STAFF REPORT

MEETING DATE:	**December 10, 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 October 1, 2019, to November 30, 2019.

Daniel S. Little, AICP, Executive Director

Attachments: SRTA Disbursements, October 1, 2019, to November 30, 2019

Shasta Regional Transportation Agency
Cash Disbursements
October 1, 2019, to November 30, 2019

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	10/01/2019	3817	Air-O Service	Preventative Maintenance	835.00
Bill Pmt -Check	10/01/2019	3818	Alliant Insurance Services, Inc	2019-20 SLIP Insurance Premium	5,097.95
Bill Pmt -Check	10/01/2019	3819	Alta Planning & Design	Consultant payment Q1 2019	9,698.50
Bill Pmt -Check	10/01/2019	3820	Apex Technology Management	RTPA IT Support October	2,550.61
Bill Pmt -Check	10/01/2019	3821	Clarke Pest Control	August Pest Control	105.00
Bill Pmt -Check	10/01/2019	3822	Forest Design	September Landscape	270.53
Bill Pmt -Check	10/01/2019	3823	RABA	SGR RABA Remittance Q4 FY 18/19	2,259.20
General Journal	10/01/2019	1709	Umpqua Bank	Non motorized payment from Operating	50,000.00
Bill Pmt -Check	10/02/2019	ACH	Umpqua Bank	2019-2020 Principle Payment on Building Loan	64,169.20
Bill Pmt -Check	10/02/2019	Debit	Facebook	Facebook Post Boosts	34.10
Bill Pmt -Check	10/10/2019	3824	AT&T Elevator	Elevator September	72.62
Bill Pmt -Check	10/10/2019	3825	Bay Alarm	Alarm Monitoring	392.61
Bill Pmt -Check	10/10/2019	3826	EAP Inc	October EAP	75.00
Bill Pmt -Check	10/10/2019	3829	Enterprise	Pollom Travel Car Rental 9-30-19	88.14
Bill Pmt -Check	10/10/2019	3828	MJM Services	Monthly Cleaning October	600.00
Bill Pmt -Check	10/10/2019	3827	Utility Telephone	Telephone for October	360.27
Bill Pmt -Check	10/10/2019	Debit	Adobe Creative Cloud	Adobe stock image small Oct	29.99
Bill Pmt -Check	10/10/2019	Debit	Mailchimp	Mailchimp Subscription October	9.99
Bill Pmt -Check	10/10/2019	Debit	Office Depot	Office Supplies	48.21
Bill Pmt -Check	10/10/2019	3836	Benefit Resource	Admin Fee September	100.00
Bill Pmt -Check	10/10/2019	3830	Carrel's Office Solutions	Copier Usage October	118.19
Bill Pmt -Check	10/10/2019	3833	Circa Now, LLC	Consultant work Sunday Transit	12,350.70
Bill Pmt -Check	10/10/2019	3831	Dignity Health (DHCL)	August Operating Expenses	30,836.48
Bill Pmt -Check	10/10/2019	3837	Hylton Security, Inc	Courtesy Patrol September	200.00
Bill Pmt -Check	10/10/2019	3835	North State Security	Security Patrol September	256.00
Bill Pmt -Check	10/10/2019	3834	Spectrum Business	Internet October	134.98
Bill Pmt -Check	10/10/2019	3832	Synergy	Consultant works On Call GIS Services Q1	1,200.00
General Journal	10/11/2019	1720	Teamwork HR	Payroll	44,481.96
Bill Pmt -Check	10/16/2019	Debit	Verizon	Tablet Mount for New Vehicles (SGR Vans)	107.24
Bill Pmt -Check	10/16/2019	Debit	City of Redding Utilities	Utilities October 2019	1,016.10
Bill Pmt -Check	10/16/2019	Debit	PG&E	Natural Gas for October	52.04
Bill Pmt -Check	10/16/2019	debit	Amazon.com	Rear view mirror kit for SGR Vans	16.08
Bill Pmt -Check	10/16/2019	3841	Circa Now, LLC	ShastaConnect Marketing	1,669.80
Bill Pmt -Check	10/16/2019	3838	DKS Associates	2018 RTP GIS Mapping	3,011.25
Bill Pmt -Check	10/16/2019	3839	Kenny & Norine	Legal Fees September	92.29
Bill Pmt -Check	10/16/2019	3842	Lori J. Scott Treasurer	Property Tax Ste 201 For Tax Year 2019-2020	127.22
Bill Pmt -Check	10/16/2019	Debit	PG&E	Natural Gas September Ste101C	8.65
Bill Pmt -Check	10/16/2019	3840	Record Searchlight	Public Notice	137.40
Bill Pmt -Check	10/16/2019	Payroll9-20	Dan Little	Dan Little Travel CalSTA	33.96
Bill Pmt -Check	10/16/2019	Payroll10-4	Jennifer Pollom	Pollom Travel CDAC ZEB Conference	917.02
Bill Pmt -Check	10/18/2019	Payrll10-18	Jennifer Pollom	Pollom Travel Advance CalACT Conference Santa Barbara	1,550.31
Bill Pmt -Check	10/18/2019	EFT	CalPERS-Fiscal Services	Employer Contribution, PEPRA, 27482, CalPERS, 07/20/2019 - 08/02/20	2,587.78
Bill Pmt -Check	10/18/2019	EFT	CalPERS-Fiscal Services	Employer Contributions - Unfunded Accrued Liability, PEPRA, 27482, Cal	192.93
Bill Pmt -Check	10/21/2019	EFT	Umpqua Bank	Bank Fees Oct	20.00

