



MINUTES

Board of Directors Meeting
Development Authority Conference Room and Via Zoom
August 12, 2026, at 9:30 a.m.

Brad Close, President	Eddie Gochenour	PJ Orsini
Abe Ashton, Treasurer	Doug Long	John Reisenweber
Mary Sue Catlett, Secretary	Amy Orndoff	Hoy Shingleton

ABSENT: Margie Bartles, Vice President; Jason Barrett; Kevin Knowles; Donna Van Metre; Brandon Smith; Patrick Winkelman

OTHER ATTENDEES: Jennifer Smith, Executive Director; Leslie Gantt, Economic Development Coordinator; Candace Dalton Pevarnik, Office Administrator

GUESTS: Shelby Turley, Legal Counsel, Steptoe & Johnson; Joe Sturm, First Management Group; Keith McIntosh, WV Economic Development; Chris Strovel, Senator Capito's Office

- I. Call to Order – President Close brought the meeting to order at 9:30 a.m.
- II. Determination of Members Present and Existence of a Quorum – President Close reported that a quorum was present.
- III. Proof and Filing by Secretary of Notice of Meeting – The meeting agenda was posted to the public on Friday, August 7, 2026, and amended on Friday, August 7, 2026.
- IV. Reading and Disposal of Prior Month Meeting Minutes - The Board reviewed the minutes of the last Board Meeting on July 8, 2026. The minutes were approved.
- V. Public Comments – President Close recognized guest.
- VI. President's Report – No report.
- VII. Finance/ Audit Committee Report – Mr. Ashton said the financials were in the packets. There were no questions.
Ms. Orndoff made a motion to accept the Financial Report as presented, subject to audit. Seconded by Mr. Shingleton. Motion approved.
- VIII. Reports of Chairpersons of Standing Committees
 - A. Executive – No report.
 - B. Business Development – Chairman Orsini said he had nothing until Executive Session. There were no questions.
 - C. Government Affairs and Infrastructure – Chairman Reisenweber said the committee did not meet. There were no questions.
- IX. Property Management – Mr. Sturm said the Property Management Report was in the packet. There were no questions.
 - A. Consideration of Approval of Lease Agreement – 400 Foxcroft Ave, Suite 100

Mr. Gochenour made the motion for the President to sign the lease agreement with WVU East Health Care Systems for 400 Foxcroft Ave, Suite 100. Seconded by Mr. Ashton. Motion approved.

X. Report of Staff

- A. Executive Director – Ms. Smith presented her report. There were no questions.
- B. Economic Development Coordinator – Ms. Gantt presented her report. There were no questions.

XI. New Business

A. MOU with BRCTC

Mr. Shingleton made a motion for the President to sign the Memorandum of Understanding between the Berkeley County Development Authority and Blue Ridge Community and Technical College for the delivery of a Learn & Earn Cooperative Work Experience/ Apprenticeship. Seconded by Mr. Gochenour. Motion approved.

XII. Other Business – There was none.

XIII. Executive Session

Mr. Long made the motion to enter Executive Session at 9:48 a.m. to confer with counsel on pending legal matters and real estate matters. Seconded by Mr. Ashton. Motion approved. The board returned to open session at 10:07 a.m.

XIV. Member Informational Reports and Announcements

XV. Adjournment - There being no further business, the meeting was adjourned at 10:13 a.m.

Respectfully submitted,

Mary Sue Catlett
Secretary

Brad Close
President