

Southern California Joint Pole Committee

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July 16, 2025

A regular meeting of the **Billing Process Simplification** took place on the above date, at 11:07 a.m., via teleconference.

Those in attendance were:

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 Ray	Southern California Edison
Ms. April DeBarge	Southern California Edison
Mr. Kristoffer Scheetz	Southern California Edison
Ms. Carla Stephen	Southern California Edison
Ms. Shelby Mulvehill	Southern California Edison
Ms. Marisol Bailey	Southern California Edison
Mr. Micheal Pearson	Southern California Edison
Mr. Samuel Picazo	Southern California Edison
Mr. Todd Dailey	AT&T California
Ms. Kay Black	AT&T California
Mr. Aaron Cochran	AT&T California
Mr. Alvin Robielos	AT&T California
Ms. Joy Young	AT&T California
Mr. Alex Parra	City of Riverside
Ms. Maria Ortiz	MCI Metro ATS/MCI Telecommunications/XO Communications
Mr. Michael Truong	City of Burbank
Ms. Yesenia Delgado	Time-Warner Cable
Mr. Ben Coffey	City of Banning
Mr. Nick Van Stryk	City of Vernon (Petrelli Electric)
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Linda McLean	Extenet Systems
Ms. Heidi Seropian	Extenet Systems
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Chairperson, Ms. Dizon called the meeting to order at 11:07 a.m. by addressing the first item on the agenda, the review of the **January 15, 2025, 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. Dizon inquired if there were any Billing Process Simplification questions. There were none.

Miscellaneous Items.

Memo Error Report from B/S 5/2025 for review

Ms. Allen opened and shared the Memo Error Report from May 2025 B/S for review (see attached). During the discussion, she explained that she also created an additional spreadsheet (see attached), though she was not sure if it had already been shared, that highlights the top ten most common errors since she began tracking these. The purpose of this spreadsheet is to identify recurring issues. The top three errors identified were Invalid Grade and Space, Invalid Section, and Missing Section. Ms. Allen included brief descriptions for each error type to help members better understand them. She also added a return rate analysis, which shows that while the rate has fluctuated, it is overall lower than when she first started this process. Ms. Black stated that the report looks good; however, there are still too many memos that need to be fixed; especially for grade and space. Ms. Allen explained that many of the issues are relatively minor. For example, a common mistake is omitting just one grade and space such as entering E has 39-10, and FTR 22-4 but forgetting to allocate 23-1. While these errors still occur, the overall situation has improved compared to when the process first began. Ms. Allen noted that calculating usable footage can still be challenging for some individuals, which may contribute to these small but frequent oversights. Ms. Black thanked Ms. Allen for the spreadsheet and stated that she will forward it to AT&T California's contractors. Ms. DeBarge inquired about the overall memo error return rate percentage. In response, Ms. Allen displayed historical data on screen, showing the following: October 2022: 64% return rate. Ms. Allen added November 2024: 60% return rate, noted as an outlier due to technical difficulties that required moving some JPAs from November to December. Currently, May 2025: 44% return rate. Ms. Allen highlighted that while the rate has fluctuated, there has been a notable improvement over time, with the current rate significantly lower than when tracking began.

There were no further questions or comments.

Billing Process Simplification ad hoc – as needed basis

Ms. Dizon inquired about when the next Billing Process Simplification Ad Hoc Committee will meet. Ms. Allen responded that the committee would reconvene in January 2026 to review the November 2025 memos.

There were no questions or comments.

Review of Action Items

- The Billing Process Simplification (BPS) Ad Hoc Committee will meet in January 2026 to discuss the November 2025 Memo Error Report.

The meeting adjourned at 11:12 a.m.

