

STAFF REPORT



MEETING DATE:	September 26, 2024
SUBJECT:	Receive Cash Disbursements Report for June through July 2024
AGENDA ITEM:	7-5
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 June 1, 2024, through July 31, 2024.

DISCUSSION:

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

- Operating
- Transportation Development Act (TDA)
 - Local Transportation Fund (LTF)
 - State Transit Assistance (STA)
 - Consolidated Transportation Services Agency (CTSA)
- Regional Surface Transportation Program (RSTP)
- Non-motorized Program
- 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 "Jennifer Pollom", is written over a horizontal line.

Jennifer Pollom, AICP, Senior Transportation Planner

Attachment: SRTA Disbursements, June 1, 2024, through July 31, 2024

Shasta Regional Transportation Agency
Disbursements
June through July 2024

Operating - Umpqua				
Date	Num		Memo	Payment
06/04/2024	DEBIT	Record Searchlight	Digital Subscription June 2024	14.99
06/07/2024	2416	Teamwork HR	Payroll 06/07/2024	35,489.52
06/07/2024	PYRL0607	Teamwork HR	New hire drug test	40.00
06/07/2024	PYRL0607	Teamwork HR	New hire set-up fee	35.00
06/07/2024	PYRL0607	Staff Member	CalCOG and SHCC Joint Legislative Day & Board of Directors Meeting 5/21/24	67.00
06/10/2024	ACH	Nationwide - Plan Sponsor	Employer and Employee Contributions, 457 Plans, Payroll 06/07/2024	3,362.96
06/10/2024	DEBIT	Bluehost	North State Super Region (NSSR) website hosting June 2024 - June 2025	233.76
06/13/2024	ACH	CalPERS-Fiscal Services	Employer and Employee Contributions, 457 Plans, Payroll 06/07/2024	1,085.20
06/13/2024	ACH	CalPERS-Fiscal Services	Employer Contribution, Classic, 32358, CalPERS, 2023/24, 05/04-05/17/2024	1,375.54
06/13/2024	ACH	CalPERS-Fiscal Services	Employer Contribution, PEPRA, 27482, CalPERS, 2023/24, 05/18-05/31/2024	4,344.19
06/13/2024	ACH	CalPERS-Fiscal Services	Employer Contributions, Medical Plan Premiums	13,511.95
06/14/2024	5145	Bentley Advancing Infrastructure	CUBE Enterprise License PPA Subscription Period 7/1/24 to 6/30/25	8,156.40
06/14/2024	5146	Carrel's Office Solutions	Copier usage period 5/1/24 - 5/31/24	161.61
06/14/2024	5144	Benefit Resource	Flexible Spending (FSA) and Health Reimbursement (HRA) Accounts Admin May 2024	100.00
06/14/2024	5147	Citiguard	Security Patrol May 2024	415.00
06/14/2024	5148	LSC Transportation Consultants	Coordinated Transportation Plan Professional Services March 2024	2,480.00
06/14/2024	5149	LSC Transportation Consultants	Coordinated Transportation Plan Professional Services April 2024	2,165.00
06/14/2024	5150	LyRo Printing	City of Shasta Lake ATP Post Card Mailer and Postage	2,593.04
06/14/2024	5151	MJM Services	June Janitorial	657.00
06/14/2024	ACH	PG&E	Gas Utility	9.52
06/14/2024	ACH	PG&E	Gas Utility	18.78
06/14/2024	DEBIT	Verizon Wireless	Monthly Charge 3 SRTA Staff Phones 4/18/24 - 5/17/24	156.03
06/17/2024	DEBIT	Adobe Creative Cloud	Adobe Stock Images 6/14/24 - 7/14/24	29.99
06/21/2024	PYRL0621	Staff Member	Travel Advance - Land Use Training & TAC Meeting at AMBAG	1,354.90
06/21/2024	2420	Teamwork HR	Payroll 06/21/2024	34,156.19
06/21/2024	ACH	Umpqua Bank	Operating ACH Fees June	3.00
06/21/2024	ACH	Umpqua Bank	Operating Bill Pay Bank Fees June	5.95
06/21/2024	ACH	Umpqua Bank	Operating Bank Fees June	30.00
06/21/2024	ACH	G&S Construction	SRTA HVAC Project Suite 100, Invoice #1	154,933.64
06/25/2024	ACH	Nationwide - Plan Sponsor	Employer and Employee Contributions, 457 Plans, Payroll 06/21/2024	3,379.55
06/25/2024	ACH	CalPERS - CEPPT	Additional Discretionary Payment (ADP) for FY 2024-25 PEPRA members	2,638.00
06/26/2024	ACH	CalPERS - CEPPT	ADP for FY 2024-25 Classic members	6,151.00

