



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 April 16, 2025 11:00 am

1. Roll Call.

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| Present - Board: | Mallie Combs, Tim Blankenship, Roger Bryant, Jason Frame, Howard Coffield, and Steve Pilato. |
| Absent: | Yogesh Patel. |
| Board Counsel: | Kelley Goes, Esq. |
| Staff: | Mark Holstine, Jayne Ann Arthur, Niki Davis, Rosamary Schwaiger, Kyla Morris, and Kelly Vickers. |
| Visitors Listed: | None. |

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

2. Approval of the minutes of the March 19, 2025 Board meeting.

Chair Combs requested a motion for approval of the minutes from the last meeting. Mr. Tim Blankenship moved to approve the minutes of the March 19, 2025, meeting. Vice Chair Bryant seconded the motion, and it passed unanimously.

3. Financial Reports.

A. Financial Statements.

Ms. Vickers gave an overview of the profit and loss statements for February 2025 and informed the Board that there were no significant changes. Ms. Vickers stated the \$15.00 charges were a fee to reissue assessment checks to authorities who had not cashed their checks. The February tonnage reported is down, with the belief this is due to weather issues. Ms. Vickers and Director Holstine discussed with the board the waste types that have decreased compared to the types increasing. Ms. Vickers reported the increment payment line was for the SWMB employee who resigned in February. The difference in the Year-to-Date comparison with last year is the reduced tonnage and payouts indicating the SWMB is precisely on course. Ms. Vickers reviewed balance sheets for February 2025 pointing out the notes receivable are decreasing as payments are made on the two loans, as they should, and that payments are being made on time with zero issues.

B. Purchasing Card Report.

Ms. Vickers reported to the Board the itemized expenses on the detailed P-card report include the training deposit for the May 6th SWMB training in Bridgeport, office supplies, new printers that needed purchased, and memberships for two professional agencies. The board did not have any questions relating to the February 2025 P-card report.

B. Assessment Fee and Tonnage Data.

The assessment fee and tonnage data for February 2025 was explained to the Board by Kelly Vickers. February assessment fee checks in the amount of \$1,893.00 were sent to the SWA's. Average check for the year is \$2,073.00.

Assessment fee revenue for the month of February 2025 was \$208,256.00. Total fees for the year are \$1,835,990.00. The year-to-date tonnage comparison is 100.52%.

4. Grant Status Report.

Ms. Davis reported that the FY 2025 grants program semi-annual reports were due February 22. All but five authorities had provided necessary reports when board packets were emailed, however, three additional authorities have since responded and we are currently waiting for two authorities. Ms. Davis has been in contact with them. Ms. Davis updated the board on the FY 2026 grant program stating the deadline for authorities is April 30th. The grant opportunity is posted on the WV.Gov website for state grant opportunities. To date three grant applications have been received and five additional authorities have indicated interest.

5. Standing Committee Reports.

A. None.

6. Executive Director Report.

SWMB Staff – Staff has been very busy over the past month that I would like to highlight:

Financial – Jayne Ann Arthur is settling into her new role as Comptroller working with Kelly Vickers and Cathleen Salmon while still taking care of board meeting business until a new Executive Assistant is hired. Jayne Ann, Kelly, and Director Holstine will meet with the budget office on April 30 to discuss our expenditure schedule.

Executive Assistant position – An offer has been made and accepted to fill this position. This has not received final approval from the Budget Office as of April 14, but Director Holstine does not anticipate any problems, and he is hoping for a starting date of May 5.

Recycling and Market Development – Niki Davis has settled in and hit the ground running. She and Kyla Morris have been working on the grant processes working with several SWAs on various issues. Both have also been working on public outreach with entities like WV State University in collaboration with the Recycling Coalition's ReFashion Show.

Business and Financial Assistance – Kelly Vickers and Rosamary Schwaiger have been working on developing new processes for the Performance Measures

and Performance Reviews. We are hoping to create a less cumbersome process for the SWAs as well as a more objective analysis. Conversations are also occurring with the SWAs themselves on their ideas to make the system more agreeable to them.

