South Natomas TMATM Board of Directors Meeting Wednesday, November 4, 2015 Meeting Minutes

I. Call to Order

President Chris Antonucci called the meeting to order at approximately 7:38AM on Wednesday, November 4, 2015 in the First Floor Conference Room at 2150 River Plaza Drive in Sacramento, CA. Attending were Chris Antonucci, Suman Jha, Scott Little, Kendra Murray, Jennifer Elwood, Derrick Tsang, Bill Vanderslice and SNTMA staff Stephanie Merten and Jason Vitaich.

II. Approval of Previous Meeting's Minutes

A motion was made to approve the October 7, 2015 Board Meeting Minutes. The motion was moved by Suman Jha, seconded by Chris Antonucci. The motion passed unanimously, 5:0.* (Jennifer Elwood had not yet arrived when this vote was taken).

III. New Business

A motion was made by Chris Antonucci to approve the third quarter SNTMA financial reports (see Attachment "A"). The motion was seconded by Suman Jha. The motion passed unanimously, 6:0.*

The SNTMA went into Executive Session at approximately 8:25 a.m. and reconvened into open session at approximately 8:55a.m. The following action was reported out of the Executive Session:

A motion was made by Chris Antonucci to approve the full end-of-year bonuses for staff as budgeted within the 2014 budget. The motion was seconded by Suman Jha. The motion passed unanimously, 6:0.

- A. Executive Director Jason Vitaich delivered the following report:
 - 2015 dues invoicing continues. Currently following up with member companies currently delinquent on dues.
- B. Stephanie Merten delivered the following Membership Report:
 - Commuter Club
 - o Preparing for Commuter Club enhancements
 - Campaigns and events promoted through the Commuter Club
 - 10/14 Email to all Commute Coordinators regarding monthly programs and benefits email
 - 10/29 email to all member companies regarding the closure of Truxel eastbound ramps in November

South Natomas TMA Board Meeting November 4, 2015 Page 2 of 11

- Programs
 - o thirty-five carpool subsidies in October
 - o twenty-six Low Emissions subsidies in October
 - o five transit subsidies in October
 - o four AMTRAK subsidies in October
 - o three bicycle maintenance subsidies in October
 - o 2 people / 2 entries for October Monthly Facebook contest
 - o Three hundred sixteen Facebook "LIKES"
 - o 10/13 delivered OfficeShare bikes to HCD
 - o 10/21 Commuter Club vanpool luncheon eighteen attendees
- Meetings
 - 10/14 TDM Task Force
 - o 10/27 attended ACT luncheon
 - o 10/28 attended Sacramento TMA Annual Meeting
- Other
 - o Prepared quarterly SACOG report
 - o 10/15 delivered SNTMA photos to ZAP Creative for SNTMA brochure
 - o 10/29 provided Zap Creative with photo prop list for cost estimate
 - Secured Keynote speaker Alan Hersh to discuss the Railyards at 3/9 annual meeting

• November Activities

- Prepare and deliver Q4 promotional items
- o Planning First Quarter Commuter Club Breakfast
- o 11/17 Smart Cycling clinic at HCD
- Deliver subsidy checks, Facebook prizes and gas cards

IV. Adjourn

The meeting adjourned at approximately 8:59 AM. The next SNTMA Board meeting is scheduled for Wednesday, December 2, 2015 at 8:00 AM at 2150 River Plaza Drive, Sacramento, CA.

Respectfully submitted,

Bill Vanderslice SNTMA Secretary

SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN. Statement of Financial Position As of September 30, 2015

Substantially All Disclosures Required by the income Tax Basis of Accounting Omitted

