

## **Southern California Joint Pole Committee**

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

January 19, 2022

A regular meeting of the **Billing Process Simplification** took place on the above date, at 1:06 p.m., at the Committee office.

Those in attendance were:

Mr. Earle Carrion	Crown Castle NG West Inc.
Mr. Marc Buan	Crown Castle NG West Inc.
Mr. John Bacon	City of Los Angeles
Ms. Valerie Mitwasi	Southern California Edison
Ms. April DeBarge	Southern California Edison
Ms. Camile Bowie	Southern California Edison
Ms. Stacy Varner	Southern California Edison
Mr. Glenn Leckie	Frontier Communications
Ms. Todd Dailey	AT&T California
Ms. Kay Black	AT&T California
Ms. Tara Andrews	AT&T California
Mr. Barry Consulter	AT&T California
Ms. Yvonne Johnson	Teleport Communications America
Ms. Katy White	MCI Metro ATS/MCI Telecommunications
Mr. Joe Armstrong	City of Pasadena
Ms. Yesenia Delgado	Time-Warner Cable
Ms. Lynne LaFrenais	Bear Valley Electric Service, Inc.
Mr. Jim Todaro	AT&T Mobility
Ms. Maria Ortiz	XO Communications
Mr. Ben Coffey	City of Banning
Mr. Richard Soriano	City of Banning
Mr. Nick Van Stryk	City of Vernon (Petrelli Electric)
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Shawn Henderson	T-Mobile USA
Ms. Heidi Seropian	Extenet Systems
Ms. Dawn Laffoon	Mobilitie, LLC
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Chairperson, Mr. Carrion called the meeting to order at 1:06 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)*

Ms. Pranata stated there were no items from the SCJPC. Mr. Carrion inquired if any members had any billing issues, they would like to bring forth at this time. There were no items from members as well.

Mr. Carrion then inquired if the list of proposed items to stop billing was finished. Ms. Pranata displayed the last Billing Discrepancies list and stated they last two items number 31 and 32 were answered and closed in October 2021. Mr. Carrion then stated this will be a standing agenda item to bring up at future meetings.

### **Miscellaneous Items.**

- *Memo Error Report for review*

Ms. Pranata displayed the *October 2021 Memos – All Members report*. Mr. Carrion stated this is a list of typical errors that result in a memo. Ms. Pranata stated last year the error report was done in April 2021. Then it was decided to do the memo report again later in the year. Ms. Pranata added the same issues are still occurring. Mr. Van Stryk inquired if some of the issues have been corrected, for example, kv and community. Mr. Carrion stated he believed so. Mr. Carrion stated for members to take this report back and review it. He added it is in the Billing Process Simplification packet. If members have any questions, would like a bit of clarity, or propose a possible update to the billing process, they can bring back next month for discussion. Mr. Carrion inquired if members were in agreement with that. There were no objections.

### **Review of Action Items**

- Members to review Memo Error Report found in the Billing Process Simplification packet and bring back any questions they have next month.

The meeting adjourned at 1:11 p.m. until next month.

