

Southern California Joint Pole Committee

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

January 21, 2026

A regular meeting of the **Administrative Board** took place on the above date, at 9:02 a.m., via teleconference.

Those in attendance were:

Mr. John Bacon	City of Los Angeles
Mr. Lex Treepaisan	Frontier Communications
Ms. Silvana Ray	Southern California Edison
Mr. Kristoffer Scheetz	Southern California Edison
Ms. April DeBarge	Southern California Edison
Ms. Carla Stephen	Southern California Edison
Ms. Shelby Mulvehill	Southern California Edison
Ms. Marisol Bailey	Southern California Edison
Mr. Micheal Pearson	Southern California Edison
Mr. Samuel Picazo	Southern California Edison
Mr. Kevin Flores	Southern California Edison
Mr. Julian Ruiz	AT&T California
Ms. Kay Black	AT&T California
Mr. Barry Consulter	AT&T California
Mr. Alvin Robielos	AT&T California
Mr. Aaron Cochran	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. James Todaro	Verizon Wireless
Mr. Alex Parra	City of Riverside
Mr. John Vu	City of Anaheim
Ms. Maribel Sanchez	Teleport Communications America, LLC
Mr. Edward Khashadourian	City of Glendale
Mr. Howard Chadwick	MCI Metro ATS/MCI Telecommunications/XO Communications
Ms. Maria Ortiz	MCI Metro ATS/MCI Telecommunications/XO Communications
Mr. Salvador Zambrano	City of Burbank
Ms. Katia Muradian	City of Pasadena
Ms. Yesenia Delgado	Time-Warner Cable
Ms. Lynne LaFrenais	Bear Valley Electric Service, Inc.
Ms. Dianell Caamano	AT&T Mobility

Mr. Joseph DeLaTorre	City of Azusa
Mr. Ben Coffey	City of Banning
Mr. David Campo	City of Lompoc
Mr. Nick Van Stryk	City of Vernon (Petrelli Electric)
Ms. Alicia Smith	Sprint Nextel/Sprint Communications
Ms. Shawn Henderson	T-Mobile USA
Ms. Linda McLean	Extenet Systems
Ms. Heidi Seropian	Extenet Systems
Ms. Kristen Stathis	ATC-Outdoor DAS, LLC
Ms. Patti Ringo	Sonic Telecom, LLC
Ms. Angela Pranata	Committee Staff
Ms. Kathleen Allen	Committee Staff

CALL TO ORDER

Mr. Bacon, President of SCJPC, called the meeting to order at 9:02 a.m. Mr. Bacon then proceeded with roll call. When the roll call was completed City of Colton (F), M-Power Telecommunications (ICG), and Boldyn Networks US, LLC (MOB) were not in attendance.

There were no questions or comments.

HOUSEKEEPING:

Mr. Bacon requested that members who are teleconferencing mute their phones so that no interference is picked up. He added that if the teleconferencing members must step away from the meeting please inform the chair when they leave and return to the meeting, in the event that a vote call transpired in their absence. Additionally, he asked members, before speaking, to please state their name and company first, then proceed with comments or questions. If someone else is talking, please do not talk over them because it is hard to hear and incoherent.

APPROVAL OF MINUTES:

Mr. Bacon inquired whether the members reviewed the minutes of November 19, 2025, Administrative Board meeting and if there were any comments, additions, deletions, or revisions. In that there were no corrections, Mr. Bacon then solicited a motion to accept the minutes as written. Mr. Treepasian motioned to accept November 19, 2025, minutes as written. Ms. Black seconded the motion, which after the vote tally was completed, passed unanimously.

There were no questions or comments.

MANAGER'S REPORT

Ms. Pranata reported that the November 2025 Gross Expenses and Capital Investments totaled \$115,000.79, and members were assessed the same amount. Ms.

Pranata then reported that the December 2025 Gross Expenses and Capital Investments totaled \$123,023.38, and members were assessed the same amount as well.

There were no questions or comments.

COMMUNICATIONS:

Gateway Cities Council of Government (COG) Membership Application

- A letter from our attorney was sent to COG per the Administrative Board's request and is included in the packet (page 1).

Ms. Pranata reported that at the last Administrative Board meeting, members requested that SCJPC's attorney send a letter to the Gateway Cities Council of Governments. The letter, included in the packet, has been sent to the COG. Ms. Pranata added to date; no response has been received.

There were no questions or comments from the members.

SPECIAL REPORTS:

There were no Special Reports.

SUB-COMMITTEE REPORTS:

Authorized Cost ad hoc Committee

Mr. Van Stryk reported this ad hoc committee met in November 2025. Mr. Van Stryk noted that the pole pricing information has been submitted and will be discussed at the next meeting.

He directed the members to the minutes for all the details.

Compliance ad hoc Committee

Ms. Dizon reported this ad hoc committee met in November 2025. There were no new topics discussed.

For additional information, she referred the members to the meeting minutes.

Computer Communications ad hoc Committee

Ms. Ray reported this ad hoc committee met in November 2025.

She directed the members to the minutes for all the details.

Routine Revision ad hoc Committee

Ms. Ortiz reported this ad hoc committee met in November 2025. It was a very quick meeting with no discussion.

She directed members to the minutes for full details.

Basic JPA Training ad hoc Committee

Ms. Dizon reported this ad hoc committee met in November 2025. Ms. Black proposed limiting billing out of sequence billing reversals to pole replacements, while billing purchase of interest transactions using the current active records to reduce time and administrative burden. Members generally supported the concept, noting that it would enable faster and more efficient billing. Concerns were raised regarding reimbursement accuracy and timely billing. Ms. Allen agreed to provide a comparative analysis to assist members in determining whether to adopt the proposed approach.

For additional information, she referred the members to the meeting minutes.

Operating Committee

Mr. Treepaisan reported this ad hoc committee met in November 2025. Ms. Allen reviewed with staff that billers must contact the designated representatives and not contractors. She also reiterated the correct procedures for requesting vacation and time off. The most recent administrative aide resigned due to difficulties adapting to SCJPC processes, goals, and terminology, which resulted in multiple errors. Also discussed, the increasing volume of Priority JPAs and taking a buffer month to assess workflow impacts, with the potential of establishing a cap or limit in the future. Additional topics included office closure plans, one-time reimbursements for monitors, worktables, and chairs, as well as organizational restructuring. Lastly, Ms. Hernandez will be promoted to serve as lead over the Billing Support Analysts.

He directed the members to the minutes for all the details.

CONSENT CALENDAR:

Nominated 2026 SCJPC Officers and Ad Hoc Chairs (recommended by Nominating Committee)

- Included in packet (page 4-5) and emailed to all members 1/6/2026

Ms. Black opened the item and presented the nominees on the consent calendar. The proposed slate includes LADWP for President and Frontier Communications for Vice President. The companies listed for the Operating Committee are provided in the attached document, and additional members may be added upon request. For the ad hoc committee chairs, the following assignments were proposed: Routine Revision: XO Communications (continuing), Authorized Costs, City of Vernon (continuing), Computer Communications, Southern California Edison (continuing), Compliance, AT&T California (to begin after this vote), Billing Process Simplification and Basic JPA Training, Crown Castle (continuing), Pole Loading (as needed) Southern California Edison, and Reorganization, Frontier Communications (as needed).

