

California State University, Sacramento

Capital Public Radio – Forensic Services

August 14, 2024

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CPAs | CONSULTANTS | WEALTH ADVISORS

[CLAconnect.com](https://www.CLAconnect.com)



August 14, 2024

California State University, Sacramento
6000 J Street, Sacramento, CA, 95819

Re: Capital Public Radio – Forensic Services

To Whom It May Concern:

CliftonLarsonAllen LLP was retained by California State University, Sacramento, (“Sacramento State”) to perform analysis and forensic accounting services with regard to the above referenced matter. We have been asked to provide our services in this matter specifically related to, but not limited to, (1) expenditures and disbursements to determine if there is evidence of personal benefit to the former General Manager of Capital Public Radio (“CPR”), (2) contracts, loans, and credit agreements executed by the former General Manager, specifically including those with local furniture companies, for evidence of possible conflicts of interest, and (3) the procurement card activity for all cardholders for evidence of inappropriate or personal use. Additional areas of investigation were determined through discussion with Sacramento State during the engagement. The purpose of this report is to summarize the results of our work.

We performed our engagement in accordance with the Statement on Standards for Forensic Services No. 1 (“SSFS No. 1”) of the American Institute of Certified Public Accountants (“AICPA”) and the Code of Professional Standards of the Association of Certified Fraud Examiners (ACFE). This report does not constitute an audit, compilation, or review, in accordance with standards of the AICPA, the objective of which would be the expression of an opinion on any specified elements, accounts, or items. Accordingly, CLA does not express such an opinion. The professional standards promulgated by the AICPA prohibit CLA from rendering an opinion as to whether there has been any fraud or other criminal activity by anyone associated with this engagement. The professional standards promulgated by the ACFE prohibits Certified Fraud Examiners (CFEs) from expressing opinions regarding the guilt or innocence of any person or party. Therefore, CLA does not render such opinions.

This report has been updated to correct the grand total shown in the tables included in the Executive Summary and Conclusion sections. The individual line items and subtotals in the tables remain accurate and unchanged. Additionally, clarification has been added to include the dates of service of certain CPR board members and other information shared with CLA subsequent to the release of the original version of the report.

Respectfully submitted,

CliftonLarsonAllen LLP

A handwritten signature in black ink, appearing to read 'Jenny Dominguez'.

Jenny Dominguez, CPA/CFF, CFE
Principal

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1. Executive Summary

CLA was engaged by Sacramento State to examine several potential avenues of personal benefit by a former executive and board members of CPR. The initial scope period for this examination was July 1, 2020, through June 30, 2023; however, due to limitations in obtaining documentation and new information obtained during the examination, the period of review differed for certain areas, which is detailed in the Results of Forensic Services section.

The transactions summarized below were identified by CLA as having been directly disbursed to specific individuals or were purchases made via credit card by specific individuals without the support of expense reports and/or receipts, while other areas of forensic review focused on other types of transactions are discussed in detail in the results of forensic services section.

CLA examined expenditures and disbursements to determine if there is evidence of personal benefit to the former Executive Vice President and General Manager of CPR, Subject #1.¹ Our investigation included interviews with individuals involved in CPR finances, financial analysis, and a review of documents provided by CPR. As detailed within this report, CLA determined that a total of \$460,831.93 in unsupported payments were either directly disbursed to Subject #1, or Subject #1 made purchases via credit card that were subsequently paid by CPR without corresponding evidence of expense reports and/or receipts.

An additional \$307,493.41 in unsupported payments made by CPR to AMEX may have been related to purchases incurred by Subject #1; however, the statements and supporting documentation were not available or could not be located. The overall breakdown of the unsupported payments is detailed as follows:

Description	Time Period	Amount	Attachment
American Express (AMEX) charges paid by CPR that are not supported by either expense reports or receipts.	January 2021 – June 2022	\$ 127,552.08	1
AMEX charges paid by CPR that have associated expense reports, but no receipts.	May 2022 – June 2023	6,807.94	2
Disbursements to Subject #1 that have no support.	July 2020 – June 2023	266.32	4
ACH payments to Subject #1 that have no support.	February 2020 – September 2021	53,016.00	5
Additional American Express (AMEX) charges paid by CPR that are not supported by either expense reports or receipts (expanded scope period).	December 2017 – December 2020	273,189.59	6
Subtotal		<u>\$460,831.93</u>	

¹ See table in Background section for names of individuals referenced throughout this report.

Description	Time Period	Amount	Attachment
Payments to AMEX identified in CPR's online banking for which statements and supporting documentation are not available or could not be located. This includes: 1) payments to AMEX within the date range of the statements provided to CLA but not associated with those statements or 2) payments to AMEX with dates prior to the dates on the statements provided.	November 2019 – November 2023	133,237.53	3
Payments to AMEX with dates prior to the dates on the statements provided.	May 2017 – November 2017	174,255.88	7
Subtotal		<u>\$307,493.41</u>	
Grand Total		<u>\$768,325.34</u>	

CLA initially contacted Subject #1 on February 20, 2024, in an attempt to inquire about these transactions and request supporting documentation. Subject #1 has retained legal counsel, who has been corresponding with CLA regarding this request. On March 29, 2024, at the request of Subject #1's legal counsel, CLA provided to Subject #1 and their legal counsel a list of possible questions to be asked in an interview and the schedule of transactions in question. An interview of Subject #1 was eventually scheduled for May 24, 2024, the soonest availability provided by Subject #1's legal counsel. On May 23, 2024, CLA emailed Subject #1 and their counsel to confirm the interview the following day and add additional topics to the list of interview questions. Later that afternoon, Subject #1's counsel called CLA to communicate that Subject #1 no longer wanted to participate in the interview with CLA and desired to engage in discussions about reimbursement to CPR. CLA indicated to Subject #1's counsel that CLA was not authorized to engage in those discussions on behalf of CPR or Sacramento State but would relay the message to Sacramento State. In communications with Subject #1's counsel, CLA indicated that if Subject #1 had any documentation to support the list of transactions that were provided, those could be provided in advance of the scheduled interview, if desired.² However, as of the date of this report, no additional information or documentation regarding these transactions has been submitted by Subject #1 or their counsel. Our conclusions on these transactions are subject to change should Subject #1 provide additional information or documentation related to these transactions.

In addition to the possibility of misappropriation of CPR funds, CLA also examined leases and contracts, including those with local furniture companies, for evidence of possible conflicts of interest with various Board members while Subject #2 was the President of CPR and Subject #1 was Executive Vice President and General Manager of CPR.³ Per Section 7.02(a) of the

² The list of transactions sent to Subject #1 and their counsel included: American Express transactions beginning in December 2020, American Express payments beginning in November 2019, expense report transactions beginning in June 2022, check payments to Subject #1 beginning in February 2019, and ACH payments to Subject #1 beginning in February 2020. Subsequent to Subject #1 canceling the interview with CLA, Sacramento State gathered evidence of additional payments made by CPR on credit cards held by Subject #1, which included transactions as far back as May 2017. These additional transactions were not shared with Subject #1 or their counsel by CLA.

³ Subject #2 became President Emeritus of CPR in 2020 and was President prior to that. Subject #1 was Executive Vice President and General Manager in 2020 and was Chief Financial Officer prior to that. Subject #1 departed CPR in June 2023.

Capital Public Radio Board of Directors Bylaws, “this Corporation shall not engage in any transaction which meets the definition of a “self-dealing transaction” as defined in section 5233 of the Nonprofit Public Benefit Corporation Law unless the transaction has been approved by one of the means specified in subparagraph (d) of said section 5233.”^{4, 5}

Section 89906 of the California Education Code provides that, “No member of the governing board of an auxiliary organization shall be financially interested in any contract or other transaction entered into by the board of which he is a member, and any contract or transaction entered into in violation of this section is void.” Further, Section 89907 provides that, “No contract or other transaction entered into by the governing board of an auxiliary organization is void under the provisions of Section 89906, nor shall any member of such board be disqualified or deemed guilty of misconduct in office under said provisions, if the circumstances specified in the following subdivisions exist: (a) The fact of such financial interest is disclosed or known to the governing board and noted in the minutes, and the governing board thereafter authorizes, approves, or ratifies the contract or transaction in good faith by a vote sufficient for the purpose without counting the vote or votes of such financially interested member or members, and (b) The contract or transaction is just and reasonable as to the auxiliary organization at the time it is authorized or approved.”⁶

For four contracts, CLA found that there is evidence of possible conflicts of interest as, at the time certain procurement contracts and one property lease were executed, CPR had board members who were either also a President/CEO or partner of the counterparty or had a spousal relationship with an individual acting as a principal of the counterparty.⁷ However, such circumstances were not noted in the CPR board meeting minutes from July 2019 through May 2022 that CLA reviewed.⁸ This report has been clarified to reflect that one former CPR Board member, Board Member #5, was not a member of the CPR Board of Directors at the time of the transaction between CPR and the company they founded, Business #8. Thus, Business #8 is excluded from CLA’s finding of evidence of a possible conflict of interest.

CLA identified evidence of a possible conflict of interest in the process of leasing one of the new CPR headquarters locations (located at 730 I St.).⁸ It appears the spouse of a board member at the time held an ownership interest in the property, which, at a minimum, demonstrates at least the appearance of a potential conflict of interest. The spousal relationship was not noted in the Board meeting minutes. The majority of meeting minutes which detail discussions of the 730 I St. lease negotiations do not contain detail as to whether

⁴ A copy of the bylaws is attached as Exhibit 1.

⁵ A copy of California Corporations Code, Section 5233 is attached as Exhibit 2. Section 5233 falls within Division Two: Nonprofit Corporation Law, as referenced in the bylaws.

⁶ A copy of California Education Code Sections 89906 and 89907 are attached as Exhibit 3.

⁷ The four contracts include: (1) 730 I Street lease, (2) contract with Business #1, (3) contract with Business #6, and (4) contract with Business #7.

⁸ CLA is not making any legal claims, performing any analysis as to adherence to relevant laws, codes, or statutes, or reaching any conclusions of guilt or wrongdoing. In cases where certain documents or communications could not be found, CLA does not deny the existence of these records nor suggest any intentional withholding of them. Any statements or conclusions made in this report are subject to change pending the presentation of new information or records.

Board Member #1 was recused from the discussions when listed as in attendance at those meetings. Further, there was only one vote documented related to this property which took place during a meeting in which Board Member #1 was in attendance, however, the meeting minutes do not provide detail on the votes cast and instead only state that the motion passed. The period of negotiations and execution of this contract spanned from September 2019 through March 2021. No official motion or vote was recorded in the minutes related to the final lease execution. Board Member #1 benefitted from the execution of this lease as their spouse is a partial owner in the 730 I St. property.

Additionally, CLA identified evidence of a possible conflict of interest in procuring a furniture contract to furnish the new CPR headquarters location.⁸ The contract with Business #1 was entered into without evidence of undergoing a competitive bid process. The President/CEO of Business #1, Board Member #2, was a CPR Board Member at the time the contract was being negotiated and executed (October 2017 through May 2022), therefore presenting evidence of a possible conflict of interest.⁸ The Board approved the contract with Business #1 after being told by Subject #1 that the contract went through a competitive bid process administered by Business #4, but interviews conducted by Sacramento State of Business #4 representatives confirmed that they did not administer a bid process. Additionally, interviews by Sacramento State of two vendors represented as submitting bids confirmed they were never asked to provide a formal bid or proposal.

CLA also performed a limited analysis of ERC COVID-19 funding received by CPR during the scope period. A comprehensive review of all underlying documentation was not performed by CLA due to a determination by Sacramento State and CLA to prioritize the forensic analysis of other scope areas. CLA identified two deposits of funds that appear to be related to ERC COVID-19 funding: \$425,995.12 on April 19, 2023, and \$885,850.50 on June 5, 2023. CPR received a statement from their consultants in June 2023 indicating that CPR was ineligible for the ERC funding and was required to remit payment in the amount of \$885,850.50, the full amount received and deposited by CPR on June 5, 2023, to Business #11, their consultants used for the ERC claim.

For the two other contracts reviewed, CLA determined that a CPR Board member was a partner at the vendor. As such, the contracts with CPR may have provided a financial benefit to the Board members associated with each vendor.⁹ No discussions of potential conflicts of interest were identified in the board minutes.

Other areas reviewed by CLA include a timeshare gifted to CPR and P-Cards that all CPR department heads have access to. Based on the documentation reviewed, there was no evidence of inappropriate activity or personal benefit in these additional areas of analysis.

⁹ CLA is not making any legal claims, performing any analysis as to adherence to relevant laws, codes, or statutes, or reaching any conclusions of guilt or wrongdoing. In cases where certain documents or communications could not be found, CLA does not deny the existence of these records nor suggest any intentional withholding of them. Any statements or conclusions made in this report are subject to change pending the presentation of new information or records.

2. Background

According to the bylaws of Capital Public Radio, Inc., this corporation is “an auxiliary ... of, but legally separate from, the California State University, it is organized specifically for the purpose of operating the radio stations licensed to the Board of Trustees of the California State University, specifically its Sacramento, Chico and Humboldt campuses.”¹⁰ The California State University describes their auxiliary organizations on their website and states, “Auxiliary organizations at the California State University (CSU) are non-profit organizations and separate legal entities. They operate pursuant to written operating agreement with the CSU Board of Trustees, have separate governing boards with close connections to a campus and follow all legal and policy rules established by the CSU system and the respective campus administration.”¹¹ The California State University Chancellor’s Office completed an audit of CPR in September 2023 noting numerous instances of financial mismanagement.¹² Following the release of the audit, Sacramento State, by mutual agreement with CPR, moved the radio station’s fiscal administrative functions, including the accounting department and finances, to the University. At this time, Sacramento State took custody of all accounting related records. Therefore, CLA worked with Sacramento State to access records for the forensic review. While the fiscal functions were moved to Sacramento State, CPR still retains independence in its leadership, Board of Directors, and daily operations as it pertains to content and programming.

Following completion of the CSU Chancellor’s Office audit in September 2023, Sacramento State became concerned about various issues identified during Subject #1’s time as Executive Vice President and General Manager and Subject #2’s time as President at CPR. One concern brought to Sacramento State’s attention was a possible conflict of interest related to the new CPR headquarters building lease at 730 I Street. CPR Board Member #1 is spouse to Individual #1, partial owner of the 730 I Street property. Another concern regarding a conflict of interest is related to the furniture contract for the new headquarters property. CPR purchased furniture for its new headquarters from Business #1, whose President/CEO, Board Member #2, was a CPR Board Member at the time of negotiations and execution of the purchase from October 2017 through May 2022.¹³ Additionally, CPR staff identified unknown American Express and CHASE credit card statements, paid for by CPR, which did not appear to be legitimate CPR cards.¹⁴ Sacramento State requested CLA review concerns regarding other

¹⁰ Bylaws of Capital Public Radio, Inc. (A California Nonprofit Public Benefit Corporation), Article III - Specific Purpose, as amended July 28, 2022.

¹¹ <https://www.calstate.edu/csu-system/auxiliary-organizations/Pages/about-us.aspx>

¹² The audit report was issued on September 27, 2023, and covered the period January 1, 2021, through April 21, 2023. Observations and recommendations were identified in 17 areas. A copy of the report can be found at: <https://www.calstate.edu/csu-system/transparency-accountability/audit-reports/Documents/auxiliary-organizations/2022/2237CapitalPublicRadioSacramento.pdf>.

¹³ Board Member #2 was listed as “present” as a board member at 28 of the 36 Board of Directors meetings held from January 26, 2017, through November 17, 2022.

¹⁴ One American Express card in the name of Subject #1 was determined to not be a legitimate CPR card by staff. Additionally, a Chase card without an individual’s name and only identified as “Business Card” on the statements and two other CHASE cards belonging to Individual #3 and Individual #2 were identified.

areas such as other specifically identified contracts that may have benefitted certain Board Members, COVID funding received by CPR, a timeshare gifted to CPR, and P-Cards that all CPR department heads have access to.

The following table includes the names of individuals and businesses referenced throughout this report. Board Members listed may be former Board Members, and their dates of service on the Board are listed in the relevant sections.

Name	Reference
Jun Reina	Subject #1
Rick Eytcheson	Subject #2
Katherine Bardis-Miry	Board Member #1
Bay Miry	Individual #1
Bill Yee	Board Member #2
	Witness #1
	Witness #2
	Witness #3
	Witness #4
Craig McMurray	Individual #2
Rick Copeland	Individual #3
David Miry	Individual #4
Andrea Clark	Board Member #3
Chris Russell	Board Member #4
Steve Weiss	Board Member #5
Frank Maranzino	Individual #5
Christopher Bruno	Individual #6
Renee Thompson	Individual #7
Thomas Yee	Individual #8
Western Contract Furnishers of Sacramento	Business #1
Bardis & Miry Development	Business #2
730 I St. Investors, LLC	Business #3
LPAS Architecture & Design	Business #4
D&S Development	Business #5
Downey Brand	Business #6
Stoel Rives	Business #7
Weiss Group	Business #8
Boston Portfolio Advisors	Business #9
Leyton	Business #10
Brevet Capital Advisors	Business #11
GV/HI Park Tower Owner, LLC	Business #12
Hines Interests Limited Partnership	Business #13
GEM Realty Capital, Inc.	Business #14
MTA	Business #15
Seats and Stations	Business #16

3. Scope of Forensic Services

The original scope period for the forensic services was July 1, 2020, through June 30, 2023, though the actual period of review varied for different areas of analysis based on available information and documentation. Subject #1 became Executive Vice President and General Manager of CPR and Subject #2 became President Emeritus of CPR in 2020. Additionally, Subject #1 was the Chief Financial Officer of CPR from 2007 through 2020. Subject #1 departed CPR in June 2023. Therefore, the forensic review was focused on this period, which is understood to be when Subject #1 had the most influence over the finances of CPR. Documents reviewed by CLA include:

1. The general ledger
2. The disbursement ledger
3. AMEX credit card statements in the name of Subject #1 from January 2021 through November 2023 and CHASE credit card statements in the names of Individual #2, Individual #3, and Business Card from January 2018 through June 2020
4. ACH transactions from February 2020 through September 2021
5. Bank statements
6. Documentation for specific contracts identified by Sacramento State entered into from 2018 to 2023, including the contracts with Business #1
7. All documentation that could be located by Sacramento State related to the headquarters building leases
8. Computer files for Subject #1, Witness #1, and Witness #2¹⁵
9. Email files for Subject #1, Witness #1, and Witness #2

CLA analyzed the documents received to determine whether CPR sustained a loss through the misappropriation of funds by Subject #1 and for evidence of conflicts of interest related to leases and contracts. CLA did not perform procedures to ensure all CPR internal policies and policies from oversight organizations were followed in each area of review. The examination assessed whether there was evidence of adequate supporting documentation and indication of a reasonable business purpose by the individual receiving the disbursement or reimbursement. This work included the following steps:

1. Conduct review over the email and computer files of Subject #1, Witness #1, and Witness #2;
2. Conduct information gathering interviews with the following individuals:
 - a. Witness #1
 - b. Witness #3,
 - c. Witness #4,
3. Perform public records searches on Subject #1, Subject #2, and the various owners and managers of the headquarters building leases;

¹⁵ Witness #1 and Witness #2

4. Analyze the general ledger, disbursement ledger, and ACH transactions for payments to Subject #1 or Subject #2 for the scope period or period of available documentation;
5. Analyze the AMEX and CHASE credit card statements for the scope period or period of available documentation;
6. Review of specific contracts identified by Sacramento State entered into from 2018 to 2023;
7. Review of the headquarters building leases;
8. Review of P-Card transactions for the scope period or period of available documentation;
9. Review of ERC COVID funding; and
10. Review of timeshare.

After the initial work steps outlined above were complete, Sacramento State provided CLA with additional payments made by CPR on credit cards held by Subject #1. Sacramento State obtained AMEX statements from December 2017 through December 2020 and uncovered additional payments from CPR's Five Star Bank account to AMEX, dated May 2017 through November 2017, for which statements were unavailable. CLA reviewed the work performed by Sacramento State on these documents and incorporated the results into this report.

CLA also reached out to Subject #1 on February 20, 2024, in an attempt to schedule an interview regarding unsupported CPR transactions during their tenure. Subject #1's attorney replied to CLA on their behalf to request the interview questions be provided in advance of any meeting. After getting permission from Sacramento State to honor this request, CLA provided anticipated questions and a list of transactions to Subject #1 and their attorney on March 29, 2024. In the same email, CLA requested options for dates and times to schedule the interview of Subject #1. The attorney responded that they were on vacation for two-and-a-half weeks in April, and requested the interview be scheduled for May. CLA attempted contact with Subject #1's attorney by phone and email to see if an interview could be scheduled upon their return from vacation. An interview with Subject #1 was eventually scheduled for May 24, 2024, the soonest availability communicated by Subject #1's attorney. On May 23, 2024, CLA emailed Subject #1 and their counsel to confirm the interview the following day and add additional topics to the list of interview questions. Later that afternoon, Subject #1's counsel called CLA to communicate that Subject #1 no longer wanted to participate in the interview with CLA and desired to engage in discussions about reimbursement to CPR. CLA indicated to Subject #1's counsel that CLA was not authorized to engage in those discussions on behalf of CPR or Sacramento State but would relay the message to Sacramento State. In communications with Subject #1's counsel, CLA indicated that if Subject #1 had any documentation to support the list of transactions that were provided, those could be provided in advance of the scheduled interview, if desired.¹⁶ As of

¹⁶ The list of transactions sent to Subject #1 and their counsel included: American Express transactions beginning in December 2020, American Express payments beginning in November 2019, expense report transactions beginning in June 2022, check payments to Subject #1 beginning in February 2019, and ACH payments to Subject #1 beginning in February 2020. Subsequent to Subject #1 canceling the interview with CLA, Sacramento State gathered evidence of additional payments made by CPR on credit cards held by Subject #1, which included transactions as far back as May 2017. These additional transactions were not shared with Subject #1 or their counsel by CLA.

the date of this report, no additional information or documentation regarding these transactions has been submitted by Subject #1 or their counsel.

4. Results of Forensic Services

This section communicates the results of the various areas analyzed by CLA as listed in section 3. The results of interviews conducted, public records searches, and the review of emails and computer files are included within each section to the extent there was relevant information identified. The following procedures and results are for the scope period July 1, 2020, through June 30, 2023, unless stated otherwise.

The following sections present the factual findings obtained during the course of performing the procedures of this engagement. CLA is not making any legal claims or reaching any conclusions of guilt or wrongdoing. In cases where certain documents or communications could not be found, CLA does not deny the existence of these documents nor suggest any intentional withholding of them. Any statements made are subject to change pending the presentation of new information or records.

Summary of Results

A. Unsupported payments to Subject #1 and credit cards held by Subject #1

According to the 2020 CPR employee handbook, employees will be reimbursed for reasonable business travel expenses incurred while on assignments away from their normal work location. Certain limitations and guidelines are providing by expense type, such as airfare. Within 30 days of completion of a trip, employees must submit a check request and supporting documentation to obtain reimbursement.¹⁷

According to the 2020 CPR employee handbook, receipts or invoices for all employee credit card purchases, regardless of amount, should be retained and forwarded to the finance department for accounting purposes.¹⁷

Beginning with updated policies for fiscal year 2022-2023 (effective July 1, 2022), CPR provides for reimbursement to employees for “all necessary work-related expenses incurred.” For non-travel related expenses, this includes “other work-related items that cannot be obtained through CapRadio (Sacramento) Office Coordinator and pre-approved by the manager.”¹⁷

Credit Cards

(1) Analysis performed on the initial scope period of July 1, 2020, through June 30, 2023

During interviews, CLA learned that Subject #1 may have had personal credit cards paid by CPR. During email review, CLA discovered that Subject #1 had access to a CHASE card ending in 8425. Sacramento State provided CLA with statements for three CHASE cards. One card belongs to Individual #2, Former Director of Foundation and Corporate

¹⁷ See Exhibit 4 for a copy of the relevant sections of the CPR employee handbook for 2020. Similar language is included in all employee handbooks and CPR policies provided to CLA. This exhibit also includes the section on reimbursements from the policy updates for fiscal year 2022-2023 (effective July 1, 2022).

Development, and another card belongs to Individual #3, Former Chief Engineer. The card ending in 8425 is labeled on the statements as “Business Card,” and CLA identified payment notification emails from CHASE directly to Subject #1, suggesting that Subject #1 was the cardholder or controlled this card. Sacramento State provided CLA with statements for card 8425 for April 2018 through October 2019.¹⁸ Charges to card 8425 during this period total \$36,404.85.¹⁹ Sacramento State, CPR, and CLA were unable to locate additional statements, or any support such as receipts or reconciliations, to support the transactions on these credit cards. Additionally, Sacramento State was unable to determine who was truly the user for any of these cards. Sacramento State confirmed that these accounts are now closed. CLA does not have conclusive evidence to show Subject #1 was using these CHASE cards. Because of this, these transactions are not included in the calculation of unsupported payments.

The card that was initially brought to Sacramento State’s attention as a potential concern was an AMEX card in Subject #1’s name. Witness #1 explained to CLA that these statements were scheduled for autopayment from CPR’s operating bank account, and Witness #1 never received any support or explanation for what business purpose the transactions served. According to Witness #1, Subject #1 had directed payments be made without providing support for the transactions. Sacramento State provided CLA with AMEX statements from January 2021 through November 2023.²⁰ Per review of the AMEX statements, general ledger, and bank statements, CLA determined that CPR made payments on the AMEX account from January 2021 through June 2022. The total payments CPR made to AMEX in this timeframe equal \$127,552.08 (See Attachment 1). Sacramento State was unable to locate supporting documentation for any of these expenses.

In May 2022, the AMEX card ceased being on autopay, and it is believed that Subject #1 started paying the card themselves, as they began requesting reimbursement from CPR for certain transactions at that time. Sacramento State was able to provide CLA with some supporting documentation of Subject #1’s expense reimbursements. CLA also located several expense reports during the review of Subject #1’s email. Reimbursements to Subject #1 for AMEX expenses with proper supporting documentation indicating the business purpose total \$50,726.710. While Subject #1 provided a business purpose for some line items, Sacramento State determined that some of those items were not compliant with policies and regulations.²¹ Additionally, many of the requests for

¹⁸ These are the only dates that statements were available.

¹⁹ It was communicated to CLA in interviews that CPR was making payments on the CHASE cards. CLA identified GL entries indicating payments to CHASE but because the dates of the statements and GL don’t line up exactly, the total amount paid cannot be verified. Additionally, the statements provided were not complete and do not include all the payments made.

²⁰ Sacramento State stated that American Express was only able to provide statements going back as far as January 2021.

²¹ For example, in the 2020 employee handbook, CPR provides for a \$50 stipend to employees eligible for a company mobile device but opt to use their personal device. The first year that this stipend appears is in the 2020 employee handbook. The updated policies for fiscal year 2022-2023 (effective July 1, 2022) remove the \$50 stipend and states that anyone who uses their personal phone for CPR business purposes is doing so at their own choice (see Exhibit 4).

reimbursement do not contain receipts or expense reports. Total reimbursement to Subject #1 for AMEX expenses that do not contain adequate support is \$6,807.94 (See Attachment 2).²² CLA noted that there were certain card charges CPR paid for when the card was on autopay that Subject #1 no longer requested reimbursement for after they started paying the card themselves. An example of this is late fees and the annual AMEX membership renewal fee. This indicates that there could be other items CPR was paying for when the card was on autopay that are personal in nature.

As part of the analysis, CLA extracted all payments to AMEX directly from the Five Star Bank website.²³ CLA noted that there are payments made to AMEX within the date range of the AMEX statements provided, January 2021 through November 2023, that are not associated with those statements. There are also payments made to AMEX dated November 2019 through December 2020, which is prior to the dates of the statements provided to CLA. This indicates the possibility that another AMEX card/account was being paid by CPR. CLA was not provided documentation that identifies the extent to which Subject #1 controlled or used the credit cards associated with these other payments; however, it was communicated to CLA that the only official CPR credit cards were with Diners Club. Additionally, based on the established use by Subject #1 of the AMEX credit cards that they caused CPR to pay, it is likely that these additional AMEX payments relate to activity of Subject #1 and include personal expenses. The total of these payments is \$133,237.53 (See Attachment 3).

(2) Analysis performed on transactions occurring prior to the initial scope period

After the initial analysis of credit card activity discussed above, Sacramento State provided CLA with additional AMEX statements from December 2017 through December 2020. The total transactions on the AMEX card that CPR subsequently paid equal \$439,324.66.²⁴ Through Sacramento State's review of the statements, it determined that \$166,135.07 of the \$439,324.66 are appropriate business related payments to American Public Media for station programming. According to the CPR employee handbook, receipts or invoices for all employee credit card purchases, regardless of amount, should be retained and forwarded to the finance department for accounting purposes. Sacramento State was unable to locate any support, such as receipts or reconciliations, to support the transactions on the credit card. Although supporting documentation for the transactions could not be located, the nature of the charges appearing on the statements indicate that the remaining transactions could be personal in nature, particularly without supporting receipts or documentation of the business purpose. The credit card charges include, but are not limited to, restaurants, airlines, hotels, groceries, concert tickets, rental cars, cell phone bills, and other retail shopping. The total AMEX

²² This amount does not include transactions Sacramento State has determined did not comply with policies and regulations that may have had adequate support.

²³ Five Star Bank is used for CPR's Operating Account.

²⁴ Sacramento State confirmed payments totaling \$439,324.66 from the CPR Five Star Bank account to AMEX during this time period. Total charges to the AMEX credit card during this time period equal \$445,702.40. Credits to the statements total \$7,329.38 and payments from unknown sources total \$15,350.82.

transactions paid by CPR for which Sacramento State could not determine a CPR business purpose is \$273,189.59 (See Attachment 6).

During their review, Sacramento State uncovered additional payments from CPR's Five Star Bank account to AMEX, dated May 2017 through November 2017, for which statements were unavailable. CLA was not provided documentation that identifies the extent to which Subject #1 controlled or used the credit cards associated with these other payments; however, it was communicated to CLA that the only official CPR credit cards were with Diners Club. Additionally, based on the established use by Subject #1 of the AMEX credit cards that they caused CPR to pay, it is likely that these additional AMEX payments relate to activity of Subject #1 and include personal expenses. The total of these payments is \$174,255.88 (See Attachment 7).

Disbursements

Sacramento State provided CLA with the CPR disbursement ledger, and CLA extracted all payments made to Subject #1 to review for support. Most of the disbursements are associated with the AMEX reimbursements discussed above. However, there are two disbursements made to Subject #1, totaling \$266.32, that do not have an expense report or receipt to support the validity and business purpose of the expense (See Attachment 4). One for \$187.20 is part of a larger reimbursement to Subject #1 for which there is adequate supporting documentation for all but the \$187.20. The other is a check issued to Subject #1 for \$79.12 for which there is no supporting documentation.

ACH Payments

During interviews, CLA learned that Subject #1 may have been paying himself via ACH.²⁵ CLA used Five Star Bank online banking to extract all ACH payments made to Subject #1.²⁶ The dates of the ACH payments range from February 2020 through September 2021. CLA noted that all ACH payments to Subject #1 were both entered and approved solely by Subject #1. ACH payments made to Subject #1 total \$53,016.00 (See Attachment 5). Sacramento State could not locate supporting documentation for these ACH payments. This amount includes a recurring payment of \$2,825.00, as well as other round dollar payments to Subject #1. CLA reviewed the general ledger recordings of these payments and noted several were recorded to "HSA Payable" and "Fringe Benefits." Due to the nature of the recurring amount, CLA performed review of emails and files to determine if these payments were related to fringe benefits and could not find any evidence of this. Additionally, CLA reviewed the HSA Payable and Fringe Benefits accounts to identify if any amounts were being contributed from Subject #1's withholdings to these accounts and could not identify any. Individuals at Sacramento State also performed research and could

²⁵ ACH (Automatic Clearing House) payments are a type of electronic payment from one bank to another and are a method by which electronic payments can be transmitted to an individual or vendor.

²⁶ CLA also searched for ACH payments to Subject #2, Board Member #2 (Board member involved in furniture negotiations), Individual #8 (Associate of Board Member #2), and Board Member #1. Subject #2 had small payments that appeared to be related to payroll due to many other employees receiving the same payments. The search for other names produced no results.

not locate a personnel file or employee agreement for Subject #1 or determine through other documentation whether they had some other benefit or compensation that would explain these payments.

B. Review of Downtown Headquarters Leases

Per Section 7.02(a) of the Capital Public Radio Board of Directors Bylaws, "this Corporation shall not engage in any transaction which meets the definition of a "self-dealing transaction" as defined in section 5233 of the Nonprofit Public Benefit Corporation Law unless the transaction has been approved by one of the means specified in subparagraph (d) of said section 5233."^{27, 28}

Section 89906 of the California Education Code provides that, "No member of the governing board of an auxiliary organization shall be financially interested in any contract or other transaction entered into by the board of which he is a member, and any contract or transaction entered into in violation of this section is void." Further, Section 89907 provides that, "No contract or other transaction entered into by the governing board of an auxiliary organization is void under the provisions of Section 89906, nor shall any member of such board be disqualified or deemed guilty of misconduct in office under said provisions, if the circumstances specified in the following subdivisions exist: (a) The fact of such financial interest is disclosed or known to the governing board and noted in the minutes, and the governing board thereafter authorizes, approves, or ratifies the contract or transaction in good faith by a vote sufficient for the purpose without counting the vote or votes of such financially interested member or members, and (b) The contract or transaction is just and reasonable as to the auxiliary organization at the time it is authorized or approved."²⁹

The following sections present the factual findings obtained during the course of performing the procedures of this engagement. CLA is not making any legal claims, performing any analysis as to adherence to relevant laws, codes, or statutes, or reaching any conclusions of guilt or wrongdoing. In cases where certain documents or communications could not be found, CLA does not deny the existence of these records nor suggest any intentional withholding of them. Any statements or conclusions made in this report are subject to change pending the presentation of new information or records.

The relevant events surrounding the signing of the Downtown Headquarters leases are as follows:

- CPR headquarters are located at two separate properties, 1010 8th Street and 730 I Street, both located in the city of Sacramento, CA. Sacramento State requested

²⁷ A copy of the bylaws is attached as Exhibit 1.

²⁸ A copy of California Corporations Code, Section 5233 is attached as Exhibit 2. Section 5233 falls within Division Two: Nonprofit Corporation Law, as referenced in the bylaws.

²⁹ A copy of California Education Code Sections 89906 and 89907 are attached as Exhibit 3.

that CLA investigate the involvement of multiple specific individuals with respect to the negotiations and execution of contracts related to both of these locations.

- CLA learned through interviews that the original plan for a headquarters called for only the lease of the 1010 8th Street location. Board Member #1 was appointed to the Board by a passing motion at the July 25, 2019, Board of Directors meeting.³⁰ At the October 4, 2019, Board of Directors meeting, the first meeting Board Member #1 attended as a member of the full Board, the Board began looking at 730 I Street as a second location.
- According to Witness #4,³¹ the Board began discussing the 730 I Street location around this time, commenting that the Board had a good relationship with the landlord there.
- CLA notes there is discussion of the second location in the September 2019 Board minutes.
- At the November 2019 Board meeting, Subject #2 reported that lease negotiations for both locations were moving forward.

730 I Street

- CLA conducted research on the ownership of the 730 I Street building through proprietary databases and publicly available records and identified Business #3, a corporation formed in the state of Delaware, to be the owner of the property.
- Corporation documents for Business #3 were ordered from the Delaware Secretary of State's office; however, the documents do not contain the names of any founders, owners, or officers of the corporation.
- An email identified from Board Member #1 indicates that their spouse, Individual #1, is a "% owner" of this property. See Exhibit 5.
- CLA performed a review of Subject #1's emails to identify any communications related to the negotiations and leasing of 730 I Street.
- Email chains occurring in June and July 2020 show that Individual #1, spouse of Board Member #1, was involved in the lease negotiation process in the capacity of the landlord of the 730 I Street property.
- An email dated May 24, 2023, from Individual #1 to Subject #1 and others at Capital Public Radio refers to "our 730 I St ownership group" and proceeds to

³⁰ Board Member #1 was a member of the Board of Directors beginning July 2019 and was listed as "present" as a board member at 14 of the 20 Board of Directors meetings held from October 4, 2019, through November 17, 2022.

³¹ Witness #4's information comes from an analysis of

address “serious concerns” the owners have with CPR and their occupancy of 730 I St.³² See Exhibit 6.

- CLA identified an email from the Vice President and Director of Design at Business #4, sent on July 2, 2020.³³ This email was sent to Subject #1 and others at Business #4 during the negotiation process, stating, “The numbers seem to keep benefiting [Individual #1] every time they look at this.”³⁴ No responses to this email were identified. See Exhibit 7.
- Several of the emails mentioned above also included Individual #4 as a recipient. According to the Business #2 website, the site belonging to the development company owned by Individual #1 and Board Member #1, Individual #4 is the parent of Individual #1, and is a co-owner of Business #5.
- A review of the Business #5 website lists the 730 I Street as one of their development projects.
- The minutes of the October 4, 2019, Board of Directors meeting show that Subject #2 asked Board Member #1 to step out of the meeting prior to discussions surrounding 730 I Street. At this meeting, the Board reviewed a cost comparison for 1010 8th Street and 730 I St. and discussed pros and cons of both properties, but no official actions were taken. The minutes do not describe what, if anything, was communicated to the Board as to the details of Board Member #1’s possible relationship or connection to Individual #1.
- Another discussion on 730 I St. occurred at the November 21, 2019, Board of Directors meeting. The minutes indicate Board Member #1 was in attendance. Subject #2 communicated to the Board that management is pursuing both the 1010 8th St. and 730 I St. locations, and a motion to continue lease negotiations on both locations was passed. The minutes do not list the votes for the motion, nor do they indicate whether Board Member #1 recused themselves for this discussion or vote.
- Additional discussions on the 730 I St. property occurred at the January 23, 2020, March 26, 2020, November 19, 2020, Board of Directors meetings where Board Member #1 was in attendance. The minutes for these meetings do not indicate whether Board Member #1 recused themselves for these discussions.

³² The concerns relate to CPR’s delinquency on payments to contractors and subcontractors, one of which filed a lien on the property’s title, putting CPR in default of their lease.

³³ Business #4 was CPR’s tenant improvement (“TI”) architect.

³⁴ The statement made by Business #4 is in response to an email sent by Individual #1 during lease negotiations discussing the total square footage CPR would potentially be leasing. It is unclear from the context provided what benefit to Individual #1 that Business #4 finds concerning.

- It does not appear that the full Board of Directors voted on the signing of the 730 I St. lease, but that the Finance Committee “directed” Subject #1 to pursue the lease signing at the November 18, 2020, Finance Committee meeting. The minutes from the March 17, 2021, Finance Committee meeting state that the lease was now fully executed. Board Member #1 was not a member of the Finance Committee and was not present for these discussions.
- CLA located an email dated September 27, 2023, from Board Member #3 to Board Member #1 inquiring about Board Member #1’s involvement in the 730 I St. lease execution, stating they were trying to get some answers to questions that were raised in the CPR audit. Board Member #1 stated that they were careful to not attend or to recuse themselves when the 730 I St. property was being discussed. See Exhibit 5.
- There were no earlier emails identified communicating or discussing this potential conflict of interest.

1010 8th Street

- Lease documents show that the property is owned by Business #12.
- Other lease documentation located in the email review indicate that Business #12 is a joint venture between Business #13³⁵ and Business #14.
- All three corporations associated with 1010 8th Street were formed in the state of Delaware. Corporation documents were ordered from the Delaware Secretary of State’s website; however, the documents do not contain the names of any founders, owners, or officers of the corporations.
- Further email review and public record research was conducted in an attempt to identify any owner information or possible connection to CPR or their board. Public records research did not indicate any evidence of ownership of this property by a board member. However, a review of email files did show that a board member donated \$1 million to CPR for naming rights of a portion of the 1010 8th Street building. See Exhibit 8.
- Based on the available information, there is no evidence that any board member or employee of CPR has any direct ownership or interest in 1010 8th Street and would have benefited from the lease of the property.
- CLA did not interview Individual #1 or anyone from the associated businesses.³⁶

³⁵ Per the 1010 8th Street lease, Business #13 is the designated landlord.

³⁶ See Exhibit 9 for a series of emails reflecting efforts by CPR and Sacramento State to contact Individual #1.

C. Review of Business #1 Contract

Per Section 7.02(a) of the Capital Public Radio Board of Directors Bylaws, “this Corporation shall not engage in any transaction which meets the definition of a “self-dealing transaction” as defined in section 5233 of the Nonprofit Public Benefit Corporation Law unless the transaction has been approved by one of the means specified in subparagraph (d) of said section 5233.”^{27, 28}

Section 89906 of the California Education Code provides that, “No member of the governing board of an auxiliary organization shall be financially interested in any contract or other transaction entered into by the board of which he is a member, and any contract or transaction entered into in violation of this section is void.” Further, Section 89907 provides that, “No contract or other transaction entered into by the governing board of an auxiliary organization is void under the provisions of Section 89906, nor shall any member of such board be disqualified or deemed guilty of misconduct in office under said provisions, if the circumstances specified in the following subdivisions exist: (a) The fact of such financial interest is disclosed or known to the governing board and noted in the minutes, and the governing board thereafter authorizes, approves, or ratifies the contract or transaction in good faith by a vote sufficient for the purpose without counting the vote or votes of such financially interested member or members, and (b) The contract or transaction is just and reasonable as to the auxiliary organization at the time it is authorized or approved.”³⁷

PolicyStat ID 12796348 (Campus Auxiliary Organizations) of The California State University (“CSU”) system states, “Campus auxiliary organizations shall **not** operate outside the regulation and oversight of the campus” (emphasis added). Additionally, the related CSU policies listed in this policy include the *CSU Contracts and Procurement* PolicyStat ID 15202482. Section E.15., Compliance - Public Advertising, provides that each CSU campus Procurement Officer “may establish procedures and criteria for exemptions to the requirements for publicly advertising solicitations as set forth in the CSU Procurement Policy.” Sacramento State has established a threshold of \$100,000, above which contracts for personal property (equipment, parts, supplies, or other merchandise) must be awarded as the result of a formal solicitation process (see Sacramento State Guide for Vendors and Contractors).^{38, 39}

The following section presents the factual findings obtained during the course of performing the procedures of this engagement. CLA is not making any legal claims, performing any analysis as to adherence to relevant laws, codes, or statutes, or reaching any conclusions of guilt or wrongdoing. In cases where certain documents or

³⁷ A copy of California Education Code Sections 89906 and 89907 are attached as Exhibit 3.

³⁸ See Exhibit 10 for a copy of the relevant sections of CSU PolicyStat ID 12796348 and 15202482, and a copy of Sacramento State Guide for Vendors and Contractors.

³⁹ CLA is not performing a legal analysis or making a legal conclusion that campus auxiliary organizations must comply with the CSU Contracts and Procurement policy. The policies referenced are the policies identified by CLA that relate to campus auxiliary organizations and procurement, but no determination is made regarding the legal requirement of the campus auxiliary organization to adhere to the CSU policies.

communications could not be located, CLA does not deny the existence of these records nor suggest any intentional withholding of them. Any statements or conclusions made in this report are subject to change pending the presentation of new information or records.

The relevant events surrounding the Business #1 Contract are as follows:

- CPR purchased furniture for its new headquarters office space from Business #1, whose President/CEO, Board Member #2, was a CPR Board Member at the time.⁴⁰
- The negotiations and execution of this purchase spanned from October 2017 through May 2022, and Board Member #2 was a Board member of CPR during this entire time.
- CLA identified various emails indicating that CPR intended to use Business #1. See Exhibit 11.
- An email from Board Member #2 in October 2017 indicates that discussion of using Business #1 for the furniture started at the Board retreat in 2017.
- In two emails, one in April 2018 and one in April 2021, Board Member #2 mentions offering aggressive pricing for the contracts, stating “we are in a great position to offer a very aggressive pricing structure.” In the April 2021 email, Board Member #2 states, “my rep mentioned getting information about using multiple furniture vendors? Not sure what that means... [Business #1] and [manufacturer] have positioned a very aggressive pricing schedule for maximum value and benefit to Cap Radio.”
- In another April 2021 email to the Business #4⁴¹ team, Subject #1 states that Board Member #2 is “our guy” for the contract and that they would be getting most, if not all, the furniture from Business #1.
- CLA reviewed the Business #1 proposal submitted on December 17, 2021, for 1010 8th Street. The proposal was signed by Subject #1 on December 22, 2021, creating a binding purchase agreement.
- CLA did not locate any notation in the Board meeting minutes regarding Board Member #2’s status as President/CEO of Business #1, nor did CLA locate Board approval for this proposal relating to 1010 8th Street in the Board minutes.
- The total agreement amount is \$126,944.98, requiring a 50% deposit of \$63,472.49 due within 30 days.

⁴⁰ Board Member #2 was a member of the full Board of Directors as early as January 2017 and continued through at least May 2022.

⁴¹ Business #4 is the interior design team associated with the new headquarters locations.

