

## **Southern California Joint Pole Committee**

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

January 15, 2025

A regular meeting of the **Billing Process Simplification** took place on the above date, at 9:38 a.m., via teleconference.

Those in attendance were:

Ms. Megan LaMon	Crown Castle NG West Inc.
Ms. Aarize Dizon	Crown Castle NG West Inc.
Ms. Jacqueline Costa	Crown Castle NG West Inc.
Mr. Jeremy Effinger	Crown Castle NG West Inc.
Mr. John Bacon	City of Los Angeles
Mr. Lex Treepaisan	Frontier Communications
Ms. Silvana Rey	Southern California Edison
Ms. April DeBarge	Southern California Edison
Mr. Samuel Picazo	Southern California Edison
Ms. Marisol Bailey	Southern California Edison
Mr. Kevin Flores	Southern California Edison
Mr. Michael Pearson	Southern California Edison
Ms. Carla Stephen	Southern California Edison
Ms. Kay Black	AT&T California
Mr. Barry Consulter	AT&T California
Mr. Robert Stanard	AT&T California
Mr. Joy Young	AT&T California
Mr. Jeremy Harmon	Verizon Wireless
Mr. Alex Parra	City of Riverside
Mr. John Vu	City of Anaheim
Ms. Maribel Sanchez	Teleport Communications America
Ms. Maria Ortiz	MCI Metro ATS/MCI Telecommunications/XO Communications
Mr. Salvador Zambrano	City of Burbank
Ms. Yesenia Delgado	Time-Warner Cable
Ms. Lynne LaFrenais	Bear Valley Electric Service, Inc.
Ms. Alyssa Aguilar	City of Colton
Ms. Dominica Blakemore	City of Colton
Mr. Hien Vuong	City of Azusa
Mr. Ben Coffey	City of Banning
Mr. David Campo	City of Lompoc
Mr. Nick Van Stryk	City of Vernon (Petrelli Electric)
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Shawn Henderson	T-Mobile USA
Mr. Juan Maldonado	T-Mobile USA

Mr. Johnny Villalobos  
Ms. Linda McLean  
Ms. Heidi Seropian  
Ms. Tamara Zaki  
Ms. Angelique Sy  
Ms. Patti Ringo  
Ms. Angela Pranata  
Ms. Kathleen Allen

M-Power Communications  
Exenet Systems  
Exenet Systems  
Boldyn Networks US LLC  
Boldyn Networks US LLC  
Sonic Telecom, LLC  
Committee Staff  
Committee Staff

Chairperson, Ms. LaMon called the meeting to order at 9:38 a.m. by addressing the first item on the agenda, the review of the **August 21, 2024, 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)**

Ms. LaMon inquired if there were any Billing Process Simplification questions. There were none.

### **Miscellaneous Items.**

#### *Memo Error Report from B/S 11/2024 for review*

Ms. LaMon requested for the Memo Error Report from November 2024 bill of sale to be displayed on the screen. Ms. Pranata shared the Report. Ms. Allen explained that she creates this report twice a year and the heavy hitters remain the same as one of them, being invalid grade and space. Ms. Allen stated that the Members continue to train on them with Ms. Allen and with each other. Ms. Allen added that the JPAs that are returned via memo are becoming less frequent. At one time Ms. Allen reported on about 800 or 900 JPAs and currently she reviewed less than 500 JPAs for November 2024 bill of sale. Ms. LaFrenais stated that is great news and due to Ms. Allen's videos.

There were no further questions or comments.

#### *Billing Process Simplification ad hoc – as needed basis*

This ad hoc committee is as needed basis and will reconvene in July 2025 to review the May 2024 memos.

### **Review of Action Items**

- There were none.

The meeting adjourned at 9:40 a.m.

