram	City Of Los Angeles
Mr. Johnny Trang	City Of Los Pasadena
Ms. Samantha Carrillo	Time Warner Cable
Ms. Lynn Prescott	Verizon Wireless
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Those attending via teleconference were:

Ms. Yvonne Johnson	AT&T Mobility
Ms. Kay Black	AT&T California
Ms. Mia Tran	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Alicia Smith	Sprint Nextel Corporation/Sprint Communications CO.L.P.
Ms. Linda McLean	Extenet Systems

Mr. Carrion opened the meeting at 12:59 p.m. by asking the members if they had **reviewed prior month's meeting minutes**. There were no questions or comments.

The second item on the agenda is the **Review of the current Basic JPA Training power point file**. Mr. Carrion reported preparation of the power point file is ongoing and nothing to review at this time. A bullet was added under the second item "Frequently Used Section and Item #". It was decided to add a note "not a billable

section” under Section 3.0 and 12.0. Ms. Hernandez reviewed the sentence in Section 12.3 row and clarified that the new anchor’s year set need to be shown on the Final, not on the Preliminary JPA because the year set is not available during preliminary stage. The Committee briefly reviewed the feedback from SCE. Mr. Williams commented that if Section 10.8 is missing from a JPA, it should not be denied as long as the JPA was approved and has the correct item, either 83A or 83B. Mr. Brown commented that some members denied Section 14.7 charges after SCE trimmed the tree. The committee discussed to remove Section 14.7 because it is an infrequent Section number. The committee also discussed to remove Item 88. The committee reviewed Item 112 and discussed that both side walk anchor and pipe brace should be jointly owned. Ms. Carmichael commented that the title of the item should be displayed on the spreadsheet. Mr. Carrion commented that he will update the document and send it to the members for immediate use.

The third item on the agenda is **Item 1641: JPA Training (Prelim & Final)**. Mr. Carrion stated that it is on hold until the completion of the power point file.

The fourth item on the agenda is **Miscellaneous Items**. Mr. Carrion inquired if there were any miscellaneous items. There were none at this time.

Action Item:

- Mr. Carrion to update the *Frequently Used Section and Item #* spreadsheet based on today’s discussion.

The meeting adjourned at 1:29 p.m. until August 14, 2018

Angela Pranata – Committee Transcriber

Section #	Definition	Examples	Notes	Additional JPA Notation Examples
3.0	Used to note <u>new construction</u> of <i>Solely-Owned</i> facilities	U1 TO PL ARM SEC 3.0	Used whenever proposed constructed plant is intended for <i>sole</i> ownership.	
3.1	Used to note <u>new construction</u> of <i>Jointly-Owned</i> facilities	U1 TO PL ANC SEC 3.1	Used whenever proposed constructed plant is intended for <i>joint</i> ownership.	
3.4	Used to place Risers on pole that is also required to be on a JPA	U1 TO PL RISER SEC 3.4 (or) U1 & U2 TO PL RISERS SEC 3.4	Riser details must be included on JPA (noting riser size(s) and quadrant(s)).	NEW 2" RISERS @ 2:00 (or) NEW 3" RISERS ON STND OFF BRKT @ 3:00
3.15	Used to place a pole-mounted Wireless Antenna	U1 TO PL ANT SEC 3.15	Used when a Pole-Mounted Antenna is proposed. Acts as a <i>flag</i> for receiving member to check Rule 94.4 compliance.	
4.0	Used to purchase space on a (wood) pole	U1 TO PURCH SEC 4.0 (or) U1 TO PURCH ADD'L SEC 4.0	Used when <u>physical</u> measurement between secondary and COMM attachment is greater-than or equal-to 6ft.	6' SCZ = SECONDARY @ 30'0" - COMM @ 24'0" (required if GR&SP shows <6ft of SCZ space)
4.1	Used to purchase space for unauthorised attachment	U1 TO PURCH SEC 4.1	When there is <i>no pending JPA</i> to account for existing attachment.	
4.2	Used when one utility purchases, <u>and</u> another relinquishes <i>at the same time</i>	U1 TO PURCH, U2 TO RELINQ SEC 4.2		
4.3	Used to purchase space for attachment <i>within</i> SCZ	U1 TO PURCH SEC 4.3	Used when <u>physical</u> measurement between secondary and COMM attachment is less-than 6ft. Typically involves an Arm or Guard Arm.	
4.4	Used to purchase space for attachment within <i>same</i> GR&SP as other unassociated attachment	U1 TO PURCH SEC 4.4	Typically involves a <i>new</i> , or use of an <i>existing</i> Arm.	
5.1	Used to relinquish <u>all</u> owned space and status as a joint-owner	U1 TO RELINQ SEC 5.1	Used also when a utility is <i>on record</i> , but is verified to have <i>no attachment</i> on pole.	
7.3	Replacing pole for sole benefit of a member	U1 REPL POLE SEC 7.3	Definition of " <i>sole benefit</i> " is detailed in Routine Handbook.	
7.4	Replacing pole with new pole set in same hole	U1 REPL POLE SEC 7.4, 7.6 (or) U1 REPL POLE SEC 7.4, 7.11	<u>Must</u> also use another section (<i>usually</i> 7.6 or 7.11), that best indentifies the reason for replacement - see Routine Handbook.	

