

Leon County Research and Development Authority
Executive Committee Meeting
Knight Administrative Centre
1736 W Paul Dirac Drive 32310
Wednesday, May 23, 2018, 2:00pm

Minutes

Members in Attendance: Chair Dave Ramsay, Immediate Past Chair Anne Longman, Member at Large Kristin Dozier, Treasurer April Salter (via telephone).

Members Absent: Vice Chair Kim Williams.

Others in Attendance: LCRDA Staff: Ron Miller, Executive Director; Peggy Bielby, Administrative Coordinator.

1. Call to Order

The meeting was called to order at 2:08pm.

2. Introduction of Guests

All present introduced themselves.

3. Modifications to the Agenda

1. As required by the Bylaws, the Committee must vote to approve April Salter's participation in the meeting via telephone.

Kristin Dozier offered a motion to allow April Salter to participate on the meeting by electronic means. Anne Longman seconded the motion, which passed unanimously.

2. Ron Miller pulled Agenda Item 14 from the agenda.

4. Public Comment

None.

5. Approval of Draft Meeting Minutes: March 8, 2018

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

6. Morgan Building Lease Amendment: FSU IT Services

Staff requests approval of an amendment to the lease with Florida State University Board of Trustees for FSU IT Services Space in the Morgan Building to reduce the leased square footage from 11,044 to 10,059 square feet effective April 1, 2018 and increase the square footage to 13,269 square feet effective June 1, 2018. The rental rate is reduced from \$15,277.53 per month to \$13,914.95 per month effective April 1, 2018 and increased to \$18,355.45 per month effective June 1, 2018.

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

7. Partial Release of Lease-National Magnetic Lab Parcels 4A-10A

Staff requests approval to submit to the Board for its approval a Partial Release of Lease with the Board of Trustees of the Internal Improvement Trust Fund (BTITF) for parcels 4A-10A occupied by facilities of the National High Magnetic Field Laboratory. This release was requested by BTITF to formally complete the transfer of the property previously executed on July 30, 1991. In accordance with Florida Statute, and the Authority Bylaws, the release must be approved by the Authority's Board at meeting where the appointees of the affiliated institutions of higher education are present.

Anne Longman offered a motion to approve the submission to the Board for its approval the Partial Release of Lease. April Salter seconded the motion, which passed unanimously.

8. Innovation Park Tech Grant Award Agreements

Staff requests approval of the award agreements for the first-place prize of \$15,000 and the second-place prize of \$10,000. The awards were determined at the Pitch Night Event on May 16, 2018, and the winners are DiaTech Diabetic Technologies (first place) and NeuroJungle (second place).

Kristin Dozier offered a motion to approve the award agreements. Anne Longman seconded the motion, which passed unanimously.

9. Restroom Partitions Bid

The Chair requests ratification of his approval of an \$11,068 purchase of partitions related to the Fuqua Atrium restroom renovations. The amount and use of funds is in the approved budget. Talcot requested approval in accordance with the purchasing policy for amounts over \$10,000, as well accepting only two bids rather than three. A second bid was received for \$21,700, and a third vendor declined to bid. Staff believes the dollar amount is appropriate, and the best price is from the dominant vendor that other contractors Talcot contacted indicated they would get bids from if they were to do the job. Staff requested Chair approval to move forward with this vendor in order to keep the project on schedule, and once completed, in order to move forward with the interior Morgan restroom renovations. The urgency is driven by FSU IT services staff moving in which will increase the need for the restroom capacity as soon as possible.

Anne Longman offered a motion to ratify the approval. Kristin Dozier seconded the motion, which passed unanimously.

10. Janitorial Services RFP 18-02

Staff requests approval to issue RFP 18-02 for Janitorial Services. The current agreement expires August 31, 2018. Proposals will be evaluated by Talcot and staff and presented to the Executive Committee for approval.

April Salter offered a motion to approve the issuance of RFP 18-02. Kristin Dozier seconded the motion, which passed unanimously.

11. Property Management and Accounting Services RFP 18-03

Staff requests approval to issue RFP 18-03 for Property Management and Accounting Services. The current agreement expires September 30, 2018. Staff further requests the Chair form a committee of the Board to evaluate proposals and to make recommendations to the Board for the award of an agreement.

Anne Longman offered a motion to approve the issuance of RFP 18-03. Kristin Dozier seconded the motion, which passed unanimously.

12. Innovation Park SBIR/STTR Program FAMU Grant Funding

Staff requests approval of an agreement with Florida A&M University (FAMU) for the Authority to develop and operate a comprehensive Small Business Innovation Research / Small Business Technology Transfer (SBIR/STTR) training program, and to receive \$45,000 in Economic Development Administration Regional Innovations funding over three years to be matched by internal Authority funds in the form of salaries and benefits. The goal of creating this program is to educate researchers so that they can increase the amount of won SBIR/STTR awards for the region, while elevating Florida's ranking on projects won and dollar amounts brought into the state. Special emphasis will be placed on attracting economically and/or socially disadvantaged individuals to the training. An agreement, substantially in the form as attached, is being reviewed by FAMU. Staff requests approval for the Chair to approve any required changes and to execute the document.

After discussion, the Executive Committee added the requirement that the final version of the agreement be reviewed by the Authority's general counsel prior to its approval by the Chair.

Anne Longman offered a motion to approve the Chair's authority, as amended, to approve and execute the agreement. Kristin Dozier seconded the motion, which passed unanimously.

13. Formation of Innovation Park TLH, Inc., a Florida Non-Profit Corporation

Staff requests approval to form Innovation Park TLH, Inc., a Florida Non-Profit Corporation for the purpose of providing business incubation and acceleration education programs and providing supporting facilities and services.

After discussion, the Executive Committee directed staff to bring back a more detailed explanation of the proposed organizational and operational structure of the 501(c)(3) non-profit organization, as well as some examples of similar organizations, preferably in Florida.

14. Collins Building Renovation RFQ 18-04

Staff requests approval to issue RFQ 18-04 for Collins Building Renovation. Staff further requests the Chair form a committee of the Board to evaluate proposals and to make recommendations to the Board for the award of an agreement.

Ron Miller pulled this item from consideration, explaining that the specifications for the renovation are incomplete. A prospective tenant for Collins is unable, at this time, to commit to more than the 1,600sf lab space. If possible, the prospective tenant will lease a total of 8,000sf and will require only minimal renovation of the space. Under any scenario, the prospective tenant will lease the 1,600sf lab space.

Notwithstanding the removal of this item from the agenda, Ron Miller asked for approval by the Executive Committee for a Collins Building lease rate of \$16.60 psf, applicable to both lab and office space.

Anne Longman offered a motion to approve the lease rate. Kristin Dozier seconded the motion, which was approved unanimously.

April Salter left the meeting at 4:10pm.

15. Length of Officer Terms Discussion

Dave Ramsay led a discussion of the proper term of the Chair's office and reviewed the past 35 years, noting the Bylaws set forth one-year terms, although a Chair may serve more than one term. The Committee also discussed the creation of a Chair-elect position in place of the Vice-chair position. Term changes may necessitate the Bylaws and/or the Charter to be revised. The Committee decided to continue the conversation at the Board meeting if time allows.

16. Chair's Report

17. Executive Director's Report

Michael Tentnowski has already created and is implementing several programs. Trail planning is moving forward, and Ron has already spoken with one prospective Board applicant.

18. New Business

None.

19. Adjourn

The meeting adjourned at 4:33pm.