STAFF REPORT

MEETING DATE:	**June 20, 2024**
SUBJECT:	**Receive Cash Disbursements Report for April through May 2024**
AGENDA ITEM:	**7-4**
STAFF CONTACT:	**Jessica Carlson, Chief Fiscal Officer**

STAFF RECOMMENDATION:

It is recommended that the board of directors receive the cash disbursements report for the period of April 1, 2024, through May 31, 2024.

DISCUSSION:

Generally accepted auditing principles (GAAP) require that the board of directors accept interim and year-end financial information to assess agency operations. For activity from agency accounts that occurs between each board meeting, staff prepares and submits a cash disbursements report. The report includes activities from all significant accounts holding funds for grants that SRTA administers for the region like:

- Operating;
- Transportation Development Act (TDA) Accounts;
    - Local Transportation Fund (LTF);
    - State Transit Assistance (STA); and
    - Consolidated Transportation Services Agency (CTSA) allocations.
- Regional Surface Transportation Program (RSTP) exchange funds;
- Non-motorized funds; and
- Low Carbon Transit Operations Program (LCTOP)

ALTERNATIVES:

The board of directors may provide comments, ask for specific clarifications, or request informational changes in future cash disbursement reports.

FISCAL IMPACT:

The cash disbursement report has no direct impact on agency finances.

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Sean Tiedgen, AICP, Executive Director

Attachment: SRTA Disbursements, April 1, 2024, through May 31, 2024

Shasta Regional Transportation Agency
Disbursements
April through May 2024

Operating - Umpqua				
Date	**Num**		**Memo**	**Payment**
04/01/2024	5079	AT&T Mobility 1487	SRTA iPad 2/9 - 3/8/24	43.23
04/01/2024	5080	LSC Transportation Consultants	Coordinated Transportation Plan Professional Services through 2/29/24	5,410.00
04/01/2024	5081	Record Searchlight	Public Notice - Advertisement for Bids HVAC & Parking Lot Project	710.90
04/01/2024	DEBIT	Facebook	Meta/Facebook/Instagram Ads - Unmet Transit Needs	10.00
04/01/2024	DEBIT	Facebook	Meta/Facebook/Instagram Ads - Envision 273 We Want to Hear From You	3.30
04/01/2024	DEBIT	Spectrum-Phones	Office Phones	243.90
04/01/2024	5098	Bay Alarm	Monitoring Service and Camera System 4/1 - 3/07/24	347.61
04/01/2024	5097	Bay Alarm	Monitoring Service and Camera System 4/1 - 6/30/24	230.25
04/01/2024	DEBIT	ESRI	ESRI License 2024	4,510.00
04/01/2024	DBIT	ESRI	ArcGIS Purchased 2,000 Credits	240.00
04/02/2024	DEBIT	Facebook	Meta/Facebook/Instagram Ads - Envision 273 We Want to Hear From You	3.63
04/02/2024	DEBIT	Facebook	Meta/Facebook/Instagram Ads - Envision 273 We Want to Hear From You	3.99
04/04/2024	ACH	CalPERS-Fiscal Services	Employer Contribution, Classic, 32358, CalPERS, 2023/24, 03/09-03/22/2024	1,375.54
04/04/2024	ACH	CalPERS-Fiscal Services	Employer Contribution, PEPRA, 27482, CalPERS, 2023/24, 03/09-03/22/2024	4,144.86
04/04/2024	ACH	CalPERS-Fiscal Services	Employer and Employee Contributions, 457 Plans, Payroll 04/04/2024	1,085.20
04/04/2024	ACH	CalPERS-Fiscal Services	Employer Contributions, Medical Plan Premiums	13,511.95
04/04/2024	ACH	Nationwide - Plan Sponsor	Employer and Employee Contributions, 457 Plans, Payroll 04/04/2024	3,185.91
04/04/2024	DEBIT	Facebook	Meta/Facebook/Instagram Ads - Envision 273 We Want to Hear From You	4.39
04/04/2024	DEBIT	Amazon.com	SRTA Office Supplies	55.26
04/05/2024	DEBIT	Facebook	Meta/Facebook/Instagram Ads - Unmet Transit Needs	0.88
04/05/2024	DEBIT	Facebook	Meta/Facebook/Instagram Ads - Envision 273 We Want to Hear From You	4.83
04/07/2024	DEBIT	Facebook	Meta/Facebook/Instagram Ads - Envision 273 We Want to Hear From You	5.00
04/07/2024	DEBIT	Spectrum Business Internet	Internet 4/10 - 5/9/24	134.98
04/09/2024	DEBIT	Verizon Wireless	Monthly Charge 3 SRTA Staff Phones 02/18 to 3/17/24	156.06
04/10/2024	DEBIT	Mailchimp	Online Survey Host Subscription 3/10/24 - 4/10/24	32.50
04/11/2024	ACH	PG&E	Gas Utility 2024	53.65
04/11/2024	ACH	PG&E	Gas Utility 2024	90.13
04/11/2024	5108	MJM Services	April Janitorial	600.00
04/12/2024	PYRL0412	Staff Member	Travel Reimbursement	1,538.36
04/12/2024	2402	Teamwork HR	Payroll 04/12/2024	35,446.96
04/15/2024	DEBIT	Adobe Creative Cloud	Adobe Stock Images 4/15 - 5/14/24	29.99

