

ENVIRONMENTAL QUALITY BOARD

601 57th Street, SE
Charleston, West Virginia 25304
(304) 926-0445
Fax: (304) 926-0486

**WEST VIRGINIA ENVIRONMENTAL QUALITY BOARD
MEETING MINUTES**

September 15, 2005

I. General

On Thursday, September 15, a quorum of the members of the Environmental Quality Board (hereinafter referred to as the "Board") conducted a public meeting at the Board offices located at 601 57th Street, S.E., Charleston, Kanawha County, West Virginia. Dr. Snyder, Chair of the Board called the meeting to order at 9:00 a.m.

Board Members present were as follows:

Dr. Ed Snyder, Chair
Dr. James VanGundy
Mr. Ted Armbrecht
Mr. William Gillespie

Absent Board Members were as follows:

Dr. Scott Simonton

Staff Members Present were as follows:

Kathy Coleman, Administrative Secretary
Sandra Castillo, Clerk of the Boards
Wendy Radcliff, Attorney assigned by the State Attorney General's office

Whereupon, the Board addressed the issues set forth in the meeting agenda as follows:

I. Appeals

1.) Appeal No. 05-08-EQB (Old Standard):

Appeal No. 05-08-EQB was filed on March 21, 2005 and is in regards to a WVNPDES Permit 105724 issued by the DEP regarding the Wastewater Collection System for Sheridan Subdivision in Jefferson County. The Appellant presented Brent Fisher, Paul Burke and Vicki Faulkner as witnesses. The Intervenor presented Jason Allen as a witness. However, due to time constraints the case was continued for further testimony to the Board Meeting on October 20, 2005.

II. Administrative Matters

- 1.) The Board was provided with a Budget Summary by Kathy Coleman for Fiscal Year 2005 and 2006. After reviewing the Summary, the Board determined it will pay the DEP for debt service and operating expenses, approximately \$50,000. Remaining general revenue will be used for staff training, software/equipment, Board meeting expenses and staff merit increases.
- 2.) The Board will meet on December 15 and 16, 2005, due to complexity of the pending Appeals.
- 3.) Kathy Coleman provided the quarterly Purchase Card Report which detailed purchases from April 2005 through June 2005 and the report was approved by the Board unanimously 4 to 0.

Whereupon, Dr. VanGundy moved and Mr. Armbrrecht seconded that the September 15, 2005, meeting be adjourned and the motion carried unanimously 4 to 0.

I hereby certify that the forgoing is a true and correct record of the proceedings of the meeting held on September 15, 2005, by the West Virginia Environmental Quality Board. These minutes were approved by the Environmental Quality Board on Day of , 2005.


Sandra Castillo, Clerk

ENVIRONMENTAL QUALITY BOARD
Budget Summary
September 15, 2005

Fiscal Year 2005

The Boards ended the year with a substantial carry forward balance of \$82,147 in the EQB Groundwater/Special Operating Fund. The balance is due to the following:

- Job vacancies - Technical Advisor and Full-time Attorney
- Clerk's position - vacant for roughly 2 months
- Received supplement of \$55,000 from the Governor's Contingency Fund
- DEP did not charge Boards for rent or debt service expense

Fiscal Year 2006

As of July 31st the Boards have spent 1.8% of the combined budget which represents a one month period or 8% of the fiscal year.

Please note that the new budget report includes the following line items:

Uncommitted Funds (AQB - General Revenue) \$24,487

Uncommitted Funds (EQB - General Revenue) \$45,074

Uncommitted Funds (EQB Groundwater/Special Operating) \$82,147

The funds represent the **projected** surplus; therefore, I am recommending the following:

- The Boards pay DEP for debt service and operating expenses this year - approximately \$50,000
- The remaining \$19,000 of general revenue funding could be set aside for software/equipment updates, staff training, option of staff merit increases and additional funding for Board meeting expenses.
- The \$82,147 EQB Groundwater funding could be carried forward to FY 2007.

