



WEST VIRGINIA SOLID WASTE MANAGEMENT BOARD

601 57th St. SE
Charleston, WV 25304
Phone: (304)926-0448

Mark D. Holstine, PE, Executive Director
www.state.wv.us/swmb

MINUTES

West Virginia Solid Waste Management Board June 18, 2025 11:00 a.m.

1. Roll Call.

Present - Board:	Mallie Combs, Roger Bryant, Howard Coffield, Jason Frame, Yogesh Patel, Steve Pilato, and Tim Blankenship
Absent:	None.
Board Counsel:	Kelley Goes, Esq.
Staff:	Mark Holstine, Jayne Ann Arthur, Kelly Vickers, Niki Davis, Cathleen Salmons, Rosamary Schwaiger, Kyla Morris, and Sarah Roncaglione.
Visitors Listed:	Carol Blankenship Lacie Pierson - IWHRAWV Rob Adams - Brown Edwards and Company, LLP, certified public accountants

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 a.m., in Conference Room 1125 in the DEP Headquarters located at, 601 57th Street SE, Charleston WV 25304. Sarah Roncaglione called the roll. The Chair announced a quorum was present.

2. Approval of minutes of the May 21, 2025 Board meeting.

Chair Combs requested a motion for approval of the minutes from the May 21, 2025 meeting. Tim Blankenship moved to approve the minutes of the May 21, 2025 meeting. Vice Chair Bryant seconded the motion and it passed unanimously.

3. Financial Reports.

A. FY 2024 SWMB Agreed Upon Procedures Grant Audit.

Rob Adams explained the FY 2024 Agreed-Upon Procedures audit, completed by Brown Edwards and Company, LLP, certified public accountants for the period ending June 30, 2024. He informed the Board that seven out of the eight solid waste authorities selected for testing did not establish a separate interest bearing checking account since it was cost prohibitive for the recipients to open an interest-bearing checking account.

The Board discussed the rule and the outcomes of an attempt to change the rule would be made or would it be beneficial.

B. Financial Statements.

Ms. Vickers provided a summary of the April 2025 financial statements, including balance sheet and income statement, and updated the Board on travel and insurance expenses.

C. Purchasing Card Report.

Ms. Vickers went over the expenses on the P-card for April 2025 and informed the Board that there were not any out of the ordinary expenses on the P-card. Stating the expenses incurred were previously discussed on the financial statement.

D. Assessment Fee and Tonnage Data.

The assessment fee and tonnage data for April 2025 was explained to the Board by Ms. Vickers. April assessment fee checks in the amount of \$1624.00 were mailed out. The average assessment fee remitted to the SWAs is \$2,038.00.

Assessment fee revenue for the month of April 2025 was \$178,690.00
The year-to-date assessment fee average is 101.49%, despite a slight

decrease for the month.

E. Grant Status Report.

Ms. Davis informed the board that the FY 2024 grant audit is completed and included in the package for the Board's information. The FY 2025 semi annual reports have been received. The FY 2025 program will close at the end of July and final reports are due at the end of August.

4. Standing Committee Reports.

A. None.

5. Executive Director Report.

Solid Waste Authority Training – The SWMB (Solid Waste Management Board) has received confirmation that the Executive Director is now a voting member of the AWWSWA Board of Directors. Niki Davis will be serving on the Planning Committee for the annual AWWSWA/REAP Educational Conference on Solid Waste and Litter Control. Niki Davis, Kyla Morris, Kelly Vickers and Director Holstine have also held a meeting with REAP staff to discuss SWA (Solid Waste Authority) training needs and plans to continue the SWMB training series which includes expanding the content to better serve the SWAs as well as other parties. I also discussed the need for the SWMB and REAP to work more closely together on all possible fronts moving forward and SWMBs willingness to do this.

SWMB FY2026 Grants – Niki Davis and Kyla Morris have finalized the Grant recommendations, and they have been emailed to the Grant Committee for approval at today's Grant Committee meeting.

Recycling Coalition – SWMB staff have prompted a discussion to revise and update the current bylaws of the Coalition. Suggested changes include a more formal board of directors and a membership model. At the June 12 Coalition meeting, SWMB Executive Director discussed potential bylaw updates with current members and requested input for improvements to provide better organizational clarity, purpose, and transparency for the future. These improvements should bolster participation and input from the business and education sectors.

Tucker County – Evaluation of new cell construction is ongoing with the

hopes to finalize configuration and begin preparations and construction this calendar year. A used screen has been purchased for preparation of future cell protective cover and other uses on site.

Weather is currently playing a significant role in activities at the site. Focus has shifted from new construction to leachate management due to an excessive amount of rain over the past month.

Final evaluation of the landfill gas project has revealed that the project will no longer move forward as designed. The quantity of gas produced by the in-place waste is not enough to sustain the project. I met with Nacelle on site and some different projects were discussed for future consideration. The Board will be informed on any new development.

Pocahontas County – Kelly Vickers and Director Holstine will attend the June 25 Pocahontas County SWA meeting to present the findings of their Performance Review. Attached with this report and in the FYI section of the board packet is an article from Allegheny Mountain Radio about the last SWA meeting. Pocahontas has increased their Green Box fee from \$120/year to \$135/year effective July 1, 2025.

Nicholas County – The Authority has accepted the rate increase it applied for from the PSC raising the rate to \$86.60/ton. This rate went into effect on June 12. They continue to work on internal policies and procedures to resolve 'Impaired' status. July 29 is the end of the extended 90 improvement period.

Performance Measures – New processes regarding Performance Measures have been discussed with several SWAs with positive feedback. The new Performance Measures forms have been attached to this report and will be used to submit information to the SWMB as well as three letters going to all SWAs requesting varying information depending on their status of operating a commercial solid waste facility.

Charleston Landfill – The last day for the Charleston Landfill to accept waste will be June 27, 2025. In conjunction, Disposal Services, Inc. landfill in Putnam County has requested to extend their operating hours in response to additional tonnage from the newly activated transfer station located near the Charleston landfill.

Kanawha SWA – The Authority is having a ribbon cutting ceremony for a new recycling building on Friday, June 27, 10am at the Slack Street recycling center. Several SWMB staff plan to attend.

SWMB Finance – The SWMB FY2024 Grant Audit has been concluded and was presented by Brown Edwards at the Board Meeting. Additionally, the FY 2025 Financial Audit has been scheduled to begin in August. Jayne Ann Arthur and Cathleen Salmons have been working on and implementing processes for compliance with HB 2152 mandating timely processing of payments. Preparations are also being made for closing out the 2025 fiscal year.

SWA Outreach – Conversations and/or site visits have occurred with Wood, Berkeley, Monongalia, Fayette, Brooke, Tucker, Tyler and Region VIII among others in the past 30 days.

6. Unfinished Business.

A. None.

7. New Business.

A. None.

8. Miscellaneous Business.

A. None.

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 **Wednesday, July 16, 2025 at 11:00 a.m.** The meeting at this time will be held at 601 57th St SE, Charleston, WV conference room 1125. Chair Combs reminded the Board members this will be the Annual Meeting of the SWMB.


11. Adjournment.

There being no further business to discuss, Chair Combs adjourned the meeting at 11:46 a.m.

There being no further business to discuss, Chair Combs adjourned the meeting at 11:46 a.m.

Respectfully submitted,


Mallie Combs
Chair


Mark D. Holstine
Secretary/Treasurer