

## **Southern California Joint Pole Committee**

279 E. Arrow Hwy. Suite 104

San Dimas, CA 91773

Phone (909) 599-3801

Fax (909) 599-3825

**January 15, 2020**

A meeting of the **ad hoc Computer Communications Committee** took place on the above date, at 1:11 p.m. at the Committee office. Those in attendance were:

Mr. Wayne Brown	Southern California Edison
Ms. April DeBarge	Southern California Edison
Mr. Jeff Williams	City of Los Angeles
Mr. John Bacon	City of Los Angeles - DWP
Mr. Jaime Garcia	City of Los Angeles - DWP
Mr. Bret Plaskey	Frontier Communications
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Hector Aguilera	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Lynn Prescott	Verizon Wireless
Ms. Yesenia Delgado	Time Warner Cable
Ms. Lupe Hernandez	Teleport Communications America, LLC
Ms. Maria Ortiz	XO Communications
Mr. John Vu	City of Anaheim
Ms. Alicia Smith	Sprint Nextel Corporation/Sprint Communications CO.L.P
Mr. David Campo	City of Lompoc
Ms. Tondra Hill	Time Warner Cable
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff
Ms. Jenny Silva	Committee Staff

### **Those attending via teleconference were:**

Ms. Kay Black	AT&T California
Ms. Shawn Henderson	T-Mobile USA
Mr. Aarize Dizon	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Richanna James	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Yvonne Johnson	AT&T Mobility
Mr. Pedro Garganera	MCI Telecommunications

Ms. DeBarge called the meeting to order at 1:11 p.m.

**Agenda Item 1 – Review of prior month’s minutes** - Ms. DeBarge inquired if the members had any comments or concerns in regards to the prior meeting minutes of November 2019. There were no comments or concerns from any members.

**Agenda Item 2 - Item 1624: Electronic Delivery of Finals** - Ms. DeBarge opened the discussion on Electronic Delivery of Finals. Ms. DeBarge stated she collected three electronic JPAs and sent an email connecting Ms. Allen and Ms. Noreen Kelly. Ms. Kelly is one of Ms. DeBarge's analysts and will be working on the Finals. Ms. DeBarge commented she deliberately created an error on one Final so they can test the memo process.

**Agenda Item 4 - Miscellaneous -**

- None at this time.

**Agenda Item 5 - Review of Action Items -**

- SCE and SCJPC will connect to work on Item 1624: Electronic Delivery of Finals.

The meeting adjourned at 1:13 p.m. until February 19, 2020.

Angela Pranata - Committee Staff

## **Southern California Joint Pole Committee**

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**February 19, 2020**

A meeting of the **ad hoc Computer Communications Committee** took place on the above date, at 1:06 p.m. at the Committee office. Those in attendance were:

Ms. April DeBarge	Southern California Edison
Ms. Camile Bowie	Southern California Edison
Mr. Wayne Brown	Southern California Edison
Mr. Jeff Williams	City of Los Angeles
Mr. John Bacon	City of Los Angeles - DWP
Mr. Jaime Garcia	City of Los Angeles - DWP
Mr. Bret Plaskey	Frontier Communications
Mr. Hector Aguilera	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Aarize Dizon	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Lynn Prescott	Verizon Wireless
Ms. Yesenia Delgado	Time Warner Cable
Ms. Lupe Hernandez	Teleport Communications America, LLC
Ms. Maria Ortiz	XO Communications
Mr. John Vu	City of Anaheim
Ms. Alicia Smith	Sprint Nextel Corporation/Sprint Communications CO.L.P
Ms. Tondra Hill	Time Warner Cable
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

### **Those attending via teleconference were:**

Ms. Kay Black	AT&T California
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Yvonne Johnson	AT&T Mobility
Mr. Ben Coffey	City of Banning
Ms. Cory Crawford	AT&T California
Mr. Todd Dailey	AT&T California
Mr. Minh Luong	Mobilitie, LLC
Mr. Pedro Garganera	MCI Telecommunications
Mr. Glenn Leckie	Frontier Communications

Ms. DeBarge called the meeting to order at 1:06 p.m.

**Agenda Item 1 – Review of prior month’s minutes** - Ms. DeBarge inquired if the members had any comments or concerns in regards to the prior meeting minutes

of January 2020. There were no comments or concerns from any members.

**Agenda Item 2 - Item 1624: Electronic Delivery of Finals** - Ms. DeBarge opened the discussion on Electronic Delivery of Finals. Ms. DeBarge stated she did send a few Final JPAs to Ms. Allen. Internally SCE's macro was not working so they had to do manual adjustments. She thought they have locked down all of the preliminary fields. She added they will continue to work on it. Ms. DeBarge inquired if Ms. Allen has any update. Ms. Allen inquired if SCE could use the file that was agreed-upon in 2018, named Proxy Final. Ms. Allen noticed differences between the two files, such as colors and locked cells. Ms. Allen stated that everything has been changed. Ms. DeBarge requested Ms. Allen to resend the email from June 20<sup>th</sup>, 2018. Ms. Allen will resend and Ms. DeBarge will review the file. Ms. DeBarge stated that the Final has changed since 2018. Ms. DeBarge commented that she will work with Ms. Kelly and try to match to what they had in 2018.