2026 Proposed Operating Budget DRAFT 3 (recommended by Operating Committee)

- Included in packet (page 6-9) and emailed to all members 1/6/2026

Mr. Treepasian opened the discussion and noted that the significant changes are

highlighted in yellow (see attached). He explained that one example is the reduction in shredding costs by a few thousand dollars. The most substantial change, however, is the reduction of rent by approximately \$60,000 due to the office closure. He further clarified that while costs for 2026 will be slightly higher during the transition year, expenses are expected to decrease significantly thereafter. The projected cost for 2026 is approximately \$41,000, with annual costs in subsequent years estimated at about \$16,000. These ongoing expenses primarily reflect reimbursements and fees related to storage, the business address, and shared workspace. Mr. Treepasian concluded with a brief summary, noting that the overall impact of these adjustments results in an estimated 1.48% decrease from the prior year's approved Operating budget. He then invited questions or concerns from the members. Mr. Bacon noted that the summary was impressive.

Mr. Treepaisan proceeded to state that the vote on the *2026 Proposed Operating Budget DRAFT 3* would be taken together with the vote on the *Nominated 2026 SCJPC Officers and Ad Hoc Chairs*, as included on the consent calendar. Mr. Treepaisan then motioned to approve the *2026 Proposed Operating Budget DRAFT 3* and the *Nominated 2026 SCJPC Officers and Ad Hoc Chairs*. Ms. Black seconded the motion. Following the tally, the motion passed unanimously.

DISCUSSION CALENDAR:

Item 1799 & 1800 (recommended by the Routine Revision committee):

- Item 1799: Approved Maintenance Program Routine Handbook Review (Kay Black – AT&T California - 2/19/25) (Page 10 in packet)
- Item 1800: Approved Maintenance Program Review (K. Black – AT&T CA – 2/19/2025, moved from Compliance on 08/20/2025) (Page 12 in packet)
- SCE requested that items 1799 and 1800 be moved back to discussion (A. DeBarge, 10/16/2025).
- Edits from SCE are included in the meeting packet (page 13 in packet).
- Action item from last admin board meeting: Ms. Ray agreed to review the documentation and continue the conversation offline. Ms. Black requested Edison to advise when they are ready to discuss further and noted the topic will remain on the discussion agenda.

Ms. Pranata reported that, as an action item from the last Administrative Board meeting, Edison agreed to review the documentation and continue the discussion offline. AT&T California requested that Edison notify them when they are prepared to resume the conversation, and the item was to remain on the Discussion Calendar. Ms. Black stated that the parties met over the break and that Edison indicated they needed additional time to complete their review and edits. In response to Ms. Pranata's inquiry regarding whether the item should remain under the Discussion Calendar, Ms. Black recommended returning it to the Routine Revision Committee. Ms. Pranata confirmed that the item would be removed from the Administrative Board agenda and reassigned to the Routine Revision Committee.

There were no further questions or comments from the members.

Deposit in the Operating Fund (1998 Agreement Section 8-B)

Ms. Pranata opened by drawing the Board's attention to Section 8-B of the 1998 Agreement, regarding the deposit in the operating fund, which states: "all Members shall maintain on deposit in the Operating Fund an amount determined by the Administrative Board to be reasonably necessary to prevent short-term cash shortages." She reported that throughout 2025, the SCJPC fund balance was critically low on multiple occasions, and cash flow relied heavily on the timing of member assessment payments. While some members paid within 30 days, others were significantly delayed, resulting in several instances where payroll coverage was uncertain until the day prior. Due to this instability, overtime was suspended for January 2026 because it was unclear whether sufficient funds would be available to cover both regular payroll and overtime. After consulting with the bank and Mr. Treepaisan, Ms. Pranata initiated a request for a business line of credit; approval is pending, but interest rates are high. To avoid these situations, she requested that each member maintain the required deposit in accordance with the 1998 Agreement. This would ensure that employees are paid on time and reduce the uncertainty caused by delayed payments. She calculated the average monthly member assessments for 2025 and shared this data with Mr. Bacon and Mr. Treepaisan, suggesting the 2025 average be used as each member's required deposit amount. Ms. Pranata shared the 2025 membership assessment average spreadsheet with the committee (see attached). Mr. Van Stryk asked whether the bylaws define how the deposit is calculated. He noted that the bylaws cite a maximum of 20% of annual operating costs. Ms. Pranata clarified that the SCJPC did not have any additional fees listed in Section (B) "total billings for Special Work, Cost Causers, and Data Access Requests." Mr. Treepaisan added that the values calculated by Ms. Pranata are well below the 20% threshold. For example, a \$1,000,000 operating budget would allow a \$200,000 requirement, while the proposed deposits range around \$20,000 to \$30,000 for larger members. Mr. Van Stryk asked whether SCJPC charges late fees. Ms. Pranata responded that it does not. He then asked about repercussions for non-payment. Ms. Pranata explained that members receive a notice of default and may lose membership if payment is not made within the required timeline. Mr. Van Stryk asked if voting rights are lost before removal. Ms. Pranata confirmed they can be. Mr. Van Stryk suggested trying enforcement for one year. Ms. Pranata noted that several members regularly pay after 30 days, some as late as 60 days. Mr. Van Stryk asked what timeline is used for marking accounts past due. Ms. Pranata stated accounts are considered past due at 60 days. Mr. Van Stryk observed that 60 days past due plus an additional 30-day enforcement threshold totals 90 days approximately 25% of a year. He suggested the bylaws may need to be updated to reflect a 25% deposit requirement rather than 20% to ensure adequate operating reserves. Mr. Treepaisan stated he could reevaluate the numbers and agreed that if a bylaw change to 25% is needed, it can be addressed. Mr. Van Stryk emphasized that any change to the deposit requirement must align with the bylaws so that future members cannot challenge the amount. Mr. Treepaisan agreed, noting that the methodology previously used was based on accountants' recommendations and high cost months. He acknowledged that a bylaw change would likely require a two-thirds or three-quarters vote but felt it was achievable. He added that payroll was at risk several times during the year and that while strict penalties for non-payment may be appropriate, unavoidable circumstances sometimes contribute to delays. The deposit

requirement would help prevent reliance on credit and interest charges. Mr. Van Stryk agreed, emphasizing the importance of matching bylaws to practice and of addressing chronic late payments more directly, potentially through loss of voting rights or administrative review rather than allowing members to remain months past due. Mr. Treepaisan supported adopting both a bylaw update and clearer expectations regarding late payments; however, since time is of the essence, maintaining the deposit in the operating fund is the best way for now to ensure SCJPC has sufficient funds for payroll and overtime. Ms. Ray commented that Edison is continually being asked to expedite payments and believes the issue should remain under discussion. Ms. Black stated that AT&T California supports implementing penalties and appreciates the discussion regarding increasing the deposit requirement to 25%. However, she recommended proceeding with the current 20% requirement for now, as the bylaw amendment process cannot be completed immediately. She added that establishing the 20% deposit will provide the necessary financial cushion in the interim, and the Board can revisit the additional 5% once the bylaws have been formally updated. Mr. Treepaisan stated that he agreed, noting that the goal is simply to ensure sufficient funds are available in the account should issues arise with payments from major pole owners. Mr. Van Stryk asked for clarification on how the deposits would be held, whether they would remain in a single account with each member's contribution tracked individually, and whether funds had ever been withdrawn in the past. Mr. Treepaisan explained that, to his knowledge, the deposits have never been used. Based on current estimates, the top three members would contribute approximately \$40,000 to \$70,000 collectively, while payroll is approximately more than \$20,000. These amounts should provide adequate coverage. He confirmed that the deposits would simply be held in the existing bank account rather than a separate fund. Ms. Pranata confirmed that the deposits would remain in the bank account and would be refundable if a member were to leave the committee. Mr. Van Stryk suggested that, in cases of late payment, SCJPC could draw from a member's deposit and require the member to both replenish the deposit and pay the outstanding assessment. Mr. Treepaisan stated that the proposed deposit is intended to be a one-time contribution that remains in the fund to ensure payroll can be met if major pole owners experience payment delays. He noted that while using individual deposits to cover late payments is not unreasonable, it would increase administrative workload compared to simply maintaining a reserve fund. Ms. Pranata explained that a separate invoice would need to be created for the deposit, so it does not appear within the regular monthly member assessments. Mr. Van Stryk clarified that the deposit should be treated as an annual requirement, not a monthly one. Ms. Pranata asked whether the annual deposit should be collected each January. Mr. Van Stryk stated that, per his understanding, each member is required to maintain at least 20% of the prior year's operating costs in the account as a reserve for situations in which payments become past due. Mr. Treepaisan asked whether this would effectively create an accumulating reserve if collected annually. Mr. Van Stryk clarified that members would only contribute the difference between the prior year's deposit and the new required amount, based on changes in operating costs. Mr. Treepaisan acknowledged that this approach made sense. Mr. Van Stryk added that members who become past due should be required to replenish their deposit after funds are drawn. Mr. Parra noted that penalties alone would not address the immediate operational impact if a member does not pay. A reserve fund is necessary to protect the budget, and since deposits are refundable when members leave, the funds would not be lost.

