



Board of Directors Monthly Meeting
Development Authority Conference Room
300 Foxcroft Ave, Suite 201, Martinsburg, WV 25401
Join Zoom Meeting: <https://us02web.zoom.us/j/86962321313>
One tap mobile - Phone: 301-715-8592 Meeting ID: 869 6232 1313

AGENDA
Wednesday, April 9, 2025 | 9:30 a.m.

- 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
 - B. Business Development
 1. Amendment of Purchase and Sale Agreement for Project Lopez
 - C. Marketing
 - D. Government Affairs and Infrastructure
- IX. Property Management
 - A. Approval of Improvements for 400 Foxcroft Parking Lot Lighting
 - B. Lease Amendment for 400 VA Space
- X. Report of Staff
 - A. Executive Director
 - B. Economic Development Coordinator
- XI. New Business
 - A. Approval of Potomac Edison Right-of-Way Agreement
 - B. Conveyance of 0.2 acres to Steele Boys Properties, LLC
- XII. Other Business
- XIII. Executive Session
 - A. Discuss Personnel Matters (if necessary)
 - B. Discuss Pending Legal Matters with Counsel (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 Wednesday, April 2, 2025](#)