**Agenda Item 4 - Miscellaneous -**

- Ms. Allen opened a discussion on SCE's Final JPAs, the "E JPA", that Ms. DeBarge is sending via the red bag. Ms. Allen wanted to clarify if Ms. DeBarge is sending electronic JPAs via the red bag and if those "E JPA" should be returned to Ms. DeBarge. Ms. Allen also stated she could not open any picture attachments from Ms. DeBarge. Ms. Allen stated that the "E JPA" note has been typed on other member's JPAs. Ms. DeBarge replied that the "E JPA" note in the small box on Edison's initiated Final JPAs does indicate that it is an electronic JPA. Ms. DeBarge confirmed that those JPAs should be sent back to her.
- Mr. Brown opened a discussion about converting the JPA memo electronically. Ms. Allen replied that at this time it's difficult due to our workstations are not setup properly. Ms. Allen added even billing electronically would be difficult at this time. Ms. Pranata stated that when we moved into this building eight years ago, we were not planning on eliminating billing books, paper, or binders. We would have to rearrange our workstations so the monitors are right in front of the staff while billing. Ms. DeBarge commented that SCE went through something similar at SCE's office, they had to rearrange their workstations. Ms. DeBarge added that she would like to review the memo process using one of the electronic JPAs that she submitted. Ms. Pranata commented that with Friend Pro, we would be able to export the memo easily from the software and send the file to SCE. Ms. Bowie inquired if JPAssist could incorporate the memo process. Ms. Prescott replied that she will look into it.

**Agenda Item 5 - Review of Action Items -**

- Ms. DeBarge to continue working with Ms. Kelly on Item 1624.

The meeting adjourned at 1:15 p.m. until March 18, 2020.

Angela Pranata - Committee Staff

## **Southern California Joint Pole Committee**

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

**March 18, 2020**

A meeting of the **ad hoc Computer Communications Committee** took place on the above date, at 2:02 p.m. at the Committee office. Those in attendance were:

Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

### **Those attending via teleconference were:**

Ms. April DeBarge	Southern California Edison
Mr. Wayne Brown	Southern California Edison
Mr. John Bacon	City of Los Angeles – DWP
Mr. Hector Aguilera	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Aarize Dizon	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Richanna James	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Lynn Prescott	Verizon Wireless
Ms. Yesenia Delgado	Time Warner Cable
Ms. Lupe Hernandez	Teleport Communications America, LLC
Ms. Maria Ortiz	XO Communications
Ms. Alicia Smith	Sprint Nextel Corporation/Sprint Communications CO.L.P
Ms. Kay Black	AT&T California
Ms. Cory Crawford	AT&T California
Ms. Shawn Henderson	T-Mobile USA
Mr. Ben Coffey	City of Banning
Mr. Racheal Torres	Mobilitie, LLC
Ms. Yvonne Johnson	AT&T Mobility
Mr. Nicholas Vanstryk	City of Vernon (Petrelli Electric)
Mr. Dan Luty	Extenet Systems

Ms. DeBarge called the meeting to order at 2:02 p.m.

**Agenda Item 1 – Review of prior month’s minutes** - Ms. DeBarge inquired if the members had any comments or concerns in regards to the prior meeting minutes of February 2020. There were no comments or concerns from any members.

**Agenda Item 2 - Item 1624: Electronic Delivery of Finals** - Ms. DeBarge opened the discussion on Electronic Delivery of Finals. Ms. DeBarge stated she has been working with Ms. Allen on locking certain fields prior to sending the Finals to the SCJPC office. She reported that SCE is in a state of disarray, transitioning to work-

from-home. Mr. Brown inquired what would be the best file format to send the Finals to SCJPC office. Ms. Pranata replied that the office has not completed any electronic finals therefore she is not sure if Excel would be better than PDF. After further discussion, the committee decided that Excel file format would be better. Ms. Pranata showed the draft summary of electronic JPA process on the screen. Ms. Pranata then stated that the billed Final JPA would be in PDF format.

Mr. Brown stated that SCE will start sending the Final JPAs electronically due building access issues. Ms. Pranata inquired how to send current Final JPA copies to SCE. Ms. DeBarge inquired if the SCJPC could send a list of billed Final JPAs in a spreadsheet to SCE so SCE could upload to SCE's SAP. Ms. DeBarge stated the spreadsheet would be enough. Ms. Pranata inquired if Ms. DeBarge verified with Mr. Rackleff, SCE's billing department. Ms. DeBarge inquired the current process of sending Final paper copies to SCE. Ms. Pranata explained that one copy in the green bag, another copy in the red bag. Mr. DeBarge inquired if the green bag goes to Mr. Rackleff's team. Ms. Pranata replied yes. Ms. DeBarge clarified if the SCJPC could send the spreadsheet to her, final copies are not needed. Ms. Allen inquired if the spreadsheet is the same as the one sent to Ms. Arlie Mojica. Ms. Pranata also inquired if the spreadsheet is the same as the one sent to Ms. Camile Bowie. Ms. DeBarge replied the spreadsheet should have the JPA numbers and billed date but she has not seen the spreadsheet. Mr. Brown stated he will ask Ms. Mojica and Ms. Bowie to send the spreadsheets to him. Mr. Brown added he will reach out to Mr. Rackleff to confirm the department's needs and to review the spreadsheets.

Ms. DeBarge inquired the process of notating errors on returned Final JPAs (Memos). Ms. Pranata responded that Excel features such as adding comments and text boxes could be utilized. However, further testing would be needed. Ms. DeBarge stated comments on Excel files would be ideal for JPA Memos. Ms. DeBarge also stated that the processes are evolving.

**Agenda Item 4 – Miscellaneous/New item numbers** – Ms. DeBarge opened the floor to any miscellaneous items. There were none at this time.

#### **Agenda Item 5 - Review of Action Items**

- Ms. DeBarge and Mr. Brown will meet with Mr. Rackleff to determine which file format is better and to review the spreadsheets.

The meeting adjourned at 2:19 p.m. until April 15, 2020.

