



Development Authority of DeKalb County, Georgia  
d.b.a.

Decide DeKalb Development Authority

DECIDE DEKALB DEVELOPMENT AUTHORITY  
BOARD MEETING MINUTES

**Board Members  
Officers**

Mr. Don Bolia  
Chair of the Authority  
Partner  
Peachtree Government  
Relations

Mr. Kevin Gooch, Esq.  
Vice-Chair of the Authority  
Partner  
Alston & Bird LLP

Ms. Miranda Mack  
McKenzie  
Secretary of the Authority

Mr. Baoky Vu  
Treasurer of the Authority

Mr. Andrew Greenberg  
Board Member of the  
Authority  
Executive Director  
Georgia Game Developers  
Association

Mr. James P. Monacell, Esq.  
Counsel to the Authority  
Smith, Gambrell & Russell,  
LLP

**Date:** Thursday, May 11, 2017  
**Time:** 8:30 am  
**Location:** Task Force for Global Health  
325 Swanton Way  
Decatur, GA 30030

**Board Members Present:**

Don Bolia, Chair  
Kevin Gooch, Vice Chair  
Baoky Vu, Treasurer  
Andrew Greenberg, Board Member

**Board Members Absent:**

Miranda Mack McKenzie, Secretary

**Legal Counsel Present:**

Jim Monacell, Smith, Gambrell & Russell, LLP

**Staff Members Present:**

Ray Gilley, President  
Rolanda Daniel Thomas, Vice President of Operations & Business Development  
Dorian DeBarr, Vice President of Finance & Administration  
T.J. Filipowicz, Senior Manager, Marketing & Communications  
Mechel McKinley, Senior Project Manager  
Kara Cooper, Project Manager  
Toyasha Vaughn, Project Coordinator  
Shelbia Jackson, Project Coordinator  
Lesia Evans, Office Coordinator

**Others Present:**

Natalia Pearson-Farrer, Smith, Gambrell & Russell, LLP  
Luz Borrero, DeKalb County  
Mark Niese, Atlanta Journal Constitution  
John Manson, DeKalb County  
Michele Ritan, East Decatur Greenway  
Anand Patel, Anand, Inc.  
Michelle Penkava, Tucker City Council  
Mr. & Mrs. Arvind Patel, Anand, Inc.  
James Tsismanakis, Discover DeKalb

The May meeting of the Decide DeKalb Development Authority was called to order at 8:34 a.m. on Thursday, May 11, 2017 at Task Force for Global Health, 325 Swanton Way, Decatur, GA 30030.

**I. CALL TO ORDER**

Chairman Don Bolia presided and welcomed guests.

**II. ITEMS FOR DECISION**

**A. Minutes:**

April 2017 Minutes

Mr. Gooch made a motion to approve the April Board meeting minutes of the Decide DeKalb Development Authority. Mr. Greenberg seconded the motion, which was unanimously approved.

**B. Financial Report**

April Financials:

Mr. DeBarr presented the April 2017 financial performance dashboard.

Mr. Greenberg made a motion to approve the April financials. Mr. Vu seconded the motion, which was unanimously approved.

**C. \$7,100,000 Inducement Resolution for Anand Inc. Project:**

In 2014, Anand Inc. purchased land to build a hotel development project. Tru by Hilton will be the first hotel built in this area in nearly 20 years. The project is located outside of the Tucker city limits in unincorporated DeKalb, proposing a capital investment of \$7M and the creation of 18-25 jobs in hotel management and operations with a concentration on hiring DeKalb residents. The construction permit has been approved and construction is scheduled to begin within 2-3 months with a construction period of 10-months. The project was approved by the PIR Committee and recommended approval to the full Board.

Mr. Vu made a motion to approve the \$7,100,000 Inducement Resolution for Anand, Inc. Project. Mr. Gooch seconded the motion, which was unanimously approved.