Shasta Regional Transportation Agency
Disbursements
April through May 2024

Operating - Umpqua				
Date	Num		Memo	Payment
04/17/2024	5082	CalPERS-Fiscal Services	Employer Contribution, PEPRA, 27482, CalPERS, 2023/24, 03/23-04/05/2024	4,144.85
04/17/2024	5083	CalPERS-Fiscal Services	Employer and Employee Contributions, 457 Plans, Payroll 04/12/2024	1,085.20
04/17/2024	5084	CalPERS-Fiscal Services	Employer Contribution, Classic, 32358, CalPERS, 2023/24, 03/23-04/05/2024	1,375.54
04/18/2024	5109	Carrel's Office Solutions	Copier usage period 3/1 - 3/31/24	289.23
04/18/2024	5111	Elevator Technology	Elevator Trouble Call - Pump Motor Failed	91.25
04/18/2024	5112	Frontier Energy	Professional Services from October -December 2023	7,939.70
04/18/2024	5115	Via Transportation, Inc.	Software vehicle fees (operations) March 2024	2,625.00
04/18/2024	5114	RABA	RABA 2023 Free Fare Days 9/1 - 9/30/23	1,116.43
04/21/2024	5113	Kenny & Norine	Legal March 2024	468.50
04/25/2024	5116	AT&T Mobility 1487	SRTA iPad 3/9 - 4/8/24	43.23
04/25/2024	5117	Bryce Consulting, Inc.	Human Resources - Salary Compensation Study (TSA 2024-2)	6,745.00
04/25/2024	5117	Bryce Consulting, Inc.	Human Resources - Supplemental Request for Additional Positions & Job Descriptions	665.00
04/25/2024	5118	DKS Associates	ShastaSIM Update per NTP Professional Services 1/1/24 through 1/31/24	3,618.75
04/26/2024	2404	Teamwork HR	Payroll 04/26/2024	33,552.13
04/27/2024	DEBIT	Facebook	Meta/Facebook/Instagram Ads - Envision 273 We Want to Hear From You	3.65
04/30/2024	DEBIT	Facebook	Meta/Facebook/Instagram Ads - Envision 273 We Want to Hear From You	40.38
04/30/2024	DEBIT	Anewscafe	Anewscafe Online Subscription April 30, 2024 - May 30, 2024	1.35
05/01/2024	5085	CalPERS-Fiscal Services	Employer and Employee Contributions, 457 Plans, Payroll 04/26/2024	1,085.20
05/01/2024	5086	CalPERS-Fiscal Services	Employer Contributions, Medical Plan Premiums	13,511.95
05/01/2024	5087	CalPERS-Fiscal Services	Employer Contribution, Classic, 32358, CalPERS, 2023/24, 04/06-04/19/2024	1,375.54
05/01/2024	5088	CalPERS-Fiscal Services	Employer Contribution, PEPRA, 27482, CalPERS, 2023/24, 04/06-04/19/2024	4,144.85
05/01/2024	DEBIT	Home Depot	SRTA Building Storage Door Steel Pull Handle (by front door)	55.75
05/03/2024	5120	Dignity Health (DHCL) -Shasta Connect	DHCL for Sunday Transit 02/01/24 to 02/29/24	12,710.23
05/03/2024	521	Forest Design	Landscape Maintenance April 2024	295.62
05/03/2024	5122	Record Searchlight	Public Notices	221.80
05/09/2024	DEBIT	Verizon Wireless	Monthly Charge 3 SRTA Staff Phones 3/18/24 - 4/17/24	156.03
05/09/2024	5123	Benefit Resource	Flexible Spending (FSA) and Health Reimbursement (HRA) Accounts Admin April 2024	100.00
05/09/2024	5124	Clark Pest Control of Stockton	Pest Control March 2024	124.00
05/09/2024	5125	MJM Services	May Janitorial	600.00