Ms. Kathleen Allen – Committee Transcriber

## November 2024 Memos - ALL MEMBERS

All Issues	Total Issues - All Members	Percent of Errors	Notes/ Recommendation
1 Invalid Grade and Space	82	18%	Review entire JPA before sending to SCJPC
2 Invalid Section	58	13%	Review Routine Handbook
3 Missing Section (H showing on Proposed as purchasing No Sections shown)	23	5%	Review Routine Handbook
4 Does Not Match Record - Anc info	22	5%	Review Checklist, check SCJPC pole records
5 Does Not Match Record - Grade and space	19	4%	Review Checklist, check SCJPC pole records
6 Information in wrong column/row	13	3%	Review entire JPA before sending to SCJPC
7 Invalid Indicator	11	2%	Review entire JPA before sending to SCJPC
8 Invalid SCZ	11	2%	Review Routine Handbook
9 New Pole or 100 Pole Joint	11	2%	Review entire JPA before sending to SCJPC
10 Previously Billed	11	2%	Check JPA on SCJPC website
11 Does Not Match Record - Pole Class	10	2%	Review Checklist, check SCJPC pole records
12 Missing KV - New Pole	10	2%	Review entire JPA before sending to SCJPC
13 Does Not Match Record - Pole Length	9	2%	Review Checklist, check SCJPC pole records
14 Section 13.3 - Missing ( ) around old information on Record side	9	2%	Review entire JPA before sending to SCJPC
15 Does Not Match Record - Location	7	2%	Review Checklist, check SCJPC pole records
16 Missing Approval	7	2%	Review entire JPA before sending to SCJPC
17 Missing Form 48	7	2%	Review entire JPA before sending to SCJPC
18 Anchor Issue	6	1%	Review entire JPA before sending to SCJPC
19 File Name does not match JPA number	6	1%	Review entire JPA before sending to SCJPC
20 Missing "FINAL" on First Page	6	1%	Review checklist
21 Note in Nature of work Conflicting with Proposed	6	1%	Review entire JPA before sending to SCJPC
22 F48 Violation (sent within 45 days)	5	1%	Review Routine Handbook
23 Missing Space Allocation for C or T	5	1%	Review Routine Handbook
24 Duplicate JPA (same info one finalized)	4	1%	Review entire JPA before sending to SCJPC
25 Invalid kv	4	1%	Review entire JPA before sending to SCJPC
26 Invalid Pole Number	4	1%	Review entire JPA before sending to SCJPC
27 Items - Multi who to charge	4	1%	Review entire JPA before sending to SCJPC
28 Missing Class	4	1%	Review entire JPA before sending to SCJPC
29 Member on JPA not on pole	4	1%	Review entire JPA before sending to SCJPC
30 Page # Conflict	4	1%	Review entire JPA before sending to SCJPC
31 Bill No. s/b blank	3	1%	Review entire JPA before sending to SCJPC
32 Does Not Match Record - Arm info	3	1%	Review Checklist, check SCJPC pole records
33 F7 DO NOT BILL	3	1%	Check SharePoint
34 Invalid Top Grade (Invalid Grade and Space)	3	1%	Review Routine Handbook
35 Missing Anchor Information	3	1%	Review entire JPA before sending to SCJPC
36 Missing AT or AR	3	1%	Review entire JPA before sending to SCJPC
37 Missing Pulling Routine	3	1%	Review entire JPA before sending to SCJPC
38 Member Already Joint on pole	3	1%	Review entire JPA before sending to SCJPC
39 Unauthorized not in I)	3	1%	Review entire JPA before sending to SCJPC
40 Cannot say INTENT must state FINAL	2	0%	Review entire JPA before sending to SCJPC
41 Date Completed Missing	2	0%	Review checklist
42 Date Completed Should Be Blank	2	0%	Review checklist
43 Does Not Match Record - Year Set	2	0%	Review Checklist, check SCJPC pole records
44 E Replaces another Members Pole (Old Pole H New Pole H)	2	0%	Review entire JPA before sending to SCJPC
45 Invalid Treatment	2	0%	Review entire JPA before sending to SCJPC
46 Missing Arm Information	2	0%	Review entire JPA before sending to SCJPC