Mr. Treepaisan proposed reducing the deposit calculation to 20% and issuing deposit invoices based on the amounts shown. He asked whether Edison and AT&T California were comfortable with the proposed deposits. Mr. Parra asked whether a vote was required. Mr. Treepaisan stated that the bylaws already authorize a 20% requirement; only an increase to 25% would require an amendment. Mr. Van Stryk reiterated that the 25% figure becomes relevant only when combining past-due time with the payment grace period. Ms. McLean stated she preferred to proceed with 20%, as this is the first time deposits are collected. Ms. Ray stated she would need to discuss the matter internally. Mr. Treepaisan observed that 20% should sufficiently cover payroll and asked for confirmation that members preferred maintaining the 20% requirement. Ms. McLean and Mr. Parra agreed, with Mr. Parra noting that the lack of reserves is the immediate issue. Ms. Pranata updated the spreadsheet to show the 20% calculations, which resulted in higher amounts than those presented in the previously shared 2025 membership assessment averages. Mr. Treepaisan stated this was expected. Mr. Treepaisan noted the updated figure appeared doubled but clarified it reflected the full 20% calculation. Mr. Van Stryk asked whether the amount was based on 2025 operating expenses. Ms. Pranata confirmed that she used total 2025 operating expenses multiplied by 20%. Mr. Bacon stated that maintaining a reserve fund is necessary to ensure continuity of operations and payroll. He expressed concern about scenarios where multiple members delay payment for extended periods, noting that the reserve would provide only minimal backup in such cases. Ms. Ray stated she needed additional time to understand the proposal and raised concerns about ensuring all members meet their obligations, as delayed payments place an unfair burden on timely payers. Mr. Bacon added that while penalties may be appropriate, the SCJPC must continue operating regardless of individual members' payment issues. He also noted that delays are sometimes caused by internal processes unrelated to contractors. Ms. Black recommended proceeding with the original deposit amounts calculated and proposed by Ms. Pranata ("Column Q" – the 2025 membership assessment averages) as collecting the full 20% immediately—such as Edison's \$74,000 would be difficult for some members. She stated that implementing the original amounts would provide an immediate and necessary financial buffer. The committee could then revisit whether 20% or another percentage is appropriate. She stated that taking no action would be inadvisable. Mr. Treepaisan noted that 2025 salary expenses total approximately \$976,000, meaning 20% would be about \$200,000. The originally proposed deposit total of \$123,000 is still below that threshold and therefore compliant with the bylaws. Because payroll was nearly unmet several times during the year 2025, establishing this reserve would provide essential stability. Mr. Parra questioned why no 20% reserve appears to have been maintained previously and emphasized the committee's obligation to comply with the bylaws. He suggested that the deposit could be spread over 12 months to ease the financial burden on members. Mr. Treepaisan agreed that installment payments could be considered but emphasized that some level of emergency funding is urgently required. Mr. Treepaisan instructed Ms. Pranata to issue invoices for the amounts shown in blue, noting they are below the 20% threshold. He will review bylaws and methodology for future adjustments. Ms. Pranata asked whether the deposit should be included in the January assessment or issued as a separate invoice. Mr. Van Stryk asked whether multiple line items could be shown. Ms. Pranata confirmed she can create a separate line item or a separate invoice. Ms. Black stated that AT&T California requires a separate invoice for audit purposes. Ms. Ortiz

and Mr. Van Stryk agreed. Mr. Van Stryk suggested accepting the blue column amounts for now and determining the precise calculation method for next year. He also recommended tracking when funds are withdrawn from the reserve so recurring late payers can be identified. Mr. Bacon asked how the committee would handle unpaid amounts if a member filed for bankruptcy. Mr. Van Stryk explained that outstanding amounts remain owed and must be submitted to bankruptcy court, while operating costs would decrease if the member ceased participation. Mr. Treepaisan noted that the committee previously navigated a bankruptcy case, and while payments were delayed, they were ultimately received. Ms. Pranata confirmed receiving payments from Frontier Communications after submitting invoices to a designated portal.

Ms. Black then motioned to approve the total amount shown in the blue column (see attached), to be issued on a separate invoice and sent to members immediately. Mr. Treepaisan seconded the motion. After the vote tally, passed. However, Ms. McLean and Ms. Ringo abstained.

Mr. Van Stryk had one last question and asked whether the deposit would be held in a separate account or within the general operating fund. Mr. Treepaisan responded that the funds would be placed in the general account, noting that the bylaws do not require a separate account. Mr. Van Stryk agreed, stating the bylaws reference the operating fund, which he understood to be the general account. Mr. Treepaisan confirmed that no special account was planned, although one could be created if needed. Mr. Van Stryk then asked whether the committee should consider placing the funds in an interest bearing account, such as a savings account or CD. Mr. Parra noted that the challenge would be maintaining immediate access to the funds when needed for payroll. Mr. Van Stryk suggested this option might be considered in future years. Ms. Pranata stated that the funds could be placed in a market rate account, though the interest earned would be minimal. Mr. Parra suggested exploring a high yield savings option with short withdrawal times to ensure funds remain accessible. Ms. Pranata agreed to contact the bank to inquire about available options.

There were no further questions or comments from the members.

OTHER ITEMS:

Unfinished Business

Item 1581: Pole Record Redesign – OPERATING (10/16/2013) **(STILL OPEN)**

Item 1597: Review of Routine Handbook examples – ROUTINE REVISION
(5/19/2015) **(STILL OPEN)**

Item 1630: CPUC Updates – COMPLIANCE (2/14/2018) – **ON HOLD**

Item 1658: Environmental Issues – COMPLIANCE (1/16/2019, moved from Admin Board 1/15/2020) **(STILL OPEN)**

Item 1776: Establishing a Timeline and Codified Process for Mutual benefit of Pole Replacements - ADMINISTRATIVE BOARD (3/17/2021, Moved from COMPLIANCE 6/18/2021) – **ON HOLD**

Item 1793: Section 4.0 with Form 48 – ROUTINE REVISION (10/18/2023) - **ON HOLD**

Item 1798: Strand Mounted Antennas – ROUTINE REVISION (11/20/2024) **(STILL OPEN)**

- Item 1799: Approved Maintenance Program Routine Handbook Review – ROUTINE REVISION (2/19/2025) **(STILL OPEN)**
- Item 1800: Approved Maintenance Program Review – COMPLIANCE (2/19/2025) **(STILL OPEN)**
- Item 1801: Review of Pole Price Calculations – AUTHORIZED COSTS (2/29/2025) **(STILL OPEN)**
- Item 1802: Review of Authorized Cost Calculations – AUTHORIZED COSTS (2/29/2025) **(STILL OPEN)**
- Item 1806: Standardized Excel Form – COMPUTER COMMUNICATIONS (6/18/2025, Moved from OPERATING 5/21/2025) **(STILL OPEN)**

Closed Items

All items remain open.