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	10/22/2019	Debit	Ace Hardware	Small Tools	37.08
Bill Pmt -Check	10/23/2019	Debit	CALCOG	CalCOG Conference Fees 4-5-20	1,000.00
Bill Pmt -Check	10/23/2019	Debit	US Post Office	500 Forever Stamps for Shasta Connect	275.00
Bill Pmt -Check	10/23/2019	3843	A-Z Bus Sales	Van for Sunday Transit Program	141,508.46
Bill Pmt -Check	10/23/2019	3844	AT&T Mobility	SRTA iPAD September 2019	43.23
Bill Pmt -Check	10/23/2019	3845	City of Redding- Public Works	City of Redding FY2019-20 Q1	59,271.58
Bill Pmt -Check	10/23/2019	3846	Forest Design	October Landscape	270.53
Bill Pmt -Check	10/24/2019	Debit	Amazon.com	2 Rear view mirror kit for SGR Vans	32.16
Bill Pmt -Check	11/05/2019	ACH	PG&E	Natural Gas October Ste 202A / 202B	15.68
Bill Pmt -Check	11/05/2019	ACH	PG&E	Natural Gas October Ste 201	8.83
Bill Pmt -Check	11/05/2019	ACH	PG&E	Natural Gas October Common	14.76
Bill Pmt -Check	11/05/2019	ACH	PG&E	Natural Gas October 101B	7.84
Bill Pmt -Check	11/05/2019	ACH	PG&E	Natural Gas October Ste101C	7.84
Bill Pmt -Check	11/05/2019	ACH	PG&E	October Natural Gas Ste 101A	7.84
Bill Pmt -Check	11/05/2019	Payrll11-5	Dan Wayne	Wayne Travel Zero Emission Vehicles 10-25-19	208.40
Bill Pmt -Check	11/05/2019	Debit	Verizon	Mobile Phone Dan Little / SRTA Mobile Phone	253.83
Bill Pmt -Check	11/05/2019	Debit	College of Continuing Education	FHWA Highway Funding Class Registration	175.00
Bill Pmt -Check	11/05/2019	3852	Apex Technology Management	RTPA IT Support November	1,963.61
Bill Pmt -Check	11/05/2019	3847	AT&T Elevator	Elevator October	75.34
Bill Pmt -Check	11/05/2019	3854	Circa Now, LLC	Shasta Connect Media Ads	1,275.00
Bill Pmt -Check	11/05/2019	3849	EAP Inc	November EAP	75.00
Bill Pmt -Check	11/05/2019	3848	Hylton Security, Inc	Courtesy Patrol October	200.00
Bill Pmt -Check	11/05/2019	3850	MJM Services	Monthly Cleaning November	610.00
Bill Pmt -Check	11/05/2019	3853	North State Security	Security Patrol October	221.00
Bill Pmt -Check	11/05/2019	3851	Utility Telephone	Telephone for November	311.40
Bill Pmt -Check	11/06/2019	3845a	City of Redding- Public Works	City of Redding FY2019-20 Q1 Pass through	8,790.34
Bill Pmt -Check	11/06/2019	Payrll11-6	Monika Long	Long Travel CalPERS Forum 2019 Oakland	1,502.93
Bill Pmt -Check	11/07/2019	Debit	Facebook	Facebook Post Boosts	125.00
Bill Pmt -Check	11/07/2019	EFT	Umpqua Bank	Bank Fees Nov	20.00
Bill Pmt -Check	11/07/2019	EFT	Adobe Creative Cloud	Adobe stock image small Nov	29.99
Bill Pmt -Check	11/07/2019	3861	Alta Planning & Design	Sustainable Shasta: A walk and bike network consultant	22,630.50
Bill Pmt -Check	11/07/2019	3857	Arakadin Inc (AT Conference)	Conference Calls October 2019	18.86
Bill Pmt -Check	11/07/2019	3860	Benefit Resource	Admin Fee October	100.00
Bill Pmt -Check	11/07/2019	3865	California Department of Industrial R	Elevator Conveyance Permit	225.00
Bill Pmt -Check	11/07/2019	3858	Carrel's Office Solutions	Copier Usage November	550.39
