



EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

AGENDA

Board of Directors Meeting

AgeSong, 1440 40th Street

Emeryville, CA

September 22, 2011 - 2:00pm

Chair

Denise Pinkston,
TMG Partners

Vice Chair

Bob Canter,
Emeryville Chamber
of Commerce

Secretary/Treasury

Geoffrey Sears,
Wareham
Development

Directors

Sandy Brownstone,
Hines

Al DeGroot,
Novartis

Lisa Finnin-Ciccoli,
IKEA

Ron Weller,
Bay Street

Andrew Allen,
At-Large

Paula Hertel,
AgeSong

Michael Cullen,
Pixar

1. Call to Order
2. Public Comments
3. Approval of Minutes of July 28, 2011 Board Meeting
4. Business Items
 - A. Mobility in Emeryville, Presented by Rob Reese of Fehr and Peers
(*Information only*)
 - B. Executive Director Review/Contract Negotiations Committee
Assignment (*Action/Attachment*)
 - C. New Board Director Appointment, Paula Hertel of AgeSong representing
the residential community (*Action*)
 - D. Discussion of potential renaming of Watergate Express Route (*Action*)
 - E. Final Sustainable Transportation Plan to be adopted by the City of
Emeryville (*Information only/Attachment*)
5. Executive Director's Report
 - A. Monthly list of Disbursements for July and August 2011 (*Attachment*)
 - B. Status update on bus stop at Pixar
6. Suggestions/Requests from Board Members
7. Confirm date of Next Meeting – October 27, 2011 at 2:00pm
Also discuss rescheduling November and December ETMA Board meetings.
8. Closed Session – Status Update on Bus Yard/Real Estate
9. Adjournment

A complete copy of the agenda is available for public viewing in the Emeryville City Clerk's Office at 1333 Park Avenue at least 72 hours prior to the meeting. All writings that are public records and relate to an agenda item above will be made available at the meeting. The TMA will mail a copy of the agenda or, if requested, the entire agenda packet, to any person who has filed a written request for such materials. If requested, these materials will be made available in appropriate alternative formats to persons with disabilities. Written requests should be mailed to Emeryville TMA, 1300 67th Street, Emeryville, CA 94608.

To download a copy of the agenda packet, please visit our website at www.emerygoround.com. If you have comments or questions about this agenda, please email us at info@emerygoround.com, or call the Executive Director, Peter Oswald at (925) 937-0980.

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

ACTION SUMMARY MINUTES

Board Meeting of July 28, 2011

1. Call to Order

The meeting was called to order at 2:02 AM by Chair, Denise Pinkston

Directors Present: Denise Pinkston, Geoff Sears, Ron Weller, Lisa Finnin-Ciccoli, Paula Hertel

Staff present: Peter Oswald (Executive Director) and Roni Hatstrup (Executive Assistant)

City of Emeryville Staff present: Karen Hemphill

2. Public Comments

Karen Hemphill noted that NBS reported changes to the Property Based Improvement District (PBID) law. Have not determined when changes will take effect.

3. Approval of Minutes of May 19, 2011 Board Meeting

The minutes were approved unanimously.

4. Business Items

A. Recommendation for approval of contract with the City of Emeryville to continue operations of 8 to Go through June 2012

Director Sears asked for clarification of costs reimbursed by the City. Mr. Oswald explained that all costs both operational and administrative are invoiced and reimbursed by the City.

This item was approved unanimously.

B. Review and approval of 2011 Mid-year budget adjustment

This item was approved unanimously.

C. Presentation of Easy Pass by Cleo Goodwin of AC Transit

This item required no action by the Board.

D. Discuss potential renaming of Watergate Express Route

Director Pinkston suggested that this item be postponed to a later meeting when Director Brownstone could be involved.

5. Executive Director's Report

Mr. Oswald presented the following items to the Board as information:

A. Monthly List of Disbursements for May and June 2011.

B. Presentation of New Route Guide

C. Draft Rider Survey

Director Finnin-Ciccoli suggested adding legal language to the survey since it involves a gift giveaway and offered to send the language they have used at IKEA as a starting point.

D. City Council Action on PBID Levy

E. Presentation of Getaround Car Sharing Program

Director Pinkston suggested offering Getaround advertising opportunities on our website and bus monitors.