Ms. Kathleen Allen – Committee Transcriber

## October 2021 Memos - All Members

	All Issues	Total Issues - All Members	Percent of Errors	Notes/Recommendation
1	Section 13.3 - Needed for update	72	9%	Review Routine Handbook
2	Does Not Match Record - Grade and space	59	7%	Review Checklist, check SCJPC pole records
3	Invalid Grade and Space	47	6%	Review the entire JPA before sending to SCJPC
4	Missing Section	39	5%	Review the entire JPA before sending to SCJPC
5	Does Not Match Record - KV	34	4%	Review Checklist, check SCJPC pole records
6	Does Not Match Record - Community	31	4%	Review Checklist, check SCJPC pole records
7	Missing Form 48	25	3%	Review the entire JPA before sending to SCJPC
8	Does Not Match Record - Year Set	23	3%	Review Checklist, check SCJPC pole records
9	Section 13.3 - With No Notes	23	3%	Review Routine Handbook
10	Date Completed Section Missing	20	3%	Review checklist
11	Section 13.3 With Note Saying Updated But Nothing Updated	20	3%	Review Routine Handbook
12	Bill Number Should Be Blank	19	2%	Review the entire JPA before sending to SCJPC
13	Pull by Member	17	2%	Review the entire JPA before sending to SCJPC
14	Does Not Match Record - Location	16	2%	Review Checklist, check SCJPC pole records
15	F48 Violation	16	2%	Review the Routine Handbook
16	Invalid Section	16	2%	Review the entire JPA before sending to SCJPC
17	F7 DO NOT BILL on file	15	2%	
18	Information in wrong column/row	15	2%	Review the entire JPA before sending to SCJPC
19	Missing Approval	15	2%	Review the entire JPA before sending to SCJPC
20	Missing Year Set	15	2%	Review the entire JPA before sending to SCJPC
21	Missing Class	14	2%	Review the entire JPA before sending to SCJPC
22	File Name does not match JPA number	13	2%	Review file name vs the JPA Number typed on Fina
23	Format issue	13	2%	Review the approved Form 2 format
24	Missing kV	11	1%	Review Checklist, check SCJPC pole records
25	Does Not Match Record - Anc info	10	1%	Review Checklist, check SCJPC pole records
26	Invalid SCZ	10	1%	Review the entire JPA before sending to SCJPC
27	Items - Multi who to charge	9	1%	Review the entire JPA before sending to SCJPC
28	Unauthorized not inside parentheses ()	9	1%	Review Routine Handbook
29	Date Completed Should Be Blank (for SCJPC to enter)	8	1%	Review checklist
30	Does Not Match Record - Pole Length	8	1%	Review Checklist, check SCJPC pole records
31	Existing Pole not Joint	8	1%	Check SCJPC pole records
32	Missing Item #	8	1%	Review the entire JPA before sending to SCJPC
33	Page # Conflict	8	1%	Review the entire JPA before sending to SCJPC
34	Header - Company on header not on poles	7	1%	Review the entire JPA before sending to SCJPC
35	No Tag Pole to be Joint	7	1%	Review the entire JPA before sending to SCJPC
36	Does Not Match Record - Arm info	6	1%	Review Checklist, check SCJPC pole records
37	Does Not Match Record - Pole Class	6	1%	Review Checklist, check SCJPC pole records
38	Header - Missing company	6	1%	Review the entire JPA before sending to SCJPC
39	Multi item - Who to Charge	6	1%	Review the entire JPA before sending to SCJPC
40	SCZ Conflict	6	1%	Review the entire JPA before sending to SCJPC
41	Does Not Match Record - Treatment	5	1%	Review Checklist, check SCJPC pole records
42	Invalid kV	5	1%	Review the entire JPA before sending to SCJPC
43	Missing Pulling Routine	5	1%	Review the entire JPA before sending to SCJPC

## October 2021 Memos - All Members

All Issues	Total Issues - All Members	Percent of Errors	Notes/Recommendation	
44	Section 9.X Cannot charge items	5	1%	Review Routine Handbook
45	Missing Treatment	4	1%	Review the entire JPA before sending to SCJPC
46	Notes or Comments from members left on JPA	4	1%	Review the entire JPA before sending to SCJPC
47	Anchor Issue	3	0%	Review the entire JPA before sending to SCJPC
48	Approval Entered in Wrong Column	3	0%	Review the entire JPA before sending to SCJPC
49	Invalid Year Set	3	0%	Review the entire JPA before sending to SCJPC
50	Missing "FINAL" on First Page	3	0%	Review checklist
51	Missing AT or AR	3	0%	Review the entire JPA before sending to SCJPC
52	Missing Location	3	0%	Review the entire JPA before sending to SCJPC
53	Missing Pole Number	3	0%	Review the entire JPA before sending to SCJPC
54	New Pole is already Joint	3	0%	Review the entire JPA before sending to SCJPC
55	Section 13.1 and 13.2 Corr of record - incorrect set up	3	0%	Review Routine Handbook
56	Section Conflicting	3	0%	Review Routine Handbook
57	Company On Header not on JPA	2	0%	Review the entire JPA before sending to SCJPC
58	Date Sent - Two Date Sents	2	0%	Review the entire JPA before sending to SCJPC
59	Invalid Indicator	2	0%	Review the entire JPA before sending to SCJPC
60	Invalid Item	2	0%	Review the entire JPA before sending to SCJPC
61	Previously Billed	2	0%	Check JPA on SCJPC website
62	Section 9.1 - Incorrect set up	2	0%	Review Routine Handbook
63	SOP charging Item 83	2	0%	Review Routine Handbook
64	Bill First/After JPA Not Billed	1	0%	Check JPA on the SCJPC website
65	Companies on JPA Conflict with Companies on SCJPC Record	1	0%	Review the entire JPA before sending to SCJPC
66	Grade/Space Issue - Proposed	1	0%	Review the entire JPA before sending to SCJPC
67	Incorrect Anc info	1	0%	Review the entire JPA before sending to SCJPC
68	Invalid Pole Class	1	0%	Review the entire JPA before sending to SCJPC
69	Invalid Community	1	0%	Review the entire JPA before sending to SCJPC
70	Invalid Member Code	1	0%	Review the entire JPA before sending to SCJPC
71	Invalid Pole Number	1	0%	Review the entire JPA before sending to SCJPC
72	Invalid Setup of Corretion of Record	1	0%	Review Routine Handbook COR example
73	Invalid Treatment	1	0%	Review the entire JPA before sending to SCJPC
74	Missing Anchor Information	1	0%	Review the entire JPA before sending to SCJPC
75	Missing Community	1	0%	Review the entire JPA before sending to SCJPC
76	Missing Cost for special agreement	1	0%	Review the entire JPA before sending to SCJPC
77	Missing Date Sent	1	0%	Review the entire JPA before sending to SCJPC
78	Missing Grade and Space	1	0%	Review the entire JPA before sending to SCJPC
79	Note in Nature of work Conflicting with Proposed	1	0%	Review the entire JPA before sending to SCJPC
80	Old Pole Joint, For Example, E-FTR, new pole E-NG	1	0%	Review the entire JPA before sending to SCJPC
81	Section 13.1 and 13.2 Corr of record - S/A does not match original	1	0%	Review Routine Handbook
<b>GRAND TOTAL</b>		<b>800</b>		

