

## Southern California Joint Pole Committee

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March 18, 2026

A regular meeting of the **Billing Process Simplification** took place on the above date, at 11:31 a.m., via teleconference.

Those in attendance were:

Ms. Aarize Dizon	Crown Castle NG West Inc.
Ms. Kendall Edwards	Crown Castle NG West Inc.
Mr. Jeremy Effinger	Crown Castle NG West Inc.
Mr. Lex Treepaisan	Frontier Communications
Ms. April DeBarge	Southern California Edison
Mr. Kristoffer Scheetz	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. Kevin Flores	Southern California Edison
Mr. Julian Ruiz	AT&T California
Ms. Kay Black	AT&T California
Mr. Robert Stanard	AT&T California
Ms. Joy Young	AT&T California
Mr. James Todaro	Verizon Wireless
Mr. Alex Parra	City of Riverside
Mr. Edward Castro	City of Glendale
Ms. Maria Ortiz	MCI Metro ATS/MCI Telecommunications/XO Communications
Mr. Salvador Zambrano	City of Burbank
Ms. Yesenia Delgado	Time-Warner Cable
Ms. Lynn LaFrenis	Bear Valley Electric Service, Inc.
Mr. Ben Coffey	City of Banning
Mr. Hugo Martinez	City of Vernon
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. Patti Ringo	Sonic Telecom, LLC
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Chairperson, Ms. Dizon called the meeting to order at 11:31 a.m. by addressing the first item on the agenda, the review of the **July 16, 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 1/2026 for review*

Ms. Allen reviewed and shared the *January 2026 Memo Error Report*, along with the *Percent of Returns and Most Common Recurring Returns* (see attachments). She explained that January was selected with approval because it was a nonpriority billing month, which provided a more accurate assessment. Ms. Allen analyzed memo return reasons as part of her standard process; however, she noted that 479 of the 806 total memos for the month were duplicate JPAs. Because this volume of duplicates was a onetime occurrence and not expected to continue, those duplicates were excluded from the analysis. As a result, the report reflects 327 valid memos for January. The data shows a continued reduction in memo returns, with January reflecting a 17% return rate compared to 64% when tracking first began in October 2022. The most common return reason remains invalid grade and space. However, previously high volume issues such as invalid or missing sections have significantly declined and now appear lower on the list. Overall, fewer memos are being returned compared to prior periods. Ms. Black commended the improvement, noting that the reduction to 17% is a significant achievement and a direct reflection of Ms. Allen's training efforts, including instructional videos and ongoing education. Mr. Treepaisan also noted the substantial reduction and praised the members' efforts. Ms. Allen stated that the committee may decide whether to repeat this analysis later in the year, potentially during another nonpriority billing month, or only if memo returns begin to increase again. She indicated she would distribute the materials for further review.

There were no further questions or comments.

*Billing Process Simplification ad hoc – as needed basis*

Ms. Dizon asked about the timing of a future review. Ms. Allen shared that the next review would be in November 2026, covering September 2026 memos. Ms. Black acknowledged the effort involved in compiling the data and expressed support for conducting the next review in November.

There were no questions or comments.

**Review of Action Items**

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

The meeting adjourned at 11:39 a.m.

