STAFF REPORT

MEETING DATE:	**October 10, 2017**
SUBJECT:	**Approve Disbursements**
AGENDA ITEM:	**5-3**
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 June 1, 2017, to September 30, 2017.

Daniel S. Little, AICP, Executive Director

Attachments: SRTA Disbursements, June 1, 2017, to September 30, 2017

Shasta Regional Transportation Agency
Cash Disbursements
June 1, 2017 to September 30, 2017

Type	Date	Number	Name	Memo	Amount
Bill Pmt -Check	6/6/2017	Payroll	Dan Wayne	Travel- MPO Working	190.05
Bill Pmt -Check	6/6/2017	Payroll	Keith Williams	Travel-CBAC Mtg	207.55
Bill Pmt -Check	6/7/2017	Debit Card	Sacramento Business Journal	Subscription	97.00
Bill Pmt -Check	6/8/2017	2805	City of Redding Utilities	Utilities	338.81
Bill Pmt -Check	6/8/2017	2811	PG&E	202A Natural Gas	17.30
Bill Pmt -Check	6/8/2017	2806	City of Redding Utilities	Utilities	476.20
Bill Pmt -Check	6/8/2017	2810	PG&E	Common Natural Gas	8.65
Bill Pmt -Check	6/8/2017	2799	Apex Technology Management	Shasta County RTPA	99.00
Bill Pmt -Check	6/8/2017	2800	Arakadin Inc (AT Conference)	May Conference Calls	19.07
Bill Pmt -Check	6/8/2017	2801	AT&T Elevator	Elevator Phone	2.84
Bill Pmt -Check	6/8/2017	2802	Benefit Resource	May FSA Fee	100.00
Bill Pmt -Check	6/8/2017	2803	CalPERS-Fiscal Services	Prior Contribution	1.50
Bill Pmt -Check	6/8/2017	2804	City of Redding Utilities	Utilities	134.36
Bill Pmt -Check	6/8/2017	2807	Clarke Pest Control	Pest Control	105.00
Bill Pmt -Check	6/8/2017	2808	EAP Inc	June EAP	75.00
Bill Pmt -Check	6/8/2017	2809	North State Security	Security	295.00
Bill Pmt -Check	6/8/2017	2812	PG&E	202B Natural Gas	8.65
Bill Pmt -Check	6/8/2017	2813	Toole Design Group	ATP Consultant #7	15,481.69
Bill Pmt -Check	6/8/2017	2814	Utility Telephone	June Telephone	326.08
Bill Pmt -Check	6/8/2017	2815	Western Business Products	Copier maintenance	164.15
Bill Pmt -Check	6/8/2017	Debit Card	AICPA	D. Wallace Dues	265.00
General Journal	6/9/2017	1098	Teamwork HR	Payroll Ending June 9, 2017	33,387.19
Bill Pmt -Check	6/12/2017	2816	Shasta County Health & Human Services	Safe Routes to Schools	53,888.94
Bill Pmt -Check	6/15/2017	2817	Nicholet Glass	Deposit on Screen Doors	125.00
Bill Pmt -Check	6/15/2017	2818	Office Depot	Office Supplies	121.19
Bill Pmt -Check	6/15/2017	Debit Card	CPE Depot	CPE Class for D. Wallace	49.00
General Journal	6/19/2017	1099	CalPERS-Fiscal Services	Record 2016-17 payment-OPEB	33,235.00
Bill Pmt -Check	6/22/2017	2819	Apex Technology Management	Shasta County RTPA	125.81
Bill Pmt -Check	6/22/2017	2820	AT&T Mobility	Cell Phone	136.34
Bill Pmt -Check	6/22/2017	2821	Forest Design	June landscaping	255.00
Bill Pmt -Check	6/22/2017	2822	Western Business Products	July Copier maintenance	282.64
Bill Pmt -Check	6/22/2017	Debit Card	US Post Office	Mail Board Packet	7.80
General Journal	6/23/2017	1100	Teamwork HR	PR Ending June 23, 2017	33,636.19
Bill Pmt -Check	6/27/2017	2823	FP Mailing Solutions	Postage Machine Rental- June-Sept	96.36
Bill Pmt -Check	6/27/2017	2824	Record Searchlight	Public Notice	321.90