**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 February 2022.**

**Meeting will reconvene after second Quarter 2022.**

## **Southern California Joint Pole Committee**

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

July 20, 2022

A regular meeting of the **Billing Process Simplification** took place on the above date, at 1:35 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. John Bacon	City of Los Angeles
Ms. Valerie Mitwasi	Southern California Edison
Ms. Alicia Walsh	Southern California Edison
Ms. Camile Bowie	Southern California Edison
Mr. Lex Treepaisan	Frontier Communications
Mr. Todd Dailey	AT&T California
Ms. Kay Black	AT&T California
Mr. Troy Stanard	AT&T California
Ms. Joy Young	AT&T California
Ms. Yvonne Johnson	Teleport Communications America
Ms. Amanda Lindgren	City of Glendale
Ms. Katy White	MCI Metro ATS/MCI Telecommunications
Ms. Bobola Akerson	City of Burbank
Ms. Yesenia Delgado	Time-Warner Cable
Ms. Lynne LaFrenais	Bear Valley Electric Service, Inc.
Ms. Maria Ortiz	XO Communications
Mr. Ben Coffey	City of Banning
Mr. Richard Soriano	City of Banning
Mr. Nick Van Stryk	City of Vernon (Petrelli Electric)
Ms. Claudia Arellano	City of Vernon
Ms. Dawn Laffoon	Mobilitie, LLC
Mr. Kenneth Haley Jr.	Sonic Telecom, LLC
Ms. Patti Ringo	Sonic Telecom, LLC
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Chairperson, Mr. Carrion called the meeting to order at 1:35 p.m. by addressing the first item on the agenda, the review of the **January 19, 2022 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)**

- *None at this time*

Mr. Carrion inquired the status of the *Billing Discrepancies Spreadsheet*. Ms. Pranata stated all the items were previously discussed and answered and there are no new items at this time.

**Miscellaneous Items.**

- *Memo Error Report for review*

Ms. Pranata displayed the *June 2022 Memos – All Members report* which is in the packet and on the website. Mr. Carrion inquired if the number of total issues shown are per pole or JPA. Ms. Allen stated it is per JPA and explained staff are to stop at the first error found and notate the issue. Ms. Allen did the same for the report and only counted the one issue. The majority of the memos only had the one issue listed. Mr. Carrion stated for all members to be aware that just because issue number one was found on a JPA does not mean the JPA was immune to any of the other errors listed. It just is, that the staff stops reviewing the JPA at the first error found. It is imperative when Finals are sent for billing that the entire JPA be reviewed especially if one gets a memo back to review the entire JPA and not just where the error is noted.

Mr. Carrion inquired if the list grew. He remembers the list being only two pages from the October 2021 memo report. Ms. Allen stated yes and that there are more error reasons than before. Ms. LaFrenais inquired about “SCZ” acronym. Ms. Kathleen responded that SCZ stands for Safety Clearance Zone. Mr. Carrion stated he hates to add more work but wondered if seeing the new issues would be helpful. Ms. Pranata stated she can compare June 2022 Memo Report to October 2021 Memo Report and highlight the new issues and have for next month. Mr. Carrion stated if it doesn’t take too much time. Ms. Pranata stated it shouldn’t.

Mr. Carrion inquired if there would be a meeting next month and Ms. Pranata stated it is up to the committee. Mr. Carrion sent the previous list to Crown Castle’s vendors to review and would be sending this new list for their vendors to review as well. Mr. Carrion added he highly recommends the other members do as well.

Ms. Pranata inquired if the ad hoc is to meet again next month. Mr. Carrion stated yes, especially if there’s going to be a comparison with highlights showing the new errors.

Ms. Mitwasi inquired if Ms. Pranata is tracking on her end for her own visibility which members, she was seeing the more frequent error type to leverage in discussions that Ms. Pranata is having with members. Ms. Pranata replied no and explained that the error report is only done every three to four months. It takes Ms. Allen or staff ten plus hours to record the information. Recording the memos each month would take away from billing. Ms. Mitwasi was asking to see how members could get additional value out of this document. Ms. Mitwasi added a tally can be kept; however, if there is not follow through or follow up on this it is just a log being kept. Ms. Pranata explained when her and Ms. Allen met with individual members only their errors were discussed.

