

STAFF REPORT



MEETING DATE:	April 30, 2025
SUBJECT:	Receive Cash Disbursements Report for January to February 2025
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 January 1, 2025, through February 28, 2025.

DISCUSSION:

Generally accepted auditing principles (GAAP) require the board of directors to accept interim and year-end financial information to assess SRTA operations. Staff prepares and submits a cash disbursements report for activity from SRTA accounts that occurs between each board meeting. The report includes payment activities from all significant accounts holding funds for grants that SRTA administers for the region, including but not limited to:

- 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.

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

Sean Tiedgen, Executive Director

Attachment: SRTA Disbursements, January 1, 2025, through February 28, 2025.

Shasta Regional Transportation Agency

Disbursements

January - February 2025

Operating - Umpqua				
Date	Num	Vendor	Memo	Payment
01/03/2025	ACH	Nationwide - Plan Sponsor	Employer and Employee Contributions, 457 Plans, Payroll 01/03/2025	3,515.85
01/03/2025	2491	Teamwork HR	Payroll 01/03/2025	33,568.66
01/03/2025	2491	Teamwork HR	Administration Guardian Fee	10.00
01/06/2025	DEBIT	Record Searchlight	Unlimited Digital Access January 2025	16.99
01/09/2025	ACH	CalPERS-Fiscal Services	Employer Retirement Contribution, CalPERS PEPRA members, 12/28/2024 - 01/10/2025	3,960.78
01/09/2025	ACH	CalPERS-Fiscal Services	Employer and Employee Contributions, 457 Plans, 12/28/2024 - 01/10/2025	1,118.92
01/09/2025	ACH	CalPERS-Fiscal Services	Employer Contributions, Medical Plan Premiums January 2025	14,090.26
01/09/2025	ACH	CalPERS-Fiscal Services	Employer Retirement Contribution, CalPERS Classic members, 12/28/2024 - 01/10/2025	1,420.19
01/09/2025	5296	AECOM	SRTA North State Intercity Bus to Rail Plan 10/26/2024 - 11/29/2024	35,069.13
01/09/2025	5297	Apex Technology Management	IT Support, TS Gold Agreement, January 2025	2,486.68
01/09/2025	5298	Benefit Resource	Flexible Spending (FSA) and Health Reimbursement (HRA) Accounts Admin December 2024	100.00
01/14/2025	ACH	CalPERS-Fiscal Services	Employer Retirement Contribution, CalPERS Classic members, 12/14/2024-12/27/2024	1,420.19
01/14/2025	ACH	CalPERS-Fiscal Services	Employer Retirement Contribution, CalPERS PEPRA members, 12/14/2024-12/27/2024	3,960.78
01/15/2025	DEBIT	Adobe Creative Cloud	Adobe Stock Images 1/15/2025-2/14/2025	29.99
01/16/2025	5303	Carrel's Office Solutions	Contract copier usage charge for 12/1/24 - 12/31/24	497.86
01/16/2025	5301	Citiguard	Security Patrol December 2024	415.00
01/16/2025	ACH	City of Redding - Utilities	Utilities - January 2025	903.51
01/16/2025	5304	Kenny & Norine	Legal payments for November and December 2024	2,753.64
01/16/2025	DEBIT	Office Depot	Office supply invoices for February 2025	277.59
01/16/2025	ACH	PG&E	Gas Utilities - December 2024	469.08
01/16/2025	DEBIT	Verizon Wireless	Monthly Charge 3 SRTA Staff Cell Phones 11/18/24 - 12/17/24	157.71
01/16/2025	DEBIT	Anewscafe	Anewscafe Online Subscription 1/30/25 -2/28/25	1.35
01/16/2025	DEBIT	APA	American Planning Assoc. Dues for one staff member	813.00
01/16/2025	5315	Custom Plumbing	Men's Restroom Repair	180.00
01/17/2025	2492	Teamwork HR	Payroll 01/17/2025	30,345.84
01/17/2025	PYRL0117	Staff member	Travel expenses reimbursement for December 2024 and January 2025	310.73
01/17/2025	PYRL0117	Teamwork HR	Drug test, new staff member	40.00
01/17/2025	ACH	Nationwide - Plan Sponsor	Employer and Employee Contributions, 457 Plans, Payroll 01/17/2025	3,502.71
01/22/2025	ACH	CalPERS-Fiscal Services	Employer and Employee Contributions, 457 Plans, 12/14/2024-12/27/2024	732.73
01/22/2025	ACH	Umpqua Bank	Operating Bill Pay Bank Fees January 2025	5.95
01/22/2025	ACH	Umpqua Bank	Operating Bank Fees January 2025	30.00
01/25/2025	ACH	Five Star Bank-Cardmember Services	Purchasing Card-Card Purchases Dec 2024	570.51
01/27/2025	5305	AECOM	SRTA North State Intercity Bus to Rail Plan 11/30/24 - 12/27/24	10,961.21
01/27/2025	5306	MJM Services	Janitorial January 2024	600.00
01/27/2025	DEBIT	Spectrum Business Internet	Internet 1/10/25 - 2/9/25	134.98
01/27/2025	5308	World Telecom	New hire phone set up	31.25

