

Southern California Joint Pole Committee

444 E. Huntington Drive, Suite 205
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February 11, 1999

A meeting of the **ad hoc Committee on Computer Communications** took place on the above date, at 9:00 a.m., at the Committee office. Those in attendance were:

Ms. Lynn Prescott	AirTouch Cellular
Mr. William Davis	City of Los Angeles
Mr. Dan Lewis	GTE of Calif., Inc.
Ms. Jayme Willis	Pacific Bell
Ms. Sherri Goetz	So. Calif. Edison Co.
Ms. Lupe Hernandez	Pacific Bell
Ms. Jennie Corella	Committee Staff
Ms. Kathleen Greene	Committee Staff

The meeting was called to order at 9:15 a.m. by Mr. Dan Lewis.

Mr. Lewis opened with the statement that there was confusion of the analysis done by Mark and Mike of the Opcats program created by DP Specialists. Mr. Chuck Reeder has assigned the analysis to a programmer named Samir Porwal, a Pacific Bell employee. Samir will need remote access to the system. This can be achieved with PC Anywhere. It is believed that Mr. Santiago's processor had PC Anywhere. The processor has a crashed hard drive, which is still under warranty, and will be sent out for replacement. If an outside source had been contracted, there is the possibility that the analysis would be completed, but there would be costs to consider. Mr. Lewis noted that Mr. Reeder's services are at no cost to the Committee. The only loss to the Committee is time. Mr. Lewis stated his opinion to continue, and let Samir do the analysis, by remote access or here at the Committee office. Mr. Lewis asked for input from the Committee. Ms. Goetz agreed with Mr. Lewis to continue on this path. Ms. Willis asked if PC Anywhere would work considering the security measures utilized by Pacific Bell. Mr. Lewis stated that remote access was not our only option, Samir could spend a weekend at the Joint Pole Office working on the system. Mr. Reeder's opinion is the better option would be to have Samir work out of the Joint Pole office, Mr. Lewis agrees with Mr. Reeder. The final consensus was to have Samir spend a weekend at the Joint Pole Office.

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The next topic for discussion was Y2K. Mr. Lewis stated we did follow through with Mr. Jim Krage's recommendations because there is no need for urgency. Ms. Willis suggested coming to a decision when to convert the system to Y2K compliant; she recommended a target date of May 1, 1999.

The next issue was the need of additional member fields on the clipper program. Ms. Corella was asked to contact Mr. Krage about a quote on the task. The idea suggested was having Mr. Krage modify the Clipper program at the same time of addressing the Y2K compliance issue. Currently, the program allows only six member fields; Mr. Lewis asked how many additional fields would be reasonable. All agreed on 15 maximum.

The next item for discussion was the Computer Systems Business Plan. The first concern was the JPC PC with the crashed hard drive. Ms. Corella stated that the PC was under warranty. She was asked to contact Mr. Coleman to have the hard drive replaced. Ms. Willis remarked on the need to upgrade workstations for the committee office. Ms. Kathleen Greene is currently using a 386. The plan is to replace Ms. Greene's workstation with the JPC PC that is under warranty upon return from being repaired.

The last discussion was on The Path Forward. The order of the path will begin with the return of the repaired JPC PC. Next, to make it possible for Samir to evaluate the Opcats program by either remote access or a visit to the JPC office. When the Opcats software is evaluated, then the concentration will be on the Real Forward Path (RFP).

The next meeting of the ad hoc Committee on Computer Communications was set for March 4, 1999.

The meeting adjourned at 10:45 a.m., until March 4, 1999.

Jennie Corella, Office Manager

Southern California Joint Pole Committee

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March 17, 1999

A meeting of the **ad hoc Committee on Computer Communications** took place on the above date, at 1:00 p.m., at the Macaroni Grill. Those in attendance were:

Mr. Dan Lewis	GTE of Calif., Inc.
Mr. Chris Bengtsson	City of Los Angeles
Ms. Lupe Hernandez	Pacific Bell
Ms. Jayme Willis	Pacific Bell
Ms. Sherri Goetz	So. Calif. Edison Co.
Mr. Dennis Carr	Media One
Mr. Cory Autrey	Pac Bell Wireless
Mr. Mike Torelli	City of Riverside
Ms. Jennie Corella	Committee Staff

Chairman Dan Lewis brought the meeting to order. The first item of discussion involved the visit of Samir Porwal to the Committee office to evaluate the OPCaTS system. After his visit he spoke to Mr. Autrey in regards to questions he had about the system. Mr. Autrey reported that he sent Mr. Porwal a three-page document explaining OPCaTS. Mr. Autrey is waiting to hear from Mr. Porwal. It was noted that Mr. Porwal is working on the evaluation after work hours.