Ms. Kathleen Allen – Committee Transcriber

January 2026 Memos - ALL MEMBERS

	All Issues	Total Issues - All Members	Percent of Errors	Notes/ Recommendation
	Duplicate JPA	479	59%	Review entire JPA before sending to SCJPC
1	Invalid Grade and Space	31	4%	Review entire JPA before sending to SCJPC
2	Missing "FINAL" on First Page	24	3%	Review checklist
3	Invalid Section	19	2%	Review Routine Handbook
4	Does Not Match Record - Grade and space	19	2%	Review Checklist, check SCJPC pole records
5	Missing Anchor Information	16	2%	Review entire JPA before sending to SCJPC
6	F48 Date should be same/after DATE SENT	16	2%	Review entire JPA before sending to SCJPC
7	Page # Conflict	15	2%	Review entire JPA before sending to SCJPC
8	F48 Violation (sent within 45 days)	14	2%	Review Routine Handbook
9	Missing Section (H showing on Proposed as purchasing No Sections shown)	12	1%	Review Routine Handbook
10	Missing Approval	11	1%	Review entire JPA before sending to SCJPC
11	Does Not Match Record - Pole Length	9	1%	Review Checklist, check SCJPC pole records
12	Missing Class	8	1%	Review entire JPA before sending to SCJPC
13	Does Not Match Record - Location	8	1%	Review Checklist, check SCJPC pole records
14	Invalid Item	6	1%	Review entire JPA before sending to SCJPC
15	Member Already Joint on pole	5	1%	Review entire JPA before sending to SCJPC
16	Invalid Arm info	5	1%	Review entire JPA before sending to SCJPC
17	Note in Nature of work Conflicting with Proposed	5	1%	Review entire JPA before sending to SCJPC
18	Information in wrong column/row	5	1%	Review entire JPA before sending to SCJPC
19	Date Completed Missing	5	1%	Review checklist
20	Date Completed Should Be Blank	5	1%	Review checklist
21	Items - Multi who to charge	5	1%	Review entire JPA before sending to SCJPC
22	New Pole or 100 Pole Joint	5	1%	Review entire JPA before sending to SCJPC
23	Invalid SCZ	4	0%	Review Routine Handbook
24	Anchor Issue	4	0%	Review entire JPA before sending to SCJPC
25	Missing Member - Record side	4	0%	Review entire JPA before sending to SCJPC
26	Invalid F48 date	4	0%	Review entire JPA before sending to SCJPC
27	Missing KV - New Pole	3	0%	Review entire JPA before sending to SCJPC
28	File Name does not match JPA number	3	0%	Review entire JPA before sending to SCJPC
29	Invalid Pole Tag	3	0%	Review entire JPA before sending to SCJPC
30	Missing Item #	3	0%	Review entire JPA before sending to SCJPC
31	Missing JPA Number	3	0%	Review entire JPA before sending to SCJPC
32	Transfer Items 20-100 Should be Full Cost	3	0%	Review Authorized Costs
33	Missing Pulling Routine	3	0%	Review entire JPA before sending to SCJPC
34	Section 13.3 - Missing (I) around old information on Record side	3	0%	Review entire JPA before sending to SCJPC
35	F7 DO NOT BILL	2	0%	Check SharePoint
36	Does Not Match Record - Anc info	2	0%	Review Checklist, check SCJPC pole records
37	Invalid Member Code	2	0%	Review entire JPA before sending to SCJPC
38	Missing Date Sent	2	0%	Review entire JPA before sending to SCJPC
39	Invalid Top Grade (Invalid Grade and Space)	2	0%	Review Routine Handbook
40	Missing Billing Column Numbers	2	0%	Review entire JPA before sending to SCJPC
41	Duplicate Pole on JPA	2	0%	Review entire JPA before sending to SCJPC
42	Bill No. s/b blank	2	0%	Review entire JPA before sending to SCJPC
43	Missing Year Set	2	0%	Review entire JPA before sending to SCJPC
44	Unauthorized not in (I)	1	0%	Review entire JPA before sending to SCJPC
45	Missing Form 48	1	0%	Review entire JPA before sending to SCJPC
46	Previously Billed	1	0%	Check JPA on SCJPC website
47	Existing Pole not Joint	1	0%	Check SCJPC pole records
48	Bill First/After JPA Not Billed	1	0%	Check JPA on SCJPC website
