

**Maryland Stadium Authority**  
**M&T Bank Stadium, Baltimore, MD ~ Operations Center Conference Room**  
**BOARD MEETING MINUTES**  
**Tuesday, July 10, 2018**

**OPEN MEETING**

**Attendance**

Thomas Kelso  
Leonard Attman  
Jodi Staltonis  
Joseph Bryce  
Gary Mangum  
Manervia Riddick\*

**Absent**

Jim Smith  
\* Ms. Riddick arrived at 3:19 PM

**MSA**

Michael Frenz	Phil Hutson	Terry Hasseltine
David Raith	Jeff Provenzano	Vern Conaway*
Gary McGuigan	Carmina Perez-Fowler	Rachelina Bonacci
John Samoryk	Daniel Brann	Linda Pohuski

\*Vern Conaway joined the open meeting by conference line.

**Counsel**

Cynthia Hahn

**Other**

Jonathan Falcone, PROSYS  
Vince Jordan, PROSYS

**Call to Order**

Mr. Kelso called the meeting to order at 3:13 PM and welcomed the Board to the meeting at M&T Bank Stadium. He asked Mr. Hutson for an update on M&T exterior renovations, which was presented as an informational item.

**Approvals**

**Minutes**

Chairman Kelso offered the open meeting minutes of June 6, 2018 and asked for a motion to consider them.

**Motion to Consider: Mr. Attman**

**Second: Ms. Staltonis**

**Unanimous**

Discussion: None

**Motion to Approve: Mr. Attman**

**Second: Mr. Bryce**

**Unanimous**

Chairman Kelso offered the minutes of June 15, 2018 and asked for a motion to consider.

**Motion to Consider: Mr. Attman**

**Second: Ms. Staloni**

**Unanimous**

Discussion: None

**Motion to Approve: Mr. Bryce**

**Second: Mr. Attman**

**Unanimous**

### **Contracts**

#### **Camden Yards Sports Complex**

##### **Presentation by Mr. Samoryk**

##### **General Trades Services**

Mr. Samoryk recommended a contract with Unisource Services, LLC to provide general trade services for CYSC. The term is for 2 years. The contract was bid on an hourly rate basis and Unisource submitted the low bid of \$208,249.50. Approval was requested to authorize a time and materials contract in the not-to-exceed amount of \$200,000.

**Motion to Consider: Mr. Bryce**

**Second: Mr. Attman**

**Unanimous**

Discussion: The term length and low bid contractor's name was reconfirmed.

**Motion to Approve: Mr. Attman**

**Second: Mr. Mangum**

**Unanimous**

##### **Presentation by Mr. Samoryk**

##### **Television Maintenance Services**

\*Ms. Riddick entered the meeting during this presentation.

Mr. Samoryk recommended a contract with Government Equipment Corporation (GEC) for a not-to-exceed amount of \$110,000. The term is 3 years, with 2 one-year options. The scope of the work and selection process were highlighted. GEC is a registered small business.

**Motion to Consider: Mr. Bryce**

**Second: Mr. Attman**

**Unanimous**

Discussion: This is a unique contract and GEC is the incumbent contractor, working with us for the past 5 years. Additional detail on the selection process was discussed.

**Motion to Approve: Mr. Attman**

**Second: Ms. Staloni**

**Unanimous**

### **M&T Bank Stadium**

#### **Presentation by Mr. Hutson**

##### **Suite Renovation Improvements**

Mr. Hutson recommended an amendment to the project agreement to permit the Ravens to

renovate the suites within the \$120,000,000 allotted for the improvements projects.

**Motion to Consider: Mr. Attman**

**Second: Mr. Mangum**

**Unanimous**

Discussion: The current project agreement doesn't specifically identify renovations to the suites.

**Motion to Approve: Mr. Attman**

**Second: Ms. Staloni**

**Unanimous**

**Baltimore City Public Schools**

**Presentation by Ms. Perez-Fowler**

**Harford Heights/Sharp-Leadenhall Elementary**

**Architect & Engineer Design Services**

Ms. Perez-Fowler recommended a contract for \$1,978,686.64 for A&E services to Crabtree, Rohrbaugh & Associates, Inc. The procurement process was outlined. This firm had the highest overall score and the lowest fee.

