



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

December 2, 2025

11:00 a.m.

1. Call to Order.

2. Roll Call.

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

Absent: None.

Board Counsel: Kelly Goes, Esq. - Absent

Staff: Mark Holstine, Kelly Vickers, Sarah Roncaglione, Cathleen Salmons, Rosamary Schwaiger, Niki Davis, and Isaiah McCoy.

Visitors Listed: Nicole Hunter with Kanawha County Solid Waste Authority

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 a conference at the DMV located at 5707 MacCorkle Ave SE, Charleston, WV 25304. Sarah Roncaglione called the roll. The Chair announced that a quorum was present.

3. Approval of Minutes of October 15, 2025, Meeting.

Chair Combs requested a motion for approval of the minutes of the October 15, 2025, meeting. Mr. Blankenship moved to approve the minutes, seconded by Mr. Coffield; the motion passed unanimously.

4. Financial Reports.

A. Financial Statements.

Ms. Kelly Vickers gave an overview of the balance sheet and income statements for September and October 2025 and informed the Board that there were no significant changes. She also stated both Nicholas and Greenbrier County are current on their loan payments. The September expenses include employee travel expenses, which comprise the site visit to Chief Logan for the SWMB Fall training event. The expense line for training and development is for OSHA certification training for Ms. Vickers. October expenses include a miscellaneous equipment purchase, which is for the procurement of the new Toyota Sienna van. The Grants payable line continues to decrease as the SWMB releases grant funds and will continue to do so as the funds are disbursed.

B. Purchasing Card Report.

While most expenses for the P-Card for September and October were previously discussed during the financial statement, Ms. Vickers went over charges that included SWANA membership dues, QuickBooks Licensing fees, and charges for code books.

C. Assessment Fee and Tonnage Data.

The assessment fees and tonnage data for September and October 2025 were explained to the Board by Ms. Vickers. September assessment fee checks in the amount of \$2,314 were sent to the SWAs in September, and October assessment fee checks in the amount of \$2,045 were sent in October. The average check for the year is \$2,249.

Assessment fee revenue total for the month of September 2025 was \$329,990.09, and for October 2025 was \$289,785.95. The year-to-date tonnage comparison is 106.98%.

5. **Grant Status Report.**

Ms. Davis informed the Board that all FY 2025 grant final reports had been received on time, including those that had grant extensions until November 28th. As of FY 2025, grant refunds received so far total \$1,788.99. She stated that twenty of the FY 2024 Sworn Statements of Expenditures have been received, and the remaining still have plenty of time left to submit. FY 2025 Sworn Statements of Expenditures are being requested at the time of grant closeouts to stay well ahead of that deadline, which is two years after the grant fiscal year ends. Chair Combs remarked that the grant processes are wrapping up quickly.

6. **Standing Committee Reports.**

A. None.

7. **Executive Director Report.**

Building Construction – Project meetings have been changed so that only DEP personnel attend the meetings in addition to the contractor, sub-contractors, and General Services. It was requested that a progress schedule be provided to keep all agencies apprised of progress/delays. It was conveyed that, at this time, the timeline is mostly being adhered to by the contractor.

SWMB Training Series – Planning is well underway for the Spring 2026 training, which will be April 28-29 in Bridgeport. WV Ethics Commission, WV State Auditor, SWANA, WV Purchasing, Cintas, Truist, and Source Well have all committed to doing a presentation and or exhibiting. Interest has also been shown by 14 different SWAs.

Recycling Coalition – The ReFashion Show was held on Saturday, November 22, at the Huntington Mall. Niki Davis and Isaiah McCoy, with the help of most of the SWMB staff, worked at the show. The post ReFashion Show ad on Metro News Game Night has been approved.

Tucker County – The stone crushing operation is complete for new cell construction to begin in the summer of 2026. Engineering design work has begun. Specifications have been developed and publicly advertised for a new portable wind fence at the facility. High winds have broken the permanent wind fence, and repairs have been made.

The next meeting of the Tucker County board will be on Monday, December 8, at 3:00 p.m.

Pocahontas County – According to an article in the board packet's FYI section, the PCSWA is committed to amending its siting plan to permit Allegheny Disposal to build a commercial transfer station on Allegheny Disposal property in Green Bank. The SWA would like to continue operating its Green Box system, but is concerned that it is not financially viable to do so. Chair Combs inquired as to the reason PCSWA is concerned. It was explained by Director Holstine that, due to around 20% of the county population being at or below the poverty level, the fear is that the green box fees would need to be increased to a level that they would become unaffordable. It was noted that the PCSWA has repeated its request for financial support from the Pocahontas County Commission.

