



WEST VIRGINIA SOLID WASTE MANAGEMENT BOARD

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Mark D. Holstine, PE, Executive Director
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MINUTES

West Virginia Solid Waste Management Board January 20, 2021 11:00 a.m.

1. Roll Call.

Present - Board:	Mallie Combs, Tim Blankenship, Roger Bryant, Howard Coffield, Walt Ivey, Yogesh Patel, and Steve Pilato.
Absent:	None.
Board Counsel:	Kelley Goes, Esq.
Staff:	Mark Holstine Scott Norman, Jayne Ann Arthur, Carol Throckmorton, Ray Keller, and Kayla Davis.
Visitors Listed:	None.

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 11:01 a.m., via Conference Call. Jayne Ann Arthur called the roll. The Chair announced a quorum was present.

2. Approval of minutes of the December 16, 2020 Board meeting.

Chair Combs requested a motion for approval of the minutes from the last meeting. Mr. Pilato moved to approve the minutes, seconded by Mr. Coffield and the motion passed unanimously.

3. Financial Reports.

A. Financial Statements.

Scott Norman gave an overview of the balance sheet and income statement for November 2020 and informed the Board that there were no significant changes. The Travel Expense line item in the amount of \$512.20 was for Board member travel to the November board meeting, as well as staff travel to Tucker County Solid Waste Authority. The Grants to SWAS line item was refunds to Lincoln, Wayne, and Morgan County SWAs.

B. Purchasing Card Report.

None.

C. Assessment Fee and Tonnage Data.

The assessment fee and tonnage data for November 2020 was explained to the Board by Scott Norman. November assessment fee checks in the amount of \$2,045.00 were mailed out on November 18, 2020. Average check for the year is \$1,835.00.

Assessment fee revenue for the month of November 2020 was \$224,972.00. Average revenue for the year is \$201,833.00. The year-to-date tonnage comparison to FY 2020 is 81.25%.

D. Grant Status Report.

Mr. Norman stated that Clay, Fayette, and Putnam County are working on final reports for the FY 2020. FY 2022 semiannual grant period will close on February 1, 2021 and semi-annual reports will be due on February 19, 2021.

E. None.

4. Standing Committee Reports.

A. None.

5. **Executive Director Report.**

WV Solid Waste Management Plan - In accordance with W.Va. Code § 22C-3-7 the WV Solid Waste Management Board staff has completed the 2021 WV Solid Waste Management Plan and delivered it to the legislature. The plan can be viewed on our website:

<https://www.state.wv.us/swmb/State%20Plans/2021%20WV%20Solid%20Waste%20Plan.pdf>. Mr. Holstine expressed his gratitude to Ms. Throckmorton and Ms. Hunter as well as staff who assisted them with assembling and delivering the plan.

Legislative Session – The opening day WV Legislature was January 12th, but the First Day of Official Business Session is February 10, 2021. The state constitution provides for the delay in the first day to allow a recently elected Governor the time to get up and moving before bills are introduced. The sixty-day session will last until midnight April 10, 2021.

Tucker County SWA – The new John Deere dozer has arrived at the landfill.

Keeping a compactor operating has been an ongoing issue throughout the fall and winter and will continue being a problem until a new one is purchased.

There will be a meeting with DEP enforcement supervisors and staff on site on January 25 to discuss environmental compliance progress. There is also a Microsoft Teams meeting scheduled for Wednesday, January 27 to discuss the Civil and Administrative Penalties that were assessed on the landfill shortly after our supersedure. We are looking forward to these two meetings as it will give everyone a framework for moving forward.

Cash flow continues to be positive. Tonnage is still running below the estimated tonnage we used in our rate case, but it is steady at the current level and we are adjusting operationally to match revenues.

Accounts payable and accounts receivable are current except for one municipality and we are in contact with them.

Leachate continues being a problem with a lack of alternative treatment facilities. Currently we are being able to manage, but a bad turn in the weather could make the situation critical. These issues will be discussed with the DEP in the meetings mentioned above.

Purchasing Division Inspection – We have received the final inspection report from the WV Purchasing Division. The Board scored a 78.8%, C. As part of this review, we are preparing a Corrective Action Plan to improve this result. A copy of the report was attached to an email for your review.