- Neither CLA nor Sacramento State could locate a general ledger entry for \$63,472.49.
- Per documentation from Business #1, the deposit amount was actually \$58,365.50 and paid on January 27, 2022. A progress payment authorized by Subject #1 for this amount was issued from First American to Business #1 on January 27, 2022.
- CLA reviewed the Business #1 proposal submitted on May 6, 2022, for 730 I Street. The proposal was signed by Board Member #2 on May 17, 2022, and Subject #1 on May 18, 2022, creating a binding purchase agreement.
- Approval by the Board for 730 I Street did not occur until May 26, 2022, which is after the date of the signed Business #1 proposal. CLA did not locate any notation in the Board meeting minutes regarding Board Member #2's status as President/CEO of Business #1 prior to this Board approval.
- The total agreement amount is \$992,240.17, requiring a 30% deposit of \$297,672.05 due within 30 days.
- Per documentation from First American, the \$297,672.05 deposit amount was issued from an escrow account to Business #1 on May 24, 2022 (two days prior to the Board approval for the 730 I Street contract). CPR repaid the same amount back to the First American escrow account in November 2022 to cover the funds withdrawn for the furniture deposit. Business #1 refunded the deposit back to CPR in January 2023, which was confirmed by CLA via bank statements.
- When Witness #4 performed a review of the Business #1 contract in _____, Witness #4 received communication from a representative at Business #1 stating, "In Cap Public Radio's case, we actually refunded the large deposit as CPR was facing financial problems and we were asked to hand it back. We did that because we had mostly been paid for the larger order by the funding sources that were provided to us."⁴²
- It is noted in the May 26, 2022, Board minutes that the decision to use Business #1 went through a bid process administered by Business #4.
- In an email to Witness #4 dated _____ a representative from Business #4 confirmed that they never administered a formal bid process. See Exhibit 12.
- In 2018, Business #4 provided space plans for 1010 8th Street to two other furniture vendors, Business #15 and Business #16, to develop pricing for the

⁴² CLA did not interview anyone from Business #1 but Witness #4 that CPR used loans to pay Business #1 for the furniture.

project, but no additional work was performed when the project expanded to include 730 I Street.

- The project scope changed from the original estimates for 1010 8th Street to when the project was split between 1010 8th Street and 730 I Street. Initial plans were to have administrative offices, studios, and the events center all co-located at 1010 8th Street, but that changed when 730 I Street was added to the plans. The original project proposals from Business #15 and Business #16 were just for the 1010 8th Street plan.
- There is no record of a Business #1 proposal from 2018. In 2019, when 730 I Street became part of the plan, CPR was to coordinate with Business #1, Business #16, and Business #15 for proposals, but Business #4 was not involved.
- In an email to Witness #4 dated _____ a representative from Business #15 stated that they never heard back from CPR or Business #4 regarding project status, and they were never asked to provide a formal bid or proposal. See Exhibit 13.
- CLA identified emails from October 2018 and March 2019 where Business #15 was attempting to contact CPR about project status, but we identified no reply from CPR. See Exhibit 14.
- Subject #1 represented to the Board that the contract with Business #1 underwent a formal bid process and won based on its low price.
- The Board approved the contract with Business #1 after being told by Subject #1 that it went through a formal bidding process administered by Business #4 with bids received by Business #15 and Business #16, but based on the documents and emails described above, that bid process never occurred. Interviews conducted by Sacramento State of Business #4 representatives confirmed that they did not administer a bid process. Additionally, interviews by Sacramento State of Business #15 and Business #16 representatives confirmed they were never asked to provide a formal bid or proposal.

Sacramento State provided CLA with an email containing a summary of a conversation that occurred on June 12, 2024, between the Interim President of CPR, the CFO of Sacramento State, and Board Member #2. See Exhibit 15. Per the email, Board Member #2 denied knowing anything about a conflict of interest and indicated that they recused themselves any time furniture was discussed in a Board meeting. Per the email, Board Member #2 stated they were not aware that Subject #1 had caused CPR to take out loans for the furniture.

D. Review of Other Contracts

Per Section 7.02(a) of the Capital Public Radio Board of Directors Bylaws, "this Corporation shall not engage in any transaction which meets the definition of a "self-

dealing transaction" as defined in section 5233 of the Nonprofit Public Benefit Corporation Law unless the transaction has been approved by one of the means specified in subparagraph (d) of said section 5233."^{27, 28}

Primarily, Section 89906 of the California Education Code provides that, "No member of the governing board of an auxiliary organization shall be financially interested in any contract or other transaction entered into by the board of which he is a member, and any contract or transaction entered into in violation of this section is void." Further, Section 89907 provides that, "No contract or other transaction entered into by the governing board of an auxiliary organization is void under the provisions of Section 89906, nor shall any member of such board be disqualified or deemed guilty of misconduct in office under said provisions, if the circumstances specified in the following subdivisions exist: (a) The fact of such financial interest is disclosed or known to the governing board and noted in the minutes, and the governing board thereafter authorizes, approves, or ratifies the contract or transaction in good faith by a vote sufficient for the purpose without counting the vote or votes of such financially interested member or members, and (b) The contract or transaction is just and reasonable as to the auxiliary organization at the time it is authorized or approved."⁴³

The following sections present the factual findings obtained during the course of performing the procedures of this review. CLA is not making any legal claims, performing any analysis as to adherence to relevant laws, codes, or statutes, or reaching any conclusions of guilt or wrongdoing. In cases where certain documents or communications could not be located, CLA does not deny the existence of these records nor suggest any intentional withholding of them. Any statements made are subject to change pending the presentation of new information or records.

The relevant events surrounding other contracts are as follows:

Sacramento State expressed concern that other contracts may involve conflicts of interest with CPR executives or Board members. CLA reviewed the contract activity for Business #6, Business #7, and Business #8 at the direction of Sacramento State.

Business #6 Contract:

- Business #6, a Sacramento based law firm, was paid \$42,395.60 by CPR from January 2019 through May 2023.
- The contract with Business #6, dated October 16, 2018, and signed by Subject #1, is for legal services related to lease negotiations.
- Payments appear reasonable based on the stated services rendered.
- CLA notes that the contract was signed in 2018 for lease negotiation services, but they are still billing CPR as of March 2023.

⁴³ A copy of California Education Code Sections 89906 and 89907 are attached as Exhibit 3.

- This indicates that there may be another contract with Business #6 in addition to the contract CLA reviewed. However, Sacramento State has been unable to locate any other contracts and no further outreach was made to Business #6.
- Board Member #3, who was also a member of the Executive Committee and the Strategic Planning Committee, has been employed at Business #6 since 2005 and is currently a partner at the firm.⁴⁴ According to a December 6, 2013, press release by Business #6, Board Member #3 was elected to the firm partnership effective January 1, 2014.⁴⁵

Business #7 Contract:

- Business #7, a national law firm with an office in Sacramento, was paid \$11,062.50 by CPR from November 2020 through November 2022.
- The contract with Business #7, dated _____ is for legal services related to trademark matters. The copy of the contract CLA received is not signed but Witness #2 _____.
- The payments and contract appear reasonable for the stated services.
- Board Member #4, who was also a member of the Executive Committee, has been employed at Business #7 since 2014 and is currently a partner at the firm.⁴⁶ According to a September 11, 2014, press release by Business #7, Board Member #4 joined the firm as a partner.
- An email chain was identified (beginning with an email dated _____) from Witness #2 to Board Member #4 regarding an intellectual property matter and stating that Subject #1 mentioned Board Member #4's firm had expertise in that area.
- The rest of the chain shows a conversation between Witness #2 and another partner at Business #7 discussing Witness #2's _____. See Exhibit 16.

⁴⁴ Board Member #3 was nominated and elected to the Board at the July 28, 2018, meeting. Board Member #3 was listed as "present" as a Board member for all Board meetings from October 5, 2018, through November 17, 2022, with the exception of one absence at the May 30, 2019, Board meeting.

⁴⁵ Due to a decision by Sacramento State and CLA to prioritize other areas of forensic analysis, CLA did not perform a review of the Board meeting minutes to determine what actions were taken by the Board pertaining to this contract and if Board Member #3 recused themselves from any discussions or votes.

⁴⁶ Board Member #4 was listed as "present" as a Board member for all but two Board meetings from November 21, 2019, through November 17, 2022.

- Discussions surrounding this contract are not noted in the minutes from the Board of Directors, Executive Committee, or Finance committee meetings that fiscal year.

Business #8 Contract:

- Business #8, a management consulting firm, was paid once by CPR for \$4,000 in November 2019.
- Sacramento State could not locate a copy of this contract but based on an invoice identified during CLA's email review, CLA determined that Business #8 helped plan and facilitate the Board retreat in 2019. See Exhibit 17.
- Business #8 assisted in the creation of the retreat agenda and planning of sessions throughout the retreat.
- Board Member #5 was a member of the Board of Directors as early as January 2018, through the end of October 2018. Board Member #5 re-joined the Board of Directors in November 2020. Board Member #5 was also a member of the Board Affairs Committee as early as February 2018 through at least June 2022.⁴⁷
- Board Member #5 is the founder of Business #8.
- Board Member #5 remained an active member of the Board Affairs committee throughout the time in 2019 and 2020 that they were not a member on the full Board of Directors and at the time payment was made to Business #8. The Statement of Purpose for the Board Affairs committee indicates, "Its responsibilities shall include, but not be limited to, Board member recruitment, nomination, orientation, mentoring, activities, evaluation, and current and past member involvement."
- The July 11, 2019, Executive Committee meeting minutes indicate that Board Member #5 agreed to facilitate the Board retreat but there was no discussion noted regarding the contract details or price of services.
- Board Member #5 was not a member of the Executive committee and was not present at this meeting.

For two contracts discussed above (Business #6 Contract and Business #7 Contract), CLA determined that a CPR Board member was a partner of the vendor. As such, the contracts with CPR may have provided a financial benefit to the Board members associated with each vendor. No discussions of potential conflicts of interest were identified in the board minutes. For Business #8 Contract, Board Member #5 was not a member of the Board of

⁴⁷ CLA did not review Board Affairs committee meeting minutes prior to 2018 or after June 2022.

Directors at the time of the transaction between CPR and Business #8. Thus, Business #8 Contract is excluded from CLA's finding of evidence of a possible conflict of interest.⁴⁸

CLA conducted a limited email search and document review regarding these contracts due to a decision by Sacramento State and CLA to prioritize other forensic analysis; however, in that limited review, no email discussions were located regarding the procurement of these contracts. CLA communicated the limitations of review in this area to Sacramento State, and CLA and Sacramento State agreed that Sacramento State would be granted access to the document review platform used by CLA to complete a wider review into their concerns. CLA also notes that due to the limitations of review in this scope area, research was not conducted into any other board members or executives and their potential conflicts of interest.

E. Timeshare

It was communicated to CLA during interviews that CPR pays for maintenance fees of a timeshare, Olympic Village Inn (managed by Grand Pacific Resorts), owned by Capital Public Radio Endowment ("CPRE"). The timeshare property was donated to CPRE in 2016; however, CPR has been paying for the annual fees associated with the property. CLA did not identify any disbursements to Grand Pacific Resorts or Olympic Village on the general ledger or disbursement ledger. CLA was unable to determine the exact amount CPR has been paying for annual fees related to the timeshare; however, an email was identified in which Witness #2 communicates "we pay about \$1k annually in fees." See Exhibit 18. Use of the property by CPR or CPRE Board Members or employees is unknown as there is limited information available regarding specific use of the property. In an email chain

Witness #1 suggests raffling timeshare weeks to donors, but Witness #2 describes the timeshare as "shabby" and "not suitable for gifting to donors." See Exhibit 19. CLA identified emails in 2021 that indicate CPR was looking to sell the property; however, as of the date of this report and information available to CLA, the property has not been sold.

F. COVID Funding

Sacramento State expressed concern regarding CPR potentially obtaining COVID-related funding when it did not appropriately qualify. According to Sacramento State, CPR hired three companies, Business #9, Business #10, and Business #11, to consult on obtaining and receiving ERC funding.⁴⁹ Through the analysis and email review performed, the firms CLA identified that assisted CPR with the ERC claim were Business #10 and Business #11, two of the three firms identified by Sacramento State.

Business #10 invoiced CPR \$212,997.52 for their services, which was 25% of the expected federal tax benefit of \$851,990.08, per their invoice. Business #10 estimated the net

⁴⁸ Section 5233 of the Nonprofit Public Benefit Corporation Law and Section 89906 of the California Education Code relate specifically to members of the Board of Directors and not non-Board committee members.

⁴⁹ ERC is short for "The Employee Retention Credit": a refundable tax credit for certain eligible businesses and tax-exempt organizations designed to encourage businesses to retain employees by providing a credit against payroll taxes.

payment to CPR as \$553,793.55. Business #11 is the advanced payment financing partner, and they were paid an additional 10% of the benefit amount for their services. CLA identified two transactions in the general ledger that appear related to the receipt of ERC funds. One receipt was recorded to the operating account on April 19, 2023, for \$425,995.12, and another receipt was recorded to the money market account on June 5, 2023, for \$885,850.50.

CLA did not perform a comprehensive review of all COVID-related funding applications, including review of underlying documentation, to determine accuracy and qualification of CPR for the awards. However, Sacramento State stated that the federal government required CPR to return the amount of \$885,850.50 due to being ineligible to receive the funds.⁵⁰ This was discovered by Sacramento State after they took over the accounting functions of CPR in October 2023. CLA viewed the statement dated June 6, 2023, from Business #11 requesting payment directly to them in the amount of \$885,850.50 and the check from CPR to Business #11's affiliate company dated June 21, 2023, for "IRS ERC Payment" in the same amount.⁵¹

G. P-Card Transactions

Due to concerns surrounding the AMEX and CHASE credit cards, Sacramento State requested that CLA review the FNBO P-Card activity for all cardholders. According to interviews with CPR employees, all department heads have FNBO cards to use for business expenses. The statements are reviewed by the finance team. CLA received the statements for 16 card users during the scope period. CLA notes that Individual #5 and Individual #6 have the highest card usage with \$132,631.94 and \$128,063.63, respectively, followed by Individual #7 with \$44,986.44 in card usage. Individual #5 was Director of Operations, Engineering, IT, and Facilities starting in 2019 and is currently the interim General Manager. Individual #6 is the Director of Marketing, and Individual #7 leads the digital projects team. CLA notes the largest vendors, those with over \$10,000 in payments, across users include Facebook, Amazon, MailChimp, Sticker Mule, Dropbox, and Zendesk. The rest of the vendors have many small transactions as opposed to large purchases. There were no obvious personal charges on the FNBO P-Cards; however, a detailed review of each transaction and the related supporting documentation was not performed.

⁵⁰ Additional statements made to CLA by a former CPR employee subsequent to the release of the original version of this report suggest that CPR was not ineligible to receive the COVID related funds. Due to limited documentation available, additional research or inquiry by CPR or Sacramento State would be required to determine the purpose of the repayment made by CPR to Business #11.

⁵¹ CLA noted the \$425,995.12 receipt was recorded to the general ledger as ERC COVID-19 funding. CLA is not aware of CPR or Sacramento State receiving communication stating CPR was ineligible for this funding or requesting repayment.

5. Conclusion

This report presents factual findings obtained during the course of performing the procedures of this engagement. CLA is not making any legal claims or reaching any conclusions of guilt or wrongdoing. In cases where certain documents or communications could not be found, CLA does not deny the existence of these records nor suggest any intentional withholding of them. Any statements or conclusions made in this report are subject to change pending the presentation of new information or records.

As a result of the procedures performed, a total of \$460,831.93 in unsupported payments were identified that were either directly disbursed to Subject #1, or Subject #1 made purchases via credit card that were subsequently paid by CPR without corresponding expense reports and/or receipts.

An additional \$307,493.41 in unsupported payments made by CPR to AMEX may have been related to purchases incurred by Subject #1; however, the statements and supporting documentation were not available or could not be located.

The overall breakdown of the unsupported payments is detailed in the following table, with the time period indicated for each area analyzed based on available documentation.

Description	Time Period	Amount	Attachment
AMEX charges paid by CPR that are not supported by either expense reports or receipts.	January 2021 – June 2022	\$ 127,552.08	1
AMEX charges paid by CPR that have associated expense reports, but no receipts.	May 2022 – June 2023	6,807.94	2
Disbursements to Subject #1 that have no support.	July 2020 – June 2023	266.32	4
ACH payments to Subject #1 that have no support.	February 2020 – September 2021	53,016.00	5
Additional AMEX charges paid by CPR that are not supported by either expense reports or receipts (expanded scope period).	December 2017 – December 2020	273,189.59	6
Subtotal		<u>\$460,831.93</u>	
Payments to AMEX identified in CPR's online banking for which statements and supporting documentation are not available or could not be located. This includes: 1) payments to AMEX within the date range of the statements provided to CLA but not associated with those statements or 2) payments to AMEX with dates prior to the dates on the statements provided.	November 2019 – November 2023	133,237.53	3
Payments to AMEX with dates prior to the dates on the statements provided.	May 2017 – November 2017	174,255.88	7
Subtotal		<u>\$307,493.41</u>	
Grand Total		<u>\$768,325.34</u>	

CLA initially contacted Subject #1 on February 20, 2024, in an attempt to inquire about these transactions and request supporting documentation. Subject #1 has retained legal counsel, who has been corresponding with CLA regarding this request. On March 29, 2024, at the request of Subject #1's legal counsel, CLA provided to Subject #1 and their legal counsel a list of possible questions to be asked in an interview and the schedule of transactions in question. An interview of Subject #1 was eventually scheduled for May 24, 2024, the soonest availability communicated by Subject #1's counsel. On May 23, 2024, CLA emailed Subject #1 and their counsel to confirm the interview the following day and add additional topics to the list of interview questions. Later that afternoon, Subject #1's counsel called CLA to communicate that Subject #1 no longer wanted to participate in the interview with CLA and desired to engage in discussions about reimbursement to CPR. CLA indicated to Subject #1's counsel that CLA was not authorized to engage in those discussions on behalf of CPR or Sacramento State but would relay the message to Sacramento State. In communications with Subject #1's counsel, CLA indicated that if Subject #1 had any documentation to support the list of transactions that were provided, those could be provided in advance of the scheduled interview, if desired.⁵² However, as of the date of this report, no additional information or documentation regarding these transactions has been submitted by Subject #1 or their counsel. Our conclusions on these transactions are subject to change should Subject #1 provide additional information or documentation related to these transactions.

Additionally, the contract with Business #1 was entered into without undergoing a competitive bid process. Sacramento State's Guide for Vendors and Contractors provides that contracts for personal property (equipment, parts, supplies, or other merchandise) above \$100,000 must be awarded as the result of a formal solicitation process.⁵³ The President/CEO of Business #1, Board Member #2, was a CPR Board Member at the time the contract was entered, therefore presenting evidence of a possible conflict of interest.⁵⁴ The Board approved the contract with Business #1 after being told by Subject #1 that the contract went through a competitive bid process administered by Business #4, but interviews conducted by Sacramento State of Business #4 representatives confirmed that they did not administer a bid process. Additionally, interviews by Sacramento State of two vendors represented as submitting bids confirmed they were never asked to provide a formal bid or proposal.

One of the two downtown headquarters properties appears to be owned in part by a Board member's spouse, which, at a minimum, demonstrates at least the appearance of a potential conflict of interest.⁵⁴ The spousal relationship was not noted in the Board meeting minutes.

⁵² The list of transactions sent to Subject #1 and their counsel included: American Express transactions beginning in December 2020, American Express payments beginning in November 2019, expense report transactions beginning in June 2022, check payments to Subject #1 beginning in February 2019, and ACH payments to Subject #1 beginning in February 2020. Subsequent to Subject #1 canceling the interview with CLA, Sacramento State gathered evidence of additional payments made by CPR on credit cards held by Subject #1, which included transactions as far back as May 2017. These additional transactions were not shared with Subject #1 or their counsel by CLA.

⁵³ See Exhibit 10 for a copy of the relevant sections of CSU PolicyStat ID 12796348 and 15202482, and a copy of Sacramento State Guide for Vendors and Contractors.

⁵⁴ CLA is not making any legal claims, performing any analysis as to adherence to relevant laws, codes, or statutes, or reaching any conclusions of guilt or wrongdoing. In cases where certain documents could not be found, CLA does not deny the existence of these records nor suggest any intentional withholding of them. Any statements or conclusions made in this report are subject to change pending the presentation of new information or records.

The majority of meeting minutes which detail discussions of the 730 I St. lease negotiations do not contain detail as to whether Board Member #1 was recused from the discussions when listed as in attendance at those meetings. Further, there was only one vote documented related to this property, which took place during a meeting in which Board Member #1 was in attendance. However, the meeting minutes do not provide detail on the votes cast and instead only state that the motion passed. No official motion or vote was recorded in the minutes related to the final lease execution. Board Member #1's spouse is a partial owner in the 730 I St. property.

For two contracts reviewed for legal services, CLA determined that a CPR Board member was a partner at the vendor. As such, the contracts with CPR may have presented a conflict of interest to the Board members associated with each vendor.⁵⁴ No discussions of potential conflicts of interest were identified in the board minutes.

Further, CLA reviewed communications between CPR and consultants regarding ERC COVID funding. While CLA's forensic examination did not entail an assessment of eligibility, Sacramento State indicated that CPR was required to return the ERC funding to the federal government as a result of being found ineligible for the award.

Finally, CLA reviewed the activity of a timeshare gifted to CPR and the activity of P-Cards associated with all other cardholders during the scope period. CLA did not identify any indications of personal benefit or inappropriate activity in these areas.

6. Professional Standards Followed by CliftonLarsonAllen LLP

The overall scope of work and approach was conducted utilizing standards in accordance with the Statement on Standards for Forensic Services No. 1 (“SSFS No. 1”) of the American Institute of Certified Public Accountants (“AICPA”) and the Code of Professional Standards of the Association of Certified Fraud Examiners (ACFE). This report does not constitute an audit, compilation, or review, in accordance with standards of the AICPA, the objective of which would be the expression of an opinion on any specified elements, accounts, or items. Accordingly, CLA does not express such an opinion.

Because of the unique nature of fraud, and because our engagement was limited to the matters described in the engagement letter, fraud and/or financial irregularities may exist within the organization that we may not have identified during the performance of our procedures. However, if during the performance of our services other matters had come to our attention suggesting possible financial improprieties and/or irregularities, we would have communicated such matters to California State University, Sacramento.

The professional standards promulgated by the AICPA prohibit CLA from rendering an opinion as to whether there has been any fraud or other criminal activity by anyone associated with this engagement. Therefore, CLA does not render such opinions.

7. Information about CliftonLarsonAllen LLP

Established on January 2, 2012, as the nation's newest top 10 accounting firm, CLA is well positioned with knowledge, insight, and industry-specific accounting, tax, and consulting services. CLA is the result of a union between Clifton Gunderson and LarsonAllen, both established more than 60 years ago. CLA has a national forensic practice.

According to Accounting Today, CLA is the 8th largest accounting firm by revenue. With a nationwide network of experienced professionals, clients include law firms, school districts, CEOs, leaders in education, municipalities, governmental agencies, the law enforcement community, commercial businesses, and not-for-profit agencies. The CLA Forensic Services team is a highly respected and sought-out authority in fraud prevention, detection, and investigation. Our multi-disciplined team is comprised of Certified Public Accountants, Certified Fraud Examiners, professionals Certified in Financial Forensics, Certified Internal Auditors, former law enforcement officers, and private investigators. While other professionals assisted in this matter, the following professionals were primarily responsible for this engagement.

Jenny Dominguez, CPA/CFF, CFE, is a principal in the Forensic Services practice of CLA and was responsible for the oversight of this engagement. Her practice areas include accounting and auditing, fraud investigations and examinations, forensic accounting, internal control review and analysis, and litigation support. Her experience includes seven years with Ernst & Young as a fraud investigator and forensic accountant, three years with Kroll as a financial fraud investigator, and two years as an independent consultant in the field of forensic accounting and litigation support before joining CLA at a management position over 13 years ago.

Ayla Grady, CPA, CFE, is a manager in the Forensic Services practice of CLA. Ms. Grady has over ten years of audit, tax, and consulting experience serving clients in many industries, including nonprofit organizations, state and local government agencies (including single audits), and various for-profit entities. She has experience leading and assisting in various forensic engagements, including trust matters, partnership disputes, employee embezzlement schemes, and asset misappropriation.

Lea Wyatt, Esq. CFE is a Director in the Forensic Services practice of CLA. She specializes in fraud and independent investigations, and corporate due diligence. With over 15 years of experience as an attorney and investigator, Ms. Wyatt also possesses a strong background in corporate finance and assists a diverse range of clients, including government entities, higher education institutions, and private companies.

8. List of Exhibits

9. List of Attachments

8. List of Exhibits

Exhibit 1	CPR Bylaws
Exhibit 2	California Corporations Code Section 5233
Exhibit 3	California Education Code Sections 89906 and 89907
Exhibit 4	CPR 2020 Employee Handbook Sections: 512-Business Travel, 526-Mobile Devices Usage, and 582-Credit Card Usage; Relevant sections from Policy Updates Fiscal Year 2022-2023 (Effective July 1, 2022)
Exhibit 5	Email Board Member #1 about ownership of 730 I Street
Exhibit 6	Email about serious concerns at 730 I Street
Exhibit 7	Email about 730 I Street benefiting a Board Member
Exhibit 8	Donor recognition and naming rights memo; Email about 1010 8th Street naming rights
Exhibit 9	Interview emails with Individual #1
Exhibit 10	Relevant sections of CSU PolicyStat ID 12796348 and 15202482; Sacramento State Guide for Vendors and Contractors
Exhibit 11	Emails about Business #1 aggressive pricing
Exhibit 12	Emails from Business #4 about them not performing bid process
Exhibit 13	Emails from Business #15 about not providing a bid
Exhibit 14	Emails from Business #15 trying to obtain information
Exhibit 15	Summary of conversation with Board Member #2
Exhibit 16	Emails with Business #7
Exhibit 17	Business #8 Invoice
Exhibit 18	Email Witness #2 about Timeshare fees
Exhibit 19	Email Witness #2 about state of the Timeshare

9. List of Attachments

Attachment 1	Unsupported AMEX Transactions
Attachment 2	Unsupported AMEX Reimbursements
Attachment 3	Additional AMEX Payments
Attachment 4	Unsupported Disbursements
Attachment 5	Unsupported ACH Payments
Attachment 6	Unsupported AMEX Transactions identified prior to the initial scope period
Attachment 7	Additional AMEX Payments identified prior to the initial scope period

Exhibits



**BYLAWS
OF
CAPITAL PUBLIC RADIO, INC.**

(A California Nonprofit Public Benefit Corporation)

~ As Amended July 2022 ~

Originally Adopted
7/22/04
Amended June 2016 and July 2022

**BYLAWS OF
CAPITAL PUBLIC RADIO, INC.**
(A California Nonprofit Public Benefit Corporation)

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BYLAWS OF CAPITAL PUBLIC RADIO, INC.
(A California Nonprofit Public Benefit Corporation)
~ As Amended July 28, 2022~

ARTICLE I
Name and Corporate Status of Corporation

The name of this Corporation is Capital Public Radio, Inc. The Corporation is organized under the California Nonprofit Public Benefit Corporation Law for public purposes.

ARTICLE II
Corporate Offices

Section 2.01. Principal Office. The principal office of the Corporation is currently located at 7055 Folsom Blvd., Sacramento, California. The Board of Directors may change the principal office from one location to another. Any change of the location of the principal office shall be noted by the Secretary on these Bylaws opposite this section, or this section may be amended to state the new location.

Section 2.02. Other Offices. The Board of Directors may at any time establish branch or subordinate offices at any place or places where the Corporation is qualified to conduct its business.

ARTICLE III
Specific Purpose

The specific and primary purpose of this Corporation is to operate one or more radio stations providing the communities served by the Corporation's stations with music, arts and information radio broadcasts of the highest quality, fulfilling its mission and consistent with the Corporation's status as a Public Benefit Corporation, exempt from tax under Internal Revenue Code §501(c)(3). As an auxiliary organization (as authorized under Education Code sections 89900 et. seq.) of, but legally separate from, the California State University, it is organized specifically for the purpose of operating the radio stations licensed to the Board of Trustees of the California State University, specifically its Sacramento, Chico and Humboldt campuses.

ARTICLE IV
Members

Section 4.01. Members. The Corporation shall have no members as that term is defined in section 5056 of the California Nonprofit Corporation Law. Any action which would otherwise require approval by a majority of all members or approval by the members pursuant to the California Public Benefit Corporation Law shall require only approval by the Board of Directors. All rights which would otherwise vest in the members under said Law shall vest in the Board of Directors.

Section 4.02. Associates. Notwithstanding section 4.01, the Corporation may refer to persons associated with it as "members" even though such persons are not members within the meaning of that term under section 5056 of the California Nonprofit Corporation Law or any corresponding section of any future California nonprofit Corporation law. Such persons shall be deemed associated persons with respect to the Corporation as that term is defined in section 5332 of the California Nonprofit Public Benefit Corporation Law and no such reference shall result in the creation of statutory members in this Corporation.

ARTICLE V Board of Directors

Section 5.01. General Corporate Powers. The business and affairs of this Corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board of Directors. Subject to the limitations expressed in Article VIII, section 8.01, below (pertaining to limitations on the delegation of authority to committees), the Board may delegate the management of the activities of the Corporation to any person or persons, or committee however composed, provided that the activities and affairs of the Corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board.

Section 5.02 Number and Classification of Directors

(a) Total Number and Classes of Directors. Unless the total number of Directors is changed by an amendment of this section 5.02, the Board of Directors shall consist of at least fifteen (15), but no more than thirty-six (36) Directors, classified in three classes, namely: Public Directors, Ex-Officio Directors and Partner-Appointed Directors. Subject to the limitations imposed by this section on the total number of Public, Ex-Officio and Partner-Appointed Directors, vacant positions on the Board may be filled by action of the Board at any duly noticed meeting of the Board, or by a partner organization as to Partner-Appointed positions. No employee of the Corporation, other than its President, shall be eligible to serve on the Board.

(b) Number and Qualifications of Public Directors. There shall be at least ten (10), but no more than twenty-six (26), Public Directors unless and until the maximum and minimum number of Public Director positions specified herein are changed by amendment to these Bylaws.

(c) Number and Designation of Ex-Officio Directors. There shall be a maximum of two (2) Ex-Officio Directors, who shall be the persons described in this subparagraph (c):

(i) President of Capital Public Radio, Inc. The individual employed as the Corporation's President & General Manager shall be an Ex-Officio Director of the Corporation.

(ii) Vice President for Administration of California State University Sacramento or his or her designee.

Number and Designation of Partner-Appointed Directors. In addition to the Vice President of Administration who serves as an Ex-Officio Director, there shall be no more than eight (8) Partner-Appointed Directors who shall be selected as follows:

(A) One (1) Partner-Appointed Director shall be the President of California State University, Sacramento or his or her designee;

(B) One (1) Partner-Appointed Director shall be a faculty member of California State University, Sacramento appointed by the President of the University;

(C) One (1) Partner-Appointed Director shall be a student of California State University, Sacramento appointed by the President of the University; and

(D) One (1) additional Partner-Appointed Director as may, at the discretion of the President of California State University, Sacramento, be appointed to the Board.

(E) One (1) Partner-Appointed Director shall be the President of California State University, Chico or his or her designee.

(F) One (1) Partner-Appointed Director shall be the President of California State University (CalPoly) Humboldt or his or her designee.

Section 5.03 Terms of Office

(a) Directors. Directors shall serve for a term of three (3) years. With the exception of those individuals serving as an officer of the Board pursuant to Article IX herein, no person shall be eligible for election as a Director for more than two (2) consecutive complete terms of three (3) years each; provided, however, that upon a determination by the Board, a Director may serve one additional term commencing at least one year after the termination of a Director's service. Any officer, whose second and final term as a Director shall expire prior to the completion of their term as an officer, may continue to serve as a Public Director through their full term as an officer. Any Director who is elected to the position of Vice Chair may continue to serve as a Director, regardless of their length of service on the Board, through succession to and completion of their terms as Chair and Past Chair. For purposes of the limitation on consecutive terms of office imposed by this subparagraph (a), the relevant year shall be the calendar year, rather than the fiscal year of the Corporation. If an individual is elected or appointed for an initial term of less than two (2) years, that term shall not count for purposes of computing the limitation of two consecutive terms of office. Term limits shall not apply to Ex-Officio Directors or Director Barbara O'Connor.

Section 5.04 Nomination and Election of Public Directors

(a) Nomination of Public Directors.

(i) Nominations by Committee. The Governance Committee shall select qualified candidates for election to at least that number of positions on the Board that need to be filled in order to have a Board which includes at least ten (10) Public Directors. At any time during the year, if the Governance Committee identifies qualified candidates who ought to be considered for election to any vacant Public Director positions, said Committee can recommend to the Board of Directors that such persons be elected as Public Directors.

(ii) Nominations From the Floor. At any meeting to elect Directors, any Director present may place names in nomination, provided however that no action may be taken on a candidate nominated from the floor at a meeting until the next regularly scheduled meeting of the Board in order to afford an opportunity for the Director's to consider the candidate's qualifications.

(b) Election of Public Directors. At any designated meeting of Directors, the Board shall elect such candidates as necessary to ensure a minimum of ten (10) Public Director positions. Elections for the Public Director seats shall be conducted by voice vote, or through voting by email. The candidates receiving the highest number of votes, up to the number of Public Directors to be elected, shall be elected to office; provided, however, that a candidate's election must, in all cases, be supported by the affirmative vote of at least a majority of the Directors in attendance at a meeting at which a quorum is present.

(c) Prohibition of Cumulative Voting. Cumulative voting in the election of Directors, as defined in Corporations Code §5616, shall not be permitted.

Section 5.05 Appointment of Ex-Officio and Partner-Appointed Directors. Ex-Officio and Partner-Appointed Directors shall be appointed or assume their seats by virtue of their office or appointment.

Section 5.06. Resignation and Removal of Directors and Filling Vacancies on the Board of Directors.

(a) Vacancies, Generally. A vacancy or vacancies in the Board of Directors shall be deemed to exist on the occurrence of any of the following: (i) the death, resignation or removal of a Director; or (ii) an increase of the authorized number of Directors.

(b) Resignation of Directors. Any Director, Public, Ex-Officio or Partner-Appointed, may

resign, which resignation shall be effective on giving written notice to the President, the Secretary, or the Board of Directors, unless the notice specifies a later time for the resignation to become effective. If the resignation of a Public Director is intended to be effective at a future time, the Board of Directors may elect a successor to take office when the resignation becomes effective. If the resignation of an Ex-Officio or Partner-Appointed Director is intended to be effective at a future time, the person with authority to fill that position by designation may designate a successor to take office when the resignation becomes effective.

(c) Filling of Vacancies.

(i) Public Directors. Vacancies in Public Director positions on the Board may be filled by the vote of a majority of a quorum of the Board, or if the number of Directors then in office is less than a quorum, the vacancy may be filled by (A) the unanimous written consent of the remaining Directors, or (B) the affirmative vote of a majority of the remaining members of the Board at a duly held meeting or (C) by the sole remaining Director.

(ii) Ex-Officio Directors. If the position of President of the Corporation is vacant (thus causing a vacancy in that Ex-Officio Director position), the position shall remain vacant until a qualified person is available.

(iii) Partner-Appointed Directors. If a vacancy occurs in any Partner-Appointed Director position, the position shall be filled by the designating person or persons.

(d) Removal of Public Directors.

(i) Automatic Vacancy. The office of any Public Director shall be deemed vacant upon any of the following: (A) declaration of of unsound mind by a final order of court, (B) conviction of a felony; (C) determination by a final order or judgment of any court to have breached any duty under article 3 (commencing with section 5230) of the California Corporation Code.

(ii) Board Removal. The Board of Directors may remove any Public Director with or without cause by the vote of a majority of the Directors in office.

(e) Removal of Partner-Appointed Directors. Any Partner-Appointed Director may be removed from office at any time by action of the partner organization, or through a majority vote of the Board of Directors with or without cause.

Section 5.07. Compensation. The Directors shall serve without compensation for his or her services as a Director. However, subject to the limitations imposed by section 7.02, below, nothing herein shall preclude any Director from serving the Corporation simultaneously in another capacity, such as an agent, independent contractor (including professional service provider), or employee of the Corporation and receiving compensation for those other services so long as any relationship between a direction and the Corporation involving compensation, directly or indirectly, to the Director is approved by the Board in accordance with section 7.02(c).

ARTICLE VI

Meetings of the Board of Directors and Voting Rights

Section 6.01. Voting Rights. All Directors (Public, Ex-Officio and Partner-Appointed) shall be voting Directors. On any matter or proposal which is put to the Directors for a vote each Director shall have one vote. Voting may be conducted at a meeting (including meetings conducted by conference telephone or other permitted communications media; see section 6.02(b), below) or by use of a written ballot delivered to each Director in writing or by electronic means.

Section 6.02. Meetings of the Board.

(a) Call of Meetings. Regular and special meetings of the Board of Directors may be called by the Chair of the Board, the Vice Chair (but only in the absence or incapacity of the Chair), the President of the Corporation or the President of California State University, Sacramento (or their designee on the Board).

(b) Place of Meetings; Meetings by Conference Telephone or By Use of Other Communications Media. All conventional meetings of the Board of Directors (i.e., meetings where Directors assemble in person) shall be held at the principal office of the Corporation or at such other location within the Corporation's radio service area as shall be determined from time to time by the Chair of the Board or, in their absence or incapacity, by the Vice Chair. In addition to conducting conventional meetings members of the Board may also participate in a meeting through the use of conference telephone, electronic video screen communication, or other communication equipment or electronic means, and when a meeting is conducted in this fashion, participation in the meeting constitutes presence of each participating Director in person at that meeting so long as all the following conditions are met: (i) each member of the Board participating in the meeting can communicate with all other members concurrently; (ii) each member is provided the means of participating in all matters coming before the Board at the meeting, including the capacity to propose, or to interpose an objection, to any specific action to be taken by the Corporation; (iii) the Corporation adopts and implements some means of verifying both that the persons participating in the meeting are, in fact, Directors and that all statements, questions, actions or votes were made by a Director and not by some other person.

(c) Regular Meetings. Regular meetings of the Board shall be held with such frequency as shall be determined by the Chair of the Board. To facilitate the annual planning of individual Directors, it is the policy of this Corporation to establish and communicate to all Directors an annual schedule of meetings at the inception of each year. In addition, notice of the date, time and location of each regular meeting shall be communicated to each Board member not less than seventy-two (72) hours prior to the meeting. The notice shall also include an agenda for the meeting.

(d) Special Meetings. Special meetings of the Board of Directors shall be held with four (4) days' prior notice by first-class mail, postage prepaid, or with forty-eight (48) hours' notice delivered personally or by telephone, facsimile or other means of electronic transmission to each Director. The notice of any special meeting shall state the date, time, location and general purpose of the meeting.

(e) Waivers and Consents. Notice of any regular or special meeting need not be given to any Director who signs a waiver of notice or a written consent to holding the meeting or an approval of the minutes thereof, whether before or after the meeting, or who attends the meeting without protesting, prior thereto or at its commencement, the lack of such notice to such Director. All such waivers, consents, and approvals shall be filed with the Corporation records or made a part of the minutes of the meetings to which the waiver, consent and/or approval pertains.

(f) Quorum. The presence at a duly noticed meeting of fifty percent (50%) of all Directors shall constitute a quorum of the Board of Directors for the transaction of business. In the absence of a quorum, no business may be conducted at a meeting, except to entertain and act upon a motion to adjourn as provided in subparagraph (j), below.

(g) Transactions of Board. Except as otherwise provided in the Articles, in these Bylaws, or by law, every act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present is the act of the Board of Directors; provided, however, that any meeting at which a quorum was initially present may continue to transact business notwithstanding the withdrawal of a sufficient number of Directors to reduce those remaining to less than a quorum if any action taken is approved by at least a majority of the required quorum for such

meeting, or such greater number as is required by the law, the Articles, or these Bylaws.

(h) Conduct of Meetings. The Chair of the Board or, in their absence, the Vice Chair of the Board shall preside at meetings of the Board of Directors. The Secretary of the Corporation or, in the Secretary's absence, any person appointed by the presiding officer, shall act as Secretary of the Board of Directors.

(i) Adjournment. A majority of the Directors present at any meeting, whether or not a quorum is present, may adjourn any meeting to another time and place. If the meeting is adjourned for more than twenty-four (24) hours, notice of the adjournment to another time or place must be given prior to the time scheduled for reconvening the adjourned meeting to those Directors who were not present at the time of the adjournment.

Section 6.03. Action Without a Meeting. Any action required or permitted to be taken by the Board of Directors may be taken without a meeting if all members of the Board of Directors individually or collectively consent in writing to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the Board of Directors. Such action by written consent shall have the same force and effect as the unanimous vote of the Directors.

ARTICLE VII Powers of the Board of Directors and Limitations Thereon

Section 7.01. Specific Powers. Without prejudice to the general powers of the Board of Directors as stated in section 5.01, above, and subject to the limitations set forth below or otherwise imposed by law, the policies of the Board of Trustees of the California State University applicable to University auxiliary organizations and/or the Operating Agreement between California State University and Capital Public Radio, Inc., the Board of Directors shall have the power to:

- (a) Exercise all powers vested in the Board under the laws of the State of California.
- (b) Select and remove all officers of the Corporation; prescribe any powers and duties for them that are consistent with law, with the Articles of Incorporation, and with these Bylaws; and fix their compensation and require from them security for qualified performances of their duties.
- (c) Change the principal office from one location to another.
- (d) Adopt, make, and use a corporate seal and alter the form of the seal.
- (e) Borrow money and incur indebtedness on behalf of the Corporation and cause to be executed and delivered by the Corporation's purpose, in the corporate name
- (f) Contract and pay premiums for insurance and bonds (including without limitation, general liability insurance, Directors' and Officers' liability insurance and fidelity bonds) as may be required from time to time by the Corporation.
- (g) Prepare budgets and maintain a full set of books and records of account showing the financial condition of the Corporation in a manner consistent with generally accepted accounting principles, and at no greater than annual intervals prepare an annual financial report for the Corporation.
- (h) Appoint such committees as the Board deems necessary or desirable in accordance with article VIII, hereof.
- (i) Bring and defend actions on behalf of the Corporation so long as the action or defense is pertinent to the operations and purposes of the Corporation.

(j) Acquire by purchase or lease land and equipment for office and broadcast facilities, or for the location of towers, antennas, or other electronic equipment that is necessary or appropriate to improving the quality of broadcast service in the communities served by the Corporation's radio stations or to expand the coverage area of the Corporation's broadcasts to the extent permitted by applicable laws and governmental regulations.

Section 7.02. Limitations on Powers.

(a) Notwithstanding the powers conferred on the Board pursuant to sections 5.01 and 7.01, above, this Corporation shall not engage in any transaction which meets the definition of a "self-dealing transaction" as defined in section 5233 of the Nonprofit Public Benefit Corporation Law unless the transaction has been approved by one of the means specified in subparagraph (d) of said section 5233.

(b) Because the Corporation manages the radio stations licensed to the Board of Trustees of the California State University on behalf of the Trustees, the Corporation is a recognized auxiliary organization of the University. Therefore, the Board is obligated to file all applications and other documents, and to take such further actions as required by state law (including California Education Code section 89000, et seq. and the regulations and policies established by the Board of Trustees of the California State University (including Title 5 Sections 42400 et. seq. of the California Code of Regulations) and/or the Operating Agreement between California State University and the Corporation to maintain the Corporation's good standing as a recognized auxiliary.

(c) Unless it is established that the contract or transaction is just and reasonable as to the Corporation at the time it is authorized, approved or ratified, this Corporation shall not enter into a contract or transaction with any other Corporation, association or entity in which one or more of the Corporation's Directors are Directors unless the material facts as to the transaction and the Director's common Directorship are fully known or disclosed to the Board. The Board must approve, authorize or ratify any such contract or transaction in good faith and by a vote sufficient without counting the vote of the common Director(s).

(d) This Corporation shall not make any loan of money or property to, or guarantee the obligation of, any Director or officer, unless the transaction is first approved by the Board of Trustees of the California State University and the California Attorney General. This provision shall not apply to any reasonable advance on account of expenses anticipated to be incurred in the performance of the Director's or officer's duties.

(e) Except as provided in sections 5240(c) and 5241 of the Nonprofit Public Benefit Corporation Law, in the investment, reinvestment, purchase, acquisition, exchange, sale and management of the Corporation's investments, the Board shall:

(i) Avoid speculation, looking instead to the permanent disposition of the funds, considering the probable income, as well as the probable safety of the Corporation's capital; and

(ii) Comply with additional standards, if any, imposed by the Articles of Incorporation, these Bylaws or the express terms of any instrument or agreement pursuant to which the invested asset were contributed to the Corporation.

**ARTICLE VIII
Committees**

Section 8.01. Standing Committees. The Corporation shall have the following Standing Committees:

(a) Executive Committee. To the extent determined by the Board of Directors, the Executive Committee shall have the authority of the Directors in the governance of the business of the Corporation between meetings of the Board, including but not limited to the performance evaluation of the General Manager; provided, however, that the Executive Committee shall not unilaterally exercise any of the powers enumerated in Section 7.01 of the Bylaws without a majority vote of the Board of Directors, at a duly called meeting of the Board. The Executive Committee shall consist of the Chair of the Board, the Vice Chair, the Treasurer, the Secretary, the immediate Past Chair, and the Chairs of the Governance and Development Standing Committees. The President & General Manager of the corporation shall serve as an Ex-Officio member of the Executive Committee, without a vote on matters requiring action by the Committee. The President may be excused by the Chair from attending meetings of the Executive Committee when the Committee is meeting to consider matters where attendance by the President would be inappropriate. The Directors may, from time to time and upon nomination by the Chair, elect additional Directors to serve on the Executive Committee. The Chair of the Board of Directors shall be the Chair of the Executive Committee.

(b) Finance Committee. To the extent determined by the Board, the Finance Committee shall have the authority of the Board in the governance of the budget and finances of the Corporation. It shall review the Corporation's monthly financial performance, the annual budget and the annual financial audit. The Treasurer shall be the Chair of the Finance Committee.

