



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

July 15, 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.

The annual meeting was properly advertised in accordance with the W.VA Code Chapter 6, Article 9A. The meeting was called to order by Chair Mallie Combs, at 11:00 a.m. in conference room 1125 in DEP Headquarters, located at 601 57th St SE Charleston, WV 25304. After Ms. Sarah Roncaglione called the roll, Chair Combs announced there was a quorum present.

III. Election of Officers

Upon a motion made by Mr. Blankenship and duly seconded, the nominations for officers were opened. The following individuals were placed in nomination: Ms. Mallie Combs for Chair, Mr. Roger Bryant for Vice Chair, and Executive Director Mark Holstine for Secretary/Treasurer. By unanimous vote, the board elected the slate as presented. On motion by Mr. Blankenship, seconded by Mr. Frame and unanimously carried, the nominations were adjourned.

IV. Approval of Minutes of June 17, 2026, Board Meeting

The minutes of the previous meeting were approved as distributed with a motion for approval made by Tim Blankenship and seconded by Roger Bryant.

V. Financial Reports

A. Financial Statements

Presenting the May 2026 financial statements, Ms. Cathleen Salmons confirmed that the balance sheet and income statement remain stable noting that the Association Dues expense was the result of membership charges from the Government Finance Officers Association. The training and development charge was for employee HAZWOPR Training.

Ms. Salmons presented the P-card report, explaining that the charges listed for Wyndham were for lodging employees at the SWMB Training Conference in Bridgeport.

Assessment Fee and Tonnage Data

During her presentation of May 2026 data, Ms. Salmons reported the total monthly revenue of assessment fees collected was \$320,219.11. Additionally, county assessment checks averaged \$2,244.00 for the month.

B. Grant Status Report

Ms. Davis presented a status report regarding current grant operations. She reported that all Fiscal Year 2024 sworn statements of expenditures due June 30, 2026, had been received. She further informed the Board that the deadline for Fiscal Year 2026 grant recipients to expend their funds is July 31, 2026.

Other – None

VI. Standing Committee Reports

A. Finance Committee

1. Approval of June 17, 2026, Meeting Minutes.

Chair Combs requested approval of the minutes from the last Finance Committee meeting. Mr. Coffield moved to approve the minutes, seconded by Mr. Bryant, the motion passed unanimously.

B. Grant Committee

1. Approval of June 17, 2026, Meeting Minutes.

Chair Combs requested approval of the minutes from the last Grants Committee Meeting. Mr. Bryant moved to approve the minutes, seconded by Mr. Pilato, the motion passed unanimously.

VII. Executive Director Report.

Pocahontas County – Centec Engineering presented an airspace survey report, which indicated that 23,000 cubic yards of airspace remained as of June 2026. Based on the previous annual report's usage of approximately 11,000 cubic yards, the remaining capacity is estimated at two years under current tonnage and compaction rates. As of July 13, 2026, no public plan or Public Service Commission (PSC) filing had been submitted regarding future operations

Recycling Coalition – On July 7, the Coalition Board met. A survey was posted on the Coalition website asking for input exhibiting samples of Mission Statements from other similar organizations from across the nation. People taking the survey were asked to pick their favorite. The board started with the most popular from the survey results and amended it. The Vision Statement was a more succinct version of the Mission Statement. The Board discussed its Mission Statement and Vision Statement and voted to approve both. The following are what was approved:

Mission Statement - The Recycling Coalition of West Virginia's mission is to serve as a statewide education and advocacy platform uniting the public, private, and nonprofit sectors to advance waste reduction, reuse, recycling, and sustainable practices across West Virginia.

Vision Statement - Uniting government, business, education, and nonprofits for a sustainable West Virginia.

These statements will be used as the Coalition works with Higher Education institutions across the state to participate in a logo design contest with a \$500 prize for the winner. The contest will not only result in a new logo but also serve as an outreach to entice more interest in the Coalition from students and faculty across the state.

Nicholas County - The Board took the following actions regarding contractual services and personnel:

- Expanding the scope of engagement with Mark Joseph, CPA, to include payroll processing and financial statement preparation.
- Approved a contract with David Howell to conduct the fiscal year audit.
- Approved a contract with Allegheny Surveying to conduct a property survey and establish corner pins for the Solid Waste Authority (SWA) property.
- Authorized the engagement of a contract mechanic to assist with the maintenance of waste-hauling trucks and trailers.
- Appointed an office manager, effective August 2, 2026.

