



## WEST VIRGINIA SOLID WASTE MANAGEMENT BOARD

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### MINUTES

#### West Virginia Solid Waste Management Board May 21, 2025 11:00 am

#### 1. Roll Call.

Present - Board:	Mallie Combs, Tim Blankenship, Roger Bryant, Howard Coffield, and Jason Frame
Absent:	Yogesh Patel and Steve Pilato
Board Counsel:	Kelley Goes, Esq.
Staff:	Mark Holstine, Kelly Vickers, Jayne Ann Arthur, Niki Davis, Cathleen Salmons, Rosamary Schwaiger, and Sarah Roncaglione
Visitors Listed:	Carol Blankenship

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 at 601 57th Street, SE, Charleston, WV 25304 the DEP Headquarters. Sarah Roncaglione called the roll. The Chair announced a quorum was present.

**2. Approval of minutes of the April 16, 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 April 16, 2025 meeting. Vice Chair Roger Bryant seconded the motion and it passed unanimously.

**3. Financial Reports.**

**A. Financial Statements.**

Ms. Vickers gave an overview of the balance sheet and income statement for March 2025 and informed the Board that there were no significant changes. Travel expenses included a trip to Greenbrier, Pocahontas, and Tucker counties for Director Holstine and Kelly Vickers. The Association Dues are for the renewal of the Recycle Market Database and Dues for the Society for Human Resource Management.

**B. Purchasing Card Report.**

Ms. Vickers went over the expenses on the P-card for March 2025 that were not covered during the financial statement. The office expenses included the renewal of the Recycling Database and SHRM dues previously mentioned, and general office supply purchases.

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

The assessment fee and tonnage data for March 2025 was explained to the Board by Kelly Vickers. March assessment fee checks in the amount of \$2,069.00 were mailed out. The average check for the year is \$2,084.00.

Assessment fee revenue for the month of March 2025 was \$227,582. The year-to-date tonnage comparison is 100.52%.

**4. Grant Status Report.**

Ms. Davis informed the Board that paperwork from one authority is still needed to complete the final report for FY 2025. Ms. Davis stated that she has been in close contact with the authority and does believe that the required paperwork will be received. Also, Ms. Davis informed the Board that one county's funds are on hold due to non-compliance issues.

The FY 2026 SWMB Grant application deadline ended April 30th. Thirty-six (36) grant applications were received requesting a total amount of \$648,352.83 for this upcoming grant cycle.

**5. Standing Committee Reports.**

**A. None.**

**6. Executive Director Report.**

**New Hire** – Welcome to Sarah Roncaglione to the staff as Executive Assistant! Sarah has been working for almost 3 weeks and is learning her role and what we do since she started.

**SWMB Training** – The Solid Waste Authority training was held May 6 at the Bridgeport Conference Center. It was attended by 13 solid waste authorities and 3 accounting firms. The presentations are on the SWMB website. Comments from the training have been positive and the SWMB received two invites to attend Authority board meetings to provide additional help and support. Braxton County and Jefferson County were those that requested a visit. Staff did a great job with the presentations and the Bridgeport Conference Center was an excellent venue. Pictures of the training were provided at the end of this report.

**Tucker County** – The budget proposal has been presented to the board for FY '26. Highlights of the proposal are:

- 15 Full Time and 3 Part Time employees at \$1.2M in Salaries and Benefits.
- Gross Revenue of \$4.7M.
- Increase of 16% for PEIA, provided at 100% by TCSWA, cost of \$238,000
- Projected Net Revenue of \$145,593
- Projected Capital Expenditures of \$535,500
  - 5 bull fence panels - \$27,000
  - Storm water ponds - \$30,000
  - Flow meters - \$12,000
  - Crusher and Screen - \$310,000
  - GPS for Dozer - \$42,500
  - Used Leachate Tanker - \$40,000

A new DEP inspector was on site yesterday. The inspection seemed to go well.

**Pocahontas County** – The Performance Review has been completed on the Authority. Overall, the Authority was found ‘Satisfactory’ but there are still considerable concerns with the overall lack of planning for the future of solid waste management in the county. The authority is proposing to raise their Green Box fee from \$120/year to \$135/year. In an article from Allegheny Mountain Radio distributed during the meeting, it indicates what Allegheny Waste’s plan to do regarding its own waste and their willingness to work with the Authority in providing a solution.

