Partnership for Public Facilities and Infrastructure Act Guidelines Committee
Minutes
April 8, 2016

Call to Order: The fifth meeting of the Partnership for Public Facilities and Infrastructure Act
Guidelines Committee was held on Friday, April 8, 2016, at the Office of Planning and Budget, Atlanta,
Georgia. The meeting convened at 10:00 a.m. Those in attendance and constituting a quorum were:

Present: Kerry Armstrong, Kevin Byrne, Sam Guest, Bill Polk, Jason Ward, Jim Woodward, and Greg
Schlich on behalf of Doug Davidson

Absent: Jeffrey Parker, Jim Thomas, and William Wade

Staff Attendees: Bakia Parrish, Diana Pope, and Rebecca Sullivan

New Business:

I. Call to Order

The Chairman, Jim Woodward, called the meeting to order and discussed the goal of the meeting.
Members will review and discuss each section of the draft model guidelines.

II. Approval of February 12 Meeting Minutes

Members were provided a copy of the February 12th meeting minutes for review. The Chairman
asked for a motion to approve. Kerry Armstrong moved to approve. Kevin Byrne seconded the
motion. Minutes were approved by unanimous vote.

III. General Discussion

The Chairman provided an update on the committee’s timeline to complete the model guidelines. Per
the bill, the committee shall issue model guidelines to local government entities no later than
July 1, 2016. With the due date steadily approaching, the Chairman made a suggestion to have the
final draft complete within the next two weeks (by the next committee meeting). The draft would
then be displayed for public comment. It was recommended to give the public approximately 4 to 5
weeks to review and provide comments. After public comment, a final version is tentatively set for
approval during the last week of May or early June.

The Chairman opened the floor for members to provide feedback on the draft guidelines. The
following items were discussed:

Development Agreement – Sam Guest provided the Chairman with a copy of the formal
development agreement.

Senate Bill 59 – Members of the committee noted specific terms in the bill which should be clearly
defined. The terms, “government entity”, “local government”, and “local authority” appear in the
bill with some vagueness of meaning. The Chairman agreed to reach out to Senator Hunter Hill (bill
sponsor) for further clarity on each of these terms.
Public Comment – Members inquired about the method for posting the guidelines for public comment. Staff member, Bakia Parrish agreed to follow-up with the Office of Planning and Budget (OPB) on the possibility of posting the notice to its website and creating an email account for comments.

Section II. Model Guidelines – The committee reviewed each subsection of the model guidelines, making revisions and inserting missing information as necessary. One area for future discussion is subsection E, Procedures for Determining Release of Information in Unsolicited Proposal. Staff member, Rebecca Sullivan agreed to seek additional legal advice on the parameters for which information can be released under this provision.

The Chairman agreed to reorganize and revise the draft version of the model guidelines and send to the group for comments next week.

Next Meeting: The next meeting is scheduled for Friday, April 22, 2016 via conference call.

Adjournment: Meeting adjourned at 11:32 a.m.

Minutes Prepared By: Bakia Parrish, Staff Member