

# **NIPOMO COMMUNITY SERVICES DISTRICT**

**MONDAY, FEBRUARY 2, 2015**

**10:00 A.M.**

## **SPECIAL MEETING MINUTES**

### **FINANCE AND AUDIT COMMITTEE**

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#### **1. CALL TO ORDER, FLAG SALUTE AND ROLL CALL**

Chairman Gaddis called the meeting to order at 10:00 a.m. Chairman Gaddis and Director Armstrong were in attendance along with Staff members Michael LeBrun and Lisa Bognuda. No public was in attendance.

#### **2. REVIEW FY 2015-2015 BUDGET PREPARATION TIME LINE**

Michael LeBrun, General Manager, and Lisa Bognuda, Finance Director, gave an overview of the item and answered questions from the Committee.

The Committee set the next Finance and Audit Committee meeting for Monday, March 16, 2015, at 2:00 p.m.

#### **3. REVIEW REQUEST FOR PROPOSAL (RFP) FOR NEW UTILITY BILLING AND ACCOUNTING SOFTWARE**

Michael LeBrun, General Manager, and Lisa Bognuda, Finance Director gave an overview of the item and answered questions from the Committee. The Committee made recommended changes to the RFP.

The Committee unanimously agreed to direct Staff to issue the RFP as amended.

#### **4. REVIEW PURCHASING POLICY**

Michael LeBrun, General Manager, gave an overview of the item and answered questions from the Committee.

The Committee directed Staff 1) review purchasing policies of other local agencies, and 2) provide recommended changes to the Purchasing Policy at the next scheduled Finance and Audit Committee meeting on Monday, March 16, 2015, at 2:00 p.m.

#### **5. SET NEXT MEETING DATE**

The next meeting will be held on Monday, March 16, 2015, at 2:00 p.m.

#### **6. ADJOURN –The meeting was adjourned at 10:38 a.m.**