

Southern California Joint Pole Committee

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May 20, 2026

A regular meeting of the **Basic JPA Training ad hoc Committee** took place on the above date, at 11:56 a.m., via teleconference.

Those in attendance were:

Ms. Aarize Dizon	Crown Castle NG West Inc (Arium Networks)
Mr. Jeremy Effinger	Crown Castle NG West Inc (Arium Networks)
Ms. Jacqueline Costa	Crown Castle NG West Inc (Arium Networks)
Mr. Lex Treepaisan	Frontier Communications
Mr. John Bacon	City of Los Angeles
Mr. Kristoffer Scheetz	Southern California Edison
Ms. Silvana Ray	Southern California Edison
Ms. April DeBarge	Southern California Edison
Ms. Shelby Mulvehill	Southern California Edison
Ms. Marisol Bailey	Southern California Edison
Mr. Samuel Picazo	Southern California Edison
Mr. Michael Pearson	Southern California Edison
Mr. Kevin Flores	Southern California Edison
Ms. Kay Black	AT&T California
Mr. Alvin Robielos	AT&T California
Mr. Barry Consulter	AT&T California
Ms. Joy Young	AT&T California
Ms. Veronica C. Romero	AT&T California
Mr. Alex Parra	City of Riverside
Mr. Edward Castro	City of Glendale
Ms. Maria Ortiz	MCI Metro ATS/MCI Telecommunications/XO Communications
Mr. Salvador Zambrano	City of Burbank
Ms. Yesenia Delgado	Time-Warner Cable
Ms. Lynn LaFrenis	Bear Valley Electric Service, Inc.
Mr. Ben Coffey	City of Banning
Mr. Hugo Martinez	City of Vernon
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. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

Guests:

Ms. Kendall Edwards	Zayo Group
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Chairperson, Ms. Dizon called the meeting to order at 11:56 a.m. by addressing the first item on the agenda, the review of **April 2026 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.
 - Mr. Bacon or any other member to send Ms. Allen an example of a PTX JPA if they could find one.
 - Members to write a note explaining the history under the “Location and Nature of Work” for BOS JPAs.
 - Ms. Black and Ms. Allen will continue collaborating to streamline a new process for handling Billing Out of Sequence (BOS) JPAs. – ON HOLD
 - Members will complete their review of the Bill Out of Sequence sample developed by Ms. Black and Ms. Allen. – ON HOLD
 - Ms. Allen will continue to collect and analyze data related to Bill Out of Sequence JPAs as they are received and report findings as appropriate.
 - Explaining Final memos/errors through videos

Ms. Dizon noted that a Basic JPA Training packet had been distributed and asked Ms. Allen if she would be able to present it to the committee. Ms. Allen explained that she was asked to develop training videos on anchors and how to display them on the JPA and has begun an outline; however, she has not had the opportunity to develop the materials further. She added that the project is currently on hold due to her focus on training a new billing employee and that she does not anticipate resuming work for at least a month. Ms. Allen expressed hope to have one or two videos prepared by July. Ms. Black stated she looks forward to the completion of the anchor materials in July and expressed her appreciation.

Ms. Dizon then asked if that was the full scope of Ms. Allen’s assignment. Ms. Allen confirmed that it was; however, she noted she has not yet received any new BOS JPAs aside from those related to Section 7.X. Ms. Black stated that she had sent several priority JPAs, including two or three that involved BOS purchase interest under Section 4.X. Ms. Allen responded that she believes those may have been returned due to additional issues identified afterward. She added that, if she recalls correctly, Ms.

Black had been coordinating with Ms. Corella and that she would need to verify and follow up with Ms. Black.

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.

Miscellaneous Items

Ms. Dizon asked if there were any miscellaneous items.

There were none.

Review of Action Items:

- Ms. Allen to create one or two training videos on anchors by July 2026.

The meeting adjourned at 12:00 p.m. until June 17, 2026.

Transcribed by Ms. Kathleen Allen – Committee Staff

HOW TO SHOW ANCHORS ON A JPA

Proposed Video Plan

Based on prior BJT meeting feedback, I've outlined separate videos. If anyone believes combining certain topics (e.g., basic anchor and sidewalk anchor) would be more effective, please let me know.

Initial Four Videos:

1. Basic NEW Joint Anchor

Per Section 12.3: Newly installed anchors must show year set on the Joint Pole Final Authorization.

2. Basic NEW Joint Sidewalk Anchor

Per Section 12.3: Newly installed anchors must show year set on the Joint Pole Final Authorization.

3. Basic EXISTING Joint Anchor

Per Section 12.3: Existing anchors that become joint do not require year set to be shown on the JPA.

- Does not need to show any percentage on Proposes Side of JPA because nothing is being proposed to the anchor. It is remaining the same.

