



**SPECIAL MEETING MINUTES**  
**Graton Community Services District (GCSD)**  
**Meeting of the GCSD Board of Directors**  
**Monday, February 1, 2016 at 6:00 PM**  
**Graton Day Labor Center**  
**2981 Bowen St. Graton, CA**

**1. Call to Order: 6:10 PM**

**2. Roll Call:** a quorum was determined with all board members present including: David Clemmer (DC), Hollynn DeLil (HD), Richard Coleman (RC), Matt Johnson (MJ), and Karin Lease (KL). Also present Graton CSD staff GM: Michael Lane (ML), Admin. Support: Maria Potter (MP) and Gary Goelitz (GG) of Matrix Consulting Group.

**3. APPROVE AGENDA** HD moved to approve the agenda; MJ seconded the motion all approved. DC he requested that those present not talk over each other, wait for the speaker to finish, then raise a hand to be recognized by the board president prior to speaking. He suggested writing questions down rather than interrupting a speaker. Also DC had a few announcements: Form 700s are due no later than the March regular meeting and provided information to new board member about requirements for ethics/sexual harassment training. MP agreed to send details to board members by email.

**4. PUBLIC COMMENT** MP requested that in the future the board limit the use special meetings to topics that cannot be handled by management.

**5. DISCUSSION OF TRANSITION OF PAYROLL SERVICES AND CONSIDERATION OF ADOPTION OF RESOLUTION 160201 AUTHORIZING THE DISTRICT TO RETAIN ADP OR HEARTLAND OVATION TO PROVIDE PAYROLL SERVICES FOR THE DISTRICT; AND AUTHORIZING THE DISTRICT MANAGER TO EXECUTE ANY RELATED DOCUMENTS**

GG reminded the board about the bookkeeper's upcoming retirement and stated that a transition plan is needed for the district to assume or outsource the scope of work that Denise has performed for the district. He explained that although the board agreed to have Sonoma County handle payroll, the county reconsidered and are no longer able to provide that function to Graton CSD; he has contacted another firm to fulfill that service. ML has looked into another option for the district that he stated may be more cost effective in the long run. ML provided the board with a chart showing the fiscal comparison. MJ stated he has personal experience with this firm and is pleased with their services. After discussion HD moved to approve the resolution authorizing the district to retain ADP for payroll services; the motion was seconded by Matt Johnson. Vote listed below:

Clemmer, DeLil, Coleman, and Johnson voted yes. Lease voted no.

**The motion carried; Resolution 160201 was approved.**

**6. ADJOURNMENT** 7pm.

Minutes approved David Clemmer. Date 2/23/16  
(2/16/16 mtg.)