	8ep 30, 16
A88ET8	
Current Accets	
Checking/Savings	
10100 · Checking - River City Bank	-2,957.43
10200 - Liquid CD - River City Bank	118,293.85
10300 - Bank of America	10,940.10
10900 - Money Market - Merrill Lynoh	44,966.86
Total Cheoking/Savings	171,243.38
Accounts Receivable	
11000 - Accounts Receivable	41,942.26
11607 - Tenant Dues 2010	350.00
Total Accounts Receivable	42,292.26
Other Current Assets	
12601 - Prepaid Rent	678.55
Total Other Current Assets	678.55
Total Current Assets	214,214.19
Fixed Accets	
13000 - Furniture and Equipment	3.660.44
13500 - Accumulated Depreciation	-2.054.39
Total Fixed Accets	1,606.05
Other Assets	-
18000 - Merrill Lynch Recerve Account	24,632.67
18008 - Discover CD 3/28/16 .8%	18,000.00
18012 - CD Discover Bank 2/28/18 0.45%	35,000.00
18013 - CD Goldman Saohs 2/27/17 1.0%	25,000.00
18099 - ML Unrealized Net Gain/Loss	-135.02
Total Other Assets	102,497.65
TOTAL ASSETS	318,317.88
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
20210 - Vica Credit Card	189.95
Total Credit Cards	189.95
Other Current Liabilities	
20300 - Acorued Wages	13,304.86
20400 - Deferred Revenue	61,822.92
20700 - 401(k) Payable	-1,412.38
Total Other Current Liabilities	73,715.40
Total Current Liabilities	73,905.35
Tois! Lisbilities	72 905 25

Total Liabilities	73,905.35
Equity	
38000 - Net Assets	321,322.75
Net Income	-76,910.21
Total Equity	244,412.54

TOTAL LIABILITIES & EQUITY

No assurance is provided on this financial statement.

318,317.89

SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN. SUPPLEMENTAL Statement of Activities January through September 2015

	Jul - Sep 15	Budget	Jan - Sep 15	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
40102 - Tenant Dues	48,647.71	51,249.00	146,491.69	153,747.00	204,996.00
40103 - Developer Dues	11,878.01	10,938.00	31,879.54	32,814.00	43,752.00
40105 - SACOG Grant	14,874.00	7,437.00	22,311.00	14,874.00	29,748.00
40107 - SACOG Bike Month Reimbursements	0.00	0.00	0.00	700.00	700.00
Total Income	75,399.72	69,624.00	200,682.23	202,135.00	279,196.00
Gross Profit	75,399.72	69,624.00	200,682.23	202,135.00	279,196.00
Expense					
Administrative Expenses					
Salaries and Wages					
50100 - Salary - Executive Director	17,518.50	18,978.78	55,390.21	56,936.34	75,915.12
50110 · Bonus - Executive Director	0.00	0.00	0.00	0.00	3,000.00
50120 - Salary - Member Services Mgr	11,688.18	12,662.82	36,955.83	37,988.46	50,651.28
50130 · Bonus - Member Services Mgr	0.00	0.00	0.00	0.00	1,500.00
Total Salaries and Wages	29,206.68	31,641.60	92,346.04	94,924.80	131,066.40
Payroll Expenses					
50300 - Employee Benefits	3,149.32	1,506.00	11,502.75	4,518.00	6,024.00
50325 - Payroll Fees - Staff Resources	874.20	540.00	2,819.10	1,620.00	2,160.00
50350 - Payroli Taxes	2,232.00	2,419.50	7,799.14	8,335.50	10,986.00
50400 - Worker's Compensation Insurance	400.30	416.00	1,027.30	1,247.00	1,703.00
50425 - 401(k) Match	876.18	949.26	2,770.34	2,847.78	3,797.04
Total Payroll Expenses	7,532.00	5,830.76	25,918.63	18,568.28	24,670.04
Total Administrative Expenses	36,738.68	37,472.36	118,264.67	113,493.08	155,736.44

SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN. SUPPLEMENTAL Statement of Activities

