

**South Natomas TMA™
Board of Directors Meeting
Wednesday, June 3, 2015
Meeting Minutes**

I. Call to Order

President Chris Antonucci called the meeting to order at approximately 7:31AM on Wednesday, June 3, 2015 in the First Floor Conference Room at 2150 River Plaza Drive in Sacramento, CA. Attending were Chris Antonucci, Mary Christian, Suman Jha, Scott Little, Laurie Melson, Kendra Murray, Jennifer Elwood, Bill Vanderslice and SNTMA staff Jason Vitaich.

II. Approval of Previous Meeting's Minutes

A motion was made to approve the April 1, 2015 Board Meeting Minutes. The motion was moved by Chris Antonucci, seconded by Suman Jha. The motion passed unanimously, 5:0.

III. New Business

A motion was made by Suman Jha to approve the first quarter SNTMA financials (see Attachment "A"). The motion was seconded by Kendra Murray. The motion passed unanimously, 6:0.

A. Executive Director Jason Vitaich delivered the following report:

- 2015 dues invoicing is going well. Currently following up with various property managers and individual member company contacts as well as sending out registered mail to all member companies currently delinquent on dues.

B. Stephanie Merten delivered the following Membership Report:

- **Commuter Club**
 - SNTMA Commuter Club is performing well
- **Campaigns and events promoted through the Commuter Club**
 - 5/11 Email to all Commute Coordinators RE: Bike To Work Breakfast and May Is Bike Month
 - 5/13 monthly email to all Commute Coordinators regarding programs and benefits
- **Programs**
 - One Capital Improvements subsidy to CCPOA-BTF
 - Twenty-two Low Emissions subsidies awarded for May
 - Five AMTRAK subsidy awarded for May
 - Three Bike Maintenance subsidies awarded for May
 - Four Transit subsidies awarded for May
 - Thirty Carpool subsidies awarded for May
 - Two hundred ninety-eight "LIKES" on Facebook as of May
 - One Residential Car Charging Station subsidy awarded in May

- **Meetings**
 - N/A
- **Other**
 - Delivered ninety subsidy checks, four Commuter Club weekly gas card prizes, one Facebook “like” gas card winner, five Facebook Contest prizes

- **June Activities**
 - Promote June Commuter Club Luncheon
 - Deliver subsidy checks
 - Q2 promotional item package and delivery
 - Schedule and plan Ice Cream Socials
 - Schedule remaining two Smart Cycling Clinics

IV. Adjourn

The meeting adjourned at approximately 8:24 AM. The next SNTMA Board meeting is scheduled for Wednesday, July 1, 2015 at 7:30 AM at 2150 River Plaza Drive, Sacramento, CA.

Respectfully submitted,

Bill Vanderslice
SNTMA Secretary

South Natomas TMA Statement of Financial Position

	<u>Mar 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
10100 - Checking - River City Bank	5,697.27
10200 - Liquid CD - River City Bank	227,904.98
10300 - Bank of America	1,000.00
10900 - Money Market - Merrill Lynch	<u>84,905.99</u>
Total Checking/Savings	319,508.24
Accounts Receivable	
11000 - Accounts Receivable	46,756.46
11507 - Tenant Dues 2010	<u>350.00</u>
Total Accounts Receivable	47,106.46
Other Current Assets	
12501 - Prepaid Rent	<u>1,324.00</u>
Total Other Current Assets	<u>1,324.00</u>
Total Current Assets	367,938.70
Fixed Assets	
13000 - Furniture and Equipment	3,660.44
13500 - Accumulated Depreciation	<u>-1,594.39</u>
Total Fixed Assets	2,066.05
Other Assets	
18000 - Merrill Lynch Reserve Account	14,550.73
18007 - CD Goldman Sachs Bk mat.9/15/15	10,000.00
18008 - Discover CD 3/28/16 .8%	18,000.00
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	<u>-337.76</u>
Total Other Assets	<u>102,212.97</u>
TOTAL ASSETS	<u><u>472,217.72</u></u>