6. Suggestions/Requests from the Board Members

No additional comments or suggestions were made by the Board.

7. Confirm date of Next Meeting – September 22nd at 2:00pm.

Meeting date was confirmed.

8. Adjournment.

The meeting was adjourned at 3:20 PM.

EMERYVILLE TRANSPORTATION MANAGEMENT ASSOCIATION

STAFF REPORT MEMORANDUM

DATE: September 22, 2011

FROM: Peter Oswald, Executive Director

SUBJECT: Executive Director Review/Contract Negotiations Committee Assignment

RECOMMENDATION

It is recommended that the Board appoint a Committee to evaluate the performance of the Executive Director and negotiate a follow-on contract, if desired.

BACKGROUND

In your May 2010 meeting the Board adopted Policies and Procedures, one of which included the evaluation of the Executive Director.

On April 30, 2010 the Board approved Resolution 2010-1 appointing Gray-Bowen as Executive Director of the TMA for a term of one (1) year. In December 2010, a committee was formed to evaluate the performance of the Executive Director and negotiate a follow-on contract. In April 2011, the committee presented the results of their review to the Board along with a recommendation to execute a follow-on contract with Gray-Bowen. The Board approved the contract at the April 2011 Board meeting. The current contract term is set to expire December 31, 2011.

DISCUSSION

Such Committee should be appointed so as to perform the evaluation and present the results of the evaluation to the Board at the October 27, 2011 Board meeting. Once the performance evaluation is complete, the committee should enter into negotiations with Gray-Bowen for a follow-on contract, if desired.

FINANCIAL CONSIDERATIONS

Not applicable.

EMERYVILLE PLANNING COMMISSION

STAFF REPORT

Agenda Date: September 22, 2011

Report Date: September 15, 2011

TO: Planning Commission

FROM: Diana Keena, Associate Planner
Planning and Building Department

SUBJECT: **Consideration of Emeryville Sustainable Transportation Plan
Adoption and Background Report Acceptance
STUDY11-001**

SUMMARY

The plan includes strategies to improve transit service, transportation demand management, parking management, pedestrian and bicycle connectivity, and wayfinding.

BACKGROUND

On August 7, 2007 the City Council approved a contract with Nelson\Nygaard for a comprehensive analysis of public transit improvements and incentives for non-vehicle forms of transportation and to develop an Alternative Transportation Plan. In 2008 the Council requested Nelson\Nygaard's participation in an analysis of traffic mitigation measures for four major development projects and a study of Horton Street and Emery Station West circulation, which delayed their work on the Alternative Transportation Plan. In 2009 Nelson/Nygaard conducted stakeholder interviews and completed an Existing Conditions Report and Needs Assessment.

On October 13, 2009, the City Council adopted the new General Plan. The new General Plan includes goals T-G-3 on multi-modal transportation, T-G-4 on a walkable city, T-G-5 on the bicycle system, T-G-6 on the transit system, T-G-8 on a balanced parking supply, and T-G-11 on transportation demand management. The Sustainable Transportation Plan (renamed to reflect that transit, cycling and walking should not be considered "alternatives") will help to implement these goals.

In 2010 the consultants presented draft strategies at an open house and met with the Emeryville Transportation Management Association (ETMA), which operates the Emery Go-Round shuttle. On March 24, 2011, the Planning Commission reviewed a draft plan and recommended separating the findings and strategies into two documents. Also in 2011, the draft plan was reviewed by the City Council on May 3, the ETMA on May 10, the Bicycle/Pedestrian Advisory Subcommittee on June 6, and the Transportation Committee on June 28. Staff also received

V.C.

comments from staff at AC Transit on March 24, 2011, BART on July 20, 2011, and Oakland on July 13, 2011.

The City is preparing a Bicycle and Pedestrian Plan, under the direction of the Bicycle/Pedestrian Advisory Subcommittee. That committee also reviewed the Draft Sustainable Transportation Plan. Staff members have worked together to ensure that the two plans are consistent. The Sustainable Transportation Plan is more general. It identifies tools that could be used to enhance pedestrian and bicycle infrastructure, among other things. The draft Bicycle and Pedestrian Plan is more specific, showing where and how these and other tools can be used.

DISCUSSION

The recommended strategies are on pages 6–17 of the plan. The background report includes more detailed analysis and recommendations. Many of the strategies came from the review process. The attached table lists review comments along with additions and changes made in response to those comments.

