

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)	
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Date of Request	
Requesting Staff Member	
Requested MSD Board Date	
Topic/Discussion Title	
Description	
Requested Action¹	
Presenter(s)	
Time Needed:²	
Time Sensitive³	
Specific Time(s)⁴	
Contact Name & Phone	

¹ What 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.