

**South Natomas TMA™
Board of Directors Meeting
Wednesday, February 1, 2017
Meeting Minutes**

I. Call to Order

SNTMA President Chris Antonucci called the meeting to order at approximately 7:32AM on Wednesday, February 1, 2017 in the First Floor Conference Room at 2150 River Plaza Drive in Sacramento, CA. Attending were Chris Antonucci, Jennifer Elwood (via telephone), Jack Haskel, Suman Jha, Scott Little, 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 4, 2017 SNTMA Board Meeting Minutes. The motion was moved by Chris Antonucci, seconded by Scott Little. The motion passed 5:0:2, with Chris Antonucci and Jennifer Elwood abstaining.*
(*Scott Little had not yet arrived when this vote was taken.)

III. New Business

A motion was made by Chris Antonucci to approve the Fourth Quarter SNTMA Financials (See attachment "A"). The motion was seconded by Kendra Murray. The motion was passed unanimously, 8:0.

A motion was made by Kendra Murray to approve the two capital improvements subsidy requests submitted by Elizabeth Jones of BTV for a total of \$11,151. The motion was seconded by Suman Jha. The vote passed 5:3, with Jennifer Elwood, Jack Haskel, Suman Jha, Kendra Murray, Dave Pavolko voting in favor and Chris Antonucci, Scott Little and Bill Vanderslice voting against.

Executive Director Jason Vitaich delivered the following report:

- 2017 dues collection is going well, with 193,867.38 (59%) of dues collected in the month of January. A Board Orientation will be scheduled likely in the latter half of March, time and date to be determined.

Stephanie Merten delivered the following Membership Report:

- **Commuter Club**
 - Problem free after Y2K bug fix in January
- **Campaigns and events promoted through the Commuter Club**
 - 1/17 emails to all Commute Coordinators regarding Save The Date for SNTMA Annual Meeting
 - 1/19 monthly email to all Commute Coordinators regarding SNTMA programs and benefits

- **Programs**
 - Thirty-two carpool subsidies awarded for the month of December
 - Twenty low emissions subsidies awarded for the month of December
 - Six transit subsidies awarded for the month of December
 - Three AMTRAK subsidies awarded for the month of December
 - Two walk subsidies awarded for the month of December
 - Three hundred sixty-seven Facebook “Likes”
 - Three people/four entries in the Monthly Facebook Contest in January

- **Meetings**
 - 1/12 Marketing Meeting

- **January Activities**
 - Deliver December subsidy checks, Facebook prizes and gas cards
 - 2017 planning

IV. Adjourn

The meeting adjourned at approximately 8:47 AM. The next SNTMA Board meeting is scheduled for Wednesday, March 1, 2017 at 7:30 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 December 31, 2016

Substantially All Disclosures Required by GAAP Omitted

	<u>Dec 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
10100 · Checking - River City Bank	22,430.74
10200 · Liquid CD - River City Bank	11,303.66
10400 · PayPal	1,200.00
10900 · Money Market - Merrill Lynch	20,181.74
Total Checking/Savings	<u>55,116.14</u>
Accounts Receivable	
11000 · Accounts Receivable	20,615.70
11507 · Tenant Dues 2010	350.00
Total Accounts Receivable	<u>20,965.70</u>
Other Current Assets	
12505 · Employee Cash Advance	25.88
12501 · Prepaid Rent	695.51
11030 · Prepaid Expenses	4,350.00
Total Other Current Assets	<u>5,071.39</u>
Total Current Assets	<u>81,153.23</u>
Fixed Assets	
13000 · Furniture and Equipment	4,175.97
13500 · Accumulated Depreciation	-3,056.97
Total Fixed Assets	<u>1,119.00</u>
Other Assets	
18000 · Merrill Lynch Reserve Account	42,869.31
18013 · CD Goldman Sachs 2/27/17 1.0%	24,991.90
18099 · ML Unrealized Net Gain/Loss	110.90
Total Other Assets	<u>67,972.11</u>
TOTAL ASSETS	<u><u>150,034.34</u></u>
 LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
20210 · Visa Credit Card	1,685.95
Total Credit Cards	<u>1,685.95</u>
Other Current Liabilities	
20300 · Accrued Wages	5,683.52
Total Other Current Liabilities	<u>5,683.52</u>
Total Current Liabilities	<u>7,369.47</u>
Total Liabilities	<u>7,369.47</u>
Equity	
39000 · Net Assets	227,908.27
Net Income (Loss)	-85,243.40
Total Equity	<u>142,664.87</u>
TOTAL LIABILITIES & EQUITY	<u><u>150,034.34</u></u>