ENVIRONMENTAL REVIEW

For the purposes of the California Environmental Quality Act, this plan is covered by the Environmental Impact Report for the General Plan, which was certified by the City Council on October 13, 2009.

RECOMMENDED COMMISSION ACTION

Approve the attached Resolution recommending that the City Council adopt the Emeryville Sustainable Transportation Plan and accept the Emeryville Sustainable Transportation Background Report.

Attachments: Planning Commission Resolution No. STUDY11-001
Response to Comments on the Draft Emeryville Sustainable Transportation Plan
Emeryville Sustainable Transportation Plan
Emeryville Sustainable Transportation Background Report

Responses to Comments on the Draft Emeryville Sustainable Transportation Plan - 2011

Commenter	Comment	Plan Page	Background Report Page	Response Summary
AC Transit March 24	Study what mode employees need; don't assume that a streetcar is the answer	8	4-11	TI4 Study enhanced link to Berkeley, Oakland, BART, Amtrak and AC Transit
	Require EasyPass in new development	10	4-22	TD3 Promote AC Transit EasyPass Program; reduce parking requirements, make it a mitigation measure, and/or grant bonus points
	West of 40th/San Pablo facilitate transfers; Route 57 duplicated Emery Go-Round route	6	4-6	TS4 Restore AC Transit Route 57 west from 40th/San Pablo; this would connect points in Oakland to western Emeryville without transfers
	Advertise F and 88 bus routes from Market Street to downtown Berkeley	9	4-9	TI5 Create an Emeryville transit map of the area within 3 miles of Emeryville; advertise local fares for East Bay trips on transbay buses
	Work together on design of F bus stops	6	4-7	TC1 Work with AC Transit on design of F bus stops
	Coordinate marketing including City map	9	4-9	TI5 Create an Emeryville transit map and coordinate marketing
	Install signs at San Pablo/40th bus hub to facilitate transfers	8	4-6	TC10 Improve 40th/San Pablo bus hub with shelters, signs and kiosk to create a transit center similar to 20th Street Uptown Center in Oakland
	Eliminate parking minimums	12	4-31	AP6 Reduce and consider eliminating parking minimums
	Put AC Transit and Congress for New Urbanism ideas into street design manual	14	4-47	PC9 Develop street design manual; incorporate AC Transit <i>Designing with Transit</i> and Congress for New Urbanism <i>Context Sensitive Design</i>
Planning Commission March 24	Conduct an origin-destination study	10	4-23	TD5 Use employee origin-destination data
	Transit should be accessible to all	14	4-8	TC5 Include ramps and rear doors on new Emery Go-Round buses
	Capital Corridor is commuter rail	3	2-28	Capital Corridor is a commuter train... 16 daily trains in Emeryville
	Emery Go-Round should serve residents and perimeter	6	4-5	TS1 Add 40th/San Pablo stops to Hollis route
	AC Transit should serve downtown Berkeley from Christie-Powell	6	4-5	TS2 Extend AC Transit from Christie-Powell area to downtown Berkeley; publicize local fares on transbay routes
	Locate a transbay stop near Amtrak	18	2-28	Transbay buses stop across pedestrian bridge from Amtrak
	Move carpool sign to new bus stop	9	4-14	TD1 Locate carpool signs at bus stops/ relocate if stop moves
	Install Bay Trail signs	16	4-67	WF1 Install Bay Trail signs on entire Bay Trail
	Use universal parking space sizes	11	4-43	AP4 Consider uniform parking stall sizes
	Street closures include farmers markets	13	4-54	PC4 Pedestrian programs could include ... farmers markets
	Improve connection to Peninsula	13	4-50	PC6 Improve and activate pedestrian environment under I-80
	We need safer crossings of San Pablo Avenue	14	4-45	PC10 Improve crosswalks and sidewalks; prioritize on San Pablo Avenue
City Council May 3	Emphasize employees	10	4-23	TD5 Use employee origin-destination data
	Require commuter checks	10	4-24	TD4 Use commuter checks for bonus points or mitigation measures
	Direct people to shopping	16	4-66	WF3 Destinations should include shopping areas...
	Art Committee may install boundary art signs	17	4-66	WF5 Mark gateways with art
	Improve pedestrian bus environment	14	4-45	PC10 Improve crosswalks and sidewalks ... at bus stops
	"	7	4-10	TC7 Install shelters, benches and trash bins at bus stops
	Install countdown signal lights	14	4-45	PC10 Improve crosswalks ... and install countdown signals