49	Old Pole/Existing Pole NOT Joint	1	0%	Check SCJPC pole records
50	Missing Treatment	1	0%	Review entire JPA before sending to SCJPC
51	Need New Pole Number	1	0%	Review entire JPA before sending to SCJPC
52	Does Not Match Record - Members	1	0%	Review Checklist, check SCJPC pole records
53	Missing Arm Information	1	0%	Review entire JPA before sending to SCJPC
54	Missing Arm Ownership	1	0%	Review entire JPA before sending to SCJPC
55	Pole Dead	1	0%	Check SCJPC pole records
56	Invalid Approval	1	0%	Review entire JPA before sending to SCJPC
57	Invalid Date Sent	1	0%	Review entire JPA before sending to SCJPC
58	Invalid Year Set	1	0%	Review entire JPA before sending to SCJPC
59	JPA Number cut off	1	0%	Review entire JPA before sending to SCJPC
60	Missing Cost for special agreement	1	0%	Review entire JPA before sending to SCJPC
61	Member PT/Ding charging cut	1	0%	Review Routine Handbook
62	Missing Accounting Column	1	0%	Review entire JPA before sending to SCJPC
63	Section 13.3 With Note Saying Updated But Nothing Updated	1	0%	Review Routine Handbook
64	Invalid Pole Number	1	0%	Review entire JPA before sending to SCJPC
65	Header - Missing company	1	0%	Review entire JPA before sending to SCJPC
66	Invalid Indicator	0	0%	Review entire JPA before sending to SCJPC
67	Member on JPA not on pole	0	0%	Review entire JPA before sending to SCJPC
68	Format	0	0%	Review entire JPA before sending to SCJPC
69	Missing SCZ	0	0%	Review entire JPA before sending to SCJPC
70	Multi item - Who to Charge	0	0%	Review entire JPA before sending to SCJPC
71	Pole number/pulling routine not in line with location	0	0%	Review entire JPA before sending to SCJPC
72	Does Not Match Record - Year Set	0	0%	Review Checklist, check SCJPC pole records
73	Section 13.1 and 13.2 Corr of record - incorrect set up	0	0%	Review entire JPA before sending to SCJPC
74	Missing AT or AR	0	0%	Review entire JPA before sending to SCJPC
75	Does Not Match Record - Pole Class	0	0%	Review Checklist, check SCJPC pole records
76	Invalid Pole Length	0	0%	Review entire JPA before sending to SCJPC
77	Missing Pole tag initials	0	0%	Review entire JPA before sending to SCJPC
78	Pole on another JPA	0	0%	Review entire JPA before sending to SCJPC
79	Grade/Space listed in two columns for one member	0	0%	Review entire JPA before sending to SCJPC
80	Missing 100 on record side	0	0%	Review entire JPA before sending to SCJPC
81	Missing Grade and Space	0	0%	Review entire JPA before sending to SCJPC
82	Member on 100 another Members pole (FTR 100 on E POLE)	0	0%	Review entire JPA before sending to SCJPC
83	Member purchase additional but not gaining	0	0%	Review entire JPA before sending to SCJPC
84	Section 13.1 and 13.2 Corr of record - S/A does not match original	0	0%	Review entire JPA before sending to SCJPC
85	Missing Billing Column	0	0%	Review entire JPA before sending to SCJPC
86	Missing Point of Attachment	0	0%	Review entire JPA before sending to SCJPC
87	Missing Lead Clause	0	0%	Review entire JPA before sending to SCJPC
88	Missing Member - Proposed side	0	0%	Review entire JPA before sending to SCJPC
89	Two Pole Numbers	0	0%	Review Routine Handbook
90	Invalid Tag	0	0%	Review Routine Handbook
91	IF Submitted and Finalized	0	0%	Review entire JPA before sending to SCJPC
92	Companies on JPA Conflict with Companies on Record	0	0%	Review entire JPA before sending to SCJPC
93	Does Not Match Record - Community	0	0%	Review Checklist, check SCJPC pole records
94	Does Not Match Record - KV	0	0%	Review Checklist, check SCJPC pole records
95	Does Not Match Record - Treatment	0	0%	Review Checklist, check SCJPC pole records
96	Header/Body Conflict (FTR Header HLA Body)	0	0%	Review entire JPA before sending to SCJPC