AIR QUALITY BOARD AND ENVIRONMENTAL QUALITY BOARD
Fiscal Year 2006
Expenditures Paid and Accrued as of 7/31/05

Attachment 3

CODE	EXPENDITURE	BUDGET*	JULY 05	YTD	BALANCE	% SPENT
001	Salaries - AQB	33,812	1,401.00	1,401.00	32,411.00	4.14%
001	Salaries - EQB	33,812	1,401.00	1,401.00	32,411.00	4.14%
002	Per Diem - AQB	7,200	750.00	750.00	6,450.00	10.42%
002	Per Diem - EQB	12,450	1,800.00	1,800.00	10,650.00	14.46%
004	Annual Increment	250	250.00	250.00	0.00	100.00%
010	Personnel Fees	750		0.00	750.00	0.00%
011	Social Security	6,800	422.48	422.48	6,377.52	6.21%
012	Public Employees' Insurance	6,000	344.64	344.64	5,655.36	5.74%
014	Workers' Compensation	500		0.00	500.00	0.00%
015	Unemployment Compensation	450		0.00	450.00	0.00%
016	Pension / Retirement	7,200	320.47	320.47	6,879.53	4.45%
020	Office Supplies	3,000	200.00	200.00	2,800.00	6.67%
021	Printing / Copying Service	500		0.00	500.00	0.00%
024	Telecommunications	1,000		0.00	1,000.00	0.00%
025	Legal Counsel Fees/ AG's Office - AQB	12,000	462.00	462.00	11,538.00	3.85%
025	Legal Counsel Fees/ AG's Office - EQB	28,000	1,078.00	1,078.00	26,922.00	3.85%
025	Court Reporter Fees	6,500	242.50	242.50	6,257.50	3.73%
025	Other Professional Fees	1,000	130.00	130.00	870.00	13.00%
026	Travel - Board Members- AQB	5,300		0.00	5,300.00	0.00%
026	Travel - Board Members - EQB	11,800	716.07	716.07	11,083.93	6.07%
026	Travel - Staff	1,000		0.00	1,000.00	0.00%
027	Computer Services and Website Host	3,500	240.00	240.00	3,260.00	6.86%
032	BRIM Premium - Liability Insurance	3,760	939.50	939.50	2,820.50	24.99%
051	On Line Westlaw and Misc Expense	1,000	100.00	100.00	900.00	10.00%
052	Training and Development	1,500		0.00	1,500.00	0.00%
053	Postage	3,000	250.00	250.00	2,750.00	8.33%
054	Computer Supplies and Equipment	1,000		0.00	1,000.00	0.00%
077	Books / Periodicals	1,400	32.45	32.45	1,367.55	2.32%
110	PEIA Reserve Fund	660	28.00	28.00	632.00	4.24%
	Expense to Expense FY 2005 Year-End (Fund 3275)		(4,763.07)	(4,763.07)	4,763.07	
	Uncommitted Funds (AQB - General Revenue)	24,487		0.00	24,487.00	0.00%
	Uncommitted Funds (EQB - General Revenue)	45,074		0.00	45,074.00	0.00%
	Uncommitted Funds (EQB - Groundwater/Special Operating)	82,147.27		0.00	82,147.27	0.00%
	Less: FOIA Income			0.00	0.00	
	Total	346,852.27	6,345.04	6,345.04	340,507.23	1.83%

Blue: AQB Expenditures

Green: EQB Expenditures

*Budget = \$106,934 (AQB) + \$157,771 (EQB) + \$82,147.27 (EQB Groundwater/Special Operating carry forward balance) = \$346,852.27



AIR QUALITY BOARD AND ENVIRONMENTAL QUALITY BOARD

601 57th Street, SE, Charleston, WV 25304
Telephone: (304) 926-0445 Fax: (304) 926-0486
e-mail: clerk@wvaqbeqb.org

MEMORANDUM

To: **Air Quality Board:** **Environmental Quality Board:**
Mike Koon, Chair Edward Snyder, Chair
John Calvert, Vice Chair Scott Simonton, Vice Chair
Randy Curtis Edward C. Armbrecht, Jr.
Bob Foster Cameron Hackney
Tom Hansen
Doug Hudson

From: Kathy Coleman *KC*

Date: July 22, 2005

Re: Purchase Card Report

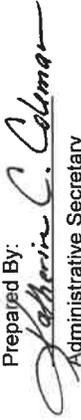
I have attached the quarterly Purchase Card report for your review.

The report details purchases by authorized staff members for the months of April through June 2005. In addition, I have attached a copy of the BB & T statements.

If you have any questions, please contact me or let me know during the next Board meeting.

