

**South Natomas TMA™
Board of Directors Meeting
Wednesday, December 12, 2018
Meeting Minutes**

I. Call to Order

SNTMA President Jennifer Elwood called the meeting to order at approximately 8:08 AM on Wednesday, December 12, 2018 in the First Floor Conference Room at 2150 River Plaza Drive in Sacramento, CA. Attending were Jennifer Elwood, Jack Haskel, Joseph Lara (after approximately 8:35am), David Pavolko (via telephone), Vickie Robinson, Bill Vanderslice and SNTMA staff Stephanie Merten and Jason Vitaich.

II. Approval of Previous Meeting's Minutes

A motion was made to approve the November 14, 2018 SNTMA Board Meeting Minutes. The motion was moved by Bill Vanderslice; the motion was seconded by Jennifer Elwood. The motion passed unanimously, 5:0.

III. New Business

A motion was made to approve the 2019 SNTMA Budget (See Attachment "A"). The motion was moved by Jack Haskel; the motion was seconded by Vicki Robinson. The motion passed unanimously, 5:0.

A motion was made to approve a Capital Improvements request from Brennan Properties in the amount of \$25,368. The motion was moved by Jack Haskel; the motion was seconded by Jennifer Elwood. The motion passed unanimously, 5:0*.

(*At approximately 8:35 am, Joseph Lara entered the meeting.)

A motion was made authorizing the Executive Director to set up a new bank account through Capital One and to initiate the process of moving SNTMA funds currently held at Merrill-Lynch into the newly created account. The motion was made by Bill Vanderslice; the motion was seconded by Vicki Robinson. The motion passed unanimously, 6:0.

Stephanie Merten delivered the following Membership Report:

- **Commuter Club**
 - Continuing to identify enhancements

- **Campaigns and events promoted through the Commuter Club**
 - 11/19 monthly email to all Commute Coordinators regarding SNTMA programs and benefits and the changeover from Commuter Club to Sacramento Region 511/Ride Amigos
 - 11/29 Email to all Commute Coordinators regarding the November subsidies and the December 5th Quarterly Educational Breakfast

- **Programs**
 - Forty carpool subsidies awarded for the month of November
 - Twenty-three low emissions subsidies awarded for the month of November
 - Ten transit subsidies awarded for the month of November
 - Two AMTRAK subsidies awarded for the month of November
 - One OfficeShare bicycle awarded for the month of November
 - Four hundred eighteen Facebook “Likes”
 - Ten entries in the Monthly Facebook Contest in November

- **December Activities**
 - Deliver November subsidies, Facebook prizes and weekly drawing gift cards
 - Award (3) 2018 Facebook contest cash grand prize winners
 - Schedule marketing meeting to order First Quarter and Annual Meeting promotional items
 - 3/13 SNTMA Annual Meeting – Electrify America
 - 3/27 - First Quarter 2019 Educational Breakfast

IV. Adjourn

The meeting adjourned at approximately 9:00 AM. The next SNTMA Board meeting is scheduled for Wednesday, January 9th, 2019 at 8:00 AM at 2150 River Plaza Drive, Sacramento, CA.

Respectfully submitted,

Jack Haskel
SNTMA Secretary

Actual Data

SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN.
 Profit & Loss Budget Overview
 January through December 2018

