

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
279 E. Arrow Hwy., Suite 104
San Dimas, CA 91773
Phone (909) 599-3801

January 17th, 2017

A meeting of the Routine Revision Committee took place on the above date, at 9:00 a.m. at the Committee office. Those in attendance were:

Ms. Maria Ortiz	XO Communication
Ms. Lupe Hernandez	Teleport Communications America
Ms. Yvonne Johnson	AT&T Mobility
Ms. April DeBarge	Southern California Edison
Ms. Jessica Pearson	Southern California Edison
Mr. Wayne Brown	Southern California Edison
Mr. Rich LaBarge	Southern California Edison
Mr. Steve Brown	City of Los Angeles
Mr. Jeff Williams	City of Los Angeles
Ms. Manijeh Carmichael	AT&T California
Mr. Josh Mathisen	AT&T California
Mr. William Kearns	Frontier Communications
Ms. Megan Stewart	Frontier Communications
Ms. Lynn Prescott	Verizon Wireless
Mr. Earle Carrion	Crown Castle NG West Inc. /NewPath Networks/CA-CLEC LLC
Ms. Samantha Carrillo	Time Warner Cable
Ms. Angela Pranata	SCJPC Staff
Ms. Kathleen Allen	SCJPC Staff
Mr. Ryan Jones	SCJPC Staff

Those attending via teleconference were:

Ms. Alicia Smith	Sprint/Nextel Sprint Communications
Ms. Mia Tran	Crown Castle NG West Inc. /NewPath Networks/CA-CLEC LLC
Ms. Lily Tran	Crown Castle NG West Inc. /NewPath Networks/CA-CLEC LLC
Ms. Kay Black	AT&T California
Ms. Shawn Henderson	T-Mobile USA
Mr. Ayman Arraj	City of Burbank
Mr. Alex Parra	City of Riverside

Ms. Ortiz opened the meeting by inquiring if there were any questions or concerns regarding the previous meetings minutes. There were none.

The second item on the agenda was **Interpretation of Routine Handbook**. Ms. Ortiz stated this is a standing agenda item and is to be discussed at every meeting. There were no issues

with the interpretation of the Routine Handbook. The members agreed to table this until the next Routine Revision meeting.

The third item on the agenda was **Item 1597: Review of Routine Handbook Examples.** Ms. Ortiz reopened discussion on this item by inquiring if members had any question or concerns regarding the Routine Handbook examples. Ms. Pearson inquired if example 28 was valid as Edison's personnel uses the examples when creating JPAs. She continued, stating Edison provided 4 questions pertaining to Example 28 (see attached). Ms. Hernandez noted that the "xx" in the section number allows for the use on any section number and it is not restricted to the specific section used on an example. After discussion, the members agreed to revise Example 28 (see attached).

Mr. Brown inquired if the 45-day time frame associated with the Form 48 would take precedent over the antenna owner responding with the need to a taller pole to ensure Rule 94 is compliant. Ms. Hernandez stated that is the responsibility of the setting member to be G.O. 95 compliant. She continued, stating members replacing a pole with an antenna cannot replace the pole like-for-like if the antenna was place prior to the implementation of Rule 94. Ms. Hernandez stated that the pole would remain out of compliance until more work takes place or the pole is replaced. Ms. Hernandez also stated that the members need to negotiate a resolution. Mr. Williams then inquired if it was mandatory for Communication members to purchase the 2' safety clearance needed for an antenna. Ms. Hernandez stated that the 2' safety clearance needed for an antenna was optional to purchase for Communication member placing the antenna. Mr. Williams stated if the antenna owner was the only member that could use the 2' of safety clearance required for an antenna, they should be required to purchase the 2'. He continued, referencing the fact that Edison is required to purchase the 6' clearance space between power members. Mr. Williams suggested that the same requirement to purchase the 6' for the power companies be applicable to communication companies designating space for an antenna. He continued, stating that he was in the belief that the removal of the safety clearance zone would alleviate most of the concernment from the power utilities in this specific scenario. Ms. Hernandez stated that when the members first discussed this issue no one was able to attach in the 2' safety clearance zone. She continued, stating that it was later decided that the only attachment that could be made was by the owner of the antenna. After discussion, the members agreed to table this item for the next Routine Revision meeting.

The fourth item on the agenda was **Item 1609: JP Form and Timelines.** Ms. Ortiz reopened discussion on the Joint Pole forms and timelines by inquiring if the members had any suggestions to the proposed timelines. Mr. Mathisen proposed that the members increase the timeline for the Form 48 from 60 days to 180 days in regards to construction. Mr. Wayne Brown stated that Edison would be agreeable to an increased timeline if a penalty was enforced if the proposed timeframe was not met. After discussion, the members agreed to internally discuss the proposal to change the Form 48 timeline from 60 days to 180 days. The members also agreed to table this item for the next Routine Revision meeting.

The fifth item on the agenda was **Item 1620: Failure to Complete Pole Removal.** Ms. Ortiz reopened discussion on this item by reminding members this was an issue that the City of Riverside had with members not removing buddy poles. She continued, stating members were discussing the implementation of a penalty for having to remove another member's buddy pole.

Mr. Parra stated that the City of Riverside is having issues with members not submitting Form 48s notifying the City of Riverside that the buddy poles have been removed. Ms. Carmichael stated that there needed to be some type of notification before a penalty can be charged. Mr. Wayne Brown argued that both the Form 48 and the Final billed JPA should have been sufficient notice and that no other action should be required before charging the penalty. Mr. Steven Brown suggested members charged 1.2 actual cost when members need to remove another member's buddy pole. Ms. DeBarge inquired what would force the members to pay the section 1.2 actual cost, citing that Edison is having section 1.2 charges denied even though Edison has performed the work. Ms. Hernandez stated that the buddy pole spreadsheet that Edison sends to the members works well. She continued, stating that the implementation of the spreadsheet was fairly new and suggested the members give it more time to see the effectiveness of the spreadsheet. After discussion, the members agreed to table discussions on this item for the next Routine Revision meeting.

The sixth item on the agenda was **Item 1622: Pole Mounting Equipment in Common space**. Ms. Ortiz reopened discussion on pole mounting equipment in the common space by inquiring if Mr. Brown had any suggestions to the maximum size of equipment that should be allowed to attach to a pole. Mr. Brown stated the size of the equipment was decided by the utility setting the pole. He continued, stating after discussions with Crown Castle, were able to come up with acceptable scenarios (see attached). Mr. Brown stated the Los Angeles Department of Water and Power's biggest concern was the attachment impeding climbing space. He continued, stating they were able to come to an agreement with the attaching party to place all of their equipment on a standoff bracket. After discussion, the member agreed to forward the scenarios to all the members. The members also agreed to close this item.

The seventh item on the agenda was **Item 1623: 18.1D Arbitration**. Mr. LaBarge reopened discussion on 18.1B arbitration by presenting his findings on the original arbitration process. He continued, stating the original arbitration agreement was non-binding. Mr. LaBarge stated to make the arbitration agreement a binding document would be extremely costly to the members. After discussion, Mr. LaBarge agreed to forward the information he found on the original arbitration so that they can review and discuss internally. The members also agreed to table this item for the next Routine Revision meeting.

The eighth item on the agenda was **Item 1626: Electronic Delivery of Forms**. Ms. DeBarge stated that the Routine Handbook states that members can submit Forms the Committee staff electronically and inquire if the Committee staff was ready to handle the influx of incoming forms if all the member were to submit forms electronically. Ms. Pranata stated that the JPC staff currently handles a small percentage of received forms electronically. She continued, stating that the JPC staff normally receives corrected Form 2s or the occasional Form 7 when receiving forms electronically. Ms. Pranata stated the Committee staff would need to increase its printing paper storage to accommodate the member's request to process forms electronically along with ordering additional toner. She continued, stating JPA's would need to be submitted perfectly in order to continue the current workload without slowing the progression of work. Ms. Pearson stated that Edison would not need to receive hard copies if they were able to submit forms electronically. She continued, stating that it would be easier for Edison to receive electronic copies of the Form 2.

After discussion, the members agree to discuss this item in more detail at the Administrative Board meeting.

Lastly, Ms. Ortiz inquired if the members had any **miscellaneous items**.

Ms. Ortiz reopened discussion on unrecorded tenants on the proposed Form 2 by reminding members that verbiage needed to be created for this issue. The members agreed to table this issue for the next Routine Revision meeting.

Ms. DeBarge reopened discussion on section 5.2 by presenting the example she created (see attached). After reviewing the example the members agreed to create verbiage. Mr. Brown stated section 5.2 states topping and retaining interest on poles 60' or greater in length in the Routine Handbook index. Ms. Hernandez stated the members agreed to remove the "60' or greater in length" from the Routine Handbook and that this was a typographical error. After discussion, the members agreed to correct the Routine Handbook index. The members also agreed to add this to the Routine Handbook as Example 29 and review proposed verbiage at the next Routine Revision meeting.

Ms. DeBarge inquired what to input in the header information on a Correction of Records JPA when the JPA is not available due to age of the original JPA. She continued, presenting a sample of how Edison perceived the JPA setup (see attached). The members agreed to make this example sample 30. The members agreed to review the proposed verbiage at the next Routine Revision meeting.

Ms. DeBarge inquired if all parties from the original JPA are required to be added when initiating a Correction of Records JPA if the correction only affects 1 or 2 of the original members. Ms. DeBarge queried the members to see if any had any issues or concerns with processing a Correction of Records JPAs this way. After discussion, the members agreed that Correction of records JPAs are no longer required to include all the members of the original JPA if the correction does not involve said members. The members agreed to revise example 8 to reflect this meetings discussions (see attached). The members also agreed to discuss this issue further at the Administrative Board meeting and ask what information from the original final would be needed on the Correction of Records JPA.

Ms. Pranata stated that section 7.14 (F) was not included in the 2017 Routine Handbook as there was no discussion/decision recorded in the minutes when section 7.11(F) was added. After review, the members agreed that section 7.14 (F) is applicable to the Routine Handbook. The member agreed to add the verbiage to section 7.14(F) and further discuss this in the Administrative Board meeting.

Review of Action items/JPA Alerts.

- Discuss the revised version of Example 28 at the Administrative Board meeting
- Create verbiage for Examples 29 & 30
- Inquire what information is required on a Correction of Records JPA.
- Members to discuss section 7.14 (F) at the Administrative Board meeting.

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- Internally discuss the proposed changes in the timeline for the Form 48 from 60 days to 180 days (construction)
- Work on verbiage associated with unrecorded tenants on a proposed Form 2

The Meeting adjourned at 11:55 a.m. until February 15, 2017.

Ryan Jones, Committee Staff

Forms

Current time frames

Form 2

45 days

You can start construction on 46th day

(SCE can't change)

Timeline for CPUC

From approved F2 to construction
from Initiating member

From construction complete to
send Form 48

30 days

Form 48

(notify member to facilitate
transfer)

60 days construction

45 days billing

Form 7

15 days

not less than 45 and no more than
90 calendar days after sending the
completed Form 48.

Form 2 Final

Proposed	Comments
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60 days	Member asked for extension and denied Definition of 45 day timeframe:
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120 days	SCE OK
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21 days? 30 days?	Leave it to 15 days
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OK

Southern California Joint Pole Committee

444 E. Huntington Drive, Suite 205

Arcadia, CA 91006

Phone (626) 294-0820

Fax (626) 294-0872

July 20, 1999

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

Mr. Chris Bengtsson	City of Los Angeles
Mr. Dan Lewis	GTE California
Ms. Lynn Prescott	AirTouch Cellular
Ms. Lupe Hernandez	Pacific Bell
Ms. Sherri Goetz	So. Calif. Edison Co.
Mr. Mike Torelli	City of Riverside
Mr. Cory Autrey	Pacific Bell Wireless
Mr. Malcolm Brown	AirTouch Cellular
Mr. Mike Bogner	Sprint PCS
Mr. Dennis Ennis	Pacific Bell
Ms. Jennie L. Corella	Committee Staff
Ms. Kathleen Greene	Committee Staff

Chairman, Chris Bengtsson called the meeting to order at 1:10 p.m. The first topic of discussion involved Item 1269: Unauthorized Attachment Penalties. Ms. Goetz reminded the members that this issue was going to be discussed at the next Administrative Board Meeting. Ms. Hernandez stated that originally the members had been requested to review the Pulsiver Decision with their respective legal departments, and whether they were in violation if a \$500.00 penalty was assessed to non-members. Ms. Hernandez stated that the Pacific Bell legal department did not see the penalty as a restraint of trade, because third parties have the option to become members. This issue will continue to be discussed at future Routine Meetings.

The next topic of discussion involved Item 1265: Alternative to Wood Poles. This issue is on hold until further notice from Authorized Costs. When costs are set, then the language will be created in Routine.

The next issue on the agenda was Item 1235: Cost Causer. This issue is

AIRTOUCH CELLULAR
AT&T COMM. OF CALIF., INC.
BURLINGTON NORTH. SANTA FE RY
CITY OF ANAHEIM
CITY OF AZUSA
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
GTE CALIFORNIA, INC.
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

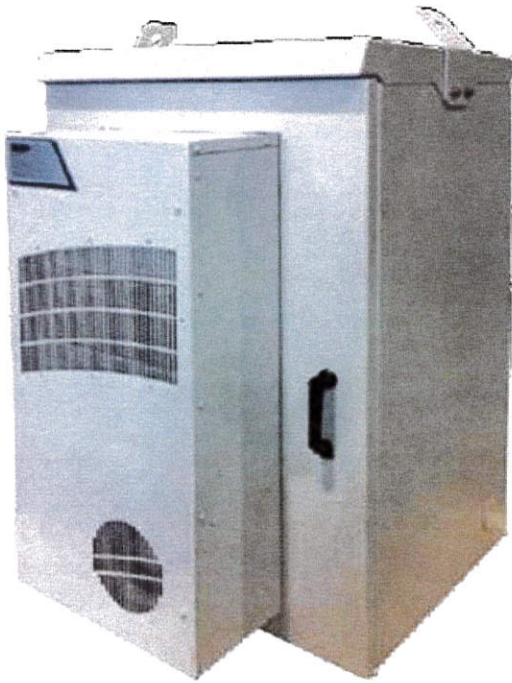
on hold pending the implementation of the Opcats Operating system. This issue concerns the establishment of a cost for continuing to process paperwork, manually, once the Opcats System is completed.

The next item discussed was Item 1287: Pole Mounting Equipment in Common Space. Mr. Autrey, who had initiated the issue, stated that every utility has their own specific guidelines in regards to mounting equipment on poles. His suggestion was that having uniform guidelines would simplify, and expedite the process. Mr. Bengtsson stated, because it is a construction issue, this falls under G.O. 95. The allowance of pole mounting equipment on common structure is not in the guideline of the Joint Pole Agreement. Individual members should decide how he or she services their customers. The Committee cannot dictate to members their service requirements. The issue of aesthetics was raised. Ms. Prescott stated that, usually, the first utility mounted on a pole does not have trouble with obtaining a permit. Eventually, the municipalities, under pressure from their constituencies, and the issue of aesthetics, will then refuse any further permits. Mr. Brown stated there are G.O. 95, member utilities, and future meter reading considerations that must be considered. He is of the opinion, that there is not a need of guidelines for pole mounting in the Routine Handbook. The final consensus was, guidelines for pole mounting are not necessary in the Routine Handbook. An announcement will be made at the next Administrative Board meeting, that Item 1287: Pole Mounting Equipment on Poles is closed.

Under miscellaneous items, Ms. Prescott requested the need for clarification of Section 4.4-Purchase of Interest at Same Grade, and Section 14.1-Arms to be Jointly Owned. She stated her office is receiving JPAs that are attaching to arms free of charge and other JPAs where the attachment is being paid. There is lack of consistency, and her office is unsure in how to process such JPAs. The costs pertaining to these sections are under Authorized Costs, Item 164. Item numbers 164A-D pertains to new arms, where Item 164E, pertains to an existing arm. There is no charge for Item 164E, except the one-foot of interest on the pole. There will always be a charge for attaching to a power arm. Everyone referred to the example on page 18-11. Line 7 refers to 160C. It was clarified that Item 160 refers to crossarms/guardarms, and Item 164 is for cablearms. Item 160C is for attaching to an existing cross/guardarm, at no cost. The example on page 18-11 should be referred when there is any questions on attaching to existing arms.

The meeting adjourned at 2:30 p.m., until August 17, 1999.

41" General Purpose Outdoor Enclosure



SE41-2722 41" General Purpose Outdoor Enc

Consult your Alpha representative for P/N configurations

Mechanical

Dimensions:

mm:..... 1051H x 701W x 559D

inches:..... 41.4H x 27.6W x 22D

Weight:52kg (115lbs)

From: Branden Coleman
Sent: Wednesday, January 11, 2017 7:13 AM
To: Jessica Pearson <Jessica.Pearson@sce.com>
Cc: Adolph Gonzales <Adolph.Gonzales@sce.com>
Subject: RE: (External):RE: (External):SCJPC Routine Handbook 2017 Edition

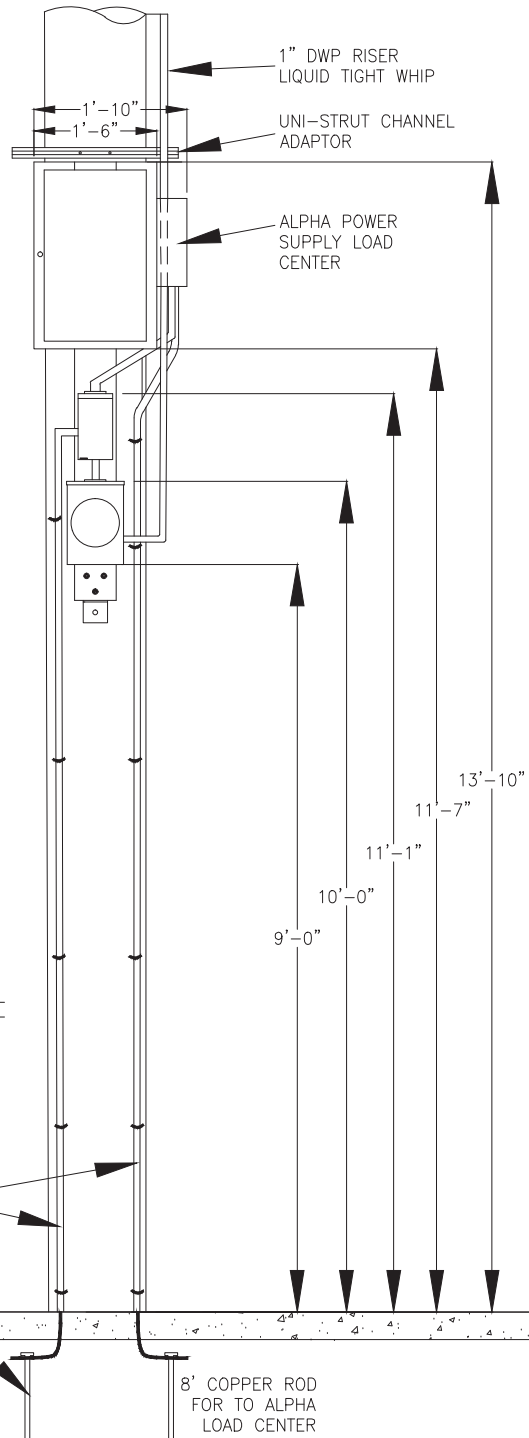
So I have another question(s)-Only because our planners take examples and copy them verbatim.

- 1 – Shouldn't this be an over-build 7.3 – U3 initiated the replacement for an Antenna.
- 2 - Shouldn't it be written with a C-10/PB & have an authorized cost (1) item 5C
- 3 - Since it's an overbuild shouldn't U3 pay for all transfers.
- 4 – Missing Authorized costs to transfer Edison's facilities. Item #'s 21, 24, etc...

POLE NO.	Pole Length Anchor Size	Year Set	Pole Trt	Record				Proposed			
			Class	L	U2	U3	L	U2	U3		
			Anchor Direct.	U1			U1				
						ANT					
3053-U1	45	02	FT	39-3 22-4	23-1	30-7	2	PB		LTD	
										ANT	
30568-U1	45		FT 2					39-3 22-4	23-1	30-5	
							3	1			
							4				

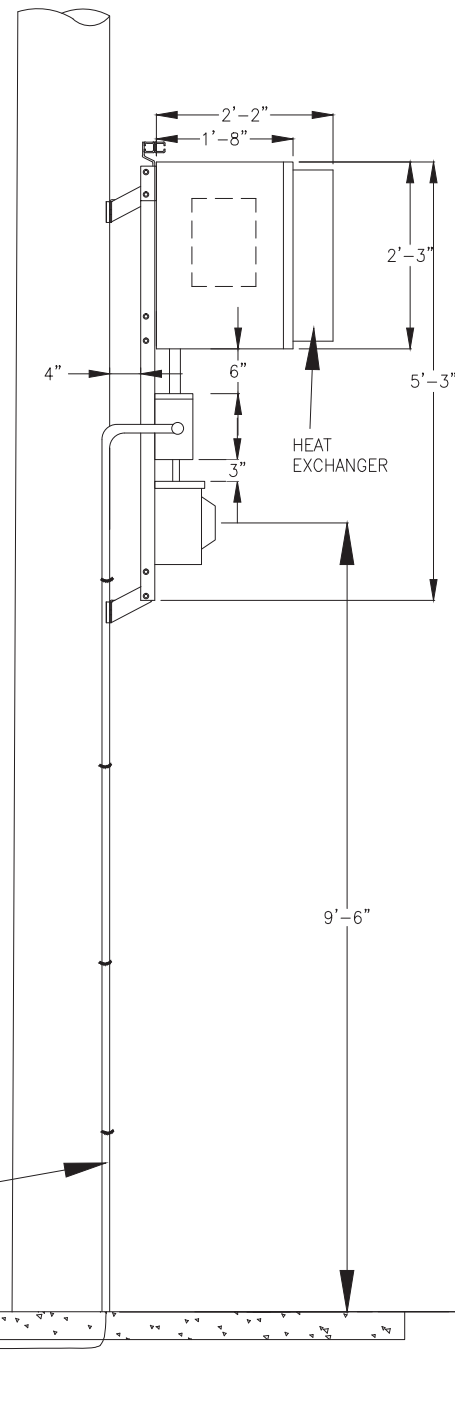
From: Jessica Pearson
Sent: Tuesday, January 10, 2017 2:45 PM
To: Branden Coleman <Branden.Coleman@sce.com>
Subject: FW: (External):RE: (External):SCJPC Routine Handbook 2017 Edition

CENTER MOUNT



EQUIPMENT ON POLE:

- 1- METER SOCKET (B-LINE 011)
- 2- DISCONNECT (SQUARE "D" Q024670RB)
- 3- ALPHA POWER SUPPLY (TE27-1518 RPN)
- 4- STAND-OFF BRACKET
- 5- MOUNTING CHANNEL



SCALE:
N.T.S.

PROJECT INFORMATION:

scenarios-7 25 16.dwg

CURRENT ISSUE DATE:

PERMIT SUBMISSION:

REV. DATE: DESCRIPTION: BY:

PLANS PREPARED BY:

PLANS APPROVED BY:

REP:

COMMENTS:

SHEET TITLE:

SHEET NUMBER:

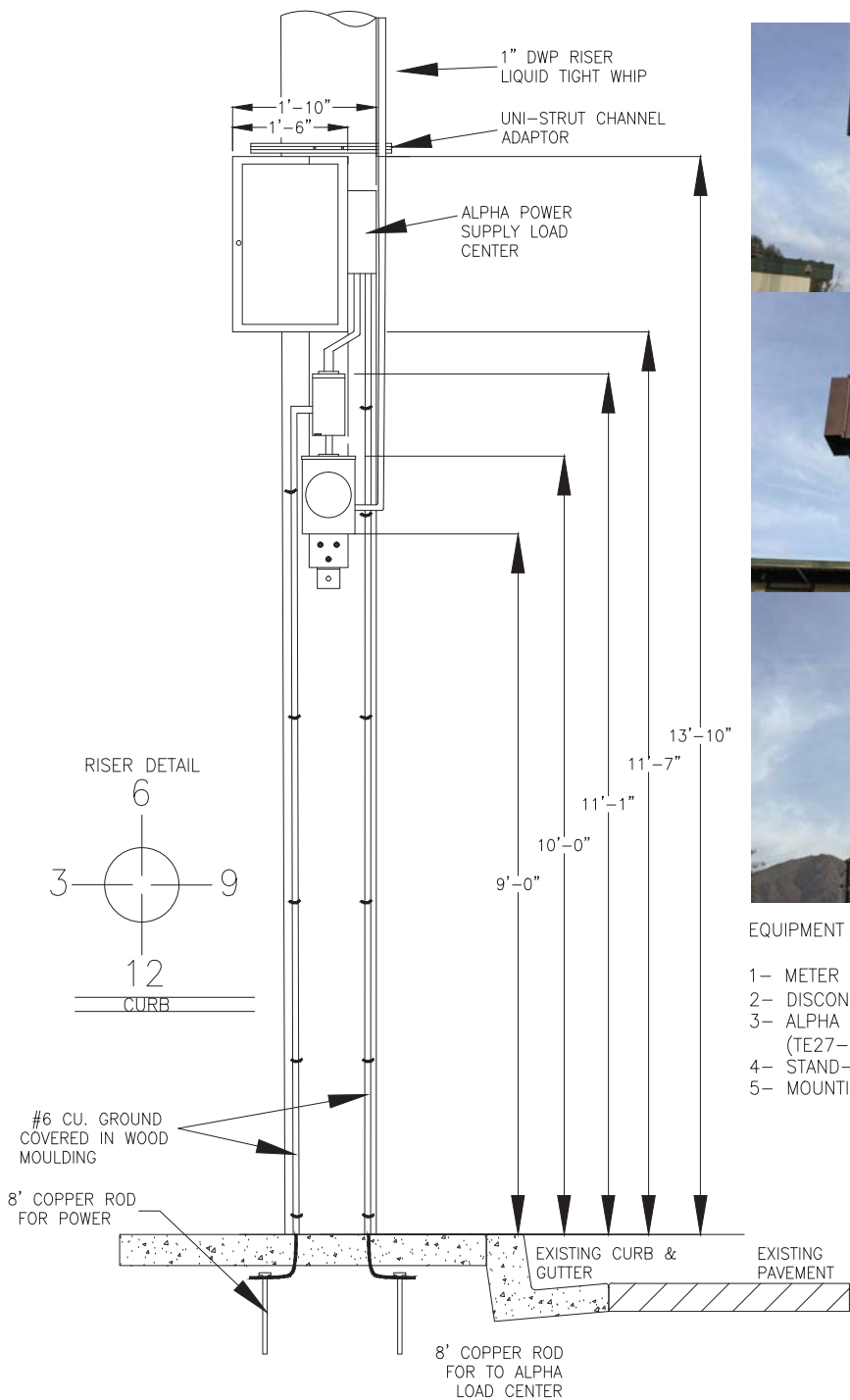
REVISION:

1

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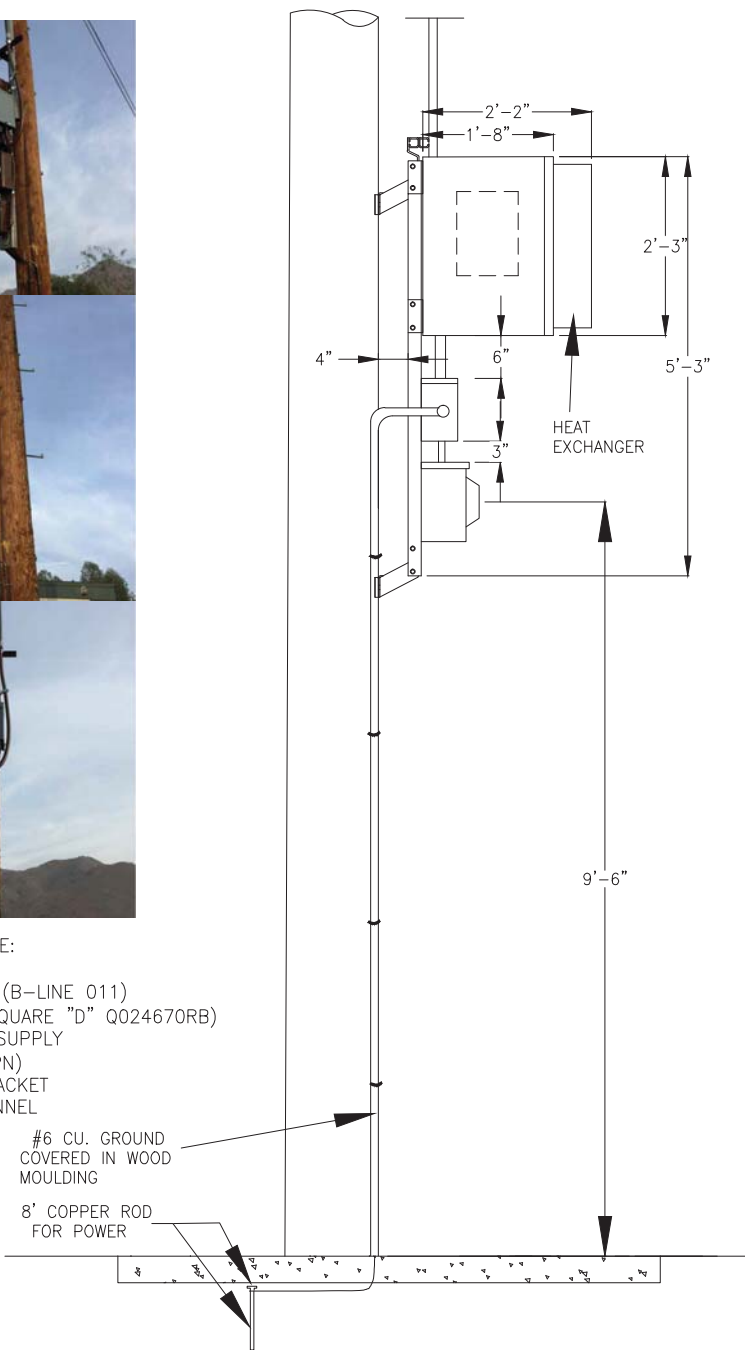
1 OF 1

3 O'CLOCK MOUNT



EQUIPMENT ON POLE:

- 1- METER SOCKET (B-LINE Q11)
- 2- DISCONNECT (SQUARE "D" Q024670RB)
- 3- ALPHA POWER SUPPLY (TE27-1518 RPN)
- 4- STAND-OFF BRACKET
- 5- MOUNTING CHANNEL



SCALE:
N.T.S.