Shasta Regional Transportation Agency

Disbursements

January - February 2025

Operating - Umpqua				
Date	Num	Vendor	Memo	Payment
01/27/2025	DEBIT	Spectrum-Phones	Phone System 1/1/25 - 1/31/25	247.03
01/30/2025	5309	AT&T Mobility 1487	SRTA iPad 12/9/24 - 1/8/25	43.23
01/30/2025	5310	Birdseye Electric	Replaced all second story stair/elevator landing can lights in lobby due to power surge	575.00
01/30/2025	5311	Clark Pest Control of Stockton	Pest Control January 2025	132.00
01/30/2025	5312	Forest Design	Landscape Maintenance January 2025	308.92
01/30/2025	5313	RABA	State Transit Assistance (STA) Reserve Marketing Reimbursement	75,000.00
01/30/2025	DEBIT	Zoom	Audio Conferencing and Webinar 1/17/25-2/16/25	148.00
01/31/2025	PYRL0131	Teamwork HR	New Hire Set-Up Fee, one new hire	35.00
01/31/2025	2493	Teamwork HR	Payroll 01/31/2025	31,748.14
01/31/2025	ACH	Nationwide - Plan Sponsor	Employer and Employee Contributions, 457 Plans, Payroll 01/31/2025	3,648.47
02/05/2025	DEBIT	Record Searchlight	Unlimited Digital Access March 2025	16.99
02/06/2025	ACH	CalPERS-Fiscal Services	Employer Contributions, Medical Plan Premiums February 2025	11,448.31
02/06/2025	ACH	CalPERS-Fiscal Services	Employer and Employee Contributions, 457 Plans, 1/11/2025 - 01/24/2025	1,140.80
02/06/2025	ACH	CalPERS-Fiscal Services	Employer Retirement Contribution, CalPERS PEPRA members, 1/11/2025 - 1/24/2025	4,198.15
02/06/2025	ACH	CalPERS-Fiscal Services	Employer Retirement Contribution, CalPERS Classic members, 1/11/2025 - 1/24/2025	1,420.19
02/14/2025	5318	Carrel's Office Solutions	Contract copier usage charge for 1/1/25 - 1/31/25	363.91
02/14/2025	5319	Citiguard	Security Patrol January 2025	450.00
02/14/2025	5321	LyRo Printing	Business Cards for two staff members	105.11
02/14/2025	5323	Verizon Wireless	Monthly Charge 3 SRTA Staff Cell Phones 12/18 - 1/17/25	158.04
02/14/2025	5324	World Telecom	On call phone repair	31.25
02/14/2025	5317	Benefit Resource	January 2025 & Annual Compliance Support	375.00
02/14/2025	ACH	City of Redding - Utilities	Utilities - February 2025	999.35
02/14/2025	DEBIT	Bright's Engraving and Trophy	Name plates for staff and board members (7)	120.68
02/14/2025	DEBIT	Mpix	Board of Directors Photos for Photo Wall (3)	22.06
02/14/2025	2496	Teamwork HR	Payroll 02/14/2025	35,661.99
02/14/2025	PYRL21425	Teamwork HR	Administration Fee - 457 Plan Irving	30.00
02/14/2025	PYRL0214	Sean Tiedgen	CALCOG Expense Reimbursement 1/29/2025 - 1/31/2025	128.00
02/14/2025	PYRL21425	Teamwork HR	New Hire Background Set up	185.00
02/14/2025	Debit	Ace Hardware	New Master Padlock for Outside Building	18.22
02/14/2025	5325	Custom Plumbing	Repair in downstairs Suite 101	315.00
02/14/2025	5326	Kenny & Norine	Legal January 2025	619.57
02/14/2025	Debit	Office Depot	Office Supplies	193.13
02/14/2025	Debit	Spectrum-Phones	Phone System 2/1/25 - 2/28/25	247.03
02/14/2025	ACH	Nationwide - Plan Sponsor	Employer and Employee Contributions, 457 Plans, Payroll 02/14/2025	4,240.91
02/18/2025	DEBIT	Adobe Creative Cloud	Adobe Stock Images 02/15/2025 - 03/15/2025	29.99
02/19/2025	ACH	CalPERS-Fiscal Services	Employer and Employee Contributions, 457 Plans, 02/08/2025 - 02/21/2025	1,033.15

