

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

MINUTES
August 13, 2020

A public meeting of the Environmental Quality Board was held August 13, 2020, beginning at 8:30 a.m. Board members present were: Dr. Edward M. Snyder, Chairman; Dr. Charles C. Somerville, Vice-Chairman; William H. Gillespie; Marybeth Winters and Stephen G. Capelli, Sr.

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

Election of Chairman and Vice-Chairman:

Upon a motion duly made and seconded, the Board voted unanimously to re-elect Chairman Snyder and Vice-Chairman Somerville.

Call to Order:

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

Minutes of August 8, 2019:

Upon a motion duly made by Mr. Capelli and seconded by Mr. Gillespie, the Board voted unanimously to adopt the August 8, 2019 minutes as presented.

Purchase Card Report and Budget Update:

Ms. Coleman provided the Board with an update on equipment purchased to conduct Board business via Zoom. The Board subscribed to the Zoom Pro Plan at a cost of \$16.04 per month. The Board expended \$1,827.83 for equipment to enable video conferencing, including a Dell Latitude 5500 laptop computer, Logitech Webcam, Yeti Professional Microphone, and various necessary cables.

Purchase Card Report - After a thorough review and upon a motion duly made by Mr. Capelli and seconded by Dr. Somerville, the Board voted unanimously to approve the Purchase Card Report for June 18, 2019 - July 15, 2020.

Year-End Summary - FY 2020 - Ms. Coleman reported the Board spent 98% of its General Revenue Fund, a total of \$111,513.00, and 29% of the Special Revenue Operating Fund, a total of \$18,458.00. The Special Revenue Operating Fund's ending balance of \$44,973 was carried forward to the FY 2021 budget. Total EQB expenditures decreased by \$8,556 as compared to FY 2019

expenditures due to the reduction of rent expense charged by the WVDEP.

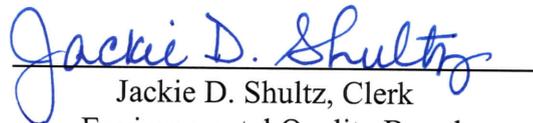
Budget Update - FY 2021 - Ms. Coleman informed the Board that as of July 31, 2020, the Board has expended 9% of its general revenue and 4% of the Special Revenue Operating Fund. Garrett Reporting Service was awarded the FY 2021 contract for court reporting services. Effective January 1, 2020, the state's mileage reimbursement rate decreased from .58 to .575 per mile.

Adjournment:

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

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I hereby certify the foregoing is a true and correct record of the proceedings of the Environmental Quality Board meeting held on August 8, 2019. The Environmental Quality Board approved these minutes on July 8, 2021.



Jackie D. Shultz, Clerk
Environmental Quality Board