Angela Pranata - Committee Staff

## **Southern California Joint Pole Committee**

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**April 15, 2020**

A meeting of the **ad hoc Computer Communications Committee** took place on the above date, at 1:40 p.m. via teleconference. **Those in attendance were:**

Ms. April DeBarge	Southern California Edison
Mr. Wayne Brown	Southern California Edison
Ms. Camile Bowie	Southern California Edison
Ms. Valerie Mitwasi	Southern California Edison
Mr. John Bacon	City of Los Angeles – DWP
Mr. Jeff Williams	City of Los Angeles
Mr. Bret Plaskey	Frontier Communications
Mr. Joe Serrato	Crown Castle NG West Inc.
Mr. Aarize Dizon	Crown Castle NG West Inc.
Ms. Lynn Prescott	Verizon Wireless
Ms. Yesenia Delgado	Time Warner Cable
Ms. Lupe Hernandez	Teleport Communications America, LLC
Ms. Maria Ortiz	XO Communications
Ms. Alicia Smith	Sprint Nextel Corporation/Sprint Communications CO.L.P
Ms. Kay Black	AT&T California
Ms. Cory Crawford	AT&T California
Mr. Todd M. Dailey	AT&T California
Ms. Shawn Henderson	T-Mobile USA
Ms. Yvonne Johnson	AT&T Mobility
Mr. Nicholas Vanstryk	City of Vernon (Petrelli Electric)
Mr. Joe Armstrong	City of Pasadena
Mr. John Vu	City of Anaheim
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Ms. DeBarge called the meeting to order at 1:40 p.m.

**Agenda Item 1 – Review of prior month’s minutes** – Mr. Brown inquired if the members had any comments or concerns regarding the prior meeting minutes. There were no other comments or concerns from any members.

**Agenda Item 2 - Item 1624: Electronic Delivery of Finals** – Mr. Brown opened the discussion on Electronic Delivery of Finals. Mr. Brown commented this item number should be on the agenda for one more month to see if there is anything the committee would like to discuss concerning the new electronic format.

Ms. Mitwasi commented through the chat window that she saw an open item about the spreadsheet for final bill. Mr. Brown stated he had a meeting with Ryan Rackleff, Camile Bowie, and Arlie Mojica regarding this subject. Ms. DeBarge stated that they wanted to receive a spreadsheet in lieu of an actual final. Ms. Pranata inquired if Ms. Mojica could contact her so she can work on the spreadsheet with her. Ms. DeBarge responded that she will email Ms. Mojica as soon as possible.

Ms. Black commented that AT&T California has an unknown amount of JPAs typed on the original spreadsheet, not on the new spreadsheet that members are supposed to be using, posted on the website recently by Ms. Pranata. She would like to confirm that she could submit previously typed JPAs, and that AT&T California employees do not have to retype the JPAs.

Ms. Pranata responded that AT&T California can submit JPAs typed on the old format however to let her know so that the SCJPC staff could perform additional steps such as protect typed data and prepare the file for billing. She added that moving forward, all members should use the new excel file.

Ms. DeBarge inquired the differences between the old file and the new file. Ms. Pranata responded that she has been working with Patricia at SCE with some changes such as changing font color and cell properties. Ms. DeBarge commented that the SCJPC will receive a lot of variations of the Final Form 2 files. Ms. DeBarge requested if Ms. Pranata could contact her for changes that needs to be done on the "E-JPA". Ms. Pranata responded that she will contact Ms. DeBarge with changes.

**Agenda Item 4 – Miscellaneous/New item numbers** – Ms. DeBarge opened the floor to any miscellaneous items. There were none at this time.

#### **Agenda Item 5 - Review of Action Items**

- Item 1624 to be discussed for one more month.

The meeting adjourned at 1:52 p.m. until May 20, 2020.

Angela Pranata - Committee Staff

**Southern California Joint Pole Committee**

279 E. Arrow Hwy. Suite 104

San Dimas, CA 91773

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**Computer ad hoc Committee  
did not meet in May 2020.**

## **Southern California Joint Pole Committee**

279 E. Arrow Hwy. Suite 104

San Dimas, CA 91773

Phone (909) 599-3801

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**June 17, 2020**

A meeting of the **ad hoc Computer Communications Committee** took place on the above date, at 1:24 p.m. via teleconference. Those in attendance were:

Ms. April DeBarge	Southern California Edison
Mr. Wayne Brown	Southern California Edison
Ms. Camile Bowie	Southern California Edison
Ms. Valerie Mitwasi	Southern California Edison
Mr. John Bacon	City of Los Angeles – DWP
Mr. Jeff Williams	City of Los Angeles
Mr. Bret Plaskey	Frontier Communications
Mr. Joe Serrato	Crown Castle NG West Inc.
Ms. Lynn Prescott	Verizon Wireless
Ms. Yesenia Delgado	Time Warner Cable
Ms. Lupe Hernandez	Teleport Communications America, LLC
Ms. Maria Ortiz	XO Communications
Ms. Alicia Smith	Sprint Nextel Corporation/Sprint Communications CO.L.P
Ms. Kay Black	AT&T California
Ms. Tara D. Andrews	AT&T California
Ms. Shawn Henderson	T-Mobile USA
Ms. Yvonne Johnson	AT&T Mobility
Mr. Nicholas Van Stryk	City of Vernon (Petrelli Electric)
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Ms. Mitwasi called the meeting to order at 1:24 p.m.

**Agenda Item 1 – Review of prior month’s minutes** – Ms. Mitwasi inquired if the members had any comments or concerns regarding the April’s meeting minutes. There were no other comments or concerns from any members.