7.6	Replacing pole due to damage	U1 REPL POLE SEC 7.6A (or) U1 REPL POLE SEC 7.6B	7.6A and 7.6B distinguishes type of damage to pole - see Routine Handbook.	
7.11	Replacing pole for mutual benefit of joint owners	U1 REPL POLE SEC 7.11	Definition of " <i>mutual benefit</i> " is detailed in Routine Handbook.	
9.1	Used when placing a <i>new</i> Intersect pole	U1 PL INTERSET POLE SEC 9.1	Also used for underset poles.	
10.8	Used to declare transfer of facilities from one pole to another	U1 TRFR SEC 10.8	Item numbers must be used if intention is to bill another utility for transferring their facilities. Item number depends on nature of the transfer.	
10.9	Used to declare rearrangement of existing facilities	U1 TO REARRANGE SEC 10.9	Item numbers must be used if intention is to bill another utility for relocating their facilities. Item number depends on the nature of the rearrangement.	
12.0	Installing <u>solely-owned</u> Stubs, Guys, Anchors	U1 TO PL ANC SEC 12.0	Can be interchangeable with Section 3.0.	
12.3	Used for purchase into an <i>existing</i> Anchor that will become jointly-owned, or is already jointly-owned	U1 TO SHARE ANC SEC 12.3	<i>Installation of new</i> Anchor for joint-ownership, use Section 3.1 <i>New</i> Anchors require the Year Set to be shown on JPA. <i>Existing</i> Anchors do not require the Year Set.	
12.5	Used to replace an Anchor for mutual benefit of joint owners	U1 REPL ANC SEC 12.5	Definition of "Mutual Benefit" is detailed in Routine Handbook.	
12.9	Used to relinquish ownership, or removal of a jointly-owned Anchor	U1 RMV ANC SEC 12.9 (or) U1 RELINQ SEC 12.9		
13.1	Used for COR JPA's	COR OF REC SEC 13.1	Only for COR JPA's. Requires details on what is being corrected from original <i>billed</i> JPA.	COR REC - COR LOC S/A 50' S/B 40'
13.3	Used to <i>update</i> record(s) per field conditions	UPDATE REC SEC 13.3	To correct inaccurate data on pole card (HOA, missing shared ANC's, etc.). Requires details on what is being corrected.	UPDATE REC - U2 GR&SP VERIFIED IN FIELD
14.1	Used for purchase into an <i>existing</i> Arm that will become jointly-owned, or is already jointly-owned	U1 TO SHARE ARM SEC 14.1	<i>Installing a new</i> Arm for joint-ownership, use Section 3.1.	

14.4	Used when stepping pole	U1 TO STEP POLE SEC 14.4	Step quadrants should be noted on JPA.	U1 STEP POLE @ 3:00 & 9:00
14.7	Vegetation management (tree trimming)	U1 VEG MGMT SEC 14.7	Specifics should be included to note if action benefits all owners or not.	VEG TRIMMED AFFECTING U1 & U2
15.1A	Used to retag a pole with missing or damaged pole tag	U1 RETAG SEC 15.1A	Item 15a to be used if intention is to charge base-owner for retagging pole. If JPA reads "E RETAG SEC 15.1A", and E is the base-owner, item 15a does not apply, as they are retagging their own pole.	
19.2	Used to place Guard Arm	U1 PL GA SEC 19.2	Used if Guard Arm is missing, or required as per use of Section 4.3. Item 161 may be used if GA protects other utilities who are also within the SCZ	

