



**Board of Directors Meeting**  
Development Authority Conference Room  
301 Foxcroft Avenue, Suite 201 | Martinsburg, WV 25401  
**Wednesday, September 11, 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
- V. Public Comments
- VI. President's Report
  - A. Confidentiality Agreement/ Conflict of Interest
  - B. Local Economic Development Grant (LED) Resolution
- VII. Finance/ Audit Committee Report
  - A. 2019-20 Budget Revision
- VIII. Reports of Chairpersons of Standing Committees
  - A. Executive
  - B. Business Development
    - A. PILOT Request
  - C. Marketing
  - D. Government Affairs and Infrastructure
    - A. Department of Highway's Agreement
    - B. Utility Request
  - E. Property Management
- IX. 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)
- X. Report of Staff
  - a. Executive Director
  - b. Economic Development Coordinator
  - c. Administrative Services Coordinator
- XI. Member Informational Reports and Announcements
- XII. 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, September 6, 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.