



WEST VIRGINIA SOLID WASTE MANAGEMENT BOARD

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Mark D. Holstine, PE, Executive Director
www.state.wv.us/swmb

MINUTES

West Virginia Solid Waste Management Board September 20, 2023 11:00 am

1. Roll Call.

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

Absent: None.

Board Counsel: Kelley Goes.

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

Visitors Listed: Lacie Pierson - Orion Strategies.

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. Jayne Ann Arthur called the roll. The Chair announced a quorum was present.

2. Approval of minutes.

A. August 16, 2023 Board Meeting.

Chair Combs requested a motion for approval of the minutes from the August 16, 2023 meeting. Mr. Coffield moved to approve the minutes, seconded by Mr. Pilato, the motion passed unanimously.

3. Financial Reports.

A. Financial Statements.

Mr. Norman gave an overview of the balance sheet and income statement for July 2023 and informed the Board that there were no significant changes. The Expenses line item Annual Increment was for the annual SWMB staff increment pay, the PEIA fees were for the annual fee, and Workers Compensation was for the annual insurance fee. Travel line item was for SWMB staff hotel room for P-card conference and Board meeting travel.

B. Purchasing Card Report.

Mr. Norman went over the expenses on the P-card for July 2023 and informed the board that 13th month charges discussed during the August Board meeting are included in the July P-card statement. Mr. Norman informed the Board that there were not any out of the ordinary expenses on the P-card. Normal charges for replacing office supplies and the charges for the P-card Conference.

C. Assessment Fee and Tonnage Data.

The assessment fee and tonnage data for July 2023 was explained to the Board by Scott Norman. July assessment fee checks in the amount of \$2,120.00 were mailed out on July 17, 2023. Average check for the year is \$2,120.00.

Assessment fee revenue for the month of July 2023 was \$233,193.00. Average revenue for the year is \$233,193.00. The year-to-date tonnage comparison is 104.64%.

D. Grant Status Report.

Mr. Norman informed the Board that the FY 2023 grant program ended on July 31, 2023, and final reports were due on August 31, 2023. There is one outstanding and Mr. Norman has been in conversation with them. Disbursed grants for the FY 2024 grant program have begun with 20 of 29 disbursed.

E. Other

Mr. Norman informed the board the SWMB has received the draft of the SWMB annual audit report from Brown Edwards. No significant findings are noted in the report. Brown Edwards will present the audit during the October board meeting.

4. Standing Committee Reports.

A. None.

5. Executive Director Report.

Tucker County SWA – Jody Alderman has been gathering information and pricing on mobile litter control fencing and spray suppression fencing for the facility to address some concerns raised during our last DEP inspection.

Director Holstine met with Mayor Thomson of the Town of Davis who is also the Chair of the Board for the new Blackwater PSD. They discussed leachate quality, quantity, and working together to address the needs of the community and the landfill. Mayor Thomson was pleased that the number of odor complaints has declined over the past couple of years. The meeting went very well and Director Holstine looks forward to working with them in the future as they develop this treatment facility.

The consultant for Tucker County SWA air quality testing and permit application was on site last week completing sampling. The TCSWA application is on schedule to be completed on time. The person conducting the sampling was very complimentary of the facility and its operation.

The Tucker County SWA held a Board meeting on Monday, September 18 at 3:00pm. Director Holstine was on site to conduct the meeting. The board approved the purchase of a mobile litter control fence during the meeting.

Director Holstine informed the board that NOV's were received on Monday, September 18th. Jody Alderman and Director Holstine have reviewed the NOV's and determined that several were administrative in nature and will be addressed. The TCSWA has hired a new administrative person that will begin work on Oct. 9th. Others will be addressed immediately and some have already been corrected. Another category will be future planning with assistance from DEP on how to handle some of the inherited issues following conversations with consultants. Appreciation was extended to Mr. Patel and the DEP for working with the TCSWA on resolving the NOV's. Director Holstine stated that ideas to resolve some of the issues will be expressed to the DEP for guidance.

Vice-Chair Bryant asked if the TCSWA had any opportunity for grants if needed to assist with the offset of the cost of repairing any of the NOV's. Director Holstine stated all options are being considered and grant opportunities have not been identified.

Director Holstine also shared with the board the computer system due to motherboard issues was being replaced at TCSWA, following a question from Mr. Blankenship if there were any positive happenings to share?

