

MEMORANDUM

TO: Authority Members

FROM: General Manager

DATE: September 4, 2003

RE: Minutes of August 13, 2003 Administrative Committee Meeting

A regularly scheduled meeting of the Administrative Committee was held on Wednesday, August 13, 2003. Members present were Mr. Bill Griffith, Dr. Thomas Campanella and Mr. Jimmie Perkins. Also present were board members Mr. McGuire Martin, Mr. Don Ayres, and Mr. Thom Blas. Mr. Griffith, chairman of the committee, called the meeting to order and presented the following items:

Item #1 – Ms. DeLaine Emmert – 19 La Caribe Drive – Request for waiver of late fees due to late payment of annual lease fee

Ms. Bolman called the board's attention to the time line provided in their background material regarding the payment history on the account and said that staff recommended against waiving the late fee for Ms. Emmert at 19 La Caribe Drive. A discussion followed.

**Upon motion of Dr. Campanella, seconded by Mr. Perkins, the committee unanimously recommended denying the request by Ms. DeLaine Emmert, 19 La Caribe Drive, for waiver of late fees due to late payment of her annual lease fee. (3-0)**

Item #2 – Staff Report on Lease Fees on Dues and Memberships

Mr. Matt Dannheisser, SRIA legal counsel, reported that he was working with the Escambia County staff and Mr. Richard Lott, bond counsel, to pursue a waiver for lease fees on dues and memberships.

Minutes  
Santa Rosa Island Authority  
Administrative Committee  
August 13, 2003

Item #3 – Revised Travel Policy

Ms. Mary Bolman presented a draft of a new travel policy providing for updated rates for mileage, meals, and lodging in accordance with new standards adopted by the State of Florida. She requested the board's review and comment and noted that the policy would be presented for final approval at the September 10, 2003 board meeting.

**Upon motion of Mr. Perkins, seconded by Dr. Campanella, the committee unanimously accepted the proposed policy for review and action by the Board on September 10, 2003. (3-0)**

Item #4 – Report on Financial Statements and Expenditures

Ms. Nita Omley presented and reviewed the report on financial statements and expenditures.

**Upon motion of Mr. Perkins, seconded by Dr. Campanella, the committee unanimously recommended acceptance of the report on financial statements and expenditures. (3-0)**

Item #4 – Promotions & Events Report

Ms. Mary Bolman reviewed the Promotions & Events Report and stated that the report was available in the board's background material, noting that Coast Guard Appreciation Day would be held the upcoming Saturday at the Quietwater Beach Pier. A discussion followed.

There being no further business before the committee, the meeting was adjourned.

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Monte E. Blews  
General Manager

MEB:mks

(Please note that the Santa Rosa Island Authority does not make verbatim transcripts of its meetings, although the meetings are tape-recorded. Any person desiring a verbatim transcript of a meeting of the Santa Rosa Island Authority will need to independently secure such verbatim transcript.)