

Southern California Joint Pole Committee
1400 Montefino Ave., Suite 100
Diamond Bar, CA 91765
Phone (909) 348-5920
Fax (909) 348-5925

January 10, 2012

A meeting of the **Computer ad hoc Committee** took place on the above date, at 9:30 a.m., at the Committee office. Those in attendance were:

Ms. Shawn Henderson – AT&T Mobility (teleconference)
Mr. Larry Chow – Southern California Edison
Ms. Jessica Pearson– Southern California Edison
Ms. Lynn Prescott – Verizon Wireless
Mr. Scott Hunter – City of Los Angeles – DWP
Ms. Tracey Province – Verizon California (teleconference)
Ms. Janet Chirrick– AT&T California (teleconference)
Mr. Michael Wolf - AT&T California (teleconference)
Ms. Janet Chirrick – AT&T California (teleconference)
Ms. Paula Haney – NextG Network
Ms. Lupe Hernandez – AT&T Local Services
Ms. Alicia Smith – Sprint/Sprint-Nextel (teleconference)
Ms. Angela Pranata – Committee Staff
Ms. Jennie Corella – Committee Staff

Mr. Chow opened the meeting and inquired if the members had an opportunity to review the minutes of the prior meeting. There were no comments or questions in regards to the minutes.

Mr. Chow addressed the first issue on the agenda **Item 1435: iPam Contract Phase I Completion**. He stated that the ad hoc needs to decide on a location to test iPAM as a group. He added in his opinion conducting the test in the JPC conference room would prove of greater benefit in that the test group could communicate directly. After brief discussion it was agreed that the test group meet at the JPC conference room for the iPAM testing. It was also agreed that a good time for the test would be Wednesday, January 18th immediately after the board and operating meeting. A date and time has now been set for the initial test of iPAM as a group.

The next two issues on the agenda, **Item 1488: Pole Class, GPS, and Pole replacement number fields on pole records** and **Item 1503: Create FTP for Pole Loading** are items contingent on pending issues. Therefore; these are standing items.

Item 1543: Friend Field Enhancement is the fifth issue on the agenda. Mr. Chow opened discussion stating that this item concerns 2 fields to be added to the pole card information maintained in the FRIEND database. The two fields required are 1) the party that PTD the pole, and 2) the cause for creating the pole to change from active pole to a dead pole. Ms. Pranata stated in the interim, the PTD info could be recorded in the bill of sale text area. Mr. Chow responded that although, it is a good idea, it is best if the committee steer clear of free text at this time. He added that there is no great urgency for this information, however, when enhancements are added to the software, this information would be very beneficial to members. It was discussed if there should be multiple fields, or one field with multiple codes. It was proposed to contact Mr. Atalla of Hyperlink to determine which method would be best for this enhancement. Mr. Chow inquired if members would like to see additional information on the pole records, now would be a good time to discuss about adding additional info to the pole card. He added that additional inspection information could be beneficial to members when researching pole records, therefore, this could prove a beneficial enhancement as well.

The last item for discussion on the agenda is **miscellaneous** items. There were no miscellaneous items for discussion.

Review of action items:

- Testing of iPAM planned for January 18th after meetings.
- Ms. Pranata to contact Mr. Atalla in regards to enhancement questions.

The meeting adjourned at 9:40 am, until January 2012.

Jennie Corella - Manager of Operations

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February 14, 2012

A meeting of the **Computer ad hoc Committee** took place on the above date, at 9:30 a.m., at the Committee office. Those in attendance were:

Mr. Dennis Ennis – T-Mobile USA
Ms. Shawn Henderson – T-Mobile USA (teleconference)
Ms. Jessica Pearson – Southern California Edison
Mr. Jim Eastwood – Southern California Edison
Ms. Lynn Prescott – Verizon Wireless
Mr. Scott Hunter – City of Los Angeles – DWP
Mr. Steve Brown – City of Los Angeles - DWP
Ms. Janet Chirrick – AT&T California
Mr. Michael Wolf – AT&T California (teleconference)
Ms. Yvonne Johnson – AT&T Mobility
Ms. Maria Ortiz – CA CLEC, LLC/NewPath
Ms. Paula Haney – NextG Network
Ms. Lupe Hernandez – AT&T Local Services
Ms. Alicia Smith – Sprint/Sprint-Nextel (teleconference)
Ms. Tracey Province – Verizon California (teleconference)
Ms. Angela Pranata – Committee Staff
Ms. Jaclyn Lensch – Committee Staff
Ms. Jennie Corella – Committee Staff

Mr. Eastwood opened the meeting at 9:35 and inquired if the members had an opportunity to review the minutes of the prior meeting. There were no comments or questions in regards to the minutes.

Mr. Eastwood addressed the first issue on the agenda **Item 1435: iPam Contract Phase I Completion**. He stated that he was not present when the ad hoc members tested iPAM and inquired how the testing transpired. Ms. Pranata responded stating she sent the members the list of the required fixes from the 2006 testing for review by the members. Ms. Hernandez stated that she did not have the opportunity to review the list, and inquired if any members reviewed the list. There were no comments. Ms. Pranata stated that the members were to test iPAM from within their respective offices. Ms. Hernandez proposed reviewing the list of errors during an ad hoc meeting.