Item Number	Sub-Category	Detail	Notes
20			Used to charge the cost of transferring/rearranging an individual Guy
	a	All Types	
	b	Sidewalk-Anchor Guys (Incl. PBR and Fittings)	
75			Used to charge the cost of transferring/rearranging an individual Guard Arm/Crossarm
	a	Single GA/XARM	
	b	Double GA/XARM	
82			Used to charge the cost of transferring/rearranging an individual Arm with one cable
	a	Single Wood Arm	
	b	Double Wood Arm	
	c	Extension Arm (F or Alley)	
	d	Additional Cable (separate messenger) on same arm	
83			Used to charge the cost of transferring/rearranging an individual cable. Item is for single transferred cable only.
	a	If transferred cable is affixed <i>permanently</i>	
	b	If transferred cable is affixed <i>temporarily</i> Requires owner to <i>complete</i> the transfer	
88			Used to charge the cost of transferring/rearranging distribution wire terminal
111			Used to charge cost of buying into or installing a new anchor for joint use
	a	Expanding Plate (Hand Dig)	
	b	Expanding Plate (Truck Access)	

	c	PISA (Screw Anchor)	
	d	Hydraulically Driven	
	e	Concreting an Anchor	
	f	Sale of abandoned Anchor	
	g	Attaching to Existing Anchor (Rear Property)	
	h	Attaching to Existing Anchor (Street/Alley)	
112			Used to charge cost of buying into or installing a new PBR for joint use
	a	2" PBR and fittings	
	b	2.5" PBR and fittings	
	c	3" PBR and fittings	
	d	Sale of abandoned PBR	
160			Used to charge cost of buying into or installing a new XARM for joint use
	a	Single Wood Crossarm	
	b	Double Wood Crossrm	
	c	Composit Fiberglass Crossarm	
	d	Attaching to Existing Crossarm	
161			Used to charge the cost of buying into or installing a new GA for joint use
	a	Single Wood Guard Arm	
	b	Double Wood Guard Arm	
	c	Composit Fiberglass Guard Arm	
	d	Using Existing Guard Arm	
164			Used to charge the cost of buying into or installing a new Cable Arm for joint use
	a	Single Arm with one Cable	
	b	Double Arm with one Cable	
	c	Extension Arm (F or Alley) with one Cable	
	d	Additional Cable (separate messenger) on same Arm	
	e	Attaching to existing Cable Arm	

Southern California Joint Pole Committee

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August 14, 2018

A regular meeting of the **Basic JPA Training ad hoc Committee** took place on the above date, at 13:18 p.m., at the Committee office.

Those in attendance were:

Mr. Earle Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Maria Ortiz	XO Communication
Ms. Lupe Hernandez	Teleport Communications America, LLC
Mr. Wayne Brown	Southern California Edison
Ms. April DeBarge	Southern California Edison
Ms. Valerie Mitwasi	Southern California Edison
Mr. Bryan Strong	Southern California Edison
Ms. Manijeh Carmichael	AT&T California
Mr. Jeff Williams	City of Los Angeles
Mr. Ronald Schram	City Of Los Angeles
Mr. Johnny Trang	City Of Los Pasadena
Mr. Bret Plaskey	Frontier Communications
Ms. Chrys Champlin	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. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Racheal Torres	Mobilitie, LLC
Ms. Kay Black	AT&T California
Ms. Linda McLean	Exenet Systems
Ms. Yvonne Johnson	AT&T Mobility
Ms. Samantha Carrillo	Time Warner Cable
Ms. Marcy Quayle	Exenet Systems

Mr. Carrion opened the meeting at 13:18 p.m. by asking the members if they had **reviewed prior month's meeting minutes**. There were no questions or comments.

The second item on the agenda is the **Review of the current Basic JPA Training power point file**. Mr. Carrion reported preparation of the power point file is ongoing and nothing to review at this time. Mr. Carrion then reported that the *Commonly Used Sections and Items* document has been revised based on the discussion at the last

meeting. The Committee agreed to upload this document to the SCJPC website on the Basic JPA Training web page. Mr. Carrion then proposed to include a document to record revision history of the *Commonly Used Sections and Items* and the Committee agreed to add this document.

The third item on the agenda is **Item 1641: JPA Training (Prelim & Final)**. Mr. Carrion stated that it is on hold until the completion of the power point file.

The fourth item on the agenda is **Miscellaneous Items**. Mr. Carrion inquired if there were any miscellaneous items. Mr. Carrion inquired about the process of sending the whole JPA package to all associated members at the same time. He commented that this process is currently not defined in the Routine Handbook. Mr. Williams inquired if it is necessary to add it to the Routine Handbook. Ms. Hernandez replied that currently it is not specified that all associated members have the same 45 days waiting period. For example, one member requested to see the JPA package first before the initiator can send the package to other associated members. The Committee agreed to add a new item to the Routine Revision ad hoc agenda – *Item 1656: Preliminary Form 2 Submittal*.

