

STAFF REPORT



MEETING DATE:	December 19, 2024
SUBJECT:	Receive Cash Disbursements Report for August through October 2024
AGENDA ITEM:	8-4
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 August 1, 2024, through October 31, 2024 (attached).

DISCUSSION:

Generally Accepted Auditing Principles (GAAP) require that the board of directors review 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 all significant accounts that SRTA administers for the region, such as:

- SRTA's Operating account;
- Transportation Development Act (TDA) Accounts, including;
 - 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 written over a horizontal line.

Sean Tiedgen, Executive Director

Attachment: SRTA Disbursements, August 1, 2024, through October 31, 2024

Shasta Regional Transportation Agency
Disbursements
August through October 2024

Operating - Umpqua				
Date	Num		Memo	Payment
08/02/2024	2432	Teamwork HR	Payroll 08/02/2024	36,628.77
08/02/2024	DEBIT	Mailchimp	Online Survey Host - Additional Contact Blocks	19.50
08/05/2024	DEBIT	Record Searchlight	Monthly Digital Subscription August	14.99
08/07/2024	ACH	Nationwide - Plan Sponsor	Employer and Employee Contributions, 457 Plans, Payroll 8/2/2024	4,377.16
08/08/2024	5199	Apex Technology Management	Hardware costs for SRTA server/switch replacement project	13,030.05
08/08/2024	5200	Apex Technology Management	IT Support, TS Gold Agreement, August 2024	3,031.20
08/08/2024	5201	Benefit Resource	Flexible Spending (FSA) and Health Reimbursement (HRA) Accounts Admin July 2024	100.00
08/08/2024	5202	CALCOG	CALCOG registration for one staff - Leadership through Coaching	550.00
08/08/2024	5203	CALCOG	SRTA Share of CALCOG Group License for Politico Pro FY 2024-25 1 Seat	2,950.00
08/08/2024	5204	Carol's Lock and Key	Storage Door Repair, New Deadbolt & Key	245.99
08/08/2024	5205	Clark Pest Control of Stockton	Pest Control July 2024	132.00
08/08/2024	5206	Forest Design	Landscape Maintenance July 2024	308.92
08/08/2024	5207	Kittelson & Associates	Low Stress Shasta	36,263.13
08/08/2024	ACH	PG&E	Gas Utility	15.95
08/08/2024	ACH	PG&E	Gas Utility	7.84
08/08/2024	ACH	Intuit	QuickBooks Annual 2024/25	2,358.00
08/08/2024	DEBIT	Anewscafe	Anewscafe Online Subscription July 30, 2024 - August 30, 2024	1.35
08/08/2024	Transfer		Transfer FY 2023/24 RSTP funds from Umpqua Ops to Five Star RSTP via ACH	2,292,252.00
08/08/2024	Transfer		Transfer funds from Operating to TIRCP General to hold account until funding	25,000.00
08/08/2024	Transfer		Transfer funds from Operating to TIRCP GGRF to hold account open until funding	25,000.00
08/08/2024	Transfer		Transfer funds from Operating to ZETCP GGRF to hold account open until funding	25,000.00
08/08/2024	Transfer		Transfer funds from Operating to ZETCP PTA to hold account open until funding	25,000.00
08/08/2024	ACH	CalPERS-Fiscal Services	Employer Retirement Contribution, CalPERS Classic members, 7/13-7/26/2024	1,420.20
08/08/2024	ACH	CalPERS-Fiscal Services	Employer Contribution, Medical Plan Premiums August	14,414.98
08/08/2024	ACH	CalPERS-Fiscal Services	Employer Retirement Contribution, CalPERS PEPRAs members, 7/13-7/26/2024	4,700.55
08/08/2024	ACH	CalPERS-Fiscal Services	Employer and Employee Contributions, 457 Plans, 7/13-7/26/2024	1,114.78
08/08/2024	REISSUE	Office Depot	Office Supplies	176.48
08/15/2024	5213	Carol's Lock and Key	Two sets of storage/elevator room keys for Citiguard Security	15.87
08/15/2024	5214	Carrel's Office Solutions	Copier usage 7/1 - 7/31/24	73.93
08/15/2024	5215	Civic Plus	SRTA Website Annual Renewal Web Hosting/Support & SSL Cert	5,919.79
08/15/2024	5216	Kenny & Norine	Legal July 2024	121.34

