#### South Natomas TMA<sup>TM</sup> Board of Directors Meeting Wednesday, August 6, 2014 Meeting Minutes

## I. Call to Order

President Chris Antonucci called the meeting to order at approximately 7:31AM on Wednesday, August 6, 2014 in the First Floor Conference Room at 2150 River Plaza Drive in Sacramento, CA. Attending were Chris Antonucci, Jennifer Elwood (via telephone), Suman Jha, Scott Little, Matt McNamara, Laurie Melson, Kendra Murray, Taneisha Spain, Bill Vanderslice and SNTMA staff Stephanie Merten and Jason Vitaich.

## II. Approval of Previous Meeting's Minutes

A motion was made to approve the July 2, 2014 Board Meeting Minutes. The motion was moved by Chris Antonucci, seconded by Bill Vanderslice. The motion passed unanimously, 8:0.\*

(\*Taneisha Spain arrived shortly after this vote was taken.)

## III. New Business

A motion was made by Suman Jha to approve the Major Capital Improvements Request by Metzler I Metro Center LP to resurface approximately 8,400 square feet of a walking path on their property. The motion was seconded by Chris Antonucci. The motion passed unanimously, 9:0.

A motion was made by Matt McNamara to approve the second quarter SNTMA financials (see Attachment "A"). The motion was seconded by Kendra Murray. The motion passed unanimously, 8:0\*. (\*Suman Jha left moments prior to this vote being taken.)

- A. Executive Director Jason Vitaich delivered the following report:
  - The switch from Allevity to ADP and HR To Go is progressing. We are still waiting on the 401 source documentation from Allevity after having made several formal requests but payroll and benefits have transitioned without incident.

## B. Stephanie Merten delivered the following Membership Report:

- Commuter Club
  - SNTMA Commuter Club is performing well
- Campaigns and events promoted through the Commuter Club
  - 7/16 Email to all Commute Coordinators RE: I-80 Across The Top Construction, 8/19 Luncheon, Subsidies, Facebook
- Programs
  - o Six Low Emissions subsidies awarded for July
  - Five AMTRAK subsidy awarded for July
  - o Six Bike Maintenance subsidies awarded for July

- One Bucks For Bikes subsidy awarded in July
- o Three Transit subsidies awarded for July
- o Eighteen Carpool subsidies awarded for July
- Two hundred thirty-three "LIKES" on Facebook as of July
- o Four monthly Facebook Contest entries

#### • Meetings

- o July TDM Taskforce Meeting was canceled
- Other
- 7/10 helped at 50 Corridor TMA's annual event at Gold Point Corporate Center
- 7/23 SNTMA Ice Cream Social at Sutter Health:
  79 pops handed out in 25 minutes
- Scheduled and started planning fourth and final 2014 Commuter Luncheon for 10/22 at Sierra Health Foundation, Topic – Zero Waste Events; keynote speaker Andrea Stevenson, Atlas Waste

#### • August Activities

- Deliver thirty-nine subsidy checks, five weekly gas card drawing gas cards, four Facebook Contest prizes
- o 8/13 TDM Task Force Meeting
- o 8/14 Ice Cream Social at 1755 Creekside Oaks Drive
- 8/19 Commuter Club Luncheon use of Commuter Club site as topic, Rebecca Garrison of 50 Corridor TMA as keynote speaker
- 8/21 Health & Wellness Fair Community Service Development open to all tenants of Natomas Corporate Center tenants (Donohoe Property Management Tenants)
- Package and deliver Third Quarter promotional items to one hundred fifty Commuter Club Trip Diary keepers

#### IV. Adjourn

The meeting adjourned at approximately 8:55 AM. The next SNTMA Board meeting is scheduled for Wednesday, September 3, 2014 at 7:30 AM at 2150 River Plaza Drive, Sacramento, CA.

