

**South Natomas TMA™
Board of Directors Meeting
Wednesday, February 5, 2014
Meeting Minutes**

I. Call to Order

President Mary Christian called the meeting to order at approximately 7:36AM on Wednesday, February 5, 2014 in the First Floor Conference Room at 2150 River Plaza Drive in Sacramento, CA. Attending were Mary Christian (via telephone), Sheryl Maurer, Matt McNamara, Kendra Murray, Bill Vanderslice and SNTMA staff Stephanie Merten and Jason Vitaich.

II. Approval of Previous Meeting's Minutes

A motion was made to approve the January 8, 2014 Board Meeting Minutes. The motion was moved by Matt McNamara, seconded by Bill Vanderslice. The motion passed 3:0:2, with Sheryl Maurer and Kendra Murray abstaining.

III. New Business

A motion was made by Mary Christian to approve the 2013 Fourth Quarter Financials (see attachment "A"). The motion was seconded by Kendra Murray. The motion passed unanimously, 5:0.

A. Executive Director Jason Vitaich delivered the following report:

- 2014 Dues invoicing is going well, all invoices mailed out just before the end of the calendar year and just over 66% of dues collected as of today. The new programs and subsidies have been well received (see Membership Services Report, below).

B. Stephanie Merten delivered the following Membership Report:

- **Commuter Club**
 - SNTMA Commuter Club is performing well
- **Campaigns and events promoted through the Commuter Club**
 - 1/14 Email to all Commute Coordinators regarding new 2014 programs, 2/12 Luncheon, Facebook
 - 1/1 Save The Date for SNTMA 24th Annual Meeting to all Commute Coordinators, outreach partners, vendors and elected officials
 - 1/29 Email to all Commute Coordinators regarding new 2014 programs, 2/12 Luncheon, Facebook
- **Programs**
 - One Residential Charging Station subsidy awarded in January
 - Five Walk subsidies awarded, five more requested in January* (*due to the high demand, the Board agreed to revisit awarding more subsidies after a review of budget performance in June.)
 - Six Low Emissions subsidies awarded in January
 - Four AMTRAK subsidies awarded in January

- Six Bike Maintenance subsidies awarded in January
- Four Transit subsidies awarded in January
- Twenty Carpool subsidies awarded in January
- Three Monthly Facebook entries in January
- 1/15 Grand Prize winners of the 2013 monthly Facebook Contest announced
- Four OfficeShare bicycles awarded

- **Meetings**
 - 1/22 Marketing meeting for first quarter and Annual Meeting promotional items

- **Other**
 - 2/10 Smart Cycling Clinic at ReachLocal
 - 2/10 Smart Cycling Clinic at PG & E Natomas Park
 - 2/12 Commuter Club lunch keynote speaker scheduled, Trip Linking will be the topic
 - 2/13 Smart Cycling Clinic at Sutter Health 2880
 - 2/18 TDM Taskforce meeting

- **February Activities**
 - 24th Annual SNTMA Annual Meeting preparations
 - Promoting OfficeShare bicycles

IV. Adjourn

The meeting was adjourned at approximately 8:20 AM. The next SNTMA Board meeting is scheduled for Wednesday, March 5, 2014 at 7:30 AM at 2150 River Plaza Drive, Sacramento, CA.

Respectfully submitted,

Bill Vanderslice
SNTMA Secretary

Accrual Basis

SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN.
Balance Sheet
 As of December 31, 2013