Shasta Regional Transportation Agency
Disbursements
August through October 2024

Operating - Umpqua				
Date	Num		Memo	Payment
08/15/2024	5217	MJM Services	August Janitorial	800.28
08/15/2024	5218	Office Depot	Office Supplies	56.73
08/15/2024	ACH	City of Redding - Utilities	Utilities	1,168.90
08/15/2024	DEBIT	Adobe Creative Cloud	Adobe Stock Images 8/15/24 - 9/14/24	29.99
08/15/2024	DEBIT	Signarama	Deposit for Board of Directors' Photo Wall	633.38
08/15/2024	DEBIT	Spectrum-Phones	SRTA Phones August	245.00
08/15/2024	DEBIT	Verizon Wireless	Monthly Charge 3 SRTA Staff Cell Phones 6/18/24 - 7/17/24	156.06
08/16/2024	2446	Teamwork HR	Payroll 08/16/2024	34,830.32
08/16/2024	2447	Teamwork HR	Payroll 08/27/2024 terminated staff final pay	459.92
08/20/2024	ACH	Umpqua Bank	Operating ACH Fees August	3.00
08/20/2024	ACH	Umpqua Bank	Operating Bank Fees August	30.00
08/20/2024	ACH	Umpqua Bank	Operating Bill Pay Bank Fees August	5.95
08/21/2024	ACH	CalPERS-Fiscal Services	Employer and Employee Contributions, 457 Plans, 7/27-8/9/2024	1,089.89
08/21/2024	ACH	CalPERS-Fiscal Services	Employer Retirement Contribution, CalPERS PEPPRA members, 7/27-8/9/2024	4,822.99
08/21/2024	ACH	CalPERS-Fiscal Services	Employer Retirement Contribution, CalPERS Classic members, 7/27-8/9/2024	1,420.20
08/21/2024	ACH	CalPERS-Fiscal Services	Employer Contributions, Medical Plan Premiums September	14,414.98
08/21/2024	ACH	CalPERS-Fiscal Services	CalPERS GASB 68 Reporting Services Fee	700.00
08/21/2024	ACH	Nationwide - Plan Sponsor	Employer and Employee Contributions, 457 Plans, Payroll 8/16/2024	4,377.16
08/22/2024	5219	Citiguard	Security Patrol July 2024	415.00
08/22/2024	5220	Kenny & Norine	Legal June 2024	1,024.83
08/22/2024	5221	Kittelsohn & Associates	Low Stress Shasta	56,618.90
08/22/2024	5222	Dignity Health (DHCL) -Shasta Connect	Sunday Transit 3/1 - 3/31/24	15,430.17
08/22/2024	5223	Dignity Health (DHCL) -Shasta Connect	Sunday Transit 7/1 - 7/31/24	14,832.37
08/22/2024	DEBIT	Spectrum Business Internet	Internet 8/10/24 - 9/9/24	134.98
08/25/2024	5212	Five Star Bank - Cardmember Services	Purchasing Card Purchases July 2024	293.88
08/29/2024	DEBIT	GFOA	Book - GAAFR 2024 Edition	199.00
08/29/2024	5224	AECOM	North State Intercity Bus to Rail Plan 6/29/24 - 7/26/24	17,616.81
08/29/2024	5225	AT&T Mobility 1487	SRTA iPad 7/9/24 - 8/8/24	43.23
08/29/2024	5226	Bay Alarm	Intercom and Access Control monitoring	540.00