New Business

Known Items:

There were no Known Items.

Unknown Items:

Accountability of Payments

Ms. Ray asked whether an item should be opened to address member accountability for timely payments. Ms. Pranata agreed and confirmed that an item would be added for discussion on member payment accountability. Mr. Treepaisan noted that the discussion would likely involve developing a proposal addressing penalties or other measures related to delinquent payments, and that the committee should continue reviewing options until a resolution is reached. Mr. Van Stryk added that a recurring agenda item could help spotlight chronic late payers, though he expressed opposition to imposing monetary fines, stating that financial penalties are not always the most effective method for encouraging compliance. He suggested that restricting certain privileges such as the ability to have Final Form 2s processed could serve as a more effective incentive. Mr. Treepaisan agreed, noting that such operational impacts would likely be more meaningful.

There were no further questions or comments from the members.

Time Limit for Final Form 2 Billing

Mr. Chadwick raised a concern regarding late billing from pole owners, noting that some charges date back five to ten years, and in certain cases even up to twenty years. He suggested exploring whether these older bills should be separated from current billing. He explained that under existing rules, there is a two year window after opening a JPA with a Form 2; if a Form 48 is not issued within two years, the pole

owner may act. Additionally, certain fees apply when a Form 48 is issued or when a pole owner completes and final the work. Mr. Chadwick emphasized that some pole owners initiate work but never issue a Form 48 or final the job, resulting in large batches of very old bills being submitted all at once, which then appear in current billing cycles and create challenges for members. Mr. Van Stryk clarified the sequence of steps; Preliminary Form 2, Form 48, and Final Form 2 and noted that while work may have been agreed to long ago, members can still request clarification or updates if the work has not actually been performed. He added that delays sometimes occur due to clerical issues, such as incorrect PTD entries requiring multiple memos between members and the SCJPC to resolve. Mr. Chadwick asked about the average processing time for billing once a Final Form 2 is submitted. Mr. Van Stryk responded that timelines vary by member. Ms. Black estimated an average of six to eight months, and Ms. McLean noted the timing also depends on whether it is bill first or bill after billing. Mr. Van Stryk provided an example of an 11-year-old Form 2 awaiting another member’s finalization, which prevents him from finalizing his JPA. Mr. Chadwick stated that such open ended delays are problematic and should not continue indefinitely. He recommended establishing a specific time limit for final billing. Mr. Treepaisan agreed and suggested creating an item number under Routine Revision so that Mr. Chadwick could draft proposed rules or process changes for committee consideration. The committee concurred, and Ms. Pranata assigned the issue as *Item 1808, “Time Limit for Final Form 2 Billing,”* under the Routine Revision Committee.

There were no further questions or comments from the members.

Policy Changes (standing agenda item)

There were no Policy Changes.

SCHEDULE OF FUTURE MEETINGS:

Future meetings that will be remote were scheduled as follows:

Administrative Board	2/18/2026	9:00 a.m.	Teleconference (MS TEAMS)
Operating Committee	2/18/2026	Following	Administrative Board
Nominating Committee	2/18/2026	Following	Operating Committee
Authorized Costs Committee	2/18/2026	Following	Nominating Committee
Routine Revision Committee	2/18/2026	Following	Authorized Costs Committee
Compliance Committee	2/18/2026	Following	Routine Revision Committee
Computer Committee	2/18/2026	Following	Compliance Committee
Basic JPA Training	2/18/2026	Following	Computer Committee

ADJOURNMENT

Mr. Bacon adjourned the meeting at 10:28 a.m. until Wednesday, February 18, 2026.

Mr. Bacon, President

Ms. Angela Pranata, Manager of Operations

Transcribed by Ms. Kathleen Allen - Committee Staff



VIA Email Only hdelatorre@gatewaycog.org; jkramer@gatewaycog.org; imt@jones-mayer.com

December 2, 2025

Hector De La Torre
Jonathan Kramer
Ivy Tsai
Gateway Cities Council of Governments
16401 Paramount Blvd.
Paramount, CA 90723

Re: Information Needed for Consideration for SCJPC Membership

Dear Hector, Jonathan and Ivy:

This letter is intended to summarize the information Southern California Joint Pole Committee (SCJPC) needs in order to consider the Gateway Cities Council of Governments (GCCOG) for membership in the SCJPC.

A. Threshold Question of Whether GCCOG Meets the Definition of “Member” in the SCJPC 1998 Agreement.

SCJPC has taken the time to become more familiar with “joint powers authority” under California Law.

Government Code section 6502 states:

If authorized by their legislative or other governing bodies, two or more public agencies by agreement may jointly exercise any power *common* to the contracting parties, including, but not limited to, the authority to levy a fee, assessment, or tax, even though one or more of the contracting agencies may be located outside this state.

(Emphasis added.)

This is known as the “common powers” rule and prohibits public agencies from forming JPAs to exercise a certain power unless each contracting party to the JPA individually has the same power. *Robings v Santa Monica Mountains Conservancy*, 188 Cal.App.4th 952, 962 (2010) (“The ‘common powers’ rule — the rule that the powers that may be exercised by a joint powers agency can be no greater than the powers shared by each of the agency’s constituent members—arises from this provision”).

Thus it is our understanding that each city of the GCCOG must have the power to provide telecommunications services to the public. If any one member lacks that power, the JPA lacks power to provide telecommunications services to the public.

Also, Government Code section 6503 states, "The [JPA] agreements shall state the purpose of the agreement or the power to be exercised. They shall provide for the method by which the purpose will be accomplished or the manner in which the power will be exercised."

A review of the Joint Exercise of Powers Agreement of the Gateway Cities of Governments (A Joint Powers Authority) (GCCOG JPA Agreement) provided by GCCOG's counsel Ivy Tsai via email dated November 3, 2025 confirms the GCCOG JPA Agreement appears to be silent on whether GCCOG has the power to provide telecommunications services. (See Section 4 – no mention of power to provide telecommunications services).

Thus, two pieces of information are needed to consider GCCOG for SCJPC membership: 1) proof that each of the cities that comprise the GCCOG have the power to provide telecommunications services to the public; and 2) evidence that the GCCOG Agreement states the "power to be exercised" – i.e. the power to provide telecommunication services to the public.

These are necessary because of SCJPC's 1998 Agreement's definition of "member."

1. "Member" as Defined in the SPJCP Agreement

The Agreement states, 2. Definition of Terms, (k) Member:

Member: A communication, electric power, transportation, or other *Utility*, publicly or privately owned, which conducts business within the Operating Boundaries, which uses poles in the conduct of its business for the supplying of its service, and is a party to this Agreement. A Member meets the criteria for classification as a Member contained in Section 6 of this Agreement.

(Emphasis added.)

2. Definition of Terms, (w) Utility in turn states:

Utility: A governmental entity providing utility service, or an entity franchised or certificated as a public utility by the California Public Utility Commission.

(1) Government or Publicly Owned Utility - Any Utility owned by a governmental entity or public entity.

