

**Leon County Research and Development Authority  
Executive Committee Meeting**

Collins Building  
2051 E Paul Dirac Drive  
Tallahassee, FL 32310

Tuesday, July 20, 2021  
11:00am – 1:00pm

**Minutes**

**Members in Attendance In-Person:** Kimberly Moore, Kevin Graham. Sonjoy Goswami.

**Members in Attendance Virtually:** Dave Ramsay.

**Members Not in Attendance:** None.

**Guests:** Ron Miller, Bill Lickson, Peggy Bielby (LCRDA Staff).

**1. Call to Order**

Chair Kimberly Moore called the meeting to order at 11:02am.

**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.

*Sonjoy Goswami offered a motion to approve participation by electronic means. Kevin Graham seconded the motion which was approved unanimously with Dave Ramsay not voting.*

**4. Modifications to the Agenda**

None.

**5. Public Comment**

None.

**6. Approval of Draft Meeting Minutes, May 18, 2021**

*Kevin Graham offered a motion to approve the meeting minutes. Sonjoy Goswami seconded the motion which passed unanimously.*

**7. RFP 21-02 Asphalt Paving Services**

Staff received two responses to RFP 21-02 for Asphalt Paving Services to repair and resurface the parking and driveway services surrounding the Collins, Morgan, and Johnson buildings. A summary of pricing proposals and the responses are attached. The low bidder's proposed price was \$192,115. The proposed prices are valid for 90 days through October 5, 2021. The approved budget for the project was \$89,385 and

based on a cost estimate prepared in mid-2020. Staff believes that higher than budgeted costs are due to COVID impacts on supply chain and labor costs. Staff has identified the following options and recommends option 4:

1. Accept the low bidder's proposal and amend the budget to reflect the proposed price.
2. Cancel the RFP and present to the Board to reissue an RFP when market conditions improve or indicate that they are not improving within 12 months.
3. Cancel the RFP and solicit Informal Bids for less than \$50,000 to repair the worst of the damaged surfaces and include in the next fiscal year budget the cost to resurface within 12 months.
4. Refer the issue to the Budget Committee, which meets in September, to consider the impact on the Budget for next year and to make a recommendation to the Executive Committee which meets in September. Considering that the proposals expire before the October Board meeting, at the August 2021 Board meeting request that the Board authorize the Executive Committee to execute an agreement with the low bidder, prior to expiration of the proposal, at its discretion and considering the recommendation of the Budget Committee.
5. Other recommendations of the Executive Committee.

*Kevin Graham offered a motion to refer the issue to the Budget Committee as set forth in Option 4 and recommended by staff. Sonjoy Goswami seconded the motion which passed unanimously.*

#### **8. Treasury Management-ACH Payments/Wire Transfer Policy**

Staff requests approval of policy and bylaws amendments to permit the Executive Director and Talcor's Director of Property Accounting (authorized staff) to pay any amounts owed by the authority via electronic ACH payments or wire transfer, or to wire transfer funds between its bank and investment accounts. The bank's treasury management security controls require all electronic ACH payments and wire transfers to be initiated by authorized staff and approved by the other authorized staff. Amounts over \$10,000 shall require authorization of two Board officers emailed to both authorized staff with the email authorization documentation retained with each such invoice.

*After discussion, the Committee directed staff to confer with the Authority's general counsel and CPAs regarding the changes and to include the item on the next Board of Governor's meeting regular agenda.*

#### **9. Ratification of Equipment Purchase and Payment Using Knight Grants Funds**

The Executive Director requests ratification of his decision to sole source purchasing used lab equipment and to pay for the equipment via ACH with \$35,000 in grant funds. The grant deadline was 6/30/21 after previously receiving an extension due to COVID. Recent staff turnover delayed identification of equipment specifications that were finished just prior to the deadline after soliciting input from current lab tenants. Used equipment was selected to try to maximize the equipment purchased and a sole source purchase was made because of the challenges comparing specs and conditions of each piece. The used equipment dealer was recommended by a lab tenant who has previously purchased from the supplier, and the tenant also provided input as to the appropriate cost of equipment. The vendor required payment in advance. To meet the grant deadline payment was made via ACH. The ACH payment was initiated electronically by the Executive Director and approved electronically by Talcor's Director of Property Accounting.

*Kevin Graham offered a motion to ratify the Executive Director's decisions and actions to sole source the purchase and to pay for the equipment via ACH. Sonjoy Goswami seconded the motion which passed unanimously.*

## **10. North Florida Innovation Labs (NFIL) Cost Estimate and Funding Options**

Architects have provided the attached preliminary cost estimate for the NFIL facility. Based on existing funding of approximately \$17 million, this estimate indicates a \$4 million funding shortfall. Staff will present funding options under consideration, recommendations from the NFIL Oversight Committee, and steps taken to-date to attempt to fund the shortfall.

After discussion, the Committee requested that the four funding options reviewed be presented to the Board for consideration at its next meeting, including a Memorandum of Understanding from The University Financing Foundation.

*Sonjoy Goswami offered a motion to authorize the Executive Director to sign the Florida Job Growth Grant Fund Public Infrastructure Grant Proposal and to execute any related agreements if they grant is awarded to the Authority. Kevin Graham seconded the motion which passed unanimously.*

## **11. Chair's Report**

### **a. Next Fiscal Year's Slate of Officers**

Kimberly Moore reported that the slate of officers who have agreed to be nominated for Fiscal Year 2021-2022 is:

Kevin Graham – Chair

Tom Allen – Vice Chair

Dave Ramsay - Treasurer

## **12. Staff Reports**

### **a. Executive Director**

Ron Miller reported that the FY21/22 budget process is underway, the new Director of Marketing & Engagement is expected to start on July 26, 2021, and that multiple various potential grant sources are being pursued.

### **b. Director of North Florida Innovation Labs**

Bill Lickson reported on additional grant applications including an SBA grant for STTR training, and his continued work with entrepreneurs including new incubator tenant Persica.

## **13. New Business**

None.

## **14. Adjourn**

The meeting was adjourned at 11:44am.