



WEST VIRGINIA SOLID WASTE MANAGEMENT BOARD

601 57th St. SE
Charleston, WV 25304
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Mark D. Holstine, PE, Executive Director
www.state.wv.us/swmb

MINUTES

West Virginia Solid Waste Management Board July 19, 2023 11:00 am

1. Roll Call.

Present - Board: Mallie Combs, Tim Blankenship, Howard Coffield, Jason Frame, Yogesh Patel, Steve Pilato, and Roger Bryant.

Absent: None.

Board Counsel: Kelley Goes, Esq.

Staff: Mark Holstine, Scott Norman, Jayne Ann Arthur, Paul Hayes, Carol Throckmorton, Brittany Cummings, Rosamary Kincaid, Maxine Johnson, and Cathleen Salmons.

Visitors Listed: Lacie Pierson - Orion Strategies.

The annual meeting was properly advertised in accordance with the W.Va. Code, Chapter 6, Article 9A. The meeting was called to order by Chair Mallie Combs, at 11:00 am, in conference room 1125 in the DEP Headquarters located at, 601 57th Street SE, Charleston WV 25304. Jayne Ann Arthur called the roll. The Chair announced a quorum was present.

2. FY 2024 Election of Officers.

Mr. Blankenship moved to nominate Mallie Combs, Chair, Roger Bryant, Vice-Chair and Mark D. Holstine, Secretary-Treasurer. Motion seconded by Mr. Pilato. Mr. Pilato moved to close the nominations; Mr. Coffield seconded the motion to close. Motion approved unanimously to accept nominees as Board officers for FY 2024.

3. Approval of minutes of the June 21, 2023 Board meeting.

Chair Combs requested approval of the minutes from the last meeting. Mr. Coffield moved to approve the minutes of the June 21, 2023, meeting. Vice Chair Bryant seconded the motion and it passed unanimously.

4. Financial Reports.

A. Financial Statements.

Scott Norman gave an overview of the balance sheet and income statement for May 2023 and informed the Board that there were no significant changes. Rental expenses were for the month of March and travel expenses were for the monthly board meeting and vehicle expenses for the roadside kit for the SWMB fleet.

B. Assessment Fee and Tonnage Data.

The assessment fee and tonnage data for May 2023 was explained to the Board by Scott Norman.

Assessment fee checks in the amount of \$2,069.00 for the month of May 2023 were mailed out on May 08, 2023. Average check for FY 2023 is \$2,081.00.

Assessment fee revenue for May was \$227,610.00. The year-to-date percentage is 103.83%. Average monthly assessment fee revenue for the year is \$228,914.

C. Grant Status Report.

Mr. Norman informed the Board that the FY 2023 grant program will end on July 31, 2023. Mr. Norman has sent out reminders to the SWA's and will be doing additional reach outs as needed.

D. Other – None.

5. Standing Committee Reports.

A. Finance Committee.

1. Approval of Minutes of June 21, 2023 meeting.

Chair Combs requested approval of the minutes from the last Finance Committee meeting. Mr. Blankenship moved to approve the minutes of the June 21, 2023 Finance Committee meeting, seconded by Mr. Coffield, the motion passed unanimously.

B. Grants Committee.

1. Approval of Minutes of June 21, 2023 meeting.

Chair Combs requested approval of the minutes from the last Grants Committee meeting. Mr. Frame moved to approve the minutes of the June 21, 2023 Grants Committee meeting, seconded by Vice Chair Bryant the motion passed unanimously.

6. Executive Director Report.

Tucker County SWA – Lowell Moore, former president of the Tucker County Commission has been appointed to the board by the WV PSC. Lowell will be a valuable addition to the board. The conversion of financial software to QuickBooks has not been completed. The new office administrator continues training and learning the job. Everything appears to be on track for compliance with the WV DEP - Division of Air Quality.

Pocahontas County SWA - The work group continues evaluating options for solid waste management in Pocahontas County. Type of equipment and quantities are being discussed. Director Holstine attended the June 28 board meeting and updated the board on the possibilities as they exist. More options may become available and those will be analyzed at that time. Director Holstine anticipates by the end of 2023 options will be presented to the Pocahontas SWA board for their deliberation.

Greenbrier County SWA - The landfill manager has concluded that in addition to the compactor that was already purchased, an excavator will also need to be

purchased. The loan application may be revised to include the purchase of the excavator if approved by the Greenbrier County board. Scott Norman and Director Holstine have discussed this with the landfill manager and helped her to understand the process.

Raleigh County SWA - The first visit for the Raleigh County Performance Review was July 6, 2023. Maxine Johnson and Director Holstine traveled to the authority and met with James Allen and staff to discuss the upcoming review, obtain information, and answer any questions they may have. Ms. Johnson stated the meeting went very well.