Bill Pmt -Check	6/29/2017	Debit Card	National Seminars	FMLA Compliance Class	199.00
Bill Pmt -Check	6/29/2017	Debit Card	Facebook	Social Media Advertising	23.01
Bill Pmt -Check	6/30/2017	2825	Mobility Planners	Consultant	13,668.73
Bill Pmt -Check	6/30/2017	2826	Nicholet Glass	Final on Screen Doors	272.98
Bill Pmt -Check	6/30/2017	2827	Tig Tech Inc	Final on Railing	1,710.00
Bill Pmt -Check	6/30/2017	2828	Toole Design Group	Consultant on GoShasta	11,444.53
Bill Pmt -Check	6/30/2017	2829	Western Business Products	Copier Maintenance	155.31
Bill Pmt -Check	7/6/2017	Payroll	Sean Tiedgen	Sean Local Mileage FY 2016-17	79.49
Bill Pmt -Check	7/6/2017	2837	City of Redding Utilities	Utilities	670.54
Bill Pmt -Check	7/6/2017	2842	PG&E	June 2017 Suite 202B Natural Gas	7.84
Bill Pmt -Check	7/6/2017	2835	City of Redding Utilities	Utilities	333.41
Bill Pmt -Check	7/6/2017	2843	PG&E	Common Natural Gas	7.84
Bill Pmt -Check	7/6/2017	2830	Alliant Insurance Services, Inc	Property Insurance 7/1/2017 to 6/30/2018	6,046.34
Bill Pmt -Check	7/6/2017	2831	Arakadin Inc (AT Conference)	Conferences Calls	6.69
Bill Pmt -Check	7/6/2017	2832	AT&T Elevator	Elevator-June	35.07
Bill Pmt -Check	7/6/2017	2833	Bay Alarm	Security Alarm	201.00
Bill Pmt -Check	7/6/2017	2834	Benefit Resource	June 2017 FSA Fee	100.00
Bill Pmt -Check	7/6/2017	2846	Charter Business	8751 15 001 1557979	129.98
Bill Pmt -Check	7/6/2017	2836	City of Redding Utilities	Utilities	159.95
Bill Pmt -Check	7/6/2017	2838	EAP Inc	July EAP	75.00
Bill Pmt -Check	7/6/2017	2839	Kenny, Snowden & Norine	June Legal	1,447.06
Bill Pmt -Check	7/6/2017	2840	MJM Services	June Cleaning	455.00
Bill Pmt -Check	7/6/2017	2841	North State Security	June Security	295.00
Bill Pmt -Check	7/6/2017	2844	PG&E	June 2017 Suite 202 A Natural Gas	15.68
Bill Pmt -Check	7/6/2017	2845	Shasta Senior Nutrition	May CTSA	32,041.23

Bill Pmt -Check	7/6/2017	2847	Trillium Solutions Inc	GTFS Manager and Subscription Support	2,400.00
Bill Pmt -Check	7/6/2017	2848	Utility Telephone	July Telephone	326.91
Bill Pmt -Check	7/6/2017	2849	Signarama	Final payment on Office Signs	411.58
Bill Pmt -Check	7/6/2017	Payroll	Dan Little	June CTC Mtg Travel	431.48
General Journal	7/7/2017	1121	Teamwork HR	PR Ending July 7, 2017	44,180.95
Bill Pmt -Check	7/10/2017	2850	Enterprise	Car Rental- 3 Revolutions Meeting	64.67
Bill Pmt -Check	7/10/2017	2851	Office Depot	Office Supplies	146.73
Bill Pmt -Check	7/10/2017	2852	Record Searchlight	Public Notice	244.20
Bill Pmt -Check	7/12/2017	Payroll	Jennifer Pollom	Local Mileage	66.23
Bill Pmt -Check	7/12/2017	Payroll	Sean Tiedgen	Travel-3 Revolutions	69.22
Bill Pmt -Check	7/13/2017	Payroll	Amy Lindsey	Local Mileage	95.66
Bill Pmt -Check	7/13/2017	Payroll	Kathy Urlie	Local Mileage	3.24
Bill Pmt -Check	7/14/2017	Payroll	Dan Wayne	Local Mileage	101.60
Bill Pmt -Check	7/20/2017	Payroll	Jennifer Pollom	Travel-STIP and STSP Meetings	239.02
Bill Pmt -Check	7/20/2017	Payroll	Sean Tiedgen	Travel- STIP Mtg	245.03
General Journal	7/21/2017	1132	Teamwork HR	PR Ending July 21, 2017	36,091.78
