



WEST VIRGINIA SOLID WASTE MANAGEMENT BOARD

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Mark D. Holstine, PE, Executive Director
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MINUTES

West Virginia Solid Waste Management Board October 29, 2024 11:00 am

1. Roll Call.

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

Absent: Yogesh Patel, Jason Frame.

Board Counsel: None.

Staff: Mark Holstine, Kelly Vickers, Jayne Ann Arthur, Paul Hayes, Cathleen Salmons, Carol Throckmorton, Kyla Morris, Maxine Johnson, and Rosamary Kincaid.

Visitors Listed: Angie Curl- Region VIII SWA
Carolyn Echard- Wirt County SWA
Susan Kirby- Wirt County SWA
Susan Baileys- Wirt County SWA
Louann Kitzmiller- Tucker County SWA
Mark Vignovic- Hancock County SWA
Jody Alderman- Tucker County SWA
Jeff Palmer-Marshall County SWA
Mark Joseph- Mark Joseph CPA
Lou Scannidy-Berkeley County SWA
Vincent DeGeorge-Ohio County SWA
Michele Atha- Berkeley County SWA
Lynne Lashley-Berkeley County SWA
Carol Blankenship-Public
Michale Hassro- Ohio County SWA.

The regular 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 am. Jayne Ann Arthur called the roll. The Chair announced a quorum was present.

Chair Combs stated the agenda will be taken out of order due to Berkeley County Solid Waste Authority needing to leave immediately for a medical emergency.

1. New Business.

B. Berkeley County Solid Waste Authority Commercial Solid Waste Facility Siting Plan update.

Chair Combs stated that the Berkeley County Solid Waste Authority Commercial Solid Waste Facility Siting Plan update abstracts were emailed and are also included in the Board packet.

There being no questions, Howard Coffield moved that the Board approve the approve the Commercial Solid Waste Facility Siting Plan update for the Berkeley County Solid Waste Authority in accordance with W.Va. §22C-4-24(d) and WV Code Rules 54-4-6. Seconded by Tim Blankenship the motion passed unanimously.

Chair Combs stated the meeting will proceed now in the order of the agenda.

2. Approval of minutes of September 18, 2024 Meeting.

Chair Combs requested a motion for approval of the minutes from the September 18, 2024 meeting. Tim Blankenship moved to approve the minutes, seconded by Vice Chair Bryant, the motion passed unanimously.

3. Financial Reports.

A. Financial Statements.

Kelly Vickers gave an overview of the balance sheet and income statement for August 2024 and informed the Board that there were no significant changes. The Restricted Cash decreased for the loan payment to Greenbrier County and the Notes Receivable increased. The Profit and Loss, which is a new form, indicates the State Treasury office interest income. The \$399,654.51 for Grant funding has been deducted and the actual Net Income is \$51,412.70.

B. Purchasing Card Report.

Ms. Vickers went over the expenses on the P-card for August 2024 and informed the Board that there were not any out of the ordinary expenses on the P-card. Restocking of Office Supplies and payment for the State Required Purchasing Conference Training for three Solid Waste Management Board Staff.

C. Assessment Fee and Tonnage Data.

The assessment fee and tonnage data for August 2024 was explained to the Board by Kelly Vickers. August assessment fee checks in the amount of \$1,946.00 were mailed out. Average check for the year is \$2,114.00.

Assessment fee revenue for the month of August 2024 was \$214,014. Total revenue for the year is \$465,163. The year-to-date tonnage comparison is 99.67%.

D. Grant Status Report.

Ms. Vickers updated the board on the FY 2025 grant program indicating all but three grants have been distributed. Ms. Vickers indicated she has been in conversation with the three and is waiting on paperwork.

Ms. Vickers stated the FY 2024 grant program has nine Authorities left to review, again no red flags only waiting on paperwork.

E. FY 2024 SWMB Financial Audit Presentation – Anthony Carpenter, Brown Edwards.

Due to conference phone issues this update on the Financial audit will be postponed until the December meeting. The Audits were emailed the Board with the October Board packets.

F. Other – None.

4. Standing Committee Reports.

A. None.

5. Executive Director Report.

Berkeley County SWA - Clint Hogbin, long time Chairman and former AWVSWA Volunteer of the Year, has been diagnosed with a serious illness. Clint is a strong advocate of proper solid waste management and committed to the mantra of reduce, reuse and recycle. Clint has also been a strong supporter of the SWMB and its role in assisting the solid waste authorities. SWMB staff are helping Clint and the Berkeley SWA in any way possible at this time. I request that you keep Clint and his family in your thoughts and prayers.

SWA Training - The links to videos of the training sessions and powerpoints are highlighted on our website and found on the Solid Waste Authority page. The link to the training videos and powerpoints is:

<https://swmb.wv.gov/Solid-Waste-Authorities/Pages/SWA-Board-Member-and-Employee-Training.aspx>

Director Holstine stated he was proud of the staff, and thanked Paul Hayes for working with DEP in getting the training videos available. Also, thanks to Kyla Morris for working on the website and social media updates. Director Holstine stated planning for 2025 training has begun.

Kanawha County SWA - Progress has been made since the Kanawha County SWA informational meeting for municipalities in the county to inform them of the new proposed rates in the application for the certificate need application for Waste Management (WM) that is under review at the PSC for the new transfer station.

On September 26, 2024, PSC staff filed its Final Joint Staff Memorandum recommending Waste Management be granted a certificate of need. Staff also recommended approval of the proposed tariff and that Waste Management be directed to file updated Rule 42 financial information as a closed case filing after 18 months of operation to allow PSC staff to verify the rates are reasonable and make adjustments if necessary. The proposed tariff provides a rate of \$93.10 per ton including the \$0.50 assessment fee for the KCSWA. The Final Joint Staff Memorandum noted that transfer stations are not required to offer a free day and staff believe that the issues raised by WV Citizen Action Group have been adequately addressed.