Respectfully submitted,

Bill Vanderslice SNTMA Secretary



# SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN. **Balance Sheet**

As of June 30, 2014

	Jun 30, 14
ASSETS	
Current Assets	
Checking/Savings	
10100 · Checking - River City Bank	50,788.95
10200 - Liquid CD - River City Bank	230,619.42
10900 - Money Market - Merrill Lynch	64,424.00
Total Checking/Savings	345,832.38
Accounts Receivable	
11000 - Accounts Receivable	25,951,84
11507 - Tenant Dues 2010	350.00
Total Accounts Receivable	26,301.84
Other Current Assets	
12501 - Prepaid Rent	662.00
Total Other Current Assets	662.00
Total Current Assets	372,796,22
	012,150.22
Fixed Assets	
13000 - Furniture and Equipment	3,510.37
13500 · Accumulated Depreciation	-1,827.39
Total Fixed Assets	1,682.98
Other Assets	
18000 · Merrill Lynch Reserve Account	1,194.11
18007 · CD Goldman Sachs Bk mat 9/15/15	10,000.00
18008 - Discover CD 3/28/16 .8%	18,000.00
18009 · CD 1stbk PrtoRico 3/20/15 0.75%	13,000.00
18011 · CD Bank of China 2/26/15 0.3%	20,000.00
18012 · CD Discover Bank 2/26/16 0.45%	35,000.00
18013 · CD Goldman Sachs 2/27/17 1.0%	25,000.00
18099 - ML Unrealized Net Gain/Loss	-236.78
Total Other Assets	121,957.33
TOTAL ASSETS	496,436.53
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
20210 - Visa Credit Card	1,018.55
Total Credit Cards	1,018.55

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South Natomas TMA Board Meeting August 6, 2014 Attachment "A" Page 4 of 9

> 3:11 PM 07/24/14 Accrual Basis

#### SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN. Balance Sheet As of June 30, 2014

	Jun 30, 14
Other Current Liabilities	
20300 · Accrued Wages	8,722.13
Total Other Current Liabilities	8,722.13
Total Current Liabilities	9,740.68
Total Liabilities	9,740.68
Equity	
39000 - Net Assets	394,041.88
Net Income	92,653.97
Total Equity	486,695.85
TOTAL LIABILITIES & EQUITY	496,436.53

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		Apr - June 14	Budget	Jan - Jun 14	YTD Budget	Annual Budge
rdinary Inc	ome/Expense					
Incor						
	102 · Tenant Dues	917.78	48,750.00	209,527.48	97,500.00	195,000.
	103 · Developer Dues	0.00	9,498.00	20,706.63	18,996.00	37,992.
	105 · SACOG Grant	8,277.00	7,643.00	15,714.00	7,643.00	30,572
	107 · SACOG Bike Month Reimbur		700.00	0.00	700.00	700
Total	Income	9,194.78	66,591.00	245,948.11	124,839.00	264,264
Gross Pi	ofit	9,194.78	66,591.00	245,948.11	124,839.00	264,264
Expe	ise					
	dministrative Expenses					
	Salaries and Wages					
	50100 · Salary - Executive Dire	ector 19,842.97	18,426.00	36,851.23	36,852.00	73,704
	50110 · Bonus - Executive Dir	ector 0.00	0.00	0.00	0.00	2,000
	50120 · Salary - Member Serv	vices Mgr 13,239.03	12,294.00	24,586.77	24,588.00	49,176
	50130 · Bonus - Member Ser	vices Mgr 0.00	0.00	0.00	0.00	1,000
	50150 · Wages - Trip Planner	0.00	90.00	0.00	180.00	360
	Total Salaries and Wages	33,082.00	30,810.00	61,438.00	61,620.00	126,240
	Payroll Expenses					
	50300 · Employee Benefits	3,878.55	2,402.00	4,395.52	4,804.00	9,609
	50325 · Payroll Fees - Staff Re	esources 1,372.92	1,366.00	1,597.71	1,585.00	4,460
	50350 · Payroll Taxes	2,530.77	2,350.00	5,652.00	5,778.00	17,408
	50400 · Worker's Compensat	tion Insurance 1,863.80	416.00	2,184.20	831.00	1,703
	Total Payroll Expenses	9,646.04	6,534.00	13,829.43	12,998.00	33,180
т	otal Administrative Expenses	42,728.04	37,344.00	75,267.43	74,618.00	159,420
o	perating Expenses					
	51000 · Automobile Expense	49.77	240.00	81.41	480.00	960
	51005 · Board Member Gifts	0.00	0.00	0.00	500.00	500
	51010 · Business Tax	0.00	110.00	0.00	110.00	110
	51015 · Depreciation	210.50	90.00	421.00	180.00	360
	51025 · Dues and Subscriptions	220.00	150.00	220.00	1,057.00	1,057
	51050 · Insurance	2,581.00	2,100.00	3,071.00	2,100.00	2,100
	51700 · Meals and Entertainment	t 239.38	150.00	315.51	300.00	600
	51725 · Office Expense	1,514.94	600.00	1,514.94	1,200.00	2,400
	51730 · Professional Fees					
	53401 · Accounting	1,105.00	1,050.00	2,085.00	2,100.00	4,200
	53403 · Audit	0.00	0.00	0.00	600.00	600
	53404 · Computer Adminstra	tion (IT) 0.00	300.00	0.00	600.00	1,200
	53405 · Legal	0.00	150.00	0.00	300.00	600
	43406 · Bank Service and Fina	ance Fees 202.38	0.00	202.94	0.00	0
	Total 51730 · Professional Fees	1,307.38	1,500.00	2,287.94	3,600.00	6,600
	51735 · Rent	1,969.45	1,909.00	3,905.80	3,796.00	7,636
	51750 · Staff Seminars and Trave	el 12.25	150.00	12.25	300.00	600
	52300 · Telephone and Utilities	1,071.50	720.00	1,953.33	2,070.00	3,510
Т	otal Operating Expenses	9,176.17	7,719.00	13,783.18	15,693.00	26,433

