

Leon County Research & Development Authority

Executive Committee Meeting

Collins Building
2051 East Paul Dirac Drive
Tallahassee, FL 32310

Thursday May 23, 2024
11:00am – 1:00pm

Wi-Fi: INVP – Guest
Innovate2051

Agenda

Anyone wishing to address the Committee may appear in person or submit written comments by 9:00am the day before the scheduled meeting date so that the comments can be distributed to the Committee members. Comments submitted after this time (up to the time of the meeting) will be accepted and included in the official record of the meeting. Email comments to: publicinput@inn-park.com and reference the meeting title and date in the subject line. Include your name and contact information.

1. Call to Order

2. Introduction of Guests

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

In accordance with the Bylaws, there being a quorum of members present in person, the members of the Committee present in person are required to approve participation by those participating via Electronic Means acknowledging that the absence is due extraordinary circumstances.

4. Modifications to the Agenda

5. Public Comment

Any comment received prior to the meeting will be provided to the Committee members in addition to any in-person public comment.

6. Approval of Draft Meeting Minutes – March 19, 2024 (Attachment A)

7. Treasury Report

- a. Financials - April 2024
- b. FSU Research Foundation Line of Credit
- c. End of Fiscal Year Projected Cash
- d. Fiscal Year 2024-2025 Budget process

8. IPTLH/NFIL

- a. Punch List Status
- b. Appropriation / FF&E
- c. EDA Update
 - i. Space License, Rates, Change Orders
 - ii. Closeout Funding Request
- d. Member Profile & Prospects
- e. B2S Coordination – Lab Positions
- f. Dave Ramsay Monument Proposal / Plaque Request

9. LCRDA

- a. FAMU/FSU
 - i. Assignment of Interests Status
 - ii. Parcel Map Finalized, HPMI Clean-up
- b. Leasing Update
- c. Park Clean-up
- d. Future of LCRDA – Ray Bye (*Attachments B1 and B2*)
- e. Brian Bautista Seat
- f. Tech Grant 2024
- g. Ethics Form 1: File Electronically for 2023

10. New Business

11. Adjourn

Upcoming
Board of Governors and Executive Committee
Meetings

| | |
|---|--|
| Board of Governors Meeting Thursday, June 6, 2024 11:00am – 1:00pm | Board of Governors Special Meeting (if needed) Thursday, July 18, 2024 11:00am – 1:00pm |
| Executive Committee Meeting Thursday, July 25, 2024 11:00am – 1:00pm | Board of Governors Meeting Thursday, August 1, 2024 11:00am – 1:00pm |

Leon County Research & Development Authority

Executive Committee Meeting

Collins Building
2051 East Paul Dirac Drive
Tallahassee, FL 32310
Tuesday, March 19, 2024
9:30am – 11:00am

DRAFT Minutes

Members in Attendance: Chair Kevin Graham, Tom Allen.

Members in Attendance by Electronic Means: David Ramsay.

Members Not in Attendance: None.

Guests: Michael Kramer, Bill Lickson, Ayne Markos, Peggy Bielby, LCRDA Staff.

1. Call to Order

Kevin Graham called the meeting to order at 9:40am.

2. Introduction of Guests

All present introduced themselves.

3. Approval of Participation by Electronic Means

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

4. Modifications to the Agenda

None.

5. Public Comment

None.

6. Approval of Draft Meeting Minutes – January 18, 2024

Tom Allen offered a motion to approve the draft minutes. Kevin Graham seconded the motion which passed unanimously.

7. Bylaws Amendment

Acting as the Bylaws Committee as set forth in Article III – s.3.5 of the LCRDA Bylaws which provides: “The duties of the Bylaws Committee may be fulfilled by the Executive Committee at the discretion of the Chair” staff requests that the Bylaws be amended so that Article I – Governance, s.1.5 reflects that R16-19 is superseded by R22-10 in accordance with the direction from the Leon County Board of County Commissioners in Resolution No. 22-10 passed April 12, 2022.

Tom Allen offered a motion to approve the Bylaws change. Dave Ramsay seconded the motion which passed unanimously.

