

## Southern California Joint Pole Committee

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

January 17, 2024

A regular meeting of the **Billing Process Simplification** took place on the above date, at 1:44 p.m., at the Committee office.

Those in attendance were:

Ms. Megan LaMon	Crown Castle NG West Inc.
Ms. Aarize Dizon	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. Michael Pearson	Southern California Edison
Mr. Kevin Flores	Southern California Edison
Ms. Carla Stephen	Southern California Edison
Ms. Shelby Mulvehill	Southern California Edison
Ms. Marisol Bailey	Southern California Edison
Mr. Sam Picazo	Southern California Edison
Mr. Todd Dailey	AT&T California
Ms. Kay Black	AT&T California
Mr. Barry Consulter	AT&T California
Ms. Veronica Romero	AT&T California
Mr. Jeremy Harmon	Verizon Wireless
Mr. Alex Parra	City of Riverside
Ms. Yvonne Johnson	Teleport Communications America
Ms. Katy White	MCI Metro ATS
Ms. Lynne LaFrenais	Bear Valley Electric Service, Inc.
Ms. Maria Ortiz	XO Communications
Mr. Ben Coffey	City of Banning
Mr. David Campo	City of Lompoc
Mr. Nick Van Stryk	City of Vernon (Petrelli Electric)
Ms. Shawn Henderson	T-Mobile USA
Ms. Linda McLean	Extenet Systems
Mr. Renzo Garzon	Mobilitie, LLC
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Chairperson, Ms. LaMon called the meeting to order at 1:44 p.m. by addressing the first item on the agenda, the review of **July 19, 2023, 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)**

- *None at this time.*

After the Memo Error report was reviewed, Ms. Allen went back to this item and stated she has a few suggestions she would like to discuss.

Ms. Allen inquired for unauthorized attached Sections 4.1, 5.4, and 7.7 must the unauthorized grade and space be in parentheses on Record side of the JPA. Ms. Ortiz replied yes it should. Ms. Allen stated the staff will continue to return JPAs for missing parentheses around unauthorized grade and space on the Record side of the JPA under the above-mentioned Sections.

Ms. Allen inquired about Item 14X JPA Administrative Fees (per pole cost). Is the SCJPC staff to police the Item. For example, if the pole count does not match the Item 14 count or if the non 18.1F member charges. Ms. DeBarge stated to send back. SCJPC should police Item 14X and return if any discrepancies.

Ms. Allen stated for pole length, year set, and pole class when updating per Section 13.3 the old information must be shown in parentheses on Record side of the JPA as well as the new information. Ms. Allen inquired must the old information be shown in parentheses on Record side or is the note in the Nature of Work sufficient. Ms. DeBarge stated that the old information must be shown on Record side with parentheses. Ms. Allen stated that the SCJPC staff will continue to return these if missing parentheses around the old information.

Ms. Allen then inquired must the anchor information on the JPA match the anchor information on SCJPC record. For example, if the anchor is being removed, relinquished, or remains the same must the direction, size, etc. match. Ms. Ortiz replied it should match because how would one know if it is a different anchor they are referring to. Ms. Allen stated the SCJPC staff will continue to return JPAs for anchors on the JPA that do not match SCJPC records.

Ms. Allen stated that she spoke with some members throughout the year and stated she does not feel comfortable changing grade and space on a JPA because the staff would not know the correct grade and space. For example, under Section 4.3 Purchase of Interest in Safety Clearance Zone but the grade and space was allocated not going into the SCZ SCJPC would not know to change the grade and space to go into the SCZ or update the Section to 4.0.

Ms. Allen stated one of the returns listed on the Memo Error Report is a date in SCJPCs Date Completed area. Currently, SCJPC is returning for that reason because the area should be blank. However, if the file is an Excel file and Ms. Allen is able to delete that date Ms. Allen stated that she has no problem deleting.

Ms. Pranata stated that she would like to share the Excel file with the greatest number of issues being first. Ms. Pranata stated the greatest number of issues is F7 DO NOT BILLS. Ms. Pranata inquired if the members are aware that SCJPC has a ShareFile folder that have all the Form 7s in it. Ms. DeBarge stated that SCE is well aware. Ms. Ortiz stated they are aware as well. Ms. Black stated that her IT for AT&T California will not allow her to go to a share drive. She does not have access. Ms. Pranata stated that both Mr. Presley and Mr. Fajardo from AT&T California have access. Ms. Black stated she recently tried to get access and was denied, and her IT

was not going to give her privileges. Ms. Black then inquired to the companies who wrote the Form 7s if she could potentially get a copy of their spreadsheet that could be posted on the SCJPC website that Ms. Black can access. Ms. DeBarge deferred to Ms. Pranata. Ms. Pranata explained that the list changes daily and that there are over 4,000 records. The website would have to be updated daily. Mr. Bacon stated that the members could contact Ms. Pranata when looking for a Form 7. Ms. Pranata reiterated that all the members have access to the ShareFile folder where all the Form 7's are located. Ms. Black inquired since she is blocked is there anyway that the information on ShareFile be converted into an Excel File. Ms. Pranata stated it could be, however, the information changes/updates daily. Ms. Ortiz stated by changing does Ms. Pranata mean that SCJPC staff are deleting what is already there and adding more to it. Ms. Pranata stated deleting, adding, changing, and renaming file names. It would be a new spreadsheet every day. Ms. Black stated this is the kind of information that should go into some sort of a database and not the actual Form 7 being uploaded in a way all can access. Ms. Pranata stated since SCJPC is getting a new website she could ask the new website designer if they could do it for SCJPC. Ms. Black stated she was unaware that the website designer would create a database. Ms. Pranata stated that is probably going to cost the committee more, but Ms. Pranata would have to discuss with them. Ms. Pranata stated that if the members would like to see the Form 7s on the website she could ask the website programmer, the new ones, to see if they could incorporate that into the new SCJPC website. Ms. Black stated it was already there for Form 2's then Ms. Black inquired wouldn't it be the same thing. Ms. Pranata stated that for the Form 2's the website is updated once a month and not daily. It is a four-to-five-hour process to update the entire database from SCJPC internal database to the SCJPC website. The Form 7 folder on the Sharefile website is updated daily. Ms. Black stated what she is asking for is a Form 7 search similar to the JPA search. Ms. Pranata stated that if Ms. Black does not need to see the actual PDF file she thinks it could be done. Ms. Black stated that Ms. Pranata's top solution is better than nothing and likes it. Ms. Black then stated that this should be discussed next month given members time to think about it.

There were no further questions or comments.

### **Miscellaneous Items.**

#### *Memo Error Report from B/S 6/2023 for review*

Ms. Pranata displayed the Memo Error Report on the screen. Ms. LaMon stated there are a few new issues. 18.1F submitted and finalized. Does not match record – members. Ms. McLean stated that these do not look like minor issues. The members know what the minor issues are. If a JPA is sent currently and having the date 2023 and now its 2024 the staff can update that real quick. It would take more time for the staff to return and members to resubmit than the staff to update. Ms. McLean continued as far as grade and space that needs to be verified by members. Ms. LaMon agreed and stated that she was hoping once the Memo Error Report was reviewed they could compile a list of what would be an acceptable revision by the SCJPC staff so it is clear and possibly avoid a memo.

