

ENVIRONMENTAL QUALITY BOARD

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

**WEST VIRGINIA ENVIRONMENTAL QUALITY BOARD  
MEETING MINUTES**

**October 20, 2005**

**I. General**

On Thursday, October 20, 2005, 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 57<sup>th</sup> 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 Van Gundy  
Mr. Ted Armbrrecht  
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 for the Boards

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 Appellee presented Matt Sweeney and Lalena Price as witnesses. The Intervenor presented Herb Jonkers, Marty Kable and L. Eli McCoy as witnesses. The hearing concluded and the parties were advised that Findings and Facts and Conclusions of Law would be due after the transcript was

received by the Board and the Board will review all evidence and a decision will be rendered as soon as possible.

## II. Administrative Matters

- 1.) The Board was provided with a Budget Summary by Kathy Coleman. As of September 30, 2005, the Boards have spent 11% of the combined budget which represents a three month period, or 25% of the fiscal year.
- 2.) The Board will meet on January 12 and 13, 2006, due to complexity of the pending Appeals. The Board will not meet in February 2006.
- 3.) Kathy Coleman provided the quarterly Purchase Card Report which detailed purchases from July 2005 through September 2005 and the report was approved by the Board unanimously 4 to 0. She also provided the statement from BB&T. This was reviewed and approved by the Board unanimously 4 to 0.
- 4.) **House Bill 414-** November 1<sup>st</sup> Salary Increase were discussed. Eligible employees are those hired for permanent positions on or before May 2, 2005 and whose salary is not set by statute. Kathy Coleman was eligible for the increase of \$900. Sandra Castillo was not eligible for the increase due to her hire date of July 25, 2005.

Whereupon, Dr. Van Gundy moved and Mr. Armbrrecht seconded that the October 20, 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 October 20, 2005, by the West Virginia Environmental Quality Board. These minutes were approved by the Environmental Quality Board on 17<sup>th</sup> Day of November, 2005.

  
Sandra Castillo, Clerk



**AIR QUALITY BOARD AND ENVIRONMENTAL QUALITY BOARD**

601 57<sup>th</sup> Street, SE, Charleston, WV 25304  
Telephone: (304) 926-0499 Fax: (304) 926-0486  
e-mail: [clerk@wvaqbeqb.org](mailto: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. Armbrrecht  
Bob Foster                                 William H. Gillespie  
Tom Hansen                               James Van Gundy  
Doug Hudson

**From:**       Kathy Coleman *KC*

**Date:**        October 7, 2005

**Re:**          Budget Update - Fiscal Year 2006

**Fiscal Year 2005 - Budget Report**

Please see attached reports which provide a financial update through September 30, 2005:

- Air Quality Board - **Attachment 1**
- Environmental Quality Board - **Attachment 2**
- Environmental and Air Quality Boards Combined Budget - **Attachment 3**

As of September 30, 2005, the Boards have spent 11% of the combined budget which represents a three month period, or 25% of the fiscal year.

**House Bill 414 - November 1<sup>st</sup> Salary Increase**

House Bill 414 provides funding to agencies for the allocation of an across-the-board salary increase for eligible employees, effective November 1, 2005. Eligible employees are those hired for permanent positions on or before May 2, 2005 and whose salary is not set by state statute. The targeted job classes shall receive an increase of \$1,350 annually and the non-targeted shall receive \$900 annually.

Please be aware that I am eligible for the across-the-board increase of \$900, however, staff member Sandra Castillo is not eligible for the increase due to her hire date of July 25, 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 9/30/05**

