

**Leon County Research and Development Authority**  
**NFIL Oversight Committee Meeting**  
Collins Building Seminar Room  
2051 East Paul Dirac Drive  
Tallahassee, FL 32310

April 19, 2021  
8:00am to 9:00am

**Agenda**

*The meeting will be live streamed on our Facebook page at: <https://www.facebook.com/InnovationParkTLH>. Due to the ongoing Coronavirus/COVID-19 pandemic, anyone wishing to address the Committee may appear in person (attendance in the room may be limited) or submit written comments by 9:00am the day before the scheduled meeting date so that the comments can be distributed to the committee members. Comments submitted after this time (up to the time of the meeting) will be accepted and included in the official record of the meeting. Email comments to: [publicinput@inn-park.com](mailto:publicinput@inn-park.com) and reference the meeting title and date in the subject line. Include your name and contact information. All times are approximate.*

1. Call to Order
2. Introduction of Guests
3. Approval of Participation by Electronic Means (if needed)  
*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.*
4. Modifications to the Agenda
5. Public Comment  
*Any public comment received prior to the meeting will be provided to the Board members in addition to any in-person public comment.*
6. Meeting Minutes—March 24, 2021 (Attachment A)
7. Schematic Design Phase Review (*To be provided as a supplement*)  
*Staff requests approval of the schematic design for the NFIL construction project subject to final schematic design adjustments required to maintain the project within budget.*
8. NFIL Oversight Committee Schedule (*To be provided as a supplement*)
9. New Business
10. Adjourn

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March 24, 2021  
8:00am to 10:00am

**DRAFT Minutes**

**Members in Attendance:** Kristin Dozier (chair), Tom Allen, Kevin Graham

**Members Not in Attendance:** None.

**Guests:** Cam Whitlock, Architects Lewis + Whitlock; Ray Bye, LCRDA Board of Governors; Ron Miller, Peggy Bielby, LCRDA staff

**1. Call to Order**

The meeting was called to order at 8:04am.

**2. Introduction of Guests**

All present introduced themselves.

**3. Approval of Participation by Electronic Means (if needed)**

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. No vote was needed as no voting members were participating via Electronic Means.

**4. Modifications to the Agenda**

Ron Miller asked that Agenda Item 8, Project Update be moved up to follow the Agenda Item 5, Public Comment.

**5. Public Comment**

None.

**6. Project Update**

- a. Schedule Review
- b. Cash Flow Projection
- c. Facility Program

Cam Whitlock and Ron Miller reviewed the project schedule, cash flow projections, and programming plans. Cam Whitlock acknowledged that the building square footage is aggressive for the given budget but that they will create some alternatives and shell spaces that will allow adjustment while meeting the EDA grant requirements. The site topography may make a 2-story building preferable. Ron Miller reviewed the research done and adjustments made to the programming and space utilization. Ray Bye asked if Danfoss or other entities are being approached now to discuss and develop partnerships and additional funding support. Ron Miller noted the EDA grant funding is based on reimbursement and reviewed the budget and discussed options for any budget shortfall and the role of the new NFIL Director in pursuing funding. Cam Whitlock reviewed the permitting and bidding process and timeline.

**7. NFIL Oversight Committee Charter Review and Discussion**

The committee will review and discuss the committee charter and the roles and responsibilities of the committee members and staff.

**8. NFIL Oversight Committee Policies and Procedures** (*see attached*)

Staff requests approval of the attached policies and procedures for the oversight of the NFIL construction project, along with any committee recommended changes.

Tom Allen noted the likely need for this committee to meet frequently, and the committee acknowledged the public meeting notice and other requirements and suggested that a set meeting schedule be established. Ron Miller noted the policies and procedure provide that he and the Chair will develop a meeting schedule in advance of project milestones.

Ray Bye noted that invoices have a 30-day payment period, and that staff should seek approval of the committee chair prior to payment. The committee agreed that it felt comfortable with staff paying invoices that had been previously approved in the project budget and/or contracts without submittal to the committee chair but that this policy should be revisited in 60 days.

After discussion, the committee suggested four changes to the draft Policies and Procedures:

- Section 1) “Scope:” add “as defined in the Committee Charter approved by the Leon County R&D Authority Board of Governors (“Board”).”
- Section 2) a) “Oversight of Design and Construction:” add meeting schedule dates to be in advance of milestone deadlines.
- Section 4) b) “Payment of Invoices for the Development:” for invoices requiring Board Chair approval, change greater than \$10,000 invoice threshold to invoices “which include amounts not previously approved by the Committee in the project budget and/or a project related contract”.
- Section 4) e): Add “At each meeting of the committee, the ED shall provide an updated project cost report which includes, at a minimum, amounts invoiced and paid by contract and phase compared to amounts budgeted and/or contracted.”

*Kevin Graham offered a motion to approve the draft NFIL Oversight Committee Policies and Procedures as amended. Tom Allen seconded the motion which passed unanimously.*

**9. New Business**

None.

**10. Adjourn**

The meeting adjourned at 9:55am.

**Next NFIL Oversight Committee Meeting:**

TBD