Ms. Pranata stated that Mr. Atalla was slated to conference call this meeting, however, he had to cancel. He is requesting that the ad hoc committee members compile a list of questions for him, email the list to him and he will attempt to answer them. It was agreed to review the list as a group and compile the list of questions for Mr. Atalla.

The next two issues on the agenda, **Item 1488: Pole Class, GPS, and Pole replacement number fields on pole records** and **Item 1503: Create FTP for Pole Loading** are items contingent on pending issues. Therefore; these are standing items. Ms. Hernandez questioned **Item 1503** in that it is contingent on the Rules committee and that it may be sometime before they come to a decision. Therefore, she is proposing to close this item at this time and re-open this issue when deemed necessary. Ms. Pranata stated that she has obtained costs to set up and maintain an FTP web page, however, in time the costs would have changed, and she will research costs again when deemed necessary. This item is now closed.

Item 1543: Friend Field Enhancement is the fifth issue on the agenda. Ms. Pranata reported that Mr. Atalla was to address these enhancements during his conference call; however, as stated earlier, he cancelled the call. This item will be tabled.

The last item for discussion on the agenda is **miscellaneous** items. There were no miscellaneous items for discussion.

Review of action items:

- Retest iPAM as a group and compile a list of errors for Joe Atalla
- Delete Item 1503 from agenda

The meeting adjourned at 9:55 am, until March 13, 2012.

Jennie Corella - Manager of Operation

February 14, 2012 – Adjournment

The ad hoc committee adjourned at 1:00 for a group testing of the iPAM application. Following are notes from the testing.

- SCJPC to notify Joe Atalla formally that SCJPC would like to move forward with iPAM
- SCJPC agreed to lease iPAM
- Cannot continue testing unless the errors (from 2006) are fixed
- Joe to prepare contract that we can review, that will include fixing the errors.

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March 13, 2012

A meeting of the **Computer ad hoc Committee** took place on the above date, at 9:15 a.m., at the Committee office. Those in attendance were:

Mr. Dennis Ennis – T-Mobile USA
Ms. Shawn Henderson – T-Mobile USA (teleconference)
Ms. Tracey Province – Verizon California (teleconference)
Ms. Jessica Pearson – Southern California Edison
Mr. Jim Eastwood – Southern California Edison
Ms. Lynn Prescott – Verizon Wireless
Mr. Scott Hunter – City of Los Angeles – DWP
Mr. Steve Brown – City of Los Angeles - DWP
Ms. Janet Chirrick – AT&T California (teleconference)
Mr. Michael Wolf – AT&T California (teleconference)
Ms. Yvonne Johnson – AT&T Mobility
Ms. Maria Ortiz – CA CLEC, LLC/NewPath
Ms. Paula Haney – NextG Network
Ms. Lupe Hernandez – AT&T Local Services
Ms. Alicia Smith – Sprint/Sprint-Nextel (teleconference)
Ms. Tracey Province – Verizon California (teleconference)
Ms. Angela Pranata – Committee Staff
Ms. Jaclyn Lensch – Committee Staff
Ms. Jennie Corella – Committee Staff

Mr. Chow opened the meeting at 9:20 and inquired if the members had an opportunity to review the minutes of the prior meeting. There were no comments or questions in regards to the minutes.

Mr. Chow addressed the first issue on the agenda **Item 1435: iPam Contract Phase I Completion**. He stated that the ad hoc committee has discovered that the fix list provided to Hyperlink in 2006 during the initial testing of the application were not corrected. Ms. Corella reported that she sent communication to Hyperlink in regards to the committee committing to lease the iPAM application (see attachment). Ms. Province questioned if there is concern amongst the members in regards to outdated technology. Mr. Chow responded that the JPA process in itself has not changed much in the time frame of the initial

programming of iPAM until the present. He added that in regards to the platform iPAM sits on, he is not certain if it is the latest in technology. Ms. Province added that her concern and question is the substantial expense for outdated technology. Ms. Hernandez stated that iPAM is based on the original Clipper program which crashed. She added that included in the cost of iPAM is the conversion from Clipper to the web-based iPAM application, and it will be brought up to the technology being utilized today. Mr. Chow suggested a meeting with Mr. Atalla to gain an understanding of the fixes/error list, a starting point, expectations and path forward. The consensus is to coordinate a teleconference call with Mr. Atalla and this ad hoc to discuss the aforementioned issues.

The next two issues on the agenda, **Item 1488: Pole Class, GPS, and Pole replacement number fields on pole records** and **Item 1503: Create FTP for Pole Loading** are items contingent on pending issues. Therefore; these are standing items.

The last item for discussion on the agenda is **miscellaneous** items.

SCJPC.net Advance Pole Search Enhancement

Ms. Hernandez inquired if an enhancement could be programmed to the Advance Pole Search available on the web and if this would be costly. Ms. Pranata responded that she will acquire a quote from Diamond Bar Web. The enhancement will allow members to view a list of poles based on a JPA number that is listed on the search result from the Advance Pole Search web page. This enhanced feature will also be included in the JPA Search web page.

