



WEST VIRGINIA SOLID WASTE MANAGEMENT BOARD

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Mark D. Holstine, PE
Executive Director
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MINUTES Board Meeting January 21, 2026 11:00 a.m.

1. Call to Order

2. Roll Call.

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

Absent: Yogesh Patel

Board Counsel: Kelley Goes, Esq.

Staff: Mark Holstine, Kelly Vickers, Sarah Roncaglione, Cathleen Salmons, Rosamary Schwaiger, Niki Davis, and Isaiah McCoy.

Visitors Listed: None

Chair Mallie Combs called the regular meeting to order at 11:00 a.m. The meeting took place in a conference room at the DMV, located at 5707 MacCorkle Ave SE, Charleston, WV 25304. Sarah Roncaglione conducted the roll call, and the Chair confirmed a quorum was present. The meeting was properly advertised as required by W.Va. Code, Chapter 6, Article 9A.

3. Approval of minutes of the December 2, 2026, Board meeting.

Chair Combs requested a motion to approve the minutes from the last meeting. Mr. Blankenship moved to approve the minutes. Vice Chair Bryant seconded the motion, and it passed unanimously.

4. Financial Reports.

A. Financial Statements.

Ms. Kelly Vickers presented an overview of the Profit and Loss statement for November 2025. She informed the Board of charges for Professional Services related to the fiscal year audit performed by Brown Edwards and a Training and Development charge for attendance at the AWVSWA Conference.

B. Purchasing Card Report.

While the majority of the P-Card expenses for November were covered during the financial statement review, Ms. Vickers elaborated on specific charges, which included lodging expenses related to travel for the NCSWA and the procurement of three new laptops intended to replace aging computers utilized by staff.

C. Assessment Fee and Tonnage Data.

The assessment fee and tonnage data for November 2025 were explained to the Board by Ms. Vickers. November assessment fee checks were \$2,136.00. The average check for the year is \$2,249.00.

The total Assessment fee revenue for November 2025 was \$234,998.00. The year-to-date tonnage comparison is 106.98%.

D. Grant Status Report.

Ms. Niki Davis stated that the necessary FY2025 grant final reports had been received and are now reflected on the status report. For the active FY2026 grant cycle, the semi-annual grant period will close on February 1, 2026, and the semi-annual reports will be due on February 21, 2026.

5. Standing Committee Reports.

A. None.

6. Executive Director Report.

Staff - Director Holstine began his report by commending the SWMB staff for their excellent work during the recent period of work displacement.

New Hire Update– Recently, notification was received that the new employee scheduled to start in early February, filling the job vacancy last held by Ms. Kyla Morris, has withdrawn her job acceptance due to unforeseen personal circumstances.

Town of Belle – A community meeting was held in Belle on December 9, organized by the WV Citizens Action Group, to discuss the proposed advanced recycling facility by Clean Seas. The local citizens expressed a lot of concern about the lack of communication, financial viability, the proximity of schools, and the pollution from the facility. Information from this meeting is available in the FYI section of the board packet.

Building Construction – All indications are that the renovations to the building are on time. There are days this week when no one is allowed in the north end construction area. Also, the new sign for the building, which will list all agencies, has been constructed beside the entrance to the parking lot; the letters have not yet been installed.

SWMB Training Series – Planning is well underway for the Spring 2026 training, which will be April 28-29 in Bridgeport. SWANA and Sourcewell are national representatives for our training. There will also be vendors from banks, equipment manufacturers and sales, local haulers, recyclers, and Convention and Visitors Bureaus (CVBs). Currently, coordination is taking place with the Conference Center to accommodate equipment demonstrations.

Recycling Coalition – The Membership Fee Schedule was finalized and passed at the December 9, 2025, meeting. Open enrollment for new membership is taking place now. The website will be upgraded to accommodate a membership database, tracking, and online membership payments. Funding from a REAP Grant is being utilized to pay for this upgrade. At the January 9 coalition meeting, the Youth Contest judging occurred.

Drupal Website Management – SharePoint, our current website management system, is being replaced with Drupal Website Management. Staff training will take place at the end of the month. This new system will meet current accessibility requirements. Subsites will need to be created by staff to migrate all documents and content to the new site.

Tucker County – Bid opening will take place on Wednesday, January 21, for the blasting required to construct the new stormwater pond adjacent to the borrow area. A salary and budget analysis is currently underway to become more competitive for recruiting workers. Chair Combs suggested that a local college be contacted to inquire whether it offers a program for heavy equipment operators. A ‘mock’ performance review has been completed, and a few administrative issues have been found that are being corrected with Tucker staff.

Pocahontas County – The current plan is for Jacob Meck to construct a transfer station at the landfill site and lease the facility to the PCSWA, and they will run the operation. A proposal to the authority was made by Mr. Meck, and the authority made a counterproposal. Niki Davis and Isaiah McCoy attended a siting plan public hearing on December 3.

Nicholas SWA – The assistance provided there has turned out to be more complex than anticipated. A complete restructuring with new policies, processes, and financial realignment has been required. On January 12, the new office administrator started. The goal is to wrap up this on-site assistance by the middle of February. Through proper management of the C&D cell, the authority has increased earnings by an average of \$30k per month.

Ohio County – The County Commission and the City of Wheeling have contacted SWMB regarding concerns over a lack of cooperation from the authority. All parties have been encouraged to discuss and come to a compromise without SWMB involvement; guidance will be provided if requested.

Wood County – In an advisory capacity, the SWBM has collaborated with the authority as they address the City of Parkersburg’s planned cessation of operations at the recycling facility and the subsequent process of soliciting bids for curbside recycling services. The Department of Environmental Protection (DEP) has been informed of the situation due to its role as the regulatory agency. Director Holstine intends to virtually attend an informational meeting of stakeholders hosted by the authority this coming Thursday, January 23rd.

7. Unfinished Business.

A. None.

8. New Business.

A. None

9. Miscellaneous Business.

A. None.

10. Public Comment – Limited to three minutes.

None.

11. Next Meeting.

Chair Combs set the next meeting of the Solid Waste Management Board for **Wednesday, February 18, 2026, at 11:00 a.m.**

12. Adjournment.

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