



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	2/2/2023
Requesting Staff Member	Steven Kuhlmeier
Requested MSD Board Date	2/8/2023
Topic/Discussion Title	Approve contract modification for 2820 S Sidewalk Project in Magna Metro Township
Description	Contract modification is to increase the authorized fee for Wall Consultant Group by \$63,415.17 to a new total of \$215,291.03. The increased cost is due to the expanded scope of the project and associated design engineering costs as well as the completion of utility test holing to verify design. This added cost was included in the previously approved modification to the Federal Aid Agreement and associated project budget increase.
Requested Action¹	Approval
Presenter(s)	Steven Kuhlmeier
Time Needed:²	5 min
Time Sensitive³	Yes
Specific Time(s)⁴	N/A
Contact Name & Phone	Steven Kuhlmeier 385-468-6624

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.