Regulatory Fire Safety OIR

Mr. Chow opened discussion on the regulatory fire safety OIR. He added that there will be a phase three and it will specifically pertain to pole loading issues. He further added that during conversations with persons involved in the regulatory proceedings it has been indicated to him that the thought is that the best place for pole loading issues and resolution is and by the SCJPC via a data base shared by members where pole loading info is stored. He added that he would like the committee to be proactive in creating a process for the storing and sharing of pole loading info. This would reflect to the commission that the members are committed in ensuring that the poles are being inspected, loaded properly, and members are notifying one another that the work is performed properly. He stated that decided in the proceedings is that intrusive information should be included in pole loading. He added that there is a 15-day turn around for intrusive information made available and SCE has set up a process to satisfy the

15 day requirement. Mr. Chow stated that he would get the SCE contact party info to the members should they require intrusive inspection information. He reiterated that the committee should be proactive in regards to the fire safety OIR. It is agreed that the correct ad hoc committee to address this issue is the Compliance ad hoc committee formerly the Pole Loading ad hoc committee. An item number will be assigned to the Compliance committee to discuss this issue.

There were no **miscellaneous items** to discuss.

Review of action items:

- Ms. Corella to coordinate a conference call with the members and Mr. Atalla in reference to the fix list, and agree on a starting point.
- Ms. Pranata to contact Diamond Bar web in regards to an enhancement to the Advanced Pole Search tool on the SCJPC.net page.

The meeting adjourned at 9:45 am, until April 10, 2012.

Jennie Corella - Manager of Operations

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March 5, 2012

Mr. Joe Atalla
Hyperlink
34850 Killarney Lane
Wildomar, CA 92595

Dear Mr. Atalla:

This letter is to inform you that the SCJPC is committed to moving forward with the leasing of the iPAM application. However, during the testing of the application, it was discovered that a list of errors that were sent to you in 2006 for correction, are not corrected to date. If you have misplaced the list of errors we will resend you the list of errors for correction. The committee would like you to draw up a lease contract for their review. The contract is to include the correction of errors on the error list. When a contract agreement is reached the committee is agreeing to sign the lease agreement contract. If you have any questions, or concerns, please contact me.

Cordially,

Jennie Corella
Manager of Operations

AT&T CALIFORNIA
AT&T COMM. OF CALIF., INC.
AT&T LOCAL SERV/TCG
AT&T MMOBILITY
ATC OUTDOOR DAS
CA CLEC LLC
CITY OF ANAHEIM
CITY OF AZUSA
CITY OF BANNING
CITY OF BURBANK
CITY OF COLTON

CITY OF GLENDALE
CITY OF LOMPOC
CITY OF LOS ANGELES
CITY OF PASADENA
CITY OF RIVERSIDE
CITY OF VERNON
EXTENET SYSTEMS
GOLDEN STATE WATER
M-POWER COMMUNICATIONS
MCI METRO/ATS
MCI TELECOMMUNICATIONS

NEWPATH NETWORKS
NEXTG NETWORKS OF CALIFORNIA
SOUTHERN CALIF. EDISON CO.
SPRINT COMMUNICATIONS LP
SPRINT-NEXTEL COMMUNICATIONS
T-MOBILE USA
TIME WARNER CABLE
VERIZON CALIFORNIA, INC.
VERIZON WIRELESS
XO COMMUNICATIONS(NEXTLINK)

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March 26, 2012

The **ad hoc Computer Committee** meeting took place on the above date, at the Committee office via teleconference. The following were in attendance:

Shawn Henderson – T-Mobile USA
Janet Chirrick – AT&T California
Alicia Smith – Sprint/Sprint-Nextel
Scott Hunter – City of Los Angeles – DWP
Steve Brown – City of Los Angeles – DWP
Paula Haney – NextG Network
Lupe Hernandez – AT&T Local Services
Angela Pranata – Committee Staff
Jennie Corella – Committee Staff
Jaclyn Lensch – Committee Staff
Michael Wolf – AT&T California
Dennis Ennis – T-Mobile USA
Joe Atalla – Hyperlink

- Scott Hunter began the meeting at 9:05 a.m.
- Joe Atalla stated that he would need a letter of intent in order to move forward regarding **IPAM**.
 - This was further discussed and Joe Atalla said that a small initial fee would be required for the set up of servers in addition to the monthly fee of \$5,000.
- Scott Hunter asked Joe Atalla if he would be willing to wait on IPAM until other issues were resolved. Joe said yes, as long as there is a contract/letter of intent in place.
- Joe mentioned that another server would be needed as a back-up in the event of an emergency/disaster.
- A 1st draft contract will be prepared by Joe Atalla by the end of the first week of April—in time for the next committee meeting.

Jaclyn Lensch – Committee Staff

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April 10, 2012

A meeting of the **Computer ad hoc Committee** took place on the above date, at 9:40 a.m., at the Committee office. Those in attendance were:

Mr. Dennis Ennis – T-Mobile USA
Ms. Shawn Henderson – T-Mobile USA (teleconference)
Ms. Tracey Province – Verizon California (teleconference)
Mr. Larry Chow – Southern California Edison
Mr. Jim Eastwood – Southern California Edison
Ms. Lynn Prescott – Verizon Wireless
Mr. Scott Hunter – City of Los Angeles – DWP
Mr. Steve Brown – City of Los Angeles - DWP
Ms. Janet Chirrick – AT&T California (teleconference)
Mr. Michael Wolf – AT&T California (teleconference)
Ms. Yvonne Johnson – AT&T Mobility
Ms. Maria Ortiz – CA CLEC, LLC/NewPath (teleconference)
Ms. Paula Haney – NextG Network
Ms. Lupe Hernandez – AT&T Local Services
Ms. Alicia Smith – Sprint/Sprint-Nextel (teleconference)
Ms. Angela Pranata – Committee Staff
Ms. Jaclyn Lensch – Committee Staff
Ms. Jennie Corella – Committee Staff

Mr. Chow opened the meeting at 9:40 and inquired if the members had an opportunity to review the minutes of the prior meeting. There were no comments or questions in regards to the minutes.