**Agenda Item 2 - Item 1624: Electronic Delivery of Finals** – Ms. Mitwasi opened the discussion on Electronic Delivery of Finals. Ms. Mitwasi inquired if the members had any issues concerning the electronic delivery of finals. There were no issues or concerns from any members. She then inquired if the item can be closed. Mr. Plaskey commented there were no issues, and everything has been running smoothly. He added he had no problem closing the item. Mr. Bacon agreed with Mr. Plaskey. Ms. Mitwasi announced this item will be closed.

**Agenda Item 3 – Miscellaneous/New item numbers** – Ms. Mitwasi opened the floor to any miscellaneous items. There were no miscellaneous items.

**Agenda Item 4 - Review of Action Items**

- Item 1624 will be closed.

The meeting adjourned at 1:25 p.m. until July 15, 2020.

Angela Pranata - Committee Staff

**Southern California Joint Pole Committee**

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Fax (909) 599-3825

**July 27, 2020**

A meeting of the **ad hoc Computer Communications Committee** took place on the above date, at 1:02 p.m. via teleconference. Those in attendance were:

Ms. Valerie Mitwasi	Southern California Edison
Ms. Camile Bowie	Southern California Edison
Mr. John Bacon	City of Los Angeles – DWP
Mr. Bret Plaskey	Frontier Communications
Mr. Glenn Leckie	Frontier Communications
Ms. Lynn Prescott	Verizon Wireless
Ms. Lupe Hernandez	Teleport Communications America, LLC
Ms. Alicia Smith	Sprint Nextel Corporation/Sprint Communications CO.L.P
Ms. Yvonne Johnson	AT&T Mobility
Ms. Kay Black	AT&T California
Ms. Tara D. Andrews	AT&T California
Mr. Todd M. Dailey	AT&T California
Mr. Nicholas Van Stryk	City of Vernon (Petrelli Electric)
Mr. Earle Carrion	Crown Castle NG West Inc.
Ms. Aarize Dizon	Crown Castle NG West Inc.
Mr. Rey Lopez	Time Warner Cable
Ms. Yesenia Degaldo	Time Warner Cable
Mr. Alex Parra	City of Riverside
Mr. Mina Shehata	City of Burbank
Ms. Alyssa Aguilar	City of Colton
Mr. Ben Coffey	City of Banning
Mr. Brandon Robinson	City of Banning
Ms. Linda McClean	Extenet Systems
Ms. Heidi Seropian	Extenet Systems
Ms. Rachel Torres	Mobilitie, LLC
Ms. Amanda Lindgren	City of Glendale
Ms. Angela Pranata	Committee Staff

Guests:

Ms. Mirabel Sanchez	Cable Engineering Services
Mr. Julian Ruiz	AT&T California
Ms. Desiree Terrell	AT&T California
Ms. La Ronda M. Flowers	AT&T California
Ms. Karen D. Spurgeon	AT&T California
Mr. Robert T. Standard	AT&T California
Mr. Artemio Lopez	AT&T California

Mr. Israel Ocampo  
Mr. Douglas Sink

AT&T California  
Frontier Communications

Ms. Mitwasi called the meeting to order at 1:02 p.m.

**Agenda Item 1 – Review of prior month’s minutes** – Ms. Mitwasi inquired if the members had any comments or concerns regarding the June’s meeting minutes. There were no other comments or concerns from any members.

**Agenda Item 2 - Item 1669: Digitize JPA Process Proposals: JPAssist** – Ms. Mitwasi inquired if there will be a demo of JPAssist today. Ms. Prescott replied we could do a demo however the Master Services Agreement (MSA) needs to be signed due to confidentiality agreement. After the MSA is signed, members could sign in and perform a trial. The firewall setup needs to be addressed as well. Mr. Plaskey would like for Ms. Pranata to contact the SCJPC’s attorney and confirm that the President of the SCJPC can sign the MSA on behalf of the membership. Ms. Prescott agreed that the SCJPC should verify with the attorney. Ms. Pranata confirmed that she will contact the attorney.

Ms. Prescott inquired about the date to go live and she suggested January 1, 2021. Ms. Prescott commented the program cannot have everything electronically when there are pending forms. Mr. Plaskey commented the purpose of this meeting is to rehash and to go over a demonstration of JPAssist. Team members from Committee members who would like to see the software are attending today’s meeting. They will provide feedback to the Committee and discuss the software at the next Administrative Board meeting. Ms. Mitwasi agreed with Mr. Plaskey.

Ms. Sanchez and Ms. Hernandez presented the software. Ms. Sanchez demonstrated entering a new foreign JPA and joint poles associated with the JPA on Webex. Ms. Black commented the software recognized a pending JPA. Ms. Sanchez pointed out that the software will calculate the total footage allocated on a pole. She then demonstrated the feature to upload or download pole loading or pending JPA documents. Ms. McLean inquired if the data will be stored at Cable Engineering Services (CES) or the SCJPC. Ms. Prescott replied currently stored at CES but on the cloud, using an Amazon cloud server. Mr. Plaskey commented that the software developer should be separated from the SCJPC. He continued that if JPAssist is implemented, the SCJPC would license it, house it at a collective server or cloud, and need to decide on how to manage the data. Ms. Prescott added the committee would lease it but house it on a collective server. Ms. Black inquired about the data retention policy. Ms. Prescott answered the Committee needs to determine the data retention policy. Mr. Plaskey commented the data could be archived indefinitely for auditing purposes. Ms. McLean inquired if vendors can be invited for training. Ms. Prescott responded yes, and they would have to sign a separate Non-Disclosure Agreement (NDA). Mr. Plaskey commented that it could be one of the questions to ask the attorney: does an NDA with a member covered all of their contractors. Ms. Pranata replied that she will ask the attorney.

