

Southern California Joint Pole Committee

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

August 20, 2025

A regular meeting of the **Basic JPA Training ad hoc Committee** took place on the above date, at 12:02 p.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. Gabriel Pech	City of Los Angeles
Mr. Lex Treepaisan	Frontier Communications
Ms. Silvana Ray	Southern California Edison
Ms. April DeBarge	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. Kevin Flores	Southern California Edison
Mr. Todd Dailey	AT&T California
Mr. Julian Ruiz	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
Ms. Veronica Casanova	AT&T California
Mr. Alex Parra	City of Riverside
Mr. Irvin Orzuna	City of Glendale
Mr. Edward Khashadourian	City of Glendale
Ms. Maria Ortiz	MCI Metro ATS/MCI Telecommunications/XO Communications
Ms. Katia Muradian	City of Pasadena
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)
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Shawn Henderson	T-Mobile USA
Ms. Linda McLean	Extenet Systems
Ms. Heidi Seropian	Extenet Systems

Ms. Angela Pranata
Ms. Kathleen Allen

Committee Staff
Committee Staff

Chairperson, Ms. Dizon called the meeting to order at 12:02 p.m. by addressing the first item on the agenda, the review of **July 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. Dizon noted that Ms. Allen had recorded a video on billing out of sequence and asked if members had viewed it. She shared that she had watched the video and found it well made, which the members agreed with.

Ms. Dizon inquired whether the use of red text in the video was required. Ms. Allen clarified that red text is required on the Preliminary Form, but not on the Final Form 2. She added that while red text occasionally appears on Final Form 2s, she had previously consulted the committee, which advised not to reject based on that.

Ms. Allen noted that although she had planned to record three videos last month, she discovered that one had already been completed and uploaded to the SCJPC website in May.

The third video is currently on hold. While billing new BOS JPAs, Ms. Allen encountered scenarios that raised questions potentially affecting billing. She is awaiting committee feedback before potentially updating the PowerPoint and proceeding with the recording.

There were no further questions or comments.

The third item on the agenda is the **Interpretation of Billing (standing agenda item – 11/16/2022)** Ms. Allen presented two JPAs: EXT18005KB SUP1 and E6043-

407501118, highlighting a billing issue related to BOS JPAs (see attached). She explained that last month, she asked how to bill the member who billed out of sequence their attachment. The consensus was to follow the BOS JPA and use its details, such as date sent and year set. However, Ms. Allen noted a discrepancy: for pole 4869771E, the year set is 2018 on EXT18005KB SUP1, but 2016 on E6043-407501118. She mentioned encountering similar cases and requested guidance on which information to use for billing. Ms. Black suggested that in cases of conflicting information, Ms. Allen should consult the base owner, as she believes Edison would want to make that determination. Ms. Mulvehill from Edison stated that the year set is 2016. Ms. DeBarge agreed that discrepancies in JPAs should be questioned. Mr. Van Stryk expressed concern about instances where the Date Prepared appears after the Date Sent, which he found confusing. Ms. Ortiz suggested it may be a typographical error. Ms. Allen clarified that billers focus solely on the Date Sent; if it's valid, the Date Prepared is disregarded. She added that moving forward, she will begin questioning JPAs that contain conflicting information compared to the BOS JPA.

Ms. Allen then displayed E4800-404019233 on the screen (see attached) and clarified that pole 4797356E should not have been included on JPA NG339012-03-02 (see attached). She asked whether it would be possible to include a brief note on JPAs before submission to SCJPC to provide historical context, as many entries lack sufficient background for billing. Ms. Black responded, offering to provide additional information and asked whether Ms. Allen preferred it in memo format or under "Location and Nature of Work." Ms. Allen indicated a preference for the latter, noting that while not necessary for every JPA, some like this one require clarification that isn't evident from the documentation. Ms. Black then asked who had communicated that the pole was incorrectly included. Ms. Allen replied that she had contacted Edison via email for confirmation.

Following further discussion, the group agreed to include explanatory notes under "Location and Nature of Work" on relevant JPAs to document historical context.

There were no further questions or concerns.

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

There were none.

Review of Action Items:

- Ms. Allen to record another billing out of sequence video.
- Members to write a note explaining the history under the "Location and Nature of Work" for BOS JPAs.

The meeting adjourned at 12:16 p.m. until September 17, 2025.

