



Berkeley County Roundhouse Authority

Board of Directors Meeting
Wednesday, May 14, 2025 – 6:30 PM
300 Foxcroft Avenue, Suite 201 - Martinsburg, WV 25401

Meeting Agenda

1. Roll Call/Welcome of Guests
2. Proof of Notice of Meeting
3. Approval of Minutes of March Meeting
4. Report of Treasurer
5. Report of Chair
 - a. Architectural/Engineering RFQ Scoring Committee Recommendation
 - b. Correspondence & Community Engagement: (Cost Estimate Request, Funding Request, Governor Visit, Entrance Signage; Updates: Modular bathrooms, Bridge & Machine - Electrical, Gas, Elevator/Steps; Roundhouse Prom - WHS prom); board membership and attendance
6. Report of Standing Committees
 - a. Finance & Foundation: Funds Transfer Process Update
 - b. Building & Grounds: West Roundhouse - Door Rehab (estimate received), Track Groove Safety Project, Lower Window Priming/Painting (estimates requested); Hyphen - Front Window (estimate received); Wall Restoration (estimate requested); Bridge & Machine Shop - Concrete Floor, Doors, Windows (estimates received); Cupola; Frog & Switch/Blacksmith Shop: Concrete Floor (estimate received); Garden Club Project (pending); East Roundhouse Ruins:
 - c. Artifacts & History: Rail Fest/Heritage Fair/Festival; 2025 Tour Season, Wednesday-Saturday; May 1-Oct. 31 – Docents to be paid \$20 per hour; Artifact Conservation (Update, if any).
 - d. Executive:
7. Unfinished Business
 - a. Discuss/take action as necessary regarding Roundhouse website
 - b. Discuss/take action as necessary regarding approved event management agreement for Roundhouse Night Market (third Friday, May-August; and third Saturday, September-November)
 - c. Discuss/take action as necessary regarding MOU with For the Kids, by George Children's Museum
8. New Business
 - a. Approve/deny recommendation of RFQ Scoring Committee for architectural/engineering services
 - b. Confirm poll approving change order for Roundhouse clerestory window refurbishment project in the amount of \$8,000 for painting (offset by \$4,000 WVDACH grant funding and \$2,000 Foundation donation).
 - c. Confirm poll authorizing submission of application for CVB Docent Program for Historical Tour Services.
 - d. Confirm poll awarding low bid to Blades and Spades for landscaping services contract for 2025 season
 - e. Confirm poll approving allocation of \$1,828.69 for Elevator/Steps project change order
9. Other Business
 - a. **Event Calendar:** Night Market, May 16; Heritage Fair, May 17; Patsy Cline Tribute Fundraiser, May 18.
10. Executive Session for legal matters (if necessary)
11. Adjournment

Zoom: <https://us02web.zoom.us/j/86246634900?pwd=3hJknFbsP4FE975mzEC2HJsyZKbAWn.1>

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