**Motion to Consider: Mr. Attman**

**Second: Ms. Riddick**

**Unanimous**

Discussion: An explanation was provided for the amount of the owner's contingency fund.

**Motion to Approve: Mr. Bryce**

**Second: Mr. Attman**

**Unanimous**

**Presentation by Ms. Perez-Fowler**

**Harford Heights/Sharp-Leadenhall Elementary**

**Construction Manager Preconstruction Services**

Ms. Perez-Fowler recommended a contract for \$169,976 to MCN Build/Southway Builders, LLC for pre-construction services. The Bid process was outlined. MCN/Southway had the highest technical score and the lowest bid.

**Motion to Consider: Ms Riddick**

**Second: Mr. Bryce**

**Unanimous**

Discussion: None

**Motion to Approve: Mr. Attman**

**Second: Mr. Mangum**

**Unanimous**

**Presentation by Ms. Perez-Fowler**

**Building Commissioning Services**

**Mary E. Rodman Elementary**

Ms. Perez-Fowler recommended a contract for \$95,751 to Kibart, Inc to provide building

commissioning services. The procurement process was outlined. Kibart had the highest technical score and the lowest fee.

**Motion to Consider: Mr. Attman**  
**Second: Ms Riddick**  
**Unanimous**

Discussion: None

**Motion to Approve: Mr. Bryce**  
**Second: Ms. Staloni**  
**Unanimous**

**Presentation by Ms. Perez-Fowler**

**Water Testing Services Blanket Purchase Order**

Ms. Perez-Fowler recommended a not-to-exceed contract for \$1,200,000 to provide water testing services to 5 firms. The contract terms are for 5 years, each with 2 one-year options. Contract details were highlighted. All firms had high technical scores and the hourly rates are competitive and reasonable.

**Recommended contractors:**

Global Consulting, Inc.  
Soil and Land Use Technology, Inc.  
Inspection Experts, Inc.  
BATA Environmental Associates, Inc.  
Professional Service Industries, Inc.

**Motion to Consider: Mr. Bryce**  
**Second: Mr. Attman**  
**Unanimous**

Discussion: None

**Motion to Approve: Mr. Attman**  
**Second: Mr. Mangum**  
**Unanimous**

**Presentation by Mr. McGuigan**

**Guaranteed Maximum Price #1 Early Release Package**

**Bay-Brook Elementary**

Mr. McGuigan recommended a contract to CAM Construction for \$6,073,853 for the replacement of Bay-Brook Elementary/Middle School Project. The early release GMP package includes abatement, demolition, sitework, utilities, and site services as outlined. The MBE goal is 30% and the early anticipated percentage commitment is 59%. The procurement process was outlined. Through the process 25 firms were solicited, 8 bids were received and two packages were advertised. CAM's fee and labor rates are in accord with the original negotiated amounts.

**Motion to Consider: Mr. Attman**  
**Second: Mr. Mangum**  
**Unanimous**

Discussion: None

**Motion to Approve: Mr. Attman**  
**Second: Mr. Bryce**  
**Unanimous**

**Presentation by Mr. McGuigan**  
**Guaranteed Maximum Price #1 Early Release Package**

**Calvin M. Rodwell Elementary/Middle**

Mr. McGuigan recommended a contract for \$7,238,571 to Skanska Construction for replacement of Calvin Rodwell Elementary / Middle School project, The early release GMP package includes abatement, demolition, sitework, utilities, foundations, and site services as outlined. The MBE goal is 30% and the percentage commitment is 52%. The procurement process was outlined. Eighty-six firms were solicited, twenty-seven bids were received and six trade packages were advertised. Skanska's fee and labor rates are in accord with the original negotiated amounts.