Additional Assessment Fees - Solid Waste Authorities are benefitting from the additional assessment fees resulting from shifting LCAP funds to the SWAs that the legislature passed two years ago. In FY 2023, forty cents of the \$1.00 the legislature reallocated from LCAP to the SWAs was received by the authorities. Those counties with higher populations realized the greatest increase as 75% of this additional assessment fee is based on population. The assessment fees issued by the SWMB totaled \$1,365,847. The reallocation of LCAP funds provided an additional \$791,534. The reallocation will increase to sixty cents per ton this fiscal year, eighty cents the next year, and cap out at \$1.00 per ton the next, FY 2026.

Pleasants County SWA - On June 3, 2023, the Pleasants County Solid Waste Authority sustained damage to a portion of the recycling center roof being blown off with the subsequent rain storms causing water damage. Fortunately, the authority had a \$1,000 deductible on the damage so the financial impact was minimal. The roof has been repaired and the recycling center is back in operation.

Public Service Commission - On June 27, 2023 the PSC issued a new emergency fuel surcharge lowering it to 7.69 percent from the 10.25 percent rate set last December 27, 2022. As of July 17, 2023 about 50 forms had been recorded on the PSC website to record the new fuel surcharges for motor carriers of solid waste. A listing of the case details can be found here: <http://www.psc.state.wv.us/scripts/WebDocket/viewCaseForWebViewForm.cfm?CaseID=82350>. [MCFS 2023B](#).

Other - SWMB staff, Cathleen Salmons, Brittany Cummings, and Paul Hayes have been working on the creation of the new SWMB website with hopefully a “going live” timeframe of September. The SWMB staff are trying to have the site up and running prior to the association conference in October. The new site will

have an updated appearance with updated links and information that will be much easier to maintain. The current site uses unsupported software and updates are necessary.

In addition to being the end of the fiscal year, SWMB staff are busy assuring SWAs are in compliance with their plan updates to maintain their ability to get grants.

An eight-page newspaper insert will be published this October by the Recycling Coalition of WV and will reach 54 daily and weekly papers throughout the state. To assist in this project, SWMB staff has been updating a database of the locations/specifics for recycling drop off centers. The publication will also include a QR link to locate the names of each county certificated waste hauler, information about the ReFashion Show, Youth Contest, articles and more.

The Association of WV Solid Waste Authorities Educational Conference on Litter Control and Solid Waste Management will be at Oglebay Resort in Wheeling, October 22-24, 2023. Registration can be completed online using the following link:

https://docs.google.com/forms/d/e/1FAIpQLSeCvNCEEnrEHj6_gwVniJe5t8hxYcrtplvRhZMuj0W5grrkrw/viewform

Hotel reservations can be made by calling 304-243-4000 using the group number 45253. The deadline for room reservations is September 15, 2023.

The SWMB will hold the October Board meeting on the 24th of October at 11 am.

Vice Chair Bryant asked the Director for clarification about LCAP funds and the responsibilities of the DEP to assure funding for the closures.

7. Unfinished Business.

A. None.

8. New Business.

A. Approval of FY 2024 Grant Applications.

Chair Combs stated the recommendations of the Grants Committee with regards to the aggregate amount of grant funds available for the FY 2024 grants program was \$400,000 in total funds.

Howard Coffield moved that the Board approve the FY 2024 Solid Waste Authority grant applications as attached herein, for an aggregate amount of \$400,000, subject to these certain conditions.

- 1) Applicants must fully comply with Legislative Rule 54 CSR 5, Disbursement of Grants to Solid Waste Authorities; and
- 2) Applicants may only use grant monies for purposes approved by the Board as documented on the Approved Grant Budget Form; and
- 3) Applicants must participate in mandatory Grants Administration Training conducted by the SWMB prior to any grant fund disbursement.

He further moved that the Board authorize the Executive Director to approve grant budget revision requests by grant recipients, up to an amount of \$5,000.00 in any of the line items, provided that the revised budget does not exceed the total amount of the grant award. Vice Chair Bryant seconded the motion. The motion passed unanimously.

The awards include:

Barbour County - \$15,500 – for insurance, fuel, and wages.

Berkeley County - \$15,000 – for hauling service fees.

Braxton County - \$15,194 - for wages, utilities, insurance and rent.

Brooke County - \$14,225 – for a tractor, utilities, fuel, baling wire, door installation, education conference and financial examination.

Calhoun County – \$16,675 – for wages, educational conference, insurance, utilities and fuel.

Greenbrier County - \$14,000 – for bins/containers and repairs to recycling baskets and aluminum can baler.

Hancock County - \$11,000 - for wages, recycling transportation and processing, and a financial examination.

Jackson County - \$15,000 - for fuel, wages, and vehicle & equipment maintenance/repairs.

Kanawha County - \$15,000 – for scale software and truck & equipment maintenance and repairs.

Lincoln County - \$15,000 - for hauling service fees.

Mason County - \$14,931 – for wages, educational conference, pallet jack, portable awning, accounting fees, insurance and maintenance for vehicles and equipment.

