



West Virginia Air Quality Board

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

Phone: (304) 414-1128
aqb.wv.gov

MEMORANDUM

DATE: November 13, 2025

TO: Laura M. Crowder, Director
Division of Air Quality
WV Department of Environmental Protection

FROM: Kenna M. DeRaimo, Clerk *KED*
Air Quality Board

CC: Joseph R. Kessler, Division of Air Quality (*Via Email Only*)
Stephanie R. Mink, Division of Air Quality (*Via Email Only*)

RE: *Request for Certified File - Appeal No. 25-03-AQB*
Susan Shelton Perry v. Director, Division of Air Quality,
Department of Environmental Protection

Attached is **Appeal No. 25-03-AQB**, which was received by the **Air Quality Board** on November 5, 2025 and postmarked on November 1, 2025. Within fourteen (14) days after receipt of this appeal, you must prepare, certify and provide to the **Air Quality Board** a complete 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. *In addition*, please *also* provide an electronic copy of the record by email to the Kenna DeRaimo, Clerk of the Air Quality Board at Kenna.M.DeRaimo@wv.gov.

The Certified File in this matter is due on December 1, 2025.

Thank you for your attention to this matter.