

Southern California Joint Pole Committee

279 E. Arrow Hwy. Suite 104

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**Billing Process Simplification ad hoc Committee
did not meet in January 2021 - April 2021.**

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May 19, 2021

A regular meeting of the **Billing Process Simplification** took place on the above date, at 2:25 p.m., at the Committee office.

Those in attendance were:

Mr. Joe Serrato	Crown Castle NG West Inc.
Mr. Earle Carrion	Crown Castle NG West Inc.
Mr. John Bacon	City of Los Angeles
Mr. Wayne Brown	Southern California Edison
Ms. Camile Bowie	Southern California Edison
Ms. Valerie Mitwasi	Southern California Edison
Ms. April DeBarge	Southern California Edison
Mr. Lex Treepaisan	Frontier Communications
Ms. Kay Black	AT&T California
Mr. Barry Consulter	AT&T California
Mr. Ben Coffey	City of Banning
Mr. Richard Soriano	City of Banning
Ms. Yvonne Johnson	Teleport Communications America
Ms. Maria Ortiz	XO Communication
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Yesenia Delgado	Time-Warner Cable
Ms. Shawn Henderson	T-Mobile USA
Mr. Nick Van Stryk	City of Vernon (Petrelli Electric)
Ms. Claudia Arellano	City of Vernon
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Chairperson, Mr. Serrato called the meeting to order at 2:25 p.m. by addressing the first item on the agenda, **Item 1662: Billing Process Simplification.**

- *Heavy Hitters: What are the most common errors made by members (C. Crawford, AT&T California)*
 - *8 to 10 hours total for staff document the errors for the report.*
 - *Recommendation from SCJPC Office: Review the Final JPA Review Checklist on the website before sending JPAs to SCJPC office. Also emailed the file to all members on 8/26/2020.*

Ms. Pranata opened and explained the members review the JPA Member
Billing Process Simplification Committee – May 19, 2021– Page 1 of 5

Activity monthly which include a percentage of returns. Some months the return rate is 50% other months is 60% return rate. AT&T California requested a report of the common errors made by members since 60% is high. Mr. Serrato stated he thinks that Ms. Crawford's vision was to see the biggest errors made and every month each member would be given a score of how their JPA finals fared against those "heavy hitter" mistakes. Mr. Serrato added it will also give members some clarity on how to train their JPA writers/submitters. Ms. Pranata stated that yes that was Ms. Crawford's idea; however, it has taken Ms. Pranata and Ms. Allen about 10 hours to do the report. Ms. Pranata explained the report can be done for a couple of months; however, if the members eventually want the staff to record the errors it will take time away from billing. Mr. Serrato commented that maybe the members should take it into consideration to see if it is even worth it. Ms. Pranata suggested the members could review their own errors internally since the JPAs (memos) are sent back to the members monthly with the error(s) recording on the JPA. It is Ms. Pranata's understanding, and discussed previously, that it is the members responsibility to review their own errors. Mr. Brown agreed and stated that Edison does look at the notes on the JPAs, and they log and track them so Edison can address them. Mr. Brown added a couple months of review would be helpful for Edison. Ms. Pranata stated definitely and then displayed the most common error list. Mr. Serrato stated maybe that is far as the SCJPC office has to go to provide the current list. Members can take this list reference and train from it. Mr. Serrato does not think there is going to be any directive for SCJPC to categorize incoming finals every month; especially with the amount of JPAs coming though monthly. Mr. Serrato asked Ms. Crawford to weigh in on this. Ms. Crawford was not on the line to respond. However, Ms. Black stated this is more her area and stated she appreciates the effort put into this list and it is a tool she can teach off of.

Mr. Brown sated that Issue #6 *Section 1.2 with 18.1D Conflict* with 34 errors was discussed today and clarified. Issue #15 *F7 DO NOT BILL*, Mr. Brown stated that in many cases Edison does not receive the F7. Therefore, Edison does not know about the F7 until SCJPC returns the JPA. He added that Edison is working with Frontier on the issue. Mr. Brown wants to remind the members if you do send a F7 DO NOT BILL out to please cc the members on the JPA. Ms. Pranata stated that SCJPC uploads the F7's to ShareFile (scjpc.sharefile.com) so members can have access to the F7 folder. She added if you do not have access to the folder, please email Ms. Pranata and she will give access.

Mr. Serrato stated he does not think this needs to be done monthly. He added it takes about 10 hours to combine the information. Ms. Black agreed and stated the report given will keep her busy training.

Mr. Serrato thanked Ms. Pranata and Ms. Allen for putting together the report.

Proposal to bill as is. Ms. Allen to present samples (K. Allen)

Ms. Allen opened and explained she put together a list of ideas to discuss on errors that are occurring more and more. This has been added to the Billing Discrepancies sheet that was discussed in the Operating Meeting August 16, 2017.

The first one that Ms. Allen explained is for replacement poles and removals.

Exceptions are 5.4, 7.3 and 7.7. Ms. Allen inquired on the JPA Record Side does Treatment, Pole Length, Pole Class, Year Set, and KV need to match SCJPC's pole record. These items do not affect the pulling routine or new pole amount dues. Mr. Van Stryk requested the SCJPC office to return the JPA if the year set does not match the SCJPC record. Mr. Serrato stated on the *Heavy Hitter* checklist record side of JPA does not match JPA is one of the biggest issues. Mr. Bacon stated that the accuracy of the pole history is important however some items are not important for billing a pole that is being removed/PTD.

After further discussion, the members agreed that Treatment, Pole Class, KV and added during discussion Community do not need to be verified on replacement or removal poles. If one of the four items mentioned above is missing or wrong the billers can ignore and continue to process the JPA without returning. Exceptions again are 5.4, 7.3, and 7.7.

The second one that Ms. Allen explained was on anchor size on a new install. Sizes are not listed in the Routine Handbook and billers bill by anchor item number given on the JPA. Does the staff have to worry about the size of the anchor? The size does not affect amount due. The consensus of the members, after some discussion, was for the staff to not worry about anchor size and bill by item number only.

The next one that Ms. Allen explained was on Section 7.6A and that it needs accident information. Stated in the Routine Handbook *Telephone notification must be confirmed by either Form 2 or Form 48 showing, if known: (a) Time and date of accident, (b) Time and date joint owner notified, (c) Name of person notified, (d) Police report number.* Ms. Allen inquired must the accident information be on the JPA and does the staff have to police if the information is not on the JPA? The accident information does not affect amount dues. After some discussions, the members agreed that accident information on a 7.6A does not need to be on the JPA and billers can proceed without it. Billers are not to return JPAs missing or with incomplete accident information.

The last item that Ms. Allen explained was on a Correction of Record JPAs. Per the Routine Handbook parentheses needs to be around Approved and Accounting Data and the new information on top. Ms. Allen inquired is that still valid? Must parenthesis show around Approved and Accounting Data and new information on top? The parentheses missing and new information on top does not affect amount dues. After some discussion, the consensus of the members is that a Correction of Record JPA can be processed and not returned for missing parentheses around Approved and Accounting Data. Ms. Black requested to revise the sample on Section 18 and to add this subject item into the next month's Routine Handbook agenda.

Mr. Serrato instructed Ms. Pranata to post a JPA Alert on the website to notify all members about the above changes. Mr. Serrato added the billers can start billing as agreed above. The committee emphasized that all members should make every effort to ensure that the history on the Final should match the SCJPC pole records. It is the members' responsibility to train their staff properly.

The members then decided due to time and lack of participation that they will table the remaining items until next month. Mr. Brown requested a copy of the list so he can look the remaining items over.

Score/Report Card: How to record and report errors monthly (C. Crawford, AT&T California)

Ms. Pranata opened and stated this was discussed earlier in the meeting and SCJPC does not have to continue recording the errors. Mr. Serrato and Ms. Black both agreed. Mr. Brown stated he would like to see the report one more time if not next month. Perhaps it can be looked at down the road and see if there are any improvements. Ms. Allen suggested to do the error report again in July or August. That way the members can get the information out to JPA writers/submitters and they can have time to implement the changes. The members agreed that the next error report will take place in August 2021.

Miscellaneous Items.

Replacement poles with items listed (A. DeBarge SCE)

Ms. DeBarge inquired if for example, with a replacement section, is a 12.9 required on a JPA in order not to receive a memo back? Ms. Allen stated no. Discussed previously is that a replacement section does cover item numbers. Mr. Brown then wanted clarification and inquired on a replacement JPA with a new pole new anchor a 12.9 is not needed? Ms. Allen replied correct.

There were no further questions on comments.