	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan-Dec 19	TOTAL
Ordinary Income/Expense														
Income														
40102 - Tenant Dues	28,333.33	28,333.33	28,333.33	28,333.33	28,333.33	28,333.33	28,333.33	28,333.33	28,333.33	28,333.33	28,333.33	28,333.37	340,000.00	
40103 - Developer Dues	2,595.00	2,595.00	2,595.00	2,595.00	2,595.00	2,595.00	2,595.00	2,595.00	2,595.00	2,595.00	2,595.00	2,595.00	30,790.00	
40105 - SACOG Grant	0.00	0.00	0.00	5,000.00	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00	
40107 - SACOG Bike Month Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Income	30,898.33	30,898.33	30,898.33	35,898.33	30,898.33	30,898.33	35,898.33	30,898.33	30,898.33	30,898.33	30,898.33	30,898.37	380,790.00	
Gross Profit	30,898.33	30,898.33	30,898.33	35,898.33	30,898.33	30,898.33	35,898.33	30,898.33	30,898.33	30,898.33	30,898.33	30,898.37	380,790.00	
Expense														
Administrative Expenses														
Salaries and Wages														
50100 - Salary - Executive Director	6,743.73	6,743.73	6,743.73	6,743.73	6,743.73	6,743.73	6,743.73	6,743.73	6,743.73	6,743.73	6,743.73	6,743.73	80,924.76	
50110 - Bonus - Executive Director	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	4,000.00	
50120 - Salary - Member Services Mgr	4,489.49	4,489.49	4,489.49	4,489.49	4,489.49	4,489.49	4,489.49	4,489.49	4,489.49	4,489.49	4,489.49	4,489.54	53,898.93	
50130 - Bonus - Member Services Mgr	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00	
Total Salaries and Wages	11,243.22	11,243.22	11,243.22	11,243.22	11,243.22	11,243.22	11,243.22	11,243.22	11,243.22	11,243.22	11,243.22	17,243.27	140,918.69	
Payroll Expenses														
50300 - Employee Benefits	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	14,400.00	
50325 - Payroll Fees - Staff Resources	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	3,300.00	
50350 - Payroll Taxes	1,165.50	1,165.50	1,165.50	893.50	893.50	893.50	893.50	893.50	893.50	893.50	893.50	893.50	10,986.00	
50425 - 401(k) Match	316.42	316.42	316.42	316.42	316.42	316.42	316.42	316.42	316.42	316.42	316.42	316.42	3,797.04	
50400 - Worker's Compensation Insurance	198.00	198.00	198.00	198.00	198.00	198.00	198.00	198.00	198.00	198.00	198.00	198.00	1,703.00	
Total Payroll Expenses	3,094.92	3,094.92	3,094.92	2,795.92	2,796.92	2,796.92	2,795.92	2,796.92	2,796.92	2,796.92	2,796.92	2,826.92	34,186.04	
Total Administrative Expenses	14,338.14	14,338.14	14,338.14	13,979.14	13,980.14	13,980.14	13,979.14	13,980.14	13,980.14	13,980.14	13,980.14	14,070.14	175,104.73	

SO, NATOMAS TRANSPORTATION MANAGEMENT ASSN.
 Profit & Loss Budget Overview
 January through December 2019

	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	TOTAL
Operating Expenses													
51000 - Automobile Expense	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	50.00	50.00	500.00
51005 - Board Member Gifts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51010 - Business Tax	0.00	0.00	0.00	0.00	0.00	110.00	0.00	0.00	0.00	0.00	0.00	0.00	110.00
51015 - Depreciation	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	360.00
51025 - Dues and Subscriptions	950.00	0.00	0.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,100.00
51050 - Insurance	0.00	0.00	0.00	0.00	0.00	2,100.00	0.00	0.00	0.00	0.00	0.00	0.00	2,100.00
51700 - Meals and Entertainment	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00
51725 - Office Expense	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
51730 - Professional Fees													
53401 - Accounting	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	4,200.00
53403 - Audit	0.00	0.00	0.00	0.00	0.00	7,000.00	0.00	0.00	0.00	0.00	0.00	0.00	7,000.00
53404 - Computer Administration (IT)	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
53405 - Legal	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
43406 - Bank Service and Finance Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 51730 - Professional Fees	500.00	500.00	500.00	500.00	500.00	7,550.00	500.00	500.00	500.00	500.00	500.00	500.00	13,000.00
51735 - Rent	730.72	730.78	730.80	730.72	745.00	745.00	745.00	745.00	745.00	745.00	745.00	745.00	8,883.00
51790 - Staff Seminars and Travel	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	50.00	50.00	500.00
52300 - Telephone and Utilities	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	4,800.00
Total Operating Expenses	2,915.72	1,985.78	1,985.80	2,115.72	1,980.00	11,180.00	1,980.00	1,980.00	1,980.00	1,980.00	2,000.00	2,000.00	24,053.00