(c) Audit Committee. There shall be separate from, and in addition to the Finance Committee, an Audit Committee. The Audit Committee shall be responsible for overseeing the annual external financial audit of Capital Public Radio, Inc. and the retention, supervision, and termination of the independent auditor. The Audit Committee membership and its specific responsibilities shall be determined by the Board of Directors, provided all such parameters shall comply at all times with the requirements set forth in California Government Code section 12586, or any successor provision thereto. In addition to its audit oversight responsibilities, the Audit Committee shall serve as the primary point of contact for any confidential and anonymous complaints regarding the Corporation's accounting, compliance and auditing matters.

(d) Governance Committee. The Governance Committee shall have the duty and authority to support the members of the CPR Board of Directors from time of candidacy through CPR Board alumni status. Its responsibilities shall include, but not be limited to, Board member recruitment, nomination, orientation, mentoring, activities, evaluation, and current and past member involvement.

(e) Development Committee. The Development Committee's mission is to raise community awareness and develop, implement, and secure philanthropic support for Capital Public Radio. To this end, the Development Committee, in coordination with staff and management, shall recommend fundraising activities and actively participate in them. The committee shall serve as ambassadors of Capital Public Radio and encourage the broader community to support CPR philanthropically. It shall work with staff and management to cultivate donors, and to support other major fundraising efforts. It shall raise community awareness of Capital Public Radio and the value it brings to the broader community.

Section 8.02. Other Committees of Directors. The Board of Directors may designate one or more committees of the Board consisting of two (2) or more Directors to serve for a length of time to be determined by the Board. Committees may also include individuals from the Corporation's radio staff or members of the general public, to serve at the pleasure of the Board of Directors. Any committee, to the extent provided in the resolution of the Board of Directors, shall have all the authority of the Board of Directors with respect to matters within the jurisdiction of the Committee, as defined in these Bylaws or in the Board resolution establishing the Committee.

Notwithstanding the foregoing, no committee, regardless of Board of Director resolution, may take any of the following actions:

- (a) Fill vacancies on the Board of Directors or in any committee;
- (b) Amend or repeal Bylaws or adopt new Bylaws;
- (c) Amend or repeal any resolution of the Board of Directors which by its express terms is not so amendable or repeatable;
- (d) Appoint any other committees of the Board of Directors or the members of these committees;
- (e) Approve any transaction (i) to which the Corporation is a party and one or more Directors have a material financial interest; or (ii) between the Corporation and one or more of its Directors or between the Corporation or any person in which one or more of its Directors have a material financial interest.
- (f) Unilaterally take any action to hire, fire, discipline, put on probation, or otherwise augment, the duties and responsibilities of any officer of the Corporation.

Section 8.03. Meetings and Actions of Committees. Meetings and actions of committees shall be governed by, held and taken in accordance with the provisions of article VI of these Bylaws concerning meetings of Directors, with such changes in the context of those Bylaws as are necessary to substitute the committee and its members for the Board of Directors and its members, except that the time for regular meetings of committees may be determined either by resolution of the Board of Directors or by resolution of the committee. Without limiting the foregoing, committees are specifically authorized and empowered to conduct meetings through the use of conference telephones or other communications equipment to the extent and in the manner provided in section 6.02(b), above. The Chair and President & General Manager shall serve as Ex-Officio members of all committees. Radio staff may be assigned to any committee as Ex-Officio support, without a vote on matters coming before the committee. Minutes shall be kept of each meeting of any committee and shall be filed with the corporate records. The Board of Directors may adopt rules for the governance of any committee not inconsistent with the provisions of these Bylaws or State law.

ARTICLE IX Officers

Section 9.01. Number and Title. The officers of the Corporation shall be a Chair of the Board, a Vice Chair, a President, a Secretary and a Treasurer. The Corporation may also have, at the discretion of the Board of Directors, other subordinate officers as may be appointed in accordance with the provisions of section 9.03. Any number of offices may be held by the same person, except that neither the Secretary nor the Treasurer may serve concurrently as either the President or the Chair of the Board.

Section 9.02. Election of Officers and Term of Office. The officers of the Corporation, or those officers appointed in accordance with the provisions of section 9.03, shall be elected by the Board of Directors to serve for two year terms or until their successors are elected and qualify. Each officer shall serve at the pleasure of the Board of Directors, subject to the rights, if any, of an officer under any contract of employment.

Section 9.03. Subordinate Officers. The Board of Directors may appoint, and may authorize the Chair of the Board of Directors, the Vice Chair, or another officer to appoint, any other officers that the business of the Corporation may require, each of whom shall have the title, hold office for the

period, have the authority, and perform the duties specified in these Bylaws or determined from time to time by the Board of Directors.

Section 9.04. Removal of Officers. Without prejudice to any rights of an officer under any contract of employment, any officer may be removed, with or without cause, by the Board of Directors, at any regular or special meeting of the Board of Directors, or, except in case of an officer chosen by the Board of Directors, by an officer on whom such power of removal may be conferred by the Board of Directors.

Section 9.05. Resignation of Officers. Any officer may resign at any time by giving written notice to the Corporation. Any resignation shall take effect at the date of the receipt of that notice or at any later time specified in that notice; and, unless otherwise specified in that notice, the acceptance of the resignation shall not be necessary to make it effective. Any resignation is without prejudice to the rights, if any, of the Corporation under any contract to which the officer is a party.

Section 9.06. Vacancies in Offices. A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these Bylaws for regular appointments to that office.

Section 9.07. Responsibilities of Officers.

(a) Chair of the Board. The Chair of the Board of Directors shall preside at meetings of the Board of Directors and exercise and perform such other powers and duties as may be from time-to-time assigned by the Board of Directors or prescribed by these Bylaws.

(b) Vice Chair of the Board. The Vice Chair shall be the person selected by the Board to succeed the incumbent Chair upon expiration or vacation of the Chair's term of office. The Vice Chair shall preside at meetings of the Board in the absence of the Chair and shall perform such other duties and responsibilities as may be delegated to the Vice Chair, from time to time, by the Chair.

(c) President. The President shall be the general manager and chief executive officer of the Corporation and shall, subject to the control of the Board of Directors, have supervision, direction, and control of the business and affairs of the Corporation. Such officer shall perform all duties incident to the office of President and such other duties as may be required by law, by the Articles of Incorporation or by these Bylaws, or which may be prescribed from time to time by the Board of Directors.

(d) Secretary. The Secretary shall discharge, or cause to be discharged, the following responsibilities:

(i) Keep at the principal office or such other place as the Board of Directors may direct, a book of minutes of all meetings and actions of Directors, committees of Board of Directors, with the time and place of holding, whether regular or special, and, if special, how authorized, the notice given, the names of those present at such meetings, and the proceedings of such meetings;

(ii) Keep at the principal office, as determined by resolution of the Board of Directors, records of the Directors, showing the names of all Directors and their addresses;

(iii) Give notice of all meetings of the Board of Directors required by these Bylaws to be given; and

(iv) Have such other powers and perform such other duties as may be prescribed by the Board of Directors or these Bylaws.

(e) Treasurer. The Treasurer shall discharge, or cause to be discharged, the following

responsibilities:

- (i) Keep and maintain adequate and correct books and records of accounts of the properties and business transactions of the Corporation, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings, and other matters customarily included in financial statements;
- (ii) Deposit all money and other valuables in the name and to the credit of the Corporation with such depositories as may be designated by the Board of Directors; California State University, Sacramento, whenever they request it, an account of all of the transactions as Treasurer and of the financial condition of the Corporation;
- (iii) Disburse the funds of the Corporation as may be ordered by the Board of Directors;
- (iv) Render to the Chair, the President, the Board of Directors and the President of California State University, Sacramento, whenever they request it, an account of all of the transactions as Treasurer and of the financial condition of the Corporation;
- (v) If required by the Board of Directors, furnish a bond to the Corporation (and at its expense) in the amount and with the surety or sureties specified by the Board of Directors for faithful performance of the duties of that office and for restoration to the Corporation of all its books, papers, vouchers, money, and other property of every kind in the possession or under the control of the Treasurer upon the death, resignation, retirement, or removal from office thereof; and
- (vi) Have other powers and perform such other duties as may be prescribed by the Board of Directors or these Bylaws.

ARTICLE X Indemnification/Limitation on Liability

Section 10.01. Definitions. For the purposes of this article X, "agent" means any person who is or was a Director, officer, employee, or other agent of the Corporation; "proceeding" means any threatened, ending, or completed action or proceeding, whether civil, criminal, administrative, or investigative; and "expenses" includes without limitation attorneys' fees and any expenses of establishing a right to indemnification under section 10.04 or 10.05(b) of this article X.

Section 10.02. Actions by Third Parties. The Corporation shall have power to indemnify any agent of the corporation who was or is a party or is threatened to be made a party to any proceeding (other than an action by or in the right of the Corporation to procure a judgment in its favor, an action brought under section 5233 of the California Nonprofit Public Benefit Corporation Law, or an action brought by the Attorney General or a person granted relator status by the Attorney General for any breach of duty relating to assets held in charitable trust), by reason of the fact that such person is or was an agent of the Corporation, against expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred in connection with such proceeding if such agent acted in good faith and in a manner such person reasonably believed to be in the best interests of the Corporation and, in the case of a criminal proceeding, had no reasonable cause to believe the conduct of such person was unlawful. The termination of any proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the agent did not act in good faith and in a manner which the agent reasonably believed to be in the best interests of the Corporation or that the agent had reasonable cause to believe that the agent's conduct was unlawful.

Section 10.03. Actions by or in the Right of the Corporation. The Corporation shall have the power to indemnify any agent who was or is a party or is threatened to be made a party to any

threatened, pending, or completed action by or in the right of the Corporation, or brought under section 5233 of the California Nonprofit Public Benefit Corporation Law, or brought by the Attorney General or a person granted relator status by the Attorney General for breach of duty relating to assets held in charitable trust, to procure a judgment in its favor by reason of the fact that such person is or was an agent of the Corporation, against expenses actually and reasonably incurred by such agent in connection with the defense or settlement of such action if such agent acted in good faith, in a manner the agent believed to be in the best interests of the Corporation, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. No indemnification shall be made under this section 10.03 in any of the following circumstances:

(a) In respect of any claim, issue, or matter as to which the agent shall have been adjudged to be liable to the Corporation in the performance of such agent's duty to the Corporation, unless and only to the extent that the court in which such proceeding is or was pending shall determine upon application that, in view of all the circumstances of the case, the agent is fairly and reasonably entitled to indemnity for the expenses which such court shall determine;

(b) Of amounts paid in settling or otherwise disposing of a threatened or pending action, with or without court approval; or

(c) Of expenses incurred in defending a threatened or pending action which is settled or otherwise disposed of without court approval, unless it is settled with the approval of the Attorney General.

Section 10.04. Indemnification of Agents Against Expenses. To the extent that an agent of the Corporation has been successful on the merits in defense of any proceeding referred to in section 10.02 or 10.03 of this article X or in defense of any claim, issue, or matter therein, the agent shall be indemnified against expenses actually and reasonably incurred by the agent in connection therewith.

Section 10.05. Required Determinations. Except as provided in section 10.04 of this article X any indemnification under this article X shall be made by the Corporation only if authorized in the specific case, upon a determination that indemnification of the agent is proper in the circumstances because the agent has met the applicable standard of conduct set forth in section 10.02 or 10.03 of this article X, by:

(a) A majority vote of a quorum consisting of Directors who are not parties to such proceeding; or

(b) The court in which such proceeding is or was pending upon application made by the Corporation or the agent or the attorney or other person rendering services in connection with the defense, whether or not such application by the agent, attorney, or other person rendering services in connection with the defense, is opposed by the Corporation.

Section 10.06. Advance of Expenses. Expenses incurred by any agent of the corporation in defending any proceeding in which the agent is a party may be advanced by the Corporation prior to the final disposition of such proceeding upon receipt of an undertaking by or on behalf of the agent to repay such amount unless it shall be determined ultimately that the agent is entitled to be indemnified as authorized in this article X.

Section 10.07. Other Indemnification. No provision made by the Corporation to indemnify its corporate agents, including without limitation, any Directors or officers, for the defense of any proceeding, whether contained in the Articles of Incorporation, these Bylaws, a resolution of Directors, an agreement, or otherwise, shall be valid unless consistent with this article X. Nothing contained in this article X shall affect any right to indemnification to which any persons other than Directors and

officers may be entitled by contract or otherwise.

Section 10.08. Other Forms of Indemnification Not Permitted. No indemnification or advance shall be made under this article X, except as provided in section 10.04 or 10.05(b), in any circumstances where it appears:

(a) That it would be inconsistent with a provision of the Articles of Incorporation, these Bylaws, or an agreement in effect at the time of the accrual of the alleged cause of action asserted in the proceeding in which the expenses were incurred or otherwise amounts were paid, which prohibits or otherwise limits indemnification; or

(b) That it would be inconsistent with any condition expressly imposed by a court in approving a settlement.

Section 10.09. Insurance. The Corporation shall have power to purchase and maintain insurance on behalf of any agent of the Corporation, whether compensated or volunteer, against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such whether or not the Corporation would have the power to indemnify the agent against such liability under the provisions of this article X, provided, however, that a Corporation shall have no power to purchase and maintain such insurance to indemnify any agent of the Corporation for a violation of section 5233 of the California Nonprofit Public Benefit Corporation Law.

Section 10.10. Nonpaid Directors: Alleged Failure to Discharge Duties: No Monetary Liability. Except as provided in sections 5233 or 5237 of the California Public Benefit Corporation Law and section 5047.5 of the California Nonprofit Corporation Law, there is no monetary liability on the part of, and no cause of action for damages shall arise against, any nonpaid Director, including any nonpaid Director who is also a nonpaid officer, of this Corporation based upon any alleged failure to discharge the person's duties as Director or officer if the duties are performed in a manner that meets all of the following criteria:

(a) The duties are performed in good faith.

(b) The duties are performed in a manner such Director believes to be in the best interests of the Corporation.

(c) The duties are performed with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.

Section 10.11. Personal Liability of Volunteer Director or Officer for Negligence.

(a) Except as provided in subparagraph (c), below, there shall be no personal liability to a third party on the part of a volunteer Director or volunteer officer of this Corporation caused by the Director's or officer's negligent act or omission in the performance of that person's duties as a Director or officer, if all of the following conditions are met:

(i) The act or omission was within the scope of the Director's or officer's duties.

(ii) The act or omission was performed in good faith.

(iii) The act or omission was not reckless, wanton, intentional or grossly negligent.

(iv) Damages caused by the act or omission are covered pursuant to liability insurance policy issued to the Corporation, either in the form of a general liability policy or a Director's and officer's liability policy, or personally to the Director or officer. In the event that the damages are not covered by a liability insurance policy, the volunteer Director or volunteer officer

shall not be personally liable for the damages if the Board of Directors and the person had made all reasonable efforts in good faith to obtain available liability insurance.

(b) For purposes of this section 10.11, "volunteer" means the rendering of services without compensation. "Compensation" means remuneration whether by the way of salary, fee, or other consideration for services rendered. However, the payment of per diem, mileage, or other reimbursement expenses to a Director or officer does not affect that person's status as a volunteer within the meaning of this section.

(c) This section does not eliminate or limit the liability of a Director or officer for any of the following:

(i) Any liability with respect to self-dealing transactions as provided in section 5233 of the California Nonprofit Public Benefit Law or any liability with respect to certain prohibited distributions, loans or guarantees as provided in section 5237 of said law.

(ii) In any action or proceeding brought by the California Attorney General.

Section 10.12. Fiduciaries of Employee Benefit Plans. This article X does not apply to any proceeding against any trustee, investment manager, or other fiduciary of an employee benefit plan maintained by the Corporation in such person's capacity as such, even though such person may also be an agent of the Corporation as defined in section 10.01 of this article X. The Corporation shall have power to indemnify such trustee, investment manager, or other fiduciary to the extent permitted by subdivision (f) of section 207 of the California General Corporation Law.

ARTICLE XI Miscellaneous

Section 11.01 Execution of Checks and Drafts. All checks, drafts or other orders for payment of money, notes or other evidences of indebtedness, issued in the name of or payable to the Corporation, shall be signed or endorsed by such person or persons and in such manner as, from time to time, shall be determined by resolution of the Board of Directors.

Section 11.02. Execution of Contracts. The Board of Directors, except as otherwise provided in these Bylaws, may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances; and unless so authorized by the Board of Directors, no officer, agent or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit to render it liable for any purpose or to any amount.

Section 11.03. Representation of Shares of Other Corporations. Any two Board officers (Chair, Vice Chair, President, Secretary or Treasurer) acting without necessity for specific resolution, are authorized to vote, represent and exercise on behalf of the Corporation all rights incident to any and all shares of any other Corporation or Corporations standing in the name of the Corporation. The authority herein granted to such officers to vote or represent on behalf of the Corporation any and all shares held by the Corporation in any other Corporation or Corporations may be exercised either by such officers in person or by any person authorized to do so by proxy or power of attorney duly executed by such officers. Any actions taken pursuant to this section shall be reported to the Board at its next regularly scheduled meeting or at a special meeting called for that purpose prior to the next regularly scheduled meeting.

Section 11.04. Maintenance of Articles and Bylaws. The Corporation shall keep at its principal office the original or a copy of the Articles of Incorporation and these Bylaws as amended to date.

Section 11.05. Maintenance of Other Corporate Records. The accounting books, records and

minutes of proceedings of the Board of Directors and any committees of the Board of Directors shall be kept at such place or places designated by the Board of Directors, or, in the absence of such designation, at the principal office of the Corporation. These documents shall be kept either in written or typed form or in any other form capable of being converted into written, typed, or printed form.

Section 11.06. Director Inspection Rights. The Directors of this Corporation shall be entitled to inspect the books and records of this Corporation, minutes of meetings of the Board or any committee thereof and the physical properties of the Corporation, during normal business hours, to the full extent provided in Corporations Code section 5330, et seq.

Section 11.07. Annual Statement of General Information. As and when required by section 6210 of the California Nonprofit Corporation law, the Corporation shall file with the Secretary of State of the State of California, on the prescribed form, a statement setting forth the authorized number of Directors, the names and complete business or residence addresses of all incumbent Directors, the names and complete business or residence addresses of the chief executive officer, Secretary and Treasurer, the street address of its principal office in this state, together with a designation of the agent of the Corporation for the purpose of service of process. Any authorized inspection may be made in person or by an agent or attorney, and shall include the right to copy and make extracts of documents, minutes or instruments.

Section 11.08. Limitations on grants contracts, bequest, trusts and gifts. The Corporation shall not accept any grant, contract, bequest, trust, or gift, unless it is so conditioned that it may be used only for purposes consistent with policies of the Board of Trustees of the California State University.

Section 11.09. Construction. Unless the content requires otherwise, the general provisions, rules of construction, and definitions in the California Nonprofit Public Benefit Corporation Law shall govern the construction of these Bylaws.

Section 11.10. Amendment of the Bylaws. The Board of Directors may, by majority vote, adopt, amend, or repeal these Bylaws; provided, however, that if any provision of these Bylaws requires the vote of a larger proportion of the Board of Directors than otherwise required by law, such provision may not be altered, amended, or repealed except by that greater vote. The text of any proposed amendments or additions to the Bylaws shall be furnished to each Director, in writing, at least thirty (30) days prior to the meeting or action by written consent where the proposal will be presented for approval. Copies of any proposed Amendments shall be sent to the President of California State University Sacramento at least thirty (30) days in advance of the date intended for actions (except in the case of emergency). Copies of amended documents are to be sent to the California State University Financing and Treasury Office within thirty (30) calendar days.

CERTIFICATE OF SECRETARY

I certify that I am the duly elected Secretary of Capital Public Radio, Inc., a California nonprofit public benefit Corporation, that the above Bylaws, consisting of 15 pages, are the Bylaws of this Corporation as amended and restated by the Board of Directors on July __, 2022 and that they have not been amended or modified since that date.

Executed on _____ at Sacramento, California.

/s/ Barbara O'Connor Secretary



State of California

CORPORATIONS CODE

Section 5233

5233. (a) Except as provided in subdivision (b), for the purpose of this section, a self-dealing transaction means a transaction to which the corporation is a party and in which one or more of its directors has a material financial interest and which does not meet the requirements of paragraph (1), (2), or (3) of subdivision (d). Such a director is an “interested director” for the purpose of this section.

(b) The provisions of this section do not apply to any of the following:

(1) An action of the board fixing the compensation of a director as a director or officer of the corporation.

(2) A transaction which is part of a public or charitable program of the corporation if it: (i) is approved or authorized by the corporation in good faith and without unjustified favoritism; and (ii) results in a benefit to one or more directors or their families because they are in the class of persons intended to be benefited by the public or charitable program.

(3) A transaction, of which the interested director or directors have no actual knowledge, and which does not exceed the lesser of 1 percent of the gross receipts of the corporation for the preceding fiscal year or one hundred thousand dollars (\$100,000).

(c) The Attorney General or, if the Attorney General is joined as an indispensable party, any of the following may bring an action in the superior court of the proper county for the remedies specified in subdivision (h):

(1) The corporation, or a member asserting the right in the name of the corporation pursuant to Section 5710.

(2) A director of the corporation.

(3) An officer of the corporation.

(4) Any person granted relator status by the Attorney General.

(d) In any action brought under subdivision (c) the remedies specified in subdivision (h) shall not be granted if:

(1) The Attorney General, or the court in an action in which the Attorney General is an indispensable party, has approved the transaction before or after it was consummated; or

(2) The following facts are established:

(A) The corporation entered into the transaction for its own benefit;

(B) The transaction was fair and reasonable as to the corporation at the time the corporation entered into the transaction;

(C) Prior to consummating the transaction or any part thereof the board authorized or approved the transaction in good faith by a vote of a majority of the directors then

in office without counting the vote of the interested director or directors, and with knowledge of the material facts concerning the transaction and the director's interest in the transaction. Except as provided in paragraph (3) of this subdivision, action by a committee of the board shall not satisfy this paragraph; and

(D) (i) Prior to authorizing or approving the transaction the board considered and in good faith determined after reasonable investigation under the circumstances that the corporation could not have obtained a more advantageous arrangement with reasonable effort under the circumstances or (ii) the corporation in fact could not have obtained a more advantageous arrangement with reasonable effort under the circumstances; or

(3) The following facts are established:

(A) A committee or person authorized by the board approved the transaction in a manner consistent with the standards set forth in paragraph (2) of this subdivision;

(B) It was not reasonably practicable to obtain approval of the board prior to entering into the transaction; and

(C) The board, after determining in good faith that the conditions of subparagraphs (A) and (B) of this paragraph were satisfied, ratified the transaction at its next meeting by a vote of the majority of the directors then in office without counting the vote of the interested director or directors.

(e) Except as provided in subdivision (f), an action under subdivision (c) must be filed within two years after written notice setting forth the material facts of the transaction and the director's interest in the transaction is filed with the Attorney General in accordance with such regulations, if any, as the Attorney General may adopt or, if no such notice is filed, within three years after the transaction occurred, except for the Attorney General, who shall have 10 years after the transaction occurred within which to file an action.

(f) In any action for breach of an obligation of the corporation owed to an interested director, where the obligation arises from a self-dealing transaction which has not been approved as provided in subdivision (d), the court may, by way of offset only, make any order authorized by subdivision (h), notwithstanding the expiration of the applicable period specified in subdivision (e).

(g) Interested directors may be counted in determining the presence of a quorum at a meeting of the board which authorizes, approves or ratifies a contract or transaction.

(h) If a self-dealing transaction has taken place, the interested director or directors shall do such things and pay such damages as in the discretion of the court will provide an equitable and fair remedy to the corporation, taking into account any benefit received by the corporation and whether the interested director or directors acted in good faith and with intent to further the best interest of the corporation. Without limiting the generality of the foregoing, the court may order the director to do any or all of the following:

(1) Account for any profits made from such transaction, and pay them to the corporation;

(2) Pay the corporation the value of the use of any of its property used in such transaction; and

(3) Return or replace any property lost to the corporation as a result of such transaction, together with any income or appreciation lost to the corporation by reason of such transaction, or account for any proceeds of sale of such property, and pay the proceeds to the corporation together with interest at the legal rate. The court may award prejudgment interest to the extent allowed in Section 3287 or 3288 of the Civil Code. In addition, the court may, in its discretion, grant exemplary damages for a fraudulent or malicious violation of this section.

(Amended by Stats. 1981, Ch. 587, Sec. 7.)



State of California

EDUCATION CODE

Section 94123

94123. Notwithstanding any other provision of law neither of the following is a conflict of interest:

(a) Service by a trustee, director, officer, or employee of a participating private college, public college, or public university as a member of the authority, provided that the trustee, director, officer, or employee abstains from discussion, deliberation, action, and vote by the authority under this chapter with respect to the participating private college, public college, or public university for which that member is a trustee, director, officer, or employee.

(b) Affiliation of a member of the authority with a bank that serves the authority as bond trustee, depository of funds, or in any other financial, advisory, or fiduciary capacity.

(Amended by Stats. 2001, Ch. 569, Sec. 3. Effective January 1, 2002.)

512. Business Travel

EFFECTIVE DATE: 11/30/2007 | REVISION DATE: 2/9/2018

CapRadio will reimburse employees for reasonable business travel expenses incurred while on assignments away from their normal work location. Employees should verify that planned travel is eligible for reimbursement before making travel arrangements. The Travel Authorization form must be filled out, signed by the supervisor, and given to the Business Affairs Assistant. Unapproved expenses may be refused for reimbursement.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by CapRadio.

Employees whose travel plans have been approved will work with the Business Affairs Assistant on booking necessary accommodations and travel. Under special circumstances, employees can make arrangements on their own. They will be reimbursed at the rate of booking the Business Assistant would have arranged for them.

Employees are expected to limit expenses to reasonable amounts. Within 30 days of completion of the trip, the employee must submit a check request and supporting documentation to obtain reimbursement. The check request must be signed by the department budget-holder. Employees who use personal funds to facilitate travel arrangements will not be reimbursed until after the trip occurs and proper documentation is submitted.

Use of personal vehicle.

Employees who are required to use personal automobiles on official CapRadio business will be reimbursed for mileage at the established current rate. Mileage is calculated from the CapRadio offices. Employees who use personal automobiles must carry, at the employee's expense, the minimum insurance

coverage (as required in California) for property damage and public liability.

Rental vehicle

Reimbursement for a commercial rental vehicle as the primary mode of transportation is authorized only if the rental vehicle is more economical than any other type of public transportation, or if the destination is not otherwise accessible. CapRadio authorizes reimbursement for the most economic vehicle available. If the employee requires a rental car during travel, he/she should arrange it through the Business Affairs Assistant. The employee will be reimbursed for gasoline usage. Employees are strongly encouraged to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor.

Airfare

Employees should arrange flights through the Business Affairs Assistant. In case it is not possible, they are expected to obtain the lowest available airfare that reasonably meets business travel needs. Employees are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing. If the price of airfare is higher than \$500.00, a credit card authorization form signed by the COO/CFO or the CEO is required.

Conference registration fees. Conference registration fees can be prepaid with credit card through the Business Affairs Assistant. If the amount is higher than \$500.00, a credit card authorization form signed by the COO/CFO or the CEO is required.

Lodging

Employees are strongly encouraged to book their accommodations through the Business Affairs Assistant. In case this is not possible, CapRadio will reimburse

lodging expenses at reasonable, single occupancy or standard room rates. When the hotel is the conference or convention site, reimbursement will be limited to the conference rate. Employees are advised to use “early bird” rates.

Employees should contact their supervisors or the HR and Business Manager for guidance and assistance on procedures related to travel arrangements, expense reports or any other business travel issues. Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

Expenses generally accepted as reimbursable:

- Coach class Air or Train Fare
- Car Rental Fees - up to mid-sized cars, booked through approved provider
- Fares for shuttle or airport bus service
- Uber, Lyft, and Taxi Fares
- Mileage costs for the use of personal automobiles
- Cost of standard accommodations in mid-priced hotels
- Reasonable cost of meals when the employee is away from the office for more than half a working day and has traveled more than 5 miles from the office
- Charges for phone and internet service for business purposes
- Charges for laundry service on trips of 3 days or more

526. Mobile Devices Usage

EFFECTIVE DATE: 11/30/2007 | REVISION DATE: 2/09/2018

CapRadio provides mobile devices to selected employees as a business tool. Mobile devices are provided to assist employees in accessing email, communicating with management and other employees, clients, associates, and for posting and monitoring social media platforms.

Mobile device use is primarily intended for business-related activities. However, occasional, brief personal use is permitted within a reasonable limit. Mobile device invoices may be regularly monitored.

Eligible Employees

- Newsroom staff
- Staff managing digital assets

Other employees may be eligible if the immediate supervisor determines that the use of a mobile phone is required for the employee to perform their job. Final approvals by the employee's department budget holder and COO/CFO are required.

Employees eligible for a company mobile device can opt out of receiving one and use their personal device if it is up to company standards. Employees who choose to use their personal mobile phone will be reimbursed a stipend of \$50.00 dollars each month.

Employees are responsible for the replacement of damaged CapRadio mobile device, if the damage was due to employee negligence or loss and the mobile device is not eligible for an upgrade.

While traveling abroad, employees are encouraged to use WiFi connections when possible. Contact the HR and Business manager prior to the trip to discuss device usage options.

Employees may have access to a mobile device while in their cars and should remember that their primary responsibility is driving safely and obeying the rules of the road. Employees can use mobile phone hands-free devices to conduct business while driving.

Employees are reminded that driving a motor vehicle while writing, sending, or reading text-based electronic communications such as text messages, instant messages, and e-mail is illegal in California.

As a representative of CapRadio, mobile devices users are reminded that the regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a mobile device.

582. Credit Card Usage

EFFECTIVE DATE: 8/21/2009 | REVISION DATE: 10/24/2016

Employees who need to charge more than \$500 on the company credit card should use The **Credit Card Purchase Request** form. The form should be signed by COO/CFO or President & GM before the purchase. For purchases below \$500, verbal authorization from the department head will suffice. Receipts or invoices for all purchases, regardless of amount, should be retained and forwarded to the finance department for accounting purposes.

Policy Updates

Fiscal Year 2022-2023

Effective July 01, 2022





Expense Reimbursement

CapRadio reimburses employees for all necessary work-related expenses incurred.

- Use of personal vehicle for business purposes.
- Business travel expenses (e.g., meals/lodging).
- Other work-related items that cannot be obtained through CapRadio (Sacramento) Office Coordinator and pre-approved by the manager

Submit reimbursement requests into self-service portal for approval by the 5th day of the following month.

Expenses submitted later than 2 months since occurrence will be denied.

Credit Card Usage



Credit cards may be issued to selected positions to pay for business expenses.

Credit card holders are responsible for providing all financial receipts when credit card statement is received.

Existing credit cards will be closed. New credit cards will be issued for this fiscal year, distributed to designated staff.

Credit card usage policy will be distributed affirming that credit card charges without backup submitted will be removed/closed.

Mobile Device Usage

Coming August 2022

Communication tools are provided in accordance with your position.

Any use of a mobile device for company business must comport with expectations for issues like security, privacy, and personal team member safety.

Cell phone stipend eliminated August 2022.

Stipend not paid for personal phone use.

If you currently have a company provided cell phone, there is no change.

If your position requires use of a company phone, one will be provided. Ask Victoria.

If you use your own phone for work purposes, it is considered a personal choice. Information could be made public, a waiver will be required.

From: Katherine Bardis <kbardis@rbhomes.com>
Sent: Wednesday, September 27, 2023 7:18 PM EDT
To: Clark, Andrea <aclark@DowneyBrand.com>
Subject: Re: CapRadio

Exhibit 5

Hi Andrea

I left you a VM incase its easier to chat though this but here is a general summation from what I can recall and in looking back at my notes:

- I originally joined the board towards the latter half of 2109, with my first board meeting and board experience being the 2019 retreat Oct 4th and 5th
- At that point it was my understanding that an LOI on the building had already been agreed upon between CPR and the building ownership group
- I recused myself from the October 4th 2019 board meeting when they voted on going into the building and to move forward with drafting a lease
- I myself have no direct involvement in the building but my husband Bay is both a % owner and was the one negotiating the lease with Jun
- Overall I have been pretty careful to either recuse myself or not attend board meetings when the building and the lease/construction costs were going to be a point of discussion
- A couple board meetings this year I either didn't attend or joined late since, although I have no ownership, there is an obvious conflict of interest with what I know through certain things Bay has shared, especially with some of the payment items that came up earlier this year

Let me know if there are any specific questions you need me to answer or if you would like any additional information. I will do my best to get you whatever you need

Thanks for navigating CPR through such a tumultuous year!

--
Katherine

Katherine Bardis-Miry | Principal

Reynen & Bardis Homes | Bardis Homes
a:10630 Mather Blvd, Mather CA 95655
e: kbardis@rbhomes.com | **w:** www.rbhomes.com
p: (916) 313-3120

From: Clark, Andrea <aclark@DowneyBrand.com>
Date: Wednesday, September 27, 2023 at 3:53 PM
To: Katherine Bardis <katherine@bardishomes.com>
Subject: CapRadio

Hi Katherine,

I hope you are well. I'm writing about your capacity as a board member as it relates to the execution of the lease at 730 I Street. I don't have a direct recollection of the timing of your arrival on the board (I think it was within a year or so of my joining the board), or of the timing of board approval of the lease (although I think it was executed in early 2021). As you know, the CSU audit is being released today and it contains language about conflicts of interest on the board. I don't know if you were on the board at the time of execution of the lease, or what the nature is of your interest in the property, but I'm hoping to get some information about it to answer questions that the auditors are asking about it. I figured I would ask you directly rather than comb through all the minutes from 2019-2021 (since Zoro departed, staff's ability to support this kind of effort is greatly diminished). Do you recall recusing yourself during deliberations or approvals of lease terms for 730 I?

Thank you for any information you can provide.

Andrea

Andrea P. Clark

DOWNEY BRAND

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From: Bay Miry <bay@mirydevelopment.com>
Sent: Wednesday, May 24, 2023 7:35 PM EDT
To: Wally Browe <wally@capitalpm.com>; Martin, Kat <kat.martin@capradio.org>; Jun Reina <jun.reina@capradio.org>
CC: Steve Lebastchi <steve@dandsdev.com>; Bay Miry <bay@mirydevelopment.com>
Subject: 730 I St - serious concerns need to be addressed immediately

Wally, Kat, and Jun -

Our 730 I St ownership group has two serious concerns after conversations over the past couple weeks with Wally and CPR's TI contractor, Mason Builders. These two concerns require your immediate resolution and are outlined below:

- 1) It has come to our attention that your TI drywall subcontractor has filed a lien on our property's title for \$59,831.81. This has created a cloud on our title's property and puts CPR in default of their lease (see paragraph at the bottom of this email).
- 2) It has also come to our attention that CPR owes a figure of around \$1 million that is well past due to Mason Builders. This balance is mainly for subcontractor retention and for CPR decisions to upgrade recording studios, etc. This is a major concern since we have not been given a clear sense on the timing of this payment for some time now after multiple requests. Mason Builders indicated they've been waiting for this final retention payment for over four months and other subs are preparing to file liens as well.

Please put yourself in our position. We were prepared to honor our lease commitment and immediately pay our share of the cost for the third floor restrooms of around \$90k. However, learning about the drywall lien and the amount CPR still owes well past due to Mason Builders are significant issues that put CPR in default of their lease. We need these issues immediately first resolved and need more transparent and consistent communication. Several negative media articles have also been recently published months regarding the financial strength of CPR.

Furthermore, we also need to better understand who is our main point of contact from CPR going forward for these types of financial/lease issues and for more timely monthly rent payment. Oftentimes, rent has not been received until the middle of the month. We also need the contact information for the main point of contact from your financial and/or lending source. Please make these introductions to the main CPR and financial contacts immediately.

Please also note, the following language in the lease under Paragraph 8e states:

"Tenant shall not suffer, permit or give cause for the filing of a lien against the Premises or the Building. If any mechanic's or materialman's lien or notice of lien shall at any time be filed against the Premises or the Building by reason of work, labor, services or materials performed or furnished to Tenant or to anyone holding the Premises through or under Tenant, Tenant shall immediately cause the same to be bonded or discharged of record. If Tenant shall fail to cause such lien or notice of lien to be discharged or bonded within twenty (20) days after the filing thereof, then, in addition to any other rights and remedies available to Landlord at law, or in equity or under this Lease, Landlord may, but shall not be obligated to, discharge or bond off the same by paying the amount claimed to be due or posting a bond, and the amounts so paid by Landlord and all costs and expenses, including reasonable attorneys' fees, incurred by Landlord in paying, bonding off or procuring the discharge of such lien or notice of lien, shall be due and payable by Tenant to Landlord as Additional Rent within five (5) days of Landlord's demand therefor."

We look forward to hearing from you on these matters immediately or else our ownership will be left with no choice but to take appropriate legal action.

--
Bay Miry
Principal
Miry Development
Bardis & Miry Development

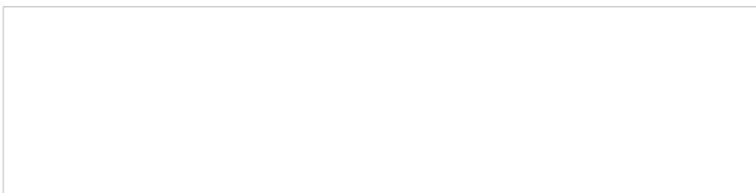
From: Curtis Owyang <cowyang@lpas.com>
Sent: Thursday, July 02, 2020 11:23 AM EDT
To: Aaron Marchand <aaronmarchand@turtoncom.com>; Reina, Jun <jun.reina@capradio.org>; Phil Titus <ptitus@lpas.com>; Kristina Gwinn <kgwinn@lpas.com>
Subject: FW: CPR sq ft summary
Attachment(s): "730 i st - sf summary.xlsx"

Aaron,

The numbers seem to keep benefiting Bay every time they look at this. We should take a closer look at his latest spread sheet. I don't agree the entire ground level lobby is exclusive to Capital Public Radio because it doesn't have to be. The ground floor tenant can have use of that entry. We should discuss this amongst ourselves first.

Curtis

Curtis Owyang, FAIA
Vice President
Director of Design
LEED AP BD+C



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LPAS is open for business. Our staff is working remotely, and we are fully functional.

From: Bay Miry <bay@mirydevelopment.com>
Sent: Wednesday, July 1, 2020 5:09 PM
To: Nate Erickson <natee@architectslocal.com>; Steve Waldron <steve@architectslocal.com>; Curtis Owyang <cowyang@lpas.com>
Cc: mellis@downeybrand.com; Jaclyn Powell <jpowell@smplawcorp.com>; Ken Turton <kenturton@turtoncom.com>; Aaron Marchand <aaronmarchand@turtoncom.com>; Jun Reina <jun.reina@capradio.org>; David Miry <david@dandsdev.com>; Steve Lebastchi <steve@dandsdev.com>; Sara Lebastchi <sara@dandsdev.com>
Subject: CPR sq ft summary

All,

There are various email threads circulating as we finalize this CPR deal. Fortunately, it appears we're down to minor items (e.g. language for basement generator, etc).

One key remaining item is confirmation on the total square footage CPR will lease. For efficiencies, I'm copying all related parties, but this email is mainly to our ownership's building shell design team (Nate/Steve at Architects Local), and CPR's TI architect (Curtis at LPAS). I'm also copying the legal counselS so they're easily able to follow.

Attached is a revised square footage summary spreadsheet. I have tried my best to compile the emails and calculations shared by the design teams and conclude something as fair and reasonable to both parties as possible. Assumptions below:

I've incorporated the comments Curtis made about a) measuring to glazing and b) excluding vertical penetrations. Therefore, excluded from CPR's rentable and usable square footages are areas like elevator shafts, stairwells, and mechanical chases. I have calculated CPR is leasing 77.1% of the total building usable area. I applied that same percentage to the common area total in the basement and came up with a total rentable area for CPR of 40,725 sq ft (for rent purposes) and a total usable area for CPR of 39,434 (for TI allowance purposes).

A comment was made from our design team, if I understood correctly, that their interpretation of BOMA allows for potentially including the square footage for areas like elevators and stairs, at least at ground floor level, when said areas are within an exclusive lobby. However, I have still excluded those areas from the total rentable area.

Please let me know if there are any inaccuracies in my assumptions. Look forward to finalizing and moving on to next steps.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Bay Miry
Principal
Miry Development
Bardis & Miry Development

**Capital Campaign Operating Principles:
Donor Recognition**

- Prospective campaign donors will be presented with naming opportunities that are commensurate with their level of financial support.
- For gifts of \$50,000 or more, donors can choose to name a specific item/room in either the 1010 J Street or 730 I Street locations. These items would have dedicated signage recognizing the donor(s) and for spaces including, but not limited to:
 - Conference rooms
 - Gathering spaces
 - Offices
 - Production studios
 - Workrooms
- The naming rights to the Center for Community Engagement have been secured by
 - The agreement is for 15 years, with two additional five-year options, of which will have first right of refusal.
 - The space will be referred to as the _____ in print, digital, and on-air.
 - This applies to all events in the _____ – CapRadio, 3rd party, etc.
- _____ have secured the permanent naming rights to is a series of events to be held in the _____.
 - These are forum discussions that will be branded as _____ in print, digital, and on-air.
 - Example: “From _____ at _____ CapRadio, _____ presents...”
 - Additionally, the “news deck” or, gathering space, where daily news meetings are to be held will be have corresponding signage - _____.
- The naming rights to broadcast studios present CapRadio with a significant revenue opportunity and should be attached to select Leadership gifts to the campaign.
 - The **music studio** will be presented to a donor(s) as a permanent naming opportunity with a gift of \$1 million to the campaign.
 - Recognition would include signage, as well as on-air, and limited to the legal-ID on an ongoing basis.
 - Example: “From the _____ Studio in Downtown Sacramento, this is Capital Public Radio, 88.9 KXPR FM and HD Sacramento, 91.7 KXSR Groveland/Sonora, and 90.9 KXJZ HD2 Sacramento.”
 - Live performances or special events in the studio could create additional opportunities on an irregular basis.

- Example: “We’re live from the ____ Studio at CapRadio with Lara Downes, sharing new work from her upcoming album...”
- The **news broadcast center** presents an opportunity for naming rights at the \$2 million level and should be presented to the donor as “permanent.”
 - Recognition would be on-air only and limited to the legal-ID on an ongoing basis.
 - “From the ____ News Center in Downtown Sacramento, this is Capital Public Radio, 90.9 KXJZ FM and HD Sacramento, 91.3 KUOP Stockton/Modesto, 90.5 KKTO Tahoe City/Reno...”
 - Individual studios and production areas within the News Center will be offered as naming opportunities (signage only) at a commensurate gift level. These include:
 - Insight Studio - Dan & Rhea Brunner
 - News Talk Studio
 - Host Studio
 - Anchor Studio
 - Control Room(s)
 - Production Booths (8)
- The ticker offers a unique visibility opportunity for corporate entities in particular. Financial commitments for the ticker should include a specific time-period and first right of refusal for renewal.
 - We will have up to three ticker sponsors during any given time-period and the visibility is limited to text only.
 - Example: “Presented by Genovese, Burford & Brothers”
- All campaign donors, regardless of gift amount, will be recognized on an electronic donor wall in the lobby of both the 1010 8th St and 730 I St locations.

From: Eytcheson, Rick <rick.eytcheson@capradio.org>

Sent: Wednesday, December 04, 2019 5:46 PM EST

To: Thomask@sutterhealth.org <Thomask@sutterhealth.org>; Harper, Holly <HarperH1@sutterhealth.org>; Carri Ziegler <carri@HarbageConsulting.com>; Theresa Frei <freith@sutterhealth.org>; Todd Murray (tmurray@tamurraylaw.com) <tmurray@tamurraylaw.com>

CC: Reina, Jun <jun.reina@capradio.org>; Ruth Blank

; Kim Silvers <kim@silvershr.com>

Subject: Building update

Hello Team Sutter!

I just wanted to give you a quick update on our progress downtown. Hines, the landlord at 1010 8th street, has given their attorneys authorization to complete negotiations with our attorney for the lease. We've been dealing with one last obstacle which involves preserving access to the downstairs space for other tenants. We, of course, do not want that to be the current staircase which would disrupt the flow of our space. We believe we've found a way forward that involves developing an access from the J street side, closer to the parking garage entrance. The contractors and architects are working on a schematic that will satisfy Hines. It will likely involve additional expense to us, but we're still negotiating that. Our board has blessed the concept of a split location, provided all the numbers work out. And we're still hopeful we'll get a signed lease on 1010 8th by the end of this month.

Negotiations continue for the LOI on 730 I Street. The owner of that building has developed some exciting new plans for a more dramatic entry into the building that could make it much more attractive and potentially save US the expense of developing a lobby/foyer. We're very pleased with the way this is shaping up. Meanwhile, fundraising continues apace and I'm pleased to share that on Monday we got the signed commitment for \$1million cash from . Much more pending.

Thank you all for your continued support and patience. This is happening!

Rick

Rick Eytcheson

President & General Manager

T (916) 278-8901 | reytcheson@csus.edu

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Lawson-Cook, Mashariki A

From: Mark Ellis <mellis@ellislawgrp.com>
Sent: Sunday, June 2, 2024 3:40 PM
To: Scheidt, Bruce A.
Cc: Rosanne Estrella; Jennifer Mueller; Mark Ellis; Tamar Rosenberg; Domenic Drago; Erinn Contreras; Xiong, Bao; Lawrence Iglesias
Subject: RE: 730 I Street lease/Cap Public Radio/ Sac State/Bay Miry

Unfortunately, no. I'm too busy in prep. If the trial gets continued maybe.

It would be helpful for you to provide a synopsis of the points you wish to talk about. I do not think it is my clients best interest to walk in to a "gotcha" meeting. I assume however that is not your plan.

