STAFF REPORT

MEETING DATE:	**February 23, 2023**
SUBJECT:	**Approve Cash Disbursements for October 1, 2022, through January 31, 2023**
AGENDA ITEM:	**8-4**
STAFF CONTACT:	**Jessica Carlson, Chief Fiscal Officer**

STAFF RECOMMENDATION:

It is recommended that the board of directors review and approve disbursements for the period of October 1, 2022, through January 31, 2023.

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Sean Tiedgen, AICP, Executive Director

Attachment: SRTA Disbursements, October 1, 2022, through January 31, 2023.

Shasta Regional Transportation Agency
Cash Disbursements
October 1, 2022, through January 31, 2023

Date	Num	Name	Memo	Amount
10/01/2022	ACH	Umpqua Bank - Building Loan	Building Loan Payment 2022	66,607.79
10/04/2022	DEBIT	Record Searchlight	Monthly Digital Subscription	9.99
10/06/2022	4663	Alliant Insurance Services, Inc	SLIP – Special Liability Insurance Program 9/29/2022 to 9/29/2023	9,348.41
10/06/2022	4664	DKS Associates	Shasta SIM and Fix5 modeling updates	6,130.00
10/06/2022	4665	Forest Design	September Landscape Maintenance	287.01
10/06/2022	4666	Kittelson & Associates	Shasta Regional Active Transportation Network 6th Invoice	9,398.75
10/06/2022	4667	Verizon 942500429-00001	Monthly Charge 3 SRTA Staff Phones Monthly 8/18 - 9/17/22	142.63
10/06/2022	4668	World Telecom	Staff phone - Phone on-line but no dial tone - Reset phone system	62.50
10/07/2022	ACH	CalPERS-Fiscal Services	Employer Contributions to Health Premiums and Other Post Employment Benefits (OPEB)	16,201.60
10/13/2022	4670	Apex Technology Management	Monthly IT Support	2,683.08
10/13/2022	4671	Citiguard	September Security 2022	415.00
10/13/2022	4672	Elevator Technology	Emergency Wireless Phone Line Install plus $645 Phone Line Service Sept. & October	765.00
10/13/2022	4673	Kenny & Norine	September Legal Services	985.71
10/13/2022	4674	Lori J. Scott Treasurer	Property Tax 1255 East Street FY 7/1/22 through 6/30/23	130.04
10/13/2022	4675	MJM Services	October Monthly Cleaning - Handsoap $12	612.00
10/13/2022	4676	Spectrum Business	Internet October	134.98
10/13/2022	4677	Utility Telephone	Telephone for 10/1/22 - 10/31/22	359.02
10/13/2022	4669	Benefit Resource	FSA and HRA Accounts Admin September 2022	100.00
10/17/2022	ACH	PG&E	Gas Utility September/October 2022	24.33
10/20/2022	ACH	CalPERS-Fiscal Services	Employer Contributions to Health Premiums and Other Post Employment Benefits (OPEB)	5,952.43
10/20/2022	ACH	Umpqua Bank	Monthly Bank and ACH Fees	33.75
10/27/2022	4678	AT&T Mobility	SRTA iPad 9/9 - 10/8/22	43.23
10/27/2022	4679	Carrel's Office Solutions	Copier usage 9/1/22 to 09/30/22	324.84
10/27/2022	4680	Eide Bailly	Final Billing - Audit of Financial Statements for Year Ended June 30, 2021	8,000.00
10/27/2022	4681	Elevator Technology	Quarterly maintenance $275 and Phone Line Service October $50.00	325.00