Bill Pmt -Check	7/28/2017	Debit Card	AT&T Mobility	Cell Phone	142.43
Bill Pmt -Check	7/28/2017	Payroll	Dan Little	Local Mileage	36.38
General Journal	7/31/2017	1160	Umpqua Bank	ACH Fee	1.25
Bill Pmt -Check	7/31/2017	Debit Card	Facebook	Media Fees	11.98
Bill Pmt -Check	8/2/2017	Payroll	Jennifer Pollom	Travel- SJJPA Mtg	49.95
Bill Pmt -Check	8/2/2017	2853	Apex Technology Management	Shasta County RTPA	1,792.28
Bill Pmt -Check	8/2/2017	2854	AT&T Elevator	Elevator Telephone	36.42
Bill Pmt -Check	8/2/2017	2855	Benefit Resource	March 2017 FSA Fee	75.00
Bill Pmt -Check	8/2/2017	2856	CalPERS-Fiscal Services	Prior Year Contributions	53.01
Bill Pmt -Check	8/2/2017	2870	Charter Business	Internet	129.98
Bill Pmt -Check	8/2/2017	2857	City of Redding- Public Works	OWP Payments	25,308.44
Bill Pmt -Check	8/2/2017	2858	Clarke Pest Control	Pest Control	105.00
Bill Pmt -Check	8/2/2017	2859	DKS Associates	Consultant	15,427.71
Bill Pmt -Check	8/2/2017	2860	EAP Inc	EAP Fee	75.00
Bill Pmt -Check	8/2/2017	2861	Forest Design	July Landscaping	255.00
Bill Pmt -Check	8/2/2017	2862	Interwest Consulting Group	June 2017 On-Call GIS	380.00
Bill Pmt -Check	8/2/2017	2863	Lori J. Scott Treasurer	Property Taxes	483.72
Bill Pmt -Check	8/2/2017	2864	MJM Services	July Cleaning	535.00
Bill Pmt -Check	8/2/2017	2865	Office Depot	Office Supplies	108.85
Bill Pmt -Check	8/2/2017	2866	Rick Thurmond Electric	Electric repair	285.00
Bill Pmt -Check	8/2/2017	2868	Shasta College	FY17-18 ESRI License	2,000.00
Bill Pmt -Check	8/2/2017	2867	Shasta Senior Nutrition	June 2017 CTSA	18,656.43
Bill Pmt -Check	8/2/2017	2869	Siskiyou Elevator	Elevator maintenance	250.00
Bill Pmt -Check	8/2/2017	2871	Toole Design Group	Go Shasta Consultant-June 2017	12,162.54
Bill Pmt -Check	8/2/2017	2872	Western Business Products	August Copier Maintenance	282.64
Bill Pmt -Check	8/3/2017	2873	American Planning Association	Dues for Staff	844.00
Bill Pmt -Check	8/3/2017	2874	Kenny, Snowden & Norine	July Legal	1,230.00
Bill Pmt -Check	8/3/2017	2875	North State Security	July Security	295.00
Bill Pmt -Check	8/3/2017	2876	Utility Telephone	August Telephone	349.31
Bill Pmt -Check	8/3/2017	2877	Department of Consumer Affairs	David L. Wallace #47698	120.00
General Journal	8/4/2017	1156	Teamwork HR	PR Ending Aug 4, 2017	44,007.02
Bill Pmt -Check	8/7/2017	Debit Card	Adobe Creative Cloud	Keith-Creative Cloud	599.88
Bill Pmt -Check	8/7/2017	Debit Card	Adobe Creative Cloud	Jenn-Adobe Cloud	599.88
Bill Pmt -Check	8/7/2017	Debit Card	Adobe Creative Cloud	Sean- Creative Cloud	599.88
Bill Pmt -Check	8/8/2017	Debit Card	APBP	Keith- membership	110.00
Bill Pmt -Check	8/8/2017	Debit Card	Canvas on Demand	Print picture for office	57.16
Bill Pmt -Check	8/8/2017	Debit Card	Fine Art America	Print picture for office	295.41
Check	8/9/2017	2878	County of Shasta	reimburse for Non-Motor Overpay	272,938.00
Check	8/9/2017	2879	Five Star Bank	Reimbursement #2 to Loan Fund	57,335.58
Bill Pmt -Check	8/10/2017	2880	Apex Technology Management	Shasta County RTPA	1,792.28
