

STAFF REPORT



MEETING DATE:	February 26, 2025
SUBJECT:	Receive Cash Disbursements Report for November through December 2024
AGENDA ITEM:	10-4
STAFF CONTACT:	Jessica Carlson, Chief Fiscal Officer

STAFF RECOMMENDATION:

It is recommended that the board of directors receive the cash disbursements report for the period of November 1, 2024, through December 31, 2024.

DISCUSSION:

Generally accepted auditing principles (GAAP) require that the board of directors accept interim and year-end financial information to assess SRTA operations. For activity from SRTA accounts that occurs between each board meeting, staff prepares and submits a cash disbursements report. The report includes payment activities from all significant accounts holding funds for grants that SRTA administers for the region including but not limited to:

- Operating;
- Transportation Development Act (TDA) Accounts;
 - Local Transportation Fund (LTF);
 - State Transit Assistance (STA); and
 - Consolidated Transportation Services Agency (CTSA) allocations.
- Regional Surface Transportation Program (RSTP) exchange funds;
- Non-motorized funds; and
- Low Carbon Transit Operations Program (LCTOP).

ALTERNATIVES:

The board of directors may provide comments, ask for specific clarifications, or request informational changes in future cash disbursement reports.

FISCAL IMPACT:

The cash disbursement report has no direct impact on agency finances.

A handwritten signature in blue ink, appearing to read "Sean Tiedgen", is written over a horizontal line.

Sean Tiedgen, Executive Director

Attachment: SRTA Disbursements, November 1, 2024, through December 31, 2024

Shasta Regional Transportation Agency
Disbursements
November and December 2024

Operating - Umpqua				
Date	Num	Vendor	Memo	Payment
11/07/2024	5261	Citiguard	Security Patrol October 2024	415.00
11/07/2024	5262	Kenny & Norine	Legal September 2024	1,298.15
11/07/2024	ACH	PG&E	Gas Utility October 2024	25.26
11/07/2024	DEBIT	Record Searchlight	Unlimited Digital Access November 2024	16.99
11/08/2024	PYRL1108	Staff Member	Travel Reimbursement MPO State Agency SB375 Meeting 10/22 - 10/23/24	33.00
11/08/2024	PYRL1108	Staff Member	Miscellaneous Expense - Caution Tape	10.71
11/08/2024	2473	Teamwork HR	Payroll 11/08/2024	36,501.40
11/08/2024	ACH	Nationwide - Plan Sponsor	Employer and Employee Contributions, 457 Plans, Payroll 11/08/2024	3,153.35
11/13/2024	5263	Air-O Service	HVAC System - Winter 2024 Full Service Maintenance	1,239.95
11/13/2024	5264	Kenny & Norine	Legal October 2024	1,652.18
11/13/2024	ACH	CalPERS-Fiscal Services	Employer and Employee Contributions, 457 Plans, 10/19-11/01/2024	1,089.23
11/13/2024	ACH	CalPERS-Fiscal Services	Employer Retirement Contribution, CalPERS PEPRAs members, 10/19/2024-11/01/2024	4,558.61
11/13/2024	ACH	CalPERS-Fiscal Services	Employer Retirement Contribution, CalPERS Classic members, 10/19/2024 - 11/01/2024	1,420.20
11/14/2024	5265	MJM Services	November Janitorial	802.33
11/14/2024	ACH	City of Redding - Utilities	Utilities November	998.70
11/14/2024	DEBIT	APA	2025 American Planning Assoc. Dues for 1 Staff Member	813.00
11/14/2024	DEBIT	Verizon Wireless	Monthly Charge 3 SRTA Staff Cell Phones 9/18/24 - 10/17/24	157.71
11/18/2024	DEBIT	GFOA	Training: Rethinking Financial Reporting Streamlining the ACFR	50.00
11/20/2024	ACH	Umpqua Bank	Operating Bill Pay Bank Fees November	5.95
11/20/2024	ACH	Umpqua Bank	Operating Bank Fees November	30.00
11/22/2024	2474	Teamwork HR	Payroll 11/22/2024	33,781.67
11/22/2024	5267	Carrel's Office Solutions	Contract copier usage charge for 10/1 - 10/31/24	486.03
11/22/2024	5268	Apex Technology Management	IT Support, TS Gold Agreement, November 2024	2,616.81
11/22/2024	5269	Bay Alarm	Access Control System 12/1/24 to 2/28/25	60.00
11/22/2024	DEBIT	Adobe Creative Cloud	Adobe Stock Images 11/15/24 - 12/14/24	29.99
11/22/2024	DEBIT	Amazon.com	(2) Uninterrupted Power Supply Replacement Batteries	117.96
11/22/2024	DEBIT	California Transit Association	Transit Support Membership Dues 1/1/25 - 1/1/26	1,400.00
11/22/2024	DEBIT	GFOA	Advertisement for Accounting Clerk Position	150.00
11/22/2024	DEBIT	Spectrum-Phones	SRTA phones November	245.71
11/22/2024	DEBIT	Zoom	Audio Conferencing and Webinar 11/17/24 - 12/16/24	148.00
11/22/2024	ACH	Nationwide - Plan Sponsor	Employer and Employee Contributions, 457 Plans, Payroll 11/22/2024	3,153.34

