STAFF REPORT

MEETING DATE:	**December 15, 2020**
SUBJECT:	**Approve Cash Disbursements for September 2020 through November 2020**
AGENDA ITEM:	**5-3**
STAFF CONTACT:	**Jessica Carlson, Chief Fiscal Officer**

STAFF RECOMMENDATION:

It is recommended that the board of directors review and approve cash disbursements for the period of September 1, 2020, through November 30, 2020.

Jennifer Pollom

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Jennifer Pollom, AICP, Senior Transportation Planner

Attachment: SRTA Cash Disbursements, September 1, 2020, through November 30, 2020

Shasta Regional Transportation Agency
Cash Disbursements
September 1, 2020 - November 30, 2020

Date	Num	Name	Memo	Credit
09/01/2020	4112	Apex Technology Management	IT Support September	$ 2,361.53
09/01/2020	4113	Benefit Resource	August 2020	$ 102.50
09/01/2020	4114	SERVPRO	Mold Remediation Work	$ 32,300.51
09/01/2020	4115	Utility Telephone	Telephone for September	$ 342.44
09/01/2020	DEBIT	University of the Pacific	F20 Transit Certificate Series - Cohort 3	$ 1,245.00
09/01/2020	ACH	PG&E	Gas September	$ 32.44
09/04/2020	1793	Teamwork HR	Payroll 08/28/2020	$ 52,954.82
09/04/2020	DEBIT	Record Searchlight	Public Notice	$ 8.99
09/09/2020	ACH	CalPERS-Fiscal Services	Contributions September	$ 10,251.18
09/09/2020	DEBIT	Buffer, Inc.	Social Media Management for SRTA 20-21	$ 663.00
09/10/2020	4116	Advisor Services	Installed and picked up shelving units for bike storage room	$ 85.00
09/10/2020	4117	Apex Technology Management	Document Presenter and UPS Backup Battery	$ 457.82
09/10/2020	4118	Carrel's Office Solutions	Contract usage charge for 8/1 - 8/31/20	$ 72.74
09/10/2020	4119	EAP Inc	EAP for September	$ 75.00
09/10/2020	4120	Hylton Security, Inc	Courtesy Patrol August	$ 415.00
09/10/2020	4121	Nelson Nygaard	SRTA Long-Range Transit Plan 8/1 - 8/28/20	$ 14,925.35
09/10/2020	4122	SERVPRO	Bio Remediation - Human Feces Clean up	$ 150.00
09/10/2020	4123	Spectrum Business	Internet September	$ 134.98
09/10/2020	1901	Teamwork HR	Payroll Final Check	$ 50.97
09/11/2020	DEBIT	CAL ACT	Membership Dues	$ 350.00
09/11/2020	DEBIT	Mailchimp	Mailchimp Subscription Charged on September 9, 2020	$ 9.99
09/11/2020	DEBIT	NTT Cloud Communications Inc	Conference Calls August	$ 10.69
09/11/2020	DEBIT	Adobe Creative Cloud	Adobe stock image small September	$ 29.99