**Air Quality Board and Environmental Quality Board
Purchase Card Report
April 2005 - June 2005**

Date	Purchased By	Vendor	Description	Amount	Reconciled?
April					
4/6/05	Kathy Coleman	WV Prison Industries	Stationary	96.20	Yes
4/11/05	Kathy Coleman	Network Solutions	Website Domains - Surface Mine Board	224.91	Yes
4/12/05	Kathy Coleman	FedEx	EQB Mailing	87.82	Yes
4/12/05	Kathy Coleman	Blumberg Excelsior	Certified Mailer Forms & Closing Sets	159.00	Yes
4/15/05	Kathy Coleman	US Post Office	EQB Mailing	2.86	Yes
4/20/05	Kathy Coleman	Office Max	Office Supplies	75.39	Yes
4/21/05	Kathy Coleman	Office Max	Office Supplies	46.64	Yes
			Total	692.82	
May					
5/10/05	Kathy Coleman	Staples	Credit - Defective switch for printer	(44.99)	Yes
5/13/05	Kathy Coleman	US Post Office	AQB Mailing	23.10	Yes
5/17/05	Kathy Coleman	Office Max	Office Supplies	58.77	Yes
			Total	36.88	Yes
June					
6/7/05	Kathy Coleman	US Post Office	EQB Mailing	6.98	Yes
6/16/05	Kathy Coleman	US Post Office	AQB & EQB Mailing	15.10	Yes
6/21/05	Kathy Coleman	Office Max	Office Supplies	319.90	Yes
6/23/05	Kathy Coleman	FedEx	EQB Mailing	22.68	Yes
6/24/05	Kathy Coleman	US Post Office	EQB Mailing	5.80	Yes
			Total	370.46	

Prepared By: 
Administrative Secretary
and P-Card Coordinator

Date: 7/22/05

BB&T

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BB&T BANKCARD CORPORATION
P.O. BOX 580363
CHARLOTTE, NC 28258-0363

PURCHASING CARD

Account Number	
Past Due Amount	\$0.00
Current Balance	\$692.82
Minimum Payment Due	\$692.82
Payment Due Date	05-27-05

PLEASE TEAR PAYMENT COUPON AT PERFORATION.

CORPORATE ACTIVITY

Total Corporate Activity
\$240.48 CR

Post Date	Trans Date	Reference Number	Transaction Description	Amount
04-25	04-25	7405371511511500000705	PAYMENT - THANK YOU	- 240.48

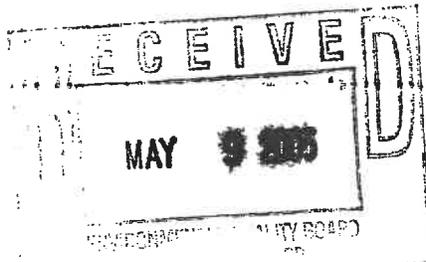
INDIVIDUAL CARDHOLDER ACTIVITY

KATHERINE COLEMAN	Credit Limit \$4,000	Credits \$0.00	Purchases & Other Charges \$692.82	Cash Adv \$0.00	Total Activity \$692.82
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Post Date	Trans Date	Reference Number	Transaction Description	Amount
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PURCHASES

04-08	04-06	24073145097900013132220	WV PRISON INDUSTRIES CHARLESTON WV	+ 96.20 ✓
04-13	04-11	24610435102004034066422	NETWORK SOLUTIONS 570-708-8788 VA	+ 224.91 ✓
04-14	04-12	24761975103511473015950	FEDEX PAY-BY-PHONE 800-622-1147 TN	+ 87.82 ✓
04-14	04-12	24071055103987173250376	BLUMBERG EXCELSIOR INC 212-4315000 NY	+ 159.00 ✓
04-18	04-15	24401405105001356467264	USPS 5514560706 CHARLESTON WV	+ 2.86 ✓
04-22	04-20	24610435111004065075747	OFFICEMAX CT*IN#388562 800-264-7370 IL	+ 75.39 ✓
04-25	04-21	24610435112004056100313	OFFICEMAX CT*IN#451129 800-264-7370 IL	+ 46.64 ✓



Send Inquiries To:
Bankcard Service Center
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WILSON, NC 27894-0698

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BB&T BANKCARD CORPORATION
P.O. BOX 580363
CHARLOTTE, NC 28258-0363

PURCHASING CARD

Account Number	
Past Due Amount	\$0.00
Current Balance	\$36.88
Minimum Payment Due	\$36.88
Payment Due Date	06-27-05

PLEASE TEAR PAYMENT COUPON AT PERFORATION.

