STAFF REPORT

MEETING DATE:	**February 26, 2019**
SUBJECT:	**Approve Disbursements**
AGENDA ITEM:	**8-3**
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, 2018, to January 31, 2019.

Daniel S. Little, AICP, Executive Director

Attachments: SRTA Disbursements, October 1, 2018, to January 31, 2019

Shasta Regional Transportation Agency
Cash Disbursements
October 1, 2018 to January 31, 2019

Type	Date	Num	Name	Memo	Amount
General Journal	10/02/2018	1493	Umpqua Bank	Oct 2, 2018 Debt Principle Payment	63,402.74
Bill Pmt -Check	10/04/2018	3406	Apex Technology Management	Shasta County RTPA	2,014.89
Bill Pmt -Check	10/04/2018	3404	Arakadin Inc (AT Conference)	Conference Calls September	35.81
Bill Pmt -Check	10/04/2018	3400	AT&T Elevator	Elevator Phone	17.30
Bill Pmt -Check	10/04/2018	3401	EAP Inc	Monthly Fee September	75.00
Bill Pmt -Check	10/04/2018	3402	Hylton Security, Inc	Courtesy Patrol September	200.00
Bill Pmt -Check	10/04/2018	3399	Mountain Echo	Notice of Availability Draft 2019 FTIP	65.00
Bill Pmt -Check	10/04/2018	3408	North State Security	Security September	211.00
Bill Pmt -Check	10/04/2018	3403	PG&E	Natural Gas Ste 202 September	16.22
Bill Pmt -Check	10/04/2018	3409	Public Retirement Journal	Subscription	250.00
Bill Pmt -Check	10/04/2018	3398	Spectrum Business	Office internet	129.98
Bill Pmt -Check	10/04/2018	3405	Utility Telephone	Office Phone Lines for October	336.92
Bill Pmt -Check	10/04/2018	3410	PG&E	September Natural Gas	8.11
Bill Pmt -Check	10/04/2018	Debit Card	US Post Office	Postage for mailed board packet to MR	9.85
Bill Pmt -Check	10/05/2018	Debit Card	CAL ACT	Registration- 2018 Tech & Shared Mobility Conference	425.00
Bill Pmt -Check	10/08/2018	Debit Card	University Plaza Waterfront Hotel	Hotel for CTC Meeting in Stockton	133.58
Bill Pmt -Check	10/09/2018	Debit Card	US Post Office	Postage for return data logger to CTE	10.90
Bill Pmt -Check	10/10/2018	EFT	CalPERS-Fiscal Services	October Retiree and Active Health Premiums	7,452.87
Bill Pmt -Check	10/11/2018	Debit Card	Monoprice.com	2 USB Extension Cables	8.08
Bill Pmt -Check	10/15/2018	Debit Card	Shasta County Clerk	CEQA Filing for RTP	59.95
Bill Pmt -Check	10/17/2018	3416	Kenny & Norine	September legal services and review	702.35
Bill Pmt -Check	10/17/2018	3415	MJM Services	October Janitorial Services	425.00
Bill Pmt -Check	10/17/2018	3418	Mobility Planners	Sunday Service Consultant Work for September 2018	6,370.50
Bill Pmt -Check	10/17/2018	3419	Moore & Associates	RTPA Performance Audit partial payment	4,438.36
Bill Pmt -Check	10/17/2018	3417	Record Searchlight	Public Notice	225.33
Bill Pmt -Check	10/17/2018	3420	Redding Printing Co	Brainstorm Brochure 2019	2,238.31
Bill Pmt -Check	10/17/2018	3421	Verizon	September Cell Phone	260.41
Bill Pmt -Check	10/17/2018	Debit Card	Navigator Mobility Consulting	ADA Requirements workshop	450.00
Bill Pmt -Check	10/17/2018	Debit	Facebook	Ads October	53.92
Bill Pmt -Check	10/17/2018	Debit	Adobe Creative Cloud	Adobe Creative cloud for teams	3,119.04
Bill Pmt -Check	10/18/2018	3377	The Pun Group	Bill #2 FY 17-18 Audit	12,000.00
General Journal	10/18/2018	1430	Transfer to non-motorized account	Fix Moore and Associates bill paid from Non-motorized	15,767.05
General Journal	10/19/2018	1436	Teamwork HR	Payroll	38,342.44
Bill Pmt -Check	10/22/2018	Payroll9-28	Sean Tiedgen	Travel- CARL Meeting 1	597.01
Bill Pmt -Check	10/22/2018	Payrll10-19	Jennifer Pollom	Pollom Travel Salmon Runner GPS Data Logging 10-3-	243.55
Bill Pmt -Check	10/22/2018	EFT	Umpqua Bank	October Bank Fee	20.00
Bill Pmt -Check	10/29/2018	3425	Alta Planning & Design	Planning/Design work for Sustainable Shasta Project	274.75
Bill Pmt -Check	10/29/2018	3424	AT&T Mobility	SRTA iPAD October 2018	43.23
Bill Pmt -Check	10/29/2018	3427	Carrel's Office Solutions	Copier Usage	349.21
Bill Pmt -Check	10/29/2018	3426	Dignity Health (DHCL)	September 2018 Operating expenses	12,176.60
Bill Pmt -Check	10/29/2018	3423	Forest Design	October Landscape	262.65
Bill Pmt -Check	10/29/2018	3422	Lori J. Scott Treasurer	Property Taxes 18-19	126.34
Bill Pmt -Check	10/29/2018	3429	Regional Analysis and Planning	CalTrans Audit Resolution Technical Support	660.00
Bill Pmt -Check	10/29/2018	3428	Rincon Consultants Inc	Environmental Studies 2018 RTP	3,816.25
Bill Pmt -Check	10/29/2018	Debit	asurion	Dan Little Replacement Phone	199.00
Bill Pmt -Check	11/02/2018	3436	Air-O Service	Repair terminal boar and check operations	352.51
Bill Pmt -Check	11/02/2018	3432	American Planning Association	APA Dues Jenn Pollom/Keith Williams	1,251.00

