

Southern California Joint Pole Committee

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September 17, 2025

A regular meeting of the **Basic JPA Training ad hoc Committee** took place on the above date, at 10:39 a.m., via teleconference.

Those in attendance were:

Ms. Aarize Dizon	Crown Castle NG West Inc.
Ms. April Flores	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
Ms. Veronica Lopez	City of Los Angeles
Mr. Lex Treepaisan	Frontier Communications
Ms. Silvana Ray	Southern California Edison
Mr. Kristoffer Scheetz	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
Ms. Kay Black	AT&T California
Mr. Alvin Robielos	AT&T California
Mr. Aaron Cochran	AT&T California
Mr. Barry Consulter	AT&T California
Mr. Robert Stanard	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
Mr. Salvador Zambrano	City of Burbank
Ms. Lynne LaFrenais	Bear Valley Electric Service, Inc.
Ms. Yesenia Delgado	Time-Warner Cable
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	Exenet Systems
Ms. Heidi Seropian	Exenet 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 10:39 a.m. by addressing the first item on the agenda, the review of **August 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 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).
 - Members to write a note of explaining the history under the “Location and Nature or Work” for BOS JPAs.

Ms. Dizon inquired if Ms. Allen recorded another video on Billing out of Sequence. Ms. Allen responded that she didn’t record another video; however, she created a new PowerPoint and sent it out. Edison responded. However, Ms. Allen would like AT&T California to review it first and provide feedback, as it relates to one of their JPAs and involves a Preliminary Purchase of Interest No Record. Since it’s AT&T California’s JPA, Ms. Allen reiterated she prefers to get their input before proceeding. Ms. Black apologized for missing the email and confirmed she will proceed with the approval for Ms. Allen. Ms. Allen advised that if the email cannot be located, it can be resent.

Ms. Allen then stated that she realized that future videos need to clearly explain which record type should be used during Preliminary setup. Although this is covered in the preliminary section, it seems members are still unsure. The member setting it up should know which record to use, but that's not happening consistently. Ms. Allen is considering whether to address this in a dedicated short video or include it within existing content. Many of the current issues stem from older submissions, mostly from January 2025 but she is hopeful newer ones will show improvement. Still, Ms. Allen is seeing frequent misuse of record types, such as selecting 'dead' or 'active' when it should be 'no record,' or vice versa. Once AT&T California/HLA approves the PowerPoint Ms. Allen will record the video and move on to a short explainer video around two–three minutes on record selection. For example, if one is doing X, use this record; if one is doing Y, use that record. Ms. Allen thinks that would be more effective than embedding it in longer videos, which are already running up to 15 minutes and becoming too content heavy. Ms. Dizon added that she agrees it is better to create a separate, concise video just for record selection. Including it in the longer videos makes them less engaging. Ms. Allen agreed, noting that it's becoming challenging to keep pace while speaking. Although she manages to stay within the 15-minute limit, the volume of information and dialogue may be too much for a single video.

There were no further questions or comments.

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

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

There were none.

Review of Action Items:

- AT&T to respond to Ms. Allen's inquiry for their JPA for Ms. Allen PowerPoint

The meeting adjourned at 10:43 a.m. until October 15, 2025.

Transcribed by Ms. Kathleen Allen – Committee Staff