

## **Southern California Joint Pole Committee**

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November 19, 2025

A regular meeting of the **Operating Committee** took place on the above date, at 10:00 a.m., at the Committee office.

Those in attendance were:

Mr. Lex Treepaisan	Frontier Communications
Mr. John Bacon	City of Los Angeles
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. Robert Stanard	AT&T California
Ms. Joy Young	AT&T California
Ms. Veronica Casanova	AT&T California
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. Alex Parra	City of Riverside
Mr. John Vu	City of Anaheim
Ms. Maribel Sanchez	Teleport Communications America, LLC
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. David Navar	City of Colton
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  
Ms. Tamara Zaki  
Ms. Patti Ringo  
Ms. Angela Pranata  
Ms. Kathleen Allen

Extenet Systems  
Boldyn Networks US LLC  
Sonic Telecom, LLC  
Committee Staff  
Committee Staff

Chairperson, Mr. Treepaisan, called the meeting to order at 10:00 a.m. by addressing the first item on the agenda, the review of the **October 2025 meeting minutes**.

There were no questions or comments.

The second agenda item is the review of the **October 2025 Operating expense sheet**.

There were no questions or comments.

The third agenda item is **Accounts Receivable**.

There were no questions or comments.

The fourth agenda item on the agenda is **Member Board Attendance for October 2025**. Mr. Treepaisan stated that there is no meeting scheduled for December 2025.

There were no questions or comments.

The fifth agenda item for discussion is **Billing Standardization of Procedures and Minutes**. Ms. Allen had a staff meeting on November 18, 2025. Discussed was the directive from the Operating Committee Meeting on October 15, 2025, which states that billers must email representatives only for Priority Bill JPAs, and not contractors. This change is intended to streamline communication and avoid confusion. Ms. Allen also updated a few internal policies and reminded staff about the correct procedures for requesting time off. Both during a scheduled workday and for vacation. This was especially important for the newer staff to ensure they fully understand the process. Ms. Allen then discussed a JPA scenario where a purchasing member was sharing with a clearance member. In this case, the Clear attachment on Record remains Clear attachment on Proposed. The correct section should be 4.0, SCJPC will not return the JPA if it is submitted under Section 4.4. Ms. Allen clarified how billing should be handled, which billing codes to use, and the proper typing codes to prevent any misunderstandings. Another topic discussed was how to create a JPC COR when a Form 44 total is incorrect. Ms. Allen provided an example and walked through the steps for setting up the correction, including what needs to be included on the JPA and how to update the Form 44 accordingly. Finally, Ms. Allen reminded staff about a few internal checks: SCE pole numbers should have no more than seven digits; if there are eight digits, the JPA should be returned via memo. Also, SCE JPA numbers should have a maximum of nine digits after the prefix E####; if they exceed this, the JPA should also be returned via memo as well.

There were no questions or comments.

The sixth item on the agenda is **JPA Member Activity**.

- Please contact SCJPC (Angela) if members would like to meet with the

SCJPC to discuss memos.

Ms. Pranata presented the Member Activity Report for October 2025 (see attached). During the month, the office processed 6,225 poles and billed 3,634 poles during regular hours. During overtime, the staff processed an additional 1,745 poles which came from 547 JPAs.

There were no questions or comments.

The seventh item on the agenda is **Miscellaneous Items**.

SCJPC Office updates:

- Office productivity without OT
- SCJPC OT monthly report. SCJPC will pay for OT starting August 2024. SCJPC to process all JPAs in the order they are received.
- Billed JPAs - Poles percentages

Ms. Pranata reported that the next page shows Productivity *without Overtime* report (see attached). Ms. Pranata confirmed that 3,634 poles were billed in October 2025 and noted an increase in prioritized billing finals compared to the September 2025 bill of sale. Ms. Allen will provide additional details in a later section

Ms. Pranata then displayed the *SCJPC Overtime Monthly Update* report (see attached). Ms. Pranata stated that during overtime, in October 2025, the staff worked an additional 149.50 hours and processed a total of 1,745 poles.

Ms. Pranata reported the next page is the *Report from the SCJPC database* on all finalized JPAs and poles (see attached). Ms. Pranata stated in October 2025, 91.82% of all finalized poles were Edison base owned.

There were no questions or comments.

*Staffing Update: Resignation and Hiring Timeline*

Ms. Pranata reported that SCJPC's most recent administrative aide, Monique Michel, has resigned. She experienced difficulties adapting to SCJPC's internal processes, goals, and terminology, which resulted in frequent errors. The staffing agency is actively reviewing resumes to fill the position, and interviews are expected to begin soon.

There were no questions or comments.

*Billing Errors/Billing Questions (standing agenda)*

There were none.

Priority JPAs (SCJPC Office)

- Increasing
  - Jul 25 BS 97 JPAs 724 POLES
  - Aug 25 BS 241 JPAs 1337 POLES

- Sep 25 BS 432 JPAs 1753 POLES
- Oct 25 BS 360 JPAs 2636 POLES
- Nov 25 BS 636 JPAs 3146 POLES

Ms. Allen reported that priority bill processing volumes have significantly increased. In October 2025, the staff processed 362 JPAs totaling 2,642 poles. In November 2025, currently in progress, is nearly double in JPAs with 637 JPAs and 3,148 poles. Despite efforts to track reasons for delays, SCJPC continues to face challenges with members responding within the current four business day deadline. The existing process is billers email members for corrections with a two business day deadline. If no response, a second and final request is sent with an additional two business day deadline. If still unresolved, SCJPC issues a memo. During the November 2025 bill of sale cycle, new issues emerged that delayed billing and increased JPAs requiring corrections, previously not tracked as a major issue. Members making additional unflagged changes beyond requested corrections, requiring billers to rebill entire JPAs. These changes were often discovered during the checking stage, causing rework and delays. For example, a biller requested a correction on page five, but the member also made changes on pages two and three without notification. Billers only addressed the flagged issue, leaving other changes unnoticed until final checks. Additionally, responses frequently exceed the four day deadline. To improve efficiency, SCJPC proposes reducing the correction window to two business days. SCJPC will issue a memo if corrected JPAs are not received within that two-business-day window. SCJPC will require members to flag any additional changes beyond requested corrections. This approach will accelerate turnaround for billable JPAs, reduce unnecessary rebilling and communication, and help ensure JPAs are finalized within the current month. Ms. Allen shared a spreadsheet showing AT&T California related JPAs and correction rates. For example, one biller was distributed 56 JPAs, with 12 requiring fixes (a 21% correction rate). This trend is increasing and may impact billing numbers due to added communication and processing time. Ms. Black stated that, from AT&T California's perspective, she supports the two-day limit followed by issuing a memo. However, she believes the larger issue relates to the "bill first" process. She suggested revisiting the criteria for prioritization, as costs continue to rise and will likely increase further as backlogs are cleared. Her proposal is that when an item appears on the First In First Out (FIFO) list, the "bill first" designation should specify the JPA it needs to precede. This approach would maintain FIFO integrity while ensuring proper prioritization, potentially reducing pressure on the team. She asked if this idea makes sense and whether it could work, acknowledging it would require additional tracking but could help manage the growing volume. Mr. Treepaisan noted that, given the increasing volume, he prefers a simpler approach rather than adding more rules and tracking. He suggested implementing a cap on the number of JPAs or poles per member, allowing each member to prioritize their own submissions. This would reduce the administrative burden on staff while maintaining fairness. He proposed reviewing the situation in January to determine a manageable level for staff, possibly using a weighted average or similar method to establish a monthly cap. Ms. Black agreed, stating that a cap would allow time to work through the FIFO list, which is currently neglected due to priority items. Ms. Allen added that the buffer month will help SCJPC assess capacity. For the current bill of sale, very few items from the FIFO

list were processed due to the volume of priority bills. She explained that January will serve as a buffer month to gather data on distribution capacity, how many priority bills, and FIFO items can be processed so that by February, operations should stabilize. She emphasized the need to revisit the two day business line reduction from four days, as the increase in volume is creating staff bottlenecks. The goal is to prioritize billable JPAs and expedite processing. She confirmed that updated numbers and recommendations will be presented in January. Ms. Black responded positively, and Mr. Treepaisan agreed, stating that the group will reassess after the buffer month and, if necessary, implement caps. He also confirmed consensus on reducing the four day limit to two days, noting that AT&T California, Frontier Communications, and other members are aligned.

There were no further questions or comments.

#### 2026 Proposed Operating Budget & end of SCJPC office lease – June 2026

- Action item from last month:
- Mr. Treepasian will finalize the list and obtain Mr. Shibayama's approval for staff reimbursement related to the office closure.
- Mr. Treepasian will review the 2026 Proposed Operating Budget with Ms. Pranata.
- The 2026 Proposed Operating Budget, which includes reimbursements after June 2026, has been mailed out and included in the Operating Packet.

Ms. Treepaisan opened and stated that he had an action item to coordinate with Mr. Shibayama regarding the list. Ms. Treepaisan stated that he has not yet completed this but will do so by the end of the week. Ms. Pranata confirmed she sent the list to Mr. Shibayama, who found it acceptable, and she added a note in the packet. She also explained that she and Mr. Treepaisan held a meeting to review the proposed operating budget (see attached). While the document contains substantial information, Ms. Pranata summarized it page by page. Ms. Pranata stated line 1 covers salaries, with details on page 3. Items highlighted in yellow are explained on page 4, including telecommuting reimbursement, rent, document scanning/shredding, and hardware purchases. Aside from these highlighted items, the proposed budget is largely consistent with 2025. Page 3 provides supporting details for the salaries budget. Notably, there is a row indicating a promotion for one employee (see subsection below). Mr. Van Stryk asked whether the average overtime hours shown in the last line item represent per employee or the total for all employees combined on a monthly basis. Ms. Pranata confirmed that it reflects the combined total for all employees. Ms. Pranata continued to page 4, which summarizes costs following the potential closure of the SCJPC office. At the top, the summary shows projected expenses for 2026 at approximately \$27,000. After 2026, when the office is closed, annual costs would decrease to about \$5,900, plus an additional \$1,200 for budgeting purposes, which Ms. Pranata will explain further later. She outlined the proposed employee reimbursement policy based on the attorney's recommendations, previously reviewed and approved by Mr. Shibayama on November 7, 2025. Ms. Pranata stated the policy includes laptop replacement every four years or as needed; reimbursement for personal phone use and high-speed internet (\$60/month); electricity reimbursement

(\$22/month) and specific reimbursement for any other reasonable work-related expenses.

