

STAFF REPORT



MEETING DATE:	December 13, 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 September 1, 2016, to November 30, 2016.

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

Daniel S. Little, AICP, Executive Director

Attachments:

SRTA Disbursements, September 1, 2016, to November 30, 2016

Shasta Regional Transportation Agency
Umpqua Bank
September 1 to November 30, 2016

3:07 PM
12/01/2016
Accrual Basis

Type	Date	Num	Name	Memo	Credit
Bill Pmt -Check	09/01/2016	2433	Apex Technology Management	Computer Maintenance	1,650.41
Bill Pmt -Check	09/01/2016	2435	CALCOG	16-17 Dues for SRTA	4,393.00
Bill Pmt -Check	09/01/2016	2436	EAP Inc	Sept 2016	75.00
Bill Pmt -Check	09/01/2016	2437	The Pun Group	Partial on 2015-16 Audit	9,180.00
Bill Pmt -Check	09/01/2016	2438	World Telecom	Rewire on Remodel	3,800.17
Bill Pmt -Check	09/01/2016	2434	AT&T Mobility	Cell Phone	36.29
General Journal	09/02/2016	888	Teamwork HR	Payroll Ending Sept 2, 2016	39,515.92
Bill Pmt -Check	09/07/2016	2439	City of Redding Utilities	Suite 202 Electric	137.47
Bill Pmt -Check	09/07/2016	2443	Interwest Consulting Group	July on-call Services	1,380.00
Bill Pmt -Check	09/07/2016	2444	Mountain Echo	Public Notice	54.90
Bill Pmt -Check	09/07/2016	2445	North State Security	August security	211.00
Bill Pmt -Check	09/07/2016	2446	O2 Staffing	Recruiting Fee for Executive Assistant	2,990.00
Bill Pmt -Check	09/07/2016	2447	Office Depot	Office Supplies	28.99
Bill Pmt -Check	09/07/2016	2448	Utility Telephone	September Telephone	328.43
Bill Pmt -Check	09/07/2016	2449	Western Business Products	Copier maintenance	39.22
Bill Pmt -Check	09/07/2016	2440	City of Redding Utilities	Suite 202 Utilities	238.13
Bill Pmt -Check	09/07/2016	2442	City of Redding Utilities	Suite 202 Utilities	618.79
Bill Pmt -Check	09/07/2016	2441	City of Redding Utilities	Common Utilities	399.87
Bill Pmt -Check	09/09/2016	Payroll	Teamwork HR	New Employee Drug Screen	30.00
Bill Pmt -Check	09/09/2016	Debit Card	Office Depot	Office Supplies	23.63
Bill Pmt -Check	09/13/2016	ACH	Harland Clarke	Check Reorder	148.41
Bill Pmt -Check	09/13/2016	Debit Card	CPE Depot	Continuing Education for Staff	149.00
Bill Pmt -Check	09/14/2016	2450	Apex Technology Management	Computer Maintenance	4,717.03
Bill Pmt -Check	09/15/2016	2451	Arakadin Inc (AT Conference)	Aug Conference Calls	30.49
Bill Pmt -Check	09/15/2016	2452	Benefit Resource	August Flexible Spending Account Fee	75.00
Bill Pmt -Check	09/15/2016	2453	Divine Handyman	Hang Pictures, Clocks	192.00
Bill Pmt -Check	09/15/2016	2454	Don Hemsteds Moving	Moving Furniture Back to 202	700.00
Bill Pmt -Check	09/15/2016	2455	Foothill Fire	Extinguisher Parts	40.00
Bill Pmt -Check	09/15/2016	2456	Office Depot	Office Supplies	68.99
Bill Pmt -Check	09/15/2016	2457	Pages	Shipping	27.24
Bill Pmt -Check	09/15/2016	2458	Record Searchlight	Public Notice	67.20
Bill Pmt -Check	09/15/2016	2459	Western Business Products	Copier Maintenance	283.18
General Journal	09/16/2016	889	Teamwork HR	Payroll Ending Sept 16, 2016	33,173.48
Bill Pmt -Check	09/20/2016	Payroll	Jennifer Pollom	Bus Conference Travel Advance	1,013.00
Bill Pmt -Check	09/20/2016	Payroll	Teamwork HR	New Employee Background Check	30.00
Bill Pmt -Check	09/22/2016	2460	Alliant Insurance Services, Inc	Insurance 9/29/16 to 9/29/2017	4,629.94
Bill Pmt -Check	09/22/2016	2461	Apex Technology Management	Shasta County RTPA	172.90
Bill Pmt -Check	09/22/2016	2462	AT&T Elevator	Sept Elevator	36.29
Bill Pmt -Check	09/22/2016	2463	AT&T Mobility	August Cellphone	101.42
Bill Pmt -Check	09/22/2016	2464	CAL ACT	Bus Conference Registration	315.00
Bill Pmt -Check	09/22/2016	2465	Forest Design	Sept Landscaping	339.90
Bill Pmt -Check	09/22/2016	2466	GeoTerra	50% Aerial Imagery	56,500.00
Bill Pmt -Check	09/22/2016	2467	Kenny, Snowden & Norine	August legal	60.00
Bill Pmt -Check	09/22/2016	2468	Media Plus	August 2016 Advertising for Cottonwood Exp.	1,167.00
Bill Pmt -Check	09/22/2016	2469	Office Depot	Office Supplies	305.75
Bill Pmt -Check	09/22/2016	2470	Shasta County Health & Human Services	4th Quarter Safe Routes Grant	20,596.62
Bill Pmt -Check	09/22/2016	2474	Shasta Senior Nutrition	August CTSA	21,263.90
Bill Pmt -Check	09/22/2016	2475	World Telecom	Remodel Rewire	590.07

