



Board of Directors Meeting
Development Authority Conference Room
301 Foxcroft Avenue, Suite 201 | Martinsburg, WV 25401
Wednesday April 10, 2019 | 9:30 a.m.

AGENDA

- I. Call to Order
- II. Determination of Members Present and Existence of a Quorum
- III. Proof and Filing by Secretary of Notice of Meeting
- IV. Reading and Disposal of Prior Unapproved Minutes of the Board and Executive Committee
- V. Finance/Audit Committee Reports
 - A. Approval of financing with United Bank for the real estate purchase
 - B. Approval of RFP Publication for Banking Services
 - C. Approval of RFP Publication for Accounting Services
 - D. Approval of FY2019-2020 Budget
 - E. Approval to apply for WVEDA loan
- VI. Public Comments
- VII. Report of President
- VIII. Reports of Chairpersons of Standing Committees
 - A. Executive
 1. Approval of RFP Publication for Legal Services
 - B. Business Development
 1. Approval of Real Estate Closing
 2. Approval of First Right of Refusal
 3. Approval of Letter of Intent
 4. Approval of Addendum to Easement
 - C. Marketing
 - D. Government Affairs and Infrastructure
 - E. Property Management
 1. Approval of RFP Publication for Property Management Services
- IX. Report of Chairperson of Ad-Hoc Committee
 - A. Funding
- X. Executive Session
 - (a.) Discuss pending legal matters with Counsel (if necessary)
 - (b.) Discuss personnel matters (if necessary)
 - (c.) Discuss real estate matters involving competitive bids, property transactions (if necessary)
- XI. Unfinished Business
- XII. New Business
- XIII. Other Business
 - A. Harold Drive Extension
 - B. Stormwater Management
- XIV. Report of Staff
 - a. Executive Director
 - b. Administrative Services Coordinator
- XV. Member Informational Reports and Announcements
- XVI. Adjournment

The BCDA reserves the right to change the order of the Agenda and to go into Executive Session to discuss subjects as appropriate pursuant to WV Code 6-9A-4

Posted to the public on Friday, April 5, 2019

The mission of the Berkeley County Development Authority is to promote sustainable industrial and economic development and increased employment and tax base through the cooperative sharing of resources within the community.