Mr. Chow addressed the first issue on the agenda **Item 1435: iPam Contract Phase I Completion**. He reported that a conference call with Mr. Atalla facilitated by Mr. Hunter transpired on March 26th. A request for an iPAM contract has been submitted to Mr. Atalla, however has not been received in the office as yet. When the contract is received the ad hoc members will review it and if there are any counters, will do so at this time. It was suggested that Ms. Corella contact Mr. Atalla in regards to the new iPAM contract.

The next issue on the agenda, **Item 1488: Pole Class, GPS, and Pole replacement number fields on pole records** is contingent on pending issues. Therefore; this is a standing item.

The last issue on the agenda is **Item 1543: Friend Field Enhancement**. Mr. Chow stated that the enhancement is adding a field to enter the bill of sale date when a pole is relinquished or removed and the cause for removal, and a field to identify the PTD party. He added that the next step is to get a quote from Hyperlink on these field enhancements, and the length of time to complete these enhancements.

The last item for discussion on the agenda is **miscellaneous** items.

SCJPC.net Advance Pole Search Enhancement

Ms. Pranata reported that she received her quote for the above-reference pole search enhancement. The cost is \$2,000.00. She added that the length of time to create a test draft page is one month. The ad hoc members approved the expense which would allow one to view poles from a final billed JPA.

Review of action items:

- Ms. Corella to send a reminder to Mr. Atalla in regards to a first draft iPAM contract.
- Ms. Pranata to contact Diamond Bar web and move forward with the enhancement.

The meeting adjourned at 9:50 am, until May 8, 2012.

Jennie Corella - Manager of Operations

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
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May 8, 2012

A meeting of the **ad hoc Computer Committee** took place on the above date, at 11:45 a.m. at the Committee office. Those in attendance were:

Mr. Scott Hunter – City of Los Angeles – DWP
Mr. Michael Wolf – AT&T California
Mr. Steve Brown – City of Los Angeles – DWP
Ms. Tracey Province – Verizon California
Ms. Lynn Prescott – Verizon Wireless
Ms. Yvonne Johnson – AT&T Mobility
Mr. Jim Eastwood – Southern California Edison
Mr. Larry Chow – Southern California Edison
Ms. Lupe Hernandez – AT&T Local Services
Ms. Alicia Smith – Sprint/Sprint-Nextel
Ms. Paula Haney – NextG Network
Mr. Dennis Ennis – T-Mobile USA
Mr. Jay Mingus – AT&T California
Ms. Maria Ortiz – CA CLEC, LLC/NewPath
Mr. Adolph Gonzales – Southern California Edison
Mr. Doug Schmaderer – City of Pasadena
Ms. Jessica Pearson – Southern California Edison
Ms. Angela Pranata – Committee Staff
Ms. Jennie Corella – Committee Staff
Ms. Jaclyn Lensch – Committee Staff

The meeting commenced at 11:45 a.m. and the **prior month's minutes** were approved with no questions or comments from any members.

Agenda items 2 & 3 are standing items until **Hyperlink** provides a contract and a quote.

Ms. Hernandez discussed the website enhancement to the current Advance Pole Search and JPA Pole search web pages **Diamond Bar Web** has programmed. Currently we are unable to search poles via JPA number; however the enhancement will allow us this search. **Ms. Pranata** mentioned that there may be cap on how many poles displayed on the search result. She said she would verify with Diamond Bar Web the maximum poles displayed per screen.

Mr. Chow suggested an enhancement allowing the exporting of search results to an Excel or Word document.

Review of Action Items:

- SCJPC Website Enhancement: **Ms. Pranata** will have **Diamond Bar Web** add an **EXPORT** button to the website and report the price. The website will now go live for all members.

The Computer meeting was adjourned at 12:15 p.m. The next scheduled meeting is on June 12, 2012.

Jaclyn Lensch – Committee Staff

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
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June 12th, 2012

A meeting of the **ad hoc Computer Committee** took place on the above date, at 10:02 a.m. at the Committee office. Those in attendance were:

Mr. Scott Hunter – City of Los Angeles – DWP
Mr. Michael Wolf – AT&T California – (teleconference)
Ms. Janet Chirrick – AT&T California - (teleconference)
Ms. Lynn Prescott – Verizon Wireless
Ms. Yvonne Johnson – AT&T Mobility
Mr. Jim Eastwood – Southern California Edison
Mr. Larry Chow – Southern California Edison
Ms. Lupe Hernandez – AT&T Local Services
Ms. Alicia Smith – Sprint/Sprint-Nextel – (teleconference)
Ms. Paula Haney – NextG Network
Ms. Maria Ortiz – CA CLEC, LLC/NewPath
Ms. Jessica Pearson – Southern California Edison
Ms. Shawn Henderson – T-Mobile USA (teleconference)
Mr. Mike Rivera – Extenet - (teleconference)
Ms. Angela Pranata – Committee Staff
Ms. Jennie Corella – Committee Staff
Mr. Kyle Levy- Committee Staff
Ms. Jenny Silva – Committee Staff

The meeting commenced at 10:02 a.m. and the **prior month's minutes** were reviewed with no questions or comments from any members.

