



Board of Directors Meeting Minutes March 7th, 2017

OPEN SESSION

Attendants:

In Person:

Thomas Kelso, Chair
Manervia Riddick
Jodi Stanalonis

Conference Line:

Leonard Attman
Joseph Bryce
Gary Mangum* Joined at 3:09 p.m.

Absent:

Kaliopé Parthemos

MSA Staff:

Mike Frenz	John Samoryk	Vernon Conaway
Terry Hasseltine	Al Tyler	Carmine Perez-Fowler
David Raith	Gary McGuigan	Linda Pohuski
Jeff Provenzano	Eric Johnson	

Counsel:

Bruce Benshoof

Other:

Ed Guntz Baltimore Fishbowl

Call to Order:

Mr. Kelso called the meeting to order at 3:05 p.m. and presided over the open session. There was no closed session at the March 7, meeting.

Approvals:

Minutes:

Mr. Kelso asked for a motion to consider the February 7, 2017 minutes (open and closed meetings).

Motion: Mr. Attman

Second: Mr. Bryce

Discussion: None

Mr. Kelso asked to approve the open meeting minutes.

Motion: Mr. Attman

Second: Mr. Bryce

Unanimous

Mr. Kelso asked for a motion to consider the closed meeting minutes.

Motion: Mr. Attman

Second: Ms. Staloni

Discussion: None

Mr. Kelso asked for a motion to approve the closed meeting minute.

Motion: Ms. Riddick

Second: Mr. Attman

Unanimous

Contracts:

Presentation by Mr. Samoryk and Mr. Provenzano

Camden Yards Sports Complex - On Call Floor Coating Maintenance & Repairs

Mr. Samoryk recommended a contract with CDF Services, Inc. dba Cole Diamond Flooring ("CDF") for on-call floor coating maintenance and repairs for the Camden Yards Sports Complex. The proposed term is three (3) years with two (2) additional one (1) year terms at MSA's sole discretion. The Contractor will maintain and repair, as required, the various floor coating systems at Oriole Park and M&T Bank Stadium.

This was a competitive sealed bid procurement that was advertised on the MSA website and eMaryland Marketplace. This contract was reserved for small business firms. CDF is a registered small business and submitted the lowest responsive bid of the three (3) bids received.

Bid amounts were based upon proposed hourly rates multiplied by a set of hours that were applied to all bidders for bidding purposes only. Materials shall be invoiced at costs plus ten percent (10%).

Approval would authorize funds in the not-to-exceed amount of \$400,000 for services reasonably anticipated to be required during the initial term of the contract.

*Mr. Mangum joined the meeting during this presentation.

Motion to Consider: Mr. Attman

Second: Ms. Riddick

Discussion:

Discussion occurred with the managers on the specific bid process conducted for this job versus other methods. It was concluded that this was an appropriate method for bidding the contract for ongoing maintenance over the contract period, some maintenance is yet to be determined, but can be anticipated. Cost saving examples from previous similarly bid contracts were shared with the Board.

A general discussion on the bid process will be scheduled for a future meeting.

Motion to Approve: Mr. Mangum

Second: Ms. Staloni

Unanimous



Presentation by Mr. Conaway

Oriole Park at Camden Yards - Emergency Medical Services – 1st Renewal

A recommendation to exercise the first of four renewal options for the emergency medical services agreement between MSA and Baltimore (“City”), dated April 20, 2017. The services include one (1) advanced life support (“ALS”) medic unit staffed with one certified ALS paramedic, and one (1) basic life support emergency medical technician (“EMT”) for all baseball games during the 2017 baseball season. The Agreement provides that MSA shall pay the City the actual cost to the City for each employee paramedic and EMT providing services. The cost to MSA shall not exceed \$100,000 annually. Attached is a copy of the proposed renewal agreement between MSA and Baltimore City and a memorandum from Vernon Conaway, Jr. recommending the renewal.

Because this is an agreement with a political subdivision of the State, MSA’s procurement policies and procedures do not apply to this contract.

