

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

I. Call to Order

President Chris Antonucci called the meeting to order at approximately 8:03AM on Wednesday, November 5, 2014 in the First Floor Conference Room at 2150 River Plaza Drive in Sacramento, CA. Attending were Chris Antonucci, Jennifer Elwood, Suman Jha, Scott Little, Matt McNamara, 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 October 1 Board Meeting Minutes. The motion was moved by Matt McNamara, seconded by Suman Jha. The motion passed unanimously, 6:0.* (*Taneisha Spain arrived shortly after this vote was taken.)

III. New Business

A motion was made by Chris Antonucci to approve the second quarter SNTMA financials (see Attachment "A"). The motion was seconded by Suman Jha. The motion passed unanimously, 7:0*.

A. Executive Director Jason Vitaich delivered the following report:

- The switch from Allevity to ADP and HR To Go is progressing. The 401k switchover is complete, with no substantive issues left unresolved.

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**
 - Eleven Low Emissions subsidies awarded for October
 - Four AMTRAK subsidy awarded for October
 - Five Bike Maintenance subsidies awarded for October
 - Five Transit subsidies awarded for October
 - Twenty-four Carpool subsidies awarded for October
 - Two residential car charging subsidies awarded for October
 - Two hundred fifty-two "LIKES" on Facebook as of October
 - Seven monthly Facebook Contest entries
 - One hundred fifty-seven SNTMA soup mugs packaged and delivered to diary keepers

- **Meetings**
 - October TDM Taskforce Meeting was canceled

- **Other**
 - 10/7 marketing meeting – ordered Q4 promotional item and end of year gift for coordinators
 - 10/28 SNTMA Engineers Roundtable – eighteen attendees

- **October Activities**
 - Deliver fifty-three subsidy checks, five weekly gas card drawing gift cards, six Facebook Contest prizes
 - Prepare end of year gifts for Commute Coordinators for delivery.
 - Plan next February Commuter Club Luncheon

IV. Adjourn

The meeting adjourned at approximately 8:53 AM. The next SNTMA Board meeting is scheduled for Wednesday, December 3, 2014 at 7:30 AM at 2150 River Plaza Drive, Sacramento, CA.

Respectfully submitted,

Bill Vanderslice
SNTMA Secretary

1:32 PM
 10/15/14
 Accrual Basis

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

	<u>Sep 30, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
10100 - Checking - River City Bank	17,645.96
10200 - Liquid CD - River City Bank	186,729.52
10900 - Money Market - Merrill Lynch	64,630.12
Total Checking/Savings	<u>269,005.60</u>
Accounts Receivable	
11000 - Accounts Receivable	17,954.10
11507 - Tenant Dues 2010	350.00
Total Accounts Receivable	<u>18,304.10</u>
Other Current Assets	
12501 - Prepaid Rent	662.00
Total Other Current Assets	<u>662.00</u>
Total Current Assets	287,971.70
Fixed Assets	
13000 - Furniture and Equipment	3,510.37
13500 - Accumulated Depreciation	-2,037.89
Total Fixed Assets	<u>1,472.48</u>
Other Assets	
18000 - Merrill Lynch Reserve Account	1,373.85
18007 - CD Goldman Sachs Bk mat9/15/15	10,000.00
18008 - Discover CD 3/28/16 .8%	18,000.00
18009 - CD 1stBk PrioRico 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	-539.05
Total Other Assets	<u>121,834.78</u>
TOTAL ASSETS	<u>411,278.94</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
20300 - Accrued Vacation	12,406.43
Total Other Current Liabilities	<u>12,406.43</u>
Total Current Liabilities	<u>12,406.43</u>
Total Liabilities	12,406.43
Equity	
39000 - Net Assets	394,041.88
Net Income	4,830.63
Total Equity	<u>398,872.51</u>
TOTAL LIABILITIES & EQUITY	<u>411,278.94</u>

For Management Purposes Only

4:33 PM
 07/24/14
 Accrual Basis

SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN.
Profit & Loss Budget Performance
 April through June 2014