Final JPA Submission Review Checklist

Ms. Pranata explained a file that was in the packet and effective September 2020 Bill of Sale is a great tool for members to use. The checklist is a list of “must haves” on the Final JPA. Ms. Pranata added if anything is obsolete, she can remove. The checklist is on the website for members to download and she emailed to all Members back in August 2020, but she can resend again. Mr. Serrato stated to please send the *Final JPA Submission Review Checklist* again and *the Heavy Hitters* report to all members.

Review of Action Items

- Ms. Pranata to email all members the *Final JPA Submission Review Checklist* and *the Heavy Hitters* report.
- Members to review the *Final JPA Submission Review Checklist* and *the Heavy Hitters* report and distribute to their teams.
- Ms. Pranata to post JPA Alert on the website on the four items the members discussed and agreed upon allowing SCJPC to bill as is.
- Members to review the remaining bill as is lines. They will be discussed next month.

The meeting adjourned at 3:30 p.m. until next month.

Ms. Kathleen Allen – Committee Transcriber

April 2021 Memos - All Members

No.	All Issues	Total Issues - All Members	Percent of Errors	Notes/Recommendation
1	Does Not Match SCJPC Record (see below*)	202	21%	Review Checklist on the website, check SCJPC pole records.
2	Grade/Space Issue - Proposed	80	8%	Review the Routine Handbook Sec 16
3	Missing Approval (blank approval)	40	4%	Review Checklist on the website
4	Multi item - Who to Charge	40	4%	Review the entire JPA before sending to SCJPC
5	Missing Class	39	4%	Review Checklist on the website
6	Section 1.2 with 18.1D Conflict	34	4%	Review the entire JPA before sending to SCJPC
7	Section - Missing	32	3%	Review the entire JPA before sending to SCJPC
8	Missing kV (for power company proposed)	23	2%	Review the entire JPA before sending to SCJPC
9	File Name does not match JPA number	22	2%	Review file name and JPA Number typed on Final
10	F48 Violation	19	2%	Review the Routine Handbook
11	Missing Year Set	19	2%	Review Checklist on the website
12	Section 13.3 - Needed for update	19	2%	Review the entire JPA before sending to SCJPC
13	Indicator format incorrect (e.g. 1/2 (1) on multi or 1/3 (1) on joints)	18	2%	Review the entire JPA before sending to SCJPC
14	Anchor Issue (Proposed side, not record)	17	2%	Review the entire JPA before sending to SCJPC
15	F7 DO NOT BILL	16	2%	
16	Invalid Item (does not exist in AC or Routine Handbook section)	15	2%	Review the entire JPA before sending to SCJPC
17	Bill First/After JPA Not Billed	14	1%	Check SCJPC website before sending JPA to SCJPC
18	Information in wrong column/row (not under company, not on same row)	14	1%	Review the entire JPA before sending to SCJPC
19	Section - Conflict	14	1%	Review the entire JPA before sending to SCJPC
20	Missing Anchor Information (item # on Final but no anchor)	13	1%	Review the entire JPA before sending to SCJPC
21	SOP charging Item 83	12	1%	
22	Format (e.g. row numbering, number of rows incorrect)	11	1%	Review Checklist on the website
23	Missing Location	11	1%	Review the entire JPA before sending to SCJPC
24	Missing Pulling Routine	11	1%	Review the entire JPA before sending to SCJPC
25	Existing Pole not Joint	10	1%	Check SCJPC website before sending JPA to SCJPC
26	SCZ Conflict	10	1%	Review the entire JPA before sending to SCJPC
27	Section - Wrong	10	1%	Review the entire JPA before sending to SCJPC
28	Section 13.3 - With No Notes	10	1%	Review the entire JPA before sending to SCJPC
29	Section 7.7 - Incorrect set up	10	1%	Review the Routine Handbook
30	Page # Conflict	9	1%	Review the entire JPA before sending to SCJPC
31	Date Completed Missing	8	1%	Review Checklist on the website
32	Missing Item #	8	1%	Review the entire JPA before sending to SCJPC
33	Section 13.1 and 13.2 Corr of record - incorrect set up	8	1%	Review the Routine Handbook
34	Missing "FINAL" on First Page	7	1%	Review Checklist on the website
35	Header - Wrong Company	6	1%	Review the entire JPA before sending to SCJPC
36	Invalid Indicator (star or symbol, typo)	6	1%	Review the entire JPA before sending to SCJPC
37	Invalid kV (H or HDL)	5	1%	Review the Routine Handbook
38	Invalid Pole Number	5	1%	Review the entire JPA before sending to SCJPC
39	New Pole already Joint	5	1%	Check SCJPC website before sending JPA to SCJPC

April 2021 Memos - All Members

No.	All Issues	Total Issues - All Members	Percent of Errors	Notes/Recommendation
40	Old Pole Joint, For Example, E-FTR new pole E-NG	5	1%	Review the entire JPA before sending to SCJPC
41	Previously Billed JPA	5	1%	Check SCJPC website before sending JPA to SCJPC
42	Duplicate Pole on JPA	4	0%	Review the entire JPA before sending to SCJPC
43	Invalid Pulling Routine (typo FTD instead of PTD)	4	0%	Review the entire JPA before sending to SCJPC
44	Missing AT or AR	4	0%	Review Checklist on the website
45	Need Arm for same grade	4	0%	Review the entire JPA before sending to SCJPC
46	Note in Nature of work Conflicting with Proposed	4	0%	Review the entire JPA before sending to SCJPC
47	Section 13.3 With Note Saying Updated But Nothing Updated	4	0%	Review the entire JPA before sending to SCJPC
48	Year Set - Two of Them	4	0%	Review the entire JPA before sending to SCJPC
49	Company On Header not on JPA	3	0%	Review the entire JPA before sending to SCJPC
50	Header - Missing company	3	0%	Review the entire JPA before sending to SCJPC
51	Missing Cost for special agreement	3	0%	Review the entire JPA before sending to SCJPC
52	Section - Invalid (typo on Sec #)	3	0%	Review the entire JPA before sending to SCJPC
53	Section 9.1 - Incorrect set up	3	0%	
54	Companies on JPA Conflict with Companines on Record	2	0%	Check SCJPC website before sending JPA to SCJPC
55	Company Not Cutting Charging 5C	2	0%	Review the entire JPA before sending to SCJPC
56	Date Sent - Missing	2	0%	Review Checklist on the website
57	Dead Pole - Should be Active	2	0%	Check SCJPC website before sending JPA to SCJPC
58	Incorrect set up of 18.1F	2	0%	
59	Invaild Pole Class (typo)	2	0%	Review the entire JPA before sending to SCJPC
60	Missing Arm Information	2	0%	Review the entire JPA before sending to SCJPC
61	Missing Treatment	2	0%	Review Checklist on the website
62	Nonbillable Section	2	0%	Review the Routine Handbook
63	One Company Cut other Company Charges	2	0%	Review the entire JPA before sending to SCJPC
64	Section 13.1 and 13.2 Corr of record - S/A does not match original	2	0%	Review the Routine Handbook
65	Section 7.6A Missing Accident Information	2	0%	
66	Section 9.X Cannot charge items	2	0%	
67	Company Listed Twice on JPA	1	0%	Review the entire JPA before sending to SCJPC
68	Company PTD/CUT charging 5C	1	0%	Review the entire JPA before sending to SCJPC
69	Date Sent - Two Date Sents	1	0%	Review the entire JPA before sending to SCJPC
70	Header - Co on header not on poles	1	0%	Review the entire JPA before sending to SCJPC
71	Incorrect Anc info (incorrect anchor size)	1	0%	Review the entire JPA before sending to SCJPC
72	Invalid Treatment (typo)	1	0%	Review the entire JPA before sending to SCJPC
73	Invalid Year Set (typo)	1	0%	Review the entire JPA before sending to SCJPC
74	Items - 2 on one line, one indicator	1	0%	Review the entire JPA before sending to SCJPC
75	Missing Community	1	0%	Review Checklist on the website
76	Missing Indicator	1	0%	Review the entire JPA before sending to SCJPC
77	Missing Point of Attachment (CLR)	1	0%	Review the entire JPA before sending to SCJPC
78	Missing Pole Number	1	0%	Review the entire JPA before sending to SCJPC
79	Missing Replacement Pole	1	0%	Review the entire JPA before sending to SCJPC

April 2021 Memos - All Members

No.	All Issues	Total Issues - All Members	Percent of Errors	Notes/Recommendation
80	Need New Pole Number (relinquishment and renumber)	1	0%	Review the entire JPA before sending to SCJPC
81	Post - it on PDF JPA (sent to SCJPC as PDF, not Excel)	1	0%	Review the entire JPA before sending to SCJPC
82	S/B a Corr of Rec JPA	1	0%	Review the entire JPA before sending to SCJPC
GRAND TOTAL		947	100%	

