



Berkeley County Roundhouse Authority

Board of Directors Meeting

Wednesday, August 13, 2025 – 6:30 PM

100 East Liberty Street - Martinsburg, WV 25401

Meeting Agenda

1. Roll Call/Welcome of Guests
2. Proof of Notice of Meeting
3. Approval of Minutes of July Meeting
4. Report of Treasurer
5. Report of Chair
 - a. Farmers Market/Event Center Project – Presentation by CEC
 - b. Correspondence & Community Engagement – Grant Funding/Media Platform Management
 - c. Project Air
 - d. Facility Rental Rates for 2026
 - e. Farmers Market 2024-2025 Annual Report
6. Report of Standing Committees
 - a. Finance & Foundation: N/A – Night Market T-shirt Fundraiser Ongoing; Grant Reimbursement Status
 - b. Building & Grounds: Project Updates/Mowing/General Maintenance (status)
 - c. Artifacts & History: 2025 Tour Season Update, Artifacts & Record Conservation; History Education Event Updates; Caboose Restoration (if any)
 - d. Executive: Scope of Service for Farmers Market/Event Center Project
7. Unfinished Business
 - a. Discuss/take action as necessary regarding Roundhouse website
 - b. Approve/deny service agreement with CEC/Mckinley Architecture and Engineering in support of the Farmers Market/Event Center Project
 - c. Approve/deny declaration of surplus providing for auction of equipment
 - d. Approve/deny appointment to Foundation/Friends of the Roundhouse Board
8. New Business
 - a. Discuss/take action as necessary regarding MOU with Martinsburg-Berkeley County Public Libraries
 - b. Discuss/take action as necessary regarding MOU/Agreement for extended use of certain property for Project Air.
 - c. Confirm email poll of board for award of emergency HVAC split unit replacement project for Roundhouse office to T. Lynn LLC, dba Trenary Service in the amount of \$3,800 (low bid).
9. Other Business
 - a. **Events Calendar:** Farmers Market: thru October 25; Night Market: August 16, September 20, October 18, November 15; Private Event: August 16; Fall Train Show/MHS Fundraiser, October 11
10. Executive Session for legal matters (if necessary)
11. Adjournment