Shasta Regional Transportation Agency
Disbursements
August through October 2024

Operating - Umpqua				
Date	Num		Memo	Payment
08/29/2024	5227	Record Searchlight	Public Notice - 2025 Draft FTIP	370.85
08/29/2024	DEBIT	Facebook	Meta/Facebook/Instagram Ads - Envision 273	250.00
08/29/2024	DEBIT	Zoom	Audio Conferencing and Webinar 7/17 - 8/16/24	140.00
08/30/2024	2448	Teamwork HR	Payroll 08/30/2024	32,687.58
08/30/2024	ACH	CalPERS-Fiscal Services	Employer Retirement Contribution, CalPERS Classic members, 8/10-8/23/2024	1,420.20
08/30/2024	ACH	CalPERS-Fiscal Services	Employer Retirement Contribution, CalPERS PEPPRA members, 8/10-8/23/2024	4,599.36
09/03/2024	ACH	CalPERS-Fiscal Services	Employer and Employee Contributions, 457 Plans, 8/10-8/23/2024	1,139.80
09/03/2024	DEBIT	Facebook	Meta/Facebook/Instagram Ads - Envision 273	47.92
09/05/2024	ACH	Nationwide - Plan Sponsor	Employer and Employee Contributions, 457 Plans, Payroll 8/30/2024	4,271.23
09/05/2024	5228	Elevator Technology	Trouble Call - No Power, Release Passenger	250.00
09/05/2024	5229	Forest Design	Landscape Maintenance October 2024	308.92
09/09/2024	ACH	RABA	State of Good Repair project reimbursement	321,436.96
09/12/2024	5230	Benefit Resource	Flexible Spending (FSA)/Health Reimbursement (HRA) Accounts Admin August 2024	100.00
09/12/2024	5231	Citiguard	Security Patrol August 2024	415.00
09/12/2024	ACH	PG&E	Gas Utility	25.95
09/12/2024	DEBIT	Anewscafe	Anewscafe Online Subscription 8/30 - 9/30/24	1.35
09/12/2024	DEBIT	Verizon Wireless	Monthly Charge 3 SRTA Staff Cell Phones 7/18/24 - 8/17/24	157.56
09/13/2024	2449	Teamwork HR	Payroll 09/13/2024	36,019.45
09/13/2024	PYRL0913	SRTA Staff	Staff expense reimbursement for 273 Outreach 8/27 - 8/29/24	397.23
09/18/2024	ACH	Nationwide - Plan Sponsor	Employer and Employee Contributions, 457 Plans, Payroll 9/13/2024	4,211.24
09/18/2024	ACH	G&S Construction	SRTA HVAC Project Suite 100 5/1 - 5/31/24	117,808.11
09/19/2024	ACH	CalPERS-Fiscal Services	Employer and Employee Contributions, 457 Plans, 8/24-9/6/2024	1,089.23
09/19/2024	ACH	CalPERS-Fiscal Services	Employer Retirement Contribution, CalPERS PEPPRA members, 8/24-9/6/2024	4,518.14
09/19/2024	ACH	CalPERS-Fiscal Services	Employer Retirement Contribution, CalPERS Classic members, 8/24-9/6/2024	1,420.20
09/20/2024	DEBIT	Adobe Creative Cloud	Adobe Stock Images 9/15/24 - 10/14/24	29.99
09/20/2024	5232	AEP	AEP Superior CA Chapter AEP NorCal Conference 2024, 3 staff members	675.00
09/20/2024	5233	Carrel's Office Solutions	Contract copier usage charge for 8/1 - 8/31/24	120.38
09/20/2024	ACH	City of Redding - Utilities	Utilities	1,051.95
09/20/2024	5234	MJM Services	September Janitorial	668.15
09/20/2024	DEBIT	Mpix	Board of Directors Photos for Photo Wall (7)	29.43