()

PROJECT INFORMATION:

scenarios-7 25 16.dwg

CURRENT ISSUE DATE:

PERMIT SUBMISSION:

REV. DATE: DESCRIPTION: BY:

PLANS PREPARED BY:

PLANS APPROVED BY:

REP:

COMMENTS:

SHEET TITLE:

3 O'CLOCK EQUIPMENT POSITION PROFILES

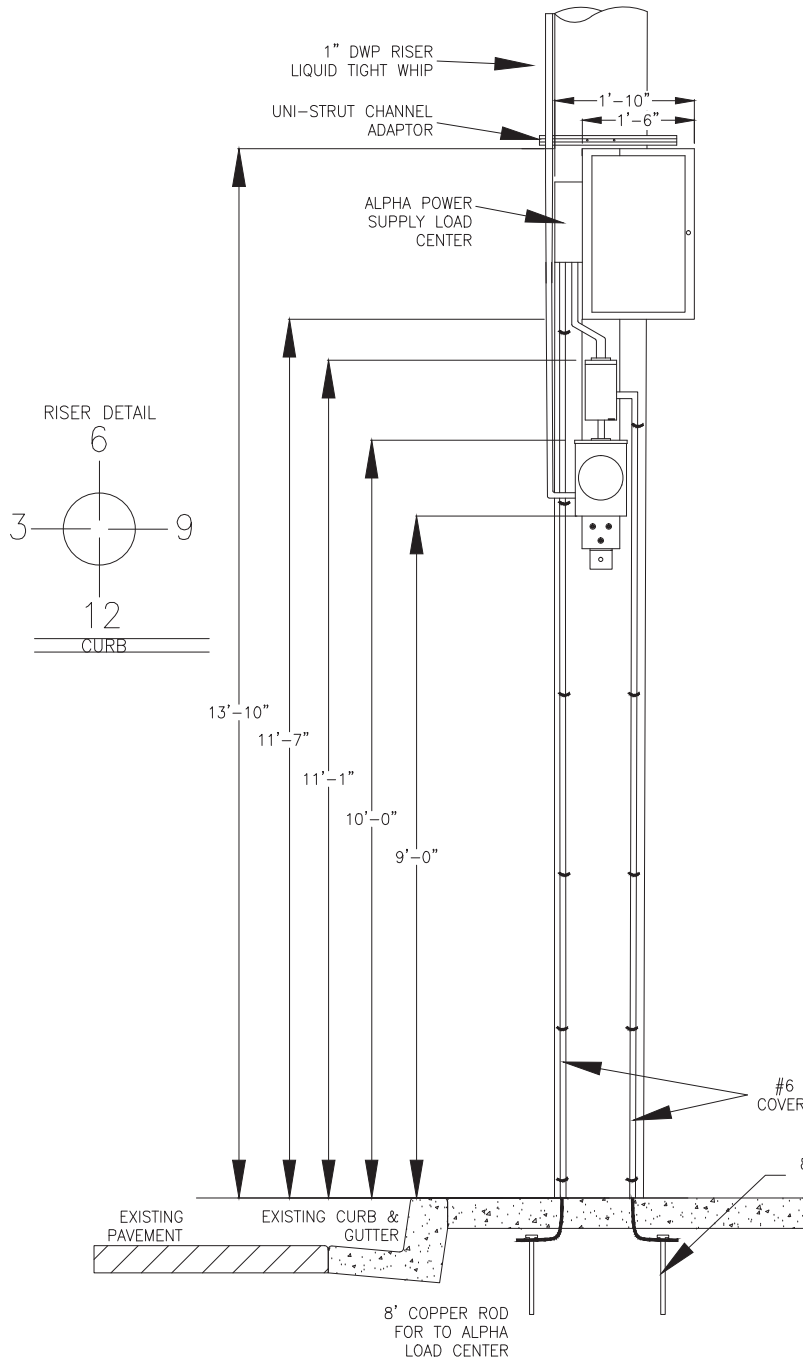
SHEET NUMBER: REVISION:

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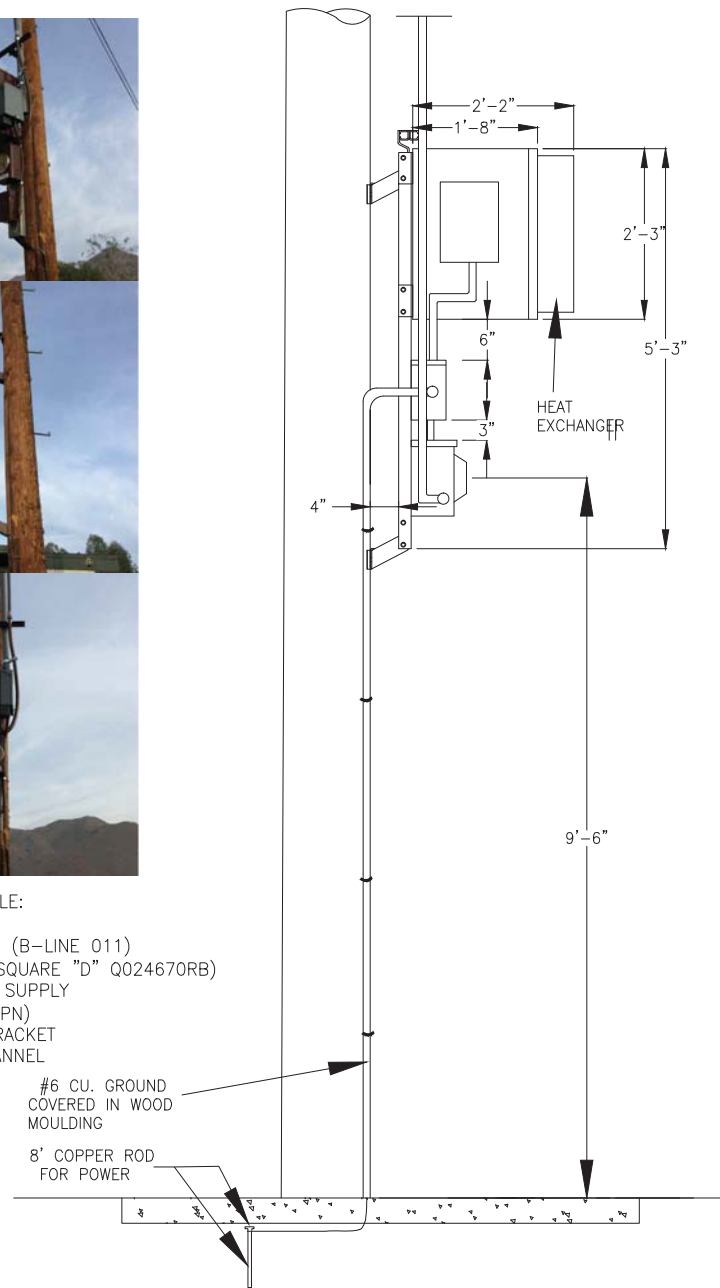
1 OF 1

9 O'CLOCK MOUNT



EQUIPMENT ON POLE:

- 1- METER SOCKET (B-LINE 011)
- 2- DISCONNECT (SQUARE "D" Q024670RB)
- 3- ALPHA POWER SUPPLY (TE27-1518 RPN)
- 4- STAND-OFF BRACKET
- 5- MOUNTING CHANNEL



SCALE:
N.T.S.

PIONC. (408) 954 1580

PROJECT INFORMATION:

scenarios-7 25 16.dwg

CURRENT ISSUE DATE:

10/25/16

PERMIT SUBMISSION:

REV. DATE: DESCRIPTION: BY:

PLANS PREPARED BY:

PLANS APPROVED BY:

REP:

COMMENTS:

SHEET TITLE:

9 O'CLOCK EQUIPMENT
POSITION
PROFILES

SHEET NUMBER:

REVISION:

1

1

1 OF 1

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
279 E. Arrow Hwy., Suite 104
San Dimas, CA 91773
Phone (909) 599-3801

February 14th, 2017

A meeting of the Routine Revision Committee took place on the above date, at 10:30 a.m. at the Committee office. Those in attendance were:

Ms. Maria Ortiz	XO Communication
Ms. Lupe Hernandez	Teleport Communications America
Ms. Yvonne Johnson	AT&T Mobility
Ms. Shawn Henderson	T-Mobile USA
Mr. Wayne Brown	Southern California Edison
Mr. Rich LaBarge	Southern California Edison
Mr. Steve Brown	City of Los Angeles
Mr. Jeff Williams	City of Los Angeles
Mr. Chris Cravens	City of Los Angeles
Ms. Manijeh Carmichael	AT&T California
Mr. William Kearns	Frontier Communications
Mr. Ed Loescher	Frontier Communications
Mr. Joe Serrato	Crown Castle NG West Inc. /NewPath Networks/CA-CLEC LLC
Ms. Mia Tran	Crown Castle NG West Inc. /NewPath Networks/CA-CLEC LLC
Ms. Angela Pranata	SCJPC Staff
Ms. Kathleen Allen	SCJPC Staff
Ms. Anali Spencer	SCJPC Staff
Mr. Ryan Jones	SCJPC Staff

Those attending via teleconference were:

Ms. Alicia Smith	Sprint/Nextel Sprint Communications
Ms. Lynn Prescott	Verizon Wireless
Ms. Kay Black	AT&T California

Ms. Ortiz opened the meeting by inquiring if there were any questions or concerns regarding the previous meetings minutes. There were none.

The second item on the agenda was **Interpretation of Routine Handbook**. Ms. Ortiz stated this is a standing agenda item and is to be discussed at every meeting. There were no issues with the interpretation of the Routine Handbook. The members agreed to table this until the next Routine Revision meeting.

The third item on the agenda was **Item 1597: Review of Routine Handbook Examples**. Ms. Ortiz reopened discussion on this item by reminding members that the examples created for

section 7.15 were on the Consent Calendar for the Administrative Board meeting. Ms. Ortiz then presented the example created for section 5.2 (see attached). After review of the Example 29, the members agreed to add the example to the Discussion Calendar for the Administrative Board meeting.

Ms. Ortiz presented the example created for issuing correction of records JPAs when the original JPA is not available (see attached). After review of the Example 30, the members agreed to add the example to the Discussion Calendar for the Administrative Board meeting.

The fourth item on the agenda was **Item 1609: JP Form and Timelines**. Ms. Ortiz reopened discussion on the Joint Pole forms and timelines by inquiring if the members had any comments of concerns on the proposed increase of the timeline for the Form 48 from 60 to 180 days. Mr. Wayne Brown stated that Edison would be agreeable to an increased timeline if a penalty was enforced if the proposed timeframe was not met. Ms. Carmichael inquired what Edison is doing to make sure that the Form 48s are issued within 30 days of completion of work. She continued, stating AT&T is receiving customer complaints, researching the issue and contacting Edison to find out that no Form 48 was sent. Ms. Carmichael stated it is unfair to impose a penalty when there is no penalty for not issuing a Form 48 when work is complete. Mr. Wayne Brown agreed stating that there should be a penalty for both sides of the scenario. Mr. Wayne Brown volunteered to write a proposed procedure for failing to complete pole removal. After discussion, the members agreed to table this item for the next Routine Revision meeting.

The fifth item on the agenda was **Item 1620: Failure to Complete Pole Removal**. The members agreed to table discussion of this item for the next Routine Revision meeting as this is in conjunction to Item 1609.

The sixth item on the agenda was **Item 1623: 18.1D Arbitration**. The member agreed to close this item. If any conflict cannot be resolved among members, the conflict may be brought to the Administrative Board for discussion only.

The seventh item on the agenda was **Item 1626: Electronic Delivery of Forms**. Ms. Ortiz requested that this item be tabled for the next Routine Revision meeting.

The eighth item on the agenda was **Item 1627: Antenna Owner Purchasing 2' Antenna Clearance space**. Ms. Hernandez reopened discussion on requiring antenna owners to purchase the 2' safety clearance needed for an antenna. Due to the change of Rule 94 allowing the antenna owner to attach within 10 inches of their antenna, she is in agreement of the proposal to require the antenna owner to purchase the space. She continued, stating if a member wanted to purchase interest above the antenna, they should be required to purchase the 2'. Mr. Williams stated whomever is causing the 2' clearance requirement, should be responsible for purchasing the space. After discussion, the members agreed that if an incoming member wanted to attach above the antenna it would require that member to purchase their intended space plus an additional 2'. The members also agreed to review section 16 verbiage to update the antenna clearance purchase requirements in the Routine Handbook.

The ninth item on the agenda was **Item 1628: Unauthorized Attachment Penalty (Current Year)**. Ms. Ortiz opened discussion on unauthorized attachment penalties by stating the Committee staff is processing unauthorized attachment under the current year and not the date sent. The members agreed that the Committee staff should use the date sent when processing unauthorized attachment penalty section 4.1B. After discussion, the members agreed to revise the verbiage for section 4.1B (see attached). The members also agreed to add this item to the Discussion calendar.

Lastly, Ms. Ortiz inquired if the members had any **miscellaneous items**.

Mr. Cravens inquired why a JPA is limited to 10 pages. Ms. Prescott stated the members agreed to a 10 page limit due to that fact that past JPAs exceeding 10 pages were not getting final billed.

Mr. Wayne Brown inquired if the community area of the JPA needed to list all of the communities as it shows on the pole cards or can one city be used. Ms. Hernandez stated one city would be ok as the community portion of the JPA is informational as oppose to the address location. Mr. Williams inquired if work was done across multiple communities in the same geographic location how would it be recorded on a JPA. Ms. Allen stated the Committee staff receives JPAs with multiple locations in the community area. She continued, stating the location is researched to verify accuracy. Ms. Carmichael suggested the members start a new page when the community changes when using multiple communities on a JPA.

Mr. Williams suggested that a box for email be added to the top portion of the Form 2 as email is an acceptable method of sending the Form 2. After discussion, the members agreed to revise the Form 2. The members also agreed to create a JPA Alert notifying members of the revised Form 2.

Ms. Ortiz inquired how to determine the owner of an unrecorded tenant on a pole. Mr. Serrato suggested making an educated guess and notate the preliminary informing the members to claim their tenant. Ms. Ortiz stated there have been times when all the attached parties have denied tenant ownership. Mr. Wayne Brown suggested the tenant owner be determined by the member's grade of attachment in accordance to the tenant's grade of attachment. After discussion, the members agreed that a tenant unclaimed should revert to the base owner.

Mr. Williams stated that there was an issue with a section 7.10 JPA where a customer received a bill from another member when they shouldn't have. He continued, stating that the verbiage was left off of the JPA to not bill the customer. Mr. Williams stated that verbiage is needed in section 7.10 indicating that the customer is not always billed. He continued, stating if the customer is billed their actual cost should be indicated. Mr. Cravens suggested the implementation of 7.10(A) to specify customer paying all charges (see attached). After discussion, the members agreed to discussion this issue further under Item 1631: Customer Billing Section 7.10, 5.10, & xx.10.

Review of Action items/JPA Alerts.

- Discuss Examples 29 & 30 at the Administrative Board meeting

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- Discuss revision made to section 4.1B at Administrative Board meeting
- Discuss the addition of the box for email on the Form 2
- Mr. Wayne Brown to work on a procedure for Failure to complete pole removal
- Ms. Ortiz to work on verbiage for Antenna owner purchasing 2' clearance

The Meeting adjourned at 11:35 a.m. until March 14, 2017.

Ryan Jones, Committee Staff

Forms	Current time frames	Proposed	Comments	Change?
Form 48 (notify member to facilitate transfer)	60 days construction	180 days by AT&T		Yes 01/17/2017

7.14 Replacement of Wood Pole with Other than Wood Pole.

Member replacing wood pole with other than wood pole for mutual benefit, shall sell interest in new pole to other Members concerned. Each member shall transfer at own expense, receive salvage, and pay pulling and transportation.

Mutual benefit shall be understood to apply under this section as follows:

- (a) Pole 25 years old or more
- (b) Pole less than 25 years old, but rendered unfit for service by any cause not the fault of a joint owner including existing overloaded poles. (Revised April 2015)
- (c) Pole requiring relocation for the benefit of all Members concerned
- (d) Pole identified in authorized maintenance inspection program as unfit for service
- (e) Pole requiring replacement for clearing of discovered existing General Order 95 infractions not the fault of any joint owner.
- (f) Pole replaced prior to Form 2 and Form 48. Form 2 must be noted that this is a Priority Pole. Section 7.13 applies only if Form 2 is not issued within 45 days (????? for discussion tomorrow Admin Board Jan 18, 2017)

For poles that are more than 25 years old, this section applies only to Members having more than 20 consecutive years of Joint Pole Committee membership.

For those Members with less than 20 consecutive years of Joint Pole Committee membership, which initiates the replacement of poles under the provisions of (a) above, Section 7.3 shall apply. This rule shall also apply where owner failed to issue Notice of Intention for pole and incoming Member desires its replacement within three years, beginning with January 1 following date of its installation. If pole has been installed longer than the three-year period specified and is not more than 25 years old, the replacement shall be in accordance with rule of the Routine relating to Section 7.3.

Section 1.2 required for Engineered Steel Poles.

Note: The setting member will PTD other than wood poles.

(Revised January 2011).

PRELIMINARY JOINT POLE AUTHORIZATION TOPPING AND RETAINING INTEREST IN POLE EXAMPLE 29

- (1) Date prepared, Date Sent
- (2) Joint Pole Authorization Number. The Joint Pole Authorization Number shall begin with the current member's code.
- (3) Header Information
- (4) Pole Record Information, show current height in parenthesis and new height above.
- (5) Proposed Information, show # of feet to be cut and new grade and space
- (6) Use Section 5.2
- (7) Community

**PRELIMINARY JOINT POLE AUTHORIZATION
CORRECTION OF RECORDS--ORIGINAL JPA NOT AVAILABLE
EXAMPLE 30**

- (1) Date Prepared, Date Sent, and B/S date shown on the JPC pole record in parenthesis, current date sent above the B/S date
- (2) Joint Pole Authorization Number. The Joint Pole Authorization number shall begin with the current member's code and end with COR indicator.
- (3) Header information
- (4) Use Section 13.1; show original JPA number & Bill of Sale date of JPA to be corrected.
- (5) Show information **SHOWN AS (S/A)** on original JPA that was final billed.
- (6) Show information as it **SHOULE BE (S/B)** billed.
- (7) Provide reason for correction
- (8) Community
- (9) Records Only – No Form 48 will be required.

AUTHORIZATION FOR JOINT POLE TRANSACTION

PAGE NO. 1 OF

This authorization is in accordance with Joint Pole Agreement and Routine. The undersigned have agreed on joint work as specified heron.

Date Prepared 4-1-16
(9/1995)

1

In Field By Telephone

Date Sent 4-1-16
(9/1995)

Confirming Agreement

Est.Const. Start _____ No. of Pages 1

J.P. Auth.No. E60XX-XXXXXXXXXCOR

2

UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE	APPROVED	TAXING INSTRUCTIONS	ACCOUNTING DATA
E	JESSE BAILEY	KERNVILLE	APRIL DEBARGE	WOFFORD HEIGHTS	700215
FTR					

3

POLE NO.	Pole Length Anchor Size	Year Set	Record				Proposed				Item No.	LOCATION AND NATURE OF WORK If not in accordance with Joint Pole agreement and routine reasons.	
			Pole Treat Class Anchor Direct.	H E	CTC		16kV E	FTR					
												COR 13.1 E603505178 B/S 09/1995	1
S/A													2
33936CIT	45	64	FT	FT	24			PTD				COLUMSUB AV S/S 165' E/O KELLEN WAY	3
													4
4295075E	50	95	FT					43-13 21-3	24-3			S/S COLUMBUS AV 20' E/O KELLEN WAY	5
													6
S/B													7
33936CIT	45	64	FT		24-3			39-9 21-3	24-3			COLUMBUS AV S/S 165' E/O KELLEN WAY	8
													9
												REVERSE; REPLACEMENT DID NOT OCCUR	10
												IN 1995. DELETE POLE 4295975E.	11
												ORIGINAL JPA NOT AVAILABLE.	12
													13

4

5

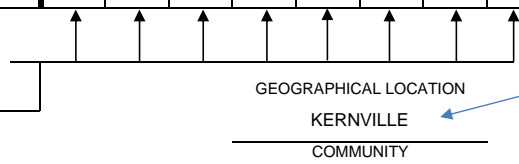
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7

POLE LEGEND:
 P = PULL
 PB = PULL BUTT
 T = TRANSPORT
 S = SALVAGE
 D = DISPOSE
 TN = TENANT

ANCHOR LEGEND:
 AR = ANCHOR REMOVED
 AT = ANCHOR TRANSFERRED

Show Quantity of Items to be billed in the Column of Party to be Paid.



8

9

FORM 48 NO F48 REQUIRED

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
279 E. Arrow Hwy., Suite 104
San Dimas, CA 91773
Phone (909) 599-3801

March 14th, 2017

A meeting of the **Routine Revision Committee** took place on the above date, **at 10:14 a.m. at the Committee office. Those in attendance were:**

Ms. Maria Ortiz – XO Communications
Ms. Jessica Pearson– Southern California Edison
Mr. Wayne Brown - Southern California Edison
Ms. April DeBarge – Southern California Edison
Mr. Steve Brown – City of Los Angeles – DWP
Mr. Jeffery Williams – City of Los Angeles – DWP
Ms. Lupe Hernandez – Teleport Communications America, LLC
Mr. William Kearns – Frontier Communications
Ms. Megan Stewart – Frontier Communications
Mr. Ed Loescher – Frontier Communications
Ms. Manijeh Carmichael – AT&T California
Ms. Shawn Henderson – T-Mobile USA
Ms. Wendy Mueller - Extenet
Mr. Earle Carrion - Crown Castle NG West Inc. /NewPath Networks/CA-CLEC, LLC
Ms. Angela Pranata – Committee Staff
Ms. Kathleen Allen – Committee Staff
Ms. Anali Spencer – Committee Staff

Those attending via teleconference were:

Ms. Lynn Prescott – Verizon Wireless
Mr. Joe Serrato - Crown Castle NG West Inc. /NewPath Networks/CA-CLEC, LLC
Ms. Mia Tran - Crown Castle NG West Inc. /NewPath Networks/CA-CLEC, LLC
Ms. Lily Tran - Crown Castle NG West Inc. /NewPath Networks/CA-CLEC, LLC
Ms. Alicia Smith – Sprint Comm/Sprint-Nextel
Ms. Kay Black – AT&T California
Mr. Josh Mathisen – AT&T California
Mr. Daniel Garden – MCI/METRO ATS/MCI Telecommunications

Ms. Ortiz called the meeting to order at 10:14 a.m.

Agenda Item 1 – Review of prior month’s minutes: Ms. Ortiz opened the meeting by inquiring if there were any questions or concerns regarding the

previous meetings minutes. There were no comments or concerns from any members.

Agenda Item 2 – Interpretation of Routine Handbook – Ms. Pearson inquired if AT&T had hired on vendors to start billing their older JPA's. Ms. Carmichael stated that they are in progress of doing this and if there were any JPA's required to bill to send her a Form 7.

Agenda Item 3 – Item 1597: Review of Routine Handbook Examples (5/19/2015) - Ms. Ortiz reopened discussion on this item by reminding members that Example 29 is on the Consent Calendar for the Administrative Board meeting tomorrow. Example 30 was returned back for review. This example was created for issuing a correction of records JPA when the original is not available (see attached). Ms. Hernandez stated that for the prior meeting they had removed the parentheses under the Date Prepared/Date Sent for this example. Ms. Carmichael noted that the JPA showed CTC on record and FTR on proposed. The members decided for example purposes to change the example to use U1 and U2 instead of CTC/FTR. The members also decided to update the record with Grade and Space. Ms. Allen stated that based on the information given on this example the new pole will be removed and old pole reinstated. There would be no monies billed on any line for JPA's that do not have a JPA to refer back to. Ms. Ortiz noted for example purposes to add Grade and Space of 39-9 to the original record and remove the FT under U1. Ms. Allen stated that the Grade and Space would not be changed unless there was a 13.3 noted, because it would be reinstated back to the original record. Ms. Hernandez questioned if the 13.3 is required as well when updating location vs. writing updated location for COR JPA's if using 13.1/13.2. She stated that 13.3 was brought with no billing to anchors and arms in the field that need to be on record. Additionally 13.3 is not required if there is a 13.1 or 13.2 and notating change. The members agreed that the JPA should not be returned if 13.3 is not reference. Ms. Allen stated that this example possibly came back to update the original example and add numbers/bullet points. The members decided to discuss removing Example 30 and incorporate it to original Example 8 and table this item for the next Routine Revision Meeting.

Agenda Item 4 - Item 1609: JP Form and Timelines - Ms. Ortiz reopened discussion on the Joint Pole forms and timelines by inquiring if the members had any comments or concerns on the proposed increase of the timeline for the Form 48 from 60 to 180 days. Mr. Wayne Brown was to come up with a procedure and is currently still working on one. The members agreed to table this item for the next Routine Revision Meeting.

Agenda Item 5 - Item 1620: Failure to Complete Pole Removal – Which is in conjunction to Item 1609, is on hold. The members agreed to table discussion of this item for the next Routine Revision.

Agenda Item 6 - Item 1626: Electronic Delivery of Forms – Ms. Hernandez opened this discussion regarding setting up emails for all the members to send JP2 forms. Ms. Black inquired about using NJUNS instead since it is already being paid for. Mr. Brown suggested this wait to be discussed in the NJUNS ad hoc meeting.

Agenda Item 7 - Item 1627: Antenna Owner purchasing 2' Antenna Clearance space - Ms. Ortiz started the discussion stating there were sections to review but they did not have the opportunity to work on these revisions. The members agreed to table discussion of this item for the next Routine Revision meeting.

Agenda Item 8 - Item 1628: Unauthorized Attachment Penalty (Current Year) – This item is on the Consent Calendar for the Administrative Board meeting tomorrow. Ms. Pranata and Ms. Allen wanted to confirm that if this item is approved at the Administrative Board that it will be retroactive to bill the JPA's that are on hold under Date Sent. This was confirmed by the members.

Agenda Item 9 - Miscellaneous Items –

- Section 13.1 – Example 8 required a minor page correction.
- Ms. Allen inquired if they are to return JPA's that show multiple sections on the top for multiple poles on one page but do not reference each pole. She stated it is difficult to explain when training staff. Members agreed that everything that is under that section has to apply to all the poles on the page, if not to return the JPA's to be corrected.

Agenda Item 10 - Review of Action items/JPA Alerts:

- Review Example 8 to include note about when original JPA is not available.
- Mr. Wayne Brown to work on a procedure for Section 1609 and 1620.
- Ms. Ortiz to go over verbiage for antenna owners to purchase 2' antenna clearance.

The Meeting adjourned at 10:55 a.m. until April 18, 2017.

Anali Spencer, Committee Staff

Forms	Current time frames	Proposed	Comments	Change?
Form 48 (notify member to facilitate transfer)	60 days construction	180 days by AT&T		Yes 01/17/2017

PRELIMINARY JOINT POLE AUTHORIZATION TOPPING AND RETAINING INTEREST IN POLE EXAMPLE 29

- (1) Date prepared, Date Sent
- (2) Joint Pole Authorization Number. The Joint Pole Authorization Number shall begin with the current member's code.
- (3) Header Information
- (4) Pole Record Information, show current height in parenthesis and new height above.
- (5) Proposed Information, show # of feet to be cut and new grade and space
- (6) Use Section 5.2
- (7) Community

**PRELIMINARY JOINT POLE AUTHORIZATION
CORRECTION OF RECORDS--ORIGINAL JPA NOT AVAILABLE
EXAMPLE 30**

- (1) Date Prepared, Date Sent, and B/S date shown on the JPC pole record in parenthesis, current date sent above the B/S date
- (2) Joint Pole Authorization Number. The Joint Pole Authorization number shall begin with the current member's code and end with COR indicator.
- (3) Header information
- (4) Use Section 13.1; show original JPA number & Bill of Sale date of JPA to be corrected.
- (5) Show information **SHOWN AS (S/A)** on original JPA that was final billed.
- (6) Show information as it **SHOULE BE (S/B)** billed.
- (7) Provide reason for correction
- (8) Community
- (9) Records Only – No Form 48 will be required.

AUTHORIZATION FOR JOINT POLE TRANSACTION

PAGE NO. 1 OF

This authorization is in accordance with Joint Pole Agreement and Routine. The undersigned have agreed on joint work as specified heron.

Date Prepared 4-1-16 (9/1995)

1

Date Sent 4-1-16 (9/1995)

Confirming Agreement

In Field

By Telephone

Est.Const. Start _____ No. of Pages 1

J.P. Auth.No. E60XX-XXXXXXXXXCOR

2

UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE	APPROVED	TAXING INSTRUCTIONS	ACCOUNTING DATA
E	JESSE BAILEY	KERNVILLE	APRIL DEBARGE	WOFFORD HEIGHTS	700215
FTR					

3

POLE NO.	Pole Length Anchor Size	Year Set	Record				Proposed				Item No.	LOCATION AND NATURE OF WORK If not in accordance with Joint Pole agreement and routine reasons.	
			Pole Treat Class Anchor Direct.	H E	CTC		16kV E	FTR					
S/A												COR 13.1 E603505178 B/S 09/1995	1
33936CIT	45	64	FT	FT	24							COLUMSUB AV S/S 165' E/O KELLEN WAY	2
													3
													4
4295075E	50	95	FT					43-13 21-3	24-3			S/S COLUMBUS AV 20' E/O KELLEN WAY	5
													6
S/B													7
33936CIT	45	64	FT		24-3			39-9 21-3	24-3			COLUMBUS AV S/S 165' E/O KELLEN WAY	8
													9
												REVERSE; REPLACEMENT DID NOT OCCUR	10
												IN 1995. DELETE POLE 4295975E.	11
												ORIGINAL JPA NOT AVAILABLE.	12
													13

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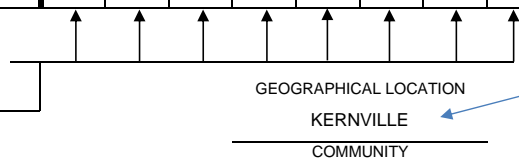
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7

POLE LEGEND:
 P = PULL
 PB = PULL BUTT
 T = TRANSPORT
 S = SALVAGE
 D = DISPOSE
 TN = TENANT

ANCHOR LEGEND:
 AR = ANCHOR REMOVED
 AT = ANCHOR TRANSFERRED

Show Quantity of Items to be billed in the Column of Party to be Paid.



8

9

FORM 48 NO F48 REQUIRED

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
279 E. Arrow Hwy., Suite 104
San Dimas, CA 91773
Phone (909) 599-3801

April 18th, 2017

A meeting of the **Routine Revision Committee** took place on the above date, **at 9:39 a.m. at the Committee office. Those in attendance were:**

Ms. Maria Ortiz – XO Communications
Mr. Wayne Brown - Southern California Edison
Ms. April DeBarge – Southern California Edison
Mr. Steve Brown – City of Los Angeles – DWP
Mr. Jeffery Williams – City of Los Angeles – DWP
Ms. Lupe Hernandez – Teleport Communications America, LLC
Mr. Ed Loescher – Frontier Communications
Ms. Manijeh Carmichael – AT&T California
Ms. Shawn Henderson – T-Mobile USA
Mr. Joe Serrato - Crown Castle NG West Inc. /NewPath Networks/CA-CLEC, LLC
Ms. Angela Pranata – Committee Staff
Ms. Kathleen Allen – Committee Staff
Ms. Anali Spencer – Committee Staff

Those attending via teleconference were:

Ms. Mia Tran - Crown Castle NG West Inc. /NewPath Networks/CA-CLEC, LLC
Ms. Alicia Smith – Sprint Comm/Sprint-Nextel
Ms. Kay Black – AT&T California
Ms. Wendy Mueller – Extenet
Ms. Megan Stewart – Frontier Communications
Ms. Yvonne Johnson – AT&T Mobility

Ms. Ortiz called the meeting to order at 9:39 a.m.

Agenda Item 1 – Review of prior month’s minutes: Ms. Ortiz opened the meeting by inquiring if there were any questions or concerns regarding the previous meetings minutes. There were no comments or concerns from any members.

Agenda Item 2 – Interpretation of Routine Handbook – Ms. Ortiz opened the discussion on the status of foreign JPA Preliminary list. Mr. Wayne Brown stated that they receive foreign JPA’s via mail and some via email. SCE would like to return and receive all JPA forms via email. Ms. Hernandez stated

they were waiting on NJUNS. Mr. Wayne Brown stated that while they wait for the implementation of NJUNS, if each member can set up an email inbox to be able to send and/or receive JPA forms. The members agreed to setting up a designated inbox. Mr. Steve Brown made note that it may take LADWP quite some time to set up the inbox.

Agenda Item 3 – Item 1597: Review of Routine Handbook Examples (5/19/2015) - Ms. Ortiz reopened discussion on this item by reminding members that Example 29 was approved at March Administrative Board meeting and will be removed from the agenda. Example 30 will be tabled for next month to discuss removal and incorporating it to Example 8.

Ms. Ortiz inquired if anyone had any examples they would like to discuss. Ms. DeBarge stated she has a couple of finals set aside in which she is waiting to see how they turn out after final billing before bringing up any new examples.

Agenda Item 4 - Item 1609: JP Form and Timelines - Ms. Ortiz reopened discussion on the Joint Pole forms and timelines by inquiring if the members had any comments or concerns on the proposed increase of the timeline for the Form 48 from 60 to 180 days. Mr. Wayne Brown created a draft procedure (see attached) with guidelines leading to 180 days. Mr. Wayne Brown emailed the draft to Ms. Pranata to review with members. Part 3.1 where initiating party's time to notify joint owners of work completion be changed from 30 to 60 days via Form 48 (or NJUNS). Part 3.2, the party responsible to PTD will have 180 days to remove the pole. Part 3.2.1, all members will have 45 days to go out and review. Part 3.2.2, those who need to transfer must do so and issue a Form 48 to all parties within 60 days. Part 3.2.3, the member responsible for PTD must do so within 180 days. Mr. Williams inquired if it is 180 from the last Form 48 or from the initial Form 48? Mr. Wayne Brown clarified it is from the initial Form 48. Ms. Carmichael stated the JPA process still needs to be worked through NJUNS because AT&T will not issue a job for 1 pole, they wait until all poles on the JPA are completed and they need to be completed within a certain timeframe. Mr. Williams inquired if NJUNS has forms like the Form 48. Ms. Carmichael stated it attaches forms as a notice to the ticket. Mr. Wayne Brown continued with Part 3.3, which goes over members failing to adhere to the 180 day process. Part 3.3.1 may be subject to penalties. In Part 3.3.2, penalties to include actual cost for base owner to return and remove the buddy pole. Part 3.3.3 the responsible party to PTD is responsible for fines/fees imposed by City/County for permits that get penalized for incomplete work. Part 3.4, the exceptions are listed. Part 3.4.1, Priority 1 poles to be removed within 60 days of receiving Form 48. Part 3.4.2, high fire/high wind stays at 120 days of receiving Form 48. Part 3.4.3, the responsible party shall receive 10 days to remediate once this penalty phase is imposed. Ms. Carmichael inquired if Part 3.4.3 should be in Part 3.3. The members agreed to move Part 3.4.3 to Part 3.3 and name it Part 3.3.4 because this is part of the normal process and not as an exception. The members decided to table this item for more discussion at next Routine Revision Meeting.

Agenda Item 5 - Item 1620: Failure to Complete Pole Removal –

Which is in conjunction to Item 1609, is on hold. The members agreed to table discussion of this item for the next Routine Revision.