There were no further questions or comments.

Nonconformance notifications

Mr. Van Stryk stated that he should have brought this up during Compliance. Mr. Van Stryk keeps getting nonconformance notifications for Verizon. People are confusing the V symbol in the Routine Handbook with Verizon. Mr. Van Stryk gets about three a month and tries to reply to all of them. However, he may have missed one. Mr. Van Stryk stated for all to check their systems and that V is for Vernon and not for Verizon.

**Review of Action Items**

- Members to review the December 2023 bill of sale Memo Error Report.

The meeting adjourned at 2:02 p.m.

Ms. Kathleen Allen – Committee Transcriber

# December 2023 Memos - ALL MEMBERS

All Issues	Total Issues - All Members	Percent of Errors	Notes/Recommendation
18.1F Submitted and Finalized	3	0%	Review entire JPA before sending to SCJPC
2 Anchor Issue	12	2%	Review entire JPA before sending to SCJPC
3 Bill First/After JPA Not Billed	3	0%	Check JPA on SCJPC website
4 Bill No. s/b blank	0	0%	Review entire JPA before sending to SCJPC
5 Companies on JPA Conflict with Companines on Record	0	0%	Review entire JPA before sending to SCJPC
6 Company On Header not on JPA	0	0%	Review entire JPA before sending to SCJPC
7 Date Completed Missing	3	0%	Review checklist
8 Date Completed Should Be Blank	3	0%	Review checklist
9 Does Not Match Record - Anc info	0	1%	Review Checklist, check SCJPC pole records
10 Does Not Match Record - Arm info	0	0%	Review Checklist, check SCJPC pole records
11 Does Not Match Record - Community	0	0%	Review Checklist, check SCJPC pole records
12 Does Not Match Record - Grade and space	6	1%	Review Checklist, check SCJPC pole records
13 Does Not Match Record - KV	0	0%	Review Checklist, check SCJPC pole records
14 Does Not Match Record - Location	4	1%	Review Checklist, check SCJPC pole records
15 Does Not Match Record - Members	2	0%	Review Checklist, check SCJPC pole records
16 Does Not Match Record - Pole Class	4	1%	Review Checklist, check SCJPC pole records
17 Does Not Match Record - Pole Length	10	1%	Review Checklist, check SCJPC pole records
18 Does Not Match Record - Treatment	1	0%	Review Checklist, check SCJPC pole records
19 Does Not Match Record - Year Set	4	1%	Review Checklist, check SCJPC pole records
20 Duplicate JPA (different info)	45	6%	Review entire JPA before sending to SCJPC
21 Duplicate Pole on JPA	2	0%	Review entire JPA before sending to SCJPC
22 Existing Pole not Joint	0	0%	Check SCJPC pole records
23 F48 Violation (sent within 45 days)	8	1%	Review Routine Handbook
24 F7 DO NOT BILL	191	27%	Check Sharefile
25 File Name does not match JPA number	14	2%	Review entire JPA before sending to SCJPC
26 Format	0	0%	Review entire JPA before sending to SCJPC
27 Header - Co on header not on poles	0	0%	Review entire JPA before sending to SCJPC
28 Grade/Space listed in two columns for one member	0	0%	Review entire JPA before sending to SCJPC
29 Header - Missing company	0	0%	Review entire JPA before sending to SCJPC
30 Information in wrong column/row	7	1%	Review entire JPA before sending to SCJPC
31 Invalid Approval	4	1%	Review entire JPA before sending to SCJPC
32 Invalid Community	0	0%	Review entire JPA before sending to SCJPC
33 Invalid Arm info	1	0%	Review entire JPA before sending to SCJPC
34 Invalid F48 date	0	0%	Review entire JPA before sending to SCJPC
35 Invalid Grade and Space	81	12%	Review entire JPA before sending to SCJPC
36 Invalid Indicator	0	0%	Review entire JPA before sending to SCJPC
37 Invalid Item	3	0%	Review entire JPA before sending to SCJPC
38 Invalid kV	22	3%	Review entire JPA before sending to SCJPC
39 Invalid Lat/Long	0	0%	Review entire JPA before sending to SCJPC
40 Invalid Location	0	0%	Review entire JPA before sending to SCJPC
41 Invalid Pole Class	0	0%	Review entire JPA before sending to SCJPC
42 Invalid Pole Length	7	1%	Review entire JPA before sending to SCJPC
43 Invalid Pole Number	2	0%	Review entire JPA before sending to SCJPC
44 Invalid Pole Treatment	0	0%	Review entire JPA before sending to SCJPC
45 Invalid Pulling Routine	7	0%	Review entire JPA before sending to SCJPC
46 Invalid Member Code	0	0%	Review entire JPA before sending to SCJPC
47 Invalid Section	30	4%	Review Routine Handbook
48 Invalid SCZ	4	1%	Review entire JPA before sending to SCJPC
49 Invalid Treatment	0	0%	Review entire JPA before sending to SCJPC
50 Invalid Year Set	0	0%	Review entire JPA before sending to SCJPC
51 Items - 2 on one line, one indicator	0	0%	Review entire JPA before sending to SCJPC
52 Items - Multi who to charge	0	0%	Review entire JPA before sending to SCJPC
53 JPA Number cut off	23	3%	Review entire JPA before sending to SCJPC
54 Member PTDing charging Cut	0	0%	Review Routine Handbook
55 Missing 100 on record side	0	0%	Review entire JPA before sending to SCJPC
56 Missing "FINAL" on First Page	13	2%	Review checklist
57 Missing Approval	16	2%	Review entire JPA before sending to SCJPC
58 Missing Anchor Information	3	0%	Review entire JPA before sending to SCJPC
59 Missing Arm Information	1	0%	Review entire JPA before sending to SCJPC
60 Missing AT or AR	2	0%	Review entire JPA before sending to SCJPC
61 Missing Billing Column	0	0%	Review entire JPA before sending to SCJPC
62 Missing Billing Column Numbers	3	0%	Review entire JPA before sending to SCJPC
63 Missing Billing Verbiage	0	0%	Review entire JPA before sending to SCJPC
64 Missing Class	13	2%	Review entire JPA before sending to SCJPC
65 Missing Community	1	0%	Review entire JPA before sending to SCJPC
66 Missing Cost for special agreement	0	0%	Review entire JPA before sending to SCJPC
67 Missing Date Sent	5	1%	Review entire JPA before sending to SCJPC
68 Missing Free Attachment Note	0	0%	Review entire JPA before sending to SCJPC
69 Missing Form 48	8	1%	Review entire JPA before sending to SCJPC
70 Missing Grade and Space	4	1%	Review entire JPA before sending to SCJPC
71 Missing Item #	1	0%	Review entire JPA before sending to SCJPC
72 Missing KV - New Pole	10	1%	Review entire JPA before sending to SCJPC
73 Missing JPA Number	0	0%	Review entire JPA before sending to SCJPC
74 Missing Legal Clause	1	0%	Review entire JPA before sending to SCJPC
75 Missing Location	1	0%	Review entire JPA before sending to SCJPC
76 Missing Pole Number	0	0%	Review entire JPA before sending to SCJPC
77 Missing Pole tag initials	0	0%	Review entire JPA before sending to SCJPC
78 Missing Pulling Routine	0	0%	Review entire JPA before sending to SCJPC
79 Missing Member - Proposed side	2	0%	Review entire JPA before sending to SCJPC
80 Missing Member - Record side	1	0%	Review entire JPA before sending to SCJPC
81 Missing SCZ	1	1%	Review entire JPA before sending to SCJPC
82 Missing Section	21	3%	Review Routine Handbook
83 Missing Special Agreement Cost	1	0%	Review entire JPA before sending to SCJPC
84 Missing Treatment	0	0%	Review entire JPA before sending to SCJPC
85 Missing Year Set	7	1%	Review entire JPA before sending to SCJPC
86 Member on 100 another Members pole (FTR 100 on E POLE)	0	0%	Review entire JPA before sending to SCJPC
87 Member purchase additional, but not gaining	2	0%	Review entire JPA before sending to SCJPC
88 Member purchase on their own pole	2	0%	Review entire JPA before sending to SCJPC
89 Member purchasing on Proposed not same Member purchasing under Nature of Work	4	1%	Review entire JPA before sending to SCJPC
90 Member purchasing on Proposed No Section shown for purchase under Nature of Work	1	0%	Review entire JPA before sending to SCJPC
91 Member on JPA not on pole	0	0%	Review entire JPA before sending to SCJPC
92 Member Unauth on own pole	2	0%	Review entire JPA before sending to SCJPC
93 Multi item - Who to Charge	3	0%	Review entire JPA before sending to SCJPC
94 Need Arm for same grade	0	0%	Review entire JPA before sending to SCJPC
95 Need four digit year set	7	0%	Review entire JPA before sending to SCJPC
96 Need New Pole Number	0	0%	Review entire JPA before sending to SCJPC
97 New Pole or 100 Pole Joint	9	1%	Review entire JPA before sending to SCJPC
98 Note in Nature of work Conflicting with Proposed	7	1%	Review entire JPA before sending to SCJPC
99 Notes or Comments left on JPA	0	0%	Review entire JPA before sending to SCJPC
100 No Tag Pole to be Joint	2	0%	Review Routine Handbook
101 Old Pole Joint, For Example, E-FTR new pole E-NG	1	0%	Check SCJPC pole records
102 Old Pole/Existing Pole NOT Joint	0	0%	Check SCJPC pole records
103 One Company Cut other Company Charges	0	0%	Review entire JPA before sending to SCJPC
104 Only one Date Sent	0	0%	Review entire JPA before sending to SCJPC
105 Page # Conflict	4	1%	Review entire JPA before sending to SCJPC
106 Percent for GUYIS do not add up to 100	0	0%	Review entire JPA before sending to SCJPC
107 Pole Dead	2	0%	Check SCJPC pole records
108 Pole number/pulling routine not in line with location	0	0%	Review entire JPA before sending to SCJPC
109 Pole Number on JPA twice	0	0%	Review entire JPA before sending to SCJPC
110 Previously Billed	7	1%	Check JPA on SCJPC website
111 Pull by Member	0	0%	
112 Renumbr Relinquished pole	1	0%	Review entire JPA before sending to SCJPC
113 Replacing two poles with one pole	0	0%	Review Routine Handbook
114 SCZ Conflict	0	0%	Review entire JPA before sending to SCJPC
115 Section 1.2 and 18.1D Conflict	1	0%	Review entire JPA before sending to SCJPC
116 Section 13.1 and 13.2 Corr of record - incorrect set up	11	2%	Review entire JPA before sending to SCJPC
117 Section 13.1 and 13.2 Corr of record - S/A does not match original	1	0%	Review entire JPA before sending to SCJPC
118 Section 13.3 - Needed for update	1	0%	Review Routine Handbook
119 Section 13.3 - With No Notes	0	0%	Review Routine Handbook
120 Section 13.3 With Note Saying Updated But Nothing Updated	2	0%	Review Routine Handbook
121 Section 7.5 18.1D Approval	0	0%	Review Routine Handbook
122 Section 9.1 - Incorrect set up	0	0%	Review Routine Handbook
123 Section 9 X Cannot charge items	0	0%	Review Routine Handbook
124 Section Conflicting	1	0%	Review Routine Handbook
125 Transfer Items 20-109 Should be Full Cost	0	0%	Review Authorized Costs
126 Unauthorized not in ()	10	1%	Review entire JPA before sending to SCJPC
127 Item 14A - Wrong Member Charging	2	0%	Review entire JPA before sending to SCJPC
<b>GRAND TOTAL</b>	<b>696</b>		