**D. Approval of Procurement Policy:**

The Procurement Policy establishes the process for acquiring services and goods by Decide DeKalb Development Authority. Any purchase and/or contract for goods and services that exceed \$5,000 are subject to competitive procurement procedures. Purchases exceeding \$5K require a minimum of three bids and purchases exceeding \$25K requires a Request for Proposal (RFP). Where applicable, if three bids are not received, the President of the Development Authority will determine the best course of action on how to proceed. Travel expenses and/or cost incurred by an employee or Board member of the Development Authority does not fall under the Procurement Policy. A copy of the Procurement Policy is included in the meeting file.

Mr. Greenberg made a motion to approve the Procurement Policy. Mr. Gooch seconded the motion, which was unanimously approved.

**E. Approval of Expenditure and Reimbursement Policy:**

The Reimbursement Policy was created for the Development Authority to remediate any issues or concerns regarding expenses related to business meetings, meals, and/or expenses incurred by employees or Board members for related business purposes. A copy of the Expenditure and Reimbursement Policy is included in the meeting file.

Mr. Greenberg made a motion to approve the Expenditure and Reimbursement Policy. Mr. Gooch seconded the motion, which was unanimously approved.

**F. Approval of Credit Card Policy:**

The credit card policy establishes formal guidelines for credit card usage. Authorized credit card holders are Ray Gilley, President; Rolanda Daniel Thomas, VP of Operations & Business Development and Dorian DeBarr, VP of Finance & Administration. Employees without credit cards can use their personal credit cards for business expenses per the Expenditure and Reimbursement Policy. Mr. DeBarr monitors credit card expenditures and reimbursements for staff. Mr. Gilley's credit card usage is reviewed by the Finance & Audit Committee Chair. A copy of the Credit Card Policy is included in the meeting file.

Mr. Greenberg made a motion to approve the Credit Card Policy. Mr. Gooch seconded the motion, which was unanimously approved.

**G. East Decatur Greenway Brownfield Grant:**

East Decatur Inc., is an 501c3 nonprofit organization dedicated to creating community greenspace, remediating environmental contamination and building safe trails for walking and biking. They have requested \$86,639 in Brownfield grant funds to remove petroleum contamination from an old gas station and convenience store located at 890 Columbia Drive in Decatur. The organization seeks to transform the lot into a community greenspace. The project was approved by the Brownfield Sub-committee and recommended approval to the full Board.

Mr. Greenberg made a motion to approve the East Decatur Greenway Brownfield Grant. Mr. Gooch seconded the motion, which was unanimously approved.

**H. Approval of Non-Recourse Lender Documents at Request of 2012 Trinity Chamblee Station Project:**

In 2012, the Development Authority issued its bond and entered into a Rental Agreement with Trinity Chamblee Station, LLC, for a shopping center project. The company is obtaining financing related to renovation and improvement of the project and has requested the Authority to execute a non-recourse deed to secure debt to its lender and to authorize the execution of the security deed and related documents.

Mr. Greenberg made a motion to approve the Non-Recourse Lender Documents at the request of Trinity Chamblee Station, LLC. Mr. Gooch seconded the motion, which was unanimously approved.

**DISCUSSION/PRESENTATIONS**

**A. President's Report**

Mr. Gilley presented the President's Report which included business development updates, marketing, film & entertainment highlights and WE DeKalb progress. The Board asked Mr. Gilley about the release of the Annual Report. Mr. Gilley stated, an outside firm was hired to create the Annual Report and a final draft was submitted to incorporate comments and input. Mr. Gilley concluded that the Annual Report would be complete within one week. Mr. Gilley also asked staff to share the film presentation with the Board. A copy of the full President's Report is included in the meeting file.

Mr. Gooch moved to adjourn the DDDA May Board meeting. Mr. Greenberg seconded the motion. Mr. Bolia adjourned the meeting at 9:35 a.m.

Adopted by the Board in the meeting

of \_\_\_\_\_,  
(Date of Meeting)

\_\_\_\_\_  
(Signature of Presiding Officer)