

Southern California Joint Pole Committee

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

July 20, 2016

A regular meeting of the **NJUNS Committee** took place on the above date, at 11:25 am., at the Committee office.

Those in attendance were:

Mr. William Kearns	Frontier Communications
Ms. Megan Stewart	Frontier Communications
Mr. William Schrader	Frontier Communications
Ms. Lynn Prescott	Verizon Wireless
Mr. Artemio Lopez	AT&T California
Ms. Manijeh Carmichael	AT&T California
Mr. Kay Black	AT&T California
Mr. Steve Brown	City of Los Angeles
Mr. Christopher Cravens	City of Los Angeles
Mr. Wayne Brown	Southern California Edison
Mr. Larry Chow	Southern California Edison
Ms. April DeBarge	Southern California Edison
Ms. Brenda Davis	Southern California Edison
Mr. Richard LaBarge	Southern California Edison
Ms. Lupe Hernandez	Teleport Communications America, LLC
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Yvonne Johnson	AT&T Mobility
Ms. Maria Ortiz	XO Communications
Ms. Shawn Henderson	T-Mobile USA
Mr. Joe Armstrong	City of Pasadena
Mr. David Campo	City of Lompoc
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff
Ms. Jennie Corella	Committee Transcriber

Those attending via teleconference were:

Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Mr. Chris Manning	Extenet System
Mr. Earle Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC

Mr. Wayne Brown called the meeting to order at 11:26 am. by addressing the first item on the agenda, the review of the **prior meeting minutes**. In that this is

the first meeting of this ad hoc there are no minutes for review. However, this item will be a monthly standing item for future meetings.

The second agenda item is **Invoice-cost sharing**. This issue was discussed and agreed earlier that the annual cost for maintaining NJUNS would be shared equally between the SCJPC and the NCJPA.

The third agenda item is the **Buddy Pole Pilot**. Mr. Brown reported on the progress of the buddy pole pilot program. He stated the SCE has been working with HSO and Frontier Communications and thus far has been successful. Mr. Jim Sawatzki is directly involved in the testing of this pilot program dealing with buddy poles.

Mr. Brown further reported that SCE is working internally with their tenant Charter Communications to get their tenant involved in working and utilizing the NJUNS application. SCE will assign their tenants a single member code to access NJUNS, and allow other members interaction with tenants.

He also reported that SCE is working internally with their 38 districts through their respective regions. The objective is to expedite the transacting of NJUNS tickets, a ticket represents an individual pole, which should expedite Form 48 processing. Members will close all tickets when the work is complete. Eventually, the objective is to utilize NJUNS to transact preliminary JPA processing.

The fourth item on the agenda is the **Job Aide** report. Mr. Brown reported that Mr. Jim Sawatzki has taken the initiative and has created a job aide for members. It will enable queries and aide in navigating NJUNS. However, if anyone requires assistance at this time please feel free to contact Mr. Brown or Mr. Sawatzki.

Ms. Black stated that currently one is able to filter utilizing NJUNS ticket numbers, however, the JPA number is noted in the comments section of the ticket which does not have filtering capabilities. She added that Mr. Sawatzki is working on a process to allow queries and filtering via a JPA number. She further added the the Miscellaneous Id section of a ticket number is able to filter, therefore, noting the JPA number in the Miscellaneous Id field would allow filtering via a JPA number.

Mr. Chow proposed having the NJUNS job aide and Mr. Sawatzki's contact information available to members on the SCJPC website.

The fifth item on the agenda is **Member Code**. Mr. Serrato reported that his organization currently has a member code in that they utilize NJUNS with other states. Mr. Brown urged members to obtain their respective member code to allow them access to NJUNS.

The sixth issue for discussion is **miscellaneous items**.

There were no miscellaneous items.

Review of Action Items

- Make job aide and Mr. Jim Sawatzki's contact available on website

The meeting adjourned at 11:38 am. until August 17 , 2016.

Jennie Corella – Committee Transcriber

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August 17, 2016

A regular meeting of the **NJUNS Committee** took place on the above date, at 9:45 am., at the Committee office.