## **Southern California Joint Pole Committee**

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February 21, 2024

A regular meeting of the **Billing Process Simplification** took place on the above date, at 1:46 p.m., at the Committee office.

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 Ray	Southern California Edison
Ms. April DeBarge	Southern California Edison
Mr. Michael Pearson	Southern California Edison
Mr. Kevin Flores	Southern California Edison
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Ms. Kay Black	AT&T California
Mr. Jeremy Harmon	Verizon Wireless
Mr. Alex Parra	City of Riverside
Ms. Yvonne Johnson	Teleport Communications America
Ms. Maria Ortiz	MCI Metro ATS/MCI Telecommunications
	XO Communications
Ms. Yesenia Delgado	Time-Warner Cable
Mr. Ben Coffey	City of Banning
Mr. Damon Stuart	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. Linda McLean	Exenet Systems
Ms. Heidi Seropian	Exenet Systems
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Chairperson, Ms. LaMon called the meeting to order at 1:46 p.m. by addressing the first item on the agenda, the review of the **prior month's 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)**

- *None at this time.*

Ms. LaMon inquired if any members had any questions.  
There were no questions or comments.

### **Miscellaneous Items.**

*Memo Error Report from B/S 12/2023 for review*

- *Action items from last month:*
  - *Members to review the December 2023 bill of sale Memo Error Report*

Ms. LaMon opened and inquired if members had a chance to review the Memo Error Report. Ms. Pranata displayed the Memo Error Report on the screen.  
There were no questions or comments.

*Form 7 Search on SCJPC Website (K. Black AT&T California)*

Ms. Pranata stated this bullet item was added because Ms. Black could not access the ShareFile Form 7 folder online. Ms. Pranata then stated that this item could be removed if the Form 7's are moved to SharePoint on the Microsoft server since Ms. Black would be able to access the files on Sharepoint.  
There were no questions or comments.

*Billing Process Simplification ad hoc – as needed basis*

Ms. Allen stated this ad hoc committee is due to meet again in July 2024 to review the June 2024 bill of sale Memo Error Report unless there are any further questions, comments, or concerns. There were none.

### **Review of Action Items**

- Topic on *Form 7 Search on SCJPC Website (K. Black AT&T California)* can be removed from the Agenda.

The meeting adjourned at 1.49 p.m.