Ordinary Income/Expense	Jul - Sep 14	Budget	Jan - Sep 14	YTD Budget	Annual Budget
Income					
40102 - Tenant Dues	0.00	48,750.00	209,527.48	148,250.00	195,000.00
40103 - Developer Dues	0.00	9,498.00	20,706.63	28,494.00	37,902.00
40105 - SACOG Grant	8,037.00	7,843.00	23,751.00	15,288.00	30,572.00
40107 - SACOG Bike Month Reimbursements	0.00	0.00	0.00	700.00	700.00
Total Income	8,037.00	65,891.00	253,985.11	190,730.00	264,264.00
Gross Profit	8,037.00	65,891.00	253,985.11	190,730.00	264,264.00
Expense					
Administrative Expenses					
Salaries and Wages					
50100 - Salary - Executive Director	17,008.28	18,426.00	53,859.49	55,278.00	73,704.00
50110 - Bonus - Executive Director	0.00	0.00	0.00	0.00	2,000.00
50120 - Salary - Member Services Mgr	11,347.74	12,294.00	35,934.51	36,882.00	49,178.00
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	270.00	360.00
Total Salaries and Wages	28,356.00	30,810.00	89,794.00	92,430.00	126,240.00
Payroll Expenses					
50300 - Employee Benefits	7,363.28	2,402.00	11,758.80	7,206.00	9,809.00
50325 - Payroll Fees - Staff Resources	464.40	1,114.00	2,082.11	2,899.00	4,480.00
50350 - Payroll Taxes	2,742.05	9,050.00	8,394.05	14,828.00	17,408.00
50400 - Worker's Compensation Insurance	242.00	416.00	2,426.20	1,247.00	1,703.00
Total Payroll Expenses	10,811.73	12,982.00	24,641.16	25,980.00	33,180.00
Total Administrative Expenses	39,167.73	43,792.00	114,435.16	118,410.00	159,420.00

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SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN.
Profit & Loss Budget Performance
April through June 2014

	<u>Jul - Sep 14</u>	<u>Budget</u>	<u>Jan - Sep 14</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Operating Expenses					
51000 - Automobile Expense	0.00	240.00	81.41	720.00	960.00
51005 - Board Member Gifts	0.00	0.00	0.00	500.00	500.00
51010 - Business Tax	10.00	0.00	10.00	110.00	110.00
51015 - Depreciation	210.50	90.00	831.50	270.00	360.00
51025 - Dues and Subscriptions	626.00	0.00	848.00	1,057.00	1,057.00
51050 - Insurance	0.00	0.00	3,071.00	2,100.00	2,100.00
51700 - Meals and Entertainment	44.85	150.00	360.36	450.00	600.00
51725 - Office Expense	473.72	600.00	1,988.66	1,800.00	2,400.00
51730 - Professional Fees					
53401 - Accounting	960.00	1,050.00	3,045.00	3,150.00	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	900.00	1,200.00
53405 - Legal	0.00	150.00	0.00	450.00	600.00
43406 - Bank Service and Finance Fees	2.80	0.00	205.74	0.00	0.00
Total 51730 - Professional Fees	962.80	1,500.00	3,250.74	5,100.00	6,600.00
51735 - Rent	1,966.00	1,920.00	5,891.80	5,716.00	7,636.00
51750 - Staff Seminars and Travel	0.00	150.00	12.25	450.00	600.00
52300 - Telephone and Utilities	1,102.92	720.00	3,148.25	2,700.00	3,510.00
Total Operating Expenses	5,506.79	5,370.00	19,289.97	21,063.00	26,433.00
Membership Programs & Outreach					
Subsidies					
51200 - Guaranteed Ride Home	183.88	150.00	334.28	450.00	600.00
51400 - Vanpool Subsidy	0.00	330.00	0.00	990.00	1,320.00
51450 - Carpool Subsidy	3,500.00	4,000.00	9,400.00	11,000.00	14,000.00
51475 - RT Pass Subsidy	500.00	3,000.00	1,850.00	8,250.00	10,500.00
51500 - Transit					
51501 - Amtrak	750.00	750.00	2,228.00	2,250.00	3,000.00
Total 51500 - Transit	750.00	750.00	2,228.00	2,250.00	3,000.00
96010 - Bike Subsidy - Purchase	0.00	0.00	3,177.90	3,500.00	3,500.00
96015 - Bike Subsidy - Maintenance	1,500.00	900.00	4,800.00	2,700.00	3,600.00
96055 - Capital Improvements Program	0.00	3,750.00	2,451.00	11,250.00	15,000.00
96066 - Residential Car Charging Subsidy	0.00	0.00	2,331.80	10,000.00	10,000.00
96067 - Walking Subsidy	600.00	0.00	1,100.00	500.00	500.00
96068 - High Efficiency Auto Subsidy	1,100.00	3,000.00	2,500.00	9,000.00	12,000.00
96069 - Commuter Bike Subsidy-Purchase	0.00	0.00	8,000.03	8,000.00	8,000.00
Total Subsidies	8,113.88	15,980.00	38,173.01	67,690.00	82,020.00

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Profit & Loss Budget Performance
 April through June 2014

