



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

Annual MEETING MINUTES West Virginia Solid Waste Management Board July 16, 2025 11:00 a.m.

1. Call to Order

2. Roll Call Mallie Combs, Tim Blankenship, Howard Coffield,
Jason Frame, Yogesh Patel, Steve Pilato, and Roger Bryant

Absent: None.

**Board
Counsel:** Kelley Goes, Esq.

Mark Holstine, Jayne Ann Arthur, Rosemary Schwaiger,
Cathleen Salmons, Niki Davis, Kelly Vickers, Kyla Morris,
and Sarah Roncaglione

Visitor Listed: Carol Blankenship - Public
Matthew King - Jackson Kelly PLLC

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 a.m., in conference room 1125 in the DEP Headquarters located at, 601 57th Street SE, Charleston WV 25304. Sarah Roncaglione called the roll. The Chair announced a quorum was present.

3. FY 2026 Election of Officers.

Mr. Blankenship moved to nominate Mallie Combs, Chair, Roger Bryant, Vice-Chair, and Mark D. Holstine, Secretary-Treasurer. The motion was seconded by Mr. Coffield.

With nominations closed, a motion to accept the proposed nominees as Board officers for FY 2026 was unanimously approved.

4. Approval of the minutes of June 18, 2025, Board meeting.

Chair Combs called for the approval of the minutes from the previous board meeting held on June 18, 2025. Following a motion by Mr. Blankenship and a second by Vice Chair Bryant, the minutes were approved without objection.

At this time, Ms. Goes requested the Board's permission to introduce Matthew King, who accompanied her to the July 16, 2025, board meeting. Matthew King, is a Marshall graduate, and is gaining experience by participating in a shadowing opportunity at Jackson Kelly PLLC.

5. Financial Reports.

A. Financial Statements.

An overview of the balance sheet and income statement for May 2025 was presented by Ms. Vickers and the board were informed that there were no significant changes. Ms. Vickers provided a summary comparing May 2024 financials to May 2025. A review of the P-Card statement, provided to the board by Ms. Vickers, highlighted office supply expenses, hotel expenses, and hospitality costs for the SWMB Spring Training Conference.

B. Assessment Fee and Tonnage Data.

The assessment fee and tonnage data for May 2025 were explained to the Board by Ms. Vickers.

Assessment fee checks in the amount of \$2,093.35 for the month of May 2025 were mailed. The average check for FY 2025 is \$2,043.00. Assessment fee revenue for May was \$230,268.00. The year-to-date percentage is 101.37%.

6. Grant Status Report.

Ms. Davis informed the Board that the FY 2025 grant program will end on July 31, 2025. To facilitate the expenditure of dedicated funds, Hancock and Wyoming County were granted a 90-day extension for their grant reporting.

7. Standing Committee Reports.

A. Finance Committee.

Approval of Minutes of June 18, 2025, meeting.

Chair Combs called for the approval of the minutes from the June 18, 2025, Finance Committee meeting. Upon a motion by Mr. Pilato, seconded by Mr. Coffield, the minutes were unanimously approved.

B. Grants Committee.

Approval of Minutes of June 18, 2025, meeting.

Chair Combs brought the minutes from the June 18, 2025, Grants Committee meeting forward for approval. Following a motion by Mr. Coffield and a second by Vice Chair Bryant, the minutes were approved without objection.

8. **Executive Director Report.**

SWMB Training Series – The SWMB will host a Fall training session set on Tuesday, September 23rd at Chief Logan State Park. Reminder emails and post cards will be sent out this week. CPE credit approval will be sought out from the Board of Accountants. Invitations will be extended to interested parties such as accountants, staff from the State Auditor's office, and personnel from the Department of Environmental Protection.

Recycling Coalition – Work continues restructuring the Recycling Coalition of WV with amended bylaws, membership requirements, dues structure, etc. The proposed changes have received positive feedback and renewed interest in the organization from the private sector. This process will take approximately 18 months to complete.