Agenda Item 6 - Item 1626: Electronic Delivery of Forms –

Ms. Ortiz opened this discussion regarding setting up emails for all the members to send JPA forms. Ms. DeBarge stated that mailing takes too long and they are looking for an email inbox solution to get JPA's and forms quicker. Email delivery will also ensure that every member receives their forms and it is also a better way to track items. She also pointed out that electronic copies are easier to view because sections can be sized and unnecessary pages can be removed. Mr. Steve Brown stated that LADWP needs to set up an email and that it may take a while. Ms. Hernandez suggested that the emails be added to the member list. Ms. Carmichael stated that Ms. Black is working on getting an email set up for AT&T. Ms. DeBarge stated that these inboxes must have someone manning them to make sure emails/documents are getting to where they need to go. Mr. Steve Brown suggested that May 1st be the date that every member who has set up their email inbox, to send the email address to Ms. Pranata. Ms. Ortiz stated that they have been currently mailing the SCE JPA's and all other forms, and wants to confirm that they should now send them via email. Ms. DeBarge stated it will help because they will be receiving the JPA forms the same day. Ms. Hernandez inquired if the foreign JPA's will be going to the same email address? Ms. DeBarge stated the foreign JPA's go to a different email address which is handled by Ms. Pearson's group. Ms. DeBarge stated that the subject lines should state what is being sent along with what form it is. Ms. Hernandez suggested that they start with the JPA# so the emails are always organized. The members agreed that the JPA# along with what form follows it, is appropriate for the subject line.

Agenda Item 7 - Item 1627: Antenna Owner purchasing 2' Antenna Clearance space -

Ms. Ortiz started the discussion stating there were sections to review in which they can make notations and changes to. Section 3.15 to remove verbiage from the Note section and add verbiage about antenna owner purchasing 2' from the Antenna Safety Clearance Zone (see attached). Ms. Pranata inquired if there would be examples that require changes and Ms. Hernandez stated that first to get the verbiage approved before making changes to the examples. Section 4.0 to remove and add the same verbiage as in Section 3.15 (see attached). Section 4.3B is to be removed/deleted in its entirety and to remove the A from Section 4.3 (see attached). Ms. Hernandez pointed out that in Sections 3.15 and 7.15 both refer to "See Section 4.3" and that this could be deleted as well (see attached). Section 16.1B chart is to be removed/deleted (see attached). Ms. Hernandez stated that 2' will be bought and no longer be an issue. The members agreed to add a note "16.1B Unused." Ms. Hernandez suggested waiting on revising Section 4.0 to add verbiage for members proposing

to purchase above an existing antenna. The members agreed to table Section 4.0 for next month's Routine Revision.

Agenda Item 8 - Miscellaneous Items –

- Ms. Ortiz opened the discussion on adding a member to JPA via Form 7. Ms. Ortiz stated this miscellaneous item was added because they have been receiving many Form 7's requesting to add a member. She stated that this is not the proper procedure and that a JPA should be revised to add a member. She inquired if anyone had any questions or concerns about this. Ms. Smith stated she has received JPA's where the research was not completed. Ms. Ortiz stated that the issue is that the routine is not being followed and they need to see if the routine needs to be revised. Ms. Hernandez stated that they need to look at Section 18.1. Ms. DeBarge has some JPA's on hold in which this issue may arise, and she is waiting to see what the results are. Ms. DeBarge will work on the verbiage in Section 18.1. Ms. Ortiz will bring up this topic at the Admin Board Meeting tomorrow.
- Ms. Ortiz opened the discussion on JPA page limit. Ms. Hernandez stated that she was informed that some members will be receiving 20 page Preliminary Form 2s even though the routine states a 10 page limit. Mr. Wayne Brown inquired if two members can get together and agree to create Preliminary Form 2s over the 10 page limit. Ms. Hernandez stated it must be discussed at the committee level because once that Preliminary Form 2s with more than 10 pages makes it to the committee to final bill, it will be questioned. Ms. DeBarge stated that the person who wrote up the particular Preliminary Form 2s in question had spoken with all the members involved and they were in agreement that all the poles would be put onto only two Preliminary Form 2s with more than 10 pages each. Mr. Steve Brown and Ms. Hernandez agreed that if there is a page limit stated in the routine handbook it must be followed. Ms. Black agreed that the larger Preliminary Form 2s are difficult for the clerical staff to deal with and are very time consuming.
- Ms. Ortiz opened the discussion on Form 48. Mr. Steve Brown stated that a Form 48 can be sent out at any time of the job if one pole is replaced, but did not see a selection for this on the Form 48. He added #14 to the Form 48 (see attached) so this option would be available. Ms. Hernandez stated that #11 could be used and a note can be added regarding the transfer being required to complete the work instead of adding #14. Mr. Steve Brown agreed to this option.

Agenda Item 9 - Review of Action items/JPA Alerts:

Routine Revision – April 18, 2017

- Work on getting Example 8 revised to be included in the Correction of Records.
- Members are to send the inbox email addressed to Ms. Pranata, Ms. DeBarge, and Mr. Wayne Brown for electronic delivery of forms.
- Review Section 4.0 for the new communications wanting to attach above antenna.
- Ms. DeBarge to review the verbiage for Section 18.1 for the Form 7 after tomorrows Admin Board meeting. Ms. Ortiz to bring this up at the Admin Board meeting tomorrow as well.

The Meeting adjourned at 11:18 a.m. until May 16, 2017.

Anali Spencer, Committee Staff

Forms	Current time frames	Proposed	Comments	Change?
Form 48 (notify member to facilitate transfer)	60 days construction	180 days by AT&T		Yes 01/17/2017

PRELIMINARY JOINT POLE AUTHORIZATION TOPPING AND RETAINING INTEREST IN POLE EXAMPLE 29

- (1) Date prepared, Date Sent
- (2) Joint Pole Authorization Number. The Joint Pole Authorization Number shall begin with the current member's code.
- (3) Header Information
- (4) Pole Record Information, show current height in parenthesis and new height above.
- (5) Proposed Information, show # of feet to be cut and new grade and space
- (6) Use Section 5.2
- (7) Community

AUTHORIZATION FOR JOINT POLE TRANSACTION

PAGE NO. 1 OF

This authorization is in accordance with Joint Pole Agreement and Routine. The undersigned have agreed on joint work as specified heron.

Date Prepared 9/19/2016

Date Sent 10/21/2016

Confirming Agreement

In Field By Telephone

Est.Const. Start _____ No. of Pages 1 J.P. Auth.No. E60XX-XXXXXXXX

UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE	APPROVED	TAXING INSTRUCTIONS	ACCOUNTING DATA
E	J BINKERD	SANTA BARBARA	TIM DAVIS	GOLETA	TD1169139 2 QD 700198
FTR	TOM MATTSON				

POLE NO.	Pole Length Anchor Size	Year Set	Pole Treat Class Anchor Direct.	Record						Proposed						Item No.	LOCATION AND NATURE OF WORK If not in accordance with Joint Pole agreement and routine state reasons.			
				16kV E	FTR	NG				16kV E	FTR	NG								
4499519E	40 (50)	2015	FT CL2	39-9 20-2	24-4	20-1						C-10 34-4 20-2	24-4	20-1					1	E TO TOP POLE, SEC 5.2
																			2	MARPOSA DR W/S 601' N/O LILAC DR
																			3	CREW TO CUT 10' OF EXISTING 50' POLE DUE
																			4	TO VIEW OBSTRUCTION
	3/4"	64'	W	.50	.50														5	
																			6	
																			7	
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																			11	
																			12	
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POLE LEGEND:
 P = PULL
 PB = PULL BUTT
 T = TRANSPORT
 S = SALVAGE
 D = DISPOSE
 TN = TENANT

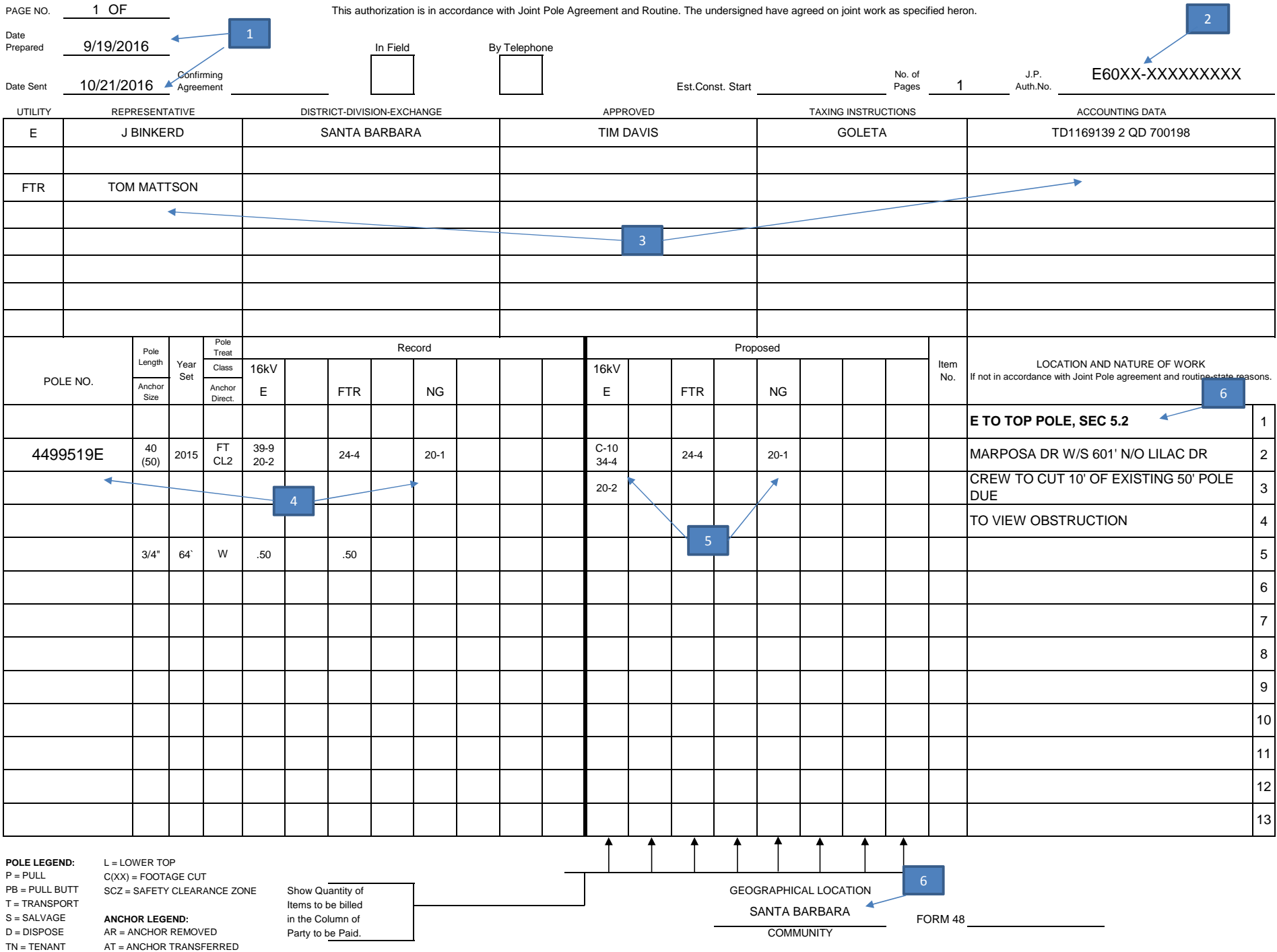
ANCHOR LEGEND:
 AR = ANCHOR REMOVED
 AT = ANCHOR TRANSFERRED

Show Quantity of Items to be billed in the Column of Party to be Paid.

↑ ↑ ↑ ↑ ↑ ↑ ↑ ↑

GEOGRAPHICAL LOCATION
 SANTA BARBARA
 COMMUNITY

FORM 48



**PRELIMINARY JOINT POLE AUTHORIZATION
CORRECTION OF RECORDS--ORIGINAL JPA NOT AVAILABLE
EXAMPLE 30**

- (1) Date Prepared, Date Sent, and B/S date shown on the JPC pole record in parenthesis, current date sent above the B/S date
- (2) Joint Pole Authorization Number. The Joint Pole Authorization number shall begin with the current member's code and end with COR indicator.
- (3) Header information
- (4) Use Section 13.1; show original JPA number & Bill of Sale date of JPA to be corrected.
- (5) Show information **SHOWN AS (S/A)** on original JPA that was final billed.
- (6) Show information as it **SHOULE BE (S/B)** billed.
- (7) Provide reason for correction
- (8) Community
- (9) Records Only – No Form 48 will be required.

AUTHORIZATION FOR JOINT POLE TRANSACTION

PAGE NO. 1 OF

This authorization is in accordance with Joint Pole Agreement and Routine. The undersigned have agreed on joint work as specified heron.

Date Prepared 4-1-16
(9/1995)

1

Date Sent 4-1-16
(9/1995)

Confirming Agreement

In Field

By Telephone

Est.Const. Start _____ No. of Pages 1

J.P. Auth.No. E60XX-XXXXXXXXXCOR

2

UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE	APPROVED	TAXING INSTRUCTIONS	ACCOUNTING DATA
E	JESSE BAILEY	KERVILLE	APRIL DEBARGE	WOFFORD HEIGHTS	700215
FTR					

3

POLE NO.	Pole Length Anchor Size	Year Set	Record				Proposed				Item No.	LOCATION AND NATURE OF WORK If not in accordance with Joint Pole agreement and routine reasons.	
			Pole Treat Class Anchor Direct.	H E	CTC		16kV E	FTR					
S/A												COR 13.1 E603505178 B/S 09/1995	1
33936CIT	45	64	FT	FT	24							COLUMSUB AV S/S 165' E/O KELLEN WAY	2
4295075E	50	95	FT					43-13 21-3	24-3			S/S COLUMBUS AV 20' E/O KELLEN WAY	3
S/B													4
33936CIT	45	64	FT		24-3			39-9 21-3	24-3			COLUMBUS AV S/S 165' E/O KELLEN WAY	5
													6
													7
													8
													9
												REVERSE; REPLACEMENT DID NOT OCCUR	10
												IN 1995. DELETE POLE 4295975E.	11
												ORIGINAL JPA NOT AVAILABLE.	12
													13

4

5

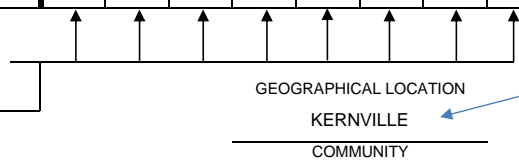
6

7

POLE LEGEND:
 P = PULL
 PB = PULL BUTT
 T = TRANSPORT
 S = SALVAGE
 D = DISPOSE
 TN = TENANT

ANCHOR LEGEND:
 AR = ANCHOR REMOVED
 AT = ANCHOR TRANSFERRED

Show Quantity of Items to be billed in the Column of Party to be Paid.



8

9

FORM 48 NO F48 REQUIRED

FORM 48

MEMORANDUM NOTICE OF JOINT POLE WORK
 IMPORTANT - Note correct Operation and provide details accurately.

FIELD USE: FORM 48 DATE PREPARED: _____ JPA NUMBER: JPA 12345

OFFICE USE: FORM 48 DATE SENT: _____ JPA DATE SENT: _____

JPA 12345

UTILITY CODE

From: _____ Name: _____ Phone number: _____

UTILITY CODE

To: _____ Name: _____ To: _____ Name: _____

To: _____ Name: _____ To: _____ Name: _____

To: _____ Name: _____ To: _____ Name: _____

To: _____ Name: _____ To: _____ Name: _____

To: _____ Name: _____ To: _____ Name: _____

OPERATION No.

1. Change removal agreement.
2. Add item for hand-dig, **specify nature of conflict in remarks.**
3. Add item for topping a pole, **when not on JPA.**
4. Transfer has been completed.
5. Make your temporary attachments permanent on new pole.
6. Anchor has been installed/replaced; attachments should be made.
7. Our attachments have been removed; pole may be renumbered (**only applies to base owner**).
8. New pole location changed, specify nature of conflict and new location in remarks (**substructure conflict only**).
9. Our transfer has been completed; pole may be pulled (**i.e. MITC poles, alternative to wood poles**).
10. All work completed based on Form 7 dated: _____
11. Work completed **ONLY** on poles listed below.
12. Our work has been completed. **Must list poles below.**
13. Records only-Initiate billing (**purchase/relinquishment**).
14. Pole has been placed, work not completed transfer your facilities

Must list poles below

POLE LEGEND:
 P = PULL
 PB = PULL BUTT
 T = TRANSPORT
 S = SALVAGE
 D = DISPOSE
 TN = TENANT

L = LOWER TOP
U(XX) = UTILITY CODE (FOOTAGE CUT)
SCZ = SAFETY CLEARANCE ZONE

ANCHOR/ARM LEGEND:
AR = ANCHOR/ARM REMOVED
AT = ANCHOR/ARM TRANSFERRED

J.P. Auth.		Pole No. (Required)	Operation No. (Required)	Utility Code				POLE CUT U(XX)	ADD Item #	Remarks/changes
				PTD	PB	LTD	HAND DIG			
Page No.	Line No.									

3.15 Notice of Intention to Place Wireless Antenna

(For space allocation, this section must be shown on the Final JPA)

Members proposing the installation of antennas shall prepare and submit to all owners on record, a Preliminary JPA (Form 2-1) notifying the members of their intention to construct. (See example 11 in Section 18).

Note: General Order 95, Rule 94 requires an additional 2' Antenna Safety Clearance Zone, which must be purchased by the antenna owner. ~~Refer to Section 16.1, Chart 16.1B. Owner of the antenna may purchase 1' or 2' of the Antenna Safety Clearance Zone. See section 4.3. (Revised January-April 2010)-2017)~~

4.3 Purchase of Interest in Safety Clearance Zone

~~A. Purchase or sale of the right to use space within the Electrical Safety Clearance Zone:~~

Any Member planning to construct on a jointly owned pole where space is limited and all owners approve may purchase into the Electrical Safety Clearance Zone in accordance with General Order 95. The purchase or sale of the right to use this space shall be initiated on a Joint Pole Authorization and construction shall begin within the time limits prescribed in Section 18.1D. The constructing Member may purchase in one foot increments to a maximum of two feet and must attach at the grade requested (see Section 16.0). Guard arms must be installed by the purchasing Member in the manner prescribed by General Order 95. (Revised January 2010)

~~B. Purchase of the right to use space within the Antenna Safety Clearance Zone:~~

~~The antenna owner may construct into the Antenna Safety Clearance Zone in accordance with General Order 95, Rule 94. The purchase of the right to use this space shall be initiated on a Joint Pole Authorization and construction shall begin within the time limits prescribed in Section 18.1D. The constructing Member may purchase in one foot increments to a maximum of two feet (see Section 16.0).~~

~~Note: General Order 95, Rule 94 requires an additional 2' Antenna Safety Clearance Zone. Refer to Section 16.1, Chart 16.1B. (Revised January 2010) Delete "B"~~

7.15 Replacement of Pole with Wireless Antenna.

Member propose the replacement of poles supporting antennas shall prepare and submit to all owners on record, a Preliminary JPA (Form 2-1) notifying the members of their intention to construct.

Note: General Order 95, Rule 94 requires an additional 2' Antenna Safety Clearance Zone, which must be purchased by the antenna owner. ~~Refer to Section 16.1, Chart 161B. Owner of the antenna may purchase 1' or 2' of the Antenna Safety Clearance Zone. See section 4.3~~

Note: 7.15 is not a stand-alone section, must be used in conjunction with section identifying reason for replacement. (~~Added January 2016~~ Revised April 2017)

~~16.1-B Grade with Antenna (other than pole top)~~DELETE SEC 16.1-B “Unused”

~~Grade is measured from the ground line to the attachment in question. The average grade of the top position on a pole and other pertinent attachment information shall be assumed to be as follows (the top conductor is not necessarily at the same height):~~

Pole Ht	Top Grd	Ft in Grnd	Supp Struc	Safe Clear	Safe Clear	Common Area	Use Ft
30'	25'	5'	16'	4'	2'	27'	3'
35'	30'	5'	18' *	6'	2'	31'	4'
40'	34'	6'	18'	6'	2'	32'	8'
45'	39'	6'	18'	6'	2'	32'	13'
50'	43'	7'	18'	6'	2'	33'	17'
55'	48'	7'	18'	6'	2'	33'	22'
60'	52'	8'	18'	6'	2'	34'	26'
65'	57'	8'	18'	6'	2'	34'	31'
70'	61'	9'	18'	6'	2'	35'	35'
75'	66'	9'	18'	6'	2'	35'	40'
80'	70'	10'	18'	6'	2'	36'	44'
85'	75'	10'	18'	6'	2'	36'	49'
90'	79'	11'	18'	6'	2'	37'	53'
95'	84'	11'	18'	6'	2'	37'	58'
100'	89'	11'	18'	6'	2'	37'	63'

~~*Per Clearance Requirements (Revised January 2012)~~

~~The above numbers are to be used as a guideline, but are subject to change based upon actual field conditions. See the exhibit regarding how cost allocation is affected by changes in shared space. (Revised January 2010).~~

1.0 PROCEDURE STATEMENT

The purpose of this procedure is to capture the process that all members of the Southern California Joint Pole Committee (SCJPC) will adhere to upon receiving a Form 48 notifying work has been completed.

2.0 ROLES AND RESPONSIBILITIES

2.1 All members of the SCJPC

3.0 PROCEDURE DETAIL

- 3.1 Upon completion of work by the initiating member, the initiating party shall have 60 days to notify all joint owners of work completion via Form 48 (or NJUNS).
- 3.2 Party responsible to Pull Transport and Dispose (PTD) shall have 180 days to remove pole.
 - 3.2.1 All members shall have 45 days to review and/or dispute the Form 48.
 - 3.2.2 Any member required to transfer prior to the pole being removed, must transfer and issue Form 48 to all parties within 60 days.
 - 3.2.3 Member responsible for the PTD must remove pole within 180 days of receiving Form 48 and must issue a Form 48 notifying all joint owners of work completion.

 *Process Ends*

- 3.3 Members failing to adhere to the 180 day process.
 - 3.3.1 Maybe subject to penalties
 - 3.3.2 Penalty to include actual cost for base owner to return to field to remove the buddy pole.
 - 3.3.3 Responsible party to PTD will be responsible for any fines/fees imposed by City or County agencies.

 *Process Ends*

3.4 Exceptions:

- 3.4.1 Priority 1 poles should be removed within 60 days of receiving Form 48.
- 3.4.2 High Fire, high wind poles should be removed within 120 days of receiving Form 48.
- 3.4.3 Penalty: Responsible party shall receive 10 days to remediate once penalty phase is imposed.
- 3.4.4 Form 48 maybe replaced by NJUNS, which case the above procedure detail will remain the same.

 *Process Ends*

DRAFT

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
279 E. Arrow Hwy., Suite 104
San Dimas, CA 91773
Phone (909) 599-3801

May 16th, 2017

A meeting of the **Routine Revision Committee** took place on the above date, **at 12:57 p.m. at the Committee office. Those in attendance were:**

Ms. Maria Ortiz – XO Communications
Ms. Jessica Pearson– Southern California Edison
Mr. Wayne Brown - Southern California Edison
Mr. Steve Brown – City of Los Angeles – DWP
Mr. Jeffery Williams – City of Los Angeles – DWP
Ms. Lupe Hernandez – Teleport Communications America, LLC
Mr. William Kearns – Frontier Communications
Ms. Megan Stewart – Frontier Communications
Ms. Angela Pranata – Committee Staff
Ms. Kathleen Allen – Committee Staff
Ms. Anali Spencer – Committee Staff

Those attending via teleconference were:

Ms. Lynn Prescott – Verizon Wireless
Ms. Shawn Henderson – T-Mobile USA
Mr. Ayman Arraj – City of Burbank
Ms. Mia Tran - Crown Castle NG West Inc. /NewPath Networks/CA-CLEC, LLC
Ms. Alicia Smith – Sprint Comm/Sprint-Nextel
Mr. Josh Mathisen – AT&T California
Ms. Yvonne Johnson – AT&T Mobility

Ms. Ortiz called the meeting to order at 12:57 p.m.

Agenda Item 1 – Review of prior month’s minutes: Ms. Ortiz opened the meeting by inquiring if there were any questions or concerns regarding the previous meetings minutes. There were no comments or concerns from any members.

Agenda Item 2 – Interpretation of Routine Handbook – Ms. Ortiz opened the discussion on the status of foreign JPA Preliminary list. Ms. Pearson stated that there was no list sent since the last meeting and inquired if the list is really helpful? Ms. Pearson stated that it was originally brought up because of issues with 18.1F and when to final bill them, but this has been settled now.

Agenda Item 3 – Item 1597: Review of Routine Handbook Examples (5/19/2015) - Ms. Ortiz reopened the discussion on Example 30. Ms. Ortiz did not get a chance to review Example 30 and stated it will be tabled for next month's Routine Revision meeting to discuss removal and incorporating it to Example 8.

Agenda Item 4 - Item 1609: JP Form and Timelines - Ms. Ortiz reopened discussion on the Joint Pole forms and timelines by inquiring if the members had any comments or concerns on the proposed increase of the timeline for the Form 48 from 60 to 180 days. Ms. Hernandez stated that the status of notifying of 180 days is now depending on the status of the members that start using NJUNS. Mr. Wayne Brown also noted that SCE would like to know if there will be a penalty set if a party goes over the 180 days. Mr. Kearns inquired about what is meant by more members joining NJUNS? Mr. Wayne Brown stated it should be all members. Mr. Kearns stated that Frontier agrees that it is a good idea to go all electronic vs. US Mail. Ms. Hernandez suggested that they discuss this at the Admin Board Meeting tomorrow as an unknown item. Ms. Ortiz agreed to bring this up as an unknown item.

Agenda Item 5 - Item 1620: Failure to Complete Pole Removal – Which is in conjunction to Item 1609, is on hold. The members agreed to table discussion of this item for the next Routine Revision Meeting.

Agenda Item 6 - Item 1626: Electronic Delivery of Forms – Ms. Ortiz opened this discussion regarding setting up emails for all the members to send Preliminary Form 2 forms. Ms. Ortiz stated that XO Communications sent in their email. Ms. Pranata stated that she only received 3-4 emails from other members. Mr. Williams stated that LADWP is still working on creating an email. Ms. Ortiz will remind the other members at tomorrow's Admin Board Meeting. This item will be tabled for discussion at the next Routine Revision Meeting.

Agenda Item 7 - Item 1627: Antenna Owner purchasing 2' Antenna Clearance space – Ms. Ortiz started the discussion stating they needed to review Section 4.0 to add verbiage for members proposing to purchase above an existing antenna. Ms. Ortiz will work on verbiage for this revision. This item will be tabled for discussion at the next Routine Revision Meeting.

Agenda Item 8 – Item 1631: Customer Billing Section 7.10, 5.10, & XX.10 (2/14/17) – Ms. Ortiz opened this discussion about customer billing. Mr. Williams and Mr. Brown agreed it was to add to the Routine Handbook verbiage about the customer to pay all fees and no charges to other members. Ms. Pranata inquired who the customer was and Mr. Steve Brown stated it could be anyone a homeowner, government relocation, etc. Ms. Ortiz inquired if they needed to revise the verbiage in Section 7.10 and all the other XX.10 sections. Ms. Hernandez suggested the verbiage be clarified that the other member(s)

should not be billed for any JPA costs which will include the purchase of interest, removal fees, transfer fees (if applicable) and anchor costs (see attached). Mr. Williams concurred that all other XX.10 sections should have this verbiage. Mr. Williams stated the verbiage change to anchor in Section 12.10 (see attached). Ms. Hernandez inquired if it should state new anchor or replacement/removal, but Mr. Williams suggested to leave it as just anchor to cover everything. Ms. Ortiz will bring this up for discussion at tomorrow's Admin Board Meeting.

Agenda Item 9 – Item 1632: Adding Member to JPA via a Form 7 (4/19/17) – Ms. Ortiz opened the discussion on adding a member to JPA via Form 7. Ms. Pranata stated that Ms. DeBarge sent a packet regarding this. Ms. Pranata opened the packet and noted that it was regarding the Form 2 not the Form 7. Ms. Ortiz stated that they were to discuss adding verbiage to the Form 7.

Mr. Williams stated that Section 18 had verbiage about what the Form 7 is to be used for. In Section 18.1C under Correct Pole Treatment the members agreed to remove the verbiage that followed it in parentheses (see attached).

Ms. Ortiz redirected the discussion to adding a member to JPA via Form 7. Ms. Hernandez stated the issue was they still need the 45 days vs. the 15 days for a Form 7. Ms. Hernandez stated that the verbiage would have to change to show that a Form 7 to add a member was still the 45 days. Ms. Ortiz made a motion to table this item for the next month's Routine Revision Meeting.

Agenda Item 10 - Miscellaneous Items -

- Ms. Ortiz opened the discussion on JPA page limit. Ms. Hernandez stated that according to the Routine Handbook a Preliminary Form 2 is not to be more than 10 pages. Ms. Ortiz made a motion to remove this item from the Agenda.
- Ms. Hernandez stated they are getting requests to cancel JPA's that have been revised. The revised JPA's are not being accepted because a Form 7 was not issued to cancel the original JPA. Ms. Hernandez stated that a revised JPA supersedes the original JPA and a Form 7 to cancel is not required. The original does not need to be canceled if it is revised. Ms. Hernandez stated it is a different case if it is a Supplement JPA. The members agreed to do a "JPA Alert" for this matter.
- Mr. Steve Brown brought up Section 18.1A. He stated that no one is adding the existing risers to their Preliminary Form 2's. Mr. Steve Brown stated that this is helpful to the pole spotters when reviewing the Preliminary Form 2s. Mr. Steve Brown would like all members to place riser sketches of all existing risers on the Preliminary Form 2's. Ms. Ortiz asked if he would like this brought up at tomorrow's Admin Board Meeting under unknown items. Mr. Steve Brown agreed and

stated that Section 18.1 states that this is a requirement in order to notify the other members that there is a riser on the pole.

Agenda Item 11 - Review of Action items/JPA Alerts:

- Item 1609 – Tabled for members to be set up with NJUNS.
- Item 1620 – On Hold. Waiting on NJUNS.
- Ms. Ortiz is to remind members regarding creating/sending their inboxes to receive electronic forms and send the addresses to Ms. Pranata at tomorrow’s Admin Board Meeting.
- Ms. Ortiz to work on the verbiage on the 2’ antenna safety clearance.
- Ms. Ortiz to discuss changes made to the XX.10 Sections at tomorrow’s Admin Board Meeting.
- Ms. Ortiz to continue working on the revisions to adding a member via Form 7.
- Ms. Ortiz to bring up the issue about the risers under unknown items at tomorrow’s Admin Board Meeting.
- Ms. Ortiz to work on the verbiage for the “JPA Alert” on the revised JPA.

The Meeting adjourned at 1:50 p.m. until June 20, 2017.

Anali Spencer, Committee Staff

Forms	Current time frames	Proposed	Comments	Change?
Form 48 (notify member to facilitate transfer)	60 days construction	180 days by AT&T		Yes 01/17/2017

PRELIMINARY JOINT POLE AUTHORIZATION
CORRECTION OF RECORDS--ORIGINAL JPA NOT AVAILABLE
EXAMPLE 30

- (1) Date Prepared, Date Sent, and B/S date shown on the JPC pole record in parenthesis, current date sent above the B/S date
- (2) Joint Pole Authorization Number. The Joint Pole Authorization number shall begin with the current member's code and end with COR indicator.
- (3) Header information
- (4) Use Section 13.1; show original JPA number & Bill of Sale date of JPA to be corrected.
- (5) Show information SHOWN AS (S/A) on original JPA that was final billed.
- (6) Show information as it SHOULE BE (S/B) billed.
- (7) Provide reason for correction
- (8) Community
- (9) Records Only – No Form 48 will be required.

1.0 PROCEDURE STATEMENT

The purpose of this procedure is to capture the process that all members of the Southern California Joint Pole Committee (SCJPC) will adhere to upon receiving a Form 48 notifying work has been completed.

2.0 ROLES AND RESPONSIBILITIES

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 *Process Ends*

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 *Process Ends*

3.4 Exceptions:

- 3.4.1 Priority 1 poles should be removed within 60 days of receiving Form 48.
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 *Process Ends*

DRAFT

3.15 Notice of Intention to Place Wireless Antenna

(For space allocation, this section must be shown on the Final JPA)

Members proposing the installation of antennas shall prepare and submit to all owners on record, a Preliminary JPA (Form 2-1) notifying the members of their intention to construct. (See example 11 in Section 18).

Note: General Order 95, Rule 94 requires an additional 2' Antenna Safety Clearance Zone, which must be purchased by the antenna owner. ~~Refer to Section 16.1, Chart 16.1B. Owner of the antenna may purchase 1' or 2' of the Antenna Safety Clearance Zone. See section 4.3.~~ (Revised January-April 2010-2017)

4.3 Purchase of Interest in Safety Clearance Zone

~~A. Purchase or sale of the right to use space within the Electrical Safety Clearance Zone:~~

Any Member planning to construct on a jointly owned pole where space is limited and all owners approve may purchase into the Electrical Safety Clearance Zone in accordance with General Order 95. The purchase or sale of the right to use this space shall be initiated on a Joint Pole Authorization and construction shall begin within the time limits prescribed in Section 18.1D. The constructing Member may purchase in one foot increments to a maximum of two feet and must attach at the grade requested (see Section 16.0). Guard arms must be installed by the purchasing Member in the manner prescribed by General Order 95. (Revised January 2010)

~~B. Purchase of the right to use space within the Antenna Safety Clearance Zone:~~

~~The antenna owner may construct into the Antenna Safety Clearance Zone in accordance with General Order 95, Rule 94. The purchase of the right to use this space shall be initiated on a Joint Pole Authorization and construction shall begin within the time limits prescribed in Section 18.1D. The constructing Member may purchase in one foot increments to a maximum of two feet (see Section 16.0).~~

~~Note: General Order 95, Rule 94 requires an additional 2' Antenna Safety Clearance Zone. Refer to Section 16.1, Chart 16.1B. (Revised January 2010) Delete "B"~~

Formatted: Indent: First line: 0"

7.15 Replacement of Pole with Wireless Antenna.

Member propose the replacement of poles supporting antennas shall prepare and submit to all owners on record, a Preliminary JPA (Form 2-1) notifying the members of their intention to construct.