(2) Privately Owned Utility - Any Utility owned by a Sole Proprietor, Partnership, or Corporation.

Thus, the question is whether GCCOG is: 1) “governmental entity providing utility service;” or 2) “an entity franchised or certificated as a public utility by the California Public Utility Commission.”

Item (2) I believe is easily answered. The CPUC has not (SCJPC’s knowledge) “franchised or certified” GCCOG as a public utility. During the meeting on October 31, 2025 representatives of CPUC confirmed GCCOG does not have a Certificate of Public Convenience and Necessity (CPCN) nor do they issue one for “public entities”.

Item (1) is an incredibly complex question that turns on municipal (city) power to provide retail telecommunications/broadband service to the public and the functions/power of a Joint Powers Authority as applied to the specific circumstance presented by GCCOG’s proposed project.

Without the answers to the original questions above (whether member cities of GCCOG each have the power to provide telecommunications to the public and if so whether the GCCOG Agreement grants GCCOG that same power) SCJPC is unable to consider whether GCCOG meets the definition of “member” in SCJPC’s 1998 Agreement. This of course is a threshold issue.

B. Other Requirements of Membership Still Outstanding.

Other membership requirements outstanding include:

1. Audited financial statements for 2024;
2. Verification of “the ability to demonstrate proof of sufficient insurance, self insurance, or the financial ability to defend and to respond in damages to the kind of litigation usually incident to a utility business of the size of the applicant.” For this requirement, SCJPA will accept proof that GCCOG has liquid assets in the amount of at least \$25,000.

SCJPC believes the above is all of the outstanding information it needs to consider GCCOG for membership. Please keep in mind providing the above places GCCOG in the position of being voted on for membership by current members of the SCJPC. Compliance does not guaranty membership in the SCCPC.

Thank you for your cooperation and professional courtesy.

Very truly yours,



Scott T. Shibayama

Southern California Joint Pole Committee

279 E. Arrow Hwy. Suite 104

San Dimas, CA 91773

Phone (909) 599-3801

The Nominating Committee agreed to nominate the following officers for **2026**:

PRESIDENT

City of Los Angeles, DWP (M) – John Bacon

VICE PRESIDENT/OPERATING COMMITTEE CHAIR

Frontier Communications (FTR) – Lex Treepaisan

OPERATING COMMITTEE MEMBERS

Chair: Frontier Communications (FTR) – Lex Treepaisan

AT&T California (H/T)

City of Los Angeles, DWP (M)

Southern California Edison (E)

Verizon Wireless (ATC)

Crown Castle NG West, Inc. (NG)

Teleport Communications (TCA)

XO Communications (NXT)

AT&T Mobility (LAC)

Sprint Nextel Corporation (SPR)

Sprint Communications (FON)

T-Mobile USA Inc. (PBM)

Time Warner Cable (TWN/TWN)

City of Vernon (V)

City of Banning (COB)

Bear Valley Electric (BVE)

Extenet Systems (EXT)

ad hoc Routine Revision Committee

Chair: XO Communications (NXT) – Maria Ortiz

ad hoc Committee on Authorized Cost Elements

Chair: City of Vernon (V) – Nick Van Stryk

ad hoc Committee on Computer Communications

Chair: Southern California Edison (E) – Silvana Ray

ad hoc Committee on Compliance

Chair: AT&T California (H/T) – Kay Black

ad hoc Committee on Billing Process Simplification

Chair: Crown Castle NG West, Inc. (NG) – Aarize Dizon

As needed

ad hoc Committee on Basic JPA Training

Chair: Crown Castle NG West, Inc. (NG) – Aarize Dizon

As needed

ad hoc Committee on Pole Loading

Chair: Southern California Edison (E) – Silvana Ray

As needed

ad hoc Committee on Reorganization

Chair: Frontier Communications (FTR) – Lex Treepaisan

As needed

**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	PENSION EXPENSE								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	MONTHLY RECURRING								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	EQUIP & FURN MAIN.								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	NETWORK SYSTEM								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	PRINTING & SUPPLY								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	CONTRACT SERVICES								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	GENERAL EXPENSE								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	COMPUTER SYSTEM								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	EQUIPMENT & FURNITURE PURCHASES								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	TOTAL Expenses	968,187.85	1,036,170.75	1,374,111.65	1,447,837.49	1,658,079.49			72
73		8.73%	18.49%	8.43%	13.97%	1.48%			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	1,658,079			75
76	Special Billing, billed to SCE	323.06	35,029.89	69,920.85					76
77		2022	2023	2024	2025	2026			77
78		ACTUAL	ACTUAL	ACTUAL	Estimated	PROPOSED			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
TOTAL FOR ESTIMATED SALARIES (WITH OVERTIME)		1,094,447.00		106,157.73
				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

2026 Year Only	\$ 41,678.00	Page 1 - Line 5, 6, 12, 55, and 66
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	
			Yearly	Cost in 2026 only	

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

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

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

If need to rent a small public storage for SCJPC items/history		Monthly	Yearly	Cost in 2026	
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)

San Dimas business address and shared space/rental		Monthly	Yearly	Cost in 2026	
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		
Additional use of shared office (\$50/hour) is included for budgeting purposes only and does not imply we will use this budget.	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.

Item 1799 - Maintenance Program – edits in red

(Please also review the related edits for Item 1800 for Authorized Cost Review.)

Glossary

F. Approved Maintenance Program

An Approved Maintenance Program will be one that was presented to the Administrative Board, and approved through the normal voting process, as outlined in the current Agreement.

Membership “approval” is needed to bill shared costs through the Form 44 process.

Membership “approval” does not mean the Membership is “approving” a Utility’s actual Maintenance Programs specific details. The criteria used to define “mutual benefit, “to share costs in intrusive testing, is outlined in section 19.5. Before January 1 each year, the owner implementing the pole intrusive inspection and treatment program will identify the expected number of poles to be tested that year, with their approximate locations and submit the data to each pole owner, prior to starting the work.

Section 2.7 – Other Billing Directives

H. Approved Maintenance Program

Per Section 19.5, those utilities currently involved in an approved intrusive inspection/~~inspection & treatment~~ maintenance program are shown below:

Member Date of Board Approval

SCE (Edison) October 1993

~~*steel stub/fiberglass April 2007~~

~~wrap added~~

M (DWP) July 2000

MP (Pasadena) July 2000

J (Riverside) June 2001

MA (Azusa) August 2001

D (City of Anaheim) January 2006

BVE (Bear Valley Electric) January 2006

LLW (City of Lompoc) March 2009

B (City of Burbank) April 2016

All intrusive inspection/inspection and treatment joint pole authorizations will be final billed within three years of inspection date. ~~May only be billed once every 5~~

Item 1799: Approved Maintenance Program Handbook Review

~~years.~~ Inspections completed prior to the members Board approval date, cannot be billed to other members. (Revised April 2016).