January through September 2015

	Jul - Sep 15	Budget	Jan - Sep 15	YTD Budget	Annual Budget
Operating Expenses					
51000 - Automobile Expense	9.00	240.00	9.00	720.00	960.00
51005 - Board Member Gifts	0.00	0.00	0.00	500.00	500.00
51010 - Business Tax	11.00	0.00	11.00	110.00	110.00
51015 - Depreciation	230.00	90.00	690.00	270.00	360.00
51025 - Dues and Subscriptions	386.00	0.00	631.00	1,057.00	1,057.00
51050 - Insurance	2,169.00	0.00	2,169.00	2,100.00	2,100.00
51700 - Meals and Entertainment	232.65	150.00	472.27	450.00	600.00
51725 · Office Expense	1,254.98	600.00	4,165.97	1,800.00	2,400.00
51730 · Professional Fees					
53401 · Accounting	2,004.59	1,050.00	4,059.27	3,150.00	4,200.00
53403 - Audit	0.00	0.00	0.00	600.00	600.00
53404 · Computer Adminstration (IT)	0.00	300.00	0.00	900.00	1,200.00
53405 - Legal	0.00	150.00	1,420.84	450.00	600.00
43406 - Bank Service and Finance Fees	124.60		392.46		
51730 · Professional Fees - Other	0.00		50.00		
Total 51730 - Professional Fees	2,129.19	1,500.00	5,922.57	5,100.00	6,600.00
51735 - Rent	2,036.55	2,040.00	6,025.55	6,030.00	8,070.00
51750 - Staff Seminars and Travel	111.00	150.00	131.75	2,450.00	2,600.00
52300 - Telephone and Utilities	1,380.79	720.00	3,793.85	2,790.00	3,510.00
Total Operating Expenses	9,950.16	5,490.00	24,021.96	23,377.00	28,867.00

South Natomas TMA Board Meeting Attachment "A" September 2, 2015 Page 6 of 11

SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN. SUPPLEMENTAL Statement of Activities January through September 2015

	Jul - Sep 15	Budget	Jan - Sep 15	YTD Budget	Annual Budget
Membership Programs & Outreach					
Subsidies					
51200 - Guaranteed Ride Home	57.40	150.00	131.92	450.00	600.00
51400 · Vanpool Subsidy	0.00	330.00	0.00	990.00	1,320.00
51450 · Carpool Subsidy	5,200.00	4,500.00	14,650.00	13,500.00	18,000.00
51475 - RT Pass Subsidy	600.00	2,250.00	1,900.00	6,750.00	9,000.00
51500 - Transit					
51501 · Amtrak	850.00	750.00	2,100.00	2,250.00	3,000.00
Total 51500 - Transit	850.00	750.00	2,100.00	2,250.00	3,000.00
56010 - Bike Subsidy - Purchase	14,859.00	0.00	34,593.50	14,400.00	14,400.00
56015 - Bike Subsidy - Maintenance	2,600.00	3,600.00	12,200.00	10,800.00	14,400.00
56055 - Capital Improvements Program	1,950.58	3,750.00	1,950.58	11,250.00	15,000.00
56066 - Residential Car Charging Subsdy	626.91	0.00	7,636.85	10,000.00	10,000.00
56067 - Walking Subsidy	0.00	0.00	2,200.00	2,000.00	2,000.00
56068 - High Efficiency Auto Subsidy	2,700.00	3,000.00	7,800.00	9,000.00	12,000.00
Total Subsidies	29,443.89	18,330.00	85,162.85	81,390.00	99,720.00
Programs					
56005 - Bike Safety Clinics	300.00	300.00	300.00	900.00	900.00
56008 - Bike Share Program	781.16	0.00	1,562.32	3,750.00	3,750.00
Total Programs	1,081.16	300.00	1,862.32	4,650.00	4,650.00

SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN. SUPPLEMENTAL Statement of Activities

