

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)	5/4/2020
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Date of Request:	5/4/20
Requested by:	Marla Howard
Requested MSD Board Date:	05/13/2020
Topic/Discussion Title:	Budget Adjustment, recognition of unused budget for finished projects.
Description:	Several projects were completed and came in under budget. This adjustment clears the excess amount.
Requested Action:¹	None required Approval
Presenter(s):	Marla Howard
Time Needed:²	none, informational only
Time Sensitive³	no
Specific Time(s)⁴	no
Contact Name & Phone:	Marla Howard

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.