Mercer County - \$15,000 – for railing and retaining wall repair and replacement.

Monongalia County – \$14,425 – for wages, utilities, insurance, educational conference, rent and supplies including a laptop.

Morgan County - \$15,200 – for hauling fees, educational conference and a financial examination.

Nicholas County - \$14,000 – for leachate treatment and environmental monitoring.

Ohio County - \$11,525 - for wages, display, storage shed, hand truck and educational conference.

Pleasants County - \$14,850 - for insurance, wages, fuel and educational conference.

Pocahontas County - \$15,000 – for utilities.

Putnam County - \$13,275 – for educational conference, other educational expenses, composters, recycling bins and litter control officer.

Raleigh County - \$15,000 – for roll-off containers.

Region VIII - \$15,000 – for property repairs.

Roane County - \$14,475 – for wages, utilities, insurance, QuickBooks, and educational conference.

Taylor County - \$8,250 – for insurance, hauling, educational conference, utilities and office supplies.

Tucker County - \$15,000 – for a litter vacuum.

Upshur County – \$11,500 – for insurance, office supplies, promo material, field trips, Make It Shine event, educational conference, paper shredding event, field trips and advertising/direct mail.

Wayne County - \$14,600 – for wages, insurance, utilities and office supplies.

Wetzel County - \$15,025 – for recycling carts, wages, educational conference and a financial examination.

Wirt County – \$8,900 – for fuel, insurance, financial examination and educational conference.

Wyoming County – \$7,450 – for wages, maintenance and repairs and operating supplies.

B. FY 2025 Budget Appropriation Request.

Chair Combs requested a motion for the FY 2025 Budget request as recommended by the Finance Committee at their June 21, 2023 meeting.

Jason Frame, moved that the FY 2025 Budget Appropriation Request, in the amount of \$2,961,226 be approved, and further authorize the director to make any necessary technical corrections to bring the Appropriation Request into conformity with the requirements of the State Budget Office. The motion was seconded by Mr. Coffield.

Roll call vote was taken Mr. Blankenship – yes; Mr. Bryant – yes; Mr. Coffield – yes; Mr. Frame – yes; Mr. Patel – yes; Mr. Pilato – yes; Chair Combs – yes.

The motion passed and the FY 2025 Budget Appropriation Request was adopted.

C. Putnam County Solid Waste Authority FY 2023 SWMB Grant Budget Revision and 90-Day Extension Request.

Chair Combs stated that the request for a Grant Revision and 90-Day extension to the Putnam County Solid Waste Authority's FY 2023 grant was sent out in the Board Packets.

In accordance with WV Code Rules § 54-5-12-4 and § 54-5-4-2, Mr. Pilato moved that the Board approve the Putnam County Solid Waste Authority's budget revision request in the amount of \$1,602.24 and also approve the Putnam County Solid Waste Authority's request for a 90-Day extension to their FY 2023 SWMB Grant, provided that the authority submits all grant expenditure documentation as required by the Board. Seconded by Mr. Blankenship, the motion passed unanimously.

D. Ritchie County Solid Waste Authority FY 2023 SWMB Grant 90-Day Extension Request.

Chair Combs stated that the request for a 90-Day extension to the Ritchie County Solid Waste Authority's FY 2023 grant was sent out in the Board Packets.

In accordance with WV Code Rules § 54-5-4-2, Mr. Patel moved that the Board approve the Ritchie County Solid Waste Authority's request for 90-Day extension to their FY 2023 SWMB Grant, provided that the authority submits all grant expenditure documentation as required by the Board. Seconded by Mr. Coffield, the motion passed unanimously.

E. Other - None.

9. Miscellaneous Business.

Ms. Kelley Goes, Esq. wanted to express what a wonderful job the SWMB does with the intellectual interaction between the SWMB staff and Board members. Ms. Goes believes this is a testament of the exceptional character of the staff as well as the genuine concern for the citizens of the state of WV demonstrated by the SWMB Board.

10. Public Comment – Limited to three minutes.

None.

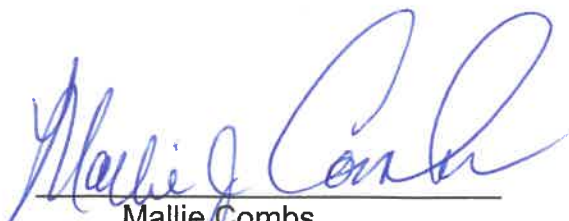
11. Next Meeting.

The next regular meeting of the Solid Waste Management Board, for **Wednesday, August 16, 2023**, at **11:00 a.m.** at the DEP Headquarters. Conference Rooms 1125.

12. Adjournment.

There being no further business to discuss, Chair Combs adjourned the meeting at 11:55 am.

Respectfully submitted,



Mallie Combs
Chair



Mark D. Holstine
Secretary/Treasurer