

**Leon County Research and Development Authority**  
**Board of Governors Meeting**  
Collins Building  
2051 East Paul Dirac Drive  
Tallahassee, FL 32310

February 4, 2021  
11:00am to 1:30pm

**Minutes**

**Members in Attendance in Person:** Kimberly Moore, Tom Allen, Keith Bowers, Kristin Dozier, Kevin Graham, Anne Longman, Dave Ramsay.

**Members in Attendance Virtually:** Ray Bye, John Dailey, Sonjoy Goswami, Eric Holmes, Shawnta Friday-Stroud.

**Members Not in Attendance:** None.

**Guests:** Cristina Paredes, Drew Dietrich, Kevin Gehrke, Office of Economic Vitality; Steven Jast, Research on Investment; Mary Jo Spector, FSU Research Facilities Design, Construction, and Maintenance; Cam Whitlock, Architects Lewis+Whitlock; Melissa VanSickle, Nelson Mullins Broad & Cassel; Stephanie Shoulet, NAI Talcor; Ron Miller, Michael Tentnowski, Naomi Molina, Peggy Bielby, LCRDA Staff.

**1. Call to Order**

Chair Kimberly Moore called the meeting to order at 11:03am.

**2. Introduction of Guests**

All present introduced themselves.

**3. Approval of Participation by Electronic Means**

In accordance with the Bylaws, there being a quorum of members present in person, the members of the Board present in person are required to approve participation by those participating via Electronic Means acknowledging that the COVID-19 pandemic constitutes extraordinary circumstances.

*Anne Longman offered a motion to approve participation by electronic means. Dave Ramsay seconded the motion which passed unanimously.*

**4. Modifications to the Agenda**

Ron Miller asked that consideration of the North Florida Innovation Labs Oversight Committee Charter, provided as a supplement, be added to the agenda following Item 10.

**5. Public Comment**

None.

**6. Office of Economic Vitality (OEV) and Research on Investments (ROI)**

OEV Director Cristina Paredes, and ROI provided an update to the Board on recruitment activities and opportunities to collaborate with the Authority.

**7. Approval of Draft Meeting Minutes, December 1, 2020 and December 18, 2020**

*Kristin Dozier offered a motion to approve the meeting minutes. Tom Allen seconded the motion which passed unanimously.*

**8. Consent Agenda**

- a. Treasurer's Report
- b. Monthly Financial Reports
  - i. November 2020
  - ii. December 2020
- c. Investment Reports
  - i. November 2020
  - ii. December 2020
- d. RFQ 20-01 Architectural/Engineering Professional Services RFQ 20-01 Evaluation Committee Reports
  - i. December 11, 2020
  - ii. December 17, 2020

*Kevin Graham offered a motion to approve the consent agenda items. Tom Allen seconded the motion which passed unanimously.*

**9. Office of Economic Vitality (“OEV”) Memorandum of Understanding (“MOU”)**

Staff requests approval of the attached MOU reflecting OEV’s commitment of \$2,500,000 in matching funds for the Economic Development Administration (EDA) Grant for the design and construction of the North Florida Innovation Labs. The MOU is subject to approval by the Blueprint Intergovernmental Agency Board of Directors.

*Kristin Dozier offered a motion to approve the MOU. Ray Bye seconded the motion which passed unanimously.*

**10. RFQ 20-01 Architect Services Agreement**

The RFQ 20-01 selection committee (reports included on consent agenda) ranked Architects Lewis+Whitlock (“ALW”) as its 1<sup>st</sup> choice of firms to provide architect and engineering services for the design and construction of the North Florida Innovation Labs and directed staff to negotiate an agreement with ALW. The committee requests approval of its selection of ALW as its top ranked firm. Staff request approval of the attached agreement negotiated with ALW which is consistent with the RFQ, the project budget and the associated EDA funding requirements.

*Kristin Dozier offered a motion to approve the committee’s selection of ALW, and the agreement with ALW. Tom Allen seconded the motion which passed unanimously.*

**11. North Florida Innovation Labs Oversight Committee Charter**

Ron Miller explained that the draft committee charter will allow a three-member oversight committee to be delegated authority from the Board of Governors to make construction decisions as needed for design and construction that are time sensitive. The three committee members are all Board of Governor members and the meetings will be public. The committee will provide reports to the full Board.

*Dave Ramsay offered a motion to approve the committee charter. Anne Longman seconded the motion which passed unanimously.*

**12. Florida Department of Transportation (“FDOT”) Phipps Building Lease Amendment**

The Board of Governors approved at its October 1, 2020 meeting the terms of an extension to the Authority’s lease with FDOT for the Phipps building. Staff requests approval of the attached amendment to the existing lease which reflects the agreed upon terms as well as adjustment to some maintenance related and other details to reflect the extended term beyond that contemplated in the original lease.

*Kevin Graham offered a motion to approve the lease amendment. Dave Ramsay seconded the motion which passed unanimously.*

**13. Chair’s Report**

*Kimberly Moore noted the impressive amount of progress being made on multiple fronts for the Park in the past six months.*

**14. Staff Reports**

a. Executive Director

Ron Miller reported on the incubator construction progress, financial sustainability, community and public relations, and FAMU funding.

b. Director of Entrepreneurship

Michael Tentnowski reported on the CRM research, new co-working member, EEP rebranding as TechForce, and updates on current incubator members.

c. Director of Marketing & Engagement

Naomi Molina reported the next TechTopics will be held Feb. 16 and Apr. 20, 2021, TechForce rebranding, and Tallahassee magazine ad.

d. Property Manager

Stephanie Shoulet reported on the deferred maintenance list items progress, including the two Fuqua elevators, paving, and the Knight Building deck repair, as well as other nonroutine maintenance.

**15. New Business**

None.

**16. Adjourn**

The meeting was adjourned at 1:13pm.

*UPCOMING MEETINGS AND EVENTS*

**TechTopics**

Tuesday, February 16, 2021  
11:00am – 12:00pm

**Audit Committee Meeting**

Tuesday, February 23, 2021  
11:00am – 12:00pm

**Investment Advisory Committee Meeting**

Friday, February 26, 2021  
9:00am – 10:00am

**Executive Committee Meeting**

Tuesday, March 11, 2021  
9:00am – 11:00am

**Board of Governors Meeting**  
Thursday, April 1, 2021  
11:00am – 1:30pm

**TechTopics**  
Tuesday, April 20, 2021  
11:00am – 12:00pm