47 Missing Arm Ownership	2	0%	Review entire JPA before sending to SCJPC
48 Missing Legal Clause	2	0%	Review entire JPA before sending to SCJPC
49 Missing Member - Proposed side	2	0%	Review entire JPA before sending to SCJPC
50 Missing SCZ	2	0%	Review entire JPA before sending to SCJPC
51 Missing Year Set	2	0%	Review entire JPA before sending to SCJPC
52 Member Unauth on own pole	2	0%	Review entire JPA before sending to SCJPC
53 Pole Dead	2	0%	Check SCJPC pole records
54 Section 13.1 and 13.2 Corr of record - incorrect set up	2	0%	Review entire JPA before sending to SCJPC
55 Transfer Items 20-109 Should be Full Cost	2	0%	Review Authorized Costs
56 Bill First/After JPA Not Billed	1	0%	Check JPA on SCJPC website
57 Does Not Match Record - Members	1	0%	Review Checklist, check SCJPC pole records
58 Duplicate Pole on JPA	1	0%	Review entire JPA before sending to SCJPC
59 Header - Missing company	1	0%	Review entire JPA before sending to SCJPC
60 Invalid Community	1	0%	Review entire JPA before sending to SCJPC
61 Invalid Item	1	0%	Review entire JPA before sending to SCJPC
62 JPA Protected (SCJPC Billing Area)	1	0%	Review entire JPA before sending to SCJPC
63 Member P/Ding Charging Cut	1	0%	Review Routine Handbook
64 Missing Accounting Column	1	0%	Review entire JPA before sending to SCJPC
65 Missing Billing Column	1	0%	Review entire JPA before sending to SCJPC
66 Missing Community	1	0%	Review entire JPA before sending to SCJPC
67 Missing Item #	1	0%	Review entire JPA before sending to SCJPC
68 Missing JPA Number	1	0%	Review entire JPA before sending to SCJPC
69 Missing Point of Attachment	1	0%	Review entire JPA before sending to SCJPC
70 No Tag Pole to be Joint	1	0%	Review Routine Handbook
71 Old Pole Joint. For Example, E-FTR new pole E-NG	1	0%	Check SCJPC pole records
72 Old Pole/Existing Pole NOT Joint	1	0%	Check SCJPC pole records
73 Percent for GUVS do not add up to 100	1	0%	Review entire JPA before sending to SCJPC
74 Pole Number on JPA twice	1	0%	Review entire JPA before sending to SCJPC
75 Renumber Relinquished pole	1	0%	Review entire JPA before sending to SCJPC
76 Section 13.3 With Note Saying Updated But Nothing Updated	1	0%	Review Routine Handbook
77 Section Conflicting	1	0%	Review Routine Handbook
78 18.1F Submitted and Finalized	0	0%	Review entire JPA before sending to SCJPC
79 Companies on JPA Conflict with Companines on Record	0	0%	Review entire JPA before sending to SCJPC
80 Does Not Match Record - Community	0	0%	Review Checklist, check SCJPC pole records
81 Does Not Match Record - KV	0	0%	Review Checklist, check SCJPC pole records
82 Does Not Match Record - Treatment	0	0%	Review Checklist, check SCJPC pole records
83 Duplicate JPA (different info)	0	0%	Review entire JPA before sending to SCJPC
84 Existing Pole not Joint	0	0%	Check SCJPC pole records
85 Format	0	0%	Review entire JPA before sending to SCJPC
86 Header/Body Conflict (FTR Header HLA Body)	0	0%	Review entire JPA before sending to SCJPC
87 Grade/Space listed in two columns for one member	0	0%	Review entire JPA before sending to SCJPC
88 Invalid Approval	0	0%	Review entire JPA before sending to SCJPC
89 Invalid Arm info	0	0%	Review entire JPA before sending to SCJPC
90 Invalid F48 date	0	0%	Review entire JPA before sending to SCJPC
91 Invalid Date Sent	0	0%	Review entire JPA before sending to SCJPC
92 Invalid Lat/Long	0	0%	Review entire JPA before sending to SCJPC
93 Invalid Location	0	0%	Review entire JPA before sending to SCJPC
94 Invalid Pole Class	0	0%	Review entire JPA before sending to SCJPC
95 Invalid Pole Length	0	0%	Review entire JPA before sending to SCJPC