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Credit Cards

20210 - Visa Credit Card 3,265.77

Total Credit Cards 3,265.77

Other Current Liabilities

20300 - Accrued Wages 9,387.71

20400 - Deferred Revenue 168,067.83

20700 - 401(k) Payable 298.03

Total Other Current Liabilities 177,753.57

Total Current Liabilities 181,019.34

Total Liabilities 181,019.34

Equity

39000 - Net Assets 321,322.75

Net Income -30,124.37

Total Equity 291,198.38

TOTAL LIABILITIES & EQUITY 472,217.72

Profit & Loss - Budget Performance

	Jan - Mar 15	Budget	Jan - Mar 15	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
40102 · Tenant Dues	47,899.07	51,249.00	47,899.07	51,249.00	204,996.00
40103 · Developer Dues	8,123.53	10,938.00	8,123.53	10,938.00	43,752.00
40105 · SACOG Grant	7,437.00	0.00	7,437.00	0.00	29,748.00
40107 · SACOG Bike Month Reimbursements	0.00	0.00	0.00	0.00	700.00
Total Income	63,459.60	62,187.00	63,459.60	62,187.00	279,196.00
Gross Profit	63,459.60	62,187.00	63,459.60	62,187.00	279,196.00
Expense					
Administrative Expenses					
Salaries and Wages					
50100 · Salary - Executive Director	17,433.46	18,978.78	17,433.46	18,978.78	75,915.12
50110 · Bonus - Executive Director	0.00	0.00	0.00	0.00	3,000.00
50120 · Salary - Member Services Mgr	11,631.44	12,662.82	11,631.44	12,662.82	50,651.28
50130 · Bonus - Member Services Mgr	0.00	0.00	0.00	0.00	1,500.00
Total Salaries and Wages	29,064.90	31,641.60	29,064.90	31,641.60	131,066.40
Payroll Expenses					
50300 · Employee Benefits	4,705.28	1,506.00	4,705.28	1,506.00	6,024.00
50325 · Payroll Fees - Staff Resources	1,005.80	540.00	1,005.80	540.00	2,160.00
50350 · Payroll Taxes	2,963.14	3,496.50	2,963.14	3,496.50	10,986.00
50400 · Worker's Compensation Insurance	627.00	415.00	627.00	415.00	3,797.04
50425 · 401(k) Match	871.95	949.26	871.95	949.26	1,703.00
Total Payroll Expenses	10,173.17	5,957.50	10,173.17	5,957.50	24,670.04
Total Administrative Expenses	39,238.07	37,599.10	39,238.07	37,599.10	155,736.44
Operating Expenses					
51000 · Automobile Expense	0.00	240.00	0.00	240.00	960.00
51005 · Board Member Gifts	0.00	500.00	0.00	500.00	500.00
51010 · Business Tax	0.00	0.00	0.00	0.00	110.00
51015 · Depreciation	230.00	90.00	230.00	90.00	360.00
51025 · Dues and Subscriptions	0.00	907.00	0.00	907.00	1,057.00
51050 · Insurance	0.00	0.00	0.00	0.00	2,100.00
51700 · Meals and Entertainment	142.84	150.00	142.84	150.00	600.00
51725 · Office Expense	1,277.07	600.00	1,277.07	600.00	2,400.00
51730 · Professional Fees	0.00	0.00	0.00	0.00	
53401 · Accounting	1,190.00	1,050.00	1,190.00	1,050.00	4,200.00
53403 · Audit	0.00	600.00	0.00	600.00	600.00
53404 · Computer Administration (IT)	0.00	300.00	0.00	300.00	1,200.00
53405 · Legal	756.26	150.00	756.26	150.00	600.00
43406 · Bank Service and Finance Fees	101.90	0.00	101.90	0.00	0.00
Total 51730 · Professional Fees	2,048.16	2,100.00	2,048.16	2,100.00	6,600.00
51735 · Rent	1,986.00	1,986.00	1,986.00	1,986.00	8,070.00
51750 · Staff Seminars and Travel	15.75	2,150.00	15.75	2,150.00	2,600.00
52300 · Telephone and Utilities	1,536.64	1,350.00	1,536.64	1,350.00	3,510.00
Total Operating Expenses	7,236.46	10,073.00	7,236.46	10,073.00	28,867.00

SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN.

