

Southern California Joint Pole Committee

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

June 18, 2025

A regular meeting of the **Basic JPA Training ad hoc Committee** took place on the above date, at 10:32 a.m., via teleconference.

Those in attendance were:

Ms. Megan LaMon	Crown Castle NG West Inc.
Ms. Aarize Dizon	Crown Castle NG West Inc.
Ms. Jacqueline Costa	Crown Castle NG West Inc.
Mr. Jeremy Effinger	Crown Castle NG West Inc.
Mr. John Bacon	City of Los Angeles
Mr. Lex Treepaisan	Frontier Communications
Ms. April DeBarge	Southern California Edison
Ms. Kevin Flores	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
Mr. Barry Consulter	AT&T California
Ms. Joy Young	AT&T California
Ms. Veronica Casanova	AT&T California
Mr. Alex Parra	City of Riverside
Mr. John Vu	City of Anaheim
Ms. Maria Ortiz	MCI Metro ATS/MCI Telecommunications/XO Communications
Ms. Maribel Sanchez	Teleport Communications America
Mr. Irvin Orzuna	City of Glendale
Mr. Michael Truong	City of Burbank
Mr. Salvador Zambrano	City of Burbank
Mr. Joe Armstrong	City of Pasadena
Ms. Yesenia Delgado	Time-Warner Cable
Ms. Lynne LaFrenais	Bear Valley Electric Service, Inc.
Mr. Ben Coffey	City of Banning
Mr. David Campo	City of Lompoc
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. Heidi Seropian	Extenet Systems
Ms. Tamara Zaki	Boldyn Networks US LLC
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Chairperson, Ms. LaMon called the meeting to order at 10.32 a.m. by addressing the first item on the agenda, the review of **May 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. LaMon, 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. LaMon inquired whether the next videos in the queue pertain to Billing Out of Sequence (BOS). Ms. Allen confirmed and noted she had prepared two PowerPoint presentations: one on BOS Replacement using the Dead Record, and another explaining the billing process for such replacements.

Ms. Allen explained that she had not yet recorded the videos due to a lack of feedback from the BOS Team and uncertainty about the billing and crediting process. She requested that the BOS Team review the presentations and provide feedback within the next one to two weeks, after which she will proceed with recording.

Ms. Black shared that she had reviewed both presentations and found them helpful. She expressed surprise at the billing differences and appreciated the step-by-step clarity provided. She emphasized the importance of correcting BOS billing, noting that in one example, the reconciliation resulted Edison in a \$1,500 adjustment

highlighting the value of the process. Ms. Black thanked Ms. Allen for the thorough explanation.

Ms. Allen raised a question regarding JPA H9281988, which was received with instructions to use the Active record. However, she believes the correct record should be No Record. She shared her screen to review the details.

Ms. Black explained that AT&T California submitted the final bill using the Active record, as that's the method she trained her team on for simplicity. She noted that Ms. Allen had changed it to Dead Record, which she found confusing and expressed concern about continuing with that approach.

Ms. Allen clarified that if NG0823-04-13 was billed out of sequence and should not have finalized first, the JPA should reflect the state prior to that transaction hence, No Record. Ms. DeBarge agreed with this assessment.

Ms. LaMon added that this distinction is important, especially in cases like pole replacements, where billing based on the original pole would result in different pricing.

Ms. Black acknowledged the clarification and apologized, noting that she now recalls the pole was an M ALL type before the NG JPA BOS, meaning there wouldn't have been a record.

Ms. Allen reiterated that the record should reflect the state prior to the BOS transaction. She explained that billers would need to credit the NG0823-04-13 transaction and re-bill the correct amounts based on the appropriate record.

Ms. Black concluded by saying she now understands and will revise her training to use the Active record only when the JPA was not billed out of sequence.

Ms. Black then asked whether incorrect BOS JPAs would be returned via memo. Ms. Allen explained that last month she requested the Operating Committee allow billers to prioritize BOS JPAs and work directly with members, rather than returning them, until a formal process is established. The committee agreed

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:

- BOS Team to review and provide feedback on Ms. Allen's two PowerPoint presentations.

The meeting adjourned at 10:40 a.m. until July 16, 2025.

Transcribed by Ms. Kathleen Allen – Committee Staff