

STAFF REPORT



MEETING DATE:	October 26, 2023
SUBJECT:	Approve Cash Disbursements for June through August 2023
AGENDA ITEM:	7-4
STAFF CONTACT:	Jessica Carlson, Chief Fiscal Officer

STAFF RECOMMENDATION:

It is recommended that the board of directors review the new report format and approve disbursements for the period of June through August 2023.

DISCUSSION:

Generally accepted auditing standards require that the board of directors receive 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. Past reports only included activity from SRTA's primary Operating account. Staff has prepared and proposes to use a new format that includes activities from other significant accounts holding funds for grants that SRTA administers for the region, including:

- 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; and
- Low Carbon Transit Operations Program (LCTOP)

ALTERNATIVES:

The board of directors may approve the report with clarifications. The board of directors may suggest specific modifications to how and what information should be presented.

FISCAL AND POLICY COMMITTEE REVIEW:

The Fiscal & Policy Committee met on October 16, 2023, to review and discuss the new report format. The Committee unanimously approved staff's recommendation.

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 written over a horizontal line.

Sean Tiedgen, AICP, Executive Director

Attachment: SRTA Disbursements, June through August 2023

Cash Disbursements by Account

June through August 2023

SRTA Operating (Umpqua)				
Date	Num	Name	Memo	Withdrawl
06/01/2023	DEBIT	Google LLC	Google Ads for Envision 273	147.06
06/02/2023	4831	DKS Associates	ShastaSIM Update per NTP Professional Services 4/1 -4/30/23	5,405.00
06/02/2023	4832	LAMAR	Beach Bus Wrap Product and Installation	675.87
06/02/2023	4833	Shasta Living Streets	Redding Bikeshare Bike Tour	375.00
06/05/2023	DEBIT	Record Searchlight	Monthly Subscription	9.99
06/08/2023	4834	Bay Alarm	Monthly Access Control and Intercom Support	540.00
06/08/2023	4835	Benefit Resource	Flexible Spending (FSA) and Health Reimbursement (HRA) Accounts Admin May	100.00
06/08/2023	4836	Clark Pest Control of Stockton	Pest Control March (rate increase omitted from this invoice)	10.00
06/08/2023	4837	Dennis Heating & Air Conditioning	Repairs to SRTA Suite 101 HVAC unit	175.00
06/08/2023	4838	Forest Design	May Landscape Maintenance	287.01
06/08/2023	4839	Verizon 942500429-00001	Monthly Charge 3 SRTA Staff Phones Monthly 4/18/23 - 5/17/23	155.64
06/08/2023	4840	World Telecom	Phone set up for New Employee	31.25
06/08/2023	ACH	CalPERS-Fiscal Services	Employer Contributions to Health Premiums and Other Post Employment Benefits (OPEB)	16,764.13
06/08/2023	DEBIT	Bluehost	NSSR Website June 2023 - June 2024	131.88
06/09/2023	PYRL0609	Jennifer Pollom	Reimbursement for Whiskeytown Beach Bus Passes for RABA busses Summer 23	110.00