Nicholas SWA – The SWA has reorganized its administrative operations, which entailed position changes. The SWA requested SWMB assistance during this transition, as well as assistance from the Raleigh SWA. Ms. Vickers and Ms. Schwaiger have been on site for several weeks reorganizing administrative functions and working with the SWA Board. It was stated that the scale house attendant and the operations manager have been doing a great job, demonstrating that not every former employee was an issue. Ms. Vickers also relayed that Ms. Schwaiger's assistance has been invaluable, and Ms. Schwaiger commented that, in her opinion, Ms. Vickers has done an excellent job in leading the restructuring of the administrative operation.

The SWA Board wanted Director Holstine to thank the SWMB and staff for their assistance and guidance through this transition, as well as all the help the SWMB has provided to the SWA throughout the last 15 years. As a gesture of gratitude, the SWA may increase payments to the SWMB on its current loan as funds become available to provide for a quicker payoff.

Association of West Virginia Solid Waste Authorities – The Association's Conference was held on October 19 – 21 at Canaan Valley Resort. Power was interrupted at the resort on multiple occasions. Due to these conditions, Director Holstine, at the advisement of Chair Combs, instructed SWMB staff to cut short their stay at the Conference. They returned on Monday afternoon, October 20, instead of the previously scheduled date of October 21. Power was eventually restored after departure.

Appalachian Resiliency Center – Director Holstine has been meeting with the Center over the past several months, discussing Waste to Energy (WTE) projects and the possibilities of having a project here in West Virginia. The Center is planning to tour a WTE plant in West Palm Beach, Florida, in late February 2026 and would like the SWMB Executive Director to accompany them on this tour as a technical liaison.

SWMB Meetings During Building Project – A map was provided to guide board members to the alternate meeting location while the DEP building project is in progress. The West Virginia Department of Motor Vehicles has been

gracious enough to offer space for the SWMB to use for their board meetings until the construction project is complete at the DEP Building.

Miscellaneous – It was made known to the board by Director Holstine that in his opinion SWMB staff have been doing an incredible job from their alternative work locations. Director Holstine also relayed that he cannot overstate the commitment that the staff has shown to continue operating the SWMB effectively and efficiently during this time of displacement.

The SWMB has had quite a year, and Director Holstine iterated that he is looking forward to continuing to work with a great Board, Staff, and Attorney in the upcoming 2026 year and beyond. He then went on to wish everyone a Merry Christmas and a Happy New Year!

6. Unfinished Business.

A. None.

7. New Business.

A. Public Service Commission Cases Affecting Solid Waste Management.

Howard Coffield moved that the Board approve granting the Executive Director of the West Virginia Solid Management Board the authority to intervene in Public Service Commission (PSC) cases that impact solid waste management within specific areas of the state, consistent with the parameters outlined in W.Va. Code §22C-3-23. Mr. Blankenship seconded the motion, and it was passed unanimously.

B. SWMB Executive Director Role on AWVSWA Board.

Steve Pilato moved that the board formally express a vote of confidence in the Executive Director to serve on the AWVSWA Board and ensure effective Communication between the two entities. This was seconded by Vice Chair Bryant and was passed unanimously.

8. Miscellaneous Business.

A. None.

9. Public Comment — None.

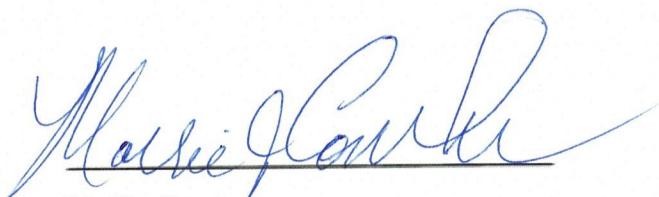
10. Next Meeting.

Chair Combs set the next meeting of the Solid Waste Management Board for **Wednesday, January 21, 2026, at 11:00 a.m.**

11. Adjournment.

There being no further business to discuss, Chair Combs adjourned the meeting at 12:21 p.m.

Respectfully submitted,



Mallie Combs
Chair



Mark Holstine
Secretary/Treasurer