STAFF REPORT

MEETING DATE:	**June 19, 2018**
SUBJECT:	**Approve Disbursements**
AGENDA ITEM:	**5-3**
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 April 1, 2018, to May 31, 2018.

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Daniel S. Little, AICP, Executive Director

Attachments: SRTA Disbursements, April 1, 2018, to May 31, 2018

Shasta Regional Transportation Agency
Umpqua Bank Operating Account
April 1 to May 31, 2018

10:29 AM
06/08/2018
Accrual Basis

Type	Date	Num	Name	Memo	Credit
General Journal	04/02/2018	1301	Umpqua Bank	Semi-Annual Loan Interest Payment on East St Building	11,960.88
Bill Pmt -Check	04/03/2018	Debit Card	National Seminars	Training Seminar for Pollom	79.20
Bill Pmt -Check	04/03/2018	EFTFee	Umpqua Bank	EFT Bank Fee	0.98
Bill Pmt -Check	04/09/2018	Debit Card	CDAC	CDAC Registration Dan Little	25.00
Bill Pmt -Check	04/10/2018	Debit	Adobe Creative Cloud	Subscription-Monika	179.88
General Journal	04/13/2018	1324	Teamwork HR	P/R Ending 4/13/18	39,350.51
Bill Pmt -Check	04/19/2018	3182	Apex Technology Management	Shasta County RTPA	1,112.05
Bill Pmt -Check	04/19/2018	3183	Love to Ride	Consultant Fee	1,970.00
Bill Pmt -Check	04/19/2018	3184	DKS Associates	SRTA 2018 RTP Update	2,320.00
Bill Pmt -Check	04/19/2018	3185	MJM Services	April Cleaning	554.00
Bill Pmt -Check	04/19/2018	3186	Office Depot	59088894	170.21
Bill Pmt -Check	04/19/2018	3187	Record Searchlight	00607708	310.80
Bill Pmt -Check	04/23/2018	Debit Card	Ace Hardware	Small Tools	2.98
Bill Pmt -Check	04/23/2018	Debit Card	National Seminars	Breaking Bad Communication Seminar Julie/Monika	398.00
Bill Pmt -Check	04/23/2018	Debit Card	US Post Office	Mailed Board Packet to Rickert	7.90
Bill Pmt -Check	04/24/2018	Payroll	Dan Wayne	Wayne Travel CalTrans Freight Academy 4-19-18	1,007.33
Bill Pmt -Check	04/24/2018	3188	Shasta Senior Nutrition	March 2018 CTSA	25,311.71
Bill Pmt -Check	04/24/2018	3189	Office Depot	59088894	72.54
Bill Pmt -Check	04/24/2018	3194	AT&T Mobility	Cell Phone	42.50
Bill Pmt -Check	04/24/2018	3193	Forest Design	April Landscape	260.00
Bill Pmt -Check	04/24/2018	3190	Kenny, Snowden & Norine	File 7004	1,770.00
Bill Pmt -Check	04/24/2018	3191	Mobility Planners	Sunday Transit Sketch Planning	8,119.50
Bill Pmt -Check	04/24/2018	3195	Siskiyou Elevator	Quarterly Preventative Mainenance	292.15
Bill Pmt -Check	04/24/2018	3192	Utility Telephone	Office Phone Lines	346.60
General Journal	04/27/2018	1323	Teamwork HR	P/R ENDING 4/27/18	12,163.70
General Journal	04/27/2018	1325	Teamwork HR	P/R ENDING 4/27/19	53,056.63
Bill Pmt -Check	05/04/2018	3196	Apex Technology Management	Shasta County RTPA	1,934.89
Bill Pmt -Check	05/04/2018	3197	Arakadin Inc (AT Conference)	Conference Calls	20.89
Bill Pmt -Check	05/04/2018	3199	Charter Business	8751 15 001 1557979	129.98
Bill Pmt -Check	05/04/2018	3200	Clarke Pest Control	April Pest Control	105.00
Bill Pmt -Check	05/04/2018	3201	EAP Inc	May Fee	75.00
Bill Pmt -Check	05/04/2018	3202	Hylton Security, Inc	Courtesy Patrol April	200.00
Bill Pmt -Check	05/04/2018	3203	Michael's Office Furnishings	Office Chairs	830.76
Bill Pmt -Check	05/04/2018	3204	North State Security	Security April	211.00
Bill Pmt -Check	05/04/2018	3205	PG&E	Natural Gas	54.79
Bill Pmt -Check	05/04/2018	3206	Shasta County Health & Human Services	3rd Quarter SRTS	40,609.09
Bill Pmt -Check	05/04/2018	3207	The Pun Group	Bill #1 FY 17-18 Audit	12,000.00
Bill Pmt -Check	05/04/2018	3208	Utility Telephone	Office Phone Lines	339.08
Bill Pmt -Check	05/04/2018	3209	Western Business Products	Copier Usage	452.50
Bill Pmt -Check	05/04/2018	3210	World Telecom	Name changes on extension for new employees	95.00
Bill Pmt -Check	05/04/2018	3198	AT&T Elevator	Elevator	48.29
Bill Pmt -Check	05/11/2018	Debit Card	Apex Technology Management	Shasta County RTPA	1,136.03
Bill Pmt -Check	05/11/2018	Debit Card	Best Buy	Microwave	225.21
Bill Pmt -Check	05/11/2018	Debit Card	Best Western	Pollom Integrated Travel Conference Lodging	131.10
Bill Pmt -Check	05/11/2018	Debit Card	Best Buy	TV and mounting	3,332.95
Bill Pmt -Check	05/11/2018	Debit Card	US Post Office	Postage	12.90
Bill Pmt -Check	05/11/2018	Payroll	Kathy Urlie	CALCACT Conf Urlie Travel	1,277.96
Bill Pmt -Check	05/15/2018	Payroll	Dan Little	CDAC Conf Little Travel	161.16
Bill Pmt -Check	05/15/2018	Payroll	Jennifer Pollom	Integrated Travel Conf Meals Pollom	59.00
Bill Pmt -Check	05/15/2018	Payroll	Keith Williams	Travel Williams ATP TAC Meeting 4-19-18	361.86
Bill Pmt -Check	05/15/2018	3215	City of Redding Utilities	0216105-7	96.48
Bill Pmt -Check	05/15/2018	3216	City of Redding Utilities	0216105-7	295.94