CODE	EXPENDITURE	BUDGET*	JULY 05	AUG 05	SEPT 05	YTD	BALANCE	% SPENT	
001	Salaries	33,812	1,401.00	2,463.75	2,818.00	6,682.75	27,129.25	19.76%	
002	Per Diem	7,200	750.00			750.00	6,450.00	10.42%	
001/002	Reserve / Per Diem and Salary Increases	4,000				0.00	4,000.00	0.00%	
004	Annual Increment	125	125.00			125.00	0.00	100.00%	
010	Personnel Fees	325		61.75		61.75	263.25	19.00%	
011	Social Security	3,300	171.06	194.31	204.98	570.35	2,729.65	17.28%	
012	Public Employees' Insurance	3,000	172.32	175.14	200.14	547.60	2,452.40	18.25%	
014	Workers' Compensation	275				0.00	275.00	0.00%	
015	Unemployment Compensation	250				0.00	250.00	0.00%	
016	Pension / Retirement	3,900	160.22	258.68	295.88	714.78	3,185.22	18.33%	
020	Office Supplies	1,500	10.39	160.59	183.39	354.37	1,145.63	23.62%	
021	Printing / Copying Service	300				0.00	300.00	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	700	32.50	60.00	66.34	158.84	541.16	22.69%	
025	Legal Counsel Fees	12,000	462.00	558.25	400.00	1,420.25	10,579.75	11.84%	
026	Travel - Board Members	5,300				0.00	5,300.00	0.00%	
026	Travel - Staff	750				0.00	750.00	0.00%	
027	Computer Services and Website Host	1,750	104.58	120.00	120.00	344.58	1,405.42	19.69%	
032	BRIM Premium - Liability Insurance	1,880	469.75			469.75	1,410.25	24.99%	
051	On Line Westlaw and Misc Expenses	250	20.00	20.00	30.00	70.00	180.00	28.00%	
052	Training and Development	1,000				0.00	1,000.00	0.00%	
053	Postage	1,000	23.15	38.37	14.77	76.29	923.71	7.63%	
054	Computer Supplies and Equipment	750				0.00	750.00	0.00%	
077	Books / Periodicals	828	16.22	229.72	48.07	294.01	533.99	35.51%	
110	PEIA Reserve Fund	400	14.00	25.00	28.00	67.00	333.00	16.75%	
151	Debt Service to DEP - Principal	4,106	343.00	343.00	343.00	1,029.00	3,077.00	25.06%	
152	Debt Service to DEP - Interest	8,789	733.00	733.00	733.00	2,199.00	6,590.00	25.02%	
-	Operating Expenses - DEP	5,944	578.00	578.00	578.00	1,734.00	4,210.00	29.17%	
	Less: FOIA Income					0.00	0.00		
	<b>Total</b>	<b>106,934</b>	<b>5,586.19</b>	<b>6,019.56</b>	<b>6,063.57</b>	<b>17,669.32</b>	<b>89,264.68</b>	<b>16.52%</b>	
	*AQB Budget = \$106,934 (General Revenue)								

Budget Changes 10/7/05 - Pending Approval from AQB

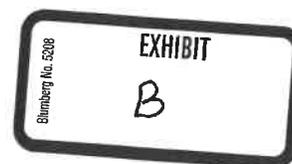
**ENVIRONMENTAL QUALITY BOARD**  
 Fiscal Year 2006  
 Expenditures Paid and Accrued as of 9/30/05