Mr. Lewis reported on the Clipper program situation. He has located a Clipper programmer who will visit the Committee office on March 23 and evaluate the Clipper program in regards to Y2K compliance.

The Committee will wait for the evaluation on OPCaTS from Mr. Porwal, then will make a decision on the path forward.

The meeting adjourned at 2:00 PM.

Jennie Corella, Office Manager

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April 21, 1999

A meeting of the **ad hoc Committee on Computer Communications** took place on the above date, at 11:00 a.m., at the Committee office. Those in attendance were:

Mr. Chris Bengtsson	City of Los Angeles
Mr. Mike Torelli	City of Riverside
Mr. Dan Lewis	GTE of Calif., Inc.
Mr. Stephen Sawyer	Media One
Ms. Lynn Prescott	Air Touch Cellular
Ms. Sherri Goetz	So. Calif. Edison Co.
Ms. Lupe Hernandez	Pacific Bell
Mr. Cory Autrey	Pacific Bell Wireless
Mr. David S. Filson	City of Burbank
Ms. Kathleen Dell	L.A. Cellular
Ms. Jennie Corella	Committee Staff
Ms. Kathleen Greene	Committee Staff

The meeting was called to order at 11:15 a.m. by Mr. Dan Lewis. Mr. Lewis reported on the Opcats evaluation submitted by Samir Porwal. According to Mr. Porwal, the Opcats system is 90% functional to specifications. Mr. Lewis stated the next step would be to get an RFP to obtain the final 10%. Ms. Dell stated that she would like to schedule a presentation of a software program that was created for, and is currently being used by her office. A presentation was scheduled for May 19, 1999 at the Computer Committee meeting.

He reminded everyone that originally, the program was not what they expected. The issue being, to finalize the last 10%, or correct the entire program.

Mentioned by Samir in his evaluation was the inability to locate crucial documents. Without these documents, anyone who attempts to work on the program will have a difficult time. Mr. Lewis instructed Ms. Corella to send correspondence to the program creators requesting copies of the lost documents.

The next step is to have a consultant devise a RFP.

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Computer Communications

April 22, 1999

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Mr. Lewis stated that at the next meeting we will review the functionality specifications, and Samir's evaluation, in depth. BMS will give a presentation on a current program that could help with RFP. At that time we should have a response from DP Specialists. The Committee then broke for lunch.

The Computer Committee meeting resumed at 1:00 p.m. At this time the two guest computer consultants, Don Lerch and Steve Brumley, introduced themselves and started their presentation. Mr. Lerch proceeded with his recommendations of any potential problems he encountered as he evaluated the Committee system network. In regards to Y2K compliant the current 3.12 netware is not, and should be upgraded to 3.2. Another concern was the issue of security. Mr. Lerch suggested doing a complete security analysis of the local network. He also stated that the current backup in use is the minimum. He recommends Arc or Backup Exec. A complete monthly backup and an weekly incremental backup would require a minimum of 17 tapes.

Mr. Lewis asked what it would entail to convert clipper database to server. It would require a programmer to migrate the files from clipper to sequel server. The migration itself would require two to three hours, but the preparation would require a week at least. Mr. Lerch recommends adding an additional 10 users to the current 5 giving the office 15 users with the ability to have access to view the database files.

Mr. Bengtsson asked whether the guest speakers are offering their computer services to the Committee. Mr. Lerch stated that, at this time, he did not feel a full time administrator was required. He would like to provide part-time, as well as an on-call service. He also presented a proposal of recommendations, which he felt required immediate attention (see attachment).

The Committee agreed that the recommendations were warranted and employing Mr. Lerch and Mr. Brumley as consultants would be a good decision. The decision will be finalized at the next Operating Committee meeting.

The meeting adjourned at 2:30 p.m., until May 19, 1999.

