

Leon County Research and Development Authority
Executive Committee Meeting
Knight Administrative Centre
1736 W Paul Dirac Drive 32310
Thursday, March 8, 2018, 11:00am

Minutes

Members in Attendance: Chair Dave Ramsay, Immediate Past Chair Anne Longman, Vice Chair Kim Williams, Member at Large Kristin Dozier, Treasurer April Salter.

Members Absent: None.

Others in Attendance: LCRDA Staff: Ron Miller, Executive Director; Michael Tentnowski, Director of Entrepreneurship; Denise Bilbow, Director of Programs and Communications; Peggy Bielby, Administrative Coordinator.

1. Call to Order

The meeting was called to order at 11:13am.

2. Introduction of Guests

All present introduced themselves.

3. Modifications to the Agenda

None.

4. Public Comment

None.

5. Approval of Draft Meeting Minutes: November 6, 2017

April Salter offered a motion to approve the meeting minutes of November 6, 2017. Kristin Dozier seconded the motion which passed unanimously.

6. Audit Report, Fiscal Year 2016-17

Staff requests the Executive Committee approve the Audited Financial Statements for fiscal year 2016-2017, as recommended by the Audit Committee, and direct the item be placed on the consent agenda for ratification by the Board at its next meeting.

April Salter offered a motion to approve the Audited Financial Statements for fiscal year 2016-17, as recommended by the Audit committee and to place the item on the consent agenda for ratification by the Board at its next meeting. Anne Longman seconded the motion which passed unanimously.

7. Morgan Building Lease: FSU IT Services

Staff requests approval of a standard form university lease with Florida State University Board of Trustees for approximately 11,145 sf (subject to final measurement) in the Morgan Building at \$16.60 per square foot. The term of the lease is expected to be between 9 and 12 months with an option to continue on a month-to-month basis by mutual agreement of the parties. Other than ordinary repairs,

no significant renovations will be made, and FSU will be responsible for data/communications related improvements and any other costs related to the relocation.

Dave Ramsay recommended that because the Park will soon be at almost 100 percent occupancy, the Park lease rate be re-evaluated soon for all properties. Ron Miller asked that the motion be amended to allow him to address minor deviations in the terms of the agreement as it becomes finalized, subject to approval by the Chair.

Anne Longman offered a motion, as amended, to approve the lease. Kristin Dozier seconded the motion, which passed unanimously.

8. Trail Agreement

Staff requests approval to enter into an agreement with Leon County for the design, permitting, and construction of the Central Pond Trail substantially in the form of the draft agreement. The contract includes an estimated project cost of \$147,923.61 plus a contingency allowance of \$36,980.90, for a total estimated cost of \$184,904.51. The Authority will be liable for the actual cost of the project. It will have the opportunity to cancel the project after the design phase but would be liable for the design phase costs. The County's administrative fee included in the total cost is \$1,921.09, or 2% of the Construction Cost. The agreement is subject to approval by the Leon County Board of County Commissioners at its March 27, 2018 meeting.

Kristin Dozier recused herself from the discussion and the vote on this item. Form 8B Memorandum of Voting Conflict for County Municipal and Other Public Officers is incorporated as part of these minutes.

Anne Longman offered a motion to approve the agreement. Kim Williams seconded the motion which passed 4-0 with one recusal.

9. Director of Entrepreneurship-Michael Tentnowski

Director of Entrepreneurship Michal Tentnowski introduced himself, provided his first impressions, and summarized his community meetings to date, as well as his objectives, actions, and timeline.

The Executive Committee reviewed and discussed the FSU/Airport Gateway project update.

10. Chair's Report

Dave Ramsay reported on the Fact-Finding Tour on February 23, 2018 to the UF Sid Martin Biotechnology Institute and UF Innovate | The Hub, that was led by Mark Long, Director of UF Incubation Services. The Board of Governor members who participated in the tour did not discuss, review, or consider any issues reasonably expected to come before the Board for a vote. Participants on the tour, including several community members, provided their post-tour comments and observations in writing to Ron Miller, and he will share the unattributed comments.

The nominations for the Board of Governors: three current positions expire Sept. 30, 2018. The Executive Committee discussed increasing the Board membership from 11 to 13, and/or strategically appointing community members to work groups or advisory committees. Ron will ascertain if all three are interested in serving another 4-year term and place an item on the next Board of Governor's meeting agenda for discussion.

On March 15, 2018 Dave will host a Past Chairs Coffee for past LCRDA Chairs and invited past Board members to thank them for their former service and provide an update on the current plans for Innovation Park. Members of the current Board of Governors are welcome to attend.

11. Executive Director's Report

Ron Miller provided an update on prospects for the Collins and Morgan Buildings. The FSU Center for Biomedical and Toxicological Research lease was renewed under the same terms. Landscaping services, a value of less than \$50,000, is currently being bid in accordance with the Authority's Purchasing Policy. Property Management is due for an RFP and Ron will begin the process. The FAMU EDA Grant Agreement terms are being discussed. Restroom renovations at the Morgan Building and Fuqua Atrium are underway with NAI TALCOR managing the process as a repair.

For the General Counsel contract, the Board directed an RFQ and policy requires a review of contracts every three years. Ron stated that current general counsel is cost conscious, well informed, and available. The Executive Committee agreed that an RFQ was not needed at this time.

Anne Longman offered a motion to recommend to the Board that it retain general counsel for another year. Kim Williams seconded the motion, which passed unanimously.

Kim Williams left the meeting at 1:16pm.

12. Director of Programs and Communications Report

Denise Bilbow reported that the new Innovation Park website is launched and the former LCRDA.org website has been consolidated into it. Full color booklets are available; OEV and the airport are also distributing them. TechTopics on March 28, 2018 will be held at HPMI. Tech Grant applications are due, Pitch Night is May 16 at Goodwood, and sponsorships are currently being accepted.

13. New Business

None.

14. Adjourn

The meeting was adjourned at 1:32pm.

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

LAST NAME—FIRST NAME—MIDDLE NAME Dozier, Kristin Elizabeth	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Executive Cmmt., Leon Co. Research & Development Authority
MAILING ADDRESS 301 South Monroe Street, 5th Floor	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY Tallahassee	COUNTY Leon
DATE ON WHICH VOTE OCCURRED March 8, 2018	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, Kristin Dozier, hereby disclose that on March 8, 20 18 :

(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 benefit of the Leon County Commission, an entity that I represent, _____ ;
- ☐ inured to the special gain or loss of _____, 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:

On March 8, 2018, the Executive Committee of the Leon County Research & Development Authority was asked to approve and enter in to an agreement with Leon County for the design, permitting and construction of a multi-use trail at Innovation Park. The agreement is also subject to approval by the Leon County Board of County Commissioners at its March 27, 2018 meeting.

As an elected member of the Leon County Board of County Commissioners, I do not believe there is a conflict of interest, but I understand there may be an appearance of a conflict and therefore I recused myself from the discussion and the vote on this item at the March 8, 2018 meeting of the Executive Committee of the Leon County Research & Development Authority.

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.

3/9/18
Date Filed

Kristin Dozier
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.