

**Leon County Research and Development Authority**

**NFIL Oversight Committee Meeting**

Collins Building Seminar Room

2051 East Paul Dirac Drive

Tallahassee, FL 32310

December 16, 2021

8:00am – 10:00am

**Minutes**

**Members in Attendance In-Person:** Kristin Dozier (chair), Kevin Graham.

**Members in Attendance by Electronic Means:** Tom Allen.

**Members Not in Attendance:** None.

**Guests:** Mary Jo Spector, FSU Research Facilities Design; Cam Whitlock, Architects Lewis + Whitlock; Ron Miller, Bill Lickson, Peggy Bielby, LCRDA staff.

**1. Call to Order**

Chair Kristin Dozier called the meeting to order at 8:07am.

**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.

*Kevin Graham offered a motion to approve participation by electronic means. Kristin Dozier seconded the motion which passed unanimously with Tom Allen not voting.*

**4. Modifications to the Agenda**

Ron Miller asked to provide an update on the FSU Research Foundation loan negotiations, and that the committee approve the next meeting date and time, both under Item 10.

**5. Public Comment**

None.

**6. Meeting Minutes – October 19, 2021**

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

**7. 100% Construction Documents Phase**

Ron Miller and Cam Whitlock presented the 100% construction documents for the Committee's review and approval.

*After discussion, Kevin Graham offered a motion to approve the documents. Tom Allen seconded the motion which passed unanimously.*

**8. Bid Documents/Draft Contract**

Ron Miller and Cam Whitlock presented the construction bid documents and draft contract for the Committee's review and approval. Ron Miller also reviewed the project manual, advertisement for bids, and an amendment to the instructions to bidders, which were provided as a supplement.

*After discussion, Kevin Graham offered a motion to approve the documents as presented with all addendums. Tom Allen seconded the motion which passed unanimously.*

**9. Project Cost Update**

Ron Miller provided an update on project costs incurred to date.

**10. New Business**

Ron Miller provided an update on the loan negotiations with the FSU Research Foundation. The committee selected the next meeting date: Wednesday, Feb. 23, 2022 at 8:00am.

**11. Adjourn**

The meeting was adjourned at 9:35am.

**Next Meeting:**

Wednesday, February 23, 2022

8:00am – 9:30am

Collins Building

2051 E Paul Dirac Drive 32310