Tucker County – The SWA Board approved the FY 2026 budget at its June meeting.

Budget Assumptions:

Tonnage – 88,000

Gross Wages Budget - \$800,370

PEIA – 16% increase on previous year

Leachate – increased leachate treatment to 8,000,000 gallons costing \$671,669

Efforts are underway to finalize the new cell configuration, aiming to maximize airspace utilization while minimizing costs.

Pocahontas County – Ms. Vickers and Director Holstine attended the June 25th Pocahontas County SWA meeting to present the findings of their Performance Review. A thorough discussion ensued regarding the status of their current situation with emphasis on the need for proper planning for the future. Pocahontas County SWA continues to work on plans to address the landfill closure issue, and it looks hopeful that a long-term solution will be reached soon. A special meeting will be held tonight, July 16, to discuss with Allegheny Disposal a possible long term solution. Director Holstine indicated he hopes to have updates to share during the August board meeting.

Nicholas County – Along with the Director's Report, the amended Performance Review Report was sent to the board. The amended report moves them into the category of 'Satisfactory'. Clarification is still needed on a few items that will be addressed in the cover letter sent to the SWA.

Performance Measures – The emails that were discussed at the last meeting on June 18, 2025, regarding new performance measures have gone out along with requests for information from the 43 SWAs that do not operate a facility. At the request of the Wood and Jefferson County SWAs they will be receiving a visit from SWMB staff. A visit to Berkeley and Morgan county's SWA is also planned while staff are in the eastern panhandle of the state.

Kanawha SWA – Several SWMB staff members attended the Kanawha SWA ribbon cutting at their new recycling building on Friday, June 27th. Director Holstine referenced a photo of the ribbon cutting ceremony that was included with the board packet.

SWMB Finance – FY 2025 Financial Audit entrance meeting was held on July 9th and went well. Positive feedback was received on our new internal processes and increased use of WV Oasis. Preparations are ongoing for FY 2025 end of year, FY 2026 startup and 13th month adjustments.

PSC – Mercer SWA accepted their new rate at \$41.30/ton from \$38/ton, allowing a surplus of \$7,883. They were permitted to reduce their construction and closure/post closure escrow amounts by a combined \$2.54/ton. However, orders to begin funding an equipment repair and replacement escrow were issued at \$7/ton, netting them a \$2.14/ton increase overall.

WV Tire and Rubber seek to transfer their CON to Axiom Tire and Recycling. In response, Tire and Rubber Inc. has filed a motion to intervene and protest stating they have been operating for 4 years since WV Tire and Rubber stopped operations and have provided adequate service. The PSC has requested a significant amount of information from both parties.

LM&R Excavating filed a Certificate of Need application for a transfer station in Hancock County. The PSC dismissed the application as LM&R did not seek and obtain siting approval from the Hancock County SWA.

9. Unfinished Business.

A. None.

10. New Business.

A. Approval of FY 2026 Grant Applications.

Chair Combs presented the Grants Committee's recommendations concerning the FY 2026 grants program, which has an aggregate funding amount of \$300,000.

Mr. Frame moved that the Board approve the FY 2026 Solid Waste Authority grant applications as attached herein, for an aggregate amount of \$300,000, subject to 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. Mr. Blankenship seconded the motion. The motion passed unanimously.

The awards include:

Barbour County - \$10,900 – insurance, wages, and maintenance

Berkeley County – \$12,000 – hauling service.

Braxton County – \$12,000 - rent or lease payments, and insurance.

Cabell County – \$12,000 – hauling services.

Clay County – \$8,000 - costs associated with vehicles, bin containers, and hauling services.

Doddridge County – \$12,000 - equipment costs.

Greenbrier County - \$12,000 – equipment costs.

Hancock County - \$7,400 – maintenance, hourly wages, contracted services, hauling services, and educational conference.

Jackson County – \$12,000 - maintenance, hourly wages, and fuel.

Kanawha County – \$12,000 - equipment.

