

Lancaster County Convention Center Authority
Meeting of January 27, 2022
Commons on Vine Lobby
Lancaster County Convention Center
Lancaster, Pennsylvania 5:30 p.m.

Agenda

- 1) **Purpose of Meeting:**
 - Introduce new LCCCA Board Member Zachary Peirson appointed by County Commissioners.
 - Annual Stevens & Smith Project update from LancasterHistory President & CEO Thomas R. Ryan, Ph.D. & Vice President Robin Sarratt.
 - Presentation from Discover Lancaster President & CEO Edward Harris.
 - Approve Engagement Letters with Accountants and Solicitors
 - Approve renewal of Directors & Officers Insurance and excess Directors & Officers Insurance policies.
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Announcements
- 5) Chairman's Report
 - a. Participated in Penn Sq. Condominium Association Meeting
 - b. New LCCCA Board Member Zachary Pierson – completing Rick Jackson's term.
 - c. Executive Director Annual Evaluation
 - d. Southern Market Opening 1/27/2022
- 6) Update on Stevens & Smith Historic Site
 - Thomas Ryan, Ph.D., President, & Robin Sarratt, Vice President, LancasterHistory.
- 7) Update on Tourism in Lancaster County
 - Ed Harris, President & CEO, Discover Lancaster
- 8) Public Comment - This Authority provides a reasonable opportunity at each of our meetings for residents and taxpayers of Lancaster County to comment on matters of concern, official action, or deliberation that are or may be before this Authority. People who wish to comment should state their name and address for the public.
- 9) Executive Director's Report
 - a. Discover Lancaster received their 20% of the 2021 HRRT.
 - b. ARP Update
 - c. Maher Duessel Audit update & engagement Letter
 - d. Parking Lot Update – City Requirements – Ted Vedock from Ken Hammel & Associates
 - e. Bond Financing update
 - f. LCCCA 12.6.2021 DFR Reduction Notice to UGI

10) LCCCA Board Comment Period

11) LCCCA Staff Comment Period

- a. Location of 2022 Board & Committee Meetings
- b. 2021 SFIF Forms in packets for you all on LCCCA Board in 2021.
– Please return on or before next Board Meeting - March 24, 2022.

12) Consent Agenda – Motion to approve Board Meeting Summary Minutes and Operational Expenditures, as previously circulated to the board:

- a. LCCCA Board Meeting Summary Minutes of November 18, 2021
- b. LCCCA December 2021 Operational Expenditures for Ratification totaling \$4,433.67
- c. LCCCA December 2021 Capital Expenditures for Ratification totaling \$25,524.94
- d. LCCCA January 2022 Operational Expenditures for Ratification totaling \$1,430,962.57
- e. LCCCA January 2022 Capital Expenditures for Ratification totaling \$65,345.00

13) Old Business -

14) New Business

- a. Annual Review of Legal Services, as previously circulated to the board.
- b. Motion to approve the Engagement Letter for Legal Counsel with Russell, Krafft, & Gruber, LLC for the year 2022, as previously circulated to the board.
- c. Motion to approve the Engagement Letter for Bond Counsel with Stevens & Lee for the year 2022, as previously circulated to the board.
- d. A motion to approve the Engagement Letter with Walz Group, CPA's for Advisory Services in 2022, as previously circulated to the board.
- e. Motion to approve the renewal of D&O insurance, as previously circulated to the board.
- f. Motion to approve the renewal of excess D&O insurance, as previously circulated to the board.

15) Other Business

16) Adjournment

Upcoming Board and Committee Meetings:

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- Thursday, February 3, 2022 - 5:30 p.m. Operations Committee Meeting
- Thursday, March 17, 2022 - 5:30 p.m. Finance Committee Meeting – Audit Review
- Thursday, March 24, 2022 - 5:30 p.m. Board Meeting – Audit Approval