



West Virginia Environmental Quality Board

601 57th Street, S.E.
Charleston, West Virginia 25304

Phone: (304) 926-0445

MEMORANDUM

DATE: October 08, 2024

TO: Jeremy W. Bandy, Director
Division of Water and Waste Management
West Virginia Department of Environmental Protection (WVDEP)

CC: Teresa Pauline, Division of Water and Waste Management, WVDEP
Yogesh Patel, Division of Water and Waste Management, WVDEP

FROM: Kenna M. DeRaimo, Clerk *KMD*
Environmental Quality Board

RE: Request for Certified File – Appeal No. 24-11-EQB
Jay and Pamela McClelland v. WVDEP

Attached is **Appeal No. 24-11-EQB**, which was filed with the Environmental Quality Board (“EQB”) on **October 2, 2024**. Within fourteen (14) days after receipt of this appeal, you must prepare, certify, and provide to the EQB a complete paper record of the proceedings out of which the appeal arises, including all documents and correspondence in the Director’s file relating to the matter in question. The record must be presented in chronological order and each page must be consecutively numbered. **The Certified Record in this matter is due on October 22, 2024.**

In addition, please also send an electronic copy of the complete record by email to Kenna DeRaimo, Clerk of the EQB, at Kenna.M.DeRaimo@wv.gov.

Thank you for your attention to this matter.