Quarterly Investment Policy Report
 As of March 31, 2015

Business Banking Account	Total	Investment Type	Investment Return (APR)	Maturity Date
Cash in River City Checking	\$ 5,697.27	Cash/Cash Eqv	0.02%	NA
Business Banking Account SubTotal	\$ 5,697.27			
Operating Reserve Account	Total	Investment Type	Investment Return (APR)	Maturity Date
River City Bank Liquid CD	\$ 227,904.98	Cash/Cash Eqv	0.31%	Monthly
Bank of America Savings	\$ 1,000.00	Cash/Cash Eqv	0.01%	N/A
Merrill Lynch Money Market	\$ 84,905.99	Cash/Cash Eqv	0.08%	NA
Operating Reserve Account SubTotal	\$ 313,810.97			
Capital Investment Account	Total	Investment Type	Investment Return (APR)	Maturity Date
Merrill Lynch Reserve Account	\$ 14,550.73	Cash/Cash Eqv	NA	NA
GoldmanSachs CD 9/21/15 1.15%	\$ 10,000.00	Fixed	1.15%	9/15/2015
CD Discover Bank 3/28/16 0.8%	\$ 18,000.00	Fixed	0.75%	9/20/2015
CD Discover Bank 2/26/16 0.45%	\$ 35,000.00	Fixed	0.45%	2/26/2016
CD Goldman Sachs 2/27/17 1.0%	\$ 25,000.00	Fixed	1.00%	2/27/2017
Change in Investment Value	\$ (337.76)			
Capital Investment Account Subtotal	\$ 102,212.97			
Grand Total	\$ 421,721.21			

Average Monthly Revenue Estimate \$ 23,266.33
 Average Monthly Expense Estimate \$ 20,000.00

Account	Total (\$)	Cash Flow Guidelines			
		Months Available	Minimum	Target	Maximum
Business Banking Account	\$ 5,697	0.3	2	3	4
Operating Reserve Account	\$313,811	15.7	4	9	12
Capital Investment Account	\$102,213	5.1	0	3	6
Total	\$421,721				

Account	Total (\$)	Asset Allocation Guidelines			
		Percentage	Minimum	Target	Maximum
Cash/Cash Equivalent	\$332,721	79%	50%	75%	100%
Fixed Income	\$ 88,000	21%	0%	25%	40%
Equity	\$ -	0%	0%	0%	10%
Total	\$420,721				