Ms. Kathleen Allen – Committee Transcriber

May 2025 Memos - ALL MEMBERS

All Issues	Total Issues - All Members	Percent of Errors	Notes/ Recommendation
Invalid Grade and Space	95	19%	Review entire JPA before sending to SCJPC
Invalid Section	63	13%	Review Routine Handbook
F7 DO NOT BILL	34	7%	Check SharePoint
Missing Section (H showing on Proposed as purchasing No Sections shown)	30	6%	Review Routine Handbook
Invalid Indicator	23	5%	Review entire JPA before sending to SCJPC
Member on JPA not on pole	16	3%	Review entire JPA before sending to SCJPC
Missing Class	13	3%	Review entire JPA before sending to SCJPC
Does Not Match Record - Pole Length	13	3%	Review Checklist, check SCJPC pole records
Missing Year Set	12	2%	Review entire JPA before sending to SCJPC
Invalid SCZ	12	2%	Review Routine Handbook
Anchor Issue	11	2%	Review entire JPA before sending to SCJPC
Missing Anchor Information	10	2%	Review entire JPA before sending to SCJPC
Does Not Match Record - Grade and space	8	2%	Review Checklist, check SCJPC pole records
Format	7	1%	Review entire JPA before sending to SCJPC
Header - Missing company	7	1%	Review entire JPA before sending to SCJPC
Missing SCZ	7	1%	Review entire JPA before sending to SCJPC
Member Already Joint on pole	7	1%	Review entire JPA before sending to SCJPC
Unauthorized not in ()	7	1%	Review entire JPA before sending to SCJPC
Page # Conflict	7	1%	Review entire JPA before sending to SCJPC
F48 Violation (sent within 45 days)	7	1%	Review Routine Handbook
Missing Form 48	6	1%	Review entire JPA before sending to SCJPC
Missing KV - New Pole	6	1%	Review entire JPA before sending to SCJPC
Previously Billed	6	1%	Check JPA on SCJPC website
Multi item - Who to Charge	5	1%	Review entire JPA before sending to SCJPC
Missing Approval	4	1%	Review entire JPA before sending to SCJPC
Invalid Arm info	3	1%	Review entire JPA before sending to SCJPC
Missing Member - Record side	3	1%	Review entire JPA before sending to SCJPC
Pole number/pulling routine not in line with location	3	1%	Review entire JPA before sending to SCJPC
Does Not Match Record - Year Set	3	1%	Review Checklist, check SCJPC pole records
Section 13.1 and 13.2 Corr of record - incorrect set up	3	1%	Review entire JPA before sending to SCJPC
Missing AT or AR	3	1%	Review entire JPA before sending to SCJPC
Note in Nature of work Conflicting with Proposed	3	1%	Review entire JPA before sending to SCJPC
Does Not Match Record - Pole Class	3	1%	Review Checklist, check SCJPC pole records
Does Not Match Record - Anc info	3	1%	Review Checklist, check SCJPC pole records
Duplicate JPA (different info)	2	0%	Review entire JPA before sending to SCJPC
Existing Pole not Joint	2	0%	Check SCJPC pole records
Invalid Pole Length	2	0%	Review entire JPA before sending to SCJPC
Missing Pole tag initials	2	0%	Review entire JPA before sending to SCJPC
Bill First/After JPA Not Billed	2	0%	Check JPA on SCJPC website
Old Pole Existing Pole NOT Joint	2	0%	Check SCJPC pole records
Missing "FINAL" on First Page	2	0%	Review checklist
Does Not Match Record - Location	2	0%	Review Checklist, check SCJPC pole records
Information in wrong column/row	2	0%	Review entire JPA before sending to SCJPC
Pole on another JPA	2	0%	New Issue
Grade/Space listed in two columns for one member	1	0%	Review entire JPA before sending to SCJPC
Invalid Member Code	1	0%	Review entire JPA before sending to SCJPC
Missing 100 on record side	1	0%	Review entire JPA before sending to SCJPC
Missing Date Sent	1	0%	Review entire JPA before sending to SCJPC