Shasta Regional Transportation Agency
Disbursements
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Operating - Umpqua				
Date	Num		Memo	Payment
09/20/2024	DEBIT	GFOA	Annual GAAP Update Session for one staff	135.00
09/20/2024	ACH	Umpqua Bank	Operating Bill Pay Bank Fees Sep	5.95
09/20/2024	ACH	Umpqua Bank	Operating ACH Fees Sept	7.50
09/20/2024	ACH	Umpqua Bank	Operating Bank Fees September	30.00
09/25/2024	ACH	Five Star Bank - Cardmember Services	Purchasing Card Purchases Aug 2024	42.47
09/26/2024	5235	Apex Technology Management	Onsite labor for the servers/switch replacement project	7,642.00
09/26/2024	5236	AT&T Mobility 1487	SRTA iPad 8/9 - 9/8/24	43.23
09/26/2024	5237	Bay Alarm	Monitoring Service and Camera System 10/1 - 12/31/24	347.61
09/26/2024	5238	Kittelson & Associates	Low Stress Shasta	23,054.66
09/26/2024	DEBIT	Spectrum-Phones	Phone System 9/1 - 9/30/24	245.00
09/26/2024	DEBIT	Spectrum Business Internet	Internet 9/10/24 -10/9/24	134.98
09/26/2024	DEBIT	University of Miami	Exam fees related to CNU certification through the University of Miami	225.00
09/26/2024	DEBIT	Zoom	Audio Conferencing and Webinar 8/17 - 9/16/24	140.00
09/26/2024	DEBIT	Signarama	Deposit for Board of Directors' Photo Wall - Final payment	766.59
09/27/2024	2461	Teamwork HR	Payroll 09/27/2024	32,946.26
09/30/2024	DEBIT	Anewscafe	Anewscafe Online Subscription 9/30/2024 to 10/30/2024	1.35
10/01/2024	ACH	Umpqua Bank - Building Loan	Building Loan Payment 2024	68,357.95
10/02/2024	ACH	Nationwide - Plan Sponsor	Employer and Employee Contributions, 457 Plans, Payroll 9/27/2024	4,211.24
10/03/2024	5239	Alliant Insurance Services	SLIP – Special Liability Insurance Program 9/29/2024 to 9/29/2025	11,560.84
10/03/2024	5240	Bay Alarm	Monitoring Service and Camera System 10/1/2024 - 12/31/2024	244.98
10/03/2024	5241	Clark Pest Control of Stockton	Pest Control September 2024	132.00
10/03/2024	5242	Forest Design	Landscape Maintenance September 2024	320.92
10/03/2024	5243	GHD Inc.	Professional Services Rendered 5/18 - 6/30/24 for 273 Multimodal Corridor Plan	791.25
10/03/2024	5244	Kenny & Norine	Legal August 2024	1,521.10
10/07/2024	ACH	CalPERS-Fiscal Services	Employer Contributions, Medical Plan Premiums October	14,414.98
10/07/2024	ACH	CalPERS-Fiscal Services	Employer Retirement Contribution, CalPERS PEPPRA members, 9/07-9/20/2024	4,518.13
10/07/2024	ACH	CalPERS-Fiscal Services	Employer Retirement Contribution, CalPERS Classic members, 9/07-9/20/2024	1,420.20
10/07/2024	ACH	CalPERS-Fiscal Services	Employer and Employee Contributions, 457 Plans, 9/07-9/20/2024	1,089.23
10/10/2024	5245	AECOM	SRTA North State Intercity Bus to Rail Plan 7/27/2024 - 8/30/2024	17,920.47
10/10/2024	5246	Benefit Resource	Flexible Spending (FSA)/Health Reimbursement (HRA) Accounts Admin Sep & Oct	200.00
10/10/2024	DEBIT	Gorillion, Inc.	ShastaConnect website fix	220.00
10/10/2024	5247	Lori J. Scott Treasurer	Property Tax 1255 East Street 7/1/2024 through 6/30/2025	132.78