Mr. Chow then moved on to the **Export** enhancement to Friend, which will allow transfer of data to an excel spreadsheet. This was requested from Diamond Bar Web. Ms. Pranata reported it was completed, but she had not

had a chance to test it due to internet issues. She'll be sure to test it before the next meeting. She also informed the committee she confirmed a price of \$500 for the enhancement.

Agenda items **2 (Item:1435)** , **3 (Item:1488)** and **4 (Item:1543)** are standing items until Mr. Atalla provides the committee with an IPAM update.

Next Button Feature: Next Pole Number in Sequence

Mr. Chow then opened the floor to any **Miscellaneous Items:** Ms. Hernandez requested a quote on the "next" button feature for poles. She would like it to bring up the next pole number in sequence. Ms. Pranata agreed to look into this and get a quote, but she feels this will be costly due to the fact that the numbers are not sequential and the variances are extensive.

Review of Action Items:

- Angela to get a quote related to the "next" button feature.

The Computer meeting was adjourned at 10:20 a.m. The next scheduled meeting is on July 10th, 2012.

Jenny Silva – Committee Staff

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July 10th, 2012

A meeting of the **ad hoc Computer Committee** took place on the above date, at 9:45a.m. at the Committee office. Those in attendance were:

Mr. Scott Hunter – City of Los Angeles – DWP
Mr. David A. Cheney - AT&T California – (teleconference)
Ms. Lynn Prescott – Verizon Wireless
Ms. Tracey Province – Verizon California (teleconference)
Ms. Yvonne Johnson – AT&T Mobility
Mr. Jim Eastwood – Southern California Edison
Mr. Larry Chow – Southern California Edison
Mr. Adolph Gonzales – Southern California Edison
Ms. Lupe Hernandez – AT&T Local Services
Ms. Alicia Smith – Sprint/Sprint-Nextel – (teleconference)
Ms. Paula Haney – NextG Network
Ms. Maria Ortiz – CA CLEC, LLC/NewPath
Ms. Jessica Pearson – Southern California Edison
Ms. Shawn Henderson – T-Mobile USA (teleconference)
Mr. Mike Rivera – Extenet - (teleconference)
Ms. Angela Pranata – Committee Staff
Mr. Kyle Levy- Committee Staff
Ms. Jenny Silva – Committee Staff

The meeting commenced at 9:45 a.m. and the **prior month's minutes** were reviewed with no questions or comments from any members.

Mr. Chow began the meeting with Item 2 on the Agenda. Contract Phase 1 completion – Ms. Pranata informed the committee that she sent a reminder to Hyperlink (Joe) and he informed her they would discuss this once the Friend Enhancement was completed. Item 3 on the Agenda (1488: Pole Class, GPS, and Pole replacement number fields on Pole Records) is a standing item and will be revisited next month. The committee then moved on to Item 4: Friend Enhancement. Ms. Pranata informed the committee that we are currently still on the 2010 friend enhancement. Ms. Province expressed her concern as to why it's

taking so long to complete these enhancements. Ms. Pranata then explained the various reasons for postponement. There have been two office moves, server issues, website enhancement projects, etc. Ms. Pranata informed the committee that it was a very long and complicated process to modify the database and software to accept the same pole number for Edison. After months of many discussions, Hyperlink was able to modify the system to accept the same pole number; and the updated version of Friend is currently being tested.

Next Button Feature: Next Pole Number in Sequence

Ms. Pranata asked Diamond Bar Web for the “Next” button feature as requested in the last meeting. After much discussion with Diamond Bar Web they recommend the button be inserted on either the Quick Pole Search page or the Advance Pole Search page. Ms. Hernandez felt it should be inserted in the Quick Pole Search; Ms. Pranata disagreed, and explained it should be inserted in the Advance Pole Search page, since the Quick Pole Search page only searches active poles. Some discussion followed. . . Ms. Hernandez stated the button was originally requested by Mr. Ennis and since he was no able to attend the meeting she suggested the committee table the discussion until next month.

Ms. Pranata then informed the committee that our server ran out of space last week and she had to make a decision to increase the space which also increased the cost \$140 a month. Ms. Pranata then asked the committee if they had experienced any problems with the website, everyone said it was working fine and had no issues to report.

Mr. Chow then recapped the meeting stating the committee is currently waiting on Hyperlink for Phase 1, which is supposed to be started once they finish the reuse of the same pole number feature enhancement. Ms. Hernandez then asked if we could get some type of time frame from Hyperlink (Joe). Ms. Pranata informed the committee that she would follow up with Hyperlink and try to get an update before the next meeting. Mr. Chow then stated that he felt there were more important things that should be taking propriety at this time.

Review of Action Items:

- Angela to follow up with Hyperlink on a deadline.