When JPAs are resubmitted some of the errors are fixed, some are not, and sometimes there are new errors. It is hard to keep a log of the errors. Mr. Bacon stated it is very time consuming and he thinks when errors start to elevate at the point this report can be ran. Mr. Bacon does not see a need to run this report monthly. Especially how time consuming it is. Ms. Mitwasi stated she is not suggesting running it monthly, but when it is run if there is any value there. Mr. Carrion stated he looks at this as more of a holistic view. If there is an error for one, it is kind of an error for all. Members need to all pay attention especially to new stuff coming up. Mr. Carrion stated it would be time consuming to state for example, Edison this is what we see the most from Edison. From the staff's point of view all members are treated as one group; therefore, all members need to consider these errors on part of the group.

### **Review of Action Items**

- Ms. Pranata to take a comparison between October 2021 and June 2022 memo report and highlight the new issues and have for next month.

The meeting adjourned at 1:47 p.m. until next month.

Ms. Kathleen Allen – Committee Transcriber

# June 2022 Memos - ALL MEMBERS

	All Issues	Total Issues - All Members	Percent of Errors	Notes/ Recommendation
1	Date Completed section/area is Missing	157	15%	Review checklist
2	Does Not Match Record - Grade and space	82	8%	Review Checklist, check SCJPC pole records
3	Invalid Grade and Space	80	8%	Review entire JPA before sending to SCJPC
4	Invalid Section	75	7%	Review Routine Handbook
5	Missing Class	48	5%	Review entire JPA before sending to SCJPC
6	Missing Approval	47	5%	Review entire JPA before sending to SCJPC
7	Missing "FINAL" on First Page	36	4%	Review checklist
9	Does Not Match Record - Anc info	25	2%	Review Checklist, check SCJPC pole records
10	Does Not Match Record - Location	25	2%	Review Checklist, check SCJPC pole records
12	Missing kV	20	2%	Review entire JPA before sending to SCJPC
13	Duplicate JPA (different info)	18	2%	Review entire JPA before sending to SCJPC
14	Missing Form 48	16	2%	Review entire JPA before sending to SCJPC
16	Page # Conflict	15	1%	Review entire JPA before sending to SCJPC
17	Does Not Match Record - Year Set	14	1%	Review Checklist, check SCJPC pole records
19	Section 13.3 - Needed for update	14	1%	Review Routine Handbook
20	Unauthorized not in ()	14	1%	Review entire JPA before sending to SCJPC
21	Anchor Issue	13	1%	Review entire JPA before sending to SCJPC
22	Missing SCZ	13	1%	Review entire JPA before sending to SCJPC
23	Missing Year Set	13	1%	Review entire JPA before sending to SCJPC
25	Invalid Setup of Corretion of Record	12	1%	Review Routine Handbook COR example
26	Missing Cost for special agreement	11	1%	Review entire JPA before sending to SCJPC
27	Missing Section	11	1%	Review Routine Handbook
28	Pole number/pulling routine not in line with location	11	1%	Review entire JPA before sending to SCJPC
30	File Name does not match JPA number	10	1%	Review entire JPA before sending to SCJPC
31	Invalid SCZ	9	1%	Review entire JPA before sending to SCJPC
32	Missing AT or AR	9	1%	Review entire JPA before sending to SCJPC
33	Bill First/After JPA Not Billed	8	1%	Check JPA on SCJPC website
34	Does Not Match Record - Pole Length	8	1%	Review Checklist, check SCJPC pole records
35	Missing Anchor Information	8	1%	Review entire JPA before sending to SCJPC
36	Missing Location	8	1%	Review entire JPA before sending to SCJPC