Action Item:

- Mr. Carrion to update Basic JPA Training power point file.
- Ms. Pranata to upload the *Commonly Used Sections and Items* document as well as the revision history to the SCJPC website.

The meeting adjourned at 1:26 p.m. until September 18, 2018

Angela Pranata – Committee Transcriber

Section #	Definition	Example(s)	Notes	Additional JPA Notation Example(s)
3.0	Used to note <u>new construction</u> of <i>Solely-Owned</i> facilities	U1 TO PL ARM SEC 3.0	Used whenever proposed constructed plant is intended for <i>sole</i> ownership.	
3.1	Used to note <u>new construction</u> of <i>Jointly-Owned</i> facilities	U1 TO PL ANC SEC 3.1	Used whenever proposed constructed plant is intended for <i>joint</i> ownership.	
3.4	Used to place Risers on pole that is also required to be on a Form 2	U1 TO PL RISER SEC 3.4 (or) U1 & U2 TO PL RISERS SEC 3.4	Riser details must be included on JPA (noting riser size(s) and quadrant(s)).	NEW 2" RISERS @ 2:00 (or) NEW 3" RISERS ON STND OFF BRKT @ 3:00
3.15	Used to place a pole-mounted Wireless Antenna	U1 TO PL ANT SEC 3.15	Used when a Pole-Mounted Antenna is proposed. Acts as a <i>flag</i> for receiving member to check Rule 94.4 compliance.	
4.0	Used to purchase space on a (wood) pole	U1 TO PURCH SEC 4.0 (or) U1 TO PURCH ADD'L SEC 4.0	Used when <u>physical</u> measurement between secondary and COMM attachment is greater-than or equal-to 6ft.	6' SCZ = SECONDARY @ 30'0" - COMM @ 24'0" (REQUIRED if GR&SP shows <6ft of SCZ space)
4.1	Used to purchase space for unauthorised attachment	U1 TO PURCH SEC 4.1	When there is <i>no pending JPA</i> to account for existing attachment.	
4.2	Used when one utility purchases, <u>and</u> another relinquishes ownership <i>at the same time</i>	U1 TO PURCH, U2 TO RELINQ SEC 4.2		
4.3	Used to purchase space for attachment <i>within</i> SCZ	U1 TO PURCH SEC 4.3	Used when <u>physical</u> measurement between secondary and COMM attachment is less-than 6ft. Typically involves an Arm or Guard Arm.	
4.4	Used to purchase space for attachment within <i>same</i> GR&SP as other unassociated attachment	U1 TO PURCH SEC 4.4	Typically involves a <i>new</i> , or use of an <i>existing</i> Arm.	
5.1	Used to relinquish <u>all</u> owned space and status as a joint-owner	U1 TO RELINQ SEC 5.1	Used also when a utility is <i>on record</i> , but is verified to have <i>no attachment</i> on pole.	
7.3	Replacing pole for sole benefit of a member	U1 REPL POLE SEC 7.3	Definition of " <i>sole benefit</i> " is detailed in Routine Handbook.	

7.4	Replacing pole with new pole set in same hole	U1 REPL POLE SEC 7.4, 7.6 (or) U1 REPL POLE SEC 7.4, 7.11	<u>Must</u> also use another section (<i>usually</i> 7.6 or 7.11), that best indentifies the reason for replacement - see Routine Handbook.	
7.6	Replacing pole due to damage	U1 REPL POLE SEC 7.6A (or) U1 REPL POLE SEC 7.6B	7.6A and 7.6B distinguishes type of damage to pole - see Routine Handbook.	
7.11	Replacing pole for mutual benefit of joint owners	U1 REPL POLE SEC 7.11	Definition of " <i>mutual benefit</i> " is detailed in Routine Handbook.	
9.1	Used when placing a <i>new</i> Interaset pole	U1 PL INTERSET POLE SEC 9.1	Also used for underset poles.	
10.8	Used to declare transfer of facilities from one pole to another	U1 TRFR SEC 10.8	Item numbers must be used if intention is to bill another utility for transferring their facilities. Item number depends on nature of the transfer.	
10.9	Used to declare rearrangement of existing facilities	U1 TO REARRANGE SEC 10.9	Item numbers must be used if intention is to bill another utility for relocating their facilities. Item number depends on the nature of the rearrangement.	
12.3	Used for purchase into an <i>existing</i> Anchor that will become jointly-owned, or is already jointly-owned	U1 TO SHARE ANC SEC 12.3	<i>Installation of new</i> Anchor for joint-ownership, use Section 3.1 <i>New</i> Anchors require the Year Set to be shown on JPA. <i>Existing</i> Anchors do not require the Year Set.	
12.5	Used to replace an Anchor for mutual benefit of joint owners	U1 REPL ANC SEC 12.5	Definition of "Mutual Benefit" is detailed in Routine Handbook.	
12.9	Used to relinquish ownership, or removal of a jointly-owned Anchor	U1 RMV ANC SEC 12.9 (or) U1 RELINQ SEC 12.9		
13.1	Used for COR JPA's	COR OF REC SEC 13.1	Only for COR JPA's. Requires details on what is being corrected from original <i>billed</i> JPA.	COR REC - COR LOC S/A 50' S/B 40'