INDIVIDUAL CARDHOLDER ACTIVITY

KATHERINE COLEMAN		Credit Limit \$4,000	Credits \$44.99	Purchases & Other Charges \$81.87	Cash Adv \$0.00	Total Activity \$36.88
Post Date	Trans Date	Reference Number	Transaction Description			Amount
PURCHASES						
05-16	05-13	24401405133001354241196	USPS 5514560701 CHARLESTON WV		+	23.10 ✓
05-19	05-17	24610435138004055052259	OFFICEMAX CT*IN#159798 800-264-7370 IL		+	58.77 ✓
CREDITS						
05-12	05-10	74610435131004087023213	STAPLES #941 800-333-3330 PA		-	44.99 ✓



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P.O. BOX 580363
CHARLOTTE, NC 28258-0363

PURCHASING CARD

Account Number	
Past Due Amount	\$0.00
Current Balance	\$370.46
Minimum Payment Due	\$370.46
Payment Due Date	07-27-05

PLEASE TEAR PAYMENT COUPON AT PERFORATION.

INDIVIDUAL CARDHOLDER ACTIVITY

KATHERINE COLEMAN			Credit Limit \$4,000	Credits \$0.00	Purchases & Other Charges \$370.46	Cash Adv \$0.00	Total Activity \$370.46
Post Date	Trans Date	Reference Number	Transaction Description		Amount		
PURCHASES							
06-08	06-07	24401405158001354532057	USPS 5514560706 CHARLESTON WV		+	6.98	✓
06-17	06-16	24401405167001354462965	USPS 5514560706 CHARLESTON WV		+	15.10	✓
06-23	06-21	24610435173004055021946	OFFICEMAX CT*IN#051306 800-264-7370 IL		+	319.90	✓
06-27	06-24	24401405175001354012141	USPS 5514560706 CHARLESTON WV		+	5.80	✓
06-27	06-23	24761975176511579010436	FEDEX PAY-BY-PHONE 800-622-1147 TN		+	22.68	✓

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MEMORANDUM

To: **Air Quality Board** **Environmental Quality Board**
Mike Koon, Chair Edward Snyder, Chair
John Calvert, Vice Chair Scott Simonton, Vice Chair
Randy Curtis Edward C. Armbrrecht, Jr.
Bob Foster William H. Gillespie
Tom Hansen James Van Gundy
Doug Hudson

From: Kathy Coleman

Date: August 31, 2005

Re: Budget Update - Fiscal Year 2006 and 2007

Fiscal Year 2006 – Budget Report

Please see attached reports which provide a financial update through July 31, 2005:

Air Quality Board - **Attachment 1**

Environmental Quality Board - **Attachment 2**

Environmental and Air Quality Boards Combined Report - **Attachment 3**

As of July 31, 2005, the Boards have spent 1.83% of the combined budget which represents a one month period, or 8% of the fiscal year.

Please note that the report includes the following line items "Uncommitted Funds":

AQB - General Revenue \$24,487
EQB - General Revenue \$45,074
EQB - Groundwater/Special Operating \$82,147

The funds represent the projected surplus of the budget. The Boards have the option of paying the Department of Environmental Protection for debt service and operating expenses with the general revenue funding and carry forward the Groundwater funding to fiscal year 2007.

Fiscal Year 2006 - Court Reporter Services

The Boards' court reporter, KRM Reporting Services, has agreed to extend the fiscal year 2005 contract which had expired on June 30, 2005. The contract has been extended through December 2005. This extension is in compliance with state purchasing policies and procedures. The bid process will be conducted in November.

Fiscal Year 2007 – Appropriation Requests

As requested by the State Budget Office, the fiscal year 2007 appropriation requests were prepared at current level funding - no reductions were mandated. The requests were submitted to Randy Taylor, DEP, Budget and Accounting Division, on August 15th. They will be reviewed by DEP and forwarded to the State Budget Office by September 1, 2005.

If you have any questions, please contact me or let me know during the next Board meeting.

