



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 July 17, 2024 11:00 am

1. Roll Call.

Present - Board:	Mallie Combs, Tim Blankenship, Howard Coffield, Jason Frame, Yogesh Patel, Steve Pilato, and Roger Bryant.
Absent:	None.
Board Counsel:	Kelley Goes, Esq.
Staff:	Mark Holstine, Jayne Ann Arthur, Paul Hayes, Rosamary Schwaiger, Maxine Johnson, and Cathleen Salmons.
Visitors Listed:	Travis Bayes- Waste Management Craig Arnold- Waste Management Anthony Carpenter- Brown Edwards Rob Adams- Brown Edwards Carol Blankenship

The annual meeting was properly advertised in accordance with the 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. FY 2025 Election of Officers.

Mr. Blankenship moved to nominate Mallie Combs, Chair, Roger Bryant, Vice-Chair and Mark D. Holstine, Secretary-Treasurer. Motion seconded by Mr. Coffield. Mr. Coffield moved to close the nominations; Mr. Bryant seconded the motion to close. Motion approved unanimously to accept nominees as Board officers for FY 2025.

3. Approval of minutes of the June 18, 2024 Board meeting.

Chair Combs requested approval of the minutes from the last meeting. Mr. Coffield moved to approve the minutes of the June 18, 2024, meeting. Mr. Blankenship seconded the motion and it passed unanimously.

4. Financial Reports.

A. Financial Statements.

Maxine Johnson gave an overview of the balance sheet and income statement for May 2024 and informed the Board that there were no significant changes. Office supply expenses for general office supplies and car wash expenses are included on the P Card statement.

Director Holstine informed the board he had reviewed the financial statements with Ms. Johnson and the finances are all as they should be.

B. Assessment Fee and Tonnage Data.

The assessment fee and tonnage data for May 2024 was explained to the Board by Ms. Johnson.

Assessment fee checks in the amount of \$2,069.00 for the month of May 2024 were mailed out on May 13, 2024. Average check for FY 2024 is \$2,071.00.

Assessment fee revenue for May was \$230,588.00. The year-to-date percentage is 99.36%. Average monthly assessment fee revenue for the year is \$227,850.

C. Grant Status Report.

Director Holstine informed the Board that the FY 2024 grant program will end on July 31, 2024. Director Holstine stated that due to the resignation of Mr. Norman and the start date for the new comptroller that the grant reports update may not be included in the August board packet but should be in the September packet,

however, may be in a different format.

D. FY 2024 SWMB Audit Presentation (Brown Edwards)

Mr. Rob Adams of Brown, Edwards and Company, LLP stated it is nice to be back working with the Board conducting the upcoming financial audit again this year. Mr. Adams introduced Anthony Carpenter, who will also be working with the Board on the upcoming audit. Mr. Carpenter informed the Board that they have already met with Maxine Johnson in July to discuss the planning process. The anticipated audit time remains the same for the draft and final audit to be completed by September 15th (draft) and October 15th (final) deadline.

Mr. Carpenter indicated he does not expect any issues with meeting the deadlines. Mr. Adams stated that there are not any new GASB standards that would change the audit this year.

Mr. Carpenter informed the board that if there are any concerns relating to fraud to please reach out to them, their contact information can be found on the website and they thanked the SWMB.

E. Other – None.

5. Standing Committee Reports.

A. Finance Committee.

1. Approval of Minutes of June 18, 2024 meeting.

Chair Combs requested approval of the minutes from the last Finance Committee meeting. Mr. Blankenship moved to approve the minutes of the June 18, 2024 Finance Committee meeting, seconded by Mr. Frame, the motion passed unanimously.

B. Grants Committee.

1. Approval of Minutes of June 18, 2024 meeting.

Chair Combs requested approval of the minutes from the last Grants Committee meeting. Mr. Coffield moved to approve the minutes of the June 18, 2024 Grants Committee meeting, seconded by Mr. Blankenship the motion passed unanimously.

6. Executive Director Report.

SWMB Staff - Director Holstine recognized the entire SWMB staff for the work they have done over the past month. Every staff member has stepped up in some way to help fill a void for someone through this time of being short staffed. Everyone has done a remarkable job and should be recognized for their collective and individual efforts.