Pocahontas County SWA - Director Holstine met with board members, Jacob Meck of Allegheny Waste, and a potential vendor during a trip to Pocahontas County the first week of September. The goal is to assist Mary Clendenen to prepare some budgetary numbers on different alternatives for the Pocahontas Board's consideration sometime in October. There is now enough information from vendors to develop some budgetary numbers for various alternatives to address their solid waste needs. These alternatives will be presented to the PCSWA Board for their consideration and decision.

Greenbrier County SWA - The SWMB financial review of the loan application continues. It was our plan to have our recommendation to you at our October meeting at Oglebay. However, due to the Greenbrier County SWA making a change to the budget that will need to be approved by the GCSWA board at their October meeting, the SWMB staff will probably not finalize the recommendation until the December board meeting. A copy of their board minutes have been handed out for your review before the October meeting.

Mr. Blankenship stated he had some questions relating to the GCSWA he would like discussed prior to the recommendation. Counsel Goes confirmed with the SWMB the answers will be part of the FYI section for the October Board meeting.

Raleigh County SWA - Maxine Johnson, Carol Throckmorton, Brittany Cummings and Paul Hayes performed a site inspection at Raleigh County SWA on August 21, 2023. The Performance Review should be finalized and ready for your consideration at the December SWMB meeting.

Public Service Commission - On August 11, 2023, Tygarts Valley Sanitation filed for an Emergency Rate Surcharge. Tygarts Valley Sanitation disposes of its waste at the Tygarts Valley Transfer Station, Inc. which was charging \$86.88 per ton. Tygarts Valley Transfer disposes of the waste at Tucker County Landfill and effective August 21, 2023, the authorized rate increased to \$95.55 per ton. This represents an increase of \$8.67 per ton or a 9.98% increase.

Ritchie County SWA - The Ritchie County Recycling Center in Ellenboro reopened September 15, 2023. A news article about the new facility can be found in the FYI section of your packet. Carol Throckmorton visited the site last week and took pictures which can also be found attached to this report and will be in the FYI section of your packet at the meeting. The public hours will be Thursdays 9 a.m. to 3 p.m., Fridays 1 p.m. to 6 p.m. and Saturdays 9 a.m. to 1 p.m. A fire destroyed the previous facility in December of 2020. The center is located at 358 S. Main Street in Ellenboro and the telephone number is 304-869-3571. Ms. Throckmorton stated attendance was steady for the opening and that the facility was clean and organized. Ms. Throckmorton was impressed with what Ritchie County has accomplished.

Mr. Blankenship asked if recycling offered by waste haulers was a consideration. Director Holstine stated his understanding is the cost involved is the obstruction.

Fayette County SWA - Director Holstine is scheduled to attend a meeting of the Fayette County SWA on October 9. They have requested our assistance with program development. I will be reviewing a consultant's report that they have completed and will be there to answer questions and offer assistance as needed.

Other - The SWMB new website is now up and running and the old website is automatically redirecting viewers to the new site at <https://swmb.wv.gov> It is designed to be much simpler with most of the information falling under Solid Waste Authorities, Facilities or Resources tabs or on the home page. The new site is in compliance with WV Office of Technology policies and is designed by the state contractor for website development. This now makes the SWMB site interact seamlessly with other agency websites and the main WV.gov website.

The SWMB has reached out to all solid waste authorities for updates on their board appointment forms and has also solicited a copy of their current by-laws for the SWMB records. The board appointment forms have also asked for their contact information that they agree to have posted on the SWMB website. This is to ensure the SWMB is following proper protocol when publishing contact information. The SWMB has suggested to all authorities to create a general email account and address that more than one person has access to so that problems can be avoided when any one individual is no longer a part of their organization. This page of our website is still under construction until these forms are returned.

Carol Throckmorton attended the Randolph County SWA meeting on Tuesday, September 5, 2023, Cabell County SWA meeting on Monday, September 11, 2023 and Ritchie County last week as mentioned prior. Another news article about Cabell County SWA can be found in the FYI section of your board packet. Ms. Throckmorton shared that Cabell County SWA is looking for a new location.

Director Holstine stated that he has seen an increase in assistance and questions from the SWA's, possibly due to turnover starting to occur. The SWMB staff is spending lots of time assisting and explaining. Appreciation to the SWMB was extended from Director Holstine and the SWMB board.

- 6. Unfinished Business.**
 - A. None.**
- 7. New Business.**
 - A. Other.**
- 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 **Tuesday, October 24, 2023** at 11:00 am in The Shenandoah Room at Oglebay Resort.

11. Adjournment.

There being no further business to discuss, Chair Combs adjourned the meeting at 12:09 pm.

Respectfully submitted,



Mallie Combs
Chair



Mark D. Holstine
Secretary/Treasurer