



MINUTES

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

Brad Close, President	Jason Barrett	John Reisenweber
Margie Bartles, Vice President	Doug Long	Hoy Shingleton
Abe Ashton, Treasurer	Amy Orndoff	Donna Van Metre
Mary Sue Catlett, Secretary	PJ Orsini	

ABSENT: Kevin Knowles; Eddie Gochenour; Brandon Smith; Patrick Winkelman

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

GUESTS: Ken Barton, Legal Counsel, Steptoe & Johnson; Joe Sturm, First Management Group; 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 Thursday, September 3, 2026.
- IV. Reading and Disposal of Prior Month Meeting Minutes - The Board reviewed the minutes of the last Board Meeting on August 12, 2026. The minutes were approved.
- V. Public Comments – No comments.
- VI. President's Report – Introduced Mack Jeter as a new BCDA staff member.
- VII. Finance/ Audit Committee Report – Mr. Ashton said the financials were in the packets. There were no questions.
Mr. Shingleton made a motion to accept the Financial Report as presented, subject to audit. Seconded by Ms. Catlett. Motion approved.
- VIII. Reports of Chairpersons of Standing Committees
 - A. Executive – No report.
 - B. Business Development – Chairman Orsini said they have met several times but had nothing until Executive Session. There were no questions.
 - C. Government Affairs and Infrastructure – No report.
- IX. Property Management – Ms. Bartles said the Property Management Report was in the packet. Mr. Sturm gave an update on the WVU lease for the 400 building. There were no questions.

- 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 – There was none.
- XII. Other Business
 - A. Approval of Foxcroft Ave Sidewalk Improvement Task 7

Ms. Bartles made a motion to approve the Foxcroft Ave Sidewalk Improvements Task 7. Seconded by Mr. Shingleton. Motion approved.
 - B. Approval of Access Road Agreement to Shockey Property

Mr. Long made a motion for the President to sign the Access Road Agreement. Seconded by Mr. Shingleton. Motion approved.
- XIII. Executive Session

Mr. Shingleton made the motion to enter Executive Session at 9:57 a.m. to confer with counsel on pending legal matters and real estate matters. Seconded by Ms. Catlett. Motion approved. The board returned to open session at 10:22 a.m. No action was taken.
- XIV. Member Informational Reports and Announcements
- XV. Adjournment - There being no further business, the meeting was adjourned at 10:23 a.m.

Respectfully submitted,

Mary Sue Catlett
Secretary

Brad Close
President