Ms. Pranata explained that currently, office monitors are outdated (nearly 10 years old, lacking HDMI ports), therefore two new monitors per employee will likely be required in 2026, estimated at \$6,000. Mr. Shibayama also recommended reimbursement for worktables and chairs, estimated at \$6,000 and \$4,800 respectively. A proposal for monitors, tables, and chairs is included. Mr. Van Stryk asked whether the yearly reimbursement amount should be multiplied by 12 to account for 12 employees, noting that the calculation appeared to reflect only one employee. He pointed out that the current figures show \$60 multiplied by 12 months, but do not include the per employee adjustment. Ms. Pranata acknowledged the oversight, apologized, and confirmed that the amounts (\$720 and \$264) should indeed be multiplied by 12. She stated she will revise the calculations and send an updated version to everyone. Ms. Pranata continued with the proposal, explaining options for the equipment. The staff would be provided with two options. Option one SCJPC would purchase and ship two monitors to employees, which must be returned upon resignation or option two SCJPC would provide a \$500 reimbursement by check. If the employee resigns before seven years of service, the cost would be deducted from their final paycheck. The seven year depreciation period is based on IRS guidelines. The same policy applies to tables and chairs, with a onetime reimbursement of \$900 per employee. Employees will sign a document acknowledging that early resignation will result in repayment through final paycheck deductions. Ms. Pranata noted a summary table of these details and additional costs are document scanning approximately \$7,000 in 2026. Public storage (if needed) \$720 annually or \$420 for seven months in 2026. San Dimas business address and shared space rental \$4,200 annually or \$2,450 for 2026. This covers mail handling and shared space for accounting tasks (about six hours per month). Additional shared space for emergencies budgeted at \$50/hour for rare situations (e.g., power outage at an employee's home). This is for contingency purposes only. Team building activities four hours per quarter for working lunches, if Ms. Pranata decides to meet at a restaurant for a productive working lunch, then she would not use the fund allocated for that line item. She concluded by referencing an example of annual depreciation for monitor, table, and chair reimbursements and stated that this completes her proposal. Mr. Treepaisan thanked Ms. Pranata for her proposal and complimented the inclusion of depreciation details. He then asked if there were any questions. Mr. Van Stryk inquired whether rent is currently assessed proportionally. Ms. Pranata confirmed, stating that all assessments are proportional unless marked otherwise. Items labeled "P" indicate proportional allocation, while "E" indicates equal allocation. She reiterated that all listed expenses will be proportional unless the committee decides otherwise. Mr. Van Stryk noted that the City of Vernon would not agree to equal cost allocation, as it would result in approximately \$50,000 in increased costs for next year. He explained that proportional allocation would significantly reduce the burden on smaller entities compared to equal allocation. Ms. Pranata responded that overall costs would decrease because the San Dimas office rent would no longer apply. Mr. Van Stryk clarified that if the committee chooses equal allocation, costs would actually increase. Ms. Pranata acknowledged this point. Mr. Van Stryk then asked about procedures for broken laptops. Ms. Pranata explained that she plans to keep one spare laptop in stock to provide temporary work while repairs are made. He also inquired about the seven year depreciation figure and if it was

sourced from the IRS website. He then asked whether these items are depreciated for tax purposes. Mr. Treepaisan replied that business purchases can typically be depreciated and, in some cases, accelerated deductions are allowed. He added that Ms. Pranata's approach was intended to establish fair value for reimbursement if an employee leaves early. Mr. Van Stryk expressed a preference for simply supplying equipment rather than using reimbursement and paycheck deductions but left the decision to the group. Mr. Treepaisan noted that both options have pros and cons. Mr. Van Stryk then raised a concern about whether final paychecks would cover the \$1,400 reimbursement if an employee resigned abruptly. Ms. Pranata acknowledged the risk. Mr. Van Stryk inquired if the failure to return equipment could be considered theft. Mr. Treepaisan stated that while amounts over \$1,000 could qualify as grand theft, enforcement would be challenging. He reiterated that withholding from the final paycheck is practical but acknowledged the difficulty of recovering funds or property would be challenging. Mr. Van Stryk asked whether deductions from an employee's paycheck would be taken pre-tax or post-tax. Ms. Pranata replied that she would need to research this but noted that the payroll software includes a line item for deductions. Mr. Treepaisan suggested consulting a tax professional for clarification, acknowledging it as a good question. Mr. Van Stryk then asked about the basis for the \$500 monitor and \$900 table and chair reimbursement amounts whether they were researched or estimated. Ms. Pranata explained that she shared examples with Mr. Treepaisan and confirmed that the current office chair costs approximately that amount with factoring in tax and delivery. Ms. LaFrenais asked what would happen to the current office furniture. Ms. Pranata explained that SCJPC has a relationship with the vendor who supplied the furniture and plans to contact them to see if they would buy it back as used furniture. Ms. LaFrenais suggested offering employees the option to purchase existing furniture at a reduced cost instead of taking reimbursement. Ms. Pranata agreed this could be considered. Mr. Van Stryk commented that most employees would likely prefer the \$900 reimbursement. Ms. Zaki expressed a preference for employees purchasing new furniture rather than moving office furniture home, citing safety concerns. Mr. Treepaisan agreed, noting potential liability if someone were injured transporting furniture. Ms. Zaki added that recovering equipment from remote employees is often difficult and costly, especially without a physical office. Mr. Treepaisan asked if there were any further questions or comments; there were none. Ms. Pranata confirmed that aside from two line items needing correction, no other changes were requested and asked if the proposal could be moved to the Administrative Board for a vote in January. Mr. Treepaisan noted no objections. Ms. Ray asked if Ms. Pranata would send the revised version. Ms. Pranata confirmed she would email the updated 2026 Operating Budget to the Operating Committee first, and if approved, place it on the January Administrative Board agenda for voting. Mr. Van Stryk reiterated his concern that \$60 per month reimbursement may be insufficient. Ms. Pranata concluded by stating she will revise and distribute the updated proposal via email.

There were no further questions or comments.

#### *Proposal for Organizational Restructuring and Promotion*

Ms. Pranata stated that to address the increased workload resulting from recent staffing changes, she is proposing an organizational restructuring and a promotion for

Ms. Naomi Hernandez. Since the addition of the 12th employee, Ms. Rivas and Ms. Michel, supervising and managing additional staff has significantly increased the workload for both Ms. Allen and Ms. Pranata. This has made it challenging to manage all duties effectively.

To improve management efficiency and ensure proper oversight, Ms. Pranata recommends promoting Ms. Hernandez, currently a Biller Level II, to a Lead Billing Support position, effective January 1, 2026. Ms. Hernandez would oversee three Billing Support Analysts (Ms. Shaw, Ms. Rivas, and the new hire replacing Ms. Michel), manage day-to-day tasks, and ensure goals and expectations are met.

Ms. Hernandez has already been performing lead duties informally and has consistently exceeded expectations. She has served as the primary trainer for all billing support trainees and developed comprehensive manuals, spreadsheets, checklists, schedules, and calculators. Formalizing her role will provide her with the authority and recognition necessary to continue these responsibilities effectively.

Ms. Hernandez will lead the three Billing Support Analysts, while Ms. Allen will continue supervising the seven Billers (Mr. Jones, Ms. Corella, Ms. Tiangco, Ms. Silva, Ms. Spencer, Ms. Vasquez, and Ms. Hernandez). Ms. Pranata inquired if Ms. Allen had anything to add. Ms. Allen added that promoting Ms. Hernandez would greatly reduce stress and allow leadership to focus on billing priorities. She noted Ms. Hernandez's ability to step in and manage tasks seamlessly, including scheduling and supporting typists, which has been invaluable during deadline periods.

Ms. Hernandez has significantly enhanced electronic processes originally created in 2020 by Ms. Pranata, making them more efficient and comprehensive. Ms. Pranata concluded that this promotion would help distribute workload, improve oversight, and recognize Ms. Hernandez's outstanding contributions.

Mr. Bacon asked whether Ms. Hernandez's promotion to a lead role would impact the availability of staff performing heavy processing tasks. He expressed concern that moving Ms. Hernandez into a leadership position might reduce overall workforce capacity. Ms. Ray shared the same concern. Ms. Pranata explained that the team is actively seeking a replacement for Ms. Mitchel. Ms. Hernandez, while assuming a lead role, will continue billing as a Biller Level II and oversee Ms. Shaw, Ms. Rivas, and the newest employee. Although her billing volume may decrease slightly, this structure is expected to improve overall efficiency and reduce workload strain on Ms. Allen and Ms. Pranata. Ms. Allen added that this change will allow her to dedicate more time to billing, offsetting any reduction from Ms. Hernandez. Once training is complete and the team is fully operational, the adjustment should enhance productivity and support BOS responsibilities, which have been delayed due to time constraints. Ms. Allen emphasized that the goal is to increase efficiency and believes the committee will ultimately benefit from this approach.

Mr. Treepaisan added that Ms. Hernandez has demonstrated exceptional ability to learn quickly, adapt, and optimize processes. He noted that initially, when Ms. Pranata proposed the idea, he considered a training specialist role because Ms. Hernandez was actively training new hires. However, as discussions progressed, it became clear that her responsibilities extended beyond training, and she understands team strengths and weaknesses, enabling her to effectively distribute and review work. Mr. Treepaisan stated that promoting her to a lead position offers multiple benefits, including improved workflow distribution and reduced strain on Ms. Pranata and Ms.

Allen. While training typically reduces productivity, this restructuring provides a balanced approach.

The proposed position reflects her current Biller Level II status and the hybrid nature of the role, combining supervisory and training responsibilities. Mr. Treepaisan emphasized that this lead position is an optimal solution for managing incoming hires and maintaining efficiency.

Ms. Pranata asked the committee if there were any objections. Ms. McLean stated that she trusts Ms. Pranata's recommendation. Mr. Treepaisan asked if there were any major concerns or objections to the restructuring and the promotion. Hearing none, he noted the silence as agreement to move forward with the proposal effective January 1, 2026. Ms. Pranata confirmed and added that she will send Mr. Treepaisan the paperwork for signature to complete accounting requirements.

Mr. Bacon commented that the proposed increase is reasonable and reiterated his respect for Ms. Pranata's and Ms. Allen's recommendations.

There were no further questions or comments.

### Miscellaneous Items

#### SCJPC Email Protocol for Miscellaneous Items

Ms. Allen stated that currently, there are ongoing issues with how members email miscellaneous items; anything outside of regular JPAs. To improve efficiency and eliminate redundant work, Ms. Allen has created a spreadsheet (see attached) that clearly lists the correct inboxes for specific items. At present, some members email only Ms. Allen, others use designated inboxes, and some send messages to multiple staff members. This duplication creates unnecessary workload. Moving forward, SCJPC requests that members email only the designated inboxes listed in the document. This change will ensure timely processing and reduce confusion. Each miscellaneous item must be emailed separately using the correct subject line (e.g., "Callback" or "Replace"). This will allow Outlook rules to automatically sort emails into folders for processing by the appropriate staff. Ms. Allen noted that the Final JPA and Form 7 inboxes open automatically in Outlook and that staff are being trained to handle miscellaneous items. Ms. Hernandez will configure the final inbox to sort emails into designated folders, and Ms. Pranata will post this information on the SCJPC website and send an email notification to all members. Ms. Allen explained for example, for a callback, email the Final JPA inbox with the subject line "Callback." For a replacement, use "Replace" as the subject line. This process will streamline sorting and allow staff to work efficiently within their assigned folders. Currently, all emails go into one folder, requiring staff to manually identify each item, which delays processing. SCJPC asks that these protocols take effect as soon as possible. Mr. Treepaisan commended Ms. Allen for the spreadsheet and protocols, noting they will greatly improve efficiency. He encouraged teams to follow these guidelines. No questions were raised.

There were no further questions or comments.

### **Review of Action Items:**

- Ms. Pranata will revise the identified line items and email the updated 2026 Proposed Operating Budget to the committee. If members approve, the item will be added to the January 2026 Administrative Board Agenda for a vote.

The meeting adjourned at 10:58 a.m. until January 21, 2026.