Shasta Regional Transportation Agency

Disbursements

April through May 2024

Operating - Umpqua				
Date	Num		Memo	Payment
05/10/2024	2405	Teamwork HR	Payroll 05/10/2024	34,814.43
05/10/2024	PYRL0510	Staff Member	Final Expenses - CalACT San Diego	59.82
05/10/2024	PYRL0510	Staff Member	North State Super Region Meeting in Chico, CA	134.46
05/10/2024	PYRL0510	Teamwork HR	New Hire Background (not hired)	81.50
05/15/2024	5089	CalPERS-Fiscal Services	Employer Contribution, PEPRA, 27482, CalPERS, 2023/24, 04/20-05/03/2024	4,144.86
05/15/2024	5090	CalPERS-Fiscal Services	Employer and Employee Contributions, 457 Plans, Payroll 05/10/2024	1,085.20
05/15/2024	5091	CalPERS-Fiscal Services	Employer Contribution, Classic, 32358, CalPERS, 2023/24, 04/20-05/03/2024	1,375.54
05/15/2024	5092	CalPERS-Fiscal Services	Employer Contribution, PEPRA, 27482, CalPERS, 2023/24, 05/04-05/17/2024	4,144.86
05/16/2024	5126	Apex Technology Management	IT Support, TS Gold Agreement, May 2024	2,831.80
05/16/2024	5127	Carrel's Office Solutions	Copier usage period 4/1 - 4/30/24	537.10
05/16/2024	5129	Eide Bailly	Partial Billing Related to the Audit of the FY 2022/23 Financial Statements	32,000.00
05/16/2024	5130	Elevator Technology	CPU Board Replacement & Labor	1,045.00
05/16/2024	5130	Elevator Technology	Submersible Motor & Labor	4,685.00
05/16/2024	5131	Kenny & Norine	Legal April 2024	2,005.11
05/16/2024	DEBIT	Hover	Domain Registration for fixfive.org (5 years)	80.85
05/17/2024	ACH	PG&E	Gas Utility 2024	27.43
05/17/2024	ACH	PG&E	Gas Utility 2024	41.85
05/22/2024	debit	Adobe Creative Cloud	Adobe Acrobat Pro License for Staff Member	82.44
05/22/2024	debit	Spectrum Business Internet	Internet 5/10/24 - 6/9/24	134.98
05/22/2024	DEBIT	Zoom	Audio Conferencing and Webinar 5/17/24 -6/16/24	140.00
05/23/2024	5095	CalPERS - CEPPT	Pension Prefunding - CEPPT 2023/24	12,700.00
05/23/2024	5096	CalPERS - CERBT	OPEB Prefunding - FY 2023/24	47,849.00
05/23/2024	5132	Air-O Service	SRTA Server Room Split Unit Not Working - Refridgerant Leak	1,125.30
05/23/2024	5133	BoutinJones	Professional Services - Updating SRTA Human Resources Policy, Labor Law Updates	1,313.00
05/23/2024	5134	Elevator Technology	Elevator Trouble Call - Circut breaker failure	125.00
05/23/2024	5135	One Stop Hauling	Haul Away Damaged Surplus Office Furniture (Couch, Loveseat, Chair)	225.00
05/23/2024	DEBIT	Mailchimp	Online Survey Host Subscription 4/10/24 to 5/10/24	32.50
05/23/2024	DEBIT	Spectrum-Phones	Office Phones	243.90
05/23/2024	DEBIT	Wayfair	Office Chair Replacements for Executive Director's Office	1,110.04
05/23/2024	5136	AT&T Mobility 1487	SRTA iPad 4/9/24 - 5/8/24	43.23

Shasta Regional Transportation Agency
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Operating - Umpqua				
Date	**Num**		**Memo**	**Payment**
05/23/2024	5137	Bryce Consulting, Inc.	Human Resources - Participation in Fiscal & Policy Meeting RE Compensation Study	190.00
05/23/2024	5138	Carol's Lock and Key	Four Sets of SRTA Keys (Exterior and Interior Keys)	87.73
05/23/2024	5139	Clark Pest Control of Stockton	Pest Control May 2024	132.00
05/23/2024	5140	Custom Plumbing	Replace Zurn Shower Replacement Stem in Bathroom & Fix Kitchen Faucet	838.14
05/23/2024	5141	Nichols, Melberg	Professional Services through 4/30/24 HVAC Project	1,200.00
05/23/2024	5142	Stephens Electrical	Install New Breaker on Panel for Elevator	503.14
05/23/2024	5143	World Telecom	Activated new extension	62.50
05/24/2024	2406	Teamwork HR	Payroll 05/24/2024	31,232.70
05/29/2024	5093	CalPERS-Fiscal Services	Employer and Employee Contributions, 457 Plans, Payroll 05/24/2024	1,085.20
05/29/2024	5094	CalPERS-Fiscal Services	Employer Contribution, Classic, 32358, CalPERS, 2023/24, 05/04-05/17/2024	1,375.54
				363,165.57

Shasta Regional Transportation Agency
Disbursements
April through May 2024

Local Transportation Fund (LTF) - Cash With County				
Date	Num		Memo	Payment
No Disbursements				

Non-Motorized Funds - Umpqua				
Date	Num		Memo	Payment
No Disbursements				

CTSA LTF Funds - Umpqua				
Date	Num		Memo	Payment
No Disbursements				

Building Reserve Funds - Umpqua				
Date	Num		Memo	Payment
No Disbursements				

State Transit Assistance (STA) - Cash With County				
Date	Num		Memo	Payment
No Disbursements				

Regional Service Transportation Program (RSTP) Funds - Five Star				
Date	Num		Memo	Payment
No Disbursements				

Low Carbon Transit Operating Program (LCTOP) Funds - Umpqua				
Date	Num		Memo	Payment
No Disbursements				

State of Good Repair (SGR) - Umpqua				
Date	Num		Memo	Payment
No Disbursements				