Commenter	Comment	Plan Page	Background Report Page	Response Summary
Emeryville Transportation Management Association May 10	Define role of agencies in strategy table	5	-	The City will work with other potential players to carry out strategies
	Emery Go-Round needs a permanent yard	6	4-10	TC2 Assist ETMA in acquiring and securing a permanent yard
	Acknowledge PBID renewal schedule	-	4-10	Property-based business improvement district must renewed in 2016
	Bus-only lanes are a high priority	7	4-7	TC6 Analyze, design and stripe bus-only lanes on Hollis Street
	Study how to get buses through gridlock	7	4-10	TC8 Engineer streets to help buses through congestion
	To cross tracks we need a bridge	8	4-5	TC11 Consider one-lane bus-only bridge over tracks on 64th or 65th
	We may develop a smart phone application	8	4-8	TI2 Develop an Emery Go-Round Smart Phone Application
	We have a public bike sharing proposal	10	4-21	TD6 Explore employer and public bicycle sharing
	We could post a schedule at BART station	8	4-9	TI3 Post Emery Go-Round schedule at BART
	Counters will provide ridership data	9	4-9	TI6 Include passenger counters on new Emery Go-Round buses
	We could discuss delivery with members	11	4-24	TD7 Explore consolidated home delivery service for high-volume retailers
Bicycle/ Pedestrian Advisory Committee June 26	Mode share should be measured often	-	1-2	Mode share can be monitored using Census data and counts
	Emery Go-Round website should show BART stop location and have better link to NextBus	8	4-9	TI1 Add BART station location to Emery Go-Round website; other issues could be resolved with NextBus
	We need frequent, dense 24-hour transit service to support unbundled parking	6	4-10	TS3 Expand late-night AC Transit and Emery Go-Round service; the long-term vision is extensive, frequent 24-hour transit
	Provide carpool parking without taking up all of the Peninsula parking	9	4-14	TD1 Designate Peninsula carpool parking if residential permit parking at Watergate Condos and 2-hour parking at parks are established
	Pedestrian signs should match Oakland	16	4-66	WF3 Bicycle and pedestrian signs should match Berkeley and Oakland
	Neighborhood walking maps are good	16	4-67	WF4 Install neighborhood walking maps; prioritize transit hubs and pedestrian priority zones
	We need safe construction detours	17	4-67	WF6 Require well signed construction detours with advance notice
	Require plug-in parking spaces for residents	11	4-43	AP3 Require electric vehicle charging circuits for residential parking
	Locate car parking farther from unit entrances than bike parking and pedestrian access	11	4-43	AP5 Locate walkway access and bicycle parking closer to occupied spaces in buildings than auto parking
	Establish historical walking tours	13	4-55	PC4 Pedestrian programs could include ... area walking tours
	Consider a smart phone application for reporting problems with sidewalks etc.	13	4-52	PC2 Utilize reporting technology; online tools and smart phone applications could help the public monitor pedestrian infrastructure
	Reduce wait at signals	14	4-46	PC8 Reduce pedestrian wait at signals
	Put bike lockers or valet bike parking at shopping centers and movie venues	15	4-61	BC4 Consider secure temporary bicycle parking for shoppers, diners and movie-goers, such as bicycle lockers or valet bicycle parking
	We need a bicycle station at BART	16	4-60	BC9 Work with BART to create a bicycle station at MacArthur BART
We need a spot at the BART station for each Emery Go-Round route	16	4-68	WF7 Work with BART, ETMA and Oakland to design signs at shuttle stop designating a spot for each Emery Go-Round route	
Oakland July 13	BART station improvements are starting construction; signs are not designed yet	17	4-7, 4-68	WF7 Design Emery Go-Round wayfinding and a spot for each route at the BART station; work with BART, ETMA and Oakland to design signs
BART July 20	Name change requires application, fee	9	4-11	TI7 Work with BART to add "Emeryville" to MacArthur station name