	<u>Dec 31, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
10100 - Checking - River City Bank	180,882.82
10200 - Liquid CD - River City Bank	122,431.18
10900 - Money Market - Merrill Lynch	64,565.79
Total Checking/Savings	<u>347,879.57</u>
Accounts Receivable	
11000 - Accounts Receivable	10,825.20
11607 - Tenant Dues 2010	350.00
Total Accounts Receivable	<u>10,975.20</u>
Other Current Assets	
12800 - Prepaid Insurance	980.00
12801 - Prepaid Rent	645.45
Total Other Current Assets	<u>1,625.45</u>
Total Current Assets	360,480.22
Fixed Assets	
13000 - Furniture and Equipment	3,510.37
13500 - Accumulated Depreciation	-1,406.39
Total Fixed Assets	<u>2,103.98</u>
Other Assets	
18000 - Merrill Lynch Reserve Account	1,067.28
18007 - CD Goldman Sachs Bk mat.8/15/15	10,000.00
18008 - Discover CD 3/28/16 .8%	18,000.00
18009 - CD 1stbk PrtoRioo 3/20/15 0.75%	13,000.00
18010 - ML Change in Investment Value	-586.90
Total Other Assets	<u>41,500.38</u>
TOTAL ASSETS	<u>404,084.58</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
20210 - Visa Credit Card	281.67
Total Credit Cards	<u>281.67</u>
Other Current Liabilities	
20000 - Accrued Wages	8,023.21
Total Other Current Liabilities	<u>8,023.21</u>
Total Current Liabilities	<u>8,304.88</u>
Total Liabilities	8,304.88
Equity	
39000 - Net Assets	387,620.03
39999 - Change in Investment Value	-701.43
Net Income	8,961.08
Total Equity	<u>395,779.68</u>
TOTAL LIABILITIES & EQUITY	<u>404,084.56</u>

SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN.
Profit/Loss Budget Performance
 October through December 2013

	Oct-Dec 13	Budget	Jan-Dec 13	2013 Budget	Actual Budget
Delivery Income/Expense					
Income					
4010 - Toward Dues	48702.28	48,700.00	198,808.30	199,000.00	199,000.00
4010 - Developer Dues	10791.89	8,488.00	43,058.39	37,800.00	37,800.00
4010 - SAC/CO Dept	7,437.00	10,388.00	28,030.00	30,970.00	30,970.00
4010 - SAC/CO Site South Rebuild/renovate	0.00	0.00	0.00	700.00	700.00
Total Income	66921.14	75,576.00	269,896.79	268,470.00	268,470.00
Costs/Fuel	66921.14	75,576.00	269,896.79	268,470.00	268,470.00
Expenses					
Administrative Expenses					
Salaries and Wages					
5010 - Salary - Executive Director	20,588.98	18,428.00	78,458.48	73,700.00	73,700.00
5010 - Bonus - Executive Director	0.00	2,000.00	0.00	2,000.00	2,000.00
5020 - Salary - Member Services Mgr	14,830.08	12,384.00	60,761.07	48,178.00	48,178.00
5020 - Bonus - Member Services Mgr	0.00	1,000.00	0.00	1,000.00	1,000.00
5030 - Wages - Trip Planner	0.00	80.00	0.00	380.00	380.00
Total Salaries and Wages	45,419.06	32,912.00	139,219.55	125,358.00	125,358.00
Payroll Expenses					
5030 - Employee Benefits	2,077.27	2,423.00	11,188.82	8,732.00	8,732.00
5030 - Payroll Fees - Staff Resources	1,801.81	2,401.00	4,201.28	8,804.00	8,804.00
5030 - Payroll Taxes	3,718.82	2,868.00	11,640.38	10,214.00	10,214.00
5040 - Worker's Compensation Insurance	498.83	0.00	1,888.77	1,288.00	1,288.00
Total Payroll Expenses	7,196.73	7,792.00	28,919.05	21,038.00	21,038.00
Total Administrative Expenses	52,615.79	40,704.00	168,138.60	147,396.00	147,396.00
Operating Expenses					
6100 - Automobile Expense	224.41	240.00	342.48	800.00	800.00
6100 - Board Member Mile	0.00	0.00	0.00	800.00	800.00
6110 - Business Tel	0.00	0.00	10.00	110.00	110.00
6110 - Copier/Printer	807.00	80.00	800.00	360.00	360.00
6120 - Dues and Subscriptions	0.00	0.00	711.00	1,007.00	1,007.00
6130 - Insurance	480.00	0.00	1,853.00	2,100.00	2,100.00
6170 - Meals and Entertainment	141.38	100.00	358.75	800.00	800.00
6170 - Office Expense	588.18	1,800.00	2,388.18	5,000.00	5,000.00
6170 - Professional Fees	1,030.00	1,000.00	3,020.00	4,800.00	4,800.00
6201 - Accounting	380.00	300.00	380.00	1,200.00	1,200.00
6204 - Computer Administration (IT)	0.00	100.00	0.00	1,000.00	1,000.00
6208 - Legal	0.00	100.00	0.00	1,000.00	1,000.00
6300 - Bank Service and Phone Fees	0.00	0.00	204.81	0.00	0.00
Total Operating Expenses	6,213.87	6,670.00	22,815.38	28,800.00	28,800.00
Membership Programs & Outreach					
Subsidies					
9100 - Discounted Rate Home	188.80	100.00	480.16	800.00	800.00
9100 - Varying Subsidy	118.78	240.00	237.00	800.00	800.00
9100 - Cayrol Subsidy	1,860.00	3,200.00	4,910.00	12,000.00	12,000.00
9100 - RT Fee Subsidy	780.00	2,200.00	1,800.00	6,000.00	6,000.00
Total Subsidies	3,947.58	6,780.00	7,427.16	21,600.00	21,600.00
Programs					
9200 - Site Safety Clinics	0.00	0.00	800.00	800.00	800.00
9200 - Site Safety Program	0.00	0.00	3,688.87	3,700.00	3,700.00
Total Programs	0.00	0.00	4,488.87	4,500.00	4,500.00
Outreach					
9300 - Property Manager Appreciation	880.00	700.00	880.00	700.00	700.00
9300 - Marketing and Promotion Mat	2,387.27	1,800.00	3,268.75	4,875.00	4,875.00
9300 - Committee Club	0.00	0.00	0.00	0.00	0.00
9301 - Committee Club Incentives	1,475.12	275.00	2,828.21	1,800.00	1,800.00
9301 - CC Website Development	0.00	0.00	640.00	2,000.00	2,000.00
Total Outreach - Committee Club	1,475.12	275.00	3,468.21	3,800.00	3,800.00
9304 - Annual Meeting	0.00	0.00	0.00	0.00	0.00
9304 - Annual Meeting Recognition	1,478.78	2,000.00	1,488.28	2,000.00	2,000.00
9304 - Annual Meeting - Other	0.00	0.00	4,488.78	3,000.00	3,000.00
Total Outreach - Annual Meeting	1,478.78	2,000.00	5,977.06	5,000.00	5,000.00
9300 - Sponsorship	0.00	1,200.00	800.00	800.00	800.00
9300 - Site Concrete Booth	0.00	0.00	1,128.28	1,200.00	1,200.00
Total Outreach	4,232.68	4,275.00	11,861.39	10,400.00	10,400.00
Total Membership Programs & Outreach	12,130.95	11,055.00	14,868.44	18,800.00	18,800.00
Total Expenses	64,746.74	86,759.00	233,817.03	288,196.00	288,196.00
Net Delivery Income	0.00	0.00	0.00	0.00	0.00
Other Income/Expense					
Other Income					
4030 - Interest Income	194.87	0.00	0.00	0.00	0.00
Total Other Income	194.87	0.00	0.00	0.00	0.00
Other Expense					
5050 - Sign Cycle/Improvements	13,127.34	7,800.00	28,803.34	30,000.00	30,000.00
5050 - Loss on Disposition of Asset	171.00	0.00	171.00	0.00	0.00
Total Other Expense	13,298.34	7,800.00	28,974.34	30,000.00	30,000.00
Net Other Income	(13,098.12)	(7,800.00)	(28,974.34)	(30,000.00)	(30,000.00)
Net Income	(13,098.12)	(1,814.00)	(8,881.28)	(25,796.00)	(25,796.00)

SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN.
 Quarterly Investment Policy Report
 As of December 31, 2013

Business Banking Account	Total	Investment Type	Investment Return (APR)	Maturity Date
Cash in River City Checking	\$ 160,882.62	Cash/Cash Eqv	0.00%	NA
Business Banking Account SubTotal	\$ 160,882.62			
Operating Reserve Account	Total	Investment Type	Investment Return (APR)	Maturity Date
River City Bank Liquid CD	\$ 122,431.36	Cash/Cash Eqv	0.33%	Monthly
Merrill Lynch Money Market	\$ 64,565.79	Cash/Cash Eqv	0.08%	NA
Operating Reserve Account SubTotal	\$ 186,997.15			
Capital Investment Account	Total	Investment Type	Investment Return (APR)	Maturity Date
Merrill Lynch Reserve Account	\$ 1,067.26	Cash/Cash Eqv	NA	NA
Goldman Sachs CD 9/21/15 1.15%	\$ 30,000.00	Fixed	1.15%	9/15/2015
CD Firstbank Puerto Rico 3/20/15 0.75%	\$ 13,000.00	Fixed	0.75%	9/20/2015
CD Discover Bank 3/28/16 0.8%	\$ 18,000.00	Fixed	0.80%	3/28/2016
Change in Investment Value	\$ (566.90)			
Capital Investment Account Subtotal	\$ 41,500.36			
Grand Total	\$ 389,379.93			

