

### MSD Office: MSD Board Agenda Item Request Form

**This form and supporting documents (if applicable) are due the Wednesday before the MSD Board Meeting the following Wednesday at 12:00pm**

Date Received (Office Use)	
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<b>Date of Request</b>	<b>3/6/2024</b>
<b>Requesting Staff Member</b>	<b>Steven Kuhlmeier</b>
<b>Requested MSD Board Date</b>	<b>3/13/2024</b>
<b>Topic/Discussion Title</b>	<b>MC210021 – Cyprus Master Storm Drain – Budget Adjustment</b>
<b>Description</b>	<b>Engineering is requesting a budget adjustment from completed Magna projects MC210021 to a new project MC240012 for the design of a replacement storm drain on 9080 W and additional funds for construction to Magna storm drain project on 3100 S MC190005.</b>
<b>Requested Action<sup>1</sup></b>	<b>Approval</b>
<b>Presenter(s)</b>	<b>Steven Kuhlmeier</b>
<b>Time Needed:<sup>2</sup></b>	<b>5 min</b>
<b>Time Sensitive<sup>3</sup></b>	<b>Yes</b>
<b>Specific Time(s)<sup>4</sup></b>	<b>N/A</b>
<b>Contact Name &amp; Phone</b>	<b>Steven Kuhlmeier 385-468-6624</b>

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

<sup>2</sup> Assumed to be 10 minutes unless otherwise specified.

<sup>3</sup> Urgency that the topic be scheduled on the requested date.

<sup>4</sup> If important to schedule at a specific time, list a few preferred times.