I think I have the gist that you may argue there was some undisclosed conflict of interest here. I must say from the documents I have briefly reviewed and from a quick reading of the applicable statutes that appears preposterous. I understand documents demonstrating the disclosure of any relationship apparently at issue here were produced months ago. Is that not true?

I also think it would also behoove us to have a written confidentiality stipulation signed by the parties ahead of any meeting so that our discussions are candid but not admissible later on if the worst happen.

To be clear Bruce we are happy to meet in a productive and constructive way. I'll update you on my trial status Tuesday. I'm in Monterey tomorrow.

Thanks.

Best, Mark

Mark E. Ellis
Certified Specialist, Legal Malpractice
Managing Partner
ELLIS LAW GROUP, LLP
1425 River Park Drive, Suite 400
Sacramento, CA 95815

Tel: (916) 283-8820
Fax: (916) 283-8821
Web: ellislawgrp.com

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-----Original Message-----

From: Scheidt, Bruce A. <bscheidt@kmtg.com>
Sent: Sunday, June 2, 2024 2:45 PM

To: Mark Ellis <mellis@ellislawgrp.com>

Cc: Rosanne Estrella <restrella@ellislawgrp.com>; Jennifer Mueller <jmueller@ellislawgrp.com>; Tamar Rosenberg <TRosenberg@sheppardmullin.com>; Domenic Drago <DDrago@sheppardmullin.com>; Erinn Contreras <EContreras@sheppardmullin.com>; Xiong, Bao <bxiang@kmtg.com>

Subject: Re: 730 I Street lease/Cap Public Radio/ Sac State/Bay Miry

Are you and your client available this week if your trial begins on June 10?

Bruce

Sent from my iPhone

> On Jun 2, 2024, at 2:00 PM, Mark Ellis <mellis@ellislawgrp.com> wrote:

>

> Thank you Bruce.

>

> So you know for scheduling purposes, I have a somewhat uncertain trial date set for June 10th and the trial will probably last 10 trial days if it goes. Monterey tries cases 3.5 days per week. The court is considering moving the trial. I hope to know by close of business tomorrow 6/3.

>

> I think it is probably best that all communications from here on out only go through me.

>

> Please include my legal assistants on any future email communications, Rosanne and Jennifer.

>

> Thank you.

>

> Best, Mark

>

> Mark E. Ellis

> Certified Specialist, Legal Malpractice Managing Partner ELLIS LAW

> GROUP, LLP

> 1425 River Park Drive, Suite 400

> Sacramento, CA 95815

>

> Tel: (916) 283-8820

> Fax: (916) 283-8821

> Web: ellislawgrp.com

>

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>

> -----Original Message-----

> From: Scheidt, Bruce A. <bscheidt@kmtg.com>

> Sent: Sunday, June 2, 2024 1:11 PM

> To: Mark Ellis <mellis@ellislawgrp.com>; Bay Miry

> <bay@mirydevelopment.com>

> Cc: Tamar Rosenberg <TRosenberg@sheppardmullin.com>; Domenic Drago

> <DDrago@sheppardmullin.com>; Erinn Contreras

> <EContreras@sheppardmullin.com>; Xiong, Bao <bxiang@kmtg.com>; Jaclyn

> Powell <jpowell@smplawcorp.com>; Rosanne Estrella
> <restrella@ellislawgrp.com>; Jennifer Mueller
> <jmueller@ellislawgrp.com>
> Subject: RE: 730 I Street lease
>
> Gentlemen, Acknowledging receipt of your emails. We will propose meeting dates and times.
>
> Bruce Scheidt
> Attorney at Law
> Kronick Moskovitz Tiedemann & Girard
> T: 916.321.4500
> <http://www.kmtg.com>
>
> CONFIDENTIALITY: This communication may contain confidential information. If you are not the intended recipient, or believe that you have received this communication in error, please do not print, copy, retransmit, disseminate, or otherwise use the information. Also, please indicate to the sender that you have received this email in error, and delete the copy you received.
>
> -----Original Message-----
> From: Mark Ellis <mellis@ellislawgrp.com>
> Sent: Friday, May 31, 2024 3:33 PM
> To: Bay Miry <bay@mirydevelopment.com>
> Cc: Scheidt, Bruce A. <bscheidt@kmtg.com>; Tamar Rosenberg
> <TRosenberg@sheppardmullin.com>; Domenic Drago
> <DDrago@sheppardmullin.com>; Erinn Contreras
> <EContreras@sheppardmullin.com>; Xiong, Bao <bxiong@kmtg.com>; Jaclyn
> Powell <jpowell@smplawcorp.com>; Mark Ellis <mellis@ellislawgrp.com>;
> Rosanne Estrella <restrella@ellislawgrp.com>; Jennifer Mueller
> <jmueller@ellislawgrp.com>
> Subject: Re: 730 I Street lease
>
> In that regard please include me on all future communications to Bay.
> Thank you. Best, Mark Ellis
>
> Sent from my iPhone
>
>> On May 31, 2024, at 3:11 PM, Bay Miry <bay@mirydevelopment.com> wrote:
>>
>

Lawson-Cook, Mashariki A

From: Bay Miry <bay@mirydevelopment.com>
Sent: Friday, May 31, 2024 3:11 PM
To: Scheidt, Bruce A.
Cc: Tamar Rosenberg; Domenic Drago; Erinn Contreras; Xiong, Bao; Jaclyn Powell; Mark Ellis
Subject: Re: 730 I Street lease

Bruce,
Provide a few times for the discussion that's been requested and I will confirm availability. I will be present along with legal counsel who is cc'd.

Bay Miry
Principal
Miry Development
Bardis & Miry Development
350 University Ave Suite 180
Sacramento, CA 95825
Website: <https://www.bardismiry.com>

On May 24, 2024, at 3:02 PM, Scheidt, Bruce A. <bscheidt@kmtg.com> wrote:

Dear Mr. Miry:

This is to reintroduce myself as counsel for Capital Public Radio. As I stated in our phone call today, counsel for Capital Public Radio and California State University would like to meet with counsel you identify to discuss the future of the downtown lease at 730 I Street and related matters. We want to discuss how California's conflict of interest laws governing "auxiliary organizations" like CPR under the Education Code impact the lease, in addition to California nonprofit fiduciary duty and self-dealing laws and federal charitable tax laws, and any steps that may need to be taken with respect to governmental bodies and otherwise as a result of those laws, in order to try to seek an amicable resolution.

I will be attending as counsel for Capital Public Radio. Also attending will be counsel from the Sheppard Mullin law firm, which represents the California State University. If you choose to be present, a representative from CPR and CSU also will be present. It is your choice whether to be present for this meeting.

Please have your counsel respond to this request for a meeting as soon as reasonably possible. We would like a response from your counsel no later than May 31.

Bruce Scheidt
Attorney at Law



Kronick Moskowitz Tiedemann & Girard
1331 Garden Hwy, 2nd Floor
Sacramento, CA 95833

916.321.4500 | T
916.321.4555 | F

kmtg.com | [vCard](#) | [map](#) | bscheidt@kmtg.com

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Status **Active** PolicyStat ID **12796348**

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 Next Review 12/7/2023

Owner Bradley Wells:
 Assoc VC,
 Business &
 Finance
 Area Business and
 Finance
 Codes Auxiliaries, EO
 1059

Campus Auxiliary Organizations

I. Policy

Campus auxiliary organizations are California nonprofit corporations and are legally separate entities organized and operated solely for the benefit of the campus. The separate legal status of auxiliary organizations enables strategies that are important to the campus educational mission and provides capabilities essential to a comprehensive university. This executive order establishes the CSU policy for appropriate use of campus auxiliary organizations and augments and supplements all other existing CSU policies pertaining to auxiliary organizations.

A. Campus Oversight of Auxiliary Organizations

- A. Campus auxiliary organizations shall not operate outside the regulation and oversight of the campus.
- B. The campus president is responsible and accountable for prudent judgment in the utilization of campus auxiliary organizations, for ensuring the fiscal viability of campus auxiliary organizations, and for compliance with applicable CSU policies.
- C. The campus chief financial officer (CFO) shall be the primary responsible campus official in respect to administrative compliance and fiscal oversight of campus auxiliary organizations, as described in Cal. Educ. Code § 89756 and Cal. Educ. Code § 89900.

B. Campus Utilization of Auxiliary Organizations

- A. The campus, with the approval of the chancellor (or designees), may assign certain functions to campus auxiliary organizations pursuant to the Cal. Code Regs. tit. 5, § 42500. A written agreement on behalf of the Board of Trustees in the form provided in Attachment 1 and executed by the chancellor and the auxiliary organization is required for the performance by an

auxiliary organization of any of the functions listed in Cal. Code Regs. tit. 5, § 42500, except for the student government activities of a student body organization.

- B. Auxiliary organizations shall not perform any of the functions listed in Cal. Code Regs. tit. 5, § 42500 unless the function has been specifically assigned in the operating agreement with the campus. The campus shall review, at least every five years, the auxiliary organizations to ensure that written operating agreements are current and that auxiliary organization activities are in compliance with those agreements. Confirmation that this review has been conducted will consist of either an updated operating agreement, or a letter from the campus president to the executive vice chancellor/chief financial officer (EVC) certifying that the review has been conducted. As part of these periodic reviews, the president should examine the need for each auxiliary and look at the efficiency of the auxiliary operations and administration.
- C. The campus may choose to assign responsibility for an activity or program to an auxiliary organization. When the auxiliary accepts this responsibility it also assumes the associated legal obligations and liabilities, fiscal liabilities, and fiduciary responsibilities. Being accountable and responsible for an activity or program is referred to as ownership. Indications of ownership include:
- Authority and discretion to contract for services or materials required by the activity
 - Responsibility for business losses
 - Legal liability as an owner or principal entity
 - Fiduciary obligations associated with the activity
 - Responsibility for establishment of operating and administrative policies
 - Primary control or discretion over the expenditure of funds

A determination of ownership of an activity or program is not necessarily tied to:

- Employment of individuals granted signatory authority related to the activity (e.g., person or persons who can sign a letter or other related documents on behalf of a principal entity)
- Ownership of the facility where the activity occurs
- Authority to request an expenditure
- Academic or similar programmatic control over the activity

C. Administration of Funds

- A. The EVC may establish additional policy guidance associated with common campus activities to ensure consistent application of the rules regarding placement of funds established in this executive order. Placement refers to ownership of the funds and accounts where funds are deposited. Auxiliary organizations shall ensure that fiscal procedures and management systems are in place, consistent with Cal. Code Regs. tit. 5, § 42401, to ensure effective coordination of auxiliary activities with the campus and in accordance with sound business practices.
- B. Employees of the campus with documented delegation of fiscal authority, who may or may not be officers of the auxiliary organization, may request or approve the receipt or disbursement of funds held by a campus auxiliary organization, except those revenues listed in part D, below.

The duly authorized chief operating officer of the auxiliary organization, or designees, shall establish documented corporate delegations of fiscal authority and ensure that receipts and disbursements comply with the auxiliary organization fiscal policies and internal controls, and with the written agreement with the university. The auxiliary organization shall retain any legal obligations and liabilities, fiscal liabilities, and fiduciary responsibilities associated with transactions initiated or approved by such campus employees with delegated authority.

- C. Auxiliary organizations may accept or administer campus funds as an agent of the university (except those revenues listed in part D below) when specifically authorized in writing by the campus president or his/her designee. Said authorization shall be granted judiciously and only when it is advantageous to the university and supportive of the university mission. The authorization should include the rationale for making this choice and clearly articulate the advantages to the university.
- D. The following revenues shall be solely the revenues of the campus and shall be reported in compliance with CSU policy *Delegation of Fiscal Authority and Responsibility*.
 1. Revenues from CSU systemwide mandatory fees, which includes student fees established and adjusted by the Board of Trustees and that must be paid to apply to, enroll in, or attend the university, or to pay the full cost of instruction required of some students by state statute.
 2. Revenues from campus mandatory fees, which include student fees established for a campus and that must be paid to enroll in or attend the university.
 3. Revenues from campus student fees directly related to any state-supported course of instruction, which includes Miscellaneous Course Fees and fees for materials, services, field trips, and travel.
 4. Revenues from fees paid by matriculated CSU students to attend campus self-supported instructional programs for academic credit.

As the custodian of mandatory fees collected on behalf of a student body organization, the campus CFO may only disburse such funds upon the receipt of a request for payment pursuant to CSU policy *Administration of Student Organization Funds*. Other fees, if any, collected on behalf of a student body organization will be similarly administered unless otherwise designated by a student fee referendum. The campus shall also collect and be the custodian of student body center fees.

The campus CFO is responsible for ensuring auxiliary organization expenditures of student center fees comply with the approved purposes of the fees and with Board of Trustees and campus policy.

II. Related CSU Policies

Auxiliary Organization External Auditor Firms Qualifications

Cost Allocation / Reimbursement Plans for the CSU Operating Fund

Placement and Control of Receipts for Campus Activities and Programs

CSU Contracts and Procurement

Delegation of Fiscal Authority and Responsibility

Student Representation on Auxiliary Governing Boards

III. Authority

This policy is issued pursuant to Section II of the Standing Orders of the Board of Trustees of the California State University as further delegated by the Standing Delegations of Administrative Authority. The president may delegate authority and responsibility described in this policy to other campus officials pursuant to Section VI of the Standing Orders of the Board of Trustees of the California State University.

COPY

Status **Active** PolicyStat ID **15202482**



Origination 4/1/2020
 Effective 2/12/2024
 Reviewed 2/12/2024
 Next Review 2/11/2025

Owner David Beaver:
 Chief
 Procurement
 Officer

 Area Business and
 Finance

 Codes Delegation of
 Authority

CSU Contracts and Procurement

I. Policy

The CSU is committed to maintaining high standards of performance based upon fair, ethical, and professional business practices. It is expected that each campus President and administrative staff will develop and adopt local campus policies and operational procedures which further the implementation of Trustee policy presented herein.

This policy articulates the CSU's policy and intent as to its procurement and contracting authority and encompasses the following fundamental principles:

- Recognition that the basic mission of the CSU is to support the teaching, research, and public service requirements for higher education for the people of the State of California;
- Recognition that the continual development and refinement of purchasing policies to establish efficiencies, transparencies, and safeguards in obtaining the best value for the CSU in the acquisition of goods and services;
- Recognition that policies will be in accordance with sound business judgment and good business practices, and that the policies are paramount to the effective and efficient total operations of the CSU;
- The firm belief that it is in the CSU's best interest to limit, as much as possible, prescriptive policies and regulations and to provide maximum flexibility to, and accountability for, the adoption of local campus policies and procedures to ensure the cost-effective operation of campus business;
- Recognition that the policies contained herein are intended to establish a baseline for compliance with State law and Trustees policy. It is the responsibility of the campus to

15. Public Advertising

This section articulates the CSU's requirements related to publicly advertising solicitations for goods and services to ensure procurement and contracting activities comply with applicable regulations.

It is the policy of the CSU that advertising on the CSU electronic bid portal satisfies the legal requirements to publicly advertise.

Where it is believed that the State's best interests will be furthered by additional outreach, posting on other or multiple public venues such as the DGS electronic bid portal may be appropriate.

Each campus Procurement Officer may establish procedures and criteria for exemptions to the requirements for publicly advertising solicitations as set forth in this CSU Procurement Policy. Any exemptions established must require the campus head of Procurement's determination that the State's best interests would be served better by not publicly advertising.

In addition to an exemption based upon a campus determination that its best interests would be better served without publicly advertising, the following contracts are exempt from advertising:

1. Emergency contracts necessary for the immediate preservation of life or State property.
2. Contracts for the work or services of a State, local, or federal agency.
3. Services for which the State has entered into a master service contract.
4. Refuse and/or sewage disposal contracts where there is no competition because the contractor is an authorized franchise dealer that provides services to a specific geographical area.
5. Contracts for medical care services with physicians, local community hospitals, and medical groups (This does not include offsite laboratory services.)
6. Subvention contracts (non-discretionary grants) with a private or nonprofit entity for the purpose of providing services to the public or segments thereof.
7. Maintenance agreements for equipment that is under warranty or while the guaranteed useful life period is in effect, or agreements where the campus has determined that a local distributor or branch is the only source for parts and service.
8. Proprietary software contracts.
9. Leases or rentals for use as examination sites.
10. Entertainment contracts for State-sponsored fairs and expositions.
11. Contracts for which only per diem and travel expenses are paid and there is no payment for service rendered.
12. Contracts solely for the purpose of obtaining expert witnesses for litigation.
13. Contracts for legal defense, legal advice, or legal service.

14. Contracts with business entities operating handicapped workshops that meet the criteria established by Section 19404 of the Welfare and Institutions Code.
15. Contracts for architectural or engineering services.
16. Contracts not subject to competition requirements.
17. Contracts that have been exempted from advertisement by DGS.
18. Contracts below the formal bidding Solicitation Thresholds as specified in policy: ITR Goods and Services.

Laws, State Codes, Regulations and Mandates

Education Code 89036

Government Code, Section 14825 et seq.

(Formerly ICSUAM 5245)

16. The College Student Credit Protection Act

Pursuant to Education Code Section 99040, each campus and the Chancellor's Office must:

1. Annually disclose all exclusive arrangements, excluding proprietary information, with banks or other commercial entities to engage in on-campus marketing of credit cards to students through solicitation activities in public campus areas, hereafter referred to as "tabling" activities.
2. Prohibit banks and other commercial entities, including their third-party representatives, during on-campus tabling activities from offering gifts to students for filling out student credit card applications. Banks and other commercial entities, including their third-party representatives, may rely on the self-identification of students for purposes of complying with this paragraph.

F. Procurement Cards

1. Procurement Cards (University Liability Credit Cards)

It is the policy of the CSU that procurement cards be used to improve the efficiency, flexibility and convenience related to purchasing, and paying for goods and certain approved services. Campuses must prepare written policies, limits and procedures that implement this policy.

Auxiliary Organizations that participate in the systemwide procurement card program are subject to this policy.

Procurement cards provide an alternative procurement method of effecting purchases without the direct involvement of the procurement offices. A procurement card is a university liability credit card that may be used for certain business-related purchases. Procurement cards provide benefits that include:

- Streamlines the processes for small dollar orders, reduces invoices and payments;
- Enables employees to be more efficient and focus on their core missions;



SACRAMENTO STATE

Guide for Vendors and Contractors

How to Do Business with

California State University, Sacramento

Procurement & Contract Services
6000 J Street
Sacramento, CA 95819-6008
Phone: 916-278-7322, Fax: 916-278-5796

<https://www.csus.edu/administration-business-affairs/internal/procurement-contracts/>

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Introduction

About California State University, Sacramento

California State University, Sacramento (the University) is located in the capital of the nation's most populous and diverse state. Reflecting the metropolitan character of the area, California State University, Sacramento is a richly diverse community. The University was established in 1947 and has grown into a metropolitan institution that supports higher education and academic excellence for over 30,000 students. California State University, Sacramento is dedicated to advancing the many social, economic, political, and scientific issues affecting the region and the state.

At California State University, Sacramento, we are constantly striving to create a sense of unity among faculty, staff, administrators, students, alumni, and community members. In pursuing the combined elements of our mission, we seek to foster a sense of pride in all who view this campus as their own – pride in the University as the institution of choice among our current students; pride among our alumni in the ongoing impact of the University education upon their lives; pride among faculty, staff, and administration in their University's achievement of excellence in teaching, learning, and scholarship; and pride in California State University, Sacramento as an asset to the community among residents of the Greater Sacramento region.

About the Procurement & Contract Services Department

California State University, Sacramento is one of twenty-three campuses which are collectively administered by The Trustees of the California State University (CSU), located in Long Beach, California.

The purpose of the Procurement and Contract Services Department is to provide the campus community the highest quality of goods and services in the most cost efficient and effective manner. The Department is responsible for executing the procurement functions and responsibilities in accordance with the delegation authority passed down by the Trustees of the CSU. The Department develops, coordinates, and implements campus-wide policies, procedures, and standards for all Procurement and Contract activities. The activities include but are not limited to personal property, services, public works and information technology.

The Procurement and Contract Services Department is dedicated to conserving public funds and conducting its procurement process in a fair, open, and competitive format. The Department is always seeking to cultivate and maintain purposeful vendor relations. Vendors are welcome to actively engage the campus for business opportunities.

Vendors are encouraged to make appointments with Buyers. We are open for business from 9:00 am - 5:00 pm, Monday through Friday, with the exception of legal and University holidays. The Procurement and Contract Services Department is located at:

California State University, Sacramento
Procurement and Contract Services
6000 J Street, Sacramento, CA 95819-6008
Modoc Hall, Room 3005
Phone: 916-278-7322, Fax: 916-278-5796

<https://www.csus.edu/administration-business-affairs/internal/procurement-contracts/>

Procurement and Contract Services - Mission Objectives and Responsibilities

The mission of the Procurement and Contract Services Department is to provide the campus community with cost efficient services with the resource level provided. The staff attempts to provide these services in a timely and courteous manner at all times. To accomplish this, policies and procedures have been established which will provide for a smooth flow of incoming requests through the procurement cycle for delivery of supplies and services.

The goal is to acquire (buy, lease, rent or lease-purchase) tangible goods and services requested by campus departments. Each Buyer seeks to accomplish this requirement with the guidelines established by policy. Contract awards are based on best value with consideration given to need, lowest economical cost consistent with quality and time, and the best interest of the University.

The Procurement and Contract Services Department responsibilities:

- Provide excellent support, service and communication for both internal and external customers.
- Create an environment that allows for full and open competition consistent with University policy and procedures. Assist in the development of specifications for solicitations of both formal and informal requirements.
- Determine appropriate procurement methodology for campus requirements.
- Endeavor to reduce the costs of the purchasing operation by working with the campus administration, faculty, staff and vendors
- Seek to implement new tools and ideas for creative procurement solutions.
- Provide an open-door atmosphere where internal and external customers can obtain training and cooperation for campus requirements.
- Maintain suitable sources of supply by facilitating vendor outreach for campus requirements.
- Support the Small Business and Disabled Business Veteran Enterprise (DVBE) participation programs.

Vendor Registration/Bid Opportunities

University Procurement & Contract Services

Buyers at California State University, Sacramento utilize BidsOnline™, a fully automated web-based vendor registration and bid management system. This online bidding system affords vendors a tool to register and compete for business opportunities by utilizing a web-based format. Some of the key features and benefits of BidsOnline™ include the ability to:

- Maintain your own profile as a new or existing vendor.
- Receive automatic email notifications for selected bid opportunities based on product and service categories.
- Search for all types of requests, addendums, bid results and awards at any time.
- Download bid documents when available.
- Receive automatic addendum notification as a bid participant.

To register and access bid opportunities, vendors must visit our website at: <https://pbsystem.planetbids.com/portal/15739/portal-home> and register themselves on BidsOnline™.

Doing Business with other California State University Procurement Offices

Once you have registered on BidsOnline™ with California State University, Sacramento, the system will update into a database. Not all CSU's use BidsOnline™ for posting bid opportunities. To contact the procurement offices for other CSUs directly, see pages 26 - 28.

State of California, Department of General Services (DGS), Procurement Division “How to Do Business with the State”

Cal eProcure is a marketplace portal for access to the California State Contracts Register (CSCR) this is your one-stop information source for state contracting opportunities. The CSCR is an online application that connects business to government, providing an easy-to-use, on-line publication which lists goods, services, construction and IT goods and services. The CSCR can be viewed at <https://www.caleprocure.ca.gov/pages/Events-BS3/event-search.aspx> .

California DGS Procurement Division
707 Third Street, 2nd Floor, West Sacramento, CA 95605
Phone: 800-559-5529 Fax: 916-375-4613
<https://www.dgs.ca.gov/PD>

Navigating Through the System

Making Contact

If you need assistance registering on our bid list, completing the required vendor forms, or need to view or print a copy of our Vendor Guide, visit our website at:

<https://www.csus.edu/administration-business-affairs/internal/procurement-contracts/>

Small Business/Disabled Veteran Business Enterprise (DVBE) Advocate Information

If your company is a registered Small Business, DVBE, and/or a prime vendor or contractor interested in doing business with the University, you are encouraged to contact the Small Business/DVBE Advocate. Each CSU and state agency have a designated Small Business/DVBE Advocate. For more information about these programs, see *Small Business Program* on pages 21-23 and/or *DVBE Program* on pages 18-23. The California State University, Sacramento Small Business & DVBE Advocate is:

Kim Holmberg
Small Business/DVBE Advocate
 916-278-7403, khholmberg@csus.edu

Vendor Strategies

California State University, Sacramento acquisitions for products and services are delivered by purchase order, service order, agreement, and contract or procurement card. Vendors should *not* accept requests for products and/or services from University employees without utilizing one of the above-mentioned methodologies. Vendors are encouraged to familiarize themselves with Procurement and Contract Services Buyers by utilizing the following strategies:

- Register online @ <https://www.csus.edu/administration-business-affairs/internal/procurement-contracts/> for opportunities (see “Contractor & Vendor Information”) then click on “New Vendor & Contractor Registration <https://www.csus.edu/administration-business-affairs/internal/procurement-contracts/>
- Notify Buyers of your business status i.e., Small Business and/or DVBE
- Keep Buyers supplied with your latest resource information and current prices.
- Keep Buyers informed of back-order situations, plant closures, impending shortages or strikes.
- Keep Buyers informed of any address, phone number, email address or contact changes.
- Maintain responsive and timely customer support.
- Deliver quality products and services to the campus community.
- Insure that all shipments are clearly marked with a purchase order number on each package-failure to do so will slow your payment opportunity.
- Include the purchase order number on all invoices and correspondence.
- Contact the Procurement and Contract Services Department for appointments.

Marketing

At California State University, Sacramento, we recognize that marketing to the government can seem like a complicated endless maze. Our goal is to remove barriers and create an environment that provides vendors a path to navigate through our system. Marketing to state government requires good marketing strategies and recognizing your target points. The road to winning contracts involves understanding the structure of our University and is an important place to start. Procurement activity for the campus is processed through the Procurement and Contract Services Department. Campus departments do not have the authority to commit University funds or to directly procure tangible goods or services without a purchase order, unless they are utilizing their procurement card for ordering tangible goods and/or services where and when allowed.

Buyers Assignment “Whom to Contact”

Vendors should refer to the University Procurement and Contract Services website at: <https://www.csus.edu/administration-business-affairs/internal/procurement-contracts/> - click on **Staff Assignments** for the names, phone numbers and a list of commodities, services and contracts handled by each of the Buyers. Vendors should contact the appropriate Buyer before visiting the campus to discuss business opportunities.

Authority and Delegation

California State University, Sacramento is administered by the Trustees of the CSU. The Trustees are responsible for chief administration of the campuses. Their delegation is passed to the Presidents of each University to administer affairs at the individual campus. In turn, each President delegates authority and responsibility to University Administrators. Procurement and Contract Services has the sole delegation to enter into contracts for purchases, services, legal agreements and all vendor agreements. Faculty, staff and administrators outside of the Procurement and Contract Services department do not have the authority to obligate the institution.

Authority to Commit State Funds

Authority to sign purchase orders, contracts, interagency agreements, and to certify contractual documents is limited to California State University, Sacramento - Procurement Officers and Administrators who have been duly authorized in writing by the campus President and whose names and position titles are on file at the CSU Chancellors Office (Long Beach, California).

California State University, Sacramento staff, and faculty other than those mentioned above are not authorized to commit University funds.

Definition of Committing State Funds

The following actions constitute committing funds:

- Authorizing a vendor to provide a service or ship an item without an approved contract, purchase order or procurement card.
- Providing services without a contract or service order signed by and authorized team member of University - Procurement and Contract Services.
- Signing any contractual agreement naming California State University, Sacramento its employees, officers or agents as party to an agreement. This includes, but is not limited to, license agreements, facility rental contracts, Memorandums of Understanding, maintenance agreements and order forms.
- Picking up merchandise without an approved contract, purchase order, service order or procurement card is prohibited.

Bid Information

University Competitive Bid Policy

California State University, Sacramento Procurement policy is driven by the ICSU Policy Library for Contracting & Procurement. The University is committed to a policy of promoting fair and open competition for the acquisition of goods and services to meet its needs. In implementing its policies and procedures for the preparation and administration of purchase orders and contracts, the University strives to achieve fair and open competition through public advertising, notification, and outreach. We adhere to the following objectives:

1. Compliance with the intent of competitive bidding statutes as a means of protecting the public from the misuse of public funds;
2. Stimulation of competition in a manner conducive to sound fiscal practices by providing qualified bidder's fair opportunity to participate;
3. The elimination of favoritism, fraud, and corruption in the awarding of purchase orders and contracts;
4. Obtain best value for the University while complying with legislative intent.

Types of solicitations

There are several industry-standard methods that may be used for soliciting and awarding contracts.

Some of the more common ones are:

- Invitation for Bid (IFB)
- Request for Proposal (RFP)
- Request for Quotation (RFQ)

In choosing which methodology to use, the University considers the procurement objective, including, but not limited to, the requirements of the goods or services being procured, the estimated dollar value of the resultant contract, the legislative and policy requirements and what is in the best interest of the campus.

The determination for award of a contract must be in conformance with the evaluation process and methodology specified in the solicitation document. Only responsible and responsive bidders may be awarded a contract. All bids may be rejected in any case where the campus determines that the bids received are not in the best interests of the University.

Bid opportunities at the University fall into one of two categories: informal or formal.

Informal bid solicitations are generally Request for Quotations (RFQ) provided in a written or verbal format.

Formal bid solicitations are advertised on the California State Contract Register (CSCR), and posted on our bid board (public board located just outside our office). Generally formal bids utilize the following formats: Invitations for Bid (IFB) or Request for Proposal (RFP).

Other types of solicitation methods include but are not limited to Request for Information (RFI) and Request for Bid (RFB).

Awards are made to vendors based on bids/proposals that meet the needs of the solicitation, are in the best interest of the University are considered best value and are most responsive. It is the intent of the University to secure goods/services at the lowest cost and the highest practical quality and affording maximum opportunity for all vendors who wish to do business with the University.

Bid Thresholds for Non-IT Goods/Services

Acquisitions Less than \$50,000

Competition is not required for non-IT goods/services on transactions of an amount less than \$50,000 unless the campus determines that competition is necessary to develop sources, validate prices, or for other sound business reasons.

Acquisitions greater than \$50,000 and less than \$250,000 from Certified Small Business/DVBEs

Acquisitions that are estimated to be greater than \$50,000 and less than \$250,000 and result in award to a Certified Small Business, and/or DVBE are not required to be advertised in the California State Contracts Register, as long as price quotations have been obtained from two or more Certified Small Businesses, and or DVBEs.

Acquisitions greater than \$50,000 and less than \$100,000 from non-Small Business/DVBEs

Except in cases when it has been determined that only one source or that only one brand or trade name of an article will properly meet the needs of the CSU, all contracts for the acquisition of goods and or services in the amount greater than \$50,000 and less than \$100,000 may be the result of an informal non-advertised solicitation process. An informal solicitation process may provide for submittal of written or verbal quotes from vendors.

Contracts shall be awarded based on the proposal that provides the most value-effective solution to the CSU's requirements. Verbal quotes must be documented. If the award is other than to the lowest priced proposal, campuses shall document the value-based determination for making the award.

Acquisitions greater than \$100,000 from non-Small Business/DVBEs

Contracts for personal property greater than \$100,000 shall be awarded as the result of a formal solicitation process. The formal solicitation shall comply with all requirements for formal solicitation of goods and/or services. Unless waived, the formal solicitation shall be advertised in the California State Contracts Register.

Contracts for non-IT goods/services: This is a purchase that has as its sole or main purpose the buying of tangible items such as equipment, parts, supplies, or other merchandise. If any services are to be provided as well, the dollar value associated with the purchase of the goods must be greater than the dollar value of the services that will be provided. Service means any work performed by an independent contractor wherein the service rendered does not consist primarily of the acquisition of goods. This contract classification does not include contracts for the acquisition of information technology (IT) goods/services, public works project agreements, or professional service agreements in connection with a public works project.

Bid Thresholds for IT Goods/Services

Except in cases when it has been determined that only one source will properly meet the needs of the University, the following bid thresholds shall apply:

Acquisitions less than \$50,000 from Certified Small Business

Acquisitions that are estimated to be less than \$50,000 may be awarded Business without competition unless it is that competition is necessary to develop sources, validate prices, or for other sound business reasons intended to establish fair and reasonable standards.

Acquisitions equal or greater than \$50,000 and less than \$250,000 from Certified Small Business/DVBE

Acquisitions that are estimated to be greater than \$50,000 and less than \$250,000 and result in award to a Certified Small Business, and/or DVBE are not required to be advertised in the California State Contracts Register, as long as price quotations have been obtained from two or more Certified Small Businesses, and or DVBEs.

Acquisitions (IRT) equal to or greater than \$50,000, and \$500,000 or less

Acquisition of ITR requirements that are estimated to be equal to or greater than \$50,000, and \$500,000 or less may be the result of an informal solicitation non-advertised solicitation process.

An informal solicitation process may provide for submittal of written or verbal quotes from vendors.

Contracts shall be awarded based on the proposal that provides the most value-effective solution to the CSU's requirements. Verbal quotes must be documented. If the award is other than to the lowest priced proposal, campuses shall document the value-based determination for making the award.

Acquisitions greater than \$500,000

Acquisitions of IT requirements estimated to result in contracts greater than \$500,000 shall be awarded as the result of a formal solicitation process.

Information Technology (IT) Goods and Services Contract: This classification of contracts includes acquisition of goods and/or services for all electronic technology systems and services, automated information handling, system design and analysis, conversion of data, computer programming, information storage and retrieval, telecommunications which include voice, video, and data communications, requisite system controls, simulation, electronic commerce, and all related interactions between people and machines.

Information & Communication Technology

Reference: Government Code 11135, CSU Executive Order 926, CSU Coded Memo AA-2007-04, Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 and following), Sections 508 of the Rehabilitation Act of 1973, as amended (Section 508)

The California State University (CSU) system launched a system-wide Information & Communication Technology (ICT) to ensure that each CSU campus follows CSU policy and federal and state laws pertaining to access to information and technology.

California State University, Sacramento is dedicated to meeting the needs of persons with disabilities in all aspects of its academic programs and services. The University recognizes the importance of making its physical facilities as well as its information technology services accessible to serve the largest possible audience and ensure the campus is accessible by everyone.

Product or Service as Unique or Proprietary Single or Sole Source

The requirement for competitive bidding of products and services in excess of \$50,000.00 shall not apply when the Senior Director/Chief Procurement Officer determines that a product or service is unique or proprietary, single or sole source which is defined as:

A product or service, the characteristics and functions of which are such that only a single product or service will properly satisfy the University's needs and all other products or services, will be unacceptable for such needs.

Advertising in the California State Contracts Register (CSCR)

It is the policy of the University to advertise in the CSCR to every extent reasonable. Contract opportunities can be found on the Contracts Register at the following website: <https://caleprocure.ca.gov/pages/Events-BS3/event-search.aspx> (click on link to - View CSCR Ads).

Other Types of Procurement Vehicles

CSU Master Enabling Agreements

These agreements support the strategic sourcing efforts of two or more campuses by combining common requirements for specified goods and services, avoiding redundant bid solicitations and contracts, maximizing volume discounts, and reducing administrative costs. They may include Master Software/Site License Agreements, Master Service Agreements or Master Pricing Schedules. Each CSU Master Enabling Agreement may have specific conditions for its use, which may include: the extent for which competition requirements have or have not been satisfied, parties that may place orders against the CSU Master Enabling Agreement, and instructions on how to place an order.

Blanket Purchase Orders (BPOs)

These are primary source agreements which are designed to supply goods or services on an ongoing basis for a designated period of time. The agreement generally establishes prices, terms, conditions, and the period covered. Quantities or minimum sales are not required. Shipment terms are specified by the University.

Multi-Year Contracts

A contract for goods or services may be entered into for any period of time deemed to be in the best interests of the University provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation.

A multi-year contract is authorized where:

- (a) estimated requirements cover the period of the contract and are reasonably firm and continuing; and
- (b) such a contract will serve the best interests of the University by encouraging effective competition or otherwise promoting economies in University Procurement.

General Services Administration - United States (GSA) Pricing Schedules

A Multiple Award Schedule (MAS) is an agreement established between the General Services Administration (GSA) of the United States and multiple vendors for the purpose of acquiring goods and/or services under specific prices, terms and conditions. GSA agreements may be used if the GSA vendor is willing to extend the same GSA prices to the University, prices in the agreement have satisfied University's competitive bidding process, and the terms of the agreement include the terms required by California law.

California Multiple Award Schedule (CMAS) and State Master Agreements

A California Multiple Award Schedule (CMAS) and State Master Agreements are agreements established between the California Department of General Services (DGS) and multiple vendors who agree to the State of California terms and conditions and may be used by the University. Acquisitions based on CMAS or State Master Agreements shall be competitively bid so as to result in offers from three or more vendors including one small business, if available.

University Buyers access the DGS Procurement Division website at <https://www.dgsapps.dgs.ca.gov/PD/CMASSearch/> to search for appropriate CMAS contracts. If substantial savings are realized through the use of a State contract, then it is preferable to use the State contract.

CMAS contracts are based primarily on products, services, and prices from the federal General Services Administration (GSA) multiple award schedule program.

The CMAS Contractor Application Packet consists of CMAS program information, instructions, and required application documents, Contract Terms and Conditions, and Product/Services Codes. To obtain an application, contact the CMAS Unit at:

CMAS Representatives
Telephone: 916-375-4363
Fax: 916-375-4663

<https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/CMAS-Program-Overview>

Small Business/DVBE Program

DVBE Program Information

State law requires that state agencies make efforts to achieve a goal of 3% participation for disabled veteran business enterprises (DVBEs) in state contracts. Vendors are responsible for understanding the DVBE requirements and should contact the Procurement and Contract Services Department at 916-278-7322 for further clarification if needed.

DVBE PROGRAM REQUIREMENTS ARE APPLICABLE TO ALL BIDDERS. When DVBE requirements are included in the bid package, bids or proposals that have not met the DVBE requirement are considered non-responsive. Non-responsive bids/proposals are ineligible for award of state contracts.

What is a DVBE?

Disabled Veteran as used herein means a veteran of the military, naval or air services of the United States with at least a 10% service-connected disability who is a resident of the State of California.

Disabled Veteran Business Enterprise (DVBE) as used herein means a business concern certified by the Office of Small Disabled Services (OSDS) as meeting *all* of the following:

- The business is at least 51% owned by one or more disabled veterans or, in the case of a publicly owned business, at least 51% of its stock is owned by one or more disabled veterans; a subsidiary which is wholly owned by a parent corporation, but only if at least 51% of the voting stock of the parent corporation is owned by one or more disabled veterans; or a joint venture in which at least 51% of the joint venture's management and control and earnings are held by one or more disabled veterans.
- One or more disabled veterans manage and control the daily business operations. The disabled veterans who exercise management and control are not required to be the same disabled veterans as the owners of the business concern.
- A sole proprietorship, corporation, or partnership with its home office located in the United States, which is not a branch or subsidiary of a foreign corporation, foreign firm or other foreign-based business.

Does your company meet the DVBE requirement?

There are only three (3) acceptable responses to the DVBE requirement in an Invitation for Bid (IFB) or Request for Proposal (RFP):

- **My company qualifies as a DVBE.** This means the bidder is a DVBE and committed to performing not less than 3% or greater (as defined in the bid document) of the contract dollar amount with its own forces or in combination with those of other DVBEs.
- **My company does *not* qualify as a DVBE, but one or more of our subcontractors *does* qualify as a DVBE.** This means that the bidder is not a DVBE, but is committed to use DVBEs for not less than 3% or greater (as defined in the bid document) of the contract dollar amount.

- **My company does *not* qualify as a DVBE, but we have a *DVBE Utilization Plan*.** State law permits bidders bidding on contracts for materials, supplies or equipment to submit a DVBE Utilization Plan that has been approved, prior to the final bid due date, by the State Department of General Services Procurement Division.

What DVBE documentation is required?

- **If your company is a DVBE**, the University will require you to provide proof of certification by the State Department of General Services, Procurement Division, OSDS and complete the appropriate *DVBE schedule*.
- **If your company is using DVBE Subcontractor(s)**, the University will require you to provide proof of your subcontractor's certification by the OSDS and to complete the appropriate *DVBE schedule*.
- **If your company has a DVBE Utilization Plan**, the University will require you to have your plan approved by the State Department of General Services Procurement Division and complete the appropriate *DVBE schedule*.

DVBE Incentive Program

The Disabled Veteran Business Enterprise (DVBE) Participation Goal Program for State contracts is established in Public Contract Code (PCC), §10115 et seq., Military and Veterans Code (MVC), §999 et seq., and California Code of Regulations (CCR), Title 2, §1896.60 et seq.

The program mandates an incentive program to assist State agencies meeting their annual DVBE participation goals. California State University, Sacramento shall reward prime bidders for increased DVBE participation the greater the DVBE participation, the greater the incentive. Prime bidders, who meet or exceed the stated DVBE participation goal, shall receive a bidding incentive, making their bids more competitive. The more DVBE participation they receive, the higher the incentive.

A DVBE incentive will be given to bidders who provide DVBE participation. For evaluation purposes only, the University shall apply a DVBE Bid incentive to bids that propose California certified DVBE participation and confirmed by the University. The DVBE incentive amount for awards based on low price will vary in conjunction with the percentage of DVBE participation. Unless a table that replaces the one below has been expressly established elsewhere within the solicitation, the percentages and or points will apply as appropriate.

A combination of preferences or preference(s) with a DVBE incentive shall not exceed 15% or \$100,000, whichever is less.

Bidders must be considered responsive and responsible before preferences or incentives are awarded.

When applying the preferences or incentives to awards based on low price, the bid price is reduced for evaluation purposes only.

A non-small business cannot displace a California certified small business from the top-ranked position because of application, preferences or incentive.

Awards based on high score vs. awards based on low price

If a solicitation is to be awarded based on high score

A bidder who meets or exceeds DVBE participation requirements specified in the solicitation shall receive proposal evaluations points.

If a solicitation is to be awarded based on low price

A bidder who meets or exceeds DVBE participation requirements in the solicitation will receive a DVBE incentive percentage.

SAMPLE DVBE INCENTIVE BELOW

DVBE Percentage of Participation	Incentive Percentage Based Low Price Award	Incentive Points Based on High Score Award
3%	1%	1
3.01% – 3.5%	2%	2
3.51% – 4%	3%	3
4.01 – 4.5%	4%	4
4.51% - 5% & greater	5%	5

Example:

- The University posts an IFB that requires a DVBE participation of 3%.
- Bidder A responds with a \$100,000 bid and 7% DVBE participation.
- Bidder B responds with a \$97,000 bid and 3% DVBE participation.
- Bidder A is granted a 5% bid incentive, wins the award, and is paid \$100,000 for the project.

DVBE Invitation Only Bid Solicitations

State agencies may specify any amount of DVBE participation for an individual solicitation as long as they achieve their annual 3% goal. Buyers at the University may sometimes determine, based on the type and scope of the bid solicitation that *only* qualified DVBE companies will be invited to bid. If you are certified as a California State Certified DVBE and registered in the University Vendor Registration database “*BidsOnline™*”, you will automatically receive these invitations to bid. Non-DVBE companies will not receive email notifications about these bid solicitations.

DVBE Partnerships

We highly recommend that vendors begin to establish relationships with DVBE companies *before* bid solicitations are posted. Bidders have a limited amount of time to respond to bid solicitations and the bidding process will be easier if DVBE relationships have already been established. Your DVBE Advocate can help by introducing you to appropriate DVBE company representatives.

Small and Micro-Businesses Definitions

Definition of a Small Business

- An independently owned and operated business
- Not dominant in its field of operation
- The principal office is located in California
- The owners (officers if, if a corporation) are domiciled in California
- Including affiliates is either:
 - A business with 100 or fewer employees; an average annual gross receipt of \$15 million or less, over the last three tax years;
 - A manufacturer* with 100 or fewer employees; or,
 - A microbusiness. A small business will automatically be designated as a microbusiness, if gross annual receipts are less than \$5,000,000; or the small business is a manufacturer with 25 or fewer employees

* For Small Business Certification purposes, a manufacturer is a business that is both of the following:

1. Primarily engaged in the chemical or mechanical transformation of raw materials or processed substances into new products.
2. Classified between Codes 31 to 339999, inclusive, of the North American Industrial Classification System (NAICS) Manual, published by the United States Census Bureau, 2007 edition

Definition of Micro-Business

A micro-business is a small business that, together with affiliates, has average annual gross receipts of \$5,000,000 or less over the previous three years or is a manufacturer or the small business is a manufacturer with 25 or fewer employees. Micro-businesses shall be extended the same preferences and incentives applicable to certified small businesses.

For the purposes of this policy statement, small and micro-businesses shall be collectively referred to as “small businesses.”

Small Business Goal

The University supports the spirit of the Legislature's declaration as set forth in the Small Business Procurement and Contracts Act (G.C. 14835 et seq.). It also supports those goals established by the Office of Small Business and DVBE Certification (OSDS) for the extent of participation by small businesses (including micro-businesses) in the provision of goods, information technology, services to the state, and construction of state facilities.

Applying Small Business Preference

The small business preference must be applied when: 1). a responsible bidder that is not a CA certified small business, or 2). a non-small business claiming 25% CA certified small business subcontractor participation submits the lowest responsive bid. The following is an example of applying the small business preference to determine the successful bidder.

Supplier	Bid Amount	Bid after applying SB preference	Status of Bidder
A	\$19,870.00	\$18,921.25	Claims non-SB subcontractor preference and commits to 25% certified SB participation.
B	18,975.00	18,975.00	Does not claim to be SB and does not claim non-SB subcontractor participation.
C	19,520.00	18,571.25	Claims to be certified SB.