Emeryville Transportation Mgt. Assoc. Check register

Type	Date	Num	Name	Memo	deposit	check	Balance
8 to Go							
Check	07/08/2011	274	Penske Truck Leasing	Maintenance		222.38	5,184.64
Total 8 to Go					0.00	222.38	5,184.64
MMSummit Pre-PBID funds							137,699.40
Money Market 48000108							
Payment	07/05/2011		Berkeley Gateway TMA	Berkeley shuttle	14,261.65		645,801.43
Transfer	07/11/2011			Funds Transfer		100,000.00	545,801.43
Payment	07/22/2011		Berkeley Gateway TMA	Berkeley shuttle	13,860.00		559,661.43
Payment	07/29/2011		CITY OF EMVERYVILLE	8 to go shuttle	18,839.68		578,501.11
Deposit	07/31/2011			Interest	383.63		578,884.74
Total Money Market 48000108					47,344.96	100,000.00	578,884.74
Operating acct 4500054							69,168.87
Check	07/01/2011	efile	TCF Equipment Finance, Inc.	Bus 2107 lease/purchase		4,406.34	64,762.53
Check	07/01/2011		John Tounger, CPA	Accounting		1,450.00	63,312.53
Check	07/01/2011		6701 San Pablo, LLC	Rent		5,815.08	57,497.45
Check	07/01/2011		Bank of Alameda Bus # 115 Loan	Bus 115 loan payment		5,644.43	51,853.02
Check	07/01/2011		Bank of Alameda Bus # 114 Loan	Bus 114 loan payment		4,122.87	47,730.15
Check	07/01/2011		LMI.net	ISP		22.16	47,707.99
Check	07/05/2011	6114	ADMACdi	EGR annual report printing		4,174.36	43,533.63
Check	07/05/2011	6115	ADMACdi	Printing		1,116.40	42,417.23
Bill Pmt -Check	07/05/2011	6116	Penske Truck Leasing	Maintenance		967.05	41,450.18
Check	07/05/2011	6117	Sprint	Driver phones		851.49	40,598.69
Check	07/07/2011	6118	Waste Management	Garbage Service June		100.67	40,498.02
Check	07/08/2011	6119	Gray-Bowen	May services		25,108.44	15,389.58
Check	07/08/2011	6120	Ted & Joe's	Towing Bus 2103		462.50	14,927.08
Bill Pmt -Check	07/08/2011	6121	Penske Truck Leasing	Maintenance & lease payment		9,586.59	5,340.49
Transfer	07/11/2011			Funds Transfer	100,000.00		105,340.49
Check	07/12/2011	6122	AC Transit	Fuel		22,419.91	82,920.58
Check	07/12/2011	6123	Anchor Auto Body & Detailing	Bus cleaning June 18th- July 9th		2,100.00	80,820.58
Check	07/12/2011	6124	WorldWide Communications	Photos		125.00	80,695.58
Check	07/15/2011	efile	TCF Equipment Finance #100	2102 2103 payment		7,817.29	72,878.29
Check	07/15/2011	6125	Hanson Bridgett Inc.	Legal services		951.80	71,926.49
Check	07/21/2011	6126	Transit Information Products	Bus Guide Holders		1,305.15	70,621.34
Check	07/31/2011	6127	SFO Shuttle Bus Co.	Berkeley shuttle		11,046.00	59,575.34
Check	07/31/2011	6128	ADMACdi	Signs & schedules printing		5,686.67	53,888.67
Total Operating acct 4500054					100,000.00	115,280.20	53,888.67