Shasta Regional Transportation Agency
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November and December 2024

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Date	Num		Memo	Payment
11/25/2024	ACH	Five Star Bank - Cardmember Services	Acct.1006 P-Card Purchases Oct 2024	345.20
11/25/2024	4296	Tenessa Audette	SRTA Board Member Audette Travel Expenses - CalCOG Fall Board Meeting Sacramento	470.05
11/26/2024	ACH	G&S Construction	SRTA HVAC Project Suite 100 final and retainer through 10-16-2024	32,702.72
11/29/2024	5270	AT&T Mobility 1487	SRTA iPad 10/9 -11/8/24	43.23
11/29/2024	5271	Clark Pest Control of Stockton	Pest Control November 2024	132.00
11/29/2024	5272	Foothill Fire	SRTA Building Fire Extinguisher Service (7) November 2024	210.44
11/29/2024	5273	Forest Design	Landscape Maintenance November 2024	308.92
11/29/2024	5274	Nichols, Melberg	Professional Services through 7/31/24 HVAC Project	5,600.00
11/29/2024	DEBIT	Spectrum Business Internet	Internet 11/10/24 - 12/9/24	134.98
12/02/2024	ACH	CalPERS-Fiscal Services	Employer Retirement Contribution, CalPERS Classic members, 11/02/2024 - 11/15/2024	1,420.20
12/02/2024	ACH	CalPERS-Fiscal Services	Employer and Employee Contributions, 457 Plans, 11/02/2024 - 11/15/2024	1,089.23
12/02/2024	ACH	CalPERS-Fiscal Services	Employer Contributions, Medical Plan Premiums December	13,497.97
12/02/2024	ACH	CalPERS-Fiscal Services	Employer Retirement Contribution, CalPERS PEPRA members, 11/02/2024 - 11/15/2024	4,558.61
12/04/2024	ACH	PG&E	Gas Utility November	51.64
12/05/2024	DEBIT	Record Searchlight	Unlimited Digital Access December 2024	16.99
12/06/2024	PYRL1206	Staff Member	APA and AICP Dues and Travel Reimbursement for MPO SB 375 Meeting 11/18 - 11/19/2024	1,116.14
12/06/2024	2478	Teamwork HR	Payroll 12/06/2024	37,735.10
12/06/2024	ACH	Nationwide - Plan Sponsor	Employer and Employee Contributions, 457 Plans, Payroll 12/06/2024	3,155.46
12/11/2024	ACH	CalPERS-Fiscal Services	Employer and Employee Contributions, 457 Plans, 11/16/2024- 11/29/2024	1,089.23
12/11/2024	ACH	CalPERS-Fiscal Services	Employer Retirement Contribution, CalPERS PEPRA members, 11/16/2024 - 11/29/2024	4,558.61
12/11/2024	ACH	CalPERS-Fiscal Services	Employer Retirement Contribution, CalPERS Classic members, 11/16/2024 - 11/29/2024	1,508.90
12/12/2024	5275	AECOM	SRTA North State Intercity Bus to Rail Plan September 28-October 25, 2024	29,347.29
12/12/2024	5276	Apex Technology Management	IT Support, TS Gold Agreement, December 2024	2,486.68
12/12/2024	5277	Bay Alarm	Access Control System December 1, 2024 to February 28, 2025	480.00
12/12/2024	5278	Benefit Resource	Flexible Spending (FSA) and Health Reimbursement (HRA) Accounts Admin November 2024	100.00
12/12/2024	5279	CAL ACT	CalACT Membership 2025	840.00
12/12/2024	5280	Dept of Industrial Relations	Elevator Inspection Fee/Permit (Inspection Date 11/20/24)	225.00
12/12/2024	5281	Eide Bailly	Final Billing Related to the Audit of the FY 2022/23 Financial Statements	12,347.00
12/12/2024	5282	LSC Transportation Consultants	Print material for Need-A-Ride Guide and LSC staff services	2,825.77