Step 1:

Calculate 5% of the net bid price of the lowest responsible and responsive bid. In this example Bidder B is the lowest responsive bid.

\$18,975.00	B's net bid price
<u> X .05</u>	Preference factor
\$ 948.75	Preference value to be applied for evaluation purposes to non-SB and SB suppliers.

Step 2:

Subtract this amount from the bid amount of Supplier "A" claiming non-SB subcontractor preference and Supplier C claiming certified SB.

Note:

Applying the SB preference formula is for evaluation purposes only and does not change the actual bids offered by any suppliers.

Step 3:

Apply the results of Step 2 as follows:

\$19,870.00	A's net bid price
<u>- 948.75</u>	Preference amount
\$18,921.25	A's adjusted amount after applying preference

\$19,520.00	C's net bid price
<u>- 948.75</u>	Preference amount
\$18,571.25	C's adjusted amount after applying preference

Results:

\$18,571.25 is less than \$18,975.00; consequently, the award is made to the certified SB.

To provide small businesses an opportunity to receive the 5% bid preference, a *Small Business Preference Form* or equivalent advisory statement shall be included in all bid solicitations for the procurement of products and services. Evidence of certification by OSDS – usually via a copy of the OSDS approval letter – is required from the bidder in order for a bid preference to be granted. For additional information on how to become a certified small business, contact the OSDS at 916-375-4940.

Special Conditions

The State is required to aid, counsel, assist, and protect, to the maximum extent possible, the interests of small business concerns in order to preserve free competitive enterprise and ensure that a fair proportion of the total purchases and contracts or subcontracts for property and services for the State be placed with such enterprises.

To provide small businesses an opportunity to request preference, the Small Business Preference Form or an equivalent advisory statement shall be included in all bid solicitations for the procurement of goods and for service agreements. Evidence of certification by OSDS is required from bidder in order for a bid preference to be granted. All certified small businesses may elect to apply a 5% percent bidder's preference that shall not exceed \$50,000 in accordance with G.C. 14835 et seq.

Bid Awards and Protests

(For Non-Public Works Acquisitions and Services)

Formal Bid Award Information

As part of the formal bid process, sealed bids and/or proposals shall be publicly opened and read at the date and time specified. After bids are opened, they shall be made available for public inspection within a reasonable time. Public inspection shall not include the disclosure of documents designated by the University to be confidential. **Bids received after the closing date and time shall not be accepted.**

As soon as practical after the bid opening, the campus shall begin the evaluation process to determine the lowest responsive and responsible bidder in accordance with the criteria for evaluation as stated in the solicitation. Deviations from requirements which do not materially impact the cost, quantity or quality of the item or service to be provided or do not directly affect the outcome of the bid award, in the opinion of the campus, may be waived.

All bids may be rejected whenever it is determined to be in the best interests of the campus. The bid document contains provisions for resolution of protests and disputes.

Protests, Disputes and Complaints (For Non-Public Works Acquisitions and Services)

The University has the final authority to resolve protests, disputes and complaints arising from the solicitation, award or performance of a contract. Protest of contract awards are limited to firms that submitted a proposal in response to a solicitation and must be on the grounds that the firm's proposal should have been selected in accordance with the selection criteria in the solicitation document. Once a firm expresses its intention to protest, the contract shall not be awarded until the protest has been withdrawn or a decision has been reached by the University.

A firm must express its intention to protest the award of a contract within five business days after release of the notification of intent to award. If notification is provided after the five-day period the notification shall be considered untimely and shall be returned to the bidder. The bidder shall provide a detailed statement of protest within ten (10) calendar days after expressing its intent to protest an award of a contract. The protesting firm must submit a full and complete written statement specifying the grounds of the protest and the facts in support thereof. If a detailed statement is not received within the 10-day period the statement shall be considered untimely and shall be returned to the bidder.

Any protest, dispute, or complaint lodged by a bidder, a vendor or contractor shall initially be addressed by the staff member in the Procurement Department who was assigned the transaction. The issue may be resolved simply by providing clarification of the bid document. If the matter cannot be resolved informally by this means, it will be elevated to the Director of Procurement.

After all factors have been analyzed, a final decision shall be issued in a timely fashion by the campus. The decision shall be in writing and shall be mailed or otherwise furnished to the bidder, vendor or contractor in such a manner as to ensure receipt. The decision of the campus is final.”

Exclusion of Vendors or Contractors from Bidding

A vendor or contractor may be removed or suspended from the University's list of potential bidders and be prohibited from participating in any of the campus bid process if there has been a failure, without good cause, to perform in accordance with the terms of a past contract with the University or with any other governmental entity. A vendor or contractor may also be removed or suspended if its performance with respect to a previously awarded purchase order or contract has been unsatisfactory. Such exclusion must remain in effect for at least 90 days after the unsatisfactory performance has been recorded, but shall not exceed a period of 360 calendar days in duration. A vendor or contractor excluded from bidding shall be relieved of the prohibition at any time after the 90-day minimum period upon demonstrating to the campus's satisfaction that the problems which resulted in the removal or suspension have been corrected.

Insurance Requirements

The University is required to maintain current insurance certificates on file for each company providing business services to the campus. Vendors or organizations providing service(s) to the University must have a current certificate of insurance and **endorsement page** listing California State University, Sacramento as additionally insured on file in our office. The certificate of insurance and endorsement page must meet the requirements listed below. Services may not be performed until the insurance documents have been provided to the University Procurement and Contract Services Department.

Upon receipt of a request for insurance from the campus, vendors should pass the insurance requirements along to their broker or insurance provider.

The requirements listed below constitute the Contract Insurance requirements unless special conditions warrant a modification to the documentation due to minimal risk or elevated risk.

Throughout the life of a Contract, the vendor shall pay for and maintain in full force and effect with an insurance company(s) (Company) admitted by the California Insurance Commissioner to do business in the State of California and rated not less than "A: VII" in Best Insurance Key Rating Guide.

Proper Address for Certificates, Endorsements and Notices shall be:

California State University, Sacramento
Procurement and Contract Services
6000 J Street
Sacramento, CA 95819-6008

Upon notification of receipt by the University of a Notice of Cancellation, major change, modification, or reduction in coverage, the Contractor shall immediately file with California State University, Sacramento a certified copy of the required new or renewal policy and certificates for such policy.

If at any time during the life of the Contract or any extension, the vendor fails to maintain the required insurance in full force and effect, all work under the Contract shall be discontinued immediately and all payments due or that may become due to the vendor shall be withheld until acceptable replacement coverage notice is received by the University. Any failure to maintain the required insurance shall be sufficient cause for the University to terminate the Contract. In the event of insurance cancellation, the University reserves the right to purchase insurance or insure (or self-insure) for the above required coverages at the vendor's full expense.

If the vendor should subcontract all or any portion of the work to be performed in this contract, the vendor shall cover the subcontractor, and/or require each subcontractor to adhere to all subparagraphs of this Insurance Requirements section. Similarly, any cancellation, lapse, reduction or change of subcontractor's insurance shall have the same impact as described above.

Receiving Purchase Orders

Supplier Obligations

Receiving a purchase order from the University carries with it the obligation to supply the ordered products and/or services at the agreed upon price, at the promised time, and without the need for Buyer intervention, renegotiation or continued expediting. Full performance of contractual obligations will render vendors a favorable evaluation and opportunities for further participation in our purchasing program. Our expectations:

- Quality customer service
- Dependable products and services
- Timely delivery
- Competitive prices
- No substitutions without the approval of the buyer and amendment of the purchase order, service order and or contract.
- Good communications
- Timely resolution of claims
- Compliance with procurement, shipping and invoicing procedures

Authorized Purchasing Transactions

Vendors may be presented with four different types of authorized procurement transactions: purchase orders, service orders, agreements, or contracts processed by the University Procurement and Contract Services Department. In addition to those four, procurement card orders are processed by authorized University employees throughout the campus. The following are descriptions of each of these procurement methods.

1. **Purchase Orders, Service Agreements and Contracts:** Purchase orders, service orders, agreements, and contracts are required for any purchase not eligible as a procurement card transaction. The activities supporting purchase orders, service orders, agreements, and contracts are performed by University Buyers who have the sole authority to approve purchases. University Buyers are presented with a purchase requisition from campus departments. The Buyer review and evaluate the products or services requested by campus departments after ensuring that all policies, authorizations, and procedures, including competitive solicitations, have been obtained. Vendors shall not accept purchase requisitions for fulfillment of orders. The purchase requisition must be converted by the Procurement and Contract Services Department to a purchase order, service order, agreement, or contract to establish a University obligation of funds.

2. **Procurement Card:** Vendors may be presented with a procurement request using an official campus Procurement Card. The Procurement Card is designed to be used by authorized University employees to purchase routine goods generally costing up to \$5,000 (including shipping, handling and tax). While full liability rests with the University, the cardholder whose name is imprinted on the card is responsible for all purchases. This procurement card system benefits the University and vendors through:

- Prompt payment to vendors.
- Elimination of unnecessary purchase orders and invoices.
- Distribution of low value purchase authority.

Just like any other credit card, it can be swiped at the vendor site or used to place orders by telephone and on the internet by giving the card account number to the vendor. An invoice or receipt is required from the vendor that identifies the detail of the items being purchased and shipped. The bank bills the University for the “NET Amount of all authorized transactions processed. Each Procurement Card has a pre-set spending limit that may not be exceeded under any circumstances. Procurement Card restrictions and prohibited uses can be viewed on the campus Procurement and Contract Services website (<https://www.csus.edu/administration-business-affairs/internal/procurement-contracts/>).

No personal expenses are to be charged to the procurement card at any time or for any reason whatsoever.

Vendor Data Record (Form 204)

All vendors doing business with California State University, Sacramento must complete the *Vendor Data Record* (State of California Standard Form 204) available on the University Accounts Payable website:

<https://onbaseform.csus.edu/obforms/eforms/aba/finance/pub/VendorData204.aspx>

Submitting a completed 204 form is a mandatory requirement prior to doing business with any state agency. Information on this form will be used to prepare Information Returns (Form 1099) and for withholding on payments to nonresident vendors. Additionally, the address provided will be used as a default remittance address for check disbursement.

If any of the information submitted on the 204 form changes, it is the responsibility of the vendor to notify the University and to submit a new form as soon as possible. **Invoice payments will not be issued to any vendor who has not submitted a 204 form.** Even if you have submitted a 204 form to another state agency, you must still submit a 204 form to California State University, Sacramento.

Recycled Content Certification

The University requests all vendors to certify in writing the recycled content of the products sold or offered to the campus. Certification of the amount of recycled content within each product may be either

- (a) a minimum percentage of post-consumer material and secondary material, or
- (b) exact percentage of post-consumer material and secondary material. The Recycled Content Certification form is located at: <https://www.csus.edu/administration-business-affairs/internal/aba-forms.html#procurement-contract-services> and scroll down to the Procurements and Contracts section.

Shipments

It is important that vendor shipments are addressed correctly. Failure to identify the shipment properly may be cause for refusal or delayed payment. Partial shipments are not desirable and are not encouraged unless shortness of supply demands split shipments. All shipments must include a packing slip detailing the contents of the shipment. Shipments against purchase orders, procurement card orders and direct payment acquisitions should be addressed as follows:

California State University, Sacramento
Attn: Central Receiving/Purchase Order #_____
6000 J Street
Sacramento, CA 95819-6117

The University Central Receiving Department phone number is 916-278-6274.

Sales Tax

California State University, Sacramento is NOT exempt from state sales or use tax. By policy, the University generally requires the vendor to pay all contributions, taxes and premiums payable under federal, state and local laws measured upon the payroll of employees engaged in the performance of work under a contract, and all applicable sales, use, excise, transportation, privilege, occupational and other taxes applicable to products and supplies furnished or work performed.

Invoices

All vendor invoices to the University must follow University Accounts Payable protocol. Below is a link to the University payment process:

<https://www.csus.edu/administration-business-affairs/internal/accounts-payable/getting-paid.html>

Contact Information for All CSU Campuses

California State University, Chancellor's Office

Contract Services & Procurement

Phone: 562-951-4586

Website: <https://www.calstate.edu/csu-system/doing-business-with-the-csu/contract-services-and-procurement>

California State University, Bakersfield

Procurement & Contract Services

Phone: 661-654-3181

Website: <https://www.csub.edu/bas/fiscal/procurement/index.html>

California State University, Channel Islands

Procurement & Support Services

Phone: 805-437-8592

Website: <https://www.csuci.edu/financial-services/procurement/>

California State University, Chico

Procurement & Contract Services

Phone: 530-898-4636

Website: <https://www.csuchico.edu/purc/>

California State University, Dominguez Hills

Phone: 310- 243-3799

Website: <https://www.csudh.edu/procurement/procurement-contracts/>

California State University, East Bay

Procurement & Support Services

Phone: 510-885-3000

Website: <https://www.csueastbay.edu/procurement/>

California State University, Fresno

Procurement & Support Services

Phone: 559.278.2111

Website: <https://adminfinance.fresnostate.edu/procurement/>

California State University, Fullerton

Contracts & Procurement

Phone: 657-278-2411

Website: <https://adminfin.fullerton.edu/cp/>

Humboldt State University

Contracts, Procurement & Accounts Payable

Phone: 707-826-3512

Website: <https://procurement.humboldt.edu/>

California State University, Long Beach

Procurement & Support Services

Phone: 562-985-4296

Website: <https://www.csulb.edu/financial-management/procurement-services>

California State University, Los Angeles

Procurement Contracts & Support Services

Phone: 323-343-3480

Website: <https://www.calstatela.edu/procure>

California Maritime Academy

Contracts & Procurement

Phone: 707-654-1086

Website: <https://www.csum.edu/fiscal-services/procurement/>

California State University, Monterey Bay

Purchasing

Phone 831-582-3000

Website: Website: <https://csumb.edu/finance/business-and-support-services/procurement/>

California State University, Northridge

<https://www.csun.edu/procure/>

Phone: 818 677-2301

Website: <https://www.csun.edu/procure/>

California State Polytechnic University, Pomona

Procurement & Support Services

Phone: 909- 869-3400

Web: www.cpp.edu/procurement/index.shtml

California State University, Sacramento

Procurement & Contract Services

Phone: 916-278-7322

Website: <https://www.csus.edu/administration-business-affairs/internal/procurement-contracts/>

California State University, San Bernardino

Procurement and Contracts (Purchasing)

Phone: 909-537-5142

Website: <https://www.csusb.edu/procurement>

San Diego State University

Procurement and Payments

Phone: 619-594-5243

Website: <https://bfa.sdsu.edu/financial/procurement>

San Francisco State University
Procurement & Support Services
Phone: 415-338-1111
Website: <https://procurement.sfsu.edu/>

San José State University
Procurement & Support Services
Phone: 408-924-1558
Website: <https://www.sjsu.edu/fabs/services/p2p/contact-us.php>

California State Polytechnic University, San Luis Obispo
Strategic Business Services
Phone: 805-756-2232
Website: <https://afd.calpoly.edu/sbs/>

California State University, San Marcos
Procurement Operations
Phone: 760-750-4000
Website: <https://www.csusm.edu/procurement/>

Sonoma State University
Financial Services/Contracts & Procurement
Phone: 707.664.2880
Website: <http://finance.sonoma.edu/procurement>

California State University, Stanislaus
Financial Services/Purchasing
Phone: 209-667-3122
Website: <https://www.csustan.edu/financial-support-services-gateway/suppliers-visitors/buying-paying-contacts>

Directions



From Points East

Via I-80 (Auburn, Reno)

1. Take I-80 west into the City of Sacramento.
2. At the split take Business 80 west. (Capitol City Freeway)
3. Proceed to the J Street exit and turn left onto J Street.
4. Take J Street approximately three miles through East Sacramento to the north entrance of campus.
5. Turn right into the north gate at the intersection of J Street and Carlson Drive.
6. On the right-hand side of the roadway is the Information Booth, where a campus directory and further assistance is available.

Via Highway 50 (Folsom, South Lake Tahoe)

1. Take Highway 50 west into the City of Sacramento
2. Follow signs to the University exit.
3. Proceed to the Howe Ave/Power Inn Road Exit and drive straight through the intersection onto College Town Dr.
4. Take College Town Dr. approximately .5 miles to the south entrance of Sacramento State.
5. Proceed through the third stop light at State University Dr.
6. Just past the intersection, on the right-hand side of the roadway is an information booth where a campus directory and further assistance is available.

From Points South:**Via I-5 (Stockton, Los Angeles)**

1. Take I-5 north into the City of Sacramento
2. Follow signs to the Highway 50 east exit.
3. Merge onto Highway 50 and proceed east to the Howe Ave/Power Inn Road exit.
4. Stay to the far right while exiting the highway and merge onto Hornet Dr.
5. Turn left when the road dead-ends at College Town Dr.
6. Proceed through the second stop light at State University Dr.
7. Just past the intersection, on the right-hand side of the roadway is an information booth where a campus directory and further assistance is available.

From Points North:**Via I-5 (Woodland, Redding, Sacramento International Airport)**

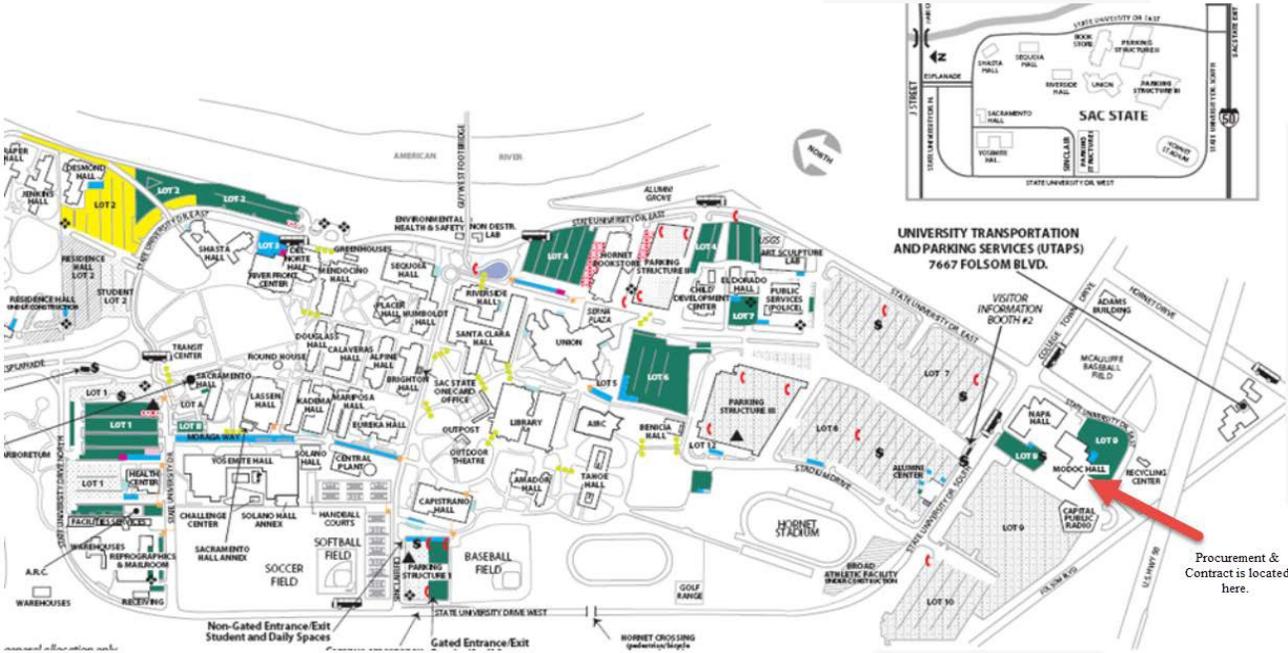
1. Take I-5 south into the City of Sacramento
2. Follow signs to the Highway 50 east exit.
3. Merge onto Highway 50 and proceed east to the Howe Ave/Power Inn Road exit.
4. Stay to the far right while exiting the highway and merge onto Hornet Dr.
5. Turn left when the road dead-ends at College Town Dr.
6. Proceed through the second stop light at State University Dr.
7. Just past the intersection, on the right-hand side of the roadway is an information booth where a campus directory and further assistance is available.

From Points West:**Via I-80 (Davis, San Francisco)**

1. Take I-80 east towards the City of Sacramento.
2. At the split of I-80 and Bus 80/Hwy 50 in West Sacramento, stay straight on Bus 80/Hwy 50 and proceed into Sacramento.
3. After crossing the Sacramento River, I-80 becomes Highway 50, proceed east on 50 to the Howe Ave/Power Inn Road exit.
4. Stay to the far right while exiting the highway and merge onto Hornet Dr.
5. Turn left when the road dead-ends at College Town Dr.
6. Proceed through the second stop light at State University Dr.
7. Just past the intersection, on the right-hand side of the roadway is an information booth where a campus directory and further assistance is available.

CAMPUS MAP

Campus Map



The Procurement and Contract Services Department is located at:

6000 J Street
 Sacramento, CA 95819
 Modoc Hall Room 3005
 916-278-7322

<https://www.csus.edu/administration-business-affairs/internal/aba-forms.html#procurement-contract-services>

From: Bill Yee <yeeb@westerncontract.com>
Sent: Monday, October 09, 2017 12:05 PM EDT
To: Reina, Jun <jun.reina@capradio.org>
Subject: Furniture Follow Up

Hey Jun,

Great retreat, really enjoyed the agenda and venue...Wanted to follow up on the furniture item for the new location. We have a few customers vacating offices, they have a surplus of furniture items including private offices and cubicles...Just a few questions before I inquire:

What is the potential head count (offices VS cubicles) and What is the potential occupancy date?

Bill W. Yee
President, CEO
11455 Folsom Blvd. Suite 200 | Rancho Cordova CA 95742
D 916.231.3972 F 916.638.2698
westerncontract.com



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From: Bill Yee <yeeb@westerncontract.com>
Sent: Friday, April 13, 2018 12:09 PM EDT
To: Reina, Jun <jun.reina@capradio.org>
Subject: New Cap Radio Offices

Hi Jun,
Just reviewed the draft copy of the new marketing brochure, very nice! The renderings of the new location is very cool and impressive (the workspaces). I'd love to partner with Curtis (LPA's) on developing the FF&E, we provided the furniture for the current location, as an existing customer, we are in a great position to offer a very aggressive pricing structure directly with the manufacture (Haworth), we'd love to keep the business relationship and Haworth will meet the budgeting requirements....I know it's early, just wanted to remind you! J

Bill W. Yee
President, CEO
11455 Folsom Blvd. Suite 200 | Rancho Cordova CA 95742
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westerncontract.com



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From: Bill Yee <yeeb@westerncontract.com>
Sent: Friday, April 16, 2021 7:22 PM EDT
To: Reina, Jun <jun.reina@capradio.org>
Subject: Conversation?

Hi Jun! I hope you're having a great time away! Sorry to interrupt your vacation....Can we jump on a call when you return? This is regarding the furniture for the new locations, my rep mentioned getting information about using multiple furniture vendors? Not sure what that means....Western Contract and Haworth have positioned a very aggressive pricing schedule for maximum value and benefit to Cap Radio. Anyway, apologies for interrupting your time away, I enjoy your FB posts!

Have a great time and looking forward to chatting!

Cheers!

BILL W. YEE

President/CEO

11455 Folsom Blvd., Suite 200 | Rancho Cordova, CA 95742

D 916.231.3972 | F 916.638.2698

www.westerncontract.com



Sent: Friday, April 23, 2021 12:25 PM EDT
To: Kristina Gwinn <kgwinn@lpas.com>
CC: Curtis Owyang <cowyang@lpas.com>
Subject: RE: Western Contract

Hawks is a good word! I had images of a different

Jun Reina
General Manager
(916) 278-8925
[LinkedIn](#) | capradio.org



Make the [connection](#).

From: Kristina Gwinn <kgwinn@lpas.com>
Sent: Friday, April 23, 2021 9:23 AM
To: Reina, Jun <jun.reina@capradio.org>
Cc: Curtis Owyang <cowyang@lpas.com>
Subject: RE: Western Contract

Hi Jun –

Let's chat about this quickly during our meeting today. Alex at Hogue and the Western Contract team are watching these projects like hawks! We don't need to start picking anything for 730 I Street yet, but we should get them involved at 1010 8th Street.

NOTE: I will be out of the office the afternoon of 4/23 returning Monday 5/3 with limited access to email while away.

Kristina Gwinn
Principal, Interior Design
CID, WELL AP

LPAS Architecture + Design Making Buildings Together

[Sacramento 916 443 0335](#) | [San Francisco 415 213 0335](#) | [Mobile 916 834 6857](#)
LPAS.com

From: Reina, Jun <jun.reina@capradio.org>
Sent: Thursday, April 22, 2021 2:57 PM
To: Kristina Gwinn <kgwinn@lpas.com>
Cc: Curtis Owyang <cowyang@lpas.com>
Subject: Western Contract

Hey Kristina – Bill Yee was panicking because he heard we were shopping out our FFE to multiple vendors. I assured him he was our guy but we were considering throwing Hogue a bone with some of the 1010 furnishings. He made the case that he would be very aggressive in their proposal. I would like to get most, if not everything, from Western Contract but I'll also be leaning on you for recommendations. Let me know what you think or if it's time to start picking out furnishings.

Jun Reina
General Manager
(916) 278-8925
[LinkedIn](#) | capradio.org



Make the [connection](#).

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From:
Sent: Thursday, November 30, 2023 10:32 AM
To: Kristina Gwinn; Kristopher Maddox; Mervin Villar
Cc: Phil Titus
Subject: RE: RFP for furniture?

Hi Kristina,

The Western Contract furniture is included in the electrical submittal for permit (page 70 of the PDF version), they based the placement of the floor monuments on the furniture layout. There are also renderings included with the submittal package that depict the stations we purchased from Western (page 18).

We are trying to determine when that layout sent over to get a better understanding about when the decision was made to use the furniture. Maybe the layout was sent directly to Northstate?

Thanks,

From: Kristina Gwinn <kgwinn@lpas.com>
Sent: Thursday, November 30, 2023 9:27 AM
To: Kristopher Maddox <kmaddox@lpas.com>
<mvillar@lpas.com>
Cc: Phil Titus <ptitus@lpas.com>
Subject: RE: RFP for furniture?

Mervin Villar

Are those drawings on Western Contract titleblock? I am unaware of any drawings from Western Contract prior to them starting furniture selections, I am also unaware of any formal submittals for LPAS to review and approve as we were not contracted for furniture services. LPAS had furniture drawings from early in the process for space planning purposes and to set a direction for the design as programming needs were determined with CapRadio. Western Contract based their furniture layouts on those space plans as CapRadio approved it met their functional needs and head counts.

Kristina Gwinn
Principal, Interior Design
CID, WELL AP

[Sacramento 916 443 0335](tel:9164430335) | [Oakland 415 213 0335](tel:4152130335) | [Direct 916 669 3414](tel:9166693414) | [Mobile](tel:9166693414)



From: Kristopher Maddox <kmaddox@lpas.com>
Sent: Thursday, November 30, 2023 8:41 AM

To: <mvillar@lpas.com>
Cc: Phil Titus <ptitus@lpas.com>
Subject: RE: RFP for furniture?

Kristina Gwinn <kgwinn@lpas.com>; Mervin Villar

Good Morning All,

Thank you for taking my call this morning. As discussed, Kristina and Mervin were involved on I be better suited to respond as required.

Thank you,

Kristopher Maddox, RA
Associate
Project Manager

Sacramento 916 443 0335 | Oakland 415 213 0335 | Direct 916 840 7105



From:
Sent: Wednesday, November 29, 2023 7:12 PM
To: Kristopher Maddox <kmaddox@lpas.com>
Subject: RE: RFP for furniture?

Hi Kris,

Sorry to bother you, but I have another follow-up question. I see on several drawings and submittals that LPAS already had plans from Western early on in the design process. Any chance you know when those drawings were received from Western for use with the submittals and renderings?

Thanks,

From: Kristopher Maddox <kmaddox@lpas.com>
Sent: Tuesday, November 28, 2023 7:47 AM
To:
Subject: RE: RFP for furniture?

Mervin Villar <mvillar@lpas.com>; Wally Browe <wally@capitalpm.com>; Phil Titus <ptitus@lpas.com>; Kristina Gwinn <kgwinn@lpas.com>

Good Morning

Thank you for reaching out. Wally Browe just reached out to me shortly before your email seeking information about the same subject. I am adding Wally Browe, Phil Titus, and Kristina Gwinn on this email response as Phil helped to oversee both projects and Kristina is most familiar with the FF&E for each project.

LPAS did not develop or issue an RFP for either project. LPAS's understanding is there was no formal RFP process. Our Interiors team provided space plans to potential vendors to develop pricing for the project and provide ideas on the

potential selections they would recommend in 2018 when the project was solely 1010 8th Street. Around the same time CapRadio was interviewing Contractors for the project. This was to help CapRadio get an understanding for how much could be required for FF&E. However, this process was not provided when 730 I Street was identified and 1010 8th Street was changed to the event space. It is our understanding that when the projects became separate, CapRadio coordinated with Western Contract, Seats and Stations, and MTA for proposals. LPAS did attend FF&E meetings with Western Contracts, as well as Tashina, Desiree Aargon and Frankie representing CapRadio during Western Contracts procurement process.

Thank you,

Kristopher Maddox, RA
Associate
Project Manager

[Sacramento 916 443 0335](tel:9164430335) | [Oakland 415 213 0335](tel:4152130335) | [Direct 916 840 7105](tel:9168407105)

From:
Sent: Monday, November 27, 2023 4:36 PM
To: Mervin Villar <mvillar@lpas.com>; Kristopher Maddox <kmaddox@lpas.com>
Subject: FW: RFP for furniture?

Hello Mervin and Kris – hope you both had a Happy Thanksgiving!

When you get a moment, would you please let me know if LPAS was involved in the RFP for the office furnishings at both 730 I street and 1010 8th street? We’re trying to locate any documents related to an RFP, and so far the only item we found was a note in one of our Board of Directors meeting minutes stating that LPAS had conducted one. If that did take place, would it be possible to get a copy of the RFP specs, and the competitive bids (I have all of the Western documentation)?

If that statement in our meeting minutes was inaccurate, please let me know.

Thank you!

From: Wally Browe <wally@capitalpm.com>
Sent: Monday, November 27, 2023 4:29 PM
To:
Subject: RE: RFP for furniture?

Mervin would be helpful at 730 I Street.
Kris Maddox would help at 1010 8th Street.

I absolutely do not remember LPAS getting involved with the furniture process. Having said that, they may have assisted in an effort to bring new furniture into both projects. Again, that would be news to me because my recollection was Jun Reina worked directly with Western for this scope of work.

Wallace E. Browe, Principal



P 916.553.4400

F 916.553.4200

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From:

Sent: Monday, November 27, 2023 4:22 PM

To: Wally Browe <wally@capitalpm.com>

Subject: RE: RFP for furniture?

Thank you – I did find a note in our BoD meeting minutes stating that LPAS did an RFP, and Western was the low bid. Is it possible they did the RFP and CapRadio signed the Western docs afterwards? (Would this be a Mervin question?)

Just want to make sure we're doing our due diligence before stating it was a no-bid contract.

Thanks,

From: Wally Browe <wally@capitalpm.com>

Sent: Monday, November 27, 2023 4:18 PM

To:

Subject: RE: RFP for furniture?

Hello

All negotiations and proposals for both projects were handled directly by CPR with Western. No Requests For Proposals requested.

We were given the signed contracts upon execution.

Enclosed you will find those executed agreements for furniture at 1010 8th Street and 730 I street.

Thanks.

Wallace E. Browe, Principal



P 916.553.4400

F 916.553.4200

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From:

Sent: Monday, November 27, 2023 2:24 PM

To: Wally Browe <wally@capitalpm.com>

Subject: RFP for furniture?

Hi Wally,

By any chance, do you know if there was an RFP done for the furniture at 730 & 1010? If so, was that done by LPAS or CapRadio?

We're getting a lot of questions about that part of the project, and I can't find any information on competitive bids, just the proposals from Western.

Thanks,

Make the connection.

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From:
Sent: Wednesday, November 29, 2023 1:11 PM
To: Rachael Bennett
Subject: RE: Copy of Proposals/RFP Response for CapRadio?

Thank you, Rachael! This is perfect. I really appreciate your time and willingness to provide these documents.

Thanks,

From: Rachael Bennett <rbennett@mtaoffice.com>
Sent: Wednesday, November 29, 2023 12:55 PM
To:
Subject: RE: Copy of Proposals/RFP Response for CapRadio?

Hello

Great to connect with you, we do go back a long time!

As we discussed, we did tour CapRadio & LPAS through our showroom in 2018 and were asked to put together some furniture concepts and budgets. See attached for what was sent, we worked through LPAS & Hines- never with the client.

Later we were asked by the Contractor to put budget numbers together for modular walls, also see attached. But we never heard back from the Contractor or LPAS regrading project status.

We were never asked to provide a formal RFP, and we reached out for a couple years to LPAS and Contractor and never heard from anyone.

Please let me know if I can assist with anything else.

Thank you,



MillerKnoll Certified Dealer

Rachael Camillo-Bennett
President

 [+1 \(916\) 373-1800 x 1278](tel:+19163731800x1278)

 MTAOffice.com

 rbennett@mtaoffice.com

 [1810 13th Street #100, Sacramento CA 95811](#)

****MTA offices will be closed Thursday, Nov. 23rd & Friday, Nov. 24th in observance of Thanksgiving****

I'm using Adobe Acrobat.

You can view and comment on "CAPITAL PUBLIC RADIO BID MOOD BOARD.pdf" at:

<https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:1cf472e9-8f71-49f5-a8f7-6299600a3dcf>

You can view and comment on "CPR Estimated Project Budget.pdf" at:

<https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:77714747-09c7-46a4-ab4a-ea8145b1e938>

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You can view and comment on "CPR Demountable Budget.pdf" at:

<https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:ba92556b-1e4d-4e70-9691-6ad6874ea2a6>

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<https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:80648ead-17dd-49f7-b90e-b693bff52aa3>

From:

Sent: Tuesday, November 28, 2023 11:13 AM

To: Rachael Bennett <rbennett@mtaoffice.com>

Subject: Copy of Proposals/RFP Response for CapRadio?

[EXTERNAL]

Hi Rachael,

I'm _____ and am looking into some of the origination of some of the larger purchases for our downtown facilities. Hortencia referred me to you and indicated you might be able to help me track down any proposals that were submitted as part of an RFP for our Downtown HQ (730 I Street, Sacramento 95814) or Live Events Center (1010 8th Street, Sacramento 95814). The account may be under CapRadio or Capital Public Radio (our physical location at the time was 7055 Folsom Blvd, Sacramento CA 95826)

We think the RFP would have been done in 2021/2022 (could go back as far as 2018, but not likely). Unfortunately, we can't find any information on the competitive bids. Our architects (LPAS) mentioned that they thought MTA may have been one of the suppliers involved in the process. If you have anything in your system, or know of a salesperson who worked on this project, would you please send over a copy of the proposal or put me in touch with the person who worked on the RFP?

The original contact person at CapRadio may have been Jun Reina, but he is no longer employed here and any records he had aren't available to us.

I appreciate any help or information you might be able to provide.

Thank you!



Make the connection.

From: Therese Kingsbury <tkingsbury@mtaoffice.com>
Sent: Wednesday, October 03, 2018 12:18 PM EDT
To: Reina, Jun <jun.reina@capradio.org>
CC: Curtis Owyang <cowyang@lpas.com>; Alexandria Blangeres <ablangeres@mtaoffice.com>; Kristina Gwinn <kgwinn@lpas.com>
Subject: Checking in

Hi Jun,

I hope you are doing well! I wanted to check-in with you regarding the furniture for your new building. I understand you have a working relationship with Bill Yee at Western Contract. I certainly respect that and understand why WCF would be your go-to dealer. However, I would love for you to consider giving MTA a shot at quoting the furniture at the appropriate time. We would love to be part of your project in some capacity! It doesn't hurt to get two quotes because furniture has lots of quality nuances. We just want to make sure you get the best value for the investment.

Take care,
Therese



Therese Kingsbury, IIDA, CID

President/CEO

Miles Treaster & Associates

Office: 916.373.1800 x 260 / Fax: 916.373.1899

Mobile

1810 13th Street, Suite 100

Sacramento, CA 95811

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From: Alexandria Blangeres <ablangeres@mtaoffice.com>
Sent: Wednesday, March 20, 2019 5:21 PM EDT
To: Reina, Jun <jun.reina@capradio.org>
Subject: CPR Furniture

Hi Jun,

How are you?

It's been awhile.

I've been checking in with the design team trying to keep tabs on the status of the project but I thought I would reach out and see if there was anything I could do to help with planning or pricing. I also wanted to check and see if your team would be at all interested in going to the factory in Michigan to tour the Herman Miller facility. I was there last year and it is impressive.

I hope you are doing well and look forward to hearing back from you.

Best Regards,

Alex



Alexandria Blangeres
Workplace Consultant

Miles Treaster & Associates
Office: 916.373.1800 x 299 / Mobile:
Fax: 916.373.1899
1810 13th Street, Suite 100
Sacramento, CA 95811
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Lawson-Cook, Mashariki A

From: Maranzino, Frank
Sent: Friday, June 14, 2024 12:39 PM
To: Lawson-Cook, Mashariki A
Subject: Bill Yee Convo

Myself and CSUS CFO Jonathan Bowman met with Bill Yee from Western Contract 1:30pm June 12th 2024. The meeting lasted approx. 50 minutes. The meeting was just Frank, Jonathan and Bill, there were no attorney's present.

1. We explained to Bill that the Forensic Exam by found clear conflict of interest pertaining to the furniture contracts for 730 I street (CapRadio HQ) and 1010 8th street (CapRadio Live venue) and Western Contract.
2. We explained that at the time of CapRadio entered into contract with Western Contract Bill was on the CapRadio board. We shared that we believe because of this COI the contract with Western Contract Furnishing could be completely void.
3. Bill denied knowing anything about conflict of interest and mentioned recusing himself in any board meeting where furniture was discussed.
4. Bill stated that LPAS (architect) was the entity engaging with CapRadio for all furniture decisions and that he was not involved.
5. CSUS/CPR asked Bill if it would be possible to just get a full refund on all the furniture involved with both buildings. Bill responded that it would be impossible for him to write a check for over a million dollars and fully refund all the furniture, he stated that much of the cost was freight and labor for construction of custom furniture. Bill stated that he has been patient and cooperative about CapRadio still owing a remaining balance on the furniture.
6. We also stated to Mr. Yee that former GM Jun Reina has taken out loans for said furniture and Bill said he was surprised to hear that and that we thought there was a Capital Campaign that paid for the furniture.
7. The meeting ended with CSUS and CPR asking "what could possibly be done" and Bill said he needed time to process things. CSUS and CSU stated we wanted explore any and all opportunities for this situation. We all agreed we would check in the week of June 17th 2024

Frank Maranzino
Interim President/GM
frank.maranzino@capradio.org

He/Him/His

capradio.org

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Make the connection.

From:
Sent: Thursday, October 22, 2020 6:50 PM EDT
To: Amerson, Chelle C <chelle.amerson@capradio.org>; Reina, Jun <jun.reina@capradio.org>
CC: Langley, Sandra <sandy.langley@capradio.org>
Subject: FW: Steinberg Institute - A California State of Mind [SR-ACTIVE.FID5045684]
Attachment(s): "Retainer invoice re CapRadio(108481350.1).pdf"

OK to pay. I am copying Jun because I don't know where to book legal expenses.

Thanks.



Make the [connection](#).

From: Peppard, Gaby <gaby.peppard@stoel.com>
Sent: Thursday, October 22, 2020 3:36 PM
To:
Cc: Bruno, Chris <chris.bruno@capradio.org>; Glazer, Anne <anne.glazer@stoel.com>; Accounts Receivable <accountsreceivable@stoel.com>
Subject: RE: Steinberg Institute - A California State of Mind [SR-ACTIVE.FID5045684]

Please see the attached retainer invoice per your request. If you have any questions, feel free to contact our Accounts Receivable (cc'd above).

Best,

Gaby Peppard

From
Sent: Thursday, October 22, 2020 1:54 PM
To: Peppard, Gaby <gaby.peppard@stoel.com>; Glazer, Anne <anne.glazer@stoel.com>
Cc: Bruno, Chris <chris.bruno@capradio.org>
Subject: RE: Steinberg Institute - A California State of Mind [SR-ACTIVE.FID3798476]

We need an invoice for the retainer and I was letting Anne know that she might be contacted by Marcia Parker at CalMatters.



Make the [connection](#).

From: Peppard, Gaby <gaby.peppard@stoel.com>
Sent: Thursday, October 22, 2020 1:53 PM
To: Glazer, Anne <anne.glazer@stoel.com>
Cc:
Subject: RE: Steinberg Institute - A California State of Mind [SR-ACTIVE.FID3798476]

Anne wanted me to check in with you to see if you needed assistance with the retainer payment itself? Please let me know if you do. Or was this just information for Anne?

Best,

Gaby Peppard

From:
Sent: Thursday, October 22, 2020 1:28 PM
To: Glazer, Anne <anne.glazer@stoel.com>
Cc: Bruno, Chris <chris.bruno@capradio.org>; Peppard, Gaby <gaby.peppard@stoel.com>

Hi Anne,

I wanted to let you know that we are standing by to initiate the retainer payment. There is some sense of urgency about Cal State of Mind due to the Steinberg Insitute's request. (Darrell Steinberg is our current mayor.) Also, our partner in the podcast, CalMatters has asked for a referral to you for a different IP issue. Her name is Marcia Parker and you may be hearing from her directly.
Best,

Make the [connection](#).

From:
Sent: Wednesday, October 21, 2020 9:06 AM
To: Glazer, Anne <anne.glazer@stoel.com>
Cc: Bruno, Chris <chris.bruno@capradio.org>; Peppard, Gaby <gaby.peppard@stoel.com>
Subject: RE: Steinberg Institute - A California State of Mind [SR-ACTIVE.FID3798476]

Yes. You can direct everything to me and I will approve for payment through our system.

Make the [connection](#).

From: Glazer, Anne <anne.glazer@stoel.com>
Sent: Wednesday, October 21, 2020 9:05 AM
To:
Cc: Bruno, Chris <chris.bruno@capradio.org>; Peppard, Gaby <gaby.peppard@stoel.com>
Subject: RE: Steinberg Institute - A California State of Mind [SR-ACTIVE.FID3798476]

Should we direct any future invoices to your attention as well? We will need this info in order to set up the account.

Best regards,
Anne

Anne W. Glazer | Partner
STOEL RIVES LLP | 760 SW Ninth Avenue, Suite 3000 | Portland, OR 97205
Direct: (503) 294-9584 | Mobile:
anne.glazer@stoel.com | [Bio](#) | [vCard](#) | www.stoel.com

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INVOICE NUMBER: 001-19-CPR

DATE: October 15, 2019

INVOICE AMOUNT: \$4,000.00

BILL TO: Jun Reina
COO/CFO
Capital Public Radio
via email: jun.reina@capradio.org

SERVICES PROVIDED:

<u>DESCRIPTION</u>	<u>FEE</u>
Retreat Planning and Facilitation	\$4,000.00

Payment due upon receipt. Payments not received within 30 days will be subject to an interest rate of 1½% per month or a fraction thereof from date of invoice. Client subject to reasonable collection fees.

From:**Sent:** Tuesday, July 24, 2018 2:36 PM EDT**Exhibit 18****To:** Reina, Jun <jun.reina@capradio.org>; Eytcheson, Rick <rick.eytcheson@capradio.org>**CC:** Halm, Jennifer <jennifer.halm@capradio.org>; Ferraro, Cathleen <cathleen.ferraro@capradio.org>; Martin, Joseph <joseph.martin@capradio.org>**Subject:** Our time share

I have been trying to get the details on the time share, which was gifted to the Endowment by _____ in 2016. Apparently, it was quitclaimed to us in December of 2016, but that information was never sent to the company that manages the property. As a result, we have not been able to use it. We get one week a year during the summer season – early June through week of Sept 9th – and it is a one-bedroom with a mini-kitchen at the Olympic Village Inn in Squaw Valley. I just got a notice from the Placer County assessor that the taxable market value is \$425 and we pay about \$1k annually in fees. Time shares are not typically good gifts! At any rate, we have it, so we may as well make use of it – or sell it. Have either of you seen it?

I am trying to get all the information squared away so we can book our week and check it out. Based on what I have learned so far, I don't think it's it will be the kind of experience we can use as a fund drive raffle promo, but we shall see. Perhaps we could use it as a base of operation for developing major donors in Tahoe, with all the contacts Rick is making. Joseph – how many cap campaign prospects do we have in Tahoe? It could also be an employee benefit, but the time we have it is so limited that I'm not sure how that would be done fairly.

That's the update for now,

From:
To:
Subject: RE: [redacted] Olympic Village Inn

We've already been through that conversation. It is not suitable for gifting to donors. Really shabby. We need to get rid of it.

From:
Sent: Wednesday, May 18, 2022 9:07 AM
To:
Subject: RE: Olympic Village Inn

Can it be used? I am just wondering if we can have this as a raffle price during fund drive week? And this will save us money on the one of the gift cards that we buy....



From:
Sent: Wednesday, May 18, 2022 8:47 AM
To:
Subject: RE: Olympic Village Inn

It's a worthless timeshare that a donor gave us before our time. We have to pay an annual maintenance fee. We would like to get rid of it since it does us no good. Jun was hoping that when you are Carlos get settled, one of you might look into selling it. It's not worth much, but if we just walk away, we would still be responsible for the maintenance fees. Time shares are terrible gifts. I will never accept another one.



From:
Sent: Tuesday, May 17, 2022 5:06 PM
To:
Subject: Olympic Village Inn

What is this and where should I allocate this cost to?