A/R Summary

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
AFSCME, Council 57	0.00	0.00	0.00	350.00	0.00	350.00
American Funds-c	940.16	0.00	0.00	0.00	0.00	940.16
American Income Life Insurance Company	0.00	0.00	0.00	350.00	350.00	700.00
Armstrong & Associates	0.00	0.00	0.00	544.70	0.00	544.70
Barrett Business Services, Inc.	0.00	0.00	0.00	547.80	0.00	547.80
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
CA United Home Care Workers	0.00	0.00	0.00	490.70	0.00	490.70
CDM	0.00	0.00	0.00	869.10	0.00	869.10
Chipotle	0.00	0.00	0.00	525.40	0.00	525.40
Cumming Corporation	0.00	0.00	0.00	350.00	0.00	350.00
Dequine & Associates	0.00	0.00	0.00	350.00	350.00	700.00
Esquire Deposition Solutions	0.00	0.00	0.00	621.60	0.00	621.60
Gallagher Bassett Services, Inc.	0.00	0.00	0.00	703.60	0.00	703.60
Global Options, Inc.	0.00	0.00	0.00	350.00	0.00	350.00
GOALS For Women	0.00	0.00	0.00	350.00	0.00	350.00
Greve, Clifford, Wengel & Paras	0.00	0.00	0.00	0.00	131.30	131.30
Health Now	0.00	0.00	0.00	460.00	0.00	460.00
Honeywell International	0.00	0.00	0.00	664.70	0.00	664.70
Informatix	0.00	0.00	0.00	803.40	0.00	803.40
Integra	0.00	0.00	0.00	990.60	0.00	990.60
JAMS	0.00	0.00	0.00	703.50	0.00	703.50
Johanson & Associates	0.00	0.00	0.00	350.00	1,050.00	1,400.00
Konica Minolta Business Solutions	0.00	0.00	0.00	350.00	0.00	350.00
KPMG	0.00	0.00	0.00	523.70	0.00	523.70
Langenkamp, Curtis & Price	0.00	0.00	0.00	350.00	0.00	350.00
Law Enforcement Chaplaincy	0.00	0.00	0.00	350.00	0.00	350.00
Low, McKinley, Baleria & Salenko, LLP	0.00	0.00	0.00	861.10	0.00	861.10
New Horizons	0.00	0.00	0.00	1,178.90	0.00	1,178.90
NV 5	0.00	0.00	0.00	1,346.90	0.00	1,346.90
Parsons Brinckerhoff	0.00	0.00	0.00	0.00	204.10	204.10
PG & E	0.00	0.00	0.00	2,405.10	2,405.10	4,810.20
PG & E Natomas Park	0.00	0.00	0.00	350.00	175.00	525.00
Presidio (fmrly INX)	0.00	0.00	0.00	0.00	524.90	524.90
Quorum Technologies	0.00	0.00	0.00	350.00	0.00	350.00
Ratto Law Firm	0.00	0.00	0.00	350.00	262.50	612.50
Sacramento Covered	0.00	0.00	0.00	532.20	0.00	532.20
Shergill Law Firm	0.00	0.00	0.00	350.00	1,400.00	1,750.00
Sierra West Group	0.00	0.00	0.00	0.00	175.00	175.00

Sutter Health Metro (2700)	0.00	0.00	0.00	9,120.00	0.00	9,120.00
Sutter Suite 100	0.00	0.00	0.00	1,212.00	1,210.20	2,422.20
Sutter Suite 150	0.00	0.00	0.00	1,399.90	0.00	1,399.90
Austin Cooper	0.00	0.00	0.00	0.00	700.00	700.00
Thomas Minder & Associates	0.00	0.00	0.00	350.00	0.00	350.00
	0.00	0.00	0.00	1,252.00	1,252.00	2,504.00
Van Dermyden Maddux Law	0.00	0.00	0.00	350.00	0.00	350.00
Vavrinek, Trine, Day & Co., CPA	0.00	0.00	0.00	350.00	0.00	350.00
Ventyx	0.00	0.00	0.00	432.50	0.00	432.50
Wayne C. Johnson & Associates	0.00	0.00	0.00	350.00	0.00	350.00
TOTAL	940.16	0.00	0.00	34,489.40	11,676.90	47,106.46