Motion to Consider: Ms. Stalonis

Second: Mr. Attman

Discussion: Mr. Conaway suggested several advantages to MSA with contracting these services through Baltimore City, which included, on site and general proximity of services, as well as having paramedics and EMT’s familiar with the property and complex. Additionally, with Baltimore City, as with other government agencies, contracts do not have to be bid. This contract is a revenue source for the City.

Motion to Approve: Mr. Attman

Second: Ms. Riddick

Unanimous

Presentation by Mr. Samoryk

Camden Yards Warehouse - Renovation of Restrooms - 4th and 6th Floors

Mr. Samoryk made a recommendation to approve a contract with Boulevard Contractors Corp (“Boulevard”) for renovation to the common area restrooms located on the 4th and 6th floors of the North Warehouse at Camden Yards. The total contract amount will be \$184,750.00. This project includes reconfiguration of 6th floor restrooms into one larger men’s restroom, the creation of a new larger women’s restroom, associated work in the corridor and ceiling space below, as well as updates to the finishes of the 4th floor north restrooms. The project will be funded from the Special Projects - Warehouse Tenant Allowance budget line item. The drawings and specifications for the project were prepared by JRS Architects.

This was a competitive sealed bid procurement that was advertised on the MSA website and eMaryland Marketplace. Boulevard submitted the lowest responsive bid of the 9 bids received. Boulevard has committed to achieve a MBE subcontractor participation goal of 15% of the total contract amount.

Motion to Consider: Ms. Stalonis

Second: Mr. Attman

Discussion: No discussion.

To Approve: Ms. Riddick

Second: Mr. Bryce



Unanimous

Presentations Mr. Johnson and Ms. Perez-Fowler
Baltimore City Public Schools - FFE – BCS Purchase Approval
Frederick Elementary & Ft Worthington PK-8 (Presented together)

A recommendation to approve School Specialty, Inc.'s bill of materials and purchase order (PO) in the amount of \$857,558.87, which includes a 10% Owner's contingency of \$77,959.90. This PO relates to the design, furnishing, delivery, and installation of furniture, fixtures, and equipment (FF&E) for Frederick Elementary School. On January 10, 2017 Baltimore City Schools (BCS) and the MSA Board approved the Blanket Purchase Order (BPO), a procurement performed by BCS, for all Year 1 Schools' FF&E. Two (2) firms, School Specialty, Inc. and Douron, Inc., were the selected vendors. As stated in the recommendation for the BPO, each project PO will be submitted to the MSA Board for approval. The PO for Frederick Elementary School project includes FF&E to outfit all classrooms, offices, and other interior school spaces. City Schools has reviewed and verified that the pricing proposal for products and services are consistent with price quotes in the PO. School Specialty, Inc will deliver and install all items contained on the PO in accordance with BCS-approved room layout drawings and delivery instructions.

A recommendation to approve Douron Inc.'s bill of materials and purchase order (PO) in the amount of \$986,857.92, which includes a 10% Owner's contingency of \$89,714.36. This PO relates to the design, furnishing, delivery, and installation of furniture, fixtures, and equipment (FF&E) for Fort Worthington PK-8 School. This PO is also subject to the BPO in the above paragraph. Two (2) firms, School Specialty, Inc. and Douron, Inc., were the selected vendors. The PO for Fort Worthington PK-8 School project includes FF&E to outfit all classrooms, offices, and other interior school spaces. City Schools has reviewed and verified that the pricing proposal for products and services are consistent with price quotes in the PO. Douron will deliver and install all items contained on the PO in accordance with BCS-approved room layout drawings and delivery instructions.

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

Discussion: Discussion followed concluding that a calculation of per-pupil cost was not relevant to these contracts. It was also noted that MSA is using cash, not bonds for these contracts.