Those in attendance were:

Mr. William Kearns	Frontier Communications
Ms. Megan Stewart	Frontier Communications
Mr. William Schrader	Frontier Communications
Mr. Daniel Lippert	City of Burbank
Mr. Ayman Arraj	City of Burbank
Mr. Josh Mathisen	AT&T California
Ms. Manijeh Carmichael	AT&T California
Mr. Jeffrey Williams	City of Los Angeles
Mr. Steve Brown	City of Los Angeles
Mr. Christopher Cravens	City of Los Angeles
Mr. Wayne Brown	Southern California Edison
Mr. Larry Chow	Southern California Edison
Ms. April DeBarge	Southern California Edison
Ms. Jessica Pearson	Southern California Edison
Mr. Richard LaBarge	Southern California Edison
Mr. Bryan Strong	Southern California Edison
Ms. Lupe Hernandez	Teleport Communications America, LLC
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Earle Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Shawn Henderson	T-Mobile USA
Mr. Joe Armstrong	City of Pasadena
Mr. David Campo	City of Lompoc
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff
Ms. Jennie Corella	Committee Transcriber

Those attending via teleconference were:

Ms. Kay Black	AT&T California
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Mr. Chris Manning	Extenet System
Ms. Lynn Prescott	Verizon Wireless
Ms. Alyssa Hernandez	City of Colton

Mr. Dan Kjar	City of Azusa
Ms. Maria Ortiz	XO Communications
Ms. Yvonne Johnson	AT&T Mobility
Ms. Samantha Carrillo	Time Warner USA

Chairperson Mr. Wayne Brown called the meeting to order at 9:45 am. by addressing the first item on the agenda, the review of the **prior meeting minutes**. He stated that last month was the first meeting of this ad hoc committee. Members discussed the status of the buddy pilot with SCE and AT&T and the shared California annual cost for NJUNS between the NCJPA and the SCJPC.

The second agenda item is the **Buddy Pole Pilot**. Mr. Brown reported that SCE continues to work with AT&T in the South who currently is the only participant. He added that he is curious as to how many members are interested in participating with SCE in utilizing NJUNS. Internally, SCE has trained and is actively utilizing NJUNS within their districts to expeditiously track and log buddy poles that are SCE's responsibility. He further added that SCE welcomes greater member participation since NJUNS is a good tool in addressing and expediting the issue of buddy poles in the field.

Mr. Kearns reported that currently Frontier Communications is working with SCE and AT&T in addressing the buddy pole issue. Mr. Brown suggested getting all members to participate in the pilot by obtaining a member code to allow them access to NJUNS.

Mr. Serrano stated that Crown Castle is currently utilizing NJUNS when interfacing with states other than California. He informed Mr. Brown that the contact within his organization for addressing buddy poles is Ms. Jayme Collins who is familiar with NJUNS.

The third item on the agenda is the **Job Aide** report. Mr. Brown reported that he has provided Ms. Pranata the Job Aide tool which is now available on the SCJPC website. Ms. Pranata displayed the various screens within the NJUN job aide tool. Mr. Brown stated that if anyone requires additional aide Mr. James Sawatzki or himself will provide training at their office if necessary. Their contact information is available on the website.

Mr. Chow added that the contact for obtaining a member code to access NJUNS is obtained through NJUNS. The contact's name and number will become available on the website.

Mr. Mathinsen stated that each respective member may obtain the number of codes required when organizing their internal NJUNS access methods.

Mr. Brown stated that his organization is assigning member codes to their tenants. When other members require accessing a tenant, they are welcome to use the code assigned by SCE to that respective tenant. Mr. Steve Brown inquired if SCE would provide any tenant codes to other members that they have in common. Mr. Wayne Brown responded that he would provide this information upon request.

Mr. Brown stated that his organization would like to move away from issuing a Form 48 and use NJUNS in lieu of paper notifications, however, if requested a Form will be supplied.

The fifth item for discussion is **miscellaneous items**.

There were no miscellaneous items.

Review of Action Items

- Mr. Wayne Brown to provide contact name and number when requesting a member/user code to access NJUNS.
- Mr. Kearns to obtain codes for greater use of NJUNS within Frontier Communications.
- Mr. Wayne Brown to contact Jayme Collins of Crown Castle.
- Mr. Wayne Brown to provide of list of SCE tenant member codes to Mr. Steve Brown of DWP.

The meeting adjourned at 10:00 am. until September 21 , 2016.

Jennie Corella – Committee Transcriber

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September 21, 2016

A regular meeting of the **NJUNS Committee** took place on the above date, at 1:25 pm., at the Committee office.