37	Previously Billed	8	1%	Check JPA on SCJPC website
38	F7 DO NOT BILL	7	1%	Check Sharefile
40	Invalid Indicator	7	1%	Review entire JPA before sending to SCJPC
41	Invalid Item	7	1%	Review entire JPA before sending to SCJPC
42	Invalid kV	7	1%	Review entire JPA before sending to SCJPC
44	Missing Arm Information	7	1%	Review entire JPA before sending to SCJPC
46	Old Pole/Existing Pole NOT Joint	7	1%	Check SCJPC pole records
47	Does Not Match Record - Pole Class	6	1%	Review Checklist, check SCJPC pole records
48	Missing Grade and Space	6	1%	Review entire JPA before sending to SCJPC
49	Missing Item #	6	1%	Review entire JPA before sending to SCJPC
50	Missing JPA Number	6	1%	Review entire JPA before sending to SCJPC
51	Transfer Items 20-109 Should be Full Cost	6	1%	Review Authorized Costs
52	Companies on JPA Conflict with Companines on Record	5	0%	Review entire JPA before sending to SCJPC
53	Grade/Space Issue - Proposed	5	0%	Review entire JPA before sending to SCJPC
54	Information in wrong column/row	5	0%	Review entire JPA before sending to SCJPC
55	Invalid F48 date	5	0%	Review entire JPA before sending to SCJPC
56	Missing Billing Column	5	0%	Review entire JPA before sending to SCJPC
57	New Pole Joint	5	0%	Review entire JPA before sending to SCJPC
58	Items - Multi who to charge	4	0%	Review entire JPA before sending to SCJPC
59	Missing Community	4	0%	Review entire JPA before sending to SCJPC
60	Missing Pulling Routine	4	0%	Review entire JPA before sending to SCJPC
61	Member purchase additional, but not gaining	4	0%	Review entire JPA before sending to SCJPC
62	Pole Dead	4	0%	Check SCJPC pole records
63	F48 Violation	3	0%	Review Routine Handbook
64	Format	3	0%	Review entire JPA before sending to SCJPC
65	Invalid Approval	3	0%	Review entire JPA before sending to SCJPC
66	Invalid Pulling Routine	3	0%	Review entire JPA before sending to SCJPC
67	Missing Treatment	3	0%	Review entire JPA before sending to SCJPC
68	Member Unauth on own pole	3	0%	Review entire JPA before sending to SCJPC
69	Date Completed Should Be Blank	2	0%	Review checklist
70	Invaild Pole Class	2	0%	Review entire JPA before sending to SCJPC
71	Invalid Pole Treatment	2	0%	Review entire JPA before sending to SCJPC
72	Missing Pole Number	2	0%	Review entire JPA before sending to SCJPC
73	Multi item - Who to Charge	2	0%	Review entire JPA before sending to SCJPC

74	Need New Pole Number	2	0%	Review entire JPA before sending to SCJPC
75	Notes or Comments left on JPA	2	0%	Review entire JPA before sending to SCJPC
76	Section 13.1 and 13.2 Corr of record - incorrect set up	2	0%	Review entire JPA before sending to SCJPC
78	Section 9.1 - Incorrect set up	2	0%	Review Routine Handbook
79	Does Not Match Record - Community	1	0%	Review Checklist, check SCJPC pole records
80	Header - Missing company	1	0%	Review entire JPA before sending to SCJPC
81	Incorrect Anc info	1	0%	Review entire JPA before sending to SCJPC
84	Invalid Pole Number	1	0%	Review entire JPA before sending to SCJPC
86	Invalid Year Set	1	0%	Review entire JPA before sending to SCJPC
87	Missing 100 on record side	1	0%	Review entire JPA before sending to SCJPC
88	Missing Date Sent	1	0%	Review entire JPA before sending to SCJPC
89	Missing Pole tag initials	1	0%	Review entire JPA before sending to SCJPC
90	Missing Member - Proposed side	1	0%	Review entire JPA before sending to SCJPC
91	Member purchase on their own pole	1	0%	Review entire JPA before sending to SCJPC
93	Member on JPA not on pole	1	0%	Review entire JPA before sending to SCJPC
94	Note in Nature of work Conflicting with Proposed	1	0%	Review entire JPA before sending to SCJPC
96	Percent for GUYS do not add up to 100	1	0%	Review entire JPA before sending to SCJPC
97	Pole Number on JPA twice	1	0%	Review entire JPA before sending to SCJPC
99	SCZ Conflict	1	0%	Review entire JPA before sending to SCJPC
100	Section 13.3 - With No Notes	1	0%	Review Routine Handbook
102	Section 9.X Cannot charge items	1	0%	Review Routine Handbook
103	Company On Header not on JPA	0	0%	Review entire JPA before sending to SCJPC
GRAND TOTAL		1013	#DIV/0!	