Tucker County SWA - Director Holstine shared that one of TCSWA's biggest customers at the landfill called Director Holstine while he was on vacation and part of that conversation was a compliment on how good the landfill looks and what a good job Jody is doing managing the facility.

Greenbrier County SWA - The Greenbrier County SWA met July 16, 2024 and the loan may be completed within 30 days. The SWA did request the use of \$32,657.57 from their equipment escrow account to cover the cost of replacing the undercarriage and tracks on their D2 Dozer used to maintain daily operations. As of June the account had over \$278,000.

Pocahontas County SWA - The ALJ has issued an Order approving the rates recommended by PSC staff with a total disposal rate of \$86.25 including state and county assessments, an increase of the tire rate and increase the minimum charge to \$21.56 for 500 pounds or less. Staff determined that these rates will provide a cash flow surplus of \$138 and 100.35% coverage of debt.

Nicholas County SWA - The Nicholas County upcoming performance review has been postponed until September, however, the SWMB is on schedule.

Public Service Commission - PSC staff has started processing the Waste Management application for a new Certificate of Need for a transfer station within the current footprint of the Charleston Landfill.

Other - Kelly Vickers will be starting with the SWMB on July 29 as our new comptroller. The SWMB is looking forward to her coming aboard. Director Holstine shared her credentials with the board.

7. Unfinished Business.

A. None.

8. New Business.

A. Approval of FY 2025 Grant Applications.

Chair Combs stated the recommendations of the Grants Committee with regards to the aggregate amount of grant funds available for the FY 2025 grants program was \$400,000 in total funds.

Steve Pilato moved that the Board approve the FY 2025 Solid Waste Authority grant applications as attached herein, for an aggregate amount of \$400,000, subject to these certain conditions.

- 1) Applicants must fully comply with Legislative Rule 54 CSR 5, Disbursement of Grants to Solid Waste Authorities; and
- 2) Applicants may only use grant monies for purposes approved by the Board as documented on the Approved Grant Budget Form; and
- 3) Applicants must participate in mandatory Grants Administration Training conducted by the SWMB prior to any grant fund disbursement.

He further moved that the Board authorize the Executive Director to approve grant budget revision requests by grant recipients, up to an amount of \$5,000.00 in any of the line items, provided that the revised budget does not exceed the total amount of the grant award. Howard Coffield seconded the motion. The motion passed unanimously.

The awards include:

Barbour County- \$14,000- for wages, insurance, maintenance.

Berkeley County- \$13,000-hauling fees.

Braxton County - \$15,000 - for rent, insurance, wages.

Brooke County - \$4,225 – for audit, educational conference, software.

Cabell County- \$15,990- for contracted services, administrative salaries, financial review, educational conference.

Calhoun County – \$15,940 – for administrative salaries, utilities, insurance, educational conference.

Greenbrier County - \$13,000 – for 3 compartment dumping trailer.

Hancock County - \$13,800 - for wages, contracted services, hauling services.

Jackson County - \$15,000 - for maintenance/repairs, wages, fuel.

Kanawha County - \$14,000 – for bins/containers, operating supplies, maintenance and repairs.

Lincoln County - \$16,000 - for hauling service fees, insurance, audit, educational conference, and office supplies/equipment.

Logan County - \$14,450 - for administrative salaries, fuel, maintenance/repairs, operating supplies, educational conference.

Marion County - \$13,150 - for audit, operating supplies, wages.

Mason County - \$14,023 – for wages, insurance, contracted services, equipment.

McDowell County - \$13,000 - audit.

Mercer County - \$13,000 – for contracted services.

Morgan County - \$15,950 – for hauling fees, insurance, and educational conference.

Nicholas County - \$14,000 – for leachate treatment and environmental monitoring.

Ohio County - \$13,240 - for equipment, wages, and educational conference.

Pleasants County - \$14,000 - for insurance, wages, and audit.

Pocahontas County - \$15,000 – for utilities.

Raleigh County - \$13,000 – for rent for tire shredder, and wages.

Region VIII - \$13,000 – for equipment.

Ritchie County -\$0

Roane County - \$14,000 – for wages, insurance, and educational conference.

Taylor County - \$7,756 – for educational conference, insurance, hauling services, and utilities.

Tucker County - \$14,000 – for a pickup truck.

Upshur County – \$11,550 – for insurance, shredding events, educational conference, advertising/direct mail, field trips, office supplies/equipment, public events and promotional materials.