Bill Pmt -Check	05/15/2018	3217	City of Redding Utilities	0216105-7	303.10
Bill Pmt -Check	05/15/2018	3222	Benefit Resource	Monthly Admin Fee	100.00
Bill Pmt -Check	05/15/2018	3223	City of Redding- Public Works	Victor Ave. Project 2018 Q3	12,733.66
Bill Pmt -Check	05/15/2018	3219	Civic Plus	Website Annual Fee Pro-rated	62.50
Bill Pmt -Check	05/15/2018	3213	Gheen Builders	Leak Abatement Ste 101	1,106.63
Bill Pmt -Check	05/15/2018	3214	Green Dot	Consultant Fee for NorthState Express Connect	40,063.75
Bill Pmt -Check	05/15/2018	3221	Intermountain News	Public Notice	49.99
Bill Pmt -Check	05/15/2018	3220	Record Searchlight	00607708	59.85
Bill Pmt -Check	05/15/2018	3218	Verizon	Cell Phone and iPad	260.43
Bill Pmt -Check	05/16/2018	Payroll5/11	Teamwork HR	Drug Test	30.00
Bill Pmt -Check	05/16/2018	Debit	Thompson Government	eLearning Course Bid Proposals	495.00
Bill Pmt -Check	05/16/2018	Payroll5-11	Dan Wayne	Travel Wayne 5-16-18	237.85
Bill Pmt -Check	05/17/2018	Payroll4-27	Monika Long	Long Travel Adv GFOA Conf 5-9-18	1,700.15
Bill Pmt -Check	05/17/2018	Payroll5-11	Dan Little	Little Travel Advance 5-18-18 CALCOG	1,152.70
Bill Pmt -Check	05/18/2018	Debit	Facebook	Advertising	50.00
Bill Pmt -Check	05/21/2018	Payroll5-11	Julie McFall	Uber to Corning SRTA Staff Electric Bus Demo	224.65
Bill Pmt -Check	05/21/2018	Payroll5-11	Teamwork HR	New Hire Background Kuker	15.00
Bill Pmt -Check	05/21/2018	Debit	QuickTapSurvey	Device Charge	49.00
Bill Pmt -Check	05/21/2018	3232	Alta Planning & Design	Sustainable Shasta Consultant	3,153.00
Bill Pmt -Check	05/21/2018	Debit	Apex Technology Management	Shasta County RTPA	1,596.15
Bill Pmt -Check	05/21/2018	3225	AT&T Mobility	iPad	42.50
Bill Pmt -Check	05/21/2018	3231	Citilabs	License 7/1/17 to 6/30/2018	6,600.00
Bill Pmt -Check	05/21/2018	3233	Forest Design	Tree Installment	329.00
Bill Pmt -Check	05/21/2018	3230	Kenny, Snowden & Norine	Legal Fees	1,080.00
Bill Pmt -Check	05/21/2018	3226	LyRo Printing	Business Cards	42.90
Bill Pmt -Check	05/21/2018	3228	Michael's Office Furnishings	Office Chairs	1,192.67
Bill Pmt -Check	05/21/2018	3234	MJM Services	May Services	480.00
Bill Pmt -Check	05/21/2018	Payroll5-11	Monika Long	Long Travel GFOA Conf 5-9-18	586.70
Bill Pmt -Check	05/21/2018	3224	Rincon Consultants Inc	2018 Environmental Studies	10,975.75
Bill Pmt -Check	05/21/2018	3229	Skill Path	STAR12	2,363.80
Bill Pmt -Check	05/21/2018	3227	World Telecom	Set up Michael phone	25.00
Bill Pmt -Check	05/22/2018	3235	Clarke Pest Control	May Pest Control	105.00
Bill Pmt -Check	05/22/2018	3236	FP Mailing Solutions	Meter Rental from 5/11/2018 to 8/10/2018	192.89
General Journal	05/22/2018	1326	Teamwork HR	P/R ENDING 5/11/18	37,149.08
Bill Pmt -Check	05/30/2018	Debit	Adobe Creative Cloud	Subscription-Julie	599.98
Bill Pmt -Check	05/30/2018	3237	AT&T Elevator	Elevator Phone	59.38
Bill Pmt -Check	05/30/2018	3238	Charter Business	8751 15 001 1557979	129.98
Bill Pmt -Check	05/30/2018	3239	Mobility Planners	Sunday Transit Sketch Planning	4,029.00
Bill Pmt -Check	05/30/2018	3240	World Telecom	Labels for phones	28.22
Bill Pmt -Check	05/30/2018	3241	EAP Inc	March Fee	75.00
Bill Pmt -Check	05/30/2018	3242	Total Compensation Systems Inc	GASB 68 Report Preparation for Audit Report	490.00
Bill Pmt -Check	05/30/2018	3243	Air-O Service	A/C Service Ste 101	159.00
Bill Pmt -Check	05/30/2018	3244	Forest Design	May Landscape	265.00
					355,526.17
					355,526.17