96 Invalid Pole Treatment	0	0%	Review entire JPA before sending to SCJPC
97 Invalid Pulling Routine	0	0%	Review entire JPA before sending to SCJPC
98 Invalid Member Code	0	0%	Review entire JPA before sending to SCJPC
99 Invalid Year Set	0	0%	Review entire JPA before sending to SCJPC
100 Items - 2 on one line, one indicator	0	0%	Review entire JPA before sending to SCJPC
101 JPA Number out of	0	0%	Review entire JPA before sending to SCJPC
102 Missing 100 on record side	0	0%	Review entire JPA before sending to SCJPC
103 Missing "Arm" - Verbiage	0	0%	Review entire JPA before sending to SCJPC
104 Missing Billing Column Numbers	0	0%	Review entire JPA before sending to SCJPC
105 Missing Bill No	0	0%	Review entire JPA before sending to SCJPC
106 Missing Billing Verbiage	0	0%	Review entire JPA before sending to SCJPC
107 Missing Cost for special agreement	0	0%	Review entire JPA before sending to SCJPC
108 Missing Date Sent	0	0%	Review entire JPA before sending to SCJPC
109 Missing Free Attachment Note	0	0%	Review entire JPA before sending to SCJPC
110 Missing Grade and Space	0	0%	Review entire JPA before sending to SCJPC
111 Missing Location	0	0%	Review entire JPA before sending to SCJPC
112 Missing Pole Number	0	0%	Review entire JPA before sending to SCJPC
113 Missing Pole tag initials	0	0%	Review entire JPA before sending to SCJPC
114 Missing Member - Record side	0	0%	Review entire JPA before sending to SCJPC
115 Missing Special Agreement Cost	0	0%	Review entire JPA before sending to SCJPC
116 Missing Treatment	0	0%	Review entire JPA before sending to SCJPC
117 Member on 100 another Members pole (FTR 100 on E POLE)	0	0%	Review entire JPA before sending to SCJPC
118 Member purchase additional, but not gaining	0	0%	Review entire JPA before sending to SCJPC
119 Member purchase on their own pole	0	0%	Review entire JPA before sending to SCJPC
120 Member purchasing on Proposed not same Member purchasing under Nature of Work	0	0%	Review entire JPA before sending to SCJPC
121 Member purchasing on Proposed No Section shown for purchase under Nature of Work	0	0%	Review entire JPA before sending to SCJPC
122 Multi item - Who to Charge	0	0%	Review entire JPA before sending to SCJPC
123 Need Arm for same grade	0	0%	Review entire JPA before sending to SCJPC
124 Need four digit year set	0	0%	Review entire JPA before sending to SCJPC
125 Need New Pole Number	0	0%	Review entire JPA before sending to SCJPC
126 Notes or Comments left on JPA	0	0%	Review entire JPA before sending to SCJPC
127 One Company Cut other Company Charges	0	0%	Review entire JPA before sending to SCJPC
128 Only one Date Sent	0	0%	Review entire JPA before sending to SCJPC
129 Pole number/pulling routine not in line with location	0	0%	Review entire JPA before sending to SCJPC
130 Pulled by Member	0	0%	
131 Replacing two poles with one pole	0	0%	Review Routine Handbook
132 SCZ Conflict	0	0%	Review entire JPA before sending to SCJPC
133 Section 1.2 and 18.1D Conflict	0	0%	Review entire JPA before sending to SCJPC
134 Section 13.1 and 13.2 Corr of record - S/A does not match original	0	0%	Review entire JPA before sending to SCJPC
135 Section 13.3 - Needed for update	0	0%	Review Routine Handbook
136 Section 13.3 - With No Notes	0	0%	Review Routine Handbook
137 Section 7.5 18.1D Approval	0	0%	Review Routine Handbook
138 Section 9.1 - Incorrect set up	0	0%	Review Routine Handbook
139 Section 9.X Cannot charge items	0	0%	Review Routine Handbook
140 Item 14A - Wrong Member Charging	0	0%	Review entire JPA before sending to SCJPC
<b>GRAND TOTAL</b>	<b>463</b>		