Note: General Order 95, Rule 94 requires an additional 2' Antenna Safety Clearance Zone, [which must be purchased by the antenna owner.](#) ~~Refer to Section 16.1, Chart 161B. Owner of the antenna may purchase 1' or 2' of the Antenna Safety Clearance Zone. See section 4.3~~

Note: 7.15 is not a stand-alone section, must be used in conjunction with section identifying reason for replacement. (~~Added January 2016~~[Revised April 2017](#))

~~16.1-B Grade with Antenna (other than pole top)~~ **DELETE SEC 16.1-B “Unused”**

~~Grade is measured from the ground line to the attachment in question. The average grade of the top position on a pole and other pertinent attachment information shall be assumed to be as follows (the top conductor is not necessarily at the same height):~~

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Antennas							
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40'	34'	6'	18'	6'	2'	32'	8'
45'	39'	6'	18'	6'	2'	32'	13'
50'	43'	7'	18'	6'	2'	33'	17'
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75'	66'	9'	18'	6'	2'	35'	40'
80'	70'	10'	18'	6'	2'	36'	44'
85'	75'	10'	18'	6'	2'	36'	49'
90'	79'	11'	18'	6'	2'	37'	53'
95'	84'	11'	18'	6'	2'	37'	58'
100'	89'	11'	18'	6'	2'	37'	63'

~~*Per Clearance Requirements (Revised January 2012)~~

~~The above numbers are to be used as a guideline, but are subject to change based upon actual field conditions. See the exhibit regarding how cost allocation is affected by changes in shared space. (Revised January 2010).~~

Angela Pranata

From: April DeBarge <April.DeBarge@sce.com>
Sent: Monday, May 15, 2017 8:28 AM
To: laptop01@scjpc.net
Cc: Gerald Brown; Jessica Pearson
Subject: RE: adding member to JPA via F7
Attachments: Add member to JPA.XLSX

Here is another sample note we should add to the example. The majority of members added to the JPA are discovered at the signed copy level. I don't have a sample of that yet to share with the members.

	5		
	6		
	7		
U TO ASSUME U3PTD AND TRANSFER COSTS	8		
	9		
U3 UNAUTHORIZED - WILL PAY ALL TRANSFER AND P U COSTS	10		
	11		
	12		

april
Be Safe Always...

From: April DeBarge
Sent: Saturday, May 13, 2017 10:12 AM
To: 'laptop01@scjpc.net' <laptop01@scjpc.net>
Subject: FW: adding member to JPA via F7

Opsie – my laptop email address was incorrect.

april
Be Safe Always...

From: April DeBarge
Sent: Saturday, May 13, 2017 10:10 AM
To: 'laptop@scjpc.net' <laptop@scjpc.net>
Cc: Gerald Brown <Gerald.Brown@sce.com>; Jessica Pearson (Jessica.Pearson@sce.com) <Jessica.Pearson@sce.com>; Angela Pranata (angela@scjpc.net) <angela@scjpc.net>
Subject: adding member to JPA via F7

I haven't had a chance to delve off into the routine handbook verbiage, but thought we might want to take a look at what this would look like. It will be noted and stressed to all members that preliminary research is adequate so that members who are on the pole card are not carelessly overlooked.

Below (attached) is a JPA involving a replacement, but we would want to chat about purchase of interest also. Generally, purchase of interest JPAs don't bill within 45 days, so the same concept of "resent to include U3" could be used. **Jessica** – do you have a section 4 sample of a member being added?

- In the scenario below, it was discovered by U1 at the time of sending the F48 that U3 is now a joint owner; U3 JPA appears to have perhaps billed out of sequence.
- Instead of creating a revision, the 45 days is allotted for U3 and though U3 was not joint owner the date U1 JPA was prepared or originally sent, the rules of 7.13 will apply to that member only, meaning that U1 will assume all of U3's PTD and transfer costs, unless it can be proved the replacement did *not* take place prior to U3 being notified.

FINAL AUTHORIZATION FOR JOINT POLE TRANSACTION

BILL NO. _____

PAGE NO. **1 OF 1** This authorization is in accordance with Joint Pole Agreement and Routine. The undersigned have agreed on joint work as specified herein.

Date Prepared **1/8/2012** Resent to include U3 2/28/17 In Field By Telephone

Date Sent **1/18/2012** Confirming Agreement **1/11/2012** Date Completed _____ No. of Pages **1 OF 1** J.P. Auth. No. **E6059-4041874**

UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE	APPROVED	TAKING INSTRUCTIONS	ACCOUNTING DATA
U1	R BOULEY	VALENCIA	R BOULEY	VALENCIA	TD567101 700221
U2	S CAMPBELL	VALENCIA	MCDONALD	SANTA CLARITA	732-3P012JP-011
U3					

2	POLE NO.	Pole Break Hooker Ser	Year Set	Record				Proposed			Item No.	LOCATION AND NATURE OF WORK <small>If not in accordance with Joint Pole agreement and routine.</small>	
				Case Hooker Descri.	16KV U1	U2	U3	16KV U1	U2	U3			
	1059360E	50	55	FT 4	43-13	24-6 T24	24-1			PTD		E TO REPLACE PER SEC 7.11	
	1059360E	55	12	FT H1						48-17	24-6	25-1	JESSIE ST E/S 490' S/O 3RD ST EXTD

U1 TO ASSUME U3 PTD AND TRANSFER COSTS

POLE LEGEND: L - LOWERTOP
P - PULL
PB - PULL BUTT
T - TRANSPORT
S - SALVAGE
C - CAPPING

ANCHOR LEGEND: L - LOWER TOP
C (N) - FOOTAGE CUT
SCZ - SAFETY CLEARANCE ZONE

Show Quantity of Items to be billed in the Column of _____

GEOGRAPHICAL LOCATION
SAN FERNANDO

FORM 48 3/23/2017

PAGE 1 (+)

Pole Number: 1059360E

Location: JESSIE ST E/S 490' S/O 3RD ST EXT

Latitude: - Class:

Longitude: -

Pole Height: 50 Top: 0.0

Year Set: 1955 Treatment: FT

City: SAN FERNANDO Code: -

Repl Pole #:

Removal/Relinquishment:

Member to remove pole or member relinquished:

Company	ANT	Grade & Space	Additional Info
E	-	16K 43-13	
FTR	-	24-6 T24	
HLA	-	24-1	

JPA Number: H735361607

Bill of Sale:

Pole BOS: Pole: 1059360E - 8/58: E BILL GT \$44 PLUS \$1.76 TAX: CNT12218
 9/13: E BILL H \$43; V2 BILL H \$47:

april
 Be Safe Always...

3.10 Placement of Pole ~~for~~ Initiated by Private party or Governmental Agency under Notice of Intention.

In general, any private party or governmental agency causing a pole to be installed shall pay all expense in connection therewith. However, certain conditions require special consideration, and no commitment shall be made by any member until all incumbent utilities have mutually agreed as to the conditions applicable.

If construction is started without notification, the Member initiating the work will be responsible for all construction costs incurred by other incumbent Members. When all Members have agreed as to the basis of settlement and have received authority from such private party or governmental agency to proceed with the work, one of the Members shall install the pole and sell interest in the new pole to each Member concerned. Each Member shall attach it facilities, and upon completion of the work, each Member, as it may have elected to charge for cost of its work, shall bill the said party for its share of the cost of installation. (Revised January 2007).

[Initiator to specify and define charges customer paid. Individual utility is responsible for recouping costs. If the customer is billed the full cost of the pole, then the other member\(s\) should not be billed for the purchase of interest.](#)
[5/16/2017](#)

5.10 Removal of Pole ~~For~~ initiated by Private Party or Governmental Agency

In general, any private party or governmental agency causing a pole to be removed shall pay all expense in connection therewith. However, certain conditions require special consideration, and no commitment shall be made by a joint owner upon any request from a private party or governmental agency for removal of a pole until all joint owners have mutually agreed as to the conditions applicable. Otherwise, for construction started without notification, the Member performing the work will be responsible for all construction costs incurred by other joint owners.

When all owners have agreed as to basis of settlement and have received authority from such private party or governmental agency to proceed with the work, one of the owners shall remove the pole. Each Member shall receive salvage and pay pulling and transportation. Upon completion of the work, each Member, as it may have elected to charge for cost of its work, shall bill the said party for its share of the net cost of removal.

Initiator to specify and define charges customer paid. Individual utility is responsible for recouping costs. If the customer is billed the full cost of removal then the other member(s) should not be billed for removal (PTD). 05/16/2017

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7.10 Replacement of Pole ~~for~~initiated by Private Party or Governmental Agency

In general, any private party or governmental agency causing a pole to be replaced shall pay all expenses in connection therewith. However, certain conditions require special consideration, and no commitment shall be made by a joint owner upon any request from a private party or governmental agency for replacement of a pole until all joint owners have mutually agreed as to the conditions applicable. Otherwise, for construction started without notification, the Member initiating the work will be responsible for all construction costs incurred by other joint owners.

When all owners have agreed as to the basis of settlement and have received authority from such private party or governmental agency to proceed with the work, one of the owners shall replace the pole and sell interest in the new pole to each Member concerned. Each Member shall receive salvage, if applicable, and pay pulling and transportation. Each Member shall transfer its facilities, and upon completion of the work, each Member, as it may have elected to charge for cost of its work, shall bill the said party for its share of the net cost of replacement.

Initiator to specify and define charges customer paid. Individual utility is responsible for recouping costs. If the customer is billed the full cost of the pole, then the other member(s) should not be billed for the purchase of interest (verbiage pending, need more discussion see sec X.10) 5/16/2017

12.10 Removal or Replacement of Anchor and Appurtenances ~~for~~ Initiated by Private Party or Governmental Agency

In general, any private party or governmental agency causing anchor and appurtenances to be removed or replaced shall pay all expense in connection therewith. However, certain conditions require special consideration, and no commitment shall be made by a joint owner upon any request from a private party or governmental agency for modification of anchor construction until all joint owners have mutually agreed as to the conditions applicable. Otherwise, for construction started without notification, the Member performing the work will be responsible for all construction costs incurred by other joint owners. When all owners have agreed as to basis of settlement and have received authority from such private party or governmental agency to proceed with the work, one of the owners, preferably the original owner, shall remove or replace the anchor and appurtenances and sell interest in new facilities to each Member concerned. Each Member shall transfer its guy or other equipment and upon completion of the work, each Member, as it may have elected to charge for cost of its work, shall bill the said party for its share of the net cost of construction.

Initiator to specify and define charges customer paid. Individual utility is responsible for recouping costs. If the customer is billed the full cost of anchor, then the other member(s) should not be billed for the purchase of interest.

5/16/2017

18.1-C Changes After Approval

Any changes desired after the Form 2 Preliminary Joint Pole Authorization approval shall be made by means of one of the following:

A) Form 7 (refer to Sec 18.4 and Example 4) may be used for the following:

- Correct Joint Pole Authorization number
- Correct or add Accounting Data
- Correct pole number
- Delete pole(s)
- Correct Pole length
- Correct Year set
- Correct Pole treatment (~~except a change from wood to alternative pole type, refer to Section 15.7~~)
- Circuit correction
- Correct grade and space
- Correct, add or delete authorized costs
- Correct, add or delete Section number
- Change pulling routine
- Delete owner
- Correct pole location and/or community
- Correct, add or delete tenant
- Correct, add or delete anchors, guys or arms
- Correct pole class
- Change from wood to alternative pole type (refer to Section 15.7)
- 05/16/2017

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B) A revised Form 2 shall be used for the following:

- Add owner(s)
- Add pole(s)
- Change from wood to engineered steel pole type (refer to Section 15.7)
- Change in scope of work (i.e. changes causing receiving member to reengineer and/or refield.

Same Joint Pole Authorization number may be used with a revision identifier (i.e. JPA12345 Rev 1, JPA12345 RO1, JPA12345 Rev) and new date sent or the JPA may be canceled with a Form 7 and a new JPA issued.

C) Form 2 Supplement for information or transactions omitted from the original FINAL Joint Pole Authorization. Same Joint Pole Authorization number should be used with a supplement identifier (i.e. **JPA12345SUP1**, **JPA12345S01**, **JPA12345SUPPL**) JPC office will convert to SUP.

Form 48 can be used to make changes to the JPA per Section 18.7. (Revised January 2017)

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
279 E. Arrow Hwy., Suite 104
San Dimas, CA 91773
Phone (909) 599-3801

June 20th, 2017

A meeting of the **Routine Revision Committee** took place on the above date, **at 10:30 p.m. at the Committee office. Those in attendance were:**

Ms. Maria Ortiz – XO Communications
Ms. Jessica Nix – Southern California Edison
Ms. April DeBarge – Southern California Edison
Mr. Wayne Brown – Southern California Edison
Mr. Steve Brown – City of Los Angeles – DWP
Mr. Jeffery Williams – City of Los Angeles – DWP
Ms. Lupe Hernandez – Teleport Communications America, LLC
Mr. William Kearns – Frontier Communications
Ms. Megan Stewart – Frontier Communications
Mr. Earle Carrion – Crown Castle NG West Inc. /NewPath Networks/CA-CLEC, LLC
Mr. Josh Mathisen – AT&T California
Ms. Manijeh Carmichael – AT&T California
Ms. Angela Pranata – Committee Staff
Mr. Ryan Jones – Committee Staff

Those attending via teleconference were:

Ms. Lynn Prescott – Verizon Wireless
Mr. Joe Serrato – Crown Castle NG West Inc. /NewPath Networks/CA-CLEC, LLC
Ms. Lily Tran – Crown Castle NG West Inc. /NewPath Networks/CA-CLEC, LLC
Mr. Andrew Craig – Crown Castle NG West Inc. /NewPath Networks/CA-CLEC, LLC
Ms. Mia Tran – Crown Castle NG West Inc. /NewPath Networks/CA-CLEC, LLC
Ms. Alicia Smith – Sprint Comm/Sprint-Nextel

Ms. Ortiz called the meeting to order at 10:30 a.m.

Agenda Item 1 – Review of prior month’s minutes: Ms. Ortiz opened the meeting by inquiring if there were any questions or concerns regarding the previous meetings minutes. There were no comments or concerns from any members.

Agenda Item 2 – Interpretation of Routine Handbook – Ms. Ortiz opened the discussion on the status of foreign JPA Preliminary list. She continued, by inquiring if there were any updates in the status of the JPA

Preliminary list. Ms. Ortiz then inquired if Mr. Carrion was interested in discussing the issue of members requesting processes outside of the Routine Handbook. Ms. Ortiz also noted that this issue was deferred to the Routine Revision meeting from the Compliance meeting. Mr. Carrion stated that Crown Castle is having issues with a member trying to enforce processes that go beyond the requirements of the Routine Handbook. Ms. Ortiz stated that she has also received request for documents not required by the Committee such as PPLX files, 3 pictures of each pole, and their strand map. Mr. Carrion inquired if there was a process to manage the situation. He continued, stating the member requesting the additional information is holding up work. Ms. Ortiz stated that she now attaches the additional information whenever submitting a new JPA, to prevent the member from extending any timelines. Mr. Carrion inquired what measure could be taken against a member whom is enforcing rules not agreed on by the committee. Mr. Brown stated any arbitration hearing would not be binding as it is currently written in the Routine Handbook. Mr. Hernandez stated that there is no timeframe for a response to an advanced JPA if requested by a member. She continued, stating that CES tries to respond within the same week to allow members to proceed with initiating a preliminary JPA. Mr. Brown inquired if an Advanced JPA was approved would that also suggest that the preliminary JPA would be approved. Ms. Hernandez stated the preliminary JPA would need to reflect a new Date Sent date and be identical to the Advanced JPA to also be approved. She continued, stating if any information changed on the preliminary JPA the member involved would need to communicate with each other to rectify the issue. Ms. Hernandez stated members have requested an Advanced JPA but a response is not received for 40-50 days. She continued, suggesting the members create verbiage for the Routine Handbook outlining the timeframes for allowed response time to Advanced JPAs. Ms. Hernandez suggested the allotted time for response be 2 weeks similar to the timeframe of a Form 7. Mr. Carrion explained that members who are requesting an advanced JPA along with the 45 day timeframe required for a preliminary JPA gives that requesting member additional time which is holding up work. Mr. Brown stated that work can begin after the 45th day if no Form 7 was initiated. After discussions, the members agreed that they all signed the Committee agreement to follow the Routine and all information requested outside of the requirements of the Routine Handbook would need to be approved by the members. The members also agreed to discuss this issue further at the Administrative Board meeting.

Agenda Item 3 – Item 1597: Review of Routine Handbook Examples (5/19/2015) - Ms. Ortiz reopened the discussion on Example 30. Ms. Ortiz did not get a chance to review Example 30 and stated it will be tabled for next month's Routine Revision meeting to discuss removal and incorporating it to Example 8.

Agenda Item 4 - Item 1609: JP Form and Timelines - Ms. Ortiz reopened discussion on the Joint Pole forms and timelines by reminding the

members the Committee was waiting on the status of member to start using NJUNS. The members agreed to table discussion of this item for the next Routine Revision meeting.

Agenda Item 5 - Item 1620: Failure to Complete Pole Removal – Which is in conjunction to Item 1609, is on hold. The members agreed to table discussion of this item for the next Routine Revision Meeting.

Agenda Item 6 - Item 1626: Electronic Delivery of Forms – Ms. Ortiz opened this discussion regarding setting up emails for all the members to send Preliminary Form 2 forms. Ms. Pranata stated she has received some replies with members providing email address and some members provide NJUNS codes. She continued stating some members replied with concerns. Ms. Pranata stated she received emails inquiring of the electronic delivery process. She continued, stating some members preferred hard copies even though they were willing to provide and email address. Ms. Ortiz suggested members that want to continue to receive hard copies should not provide an email address. Ms. DeBarge inquired if there was a way to require members to accept electronic delivery form, citing sending hard copies allow for the chance for lost documents. She continued, stating Edison is dealing with members stating they never received JPAs and are now requesting the use of 7.13. Ms. DeBarge stated electronic delivery of forms would drastically reduce this issue due to the fact that member would be able to track delivery dates. After discussion, the members agreed to discuss and clarify this item further at the Administrative Board meeting. This item will be tabled for discussion at the next Routine Revision Meeting.

Agenda Item 7 - Item 1627: Antenna Owner purchasing 2' Antenna Clearance space – Ms. Ortiz started the discussion stating they needed to review Section 4.0 to add verbiage for members proposing to purchase above an existing antenna. Ms. Ortiz was unable to complete the verbiage revision. This item will be tabled for discussion at the next Routine Revision Meeting.

Agenda Item 8 – Item 1631: Customer Billing Section 7.10, 5.10, & XX.10 (2/14/17) – Ms. Ortiz opened this discussion about customer billing. Ms. Pranata stated these items were on the Consent calendar for the Administrative Board meeting. This item will be tabled for the next Routine Revision meeting.

Agenda Item 9 – Item 1632: Adding Member to JPA via a Form 7 (4/19/17) – Ms. Ortiz opened the discussion on adding a member to JPA via Form 7. Ms. Hernandez believed the members agreed that a members could be added to a JPA via a Form 7 if the Form 7 stated a revised JPA is attached and has be sent to all members. She continued, stating the date sent would need to reflect the revised date for the added member. Ms. Hernandez stated the members discussed revising section 18.1(B) to create verbiage regarding the

Form 7. Ms. DeBarge suggested sending an “RO1” with the dates crossed out when making any revisions such as adding a member. She continued, stating the Committee staff would process the “RO1” as the original JPA number. Ms. DeBarge believed that members processing revisions with an “RO1” would reduce the need to recreate an entire JPA with the required revision. Mr. Carrion stated that Crown Castle interpreted the “RO1” JPA as a request to issue a revision. After discussion, the member agreed that a Form 7 was not required with the use of “RO1” and a new date. The member also agreed to note what changes are being made and that the 45 day timeframe resets for a new member with the understanding that construction may have begun. Ms. DeBarge volunteered to revise the verbiage for sections 18.1(B&C). Ms. Ortiz made a motion to table this item for the next month’s Routine Revision Meeting.

Agenda Item 10 - Miscellaneous Items -

- Mr. Carrion stated that section 16.3 still shows “H” as an acceptable voltage. He continued, stating he believed that the members agreed that “H” was no longer acceptable. Ms. Hernandez stated that the members could still use “L” for circuits under 5kv. After discussion, the members agreed to revise section 16.3 to remove “H” as an acceptable KV (see attached). The members agreed to discuss this issue further at the Administrative Board meeting.
- Ms. Nix stated Edison is cleaning up their database and inquired if there were any rules as what to put on the Form 2 in the community area of a pole in a large city or an unincorporated county. Mr. Wayne Brown stated that Edison would make their best effort to list the city the pole was in but some of the records show the community as L.A. County. Ms. Nix stated that it was her worry that JPAs would be returned due to incorrect communities. After discussion, members agreed that JPAs should not be returned for this reason. Members are to provide the city where the poles are located even if it changes from page to page of the Form 2.

Agenda Item 11 - Review of Action items/JPA Alerts:

- Discuss members with requirements outside of the Routine Handbook at the Administrative Board meeting
- Ms. Ortiz to work on Example 8
- Ms. Ortiz to work on the verbiage revision for section 4
- Ms. DeBarge to work on verbiage for adding a member to a JPA, section 18.1(C) & (B)
- Discuss revision to section 16.3 at the Administrative Board meeting

The Meeting adjourned at 11:55 a.m. until July 18, 2017.

Routine Revision – June 20, 2017

Ryan Jones, Committee Staff

Forms	Current time frames	Proposed	Comments	Change?
Form 48 (notify member to facilitate transfer)	60 days construction	180 days by AT&T		Yes 01/17/2017

PRELIMINARY JOINT POLE AUTHORIZATION
CORRECTION OF RECORDS--ORIGINAL JPA NOT AVAILABLE
EXAMPLE 30

- (1) Date Prepared, Date Sent, and B/S date shown on the JPC pole record in parenthesis, current date sent above the B/S date
- (2) Joint Pole Authorization Number. The Joint Pole Authorization number shall begin with the current member's code and end with COR indicator.
- (3) Header information
- (4) Use Section 13.1; show original JPA number & Bill of Sale date of JPA to be corrected.
- (5) Show information SHOWN AS (S/A) on original JPA that was final billed.
- (6) Show information as it SHOUL BE (S/B) billed.
- (7) Provide reason for correction
- (8) Community
- (9) Records Only – No Form 48 will be required.

AUTHORIZATION FOR JOINT POLE TRANSACTION

PAGE NO. 1 OF

This authorization is in accordance with Joint Pole Agreement and Routine. The undersigned have agreed on joint work as specified heron.

Date Prepared 4-1-16 (9/1995)

1

Date Sent 4-1-16 (9/1995)

Confirming Agreement

In Field

By Telephone

Est.Const. Start _____ No. of Pages 1

J.P. Auth.No. E60XX-XXXXXXXXCOR

2

UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE	APPROVED	TAXING INSTRUCTIONS	ACCOUNTING DATA
E	JESSE BAILEY	KERNVILLE	APRIL DEBARGE	WOFFORD HEIGHTS	700215
FTR					

3

POLE NO.	Pole Length Anchor Size	Year Set	Record				Proposed				Item No.	LOCATION AND NATURE OF WORK If not in accordance with Joint Pole agreement and routine reasons.	
			Pole Treat Class Anchor Direct.	H E	CTC		16kV E	FTR					
												COR 13.1 E603505178 B/S 09/1995	1
S/A													2
33936CIT	45	64	FT	FT	24			PTD				COLUMSUB AV S/S 165' E/O KELLEN WAY	3
													4
4295075E	50	95	FT					43-13 21-3	24-3			S/S COLUMBUS AV 20' E/O KELLEN WAY	5
													6
S/B													7
33936CIT	45	64	FT		24-3			39-9 21-3	24-3			COLUMBUS AV S/S 165' E/O KELLEN WAY	8
													9
												REVERSE; REPLACEMENT DID NOT OCCUR	10
												IN 1995. DELETE POLE 4295975E.	11
												ORIGINAL JPA NOT AVAILABLE.	12
													13

4

5

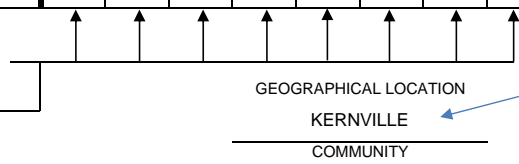
6

7

POLE LEGEND:
 P = PULL
 PB = PULL BUTT
 T = TRANSPORT
 S = SALVAGE
 D = DISPOSE
 TN = TENANT

ANCHOR LEGEND:
 AR = ANCHOR REMOVED
 AT = ANCHOR TRANSFERRED

Show Quantity of Items to be billed in the Column of Party to be Paid.



8

9

FORM 48 NO F48 REQUIRED

1.0 PROCEDURE STATEMENT

The purpose of this procedure is to capture the process that all members of the Southern California Joint Pole Committee (SCJPC) will adhere to upon receiving a Form 48 notifying work has been completed.

2.0 ROLES AND RESPONSIBILITIES

2.1 All members of the SCJPC

3.0 PROCEDURE DETAIL

- 3.1 Upon completion of work by the initiating member, the initiating party shall have 60 days to notify all joint owners of work completion via Form 48 (or NJUNS).
- 3.2 Party responsible to Pull Transport and Dispose (PTD) shall have 180 days to remove pole.
 - 3.2.1 All members shall have 45 days to review and/or dispute the Form 48.
 - 3.2.2 Any member required to transfer prior to the pole being removed, must transfer and issue Form 48 to all parties within 60 days.
 - 3.2.3 Member responsible for the PTD must remove pole within 180 days of receiving Form 48 and must issue a Form 48 notifying all joint owners of work completion.

 *Process Ends*

- 3.3 Members failing to adhere to the 180 day process.
 - 3.3.1 Maybe subject to penalties
 - 3.3.2 Penalty to include actual cost for base owner to return to field to remove the buddy pole.
 - 3.3.3 Responsible party to PTD will be responsible for any fines/fees imposed by City or County agencies.

 *Process Ends*

3.4 Exceptions:

- 3.4.1 Priority 1 poles should be removed within 60 days of receiving Form 48.
- 3.4.2 High Fire, high wind poles should be removed within 120 days of receiving Form 48.
- 3.4.3 Penalty: Responsible party shall receive 10 days to remediate once penalty phase is imposed.
- 3.4.4 Form 48 maybe replaced by NJUNS, which case the above procedure detail will remain the same.

 *Process Ends*

3.15 Notice of Intention to Place Wireless Antenna

(For space allocation, this section must be shown on the Final JPA)

Members proposing the installation of antennas shall prepare and submit to all owners on record, a Preliminary JPA (Form 2-1) notifying the members of their intention to construct. (See example 11 in Section 18).

Note: General Order 95, Rule 94 requires an additional 2' Antenna Safety Clearance Zone, which must be purchased by the antenna owner. ~~Refer to Section 16.1, Chart 16.1B. Owner of the antenna may purchase 1' or 2' of the Antenna Safety Clearance Zone. See section 4.3.~~ (Revised January-April 2010-2017)

4.3 Purchase of Interest in Safety Clearance Zone

~~A. Purchase or sale of the right to use space within the Electrical Safety Clearance Zone:~~

Any Member planning to construct on a jointly owned pole where space is limited and all owners approve may purchase into the Electrical Safety Clearance Zone in accordance with General Order 95. The purchase or sale of the right to use this space shall be initiated on a Joint Pole Authorization and construction shall begin within the time limits prescribed in Section 18.1D. The constructing Member may purchase in one foot increments to a maximum of two feet and must attach at the grade requested (see Section 16.0). Guard arms must be installed by the purchasing Member in the manner prescribed by General Order 95. (Revised January 2010)

~~B. Purchase of the right to use space within the Antenna Safety Clearance Zone:~~

~~The antenna owner may construct into the Antenna Safety Clearance Zone in accordance with General Order 95, Rule 94. The purchase of the right to use this space shall be initiated on a Joint Pole Authorization and construction shall begin within the time limits prescribed in Section 18.1D. The constructing Member may purchase in one foot increments to a maximum of two feet (see Section 16.0).~~

~~Note: General Order 95, Rule 94 requires an additional 2' Antenna Safety Clearance Zone. Refer to Section 16.1, Chart 16.1B. (Revised January 2010) Delete "B"~~

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7.15 Replacement of Pole with Wireless Antenna.

Member propose the replacement of poles supporting antennas shall prepare and submit to all owners on record, a Preliminary JPA (Form 2-1) notifying the members of their intention to construct.

Note: General Order 95, Rule 94 requires an additional 2' Antenna Safety Clearance Zone, which must be purchased by the antenna owner. ~~Refer to Section 16.1, Chart 161B. Owner of the antenna may purchase 1' or 2' of the Antenna Safety Clearance Zone. See section 4.3~~

Note: 7.15 is not a stand-alone section, must be used in conjunction with section identifying reason for replacement. (~~Added January 2016~~Revised April 2017)

~~16.1-B Grade with Antenna (other than pole top)~~DELETE SEC 16.1-B “Unused”

~~Grade is measured from the ground line to the attachment in question. The average grade of the top position on a pole and other pertinent attachment information shall be assumed to be as follows (the top conductor is not necessarily at the same height):~~

Pole Ht	Top Grd	Ft in Grnd	Supp Struc	Safe Clear	Safe Clear	Common Area	Use Ft
Antennas							
30'	25'	5'	16'	4'	2'	27'	3'
35'	30'	5'	18' *	6'	2'	31'	4'
40'	34'	6'	18'	6'	2'	32'	8'
45'	39'	6'	18'	6'	2'	32'	13'
50'	43'	7'	18'	6'	2'	33'	17'
55'	48'	7'	18'	6'	2'	33'	22'
60'	52'	8'	18'	6'	2'	34'	26'
65'	57'	8'	18'	6'	2'	34'	31'
70'	61'	9'	18'	6'	2'	35'	35'
75'	66'	9'	18'	6'	2'	35'	40'
80'	70'	10'	18'	6'	2'	36'	44'
85'	75'	10'	18'	6'	2'	36'	49'
90'	79'	11'	18'	6'	2'	37'	53'
95'	84'	11'	18'	6'	2'	37'	58'
100'	89'	11'	18'	6'	2'	37'	63'

~~*Per Clearance Requirements (Revised January 2012)~~

~~The above numbers are to be used as a guideline, but are subject to change based upon actual field conditions. See the exhibit regarding how cost allocation is affected by changes in shared space. (Revised January 2010).~~

Angela Pranata

From: April DeBarge <April.DeBarge@sce.com>
Sent: Monday, May 15, 2017 8:28 AM
To: laptop01@scjpc.net
Cc: Gerald Brown; Jessica Pearson
Subject: RE: adding member to JPA via F7
Attachments: Add member to JPA.XLSX

Here is another sample note we should add to the example. The majority of members added to the JPA are discovered at the signed copy level. I don't have a sample of that yet to share with the members.

	5		
	6		
	7		
U TO ASSUME U3PTD AND TRANSFER COSTS	8		
	9		
U3 UNAUTHORIZED - WILL PAY ALL TRANSFER AND P U COSTS	10		
	11		
	12		

april
Be Safe Always...

From: April DeBarge
Sent: Saturday, May 13, 2017 10:12 AM
To: 'laptop01@scjpc.net' <laptop01@scjpc.net>
Subject: FW: adding member to JPA via F7

Opsie – my laptop email address was incorrect.

april
Be Safe Always...

From: April DeBarge
Sent: Saturday, May 13, 2017 10:10 AM
To: 'laptop@scjpc.net' <laptop@scjpc.net>
Cc: Gerald Brown <Gerald.Brown@sce.com>; Jessica Pearson (Jessica.Pearson@sce.com) <Jessica.Pearson@sce.com>; Angela Pranata (angela@scjpc.net) <angela@scjpc.net>
Subject: adding member to JPA via F7

I haven't had a chance to delve off into the routine handbook verbiage, but thought we might want to take a look at what this would look like. It will be noted and stressed to all members that preliminary research is adequate so that members who are on the pole card are not carelessly overlooked.

Below (attached) is a JPA involving a replacement, but we would want to chat about purchase of interest also. Generally, purchase of interest JPAs don't bill within 45 days, so the same concept of "resent to include U3" could be used. **Jessica** – do you have a section 4 sample of a member being added?

