

STAFF REPORT



MEETING DATE:	December 8, 2015
SUBJECT:	Review and 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 October 1, 2015, to November 30, 2015.

A handwritten signature in blue ink, appearing to read "Daniel S. Little", is written over a horizontal line.

Daniel S. Little, AICP, Executive Director

Attachments:

SRTA Disbursements –October 1, 2015, to November 30, 2015 –North Valley Bank

SRTA Disbursements –October 1, 2015, to November 30, 2015 –Umpqua Bank

Shasta Regional Transportation Agency
Transactions by Account-NVB
October 1 to November 30, 2015

10:00 AM

11/30/2015

Accrual Basis

Type	Date	Name	Memo	Split	Credit
Transfer	10/06/2015	SRTA	Funds Transfer to close account	10016 · Umpqua- Operating-7439	269,337.34
					<u>269,337.34</u>

Shasta Regional Transportation Agency
Transactions by Account-Umpqua Bank
October 1 to November 30, 2015

9:37 AM
11/30/2015
Accrual Basis

Type	Date	Num	Name	Memo	Credit
Bill Pmt -Check	10/01/2015	2054	Shasta Senior Nutrition	August 2015 CTSA Payment	15,267.00
Bill Pmt -Check	10/01/2015	2047	Apex Technology Management	Computer Maintenance	1,606.35
Bill Pmt -Check	10/01/2015	2048	CALCOG	Dan Little Sept Mtg Fee	25.00
Bill Pmt -Check	10/01/2015	2056	Charter Business	8751 15 001 1557979-Internet	125.00
Bill Pmt -Check	10/01/2015	2049	Divine Handyman	Fence Repair	51.00
Bill Pmt -Check	10/01/2015	2050	EAP Inc	EAP for October	75.00
Bill Pmt -Check	10/01/2015	2051	Janie Coffman	Sept Petty Cash	63.24
Bill Pmt -Check	10/01/2015	2052	MJM Services	Sept Janitorial	370.00
Bill Pmt -Check	10/01/2015	2053	Office Depot	59088894 Office Supplies	78.81
Bill Pmt -Check	10/01/2015	2055	Shasta Senior Nutrition	July 2015 CTSA Payment	14,937.00
General Journal	10/01/2015	655	Umpqua Bank	Oct 2015 Debt Payment	22,066.00
Bill Pmt -Check	10/02/2015	Payroll	Dan Little	Travel to Sept CTC Mtg	186.60
General Journal	10/02/2015	642	Teamwork HR	Payroll Ending October 2, 2015	34,999.41
Bill Pmt -Check	10/07/2015	2057	AT Conference	Sept 2015 Conference Calls	136.02
Bill Pmt -Check	10/07/2015	2058	AT&T Elevator	Elevator Phone	50.29
Bill Pmt -Check	10/07/2015	2059	Green Dot	K-2 Project Consultant	3,182.63
Bill Pmt -Check	10/07/2015	2060	North State Security	Sept 2015 Security	211.00
Bill Pmt -Check	10/07/2015	2061	PG&E	Common Area Natural Gas	9.45
Bill Pmt -Check	10/07/2015	2062	PMC	Sept 2015 Triennial Audit	2,405.00
Bill Pmt -Check	10/07/2015	2063	Utility Telephone	October 2015 Telephone	322.12
Bill Pmt -Check	10/07/2015	2064	Western Business Products	Oct 2015 Copier maintenance	283.18
Bill Pmt -Check	10/07/2015	2065	PG&E	Suite 202 Natural Gas	17.30
General Journal	10/09/2015	657	Teamwork HR	Payment to THR for PERS	3,270.62
Bill Pmt -Check	10/13/2015	Payroll	Jennifer Pollom	APC Conference Travel	600.90
Bill Pmt -Check	10/13/2015	Payroll	Keith Williams	APA Conference Travel	541.86
Bill Pmt -Check	10/13/2015	2068	City of Redding Utilities	0216105-7 Electric	25.23
Bill Pmt -Check	10/13/2015	2069	DKS Associates	Travel Model Consultant August 2015	4,350.00
Bill Pmt -Check	10/13/2015	2070	Mountain Echo	Public Notice	48.80
Bill Pmt -Check	10/13/2015	2071	Office Depot	59088894 Office Supplies	220.73
Bill Pmt -Check	10/13/2015	2073	The Public Retirement Journal	11/15 to 10/16 Subscription	195.00
Bill Pmt -Check	10/13/2015	2066	City of Redding Utilities	0216105-7 Utilities	530.93
Bill Pmt -Check	10/13/2015	2072	Record Searchlight	00607708-Public Notice	134.98
Bill Pmt -Check	10/13/2015	2067	City of Redding Utilities	0239307-2 Common Utilities	334.81
General Journal	10/16/2015	643	Teamwork HR	Payroll Ending October 16, 2015	29,220.27
Bill Pmt -Check	10/19/2015	2074	Kenny, Snowden & Norine	Sept 2015 Legal	60.00
Bill Pmt -Check	10/19/2015	2075	Nichols, Melberg	August 2015 Architect	2,775.50
Bill Pmt -Check	10/19/2015	2076	Pacific Benefit Consultants Inc	October 2015 FSA	75.00
Transfer	10/19/2015		SRTA	Funds Transfer for 2% Deposit	37,099.00
Bill Pmt -Check	10/19/2015	ACH	Shasta County Dept of Public Works	Progress Billing on Burney Bikeway	123,186.40
Bill Pmt -Check	10/21/2015	Debit Card	United Airlines	Pollom Travel to CA Tran Planning Conf	327.20
General Journal	10/30/2015	659	Teamwork HR	Payroll Ending October 30, 2015	33,155.96
Bill Pmt -Check	11/02/2015	2077	APA	APA Dues for J. Pollom	485.00
Bill Pmt -Check	11/02/2015	2078	AT&T Elevator	Elevator Telephone	50.92
Bill Pmt -Check	11/02/2015	2079	AT&T Mobility	Cell Phone Sept 2015	218.60