~~Billing Members shall send the list of poles from intrusive inspection (and item 15a re-tagging if any) to the other owners by the 5th of each month.~~

~~The receiving member should respond within 15 days to advise if there are any discrepancies. After 15 days, the list can be submitted to the SCJPC office to be added onto the F44.~~

Section 19

19.5 Intrusive Inspection, ~~or Inspection~~ and if needed Treatment of Poles

~~Inspection, or inspection and treatment of joint poles subject to GO 165 or GO 95 may be made by any joint owner without expense to the other owner(s).~~

~~When an approved maintenance program exists (see Glossary), the expense will be shared equally by each owner of the pole (See Item 12, may include item 6, and 15. See Section 2.7H for members with approved maintenance program). ~~May only be billed once every 5 years. (January 2012).~~~~

~~Criteria for pole intrusive test shared billing will be to adhere to requirements outlined in GO 165, Table 1, and to provide required test data at the time of invoicing.~~

~~The required data must include at a minimum, the Pole Tag, Year Set, Height, Class, Lat/Long, Address, Inspection Vendor Name, Current Inspection date, Past Inspection Date (if any), Pass/Fail Results, Original Circ, Effective Circ, Intrusive Inspection Type, Reject Status, Remaining Strength, Treatment Performed, Intrusive Test Recommended Corrective Action.~~

~~The required data shall be in excel format and shall have all fields answered.~~

~~Additional intrusive testing may be conducted at the discretion of the base owner or upon request from another member to ensure compliance with General Order 95 Rule 44.2; however, such additional testing shall be performed at the expense of the requesting party, with no cost-sharing among members.~~

Item 1800: Approved Maintenance Program Review

Item 1800 - Maintenance Authorized Cost Items

Edits are red –

12. Pole **Intrusive** Inspections and Treatment (Only one item number per test.)

(a) Reserved for future use	
(b) Partial Dig	261
(c) Sound and Bore	261
(d) Full Treatment	261
(e) Reject	261

Note: May only be billed once every 5 years (Effective May 2014).

- a. Poles Excavated – Treated Reject, Full Excavation or Dug Reject – poles over 15 yrs
- b. Poles Not Excavated – Sound & Bore, Visual – poles over 15 yrs
- c. Poles Partially Excavated – Partial Excavate – poles over 15 yrs
- d. Poles Excavated – Treated Reject, Full Excavation or Dug Reject – poles w/pass 20 yrs ago
- e. Poles Not Excavated – Sound & Bore, Visual– poles w/pass 20 yrs ago
- f. Poles Partially Excavated – Partial Excavate– poles w/pass 20 yrs ago

(f,g) Re-inspection of reinforced poles (may only be billed once every 10 years, effective 06/01/2011)417

15. Pole Marking – Maintenance items only (Revised 11/17/2021)

(a) Re-Tagging....only once per pole per 12 mos, unless special agreement.....	161
(b) Replacing Visibility Strips only once per year, unless special agreement.....	163

Items 1799 & 1800 Edits from SCE 11/7/2025



Re: 2025 Oct 15 SCJPC Meeting: Administrative Board, Operating Additional Information

From Silvana Ray <Silvana.Ray@sce.com>

Date Fri 11/7/2025 5:47 PM

To April DeBarge <April.DeBarge@sce.com>; Angela Pranata <angela@scjpc.net>; aaska@anaheim.net <aaska@anaheim.net>; Alex Parra <AParra@riversideca.gov>; ATC.OutdoorDAS@americantower.com <ATC.OutdoorDAS@americantower.com>; Ben Coffey <bcoffey@banningca.gov>; DAILEY (AT&T CA), TODD M DAILEY <td3494@att.com>; Daniel Lippert <DLippert@burbankca.gov>; David Campo <D_Campo@ci.lompoc.ca.us>; Heidi Seropian <hseropian@extenetsystems.com>; Hien Vuong (Azusa) <hvuong@azusaca.gov>; John Vu <JVu@anaheim.net>; Bacon John R. <John.Bacon@ladwp.com>; Joint Pole BURBANK <JointPole@burbankca.gov>; BLACK, KAY R <kb6314@att.com>; Linda McLean <lmclean@extenetsystems.com>; Marco Murillo <marco.murillo@verizonwireless.com>; Megan Stewart <Megan.Stewart@ftr.com>; Nick Van Stryk (Vernon) <nick@petrellielectric.com>; pb4420@att.com <pb4420@att.com>

Good afternoon All,

Please see the attached redlines below for item 1799:

Item 1799 - Maintenance Program – edits in red

(Please also review the related edits for Item 1800 for Authorized Cost Review.)

Glossary

F. Approved Maintenance Program

An Approved Maintenance Program will be one that was presented to the Administrative Board, and approved through the normal voting process, as outlined in the current Agreement.

Membership “approval” is needed to bill shared costs through the Form 44 process.

Membership “approval” does not mean the Membership is “approving” a Utility’s actual Maintenance Programs specific details. The criteria used to define “mutual benefit, “to share costs in intrusive testing, is outlined in section 19.5. ~~Before January 1 each year, the owner implementing the pole intrusive inspection and treatment program will identify the expected number of poles to be tested that year, with their approximate locations and submit the data to each pole owner, prior to starting the work.~~

15. Pole Marking – Maintenance items only (Revised 11/17/2021)

- (a) Re-Tagging....~~only once per pole per 12 mos, unless special agreement~~..... 161
- (b) Replacing Visibility Strips ~~only once per year, unless special agreement~~.....163

Items 1799 & 1800 Edits from SCE 11/7/2025

Regards,

Silvana Ray

Sr. Supervisor

Joint Pole Operations | Regulatory, Ops. Mgmt. & Engagement

T. (909) 357-6130 | M. (714) 465-0038

PIV1 | 1 Innovation Way Pomona, CA 91768 | 3rd Floor



**Mental Health
FIRST AIDER**

**VALUES BASED
INSPIRING EACH OTHER
CENTERED ON SAFETY
ONE TEAM**

Safety | Integrity | Excellence | Respect | Continuous Improvement | Teamwork

Questions? Click Here: [JOINT POLE OPERATIONS](#)

