

**Maryland Stadium Authority**  
**333 W. Camden Street, Baltimore, MD 21201**  
**Executive Boardroom**

**Board Meeting**  
**Minutes**  
**January 5, 2021 - 12:00 PM**

**OPEN MEETING**

**Attendance**

Board

Thomas Kelso  
Joe Bryce  
Gary Mangum  
Manervia Riddick  
Jodi Stanalonis  
Terrance Jennings (non-voting)

Maryland Stadium Authority

Michael Frenz	
David Raith	Carmina Perez-Fowler
Gary McGuigan	Eric Johnson
Jocelyn Grogan Jones	Rachelina Bonacci
Vernon Conaway	Joseph March
John Samoryk	Kristy Taylor*
Jeff Provenzano	Joe March

Counsel

Cynthia Hahn

\*Present in Executive Conference Room  
All other participants attended using teleconferencing

**Call to Order:**

Chairman Kelso called the meeting to order at 12:01 PM.

Chairman Kelso recommended a closed meeting to consult with counsel to obtain legal advice and to consult with counsel and staff about pending or potential litigation.

**Motion to Approve: Mr. Mangum**

**Second: Ms. Stanalonis**

**Affirming: Bryce, Mangum, Riddick, Stanalonis, Kelso**

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**Closed Meeting  
Summary Statement**

January 5, 2021 - 12:03 PM  
Executive Boardroom and Teleconference

Attendance by Remote Teleconference

Board: Thomas Kelso, Joe Bryce, Gary Mangum, Manervia Riddick and Jodi Stanalonis

Staff: Michael Frenz, Kristy Taylor\*, Joe March

Counsel: Cynthia Hahn

\*Present in Executive Conference Room

Chairman Kelso requested a closed meeting, pursuant to Sections 3-305(b)(7) and (8) of the Open Meetings Act, to obtain advice of counsel and to allow for discussion of pending and/or potential litigation with counsel and staff. Chairman Kelso asked for a motion to open the closed meeting at 12:03 PM. Mr. Bryce motioned to open, Ms. Stanalonis seconded, and the Board affirmed unanimously. AAG Cynthia Hahn then apprised the Board of the status of judicial action related to a procurement matter. The Board took no action in the closed session. Motion to adjourn the closed meeting was made at 12:10 PM by Mr. Mangum and seconded by Mr. Bryce and affirmed unanimously.

**Call to Order:**

Chairman Kelso called the January Open Meeting to order at 12:11 PM.

Terrance Jennings was introduced as the Mayor's Representative to the board and will participate fully beginning February 2021.

**Approvals**

**Minutes**

Introduction of December 1, 2020 meeting minutes

**Motion to Consider: Ms. Stanalonis**

**Second: Mr. Bryce**

**Discussion - None**

**Motion to Approve: Ms. Stanalonis**

**Second: Mr. Bryce**

Introduction of December 15, 2020 closed and open ad hoc meeting minutes.

**Motion to Consider: Mr. Mangum**

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**Second: Mr. Bryce**

**Discussion - None**

**Motion to Approve: Mr. Mangum**

**Second: Mr. Bryce**

Affirming: Bryce, Mangum, Riddick, Stalalonis, Kelso

**Contracts**

**Camden Yards Sports Complex**

Presentation by Mr. Samoryk

Computerized Maintenance Management System, First Renewal

Mr. Samoryk recommended that MSA exercise the first renewal option for the contract with Database International (dba "AwareManager") to provide MSA's Computerized Maintenance Management System for the period of January 25, 2021 through January 24, 2022. This is the first of two renewal options that is available to MSA under the existing contract that went into effect on January 25, 2018. Authorization is requested in the amount of \$177,850, which is the license and maintenance fee for year four of the contract.

**Motion to Consider: Ms. Riddick**

**Second: Ms. Stalalonis**

**Discussion – None**

**Motion to Approve: Mr. Bryce**

**Second: Ms. Stalalonis**

Affirming: Bryce, Mangum, Riddick, Stalalonis, Kelso

**Camden Yards Sports Complex**

Presentation by Mr. Samoryk

Solid Waste Removal and Recycling Services

Mr. Samoryk recommended that MSA enter into a contract with The Goode Companies, Inc. to provide solid waste removal and recycling services at the Camden Yards Sports Complex. The proposed term of the contract is three years with two one-year renewal options. The commencement date for the proposed contract is February 1, 2021.