Those in attendance were:

Mr. William Kearns	Frontier Communications
Mr. Ayman Arraj	City of Burbank
Mr. Jeffrey Williams	City of Los Angeles
Mr. Steve Brown	City of Los Angeles
Mr. Joe Armstrong	City of Pasadena
Ms. Lynn Prescott	Verizon Wireless
Mr. Wayne Brown	Southern California Edison
Mr. Larry Chow	Southern California Edison
Ms. April DeBarge	Southern California Edison
Ms. Jessica Pearson	Southern California Edison
Mr. Richard LaBarge	Southern California Edison
Mr. Adam Wood	Mobilitie
Mr. Earle Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Joe Armstrong	City of Pasadena
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff
Ms. Jennie Corella	Committee Transcriber

Those attending via teleconference were:

Ms. Kay Black	AT&T California
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Mr. Chris Manning	Extenet System
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Maria Ortiz	XO Communications
Ms. Yvonne Johnson	AT&T Mobility
Mr. Chris Manning	Extenet
Ms. Shawn Henderson	T-Mobile
Ms. Jamie Collins	Crown Castle NG West Inc./NewPath/CA-CLEC LLC

Chairman Mr. Wayne Brown called the meeting to order at 1:24 pm. He stated he would give a brief update on the progress of the NJUNS project. He added that SCE continues to implement more of their tenants into participating in the NJUNS project. They are preparing their tenants to do their work in regards to tenancy. SCE Operating Committee – September 21, 2016 – Page 1 of 2

is working closely with Frontier Communications. Mr. Brown inquired if Mr. Kearns has procured membership codes for Frontier.

Mr. Brown stated that per his action item he did contact Ms. Jamie Collins in regards to Crown Castle and NG utilizing NJUNS. Ms. Collins reported that Crown Castle has NJUNS accounts across the nation. Their primary use of NJUNS is for pole transfer information with those carriers that do not have a joint use method such as a JPA process which is available in California. She added that they are very pleased with the tool, and find it easy to use, very intuitive, and works well when there are multiple users.

Mr. Brown stated that SCE tenant member codes are available on the NJUNS web site on the membership page under the state of California.

Mr. Brown reported that PG&E has shown interest in NJUNS. SCE transacts with PG&E directly and in that they are no longer a member of the SCJPC, NJUNS could be the tool to use between the two organizations.

He concluded that NJUNS is a good method, program and tool for members to address the buddy pole issue by tracking electronically, and is an improved way to communicate among themselves. NJUNS should aid in the elimination of paper tracking.

The meeting adjourned at 1:30 pm. until October 19, 2016.

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October 19, 2016

A regular meeting of the **NJUNS Committee** took place on the above date, at 10:50 am., at the Committee office.

Those in attendance were:

Mr. William Kearns	Frontier Communications
Ms. Megan Stewart	Frontier Communications
Mr. Ayman Arraj	City of Burbank
Ms. Manijeh Carmichael	AT&T California
Mr. Jeffrey Williams	City of Los Angeles
Mr. Steve Brown	City of Los Angeles
Mr. Christopher Cravens	City of Los Angeles
Mr. Joe Armstrong	City of Pasadena
Mr. David Campo	City of Lompoc
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Wayne Brown	Southern California Edison
Mr. Larry Chow	Southern California Edison
Ms. April DeBarge	Southern California Edison
Ms. Jessica Pearson	Southern California Edison
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Lupe Hernandez	Teleport Communications America, LLC
Ms. Maria Ortiz	XO Communications
Ms. Yvonne Johnson	AT&T Mobility
Mr. Adam Wood	Mobilitie
Ms. Sarah Valdez	Mobilitie
Ms. Shawn Henderson	T-Mobile USA
Ms. Wendy Mueller	Extenet Systems
Mr. Joe Armstrong	City of Pasadena
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff
Ms. Jennie Corella	Committee Transcriber

Those attending via teleconference were:

Ms. Kay Black	AT&T California
Ms. Lynn Prescott	Verizon Wireless
Mr. Earle Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC

Guests:

Ms. Jessica Daigle
Ms. Erika Williams

No. California Joint Pole Association
No. California Joint Pole Association

Chairman Mr. Wayne Brown called the meeting to order at 10:50 am. He reported on the current status of the SCE NJUNS project. He stated that his organization continues to test the database within their internal process and make it available for use by their tenants. He added that his organization is attempting to determine how NJUNS will be utilized at the joint committee level. Currently, it appears that there is little committee participation. He further added that his organization will continue utilizing NJUNS internally and is of the opinion that it is a great tool externally as well.

Ms. Carmichael stated that she recalls discussion on implementing NJUNS into the JPA process.

Mr. Chow stated that implementing NJUNS into the JPA process would expedite the entire transfer process. He added that his construction personal have access to NJUNS, and joint participation has the potential of eliminating the Form 48. His organization could communicate completion of work within a day or two allowing joint members to complete their process expeditiously.

Ms. Carmichael stated that her organization does not dispatch a construction crew until they have received the Form 48. Mr. Chow responded that her organization would have the information quicker than the current process of communication, thus allowing dispatching of a crew in a more timely manner.

Mr. Chow stated that the State Commission has queried the SCJPC joint transfer process, but with NJUNS implemented the Commission could view it and gain a better understanding of the transfer process.