Ms. Kathleen Allen – Committee Transcriber

## December 2023 Memos - ALL MEMBERS

All Issues	Total Issues - All Members	Percent of Errors	Notes/Recommendation
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11 Does Not Match Record - Community	0	0%	Review Checklist, check SCJPC pole records
12 Does Not Match Record - Grade and space	6	1%	Review Checklist, check SCJPC pole records
13 Does Not Match Record - KV	0	0%	Review Checklist, check SCJPC pole records
14 Does Not Match Record - Location	4	1%	Review Checklist, check SCJPC pole records
15 Does Not Match Record - Members	2	0%	Review Checklist, check SCJPC pole records
16 Does Not Match Record - Pole Class	4	1%	Review Checklist, check SCJPC pole records
17 Does Not Match Record - Pole Length	10	1%	Review Checklist, check SCJPC pole records
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33 Invalid Arm info	1	0%	Review entire JPA before sending to SCJPC
34 Invalid F48 date	0	0%	Review entire JPA before sending to SCJPC
35 Invalid Grade and Space	81	12%	Review entire JPA before sending to SCJPC
36 Invalid Indicator	0	0%	Review entire JPA before sending to SCJPC
37 Invalid Item	3	0%	Review entire JPA before sending to SCJPC
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39 Invalid Lat/Long	0	0%	Review entire JPA before sending to SCJPC
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44 Invalid Pole Treatment	0	0%	Review entire JPA before sending to SCJPC
45 Invalid Pulling Routine	7	0%	Review entire JPA before sending to SCJPC
46 Invalid Member Code	0	0%	Review entire JPA before sending to SCJPC
47 Invalid Section	30	4%	Review Routine Handbook
48 Invalid SCZ	4	1%	Review entire JPA before sending to SCJPC
49 Invalid Treatment	0	0%	Review entire JPA before sending to SCJPC
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58 Missing Anchor Information	3	0%	Review entire JPA before sending to SCJPC
59 Missing Arm Information	1	0%	Review entire JPA before sending to SCJPC
60 Missing AT or AR	2	0%	Review entire JPA before sending to SCJPC
61 Missing Billing Column	0	0%	Review entire JPA before sending to SCJPC
62 Missing Billing Column Numbers	3	0%	Review entire JPA before sending to SCJPC
63 Missing Billing Verbiage	0	0%	Review entire JPA before sending to SCJPC
64 Missing Class	13	2%	Review entire JPA before sending to SCJPC
65 Missing Community	1	0%	Review entire JPA before sending to SCJPC
66 Missing Cost for special agreement	0	0%	Review entire JPA before sending to SCJPC
67 Missing Date Sent	5	1%	Review entire JPA before sending to SCJPC
68 Missing Free Attachment Note	0	0%	Review entire JPA before sending to SCJPC
69 Missing Form 48	8	1%	Review entire JPA before sending to SCJPC
70 Missing Grade and Space	4	1%	Review entire JPA before sending to SCJPC
71 Missing Item #	1	0%	Review entire JPA before sending to SCJPC
72 Missing KV - New Pole	10	1%	Review entire JPA before sending to SCJPC
73 Missing JPA Number	0	0%	Review entire JPA before sending to SCJPC
74 Missing Legal Clause	1	0%	Review entire JPA before sending to SCJPC
75 Missing Location	1	0%	Review entire JPA before sending to SCJPC
76 Missing Pole Number	0	0%	Review entire JPA before sending to SCJPC
77 Missing Pole tag initials	0	0%	Review entire JPA before sending to SCJPC
78 Missing Pulling Routine	0	0%	Review entire JPA before sending to SCJPC
79 Missing Member - Proposed side	2	0%	Review entire JPA before sending to SCJPC
80 Missing Member - Record side	1	0%	Review entire JPA before sending to SCJPC
81 Missing SCZ	1	1%	Review entire JPA before sending to SCJPC
82 Missing Section	21	3%	Review Routine Handbook
83 Missing Special Agreement Cost	1	0%	Review entire JPA before sending to SCJPC
84 Missing Treatment	0	0%	Review entire JPA before sending to SCJPC
85 Missing Year Set	7	1%	Review entire JPA before sending to SCJPC
86 Member on 100 another Members pole (FTR 100 on E POLE)	0	0%	Review entire JPA before sending to SCJPC
87 Member purchase additional, but not gaining	2	0%	Review entire JPA before sending to SCJPC
88 Member purchase on their own pole	2	0%	Review entire JPA before sending to SCJPC
89 Member purchasing on Proposed not same Member purchasing under Nature of Work	4	1%	Review entire JPA before sending to SCJPC
90 Member purchasing on Proposed No Section shown for purchase under Nature of Work	1	0%	Review entire JPA before sending to SCJPC
91 Member on JPA not on pole	0	0%	Review entire JPA before sending to SCJPC
92 Member Unauth on own pole	2	0%	Review entire JPA before sending to SCJPC
93 Multi item - Who to Charge	3	0%	Review entire JPA before sending to SCJPC
94 Need Arm for same grade	0	0%	Review entire JPA before sending to SCJPC
95 Need four digit year set	7	0%	Review entire JPA before sending to SCJPC
96 Need New Pole Number	0	0%	Review entire JPA before sending to SCJPC
97 New Pole or 100 Pole Joint	9	1%	Review entire JPA before sending to SCJPC
98 Note in Nature of work Conflicting with Proposed	7	1%	Review entire JPA before sending to SCJPC
99 Notes or Comments left on JPA	0	0%	Review entire JPA before sending to SCJPC
100 No Tag Pole to be Joint	2	0%	Review Routine Handbook
101 Old Pole Joint, For Example, E-FTR new pole E-NG	1	0%	Check SCJPC pole records
102 Old Pole/Existing Pole NOT Joint	0	0%	Check SCJPC pole records
103 One Company Cut other Company Charges	0	0%	Review entire JPA before sending to SCJPC
104 Only one Date Sent	0	0%	Review entire JPA before sending to SCJPC
105 Page # Conflict	4	1%	Review entire JPA before sending to SCJPC
106 Percent for GUYIS do not add up to 100	0	0%	Review entire JPA before sending to SCJPC
107 Pole Dead	2	0%	Check SCJPC pole records
108 Pole number/pulling routine not in line with location	0	0%	Review entire JPA before sending to SCJPC
109 Pole Number on JPA twice	0	0%	Review entire JPA before sending to SCJPC
110 Previously Billed	7	1%	Check JPA on SCJPC website
111 Pull by Member	0	0%	
112 Renumbr Relinquished pole	1	0%	Review entire JPA before sending to SCJPC
113 Replacing two poles with one pole	0	0%	Review Routine Handbook
114 SCZ Conflict	0	0%	Review entire JPA before sending to SCJPC
115 Section 1.2 and 18.1D Conflict	1	0%	Review entire JPA before sending to SCJPC
116 Section 13.1 and 13.2 Corr of record - incorrect set up	11	2%	Review entire JPA before sending to SCJPC
117 Section 13.1 and 13.2 Corr of record - S/A does not match original	1	0%	Review entire JPA before sending to SCJPC
118 Section 13.3 - Needed for update	1	0%	Review Routine Handbook
119 Section 13.3 - With No Notes	0	0%	Review Routine Handbook
120 Section 13.3 With Note Saying Updated But Nothing Updated	2	0%	Review Routine Handbook
121 Section 7.5 18.1D Approval	0	0%	Review Routine Handbook
122 Section 9.1 - Incorrect set up	0	0%	Review Routine Handbook
123 Section 9 X Cannot charge items	0	0%	Review Routine Handbook
124 Section Conflicting	1	0%	Review Routine Handbook
125 Transfer Items 20-109 Should be Full Cost	0	0%	Review Authorized Costs
126 Unauthorized not in ()	10	1%	Review entire JPA before sending to SCJPC
127 Item 14A - Wrong Member Charging	2	0%	Review entire JPA before sending to SCJPC
<b>GRAND TOTAL</b>	<b>696</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 April 2024.**