The Computer meeting was adjourned at 10:05 a.m. The next scheduled meeting is on August 14th, 2012.

Jenny Silva – Committee Staff

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
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August 15th, 2012

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

Mr. Scott Hunter – City of Los Angeles – DWP
Mr. Steve Brown – City of Los Angeles - DWP
Ms. Lynn Prescott – Verizon Wireless
Ms. Yvonne Johnson – AT&T Mobility
Ms. Janet Chirrick – AT&T California
Mr. Jim Eastwood – Southern California Edison
Mr. Larry Chow – Southern California Edison
Ms. Lupe Hernandez – AT&T Local Services
Ms. Alicia Smith – Sprint/Sprint-Nextel – (teleconference)
Ms. Paula Haney – NextG Network
Ms. Maria Ortiz – CA CLEC, LLC/NewPath
Ms. Jennifer Navarro – Metro PCS California (teleconference)
Ms. Jessica Pearson – Southern California Edison
Mr. Paul Smolarski – T-Mobile USA
Ms. Angela Pranata – Committee Staff
Mr. Kyle Levy- Committee Staff
Ms. Jenny Silva – Committee Staff

The meeting commenced at 1:05 p.m. and the **prior month's minutes** were reviewed with no questions or comments from any members.

Mr. Chow then moved to Item 2 on the Agenda. Contract Phase 1 Completion- Ms. Pranata spoke with Hyperlink and asked for a time frame on this, Mr. Atalla was supposed to send something over in writing but that was a week ago and we have yet to receive it.

Item 3 1488: Still standing. Committee moved on the Item 4 – Friend Field Enhancement. Ms. Pranata informed the committee that Mr. Atalla is still working on the same pole number function. Mr. Chow then asked if Hyperlink had to do the same pole number fix first, and why couldn't they work on both, did they not have the resources to do both. Ms. Pranata's response was yes they do not have the resources to do both and Mr. Atalla wants to finish the same pole function first since it's so complex.

Item 5 "Next Button Feature": This is now a closed item. The committee decided against it.

Mr. Chow then opened the floor to Miscellaneous Items- Ms. Prescott had a question on the “File Share” feature that’s currently being discussed in compliance, she wanted to know if this is something that should be added to computer as well. Mr. Chow believes that once the compliance committee decides how they want this to operate; we can add it to the computer agenda.

Review of Action Items:

- Angela to follow up with Hyperlink on a deadline.

The Computer meeting was adjourned at 1:12 p.m. The next scheduled meeting is on September 11th, 2012.

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE

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September 11th, 2012

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

Mr. Steve Brown – City of Los Angeles - DWP
Ms. Lynn Prescott – Verizon Wireless
Ms. Yvonne Johnson – AT&T Mobility
Ms. Janet Chirrick – AT&T California
Mr. Michael Wolfe – AT&T California
Mr. Larry Chow – Southern California Edison
Ms. Lupe Hernandez – AT&T Local Services
Ms. Alicia Smith – Sprint/Sprint-Nextel – (teleconference)
Ms. Debbie Wooten – NextG Network
Ms. Maria Ortiz – CA CLEC, LLC/NewPath
Ms. Jessica Pearson – Southern California Edison
Ms. Shawn Henderson – T- Mobile USA
Ms. Angela Pranata – Committee Staff
Mr. Kyle Levy- Committee Staff
Ms. Jenny Silva – Committee Staff

The meeting commenced at 11:04 a.m. and the **prior month's minutes** were reviewed with no questions or comments from any members.

Mr. Chow then informed the committee that Item 1551: Sharefile Details (sharefile.com) has been moved from Compliance over to the Computer Committee.

Item 2 on the Agenda- Contract Phase 1 Completion- Mr. Chow feels this will have to be put on the back burner until the first enhancement is complete. Item 3 on the Agenda is also a standing item since it cannot be addressed until item 2 is completed.

Item 4 on the agenda- Friend Field Enhancement (11/8/2011)- Mr. Brown asked for some clarification on this. Ms Pranata explained that this is the addition of two fields, the first would identify the Party that did the PTD and the second would distinguish removal versus relinquishment. Hyperlink is currently working on the Same Pole # feature at this time. This has been much more complicated than we originally expected. Mr. Chow then asked Ms. Pranata a question, for all new entries going forward, can the system be set up

to look at the year set as a second identifier? Ms. Pranata believes that can be done and will follow up with Mr. Atalla for more details.

Mr. Chow then opened the floor to Miscellaneous Items-Item 1551: Sharefile Details: File Name protocol- At a minimum it should list the Pole Number. Ms. Hernandez then asked if it would show the pole number and date it was loaded. Ms. Pranata answered yes and informed the committee that the upload date could be after it was created. Mr. Chow then suggested we incorporate the date into the file name. After some discussion the committee agreed the File Name should read as follows: Pole Number_YYYYDDMM. Note: the date should be the date reflected on the Pole Loading report.

Mr. Chow then asked the committee when they felt the records should be uploaded. When it's approved or when it's received? After much discussion Ms. Prescott suggested the records be uploaded as soon as they are received. The Committee agreed. The committee then decided it would be best to upload all files into one directory, but felt there should be two separate folders for the two separate formats. The first folder will be titled Pole Loading Calculations PDF and the second will be Pole Loading Calculations PPLX, all other folders will be removed. Ms. Prescott then asked that the preferences be set up so that the tenants could only download files not delete or edit any existing files. Ms. Pranata informed the committee members that each member would have one login, the login will be their email address and a system generated password that they would be able to change upon log in. Any and all deleting/editing can only be done by the Administrator. Ms. Pranata will be the only Super user so any technical support questions should be forwarded to her.