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	11/02/2018	3437	AT&T Elevator	October Elevator Phone	59.93
Bill Pmt -Check	11/02/2018	Payrll10-26	Dan Little	Little Travel CTC Meeting 10-18-18	442.29
Bill Pmt -Check	11/02/2018	3433	DKS Associates	Update model users guide	4,495.00
Bill Pmt -Check	11/02/2018	3431	Office Depot	Office Supples	2.94
Bill Pmt -Check	11/02/2018	Payrll10-26	Sean Tiedgen	S. Teidgen Travel CARL Program Workshop	957.67
Bill Pmt -Check	11/02/2018	3435	Siskiyou Elevator	Quarterly Preventative Mainenance	275.00
Bill Pmt -Check	11/02/2018	3434	Spectrum Business	Office internet	129.98
Bill Pmt -Check	11/02/2018	3438	Utility Telephone	Office Phone Lines for November	348.64
Bill Pmt -Check	11/02/2018	3430	Office Depot	Office Supples	285.24
Bill Pmt -Check	11/02/2018	3439	Arakadin Inc (AT Conference)	Conference Calls October	32.09
General Journal	11/02/2018	1437	Teamwork HR	Payroll	40,004.63
Bill Pmt -Check	11/08/2018	3440	Foothill Fire	Extinguishers Nov. 2018	155.42
Bill Pmt -Check	11/08/2018	3441	PG&E	Natural Gas Ste 202	33.52
Bill Pmt -Check	11/08/2018	3442	North State Security	Security October	211.00
Bill Pmt -Check	11/08/2018	3443	City of Redding Utilities	Electricity	711.11
Bill Pmt -Check	11/08/2018	3444	EAP Inc	Monthly Fee October	75.00
Bill Pmt -Check	11/08/2018	3445	Benefit Resource	Monthly Admin Fee October	100.00
Bill Pmt -Check	11/08/2018	3446	CAL ACT	2019 Membership Dues	590.00
Bill Pmt -Check	11/08/2018	3447	Street Light Data	Streetligh Data subscription InSight Platinum	13,000.00
Bill Pmt -Check	11/08/2018	3448	Apex Technology Management	Shasta County RTPA	2,014.89
Bill Pmt -Check	11/08/2018	3449	Air-O Service	Maintenance of HVAC System	2,505.00
Bill Pmt -Check	11/08/2018	3450	AIM Consulting	Remaining project budget retainer for services	32,000.00
Bill Pmt -Check	11/08/2018	Debit	LogMeIn	1 year license LastPass	480.00
Bill Pmt -Check	11/08/2018	3451	Hylton Security, Inc	Courtesy Patrol October	200.00
Bill Pmt -Check	11/08/2018	3452	MJM Services	Carpet Cleaning	1,378.75
Bill Pmt -Check	11/08/2018	Payroll11-7	Sean Tiedgen	S.Tiedgen Travel Advance 11-15-18	597.60
Bill Pmt -Check	11/09/2018	Debit	US Post Office	Postage CSTA Transit Captial Rail Program Packet	7.90
Bill Pmt -Check	11/16/2018	3453	Carrel's Office Solutions	Copier Usage October	74.52
Bill Pmt -Check	11/16/2018	3454	Kenny & Norine	October Legal Services	2,074.61
Bill Pmt -Check	11/16/2018	3455	MJM Services	Nov. Janitorial Services	502.00
Bill Pmt -Check	11/16/2018	3456	Office Depot	Office Supples	342.73
Bill Pmt -Check	11/16/2018	3459	Record Searchlight	Public Notice	225.33
Bill Pmt -Check	11/16/2018	3458	Verizon	October Cell Phone	260.41
Bill Pmt -Check	11/21/2018	Debit	AICPA	Blockchain Fundamentals Webinar	439.20
Bill Pmt -Check	11/21/2018	Debit	Yosemite Valley Lodge	Dan Little Travel CALCog 3/14/18	288.93
Bill Pmt -Check	11/21/2018	Debit	CALCOG	Dan Little Travel CalCOG 3-14-18	400.00
Bill Pmt -Check	11/21/2018	3462	Clarke Pest Control	October Pest Control	105.00