06/09/2023	PYRL0609	Jessica Carlson	Final Travel Expenses for GFOA Portland and CARL Graduation	478.52
06/09/2023	PYRL0609	Sean Tiedgen	Final Expenses for CTC Meeting San Francisco 5/16-5/18/23	1,115.81
06/09/2023	2256	Teamwork HR	Payroll 06/09/2023	31,873.87
06/12/2023	DEBIT	Mailchimp	Online Survey Host Subscription	32.50
06/15/2023	4841	Apex Technology Management	Monthly IT Support	471.38
06/15/2023	4842	Bentley Advancing Infrastructure	CUBE Enterprise License PPA Subscription Period 7/1 - 6/30/24	7,768.00
06/15/2023	4843	Citiguard	Security Patrol May	415.00
06/15/2023	4844	Kenny & Norine	Legal May	609.84
06/15/2023	4845	MJM Services	Janitorial June	600.00
06/15/2023	4846	Spectrum Business	Internet June	134.98
06/15/2023	4847	Utility Telephone	Telephone June	353.52
06/15/2023	ACH	PG&E	Gas Utility May	30.14
06/15/2023	DEBIT	Sacramento Business Journal	Subscription Renewal Digital & Print	170.00
06/15/2023	ACH	CalPERS-Fiscal Services	Employer Contributions to Health Premiums and Other Post Employment Benefits (OPEB)	5,405.43
06/15/2023	DEBIT	Adobe Creative Cloud	Adobe Stock Images June	29.99
06/21/2023	ACH	Umpqua Bank	Bank Fees June	30.00
06/22/2023	DEBIT	Eventbrite	North State Transit Symposium Tickets	150.00
06/23/2023	ACH	CalPERS - CERBT	OPEB Prefunding - FY 2022/23	39,337.00
06/23/2023	ACH	City of Redding Utilities	Utilities June	1,023.10
06/23/2023	4848	Apex Technology Management	Monthly IT Support	2,573.97
06/23/2023	4849	AT&T Mobility	SRTA iPad May	43.23
06/23/2023	4850	Carrel's Office Solutions	Copier usage May	115.56
06/23/2023	4851	Energetics	Zero-Emission Fleet - ICT Plan (partial)	17,076.51
06/23/2023	4852	GHD Inc.	Professional Services Rendered through 3/31/23 for 273 Multimodal Corridor Plan	34,140.78
06/23/2023	4853	Shasta College	Envision 273 Open House Use of Rooms 5/3/23	150.00
06/23/2023	PYRL0623	Jessica Carlson	Final Expenses CALCOG CARL Graduation in Sacramento 6/6 - 6/7/23	32.22
06/23/2023	PYRL0623	Amy Lindsey	Mileage Reimbursement 1/1/23 - 7/1/23	136.90
06/23/2023	PYRL0623	Sean Tiedgen	Management Expenses 7/1/22 - 6/30/23	343.97
06/23/2023	2257	Teamwork HR	Payroll 06/23/2023	31,812.19
06/23/2023	PYRL0623	Teamwork HR	New Hire Background	169.00
06/27/2023	ACH	CalPERS-Fiscal Services	Employer Contributions to Health Premiums and Other Post Employment Benefits (OPEB)	5,738.95
06/28/2023	DEBIT	Office Depot	Office Supplies	844.66
06/30/2023	DEBIT	Bright's Engraving and Trophy	Name Plate Wall Hangers (10) for SRTA Staff and Maximum Capacity Sign for Salmon Room	228.78
06/30/2023	DEBIT	Zoom	Audio Conferencing and Webinar 6/17 - 7/16/23	140.00
06/30/2023	4854	Air-O Service	HVAC System - Spring/Summer Preventative Maintenance	1,814.56
06/30/2023	4855	CALCOG	Regional Government Equity Training	1,100.00
06/30/2023	4856	Circa Now, LLC	Website Maintenance January	360.00
06/30/2023	4857	LAMAR	Beach Bus Wrap Product and Installation	2,534.00
06/30/2023	DEBIT	Anewscafe	Online Subscription July	1.35

