

**Maryland Food Center Authority
Board of Directors Meeting Minutes**

7801 Oceano Avenue
Jessup, Maryland 20794
March 14, 2024

Present:

Gail Yeiser, Chair
Gerardo Martinez
Kerry Greer
Susan Summers

Ben Seigel, for the Honorable Brooke Lierman, Comptroller

Wendy Scott-Scott Napier, for Atif Chaudhry, Secretary, Department of General Services

Mark Powell, for Kevin Atticks, Secretary, Department of Agriculture

Dr. Darren Jarboe, for Dr. Craig Beyrouthy, Dean and Director, University of Maryland, College of Agriculture and Natural Resources

Myriem Seabron, Assistant Attorney General

Ms. Angela Hopkins, Senior Director of Real Estate and Finance, MFCA
Trevett Freeman, Senior Accountant
Gary Decker, Director of Market Operations, MFCA
Peggy Torre, Executive Projects Coordinator, MFCA

Meeting Convened

Ms. Gail Yeiser called Members of the Board of Directors of the Maryland Food Center Authority (MFCA) to order at 9:00 a.m. on March 14, 2024.

I. Regular Session

A. Approval of Minutes

- A motion was made by Ms. Kerry Greer to accept the Minutes from the November 16, 2023 meeting. Seconded by Mr. Mark Powell and unanimously approved. (Exhibit 1)

B. MFCFA Updates

- Ms. Angela Hopkins reviewed the Procurement Policy (Exhibit 2) that was sent to the Boad members prior to the meeting. Ms. Hopkins noted that this is an updated Procurement Policy that was previously approved by the Board of Directors. After much discussion, a motion was made by Ms. Kerry Greer and seconded by Mr. Ben Seigel to revise the MFCFA Procurement Policy by adding procedures for Time and Materials contracts, increasing the limits for Category 1 and 2 small procurements and lower limit of Category 3 small procurements, and revising the policy's code references, with the following edits to Exhibit 2: VI. should read \$15,000 instead of \$5,000 and VI.H.3 should read "fractional" instead of "factional." The motion was unanimously approved.

- Ms. Angela Hopkins advised the Board that we did issue a contract to a new auditing company that was the second lowest bidder from the previous Invitation to Bid. The new company is not an MBE, but they are providing a portion of the contract to an MBE.

- Ms. Angela Hopkins provided the Board with an update on the Produce Market Expansion project. Our hope is to put it out to bid in the third quarter of this year, assuming there are no unforeseen setbacks.

- Ms. Angela Hopkins explained to the Board that our tenant, Seacap, decided not to move forward with their expansion. They will be reimbursing the MFCFA for the cost occurred

for the work completed thus far. The cost will be incorporated into their lease. When the lease has been revised it will be presented to the MFCA Board of Directors for approval, and if approved will then be presented to the Board of Public Works for their approval.

- Ms. Angela Hopkins advised the Board that we met with the Mayor of Rock Hall. He is potentially looking for space at the Rock Hall Clam House. We recently had some space become available, and he will let us know if and when he is ready to move forward.

- Ms. Angela Hopkins advised the Board that we are very close to updating the Developer Agreement as well as the Forest Conservation Agreement at the Maryland Market Center. The original agreements included some parties that are no longer a part of the development. The updated agreements will include only the current parties. We are very close to completing the new agreements, which will now have everyone paying their fair share. A 1.2 million surety is now in place and will be returned as soon as construction is complete.

- Ms. Angela Hopkins reviewed with the Board our updated IT policy as well as our updated document retention policy.

- Ms. Angela Hopkins advised the Board that MFCA employees recently completed an Ethics Commission training that was specific to the Authority.

C. Statement of Revenue and Expenses affecting private tenants and users of

Authority Projects affecting private tenants and users of the Maryland Wholesale Produce Market and the Maryland Market Center were reviewed by the Board. Both markets have been made aware of these statements. A motion was made by Mr. Gerardo Martinez to accept the R & D's and was seconded by Mr. Mark Powell, with all in agreement.

Motion to adjourn was made by Mr. Ben Seigel, seconded by Mr. Gerardo Martinez, and unanimously approved.