Transcribed by Ms. Kathleen Allen – Committee Staff

FINAL AUTHORIZATION FOR JOINT POLE TRANSACTION

SCJPC USE ONLY

BILL NO. 8-25-602,892,1005

PAGE NO. 1 OF 2

This authorization is in accordance with Joint Pole Agreement and Routine. The undersigned have agreed on joint work as specified heron

Date Prepared 12/10/2015
 Date Sent 1/15/2016
 Confirming Agreement
 By In Field By Phone By Email

Estimated Construction Start Date JPA
 Date Completed APR 22 2021 Auth. No. E6043-407501118

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	PHONE NUMBER/EMAIL	DISTRICT-DIVISION-EXCHANGE	APPROVED	ACCOUNTING DATA
E	DANIEL CARDENAS UC SYNERGETIC	909-608-2970	SADDLEBACK	EVERARDO ANGULO	TD1026117 700171 29F
HSO				18.1D	
EXT				18.1G	SPECIAL BILLING
6					

BILL NO. 602

POLE NO.	Pole Length	Year Set	Pole Treat Class	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:	
				E	HSO							120V	E	HSO	EXT								UTILITY E	UTILITY H		
																				TOTAL AMT	TOTAL AMT					
																				9143	0					
																				AMOUNT	AMOUNT					
699374H	50	1959	FT	GUY 22'						PTD								SILVERADO CYN RD S/S 5400' E/O SANTIAGO CYN RD	2	5	1039	4	0	C		
																		TRAFFIC CONTROL \$682	3							
										1/2(1)									13B	4	5	152			C	
										2								2 HSO	5	5	390				C	
										1/2(1)									115A	6	5	236			C	
																				7						
4869771E	40	2016	FT H1							34-1 24-6	26-2		27-1					SILVERADO CYN RD S/S 4059' E/O BLACKSTAR CYN RD	8	1	2293				C	
																		33.743847 -117.657355	9							
																				10	1	(1375)				E CREDIT H FOR PURCHASE AND PENALTY PAGE 1 E CREDIT EXT FOR PURCH PAGE 1A
																				3		(1002)				
																				11						
																		EXT180005KB-S01 BILLED OUT OF SEQUENCE **SPECIAL BILLING ACTIVE RECORD**	12							EXT180005KB SUP1 DATE SENT: 9/20/2018
																				13						B-KA C-SC

UTILITY	E	H
TOTAL AMT	9143	0
AMOUNT		
COL TOT	1733	0

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:
 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
 SILVERADO CANYON
 COMMUNITY

FORM 48 SENT 12/5/2016

PAGE TOTAL 1733 0

COSTS and BILLING DATE

BILL NO. 8-25-892,1005

FINAL

BILLING CODES

- 1. PLACED CURRENT YEAR
- 2. PLACED PRIOR YEAR
- 3. UNAUTHORIZED ATTACHMENT
- 4. SALVAGE VALUE
- 5. AUTHORIZED COST

J.P. AUTH. NO. E6043-407501118

BILL NO. 892

AMOUNT DUE			
BILL CODE	UTILITY	BILL CODE	UTILITY
	E		EXT
TOTAL AMT		TOTAL AMT	
(512)		0	
AMOUNT		AMOUNT	
1.			
2.			
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7.			
8.	2 745		
9.			
10.	1 (1257)		
11.			
12.			
13.			
COL TOL	(512)		0

BILL NO. 1005

AMOUNT DUE			
BILL CODE	UTILITY	BILL CODE	UTILITY
	EXT		H
TOTAL AMT		TOTAL AMT	
0		620	
AMOUNT		AMOUNT	
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8.		2 620	
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COL TOL	0		620

BILL NO.

AMOUNT DUE			
BILL CODE	UTILITY	BILL CODE	UTILITY
TOTAL AMT		TOTAL AMT	
AMOUNT		AMOUNT	
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COL TOL			

BILL NO.

AMOUNT DUE			
BILL CODE	UTILITY	BILL CODE	UTILITY
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COL TOL			

BILL NO.

AMOUNT DUE			
BILL CODE	UTILITY	BILL CODE	UTILITY
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ACCOUNTING DIRECTIONS:

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COSTS and BILLING DATE

BILL NO. 4-21-892, 905, 1005

FINAL

BILLING CODES

1. PLACED CURRENT YEAR
2. PLACED PRIOR YEAR
3. UNAUTHORIZED ATTACHMENT
4. SALVAGE VALUE
5. AUTHORIZED COST

J.P. AUTH. NO. EXT180005KB SUP1

BILL NO. 892				BILL NO. 905				BILL NO. 1005				BILL NO.				ACCOUNTING DIRECTIONS:				
AMOUNT DUE				AMOUNT DUE				AMOUNT DUE				AMOUNT DUE								
BILL CODE	UTILITY E		BILL CODE	UTILITY EXT		BILL CODE	UTILITY SPR		BILL CODE	UTILITY H		BILL CODE	UTILITY		BILL CODE	UTILITY				
	TOTAL AMT			TOTAL AMT			TOTAL AMT			TOTAL AMT			TOTAL AMT			TOTAL AMT		TOTAL AMT		
	2064			0			577			0			577							
AMOUNT		AMOUNT		AMOUNT		AMOUNT		AMOUNT		AMOUNT		AMOUNT		AMOUNT		AMOUNT				
1.																		1.		
2.	1	1257																2.		
3.																		3.		
4.																		4.		
5.																		5.		
6.																		6.		
7.	1	395				1	282			1	282							7.		
8.																		8.		
9.																		9.		
10.																		10.		
11.	1	412				1	295			1	295							11.		
12.																		12.		
13.																		13.		
COL TOL	2064		COL TOL	0		COL TOL	577		COL TOL	0		COL TOL	577		COL TOL			COL TOL		

COSTS and BILLING DATE

BILL NO. 5-24-818, 909, 967, 923

FINAL

BILLING CODES

- 1. PLACED CURRENT YEAR
- 2. PLACED PRIOR YEAR
- 3. UNAUTHORIZED ATTACHMENT
- 4. SALVAGE VALUE
- 5. AUTHORIZED COST

J.P. AUTH. NO. NG339012-03-02

BILL NO. **818**

AMOUNT DUE			
BILL CODE	UTILITY	BILL CODE	UTILITY
	SPR		NG
	TOTAL AMT		TOTAL AMT
	944		0
	AMOUNT		AMOUNT

BILL NO. **909**

AMOUNT DUE			
BILL CODE	UTILITY	BILL CODE	UTILITY
	EXT		NG
	TOTAL AMT		TOTAL AMT
	2086		0
	AMOUNT		AMOUNT

BILL NO. **967**

AMOUNT DUE			
BILL CODE	UTILITY	BILL CODE	UTILITY
	NG		FTR
	TOTAL AMT		TOTAL AMT
	0		1012
	AMOUNT		AMOUNT

BILL NO. **923**

AMOUNT DUE			
BILL CODE	UTILITY	BILL CODE	UTILITY
	E		FTR
	TOTAL AMT		TOTAL AMT
	0		0
	AMOUNT		AMOUNT

BILL NO.

AMOUNT DUE			
BILL CODE	UTILITY	BILL CODE	UTILITY
	TOTAL AMT		TOTAL AMT
	AMOUNT		AMOUNT

ACCOUNTING DIRECTIONS:

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COL TOL	0		0

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BILL NO. 818

BILL NO. 909

BILL NO. 967

BILL NO. 923

BILL NO. _____ J.P. AUTH. NO. NG339012-03-02

	AMOUNT DUE	
	UTILITY BILL CODE SPR	UTILITY BILL CODE NG
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COL TOT	0	0

	AMOUNT DUE	
	UTILITY BILL CODE EXT	UTILITY BILL CODE NG
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COL TOT	0	0

	AMOUNT DUE	
	UTILITY BILL CODE NG	UTILITY BILL CODE FTR
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COL TOT	0	0

	AMOUNT DUE	
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COL TOT	0	0

	AMOUNT DUE		ACCOUNTING DIRECTIONS	
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COL TOT				

BILL NO. 818

BILL NO. 909

BILL NO. 967

BILL NO. 923

BILL NO. _____ J.P. AUTH. NO. NG339012-03-02

AMOUNT DUE			
BILL CODE	UTILITY	BILL CODE	UTILITY
	SPR		NG
1			
2	2 265		
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7	2 265		
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12	2 32		
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COL TOT	562		0

AMOUNT DUE			
BILL CODE	UTILITY	BILL CODE	UTILITY
	EXT		NG
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7	2 265		
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12	2 32		
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COL TOT	608		0

AMOUNT DUE			
BILL CODE	UTILITY	BILL CODE	UTILITY
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12		2 51	
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COL TOT	0		51

AMOUNT DUE			
BILL CODE	UTILITY	BILL CODE	UTILITY
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COL TOT	0		0

AMOUNT DUE				ACCOUNTING DIRECTIONS
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9				9
10				10
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COL TOT				

BILL NO. 818

BILL NO. 909

BILL NO. 967

BILL NO. 923

BILL NO. _____ J.P. AUTH. NO. NG339012-03-02

AMOUNT DUE			
BILL CODE	UTILITY	BILL CODE	UTILITY
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COL TOT	64		0

AMOUNT DUE			
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COL TOT	0		0

AMOUNT DUE			
BILL CODE	UTILITY	BILL CODE	UTILITY
	NG		FTR
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9		2	47
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COL TOT	0		96

AMOUNT DUE			
BILL CODE	UTILITY	BILL CODE	UTILITY
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COL TOT	0		0

AMOUNT DUE				ACCOUNTING DIRECTIONS
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19				19
COL TOT				

