

MINUTES

November 13, 2003

I. General

On November 13, 2003, a quorum of the members of the Air Quality Board conducted a meeting at the Board's office located at 1615 Washington Street, E., Charleston, West Virginia. The Chair, Robert Foster, called the meeting to order at 9:00 a.m.

The Board members present were:

Robert Foster, Chair

Dick Calvert

Randy Curtis, designee of the Bureau for Public Health

Doug Hudson, designee of the Commissioner of the WV
Department of Agriculture

The Board members participating by telephone were:

Mike Koon

Tom Hansen

Absent Board members were:

Jean Neely

Staff members present were:

Becky Charles, Attorney

Melissa Carte, Clerk

Libby Chatfield, Office Supervisor

Kathy Coleman, Administrative Secretary

II. Administrative Matters

1.) Review and Approval of the August 21, 2003, Air Quality Board Meeting Minutes:

The minutes of the August 21, 2003, Air Quality Board meeting were presented to the Board members for consideration. After review, Mr. Hudson moved and Mr. Hansen seconded that the minutes of the August 21, 2003, Board meeting be approved as written, and the motion carried unanimously 6 to 0.

2.) General Budget Report:

The Board members reviewed the budget report provided by Ms. Coleman. A copy of the report is attached to and made a part of these minutes as Exhibit "A". As of October 31, 2003, the Boards have spent 33.12% of the combined budgets which represents a four month period or 33.33% of the fiscal year.

It was noted that, at the request of a member of the Environmental Quality Board, the standard budget report has been revised to include an additional column which reflects the year-end total expenditure for the previous fiscal year for each line item. In order to compare current budget amounts to the actual expense incurred during the previous fiscal year, a "year-to-date" column which reflects the expenditure for each line item in 2003 was included in the budget report and placed next to the fiscal year 2004 "year-to-date" expenses column. Ms. Colman noted that due to budget cuts, the 2004 budget is approximately \$26, 000 less than the previous year.

3.) Purchasing Card Report:

The Board members were provided with the quarterly Purchase Card report which details the purchases made by authorized staff members for the months of July 2003 through September 2003. A copy of this report is attached to and made a part of these minutes as Exhibit "B". After a review of the report, Mr. Calvert moved and Mr. Curtis seconded that the Board approve the Purchase Card report, and the motion carried unanimously 6 to 0.

4.) Website Update:

The Board members were informed that new AQB website address is www.wveqb.org. The Board has also registered the “.net” and “.com” domain names, and anyone who enters one of those extensions (the .com or the .net) will automatically be forwarded to the Board’s website at the “.org” address.

Currently, the AQB website contains a page which allows users to search all Board orders. Pending Board approval of the expenditure of the funds needed to upgrade the AQB website, staff will launch an additional page on the website which will contain, in a searchable format, all of the Circuit Court Orders and Supreme Court Orders which relate to the AQB Final Orders. These Court Orders have already been scanned and converted to Adobe format and staff is currently entering the appropriate key words to be used when searching the Orders. The approximate cost of this addition to the AQB website is \$400.00. Chairman Foster approved the expenditure of the funds needed to update the Board’s website.

In addition, the staff’s email addresses have also changed and no longer reflect an association with the DEP in the addresses. The Clerk’s email address is now clerk@wvaqbeqb.org., Ms. Charles’ address is bcharles@wvaqbeqb.org, Ms. Chatfield’s is now lchatfield@wvaqbeqb.org and Ms. Coleman’s new address is kcoleman@wvaqbeqb.org .

5.) Schedule Future Board Meetings and Joint Board Meeting with the Environmental Quality Board (EQB):

The Board members suggested a joint Board meeting with the Environmental Quality Board on December 10, 2003 at 11:00 p.m. since the EQB will be conducting a regular meeting on December 10, 2003 beginning at 1:00 p.m. Ms. Chatfield stated that she would discuss the proposed date and time of a joint meeting with the EQB members at their next meeting which is scheduled for November 20, 2003.

The Board members also scheduled Air Quality Board meetings for January 15, 2004, and February 19, 2004.

6.) Review the calendar of events for the months of November and December:

The Board members reviewed the calendar of upcoming events for the months of November and December. The Board members were informed that the employee 360 evaluations are scheduled to be completed by staff and provided to the Boards chairs by November 24, 2003.

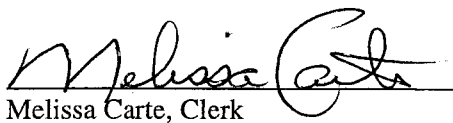
III. Appeals

1.) Appeal #03-08-AQB (Astech):

Appeal #03-08-AQB was filed with the Air Quality Board on July 2, 2003, and the evidentiary hearing was scheduled to be conducted during the November 13, 2003, Board meeting. The attorneys representing the parties informed the Board members that the issues of the appeal have been resolved without the need for an evidentiary hearing and that the Appellant will be withdrawing the appeal. However, the final paperwork is not expected to be completed until later in the week. The Board determined that Appeal #03-08-AQB will be temporarily held in abeyance until the final resolution is submitted to the Board by the parties.

Whereupon, Mr. Calvert moved and Mr. Hanson seconded that the November 13, 2003, meeting of the Air Quality Board be adjourned at 9:35 a.m. and the motion carried unanimously 6 to 0. Chairman Foster directed that the Board members be paid the \$150 per diem for participating in this meeting.

I hereby certify that the forgoing is a true and correct record of the proceedings of the meeting held on November 13, 2003, by the West Virginia Air Quality Board. These minutes were approved by the Air Quality Board on April 20, 2004.


Melissa Carte, Clerk