- In the scenario below, it was discovered by U1 at the time of sending the F48 that U3 is now a joint owner; U3 JPA appears to have perhaps billed out of sequence.
- Instead of creating a revision, the 45 days is allotted for U3 and though U3 was not joint owner the date U1 JPA was prepared or originally sent, the rules of 7.13 will apply to that member only, meaning that U1 will assume all of U3's PTD and transfer costs, unless it can be proved the replacement did *not* take place prior to U3 being notified.

FINAL AUTHORIZATION FOR JOINT POLE TRANSACTION

BILL NO. _____

PAGE NO. **1 OF 1** This authorization is in accordance with Joint Pole Agreement and Routine. The undersigned have agreed on joint work as specified herein.

Date Prepared **1/8/2012** Resent to include U3 2/28/17 In Field By Telephone

Date Sent **1/18/2012** Confirming Agreement **1/11/2012** Date Completed _____ No. of Pages **1 OF 1** J.P. Auth. No. **E6059-4041874**

UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE	APPROVED	TAKING INSTRUCTIONS	ACCOUNTING DATA
U1	R BOULEY	VALENCIA	R BOULEY	VALENCIA	TD567101 700221
U2	S CAMPBELL	VALENCIA	MCDONALD	SANTA CLARITA	732-3P012JP-011
U3					

2	POLE NO.	Pole Break Hooker Ser	Year Set	Pole Class Hooker Descri.	Record			Proposed			Item No.	LOCATION AND NATURE OF WORK If not in accordance with Joint Pole agreement and routine.
					16KV U1	16KV U2	16KV U3	16KV U1	16KV U2	16KV U3		
	1059360E	50	55	FT 4 40-10	24-6 T24	24-1				PTD		E TO REPLACE PER SEC 7.11
	1059360E	55	12	FT H1						48-17 24-6	25-1	JESSIE ST E/S 489' S/O 3RD ST EXTD

U1 TO ASSUME U3 PTD AND TRANSFER COSTS

POLE LEGEND: L - LOWERTOP
P - PULL
PB - PULL BUTT
T - TRANSPORT
S - SALVAGE
C - CARRIER

ANCHOR LEGEND: L - LOWER TOP
C(X) - FOOTAGE CUT
SCZ - SAFETY CLEARANCE ZONE

Show Quantity of Items to be billed in the Column of _____

GEOGRAPHICAL LOCATION
SAN FERNANDO

FORM 48 2/28/2017

PAGE 1

Pole Number: 1059360E

Location: JESSIE ST E/S 490' S/O 3RD ST EXT

Latitude: - Class:

Longitude: -

Pole Height: 50 Top: 0.0

Year Set: 1955 Treatment: FT

City: SAN FERNANDO Code: -

Repl Pole #:

Removal/Relinquishment:

Member to remove pole or member relinquished:

Company	ANT	Grade & Space	Additional Info
E	-	16K 43-13	
FTR	-	24-6 T24	
HLA	-	24-1	

JPA Number: H735361607

Bill of Sale:

Pole BOS: Pole: 1059360E - 8/58: E BILL GT \$44 PLUS \$1.76 TAX: CNT12218
 9/13: E BILL H \$43; V2 BILL H \$47:

april
 Be Safe Always...

BILL NO.

FINAL AUTHORIZATION FOR JOINT POLE TRANSACTION

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

PAGE NO. **1 OF 1** This authorization is in accordance with Joint Pole Agreement and Routine. The undersigned have agreed on joint work as specified heron.

Date Prepared **1/6/2012** Resent to include U3 2/28/17 In Field By Telephone

Date Sent **1/18/2012** Confirming Agreement **1/11/2012**

Date Completed No. of Pages **1 OF 1** J.P. Auth. No. **EXXX-XXXXXXXXXX**

SCE USE ONLY		
BC	AMT	SO

COSTS and BILLING DATA

- BILLING CODES
1. PLACED CURRENT YEAR
 2. PLACED PRIOR YEAR
 3. UNAUTHORIZED ATTACHMENT
 4. SALVAGE VALUE
 5. AUTHORIZED COSTS

UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE	APPROVED	TAXING INSTRUCTIONS	ACCOUNTING DATA
U1	R BOULEY	VALENCIA	R BOULEY	VALENCIA	TD567101 700221
U2	S CAMPBELL	VALENCIA	MCDONALD	SANTA CLARITA	732-9P012JP-011
U3					

BILL NO.

2 POLE NO.	Pole Length	Year Set	Pole Treat Class	Record								Proposed								Item No.	LOCATION AND NATURE OF WORK <small>If not in accordance with Joint Pole agreement and routine-state reasons.</small>	BILL CODE	AMOUNT DUE		ACCOUNTING DIRECTIONS:
				16KV U1	U2	U3																	UTILITY	UTILITY	
																							TOTAL AMT	TOTAL AMT	
1059360E	50	55	FT 4	43-13	24-6 T24	24-1				16KV U1	U2	U3							1	E TO REPLACE PER SEC 7.11					
																			2	JESSIE ST E/S 490' S/O 3RD ST EXT					
																			3						
1059360E	55	12	FT H1							48-17	24-6	25-1							4	JESSIE ST E/S 489' S/O 3RD ST EXT					
																			5						
																			6						
																			7						
																			8						
																			9						
																			10						
																			11						
																			12						
																			13						

POLE LEGEND:
P = PULL
PB = PULL BUTT
T = TRANSPORT
S = SALVAGE
D = DISPOSE
TN = TENANT

L = LOWER TOP
C(XX) = FOOTAGE CUT
SCZ = SAFETY CLEARANCE ZONE

ANCHOR LEGEND:
AR = ANCHOR REMOVED
AT = ANCHOR TRANSFERRED

Show Quantity of Items to be billed in the Column of Party to be Paid.

GEOGRAPHICAL LOCATION
SAN FERNANDO
COMMUNITY

FORM 48 2/28/2017
4/14/2017

PAGE TOTAL

RAD

PRELIMINARY JPA REVIEWED BY:
SHARONDA DONOVAN

3.10 Placement of Pole for Private party or Governmental Agency under Notice of Intention.

In general, any private party or governmental agency causing a pole to be installed shall pay all expense in connection therewith. However, certain conditions require special consideration, and no commitment shall be made by any member until all incumbent utilities have mutually agreed as to the conditions applicable.

If construction is started without notification, the Member initiating the work will be responsible for all construction costs incurred by other incumbent Members. When all Members have agreed as to the basis of settlement and have received authority from such private party or governmental agency to proceed with the work, one of the Members shall install the pole and sell interest in the new pole to each Member concerned. Each Member shall attach it facilities, and upon completion of the work, each Member, as it may have elected to charge for cost of its work, shall bill the said party for its share of the cost of installation. (Revised January 2007).

Initiating member to specify and define charges customer paid. Individual utility is responsible for recouping costs. If the customer is billed the full cost of the pole, then the other member(s) should not be billed for the purchase of interest.

5/17/2017

5.10 Removal of Pole For Private Party or Governmental Agency

In general, any private party or governmental agency causing a pole to be removed shall pay all expense in connection therewith. However, certain conditions require special consideration, and no commitment shall be made by a joint owner upon any request from a private party or governmental agency for removal of a pole until all joint owners have mutually agreed as to the conditions applicable. Otherwise, for construction started without notification, the Member performing the work will be responsible for all construction costs incurred by other joint owners.

When all owners have agreed as to basis of settlement and have received authority from such private party or governmental agency to proceed with the work, one of the owners shall remove the pole. Each Member shall receive salvage and pay pulling and transportation. Upon completion of the work, each Member, as it may have elected to charge for cost of its work, shall bill the said party for its share of the net cost of removal.

Initiating member to specify and define charges customer paid. Individual utility is responsible for recouping costs. If the customer is billed the full cost of removal then the other member(s) should not be billed for removal (pulling routine). 05/17/2017

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7.10 Replacement of Pole for Private Party or Governmental Agency

In general, any private party or governmental agency causing a pole to be replaced shall pay all expenses in connection therewith. However, certain conditions require special consideration, and no commitment shall be made by a joint owner upon any request from a private party or governmental agency for replacement of a pole until all joint owners have mutually agreed as to the conditions applicable. Otherwise, for construction started without notification, the Member initiating the work will be responsible for all construction costs incurred by other joint owners.

When all owners have agreed as to the basis of settlement and have received authority from such private party or governmental agency to proceed with the work, one of the owners shall replace the pole and sell interest in the new pole to each Member concerned. Each Member shall receive salvage, if applicable, and pay pulling and transportation. Each Member shall transfer its facilities, and upon completion of the work, each Member, as it may have elected to charge for cost of its work, shall bill the said party for its share of the net cost of replacement.

Initiating member to specify and define charges customer paid. Individual utility is responsible for recouping costs. If the customer is billed the full cost of the pole, then the other member(s) should not be billed for the purchase of interest. 5/17/2017

12.10 Removal or Replacement of Anchor and Appurtenances for Private Party or Governmental Agency

In general, any private party or governmental agency causing anchor and appurtenances to be removed or replaced shall pay all expense in connection therewith. However, certain conditions require special consideration, and no commitment shall be made by a joint owner upon any request from a private party or governmental agency for modification of anchor construction until all joint owners have mutually agreed as to the conditions applicable. Otherwise, for construction started without notification, the Member performing the work will be responsible for all construction costs incurred by other joint owners. When all owners have agreed as to basis of settlement and have received authority from such private party or governmental agency to proceed with the work, one of the owners, preferably the original owner, shall remove or replace the anchor and appurtenances and sell interest in new facilities to each Member concerned. Each Member shall transfer its guy or other equipment and upon completion of the work, each Member, as it may have elected to charge for cost of its work, shall bill the said party for its share of the net cost of construction.

Initiating member to specify and define charges customer paid. Individual utility is responsible for recouping costs. If the customer is billed the full cost of anchor, then the other member(s) should not be billed for the purchase of interest.

5/17/2017

18.1-C Changes After Approval

Any changes desired after the Form 2 Preliminary Joint Pole Authorization approval shall be made by means of one of the following:

A) Form 7 (refer to Sec 18.4 and Example 4) may be used for the following:

- Correct Joint Pole Authorization number
- Correct or add Accounting Data
- Correct pole number
- Delete pole(s)
- Correct Pole length
- Correct Year set
- Correct Pole treatment (~~except a change from wood to alternative pole type, refer to Section 15.7~~)
- Circuit correction
- Correct grade and space
- Correct, add or delete authorized costs
- Correct, add or delete Section number
- Change pulling routine
- Delete owner
- Correct pole location and/or community
- Correct, add or delete tenant
- Correct, add or delete anchors, guys or arms
- Correct pole class
- Change from wood to alternative pole type (refer to Section 15.7)
- [05/16/2017](#)

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B) A revised Form 2 shall be used for the following:

- Add owner(s)
- Add pole(s)
- Change from wood to engineered steel pole type (refer to Section 15.7)
- Change in scope of work (i.e. changes causing receiving member to reengineer and/or refield.

Same Joint Pole Authorization number may be used with a revision identifier (i.e. JPA12345 Rev 1, JPA12345 RO1, JPA12345 Rev) and new date sent or the JPA may be canceled with a Form 7 and a new JPA issued.

C) Form 2 Supplement for information or transactions omitted from the original FINAL Joint Pole Authorization. Same Joint Pole Authorization number should be used with a supplement identifier (i.e. **JPA12345SUP1**, **JPA12345S01**, **JPA12345SUPPL**) JPC office will convert to SUP.

Form 48 can be used to make changes to the JPA per Section 18.7. (Revised January 2017)

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
279 E. Arrow Hwy., Suite 104
San Dimas, CA 91773
Phone (909) 599-3801

July 18th, 2017

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

Ms. Maria Ortiz – XO Communications
Ms. Jessica Nix – Southern California Edison
Ms. April DeBarge – Southern California Edison
Mr. Wayne Brown – Southern California Edison
Mr. Steve Brown – City of Los Angeles – DWP
Mr. Jeffery Williams – City of Los Angeles – DWP
Ms. Lupe Hernandez – Teleport Communications America, LLC
Mr. William Kearns – Frontier Communications
Ms. Megan Stewart – Frontier Communications
Mr. Josh Mathisen – AT&T California
Ms. Manijeh Carmichael – AT&T California
Ms. Shawn Henderson – T-Mobile USA
Ms. Wendy Mueller – Extenet Systems
Mr. Dustin Carver – CHC Consulting (Extenet Systems)
Ms. Angela Pranata – Committee Staff
Ms. Kathleen Allen – Committee Staff
Mr. Ryan Jones – Committee Staff

Those attending via teleconference were:

Ms. Lynn Prescott – Verizon Wireless
Ms. Yvonne Johnson – AT&T Mobility

Ms. Ortiz called the meeting to order at 9:00 a.m.

Agenda Item 1 – Review of prior month’s minutes: Ms. Ortiz opened the meeting by inquiring if there were any questions or concerns regarding the previous meetings minutes. There were no comments or concerns from any members.

Agenda Item 2 – Interpretation of Routine Handbook – Ms. Ortiz opened the discussion on the status of foreign JPA Preliminary list. She continued, by inquiring if there were any updates in the status of the JPA Preliminary list. There were none.

Agenda Item 3 – Item 1597: Review of Routine Handbook Examples (5/19/2015) - Ms. Ortiz reopened the discussion on Example 30. Ms. Ortiz did not get a chance to review Example 30 and requested that the members work incorporating Example 8 into Example 30 together (see attached). Verbiage was added to the example that referenced the absence of the original final. The members agreed to discuss the changes to Example 8 at the Administrative Board meeting.

Agenda Item 4 - Item 1609: JP Form and Timelines - Ms. Ortiz reopened discussion on the Joint Pole forms and timelines by reminding the members the Committee was waiting on the status of member to start using NJUNS. The members agreed to table discussion of this item for the next Routine Revision meeting.

Agenda Item 5 - Item 1620: Failure to Complete Pole Removal – Which is in conjunction to Item 1609, is on hold. The members agreed to table discussion of this item for the next Routine Revision Meeting.

Agenda Item 6 - Item 1626: Electronic Delivery of Forms – Ms. Ortiz opened this discussion regarding setting up emails for all the members to send Preliminary Form 2 forms. Ms. Pranata reported that she had not received any more email addresses from members for the electronic delivery of forms. She continued, stating that she would add the members who submitted addresses to the Membership information document. Ms. Pranata inquired if a note should be added indicating that electronic submission is a member's preferred method when submitting and receiving JP Forms. Ms. DeBarge inquired if a member could receive electronic file while sending hard copies. She continued, suggesting that members should either commit to sending and receiving files electronically only or sending and receiving hard copies only. Mr. Wayne Brown cited a situation where Frontier did not want to send or receive electronic forms but yet a group is responding electronically. Ms. Stewart stated Frontier is willing to provide an email address for the electronic delivery of JP forms provided there can be some flexibility within the process. She continued, stating Frontier would need time to set up a process to make sure the email address provided would be monitored. After discussion, the members agreed that there could be some flexibility with sending and receiving both hard and electronic JP Forms with the eventual goal of becoming fully electronic. This item will be tabled for discussion at the next Routine Revision Meeting.

Agenda Item 7 - Item 1627: Antenna Owner purchasing 2' Antenna Clearance space – Ms. Ortiz started the discussion stating they needed to review Section 4.0 to add verbiage for members proposing to purchase above an existing antenna. Ms. Ortiz was unable to complete the verbiage revision and requested that the members work on the verbiage together. After discussion, the member

made revisions and agreed to discuss the proposed verbiage for sections 4.3 and 4.0 further at the Administrative Board meeting (see attached). This item will be tabled for discussion at the next Routine Revision Meeting.

Agenda Item 8 – Item 1632: Adding Member to JPA via a Form 7 (4/19/17) – Ms. Ortiz opened the discussion on adding a member to JPA via Form 7. Ms. Ortiz made a motion to table this item for the next month’s Routine Revision Meeting.

Agenda Item 9 – Item 1637: Form 2 – Add contact information (6/21/2017) – Ms. Ortiz opened the discussion on the addition of contact information to the Form 2. Ms. Ortiz reminded members this was an effort to add a location for contact phone numbers or email addresses on the Form 2. The members discussed the removal of the taxing instructions column from the Form 2 (see attached). Mr. Wayne Brown stated he would need to check internally to see if the taxing instructions column was being used by Edison. After discussion, the members agreed to add this item to the Discussion Calendar for the Administrative Board meeting. The members also agreed to table further discussion until Edison can internally verify the use other the taxing instructions column.

Mr. Williams inquired if the Committee had a Preliminary JPA with enough room for 8 members available. He continued stating LADWP created their own version (see attached). The members agreed to discuss adding an updated version of the Preliminary JPA to the Committee website at the Administrative Board meeting.

Agenda Item 10 - Miscellaneous Items -

- Ms. Mueller requested that members please verify that correspondence to JPAs are going back to the proper point of contact for Extenet. She continued, stating that correspondence should go back to the member and not the vendor. Ms. Ortiz stated she would remind members not to send correspondence to the vendors at the Administrative Board meeting.
- Ms. Pranata inquired if the members were ready to include the revisions to sections 3.15, 4.3, 7.15 and 16.1B in the Discussion Calendar for the Administrative Board meeting. The members agreed to add the revised sections to the Discussion Calendar for the Administrative Board meeting.
- Mr. Brown stated that due to personnel issues multiple JPAs did not go out within the 45 day timeframe. He continued, stating the locations on the JPAs do not match their database records. Mr. Brown inquired if a new Form 2 is required to correct the locations. After discussion, the members agreed that a new Form 2 is required using section 13.3.

Agenda Item 11 - Review of Action items/JPA Alerts:

- Discuss revisions to Example 8 at Administrative Board meeting
- Discuss revisions to sections 4.3 & 4.0 at Administrative Board meeting
- Ms. Ortiz to remind members to send correspondence to the members and not the vendor
- Ms. DeBarge to work on verbiage for adding a member via a Form 7
- Discuss revised Form 2 and query the members need for the “taxing instructions” column
- Ms. Stewart to provide email address for submission of electronic JP Forms

The Meeting adjourned at 10:15 a.m. until August 15, 2017.

Ryan Jones, Committee Staff

Forms	Current time frames	Proposed	Comments	Change?
Form 48 (notify member to facilitate transfer)	60 days construction	180 days by AT&T		Yes 01/17/2017

PRELIMINARY JOINT POLE AUTHORIZATION
CORRECTION OF RECORDS--ORIGINAL JPA NOT AVAILABLE
EXAMPLE 30

- (1) Date Prepared, Date Sent, and B/S date shown on the JPC pole record in parenthesis, current date sent above the B/S date
- (2) Joint Pole Authorization Number. The Joint Pole Authorization number shall begin with the current member's code and end with COR indicator.
- (3) Header information
- (4) Use Section 13.1; show original JPA number & Bill of Sale date of JPA to be corrected.
- (5) Show information SHOWN AS (S/A) on original JPA that was final billed.
- (6) Show information as it SHOULE BE (S/B) billed.
- (7) Provide reason for correction
- (8) Community
- (9) Records Only – No Form 48 will be required.

AUTHORIZATION FOR JOINT POLE TRANSACTION

PAGE NO. 1 OF

This authorization is in accordance with Joint Pole Agreement and Routine. The undersigned have agreed on joint work as specified heron.

Date Prepared 4-1-16 (9/1995)

1

Date Sent 4-1-16 (9/1995)

Confirming Agreement

In Field

By Telephone

Est.Const. Start _____ No. of Pages 1

J.P. Auth.No. E60XX-XXXXXXXXXCOR

2

UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE	APPROVED	TAXING INSTRUCTIONS	ACCOUNTING DATA
E	JESSE BAILEY	KERNVILLE	APRIL DEBARGE	WOFFORD HEIGHTS	700215
FTR					

3

POLE NO.	Pole Length Anchor Size	Year Set	Record				Proposed				Item No.	LOCATION AND NATURE OF WORK If not in accordance with Joint Pole agreement and routine reasons.	
			Pole Treat Class Anchor Direct.	H E	CTC		16kV E	FTR					
S/A												COR 13.1 E603505178 B/S 09/1995	1
33936CIT	45	64	FT	FT	24							COLUMSUB AV S/S 165' E/O KELLEN WAY	2
4295075E	50	95	FT					43-13 21-3	24-3			S/S COLUMBUS AV 20' E/O KELLEN WAY	3
													4
S/B													5
33936CIT	45	64	FT		24-3			39-9 21-3	24-3			COLUMBUS AV S/S 165' E/O KELLEN WAY	6
													7
												REVERSE; REPLACEMENT DID NOT OCCUR	8
												IN 1995. DELETE POLE 4295975E.	9
												ORIGINAL JPA NOT AVAILABLE.	10
													11
													12
													13

4

5

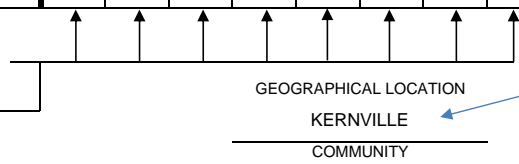
6

7

POLE LEGEND:
 P = PULL
 PB = PULL BUTT
 T = TRANSPORT
 S = SALVAGE
 D = DISPOSE
 TN = TENANT

ANCHOR LEGEND:
 AR = ANCHOR REMOVED
 AT = ANCHOR TRANSFERRED

Show Quantity of Items to be billed in the Column of Party to be Paid.



8

9

FORM 48 NO F48 REQUIRED

1.0 PROCEDURE STATEMENT

The purpose of this procedure is to capture the process that all members of the Southern California Joint Pole Committee (SCJPC) will adhere to upon receiving a Form 48 notifying work has been completed.

2.0 ROLES AND RESPONSIBILITIES

2.1 All members of the SCJPC

3.0 PROCEDURE DETAIL

- 3.1 Upon completion of work by the initiating member, the initiating party shall have 60 days to notify all joint owners of work completion via Form 48 (or NJUNS).
- 3.2 Party responsible to Pull Transport and Dispose (PTD) shall have 180 days to remove pole.
 - 3.2.1 All members shall have 45 days to review and/or dispute the Form 48.
 - 3.2.2 Any member required to transfer prior to the pole being removed, must transfer and issue Form 48 to all parties within 60 days.
 - 3.2.3 Member responsible for the PTD must remove pole within 180 days of receiving Form 48 and must issue a Form 48 notifying all joint owners of work completion.

 *Process Ends*

- 3.3 Members failing to adhere to the 180 day process.
 - 3.3.1 Maybe subject to penalties
 - 3.3.2 Penalty to include actual cost for base owner to return to field to remove the buddy pole.
 - 3.3.3 Responsible party to PTD will be responsible for any fines/fees imposed by City or County agencies.

 *Process Ends*

3.4 Exceptions:

- 3.4.1 Priority 1 poles should be removed within 60 days of receiving Form 48.
- 3.4.2 High Fire, high wind poles should be removed within 120 days of receiving Form 48.
- 3.4.3 Penalty: Responsible party shall receive 10 days to remediate once penalty phase is imposed.
- 3.4.4 Form 48 maybe replaced by NJUNS, which case the above procedure detail will remain the same.

 *Process Ends*

DRAFT

3.15 Notice of Intention to Place Wireless Antenna

(For space allocation, this section must be shown on the Final JPA)

Members proposing the installation of antennas shall prepare and submit to all owners on record, a Preliminary JPA (Form 2-1) notifying the members of their intention to construct. (See example 11 in Section 18).

Note: General Order 95, Rule 94 requires an additional 2' Antenna Safety Clearance Zone, which must be purchased by the antenna owner. ~~Refer to Section 16.1, Chart 16.1B. Owner of the antenna may purchase 1' or 2' of the Antenna Safety Clearance Zone. See section 4.3.~~ (Revised January-April 2010-2017)

4.3 Purchase of Interest in Safety Clearance Zone

~~A. Purchase or sale of the right to use space within the Electrical Safety Clearance Zone:~~

Any Member planning to construct on a jointly owned pole where space is limited and all owners approve may purchase into the Electrical Safety Clearance Zone in accordance with General Order 95. The purchase or sale of the right to use this space shall be initiated on a Joint Pole Authorization and construction shall begin within the time limits prescribed in Section 18.1D. The constructing Member may purchase in one foot increments to a maximum of two feet and must attach at the grade requested (see Section 16.0). Guard arms must be installed by the purchasing Member in the manner prescribed by General Order 95. (Revised January 2010)

~~B. Purchase of the right to use space within the Antenna Safety Clearance Zone:~~

~~The antenna owner may construct into the Antenna Safety Clearance Zone in accordance with General Order 95, Rule 94. The purchase of the right to use this space shall be initiated on a Joint Pole Authorization and construction shall begin within the time limits prescribed in Section 18.1D. The constructing Member may purchase in one foot increments to a maximum of two feet (see Section 16.0).~~

~~Note: General Order 95, Rule 94 requires an additional 2' Antenna Safety Clearance Zone. Refer to Section 16.1, Chart 16.1B. (Revised January 2010) Delete "B"~~

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7.15 Replacement of Pole with Wireless Antenna.

Member propose the replacement of poles supporting antennas shall prepare and submit to all owners on record, a Preliminary JPA (Form 2-1) notifying the members of their intention to construct.

Note: General Order 95, Rule 94 requires an additional 2' Antenna Safety Clearance Zone, which must be purchased by the antenna owner. ~~Refer to Section 16.1, Chart 161B. Owner of the antenna may purchase 1' or 2' of the Antenna Safety Clearance Zone. See section 4.3~~

Note: 7.15 is not a stand-alone section, must be used in conjunction with section identifying reason for replacement. (~~Added January 2016~~Revised April 2017)

~~16.1-B Grade with Antenna (other than pole top)~~ **DELETE SEC 16.1-B “Unused”**

~~Grade is measured from the ground line to the attachment in question. The average grade of the top position on a pole and other pertinent attachment information shall be assumed to be as follows (the top conductor is not necessarily at the same height):~~

Pole Ht	Top Grd	Ft in Grnd	Supp Struc	Safe Clear	Safe Clear	Common Area	Use Ft
Antennas							
30'	25'	5'	16'	4'	2'	27'	3'
35'	30'	5'	18' *	6'	2'	31'	4'
40'	34'	6'	18'	6'	2'	32'	8'
45'	39'	6'	18'	6'	2'	32'	13'
50'	43'	7'	18'	6'	2'	33'	17'
55'	48'	7'	18'	6'	2'	33'	22'
60'	52'	8'	18'	6'	2'	34'	26'
65'	57'	8'	18'	6'	2'	34'	31'
70'	61'	9'	18'	6'	2'	35'	35'
75'	66'	9'	18'	6'	2'	35'	40'
80'	70'	10'	18'	6'	2'	36'	44'
85'	75'	10'	18'	6'	2'	36'	49'
90'	79'	11'	18'	6'	2'	37'	53'
95'	84'	11'	18'	6'	2'	37'	58'
100'	89'	11'	18'	6'	2'	37'	63'

~~*Per Clearance Requirements (Revised January 2012)~~

~~The above numbers are to be used as a guideline, but are subject to change based upon actual field conditions. See the exhibit regarding how cost allocation is affected by changes in shared space. (Revised January 2010).~~

Angela Pranata

From: April DeBarge <April.DeBarge@sce.com>
Sent: Monday, May 15, 2017 8:28 AM
To: laptop01@scjpc.net
Cc: Gerald Brown; Jessica Pearson
Subject: RE: adding member to JPA via F7
Attachments: Add member to JPA.XLSX

Here is another sample note we should add to the example. The majority of members added to the JPA are discovered at the signed copy level. I don't have a sample of that yet to share with the members.

	5	
	6	
	7	
U TO ASSUME U3PTD AND TRANSFER COSTS	8	
	9	
U3 UNAUTHORIZED - WILL PAY ALL TRANSFER AND P U COSTS	10	
	11	
	12	

april
Be Safe Always...

From: April DeBarge
Sent: Saturday, May 13, 2017 10:12 AM
To: 'laptop01@scjpc.net' <laptop01@scjpc.net>
Subject: FW: adding member to JPA via F7

Opsie – my laptop email address was incorrect.

april
Be Safe Always...

From: April DeBarge
Sent: Saturday, May 13, 2017 10:10 AM
To: 'laptop@scjpc.net' <laptop@scjpc.net>
Cc: Gerald Brown <Gerald.Brown@sce.com>; Jessica Pearson (Jessica.Pearson@sce.com) <Jessica.Pearson@sce.com>; Angela Pranata (angela@scjpc.net) <angela@scjpc.net>
Subject: adding member to JPA via F7

I haven't had a chance to delve off into the routine handbook verbiage, but thought we might want to take a look at what this would look like. It will be noted and stressed to all members that preliminary research is adequate so that members who are on the pole card are not carelessly overlooked.

Below (attached) is a JPA involving a replacement, but we would want to chat about purchase of interest also. Generally, purchase of interest JPAs don't bill within 45 days, so the same concept of "resent to include U3" could be used. **Jessica** – do you have a section 4 sample of a member being added?

- In the scenario below, it was discovered by U1 at the time of sending the F48 that U3 is now a joint owner; U3 JPA appears to have perhaps billed out of sequence.
- Instead of creating a revision, the 45 days is allotted for U3 and though U3 was not joint owner the date U1 JPA was prepared or originally sent, the rules of 7.13 will apply to that member only, meaning that U1 will assume all of U3's PTD and transfer costs, unless it can be proved the replacement did *not* take place prior to U3 being notified.

FINAL AUTHORIZATION FOR JOINT POLE TRANSACTION

BILL NO. _____

PAGE NO. **1 OF 1** This authorization is in accordance with Joint Pole Agreement and Routine. The undersigned have agreed on joint work as specified herein.

Date Prepared 1/8/2012 Resent to include U3 2/28/17 In Field By Telephone

Date Sent 1/8/2012 Confirming Agreement 1/11/2012 Date Completed _____ No. of Pages **1 OF 1** J.P. Auth. No. **E6059-4041874**

UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE	APPROVED	TAKING INSTRUCTIONS	ACCOUNTING DATA
U1	R BOULEY	VALENCIA	R BOULEY	VALENCIA	TD567101 700221
U2	S CAMPBELL	VALENCIA	MCDONALD	SANTA CLARITA	732-3P012JP-011
U3					

2	POLE NO.	Pole Break Hooker Ser	Year Set	Pole Class Hooker Descri.	Record			Proposed			Item No.	LOCATION AND NATURE OF WORK If not in accordance with Joint Pole agreement and routine.
					16KV U1	16KV U2	16KV U3	16KV U1	16KV U2	16KV U3		
	1059360E	50	55	FT 4 40-10	24-6 T24	24-1				PTD		E TO REPLACE PER SEC 7.11
	1059360E	55	12	FT H1						48-17 24-6	25-1	JESSIE ST E/S 489' S/O 3RD ST EXTD

U1 TO ASSUME U3 PTD AND TRANSFER COSTS

POLE LEGEND: L - LOWER TOP, P - PULL, PB - PULL BUTT, T - TRANSPORT, S - SALVAGE, C - CARRIER

ANCHOR LEGEND: L - LOWER TOP, P - PULL, PB - PULL BUTT, T - TRANSPORT, S - SALVAGE, C - CARRIER

Geographical Location: SAN FERNANDO

FORM 48 2/28/2017

PAGE 1

Pole Number: 1059360E

Location: JESSIE ST E/S 490' S/O 3RD ST EXT

Latitude: - Class:

Longitude: -

Pole Height: 50 Top: 0.0

Year Set: 1955 Treatment: FT

City: SAN FERNANDO Code: -

Repl Pole #:

Removal/Relinquishment:

Member to remove pole or member relinquished:

Company	ANT	Grade & Space	Additional Info
E	-	16K 43-13	
FTR	-	24-6 T24	
HLA	-	24-1	

JPA Number: H735361607

Bill of Sale:

Pole BOS: Pole: 1059360E - 8/58: E BILL GT \$44 PLUS \$1.76 TAX: CNT12218
 9/13: E BILL H \$43; V2 BILL H \$47:

april
 Be Safe Always...

18.1-C Changes After Approval

Any changes desired after the Form 2 Preliminary Joint Pole Authorization approval shall be made by means of one of the following:

A) Form 7 (refer to Sec 18.4 and Example 4) may be used for the following:

- Correct Joint Pole Authorization number
- Correct or add Accounting Data
- Correct pole number
- Delete pole(s)
- Correct Pole length
- Correct Year set
- Correct Pole treatment (~~except a change from wood to alternative pole type, refer to Section 15.7~~)
- Circuit correction
- Correct grade and space
- Correct, add or delete authorized costs
- Correct, add or delete Section number
- Change pulling routine
- Delete owner
- Correct pole location and/or community
- Correct, add or delete tenant
- Correct, add or delete anchors, guys or arms
- Correct pole class
- Change from wood to alternative pole type (refer to Section 15.7)
- [05/16/2017](#)

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B) A revised Form 2 shall be used for the following:

- Add owner(s)
- Add pole(s)
- Change from wood to engineered steel pole type (refer to Section 15.7)
- Change in scope of work (i.e. changes causing receiving member to reengineer and/or refield.

Same Joint Pole Authorization number may be used with a revision identifier (i.e. JPA12345 Rev 1, JPA12345 RO1, JPA12345 Rev) and new date sent or the JPA may be canceled with a Form 7 and a new JPA issued.

C) Form 2 Supplement for information or transactions omitted from the original FINAL Joint Pole Authorization. Same Joint Pole Authorization number should be used with a supplement identifier (i.e. **JPA12345SUP1**, **JPA12345S01**, **JPA12345SUPPL**) JPC office will convert to SUP.

