STAFF REPORT

MEETING DATE:	**April 23, 2019**
SUBJECT:	**Approve Disbursements**
AGENDA ITEM:	**5-3**
STAFF CONTACT:	**Monika Long, Chief Fiscal Officer**

STAFF RECOMMENDATION:

It is recommended that the board of directors' review and approve disbursements for the period of February 1, 2019, to March 31, 2019.

Dan Little
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Daniel S. Little, AICP, Executive Director

Attachments: SRTA Disbursements, February 1, 2019, to March 31, 2019

Shasta Regional Transportation Agency
Cash Disbursements
February 1, 2019 to March 31, 2019

Type	Date	Num	Name	Memo	Amount
General Journal	02/01/2019	1529	Umpqua FSA Reserve Account	Transfer money to fund FSA Account	1,000.00
Bill Pmt -Check	02/07/2019	EFT	CalPERS-Fiscal Services	February Retiree and Active Health Premiums	8,039.67
Bill Pmt -Check	02/07/2019	Debit	US Post Office	Return check via express mail to CalTrans	7.00
Bill Pmt -Check	02/07/2019	Debit	Amazon.com	Stylus for iPad	17.13
Bill Pmt -Check	02/07/2019	Debit	Hover	Domain name	14.17
Bill Pmt -Check	02/07/2019	3541	Alta Planning & Design	Sustainable Shasta: A walk and bike network	4,193.50
Bill Pmt -Check	02/07/2019	3543	Apex Technology Management	Shasta County RTPA	523.93
Bill Pmt -Check	02/07/2019	3539	AT&T Elevator	January Elevator	62.04
Bill Pmt -Check	02/07/2019	3542	Dignity Health (DHCL)	December 2018 Operating expenses	30,803.73
Bill Pmt -Check	02/07/2019	3536	GFOA	GFOA Membership balance	20.00
Bill Pmt -Check	02/07/2019	3538	Pages Digital Copies	Shasta GO Plan Printing	2,358.80
Bill Pmt -Check	02/07/2019	3537	Spectrum Business	8751 15 001 1557979	129.98
Bill Pmt -Check	02/07/2019	3540	Utility Telephone	Office Phone Lines for February	333.72
General Journal	02/07/2019	1530	Umpqua FSA Reserve Account	Transfer money to fund FSA Account	5,000.00
Bill Pmt -Check	02/08/2019	Pyrll2-8-19	Jennifer Pollom	Pollom Travel Advance CTC Conference 2-27-19	820.00
Bill Pmt -Check	02/08/2019	Pyrll2-8-19	Julie McFall	McFall Travel Advance 2019 CTC Conf 3-1-19	264.00
Bill Pmt -Check	02/08/2019	Pyrll2-8-19	Sean Tiedgen	Teidgen Travel CARL Workshop 1-25-19	171.97
General Journal	02/08/2019	1538	Teamwork HR	Payroll ending 2/01/2019	45,242.72
Bill Pmt -Check	02/14/2019	Debit	Best Buy	Mini Display to HDMI Adaptor	26.80
Bill Pmt -Check	02/14/2019	Debit	Sports LTD.	Bike Locks	85.78
Bill Pmt -Check	02/22/2019	Debit	CalCPA	Accountancy Laws and ethics Online Course	276.00
Bill Pmt -Check	02/22/2019	Payroll2-22	Keith Williams	Williams Travel 2-4-19 ATP Meeting	396.56
Bill Pmt -Check	02/22/2019	Payroll2-22	Sean Tiedgen	Sean Teidgen Travel Advance CARL Workshop	353.19
Bill Pmt -Check	02/22/2019	3552	Apex Technology Management	Shasta County RTPA	2,014.89
Bill Pmt -Check	02/22/2019	3550	Arakadin Inc (AT Conference)	Conference calls December	60.84
Bill Pmt -Check	02/22/2019	3556	Benefit Resource	Annual Compliance Fee	425.00
Bill Pmt -Check	02/22/2019	3549	City of Redding Utilities	Utilities	813.14
Bill Pmt -Check	02/22/2019	3547	EAP Inc	Monthly Fee January	75.00
Bill Pmt -Check	02/22/2019	3545	Hylton Security, Inc	Courtesy Patrol January	200.00
Bill Pmt -Check	02/22/2019	3544	Kenny & Norine	Legal fees	1,882.45
Bill Pmt -Check	02/22/2019	3553	Mobility Planners	January Consultant work Sunday Business Plan	1,974.00
Bill Pmt -Check	02/22/2019	3551	Mountain Echo	Notice of Public Hearing	52.00
Bill Pmt -Check	02/22/2019	3546	North State Security	Security January	221.00
Bill Pmt -Check	02/22/2019	3548	PG&E	Utilities	97.02
Bill Pmt -Check	02/22/2019	3555	Record Searchlight	Public notice	9.99
Bill Pmt -Check	02/22/2019	Debit	Sacramento Business Journal	Sacramento Business Journal Subscription	105.00
Bill Pmt -Check	02/22/2019	3554	Verizon	January Cell Phone	260.43
General Journal	02/22/2019	1539	Teamwork HR	Payroll ending 2/15/2019	41,421.60
Bill Pmt -Check	02/27/2019	Debit	US Post Office	Board packet to Mary Rickert	8.30
Bill Pmt -Check	02/27/2019	Debit	Lumos	Bike Helmets	278.83
Bill Pmt -Check	02/28/2019	3559	Bright's Redding Trophy	Name plates	75.08
Bill Pmt -Check	02/28/2019	3568	Caltrans	Repayment of indirect costs Dept. of Conserv	31,098.00
Bill Pmt -Check	02/28/2019	3570	Carol's Lock and Key	New Keys for downstairs door	246.71
Bill Pmt -Check	02/28/2019	3561	CTE	Procurment of Battery Electric Bus	10,419.39
Bill Pmt -Check	02/28/2019	3566	Dignity Health (DHCL)	January Operating Expenses	31,430.80
Bill Pmt -Check	02/28/2019	3571	Forest Design	February Landscape	262.65
Bill Pmt -Check	02/28/2019	3565	FP Mailing Solutions	Meter Rental from 2/11/2019	192.89

