

**ENVIRONMENTAL QUALITY BOARD**  
**601 57<sup>th</sup> Street, S.E.**  
**Charleston, West Virginia 25304**

**MINUTES**  
**March 8, 2018**

A public meeting of the Environmental Quality Board was held March 8, 2018, beginning at 8:30 a.m. Board members present were: Edward Snyder, Ph.D., Chairman; Mr. William H. Gillespie; and Charles C. Somerville, Ph.D.

Staff members present were Jackie D. Shultz and Katherine C. Coleman.

It being determined a quorum was present, Dr. Snyder called the meeting to order and the Board proceeded with its agenda.

**Minutes of July 13, 2017:**

Minutes of the July 13, 2017, administrative meeting were reviewed by the Board. Upon a motion duly made by Mr. Gillespie and seconded by Dr. Somerville, the minutes were unanimously approved as presented.

**Budget Update and Purchase Card Reports:**

Upon a motion duly made by Mr. Gillespie and seconded by Dr. Somerville, the Board voted unanimously to approve the Purchase Card Reports for July 2017 - September 2017 and October - December 2017.

Ms. Coleman presented the Board with FY 2018 - Budget Summary. Ms. Coleman reported the EQB spent 51 percent of its general revenue and 38 percent of its special revenue budget. WVDEP transferred \$27,007 to the EQB Special Revenue Operating Fund in February 2018. Effective January 1, 2018, the State's mileage reimbursement rate was increased to 54.5 cents per mile.

The Board authorized the purchase of new office computers for Ms. Coleman and Ms. Shultz.

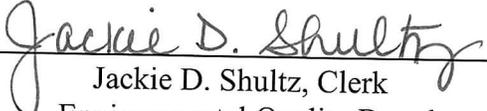
**Other Business:**

Ms. Coleman reported the Records Retention and Disposal Schedule, as required by WV Code 5-8-1 et seq, was approved by Chairman Snyder in November 2017 and approved by the WV Department of Administration in December 2017. Ms. Coleman has completed the Application Xtender software training for indexing scanned documents. She has identified 18 boxes of records no longer required to retain and scheduled for shredding and 58 boxes of records dating from 1964 - 2005 regarding water quality standards rulemaking historical records.

**Adjournment:**

There being no further business to come before the Board, the meeting was adjourned.

I hereby certify the foregoing is a true and correct record of the proceedings of the Environmental Quality Board meeting held on March 8, 2018. The Environmental Quality Board approved these minutes on June 14, 2018.

  
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Jackie D. Shultz, Clerk  
Environmental Quality Board