09/17/2020	4124	Apex Technology Management	Four webcams	$ 654.23
09/17/2020	4125	Dignity Health (DHCL)	CTSA June 2020 Services	$ 13,487.14
09/17/2020	4126	Kenny & Norine	August Legal	$ 345.62
09/17/2020	4127	Synergy	Consultant works On Call GIS Services April - June 2020	$ 1,782.50
09/17/2020	4128	Total Compensation Systems Inc	GASB 68 Disclosure Report	$ 980.00
09/17/2020	DEBIT	City of Redding	Building Permits Suite 100 remodel repairs/outside building repairs	$ 1,381.00
09/18/2020	1886	Teamwork HR	Payroll 09/11/2020	$ 42,115.24
09/22/2020	DEBIT	City of Redding Utilities	Utilities September	$ 1,019.58
09/22/2020	1900	Umpqua	Maintenance Fee Multiuser Online Banking	$ 23.00
09/24/2020	4129	AT&T Mobility	SRTA iPad 8/9 - 9/8/2020	$ 43.23
09/24/2020	4130	Bay Alarm	Security Cameras and Monitoring	$ 457.86
09/24/2020	4131	Forest Design	September Landscape Maintenance	$ 270.53
09/24/2020	DEBIT	Amazon.com	Office Supplies	$ 201.85
09/24/2020	DEBIT	Office Depot	Office Supplies	$ 168.99
09/24/2020	DEBIT	Verizon	Two SRTA Staff Cell Phones 8/8/20 - 9/7/20	$ 205.27
09/24/2020	DEBIT	Zoom	Monthly audio conf/webinar 8/17 - 9/16/20	$ 140.00
10/01/2020	1884	Umpqua Bank	Oct 1, 2020 Debt Principal Payment	$ 64,957.81
10/02/2020	4132	Apex Technology Management	IT Support October	$ 2,361.53
10/02/2020	4133	Benefit Resource	September 2020	$ 100.00
10/02/2020	4134	Clarke Pest Control	Aug/September Pest Control	$ 105.00
10/02/2020	4135	Dignity Health (DHCL)	Sunday Transit April through June 2020 Services	$ 9,918.42
10/02/2020	4136	FP Mailing Solutions	Postage Meter 8/11 - 9/21/20 Final Bill Machine Returned	$ 88.72
10/02/2020	4137	Hylton Security, Inc	Courtesy Patrol September	$ 415.00
10/02/2020	4138	SERVPRO	Bio Remediation - Human Feces Clean up	$ 150.00
10/02/2020	4139	Utility Telephone	Telephone for October	$ 339.96
10/02/2020	DEBIT	AT&T Elevator	Elevator Service 9/20 - 10/19/20	$ 85.62
10/02/2020	1889	Teamwork HR	Payroll 09/25/2020	$ 51,018.34
10/05/2020	ACH	Record Searchlight	Public Notice	$ 8.99
10/08/2020	4140	Carrel's Office Solutions	Copier Usage	$ 29.80
10/08/2020	4141	MJM Services	Janitorial October	$ 1,042.00
10/16/2020	1894	Teamwork HR	Payroll 10/09/2020	$ 41,149.49
10/16/2020	ACH	Adobe Creative Cloud	Adobe stock image small November	$ 29.99
10/16/2020	ACH	CalPERS-Fiscal Services	CalPERS Unfunded Accrued Liability	$ 393.48