No assurance is provided on this financial statement.

**SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN.
 SUPPLEMENTAL Statement of Activities**
 January through December 2016

Ordinary Income/Expense	Jan - Dec 16	Budget	Jan - Dec 16	YTD Budget	Annual Budget
Income					
40102 - Tenant Dues	210,528.95	215,000.00	210,528.95	215,000.00	215,000.00
40103 - Developer Dues	4,131.47	15,000.00	4,131.47	15,000.00	15,000.00
40105 - SACOG Grant	19,874.00	30,574.00	19,874.00	30,574.00	30,574.00
40107 - SACOG Bike Month Reimbursements	413.13	700.00	413.13	700.00	700.00
40108 - TIER II - SACOG	5,750.00		5,750.00		
40109 - Sac Metro Air Quality Grants	4,500.00		4,500.00		
Total Income	245,197.55	261,274.00	245,197.55	261,274.00	261,274.00
Expense					
Gross Profit	245,197.55	261,274.00	245,197.55	261,274.00	261,274.00
Administrative Expenses					
Salaries and Wages					
50100 - Salary - Executive Director	84,242.50	75,915.12	84,242.50	75,915.12	75,915.12
50110 - Bonus - Executive Director	0.00	3,000.00	0.00	3,000.00	3,000.00
50120 - Salary - Member Services Mgr	53,975.03	50,651.28	53,975.03	50,651.28	50,651.28
50130 - Bonus - Member Services Mgr	0.00	1,500.00	0.00	1,500.00	1,500.00
Total Salaries and Wages	138,217.53	131,066.40	138,217.53	131,066.40	131,066.40
Payroll Expenses					
50300 - Employee Benefits	5,514.87	13,200.00	5,514.87	13,200.00	13,200.00
50325 - Payroll Fees - Staff Resources	3,055.22	3,300.00	3,055.22	3,300.00	3,300.00
50350 - Payroll Taxes	11,137.64	10,986.00	11,137.64	10,986.00	10,986.00
50400 - Worker's Compensation Insurance	1,741.89	3,797.04	1,741.89	3,797.04	3,797.04
50425 - 401(k) Match	3,796.78	1,703.00	3,796.78	1,703.00	1,703.00
Total Payroll Expenses	25,246.40	32,986.04	25,246.40	32,986.04	32,986.04

For Management Purposes Only

**SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN.
 SUPPLEMENTAL Statement of Activities**
 January through December 2016