**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 August 2022.**

**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 September 2022.**

## **Southern California Joint Pole Committee**

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

October 19, 2022

A regular meeting of the **Billing Process Simplification** took place on the above date, at 1:10 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.
Ms. Megan LaMon	Crown Castle NG West Inc.
Mr. John Bacon	City of Los Angeles
Ms. Valerie Mitwasi	Southern California Edison
Mr. Michael Pearson	Southern California Edison
Mr. Lex Treepaisan	Frontier Communications
Mr. Glenn Leckie	Frontier Communications
Mr. Todd Dailey	AT&T California
Ms. Kay Black	AT&T California
Mr. Barry Consulter	AT&T California
Ms. Joy Young	AT&T California
Mr. Troy Stanard	AT&T California
Ms. Yvonne Johnson	Teleport Communications America
Mr. Arturo Garcia	City of Glendale
Ms. Katy White	MCI Metro ATS/MCI Telecommunications
Ms. Yesenia Delgado	Time-Warner Cable
Ms. Lynne LaFrenais	Bear Valley Electric Service, Inc.
Ms. Maria Ortiz	XO Communications
Mr. Ben Coffey	City of Banning
Mr. Richard Soriano	City of Banning
Mr. Nick Van Stryk	City of Vernon (Petrelli Electric)
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Shawn Henderson	T-Moblie
Ms. Dawn Laffon	Mobilitie, LLC
Ms. Patti Ringo	Sonic Telecom, LLC
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Chairperson, Mr. Carrion called the meeting to order at 1:10 p.m. by addressing the first item on the agenda, the review of the **July 20, 2022 minutes**. There were no questions or comments.

The second agenda item is **Interpretation of Billing (from Basic JPA Training – K. Black 8/17/2022)**

Mr. Carrion stated that Ms. Black requested this item to be added to the agenda and then inquired if this was the same agenda item that is in Operating Committee *Billing Errors/Billing Questions*. Ms. Black was unsure why she wanted this added to the agenda. Mr. Carrion stated that maybe Ms. Black wanted to have this on the agenda to discuss any questions about billing here. However, the item is very similar to the agenda item on the Operating Committee agenda. Ms. Black was still unsure why she wanted it added here and stated if she does have any questions she could bring up in miscellaneous. Mr. Carrion suggested to remove this item from the agenda and if it is important enough it will resurface. Ms. Black agreed. Mr. Carrion did reiterate that there is an item *Billing Errors/Billing Questions* on the Operating Committee agenda.

This item will be removed from the Billing Process Simplification Agenda.

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

- *None at this time*

Mr. Carrion stated there was none at this time and moved on to miscellaneous items.

**Miscellaneous Items.**

- *Memo Error Report for review (Comparison B/S October 2021 and B/S June 2022)*
- *Memo Error Report from B/S 6/2022 for review*

Ms. Pranata opened and stated at the last meeting she went over the differences between the October 2021 and June 2022 Memo Error Report. She displayed a list of *New errors/memos found in B/S 6/2022 and not in B/S 10/2021*. Ms. Pranata stated she thinks it is self-explanatory unless any members have questions. Ms. LaFrenais inquired what SCZ is. Ms. Black stated safety clearance zone. Ms. Black inquired about the *Missing 100 on record side* and if that meant it is a solely owned pole and the initiator forgot to put the 100 on record side. Ms. Allen stated yes. Mr. Carrion inquired what is *Missing Billing Column* and if that was what Ms. Pranata was speaking about earlier receiving a preliminary. Ms. Pranata stated yes. Mr. Carrion then inquired about the number in the Total B/S 6/2022 column and if the number says five does that mean five JPAs. Ms. Pranata stated yes that is correct. Mr. Carrion stated that the list displayed on the screen are new errors that just surfaced and not all the errors for June 2022.

Ms. Pranata inquired about the memo error videos the committee previously discussed at the Basic JPA Training meeting. She asked if the committee wants to start with the errors with the highest percentage and go down the list from there. The members agreed. Ms. Pranata added that they could be short clips and will discuss with Ms. Allen the best way to move forward with the videos. Mr. Carrion stated right

and that he is unsure if Ms. Pranata and Ms. Allen want to group a few together depending on how much explanation might actually be needed. Mr. Carrion stated the goal would be to not have a video 20 minutes long and possibly a video four minutes long like the one the committee just saw in the Basic JPA Training ad hoc. Ms. Pranata inquired if the members would like a separate grade and space video by itself. Then Ms. Pranata inquired to Ms. Black, since this is the number three error how detailed would Ms. Black like the video to be. Ms. Black stated since it is the third highest error Ms. Black thinks to go from the final bill show the grade and space per the pole height shown on the JPA then show Section 16.1 A-Grade from the Routine Handbook that shows the top of the pole, pole height, etc. Then pull a calculator into the video and show the calculations and be very detailed. Ms. Black added grade and space is one of the hardest things for people to grasp. Ms. LaFrenais agreed. Ms. Pranata inquired if reviewing grade and space should be part of the preliminary phase, and that the members should know how to allocate grade and space during the preliminary phase before the JPAs are sent to the SCJPC. Ms. Black stated the members should know but not everyone checks the Form 2 for the math. Ms. Black stated that the allocation should be accurate on the Form 2 but many times it doesn't get caught until the Final makes it to the SCJPC and the billers catch it. Ms. LaFrenais stated with her limited experience she wishes the other company that was reviewing the Form would point it out. However, they are only concerned with their own space and not looking at it as a whole. Ms. LaFrenais added she may have errors on the JPA and not know it until she submits it to SCJPC. Ms. Carrion stated what he envisions would be displaying a memo and explaining the reason for return. For example, the Final got returned for invalid grade and space and let's look at the grade and space that was received and this is why it doesn't make sense. Mr. Carrion stated going back to a real world example that has been submitted and if the members are okay with their submittals possibly being used for this effort. Ms. Black stated that AT&T California is okay with it and perhaps if a member is not okay with their submittals being used to contact Ms. Pranata or Ms. Allen and let them know. If a member does not contact them it is free game, and their submittals could be used. Mr. Treepaisan stated he liked that approach and Mr. Carrion stated he is okay with that on his end as well. Ms. Pranata stated it sounds good.