From: copier@csus.edu <copier@csus.edu>
Sent: Tuesday, May 17, 2022 5:05 PM
To:
Subject: Attached Image

Attachments

Account	Date	Description	CLA Sort	CLA Category	Amount
AMERICAN EXPRESS CREDITCARD	12/8/2020	SACRAMENTO SPCA SACRAMENTO CA 85180890343REF # 85180890343 916-383-7387 12/08/20ROC NUMBER 8518089034398017	SPCA	Donation	1,000.00
AMERICAN EXPRESS CREDITCARD	12/9/2020	AMEX ASSURANCE CRDLC GREEN BAY WI REF # O AMERICAN EXPRESS 12/08/20	Amex Assurance	Fee	5.25
AMERICAN EXPRESS CREDITCARD	12/13/2020	AT & T BILL PAYMENT 98 DALLAS TX 46243284000 REF # 46243284 800-331-0500 12/13/20 TELECOMMUNICATIONS ROC NUMBER 46243284	AT&T	Phone	620.15
AMERICAN EXPRESS CREDITCARD	12/20/2020	APLPAY NUGGET MARKET # 6 000 WEST SACRAMENTO C 00003925700 REF # 000039257 9163758700 12/19/20	Nugget Market	Restaurant	381.09
AMERICAN EXPRESS CREDITCARD	12/22/2020	AT & T BILL PAYMENT 800-288-2020 TX REF # 11N6T57EPA AT & T EZC PMT 12/22/20	AT&T	Phone	197.02
AMERICAN EXPRESS CREDITCARD	1/1/2021	SILVERADO RESORT NAPA CA 02720653000 FOL # 02720653 LODGING 01/01/21 ARRIVAL DATE DEPARTURE DATE 12/29/20 12/31/20 00	Silverado Resort	Hotel/Rental	263.05
AMERICAN EXPRESS CREDITCARD	1/3/2021	TOTAL WINE AND MORE SACRAMENTO CA 11797068200 REF # 117970682 855-328-9463 01/02/21 LIQUOR / BEVERAGES / SN ROC NUMBER 117970682	Total Wine	Alcohol	346.50
AMERICAN EXPRESS CREDITCARD	1/5/2021	COUNTY OF YOLO PROPE JEFFERSONVILL IN 10156320210 AEF # 10156320210 5306668625 01/04/21 TAX PAYMENTS ROC NUMBER 1015632021010500	County of Yolo	County	105.47
AMERICAN EXPRESS CREDITCARD	1/5/2021	COUNTY OF YOLO PROPE WOODLAND CA 10156320210REF # 10156320210 5306668625 01/04/21TAX PAYMENTSROC NUMBER 1015632021010500	County of Yolo	County	4,507.32
AMERICAN EXPRESS CREDITCARD	1/6/2021	SILVERADO RESORT NAPA CA 02728053000 FOL # 02728053 LODGING 01/06/21 ARRIVAL DATE DEPARTURE DATE 12/29/20 12/31/20 00	Silverado Resort	Hotel/Rental	113.00
AMERICAN EXPRESS CREDITCARD	1/8/2021	IN * ROOFCHECKS.COM SACRAMENTO CA0081A0VV4 8938 95841 01/08/21ROC NUMBER 0081A0VV4EK1MPJIO	Roofchecks.com	Utilities	2,065.00
AMERICAN EXPRESS CREDITCARD	1/12/2021	AT & T BILL PAYMENT 98 DALLAS TX 44934372000 REF # 44934372 800-331-0500 01/12/21 TELECOMMUNICATIONS ROC NUMBER 44934372	AT&T	Phone	398.50
AMERICAN EXPRESS CREDITCARD	1/19/2021	SACRAMENTO SPCA SACRAMENTO CA 85180891019REF # 85180891019 916-383-7387 01/19/21ROC NUMBER 8518089101998017	SPCA	Donation	1,000.00
AMERICAN EXPRESS CREDITCARD	1/21/2021	AT & T BILL PAYMENT 800-288-2020 TX REF # SJB6V7EPA AT & T EZC PMT 01/21/21	AT&T	Phone	193.51
AMERICAN EXPRESS CREDITCARD	1/22/2021	GERMAN STAR MOTORS G SACRAMENTO CA 32173921022REF # 32173921022 AUTO SERVICE 01/21/21	German Star Motors	Auto	847.64
AMERICAN EXPRESS CREDITCARD	1/31/2021	TOTAL WINE AND MORE SACRAMENTO CA 12061548400 REF # 120615484 855-328-9463 01/30/21 LIQUOR / BEVERAGES / SN ROC NUMBER 120615484	Total Wine	Alcohol	137.05
AMERICAN EXPRESS CREDITCARD	2/13/2021	AT & T BILL PAYMENT 98 DALLAS TX 44308654000REF # 44308654 800-331-0500 02/12/21TELECOMMUNICATIONSROC NUMBER 44308654	AT&T	Phone	533.03
AMERICAN EXPRESS CREDITCARD	2/15/2021	CACHE CREEK GOLF PRO BROOKS CA 52100035000 REF # 52100035 530-796-5808 02/14/21	Cache Creek	Golf	356.00
AMERICAN EXPRESS CREDITCARD	2/17/2021	SACRAMENTO SPCA SACRAMENTO CA 85180891048REF # 85180891048 916-383-7387 02/16/21ROC NUMBER 8518089104898017	SPCA	Donation	1,000.00
AMERICAN EXPRESS CREDITCARD	2/22/2021	AT & T BILL PAYMENT 800-288-2020 TX REF # R4BX6WR7EPA AT & T EZC PMT 02/22/21	AT&T	Phone	180.83
AMERICAN EXPRESS CREDITCARD	3/10/2021	A * GUERRASenate2022 SACRAMENTO CA 71094471069REF # 71094471069 225-250-1301 03/10/21	Guerra Senate	Political	500.00
AMERICAN EXPRESS CREDITCARD	3/12/2021	UC BERKELEY FOUNDATI BERKELEY CA 91186445000 REF # 91186445 510-643-9789 03/12/21 CONTRIBUTIONS / DONAT ROC NUMBER 91186445	UC Berkley Foundation	Donation	100.00
AMERICAN EXPRESS CREDITCARD	3/13/2021	AT & T BILL PAYMENT 98 DALLAS TX 42495784000REF # 42495784 800-331-0500 03/12/21TELECOMMUNICATIONSROC NUMBER 42495784	AT&T	Phone	501.49
AMERICAN EXPRESS CREDITCARD	3/19/2021	AMZN MKTP US RH5AI9W AMZN.COM/BILL WA REF # 65Y7WFJQOS BOOK STORES 03/17/21	Amazon	Shopping	98.48
AMERICAN EXPRESS CREDITCARD	3/22/2021	AT & T BILL PAYMENT 800-288-2020 TXREF # 4DF26XN7EPA AT & T EZC PMT 03/22/21	AT&T	Phone	248.55
AMERICAN EXPRESS CREDITCARD	3/24/2021	SACRAMENTO SPCA SACRAMENTO CA 85180891083REF # 85180891083 916-383-7387 03/23/21ROC NUMBER 8518089108398017	SPCA	Donation	1,000.00
AMERICAN EXPRESS CREDITCARD	3/27/2021	EMBASSY SUITES SCRNMN SACRAMENTO CA 90122206800FOL # 1117815 EMBASSY SUITE 03/27/21ARRIVAL DATE DEPARTURE DATE03/25/21 03/26/21 00	Embassy Suites	Hotel/Rental	433.65

Account	Date	Description	CLA Sort	CLA Category	Amount
AMERICAN EXPRESS CREDITCARD	3/28/2021	ECHO AND RIG SACRAMENTO CA 85180891087 REF # 85180891087 916-619-8939 03/26/21	Echo and Rig	Restaurant	124.40
AMERICAN EXPRESS CREDITCARD	3/30/2021	ENTERPRISE 094365 WEST SACRAMEN CA 03119543600R / A # 2X3CKT ENTERPRISE RE 03/29/21ENTERPRISE 094365 01810094365LOCATION DATE / TIME RENTAL AGREEMENT WEST SACRAMENTO RETUN TR WEST SACRAMENTO REINA JR FIDIAS	Enterprise Rental Car	Car Rental	153.56
AMERICAN EXPRESS CREDITCARD	4/1/2021	PANASONIC ETIHAD LAKE FOREST CA 008972350000897235 WZWYFL 92630 04/01/21BUSINESS SERVICESROC NUMBER 00897235	Panasonic Etihad	Air	29.95
AMERICAN EXPRESS CREDITCARD	4/4/2021	EMIRATES AIRLINES WASHINGTON USTKT # AIRLINE / AIR C 04/04/21MISCELLANEOUS TAX (ES) / FEE (S)REINA / MATERESITALAPEZ EMIRATES AIRLINES EMIRATES AIRLINES WASHINGTON US FROM UNAVAILABLE TO CARRIERCLASS UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	Emirates Airlines	Air	900.00
AMERICAN EXPRESS CREDITCARD	4/4/2021	NUSR - ET STEAKHOUSE - J DUBAI REF RESTAURANT	Steakhouse J Dubai	Restaurant	1,678.74
AMERICAN EXPRESS CREDITCARD	4/8/2021	ANNUAL MEMBERSHIP RENEWAL FEE 04/08 00400000621 04/21 PERIOD 06/21 THRU 05/22	Fee	Fee	550.00
AMERICAN EXPRESS CREDITCARD	4/8/2021	ERAC TOLL 2X3CKT * 8778601258 CAT75969460 T75969460 85201 04/08/21TOLL AND BRIDGE FEESROC NUMBER 86 75969460	Tolls	Tolls	9.95
AMERICAN EXPRESS CREDITCARD	4/12/2021	AMEX ASSURANCE CRDLC GREEN BAY WI REF # 0 AMERICAN EXPRESS 04/12/21	Amex Assurance	Fee	5.25
AMERICAN EXPRESS CREDITCARD	4/13/2021	AT & T BILL PAYMENT 98 DALLAS TX 43326486000 REF # 43326486 800-331-0500 04/12/21 TELECOMMUNICATIONS ROC NUMBER 43326486	AT&T	Phone	803.32
AMERICAN EXPRESS CREDITCARD	4/16/2021	NORTON AP 1341901636 MOUNTAIN VIEW CA REF # 3WDPU452 877-294-5265 04/16/21	Norton	Software	104.99
AMERICAN EXPRESS CREDITCARD	4/20/2021	SACRAMENTO SPCA SACRAMENTO CA 85180891110 REF # 85180891110 916-383-7387 04/19/21 ROC NUMBER 8518089111098017	SPCA	Donation	1,000.00
AMERICAN EXPRESS CREDITCARD	4/20/2021	VRBO HALDCBS9 HOMEAW 512-759-0902 US 46859018431REF # 46859018431 REAL ESTATE AGEN 04/20/21	VRBO	Hotel/Rental	3,106.09
AMERICAN EXPRESS CREDITCARD	4/21/2021	AT & T BILL PAYMENT 800-288-2020 TX REF # 9SG06YN7EPA AT & T EZC PMT 04/21/21	AT&T	Phone	248.31
AMERICAN EXPRESS CREDITCARD	4/21/2021	CSA - GGA DAM / TRIPINSU SAN DIEGO CA YZT811026 YZT811026731 92123 04/21/21 INSURANCE BROKERS / UNDER ROC NUMBER YZT811026731	Tripinsu	Travel	191.02
AMERICAN EXPRESS CREDITCARD	4/23/2021	EXPEDIA 720885304392 EXPEDIA.COM WA REF # HIUOQM60E TRAVEL 04/23/21	Expedia	Travel	840.50
AMERICAN EXPRESS CREDITCARD	4/23/2021	WPY SACRAMENTO SPCA SACRAMENTO CA 21105171113 REF # 21105171113 866-818-9057 04/23/21	SPCA	Donation	526.00
AMERICAN EXPRESS CREDITCARD	4/24/2021	SACRAMENTO HYUNDAI O FOLSOM CA 63909000000REF # 63909 AUTO DEALER (NEW 04/23/21AUTO SLS / SVC / RPRROC NUMBER 63909	Hyundai	Auto	5,000.00
AMERICAN EXPRESS CREDITCARD	4/26/2021	FOUR ACE ELECTRICAL SACRAMENTO CA REF # NTJNFVWMIU 9164194626 04/26/21	Four Ace Electrical	Utilities	900.00
AMERICAN EXPRESS CREDITCARD	4/28/2021	KACHINA CELLARS LLC SAN FRANCISCO CA REF # 990500EF 6106421255 04/28/21 ROC NUMBER 990500EF TAX \$ 15.67	Kachina Cellars	Alcohol	205.67
AMERICAN EXPRESS CREDITCARD	5/7/2021	PY * BIG DAY OF GIVIN SACRAMENTO CA 71094471126 REF # 71094471126 916-921-7723 05/06/21	Big day of giving	Donation	473.40
AMERICAN EXPRESS CREDITCARD	5/7/2021	PY * BIG DAY OF GIVIN SACRAMENTO CA 71094471126 REF # 71094471126 916-921-7723 05/06/21	Big day of giving	Donation	526.00
AMERICAN EXPRESS CREDITCARD	5/11/2021	APLPAY GOFUNDME ** RELIEF FOR REDWOOD CITYREF # 6IRNASDT6V1 CHARITABLE ORG 05/11/21	Go Fund Me	Donation	537.50
AMERICAN EXPRESS CREDITCARD	5/12/2021	AT & T BILL PAYMENT 98 DALLAS TX 42176754000REF # 42176754 800-331-0500 05/12/21TELECOMMUNICATIONSROC NUMBER 42176754	AT&T	Phone	501.56
AMERICAN EXPRESS CREDITCARD	5/21/2021	AT & T BILL PAYMENT 800-288-2020 TX REF # D2R76ZM7EPA AT & T EZC PMT 05/21/21	AT&T	Phone	301.96
AMERICAN EXPRESS CREDITCARD	5/29/2021	AT & T ESAC 11461 ELK GROVE CA 91059167000 91059167 436035699421 95624 05/24/21 TELEPHONE SERVICE / EQUIP ROC NUMBER 91059167	AT&T	Phone	117.13
AMERICAN EXPRESS CREDITCARD	5/30/2021	APLPAY NUGGET MARKET # 2 000 DAVIS D\ 00005381100 REF # 000053811 5307536690 05/29/21	Nugget Market	Restaurant	192.46
AMERICAN EXPRESS CREDITCARD	6/3/2021	BROADWAY SACRAMENTO SACRAMENTO CA 15746852000REF # 157468520 916-557-1999 06/02/21ADMISSION / TICKETSROC NUMBER 157468520	Broadway	Entertainment	612.00
AMERICAN EXPRESS CREDITCARD	6/4/2021	FEMA FLOOD PREMIUM O KALISPELL MT 99999991155999999911 58169095 59901 06/03/2114/26 FLOOD PREMIUMSROC NUMBER 9999999115500008	FEMA Flood Premium	Insurance	572.00
AMERICAN EXPRESS CREDITCARD	6/7/2021	WALEA GOLF CLUB 00- WALEA HI 31099531157 REF # 31099531157 MEMBERSHIP CLUB 06/06/21	Wailea Golf Club	Golf	385.42

Account	Date	Description	CLA Sort	CLA Category	Amount
AMERICAN EXPRESS CREDITCARD	6/8/2021	200 COM * MALWAREBYTES ALPHARETTA GA 15444051900 154440519 154440519 30350 06/07/21 INDUSTRY SPECIFIC SOFTWARE ROC NUMBER 154440519	Malwarebytes	Software	39.99
AMERICAN EXPRESS CREDITCARD	6/10/2021	HUMBLE MARKET KITCHI WAILEA HI 04000016925 REF # 04000016925 8088794655 06/08/21 REFER TO RECEIPT ROC NUMBER 04000016925	Humble Market Kitchen	Restaurant	489.37
AMERICAN EXPRESS CREDITCARD	6/13/2021	RESORT (D KOHALA COAST 450 26 06/13/21 MAUNA LANI HI REF # 0 8088856622 06/12/21	D Kohala Coast Resort	Hotel/Rental	450.26
AMERICAN EXPRESS CREDITCARD	6/13/2021	HERTZ CAR RENTAL 800-654-4173 HI 98690859100R / A # 986908591 HERTZ 06/11/21HERTZ CAR RENTALLOCATION DATE / TIME	Hertz Rental Car	Car Rental	2,117.62
AMERICAN EXPRESS CREDITCARD	6/13/2021	TST MERRIMAN'S WA WAIMEA HI REF # EUQGUSOI100 8088856822 06/12/21 RESTAURANTS ROC NUMBER EUQGUSOI100	Merriman's	Restaurant	216.02
AMERICAN EXPRESS CREDITCARD	6/14/2021	AT & T BILL PAYMENT 98 DALLAS TX 45268268000REF # 45268268 800-331-0500 06/13/21TELECOMMUNICATIONSROC NUMBER 45268268	AT&T	Phone	596.44
AMERICAN EXPRESS CREDITCARD	6/16/2021	MAUNA KEA GOLF COURS KOHALA COAST HIREF # 0 8088827222 06/15/21	Mauna Kea Golf Course	Golf	617.80
AMERICAN EXPRESS CREDITCARD	6/18/2021	DOLLAR CAR RENTAL 866-434-2226 HI 10007126300R / A # 100071263 DOLLAR RENT - A 06/17/21DOLLAR CAR RENTALLOCATION DATE / TIME	Dollar Car Rental	Car Rental	2,356.42
AMERICAN EXPRESS CREDITCARD	6/22/2021	AT & T BILL PAYMENT 800-288-2020 TX REF # MM1970N7EPA AT & T EZC PMT 06/22/21	AT&T	Phone	277.81
AMERICAN EXPRESS CREDITCARD	6/30/2021	AMZN MKTP US * 219QA7I AMZN.COM/BILL WA REF # 5LK26OXI4JW BOOK STORES 06/30/21	Amazon	Shopping	10.81
AMERICAN EXPRESS CREDITCARD	6/30/2021	AMZN MKTP US * 2971300 AMZN.COM/BILL WA REF # 1 VCKBEYIC1 BOOK STORES 06/29/21	Amazon	Shopping	15.14
AMERICAN EXPRESS CREDITCARD	6/30/2021	AT & T ESAC 11461 ELK GROVE CA 91036567000 91036567 436035699421 95624 06/29/21 TELEPHONE SERVICE / EQUIP ROC NUMBER 91036567	AT&T	Phone	158.54
AMERICAN EXPRESS CREDITCARD	7/2/2021	TOTAL WINE AND MORE SACRAMENTO CA 13500281000 REF # 135002810 855-328-9463 07/01/21 LIQUOR / BEVERAGES / SN ROC NUMBER 135002810	Total Wine	Alcohol	188.64
AMERICAN EXPRESS CREDITCARD	7/4/2021	LEGENDS & HEROES RAN FAIRFIELD CA 49200102000 REF # 49200102 707-449-9760 07/03/21	Legends & Heroes	Restaurant	59.41
AMERICAN EXPRESS CREDITCARD	7/8/2021	CORPORATE CAR RENTAL INSURANCE PREMIUM 10000494	Car Rental Insurance	Car Rental	10.50
AMERICAN EXPRESS CREDITCARD	7/11/2021	SHELL OIL 5744322360 WEST SACRAMENTO CA 05049360000 REF # 0504936 AUTO FUEL DISPEN 07/10/21	Shell Oil	Auto	47.53
AMERICAN EXPRESS CREDITCARD	7/12/2021	BENNETT'S AMERICAN C SACRAMENTO CA 45400093000 REF # 45400093 916-515-9680 07/10/21 FOOD / BEVERAGE ROC NUMBER 45400093	Bennett's American	Restaurant	211.61
AMERICAN EXPRESS CREDITCARD	7/13/2021	AT & T BILL PAYMENT 98 DALLAS TX 45531378000 REF # 45531376 800-331-0500 07/12/21 TELECOMMUNICATIONS ROC NUMBER 45531376	AT&T	Phone	616.59
AMERICAN EXPRESS CREDITCARD	7/18/2021	DICK'S SPORTING GOOD CORAOPOLIS PA REF # 0000000MC6K ART DEALER & GAL 07/17/21	Dick's Sporting Good	Shopping	530.40
AMERICAN EXPRESS CREDITCARD	7/18/2021	EAGLE VINE GOLF CLUB AMERICAN CANY CA 31099531198 REF # 31099531198 PUBLIC GOLF COUR 07/17/21	Eagle Vine Golf	Golf	268.00
AMERICAN EXPRESS CREDITCARD	7/18/2021	WESTIN ST MAARTEN HO ST MAARTEN 00000012460REF # 0000001246 599-543-6700 07/16/21	Westin	Hotel/Rental	10,250.00
AMERICAN EXPRESS CREDITCARD	7/21/2021	AT & T BILL PAYMENT 800-288-2020 TX REF # YMM271L7EPA AT & T EZC PMT 07/21/21	AT&T	Phone	277.81
AMERICAN EXPRESS CREDITCARD	7/23/2021	PIATTI RISTORANTE & SACRAMENTO CA 00480100012 REF # 00480100012 4157552000 07/22/21 RESTAURANTS ROC NUMBER 00480100012	Piatti	Restaurant	109.59
AMERICAN EXPRESS CREDITCARD	7/25/2021	SCOTT'S SEAFOOD ON T SACRAMENTO CA 85434911206 854349112 USFC1MCPH95822 07/24/21 ROC NUMBER 8543491120698000	Scotts Seafood	Restaurant	297.74
AMERICAN EXPRESS CREDITCARD	8/1/2021	VIATOR * IT - 121563382 LONDON 12156338260 REF # 1215633826 447776075114 07/31/21	Viator	Hotel/Rental	1,155.00
AMERICAN EXPRESS CREDITCARD	8/7/2021	LATE FEE FOR 30 - DAY PAST DUE BALANCE	Fee	Fee	39.00
AMERICAN EXPRESS CREDITCARD	8/7/2021	FOUR ACE ELECTRICAL SACRAMENTO CAREF # NT JZUNNPPX 9164194626 08/07/21	Four Ace Electrical	Utilities	2,850.00
AMERICAN EXPRESS CREDITCARD	8/8/2021	TOTAL WINE AND MORE SACRAMENTO CA 13817708100 REF # 138177061 855-328-9463 08/07/21 LIQUOR / BEVERAGES / SN ROC NUMBER 138177061	Total Wine	Alcohol	222.57
AMERICAN EXPRESS CREDITCARD	8/14/2021	AT & T BILL PAYMENT 98 DALLAS TX 47342502000 REF # 47342502 800-331-0500 08/13/21 TELECOMMUNICATIONS ROC NUMBER 47342502	AT&T	Phone	513.42

Account	Date	Description	CLA Sort	CLA Category	Amount
AMERICAN EXPRESS CREDITCARD	8/16/2021	PLASTIQ = EL MACERO EL MACERO CAREF # AMXRRN62956 MEMBERSHIP CLUB 08/16/21	El Macero	Golf	855.03
AMERICAN EXPRESS CREDITCARD	8/17/2021	BENNETT'S AMERICAN C SACRAMENTO CA 45300009000 REF # 45300009 916-515-9680 08/16/21 FOOD / BEVERAGE ROC NUMBER 45300009	Bennett's American	Restaurant	97.83
AMERICAN EXPRESS CREDITCARD	8/22/2021	AT & T BILL PAYMENT 800-288-2020 TX REF # Q1LP72L7EPA AT & T EZC PMT 08/22/21	AT&T	Phone	277.81
AMERICAN EXPRESS CREDITCARD	8/25/2021	CAPITOL PERIODONTAL DAVIS CA 41101844000REF # 41101844 5307566087 08/25/21MISC . PRODUCTSROC NUMBER 41101844	Capitol Periodontal	Medical	2,711.00
AMERICAN EXPRESS CREDITCARD	8/25/2021	CAPITOL PERIODONTAL DAVIS CA 41104166000 REF # 41104166 5307566087 08/25/21 MISC . PRODUCTS ROC NUMBER 41104166	Capitol Periodontal	Medical	130.20
AMERICAN EXPRESS CREDITCARD	9/13/2021	AT & T MOBILITY EPAY DALLAS TX 40074580000 REF # 40074580 800-331-0500 09/12/21 TELECOMMUNICATIONS ROC NUMBER 40074580	AT&T	Phone	551.98
AMERICAN EXPRESS CREDITCARD	9/15/2021	BT * HARBOUR HOUSE CRA HARRISBURG PA EJ 72XTT4 1000069209 95605 09/15/21 ROC NUMBER EJ72XTT4	Harbour House	Restaurant	276.88
AMERICAN EXPRESS CREDITCARD	9/15/2021	TOTAL WINE AND MORE SACRAMENTO CA 14149384800 REF # 141493848 855-328-9463 09/14/21 LIQUOR / BEVERAGES / SN ROC NUMBER 141493848	Total Wine	Alcohol	283.06
AMERICAN EXPRESS CREDITCARD	9/21/2021	AT & T BILL PAYMENT 800-288-2020 TX REF # 9YFW73L7EPA AT & T EZC PMT 09/21/21	AT&T	Phone	277.81
AMERICAN EXPRESS CREDITCARD	10/2/2021	BANDON DUNES GOLF RE BANDON OR 12808600000FOL # 642F1 LODGING 09/27/21ARRIVAL DATE DEPARTURE DATE09/25/21 10/01/21 00	Bandon Dunes Golf	Golf	4,285.25
AMERICAN EXPRESS CREDITCARD	10/3/2021	TOTAL WINE AND MORE SACRAMENTO CA 14327210000 REF # 143272100 855-328-9463 10/02/21 LIQUOR / BEVERAGES / SN ROC NUMBER 143272100	Total Wine	Alcohol	177.68
AMERICAN EXPRESS CREDITCARD	10/3/2021	VRBO HANWFVVV HOMEAW 512-759-0902 US 75229103119REF # 75229103119 REAL ESTATE AGEN 10/03/21	VRBO	Hotel/Rental	2,492.91
AMERICAN EXPRESS CREDITCARD	10/4/2021	PLASTIQ = EL MACERO EL MACERO CAREF # AMXRRN67678 MEMBERSHIP CLUB 10/04/21	El Macero	Golf	1,091.53
AMERICAN EXPRESS CREDITCARD	10/5/2021	ENTERPRISE 094365 WEST SACRAMEN CA 02542511600 R / A # 4JCPD6 ENTERPRISE RE 10/04/21 ENTERPRISE 094365 01810094365 LOCATION DATE / TIME	Enterprise Rental Car	Car Rental	345.61
AMERICAN EXPRESS CREDITCARD	10/7/2021	INTERVAL INT 800-828-8200 FL 00083749443 REF # 00083749443 INTERVAL INT 10/06/21 MIAMI , FL 800-828-8200	Interval	Travel	99.00
AMERICAN EXPRESS CREDITCARD	10/8/2021	CORPORATE CAR RENTAL INSURANCE PREMIUM 10000494	Car Rental Insurance	Car Rental	5.25
AMERICAN EXPRESS CREDITCARD	10/12/2021	RED PANDA LLC 0000 BURLINGTON VT 27900084000 REF # 27900084 802-489-5479 10/10/21 FOOD / BEVERAGE ROC NUMBER 27900084	Red Panda	Restaurant	123.74
AMERICAN EXPRESS CREDITCARD	10/13/2021	AT & T MOBILITY EPAY DALLAS TX 44722182000 REF # 44722182 800-331-0500 10/12/21 TELECOMMUNICATIONS ROC NUMBER 44722182	AT&T	Phone	551.56
AMERICAN EXPRESS CREDITCARD	10/13/2021	HERTZ CAR RENTAL 800-654-4173 VT 16554432600 R / A # 165544326 HERTZ 10/13/21 HERTZ CAR RENTAL LOCATION DATE / TIME	Hertz Rental Car	Car Rental	558.74
AMERICAN EXPRESS CREDITCARD	10/14/2021	ESSEX RESORT & SPA ESSEX JUNCTIO VT 36630696600 FOL # 0000232747 LODGING 10/13/21 ARRIVAL DATE DEPARTURE DATE 10/10/21 10/13/21 00	Essex Resort	Hotel/Rental	654.33
AMERICAN EXPRESS CREDITCARD	10/15/2021	PMT*SAC CO AIRPORT P SACRAMENTO - CA 68007231000 REF# 680072310 8778184323 10/13/21	Airport	Air	72.00
AMERICAN EXPRESS CREDITCARD	10/16/2021	ABMONSITEGOLDEN1 CENT SACRAMENTO CA 37540252800 REF # 375402528 9164439094 10/15/21	ABM	Parking	26.00
AMERICAN EXPRESS CREDITCARD	10/17/2021	ECHO AND RIG SACRAMENTO CA 85180891290REF # 85180891290 916-619-8939 10/15/21	Echo and Rig	Restaurant	2,975.41
AMERICAN EXPRESS CREDITCARD	10/17/2021	LARKSPUR LANDING SAC SACRAMENTO CA 00261133750 002611337 26271537 - GUEST 958258 10/16/21 GUEST STAY INVOICE : 26113375 ROC NUMBER 0026113375	Lackspur Landing	Hotel/Rental	451.23
AMERICAN EXPRESS CREDITCARD	10/17/2021	LARKSPUR LANDING SAC SACRAMENTO CA 00261134880 002611348 26582690 - GUEST 958258 10/16/21 GUEST STAY INVOICE : 26113488 ROC NUMBER 0026113488	Lackspur Landing	Hotel/Rental	902.46

Account	Date	Description	CLA Sort	CLA Category	Amount
AMERICAN EXPRESS CREDITCARD	10/17/2021	LARKSPUR LANDING SAC SACRAMENTO CA 00261080800 002610808 26467099 - GUEST 958258 10/16/21 GUEST STAY INVOICE : 26108080 ROC NUMBER 0026108080	Lackspur Landing	Hotel/Rental	1,052.87
AMERICAN EXPRESS CREDITCARD	10/17/2021	SAC DOWNTOWN ARENA SACRAMENTO CA REF # NT_KQRIE9UT +19168405754 10/17/21	Sacramento Arena	Entertainment	4,675.00
AMERICAN EXPRESS CREDITCARD	10/18/2021	WWW.MCAFFEE.COM 866-622-3911 TX REF # CS288313928 SECURITY SVS 10/18/21	Macafee	Software	69.99
AMERICAN EXPRESS CREDITCARD	10/22/2021	AT & T BILL PAYMENT 800-288-2020 TX REF # V5KG74K7EPA AT & T EZC PMT 10/22/21	AT&T	Phone	277.81
AMERICAN EXPRESS CREDITCARD	10/23/2021	KIMPTON SAWYER HOTEL SACRAMENTO CA 68595875000 FOL # 68595875 LODGING 10/22/21 ARRIVAL DATE DEPARTURE DATE 10/15/21 10/18/21 00 ROC NUMBER 68595875	Kimpton	Hotel/Rental	11,257.72
AMERICAN EXPRESS CREDITCARD	10/26/2021	SACRAMENTO SPCA SACRAMENTO CA 85180891299 REF # 85180891299 916-383-7387 10/26/21 ROC NUMBER 8518089129998017	SPCA	Donation	1,200.00
AMERICAN EXPRESS CREDITCARD	11/6/2021	AMZN MKTP US * U30VK60 AMZN.COM/BILL WA REF # 5470E0E1FXS BOOK STORES 11/06/21	Amazon	Shopping	43.29
AMERICAN EXPRESS CREDITCARD	11/8/2021	CORPORATE CAR RENTAL INSURANCE PREMIUM 10000494	Car Rental Insurance	Car Rental	5.25
AMERICAN EXPRESS CREDITCARD	11/14/2021	AT & T MOBILITY EPAY DALLAS TX 44795212000REF # 44795212 800-331-0500 11/13/21TELECOMMUNICATIONSROC NUMBER 44795212	AT&T	Phone	551.56
AMERICAN EXPRESS CREDITCARD	11/23/2021	AT & T BILL PAYMENT 800-288-2020 TX REF # MH4775M7EPA AT & T EZC PMT 11/23/21	AT&T	Phone	277.81
AMERICAN EXPRESS CREDITCARD	11/30/2021	PLASTIQ = EL MACERO EL MACERO CAREF # AMXRRN72844 MEMBERSHIP CLUB 11/30/21	El Macero	Golf	818.44
AMERICAN EXPRESS CREDITCARD	12/7/2021	ABMONSITGOLDENICENT SACRAMENTO CA 59120282300 REF # 591202823 9164439094 12/06/21	ABM	Parking	6.00
AMERICAN EXPRESS CREDITCARD	12/7/2021	BENNETT'S AMERICAN C SACRAMENTO CA 45600015000 REF # 45600015 916-515-9680 12/06/21 FOOD / BEVERAGE ROC NUMBER 45600015	Bennett's American	Restaurant	77.20
AMERICAN EXPRESS CREDITCARD	12/9/2021	ROXY 650000004965300 SACRAMENTO CA 10156320211 REF # 10156320211 9164892000 12/08/21	ROXY	Shopping	99.94
AMERICAN EXPRESS CREDITCARD	12/14/2021	AT & T MOBILITY EPAY DALLAS TX 44352554000REF # 44352554 800-331-0500 12/13/21TELECOMMUNICATIONSROC NUMBER 44352554	AT&T	Phone	551.56
AMERICAN EXPRESS CREDITCARD	12/21/2021	AT & T BILL PAYMENT 800-288-2020 TX REF # N9SH76J7EPA AT & T EZC PMT 12/21/21	AT&T	Phone	277.53
AMERICAN EXPRESS CREDITCARD	12/28/2021	TRAWICK TRAVEL INSUR FAIRHOPE AL 73011001362 REF # 73011001362 INSURANCE SALES 12/27/21	Trawick Travel Insurance	Travel	291.78
AMERICAN EXPRESS CREDITCARD	12/30/2021	ECHELON FIT CHATTANOOGA TNREF # NT_KSDPJYM1 +18887842835 12/30/21	ECHELON	Fitness	599.99
AMERICAN EXPRESS CREDITCARD	1/2/2022	JUNGLEBEE - EAGLE TO NEWARK DEREK # NT_KTNGKIDI +19544194335 01/02/22	JungleBee	Travel	1,273.30
AMERICAN EXPRESS CREDITCARD	1/7/2022	LATE FEE FOR 30 - DAY PAST DUE BALANCE	Fee	Fee	39.00
AMERICAN EXPRESS CREDITCARD	1/9/2022	PLASTIQ = EL MACERO EL MACERO CA REF # AMXRRN76406 MEMBERSHIP CLUB 01/09/22	El Macero	Golf	1,151.32
AMERICAN EXPRESS CREDITCARD	1/12/2022	SOLOCAR SNC DBA THRI PHILIPSBURG 70000012010 REF # 70000012010 AUTOMOBILE RENTA 01/10/22	Solocar	Car Rental	384.43
AMERICAN EXPRESS CREDITCARD	1/12/2022	SOLOCAR SNC DBA THRI PHILIPSBURG 70000012010 REF # 70000012010 AUTOMOBILE RENTA 01/10/22	Solocar	Car Rental	384.43
AMERICAN EXPRESS CREDITCARD	1/14/2022	AT & T MOBILITY EPAY DALLAS TX 44397872000 REF # 44397872 800-331-0500 01/13/22 ROC NUMBER 44397872 TELECOMMUNICATIONS	AT&T	Phone	644.55
AMERICAN EXPRESS CREDITCARD	1/18/2022	REF # CS294317677 SECURITY SVS 01/18/22 WWW.MCAFFEE.COM 866-622-3911 TX	Macafee	Software	89.99
AMERICAN EXPRESS CREDITCARD	1/22/2022	AT & T BILL PAYMENT 800-288-2020 TX REF # 6JPK77J7EPA AT & T EZC PMT 01/22/22	AT&T	Phone	277.53
AMERICAN EXPRESS CREDITCARD	1/27/2022	PLASTIQ = EL MACERO EL MACERO CA REF # AMXRRN78315 MEMBERSHIP CLUB 01/27/22	El Macero	Golf	1,002.75
AMERICAN EXPRESS CREDITCARD	1/29/2022	MEM RWDS AIRLINE TAX OFFSET FEE	Airline tax	Air	69.60
AMERICAN EXPRESS CREDITCARD	2/7/2022	PLASTIQ = EL MACERO EL MACERO CA REF # AMXRRN79315 MEMBERSHIP CLUB 02/07/22	El Macero	Golf	826.71
AMERICAN EXPRESS CREDITCARD	2/8/2022	CORPORATE CAR RENTAL INSURANCE PREMIUM 10000494	Car Rental Insurance	Car Rental	10.50
AMERICAN EXPRESS CREDITCARD	2/13/2022	ATT BILL PAYMENT DALLAS TX 43953692000REF # 43953692 800-331-0500 02/12/22TELECOMMUNICATIONSROC NUMBER 43953692	AT&T	Phone	676.57
AMERICAN EXPRESS CREDITCARD	2/19/2022	AMERICAN LEADERSHIP SACRAMENTO CA 73011862049 REF # 73011862049 MAIL@ALF-MVC.ORG 02/18/22 ROC NUMBER 7301186204990001	American Leadership	Professional Development	300.00
AMERICAN EXPRESS CREDITCARD	2/20/2022	CACHE CREEK CASINO F BROOKS CA 89100375000 REF # 89100375 530-796-5808 02/19/22	Cache Creek	Golf	44.00
AMERICAN EXPRESS CREDITCARD	2/21/2022	AT & T BILL PAYMENT 800-288-2020 TX REF # LBX78J7EPA AT & T EZC PMT 02/21/22	AT&T	Phone	293.37
AMERICAN EXPRESS CREDITCARD	2/23/2022	TST * PIATTI - SACRAM SACRAMENTO CA REF # AEB4QWJU00 9166498800 02/23/22 RESTAURANTS ROC NUMBER AEB4QWJU00	Piatti	Restaurant	125.42

Account	Date	Description	CLA Sort	CLA Category	Amount
AMERICAN EXPRESS CREDITCARD	2/25/2022	BENNETT'S AMERICAN C SACRAMENTO CA 45900018000 REF # 45900018 916-515-9680 02/24/22 FOOD / BEVERAGE ROC NUMBER 45900018	Bennett's American	Restaurant	130.93
AMERICAN EXPRESS CREDITCARD	2/25/2022	SACRAMENTO SPCA SACRAMENTO CA 85180892056REF # 85180892056 916-383-7387 02/25/22ROC NUMBER 8518089205698017	SPCA	Donation	1,060.00
AMERICAN EXPRESS CREDITCARD	3/1/2022	WPY * GREATER PUBLIC 4 MINNEAPOLIS MN 21105172060REF # 21105172060 855-469-3729 03/01/22	Greater Public 4	Radio	759.00
AMERICAN EXPRESS CREDITCARD	3/2/2022	DELTA AIR LINES ATLANTA US TKT # 00615297863121 DELTA AIR 03/02/22 UPGRADE CHARGE REINA / FIDIAS DE LEON DELTA AIR LINES	Delta	Air	320.36
AMERICAN EXPRESS CREDITCARD	3/2/2022	DELTA AIR LINES ATLANTA US TKT # 00615297863132 DELTA AIR 03/02/22 UPGRADE CHARGE REINA / MA TERESITA LAPEZ DELTA AIR LINES	Delta	Air	320.36
AMERICAN EXPRESS CREDITCARD	3/3/2022	PLASTIQ = EL MACERO EL MACERO CAREF # AMXRRN81814 MEMBERSHIP CLUB 03/03/22	El Macero	Golf	1,003.47
AMERICAN EXPRESS CREDITCARD	3/4/2022	SEASONS 52 0074534 0 SACRAMENTO CA 26142000000 REF # 26142 916-922-5252 03/04/22 FOOD / BEVERAGE ROC NUMBER 26142	Seasons 52	Restaurant	215.20
AMERICAN EXPRESS CREDITCARD	3/4/2022	WPY * SACRAMENTO SPCA SACRAMENTO CA 21105172063 REF # 21105172063 866-818-9057 03/04/22	SPCA	Donation	36.82
AMERICAN EXPRESS CREDITCARD	3/4/2022	WPY * SACRAMENTO SPCA SACRAMENTO CA 21105172063REF # 21105172063 866-818-9057 03/04/22	SPCA	Donation	526.00
AMERICAN EXPRESS CREDITCARD	3/9/2022	TST * PIATTI - SACRAM SACRAMENTO CA REF # OYLN6GHMA00 9166498800 03/09/22 RESTAURANTS ROC NUMBER OYLN6GHMA00	Piatti	Restaurant	139.84
AMERICAN EXPRESS CREDITCARD	3/13/2022	ATT * BILL PAYMENT DALLAS TX 42249592000 REF # 42249592 800-331-0500 03/12/22 TELECOMMUNICATIONS ROC NUMBER 42249592	AT&T	Phone	577.41
AMERICAN EXPRESS CREDITCARD	3/14/2022	AMZN MKTP US * 1252078 AMZN.COM/BILL WA REF # 15LRKY647QQ BOOK STORES 03/13/22	Amazon	Shopping	75.74
AMERICAN EXPRESS CREDITCARD	3/23/2022	AT & T BILL PAYMENT 800-288-2020 TX REF # SWWM79G7EPA AT & T EZC PMT 03/23/22	AT&T	Phone	284.95
AMERICAN EXPRESS CREDITCARD	3/24/2022	TST * BEAST AND BOUNT SACRAMENTO CA 21105172083 REF # 21105172083 RESTAURANT 03/24/22	Beast and Bount	Restaurant	550.49
AMERICAN EXPRESS CREDITCARD	3/27/2022	BENNETT'S AMERICAN C SACRAMENTO CA 45400014000 REF # 45400014 916-515-9680 03/25/22 FOOD / BEVERAGE ROC NUMBER 45400014	Bennett's American	Restaurant	279.25
AMERICAN EXPRESS CREDITCARD	4/1/2022	ENTERPRISE RENT A CA EDINBURGH. REF 6205W9 04/08/22 LATE FEE FOR 30 - DAY PAST DUE BALANCE 39.00	Enterprise Rental Car	Car Rental	3,027.09
AMERICAN EXPRESS CREDITCARD	4/8/2022	ANNUAL MEMBERSHIP RENEWAL FEE 04/08 0040000062204/22 PERIOD 06/22 THRU 05/23	Fee	Fee	39.00
AMERICAN EXPRESS CREDITCARD	4/8/2022	CORPORATE CAR RENTAL INSURANCE PREMIUM 10000494	Car Rental Insurance	Car Rental	5.25
AMERICAN EXPRESS CREDITCARD	4/9/2022	THE K CLUB CO KILDARE 01938617850 LODGING	K Club	Golf	177.96
AMERICAN EXPRESS CREDITCARD	4/14/2022	ATT BILL PAYMENT DALLAS TX 45697462000 REF # 45697462 800-331-0500 04/14/22 ROC NUMBER 45697462 TELECOMMUNICATIONS	AT&T	Phone	587.48
AMERICAN EXPRESS CREDITCARD	4/15/2022	BA INFLIGHT SALES IA HARMONDSWORTH 37356966000 REF	In flight Purchase	Air	26.80
AMERICAN EXPRESS CREDITCARD	4/16/2022	NORTON AP1394260967 MOUNTAIN VIEW CA REF # 3WDRWT23K 877-294-5265 04/16/22	Norton	Software	104.99
AMERICAN EXPRESS CREDITCARD	4/17/2022	PLAZA PREMIUM LOUNGE HOUNSLOW 64401590669 MISC HOME FURNIS ROC NUMBER	Plaza Premium Lounge	Travel	18.76
AMERICAN EXPRESS CREDITCARD	4/17/2022	PLAZA PREMIUM LOUNGE HOUNSLOW 64401604730 MISC HOME FURNIS GOODS ROC NUMBER	Plaza Premium Lounge	Travel	40.22
AMERICAN EXPRESS CREDITCARD	4/18/2022	PLASTIQ = EL MACERO EL MACERO CA REF # AMXRRN85798 MEMBERSHIP CLUB 04/18/22	El Macero	Golf	1,134.40
AMERICAN EXPRESS CREDITCARD	4/18/2022	TOTAL WINE AND MORE SACRAMENTO CA 16465856100 REF # 164658561 855-328-9463 04/17/22 LIQUOR / BEVERAGES / SN ROC NUMBER 164658561	Total Wine	Alcohol	282.49
AMERICAN EXPRESS CREDITCARD	4/22/2022	AT & T BILL PAYMENT 800-288-2020 TX REF # GFSK7BF7EPA AT & T EZC PMT 04/22/22	AT&T	Phone	291.27
AMERICAN EXPRESS CREDITCARD	5/5/2022	61028 1209 L STREE SACRAMENTO CA 00000496400 REF # 000004964 3122742000 05/04/22 PARKING FEES ROC NUMBER 000004964	Parking	Parking	12.00
AMERICAN EXPRESS CREDITCARD	5/6/2022	PLASTIQ = EL MACERO EL MACERO CA REF # AMXRRN87747 MEMBERSHIP CLUB 05/06/22	El Macero	Golf	1,035.93
AMERICAN EXPRESS CREDITCARD	5/11/2022	ABMONSITEGOLDEN1 CENT SACRAMENTO CA 23960252600 REF # 239802526 9164439094 05/10/22	ABM	Parking	8.00

Attachment 1: Unsupported AMEX Transactions

Account	Date	Description	CLA Sort	CLA Category	Amount
AMERICAN EXPRESS CREDITCARD	5/12/2022	BENNETT'S AMERICAN C SACRAMENTO CA 45500010000 REF # 45500010 916-515-9680 05/11/22 FOOD / BEVERAGE ROC NUMBER 45500010	Bennett's American	Restaurant	140.78
AMERICAN EXPRESS CREDITCARD	5/15/2022	ATT BILL PAYMENT DALLAS TX 41570270000REF # 41570270 800-331-0500 05/14/22TELECOMMUNICATIONSROC NUMBER 41570270	AT&T	Phone	607.93
AMERICAN EXPRESS CREDITCARD	5/15/2022	BENNETT'S AMERICAN C SACRAMENTO CA 45700069000REF # 45700069 916-515-9680 05/13/22FOOD / BEVERAGEROC NUMBER 45700069	Bennett's American	Restaurant	456.61
				Total	<u>127,552.08</u>