Transcribed by Ms. Kathleen Allen – Committee Staff

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE  
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES	Details	October 31, 2025			YTD Through October, 31 2025			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
<b>EMPLOYEE EXPENSE</b>									
Salaries		95,526	<b>109,445.38</b>	(13,919.80)	955,256	<b>842,170.07</b>	113,085.69	12%	1,146,306.91
Regular (Budgeted)	<b>109,445.38</b>	-	-	-	-	-	-		
Three Paydays									
Insurance		10,469	<b>10,182.29</b>	286.68	104,690	<b>95,781.93</b>	8,907.82	9%	125,627.70
Health/Dental	<b>10,182.29</b>								
Life (quarterly)	-								
Payroll Taxes	Three Paydays	7,642	<b>8,013.80</b>	(371.75)	76,420	<b>58,740.24</b>	17,680.22	23%	91,704.55
Workers Compensation		450	<b>307.25</b>	142.75	4,500	<b>4,501.75</b>	(1.75)	0%	5,400.00
Miscellaneous expenses/ Travel mileage reimbursement		33	<b>42.00</b>	(8.67)	333	<b>109.90</b>	223.43	67%	400.00
<b>PENSION EXPENSE</b>									
Contribution-SEP IRA	Three Paydays	9,064	<b>10,564.42</b>	(1,500.43)	90,640	<b>75,211.02</b>	15,428.91	17%	108,767.92
<b>MONTHLY RECURRING</b>									
Rent		10,361	<b>10,361.76</b>	(0.40)	103,614	<b>102,573.42</b>	1,040.23	1%	124,336.38
Alarm System	Quarterly	58	-	58.33	583	<b>530.91</b>	52.42	9%	700.00
Telephone & Internet	Cell, Fax, Internet, Business Voice	606	<b>711.81</b>	(106.14)	6,057	<b>6,981.81</b>	(925.14)	-15%	7,268.00
Postage & Shipping		31	<b>11.90</b>	19.35	313	<b>240.11</b>	72.39	23%	375.00
Business/Property Insurance	<b>Pro-Rated</b>	193	-	193.33	1,933	<b>1,802.63</b>	130.70	7%	2,320.00
Committee Meetings	** Each company pays for the number of people they bring to the meeting.	41.67	-	41.67	417	<b>323.64</b>	93.03		500.00
<b>EQUIPMENT &amp; FURNITURE</b>									
Copy Machine - CBE (repair, maintenance, supplies)	Sharp copy machine	8	<b>7.94</b>	0.39	83	<b>49.57</b>	33.76	41%	100.00

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE  
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES	Details	October 31, 2025			YTD Through October, 31 2025				Annual
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance	% Variance	Budget
<b>NETWORK SYSTEM</b>				-		-	-		
Computer-LAN Maintenance Contract (IT service), offsite server backup, labor for on site support, firewall license		1,523	1,204.75	318.58	15,233	12,172.78	3,060.55	20%	18,280.00
FRIEND Support		400	400.00	-	4,000	4,000.00	-	0%	4,800.00
Hosting: SCJPC Website, Cloud Azure VM Server, Azure VM Licenses (Server/SQL), Sharefile, Email, Domain	Windows SQL Yearly License	1,108	2,458.26	(1,349.93)	11,083	11,335.77	(252.44)	-2%	13,300.00
Computer (repair, maintenance, supplies)		-	-	-	1,042	219.28	822.39	79%	1,250.00
				-		-	-		
<b>PRINTING &amp; SUPPLY</b>				-		-	-		
Office Printing		-	-	-	83	25.52	57.81	69%	100.00
Office Supplies		-	-	-	646	401.58	244.25	38%	775.00
				-		-	-		
				-		-	-		
<b>CONTRACT SERVICES</b>				-		-	-		
Accountant/Yearly Financial Review	Yearly	458	-	458.33	4,583	5,625.00	(1,041.67)	-23%	5,500.00
Attorney* (Vision Law Corp)	Equal Assessment	500	499.00	1.00	5,000	4,990.00	10.00	0%	6,000.00
		-	-	-		-	-		
				-		-	-		
<b>GENERAL EXPENSE</b>				-		-	-		
Payroll Service Fees		224	231.95	(7.95)	2,240	1,857.30	382.70	17%	2,688.00
Bank fees/Checks printing	Pro-Rated	8	-	8.33	83	212.00	(128.67)	-154%	100.00
Publications/Subscriptions/Reference (DocuSign)		21	-	20.83	208	123.00	85.33	41%	250.00
Seminars, professional development, & tuition	Mandatory harassment training	117	20.00	96.67	1,167	822.44	344.23	30%	1,400.00
Team Building	Equal Assessment	167	-	166.67	1,667	847.52	819.15	49%	2,000.00
Member Retirement plaques		42	-	41.67	417	-	416.67	100%	500.00
Scan & shred confidential document		83	-	83.33	833	-	833.33	100%	1,000.00
<b>Total Operating Expenses</b>		139,135.37	154,462.51	(15,327.14)	1,393,124.55	1,231,649.19	160,642.03	12%	1,671,749.46

SOUTHERN CALIFORNIA JOINT POLE COMMITTEE  
Statement of Operating Expenses and Capital Investments

OPERATING EXPENSES	Details	October 31, 2025			YTD Through October, 31 2025			% Variance	Annual Budget
		Budgeted	Recorded	Variance	Budgeted	Recorded	Variance		
<b>CAPITAL INVESTMENTS AND LONG TERM LIABILITIES CURRENT</b>									
<u>COMPUTER SYSTEM</u>									
Software Purchase and SCJPC website (minor) modification		121	-	120.83	1,208	<b>1,378.20</b>	(169.87)	-14%	1,450.00
SCJPC Website update ADS	Equal Assessment		-			<b>1,200.00</b>			N/A
<u>EQUIPMENT &amp; FURNITURE</u>									
Purchases and leases (including Copy Machine)	Copy machine lease	400	<b>380.52</b>	19.48	4,000	<b>4,010.94</b>	(10.94)	0%	4,800.00
Hardware Purchase (e.g. New laptops for staff)		417	-	416.67	4,167	<b>3,860.96</b>	305.71	7%	5,000.00
<u>LONG TERM LIABILITY CURRENT</u>									
<b>Total Capital Investments &amp; Long Term Liabilities Current</b>		<b>937.50</b>	<b>380.52</b>	<b>556.98</b>	<b>9,375.00</b>	<b>10,450.10</b>	<b>124.90</b>	<b>1%</b>	<b>11,250.00</b>
Interest Earned/Misc Income			(0.40)			(3.93)			
COG Membership Appl Fee						(2,200.00)			
<b>TOTAL</b>		<b>140,072.87</b>	<b>154,842.63</b>	<b>(14,770.16)</b>	<b>1,402,499.55</b>	<b>1,239,895.36</b>	<b>162,604.19</b>	<b>12%</b>	<b>1,682,999.46</b>
*Items in blue are assessed equally									
11/7/2025									

Delinquent Accounts  
As of 11/13/2025

**MEMBERS ACCOUNTS RECEIVABLE - DELINQUENT ACCOUNTS**

							PAST DUE NOTICES - DO NOT DELETE THIS INFORMATION Accounting staff: please enter past due sent info in each row/each cell				
Company Name	Invoice Month	Due By	FORMULA 60 Days past due	Amount	Invoice Number	Company Code	Past Due Notice Date Sent	Past due sent to & response notes	Past Due Notices Date by	Input By	Input Date
AT&T Mobility	Feb 2025	March 31, 2025	5/30/2025	\$ 1,228.05	22471	LAC	6/10/2025; 7/7/2025; 8/12/2025; 9/9/2025; 10/7/2025; 11/13/2025	Emailed to msanchez@ motiveis.com; LACJPA@motiveis.com	JT, GV	JT	5/13/2025
AT&T Mobility	June 2025	July 31, 2025	9/29/2025	\$ 1,489.43	22599	LAC	10/7/2025; 11/13/2025	Emailed to msanchez@ motiveis.com; LACJPA@motiveis.com	GV	GV	9/9/2025
AT&T Mobility	July 2025	August 31, 2025	10/30/2025	\$ 1,351.24	22631	LAC	11/13/2025	Emailed to msanchez@ motiveis.com; LACJPA@motiveis.com	JT	GV	10/7/2025
AT&T Mobility	August 2025	September 30, 2025	11/29/2025	\$ 1,437.06	22663	LAC		Not 60 days, will email the following month.		JT	11/13/2025
Boldyn Networks, US LLC	August 2025	September 30, 2025	11/29/2025	\$ 1,258.93	22679	MOB		Not 60 days, will email the following month.		JT	11/13/2025
City of Burbank	July 2025	August 31, 2025	10/30/2025	\$ 1,507.07	22621	B	11/13/2025	<a href="mailto:JointPole@burbancka.gov">JointPole@burbancka.gov</a>	JT	GV	10/7/2025
City of Burbank	August 2025	September 30, 2025	11/29/2025	\$ 1,595.49	22653	B		Not 60 days, will email the following month.		JT	11/13/2025
City of Colton	August 2025	September 30, 2025	11/29/2025	\$ 1,366.84	22654	F		Not 60 days, will email the following month.		JT	11/13/2025
City of Los Angeles	August 2025	September 30, 2025	11/29/2025	\$ 9,046.74	22657	M		Not 60 days, will email the following month.		JT	11/13/2025
Extenet Systems, INC	July 2025	August 31, 2025	10/30/2025	\$ 1,217.43	22645	EXT	11/13/2025	<a href="mailto:ap@extenetsystems.com">ap@extenetsystems.com</a> ; <a href="mailto:jpadesk@extenetsystems.com">jpadesk@extenetsystems.com</a>	JT	GV	10/7/2025
Extenet Systems, INC	August 2025	September 30, 2025	11/29/2025	\$ 1,313.74	22677	EXT		Not 60 days, will email the following month.		JT	11/13/2025
Sprint Nextel Corp.	June 2025	July 31, 2025	9/29/2025	\$ 1,363.31	22596	SPR	10/7/2025; 11/13/2025	Emailed to SPRJPA@motiveis.com; Bill.Nolan@t-mobile.com	GV, JT	GV	9/9/2025
Sprint Nextel Corp.	July 2025	August 31, 2025	10/30/2025	\$ 1,225.90	22628	SPR	11/13/2025	Emailed to SPRJPA@motiveis.com; Bill.Nolan@t-mobile.com	JT	GV	10/7/2025
Sprint Nextel Corp.	August 2025	September 30, 2025	11/29/2025	\$ 1,312.03	22660	SPR		Not 60 days, will email the following month.		JT	11/13/2025
T-MOBILE USA, INC	May-25	June 30, 2025	8/29/2025	\$ 0.26	22571	PBM		<a href="mailto:shenderson@networkconnex.com">shenderson@networkconnex.com</a>		GV	10/7/2025
Verizon Wireless	July 2025	August 31, 2025	10/30/2025	\$ 1,707.50	22617	ATC	11/13/2025	<a href="mailto:Marco.Murillo@VerizonWireless.com">Marco.Murillo@VerizonWireless.com</a> ; <a href="mailto:ATCJPA@MOTIVEIS.COM">ATCJPA@MOTIVEIS.COM</a> ; <a href="mailto:JHARMON@MOTIVEIS.COM">JHARMON@MOTIVEIS.COM</a>	JT	GV	10/7/2025
Verizon Wireless	August 2025	September 30, 2025	11/29/2025	\$ 1,784.44	22649	ATC		Not 60 days, will email the following month.		JT	11/13/2025

Past due notices will be emailed after 60 days past due, once a month.