Mr. Carrion inquired if what was displayed on the screen is the most current error report. Ms. Pranata stated yes and that the report is done every six months because it takes a lot of time to compile the report. Ms. Pranata added the next one will be October 2022. Mr. Carrion then stated there may be a new one to review next month but at least they were able to segregate the ones that had the new errors. If there are any questions Mr. Carrion directed the members to Ms. Pranata or Ms. Allen for additional information.

### **Review of Action Items**

- A new error report to possibly be compiled for next month.

The meeting adjourned at 1:22 p.m. until next month.

Ms. Kathleen Allen – Committee Transcriber

New errors/memos found in B/S 6/2022, not in B/S 10/2021	Total B/S 6/2022
Duplicate JPA (different info)	18
Invalid Approval	3
Invalid F48 date	5
Invalid Pulling Routine	3
Member on JPA not on pole	1
Member purchase additional, but not gaining	4
Member purchase on their own pole	1
Member Unauth on own pole	3
Missing 100 on record side	1
Missing Arm Information	7
Missing Billing Column	5
Missing JPA Number	6
Missing Member - Proposed side	1
Missing Pole tag initials	1
Missing SCZ	13
Need New Pole Number	2
Old Pole/Existing Pole NOT Joint	7
Percent for GUYS do not add up to 100	1
Pole Dead	4
Pole Number on JPA twice	1
Pole number/pulling routine not in line with location	11
Transfer Items 20-109 Should be Full Cost	6

# June 2022 Memos - ALL MEMBERS

	All Issues	Total Issues - All Members	Percent of Errors	Notes/ Recommendation
1	Date Completed section/area is Missing	157	15%	Review checklist
2	Does Not Match Record - Grade and space	82	8%	Review Checklist, check SCJPC pole records
3	Invalid Grade and Space	80	8%	Review entire JPA before sending to SCJPC
4	Invalid Section	75	7%	Review Routine Handbook
5	Missing Class	48	5%	Review entire JPA before sending to SCJPC
6	Missing Approval	47	5%	Review entire JPA before sending to SCJPC
7	Missing "FINAL" on First Page	36	4%	Review checklist
9	Does Not Match Record - Anc info	25	2%	Review Checklist, check SCJPC pole records
10	Does Not Match Record - Location	25	2%	Review Checklist, check SCJPC pole records
12	Missing kV	20	2%	Review entire JPA before sending to SCJPC
13	Duplicate JPA (different info)	18	2%	Review entire JPA before sending to SCJPC
14	Missing Form 48	16	2%	Review entire JPA before sending to SCJPC
16	Page # Conflict	15	1%	Review entire JPA before sending to SCJPC
17	Does Not Match Record - Year Set	14	1%	Review Checklist, check SCJPC pole records
19	Section 13.3 - Needed for update	14	1%	Review Routine Handbook
20	Unauthorized not in ()	14	1%	Review entire JPA before sending to SCJPC
21	Anchor Issue	13	1%	Review entire JPA before sending to SCJPC
22	Missing SCZ	13	1%	Review entire JPA before sending to SCJPC
23	Missing Year Set	13	1%	Review entire JPA before sending to SCJPC
25	Invalid Setup of Corretion of Record	12	1%	Review Routine Handbook COR example
26	Missing Cost for special agreement	11	1%	Review entire JPA before sending to SCJPC
27	Missing Section	11	1%	Review Routine Handbook
28	Pole number/pulling routine not in line with location	11	1%	Review entire JPA before sending to SCJPC
30	File Name does not match JPA number	10	1%	Review entire JPA before sending to SCJPC
31	Invalid SCZ	9	1%	Review entire JPA before sending to SCJPC
32	Missing AT or AR	9	1%	Review entire JPA before sending to SCJPC
33	Bill First/After JPA Not Billed	8	1%	Check JPA on SCJPC website
34	Does Not Match Record - Pole Length	8	1%	Review Checklist, check SCJPC pole records
35	Missing Anchor Information	8	1%	Review entire JPA before sending to SCJPC
36	Missing Location	8	1%	Review entire JPA before sending to SCJPC