8. Treasury Report

- a. Audit Status
- b. FSU Research Foundation Line of Credit

Dave Ramsy reported that he will give a detailed review of the financials at the April 4, 2024 board meeting. The Audit Committee is meeting to review and approve the draft documents for FY 2022-2023 immediately following the Executive Committee meeting. The Board of Governors will give final approval to the audit at the April meeting.

The \$4 million line of credit from the FSURF has \$160k available, the LCRDA still owes Culpepper about \$550k, and we anticipate another \$75k outside the contract to finish the new lab building. We will fund that from the final EDA reimbursement request for \$1.2 million, which we will request after receiving the certificate of occupancy. Michael Kramer projects that once the OEV funds and EDA final reimbursement are received, we will end the fiscal year with approximately \$1.5 million cash. Year to date, LCRDA has lost approximately \$160k less than budgeted, primarily due to unfilled positions and the delayed transfer of NFIL.

9. IPTLH/NFIL

- a. Completion Date & Change Orders
- b. Appropriation / FF&E
- c. EDA Update
 - i. Space License
 - ii. Closeout Funding
- d. Insurance & Utilities
- e. Member Profile & prospects

Michel Kramer reported that completion date is imminent. Metronet internet is operational but numerous building items, including access control, are still to be finished. Change orders are \$237k so far, and we will complete several items outside the contract to avoid the general contractor markup.

Of the \$1.5 million appropriation we have received \$846k so far and spent \$300k with another \$300k in the near future for furniture orders. There is \$654k still to be received and we anticipate spending it all.

We have submitted the draft Space License Agreement to the EDA and await approval. The draft language was coordinated with FSU. The cost of utilities, insurance, and service agreements required to maintain the equipment and systems warranties are not being paid by us yet, but will start very soon. Numerous prospects are interested in lab space, including current lab tenants who will move over from Collins. We are working with FSU to establish screening criteria.

10. LCRDA

- a. FAMU/FSU
 - i. MOU Extension to August 15, 2024
 - ii. B2S Coordination
 - iii. Parcel Map & Legals
 - iv. HPMI Parcel Cleanup
- b. Eisenhower Phase I

- c. OEV Funding
- d. Leasing Update

Michael Kramer reported that FSU and FAMU agreed to extend the Dec. 8, 2023 Memorandum of Understanding closing dates from April 30, 2024 to August 15, 2024. We are also working with FSU VP for Research Stacey Patterson and FSU Associate VP of Strategic Partnerships and Innovation Valerie McDevitt on coordinating the Build to Scale grant to take advantage of the \$750k matching funds for lab operations. FSU has posted several job descriptions that will support the lab.

We have identified Park map parcels and transfers that need to be surveyed/re-surveyed, properly recorded and reported, or subdivided. We want to ensure the legal descriptions and maps of all properties are accurate and consistent.

The Eisenhower 18-acre property Environmental Site Assessment Phase I concluded no Phase II assessment is needed. The OEV Juggernaut \$268k funds have been requested and should be received soon. CareerSource Capital Region lease in Morgan Building ended in February and we have agreed to a rolling 60-day extension with a two-way notice provision. We are doing similar extensions with the Collins lab tenants beginning in July: 30-day two-way extensions as their leases mature. Several are hoping to move to the new lab.

10. New Business

Dave Ramsay advised that a banking error by Hancock Whitney withdrew funds from the LCRDA account that should have been withdrawn from his personal account. The error was immediately noted by LCRDA staff and corrected by the bank, and the funds were repaid with interest. He also reported he has arranged tours for several Leon County leaders.

Bill Lickson reported we have submitted an SBA grant application for \$50k for ecosystem development. Kevin Graham reported that the survey process has been more complex and time consuming than anticipated. Accurate survey information is a prerequisite to beginning the conversation with the Department of Environmental Protection about the asset transfer process.

11. Adjourn

The meeting adjourned at 10:05am.