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

Presentation by McGuigan
2016 21st Century Schools Report

Mr. McGuigan referred members to the *2016 21st Century Schools Report* mailed earlier. MSA is one of 4 parties who submit annual reports on the progress of the Baltimore City Public Schools (BCPS) project and program. This is the last of those 2016 reports. MSA and BCPS are jointly responsible for this complex program and their organizations continue to evolve to enhance an integrated working relationship. The report covers the mission, schools portfolio and progress, and long range demographic projections. Positive accounts on MBE participation, local hiring and work-based learning programs were noted.

Motion to Consider: Mr. Attamn
Second: Mr. Bryce



Discussion: Mr. McGuigan was thanked for submitting the annual report in advance of the meeting.

Motion to Approve: Mr. Attman

Second: Mr. Bryce

Unanimous

Presentation by Mr. Tyler

State Center Study - Arena Site Assessment and Development Study - Request for Information

A letter from the Department of General Services was submitted requesting a study by MSA and its consultants for a site assessment and development study of sports and entertainment arena. The study would cost approximately \$30,000 and would be funded by DGS.

Motion to Consider: Ms. Stanalonis

Second: Mr. Attman

Discussion: It was noted that the study request was initiated from an inquiry on site assessment by the Comptroller.

Motion to Approve: Mr. Attman

Second: Ms. Riddick

Unanimous

Presentation by Mr. Frenz

M&T Bank Stadium - Metallica Concert Contribution

Mr. Frenz reported on the May 20, 2017 Metallica concert to be held at M&T Bank Stadium. In keeping with MSA's agreement the Board's approval is requested to provided \$150,000 contribution toward the concert.

Motion to Consider: Mr. Attman

Second: Ms. Riddick

Discussion: The Board discussed revenues, costs, profits, gross split between M&T and MSA. It was noted that the grass field increased the price for stadium rental.

Motion to Approve: Mr. Attman

Second: Ms. Stanalonis

Unanimous

Informational:

Executive Director's Report

Mr. Frenz shared information from the Pimlico Study that had been released showing a \$250 to \$320 million dollar investment for renovations.

Mr. Frenz advised the Board of MSA's good audit by OLA Auditors who spent 6 months reviewing MSA's records with only 4 resolvable findings, some of which have already been addressed.

Regarding meetings on Baltimore City items, Mr. Frenz noted a site-visit and tour of Project C.O.R.E. locations. He noted the care and professionalism with which the demolitions were handled by CPDG. Additionally, relating to MSA's relationship with Baltimore, a BCPS



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Executive Committee meeting was held, as well as a meeting with the Executive Director of Visit Baltimore, the Baltimore Convention Center.

Mr. Frenz provided a report on Annapolis related issues which included details on the *School Overcrowding Reduction Act of 2017* (SB 994), and House (HB 1319) and Senate (SB 1148) bills to establish Maryland Sports affiliated non-profit foundations to encourage non-public funding and support of MD Sports programs.

Mr. Frenz noted the budget reductions related to 2 of the above items: \$1 million was not included for Phase 2 of BCCC expansion, nor was \$350,000 for amateur sports.

Report of Small Procurements and Change Orders

Mr. Samoryk reported on the following items:

Camden Yards Sports Complex - Structural Steel Painting Services – 4th Renewal MSA exercised its fourth renewal option for the above referenced contract with Colossal Contractors, Inc. (“Colossal”). Colossal provides on-call structural steel painting services for the Camden Yards Sports Complex. The renewal term shall be for one year. To date, funds remain under the contract to cover services that are reasonably expected to be required during the renewal term. A modest increase of \$10,000 was added to the purchase order for electronic approval tracking purposes.

Maryland Stadium Authority - MSA entered into a one (1) year contract with 3C Computer Solutions, Inc. (“3C”) in the amount of \$30,000.00 for Maryland Time/Leave Accounting System (LAS) software maintenance and support. The current agreement will expire on January 31, 2018, but is subject to termination by MSA at any time during the term with sixty (60) days prior notice to the contractor. This system is used by MSA Human Resources to administer time-keeping and leave usage. The contract includes twenty-four hour emergency support, software updates and a minimum four (4) hour response time. The State contract with 3C expired on January 31, 2016 and MSA entered into a one year agreement with 3C that expired on January 31, 2017.