CODE	EXPENDITURE	BUDGET*	JULY 05	AUG 05	SEPT 05	YTD	BALANCE	% SPENT
001	Salaries	33,812	1,401.00	2,463.75	2,818.00	6,682.75	27,129.25	19.76%
002	Per Diem	12,450	1,800.00		600.00	2,400.00	10,050.00	19.28%
001/002	Reserve / Per Diem and Salary Increases	10,000				0.00	10,000.00	0.00%
004	Annual Increment	125	125.00			125.00	0.00	100.00%
010	Personnel Fees	425		80.75		80.75	344.25	19.00%
011	Social Security	4,200	251.42	182.88	228.01	662.31	3,537.69	15.77%
012	Public Employees' Insurance	3,000	172.32	175.14	200.14	547.60	2,452.40	18.25%
014	Workers' Compensation	275				0.00	275.00	0.00%
015	Unemployment Compensation	250				0.00	250.00	0.00%
016	Pension / Retirement	3,900	160.25	258.72	295.92	714.89	3,185.11	18.33%
020	Office Supplies	1,500	10.40	160.59	183.40	354.39	1,145.61	23.63%
021	Printing / Copying Service	300				0.00	300.00	0.00%
024	Telecommunications	500				0.00	500.00	0.00%
025	Court Reporter Fees	5,500	242.50			242.50	5,257.50	4.41%
025	Other Professional Fees	700	97.50	60.00	99.52	257.02	442.98	36.72%
025	Legal Counsel Fees - AG's Office	28,000	1,078.00	1,097.25	1,200.00	3,375.25	24,624.75	12.05%
026	Travel - Board Members	13,800	716.07		800.00	1,516.07	12,283.93	10.99%
026	Travel - Staff	750				0.00	750.00	0.00%
027	Computer Services and Website Host	1,750	104.60	120.00	120.00	344.60	1,405.40	19.69%
032	BRIM Premium - Liability Insurance	1,880	469.75			469.75	1,410.25	24.99%
051	On Line Westlaw and Misc Expense	1,000	225.99	50.00	50.00	325.99	674.01	32.60%
052	Training and Development	1,000				0.00	1,000.00	0.00%
053	Postage	2,000	91.07	100.13	99.36	290.56	1,709.44	14.53%
054	Computer Supplies and Equipment	1,000				0.00	1,000.00	0.00%
077	Books / Periodicals	997	16.23	229.73	48.08	294.04	702.96	29.49%
110	PEIA Reserve Fund	400	14.00	25.00	28.00	67.00	333.00	16.75%
151	Debt Service to DEP - Principal	6,158	514.00	514.00	514.00	1,542.00	4,616.00	25.04%
152	Debt Service to DEP - Interest	13,183	1,098.00	1,098.00	1,098.00	3,294.00	9,889.00	24.99%
-	Operating Expenses - DEP	8,916	743.00	743.00	743.00	2,229.00	6,687.00	25.00%
	Expense to Expense FY 2005 Year-End (Fund 3275)		(4,763.07)			(4,763.07)	4,763.07	
	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	4,568.03	7,358.94	9,125.43	21,052.40	218,865.87	8.77%
	*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 9/30/05

