



# WEST VIRGINIA SOLID WASTE MANAGEMENT BOARD

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Mark D. Holstine, PE, Executive Director  
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## MINUTES

### West Virginia Solid Waste Management Board May 15, 2024 11:00 a.m.

#### 1. Roll Call.

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

Absent: Steve Pilato.

Board Counsel: Kelley Goes, Esq.

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

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 at 601 57th Street, SE, Charleston, WV 25304 the DEP Headquarters. Jayne Ann Arthur called the roll. The Chair announced a quorum was present.

**2. Approval of minutes of the April 17, 2024 Board meeting.**

Chair Combs requested a motion for approval of the minutes from the last meeting. Tim Blankenship moved to approve the minutes of the April 17, 2024 meeting. Howard Coffield seconded the motion and it passed unanimously.

**3. Financial Reports.**

**A. Financial Statements.**

Mr. Norman gave an overview of the balance sheet and income statement for March 2024 and informed the Board that there were no significant changes. Vehicle expenses included inspections and maintenance. Travel expenses were for the monthly board meeting, travel to the Tucker County Landfill, and Mercer County. Rental expense fee for the month of March, and deposit for Highlands Conference room for training in September. The Association Dues for the renewal of the Recycle Market Database.

**B. Purchasing Card Report.**

Mr. Norman went over the expenses on the P-card for March 2024 that were not covered during the financial statement. The office expenses included the renewal of the Recycling Database and office supply purchases.

**C. Assessment Fee and Tonnage Data.**

The assessment fee and tonnage data for March 2024 was explained to the Board by Scott Norman. March assessment fee checks in the amount of \$1,962.00 were mailed out on March 13, 2024. Average check for the year is \$2,082.00.

Assessment fee revenue for the month of March 2024 was \$215,838.00. Average revenue for the year is \$229,043.00. The year-to-date tonnage comparison is 99.29%.

**D. Grant Status Report.**

Mr. Norman informed the Board that he is waiting on paperwork from two authorities to complete the final report. Mr. Norman stated an email had been sent out to the authorities for the 2024 program. Mr. Norman stated that he is waiting on one authority to finalize the 2023 program. Also, Mr. Norman informed the Board that BHM will be in the office next week to begin the grant audit.

**E. None.**

4. **Standing Committee Reports.**

A. **None.**

5. **Executive Director Report.**

**SWMB Training Series** - The training held at the Raleigh County SWA Learning Center went well. 21 people attended representing 10 solid waste authorities. Raleigh County SWA was very accommodating and the SWMB appreciated the help. SWMB staff did a great job on the presentations, having lunch ready, and making everyone feel welcome. Special thanks to Lauren Plymale of the Auditor's office and Nikki Davis and Travis Cooper of DEP-REAP for their presentations. Director Holstine also thanked Michael Huff, Public Information Specialist for DEP, for filming the training and producing the video that we will publish sometime later this year.

The next training will be in Wheeling at the Highlands Event Center on September 12. The website for the Highlands Event Center is <https://www.thehighlandseventcenter.com/>.

**Tucker County SWA** - WV DEP has approved a modification to the permit to install a manhole sump that will enable leachate to be pumped into leachate pond 2. A copy of the design drawing has been provided to you today. Once this construction is complete, leachate will be able to positively drain into the leachate pond via a pump and start alleviating persistent outbreaks of seeps in the waste cells. Seeps are the cause of numerous permit NOVs we have received in the past.

Mark Joseph, CPA is working on preparing a draft budget after discussion with Jody Alderman and Director Holstine prior to the last Tucker board meeting. This conversation included capital items that were prioritized in terms of need. Salary adjustments will be analyzed after the initial draft budget is complete.

There has not been any response from Western Pocahontas on a sale price for the proposed stormwater pond. The TCSWA has received a letter from DEP indicating that we must go through a complete siting plan process in order for them to consider approving the modification application to add 2.5 acres of property to encompass the pond. Consideration is being given to withdraw this request.

**Greenbrier County SWA** - The Greenbrier Performance Review is on today's agenda for your approval. Greenbrier received a score of 96 on this review, which is an increase of 11 points from their previous review. Congratulations to them on making these improvements.

An update to the Directors Report regarding the loan documents. The documents have been received and Kelley Goes is working on resolving a few issues and moving closer toward a closing date.

**Pocahontas County SWA** - The Pocahontas County SWA has approved an increase in the annual Solid Waste Assessment (Green Box) Fee effective July 1, 2024 from \$115 to \$120 with a \$3 discount given if paid by September 15, 2024 or with the additional late fee if not paid by December 31, 2024. The PSC has ordered the matter to an ALJ with a decision expected by November 25, 2024.

**Public Service Commission** - On April 30, 2024 an ALJ entered a Recommended Decision approving the transfer of control of Dave's Sanitation Service, Beckley Garbage Disposal and Oak Hill Garbage Disposal to Whitecap Waste Holdings, LLC. PSC staff had no objection to the transfer and no other parties objected to the proceedings.