Bill Pmt -Check	11/02/2015	2085	Charter Business	8751 15 001 1557979 Internet	125.00
Bill Pmt -Check	11/02/2015	2080	EAP Inc	November 2015 EAP	75.00
Bill Pmt -Check	11/02/2015	2081	Forest Design	October Landscaping	246.00
Bill Pmt -Check	11/02/2015	2082	MJM Services	October Janitorial	133.50
Bill Pmt -Check	11/02/2015	2083	Office Depot	59088894 Office Supplies	111.18
Bill Pmt -Check	11/02/2015	2084	Shasta County Health & Human Services	4th Quarter Safe Routes	11,537.01
Bill Pmt -Check	11/02/2015	2086	Western Business Products	Copier Maintenance	359.48
Bill Pmt -Check	11/03/2015	2087	Apex Technology Management	Computer Maintenance	1,606.35
Bill Pmt -Check	11/03/2015	2088	Clarke Pest Control	October Service	105.00
Bill Pmt -Check	11/03/2015	2089	North State Security	Security Response	32.50
Bill Pmt -Check	11/03/2015	2090	PG&E	Oct Natural gas-Common Area	7.84
Bill Pmt -Check	11/03/2015	2091	PG&E	Oct Natural gas-201	15.68
General Journal	11/05/2015	660	KIXE	To reclass prepaid from DOC to TDA	9,521.25
Bill Pmt -Check	11/05/2015	Payroll	Dan Little	Travel to November CTC Meeting	268.38
Bill Pmt -Check	11/05/2015	Payroll	Dan Wayne	Reimburse for local mileage	105.23
Bill Pmt -Check	11/05/2015	Payroll	Dan Wayne	ARB Meeting Lunch	14.00
Bill Pmt -Check	11/09/2015	2098	Apex Technology Management	Computer Maintenance	257.35
Bill Pmt -Check	11/09/2015	2094	City of Redding Utilities	0216105-7 -Utilities 202	332.76
Bill Pmt -Check	11/09/2015	2096	Intermountain News	DBE Public Notice	49.99
Bill Pmt -Check	11/09/2015	2097	North State Security	October 2015 Security	211.00
Bill Pmt -Check	11/09/2015	2099	SFE Fire Protection	Service Fire Extinguishers	75.75
Bill Pmt -Check	11/09/2015	2092	Apex Technology Management	Computer Maintenance	353.20
Bill Pmt -Check	11/09/2015	2095	City of Redding Utilities	0216105-7 Utilities 202	25.92
Bill Pmt -Check	11/09/2015	2093	City of Redding Utilities	0239307-2 Common Utilities	332.88
Bill Pmt -Check	11/10/2015	2100	APA	Dues for S. Teidgen	450.00
Bill Pmt -Check	11/10/2015	2102	Intermountain News	Public Notice	49.99
Bill Pmt -Check	11/10/2015	2101	Sharrah Dunlap	Consultant on K-2 Project	13,140.00
Bill Pmt -Check	11/12/2015	Debit Card	Amazon.com	Signs for Building	69.18
General Journal	11/13/2015	676	Teamwork HR	Payroll Ending November 13, 2015	29,258.67
Bill Pmt -Check	11/17/2015	2103	APA	K. Williams Dues	265.00
Bill Pmt -Check	11/17/2015	2104	Fiserv/Bastogne	Bank Fee	5.95
Bill Pmt -Check	11/17/2015	2105	Michael Baker International	Progress Billing on Triennial Audit	4,450.83
Bill Pmt -Check	11/17/2015	2106	Pages	Laminating	81.70
Bill Pmt -Check	11/17/2015	2107	Record Searchlight	00607708 Public Notice	73.30
Bill Pmt -Check	11/17/2015	Payroll	Dan Little	ATP TAC Mtg Travel	196.65
Bill Pmt -Check	11/24/2015	ACH	Shasta County Dept of Public Works	Final Pmt on Burney Non-motorized Project	181,764.32
Bill Pmt -Check	11/24/2015	2108	AT&T Mobility	Cell Phone Charges	135.87
Bill Pmt -Check	11/24/2015	2109	Forest Design	November Landscaping	235.00
Bill Pmt -Check	11/24/2015	2110	Ridge Rider News	Public Notice	30.00
Bill Pmt -Check	11/24/2015	2111	Western Business Products	Copier Maintenance	283.18
Bill Pmt -Check	11/24/2015	2113	Shasta Senior Nutrition	Sept 2015 CTSA Payment	9,861.81
Bill Pmt -Check	11/24/2015	2112	Shasta Senior Nutrition	October 2015 CTSA	17,230.96
Bill Pmt -Check	11/25/2015	Debit Card	Super Shuttle	Shuttle Services	30.00
Transfer	11/30/2015		SRTA	Funds Transfer of Quarterly Payment	100,000.00
General Journal	11/30/2015	684	Umpqua Bank	Bank Fee	2.00
Total					<u>716,891.77</u>