Form 48 can be used to make changes to the JPA per Section 18.7. (Revised January 2017)

4.0 Purchase or Sale of Interest

Purchase or sale of interest in pole shall be initiated on Joint Pole Authorization and shall be approved by all Members concerned. The interest and price applying thereto shall be in accordance with Routine and schedule of structural values or other Authorized Costs and date Joint Pole Authorization is issued, unless otherwise agreed.

Any extension of line conductors by one Member upon one or more poles of another Member in any direction shall constitute a longitudinal line extension and all poles in such extension shall require purchase of interest, except as otherwise provided under Section 9.0.

Additionally, the following cases shall require purchase:

- (a) Pole used for supporting line conductors
- (b) Pole used exclusively for services
- (c) Pole on which service is run to underground
- (d) Pole used for supporting street light wire
- (e) Pole used exclusively for guys
- (f) Pole used for guying with supporting guy to anchorage
- (g) Poles where guys are extended from pole to pole involving more than one span
- (h) Pole space used for supporting hardware, which occupies useable space.

NOTE 1: Purchase of entire interest shall be at structural value.

NOTE 2: For purchase into anchors, refer to Section 12.3.

NOTE 3: If a member purchases above an existing antenna, that incoming member is required to purchase 2' minimum above the antenna. (Revised July 2017)

4.3 Purchase of Interest in Safety Clearance Zone

A. Purchase or sale of the right to use space within the Electrical Safety Clearance Zone:

Any Member planning to construct on a jointly owned pole where space is limited and all owners approve may purchase into the Electrical Safety Clearance Zone in accordance with General Order 95. The purchase or sale of the right to use this space shall be initiated on a Joint Pole Authorization and construction shall begin within the time limits prescribed in Section 18.1D. The constructing Member may purchase in one foot increments to a maximum of two feet and must attach at the grade requested (see Section 16.0). If a member purchases above an existing antenna, that incoming member is required to purchase 2' minimum safety clearance. Guard arms must be installed by the purchasing Member in the manner prescribed by General Order 95. (Revised July 2017) ~~January 2010~~)

~~B. Purchase of the right to use space within the Antenna Safety Clearance Zone:~~

~~The antenna owner may construct into the Antenna Safety Clearance Zone in accordance with General Order 95, Rule 94. The purchase of the right to use this space shall be initiated on a Joint Pole Authorization and construction shall begin within the time limits prescribed in Section 18.1D. The constructing Member may purchase in one foot increments to a maximum of two feet (see Section 16.0). Note: General Order 95, Rule 94 requires an additional 2' Antenna Safety Clearance Zone. Refer to Section 16.1, Chart 16.1B. (Revised January 2010) Delete "B"~~

PRELIMINARY JOINT POLE AUTHORIZATION CORRECTION OF RECORDS EXAMPLE 8

- (1) Approved and accounting data should be identical to the original final bill in parentheses for members affected by the correction if the original Final is available. New information listed above.
- (2) JPA number must begin with the correcting member's code and end with "COR" indicator.
- (3) Use Section 13.1 and/or 13.2; show original JPA number & Bill of Sale date of JPA to be corrected. Notate the corrections or errors.
- (4) Show information as shown on original final bill. If the original JPA is not available, please indicate it on the nature of work.
- (5) Show information as it should be billed.

AUTHORIZATION FOR JOINT POLE TRANSACTION J.P. FORM 2-1 Preliminary 1/95

Date Prepared 1/10/2012 This authorization is in accordance with Joint Pole Agreement and Routine. The undersigned have agreed on joint work as specified hereon.

Date Sent 1/10/2012 Confirming Agreement In Field By Telephone Est. Const. Start No. of Pages 2 J.P. Auth. No. U1-3758 COR 2

UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE	APPROVED	TAXING INSTRUCTIONS	ACCOUNTING DATA
U1	JONES	CENTRAL	BROWN (HUNTER)	CENTRAL	435-4568 (435-4568)
U2	SMITH	PASADENA	SMITH (HERNANDEZ)	PASADENA	123-4567 (987-5862)

1

POLE NO.	Pole Length Anchor Size	Year Set	Record		Proposed		Item No.	LOCATION AND NATURE OF WORK <small>If not in accordance with Joint Pole agreement and routine-state reasons.</small>
			Class Anchor Direct.	U1	U2	U1		
				U1	U2			CORRECTION OF RECORDS & REFUND SEC 13.1 & 13.2 1
				16K	C			CORRECTING U1-3756 B/S 2/09 2
								CORRECTING YEAR SET AND GRADE/SPACE 3
								U2 TO PURCHASE INTEREST SEC 4.0 4
4								SHOWN AS: 5
	3014-US	45 90	FT 4	100		39-8 26-9		MAIN ST W/S 209' S/O 3RD ST 6
5								SHOULD BE: 7
	3014-U2	45 95	FT 4	100		39-8 25-7		MAIN ST W/S 209' S/O 3RD ST 9
								10
								11
								12
								13

POLE LEGEND: L = LOWER TOP (Item 5E)
P = PULL (Item 5A) C(X) = FOOTAGE CUT
PB = PULL BUTT SZZ = SAFETY CLEARANCE ZONE
T = TRANSPORT (Item 5B)
S = SALVAGE
D = DISPOSE (Item 5D)
TN = TENANT

ANCHOR/ARM LEGEND:
AR = ANCHOR/ARM REMOVED
AT = ANCHOR/ARM TRANSFERRED

Show Quantity of Items to be billed in the Column of Party to be Paid.

↑ ↑ ↑ ↑ ↑
GEOGRAPHICAL LOCATION
ALHAMBRA
COMMUNITY

VP/J.P.-03
Rev. Jul 2013

(Revised ~~February~~ July 2017)

AUTHORIZATION FOR JOINT POLE TRANSACTION

Date Prepared _____

This authorization is in accordance with Joint Pole Agreement and Routine. The undersigned have agreed on joint work as specified hereon.

Date Sent _____

Confirming Agreement _____

In Field By Phone By Email

Est. Const. Start _____

No. of Pages _____

J.P. Auth.No. _____

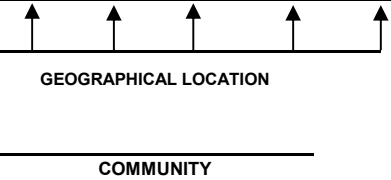
UTILITY	REPRESENTATIVE	PHONE NUMBER OR EMAIL	DISTRICT-DIVISION-EXCHANGE	APPROVED	ACCOUNTING DATA
				(Deleted "Taxing Instructions")	

POLE NO.	Pole Length	Anchor Size	Year Set	Record				Proposed				Item No.	LOCATION AND NATURE OF WORK <small>If not in accordance with Joint Pole agreement and routine-sta</small>
				Pole Trt	Class								
				Anchor Direct.									

POLE LEGEND: L = LOWER TOP (Item 5E)
 P = PULL (Item 5A) C(XX) = FOOTAGE CUT
 PB = PULL BUTT SCZ = SAFETY CLEARANCE ZONE
 T = TRANSPORT (Item 5B)
 S = SALVAGE
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 TN = TENANT

ANCHOR/ARM LEGEND:
 AR = ANCHOR/ARM REMOVED
 AT = ANCHOR/ARM TRANSFERRED

Show Quantity of Items to be billed in the Column of Party to be Paid.



SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
279 E. Arrow Hwy., Suite 104
San Dimas, CA 91773
Phone (909) 599-3801

August 15th, 2017

A meeting of the **Routine Revision Committee** took place on the above date, **at 12:20 p.m. at the Committee office. Those in attendance were:**

Ms. Maria Ortiz	XO Communications
Ms. Lupe Hernandez	Teleport Communications America, LLC
Mr. William Kearns	Frontier Communications
Ms. Megan Stewart	Frontier Communications
Mr. Joe Serrato	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Earle Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Steve Brown	City of Los Angeles
Ms. Lynn Prescott	Verizon Wireless
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff
Mr. Ryan Jones	Committee Staff

Those attending via teleconference were:

Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Nicole Singh	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Mia Tran	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Wendy Mueller	Extenet Systems
Ms. Shawn Henderson	T-Mobile USA

Ms. Ortiz called the meeting to order at 12:20 p.m.

Agenda Item 1 – Review of prior month’s minutes: Ms. Ortiz opened the meeting by inquiring if there were any questions or concerns regarding the previous meetings minutes. There were no comments or concerns from any members.

Agenda Item 2 – Interpretation of Routine Handbook – Ms. Ortiz opened the discussion on the status of foreign JPA Preliminary list. She continued, by inquiring if there were any updates in the status of the JPA Preliminary list. There were none.

Agenda Item 3 – Item 1597: Review of Routine Handbook Examples (5/19/2015) - Ms. Ortiz reopened the discussion on Example 30. Ms. Ortiz reminded members that the revisions to Example 8 were on the Consent Calendar for the Administrative Board meeting. The members agreed to table this item for the next Routine Revision meeting.

Agenda Item 4 - Item 1609: JP Form and Timelines - Ms. Ortiz reopened discussion on the Joint Pole forms and timelines by reminding the members that the Committee was waiting on the status of members to start using NJUNS. The members agreed to table discussion of this item for the next Routine Revision meeting.

Agenda Item 5 - Item 1620: Failure to Complete Pole Removal – Which is in conjunction to Item 1609, is on hold. The members agreed to table discussion of this item for the next Routine Revision Meeting.

Agenda Item 6 - Item 1626: Electronic Delivery of Forms – Ms. Ortiz opened this discussion regarding setting up emails for all the members to electronically send JPA forms. Ms. Pranata reported that she had not received any more email addresses from members for the electronic delivery of forms. Ms. Ortiz suggested the members move forward with uploading the emails that were provided to the JPC website. After discussion, the members agreed to publish the provided contact email addresses to the JPC website. The members also agreed to table this item for further discussion at the next Routine Revision meeting.

Agenda Item 7 - Item 1627: Antenna Owner purchasing 2' Antenna Clearance space – Ms. Ortiz reopened discussion on an antenna owner purchasing 2' antenna clearance space by reminding members that this item was on the Consent Calendar for the Administrative Board meeting. This item will be tabled for discussion at the next Routine Revision Meeting.

Agenda Item 8 – Item 1632: Adding Member to JPA via a Form 7 (4/19/17) – Ms. Ortiz opened the discussion on adding a member to JPA via Form 7. Ms. Ortiz made a motion to table this item for the next month's Routine Revision Meeting.

Agenda Item 9 – Item 1637: Form 2 – Add contact information (6/21/2017) – Ms. Ortiz opened the discussion on the addition of contact information to the Form 2. Ms. Ortiz made a motion to table this item until Mr. Wayne Brown was able to check internally to see if the taxing instructions column was being used by Edison.

Agenda Item 10 – LTD of owners Owned Space (POP) – (7/18/17) – Ms. Ortiz opened the discussion on LTD of owners owned space. Ms. Pranata reminded the members that this item was transferred from the Authorized Costs meeting. Ms. Ortiz motioned to table this item for the next Routine Revisions meeting.

Agenda Item 10 – Miscellaneous Items –

- Mr. Carrion stated that Crown Castle has had issues with trying to process poles that are involved in another pending JPA. Mr. Carrion inquired if the JPA was approved via a signature could the poles that are on conflicting JPAs be removed allowing the JPA to be billed. He continued, stating a supplemental JPA would be submitted with the poles in question after the original JPA was final billed. Mr. Carrion inquired if approval for the supplemental JPA would be required since the original JPA was previously approved. Ms. Hernandez stated that there is no way to bypass the 45 day approval timeframe. She continued, stating that members can approve Preliminary JPAs prior to the 45 day timeframe. After discussion, the member agreed to table this issue.
- Ms. Allen reminded members that the Committee staff will accept JPAs that are submitted with members that no longer exist. She continued, stating that the Committee staff will not create account numbers for the non-existing members. Ms. Prescott stated that the space for a non-existing member should revert to the base owner. Ms. Allen stated the Committee staff does currently reallocate the space to the base owner when dealing with a non-existing member.
- Ms. Allen stated that the Committee has received NG JPAs correcting year set, pole height, grade and space, or locations. She continued, stating that Edison had a pending JPA with the poles that are being corrected. Ms. Allen presented a hypothetical scenario where a pole is replaced, then Correction 13.3 JPA is issued changing the pole information to the old pole. Ms. Allen inquired how the Members would like the Committee staff to process JPAs with billing out of sequence. The members agreed that the Committee should issue the Correction of Records correction the JPA back to the original bill of sale information. Mr. Serrato stated that he would discuss this matter internally to review when and if a Correction of records is required.
- **Agenda Item 11 - Review of Action items/JPA Alerts:**
- Ms. Pranata to upload Member contact list email addresses to JPC website

Routine Revision – August 15, 2017

- Ms. Ortiz to remind at Administrative Board meeting that when submitting JPAs with member that no longer exists, no account and no Form 44 will be received for that member.

The Meeting adjourned at 12:43 p.m. until September 19, 2017.

Ryan Jones, Committee Staff

PRELIMINARY JOINT POLE AUTHORIZATION CORRECTION OF RECORDS EXAMPLE 8

- (1) Approved and accounting data should be identical to the original final bill in parentheses for members affected by the correction if the original Final is available. New information listed above.
- (2) JPA number must begin with the correcting member's code and end with "COR" indicator.
- (3) Use Section 13.1 and/or 13.2; show original JPA number & Bill of Sale date of JPA to be corrected. Notate the corrections or errors.
- (4) Show information as shown on original final bill. If the original JPA is not available, please indicate it on the nature of work.
- (5) Show information as it should be billed.

AUTHORIZATION FOR JOINT POLE TRANSACTION J.P. FORM 2-1 Preliminary 1/95

Date Prepared 1/10/2012 This authorization is in accordance with Joint Pole Agreement and Routine. The undersigned have agreed on joint work as specified hereon.

Date Sent 1/10/2012 Confirming Agreement In Field By Telephone Est. Const. Start No. of Pages 2 J.P. Auth. No. U1-3758 COR 2

UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE	APPROVED	TAXING INSTRUCTIONS	ACCOUNTING DATA
U1	JONES	CENTRAL	BROWN (HUNTER)	CENTRAL	435-4568 (435-4568)
U2	SMITH	PASADENA	SMITH (HERNANDEZ)	PASADENA	123-4567 (987-5862)

1

POLE NO.	Pole Length Anchor Size	Year Set	Record		Proposed		Item No.	LOCATION AND NATURE OF WORK <small>If not in accordance with Joint Pole agreement and routine-state reasons.</small>
			Class Anchor Direct.	U1	U2	U1		
				U1	U2			CORRECTION OF RECORDS & REFUND SEC 13.1 & 13.2 1
				16K	C			CORRECTING U1-3756 B/S 2/09 2
								CORRECTING YEAR SET AND GRADE/SPACE 3
								U2 TO PURCHASE INTEREST SEC 4.0 4
4								SHOWN AS: 5
	3014-US	45 90	FT 4	100		39-8 26-9		MAIN ST W/S 209' S/O 3RD ST 6
5								SHOULD BE: 7
	3014-U2	45 95	FT 4	100		39-8 25-7		MAIN ST W/S 209' S/O 3RD ST 9
								10
								11
								12
								13

POLE LEGEND: L = LOWER TOP (Item 5E)
P = PULL (Item 5A) C(X) = FOOTAGE CUT
PB = PULL BUTT SCZ = SAFETY CLEARANCE ZONE
T = TRANSPORT (Item 5B)
S = SALVAGE
D = DISPOSE (Item 5D)
TN = TENANT

ANCHOR/ARM LEGEND:
AR = ANCHOR/ARM REMOVED
AT = ANCHOR/ARM TRANSFERRED

Show Quantity of Items to be billed in the Column of Party to be Paid.

↑ ↑ ↑ ↑ ↑
GEOGRAPHICAL LOCATION
ALHAMBRA
COMMUNITY

VP/J.P.-03
Rev. Jul 2013

(Revised ~~February~~ July 2017)

Forms	Current time frames	Proposed	Comments	Change?
Form 48 (notify member to facilitate transfer)	60 days construction	180 days by AT&T		Yes 01/17/2017

1.0 PROCEDURE STATEMENT

The purpose of this procedure is to capture the process that all members of the Southern California Joint Pole Committee (SCJPC) will adhere to upon receiving a Form 48 notifying work has been completed.

2.0 ROLES AND RESPONSIBILITIES

2.1 All members of the SCJPC

3.0 PROCEDURE DETAIL

- 3.1 Upon completion of work by the initiating member, the initiating party shall have 60 days to notify all joint owners of work completion via Form 48 (or NJUNS).
- 3.2 Party responsible to Pull Transport and Dispose (PTD) shall have 180 days to remove pole.
 - 3.2.1 All members shall have 45 days to review and/or dispute the Form 48.
 - 3.2.2 Any member required to transfer prior to the pole being removed, must transfer and issue Form 48 to all parties within 60 days.
 - 3.2.3 Member responsible for the PTD must remove pole within 180 days of receiving Form 48 and must issue a Form 48 notifying all joint owners of work completion.

 *Process Ends*

- 3.3 Members failing to adhere to the 180 day process.
 - 3.3.1 Maybe subject to penalties
 - 3.3.2 Penalty to include actual cost for base owner to return to field to remove the buddy pole.
 - 3.3.3 Responsible party to PTD will be responsible for any fines/fees imposed by City or County agencies.

 *Process Ends*

3.4 Exceptions:

- 3.4.1 Priority 1 poles should be removed within 60 days of receiving Form 48.
- 3.4.2 High Fire, high wind poles should be removed within 120 days of receiving Form 48.
- 3.4.3 Penalty: Responsible party shall receive 10 days to remediate once penalty phase is imposed.
- 3.4.4 Form 48 maybe replaced by NJUNS, which case the above procedure detail will remain the same.

 *Process Ends*

DRAFT

3.15 Notice of Intention to Place Wireless Antenna

(For space allocation, this section must be shown on the Final JPA)

Members proposing the installation of antennas shall prepare and submit to all owners on record, a Preliminary JPA (Form 2-1) notifying the members of their intention to construct. (See example 11 in Section 18).

Note: General Order 95, Rule 94 requires an additional 2' Antenna Safety Clearance Zone, which must be purchased by the antenna owner. ~~Refer to Section 16.1, Chart 16.1B. Owner of the antenna may purchase 1' or 2' of the Antenna Safety Clearance Zone. See section 4.3.~~ (Revised January-April 2010-2017)

4.3 Purchase of Interest in Safety Clearance Zone

~~A. Purchase or sale of the right to use space within the Electrical Safety Clearance Zone:~~

Any Member planning to construct on a jointly owned pole where space is limited and all owners approve may purchase into the Electrical Safety Clearance Zone in accordance with General Order 95. The purchase or sale of the right to use this space shall be initiated on a Joint Pole Authorization and construction shall begin within the time limits prescribed in Section 18.1D. The constructing Member may purchase in one foot increments to a maximum of two feet and must attach at the grade requested (see Section 16.0). Guard arms must be installed by the purchasing Member in the manner prescribed by General Order 95. (Revised January 2010)

~~B. Purchase of the right to use space within the Antenna Safety Clearance Zone:~~

~~The antenna owner may construct into the Antenna Safety Clearance Zone in accordance with General Order 95, Rule 94. The purchase of the right to use this space shall be initiated on a Joint Pole Authorization and construction shall begin within the time limits prescribed in Section 18.1D. The constructing Member may purchase in one foot increments to a maximum of two feet (see Section 16.0).~~

~~Note: General Order 95, Rule 94 requires an additional 2' Antenna Safety Clearance Zone. Refer to Section 16.1, Chart 16.1B. (Revised January 2010) Delete "B"~~

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7.15 Replacement of Pole with Wireless Antenna.

Member propose the replacement of poles supporting antennas shall prepare and submit to all owners on record, a Preliminary JPA (Form 2-1) notifying the members of their intention to construct.

Note: General Order 95, Rule 94 requires an additional 2' Antenna Safety Clearance Zone, which must be purchased by the antenna owner. ~~Refer to Section 16.1, Chart 161B. Owner of the antenna may purchase 1' or 2' of the Antenna Safety Clearance Zone. See section 4.3~~

Note: 7.15 is not a stand-alone section, must be used in conjunction with section identifying reason for replacement. (~~Added January 2016~~Revised April 2017)

~~16.1-B Grade with Antenna (other than pole top)~~ **DELETE SEC 16.1-B “Unused”**

~~Grade is measured from the ground line to the attachment in question. The average grade of the top position on a pole and other pertinent attachment information shall be assumed to be as follows (the top conductor is not necessarily at the same height):~~

Pole Ht	Top Grd	Ft in Grnd	Supp Struc	Safe Clear	Safe Clear	Common Area	Use Ft
Antennas							
30'	25'	5'	16'	4'	2'	27'	3'
35'	30'	5'	18' *	6'	2'	31'	4'
40'	34'	6'	18'	6'	2'	32'	8'
45'	39'	6'	18'	6'	2'	32'	13'
50'	43'	7'	18'	6'	2'	33'	17'
55'	48'	7'	18'	6'	2'	33'	22'
60'	52'	8'	18'	6'	2'	34'	26'
65'	57'	8'	18'	6'	2'	34'	31'
70'	61'	9'	18'	6'	2'	35'	35'
75'	66'	9'	18'	6'	2'	35'	40'
80'	70'	10'	18'	6'	2'	36'	44'
85'	75'	10'	18'	6'	2'	36'	49'
90'	79'	11'	18'	6'	2'	37'	53'
95'	84'	11'	18'	6'	2'	37'	58'
100'	89'	11'	18'	6'	2'	37'	63'

~~*Per Clearance Requirements (Revised January 2012)~~

~~The above numbers are to be used as a guideline, but are subject to change based upon actual field conditions. See the exhibit regarding how cost allocation is affected by changes in shared space. (Revised January 2010).~~

Angela Pranata

From: April DeBarge <April.DeBarge@sce.com>
Sent: Monday, May 15, 2017 8:28 AM
To: laptop01@scjpc.net
Cc: Gerald Brown; Jessica Pearson
Subject: RE: adding member to JPA via F7
Attachments: Add member to JPA.XLSX

Here is another sample note we should add to the example. The majority of members added to the JPA are discovered at the signed copy level. I don't have a sample of that yet to share with the members.

	5	
	6	
	7	
U TO ASSUME U3PTD AND TRANSFER COSTS	8	
	9	
U3 UNAUTHORIZED - WILL PAY ALL TRANSFER AND P U COSTS	10	
	11	
	12	

april
Be Safe Always...

From: April DeBarge
Sent: Saturday, May 13, 2017 10:12 AM
To: 'laptop01@scjpc.net' <laptop01@scjpc.net>
Subject: FW: adding member to JPA via F7

Opsie – my laptop email address was incorrect.

april
Be Safe Always...

From: April DeBarge
Sent: Saturday, May 13, 2017 10:10 AM
To: 'laptop@scjpc.net' <laptop@scjpc.net>
Cc: Gerald Brown <Gerald.Brown@sce.com>; Jessica Pearson (Jessica.Pearson@sce.com) <Jessica.Pearson@sce.com>; Angela Pranata (angela@scjpc.net) <angela@scjpc.net>
Subject: adding member to JPA via F7

I haven't had a chance to delve off into the routine handbook verbiage, but thought we might want to take a look at what this would look like. It will be noted and stressed to all members that preliminary research is adequate so that members who are on the pole card are not carelessly overlooked.

Below (attached) is a JPA involving a replacement, but we would want to chat about purchase of interest also. Generally, purchase of interest JPAs don't bill within 45 days, so the same concept of "resent to include U3" could be used. **Jessica** – do you have a section 4 sample of a member being added?

- In the scenario below, it was discovered by U1 at the time of sending the F48 that U3 is now a joint owner; U3 JPA appears to have perhaps billed out of sequence.
- Instead of creating a revision, the 45 days is allotted for U3 and though U3 was not joint owner the date U1 JPA was prepared or originally sent, the rules of 7.13 will apply to that member only, meaning that U1 will assume all of U3's PTD and transfer costs, unless it can be proved the replacement did *not* take place prior to U3 being notified.

FINAL AUTHORIZATION FOR JOINT POLE TRANSACTION

BILL NO. _____

PAGE NO. **1 OF 1** This authorization is in accordance with Joint Pole Agreement and Routine. The undersigned have agreed on joint work as specified herein.

Date Prepared 1/8/2012 Resent to include U3 2/28/17 In Field By Telephone

Date Sent 1/18/2012 Confirming Agreement 1/11/2012 Date Completed _____ No. of Pages **1 OF 1** J.P. Auth. No. **E6059-4041874**

UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE	APPROVED	TAKING INSTRUCTIONS	ACCOUNTING DATA
U1	R BOULEY	VALENCIA	R BOULEY	VALENCIA	TD567101 700221
U2	S CAMPBELL	VALENCIA	MCDONALD	SANTA CLARITA	732-3P012JP-011
U3					

2	POLE NO.	Pole Break Hooker Ser	Year Set	Pole Class Hooker Descri.	Record			Proposed			Item No.	LOCATION AND NATURE OF WORK If not in accordance with Joint Pole agreement and routine.
					16KV U1	16KV U2	16KV U3	16KV U1	16KV U2	16KV U3		
	1059360E	50	55	FT 4 43-13	24-6 T24	24-1				PTD		E TO REPLACE PER SEC 7.11
	1059360E	55	12	FT H1						48-17 24-6	25-1	JESSIE ST E/S 489' S/O 3RD ST EXTD

U1 TO ASSUME U3 PTD AND TRANSFER COSTS

POLE LEGEND: L - LOWER TOP, P - PULL, PB - PULL BUTT, T - TRANSPORT, S - SALVAGE, C - CARRIER

ANCHOR LEGEND: L - LOWER TOP, C (X) - FOOTAGE CUT, SCZ - SAFETY CLEARANCE ZONE

Show Quantity of Items to be billed in the Column of _____

GEOGRAPHICAL LOCATION
SAN FERNANDO

FORM 48 3/23/2017

PAGE 1 (+)

Pole Number: 1059360E

Location: JESSIE ST E/S 490' S/O 3RD ST EXT

Latitude: - Class:

Longitude: -

Pole Height: 50 Top: 0.0

Year Set: 1955 Treatment: FT

City: SAN FERNANDO Code: -

Repl Pole #:

Removal/Relinquishment:

Member to remove pole or member relinquished:

Company	ANT	Grade & Space	Additional Info
E	-	16K 43-13	
FTR	-	24-6 T24	
HLA	-	24-1	

JPA Number: H735361607

Bill of Sale:

Pole BOS: Pole: 1059360E - 8/58: E BILL GT \$44 PLUS \$1.76 TAX: CNT12218
 9/13: E BILL H \$43; V2 BILL H \$47:

april
 Be Safe Always...

18.1-C Changes After Approval

Any changes desired after the Form 2 Preliminary Joint Pole Authorization approval shall be made by means of one of the following:

A) Form 7 (refer to Sec 18.4 and Example 4) may be used for the following:

- Correct Joint Pole Authorization number
- Correct or add Accounting Data
- Correct pole number
- Delete pole(s)
- Correct Pole length
- Correct Year set
- Correct Pole treatment (~~except a change from wood to alternative pole type, refer to Section 15.7~~)
- Circuit correction
- Correct grade and space
- Correct, add or delete authorized costs
- Correct, add or delete Section number
- Change pulling routine
- Delete owner
- Correct pole location and/or community
- Correct, add or delete tenant
- Correct, add or delete anchors, guys or arms
- Correct pole class
- Change from wood to alternative pole type (refer to Section 15.7)
- [05/16/2017](#)

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B) A revised Form 2 shall be used for the following:

- Add owner(s)
- Add pole(s)
- Change from wood to engineered steel pole type (refer to Section 15.7)
- Change in scope of work (i.e. changes causing receiving member to reengineer and/or refield.

Same Joint Pole Authorization number may be used with a revision identifier (i.e. JPA12345 Rev 1, JPA12345 RO1, JPA12345 Rev) and new date sent or the JPA may be canceled with a Form 7 and a new JPA issued.

C) Form 2 Supplement for information or transactions omitted from the original FINAL Joint Pole Authorization. Same Joint Pole Authorization number should be used with a supplement identifier (i.e. **JPA12345SUP1**, **JPA12345S01**, **JPA12345SUPPL**) JPC office will convert to SUP.

Form 48 can be used to make changes to the JPA per Section 18.7. (Revised January 2017)

4.0 Purchase or Sale of Interest

Purchase or sale of interest in pole shall be initiated on Joint Pole Authorization and shall be approved by all Members concerned. The interest and price applying thereto shall be in accordance with Routine and schedule of structural values or other Authorized Costs and date Joint Pole Authorization is issued, unless otherwise agreed.

Any extension of line conductors by one Member upon one or more poles of another Member in any direction shall constitute a longitudinal line extension and all poles in such extension shall require purchase of interest, except as otherwise provided under Section 9.0.

Additionally, the following cases shall require purchase:

- (a) Pole used for supporting line conductors
- (b) Pole used exclusively for services
- (c) Pole on which service is run to underground
- (d) Pole used for supporting street light wire
- (e) Pole used exclusively for guys
- (f) Pole used for guying with supporting guy to anchorage
- (g) Poles where guys are extended from pole to pole involving more than one span
- (h) Pole space used for supporting hardware, which occupies useable space.

NOTE 1: Purchase of entire interest shall be at structural value.

NOTE 2: For purchase into anchors, refer to Section 12.3.

NOTE 3: If a member purchases above an existing antenna, that incoming member is required to purchase 2' minimum above the antenna. (Revised July 2017)

4.3 Purchase of Interest in Safety Clearance Zone

A. Purchase or sale of the right to use space within the Electrical Safety Clearance Zone:

Any Member planning to construct on a jointly owned pole where space is limited and all owners approve may purchase into the Electrical Safety Clearance Zone in accordance with General Order 95. The purchase or sale of the right to use this space shall be initiated on a Joint Pole Authorization and construction shall begin within the time limits prescribed in Section 18.1D. The constructing Member may purchase in one foot increments to a maximum of two feet and must attach at the grade requested (see Section 16.0). If a member purchases above an existing antenna, that incoming member is required to purchase 2' minimum safety clearance. Guard arms must be installed by the purchasing Member in the manner prescribed by General Order 95. (Revised July 2017 ~~January 2010~~)

~~B. Purchase of the right to use space within the Antenna Safety Clearance Zone:~~

~~The antenna owner may construct into the Antenna Safety Clearance Zone in accordance with General Order 95, Rule 94. The purchase of the right to use this space shall be initiated on a Joint Pole Authorization and construction shall begin within the time limits prescribed in Section 18.1D. The constructing Member may purchase in one foot increments to a maximum of two feet (see Section 16.0). Note: General Order 95, Rule 94 requires an additional 2' Antenna Safety Clearance Zone. Refer to Section 16.1, Chart 16.1B. (Revised January 2010) Delete "B"~~

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE

279 E. Arrow Hwy., Suite 104

San Dimas, CA 91773

Phone (909) 599-3801

September 19th, 2017

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

Ms. Maria Ortiz	XO Communications
Ms. Lupe Hernandez	Teleport Communications America, LLC
Ms. Shawn Henderson	T-Mobile USA
Mr. Wayne Brown	Southern California Edison
Ms. April DeBarge	Southern California Edison
Ms. Valerie Mitwasi	Southern California Edison
Ms. Manijeh Carmichael	AT&T California
Mr. William Kearns	Frontier Communications
Ms. Megan Stewart	Frontier Communications
Ms. Nicole Singh	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Earle Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Steve Brown	City of Los Angeles
Mr. Johnny Trang	Pasadena Water and Power
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff
Mr. Ryan Jones	Committee Staff

Those attending via teleconference were:

Ms. Lynn Prescott	Verizon Wireless
Ms. Yvonne Johnson	AT&T Mobility
Mr. Joshua Mathisen	AT&T California
Ms. Tina Simms	AT&T California
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Mia Tran	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Wendy Mueller	Extenet Systems

Ms. Ortiz called the meeting to order at 9:00 a.m.

Agenda Item 1 – Review of prior month’s minutes: Ms. Ortiz opened the meeting by inquiring if there were any questions or concerns regarding the previous meetings minutes. There were no comments or concerns from any members.

Agenda Item 2 – Interpretation of Routine Handbook – Ms. Ortiz opened the discussion on the status of foreign JPA Preliminary list. She continued, by inquiring if there was still a need to list the status of foreign JPAs preliminary list under this agenda item. The member agreed to remove the status of foreign JPAs preliminary list from the agenda. After discussion, the members agreed table this item for the next Routine Revision meeting.

Agenda Item 3 – Item 1597: Review of Routine Handbook Examples

(5/19/2015) - Ms. Ortiz reopened the discussion on Review of Routine Handbook Examples. Ms. DeBarge inquired if there was a current example in the Routine Handbook that illustrates that the 2’ antenna safety clearance zone is required to be purchased by the antenna owner. The members agreed revise Examples 14 to include verbiage stating the 2’ antenna safety clearance zone is to be purchased by the antenna owner (see attached). Ms. Pranata stated she would update Example 15 to reflect Utility 3 owning the additional 2’ required for antenna owners (see attached). Ms. Allen requested that the members review Example 28 to see if an update is required. After reviewing Example 28 the members agreed to update the example to reflect the antenna owner purchasing the 2’ safety clearance zone. After discussion, the members agreed to add the revised examples to the Discussion Calendar for the Administrative Board meeting.