**Other** - Maxine Johnson attended the Region VIII SWA meeting on April 18th and presented the Performance Review to the Board. Brittany Cummings and Paul Hayes attended DEP Earth Day at the Clay Center in Charleston on April 23, 2024. Paul Hayes also attended the Earth Day Block Party presented by the Ohio County Solid Waste Authority and Wheeling University on Saturday April 20th.

The SWMB staff is reviewing the 31 SWA grant applications received requesting \$652,083.81. Staff is also reviewing and making recommendations on the way we should evaluate grant applications in the future. Examples of items being evaluated are audit compliance and results, financial stability, total assessment fee received, and Authority activities. Director Holstine stated the SWMB staff has been extremely busy and he wanted to thank them for the hard work they are doing.

**6. Unfinished Business.**

**A. None.**

**7. New Business.**

**A. Clay County Solid Waste Authority Comprehensive Litter and Solid Waste Control Plan and Commercial Solid Waste Facility Siting Plan update.**

Chair Combs stated that the Clay County Solid Waste Authority Comprehensive Litter and Solid Waste Control Plan and Commercial Solid Waste Facility Siting Plan update abstracts were emailed and are also included in the Board packet.

There being no questions, Howard Coffield moved that the Board approve the Comprehensive Litter and Solid Waste Control Plan update for the

Clay County Solid Waste Authority in accordance with W.Va. §22C-4-8(d) and WV Code of State Rules 54-3-6. Mr. Coffield further moves that the Board approve the Commercial Solid Waste Facility Siting Plan update for the Clay County Solid Waste Authority in accordance with W.Va. §22C-4-24(d) and WV Code Rules 54-4-6 Seconded by Vice Chair Bryant, the motion passed unanimously.

**B. Upshur County Solid Waste Authority Facility Siting Plan update.**

Chair Combs stated that the abstract for the Upshur County Solid Waste Authority Facility Siting Plan update was emailed and is also included in the Board packet.

There were no questions. Yogesh Patel moved that the Board approve the Commercial Solid Waste Facility Siting Plan update for the Upshur County Solid Waste Authority in accordance with W.Va. §22C-4-24(d) and WV Code Rules 54-4-6 Seconded by Howard Coffield, the motion passed unanimously.

**C. Monongalia County Solid Waste Authority Facility Siting Plan update.**

Chair Combs stated that the Monongalia County Solid Waste Authority Commercial Solid Waste Facility Siting Plan update abstracts were emailed and are also included in the Board packet.

There being no questions, Tim Blankenship moved that the Board approve the Commercial Solid Waste Facility Siting Plan update for the Monongalia County Solid Waste Authority in accordance with W.Va. §22C-4-24(d) and WV Code Rules 54-4-6 Seconded by Vice Chair Bryant, the motion passed unanimously.

**D. Greenbrier County Solid Waste Authority Performance Review.**

Chair Combs stated that the Greenbrier County Solid Waste Authority Performance Review had been sent out via email to the Board.

There being no further discussion Vice Chair Bryant moved that in accordance with W.Va. Code Rules § 54-6.6.1a, and based on the Performance Review conducted on the Greenbrier County Solid Waste Authority and its commercial solid waste facility, the Board place Greenbrier County Solid Waste Authority in the category of 'Satisfactory'. Vice Chair Bryant further moved to authorize the Executive Director to make any necessary technical corrections prior to the final performance review being

distributed to the Greenbrier County Solid Waste Authorities Board of Directors. Seconded by Tim Blankenship, the motion passed unanimously.

E. **Other - None.**

8. **Miscellaneous Business.**

A. **Other** - Chair Combs announced the Board meeting in September would be on the 18th in the DEP building and the meeting in June for the Board and the committees will be on Tuesday the 18th. This was followed by a discussion relating to the FYI handouts relating to PFOS.

9. **Public Comment – Limited to three minutes.**

A. **None.**

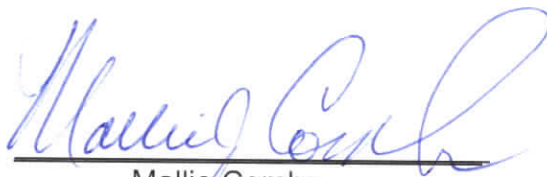
10. **Next Meeting.**

Chair Combs set the next meeting of the Solid Waste Management Board, for **Tuesday, June 18, 2024 at 11:00 am. Prior to the regular meeting there will be a Finance Committee meeting at 10:00 am. and the Grants Committee will meet at 10:30 am.**

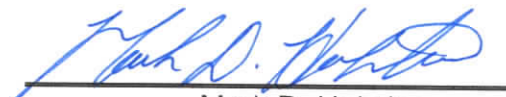
11. **Adjournment.**

There being no further business to discuss, Chair Combs adjourned the meeting at 11:38 am.

Respectfully submitted,



Mallie Combs  
Chair



Mark D. Holstine  
Secretary/Treasurer