Shasta Regional Transportation Agency
Disbursements
August through October 2024

Operating - Umpqua				
Date	Num		Memo	Payment
10/10/2024	5248	Office Depot	Office Supplies	191.96
10/10/2024	ACH	PG&E	Gas Utility	24.33
10/10/2024	DEBIT	Skill Path	(2) Copies Saying No to Negativity Books for SRTA Library	45.95
10/10/2024	DEBIT	Verizon Wireless	Monthly Charge 3 SRTA Staff Cell Phones 8/18/24 - 9/17/24	157.68
10/10/2024	DEBIT	Record Searchlight	Unlimited Digital Access Sept & Oct	29.98
10/11/2024	PYRL1011	Jessica Carlson	Staff mileage reimbursement 1/1 - 9/20/24	24.52
10/11/2024	2462	Teamwork HR	Payroll 10/11/2024	37,389.27
10/15/2024	DEBIT	Adobe Creative Cloud	Adobe Stock Images 10/15/24 - 11/14/24	29.99
10/16/2024	ACH	CalPERS-Fiscal Services	Employer Retirement Contribution, CalPERS Classic members, 09/21-10/04/2024	1,420.20
10/16/2024	ACH	CalPERS-Fiscal Services	Employer Retirement Contribution, CalPERS PEPPRA members, 09/21-10/04/2024	4,558.60
10/16/2024	ACH	Nationwide - Plan Sponsor	Employer and Employee Contributions, 457 Plans, Payroll 10/16/2024	4,376.61
10/17/2024	DEBIT	APC by Schneider Electric	(2) UPS Battery Replacements	132.74
10/17/2024	5249	Apex Technology Management	IT Support, TS Gold Agreement, Sept & Oct 2024	5,384.75
10/17/2024	5250	Carrel's Office Solutions	Contract copier usage charge for 9/1 - 9/30/24	367.28
10/17/2024	5251	Citiguard	Security Patrol September 2024	415.00
10/17/2024	5252	MJM Services	October Janitorial	600.00
10/17/2024	5253	Office Depot	Office Supplies	53.19
10/17/2024	5254	RABA	Vanpool Reimbursement Invoice (April-July)	3,500.00
10/17/2024	DEBIT	Spectrum-Phones	Phone System 10/1 - 10/31/24	245.71
10/17/2024	DEBIT	Spectrum Business Internet	Internet 10/10/24 - 11/9/24	134.98
10/17/2024	ACH	CalPERS-Fiscal Services	Employer and Employee Contributions, 457 Plans, 09/21-10/04/2024	1,089.23
10/18/2024	PYRL1018	Keith Williams	Final Expenses - Travel APA National Conf. & CA Bicycle Summit	598.26
10/18/2024	DEBIT	Office Depot	Office Supplies	301.88
10/22/2024	ACH	Umpqua Bank	Operating ACH Fees Oct	3.00
10/22/2024	ACH	Umpqua Bank	Operating Bill Pay Bank Fees Oct	5.95
10/22/2024	ACH	Umpqua Bank	Operating Bank Fees Oct	30.00
10/24/2024	DEBIT	Adobe Creative Cloud	Adobe Creative Cloud All Staff 10/17/24 - 10/16/25	3,130.92
10/24/2024	5255	AT&T Mobility 1487	SRTA iPad 9/9 - 10/8/24	43.23
10/24/2024	ACH	City of Redding - Utilities	Utilities	1,103.82
10/24/2024	5256	Lain's Carpet Care	SRTA Office Carpet Cleaning All of Suite, Front/Back Stairwells, Elevator	899.00
10/24/2024	5257	LSC Transportation Consultants	Need-a-Ride Guides	1,642.50
10/24/2024	5258	RSG (Resource Systems Group, Inc.)	Shasta Planning Data Dashboard May 1, 2024 to September 30, 2024	33,300.00