	Membership Programs & Outreach					
	Subsidies					
	51200 · Guaranteed Ride Home	84.20	150.00	170.40	300.00	600
	51400 · Vanpool Subsidy	0.00	330.00	0.00	660.00	1,320.
	51450 · Carpool Subsidy	3,400.00	4,000.00	5,900.00	7,000.00	14,000
	51475 · RT Pass Subsidy	700.00	3,000.00	1,350.00	5,250.00	10,500.
	51500 · Transit					
	51501 · Amtrak	900.00	750.00	1,478.00	1,500.00	3,000.
	Total 51500 · Transit	900.00	750.00	1,478.00	1,500.00	3,000
	56010 · Bike Subsidy - Purchase	3,177.90	3,500.00	3,177.90	3,500.00	3,500
	56015 · Bike Subsidy - Maintenance	2,400.00	900.00	3,300.00	1,800.00	3,600
	56055 · Capital Improvements Program	2,451.00	3,750.00	2,451.00	7,500.00	15,000
	56066 · Residential Car Charging Subsdy	1,331.80	0.00	2,331.80	10,000.00	10,000
	56067 · Walking Subsidy	0.00	0.00	500.00	500.00	500
	56068 · High Efficiency Auto Subsidy	850.00	3,000.00	1,400.00	6,000.00	12,000
	56069 · Commuter Bike Subsidy-Purchas	e 8,000.03	8,000.00	8,000.03	8,000.00	8,000
	Total Subsidies	23,294.93	27,380.00	30,059.13	52,010.00	82,020
	Programs					
	56005 · Bike Safety Clinics	700.00	450.00	700.00	600.00	900
	56008 · Bike Share Program	0.00	0.00	3,797.50	3,750.00	3,750
	Total Programs	700.00	450.00	4,497.50	4,350.00	4,650
	Outreach					
	51505 · Property Manager Appreciation	0.00	0.00	0.00	0.00	700
	51595 · Marketing and Promotion Mat.	1,678.81	3,055.00	4,047.21	5,425.00	11,075
	51600 · Commuter Club					
	51590 · Commuter Club Incentives	552.44	375.00	960.25	750.00	1,500
	52541 · CC Website Development	851.25	498.00	851.25	996.00	2,000
	Total 51600 · Commuter Club	1,403.69	873.00	1,811.50	1,746.00	3,500
	51804 · Annual Meeting					
	51808 · Annual Member Recognition	0.00	0.00	0.00	0.00	0
	51804 · Annual Meeting - Other	1,455.65	0.00	3,922.54	5,000.00	7,000
	Total 51804 · Annual Meeting	1,455.65	0.00	3,922.54	5,000.00	7,000
	52400 · Sponsorship	180.00	435.00	580.00	435.00	935
	56002 · Bike Commute Month	351.57	1,000.00	351.57	1,000.00	1,000
	56003 · Quarterly Educational Lunches	673.72	400.00	1,172.66	800.00	1,600
	56070 · Facebook Contests and Incentive		480.00	901.00	960.00	1,920
	Total Outreach	6,382.44	6,243.00	12,786.48	15,366.00	27,730
	Total Membership Programs & Outreach	30,377.37	34,073.00	47,343.11	71,726.00	114,400
	Total Expense	82,281.58	79,136.00	136,393.72	162,037.00	300,253
Net	Ordinary Income	-73,086.80	-12,545.00	109,554.39	-37,198.00	-35,989.
	er Income/Expense Other Income					
	40200 · Interest Income	620.99	360.00	705.98	720.00	1,440
	Total Other Income	620.99	360.00	705.98	720.00	1,440
	Other Expense					
	56065 · Major Capital Improvements	9,575.20	7,500.00	17,606.40	15,000.00	30,000
	Total Other Expense	9,575.20	7,500.00	17,606.40	15,000.00	30,000
Net	Other Income	-8,954.21	-7,140.00	-16,900.42	-14,280.00	-28,560
.not		-0,004.21	-1,140.00	-10,000.42	-14,200.00	-20,000
	ome	-82,041.01	-19,685.00	92,653.97	-51,478.00	-64,549