	<u>Jul - Sep 14</u>	<u>Budget</u>	<u>Jan - Sep 14</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Programs					
56005 · Bike Safety Clinics	0.00	300.00	700.00	900.00	900.00
56008 · Bike Share Program	0.00	0.00	3,797.50	3,750.00	3,750.00
Total Programs	<u>0.00</u>	<u>300.00</u>	<u>4,497.50</u>	<u>4,650.00</u>	<u>4,650.00</u>
Outreach					
51505 · Property Manager Appreciation	0.00	0.00	0.00	0.00	700.00
51595 · Marketing and Promotion Mat.	3,698.87	3,055.00	7,746.08	8,480.00	11,075.00
51600 · Commuter Club					
51590 · Commuter Club Incentives	494.65	375.00	1,454.90	1,125.00	1,500.00
52541 · CC Website Development	0.00	498.00	851.25	1,494.00	2,000.00
Total 51600 · Commuter Club	<u>494.65</u>	<u>873.00</u>	<u>2,306.15</u>	<u>2,619.00</u>	<u>3,500.00</u>
51804 · Annual Meeting					
51808 · Annual Member Recognition	0.00	0.00	0.00	0.00	0.00
51804 · Annual Meeting - Other	0.00	0.00	3,922.54	5,000.00	7,000.00
Total 51804 · Annual Meeting	<u>0.00</u>	<u>0.00</u>	<u>3,922.54</u>	<u>5,000.00</u>	<u>7,000.00</u>
52400 · Sponsorship	500.00	500.00	1,080.00	935.00	935.00
56002 · Bike Commute Month	265.20	0.00	616.77	1,000.00	1,000.00
56003 · Quarterly Educational Lunches	324.72	400.00	1,497.38	1,200.00	1,600.00
56070 · Facebook Contests and Incentive	150.00	480.00	1,051.00	1,440.00	1,920.00
Total Outreach	<u>5,433.44</u>	<u>5,308.00</u>	<u>18,219.92</u>	<u>20,674.00</u>	<u>27,730.00</u>
Total Membership Programs & Outreach	<u>13,547.32</u>	<u>21,488.00</u>	<u>60,690.43</u>	<u>93,214.00</u>	<u>114,400.00</u>
Total Expense	<u>58,221.84</u>	<u>70,650.00</u>	<u>194,615.56</u>	<u>232,687.00</u>	<u>300,253.00</u>
Net Ordinary Income	<u>-50,184.84</u>	<u>-4,759.00</u>	<u>59,369.55</u>	<u>-41,957.00</u>	<u>-35,989.00</u>
Other Income/Expense					
Other Income					
40200 · Interest Income	161.50	360.00	867.48	1,080.00	1,440.00
Total Other Income	<u>161.50</u>	<u>360.00</u>	<u>867.48</u>	<u>1,080.00</u>	<u>1,440.00</u>
Other Expense					
56065 · Major Capital Improvements	37,800.00	7,500.00	55,406.40	22,500.00	30,000.00
Total Other Expense	<u>37,800.00</u>	<u>7,500.00</u>	<u>55,406.40</u>	<u>22,500.00</u>	<u>30,000.00</u>
Net Other Income	<u>-37,638.50</u>	<u>-7,140.00</u>	<u>-54,538.92</u>	<u>-21,420.00</u>	<u>-28,560.00</u>
Net Income	<u>-87,823.34</u>	<u>-11,899.00</u>	<u>4,830.63</u>	<u>-63,377.00</u>	<u>-64,549.00</u>

For Management Purposes Only

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

Business Banking Account	Total	Investment Type	Investment Return (APR)	Maturity Date
Cash in River City Checking	\$ 17,645.96	Cash/Cash Eqv	0.02%	NA
Business Banking Account SubTotal	\$ 17,645.96			
Operating Reserve Account	Total	Investment Type	Investment Return (APR)	Maturity Date
River City Bank Liquid CD	\$ 186,729.52	Cash/Cash Eqv	0.31%	Monthly
Merrill Lynch Money Market	\$ 64,630.12	Cash/Cash Eqv	0.08%	NA
Operating Reserve Account SubTotal	\$ 251,359.64			
Capital Investment Account	Total	Investment Type	Investment Return (APR)	Maturity Date
Merrill Lynch Reserve Account	\$ 1,373.85	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 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%	\$ 20,000.00	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 2/27/17 1.0%	\$ 25,000.00	Fixed	1.00%	2/27/2017
Change in Investment Value	\$ (539.09)			
Capital Investment Account Subtotal	\$ 121,834.76			
Grand Total	\$ 390,840.36			

Average Monthly Revenue Estimate \$ 21,165.43
 Average Monthly Expense Estimate \$ 20,000.00

Account	Total (\$)	Cash Flow Guidelines			
		Months Available	Minimum	Target	Maximum
Business Banking Account	\$ 17,646	0.9	2	3	4
Operating Reserve Account	\$ 251,360	12.6	4	9	12
Capital Investment Account	\$ 121,835	6.1	0	3	6
Total	\$ 390,840				