Lincoln County - \$12,000 – hauling services.

Logan County - \$8,000 – equipment and promotional materials.

Mason County - \$12,000 – wages

McDowell County - \$7,500 – administrative salaries and financial examination expenses.

Mercer County - \$8,000 - property improvements.

Monongalia County - \$8,000 – wages, utilities, rent or lease, and insurance.

Morgan County - \$12,000 – hauling services.

Ohio County - \$11,000 – equipment.

Pocahontas County - \$6,055 – utilities.

Raleigh County - \$8,000 – maintenance.

Region VII - \$12,000 – equipment.

Richie County - \$12,000 – vehicles.

Roane County - \$11,845 – wages, insurance, educational conference expenses, utilities, maintenance, and operating supplies.

Summers County - \$12,000 – maintenance, wages, advertising, educational conference expenses, bins / containers, and equipment.

Taylor County - \$8,000 – insurance, hauling services, and utilities.

Tucker County - \$12,000 – equipment.

Upshur County - \$6,400 – events, educational conference expenses, and advertising.

Wayne County - \$6,000 – insurance costs.

Wetzel County - \$10,900 – property improvement, and educational conference expenses.

Wood County - \$6,000 – advertising.

B. FY 2027 Budget Appropriation Request.

Chair Combs requested a motion for the FY 2027 Budget request as recommended by the Finance Committee at their June 18, 2025, meeting.

Mr. Coffield moved that the FY 2027 Budget Appropriation Request, in the amount of \$2,992,194, be approved, and further authorize the Executive 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 Mr. Pilato. The motion passed and the FY 2027 Budget Appropriation Request was adopted.

* A roll call vote was taken as follows: Mr. Blankenship — yes; Mr. Bryant — yes; Mr. Coffield — yes; Mr. Frame — yes; Mr. Patel — yes; Mr. Pilato — yes; Chair Combs — yes.

C. Mason County Solid Waste Authority Comprehensive Litter and Solid Waste Control Plan and Solid Waste Facility Siting Plan Update.

Director Holstine proposed tabling the item until a future date to allow for information gathering. The item was subsequently tabled at the Chair's direction.

D. Nicholas County Solid Waste Authority FY 2024 Performance Review Amended Report

Chair Combs stated that the Nicholas County Solid Waste Authority FY 2024 Performance Review Amended Report was emailed and is included in the Board packet.

In accordance with WV Code Rules § 54-6.7.1. g and based on the findings presented in the Addendum to the January 2025 Performance Review of the Nicholas County Solid Waste Authority and its commercial solid waste facility, Mr. Patel moved the Board hereby reclassify the Authority from the category of 'Impaired' to the category of 'Satisfactory' for this evaluation period and that the Executive Director be authorized to conduct an additional Performance Review of the Authority prior to the standard two-year interval, should circumstances warrant such action.

He further moved that the Executive Director be granted authority to make any necessary technical corrections to the amended Performance Review prior to its distribution to the Nicholas County Solid Waste Authority Board of Directors. Seconded by Mr. Coffield, the motion passed unanimously.

11. Miscellaneous Business.

A. None

12. Public Comment

A. None

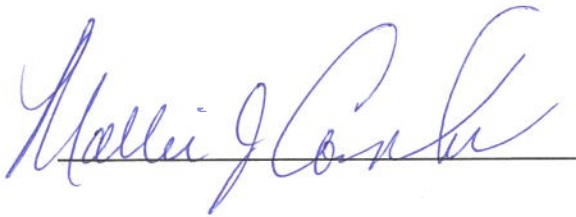
13. Next Meeting

Chair Combs set the next regular meeting of the Solid Waste Management Board for **Wednesday, August 20, 2025, at 11:00 a.m.** at the DEP Headquarters, Conference Room 1125.

14. Adjournment.

With no further business to discuss, Chair Combs adjourned the meeting at 11:52 a.m.

Respectfully submitted,



Mallie Combs, Chair



Mark D. Holstine, Secretary / Treasurer