

Leon County Research and Development Authority
Board of Governors Meeting
Collins Building
2051 East Paul Dirac Drive
Tallahassee, FL 32310

February 3, 2022
11:00am to 1:30pm

Minutes

Members in Attendance In-Person: Kevin Graham, Tom Allen, Ray Bye, Kristin Dozier, Shawnta Friday-Stroud, Anne Longman, Kimberly Moore, Dave Ramsay.

Members in Attendance by Electronic Means: John Dailey, Eric Holmes.

Members Not in Attendance: None.

Guests: Mary Jo Spector, FSU Facilities Planning; Melissa VanSickle, Nelson Mullins Broad & Cassel; Stephanie Shoulet, NAI Talcor; Ron Miller, Bill Lickson, Peggy Bielby, LCRDA Staff.

1. Call to Order

Kevin Graham called the meeting to order at 11:04am.

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.

Dave Ramsay offered a motion to allow participation by electronic means. Kimberly Moore seconded the motion which passed unanimously with John Dailey, Eric Holmes not voting.

4. Modifications to the Agenda

None.

5. Public Comment

None.

6. Approval of Draft Meeting Minutes, December 2, 2021

Anne Longman offered a motion to approve the meeting minutes. Ray Bye seconded the motion which passed unanimously.

7. Consent Agenda

- a. Investment Reports

- i. November 2021
- ii. December 2021
- b. NFIL Oversight Committee Report, December 16, 2021
- c. Executive Committee Report, January 20, 2021
- d. ITB 22-01 Request for Bids: North Florida Innovation Labs Construction-Bid Instructions Amendment
The Executive Committee requests ratification of its approval of the attached amendment to the Bid Instructions for ITB 22-01 to provide for an appeal process for ITB 22-01 Request for Bids: North Florida Innovation Labs Construction.
- e. IBR 21-04 HVAC Preventative Maintenance Services Agreement
The Executive Committee requests ratification of its approval of staff recommendation to award Informal Bid Request 21-04 to the lowest bidder Engineered Cooling Services and approve the attached agreement. The Authority received 3 responsive and responsible bids to its request for bids, and Engineered Cooling Services' price is \$13,797.48 per year, which was \$11,082.52 per year less than the second bidder. The agreement is for one year with Authority options for two additional one-year terms at the same price.
- f. Budget Adjustment: Phipps Lease Revenue
The approved budget for FY 2021-22 included lease revenue of \$104,864 from the Phipps Building lease with the Florida Department of Transportation calculated at rates which will be in effect beginning October 1, 2022, in error. The correct lease revenue is \$128,635, an increase of \$23,771. The Executive Committee requests ratification of its approval of the revised budget to reflect the correction.

END OF CONSENT AGENDA

Anne Longman offered a motion to approve the consent agenda items. Tom Allen seconded the motion which passed unanimously.

8. Treasurer's Report

- a. Treasurer's Summary, Balance Sheets, Income Statements, Budget Comparisons
- b. Monthly Financial Reports:
 - i. November 2021
 - ii. December 2021

Treasurer David Ramsay presented his report to the Board and supporting financial reports.

Kristin Dozier offered a motion to approve the Treasurer's Report. Kimberly Moore seconded the motion which passed unanimously.

9. FSURF Loan for North Florida Innovation Labs Construction

The Florida State University Research Foundation (FSURF) has agreed to loan commitment terms, subject to approval of its Board, for a \$3,000,000 line of credit for the construction of the North Florida Innovation Labs. The Executive Committee request ratification of its approval for staff to move forward with the line of credit agreement with the FSURF subject to final approval of the Economic Development Administration, as well as the FSURF and Authority Boards.

After Ron Miller reviewed the loan terms and conditions, Dave Ramsay offered two motions:

First, to ratify the approval of the Executive Committee and direct staff to draft the \$3 million line of credit agreement with the FSURF. Ray Bye seconded the motion. Ron Miller requested the motion be

amended to include preparation of the requisite EDA documentation. Dave Ramsay made the amendment which was accepted by Ray Bye. The motion, as amended, passed unanimously.

Second, Dave Ramsay offered a motion to grant the Executive Committee and/or the North Florida Innovation Labs Oversight Committee, the authority to execute the documents. The committee that will exercise the authority shall be determined at the discretion of the Executive Director and the Chair. Anne Longman seconded the motion which passed unanimously.

10. Board Vision

Chair Kevin Graham led the discussion of the Board's vision for the future. Several ideas were discussed and will be incorporated into future discussions. No actions were taken at this point in time in order to keep focus on the North Florida Innovation Labs project as it reaches a critical stage.

11. Chair's Report

None.

12. Staff Reports

a. Executive Director

Ron Miller advised that Brian Dasher has resigned from the Board of Governors effective Feb. 2, 2022. He also reported on the NFIL Building construction status and the National Park Service's interest in additional space.

b. Director of North Florida Innovation Labs

Bill Lickson reported on the StartupWind Platform, funding sources, and memberships and programs.

13. New Business

None.

14. Adjourn

The meeting adjourned at 12:47pm.