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	02/28/2019	3562	MJM Services	February Janitorial Services	503.00
Bill Pmt -Check	02/28/2019	3557	Moore & Associates	Consultant services for January Trinennial audit	3,291.15
Bill Pmt -Check	02/28/2019	Debit	Pedego, Inc.	Threaded Connection for Bike Display	56.62
Bill Pmt -Check	02/28/2019	3564	Record Searchlight	Public notice	62.16
Bill Pmt -Check	02/28/2019	3567	Regional Analysis and Planning	Policies and Procedures update January-Feb	12,140.00
Bill Pmt -Check	02/28/2019	3560	Shasta County Health & Human Ser	Q2 SRTS Contract	47,704.25
Bill Pmt -Check	02/28/2019	3558	The Pun Group	Final Billing YE Audit 6/30/18	6,000.00
Bill Pmt -Check	03/01/2019	EFT	CalPERS-Fiscal Services	December Retiree and Active Health Premiums	8,839.62
General Journal	03/05/2019	1544	Umpqua State of Good Repair	State of Good repair 7/1/18-11/30/18 Payment	103,606.01
Bill Pmt -Check	03/06/2019	Debit	DKS Associates	January Consulting	690.00
Bill Pmt -Check	03/07/2019	Debit	Hover	Supperregion.org domain name transfer	14.17
Bill Pmt -Check	03/08/2019	Payroll3-8	Sean Tiedgen	Teidgen Travel 2-28-19	450.22
Bill Pmt -Check	03/08/2019	3572	Apex Technology Management	Shasta County RTPA	2,014.89
Bill Pmt -Check	03/08/2019	3573	Arakadin Inc (AT Conference)	Conference calls January	82.24
Bill Pmt -Check	03/08/2019	3577	AT&T Elevator	Elevator February	61.16
Bill Pmt -Check	03/08/2019	3576	AT&T Mobility	SRTA iPAD Februray 2019	43.23
Bill Pmt -Check	03/08/2019	3580	Bay Alarm	Deposit installation cameras	750.00
Bill Pmt -Check	03/08/2019	3585	Carrel's Office Solutions	Copier usage January	185.03
Bill Pmt -Check	03/08/2019	3578	Department of Consumer Affairs	CPA License Renewal M. Long	120.00
Bill Pmt -Check	03/08/2019	3579	EAP Inc	Monthly Fee February	75.00
Bill Pmt -Check	03/08/2019	3582	Hylton Security, Inc	Courtesy Patrol February	200.00
Bill Pmt -Check	03/08/2019	3584	Intermountain News	Legal public notice	102.00
Bill Pmt -Check	03/08/2019	3583	North State Security	Security February	221.00
Bill Pmt -Check	03/08/2019	3581	Office Depot	Office Supplies	192.49
Bill Pmt -Check	03/08/2019	3575	PG&E	Utilities	199.12
Bill Pmt -Check	03/08/2019	3588	Record Searchlight	Public notice	119.88
Bill Pmt -Check	03/08/2019	3574	Rincon Consultants Inc	Consultant work2018 RTP Environme	1,065.53
Bill Pmt -Check	03/08/2019	3586	Spectrum Business	Internet	129.98
Bill Pmt -Check	03/08/2019	3587	Utility Telephone	Office Phone Lines for March	333.72
Bill Pmt -Check	03/08/2019	Debit	Crystal Central	NSSR Appreciation Plaque	129.96
