

# STAFF REPORT



|                       |                                                                        |
|-----------------------|------------------------------------------------------------------------|
| <b>MEETING DATE:</b>  | <b>February 24, 2022</b>                                               |
| <b>SUBJECT:</b>       | <b>Approve Cash Disbursements for February 2022 through March 2022</b> |
| <b>AGENDA ITEM:</b>   | <b>5-3</b>                                                             |
| <b>STAFF CONTACT:</b> | <b>Jennifer Pollom, Senior Transportation Planner</b>                  |

## **STAFF RECOMMENDATION:**

It is recommended that the board of directors review and approve disbursements for the period of February 1, 2022, through March 31, 2022.

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

**Sean Tiedgen, AICP, Executive Director**

**Attachment:** SRTA Disbursements, February 1, 2022, through March 31, 2022

**Shasta Regional Transportation Agency**

**Cash Disbursements**

**February 1, 2022 - March 31, 2022**

| <b>Date</b> | <b>Num</b> | <b>Name</b>                    | <b>Memo</b>                                              | <b>Credit</b> |
|-------------|------------|--------------------------------|----------------------------------------------------------|---------------|
| 02/03/2022  | 4491       | AT&T Mobility                  | SRTA iPad                                                | 43.23         |
| 02/03/2022  | 4492       | Clark Pest Control of Stockton | December Pest Control                                    | 108.00        |
| 02/03/2022  | 4493       | Forest Design                  | January Landscape Maintenance                            | 296.82        |
| 02/10/2022  | 4494       | Apex Technology Management     | Shasta County RTPA                                       | 2,517.46      |
| 02/10/2022  | 4495       | Benefit Resource               | January 2022 and Annual Compliance Fee                   | 475.00        |
| 02/10/2022  | 4496       | Citiguard                      | Formerly Hylton Security - January Security 2021         | 415.00        |
| 02/10/2022  | 4497       | Record Searchlight             | Public Notice - BOD 12/13/21 Meeting                     | 152.00        |
| 02/10/2022  | 4498       | Siskiyou Elevator              | Elevator Quarterly Maintenance and Inspection 2022       | 300.00        |
| 02/10/2022  | 4499       | Utility Telephone              | Telephone for 2/1 - 2/28/22                              | 358.42        |
| 02/10/2022  | ACH        | AT&T Elevator 7920             | Elevator 1/20 - 2/19/22                                  | 121.05        |
| 02/10/2022  | ACH        | PG&E                           | Gas Utility January                                      | 119.42        |
| 02/10/2022  | DEBIT      | Mailchimp                      | Online Survey Host Subscription February                 | 22.00         |
| 02/17/2022  | 4500       | Carrel's Office Solutions      | Copier Usage January                                     | 38.96         |
| 02/17/2022  | 4501       | Kenny & Norine                 | January Legal                                            | 322.20        |
|             |            |                                | Opening balance                                          |               |
| 02/17/2022  | 4502       | Kittelson & Associates         | Shasta Regional Active Transportation Network (SRATN)    | 22,400.44     |
| 02/17/2022  | 4503       | MJM Services                   | February Janitorial                                      | 687.00        |
| 02/17/2022  | DEBIT      | California Transit Association | Transit Support Membership Dues 2022                     | 1,400.00      |
| 02/17/2022  | DEBIT      | US Post Office                 | BOD 2-24-22 Packet mailed to Mary Rickert and Matt Doyle | 12.26         |
| 02/23/2022  | DEBIT      | Verizon                        | Mobile Verizon Phones 1/8 - 2/7/22                       | 192.68        |
| 02/24/2022  | DEBIT      | City of Redding Utilities      | January Utilities                                        | 802.82        |
| 02/25/2022  | 4504       | AT&T Mobility 6741             | Mobile ATT Phones 2/2 - 3/1/22 Dan Little                | 178.33        |
| 02/25/2022  | 4505       | Record Searchlight             | Public Notice - 2021 FTIP Draft Formal Amend #4          | 70.00         |
| 02/28/2022  | ACH        | G&S Construction               | SRTA Exterior Improvements & Re-Roof Inv. No. 8          | 24,159.77     |
| 02/28/2022  | DEBIT      | Anewscafe                      | Monthly Subscription Fee - Debit Card 2/28 - 3/30/22     | 1.35          |
| 03/02/2022  | DEBIT      | Costco                         | Replace Lobby Area Couch and Chair                       | 2,681.24      |
| 03/02/2022  | DEBIT      | Polywood                       | SRTA Building Balcony Outside Table and Four Chairs      | 1,661.30      |
| 03/03/2022  | 4506       | AT&T Mobility                  | SRTA iPad 1/9/22 - 2/8/22 - Acct. No. 287252631487       | 43.23         |
| 03/10/2022  | 4507       | Benefit Resource               | February 2022                                            | 100.00        |
| 03/10/2022  | 4508       | Citiguard                      | Formerly Hylton Security - February Security 2022        | 415.00        |
| 03/10/2022  | 4509       | Forest Design                  | February Landscape Maintenance                           | 278.65        |
| 03/10/2022  | 4510       | Jobs Available Inc             | Advertising 2022 Executive Director Position             | 312.00        |
| 03/10/2022  | 4511       | Siskiyou Elevator              | Elevator Quarterly Maintenance and Inspection 2022       | 300.00        |
| 03/10/2022  | 4512       | Utility Telephone              | Telephone for 3/1 - 3/31/22                              | 358.42        |
| 03/10/2022  | 4513       | Apex Technology Management     | Shasta County RTPA                                       | 2,517.46      |
| 03/10/2022  | 4514       | CALCOG                         | Keith Williams CARL Registration                         | 3,100.00      |
| 03/10/2022  | 4515       | Carrel's Office Solutions      | Copier Usage February                                    | 202.52        |
| 03/10/2022  | 4516       | Circa Now, LLC                 | SRTA Employee Recruitment Flyer & Social Post            | 2,411.90      |
| 03/10/2022  | 4517       | MJM Services                   | March Janitorial                                         | 600.00        |
| 03/10/2022  | 4518       | Spectrum Business              | March Internet                                           | 134.98        |
| 03/15/2022  | DEBIT      | AT&T Elevator 7920             | Elevator 2/20 - 3/19/22                                  | 121.91        |
| 03/18/2022  | DEBIT      | PG&E                           | Gas Utility February                                     | 62.83         |
| 03/21/2022  | 4519       | Air-O Service                  | Building 1st Floor Split System Change Out in Suite 101  | 22,760.00     |
| 03/21/2022  | 4520       | AT&T Mobility 6741             | Mobile ATT Phones 3/2 - 4/1/22 Dan Little                | 180.82        |
| 03/21/2022  | 4521       | Clark Pest Control of Stockton | Pest Control March 2022                                  | 108.00        |

