

## **Monthly Board Meeting Action Item Form**

**Action Item Title:**

**Date of Board Meeting:**

The NFSSD Monthly Meeting of the Board is scheduled to be held the second Thursday of every month, with exclusion to holidays or emergent issues such as severe weather conditions. Meeting agenda, dates and times are posted at NFSSD.org and the Utah Public Notice Website.

**Person or Entity submitting agenda item:**

**Who will to be presenting:**

**Outline/Description of Agenda Item:**

**Background/Reason/Details of Action Item being presented:**

**Desired outcome:**

**Desired start and completion date/time frame:**

**Resources to be utilized from District:** (Personnel time, department staff, equipment, etc.)

**Financial/Budget Sources:**

**Additional Information:**

Please complete and submit this form along with any supporting documents to the North Fork District Clerk, no later than 3 days prior to the desired board meeting date.