Ordinary Income/Expense	Jan - Dec 16	Budget	Jan - Dec 16	YTD Budget	Annual Budget
Total Administrative Expenses	163,463.93	164,052.44	163,463.93	164,052.44	164,052.44
Operating Expenses					
51000 - Automobile Expense	20.00	960.00	20.00	960.00	960.00
51005 - Board Member Gifts	0.00	500.00	0.00	500.00	500.00
51010 - Business Tax	10.00	110.00	10.00	110.00	110.00
51015 - Depreciation	746.58	360.00	746.58	360.00	360.00
51025 - Dues and Subscriptions	265.00	1,057.00	265.00	1,057.00	1,057.00
51050 - Insurance	2,215.00	2,100.00	2,215.00	2,100.00	2,100.00
51700 - Meals and Entertainment	422.55	600.00	422.55	600.00	600.00
51725 - Office Expense	5,135.36	2,400.00	5,135.36	2,400.00	2,400.00
51730 - Professional Fees					
53401 - Accounting	4,995.00	4,200.00	4,995.00	4,200.00	4,200.00
53403 - Audit	0.00	5,200.00	0.00	5,200.00	5,200.00
53404 - Computer Administration (IT)	950.00	1,200.00	950.00	1,200.00	1,200.00
53405 - Legal	550.00	600.00	550.00	600.00	600.00
43406 - Bank Service and Finance Fees	362.35		362.35		
Total 51730 - Professional Fees	6,857.35	11,200.00	6,857.35	11,200.00	11,200.00
51735 - Rent	8,276.93	8,070.00	8,276.93	8,070.00	8,070.00
51750 - Staff Seminars and Travel	33.50	2,600.00	33.50	2,600.00	2,600.00
52300 - Telephone and Utilities	5,741.78	3,510.00	5,741.78	3,510.00	3,510.00
Total Operating Expenses	29,724.05	33,467.00	29,724.05	33,467.00	33,467.00

For Management Purposes Only

**SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN.
 SUPPLEMENTAL Statement of Activities**
 January through December 2016

Ordinary Income/Expense	Jan - Dec 16	Budget	Jan - Dec 16	YTD Budget	Annual Budget
Memberships Programs & Outreach					
Subsidies					
51200 - Guaranteed Ride Home	183.74	600.00	183.74	600.00	600.00
51400 - Vanpool Subsidy	0.00	1,320.00	0.00	1,320.00	1,320.00
51450 - Carpool Subsidy	24,292.92	21,000.00	24,292.92	21,000.00	21,000.00
51475 - RT Pass Subsidy	2,350.00	9,000.00	2,350.00	9,000.00	9,000.00
51500 - Transit					
51501 - Amtrak	2,600.00	3,000.00	2,600.00	3,000.00	3,000.00
51500 - Transit - Other	1,050.00		1,050.00		
Total 51500 - Transit	3,650.00	3,000.00	3,650.00	3,000.00	3,000.00
56010 - Bike Subsidy - Purchase	14,553.72	14,400.00	14,553.72	14,400.00	14,400.00
56015 - Bike Subsidy - Maintenance	7,800.00	14,400.00	7,800.00	14,400.00	14,400.00
56055 - Capital Improvements Program	0.00	15,000.00	0.00	15,000.00	15,000.00
56066 - Residential Car Charging Subsidy	6,568.29	10,000.00	6,568.29	10,000.00	10,000.00
56067 - Walking Subsidy	1,200.00	3,600.00	1,200.00	3,600.00	3,600.00
56068 - High Efficiency Auto Subsidy	14,050.00	12,000.00	14,050.00	12,000.00	12,000.00
56069 - Commuter Bike Subsidy-Purchase	824.56		824.56		
Total Subsidies	75,473.23	104,320.00	75,473.23	104,320.00	104,320.00
Programs					
56005 - Bike Safety Clinics	900.00	900.00	900.00	900.00	900.00

For Management Purposes Only

**SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN.
 SUPPLEMENTAL Statement of Activities**
 January through December 2016