**The committee will reconvene in July 2024 or unless there are any further  
questions, comments, or concerns.**

**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 May 2024.**

**The committee will reconvene in July 2024 or unless there are any further  
questions, comments, or concerns.**

**Southern California Joint Pole Committee**

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San Dimas, CA 91773

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**Billing Process Simplification ad hoc Committee**

**did not meet in June 2024.**

**The committee will reconvene in July 2024 or unless there are any further questions, comments, or concerns.**

**Southern California Joint Pole Committee**

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Phone (909) 599-3801

Fax (909) 599-3825

**Billing Process Simplification ad hoc Committee**

**did not meet in July 2024.**

**The committee will reconvene August 21, 2024 or unless there are any further questions, comments, or concerns.**

## **Southern California Joint Pole Committee**

279 E. Arrow Hwy. Suite 104  
San Dimas, CA 91773  
Phone (909) 599-3801  
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August 21, 2024

A regular meeting of the **Billing Process Simplification** took place on the above date, at 12:00 p.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 Ray	Southern California Edison
Mr. Sam Picazo	Southern California Edison
Mr. Kevin Flores	Southern California Edison
Ms. Marisol Bailey	Southern California Edison
Ms. Carla Stephen	Southern California Edison
Ms. Shelby Mulvehill	Southern California Edison
Mr. Rick Romo	Southern California Edison
Ms. Silvia Villasenor	Southern California Edison
Mr. Todd Dailey	AT&T California
Ms. Kay Black	AT&T California
Ms. Joy Young	AT&T California
Mr. Jeremy Harmon	Verizon Wireless
Mr. Alex Parra	City of Riverside
Ms. Yesenia Delgado	Time-Warner Cable
Ms. Lynne LaFrenais	Bear Valley Electric Service, Inc.
Mr. Ben Coffey	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. Linda McLean	Extenet Systems
Ms. Heidi Seropian	Extenet Systems
Ms. Tamara Zaki	Boldyn Networks US LLC
Ms. Patti Ringo	Sonic Telecom, LLC
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Chairperson, Ms. LaMon called the meeting to order at 12:00 p.m. by addressing the first item on the agenda, the review of the **February 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)**

- *NG520665-02-13 Section 4.1 (K. Allen 8/21/2024)*
  - *Can SCJPC add grade and space in red from proposed side to record side in parentheses and no longer return.*

Ms. Allen opened and displayed on the screen JPA NG520665-02-13. Ms. Allen stated one of the most return reasons, which might not be reflected in the June 2024 Memo Report, is purchase of interest under Section 4.1. This is an ongoing issue with multiple members. The current rule is that when a member purchases under Section 4.1, they must show grade and space in parentheses on record side. Ms. Allen inquired could billers add the grade and space from proposed side to record side of the JPA instead of returning the JPA via memo asking members to do it. Ms. LaMon and Ms. Smith had no issue with it. Mr. Van Stryk stated he could not think of a situation that would change the grade and space on either side. Mr. Van Stryk thinks billers could ignore whether or not it's included. Ms. Ray inquired if this is going to go to a vote because she has some follow-up questions and would need some clarification as to why members would allow that to be changed. Mr. Bacon stated using the record when one is reviewing a JPA, is a good reference to see what the incoming member is doing when they're acquiring their space. It gives one a good definition of almost the space that one is giving away, rearranged, or changed. When members don't have the information on it, Mr. Bacon knows the billers send them back, but it's a good comparison right there if the record is on the record side. Ms. McLean stated she thinks she might have misunderstood. If it is Section 4.1 and members accidentally or just forgot to put the grade and space in parentheses on record side that they were attached before the approval that Ms. Allen could just add it on record side and move forward without issuing a memo. Ms. Allen stated yes, that is what she is inquiring.

After some further discussion members agreed for billers not to use the proposed space from the record side of the JPA and add to the record side in parentheses. Billers are to continue to return the JPA via memo requesting members to fix. Ms. Black added since this is AT&T California's that when another member is adding them as unauthorized or anybody as unauthorized, that they only add the footage that they are actually attached to. Ms. Black stated she can't imagine AT&T California having three attachments there. AT&T California should be penalized but should AT&T California be penalized for three feet or just one. Members agreed that it should only be the number of feet the member is actually attached.

There were no further questions or comments.

### **Miscellaneous Items.**

*Memo Error Report from B/S 6/2024 for review*

Ms. Pranata shared the *June 2024 Memo Error Report* on the screen. Ms. LaMon inquired if members had a chance to review the report. Ms. LaMon asked Ms. Allen if there was anything she would like to point out. Ms. Allen stated the heavy hitters continue to be the same. Invalid Section, invalid grade and space, and missing Section. Ms. Allen stated that there is where Ms. Black's video request will come in handy of Ms. Allen creating videos on memo reason returns and explain in detail why the JPA was returned via memo. Ms. Allen added that the report shown is just one month and the same errors have been ongoing for the last couple years since Ms. Allen has been preparing this report. Ms. Allen stated if one does not understand grade and space, they will never be going to get the Section right. Ms. Allen then stated that if she does a few videos on grade and space and then explain in detail while reviewing the memo may help members understand better. Ms. Black stated that Ms. Allen has multiple videos on grade and space, and they need to watch them. Mr. Van Stryk stated that he thinks that grade and space might fall into a typo as well or people just do the math wrong. Also, they may leave off a foot or two here and there. Ms. Allen stated yes, many times not all usable space is allocated.

Mr. Van Stryk inquired about grade and space allocation for comm or tenant. Is that what Ms. Allen is talking about putting that in front of the tenant or comm for power members. Ms. Allen stated yes and that it states that in the Routine Handbook under Section 16.3. Ms. Black stated when one leaves the safety clearance zone, there has to be a communication attachment as the first space in grade. And if one has a communication cable there and it has to be called out, then it would work. But if it's just power, and there is no call out, then the billers are going to return. Mr. Van Stryk stated he will tackle that in the Routine Handbook.

