



MEMO

To: GRTA Board of Directors

From: Executive Director Stogner

Date: May 23, 2022

Subject: **Agenda Item F.7** - Discussion and Possible Action Regarding Delegation of Authority to the Chair of the Board of Directors to Execute an Agreement with County of Sonoma to continue Payroll and Accounting Services

Sonoma County has provided regular bookkeeping and payroll services to special districts in Sonoma County, including NCRA, for the last several years. The services provided are not duplicative of accounting work done internally by GRTA staff, or audits and other reports done by external accountants. Sonoma county is responsible for processing invoices for payment, maintaining agency accounts, processing deposits, and processing bi-weekly payroll including all CalPERS requirements.

The current contract with the County for these services is approximately \$28,000 per year.

Staff Recommendation:

Delegate authority to the Chair to execute an agreement with the County of Sonoma to continue payroll and accounting services for the Great Redwood Trail Agency (GRTA).