BDO USA – It was reported that following an interview with BDO, the requested preparatory documents were uploaded for their review. No further communication has been received from BDO since that time.

Clean Seas – Attention was directed to an informational article in the Board packet regarding the Department of Environmental Protection (DEP) Air Quality Permit. It

was noted that the DEP scheduled a public hearing on the permit for Tuesday, July 14, 2026, at 6:00 p.m. at the Belle Town Hall.

Other – Brown Edwards is conducting the FY26 audit of the SWMB financials. Kelly Vickers and Cathleen Salmons are working with them, providing all necessary documents.

The building contractor will be conducting further testing of the windows in the Director's office sometime this month. In the last project meeting minutes, No. 18, it is noted that this testing will be coordinated between the owner and the contractor. It is also noted that the existing roof drain piping is leaking and that General Services will be fixing these issues.

VIII. Unfinished Business – None.

IX. New Business

A. Approval of FY 2027 Grants Application.

On motion of Mr. Pilato, the Board unanimously approved the Fiscal Year 2027 Solid Waste Authority Grant Award Recommendations, as attached, for an aggregate amount of \$300,000, subject to the following conditions:

1. Applicants shall fully comply with Legislative Rule 54 CSR 5, Disbursement of Grants to Solid Waste Authorities;
2. Applicants shall utilize grant funds solely for purposes approved by the Board, as documented on the Approved Grant Budget Form;
3. Applicants shall participate in mandatory Grant Administration Training conducted by the Solid Waste Management Board (SWMB) prior to the disbursement of any grant funds.

The motion further authorized the Executive Director to approve grant budget revision requests submitted by recipients up to \$5,000.00 per line item, provided that the revisions do not increase the total grant award amount.

FY 2027 Solid Waste Management Board Awarded Grants

Barbour	
Equipment: Pilot Jack with Scales	
	\$10,000.00
Berkeley	
Hauling Service Fees: Transportation of Recyclable Materials	
	\$14,000.00
Braxton	
Administrative Salaries: Bookkeeper Salary Insurance: Box truck, Liability, Workers Compensation	
	\$10,000.00
Clay	
Hourly Wages: 12 Sanitation Workers with Trucks & Dumpsters for 8 hrs.	
	\$8,000.00
Doddridge	
Equipment: Dump Trailer Property Improvements: Storage Building for Trailers, Tools, and Materials	
	\$12,000.00
Greenbrier	
Equipment: Roll-off Trailer	
	\$12,000.00
Hancock	
Hourly Wages: Site Supervisor and Site Attendant Educational Conference: Attendance for (2) SWA Members Contracted Services: Transportation and Processing for Paper, Cardboard, Hauling Service Fees: Transportation of Household Hazardous Wastes	
	\$9,400.00
Jackson	
Maintenance/Repairs: Vehicles & Processing Equipment Hourly Wages: Recycling Labor Utilities: Water, Phone, Electricity, Propane for Center Fuel: Trucks, Forklifts, Skid steer Loader	
	\$14,000.00
Kanawha	
Property Improvements: Partial Payment of Concrete Pad	
	\$12,000.00
Lincoln	
Insurance: Board Members, Recycling Containers & Workers Comp Hauling Service Fees: Recycling Bins Pulls Financial Examination: FY 2025 Audit Prep	
	\$8,000.00
Logan	
Maintenance/Repairs: Upkeep and Repairs on Vehicles and Equipment Administrative Salaries: Litter Control Officer	
	\$8,000.00
Marion	
Maintenance/Repairs: Tires for Skid Steer and Forklift Educational Conference: Attendance for Chair and Director Financial Examination Expenses: 2025 Audit	
	\$10,000.00
Mason	
Maintenance/Repairs: Vehicles & Equipment Bins/Containers: 5x Mobile Cardboard Bins Hourly Wages Insurance: Worker's Compensation Financial Examination Expenses: FY25 Audit Expenses	
	\$10,000.00

