

**South Natomas TMA™  
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**
  - Six Low Emissions subsidies awarded for July
  - Five AMTRAK subsidy awarded for July
  - Six Bike Maintenance subsidies awarded for July

- One Bucks For Bikes subsidy awarded in July
- Three Transit subsidies awarded for July
- Eighteen Carpool subsidies awarded for July
- Two hundred thirty-three “LIKES” on Facebook as of July
- Four monthly Facebook Contest entries
  
- **Meetings**
  - 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
  - 8/13 TDM Task Force Meeting
  - 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

3:11 PM  
 07/24/14  
 Accrual Basis

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

	<u>Jun 30, 14</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10100 - Checking - River City Bank	50,788.96
10200 - Liquid CD - River City Bank	230,619.42
10900 - Money Market - Merrill Lynch	64,424.00
<b>Total Checking/Savings</b>	<u>345,832.38</u>
<b>Accounts Receivable</b>	
11000 - Accounts Receivable	25,951.84
11507 - Tenant Dues 2010	350.00
<b>Total Accounts Receivable</b>	<u>26,301.84</u>
<b>Other Current Assets</b>	
12501 - Prepaid Rent	662.00
<b>Total Other Current Assets</b>	<u>662.00</u>
<b>Total Current Assets</b>	372,796.22
<b>Fixed Assets</b>	
13000 - Furniture and Equipment	3,510.37
13500 - Accumulated Depreciation	-1,827.39
<b>Total Fixed Assets</b>	<u>1,682.98</u>
<b>Other Assets</b>	
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
<b>Total Other Assets</b>	<u>121,957.33</u>
<b>TOTAL ASSETS</b>	<u>496,436.53</u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
20210 - Visa Credit Card	1,018.55
<b>Total Credit Cards</b>	<u>1,018.55</u>

For Management Purposes Only

3:11 PM  
07/24/14  
Accrual Basis

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

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

	Apr - June 14	Budget	Jan - Jun 14	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
40102 · Tenant Dues	917.78	48,750.00	209,527.48	97,500.00	195,000.00
40103 · Developer Dues	0.00	9,498.00	20,706.63	18,996.00	37,992.00
40105 · SACOG Grant	8,277.00	7,643.00	15,714.00	7,643.00	30,572.00
40107 · SACOG Bike Month Reimbursements	0.00	700.00	0.00	700.00	700.00
<b>Total Income</b>	<b>9,194.78</b>	<b>66,591.00</b>	<b>245,948.11</b>	<b>124,839.00</b>	<b>264,264.00</b>
<b>Gross Profit</b>	<b>9,194.78</b>	<b>66,591.00</b>	<b>245,948.11</b>	<b>124,839.00</b>	<b>264,264.00</b>
<b>Expense</b>					
<b>Administrative Expenses</b>					
<b>Salaries and Wages</b>					
50100 · Salary - Executive Director	19,842.97	18,426.00	36,851.23	36,852.00	73,704.00
50110 · Bonus - Executive Director	0.00	0.00	0.00	0.00	2,000.00
50120 · Salary - Member Services Mgr	13,239.03	12,294.00	24,586.77	24,588.00	49,176.00
50130 · Bonus - Member Services Mgr	0.00	0.00	0.00	0.00	1,000.00
50150 · Wages - Trip Planner	0.00	90.00	0.00	180.00	360.00
<b>Total Salaries and Wages</b>	<b>33,082.00</b>	<b>30,810.00</b>	<b>61,438.00</b>	<b>61,620.00</b>	<b>126,240.00</b>
<b>Payroll Expenses</b>					
50300 · Employee Benefits	3,878.55	2,402.00	4,395.52	4,804.00	9,609.00
50325 · Payroll Fees - Staff Resources	1,372.92	1,366.00	1,597.71	1,585.00	4,460.00
50350 · Payroll Taxes	2,530.77	2,350.00	5,652.00	5,778.00	17,408.00
50400 · Worker's Compensation Insurance	1,863.80	416.00	2,184.20	831.00	1,703.00
<b>Total Payroll Expenses</b>	<b>9,646.04</b>	<b>6,534.00</b>	<b>13,829.43</b>	<b>12,998.00</b>	<b>33,180.00</b>
<b>Total Administrative Expenses</b>	<b>42,728.04</b>	<b>37,344.00</b>	<b>75,267.43</b>	<b>74,618.00</b>	<b>159,420.00</b>
<b>Operating Expenses</b>					
51000 · Automobile Expense	49.77	240.00	81.41	480.00	960.00
51005 · Board Member Gifts	0.00	0.00	0.00	500.00	500.00
51010 · Business Tax	0.00	110.00	0.00	110.00	110.00
51015 · Depreciation	210.50	90.00	421.00	180.00	360.00
51025 · Dues and Subscriptions	220.00	150.00	220.00	1,057.00	1,057.00
51050 · Insurance	2,581.00	2,100.00	3,071.00	2,100.00	2,100.00
51700 · Meals and Entertainment	239.38	150.00	315.51	300.00	600.00
51725 · Office Expense	1,514.94	600.00	1,514.94	1,200.00	2,400.00
<b>51730 · Professional Fees</b>					
53401 · Accounting	1,105.00	1,050.00	2,085.00	2,100.00	4,200.00
53403 · Audit	0.00	0.00	0.00	600.00	600.00
53404 · Computer Administration (IT)	0.00	300.00	0.00	600.00	1,200.00
53405 · Legal	0.00	150.00	0.00	300.00	600.00
43406 · Bank Service and Finance Fees	202.38	0.00	202.94	0.00	0.00
<b>Total 51730 · Professional Fees</b>	<b>1,307.38</b>	<b>1,500.00</b>	<b>2,287.94</b>	<b>3,600.00</b>	<b>6,600.00</b>
51735 · Rent	1,969.45	1,909.00	3,905.80	3,796.00	7,636.00
51750 · Staff Seminars and Travel	12.25	150.00	12.25	300.00	600.00
52300 · Telephone and Utilities	1,071.50	720.00	1,953.33	2,070.00	3,510.00
<b>Total Operating Expenses</b>	<b>9,176.17</b>	<b>7,719.00</b>	<b>13,783.18</b>	<b>15,693.00</b>	<b>26,433.00</b>



