

Municipal Services District (MSD): MSD Board of Trustees Agenda Item Request Form

Date Received (office use)	
-------------------------------	--

Date of Request	3-2-16
Requesting Staff Member	Jared Steffey
Requested Council Date	3-8-16
Topic/Discussion Title	MSD Financial System Update
Description	There was a question as to whether the MSD would be able to use the County's Financial System (PeopleSoft) in 2016 and 2017. The question has been researched internally and with the external Auditor and an answer is prepared for the MSD Board
Requested Action¹	Verbal Update
Presenter(s)	Jared Steffey
Time Needed²	5 minutes
Time Sensitive³	No
Specific Time(s)⁴	N/A
Contact Name & Phone	Jared Steffey 385-468-7056
Please attach the supporting documentation you plan to provide for the packets to this form. While not ideal, if supporting documents are not yet ready, you can still submit them by 10 am the Friday morning prior to the COW agenda. Items without documentation may be taken off for consideration at that COW meeting.	

MSD General Manager approval:



¹ What you will ask the MSD Board of Trustees to do (e.g., discussion only, appropriate money, adopt policy/ordinance) – in specific terms.

² Assumed to be 10 minutes unless otherwise specified.

³ Urgency that the topic to scheduled on the requested date.

⁴ If important to schedule at a specific time, list a few preferred times.