Missing Grade and Space	1	0%	Review entire JPA before sending to SCJPC
Missing Treatment	1	0%	Review entire JPA before sending to SCJPC
Member on 100 another Member's pole (FTR 100 on E POLE)	1	0%	Review entire JPA before sending to SCJPC
Member purchase additional, but not gaining	1	0%	Review entire JPA before sending to SCJPC
Need New Pole Number	1	0%	Review entire JPA before sending to SCJPC
Section 13.1 and 13.2 Corr of record - S/A does not match original	1	0%	Review entire JPA before sending to SCJPC
Does Not Match Record - Members	1	0%	Review Checklist, check SCJPC pole records
Invalid item	1	0%	Review entire JPA before sending to SCJPC
Missing Billing Column	1	0%	Review entire JPA before sending to SCJPC
Missing Point of Attachment	1	0%	Review entire JPA before sending to SCJPC
Date Completed Missing	1	0%	Review checklist
Date Completed Should Be Blank	1	0%	Review checklist
Missing Arm Information	1	0%	Review entire JPA before sending to SCJPC
Missing Arm Ownership	1	0%	Review entire JPA before sending to SCJPC
Missing Legal Clause	1	0%	Review entire JPA before sending to SCJPC
Missing Member - Proposed side	1	0%	Review entire JPA before sending to SCJPC
Pole Dead	1	0%	Check SCJPC pole records
Invalid Top Grade (Invalid Grade and Space)	1	0%	Review Routine Handbook
File Name does not match JPA number	1	0%	Review entire JPA before sending to SCJPC
Two Pole Numbers	1	0%	Review Routine Handbook
Invalid Tag	1	0%	New Issue
18.1F Submitted and Finalized	0	0%	Review Routine Handbook
18.1F Submitted and Finalized	0	0%	Review entire JPA before sending to SCJPC
Conflicts on JPA Conflict with Companies on Record	0	0%	Review entire JPA before sending to SCJPC
Does Not Match Record - Community	0	0%	Review Checklist, check SCJPC pole records
Does Not Match Record - KV	0	0%	Review Checklist, check SCJPC pole records
Does Not Match Record - Treatment	0	0%	Review Checklist, check SCJPC pole records
Header/Body Conflict (FTR Header HLA Body)	0	0%	Review entire JPA before sending to SCJPC
Invalid Approval	0	0%	Review entire JPA before sending to SCJPC
Invalid F48 date	0	0%	Review entire JPA before sending to SCJPC
Invalid Date Sent	0	0%	Review entire JPA before sending to SCJPC
Invalid Lat/Long	0	0%	Review entire JPA before sending to SCJPC
Invalid Location	0	0%	Review entire JPA before sending to SCJPC
Invalid Pole Class	0	0%	Review entire JPA before sending to SCJPC
Invalid Pole Treatment	0	0%	Review entire JPA before sending to SCJPC
Invalid Pulling Routine	0	0%	Review entire JPA before sending to SCJPC
Invalid Year Set	0	0%	Review entire JPA before sending to SCJPC
Items - 2 on one line, one indicator	0	0%	Review entire JPA before sending to SCJPC
JPA Number cut off	0	0%	Review entire JPA before sending to SCJPC
Missing "Arm" - Verbiage	0	0%	Review entire JPA before sending to SCJPC
Missing Billing Column Numbers	0	0%	Review entire JPA before sending to SCJPC
Missing Bill No	0	0%	Review entire JPA before sending to SCJPC
Missing Billing Verbiage	0	0%	Review entire JPA before sending to SCJPC
Missing Cost for special agreement	0	0%	Review entire JPA before sending to SCJPC
Missing Free Attachment Note	0	0%	Review entire JPA before sending to SCJPC
Missing Location	0	0%	Review entire JPA before sending to SCJPC
Missing Pole Number	0	0%	Review entire JPA before sending to SCJPC
Missing Special Agreement Cost	0	0%	Review entire JPA before sending to SCJPC
Member purchase on their own pole	0	0%	Review entire JPA before sending to SCJPC