Bill Pmt -Check	09/22/2016	2471	Shasta County Health & Human Services	Supplemental #1 for June 30, 2016	7,135.69
Bill Pmt -Check	09/22/2016	2472	Shasta Senior Nutrition	July 2016 CTSA-Partial Payment	25,000.00
Bill Pmt -Check	09/22/2016	2473	Shasta Senior Nutrition	July 2016 CTSA-Partial Payment	1,404.03
Bill Pmt -Check	09/29/2016	Payroll	Dan Little	CalCOG Travel	162.92
Bill Pmt -Check	09/29/2016	Payroll	Teamwork HR	New Employee Set up Fee	50.00
Bill Pmt -Check	09/30/2016	2477	AT&T Elevator	Elevator Telephone	45.39
Bill Pmt -Check	09/30/2016	2483	Bay Alarm	Alarm Service	394.23
Bill Pmt -Check	09/30/2016	2480	CALCOG	Sept CalCOG Meeting	25.00
Bill Pmt -Check	09/30/2016	2478	Carol's Lock and Key	Change Suite 201 Locks	168.18
Bill Pmt -Check	09/30/2016	2479	Charter Business	Internet Service	129.98
Bill Pmt -Check	09/30/2016	2484	Clarke Pest Control	Pest Control	105.00
Bill Pmt -Check	09/30/2016	2487	FP Mailing Solutions	Postage Meter Rent	96.59
Bill Pmt -Check	09/30/2016	2482	Interwest Consulting Group	August 2016 On-Call GIS Services	2,180.00
Bill Pmt -Check	09/30/2016	2481	MJM Services	Sept Cleaning	345.00
Bill Pmt -Check	09/30/2016	2485	Nichols, Melberg	Construction Monitoring	1,155.00
Bill Pmt -Check	09/30/2016	2486	Shasta County Health & Human Services	4th Quarter 2016 ATP	37,311.63
Bill Pmt -Check	09/30/2016	2476	Western Business Products	Copier Maintenance	213.52
General Journal	09/30/2016	905	Teamwork HR	Payroll Ending Sept 30, 2016	42,847.86
General Journal	09/30/2016	910	Umpqua Bank	Bank Fee	2.00
General Journal	09/30/2016	914	SRTA	Balance Adjustment	0.02
Bill Pmt -Check	10/02/2016	Debit Card	Enterprise	Rental Car	37.46
General Journal	10/03/2016	904	Umpqua Bank	Oct 1 Bond payment	61,934.92
Bill Pmt -Check	10/05/2016	Payroll	Dan Little	Travel to ATP Mtg	163.48
Bill Pmt -Check	10/06/2016	Debit Card	Enterprise	Car Rental	41.87
Bill Pmt -Check	10/07/2016	Payroll	Teamwork HR	New Employee Background Check	45.00
Bill Pmt -Check	10/11/2016	2488	Apex Technology Management	Computer Maintenance	1,815.41
Bill Pmt -Check	10/11/2016	2492	City of Redding Utilities	Suite 202 Utilities	589.56
Bill Pmt -Check	10/11/2016	2493	MJM Services	Carpet Cleaning	200.00
Bill Pmt -Check	10/11/2016	2494	Natural Choice Furniture	Partial payment on New Furniture	8,000.00
Bill Pmt -Check	10/11/2016	2495	Office Depot	Office Supplies	325.89
Bill Pmt -Check	10/11/2016	2497	PG&E	New Area Natural Gas	15.41
Bill Pmt -Check	10/11/2016	2498	Public Retirement Journal	Subscription	250.00
Bill Pmt -Check	10/11/2016	2499	Toastmasters International	Membership for Staff	29.50
Bill Pmt -Check	10/11/2016	2500	Utility Telephone	October Telephone	331.88
Bill Pmt -Check	10/11/2016	2501	World Telecom	Rewire cable	398.25
Bill Pmt -Check	10/11/2016	2491	City of Redding Utilities	Common Utilities	398.05
Bill Pmt -Check	10/11/2016	2496	PG&E	Suite 202 Natural Gas	10.95
Bill Pmt -Check	10/11/2016	2489	City of Redding Utilities	Suite 201 Electric	40.33
Bill Pmt -Check	10/11/2016	2490	City of Redding Utilities	Suite 202 Electric	142.54
Bill Pmt -Check	10/12/2016	Debit Card	Shasta County Assessor-Recorder	File Notice Of Completion	15.00
Bill Pmt -Check	10/13/2016	2502	EAP Inc	Monthly EAP Fee	75.00
Bill Pmt -Check	10/13/2016	2503	G&S Construction	Remodel Appl #7	10,739.91
Bill Pmt -Check	10/13/2016	2504	Intermountain News	Public Notice	51.00
Bill Pmt -Check	10/13/2016	2505	Record Searchlight	Public Notice	497.35
Bill Pmt -Check	10/13/2016	2506	Shasta Senior Nutrition	Sept CTSA	18,821.76
Bill Pmt -Check	10/13/2016	2507	Natural Choice Furniture	Final payment on Furniture	5,539.00
Bill Pmt -Check	10/14/2016	Payroll	Janie Coffman	Local Mileage	36.72
Bill Pmt -Check	10/14/2016	Payroll	Jennifer Pollom	Conf on Rural Public Travel	72.74
General Journal	10/14/2016	920	Teamwork HR	Payroll Ending 10/14/2016	36,078.95
Bill Pmt -Check	10/17/2016	Debit Card	FP Mailing Solutions	Postage	515.50
Bill Pmt -Check	10/20/2016	2508	AT&T Mobility	Cell Phone	138.10
Bill Pmt -Check	10/20/2016	Payroll	Dan Little	Travel for Strategic Growth Council	161.32
Bill Pmt -Check	10/20/2016	2509	Lori J. Scott Treasurer	2016-2017 Property Taxes	156.52