CODE	EXPENDITURE	BUDGET*	JULY 05	AUG 05	SEPT 05	YTD	BALANCE	% SPENT
001	Salaries - AQB	33,812	1,401.00	2,463.75	2,818.00	6,682.75	27,129.25	19.76%
001	Salaries - EQB	33,812	1,401.00	2,463.75	2,818.00	6,682.75	27,129.25	19.76%
002	Per Diem - AQB	7,200	750.00			750.00	6,450.00	10.42%
002	Per Diem - EQB	12,450	1,800.00		600.00	2,400.00	10,050.00	19.28%
001/002	Reserve / Per Diem and Salary Increases	14,000				0.00	14,000.00	0.00%
004	Annual Increment	250	250.00			250.00	0.00	100.00%
010	Personnel Fees	750		142.50		142.50	607.50	19.00%
011	Social Security	7,500	422.48	377.19	432.99	1,232.66	6,267.34	16.44%
012	Public Employees' Insurance	6,000	344.64	350.28	400.28	1,095.20	4,904.80	18.25%
014	Workers' Compensation	550				0.00	550.00	0.00%
015	Unemployment Compensation	500				0.00	500.00	0.00%
016	Pension / Retirement	7,800	320.47	517.40	591.80	1,429.67	6,370.33	18.33%
020	Office Supplies	3,000	20.79	321.18	366.79	708.76	2,291.24	23.63%
021	Printing / Copying Service	600				0.00	600.00	0.00%
024	Telecommunications	1,000				0.00	1,000.00	0.00%
025	Court Reporter Fees	8,500	242.50			242.50	8,257.50	2.85%
025	Other Professional Fees	1,400	130.00	120.00	165.86	415.86	984.14	29.70%
025	Legal Counsel Fees/ AG's Office - AQB	12,000	462.00	558.25	400.00	1,420.25	10,579.75	11.84%
025	Legal Counsel Fees/ AG's Office - EQB	28,000	1,078.00	1,097.25	1,200.00	3,375.25	24,624.75	12.05%
026	Travel - Board Members- AQB	5,300				0.00	5,300.00	0.00%
026	Travel - Board Members - EQB	13,800	716.07		800.00	1,516.07	12,283.93	10.99%
026	Travel - Staff	1,500				0.00	1,500.00	0.00%
027	Computer Services and Website Host	3,500	209.18	240.00	240.00	689.18	2,810.82	19.69%
032	BRIM Premium - Liability Insurance	3,760	939.50			939.50	2,820.50	24.99%
051	On Line Westlaw and Misc Expense	1,250	245.99	70.00	80.00	395.99	854.01	31.68%
052	Training and Development	2,000				0.00	2,000.00	0.00%
053	Postage	3,000	114.22	138.50	114.13	366.85	2,633.15	12.23%
054	Computer Supplies and Equipment	1,750				0.00	1,750.00	0.00%
077	Books / Periodicals	1,825	32.45	459.45	96.15	588.05	1,236.95	32.22%
110	PEIA Reserve Fund	800	28.00	50.00	56.00	134.00	666.00	16.75%
151	Debt Service - Principal	10,264	857.00	857.00	857.00	2,571.00	7,693.00	25.05%
152	Debt Service - Interest	21,972	1,831.00	1,831.00	1,831.00	5,493.00	16,479.00	25.00%
-	Operating Expenses - DEP	14,860	1,321.00	1,321.00	1,321.00	3,963.00	10,897.00	26.67%
	Exp. to Exp. - FY 2005 Year-End (Fund 3275)		(4,763.07)			(4,763.07)	4,763.07	
	Uncommitted Funds (EQB Groundwater)	82,147.27				0.00	82,147.27	0.00%
	Less: FOIA Income						0.00	
	<b>Total</b>	<b>346,852.27</b>	<b>10,154.22</b>	<b>13,378.50</b>	<b>15,189.00</b>	<b>38,721.72</b>	<b>308,130.55</b>	<b>11.16%</b>

\*Budget = \$106,934 (AQB) + \$157,771 (EQB) + \$82,147.27 (EQB Gr) = \$346,852.27  
 Budget Changes 10/7/05 - Pending Approval from AQB



**AIR QUALITY BOARD AND ENVIRONMENTAL QUALITY BOARD**

601 57<sup>th</sup> 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. Armbrrecht, Jr.  
Bob Foster                         William Gillespie  
Tom Hansen                         James Van Gundy  
Doug Hudson

**From:**       Kathy Coleman *KC*

**Date:**        October 7, 2005

**Subject:**     Purchase Card Report

Please see attached quarterly Purchase Card report for your review.

The report details purchases by authorized staff members for the months of July 2005 through September 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  
July 2005 - September 2005**

Date	Purchased By	Vendor	Description	Amount	Reconciled
<b>July</b>					
7/1/05	Kathy Coleman	US Post Office	AQB Mailing	11.88	Yes
7/6/05	Kathy Coleman	US Post Office	EQB Mailing	31.86	Yes
7/15/05	Kathy Coleman	US Post Office	EQB Mailing	2.40	Yes
7/16/05	Kathy Coleman	US Post Office	AQB Mailing	1.75	Yes
		<b>Total</b>		<b>47.89</b>	
<b>August</b>					
8/10/05	Kathy Coleman	Day Timers Inc	2006 Monthly Planners/Calendars	68.99	Yes
8/18/05	Kathy Coleman	US Post Office	AQB and EQB Mailing	4.65	Yes
8/26/05	Kathy Coleman	Office Max	Office Supplies	64.70	Yes
8/29/05	Kathy Coleman	Office Max	Office Supplies	80.00	Yes
8/30/05	Kathy Coleman	WV Prison Industries	AQB & EQB Envelopes	78.40	Yes
		<b>Total</b>		<b>296.74</b>	Yes
<b>September</b>					
9/1/05	Kathy Coleman	Charleston Trophy	Name Plates (2) - EQB Board Members	29.90	Yes
9/14/05	Kathy Coleman	Office Max	Office Supplies	64.95	Yes
		<b>Total</b>		<b>94.85</b>	

Prepared By:   
Administrative Secretary  
and P-Card Coordinator

Date: 10/7/05



You can tell we want your business.