Does Not Match SCJPC Record examples:				Notes/Recommendation
1	Does Not Match Record - Anc info	16	2%	Review Checklist on the website, check SCJPC pole records.
2	Does Not Match Record - Arm info	2	0%	Review Checklist on the website, check SCJPC pole records.
3	Does Not Match Record - Community	6	1%	Review Checklist on the website, check SCJPC pole records.
4	Does Not Match Record - Company	1	0%	Review Checklist on the website, check SCJPC pole records.
5	Does Not Match Record - Grade and space	33	3%	Review Checklist on the website, check SCJPC pole records.
6	Does Not Match Record - Location	19	2%	Review Checklist on the website, check SCJPC pole records.
7	Does Not Match Record - Pole Class	3	0%	Review Checklist on the website, check SCJPC pole records.
8	Does Not Match Record - Pole Length	9	1%	Review Checklist on the website, check SCJPC pole records.
9	Does Not Match Record - Treatment	3	0%	Review Checklist on the website, check SCJPC pole records.
10	Does Not Match Record - Year Set	11	1%	Review Checklist on the website, check SCJPC pole records.
11	Does Not Match Record - Others	99	10%	Review Checklist on the website, check SCJPC pole records.
TOTAL		202	21%	

FINAL

AUTHORIZATION FOR JOINT POLE TRANSACTION

SCJPC USE ONLY

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 heron.

Date Prepared **1/29/2014**

Date Sent **2/5/2014**

Confirming Agreement

In Field	By Phone	By Email

Date Completed **JAN 07 2021**

Estimated Construction Start Date

J.P. Auth. No.

E4305-405774498

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

BILL NO.

UTILITY	REPRESENTATIVE	PHONE NUMBER OR EMAIL	DISTRICT-DIVISION-EXCHANGE	APPROVED	ACCOUNTING DATA
E	BERNARDO OCHOA		METRO EAST	KURT D CARLSON	TD681004 701623 14F
FTR				18.1D	
HSO				18.1D	

POLE NO.	Pole Length	Year Set	Pole Treat	Record						Proposed						Item No.	LOCATION AND NATURE OF WORK If not in accordance with Joint Pole agreement and routine-state reasons.
				Class	66KV	FTR	HSO			66KV	FTR	HSO					
4019114E	70	87	FT	E		FTR	HSO			E		FTR	HSO			1	E TO REPLACE PER SEC 7.11, 7.4, 10.8
4019114E	70	14	FT	E		FTR	HSO			PTD						2	BAKER AV W/S 200' CEDAR ST
4019114E	70	14	FT	E		FTR	HSO			61-31		23-2	24-1			5	BAKER AV W/S 200' CEDAR ST
			H3							21-3						6	CUT & KICK
																7	FTR DENY

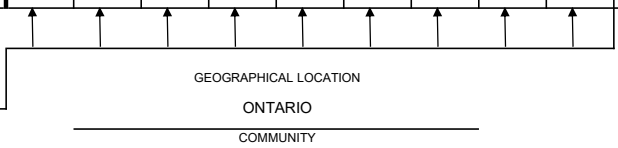
Jocelyn Tiangco:
4019114E (OLD)
MISSING E 25-1 PER RECORD.

Pole Number: 4019114E

Base Owner:	E
Location:	BAKER AV W/S 200' S/O CEDAR ST
Latitude:	34.036976
Longitude:	-117.615533
Pole Height:	70
Year Set:	1987
City:	ONTARIO
Repl Pole #:	
Removal/Relinquishment:	
Member to remove pole or member relinquished:	

POLE LEGEND:
P = PULL (Item)
PB = PULL BU
T = TRANSPORT
S = SALVAGE
D = DISPOSE
TN = TENANT

Company	ANT	Grade & Space	Additional Info
E	-	66K .60 61-30 25-1	
FTR	-	.22 23-5	
HSO	-	.28 24-1	



FORM 48 SENT 1/20/2015
3/6/2015

AMOUNT DUE	
UTILITY	UTILITY
TOTAL AMT	TOTAL AMT
AMOUNT	AMOUNT

ACCOUNTING DIRECTIONS:

PRELIMINARY JPA REVIEWED BY:
ARLIE MOJICA
TYPIST:
PATRICIA CHAVEZ-SILVA

PAGE TOTAL

FINAL JPA Submission Review Checklist

Effective September 2020 Bill of Sale

ADMIN Checklist

Must have on Final JPA
Date Sent
"Final" on top of page 1
"Bill No" on top of page 1
"Date Completed" section for SCJPC to enter date into the Final (there should be space for SCJPC to enter date)
JPA Number typed on the Final should match file name
JPA number typed on the first page is the same JPA Number on all pages
SCE only: JPA <u>Notification</u> number should be 9 digits e.g. Exxxx-123456789 (9 digits after dash) JPA <u>Legacy</u> number should be 4 digits e.g. EXXXX-1234 (4 digits after dash) and notification number below legacy
Utility codes
Approved column is filled for each utility: Name, 18.1D, or 18.1F
Verify page numbers: Total on first page and other pages: e.g. Page X of X (all pages accounted for)
Community (or city)
Form 48 work completed date (exception: correction of records JPA)
All rows shown on Final: Page 1: 13 billing rows/lines Other pages: 19 billing rows/lines

ADMIN Verify

Page orientation	Landscape
Number of pages	All pages accounted for
Form 48 date	Check against date received, must be 45 days after F48 completed date Date Received: when SCJPC received the Final
BILL AFTER	Check if JPA has been billed

BILLING Checklist

(most frequent errors)

Effective Year	Must have on Final JPA
	Utility codes: on Header match Record and Proposed Verify: Utility on Header but not on any poles Utility NOT on Header but listed under record/proposed or showing "NI"
	Record Side: SHOULD Match exactly SCJPC record (even if wrong)
	Pole: length, year set, treatment

2010	Pole Class
	Power Companies: kV or C. "H" No longer valid
	Anchor/Arm Info if any
	On pole replacement, if old pole has an ancor/arm, need AR or AT
	5.X : Anchor/Arm : Needs an AR
	7.X: Anchor/Arm : Nedds an AR or AT
	Grade and space properly allocated and match year set
	5.X or 7.X needs Pulling Routine
	New Anchors: Item 111A-D and must have Year Set (note: Effective 2008 Existing Anchors: Item 111G-H <i>does not</i> need Year Set)
	Unauthorized Attachment Sections: Must show GR/SP in parenthesis on record side
	On Multis - item numbers: whom is being charged for items if not all parties
	If Section 1.2 (special agreement) is typed on Final, the Final needs approval (Approved column cannot be 18.1D)
	Section 13.3 must state what is being updated
	Proper Sections: Only Sections involved.

OTHER/MISC

Form 7	Verify if there is Form 7 on file: Do not bill / do not final from other members
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BILLING DISCREPANCIES

Member Decision: Operating Meeting August 16, 2017
Effective: B/S 9/17, Revised 12/19/18 - KA Effective: B/S 1/19

Description of Error	Questions/Notes	BILL AS IS	RETURN
1 5C being charge - NO CUT	Bill as is, Or do not bill leave on JPA NEW: WOULD LIKE TO BILL WITH NO MONIES AND NOT RETURN		X
2 5C being charge, Cut Listed - Same Utility doing Pulling Routine	Bill as is, Or do not bill leave on JPA- CROSS OUT 5C AND BILL JPA - DO NOT RETURN		
3 Section 7.X: Record Joint E/H Proposed E/FTR	Bill Old Rec E/H New Rec E/FTR? OR Change proposed side to old record E/H new E/H?		X
4 Item 9 with 7.4	Bill as item 9? Do not bill item 9, leave on JPA? CROSS OUT ITEM9 AND DO NOT BILL ITEM9		
5 Item 9 no section 14.9	Bill as is, Bill as is add item 14.9, do not bill	X	
6 Item 83 no section 10.8	Bill as is, Bill as is add item 10.8, do not bill	X	
7 Special Agreement w/ 18.1D - Multi Party	3 companies 1 not approved. Bill as 1/2 to signed membe or bill as 1/3 to signed		X
8 Traffic Control 13C after 2015	Bill as is, change to 13D and bill, or return CHANGE TO 13D ONLY IF TRAFFIC CONTROL IS STATED AND BILL, IF TRAFFIC CONTROL IS NOT STATED DO NOT CHANGE AND RETURN		
9 Anchor no item	Bill with no monies or need item to bill? NEW: WOULD LIKE TO BILL WITH NO MONIES AND NOT RETURN		X
10 Company on JPA not on poles	Cross out and no copies, Leave on make account and copies, or return CROSS OUT CO ON HEADER THAT IS NOT INVOLVED IN JPA AND BILL, NO COPIES TO CROSSED OUT MEMBER		
11 Multi with items no explanation who to charge	Do not bill items or return		X
12 Section 4.0, Grade and Space into SCZ (4.3)	Bill as section change grade and space, bill as gr/sp change section, or return		X
13 Unauthorized Attached 7.11 no 7.7	Can we add 7.7 or return		X
14 NO KV or C for Power Poles	Finalize w/o KV or C or return		X
15 GR&SP not for Pole Height S/A 50' GR/SP 45' pole	Change gr/sp per pole height, change pole height per grade and space, or return		X
16 Multi: 3' Clear no note: SCZ is Adequate?	Add on note and bill, Do not add note bill, or return		X
17 Page Numbers	1 of X but no X, missing page X, or blank page. Bill as is or return		X
18 7.11 no 7.4 item 19	Can we just bill: Note from Larry Chow and April Debarge 7/16 - Send back to Member- NEW: STILL VALID?		X

