

Municipal Services District (MSD): MSD Board of Trustees Agenda Item Request Form

Date Received (office use)	
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Date of Request	March 3, 2016
Requesting Staff Member	Kimi Barnett
Requested Council Date	March 8, 2016
Topic/Discussion Title	Update on Township and Metro Services Executive Position
Description	I would like to give the Board an update on the hiring process for the Township and Metro Services Executive Position.
Requested Action¹	Informational
Presenter(s)	Kimi Barnett
Time Needed²	5 minutes
Time Sensitive³	
Specific Time(s)⁴	
Contact Name & Phone	Kimi ext. 8-7007
Please attach the supporting documentation you plan to provide for the packets to this form. While not ideal, if supporting documents are not yet ready, you can still submit them by 10 am the Friday morning prior to the COW agenda. Items without documentation may be taken off for consideration at that COW meeting.	

MSD General Manager approval:



¹ What you will ask the MSD Board of Trustees 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 to scheduled on the requested date.

⁴ If important to schedule at a specific time, list a few preferred times.