97	Invalid Lat/Long	0	0%	Review entire JPA before sending to SCJPC
98	Invalid Location	0	0%	Review entire JPA before sending to SCJPC
99	Invalid Pole Class	0	0%	Review entire JPA before sending to SCJPC
100	Invalid Pole Treatment	0	0%	Review entire JPA before sending to SCJPC
101	Invalid Pulling Routine	0	0%	Review entire JPA before sending to SCJPC
102	Items - 2 on one line, one indicator	0	0%	Review entire JPA before sending to SCJPC
103	Missing "Arm" - Verbiage	0	0%	Review entire JPA before sending to SCJPC
104	Missing Bill No	0	0%	Review entire JPA before sending to SCJPC
105	Missing Billing Verbiage	0	0%	Review entire JPA before sending to SCJPC
106	Missing Free Attachment Note	0	0%	Review entire JPA before sending to SCJPC
107	Missing Location	0	0%	Review entire JPA before sending to SCJPC
108	Missing Pole Number	0	0%	Review entire JPA before sending to SCJPC
109	Missing Special Agreement Cost	0	0%	Review entire JPA before sending to SCJPC
110	Member purchase on their own pole	0	0%	Review entire JPA before sending to SCJPC
111	Member purchasing on Proposed not same Member purchasing under Nature of Work	0	0%	Review entire JPA before sending to SCJPC
112	Member purchasing on Proposed No Section shown for purchase under Nature of Work	0	0%	Review entire JPA before sending to SCJPC
113	Need Arm for same grade	0	0%	Review entire JPA before sending to SCJPC
114	Need four digit year set	0	0%	Review entire JPA before sending to SCJPC
115	Notes or Comments left on JPA	0	0%	Review entire JPA before sending to SCJPC
116	One Company Cut other Company Charges	0	0%	Review entire JPA before sending to SCJPC
117	Only one Date Sent	0	0%	Review entire JPA before sending to SCJPC
118	Pulled by Member	0	0%	
119	Replacing two poles with one pole	0	0%	Review Routine Handbook
120	SCZ Conflict	0	0%	Review entire JPA before sending to SCJPC
121	Section 1.2 and 18.1D Conflict	0	0%	Review entire JPA before sending to SCJPC
122	Section 13.3 - Needed for update	0	0%	Review Routine Handbook
123	Section 13.3 - With No Notes	0	0%	Review Routine Handbook
124	Section 7.5, 18.1D Approval	0	0%	Review Routine Handbook
125	Section 9.1 - Incorrect set up	0	0%	Review Routine Handbook
126	Section 9.X Cannot charge items	0	0%	Review Routine Handbook
127	Item 14A - Wrong Member Charging	0	0%	Review entire JPA before sending to SCJPC
128	Invalid Community	0	0%	Review entire JPA before sending to SCJPC
129	JPA Protected (SCJPC Billing Area)	0	0%	Review entire JPA before sending to SCJPC
130	Missing Community	0	0%	Review entire JPA before sending to SCJPC
131	No Tag Pole to be Joint	0	0%	Review Routine Handbook
132	Old Pole Joint, For Example, E-FTR new pole E-NG	0	0%	Check SCJPC pole records
133	Percent for GUVS do not add up to 100	0	0%	Review entire JPA before sending to SCJPC
134	Pole Number on JPA twice	0	0%	Review entire JPA before sending to SCJPC
135	Renumber Relinquished pole	0	0%	Review entire JPA before sending to SCJPC
136	Section Conflicting	0	0%	Review Routine Handbook
137	Cannot say INTENT must state FINAL	0	0%	Review entire JPA before sending to SCJPC
138	E Replaces another Members Pole (Old Pole H New Pole H)	0	0%	Review entire JPA before sending to SCJPC
139	Invalid Treatment	0	0%	Review entire JPA before sending to SCJPC
140	Member Unauth on own pole	0	0%	Review entire JPA before sending to SCJPC
141	Does Not Match Record - Arm info	0	0%	Review Checklist, check SCJPC pole records
142	Duplicate JPA (same info one finalized)	0	0%	Review entire JPA before sending to SCJPC
143	Invalid KV	0	0%	Review entire JPA before sending to SCJPC
144	Missing Space Allocation for C or T	0	0%	Review Routine Handbook
	<b>GRAND TOTAL</b>	<b>806</b>		