Shasta Regional Transportation Agency
Disbursements
June through July 2024

Operating - Umpqua				
Date	Num		Memo	Payment
06/26/2024	5152	Air-O Service	HVAC System - Spring/Summer 2024 Full Service Maintenance	1,621.00
06/26/2024	5153	Apex Technology Management	IT Support, TS Gold Agreement, June 2024	2,844.30
06/26/2024	5154	Apex Technology Management	Purchase of new computer for one SRTA staff member	2,524.24
06/26/2024	5155	Bay Alarm	Monitoring Service and Camera System 6/1 - 8/31/24	480.00
06/26/2024	5156	Bay Alarm	Access Control System 6/1 - 8/31/24	60.00
06/26/2024	5157	Bay Alarm	Monitoring Service and Camera System 7/1 - 9/30/24	230.25
06/26/2024	5158	Bay Alarm	Monitoring Service and Camera System 7/1 - 9/30/24	347.61
06/26/2024	5159	Via Transportation, Inc.	Software vehicle fees (operations) April 2024	3,150.00
06/26/2024	5160	Via Transportation, Inc.	Software vehicle fees (operations) May 2024	3,150.00
06/26/2024	5161	Carrel's Office Solutions	Supplies, Copier, Staples	144.79
06/26/2024	ACH	Five Star Bank - Cardmember Services	Executive Director Purchasing Card (P-Card) Purchases April 2024	377.42
06/27/2024	ACH	CalPERS-Fiscal Services	Employer Contribution, Classic, 32358, CalPERS, 2023/24, 05/04-05/17/2024	1,375.54
06/27/2024	ACH	CalPERS-Fiscal Services	Employer and Employee Contributions, 457 Plans, Payroll 06/21/2024	1,085.20
06/27/2024	ACH	CalPERS-Fiscal Services	Employer Contribution, PEPR, 27482, CalPERS, 2023/24, 05/18-05/31/2024	4,366.29
06/27/2024	ACH	CalPERS-Fiscal Services	1959 Survivor Billing Employer Contributions - CalPERS	62.40
06/27/2024	ACH	CalPERS-Fiscal Services	1959 Survivor Billing Employer Contributions - CalPERS	447.20
06/27/2024	5162	Nichols, Melberg	Professional Services through 5/31/24 HVAC Project	1,200.00
06/27/2024	DEBIT	University of Miami	Coursework in pursuit of AICP accreditation for one SRTA staff	335.00
06/27/2024	DEBIT	Mailchimp	Online Survey Host Subscription 6/10/24 to 7/10/24	32.50
06/27/2024	DEBIT	Office Depot	Office Supplies	72.36
06/27/2024	DEBIT	Spectrum-Phones	Office Phones	243.90
06/27/2024	DEBIT	Spectrum Business Internet	Internet 6/10/24 - 7/9/24	134.98
06/27/2024	DEBIT	Zoom	Audio Conferencing and Webinar 6/17/24 - 7/16/24	140.00
07/01/2024	ACH	City of Redding - Utilities	Utilities	436.01
07/01/2024	ACH	City of Redding - Utilities	Utilities	157.47
07/01/2024	ACH	City of Redding - Utilities	Utilities	448.78
07/01/2024	DEBIT	Anewscafe	Digital subscription June 30, 2024 - July 30, 2024	1.35
07/02/2024	DEBIT	Verizon Wireless	Monthly Charge 3 SRTA Staff Phones 5/18 - 6/17/24	156.03
07/02/2024	DEBIT	WP Engine	ShastaConnect website hosting renewal FY 2023-24	1,150.00
07/03/2024	2424	Teamwork HR	Payroll 07/05/2024	36,070.49
07/03/2024	5163	AT&T Mobility 1487	SRTA iPad 5/9 - 6/8/24	43.23
07/03/2024	5164	Kenny & Norine	Legal May 2024	690.65