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January - February 2025

Operating - Umpqua				
Date	Num	Vendor	Memo	Payment
02/19/2025	ACH	CalPERS-Fiscal Services	Employer Retirement Contribution, CalPERS PEPRA members, 02/08/2025 - 02/21/2025	4,336.47
02/19/2025	ACH	CalPERS-Fiscal Services	Employer Retirement Contribution, CalPERS Classic members, 02/08/2025 - 02/21/2025	1,491.19
02/20/2025	DEBIT	Skill Path	Staff member Excel Training Course	149.00
02/20/2025	ACH	Umpqua Bank	Operating Bank Fees February 2025	30.00
02/20/2025	ACH	Umpqua Bank	Operating Bill Pay Bank Fees February 2025	5.95
02/20/2025	ACH	Umpqua Bank	Operating ACH Fees February 2025	1.50
02/20/2025	DEBIT	Office Depot	Office Supplies	67.94
02/20/2025	DEBIT	B&H Photo	Backup Outlet Surge protector and Battery Backup	203.75
02/25/2025	ACH	Five Star Bank-Cardmember Services	Purchasing Card - Purchases January 2025	715.73
02/25/2025	DEBIT	Facebook	Boost Ads on Facebook for 273 Multimodal Corridor Plan	1.55
02/27/2025	ACH	GHD Inc.	Professional Services Rendered thru 12/31/24 for 273 Multimodal Corridor Plan	45,343.50
02/27/2025	2501	Teamwork HR	Payroll 02/28/2025	32,522.61
02/28/2025	PYRL 022825	Teamwork HR	Administration Fee - 457 Plan	30.00
02/28/2025	5335	Teamwork HR	Recruiting fee for Accounting Clerk	4,885.92
02/28/2025	5328	Bay Alarm	Access Control System 3/1 -5/31/25	60.00
02/28/2025	5330	Forest Design	Landscape Maintenance February 2025	308.92
02/28/2025	ACH	GHD Inc.	Professional Services Rendered thru 11/16/24 for 273 Multimodal Corridor Plan	47,083.25
02/28/2025	5332	MJM Services	Janitorial February 2025	658.10
02/28/2025	DEBIT	Office Depot	Office Supplies	44.61
02/28/2025	DEBIT	Spectrum Business Internet	Internet 2/10 - 3/9/25	134.98
02/28/2025	DEBIT	Zoom	Audio Conferencing and Webinar 2/17/25 - 3/16/25	148.00
02/28/2025	5329	Bay Alarm	Access Control System 3/1 - 5/31/25	480.00
02/28/2025	DEBIT	Office Depot	Office Supplies	23.33
02/28/2025	ACH	GHD Inc.	Professional Services Rendered thru 9/21/24 for 273 Multimodal Corridor Plan	78,642.17
02/28/2025	ACH	GHD Inc.	Professional Services Rendered thru 10/26/24 for 273 Multimodal Corridor Plan	43,710.71
02/28/2025	ACH	Nationwide - Plan Sponsor	Employer and Employee Contributions, 457 Plans, Payroll 02/28/2025	3,334.40
02/28/2025	DEBIT	Facebook	Boost Ads on Facebook for 273 Multimodal Corridor Plan	15.00
02/28/2025	DEBIT	Survey Monkey	Standard Annual Plan 2/26/24 - 2/25/25	372.00
				594,741.27