**Motion to Consider: Mr. Bryce**  
**Second: Mr. Attman**  
**Unanimous**

Discussion: None

**Motion to Approve: Mr. Attman**  
**Second: Mr. Bryce**  
**Unanimous**

**Maryland Stadium Authority**  
**Presentation by Mr. McGuigan**  
**Baltimore Convention Center - Phase II Study**

Mr. McGuigan recommended that MSA proceed with the Phase II Feasibility Study for the Baltimore Convention Center Renovation / Expansion with an MSA participation level of \$26,551 as requested by Baltimore City. The total amount of the study is \$475,200 and will be paid through unspent funds from Phase 1 and with the remainder shared by the City, MSA and the Department of Commerce. Phase II will build on Phase 1 findings and include the preliminary design and cost estimating of expansion and financing options.

**Motion to Consider: Mr. Attman**  
**Second: Ms. Riddick**  
**Unanimous**

Discussion: Evaluation for future capacity was discussed. MSA updated the market study in Phase 1 so the design of new program includes the most up to date information. An Arena will not be studied in Phase 2 due to the cost and site impact of including such a large structure on the existing site. The study will take about one year.

**Motion to Approve: Mr. Bryce**  
**Second: Mr. Mangum**  
**Unanimous**

Chairman Kelso asked for the Board to be notified when studies are released to the public.

**Presentation by Mr. Hutson**

**General Contractor for Warehouse Elevator Modernization Project**

Mr. Hutson recommended a contract for \$5,230,000 to Quandel/J. Vinton Schafer and Sons, Inc. The project includes modernization of 9 elevators, along with replacement of 2 passenger elevators and with a freight elevator and miscellaneous floor coatings, electrical and mechanical upgrades to lobbies and machine rooms. The procurement process was outlined. Due to the long lead-time for order and equipment delivery a partial notice to proceed was previously issued to Schafer in the not-to-exceed amount of \$25,000.

**Motion to Consider: Mr. Bryce**

**Second: Mr. Attman**

**Unanimous**

Discussion: Quandel/Schafer received a partial notice to proceed in order to do administrative paperwork and shop drawings. Bond funding is anticipated for the project. There is cash on hand for the project. A financing plan will be presented to the Board next month.

**Motion by Mr. Bryce: Approve the item with a preference to use a financing plan, but use cash on hand if necessary.**

**Second: Ms. Riddick**

**Unanimous**

**Informational**

**Executive Director's Report**

Mr. Frenz reported on the release of the Phase 1 BCCC Study, which included acquisition of the Sheraton site and timing of the expansion. An on-site arena is not feasible.

Mr. Frenz and several others from MSA attended Governor Hogan's Cabinet Meeting in Baltimore where MSA recognized for the CORE Program. Following the meeting, the group joined Secretary Brinkley, DBM at Arundel Elementary School. Mr. Frenz conveyed the Secretary's satisfaction to the Board with the completed buildings and congratulated Gary McGuigan, Eric Johnson, and Project Manager Brent Miller for their work on the project and Rachelina Bonacci for her work in planning the meeting.

Mr. Frenz and Chairman Kelso toured the Atlanta Braves Suntrust Stadium and the surrounding area and associated development. This was reported to be a phenomenal concept creating a 365 day venue and potential application to OPCY will be discussed with the Orioles.

Interviews for Human Resource Director begin this week to replace Mr. Dorsey following his death. Approximately 100 applications have been received, 70 met the minimum qualifications and 10 will be interviewed.

Executive staff received training on the legislative process from AAG, Sandy Brantly and Mr. Frenz expressed his appreciation of Ms. Brantly and to Cynthia Hahn for making the arrangements.

**Security Report**

Mr. Conaway reported by phone from the NCS Conference. He shared news of a productive conference.

There were no significant threats at MSA and the threat level remains the same. He reminded the Board of the 9:00 AM, July 31 Tabletop discussion/meeting invitation, focusing on security improvements to the M&T spine and CYSP parking lots.