Bill Pmt -Check	11/07/2019	ACH	City of Redding Utilities	Utilities November 2019	837.68
Bill Pmt -Check	11/07/2019	3864	Enterprise	Pollom Car Rental CARL Sacramenti	41.34
Bill Pmt -Check	11/07/2019	3856	Foothill Fire	Extinguishers Nov. 2019	150.06
Bill Pmt -Check	11/07/2019	3859	Julie McFall	Transit Promotion Materials	66.36
Bill Pmt -Check	11/07/2019	3862	Routematch	Mobility Pilot Contract Services	2,500.00
Bill Pmt -Check	11/07/2019	3863	Signarama	Vehicle Wraps	29,035.30
Bill Pmt -Check	11/07/2019	3855	Spectrum Business	Internet November	134.98
Bill Pmt -Check	11/07/2019	3866	Total Compensation Systems Inc	GASB 75 Actuarial Valuation Services	1,350.00
Bill Pmt -Check	11/19/2019	Pyrll11-15	Jennifer Pollom	Travel Advance Pollom Santa Barbara CalACT	888.57
Bill Pmt -Check	11/19/2019	Pyrll11-15	Julie McFall	Travel Advance McFall TIRCP Sacramento	466.34
Bill Pmt -Check	11/19/2019	Pyrll11-15	Keith Williams	Keith Williams Travel Advance ATP Symposium 10-30-19 Sacramenti	81.10
Bill Pmt -Check	11/19/2019	Pyrll11-15	Michael Kuker	Kuker Travel 11-6-19 Crescent City	228.12
Bill Pmt -Check	11/19/2019	Pyrll11-15	Monika Long	Long Travel Advance CTA Conference Monterey	844.05
Bill Pmt -Check	11/19/2019	Payrll11-15	Jennifer Pollom	Pollom Travel TIRCP 11-14-19 Sacramento	17.00
Bill Pmt -Check	11/19/2019	Pyroll11-1	Keith Williams	Keith Williams Travel Advance ATP Symposium 11-30-19 Sacramento	568.38
Bill Pmt -Check	11/19/2019	Pyrll10-22	Julie McFall	McFall Travel Advance CalACT Fall Conference 2019 Santa Barbara	1,414.24
Bill Pmt -Check	11/22/2019	3870	APA	Membership 19-20 APA	1,375.00
Bill Pmt -Check	11/22/2019	3871	Apex Technology Management	RTPA IT Support On-Call	144.57
Bill Pmt -Check	11/22/2019	3874	AT&T Mobility	SRTA iPAD November 2019	43.23
Bill Pmt -Check	11/22/2019	3878	CAL ACT	CalACT Membership 2019-20	535.00
Bill Pmt -Check	11/22/2019	3868	Circa Now, LLC	Consultant works Sunday Transit	2,626.75
Bill Pmt -Check	11/22/2019	3873	Clarke Pest Control	November Pest Control	105.00
Bill Pmt -Check	11/22/2019	3879	Dignity Health (DHCL)	September Operating Expenses	31,424.02
Bill Pmt -Check	11/22/2019	3875	Forest Design	November Landscape	295.03
Bill Pmt -Check	11/22/2019	3876	FP Mailing Solutions	Postage Meter November	192.89

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	11/22/2019	3877	Kenny & Norine	Legal Fees November	732.04
Bill Pmt -Check	11/22/2019	3880	Kristen Schreder	Schreder Travel CalCOG 11-15-19 Sacramento	206.40
Bill Pmt -Check	11/22/2019	3872	Record Searchlight	Public Notice	417.60
Bill Pmt -Check	11/22/2019	3869	The Pun Group	Final Billing YE Audit 6/30/19	30,600.00
Bill Pmt -Check	11/22/2019	Debit	The Bike Shop	Fix flat on eBike	35.00
Bill Pmt -Check	11/22/2019	Debit	Verizon	Mobile Phone Dan Little / SRTA Mobile Phone	180.92
Bill Pmt -Check	11/22/2019	Debit	Mailchimp	Mailchimp Subscription November	9.99
Bill Pmt -Check	11/22/2019	Debit	Adobe Creative Cloud	Adobe stock image small December	29.99
Bill Pmt -Check	11/22/2019	Debit	Facebook	Facebook Ad Boost	11.99
					587,366.66