13.3	Used to <i>update</i> record(s) per field conditions	UPDATE REC SEC 13.3	To correct inaccurate data on pole card (HOA, missing shared ANC's, etc.). Requires details on what is being corrected.	UPDATE REC - U2 GR&SP VERIFIED IN FIELD
14.1	Used for purchase into an <i>existing</i> Arm that will become jointly-owned, or is already jointly-owned	U1 TO SHARE ARM SEC 14.1	<i>Installation</i> of a new Arm for joint-ownership, use Section 3.1.	
14.4	Used when stepping pole	U1 TO STEP POLE SEC 14.4	Step quadrants should be noted on JPA.	U1 STEP POLE @ 3:00 & 9:00
14.7	Vegetation management (tree trimming)	U1 VEG MGMT SEC 14.7	Specifics should be included, noting if action benefits all owners or not.	VEG TRIMMED AFFECTING U1 & U2
15.1A	Used to retag a pole with missing or damaged pole tag	U1 RETAG SEC 15.1A	Item 15a to be used if intention is to charge base-owner for retagging pole. If JPA reads "E RETAG SEC 15.1A", and E is the base-owner, item 15a does not apply, as they are retagging their own pole.	
19.2	Used to place Guard Arm	U1 PL GA SEC 19.2	Used if Guard Arm is missing, or required as per use of Section 4.3. Item 161 may be used if GA protects other utilities who are also within the SCZ	

Southern California Joint Pole Committee

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September 18, 2018

A regular meeting of the **Basic JPA Training ad hoc Committee** took place on the above date, at 11:23 a.m., at the Committee office.

Those in attendance were:

Mr. Earle Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Wayne Brown	Southern California Edison
Ms. April DeBarge	Southern California Edison
Ms. Valerie Mitwasi	Southern California Edison
Ms. Maria Ortiz	XO Communications
Ms. Lupe Hernandez	Teleport Communications America, LLC
Mr. Josh Mathisen	AT&T California
Ms. Cory Crawford	AT&T California
Mr. Daniel Luty	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Jeff Williams	City of Los Angeles
Mr. Ronald Schram	City Of Los Angeles
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. Kay Black	AT&T California
Ms. Alicia Smith	Sprint Nextel Corporation/Sprint Communications CO.L.P.
Ms. Linda McLean	Extenet Systems
Ms. Shawn Henderson	T-Mobile USA
Ms. Racheal Torres	Mobilitie, LLC
Ms. Marcy Quayle	Extenet Systems
Ms. Linda Paradise	AT&T California
Mr. Iman Yossi Torbati	City of Vernon
Mr. Gabriel Rosales	AT&T California
Ms. Jaclyn Puga	AT&T California
Ms. Megan Stewart	Frontier Communications
Mr. Sven-Axel Knauth	City of Burbank
Ms. Lynn Prescott	Verizon Wireless
Ms. Chrys Champlin	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Mia Tran	Crown Castle NG West Inc./NewPath/CA-CLEC LLC

Mr. Carrion opened the meeting at 11:23 a.m. by asking the members if they had **reviewed prior month's meeting minutes**. There were no questions or comments.

The second item on the agenda is the **Review of the current Basic JPA Training power point file**. Mr. Carrion reported that the power point slides is slated for review by end of this year. Mr. Carrion then reported that the *Commonly Used Sections and Items* document has been uploaded to the SCJPC website and is available on the Basic JPA Training webpage. Mr. Carrion added that there is a tab named "Version History" in the file to record revision history.

The third item on the agenda is **Item 1641: JPA Training (Prelim & Final)**. Mr. Carrion stated that it is on hold until the completion of the power point file.