### **Audit Committee Report**

Ms. Riddick, Audit Committee Chair introduced the Audit Committee Report and congratulated Mr. Brann on his leadership and work. Mr. Brann, MSA Internal Auditor, reported on the audits of the Office of Legislative Audits (OLA) and BCPS.

**OLA** released their Draft Audit in June which included four findings relevant to MSA. These findings were discussed with the Audit Committee. MSA has responded and awaits the final report in the coming months.

**BCPS** – 21<sup>st</sup> Century Schools Agreed-Upon Procedures – Mr. Brann reported on an audit finding of an overcharge of \$44,891 to the schools program due to an allocation error, which has been corrected.

It was also reported, based on the 2018 legislation, MSA will be exempt from depositing funds with DoIT generated from resource sharing agreements at Camden Yards.

Mr. Bryce, Audit Committee member thanked Mr. Brann for an excellent presentation, and for making the work seem easy. Ms. Riddick and Ms. Stanalonis joined the accolades. Mr. Raith praised Mr. Brann for being proactive in bringing up points for consideration in advance of their becoming issues. To that point, Mr. Frenz praised him for being a self-starter.

### **Report of Small Procurements and Change Orders**

Mr. Samoryk reported on four small contracts.

Electrical Substation Maintenances Services 2<sup>nd</sup> Renewal – CYSC

Daktronics Video Equipment Service Agreement – 2<sup>nd</sup> Renewal – M&T

Lumenpulse Lighting Systems Annual Service Contract – M&T

Fire Alarm Services and Repairs – Final Renewal – OPCY, Camden Station and Warehouse

### **BCPS - Small Procurements and Change Orders**

Mr. McGuigan reported on BCPS contract modifications:

Fairmont –Hartford Building, Pre-Abatement Demolition - \$238,400

Arlington Elementary School, Pre-Construction Credit – (\$15,538.96)

Arlington elementary School – Heating System Replacement - \$27,825

### **Baltimore City Public Schools and C.O.R.E. Update**

Mr. McGuigan reported that the Governor will continue CORE funding for another 4 years and updated the Board with the following information:

**BCPS** - 4 schools are open, 5 will open this summer, 3 will open in summer of 2019 and 3 more in December of 2019, an additional 3 will open in the summer of 2020 and 3 more in December of 2020. The rest will open in 2021. A summer 2018 ground breaking and ribbon cutting schedule was shared with the Board.

**CORE** – 337 Notices to Proceed, 198 demolitions complete, 49 demolition contracts awarded and in progress, 90 hazmats completed and finalizing demolition awards.

### **Leasing Report**

Mr. Raith reported on walk-through meetings to show Warehouse spaces for two potential tenants. He updated the Board on the status of rent payments.

### **Financial Report**

Mr. Raith reported the revenues and expenses to the Board for MSA Consolidated, Camden Yards, and BCPS Construction.

**Maryland Sports Update**

Mr. Hasseltine reported that the 2016 United Bid Committee won the rights to host the 2016 FIFA World Cup. MD Sports will work with FIFA and US Soccer to define their next steps by late July.

Md. Sports has received grant requests for 40 events totaling more than \$500,000. Grants are capped at \$25,000 per event and MD Sports is recommending \$300,000 in event support from MSA. Requests have been sent to ED and CFO for approval.

FEI approved the 4 Star/5 Star System. BPW approved funding of 1 million dollars with a match of 1 million dollars. FEI is releasing new standards and committee structures are being formulated.

At the conclusion of the informational updates, Chairman Kelso asked for a motion to close the open meeting at 4:34 PM.

**Motion to Close the Open Meeting: Mr. Attman**  
**Second: Mr. Bryce**

The Board continued with a closed meeting for counsel's litigation update and reconvened to adjourn. Chairman Kelso asked for a motion to open the open meeting at 4:43 PM.

**Motion to Open: Mr. Bryce**  
**Second: Ms. Riddick**  
**Unanimous**

Chairman Kelso asked for a motion to adjourn at 4:44 PM.

**Motion to Adjourn: Mr. Bryce**  
**Second: Mr. Attman**  
**Unanimous**