STAFF REPORT

MEETING DATE:	**February 27, 2018**
SUBJECT:	**Approve Disbursements**
AGENDA ITEM:	**8-3**
STAFF CONTACT:	**Dave Wallace, Chief Fiscal Officer**

STAFF RECOMMENDATION:

It is recommended that the board of directors review and approve disbursements for the period of December 1, 2017, to January 31, 2018.

Dan Little

Daniel S. Little, AICP, Executive Director

Attachments: SRTA Disbursements, December 1, 2017, to January 31, 2018

Shasta Regional Transportation Agency
Transactions by Account
December 1, 2017 to January 31, 2018

Type	Date	Num	Name	Memo	Debit	Credit
Bill Pmt -Check	12/01/2017	3007	Alta Planning & Design	Consultant-Sustainable Shasta		8,331.64
Bill Pmt -Check	12/01/2017	3015	Charter Business	Internet		129.98
Bill Pmt -Check	12/01/2017	3008	Clarke Pest Control	Pest Control		105.00
Bill Pmt -Check	12/01/2017	3009	EAP Inc	EAP Monthly Fee		75.00
Bill Pmt -Check	12/01/2017	3010	Kenny, Snowden & Norine	Legal Fees		348.30
Bill Pmt -Check	12/01/2017	3011	Office Depot	Office Supplies		51.68
Bill Pmt -Check	12/01/2017	3012	Shasta County Health & Human Services	SRTS 1st Quarter		29,896.48
Bill Pmt -Check	12/01/2017	3013	Shasta Senior Nutrition	Oct 2017 CTSA		26,411.33
Bill Pmt -Check	12/01/2017	3014.	Utility Telephone	Telephone		343.06
Bill Pmt -Check	12/07/2017	3016	Apex Technology Management	Computer Maintenance		14,229.67
Bill Pmt -Check	12/07/2017	3017	Arakadin Inc (AT Conference)	Conference Calls		42.66
Bill Pmt -Check	12/07/2017	3018	AT&T Elevator	Elevator Phone		48.02
Bill Pmt -Check	12/07/2017	3019	Benefit Resource	FSA Fee		100.00
Bill Pmt -Check	12/07/2017	3020	CAL ACT	2018 Dues		560.00
Bill Pmt -Check	12/07/2017	3021	City of Redding Utilities	Utilities		100.90
Bill Pmt -Check	12/07/2017	3022	Green Dot	Consultant-NS Express		6,866.25
Bill Pmt -Check	12/07/2017	3023	North State Security	Security		295.00
Bill Pmt -Check	12/07/2017	3024	PG&E	Natural Gas- Common		8.65
Bill Pmt -Check	12/07/2017	3025	City of Redding Utilities	Utilities		310.41
Bill Pmt -Check	12/07/2017	3026	PG&E	Natural Gas- 202A		85.37
Bill Pmt -Check	12/07/2017	3027	City of Redding Utilities	Utilities		340.84
Bill Pmt -Check	12/07/2017	3028	PG&E	Natural Gas- 202B		27.81
Bill Pmt -Check	12/08/2017	Debit Card	US Post Office	Mail Board Packet		23.85
General Journal	12/08/2017	1235	Teamwork HR	P/R Ending 12/8/2017		35,898.44
Bill Pmt -Check	12/12/2017	Debit Card	Verizon	Tablet and Monthly Charges		1,678.98
Bill Pmt -Check	12/13/2017	Payroll	Dan Little	Travel- NS Exp Mtg		89.83
Bill Pmt -Check	12/13/2017	Payroll	Dan Wayne	Travel- State MPO Gr		232.05
Bill Pmt -Check	12/13/2017	Payroll	Keith Williams	Travel-Bike Adv Mtg		207.55
Bill Pmt -Check	12/13/2017	Debit Card	APBP	Webinar Bundle for 2018		500.00
Bill Pmt -Check	12/14/2017	Debit Card	National Seminars	Training Seminar for Tiedgen		199.00
Bill Pmt -Check	12/14/2017	3029	Alta Planning & Design	Consultant of Go Shasta		4,760.00
Bill Pmt -Check	12/14/2017	3030	Green Dot	Consultant on NS Express		26,823.67
Bill Pmt -Check	12/14/2017	3031	Record Searchlight	Public Notice		166.50
Bill Pmt -Check	12/14/2017	3032	Toole Design Group	Go Shasta Consultant		12,647.85
Bill Pmt -Check	12/18/2017	Debit Card	Budget Blinds of Redding	New Blinds Deposit		360.00
Bill Pmt -Check	12/19/2017	Debit Card	Raley's	Food for SRTA/CSL Meeting		33.79
Bill Pmt -Check	12/22/2017	Debit Card	APA	Job Posting- new planner		295.00
General Journal	12/22/2017	1236	Teamwork HR	P/R Ending 12/22/2017		35,856.79
Bill Pmt -Check	12/28/2017	3033	Alta Planning & Design	Sustainable Shasta Consultant		3,026.25
Bill Pmt -Check	12/28/2017	3034	Apex Technology Management	Computer Maintenance		191.09
Bill Pmt -Check	12/28/2017	3035	AT&T Mobility	Cell Phone		42.00
Bill Pmt -Check	12/28/2017	3036	Bay Alarm	Alarm Service		211.05
Bill Pmt -Check	12/28/2017	3037	CBRE	Lease Negotiation Fee- Suite 100		1,769.40
Bill Pmt -Check	12/28/2017	3044	Charter Business	Internet		129.98
Bill Pmt -Check	12/28/2017	3038	Forest Design	Landscaping		255.00
Bill Pmt -Check	12/28/2017	3039	Green Dot	November Consulting-NS Express		9,217.50
Bill Pmt -Check	12/28/2017	3040	Harvest Printing	SRTA Brochure		966.74
Bill Pmt -Check	12/28/2017	3041	Kenny, Snowden & Norine	November Legal		432.16
Bill Pmt -Check	12/28/2017	3042	Kristen Schreder	Travel- CalCOG Mtg		410.90

