



WEST VIRGINIA SOLID WASTE MANAGEMENT BOARD

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Mark D. Holstine, PE, Executive Director
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MINUTES September 17, 2025 11:00 a.m.

1. Call to Order

2. Roll Call.

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

Absent: None.

Board Counsel: Kelley Goes, Esq.

Staff: Mark Holstine, Niki Davis, Jayne Ann Arthur, Kelly Vickers, Rosemary Schwaiger, Cathleen Salmons, Sarah Roncaglione, and Isaiah McCoy

Visitors Listed: Carol Blankenship - Public.
Mark Joseph, C.P.A.

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. Sarah Roncaglione called the roll. The Chair announced that a quorum was present.

3. Approval of minutes.

A. August 20, 2025 Board Meeting.

Chair Combs requested a motion for approval of the minutes from the August 20, 2025, meeting. Mr. Blankenship moved to approve the minutes, seconded by Mr. Coffield; the motion passed unanimously.

4. Financial Reports.

A. Financial Statements.

A summary of the thirteenth-month financials, which ended on June 30th, was provided by Ms. Vickers. It was noted that expenses had slightly increased from the 2024 FY due to the increase in training opportunities provided. Chair Combs recognized that such training provides good value to the Solid Waste Authorities. An overview was also provided of the balance sheet and income statement for July 2025 by Ms. Vickers, informing the board that the quarterly BRIM premium increased slightly.

Ms. Vickers discussed the P-card report for July 2025. The report contained a charge to WV State Surplus for office furniture and charges to Discount Mugs for portfolios.

B. Assessment Fee and Tonnage Data.

An explanation of the assessment fee and tonnage data for July 2025 was provided to the Board by Ms. Vickers. July assessment fee checks were mailed out for \$2,227.

For the 2026 fiscal year, July marks the first month for assessment fee revenue, totaling \$244,999. The year-to-date tonnage comparison currently stands at 97.55%.

C. Grant Status Report.

Ms. Davis informed the Board that the FY 2025 grant program concluded on July 31, 2025. Final reports were due on August 30, 2025, though extensions were granted to five counties, pushing their new due date to November 28th. Additionally, twenty grant payments have been awarded for the FY 2026 grant cycle.

5. Standing Committee Reports.

A. None.

6. Executive Director Report.

New Employee – Isaiah McCoy joined the SWMB staff on September 8th and will be working with Ms. Davis in Recycling and Market Development.

SWMB Training Series – Please remember that our SWMB training session is scheduled for Tuesday, September 23rd, at Chief Logan State Park. We currently have 41 people registered for the training: 10 CPAs, 1 tax analyst, 1 certified professional buyer, and 29 SWA attendees from 15 counties. Staff are contacting local SWAs and County Commission offices by phone to raise awareness.

Planning has already begun for the Spring 2026 training, which will be April 28-29 in Bridgeport. The WV Ethics Commission has committed to giving a presentation. Ms. Vickers distributed samples of the pamphlets that will be given out and exhibited a poster containing a QR code with a direct link to the registration page on the SWMB website.

Recycling Coalition – The Recycling Coalition meeting was held on Tuesday, September 16, with the largest attendance to date, in which the bylaws were presented and passed. Contact has been made with the State Board of Education to discuss membership and curriculum opportunities. Fairmont State, Davis & Elkins, Marshall, WVU, and WVSU have also been contacted about their interest in participating as members. A meeting with the State Board of Education was held on Monday, August 18.

ReFashion Show preparations are underway, including the evaluation of educational materials and contest content. SWMB staff have partnered with WV Metro News to leverage their network for advertising campaigns funded by the REAP grant. Commercials, both video and audio, have been purchased. Audio spots will air during MetroNews radio morning slots, and video commercials will be broadcast twice per high school football game on MetroNews **statewide**. The DEP Public Information Office provided videography for the ReFashion Show commercials. The Coalition plans to disseminate announcements and information to schools across the state through the Youth Environmental Program's contacts.

Tucker County – At the board meeting on August 25, Mr. Mark Joseph presented the board with end-of-fiscal-year financials. Highlights of the financials as of June 30, 2025, compared to June 30, 2024, are:

Cash on Hand - \$1,170,017; an increase of \$440,374
Current Ratio – 2.81; an increase of 2.4%
A/R over 90 - \$2; a decrease of \$21,883
A/P over 30 - \$3; a decrease of \$4,041
Total Fixed Assets - \$23,167,748; an increase of \$346,767 (paid out of cash)
Total Tonnage – 94,685; an increase of 4.42%
Gross Profit - \$4,246,252; an increase of 3.76% (assessment fees paid increased)
Operating Expense – 2,478,315; an increase of 13.96%
Net Income - \$278,396; a decrease of 36%
Total Employment Costs – 1,091,795; an increase of 27.82% (increase FTEs + PEIA)
Employment Cost as % of Revenue – 21.73%; an increase of 23%
Leachate Gallons – 6,515,623; an increase of 31%
Transportation and Disposal Cost - \$431,272; an increase of 43%

The Tucker County board's next meeting is scheduled for Monday, September 29, at 3:00 p.m. Ms. Vickers will commence a performance review of the Tucker SWA on October 7th.