Mr. Chow then asked Ms. Pranata if she could possibly add a link to access the Sharefile website on the SCJPC website. Ms. Pranata agreed to do so then asked where on the website he would like the link. After some discussion the committee agreed the link should be placed under the General Information tab.

Ms. Prescott then asked Ms. Pranata to create an Excel Set Up Spreadsheet for each company. Once the spreadsheet is completed and approved it would have to be distributed before the October meeting. Mr. Chow asked that a copy also be attached to the October Agenda for review and explanation.

The committee then began a discussion on a Tentative Start Date. After some discussion the committee felt the most realistic start date should be January 1st 2013.

Review of Action Items:

- Ms. Pranata to create: (1) An Excel spreadsheet of Sharefile Users List and distribute before October meeting. (2) List of Non Participating Members that are not willing to share pole loading information.
- Committee to create a Customizable Tenant Notification Letter.

- Committee to create Procedures/ Process for item 1551.

The Computer meeting was adjourned at 12:00 p.m. The next scheduled meeting is on October 10th, 2012.

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
279 E. Arrow Hwy, Suite 104
San Dimas, CA 91773
Phone (909) 5993801
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October 10th, 2012

A meeting of the **ad hoc Computer Committee** took place on the above date, at 11:55 a.m. at the Committee office. Those in attendance were:

Ms. Janet Chirrick- AT&T California
Ms. Lynn Prescott – Verizon Wireless – (teleconference)
Ms. Tracey Province – Verizon California
Ms. Yvonne Johnson – AT&T Mobility
Ms. Shawn Henderson – AT&T Mobility
Mr. Jim Eastwood – Southern California Edison
Mr. Larry Chow – Southern California Edison
Ms. Lupe Hernandez – AT&T Local Services
Ms. Alicia Smith – Sprint/Sprint-Nextel – (teleconference)
Ms. Paula Haney – NextG Network
Ms. Amy Parker – NextG Network
Ms. Debbie Wooten – NextG Network
Ms. Maria Ortiz – CA CLEC, LLC/New Path
Ms. Jennifer Navarro Yhap – Metro PCS (teleconference)
Ms. Jessica Pearson – Southern California Edison
Mr. Emir Erba – Time Warner Cable (North)
Mr. Alfonso Morales – Time Warner Cable (North)
Ms. Angela Pranata – Committee Staff
Mr. Kyle Levy- Committee Staff
Ms. Jenny Silva – Committee Staff

The meeting commenced at 11:55 a.m. and the **prior month's minutes** were reviewed with no questions or comments from any members.

Agenda Item 2 - Contract Phase 1 Completion- Mr. Chow feels this will have to be put on the back burner until the first enhancement is complete. Item 3 on the Agenda is also a standing item since it cannot be addressed until item 2 is completed.

Agenda Item 4 - Friend Field Enhancement (11/8/2011) – We're finally in the testing phase for the same pole# enhancement. Ms. Pranata will have details for everyone at the next meeting.

Agenda Item 5 – Item 1549: Tenant Pole Application Notification (3/13/2012) – Mr. Chow suggested this item stay on the Computer agenda and be removed from Compliance for now. It may have to go back later but for now it should remain only on the Computer Agenda.

Agenda Item 6 - Item 1551: Sharefile Details: Mr. Chow began with the review of the Sharefile Standards List provided by Ms. Pranata. A few members expressed a concern with the PPLX document option. Not everyone has the software to open such a file. After some discussion the committee agreed the required file type should be PDF and PPLX will be optional in addition to the PDF file.

Ms. Prescott feels the User Information spreadsheet should list a column for the Member Administrator this person will be in charge of their users. Ms. Pranata asked if the committee wanted only one administrator. Mr. Chow suggested there be two administrators the second would be a back up, but only the first Administrator would be able to request the addition of users. Ms. Pranata informed the committee that as of right now the only non participating member is Sprint.

Ms. Prescott asked if sharefile would only be used by tenants because she felt this should be used by everyone. Much discussion followed on the various reasons it should be used for everyone not just tenants, there was also discussion on using it for multi party JPA's, but the final decision was to stick to the original testing phase outline. In the testing phase it should be tenant info only and once all the wrinkles are ironed out sharefile would be rolled out to everyone. Ms. Hernandez then asked if a Loading Report had been uploaded to sharefile would it still have to be attached to the JPA? Mr. Chow's response was no, it would not have to be attached. Ms. Pranata then asked for some clarification on the difference between tenant pole loading and loading for Multi party JPA's. Mr. Chow felt that was a great question and it brought us to the question "what exactly are we uploading? What is it everyone wants to see?" There was some discussion. Mr. Chow explained that Edison intends to upload the information their output load estimator gives, which is the summary report and that includes the overall profile of what the pole is, what's on it, what the actual load and safety factor is and they also attach detailed information sheets.

