



WEST VIRGINIA SOLID WASTE MANAGEMENT BOARD

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Mark D. Holstine, PE, Executive Director
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MINUTES

West Virginia Solid Waste Management Board June 18, 2024 11:00 am

1. Roll Call.

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

Absent: Tim Blankenship.

Board Counsel: Kelley Goes, Esq.

Staff: Mark Holstine, Jayne Ann Arthur, Scott Norman, Paul Hayes, Maxine Johnson, Cathleen Salmons, Rosamary Kincaid, and Brittany Cummings.

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 a.m., in Conference Room 1203/1204 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 the May 15, 2024 Board meeting.

Chair Combs requested a motion for approval of the minutes from the May 15, 2024 meeting. Steve Pilato moved to approve the minutes of the May 15, 2024 meeting. Howard Coffield seconded the motion and it passed unanimously.

3. Financial Reports.

A. Financial Statements.

Chair Combs and the board thanked Mr. Norman for his service to the SWMB and expressed that he will be missed. Mr. Norman thanked them for the opportunities and stated his appreciation.

Mr. Norman gave an overview of the balance sheet and income statement for April 2024 and informed the Board of the travel expenses for the board meeting, and for three staff members to attend the WV Privacy Retreat. PEIA is the annual transfer staff charge and the clothing and household expenses were for the polos for the staff and board members.

B. Purchasing Card Report.

Mr. Norman went over the expenses on the P-card for April 2024 and informed the Board that there were not any out of the ordinary expenses on the P-card. Stating the expenses incurred were previously discussed on the financial statement.

C. Assessment Fee and Tonnage Data.

The assessment fee and tonnage data for April 2024 was explained to the Board by Scott Norman. April assessment fee checks in the amount of \$1,949.00 were mailed out on April 12, 2024. Average check for the year is \$2,069.00.

Assessment fee revenue for the month of April 2024 was \$214,374.00. Average revenue for the year is \$227,576.00. The year-to-date tonnage comparison is 99.36%.

D. Grant Status Report.

Scott Norman informed the board that the FY 2023 grant program is completed and included in the package for the Board's information. The FY 2024 semi annual reports are completed. The FY 2024 program will close at the end of July and reports are due at the end of August.

E. FY 2023 GRANT AGREED-UPON PROCEDURES AUDIT.

Mr. Norman explained to the Board the grant audit that was included in the board packet. The audit consisted of reviewing eight solid waste authorities. Once again the only finding related to grant funds not being in an interest bearing account. Mr. Norman once again explained this is due to the difference in cost. It is cheaper for the authority to have a non-interest bearing account.

F. None.

4. Standing Committee Reports.

A. None.

5. Executive Director Report.

SWMB Staff - Scott Norman has resigned his position effective June 28, 2024 to pursue another opportunity. In addition, Paul Hayes and Carol Throckmorton have announced their intentions to retire at or near the end of this calendar year. The SWMB has been very fortunate to have all three of these individuals on staff for such a long period of time. I wish to thank each of them for their exemplary service to this Board, the State of West Virginia and its 50 Solid Waste Authorities. Each of them has had a role in developing the SWMB policies and procedures through the years and helped shape solid waste management throughout the state. Each of them will be missed.

With these announcements, I have been working diligently to find a replacement for Scott Norman's position as his departure is imminent. I will update the Board on the day of our meeting on the progress. Director Holstine stated he is pretty close to making an offer.

Tucker County SWA - At the May 20 Board meeting, Mark Joseph reported on 3rd Quarter financials. When compared to the previous fiscal year, Tonnage is up 26%, Cash on Hand is up 95%, Fixed Assets are up \$130,752 (all paid with operating revenue), Leachate Disposal and Treatment Costs are down 29%, and the current Ratio of Total Assets to Total Liabilities is now 2.50 compared to 1.40 last fiscal year and 0.90 at the time of supersedure.

The plan for one of the two new sediment ponds is nearly complete and the design for the second sediment pond is under way. The new manhole junction and the pumps have been ordered for the leachate lines going into leachate Pond 2 to address the lack of leachate flow in the current disposal cell. The

blower for the aeration system in leachate Pond 2 has been installed and additional aerators are being ordered for installation.

Director Holstine also informed the board that the blower for the leachate pond is fixed and will help with the treatment.

Maxine Johnson and Director Holstine will both attend the next Board meeting on June 24 and we will meet with Region VIII on June 25 to discuss operation improvements.

Maxine Johnson will assist with the duties previously completed by Scott Norman in his departure.

Jody Alderman, Mark Joseph and Director Holstine will meet today to discuss the funding and proposal to present to the TCSWA Board during the meeting on Monday.

Greenbrier County SWA - Final document reviews are underway and a closing date should be scheduled soon. The SWMB has completed the documents and are waiting on the GCSWA to return them.

Pocahontas County SWA - At the May meeting, I reported that the Pocahontas County SWA has approved an increase in the annual Solid Waste Assessment (Green Box) Fee effective July 1, 2024 from \$115 to \$120. The PSC staff recommend that the requested changes be approved without publication. In 2021, a PSC Order determined that the Green Box Fee is not set or approved by the PSC.

Public Service Commission - Waste Management of West Virginia has submitted an application for a new Certificate of Need for a transfer station within the current footprint of the Charleston Landfill. According to the application, the estimated monthly anticipated tonnage will be less than 15,000 tons coming from Kanawha, Boone, Clay, Fayette, Logan, Putnam and Roane Counties.

Other - Carol Throckmorton has been directing the work on the State Plan that is due at the end of the year with Paul Hayes and Brittany Cummings. Ms. Throckmorton has also been working with various SWAs on getting their plans up to date and in compliance with our grant rules and the DEP's. Maxine Johnson and Rosamary Kincaid are staying up to date on the performance measures and performance reviews as usual. An entrance letter has been sent to Nicholas County for their upcoming performance review starting in July. Jayne Ann Arthur, Cathleen Salmons and Brittnay Cummings attended the State's Privacy Retreat. In addition, staff has been working on the SWA Administrative Guide.

Director Holstine also provided updates relating to the Kanawha County transfer station.

6. Unfinished Business.

A. None.

7. New Business.

A. McDowell County Comprehensive Litter and Solid Waste Control Plan and Commercial Solid Waste Facility Siting Plan Updates.

The McDowell County Solid Waste Authority Comprehensive Litter and Solid Waste Control Plan and Commercial Solid Waste Facility Siting Plan update abstracts were emailed out and are in the Board packet.

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

B. Other- None.

8. Miscellaneous Business.

A. None.

9. Public Comment – Limited to three minutes.

A. None.

10. Next Meeting.

Chair Combs set the next meeting of the Solid Waste Management Board, for **Wednesday, July 17, 2024 at 11:00 a.m.** The meeting at this time will be held at 601 57th St SE, Charleston, WV conference room 1125. Chair Combs reminded the Board members this will be the Annual Meeting of the SWMB.

11. **Adjournment.**

There being no further business to discuss, Chair Combs adjourned the meeting at 11:34 am.

Respectfully submitted,



Mallie Combs
Chair



Mark D. Holstine
Secretary/Treasurer