Shasta Regional Transportation Agency
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Date	Num		Memo	Payment
07/03/2024	5165	LSC Transportation Consultants	Coordinated Transportation Plan consultant services May 2024	1,440.00
07/03/2024	5166	Office Depot	Office Supplies	53.60
07/03/2024	5167	Office Depot	Office Supplies	122.32
07/03/2024	ACH	PG&E	Gas Utility	15.68
07/03/2024	ACH	PG&E	Gas Utility	7.84
07/03/2024	5177	Staff Member	Mileage Reimbursement 1/1 - 6/30/24	4.96
07/03/2024	PYRL0705	Staff Member	Mileage Reimbursement 1/1 - 7/1/24	155.78
07/03/2024	PYRL0705	Staff Member	Mileage Reimbursement 1/1 - 6/30/24	2.41
07/03/2024	PYRL0705	Staff Member	Mileage Reimbursement 1/1/24 - 6/30/24	58.96
07/03/2024	PYRL0705	Staff Member	Travel Expenses, CTC Monterey, June Meeting 6/26 -6/28/24	175.82
07/05/2024	DEBIT	Record Searchlight	Digital subscription July 2024	14.99
07/05/2024	ACH	Nationwide - Plan Sponsor	Employer and Employee Contributions, 457 Plans, Payroll 07/05/2024	3,379.55
07/05/2024	PYRL0705	Teamwork HR	New hire background check	31.00
07/05/2024	PYRL0705	Teamwork HR	Reconciled Worker's Compensation Insurance premium FY 2023/24	9.65
07/05/2024	PYRL0705	Teamwork HR	Worker's Comp Deposit FY 2024/25	200.00
07/09/2024	5168	Air-O Service	HVAC service call, Suite 201	100.00
07/09/2024	5169	Alliant Insurance Services	2024-25 Special Property Insurance Program (SPIP) effective 7/1/24 - 7/1/25	24,717.30
07/09/2024	5170	Apex Technology Management	Replacement computer set-up for one SRTA staff	660.00
07/09/2024	5171	Apex Technology Management	IT Support, TS Gold Agreement, July 2024	3,161.33
07/09/2024	5172	Benefit Resource	Flexible Spending (FSA) and Health Reimbursement (HRA) Accounts Admin June 2024	100.00
07/09/2024	5173	Elevator Technology	Quarterly Maintenance & Wireless Phone Line July/Aug/Sept 2024	489.00
07/09/2024	5174	GHD Inc.	Professional Services Rendered 4/27/24 for 273 Multimodal Corridor Plan	25,485.25
07/09/2024	5175	GHD Inc.	Professional Services Rendered 5/18/24 for 273 Multimodal Corridor Plan	14,224.50
07/09/2024	5176	Office Depot	Office Supplies	22.07
07/09/2024	5176	Office Depot	Office Supplies	72.89
07/09/2024	5176	Office Depot	Office Supplies	158.11
07/09/2024	DEBIT	Spectrum-Phones	Office Phones	243.90
07/10/2024	DEBIT	Mailchimp	Online Survey Host Subscription 7/10/24 to 8/10/24	32.50
07/11/2024	DEBIT	Amazon.com	SRTA Office Supplies (Air Filter Replacements for SRTA Offices)	571.78
07/12/2024	DEBIT	Office Depot	Office Supplies	249.17
07/12/2024	ACH	CalPERS-Fiscal Services	Employer Contribution, Classic, 32358, CalPERS, 2023/24, 06/15-06/28/2024	1,375.54
07/12/2024	ACH	CalPERS-Fiscal Services	Employer Contribution, Classic, 32358, CalPERS, 2024/25	5,547.00