AIR QUALITY BOARD
Fiscal Year 2006
Expenditures Paid and Accrued as of 7/31/05

Attachment 1

CODE	EXPENDITURE	BUDGET*	JULY 05	YTD	BALANCE	% SPENT
001	Salaries	33,812	1,401.00	1,401.00	32,411.00	4.14%
002	Per Diem	7,200	750.00	750.00	6,450.00	10.42%
004	Annual Increment	125	125.00	125.00	0.00	100.00%
010	Personnel Fees	325		0.00	325.00	0.00%
011	Social Security	3,200	171.06	171.06	3,028.94	5.35%
012	Public Employees' Insurance	3,000	172.32	172.32	2,827.68	5.74%
014	Workers' Compensation	250		0.00	250.00	0.00%
015	Unemployment Compensation	225		0.00	225.00	0.00%
016	Pension / Retirement	3,600	160.22	160.22	3,439.78	4.45%
020	Office Supplies	1,500	100.00	100.00	1,400.00	6.67%
021	Printing / Copying Service	250		0.00	250.00	0.00%
024	Telecommunications	500		0.00	500.00	0.00%
025	Court Reporter Fees	3,000		0.00	3,000.00	0.00%
025	Other Professional Fees	500	32.50	32.50	467.50	6.50%
025	Legal Counsel Fees	12,000	462.00	462.00	11,538.00	3.85%
026	Travel - Board Members	5,300		0.00	5,300.00	0.00%
026	Travel - Staff	500		0.00	500.00	0.00%
027	Computer Services and Website Host	1,750	120.00	120.00	1,630.00	6.86%
032	BRIM Premium - Liability Insurance	1,880	469.75	469.75	1,410.25	24.99%
051	On Line Westlaw and Misc Expenses	250	50.00	50.00	200.00	20.00%
052	Training and Development	750		0.00	750.00	0.00%
053	Postage	1,000	75.00	75.00	925.00	7.50%
054	Computer Supplies and Equipment	500		0.00	500.00	0.00%
077	Books / Periodicals	700	16.22	16.22	683.78	2.32%
110	PEIA Reserve Fund	330	14.00	14.00	316.00	4.24%
	Uncommitted Funds (Fund 0550)	24,487		0.00	24,487.00	0.00%
	Less: FOIA Income			0.00	0.00	
	Total	106,934	4,119.07	4,119.07	102,814.93	3.85%
	*AQB Budget = \$106,934 (General Revenue)					

ENVIRONMENTAL QUALITY BOARD
Fiscal Year 2006
Expenditures Paid and Accrued as of 7/31/05

Attachment 2

CODE	EXPENDITURE	BUDGET*	JULY 05	YTD	BALANCE	% SPENT
001	Salaries	33,812	1,401.00	1,401.00	32,411.00	4.14%
002	Per Diem	12,450	1,800.00	1,800.00	10,650.00	14.46%
004	Annual Increment	125	125.00	125.00	0.00	100.00%
010	Personnel Fees	425		0.00	425.00	0.00%
011	Social Security	3,600	251.42	251.42	3,348.58	6.98%
012	Public Employees' Insurance	3,000	172.32	172.32	2,827.68	5.74%
014	Workers' Compensation	250		0.00	250.00	0.00%
015	Unemployment Compensation	225		0.00	225.00	0.00%
016	Pension / Retirement	3,600	160.25	160.25	3,439.75	4.45%
020	Office Supplies	1,500	100.00	100.00	1,400.00	6.67%
021	Printing / Copying Service	250		0.00	250.00	0.00%
024	Telecommunications	500		0.00	500.00	0.00%
025	Court Reporter Fees	3,500	242.50	242.50	3,257.50	6.93%
025	Other Professional Fees	500	97.50	97.50	402.50	19.50%
025	Legal Counsel Fees - AG's Office	28,000	1,078.00	1,078.00	26,922.00	3.85%
026	Travel - Board Members	11,800	716.07	716.07	11,083.93	6.07%
026	Travel - Staff	500		0.00	500.00	0.00%
027	Computer Services and Website Host	1,750	120.00	120.00	1,630.00	6.86%
032	BRIM Premium - Liability Insurance	1,880	469.75	469.75	1,410.25	24.99%
051	On Line Westlaw and Misc Expense	750	50.00	50.00	700.00	6.67%
052	Training and Development	750		0.00	750.00	0.00%
053	Postage	2,000	175.00	175.00	1,825.00	8.75%
054	Computer Supplies and Equipment	500		0.00	500.00	0.00%
077	Books / Periodicals	700	16.23	16.23	683.77	2.32%
110	PEIA Reserve Fund	330	14.00	14.00	316.00	4.24%
	Expense to Expense FY 2005 Year-End (Fund 3275)		(4,763.07)	(4,763.07)	4,763.07	
	Uncommitted Funds (Fund 0270-General Revenue)	45,074		0.00	45,074.00	0.00%
	Uncommitted Funds (Fund 3275-Groundwater)	82,147.27		0.00	82,147.27	0.00%
	Less: FOIA Income			0.00	0.00	
	Total	239,918.27	2,225.97	2,225.97	237,692.30	0.93%
*EQB Budget = \$157,771 (General Revenue) + \$82,147.27 (Groundwater/Special Operating) = \$239,918.27						

