



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 August 16, 2023 11:00 a.m.

1. Roll Call.

Present - Board:	Mallie Combs, Tim Blankenship, Howard Coffield, Steve Pilato, Yogesh Patel, Roger Bryant, and Jason Frame.
Absent:	None.
Board Counsel:	Kelley Goes, Esq.
Staff:	Paul Hayes, Scott Norman, Jayne Ann Arthur, Carol Throckmorton, Rosamary Kincaid, Maxine Johnson, Brittany Cummings, and Cathleen Salmons.
Visitors Listed:	None.

The regular meeting was properly advertised in accordance with 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. Approval of minutes.

A. July 19, 2023 Board Meeting.

Chair Combs requested a motion for approval of the minutes from the July 19, 2023 meeting. Steve Pilato moved to approve the minutes, seconded by Tim Blankenship and it passed unanimously.

3. Financial Reports.

A. Financial Statements.

Mr. Norman gave an overview of the balance sheet and income statement for June 2023 inclusive of the thirteenth month and informed the Board the Net OPEB and Net Pension asset line items are shown as negative in expenses due to the market return. The office furniture and equipment is for the new copy machine. Travel expenses are for the Board meeting, and Office Expenses are for the Code Books.

B. Purchasing Card Report.

Mr. Norman went over the expenses on the P-card for June 2023, and informed the Board that there were not any out of the ordinary expenses on the P-card. Office expenses for the code books were discussed previously with the income statement. There are charges for the SWMB car wash membership and easy pass replenishment.

C. Assessment Fee and Tonnage Data.

The assessment fee and tonnage data for June 2023 was explained to the Board by Scott Norman. June assessment fee checks in the amount of \$1,942.00 were mailed out on June 09, 2023. Average check for the year is \$2,069.00.

Assessment fee revenue for the month of June 2023 was \$213,637.00. Average revenue for the year is \$227,641.00. The year-to-date tonnage comparison is 102.99%.

D. Grant Status Report.

Mr. Norman informed the Board that the FY 2023 grant program ended on July 31, 2023 and final reports will be due on August 30, 2023. Reminders have been sent out. Processing has begun on the FY 2024 grant awards. All but seven have completed training.

E. FY 2022 Grant Agreed-Upon Procedure Audit.

Mr. Norman explained the FY 2022 Agreed-Upon Procedures audit, completed by bhm cpa group, Inc. for the period ending June 2022. He informed the Board that as in the past the only major finding relates to solid waste authorities not using interest-bearing checking accounts. Again, it is cost prohibitive for the recipients to open an interest-bearing checking account.

F. Other - None.

4. Standing Committee Reports.

A. None.

5. Executive Director Report.

Tucker County SWA – The Ecomister for Pond #2 has been shut down as a result of an inspection performed by DEP. There were several items of concern mentioned by DEP. We have not yet received the written report, Director Holstine will keep the board posted. If a resolution can not be reached, the budget will have to be revised with increased leachate transportation and treatment costs.

The transition from Sage accounting software to Quickbooks has been completed.

The emissions inventory was submitted to DEP and completed on time. The air quality application is on schedule to meet requirements of the NOV.

Pocahontas County SWA - Research continues on pricing for equipment needed for convenience centers. Research also continues on the number of sites necessary as well as location. Director Holstine will most likely visit Pocahontas County within the next month to try and finalize budget estimates and determine feasibility.

Greenbrier County SWA - The revised loan application has been submitted by Greenbrier County. Scott Norman and Maxine Johnson are evaluating the application and we hope to have a recommendation presented to the Board at our next meeting in September. The Greenbrier SWA board will be voting to approve the revised resolution on Tuesday, August 22. The new loan application will be asking for approximately \$1.3 million.

Raleigh County SWA - The next visit for the Raleigh County Performance Review is August 21, 2023. Maxine Johnson will be going with Carol Throckmorton who will be evaluating the recycling portion of the review and Paul Hayes who will be reviewing their safety program.

Putnam County SWA - Director Holstine will be attending a Special Meeting of the Putnam County SWA on Wednesday, August 23 where he anticipates the authority will request assistance from SWMB staff to help correct some issues that were noted in their last several audits. As always, SWMB staff will provide assistance to help them resolve these issues.

Recycling Coalition of WV - Paul Hayes, representing the Recycling Coalition of WV, presented Katherine Mariska as a Recycling Champion for her important contributions to recycling education in the state. Press release and pictures can be found in the FYI section of your board packet. Director Holstine stated that he had received an email from Jeff Slack, Executive Director for Region VIII, thanking Mr. Hayes for the work he does with the Recycling Coalition.

Other - The DEP REAP program announced the recipients of its Litter Control matching grants totaling \$52,550 were awarded to 25 county solid waste authorities, county commissions, and municipalities. Funding for the litter control program is generated from 50% of civil penalties imposed upon persons convicted of unlawful disposal of litter and state agency facility recycling revenue. Recipients include:

Berkeley County Solid Waste Authority: \$2,000.00 to assist with an anti-litter advertising campaign for the county,

Brooke County Solid Waste Authority: \$2,000.00 for wages for the County's litter control officer,

Hancock County Solid Waste Authority: \$2,000.00 for transportation and disposal fees for county cleanup events,

Jackson County Solid Waste Authority: \$2,000.00 for disposal fees for a county cleanup event,

Mason County Solid Waste Authority: \$2,000.00 for labor, transportation, and disposal fees for a county cleanup event,

McDowell County Solid Waste Authority: \$2,000.00 for wages for the County's litter control officer,

Ohio County Solid Waste Authority: \$2,000.00 for an anti-litter advertising campaign for the county,

Preston County Solid Waste Authority: \$2,000.00 for fueling the litter control officer's vehicle,

Putnam County Solid Waste Authority: \$2,000.00 for wages for the County's litter control officer,

Raleigh County Solid Waste Authority: \$2,000.00 to assist with the purchase of a trailer and/or fuel for the county's litter control program,

Wetzel County Solid Waste Authority: \$2,000.00 funding will be used to assist with wages for the County's litter control officer,

Wood County Solid Waste Authority: \$2,000.00 for litter cleanup supplies; and

Wyoming County Solid Waste Authority: \$2,000.000 for fuel, tires, and maintenance for the litter control officer's vehicle.

6. **Unfinished Business.**
 - A. None.
7. **New Business.**
 - A. Other - None.
8. **Miscellaneous Business.**
 - A. None.
9. **Public Comment – Limited to three minutes.**

A. None.

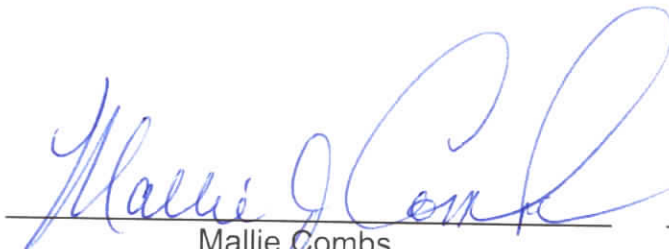
10. **Next Meeting.**

Chair Combs set the next meeting of the Solid Waste Management Board, for **Wednesday, September 20, 2023 at 11:00 am** at the DEP Headquarters. The location of the meeting will be determined.

11. **Adjournment.**

There being no further business to discuss, Chair Combs adjourned the meeting at 11:42 am.

Respectfully submitted,



Mallie Combs
Chair



Mark D. Holstine
Secretary/Treasurer