Pole Number: 41845M			Status: Active
			Unique ID: 1767671
Base Owner:	MM		
Location:	RADCLIFFE AV W/S 180' S/O DE PAUW ST EXTD		
Latitude:	34.04042746	Class:	
Longitude:	-118.5309027		
Pole Height:	45	Top:	0
Year Set:	1953	Treatment:	FT
City:	PACIFIC PALISADES	Code:	3680I
Repl Pole #:			
Removal/Relinquishment:			
Member to remove pole or member relinquished:			
Company	ANT	Grade & Space	Additional Info
MM	-	L 39-10	.50:A1
FTR	-	23-5	.50:A1 A1=1*_AN(N)
JPA Number:	M219504	M226845	
Bill of Sale:			
2/54: M BILL GT \$33.33: M26966			
1/06: I KL: M219504			
10/10: M BILL VZ \$223 .50 1" ANC(N):			

Note: Additional research is required on how to show AR and AT for unauthorized anchors, including item numbers and member charge guidelines.

I am sure there are other instances, but I can start with the above and expand as needed.

From the Routine Handbook:

**PRELIMINARY JOINT POLE AUTHORIZATION
EXAMPLE C8**

- (1) Indicate proper section of Routine to reflect work being performed.
- (2) Indicate pulling routine in the column of the party performing the work.
- (3) Show "TN" with grade when tenant circuits are involved.
- (4) Show general geographical location of the poles as related to cities or towns.
- (5) Show disposition of existing joint anchors. Refer to anchor legend in lower left corner of authorization form.
- (6) Indicate voltage on poles in accordance with Section 16.3. Appropriate symbols must be shown wherever necessary to reflect voltage changes.
- (7) Indicate type of pole treatment. (See Section 15.5)
- (8) Indicate length of portion of pole cut off prior to removal in accordance with pole legend in lower left corner of authorization form.
- (9) Show disposition of existing joint sidewalk fittings, whether removed or transferred. The code "AT or AR" may also be used for any item associated with an arm or anchor such as fittings and guys.

AUTHORIZATION FOR JOINT POLE TRANSACTION J.P. FORM 2-1 Preliminary 1/05

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

Date Prepared: 1/1/2005

Date Sent: 1/5/2005 Confirming Agreement: 1/4/2005 In Field: By Telephone: Date: 2/20/2005 No. of Pages: 1 J.P. Auth. No.: UJ1-3455

UTILITY	REPRESENTATIVE	DISTRICT-DIVISION-EXCHANGE	APPROVED	TAKING INSTRUCTIONS	ACCOUNTING DATA
U1	JONES	CENTRAL	J. BROWN	ALHAMBRA	510-2545
U2	JOHNSON	PASADENA	M. SMITH	PASADENA	WG2345-5120
U3	WHITE	SOUTHERN	R. GREEN	L.A. COUNTY	CG0-7234

POLE NO.	File Length Anchor Size	Year Built	Pole Type Anchor Size	Record			Proposed			Item No.	LOCATION AND NATURE OF WORK <small>If not in accordance with Joint Pole agreement and routine state reasons.</small>
				U1	U2	U3	U1	U2	U3		
5978-U1	50	69	FT	ALL			19KV	C	C		U2 & U3 TO PURCHASE SEC 4.0 & 12.3
	1"		E	ALL			42-10	27-5	22-4	1110	4 TH ST AN NIS 21' E/O GOOD AV
							.34	.33	.30		
6789-U2	50	74	FT	43-10	27-5	22-4	43-10	27-5			U3 TO RELINQ SEC 5.1A & 17.0
							TN22				4 TH ST AN NIS 30' E/O GOOD AV
								TN22			
1023-U1	40	80	FT	34-4	24-3	21-3	C-10		FTD		U1 TO REPLACE SEC 7.3 & TFR ANG SEC 12.12
	1"		E		.33	.33					GERRY ST N/S 137' W/O SUNSET
	2"		FIB		.33	.33					
2422-U1	50	05	FT				45-15	24-3	21-5		GERRY ST N/S 138' W/O SUNSET
							1	1	1	83	
							1	1	1	78A	

POLE LEGEND:
 L = LOWER CUT
 P = POLE
 F = FULLY
 S = SPLIT
 T = TOWER
 D = DUAL
 U = UPRIGHT
 W = WALKWAY
 C = CANTILEVER
 A = ANCHOR
 H = HORIZONTAL
 S = SPLIT
 T = TOWER
 D = DUAL
 U = UPRIGHT
 W = WALKWAY
 C = CANTILEVER
 A = ANCHOR
 H = HORIZONTAL

ANCHOR LEGEND:
 AN = ANCHOR
 AT = ANCHOR TOWER
 AR = ANCHOR RIGID
 AS = ANCHOR SPLIT

SHOW DISPOSITION OF
 ANCHORS TO BE REMOVED
 IN THE COLUMNS OF
 PARTY TO BE MAINT.

GEOGRAPHICAL LOCATION
 MEMBERS
 COMMUNITY