AIR QUALITY BOARD AND ENVIRONMENTAL QUALITY BOARD
Fiscal Year 2006
Expenditures Paid and Accrued as of 7/31/05

Attachment 3

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001	Salaries - AQB	33,812	1,401.00	1,401.00	32,411.00	4.14%
001	Salaries - EQB	33,812	1,401.00	1,401.00	32,411.00	4.14%
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002	Per Diem - EQB	12,450	1,800.00	1,800.00	10,650.00	14.46%
004	Annual Increment	250	250.00	250.00	0.00	100.00%
010	Personnel Fees	750		0.00	750.00	0.00%
011	Social Security	6,800	422.48	422.48	6,377.52	6.21%
012	Public Employees' Insurance	6,000	344.64	344.64	5,655.36	5.74%
014	Workers' Compensation	500		0.00	500.00	0.00%
015	Unemployment Compensation	450		0.00	450.00	0.00%
016	Pension / Retirement	7,200	320.47	320.47	6,879.53	4.45%
020	Office Supplies	3,000	200.00	200.00	2,800.00	6.67%
021	Printing / Copying Service	500		0.00	500.00	0.00%
024	Telecommunications	1,000		0.00	1,000.00	0.00%
025	Legal Counsel Fees/ AG's Office - AQB	12,000	462.00	462.00	11,538.00	3.85%
025	Legal Counsel Fees/ AG's Office - EQB	28,000	1,078.00	1,078.00	26,922.00	3.85%
025	Court Reporter Fees	6,500	242.50	242.50	6,257.50	3.73%
025	Other Professional Fees	1,000	130.00	130.00	870.00	13.00%
026	Travel - Board Members- AQB	5,300		0.00	5,300.00	0.00%
026	Travel - Board Members - EQB	11,800	716.07	716.07	11,083.93	6.07%
026	Travel - Staff	1,000		0.00	1,000.00	0.00%
027	Computer Services and Website Host	3,500	240.00	240.00	3,260.00	6.86%
032	BRIM Premium - Liability Insurance	3,760	939.50	939.50	2,820.50	24.99%
051	On Line Westlaw and Misc Expense	1,000	100.00	100.00	900.00	10.00%
052	Training and Development	1,500		0.00	1,500.00	0.00%
053	Postage	3,000	250.00	250.00	2,750.00	8.33%
054	Computer Supplies and Equipment	1,000		0.00	1,000.00	0.00%
077	Books / Periodicals	1,400	32.45	32.45	1,367.55	2.32%
110	PEIA Reserve Fund	660	28.00	28.00	632.00	4.24%
	Expense to Expense FY 2005 Year-End (Fund 3275)		(4,763.07)	(4,763.07)	4,763.07	
	Uncommitted Funds (AQB - General Revenue)	24,487		0.00	24,487.00	0.00%
	Uncommitted Funds (EQB - General Revenue)	45,074		0.00	45,074.00	0.00%
	Uncommitted Funds (EQB - Groundwater/Special Operating)	82,147.27		0.00	82,147.27	0.00%
	Less: FOIA Income			0.00	0.00	
	Total	346,852.27	6,345.04	6,345.04	340,507.23	1.83%

Blue: AQB Expenditures

Green: EQB Expenditures

*Budget = \$106,934 (AQB) + \$157,771 (EQB) + \$82,147.27 (EQB Groundwater/Special Operating carry forward balance) = \$346,852.27



AIR QUALITY BOARD AND ENVIRONMENTAL QUALITY BOARD

601 57th Street, SE, Charleston, WV 25304

Telephone: (304) 926-0499 Fax: (304) 926-0486

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MEMORANDUM

To: **Air Quality Board** **Environmental Quality Board**
Mike Koon, Chair Edward Snyder, Chair
John Calvert, Vice Chair Scott Simonton, Vice Chair
Randy Curtis Edward C. Armbrecht
Bob Foster William H. Gillespie
Tom Hansen James Van Gundy
Doug Hudson

From: Kathy Coleman

Date: August 31, 2005

Re: Budget Update - Fiscal Year 2005

Fiscal Year 2005 - Budget Report

Please see attached year-end report which provides a financial update through June 30, 2005.