**TOTAL** **\$ 30,205.46**

Not 60 days, will email the following month.

- = Members assessed penalty fee
- = Less than 80% but 50% or greater attendance
- = Less than 50% attendance
- = Excused absence

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE  
MEMBER BOARD MEETING ATTENDANCE  
NOV 2024 - OCT 2025**

	Company Name	MBR CODE	2024 NOV	2024 DEC	2025 JAN	2025 FEB	2025 MAR	2025 APR	2025 MAY	2025 JUN	2025 JUL	2025 AUG	2025 SEP	2025 OCT	TOTAL	Atten. %	MBR CODE	MONTHS
1	So. California Edison	E	1		1	1	1	1	1	1	1	1	1	1	11	100%	E	11
2	Crown Castle NG West Inc.	NG	1		1	1	1	1	1	1	1	1	1	1	11	100%	NG	11
3	AT&T California	H / T	1		1	1	1	1	1	1	1	1	1	1	11	100%	H / T	11
4	City of Burbank	B	1		1	1	1	1	1	1	1	1	1	1	11	100%	B	11
5	City of Vernon	V	1		1	1	1	1	1	1	1	1	1	1	11	100%	V	11
6	ATC Outdoor DAS	AMT	1		1	1	1	1	1	1	1	1	1	1	11	100%	AMT	11
7	Sprint Communications	FON	1		1	1	1	1	1	1	1	1	1	1	11	100%	FON	11
8	Sprint-Nextel	SPR	1		1	1	1	1	1	1	1	1	1	1	11	100%	SPR	11
9	ExteNet Systems	EXT	1		1	1	1	1	1	1	1	1	1	1	11	100%	EXT	11
10	Bear Valley Electric	BVE	1		1	1	1	1	1	1	1	1	1	1	11	100%	BVE	11
11	City of Lompoc	LLW	1		1	1	1	1	1	1	1	1	1	1	11	100%	LLW	11
12	City of Anaheim	D	1		1	1	1	1	1	1	1	1	1	1	11	100%	D	11
13	City of Banning	COB	1		1	1	1	1	1	1	1	1	1	1	11	100%	COB	11
14	Teleport Comm America	TCA	1		1	1	1	1	1	1	1	1	1	0	10	91%	TCA	11
15	MCI/Metro	ATS	1		1	1	1	1	1	1	1	1	1	0	10	91%	ATS	11
16	MCI Communications	MCI	1		1	1	1	1	1	1	1	1	1	0	10	91%	MCI	11
17	XO Communications	NXT	1		1	1	1	1	1	1	1	1	1	0	10	91%	NXT	11
18	City of Los Angeles	M	1		1	1	0	1	1	1	1	1	1	1	10	91%	M	11
19	Frontier Communications	FTR	1		1	1	1	0	1	1	1	1	1	1	10	91%	FTR	11
20	Time-Warner	TWC	1		1	1	1	1	1	1	1	0	1	1	10	91%	TWC	11
21	Boldyn Networks US LLC	MOB	1		1	1	1	1	1	1	1	1	0	1	10	91%	MOB	11
22	City of Riverside	J	0		1	1	1	1	1	1	1	1	1	1	10	91%	J	11
23	T-Mobile, USA	PBM	0		1	1	1	1	1	1	0	1	1	1	9	82%	PBM	11
24	Sonic Telecom, LLC	STL	1		1	1	1	1	1	0	0	1	1	1	9	82%	STL	11
25	City of Azusa	MA	1		1	0	0	1	1	1	1	1	1	1	9	82%	MA	11
26	City of Pasadena	MP	1		0	1	1	0	1	1	1	0	1	1	8	80%	MP	10
27	City of Glendale	A	0		0	1	1	1	1	1	0	1	1	1	8	80%	A	10
28	AT&T Mobility	LAC	0		1	1	1	0	1	1	1	1	1	0	8	73%	LAC	11
29	Verizon Wireless	ATC	1		1	1	1	0	1	0	0	1	1	1	8	73%	ATC	11
30	Mpower/TelePacific	ICG	1		1	0	1	1	1	1	0	1	0	1	8	73%	ICG	11
31	City of Colton	F	1		1	1	1	1	1	0	0	0	0	1	7	64%	F	11
	<b>Total</b>		<b>27</b>	<b>0</b>	<b>29</b>	<b>29</b>	<b>29</b>	<b>27</b>	<b>31</b>	<b>28</b>	<b>25</b>	<b>28</b>	<b>28</b>	<b>26</b>	<b>Total</b>			
	NO MEETING IN DECEMBER		NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT				

Member	ATS	BVE	D	E	EXT	FTR	H/T	LAC	M	MCI	NG	SPR	Totals	YTD
<b>Joint JPAs Billed</b>		2		523			10		4		1		540	6056
<b>% of Joint JPAs Billed</b>	0.000	0.004	0.000	0.969	0.000	0.000	0.019	0.000	0.007	0.000	0.002	0.000	1.00	
Joint JPAs Returned	2			55		1	4		10	1	2		75	1248
<b>Total Joint JPAs Processed</b>	2	2	0	578	0	1	14	0	14	1	3	0	615	
<small>Section 18.1F JPAs included in above</small>						1							1	
<b>Multi JPAs Billed</b>	3			176		1	11		1		14	2	208	2536
<b>% of Multi JPAs Billed</b>	0.014	0.000	0.000	0.846	0.000	0.005	0.053	0.000	0.005	0.000	0.067	0.010	1.00	
Multi JPAs Returned	27		5	45	11		5	4	6	43	12	2	160	2844
<b>Total Multi JPAs Processed</b>	30	0	5	221	11	1	16	4	7	43	26	4	368	5380
<small>Section 18.1F JPAs included in above</small>						1	1	1			4		7	
<b>Total # JPAs Billed</b>	3	2	0	699	0	1	21	0	5	0	15	2	748	8592
<b>% of JPAs Billed</b>	0.004	0.003	0.000	0.934	0.000	0.001	0.028	0.000	0.007	0.000	0.020	0.003	1.00	
<b># of JPAs Returned</b>													235	4092
<b>Total JPAs Processed</b>	32	2	5	799	11	2	30	4	21	44	29	4	983	12684
<b>% of JPAs Billed</b>													76.09%	
<b>% of JPAs returned</b>													23.91%	

  

Member	ATS	BVE	D	E	EXT	FTR	H/T	LAC	M	MCI	NG	SPR	Totals	YTD
<b>Poles Billed (Joint JPAs)</b>		2		2086			24		17		1		2130	20392
<b>Poles Returned (joint)</b>	7			381		39	8		108	7	3		553	8569
<b>Poles Billed (Multi JPAs)</b>	50			1210		38	63		4		137	2	1504	15478
<b>Poles Returned (multi)</b>	407		190	331	210		27	26	78	596	171	2	2038	32451
<b>Total # Poles Billed (Joint &amp; Multi combined)</b>	50	2	0	3296	0	38	87	0	21	0	138	2	3634	37412
<b>% of Total Poles Billed (Joint &amp; Multi combined)</b>	0.014	0.001	0.000	0.907	0.000	0.010	0.024	0.000	0.006	0.000	0.038	0.001	1.00	
<b># of Poles Returned</b>													2591	41020
<b>Total Poles Processed</b>	464	2	190	4008	210	77	122	26	207	603	312	4	6225	78432
<b>% of Poles Billed</b>													58.38%	
<b>% of Poles returned</b>													41.62%	
<b>RETURN RATE # OF JPAS</b>	91%	0%	100%	13%	100%	50%	30%	100%	76%	100%	48%	50%		
<b>RETURN RATE # OF POLES</b>	89%	0%	100%	18%	100%	51%	29%	100%	90%	100%	56%	50%		

ALL SUB HELD OVERS	E SUB	NON E	TOTAL
HELD OVER JPAS	13560	2877	16437
HELD OVER POLES	44063	24141	68204

Actual JPAs/poles received from 9/6/2025 - 10/3/2025 (October 2025 Bill of Sale):		
	JPAS	POLES
SCE	1983	9053
OTHER MEMBERS	563	5726

Average poles/JPA in 2025	6.18
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PRIORITY JPAS	E SUB	NON E	TOTAL
PRIORITY JPAS	351	10	361
PRIORITY POLES	2509	121	2,630

NON E Call Backs & F7 Do Not Bill received AFTER we finished processing (final-billed) the JPAs	JPAS	POLES
Call Backs	0	0
F7 Do not Bill (not included in the above table)	0	0

	JPAS	POLES
NON E CALL BACKS (not included in the above table)	0	0
Form 7 Do Not Bill	2	33

E SUB Call Backs & F7 Do Not Bill received AFTER we finished processing (final-billed) the JPAs	JPAS	POLES
Call Backs	0	0
F7 Do not Bill (not included in the above table)	2	4

	JPAS	POLES
SCE CALL BACKS	16	89
SCE FORM 7 DO NOT BILL (not included in the above table)	3	50

Inspections Billed B Only: O&M (Inspection & Pole Tags)	Inspection JPAs Billed	Inspection Poles Billed

B's Inspections JPAs/Poles were not included in above table	SCE O&M YTD
	10
	1616

Inspections Billed SCE Only: O&M (Inspection & Pole Tags)	Inspection JPAs Billed	Inspection Poles Billed

SCE's Inspections JPAs/Poles were not included in above table	SCE O&M YTD
	173
	31741

## Edison Submitted JPAs processed during overtime (2P+3P)

		YTD
Poles Billed	1102	11329
Poles returned (memos)	234	2684
Total Poles Processed (Billed + Memos)	1336	14013
JPAs Billed	467	3449
JPAs returned (memos)	34	339
Total JPAs Processed (Billed + Memos)	501	3788
JPAs Processed Call Back/F7 Do Not Bill	2	20
Poles Processed Call Back/F7 Do Not Bill	10	174
JPAs Processed 18.1F HOLDOVER	0	2
Poles Processed 18.1F HOLDOVER	0	31
Processed JPAs during OT but F7 holdover (SCE REPLACED):	0	1
Processed poles during OT but F7 holdover (SCE REPLACED):	0	6

## JPAs Submitted by other members (NON E) processed during overtime (2P+3P)

		YTD
Poles Billed	176	1880
Poles returned (memos)	233	6490
Total Poles Processed (Billed + Memos)	409	8370
JPAs Billed	25	424
JPAs returned (memos)	21	671
Total JPAs Processed (Billed + Memos)	46	1095
JPAs Processed Call Back/F7 Do Not Bill	0	2
Poles Processed Call Back/F7 Do Not Bill	0	5
JPAs Processed 18.1F HOLDOVER	0	0
Poles Processed 18.1F HOLDOVER	0	0

Overtime paid by the SCJPC proportionally

**TOTALS**

		YTD
Poles Billed	1278	13209
Poles returned (memos)	467	9174
Total Poles Processed (Billed + Memos)	1745	22383
JPAs Billed	492	3873
JPAs returned (memos)	55	1010
Total JPAs Processed (Billed + Memos)	547	4883
JPAs Processed Call Back/F7 Do Not Bill	2	22
Poles Processed Call Back/F7 Do Not Bill	10	179
JPAs Processed 18.1F HOLDOVER	0	2
Poles Processed 18.1F HOLDOVER	0	31