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Approval is requested to authorize funding for this contract in an amount not to exceed \$1,573,607 for the initial term of the contract. The contract will include the pick-up and disposal of all solid waste and recycling materials, as well as container rental and maintenance for the Camden Yards Complex.

**Motion to Consider: Ms. Stalonis  
Second: Mr. Mangum**

**Discussion – None**

**Motion to Approve: Ms. Stalonis  
Second: Ms. Riddick**

**Affirming: Bryce, Mangum, Riddick, Stalonis, Kelso**

**Maryland Stadium Authority**

Presentation by Mr. McGuigan

Project C.O.R.E. – Abatement and Demolition Services

Mr. McGuigan recommended the award of a contract to Goel Services, Inc. to provide abatement and demolition services for a project released under Project C.O.R.E. Goel Services had the highest technical score and offered the lowest price for the work. If approved, the contract will be in the amount of \$ 634,150.

**Motion to Consider: Mr. Mangum  
Second: Ms. Stalonis**

**Discussion – None**

**Motion to Approve: Mr. Mangum  
Second: Ms. Stalonis**

**Affirming: Bryce, Mangum, Riddick, Stalonis, Kelso**

**Maryland Stadium Authority**

Presentation by Mr. McGuigan

Draft Resolution Amending MSA's Procurement Policies and Procedures

Mr. McGuigan recommended approval of a resolution to amend MSA's Procurement Policies and Procedures. The proposed amendment would add a provision regarding inspection and disclosure of procurement information. Currently, Maryland state agencies that are subject to Division 2 of the State Finance & Procurement Article and the applicable provisions of the Code of Maryland Regulations, are able to protect information submitted by bidders and offerors prior to a recommendation for award.

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Disclosure of this type of information can negatively affect the procurement process, including the level of competition and price negotiations. The proposed amendment, which was drafted by the Office of the Attorney General, memorializes similar protections for MSA as those available to Maryland state agencies with similar procurement responsibilities.

**Motion to Consider: Mr. Bryce  
Second: Ms. Riddick**

Discussion – This amendment will protect MSA and its vendors during the procurement process. This amendment will make the authority more in line with other state agencies and their practices.

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

**Affirming: Bryce, Mangum, Riddick, Kelso  
Not Voting: Ms. Staloni**

**Maryland Stadium Authority**

**Presentation by Mr. Brann**

**2021 Internal Audit Plan & Risk Assessment**

Mr. Brann submitted the Internal Audit Plan and associated Risk Assessment for calendar year 2021. The Internal Audit Plan describes the audits that will be conducted by Maryland Stadium Authority's internal audit department over the next three years beginning in calendar year 2021. The audit plan is based on a Risk Assessment performed by the internal audit department.

**Motion to Consider: Ms. Riddick  
Second: Mr. Mangum**

**Discussion – None**

**Motion to Approve: Mr. Mangum  
Second: Ms. Riddick  
Affirming: Bryce, Mangum, Riddick, Staloni, Kelso**

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**Informational**

Executive Director's Report

- Clarification of the janitorial services contract approved during December's meeting. The contract utilized the computerized maintenance management system, which makes the expenditure closer to variable cost, saving MSA and the Ravens money. The calculation includes CDC guidelines for COVID cleaning and maintenance.
- The complex has been successfully used for the following community service and philanthropic events:
  - Amigos of Baltimore County held a successful toy drive on December 19, 2020.
  - The Maryland Charity Campaign ended successfully with MSA exceeding donation goals.
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- Employee Announcements
  - Diane Connelly and Linda Pohuski retired January 1, 2021.
  - Kristy Taylor will assist Michael Frenz during the interim.
  - Baltimore Business Journal named Terry Hasseltine a "Face To Watch For 2021". Highlighting his success of national and international athletic events in the state of Maryland.

Security Report

- Three home games held with no security issues.
- Conversations continue with Orioles regarding 2021 season.