Mr. Shehata inquired how will JPAssist work for pending JPAs. Ms. Prescott responded that Ms. Sanchez entered a foreign JPA because it was sent in an Excel file and there is no record of it in JPAssist at this time. However, over time, there is no

need to enter foreign or pending JPAs because all JPAs should be on the database already. Ms. Prescott added the SCJPC may have to continue paper JPAs until everything on paper has been completed. Entering paper JPAs and backdate them will be a lot of work. Mr. Shehata inquired who will be entering the JPAs into the system. Ms. Prescott responded that each member would have to enter the JPAs. Mr. Plaskey commented that once the JPAssist is implemented, moving forward there will be no more PDF or Excel JPAs transactions via email. Mr. Plaskey added that the committee would have to select a cutoff date and moving forward everyone should use JPAssist.

Ms. Sanchez continued with the demonstration with a Form 7 creation. She also showed that users can add fielding notes into a JPA and can enter Form 48 information. She then showed that the software will calculate and show the 45 and 135 days after a JPA was created. The software will auto-approve a JPA as well. She then showed how to approve or deny a JPA. Mr. Shehata inquired about the number of members on a JPA. Ms. Prescott replied that the software will add the members automatically.

Mr. Carrion stated that Crown Castle is currently using software that is similar to JPAssist. He inquired whether there is software support for training, troubleshooting, and discussing updates. Ms. Prescott replied there is a support section within the software. Ms. Sanchez showed the support page and how users can submit issues. Mr. Coffey asked a question through the chat feature “What if there is no existing record for an existing pole? How would that work?” Ms. Sanchez showed how to enter pole records into the software. Ms. McLean inquired whether a copy of notification can be sent to Extenet when one of their vendors submits a JPA through JPAssist. Ms. Prescott replied it can be done during setup. Mr. Parra inquired about the number of user accounts allowed per member. Ms. Prescott replied in the contract each member can have a minimum of five users. Member’s contractors would have to get separate licenses to use the software. Mr. Parra inquired about leasing functions. Ms. Prescott replied they could build a separate module.

Ms. Prescott explained the user interfaces. There are managers and systems administrators. Members are responsible to add or delete their vendors or contractors and modify user access levels. Mr. Bacon inquired about the cost per unit or license. Ms. Prescott responded that the costs are in the proposal and that the proposal has been sent out to all members. Ms. Pranata confirmed that the proposal was emailed to members. Mr. Parra inquired about a manual. Ms. Prescott replied there will be a help button, but the committee will have to decide on these enhancements. Mr. Carrion stated his concern that after a training session, some staff may forget a few things. He inquired if there are support systems or ongoing guidance that will be able to answer questions that are not necessarily issues or software bugs. Ms. Prescott replied that she will be available for technical support and her programmer will be available for programming support. She then continued to explain the training. There are two types of training, first is to train someone the JPA process, and second is to train someone to operate the system. Ms. Prescott won’t provide training on the JPA process, but she will train users on how to operate the system. Mr. Carrion commented that Crown Castle does have two-part training: JPA process and database. Mr. Carrion inquired about the intention of the system. He inquired if JPAssist is designed to manage the JPA process and not just designed for form creation and data management. Ms. Prescott responded it was created to manage JPAs, identify pending JPAs, and keep

everything in one system where users can find all documents. Mr. Carrion stated his concern that it will require 100% participation from all members. He is unsure about Crown Castle's participation. Ms. Black announced that AT&T California's team will have to leave the meeting. Mr. Carrion stated that JPAssist is very similar to the current Crown Castle's system. Mr. Carrion commented that he would like to discuss the system with Ms. Prescott offline. Ms. Prescott commented that the manual and training sessions are important, but the Committee would have to decide. Mr. Shehata inquired if all members need to participate. Ms. Prescott responded that it is preferable. Mr. Shehata stated it will be challenging to process JPAs in different ways if some members do not participate. He added the City of Burbank would like to use the system. Mr. Parra inquired can the SCJPC make it mandatory. Ms. Prescott responded the committee should decide whether or not it's mandatory to use by all members. Mr. Carrion stated the learning curve is incredibly steep to learn new software, it will be challenging and will not be smooth at the beginning. Ms. Prescott agreed that it will be a big transition.

Mr. Coffey asked another question through the chat feature "Do all members have access to the JPAssist test environment to try out?" Ms. Prescott responded that right now no one has access to JPAssist. She added once an NDA is signed, she can give them access to the test environment to try out. Ms. Prescott stated that the computer committee would need to meet diligently and suggested to meet two to three times a month. Ms. Mitwasi inquired if the next step is to vote on it at the Administrative Board. Ms. Prescott responded that the MSA and NDA documents will need to be reviewed by the SCJPC's attorney. Ms. Pranata stated she will forward the MSA to the attorney and asked Ms. Prescott to send the stand-alone NDA to her. Ms. Prescott responded that she would send the NDA to Ms. Pranata. Ms. Prescott stated that if a member is not ready to sign the MSA then she can send the stand-alone NDA to the member. Ms. Pranata stated that the City of Banning would like access to the system and suggested for the City of Banning to contact Ms. Prescott directly.

**Agenda Item 3 – Schedule of future Computer Committee** – Ms. Mitwasi inquired about the date of the next committee meeting. Ms. Pranata responded that Ms. Prescott suggested meeting on Tuesday instead of Wednesday. Ms. Prescott suggested for the committee to meet on a Tuesday or a separate day for software testing, however, can meet regularly on Wednesday. The committee decided to meet on August 19, 2020.

