

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

August 10, 2021  
8:00am to 9:30am

**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, Bill Lickson, LCRDA staff.

**1. Call to Order**

Chair Kristin Dozier called the meeting to order at 8:00am.

**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.

All members were present in person, so no vote was necessary.

**4. Modifications to the Agenda**

Ron Miller asked to include the report of updated project costs that had been provided to the Committee in advance of the meeting.

**5. Public Comment**

None.

**6. Meeting Minutes—July 14, 2021**

*Kevin Graham offered a motion to approve the draft meeting minutes. Tom Allen seconded the motion which passed unanimously.*

**7. Design Development Phase**

Staff and the project architect will present the final report for the design development phase for the Committee's review and approval. Cam Whitlock reported there were no substantial changes from the Design Development Phase Update he provided the committee on July 14, 2021. He reviewed the Design Development Submittal Report, Design Development Drawings, and Product Cut Sheets. The \$517psf construction cost estimate is unchanged, and the detailed cost estimates support it. The Committee discussed value engineering options, the bidding process, potential funding processes, partners, and opportunities, and reviewed the Project Schedule.

*Tom Allen offered a motion to approve the Design Development submission. Kevin Graham seconded the motion which passed unanimously.*

8. **Project Cost Report**

Ron Miller provided an updated project cost report which included amounts invoiced and paid by contract and phase compared to amounts budgeted and/or contracted. See attached report.

9. **New Business**

None.

10. **Adjourn**

The meeting was adjourned at 8:50am.