COMMITTEE AGREE SCJPC TO RETURN - ONE TIME DEAL

NEW ISSUE

NEW ISSUE

## Percent of Returns and Most Common Returns (Reoccurring)

	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%
<b>26-Jan</b>	<b>806</b>	<b>1917</b>	<b>42%</b>
<b>* 26-Jan</b>	<b>327</b>	<b>1917</b>	<b>17%</b>

\*DID NOT INCLUDE DUPLICATES

- 1 Invalid Grade and Space
- 2 Missing "FINAL" on first Page
- 3 Invalid Section

January 2026 Memos - ALL MEMBERS				
All Issues	Total Issues	All Members	Percent of Errors	Notes/ Recommendation
Duplicate JPA	479		59%	Review entire JPA before sending to SCJPC
Invalid Grade and Space	21		4%	Review entire JPA before sending to SCJPC
Missing "FINAL" on First Page	21		3%	Review checklist
Invalid Section	19		2%	Review Routine Handbook
Does Not Match Record - Grade and space	19		2%	Review Checklist, check SCJPC pole records
Missing Anchor Information	16		2%	Review entire JPA before sending to SCJPC
JPA Date should be same/after DATE SENT	16		2%	Review entire JPA before sending to SCJPC
Page # Conflict	15		2%	Review entire JPA before sending to SCJPC
JPA Violation (sent within 45 days)	14		2%	Review Routine Handbook
Missing Section (if showing on Proposed as purchasing No Sections shown)	12		1%	Review Routine Handbook
Missing Approval	11		1%	Review entire JPA before sending to SCJPC

  

October 2022 Memos - ALL MEMBERS				
All Issues	Total Issues	All Members	Percent of Errors	Notes/ Recommendation
Invalid Grade and Space	117		60%	Review entire JPA
Invalid Section	87		8%	Review
Missing Section	36		5%	Review
Does Not Match Record - Grade and space	25		3%	Review Checklist
Missing NV	24		3%	Review entire JPA
Missing Class	22		3%	Review entire JPA
Invalid Indicator	20		3%	Review entire JPA
Section Conflicting	20		3%	Review
Missing Approval	19		3%	Review entire JPA
Multi-Item - Who to Charge	19		3%	Review entire JPA

  

June 2024 Memos - ALL MEMBERS				
All Issues	Total Issues	All Members	Percent of Errors	Notes/ Recommendation
Invalid Section	85		43%	Review Routine Handbook
Invalid Grade and Space	61		43%	Review entire JPA before sending to SCJPC
Missing Section	46		4%	Review Routine Handbook
Does Not Match Record - Grade and Space	34		5%	Review Routine Handbook
Missing NV	29		2%	Review entire JPA before sending to SCJPC
Missing Section	26		3%	Review Routine Handbook
Invalid Indicator	17		3%	Review entire JPA before sending to SCJPC
Section Conflicting	17		3%	Review entire JPA before sending to SCJPC
Missing Approval	14		2%	Review entire JPA before sending to SCJPC
Multi-Item - Who to Charge	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
Invalid Grade and Space	47		14%	Review entire JPA before sending to SCJPC
Does Not Match Record - JPA	36		1%	Review Routine Handbook
Invalid Section	29		6%	Review
Missing NV	19		4%	Review
Does Not Match Record - Anc info	15		4%	Review
Missing "FINAL" on First Page	15		4%	Review
Does Not Match Record - Grade and space	14		4%	Review
Information in wrong column	14		4%	Review
Missing Class	12		4%	Review
Does Not Match Record - Pole Length	7		2%	Review

  

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	59		13%	Review Routine Handbook
Missing Section (if showing on Proposed as purchasing no sections shown)	27		5%	Review Routine Handbook
Does Not Match Record - JPC file	27		2%	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 SCJPC	11		2%	Review Routine Handbook
New Pole or 100 Pole Joint	11		2%	Review entire JPA before sending to SCJPC
Newly filled	11		2%	Check JPA on SCJPC website

  

December 2023 Memos - ALL MEMBERS				
All Issues	Total Issues	All Members	Percent of Errors	Notes/ Recommendation
JPA DO NOT BE	15		2%	Check
Invalid Grade and Space	13		2%	Review entire JPA before sending to SCJPC
Invalid Section	13		2%	Review entire JPA before sending to SCJPC
Missing Section	12		2%	Review Routine Handbook
Invalid Indicator	12		2%	Review entire JPA before sending to SCJPC
Missing Section	11		2%	Review Routine Handbook
Missing Approval	11		2%	Review entire JPA before sending to SCJPC
JPA Name does not match JPA number	11		2%	Review entire JPA before sending to SCJPC