Shasta Regional Transportation Agency
Cash Disbursements
September 1, 2020 - November 30, 2020

Date	Num	Name	Memo	Credit
10/16/2020	ACH	CalPERS-Fiscal Services	Contributions October	$ 10,120.16
10/20/2020	1914	Umpqua	October Bank Fee	$ 23.00
10/22/2020	4142	Alliant Insurance Services, Inc	2019-20 SLIP Insurance Premium	$ 5,383.90
10/22/2020	4144	Lori J. Scott Treasurer	Property Tax Ste 201 For Tax Year 2020-2021	$ 127.78
10/22/2020	4145	Nelson Nygaard	SRTA Long-Range Transit Plan 08/29 - 10/02	$ 31,695.26
10/22/2020	4146	Record Searchlight	Public Notice	$ 345.00
10/22/2020	4143	Spectrum Business	Internet October	$ 134.98
10/22/2020	4147	World Telecom	Set up phone for new employee	$ 93.75
10/22/2020	DEBIT	Amazon.com	Wireless Printer Printer Ink and Paper	$ 266.79
10/22/2020	DEBIT	Best Buy	Port to HDMI Cable for MAC	$ 48.25
10/22/2020	ACH	CalPERS-Fiscal Services	Health PA Billing, Health - Medical	$ 10,156.41
10/22/2020	ACH	City of Redding Utilities	Utilities October	$ 891.01
10/22/2020	DEBIT	Mailchimp	Mailchimp Subscription Charged on Oct 9, 2020	$ 9.99
10/22/2020	ACH	PG&E	Gas October	$ 34.60
10/22/2020	4148	AT&T Mobility	SRTA iPad 9/9 - 10/8/2020	$ 43.23
10/22/2020	4149	EAP Inc	EAP for October	$ 75.00
10/22/2020	4150	Kenny & Norine	September Legal	$ 503.53
10/22/2020	4151	Nichols, Melberg	Professional Services thru 9/30/20 Exterior Improvements & Re-Roof	$ 32,000.00
10/22/2020	DEBIT	Adobe Creative Cloud	Adobe Creative cloud All Staff 10/17/20 - 10/16/21 Debit	$ 3,143.04
10/22/2020	DEBIT	Amazon.com	4 Computer Speakers for Zoom Meetings Debit Purchase	$ 169.38
10/22/2020	DEBIT	California Transit Association	Membership Dues	$ 400.00
10/22/2020	DEBIT	Zoom	Monthly audio conf/webinar 10/17 - 11/16/20	$ 140.00
10/23/2020	DEBIT	Verizon	Two SRTA Staff Cell Phones 10/08 - 11/07/20	$ 205.36
10/30/2020	1905	Teamwork HR	Payroll 10/23/2020	$ 42,932.41
11/01/2020	4153	Forest Design	October Landscape Maintenance	$ 270.53
11/01/2020	DEBIT	APA	Membership Dues	$ 714.00
11/01/2020	DEBIT	AT&T Elevator	Elevator 10/20 - 11/19/2020	$ 86.27
11/01/2020	4152	Apex Technology Management	IT Support November	$ 2,456.33
11/04/2020	4154	APA	Membership Dues	$ 727.00
11/04/2020	4155	Benefit Resource	October 2020	$ 100.00
11/04/2020	4157	Utility Telephone	Telephone for October	$ 339.96
11/12/2020	4158	CAL ACT	CalACT Membership 2021	$ 535.00
11/12/2020	4159	Carrel's Office Solutions	Contract usage charge for 10/1 to 10/31/2020	$ 133.62
11/12/2020	4160	Foothill Fire	SRTA Building Fire Extinguisher Service (6) November 2020	$ 150.06
11/12/2020	4161	Hylton Security, Inc	Courtesy Patrol October	$ 415.00
11/12/2020	4162	MJM Services	November Janitorial $500 Plus Materials (TP, liners, soap)	$ 612.00
11/12/2020	4163	Nelson Nygaard	SRTA Long-Range Transit Plan 10/3 - 10/30/2020	$ 15,398.86
11/12/2020	4164	Spectrum Business	Internet November	$ 134.98
11/12/2020	ACH	City of Redding Utilities	Utilities November	$ 823.73
11/12/2020	ACH	G&S Construction	SRTA Exterior Improvements & Re-Roof	$ 35,921.47
11/13/2020	1906	Teamwork HR	Payroll 11/06/20	$ 54,253.66
11/16/2020	ACH	PG&E	Gas November	$ 37.19
11/27/2020	4166	Air-O Service	Repair to split system in Suite 201 (SSVEMS)	$ 883.05
11/27/2020	4167	APA	Membership Dues	$ 671.80
11/27/2020	4168	AT&T Mobility	New Ipad and Iphone for Staff + Monthly prorate	$ 2,480.67
11/27/2020	4169	Clarke Pest Control	October/November Pest Control	$ 105.00
11/27/2020	4170	EAP Inc	EAP for November	$ 75.00
11/27/2020	4171	Record Searchlight	Public Notice	$ 315.60
11/27/2020	4172	Synergy	Consultant work On Call GIS Services July - September 2020	$ 2,075.00
11/27/2020	DEBIT	Mailchimp	Mailchimp Subscription Charged on Nov. 9, 2020	$ 19.97
11/27/2020	DEBIT	Office Depot	Office Supplies	$ 198.14
11/27/2020	DEBIT	Zoom	Monthly audio conf/webinar 11/17 - 12/16/2020	$ 140.00
				$ 611,516.85
				$ 611,516.85