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

Business Banking Account	Total	Investment Type	Investment Return (APR)	Maturity Date
Cash in River City Checking	\$ 50,788.96	Cash/Cash Eqv	0.02%	NA
<b>Business Banking Account SubTotal</b>	<b>\$ 50,788.96</b>			
Operating Reserve Account	Total	Investment Type	Investment Return (APR)	Maturity Date
River City Bank Liquid CD	\$ 230,619.42	Cash/Cash Eqv	0.31%	Monthly
Merrill Lynch Money Market	\$ 54,424.00	Cash/Cash Eqv	0.06%	NA
<b>Operating Reserve Account SubTotal</b>	<b>\$ 285,043.42</b>			
Capital Investment Account	Total	Investment Type	Investment Return (APR)	Maturity Date
Merrill Lynch Reserve Account	\$ 1,194.11	Cash/Cash Eqv	NA	NA
GoldmanSachs CD 9/21/15 1.15%	\$ 30,000.00	Fixed	1.15%	9/15/2015
CD Discover Bank 3/28/16 0.8%	\$ 18,000.00	Fixed	0.75%	9/20/2015
CD Firstbank Puerto Rico 3/20/15 0.75%	\$ 13,000.00	Fixed	0.80%	3/28/2016
CD Bank of China 2/26/15 0.3%	\$ 30,000.00	Fixed	0.30%	2/26/2015
CD Discover Bank 2/26/16 0.45%	\$ 35,000.00	Fixed	0.45%	2/26/2016
CD Goldman Sachs 2/27/14 1.0%	\$ 25,000.00	Fixed	1.00%	2/27/2014
Change in Investment Value	\$ (236.76)			
<b>Capital Investment Account Subtotal</b>	<b>\$ 121,957.33</b>			
<b>Grand Total</b>	<b>\$ 467,789.71</b>			

Average Monthly Revenue Estimate \$ 20,495.68  
 Average Monthly Expense Estimate \$ 20,000.00