Ms. McLean inquired about the June 2024 Memo Report displayed and inquired if it was emailed to the members just recently. Ms. McLean also inquired if Ms. Allen could email her the report. Ms. Allen stated she would email Ms. McLean the report and that it was uploaded on the SCJPC website with the packet for this meeting. Ms. Allen then stated that she also has the individual members memo report as well and if any member would like to see theirs to please contact Ms. Allen. Ms. McLean, Ms. Black, and Ms. LaMon would like to see there indivual memo report page. Ms. Allen stated she would email the reports to them. Ms. Black stated it is obvious based on how many errors in June that members all have hired contractors and that they all have new people trying write JPAs and Ms. Black has been so buried with trying to check these people that a few of them that look like they were tasked and she set them free to move forward to their joint pole desk. Ms. Black continued there is so much activity that members got new people writing JPAs, and this is going to bury everyone. Ms. LaMon stated that those sharing the same A&E vendors are probably running into the same errors as well. Ms. LaMon stated that they are working hard and provide a checklist. Ms. LaMon ended by stating the members will get there.

There were no further questions or comments.

*Grade and Space Chart demonstration by Ms. Allen*

Ms. Allen displayed the Grade and Space Chart she created. She was unsure if it would help members and their staff, but Ms. Allen wanted to share. Ms. Allen stated that one of the highest returns was invalid grade and space and top grade. Top grade is directly from the Routine Handbook. Ms. Allen has the example from the Routine Handbook, Section 16.1 A-Grade pasted to her Grade and Space Chart. Ms. Allen stated when allocating grade and space and one starts with the wrong top grade the grade and space is going to be immediately wrong and will result in a memo. Ms. Allen stated that the feet in the ground, support structure, and safety clearance zone could be altered. Ms. Allen explained that if the feet in ground is alter for an engineered steel poles, if one goes below support structure, or if one purchases interest into the safety clearance zone the useable footage would change. Ms. Allen stated she has trained the staff, when checking grade and space, to always make sure to add up the space and make sure it equals the usable footage shown in the Routine Handbook. Ms. Allen demonstrated that if one is purchasing into the safety clearance zone at four feet that the usable footage changes from 10 to 12. Common area decreases and usable footage increases. Ms. Allen reiterated that she is unsure if this will help members and their staff but wanted to share. Ms. Black inquired if this could be posted on the SCJPC website. Ms. Pranata stated yes, and she would post it on the JPA Training Page. Ms. LaMon stated this would be a helpful resource.

There were no further questions or comments.

16.1C – (K. Black AT&T California)

Ms. Black inquired when members set poles deeper where does that show up on the pole record. Ms. Allen stated she has an example and would try and find and share. Ms. LaMon stated there would also be examples where poles may have been topped and the committee has gone through and that there is a specific way to notate for the billers. Ms. LaMon then stated maybe a note on the side. Ms. Black stated that PG&E always places poles deeper and then Ms. Black inquired to the power companies if that is their logic currently. Mr. Van Stryk replied no. Ms. Allen found the example and displayed it on the screen. Mr. Parra stated they use the rule 10% plus two when it comes down to burying the poles. Mr. Van Stryk stated that he is surprised that they are burying them deeper. Mr. Van Stryk has had linemen yell at him for suggesting a taller pole to get that little bit of depth. Going a class up does more for one than going a foot deeper. Mr. Van Stryk stated it is almost like they didn't have the right class pole in inventory. Ms. Black was unsure. Ms. Black then inquired the meaning of 10% plus two and if it does or does not comply with Section 16 chart. Mr. Van Stryk stated yes, it is the same. Mr. Van Stryk then stated you take 10% of the pole height and add two feet to it and that is how far in the ground it should be. Ms. Black stated that maybe like Ms. LaMon stated a note in the Nature or Work when one does see it and then that would fix the space and grade math. Ms. Allen stated that there is a Section 16.1C and when billers see the section, billers know that the grade and space is going to be different. Ms. Allen showed changing the feet in ground would populate a new top grade and new usable footage. The billing would be different as well. Ms. Allen stated that it best to use Section 16.1C when setting the pole deeper and notate on the JPA as well how many feet deeper. Mr. Van Stryk stated that when a pole is topped the grade and space is indicated with a letter. Ms. Allen stated no and that there is Section 5.2

Topping and Retaining Interest. Mr. Van Stryk stated if it is indicated when topping a pole, it should be indicated when setting a pole deeper on the grade and space. Ms. Allen then stated back to Ms. Black's original question about where to find the pole set deeper on the pole card that she would have to research her notes. The current billing example does not show for the typist to type to *set 1' deeper* on the pole record. Mr. Van Stryk stated it probably should. Ms. LaMon stated she feels like that would be useful because sometimes members do come through and find a pole that's been topped, and the record hasn't been set and may have to update the record. It would just be helpful to other members to not question the height of the pole if it is a topped pole. Ms. LaMon feels like that would be useful because sometimes members do come through and find a pole that's been topped, and the record hasn't been set. Mr. Van Stryk stated and the depth. Ms. Allen stated that they do not get many of these and the reason she does not know off the top of her head. Mr. Van Stryk stated it also affects pole loading, therefore if it is set deeper, it should be noted on the card for whoever's trying to purchase space, and that there's no confusion the usable grade and there's also no confusion on their pole loading either. Ms. Black stated another issue is that if it is not notated on the pole record that when she sees it is one foot off, she changes the grade and space on proposed side and added the foot back in because she thought it was wrong and it probably was buried one foot deep. Mr. Van Stryk stated he did the same thing with a topped pole and once he realized it was his error he fixed it. Ms. Black stated she would try to find the JPA and Mr. Van Stryk stated that Ms. Black could leave it that it is okay.

There were no further questions or comments.

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

Ms. Allen inquired if the members wanted to keep this ad hoc committee open for next month. Ms. Allen stated that this ad hoc committee is to review the memo report. Ms. Allen is unsure if what Mr. Van Stryk is taking on will be discussed here or moved to Routine Revision. Mr. Van Stryk stated that it could be moved to Routine Revision. Ms. LaMon agreed and added since it is part of the Routine Handbook. Ms. LaMon stated that unless anybody has anything that they want to add, Ms. LaMon thinks this could be tabled until January 2025. Ms. Allen inquired for the January 2025 report if she could report on November's memo giving her more than two weeks to complete. She would be able to review a few memos a day and not get so backed up. The members agreed. Ms. LaMon stated that the next ad hoc committee will meet in January 2025 to review the November 2024 memos.

There were no further questions or comments.

#### **Review of Action Items**

- Mr. Van Stryk is going to look into the Routine Handbook for verbiage on C and T.
- The Grade and Space chart will be uploaded to the SCJPC website on the Basic JPA training page

- Documents and pole records will be updated to reflect to set deeper or topped.

The meeting adjourned at 12:30 p.m.