Jennie Corella, Office Manager

Southern California Joint Pole Committee

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May 19, 1999

A meeting of the **ad hoc Committee on Computer Communications** took place on the above date, at 10:30 a.m., at the Committee office. Those in attendance were:

Ms. Lynn Prescott	AirTouch Cellular
Mr. Malcolm Brown	AirTouch Cellular
Mr. Dan Lewis	GTE Calif., Inc.
Ms. Lupe Hernandez	Pacific Bell
Mr. Chris Bengtsson	City of Los Angeles
Ms. Sherri Goetz	So. Calif. Edison Co.
Mr. Ralph Hammond	Sprint PCS
Mr. Mike Bogner	Sprint PCS
Mr. David S. Filson Jr.	City of Burbank
Ms. Jennie L. Corella	Committee Staff
Ms. Kathleen Greene	Committee Staff

Chairman Dan Lewis brought the meeting to order. The first item of discussion involved the functional specifications for OPCaTS. Mr. Lewis reported that OPCaTS was 90% up to specifications according to the report he received from Samir Porwal. Mr. Chuck Reeder and Mr. Porwal would like to discuss suggestions and ideas for OPCaTS with the Committee members. Mr. Lewis intends to coordinate a conference call with them at the Committee office, and would like to invite all members to attend. He also asked the members to review the functional specifications in preparation for the conference call with Mr. Reeder, and Mr. Porwal. Mr. Lewis will notify the members when the conference call is scheduled.

He urged the members to review the specifications, and take note of necessary changes and any deletions. Phase one addresses the online processing of JPAs, and phase two will address the billing steps. He asked any changes that are workable, should remain status quo. Address any major necessary changes.

The next step is to hire someone to write an RFP. This person will need to review the functional specifications, and the analysis prepared by Mr. Porwal. The RFP will then be sent to at least four or five companies.

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Mr. Lewis suggested requesting Don Lerch and Steve Brumley to prepare an RFP. Mr. Bengtsson questioned their skills, experience, and ability to handle this project. Mr. Lewis said if they did not have the experience, they would not accept the project. Ms. Corella stated that if they could not handle the project, they would help us with referrals.

The next topic for discussion was Y2K compliance. Ms. Corella reported that Don Lerch upgraded the network software from 3.1 version to a 4.0, which is Y2K compliant. They intend to evaluate the workstations, and bring them up to Y2K compliance. Mr. Lewis instructed Ms. Corella to get the functional specifications, and the OPCaTS analysis to Mr. Don Lerch.

The Computer Systems Business Plan cannot be finalized until the system is up and running. This item will remain open on the agenda.

Mr. Lewis reiterated the need of additional fields to the system, required to handle JPAs that exceed the current six-field maximum. The issue is to expand the fields in the dbase program from six to fifteen fields. Ms. Corella has made numerous attempts to reach Jim Kragre, the previous programmer, but has been unable to make contact. Ms. Corella will speak to Mr. Lerch about helping the Committee locate a dbase programmer to accept this project.

In closing, Mr. Lewis reminded the members about the conference call with Mr. Reeder, and Mr. Porwal. He will contact them, and coordinate a time and date. As soon as he has a confirmation of the date and time, he will notify all the members via E-mail.

The meeting adjourned at 11:30 a.m.

Jennie L. Corella, Office Manager

Southern California Joint Pole Committee

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July 8, 1999

A meeting of the **ad hoc Committee on Computer Communications** took place on the above date, at 9:00 a.m., at the committee office. Those in attendance were:

Mr. Dan Lewis	GTE of Calif., Inc.
Mr. Chris Bengtsson	City of Los Angeles
Ms. Lynn Prescott	AirTouch Cellular
Mr. Mike Torelli	City of Riverside
Ms. Sherri Goetz	So. Calif. Edison Co.
Mr. Cory Autrey	Pacific Bell Wireless
Mr. Ralph Hammond	Sprint PCS
Mr. Mike Bogner	Sprint PCS
Ms. Jennie Corella	Committee Staff
Guest:	
Mr. Don Lerch	Computer Consultant

Chairman, Dan Lewis brought the meeting to order. The first item of discussion involved the computer conference call with Mr. Chuck Reeder and Mr. Samir Porwal. Mr. Reeder suggested creating a work flow chart for the technical person who will complete the remaining 30 percent of the Opcats program. He offered his help in screening the applicants.