New Issues for May 2021 BPS Discussion:

Description of Error	Questions/Notes	BILL AS IS	RETURN
19 JPA Record side: Does Not Match SCJPC Record (typo) - Treatment, Pole height/length, Pole Class, Year Set, KV	For replacement or removal poles only (not unauthorized attachment or Sec 7.3)- BILL AS IS Does not affect PTD or new pole amount dues		
20 Anchor size	If typed not the usual anchor sizes: 3/4" , 1-1/4" , 5/8" , 1/4" , etc - BILL AS IS and not check the size. Bill by item number typed on Final, does not affect amount dues.		
21 Section 7.6 A Missing Accident Information	BILL AS IS when accident information missing. Does not affect amount dues.		
22 Corr of Rec - No parentheses (Format issue, header information)	BILL AS IS - Do not return for missing parentheses. Does not affect amount dues.		
23 File name does not match JPA Number	Change file name to JPA Number and BILL AS IS (by JPA number typed on the Final) Reason: SCJPC office is not supposed to change anything on the final, however, we can change the file name.		
24 Initials or initials with letters under Approved column (JPA header)	BILL AS IS (as approved) since Approved cell is filled		
25 Note under Nature of Work conflicts with Proposed	BILLS AS IS - Bill by Proposed side ignore note		
26 Invalid Item Numbers (AC item does not exist or missing letter ABCDE)	BILL AS IS - NO COST BILLING CODE 5 AND AMOUNT 0		
27 Items that are Special Agreement with no cost shown or no 1.2	BILL AS IS - NO COST BILLING CODE 5 AND AMOUNT 0		
28 5C being charge - NO CUT	BILL AS IS, NEW: WOULD LIKE TO BILL WITH NO MONIES AND NOT RETURN CODE 5 AND AMOUNT 0		
29 SOP with Item 83	BILL AS IS - NO COST NO CODES DO NOT RETURN		

FINAL AUTHORIZATION FOR JOINT POLE TRANSACTION

SCJPC USE ONLY

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 hereon.

Date Prepared 10/7/2020 By In Field By Phone By Email Estimated Construction Start Date JPA

Date Sent 10/8/2020 Confirming Agreement Date Completed MAR 04 2021 Auth. No. _____

FILE NAME: ATC-7400240-01
ATC-7400240-01

COSTS and BILLING DATA

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

UTILITY	REPRESENTATIVE	PHONE NUMBER/EMAIL	DISTRICT-DIVISION-EXCHANGE	APPROVED	ACCOUNTING DATA
M	C. DAWIDOWICZ	JPA@ladwp.com	VAN NUYS SOUTH EAST	WILSON SALVADOR	RECORD ONLY
ATC	J. CROSSE	ATCJPA@MOTIVE-ENERGY.COM	IRVINE	M. MURILLO	74000240

FINAL AUTHORIZATION FOR JOINT POLE TRANSACTION

FILE NAME: E6087-401076647

PAGE NO. 1 OF 4 This authorization is in accordance with Joint Pole Agreement and Routine. The undersigned have agreed on joint work as specified hereon.

Date Prepared 1/22/2010 In Field By Phone By Email Date Completed DEC 03 2020 Estimated Construction Start Date 1/22/2010

Date Sent 3/15/2010 Confirming Agreement

J.P. Auth. No.

E6087-0124R01
E6087-401076647

BILL NO. _____

SCE USE

BC AMT

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

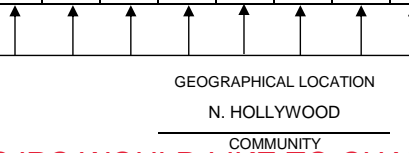
INSTALLATION DIRECTIONS:

UTILITY	REPRESENTATIVE	PHONE NUMBER OR EMAIL	DISTRICT-DIVISION-EXCHANGE	APPROVED	ACCOUNTING DATA
E	V. NELSON		BLYTHE	V. NELSON	800445909
FTR	R. FRANSWORTH		PALM SPRINGS	18.1D	

UTILITY	REPRESENTATIVE	PHONE NUMBER OR EMAIL	DISTRICT-DIVISION-EXCHANGE	APPROVED	ACCOUNTING DATA	QUANTITY	UNIT	DESCRIPTION	PLACED	AMOUNT
								ATC TO REPLACE ANC 12.5	1	
	354242M	45 87 FT 4	39-9 23-1					WHITSETT AV W/S 205' N/O VANOWEN ST	2	
			24-1 C24						3	
			22-4 T22						4	
		3/4"	N .50 .50	AR				JOINT ANC IN FIELD	5	
		1"	20 N	.50 .50	111B				6	
		2 1/2"	PBR	.50 .50	112B			ATC TO ASSIGN M FREE INTEREST IN NEW ANC	7	
									8	
									9	
									10	
									11	
									12	
									13	

- POLE LEGEND:**
- L = LOWER TOP (Item 5E)
 - P = PULL (Item 5A)
 - PB = PULL BUTT
 - T = TRANSPORT (Item 5B)
 - S = SALVAGE
 - D = DISPOSE (Item 5D)
 - TN = TENANT
- ANCHOR/ARM LEGEND:**
- C(XX) = FOOTAGE CUT
 - SCZ = SAFETY CLEARANCE ZONE
 - SOP = SECTION OF POLE
 - AR = ANCHOR/ARM REMOVED
 - AT = ANCHOR/ARM TRANSFERRED

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



FORM 48 SENT 11/2/2020

COLUMN TOTAL

SCJPC WOULD LIKE TO CHANGE THE FILE NAME TO JPA NUMBER

FINAL

AUTHORIZATION FOR JOINT POLE TRANSACTION

SCJPC USE ONLY

BILL NO. _____

PAGE NO. 1 OF 6

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

Date Prepared **3/16/2015**

By In Field By Phone By Email

Estimated Construction Start Date JPA

Date Sent **3/29/2016** Confirming Agreement

[] [] []

Date Completed **JAN 07 2021**

Auth. No. **E6040-407671216**

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	PHONE NUMBER/EMAIL	DISTRICT-DIVISION-EXCHANGE	APPROVED	ACCOUNTING DATA
E	FARNSWORTH, R.		ARROWHEAD	ANGULO, E.	700158 TD1100109 2TX
FTR	D. WILLIAMS		INLAND	W. KEARNS	
12					

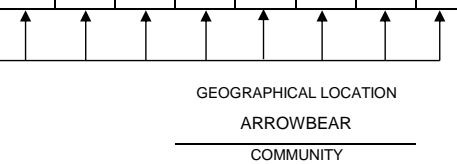
BILL NO. **923**

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:
				Anchor Size	Anchor Direct.	E	FTR	E	FTR	E	FTR				UTILITY E	UTILITY FTR	
															TOTAL AMT	TOTAL AMT	
1687885E	35	66	FT		22'								E TO REPLACE SEC 7.11, 12.12, 13.3	1			
	1"	80	W	.50	.50								INDEPENDENCE RD W/S L/L 34 & 51 BL 16 TR 1984	2			
													AT	3			SCJPC NOT TO RETURN
													1/2(1)	4	5	0	BILL 5 0
													5C	4			
1687885E	40	16	FT CL5										34-6 22-4	6			
														7			
														8			
														9			
														10			
														11			
														12			
														13			
														COL TOT			

Line 4, cannot charge 5C with no cut. SCJPC would like to bill with a 5 0 and pass the JPA through without returning. Pending cut and verification of 5C this may affect billing and a correction of record may need to be issued later to recoup cost.

POLE LEGEND:
 L = LOWER TOP (Item 5E)
 P = PULL (Item 5A)
 PB = PULL BUTT
 T = TRANSPORT (Item 5B)
 S = SALVAGE
 D = DISPOSE (Item 5D)
 TN = TENANT
 SCZ = SAFETY CLEARANCE ZONE
 SOP = SECTION OF POLE
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.