Bill Pmt -Check	03/12/2019	EFT	CalPERS-Fiscal Services	March Retiree and Active Health Premiums	8,039.67
Bill Pmt -Check	03/20/2019	Debit	Best Buy	Apple pencil for IPAD	107.24
Bill Pmt -Check	03/20/2019	3591	Benefit Resource	Monthly administration fee	100.00
Bill Pmt -Check	03/20/2019	3589	City of Redding Utilities	Utilities	773.63
Bill Pmt -Check	03/20/2019	3592	Kenny & Norine	Legal Fees March	1,129.89
Bill Pmt -Check	03/20/2019	3590	PG&E	Utilities	10.56
Bill Pmt -Check	03/20/2019	3593	Verizon	Feb Cell Phone	260.47
Bill Pmt -Check	03/20/2019	3597	Carrel's Office Solutions	March Copier Usage	553.05
Bill Pmt -Check	03/20/2019	3594	Environmental Systems Research Ir	ESRI License 2019	5,195.44
Bill Pmt -Check	03/20/2019	3596	MJM Services	March Janitorial	445.00
Bill Pmt -Check	03/20/2019	3595	Record Searchlight	Public notice	460.80
Bill Pmt -Check	03/22/2019	3598	Keith Williams	Refund from Nationwide for Keith 457 overpmnt	3,079.99
Bill Pmt -Check	03/22/2019	Payroll3/22	Dan Little	Dan Little Travel CalCOG Annual Conference	1,141.45
Bill Pmt -Check	03/22/2019	Payroll3/22	Jennifer Pollom	Jenn Pollom Travel CA Transporataion Planning	520.78
Bill Pmt -Check	03/22/2019	Payroll3/22	Julie McFall	McFall Travel CA Transportation Planning Conf	878.04
Bill Pmt -Check	03/22/2019	Payroll3/22	Keith Williams	WIlliams Travel Shasta College Parking Meeting	9.42
Bill Pmt -Check	03/25/2019	Debit	Costco	Snacks for North State Transit Meeting	30.97
Bill Pmt -Check	03/31/2019	Debit	US Post Office	Mail LCTOP Program CalTrans	7.75
Bill Pmt -Check	03/31/2019	Debit	Discount Mugs	Bike Month Promo Items	1,512.57
Bill Pmt -Check	03/31/2019	Debit	Best Buy	Standard HDMI Cable	16.07
General Journal	03/31/2019	1562	Umpqua State of Good Repair	Transfer State of Good repair 12/1/18-1/31/19	41,442.40
Bill Pmt -Check	03/31/2019	3599	AT&T Mobility	SRTA iPAD March 2019	43.23
Bill Pmt -Check	03/31/2019	3600	Carol's Lock and Key	Fix front lock after vandalism	75.00

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	03/31/2019	3605	Clarke Pest Control	February Pest Control	105.00
Bill Pmt -Check	03/31/2019	3601	Forest Design	March Landscape	262.65
Bill Pmt -Check	03/31/2019	3602	Gundara Designs Inc./Design Spinn	Service Branding and Development of Outreach	2,400.00
Bill Pmt -Check	03/31/2019	3606	Kristen Schreder	Schreder Travel CalCOG 3-16-19	1,309.74
Bill Pmt -Check	03/31/2019	3607	Mary Rickert	Rickert Travel CalCOG 3-16-19	1,076.08
Bill Pmt -Check	03/31/2019	3603	Office Depot	Office Supplies	166.69
Bill Pmt -Check	03/31/2019	3604	Spectrum Business	Internet	134.98
					484,436.69