

Municipal Services District

MSD Agenda Request Process

- Step 1: Fill out the MSD Agenda Request Formcompletely.
 - *Attach any *supporting document with this Request Form (i.e. approved as to form interlocal, PowerPoint presentation, informal material, etc.)
- Step 2: Requests need to be made by the Thursday before the Wednesday Board Meeting.
- Step 3: Be aware of the timeline requirements and plan accordingly.
- Step 4: Come fully prepared for your MSD Board presentation on Wednesday.
- *Remember, it's common for the MSD agenda items to be moved, or pulled, take more/less time than allotted on the agenda. As such, it's a good idea to attend the MSD Board meeting when it begins and be prepared to present at any time.

| Thursday | <u>Friday</u> | <u>Monday</u> | <u>Tuesday</u> | Wednesday |
|--|---|---------------|---|-----------|
| MSD Agenda Request Form & suppOrting documents are due to Marla Howard by 4:00pm (See contact information below). | *For extenuating circumstances that have been approved by Brian Hartsell (AGM) that have not already been turned in, can still be submitted to Marla (by 10:00am) | | If you have a PowerPoint presentation, you must email it to Marla to be saved & ready for Wednesday's MSD Board Meeting | |

^{**}Marla Howard <u>mahoward@msd.utah.gov</u> Brian Hartsell <u>bhartsell@msd.utah.gov</u> or Tabitha Mecham <u>tamecham@msd.utah.gov</u>

MSD Office: MSD Board Agenda Item Request Form

This form and supporting documents (if applicable) are due the Thursday before the MSD Board Meeting the following Wednesday at 4:00pm

| Date Received (Office Use) | |
|-------------------------------|--|
|-------------------------------|--|

| Date of Request: | |
|--------------------------------|--|
| Requested by: | |
| Requested MSD Board Date: | |
| Topic/Discussion Title: | |
| Description: | |
| Requested Action: ¹ | |
| Presenter(s): | |
| Time Needed:2 | |
| Time Sensitive ³ | |
| Specific Time(s) ⁴ | |
| Contact Name & Phone: | |

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

² Assumed to be 10 minutes unless otherwise specified.

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

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