Member purchasing on Proposed not same Member purchasing under Nature of Work	0	0%	Review entire JPA before sending to SCJPC
Member purchasing on Proposed No Section shown for purchase under Nature of Work	0	0%	Review entire JPA before sending to SCJPC
Need Arm for same grade	0	0%	Review entire JPA before sending to SCJPC
Need four digit year set	0	0%	Review entire JPA before sending to SCJPC
Notes or Comments left on JPA	0	0%	Review entire JPA before sending to SCJPC
One Company Cut other Company Charges	0	0%	Review entire JPA before sending to SCJPC
Only one Date Sent	0	0%	Review entire JPA before sending to SCJPC
Pulled by Member	0	0%	Review entire JPA before sending to SCJPC
Replacing two poles with one pole	0	0%	Review Routine Handbook
SCZ Conflict	0	0%	Review entire JPA before sending to SCJPC
Section 1.2 and 18.1D Conflict	0	0%	Review entire JPA before sending to SCJPC
Section 13.3 - Needed for update	0	0%	Review Routine Handbook
Section 13.3 - With No Notes	0	0%	Review Routine Handbook
Section 7.5 18.1D Approval	0	0%	Review Routine Handbook
Section 9.1 - Incorrect set up	0	0%	Review Routine Handbook
Section 9.X Cannot charge items	0	0%	Review Routine Handbook
Item 14A - Wrong Member Charging	0	0%	Review entire JPA before sending to SCJPC
Duplicate Pole on JPA	0	0%	Review entire JPA before sending to SCJPC
Invalid Community	0	0%	Review entire JPA before sending to SCJPC
JPA Protected (SCJPC Billing Area)	0	0%	Review entire JPA before sending to SCJPC
Member P/Ding charging Cut	0	0%	Review Routine Handbook
Missing Accounting Column	0	0%	Review entire JPA before sending to SCJPC
Missing Community	0	0%	Review entire JPA before sending to SCJPC
Missing Item #	0	0%	Review entire JPA before sending to SCJPC
Missing JPA Number	0	0%	Review entire JPA before sending to SCJPC
No Tag Pole to be Joint	0	0%	Review Routine Handbook
Old Pole Joint. For Example, E-FTR new pole E-NG	0	0%	Check SCJPC pole records
Percent for GUY5 do not add up to 100	0	0%	Review entire JPA before sending to SCJPC
Pole Number on JPA twice	0	0%	Review entire JPA before sending to SCJPC
Renumber Relinquished pole	0	0%	Review entire JPA before sending to SCJPC
Section 13.3 With Note Saying Updated But Nothing Updated	0	0%	Review Routine Handbook
Section Conflicting	0	0%	Review Routine Handbook
Cannot say INTENT must state FINAL	0	0%	Review entire JPA before sending to SCJPC
E Replaces another Members Pole (Old Pole H New Pole H)	0	0%	Review entire JPA before sending to SCJPC
Invalid Treatment	0	0%	Review entire JPA before sending to SCJPC
Member Unauth on own pole	0	0%	Review entire JPA before sending to SCJPC
Transfer Items 20-109 Should be Full Cost	0	0%	Review Authorized Costs
Bill No. s/b blank	0	0%	Review entire JPA before sending to SCJPC
Does Not Match Record - Arm info	0	0%	Review Checklist, check SCJPC pole records
Missing Pulling Routine	0	0%	Review entire JPA before sending to SCJPC
Duplicate JPA (same info one finalized)	0	0%	Review entire JPA before sending to SCJPC
Invalid KV	0	0%	Review entire JPA before sending to SCJPC
Invalid Pole Number	0	0%	Review entire JPA before sending to SCJPC
Items - Multi who to charge	0	0%	Review entire JPA before sending to SCJPC
Missing Space Allocation for C or T	0	0%	Review Routine Handbook
Section 13.3 - Missing (I) around old information on Record side	0	0%	Review entire JPA before sending to SCJPC
New Pole or 100 Pole Joint	0	0%	Review entire JPA before sending to SCJPC