The next topic of discussion was the BMS demonstration, which was attended by Mr. Lewis, and Mr. Autrey. Previously, there was a concern about a conflict of interest with BMS and the committee. However, after Mr. Lewis viewed the demonstration, he is convinced there is no conflict of interest. Ms. Dell has been developing her software for over nine years.

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Ms. Dell offered a proposal to develop a BMS version of Opcats for the committee. The condition would be that BMS administer the database. The server would reside in her office, and her support people would undertake complete responsibility. The long-range goal would be to remove billing functions from the Committee office to BMS. BMS would provide this service to the Committee. Mr. Lewis remarked that the technical person at BMS has extensive experience in the industry, and joint pole use. This would be advantageous; however, costs would have to be considered. Mr. Lewis recommended that those members in attendance take the opportunity to view the BMS program at their facility. Mr. Bogner inquired whether BMS would be selling us the program. Mr. Lewis answered, stating that we would not purchase the program, but pay for the administration of our database as a service.

Mr. Torelli brought up the issue of conflict of interest. If BMS would undertake the administration of the Committee database, then BMS could not sit on the Committee. Mr. Bengtsson stated there were a multitude of database administration companies available. If the decision is to outsource the service, there are many service company choices.

Mr. Lerch stated he had contacted a database service interested in having the committee as a client. Their fee would be \$500.00 per month. The advantage is no conflict of interest, and the cost efficiency of not retaining a full time administrator. Mr. Torelli inquired what is involved when you outsource your database administration. Mr. Lerch responded saying, consultants do not own the server, it is the property of the client, and they merely administer the database. They will document on hard copy the Opcats program, if they are given the assignment of completing the program. Mr. Lerch stated when purchasing a program, the developers should provide you a hard copy technical documentation.

Mr. Torelli raised the issue, as to whether a programmer will be able to go forward and complete the remaining 30% of the Opcats program, with the current information. Will it be feasible to start at point zero with the current program, or perhaps create a new program?

Mr. Lewis recommended coordinating a meeting with Mr. Kevin Lucier, Mr. Lerch, and his programmer. I idea is to invite Mr. Lucier to the Committee office, at the expense of the Committee, to consult with Mr. Lerch. Mr. Torelli proposed hiring a Project Manager who is familiar with the office functions, and database, for the completion of the Opcats program.

The BMS proposal was again discussed. Mr. Lewis asked the members in attendance for their opinion. Ms. Prescott remarked that if the decision is to outsource the database administration, as opposed to in house, the negativity is you do not own the program. Ownership is valuable. Mr. Lerch stated the downside of

owning a custom program is the availability of a programmer who is familiar with it. Mr. Bogner stated, with documentation, any programmer could make any updates if necessary. Mr. Torelli was concerned with dealing with a single source. Ms. Goetz was of the same opinion as Ms. Prescott.

Mr. Lewis stated Opcats will be discussed further after the meeting with Mr. Lucier, Mr. Lerch, and the programmer.

The next item on the agenda was Y2K compliance. Mr. Lerch reported on the status, and gave a target date as the end of July. It was decided to move this item to Operating.

Computer Systems Business Plan was next on the agenda. The decision was to remove it from the agenda.

The next issue was the clipper program. The need of additional fields continues to be an issue. Mr. Lerch will contact his programmer in regards to the additional fields.

The final issue was Mr. Lerch requesting the members to obtain the names, and numbers of their technical people. He will need to contact them in order to assist him in creating Internet access to the database pole records. This eventually will give members the flexibility to access pole records through the Internet, or the dial-in modem.

A meeting was scheduled for July 22, 1999. The meeting adjourned at 12:30 PM.

Jennie L. Corella, Office Manager

Southern California Joint Pole Committee

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July 21, 1999

A meeting of the **ad hoc Committee on Computer Communications** took place on the above date, at 11:50 a.m., at the Committee office. Those in attendance were:

Mr. Malcolm Brown	Airtouch Cellular
Ms. Lynn Prescott	Airtouch Cellular
Mr. Dan Lewis	GTE of Calif., Inc.
Mr. Chris Bengtsson	City of Los Angeles
Mr. Dennis Ennis	Pacific Bell
Mr. Mike Torelli	City of Riverside
Ms. Sherri Goetz	So. Calif. Edison Co.
Mr. Cory Autrey	Pacific Bell Wireless
Mr. David Filson	City of Burbank
Mr. Mike Bogner	Sprint PCS
Mr. Stephen Sawyer	MediaOne
Ms. Jennie L. Corella	Committee Staff

