STAFF REPORT

MEETING DATE:	**April 26, 2016**
SUBJECT:	**Approve Disbursements**
AGENDA ITEM:	**5-3**
STAFF CONTACT:	**Dave Wallace, Chief Fiscal Officer**

STAFF RECOMMENDATION:

It is recommended that the board of directors review and approve disbursements for the period of February 1, 2016 to March 31, 2016.

Daniel S. Little, AICP, Executive Director

Attachments: SRTA Disbursements, February 1, 2016 – March 31, 2016

Shasta Regional Transportation Agency
Transactions by Account
As of March 31, 2016

2:38 PM
04/12/2016
Accrual Basis

Type	Date	Num	Name	Memo	Credit
Bill Pmt -Check	02/04/2016	Debit Card	Crestline Specialties	150 Tote Bags for Transit Promotion	554.95
Bill Pmt -Check	02/05/2016	2184	PG&E	Natural Gas January-202	131.66
Bill Pmt -Check	02/05/2016	2185	Apex Technology Management	Computer maintenance	1,606.35
Bill Pmt -Check	02/05/2016	2186	Arakadin Inc (AT Conference)	January Conference Calls	27.45
Bill Pmt -Check	02/05/2016	2187	AT&T Elevator	Elevator Telephone	51.15
Bill Pmt -Check	02/05/2016	2188	CALCOG	January 2016 CalCOG	25.00
Bill Pmt -Check	02/05/2016	2189	Center for Policy and Research	Consultant on Transit Study	9,246.50
Bill Pmt -Check	02/05/2016	2190	DKS Associates	Travel Demand Model Consultant	580.00
Bill Pmt -Check	02/05/2016	2191	EAP Inc	February EAP	75.00
Bill Pmt -Check	02/05/2016	2192	Fernando Gomez	Translation Services	100.00
Bill Pmt -Check	02/05/2016	2193	Jefferson Thomas	Video for Unmet Needs	2,500.00
Bill Pmt -Check	02/05/2016	2194	MJM Services	January Janitorial	306.00
Bill Pmt -Check	02/05/2016	2195	North State Security	January Security	211.00
Bill Pmt -Check	02/05/2016	2196	Pacific Benefit Consultants Inc	January HSA	77.00
Bill Pmt -Check	02/05/2016	2197	Pages	Printing Brochures	176.04
Bill Pmt -Check	02/05/2016	2198	PG&E	Natural Gas January-Common	103.30
Bill Pmt -Check	02/05/2016	2199	The Pun Group	Final Payment on Independent Audit	2,000.00
Bill Pmt -Check	02/05/2016	Payroll	Dan Wayne	SGC AHSC Mtg Travel	215.20
Bill Pmt -Check	02/05/2016	Payroll	Sean Tiedgen	7/1 to 12/31 Local Mileage	24.15
General Journal	02/05/2016	723	Teamwork	Payroll Ending February 5, 2016	36,938.72
Bill Pmt -Check	02/09/2016	Debit Card	Lands'End Business	Shirts for Staff	389.34
Bill Pmt -Check	02/10/2016	2201	City of Redding Utilities	Utilities	30.63
Bill Pmt -Check	02/10/2016	Payroll	Sean Tiedgen	CSTDM Training Travel	224.76
Bill Pmt -Check	02/10/2016	2202	City of Redding Utilities	Utilities	368.11
Bill Pmt -Check	02/10/2016	2203	Engraved Memories	Name Plate	13.71
Bill Pmt -Check	02/10/2016	2204	Interwest Consulting Group	On-Call GIS Services	2,665.00
Bill Pmt -Check	02/10/2016	2205	LyRo Printing	Business cards	42.90
Bill Pmt -Check	02/10/2016	2206	Office Depot	Office Supplies	92.53
Bill Pmt -Check	02/10/2016	2207	Record Searchlight	Public Notice	496.21
Bill Pmt -Check	02/10/2016	2200	City of Redding Utilities	Utilities	306.61
Bill Pmt -Check	02/17/2016	Payroll	Kathy Urlie	2017 FSTIP Workshop	353.76
Bill Pmt -Check	02/18/2016	2208	Kenny, Snowden & Norine	January Legal	124.50
Bill Pmt -Check	02/18/2016	2209	MJM Services	Sept Janitorial	370.00
Bill Pmt -Check	02/18/2016	2210	Office Depot	Office Supplies	72.77
Bill Pmt -Check	02/18/2016	2211	Shasta Senior Nutrition	November CTSA	10,802.68
Bill Pmt -Check	02/18/2016	2213	Western Business Products	March Copier Maintenance	283.18
Bill Pmt -Check	02/18/2016	2212	Shasta Senior Nutrition	December CTSA	17,257.07
General Journal	02/19/2016	729	Teamwork	Payroll Ending February 19, 2016	30,764.94
Bill Pmt -Check	02/24/2016	Payroll	Dan Little	Travel on TIRCP	323.84
Bill Pmt -Check	02/24/2016	Payroll	Jennifer Pollom	TIRCP Mtg Travel	66.92
Bill Pmt -Check	02/24/2016	Debit Card	Record Searchlight	Public Notice	119.88
Bill Pmt -Check	02/25/2016	2214	AT&T Mobility	Jan 9 to Feb 8 Telephone	137.26
Bill Pmt -Check	02/25/2016	2215	Forest Design	February Landscaping	235.00
Bill Pmt -Check	02/25/2016	2216	Green Dot	Consultant on K-2 Project	9,079.75