Account	Date	Description	CLA Sort	Amount	Reason the Amount is Unsupported
AMERICAN EXPRESS CREDITCARD	6/8/2022	200.COM MALWAREBYTES ALPHARETTA GA 1838845200 183884552 183884552 30350 06/07/22 INDUSTRY SPECIFIC SOFTWARE ROC NUMBER 183884552	Malwarebytes	39.99	No receipt provided
AMERICAN EXPRESS CREDITCARD	3/25/2023	TST * ZOCALO - UV 000 SACRAMENTO CA 21105173084 REF # 21105173084 RESTAURANT 03/24/23 R / A # 981JPZ ENTERPRISE RE 03/25/23 ENTERPRISE 027100 SACRAMENTO CA 03582000100 ENTERPRISE 027100 01810027100	Zocalo	60.52	No receipt provided, note says Lunch with Scott Rose/Runyon Salzman
AMERICAN EXPRESS CREDITCARD	10/5/2022	ORIGAMI ASIAN GRILL SACRAMENTO CA REF # NKLauQZfLX squareup.com/rec 10/05/22	Origami Asian Grill	61.01	No receipt provided, note says lunch with Valley Vision
AMERICAN EXPRESS CREDITCARD	3/30/2023	HOOK & LADDER MANUFA SACRAMENTO CA 85133313089 REF # 85133313089 916-542-1608 03/30/23	Hook and Ladder	64.43	No receipt provided, note says drinks with Kirk Trost/SACOG
AMERICAN EXPRESS CREDITCARD	7/29/2022	95.05 07/29/22 CAPITOL BOWL 0042 WEST SACRAMEN CA 50987200000 REF # 509872 916-371-5631 07/28/22 FOOD / BEVERAGE ROC NUMBER 509872	Capitol Bowl	95.05	Receipt provided but no notes on who was attending
AMERICAN EXPRESS CREDITCARD	7/3/2022	RANCHO SOLANO GOLF C FAIRFIELD CA 73011932184REF # 73011932184 JPERRY @ KEMPERSPO 07/02/22	Rancho Solano Golf	160.00	No receipt provided
AMERICAN EXPRESS CREDITCARD	6/15/2022	TST * POLANCO CANTINA SACRAMENTO CA 21105172166REF # 21105172166 RESTAURANT 06/14/22	Polcano Cantina	268.84	No receipt provided
AMERICAN EXPRESS CREDITCARD	11/7/2022	PLASTIQ = EL MACERO EL MACERO CAREF # OAMXRRN3892 MEMBERSHIP CLUB 11/07/22	El Macero	720.58	No receipt provided
AMERICAN EXPRESS CREDITCARD	10/3/2022	Plastiq = El Macero El Macero CA REF # 00AMXRRN739 MEMBERSHIP CLUB 10/03/22	El Macero	837.90	No receipt provided
AMERICAN EXPRESS CREDITCARD	6/12/2022	PLASTIQ = EL MACERO EL MACERO CAREF # AMXRRN90828 MEMBERSHIP CLUB 06/12/22	El Macero	845.55	No receipt provided
AMERICAN EXPRESS CREDITCARD	7/12/2022	PLASTIQ = EL MACERO EL MACERO CAREF # AMXRRN93498 MEMBERSHIP CLUB 07/12/22	El Macero	1,067.46	No receipt provided
AMERICAN EXPRESS CREDITCARD	8/13/2022	PLASTIQ = EL MACERO EL MACERO CA REF # AMXRRN96297 MEMBERSHIP CLUB 08/13/22	El Macero	1,251.97	Note says dues/dinner with R. Wasserman. The dinner portion could be valid, but CPR should not have paid for the entire dues. Additionally, no receipt provided.
AMERICAN EXPRESS CREDITCARD	1/4/2023	PLASTIQ = EL MACERO EL MACERO CAREF # OAMXRRN8881 MEMBERSHIP CLUB 01/04/23	El Macero	1,334.64	No receipt provided
Total				6,807.94	

Account Number	Post Date	Check	Description
	03/09/2022		AMEX EPAYMENT ACH PMT
	11/08/2021		AMEX EPAYMENT ACH PMT
	09/17/2021		AMEX EPAYMENT ACH PMT
	08/04/2021		AMEX EPAYMENT ACH PMT
	05/14/2021		AMEX EPAYMENT ACH PMT
	04/20/2021		AMEX EPAYMENT ACH PMT
	03/15/2021		AMEX EPAYMENT ACH PMT
	02/18/2021		AMEX EPAYMENT ACH PMT
	01/14/2021		AMEX EPAYMENT ACH PMT
	12/17/2020		AMEX EPAYMENT ACH PMT
	09/14/2020		AMEX EPAYMENT ACH PMT

	22/03/09 TRACE#
	21/11/08 TRACE#
	21/09/17 TRACE#
	21/08/04 TRACE#
	21/05/14 TRACE#
	21/04/20 TRACE#
	21/03/15 TRACE#
	21/02/18 TRACE#
	21/01/14 TRACE#
	20/12/17 TRACE#
	20/09/14 TRACE#

Debit
10,098.36
9,881.71
15,902.00
11,980.62
15,806.00
12,855.32
6,692.00
11,708.57
11,531.81
9,206.60
17,574.54

Sum of payments with dates included on AMEX statements received, but these payments are not on statements. Potentially a second AMEX card. 106,456.39

Sum of payments with dates earlier than those on the AMEX statements received. 26,781.14

Total 133,237.53

Attachment 4: Unsupported Disbursements

Expense Reimbursement to Jun Reina without Adequate Support:

Expense Report	Expense Report Total	Vendor	Amount
8/4/2022	\$1,501.59	SRG (travel)	187.2

Disbursement to Jun Reina without Adequate Support:

Payee	Trans. Type	Trans No	Trans Date	Post Date	FY	Amount	Account Number	Account	Credit Amount
Jun Reina	Computer Check	43898	2/7/2019	2/7/2019	19	\$79.12		Operating	79.12

Tracking ID	Status	Created	Created By	Authorized	Authorized By	Same Day	Will Process On	Effective Date	Subsidiary ACH Header	Company Entry Description	SEC Code	Recipient Payment Amount	Recipient ACH Name
31212	Processed	2/27/2020	Jun Reina (Admin)	2/28/2020	Jun Reina (Admin)	TRUE	2/28/2020	2/28/2020	Capital Public R	ACH Credit	PPD	\$2,825.00	Fidias Reina Jr
32684	Processed	3/5/2020	Jun Reina (Admin)	3/5/2020	Jun Reina (Admin)	FALSE	3/5/2020	3/6/2020	Capital Public R	ACH Credit	PPD	\$1,986.00	Fidias Reina Jr
33459	Processed	3/10/2020	Jun Reina (Admin)	3/11/2020	Jun Reina (Admin)	TRUE	3/11/2020	3/11/2020	Capital Public R	ACH Credit	PPD	\$2,825.00	Fidias Reina Jr
37516	Processed	3/27/2020	Jun Reina (Admin)	3/27/2020	Jun Reina (Admin)	FALSE	3/27/2020	3/30/2020	CAPITAL PUBLIC R	ACH Credit	PPD	\$2,825.00	Fidias Reina Jr
40711	Processed	4/15/2020	Jun Reina (Admin)	4/15/2020	Jun Reina (Admin)	TRUE	4/15/2020	4/15/2020	CAPITAL PUBLIC R	ACH Credit	PPD	\$2,825.00	Fidias Reina Jr
43841	Processed	4/29/2020	Jun Reina (Admin)	4/29/2020	Jun Reina (Admin)	FALSE	4/29/2020	4/30/2020	CAPITAL PUBLIC R	ACH Credit	PPD	\$2,825.00	Fidias Reina Jr
47268	Processed	5/13/2020	Jun Reina (Admin)	5/14/2020	Jun Reina (Admin)	TRUE	5/14/2020	5/14/2020	CAPITAL PUBLIC R	ACH Credit	PPD	\$2,825.00	Fidias Reina Jr
49952	Processed	5/27/2020	Jun Reina (Admin)	5/27/2020	Jun Reina (Admin)	TRUE	5/27/2020	5/27/2020	CAPITAL PUBLIC R	ACH Credit	PPD	\$2,825.00	Fidias Reina Jr
54190	Processed	6/12/2020	Jun Reina (Admin)	6/12/2020	Jun Reina (Admin)	TRUE	6/12/2020	6/12/2020	CAPITAL PUBLIC R	ACH Credit	PPD	\$2,825.00	Fidias Reina Jr
56188	Processed	6/22/2020	Jun Reina (Admin)	6/22/2020	Jun Reina (Admin)	TRUE	6/22/2020	6/22/2020	CAPITAL PUBLIC R	ACH Credit	PPD	\$2,825.00	Fidias Reina Jr
66812	Processed	8/8/2020	Jun Reina (Admin)	8/8/2020	Jun Reina (Admin)	TRUE	8/10/2020	8/10/2020	CAPITAL PUBLIC R	ACH Credit	PPD	\$6,385.00	Fidias Reina Jr
72978	Processed	9/4/2020	Jun Reina (Admin)	9/4/2020	Jun Reina (Admin)	TRUE	9/4/2020	9/4/2020	CAPITAL PUBLIC R	ACH Credit	PPD	\$1,385.00	Fidias Reina Jr
115136	Processed	3/1/2021	Jun Reina (Admin)	3/1/2021	Jun Reina (Admin)	TRUE	3/2/2021	3/2/2021	CAPITAL PUBLIC R	ACH Credit	PPD	\$1,385.00	Fidias Reina Jr
117233	Processed	3/9/2021	Jun Reina (Admin)	3/9/2021	Jun Reina (Admin)	TRUE	3/9/2021	3/9/2021	CAPITAL PUBLIC R	ACH Credit	PPD	\$6,375.00	Fidias Reina Jr
136728	Processed	5/11/2021	Jun Reina (Admin)	5/11/2021	Jun Reina (Admin)	TRUE	5/12/2021	5/12/2021	CAPITAL PUBLIC R	ACH Credit	PPD	\$2,325.00	Fidias Reina Jr
153711	Processed	7/2/2021	Jun Reina (Admin)	7/2/2021	Jun Reina (Admin)	TRUE	7/2/2021	7/2/2021	CAPITAL PUBLIC R	ACH Credit	PPD	\$2,325.00	Fidias Reina Jr
159555	Processed	7/21/2021	Jun Reina (Admin)	7/21/2021	Jun Reina (Admin)	FALSE	7/21/2021	7/22/2021	CAPITAL PUBLIC R	ACH Credit	PPD	\$1,525.00	Fidias Reina Jr
176761	Processed	9/8/2021	Jun Reina (Admin)	9/8/2021	Jun Reina (Admin)	TRUE	9/8/2021	9/8/2021	CAPITAL PUBLIC R	ACH Credit	PPD	\$2,925.00	Fidias Reina Jr
45370	Processed	5/5/2020	Jun Reina (Admin)	5/5/2020	Jun Reina (Admin)	TRUE	5/5/2020	5/5/2020	CAPITAL PUBLIC R	ACH Credit	PPD	\$975.00	Fidias Reina Jr

Total \$53,016.00

Cardholder Name	Amex Transaction Date	Payment Source			AMEX Charge Amount	Spend Category	Purchase Type	Description
		CPR-FiveStar-Ops Acct	Statement Credit	Unknown				
Fidias L. Reina Jr.	Thursday, December 7, 2017				\$8.95	Travel	Insurance	Enterprise Rent-A-Car
Fidias L. Reina Jr.	Friday, December 8, 2017				\$62.00	Travel	Insurance	Travel Insurance Pol
Fidias L. Reina Jr.	Friday, December 8, 2017				\$257.46	Travel	Airline	Delta Airlines
Fidias L. Reina Jr.	Friday, December 8, 2017				\$257.46	Travel	Airline	Delta Airlines
Fidias L. Reina Jr.	Saturday, December 9, 2017				\$14,207.69	Business Services	Station Programming	MPR APM UW 650000007
Fidias L. Reina Jr.	Saturday, December 9, 2017				\$189.66	Retail-Local	Groceries	AplPay Nugget Market 02542
Fidias L. Reina Jr.	Monday, December 11, 2017				\$5,809.28	Government Services	Tax	PMT*Sac Co Tax Collector
Fidias L. Reina Jr.	Monday, December 11, 2017				\$133.03	Government Services	Tax	PMT*Sacramento Count
Fidias L. Reina Jr.	Monday, December 11, 2017				\$8.00	Health and Fitness	Insurance or Copay	Sedgwick CMS
Fidias L. Reina Jr.	Monday, December 11, 2017				\$54.00	Travel	Timeshare	Interval Int
Fidias L. Reina Jr.	Monday, December 11, 2017				\$189.00	Travel	Timeshare	Interval Int
Fidias L. Reina Jr.	Wednesday, December 13, 2017				\$61.83	Travel	Rental Car	Enterprise Rent-A-Car
Fidias L. Reina Jr.	Sunday, December 17, 2017				\$442.99	Travel	Airline	Ana E-Ticket Ohta-K
Fidias L. Reina Jr.	Sunday, December 17, 2017				\$1,100.00	Travel	Lodging-Resort	Westin St. Maarten DB
Jun Reina/CBA Capital Public Radio	Monday, December 18, 2017	\$26,027.70				Credit Card	Payment	Corp Online Payment Rec'd Thank You
Fidias L. Reina Jr.	Monday, December 18, 2017				\$556.00	Travel	Timeshare	Interval Int
Fidias L. Reina Jr.	Tuesday, December 19, 2017				\$2,562.50	Third-Party Billing Service	Professional Services	PQ*PlastiQ Bill Paym
Fidias L. Reina Jr.	Tuesday, December 19, 2017				\$346.07	Retail-Local	Groceries	Sams Club 6623 6623
Fidias L. Reina Jr.	Thursday, December 21, 2017				\$26,090.00	Home Goods and Services	Garden Supplies	System Pavers (online purchase)
Fidias L. Reina Jr.	Sunday, December 24, 2017				\$561.08	Telecommunications	Mobile Phones	AT&T Bill Payment 98
Fidias L. Reina Jr.	Sunday, December 24, 2017				\$178.63	Home Goods and Services	Organizational Supplies	AplPay Containerstoresacramento
Jun Reina/CBA Capital Public Radio	Tuesday, December 26, 2017	\$26,027.70				Credit Card	Payment	Corp Online Payment Rec'd Thank You
Fidias L. Reina Jr.	Tuesday, December 26, 2017				\$13,106.00	Home Goods and Services	Garden Supplies	System Pavers (online purchase)
Fidias L. Reina Jr.	Friday, December 29, 2017				\$51.38	Golf	Restaurant	Spyglass Grill 429
Fidias L. Reina Jr.	Friday, December 29, 2017				\$225.00	Golf	Round-Travel	Spyglass Hill Pro Shop
Fidias L. Reina Jr.	Friday, December 29, 2017				\$59.69	Golf	Pro Shop	Spyglass Hill Pro Shop
Fidias L. Reina Jr.	Wednesday, January 3, 2018				\$40.00	Travel	Membership-Travel Club	Assoc Clubs Intl Own
Fidias L. Reina Jr.	Sunday, January 7, 2018				\$91.52	Retail-Local	Groceries	AplPay Nugget Market 02542
Fidias L. Reina Jr.	Tuesday, January 9, 2018				\$14,207.69	Business Services	Station Programming	MPR APM UW 650000007
Fidias L. Reina Jr.	Tuesday, January 9, 2018				\$4.00	Travel	Insurance	Sedgwick CMS
Fidias L. Reina Jr.	Tuesday, January 9, 2018				\$140.92	Health and Fitness	Pharmacy	Kaiser Pharmacy 626 002
Fidias L. Reina Jr.	Wednesday, January 10, 2018				\$92.85	Travel	Retail-Alcohol/Beverages	AplPay Andy's Liquor
Fidias L. Reina Jr.	Saturday, January 13, 2018				\$1,250.00	Home Goods and Services	Electrical Services	Four Ace Electrical
Fidias L. Reina Jr.	Saturday, January 13, 2018				\$252.43	Meals and Entertainment - Local	Restaurant	Blue Prynt Restaurant
Fidias L. Reina Jr.	Saturday, January 13, 2018				\$230.87	Home Goods and Services	Home Improvement	Lowe's of West Sacramento
Fidias L. Reina Jr.	Monday, January 15, 2018				\$4,760.00	Home Goods and Services	Home Improvement	The Home Depot #1846
Jun Reina/CBA Capital Public Radio	Wednesday, January 17, 2018	\$40,530.00				Credit Card	Payment	Corp Online Payment Rec'd Thank You
Fidias L. Reina Jr.	Friday, January 19, 2018				\$2,562.50	Third-Party Billing Service	Professional Services	PQ*PlastiQ Bill Paym
Fidias L. Reina Jr.	Saturday, January 20, 2018		\$10.80			Home Goods and Services	Home Improvement	Lowe's of West Sacramento
Fidias L. Reina Jr.	Wednesday, January 24, 2018				\$497.06	Telecommunications	Mobile Phones	AT&T Bill Payment 98
Fidias L. Reina Jr.	Monday, January 29, 2018				\$75.41	Retail-Local	Office Supplies	AplPay OfficeDepot #2292
Fidias L. Reina Jr.	Wednesday, January 31, 2018				\$470.00	Home Goods and Services	Warranty	Fidelity National HO
Fidias L. Reina Jr.	Friday, February 2, 2018				\$40.00	Travel	Membership-Travel Club	Assoc Clubs Intl Own
Fidias L. Reina Jr.	Friday, February 2, 2018				\$145.53	Retail-Local	Alcohol/Beverages	Total Wine and More
Fidias L. Reina Jr.	Friday, February 2, 2018				\$101.72	Meals and Entertainment - Local	Restaurant	Woodlake Tavern 5429
Fidias L. Reina Jr.	Saturday, February 3, 2018				\$118.03	Travel	Cruise Ships	Hornblower Cruises &
Fidias L. Reina Jr.	Sunday, February 4, 2018				\$255.70	Travel	Lodging-Hotel	Hyatt Regency San Francisco
Fidias L. Reina Jr.	Monday, February 5, 2018				\$202.62	Travel	Lodging-Hotel	Hyatt Fishermans Wharf
Fidias L. Reina Jr.	Wednesday, February 7, 2018		\$202.62			Travel	Lodging-Hotel	Hyatt Fishermans Wharf-Credit
Fidias L. Reina Jr.	Wednesday, February 7, 2018				\$58.02	Pets	Supplies	AplPay Petco 1344
Fidias L. Reina Jr.	Wednesday, February 7, 2018				\$3,341.66	Third-Party Billing Service	Tax Payment	PQ*PlastiQ Bill Paym
Fidias L. Reina Jr.	Thursday, February 8, 2018				\$673.50	Home Goods and Services	Custom Wood and Veneer products	PayPal * DiamondTrop
Fidias L. Reina Jr.	Saturday, February 10, 2018				\$1,748.49	Home Goods and Services	Home Furnishings	R.C. Willey
Fidias L. Reina Jr.	Sunday, February 11, 2018				\$451.41	Home Goods and Services	Home Improvement	Lowe's of West Sacramento
Fidias L. Reina Jr.	Monday, February 12, 2018				\$6,236.99	Home Goods and Services	BBQ and Pool Supplies	Spa and BBQ Heaven
Fidias L. Reina Jr.	Wednesday, February 14, 2018				\$14,207.69	Business Services	Station Programming	MPR APM UW 650000007
Fidias L. Reina Jr.	Thursday, February 15, 2018				\$281.45	Retail-Local	Groceries	Taylor's Market/Kitchen

Cardholder Name	Amex Transaction Date	Payment Source			AMEX Charge Amount	Spend Category	Purchase Type	Description
		CPR-FiveStar-Ops Acct	Statement Credit	Unknown				
Jun Reina/CBA Capital Public Radio	Thursday, February 15, 2018	\$25,285.43				Credit Card	Payment	Corp Online Payment Rec'd Thank You
Fidias L. Reina Jr.	Thursday, February 15, 2018				\$28,415.38	Business Services	Station Programming	MPR APM UW 650000007
Fidias L. Reina Jr.	Friday, February 16, 2018				\$5,121.99	Travel	Airline	Ana E-Ticket Ohta-K
Fidias L. Reina Jr.	Sunday, February 18, 2018				\$112.82	Meals and Entertainment - Local	Restaurant	Frank Fat's 54292980
Fidias L. Reina Jr.	Monday, February 19, 2018				\$2,562.50	Third-Party Billing Service	Professional Services	PQ*PlastiQ Bill Paym
Fidias L. Reina Jr.	Monday, February 19, 2018				\$145.65	Retail-Local	Groceries	ApIPay Nugget Market 06 542
Fidias L. Reina Jr.	Thursday, February 22, 2018				\$264.54	Retail-Local	Alcohol/Beverages	Total Wine and More
Fidias L. Reina Jr.	Friday, February 23, 2018				\$45.46	Golf	Restaurant	Haggin Oaks F&B
Fidias L. Reina Jr.	Friday, February 23, 2018				\$15.00	Travel	Airline	Southwest Airlines
Fidias L. Reina Jr.	Friday, February 23, 2018				\$227.96	Travel	Airline	Southwest Airlines
Fidias L. Reina Jr.	Friday, February 23, 2018				\$15.00	Travel	Airline	Southwest Airlines
Fidias L. Reina Jr.	Friday, February 23, 2018				\$91.07	Retail-Local	Groceries	Walmart Supercenter
Fidias L. Reina Jr.	Saturday, February 24, 2018				\$622.05	Telecommunications	Mobile Phones	AT&T Bill Payment 98
Fidias L. Reina Jr.	Sunday, February 25, 2018				\$112.18	Meals and Entertainment - Local	Restaurant	Punch Bowl Social
Fidias L. Reina Jr.	Thursday, March 1, 2018				\$829.68	Home Goods and Services	Indoor/Outdoor Fireplaces	Pacific Hearth and Home
Fidias L. Reina Jr.	Friday, March 2, 2018				\$45.70	Travel	Restaurant	BO-Beau/Libertad BO
Fidias L. Reina Jr.	Friday, March 2, 2018				\$40.00	Travel	Membership-Travel Club	Assoc Clubs Intl Own
Fidias L. Reina Jr.	Sunday, March 4, 2018				\$112.77	Meals and Entertainment - Local	Restaurant	Tapa the World
Fidias L. Reina Jr.	Sunday, March 4, 2018				\$152.46	Meals and Entertainment - Local	Restaurant	Tequila Mueo Mayahu
Fidias L. Reina Jr.	Sunday, March 4, 2018				\$126.09	Meals and Entertainment - Local	Restaurant	Tower Café 6500000003
Fidias L. Reina Jr.	Monday, March 5, 2018				\$501.91	Travel	Restaurant	Morimoto Napa
Fidias L. Reina Jr.	Monday, March 5, 2018				\$34.65	Golf	Pro Shop	Eagle Vines Golf Club
Fidias L. Reina Jr.	Monday, March 5, 2018				\$402.33	Meals and Entertainment - Local	Restaurant	Localis
Fidias L. Reina Jr.	Wednesday, March 7, 2018				\$13,568.94	Business Services	Station Programming	MPR APM UW 650000007
Fidias L. Reina Jr.	Friday, March 9, 2018				\$1,396.44	Meals and Entertainment - Local	Restaurant	The Kitchen Restaurant
Fidias L. Reina Jr.	Friday, March 9, 2018				\$159.90	Meals and Entertainment - Local	Restaurant	Brasserie Capitale 6
Fidias L. Reina Jr.	Saturday, March 10, 2018				\$143.54	Travel	Restaurant	Iroriya
Fidias L. Reina Jr.	Monday, March 12, 2018				\$135.77	Meals and Entertainment - Local	Restaurant	Seasons 52 0074534
Jun Reina/CBA Capital Public Radio	Wednesday, March 14, 2018	\$56,192.01				Credit Card	Payment	Corp Online Payment Rec'd Thank You
Fidias L. Reina Jr.	Wednesday, March 14, 2018				\$84.00	Travel	Membership-Rewards	Mem RWDS Airline Tax Offset Fee
Fidias L. Reina Jr.	Wednesday, March 14, 2018				\$5.60	Travel	Airline	Hawaiian Airlines
Fidias L. Reina Jr.	Wednesday, March 14, 2018				\$5.60	Travel	Airline	Hawaiian Airlines
Fidias L. Reina Jr.	Wednesday, March 14, 2018				\$372.86	Travel	Airline	Hawaiian Airlines
Fidias L. Reina Jr.	Wednesday, March 14, 2018				\$672.86	Travel	Airline	Hawaiian Airlines
Fidias L. Reina Jr.	Wednesday, March 14, 2018				\$140.72	Travel	Airport-Retreat	Minute Suites 436845
Fidias L. Reina Jr.	Thursday, March 15, 2018				\$52.78	Travel	Insurance	CSA*ADP 1244
Fidias L. Reina Jr.	Thursday, March 15, 2018				\$330.00	Travel	Lodging-Vacation Rental	Pay*Maui Beachfront Lahaina
Fidias L. Reina Jr.	Thursday, March 15, 2018				\$102.00	Travel	Lodging-Vacation Rental	VRBP Fee Homeaway RE
Fidias L. Reina Jr.	Friday, March 16, 2018				\$202.09	Meals and Entertainment - Local	Restaurant	Ravenous Café
Fidias L. Reina Jr.	Monday, March 19, 2018				\$2,562.50	Third-Party Billing Service	Professional Services	PQ*PlastiQ Bill Paym
Fidias L. Reina Jr.	Tuesday, March 20, 2018				\$216.61	Retail-Local	Alcohol/Beverages	ApIPay Beverages & More #64
Jun Reina/CBA Capital Public Radio	Friday, March 23, 2018	\$24,373.19				Credit Card	Payment	Corp Online Payment Rec'd Thank You
Fidias L. Reina Jr.	Saturday, March 24, 2018				\$497.55	Telecommunications	Mobile Phones	AT&T Bill Payment 98
Fidias L. Reina Jr.	Saturday, March 24, 2018				\$80.24	Retail-Local	Groceries	ApIPay Nugget Market 06 542
Fidias L. Reina Jr.	Thursday, March 29, 2018				\$174.56	Meals and Entertainment - Local	Restaurant	The Kitchen Restaurant
Fidias L. Reina Jr.	Thursday, March 29, 2018				\$645.20	Meals and Entertainment - Local	Restaurant	The Kitchen Restaurant
Fidias L. Reina Jr.	Thursday, March 29, 2018				\$180.72	Retail-Local	Alcohol/Beverages	Total Wine and More
Fidias L. Reina Jr.	Friday, March 30, 2018				\$111.98	Retail-Local	Groceries	ApIPay Raley's #448 5429298
Fidias L. Reina Jr.	Monday, April 2, 2018				\$979.79	Third-Party Billing Service	Tax Payment	PQ*PlastiQ Bill Paym
Fidias L. Reina Jr.	Monday, April 2, 2018				\$40.00	Travel	Membership-Travel Club	Assoc Clubs Intl Own

Cardholder Name	Amex Transaction Date	Payment Source			AMEX Charge Amount	Spend Category	Purchase Type	Description
		CPR-FiveStar-Ops Acct	Statement Credit	Unknown				
Fidias L. Reina Jr.	Tuesday, May 29, 2018				\$4,073.00	Automotive	Auto Repair	German Star Motors
Fidias L. Reina Jr.	Wednesday, May 30, 2018				\$91.92	Travel	Restaurant	Nicks Manhattan Beach
Fidias L. Reina Jr.	Wednesday, May 30, 2018				\$15.00	Travel	Airline	Southwest Airlines
Fidias L. Reina Jr.	Wednesday, May 30, 2018				\$68.98	Travel	Airline	Southwest Airlines
Fidias L. Reina Jr.	Wednesday, May 30, 2018				\$15.00	Travel	Airline	Southwest Airlines
Fidias L. Reina Jr.	Wednesday, May 30, 2018				\$175.98	Travel	Airline	Southwest Airlines
Fidias L. Reina Jr.	Sunday, June 3, 2018				\$660.00	Charity	Donation	Esperanza Foundation
Fidias L. Reina Jr.	Monday, June 4, 2018				\$40.00	Travel	Membership-Travel Club	Assoc Clubs Intl Own
Fidias L. Reina Jr.	Monday, June 4, 2018				\$194.27	Home Goods and Services	Home Improvement	Lowes of West Sacramento
Fidias L. Reina Jr.	Friday, June 8, 2018				\$39.99	Software	Antivirus	Malwarebytes
Fidias L. Reina Jr.	Monday, June 11, 2018				\$4.00	Travel	Insurance	Sedgwick CMS
Fidias L. Reina Jr.	Monday, June 11, 2018				\$501.18	Telecommunications	Mobile Phones	AT&T Bill Payment 98
Fidias L. Reina Jr.	Tuesday, June 12, 2018				\$242.52	Travel	Car Service	Virgin Trains
Fidias L. Reina Jr.	Wednesday, June 13, 2018				\$13,568.94	Business Services	Station Programming	MPR APM UW 650000007
Fidias L. Reina Jr.	Wednesday, June 13, 2018		\$15.00			Travel	Airline	Southwest Airlines
Fidias L. Reina Jr.	Wednesday, June 13, 2018				\$328.06	Travel	Restaurant	Bottlefish
Fidias L. Reina Jr.	Wednesday, June 13, 2018				\$178.00	Travel	Airline	Southwest Airlines
Fidias L. Reina Jr.	Saturday, June 16, 2018				\$5.60	Travel	Airline	Hawaiian Airlines
Fidias L. Reina Jr.	Saturday, June 16, 2018				\$1,125.00	Travel	Restaurant	Old Lahaina Luau
Jun Reina/CBA Capital Public Radio	Monday, June 18, 2018	\$23,830.09		\$500.00		Credit Card	Payment	Corp Online Payment Rec'd Thank You
Fidias L. Reina Jr.	Tuesday, June 19, 2018					Travel	Points	AMEX Travel Purchase w/ MR Points Credit
Fidias L. Reina Jr.	Tuesday, June 19, 2018				\$723.50	Travel	Airline	Japan Airlines
Fidias L. Reina Jr.	Wednesday, June 20, 2018				\$47.02	Travel	Insurance	AMEX Travel Insurance
Fidias L. Reina Jr.	Wednesday, June 20, 2018				\$4,715.86	Travel	Airline	Ana E-Ticket Ohta-K
Fidias L. Reina Jr.	Friday, June 22, 2018		\$234.91			Travel	Airline	Ana Signless Ohta-K
Fidias L. Reina Jr.	Tuesday, June 26, 2018				\$138.22	Home Goods and Services	Home Improvement	Lowes of West Sacramento
Fidias L. Reina Jr.	Thursday, June 28, 2018				\$448.23	Automotive	Windshield Repair	Safelite E-Commerce
Fidias L. Reina Jr.	Friday, June 29, 2018				\$397.58	Meals and Entertainment - Local	Restaurant	Empress Tavern
Fidias L. Reina Jr.	Sunday, July 1, 2018				\$114.00	Travel	Restaurant	Ristorante La Strada
Fidias L. Reina Jr.	Monday, July 2, 2018				\$3,054.95	Retail-Online	General Merchandise	Amazon Marketplace
Fidias L. Reina Jr.	Wednesday, July 4, 2018				\$1,438.82	Third-Party Billing Service	Tax Payment	PQ*PlastiQ
Fidias L. Reina Jr.	Thursday, July 5, 2018				\$230.00	Legal Services	Legal-Personal Attorney	Monte Falcon Law Offices
Fidias L. Reina Jr.	Sunday, July 8, 2018				\$328.68	Travel	Restaurant	Poquitos Bothell
Fidias L. Reina Jr.	Sunday, July 8, 2018				\$95.98	Travel	Retail-General Merchandise	ApIPay Walgreens #13770
Fidias L. Reina Jr.	Monday, July 9, 2018				\$13,568.94	Business Services	Station Programming	MPR APM UW 650000007
Fidias L. Reina Jr.	Monday, July 9, 2018				\$646.35	Travel	Rental Car	Enterprise Rent-A-Car
Fidias L. Reina Jr.	Monday, July 9, 2018				\$225.70	Travel	Lodging-Hotel	Hotel Interurban
Fidias L. Reina Jr.	Tuesday, July 10, 2018				\$843.53	Third-Party Billing Service	Tax Payment	PQ*PlastiQ
Fidias L. Reina Jr.	Wednesday, July 11, 2018				\$481.93	Telecommunications	Mobile Phones	AT&T Bill Payment 98
Fidias L. Reina Jr.	Friday, July 13, 2018				\$40.00	Travel	Membership-Travel Club	Assoc Clubs Intl Own
Fidias L. Reina Jr.	Saturday, July 14, 2018				\$106.63	Home Goods and Services	Garden Supplies	Green Acres
Fidias L. Reina Jr.	Saturday, July 14, 2018				\$296.30	Meals and Entertainment - Local	Restaurant	Our House
Fidias L. Reina Jr.	Sunday, July 15, 2018				\$124.79	Retail-Local	Groceries	ApIPay Nugget Market 06 542
Fidias L. Reina Jr.	Sunday, July 15, 2018				\$57.42	Travel	Car Service	MyDriver.com*1345980
Jun Reina/CBA Capital Public Radio	Thursday, July 19, 2018	\$26,551.56				Credit Card	Payment	Corp Online Payment Rec'd Thank You
Fidias L. Reina Jr.	Friday, July 20, 2018				\$29.25	Travel	Insurance	Enterprise Rent-A-Car
Fidias L. Reina Jr.	Saturday, July 21, 2018				\$1.85	Travel	Rental Car	Enterprise Rent-A-Car
Fidias L. Reina Jr.	Wednesday, July 25, 2018				\$160.76	Travel	Lodging-Hotel	Hilton Hotel - London Tower
Fidias L. Reina Jr.	Thursday, July 26, 2018				\$379.54	Travel	Lodging-Hotel	Hilton Hotel - London Tower
Fidias L. Reina Jr.	Sunday, July 29, 2018				\$206.04	Golf	Round-Travel	Old Course Shop
Fidias L. Reina Jr.	Thursday, August 2, 2018				\$185.96	Golf	Round-Travel	Crail Golfing Society
Fidias L. Reina Jr.	Thursday, August 2, 2018				\$56.46	Golf	Pro Shop	Graeme Lennie Pro Shop
Fidias L. Reina Jr.	Saturday, August 4, 2018				\$193.68	Travel	Rental Car	Sixt UK POS
Fidias L. Reina Jr.	Thursday, August 9, 2018				\$8.00	Travel	Insurance	Sedwick CMS
Fidias L. Reina Jr.	Sunday, August 12, 2018				\$910.82	Telecommunications	Mobile Phones	AT&T Bill Payment 98
Fidias L. Reina Jr.	Monday, August 13, 2018				\$101.55	Travel	Restaurant	Jupiter
Fidias L. Reina Jr.	Monday, August 13, 2018				\$92.34	Travel	Retail-General Merchandise	Target
Fidias L. Reina Jr.	Monday, August 13, 2018				\$315.27	Travel	Lodging-Hotel	La Quinta Inn
Fidias L. Reina Jr.	Wednesday, August 15, 2018				\$13,568.66	Business Services	Station Programming	MPR APM UW 650000007
Fidias L. Reina Jr.	Thursday, August 16, 2018				\$99.00	Software	Online Fileshare	DropBox
Fidias L. Reina Jr.	Friday, August 24, 2018				\$40.80	Travel	Membership-Rewards	Mem Rwd's Airline Tax Offset Fee
Jun Reina/CBA Capital Public Radio	Friday, August 31, 2018	\$18,029.79				Credit Card	Payment	Corp Online Payment Rec'd Thank You
Fidias L. Reina Jr.	Friday, August 31, 2018				\$40.00	Travel	Membership-Travel Club	Assoc Clubs Intl Own
Fidias L. Reina Jr.	Monday, September 3, 2018				\$5.60	Travel	Airline	Delta Airlines

Cardholder Name	Amex Transaction Date	Payment Source			AMEX Charge Amount	Spend Category	Purchase Type	Description
		CPR-FiveStar-Ops Acct	Statement Credit	Unknown				
Fidias L. Reina Jr.	Saturday, September 8, 2018				\$99.00	Education	Foreign Language	Rosetta Stone Limite
Fidias L. Reina Jr.	Thursday, October 4, 2018				\$99.00	Travel	Airport-DWF VIP Services	Priority Pass, Inc.
Jun Reina/CBA Capital Public Radio	Friday, October 5, 2018	\$15,182.04				Credit Card	Payment	Corp Online Payment Rec'd Thank You
Fidias L. Reina Jr.	Saturday, October 6, 2018				\$127.17	Meals and Entertainment - Local	Restaurant	Echo and Rig
Fidias L. Reina Jr.	Monday, October 15, 2018				\$53.64	Travel	Rental Car	Enterprise Rent-A-Car
Fidias L. Reina Jr.	Tuesday, October 16, 2018				\$63.00	Meals and Entertainment - Local	Restaurant	Jungle Bird
Fidias L. Reina Jr.	Wednesday, October 17, 2018				\$37.98	Travel	Rental Car	Enterprise Rent-A-Car
Fidias L. Reina Jr.	Tuesday, October 23, 2018				\$211.01	Travel	Restaurant	Restaurant Tatsukich
Jun Reina/CBA Capital Public Radio	Monday, October 29, 2018			\$325.17		Credit Card	Payment	Corp Online Payment Rec'd Thank You
Fidias L. Reina Jr.	Monday, October 29, 2018				\$94.40	Travel	Rental Car	Enterprise Rent-A-Car
Fidias L. Reina Jr.	Saturday, November 3, 2018				\$272.03	Meals and Entertainment - Local	Restaurant	Binchoyaki
Fidias L. Reina Jr.	Friday, November 9, 2018				\$15.75	Travel	Insurance	Sedgwick CMS
Fidias L. Reina Jr.	Friday, November 9, 2018				\$36.89	Automotive	Fuel	Capitol Gas Mart
Fidias L. Reina Jr.	Sunday, November 11, 2018				\$131.18	Retail-Local	Groceries	AplPay Nugget Market 06 542
Jun Reina/CBA Capital Public Radio	Thursday, November 15, 2018	\$732.06				Credit Card	Payment	Corp Online Payment Rec'd Thank You
Fidias L. Reina Jr.	Thursday, November 15, 2018				\$114.98	Travel	Rental Car	Enterprise Rent-A-Car
Fidias L. Reina Jr.	Saturday, November 17, 2018				\$165.85	Retail-Local	Alcohol/Beverages	Total Wine and More
Fidias L. Reina Jr.	Monday, November 19, 2018				\$11.00	Travel	Parking	AplPay Parking Panda
Fidias L. Reina Jr.	Friday, November 23, 2018				\$80.74	Home Goods and Services	Home Improvement	Lowes of West Sacramento
Fidias L. Reina Jr.	Friday, November 23, 2018				\$37.39	Retail-Online	General Merchandise	Amazon Marketplace
Fidias L. Reina Jr.	Sunday, November 25, 2018				\$322.30	Travel	Restaurant	Monkeypod Kitchen 54
Fidias L. Reina Jr.	Tuesday, November 27, 2018				\$600.00	Travel	Restaurant	Lahaina Fish Company
Fidias L. Reina Jr.	Thursday, November 29, 2018				\$499.84	Travel	Scuba Diving Lessons	PP*Neverdry Divers
Fidias L. Reina Jr.	Friday, November 30, 2018				\$80.00	Travel	Membership-Travel Club	Assoc Clubs Intl Own
Fidias L. Reina Jr.	Friday, November 30, 2018				\$93.75	Golf	Round-Travel	Kapalua Golf (Bay Co)
Fidias L. Reina Jr.	Saturday, December 1, 2018				\$206.71	Travel	Rental Car	Enterprise Rent-A-Car
Fidias L. Reina Jr.	Saturday, December 1, 2018				\$384.91	Travel	Restaurant	Lineage #392 392
Fidias L. Reina Jr.	Sunday, December 2, 2018				\$326.57	Travel	Rental Car	Enterprise Rent-A-Car
Fidias L. Reina Jr.	Monday, December 3, 2018				\$521.93	Travel	Rental Car	Enterprise Rent-A-Car
Fidias L. Reina Jr.	Monday, December 3, 2018				\$52.50	Retail-Local	Groceries	AplPay Nugget Market 06 542
Fidias L. Reina Jr.	Thursday, December 6, 2018				\$1.85	Travel	Rental Car	Enterprise Rent-A-Car
Fidias L. Reina Jr.	Sunday, December 9, 2018				\$88.77	Meals and Entertainment - Local	Restaurant	Iron Steaks
Fidias L. Reina Jr.	Sunday, December 9, 2018				\$1,658.76	Travel	Airline	SMF Online Bill Pay
Fidias L. Reina Jr.	Sunday, December 9, 2018				\$1,788.86	Health and Fitness	Insurance or Copay	Sutter Health SSR MHO
Fidias L. Reina Jr.	Monday, December 10, 2018				\$21.00	Travel	Insurance	Sedgwick CMS
Fidias L. Reina Jr.	Wednesday, December 12, 2018		\$198.11			Travel	Airline	Ana Signless Ohta-K
Fidias L. Reina Jr.	Wednesday, December 12, 2018				\$147.40	Meals and Entertainment - Local	Restaurant	Camden Spit & Larder
Fidias L. Reina Jr.	Wednesday, December 12, 2018				\$227.00	Travel	Timeshare	Interval Int
Fidias L. Reina Jr.	Thursday, December 13, 2018				\$210.74	Travel	Restaurant	Hiro Japanese Restaurant
Fidias L. Reina Jr.	Thursday, December 13, 2018				\$13,683.26	Business Services	Station Programming	MPR APM UW 65000007
Fidias L. Reina Jr.	Thursday, December 13, 2018				\$51.71	Automotive	Fuel	Shell Oil
Fidias L. Reina Jr.	Saturday, December 15, 2018				\$11.82	Retail-Online	General Merchandise	Amazon Marketplace
Fidias L. Reina Jr.	Saturday, December 15, 2018				\$128.95	Meals and Entertainment - Local	Restaurant	Raku Sushi
Fidias L. Reina Jr.	Saturday, December 15, 2018				\$37.34	Retail-Online	General Merchandise	Amazon Marketplace
Fidias L. Reina Jr.	Sunday, December 16, 2018				\$48.98	Retail-Online	General Merchandise	Amazon Marketplace
Fidias L. Reina Jr.	Sunday, December 16, 2018				\$79.37	Retail-Online	General Merchandise	Amazon Marketplace
Fidias L. Reina Jr.	Monday, December 17, 2018				\$1,355.20	Travel	Lodging-Vacation Rental	AplPay YPS*Homeaway
Fidias L. Reina Jr.	Monday, December 17, 2018				\$485.99	Retail-Online	General Merchandise	Amazon Marketplace
Jun Reina/CBA Capital Public Radio	Thursday, December 20, 2018	\$3,684.14				Credit Card	Payment	Corp Online Payment Rec'd Thank You
Fidias L. Reina Jr.	Thursday, December 20, 2018				\$29.15	Automotive	Fuel	CJ Gas
Fidias L. Reina Jr.	Friday, December 21, 2018				\$448.01	Meals and Entertainment - Local	Bakery	IL Fornaio Bakery
Fidias L. Reina Jr.	Saturday, December 22, 2018				\$87.52	Retail-Local	Groceries	AplPay Nugget Market 06 542
Fidias L. Reina Jr.	Friday, December 28, 2018				\$43.18	Retail-Online	General Merchandise	Amazon Marketplace
Fidias L. Reina Jr.	Friday, December 28, 2018				\$149.13	Meals and Entertainment - Local	Restaurant	Beast and Bounty LLC
Fidias L. Reina Jr.	Saturday, December 29, 2018		\$31.99			Retail-Online	General Merchandise	Amazon Marketplace
Fidias L. Reina Jr.	Monday, December 31, 2018				\$60.89	Automotive	Fuel	Shell Oil