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Date	Num		Memo	Payment
12/12/2024	5283	Moore & Associates	2022-2024 Triennial Performance Audit Services through November 22, 2024	11,183.75
12/12/2024	ACH	City of Redding - Utilities	Utilities	996.98
12/12/2024	DEBIT	Verizon Wireless	Monthly Charge 3 SRTA Staff Cell Phones 10/18/24 - 11/17/24	157.71
12/16/2024	DEBIT	Adobe Creative Cloud	Adobe Stock Images 12/15/24 - 1/14/25	29.99
12/17/2024	DEBIT	Spectrum-Phones	Phone System 12/1/24 - 12/31/24	245.71
12/20/2024	ACH	Nationwide - Plan Sponsor	Employer and Employee Contributions, 457 Plans, Payroll 12/20/2024	3,077.62
12/20/2024	PYRL1220	SRTA Staff	SRTA Staff Member Mileage 7/24/24 - 12/31/24	102.51
12/20/2024	PYRL1220	SRTA Staff	Travel Reimbursement MPO State Agency SB375 Meeting 12/10 - 12/11/24	36.00
12/20/2024	ACH	Umpqua Bank	Operating ACH Fees Dec	1.50
12/20/2024	ACH	Umpqua Bank	Operating Bill Pay Bank Fees Dec	5.95
12/20/2024	ACH	Umpqua Bank	Operating Bank Fees Dec	30.00
12/23/2024	5284	AT&T Mobility 1487	SRTA iPad 11/9 - 12/8/24	43.23
12/23/2024	5285	Bay Alarm	Monitoring Service and Camera System 1/1/25 - 3/31/25	347.61
12/23/2024	5286	Bay Alarm	Monitoring Service and Camera System 1/1/25 - 3/31/25	244.98
12/23/2024	5287	Carrel's Office Solutions	Contract copier usage charge for 11/1 - 11/30/24	140.20
12/23/2024	5288	Dignity Health (DHCL) -Shasta Connect	DHCL for Sunday Transit 7/1 to 7/31/24	19,655.43
12/23/2024	5288	Dignity Health (DHCL) - CTSA	CTSA and Expanded CTSA 7/1/24 - 7/31/24	63,366.54
12/23/2024	5291	MJM Services	December Janitorial	600.00
12/23/2024	5292	RABA	Reimbursement for Via Invoices July & August	3,600.00
12/23/2024	DEBIT	APA	American Planning Association Transportation Planning Position Advertisement 2024	295.00
12/23/2024	DEBIT	GFOA	Government Finance Officers Association Membership Dues 1/1 - 12/31/25 - 1 SRTA Staff Member	160.00
12/23/2024	DEBIT	Office Depot	Office Supplies - Yellow Paper 3 Reams	27.51
12/24/2024	5290	Dignity Health (DHCL) - CTSA	CTSA and Expanded CTSA 8/1 to 8/31/24	81,452.45
12/24/2024	ACH	CalPERS-Fiscal Services	Employer Retirement Contribution, CalPERS Classic members, 11/30/2024 - 12/13/2024	1,331.49
12/24/2024	ACH	CalPERS-Fiscal Services	Employer Retirement Contribution, CalPERS PEPRA members, 11/30/2024 - 12/13/2024	4,558.61
12/24/2024	ACH	CalPERS-Fiscal Services	Employer and Employee Contributions, 457 Plans, 11/30/2024 - 12/13/2024	1,089.20