Cash Disbursements by Account

June through August 2023

Date	Num	Name	Memo	Withdrawl
07/03/2023	DEBIT	WP Engine	ShastaConnect Website Hosting Renewal FY 2023-24	1,150.00
07/05/2023	DEBIT	Record Searchlight	Monthly Subscription	9.99
07/06/2023	4858	Civic Plus	SRTA Website Annual Renewal Web Hosting/Support & SSL Cert	5,516.53
07/06/2023	4859	Forest Design	Landscape Maintenance 3% Annual Increase \$8.61 \$ 5.00 Repair June	300.62
07/06/2023	4860	Verizon 942500429-00001	Monthly Charge 3 SRTA Staff Phones Monthly 5/18 - 6/17/23	155.64
07/06/2023	4861	World Telecom	Move phone ext. tested lines for Staff moving offices	93.75
07/07/2023	2281	Teamwork HR	Payroll 07/07/2023	34,081.06
07/07/2023	PYRL0707	Jennifer Pollom	Mileage reimbursement 1/23 to 5/23/23	24.63
07/07/2023	PYRL0707	Sean Tiedgen	Mileage reimbursement and Travel Expenses CTC Fairfield 6/28-6/29	400.09
07/13/2023	ACH	CalPERS-Fiscal Services	Employer Contributions to Health Premiums and Other Post Employment Benefits (OPEB)	17,324.73
07/13/2023	4862	Bay Alarm	Monthly Access Control and Intercom Support	577.86
07/13/2023	4863	Benefit Resource	Flexible Spending (FSA) and Health Reimbursement (HRA) Accounts Admin June 2023	102.50
07/13/2023	4864	Carrel's Office Solutions	Copier usage period 6/1 to 6/30/23	452.29
07/13/2023	4865	Citiguard	Security Patrol June	415.00
07/13/2023	4866	Kittelson & Associates	Shasta Regional Active Transportation Network 10th Invoice	1,518.16
07/13/2023	4867	MJM Services	Janitorial July - Handsoap \$12	612.00
07/13/2023	4868	Utility Telephone	Telephone July	355.29
07/13/2023	ACH	PG&E	Gas Utility	23.52
07/13/2023	DEBIT	Amazon.com	Office Supplies	56.98
07/13/2023	DEBIT	APA	APA/CPR Leadership Academy Alumni Networking Lunch	85.00
07/13/2023	DEBIT	Mailchimp	Online Survey Host Subscription	32.50
07/17/2023	DEBIT	Adobe Creative Cloud	Adobe Stock Images July	29.99
07/20/2023	DEBIT	Zoom	Annual Zoom Renewal and July 2023	938.80
07/20/2023	4869	Alliant Insurance Services, Inc	2022/23 ACIP Crime Renewal 7/1/23 - 7/1/24	1,231.00
07/20/2023	4870	CALCOG	Organization Dues for FY 23/24	5,550.00
07/20/2023	4871	Elevator Technology	Quarterly maintenance \$286.00 & Phone Line Service \$186.00 July, August, September '23	472.00
07/20/2023	4872	Energetics	Zero-Emission Fleet - ICT Plan (partial)	35,709.38
07/20/2023	4873	Frontier Energy	Professional Services from April 1, 2023 - June 30, 2023	1,185.28
07/20/2023	4874	Kenny & Norine	Legal June	4,806.90
07/20/2023	4875	Kittelson & Associates	Shasta Regional Active Transportation Network 11th Invoice	33,932.11
07/20/2023	4876	LAMAR	Beach Bus Wrap Product and Installation (Month 3 of 4)	2,534.00
07/20/2023	4877	LSC Transportation Consultants	Shasta Region Coordinated Transportation Plan Prof. Services through 6/30/23	7,961.39
07/20/2023	4878	Redding Tree Service	Remove Dead Branches in SRTA Parking Lot Trees & Raise Canopies off Lights/Roof	2,000.00
07/20/2023	4879	Spectrum Business	Internet July	182.86
07/20/2023	ACH	Umpqua Bank	Bank Fees July	30.00
07/20/2023	ACH	Umpqua Bank	ACH Fees July	3.75
07/21/2023	4880	Synergy	Consultant work On Call GIS Services Jan - June 2023	17,185.00
07/21/2023	PYRL0723	Jennifer Pollom	2023 North State Transit Symposium, Eureka, CA	397.82
07/21/2023	PYRL0721	Teamwork HR	New Hire Set-Up - Not Hired	35.00
07/21/2023	2312	Teamwork HR	Payroll 07/21/2023	33,452.31
07/24/2023	DEBIT	Hover	Domain Registration Renewal for salmonrunner.us and shastaconnect.org (5 year)	355.80
07/26/2023	DEBIT	Ace Hardware	Extra Keys - Men's Restroom Cabinet	4.27
07/26/2023	DEBIT	Skill Path	New Hire Excel Training Course	149.00
07/26/2023	DEBIT	US Post Office	Mailed Certified Shared Cost Letters to Both SRTA Tenants	21.14
07/26/2023	ACH	CalPERS-Fiscal Services	Employer Contributions to Health Premiums and Other Post Employment Benefits (OPEB)	3,971.52
07/26/2023	ACH	CalPERS-Fiscal Services	Employer Contributions to Health Premiums and Other Post Employment Benefits (OPEB)	1,375.54
07/27/2023	ACH	Intuit	Quickbooks Annual FY 23/24	2,246.00
07/27/2023	ACH	CalPERS-Fiscal Services	Employer Contributions to Health Premiums and Other Post Employment Benefits (OPEB)	1,049.06
07/28/2023	ACH	GHD Inc.	Professional Services Rendered Through 6/30/23 for 273 Multimodal Corridor Plan	123,631.76
07/30/2023	DEBIT	Anewscafe	Online Subscription August	1.35
07/31/2023	DEBIT	Bright's Engraving and Trophy	New Hire Name plate	17.16
07/31/2023	ACH	City of Redding Utilities	Utilities July	1,148.28
08/03/2023	4881	Air-O Service	HVAC Repairs to Suite 101 Unit Freezing Up not Working	1,303.89
08/03/2023	4882	Alliant Insurance Services, Inc	FY 23/24 Special Property Insurance Program (SPIP) effective 7/1/23 to 7/1/24	36,170.91
08/03/2023	4883	AT&T Mobility	SRTA iPad June	43.23