Cardholder Name	Amex Transaction Date	Payment Source			AMEX Charge Amount	Spend Category	Purchase Type	Description
		CPR-FiveStar-Ops Acct	Statement Credit	Unknown				
Fidias L. Reina Jr.	Monday, December 31, 2018				\$1,008.42	Meals and Entertainment - Local	Restaurant	The Firehouse
Fidias L. Reina Jr.	Wednesday, January 2, 2019				\$73.64	Retail-Local	Groceries	AplPay Nugget Market 06 542
Fidias L. Reina Jr.	Friday, January 4, 2019				\$345.93	Meals and Entertainment - Local	Restaurant	Tablevine
Fidias L. Reina Jr.	Tuesday, January 8, 2019				\$410.07	Retail-Local	Alcohol/Beverages	Beverages & More
Fidias L. Reina Jr.	Tuesday, January 8, 2019				\$80.00	Golf	Travel Club Membership	01439-CLBCRP
Fidias L. Reina Jr.	Tuesday, January 8, 2019				\$74.62	Pets	Supplies	AplPay Petco 1344
Fidias L. Reina Jr.	Thursday, January 10, 2019				\$81.75	Retail-Local	Groceries	AplPay Nugget Market 06 542
Fidias L. Reina Jr.	Saturday, January 12, 2019				\$41.71	Meals and Entertainment - Local	Restaurant	Sushi OK
Fidias L. Reina Jr.	Wednesday, January 16, 2019				\$176.79	Travel	Rental Car	Enterprise Rent-A-Car
Fidias L. Reina Jr.	Thursday, January 17, 2019		\$19.76			Retail-Online	General Merchandise	Amazon Shop With Points Credit
Fidias L. Reina Jr.	Thursday, January 17, 2019				\$19.76	Retail-Online	General Merchandise	Amazon.com
Fidias L. Reina Jr.	Thursday, January 17, 2019				\$478.83	Meals and Entertainment - Local	Restaurant	Station 16
Fidias L. Reina Jr.	Saturday, January 19, 2019				\$104.66	Meals and Entertainment - Local	Restaurant	Lucca
Jun Reina/CBA Capital Public Radio	Wednesday, January 23, 2019	\$22,040.89				Credit Card	Payment	Corp Online Payment Rec'd Thank You
Fidias L. Reina Jr.	Thursday, January 24, 2019				\$55.11	Automotive	Fuel	Shell Oil
Fidias L. Reina Jr.	Friday, January 25, 2019				\$328.02	Travel	Timeshare	Interval Int
Fidias L. Reina Jr.	Saturday, January 26, 2019				\$141.08	Meals and Entertainment - Local	Restaurant	Woodlake Tavern
Fidias L. Reina Jr.	Tuesday, January 29, 2019				\$325.13	Travel	Timeshare	Interval Int
Fidias L. Reina Jr.	Saturday, February 2, 2019				\$908.42	Automotive	Auto Repair	Niello Volvo of Sacramento
Fidias L. Reina Jr.	Thursday, February 7, 2019				\$32.16	Automotive	Fuel	CJ Gas
Fidias L. Reina Jr.	Friday, February 8, 2019				\$80.34	Retail-Local	Groceries	AplPay Nugget Market 06 542
Fidias L. Reina Jr.	Saturday, February 9, 2019				\$60.27	Pets	Supplies	AplPay Petco 1344
Fidias L. Reina Jr.	Monday, February 11, 2019				\$5.25	Travel	Insurance	Sedgwick CMS
Fidias L. Reina Jr.	Wednesday, February 13, 2019				\$277.75	Meals and Entertainment - Local	Restaurant	Tablevine
Fidias L. Reina Jr.	Sunday, February 17, 2019				\$153.60	Retail-Online	General Merchandise	Amazon Marketplace
Fidias L. Reina Jr.	Monday, February 18, 2019				\$304.39	Meals and Entertainment - Local	Restaurant	Kru Japanese
Jun Reina/CBA Capital Public Radio	Thursday, February 21, 2019	\$3,206.22				Credit Card	Payment	Corp Online Payment Rec'd Thank You
Fidias L. Reina Jr.	Thursday, February 21, 2019				\$359.14	Automotive	Auto Repair	Americas Tire #39
Fidias L. Reina Jr.	Friday, March 1, 2019				\$1,124.60	Travel	Airline	CEBU Pacific
Fidias L. Reina Jr.	Sunday, March 3, 2019				\$1,288.59	Travel	Airline	CEBU Pacific
Fidias L. Reina Jr.	Sunday, March 3, 2019				\$94.74	Retail-Local	Groceries	AplPay Nugget Market 06 542
Fidias L. Reina Jr.	Tuesday, March 5, 2019				\$10,000.00	Home Goods and Services	HVAC	Bell Brother's Heating
Fidias L. Reina Jr.	Sunday, March 10, 2019				\$514.67	Meals and Entertainment - Local	Restaurant	Localis
Fidias L. Reina Jr.	Monday, March 11, 2019				\$71.00	Travel	Tour Guides	Toursbylocals.com
Fidias L. Reina Jr.	Monday, March 11, 2019				\$106.50	Travel	Tour Guides	Toursbylocals.com
Fidias L. Reina Jr.	Tuesday, March 12, 2019				\$560.00	Travel	Lodging-Vacation Rental	YPS*Homeaway
Fidias L. Reina Jr.	Tuesday, March 12, 2019				\$59.00	Travel	Insurance	YPS*CSA Damage Insurance Homeaway
Fidias L. Reina Jr.	Tuesday, March 12, 2019				\$477.66	Travel	Restaurant	Mayumi
Fidias L. Reina Jr.	Sunday, March 17, 2019				\$94.33	Travel	Lodging-Deposit	NYNY - ADV DEP
Fidias L. Reina Jr.	Wednesday, March 20, 2019				\$20.00	Travel	Airline	Southwest
Fidias L. Reina Jr.	Wednesday, March 20, 2019				\$20.00	Travel	Airline	Southwest
Fidias L. Reina Jr.	Wednesday, March 20, 2019				\$20.00	Travel	Airline	Southwest
Fidias L. Reina Jr.	Wednesday, March 20, 2019				\$241.96	Travel	Airline	Southwest
Fidias L. Reina Jr.	Wednesday, March 20, 2019				\$241.96	Travel	Airline	Southwest
Fidias L. Reina Jr.	Wednesday, March 20, 2019				\$290.35	Travel	Tickets-Show	Ticket Master
Jun Reina/CBA Capital Public Radio	Thursday, March 21, 2019	\$3,780.33				Credit Card	Payment	Corp Online Payment Rec'd Thank You
Fidias L. Reina Jr.	Thursday, March 21, 2019				\$19.60	Travel	Tickets-Vegas Show	Event Ticket Insurance
Fidias L. Reina Jr.	Thursday, March 21, 2019				\$135.00	Health and Fitness	Pharmacy	Kaiser
Jun Reina/CBA Capital Public Radio	Friday, March 22, 2019			\$10,000.00		Credit Card	Payment	Corp Online Payment Rec'd Thank You
Fidias L. Reina Jr.	Friday, March 22, 2019				\$318.46	Meals and Entertainment - Local	Restaurant	Beast and Bounty LLC
Fidias L. Reina Jr.	Tuesday, March 26, 2019				\$179.40	Home Goods and Services	HVAC	Bell Brother's Heating
Fidias L. Reina Jr.	Tuesday, March 26, 2019				\$1,500.00	Automotive	Auto Repair	German Star Motors
Fidias L. Reina Jr.	Sunday, March 31, 2019				\$138.43	Retail-Local	Groceries	AplPay Sprouts Farmers Market
Fidias L. Reina Jr.	Tuesday, April 2, 2019				\$35.00	Meals and Entertainment - Local	Arena Food and Beverage Service	Legends Golden 1 Club
Fidias L. Reina Jr.	Thursday, April 4, 2019				\$1,582.12	Travel	Booking Services	Travelocity.com

Cardholder Name	Amex Transaction Date	Payment Source			AMEX Charge Amount	Spend Category	Purchase Type	Description
		CPR-FiveStar-Ops Acct	Statement Credit	Unknown				
Fidias L. Reina Jr.	Thursday, April 4, 2019				\$696.13	Travel	Airline	Fiji Airways
Fidias L. Reina Jr.	Thursday, April 4, 2019				\$696.13	Travel	Airline	Fiji Airways
Fidias L. Reina Jr.	Thursday, April 4, 2019				\$149.96	Travel	Airline	Southwest
Fidias L. Reina Jr.	Thursday, April 4, 2019				\$149.96	Travel	Airline	Southwest
Fidias L. Reina Jr.	Thursday, April 4, 2019				\$20.00	Travel	Airline	Southwest
Fidias L. Reina Jr.	Thursday, April 4, 2019				\$20.00	Travel	Airline	Southwest
Fidias L. Reina Jr.	Thursday, April 4, 2019				\$20.00	Travel	Airline	Southwest
Fidias L. Reina Jr.	Thursday, April 4, 2019				\$20.00	Travel	Airline	Southwest
Fidias L. Reina Jr.	Friday, April 5, 2019				\$91.49	Travel	Airline	Fiji Airways
Fidias L. Reina Jr.	Sunday, April 7, 2019				\$431.00	Travel	Restaurant	Berkeley Social Club
Fidias L. Reina Jr.	Monday, April 8, 2019				\$395.00	Credit Card	Credit Card - Annual Fee	Annual Membership Renewal Fee
Jun Reina/CBA Capital Public Radio	Tuesday, April 9, 2019	\$8,509.61				Credit Card	Payment	Corp Online Payment Rec'd Thank You
Fidias L. Reina Jr.	Saturday, April 13, 2019				\$189.46	Travel	Restaurant	Goku
Fidias L. Reina Jr.	Tuesday, April 16, 2019		\$20.00			Travel	Airline	Southwest
Fidias L. Reina Jr.	Tuesday, April 16, 2019		\$20.00			Travel	Airline	Southwest
Fidias L. Reina Jr.	Tuesday, April 16, 2019		\$20.00			Travel	Airline	Southwest
Fidias L. Reina Jr.	Tuesday, April 16, 2019				\$73.84	Automotive	Fuel	Shell Oil
Fidias L. Reina Jr.	Friday, April 19, 2019				\$75.58	Pets	Supplies	ApiPay Petco 1344
Fidias L. Reina Jr.	Sunday, April 21, 2019				\$89.37	Automotive	Fuel	Chevron
Fidias L. Reina Jr.	Sunday, April 21, 2019				\$198.29	Meals and Entertainment - Local	Restaurant	Lucca
Fidias L. Reina Jr.	Monday, April 22, 2019				\$99.99	Software	Antivirus	Norton
Fidias L. Reina Jr.	Friday, April 26, 2019				\$505.00	Charity	Donation	UCD Mondavi Center
Fidias L. Reina Jr.	Sunday, April 28, 2019				\$259.63	Home Goods and Services	Home Improvement	Lowe's of West Sacramento
Fidias L. Reina Jr.	Wednesday, May 1, 2019				\$223.47	Retail-Local	Alcohol/Beverages	Total Wine and More
Fidias L. Reina Jr.	Saturday, May 4, 2019				\$121.22	Travel	Restaurant	TST*Kabuki
Fidias L. Reina Jr.	Sunday, May 5, 2019				\$627.86	Travel	Lodging-Hotel	Hotel Angeleno
Fidias L. Reina Jr.	Sunday, May 5, 2019				\$36.00	Travel	Parking	PMT*Sac Co Airport Parking
Fidias L. Reina Jr.	Monday, May 6, 2019				\$51.56	Meals and Entertainment - Local	Restaurant	Hawks Provisions
Fidias L. Reina Jr.	Tuesday, May 7, 2019				\$81.99	Retail-Online	General Merchandise	Amazon Marketplace
Fidias L. Reina Jr.	Saturday, May 11, 2019				\$336.16	Meals and Entertainment - Local	Restaurant	Fogo de Minas
Fidias L. Reina Jr.	Saturday, May 11, 2019				\$107.06	Travel	Restaurant	Nola
Fidias L. Reina Jr.	Monday, May 13, 2019				\$104.00	Travel	Unknown	POS 084870020599740
Fidias L. Reina Jr.	Tuesday, May 14, 2019				\$72.60	Travel	Restaurant	Artist Palette
Fidias L. Reina Jr.	Tuesday, May 14, 2019				\$168.26	Golf	Round-Travel	Lake Buena Vista Gol
Fidias L. Reina Jr.	Tuesday, May 14, 2019				\$142.44	Travel	Retail-Clothing	Lacoste #420
Fidias L. Reina Jr.	Tuesday, May 14, 2019				\$299.69	Travel	Retail-Clothing	Tory Burch
Fidias L. Reina Jr.	Wednesday, May 15, 2019				\$107.53	Travel	Retail-Clothing	ApiPay Mouse Gear
Fidias L. Reina Jr.	Wednesday, May 15, 2019				\$154.74	Travel	Restaurant	Marrakesh Moroccan
Fidias L. Reina Jr.	Thursday, May 16, 2019				\$36.45	Travel	Lodging-Resort	Omni Orlando Resort
Fidias L. Reina Jr.	Friday, May 17, 2019				\$69.78	Travel	Restaurant	Morimoto Asia
Fidias L. Reina Jr.	Saturday, May 18, 2019				\$105.71	Travel	Restaurant	Stick and Steam
Fidias L. Reina Jr.	Sunday, May 19, 2019				\$227.57	Travel	Lodging-Hotel	El Rancho Inn
Fidias L. Reina Jr.	Tuesday, May 21, 2019				\$550.00	Home Goods and Services	Home Appraisal	Union Bank Appraisal
Fidias L. Reina Jr.	Wednesday, May 22, 2019				\$207.00	Meals and Entertainment - Local	Tickets	Broadway Sacramento
Jun Reina/CBA Capital Public Radio	Thursday, May 23, 2019	\$5,801.72				Credit Card	Payment	Corp Online Payment Rec'd Thank You
Fidias L. Reina Jr.	Thursday, May 23, 2019				\$69.00	Meals and Entertainment - Local	Tickets	Broadway Sacramento
Fidias L. Reina Jr.	Friday, May 24, 2019				\$249.39	Meals and Entertainment - Local	Restaurant	Echo and Rig
Fidias L. Reina Jr.	Sunday, May 26, 2019				\$55.33	Pets	Supplies	ApiPay Petco 1344
Fidias L. Reina Jr.	Tuesday, May 28, 2019				\$145.66	Meals and Entertainment - Local	Restaurant	Morton Sacramento
Fidias L. Reina Jr.	Friday, June 7, 2019				\$39.99	Software	Antivirus	2CO.Com Malwarebytes
Fidias L. Reina Jr.	Friday, June 7, 2019				\$665.07	Travel	Restaurant	Nobu
Fidias L. Reina Jr.	Saturday, June 8, 2019				\$639.09	Travel	Restaurant	Costa Di Mare
Fidias L. Reina Jr.	Friday, June 14, 2019				\$125.05	Travel	Retail-Gift Shop	ApiPay Star Trader
Fidias L. Reina Jr.	Friday, June 14, 2019				\$296.08	Travel	Restaurant	Cafe Orleans
Fidias L. Reina Jr.	Sunday, June 16, 2019				\$289.39	Travel	Restaurant	The Parks Finest LLC
Fidias L. Reina Jr.	Monday, June 17, 2019				\$505.72	Travel	Rental Car	Enterprise Rent-A-Car
Fidias L. Reina Jr.	Monday, June 17, 2019				\$74.00	Travel	Parking	PMT*Sac Co Airport Parking
Jun Reina/CBA Capital Public Radio	Wednesday, June 19, 2019			\$726.38		Credit Card	Payment	Corp Online Payment Rec'd Thank You
Fidias L. Reina Jr.	Thursday, June 20, 2019				\$56.57	Automotive	Fuel	Chevron
Fidias L. Reina Jr.	Saturday, June 22, 2019				\$54.88	Retail-Local	Groceries	ApiPay Nugget Market 06 542
Fidias L. Reina Jr.	Sunday, June 30, 2019				\$104.89	Retail-Local	Groceries	ApiPay Nugget Market 06 542
Fidias L. Reina Jr.	Saturday, July 6, 2019				\$130.05	Retail-Local	Groceries	ApiPay Nugget Market 06 542
Fidias L. Reina Jr.	Tuesday, July 9, 2019				\$5.25	Travel	Insurance	Sedgwick CMS
Fidias L. Reina Jr.	Wednesday, July 10, 2019				\$37.47	Retail-Online	General Merchandise	Amazon Marketplace
Fidias L. Reina Jr.	Wednesday, July 10, 2019				\$16.23	Retail-Online	General Merchandise	Amazon.com
Fidias L. Reina Jr.	Wednesday, July 10, 2019				\$77.88	Retail-Online	General Merchandise	Amazon Marketplace
Fidias L. Reina Jr.	Saturday, July 13, 2019				\$252.05	Travel	Restaurant	EMC Seafood & Raw Bar

Cardholder Name	Amex Transaction Date	Payment Source			AMEX Charge Amount	Spend Category	Purchase Type	Description
		CPR-FiveStar-Ops Acct	Statement Credit	Unknown				
Fidias L. Reina Jr.	Saturday, July 13, 2019				\$66.09	Travel	Rental Car	Enterprise Rent-A-Car
Fidias L. Reina Jr.	Wednesday, July 17, 2019				\$361.94	Travel	Airline	CEBU Pacific
Jun Reina/CBA Capital Public Radio	Monday, July 22, 2019	\$2,980.78				Credit Card	Payment	Corp Online Payment Rec'd Thank You
Fidias L. Reina Jr.	Monday, July 29, 2019				\$148.42	Travel	Membership-Travel Club	Taiwan Yi Chiun
Fidias L. Reina Jr.	Wednesday, July 31, 2019				\$119.81	Travel	Retail-Clothing	Uniqlo-Vertis North
Fidias L. Reina Jr.	Thursday, August 1, 2019				\$64.00	Travel	Airport-DWF VIP Services	Priority Pass, Inc.
Fidias L. Reina Jr.	Friday, August 2, 2019				\$229.90	Travel	Retail-Clothing	Superdry Shangri-la
Fidias L. Reina Jr.	Tuesday, August 6, 2019				\$155.61	Travel	Restaurant	Atlas Bar
Fidias L. Reina Jr.	Wednesday, August 7, 2019				\$242.55	Travel	Retail-General Merchandise	DFS - T4
Fidias L. Reina Jr.	Wednesday, August 7, 2019				\$5,042.65	Travel	Lodging-Resort	MBS Front Office
Fidias L. Reina Jr.	Wednesday, August 7, 2019				\$326.05	Travel	Restaurant	Romulo Cafe
Fidias L. Reina Jr.	Friday, August 9, 2019				\$5.25	Travel	Insurance	Sedgwick CMS
Fidias L. Reina Jr.	Sunday, August 11, 2019				\$437.49	Travel	Restaurant	Two Seasons Bayside
Fidias L. Reina Jr.	Monday, August 12, 2019				\$138.00	Travel	Retail-Clothing	Urbanize Shangri-la
Fidias L. Reina Jr.	Tuesday, August 13, 2019				\$569.97	Travel	Restaurant	Romulo Cafe
Fidias L. Reina Jr.	Friday, August 16, 2019				\$119.88	Software	Online Fileshare	DropBox
Fidias L. Reina Jr.	Friday, August 16, 2019				\$93.89	Travel	Rental Car	Enterprise Rent-A-Car
Fidias L. Reina Jr.	Friday, August 16, 2019				\$93.97	Travel	Rental Car	Enterprise Rent-A-Car
Fidias L. Reina Jr.	Friday, August 16, 2019				\$120.59	Retail-Local	Pharmacy	ApIPay CVS Pharmacy
Fidias L. Reina Jr.	Wednesday, August 21, 2019				\$96.00	Travel	Airport-DWF VIP Services	Priority Pass, inc.
Jun Reina/CBA Capital Public Radio	Friday, August 23, 2019	\$7,145.90				Credit Card	Payment	Corp Online Payment Rec'd Thank You
Fidias L. Reina Jr.	Monday, August 26, 2019				\$9.95	Travel	Insurance	Enterprise Rent-A-Car
Fidias L. Reina Jr.	Monday, August 26, 2019				\$10.00	Travel	Airline	Hawaiian Airlines
Fidias L. Reina Jr.	Monday, August 26, 2019				\$846.20	Travel	Airline	Hawaiian Airlines
Fidias L. Reina Jr.	Tuesday, August 27, 2019				\$9.95	Travel	Insurance	Enterprise Rent-A-Car
Fidias L. Reina Jr.	Wednesday, August 28, 2019				\$1,419.71	Meals and Entertainment - Local	Restaurant	The Kitchen
Fidias L. Reina Jr.	Saturday, August 31, 2019				\$77.54	Travel	Retail-Groceries	ApIPay Times SuperMarket
Fidias L. Reina Jr.	Sunday, September 1, 2019				\$464.92	Travel	Tour Guides	Adventure in Hawaii
Fidias L. Reina Jr.	Monday, September 2, 2019				\$1,000.00	Travel	Airline	Hawaiian Airlines
Fidias L. Reina Jr.	Tuesday, September 3, 2019				\$216.41	Travel	Rental Car	Enterprise Rent-A-Car
Fidias L. Reina Jr.	Tuesday, September 3, 2019				\$309.93	Travel	Restaurant	Jo2 Restaurant
Fidias L. Reina Jr.	Monday, September 9, 2019				\$15.75	Travel	Insurance	Sedgwick CMS
Fidias L. Reina Jr.	Wednesday, September 18, 2019				\$460.10	Meals and Entertainment - Local	Restaurant	DBA The Kitchen
Fidias L. Reina Jr.	Saturday, September 21, 2019				\$606.41	Meals and Entertainment - Local	Restaurant	Localis
Jun Reina/CBA Capital Public Radio	Monday, September 23, 2019	\$6,039.65				Credit Card	Payment	Corp Online Payment Rec'd Thank You
Fidias L. Reina Jr.	Friday, October 4, 2019				\$99.00	Travel	Airport-DWF VIP Services	Priority Pass, Inc.
Fidias L. Reina Jr.	Sunday, October 6, 2019				\$67.38	Retail-Local	Groceries	Wal-Mart Supermarket
Fidias L. Reina Jr.	Tuesday, October 8, 2019				\$269.00	Retail-Online	Digital	Amazon Digital
Fidias L. Reina Jr.	Tuesday, October 8, 2019				\$720.00	Travel	Lodging-Vacation Rental	Homeaway*HA-CKCZBF
Fidias L. Reina Jr.	Wednesday, October 9, 2019				\$1,520.49	Retail-Online	General Merchandise	Amazon.com
Fidias L. Reina Jr.	Wednesday, October 9, 2019				\$37.40	Retail-Local	Groceries	ApIPay Nugget Market 06 542
Jun Reina/CBA Capital Public Radio	Friday, October 11, 2019	\$1,248.64				Credit Card	Payment	Corp Online Payment Rec'd Thank You
Fidias L. Reina Jr.	Monday, October 14, 2019				\$1,485.58	Automotive	Auto Repair	Meineke
Fidias L. Reina Jr.	Tuesday, October 15, 2019				\$371.43	Retail-Local	Alcohol/Beverages	Total Wine and More
Fidias L. Reina Jr.	Thursday, October 17, 2019				\$250.00	Travel	Airport-Lounge	AMEX IAH
Fidias L. Reina Jr.	Friday, October 18, 2019				\$182.69	Travel	Restaurant	Kjolle
Fidias L. Reina Jr.	Friday, October 18, 2019				\$347.95	Travel	Lodging-Hotel	Estelar Apartamentos
Fidias L. Reina Jr.	Sunday, October 20, 2019				\$15.68	Telecommunications	Mobile Hotspot	PayPal Pokefi
Fidias L. Reina Jr.	Monday, October 21, 2019				\$46.72	Travel	Restaurant	Chef House Peruvian
Fidias L. Reina Jr.	Tuesday, October 22, 2019				\$172.17	Travel	Retail-Clothing	CCori Vicu#A
Fidias L. Reina Jr.	Wednesday, October 23, 2019				\$125.00	Travel	Airline	United Airlines
Fidias L. Reina Jr.	Wednesday, October 23, 2019				\$125.00	Travel	Airline	United Airlines
Fidias L. Reina Jr.	Thursday, October 24, 2019				\$292.90	Travel	Retail-General Merchandise	Duty Free Shops
Fidias L. Reina Jr.	Thursday, October 31, 2019				\$202.37	Retail-Local	Groceries	ApIPay Nugget Market 06 542
Fidias L. Reina Jr.	Sunday, November 10, 2019				\$145.00	Travel	Airline	Elk Grove Airpoter
Fidias L. Reina Jr.	Sunday, November 10, 2019				\$1,427.57	Travel	Lodging-Vacation Rental	Pay*Homeaway
Fidias L. Reina Jr.	Monday, November 11, 2019				\$66.03	Travel	Rental Car	Enterprise Rent-A-Car
Fidias L. Reina Jr.	Monday, November 11, 2019				\$36.79	Retail-Local	Groceries	ApIPay Walgreens #4198
Fidias L. Reina Jr.	Friday, November 15, 2019				\$300.13	Meals and Entertainment - Local	Restaurant	Camden Spit & Larder
Fidias L. Reina Jr.	Sunday, November 17, 2019				\$108.12	Meals and Entertainment - Local	Restaurant	The Red Rabbit
Fidias L. Reina Jr.	Tuesday, November 19, 2019				\$9.95	Travel	Insurance	Enterprise Rent-A-Car
Jun Reina/CBA Capital Public Radio	Thursday, November 21, 2019	\$6,164.38				Credit Card	Payment	Corp Online Payment Rec'd Thank You
Fidias L. Reina Jr.	Friday, November 22, 2019				\$985.06	Retail-Online	General Merchandise	Amazon Marketplace
Fidias L. Reina Jr.	Friday, November 22, 2019				\$6,439.00	Home Goods and Services	HVAC	Bell Brother's Heating

Cardholder Name	Amex Transaction Date	Payment Source			AMEX Charge Amount	Spend Category	Purchase Type	Description
		CPR-FiveStar-Ops Acct	Statement Credit	Unknown				
Fidias L. Reina Jr.	Friday, November 29, 2019				\$1,672.48	Health and Fitness	Sporting Goods	Echelon Store
Fidias L. Reina Jr.	Sunday, December 1, 2019				\$244.00	Meals and Entertainment - Local	Tickets-Event	Tickets.com *Tickets
Fidias L. Reina Jr.	Monday, December 9, 2019				\$5.25	Travel	Insurance	Sedgwick CMS
Fidias L. Reina Jr.	Tuesday, December 10, 2019				\$214.92	Retail-Online	Electronics	ABT.COM
Fidias L. Reina Jr.	Thursday, December 12, 2019				\$566.04	Telecommunications	Mobile Phones	AT&T Bill Payment 98
Fidias L. Reina Jr.	Saturday, December 14, 2019				\$262.81	Home Goods and Services	Home Improvement	The Home Depot
Fidias L. Reina Jr.	Saturday, December 14, 2019				\$144.90	Home Goods and Services	Home Improvement	Lowe's of West Sacramento
Fidias L. Reina Jr.	Saturday, December 21, 2019				\$145.87	Golf	Restaurant	Stillwater Grill at Pebble Beach
Fidias L. Reina Jr.	Sunday, December 22, 2019				\$224.86	Retail-Local	Groceries	Sunh Fish, Inc. Freezer and Locker
Jun Reina/CBA Capital Public Radio	Monday, December 23, 2019	\$11,434.13				Credit Card	Payment	Corp Online Payment Rec'd Thank You
Fidias L. Reina Jr.	Saturday, December 28, 2019				\$660.76	Meals and Entertainment - Local	Restaurant	Echo and Rig
Fidias L. Reina Jr.	Sunday, December 29, 2019				\$952.00	Travel	Timeshare	Interval Int
Fidias L. Reina Jr.	Friday, January 3, 2020				\$991.94	Meals and Entertainment - Local	Restaurant	Localis
Fidias L. Reina Jr.	Sunday, January 5, 2020				\$196.34	Meals and Entertainment - Local	Restaurant	Beast and Bounty LLC
Fidias L. Reina Jr.	Sunday, January 12, 2020				\$578.00	Telecommunications	Mobile Phones	AT&T Bill Payment 98
Fidias L. Reina Jr.	Monday, January 13, 2020				\$850.00	Travel	Airline	FJ Passenger Ticket
Fidias L. Reina Jr.	Monday, January 13, 2020				\$850.00	Travel	Airline	FJ Passenger Ticket
Fidias L. Reina Jr.	Tuesday, January 14, 2020				\$171.76	Travel	Rental Car	Enterprise Rent-A-Car
Jun Reina/CBA Capital Public Radio	Thursday, January 16, 2020	\$4,365.69				Credit Card	Payment	Corp Online Payment Rec'd Thank You
Fidias L. Reina Jr.	Tuesday, January 21, 2020				\$850.00	Travel	Airline	FJ Passenger Ticket
Fidias L. Reina Jr.	Tuesday, January 21, 2020				\$850.00	Travel	Airline	FJ Passenger Ticket
Fidias L. Reina Jr.	Wednesday, January 22, 2020				\$249.24	Golf	Round-Travel	Natadola Bay Golf Co Nadi - Public Golf Course
Fidias L. Reina Jr.	Thursday, January 23, 2020				\$167.46	Travel	Restaurant	Nadina Fijian Restaurant Nadi
Fidias L. Reina Jr.	Saturday, January 25, 2020				\$164.32	Travel	Retail-General Merchandise	Prouds Arrival Duty Nadi - Duty Free Store in Airport
Fidias L. Reina Jr.	Saturday, January 25, 2020				\$871.52	Travel	Lodging-Resort	The Westin Denarau Island Resort and Spa
Fidias L. Reina Jr.	Saturday, January 25, 2020				\$480.93	Travel	Retail-Artwork	Youth Village Handicraft Arts of Fiji
Fidias L. Reina Jr.	Sunday, January 26, 2020				\$166.64	Retail-Online	General Merchandise	Amazon.com
Fidias L. Reina Jr.	Sunday, January 26, 2020				\$508.75	Retail-Online	General Merchandise	Amazon.com
Fidias L. Reina Jr.	Tuesday, February 4, 2020				\$114.11	Pets	Veterinarian	Banfield Pet Hospital
Fidias L. Reina Jr.	Wednesday, February 5, 2020				\$334.10	Travel	Rental Car	Enterprise Rent-A-Car
Fidias L. Reina Jr.	Saturday, February 8, 2020				\$282.00	Travel	Tickets-Show	Cirque Du Soleil Show Tickets
Fidias L. Reina Jr.	Saturday, February 8, 2020				\$51.75	Meals and Entertainment - Local	Arena Food and Beverage Service	LGND Golden 1 Conces Sacramento
Fidias L. Reina Jr.	Monday, February 10, 2020				\$10.50	Travel	Insurance	AMEX Assurance CRLDC
Fidias L. Reina Jr.	Monday, February 10, 2020				\$161.66	Telecommunications	Phone/Internet/TV	AT&T Bill Payment
Fidias L. Reina Jr.	Tuesday, February 11, 2020				\$116.29	Automotive	Auto Repair	Meineke Store #2354
Fidias L. Reina Jr.	Wednesday, February 12, 2020				\$745.45	Telecommunications	Mobile Phones	AT&T Bill Payment 98
Jun Reina/CBA Capital Public Radio	Friday, February 14, 2020	\$7,207.32				Credit Card	Payment	Corp Online Payment Rec'd Thank You
Fidias L. Reina Jr.	Sunday, February 16, 2020				\$256.44	Meals and Entertainment - Local	Restaurant	Gen Korean BBQ House
Fidias L. Reina Jr.	Thursday, February 20, 2020				\$87.86	Retail-Online	General Merchandise	Amazon.com
Fidias L. Reina Jr.	Sunday, February 23, 2020				\$167.66	Retail-Local	Groceries	ApiPay Nugget Market 06 542
Fidias L. Reina Jr.	Wednesday, February 26, 2020				\$79.78	Telecommunications	Phone/Internet/TV	AT&T Bill Payment
Fidias L. Reina Jr.	Thursday, February 27, 2020				\$54.76	Pets	Veterinarian	Banfield Pet Hospital
Fidias L. Reina Jr.	Tuesday, March 3, 2020				\$196.00	Meals and Entertainment - Local	Tickets-Event	Tickets.com
Fidias L. Reina Jr.	Sunday, March 8, 2020				\$73.32	Retail-Local	Groceries	ApiPay Nugget Market 06 542
Fidias L. Reina Jr.	Tuesday, March 10, 2020				\$358.10	Travel	Booking Services	Amextravel.com
Fidias L. Reina Jr.	Tuesday, March 10, 2020				\$21.98	Travel	Booking Services	Amextravel.com
Fidias L. Reina Jr.	Tuesday, March 10, 2020				\$2,743.65	Travel	Airline	Japan Airlines
Fidias L. Reina Jr.	Tuesday, March 10, 2020				\$2,743.65	Travel	Airline	Japan Airlines
Fidias L. Reina Jr.	Thursday, March 12, 2020				\$504.42	Telecommunications	Mobile Phones	AT&T Bill Payment 98
Fidias L. Reina Jr.	Saturday, March 14, 2020				\$223.47	Retail-Local	Groceries	ApiPay Nugget Market 06 542
Fidias L. Reina Jr.	Saturday, March 14, 2020				\$234.90	Retail-Local	Groceries	ApiPay Nugget Market 06 542
Fidias L. Reina Jr.	Monday, March 16, 2020		\$193.50			Meals and Entertainment - Local	Tickets-Event	Tickets.com "Tickets"
Fidias L. Reina Jr.	Monday, March 16, 2020		\$2.50			Meals and Entertainment - Local	Tickets-Event	Tickets.com "Tickets"

Cardholder Name	Amex Transaction Date	Payment Source			AMEX Charge Amount	Spend Category	Purchase Type	Description
		CPR-FiveStar-Ops Acct	Statement Credit	Unknown				
Fidias L. Reina Jr.	Monday, March 16, 2020				\$160.00	Meals and Entertainment - Local	Tickets-Event	Tickets.com "Tickets"
Fidias L. Reina Jr.	Monday, March 23, 2020				\$329.36	Telecommunications	Phone/Internet/TV	AT&T Bill Payment
Jun Reina/CBA Capital Public Radio	Thursday, April 2, 2020	\$2,210.15				Credit Card	Payment	Corp Online Payment Rec'd Thank You
Fidias L. Reina Jr.	Tuesday, April 7, 2020				\$550.00	Credit Card	Credit Card - Annual Fee	Annual Membership Renewal Fee
Fidias L. Reina Jr.	Thursday, April 9, 2020				\$267.23	Retail-Local	Alcohol/Beverages	Total Wine and More
Fidias L. Reina Jr.	Monday, April 13, 2020				\$550.34	Telecommunications	Mobile Phones	AT&T Bill Payment 98
Fidias L. Reina Jr.	Thursday, April 16, 2020				\$99.99	Software	Antivirus	Norton
Fidias L. Reina Jr.	Tuesday, April 21, 2020				\$223.25	Telecommunications	Phone/Internet/TV	AT&T Bill Payment
Fidias L. Reina Jr.	Tuesday, April 28, 2020				\$97.41	Retail-Online	General Merchandise	Amazon.com
Jun Reina/CBA Capital Public Radio	Friday, May 1, 2020	\$8,985.07				Credit Card	Payment	Corp Online Payment Rec'd Thank You
Fidias L. Reina Jr.	Tuesday, May 5, 2020				\$1,000.00	Charity	Donation	Sacramento SPCA
Fidias L. Reina Jr.	Wednesday, May 13, 2020				\$421.09	Retail-Online	General Merchandise	Amazon Marketplace
Fidias L. Reina Jr.	Thursday, May 21, 2020				\$210.19	Telecommunications	Phone/Internet/TV	AT&T Bill Payment
Fidias L. Reina Jr.	Thursday, May 28, 2020		\$2,243.65			Travel	Airline	Refund for flights to Japan and Philippines for Fidias Deleo Reina Jr
Fidias L. Reina Jr.	Thursday, May 28, 2020		\$2,244.65			Travel	Airline	Refund for flights to Japan and Philippines for MaTeresita Lap Reina
Fidias L. Reina Jr.	Monday, June 1, 2020				\$1.38	Travel	Rental Car	Enterprise Rent-A-Car
Fidias L. Reina Jr.	Tuesday, June 2, 2020				\$117.40	Golf	Online Apparel and Equipment	Paypal MIKESGOLFOU googled: Mikesgolfoutlet.com
Fidias L. Reina Jr.	Tuesday, June 2, 2020				\$434.40	Retail-Local	Alcohol/Beverages	Total Wine and More
Fidias L. Reina Jr.	Thursday, June 4, 2020				\$50.87	Retail-Online	Computer Hardware	Paypal Payment to: Dr Crucial
Fidias L. Reina Jr.	Thursday, June 4, 2020				\$22.54	Health and Fitness	Pharmacy	Kaiser Pharmacy Sacramento
Fidias L. Reina Jr.	Sunday, June 7, 2020				\$39.99	Software	Antivirus	2CO.Com Malwarebytes
Fidias L. Reina Jr.	Sunday, June 7, 2020				\$93.28	Golf	Restaurant	Silverado F&B 0966 Food/Beverage
Fidias L. Reina Jr.	Tuesday, June 9, 2020				\$21.00	Golf	Lodging-Resort	Silverado Resort Lodging
Fidias L. Reina Jr.	Tuesday, June 9, 2020				\$171.34	Golf	Lodging-Resort	Silverado Resort Lodging
Fidias L. Reina Jr.	Saturday, June 13, 2020				\$1,035.19	Telecommunications	Mobile Phones	AT&T Bill Payment 98
Fidias L. Reina Jr.	Sunday, June 14, 2020				\$9.95	Travel	Insurance	Enterprise Rent-A-Car
Fidias L. Reina Jr.	Sunday, June 14, 2020				\$95.67	Home Goods and Services	Garden Supplies	Fast Growing Trees online nursery
Fidias L. Reina Jr.	Sunday, June 21, 2020				\$59.95	TBD	TBD	My Productive P
Fidias L. Reina Jr.	Monday, June 22, 2020				\$228.94	Telecommunications	Phone/Internet/TV	AT&T Bill Payment
Fidias L. Reina Jr.	Saturday, June 27, 2020				\$2,016.16	Travel	Airline	British Airways
Fidias L. Reina Jr.	Saturday, June 27, 2020				\$2,016.16	Travel	Airline	British Airways
Fidias L. Reina Jr.	Sunday, June 28, 2020				\$524.58	Travel	Booking Services	Hotel on Booking.com for Amsterdam
Fidias L. Reina Jr.	Wednesday, July 8, 2020				\$64.94	Retail-Online	General Merchandise	Amazon Marketplace
Fidias L. Reina Jr.	Thursday, July 9, 2020				\$238.38	Retail-Local	Alcohol/Beverages	Total Wine and More
Fidias L. Reina Jr.	Saturday, July 11, 2020				\$550.00	Charity	Donation	GOFUNDME
Fidias L. Reina Jr.	Saturday, July 11, 2020				\$494.90	Telecommunications	Mobile Phones	AT&T Bill Payment 98
Fidias L. Reina Jr.	Saturday, July 18, 2020				\$527.73	Retail-Online	Electronics	Bestbuy.com
Fidias L. Reina Jr.	Tuesday, July 21, 2020				\$219.74	Telecommunications	Phone/Internet/TV	AT&T Bill Payment
Fidias L. Reina Jr.	Sunday, July 26, 2020				\$63.84	Retail-Online	General Merchandise	Amazon.com
Fidias L. Reina Jr.	Tuesday, July 28, 2020				\$165.60	Pets	Pet Supplies	Chewy.com
Fidias L. Reina Jr.	Monday, August 3, 2020				\$474.14	Business Services	Trophies and Commemorative Art	That's Great News 05 Seminars
Jun Reina/CBA Capital Public Radio	Friday, August 7, 2020	\$4,085.78				Credit Card	Payment	Corp Online Payment Rec'd Thank You
Fidias L. Reina Jr.	Friday, August 7, 2020				\$1,000.00	Charity	Donation	Sacramento SPCA
Fidias L. Reina Jr.	Sunday, August 9, 2020				\$180.03	Retail-Local	Alcohol/Beverages	Total Wine and More
Fidias L. Reina Jr.	Wednesday, August 12, 2020				\$484.07	Telecommunications	Mobile Phones	AT&T Bill Payment 98
Fidias L. Reina Jr.	Sunday, August 16, 2020				\$119.88	Software	Online Fileshare	DropBox
Fidias L. Reina Jr.	Sunday, August 16, 2020				\$1,620.88	Travel	Lodging-Vacation Rental	Cascara Vacation Rentals: Sunriver Rentals
Fidias L. Reina Jr.	Monday, August 17, 2020				\$318.00	Travel	Lodging-Vacation Rental	VRBO Fee Homeaway
Fidias L. Reina Jr.	Monday, August 17, 2020				\$218.92	Travel	Insurance	CSA GGA DAM Trip Insurance
Jun Reina/CBA Capital Public Radio	Wednesday, August 19, 2020			\$3,799.27		Credit Card	Payment	Corp Online Payment Rec'd Thank You
Jun Reina/CBA Capital Public Radio	Monday, August 24, 2020	\$3,799.27				Credit Card	Payment	Corp Online Payment Rec'd Thank You
Fidias L. Reina Jr.	Monday, August 24, 2020				\$219.74	Telecommunications	Phone/Internet/TV	AT&T Bill Payment
Fidias L. Reina Jr.	Tuesday, August 25, 2020				\$331.89	Travel	Timeshare	Interval Int
Fidias L. Reina Jr.	Friday, August 28, 2020				\$1,620.87	Travel	Lodging-Vacation Rental	Cascara Vacation Rentals: Sunriver Rentals
Fidias L. Reina Jr.	Tuesday, September 8, 2020				\$1,000.00	Charity	Donation	Sacramento SPCA

Cardholder Name	Amex Transaction Date	Payment Source			AMEX Charge Amount	Spend Category	Purchase Type	Description
		CPR-FiveStar-Ops Acct	Statement Credit	Unknown				
Fidias L. Reina Jr.	Sunday, September 13, 2020				\$484.07	Telecommunications	Mobile Phones	AT&T Bill Payment 98
Fidias L. Reina Jr.	Thursday, September 17, 2020		\$1,427.57			Travel	Lodging-Vacation Rental	YPS Homeaway Credit
Fidias L. Reina Jr.	Monday, September 21, 2020				\$219.74	Telecommunications	Phone/Internet/TV	AT&T Bill Payment
Jun Reina/CBA Capital Public Radio	Friday, October 2, 2020	\$5,114.28				Credit Card	Payment	Corp Online Payment Rec'd Thank You
Fidias L. Reina Jr.	Thursday, October 8, 2020				\$1,000.00	Charity	Donation	Sacramento SPCA
Fidias L. Reina Jr.	Tuesday, October 13, 2020				\$419.82	Retail-Local	Alcohol/Beverages	Total Wine and More
Fidias L. Reina Jr.	Tuesday, October 13, 2020				\$219.74	Telecommunications	Phone/Internet/TV	AT&T Bill Payment
Fidias L. Reina Jr.	Wednesday, October 14, 2020				\$484.41	Telecommunications	Mobile Phones	AT&T Bill Payment 98
Fidias L. Reina Jr.	Thursday, October 22, 2020				\$739.40	Travel	Airline	Emirates Airlines
Fidias L. Reina Jr.	Thursday, October 22, 2020				\$740.40	Travel	Airline	Emirates Airlines
Fidias L. Reina Jr.	Thursday, October 22, 2020				\$103.60	Travel	Booking Services	Skylux Travel Service
Fidias L. Reina Jr.	Thursday, October 22, 2020				\$74.00	Travel	Booking Services	Skylux Travel Service
Fidias L. Reina Jr.	Friday, October 23, 2020		\$444.32			Travel	Booking Services	Credit on Booking.com Amsterdam
Fidias L. Reina Jr.	Wednesday, October 28, 2020				\$2,028.00	Travel	Booking Services	Skylux Travel Service
Fidias L. Reina Jr.	Wednesday, October 28, 2020				\$193.02	Travel	Airline	Turkish Airlines
Fidias L. Reina Jr.	Wednesday, October 28, 2020				\$193.02	Travel	Airline	Turkish Airlines
Fidias L. Reina Jr.	Wednesday, October 28, 2020				\$193.02	Travel	Airline	Turkish Airlines
Fidias L. Reina Jr.	Wednesday, October 28, 2020				\$193.02	Travel	Airline	Turkish Airlines
Fidias L. Reina Jr.	Wednesday, October 28, 2020				\$372.36	Travel	Timeshare	Interval Int
Fidias L. Reina Jr.	Tuesday, November 3, 2020				\$645.79	Travel	Rental Car	Enterprise Rent-A-Car
Fidias L. Reina Jr.	Wednesday, November 4, 2020				\$95.00	Travel	Booking Services	Skylux Travel Service
Fidias L. Reina Jr.	Wednesday, November 4, 2020				\$3,900.00	Travel	Booking Services	Skylux Travel Service
Fidias L. Reina Jr.	Thursday, November 5, 2020				\$392.00	Travel	Booking Services	Skylux Travel Service
Fidias L. Reina Jr.	Sunday, November 8, 2020				\$5.25	Travel	Insurance	AMEX Assurance CRLDC
Fidias L. Reina Jr.	Tuesday, November 10, 2020				\$1,000.00	Charity	Donation	Sacramento SPCA
Fidias L. Reina Jr.	Thursday, November 12, 2020				\$115.50	Retail-Online	Mobile Phones	AT&T K006 9968 ESTOR
Fidias L. Reina Jr.	Thursday, November 12, 2020				\$443.80	Travel	Rental Car	Enterprise Rent-A-Car
Fidias L. Reina Jr.	Sunday, November 22, 2020				\$107.69	Business Services	Membership-Professional Organization	F-G* AMERICANLEADERSH
Fidias L. Reina Jr.	Monday, November 23, 2020				\$219.74	Telecommunications	Phone/Internet/TV	AT&T Bill Payment
Jun Reina/CBA Capital Public Radio	Monday, December 7, 2020				\$39.00	Credit Card	Late Fee	Late Fee for 30 day past due balance

Totals: \$439,324.66 \$7,329.38 \$15,350.82 \$445,702.37

CPR-FiveStar-Ops Acct Payments	Statement Credits	Unknown Payments	Total Charges
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\$166,135.07 Less business related payments

\$273,189.59 Total transactions paid by CPR with no business purpose

Account Number	Post Date	Description	Debit
	5/10/2017	ACH PMT AMEX EPAYMENT	28,242.64
	5/24/2017	ACH PMT AMEX EPAYMENT	42,796.00
	6/23/2017	ACH PMT AMEX EPAYMENT	9,894.72
	8/22/2017	ACH PMT AMEX EPAYMENT	28,669.02
	9/8/2017	ACH PMT AMEX EPAYMENT	15,354.60
	9/19/2017	ACH PMT AMEX EPAYMENT	20,653.97
	11/6/2017	ACH PMT AMEX EPAYMENT	23,693.16
	11/16/2017	ACH PMT AMEX EPAYMENT	4,951.77

174,255.88 Sum of payments with dates earlier than those on the AMEX statements received and prior to the initial scope period