



Board of Directors Monthly Meeting  
Development Authority Conference Room  
300 Foxcroft Avenue, Suite 201, Martinsburg, WV 25401

Or Via Zoom Meeting Option:

<https://us02web.zoom.us/j/85833016594>

Meeting ID: 858 3301 6594

Phone: 301-715-8592 Meeting ID: 85833016594#

Wednesday, January 13, 2021 | 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 Month Meeting Minutes
- V. Public Comments
- VI. President's Report
- VII. Finance/ Audit Committee Report
- VIII. Reports of Chairpersons of Standing Committees
  - A. Executive
    1. Development Authority Organizational Chart
    2. Letter to the Editor Request
  - B. Business Development
    1. Memorandum of Understanding for Project West Side
    2. Assignment of Letter of Intent for Project West Side
    3. Purchase and Sale Agreement for Project West Side
    4. Foxcroft Avenue Memorandum of Understanding
    5. Torch Energy PILOT
  - C. Marketing
  - D. Government Affairs and Infrastructure
    1. Stormwater Management
    2. Fiber Request for Proposals
  - E. Property Management
- IX. Report of Chairperson of Ad-Hoc Bylaws Committee
- X. Report of Staff
  - a. Executive Director
  - b. Economic Development Coordinator
  - c. Administrative Services Coordinator
- XI. New Business
- XII. Other Business



- XIII. 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)
- XIV. Member Informational Reports and Announcements
- XV. 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 Thursday, January 7, 2021**