Ordinary Income/Expense	Jan - Dec 16	Budget	Jan - Dec 16	YTD Budget	Annual Budget
56008 - Bike Share Program	2,061.12	3,750.00	2,061.12	3,750.00	3,750.00
Total Programs	2,961.12	4,650.00	2,961.12	4,650.00	4,650.00
Outreach					
51505 - Property Manager Appreciation	0.00	700.00	0.00	700.00	700.00
51595 - Marketing and Promotion Mat.					
52550 - Ice Cream Socials	1,617.92	1,940.00	1,617.92	1,940.00	1,940.00
51595 - Marketing and Promotion Mat. - Other	9,824.92	12,950.00	9,824.92	12,950.00	12,950.00
Total 51595 - Marketing and Promotion Mat.	11,442.84	14,890.00	11,442.84	14,890.00	14,890.00
51600 - Commuter Club					
51690 - Commuter Club Incentives	1,230.42	1,500.00	1,230.42	1,500.00	1,500.00
52541 - CC Website Development	6,635.50	2,000.00	6,635.50	2,000.00	2,000.00
Total 51600 - Commuter Club	7,865.92	3,500.00	7,865.92	3,500.00	3,500.00
51804 - Annual Meeting					
51808 - Annual Member Recognition	1,695.00	2,100.00	1,695.00	2,100.00	2,100.00
51804 - Annual Meeting - Other	3,405.87	5,000.00	3,405.87	5,000.00	5,000.00
Total 51804 - Annual Meeting	5,100.87	7,100.00	5,100.87	7,100.00	7,100.00
52400 - Sponsorship	1,000.00	935.00	1,000.00	935.00	935.00
56002 - Bike Commute Month	1,253.13	1,500.00	1,253.13	1,500.00	1,500.00
56003 - Quarterly Educational Lunches	1,101.75	1,600.00	1,101.75	1,600.00	1,600.00
56070 - Facebook Contests and Incentive	1,666.00	2,370.00	1,666.00	2,370.00	2,370.00
Total Outreach	29,430.51	32,595.00	29,430.51	32,595.00	32,595.00
Total Membership Programs & Outreach	107,864.86	141,565.00	107,864.86	141,565.00	141,565.00

For Management Purposes Only

**SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN.
 SUPPLEMENTAL Statement of Activities**
 January through December 2016

	Jan - Dec 16	Budget	Jan - Dec 16	YTD Budget	Annual Budget
Ordinary Income/Expense					
Total Expense	301,052.84	339,084.44	301,052.84	339,084.44	339,084.44
Net Ordinary Income (Loss)	-55,855.29	-77,810.44	-55,855.29	-77,810.44	-77,810.44
Other Income/Expense					
Other Income					
Unrealized Net Gain/Loss	81.08		81.08		
40200 - Interest Income	530.81	1,440.00	530.81	1,440.00	1,440.00
Total Other Income	611.89	1,440.00	611.89	1,440.00	1,440.00
Other Expense					
56065 - Major Capital Improvements	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00
Suspense	0.00		0.00		
Total Other Expense	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00
Net Other Income	-29,388.11	-28,560.00	-29,388.11	-28,560.00	-28,560.00
Net Income (Loss)	-85,243.40	-106,370.44	-85,243.40	-106,370.44	-106,370.44

For Management Purposes Only

SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN.
 Quarterly Investment Policy Report
 As of December 31, 2016

Business Banking Account	Total	Investment Type	Investment Return (APR)	Maturity Date
Cash in River City Checking	\$ 22,430.74	Cash/Cash Eqv	0.0%	NA
Business Banking Account Subtotal	\$ 22,430.74			
Business Checking Account	Total	Investment Type	Investment Return (APR)	Maturity Date
Cash in PayPal	\$ 1,200.00	Cash/Cash Eqv	0.0%	NA
Business Checking Account Subtotal	\$ 1,200.00			
Operating Reserve Account	Total	Investment Type	Investment Return (APR)	Maturity Date
River City Bank Liquid CD	\$ 11,303.66	Cash/Cash Eqv	0.31%	Monthly
Merrill Lynch Money Market	\$ 20,181.74	Cash/Cash Eqv	0.08%	NA
Operating Reserve Account Subtotal	\$ 31,485.40			
Capital Investment Account	Total	Investment Type	Investment Return (APR)	Maturity Date
Merrill Lynch Reserve Account	\$ 42,659.31	Cash/Cash Eqv	NA	NA
CD Goldman Sachs 2/27/17 1.0%	\$ 24,991.90	Fixed	1.00%	2/27/2017
Change in Investment Value	\$ 110.90			
Capital Investment Account Subtotal	\$ 67,762.11			
Grand Total	\$ 122,878.25			

