



Berkeley County Roundhouse Authority

Board of Directors Meeting

Wednesday, July 9, 2025 – 6:30 PM

100 East Liberty Street - Martinsburg, WV 25401

Meeting Agenda - AMENDED

1. Roll Call/Welcome of Guests
2. Proof of Notice of Meeting
3. Approval of Minutes of May Meeting
4. Report of Treasurer
5. Report of Chair
 - a. Architectural/Engineering RFQ Status
 - b. Correspondence & Community Engagement
 - c. Board Membership/Attendance Update
 - d. City of Martinsburg - PODA Ordinance
 - e. Caboose Restoration Project Presentation - Nathan Johnson
 - f. Martinsburg-Berkeley County Public Libraries MOU
6. Report of Standing Committees
 - a. Finance & Foundation: July meeting report; Membership recommendation
 - b. Building & Grounds: West Roundhouse Track Groove Safety Project (estimate received); Maintenance Projects – Fall 2025
 - c. Artifacts & History: 2025 Tour Season (Wednesday-Sunday); Artifact & Record Conservation; B&O Historical Society Conference (Oct. 2-5); Event Planning Updates; Proposed Donation
 - d. Executive: N/A
7. Unfinished Business
 - a. Discuss/take action as necessary regarding Roundhouse website
8. New Business
 - a. Approve/deny service agreement with CEC/Mckinley Architecture and Engineering for architectural/engineering in support of the Farmers Market/Event Center Project
 - b. Approve/deny declaration of surplus providing for auction of equipment
 - c. Approve/deny appointment to Foundation/Friends of the Roundhouse Board
 - d. Approve/deny acceptance of crossing signal light donation
 - e. Approve/deny Caboose Project
 - f. Approve/deny BCRA PODA Policy
9. Other Business
 - a. **Events Calendar:** Farmers Market: thru October 25; Night Market: July 19, August 16, September 20, October 18, November 15; Private Event: August 16; Fall Train Show/MHS Fundraiser, October 11
10. Executive Session for legal matters (if necessary)
11. Adjournment