Mr. Brown stated that currently SCE is utilizing NJUNS for their buddy pole process with some members, but intends on incorporating it into other processes in the future.

Ms. Hernandez questioned the financing of NJUNS. Mr. Brown responded that the SCJPC would continue funding the program equally with the NCPA. He added that those members who desire access to NJUNS and would like a pass-code could contact Ms. Corrine Harper whose number is available on the SCJPC website.

The members discussed the assessment for the NJUNS annual cost. Mr. Serrato questioned if those members who are part of the SCJPC and NCJPA possibly would be assessed twice.

The members briefly discussed assessments equally versus proportionately. Ms. Pranata urged the members to review the column in the 2017 Proposed Operating budget that addresses equal versus proportionate assessments and if there is a concern to bring it to the Operating Committee at the next meeting.

Mr. Williams stated that once a State has paid the annual access fee to NJUNS any State entity may access the database. Mr. Brown stated that he was approached by the County if they could gain access to NJUNS. His response was that the County would be required to pay a fee as the SCJPC has paid if it is agreed to allow them the access.

The members questioned if a license agreement was signed by the NCJPA. Ms. Pranata responded that she did not receive a copy of a signed license agreement when she received the invoice.

Review of Action Items

- Mr. Brown to contact Ms. Harper in regards to NJUNS access.
- Mr. Brown to contact Mr. Josh Mathisen to inquire if the NCJPA has a contract or license agreement with NJUNS.

The meeting adjourned at 11:15 am. until November 16 , 2016.

Jennie Corella – Committee Transcriber

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November 16, 2016

A regular meeting of the **NJUNS Committee** took place on the above date, at 10:50 am., at the Committee office.

Those in attendance were:

Mr. William Kearns	Frontier Communications
Mr. Kevin Moy	Frontier Communications
Mr. Daniel Lippert	City of Burbank
Ms. Manijeh Carmichael	AT&T California
Mr. Jeffrey Williams	City of Los Angeles
Mr. Steve Brown	City of Los Angeles
Mr. David Campo	City of Lompoc
Mr. Wayne Brown	Southern California Edison
Mr. Rich LaBarge	Southern California Edison
Ms. April DeBarge	Southern California Edison
Ms. Jessica Pearson	Southern California Edison
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Lupe Hernandez	Teleport Communications America, LLC
Ms. Maria Ortiz	XO Communications
Ms. Yvonne Johnson	AT&T Mobility
Ms. Lynn Prescott	Verizon Wireless
Mr. Adam Wood	Mobilitie
Ms. Sarah Valdez	Mobilitie
Mr. Earle Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Shawn Henderson	T-Mobile USA
Mr. Wilson Parales	T-Mobile USA
Ms. Wendy Mueller	Extenet Systems
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff
Ms. Jennie Corella	Committee Transcriber

Those attending via teleconference were:

Ms. Kay Black	AT&T California
Mr. Ayman Arraj	City of Burbank
Ms. Alyssa Hernandez	City of Colton

Chairman Mr. Wayne Brown called the meeting to order at 10:52 am. He stated that at the last meeting the question arose if any utility in California would be given access to NJUNS regardless if they are a member of the SCJPC or the NCJPA. He reported that after investigating he was informed that they are regulated and only members are allowed pass-codes and given access to NJUNS. The Georgia office maintains a list of members. Therefore, access to NJUNS is limited to SCJPC or NCJPA membership and not the entire state of California.

Misc Items

Member codes and training.

Mr. Brown reported that he attended a conference call to discuss future use of NJUNS. He added that Ms. Carmichael alluded to utilizing NJUNS to process Form 2 documents. There was discussion of an NJUNS pilot program in January for the processing of the Form 2. He added that currently NJUNS is being used for buddy poles, however, would like greater participation of membership in the current pilot buddy pole program. Again, Mr. Brown urged members to obtain their respective member code to allow access and participation in the buddy program. Once members have their pass-codes a training session will be facilitated in January at the SCJPC office. He further added that he would welcome all member participation, however, for those major players it is nearly necessary for the buddy program to succeed. Participation in the buddy program would be beneficial when transitioning to the Form 2 program in that one would be familiar with navigating NJUNS. There is potential to design a screen within NJUNS to mirror the current Form 2. The Form could be approved or denied electronically via NJUNS. The members discussed what they are expecting from the Form 2. Mr. Brown added that there are some states facilitating pole transactions and communicating utilizing the NJUNS program. NJUNS has the capabilities to interface with current systems.

Mr. Brown concluded by stating that those members who have obtained their member code to take the opportunity to participate in the current buddy pole pilot program.

There are no action items.

The meeting adjourned at 11:05 am. until January 18 , 2017.

Jennie Corella – Committee Transcriber