Shasta Regional Transportation Agency

Disbursements

January - February 2025

State Transit Assistance (STA) - Cash With County				
Date	Num	Vendor	Memo	Payment
01/31/2025	2498		STA Admin Fees Quarter 2 FY 2024/25	404.28
01/31/2025	2498		STA Investment Fees Quarter 2 FY 2024/25	48.13
02/28/2025	2504		STA Allocated to SRTA for SGR Quarter 2 FY 2024/25	81,872.00
				82,324.41
STA Reserve - Cash with County				
Date	Num	Vendor	Memo	Payment
01/31/2025	2498		State Transit Assistance (STA) Reserve for FY 2024/25 RABA Operating	401,892.00
				401,892.00
Consolidated Transportation Services Agency (CTSA) Reserve - Umpqua				
Date	Num	Vendor	Memo	Payment
01/10/2025	5300	Dignity Health (DHCL) - CTSA	CTSA and Expanded CTSA 10/1/24 - 10/31/24	77,158.86
01/13/2025	5299	Dignity Health (DHCL) - CTSA	CTSA and Expanded CTSA 11/1/24 - 11/30/24	75,700.19
01/16/2025	5302	Dignity Health (DHCL) - CTSA	CTSA and Expanded CTSA 12/1/24 - 12/31/24	64,491.31
02/14/2025		RABA	VIA Reimbursement Invoice October & November 2024	3,600.00
02/14/2025	5327	RABA	Reimbursement VIA Invoice January 2025	1,800.00
				222,750.36
STA Projects - Five Star				
Date	Num	Vendor	Memo	Payment
01/16/2025	ACH		RABA First-Mile/Last-Mile Connection	11,000.00
01/16/2025	ACH		Redding Bikeshare Charge November & December 2024	4,000.00
01/16/2025	ACH		Vanpool Reimbursement Invoice October 2024	1,000.00
02/14/2025	ACH		Vanpool Reimbursement Invoice December 2024	1,000.00
02/28/2025	ACH		Vanpool Reimbursement Invoice January 2025	1,000.00
				18,000.00
Low Carbon Transit Operating Program (LCTOP) - Umpqua				
Date	Num	Vendor	Memo	Payment
01/31/2025			RABA Sunday Runabout Service September 2024 - December 2024	48,082.48
02/21/2025			Dignity Health Connected Living Sunday Service 07/01/24- 07/31/24	19,655.43
02/21/2025			Dignity Health Connected Living Sunday Service 08/01/24 - 09/30/24	18,209.87
				85,947.78

Shasta Regional Transportation Agency

Disbursements

January - February 2025

Non-Motorized - Umpqua				
Date	Num	Vendor	Memo	Payment
02/14/2025	5320	Kittelsohn & Associates	Low Stress Shasta	2,143.73
02/28/2025	5331	Kittelsohn & Associates	Low Stress Shasta November 2024 thru December 2024	8,844.61
				10,988.34
Local Transportation Fund (LTF) - Cash With County				
Date	Num	Vendor	Memo	Payment
01/31/2025	2497		Total LTF payments to SRTA December 2024	207,851.00
01/31/2025	2497		Total LTF payments to Jurisdictions December 2024	879,688.00
01/31/2025	2497		Quarterly Admin Fee Q2 FY 2024/25	123.63
01/31/2025	2497		Quarterly Investment Fee Q2 FY 2024/25	14.72
02/28/2025	2505		Total LTF payments to SRTA January 2025	207,851.00
02/28/2025	2505		Total LTF payments to Jurisdictions January 2025	879,688.00
				2,175,216.35
State of Good Repair (SGR) - Umpqua				
Date	Num	Vendor	Memo	Payment
01/27/2025	5307	RABA	State of Good Repair (SGR) Downtown Transit Center (DTC) Rehab and Upgrades	5,017.14
02/21/2025			Dignity Health Connected Living Sunday Service 07/01/24- 07/31/24	1,130.32
02/21/2025			Dignity Health Connected Living Sunday Service 08/01/24 - 09/30/24	1,130.32
				7,277.78
Transit Intercity Rail & Capital Program (TIRCP) General - Five Star				
Date	Num	Vendor	Memo	Payment
01/16/2025			Reimburse CTSA funds used October 2023 - September 2024 for Ridership	24,900.00
02/14/2025			SB 125 Reimbursement for activities 01/01/2024 - 12/31/2024	996,146.00
				1,021,046.00
Zero Emission Transit Capital Program (ZETCP) Public Transportation Account (PTA) - Five Star				
Date	Num	Vendor	Memo	Payment
01/16/2025	ACH		Reimburse SRTA for SB 125 Administration July 2023 through September 2024	57,966.05
				57,966.05
SRTA Accounts with No Disbursements				
Five Star Bank		Umpqua Bank		
Regional Early Action Plan (REAP 2.0)		Planning Reserve		
Transit & Intercity Rail Capital Program (TIRCP)		North State Super Region (NSSR)		
Zero Emission Transit Capital Program (ZETCP) Green House Gas Fund (GGRF)		Building Reserve		
Regional Surface Transportation Program (RSTP)				