FORM 48 SENT 12-17-16
01/31/17

PAGE TOTAL _____

BILLING DISCREPANCIES

New Issues for May 2021 BPS Discussion:

Description of Error		Questions/Notes	BILL AS IS	RETURN
19	JPA Record side: Does Not Match SCJPC Record (typo) - Treatment, Pole Class, KV, Community (old pole only)	For replacement or removal poles only (not unauthorized attachment or Sec 7.3)- BILL AS IS 5/19/2021 Does not affect PTD or new pole amount dues	X	
20	Anchor SIZE (new anchor or purchasing into solely owned existing anchor)	If typed not the usual anchor sizes: 3/4" , 1-1/4", 5/8" , 1/4", etc - BILL AS IS and not check the SIZE. 5/19/2021 Bill by item number typed on Final, does not affect amount dues.	X	
21	Section 7.6 A Missing Accident Information	BILL AS IS when accident information missing 5/19/2021. Does not affect amount dues.	X	
22	Corr of Rec - No parentheses (Format issue, header information)	BILL AS IS - Do not return for missing parentheses 5/19/2021. Does not affect amount dues.	X	

Southern California Joint Pole Committee

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

June 16, 2021

A regular meeting of the **Billing Process Simplification** took place on the above date, at 2:16 p.m., at the Committee office.

Those in attendance were:

Mr. Joe Serrato	Crown Castle NG West Inc.
Mr. Earle Carrion	Crown Castle NG West Inc.
Ms. Aarize Dizon	Crown Castle NG West Inc.
Mr. John Bacon	City of Los Angeles
Mr. Wayne Brown	Southern California Edison
Ms. Camile Bowie	Southern California Edison
Ms. Valerie Mitwasi	Southern California Edison
Mr. Lex Treepaisan	Frontier Communications
Ms. Kay Black	AT&T California
Ms. Tara Andrews	AT&T California
Mr. Barry Consulter	AT&T California
Mr. Ben Coffey	City of Banning
Mr. Richard Soriano	City of Banning
Mr. Victor Cortez Jasso	City of Banning
Ms. Maria Ortiz	XO Communication
Ms. Yesenia Delgado	Time-Warner Cable
Ms. Shawn Henderson	T-Mobile USA
Mr. Jeremy Harmon	Verizon Wireless
Mr. Pedro Garganera	MCI Metro ATS/MCI Telecommunications
Mr. Nick Van Stryk	City of Vernon (Petrelli Electric)
Ms. Claudia Arellano	City of Vernon
Ms. Jacki Rhodes	MOBILITIE, LLC
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Chairperson, Mr. Serrato called the meeting to order at 2:16 p.m. by addressing the first item on the agenda, the review of the **prior meeting minutes**. There were no questions or comments.

The second agenda item is the review of **Item 1662: Billing Process Simplification (6/18/19 reopened 5/21/21)**

- *Proposal to bill as is Ms. Allen to present samples (K. Allen)*

Mr. Serrato opened and stated last month four items, 19-22, were approved off of Ms. Allen's suggestions list. (See attached). Mr. Serrato then gave Ms. Allen the floor to continue to explain suggestions for discussion and possible approval.

Ms. Allen explained the first suggestion on the list (number 23) is *File name does not match JPA Number*. Trying to avoid a memo, Ms. Allen inquired if the staff may change the file name to match the JPA number. Ms. Allen stated the staff would not alter the JPA number at all. The staff would only change the file name to match the JPA number. Ms. Allen proceeded to show two examples. The first example was JPA number: ATC-7400240-01 and file name was ATC-74000240-01 (Excel or PDF file name). There was an extra zero (0) added to the file name. The second example was JPA number E6087-0124R01 and the file name was E6087-401076647. Ms. Allen explained in this example, Edison used the Notification number and not the Legacy number. Ms. Ortiz stated these should be returned. If the incorrect JPA number gets finalized, it would be a problem for members.

After further discussion, the members agreed that JPAs that have a different file name from the JPA number should be returned.

Ms. Pranata displayed JPA E6059-410088054 for the second suggestion. Ms. Allen explained JPAs are being received with *initials or initials with numbers under the Approved column*. In this example, the Final shows "KC25" under the Approved column. Ms. Allen inquired if this is acceptable. Ms. Allen explained a few years ago a member sent her a prelim with the initials showed under approved; therefore, she has been accepting ever since. Ms. Pranata stated sometimes the Final only shows initials, two letters without numbers. Ms. Black stated on the example shown this JPA involves HLA and the initials with numbers under approved is actually accounting data. Perhaps Edison typed it under the wrong column. Mr. Brown stated that he himself looked this one up and it does show under the Approved column on the preliminary. He added he can email to Ms. Black. Ms. Black stated she will take this as an action item and discuss internally with her team. Mr. Carrion stated that it should not be the initiating members responsibility to decipher the information on the JPA if illegible under the Approved column and that these JPAs should be processed. Ms. Black stated if JPAs are received with initials and numbers following, she does not want the JPA to be processed especially if there is a 1.2 Special Agreement. She reiterated the KC25 on the sample shown was typed under the wrong column under Approved and was accounting data. Ms. Black inquired if this is an AT&T California isolated issue only. Ms. Allen stated she is unsure. Ms. Black then inquired if Ms. Allen could look into and see. Ms. Allen stated yes, and she will discuss with Ms. Black later.

After further discussion, the members agreed business as usual until next month and the staff will continue to accept the JPAs, Ms. Black will discuss internally with her team, and Ms. Allen will look into if this is an isolated issue with AT&T California only or all members. Ms. Black to report back next month a final decision.

Ms. Pranata displayed JPA E6031-410220837 for the next suggestion. Ms. Allen explained JPAs are being received where notes under the *Nature of Work that conflict with the Proposed side of the JPA*. On this example the note reads NO KV ON POLE, GUY POLE ONLY. Proposed shows the pole with KV and 6' safety clearance zone. Ms. Allen inquired if the staff could ignore the note and bill by proposed side of

the JPA. Ms. Black stated if the proposed is wrong then the record would be wrong. These should be returned. Mr. Brown agreed. He added that this example was discussed internally at Edison and they will be correcting that.

The members agreed that JPAs that have a note that is conflicting with proposed side of the JPA should be returned.

Ms. Pranata displayed JPA E4405-407534312 for suggestion four (number 26). Ms. Allen explained JPAs are being received with *invalid Item Numbers (AC item does not exist or missing letter ABCDE)*. Ms. Allen inquired if the staff could process as is and bill the item with no monies to avoid a memo. The staff would use a billing code 5 to acknowledge the authorized cost item and bill 0 due to the invalid item number. Ms. Allen stated this would affect billing since no monies would be billed. She added the rest of the JPA would be billed and a correction of record could be submitted later correcting the invalid item number(s) to valid item number(s). Ms. Black stated this should be returned and that VIS STRIPS are a maintenance cost only and should not be charged on a removed pole. Ms. Allen stated that staff does not police that. If shown on the JPA the billers will charge for it. Ms. Pranata stated that perhaps notes can be added to the Authorized Costs when to use the Authorized Cost. Mr. Bacon stated it does fall under the maintenance. Ms. Black stated AT&T California will lined out those items since they are misused.

The members agreed that JPAs that include invalid item numbers should be returned.

For the next suggestion number 27 Ms. Pranata displayed JPA E6034-409235286. Ms. Allen explained JPAs are being received with *items that are Special Agreement with no cost shown or no 1.2*. Ms. Allen is proposing to bill as is, to avoid a memo, with a billing code 5 to acknowledge the authorized cost item and bill 0 due to no 1.2 and cost given. Ms. Allen stated this would affect billing since no monies would be billed. She added the rest of the JPA would be billed and a correction of record could be submitted later adding the special agreement cost. Ms. Ortiz stated it should be returned. Mr. Brown stated to bill as is and he will speak to his team not to submit without a cost. Ms. Ortiz inquired would members rather see a memo or do a correction of record JPA. Mr. Carrion stated where do members draw a line on billers policing all this stuff and members making sure they are submitting it correctly. He added for billing as is there is a little incentive there to make sure members are up to date on training. Mr. Brown stated it is not policing them it is the biller's responsibility. He explained the billers are to review the JPA and bill it or return it.

The members agreed to keep this open and on the list for further discussion next month.

