



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 (by 10:00am)		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, Bart Barker 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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Date of Request	
Requested by:	
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.