Mr. Mark Joseph, Tucker County SWA's CPA, was introduced. He discussed his 44 years of experience in the accounting field and shared details about his own accounting firm. He then proceeded to present a dashboard report to the board, providing an overview of the financial health of the Tucker County SWA, highlighting the fiscal improvement over the past four years. Mr. Blankenship attributed the Tucker County SWA's success to Director Holstine's excellent work.

Pocahontas County – Director Holstine had a phone conversation with Mr. David Henderson, Chair, on Monday, August 25. The discussion included options that are believed to be the most affordable to pursue, given the time constraints and anticipated closure/post-closure costs. It was also discussed that revenue outside of operations will more than likely be required to prevent the Green Box fees from increasing to the point where a large increase of non-payers creates a bigger financial burden. A suggestion was made that providing assistance to the Snowshoe Community be reconsidered. At the August meeting, the board decided not to engage in Allegheny Waste's proposal and is seeking a solution on its own. They met with the Pocahontas County Commission on September 16th to seek funding in the amount of \$300,000 / year. Even though the meeting seemed to begin well, as the meeting progressed, it became evident that the county commission seemed unwilling to provide the needed assistance. Director Holstine joined the meeting via video conference and was provided with an opportunity to address the commission with his thoughts on what the "real" cost will be to the county if a solution is not reached soon.

Association of West Virginia Solid Waste Authorities – On July 23rd, SWMB staff met with the Association board of directors. The discussion centered on concerns regarding Conference partnerships, specifically in light of REAP's letter declining to enter into a Memorandum of Understanding (MOU) for the 2025 conference. The decision followed REAP's request for revisions, which included greater financial oversight and an audit of the education account containing REAP MOU funds and conference revenues. REAP did not accept the Association's second draft of revisions, and an agreement could not be reached at this time. The 2025 Educational Conference is well-funded for both the current year and the following year, should those funds be needed. 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.

During the last Association meeting, a proposal was made for the 2026 Conference: that the SWMB could incorporate their training topics on either early Sunday afternoon or after lunch on Tuesday. However, staff feel that it would not be very effective. Vice Chair Bryant shared his thoughts, saying that the technical side of the conference needs to be “beefed up” a bit.

Kanawha SWA – Ms. Vickers and Ms. Schwaiger attended a board meeting and offered assistance and support. This initiative is part of the SWMB's ongoing outreach campaign, aiming to visit all SWAs as schedules allow.

Brooke SWA – Ms. Vickers and Ms. Davis were present at a special meeting of the authority, where they offered their guidance and assistance with its administration and finance. The Chair acknowledged and welcomed this much-needed assistance and will soon submit a written request to Director Holstine for assistance.

Tyler SWA – Time has been spent working with Tyler County Commissioner Mike Smith in assisting him in reestablishing a working SWA board. A site visit is planned in the near future.

DEP/REAP – Litter control grants were awarded for more than \$51,000 for FY 2026. These grants went to 8 SWAs (Berkeley, McDowell, Monongalia, Ohio, Preston, Putnam, Raleigh, and Wood), 4 County Commissions (Calhoun, Mercer, Mingo, and Webster), Lincoln County Health Department, and Wheeling Water Pollution Control Department. A copy of the news release is contained in the FYI section of the board packet.

On September 3, SWMB staff and DEP/REAP staff met to discuss any current issues and needs for cooperative planning on grant awards and future policy considerations. This type of meeting is planned to continue regularly between the two agencies in the future.

PSC – Nicholas County SWA filed a motion to intervene in the WV Tire / Axiom permit transfer case to ensure the inclusion of the solid waste assessment fee in any approved tariff. The PSC has granted the request.

The Brooke / Valero landfill has filed a rate case requesting a rate increase from \$48.21 / ton to \$64.46 / ton, a 33.7% increase. The case has been referred to an Administrative Law Judge for a decision in April 2026.

SWMB Vehicle Replacement – Bids for the new vehicle were opened on Friday, August 29. The winning bid was for a Toyota Siena AWD van, priced at \$47,989, from CadetCo, LLC.

Building Renovations – A notice to proceed has been given to the contractor, Neighborgall, with a start date of October 1. The work schedule has not yet been distributed.

7. Unfinished Business.

A. None.

8. New Business.

A. None.

9. Miscellaneous Business.

A. None.

10. Public Comment – Limited to three minutes.

A. None.

11. Next Meeting.

Chair Combs set the next meeting of the Solid Waste Management Board for **Wednesday, October 15, 2025, at 11:00 a.m.** in conference room 1125. The board was also informed that the December board meeting has been moved to December 2nd.

12. Adjournment.

There being no further business to discuss, Chair Combs adjourned the meeting at 12:22 p.m.

Respectfully submitted,



Mallie Combs
Chair



Mark D. Holstine
Secretary/Treasurer