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	11/21/2018	3461	FP Mailing Solutions	Meter Rental from 11/11/2018	192.89
Bill Pmt -Check	11/21/2018	3460	Office Depot	Office supples	32.16
Bill Pmt -Check	11/21/2018	3473	CTE	Consulting services	7,610.33
Bill Pmt -Check	11/28/2018	3464	Alta Planning & Design	Sustainable Shasta Consulting October	274.75
Bill Pmt -Check	11/28/2018	3463	Dignity Health (DHCL)	October 2018 Operating expenses	35,230.01
Bill Pmt -Check	11/28/2018	3465	Forest Design	November Landscape	328.65
Bill Pmt -Check	11/28/2018	Payrll11-30	Sean Tiedgen	Travel- Conference	709.65
Bill Pmt -Check	11/28/2018	3467	AT&T Mobility	SRTA iPAD November 2018	43.23
Bill Pmt -Check	11/28/2018	3468	DKS Associates	Update model users guide	3,770.00
Bill Pmt -Check	11/28/2018	3469	LyRo Printing	Business Cards	42.90
Bill Pmt -Check	11/28/2018	3470	Mobility Planners	Sunday Service Consultant Work for October 2018	9,119.00
Bill Pmt -Check	11/28/2018	3471	Office Depot	Office Supples	123.97
Bill Pmt -Check	11/28/2018	3472	Spectrum Business	Office internet	129.98
Bill Pmt -Check	11/28/2018	Debit	Amazon.com	Printer part	30.98
Bill Pmt -Check	11/28/2018	Debit	Hover	Domain name registration	78.85
Bill Pmt -Check	11/28/2018	Debit	Local Government Commission	Conf. reg. board members Schreder and Rickert	800.00
Bill Pmt -Check	12/06/2018	Debit	Hobby Lobby	Frames	132.07
Bill Pmt -Check	12/06/2018	Debit	APA	Williams APA Dues	603.00
Bill Pmt -Check	12/07/2018	Debit	Cookies & Yogurt	City of Redding Meeting refreshments	29.50
Bill Pmt -Check	12/12/2018	3455	MJM Services	Nov. Janitorial Services	502.00
Bill Pmt -Check	12/12/2018	EFT	Umpqua Bank	November Bank Fee	20.00
Bill Pmt -Check	12/12/2018	Debit	Tech Transfer	Conference Registration Julie McFall	500.00
Bill Pmt -Check	12/12/2018	Payrll12/14	Jennifer Pollom	Pollom Travel Advance 2019 CTC Conference Registra	500.00
Bill Pmt -Check	12/12/2018	Payrll12/14	Monika Long	Long Travel CalPERS Seminar 11-30-18	430.04
Bill Pmt -Check	12/12/2018	Payrll12/14	Sean Tiedgen	Teidgen Travel CARL Conf 11-30-18	7.33
General Journal	12/12/2018	1508	Teamwork HR	Payroll	43,100.27
Bill Pmt -Check	12/17/2018	Debit	APBP	2019 Webinar Bundle	500.00
Bill Pmt -Check	12/17/2018	3474	Arakadin Inc (AT Conference)	Conference calls November	27.26
Bill Pmt -Check	12/17/2018	3475	Benefit Resource	Monthly administration fee	102.50
Bill Pmt -Check	12/17/2018	3476	City of Redding Utilities	Utilities	779.65
Bill Pmt -Check	12/17/2018	3494	Alta Planning & Design	Consulting Walk and Bike Network downtown	9,001.00
Bill Pmt -Check	12/17/2018	3486	Apex Technology Management	Shasta County RTPA	2,014.89
Bill Pmt -Check	12/17/2018	3482	AT&T Elevator	November Elevator Phone	59.68
Bill Pmt -Check	12/17/2018	3489	Carrel's Office Solutions	Copier Usage November	111.62
Bill Pmt -Check	12/17/2018	3479	Civic Plus	SSL Certificate set up fee	25.41
Bill Pmt -Check	12/17/2018	3480	EAP Inc	Monthly Fee November	75.00
Bill Pmt -Check	12/17/2018	3481	Enterprise	Teidgen Car Rental CalACT / CARL Conf	286.42
Bill Pmt -Check	12/17/2018	3485	Hylton Security, Inc	Courtesy Patrol November	200.00
Bill Pmt -Check	12/17/2018	3493	MJM Services	December Janitorial Services	425.00
Bill Pmt -Check	12/17/2018	3484	North State Security	Security November	211.00
Bill Pmt -Check	12/17/2018	3487	Office Depot	Office Supples	96.87
Bill Pmt -Check	12/17/2018	3478	PG&E	Natural Gas	67.55
Bill Pmt -Check	12/17/2018	3492	Record Searchlight	Notice of Availability	9.26
Bill Pmt -Check	12/17/2018	3491	Redding Printing Co	2 posters	138.35
Bill Pmt -Check	12/17/2018	3483	Total Compensation Systems Inc	GASB 68 Report Final	490.00
Bill Pmt -Check	12/17/2018	3477	Utility Telephone	Office Phone Lines for December	333.75
Bill Pmt -Check	12/17/2018	3488	Verizon	November Cell Phone	260.41
Bill Pmt -Check	12/17/2018	3490	World Telecom	Troubleshoot fax	47.50
Bill Pmt -Check	12/20/2018	Debit	Apple Store	27 inch iMac	3,383.30
Bill Pmt -Check	12/20/2018	Debit	The League of American Cyclists	Smart Cycling Quick Guides	30.00
Bill Pmt -Check	12/28/2018	3495	Dignity Health (DHCL)	November 2018 Operating expenses	27,979.15
General Journal	12/28/2018	1521	Teamwork HR	Payroll ending 12-21-18	40,756.55
Bill Pmt -Check	01/02/2019	Payrll12-21	Keith Williams	Keith Williams Travel Cal Walk and Bike Tech Advisory	205.85