The fourth item on the agenda is **Miscellaneous Items**. Mr. Carrion proposed to add a Q&A portion at the end of each Basic JPA Training meeting. Mr. Williams commented that the Q&A should be added to the Routine Revision agenda. Mr. Carrion replied that the Q&A portion can be added to either Basic JPA Training or Routine Revision agenda. Mr. Carrion then requested to add an agenda item number 4 to the next month's Basic JPA Training agenda titled "General Q&A and discussions."

Mr. Carrion opened a discussion about owner on record but not attached to pole in field, and inquired if only the owner can relinquished the space ownership. In other words, another member cannot relinquish another member's space on their behalf. Mr. Williams commented that it can be specified on the JPA by another member but the space owner may or may not approve it. Ms. Ortiz clarified that the JPA should have a note that a member is not attached on the pole. Ms. Hernandez replied that it was discussed previously that if a member is not attached but owns space, it's not up to the initiating member to determine whether or not the member still wants the space. Ms. Hernandez added that her company would notate the JPA that the member is not attached and keep the member as an owner. If the owner would like to relinquish, the JPA should be marked up by the owner to show "Relinquish Interest." Mr. Carrion concluded that only the member, or owner of space, can change the section on the JPA to Section 4.2 or Section 5.1.

Action Items:

- Mr. Carrion to prepare Basic JPA Training power point file for review before end of the year.
- "Q&A and discussions" will be added to the agenda.

The meeting adjourned at 11:31 a.m. until October 16, 2018

Angela Pranata – Committee Transcriber

Section #	Definition	Example(s)	Notes	Additional JPA Notation Example(s)
3.0	Used to note <u>new construction</u> of <i>Solely-Owned</i> facilities	U1 TO PL ARM SEC 3.0	Used whenever proposed constructed plant is intended for <i>sole</i> ownership.	
3.1	Used to note <u>new construction</u> of <i>Jointly-Owned</i> facilities	U1 TO PL ANC SEC 3.1	Used whenever proposed constructed plant is intended for <i>joint</i> ownership.	
3.4	Used to place Risers on pole that is also required to be on a Form 2	U1 TO PL RISER SEC 3.4 (or) U1 & U2 TO PL RISERS SEC 3.4	Riser details must be included on JPA (noting riser size(s) and quadrant(s)).	NEW 2" RISERS @ 2:00 (or) NEW 3" RISERS ON STND OFF BRKT @ 3:00
3.15	Used to place a pole-mounted Wireless Antenna	U1 TO PL ANT SEC 3.15	Used when a Pole-Mounted Antenna is proposed. Acts as a <i>flag</i> for receiving member to check Rule 94.4 compliance.	
4.0	Used to purchase space on a (wood) pole	U1 TO PURCH SEC 4.0 (or) U1 TO PURCH ADD'L SEC 4.0	Used when <u>physical</u> measurement between secondary and COMM attachment is greater-than or equal-to 6ft.	6' SCZ = SECONDARY @ 30'0" - COMM @ 24'0" (REQUIRED if GR&SP shows <6ft of SCZ space)
4.1	Used to purchase space for unauthorised attachment	U1 TO PURCH SEC 4.1	When there is <i>no pending JPA</i> to account for existing attachment.	
4.2	Used when one utility purchases, <u>and</u> another relinquishes ownership <i>at the same time</i>	U1 TO PURCH, U2 TO RELINQ SEC 4.2		
4.3	Used to purchase space for attachment <i>within</i> SCZ	U1 TO PURCH SEC 4.3	Used when <u>physical</u> measurement between secondary and COMM attachment is less-than 6ft. Typically involves an Arm or Guard Arm.	
4.4	Used to purchase space for attachment within <i>same</i> GR&SP as other unassociated attachment	U1 TO PURCH SEC 4.4	Typically involves a <i>new</i> , or use of an <i>existing</i> Arm.	
5.1	Used to relinquish <u>all</u> owned space and status as a joint-owner	U1 TO RELINQ SEC 5.1	Used also when a utility is <i>on record</i> , but is verified to have <i>no attachment</i> on pole.	
7.3	Replacing pole for sole benefit of a member	U1 REPL POLE SEC 7.3	Definition of " <i>sole benefit</i> " is detailed in Routine Handbook.	