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Date	Num		Memo	Payment
07/12/2024	ACH	CalPERS-Fiscal Services	Employer Contribution, PEPRA, 27482, CalPERS, 2024/25	2,198.00
07/12/2024	ACH	CalPERS-Fiscal Services	Employer Contributions, Medical Plan Premiums	15,347.45
07/12/2024	ACH	CalPERS-Fiscal Services	Employer Contribution, PEPRA, 27482, CalPERS, 2024/25, 06/15-06/28/2024	4,366.29
07/12/2024	ACH	CalPERS-Fiscal Services	Employer and Employee Contributions, 457 Plans, Payroll 07/05/2024	1,085.20
07/15/2024	DEBIT	Adobe Creative Cloud	Adobe Stock Images 7/14/24 - 8/14/24	29.99
07/19/2024	2427	Teamwork HR	Payroll 07/19/2024	34,244.72
07/22/2024	5178	AECOM	SRTA North State Intercity Bus to Rail plan consultant services	12,273.87
07/22/2024	5179	Alliant Insurance Services	2024/25 Alliant Crime Insurance Program (AICP) Renewal 7/1/24 - 7/1/25	1,293.00
07/22/2024	5180	Boutin Jones	HR policy review, professional services through May 31, 2024	1,363.50
07/22/2024	5181	CALCOG	Organization dues for FY 2024/25	5,904.00
07/22/2024	5182	Carrel's Office Solutions	Contract usage charge for the 6/1/24 to 6/30/24	564.92
07/22/2024	5183	Citiguard	Security patrol June 2024	415.00
07/22/2024	5184	Dignity Health (DHCL) -Shasta Connec	Sunday Transit 6/1 - 6/30/24	14,832.37
07/22/2024	5185	Dignity Health (DHCL) - CTSA	CTSA and Expanded CTSA 3/1/24 - 3/31/24	72,328.23
07/22/2024	5186	Dignity Health (DHCL) - CTSA	CTSA and Expanded CTSA 4/1/24 - 4/30/24	60,665.49
07/22/2024	5187	Dignity Health (DHCL) - CTSA	CTSA and Expanded CTSA 6/1/24 - 6/30/24	72,655.31
07/22/2024	5188	Dignity Health (DHCL) - CTSA	CTSA and Expanded CTSA 5/1/24 - 5/31/24	67,154.94
07/22/2024	5189	Dignity Health (DHCL) - CTSA	CTSA and Expanded CTSA 1/1/24 - 1/31/24	64,376.74
07/22/2024	5190	Dignity Health (DHCL) -Shasta Connec	Sunday Transit 4/1 - 4/30/24	13,820.57
07/22/2024	5191	Dignity Health (DHCL) -Shasta Connec	Sunday Transit 5/1/24 - 5/31/24	15,670.27
07/22/2024	5192	Dignity Health (DHCL) - CTSA	CTSA and Expanded CTSA 2/1/24 - 2/29/24	52,706.80
07/22/2024	5193	Forest Design	Landscape maintenance June 2024	308.92
07/22/2024	5194	GHD Inc.	Professional services rendered 6/30/24 for 273 Multimodal Corridor Plan	34,184.25
07/22/2024	5195	MJM Services	July janitorial	600.00
07/22/2024	5196	Office Depot	Office supplies	20.58
07/22/2024	DEBIT	Amazon.com	SRTA office supplies (Air Filter Replacements for SRTA Offices)	226.35
07/22/2024	PYRL0719	Staff Member	Travel expenses - Government Finance Officers Association (GFOA) annual conference	321.34
07/22/2024	DEBIT	Zoom	Annual Zoom renewal	938.80
07/22/2024	DEBIT	Logitech	Web cam for new staff	85.79
07/22/2024	ACH	Umpqua Bank	Operating bank fees July	30.00
07/22/2024	ACH	Umpqua Bank	Operating Bill Pay bank fees July	5.95
07/22/2024	ACH	Umpqua Bank	Operating ACH fees July	4.50