January through September 2015

	Jul - Sep 15	Budget	Jan - Sep 15	YTD Budget	Annual Budget
Outreach					
51505 - Property Manager Appreciation	0.00	0.00	0.00	0.00	700.00
51595 - Marketing and Promotion Mat.					
52550 - Ice Cream Socials	547.29	970.00	547.29	1,940.00	1,940.00
51595 - Marketing and Promotion Mat Other	4,346.59	3,305.00	8,084.70	10,695.00	12,950.00
Total 51595 · Marketing and Promotion Mat.	4,893.88	4,275.00	8,631.99	12,635.00	14,890.00
51600 - Commuter Club					
51590 - Commuter Club Incentives	425.00	375.00	1,951.50	1,125.00	1,500.00
52541 - CC Website Development	0.00	498.00	311.50	3,494.00	4,000.00
Total 51600 - Commuter Club	425.00	873.00	2,263.00	4,619.00	5,500.00
51804 - Annual Meeting					
51808 - Annual Member Recognition	0.00	0.00	0.00	0.00	2,100.00
51804 - Annual Meeting - Other	0.00	0.00	3,144.03	5,000.00	5,000.00
Total 51804 - Annual Meeting	0.00	0.00	3,144.03	5,000.00	7,100.00
52400 · Sponsorship	1,000.00	500.00	1,350.00	935.00	935.00
56002 - Bike Commute Month	0.00	0.00	423.57	1,500.00	1,500.00
56003 · Quarterly Educational Lunches	831.23	400.00	1,102.72	1,200.00	1,600.00
56070 - Facebook Contests and Incentive	310.00	480.00	1,545.00	1,890.00	2,370.00
Total Outreach	7,460.11	6,528.00	18,460.31	27,779.00	34,595.00
Total Membership Programs & Outreach	37,985.16	25,158.00	105,485.48	113,819.00	138,965.00
Total Expense	84,674.00	68,120.36	247,772.11	250,689.08	323,568.44
Net Ordinary Income	-9,274.28	1,503.64	-47,089.88	-48,554.08	-44,372.44

SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN. SUPPLEMENTAL Statement of Activities

January through September 2015

	Jul - Sep 15	Budget	Jan - Sep 15	YTD Budget	Annual Budget
Other Income/Expense					
Other Income					
Unrealized Net Gain/Loss	-185.16		141.16		
40200 - Interest Income	379.62	360.00	966.51	1,080.00	1,440.00
Total Other Income	194.46	360.00	1,107.67	1,080.00	1,440.00
Other Expense					
56065 - Major Capital Improvements	20,800.00	7,500.00	30,928.00	22,500.00	30,000.00
Total Other Expense	20,800.00	7,500.00	30,928.00	22,500.00	30,000.00
Net Other Income	-20,605.54	-7,140.00	-29,820.33	-21,420.00	-28,560.00
Net Income	-29,879.82	-5,636.36	-76,910.21	-69,974.08	-72,932.44

South Natomas TMA Board Meeting Attachment "A" September 2, 2015 Page 9 of 11

SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN. Quarterly Investment Policy Report As of September 30, 2015

Business Banking Account		Total	Investment Type	Investment Return (APR)	Maturity Date
Cash in River City Checking	\$	(2,957.43)	Cash/Cash Eqv	0.0.%	NA
Business Banking Account SubTotal	\$	(2,957.43)			
	_			-	
Operating Reserve Account		Total	Investment Type	Investment Return (APR)	Maturity Date
River City Bank Liquid CD	\$	118,293.85	Cash/Cash Eqv	0.31%	Monthly
Bank of America Savings	\$	10,940.10	Cash/Cash Eqv	0.01%	N/A
Merrill Lynch Money Market	\$	44,966.86	Cash/Cash Eqv	0.08%	NA
Operating Reserve Account SubTotal	\$	174,200.81			
Capital Investment Account		Total	Investment Type	Investment Return (APR)	Maturity Date
Merrill Lynch Reserve Account	\$	24,632.67	Cash/Cash Eqv	NA	NA
CD Discover Bank 3/28/16 0.8%	\$	18,000.00	Fixed	0.80%	3/28/2016
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	\$	(135.02)			
Capital Investment Account Subtotal	\$	102,497.65			
Grand Total	\$	273,741.03			

		Cash Flow Guidelines				
Account	Total (\$)	Months Available	Minimum	Target	Maximum	
Business Banking Account	\$ (2,957)	-0.1	2	3	4	
Operating Reserve Account	\$174,201	7.0	4	9	12	
Capital Investment Account	\$ 102,498	4.1	o	з	6	
Total	\$ 273,741					