37	Previously Billed	8	1%	Check JPA on SCJPC website
38	F7 DO NOT BILL	7	1%	Check Sharefile
40	Invalid Indicator	7	1%	Review entire JPA before sending to SCJPC
41	Invalid Item	7	1%	Review entire JPA before sending to SCJPC
42	Invalid kV	7	1%	Review entire JPA before sending to SCJPC
44	Missing Arm Information	7	1%	Review entire JPA before sending to SCJPC
46	Old Pole/Existing Pole NOT Joint	7	1%	Check SCJPC pole records
47	Does Not Match Record - Pole Class	6	1%	Review Checklist, check SCJPC pole records
48	Missing Grade and Space	6	1%	Review entire JPA before sending to SCJPC
49	Missing Item #	6	1%	Review entire JPA before sending to SCJPC
50	Missing JPA Number	6	1%	Review entire JPA before sending to SCJPC
51	Transfer Items 20-109 Should be Full Cost	6	1%	Review Authorized Costs
52	Companies on JPA Conflict with Companines on Record	5	0%	Review entire JPA before sending to SCJPC
53	Grade/Space Issue - Proposed	5	0%	Review entire JPA before sending to SCJPC
54	Information in wrong column/row	5	0%	Review entire JPA before sending to SCJPC
55	Invalid F48 date	5	0%	Review entire JPA before sending to SCJPC
56	Missing Billing Column	5	0%	Review entire JPA before sending to SCJPC
57	New Pole Joint	5	0%	Review entire JPA before sending to SCJPC
58	Items - Multi who to charge	4	0%	Review entire JPA before sending to SCJPC
59	Missing Community	4	0%	Review entire JPA before sending to SCJPC
60	Missing Pulling Routine	4	0%	Review entire JPA before sending to SCJPC
61	Member purchase additional, but not gaining	4	0%	Review entire JPA before sending to SCJPC
62	Pole Dead	4	0%	Check SCJPC pole records
63	F48 Violation	3	0%	Review Routine Handbook
64	Format	3	0%	Review entire JPA before sending to SCJPC
65	Invalid Approval	3	0%	Review entire JPA before sending to SCJPC
66	Invalid Pulling Routine	3	0%	Review entire JPA before sending to SCJPC
67	Missing Treatment	3	0%	Review entire JPA before sending to SCJPC
68	Member Unauth on own pole	3	0%	Review entire JPA before sending to SCJPC
69	Date Completed Should Be Blank	2	0%	Review checklist
70	Invaild Pole Class	2	0%	Review entire JPA before sending to SCJPC
71	Invalid Pole Treatment	2	0%	Review entire JPA before sending to SCJPC
72	Missing Pole Number	2	0%	Review entire JPA before sending to SCJPC
73	Multi item - Who to Charge	2	0%	Review entire JPA before sending to SCJPC

74	Need New Pole Number	2	0%	Review entire JPA before sending to SCJPC
75	Notes or Comments left on JPA	2	0%	Review entire JPA before sending to SCJPC
76	Section 13.1 and 13.2 Corr of record - incorrect set up	2	0%	Review entire JPA before sending to SCJPC
78	Section 9.1 - Incorrect set up	2	0%	Review Routine Handbook
79	Does Not Match Record - Community	1	0%	Review Checklist, check SCJPC pole records
80	Header - Missing company	1	0%	Review entire JPA before sending to SCJPC
81	Incorrect Anc info	1	0%	Review entire JPA before sending to SCJPC
84	Invalid Pole Number	1	0%	Review entire JPA before sending to SCJPC
86	Invalid Year Set	1	0%	Review entire JPA before sending to SCJPC
87	Missing 100 on record side	1	0%	Review entire JPA before sending to SCJPC
88	Missing Date Sent	1	0%	Review entire JPA before sending to SCJPC
89	Missing Pole tag initials	1	0%	Review entire JPA before sending to SCJPC
90	Missing Member - Proposed side	1	0%	Review entire JPA before sending to SCJPC
91	Member purchase on their own pole	1	0%	Review entire JPA before sending to SCJPC
93	Member on JPA not on pole	1	0%	Review entire JPA before sending to SCJPC
94	Note in Nature of work Conflicting with Proposed	1	0%	Review entire JPA before sending to SCJPC
96	Percent for GUYS do not add up to 100	1	0%	Review entire JPA before sending to SCJPC
97	Pole Number on JPA twice	1	0%	Review entire JPA before sending to SCJPC
99	SCZ Conflict	1	0%	Review entire JPA before sending to SCJPC
100	Section 13.3 - With No Notes	1	0%	Review Routine Handbook
102	Section 9.X Cannot charge items	1	0%	Review Routine Handbook
103	Company On Header not on JPA	0	0%	Review entire JPA before sending to SCJPC
<b>GRAND TOTAL</b>		<b>1013</b>	<b>#DIV/0!</b>	

**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 November 2022.**