

**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 12<sup>th</sup> 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