Bill Pmt -Check	10/20/2016	2510	LyRo Printing	Business Cards	85.80
Bill Pmt -Check	10/20/2016	2511	Office Depot	Office Supplies	517.19
Bill Pmt -Check	10/20/2016	Payroll	Sean Tiedgen	Cal APA Conf Travel	675.42
Bill Pmt -Check	10/20/2016	2512	Western Business Products	November Copier maintenance	283.18
Bill Pmt -Check	10/21/2016	Debit Card	Lands'End Business	Shirt for Staff	51.34
Bill Pmt -Check	10/24/2016	Payroll	Brett Setterfield	Travel-LCTOP Mtg	203.20
Bill Pmt -Check	10/24/2016	Payroll	Jennifer Pollom	Travel to CA Strategic Plan Meeting	208.20
Bill Pmt -Check	10/26/2016	Debit Card	Enterprise	Cal APA Conf Travel	157.52
General Journal	10/28/2016	957	Teamwork HR	Payroll Ending Oct 28, 2016	41,808.36
Bill Pmt -Check	10/31/2016	Payroll	Dan Wayne	Travel to NSSR Mtg	105.84
Bill Pmt -Check	10/31/2016	Payroll	Jennifer Pollom	Travel to NSSR Mtg	105.84
General Journal	10/31/2016	956	Teamwork HR	Final PR at 10/31/2016	11,116.74
General Journal	10/31/2016	963	Umpqua Bank	Bank Charge	2.50
General Journal	10/31/2016	964	SRTA	Balance Adjustment	0.01
Bill Pmt -Check	11/02/2016	2513	AT&T Elevator	Elevator Telephone	35.36
Bill Pmt -Check	11/02/2016	2514	Bright's Redding Trophy	Name Plate	25.80
Bill Pmt -Check	11/02/2016	2522	Charter Business	Internet Service	129.98
Bill Pmt -Check	11/02/2016	2515	EAP Inc	November EAP	75.00
Bill Pmt -Check	11/02/2016	2516	Forest Design	October Landscaping	303.00
Bill Pmt -Check	11/02/2016	2517	Kenny, Snowden & Norine	Sept legal	541.67
Bill Pmt -Check	11/02/2016	2518	Klanders Deli	Food for NSSR meeting (Reimbursed)	112.00
Bill Pmt -Check	11/02/2016	2520	MJM Services	October Cleaning	380.00
Bill Pmt -Check	11/02/2016	2521	Shasta Senior Nutrition	First Q 2016 Alternative Fuel Grant	6,636.22
Bill Pmt -Check	11/02/2016	2523	Utility Telephone	November Telephone	326.82
Bill Pmt -Check	11/02/2016	2524	World Telecom	Desi labels	52.34
Bill Pmt -Check	11/02/2016	2526	City of Redding Utilities	Suite 202 Utilities	120.61
Bill Pmt -Check	11/02/2016	2529	North State Security	Special Response	32.50
Bill Pmt -Check	11/02/2016	2527	City of Redding Utilities	Suite 201 Electric	60.00
Bill Pmt -Check	11/02/2016	2528	City of Redding Utilities	Suite 202 Electric	434.92
Bill Pmt -Check	11/02/2016	2525	City of Redding Utilities	Common Utilities	354.83
Bill Pmt -Check	11/08/2016	Payroll	Dan Little	Travel to BCAG Bikeways Training	50.72
Bill Pmt -Check	11/08/2016	Payroll	Sean Tiedgen	Cal APA Conf Travel	255.15