Shasta Regional Transportation Agency
Disbursements
August through October 2024

Operating - Umpqua				
Date	Num		Memo	Payment
10/24/2024	DEBIT	Shasta County Assessor-Recorder	Notice of Completion Fees for HVAC Project	91.50
10/24/2024	DEBIT	Zoom	Audio Conferencing and Webinar 10/17/24 - 11/16/24	140.00
10/25/2024	2463	Teamwork HR	Payroll 10/25/2024	33,539.16
10/29/2024	DEBIT	CALCOG	CALCOG 2025 Leadership Forum for 3 Staff & 2 board members	2,658.55
10/30/2024	ACH	CalPERS-Fiscal Services	Employer Retirement Contribution, CalPERS PEPPRA members, 10/05-10/18/2024	4,558.61
10/30/2024	ACH	CalPERS-Fiscal Services	Employer Retirement Contribution, CalPERS Classic members, 10/05-10/18/2024	1,420.20
10/30/2024	ACH	CalPERS-Fiscal Services	Employer Contributions, Medical Plan Premiums November	12,580.95
10/30/2024	ACH	Nationwide - Plan Sponsor	Employer and Employee Contributions, 457 Plans, Payroll 10/30/2024	3,971.99
10/30/2024	DEBIT	Hover	Domain Registration for NorthStateGIS.org and NorthStateSuperRegion.org (5 years)	161.70
10/30/2024	DEBIT	Anewscafe	Anewscafe Online Subscription 10/30/24 -11/30/24	1.35
10/31/2024	5259	AECOM	SRTA North State Intercity Bus to Rail Plan September 2024	18,287.67
10/31/2024	5260	Forest Design	Landscape Maintenance August 2024	308.92
10/31/2024	ACH	CalPERS-Fiscal Services	Employer and Employee Contributions, 457 Plans, 10/05-10/18/2024	1,089.23
				3,601,163.90

Shasta Regional Transportation Agency

Disbursements

August through October 2024

Local Transportation Fund (LTF) - Cash With County				
Date	Num		Memo	Payment
08/31/2024	2452		Total TDA payments to SRTA and RABA Aug 2025	207,851.00
08/31/2024	2452		Total TDA payments to Jurisdictions Aug 2025	879,688.00
09/30/2024	2467		Total TDA payments to SRTA and RABA Sep 2024	207,851.00
09/30/2024	2467		Total TDA payments to Jurisdictions Sept 2024	879,688.00
10/31/2024	2471		Total TDA payments to SRTA and RABA Oct 2024	207,851.00
10/31/2024	2471		Total TDA payments to Jurisdictions Oct 2024	879,688.00
10/31/2024	2471		Quarterly Admin Fee Quarter 1	172.61
10/31/2024	2471		Quarterly Investment Fee Quarter 1	21.18
				3,262,810.79
State Transit Assistance (STA) - Cash With County				
Date	Num		Memo	Payment
08/31/2024	2451		STA Quarter 4 FY 2023/24 Allocated to RABA	595,106.00
08/31/2024	2451		STA Allocated to SRTA for SGR Quarter 1 FY 2023/24	82,351.00
10/31/2024	2472		STA Admin Fees Quarter 1 FY 2024/25	398.24
10/31/2024	2472		STA Investment Fees Quarter 1 FY 2024/25	48.86
				677,904.10
STA Project Reserve - Five Star				
Date	Num		Memo	Payment
10/17/2024	Transfer		STA Projects to Operating for RABA Vanpool Reimbursement Apr-July 2024	3,500.00

Shasta Regional Transportation Agency
Disbursements
August through October 2024

Building Reserve Funds - Umpqua				
Date	Num		Memo	Payment
09/05/2024	ACH	City of Shasta Lake - RSTP	2022/23 General Street Maintenance Project	152,124.00
09/05/2024	ACH	City of Anderson - RSTP	2022 Pavement Repair and 2022 Cape Seal Projects	324,146.00
				476,270.00
Low Carbon Transit Operating Program (LCTOP) Funds - Umpqua				
Date	Num		Memo	Payment
08/22/2024	Transfer		LCTOP to Operating for CTSA and Sunday DHCL Invoices, Jan to June 2024	167,910.41
State of Good Repair (SGR) - Umpqua				
Date	Num		Memo	Payment
08/22/2024	Transfer		DHCL SGR reimbursements for CTSA and Sunday invoices, Jan to June 2024	11,303.20
Non-Motorized Funds - Umpqua				
Date	Num		Memo	Payment
No Disbursements				
Regional Service Transportation Program (RSTP) Funds - Five Star				
Date	Num		Memo	Payment
No Disbursements				
CTSA LTF Funds - Umpqua				
Date	Num		Memo	Payment
No Disbursements				