Report of Small Procurements and Change Orders

MSA

- Financial Advisor Services MSA Project No. 17-047 First Renewal  
Wye River Group
- General Contractor for Elevator Modernization MSA Project No. 18-061  
Change Order No. 12 Quandel / J. Vinton Schafer and Sons

CPDG

- BCS, Montebello Elementary/Middle School, Swing Space Renovations Closeout, Tito Contractors, (\$39,916.12)
- BCS, Baltimore City College, Additional Services – Building Envelope Evaluation, JRS Architects, (\$43,770)
- BCS, Wildwood Elementary/Middle School (formerly Lyndhurst Elementary School), GMP Closeout, Turner-JLN Joint Venture, (\$42,923.97)
- BCS, Fairmount Harford Building, Project Closeout, Brinjac Engineering, (\$26,441.40)

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- Ocean City Convention Center, Contract Modifications, Barton Malow Company, (\$69,586.64)

### Total Capital Projects Group Update

Racing – Plans and procurement phases continue for Laurel and Pimlico. Assisting with the establishment of a transitional plan during construction for Laurel.

DLS Building – Preliminary design phase, construction expected to begin June 2022.

Hagerstown, MD – Providing study services for multi-functional, multi-use stadium.

Prince George's Co., MD – Providing study services for Tennis facility.

Coppin State University – MOU discussions continue regarding police training academy building.

Fair Hill – Close out phase of equestrian center.

Baltimore Convention Center – Evaluating condition and infrastructure of east side of building.

Ocean City Convention Center – scheduled to be open end of 2021.

CORE: 992 notices to proceed; 774 units demolished and returned to the city; 120 in procurement and demolition; and 97 in HazMat evaluation.

BCPS: 15 Schools open; 2 are opening this winter; 7 in construction; 3 in design; and 1 moving toward procurement for design.

### Leasing Report

Mr. Raith updated the status of late Warehouse rent payments and informed the Board of one tenant resolution. Will bring new leases and termination agreements to the Board when available.

### Finance Report

Mr. Raith verbally updated the board on the Statement of Revenues and Expenditures for the Maryland Stadium Authority.

### Audit Committee Report

Mr. Brann provided the information from the December meeting.

MSA's Audit Committee met on December 10, 2020 to discuss the following:

- Approval Item – 2021 Internal Audit Plan & Risk Assessment
- Internal Audit – Warehouse & Telecommunications Rent
- Internal Audit – Orioles Rent Calculation (2019)
- Internal Audit – Aramark Catering Commissions (2019 & 2020)
- External Audit – MSA Financial Statements (FY 2020) & related reports
- External Audit – Hippodrome Performing Arts Center, LLC (2019)

The following internal audit reports were issued during the period:

- Warehouse & Telecommunications Rent (November 19, 2020) – Review of tenant rent collections for the period January 2017 – December 2019. The review recommended minor improvements to billing and collection procedures.

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- Orioles Rent Calculation (2019) (November 17, 2020) – An agreed-upon procedures review to verify the amount of rent owed by the Baltimore Orioles, Inc. for the year ended December 31, 2019. Significant findings included (1) unauthorized deductions taken by the Orioles against concessions revenues subject to rent, and (2) various allocation errors related to ballpark advertising revenues.
- Aramark Catering Commissions (2019 & 2020) (November 20, 2020) – An agreed-upon procedures review of Aramark’s compliance with the terms of the Catering Agreement between MSA and Aramark for the years ended December 31, 2019 & December 31, 2020. The review did not result in any material findings.
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Maryland Sports Update

Mr. Hasseltine provided updates for the following sporting events:

- Maryland Five star has some staffing changes, yet continues to make strides with increase corporate sponsors.
- Maryland Cycling Classis continues to design route for 2021 cycling event. United Health Care is the corporate sponsor. A merchandise agreement was finalized and culminated with a successful soft launch sale
- Maryland’s bid for the World cup continues and a site visit remains contingent upon COVID travel restrictions. Fundraising to support site visit is well underway.
- Maryland Sports will continue strategic planning with partners, focusing on post COVID recovery.

Call for Adjournment: 1:09 PM

**Motion to Adjourn: Ms. Stanalonis**

**Second: Ms. Riddick**

**Unanimously affirmed by voice vote.**