Account	Total (\$)	Cash Flow Guidelines			
		Months Available	Minimum	Target	Maximum
Business Banking Account	\$ 90,789	3.5	2	3	4
Operating Reserve Account	\$ 295,043	14.8	4	9	12
Capital Investment Account	\$ 121,957	6.1	0	3	6
<b>Total</b>	<b>\$ 467,790</b>				

Account	Total (\$)	Asset Allocation Guidelines			
		Percentage	Minimum	Target	Maximum
Cash/Cash Equivalent	\$ 346,790	74%	50%	75%	100%
Fixed Income	\$ 121,000	26%	0%	25%	40%
Equity	\$ -	0%	0%	0%	10%
<b>Total</b>	<b>\$ 467,790</b>				

2:51 PM  
 07/24/14

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

	<b>Current</b>	<b>1 - 30</b>	<b>31 - 60</b>	<b>61 - 90</b>	<b>&gt; 90</b>	<b>TOTAL</b>
American Income Life Insurance (	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 & Associates	0.00	0.00	0.00	0.00	1,050.00	1,050.00
Bowman & Associates	0.00	0.00	0.00	0.00	436.80	436.80
CalHEERS	0.00	0.00	0.00	0.00	3,810.70	3,810.70
Dan Parrish Insurance 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 Chaplaincy	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 Brinckerhoff	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
Precidio (fmly 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
Raffo Law Firm	0.00	0.00	0.00	262.50	0.00	262.50
Shergill 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
Suttler 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
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>625.00</b>	<b>25,778.84</b>	<b>28,301.84</b>



3:02 PM  
 07/24/14

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

	Type	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	292.50
	Invoice	04/03/2014	698	Ratto Law Firm		04/03/2014	88	292.50
Total 61 - 90								585.00
> 90								
	Invoice	01/01/2010	105	Johanson & Associates	Due Upon Receipt	01/01/2010	1,841	350.00
	Invoice	01/04/2011	155	Shergill Law Firm	Due Upon Receipt	01/04/2011	1,273	350.00
	Invoice	01/02/2012	18	Thanh T. Foon, Inc. & W. Austin Cooper	Due Upon Receipt	01/02/2012	910	350.00
	Invoice	01/02/2012	20	Beven & Beven & Associates	Due Upon Receipt	01/02/2012	910	350.00
	Invoice	01/02/2012	69	Delegata	Due Upon Receipt	01/02/2012	910	2,438.80
	Invoice	01/02/2012	103	Johanson & Associates	Due Upon Receipt	01/02/2012	910	350.00
	Invoice	01/02/2012	150	Shergill Law Firm	Due Upon Receipt	01/02/2012	910	350.00
	Invoice	01/02/2012	163	Suter Suite 100	Due Upon Receipt	01/02/2012	910	1,210.20
	Invoice	01/01/2013	342	Beven & Beven & Associates	Due Upon Receipt	01/01/2013	545	350.00
	Invoice	01/01/2013	387	Delegata	Due Upon Receipt	01/01/2013	545	2,438.80
	Invoice	01/01/2013	457	Shergill Law 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	08/18/2013	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	523	Thanh T. Foon, Inc. & W. Austin Cooper	Due Upon Receipt	01/01/2014	180	350.00
	Invoice	01/01/2014	529	Bart L. Howe & Associates	Due Upon Receipt	01/01/2014	180	350.00
	Invoice	01/01/2014	530	Beven & Beven & 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	CalHEERS	Due Upon Receipt	01/01/2014	180	3,810.70
	Invoice	01/01/2014	573	Dan Parrish 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	2,438.80
	Invoice	01/01/2014	578	Dequine & Associates	Due Upon Receipt	01/01/2014	180	350.00
	Invoice	01/01/2014	599	Greve, Clifford, Wengel & Paris	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 (Inly INX)	Due Upon Receipt	01/01/2014	180	524.90
	Invoice	01/01/2014	618	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 Horizons	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	Quotum Technologies		01/01/2014	180	350.00
	Invoice	01/01/2014	657	Shergill 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
<b>TOTAL</b>								<b>28,301.84</b>