#### **Agenda Item 4 - Review of Action Items**

- Ms. Pranata to send the MSA and NDA to the SCJPC's attorney.
- SCJPC members to review the JPAssist proposal and costs.
- Add JPAssist to the next Administrative Board's agenda under the Discussion section.

The meeting adjourned at 2:14 p.m. until August 19, 2020.

Angela Pranata - Committee Staff

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**Computer ad hoc committee  
did not meet in August 2020.**

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**Computer ad hoc committee  
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**October 21, 2020**

A meeting of the **ad hoc Computer Communications Committee** took place on the above date, at 1:40 p.m. via teleconference. Those in attendance were:

Ms. Valerie Mitwasi	Southern California Edison
Mr. Wayne Brown	Southern California Edison
Ms. April DeBarge	Southern California Edison
Ms. Camile Bowie	Southern California Edison
Ms. Maria Ortiz	XO Communications
Ms. Lupe Hernandez	Teleport Communications America, LLC
Mr. Jeff Williams	City of Los Angeles – DWP
Mr. Bret Plaskey	Frontier Communications
Mr. Lex Treepaisan	Frontier Communications
Mr. Earle Carrion	Crown Castle NG West Inc.
Mr. Joe Serrato	Crown Castle NG West Inc.
Mr. Aarize Dizon	Crown Castle NG West Inc.
Ms. Lynn Prescott	Verizon Wireless
Ms. Yesenia Delgado	Time Warner Cable
Ms. Kay Black	AT&T California
Ms. Tara Andrews	AT&T California
Ms. Shawn Henderson	T-Mobile USA
Mr. Ben Coffey	City of Banning
Ms. Yvonne Johnson	AT&T Mobility
Mr. Nicholas Van Stryk	City of Vernon (Petrelli Electric)
Mr. Pedro Garganera	MCI Metro ATS/MCI Telecommunications
Ms. Sherri DuChateau	Bear Valley Electric Services Inc.
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Ms. Mitwasi called the meeting to order at 1:40 p.m.

**Agenda Item 1 – Review of prior month’s minutes** – Ms. Mitwasi inquired if the members had any comments or concerns regarding the July’s meeting minutes. There were no other comments or concerns from any members.

**Agenda Item 2 – Item 1659: Collecting Lat/Long for Pole Records (1/16/2019 moved from NJUNS)**

Ms. Mitwasi stated there were questions from SCE about the current lat and long and if the lat and long could be added to the pole cards for E-based poles. Ms. Mitwasi inquired if Ms. Pranata was able to contact the programmer. Ms. Pranata replied that

once she has everyone's lat and long, she will contact the programmer to update the database all at once. Ms. Valerie questioned if she was waiting for someone's lat and long. Ms. Pranata responded that she is waiting for Edison since the data sent over was missing year set and pole height. Ms. Mitwasi responded that she will contact Mr. Brown to obtain the year set and pole height. Ms. Pranata reported that she has received the lat and long from City of Los Angeles and City of Lompoc. City of Vernon sent a chat message stated that they will be submitting their data as well. Ms. Mitwasi inquired if everyone can send their data or their update by November. Mr. Plaskey stated that he thought only the power companies will send the data to the SCJPC. He explained that Frontier's GPS coordinates would not be very accurate. Frontier will defer over to Edison, City of Los Angeles, other power companies and municipalities. Ms. Black agreed with Mr. Plaskey, AT&T California will defer to the base owner's GPS. Ms. Mitwasi inquired if SCE is not able to get the year set and pole height, will that stop the process of moving forward with adding the lat and long? Ms. Pranata responded that SCE reuses pole numbers so the program will verify against the year set and pole height to ensure that the GPS is entered into the correct pole record. Ms. Mitwasi stated that she will follow up with Mr. Brown.

There were no further questions or comments.

**Agenda Item 3 - Item 1669: Digitize JPA Process Proposals: JPAssist** – Ms. Mitwasi stated that this item is still under discussion by the Administrative Board. She inquired if there comments or questions. There were no further questions or comments.

**Agenda Item 4 – Miscellaneous items** – Ms. Mitwasi opened the floor to any miscellaneous items. There were none at this time

#### **Agenda Item 5 - Review of Action Items**

- Ms. Mitwasi will follow up with Mr. Brown if SCE can add year set and pole height for SCE's lat and long.
- 

The meeting adjourned at 1:45 p.m. until November 18, 2020.

Angela Pranata - Committee Staff

**Southern California Joint Pole Committee**

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**November 18, 2020**

A meeting of the **ad hoc Computer Communications Committee** took place on the above date, at 12:56 p.m. via teleconference. Those in attendance were:

Ms. Valerie Mitwasi	Southern California Edison
Mr. Wayne Brown	Southern California Edison
Ms. Camile Bowie	Southern California Edison
Mr. Joe Serrato	Crown Castle NG West Inc.
Mr. Earle Carrion	Crown Castle NG West Inc.
Mr. Aarize Dizon	Crown Castle NG West Inc.
Mr. John Bacon	City of Los Angeles – DWP
Mr. Bret Plaskey	Frontier Communications
Mr. Lex Treepaisan	Frontier Communications
Ms. Lynn Prescott	Verizon Wireless
Ms. Yesenia Delgado	Time Warner Cable
Ms. Maria Ortiz	XO Communication/ MCI Metro ATS/MCI Telecommunications
Ms. Lupe Hernandez	Teleport Communications America, LLC
Ms. Alicia Smith	Sprint Nextel Corporation/Sprint Communications CO.L.P
Ms. Kay Black	AT&T California
Ms. Cory Crawford	AT&T California
Ms. Tara Andrews	AT&T California
Ms. Shawn Henderson	T-Mobile USA
Mr. Ben Coffey	City of Banning
Ms. Yvonne Johnson	AT&T Mobility
Mr. Nicholas Van Stryk	City of Vernon (Petrelli Electric)
Mr. Kendrew Chung	Mobilitie, LLC
Mr. Scott Lewis	Mobilitie, LLC
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Ms. Mitwasi called the meeting to order at 12:56 p.m.

