

**BROADBAND ASSISTANCE ADVISORY COUNCIL (BAAC)  
PERMITTING WORK GROUP (PWG)**

State Of Hawaii

Department of Commerce and Consumer Affairs (DCCA)

**2016 Report to BAAC**

By

Tony Velasco, Chair

November 22, 2016

The Permitting Work Group (PWG) met on July 15, 2016. The PWG had been tasked by the BAAC to further review best practices related to (1) the creation of an infrastructure projects database; (2) an online project notification system for poles; and (3) “dig once” policies and practices.

**I. Best Practice: Infrastructure Projects Database**

The PWG reviewed and discussed two online project database systems:

A. City and County of Honolulu Online Project Database

As an example of an infrastructure projects database, the PWG was given an overview and live demonstration of the City & County of Honolulu’s current Accela (previously Envista) online database of projects that impact the City’s road, water, and sewer infrastructure. The PWG was also provided with access to view the current Accela system. The system is used to track both overhead and underground construction projects and provides for map-based coordination.

To reduce costs, the City’s Department of Information Technology is currently developing an in-house online projects database that will tie into the City’s current GIS (geographic information system) and Smarter Cities programs. The goal is to have the system open to everyone and the City will seek input from the utilities on features of the system.

The planned system will include group notification of new projects, and may also include text to phone notifications and tie-ins to the City’s emergency management notification system, NIXLE, the City’s Emergency Operations Center, and the State Civil Defense. State agencies could be accommodated in the City developed system.

*Various PWG members expressed interest in participating in the City’s system and/or offered assistance and comments. PWG members will be provided with details on the City’s online notification system being developed, and will be given an opportunity to provide input.*

The PWG was also made aware of the City’s monthly Government & Public Utilities Task Force (Task Force) meetings, led by the City’s Department of

Facilities Maintenance. These meetings serve as a source of information for upcoming government and private projects and events that impact roads as well as overhead and underground infrastructure. Entities attending and reporting on projects are representatives of the City and other public agencies, utilities, consultants and commercial entities, including some of the broadband providers and the State Department of Transportation. Membership is open to anyone who wants to attend.

*Interested PWG members were invited to submit their names and email addresses for inclusion on the meeting invitation list.*

## **II. Best Practice: Online Project Notification System for Poles**

The PWG participated in a webinar on the National Joint Utilities Notification System (NJUNS). This online notification system has three modules for: (1) pole attachments; (2) pole transfers (transfer of facilities from old poles to newly installed poles); and (3) pole transfer project administration (currently being developed). NJUNS representatives noted that a lot of states have come onto NJUNS to improve pole replacement and transfer coordination between the pole owners. The last four states to join, New York, Rhode Island, Massachusetts and California, have done so because their respective Public Utilities Commissions or regulatory bodies required participation through legislation. Other states have joined in the past as a result of major pole owners or investor utilities coming together to champion involvement. Payment of the initial and annual membership fees is sometimes split among users, but is also sometimes paid by sponsoring members who let others utilize the system for free.

PWG members noted that Hawaii is different from the mainland because most poles in Hawaii are jointly owned. The joint pole owners' core agreement controls pole attachments for third-parties. NJUNS would likely allow identification of pole owners, which is the first step in the pole attachment process.

*PWG members from Hawaiian Telcom and Hawaiian Electric Company indicated that they would suggest review of the NJUNS system by the joint pole owners' Joint Pole Committee to determine interest in participation.*

## **III. Best Practice: "Dig Once" Policies and Practices**

The PWG was asked for comments or suggestions on "dig once" policies and practices (Dig Once). Dig Once induces joint planning and coordinated construction when building or placing equipment and facilities in the same location, thereby reducing the amount of repetitive road work in the same area. Dig Once may also be used to have entities plan ahead to install ducts, fibers, etc., to meet several entities' needs rather than just each entities' requirements separately, thereby facilitating underground sharing of ducts or collocation;

reducing construction in the same areas; and possibly reducing construction costs. An example of Dig Once is the City's plan to install fiber with the rail project that may be used by various entities.

PWG member comments included the following:

- Dig Once is a good concept, but it is difficult in practice because entities are usually not willing to co-construct or alter their construction schedules without an incentive to do so.
- Coordinating work is a challenge because of the various contractors that would be involved.
- Larger projects would be easier to coordinate than smaller projects.
- It may be best to follow the lead of the federal government's Dig Once initiatives.
- Permitting would be a challenge for Dig Once because of timing issues.
- Hawaiian Electric Company sometimes needs to cancel scheduled projects because of system emergencies, resulting in rescheduling of previously coordinated work and possible project delays.
- Challenges are created when as-built plans do not reflect actual builds, requiring change orders.

The PWG, through DCCA, also requested and received updated documents from Hawaiian Electric Company and Hawaiian Telcom for its library of Processes and Procedures for Broadband Infrastructure. See attached listing.

**BAAC Permitting Work Group**  
**List of Processes and Procedures for Broadband Infrastructure Deployment**  
**2016**

Hawaiian Telcom

1. Request/Permit/Authorization to Attach to Hawaiian Telcom Poles or Occupy Hawaiian Telcom Conduit  
*(Filename: Permit Form to submit PARs and CORs to HAWAIIAN TELCOM) (Submitted to PWG 9-20-16)*
  
2. Pole Attachment and Conduit Occupancy Licensing Agreement (2-2012)  
*(Filename: TEMPLATE – PACOR Agreement with antenna 2-2102) (Submitted to PWG 9-20-16)*

HECO

1. HECO Facilities Attachment (FA) Program Documents  
*(Submitted to PWG 9-30-16)*
  - A. Step 1 – Master License Agreement (MLA) Process  
*(Filename: HECO FA Program – Step 1 – MLA Process)*
  - B. Step 2 – Pole Attachment Process  
*(Filename: HECO FA Program – Step 2 – Pole Attachment Process)*
  - C. Step 3 – Pole Ownership Assessment  
*(Filename: HECO FA Program – Step 3 – Pole Ownership Assessment)*
  - D. Step 4 – Pole Application Submittal  
*(Filename: HECO FA Program – Step 4 – Pole Application Submittal)*
  - E. Step 5 – HECO Pole Application Submittal  
*(Filename: HECO FA Program – Step 4 – HECO Pole Application Submittal)*
  
2. HECO CID Service Requests (Flow Chart)  
*(Filename: HECO CID Service Requests) (Submitted to the PWG 9-15-16)*

City & County of Honolulu

1. Timeline for Obtaining City & County of Honolulu Easement for Attachment or Running of Cable Lines (as of Jan. 30, 2012)  
*(Filename: Timeline for City Easement 1 30 12) (confirmed by C&C of Honolulu that timeline remains unchanged as of 9/2016)*

Joint Pole Owners

1. Joint Pole Manual – By Hawaiian Electric Co., Inc.; Hawaiian Telcom, Inc.; City & County Of Honolulu, Department of Design and Construction; and State of Hawaii, Department of Transportation, Highways Division (November 25, 2005)  
*(Filename: Joint Pole Manual by Hawaiian Electric Hawaiian Telcomm DDC DOT 1 22 2005)*  
*(confirmed by HT and HECO to be current as of 9-2016)*