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

**PURCHASING CARD**

Account Number	
Past Due Amount	\$0.00
Current Balance	\$47.89
Minimum Payment Due	\$47.89
Payment Due Date	08-27-05

PLEASE TEAR PAYMENT COUPON AT PERFORATION.

**INDIVIDUAL CARDHOLDER ACTIVITY**

KATHERINE COLEMAN			Credit Limit	Credits	Purchases & Other Charges	Cash Adv	Total Activity
			\$4,000	\$0.00	\$47.89	\$0.00	\$47.89
Post Date	Trans Date	Reference Number	Transaction Description			Amount	
<b>PURCHASES</b>							
07-04	07-01	24401405182001354394714	USPS 5514560706 CHARLESTON WV			+	11.88 ✓
07-07	07-06	24401405187001354652116	USPS 5514560706 CHARLESTON WV			+	31.86 ✓
07-18	07-15	24401405196001354232256	USPS 5514560706 CHARLESTON WV			+	2.40 ✓
07-18	07-16	24401405198001351731571	USPS 5514560701 CHARLESTON WV			+	1.75 ✓

Send Inquiries To:  
Bankcard Service Center  
P.O. BOX 698  
WILSON, NC 27894-0698



You can tell we want your business.



You can tell we want your business.

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

**PURCHASING CARD**

<b>Account Number</b>	
Past Due Amount	\$0.00
Current Balance	\$296.74
Minimum Payment Due	\$296.74
Payment Due Date	09-27-05

PLEASE TEAR PAYMENT COUPON AT PERFORATION.

**INDIVIDUAL CARDHOLDER ACTIVITY**

KATHERINE COLEMAN			Credit Limit \$4,000	Credits \$0.00	Purchases & Other Charges \$296.74	Cash Adv \$0.00	Total Activity \$296.74
Post Date	Trans Date	Reference Number	Transaction Description		Amount		
<b>PURCHASES</b>							
08-11	08-10	24717055222132223263808	DAY TIMERS INC 800-8052615 PA		68.99	+	✓
08-19	08-18	24401405230001353503069	USPS 5514560706 CHARLESTON WV		4.65	+	✓
08-29	08-26	24610435239004058086377	OFFICEMAX CT*IN#835855 800-264-7370 IL		64.70	+	✓
08-31	08-29	24610435242004055099444	OFFICEMAX CT*IN#898146 800-264-7370 IL		80.00	+	✓
09-01	08-30	24073145243900011552752	WV PRISON INDUSTRIES CHARLESTON WV		78.40	+	✓

Send Inquiries To:  
Bankcard Service Center  
P.O. BOX 698  
WILSON, NC 27894-0698



You can tell we want your business.



*You can tell we want your business.*

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

**PURCHASING CARD**

Account Number	
Past Due Amount	\$0.00
Current Balance	\$94.85
Minimum Payment Due	\$94.85
Payment Due Date	10-27-05

PLEASE TEAR PAYMENT COUPON AT PERFORATION.

**INDIVIDUAL CARDHOLDER ACTIVITY**

KATHERINE COLEMAN			Credit Limit	Credits	Purchases & Other Charges	Cash Adv	Total Activity
			\$4,000	\$0.00	\$94.85	\$0.00	\$94.85
Post Date	Trans Date	Reference Number	Transaction Description			Amount	
<b>PURCHASES</b>							
09-05	09-01	24610435245004062048167	OFFICEMAX CT*IN#483832 800-264-7370 IL			+	64.95 ✓
09-16	09-14	24073145258900016103330	CHARLESTON TROPHY CHARLESTON WV			+	29.90 ✓

Send Inquiries To:  
**Bankcard Service Center**  
P.O. BOX 698  
WILSON, NC 27894-0698



*You can tell we want your business.*