



## WEST VIRGINIA SOLID WASTE MANAGEMENT BOARD

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Mark D. Holstine, PE, Executive Director  
[www.state.wv.us/swmb](http://www.state.wv.us/swmb)

### **MINUTES** **October 15, 2025** **11:00 a.m.**

#### **1. Call to Order**

#### **2. Roll Call.**

Present - Board: Mallie Combs, Roger Bryant, Tim Blankenship,  
Howard Coffield, and Yogesh Patel+

Absent: Jason Frame and Steve Pilato

Board Counsel: Kelly Goes, Esq.

Staff: Mark Holstine, Kelly Vickers, Jayne Ann Arthur, Niki  
Davis, Rosemary Schwaiger, Sarah Roncaglione,  
and Isaiah McCoy

Visitors Listed: Carol Blankenship, Mohammad Mohammad with  
Brown Edwards CPAs

Chair Mallie Combs called the properly advertised regular board meeting to order at 11:00 a.m., in accordance with W.Va. Code, Chapter 6, Article 9A. Ms. Roncaglione took the roll, and the Chair confirmed that a quorum was present.

#### **3. Approval of minutes of September 17, 2025, Meeting.**

Chair Combs requested a motion for approval of the minutes from the September 17, 2025, meeting. Mr. Blankenship moved to approve the minutes, seconded by Vice Chair Bryant; the motion passed unanimously.

#### **4. Financial Reports.**

##### **A. Financial Statements.**

Ms. Arthur presented the August 2025 financial reports, including the balance sheet and income statement, and noted no substantial deviations. Key financial items included professional services charges related to the 2025 Fiscal Year Audit and employee travel expenses for visits to Solid Waste Authorities (SWAs) in the panhandle. The August month-end balance sheet indicates a Grants Payable balance of \$130,900, which reflects the grants that have yet to be disbursed.

##### **B. Purchasing Card Report.**

The August 2025 P-card expenses were reviewed by Ms. Arthur, who indicated there were no unusual charges. The expenses covered office supply restocking and payment for the Fall Training Conference held at Chief Logan State Park.

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

Ms. Arthur presented the board with the August 2025 assessment fee and tonnage data. The total Revenue from the assessment fees in August 2025 reached \$275,314.88, contributing to a year-to-date total of \$487,817. This revenue performance places the year-to-date tonnage comparison at 105.51%.

Furthermore, checks for the August assessment fees, totalling \$2,207, have been disbursed.

##### **D. Audit Presentations of FY 2025 Financials - presented by Anthony Carpenter with Brown Edwards. The SWMB had no material findings in the FY 2025 financial audit.**

#### **5. Grant Status Report**

Ms. Davis provided an update on the grant reporting. Close to half of the grant recipients for 2024 provided their 2024 Sworn Statements of Expenditures. Final reports were submitted on time.

Four counties have until the end of October to utilise their remaining grant funds for the 2025 Grant Cycle.

#### **6. Standing Committee Reports.**

##### **A. None**

## **7. Executive Director's Report**

### **SWMB Staff Updates:**

Staffing changes are anticipated by the end of the month. Ms. Jayne Arthur is retiring on October 31st. Ms. Kyla Morris is leaving the SWMB, and her position has been advertised. In the meantime, Ms. Cathleen Salmons will handle financial recording responsibilities.

### **Building Construction Update**

Details regarding the construction's impact on operations have been finalised. Staff in the north end of the building are required to vacate their offices by October 17. The project is anticipated to last six months, and while limited access will be allowed when absolutely necessary, the contractor prefers the space to remain empty. Director Holstine will attend the scheduled project meetings on October 22, November 5, November 19, December 3, and December 17.

SWMB staff have made arrangements for alternative work locations to maintain normal operations. In compliance with General Services instructions, supplies have been ordered to facilitate work from alternative locations and minimise the need to enter the building. A conference room has been secured for regularly scheduled SWMB Board Meetings during this period, with the DMV offices located next door at the Shops at Kanawha (the former Kanawha Mall).

**SWMB Training Series** – The training held at Chief Logan Lodge on Tuesday, September 23, 2025 was well-attended and received positive feedback. Thirty-two individuals participated, representing 16 Solid Waste Authorities (SWAs), other State agencies, and CPA firms.

Planning for the Spring 2026 training is underway, scheduled for April 28-29, 2026 in Bridgeport. We have confirmed presentations from the WV Ethics Commission, SWANA, and WV Purchasing. Several vendors, including Sourcewell, have also committed to participating.