Bill Pmt -Check	11/09/2016	2530	Apex Technology Management	Shasta County RTPA	1,743.47
Bill Pmt -Check	11/09/2016	2531	Arakadin Inc (AT Conference)	Oct Conference Calls	9.71
Bill Pmt -Check	11/09/2016	2532	CalPERS	2015-16 GASB 68 Valuation	1,300.00
Bill Pmt -Check	11/09/2016	2533	City of Redding Utilities	Suite 201 Electric	2.39
Bill Pmt -Check	11/09/2016	2535	Foothill Fire	Fire Extinguisher Service	75.00
Bill Pmt -Check	11/09/2016	ACH	G&S Construction	Retention on Remodel	34,649.00
Bill Pmt -Check	11/09/2016	2536	New Venture Advisors LLC	Final on Food Hub Consulting	8,900.00
Bill Pmt -Check	11/09/2016	2537	North State Security	Oct Security	211.00
Bill Pmt -Check	11/09/2016	2538	Office Depot	Office Supplies	378.83
Bill Pmt -Check	11/09/2016	2539	PG&E	202A Natural Gas	18.86
Bill Pmt -Check	11/09/2016	2541	Record Searchlight	Public Notice	107.14
Bill Pmt -Check	11/09/2016	2540	PG&E	202B Natural Gas	12.10
Bill Pmt -Check	11/09/2016	2534	City of Shasta Lake	Final Pmt on General Plan	40,078.00
General Journal	11/11/2016	971	Teamwork HR	Payroll Ending Nov 11, 2016	35,299.05
Bill Pmt -Check	11/15/2016	Debit Card	Adobe Creative Cloud	Cloud License	479.88
Bill Pmt -Check	11/15/2016	Debit Card	American Planning Association	Dues for Staff	565.00
Bill Pmt -Check	11/15/2016	Debit Card	American Planning Association	Dues for Staff	565.00
Bill Pmt -Check	11/17/2016	2542	American Planning Association	Dues for Staff	495.00
Bill Pmt -Check	11/17/2016	2543	GeoTerra	Final Ortho Imagery	27,450.00
Bill Pmt -Check	11/17/2016	2544	North State Security	Sept Security	211.00
Bill Pmt -Check	11/17/2016	2545	Office Depot	Office Supplies	266.60

Bill Pmt -Check	11/17/2016 2547	Western Business Products	Copier maintenance	283.18
Bill Pmt -Check	11/28/2016 2548	Apex Technology Management	Computer Maintenance	530.28
Bill Pmt -Check	11/28/2016 2549	AT&T Mobility	Cell Phone	137.49
Bill Pmt -Check	11/28/2016 2550	Bell Hardware	202 Front Door Repair	497.26
Bill Pmt -Check	11/28/2016 2551	Clarke Pest Control	Pest Control	105.00
Bill Pmt -Check	11/28/2016 2552	Divine Handyman	Building Repair	377.00
Bill Pmt -Check	11/28/2016 2553	Forest Design	November Landscaping	255.00
Bill Pmt -Check	11/28/2016 2554	Kenny, Snowden & Norine	October Legal	600.00
Bill Pmt -Check	11/29/2016 Payroll	Brett Setterfield	Travel- Rural Task Force Meeting	200.20
				<u>699,416.94</u>
				<u>699,416.94</u>