7.4	Replacing pole with new pole set in same hole	U1 REPL POLE SEC 7.4, 7.6 (or) U1 REPL POLE SEC 7.4, 7.11	<u>Must</u> also use another section (<i>usually</i> 7.6 or 7.11), that best indentifies the reason for replacement - see Routine Handbook.	
7.6	Replacing pole due to damage	U1 REPL POLE SEC 7.6A (or) U1 REPL POLE SEC 7.6B	7.6A and 7.6B distinguishes type of damage to pole - see Routine Handbook.	
7.11	Replacing pole for mutual benefit of joint owners	U1 REPL POLE SEC 7.11	Definition of " <i>mutual benefit</i> " is detailed in Routine Handbook.	
9.1	Used when placing a <i>new</i> Interaset pole	U1 PL INTERSET POLE SEC 9.1	Also used for underset poles.	
10.8	Used to declare transfer of facilities from one pole to another	U1 TRFR SEC 10.8	Item numbers must be used if intention is to bill another utility for transferring their facilities. Item number depends on nature of the transfer.	
10.9	Used to declare rearrangement of existing facilities	U1 TO REARRANGE SEC 10.9	Item numbers must be used if intention is to bill another utility for relocating their facilities. Item number depends on the nature of the rearrangement.	
12.3	Used for purchase into an <i>existing</i> Anchor that will become jointly-owned, or is already jointly-owned	U1 TO SHARE ANC SEC 12.3	<i>Installation of new</i> Anchor for joint-ownership, use Section 3.1 <i>New</i> Anchors require the Year Set to be shown on JPA. <i>Existing</i> Anchors do not require the Year Set.	
12.5	Used to replace an Anchor for mutual benefit of joint owners	U1 REPL ANC SEC 12.5	Definition of "Mutual Benefit" is detailed in Routine Handbook.	
12.9	Used to relinquish ownership, or removal of a jointly-owned Anchor	U1 RMV ANC SEC 12.9 (or) U1 RELINQ SEC 12.9		
13.1	Used for COR JPA's	COR OF REC SEC 13.1	Only for COR JPA's. Requires details on what is being corrected from original <i>billed</i> JPA.	COR REC - COR LOC S/A 50' S/B 40'

13.3	Used to <i>update</i> record(s) per field conditions	UPDATE REC SEC 13.3	To correct inaccurate data on pole card (HOA, missing shared ANC's, etc.). Requires details on what is being corrected.	UPDATE REC - U2 GR&SP VERIFIED IN FIELD
14.1	Used for purchase into an <i>existing</i> Arm that will become jointly-owned, or is already jointly-owned	U1 TO SHARE ARM SEC 14.1	<i>Installation</i> of a new Arm for joint-ownership, use Section 3.1.	
14.4	Used when stepping pole	U1 TO STEP POLE SEC 14.4	Step quadrants should be noted on JPA.	U1 STEP POLE @ 3:00 & 9:00
14.7	Vegetation management (tree trimming)	U1 VEG MGMT SEC 14.7	Specifics should be included, noting if action benefits all owners or not.	VEG TRIMMED AFFECTING U1 & U2
15.1A	Used to retag a pole with missing or damaged pole tag	U1 RETAG SEC 15.1A	Item 15a to be used if intention is to charge base-owner for retagging pole. If JPA reads "E RETAG SEC 15.1A", and E is the base-owner, item 15a does not apply, as they are retagging their own pole.	
19.2	Used to place Guard Arm	U1 PL GA SEC 19.2	Used if Guard Arm is missing, or required as per use of Section 4.3. Item 161 may be used if GA protects other utilities who are also within the SCZ	

Item Number	Sub-Category	Detail	Notes
20			Used to charge the cost of transferring/rearranging an individual Guy
	a	All Types	
	b	Sidewalk-Anchor Guys (Incl. PBR and Fittings)	
75			Used to charge the cost of transferring/rearranging an individual Guard Arm/Crossarm
	a	Single GA/XARM	
	b	Double GA/XARM	
82			Used to charge the cost of transferring/rearranging an individual Arm with one cable
	a	Single Wood Arm	
	b	Double Wood Arm	
	c	Extension Arm (F or Alley)	
	d	Additional Cable (separate messenger) on same arm	
83			Used to charge the cost of transferring/rearranging an individual cable. Item is for single transferred cable only.
	a	If transferred cable is affixed <i>permanently</i>	
	b	If transferred cable is affixed <i>temporarily</i> Requires owner to <i>complete</i> the transfer	
111			Used to charge cost of buying into or installing a new anchor for joint use
	a	Expanding Plate (Hand Dig)	
	b	Expanding Plate (Truck Access)	
	c	PISA (Screw Anchor)	
	d	Hydraulically Driven	
	e	Concreting an Anchor	