**Shasta Regional Transportation Agency**

**Cash Disbursements**

**February 1, 2022 - March 31, 2022**

|            |       |                                          |                                                            |           |
|------------|-------|------------------------------------------|------------------------------------------------------------|-----------|
| 03/21/2022 | 4522  | Environmental Systems Research Institute | ESRI License 2022                                          | 3,000.00  |
| 03/21/2022 | 4523  | Kenny & Norine                           | February Legal                                             | 357.00    |
| 03/21/2022 | 4524  | SERVPRO                                  | SRTA Building Graffiti Removal - Parking Garage            | 979.80    |
| 03/21/2022 | 4525  | Eide Bailly                              | Audit of Financial Statements for year ended June 30, 2021 | 22,000.00 |
| 03/21/2022 | DEBIT | APA                                      | APA Transportation Planning Position Advertisement 2022    | 295.00    |
| 03/21/2022 | DEBIT | Brilliant Promos.com                     | Flashing LED Valve Light for Tires - Bike Month Promotion  | 1,998.04  |
| 03/21/2022 | DEBIT | City of Redding Utilities                | February Utilities                                         | 869.70    |
| 03/21/2022 | DEBIT | Governmentjobs.com                       | Transportation Planner Job Advertisement 2022              | 199.00    |
| 03/21/2022 | DEBIT | Mailchimp                                | Online Survey Host Subscription March                      | 27.50     |
| 03/21/2022 | DEBIT | Tax 1099 Support                         | File 2022 1099's                                           | 4.40      |
| 03/28/2022 | DEBIT | American Planning Association            | Job Ad - Transportation Planner Position 2022              | 120.00    |
| 03/28/2022 | DEBIT | Office Depot                             | Office Supplies                                            | 546.69    |
| 03/28/2022 | DEBIT | Planetizen Orders                        | Job Listing for Planner Position 2022                      | 49.97     |
| 03/28/2022 | DEBIT | Safeway                                  | Lunch for Nova Bus Demo                                    | 199.08    |
| 03/28/2022 | DEBIT | TransitTalent.com LLC                    | SRTA Transportation Planner Job Ad 2022                    | 175.00    |
| 03/28/2022 | DEBIT | Verizon                                  | Mobile Verizon Phones 2/8 - 3/7/22                         | 192.68    |
| 03/28/2022 | DEBIT | Zoom                                     | Audio Conferencing and Webinar 500 2/17 - 3/16/22          | 189.00    |
| 03/30/2022 | DEBIT | Anewscafe                                | Monthly Subscription Fee - Debit Card 3/30 - 4/30/22       | 1.35      |

**124,748.68**