Bill Pmt -Check	12/28/2017	3043	Mobility Planners	Consulting for November	580.65
Bill Pmt -Check	12/28/2017	Payroll	Amy Lindsey	Local Mileage	102.40
Bill Pmt -Check	12/28/2017	Payroll	Brett Setterfield	Local Mileage	28.25
Bill Pmt -Check	12/28/2017	Payroll	Dan Little	Local Mileage	51.90
Bill Pmt -Check	12/28/2017	Payroll	Jennifer Pollom	Local Mileage	96.30
Bill Pmt -Check	12/28/2017	Payroll	Sean Tiedgen	Local Mileage	44.14
Bill Pmt -Check	12/28/2017	3045	Shasta Senior Nutrition	November CTSA	25,658.08
Bill Pmt -Check	12/29/2017	Payroll	Jennifer Pollom	Travel-SACOG Mtg	218.05
Bill Pmt -Check	12/30/2017	Debit Card	QuickTapSurvey	Survey Software	49.00
Bill Pmt -Check	12/31/2017	Debit Card	Facebook	Social Media	200.00
General Journal	12/31/2017	1259	Umpqua Bank	Bank Charge	3.14
General Journal	12/31/2017	1260	SRTA	Balance Adjustment	0.01
General Journal	01/02/2018	1243	Teamwork HR	P/R Ending 1/2/2018	4,382.50
Bill Pmt -Check	01/03/2018	Debit Card	CALCOG	CalCOG Mtg	25.00
Bill Pmt -Check	01/03/2018	Debit Card	Record Searchlight	Public Notice	112.09
Bill Pmt -Check	01/04/2018	Debit Card	Ace Hardware	Small Tools	41.82
General Journal	01/05/2018	1252	Teamwork HR	P/R Ending 1/5/2018	42,553.34
Bill Pmt -Check	01/06/2018	Debit Card	Linked in	Job Announcement	39.60
Bill Pmt -Check	01/12/2018	Payroll	Dan Little	Travel SB-1 Mtg	187.68
Bill Pmt -Check	01/12/2018	3046	Apex Technology Management	Computer Maintenance	1,616.14
Bill Pmt -Check	01/12/2018	3047	Arakadin Inc (AT Conference)	Conference Calls	34.32
Bill Pmt -Check	01/12/2018	3048	AT&T Elevator	Elevator Phone	48.00
Bill Pmt -Check	01/12/2018	3049	Benefit Resource	FSA Fee	100.00
Bill Pmt -Check	01/12/2018	3050	City of Redding Utilities	Utilities	88.99
Bill Pmt -Check	01/12/2018	3051	EAP Inc	EAP Fee	75.00
Bill Pmt -Check	01/12/2018	3052	Jobs Available Inc	Job Ad- new Planner	351.00
Bill Pmt -Check	01/12/2018	3053	North State Security	Security	295.00
Bill Pmt -Check	01/12/2018	3054	PG&E	Natural Gas- 202B	15.62
Bill Pmt -Check	01/12/2018	3055	Resource Conservation District of Tehama	Final payment on Crowley Gulch	206.89
Bill Pmt -Check	01/12/2018	3056	The Pun Group	Financial Audit	11,808.00
Bill Pmt -Check	01/12/2018	3057	Utility Telephone	Telephone	355.24
Bill Pmt -Check	01/12/2018	3058	Verizon	Cell Phone	257.86
Bill Pmt -Check	01/12/2018	3059	Western Business Products	Copier maintenance	424.88
Bill Pmt -Check	01/12/2018	3061	City of Redding Utilities	Utilities	324.53
Bill Pmt -Check	01/12/2018	3062	PG&E	Natural Gas- 202A	118.06
Bill Pmt -Check	01/12/2018	3060	World Telecom	Remove Voice Recording	25.00
Bill Pmt -Check	01/12/2018	3063	City of Redding Utilities	Utilities	340.82
Bill Pmt -Check	01/12/2018	3064	PG&E	Natural Gas- Common	8.95
Transfer	01/12/2018		Transfer of Non-Motorized	Funds Transfer-2nd quarter	33,430.00
Transfer	01/12/2018		Transfer of Non-Motorized	Funds Transfer-2nd quarter	28,691.00
Bill Pmt -Check	01/12/2018	Debit Card	Tax 1099 Support	Filing 1099s	22.00
Bill Pmt -Check	01/12/2018	Debit Card	Linked in	Job Announcement	79.17
Bill Pmt -Check	01/15/2018	3065	Christy Largent	Largent Presentation	750.00
Bill Pmt -Check	01/15/2018	Debit Card	CALCOG	RLF Conference Regis	1,425.00
Bill Pmt -Check	01/15/2018	Debit Card	Skill Path	Excel Course	149.00
Bill Pmt -Check	01/16/2018	Debit Card	Apex Technology Management	Computer Maintenance	1,481.40
Bill Pmt -Check	01/18/2018	3066	Clarke Pest Control	Pest Control	105.00
Bill Pmt -Check	01/18/2018	3067	Kenny, Snowden & Norine	Legal fees	1,292.70
Bill Pmt -Check	01/18/2018	3068	Office Depot	Office Supplies	507.53
Bill Pmt -Check	01/18/2018	3069	Record Searchlight	Public Notice	188.70
General Journal	01/19/2018	1261	Teamwork HR	P/R Ending 1/19/2018	36,131.58
Bill Pmt -Check	01/22/2018	Debit Card	Safeway	Meeting Refreshments	35.16
Bill Pmt -Check	01/23/2018	Payroll	Dan Little	Travel-CDAC Mtg	159.16
Bill Pmt -Check	01/23/2018	Debit Card	Jobs Available Inc	Advertising for CFO Position	537.50
Bill Pmt -Check	01/23/2018	Debit Card	US Post Office	Stamps	10.00

