

Leon County Research and Development Authority
Executive Committee Meeting
Knight Administrative Centre
1736 West Paul Dirac Drive, Tallahassee, FL 32310
Wednesday, March 29, 2017, 3:00pm

Minutes

Members in Attendance: Chair Anne Longman, Vice Chair Eric Holmes, Immediate Past Chair Kristin Dozier, Treasurer Dave Ramsay.

Members Absent: None.

Others in Attendance: Ron Miller, Executive Director; Denise Bilbow, Director of Programs and Communications; Peggy Bielby, Administrative Coordinator, LCRDA; Melissa VanSickle, Broad and Cassel

1. Call to Order

The meeting was called to order by Chair Anne Longman at 3:05pm.

2. Introduction of Guests

None.

3. Modifications to the Agenda

None.

4. Public Comment

None.

5. Approval of Draft Meeting Minutes, November 3, 2016

Kristin Dozier offered a motion to approve the draft minutes. Eric Holmes seconded the motion which passed unanimously.

6. Project Campus

Documents related to this agenda item are confidential pursuant to Ch. 288.075, Florida Statutes. Dave Ramsay disclosed that he recused himself from voting on this item and executed and filed Form 8B Memorandum of Voting Conflict.

Committee discussed Project Campus and directed Ron Miller to negotiate certain changes and additions to the agreements.

7. Avalanche Consent to Mortgage on Leasehold Interest

Kristin Dozier offered a motion to ratify the Chair's approval of an agreement with Avalanche Partnership and Sunshine Community Lender consenting to a mortgage on the leasehold interest on lots 2E and 3E consistent with the requirements under Article 7 of the

Authority's lease agreement with Avalanche; and to ratify the Chair's consent to Broad and Cassel's conflict of interest due to its representation of Sunshine in connection with the mortgage, and representation of the Authority as General Counsel. Dave Ramsay seconded the motion which passed unanimously.

Melissa VanSickle left the meeting at 4:22pm.

8. Audited Financial Statements

Kristin Dozier offered a motion to approve the Audited Financial Statements for the fiscal year ended September 30, 2016. Dave Ramsay seconded the motion which passed unanimously.

9. RFP 17-01 Professional Auditing Services

Kristin Dozier offered a motion to approve RFP 17-01 Professional Auditing Services. Eric Holmes seconded the motion which passed unanimously.

10. HVAC Preventative Maintenance Contract

Kristin Dozier offered a motion to ratify the Chair's approval of a services agreement with Parker Services to provide HVAC preventative maintenance services at an annual cost of \$11,572. Eric Homes seconded the motion which passed unanimously.

11. Purchasing Policy

Dave Ramsay offered a motion to approve the Staff requested changes to policy 11-03 Purchasing Policy. Eric Holmes seconded the motion which passed unanimously.

12. Credit Card Policy

Dave Ramsay offered a motion to approve the Staff requested changes policy 11-15 Credit Card Policy. Kristin Dozier seconded the motion which passed unanimously.

13. Jumpstart Update

Kristin Dozier provided an update on the JumpStart Incubator project.

14. Working with CRTPA and Road Prioritization Discussion

Kristin Dozier provided an update on the CRTPA and Providence Neighborhood discussions.

Kristin Dozier left the meeting at 5:23pm.

15. Chair's Report

None.

16. Director of Programs and Communications Report

Denise Bilbow provided an update on EEP, Entrepreneurs Club, Tech Grant Elevator Pitch night (May 17, 2017), Tech Topics, Science Festival (Oct. 28, 2017), Discovery on Parade, social media/SEO, and strategic partnerships.

17. Executive Director's Report

Ron Miller provided an update on Bing Energy, EEP funding, property manager changes, Tech Grant funds returned, and leasing prospects.

18. New Business

Ron Miller reminded the Committee that he had been directed to issue an RFP for legal services near the conclusion of the current agreement. He indicated that he had begun planning the schedule for the RFP and would begin drafting in April.

Dave Ramsay offered a motion to direct the Executive Director to extend the General Counsel contract for one year, and defer an RFP. Eric Holmes seconded the motion, which passed unanimously.

19. Adjourn

The meeting adjourned at 5:55pm.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Ramsay, David		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Leon County Research and Development Authority	
MAILING ADDRESS 9048 Shoal Creek Drive		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Tallahassee	COUNTY Leon	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 03/29/2017		NAME OF POLITICAL SUBDIVISION:	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, David Ramsay, hereby disclose that on March 29, 2017 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____ ;
- inured to the special gain or loss of my relative, _____ ;
- inured to the special gain or loss of Project Campus Company, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Project Campus is an economic development project being considered by the Board of Governor's of the Leon County Research and Development Authority to which I am appointed. The details of the project are confidential pursuant to Section 288.075, Florida Statute. I am retained by the company associated with the project, and therefore recuse myself from voting on the matter before the Board.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

March 29, 2017

Date Filed

David B. Ramsay
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.