



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 August 21, 2024 11:00 am

1. Roll Call.

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

Absent: Howard Coffield.

Board Counsel: Kelley Goes, Esq.

Staff: Mark Holstine, Paul Hayes, Kelly Vickers, Jayne Ann Arthur, Carol Throckmorton, Rosamary Schwaiger, Maxine Johnson, and Cathleen Salmons.

Visitors Listed: Lacie Pierson - Independent Waste Haulers & Recyclers of WV

Carol Blankenship- Public

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 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.

A. July 17, 2024 Board Meeting.

Chair Combs requested a motion for approval of the minutes from the July 17, 2024 meeting. Mr. Blankenship moved to approve the minutes, seconded by Mr. Pilato and it passed unanimously.

3. Financial Reports.

Director Holstine thanked Maxine Johnson for her assistance with the finances and introduced Kelly Vickers, the new SWMB Comptroller, to the Board. He informed the board that both Ms. Johnson and Ms. Vickers will be presenting the finances.

A. Financial Statements.

Ms. Johnson gave an overview of the balance sheet and income statement for June 2024 inclusive of the thirteenth month and informed the Board the Net OPEB and Net Pension asset line items are shown as negative in expenses due to the market return. Contract expenses include the grant audit and legal expenses for the Greenbrier County Loan.

B. Purchasing Card Report.

Ms. Vickers went over the expenses on the P-card for June 2024, and informed the Board that there were not any out of the ordinary expenses on the P-card. Travel expenses to Pipestem were for staff to attend the Privacy conference training. Charges from Matthew Bender are for the legal code books.

C. Assessment Fee and Tonnage Data.

The assessment fee and tonnage data for June 2024 was explained to the Board by Kelly Vickers. June assessment fee checks in the amount of \$2,096.00 were mailed out on June 17, 2024. Average check for the year is \$2,073.00.

Assessment fee revenue for the month of June 2024 was \$230,657.00. Average revenue for the year is \$228,084.00. The year-to-date tonnage comparison is 100.65%.

D. Grant Status Report.

Ms. Vickers informed the Board that the FY 2024 grant program ended on July 31, 2024 and final reports will be due on August 30, 2024. Reminders will be sent out to the eleven authorities that have been received. Processing has begun on the FY 2025 grant awards.

E. Other - None.

4. Standing Committee Reports.

A. None.

5. Executive Director Report.

Chair Combs presented Director Holstine with a certificate from the Governor's office for 20 years of service to the State of WV.

New Staff - Kelly Vickers started work on July 29 as the new comptroller for the SWMB. Director Holstine welcomed Kelly aboard! Ms. Vickers has gone right to work sending out FY25 grants, completing a loan and wiring the funds, meeting with the budget office about the SWMB FY26 budget and more.

Berkeley County SWA - The Grapevine Road recycling office of the Berkeley County SWA burned down on July 26, 2024. The Fire Marshal has determined it to be arson. They are converting a storage building into a makeshift office and running off of a generator for the short term. The loss is covered by insurance. There has not been any advance in the investigation as of Friday, August 16.

Chair Combs expressed a concern about a need for security cameras at Solid Waste Authorities.

Tucker County SWA - A design on the stormwater pond for the soil borrow area is nearly complete. The small storm pond that is currently being used for both the soil borrow area and the disposal area has been cleaned out and consideration is being given to enlarging this pond to serve as a permanent stormwater pond for the disposal area.

Design and permitting on the renewable natural gas project is moving forward and a draft of the design should be available for review very soon.

The Tucker County SWA held a board meeting on Monday, August 19.

Fiscal Year '24 financials are complete and key metrics are below compared to Fiscal Year '23: (these are unaudited numbers)

Total tonnage increased to 18.74% leading to an increase in Gross Profit of 18.71% (An increase in tonnage leads to an increase in assessment fees paid to prevent the numbers from being the same)

Operating Expenses increased 4.93%

Net Income was \$388,780 compared to (67,508) last year

Total Employment Costs increased 5.69%

Employment Costs as a percentage of Revenue decreased 11%

Leachate Gallons treated decreased 8.98% (4,980,995 gallons)

Cash on Hand has increased 108%

Current Total Assets / Current Total Liabilities Ratio = 2.81

Other - Stormwater pond at the Shop has been cleaned out, another stormwater pond below the active disposal area is being cleaned out and will be enlarged to accommodate that area's stormwater requirements. We are waiting on the shipment of the precast manhole to be delivered to install the pumps and relocate the leachate lines to enlarge this stormwater pond hopefully resolve the leachate drainage issues in the active disposal cell.