## PRODUCTIVITY WITHOUT OVERTIME

BILL OF SALE	2P BILLED POLES	2P RETURNED POLES	2P BILLED RATE (longer to process)	2P RETURN RATE	3+ BILLED POLES	3P+ RETURNED POLES	3P+ BILLED RATE (longer to process)	3P+ RETURN RATE	TOTAL PROCESSED POLES	3P+ Poles % Processed	POLES RETURN RATE	TOTAL BILLED POLES	BILLED JPAS	Number of JPAs processed total	NOTES
Jan-2024	2011	872	70%	30%	831	6067	12%	88%	9781	71%	71%	2842	861	1518	Electronic, multi JPAs (3+ parties) high return rate
Feb-2024	1956	716	73%	27%	1163	4330	21%	79%	8165	67%	62%	3119	798	1328	Average month, one holiday
Mar-2024	1667	1216	58%	42%	656	2556	20%	80%	6095	53%	62%	2323	508	916	One staff on medical leave, one staff on vacation for 2 weeks, training a new admin aide
Apr-2024	1069	929	54%	46%	990	3083	24%	76%	6071	67%	66%	2059	392	783	One staff on medical leave, one staff train the new admin aide full time
May-2024	2255	1040	68%	32%	1117	3131	26%	74%	7543	56%	55%	3372	900	1355	Average month, one holiday, admin aide is still in training
Jun-2024	2610	1329	66%	34%	1044	4493	19%	81%	9476	58%	61%	3654	939	1516	Average month, one holiday, one biller came back from medical leave. Admin aide is still in training
Jul-2024	116	799	13%	87%	1700	6847	20%	80%	9462	90%	81%	1816	273	913	Average month, one holiday, one staff on vacation
Aug-2024	1001	1039	49%	51%	1697	5645	23%	77%	9382	78%	71%	2698	509	1155	Average month, one biller was on vacation, one admin aide trainee was let go
Sep-2024	1449	1888	43%	57%	1799	3786	32%	68%	8922	63%	64%	3248	689	1248	Average month, one holiday, two billers on vacation
Oct-2024	2325	979	70%	30%	1878	3635	34%	66%	8817	63%	52%	4203	1052	1534	Billable rate for 2P JPAs went up, 4203 billed poles, over 1500 JPAs processed. Staff processed 1500 OK TO Bill Forms 7 (42 hrs)
Nov-2024	997	811	55%	45%	1052	3123	25%	75%	5983	70%	66%	2049	374	766	Average month, two holidays. One staff on vacation. <b>1495 poles (435 JPAs)</b> moved to Dec 2024 bill of sale due to tech difficulties.
Dec-2024	3306	2855	54%	46%	2125	4101	34%	66%	12387	50%	56%	5431	1614	1787	Average month, two holidays. <b>1495 poles (435 JPAs) moved from Nov 2024 bill of sale.</b>
Jan-2025	2214	880	72%	28%	1613	3572	31%	69%	8279	63%	54%	3827	949	1427	Multiple staff were on vacation at the beginning of January.
Feb-2025	1235	275	82%	18%	2443	2228	52%	48%	6181	76%	40%	3678	597	822	Staff focused on Prioritized Billing (PB) Finals submitted by members, emailed questions to members to ensure they were billed completely. One holiday. PB JPAs took longer to process than regular JPAs.
Mar-2025	668	498	57%	43%	2649	3420	44%	56%	7235	84%	54%	3317	435	786	Staff focused on Prioritized Billing (PB) Finals submitted by members, emailed questions to members to ensure they were billed completely. Multiple staff on vacation. PB JPAs took longer to process than regular JPAs.
Apr-2025	1991	1257	61%	39%	1542	3352	32%	68%	8142	60%	57%	3533	792	1190	One Biller Lvl 1 pulled from billing to train the new hires full time. Average month.
May-2025	2292	702	77%	23%	1220	3217	27%	73%	7431	60%	53%	3512	748	1116	One Biller Lvl 1 pulled from billing to train the new hires full time. Average month. Staff on vacation (2 weeks).
Jun-2025	1990	859	70%	30%	1566	3651	30%	70%	8066	65%	56%	3556	827	1356	One Biller Lvl 1 pulled from billing to train the new hires full time. Average month.
Jul-2025	2239	1118	67%	33%	1701	4452	28%	72%	9510	65%	59%	3940	991	1544	Prioritized Billing (PB) Finals went up - PB JPAs took longer to process than regular JPAs.
Aug-2025	2973	1446	67%	33%	1229	4271	22%	78%	9919	55%	58%	4202	1377	1948	Highest number of processed JPAs in 2025. Prioritized Billing (PB) Finals went up (higher than Jul 2025 B/S) - PB JPAs took longer to process than regular JPAs. (232 JPAs/1148 Poles)
Sep-2025	2660	981	73%	27%	1553	2252	41%	59%	7446	51%	43%	4213	1158	1513	Highest number of total billed poles. Prioritized Billing (PB) Finals went up - PB JPAs took longer to process than regular JPAs. (431 JPAs/1751 Poles)
Oct-2025	2130	553	79%	21%	1504	2038	42%	58%	6225	57%	42%	3634	748	983	Prioritized Billing (PB) Finals went up - PB JPAs took longer to process than regular JPAs. (361 JPAs/2630 Poles)

Average Billed Poles in 2024: 3068

**JOINT (TWO OWNERS) JPAS - ALL MEMBERS**

Bill of Sale Month	Poles Billed 2P	Poles Returned	Total Poles (Billed + Returned) Processed	Number of JPAs BILLED	Number of JPAs Returned	Total # of JPAs Processed (Billed + Returned)	Additional work Hrs	NOTES	Poles/Hour	POLES BILLABLE RATE	Poles Return rate %	JPA BILLABLE RATE	JPAs Return Rate %
Jul-24	83	97	180	15	18	33	10.83		16.62	46.11%	53.89%	45.45%	54.55%
Aug-24	489	329	818	117	45	162	58.93		13.88	59.78%	40.22%	72.22%	27.78%
Sep-24	538	499	1037	137	50	187	60.24		17.21	51.88%	48.12%	73.26%	26.74%
Oct-24	1280	609	1889	467	75	542	154.38		12.24	67.76%	32.24%	86.16%	13.84%
Nov-24	1058	241	1299	280	31	311	113.25		11.47	81.45%	18.55%	90.03%	9.97%
Dec-24	1091	436	1527	379	52	431	114.50		13.34	71.45%	28.55%	87.94%	12.06%
Jan-25	773	291	1064	277	54	331	81.80		13.01	72.65%	27.35%	83.69%	16.31%
Feb-25	1304	371	1675	330	43	373	131.08		12.78	77.85%	22.15%	88.47%	11.53%
Mar-25	804	143	947	201	31	232	98.31		9.63	84.90%	15.10%	86.64%	13.36%
Apr-25	630	305	935	166	33	199	77.75		12.03	67.38%	32.62%	83.42%	16.58%
May-25	574	289	863	180	37	217	66.05		13.07	66.51%	33.49%	82.95%	17.05%
Jun-25	875	402	1277	239	51	290	89.52		14.26	68.52%	31.48%	82.41%	17.59%
Jul-25	1431	649	2080	426	62	488	137.73		15.10	68.80%	31.20%	87.30%	12.70%
Aug-25	1465	429	1894	517	47	564	146.62		12.92	77.35%	22.65%	91.67%	8.33%
Sep-25	1403	315	1718	511	67	578	139.21		12.34	81.66%	18.34%	88.41%	11.59%
Oct-25	1133	338	1471	471	43	514	124.13		11.85	77.02%	22.98%	91.63%	8.37%
<b>Totals</b>	<b>14931</b>	<b>5743</b>	<b>20674</b>	<b>4713</b>	<b>739</b>	<b>5452</b>	<b>1604.33</b>						
Average									14.13	63%	37%	76%	24%

2P B/S 8/24: Call back/F7 Do not bill received after JPA has been billed: 2 JPAs/26 poles  
 2P B/S 10/24: Call back/F7 Do not bill received after JPA has been billed: 6 JPAs/7 poles  
 2P B/S 2/25: Call back/F7 Do not bill received after JPA has been billed: 4 JPAs/ 20 poles  
 2P B/S 3/25: Call back/F7 Do not bill received after JPA has been billed: 6 JPAs/ 49 poles  
 2P B/S 4/25: Call back/F7 Do not bill received after JPA has been billed: 2 JPAs/ 8 poles  
 2P B/S 7/25: Call back/F7 Do not bill received after JPA has been billed: 1 JPAs/ 12 poles  
 2P B/S 9/25: Call back/F7 Do not bill received after JPA has been billed: 2 JPAs/ 41 poles  
 2P B/S 10/25: Call back/F7 Do not bill received after JPA has been billed: 2 JPAs/ 10 poles

**Average billing joint (2 owners) poles/hour goal: 12.10**

\*Overtime poles per month contingent upon (based on 2020 & 2021 OT data):

1. The % of billable joint poles: 60% (or less) of the volume processed can be billed (based on SCE OT data).
2. The % of billable joint JPAs: 76% (or less) of the volume processed can be billed (based on SCE OT data).
3. Staff availability.

**THREE OWNERS JPAS - ALL MEMBERS**

Bill of Sale Month	3P Poles Billed	3P Poles Returned	Total Poles (Billed + Returned) Processed	Number of JPAs BILLED	Number of JPAs Returned	Total # of JPAs Processed (Billed + Returned)	Additional work Hrs	NOTES	Poles/Hour	POLE BILLABLE RATE	Poles Return rate %	JPA BILLABLE RATE	JPAs Return Rate %
Jul-24	712	1557	2269	152	146	298	140.92		16.10	31.38%	68.62%	51.01%	48.99%
Aug-24	463	737	1200	99	78	177	94.57		12.69	38.58%	61.42%	55.93%	44.07%
Sep-24	513	789	1302	77	83	160	95.76		13.60	39.40%	60.60%	48.13%	51.88%
Oct-24	251	470	721	52	51	103	52.87		13.64	34.81%	65.19%	50.49%	49.51%
Nov-24	189	379	568	42	40	82	49.25		11.53	33.27%	66.73%	51.22%	48.78%
Dec-24	267	644	911	75	60	135	54.50		16.72	29.31%	70.69%	55.56%	44.44%
Jan-25	173	231	404	52	22	74	33.70		11.99	42.82%	57.18%	70.27%	29.73%
Feb-25	274	220	494	55	30	85	49.67		9.95	55.47%	44.53%	64.71%	35.29%
Mar-25	652	1149	1801	108	93	201	113.44		15.88	36.20%	63.80%	53.73%	46.27%
Apr-25	223	115	338	32	16	48	40.50		8.35	65.98%	34.02%	66.67%	33.33%
May-25	238	763	1001	52	83	135	51.95		19.27	23.78%	76.22%	38.52%	61.48%
Jun-25	244	1206	1450	44	97	141	57.23		25.34	16.83%	83.17%	31.21%	68.79%
Jul-25	199	393	592	39	32	71	51.27		11.55	33.61%	66.39%	54.93%	45.07%
Aug-25	291	915	1206	77	91	168	66.13		18.24	24.13%	75.87%	45.83%	54.17%
Sep-25	378	521	899	75	66	141	58.29		15.42	42.05%	57.95%	53.19%	46.81%
Oct-25	145	129	274	21	12	33	25.37		10.80	52.92%	47.08%	63.64%	36.36%
<b>Totals</b>	<b>5212</b>	<b>10218</b>	<b>15430</b>	<b>1052</b>	<b>1000</b>	<b>2052</b>	<b>1035.42</b>						
Average									14.05	34%	66%	52%	48%

