



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

August 20, 2025 Board Meeting MINUTES 11:00 a.m.

1. Call to Order

2. Roll Call.

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

Absent: None.

Board Counsel: Kelley Goes, Esq.

Staff: Mark Holstine, Kelly Vickers, Jayne Ann Arthur, Rosamary Schwaiger, Cathleen Salmons, Niki Davis, Kyla Morris, and Sarah Roncaglione.

Visitors Listed: Laci Pierson, O'Ryan Strategist.

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

3. Approval of minutes.

A. July 16, 2025, Board Meeting.

Chair Combs requested a motion for approval of the minutes from the July 16, 2025, meeting. Mr. Blankenship moved to approve the minutes, seconded by Vice Chair Bryant, and it passed unanimously.

4. Financial Reports.

A. Financial Statements.

Ms. Vickers reviewed the June 2025 financial statements. The Board was informed of an increase in the Cash Planning Fund and Equity compared to the previous year. She clarified that the professional service expense line item is attributed to the grant audit.

Purchasing Card Report.

A review of the June 2025 P-card expenses was presented by Ms. Vickers. She assured the Board that the majority of the charges were routine. The report includes a vehicle expense related to the deductible for hail damage repair on the Nissan Frontier, as well as charges from Matthew Bender for the purchase of legal code books.

B. Assessment Fee and Tonnage Data.

An explanation of the assessment fee and tonnage data for June 2025 was given to the Board by Ms. Vickers. June assessment fee checks were mailed out for \$2,184.00. The average check for the year is \$2,055.00.

Assessment fee revenue for the month of June 2025 was \$240,196. Total fees for the year are \$2,712,726. The year-to-date tonnage comparison is 101.37%.

5. Grant Status Report.

The Board was apprised by Ms. Davis regarding the conclusion of the FY 2025 grant program on July 31, 2025. Final reports are mandated by August 30, 2025, and notifications will be dispatched to grant recipients. FY 2026 Grant announcements were disseminated on August 1, 2025.

6. Standing Committee Reports.

A. None.

7. **Executive Director Report.**

SWMB Training Series – The upcoming SWMB training session will be held on Tuesday, September 23rd, at Chief Logan State Park. Currently, 32 individuals are registered: 9 CPAs, 1 tax analyst, and 21 SWA representatives from 12 counties. Staff are conducting outreach calls to local SWAs and County Commission offices to encourage further participation.

Planning for the Spring 2026 training session, scheduled for April 28-29 in Bridgeport, has commenced. A significant number of potential presenters have expressed interest.

Recycling Coalition – Revisions to the bylaws and structure are ongoing. The WV Board of Education was contacted to discuss membership and curriculum opportunities, with a meeting held on August 18th. Contact has also been made with Fairmont State, Davis & Elkins, Marshall, WVU and WVSU about their interest in participating as members.

Plans are underway for the ReFashion Show, and educational materials for related contests are being evaluated. SWMB staff have collaborated with WV Metro News to leverage their network for advertising campaigns, funded by the REAP grant. Additionally, staff have met with the DEP Public Information Office to secure videography services for crafting announcements for both the ReFashion Show and the contests. The Youth Environmental Program's contacts will be utilized to disseminate these announcements and information to schools across the state.

Tucker County – Equipment for crushing and screening is currently on-site and operational, producing the necessary stone for the construction of the upcoming disposal cell. Ms. Vickers spent three days on-site, shadowing Tucker County Landfill manager, Mr. Jody Alderman, and collaborating on policies and processes. The authority's FY 2023 and FY 2024 audits have concluded, with the sole finding being segregation of duties, which was not deemed a material weakness.

Along the fence of Pond II, a plastic barrier has been installed to prevent spray outside the lined area from the EcoMister. To aid in pretreatment, additional aerators have been constructed by the landfill staff to add to Pond II.

The next meeting of the Tucker County board will be on Monday, August 25, at 3:00 p.m.

Pocahontas County – Director Holstine has been in communication with the SWA, Allegheny Waste, and other interested parties and stakeholders on the ongoing solid waste issues in the county. An offer of assistance in devising a comprehensive plan was once again extended, but it is not believed that the offer will be accepted at this time. It is Director Holstine's understanding that a plan is in the process of being devised to build a transfer station at the current landfill site. The operation will either be contracted out or operated internally. It is highly probable that the entirety of the escrow funds will be utilized to cover the expenses associated with closure and post-closure monitoring of the landfill. PCSWA intends to attend a County Commission meeting in September to update them on its status and likely request assistance. A phone call is scheduled between Director Holstine and Mr. David Henderson, Chair, on the afternoon of August 21 to answer questions. Director Holstine is concerned about the tight timeline for finalizing the plan, securing the necessary finances, and commencing construction.

