

**Maryland Stadium Authority**  
**333 W. Camden St., Baltimore, MD**  
**Board Meeting Minutes**

**Wednesday, October 3, 2018**  
**8:30 AM**

**Attendants:**

**In Person:**

Thomas Kelso  
Gary Mangum

**Conference Line:**

Leonard Attman  
Joseph Bryce  
Manervia Riddick  
Jim Smith  
Jodi Stanalonis

**MSA Staff:**

Michael Frenz	Vernon Conaway
David Raith	Jocelyn Grogan-Jones
Jeff Provenzano	Dan Brann
Carmina Perez-Fowler	Rachelina Bonacci
John Samoryk	Linda Pohuski
Gary McGuigan*	

\*by conference line

**Counsel:**

Cynthia Hahn

**Other:**

\*Ed Gunts, freelance reporter

**ADMINISTRATIVE SESSION**

An administrative session to review the proposed MSA 2020 Budget began at 8:30 AM. Mr. Raith reviewed the documents with the Board. Agency budgets submitted to the Governor for his approval and incorporation into the State's budget remain confidential until released by the Governor. No action was taken during the administrative session.

**OPEN MEETING**

Chairman Kelso called the open meeting to order at 8:45 AM. He acknowledged and welcomed members and staff attending in person and by conference line. The minutes of two previous meetings were introduced.

\*Mr. Gunts entered the meeting room at 8:45 AM.

**Approvals**

**Minutes**

Open Meeting Minutes September 4, 2018.

**Motion to Consider: Mr. Attman**

**Second: Mr. Mangum**

Discussion - None

**Motion to Approve: Mr. Bryce**

**Second: Ms. Riddick**

**Unanimous**

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**Motion to Consider: Mr. Mangum**

**Second: Mr. Bryce**

Discussion - None

**Motion to Approve: Mr. Attman**

**Second: Mr. Mangum**

**Ms. Stanalonis – Abstain**

**Yes: Ms. Riddick, Messrs. Mangum, Attman, Bryce, Smith, and Kelso**

**Contracts**

**CPDG**

**Presentation by Ms. Perez-Fowler**

**Building Commissioning Services - Govans Elementary School**

Ms. Perez-Fowler recommended a contract award for \$94,980 to Wright Commissioning, LLC for building commissioning services at Govans Elementary School. The procurement process was outlined for the Board.

**Motion to Consider: Mr. Mangum**

**Second: Mr. Bryce**

Discussion – The higher technical score of Wright Commissioning, LLC outweighed the cost difference between Wright and the low bidder.

**Motion to Approve: Mr. Mangum**

**Second: Ms. Riddick**

**Mr. Attman – Abstain**

**Yes: Messrs. Mangum, Bryce, Smith, Kelso, Mses. Riddick and Staltonis**

**Presentation by Ms. Perez-Fowler**

**Testing and Inspection Services - John Ruhrah Elementary/Middle School**

Ms. Perez-Fowler recommended a contract award for \$124,750 to Hillis-Carnes Engineering Associates, Inc. for testing and inspection services at John Ruhrah Elementary – Middle School. The procurement process was reviewed with the Board.

**Motion to Consider: Mr. Attman**

**Second: Mr. Mangum**

Discussion - None

**Motion to Approve: Mr. Attman**

**Second: Ms. Staltonis**

**Yes: Mses. Riddick and Staltonis, Messrs. Mangum, Bryce, Attman, Smith, and Kelso**

**Unanimous**

**Maryland Stadium Authority**

**Presentation by Mr. Samoryk**

**Warehouse - Janitorial Services**

Mr. Samoryk recommended a contract for \$1,029,050 to Sentral Services, LLC, the incumbent contractor, for a 3-year term. There are two 1-year options. The contract amount includes a pilot program for the purchase of consumables with a no-obligation clause for MSA. The new contract has both an expanded cleaning area and contract requirements. Sentral's bid was 2% higher than the lowest bid, but it was a better value due to a work plan submission of 15% greater labor/time output. Mr. Samoryk highlighted the procurement process.

**Motion to Consider: Mr. Attman**

**Second: Mr. Mangum**

Discussion – The contract term and other factors in the award were reiterated, including the additional 15% labor/time commitment and a 30% MBE goal.

**Motion to Approve: Mr. Mangum**

**Second: Mr. Smith**

**Yes: Messrs. Mangum, Attman, Bryce, Smith, Kelso, Mses. Riddick and Staltonis**

**Unanimous**

**Presentation by Mr. Raith**

**Maryland Stadium Authority 2020 Budget Approval**

Mr. Raith introduced the Budget as reviewed in the earlier Administrative Session.

**Motion to Consider: Mr. Bryce**

**Second: Ms. Stanalonis**

Discussion - None

**Motion to Approve: Mr. Riddick**

**Second: Mr. Attman**

**Yes: Mses. Riddick and Stanalonis, Messrs. Mangum, Attman, Bryce, Smith, and Kelso**

**Unanimous**

**Informational**

**Executive Director's Report**

Mr. Frenz informed the Board of an ADA lawsuit naming both the Orioles and MSA.

MSA's recently hired Director of Human Resources: Ms. Jocelyn Grogan-Jones' introduction to the Board included career and educational highlights of her extensive human resource and management experience. Her education includes a Bachelor's Degree from Howard University and a Master's Degree from Johns Hopkins University.

