

**Leon County Research and Development Authority**  
**Board of Governors Meeting**  
Thursday, April 4, 2019  
11:00am to 1:30pm  
Knight Administrative Centre  
1736 W Paul Dirac Drive, Tallahassee, FL 32310

**Minutes**

**Members in Attendance:** Dave Ramsay, Kim Williams, Anne Longman, April Salter, Kristin Dozier, Keith Bowers, Ray Bye, John Dailey, Paul Dean, Eric Holmes, Kimberly Moore.

**Members Not in Attendance:** None.

**Guests:** Stephanie Shoulet, NAI Talcor; Melissa VanSickle, Nelson Mullins Broad & Cassel; Ron Miller, Michael Tentnowski, Denise Bilbow, and Peggy Bielby, LCRDA Staff.

**1. Call to Order**

Chair Dave Ramsay called the meeting to order at 11:04am.

**2. Introductions**

All present introduced themselves.

**3. Modifications to the Agenda**

Ron Miller requested a modification to the agenda to provide trail update and a surface change consideration, to be addressed during the Executive Director's report.

*Kimberly Moore offered a motion to modify the addenda as requested. Ray Bye seconded the motion which passed unanimously.*

**4. Public Comment**

None.

**5. Approval of Draft Meeting Minutes, February 7, 2019**

*Ray Bye offered a motion to approve the February 7, 2019 Board of Governors meeting minutes. Anne Longman seconded the motion which passed unanimously.*

**6. Consent Agenda**

- a. Executive Committee Report, March 26, 2019
- b. Audit Committee Report, February 28, 2018
- c. Treasurer's Report
- d. Monthly Financial Reports
  - i. January 2019
  - ii. February 2019
- e. Investment Reports
  - i. January 2019
  - ii. February 2019
- f. Audited Financial Statements 2017-2018

Executive Committee and Audit Committee request ratification of their approval of the Audited Financial Statements for the fiscal year ended September 30, 2018. The auditor's report included an unmodified opinion and the auditors identified no issues related to internal controls, or recommendations to management.
- g. Big Bend Floor Covering, LLC Agreement

Executive Committee requests ratification of its approval to award to Big Bend Floor Covering, LLC a contract in the amount of \$22,497.95 for the replacement of carpet in the Johnson Building National Park Service leased space in compliance with GSA lease requirements. This amount was not budgeted for this fiscal year. The authority received the three attached bids for both roll carpet and carpet squares.

*h. Innovation Park TLH, Inc. Loan Agreement*

Executive Committee requests ratification of its approval of a Loan Agreement with Innovation Park TLH, Inc. (IPTLH) for the periodic advancement of funds to meet the initial working capital needs of IPTLH. The loan shall be non-interest bearing, payable upon demand by the Authority, with a maximum amount of \$10,000. The maximum amount may be increased by agreement of the parties via amendment to the Loan Agreement. The Authority will annually review the ability of IPTLH to repay the debt and may demand payment accordingly.

*Kim Williams offered a motion to approve the Consent Agenda. Ray Bye seconded the motion which passed unanimously.*

*April Salter joined the meeting at 11:07am.*

**7. Collins Building Repair & Renovation Agreement**

Executive Committee requests ratification of its approval to award to Oliver Sperry Renovation & Construction, Inc. the contract in the amount of \$157,345 for RFP 19-02 for repair & renovation of the Collins Building. Based on a preliminary estimate, the board approved a budget of \$70,000 for the project when approving the RFP. A report detailing staff's review and recommendation is attached.

Ron Miller explained the concern that the less-detailed lower bids were unreliably low, yielding the potential for extensive change orders. Although both responding firms were qualified to perform the required services, Oliver Sperry demonstrated a more professional approach to its proposal and inspired greater confidence in its ability to deliver the required services at the proposed price and on schedule. After discussion the Board agreed that the contract should be awarded to the higher bidder, Oliver Sperry.

*Kimberly Moore offered a motion to ratify the Executive Committee's approval of the award to Oliver Sperry. Kim Williams seconded the motion which passed unanimously.*

**8. Business Incubator Discussion**

- a. EDA Grant Debrief*
- b. Next steps related to the development of the Business Incubator*
- c. Governance structure*

Michael Tentnowski provided an update on the EDA funds availability, possible options going forward, and next steps depending on legislative action. Michael also outlined the history and the current state of the area entrepreneurial ecosystem, programs and providers, and discussed where the Innovation Park programs and plans fit. He proposed an 8-week course focusing on SBIR/STTR training. Ken Lawson, executive director of the Department of Economic Opportunity has been contacted regarding support for a FAST Partnership Program funding. Ron Miller explained the governance structure for Innovation Park TLH, and Dave Ramsay asked for suggestions for candidates for both the Innovation Park TLH Board of Directors and Client Services Board.

*John Dailey joined the meeting at 11:38am.*

**9. Compensation Committee Discussion**

As requested by the Executive Committee, staff will present a proposal to form a compensation committee to review the salaries and benefits provided by the Authority.

Dave Ramsay explained that the 3-member committee will develop and recommend to the Board compensation strategies, goals, and purposes that are competitive with local entities of similar size and stature. The intent is to ensure that members of management and staff are rewarded

appropriately for their contributions to the Authority and the community. Ron Miller explained the items to be reviewed and a tentative schedule.

Kimberly Moore agreed to serve as committee chair, and to recruit another member from the private sector. Paul Dean and April Salter agreed to serve on the committee and Kristin Dozier agreed to ask Vince Long for a recommendation of someone from Leon County HR to assist.

## **10. Chair's Report**

### **a. TechGrant Pitch Night Governor Participation**

Dave Ramsay encouraged Board participation in the May 16 TechGrant Pitch Night and asked that everyone sign up under at least one activity. April Salter offered additional volunteers from her office.

*Kimberly Moore left the meeting at 12:31pm.*

## **11. Staff Reports**

### **a. Executive Director**

Ron Miller reported that Danfoss is looking to lease office space during its construction, and Morgan Building space FSU IT Services is vacating is now listed on Loopnet. There are meetings with growth management and FSU regarding amending the PUD and aligning it with FSU's master plan; Covenants and Restrictions are being reviewed by counsel.

Trail permits should be issued in one week. The planned surface material of crushed shell is no longer available, and instead Leon County Public Works suggested a recycled asphalt product.

*Kim Williams offered a motion to approve the use of the recycled asphalt product in construction of the central pond trail as discussed. Kristin Dozier seconded the motion which passed unanimously.*

*Keith Bowers left the meeting at 12:49pm.*

### **b. Director of Entrepreneurship**

Michael Tentnowski reported he is attending the InBIA conference next week and will meet with Mark Long and Tom O'Neal, and also with Brittany Sickler the national SBA SBIR/STTR grant program manager.

### **c. Director of Programs and Communications**

Denise Bilbow reported that TechGrant has nine applicants and \$8750 in sponsorships. Video updates of past winners and an Innovation Park update are being produced by the MagLab. March 6 TechTopics was well attended, next one is in August. We will partner with WFSU and host an EcoCitizen Project trail walk on April 26 as part of the 2019 City Nature Challenge.

### **d. Property Manager**

Stephanie Shoulet reported that numerous maintenance items have been completed.

## **12. New Business**

None.

## **13. Adjourn**

The meeting adjourned at 1:27pm.

**Next Meeting: Thursday, June 6, 2019**

11:00am – 1:30pm

Knight Administrative Centre

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Tallahassee, FL 32310

(Subsequent meetings held the first Thursday of even numbered months.)