Agenda Item 4 - Item 1609: JP Form and Timelines - Ms. Ortiz reopened discussion on the Joint Pole forms and timelines by reminding the members that the Committee was waiting on the status of members to start using NJUNS. The members agreed to table discussion of this item for the next Routine Revision meeting.

Agenda Item 5 - Item 1620: Failure to Complete Pole Removal – Which is in conjunction to Item 1609, is on hold. The members agreed to table discussion of this item for the next Routine Revision Meeting.

Agenda Item 6 - Item 1626: Electronic Delivery of Forms – Ms. Ortiz opened this discussion regarding setting up emails for all the members to electronically send JPA forms. Ms. Pranata reported that she had not received any more email addresses from members for the electronic delivery of forms. Ms. Pranata stated that there were only a few members that did not provide any contact email addresses. She continued, stating Time Warner, City of Vernon along with some other members have not submitted contact email addresses. Ms. DeBarge stated that Edison and NG have been sending JPAs electronically and will report on the progress moving forward. The members also agreed to table this item for further discussion at the next Routine Revision meeting.

Agenda Item 7 - Item 1627: Antenna Owner purchasing 2' Antenna Clearance space – Ms. Ortiz reported that this item was approved. The members agreed to close this item.

Agenda Item 8 – Item 1632: Adding Member to JPA via a Form 2 (4/19/17) – Ms. Ortiz opened the discussion on adding a member to JPA via Form 7. Ms. DeBarge stated she was able to create 2 examples for adding a member to a JPA. She continued, stating the first example illustrates adding a member when Edison has completed all work in the field (see attached). Ms. Hernandez stated depending on if the JPA was final billed out of sequence would determine whether or not utility 3 is charged replacement costs. She continued, stating the members would need to review these scenarios case by case. Ms. Hernandez stated a new Date Sent date is required when adding a member and work is not complete. She continued, stating that the members need the 45 day timeframe to review any changes. Ms. Carmichael suggested creating an additional example for when construction is not complete and the added member is to share in all replacement costs.

Ms. DeBarge presented an example for adding a pole to a JPA that was not on the approved preliminary (see attached). Ms. Ortiz stated she would work on verbiage for the new examples. After reviewing Examples 30 & 31 the members agreed to table discussion for the next Routine Revision meetings.

Agenda Item 9 – Item 1638: Form 2 – Add contact information (6/21/2017) – Ms. Ortiz opened the discussion on the addition of contact information to the Form 2. Mr. Wayne Brown reported that Edison no longer needs the taxing information column on the Form 2. After discussion, the members agreed to add this item to the Discussion Calendar for the Administrative Board meeting.

Agenda Item 10 – LTD of owners Owned Space (POP) – (7/18/17) – Ms. Ortiz opened the discussion on LTD of owners owned space. Ms. Pranata reminded the members that this item was transferred from the Authorized Costs meeting. Ms. Ortiz motioned to table this item for the next Routine Revisions meeting.

Agenda Item 11 – Miscellaneous Items –

- Mr. Wayne Brown stated that Edison has encountered pole tags in the field with the member code in front of the numbers but the SCJPC pole record shows the member code after the numbers. He continued, stating he wanted to verify to make sure all members understood the proper order for pole tags. After discussion, the members agreed to use the member code after the numbers on the SCJPC pole record. Ms. Pranata stated she would create a JPA Alert reminding members that

the member code should follow the number on all pole records. She continued, stating any member with questions regarding pole tags can refer to section 20-4 in the Routine Handbook.

- Mr. Steve Brown stated section 18.1C has conflicting information. He continued, stating the verbiage “except a change from wood to alternative pole type” should be removed. After discussion, the members agreed to remove the verbiage.
- Mr. Wayne Brown stated Edison is receiving resistance for poles residing on government land. He continued, stating Edison will send out notices to joint members stating they need to have an easement in order to be attached to the poles on government land. After discussion, the member agreed to create a JPA alert notifying members that or joint owners of poles on government land that they need to have an easement in order to be attached.
- Mr. Steve Brown stated that LADWP is receiving JPAs from NG using sections 3.5 or 9.5. He continued, stating because the existing pole would not pass pole loading, a temporary pole is set next to the failed pole. Mr. Steve Brown inquired if members are going to set poles shouldn't they use licensed power contractors. He continued, inquiring once the temporary pole is set how will the member guarantee the temporary pole will be replaced within 1 year. Ms. Mueller stated that Extenet considers using temporary poles when the current pole is overloaded. She continued, stating first they check with base owner to see when the pole was scheduled to be replaced to verify that the temporary pole could be replaced within the allotted 12 month timeframe. Ms. Mueller inquired if it was acceptable if Extenet replace the pole for mutual benefit as long as it was an agreeable contractor. Mr. Steve Brown stated LADWP would accept a members replacing one of their overloaded poles as long as the member used an qualified contractor. Mr. Wayne Brown stated Edison does not allow other members to replace their poles. Ms. Carmichael inquired when Edison stopped allowing other members to replace their poles. Mr. Wayne Brown stated he would internally discuss the possibility of allowing other members replacing poles using a contractor approved by Edison. After extensive discussion, the members agreed to assign **Item 1645: SCE's Approved Contractor Replacements** to the Routine Revision Agenda for further discussion.

Agenda Item 11 - Review of Action items/JPA Alerts:

- Ms. Ortiz to work on verbiage for Examples 30 & 31

Routine Revision – September 19, 2017

- Discuss changes made to Example 28 in relation to antenna safety clearance zone at Administrative Board meeting
- Mr. Wayne Brown to internally discuss the possibility of Edison allowing members to replace Edison poles using an Edison approved contractor
- Discuss changes made to Form 2 at Administrative Board meeting
- Ms. Pranata to create JPA Alert reminding members that the member code defaults to after the pole number for all pole tags
- Mr. Wayne Brown to discuss poles on Government land at the Administrative Board meeting

The Meeting adjourned at 10:43 a.m. until October 17, 2017.

Ryan Jones, Committee Staff

Forms	Current time frames	Proposed	Comments	Change?
Form 48 (notify member to facilitate transfer)	60 days construction	180 days by AT&T		Yes 01/17/2017

1.0 PROCEDURE STATEMENT

The purpose of this procedure is to capture the process that all members of the Southern California Joint Pole Committee (SCJPC) will adhere to upon receiving a Form 48 notifying work has been completed.

2.0 ROLES AND RESPONSIBILITIES

2.1 All members of the SCJPC

3.0 PROCEDURE DETAIL

- 3.1 Upon completion of work by the initiating member, the initiating party shall have 60 days to notify all joint owners of work completion via Form 48 (or NJUNS).
- 3.2 Party responsible to Pull Transport and Dispose (PTD) shall have 180 days to remove pole.
 - 3.2.1 All members shall have 45 days to review and/or dispute the Form 48.
 - 3.2.2 Any member required to transfer prior to the pole being removed, must transfer and issue Form 48 to all parties within 60 days.
 - 3.2.3 Member responsible for the PTD must remove pole within 180 days of receiving Form 48 and must issue a Form 48 notifying all joint owners of work completion.

 *Process Ends*

- 3.3 Members failing to adhere to the 180 day process.
 - 3.3.1 Maybe subject to penalties
 - 3.3.2 Penalty to include actual cost for base owner to return to field to remove the buddy pole.
 - 3.3.3 Responsible party to PTD will be responsible for any fines/fees imposed by City or County agencies.

 *Process Ends*

3.4 Exceptions:

- 3.4.1 Priority 1 poles should be removed within 60 days of receiving Form 48.
- 3.4.2 High Fire, high wind poles should be removed within 120 days of receiving Form 48.
- 3.4.3 Penalty: Responsible party shall receive 10 days to remediate once penalty phase is imposed.
- 3.4.4 Form 48 maybe replaced by NJUNS, which case the above procedure detail will remain the same.

 *Process Ends*

3.15 Notice of Intention to Place Wireless Antenna

(For space allocation, this section must be shown on the Final JPA)

Members proposing the installation of antennas shall prepare and submit to all owners on record, a Preliminary JPA (Form 2-1) notifying the members of their intention to construct. (See example 11 in Section 18).

Note: General Order 95, Rule 94 requires an additional 2' Antenna Safety Clearance Zone, which must be purchased by the antenna owner. Refer to Section 16.1, Chart 16.1B. Owner of the antenna may purchase 1' or 2' of the Antenna Safety Clearance Zone. See section 4.3. (Revised January-April 2010)-2017)

4.3 Purchase of Interest in Safety Clearance Zone

~~A. Purchase or sale of the right to use space within the Electrical Safety Clearance Zone:~~

Any Member planning to construct on a jointly owned pole where space is limited and all owners approve may purchase into the Electrical Safety Clearance Zone in accordance with General Order 95. The purchase or sale of the right to use this space shall be initiated on a Joint Pole Authorization and construction shall begin within the time limits prescribed in Section 18.1D. The constructing Member may purchase in one foot increments to a maximum of two feet and must attach at the grade requested (see Section 16.0). Guard arms must be installed by the purchasing Member in the manner prescribed by General Order 95. (Revised January 2010)

~~B. Purchase of the right to use space within the Antenna Safety Clearance Zone:~~

~~The antenna owner may construct into the Antenna Safety Clearance Zone in accordance with General Order 95, Rule 94. The purchase of the right to use this space shall be initiated on a Joint Pole Authorization and construction shall begin within the time limits prescribed in Section 18.1D. The constructing Member may purchase in one foot increments to a maximum of two feet (see Section 16.0).~~

~~Note: General Order 95, Rule 94 requires an additional 2' Antenna Safety Clearance Zone. Refer to Section 16.1, Chart 16.1B. (Revised January 2010) Delete "B"~~

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7.15 Replacement of Pole with Wireless Antenna.

Member propose the replacement of poles supporting antennas shall prepare and submit to all owners on record, a Preliminary JPA (Form 2-1) notifying the members of their intention to construct.

Note: General Order 95, Rule 94 requires an additional 2' Antenna Safety Clearance Zone, [which must be purchased by the antenna owner.](#) ~~Refer to Section 16.1, Chart 161B. Owner of the antenna may purchase 1' or 2' of the Antenna Safety Clearance Zone. See section 4.3~~

Note: 7.15 is not a stand-alone section, must be used in conjunction with section identifying reason for replacement. (~~Added January 2016~~[Revised April 2017](#))

~~16.1-B Grade with Antenna (other than pole top)~~DELETE SEC 16.1-B “Unused”

~~Grade is measured from the ground line to the attachment in question. The average grade of the top position on a pole and other pertinent attachment information shall be assumed to be as follows (the top conductor is not necessarily at the same height):~~

Pole Ht	Top Grd	Ft in Grnd	Supp Struc	Safe Clear	Safe Clear	Common Area	Use Ft
Antennas							
30'	25'	5'	16'	4'	2'	27'	3'
35'	30'	5'	18' *	6'	2'	31'	4'
40'	34'	6'	18'	6'	2'	32'	8'
45'	39'	6'	18'	6'	2'	32'	13'
50'	43'	7'	18'	6'	2'	33'	17'
55'	48'	7'	18'	6'	2'	33'	22'
60'	52'	8'	18'	6'	2'	34'	26'
65'	57'	8'	18'	6'	2'	34'	31'
70'	61'	9'	18'	6'	2'	35'	35'
75'	66'	9'	18'	6'	2'	35'	40'
80'	70'	10'	18'	6'	2'	36'	44'
85'	75'	10'	18'	6'	2'	36'	49'
90'	79'	11'	18'	6'	2'	37'	53'
95'	84'	11'	18'	6'	2'	37'	58'
100'	89'	11'	18'	6'	2'	37'	63'

~~*Per Clearance Requirements (Revised January 2012)~~

~~The above numbers are to be used as a guideline, but are subject to change based upon actual field conditions. See the exhibit regarding how cost allocation is affected by changes in shared space. (Revised January 2010).~~

Angela Pranata

From: April DeBarge <April.DeBarge@sce.com>
Sent: Monday, May 15, 2017 8:28 AM
To: laptop01@scjpc.net
Cc: Gerald Brown; Jessica Pearson
Subject: RE: adding member to JPA via F7
Attachments: Add member to JPA.XLSX

Here is another sample note we should add to the example. The majority of members added to the JPA are discovered at the signed copy level. I don't have a sample of that yet to share with the members.

			5
			6
			7
U TO ASSUME U3PTD AND TRANSFER COSTS			8
			9
U3 UNAUTHORIZED - WILL PAY ALL TRANSFER AND P U COSTS			10
			11
			12

april
Be Safe Always...

From: April DeBarge
Sent: Saturday, May 13, 2017 10:12 AM
To: 'laptop01@scjpc.net' <laptop01@scjpc.net>
Subject: FW: adding member to JPA via F7

Opsie – my laptop email address was incorrect.

april
Be Safe Always...

From: April DeBarge
Sent: Saturday, May 13, 2017 10:10 AM
To: 'laptop@scjpc.net' <laptop@scjpc.net>
Cc: Gerald Brown <Gerald.Brown@sce.com>; Jessica Pearson (Jessica.Pearson@sce.com) <Jessica.Pearson@sce.com>; Angela Pranata (angela@scjpc.net) <angela@scjpc.net>
Subject: adding member to JPA via F7

I haven't had a chance to delve off into the routine handbook verbiage, but thought we might want to take a look at what this would look like. It will be noted and stressed to all members that preliminary research is adequate so that members who are on the pole card are not carelessly overlooked.

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- In the scenario below, it was discovered by U1 at the time of sending the F48 that U3 is now a joint owner; U3 JPA appears to have perhaps billed out of sequence.
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FINAL AUTHORIZATION FOR JOINT POLE TRANSACTION

BILL NO. _____

PAGE NO. **1 OF 1** This authorization is in accordance with Joint Pole Agreement and Routine. The undersigned have agreed on joint work as specified herein.

Date Prepared **1/8/2012** Resent to include U3 2/28/17 In Field By Telephone

Date Sent **1/18/2012** Confirming Agreement **1/11/2012** Date Completed _____ No. of Pages **1 OF 1** J.P. Auth. No. **E6059-4041874**

UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE	APPROVED	TAKING INSTRUCTIONS	ACCOUNTING DATA
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U2	S CAMPBELL	VALENCIA	MCDONALD	SANTA CLARITA	732-3P012JP-011
U3					

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	1059360E	55	12	FT H1						48-17	24-6	25-1	JESSIE ST E/S 490' S/O 3RD ST EXTD

U1 TO ASSUME U3 PTD AND TRANSFER COSTS

POLE LEGEND: L - LOWERTOP
P - PULL
PB - PULL BUTT
T - TRANSPORT
S - SALVAGE
C - CANCELED

ANCHOR LEGEND: L - LOWER TOP
C(OH) - FOOTAGE OUT
SCZ - SAFETY CLEARANCE ZONE

Show Quantity of Items to be billed in the Column of _____

GEOGRAPHICAL LOCATION
SAN FERNANDO

FORM 48 3/23/2017

PAGE 1

Pole Number: 1059360E

Location: JESSIE ST E/S 490' S/O 3RD ST EXT

Latitude: - Class:

Longitude: -

Pole Height: 50 Top: 0.0

Year Set: 1955 Treatment: FT

City: SAN FERNANDO Code: -

Repl Pole #:

Removal/Relinquishment:

Member to remove pole or member relinquished:

Company	ANT	Grade & Space	Additional Info
E	-	16K 43-13	
FTR	-	24-6 T24	
HLA	-	24-1	

JPA Number: H735361607

Bill of Sale:

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april
 Be Safe Always...

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- Correct, add or delete authorized costs
- Correct, add or delete Section number
- Change pulling routine
- Delete owner
- Correct pole location and/or community
- Correct, add or delete tenant
- Correct, add or delete anchors, guys or arms
- Correct pole class
- Change from wood to alternative pole type (refer to Section 15.7)
- [05/16/2017](#)

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B) A revised Form 2 shall be used for the following:

- Add owner(s)
- Add pole(s)
- Change from wood to engineered steel pole type (refer to Section 15.7)
- Change in scope of work (i.e. changes causing receiving member to reengineer and/or refield.

Same Joint Pole Authorization number may be used with a revision identifier (i.e. JPA12345 Rev 1, JPA12345 RO1, JPA12345 Rev) and new date sent or the JPA may be canceled with a Form 7 and a new JPA issued.

C) Form 2 Supplement for information or transactions omitted from the original FINAL Joint Pole Authorization. Same Joint Pole Authorization number should be used with a supplement identifier (i.e. **JPA12345SUP1**, **JPA12345S01**, **JPA12345SUPPL**) JPC office will convert to SUP.

Form 48 can be used to make changes to the JPA per Section 18.7. (Revised January 2017)

4.0 Purchase or Sale of Interest

Purchase or sale of interest in pole shall be initiated on Joint Pole Authorization and shall be approved by all Members concerned. The interest and price applying thereto shall be in accordance with Routine and schedule of structural values or other Authorized Costs and date Joint Pole Authorization is issued, unless otherwise agreed.

Any extension of line conductors by one Member upon one or more poles of another Member in any direction shall constitute a longitudinal line extension and all poles in such extension shall require purchase of interest, except as otherwise provided under Section 9.0.

Additionally, the following cases shall require purchase:

- (a) Pole used for supporting line conductors
- (b) Pole used exclusively for services
- (c) Pole on which service is run to underground
- (d) Pole used for supporting street light wire
- (e) Pole used exclusively for guys
- (f) Pole used for guying with supporting guy to anchorage
- (g) Poles where guys are extended from pole to pole involving more than one span
- (h) Pole space used for supporting hardware, which occupies useable space.

NOTE 1: Purchase of entire interest shall be at structural value.

NOTE 2: For purchase into anchors, refer to Section 12.3.

NOTE 3: If a member purchases above an existing antenna, that incoming member is required to purchase 2' minimum above the antenna. (Revised July 2017)

4.3 Purchase of Interest in Safety Clearance Zone

A. Purchase or sale of the right to use space within the Electrical Safety Clearance Zone:

Any Member planning to construct on a jointly owned pole where space is limited and all owners approve may purchase into the Electrical Safety Clearance Zone in accordance with General Order 95. The purchase or sale of the right to use this space shall be initiated on a Joint Pole Authorization and construction shall begin within the time limits prescribed in Section 18.1D. The constructing Member may purchase in one foot increments to a maximum of two feet and must attach at the grade requested (see Section 16.0). If a member purchases above an existing antenna, that incoming member is required to purchase 2' minimum safety clearance. Guard arms must be installed by the purchasing Member in the manner prescribed by General Order 95. (Revised July 2017 ~~January 2010~~)

~~B. Purchase of the right to use space within the Antenna Safety Clearance Zone:~~

~~The antenna owner may construct into the Antenna Safety Clearance Zone in accordance with General Order 95, Rule 94. The purchase of the right to use this space shall be initiated on a Joint Pole Authorization and construction shall begin within the time limits prescribed in Section 18.1D. The constructing Member may purchase in one foot increments to a maximum of two feet (see Section 16.0). Note: General Order 95, Rule 94 requires an additional 2' Antenna Safety Clearance Zone. Refer to Section 16.1, Chart 16.1B. (Revised January 2010) Delete "B"~~

10000 N. 1st St. Suite 100
Phoenix, AZ 85018



SOUTHERN CALIFORNIA JOINT POLE COMMITTEE
279 E. Arrow Hwy., Suite 104
San Dimas, CA 91773
Phone (909) 599-3801

October 17th, 2017

A meeting of the **Routine Revision Committee** took place on the above date, **at 9:00 A.m. at the Committee office. Those in attendance were:**

Ms. Maria Ortiz	XO Communications
Ms. Lupe Hernandez	Teleport Communications America, LLC
Mr. Wayne Brown	Southern California Edison
Ms. Jessica Nix	Southern California Edison
Ms. Valerie Mitwasi	Southern California Edison
Ms. Manijeh Carmichael	AT&T California
Mr. William Kearns	Frontier Communications
Ms. Megan Stewart	Frontier Communications
Mr. Earle Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Steve Brown	City of Los Angeles
Mr. Jeff Williams	City of Los Angeles
Mr. Ronald Schram	City of Los Angeles
Ms. Samantha Carrillo	Time Warner Cable
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff
Mr. Ryan Jones	Committee Staff

Those attending via teleconference were:

Ms. Lynn Prescott	Verizon Wireless
Ms. Yvonne Johnson	AT&T Mobility
Ms. Shawn Henderson	T-Mobile USA
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Mr. Daniel Luty	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Nicole Singh	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Ms. Mia Tran	Crown Castle NG West Inc./NewPath/CA-CLEC LLC

Ms. Ortiz called the meeting to order at 9:03 A.m.

Agenda Item 1 – Review of prior month’s minutes: Ms. Ortiz opened the meeting by inquiring if there were any questions or concerns regarding the previous meetings minutes. There were no comments or concerns from any members.

Agenda Item 2 – Interpretation of Routine Handbook – Ms. Ortiz opened the discussion of members not returning signed copies of JPAs using special agreement 1.2. Ms. Hernandez stated a member is unable to recoup the costs of section 1.2 if the members do not return a signed copy. She continued, stating the special agreement charges should not be able to be denied because of not having a signature. Ms. Hernandez suggested the implementation of verbiage in the Routine Handbook indicating 18.1 approval to include special agreement cost. Mr. Williams suggested the use of a field meet to agree on the special agreement cost prior to initiating the JPA. Ms. Carmichael suggested a confirming agreement be in place when using section 1.2. She continued stating, the initiating member would need escalate the issue to the JPC representative if no response is received. After discussion, the members agreed to revise section 1.2 (see attached). The revised section 1.2 will be added to the Discussion Calendar for the Administrative Board meeting. The members agreed to table this issue for the next Routine Revision meeting.

Agenda Item 3 – Item 1597: Review of Routine Handbook Examples (5/19/2015) - Ms. Ortiz reopened the discussion on Review of Routine Handbook Examples by reminding the members that Section 18 examples 14, 15, & 28 are on the Consent calendar for the Administrative Board meeting. The members agreed to table this item.

Agenda Item 4 - Item 1609: JP Form and Timelines - Ms. Ortiz reopened discussion on the Joint Pole forms and timelines by reminding the members that the Committee was waiting on the status of members to start using NJUNS. The members agreed to table discussion of this item for the next Routine Revision meeting.

Agenda Item 5 - Item 1620: Failure to Complete Pole Removal – Which is in conjunction to Item 1609, is on hold. The members agreed to table discussion of this item for the next Routine Revision Meeting.

Agenda Item 6 - Item 1626: Electronic Delivery of Forms – Ms. Ortiz opened this discussion by asking if all members have set up an email address to receives/send JPA forms electronically. Ms. Pranata reported that she had not received any more email addresses from members for the electronic delivery of forms. The members agreed to table this item for further discussion at the next Routine Revision meeting.

Agenda Item 7 - Item 1632: Adding Member to JPA via a Form 2 (4/19/17) – Ms. Ortiz reopened the discussion on adding a member to JPA via Form 7 by stating she was unable to complete the verbiage for the suggested examples 30 & 31. Ms. Hernandez reminded members that this was an issue of a member adding another member to a JPA via Form 7 instead of creating a

revised JPA. She continued, stating the new date sent date on the JPA would only apply to the added member. Ms. Hernandez stated that the initiating member would need to resend the JPA with a new date sent to all members on the JPA. She continued, stating the new member's attachments could affect other members on the pole. After discussion, the members agreed to table discussion on this item for the next Routine Revision meeting.

Agenda Item 8 – Item 1638: Form 2 – Add contact information (6/21/2017) – Ms. Ortiz reopened discussion on adding contact information to the Form 2 by stating this item was on the Consent calendar for the Administrative Board meeting. The members agreed to table this item.

Agenda Item 9 – Item 1639: LTD of owners Owned Space (SOP) – (7/18/17) – Ms. Ortiz opened the discussion on LTD of owners owned space. Mr. Williams stated the members need to determine how to notify and explain what to do when a section of a pole is left in the field. Mr. Wayne Brown suggested using LTD with a “no charge” on the JPA to identify that a section of the pole was left in the field. The members agreed to notate the Form 48 or the Form 2 when an owner's section of pole is left in field. The member agreed to add S.O.P (Section of Pole) to the JPA legend. The Form 48 was revised to include Section of Pole (see attached). After discussion, the members agreed to add this item to the Discussion Calendar at the Administrative Board meeting for further discussion.

Agenda Item 10 – item 1645: Approved Contractor Replacements (9/19/2017) – Ms. Ortiz opened discussion on Member using approved contractors to replace another members pole. Mr. Wayne Brown stated that Edison will not allow another member to replace an Edison owned pole. He continued, stating that Edison wants to control the entire replacement process for all of their owned poles. He stated, Edison's decision predates G.O 165 circa 1997. Ms. Carmichael stated that Edison should provide an avenue for members to get prioritized pole replacements if Edison would not allow other members to replace their poles. Mr. Wayne Brown stated Edison is willing to advance the compliance date if the other owner is willing to pay a fee to expedite the replacement. Ms. Carmichael disagreed with having to pay a fee. Mr. Wayne Brown argued if a member is willing to pay a contractor to replace a pole, that member should also be willing to pay Edison if they have to expedite a pole replacement. After discussion, Mr. Wayne Brown agreed to internally discuss an expedite fee for an owner needing a pole replaced quicker than the current schedule allowed. The members also agreed to table this item for the next Routine Revision meeting.

Agenda Item 11– Miscellaneous Items –

- Ms. Hernandez stated that Edison is no longer allowing antennas to be placed on poles where Edison has an overhead guy. Mr. Wayne Brown stated that he sent a notice to members regarding this issue. He continued, stating he was waiting on the responses to the members before discussing the issue further. Ms. Hernandez inquired if Edison has put their Pole Top Leasing Agreement into effect. Ms. Nix reported that an agreement has not been executed with any CMRS carrier. She continued, stating currently only Commercial Mobile Radio Service providers are the only parties that Edison is mandated to provide access to the top of the pole for antennas. She continued, stating Edison does currently have a Commercial Mobile Radio Service Agreement in place. After discussion, Ms. Nix agreed to verify internally on the possibility of placing an antenna on a Guy pole.

Agenda Item 11 - Review of Action items/JPA Alerts:

- Discuss revised 1.2 verbiage at the Administrative Board meeting
- Discuss S.O.P. (Section of Pole) at the Administrative Board meeting
- Ms. Nix to forward Commercial Mobile Radio Service Agreement to requesting members
- Ms. Nix to provide clarity on antenna attachment to overhead Guy poles

The Meeting adjourned at 10:31 a.m. until November 14, 2017.

Ryan Jones, Committee Staff

Forms	Current time frames	Proposed	Comments	Change?
Form 48 (notify member to facilitate transfer)	60 days construction	180 days by AT&T		Yes 01/17/2017

1.0 PROCEDURE STATEMENT

The purpose of this procedure is to capture the process that all members of the Southern California Joint Pole Committee (SCJPC) will adhere to upon receiving a Form 48 notifying work has been completed.

2.0 ROLES AND RESPONSIBILITIES

2.1 All members of the SCJPC

3.0 PROCEDURE DETAIL

- 3.1 Upon completion of work by the initiating member, the initiating party shall have 60 days to notify all joint owners of work completion via Form 48 (or NJUNS).
- 3.2 Party responsible to Pull Transport and Dispose (PTD) shall have 180 days to remove pole.
 - 3.2.1 All members shall have 45 days to review and/or dispute the Form 48.
 - 3.2.2 Any member required to transfer prior to the pole being removed, must transfer and issue Form 48 to all parties within 60 days.
 - 3.2.3 Member responsible for the PTD must remove pole within 180 days of receiving Form 48 and must issue a Form 48 notifying all joint owners of work completion.

 *Process Ends*

- 3.3 Members failing to adhere to the 180 day process.
 - 3.3.1 Maybe subject to penalties
 - 3.3.2 Penalty to include actual cost for base owner to return to field to remove the buddy pole.
 - 3.3.3 Responsible party to PTD will be responsible for any fines/fees imposed by City or County agencies.

 *Process Ends*

3.4 Exceptions:

- 3.4.1 Priority 1 poles should be removed within 60 days of receiving Form 48.
- 3.4.2 High Fire, high wind poles should be removed within 120 days of receiving Form 48.
- 3.4.3 Penalty: Responsible party shall receive 10 days to remediate once penalty phase is imposed.
- 3.4.4 Form 48 maybe replaced by NJUNS, which case the above procedure detail will remain the same.

 *Process Ends*

DRAFT

Angela Pranata

From: April DeBarge <April.DeBarge@sce.com>
Sent: Monday, May 15, 2017 8:28 AM
To: laptop01@scjpc.net
Cc: Gerald Brown; Jessica Pearson
Subject: RE: adding member to JPA via F7
Attachments: Add member to JPA.XLSX

Here is another sample note we should add to the example. The majority of members added to the JPA are discovered at the signed copy level. I don't have a sample of that yet to share with the members.

	5	
	6	
	7	
U TO ASSUME U3PTD AND TRANSFER COSTS	8	
	9	
U3 UNAUTHORIZED - WILL PAY ALL TRANSFER AND P U COSTS	10	
	11	
	12	

april
Be Safe Always...

From: April DeBarge
Sent: Saturday, May 13, 2017 10:12 AM
To: 'laptop01@scjpc.net' <laptop01@scjpc.net>
Subject: FW: adding member to JPA via F7

Opsie – my laptop email address was incorrect.

april
Be Safe Always...

From: April DeBarge
Sent: Saturday, May 13, 2017 10:10 AM
To: 'laptop@scjpc.net' <laptop@scjpc.net>
Cc: Gerald Brown <Gerald.Brown@sce.com>; Jessica Pearson (Jessica.Pearson@sce.com) <Jessica.Pearson@sce.com>; Angela Pranata (angela@scjpc.net) <angela@scjpc.net>
Subject: adding member to JPA via F7

I haven't had a chance to delve off into the routine handbook verbiage, but thought we might want to take a look at what this would look like. It will be noted and stressed to all members that preliminary research is adequate so that members who are on the pole card are not carelessly overlooked.

Below (attached) is a JPA involving a replacement, but we would want to chat about purchase of interest also. Generally, purchase of interest JPAs don't bill within 45 days, so the same concept of "resent to include U3" could be used. **Jessica** – do you have a section 4 sample of a member being added?

- In the scenario below, it was discovered by U1 at the time of sending the F48 that U3 is now a joint owner; U3 JPA appears to have perhaps billed out of sequence.
- Instead of creating a revision, the 45 days is allotted for U3 and though U3 was not joint owner the date U1 JPA was prepared or originally sent, the rules of 7.13 will apply to that member only, meaning that U1 will assume all of U3's PTD and transfer costs, unless it can be proved the replacement did *not* take place prior to U3 being notified.

FINAL AUTHORIZATION FOR JOINT POLE TRANSACTION

BILL NO. _____

PAGE NO. **1 OF 1** This authorization is in accordance with Joint Pole Agreement and Routine. The undersigned have agreed on joint work as specified herein.

Date Prepared **1/8/2012** Resent to include U3 2/28/17 In Field By Telephone

Date Sent **1/18/2012** Confirming Agreement **1/11/2012** Date Completed _____ No. of Pages **1 OF 1** J.P. Auth. No. **E6059-4041874**

UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE	APPROVED	TAKING INSTRUCTIONS	ACCOUNTING DATA
U1	R BOULEY	VALENCIA	R BOULEY	VALENCIA	TD567101 700221
U2	S CAMPBELL	VALENCIA	MCDONALD	SANTA CLARITA	732-3P012JP-011
U3					

2	POLE NO.	Pole Break Hooker Ser	Year Set	Record				Proposed			Item No.	LOCATION AND NATURE OF WORK <small>If not in accordance with Joint Pole agreement and routine.</small>	
				Case Hooker Descri.	16KV U1	U2	U3	16KV U1	U2	U3			
	1059360E	50	55	FT 4	43-13	24-6 T24	24-1			PTD		E TO REPLACE PER SEC 7.11	
	1059360E	55	12	FT H1						48-17	24-6	25-1	JESSIE ST E/S 490' S/O 3RD ST EXTD

U1 TO ASSUME U3 PTD AND TRANSFER COSTS

POLE LEGEND: L - LOWERTOP
P - PULL
PB - PULL BUTT
T - TRANSPORT
S - SALVAGE
C - CARRIER

ANCHOR LEGEND: L - LOWER TOP
C (N) - FOOTAGE OUT
SCZ - SAFETY CLEARANCE ZONE

Show Quantity of Items to be billed in the Column of _____

GEOGRAPHICAL LOCATION
SAN FERNANDO

FORM 46 2/28/2017

PAGE 1 (+)

Pole Number: 1059360E

Location: JESSIE ST E/S 490' S/O 3RD ST EXT

Latitude: - Class:

Longitude: -

Pole Height: 50 Top: 0.0

Year Set: 1955 Treatment: FT

City: SAN FERNANDO Code: -

Repl Pole #:

Removal/Relinquishment:

Member to remove pole or member relinquished:

Company	ANT	Grade & Space	Additional Info
E	-	16K 43-13	
FTR	-	24-6 T24	
HLA	-	24-1	

JPA Number: H735361607

Bill of Sale:

Pole BOS: Pole: 1059360E - 8/58: E BILL GT \$44 PLUS \$1.76 TAX: CNT12218
 9/13: E BILL H \$43; V2 BILL H \$47:

april
 Be Safe Always...