**Agenda Item 1 – Review of prior month’s minutes** – Ms. Mitwasi inquired if the members had any comments or concerns regarding the prior month’s meeting minutes. There were no other comments or concerns from any members.

**Agenda Item 2 – Item 1659: Collecting Lat/Long for Pole Records (1/16/2019 moved from NJUNS)**

Ms. Mitwasi stated that SCE is still working on providing the year set and pole height to the SCJPC. She inquired if the City of Vernon is going to submit the lat and

long. Ms. Pranata responded that she has received the lat and long from the City of Vernon. Ms. Brown explained that SCE is cleaning up their data in SAP and he would be able to send the requested information after the cleanup has been completed. Ms. Black inquired if we could move forward with adding the information to the pole records while waiting for SCE. Ms. Pranata responded that she can contact the programmer to update the pole records. Ms. Black inquired if it can be done in two parts. Ms. Pranata responded that it is up to the committee. She then explained that the program will check the database against the year set and pole height because Edison reuses the pole number. Ms. Pranata inquired if the lat and long of the new pole will be the same as the lat and long of the old pole. Mr. Brown responded that it should be within a matter of a degree or so. The new pole should be right next to the old pole or within that general vicinity if not right next to it. For a pole relocation, where the new pole is 20 feet away or further, the pole number most likely will change. Ms. Pranata commented that if the lat and long will not change, then the SCJPC can move forward with updating the pole records. And the program will not check against the year set or pole height. After verification, Ms. Pranata notified Mr. Brown that SCE only submitted a sample database, not the full database. Mr. Brown responded that he should have it in his emails or his folders and will forward it to Ms. Pranata.

Ms. Smith inquired if a company would be required to use survey-grade equipment and differential correction to capture GPS point beyond the four digits after the decimal point. Mr. Van Stryk responded that Google Maps can be used. If it is five feet off the existing, Google Maps might be used to get all six digits after the decimal. Ms. Smith inquired if SCE would submit the full six digits. Mr. Brown responded that for the most part, SCE will submit the full six, however, he has seen four digits. Ms. Smith inquired if it is going to vary from one company to the next. Mr. Brown responded that it is most likely will vary.

There were no further questions or comments.

**Agenda Item 3 - Item 1669: Digitize JPA Process Proposals: JPAssist** – Ms. Mitwasi stated that this item is still under discussion by the Administrative Board. She inquired if there comments or questions. Ms. Hernandez commented that it was brought back to the Computer committee because the committee was going to determine if the members want to use one database. Ms. Hernandez added the committee has evaluated multiple programs such as OPCATS, IPAM, NJUNS, Windlakes, spent a lot of money but has nothing. She added that the JPAssist seems like the software that would work for the committee but there are several members that do not want to use the program. She continued that the discussion should be “does the committee want to have one database?” Mr. Bacon commented that it makes sense to have one database however, everyone must be in agreeance with it. He stated one database would be ideal for the committee.

Mr. Serrato responded that for certain functions, one database to have certain functions would make sense for all the members to use. However, the SCJPC membership consists of uniquely different companies with different needs, so there is no possible way the members could adapt all of the systems into one. He added that Crown Castle would have a lot of operational hurdles to get over just so they could adapt to using the new database that is being proposed. Ms. Prescott responded that there is going to be a lot of hurdles with all of the companies if they were to get on

board, however, this is the only way the committee is going to solve half of the problems that brought to the committee. She added that she understands companies have their own internal systems however these systems could talk to each other. Mr. Serrato stated that he would like to keep an open mind to progress. Mr. Serrato commented that he received a lot of questions when he was addressing this software internally. As of now, Crown Castle has a well-oiled internal system. They foresee a long transition into one database, especially for all the companies. One question asked was if the JPAssist team is going to assist everyone in transitioning into one system. Another question was if Crown Castle was going to be billed during the transitional time between when the committee vote to adopt it and when it is actually implemented. Mr. Serrato stated that more information is needed in the proposal on how the members would actually transition to the new system. The proposal listed the functionality of the database which looked good and could do everything, however, the transition part is the actual problem that the committee has always had in talking about new systems and adopting them. Ms. Prescott agreed with Mr. Serrato that it would not be an easy transition. Some will go easier than others. Some of the companies that do not have a system will probably transition into this quite easily. Others that do have a system are going to want to find a way and can work with JPAssist to integrate the two systems so that they're getting the information they need put into their system. The JPAssist was just for transacting JPAs and processing the bills, not meant to replace a company's internal systems. It can be used as a company's entire system if they want and JPAssist can make customized fields for each individual company that only they can see, that are part of their operations. It will cost them additional money for the customized fields and reports if they do not have a system in place.

Ms. Prescott stated that the real question is "Do we want a single system?" She inquired if the members want to go in and test the software. She stated that she has given demos but it is a matter of trialing and seeing how it works for the companies, and if it would work well enough for the JPAs. Then we would have to talk about how to integrate it into an existing system. If the committee does not want a single system then the committee does not need to talk about it anymore or spend any more money on it. She explained that she started in 1996 coming to Computer meetings and the committee was building a system back then. The committee spent hundreds of thousands of dollars on other systems that did not go anywhere. The JPAssist will only be used to pass JPAs back and forth.