Bill Pmt -Check	02/25/2016	2217	Michael Baker International	Progress Payment on Triennial Audit	2,682.50
Bill Pmt -Check	02/25/2016	2150	Miyamoto International	K-2 Project Consulting in December	5,560.00
Bill Pmt -Check	02/25/2016	2218	Mogavero Architects	Consultant on K-2 Project	500.00
Bill Pmt -Check	02/25/2016	2219	Nichols, Melberg	January Architect on Building	1,873.50
Bill Pmt -Check	02/25/2016	2220	Shasta Senior Nutrition	January 2016	17,919.67
Bill Pmt -Check	02/25/2016	2221	Utility Telephone	February Telephone	333.44
Bill Pmt -Check	02/26/2016	2222	City of Redding	Building Permits	4,787.20
Bill Pmt -Check	02/26/2016	Debit Card	Amazon.com	Microphone	18.65
Bill Pmt -Check	02/26/2016	Debit Card	KVconnection	Microphone	35.00
Bill Pmt -Check	02/26/2016	Debit Card	Survey Monkey	Annual Survey Fee	228.00
Bill Pmt -Check	02/29/2016	Debit Card	Facebook	Facebook on Unmet Transit Needs	159.13
General Journal	02/29/2016	736	SRTA	Balance Adjustment	0.01
General Journal	03/02/2016	755	Umpqua	Check Order	148.41
Bill Pmt -Check	03/03/2016	2223	Arakadin Inc (AT Conference)	February Conference Calls	12.87
Bill Pmt -Check	03/03/2016	2224	AT&T Elevator	Elevator Telephone	51.09
Bill Pmt -Check	03/03/2016	2225	CALCOG	2016 Leadership Forum Fees	900.00
Bill Pmt -Check	03/03/2016	2230	Charter Business	Internet	125.00
Bill Pmt -Check	03/03/2016	2226	Clarke Pest Control	Pest Control	105.00
Bill Pmt -Check	03/03/2016	2227	North State Security	February Security	211.00
Bill Pmt -Check	03/03/2016	2228	Office Depot	Office Supplies	83.11
Bill Pmt -Check	03/03/2016	2229	Pacific Benefit Consultants Inc	February FSA	75.00
Bill Pmt -Check	03/03/2016	2231	Western Business Products	February Color Copies	381.61
Bill Pmt -Check	03/03/2016	2232	City of Redding- Public Works	2nd Quarter OWP	24,949.00
General Journal	03/04/2016	742	Teamwork	Payroll Ending March 4, 2016	36,445.98
Transfer	03/08/2016		SRTA	Funds Transfer to Open LCTOP account	62,657.00
Bill Pmt -Check	03/10/2016	2233	Apex Technology Management	Computer maintenance	1,606.35
Bill Pmt -Check	03/10/2016	2236	City of Redding Utilities	Utilities	332.96
Bill Pmt -Check	03/10/2016	2237	EAP Inc	March 2016 EAP	75.00
Bill Pmt -Check	03/10/2016	2238	Green Dot	K-2 Consultant	11,177.50
Bill Pmt -Check	03/10/2016	ACH	Mark Buschgens	Consultant on Information Book	480.00