3P B/S 10/24: Call back/F7 Do not bill received after JPA has been billed: 1 JPAs/6 poles  
 3P B/S 2/25: Call back/F7 Do not bill received after JPA has been billed: 1 JPAs/22 poles  
 3P B/S 3/25: Call back/F7 Do not bill received after JPA has been billed: 1 JPAs/12 poles  
 3P B/S 4/25: Call back/F7 Do not bill received after JPA has been billed: 1 JPAs/2 poles

Total 2P+3P hours 2639.75 Grand Total  
 Total 2P+3P poles processed 36,104 Grand Total  
 Total additional hours 149.50 OCT 2025 B/S

Report from the SCJPC database:

	FINALIZED JPAS		
<b>Bill of Sale</b>	<b>% E Base Owner Poles processed in Finalized JPAs</b>	<b>% Non E Base Owner Poles processed in Finalized JPAs</b>	<b>Note</b>
January 2024	92.75%	7.25%	OT included. SCE Inspection/tag JPAs excluded.
February 2024	93.33%	6.67%	OT included. SCE Inspection/tag JPAs excluded.
March 2024	88.33%	11.67%	OT included. SCE Inspection/tag JPAs excluded.
April 2024	88.40%	11.60%	OT included. SCE Inspection/tag JPAs excluded.
May 2024	90.76%	9.24%	OT included. SCE Inspection/tag JPAs excluded.
June 2024	92.32%	7.68%	OT included. SCE Inspection/tag JPAs excluded.
July 2024	83.60%	16.40%	OT included. SCE Inspection/tag JPAs excluded.
August 2024	85.96%	14.04%	OT included. SCE Inspection/tag JPAs excluded.
September 2024	80.39%	19.61%	OT included. SCE Inspection/tag JPAs excluded.
October 2024	83.00%	17.00%	OT included. SCE Inspection/tag JPAs excluded.
November 2024	74.41%	25.59%	OT included. SCE Inspection/tag JPAs excluded.
December 2024	83.66%	16.34%	OT included. SCE Inspection/tag JPAs excluded.
January 2025	83.61%	16.39%	OT included. SCE Inspection/tag JPAs excluded.
February 2025	58.44%	41.56%	Priority Billing JPAs finalized. OT included. SCE/B Inspection/tag JPAs excluded.
March 2025	65.53%	34.47%	Priority Billing JPAs finalized. OT included. SCE Inspection/tag JPAs excluded.
April 2025	84.05%	15.95%	OT included. SCE Inspection/tag JPAs excluded.
May 2025	88.67%	11.33%	OT included. SCE Inspection/tag JPAs excluded.
June 2025	85.43%	14.57%	OT included. SCE Inspection/tag JPAs excluded.
July 2025	88.86%	11.14%	OT included. SCE Inspection/tag JPAs excluded.
August 2025	87.64%	12.36%	OT included. SCE Inspection/tag JPAs excluded.
September 2025	88.82%	11.18%	OT included. SCE Inspection/tag JPAs excluded.
October 2025	91.82%	8.18%	OT included. SCE Inspection/tag JPAs excluded.
	<b>% E Base Owner Poles processed in Finalized JPAs</b>	<b>% Non E Base Owner Poles processed in Finalized JPAs</b>	

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE  
2026 PROPOSED OPERATING BUDGET - Draft 3**

Line	EXPENSE	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 Estimated (Based on Sep 2025)	2026 PROPOSED	Member Assessment: Proportional OR Equal	Description	Line
1	Salaries	661,155.15	642,454.33	829,299.01	976,966.25 *	1,094,447.00	P	See Estimated Salaries (page 3) 12 full time employees + budget for overtime	1
2	Insurance - Med/Den/Life	78,116.72	89,422.58	99,701.92	114,132.85 *	175,000.00	P	12 Employees. Based on quote from insurance agent	2
3	Payroll Taxes	48,974.15	44,724.04	58,477.76	67,635.25 *	87,555.76	P	8% of Salaries (line 1)	3
4	Worker's Comp	2,991.37	4,566.63	2,108.13	5,592.67 *	5,600.00	P	Based on 2025 year end	4
5	Misc. Expense/Travel Reimbursement	225.56	141.08	536.85	90.53 *	2,540.00	P	Based on 2024 Plus \$2000 for junk removal of the office furniture (if needed). See page 4	5
6	Telecommuting Reimbursement	1,218.00	108.00	-	-	22,608.00	P	See page 4	6
7									7
8	<b>PENSION EXPENSE</b>								8
9	Contribution-Sep IRA	66,871.22	62,679.95	78,649.79	86,195.47 *	106,157.73	P	10.50% of full time employees salaries (line 1) See page 3	9
10									10
11	<b>MONTHLY RECURRING</b>								11
12	Rent	114,826.74	118,116.24	121,039.02	122,948.88 *	66,270.00	P	\$62,200 - 279 Arrow Hwy Ste 104 Rent January 2026 to June 30, 2026 only. Plus \$4070 (see page 4)	12
13	Alarm System	695.88	695.88	695.88	732.00	366.00	P	\$183 * 2 (up to June 30, 2026)	13
14	Electricity	(included above)	(included above)	(included above)	(included above) *	(included above)		Included in rent	14
15	Janitorial Service	(included above)	(included above)	(included above)	(included above) *	(included above)		Included in rent	15
16	Telephone (Cell phones & VOIP) and Internet	6,067.12	6,256.69	6,782.98	8,360.00 *	6,996.00	P	San Dimas Internet (up to June 2026) + VOIP number for 12 employees on Teams + ATT Mobility	16
17	Webex Cisco	828.00	828.00	690.00	-	-	P	Eliminated in late 2024	17
18	Postage & Shipping	128.15	158.82	375.20	304.28 *	375.00	P	Based on 2024	18
19	Business Insurance	2,112.76	2,002.20	1,971.17	2,403.51 *	2,450.00	P	Based on 2025 year end	19
20	Committee Meetings	-	-	-	500.00	500.00	E **	** Each company pays for the number of people they bring to the meeting.	20
21	<b>EQUIP &amp; FURN MAIN.</b>								21
22	Copy Machine (repair, maintenance, supplies)	21.17	1.81	31.74	55.51 *	100.00	P	Changed to a better maintenance contract + less supplies (ink/staples) Up to June 30, 2026	22
23									23
24	<b>NETWORK SYSTEM</b>								24
25	Computer-LAN Maintenance Contract (IT service). Labor for on site support. Firewall license	15,751.50	15,361.73	18,794.09	14,624.04 *	18,040.00	P	IT contract & anticipated billable on site support. Approx. 5 hrs of on site labor at \$160/hr (\$800). Firewall License yearly \$200.	25
26	FRIEND Support/contract	4,800.00	4,800.00	4,800.00	4,800.00 *	4,800.00	P	Current contract 400/mo Friend	26
27	Hosting Total (line 28-31):	19,053.48	19,140.83	19,460.80	11,836.68 *	15,176.00	P	See below explanation (line 28-31)	27
28	SCJPC Website Server	(included above)	(included above)	(included above)	(included above) *	4800 (included in line 27)	P	\$400/mo with ADS	28
29	Cloud Server VM	(included above)	(included above)	(included above)	(included above) *	6252 (included in line 27)	P	Microsoft Azure cloud server monthly	29
30	Cloud Server VM licenses (Windows Server & SQL)	(included above)	(included above)	(included above)	(included above) *	1500 (included in line 27)		Microsoft Server and SQL Server annual licenses per quote	30
31	Sharefile, Email, and Domain	(included above)	(included above)	(included above)	(included above) *	2624 (included in line 27)	P	Emails & domain Domain: Renew in 2026	31
32									32
33	Computer (repair, maintenance, supplies)	1,705.53	1,252.57	1,415.95	292.37 *	1,400.00	P	Based on 2024	33
34									34
35									35
36									36
37									37
38	<b>PRINTING &amp; SUPPLY</b>								38
39	Office Printing	63.55	70.22	78.01	34.03 *	150.00	P	Print cost up to June 2026 and 20 cents per page reimbursement for at home printing after June 2026	39
40	Office Supplies	309.13	607.68	624.75	535.44 *	550.00	P	Based on 2025 year end	40
41									41
42	<b>CONTRACT SERVICES</b>								42

**SOUTHERN CALIFORNIA JOINT POLE COMMITTEE  
2026 PROPOSED OPERATING BUDGET - Draft 3**

Line	EXPENSE	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 Estimated (Based on Sep 2025)	2026 PROPOSED	Member Assessment: Proportional OR Equal	Description	Line
43	Auditor/Yearly Financial Review	690.00	9,870.00	5,405.00	7,000.00	7,000.00	P	\$7000 / year	43
44	Attorney**	5,489.00	5,988.00	5,988.00	5,988.00	6,000.00	E	Labor law, general, and CPUC consultation services. Equal assessments.	44
45	WTW US LLC Salary Analysis			18,739.71					45
46	<b>GENERAL EXPENSE</b>								46
47						-			47
48	Payroll Fees	1,116.00	1,131.00	1,152.00	2,167.13 *	3,048.00	P	Fees increased & for 12 employees	48
49	Bank Fees/Checks	69.22	-	204.31	282.67 *	100.00	P	Budget for \$35 stop check payment fee (2) and other bank fees	49
50	Publications/ Subscriptions/ Reference	105.00	285.00	607.95	164.00 *	600.00	P	Based on 2024	50
51	Seminars (professional development) & Tuition	464.46	239.88	709.88	1,069.82 *	3,600.00	P	Employees development - to send employees to seminars or workshops Approx \$300 per workshop	51
52	Team Building	1,988.91	682.81	750.43	2,000.00	2,000.00	E	For 12 employees, quarterly team building. Equal Assessments.	52
53	Members Retirement & Celebrations	-	-	-	500.00	500.00	P	Based on 2021, cost for two retirement plaques	53
54									54
55	Scan & shred confidential documents		-	491.68	1,000.00	7,000.00	P	Scan & shred the reminding boxes at the office. See page 4	55
56									56
57	<b>COMPUTER SYSTEM</b>								57
58									58
59	Software Purchase and SCJPC website modifications	1,208.00	1,373.30	1,060.99	1,837.60 *	6,350.00	P	Quickbooks Software \$1100 yearly and Elasticsearch Infrastructure Website upgrade (\$5250)	59
60									60
61	FRIEND Pro **	-	-	33,000.00		-	E	Paid in full in 2024	61
62	SCJPC website update	-	-	39,942.00		-	E	Paid in full in 2024	62
63	<b>EQUIPMENT &amp; FURNITURE PURCHASES</b>								63
64	Purchases and leases (Copy machine, etc)	4,122.12	4,113.34	4,090.03	4,840.56 *	2,800.00	P	Copy machine lease \$2800 (up to June 30 2026). Plus one laptop \$2000 needs to be replaced.	64
65									65
66	Hardware Purchase (New laptop and/or monitor, etc)	2,983.56	1,298.14	17,236.62	5,147.95 *	8,000.00	P	\$6000 - 24 new HDMI monitors reimbursement for 12 staff members. See page 4. Plus one laptop need to be replaced \$2000	66
67									67
68	Credit SONIC Telecomm	(75,963.60)							68
69	Credit Ubiquity App fee		(2,200.00)						
70	Credit COG App fee				(2,200.00)				
71	Misc. Credits			(800.00)					
72	<b>TOTAL Expenses</b>	968,187.85	1,036,170.75	1,374,111.65	1,447,837.49	<b>1,658,079.49</b>			72
73		8.73%	18.49%	8.43%	13.97%	<b>1.48%</b>			73
74		Lower than approved budget	Lower than the approved budget	Lower than the approved budget	Lower than the approved budget	Lower than 2025 approved budget			74
75	Approved budget	1,060,815	1,271,228	1,500,586	1,682,999	<b>1,658,079</b>			75
76	Special Billing, billed to SCE	323.06	35,029.89	69,920.85					76
77		<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>			77
78		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>Estimated</b>	<b>PROPOSED</b>			78
79									79
80									80
81	* based on monthly average - per September 2025 YTD								
82	**Items in red will not be assessed proportionately among members, but equally among members.								