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	01/02/2019	Debit	CALCOG	CalCOG CDAC Meeting	25.00
Bill Pmt -Check	01/02/2019	Debit	Facebook	Advertising Survey post	48.80
Bill Pmt -Check	01/07/2019	3499	Advisor Services	Fix sink leak mens bathroom suite 101	390.50
Bill Pmt -Check	01/07/2019	3500	AT&T Elevator	December Elevator Phone	59.76
Bill Pmt -Check	01/07/2019	3505	AT&T Mobility	SRTA iPAD December 2018	43.23
Bill Pmt -Check	01/07/2019	3506	Bay Alarm	Monthly monitoring	221.61
Bill Pmt -Check	01/07/2019	3498	CTE	Project management procure electric bus	2,016.57
Bill Pmt -Check	01/07/2019	3496	DKS Associates	RTP Modeling Support	870.00
Bill Pmt -Check	01/07/2019	3503	EAP Inc	Monthly Fee December	75.00
Bill Pmt -Check	01/07/2019	3497	Forest Design	December Landscape	262.65
Bill Pmt -Check	01/07/2019	3510	Kenny & Norine	November legal Services	690.00
Bill Pmt -Check	01/07/2019	3511	Mobility Planners	Sunday Service Consultant Work for November 2018	13,925.50
Bill Pmt -Check	01/07/2019	3507	North State Security	Security December	211.00
Bill Pmt -Check	01/07/2019	3509	Office Depot	Office Supplies	205.02
Bill Pmt -Check	01/07/2019	3502	Spectrum Business	Internet February	129.98
Bill Pmt -Check	01/07/2019	3501	Stephens Electrical	Repair pole lamps replace bulbs	2,257.00
Bill Pmt -Check	01/07/2019	3504	Utility Telephone	Office Phone Lines for January	333.72
Bill Pmt -Check	01/07/2019	3508	Office Depot	Office Supplies	17.15
Bill Pmt -Check	01/08/2019	Debit	The UPS Store	Ship data loggers TIRCP Program	11.91
Bill Pmt -Check	01/09/2019	Payroll1-11	Amy Lindsey	Lindsey Mileage 7/1/18-12/31/8	40.77
Bill Pmt -Check	01/09/2019	Payroll1-11	Dan Little	Little Mileage 12-31-18	27.80
Bill Pmt -Check	01/09/2019	Payroll1-11	Jennifer Pollom	Reimbursement for travel	248.17
Bill Pmt -Check	01/09/2019	Payroll1-11	Julie McFall	McFall Mileage 12-31-18	29.98
Bill Pmt -Check	01/09/2019	Payroll1-11	Michael Kuker	Mileage 12/31/18	27.90
Bill Pmt -Check	01/09/2019	Payroll1-11	Monika Long	Long Mileage 4/3/18-12/31/8	19.35
Bill Pmt -Check	01/09/2019	Debit	Best Buy	Office Supplies	199.99
Bill Pmt -Check	01/09/2019	Debit	Amazon.com	Replacement filter for fridge	94.55
Bill Pmt -Check	01/11/2019	3516	Benefit Resource	Monthly administration fee	105.00
Bill Pmt -Check	01/11/2019	3518	City of Redding Utilities	Utilities	779.96
Bill Pmt -Check	01/11/2019	3512	GFOA	Long Travel GFOA Conference 2019	555.00
Bill Pmt -Check	01/11/2019	3513	Hylton Security, Inc	Courtesy Patrol December	200.00