10/27/2022	4682	Record Searchlight	Public Notice - 2023 Draft FTIP, SSTAC 9/21/22, and BOD 9-22-22	691.20
10/27/2022	4683	SERVPRO	SRTA Parking Lot/Dumpster Enclosure Cleanup	387.61
10/27/2022	4684	Synergy	Consultant work; On Call GIS Services Jan-March 2022	425.00
10/27/2022	ACH	City of Redding Utilities	Utilities November	1,087.32
10/27/2022	DEBIT	Adobe Creative Cloud	Adobe Creative Cloud All Staff 10/17/22 - 10/16/23	3,143.04
10/27/2022	DEBIT	Mailchimp	Online Survey Host Subscription September/October	27.50
10/27/2022	DEBIT	Office Depot	Office Supplies	295.70
10/27/2022	DEBIT	Rite Aid	8 COVID tests for SRTA Employees	85.71
10/27/2022	DEBIT	Zoom	Audio Conferencing and Webinar 10/17/22-11/16/22	140.00
10/27/2022	DEBIT	Amazon.com	Staff keyboard replacement	48.42
10/31/2022	DEBIT	Anewscafe	Monthly Subscription	1.35
11/01/2022	DEBIT	College of Continuing Education	Getting Your Federal Aid Project Started- Virtual Class	25.00
11/03/2022	4685	APA	Annual APA Dues for three SRTA Staff	2,242.00
11/03/2022	4686	ECORP	Environmental Support Services for 2022 RPT/SCS 9/1/22 - 9/30/22	8,706.25
11/03/2022	4687	Forest Design	October Landscape Maintenance	287.01
11/03/2022	4688	Verizon 942500429-00001	Monthly Charge 3 SRTA Staff Phones Monthly 9/18 - 10/17/22	152.79
11/03/2022	ACH	CalPERS-Fiscal Services	Employer Contributions to Health Premiums and Other Post Employment Benefits (OPEB)	2,563.52
11/03/2022	ACH	CalPERS-Fiscal Services	Employer Contributions to Health Premiums and Other Post Employment Benefits (OPEB)	13,638.16
11/04/2022	DEBIT	Record Searchlight	Monthly Subscription	9.99
11/10/2022	4689	Air-O Service	HVAC Troubleshoot and Repair	617.50
11/10/2022	4690	Apex Technology Management	Monthly IT Support	2,680.08
11/10/2022	4691	Benefit Resource	FSA and HRA Accounts Admin October 2022	100.00
11/10/2022	4692	Citiguard	October Security 2022	415.00
11/10/2022	4693	Dennis Heating & Air Conditioning	Repairs to Suite 101 HVAC System	991.00
11/10/2022	4694	Utility Telephone	Telephone for 11/1 -11/30/22	359.02
11/10/2022	ACH	PG&E	Gas Utility October/November 2022	23.52
11/10/2022	DEBIT	CDW	Network Switch w/ USB 3.0, Audio, Mic for Salmon Room	409.74
11/14/2022	DEBIT	Mailchimp	Online Survey Host Subscription	27.50
11/16/2022	ACH	CalPERS-Fiscal Services	Employer Contributions to Health Premiums and Other Post Employment Benefits (OPEB)	5,952.44
11/17/2022	4695	CALCOG	One Staff CARL 2022/23 Registration	3,100.00
11/17/2022	4696	Dignity Health (DHCL)	Vehicle Wrap Removal (ShastaConnect)	1,040.00
11/17/2022	4697	Foothill Fire	SRTA Building Fire Extinguisher Service (7) November 2022	150.00
11/17/2022	4698	Kenny & Norine	October Legal Services	673.83
11/17/2022	4699	MJM Services	October Janitorial	675.00
11/17/2022	4700	Spectrum Business	Internet November	134.98
11/17/2022	ACH	City of Redding Utilities	Utilities November	935.84
11/17/2022	DEBIT	Office Depot	Office Supplies	230.69