South Natomas TMA Board Meeting August 6, 2014 Attachment "A" Page 7 of 9

SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN. Quarterly Investment Policy Report As of June 30, 2014

	_				
Dusiness Banking Account		Total	Investment Type	Investment	Date
And the second second	_	TO GREAT	succession rape	Hereite parent	- Cate
Cash in River City Checking		50,788.96	Cash/Cash Equ	0.02%	NA
Business Banking Account SubTotal		50,788.96	Casely Casel and	Second (S	1905
betweet samong Account sub rotal	*	30,788.99			
	_				
				Investment	Maturity
Operating Reserve Account		Total	Investment Type	Return (APR)	Date
River City Bank Liquid CD	\$	230,619.42	Cash/Cash Eqv	0.31%	Monthly
Merrill Lynch Money Market	\$	64,424.00	Cash/Cash Eqv	0.00%	NA
Operating Reserve Account SubTotal	\$	295,043.42			
				Investment	Maturity
Capital Investment Account		Total	Investment Type	Return (APR)	Date
Merrill Lynch Reserve Account	\$	1,194.11	Cash/Cash Egy	NA	NA
GoldmanSachs CD 9/21/15 1.15%					
	-	30,000.00	Red	1.15%	9/15/2015
CD Discover Bank 3/28/16 0.8%		10,000.00	Fixed Fixed	1.15%	9/15/2015 9/20/2015
	\$				
CD Discover Bank 3/25/16 0.8%	\$	18,000.00	Fixed	0.75%	9/20/2015
CD Discover Bank 3/25/16 0.8% CD Restbank Puerto Rico 3/20/15 0.75%	\$ \$ \$	18,000.00	Rxed Rxed	0.75%	9/20/2015 3/28/2016
CD Discover Bank 3/28/16 0.8% CD Firstbank Puerto Rico 3/20/15 0.75% CD Bank of China 2/26/15 0.3%	~ ~ ~ ~	18,000.00 13,000.00 20,000.00	Rxed Rxed Rxed	0.75% 0.80% 0.30%	9/20/2015 3/28/2016 2/26/2015
CD Discover Bank 3/28/16 0.8% CD Firstbank Puerto Rico 3/20/15 0.75% CD Bank of China 2/26/15 0.3% CD Discover Bank 2/25/16 0.45%		18,000.00 13,000.00 20,000.00 35,000.00	Roed Roed Roed Roed Roed	0.75% 0.80% 0.30% 0.45%	9/20/2015 3/28/2016 2/26/2015 2/26/2016
CD Discover Bank 3/28/36 0.8% CD Firstbank Puerto Rico 3/20/25 0.75% CD Bank of China 2/26/15 0.3% CD Discover Bank 2/26/16 0.45% CD Goldman Sacha 2/27/14 1.0%		18,000.00 13,000.00 20,000.00 35,000.00 25,000.00	Roed Roed Roed Roed Roed	0.75% 0.80% 0.30% 0.45%	9/20/2015 3/28/2016 2/26/2015 2/26/2016