Mr. Plaskey commented that the committee needs a portal for all of the members to submit their joint forms or paperwork. The SCJPC is not a work management entity. It is to manage billing and transactions between members that are based on agreement. It is not meant to hold everything. It is not meant to hold accounting data or anything else that is superfluous to the joint pole process. Members would still have to create a work order in their own systems that housed your assets. Members will only be using JPAssist, NJUNS, or other iteration for joint work only.

Mr. Serrato commented that Crown Castle is leaving the door open to a more in-depth demonstration on how to utilize their own systems and seamlessly have it work with JPAssist. Perhaps then if they see it, they would be more open to it. What he wanted to prevent is double work. But he believed the burden of proof is on the seller to convince the members that what they are proposing will make everyone's life easier,

and it is not up to the committee or members to explain why they do not want to spend money on something.

Ms. Mitwasi inquired if all members need to participate. For example, if Edison does not want to participate, would that be a dead-end if one member does not want to participate in it. She inquired if it can be on an individual member basis.

Mr. Plaskey responded that all members would have to participate, and it would be a system that is housed at the SCJPC, so any communications between members would go through this system instead of using emails. He continued that trying to integrate JPAssist into a company's internal systems does not make sense and will not work. This software is meant to just notify members and allow members to communicate back and forth.

Ms. Prescott commented that the software should be kept simple. It is to transact JPAs and keep everything pertaining to that particular JPA in one place, nothing else. Instead of sending an email, the information will reside in this system. It is a single spot to keep everything in one place and it is not going to take over any of your existing systems.

Mr. Bacon inquired what is SCE's hesitation to join in on the JPAssist. Mr. Brown responded that they have already put their process in play internally and financially, they have far too many people and contractors to bring into JPAssist. Based on the proposal, SCE would have a lot of users. He reiterated that they have something internally that they put in place. They had a team reviewed the software when it was presented, and they came back and said, "not at this time".

Mr. Plaskey inquired if the process SCE has in place is the spreadsheet? Mr. Brown responded no, it is not the spreadsheet. Mr. Plaskey commented that the JPAssist will replace the emails and spreadsheets. Mr. Brown responded that the new process that is being piloted and implemented does not have spreadsheets. Once they have finished with the Frontier project, Mr. Brown will become more familiar with the new process. Ms. Prescott responded that she could discuss a volume discount and create different pricing. Mr. Serrato commented that training of all users was not covered in the proposal and inquired if training would be offered. Crown Castle would have a lot of users that would need to get up to speed. He added that they have questions that need to be answered before they can take a look and make a decision. Ms. Prescott responded that training and training hours are included. She would train the contractors and would give them a manual on how to use the software.

Mr. Bacon agreed with Mr. Plaskey that it is all or nothing and the committee needs to get SCE and Crown Castle on board. It is not going to work unless SCE and Crown Castle are on board. It is long overdue to have a central database for every member to be able to go in and get joint pole information. Mr. Bacon requested if Mr. Brown and Mr. Serrato could convince their leadership teams and make this happen, it would be greatly appreciated. Mr. Serrato responded that Crown Castle has not decided, and they would need to address some concerns on the proposal.

Mr. Plaskey commented if this is something that SCE cannot move forward with then from Frontier's perspective, the discussion is done. Frontier will not spend another penny. Mr. Bacon agreed, if Edison is not on board then this is not going to happen.

Ms. Black inquired if Ms. Prescott could come back with pricing that could be submitted with the monthly operating expense. It might be more palatable for the

leadership teams of the companies because they would be approving the monthly expenses. Ms. Prescott responded it is in the proposal already to bill it through the joint pole committee on a monthly basis. Ms. Prescott inquired how many users will SCE anticipate. Mr. Brown responded it would be a few hundred. Ms. Prescott commented that the contractors would have to get their own licenses so they can have their own training and support. Mr. Brown responded that the contractors would put those costs in the PO. Ms. Prescott commented that JPAssist has been working great for CES and she is just trying to help the committee.

Ms. Mitwasi inquired if we should close this item or table it since it sounded like the committee is not going to move forward with JPAssist. Mr. Bacon responded that the item could stay on the agenda for one more month. Mr. Plaskey inquired about a couple of requests by Crown Castle. Mr. Serrato responded that Crown Castle did not see a proposal on training, on assisting companies to implement them and the costs. When would costs start, after it is voted in or when it is actually fully functional between all of the members. Crown Castle would also like to see a focused proposal on how it would seamlessly fit into their operations. Mr. Serrato inquired if Ms. Prescott could propose to Crown Castle on how they could seamlessly adopt JPAssist as part of their operations since some members of her team are aware of the Crown's system. Ms. Prescott responded that she would look at Crown Castle's systems. She explained that she addressed the training in her proposal, it is after the licensing. Mr. Plaskey inquired if Ms. Prescott could work with SCE to calculate the cost per user for SCE. Ms. Prescott inquired if SCE's team would like to meet with her to discuss the possibility of integration or moving the data into SCE's program and vice versa. Mr. Brown responded that he will take it back to the leaders and will get their input. Mr. Plaskey requested if SCE would come back with an answer in January 2021.

**Agenda Item 4 – Miscellaneous items** – Ms. Mitwasi opened the floor to any miscellaneous items. There were none at this time

#### **Agenda Item 5 - Review of Action Items**

- Item 1659: Mr. Brown to submit the full lat/long to Ms. Pranata/SCJPC.
- Item 1669: Mr. Brown to discuss JPAssist with SCE leaders, to see how SCE can integrate the new system with JPAssist, whether it is feasible or not.
- Item 1669: Ms. Prescott to refine the proposal per Crown Castle's requests.

The meeting adjourned at 1:44 p.m. until January 20, 2021.

Angela Pranata - Committee Staff