Shasta Regional Transportation Agency
Cash Disbursements
October 1, 2022, through January 31, 2023

Date	Num	Name	Memo	Amount
11/17/2022	DEBIT	Zoom	Audio Conferencing and Webinar 11/17 - 12/16/22	140.00
11/17/2022	ACH	Carrel's Office Solutions	Copier usage 10/1/22 to 10/31/22	211.03
11/17/2022	DEBIT	College of Continuing Education	Federal Rules for Contract Administation & Project Completion - Virtual Class	25.00
11/22/2022	DEBIT	CALCOG	Leadership Forum for Sean Tiedgen and Board Member Mezzano	790.00
11/22/2022	ACH	Umpqua Bank	Bank Fees Nov	30.00
11/23/2022	DEBIT	Amazon.com	Keyboard Replacement for Jenn Pollom	70.76
11/23/2022	DEBIT	California State University, Sacramento	Overcharge Error 1 of 2 - Environmental Requirements Virtual Course - Reimbursement Pending	25.00
11/25/2022	PYRL1125	Teamwork HR	Onboarding Fees for one staff (Not ultimately hired)	61.00
11/25/2022	PYRL1125	Jessica Carlson	CARL #2 Long Beach Travel Expenses	625.50
11/25/2022	PYRL1125	Kimi Taguchi	Travel Expenses to CalACT Autumn 2022 Conference	1,198.49
11/25/2022	4701	Record Searchlight	SRTA BOD Meeting 10-27-22, Notice of Preparation - Supplemental EIR to 2022 RTP/SCS	2,258.40
11/29/2022	DEBIT	Carmona's Applicance Center	(2) Fridge Filters for SRTA Kitchen Fridge	92.24
11/29/2022	DEBIT	California State University, Sacramento	Overcharge Error 2 of 2 - Environmental Requirements Virtual Course - Reimbursement Pending	25.00
11/30/2022	DEBIT	Anewscafe	Monthly Online Subscription	1.35
11/30/2022	DEBIT	Office Depot	Office Supplies	209.25
12/01/2022	PYRL1201	Keith Williams	Travel Expenses RTPA and CTC Meetings in Riverside, CA	1,098.00
12/01/2022	ACH	CalPERS-Fiscal Services	Employer Contributions to Health Premiums and Other Post Employment Benefits (OPEB)	5,954.92
12/04/2022	DEBIT	Record Searchlight	Monthly Subscription	9.99
12/07/2022	DEBIT	LastPass	LastPass Secure Passwords Annual Subsription - Renewal	480.00
12/08/2022	4702	Apex Technology Management	Monthly IT Support	2,805.08
12/08/2022	4703	AT&T Mobility	SRTA iPad 10/9 - 11/8/22	43.23
12/08/2022	4704	Benefit Resource	FSA and HRA Accounts Admin November 2022	100.00
12/08/2022	4705	Citiguard	November Security 2022	415.00
12/08/2022	4706	Clark Pest Control of Stockton	Quarterly Pest Control	114.00
12/08/2022	4707	DKS Associates	Implementation of Truck Lane Networks and Scripting, Map Refinement, Incident Mapping	14,425.00
12/08/2022	4708	Forest Design	November Landscape Maintenance	287.01
12/08/2022	4709	Utility Telephone	Telephone for 12/1 -12/31/22	359.02
12/08/2022	4710	Verizon 942500429-00001	Monthly Charge 3 SRTA Staff Phones Monthly 10/18 - 11/17/22	152.79
12/08/2022	DEBIT	California State University, Sacramento	Federal Aid Series - Environmental Requirements Virtual Course	25.00
12/08/2022	DEBIT	College of Continuing Education	Getting Your Federal Aid Project Started - Virtual Class	25.00
12/12/2022	ACH	CalPERS-Fiscal Services	Employer Contributions to Health Premiums and Other Post Employment Benefits (OPEB)	16,122.02
12/12/2022	DEBIT	Mailchimp	Online Survey Host Subscription	27.50
12/15/2022	4711	Carrel's Office Solutions	Copier usage 11/1/2022 to 11/30/2022	54.35
12/15/2022	4712	Kenny & Norine	November Legal	692.16
12/15/2022	4713	MJM Services	November Janitorial	600.00
12/15/2022	4714	SERVPRO	SRTA Front Landscape Planter Hazardous Waste Cleanup	416.06
12/15/2022	4715	Spectrum Business	Internet December	134.98
12/15/2022	ACH	PG&E	Gas Utilities	112.92
12/15/2022	DEBIT	CAL ACT	CalACT Membership 2023	615.00
12/15/2022	DEBIT	California Transit Association	Transit Support Membership Dues 2023	1,400.00
12/15/2022	DEBIT	Rite Aid	Soap dispenser replacement for Men's bathroom	2.56
12/20/2022	ACH	Umpqua Bank	Bank Fees Dec	30.00
12/23/2022	PYRL1223	Amy Lindsey	Mileage Reimbursement 8/22 - 12/22	91.38
12/23/2022	PYRL1223	Keith Williams	Remaining Travel Expenses RTPA and CTC Meetings in Riverside, CA	154.94
12/23/2022	PYRL1223	Sean Tiedgen	Mileage Reimbursement 7/1/22 - 12/30/22	56.25
12/29/2022	4716	AT&T Mobility	SRTA iPad 11/9/22 - 12/8/22	43.23
12/29/2022	4717	Bay Alarm	Monitoring Service and Camera System 01/01/23-04/01/23	577.86
12/29/2022	4718	Carrel's Office Solutions	Delivery of Toner Cartridge - Service Call to Clear Error Message	35.42
12/29/2022	4720	Record Searchlight	Shasta Public Participation Plan & Title VI Plan	128.40
12/29/2022	4719	Dignity Health (DHCL)	Vehicle Wrap Removal	1,361.00
12/29/2022	ACH	City of Redding Utilities	Utilities December	934.30
12/29/2022	DEBIT	Safeway	Refreshments for 12-15-22 Board of Directors Meeting	27.97
12/29/2022	DEBIT	Zoom	Audio Conferencing and Webinar 12/17 - 1/16/23	140.00
12/29/2022	ACH	CalPERS-Fiscal Services	Employer Contributions to Health Premiums and Other Post Employment Benefits (OPEB)	5,757.42
12/30/2022	DEBIT	Anewscafe	Monthly Online Subscription	1.35
				243,124.93