Bill Pmt -Check	8/10/2017	2881	Benefit Resource	FSA Fee	100.00
Bill Pmt -Check	8/10/2017	2882	CALCOG	2017-18 Dues	4,515.00
Bill Pmt -Check	8/10/2017	2883	Carl Warren & Company	Deductible on Insurance Claim	1,000.00
Bill Pmt -Check	8/10/2017	2884	City of Redding Utilities	Utilities	136.11
Bill Pmt -Check	8/10/2017	2887	Enterprise	Rental Car	147.21
Bill Pmt -Check	8/10/2017	2888	FP Mailing Solutions	Freight on New Postage machine	32.18
Bill Pmt -Check	8/10/2017	2890	PG&E	Natural Gas- 202A	16.22
Bill Pmt -Check	8/10/2017	2886	City of Redding Utilities	Utilities	793.48
Bill Pmt -Check	8/10/2017	2891	PG&E	Natural Gas- 202B	8.11

Bill Pmt -Check	8/10/2017	2885	City of Redding Utilities	Utilities	340.11
Bill Pmt -Check	8/10/2017	2889	PG&E	Common Natural gas	8.11
Bill Pmt -Check	8/10/2017	2892	Shasta Senior Nutrition	Tech Study	23,041.78
Bill Pmt -Check	8/10/2017	Payroll	Dan Wayne	Travel- State MPO Gr	219.55
Bill Pmt -Check	8/10/2017	Payroll	Keith Williams	Travel- CA Bike Advisory	246.82
Bill Pmt -Check	8/16/2017	ACH	Intuit	Renew Quickbooks to 7/26/2018	1,449.07
Bill Pmt -Check	8/17/2017	2893	Alternative Business Concepts	Ink for Postage machine	107.24
Bill Pmt -Check	8/17/2017	2894	Apex Technology Management	Shasta County RTPA	7,570.57
Bill Pmt -Check	8/17/2017	2895	CalPERS-Fiscal Services	Late Payment assessment	3.18
Bill Pmt -Check	8/17/2017	2896	Office Depot	Office Supplies	90.80
Bill Pmt -Check	8/17/2017	2897	World Telecom	Telephone Upgrade	397.45
General Journal	8/18/2017	1169	Teamwork HR	PR Ending Aug 18, 2017	35,774.01
Bill Pmt -Check	8/23/2017	Payroll	Dan Little	Travel-CalSTA Mtg	40.61
Bill Pmt -Check	8/23/2017	Payroll	Jennifer Pollom	Travel CalSTA Mtg	82.34
Bill Pmt -Check	8/25/2017	2898	AT&T Mobility	Cell Phone 7/9 to 8/8	228.68
Bill Pmt -Check	8/25/2017	2899	Forest Design	Landscape Maintenance	255.00
Bill Pmt -Check	8/25/2017	2900	FP Mailing Solutions	Postage Machine Rental	192.89
Bill Pmt -Check	8/25/2017	2901	Office Depot	Office Supplies	52.11
Bill Pmt -Check	8/25/2017	2902	Shasta Senior Nutrition	July 2017 CTSA	23,391.14
Bill Pmt -Check	8/25/2017	2903	Western Business Products	Copier Maintenance-Sept	282.64
Bill Pmt -Check	8/25/2017	Debit Card	Aaron Brothers	Frame Picture	119.04
Bill Pmt -Check	8/25/2017	Debit Card	Lands' End Business	SRTA Shirts	328.19
Bill Pmt -Check	8/29/2017	2904	AT&T Elevator	Elevator Phone	37.78
Bill Pmt -Check	8/29/2017	2905	Charter Business	Internet	129.98
Bill Pmt -Check	8/29/2017	2906	Kenny, Snowden & Norine	Legal Fees	627.00
Bill Pmt -Check	8/29/2017	2907	MJM Services	Cleaning-August	425.00
Bill Pmt -Check	8/29/2017	2908	Office Depot	Office Supplies	73.84
Bill Pmt -Check	8/29/2017	2909	Shasta County Health & Human Services	Safe Routes to Schools	52,068.72
Bill Pmt -Check	8/29/2017	Debit Card	Costco	Food for COR Meeting	29.57
Bill Pmt -Check	8/30/2017	Debit Card	APA California	APA Conference	450.00
General Journal	9/1/2017	1179	Teamwork HR	P/R Ending 9/1/2017	43,482.06
Bill Pmt -Check	9/8/2017	Debit Card	CAL ACT	Registration- Conference	470.00