Chairman, Dan Lewis brought the meeting to order. The first issue was the completion of the Opcats system. The question was posed whether to complete the system, or scrap it and create a completely new system. The issue is which option would prove more cost efficient. Mr. Lewis stated, in his opinion, continuing with the Opcats system is the best option. Considering, the system is 85% functional, all that is required is the completion of the remaining 15%. The best recommendation would be to have the original designers complete the system. Mr. Bogner inquired whether the Committee had the technical documentation for the system. Mr. Autrey stated the assumption was that DPS would provide technical documentation. The bottom line is, there is no technical documentation.

Mr. Brown reported on a conversation he had with Don Lerch. Mr. Lerch felt that the Opcats system could be completed within approximately six months, providing someone works consistently on premises. He expressed an interest in being the project manager for the Opcats completion. He quoted \$40,000.00 for the project.

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Mr. Torelli stated that the project manager would have to be fully aware of the functions of processing a JPA, and all the ramifications involved to fully understand the complexity of the project. Without the complete knowledge, there is the risk of encountering unexpected problems not anticipated initially when a project proposal was submitted.

Mr. Lewis stated that Mr. Chuck Reeder offered his help in getting referrals for a qualified project manager. Mr. Torelli stated obtaining a minimum of three proposals.

Mr. Bengtsson reiterated on what Mr. Torelli had mentioned earlier, and that is, creating a needs analysis. Clearly identifying what the end product should be. The project manager could then clearly see the path to take.

Mr. Lewis announced that he would schedule a conference call for August 11, 1999. He would notify the members with phone number and the access code as soon he obtained the information.

The meeting adjourned at 12:45 p.m., until further notice.

Jennie L. Corella, Office Manager

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE

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August 18, 1999

A meeting of the **ad hoc Committee on Computer Communications** took place on the above date, at 10:40 a.m., at the Committee office. Those in attendance were:

Ms. Pamela Gozzo – Sprint PCS
Mr. Dan Lewis - GTE of Calif., Inc.
Mr. Malcolm Brown – AirTouch Cellular
Ms. Lupe Hernandez - Pacific Bell
Ms. Sherri Goetz - So. Calif. Edison Co.
Mr. Mike Torelli – City of Riverside
Mr. Ralph Hammond – Sprint PCS
Mr. Mike Bogner – Sprint PCS
Ms. Jennie L. Corella – Committee Staff
Ms. Kathleen Greene – Committee Staff

Chairman, Dan Lewis brought the meeting to order at 10:40 a.m. He distributed copies of a proposal drafted by Mr. Mike Torelli. Mr. Torelli's proposal touched on the issues and the approach for a path forward. The initial step is to hire a project manager. The Committee has requested a resume from Mr. Don Lerch who has stated an interest in the project manager position. Mr. Bengtsson will search the Internet for additional applicant possibilities. The Committee would like the opportunity to interview several applicants. Mr. Brown asked if the Project Manager would have the latitude to make purchasing and contractual decisions with Committee approval, or will Board approval be required. Mr. Lewis responded stating that the Committee would give the PM latitude with guidelines, and parameters.

The next issue discussed was the actual cost of the OpCats system alone. Mr. Lewis stated that the figure of \$400,000.00 was been used frequently. He would like to correct that figure to read approximately \$159,000.00. The remaining \$240,000.00 includes digitizing the entire pole database, from manual cards to the current Clipper database program in place at the Committee office. This includes hardware, as well as software. Ms. Corella ran a purchasing analysis dating back to 1997, and the report reflected a cost of \$159,000.00 spent on the development of the OpCats system.

The issue of Project Manager was revisited. Mr. Torelli reiterated the importance of the Project Manager's complete knowledge and understanding of the JPA process. Once the PM has an understanding of the process, then this should lead to the right direction. Mr. Lewis stated that

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Mr. Chuck Reeder offered his assistance in locating a Project Manager. Mr. Lewis scheduled a conference call for August 25th at 8:00. The Project Manager will be discussed, and the OpCats system will be reviewed.

