



WEST VIRGINIA SOLID WASTE MANAGEMENT BOARD

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

MINUTES

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

1. Roll Call.

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

Absent: None.

Board Counsel: Kelley Goes, Esq.

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

Visitors Listed: Anthony Carpenter- Brown & Edwards
Rob Adams-Brown & Edwards
Lacie Pierson-WVWHIRA.

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 am, in conference room 1125 in the DEP Headquarters located at 601 57th Street SE, Charleston WV 25304. Jayne Ann Arthur called the roll. The Chair announced a quorum was present.

2. Approval of Minutes of October 29, 2024 Meeting.

Chair Combs requested a motion for approval of the minutes from the October 29, 2024, meeting. Mr. Coffield 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 September and October 2024 and informed the Board that there were no significant changes. Ms. Vickers stated both Nicholas and Greenbrier County are current on their loan payments. The Grants payable line continues to decrease as the SWMB releases grant funds and will continue to do so as the funds are disbursed. The September expenses included partial payment for the financial audit and legal fees and the hospitality fee includes the luncheon provided during the SWMB training. The credit to the September Grants expense line is a refund of Wetzel County grant monies. The October expenses include Vehicle expenses for tires on the Traverse, and Software for the purchase of Quickbooks as well as the Training and Development expense for four employees to attend two conferences and professional development training for one employee. Also, a Grant credit in a refund of grant monies from Wirt County appears on the October expenses. Ms. Vickers informed the board the Year to Date Profit and Loss sheet was inserted into their board packet and emailed to the members attending via phone call to provide the board with an up to date status for the first quarter of the fiscal year.

B. Purchasing Card Report.

Ms. Vickers went over the expenses on the P-card for September and October 2024 most expenses were previously discussed during the financial statement. Ms. Vickers informed the board that an erroneous charge to the DNR did appear on the P-Card statement in Sept. and was credited back on the October statement.

C. Assessment Fee and Tonnage Data.

The assessment fee and tonnage data for September and October 2024 was explained to the Board by Kelly Vickers. September assessment fee checks in the amount of \$2,104 were sent to the SWA's in September and October assessment fee checks in the amount of \$2,205 were sent in October. The average check for the year is \$2,114.00.

Assessment fee revenue for the month of September 2024 was \$231,484.00 and October 2024 was \$242,625.00. The year-to-date tonnage comparison is 96.02%.

D. Grant Status Report.

Ms. Vickers informed the Board that the FY 2024 grant program has ended. She stated she is currently waiting on a few documents from three counties. The FY 2025 program has dispersed all but two counties that are pending additional documents.

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

Rob Adams of Brown Edwards opened the presentation by thanking the Solid Waste Management Board and staff for the excellent cooperation in providing the needed information to perform the audit.

Anthony Carpenter continued with the presentation by presenting the FY 2024 Financial Audit of the SWMB to the Board. The Audit was emailed to the Board as well as hard copies available for review during the meeting.

Mr. Carpenter informed the Board that the financial statements referred to present fairly, in all material respects, the financial position of the West Virginia Solid Waste Management Board as of June 30, 2024, and the changes in its financial position and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America with no new accounting principles introduced in 2024. The board did not have any questions for Mr. Carpenter.

The Board was further informed that there were no deficiencies in internal controls that might be material weaknesses and there were no significant deficiencies. There were no instances of non-compliance. The SWMB had a clean unmodified opinion and again did not have any questions or concerns to ask Mr. Carpenter.

Mr. Adams also thanked Maxine Johnson for her assistance with the audit. Chair Combs thanked the SWMB team.

F. Other.

4. Standing Committee Reports.

A. None.

5. Executive Director Report.

End of an Era - Today's meeting will be the last meeting that Carol Throckmorton and Paul Hayes attend as employees of the SWMB. Carol's last day of employment will be December 30, and Paul's last day will be January 10. Carol and Paul have had a lasting impact on solid waste management, the solid waste authorities, the Recycling Coalition, the Association of Solid Waste Authorities, and many individuals and organizations across the state. Their many years of dedicated service and knowledge will leave a large void to be filled in the future.

Since becoming Executive Director in 2010, Director Holstine stated he has relied on their knowledge of the industry and of history to help guide him in day to day decisions and planning for the future. Their contributions to the State are many, but their impact on a personal level with all those they have worked with will be missed the most by everyone. Director Holstine wished them both the best for their futures, and stated we will all miss their presence.

Tucker County SWA - Preparations for winter are mostly complete. A new pickup truck has been purchased for the facility, a Chevrolet 2500. The facility will now have two vehicles that are road worthy. This item was budgeted and bids came in below budget.

Permitting continues for the renewable natural gas project. Director Holstine plans on meeting with Jeffrey Craig at the next Tucker board meeting for a detailed update.

The next board meeting is scheduled for Monday, December 16 at 3pm. There will be a Christmas luncheon beginning at 1pm that day.