	f	Sale of abandoned Anchor	
	g	Attaching to Existing Anchor (Rear Property)	
	h	Attaching to Existing Anchor (Street/Alley)	
112			Used to charge cost of buying into or installing a new PBR for joint use
	a	2" PBR and fittings	
	b	2.5" PBR and fittings	
	c	3" PBR and fittings	
	d	Sale of abandoned PBR	
160			Used to charge cost of buying into or installing a new XARM for joint use
	a	Single Wood Crossarm	
	b	Double Wood Crossrm	
	c	Composit Fiberglass Crossarm	
	d	Attaching to Existing Crossarm	
161			Used to charge the cost of buying into or installing a new GA for joint use
	a	Single Wood Guard Arm	
	b	Double Wood Guard Arm	
	c	Composit Fiberglass Guard Arm	
	d	Using Existing Guard Arm	
164			Used to charge the cost of buying into or installing a new Cable Arm for joint use
	a	Single Arm with one Cable	
	b	Double Arm with one Cable	
	c	Extension Arm (F or Alley) with one Cable	
	d	Additional Cable (separate messenger) on same Arm	
	e	Attaching to existing Cable Arm	

Southern California Joint Pole Committee

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The **Basic JPA Training Committee**

did not meet in October 2018.

Southern California Joint Pole Committee

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November 20, 2018

A regular meeting of the **Basic JPA Training ad hoc Committee** took place on the above date, at 1:03 p.m., at the Committee office.

Those in attendance were:

Mr. Earle Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Wayne Brown	Southern California Edison
Mr. Josh Mathisen	AT&T California
Ms. Cory Crawford	AT&T California
Mr. Jeff Williams	City of Los Angeles
Mr. Ronald Schram	City Of Los Angeles
Mr. Bret Plaskey	Frontier Communications
Mr. Glenn Leckie	Frontier Communications
Ms. Shawn Henderson	T-Mobile USA
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff
Ms. Anali Spencer	Committee Staff

Those attending via teleconference were:

Ms. Alicia Smith	Sprint Nextel Corporation/Sprint Communications CO.L.P.
Mr. Brandon Robinson	City of Banning
Ms. Francis Fatigati	AT&T California
Ms. Jaclyn Puga	AT&T California
Ms. Linda Mc Lean	Exenet Systems
Ms. Lupe Hernandez	Teleport Communications America, LLC
Ms. Maria Ortiz	XO Communications
Ms. Mia Tran	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Samantha Carrillo	Time Warner Cable
Mr. Sven-Axel Knauth	City of Burbank
Ms. Yvonne Johnson	AT&T Mobility

Mr. Carrion opened the meeting at 1:03 p.m. by asking the members if they had **reviewed prior month's meeting minutes**. The last meeting was held on September 2018 and there were no questions or comments.

The second item on the agenda is the **Review of the current Basic JPA Training power point file**. Mr. Carrion reported that the power point file has been completed and he included some suggested edits from SCE. The committee then reviewed the

power point file. Mr. Carrion commented that the power point file is intended to be presented and not used as a reference guide or printed materials. Mr. Carrion added that he included presentation notes for the presenter. At the bottom of some slides, the presenter will see the “Note” section to be used while presenting the power point file. Notes may be used to elaborate on some of the points within the slides as well as to generate engaging discussions. The audience should have the routine handbook during the presentation because some slides will refer to the routine. Mr. Carrion suggested to upload the file to the website now. He commented that the power point file can serve as a base training material, which can be added on or rephrase as needed by individual members, provided that they don’t contradict the routine handbook. Mr. Carrion also suggested to keep previous versions of power point files under archived section. The committee agreed to upload the completed power point file to the website.

The third item on the agenda is **Item 1641: JPA Training (Prelim & Final)**. Ms. Pranata reported that she received JPA training requests from members. Mr. Williams asked if the requests came from contractors. Ms. Pranata replied that the requests did not come from contractors. Mr. Williams asked whether or not Cable Engineering Services (CES) is open to provide training to members, not contractors, and charge the members directly. Ms. Hernandez replied that she will discuss this subject with Ms. Prescott. Mr. Williams commented that CES did provide training for some of the LADWP’s employees. Mr. Carrion commented that after the training, the members would be responsible to train other employees within their organizations.

The fourth item on the agenda is **General Q&A and discussions**. There were no new questions or discussions.

The fifth item on the agenda is **Miscellaneous**. There were comments or miscellaneous items.

Action Items:

- Basic JPA Training power point file will be uploaded to the SCJPC website.

The meeting adjourned at 1:13 p.m. until January 15, 2019.

Angela Pranata – Committee Transcriber