

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

Collins Building  
2051 E Paul Dirac Drive  
Tallahassee, FL 32310

Tuesday, September 21, 2021  
11:00am – 1:00pm

**Minutes**

**Members in Attendance In-Person:** Kimberly Moore, Kevin Graham, Dave Ramsay

**Members Not in Attendance:** None.

**Guests:** Tom Allen, LCRDA Board of Governors; Ron Miller, Bill Lickson, Peggy Bielby (LCRDA Staff).

**1. Call to Order**

Chair Kimberly Moore called the meeting to order at 11:01am.

**2. Introduction of Guests**

All present introduced themselves.

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

As all members were present no approval was necessary.

**4. Modifications to the Agenda**

None.

**5. Public Comment**

None.

**6. Approval of Draft Meeting Minutes, July 20, 2021**

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

**7. Property & Casualty Insurance Renewal**

Staff requests approval of Brown and Brown's proposal to renew property & casualty insurance with incumbent carriers at a total annual premium of \$60,040, an increase of \$948 (1.6%) over the prior year. The renewal policies are under the same terms and conditions. Consistent with the broker agreement the broker sought proposals from competing carriers this year—that information is attached to the proposal.

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

## **8. Executive Director Annual Performance Evaluation**

The Employment Agreement with the Executive Director, as amended in 2015, requires “On or before September 30th of each subsequent year, throughout the term of this agreement, the Authority will conduct an evaluation of the Employee’s performance”; and, “On or before September 30th of each subsequent year, The Board of Governors shall provide adjustments to the Base Salary, based upon the Employee's performance evaluation and completion of goals and objectives, as set forth annually in advance and in writing by the Board of Governors, and agreed to by the Parties.” A summary of Board member evaluations and a salary history are provided in the attachments. The 2021 Compensation Committee concluded the Executive Director’s compensation is consistent with the attached AURP salary survey range of \$75,000 to \$225,000+.

The Board previously directed the Executive Committee to review the Board member evaluations and make a recommendation to the Board regarding adjustments to the Executive Director’s Base Salary, if any, in accordance with the Employment Agreement.

*Kevin Graham offered a motion to increase the Executive Director’s annual base salary by \$5,000 effective October 1, 2021. Dave Ramsay seconded the motion which passed unanimously.*

## **9. RFP 21-02 Asphalt Paving Services**

The Budget Committee requests approval of its recommendation to cancel RFP 21-02 for Asphalt Paving Services. Staff received two responses to RFP 21-02 and the lowest bid exceeded the \$89,385 cost estimate prepared in mid-2020 by over \$100,000. Staff will monitor paving costs and bring a recommendation to the board regarding reissuing an RFP later in the upcoming fiscal year.

*Dave Ramsay offered a motion to cancel RFP 21-02 and reevaluate issuing it again later in the fiscal year. Kevin Graham seconded the motion which passed unanimously.*

## **10. Fiscal Year 2021-2022 Budget**

The Budget Committee requests ratification of its approval of the draft budget for fiscal year 2021-22. The attached narrative explains any significant changes to the budget from prior years.

Dave Ramsay proposed that for the upcoming year the Treasurer’s Report be removed from the consent agenda portion of the Board of Governors meeting agendas and be addressed briefly at the outset of every meeting. He reviewed the Budgeted Revenue: \$1,269,937; Expenses: \$1,347,191; Projected Loss: \$77,254.

*After discussion Dave Ramsay offered a motion to approve the budget. Kevin Graham seconded the motion which passed unanimously.*

## **11. Innovation Park Tallahassee, Inc. (IPTLH) Board Appointments**

According to the IPTLH Bylaws, the Authority’s Board has the right to appoint the majority of the IPTLH Board of Directors. As their terms as officers of the Authority end September 30, 2021, staff recommends Kimberly Moore resign from the IPTLH Board and that the new Authority officers Tom Allen and Dave Ramsay be appointed to the IPTLH Board effective October 1, 2021. Kevin Graham will remain in his appointment to the IPTLH Board of Directors.

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

## **12. Innovation Park Tallahassee Development Review Committee (DRC) Appointments**

Staff requests the Board make the following appointments to the DRC in accordance with the Innovation Park Declaration of Restrictive Covenants:

- a. Brad Richardson, Bureau Chief, Department of Environmental Protection Bureau of Public Land Administration
- b. John Reddick, Planner, City of Tallahassee Growth Management
- c. Ben Hood, Civil Engineer, Moore Bass Consulting

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

## **13. EDA Grant Request for Extension of Time to Begin Construction**

The EDA Grant for the construction of the North Florida Innovation Labs requires construction begin by March 17, 2022. Staff requests approval to request the EDA extend the time required to begin construction by 6 months until September 17, 2022, to allow time for raising additional funds and to allow time for construction costs to stabilize. Time required to complete construction would also extend 6 months to March 17, 2024. The EDA may choose to disapprove or approve a lesser extension of time.

*Kevin Graham offered a motion to approve making the request for extension. Dave Ramsay seconded the motion which passed unanimously.*

## **14. Chair's Report**

Kimberly Moore noted that the compensation evaluation tool should be updated to incorporate specific financial and other goals.

## **15. Staff Reports**

### **a. Executive Director**

Ron Miller reported the EDA application for an additional \$2.2 million is submitted, OEV was unable to provide any additional funding, and he is investigating use of funds from the OEV MOU related to the Danfoss expansion for matching funds. He and Bill Lickson are exploring New Market Tax Credits as another potential funding source.

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

Bill Lickson reported he is working on the pro forma for the new building, design decisions, vendors, and he is pursuing funding and collaborating with partners on grants, either as lead or sub.

### **c. Director of Marketing & Engagement**

Karen Thurston-Chavez provided an update on TechGrant social media, sponsorships, and the website updates.

## **16. New Business**

Dave Ramsay and Kevin Graham acknowledged Kim's hard work as Chair and thanked her for her service.

## **17. Adjourn**

The meeting adjourned at 11:55am.