Ms. Hernandez questioned what the liability of the committee staff would be in all of this. How would we identify the role of the office staff? Mr. Chow explained that we would have to be very careful how we define the responsibility of the office. Some discussion followed on this topic. The committee decided to talk to their legal departments and report back next meeting.

Ms. Pranata asked the committee when they wanted to start. Mr. Chow feels the tentative start date would be completely dependent on the larger utilities and their staff capabilities, but if it's just tenant information that can happen quickly. Mr. Chow suggested we go ahead and sign up for a Sharefile membership and the committee agreed. The next step would be to get a small group of members together to do a little test run, Mr. Chow then asked for

volunteers. Ms. Prescott and Ms. Parker both volunteered. Ms. Pranata asked the committee when they would like to get started on the pilot. Mr. Chow, Ms. Prescott and Ms. Parker all agreed to November 1st.

Mr. Chow then opened the floor to Miscellaneous Items- there were none.

Review of Action Items:


- Ms. Pranata to add a Member Administrator Column to the User Spreadsheet.
- Ms. Pranata to get Sharefile up and running by November 1st 2012.
- Ms. Prescott, Mr. Chow and Ms. Parker to organize a test run.
- Committee members to consult with their legal departments about the legal liability of the Committee office staff.

The Computer meeting was adjourned at 1:54 p.m. The next scheduled meeting is on November 13th, 2012.

Sharefile Standards:

1. File name: PoleNumber_YYYYMMDD
 - a. Use date on Pole Loading report as part of the file name
2. File type: PDF & PPLX
3. Tenants only able to upload pole loading
4. One user ID per member's user
5. Only administrator is able to delete files
6. Need to work on:
 - a. User list – Excel spreadsheet – before October meeting
 - b. Notification tenant letter (customizable)
 - c. Procedures/Process
 - d. Non-participating member list

DRAFT

 My Settings

My Settings

Time Zone

Select your local time zone from the list below. The time zone will be used to adjust various dates in the system to your local time.

(UTC -08:00) Pacific Time

Observe Daylight Saving Time (US & Canada)

Display date as month/day/year

Display time in 12-hour format with AM/PM

Save Time Zone

Email Notifications

Email notifications are controlled on a folder by folder basis. Using the below dropdown list, you can select whether you would like to receive upload/download notifications in real-time or whether you would like them consolidated and sent to you at a time interval you specify.

Send email notifications: In real-time

Save Notification Preferences

[Edit Basic Info](#)

[Add/Edit Email Addresses](#)

[Edit Upload Preferences](#)

[Manage Favorite Folders](#)

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SOUTHERN CALIFORNIA JOINT POLE COMMITTEE

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November 13th, 2012

A meeting of the **ad hoc Computer Committee** took place on the above date, at 11:15 a.m. at the Committee office. Those in attendance were:

Mr. Scott Hunter – City of Los Angeles – DWP
Mr. Steve Brown – City of Los Angeles - DWP
Ms. Janet Chirrick- AT&T California – (teleconference)
Ms. Lynn Prescott – Verizon Wireless
Ms. Tracey Province – Verizon California
Ms. Yvonne Johnson – AT&T Mobility
Ms. Shawn Henderson – AT&T Mobility
Mr. Jim Eastwood – Southern California Edison
Ms. Lupe Hernandez – AT&T Local Services
Ms. Alicia Smith – Sprint/Sprint-Nextel – (teleconference)
Ms. Paula Haney – NextG Network
Ms. Maria Ortiz – CA CLEC, LLC/New Path
Ms. Jennifer Navarro Yhap – Metro PCS (teleconference)
Mr. Lawrence Yao – City of Riverside – (teleconference)
Ms. Angela Pranata – Committee Staff
Mr. Kyle Levy- Committee Staff
Ms. Jenny Silva – Committee Staff

Mr. Chow had to step out for a conference call. Mr. Eastwood filled in for him. The meeting commenced at 11:17 a.m. and the **prior month's minutes** were reviewed with no questions or comments from any members.

Agenda Item 2 - Contract Phase 1 Completion- This is still a standing Item. Item 3 on the Agenda is also a standing item since it cannot be addressed until item 2 is completed.

Agenda Item 4 - Friend Field Enhancement (11/8/2011) – We're still in the testing phase for the same pole# enhancement and so far things are going well.

Agenda Item 5 – Item 1549: Tenant Pole Application Notification (3/13/2012) – Ms. Pranata sent the volunteers their log in information so they can begin testing.

Agenda Item 6 - Item 1551: Sharefile Details: Per Ms. Pranata Testing will begin shortly.

Mr. Eastwood then opened the floor to Miscellaneous Items- Mr. Brown asked if there is any possible way to get the system to red flag a pole when there's already an existing/active pole with a different pole number in the same exact location? Ms. Hernandez agreed with Mr. Brown stating that she doesn't think the system should accept two different pole numbers at the same location. Ms. Pranata explained that she has no problem getting a quote but due to the fact that not everyone is going to type the same location the same exact way this can get pricy. The committee agreed with Angela, but still asked that she get an estimate.

Review of Action Items:

- Ms. Pranata to get a quote from Hyperlink on preventing input of two separate/active pole numbers on the exact same pole.
- Pilot Group to begin testing Sharefile software.

The Computer meeting was adjourned at 11:35 p.m. The next scheduled meeting is on January 15th, 2013.