Ms. Kathleen Allen – Committee Transcriber

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 7/19/2021

By Telephone Date APR 23 2024

Date Sent 12/3/2018 Confirming Agreement 2/15/2019

In Field  Telephone  No. of Pages 4 J.P. Auth No NG520665-02-13

### 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
D	Mahendra Gard	ANAHEIM	18.1D		
E	HARRY FLUKE	LOS ANGELES	M. WAZEWSKI	SANTA ANA	700072 / 409680521
HSO	Manijeh Carmichael	LOS ANGELES	18.1D		
NG	Jon Schweers	SAN JOSE	EARLE CARRION	SANTA CLARA	916246 / OG03XC026 / 6615-1770

BILL NO. \_\_\_\_\_

POLE NO.	Pole Length	Year Set	Pole Treat	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:	
				D	E	HSO	NG	D	E	HSO	NG				UTILITY	UTILITY		
			Class												TOTAL AMT	TOTAL AMT		
			Anchor Direct.												AMOUNT	AMOUNT		
				D	E	HSO	NG	D	E	HSO	NG		NG TO PURCHASE SEC 4.0 & HSO TO PURCHASE SEC 4.1A	1				
23205D	60	02	FT / 1H	100			(22-1)	52 - 24		21 - 3	22 - 1		N LAKEVIEW AVE E/S 790' S/O LA PALMA AVE	2				
LOC 1	CAN SCJPC ADD GRADE AND SPACE IN RED FROM PROPOSED SIDE											3						
	TO RECORD SIDE IN PARENTHESES AND NO LONGER RETURN FOR THIS REASON?											4						
						C				C	C		NG TO PURCHASE SEC 4.0	6				
6789996H	35	02	FT / CL2			100				30 - 3 20 - 2	21 - 1		N LAKEVIEW AVE E/S 636' S/O LA PALMA AVE	7				
LOC 2												8						
												9						
												10						
												11						
												12						
												13						
													COL TOT					

- 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  
 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