The Boards closed fiscal year 2005 with a carry forward balance to fiscal year 2006, in the amount of \$82,147 in the EQB Special Operating Groundwater Fund 3275. All expenses originally posted to this fund were expensed to EQB Fund 0270 and AQB Fund 0550 (both general revenue funding). Upon completion of the expense to expense transactions and payment of all invoices, the Boards ending balance totaled \$309.23.

As you know, a substantial carry forward balance is not typical of the Boards' budget. The balance is due to the following:

- Job Vacancy - Technical Advisor/Office Supervisor position remained vacant from December 2004 through June 2005.
- Job Vacancy - Full-time Attorney position, vacant November 2004. Boards contracted with the Office of Attorney General for part-time legal counsel services at a reduced hourly rate and without expense of employee benefits.

- Job Vacancy - Clerk of the Boards position was vacant for roughly 2 months, position was filled on July 25, 2005 .
- Former Governor Bob Wise authorized an expense to expense transaction in the amount of \$55,000 from the Governor's Contingency Fund in December 2004 for Board expenditures incurred during the period of July 2004 - November 2004.
- The Boards were not required to pay office rent or debt service payments from October 2004 through June 2005 to the Department of Environmental Protection.

If you have any questions, please contact me or let me know during the next Board meeting.

AQB / EQB COMBINED BUDGET
Fiscal Year 2005 - Expenditures As Of 6/30/05

Attachment 1

	EXPENDITURE	BUDGET*	July 04	Aug 04	Sept 04	Oct 04	Nov 04	Dec 04	Jan 05	Feb 05	Mar 05	Apr 05	May 05	June 05	YTD	BALANCE	% SPENT
001	Salaries - AQB	61,110	5,053.99	5,095.74	3,495.74	4,432.88	3,107.20	3,107.20	2,935.86	2,847.50	2,847.50	2,847.50	3,119.98	1,401.00	40,292.09	20,817.91	65.93%
001	Salaries - EQB	122,506	9,270.51	10,212.26	12,262.26	10,875.12	7,781.80	7,781.80	4,526.40	2,847.50	2,847.50	2,847.50	3,119.98	1,401.00	75,773.63	46,732.37	61.85%
002	Per Diem - AQB	4,000	600.00	600.00		450.00	300.00	450.00	600.00	150.00	750.00	450.00	600.00		4,950.00	(950.00)	123.75%
002	Per Diem - EQB	2,400	900.00	1,950.00	750.00	1,800.00	1,050.00	450.00	1,050.00	1,200.00	1,800.00	1,050.00	750.00	1,650.00	14,400.00	(12,000.00)	600.00%
004	Annual Increment	1,951	1,950.00						317.01						2,267.01	(316.01)	116.20%
010	Personnel Fees	860				190.01	190.00			190.01			190.01		760.03	99.97	88.38%
011	Social Security	14,688	1,344.85	1,345.51	1,235.86	1,316.19	924.26	889.82	709.31	530.11	621.93	541.58	571.80	334.49	10,365.71	4,322.29	70.57%
012	Public Employees' Insurance	11,577	964.56	964.56	1,042.56	1,242.56	644.92	644.92	644.92	639.28	639.28	639.28	639.28	319.64	9,025.76	2,551.24	77.96%
014	Workers' Compensation	1,470	361.61				320.25		251.21			55.76		33.75	1,022.58	447.42	69.56%
015	Unemployment Compensation	950	2.57						298.98			632.95			934.50	15.50	98.37%
016	Pension / Retirement	19,484	1,803.34	1,607.36	1,607.36	1,607.36	779.65	597.98	416.87	597.98	597.98	597.98	655.20	294.22	11,163.28	8,320.72	57.29%
020	Office Supplies	1,200	479.62	110.34	278.58	73.57	154.84	507.37	137.89	287.14	80.37	150.21	799.27	470.66	3,529.86	(2,329.86)	294.16%