		Asset Allocation Guidelines				
Account	Total (\$)	Percentage	Minimum	Target	Maximum	
Cash/Cash Equivalent	\$ 195,876	33%	50%	75%	100%	
Fixed Income	\$ 78,000	13%	0%	25%	40%	
Equity	\$ 321,323	54%	0%	0%	10%	
Total	\$ 595,199					

Average Monthly Revenue Estimate Average Monthly Expense Estimate

\$ 23,266.33 \$ 25,000.00

For Management Purposes Only

Page 7 of 9

SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN. A/R Aging Summary As of September 30, 2015

	Current	1-30	31-60	61 - 90	> 90	TOTAL
Agape Villages	0.00	0.00	0.00	0.00	175.00	175.00
American Income Life Insurance Company	0.00	0.00	0.00	0.00	700.00	700.00
Bevan & Bevan & Associates	0.00	0.00	0.00	0.00	1,050.00	1,050.00
California Professional Firefighters	0.00	0.00	0.00	0.00	5,000.00	5,000.00
CDM	0.00	0.00	0.00	0.00	869.10	889.10
Chipotle	0.00	0.00	0.00	0.00	525.40	525.40
CQEL	0.00	0.00	0.00	0.00	175.00	175.00
Creekside Natomas Partners, LLC	0.00	0.00	0.00	0.00	11,263.42	11,263.42
Johanson & Associates	0.00	0.00	0.00	0.00	1,400.00	1,400.00
Konica Minolta Business Solutions	0.00	0.00	0.00	0.00	350.00	350.00
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
PG & E Natomas Park	0.00	0.00	0.00	0.00	525.00	525.00
Ratto Law Firm	0.00	0.00	0.00	0.00	612.50	612.50
Sacramento Covered	0.00	0.00	0.00	0.00	532.20	532.20
Shergill Law Firm	0.00	0.00	0.00	0.00	1,750.00	1,750.00
Sierra Nevada Journey	0.00	0.00	0.00	0.00	175.00	175.00
SRCEH	0.00	0.00	0.00	0.00	175.00	175.00
Sutter Health Metro (2700)	0.00	0.00	0.00	0.00	9,120.00	9,120.00
Sutter Suite 100	0.00	0.00	0.00	0.00	2,422.20	2,422.20
Thanh T. Foxx, Inc. & W. Austin Cooper	0.00	0.00	0.00	0.00	700.00	700.00
Thomas Minder & Associates	0.00	0.00	0.00	0.00	350.00	350.00
Truven Health Analytics	0.00	0.00	0.00	0.00	2,504.00	2,504.00
Ventyx	0.00	0.00	0.00	0.00	432.50	432.50
Wayne C. Johnson & Associates	0.00	0.00	0.00	0.00	350.00	350.00
TOTAL	0.00	0.00	0.00	0.00	42,292.28	42,292.26

SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN. A/R Aging Detail As of September 30, 2015