From: [Michael Kramer](#)
To: [Peggy Bielby](#)
Subject: Fw: Dissolution Information
Date: Thursday, May 16, 2024 10:24:30 AM

Michael Kramer

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From: Melissa VanSickle <Melissa.VanSickle@nelsonmullins.com>
Sent: Sunday, May 7, 2023 7:37 AM
To: Michael Kramer <mkramer@inn-park.com>
Subject: Dissolution Information

Michael- good morning. My colleague and I have pulled together a few brief bullet points to help explain our conclusion that the Leon County Board of County Commissioners will need to be involved with respect to any potential dissolution of the Authority. I bolded the most significant points. Please let me know if additional information is needed.

- In October of 1978, the Leon County Research and Development Authority was created by Charter, in accordance with former Florida Statute, Section 23.145, et. seq.
- In July of 1979, Part V of Chapter 159, Florida Statutes was enacted, which granted counties the ability to create research and development authorities through the adoption of an ordinance, and to grant such authorities with the power to issue revenue bonds or other debt obligations in order to finance the construction of capital projects.
- Former Florida Statute, Section 159.75, required any authority established prior to the enactment of Part V of Chapter 159, to reconstitute itself under the new statutory regulations in order to be granted the power to issue bonds or other debt obligations.
- In December of 1980, the **Leon County Board of County Commissioners adopted Ordinance 80-68, which confirmed and created the Leon County Research and Development Authority, pursuant to Part V of Chapter 159.** Ordinance 80-68 is codified in Chapter 2, Article III, Division 2 of the Code of Laws of Leon County.
- The Authority qualifies as a “special district” and is therefore governed by Chapter 189, Florida Statutes (the “Uniform Special District Accountability Act”). Pursuant to Section 189.012(6), Florida Statutes, a special district is defined as a unit of local government created for a special purpose, as opposed to a general purpose, which has jurisdiction to operate within a limited geographic boundary and is created by general law, special act, local ordinance, or by rule of the Governor and Cabinet. Special Districts are classified as either “dependent” or “independent.” **The Authority falls under the “dependent” classification** because the composition of the Authority’s Board membership shall be as provided by a duly

enacted resolution of the Leon County Board of County Commissioners. The Authority's status as a dependent special district is also recognized by the Department of Economic Opportunity, which maintains certain oversight responsibilities with respect to the State of Florida's special district program.

- In accordance with Section 189.071, Florida Statutes, the **dissolution of a dependent special district may be effectuated by an ordinance of the local general-purpose governmental entity wherein the geographical area of the district is located. The Authority is located in Leon County; therefore, it can only be dissolved through the adoption of an ordinance by the Leon County Board of County Commissioners.**



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From: [RAYMOND Bye](#)
To: [Michael Kramer](#)
Cc: [Peggy Bielby](#); [RAYMOND Bye](#)
Subject: Request for development of legal process paper
Date: Monday, April 15, 2024 4:24:42 PM

Michael, as you know, at our 2/15/2024 board meeting, a motion was approved to table discussion of LCRDA's future "for the near term to keep focus on finishing the project with FSU and FAMU..." You reported at our last board meeting that the MOU between FSU, FAMU, and LCRDA had been extended until August 15.

While I am not proposing an agenda item for our next LCRDA board meeting on 6/6/24, I plan to do so for the 8/1/24 board meeting which will be very near the conclusion of the MOU extension. In the meantime, I am requesting that our legal counsel be asked to develop a paper on the legal process necessary for dissolution of the LCRDA. Other options could certainly be added to the review of the dissolution process. As the legal review of appropriate statutes and other documents could require some time for the development of such a paper, I am asking that this request be made so that at our 6/6 board meeting, such an analysis could be distributed to the members of the Board and that a request for an agenda item for the 8/1/24 meeting be noted for a full discussion of this (and other) options regarding the future of the Authority.

Being aware of the sensitivities of staff when such a discussion is held, I plan to propose the use a portion of available resources to provide all current LCRDA staff with 3 months severance from the date of dissolution in order to provide an orderly transition to other employment. The estimated cost of such a 90 day severance package would be \$120,000.

I would be happy to discuss this request and the timeline in this request with you if that would be helpful. Thanks for the job you and your staff are doing to move the transfer of property to our two universities forward.

Ray Bye