

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

October 5, 2023
11:00am to 1:00pm

Minutes

Members in Attendance In-Person: Kevin Graham, Tom Allen, Dave Ramsay, Brian Bautista, Ray Bye, Shawnta Friday-Stroud, Anne Longman, Rick Minor.

Members in Attendance by Electronic Means: None.

Members Not in Attendance: John Dailey, Jessica Griffin, Eric Holmes.

Guests: Andrew Chin, FAMU Interim Dean: School of Architecture + Engineering Technology; Stephanie Shoulet, NAI Talcor; Michael Kramer, Bill Lickson, Ayne Markos, Peggy Bielby, LCRDA Staff.

1. Call to Order

Chair Kevin Graham called the meeting to order at 11:05am.

2. Introduction of Guests

All present introduced themselves.

3. Approval of Participation by Electronic Means

As no members were in attendance by electronic means, no approval was necessary.

4. Modifications to the Agenda

Kevin Graham requested to add a review of Michael Kramer's employment agreement at Item 12.f.

5. Public Comment

None.

6. Approval of Draft Meeting Minutes, August 3, 2023

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

7. Consent Agenda

- a. Executive Committee Reports – August 31, 2023 and September 21, 2023
- b. Development Review Committee Report – September 12, 2023
- c. IPTLH Board of Directors Report – September 14, 2023
- d. Investment Reports

- i. July 2023
- ii. August 2023
- e. Board of Governors Attendance Report for FY 2022-2023 as required by Section 1.9 of the Authority Bylaws
- f. LCRDA Annual Property Inventory Guidelines - Executive Committee requests ratification of its approval of the Guidelines
- g. General Counsel Legal Services Contract Amendment – Executive Committee requests ratification of its execution of the Eighth Amendment to Contract for Legal Services which continues the existing rate for two more years, terminating Sept. 30, 2025.
- h. Johnson HVAC Replacement – Executive Committee requests ratification of its decision to replace the failing 1998 HVAC unit in the Johnson Building at an estimated cost of up to \$43,000.
- i. Morgan Lease – Executive Committee requests ratification of its approval of a lease with CIMES and Rider in the Morgan Building for 835sf of storage on the second floor: \$1000/month for 6 months with two possible 6-month renewals.

~END OF CONSENT AGENDA~

Anne Longman offered a motion to approve the consent agenda items with direction that staff provide updates to the Board on the status of legal services payments. Ray Bye seconded the motion which passed unanimously.

8. Treasurer’s Report—David Ramsay

- a. Treasurer’s Summary Report
- b. Monthly Financial Reports:
 - i. July 2023
 - ii. August 2023

Treasurer David Ramsay presented his report to the Board and reviewed the supporting financial reports. *Dave Ramsay offered a motion to approve the Treasurer’s Report. Ray Bye seconded the motion which passed unanimously.*

9. Fiscal Year 2023-2024 Draft Budgets – Michael Kramer

Staff prepared draft budgets for FY 2023-2024 for both Leon County R&D Authority and for North Florida Innovation Labs which were previously approved by the Board of Governors at the August 3, 2023 meeting. Since that meeting staff revised the LCRDA budget to include an additional \$10,000 for property and casualty insurance and increased projected capital expenditures from \$200,000 to \$350,000 because of HVAC unit replacements. Staff requests the Board adopt the amended LCRDA budget.

Dave Ramsay offered a motion to adopt the amended budget. Rick Minor seconded the motion which passed unanimously.

10. Property & Casualty Insurance Renewal – Michael Kramer

Executive Committee requests ratification of its approval of the Brown and Brown proposal with an annual premium of \$65,000.

Tom Allen offered a motion to ratify the approval. Anne Longman seconded the motion which passed unanimously.

11. NFIL and IPTLH Update – Bill Lickson

- a. Leasing Leads
- b. FF&E Process
- c. Website
- d. TCC Appropriation

Bill Lickson reported he has provided several tours of the new lab and has serious prospects. The LCRDA and Innovation Park websites are being separated to better define the identity of each entity. The \$1.5 million appropriated funds are expected to be available soon, after which orders will be executed, using state contracts, as soon as practicable.

12. LCRDA Operational Update – Michael Kramer

- a. FAMU and FSU Update
- b. ACH Incident
- c. NFIL Change Order Update
- d. Fuqua Research Complex Elevator Status
- e. LCRDA Building and Leasing Updates
- f. Interim Executive Director Agreement

Michael Kramer reported that FAMU and FSU have both provided letters identifying the real properties in which they are each interested. General Counsel Melissa VanSickle is drafting a Memorandum of Understanding reflecting the mutually agreed upon terms of the assignment of the balance of the leasehold property. Surveyors are confirming the parcels and common areas. He reviewed the ACH incident involving the Culpepper email hacking, the change order and elevator renovation status, and leasing updates.

Dave Ramsay requested a report on the status of the agreement with Opus Partners at the next meeting.

Tom Allen offered a motion to extend the term of Michael Kramer's agreement for an additional six months with an end date of June 30, 2024. Rick Minor seconded the motion which passed unanimously.

Shawnta Friday-Stroud left the meeting at 12:20pm.

13. Chair's Report – Kevin Graham

None.

14. New Business

Rick Minor reported on the status of the Blueprint Airport Gateway project.

15. Adjourn

The meeting was adjourned at 12:40pm.