**2026 (for Operating Committee)**

**PROPOSED BUDGET FOR SALARIES - Line item #1 on Proposed Budget**

With budget for overtime added

		Total		SEP IRA 2026 BUDGET
Part time TEMP ADMIN AIDE staffing agency cost	25 hr/week \$24/hr Agency billable rate \$35.65	46,345.00	1300 hrs x billable rate \$35.65 (\$24/hr)	
One admin aide budget to replace M.Michel position	40 hr/week \$24/hr Agency billable rate \$35.65	37,076.00	First 6 months via Kelly Services Staffing: 1040 * \$35.65/hr billable rate	
Budget for one new admin aides after 6 months, under SCJPC PAYROLL		26,000.00	After 6 months: 1040 * \$25/hr	2,730.00
Jan 2026 to May 2026 salaries (5 months) for current 11 full time employees		358,611.00	32,601 (per pay period) x 11 pay periods	37,654.16
June 2026 to Dec 2026 salaries (7 months) - Added 4% for current 11 full time employees		508,575.00	33,905 (per pay period) x 15 pay periods	53,400.38
Promotion for one employee (January 2026 - Dec 2026)		9,360.00	Lead BSA/AA	982.80
Overtime Budget Average OT hrs from 01/2025-09/2025: 166 hrs/month Average hourly OT rate \$51		108,480.00	Jan 2026-May 2026 \$51 (11 pay periods) Jun 2026- Dec 2026 \$53 (15 pay periods)	11,390.40
<b>TOTAL FOR ESTIMATED SALARIES (WITH OVERTIME)</b>		<b>1,094,447.00</b>		<b>106,157.73</b>
				SEP IRA (ESTIMATED)

**2026 (for Operating Committee)**

12 months = 2080 hours  
 6 months = 1040 hours  
 1 pay period = 80 hours  
 26 pay periods in one year

**Summary of Costs (details below) following the closure of the SCJPC office, effective July 2026**

<b>2026 Year Only</b>	<b>\$ 41,678.00</b>	<b>Page 1 - Line 5, 6, 12, 55, and 66</b>
Yearly Cost (after 2026)	\$ 16,728.00	
Yearly Cost for Budgeting Purposes Only	\$ 1,200.00	

**Proposal for Employee Reimbursement (based on our attorney's recommendation)**

Reimbursement Description	Frequency		Yearly	Cost in 2026	
Laptop, Keyboard Mice, Laptop stands	Every 4 years (or as needed)	One laptop need to be replaced in 2026. Other laptops are working fine			
Reimbursement for use of personal phone for business use (if used for business) & high speed internet connectivity	Monthly (\$60 for 12 employees)	\$ 720.00	\$ 8,640.00	\$ 8,640.00	(Line 6 page 1)
Reimbursement for electricity	Monthly (\$22 for 12 employees)	\$ 264.00	\$ 3,168.00	\$ 3,168.00	(Line 6 page 1)
Specific reimbursement for any other reasonable expense required for them to perform their work.	One time cost until needs to be replaced (\$250 / monitor)	\$ 6,000.00		\$ 6,000.00	(Line 66 page 1)
Two monitors per person - HDMI connection (12 employees)					
Work table (12 employees) - see below proposal	One time cost until needs to be replaced - \$500	\$ 6,000.00		\$ 6,000.00	(Line 6 page 1)
Work chair (12 employees) - see below proposal	One time cost until needs to be replaced - \$400	\$ 4,800.00		\$ 4,800.00	(Line 6 page 1)
			\$ 11,808.00	\$ 28,608.00	
			<b>Yearly</b>	<b>Cost in 2026 only</b>	

Proposal for Monitor, Table, and Chair (7-year depreciation: <https://www.irs.gov/publications/p946>)

Monitors:  
 Option 1: Send two monitors to each employee. When they resign, both monitors must be returned.  
 Option 2: Provide a \$500 reimbursement by check. If the employee resigns before seven years of service, the cost will be deducted from their final paycheck (based on seven-year depreciation).

Table and Chair:  
 One-time reimbursement of \$900 per employee (by check).  
 If the employee resigns before seven years of service, the cost will be deducted from their final paycheck (based on seven-year depreciation).

A document will be provided for each employee to sign upon receiving their reimbursement checks of \$500 and \$900. The document will confirm that the employee understands that if they leave the company before completing seven years of service, the reimbursed amount will be deducted from their final paycheck. A table summarizing the details will also be provided.

**The above proposals and amounts have been reviewed by our attorney, Scott Shibayama, and determined to be acceptable. 11/7/2025**

**SCJPC Office Expenses**

			Cost in 2026	
Scan paper documents approximate cost in 2026:	34 boxes approximately		\$ 7,000.00	One time cost (Line 55 page 1)

		Cost in 2026	
Junk removal (one truck)		\$2,000	One time cost (Line 5 page 1)

		Monthly	Yearly	Cost in 2026	
If need to rent a small public storage for SCJPC items/history					
5x5 unit Public Storage 211 W Allen Ave \$30 one time fee	\$60 / month (month to month rent no obligations)	\$ 60.00	\$ 720.00	\$ 420.00	(7 months in 2026)
(may increase yearly depending on market price)				RENT	(Line 12 page 1)

		Monthly	Yearly	Cost in 2026	
<b>San Dimas business address and shared space/rental</b>					
Physical address mailing address (San Dimas, CA)	Monthly	\$ 50.00			
Use of office for one person, 6 hours a month for accounting purposes	Monthly	\$ 300.00			
	Monthly Total	\$ 350.00	\$ 4,200.00	\$ 2,450.00	(7 months in 2026)
				RENT	(Line 12 page 1)

			Yearly	Cost in 2026	
<b>Additional use of shared office (\$50/hour) is included for budgeting purposes only and does not imply we will use this budget.</b>	4 hours per quarter for Team Building (16 hours total) 16 additional hours for urgent use Total: 24 hours (for budgeting purposes only)		\$ 1,200.00	\$ 1,200.00	(Line 12 page 1)
				RENT	

A document will be provided for each employee to sign upon receiving their reimbursement checks of \$500 and \$900. The document will confirm that the employee understands that if they leave the company before completing seven years of service, the reimbursed amount will be deducted from their final paycheck. A table summarizing the details will also be provided.

$$\text{Annual Depreciation} = \frac{\text{Cost}}{\text{Number of Years}} = \frac{500}{7} \approx 71.43$$

Here's a simple table showing the remaining value each year if someone leaves:

Year	Depreciation Taken (\$)	Remaining Value (\$)
0	0	500
1	71.43	428.57
2	142.86	357.14
3	214.29	285.71
4	285.72	214.28
5	357.15	142.85
6	428.58	71.42
7	500	0

So if an employee leaves after, for example, 3 years, the company could deduct **\$285.71** from their last paycheck to account for the remaining value.

$$\text{Annual Depreciation} = \frac{\text{Cost}}{\text{Number of Years}} = \frac{900}{7} \approx 128.57$$

Here's a table showing the depreciation and remaining value each year:

Year	Depreciation Taken (\$)	Remaining Value (\$)
0	0	900
1	128.57	771.43
2	257.14	642.86
3	385.71	514.29
4	514.28	385.72
5	642.85	257.15
6	771.42	128.58
7	900	0

So, for example, if an employee leaves after 3 years, the company could deduct **\$514.29** from their last paycheck to account for the remaining value.

## Office Closure Savings

**Closing the Office / Remote Work – SCJPC will save approximately:**

Current overhead (as of July 2025)	Monthly	Yearly
Rent (includes janitorial and electricity services):	10,362	<b>124,344</b>
Alarm System	58	<b>696</b>
Internet	166	<b>1,992</b>
Conference phone VOIP number	43	<b>516</b>
Office firewall license	25	<b>295</b>
Office copy/scan machine lease	340	<b>4,080</b>
<b>Total estimated savings:</b>		<b>131,923 Per year</b>

### Internet and Cell Phone (Wireless) Bill Survey

SCJPC Employee	Internet Bill (per month)	Cell Phone Bill (per person)
Staff 1	\$ 101.25	\$ 67.60
Staff 2	\$ 119.09	\$ 80.00
Staff 3	\$ 66.25	\$ 26.45
Staff 4	\$ 60.00	\$ 80.00
Staff 5	\$ 98.00	\$ 122.09
Staff 6	\$ 148.89	\$ 109.58
Staff 7	\$ 55.00	\$ 125.00
Staff 8	\$ 65.00	\$ 41.67
Staff 9	\$ 60.00	\$ 137.50
Staff 10	\$ 130.00	\$ 33.13
Staff 11	\$ 55.00	\$ 30.00

Average	\$ 87.13	\$ 77.55
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	ATT INVLOVED PB JPAs Distributed	JPAs required fixes	% of Return
BILLER 1	56	12	21%
BILLER 2	14	8	57%
BILLER 3	42	6	14%
BILLER 4	43	16	37%
BILLER 5	31	11	35%
BILLER 6	18	3	17%
BILLER 7	22	6	27%
TOTAL	226	62	27%

TOTAL PB SUBMITTED		
10/1/2025 - 10/31/2025 FOR NOVEMBER 25 BS		
	JPAS	POLES
2P	215	863
3P & 4P	351	1740
5PLUS	71	545
<b>TOTAL</b>	<b>637</b>	<b>3148</b>

TOTAL SUBMITTED		
10/1/2025 - 10/31/2025 FOR NOVEMBER 25 BS		
	JPAS	POLES
2P	1181	3700
3P & 4P	1093	5934
5PLUS	117	723
<b>TOTAL</b>	<b>2391</b>	<b>10357</b>

REASONS		
TOTAL PB SUBMITTED		
10/1/2025 - 10/31/2025 FOR NOVEMBER 25 BS		
	JPAS	
1 COR	12	
2 FIRE	15	
3 BILL FIRST	536	
4 UNFORSEEN CATASTROPHE	74	NAME UPDATED MARCH 19, 2025 OPERATING COMMITTEE MEETING
<b>GRAND TOTAL</b>	<b>637</b>	

SCE PB SUBMITTED		
PRIORITY JPAS SUBMITTED IN NOVEMBER 25 BS		
	JPAS	POLES
2P	205	744
3P & 4P	321	1347
5PLUS	60	344
<b>TOTAL</b>	<b>586</b>	<b>2435</b>