From: April DeBarge <April.DeBarge@sce.com>

Sent: Thursday, October 16, 2025 1:16 PM

To: Angela Pranata <angela@scjpc.net>; aaska@anaheim.net <aaska@anaheim.net>; Alex Parra <AParra@riversideca.gov>; ATC.OutdoorDAS@americantower.com <ATC.OutdoorDAS@americantower.com>; Ben Coffey <bcoffey@banningca.gov>; DAILEY (AT&T CA), TODD M DAILEY <td3494@att.com>; Daniel Lippert <DLippert@burbankca.gov>; David Campo <D_Campo@ci.lompoc.ca.us>; Heidi Seropian <hseropian@extenetsystems.com>; Hien Vuong (Azusa) <hvuong@azusaca.gov>; John Vu <JVu@anaheim.net>; Bacon John R. <John.Bacon@ladwp.com>; Joint Pole BURBANK <JointPole@burbankca.gov>; BLACK, KAY R <kb6314@att.com>; Linda McLean <lmclean@extenetsystems.com>; Marco Murillo <marco.murillo@verizonwireless.com>; Megan Stewart <Megan.Stewart@ftr.com>; Nick Van Stryk (Vernon) <nick@petrellelectric.com>; pb4420@att.com <pb4420@att.com>; Torbati, Iman <ITorbati@ci.vernon.ca.us>; 'Vinh Tran' <VTran@anaheim.net>; Lex Treepaisan <lex.treepaisan@ftr.com>; Baldwin, Kimberly [CTO] <Kimberly.2.Baldwin@t-mobile.com>; Lynne LaFrenais <lynne.lafrenais@bvesinc.com>; Alicia Smith <ASmith@motiveis.com>; Maria Ortiz <MOrtiz@motiveis.com>; Akerson, Victoria <VAkerson@burbankca.gov>; Isaiah.Zamorano@bvesinc.com <Isaiah.Zamorano@bvesinc.com>; Brian Botteri <brian.botteri@sonic.com>; Ken.haley@sonic.com <Ken.haley@sonic.com>; Arellano, Claudia <carellano@ci.vernon.ca.us>; Aarize Dizon <aarize.dizon@crowncastle.com>; maggie.howell@americantower.com <maggie.howell@americantower.com>; Kristen.Stathis@AmericanTower.com <Kristen.Stathis@AmericanTower.com>; Patricia.Ringo@sonic.com <Patricia.Ringo@sonic.com>; Gabriel.Tansey@sonic.com <Gabriel.Tansey@sonic.com>; Dianell Caamano <dcaamano@motiveis.com>; Ghilardi, Anthony <aghilardi@cityofpasadena.net>; Michael S Pearson <michael.pearson@sce.com>; Kristina.Nagy@CrownCastle.com <Kristina.Nagy@CrownCastle.com>; Marisol Bailey <Marisol.Bailey@sce.com>; Truong, Michael <MTruong@burbankca.gov>; Johnny Villalobos <jvillalobos@tpx.com>; Shawn Henderson <SHenderson@networkconnex.com>; Samuel Picazo <SAM.PICAZO@SCE.COM>; Jeffrey York <jyork@coagentco.com>; Kevin Jimmy Flores <kevin.flores@sce.com>; Joseph.ledesma10@T-mobile.com <Joseph.ledesma10@T-mobile.com>; Silvana Ray <Silvana.Ray@sce.com>; Joe Armstrong <jarmstrong@cityofpasadena.net>; renzo.garzon@boldyn.com <renzo.garzon@boldyn.com>; Dawn Laffoon <dawn.laffoon@boldyn.com>; Asset Management - US NAT <am.us@boldyn.com>; CClark@burbankca.gov <CClark@burbankca.gov>; ba3817@att.com <ba3817@att.com>; Maribel Sanchez <MSanchez@motiveis.com>; SZambrano@burbankca.gov <SZambrano@burbankca.gov>; Steven Chagolla <schagolla@anaheim.net>; jgreaney@anaheim.net <jgreaney@anaheim.net>; Jeremy.Effinger.contractor@crowncastle.com <Jeremy.Effinger.contractor@crowncastle.com>; Costa, Jackie <jacqueline.costa@crowncastle.com>; howard.chadwick@verizon.com <howard.chadwick@verizon.com>; tamara.zaki@boldyn.com <tamara.zaki@boldyn.com>; Elias Avila <Eavila@coltonca.gov>; phinojos@coltonca.gov <phinojos@coltonca.gov>; rommel.balba@ladwp.com <rommel.balba@ladwp.com>; George Varghese <VGGeorge@Glendaleca.gov>; AVerma@Glendaleca.gov <AVerma@Glendaleca.gov>; Jason Smith <jsmith@banningca.gov>; Joseph DeLaTorre <Joseph.DeLaTorre@azusaca.gov>; iorzuna@glendaleca.gov <iorzuna@glendaleca.gov>; jatodaro@motiveis.com <jatodaro@motiveis.com>; April.Flores@crowncastle.com <April.Flores@crowncastle.com>; Yesenia Delgado <Yesenia.Delgado@charter.com>; Kathleen

No meeting of the Administrative Board shall be convened unless and until there are present at such meeting representatives of Members which own at least three quarters (3/4) of the shares apportioned among the Members as provided above in this Section 7. However, no action may be taken at any meeting on a matter unless one of the following conditions are met: (i) written notice of such matter has been mailed to all Members at least seven (7) days prior to such meeting; (ii) the same matter was discussed at the last meeting and is being acted upon pursuant to the by-laws, Article VIII, Section 5; or (iii) Members present agree to vote thereon.

8. FINANCING OPERATION OF THE COMMITTEE:

(A) Operating Expenses: Funds for paying the reasonable and necessary expenses of operating the Joint Pole Office shall be derived by assessment and shall be deposited in the Operating Fund.

Each Member shall be assessed monthly for such purposes based on the following:

(1) An amount equal to one percent (1%) of the total operating expenses of the Office, from the month for which assessment is being made, including expenses for the Pension Plan (minus total billings for Special Work, Cost Causers, Data Access requests, or Data Access completed by the Office for non-members during such month*). Such one percent (1%) assessment shall be considered as payment by each Member utility for a Unit of Benefit.

(2) The remaining expenses are the total monthly operating expenses (excluding the Cost Causers, Special Work, Data Access requests, or Data Access completed by the Office for non-members during such month*) minus the total amount assessed to all Members as a Unit of Benefit.

Remaining expenses shall be assessed based on each Member's percentage of total Non-Useable Footage on all Jointly Owned Poles.

*For a period of 36 months, beginning the effective date of this Agreement, assessments for Data Access shall be credited back to the original contributing Members.

(B) Deposit in the Operating Fund: All Members shall maintain on deposit in the Operating Fund an amount determined by the Administrative Board to be reasonably necessary to prevent short-term cash shortages; provided, however, that the total of such deposit shall not exceed at any time twenty percent (20%) of the difference between: (A) the total expenses of the Office for the previous calendar year, including expenses for the Pension Plan, and (B) total billings for Special Work, Cost Causers, Data Access requests, or Data Access requests completed by the Office for non-members during such year. Such amount is subject to change as necessary by action of the Administrative Board as herein provided.

(C) Furniture, Fixtures, Equipment, and Intellectual Property: Funds for paying the reasonable expenses of necessary furniture, fixtures, equipment, and Intellectual Property for the Office shall be derived by assessments levied by the Administrative Board proportionately against all Members. Funds received from the sale of furniture, fixtures equipment or Intellectual Property shall be credited proportionately to all Members and such credits shall be applied to such Members' obligations under subsection (A)(1&2), above.

(D) Special Work: Special Work (which includes, but is not limited to, the processing of JPAs not initiated via the computer system) for the sole benefit of any Member or Members may be undertaken by the Office at the discretion of the Office manager, so long as said request does not significantly disrupt the normal operation of the Office, and the expense thereof shall be billed on an actual costs basis and borne entirely by that Member or those Members. Requests that significantly affect the normal operation of the Office will be

undertaken only upon written request from such Member or Members and approval of the Operating Committee.

(E) Pension Plan Expenses and Obligations: Funds for paying the expenses of maintaining a Pension Plan shall be included in the monthly operating expenses of the Committee and assessed accordingly.

(F) Membership Fee: Membership Fees are to be received from New Members within 60 days from acceptance of their membership per Section 6 of this Agreement. Membership Fees will be based on a fair share of the Committee Office Operating Fund, Intellectual Property, Pension Plan, and Furniture, Fixtures and Equipment. The Administrative Board has the right to periodically reestablish this amount based upon the aforementioned criteria.

(G) Special Assessment: Special Assessment funds for non-budgeted expenditures shall be equally levied by the Administrative Board against all Members.