**Nicholas County** – The Authority continues working to resolve the issues leading to their finding of ‘Impaired’ in the recent Performance Review. There has been some communication between NCSWA staff and our staff. The Authority has accepted the rate increase it applied for from the PSC raising the rate to \$86.60/ton.

**SWMB Grant Audit** – The FY ’24 Grant Audit was completed by Brown Edwards last week. The audit process seemed to go well, and the report should be received next month.

**State Budget Office** – Ms. Kelly Vickers and Ms. Jayne Ann Arthur worked on and submitted the SWMB FY ’26 expenditure schedule to the State Budget Office. Adjustments were made to help better track expenditures and provide better transparency and reporting to the Board.

**Performance Measures** – A memo was presented during the meeting that was sent to the SWAs that explains the upcoming changes we are going to make to the upcoming Performance Measure reporting requirements. These changes will go into effect July 1, 2025 and are intended to streamline the requirements from the SWAs and increase SWMB knowledge and comparative data that we receive and use to analyze the fiscal health of the SWAs.

**Earth Day** – Ms. Niki Davis and Ms. Kyla Morris attended Earth Day at the Clay Center on April 22. They chose to do the ‘Highway of Litter’ interactive activity, discussing the importance of waste management, length of times items take to decompose, and items that are recyclable.

**7. Unfinished Business.**

**A. None.**

**8. New Business.**

**A. Pocahontas County Performance Review**

Chair Combs stated that the performance review had been sent out via email and discussed during the director’s report. A copy was also made available at the meeting.

There being no further discussion, Mr. Jason Frame moved that in accordance with W.Va. Code of State Rules § 54-6.6.1.a, and based on the Fiscal Year 2024 Performance Review conducted on the Pocahontas County Solid Waste Authority and its commercial solid waste facility, the Board placed the Pocahontas County Solid Waste Authority in the category of Satisfactory. He further moved to authorize the Executive Director to make any necessary technical corrections prior to the final performance review being distributed to the Pocahontas County Solid Waste Authority's Board of Directors. Seconded by Mr. Tim Blankenship. The motion was passed unanimously.

**B. Harrison County Solid Waste Authority Commercial Facility Siting Plan Update.**

Chair Combs stated that the Harrison County Commercial Solid Waste Facility Siting Plan update was emailed and is also included in the Board packet.

Vice Chair Bryant moved that the board approve the Commercial Solid Waste Facility Siting Plan update for the Harrison County Solid Waste Authority in accordance with W.Va. Code §22C-4-24(d) and WV Code of State Rules 54-4-6. Seconded by Mr. Howard Coffield, the motion passed unanimously.

**C. Morgan County Solid Waste Authority Facility Siting Plan Update.**

Chair Combs stated that the Morgan County Solid Waste Facility Comprehensive Litter and Solid Waste Facility Siting Plan update was emailed and is also included in the board packet.

Mr. Howard Coffield moved that the Board approve the Commercial Solid Waste Facility Siting Plan update for the Morgan County Solid Waste Authority in accordance with W.Va. Code §22C-4-24(d) and WV Code of State Rules 54-4-6. Seconded by Vice Chair Roger Bryant, the motion passed unanimously. This was both emailed and included in the board packet.

**D. Region VIII Solid Waste Authority Comprehensive Litter and Solid Waste Control Plan and Commercial Solid Waste Facility Siting Plan Update.**

Chair Combs stated that Region VIII comp and siting plan had been sent out via email to the Board and also made available in the board packets

Mr. Jason Frame moved the Board to approve the Control Plan for the Region VIII Solid Waste Authority in accordance with WV Code §22C-4-8(d) and WV Code of State Rules 54-3-6.

He further moved that the Board approve the Commercial Solid Waste Facility Siting Plan update for the Region VIII 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. Tim Blankenship, the motion passed unanimously.

**E. Other - 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, **June 18, 2025 at 11:00 a.m. Prior to the regular meeting there will be a Finance Committee meeting at 10:00 a.m. and the Grants Committee will meet at 10:30 a.m.**

**12. Adjournment.**

There being no further business to discuss, Chair Combs adjourned the meeting at 11:48 a.m.

Respectfully submitted,

  
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Mallie Combs  
Chair

  
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Mark D. Holstine  
Secretary/Treasurer