Bill Pmt -Check	01/25/2018	3070	AT&T Mobility	Ipad		42.00
Bill Pmt -Check	01/25/2018	3071	Budget Blinds of Redding	Blinds for Office		262.34
Bill Pmt -Check	01/25/2018	3072	Forest Design	Landscaping		255.00
Bill Pmt -Check	01/25/2018	3073	Haedrich and Company	Lease Negotiation Services- Suite 100		975.00
Bill Pmt -Check	01/25/2018	3074	MJM Services	Cleaning Services		969.00
Bill Pmt -Check	01/25/2018	3075	Mobility Planners	December Consulting		6,787.50
Bill Pmt -Check	01/25/2018	3076	Office Depot	Office Supplies		95.11
Bill Pmt -Check	01/25/2018	3077	Rincon Consultants Inc	Consultant for Model		11,652.50
Bill Pmt -Check	01/25/2018	3078	Sacramento Business Journal	Annual Subscription		100.00
Bill Pmt -Check	01/25/2018	3079	Shasta Senior Nutrition	CTSA-Dec 2017		23,119.18
Bill Pmt -Check	01/25/2018	3080	Siskiyou Elevator	Elevator Maintenance		275.00
Bill Pmt -Check	01/25/2018	3081	Trillium Solutions Inc	GTFS Support		2,400.00
Bill Pmt -Check	01/30/2018	Debit Card	QuickTapSurvey	Survey Software		49.00
General Journal	01/31/2018	1270	Umpqua Bank	Bank Charge		0.98
General Journal	01/31/2018	1274	SRTA	Balance Adjustment		0.02
					0.00	467,979.20
					0.00	**467,979.20**