Date Prepared 1/7/2016

This authorization is in accordance with Joint Pole Agreement and Routine. The undersigned have agreed on joint work as specified hereon

COPY

Date Sent 1/24/2016
 2/3/2016

Confirming Agreement _____

In Field By Telephone

Est. Const. Start _____

No. of Pages _____

J.P. Auth.No. U1XXXX-XXXXXXXX R01

UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE	APPROVED	TAXING INSTRUCTIONS	ACCOUNTING DATA
U1	LARRY BENTON	BLYTHE	SEAN TUCKER	CITY OF VISALIA	1234567
U2	AL WYMER	BLYTHE	STEPHEN PEBLEY	BLYTHE	789JP-1
U3	FELIPE STORY	BLYTHE	JOHN HERNANDEZ	BLYTHE	56789

POLE NO.	Pole Length Anchor Size	Year Set	Pole Trt Class Anchor Direct.	Record			Proposed			Item No.	LOCATION AND NATURE OF WORK If not in accordance with Joint Pole agreement and routine-state reasons.	
				12KV U1	U2	U3	12KV U1	U2	U3			
49301U1	45	54	BT		22	23	C-15	PTD			U1 TO REPLACED SECT 7.11, 13.3	1
							1/3(1)			5C		3
												4
												5
49301U1	45	15	FT				39-10	22-1	23-1		1160' N/O 4TH ST 105' W/O SUNSET WAY	6
			CL4				21-3				LOCATION CHANGE	7
												8
												9
												10
											U1 TO ASSUME ALL PTD/TRANSFER CHARGES FOR U3 IF WORK HAS BEEN COMPLETED PRIOR TO SENDING JPA TO U3	11
												12
												13

POLE LEGEND: L = LOWER TOP (Item 5E)
 P = PULL (Item 5A) C(XX) = FOOTAGE CUT
 PB = PULL BUTT SCZ = SAFETY CLEARANCE ZONE
 T = TRANSPORT (Item 5B)
 S = SALVAGE
 D = DISPOSE (Item 5D)
 TN = TENANT

ANCHOR/ARM LEGEND:
 AR = ANCHOR/ARM REMOVED
 AT = ANCHOR/ARM TRANSFERRED

Show Quantity of Items to be billed in the Column of Party to be Paid.

GEOGRAPHICAL LOCATION

BLYTHE
 COMMUNITY

Date Prepared 1/7/2016

This authorization is in accordance with Joint Pole Agreement and Routine. The undersigned have agreed on joint work as specified hereon

COPY

Date Sent **4/21/2016** / **2/6/2016** Confirming Agreement _____ In Field By Telephone Est. Const. Start _____ No. of Pages _____ J.P. Auth.No. U1XXXX-XXXXXXXX R01

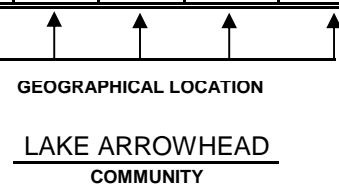
UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE	APPROVED	TAXING INSTRUCTIONS	ACCOUNTING DATA
U1	LARRY BENTON	ARROWHEAD	SEAN TUCKER	RIMFOREST	1234567
U2	D MEZA	REDLANDS	K TAYLOR	LAKE ARROWHEAD	789JP-1

POLE NO.	Pole Length Anchor Size	Year Set	Pole Trt Class Anchor Direct.	Record			Proposed			Item No.	LOCATION AND NATURE OF WORK If not in accordance with Joint Pole agreement and routine-state reasons.
				12KV U1	U2		12KV U1	U2			
											U1 TO REPLACE SEC 7.11 1
49301U1	50	49	FT	43-14	23-5		C-14	PTD			NPL CEDAR GLEN TRL 560' W/O N/E COR/O CEDAR GLEN 2
			CL2				1/2(1)			5C	3
											4
49301U1	60	14	FT				52-23	23-5			NPL CEDAR GLEN TRL 561' W/O N/E COR/O CEDAR GLEN 5
			H6								6
											U1 TO REPLACE SEC 7.13 7
49302U1	50	49	FT	43-11	26-8		PTD				NPL CEDAR GLEN TR 400' W/O N/E COR/O CEDAR GLEN 8
											9
49302U1	60	14	FT				52-20	26-8			NPL CEDAR GLEN TR 401' W/O N/E COR/O CEDAR GLEN 10
			H4								11
											12
											13

POLE LEGEND: L = LOWER TOP (Item 5E)
 P = PULL (Item 5A) C(XX) = FOOTAGE CUT
 PB = PULL BUTT SCZ = SAFETY CLEARANCE ZONE
 T = TRANSPORT (Item 5B)
 S = SALVAGE
 D = DISPOSE (Item 5D)
 TN = TENANT

ANCHOR/ARM LEGEND:
 AR = ANCHOR/ARM REMOVED
 AT = ANCHOR/ARM TRANSFERRED

Show Quantity of Items to be billed in the Column of Party to be Paid.



1.2 Special Agreement

Special Agreement may be made for transactions in conflict with the Routine, provided approval is obtained therefor. Joint Pole Authorization shall clearly specify adjustment for each transaction under “Special Agreement” and the Joint Pole Committee Office shall record same as approved by Members concerned. Automatic approval may not apply to a JPA under Special Agreement. Therefore, Section 18.1D does not apply. If no response is received within 45 days, escalate to the SCJPC representative.

Send back to Ad Hoc meeting for further discussion 10/18/2017

Revised 10/17/2017 – For discussion Admin Board 10/18

POLE LEGEND:

P = PULL
PB = PULL BUTT
T = TRANSPORT
S = SALVAGE
D = DISPOSE
TN = TENANT

L = LOWER TOP
U(XX) = UTILITY CODE (FOOTAGE CUT)
SCZ = SAFETY CLEARANCE ZONE

SOP = SECTION OF POLE

ANCHOR LEGEND:

AR = ANCHOR/ARM REMOVED
AT = ANCHOR/ARM TRANSFERRED

FORM 48

MEMORANDUM NOTICE OF JOINT POLE WORK
 IMPORTANT - Note correct Operation and provide details accurately.

FIELD USE: FORM 48 DATE PREPARED: _____ JPA NUMBER: JPA 12345

OFFICE USE: FORM 48 DATE SENT: _____ JPA DATE SENT: _____

JPA 12345	UTILITY CODE		From: _____ Name: _____		Phone number: _____
	UTILITY CODE		To: _____ Name: _____		UTILITY CODE
	UTILITY CODE		To: _____ Name: _____		To: _____ Name: _____
	UTILITY CODE		To: _____ Name: _____		To: _____ Name: _____
	UTILITY CODE		To: _____ Name: _____		To: _____ Name: _____
	UTILITY CODE		To: _____ Name: _____		To: _____ Name: _____
	UTILITY CODE		To: _____ Name: _____		To: _____ Name: _____
	UTILITY CODE		To: _____ Name: _____		To: _____ Name: _____
	UTILITY CODE		To: _____ Name: _____		To: _____ Name: _____
	UTILITY CODE		To: _____ Name: _____		To: _____ Name: _____

OPERATION No.

1. Change removal agreement.
2. Add item for hand-dig, **specify nature of conflict in remarks.**
3. Add item for topping a pole, **when not on JPA.**
4. Transfer has been completed.
5. Make your temporary attachments permanent on new pole.
6. Anchor has been installed/replaced; attachments should be made.
7. Our attachments have been removed; pole may be renumbered (**only applies to base owner**).
8. New pole location changed, specify nature of conflict and new location in remarks (**substructure conflict only**).
9. Our transfer has been completed; pole may be pulled (**i.e. MITC poles, alternative to wood poles**).
10. All work completed based on Form 7 dated: _____
11. Work completed **ONLY** on poles listed below.
12. Our work has been completed. **Must list poles below.**
13. Records only-Initiate billing (**purchase/relinquishment**).

POLE LEGEND: P = PULL PB = PULL BUTT T = TRANSPORT S = SALVAGE D = DISPOSE TN = TENANT
 L = LOWER TOP U(XX) = UTILITY CODE (FOOTAGE CUT) SCZ = SAFETY CLEARANCE ZONE
 ANCHOR/ARM LEGEND: AR = ANCHOR/ARM REMOVED AT = ANCHOR/ARM TRANSFERRED

J.P. Auth.		Pole No. (Required)	Operation No. (Required)	Only required for changes to JPA				POLE CUT U(XX)	ADD Item #	Remarks/changes
				Utility Code						
Page No.	Line No.		PTD	PB	LTD	HAND DIG				
		12345U1		U1						SOP remains

REMARKS: _____

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE

279 E. Arrow Hwy., Suite 104

San Dimas, CA 91773

Phone (909) 599-3801

November 14th, 2017

A meeting of the **Routine Revision Committee** took place on the above date, **at 10:15 a.m. at the Committee office. Those in attendance were:**

Ms. Maria Ortiz	XO Communications
Ms. Lupe Hernandez	Teleport Communications America, LLC
Mr. Wayne Brown	Southern California Edison
Ms. April DeBarge	Southern California Edison
Ms. Jessica Nix	Southern California Edison
Ms. Valerie Mitwasi	Southern California Edison
Ms. Manijeh Carmichael	AT&T California
Ms. Megan Stewart	Frontier Communications
Mr. Bret Plaskey	Frontier Communications
Mr. Earle Carrion	Crown Castle NG West Inc./NewPath/CA-CLEC LLC
Mr. Steve Brown	City of Los Angeles
Mr. Ronald Schram	City Of Los Angeles
Ms. Samantha Carrillo	Time Warner Cable
Mr. Josh Mathisen	AT&T California
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff
Ms. Anali Spencer	Committee Staff

Those attending via teleconference were:

Ms. Lynn Prescott	Verizon Wireless
Ms. Yvonne Johnson	AT&T Mobility
Ms. Mia Tran	Crown Castle NG West Inc./NewPath/CA-CLEC LLC

Ms. Ortiz called the meeting to order at 10:15 a.m.

Agenda Item 1 – Review of prior month’s minutes: Ms. Ortiz opened the meeting by inquiring if there were any questions or concerns regarding the previous meetings minutes. There were no comments or concerns from any members.

Agenda Item 2 – Interpretation of Routine Handbook – Ms. Ortiz opened the discussion of members not returning signed copies of JPAs using special agreement 1.2. Verbiage had been added and when discussed at the Administrative Board Meeting, it was returned to the ad hoc for further discussion about a time frame after escalating. Ms. Carmichael stated that if a member is trying to get costs outside of the already agreed upon authorized costs then approval is required. Mr. Wayne Brown stated that the section 1.2 should be brought up within the 45 days. Mr. Mathisen suggested that the section 1.2's be prioritized. Ms. Carmichael suggested to start escalating at 30 days in order to meet the 45 days. Ms. Hernandez stated that the goal is to set up a process from the beginning to final a JPA involving section 1.2 without deleting the cost since it is not part of the 45 days and requires prior approval. When there are multiple parties on a JPA, the member(s) not involved with the 1.2 should not require a signature. Verbiage was added to show approval is required by affected member(s) (see attached). It was agreed to remove the verbiage regarding escalating that was added to section 1.2 at the previous ad hoc meeting. Ms. Hernandez stated that members need to communicate with each other and if something needs to be final billed to contact the other member and let them know. Ms. Ortiz is to bring this up for discussion at tomorrow's Administrative Board Meeting and the revised section 1.2 to be added for the January 17, 2018 consent calendar.

Agenda Item 3 – Item 1597: Review of Routine Handbook Examples (5/19/2015) - Ms. Ortiz reopened the discussion on Review of Routine Handbook. Mr. Carrion suggested using real world examples. Ms. DeBarge has samples on GUY poles from a recent internal training to bring in. Ms. Allen asked if there are samples for section 7.2 and section 7.5 since there are questions on these sections. Ms. Ortiz stated to bring samples for discussion at the next Routine Revision meeting.

Agenda Item 4 - Item 1609: JP Form and Timelines - Ms. Ortiz reopened discussion on the Joint Pole forms and timelines by reminding the members that the Committee was waiting on the status of members to start using NJUNS. Ms. Pranata inquired from Mr. Mathisen about NJUNS sending an invoice directly to the SCJPC to pay since it has been budgeted for 2017. He stated that representatives from that company will be at tomorrow's Administrative Board Meeting and he could inquire from them directly about this. The members agreed to table discussion of this item for the next Routine Revision meeting.

Agenda Item 5 - Item 1620: Failure to Complete Pole Removal – Which is in conjunction to Item 1609, is on hold. The members agreed to table discussion of this item for the next Routine Revision Meeting.

Agenda Item 6 - Item 1626: Electronic Delivery of Forms – Ms. Ortiz opened this discussion by asking if all members have set up an email address to receive/send JPA forms electronically. Ms. Ortiz inquired about the members who have not set their mail boxes. Mr. Plaskey stated that they did have an email set up but the new director of the joint pole team squashed using the email. Mr. Plaskey is to follow up on why this occurred and when they will be able to get an email set up again. Ms. Ortiz inquired if the JPA forms that were sent to the previously set up email would be processed and Mr. Plaskey stated he would have to follow up on that as well. Ms. Ortiz will wait for his response before sending hard copies. Ms. Carrillo stated they have not yet set up an email but are working to have one set up eventually. The members agreed to table this item for further discussion at the next Routine Revision meeting.

Agenda Item 7 - Item 1632: Adding Member to JPA via a Form 2 (4/19/17) – Ms. Ortiz reopened the discussion on adding a member to JPA via Form 7. The previous discussion showed that this would not work because it would affect all the members on the pole. Ms. Ortiz inquired if the example or verbiage needed to be fixed. Mr. Carrion stated that when loading is required by the member being added to the JPA they should provide it so that an accurate revision can be created. Mr. Plaskey stated that per G.O. 95 this information must be provided. Ms. Hernandez stated to stick with the example as is and create verbiage. The example (see attached) shows a note about it being resent to include attached utility and a new date sent. Ms. Hernandez stated that the 45 days start from the new date. Ms. Pranata found Example 12 which would require a note that 7.13 does not apply for original members. Ms. Pranata inquired if the title should be changed to *Adding Member to JPA via a Form 2* and Ms. Ortiz confirmed this was correct. After discussion, the members agreed to table discussion on this item for the next Routine Revision meeting.

Agenda Item 8 – Item 1639: LTD of owners Owned Space (SOP) – (7/18/17) – Ms. Ortiz opened the discussion on LTD of owners owned space. This item is on the Consent Calendar for tomorrow’s Administrative Board meeting.

Agenda Item 9 – Item 1645: Adding Verbiage to Section 7 for Expedited Replacements (9/19/2017) – Ms. Ortiz opened discussion on members using approved contractors to replace another member’s pole. Mr. Wayne Brown stated that the utility that requires a pole replacement expedited needs to speak with Edison’s planner and they will be given the cost associated. Ms. Prescott inquired if this falls under Rule 18 and the time frames set forth. Mr. Mathisen stated that some utilities have up to a five year time frame so it does not work when there is a service order. Ms. Hernandez suggested the title of Item 1645 be changed from Approved Contractor Replacement to *Adding Verbiage to Section 7 for Expedited Replacements*. The members agreed to table this for the Routine Revision meeting in order to come up with verbiage for 7.11.

Agenda Item 10– Miscellaneous Items –

- Mr. Steve Brown inquired about when a single owner of a pole is being approached by a member who is to add facilities jointly, should that member go through the process of getting the correct pole location information? LADWP is finding that the pole location records being used are not according to their records. Mr. Steve Brown stated that any joint owners can go and print the information at LADWP's office. Ms. Ortiz stated that they write it out according to what their engineer provides. Mr. Carrion stated during the JPA review it is when the members' can check that the locations are accurate. Mr. Pranata inquired about LATITUDE/LONGITUDE and Mr. Hernandez stated that they are adding it if they have it. Ms. Ortiz inquired if they email about a few poles, could they get the correct information and Mr. Steve Brown stated that for a few poles they can provide the information. Ms. Hernandez confirmed that it is ok to email or call Mr. Steve Brown for this information.
- Ms. Allen inquired about section 10.7 adding circuits. She requested clarification about when a company is adding a circuit in their space, if they are able to take other members space or would they have to buy, rearrange, add another section? She stated that multiple JPA's are coming in like this and they are being rejected. Ms. DeBarge stated it should show either a section 13.3, section 4.0, or section 5.1.

Agenda Item 11 - Review of Action items/JPA Alerts:

- Ms. DeBarge to work on a list of outstanding section 1.2 JPAs.
- Mr. Plaskey to look into the status of the JPAs that were emailed when they did have an inbox set up.
- Time Warner Cable will continue to work on setting up an inbox for JPAs.
- Ms. Ortiz to review example 12 for adding verbiage about adding a new member to JPA.
- Mr. Mathisen to work on verbiage for section 7 to expedite pole replacement.

The Meeting adjourned at 12:00 p.m. until January 16, 2018.

Anali Spencer - Committee Staff

Forms	Current time frames	Proposed	Comments	Change?
Form 48 (notify member to facilitate transfer)	60 days construction	180 days by AT&T		Yes 01/17/2017

1.0 PROCEDURE STATEMENT

The purpose of this procedure is to capture the process that all members of the Southern California Joint Pole Committee (SCJPC) will adhere to upon receiving a Form 48 notifying work has been completed.

2.0 ROLES AND RESPONSIBILITIES

2.1 All members of the SCJPC

3.0 PROCEDURE DETAIL

- 3.1 Upon completion of work by the initiating member, the initiating party shall have 60 days to notify all joint owners of work completion via Form 48 (or NJUNS).
- 3.2 Party responsible to Pull Transport and Dispose (PTD) shall have 180 days to remove pole.
 - 3.2.1 All members shall have 45 days to review and/or dispute the Form 48.
 - 3.2.2 Any member required to transfer prior to the pole being removed, must transfer and issue Form 48 to all parties within 60 days.
 - 3.2.3 Member responsible for the PTD must remove pole within 180 days of receiving Form 48 and must issue a Form 48 notifying all joint owners of work completion.

 *Process Ends*

- 3.3 Members failing to adhere to the 180 day process.
 - 3.3.1 Maybe subject to penalties
 - 3.3.2 Penalty to include actual cost for base owner to return to field to remove the buddy pole.
 - 3.3.3 Responsible party to PTD will be responsible for any fines/fees imposed by City or County agencies.

 *Process Ends*

3.4 Exceptions:

- 3.4.1 Priority 1 poles should be removed within 60 days of receiving Form 48.
- 3.4.2 High Fire, high wind poles should be removed within 120 days of receiving Form 48.
- 3.4.3 Penalty: Responsible party shall receive 10 days to remediate once penalty phase is imposed.
- 3.4.4 Form 48 maybe replaced by NJUNS, which case the above procedure detail will remain the same.

 *Process Ends*

DRAFT

Angela Pranata

From: April DeBarge <April.DeBarge@sce.com>
Sent: Monday, May 15, 2017 8:28 AM
To: laptop01@scjpc.net
Cc: Gerald Brown; Jessica Pearson
Subject: RE: adding member to JPA via F7
Attachments: Add member to JPA.XLSX

Here is another sample note we should add to the example. The majority of members added to the JPA are discovered at the signed copy level. I don't have a sample of that yet to share with the members.

	5	
	6	
	7	
U TO ASSUME U3PTD AND TRANSFER COSTS	8	
	9	
U3 UNAUTHORIZED - WILL PAY ALL TRANSFER AND P U COSTS	10	
	11	
	12	

april
Be Safe Always...

From: April DeBarge
Sent: Saturday, May 13, 2017 10:12 AM
To: 'laptop01@scjpc.net' <laptop01@scjpc.net>
Subject: FW: adding member to JPA via F7

Opsie – my laptop email address was incorrect.

april
Be Safe Always...

From: April DeBarge
Sent: Saturday, May 13, 2017 10:10 AM
To: 'laptop@scjpc.net' <laptop@scjpc.net>
Cc: Gerald Brown <Gerald.Brown@sce.com>; Jessica Pearson (Jessica.Pearson@sce.com) <Jessica.Pearson@sce.com>; Angela Pranata (angela@scjpc.net) <angela@scjpc.net>
Subject: adding member to JPA via F7

I haven't had a chance to delve off into the routine handbook verbiage, but thought we might want to take a look at what this would look like. It will be noted and stressed to all members that preliminary research is adequate so that members who are on the pole card are not carelessly overlooked.

Below (attached) is a JPA involving a replacement, but we would want to chat about purchase of interest also. Generally, purchase of interest JPAs don't bill within 45 days, so the same concept of "resent to include U3" could be used. **Jessica** – do you have a section 4 sample of a member being added?

- In the scenario below, it was discovered by U1 at the time of sending the F48 that U3 is now a joint owner; U3 JPA appears to have perhaps billed out of sequence.
- Instead of creating a revision, the 45 days is allotted for U3 and though U3 was not joint owner the date U1 JPA was prepared or originally sent, the rules of 7.13 will apply to that member only, meaning that U1 will assume all of U3's PTD and transfer costs, unless it can be proved the replacement did *not* take place prior to U3 being notified.

FINAL AUTHORIZATION FOR JOINT POLE TRANSACTION

BILL NO. _____

PAGE NO. **1 OF 1** This authorization is in accordance with Joint Pole Agreement and Routine. The undersigned have agreed on joint work as specified herein.

Date Prepared 1/9/2012 Resent to include U3 2/28/17 In Field By Telephone

Date Sent 1/19/2012 Confirming Agreement 1/11/2012 Date Completed _____ No. of Pages **1 OF 1** J.P. Auth. No. **E6059-4041874**

UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE	APPROVED	TAKING INSTRUCTIONS	ACCOUNTING DATA
U1	R BOULEY	VALENCIA	R BOULEY	VALENCIA	TD567101 700221
U2	S CAMPBELL	VALENCIA	MCDONALD	SANTA CLARITA	732-3P012JP-011
U3					

2	POLE NO.	Pole Break Hooker Ser	Year Set	Record				Proposed			Item No.	LOCATION AND NATURE OF WORK <small>If not in accordance with Joint Pole agreement and routine.</small>	
				Case Hooker Descri.	16KV U1	U2	U3	16KV U1	U2	U3			
	1059360E	50	55	FT 4	43-13	24-6 T24	24-1			PTD		E TO REPLACE PER SEC 7.11	
	1059360E	55	12	FT H1						48-17	24-6	25-1	JESSIE ST E/S 489' S/O 3RD ST EXTD

U1 TO ASSUME U3 PTD AND TRANSFER COSTS

POLE LEGEND: L - LOWER TOP, P - PULL, PB - PULL BUTT, T - TRANSPORT, S - SALVAGE, C - CARRIER

ANCHOR LEGEND: L - LOWER TOP, P - PULL, PB - PULL BUTT, T - TRANSPORT, S - SALVAGE, C - CARRIER

Show Quantity of Items to be billed in the Column of _____

GEOGRAPHICAL LOCATION
SAN FERNANDO

FORM 46 2/28/2017

PAGE 1 (+)

Pole Number: 1059360E

Location: JESSIE ST E/S 490' S/O 3RD ST EXT

Latitude: - Class:

Longitude: -

Pole Height: 50 Top: 0.0

Year Set: 1955 Treatment: FT

City: SAN FERNANDO Code: -

Repl Pole #:

Removal/Relinquishment:

Member to remove pole or member relinquished:

Company	ANT	Grade & Space	Additional Info
E	-	16K 43-13	
FTR	-	24-6 T24	
HLA	-	24-1	

JPA Number: H735361607

Bill of Sale:

Pole BOS: Pole: 1059360E - 8/58: E BILL GT \$44 PLUS \$1.76 TAX: CNT12218
 9/13: E BILL H \$43; V2 BILL H \$47:

april
 Be Safe Always...

Date Prepared 1/7/2016

This authorization is in accordance with Joint Pole Agreement and Routine. The undersigned have agreed on joint work as specified hereon

COPY

Date Sent **4/21/2016** / **2/6/2016** Confirming Agreement _____ In Field By Telephone Est. Const. Start _____ No. of Pages _____ J.P. Auth.No. U1XXXX-XXXXXXXX R01

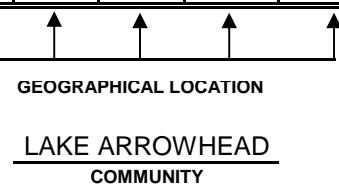
UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE	APPROVED	TAXING INSTRUCTIONS	ACCOUNTING DATA
U1	LARRY BENTON	ARROWHEAD	SEAN TUCKER	RIMFOREST	1234567
U2	D MEZA	REDLANDS	K TAYLOR	LAKE ARROWHEAD	789JP-1

POLE NO.	Pole Length Anchor Size	Year Set	Pole Trt Class Anchor Direct.	Record			Proposed			Item No.	LOCATION AND NATURE OF WORK If not in accordance with Joint Pole agreement and routine-state reasons.
				12KV U1	U2		12KV U1	U2			
											U1 TO REPLACE SEC 7.11 1
49301U1	50	49	FT	43-14	23-5		C-14	PTD			NPL CEDAR GLEN TRL 560' W/O N/E COR/O CEDAR GLEN 2
			CL2				1/2(1)			5C	3
											4
49301U1	60	14	FT				52-23	23-5			NPL CEDAR GLEN TRL 561' W/O N/E COR/O CEDAR GLEN 5
			H6								6
											U1 TO REPLACE SEC 7.13 7
49302U1	50	49	FT	43-11	26-8		PTD				NPL CEDAR GLEN TR 400' W/O N/E COR/O CEDAR GLEN 8
											9
49302U1	60	14	FT				52-20	26-8			NPL CEDAR GLEN TR 401' W/O N/E COR/O CEDAR GLEN 10
			H4								11
											12
											13

POLE LEGEND: L = LOWER TOP (Item 5E)
 P = PULL (Item 5A) C(XX) = FOOTAGE CUT
 PB = PULL BUTT SCZ = SAFETY CLEARANCE ZONE
 T = TRANSPORT (Item 5B)
 S = SALVAGE
 D = DISPOSE (Item 5D)
 TN = TENANT

ANCHOR/ARM LEGEND:
 AR = ANCHOR/ARM REMOVED
 AT = ANCHOR/ARM TRANSFERRED

Show Quantity of Items to be billed in the Column of Party to be Paid.



1.2 Special Agreement

Special Agreement may be made for transactions in conflict with the Routine, provided approval is obtained therefor. Joint Pole Authorization shall clearly specify adjustment for each transaction under “Special Agreement” and the Joint Pole Committee Office shall record same as approved by Members concerned. Automatic approval may not apply to a JPA under Special Agreement. Therefore, Section 18.1D does not apply. If no response is received within 45 days, escalate to the SCJPC representative.

Send back to Ad Hoc meeting for further discussion 10/18/2017

Revised 10/17/2017 – For discussion Admin Board 10/18

FORM 48

MEMORANDUM NOTICE OF JOINT POLE WORK
 IMPORTANT - Note correct Operation and provide details accurately.

FIELD USE: FORM 48 DATE PREPARED: _____ JPA NUMBER: JPA 12345

OFFICE USE: FORM 48 DATE SENT: _____ JPA DATE SENT: _____

JPA 12345	UTILITY CODE		From: _____ Name: _____		Phone number: _____
	UTILITY CODE		To: _____ Name: _____		UTILITY CODE
	UTILITY CODE		To: _____ Name: _____		To: _____ Name: _____
	UTILITY CODE		To: _____ Name: _____		To: _____ Name: _____
	UTILITY CODE		To: _____ Name: _____		To: _____ Name: _____
	UTILITY CODE		To: _____ Name: _____		To: _____ Name: _____
	UTILITY CODE		To: _____ Name: _____		To: _____ Name: _____
	UTILITY CODE		To: _____ Name: _____		To: _____ Name: _____
	UTILITY CODE		To: _____ Name: _____		To: _____ Name: _____
	UTILITY CODE		To: _____ Name: _____		To: _____ Name: _____
	UTILITY CODE		To: _____ Name: _____		To: _____ Name: _____
	UTILITY CODE		To: _____ Name: _____		To: _____ Name: _____

OPERATION No.

1. Change removal agreement.
2. Add item for hand-dig, **specify nature of conflict in remarks.**
3. Add item for topping a pole, **when not on JPA.**
4. Transfer has been completed.
5. Make your temporary attachments permanent on new pole.
6. Anchor has been installed/replaced; attachments should be made.
7. Our attachments have been removed; pole may be renumbered (**only applies to base owner**).
8. New pole location changed, specify nature of conflict and new location in remarks (**substructure conflict only**).
9. Our transfer has been completed; pole may be pulled (**i.e. MITC poles, alternative to wood poles**).
10. All work completed based on Form 7 dated: _____
11. Work completed **ONLY** on poles listed below.
12. Our work has been completed. **Must list poles below.**
13. Records only-Initiate billing (**purchase/relinquishment**).

POLE LEGEND: P = PULL PB = PULL BUTT T = TRANSPORT S = SALVAGE D = DISPOSE TN = TENANT L = LOWER TOP U(XX) = UTILITY CODE (FOOTAGE CUT) SCZ = SAFETY CLEARANCE ZONE ANCHOR/ARM LEGEND: AR = ANCHOR/ARM REMOVED AT = ANCHOR/ARM TRANSFERRED

J.P. Auth.		Pole No. (Required)	Operation No. (Required)	Only required for changes to JPA				POLE CUT U(XX)	ADD Item #	Remarks/changes
				Utility Code						
Page No.	Line No.		PTD	PB	LTD	HAND DIG				
		12345U1		U1						SOP remains

REMARKS: _____

BILL NO. 11-17-923, 925, 970

FINAL AUTHORIZATION FOR JOINT POLE TRANSACTION

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

PAGE NO. 1 OF 9

This authorization is in accordance with Joint Pole Agreement and Routine. The undersigned have agreed on joint work as specified heron.

Date Prepared 8/1/2015

In Field By Telephone

Date Sent 9/5/2013 Confirming Agreement

Date Completed AUG 16 2017 No. of Pages 1 OF 9

J.P. Auth. No. **E8455-405491891**

SCE USE ONLY		
BC	AMT	SO

COSTS and BILLING DATA

- BILLING CODES
 1. PLACED CURRENT YEAR
 2. PLACED PRIOR YEAR
 3. UNAUTHORIZED ATTACHMENT
 4. SALVAGE VALUE
 5. AUTHORIZED COSTS

UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE	APPROVED	TAXING INSTRUCTIONS	ACCOUNTING DATA
E8455	ERICK SILVA	ALHAMBRA	JOSE HERNANDEZ	ALHAMBRA	801055907 8001276565 5FE
E6047	JANET ARMSTRONG	WHITTIER	---	---	N/A
E4300		METRO EAST TRANSMISSION	---	---	---
<input checked="" type="checkbox"/> FTR	D. CLIFTON	WHITTIER	R. ROUNDTREE	PICO RIVERA	NO VZ WO# (10-24-13)
TWS	TOM SCANLON		TOM SCANLON		
	IRISH 626-288-6170				

BILL NO. 923

21 POLE NO.	Pole Length Anchor Size	Year Set	Pole Treat Class Anchor Direct.	Record						Proposed						Item No.	LOCATION AND NATURE OF WORK If not in accordance with Joint Pole agreement and routine-state reasons.
				12KV E	VZ	TWS				12KV E	<input checked="" type="checkbox"/> FTR VZ	TWS					
1052361E	45	55	FT 4	.50	22'							39-10 23-2	22-1			1 E TO ADD CIRCUIT SEC 10.7 E TO CONSTRUCT RISER SEC 3.4 SLAUSON AVE. A/S S/S 52' W/O SERAPIS AVE.	
												C23 GUY 23'				2 SEE FORM 9	
												TN23				3 ARM GUY DNG	
	3/4	74	E	.50	.50							21-3				4 <i>Should there be another section? FTR lost 21-3 E gain</i>	
1052360E	45	55	FT 3		22'							39-9 24-1	23-1			5 E TO ADD CIR 10.7 SLAUSON AVE. A/S S/S 225' W/O SERAPIS AVE.	
					(23-1)							C24				6	
												T22				7	
												22-4				8 <i>FTR lost 22-4?</i>	
																9 BILL BEFORE 406397475	

AMOUNT DUE	
UTILITY <u>F</u> TOTAL AMT <u>5,004</u>	UTILITY <u>FTR</u> TOTAL AMT <u>291</u>
AMOUNT	AMOUNT

ACCOUNTING DIRECTIONS:

POLE LEGEND:
 P = PULL
 PB = PULL BUTT
 T = TRANSPORT
 S = SALVAGE
 D = DISPOSE
 TN = TENANT

ANCHOR LEGEND:
 AR = ANCHOR REMOVED
 AT = ANCHOR TRANSFERRED

Show Quantity of Items to be billed in the Column of Party to be Paid.

GEOGRAPHICAL LOCATION
 PICO RIVERA
 COMMUNITY

FORM 48
 9/1/2015
 10/16/2015

COL TOT	0	0
TDO	0	0
PAGE TOTAL	0	0

PRELIMINARY JPA REVIEWED BY:
 KATIE MOUNT