Association of West Virginia Solid Waste Authorities – A Meeting was held between SWMB staff and the Association's board of directors on July 23rd to discuss concerns regarding conference partnerships, following REAP's letter not to enter an MOU for the 2025 conference. This decision was made after REAP requested revisions to include more financial oversight and an audit of the relevant education account holding REAP MOU funds and revenues generated from the conference. The subsequent 2nd draft of revisions from the Association was not accepted by REAP, and an agreement could not be made at this time. However, the 2025 Educational Conference has sufficient funds to support it for this year, as well as the next year, should they choose to do so. The purpose of the meeting on the 23rd was to help move forward with reestablishing partnerships for next year. SWMB reviewed the MOU and made comments and suggestions for the content and language in hopes of preparing for an agreement to be made for the 2026 Educational Conference. To date, there has been no further communication regarding the comments and suggestions that were made.

Jefferson SWA – After the SWMB staff visited the eastern panhandle, they have been working with the SWA on addressing their recent NOV's and operational and policy issues. Our team attended their board meeting and visited while the site was operational.

Berkeley and Morgan SWAs – During the visit to the eastern panhandle, Ms. Vickers, Ms. Morris, Ms. Davis, and Director Holstine visited both the Berkeley and Morgan County recycling centers.

Tyler SWA – Our team is collaborating with Tyler County Commissioner Mike Smith to revitalize the SWA's board. A site visit is planned shortly.

Wood SWA – Subsequent to the July site visit, engagement with the SWA has continued. Through a comprehensive review of their current contract and the execution of a change order for services, SWMB staff have assisted them in procuring a more cost-effective audit.

Public Service Commission – As previously discussed, the requests from DSI, Meadowfill, and Northwestern landfills to liquidate their existing escrows and substitute them with bonds were reviewed. PSC Staff has recommended denying these requests and instructed the landfills to establish new escrows through the WV State Treasurer's office.

As discussed last month, WV Tire and Rubber seeks to transfer its **Certificate Of Need (CON)** to Axiom Tire and Recycling. Tire and Rubber, Inc. filed a motion to intervene and protest, saying they have been operating for 4 years since WV Tire and Rubber stopped operations and have provided adequate service. Tire and Rubber recently requested the PSC to require Axiom to retain legal counsel, citing that Axiom's responses and filings show unfamiliarity with the procedural rules. Axiom maintains that they do not need legal counsel.

SWMB Vehicle Replacement – Upon the Board's approval, a plan has been devised to replace the 2017 Chevrolet Traverse with a minimum 7-person, all-wheel drive, passenger van. Due lack of available inventory on the current State contract and a several-month delay in the new State contract being made available, a waiver has been granted that permits us to bid outside the State contract.

Building Renovations – A contract has been awarded to rehabilitate the windows and façade of the DEP building and replace the HVAC system. This may result in SWMB staff having to work from alternate locations for a brief period. I will keep you posted on this as schedules are developed.

8. Unfinished Business.

- A. Mason County Comprehensive Litter and Solid Waste Control Plan and Commercial Facility Siting Plan Update.**
Chair Combs stated that the Mason County Comprehensive and Siting Plan is included in the Board packet.

Vice Chair, Bryant, moved that the Board approve the Comprehensive Litter and Solid Waste Control Plan for the Mason County Solid Waste Authority in accordance with W.Va. §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 Mason County Solid Waste Authority in accordance with W.Va. Code §22C-4-24(d) and WV Code of State Rules 54-4-6. Mr. Coffield seconded the motion, and it passed unanimously.

9. New Business.

A. New Vehicle Purchase

Chair Combs requested a motion for approval of the purchase of a replacement vehicle for the 2017 Chevy Traverse.

Pursuant to W.Va. Virginia Code § 22C-3-6.9, Mr. Pilato moved that the Board authorize the purchase of a replacement vehicle for the 2017 Chevy Traverse. The total cost of the vehicle shall not exceed Fifty-Eight Thousand Dollars (\$58,000). This purchase shall be conducted in accordance with the proper solicitation and procurement process as prescribed by West Virginia Code §148-1. Mr. Blankenship seconded the motion, and it passed unanimously.

10. Miscellaneous Business.

A. None.

11. Public Comment – Limited to three minutes.

A. None.

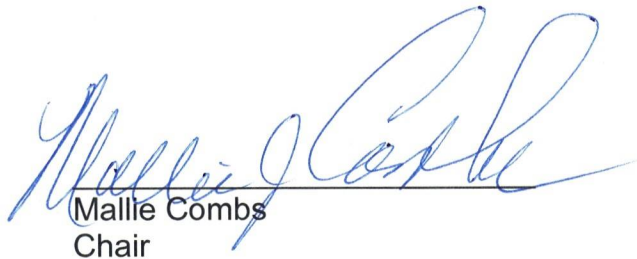
12. Next Meeting.

Chair Combs set the next meeting of the Solid Waste Management Board for **Wednesday, September 17, 2025, at 11:00 a.m.** at the DEP Headquarters in Charleston, WV, conference room 1125.

13. Adjournment.

There being no further business to discuss, Chair Combs adjourned the meeting at 12:03 p.m.

Respectfully submitted,



Mallie Combs
Chair



Mark D. Holstine
Secretary/Treasurer