



WEST VIRGINIA SOLID WASTE MANAGEMENT BOARD

601 57TH St. SE, Charleston, WV 25304
Mark D. Holstine, PE. Executive Director
Phone: (304) 926-0448 Website: <https://swmb.wv.gov>

Board Meeting Minutes

June 17, 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, Rosamary Schwaiger, and Kristopher Trabert

Visitors Listed: Sloane Smith with Whitecap Waste

III. Approval of minutes of May 20, 2026, Board Meeting

Chair Combs called for a motion to approve the minutes of the May 20, 2026, meeting. Mr. Tim Blankenship moved to approve the minutes as presented, and Mr. Howard Coffield seconded. The motion carried unanimously.

IV. Financial Reports

A. FY 2025 Grant Audit Report.

Ms. Kelly Vickers explained the FY 2025 Agreed-Upon Procedures audit, completed by Brown Edwards and Company LLP, certified public accountants for the period ending June 30, 2025. It was noted that 3 out of the 8 county solid waste authorities selected for testing did not establish a checking account specifically for awarded grant funds, due to the prohibitive cost to open an additional account, which is an improvement over last year's audit.

B. Financial Statements

Ms. Cathleen Salmons presented the April 2026 financial statements, including the balance sheet and income statement—and confirmed there were no significant deviations.

C. Purchasing Card Report

Ms. Salmons presented the P-card report, explaining that employee lodging charges stemmed from ongoing support to the Nicholas County Solid Waste Authority.

D. Assessment Fee and Tonnage Data

During the review of April 2026 data, Ms. Salmons stated that monthly assessment fee revenue reached \$196,443.00 and the average county assessment check was \$1,786.00.

V. Grant Status Report

Ms. Davis delivered a status update on current grant operations, reporting that five of the 30 Solid Waste Authority applicants have filed their final reports. Furthermore, she confirmed that Brown Edwards and Company, LLP has completed the FY 2025 grant audit.

VI. Standing Committee Reports – None

VII. Executive Director Report

Pocahontas County – The SWA (Solid Waste Authority) has retracted their commitment to the agreement with JacMal Properties and are now seeking assistance from the Pocahontas County Commission for engineering and specifications to bid out the project. A different consulting engineering company has been hired to assess the air space remaining and related life expectancy of the landfill.

Numerous complaints have been filed against the SWA at the PSC. Several of the complaints have been dismissed as they were deemed to be more of an ethics question than that which the PSC has jurisdiction. Other cases, such as those filed by Delegate Kyle have been referred to the Commission for a ruling. The Commission has accepted the show cause hearing, however, there has not been a scheduled date set. A copy of the complaint filed by Delegate Kyle can be found in the FYI section of your board packet.

Wayne County Commission –Guest attendees at a recent Wayne County Solid Waste Authority meeting included Ms. Niki Davis, Mr. Isaiah McCoy, and Ms.

Laura Adkins from REAP; Mr. Jay Marcum and Ms. Stephanie Simoes from the County Commission; and Senator Mark Maynard. The discussion focused on county targets for litter control, strategies for public recycling education, inter-agency communication, and state resource programs, with follow-up advisory communications remaining ongoing. Commissioner Marcum recapped the county's goal of improving services for county residents, SWA board members also agreed that more needs to be done, including education about recycling. The SWA director voiced concerns about the interactions between the SWA and the Commission. Follow-up communications continue to offer guidance, historical perspective, and current operational insights.

Recycling Coalition – The June 9th meeting was the 1st meeting held with the full board. The board decided to launch a survey to develop a new mission statement (it will go live in late June and run until early July). The coalition approved a grant budget request of \$49,500 for personnel including AmeriCorps Vistas, education and outreach costs and regional exhibit toolkits to promote the expansion of the Coalition and its mission.

Waste-to-Energy – Director Holstine provided an update on the pilot waste-to-energy project conducted in collaboration with Amy White of the Marshall University Appalachian Resiliency Center. Joint administrative work remains ongoing to identify potential grant funding opportunities, secure project consultants, and monitor weekly progress.

Nicholas County – Director Holstine presented an operations and administrative update detailing that the Construction and Demolition debris is being managed appropriately, which has contributed to increased revenue for the SWA. Demolition of the dilapidated house is scheduled to begin within the next two weeks, and a bid request has been advertised for a comprehensive property boundary land survey. Equipment procurement updates included the purchase of a new articulating truck and the publication of a bid advertisement for a new transfer station loader. Additionally, work remains ongoing for the financial software conversion, preparations for the FY 2025 and FY 2026 audits, upcoming updates to permit renewals, and comprehensive plans, and siting plans.

BDO USA – Director Holstine presented a report on the state efficiency assessment conducted by consultant firm BDO. He reported that he was interviewed on Thursday, June 11, regarding the Solid Waste Management Board's (SWMB) programmatic tasks, statutory obligations, and staff accomplishments.

Other – On Monday, June 22, Brown Edwards and Company, LLP will be beginning the FY 2026 financial audit.

The building contractor will be conducting tests on the windows of the building on June 16 and 17.

VII. Unfinished Business – None.

IX. New Business

A. Ritchie County Solid Waste Authority (RCSWA) Comprehensive Litter and Waste Control Plan and Commercial Solid Waste Facility Siting Plan Updates.

Copies of the Ritchie County Solid Waste Authority Comprehensive and Siting Plan Abstracts were made available to the board for review via email and are also included in the Board Packet.

Ms. Niki Davis presented the Comprehensive and Siting plans, noting that the RCSWA's plans had not been updated since 2013. She highlighted that while the previous recycling center was forced to close in 2020, the authority successfully opened a new facility in 2023.

After plan review, Mr. Howard Coffield moved that the board approve the Comprehensive and Siting Plan for the Ritchie County Solid Waste Authority in accordance with W.Va. §22C-4-8(d) and WV Code of State Rules 54-3-6 and W.Va. Code §22C-4-24(d) and WV Code Rules 54-4-6. Mr. Roger Bryant seconded the motion. The motion carried unanimously.

X. Miscellaneous Business – None.

XI. Public Comment – Limited to three minutes. - None

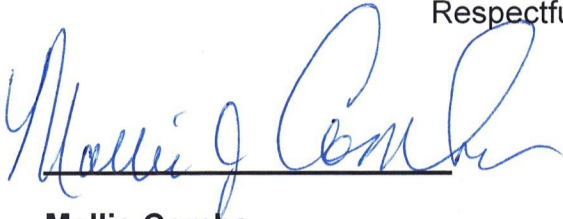
XII. Next Meeting.

Chair Combs set the next meeting of the Solid Waste Management Board for Wednesday, July 15, 2026, at 11:00 a.m.

XII. Adjournment.

With no further business on the agenda, Chair Combs adjourned the meeting at 11:41 a.m.

Respectfully submitted,



Mallie Combs
Chair



Mark Holstine
Secretary/Treasurer