	Type	Date	Num	P. O. #	Name	Terms	Due Date	Aging	Open Balance
Current									
	General Journal	03/31/2015	PB0315-05		American Funds-c				940.16
Total Current									940.16
1 - 30									
Total 1 - 30									
31 - 60									
Total 31 - 60									
61 - 90									
	Invoice	01/01/2015	713		AFCME, Council 57	Due Upon Receipt	01/01/2015	89	350.00
	Invoice	01/01/2015	716		American Income Life Insurance Company		01/01/2015	89	350.00
	Invoice	01/01/2015	721		Armstrong & Associates	Due Upon Receipt	01/01/2015	89	544.70
	Invoice	01/01/2015	726		Barrett Business Services, Inc.	Due Upon Receipt	01/01/2015	89	547.80
	Invoice	01/01/2015	741		CA United Home Care Workers	Due Upon Receipt	01/01/2015	89	490.70
	Invoice	01/01/2015	754		CDM	Due Upon Receipt	01/01/2015	89	869.10
	Invoice	01/01/2015	760		Chipotle	Due Upon Receipt	01/01/2015	89	525.40
	Invoice	01/01/2015	768		Cumming Corporation	Due Upon Receipt	01/01/2015	89	350.00
	Invoice	01/01/2015	773		Dequine & Associates	Due Upon Receipt	01/01/2015	89	350.00
	Invoice	01/01/2015	778		Esquire Deposition Solutions	Due Upon Receipt	01/01/2015	89	621.60
	Invoice	01/01/2015	788		Gallagher Bassett Services, Inc.	Due Upon Receipt	01/01/2015	89	703.60
	Invoice	01/01/2015	790		Global Options, Inc.	Due Upon Receipt	01/01/2015	89	350.00
	Invoice	01/01/2015	791		GOALS For Women	Due Upon Receipt	01/01/2015	89	350.00
	Invoice	01/01/2015	796		Health Now	Due Upon Receipt	01/01/2015	89	460.00
	Invoice	01/01/2015	800		Honeywell International	Due Upon Receipt	01/01/2015	89	664.70
	Invoice	01/01/2015	804		Informatrix	Due Upon Receipt	01/01/2015	89	803.40
	Invoice	01/01/2015	807		JAMS	Due Upon Receipt	01/01/2015	89	703.50
	Invoice	01/01/2015	809		Johanson & Associates	Due Upon Receipt	01/01/2015	89	350.00
	Invoice	01/01/2015	813		Konica Minolta Business Solutions	Due Upon Receipt	01/01/2015	89	350.00
	Invoice	01/01/2015	814		KPMG		01/01/2015	89	523.70
	Invoice	01/01/2015	816		Langenkamp, Curtis & Price	Due Upon Receipt	01/01/2015	89	350.00
	Invoice	01/01/2015	818		Law Enforcement Chaplaincy	Due Upon Receipt	01/01/2015	89	350.00
	Invoice	01/01/2015	821		Low, McKinley, Baleria & Salenko, LLP	Due Upon Receipt	01/01/2015	89	861.10
	Invoice	01/01/2015	827		New Horizons	Due Upon Receipt	01/01/2015	89	1,178.90
	Invoice	01/01/2015	830		NV 5	Due Upon Receipt	01/01/2015	89	1,346.90
	Invoice	01/01/2015	838		PG & E	Due Upon Receipt	01/01/2015	89	2,405.10
	Invoice	01/01/2015	839		PG & E Natomas Park		01/01/2015	89	350.00
	Invoice	01/01/2015	842		Quorum Technologies	Due Upon Receipt	01/01/2015	89	350.00
	Invoice	01/01/2015	843		Ratto Law Firm		01/01/2015	89	350.00
	Invoice	01/01/2015	853		Sacramento Covered	Due Upon Receipt	01/01/2015	89	532.20
	Invoice	01/01/2015	855		Shergill Law Firm	Due Upon Receipt	01/01/2015	89	350.00
	Invoice	01/01/2015	867		Sutter Health Metro (2700)	Due Upon Receipt	01/01/2015	89	9,120.00
	Invoice	01/01/2015	868		Sutter Suite 100	Due Upon Receipt	01/01/2015	89	1,212.00
	Invoice	01/01/2015	869		Sutter Suite 150	Due Upon Receipt	01/01/2015	89	1,399.90
	Invoice	01/01/2015	873		Thomas Minder & Associates	Due Upon Receipt	01/01/2015	89	350.00
	Invoice	01/01/2015	875		Truven Health Analytics	Due Upon Receipt	01/01/2015	89	1,252.00
	Invoice	01/01/2015	881		Van Dermyden Maddux Law	Due Upon Receipt	01/01/2015	89	350.00
	Invoice	01/01/2015	882		Vavrinek, Trine, Day & Co., CPA	Due Upon Receipt	01/01/2015	89	350.00
	Invoice	01/01/2015	883		Ventyx	Due Upon Receipt	01/01/2015	89	432.50
	Invoice	01/01/2015	888		Wayne C. Johnson & Associates	Due Upon Receipt	01/01/2015	89	350.00
	Invoice	01/01/2015	894		Integra	Due Upon Receipt	01/01/2015	89	990.60
Total 61 - 90									34,489.40
> 90									
	Invoice	01/01/2010	105		Johanson & Associates	Due Upon Receipt	01/01/2010	1,915	350.00
	Invoice	01/04/2011	155		Shergill Law Firm	Due Upon Receipt	01/04/2011	1,547	350.00
	Invoice	01/02/2012	16		Thanh T. Foxx, Inc. & W. Austin Cooper	Due Upon Receipt	01/02/2012	1,184	350.00
	Invoice	01/02/2012	20		Bevan & Bevan & Associates	Due Upon Receipt	01/02/2012	1,184	350.00
	Invoice	01/02/2012	103		Johanson & Associates	Due Upon Receipt	01/02/2012	1,184	350.00
	Invoice	01/02/2012	150		Shergill Law Firm	Due Upon Receipt	01/02/2012	1,184	350.00

