

Southern California Joint Pole Committee

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November 19, 2025

A regular meeting of the **Basic JPA Training ad hoc Committee** took place on the above date, at 12:06 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. Lex Treepaisan	Frontier Communications
Ms. Silvana Ray	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
Ms. Kay Black	AT&T California
Mr. Robert Stanard	AT&T California
Ms. Joy Young	AT&T California
Mr. Alvin Robielos	AT&T California
Mr. Alex Parra	City of Riverside
Mr. Irvin Orzuna	City of Glendale
Ms. Maria Ortiz	MCI Metro ATS/MCI Telecommunications/XO Communications
Mr. Salvador Zambrano	City of Burbank
Ms. Jacklin Ghaly	City of Pasadena
Ms. Lynne LaFrenais	Bear Valley Electric Service, Inc.
Mr. Ben Coffey	City of Banning
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. Patti Ringo	Sonic Telecom, LLC
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Chairperson, Ms. Dizon called the meeting to order at 12:06 p.m. by addressing the first item on the agenda, the review of **October 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. Black will collaborate with Ms. Allen to develop a potential new process aimed at streamlining and resolving the complexities surrounding BOS JPAs.

Ms. Dizon asked whether Ms. Allen had collaborated with Ms. Black to develop a new process for streamlining and addressing the complexities of Billing Out of Sequence JPAs. Ms. Allen confirmed that she and Ms. Black met to discuss the matter; however, an example was not prepared due to Ms. Allen’s recent medical leave. She assured the committee that the task remains a priority and that she and Ms. Black will finalize an approach soon.

Ms. Black provided an overview of the discussion held during the prior meeting with Ms. Allen to ensure alignment among members. She explained that the original purpose of Billing Out of Sequence (BOS) was to reduce revisions and expedite final billing. However, this approach has inadvertently created additional work for billers, who must reverse transactions to restore sequence. To address this, Ms. Black is proposing to limit BOS adjustments to pole replacements, given their significant financial impact. For Purchase of Interest transactions, which represent the majority of BOS cases, the proposal is to bill based on the current record without performing reversals. This change would save considerable time and resources. Ms. Allen will estimate the potential time savings if Purchase of Interest BOS transactions are billed using the current record rather than adjusting prior entries. Ms. Black asked members whether they agree with this approach. There were no comments from the members.

Ms. Black clarified that her proposal does not involve changing any existing structures but rather eliminating the need for repeated reversals in billing. She noted that when members submit billed out of sequence Purchase of Interest JPAs, each requires separate reversals, creating a lot of work for billers. Ms. McLean expressed concern about delays in finalizing bills. She explained that when a project is completed, allocated funds are often depleted by the time final billing occurs. Sometimes years later making it difficult for companies to manage idle funds. She emphasized the importance of billing promptly upon project completion to avoid financial strain. Ms. Black asked how this concern relates to her proposal. Ms. McLean responded that she supports Ms. Black's approach of billing immediately, even if rates differ from those at the time of the original submission. She clarified that her preference is to bill at the current rate rather than retroactively. Ms. Black noted that Purchase of Interest billing is based on the pole's established year, and Ms. Allen confirmed that this practice will remain unchanged. Ms. McLean acknowledged this but reiterated her desire to pay once the job is complete rather than waiting years. She referenced prior discussions about prepayment and stated that she now sees the logic in that approach, as it allows companies to use allocated funds efficiently.

Ms. Black asked whether members would agree to bill purchase of interest prospectively rather than requiring the biller to reverse prior charges, which is the most time consuming step. She suggested only billing reversals for a pole replacement, as those amounts are significant and base owners should be accurately compensated. Ms. Allen responded that she believes a comparison is necessary. Although the process is time consuming, members will likely want full reimbursement, especially in cases involving substantial amounts. She recalled Mr. Brown's remark that "a dollar is a dollar," which has stayed with her. Ms. Allen committed to presenting the differences in January for members to decide. Ms. Ray agreed and thanked Ms. Allen.

Ms. Dizon then inquired whether, for Purchase of Interest billed out of sequence, the process would simply use the active record. Ms. Black confirmed, stating yes, to keep it simple.

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.

Eliminating Record Specification on BOS JPAs

Ms. Allen inquired is it necessary for members to specify which record to use if SCJPC's billing team can determine that internally. Ms. Allen explained this has been a recurring issue, and given SCJPC's backlog, many JPAs were created before the discussion began. If a record is marked incorrectly such as "active" instead of "dead" does SCJPC need to question the JPA for correction or can SCJPC simply adjust it during processing. Ms. Allen continued stating that billing is unaffected and the record designation is primarily for verification, eliminating this requirement could streamline the BOS JPA process and reduce unnecessary emails between members and SCJPC staff. Billers can confirm the correct record during processing. Ms. Black stated whatever works best for the team. Ms. Dizon added whichever option is easiest for the

team. Ms. Allen explained this change would reduce member inquiries and follow up emails. It won't impact billing and will simplify the preliminary stage as well, as members wouldn't need to identify the record type. Ms. Dizon agreed, and Ms. Ray concluded If billing remains unchanged, she doesn't see any issue with removing this requirement.

There were no questions or comments.

Review of Action Items:

- Ms. Black and Ms. Allen will continue collaborating to streamline a new process for handling Billing Out of Sequence (BOS) JPAs.

The meeting adjourned at 12:19 p.m. until January 21, 2026.

Transcribed by Ms. Kathleen Allen – Committee Staff