Board Member and Staff training – Our next training will be on May 6 at the Bridgeport Conference Center. Our training has been accepted by the WV Board of Accountancy for 5.5 hours of CPE Credit Hours with 1 Hour Credit specifically for an Ethics Credit. 22 individuals have signed up to attend the training, with 5 individuals representing accounting firms. I will hand out copies of the agenda at our Board meeting. They can also be found on our website at: <https://swmb.wv.gov/Documents/SWA%20Training%20Agenda%20Spring%20'25%20Final.pdf>

Website – Kyla has been making continual updates to our website. Bios of our staff are now included on the website at <https://swmb.wv.gov/about-us/Pages/default.aspx>. Copies of these are in your board packet.

Tucker County – Work on the FY 2026 Budget continues. Director Holstine plans to meet with Jody Alderman and Mark Joseph on April 21 to try and finalize the budget numbers for presentation to the Tucker County Board at the May meeting. Major capital expenditures will include a rock crushing machine that will allow TCSWA to crush their own stone on site and save a tremendous amount of money on protective cover when constructing our next cell.

Centec was on site April 9 to inspect the Tucker County leachate tank and to discuss the start of construction on a new stormwater pond for the borrow area. Additionally, conversations about adding additional gas wells to the natural gas project occurred. Director Holstine believes that adding these wells will help reduce the creation of seeps.

Residents of the Rosenstein Center have been utilized to assist in picking up wind-blown trash on two Saturdays in the past month. Jody will continue to utilize these individuals as they are available. Food has been provided for them as an appreciation of their hard work.

Nicholas County – The authority has requested additional time to make corrections and is an action item on the agenda.

On April 4, the PSC Staff recommended approval of the Authority's rate request of \$86.60 per ton which includes a base rate of \$77.85 plus \$8.75 for state and county assessment fees. This represents an 18.35% increase in the rate. This rate will leave a cash flow deficit of \$2,012 and 99.05% coverage of debt. Staff

approved the Authority's request to remove the Free Day from its Tariff. Staff also recommended that the Authority provide proof of purchase and/or completion of all capital expenditures within 90 days after a final Order is issued by the Commission.

On April 8, the Authority responded through their attorney, Todd Swanson of Steptoe and Johnson, that it has no objection to the Staff recommendations and requests that the presiding Administrative Law Judge enter an order approving the recommendations in the Final Memo.

Legislative Session - The legislative session concluded on April 12. The final legislative tracking list for bills dealing with solid waste authority-related content has been updated on our website. <https://swmb.wv.gov/resources/Documents/Bill-Tracking-2024-WEB-LIST.pdf>

The tracking list is also in your board packet. There were not any bills that substantially affected SWAs, our Board, or the waste haulers and disposal facilities.

7. Unfinished Business.

A. None.

8. New Business.

A. Nicholas County Performance Review-Intervention Extension.

The Memorandum from Director Holstine including a copy of the request from The Nicholas County Solid Waste Authority requesting an extension to complete the deficiencies identified in the 2024 Performance Review were emailed and are also included in the Board packet.

There being no questions, Vice Chair Bryant moved Being as the Nicholas County Solid Waste Authority was placed in a category of "Impaired" following its FY2024 Performance Review, is actively working to resolve the impairments cited, and has requested an extension of time to correct the identified impairments, Vice Chair Bryant moved that the Board approve the request by the Nicholas County Solid Waste Authority for an additional ninety (90) days to reach compliance, in accordance with WV Code §54-6-7.1., seconded by Mr. Howard Coffield the motion passed unanimously.

B. None.

9. **Miscellaneous Business.**

A. None.

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

A. None.

11. **Next Meeting.**

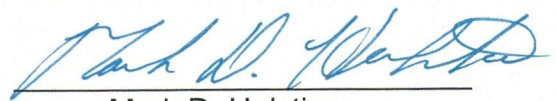
Chair Combs set the next meeting of the Solid Waste Management Board for **Wednesday, May 21, 2025, at 11:00 am.** The location of the meeting at this time will be conference room 1125 in the DEP Headquarters located at 601 57th Street SE, Charleston WV 25304.

12. **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