Public Service Commission - Most solid waste haulers have been filing requests seeking an increase in its approved tariff rates by 3.8% as permitted under W. Va. Code §24A-5-2a(d) in accordance with General Order No. 64.7. This rate is down from last year which was 6.94% based on a year over year increase in the Garbage and Trash Collection Index. After providing an affidavit demonstrating the advanced public notice and submitting a proper tariff revisions, the new rates become effective January 1, 2025.

Berkeley County SWA - On Monday, November 25, 2024 Jefferson County resident Lyle Campbell "Cam" Tabb was posthumously honored as a *Recycling Champion* at a presentation by the Berkeley County Solid Waste Authority, the West Virginia Solid Waste Management Board and the Recycling Coalition of WV at Kearneysville Tree Fruit Research and Education Center. Today the farm and commercial composting operation continue to support the debris management needs for the region established by Tabb. A free drop-off location allows the public to drop leaves and yard waste - as is or in biodegradable bags 24 hours a day, 7 days a week.

The company also supports private partnerships which are the backbone of debris management for the region's municipalities and county solid waste authorities to offer affordable collections of food waste, lumber waste, yard waste and brush. The company offers more than 70 roll-off containers spread across hundreds of businesses in Berkeley and Jefferson County for all types of organics.

Spirit of Jefferson article
(https://www.spiritofjefferson.com/news/article_8d401980-aceb-11ef-bea6-9ba2336c7406.html)

Journal-News
(https://www.journal-news.net/journal-news/tabb-honored-posthumously-for-recycling-work/article_7349178c-aa9e-5e4c-9c6a-5ca52d4626af.html)

Copies of these articles will be in your packet at the meeting.

Other -

DEP REAP has approved eight applicants for grant amounts totaling \$43,000 through its Covered Electronic Devices (CED) Recycling Grant Program in which manufacturers register their brands with the State. The fees collected through this program fund CED recycling grants that are used by counties and municipalities to support ongoing collection programs and to conduct electronic collection events. Grant recipients include Berkeley, Cabell, Calhoun, Kanawha, Monongalia, Pleasants, Preston, and Roane County Solid Waste Authorities.

A list of the CED brands which have approved take-back programs free to consumers can be found within the [WV Materials Recycling Directory on the WVDEP website](https://dep.wv.gov/environmental-advocate/reap/recycling/Pages/default.aspx) (<https://dep.wv.gov/environmental-advocate/reap/recycling/Pages/default.aspx>).

The Recycling Coalition of WV held the 22nd Annual ReFashion Show at Huntington Mall on November 23, 2024 with 45 entries from Brooke, Cabell, Hancock, Kanawha, Mason, Ohio, Putnam, Roane, Ritchie, Upshur, Wood, and Wyoming County. Photos of the participants are on the Recycling Coalition website at WVRcycles.com. A video is also on the website or DEP [YouTube page for Environment Matters](https://www.youtube.com/watch?v=sXYSh7kdGK0&t=2s) (<https://www.youtube.com/watch?v=sXYSh7kdGK0&t=2s>). Photos of the contestants will be in your packet.

Maxine Johnson continues working on the Nicholas and Pocahontas County Performance Reviews.

Carol Throckmorton and Kyla Morris have visited numerous solid waste authorities helping familiarize Kyla with all the different programs and methods of operation around the state. Kyla has also been working with Paul Hayes with the Recycling Coalition and our website. Director Holstine also shared that he recently presented at Concord College on Solid Waste and how it impacts the area you live in. The presentation went well and the students were engaged.

Director Holstine stated that approval from the Governor's office has been obtained to move forward with the hiring for Carol Throckmorton and Paul Hayes positions.

Director Holstine wished everyone a Merry Christmas and a very Happy New Year!

6. Unfinished Business.

A. None.

7. New Business.

A. Roane County Solid Waste Authority Commercial Solid Waste Facility Siting Plan update and Comprehensive Litter and Solid Waste Control Plan.

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

There being no questions, Yogesh Patel moved that the Board approve the Commercial Solid Waste Facility Siting Plan update for the Roane County Solid Waste Authority in accordance with W.Va. §22C-4-24(d) and WV Code Rules 54-4-6. Mr. Patel further moved that the board approve the Roane County Comprehensive Litter and Solid Waste Control Plan update in accordance with W.Va. §22C-4-8(d) and WV Code of State Rules 54-3-6. Seconded by Vice Chair Bryant, the motion passed unanimously.

B. Other- None.

8. Miscellaneous Business.

A. Other– None.

9. Public Comment – None.

10. Next Meeting.


Chair Combs set the next meeting of the Solid Waste Management Board, for **Wednesday, January 15, 2025, at 11:00 am. The Grants Committee will meet at 10:30 am.**

11. Adjournment.

There being no further business to discuss, Chair Combs adjourned the meeting at 11:52am.

Respectfully submitted,


Mallie Combs
Chair


Mark D. Holstine
Secretary/Treasurer