



G R E A T E R S A L T L A K E

Municipal Services District

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@msd.utah.gov, Bart Barker bbarker@msd.utah.gov

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

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

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|--------------------------------------|--------------------------|
| Date of Request: | 8/6/2021 |
| Requested by: | Marla Howard |
| Requested MSD Board Date: | 8/11/2021 |
| Topic/Discussion Title: | Audit Committee Report |
| Description: | Report from Sean Clayton |
| Requested Action:¹ | Informational |
| Presenter(s): | Sean Clayton |
| Time Needed:² | 5 minutes |
| Time Sensitive³ | no |
| 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.