ANAHEIM

FORM 48 SENT 5/26/2021

PAGE TOTAL \_\_\_\_\_

## June 2024 Memos - ALL MEMBERS

All Issues	Total Issues - All Members	Percent of Errors	Notes/ Recommendation
1 Invalid Section	84	13%	Review Routine Handbook
2 Invalid Grade and Space	83	13%	Review entire JPA before sending to SCJPC
3 Missing Section (H showing on Proposed as purchasing No Sections shown)	38	6%	Review Routine Handbook
4 Invalid Top Grade (Invalid Grade and Space)	34	5%	Review Routine Handbook
5 Missing Anchor Information	20	3%	Review entire JPA before sending to SCJPC
6 Missing Space Allocation for C or T	20	3%	Review Routine Handbook
7 Missing KV - New Pole	17	3%	Review entire JPA before sending to SCJPC
8 Unauthorized not in ()	17	3%	Review entire JPA before sending to SCJPC
9 Page # Conflict	14	2%	Review entire JPA before sending to SCJPC
10 File Name does not match JPA number	13	2%	Review entire JPA before sending to SCJPC
11 Does Not Match Record - Grade and space	12	2%	Review Checklist, check SCJPC pole records
12 Does Not Match Record - Pole Length	12	2%	Review Checklist, check SCJPC pole records
13 F7 DO NOT BILL	11	2%	Check SharePoint
14 Invalid SCZ	11	2%	Review Routine Handbook
15 Missing Arm Ownership	10	2%	Review entire JPA before sending to SCJPC
16 JPA Protected (SCJPC Billing Area)	10	2%	Review entire JPA before sending to SCJPC
17 Missing Approval	10	2%	Review entire JPA before sending to SCJPC
18 Member Already Joint on pole	10	2%	Review entire JPA before sending to SCJPC
19 Date Completed Missing	8	1%	Review checklist
20 Does Not Match Record - Anc info	8	1%	Review Checklist, check SCJPC pole records
21 Does Not Match Record - Location	8	1%	Review Checklist, check SCJPC pole records
22 Anchor Issue	8	1%	Review entire JPA before sending to SCJPC
23 Invalid Pole Length	7	1%	Review entire JPA before sending to SCJPC
24 Missing "FINAL" on First Page	7	1%	Review checklist
25 Pole number/pulling routine not in line with location	7	1%	Review entire JPA before sending to SCJPC
26 Previously Billed	7	1%	Check JPA on SCJPC website
27 Does Not Match Record - Pole Class	6	1%	Review Checklist, check SCJPC pole records
28 Does Not Match Record - Year Set	6	1%	Review Checklist, check SCJPC pole records
29 Existing Pole not Joint	6	1%	Check SCJPC pole records
30 Header/Body Conflict (FTR Header HLA Body)	6	1%	Review entire JPA before sending to SCJPC
31 Missing Billing Column Numbers	6	1%	Review entire JPA before sending to SCJPC
32 Missing Class	6	1%	Review entire JPA before sending to SCJPC
33 Missing Date Sent	6	1%	Review entire JPA before sending to SCJPC
34 F48 Violation (sent within 45 days)	5	1%	Review Routine Handbook
35 New Pole or 100 Pole Joint	5	1%	Review entire JPA before sending to SCJPC
36 Section 1.2 and 18.1D Conflict	5	1%	Review entire JPA before sending to SCJPC
37 Bill First/After JPA Not Billed	4	1%	Check JPA on SCJPC website
38 Invalid Indicator	4	1%	Review entire JPA before sending to SCJPC
39 Missing JPA Number	4	1%	Review entire JPA before sending to SCJPC
40 Missing Legal Clause	4	1%	Review entire JPA before sending to SCJPC
41 Missing SCZ	4	1%	Review entire JPA before sending to SCJPC
42 Transfer Items 20-109 Should be Full Cost	4	1%	Review Authorized Costs
43 Does Not Match Record - Members	3	0%	Review Checklist, check SCJPC pole records
44 Invalid Arm info	3	0%	Review entire JPA before sending to SCJPC
45 Missing Item #	3	0%	Review entire JPA before sending to SCJPC
46 Section 13.3 - Missing () around old information on Record side	3	0%	Review entire JPA before sending to SCJPC
47 Section Conflicting	3	0%	Review Routine Handbook
48 Date Completed Should Be Blank	2	0%	Review checklist
49 Duplicate JPA (different info)	2	0%	Review entire JPA before sending to SCJPC
50 Invalid Approval	2	0%	Review entire JPA before sending to SCJPC
51 Invalid KV	2	0%	Review entire JPA before sending to SCJPC
52 Items - Multi who to charge	2	0%	Review entire JPA before sending to SCJPC
53 Missing "Arm" Verbiage	2	0%	Review entire JPA before sending to SCJPC
54 Missing Form 48	2	0%	Review entire JPA before sending to SCJPC
55 Missing Year Set	2	0%	Review entire JPA before sending to SCJPC
56 Member Unauth on own pole	2	0%	Review entire JPA before sending to SCJPC
57 No Tag Pole to be Joint	2	0%	Review Routine Handbook
58 Pole Dead	2	0%	Check SCJPC pole records
59 Section 13.1 and 13.2 Corr of record - incorrect set up	2	0%	Review entire JPA before sending to SCJPC
60 Section 13.3 With Note Saying Updated But Nothing Updated	2	0%	Review Routine Handbook
61 Does Not Match Record - Arm info	1	0%	Review Checklist, check SCJPC pole records
62 Duplicate Pole on JPA	1	0%	Review entire JPA before sending to SCJPC
63 Format	1	0%	Review entire JPA before sending to SCJPC
64 Invalid Date Sent	1	0%	Review entire JPA before sending to SCJPC
65 Invalid Item	1	0%	Review entire JPA before sending to SCJPC
66 Invalid Pole Number	1	0%	Review entire JPA before sending to SCJPC
67 Invalid Year Set	1	0%	Review entire JPA before sending to SCJPC
68 Missing AT or AR	1	0%	Review entire JPA before sending to SCJPC
69 Missing Billing Verbiage	1	0%	Review entire JPA before sending to SCJPC
70 Missing Community	1	0%	Review entire JPA before sending to SCJPC
71 Missing Cost for special agreement	1	0%	Review entire JPA before sending to SCJPC
72 Missing Grade and Space	1	0%	Review entire JPA before sending to SCJPC
73 Missing Location	1	0%	Review entire JPA before sending to SCJPC
74 Missing Point of Attachment	1	0%	Review entire JPA before sending to SCJPC
75 Missing Pulling Routine	1	0%	Review entire JPA before sending to SCJPC
76 Missing Member - Proposed side	1	0%	Review entire JPA before sending to SCJPC
77 Note in Nature of work Conflicting with Proposed	1	0%	Review entire JPA before sending to SCJPC
78 Renumber Relinquished pole	1	0%	Review entire JPA before sending to SCJPC
79 Section 13.3 - Needed for update	1	0%	Review Routine Handbook
80 18.1F Submitted and Finalized	0	0%	Review entire JPA before sending to SCJPC
81 Bill No. s.b blank	0	0%	Review entire JPA before sending to SCJPC
82 Companies on JPA Conflict with Companines on Record	0	0%	Review entire JPA before sending to SCJPC
83 Does Not Match Record - Community	0	0%	Review Checklist, check SCJPC pole records
84 Does Not Match Record - KV	0	0%	Review Checklist, check SCJPC pole records
85 Does Not Match Record - Treatment	0	0%	Review Checklist, check SCJPC pole records
86 Grade/Space listed in two columns for one member	0	0%	Review entire JPA before sending to SCJPC
87 Header - Missing company	0	0%	Review entire JPA before sending to SCJPC
88 Information in wrong column/row	0	0%	Review entire JPA before sending to SCJPC
89 Invalid Community	0	0%	Review entire JPA before sending to SCJPC
90 Invalid F48 date	0	0%	Review entire JPA before sending to SCJPC
91 Invalid Lat/Long	0	0%	Review entire JPA before sending to SCJPC
92 Invalid Location	0	0%	Review entire JPA before sending to SCJPC
93 Invalid Pole Class	0	0%	Review entire JPA before sending to SCJPC
94 Invalid Pole Treatment	0	0%	Review entire JPA before sending to SCJPC
95 Invalid Pulling Routine	0	0%	Review entire JPA before sending to SCJPC
96 Invalid Member Code	0	0%	Review entire JPA before sending to SCJPC
97 Invalid Treatment	0	0%	Review entire JPA before sending to SCJPC
98 Items - 2 on one line, one indicator	0	0%	Review entire JPA before sending to SCJPC
99 JPA Number cut off	0	0%	Review entire JPA before sending to SCJPC
100 Member PTDing charging Cut	0	0%	Review Routine Handbook
101 Missing 100 on record side	0	0%	Review entire JPA before sending to SCJPC
102 Missing Arm Information	0	0%	Review entire JPA before sending to SCJPC
103 Missing Billing Column	0	0%	Review entire JPA before sending to SCJPC
104 Missing Bill No	0	0%	Review entire JPA before sending to SCJPC
105 Missing Free Attachment Note	0	0%	Review entire JPA before sending to SCJPC
106 Missing Pole Number	0	0%	Review entire JPA before sending to SCJPC
107 Missing Pole tag initials	0	0%	Review entire JPA before sending to SCJPC
108 Missing Member - Record side	0	0%	Review entire JPA before sending to SCJPC
109 Missing Special Agreement Cost	0	0%	Review entire JPA before sending to SCJPC
110 Missing Treatment	0	0%	Review entire JPA before sending to SCJPC
111 Member on 100 another Members pole (FTR 100 on E POLE)	0	0%	Review entire JPA before sending to SCJPC
112 Member purchase additional, but not gaining	0	0%	Review entire JPA before sending to SCJPC
113 Member purchase on their own pole	0	0%	Review entire JPA before sending to SCJPC
114 Member purchasing on Proposed not same Member purchasing under Nature of Work	0	0%	Review entire JPA before sending to SCJPC
115 Member purchasing on Proposed No Section shown for purchase under Nature of Work	0	0%	Review entire JPA before sending to SCJPC
116 Member on JPA not on pole	0	0%	Review entire JPA before sending to SCJPC
117 Multi item - Who to Charge	0	0%	Review entire JPA before sending to SCJPC
118 Need Arm for same grade	0	0%	Review entire JPA before sending to SCJPC
119 Need four digit year set	0	0%	Review entire JPA before sending to SCJPC
120 Need New Pole Number	0	0%	Review entire JPA before sending to SCJPC
121 Notes or Comments left on JPA	0	0%	Review entire JPA before sending to SCJPC
122 Old Pole Joint. For Example, E FTR new pole E-NG	0	0%	Check SCJPC pole records
123 Old Pole/Existing Pole NOT Joint	0	0%	Check SCJPC pole records
124 One Company Cut other Company Charges	0	0%	Review entire JPA before sending to SCJPC
125 Only one Date Sent	0	0%	Review entire JPA before sending to SCJPC
126 Percent for GUYSS do not add up to 100	0	0%	Review entire JPA before sending to SCJPC
127 Pole Number on JPA Twice	0	0%	Review entire JPA before sending to SCJPC
128 Pull by Member	0	0%	Review Routine Handbook
129 Replacing two poles with one pole	0	0%	Review Routine Handbook
130 SCZ Conflict	0	0%	Review entire JPA before sending to SCJPC
131 Section 13.1 and 13.2 Corr of record - S/A does not match original	0	0%	Review entire JPA before sending to SCJPC
132 Section 13.3 - With No Notes	0	0%	Review Routine Handbook
133 Section 7.5 18.1D Approval	0	0%	Review Routine Handbook
134 Section 9.1 - Incorrect set up	0	0%	Review Routine Handbook
135 Section 9.2 Cannot charge items	0	0%	Review Routine Handbook
136 Item 14A - Wrong Member Charging	0	0%	Review entire JPA before sending to SCJPC

Pole Ht	Top Grd	Ft in Ground	Supp Struc	Safe Clear	Comm on Area	Use Ft
25	20	5	14	4	23	2
30	25	5	16	4	25	5
35	30	5	18	6	29	6
40	34	6	18	6	30	10
45	39	6	18	6	30	15
50	43	7	18	6	31	19
55	48	7	18	6	31	24
60	52	8	18	6	32	28
65	57	8	18	6	32	33
70	61	9	18	6	33	37
75	66	9	18	6	33	42
80	70	10	18	6	34	46
85	75	10	18	6	34	51
90	79	11	18	6	35	55
95	84	11	18	6	35	60
100	89	11	18	6	35	65
105	94	11	18	6	35	70
110	99	11	18	6	35	75

**YOU CAN ALTER**

**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 September 2024.**

**The committee will reconvene January 2025  
to review the November 2024 Memo Error Report  
or unless there are any further questions, comments, or concerns.**

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