McDowell	
Hourly Wages: LCO Financial Examination Expenses: FY25 Audit and Fees	
	\$6,000.00
Mercer	
Maintenance/Repairs: 4 Foam Filled Loader Tires	
	\$12,000.00
Monongalia	
Hourly Wages: Director Insurance: Property Insurance for Office Financial Examination Expenses: FY25 Audit	
	\$6,000.00
Morgan	
Rent for Office and Recycling Center Hauling Service Fees	
	\$10,000.00
Nicholas	
Contracted Services: CPA for Financial Software Conversion & Oversight Financial Examination Expenses: FY25 Audit	
	\$12,000.00
Pleasants	
Hourly Wages: Partial Cost of One Operator Utilities: Electricity, Water, Sewer, and Trash Collection Insurance: 2027 Facility Insurance	
	\$12,000.00
Pocahontas	
Utilities: Landfill operations and leachate treatment (electric & phone)	
	\$8,000.00
Putnam	
Hauling Service Fees: Hauling of Recyclable Materials	
	\$12,000.00
Raleigh	
Maintenance/Repairs: 700 tons sandstone on roadway to cell 11	
	\$12,000.00
Region VIII	
New Camera System at the Northern Transfer Station	
	\$12,000.00
Roane	
Equipment: Heavy Duty Paper Shredder Maintenance/Repairs: Recycling Facility Maintenance and Repairs Hourly Wages: 3 Recycling Center Workers and Bookkeeper Insurance: Liability, Facility, Equipment, and Vehicle Insurance	
	\$10,000.00
Taylor	
Utilities: Water/Sewage Prunytown Recycling Site 11mo.@ \$48.16/month Insurance: Fire and Liability Insurance for Recycling Sites and Directors Hauling Service Fees: Recyclables to Processing Facilities	
	\$8,000.00
Tucker	
Equipment: Portable Litter Fence Panels	
	\$12,000.00
Upshur	
Insurance: Director's Liability Insurance Office Supplies Events: Fall and Spring Paper Shred Events Educational Conference: AWVSWA Conference (2 attendees)	
	\$6,600.00

Wayne	
Insurance: Quarterly Premiums	
Financial Examination Expenses: Financial Audit Costs	
	\$8,000.00
Wood	
Contracted Services: Printing and Postage Costs for 25,000 Direct Mail	
	\$8,000.00
Wyoming	
Equipment: New Pick-up Truck to Replace Current Litter Officer Truck	
	\$8,000.00
TOTAL	\$300,000.00

B. Approval of FY 2028 Budget Appropriation Request.

On motion of Mr. Bryant, the Fiscal Year 2028 Budget Appropriation Request in the amount of \$4,006,843.00 was approved, and the Executive Director was authorized to make any necessary technical corrections to bring the request into conformity with the requirements of the State Budget Office with Mr. Frame seconding the motion.

The roll-call vote was as follows:

Aye: Mr. Blankenship, Mr. Bryant, Mr. Coffield, Mr. Frame, Mr. Patel, Mr. Pilato, Chair Combs

No: None.

The motion was adopted.

C. Greenbriar County Comprehensive and Siting Plans.

On motion of Mr. Coffield, the Board approved the Comprehensive Litter and Solid Waste Control Plan and the Commercial Solid Waste Facility Siting Plan updates for the Greenbrier County Solid Waste Authority, in accordance with West Virginia statutory and regulatory requirements. The motion was adopted unanimously.

X. Miscellaneous Business – None.

XI. Public Comment – Limited to three minutes.

None.

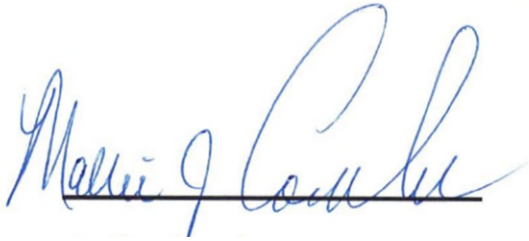
XII. Next Meeting.

Chair Combs set the next meeting of the Solid Waste Management Board for Thursday, August 20, 2026, at 11:00 a.m.

XIII. Adjournment.

With no further business on the agenda, Chair Combs adjourned the meeting at 11:56 a.m.

Respectfully submitted,



Mallie Combs
Chair



Mark Holstine
Secretary/Treasurer