	MEMOS	TOTAL JPAS SUB	% OF RETURN
22-Oct	721	1130	64%
23-Jun	341	1163	29%
23-Dec	696	1422	49%
24-Jun	627	1516	41%
24-Nov	463	766	60%
25-May	488	1116	44%

October 2022 Memos - ALL MEMBERS

All Issues	Total Issues - All Members	Percent of Errors	Notes/ Recommendation
34 Invalid Grade and Space	117	16%	Review entire JP 47
5 Invalid Section	57	8%	Review 35
8 Missing Section	36	5%	Review 8
11 Does Not Match Record - Grade and space	25	3%	Review Checklist 49
69 Missing KV	24	3%	Review entire JP 60
61 Missing Class	22	3%	Review entire JP 89
35 Invalid Indicator	20	3%	Review entire JP 77
115 Section Conflicting	20	3%	Review 135
56 Missing Approval	19	3%	Review entire JP 113
86 Multi item - Who to Charge	19	3%	Review entire JP 24

June 2024 Memos - ALL MEMBERS

All Issues	Total Issues - All Members	Percent of Errors	Notes/ Recommendation
Invalid Section	84	13%	Review Routine Handbook
Invalid Grade and Space	83	13%	Review entire JPA before sending to SCJPC
Missing Section (H showing on Proposed as purchasing No Sections shown)	38	6%	Review Routine Handbook
Invalid Top Grade (Invalid Grade and Space)	34	5%	Review Routine Handbook
Missing Anchor Information	20	3%	Review entire JPA before sending to SCJPC
Missing Space Allocation for C or T	20	3%	Review Routine Handbook
Missing KV - New Pole	17	3%	Review entire JPA before sending to SCJPC
Unauthorized not in ()	17	3%	Review entire JPA before sending to SCJPC
Page # Conflict	14	2%	Review entire JPA before sending to SCJPC
File Name does not match JPA number	13	2%	Review entire JPA before sending to SCJPC

June 2023 Memos - ALL MEMBERS

All Issues	Total Issues - All Members	Percent of Errors	Notes/ Recommendation
34 Invalid Grade and Space	47	14%	Review entire JP 47
148 Violation (sent within 45 days)	32	9%	Review 3
5 Invalid Section	28	8%	Review 11
70 Missing KV - New Pole	18	5%	Review entire JP 4
8 Does Not Match Record - Anc info	15	4%	Review Checklist 4
54 Missing "FINAL" on First Page	15	4%	Review Checklist 5
11 Does Not Match Record - Grade and space	14	4%	Review Checklist 6
28 Information in wrong column/row	14	4%	Review entire JP 7
62 Missing Class	12	4%	Review entire JP 8
15 Does Not Match Record - Pole Length	7	2%	Review Checklist 9
			Previously Billed 10

November 2024 Memos - ALL MEMBERS

All Issues	Total Issues - All Members	Percent of Errors	Notes/ Recommendation
Invalid Grade and Space	82	18%	Review entire JPA before sending to SCJPC
Invalid Section	58	13%	Review Routine Handbook
Missing Section (H showing on Proposed as purchasing No Sections shown)	23	5%	Review Routine Handbook
Does Not Match Record - Anc info	22	5%	Review Checklist, check SCJPC pole records
Does Not Match Record - Grade and space	19	4%	Review Checklist, check SCJPC pole records
Information in wrong column/row	13	3%	Review entire JPA before sending to SCJPC
Invalid Indicator	11	2%	Review entire JPA before sending to SCJPC
Invalid SCZ	11	2%	Review Routine Handbook
New Pole or 100 Pole Joint	11	2%	Review entire JPA before sending to SCJPC
	11	2%	Check JPA on SCJPC website

December 2023 Memos - ALL MEMBERS

All Issues	Total Issues - All Members	Percent of Errors	Notes/ Recommendation
F7 DO NOT BILL	191	27%	Check Sharefile
Invalid Grade and Space	81	12%	Review entire JPA before sending to SCJPC
Duplicate JPA (different info)	45	6%	Review entire JPA before sending to SCJPC
Invalid Section	30	4%	Review Routine Handbook
JPA Number cut off	23	3%	Review entire JPA before sending to SCJPC
Invalid KV	22	3%	Review entire JPA before sending to SCJPC
Missing Section	21	3%	Review Routine Handbook
Missing Approval	16	2%	Review entire JPA before sending to SCJPC
File Name does not match JPA number	14	2%	Review entire JPA before sending to SCJPC
Missing "FINAL" on First Page	13	2%	Review checklist

Most Common Returns

- Invalid Grade and Space
(Grade and Space Does not add up useable footage)
- Invalid Section
(Example: S/A 4.0 S/B 4.3)
- Missing Section
(Examples 18.1D no 1.2 / Sharing grade no 4.4)