		Cash Flow Guidelines					
Account	Total (5)	Months Available	Misimum	Target	Maximum		
<b>Business Banking Account</b>	\$ 50,769	2.5	2	3	4		
Operating Reserve Account	\$ 295,043	14.8	4	9	12		
Capital Investment Account	\$ 121,957	6.1	0	з	6		
Total	\$ 467,790						

	Asset Allocation Guidelines						
Account		Total (5)	Percentage	Minimum	Target	Maximum	
Cash/Cash Equivalent		\$ 346,790	74%	50%	75%	100%	
Red Income		\$ 121,000	26%	0%	25%	40%	
Equity		•	0%	9	8	10%	
Total		\$ 467,790					

Average Monthly Revenue Estimate Average Monthly Espense Estimate

\$ 20,495.68 \$ 20,000.00

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#### SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN. A/R Aging Summary As of June 30, 2014

-	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
American income Life incurance (	0.00	0.00	0.00	0.00	350.00	350.00
Bert L. Howe & Associates	0.00	0.00	0.00	0.00	350.00	350.00
Bevan & Bevan & Accoolates	0.00	0.00	0.00	0.00	1,050.00	1,050.00
Bowman & Accoolates	0.00	0.00	0.00	0.00	436.80	436.80
CalHEER8	0.00	0.00	0.00	0.00	3,810.70	3,810.70
Dan Parrich Incurance Services	0.00	0.00	0.00	0.00	350.00	350.00
Danka	0.00	0.00	0.00	0.00	350.00	350.00
Delegata	0.00	0.00	0.00	0.00	7,315.80	7,315.80
Dequine & Associates	0.00	0.00	0.00	0.00	350.00	350.00
Greve, Clifford, Wengel & Paras	0.00	0.00	0.00	0.00	131.30	131.30
HT Harvey	0.00	0.00	0.00	0.00	350.00	350.00
Image Source	0.00	0.00	0.00	262.50	0.00	262.50
Johanson & Associates	0.00	0.00	0.00	0.00	1,050.00	1,050.00
Law Enforcement Chaplainoy	0.00	0.00	0.00	0.00	350.00	350.00
New Horizons	0.00	0.00	0.00	0.00	785.94	785.94
Parsons Brinokerhoff	0.00	0.00	0.00	0.00	204.10	204.10
PG & E	0.00	0.00	0.00	0.00	2,405.10	2,405.10
PG & E Natomas Park	0.00	0.00	0.00	0.00	525.00	525.00
Presidio (fmrty INX)	0.00	0.00	0.00	0.00	524.90	524.90
Quorum Technologies	0.00	0.00	0.00	0.00	350.00	350.00
Ratto Law Firm	0.00	0.00	0.00	262.50	0.00	262.50
Shergili Law Firm	0.00	0.00	0.00	0.00	1,400.00	1,400.00
Sierra West Group	0.00	0.00	0.00	0.00	175.00	175.00
Sutter Suite 100	0.00	0.00	0.00	0.00	1,210.20	1,210.20
Austin Cooper	0.00	0.00	0.00	0.00	700.00	700.00
-	0.00	0.00	0.00	0.00	1,252.00	1,252.00
JATC	0.00	0.00	0.00	626.00	26,778.84	26,301.84

