STAFF REPORT

MEETING DATE:	**December 12, 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 October 1, 2017, to November 30, 2017.

Daniel S. Little, AICP, Executive Director

Attachments: SRTA Disbursements, October 1, 2017, to November 30, 2017

Shasta Regional Transportation Agency
Transactions by Account
As of November 30, 2017

Type	Date	Num	Name	Memo	Credit
General Journal	10/02/2017	1193	Umpqua Bank	Oct 2, 2017 Payment	62,658.10
Bill Pmt -Check	10/02/2017	Debit Card	Facebook	On-line Advertising	8.92
Bill Pmt -Check	10/04/2017	Payroll	Dan Little	Travel APA Conferenc	174.94
Bill Pmt -Check	10/04/2017	Payroll	Dan Wayne	Travel-SB1 Mtg	366.82
Bill Pmt -Check	10/04/2017	Payroll	Keith Williams	Travel- ATP Mtg	213.55
Bill Pmt -Check	10/05/2017	2939	Arakadin Inc (AT Conference)	Conference Calls	85.78
Bill Pmt -Check	10/05/2017	2940	AT&T Elevator	Elevator Phone	47.84
Bill Pmt -Check	10/05/2017	2941	EAP Inc	EAP Fee	75.00
Bill Pmt -Check	10/05/2017	2942	MJM Services	Carpet Cleaning	1,375.00
Bill Pmt -Check	10/05/2017	2943	Mountain Echo	Public Notice	55.60
Bill Pmt -Check	10/05/2017	2944	North State Security	Security	327.50
Bill Pmt -Check	10/05/2017	2945	Pages	Posters	228.83
Bill Pmt -Check	10/05/2017	2946	PG&E	Common Natural gas	8.11
Bill Pmt -Check	10/05/2017	2949	Public Retirement Journal	Subscription	250.00
Bill Pmt -Check	10/05/2017	2950	Shasta Senior Nutrition	Aug 2017 CTSA	41,638.56
Bill Pmt -Check	10/05/2017	2951	Toole Design Group	Go Shasta Consultant	4,497.97
Bill Pmt -Check	10/05/2017	2948	PG&E	Natural Gas- 202B	8.11
Bill Pmt -Check	10/05/2017	2947	PG&E	Natural Gas- 202A	16.22
Bill Pmt -Check	10/05/2017	Debit Card	US Post Office	Mail Board Packet	7.80
Bill Pmt -Check	10/11/2017	2952	Amy Holtzen	Design Booklet	700.00
Bill Pmt -Check	10/11/2017	2953	Apex Technology Management	Shasta County RTPA	2,042.28
Bill Pmt -Check	10/11/2017	2954	Benefit Resource	FSA Fee	100.00
Bill Pmt -Check	10/11/2017	2956	City of Redding Utilities	Electric	350.21
Bill Pmt -Check	10/11/2017	2958	Office Depot	Office Supplies	339.90
Bill Pmt -Check	10/11/2017	2955	City of Redding Utilities	Electric	124.78
Bill Pmt -Check	10/11/2017	2957	City of Redding Utilities	Utilities	571.03
Transfer	10/11/2017		SRTA	Transfer-1ST Q. Bike & Ped to Non-motor Acct	33,430.00
Transfer	10/11/2017		SRTA	Transfer-1ST Q. Non-Motor to Non-motor Acct	28,691.00
Bill Pmt -Check	10/13/2017	Debit Card	Hobby Lobby	Supplies	41.82
Bill Pmt -Check	10/13/2017	Debit Card	Office Depot	Office Supplies	108.02
Bill Pmt -Check	10/13/2017	Payroll	Dan Little	Travel- Sept CTC Mtgcd	584.62
General Journal	10/13/2017	1206	Teamwork HR	P/R Ending 10/13/2017	35,898.84
Bill Pmt -Check	10/16/2017	2959	Record Searchlight	Public Notice	333.00
Bill Pmt -Check	10/16/2017	2960	Western Business Products	Copier Maintenance	36.08
Bill Pmt -Check	10/16/2017	Debit Card	Costco	Supplies	53.61
Bill Pmt -Check	10/18/2017	Debit Card	Amazon.com	Office Supplies	17.09
Bill Pmt -Check	10/18/2017	Debit Card	Amazon.com	Office Supplies	62.49
Bill Pmt -Check	10/18/2017	Debit Card	Amazon.com	Office Supplies	28.99
Bill Pmt -Check	10/20/2017	Payroll	Dan Little	Travel- TIRCP Mtg	50.42
Bill Pmt -Check	10/20/2017	Payroll	Jennifer Pollom	Travel Reimbursement	311.10
Bill Pmt -Check	10/20/2017	Payroll	Sean Tiedgen	Travel- SB375 Mtg	42.58
Bill Pmt -Check	10/25/2017	2961	Air-O Service	HVAC Maintenance	775.00
Bill Pmt -Check	10/25/2017	2962	Apex Technology Management	Shasta County RTPA	1,290.16