Lisa Johnson, Compliance Manager, CPDG was recognized by the Board for her award from Maryland Minority Contractors Association for her efforts toward achieving an overall 33% goal in minority business outreach in the BCPS program.

Baltimore Convention Center and Pimlico studies are ongoing and on schedule. MSA role in these studies is to work as a facilitator/host in stakeholder workshops.

Mr. Hasseltine joined Mr. Frenz for the September, Maryland Department of Commerce, 1<sup>st</sup> Monday meeting. Commerce Department representatives attended the September MSA All-Hands meeting and they have accepted an invitation to the December MSA Board meeting.

Mr. Frenz has accepted a gubernatorial appointment to the Cambridge Waterfront Development Commission and attends regular meetings in Cambridge regarding development of the 25-acre waterfront site visible from Route 50, which includes the current visitor's center.

Referring to a recent article in the Baltimore Sun on City credit card misuse, Mr. Frenz reported on preventive steps taken by MSA beginning 2 years ago. Accounting improvements implemented from that time focused on stringent ongoing reviews of bank statements and activity logs. Additionally a specific account was established to simplify unexpected

expenditures up to \$10,000, in the event a specific emergency expense exceeds the limit of a single credit card assignee.

### **Security Report**

Mr. Conaway reported no specific or credible threats.

- Ravens games to date have been uneventful from security's point of view.
- The project to add more cameras at M&T is complete.
- NFL did an unannounced Security Audit at the last game. Mr. Conaway was told we did well, but the report is not expected until late December.

### **Audit Committee Report**

Ms. Riddick, Audit Committee Chair introduced the report and Mr. Brann. They briefed the Board on 2 findings related to adding elements of oversight for parking lot agreements and a positive adjustment to 2017 catering commission revenue to MSA due to errors by Aramark.

### **Resource Sharing Agreements Audit Report**

Mr. Brann shared a Performance Audit Report released by DLS regarding DoIT and several State agencies that contained 12 findings, with 4 relating to MSA. MSA concurred with 3 of the 4 findings, and the resolutions and/or work toward resolution was reported in the presentation to the Board. MSA disagrees with one finding. DoIT and MSA are working directly toward an understanding of requirements under existing applicable law.

MSA's position on resource sharing agreements with DoIT has been reviewed in several previous 2017 Board meetings.

Mr. Frenz reported from discussions that DoIT's primary concern moving forward is that MSA adhere to DoIT security changes.

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

Mr. Samoryk reported on 1 small procurement and 1 change order:

- Rental of Portable Vehicle Barriers – Sunbelt Rentals, Inc. - Not-to-exceed \$30,000
- Sound Systems Replacement Project – AVI SPL - \$44,645.31

Ms. Perez-Fowler reported on 6 CPDG small procurements and change orders:

- BCS, Patterson High School, Preconstruction fee additions, Skanska USA Building \$56,804.67
- BCS, John Ruhrah Elementary/Middle School, NTP for Moving & Relocation Services, District Moving Companies, Inc.- \$19,050.00
- BCS, Robert Poole Building, Offsite drainage mitigation, JRS Architects, Inc. - \$20,742.00
- BCS, Robert Poole Building, Storm water modifications, CAM Construction Company - \$149,981.00
- BCS, John Ruhrah Elementary/Middle School, Change order for modular relocation, District Moving Companies, Inc.- \$10,100.00

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- CPDG, North Bethesda Conference Center Garage, Drainage modifications, Donley's, LLC - \$10,972.00

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

Mr. McGuigan updated the Board on BCPS and CORE Progress

**BCPS**

- 9 schools are open
- 3 schools to open in 2019 – one of these is being presented at the BPW meeting today
- the balance are in planning and design, with 2 nearing approval of the feasibility study
- the number of schools projected to be built or replaced has increased from 23-28 to 26-28

**CORE**

- 676 Notices-to-Proceed issued to MSA
- Demolition has been completed on 224 properties
- 89 properties have demo awards / are in progress
- Hazardous material surveying has been completed on 156 properties, with procurement for demolition services in varying stages of completion
- Hazardous material surveying underway / pending on 207 properties with demolition procurement's to follow pending completion.

**Leasing Report**

Mr. Raith reported all rents are paid. He also updated the Board on 3 prospective Warehouse tenants.

**Financial Report**

Due to time constraints from MSA's 2020 Budget preparations, Mr. Raith will send the 2 month financial report next week to update the Board.

**Maryland Sports Marketing and Media Update**

Mr. Hasseltine is attending a conference. Mr. Frenz presented his report.

- Grant recipients from Maryland Sports' \$350,000 in State funds have been notified of their awards
- MSA received Counsel's first draft of the 501c3 application
- Fair Hill World Equestrian Event in Kentucky was cancelled due to weather
- National Steeple Chase Museum may have an interest in relocation to Maryland

Mr. Frenz reported global printed and media mentions 26 times in September. Prime topics were Fair Hill and the Hogan Administration response efforts to Hurricane Florence. The Ad Value Equivalency is approximately \$140,466 with a potential audience reach exceeding 15 million viewers.

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Having no other business before the Board, Chairman Kelso asked for a motion to adjourn at 9:25 AM.

**Motion to Adjourn: Mr. Mangum**

**Second: Mr. Bryce**

**Unanimous**