**Recycling Coalition** – The revised bylaws were approved by the members present at the previous meeting. The Coalition's next meeting was held on Tuesday, October 14, 2025. Key discussion points for this meeting included membership fees, the initial board of directors, and the upcoming Re-Fashion Show.

**Tucker County** – On October 7-9, 2025, Ms. Kelly Vickers and Ms. Rosamary Schwaiger conducted the first Performance Review utilising the new system.



The next Tucker County board meeting is scheduled for 3:00 p.m. on Monday, October 27.

**Pocahontas County** – The October 2, 2025, SWA meeting article, included in the board packet's FYI section, outlines the authority's future plans. The SWA intends to purchase three walking-floor trailers for a total of \$328,149, with \$300,000 in unrestricted funds currently available. The goal is to ensure delivery by September 2026. The article does not specify whether the SWA or a private contractor will be responsible for hauling the trailers. Chair Henderson expressed a preference for the SWA to haul the trash directly, which would necessitate the acquisition of one or two road tractors. The board approved a motion to engage Potesta and Associates for the design and specifications of the landfill closure. Additionally, Office Manager, Ms. Mary Clendenen, has contacted the Convention and Visitors Bureau to seek assistance from the County Commission in securing financial aid.

**Brooke County SWA** – Ms. Kelly Vickers and Ms. Rosamary Schwaiger were on site from September 30 through October 2, 2025 assisting the SWA at their request. They are currently reviewing documents and will prepare recommendations for the board to improve operations.

**DEP/REAP Recycling Grant Committee** – On October 9, 2025, the Grant Committee, with SWMB representation from Director Holstine, awarded approximately \$1.9 million in grant funding. The recipients included 12 Solid Waste Authorities (SWAs), 4 County Commissions, 1 municipality, 6 private businesses, and 1 university. Further details on these awards will be shared once they are finalised.

**SWMB Vehicle Replacement** – The new vehicle, which was delivered on October 7, 2025 and was offered for viewing for all board members who wished to see it.

**The Association of West Virginia Solid Waste Authorities** will hold its conference from October 19th to the 21st at Canaan Valley Resort, located in Davis, WV.

**8. Unfinished Business**

**A. None.**

**9. New Business**

**A. Hancock County Solid Waste Authority Comprehensive Litter and Solid Waste Control Plan and Commercial Solid Waste Facility Siting Plan Update**

Chair Combs stated that the Hancock County Solid Waste Authority Comprehensive and Siting Plan abstracts were emailed to the board and are also included in the Board Packet.

Ms. Davis reviewed the comprehensive and siting plans and stated that there are no major changes.

Vice Chair Bryant moved that the Board approve the Comprehensive Plan for the Hancock County Solid Waste Authority in accordance with §22C-4-8(d) and WV Code of State Rules 54-3-6.

He further moved the Board to approve the Commercial Solid Waste Facility Siting Plan update for Hancock County Solid Waste Authority in accordance with WV Code §22C-4-24(d) and WV Code of State Rules 54-4-6. Seconded by Mr. Blankenship. The motion passed unanimously.

**B. Putnam County Siting Plan Update**

Chair Combs stated that the Putnam County Siting Plan Abstract had been emailed to the board and was also included in the board packet.

This siting plan abstract was presented for review by Ms. Davis to the board and stated that this is a general plan with no major changes.

Mr. Patel moved that the Board approve the Commercial Solid Waste Facility Siting Plan update for the Putnam County Solid Waste Authority in accordance with [W.Va.](#) Code §22C-4-24(d) and WV Code Rules 54-4-6. The motion was seconded by Vice Chair Bryant and was passed unanimously.

**8. Miscellaneous Business.**

**A. None - Other**

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

**None.**

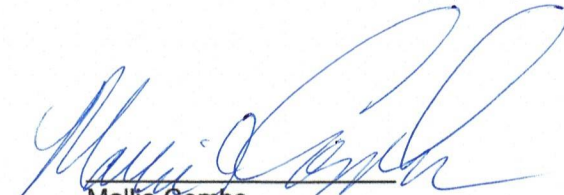
**10. Next Meeting.**

Chair Combs set the next meeting of the Solid Waste Management Board for **Tuesday, December 2, 2025, at 11:00 a.m.**


11. **Adjournment.**

There being no further business to discuss, Chair Combs adjourned the meeting at 11:53 a.m.

Respectfully submitted,



Mallie Combs  
Chair



Mark D. Holstine  
Secretary/Treasurer