Scott Norman is in the process of making the required corrections to current purchasing activities. One of the items in the report is a mistake on Purchasing's side but we did not catch until after the final report was completed.

I reviewed all the inspection reports completed by Purchasing in the year 2020. They completed 29 inspections and the average score for all those reviews was 83.4%. Other boards related to the DEP had "D" average scores. We will make the adjustments necessary to raise our score for the next inspection, but I wanted to give you some comparison information.

Mr. Norman provided details to a mistake made by Purchasing and stated had this been corrected before the final report was completed the SWMB score would have been increased to a "B" average score.

Raleigh County SWA – The Performance Review for the Raleigh County SWA is in the final stage of completion. We hope to have the draft report to you in time for consideration at our next meeting.

WV Office of Resiliency – A meeting has not been scheduled since the last cancellation.

PSC – On December 30, 2020, the PSC authorized all certificated carriers of solid waste to implement an across-the-board maximum fuel surcharge of 3.93 percent. This fuel surcharge is in addition to the increase haulers have been applying for to implement the rate increases linked to the consumer price index permitting haulers to adjust rates annually. The CPI for collection rate this year allows for an increase of 3.58 percent, excluding fuel and tipping fee surcharges.

Recycling Coalition of West Virginia – The ReFashion Show 23 virtual entries can be seen on WVRecycles.org. The prizes have been awarded and a YouTube video to announce the winners will be completed shortly. The winners of the Youth Contest have been awarded and the winners may be seen in the FYI section of the Board Packet in addition to the media release.

Ms. Throckmorton thanked Mike Huff, from the DEP for his work on the YouTube video and expressed her enthusiasm for the final product.

Other – Staff is completing annual driver training and safety instructions via a PowerPoint presentation. The training outlines procedures for accident reporting, fire discovery, and fire alarms. This training is mandatory for compliance with BRIM requirements.

Mr. Holstine shared with the SWMB members information relating to implementing Google Workspace and doing away with Microsoft software. Mr. Patel provided information regarding the expiration date of the current Microsoft contract relating to accessing current documents and producing new ones.

Mr. Blankenship wished to express his thanks to the SWMB staff for their hard work during these trying times. Mr. Pilato added that he reviewed the State Plan on the website and thanked Ms. Throckmorton and Staff for a great job. Ms. Throckmorton stated she appreciated this, however, 90% of the credit truly belonged to Ms. Hunter.

6. Unfinished Business.

A. None.

7. New Business.

A. Wyoming County Solid Waste Authority FY 2021 Emergency Grant Request.

Chair Combs stated included in the board packets were the documents explaining the position of the Wyoming County SWAs request for emergency grant funding in the amount of \$15,820.00 to fund the purchase of WasteWorks software for their four transfer station scale houses.

In accordance with 54 CSR 5, Subsection 3.3, Mr. Bryant moved that the Board approve the Wyoming County Solid Waste Authority's request for a FY 2021 SWMB emergency grant in the amount of \$15,820.00, provided that the Authority submits all grant expenditure documentation as required by the Board. Mr. Coffield seconded the motion and it passed unanimously.

B. None.

8. Miscellaneous Business.

A. None.

9. Public Comment – Limited to three minutes.

None.

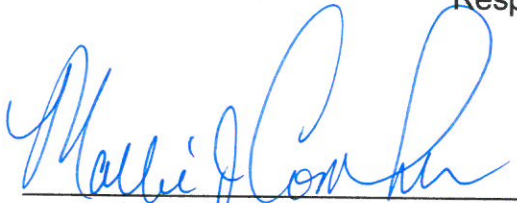
10. Next Meeting.

Chair Combs set the next meeting of the Solid Waste Management Board, for **Wednesday, February 17, 2021 at 11:00 a.m.** Location to be determined.

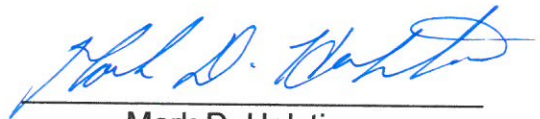
11. Adjournment.

There being no further business to discuss, Chair Combs adjourned the meeting at 11:43 a.m.

Respectfully submitted,



Mallie Combs
Chair



Mark D. Holstine
Secretary/Treasurer