Shasta Regional Transportation Agency
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Operating - Umpqua				
Date	Num		Memo	Payment
07/22/2024	ACH	City of Redding - Utilities	Utilities	491.68
07/22/2024	ACH	City of Redding - Utilities	Utilities	188.64
07/22/2024	ACH	City of Redding - Utilities	Utilities	643.26
07/22/2024	ACH	Kittelson & Associates	Low Stress Shasta consultant services	168,523.29
07/22/2024		Via Transportation, Inc.	Software vehicle fees (operations) June 2024	2,625.00
07/22/2024	4473	VFW Post 9650	Facility rental fee for Envision 273 in Anderson August 2024	225.00
07/22/2024	4474	VFW Post 9650	Facility cleaning deposit for SR273 Anderson Outreach	100.00
07/23/2024		Spectrum Business Internet	Internet 7/10/24 - 8/9/24	134.98
07/23/2024		Nationwide - Plan Sponsor	Employer and Employee Contributions, 457 Plans, Payroll 07/19/2024	4,453.94
07/25/2024	DEBIT	Michaels	Office Supplies, three frames for project posters, nails	103.45
07/25/2024	ACH	Five Star Bank - Cardmember Services	Executive Director P-Card Purchases June 2024	527.64
07/25/2024	ACH	CalPERS-Fiscal Services	Employer and Employee Contributions, 457 Plans, Payroll 07/19/2024	1,114.77
07/25/2024	ACH	CalPERS-Fiscal Services	Employer Contribution, Classic, 32358, CalPERS, 2023/24, 06/29-07/12/2024	1,420.20
07/25/2024	ACH	CalPERS-Fiscal Services	Employer Contribution, PEPR, 27482, CalPERS, 2024/25, 06/29-07/12/2024	4,700.55
07/31/2024	5198	AT&T Mobility 1487	SRTA iPad 6/9 - 7/8/24	43.23
07/31/2024	ACH	G&S Construction	SRTA HVAC Project Suite 100, Invoice #2	61,330.00
				1,221,644.79

Shasta Regional Transportation Agency
Disbursements
June through July 2024

Local Transportation Fund (LTF) - Cash With County				
Date	Num		Memo	Payment
06/30/2024	2428		Total TDA payments to Jurisdictions June 2024	665,947.00
06/30/2024	2428		Third Quarter admin fee	161.04
06/30/2024	2428		Third Quarter investment fee	18.35
				666,126.39
Low Carbon Transit Operating Program (LCTOP) Funds - Umpqua				
Date	Num		Memo	Payment
06/25/2024			Via invoice May 2024	3,150.00
06/25/2024			Via invoice April 2024	3,150.00
				6,300.00
Regional TDA Loan Fund - Five Star				
Date	Num		Memo	Payment
			No Disbursements	
SRTA Planning Reserve - Umpqua				
Date	Num		Memo	Payment
			No Disbursements	
Non-Motorized Funds - Umpqua				
Date	Num		Memo	Payment
			No Disbursements	
CTSA LTF Reserve Fund - Umpqua				
Date	Num		Memo	Payment
			No Disbursements	
Building Reserve Funds - Umpqua				
Date	Num		Memo	Payment
			No Disbursements	

Shasta Regional Transportation Agency
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State Transit Assistance (STA) - Cash With County				
Date	Num		Memo	Payment
			No Disbursements	
STA Reserve Fund - Cash With County				
Date	Num		Memo	Payment
			No Disbursements	
STA Reserve Projects - Five Star				
Date	Num		Memo	Payment
			No Disbursements	
Regional Service Transportation Program (RSTP) Funds - Five Star				
Date	Num		Memo	Payment
			No Disbursements	
North State Super Region (NSSR) - Umpqua				
Date	Num		Memo	Payment
			No Disbursements	
State of Good Repair (SGR) - Umpqua				
Date	Num		Memo	Payment
			No Disbursements	
Regional Early Action Plan (REAP) 2.0 - Five Star				
Date	Num		Memo	Payment
			No Disbursements	