Average Monthly Revenue Estimate \$ 21,772.83
 Average Monthly Expense Estimate \$ 30,000.00

Account	Total (\$)	Cash Flow Guidelines		
		Months Available	Minimum	Target Maximum
Business Banking Account	\$ 22,431	0.7	2	3 4
Business Checking Account	\$ 1,200	0.0		
Operating Reserve Account	\$ 31,485	1.0	4	9 12
Capital Investment Account	\$ 67,762	2.3	0	3 6
Total	\$ 122,878			

Account	Total (\$)	Asset Allocation Guidelines		
		Percentage	Minimum	Target Maximum
Cash/Cash Equivalent	\$ 97,775	28%	50%	75% 100%
Fixed Income	\$ 25,103	7%	0%	25% 40%
Equity	\$ 227,908	65%	0%	0% 10%
Total	\$ 350,787			

SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN.
A/R Aging Summary
 As of December 31, 2016

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
AECOM	0.00	0.00	0.00	0.00	5,954.00	5,954.00
American Income Life Insurance Company	0.00	0.00	0.00	0.00	1,050.00	1,050.00
Anixter	0.00	0.00	0.00	0.00	350.00	350.00
California Human Development	0.00	0.00	0.00	0.00	610.80	610.80
California Professional Firefighters	0.00	0.00	0.00	0.00	10,000.00	10,000.00
Comcast	0.00	0.00	0.00	0.00	1,385.60	1,385.60
CQEL	0.00	0.00	0.00	0.00	525.00	525.00
Dan Parrish Insurance Services	0.00	0.00	0.00	0.00	350.00	350.00
Image Source	0.00	0.00	0.00	0.00	350.00	350.00
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	700.00	700.00
Law Office of Crystal Cunningham	0.00	0.00	0.00	0.00	350.00	350.00
New Horizons	0.00	0.00	0.00	0.00	592.97	592.97
PG & E Natomas Park	0.00	0.00	0.00	0.00	350.00	350.00
Ratto Law Firm	0.00	0.00	0.00	0.00	-87.50	-87.50
Reading Partners	0.00	0.00	0.00	0.00	350.00	350.00
Sac Region Comm To End Homelessness	0.00	0.00	0.00	0.00	525.00	525.00
Sacramento Area Council Govts	0.00	0.00	0.00	-14,460.87	0.00	-14,460.87
Sierra Nevada Journey	0.00	0.00	0.00	0.00	525.00	525.00
SMAQMD	0.00	0.00	0.00	0.00	5,000.00	5,000.00
Thanh T. Foxx, Inc.	0.00	0.00	0.00	0.00	350.00	350.00
Wayne C. Johnson & Associates	0.00	0.00	0.00	0.00	700.00	700.00
Western Health Advantage	0.00	0.00	0.00	0.00	4,095.70	4,095.70
TOTAL	0.00	0.00	0.00	-14,460.87	35,426.57	20,965.70

SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN.
A/R Aging Detail
 As of December 31, 2016

