



# WEST VIRGINIA SOLID WASTE MANAGEMENT BOARD

601 57<sup>TH</sup> St. SE, Charleston, WV 25304  
Mark D. Holstine, PE. Executive Director  
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## Minutes Board Meeting

May 20, 2026

11:00 a.m.

### I. Call to Order

### II. Roll Call

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

Absent:

Board Counsel: Kelley Goes, Esq.

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

Visitors Listed: Sloane Smith with Whitecap Waste, Carol Blankenship

### III. Approval of minutes of April 15, 2026, Board Meeting

Chair Combs called for a motion to approve the minutes of the April 15, 2026, meeting. Tim Blankenship moved to approve the minutes as presented, and Steve Pilato seconded. The motion carried unanimously.

### IV. Financial Reports

#### A. Financial Statements

Presenting the March 2026 financial statements, Ms. Vickers confirmed that the balance sheet and income statement remain stable. She noted that hospitality expenses funded the 2026 Solid Waste Authority Spring Training Conference, while legal service expenses covered services rendered of the board's counsel.

## **B. Purchasing Card Report**

Ms. Vickers presented the P-card report, explaining that employee travel charges funded trips to The Resource Recycling conference in San Diego, California and a Waste-to-Energy presentation in Palm Beach, Florida. She added that association dues accounted for the payments to SWANA and the National Institute of Government Purchasing.

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

During her presentation of March 2026 data, Ms. Vickers reported the total monthly revenue of assessment fees collected was \$299,692. Additionally, county assessment checks averaged \$2,724 for the month.

## **D. Grant Status Report**

Ms. Davis presented a status report regarding current grant operations. She noted that the FY 2026 final reports for Raleigh and Tucker counties were successfully received and reminded the board that these counties must fully expend their allocated funds by July 30, 2026. Additionally, she reported that the application window for the FY 2027 Grant Cycle is officially closed, with 30 submissions now moving into the review phase.

Other – None

## **V. Standing Committee Reports – None**

## **VI. Executive Director Report**

**SWMB Training Conference** – The SWMB Training Conference was held April 28 and 29 at the Bridgeport Conference Center, drawing representatives from 25 Solid Waste Authorities (SWAs). Additional attendees included four county commissions, six state agencies, three municipalities, five waste haulers, three consulting engineers, four CPAs, two national organizations, and seven vendors. The Secretary of State and the State Treasurer served as the keynote speakers, with the State Treasurer notably returning several thousand dollars of unclaimed property to various SWAs during the event. Initial online survey feedback has yielded a perfect overall event rating of 5 out of 5, and additional comment cards and emails are available for review in the informational section of the board packet. The total all-in cost to host the conference was \$23,500, which covered all supplies, facility rental, meals, refreshments, and promotional giveaways. Finally, Director Holstine gave recognition to Ms. Kelly Vickers for successfully coordinating the event, along with appreciation for the entire staff's hard work in delivering a high-quality learning and networking experience.

**Recycling Coalition** – All nine seats on the Board of Directors have been filled. The board roster is officially as follows:

- **Mark Holstine**, Chair
- **Traci Knabenshue**, Vice-Chair (West Virginia University)
- **Chelsea Runion**, Treasurer (Department of Environmental Protection)
- **Rachel Eads** (West Virginia Department of Education)
- **Erika Young** (Waste Management)
- **Rebecca Friend** (Ohio County, representing the Association of WV Solid Waste Authorities)
- **Rob Vanater** (Putnam County)
- **Jennifer Percy** (West Virginia Manufacturers Association)
- **Lisa Layden** (Goodwill Industries)

Vice-Chair Knabenshue established a new grant committee to develop a REAP (Rehabilitation Environmental Action Plan) grant proposal. In tandem with these organizational changes, the Coalition launched a rebranding design contest to select an updated Coalition logo. Additionally, the Coalition hosted an exhibit at the Earth Day event held at the Clay Center on April 21, which drew nearly double the student attendance compared to the previous year.

**Tucker County** – The Tucker SWA Board was presented a draft budget for FY 2027. Following significant expenditures on new cell construction, the fiscal year is projected to close with a net cash balance of \$250,000. To support these ongoing capital costs, the Board anticipates utilizing approximately \$750,000 in restricted cash from the Construction/Equipment Escrow account. Additionally, bids for the installation of the synthetic liner in the new cell opened on May 19, after which firm construction costs will be finalized.

**Pocahontas County** –The Solid Waste Authority (SWA) approved a \$260 annual Green Box fee and new mandatory disposal regulations during a recent Special Meeting. Copies of these regulations and a related article from the Pocahontas County Times are available in the informational section of the board packet. A final decision regarding post-landfill closure and solid waste management remains pending. Following numerous complaints, the Public Service Commission (PSC) staff requested the Commission to initiate a show cause proceeding regarding the status of the landfill closure. A copy of this formal petition is also included in the informational section of the board packet.

**Wayne County Commission** – The Wayne County Commission has been in communication with SWMB staff regarding its proper role in local solid waste management, recycling, and litter control. To further this initiative, several

commissioners and staff members attended the recent SWMB training conference in Bridgeport. Additionally, Ms. Niki Davis is scheduled to attend the next Wayne SWA meeting on May 26 to improve cooperation and bridge the operational gap between the SWA and the County Commission.

**New Hire** – Mr. Kristopher Trabert has joined the SWMB staff and officially started work on May 16 as an Environmental Resource Specialist. He was hired primarily to work with the Recycling, Marketing Development and Planning team.

**VII. Unfinished Business – None.**

**VIII. New Business**

**A. Executive Director’s Salary – Executive Session**

The Board declined to enter into executive session. Mr. Tim Blankenship moved to increase the annual salary of the Executive Director to \$105,000, in accordance with W. Va. Code §22C-3-6(12). The motion was seconded by Mr. Howard Coffield and adopted unanimously.

**IX. Miscellaneous Business – None.**

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

**XI. Next Meeting.**

Chair Combs set the next meeting of the Solid Waste Management Board for Wednesday, June 17, 2026, at 11:00 a.m.

**XII. Adjournment.**

With no further business on the agenda, Chair Combs adjourned the meeting at 11:47 a.m.

Respectfully submitted,



**Mallie Combs**  
Chair



**Mark Holstine**  
Secretary/Treasure