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	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan - Dec 19
													TOTAL
Membership Programs & Outreach													
Subsidies													
51200 - Guaranteed Ride Home	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
51400 - Vanpool Subsidy	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	1,320.00
51450 - Carpool Subsidy	2,750.00	2,750.00	2,750.00	2,750.00	2,750.00	2,750.00	2,750.00	2,750.00	2,750.00	2,750.00	2,750.00	2,750.00	33,000.00
51475 - RT Pass Subsidy													
51500 - Transit	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	9,000.00
51501 - Amtrak	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00
Total 51500 - Transit	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,000.00
56010 - Bike Subsidy - Purchase	0.00	0.00	0.00	16,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,250.00
56015 - Bike Subsidy - Maintenance	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	14,400.00
56055 - Capital Improvements Program	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	30,000.00
56065 - Residential Car Charging Subsidy	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	10,000.00
56067 - Walking Subsidy	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
56068 - High Efficiency Auto Subsidy	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	15,000.00
56069 - Commuter Bike Subsidy-Purchase	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Subsidies	11,890.00	9,890.00	9,890.00	29,110.00	9,890.00	9,890.00	9,890.00	9,890.00	9,890.00	9,890.00	9,890.00	9,890.00	134,570.00
Programs													
56005 - Bike Safety Clinics	0.00	0.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	800.00
56008 - Bike Share Program	0.00	3,750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,750.00
Total Programs	0.00	3,750.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	4,350.00

Actual Data

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Outreach													
51505 - Property Manager Appreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	700.00	700.00
51595 - Marketing and Promotion Mat.	2,135.00	135.00	135.00	2,135.00	135.00	2,135.00	135.00	135.00	135.00	2,135.00	135.00	135.00	9,620.00
52550 - Ice Cream Social				485.00	485.00	485.00	485.00	485.00					1,940.00
Total 51595 - Marketing and Promotion Mat.	2,135.00	135.00	135.00	2,135.00	620.00	2,620.00	620.00	620.00	135.00	2,135.00	135.00	135.00	11,590.00
51600 - Commuter Club													
51590 - Commuter Club Incentives	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	1,500.00
52541 - CC Website Development	166.00	166.00	166.00	166.00	166.00	166.00	166.00	166.00	166.00	166.00	166.00	174.00	2,000.00
Total 51600 - Commuter Club	291.00	291.00	291.00	291.00	291.00	291.00	291.00	291.00	291.00	291.00	291.00	299.00	3,500.00
51804 - Annual Meeting													
51808 - Annual Member Recognition	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51804 - Annual Meeting - Other	0.00	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00
Total 51804 - Annual Meeting	0.00	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00
52400 - Sponsorship	0.00	0.00	0.00	275.00	160.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,435.00
56002 - Bike Commute Month	0.00	0.00	1,500.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
56003 - Quarterly Educational Lunches	0.00	300.00	0.00	300.00	0.00	0.00	0.00	300.00	0.00	300.00	0.00	0.00	1,200.00
56070 - Facebook Contests and Incentive	610.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	2,370.00
Total Outreach	3,026.00	4,888.00	2,086.00	3,161.00	1,731.00	3,071.00	1,071.00	1,371.00	1,596.00	2,898.00	698.00	1,294.00	26,765.00
Total Membership Programs & Outreach	14,896.00	18,498.00	12,046.00	29,371.00	11,891.00	13,031.00	11,031.00	11,331.00	11,446.00	12,746.00	8,446.00	10,154.00	165,665.00
Total Expense	32,146.86	34,799.80	28,350.84	45,485.86	27,651.14	38,201.14	28,890.14	27,291.14	27,406.14	28,766.14	25,516.14	32,224.18	374,842.73
Net Ordinary Income	-1,251.53	-3,801.57	2,547.39	-9,567.63	3,247.18	-7,302.81	8,898.18	3,607.19	3,482.18	2,102.19	5,382.18	-1,325.82	5,637.27
Other Income/Expense													
Other Income													
40200 - Interest Income	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	1,440.00
Total Other Income	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	1,440.00
Other Expense													

Actual Data

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56065 - Major Capital Improvements (a)													0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Other Income	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	1,440.00
Net Income	-1,131.53	-3,781.57	2,667.39	-9,447.53	3,367.19	-7,182.81	9,028.19	3,727.19	3,612.19	2,222.19	5,592.19	-1,205.82	7,317.27
(a)													
CONTINGENT EXPENSES - expenses allocated for programs contingent upon availability of participation to be funded by reserve accounts : RCB \$215,649; Merrill Lynch \$87,725.94 ; (all balances as of September 30, 2018).													