Bill Pmt -Check	10/25/2017	2963	AT&T Mobility	Cell Phone	166.19
Bill Pmt -Check	10/25/2017	2964	Forest Design	Landscaping	261.00
Bill Pmt -Check	10/25/2017	2965	Lori J. Scott Treasurer	Property Taxes	158.66
Bill Pmt -Check	10/25/2017	2966	MJM Services	Cleaning	501.00
Bill Pmt -Check	10/25/2017	2967	Mobility Planners	Consultants on Transit	3,423.16
Bill Pmt -Check	10/25/2017	2968	Office Depot	Office Supplies	116.97
Bill Pmt -Check	10/25/2017	2970	Siskiyou Elevator	Elevator Maintenance	295.00
Bill Pmt -Check	10/25/2017	2971	Street Light Data	Street Light Data	8,600.00
Bill Pmt -Check	10/25/2017	2972	Utility Telephone	Telephone	332.81
Bill Pmt -Check	10/25/2017	2973	Western Business Products	Copier Maintenance	282.64
Bill Pmt -Check	10/25/2017	2969	Redding Printing Co	Brainstorm Brochures	891.25
Bill Pmt -Check	10/26/2017	Debit Card	Facebook	On-line Advertising	250.05
General Journal	10/27/2017	1210	Teamwork HR	P/R Ending 10/27/2017	44,021.40
Bill Pmt -Check	10/30/2017	Debit Card	QuickTapSurvey	Monthly for Expert	157.00
Bill Pmt -Check	10/31/2017	Debit Card	Facebook	Advertising	21.08
Bill Pmt -Check	10/31/2017	Debit Card	Facebook	Advertising	94.21
Bill Pmt -Check	11/01/2017	Payroll	Jennifer Pollom	Travel Reimbursement	291.78
Bill Pmt -Check	11/01/2017	Payroll	Keith Williams	Travel- Bike Adv	44.38
Bill Pmt -Check	11/01/2017	Debit Card	Harland Clarke	Check Order	206.87
Bill Pmt -Check	11/03/2017	Debit Card	Crown Camera	New Microphone	160.86
Bill Pmt -Check	11/06/2017	2975	Amy Lindsey	Petty Cash Reimb	72.32
Bill Pmt -Check	11/06/2017	2976	Arakadin Inc (AT Conference)	Conference Calls	13.03
Bill Pmt -Check	11/06/2017	2977	AT&T Elevator	Elevator Phone	48.09
Bill Pmt -Check	11/06/2017	2978	City of Redding- Public Works	Hilltop Dr/Victor Dr Projects	29,883.25
Bill Pmt -Check	11/06/2017	2979	City of Redding Utilities	Electric	99.41
Bill Pmt -Check	11/06/2017	2980	EAP Inc	EAP Fee	75.00
Bill Pmt -Check	11/06/2017	2981	Foothill Fire	Extinguishers	253.04
Bill Pmt -Check	11/06/2017	2982	Kenny, Snowden & Norine	Sept Legal	570.00
Bill Pmt -Check	11/06/2017	2983	North State Security	Security	327.50
Bill Pmt -Check	11/06/2017	2984	PG&E	Natural Gas- Common	8.79
Bill Pmt -Check	11/06/2017	2985	Shasta Senior Nutrition	Sept CTSA	24,472.92
Bill Pmt -Check	11/06/2017	2986	Toole Design Group	Sept Go Shasta Consulting	10,888.97
Bill Pmt -Check	11/06/2017	2987	Utility Telephone	Telephone	359.44
Bill Pmt -Check	11/06/2017	2988	World Telecom	New Phone	247.50
Bill Pmt -Check	11/06/2017	2989	City of Redding Utilities	Electric	369.93
Bill Pmt -Check	11/06/2017	2990	Pages	Signs	329.45
Bill Pmt -Check	11/06/2017	2991	PG&E	Natural Gas- 202B	10.67
Bill Pmt -Check	11/06/2017	2992	City of Redding Utilities	Electric	326.88
Bill Pmt -Check	11/06/2017	2993	PG&E	Natural Gas- 202A	16.63
Bill Pmt -Check	11/06/2017	Debit Card	Office Depot	Office Supplies	86.79
Bill Pmt -Check	11/08/2017	Debit Card	Verizon	Cell Phones	258.63
Bill Pmt -Check	11/08/2017	Debit Card	Verizon	Cell Phones	126.87
Bill Pmt -Check	11/08/2017	Debit Card	Verizon	Cell Phones	353.84
General Journal	11/10/2017	1217	Teamwork HR	P/R Ending 11/10/2017	35,802.16
Bill Pmt -Check	11/15/2017	Debit Card	Adobe Creative Cloud	Subscription- Brett	599.88
Bill Pmt -Check	11/17/2017	Payroll	Dan Wayne	Local Mileage	95.77
Bill Pmt -Check	11/17/2017	Payroll	Jennifer Pollom	Travel-North State Express Mtg	552.16
Bill Pmt -Check	11/21/2017	2994	APA	Dues for Planners	1,764.00
Bill Pmt -Check	11/21/2017	2995	Apex Technology Management	Shasta County RTPA	1,098.25