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3:02 PM 07/24/14

#### SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN. A/R Aging Detail As of June 30, 2014

	Туре	Date	Num	Name	Terms	Due Date	Aging	Open Balance
Current								
Total Current								
1 - 30								
Total 1-30								
31-60								
Total 31 - 60								
61-90								
	Invoice	04/03/2014	697	Image Source		04/03/2014	88	282.50
	Invoice	04/03/2014	698	Ratio Law Firm		04/03/2014	88	282.50
Total 61 - 90								525.00
> 90								
	Invoice	01/01/2010	105	Johanson & Associates	Due Upon Receipt	01/01/2010	1,641	350.00
	Invoice	01/04/2011	155	Shergil Law Firm	Due Upon Receipt	01/04/2011	1,273	350.00
	Invoice	01/02/2012	16	Thanh T. Foxx, Inc. & W. Austin Cooper	Due Upon Receipt	01/02/2012	910	350.00
	Invoice	01/02/2012	20	Bevan & Bevan & Associates	Due Upon Receipt	01/02/2012	910	350.00
	Invoice	01/02/2012	69	Delegate	Due Upon Receipt	01/02/2012	910	2,438.60
	Invoice	01/02/2012	103	Johanson & Associates	Due Upon Receipt	01/02/2012	910	350.00
	Invoice	01/02/2012	150	Shergil Lew Firm	Due Upon Receipt	01/02/2012	910	350.00
	Invoice	01/02/2012	163	Sutter Suite 100	Due Upon Receipt	01/02/2012	910	1,210.20
	Invoice	01/01/2013	342	Bevan & Bevan & Associates	Due Upon Receipt	01/01/2013	545	350.00
	Invoice	01/01/2013	387	Delegata	Due Upon Receipt	01/01/2013	545	2,438.60
	Invoice	01/01/2013	457	Shergil Lew Firm	Due Upon Receipt	01/01/2013	545	350.00
	Invoice	01/01/2013	460	Sierra West Group	Due Upon Receipt	01/01/2013	545	175.00
	Invoice	06/18/2013	503	PG & E Natomas Park		08/18/2013	377	175.00
	Invoice	01/01/2014	515	American Income Life Insurance Company		01/01/2014	180	350.00
	Invoice	01/01/2014 01/01/2014	523 529	Thanh T. Fox, Inc. & W. Austin Cooper Bert L. Howe & Associates	Due Upon Receipt Due Upon Receipt	01/01/2014 01/01/2014	180	350.00
	Invoice	01/01/2014	530	Bevan & Bevan & Associates	Due Upon Receipt	01/01/2014	180	350.00
	Invoice	01/01/2014	534	Bowman & Associates	Due Upon Receipt	01/01/2014	180	438.80
	Invoice	01/01/2014	544	CelHEERS	Due Upon Receipt	01/01/2014	180	3,810,70
	Invoice	01/01/2014	573	Dan Partish Insurance Services	Due Upon Receipt	01/01/2014	180	350.00
	Invoice	01/01/2014	574	Danka	Due Upon Receipt	01/01/2014	180	350.00
	Invoice	01/01/2014	578	Delegata	Due Upon Receipt	01/01/2014	180	2,438.60
	Invoice	01/01/2014	578	Dequine & Associates	Due Upon Receipt	01/01/2014	180	350.00
	Invoice	01/01/2014	599	Greve, Clifford, Wengel & Pares	Due Upon Receipt	01/01/2014	180	131.30
	Invoice	01/01/2014	608	HT Harvey	Due Upon Receipt	01/01/2014	180	350.00
	Invoice	01/01/2014	612	Presidio (fmrty INX)	Due Upon Receipt	01/01/2014	180	524.90
	Invoice	01/01/2014	616	Johanson & Associates	Due Upon Receipt	01/01/2014	180	350.00
	Invoice	01/01/2014	622	Law Enforcement Chaplaincy	Due Upon Receipt	01/01/2014	180	350.00
	Invoice	01/01/2014	631	New Hofzons	Due Upon Receipt	01/01/2014	180	785.94
	Invoice	01/01/2014	640	Parsons Brinckerhoff	Due Upon Receipt	01/01/2014	180	204.10
	Invoice	01/01/2014	642	PG&E	Due Upon Receipt	01/01/2014	180	2,405.10
	Invoice	01/01/2014	643	PG & E Natomas Park		01/01/2014	180	350.00
	Invoice	01/01/2014	645	Quorum Technologies		01/01/2014	180	350.00
	Invoice	01/01/2014	657	Shergil Law Firm	Due Upon Receipt	01/01/2014	180	350.00
	Invoice	01/01/2014	676	Truven Health Analytics	Due Upon Receipt	01/01/2014	180	1,252.00
Total > 90								25,776.84

TOTAL

26,301.84

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