021	Printing / Copying Service	0				498.48		332.52		522.87					1,353.87	(1,353.87)	#DIV/0!
022	Rent - Office & Confer. Rm (Washington St.)	4,020	863.69	863.69	863.69	863.69		460.54							3,915.30	104.70	97.40%
023	Utilities (Washington St.)	500						1,284.00							1,284.00	(784.00)	256.80%
024	Telecommunications	1,650	15.39				428.00	198.42	428.00	143.81	30.20	95.76	256.35	169.88	1,765.81	(115.81)	107.02%
024	Conference Calls	350	407.00		91.25		120.00								618.25	(268.25)	176.64%
025	Court Reporter Fees	3,200	959.45	1,143.25	175.75		108.00			196.00	1,017.75	645.50	249.00	85.25	4,579.95	(1,379.95)	143.12%
025	Janitorial Service	240			153.66		76.83								230.49	9.51	96.04%
025	Other Professional Fees	350		27.50				138.41		386.53	100.00		100.00		752.44	(402.44)	214.98%
025	Legal Counsel Fees - AQB	0						30.00		2,502.50		1,540.00		1,931.25	6,003.75	(6,003.75)	#DIV/0!
025	Legal Counsel Fees - EQB	0		50.00				320.00		224.00		7,604.50		4,667.50	12,866.00	(12,866.00)	#DIV/0!
026	AQB - Board Member Travel	350	161.00									163.62			324.62	25.38	92.75%
026	EQB - Board Member Travel	2,400	789.25		1,105.10	226.50		1,200.99		1,438.33	910.64	1,297.89	576.01	1,211.71	8,756.42	(6,356.42)	364.85%
026	Travel - Staff	200	151.99					81.75	322.12					(76.00)	479.86	(279.86)	239.93%
027	Computer Services & Website Host	2,200	41.03	877.00	450.28		218.72	173.11	211.16	197.53		393.88	223.50	612.48	3,398.69	(1,198.69)	154.49%
027	Copier Lease (Washington St.)	1,600	319.05	319.05	319.05		319.05	308.41							1,584.61	15.39	99.04%
031	WV State Bar Dues	390		390.00			(121.27)	(129.29)							139.44	250.56	35.75%
032	Liability Insurance - BRIM	3,846		961.25			961.25			961.25		961.25			3,845.00	1.00	99.97%
035	Advertising	460		55.28	448.19							150.48	107.50	1,123.97	1,885.42	(1,425.42)	409.87%
038	Telephone Equipment Warranty	30					13.80								13.80	16.20	46.00%
051	On Line Westlaw & Misc Expense	180	76.43				91.02				6,000.00		265.43		6,432.88	(6,252.88)	3573.82%
052	Training and Development	200													0.00	200.00	0.00%
053	Postage	1,100	444.19	291.92	372.37	150.16	95.96	107.55	445.72	258.37	131.96	175.48	301.42	299.03	3,074.13	(1,974.13)	279.47%
054	Computer Supplies and Equipment	0			29.98					951.90	4,222.54	87.32			5,291.74	(5,291.74)	#DIV/0!
058	Furniture	0										921.87		923.04	1,844.91	(1,844.91)	#DIV/0!
077	Books / Periodicals	585	437.05				117.25			64.15		117.25		45.45	781.15	(196.15)	133.53%
110	PEIA Reserve Fund	1,835											684.00		684.00	1,151.00	37.28%
	Governor's Contingency Fund - Expense to Expense							(55,000.00)							(55,000.00)	(55,000.00)	
	Carry forward balance from FY 2004 - Fund 3275		(8,622.57)												(8,622.57)	(8,622.57)	
	Expense to Expense - FY 2006 Transfer to Fund 3275												4,763.07		4,763.07	4,763.07	
	Transfer carry forward balance to FY 2006 - Fund 3275												82,147.27		82,147.27	(82,147.27)	
	Less: FOIA Income		(197.50)	(54.00)	(204.23)	0.00	(39.50)	(15.25)	(362.75)	(314.50)	(294.75)	(141.25)	(482.25)	0.00	(2,105.98)	(2,105.98)	
	Total	267,882	18,576.50	26,810.71	24,477.45	23,726.52	17,642.03	(36,079.75)	12,932.70	16,822.26	22,302.90	23,826.31	12,726.48	103,808.66	267,572.77	309.23	99.88%