On October 8, 2024 a joint stipulation agreement of settlement was reached between Waste Management, Kanawha County Solid Waste Authority, WV Citizen Action Group and PSC staff that includes a recommendation that the PSC grant Waste Management a certificate of need. The agreement recommends the tariff include a \$0.50 assessment fee for the KCSWA, that Waste Management shall operate a free day for non-commercial, residential customers one day per month and agrees that it is willing to assist with scheduled cleanups within its service area. Waste Management will file an updated Rule 42 financial information as a closed case filing after 18 months of operation.

On October 18, 2024 the ALJ issued an Order granting the Certificate to build and operate the transfer station at a total rate of \$93.10 including a Kanawha County assessment fee and free day once per month.

Tucker County SWA - The Tucker County Board meeting was held on October 21. I spent the majority of two weeks at the landfill at the end of September while Jody was on annual leave. Operations on the facility are running smoothly, and preparations are beginning for the winter months. I have invited the Tucker Board and accountant, Mark Joseph, to attend our meeting for comments and questions.

Mark Joseph provided a brief summary to the board on the progression of the landfill since following under the direction of Director Holstine and Jody Alderman. The financial side and the operational side have both improved. Mark Joseph was also pleased with the audit received from the State Auditor's Office. The improvements have been a team effort and enjoyable experience.

Pocahontas County SWA - The site inspection part of the performance review in Pocahontas County was done on October 3, 2024. The report will be completed in early 2025.

The SWA continues working on the solution for solid waste management in the County after the landfill closes. The SWA sent a letter requesting assistance from the Tucker County landfill and I responded accordingly. These letters can be found in the FYI section of your board packet.

Nicholas County SWA - The Nicholas County SWA performance review site inspection was led by Maxine Johnson with the help of Paul Hayes and Carol Throckmorton on September 26, 2024. Maxine has been preparing follow-up questions to send to management to complete the review. The completed report should be on the December meeting agenda.

Other - Carol Throckmorton and Kyla Morris attended a Braxton County SWA meeting and toured Mountain Recycling on October 8, 2024. They also visited the Wood County SWA and the City of Parkersburg recycling facility, the Kanawha County SWA processing facility and Raleigh County SWA. Additionally, they plan to visit Ritchie and Pleasants County Solid Waste Authorities operations. Paul Hayes and Kyla Morris had a display of solid waste and recycling for the 500 employees at the Niterra health fair on October 23rd.

Ms. Throckmorton shared she believes Kyla Morris will do a great job in her position. Ms. Morris is a go-getter, picks up quickly and is willing to assist others in the office. Ms. Throckmorton plans to continue introducing Ms. Morris to different boards and staff of SWA's at least twice a week. Ms. Morris has also been working on some plans and was an asset in completing the State Plan. Ms. Throckmorton also thanked Paul Hayes for his contributions to the State Plan.

Kelly Vickers has dispersed grant awards to all awardees except for three, which she was waiting on paperwork to be returned.

As a committee member, I attended the DEP-REAP Recycling Grant Committee meeting on October 10. There were 25 eligible grant applicants that included 9 solid waste authorities. I will update you on the grant awards when they are finalized by the DEP.

6. Unfinished Business.

A. None.

7. New Business.

A. Region VIII Solid Waste Authority FY 2025 SWMB Grant Budget Revision.

Chair Combs stated that the request for a Grant Revision to the Region VIII Solid Waste Authority's FY 2025 grant was sent out in the Board Packets.

In accordance with WV Code Rules § 54-5-12-4 and § 54-5-4-2, Mr. Pilato moved that the Board approve the Region VIII Solid Waste Authority's budget revision request in the amount of \$13,000, provided that the authority submits all grant expenditure documentation as required by the Board. Seconded by Mr. Blankenship, the motion passed unanimously.

C. Morgan Solid Waste Authority Comprehensive Litter and Solid Waste Control Plan update.

Chair Combs stated that the Morgan County Solid Waste Authority Comprehensive Litter and Solid Waste Control Plan update abstracts were emailed and are also included in the Board packet.

There being no questions, Vice Chair Bryant moved that the Board approve the Comprehensive Litter and Solid Waste Control Plan update for the Morgan County Solid Waste Authority in accordance with W.Va. §22C-4-8(d) and WV Code of State Rules 54-3-6. Seconded by Mr. Coffield, the motion passed unanimously.

D. WV Solid Waste Management State Plan 2025

Chair Combs stated that the draft of the 2025 State Plan had been emailed out.

There being no questions, Steve Pilato moved that the Board accept the draft of the 2025 West Virginia Solid Waste Management Plan prepared in accordance with W.Va. Code § 22C-3-7, and further recommended that the Board authorize the Executive Director to make any technical corrections as necessary to bring the Plan into conformity with the intent of the Board and the W.Va. Code prior to its submission to the 2025 Legislature. Seconded by Vice Chair Bryant, the motion passed unanimously.

E. Other - None.

8. **Miscellaneous Business.**

A. None - Other

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

None.

10. **Next Meeting.**

Chair Combs set the next meeting of the Solid Waste Management Board, for **Wednesday, December 11, 2024, at 11:00 am.**

11. **Adjournment.**

There being no further business to discuss, Chair Combs adjourned the meeting at 11:42 am.

Respectfully submitted,



Mallie Combs
Chair



Mark D. Holstine
Secretary/Treasurer