

**Partnership for Public Facilities and Infrastructure Act Guidelines Committee  
Minutes  
February 12, 2016**

**Call to Order:** The fourth meeting of the Partnership for Public Facilities and Infrastructure Act Guidelines Committee was held on Friday, February 12, 2016, via conference call. The meeting Convened at 10:00 A.M. Those in attendance and constituting a quorum were:

**Present:** Kerry Armstrong, Kevin Byrne, Sam Guest, Jeffery Parker, Jim Thomas, William Wade, Jason Ward, and Jim Woodward

**Absent:** Doug Davidson and Bill Polk

**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 be given an opportunity to provide any status updates they may have on the drafting of the P3 guidelines.

***II. Approval of November 13 Meeting Minutes***

Members were provided a copy of the January 8<sup>th</sup> meeting minutes for review. The Chairman asked for a motion to approve. William Wade moved to approve. The motion was seconded and approved by unanimous vote.

***III. General Discussion***

The Chairman opened the floor for members to provide feedback and updates on the draft guidelines.

Prior to the meeting, Jason Ward provided all of the Committee members a draft of the Proposal Preparation and Submission section of the model guidelines. Sam Guest provided a status update on the Development Agreement. He is working with a local firm to help develop the agreement and should have a draft prepared within the next week. The Chairman agreed to continuing working on various subsections of Section II but is open to any feedback from the group.

In a final discussion regarding the next committee meeting, the Chairman stated it would be best to meet in person. He anticipates this to be a 2 to 3 hour work session where members will thoroughly review each section of the guideline and begin the final draft stage.

**Next Meeting:** The next meeting is scheduled for Friday, March 25, 2016.

**Adjournment:** Meeting adjourned at 10:20 a.m.

Minutes Prepared By: Bakia Parrish, Staff Member