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Operating - Umpqua				
Date	Num		Memo	Payment
12/25/2024	ACH	Five Star Bank - Cardmember Services	Purchasing Card Purchases Nov 2024	690.45
12/26/2024	2480	Teamwork HR	Payroll 12/26/2024 Staff Member Final Pay	13,421.15
12/26/2024	5289	Dignity Health (DHCL) -Shasta Connect	DHCL for Sunday Transit 8/1/24 to 9/30/24	18,209.87
12/26/2024	5289	Dignity Health (DHCL) - CTSA	CTSA and Expanded CTSA 9/1/24 - 9/30/24	65,718.20
12/30/2024	5293	Benefit Resource	Flexible Spending (FSA) and Health Reimbursement (HRA) Accounts Admin December 2024	100.00
12/30/2024	5294	Citiguard	Security Patrol November 2024	415.00
12/30/2024	5295	Forest Design	Landscape Maintenance December 2024 & Repair/Debris Removal From Drains	473.92
12/30/2024	DEBIT	Governmentjobs.com	Transportation Planner Job Advertisement 2024/25	199.00
12/30/2024	DEBIT	Spectrum Business Internet	Internet 12/10 - 1/9/2025	134.98
12/30/2024	DEBIT	Zoom	Audio Conferencing and Webinar 12/17 - 1/16/25	148.00
12/30/2024	DEBIT	Anewscafe	Anewscafe Online Subscription 12/30/24 - 1/30/25	1.35
				580,425.42

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State Transit Assistance (STA) - Cash With County				
Date	Num		Memo	Payment
11/30/2024	2485		STA 922-7101 STA Q1 Y25 Allocated to RABA (Cr)	651,807.00
11/30/2024	2485		STA 922-7101 Allocated to SRTA for SGR Q1 Y25 (Cr)	109,163.00
				760,970.00
STA Project Reserve - Five Star				
Date	Num		Memo	Payment
11/22/2024	ACH	RABA	Vanpool Reimbursement Invoice August and September 2024	2,000.00
12/30/2024	ACH	RABA	Redding Bikeshare Reimbursement (April-October)	14,000.00
12/30/2024	ACH	RABA	Enterprise Vanpool (November)	1,000.00
				17,000.00
Regional Service Transportation Program (RSTP) Funds - Five Star				
Date	Num		Memo	Payment
12/12/2024	ACH	City of Shasta Lake - RSTP	City of Shasta Lake RSTP Projects 2023/24 General Street Maintenance	175,465.00
12/23/2024	ACH	City of Redding - RSTP	RSTP Exchange Funds - Street Maintenance FY 2021/22	1,381,448.00
12/23/2024	ACH	Shasta County Dept of Public Works	Shasta County 2024 Overlay Project FY 2023/24 RSTP Exchange Funds	477,642.00
				2,034,555.00
CTSA Reserve - Umpqua				
Date	Num		Memo	Payment
12/23/2024			CTSA to Operating for VIA Invoices for July and August 2024	2,700.00
TIRCP General - Five Star				
Date	Num		Memo	Payment
12/30/2024	ACH	RABA	SB 125 Regional Ridership Retainage/Growth Activity 1	114,108.19
Local Transportation Fund (LTF) - Cash With County				
Date	Num		Memo	Payment
11/30/2024	2484		Total LTF payments to SRTA and RABA Nov 2024	207,851.00
12/31/2024	2486		Total LTF payments to Jurisdictions Nov 2024	879,688.00
				1,087,539.00

Shasta Regional Transportation Agency
Disbursements
November and December 2024

SRTA Accounts with No Disbursements	
Five Star Bank	Umpqua Bank
TDA Regional Loan	Non-Motorized
Regional Early Action Plan (REAP) 2.0	Building Reserve
Zero-Emission Transit Capital Program (ZETCP) - Public Transportation Account (PTA)	Planning Reserve
ZETCP - Greenhouse Gas Reduction Fund (GGRF)	Building Reserve
	North State Super Region (NSSR)
	State of Good Repair (SGR)
	Low Carbon Transit Operations Program (LCTOP)