BILL NO. 818

BILL NO. 909

BILL NO. 967

BILL NO. 923

BILL NO. _____ J.P. AUTH. NO. NG339012-03-02

AMOUNT DUE			
BILL CODE	UTILITY	BILL CODE	UTILITY
	SPR		NG
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2	2 108		
3			
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9	2 32		
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COL TOT	140		0

AMOUNT DUE			
BILL CODE	UTILITY	BILL CODE	UTILITY
	EXT		NG
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COL TOT	108		0

AMOUNT DUE			
BILL CODE	UTILITY	BILL CODE	UTILITY
	NG		FTR
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9		2	49
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19			
COL TOT	0		157

AMOUNT DUE			
BILL CODE	UTILITY	BILL CODE	UTILITY
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COL TOT	0		0

AMOUNT DUE				ACCOUNTING DIRECTIONS
BILL CODE	UTILITY	BILL CODE	UTILITY	
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17				17
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19				19
COL TOT				

BILL NO. 818

BILL NO. 909

BILL NO. 967

BILL NO. 923

BILL NO. _____ J.P. AUTH. NO. NG339012-03-02

AMOUNT DUE			
BILL CODE	UTILITY	BILL CODE	UTILITY
	SPR		NG
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COL TOT	178		0

AMOUNT DUE			
BILL CODE	UTILITY	BILL CODE	UTILITY
	EXT		NG
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2	2 128		
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19			
COL TOT	128		0

AMOUNT DUE			
BILL CODE	UTILITY	BILL CODE	UTILITY
	NG		FTR
1			
2		2	128
3			
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6			
7			
8		2	50
9			
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11			
12			
13			
14			
15			
16			
17			
18			
19			
COL TOT	0		178

AMOUNT DUE			
BILL CODE	UTILITY	BILL CODE	UTILITY
	E		FTR
1			
2			
3			
4			
5			
6			
7			
8			
9		4	0
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
COL TOT	0		0

AMOUNT DUE				ACCOUNTING DIRECTIONS
BILL CODE	UTILITY	BILL CODE	UTILITY	
1				1
2				2
3				3
4				4
5				5
6				6
7				7
8				8
9				9
10				10
11				11
12				12
13				13
14				14
15				15
16				16
17				17
18				18
19				19
COL TOT				

BILL NO. 818

BILL NO. 909

BILL NO. 967

BILL NO. 923

BILL NO. _____ J.P. AUTH. NO. NG339012-03-02

AMOUNT DUE			
BILL CODE	UTILITY	BILL CODE	UTILITY
	SPR		NG
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
COL TOT	0		0

AMOUNT DUE			
BILL CODE	UTILITY	BILL CODE	UTILITY
	EXT		NG
1			
2	2 265		
3			
4			
5			
6			
7	2 265		
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
COL TOT	530		0

AMOUNT DUE			
BILL CODE	UTILITY	BILL CODE	UTILITY
	NG		FTR
1			
2		2	265
3			
4			
5			
6			
7		2	265
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
COL TOT	0		530

AMOUNT DUE			
BILL CODE	UTILITY	BILL CODE	UTILITY
	E		FTR
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
COL TOT	0		0

AMOUNT DUE				ACCOUNTING DIRECTIONS
BILL CODE	UTILITY	BILL CODE	UTILITY	
1				1
2				2
3				3
4				4
5				5
6				6
7				7
8				8
9				9
10				10
11				11
12				12
13				13
14				14
15				15
16				16
17				17
18				18
19				19
COL TOT				

BILL NO. 818

BILL NO. 909

BILL NO. 967

BILL NO. 923

BILL NO. _____ J.P. AUTH. NO. NG339012-03-02

AMOUNT DUE			
BILL CODE	UTILITY	BILL CODE	UTILITY
	SPR		NG
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
COL TOT	0		0

AMOUNT DUE			
BILL CODE	UTILITY	BILL CODE	UTILITY
	EXT		NG
1			
2	2 545		
3			
4			
5			
6			
7			
8			
9	2 167		
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
COL TOT	712		0

AMOUNT DUE			
BILL CODE	UTILITY	BILL CODE	UTILITY
	NG		FTR
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
COL TOT	0		0

AMOUNT DUE			
BILL CODE	UTILITY	BILL CODE	UTILITY
	E		FTR
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
COL TOT	0		0

AMOUNT DUE				ACCOUNTING DIRECTIONS
BILL CODE	UTILITY	BILL CODE	UTILITY	
1				1
2				2
3				3
4				4
5				5
6				6
7				7
8				8
9				9
10				10
11				11
12				12
13				13
14				14
15				15
16				16
17				17
18				18
19				19
COL TOT				