Average Monthly Revenue Estimate \$ 21,630.52
 Average Monthly Expense Estimate \$ 20,000.00

Account	Total (\$)	Cash Flow Guidelines			
		Months Available	Minimum	Target	Maximum
Business Banking Account	\$ 160,883	8.0	2	3	4
Operating Reserve Account	\$ 186,997	9.3	4	9	12
Capital Investment Account	\$ 41,500	2.1	0	3	6
Total	\$ 389,380				

Account	Total (\$)	Asset Allocation Guidelines			
		Percentage	Minimum	Target	Maximum
Cash/Cash Equivalent	\$ 348,947	89%	50%	75%	100%
Fixed Income	\$ 41,000	11%	0%	25%	40%
Equity	\$ -	0%	0%	0%	10%
Total	\$ 389,947				

Annual Basis

**SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN.
 A/R Aging Summary
 As of December 31, 2013**

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Austin Cooper	0.00	0.00	0.00	0.00	350.00	350.00
Avenue Code	0.00	0.00	0.00	0.00	350.00	350.00
Bevan & Bevan & Associates	0.00	0.00	0.00	0.00	700.00	700.00
Delegata	0.00	0.00	0.00	0.00	4,877.20	4,877.20
General Electric Capital Corp.	0.00	0.00	0.00	0.00	1,387.80	1,387.80
Johanson & Associates	0.00	0.00	0.00	0.00	700.00	700.00
PG & E Natomas Park	0.00	0.00	0.00	0.00	175.00	175.00
Shergill Law Firm	0.00	0.00	0.00	0.00	1,050.00	1,050.00
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
TOTAL	0.00	0.00	0.00	0.00	10,876.20	10,876.20

Accrual Basis

SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN.
A/R Aging Detail
 As of December 31, 2013

	Type	Date	Num	P. O. #	Name	Terms	Due Date	Aging	Open Balance
Current									
Total Current									
1 - 30									
Total 1 - 30									
31 - 60									
Total 31 - 60									
61 - 90									
Total 61 - 90									
> 90									
	Invoice	01/01/2010	105		Johanson & Associates	Due Upon Receipt	01/01/2010	1,460	350.00
	Invoice	01/04/2011	84		General Electric Capital Corp.	Due Upon Receipt	01/04/2011	1,092	693.90
	Invoice	01/04/2011	155		Shergill Law Firm	Due Upon Receipt	01/04/2011	1,092	350.00
	Invoice	01/02/2012	16		Austin Cooper	Due Upon Receipt	01/02/2012	729	350.00
	Invoice	01/02/2012	20		Bevin & Bevin & Associates	Due Upon Receipt	01/02/2012	729	350.00
	Invoice	01/02/2012	69		Delegata	Due Upon Receipt	01/02/2012	729	2,438.80
	Invoice	01/02/2012	84		General Electric Capital Corp.	Due Upon Receipt	01/02/2012	729	693.90
	Invoice	01/02/2012	103		Johanson & Associates	Due Upon Receipt	01/02/2012	729	350.00
	Invoice	01/02/2012	150		Shergill Law Firm	Due Upon Receipt	01/02/2012	729	350.00
	Invoice	01/02/2012	163		Sutter Suite 100	Due Upon Receipt	01/02/2012	729	1,210.20
	Invoice	01/01/2013	336		Avenue Code	Due Upon Receipt	01/01/2013	364	350.00
	Invoice	01/01/2013	342		Bevin & Bevin & Associates	Due Upon Receipt	01/01/2013	364	350.00
	Invoice	01/01/2013	387		Delegata	Due Upon Receipt	01/01/2013	364	2,438.80
	Invoice	01/01/2013	457		Shergill Law Firm	Due Upon Receipt	01/01/2013	364	350.00
	Invoice	01/01/2013	460		Siera West Group	Due Upon Receipt	01/01/2013	364	175.00
	Invoice	06/18/2013	503		PG & E Natomas Park	Due Upon Receipt	06/18/2013	196	175.00
Total > 90									<u>10,975.20</u>
TOTAL									<u>10,975.20</u>