

Southern California Joint Pole Committee

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May 21, 2025

A regular meeting of the **Basic JPA Training ad hoc Committee** took place on the above date, at 11:51 a.m., at the Committee office.

Those in attendance were:

Ms. Megan LaMon	Crown Castle NG West Inc.
Mr. John Bacon	City of Los Angeles
Ms. Melissa La	City of Los Angeles
Ms. Naomi Garcia	City of Los Angeles
Mr. Lex Treepaisan	Frontier Communications
Ms. Silvana Ray	Southern California Edison
Ms. Lynne LaFrenais	Bear Valley Electric Service, Inc.
Mr. Salvador Zambrano	City of Burbank
Mr. Micheal Truong	City of Burbank
Mr. Hien Vuong	City of Azusa
Mr. Joseph DeLaTorre	City of Azusa
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Those attending via teleconference were:

Ms. April DeBarge	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. Michael 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
Mr. Barry Consulter	AT&T California
Ms. Joy Young	AT&T California
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. Alex Parra	City of Riverside

Ms. Maria Ortiz	MCI Metro ATS/MCI Telecommunications/XO Communications
Mr. Irvin Orzuna	City of Glendale
Ms. Yesenia Delgado	Time-Warner Cable
Mr. Phillip Hinojos	City of Colton
Mr. Ben Coffey	City of Banning
Mr. Nick Van Stryk	City of Vernon (Petrelli Electric)
Mr. Claudia Arellano	City of Vernon
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Shawn Henderson	T-Mobile USA
Ms. Linda McLean	Extenet Systems
Ms. Tamara Zaki	Boldyn Networks US LLC

Chairperson, Ms. LaMon called the meeting to order at 11:51 a.m. by addressing the first item on the agenda, the review of **April 2025 meeting minutes**. There were no questions or comments.

The second item on the agenda is the **Final Billing Information – Training Video**.

- Training Videos
 - Completed videos can be found under:
<https://scjpc.net/members/basic-jpa-training/>
- Explaining Final memos/errors through videos
 - Next recorded videos by SCJPC for review
 - Action Items from last month
 - Members to send examples to Ms. Allen two Fridays before the monthly meeting.
 - Ms. Allen is still waiting on SCE to send information on the anchors in order to record the anchor video.
 - Ms. Allen to record videos on arms, billing out of sequence, PTX, and possibly a video on anchors.
 - Ms. Allen to record videos on memo reasons.
 - Ms. Allen to record separate videos on invalid grade and space scenarios.
 - Mr. Bacon, Ms. Dizon, or any other member to send Ms. Allen an example of a PTX JPA if they could find one.
 - Ms. Allen to work on creating Billing out of Sequence video(s).
 - Ms. Pranata to email members to request approval for Ms. Allen to increase her hours to work on the Billing out of Sequence video(s).
 - Ms. Allen to update the PowerPoint for the Billing Out of Sequence examples.
 - Ms. Allen to work on the three videos to be ready by next meeting.

Ms. LaMon stated that two new training videos have been created and asked whether they had been uploaded to the website. Ms. Pranata commented yes. Ms. Basic JPA Training Committee – May 21, 2025 – Page 2 of 3

LaMon inquired if members had reviewed them and whether there were any questions. Hearing none, the discussion moved forward.

Ms. Allen shared that she is currently developing additional training materials related to Billing Out of Sequence JPAs. Initial drafts were set aside due to a lack of real-world examples, but new, relevant data has since been received and is being incorporated into updated videos. She emphasized that the current six-hour allocation is insufficient, as the process requires building content from scratch, including preliminaries, and record search demonstrations. Although the committee has approved extended hours, the exact time needed remains uncertain. She is dedicating personal time to expedite the process, recognizing the importance of these resources for all members.

Members were asked whether anyone is currently waiting on this information to submit JPAs related to Billing Out of Sequence JPAs. No members indicated they were. It was suggested that, if needed, the committee could consider increasing Ms. Allen's allocated hours further. No objections were raised, and Ms. Pranata expressed support for allowing Ms. Allen additional time to complete the Billing Out of Sequence video series.

Ms. Allen confirmed she would continue to distribute each video as it is completed and thanked the group for their support

Mr. Bacon added that he is emailing Ms. LaMon a JPA on pole top extension (PTX).

There were no further questions or comments.

The third item on the agenda is the **Interpretation of Billing (standing agenda item – 11/16/2022)**

There were none.

The fourth item on the agenda is **Miscellaneous.**

There were none.

Review of Action Items:

- Ms. Allen will continue developing and distributing the Billing Out of Sequence training videos

The meeting adjourned at 11:55 a.m. until June 18, 2025.

Transcribed by Ms. Kathleen Allen – Committee Staff