Cash Disbursements by Account

June through August 2023

Date	Num	Name	Memo	Withdrawal
08/03/2023	4884	Clark Pest Control of Stockton	Pest Control July	124.00
08/03/2023	4885	ECORP	Environmental Support Services thru June 30 2023	16,757.00
08/03/2023	4886	Forest Design	Landscape July	295.62
08/03/2023	4887	LyRo Printing	Business Cards for New Hire	52.55
08/03/2023	4888	Record Searchlight	Public Notice - BOD-6-22-23 Meeting	355.20
08/03/2023	DEBIT	Hover	Domain Registration for gosalmorunner.com (5 years)	85.85
08/04/2023	2315	Teamwork HR	Payroll 08/04/2023	35,679.47
08/04/2023	DEBIT	Record Searchlight	Monthly Subscription	9.99
08/10/2023	DEBIT	PG&E	Gas Utility	24.33
08/10/2023	4889	Apex Technology Management	Monthly IT Support	3,092.69
08/10/2023	4890	Benefit Resource	Flexible Spending (FSA) and Health Reimbursement (HRA) Accounts Admin July	100.00
08/10/2023	4891	Utility Telephone	Telephone August	355.29
08/10/2023	4892	Verizon 942500429-00001	Monthly Charge 3 SRTA Staff Phones Monthly 7/18 - 8/17/23	155.67
08/10/2023	4893	Apex Technology Management	Monthly IT Support	2,629.05
08/10/2023	4894	Kittelson & Associates	Shasta Regional Active Transportation Network 11th Invoice	33,932.11
08/10/2023	ACH	CalPERS-Fiscal Services	Employer Contributions to Health Premiums and Other Post Employment Benefits (OPEB)	20,938.17
08/15/2023	DEBIT	Adobe Creative Cloud	Adobe Stock Images August	29.99
08/17/2023	4895	Carrel's Office Solutions	Copier usage period 7/1 - 7/31/23	69.18
08/17/2023	4896	GHD Inc.	Professional Services Rendered period ending July 31, 2023 for 273 Multimodal Corridor Plan	31,101.25
08/17/2023	4897	LAMAR	Beach Bus Wrap Product and Installation (month 2 of 4)	2,534.00
08/17/2023	4898	MJM Services	Janitorial August Supplies \$100.15	700.15
08/17/2023	4899	Westwood Window Coverings	Replacement Window Treatments (4) SRTA Offices	1,915.89
08/17/2023	DEBIT	Mailchimp	Online Survey Host Subscription June/July	32.50
08/18/2023	2316	Teamwork HR	Payroll 08/18/2023	33,207.63
08/20/2023	ACH	Umpqua Bank	ACH Fees Aug	1.25
08/22/2023	ACH	CalPERS-Fiscal Services	Employer Contributions to Health Premiums and Other Post Employment Benefits (OPEB)	6,396.11
08/22/2023	ACH	Umpqua Bank	Bank Fees Aug	30.00
08/24/2023	ACH	AT&T Mobility	SRTA iPad July	43.23
08/24/2023	ACH	Bay Alarm	Monthly Access Control and Intercom Support	540.00
08/24/2023	ACH	Record Searchlight	Public Notice - SSTAC Meeting 7/25/23	175.20
08/24/2023	ACH	Kenny & Norine	Legal July	379.30
08/25/2023	DEBIT	Amazon.com	iPhone Charger for Salmon Room iPad	26.79
08/28/2023	ACH	City of Redding Utilities	Utilities August	1,225.94
08/30/2023	DEBIT	APA California	APA California 2023 Conference: Planning at the Crossroads	200.00
08/30/2023	DEBIT	Zoom	Audio Conferencing and Webinar 9/17 - 10/16/23	140.00
08/30/2023	DEBIT	Anewscafe	Online Subscription September	1.35
08/31/2023	2317	Teamwork HR	Payroll 09/01/2023	35,673.64
				825,728.57
Transfers				
06/23/2023			To RSTP at Five Star Bank for 22/23 Funds	2,409,442.00
06/23/2023			To TDA Loan at Five Star Bank for SRTA's annual repayment	57,335.58
06/23/2023			To LCTOP for 20/21 Funds	183,165.00
06/23/2023			To LCTOP for 21/22 funds	200,000.00
06/23/2023			To Planning Reserve for TDA budget 22/23	85,000.00
06/23/2023			To Building Reserve for TDA budget 22/23	84,439.00
06/23/2023			To State of Good Repair (SGR) for Q1 Y23 payment	94,878.88
				3,114,260.46