Wayne County - \$16,000 – for insurance, wages, financial expenses, fuel, state processing fee.

Wood County - \$4,926 – for equipment security cameras.

Wyoming County – \$16,000 – for vehicle purchase.

B. FY 2026 Budget Appropriation Request.

Chair Combs requested a motion for the FY 2026 Budget request as recommended by the Finance Committee at their June 18, 2024 meeting.

Jason Frame, moved that the FY 2026 Budget Appropriation Request, in the amount of \$2,992,194 be approved, and further authorize the director to make any necessary technical corrections to bring the Appropriation Request into conformity with the requirements of the State Budget Office. The motion was seconded by Tim Blankenship.

Roll call vote was taken Mr. Blankenship – yes; Mr. Bryant – yes; Mr. Coffield – yes; Mr. Frame – yes; Mr. Patel – yes; Mr. Pilato – yes; Chair Combs – yes.

The motion passed and the FY 2026 Budget Appropriation Request was adopted.

C. Brooke County Solid Waste Authority FY 2024 SWMB Grant Budget Revision and 90-Day Extension Request.

Chair Combs stated that the request for a Grant Revision and 90-Day extension to the Brooke County Solid Waste Authority's FY 2024 grant was sent out in the Board Packets.

In accordance with WV Code Rules § 54-5-12-4 and § 54-5-4-2, Mr. Coffield moved that the Board approve the Brooke County Solid Waste Authority's budget revision request in the amount of \$3,500 and also approve the Brooke County Solid Waste Authority's request for a 90-Day extension to their FY 2024 SWMB Grant, provided that the authority submits all grant expenditure documentation as required by the Board. Seconded by Mr. Pilato, the motion passed unanimously.

D. Kanawha County Solid Waste Authority FY 2024 SWMB Grant 90-Day Extension Request.

Chair Combs stated that the request for a 90-Day extension to the Kanawha County Solid Waste Authority's FY 2024 grant was sent out in the Board Packets.

In accordance with WV Code Rules § 54-5-4-2, Vice Chair Bryant moved that the Board approve the Kanawha County Solid Waste Authority's request for 90-Day extension to their FY 2024 SWMB Grant, provided that the authority submits all grant expenditure documentation as required by the Board. Seconded by Mr. Coffield, the motion passed unanimously.

E. Monongalia County Solid Waste Authority FY 2024 SWMB Grant Budget Revision and 90-Day Extension Request.

Chair Combs stated that the request for a Grant Revision and 90-Day extension to the Monongalia County Solid Waste Authority's FY 2024 grant was sent out in the Board Packets.

In accordance with WV Code Rules § 54-5-12-4 and § 54-5-4-2, Mr. Coffield moved that the Board approve the Monongalia County Solid Waste Authority's budget revision request in the amount of \$1,125 and also approve the Monongalia County Solid Waste Authority's request for a 90-Day extension to their FY 2024 SWMB Grant, provided that the authority submits all grant expenditure documentation as required by the Board. Seconded by Mr. Pilato, the motion passed unanimously.

F. Kanawha County Solid Waste Amendment to the Commercial Solid Waste Facility Siting Plan.

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

There were no questions. Yogesh Patel moved that the Board approve the amendment to the Commercial Solid Waste Facility Siting Plan for the Kanawha County Solid Waste Authority in accordance with W.Va. §22C-4-24(d) and WV Code Rules 54-4-6. Seconded by Tim Blankenship, the motion passed unanimously.

Director Holstine explained the logistics of the closing of the Charleston landfill and the need for the amendment to the plan to include adjacent property. Director Holstine asked Mr. Bayes and Mr. Arnold with Waste Management for comments. They stated as a response to the board's question that truck traffic

would not increase and indicated the same road will be used for access and the transfer station should sit in the rear of the current property.

G. Other - None.

9. Miscellaneous Business.

10. Public Comment – Limited to three minutes.

None.


11. Next Meeting.

The next regular meeting of the Solid Waste Management Board, for **Wednesday, August 21, 2024**, at **11:00 am.** at the DEP Headquarters. Conference Room 1125.

12. Adjournment.

There being no further business to discuss, Chair Combs adjourned the meeting at 11:47 am.

Respectfully submitted,



Mallie Combs
Chair



Mark D. Holstine
Secretary/Treasurer