	Type	Date	Num	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	Payment	10/14/2016	1102251490	Sacramento Area Council Govts				-14,460.87
> 90								-14,460.87
	Invoice	01/01/2010	105	Johanson & Associates	Due Upon Receipt	01/01/2010	2,566	350.00
	Invoice	01/02/2012	103	Johanson & Associates	Due Upon Receipt	01/02/2012	1,825	350.00
	Invoice	01/01/2014	515	American Income Life Insurance Company		01/01/2014	1,085	350.00
	Invoice	01/01/2014	616	Johanson & Associates	Due Upon Receipt	01/01/2014	1,085	350.00
	Invoice	01/01/2015	716	American Income Life Insurance Company		01/01/2015	730	350.00
	Invoice	01/01/2015	809	Johanson & Associates	Due Upon Receipt	01/01/2015	730	350.00
	Invoice	01/01/2015	813	Konica Minolta Business Solutions	Due Upon Receipt	01/01/2015	730	350.00
	Invoice	01/01/2015	839	PG & E Natomas Park		01/01/2015	730	350.00
	Invoice	01/01/2015	888	Wayne C. Johnson & Associates	Due Upon Receipt	01/01/2015	730	350.00
	General Journal	03/31/2015	PB0315-05	American Funds-c				940.16
	General Journal	04/01/2015	PB0415-01	American Funds-c				-940.16
	Invoice	05/06/2015	900	CQEL	Due Upon Receipt	05/06/2015	605	175.00
	Invoice	05/06/2015	901	Sac Region Comm To End Homelessness	Due Upon Receipt	05/06/2015	605	175.00
	Invoice	05/06/2015	902	Sierra Nevada Journey	Due Upon Receipt	05/06/2015	605	175.00
	Invoice	05/10/2015	904	California Professional Firefighters	Due Upon Receipt	06/10/2015	570	5,000.00
	Invoice	01/01/2016	909	AECOM	Due Upon Receipt	01/01/2016	365	5,854.00
	Invoice	01/01/2016	913	American Income Life Insurance Company	Due Upon Receipt	01/01/2016	365	350.00
	Invoice	01/01/2016	915	Anixter	Due Upon Receipt	01/01/2016	365	350.00
	Invoice	01/01/2016	941	California Human Development	Due Upon Receipt	01/01/2016	365	610.80
	Invoice	01/01/2016	944	California Professional Firefighters	Due Upon Receipt	01/01/2016	365	5,000.00
	Invoice	01/01/2016	962	Comcast	Due Upon Receipt	01/01/2016	365	1,385.60
	Invoice	01/01/2016	966	CQEL	Due Upon Receipt	01/01/2016	365	350.00
	Invoice	01/01/2016	989	Dan Parrish Insurance Services	Due Upon Receipt	01/01/2016	365	350.00
	Invoice	01/01/2016	1005	Image Source	Due Upon Receipt	01/01/2016	365	350.00
	Invoice	01/01/2016	1018	Konica Minolta Business Solutions	Due Upon Receipt	01/01/2016	365	350.00
	Invoice	01/01/2016	1021	Law Office of Crystal Cunningham	Due Upon Receipt	01/01/2016	365	350.00
	Invoice	01/01/2016	1032	New Horizons	Due Upon Receipt	01/01/2016	365	592.97
	Invoice	01/01/2016	1052	Reading Partners	Due Upon Receipt	01/01/2016	365	350.00
	Invoice	01/01/2016	1083	Sierra Nevada Journey	Due Upon Receipt	01/01/2016	365	350.00
	Invoice	01/01/2016	1088	Sac Region Comm To End Homelessness	Due Upon Receipt	01/01/2016	365	350.00
	Invoice	01/01/2016	1080	Thanh T. Foon, Inc.	Due Upon Receipt	01/01/2016	365	350.00
	Invoice	01/01/2016	1093	Wayne C. Johnson & Associates	Due Upon Receipt	01/01/2016	365	350.00
	Invoice	01/01/2016	1095	Western Health Advantage	Due Upon Receipt	01/01/2016	365	4,095.70
	Invoice	06/16/2016	1104	SMAQMD	Due Upon Receipt	06/16/2016	198	4,500.00
	Invoice	06/16/2016	1105	SMAQMD	Due Upon Receipt	06/16/2016	198	500.00
	Credit Memo	07/13/2016	1114	Ratio Law Firm		07/13/2016	171	-87.50
Total > 90								35,426.57
TOTAL								20,965.70