For suggestion number six (number 28) Ms. Pranata displayed JPA E6040-407671216. Ms. Allen explained JPAs are being received with a 5C charge, but no cut listed. Ms. Allen proposed to bill as is, to avoid a memo, with a billing code 5 to acknowledge the authorized cost item and bill 0 due to no cut listed. Ms. Allen stated this may affect billing if there is an actual cut. She added the rest of the JPA would be billed and a correction of record could be submitted later adding the cut. Mr. Brown stated on this particular JPA the staff can process; however, he would have some hesitation on taller poles. Edison does not cut 35' poles. Ms. Allen stated that the billers can continue to return since they billers would not know when to charge

for a cut and when not too. Mr. Brown agreed.

The billers will continue to return JPAs that show an item 5C charge and no cut listed.

For the suggestion second to last suggestion (number 29) Ms. Pranata displayed JPA E6031-409130616. Ms. Allen explained that it was previously discussed that item 83 should not be charged with a SOP shown. Ms. Allen proposed to ignore the item and not bill since item 83 should not be charged with an SOP shown. Mr. Brown stated he is okay with that. Ms. Pranata inquired if it states in the Routine Handbook or Authorized Costs that if there is SOP on Final, member should not charge item 83. Ms. Allen stated she is unsure if it is in the Routine; however, it was previously discussed and recorded in past minutes. Ms. Pranata inquired if it can be added to Routine Handbook or Authorized Costs. Ms. Ortiz stated yes, it can be added to Routine. Mr. Brown stated looking at the example shown he would not charge the 20A either on a SOP. Ms. Ortiz stated to add to Routine for clarity and may have to update the example as well in case members reference it. Ms. Allen asked for clarification what the billers should do at this point. Mr. Brown stated to bill the JPA as is and leave the billing column blank. He added that 20A should not be billed either. Ms. Black stated that all transfer items should not be associated (not charge) with an SOP.

The members agreed that the billers will ignore transfer items that are charge with a SOP shown and that this item will be moved to Routine for further discussion.

For the final suggestion (number 30) *item is being charged but has letter on Authorized cost but not on JPA*. Ms. Allen is proposing to bill as is with proper billing code and 0 for cost. On this example the item came in as 111; however, on the authorized costs there are letters referenced for 111. For example, A-H. Ms. Allen added it is not always on anchors but other items that have letters listed as well. Mr. Brown stated to return. Ms. Black suggested to add to Authorized Cost for further discussion. She stated that for items like 82 that have letters A-D and similar costs why the members cannot compromise and stated if dealing with an arm it is a certain cost and eliminate the A-D. Ms. Black added it would help the billers. Mr. Brown agreed and stated perhaps it can be averaged out. Ms. Black also suggested to eliminate letters and add more item numbers. Mr. Brown suggest for item 111 to leave the 111A and average out the B-H. Then it would be one or the other.

The members agreed for the billers to continue to return the JPAs. *Item 1777: Item number consolidation* was created and moved to Authorized Cost ad hoc. Ms. Pranata reminded the committee that they decided to postpone the Authorized Cost ad hoc until September 2021 since there was nothing on the agenda. She added the 2021-2022 Authorized Costs have been approved. If any changes were to be made, they would have to go to a vote again or be effective for 2023-2024. Ms. Pranata inquired if the chair, Mr. Van Stryk, would like to meet next month or wait until September. Mr. Van Stryk replied it is up to the members he is fine either way. Ms. Black stated to address right away so it can help out billers. Mr. Serrato stated it would be worth changing or at least starting the process to change it. Authorized Costs ad hoc will resume next month.

Miscellaneous Items.

JPAs that show community but not consistent for entire JPA

Mr. Carrion opened and proposed to bill JPAs as is with the community different on the JPA than pole record. Mr. Serrato stated for Mr. Carrion to get in a text and send to Ms. Allen so it can be added as number 31 on the Billing Discrepancies list. Ms. Allen inquired is that for existing poles, for example on Section 4.X. Mr. Carrion replied yes. Ms. Allen stated for existing poles currently the staff returns the JPA if the community does not match. Ms. Pranata inquired if Mr. Carrion has any examples that he can share and be added to the packet. Mr. Carrion stated that he does not have a sample and explained if there is a JPA with 10 poles and the community is Los Angeles and one of the poles shows community on record as West Los Angeles the JPA should not be returned and bill as is. Ms. Pranata inquired if the pole record should change to community on the JPA. Mr. Carrion replied no, and to leave as is and the only way it should be changed is with a 13.3.

Number 31 to be added to the Billing Discrepancies list, *JPAs that show community but not consistent for entire JPA* and to be discussed in detail next month. Mr. Serrato added if Mr. Carrion has any examples to please send to Ms. Allen and Ms. Pranata.

Review of Action Items

- AT&T California to look into Number 24 – *Initials or initials with numbers under Approved column (JPA header)* and to be discussed further next month.
- Number 31 – *JPAs that show community but not consistent for entire JPA* to be added to Billing Discrepancies list and bill as is.

The meeting adjourned at 3:02 p.m. until next month.

Ms. Kathleen Allen – Committee Transcriber

BILLING DISCREPANCIES

New Issues for June 2021 BPS Discussion:

Description of Error		Questions/Notes	BILL AS IS	RETURN
19	JPA Record side: Does Not Match SCJPC Record (typo) - Treatment, Pole Class, KV, Community (old pole only)	For replacement or removal poles only (not unauthorized attachment or Sec 7.3)- BILL AS IS 5/19/2021 Does not affect PTD or new pole amount dues	X	
20	Anchor SIZE (new anchor or purchasing into solely owned existing anchor)	If typed not the usual anchor sizes: 3/4" , 1-1/4" , 5/8" , 1/4" , etc - BILL AS IS and not check the SIZE. 5/19/2021 Bill by item number typed on Final, does not affect amount dues.	X	
21	Section 7.6 A Missing Accident Information	BILL AS IS when accident information missing 5/19/2021. Does not affect amount dues.	X	
22	Corr of Rec - No parentheses (Format issue, header information)	BILL AS IS - Do not return for missing parentheses 5/19/2021. Does not affect amount dues.	X	
23	File name does not match JPA Number	Change file name to JPA Number and BILL AS IS (by JPA number typed on the Final) Reason: SCJPC office is not supposed to change anything on the final, however, we can change the file name.		
24	Initials or initials with letters under Approved column (JPA header)	BILL AS IS (as approved) since Approved cell is filled		
25	Note under Nature of Work conflicts with Proposed	BILLS AS IS - Bill by Proposed side ignore note		
26	Invalid Item Numbers (AC item does not exist or missing letter ABCDE)	BILL AS IS - NO COST BILLING CODE 5 AND AMOUNT 0		
27	Items that are Special Agreement with no cost shown or no 1.2	BILL AS IS - NO COST BILLING CODE 5 AND AMOUNT 0		
28	5C being charge - NO CUT	BILL AS IS, NEW: WOULD LIKE TO BILL WITH NO MONIES AND NOT RETURN CODE 5 AND AMOUNT 0		
29	SOP with Item 83	BILL AS IS - NO COST NO CODES DO NOT RETURN		
30	Item is being charge but has letters on Authorize Cost but not on JPA	BILL AS IS - PROPER CODE WITH 0 FOR MONIES DO NOT RETURN		

FINAL AUTHORIZATION FOR JOINT POLE TRANSACTION

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

EOI

Date Prepared **7/19/2019**

In Field By Phone By Email

Date Completed **SEP 24 2021** Estimated Construction Start Date

Date Sent **7/27/2019** Confirming Agreement

Empty boxes for In Field, By Phone, By Email

JPA Auth. No. **E6031-410220837**

COSTS and BILLING DATA

SCE USE ONLY		
BC	AMT	SO

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

UTILITY	REPRESENTATIVE	PHONE NUMBER / EMAIL	DISTRICT / DIVISION / EXCHANGE	APPROVED	ACCOUNTING DATA
E	P. PERALTA	7148932405 PPERALTA@ASPLUNDH.COM	REDLANDS	NATALIE MACIAS	TD1541322 2TX 700116
FTR	D SHIPLEY	ROBIN.C.ARNDT@FTR.COM	REDLANDS	W KEARNS	

BILL NO.

4 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.	BILL CODE	AMOUNT DUE		ACCOUNTING DIRECTIONS:	
				12K	E	FTR									UTILITY TOTAL AMT	UTILITY TOTAL AMT		
4586665E	35	05	FT	30-3	23-5 T23			12KV	E	FTR								
									PTD				E TO REPLACE 7.4, 7.11D, 1.2, 10.8	1				
									2				ALTA VISTA DR P/P 150' S 180' E/O CLUB DR	2				
									1/2(1)				20A	3				
									1/2(1)				19A SAME HOLE-ON STREET-NO RISER	4				
									1/2(1)				13D TRAFFIC CONTROL-\$260	5				
									2				83A	6				
4586665E	40	2020	FT H4					6' SCZ	34-5	23-5 T23			CLUB DR W/S 160' S/O ALTA VISTA DR	8				
														7				
													NO KV ON POLE, GUY POLE ONLY	10				
									1/2(1)				116A	11				
													NOTE IS CONFLICTING WITH PROPOSED GRADE AND SPACE.	12				
														13				

J.P. FORM 2-1 Rev 01/19

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

REDLANDS COMMUNITY

FORM 48 8/6/2020 9/20/2020

PAGE TOTAL

EJPA

PRELIMINARY JPA REVIEWED BY:

CAN SCJPC IGNORE NOTE AND BILL BY PROPOSED?