Bill Pmt -Check	01/11/2019	3515	Office Depot	Office Supplies	2.56
Bill Pmt -Check	01/11/2019	3517	PG&E	January Natural Gas	99.85
Bill Pmt -Check	01/11/2019	3514	Trillium Solutions Inc	GTFS Manager Subscription Jan. 31-Dec. 31, 2018	2,400.00
General Journal	01/11/2019	1522	Teamwork HR	Payroll	42,653.80
Bill Pmt -Check	01/16/2019	Debit	APBP	Bicycle Parking Guidelines	20.00
Bill Pmt -Check	01/16/2019	Debit	Amazon.com	CyberPower UPS System 8 outlet	88.25
Bill Pmt -Check	01/16/2019	Debit	Tax 1099 Support	File 2018 1099's	20.00
Bill Pmt -Check	01/16/2019	3521	Advisor Services	Repair toilet in women's restroom	85.00
Bill Pmt -Check	01/16/2019	3524	Apex Technology Management	Shasta County RTPA	2,251.01
Bill Pmt -Check	01/16/2019	3523	Clarke Pest Control	January Pest Control	105.00
Bill Pmt -Check	01/16/2019	3525	Gundara Designs Inc./Design Spinn	Service Branding and Development of Outreach campa	3,900.00
Bill Pmt -Check	01/16/2019	3527	Kenny & Norine	December legal Services	47.74
Bill Pmt -Check	01/16/2019	3520	MJM Services	January Janitorial Services	447.00
Bill Pmt -Check	01/16/2019	3519	Mobility Planners	Sunday Service Consultant Work for december 2018	3,558.00
Bill Pmt -Check	01/16/2019	3522	Record Searchlight	Public Notice	9.99
Bill Pmt -Check	01/16/2019	3528	Regional Analysis and Planning	Policies and Procedures update December	8,490.00
Bill Pmt -Check	01/16/2019	3526	Verizon	Verizon iPAD December	265.43
Bill Pmt -Check	01/24/2019	EFT	Umpqua Bank	Monthly Fee December/January	40.00
Bill Pmt -Check	01/24/2019	ACH	CalPERS-Fiscal Services	January Retiree and Active Health Premiums	8,048.07
Bill Pmt -Check	01/24/2019	Payrll1-25	Dan Little	Little Travel CDAC Meeting 1-15-19	153.84
Bill Pmt -Check	01/24/2019	Payrll1-25	Sean Tiedgen	Travel Reimbursement	441.19
Bill Pmt -Check	01/24/2019	3533	Apex Technology Management	Shasta County RTPA	1,007.93

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	01/24/2019	3529	AT&T Mobility	SRTA iPAD January 2018	43.23
Bill Pmt -Check	01/24/2019	3530	City of Redding- Public Works	Sustainable Development Program - Parking Study	15,935.76
Bill Pmt -Check	01/24/2019	3532	CTE	Project Management Battery Electric Bus	2,237.18
Bill Pmt -Check	01/24/2019	3534	DKS Associates	Consulting Services	2,885.00
Bill Pmt -Check	01/24/2019	3535	Forest Design	January Landscape	262.65
Bill Pmt -Check	01/24/2019	3531	World Telecom	Troubleshoot fax	25.00
Bill Pmt -Check	01/30/2019	Debit	Amtrak	California Rail pass for Jenn Pollom and Julie McFall	198.00
TOTAL					477,188.02