



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 12:00 pm Wednesday, a week prior to the 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>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Monday</u>	<u>Tuesday</u>
MSD Agenda Request Form & supporting documents are due to Tabitha Mecham by 4:00pm (See contact information below).	*For extenuating circumstances that have been approved by Marla Howard (GM) that have not already been turned in, can still be submitted to Tabitha (by 10:00am)	If you have a PowerPoint presentation, you must email it to Tabitha to be saved & ready for Wednesday's MSD Board Meeting		

**Tabitha Mecham tamecham@msd.utah.gov, Brian Hartsell bhartsell@msd.utah.gov or Marla Howard mahoward@msd.utah.gov

MSD Office: MSD Board Agenda Item Request Form

This form and supporting documents (if applicable) are due the Wednesday before the MSD Board Meeting the following Wednesday at 12:00pm

Date Received (Office Use)	
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Date of Request	7/6/2022
Requesting Staff Member	Crystal Hulbert
Requested MSD Board Date	7/13/2022
Topic/Discussion Title	Budget Adjustment for Margarethe Road Stabilization EFCMC190007
Description	Budget Adjustment to move \$100,000.00 to Margarethe Road Stabilization EFCMC190007 from Pinecrest Overlay EFCMC210014. Due to construction inflation costs, Margarethe Road Stabilization came in slightly over budget.
Requested Action¹	Approval
Presenter(s)	Crystal Hulbert
Time Needed:²	5 min
Time Sensitive³	Yes
Specific Time(s)⁴	N/A
Contact Name & Phone	Crystal Hulbert 385-468-6623

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