Account	Total (\$)	Asset Allocation Guidelines			
		Percentage	Minimum	Target	Maximum
Cash/Cash Equivalent	\$ 269,840	69%	50%	75%	100%
Fixed Income	\$ 121,000	31%	0%	25%	40%
Equity	\$ -	0%	0%	0%	10%
Total	\$ 390,840				

1:35 PM
 10/15/14

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

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
American Income Life Insurance C	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
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	4,877.20	4,877.20
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
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
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
Presidio (fmrly 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
Ratto Law Firm	0.00	0.00	0.00	0.00	262.50	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
Sutter 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
TOTAL	0.00	0.00	0.00	0.00	18,304.10	18,304.10

1:35 PM
 10/15/14

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

	Type	Date	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		41732								
> 90		41732								
	Invoice		01/01/2010	105		Johanson & Associates	Due Upon Receipt	01/01/2010	1,733	350.00
	Invoice		01/04/2011	155		Shergill Law Firm	Due Upon Receipt	01/04/2011	1,365	350.00
	Invoice	40179	01/02/2012	16		Thanh T. Fox, Inc. & W. Austin Cooper	Due Upon Receipt	01/02/2012	1,002	350.00
	Invoice	40547	01/02/2012	20		Bevan & Bevan & Associates	Due Upon Receipt	01/02/2012	1,002	350.00
	Invoice	40910	01/02/2012	69		Delegata	Due Upon Receipt	01/02/2012	1,002	2,438.60
	Invoice	40910	01/02/2012	103		Johanson & Associates	Due Upon Receipt	01/02/2012	1,002	350.00
	Invoice	40910	01/02/2012	150		Shergill Law Firm	Due Upon Receipt	01/02/2012	1,002	350.00
	Invoice	40910	01/02/2012	163		Sutter Suite 100	Due Upon Receipt	01/02/2012	1,002	1,210.20
	Invoice	40910	01/01/2013	342		Bevan & Bevan & Associates	Due Upon Receipt	01/01/2013	637	350.00
	Invoice	40910	01/01/2013	387		Delegata	Due Upon Receipt	01/01/2013	637	2,438.60
	Invoice	41275	01/01/2013	457		Shergill Law Firm	Due Upon Receipt	01/01/2013	637	350.00
	Invoice	41275	01/01/2013	460		Sierra West Group	Due Upon Receipt	01/01/2013	637	175.00
	Invoice	41275	06/18/2013	503		PG & E Natomas Park		06/18/2013	469	175.00
	Invoice	41275	01/01/2014	515		American Income Life Insurance Company		01/01/2014	272	350.00
	Invoice	41443	01/01/2014	523		Thanh T. Fox, Inc. & W. Austin Cooper	Due Upon Receipt	01/01/2014	272	350.00
	Invoice	41640	01/01/2014	530		Bevan & Bevan & Associates	Due Upon Receipt	01/01/2014	272	350.00
	Invoice	41640	01/01/2014	534		Bowman & Associates	Due Upon Receipt	01/01/2014	272	436.80
	Invoice	41640	01/01/2014	573		Dan Parrish Insurance Services	Due Upon Receipt	01/01/2014	272	350.00
	Invoice	41640	01/01/2014	574		Danka	Due Upon Receipt	01/01/2014	272	350.00
	Invoice	41640	01/01/2014	578		Dequine & Associates	Due Upon Receipt	01/01/2014	272	350.00
	Invoice	41640	01/01/2014	599		Greve, Clifford, Wengel & Paras	Due Upon Receipt	01/01/2014	272	131.30
	Invoice	41640	01/01/2014	612		Presidio (fmrly INX)	Due Upon Receipt	01/01/2014	272	524.90
	Invoice	41640	01/01/2014	616		Johanson & Associates	Due Upon Receipt	01/01/2014	272	350.00
	Invoice	41640	01/01/2014	622		Law Enforcement Chaplaincy	Due Upon Receipt	01/01/2014	272	350.00
	Invoice	41640	01/01/2014	640		Parsons Brinckerhoff	Due Upon Receipt	01/01/2014	272	204.10
	Invoice	41640	01/01/2014	642		PG & E	Due Upon Receipt	01/01/2014	272	2,405.10
	Invoice	41640	01/01/2014	643		PG & E Natomas Park		01/01/2014	272	350.00
	Invoice	41640	01/01/2014	645		Quorum Technologies		01/01/2014	272	350.00
	Invoice	41640	01/01/2014	657		Shergill Law Firm	Due Upon Receipt	01/01/2014	272	350.00
	Invoice	41640	01/01/2014	676		Truven Health Analytics	Due Upon Receipt	01/01/2014	272	1,252.00
	Invoice	41640	04/03/2014	698		Ratto Law Firm		04/03/2014	180	262.50
Total > 90		41640								<u>18,304.10</u>
TOTAL		41640								<u>18,304.10</u>