

MEMORANDUM

**TO: RIVANNA WATER & SEWER AUTHORITY &
RIVANNA SOLID WASTE AUTHORITY
BOARD OF DIRECTORS**

FROM: THOMAS L. FREDERICK, EXECUTIVE DIRECTOR

**SUBJECT: CONSIDERATION OF RECOMMENDATION TO CANCEL
AUGUST 25, 2008 BOARD MEETINGS**

DATE: JULY 28, 2008

Although the Board of Directors establishes monthly meetings during its annual review of a calendar of meetings, it has been established in practice that the Board takes one month “off” during the summer when it is possible for staff to arrange the need for Board actions so as not to disrupt the business of the Rivanna Authorities. Further, when meetings are cancelled in a particular month, either Authority can always call a special meeting through the Chairman if an unforeseen issue comes up requiring urgent action.

At this time the staff does not anticipate the need for actions by the Board of Directors of either the RWSA or RSWA during the month of August, and recommends the Board cancel the respective regularly scheduled meeting for August 25, 2008. If the meeting is cancelled, legal notice of the cancellation will be provided to the media.

Board Action Needed:

Action is requested to cancel the August 25, 2008 Board of Directors meetings of the Rivanna Water & Sewer Authority and Rivanna Solid Waste Authority by the appropriate Board.