Bill Pmt -Check	03/10/2016	2239	Michael Baker International	Final on SRTA Triennial Review	291.73
Bill Pmt -Check	03/10/2016	2240	Office Depot	Office Supplies	33.06
Bill Pmt -Check	03/10/2016	2242	PG&E	68000 · Utilities:68200 · Natural Gas	66.44
Bill Pmt -Check	03/10/2016	2243	Record Searchlight	Public Notice	281.95
Bill Pmt -Check	03/10/2016	2244	Utility Telephone	March Telephone	334.09
Bill Pmt -Check	03/10/2016	2234	City of Redding Utilities	Utilities	260.13
Bill Pmt -Check	03/10/2016	2241	PG&E	February Natural Gas	50.46
Bill Pmt -Check	03/10/2016	2235	City of Redding Utilities	Utilities	28.01
Bill Pmt -Check	03/10/2016	Payroll	Dan Wayne	Rail Meeting Travel	209.20
General Journal	03/18/2016	750	Teamwork	Payroll Ending March 18, 2016	30,505.40
General Journal	03/22/2016	754	Umpqua	ACH Fee	2.00
Bill Pmt -Check	03/23/2016	2254	Apex Technology Management	Computer maintenance	3,471.89
Bill Pmt -Check	03/23/2016	2245	Apex Technology Management	Computer maintenance	140.40
Bill Pmt -Check	03/23/2016	2246	AT&T Mobility	Monthly Cell Phone	138.25
Bill Pmt -Check	03/23/2016	2247	Bay Alarm	Security Alarm	121.56
Bill Pmt -Check	03/23/2016	2248	Civic Plus	Web Site Annual Fee	4,029.90
Bill Pmt -Check	03/23/2016	2249	Forest Design	March Landscaping	248.00
Bill Pmt -Check	03/23/2016	2253	Kenny, Snowden & Norine	February Legal	1,124.29
Bill Pmt -Check	03/23/2016	2250	MJM Services	February Janitorial	314.00

Bill Pmt -Check	03/23/2016	2251	New Venture Advisors LLC	Invoice #1 Food Hub Consultants	7,600.00
Bill Pmt -Check	03/23/2016	2255	Shasta Senior Nutrition	February 2016 CTSA	11,250.97
Bill Pmt -Check	03/23/2016	2252	Western Business Products	Monthly Copier	283.18
General Journal	03/23/2016	748	Dan Wayne	Correct Dan Wayne Medical Withholding 2014	529.94
General Journal	03/23/2016	749	Dan Wayne	Correct Dan Wayne Medical Insurance-2013	3,007.68
Bill Pmt -Check	03/28/2016	2259	Charter Business	Internet	129.98
Bill Pmt -Check	03/28/2016	2256	Nichols, Melberg	February Building Architect	924.00
Bill Pmt -Check	03/28/2016	2257	Office Depot	Office Supplies	129.51
Bill Pmt -Check	03/28/2016	2258	Siskiyou Elevator	Quarterly Elevator Maintenance	250.00
Bill Pmt -Check	03/31/2016	Debit Card	Home Depot	Boxes for Moving	55.70
					369,296.52