3C was originally contracted by the Maryland Department of Budget and Management (DBM) to produce this customized software system. DBM subsequently procured a more comprehensive personnel management system that is not available to independent agencies such as MSA. As a result, MSA will require continued support of this proprietary system until a more cost effective solution can be obtained by MSA. Maryland Time/Leave Accounting Software Maintenance and Support

Oriole Park at Camden Yards - LED Sports Lighting – Change Order No. 1 - MSA issued a change order to Musco Sports Lighting, LLC. in the amount of \$52,903.00 in connection with the above referenced project. The scope of services was modified to include the replacement of the 1st base and 3rd base electrical feeders from the UC electrical room to the catwalk.

Roof and Gutter Repair Services – Change Order No. 2 - MSA issued a second change order to Taggart Brown and Associates, Inc. in the amount of \$13,050.23 in connection with the above referenced project. The scope of services was modified to include the replacement of the roof on top of the Right Field Upper Concourse Electrical Room at Oriole Park at Camden Yards.

Carpet for Visiting Clubhouse - MSA entered into a contract with Fitz Flooring, LLC (“Fitz”) in the not-to-exceed amount of \$21,385.00 to furnish and install carpet in the Visiting Clubhouse at Oriole Park at Camden Yards. Fitz submitted the lowest of seven (7) bids (see tabulation below). This competitive sealed bids procurement was reserved for registered small businesses and was advertised on eMaryland Marketplace and the MSA website.



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Bullpen Sewage Ejection Pumps - MSA issued a purchase order to AMES, Inc. in the not-to-exceed amount of \$12,974.00. This amount included two (2) sewage ejection pumps and one (1) backup pump for lift Station A or B.

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

In addition to items covered in his reports earlier in this meeting Mr. McGuigan informed the Board of C.O.R.E. progress on 52 demolition units, with another 92 under way expected to be completed this summer.

Leasing Report

Mr. Raith provided 2017 tenant updates and late payments. One tenant didn't pay on time because the monthly invoice from MSA was not generated. All remaining rent payments for the month were received. Additionally, he offered a summary of the current marking of the vacant spaces.

Financial Report

Mr. Raith provided an extensive written Maryland Stadium Authority Statement of Revenues and Expenditures for January 2017 in advance of the meeting which he summarized for the Board.

Maryland Sports Monthly Update

Mr. Hasseltine elaborated on legislative agenda for Maryland Sports explaining the bills before the House (HB 1619) and Senate (SB1148) to create enabling language in support of MD Sports efforts to establish a foundation(s) and ease access to non-public funding sources. HE also updated the Board on the Fare Hill status, USCF site visit, potential future Army/Navy games at M&T, and the MSA website.

Security Report

Mr. Conaway highlighted measures taken for security and note we are 27 days from opening day. He remarked on the installation of cameras, their specific uses, as well as other benefits provided by them. He also reported on the Active Shooter Workshop held at MSA with more than 200 participants.

Chairman's Remarks

Chairman Kelso congratulated Ms. Riddick and Mr. Attman on their reappointment to the Board. He expressed his appreciation to the Board core group for working so well together in furthering the superb reputation of MSA. Mr. Kelso encouraged members to reach out to Ms. Edwards, the newest Board member, and share an enthusiastic welcome.

To MSA's managers, Mr. Kelso remarked on the great work they had done, and his expectation of continued great work. He suggested that managers utilize the highest standards of customer care in order to make it easier for bidders and other partners to do business with MSA. In order to obtain best value for the State we need to maximize competition in procurement.

Although MSA sets the State's standard for excellence, we should strive for continuous improvement.

Mr. Kelso asked for a motion to close the open meeting at 4:51 p.m.

Motion to Close: Ms. Riddick
Second: Mr. Attman



Unanimous

There was no closed meeting in March, 2017.