FINAL

AUTHORIZATION FOR JOINT POLE TRANSACTION

SCJPC USE ONLY

BILL NO. _____

PAGE NO. 1 OF 6

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

Date Prepared 3/16/2015

By In Field _____ By Phone _____ By Email _____

Estimated Construction Start Date _____ JPA

Date Sent 3/29/2016 Confirming Agreement _____

Date Completed **JAN 07 2021**

Auth. No. **E6040-407671216**

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	PHONE NUMBER/EMAIL	DISTRICT-DIVISION-EXCHANGE	APPROVED	ACCOUNTING DATA
E	FARNSWORTH, R.		ARROWHEAD	ANGULO, E.	700158 TD1100109 2TX
FTR	D. WILLIAMS		INLAND	W. KEARNS	
12					

BILL NO. **923**

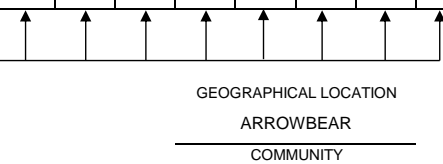
POLE NO.	Pole Length	Year Set	Pole Treat Class	Record				Proposed				Item No.	LOCATION AND NATURE OF WORK <small>If not in accordance with Joint Pole agreement and routine-state reasons.</small>	BILL CODE	AMOUNT DUE		ACCOUNTING DIRECTIONS:	
				Anchor Size	Anchor Direct.	E	FTR	E	FTR	E	FTR				UTILITY E	UTILITY FTR		
															TOTAL AMT	TOTAL AMT		
1687885E	35	66	FT		22'							PTD		INDEPENDENCE RD W/S L/L 34 & 51 BL 16 TR 1984	2			
	1"	80	W	.50	.50							AT			3			SCJPC NOT TO RETURN
												1/2(1)		CANNOT CHARGE 5C WITH NO CUT.	4	5	0	BILL 5 O
															5			
1687885E	40	16	FT CL5									34-6	22-4	INDEPENDENCE RD W/S L/L 34 & 51 BL 16 TR 1984	6			
														KV UPDATE	7			
															8			
															9			
															10			
															11			
															12			
															13			
															COL TOT			

Line 4, cannot charge 5C with no cut. SCJPC would like to bill with a 5 0 and pass the JPA through without returning. Pending cut and verification of 5C this may affect billing and a correction of record may need to be issued later to recoup cost.

POLE LEGEND:
 L = LOWER TOP (Item 5E)
 P = PULL (Item 5A)
 PB = PULL BUTT
 T = TRANSPORT (Item 5B)
 S = SALVAGE
 D = DISPOSE (Item 5D)
 TN = TENANT

ANCHOR/ARM LEGEND:
 SCZ = SAFETY CLEARANCE ZONE
 SOP = SECTION OF POLE
 AR = ANCHOR/ARM REMOVED
 AT = ANCHOR/ARM TRANSFERRED

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



FORM 48 SENT 12-17-16
 01/31/17

PAGE TOTAL _____

BILLING DISCREPANCIES

New Issues for June 2021 BPS Discussion:

Description of Error		Questions/Notes	BILL AS IS	RETURN
19	JPA Record side: Does Not Match SCJPC Record (typo) - Treatment, Pole Class, KV, Community (old pole only)	For replacement or removal poles only (not unauthorized attachment or Sec 7.3)- BILL AS IS 5/19/2021 Does not affect PTD or new pole amount dues	X	
20	Anchor SIZE (new anchor or purchasing into solely owned existing anchor)	If typed not the usual anchor sizes: 3/4" , 1-1/4", 5/8", 1/4", etc - BILL AS IS and not check the SIZE. 5/19/2021 Bill by item number typed on Final, does not affect amount dues.	X	
21	Section 7.6 A Missing Accident Information	BILL AS IS when accident information missing 5/19/2021. Does not affect amount dues.	X	
22	Corr of Rec - No parentheses (Format issue, header information)	BILL AS IS - Do not return for missing parentheses 5/19/2021. Does not affect amount dues.	X	
23	File name does not match JPA Number	Change file name to JPA Number and BILL AS IS (by JPA number typed on the Final) Reason: SCJPC office is not supposed to change anything on the final, however, we can change the file name.		X
24	Initials or initials with numbers under Approved column (JPA header)	BILL AS IS (as approved) since Approved cell is filled - Ms. Black to investigate and report back a final decision next month.	X	
25	Note under Nature of Work conflicts with Proposed	BILLS AS IS - Bill by Proposed side ignore note		X
26	Invalid Item Numbers (AC item does not exist or missing letter ABCDE)	BILL AS IS - NO COST BILLING CODE 5 AND AMOUNT 0		X
27	Items that are Special Agreement with no cost shown or no 1.2	BILL AS IS - NO COST BILLING CODE 5 AND AMOUNT 0 Further discussion next month		X
28	5C being charge - NO CUT	BILL AS IS, NEW: WOULD LIKE TO BILL WITH NO MONIES AND NOT RETURN CODE 5 AND AMOUNT 0		X
29	SOP with Item 83	BILL AS IS - NO COST NO CODES DO NOT RETURN - Move to Routine for further discussion	X	
30	Item is being charge but has letter on Authorized cost but not on JPA	BILL AS IS - PROPER CODE WITH 0 FOR MONIES DO NOT RETURN - ITEM 1777: Item number consolidation was created and moved to Authorized Costs.		X

 NO: RETURN
 FURTHER DISCUSSION NEEDED
 BILL AS IS

Southern California Joint Pole Committee

279 E. Arrow Hwy. Suite 104

San Dimas, CA 91773

Phone (909) 599-3801

Fax (909) 599-3825

**Billing Process Simplification ad hoc Committee
did not meet in July 2021.**

Southern California Joint Pole Committee

279 E. Arrow Hwy. Suite 104

San Dimas, CA 91773

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**Billing Process Simplification ad hoc Committee
did not meet in August 2021.**

Southern California Joint Pole Committee

279 E. Arrow Hwy. Suite 104

San Dimas, CA 91773

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Fax (909) 599-3825

**Billing Process Simplification ad hoc Committee
did not meet in September 2021.**

Southern California Joint Pole Committee

279 E. Arrow Hwy. Suite 104
San Dimas, CA 91773
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October 20, 2021

A regular meeting of the **Billing Process Simplification** took place on the above date, at 2:08 p.m., at the Committee office.

Those in attendance were:

Mr. Earle Carrion	Crown Castle NG West Inc.
Ms. Aarize Dizon	Crown Castle NG West Inc.
Mr. Marc Buan	Crown Castle NG West Inc.
Ms. Alicia Walsh	Southern California Edison
Ms. Valeria Mitwasi	Southern California Edison
Mr. Wayne Brown	Southern California Edison
Ms. April DeBarge	Southern California Edison
Ms. Camile Bowie	Southern California Edison
Mr. Lex Treepaisan	Frontier Communications
Ms. Cory Crawford	AT&T California
Ms. Kay Black	AT&T California
Ms. Tara Andrews	AT&T California
Mr. Barry Consulter	AT&T California
Mr. John Bacon	City of Los Angeles
Mr. Jeremy Harmon	Verizon Wireless
Ms. Robyn Brace	City of Riverside
Ms. Yvonne Johnson	Teleport Communications America
Ms. Maria Ortiz	XO Communication/MCI Metro ATS/MCI Telecommunications
Ms. Yesenia Delgado	Time-Warner Cable
Ms. Lynne LaFrenais	Bear Valley Electric Service, Inc.
Mr. Jim Todaro	AT&T Mobility
Mr. Ben Coffey	City of Banning
Mr. Richard Soriano	City of Banning
Ms. Claudia Arellano	City of Vernon
Mr. Nick Van Stryk	City of Vernon (Petrelli Electric)
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Shawn Henderson	T-Mobile USA
Mr. Mark Denning	M-Power Communications
Ms. Dawn Laffoon	Mobilitie, LLC
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Chairperson, Mr. Carrion called the meeting to order at 2:08 p.m. by addressing the first item on the agenda, the review of the **prior meeting minutes**. There were no questions or comments.