	Туре	Date	Num P.C	• Name	Terms	Due Date	Aging	Open Balance
Current								
Total Current								
1-30								
Total 1 - 30								
51-00								
Total 31 - 60								
61-90								
Total 61 - 90								
► 90								
	Invoice	01/01/2010	105	Johanson & Associates	Due Upon Receipt	01/01/2010	2,095	350.00
	Invoice	05/04/2011	100	Shargill Law Firm	Due Upon Receipt	01/04/2011	1,730	350.00
	Invoice	01/02/2012	16	Thanh T. Foxo, Inc. & W. Austin Cooper	Due Upon Receipt	01/02/2012	1,367	350.00
	Invoice	01/02/2012	20	Devan & Devan & Associates	Due Upon Receipt	01/02/2012	1,367	350.00
	Invoice	01/02/2012	103	Johanson & Associates	Due Upon Receipt	01/02/2012	1,367	350.00
	Invoice	01/02/2012	150	Shergil Law Rim Suter Sute 100	Due Upon Receipt	01/02/2012	1,367	350.00
	Involce	01/02/2012	100		Due Upon Receipt	01/02/2012	1,367	1,210.20
	Invoice	01/01/2013	342	Devan & Devan & Associates Sharpil Law Rim	Due Upon Receipt Due Upon Receipt	01/01/2013	1,002	350.00
	Invoice	09/18/2013	500	PG & E Natornas Park	Due open Histerijk	00/10/2013	834	175.00
	involce	01/01/2014	515	American income Life Insurance Company		01/01/2014	637	350.00
	Invoice	01/01/2014	525	Thanh T. Foxo, Inc. & W. Austin Cooper	Due Upon Receipt	01/01/2014	637	350.00
	involce	01/01/2014	500	Devan & Devan & Associates	Due Upon Receipt	01/01/2014	617	350.00
	Invoice	01/01/2014	616	Johannon & Associates	Due Upon Receipt	01/01/2014	637	350.00
	Invoice	01/01/2014	657	Shergil Law Rm	Due Upon Receipt	01/01/2014	637	350.00
	Invoice	01/01/2014	676	Traven Health Analytics	Due Upon Receipt	01/01/2014	637	1,252.00
	involce	04/00/2014	690	Ratio Law Firm		04032014	545	262.50
	Involce	01/01/2015	716	American income Life Insurance Company		01/01/2015	272	350.00
	Involce	01/01/2015	754	COM	Due Upon Receipt	01/01/2015	272	869.10
	Involce	01/01/2015	790	Chipote	Due Upon Receipt	01/01/2015	272	525.40
	Involce	01/01/2015	809	Johanson & Associates	Due Upon Receipt	01/01/2015	272	350.00
	Invoice	01/01/2015	813	Konice Minute Business Solutions	Due Upon Receipt	01/01/2015	272	350.00
	Involce	01/01/2015	818	Law Enforcement Chaptaincy	Due Upon Receipt	01/01/2015	272	350.00
	involce	01/01/2015	827	New Horizons	Due Upon Receipt	01/01/2015	272	705.94
	Involce	01/01/2015	0.39	PG & E Natomas Park		01/01/2015	272	350.00
	Involce	01/01/2015	843	Ratio Law Rim		01/01/2015	272	350.00
	Involce	01/01/2015	853	Sacramento Covered	Due Upon Receipt	01/01/2015	272	532.20
	Invoice	01/01/2015	000	Shargil Law Firm	Due Upon Receipt	01/01/2015	272	350.00
	Involce	01/01/2015	867	Sutter Health Metro (2700)	Due Upon Receipt	01/01/2015	272	9,120.00
	involce	01/01/2015	868	Sutter Suite 100	Due Upon Receipt	01/01/2015	272	1,212.00
	Invoice	01/01/2015	675	Thomas Minder & Associates	Due Upon Receipt	01/01/2015	272	350.00
	Invoice	01/01/2015	616	Truven Health Analytics	Due Upon Receipt	01/01/2015	272	1,252.00
	Involce	01/01/2015	863	Vertyx	Due Upon Receipt	01/01/2015	272	432.50
	Invoice	01/01/2015	800	Wayne C. Johnson & Associates	Due Upon Receipt	01/01/2015	272	350.00
	Involce	05/05/2015	890	Agapa Villages	Due Upon Receipt	05/05/2015	147	175.00
	Involce	05/05/2015	900	CORL	Due Upon Receipt	05/05/2015	147	175.00
	Involce	05/05/2015	901	SRCDI	Due Upon Receipt	05062015	147	175.00
	Involce	05/05/2015	902 903	Siems Nevada Journey	Due Upon Receipt	05/05/2015	147	175.00
	Invoice	05/19/2015	905	Creekside Natomas Partners, LLC California Professional Prefighters	Due Upon Receipt Due Upon Receipt	09192015	136	11,253.42
Total a co		00102015		Caroma Provesional Prendman	oue open receipt	00102010	114	42,282,26
Total > 90								4,04,20

TOTAL

42,292.26