Cash Disbursements by Account

June through August 2023

Consolidated Transportation Services Agency (CTSA) TDA Allocation Account (Umpqua)				
Date	Num	Name	Memo	Withdrawl
06/05/2023	8011	Dignity Health (DHCL)	CTSA October 2022 Services	56,950.76
06/06/2023	8012	Dignity Health (DHCL)	CTSA December 2022 Services	46,202.92
06/06/2023	8013	Dignity Health (DHCL)	CTSA January 2023 Services	46,101.65
06/07/2023	8014	Dignity Health (DHCL)	CTSA March 2023 Services	48,424.15
06/08/2023	8015	Dignity Health (DHCL)	CTSA February 2023 Services	43,944.04
06/09/2023	8016	Dignity Health (DHCL)	CTSA November 2022 Services	56,693.27
06/15/2023	8017	Dignity Health (DHCL)	CTSA April 2023 Services	49,048.65
06/30/2023	BankFee	Umpqua Bank	CTSA Bank Fee June	10.00
07/13/2023	8018	Dignity Health (DHCL)	CTSA February 2023 Services (short-paid)	50.00
07/20/2023	ACH	Umpqua Bank	CTSA Bank Fee July	20.00
				347,445.44
Low Carbon Transit Operations Program (LCTOP) Fund (Umpqua)				
Date	Num	Name	Memo	Withdrawl
06/02/2023	7015	Dignity Health (DHCL)	November 2022 LCTOP/SGR Reimbursement to DHCL for Sunday Transit	15,486.86
06/05/2023	7016	Dignity Health (DHCL)	December 2022 LCTOP/SGR Reimbursement to DHCL for Sunday Transit	14,485.68
06/05/2023	7017	Dignity Health (DHCL)	January 2023 Shasta Connect Sunday Services	11,729.03
06/05/2023	7020	Dignity Health (DHCL)	September 2022 LCTOP/SGR Reimbursement to DHCL for Sunday Transit	14,124.12
06/07/2023	7018	Dignity Health (DHCL)	March 2023 LCTOP/SGR Reimbursement to DHCL for Sunday Transit	14,293.62
06/07/2023	7019	Dignity Health (DHCL)	February 2023 LCTOP/SGR Reimbursement to DHCL for Sunday Transit	10,615.48
06/15/2023	7023	Dignity Health (DHCL)	April 2023 DHCL for Sunday Transit	14,566.23
06/15/2023	7024	Via Transportation, Inc.	CTSA and Sunday On-Demand Software Support Fees May	3,675.00
06/30/2023	BankFee	Umpqua Bank	LCTOP Bank Fee June	80.00
07/20/2023	7022	Via Transportation, Inc.	CTSA and Sunday On-Demand Software Support Fees June	3,150.00
07/31/2023	ACH	Umpqua Bank	LCTOP Bank Fee July	30.00
08/17/2023	7026	Via Transportation, Inc.	CTSA and Sunday On-Demand Software Support Fees July	3,150.00
				105,386.02
Local Transportation Funds (LTF) Held at County Treasurer				
Date	Num	Name	Memo	Withdrawl
06/30/2023	2293		TDA payments to Jurisdictions June	1,060,782.00
06/30/2023	2293		Quarter 4 Admin Fee	412.13
06/30/2023	2293		Quarter 4 Investment Fee	52.89
07/31/2023	2306		TDA payments to SRTA and RABA July	501,965.00
07/31/2023	2306		TDA payments to Jurisdictions July	585,226.00
08/31/2023	2307		TDA payments to SRTA and RABA August	501,965.00
08/31/2023	2307		TDA payments to Jurisdictions August	585,226.00
				3,235,629.02
State Transit Assistance Funds (STA) Held at County Treasurer				
Date	Num	Name	Memo	Withdrawl
06/30/2023	2292		Quarter 4 Admin Fee	397.24
06/30/2023	2292		Quarter 4 Investment Fee	50.98
				448.22
Regional Surface Transportation Program (RSTP) Account at Five Star Bank				
Date	Num	Name	Memo	Withdrawl
07/06/2023	RSTP2021	City of Anderson	2020-21 RSTP Citywide Grinder	143,341.00
07/06/2023	RSTP1920	City of Anderson	2019-20 RSTP General Street Maintenance	143,663.00
				287,004.00