The second agenda item is the review of **Item 1662: Billing Process Simplification (6/18/19 reopened 5/21/21)**

- *Proposal to bill as is Ms. Allen to present samples (K. Allen)*

Mr. Carrion opened to Number 31 on the *Billing Process Simplification Discussion* list and explained that he would like to address communities on final bills that may not match all the poles on a JPA. Mr. Carrion added there is documentation within the minutes from years past stating it is not a cause for a return. Ms. Black stated she was unaware JPAs were being returned due to unmatching communities Mr. Carrion continued to explain if a JPA has 10 poles and nine of the joint poles say Los Angeles on record and one says Compton, even though it is really Los Angeles, and the community shows Los Angeles Mr. Carrion is seeing finals returned because the one page did not have Compton on it. Mr. Carrion stated that if a community on a pole card needs to be changed then that explicitly needs to be done with a Section 13.3 and note. However, Mr. Carrion does not think the JPA should be returned if all of the poles on record do not match the community on a JPA. Ms. Allen asked for Ms. Pranata to display the example she prepared. Ms. Allen then explained, for example, pole record 4319317E the confusion for the office was that the community on record shows Inglewood and the community on the JPA shows Hawthorne. The office was unsure if the staff were to change the community on record to the community on the JPA or leave as is since no Section 13.3 and note was shown or referenced and are existing poles that are to remain in the field.

After some further discussion, it was decided that JPAs that have a different community on record than what the JPA shows are acceptable and to be billed as is. Communities on record are to remain unchanged unless a Section 13.3 is referenced and a note stating Community Update.

Ms. Allen moved on to Number 32 on the list and had Ms. Pranata bring up the example. Ms. Allen explained the current rule is to have KV on record for the power companies for billing proposes. Ms. Allen then inquired when the staff receives a 4.1 Unauthorized Attach is it actually required to have #KV on record side of the JPA. Can the staff assume the pole is power with adequate safety clearance zone for billing proposes? Ms. Allen added if the power is just comm that would need to be referenced as well since the billing would be different.

After some further discussion, it was decided that JPAs that are 4.1 Unauthorized Attach can be accepted with no KV on record side of JPA. The SCJPC staff can assume the pole is power using the KV from proposed side of JPA and the safety clearance zone is adequate.

Miscellaneous Items.

- *Memo Error Report will be complied for November's meeting.*

Ms. Pranata stated the memo error report will be complied for November's

meeting. She did contact Mr. Serrato to inform him.
There were no questions or comments.

Review of Action Items

- Ms. Allen to compile Memo Error Report to be reviewed at November's meeting.

The meeting adjourned at 2:20 p.m. until next month.

Ms. Kathleen Allen – Committee Transcriber

BILLING DISCREPANCIES

New Issues for October 2021 BPS Discussion:

Description of Error		Questions/Notes	BILL AS IS	RETURN
19	JPA Record side: Does Not Match SCJPC Record (typo) - Treatment, Pole Class, KV, Community (old pole only)	For replacement or removal poles only (not unauthorized attachment or Sec 7.3)- BILL AS IS 5/19/2021 Does not affect PTD or new pole amount dues	X	
20	Anchor SIZE (new anchor or purchasing into solely owned existing anchor)	If typed not the usual anchor sizes: 3/4" , 1-1/4", 5/8", 1/4", etc - BILL AS IS and not check the SIZE. 5/19/2021 Bill by item number typed on Final, does not affect amount dues.	X	
21	Section 7.6 A Missing Accident Information	BILL AS IS when accident information missing 5/19/2021. Does not affect amount dues.	X	
22	Corr of Rec - No parentheses (Format issue, header information)	BILL AS IS - Do not return for missing parentheses 5/19/2021. Does not affect amount dues.	X	
23	File name does not match JPA Number	Change file name to JPA Number and BILL AS IS (by JPA number typed on the Final) Reason: SCJPC office is not supposed to change anything on the final, however, we can change the file name.		X
24	Initials or initials with numbers under Approved column (JPA header)	BILL AS IS (as approved) since Approved cell is filled - Ms. Black to investigate and report back a final decision next month.	X	
25	Note under Nature of Work conflicts with Proposed	BILLS AS IS - Bill by Proposed side ignore note		X
26	Invalid Item Numbers (AC item does not exist or missing letter ABCDE)	BILL AS IS - NO COST BILLING CODE 5 AND AMOUNT 0		X
27	Items that are Special Agreement with no cost shown or no 1.2	BILL AS IS - NO COST BILLING CODE 5 AND AMOUNT 0 Further discussion next month		X
28	5C being charge - NO CUT	BILL AS IS, NEW: WOULD LIKE TO BILL WITH NO MONIES AND NOT RETURN CODE 5 AND AMOUNT 0		X
29	SOP with Item 83	BILL AS IS - NO COST NO CODES DO NOT RETURN - Move to Routine for further discussion	X	
30	Item is being charge but has letter on Authorized cost but not on JPA	BILL AS IS - PROPER CODE WITH 0 FOR MONIES DO NOT RETURN DO NOT BILL RETURN-ITEM 1777: Item number consolidation was created and moved to Authorized Costs.		X
31	JPAs that show community but not consistent for entire JPA	BILL AS IS - IF MULTIPLE POLES ON JPA AND COMMUNITY IS INCORRECT FOR ONE OR MORE POLES DO NOT RETURN - (E. CARRION CROWN CASTLE)		
32	Is KV needed on record side for unauthorized attachments	Can billers assume record side of JPA the power member is power and has adequate SCZ?		

	NO: RETURN
	FURTHER DISCUSSION NEEDED
	BILL AS IS
	ACTIVE: TO BE DISCUSSED

BILL NO.

FINAL

AUTHORIZATION FOR JOINT POLE TRANSACTION

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

PAGE NO. 1

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

Date Prepared 6/1/2020

In Field

By Telephone

Date Completed JUL 29 2020 No. of Pages 7

J.P. Auth No NG526164-02-05

Date Sent 9/10/2018 Confirming Agreement 1/16/2019

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
E	HARRY FLUKE	CHINO	D. RESENDEZ	CHINO	409512267
FTR	Jeff Hartman	LOS ANGELES	J. RUIZ	COASTAL	5223892
NG	Jon Schweers (714) 905-5099	SAN JOSE	EARLE CARRION	SANTA CLARA	A78 / 916246 / 480652 / 6555-1876

BILL NO.

POLE NO.	Pole Length	Year Set	Pole Treat Class	Record			Proposed			Item No.	LOCATION AND NATURE OF WORK If not in accordance with Joint Pole agreement and routine-state reasons.	AMOUNT DUE		ACCOUNTING DIRECTIONS:
				E	FTR	NG	E	FTR	NG			BILL CODE	UTILITY	
				4KV	C		4KV	C	C		NG TO PURCHASE SEC 4.4 & ATT EXT CA ARM SEC 14.1 & REARRANGE SEC 10.9	1		
4575468E	50	17	FT / 3H	43 - 14 20 - 2	23 - 3	/	43 - 13 24 - 1	23 - 3	24 - 1		5TH AV W/S 6' S/O HAVEN AV	2		
LOC 1							20 - 2 TN 24					3		
							.50		.50 FREE	164e	NG TO ATTACH TO EXISTING CA ARM @ 23'10"	4		
											NG TO TRFR TV TO EXISTING CA ARM @ NO COST	5		
												6		
				4KV	C		4KV	C	C		NG TO PURCHASE SEC 4.0 & REARRANGE SEC 10.9	7		
1760722E	55	17	FT / 3H	48 - 16 26 - 2	24 - 4	/	48 - 17 24 - 1	23 - 5	25 - 1		5TH AV W/S 154' N/O HAVEN AV	8		
LOC 2				20 - 2 T26			TN 24					9		
											NG TO LWR ALL CABLES @ NO COST	10		
												11		
												12		
												13		

City: ARCADIA

City: ARCADIA

POLE LEGEND:
 L = LOWER TOP (Item 5E)
 P = PULL (Item 5A)
 PB = PULL BUTT
 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

MONROVIA

FORM 48 SENT 6/1/2020

PAGE TOTAL

COL TOT

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.

BILLING DISCREPANCIES

New Issues for October 2021 BPS Discussion:

Description of Error		Questions/Notes	BILL AS IS	RETURN
31	JPA's that show community but not consistent for entire JPA	BILL AS IS - IF MULTIPLE POLES ON JPA AND COMMUNITY IS INCORRECT FOR ONE OR MORE POLES DO NOT RETURN - (E. CARRION CROWN CASTLE)	X	
32	Is KV needed on record side for unauthorized attachments	BILL AS IS - Billers can assume the record side of JPA that the power member is power and has adequate SCZ.	X	

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**Billing Process Simplification ad hoc Committee
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