Bill Pmt -Check	9/8/2017	Debit Card	Office Depot	Office Supplies	76.13
Bill Pmt -Check	9/14/2017	Debit Card	City of Redding Utilities	Utilities	337.45
Bill Pmt -Check	9/14/2017	Debit Card	PG&E	Natural Gas- 202A	17.30
Bill Pmt -Check	9/14/2017	Debit Card	City of Redding Utilities	Utilities	729.74
Bill Pmt -Check	9/14/2017	Debit Card	PG&E	Natural Gas- 202B	8.65
Bill Pmt -Check	9/14/2017	Debit Card	City of Redding Utilities	Utilities	133.15
Bill Pmt -Check	9/14/2017	Debit Card	PG&E	Common Natural gas	8.65
Bill Pmt -Check	9/14/2017	Debit Card	Safeway	Food for Go Shasta meeting	18.25
General Journal	9/15/2017	1180	Teamwork HR	P/R Ending 9/15/2017	35,553.09
Bill Pmt -Check	9/18/2017	Debit card	Cookies & Yogurt	Food for meeting	22.00
Bill Pmt -Check	9/20/2017	Payroll	Dan Wayne	SAFE-CAT Mtg Travel	187.05
Bill Pmt -Check	9/20/2017	2910	Alliant Insurance Services, Inc	2017-18 Liability insurance	4,642.93
Bill Pmt -Check	9/20/2017	2911	Apex Technology Management	Shasta County RTPA	1,792.28
Bill Pmt -Check	9/20/2017	2912	Arakadin Inc (AT Conference)	Conference Calls	45.57
Bill Pmt -Check	9/20/2017	2913	AT&T Mobility	Cell Phone	325.45
Bill Pmt -Check	9/20/2017	2914	Benefit Resource	August FSA	100.00
Bill Pmt -Check	9/20/2017	2915	CalPERS-Fiscal Services	GASB 68 Actuarial Valuation	700.00
Bill Pmt -Check	9/20/2017	2916	Clarke Pest Control	Pest Control	105.00
Bill Pmt -Check	9/20/2017	2917	EAP Inc	Sept EAP	75.00
Bill Pmt -Check	9/20/2017	2918	Forest Design	Repair Landscaping	2,688.70
Bill Pmt -Check	9/20/2017	2928	Intermountain News	Public Notice	49.99
Bill Pmt -Check	9/20/2017	2919	Interwest Consulting Group	On Call GIS Consulting	690.00
Bill Pmt -Check	9/20/2017	2920	Mobility Planners	August Consulting	4,663.75
Bill Pmt -Check	9/20/2017	2921	Mountain Echo	Public Notice	64.05
Bill Pmt -Check	9/20/2017	2922	Natural Choice Furniture	New Desk	3,056.63
Bill Pmt -Check	9/20/2017	2923	North State Security	Security	295.00
Bill Pmt -Check	9/20/2017	2924	Office Depot	Office Supplies	320.68
Bill Pmt -Check	9/20/2017	2925	Record Searchlight	Public Notice	200.80
Bill Pmt -Check	9/20/2017	2926	Toole Design Group	Go Shasta Consultant	5,598.35
Bill Pmt -Check	9/20/2017	2927	Utility Telephone	Sept Phone	361.36
Bill Pmt -Check	9/20/2017	2930	Amy Lindsey	Office Decoration	69.70
Bill Pmt -Check	9/20/2017	2931	Western Business Products	Oct Copier Maintenance	282.64
Bill Pmt -Check	9/20/2017	Debit Card	Safeway	Refreshments for Meeting	10.00

Bill Pmt -Check	9/26/2017	2932	Bay Alarm	Alarm Service	211.05
Bill Pmt -Check	9/26/2017	2933	Charter Business	Internet	129.98
Bill Pmt -Check	9/26/2017	2934	Forest Design	Landscape Maintenance	255.00
Bill Pmt -Check	9/26/2017	2935	Kenny, Snowden & Norine	Legal Fees	887.12
Bill Pmt -Check	9/26/2017	2936	MJM Services	Cleaning-August	575.00
Bill Pmt -Check	9/26/2017	2937	New Venture Advisors LLC	Final on Food Hub Consulting	5,150.00
Bill Pmt -Check	9/26/2017	2938	Office Depot	Office Supplies	102.00
Bill Pmt -Check	9/27/2017	Payroll	Dan Little	Travel Sacramento APA Conference	549.34
				TOTAL	**1,058,450.07**