Bill Pmt -Check	11/21/2017	2996	AT&T Mobility	Cell Phone	79.00
Bill Pmt -Check	11/21/2017	2997	Benefit Resource	FSA Fee	100.00
Bill Pmt -Check	11/21/2017	2998	Enterprise	Rental Car	72.56
Bill Pmt -Check	11/21/2017	2999	Forest Design	Landscaping	255.00
Bill Pmt -Check	11/21/2017	3000	FP Mailing Solutions	Postage meter Rental	192.89
Bill Pmt -Check	11/21/2017	3001	Green Dot	Consultant-NS Express	7,032.50
Bill Pmt -Check	11/21/2017	3002	Interwest Consulting Group	Sept GIS On-Call	900.00
Bill Pmt -Check	11/21/2017	3003	MJM Services	Cleaning	1,663.00
Bill Pmt -Check	11/21/2017	3004	Office Depot	59088894	181.26
Bill Pmt -Check	11/21/2017	3005	Record Searchlight	Public Notice	399.60
Bill Pmt -Check	11/21/2017	3006	Western Business Products	Copier Maintenance	282.64
Bill Pmt -Check	11/21/2017	Debit Card	Best Buy	Communication equipment	378.02
Bill Pmt -Check	11/22/2017	Debit Card	Facebook	Advertising	140.74
General Journal	11/24/2017	1221	Teamwork HR	P/R Ending 11/24/2017	23,949.15
Bill Pmt -Check	11/29/2017	Payroll	Dan Little	Travel NS Express Mt	148.68
Bill Pmt -Check	11/29/2017	Payroll	Keith Williams	Travel-ATLC Mtg	201.55
Bill Pmt -Check	11/30/2017	Debit Card	QuickTapSurvey	Survey Software	157.00
				Total	**423,548.74**