



## MSD Agenda Request Process

Step 1: *Fill out the MSD Agenda Request Form* completely.

\*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.

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

\*\*Ina Oviatt [ioviatt@slco.org](mailto:ioviatt@slco.org), Bart Barker [bbarker@slco.org](mailto:bbarker@slco.org)

**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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<b>Date of Request</b>	
<b>Requested by:</b>	
<b>Requested MSD Board Date</b>	
<b>Topic/Discussion Title</b>	
<b>Description</b>	
<b>Requested Action<sup>1</sup></b>	
<b>Presenter(s)</b>	
<b>Time Needed:<sup>2</sup></b>	
<b>Time Sensitive<sup>3</sup></b>	
<b>Specific Time(s)<sup>4</sup></b>	
<b>Contact Name &amp; Phone</b>	

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