The next item on the agenda was Y2K problems. The Committee office received a bid for Y2K compliance conversion from Owl Software. The estimated time is between 60 and 100 hours, at a rate of \$75.00 per hour. Ms. Prescott stated that 100 hours appeared excessive. Ms. Prescott offered to evaluate the Clipper program to confirm whether the estimated hours appeared accurate. It was agreed to obtain additional quotes for the Y2K conversion. Ms. Corella was instructed to contact Jim Krage to see if his quote from earlier this year was still open.

The meeting adjourned at 12:00 p.m., until further notice.

Jennie L. Corella Office Manager

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September 15, 1999

A meeting of the **ad hoc Committee on Computer Communications** took place on the above date, at 10:50 a.m., at the committee office. Those in attendance were:

Mr. Dan Lewis	GTE of Calif., Inc.
Mr. Ernie Solorzano	Southern California Edison
Ms. Lynn Prescott	AirTouch Cellular
Mr. Mike Torelli	City of Riverside
Ms. Sherri Goetz	So. Calif. Edison Co.
Ms. Lupe Hernandez	Pacific Bell
Mr. Ralph Hammond	Sprint PCS
Mr. Mike Bogner	Sprint PCS
Ms. Pamela Gozzo	Sprint PCS
Ms. Ellen Blunt	GTE of Calif., Inc.
Mr. Sheldon Cox	City of Pasadena
Ms. Jennie Corella	Committee Staff

Chairman, Dan Lewis brought the meeting to order. The first item of discussion was the Opcats system. Mr. Lewis stated that he and Ms. Prescott had been using the system on a trial and testing basis. Their purpose is to discover what the system has to offer at this time. The Committee will begin documenting the steps necessary to build a JPA, and process a preliminary through the system (User's Manual). Mr. Lewis stated that, according to his observations, the system has much to offer. The Committee is continuing the process of locating a Project Manager.

Mr. Lewis has assigned password and users to the members, and given them global administrator rights. This entitles the members to all necessary rites required to access and process data through the Opcats System. Ms. Prescott remarked that perhaps the Functional Specifications outline the user's rights.

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ICG TELECOM GROUP, INC.
LOS ANGELES CELLULAR
L.A. CO. METRO TRANS. AUTH.
MCI METRO/ATS

MCI TELECOMMUNICATIONS
MEDIA ONE
PACIFIC BELL
PACIFIC BELL MOBILE SERVICES
SOUTHERN CALIF. EDISON CO.
SOUTHERN CALIF. WATER CO.
SPRINT PCS
TCG LOS ANGELES

The discussion returned to the Project Manager. Mr. Lewis stated that the responsibility of the PM would be to initially locate any problems in the system.

Mr. Solorzano inquired as to whether the PM would be on a permanent or contract basis. Initially, the project will require full time attention, transition to part-time, and eventually phase out. The Committee had considered Mr. Don Lerch as a candidate for Project Manager, however, has reconsidered. Mr. Lerch was given a documentation assignment in order to assess his documenting skills. To date, he has not responded, which led the Committee to reconsider his candidacy. The next step is to compile an ad for a Project Manager. The Committee compiled a list of the knowledge, skills, and abilities required for the Project Manager. The idea of working with a consulting firm to help locate a Project Manager was discussed. Mr. Cox suggested contacting Mr. Walter White. Mr. White is a past Joint Pole Committee representative. He retired from the City of Pasadena, and is currently doing computer programming consulting work. Mr. Cox will ask Mr. Walter White to contact Ms. Corella in regards to the Project Manager position.

Mr. Solorzano inquired about the funds budgeted for the project. Mr. Lewis responded that for 1999 \$80,000.00 had been budgeted for the development of the OPCaTS system. At this time there was no expense to software development. Mr. Lewis stated that for the 2000 budget, he did not expect the budget would require that amount. Mr. Solorzano stated that he was instructed to reduce his budget expense, and expressed his concern for the additional costs required completing the system. Mr. Lewis responded that the majority of the expenditure would be for the Project Manager, and the Programmer.

The members discussed the correct verbiage to be used for the ad, or the order placed with an agency for the project manager. Ms. Corella was instructed to contact an agency, place an order for the PM, and inquire as to the average hourly salary rate.

A meeting was scheduled for September 28, 1999 for a testing of the OPCaTS System, and the operation for processing preliminary JPAs.

A meeting was scheduled for September 28, 1999. The meeting adjourned at 12:30 PM.

Jennie L. Corella, Office Manager