**Emeryville Transportation Mgt. Assoc.
Check register**

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Deposit</u>	<u>Check</u>	<u>Balance</u>
8 to Go								
	Bill Pmt -Check	08/12/2011	275	Penske Truck Leasing	Cust# 61379700-0522		222.38	4,962.26
Total 8 to Go						0.00	222.38	4,962.26
MMSummit Pre-PBID funds Money Market 48000108								137,699.40
	Transfer	08/07/2011			Funds Transfer		130,000.00	448,884.74
	Transfer	08/15/2011			Funds Transfer		125,000.00	323,884.74
	Payment	08/23/2011		EBI Campus LLC	Direct bill	1,945.68		325,830.42
	Payment	08/23/2011		CITY OF EMVERYVILLE	Pbid payment	1,091,969.00		1,417,799.42
	Transfer	08/23/2011			Funds Transfer		35,000.00	1,382,799.42
	Deposit	08/31/2011			Interest	381.06		1,383,180.48
Total Money Market 48000108						1,094,295.74	290,000.00	1,383,180.48
Operating acct 4500054								
	Check	08/01/2011	efile	TCF Equipment Finance, Inc.	Bus 2107		4,366.19	49,522.48
	Check	08/01/2011	efile	LMI.net	Sept		22.16	49,500.32
	Check	08/01/2011	efile	John Tounger, CPA	Accounting		1,450.00	48,050.32
	Check	08/01/2011	e-payment	Bank of Alameda Bus # 113 Loan			4,122.87	43,927.45
	Check	08/05/2011	995007	Bank of Alameda Bus # 115 Loan			5,644.43	38,283.02
	Transfer	08/07/2011			Funds Transfer	130,000.00		168,283.02
	Check	08/08/2011	efile	TCF Equipment Finance #100	2102 2103 payment		7,817.29	160,465.73
	Bill Pmt -Check	08/08/2011	6129	Penske Truck Leasing	Repairs		24,996.06	135,469.67
	Check	08/08/2011		LBA RIV - Company XII, LLC	Rent		5,989.53	129,480.14
	Check	08/08/2011	6139	AT&T-3761	510 652 3761		56.11	129,424.03
	Check	08/08/2011	6131	Anchor Auto Body & Detailing	Bus cleaning July 16 to Aug 6		2,100.00	127,324.03
	Check	08/08/2011	6132	Department of Housing and Community Devel	Modular building fees C08731 CCJ2559		33.00	127,291.03
	Check	08/08/2011	6133	Department of Housing and Community Devel	Modular building fees C08732 CCJ2728		33.00	127,258.03
	Check	08/08/2011	6134	Sprint	Driver phones		971.11	126,286.92
	Check	08/08/2011	6135	Waste Management	Garbage Service		100.67	126,186.25
	Check	08/08/2011	6138	AT&T 3862	Phone 510 451-3862		174.27	126,011.98
	Check	08/08/2011	6140	SFO Shuttle Bus Co.	July		104,030.46	21,981.52
	Bill Pmt -Check	08/12/2011	6136	Penske Truck Leasing	Lease and repairs		9,586.59	12,394.93
	Check	08/12/2011	6137	AC Transit	Fuel		21,200.64	-8,805.71
	Transfer	08/15/2011			Funds Transfer	125,000.00		116,194.29
	Check	08/16/2011	6141	SFO Shuttle Bus Co.	June		79,676.05	36,518.24
	Check	08/23/2011	6142	Gray-Bowen	June services		22,673.96	13,844.28
	Check	08/23/2011	6144	Hub International	Directors - Officers Liability Insurance		1,375.00	12,469.28
	Check	08/23/2011	6145	Ryder Transportation Services	Lease payment		4,687.55	7,781.73
	Check	08/23/2011	6146	AT&T-3761	510 652 3761		52.89	7,728.84
	Check	08/23/2011	6147	Copy Central	Copies		42.96	7,685.88
	Check	08/23/2011	6148	Citicomm Wireless, Inc.	cell phone repair		100.00	7,585.88
	Check	08/23/2011	6149	Alhambra and Sierra Springs	Water Service		275.46	7,310.42
	Bill Pmt -Check	08/23/2011	6150	Penske Truck Leasing	repairs		189.54	7,120.88
	Transfer	08/23/2011			Funds Transfer	35,000.00		42,120.88
	Check	08/26/2011	6151	Hub International	General liability insurance		2,013.38	40,107.50
	Bill Pmt -Check	08/29/2011	6152	Penske Truck Leasing	repairs		2,220.75	37,886.75
	Check	08/29/2011	6153	Ryder Transportation Services	Lease payment		4,687.55	33,199.20
	Check	08/29/2011	6154	Ryder Transportation Services	Lease payment		4,616.84	28,582.36

**Emeryville Transportation Mgt. Assoc.
Check register**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Deposit</u>	<u>Check</u>	<u>Balance</u>
Check	08/29/2011	6155	SFO Shuttle Bus Co.	West Berkeley July		10,520.00	18,062.36
Check	08/31/2011	6161	LBA RIV - Company XII, LLC	7-15 to 7-31 pro rated rent		3,284.58	14,777.78
					290,000.00	329,110.89	14,777.78

Total Operating acct 4500054