

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

Collins Building
2051 E Paul Dirac Drive
Tallahassee, FL 32310

Thursday, July 21, 2022
11:00am – 1:00pm

Minutes

Members in Attendance In-Person: Kevin Graham, Tom Allen, Kimberly Moore, Dave Ramsay.

Members in Attendance by Electronic Means: None.

Members Not in Attendance: None.

Guests: Ron Miller, Bill Lickson, Kaizsa Grant-Threatt, Peggy Bielby, LCRDA Staff.

1. Call to Order

Chair Kevin Graham called the meeting to order at 11:00am.

2. Introduction of Guests

All present introduced themselves.

3. Approval of Participation by Electronic Means

No approval was needed as a quorum of members was present in person.

4. Modifications to the Agenda

None.

5. Public Comment

None.

6. Approval of Draft Meeting Minutes, March 24, 2022

Tom Allen offered a motion to approve the draft meeting minutes. Dave Ramsay seconded the motion which passed unanimously.

7. Nominating Committee Appointment

The Authority's Board of Governors will have three Leon County Commission appointed board members' terms expiring on September 30, 2022. In accordance with County Ordinance, a committee convened by the County will review applications and make nominations to the Commission to fill those seats. The Authority's board chair is appointed to serve on the committee unless the chair is applying for re-appointment to the board. In which case, the Board must designate an alternate to serve on the committee. Chair Kevin Graham's term is expiring and intends to re-apply for appointment. The County is currently scheduling the nominating committee meeting and is requesting the name of the

Authority's designee. Staff requests the Executive Committee designate another one of its members to service on the committee.

Dave Ramsay offered a motion to designate Tom Allen as the Authority's alternate to serve in the committee. Kevin Graham seconded the motion which passed unanimously.

Kimberly Moore joined the meeting at 11:05am.

8. RFP 22-03 Elevator Modernization Request for Proposals

Elevators in the Morgan and Johnson Buildings were installed in the buildings when they were constructed in 1987 and 1993, respectively. Code regulations for elevators have changed during that time, and the appearance and mechanical operations of the cabs are deteriorating. As previously approved by the board, a consultant was hired to develop the technical specifications for the modernization of the elevators and to assist with an RFP process and to oversee the project. Staff requests approval to issue and advertise RFP 22-03 for the modernization of the elevators in the Don Fuqua Research Center Morgan and Johnson Building.

Dave Ramsay offered a motion to issue and advertise the RFP and to appoint Ron Miller, Stephanie Shoulet, and the elevator consultant as the evaluation committee to evaluate the responses and make a recommendation to the Board. Kimberly Moore seconded the motion which passed unanimously.

9. Local Support Grant Opportunity

Staff have applied to the State of Florida, through Representative Shoaf, for a Local Support Grant in the amount for \$250,000 to support Land Planning, Geotechnical Investigation, and Pad-Ready Certification of some of the undeveloped land at Innovation Park. Staff requests ratification of its decision to apply for this grant, and authority to accept the grant if it is awarded.

Tom Allen offered a motion to ratify application and to authorize acceptance of the grant if awarded. Kimberly Moore seconded the motion which passed unanimously.

10. North Florida Innovation Labs Construction (NFIL) Update

Staff will provide an update regarding the construction of NFIL including a cash flow projection and schedule.

Ron Miller reviewed a 27-month schedule, payments to date, reimbursement schedule, projected cash balances, and loan draw schedule and balances. All permits have been approved. The architect is providing construction administration and enhanced observation services. EDA five payment reimbursements will be a percentage of funds expended to their budget, not based on total budget. He explained how the draws on the 12-month interest only FSU loans will be structured.

11. Financial Forecast for Fiscal Year 2021-22

The Executive Director presented an update regarding a financial forecast for the remainder of the current fiscal year. Ron Miller reviewed the year-to-date actual budget plus the three remaining months' budget, adjusting for forecasted changes, and reviewed the main variances. Overall, the current year forecast is very close to the current year budget. The Budget process will begin next month.

12. Staff Update

a. Director of North Florida Innovation Labs

Bill Lickson reported on the NFIL Groundbreaking community feedback, community engagement, and his attendance at the International Business Innovation Association (InBIA) conference in

Atlanta at Georgia Tech. He also discussed fundraising and funding, and NFIL and IPTLH structure and governance, and building a national presence for the new NFIL facility. The Committee requested a statement of sources, uses, and timing of funding required for the equipping, initial operation, and retirement of debt for NFIL. They also requested information regarding IPTLH/NFIL's optimal structure to protect proprietary and confidential information of its clients.

- b. Manager of Marketing & Communications

Kaizsa Grant-Threatt reported on NFIL Groundbreaking earned media, TechGrant 2022 planning, sponsorships, and social media.

- c. Executive Director

Ron Miller announced that he plans to retire and will work with the Board to facilitate a smooth transition to a new Executive Director. He asked that the Board have someone in place in the next 60 to 75 days. The Executive Committee will meet again in a special meeting in the next week to discuss the hiring and transition plans.

13. New Business

None.

14. Adjourn

The meeting was adjourned at 1:02pm.