A/R Detail

> 90									
	Invoice	01/01/2010	105	Johanson & Associates	Due Upon Receipt	01/01/2010	1,915	350.00	
	Invoice	01/04/2011	155	Shergill Law Firm	Due Upon Receipt	01/04/2011	1,547	350.00	
	Invoice	01/02/2012	16	Thanh T. Foxx, Inc. & W. Austin Cooper	Due Upon Receipt	01/02/2012	1,184	350.00	
	Invoice	01/02/2012	20	Bevan & Bevan & Associates	Due Upon Receipt	01/02/2012	1,184	350.00	
	Invoice	01/02/2012	103	Johanson & Associates	Due Upon Receipt	01/02/2012	1,184	350.00	
	Invoice	01/02/2012	150	Shergill Law Firm	Due Upon Receipt	01/02/2012	1,184	350.00	
	Invoice	01/02/2012	163	Sutter Suite 100	Due Upon Receipt	01/02/2012	1,184	1,210.20	
	Invoice	01/01/2013	342	Bevan & Bevan & Associates	Due Upon Receipt	01/01/2013	819	350.00	
	Invoice	01/01/2013	457	Shergill Law Firm	Due Upon Receipt	01/01/2013	819	350.00	
	Invoice	01/01/2013	460	Sierra West Group	Due Upon Receipt	01/01/2013	819	175.00	
	Invoice	06/18/2013	503	PG & E Natomas Park		06/18/2013	651	175.00	
	Invoice	01/01/2014	515	American Income Life Insurance Company		01/01/2014	454	350.00	
	Invoice	01/01/2014	523	Thanh T. Foxx, Inc. & W. Austin Cooper	Due Upon Receipt	01/01/2014	454	350.00	
	Invoice	01/01/2014	530	Bevan & Bevan & Associates	Due Upon Receipt	01/01/2014	454	350.00	
	Invoice	01/01/2014	534	Bowman & Associates	Due Upon Receipt	01/01/2014	454	436.80	
	Invoice	01/01/2014	578	Dequine & Associates	Due Upon Receipt	01/01/2014	454	350.00	
	Invoice	01/01/2014	599	Greve, Clifford, Wengel & Paras	Due Upon Receipt	01/01/2014	454	131.30	
	Invoice	01/01/2014	612	Presidio (fmrly INX)	Due Upon Receipt	01/01/2014	454	524.90	
	Invoice	01/01/2014	616	Johanson & Associates	Due Upon Receipt	01/01/2014	454	350.00	
	Invoice	01/01/2014	640	Parsons Brinckerhoff	Due Upon Receipt	01/01/2014	454	204.10	
	Invoice	01/01/2014	642	PG & E	Due Upon Receipt	01/01/2014	454	2,405.10	
	Invoice	01/01/2014	657	Shergill Law Firm	Due Upon Receipt	01/01/2014	454	350.00	
	Invoice	01/01/2014	676	Truven Health Analytics	Due Upon Receipt	01/01/2014	454	1,252.00	
	Invoice	04/03/2014	698	Ratto Law Firm		04/03/2014	362	262.50	
Total > 90								11,676.90	
TOTAL								47,106.46	