SCE TOTAL SUBMITTED				
TOTAL JPAS SUBMITTED IN NOVEMBER 25 BS				
	JPAS	POLES	JPAS	POLES
2P	1098	3259	19%	23%
3P & 4P	813	2767	39%	49%
5PLUS	99	490	61%	70%
<b>TOTAL</b>	<b>2010</b>	<b>6516</b>		

SCE SUBMITTED		
PRIORITY JPAS SUBMITTED IN NOVEMBER 25 BS		
	JPAS	
1 COR	12	
2 FIRE	15	
3 BILL FIRST	485	
4 UNFORSEEN CATASTROPHE	74	NAME UPDATED MARCH 19, 2025 OPERATING COMMITTEE MEETING
<b>TOTAL</b>	<b>586</b>	

ATS PB SUBMITTED		
PRIORITY JPAS SUBMITTED IN NOVEMBER 25 BS		
	JPAS	POLES
2P	0	0
3P & 4P	9	115
5PLUS	2	33
<b>TOTAL</b>	<b>11</b>	<b>148</b>

ATS TOTAL SUBMITTED				
TOTAL JPAS SUBMITTED IN NOVEMBER 25 BS				
	JPAS	POLES	JPAS	POLES
2P	31	283	0%	0%
3P & 4P	224	2698	4%	4%
5PLUS	9	143	22%	23%
<b>TOTAL</b>	<b>264</b>	<b>3124</b>		

ATS SUBMITTED		
PRIORITY JPAS SUBMITTED IN NOVEMBER 25 BS		
	JPAS	
1 COR	0	
2 FIRE	0	
3 BILL FIRST	11	
4 UNFORSEEN CATASTROPHE	0	NAME UPDATED MARCH 19, 2025 OPERATING COMMITTEE MEETING
<b>TOTAL</b>	<b>11</b>	

EXT PB SUBMITTED		
PRIORITY JPAS SUBMITTED IN NOVEMBER 25 BS		
	JPAS	POLES
2P	0	0
3P & 4P	2	67
5PLUS	0	0
<b>TOTAL</b>	<b>2</b>	<b>67</b>

EXT TOTAL SUBMITTED				
TOTAL JPAS SUBMITTED IN NOVEMBER 25 BS				
	JPAS	POLES	JPAS	POLES
2P	0	0	#DIV/0!	#DIV/0!
3P & 4P	14	237	14%	28%
5PLUS	2	39	0%	0%
<b>TOTAL</b>	<b>16</b>	<b>276</b>		

EXT SUBMITTED		
PRIORITY JPAS SUBMITTED IN NOVEMBER 25 BS		
	JPAS	
1 COR	0	
2 FIRE	0	
3 BILL FIRST	2	
4 UNFORSEEN CATASTROPHE	0	NAME UPDATED MARCH 19, 2025 OPERATING COMMITTEE MEETING
<b>TOTAL</b>	<b>2</b>	

HLA PB SUBMITTED		
PRIORITY JPAS SUBMITTED IN NOVEMBER 25 BS		
	JPAS	POLES
2P	0	0
3P & 4P	0	0
5PLUS	1	31
<b>TOTAL</b>	<b>1</b>	<b>31</b>

HLA TOTAL SUBMITTED				
TOTAL JPAS SUBMITTED IN NOVEMBER 25 BS				
	JPAS	POLES	JPAS	POLES
2P	45	89	0%	0%
3P & 4P	29	100	0%	0%
5PLUS	6	30	17%	103%
<b>TOTAL</b>	<b>80</b>	<b>219</b>		

HLA SUBMITTED		
PRIORITY JPAS SUBMITTED IN NOVEMBER 25 BS		
	JPAS	
1 COR	0	
2 FIRE	0	
3 BILL FIRST	1	
4 UNFORSEEN CATASTROPHE	0	NAME UPDATED MARCH 19, 2025 OPERATING COMMITTEE MEETING
<b>TOTAL</b>	<b>1</b>	

M PB SUBMITTED		
PRIORITY JPAS SUBMITTED IN NOVEMBER 25 BS		
	JPAS	POLES
2P	10	119
3P & 4P	7	35
5PLUS	2	13
<b>TOTAL</b>	<b>19</b>	<b>167</b>

M TOTAL SUBMITTED				
TOTAL JPAS SUBMITTED IN NOVEMBER 25 BS				
	JPAS	POLES	JPAS	POLES
2P	7	69	143%	172%
3P & 4P	2	12	350%	292%
5PLUS	0	0	#DIV/0!	#DIV/0!
<b>TOTAL</b>	<b>9</b>	<b>81</b>		

M SUBMITTED		
PRIORITY JPAS SUBMITTED IN NOVEMBER 25 BS		
	JPAS	
1 COR	0	
2 FIRE	0	
3 BILL FIRST	19	
4 UNFORSEEN CATASTROPHE	0	NAME UPDATED MARCH 19, 2025 OPERATING COMMITTEE MEETING
<b>TOTAL</b>	<b>19</b>	

MCI PB SUBMITTED		
PRIORITY JPAS SUBMITTED IN NOVEMBER 25 BS		
	JPAS	POLES
2P	0	0
3P & 4P	7	107
5PLUS	3	51
<b>TOTAL</b>	<b>10</b>	<b>158</b>

MCI TOTAL SUBMITTED				
TOTAL JPAS SUBMITTED IN NOVEMBER 25 BS				
	JPAS	POLES	JPAS	POLES
2P	0	0	#DIV/0!	#DIV/0!
3P & 4P	4	48	175%	223%
5PLUS	0	0	#DIV/0!	#DIV/0!
<b>TOTAL</b>	<b>4</b>	<b>48</b>		

MCI SUBMITTED		
PRIORITY JPAS SUBMITTED IN NOVEMBER 25 BS		
	JPAS	
1 COR	0	
2 FIRE	0	
3 BILL FIRST	10	
4 UNFORSEEN CATASTROPHE	0	NAME UPDATED MARCH 19, 2025 OPERATING COMMITTEE MEETING
<b>TOTAL</b>	<b>10</b>	

NG PB SUBMITTED		
PRIORITY JPAS SUBMITTED IN NOVEMBER 25 BS		
	JPAS	POLES
2P	0	0
3P & 4P	5	69
5PLUS	3	73
<b>TOTAL</b>	<b>8</b>	<b>142</b>

NG TOTAL SUBMITTED				
TOTAL JPAS SUBMITTED IN NOVEMBER 25 BS				
	JPAS	POLES	JPAS	POLES
2P	0	0	#DIV/0!	#DIV/0!
3P & 4P	7	72	71%	96%
5PLUS	1	21	300%	348%
<b>TOTAL</b>	<b>8</b>	<b>93</b>		

NG SUBMITTED		
PRIORITY JPAS SUBMITTED IN NOVEMBER 25 BS		
	JPAS	
1 COR	0	
2 FIRE	0	
3 BILL FIRST	8	
4 UNFORSEEN CATASTROPHE	0	NAME UPDATED MARCH 19, 2025 OPERATING COMMITTEE MEETING
<b>TOTAL</b>	<b>8</b>	

## Who Members are to Email at SCJPC - Revised 01/09/2026

Misc Items	Description	Email (Only)	Subject of Email	Body of email	Example	SCJPC Request
Call Backs	A JPA previously submitted to SCJPC that needs to be recalled by the member. (Not to be final billed)	finaljpa@scjpc.net	CALL BACK	Please call back JPA(JPA NUMBER) sent <b>MM/DD/YY.</b>	<i>Please call back JPA E6047-4144776251 sent 4/25/2025.</i>	Please include original date sent submitted to SCJPC.
Priority Bills (new or at the SCJPC office)	JPA's that are submitted new or previously submitted to SCJPC that needs to priority bill.	finaljpa@scjpc.net	PRIORITY BILL	Please priority bill the following JPA numbers, (LIST JPA NUMBERS), and (REASON FOR PRIORITY BILL)	<i>Please priority bill the following JPA numbers, E6047-4144776251 - bill first and E6022-368844531 - fire.</i>	When requesting JPA to PB please include dashes in the JPA as shown on original JPA.
Priority Bills (asked to be fixed by SCJPC biller)	SCJPC biller requests corrections from members to be made	<b>Reply All to biller's email with the fixed copy of the JPA</b>				
Replace JPAs (Swap)	A JPA previously submitted to SCJPC that needs to be replaced.	finaljpa@scjpc.net	REPLACE	Please replace the attached JPA with the one <b>previously sent MM/DD/YY</b>	<i>Please replace the attached JPA with the one previously sent 06/15/2025.</i>	Please include original date sent submitted to SCJPC.
Form 7's	Form 7 Do Not Bill and Okay to bills <b>SCJPC must be on the To: line or CC: line</b>	scjpc.form7@scjpc.net	FORM 7 DO NOT BILL (JPA NUMBER) FORM 7 OKAY TO BILL (JPA NUMBER)	Please see attached F7 DO NOT BILL. Please see attached F7 OKAY TO BILL.	<i>Please see attached F7 DO NOT BILL. Please see attached F7 OKAY TO BILL.</i>	<b>SCJPC must be on the To: line or CC: line</b>
Pole Record Updates or Pole Record missing from database	Pole record updates (SCJPC pole record does not match JPA) or Pole Record missing from SCJPC database	kathleen@scjpc.net CC: angela@scjpc.net	Pole Record Update Pole Record Missing from Database	Pole #####X does not match JPA. Pole #####X is missing from the database.		<b>Pole Record Does Not Match</b> - Please include pole number, JPA Number, and description of what is missing <b>Pole Record Missing</b> - Please include pole information. <b>ALL Members on the pole record must agree pole is joint.</b>
Pending JPA Questions	Questions on the Pending JPA (FIFO) posted in SharePoint	finaljpa@scjpc.net	Pending JPAs	I have a question on the Pending JPAs list. List questions or concerns.	I have a question on the Pending JPAs list. List questions or concerns.	If a JPA is missing on the Pending JPA list remember to check the Ongoing Memo list posted in SharePoint prior to inquiring. *
Billing questions or Memo questions	Questions on billing (how a cost was determined), memos (reason for return), incorrect billing or totals.	kathleen@scjpc.net CC: angela@scjpc.net	Question on (JPA NUMBER) B/S MM/YY	I have a question on (JPA NUMBER) (list question)	I have a question on M285306. Can you please tell me how you came up the the purchase cost on line 8?	Please always attach entire JPA. not just partial JPA, or screenshot.
Other questions (not related to JPAs/Poles)	General questions unrelated to billing	questions@scjpc.net	Enter a meaningful subject	Describe your question		Please allow two business days for a response.

Created By: Southern California Joint Pole Committee - K. Allen 11/10/2025

**REMINDERS:**

1. To verify if a JPA has been finalized, please check the website at <https://scjpc.net/jpa-search/>.
  2. To check pending JPAs at the SCJPC office (to be processed next), please check the SCJPC SharePoint site, folder: Pending JPAs at the SCJPC Office. To gain access, please have your main representative email Angela or Kathleen.
  3. To check whether a JPA was returned to the initiator (JPA Memos, due to errors), please check the SCJPC SharePoint site, folder: Pending JPAs at the SCJPC Office >> Memos. To gain access, please have your main representative email Angela or Kathleen.
- \* Revised 12/17/2025 by K. Allen