Braxton County SWA - Braxton is preparing an emergency grant application to help them pay to restore a damaged roof at their recycling facility. I have been in communication with Mayor Roach and Shirley Hyre of the SWA about what they need to submit. The amount of the emergency grant will most likely be approximately \$9,000. Director Holstine stated the request may appear on the September agenda.

Greenbrier County SWA - Director Holstine stated he was happy to report the SWMB loan process is complete. The final amount of the loan at closing was \$1,080,010.14. Director Holstine thanked Maxine Johnson, Kelly Vickers, and Kelley Goes for their diligence in getting the final documents completed and wire transfer completed successfully.

Director Holstine also stated the SWMB may recall that on June 26, 2024 the Greenbrier County SWA filed a request to release funds from the limited access equipment escrow account to release \$32,657.57 to replace the under-carriage and tracks for the D2 Dozer. The recommended decision approving this request is now final.

Public Service Commission - On July 29, 2024 the Kanawha County SWA wrote a letter to the PSC regarding the imminent closure of the landfill. It expressed their concern of losing 35% of their annual income or \$97,000 due to the loss of the fifty-cent county assessment fee. The authority requests that consideration be provided by the PSC in the disposal rate of the new transfer station to allow for the continued collection of the county assessment fee under WV Code §7-5-22.

In March of 2024, 304 Bins of Capon Bridge in Hampshire County submitted an application for a certificate of convenience and necessity to operate as a common carrier by motor vehicle in the transportation of solid waste and a schedule of rates for providing commercial dumpster rental and disposal of solid waste to commercial clients. The application alleges the service provided by existing common or contract carriers is not adequate. No protests from the current three haulers in the area were received. The ALJ approved the application and set forth final rates.

SWMB Staff - The SWMB annual financial audit has begun and is on track to be completed by September 15, 2024. The next Performance Review will be conducted on the Nicholas County SWA beginning with the site inspection scheduled for September 26, 2024. Paul Hayes and Carol Throckmorton have been working on completing the State Solid Waste Management Plan and anticipate having a draft to the Board at our October meeting at Canaan Valley Resort during the AWWSWA/REAP Conference.

Other - Registration continues for the SWA Board Member and Employee Training at the Highlands Event Center in Triadelphia on September 12th. An offer has been made to fill the position vacated by Brittany Cummings. If all approvals are received, we hope to fill this vacancy on September 23. Director Holstine informed the Board of the new directives from the Governor's Office in hiring procedures.

Vice-Chair Bryant requested additional information on the length of the Greenbrier loan and discussed his hope for how waste may be processed in the future. Followed by Ms. Goes discussing "forever chemicals" and processing of waste. Chair Combs stated these are good topics and appreciated the visionary discussion among the Board.

6. **Unfinished Business.**

A. **None.**

7. **New Business.**

A. **Other - None.**

8. **Miscellaneous Business.**

A. **None.**

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

A. **None.**

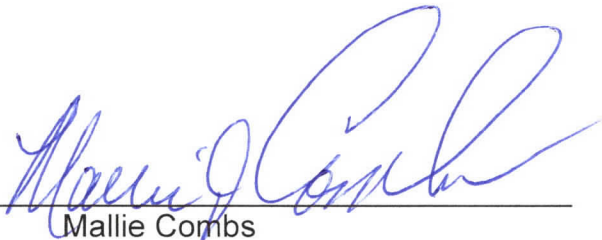
10. **Next Meeting.**

Chair Combs set the next meeting of the Solid Waste Management Board, for **Wednesday, September 18, 2024** at **11:00 am** at the DEP Headquarters. The location of the meeting will be determined.

11. **Adjournment.**

There being no further business to discuss, Chair Combs adjourned the meeting at 12:10 pm.

Respectfully submitted,



Mallie Combs
Chair



Mark D. Holstine
Secretary/Treasurer