

# OCHOCO WEST WATER & SANITARY AUTHORITY

## Agenda Item Request Form

**Instructions:** This form must be completed and submitted to the OWWSA Office at least **seven (7) days prior** to the scheduled Board meeting. Submission of this form does not guarantee a place on the agenda; items are placed at the discretion of the Board President and Manager.

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### SECTION 1: REQUESTOR INFORMATION

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

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### SECTION 2: ITEM DETAILS

**Requested Meeting Date:** \_\_\_\_\_

**Title of Agenda Item:** \_\_\_\_\_

**Summary of Topic:** *(Please provide a brief description of the matter to be discussed. Attach additional sheets if necessary.)*

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**Action Requested (Check one):**

- Discussion Only:** For informational purposes or to provide an update.
- Board Decision/Vote:** A formal motion or approval is required.
- Presentation:** A scheduled report (please note: 3 minutes of allotted time for presentation).

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### SECTION 3: SUPPORTING DOCUMENTATION

Are you providing attachments?  Yes  No

*(e.g., maps, photos, written proposals, or quotes. Please provide digital copies if possible.)*

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### SECTION 4: ACKNOWLEDGMENT

I understand that this request is subject to public meeting laws and that all information provided may become part of the public record. I also understand that I (or a designated representative) should be present at the meeting to speak to this item.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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#### Submission Options:

- **Email:** [office@owwsa.net](mailto:office@owwsa.net)
- **In-Person/Mail:** 5488 NW Prine Rd., Prineville, OR 97754