9. HOLD HARMLESS:

Each Member agrees to indemnify, to defend, and to save harmless each other Member, the Committee, the Office, and its and their Directors, Officers, agents, employees, successors and assigns from any and all claims or demands arising out of injuries or death to persons, or damage to property, sustained by any person, either corporate or real, to the extent related to or arising from the negligent act or omission of each such Member or its officers, agents, employees, contractors, tenants, or licensees while exercising the privileges of or performing the duties required by this Agreement, the by-laws, the Routine Handbook, or other governing documents. Each Member shall be proportionately responsible for its own negligent acts and omissions and pay proportionately any judgment for damages awarded to any person, either corporate or real, as a result of such acts or omissions. Each such Member also agrees to pay any and all reasonable costs incurred by

MEMBERSHIP ASSESSMENT

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	Q	R
1																2025	Member
	2025	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	Average	Code	
2	1	ATC	1,556.33	1,558.42	1,707.59	1,582.84	2,195.38	1,837.59	1,778.47	1,784.44	1,743.79	2,215.30	1,647.53	1,853.15	21,460.83	1,788.40	ATC
3	2	TCA	1,450.66	1,466.21	1,626.49	1,511.04	2,099.33	1,767.59	1,697.64	1,714.70	1,675.75	2,128.41	1,583.19	1,786.95	20,507.96	1,709.00	TCA
4	3	D	1,524.86	1,541.21	1,709.43	1,587.66	2,206.17	1,855.78	1,783.84	1,802.73	1,761.29	2,237.93	1,664.39	1,869.44	21,544.73	1,795.39	D
5	4	MA	1,148.63	1,160.90	1,289.83	1,196.89	1,726.34	1,410.50	1,344.29	1,359.13	1,330.19	1,686.27	1,255.14	1,450.41	16,358.52	1,363.21	MA
6	5	B	1,348.66	1,363.10	1,512.54	1,404.69	2,015.93	1,647.28	1,578.04	1,595.49	1,559.89	1,980.20	1,473.19	1,674.11	19,153.12	1,596.09	B
7	6	F	1,155.12	1,167.47	1,297.09	1,203.66	1,671.05	1,418.22	1,351.91	1,366.84	1,337.68	1,695.86	1,261.46	1,456.89	16,383.25	1,365.27	F
8	7	A	1,428.10	1,442.67	1,601.30	1,487.52	2,065.57	1,740.81	1,671.20	1,688.83	1,649.77	2,095.22	1,558.52	1,761.64	20,191.15	1,682.60	A
9	8	LLW	1,137.07	1,149.22	1,276.92	1,184.09	1,643.77	1,395.91	1,329.90	1,344.57	1,316.04	1,668.17	1,241.71	1,436.63	16,124.00	1,343.67	LLW
10	9	MM	7,635.67	7,722.64	8,547.18	7,964.92	11,186.19	9,116.71	8,957.20	9,046.74	8,800.45	11,243.31	8,341.99	8,719.02	107,282.02	8,940.17	MM
11	10	MP	1,337.11	1,351.42	1,499.63	1,392.65	1,934.41	1,632.71	1,564.49	1,580.93	1,545.74	1,962.10	1,459.76	1,659.52	18,920.47	1,576.71	MP
12	11	J	1,557.36	1,574.06	1,745.74	1,621.54	2,253.39	1,894.39	1,821.95	1,841.26	1,797.91	2,284.78	1,699.15	1,905.10	21,996.63	1,833.05	J
13	12	SPR	1,108.19	1,120.02	1,244.65	1,154.72	1,603.90	1,363.31	1,296.87	1,312.03	1,284.41	1,627.70	1,211.68	1,405.83	15,733.31	1,311.11	SPR
14	13	FTR	17,795.55	17,971.49	19,852.80	18,508.12	25,807.76	21,118.73	20,816.53	21,017.05	20,427.79	26,120.94	19,376.78	20,034.49	248,848.03	20,737.34	FTR
15	14	ICG	1,092.30	1,103.96	1,226.89	1,138.16	1,579.77	1,343.58	1,278.23	1,292.33	1,265.27	1,603.20	1,193.51	1,387.19	15,504.39	1,292.03	ICG
16	15	LAC	1,207.12	1,228.05	1,364.07	1,266.16	1,758.14	1,489.43	1,422.21	1,437.06	1,405.92	1,783.18	1,327.03	1,524.17	17,212.54	1,434.38	LAC
17	16	ATS	1,527.03	1,554.35	1,744.93	1,625.30	2,265.98	1,918.41	1,826.19	1,871.24	1,829.54	2,327.38	1,733.12	1,942.39	22,165.86	1,847.16	ATS
18	17	MCI	1,152.24	1,166.01	1,300.32	1,208.93	1,679.45	1,425.94	1,357.84	1,381.39	1,354.32	1,717.16	1,281.21	1,482.83	16,507.64	1,375.64	MCI
19	18	H/T	17,708.90	17,886.08	19,764.04	18,428.31	25,664.18	21,032.93	20,726.76	20,930.56	20,349.56	26,021.90	19,304.89	19,959.11	247,777.22	20,648.10	H/T
20	19	PBM	1,108.19	1,111.26	1,234.96	1,145.69	1,590.26	1,352.16	1,286.70	1,300.89	1,273.59	1,613.85	1,201.41	1,395.30	15,614.26	1,301.19	PBM
21	20	E	26,669.29	26,931.93	29,751.97	27,743.48	38,648.61	31,646.77	31,204.78	31,521.26	30,634.48	39,177.47	29,063.73	29,968.85	372,962.62	31,080.22	E
22	21	BVE	1,307.50	1,321.49	1,466.55	1,361.78	1,923.76	1,598.39	1,529.77	1,545.82	1,511.62	1,918.43	1,427.37	1,627.10	18,539.58	1,544.97	BVE
23	22	NXT	1,168.12	1,180.61	1,312.43	1,217.97	1,690.99	1,434.52	1,368.01	1,383.11	1,353.49	1,716.09	1,277.26	1,473.91	16,576.51	1,381.38	NXT
24	23	TWS	615.12	621.70	690.50	640.99	891.14	754.52	720.00	728.81	712.95	904.37	673.00	771.81	8,724.91	727.08	TWS
25	24	TWN	722.00	729.73	809.92	752.42	1,045.38	879.78	845.35	857.26	837.79	1,064.12	792.30	895.01	10,231.06	852.59	TWN
26	25	COB	1,148.63	1,160.90	1,289.83	1,196.89	1,661.61	1,410.50	1,344.29	1,359.13	1,330.19	1,686.27	1,255.14	1,450.41	16,293.79	1,357.82	COB
27	26	NG	3,069.54	3,159.57	3,552.41	3,336.70	4,702.16	3,891.72	3,751.22	3,864.86	3,778.66	4,832.19	3,599.25	3,872.20	45,410.48	3,784.21	NG
28	27	FON	1,067.02	1,078.41	1,198.65	1,111.81	1,543.05	1,313.55	1,248.59	1,262.36	1,236.14	1,565.93	1,165.86	1,358.82	15,150.19	1,262.52	FON
29	28	V	1,125.52	1,137.54	1,264.01	1,172.79	1,628.03	1,383.04	1,317.19	1,332.58	1,304.39	1,653.26	1,230.65	1,425.28	15,974.28	1,331.19	V
30	29	EXT	1,096.63	1,108.34	1,233.35	1,147.19	1,593.41	1,354.73	1,288.40	1,313.74	1,286.91	1,630.89	1,215.63	1,412.32	15,681.54	1,306.80	EXT
31	30	AMT	1,062.69	1,074.03	1,193.81	1,107.29	1,536.75	1,308.40	1,243.51	1,257.22	1,231.15	1,559.54	1,161.12	1,353.96	15,089.47	1,257.46	AMT
32	31	MOB	1,064.13	1,075.49	1,195.42	1,108.80	1,538.85	1,310.12	1,245.20	1,258.93	1,232.81	1,561.67	1,162.70	1,355.58	15,109.70	1,259.14	MOB
33	32	STL	1,062.69	1,074.03	1,193.81	1,107.29	1,536.75	1,308.40	1,243.51	1,257.22	1,231.15	1,559.54	1,161.12	1,353.96	15,089.47	1,257.46	STL
34		SUBTOTAL	105,157.97	106,292.31	117,699.06	109,618.29	152,887.46	126,356.42	123,240.08	124,610.51	121,390.63	154,842.63	115,000.79	123,023.38	1,480,119.53	123,343.29	Member Code
35															TOTAL	2025 Average	