



Executive Committee Meeting

**Wednesday, June 26, 2013
11:30 a.m.**

**Solid Waste Agency of Northern Cook County
2700 Patriot Boulevard, Suite 110
Glenview, Illinois**

I. Call To Order

Chairman Norris called the Meeting of the Executive Committee to order at 11:31 a.m. in the Conference Room at the Solid Waste Agency of Northern Cook County. A roll call attendance was taken.

Present

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
James Norris	Manager	Hoffman Estates
Albert Rigoni	Manager	Skokie
Bill Dixon	Manager	Arlington Heights
Hon. Paul Hoefert	Trustee	Mount Prospect
Raymond Rummel	Manager	Elk Grove Village
Hon. Karen Darch (via telephone)	President	Barrington

Absent

none

Others in Attendance

George Van Dusen, SWANCC Chairman of Board of Directors
Dave Van Vooren, Executive Director
Mary S. Allen, Recycling and Education Director
Steven Schilling, Assistant Executive Director
Lisa Woody, Administrative Manager
Derke Price, SWANCC Counsel, Ancel Glink
Louella Preston, Niles resident
James Petri, Trustee, Elk Grove Village
Christina Siebert, CBI
Phil Kowalski, CBI

II. Approval of Minutes

On a motion by Mr. Rigoni to approve the April 24, 2013 meeting minutes, seconded by Mr. Dixon, a vote was taken and the minutes were approved.

III. Financial Update



June 26, 2012 Executive Committee Minutes

May and June 2013 Payment Requests – Mr. Norris asked the committee to review the May and June Payment Requests.

The May Payment Request had a total of \$792,655.38 was comprised of the following: \$721,819.12 from the Operations Fund, \$33,597.70 from the General Fund, and \$37,238.56 for the estimated June payroll. The June Payment Request had a total of \$1,111,517.62 was comprised of the following: \$1,031,785.59 from the Operations Fund, \$42,493.47 from the General Fund, and \$37,238.56 for the estimated July payroll. Mr. Van Vooren stated that the bills were higher in May due to the beginning of the new fiscal year and the beginning of the newly adjusted payment to Groot for FY2014.

Also included in the report was the April Treasurer's Report showing a balance of \$4,831,443.54 as of April 30, 2013. The May Treasurer's Report shows a balance of \$4,533,941.57 on May 31, 2013.

Mr. Rummel made a motion to approve the May and June Payment Requests and the April and May 2013 Treasurer's Reports which was seconded by Ms. Darch, and the motion was unanimously approved.

IV. Executive Session

Litigation – Upon a motion by Mr. Rummel, seconded by Mr. Hoefert, the Committee entered into executive session, after a unanimous roll call vote, at 11:38 a.m., to discuss litigation under Section 2(c)(11) of the Open Meetings Act and to review the April 24, 2013 executive session minutes.

The Committee reconvened in its regular open session at 11:47 a.m.

V. Glenview Transfer Station (GTS)

Mr. Schilling reported that there was increased waste volume especially in regards to landscape waste. He also stated that some maintenance issues including pothole patching and rebuilding the lift station pumps is needed. Groot will handle getting quotes and scheduling this maintenance and cover an initial amount as part of their contract.

VI. Old Business

Banking Relationship, Procurement Card – Mr. Van Vooren reported while researching a procurement card with Fifth Third Bank he also asked MB Financial about the services they offer. MB Financial can offer similar banking services to Fifth Third Bank with greater customer service, at about half the cost. There was a discussion on whether to take staff time now to issue an RFP for banking services or to make the change to MB Financial for the next several years and then issue an RFP once the Agency's planning process is complete. On a motion by Mr. Rigoni to authorize moving the agency banking services to MB Financial for a period of no more than two years before putting the services out to bid, seconded by Mr. Dixon, a vote was taken and the motion was approved.



June 26, 2012 Executive Committee Minutes

Chairman Norris asked to move to item VII and leave the Solid Waste Management Plan Update for the end of the meeting. The committee agreed.

VII. New Business

Matters Arising Out of Executive Session – None.

June Executive Director's Report – Mr. Van Vooren highlighted the office lease extension options for three or five years at a reduced rate but pointed out that all options would extend past April 2015. An out clause is available with the five year option but it is financially prohibitive. Mr. Norris suggested that this issue should wait until the planning process is complete. The committee agreed.

FY2013 Recycling Incentive Program – Second Installment – The Recycling Incentive revenue for the second half of FY2013 totaled \$135,259.60. The Agency portion, 20%, capped at \$100,000 annually, is \$27,051.92 leaving \$108,207.68 to be distributed to participating member communities. Board Resolution 2014-03 authorizes disbursement of this payment. Mr. Rummel made a motion to recommend Resolution 2014-03 to the Board of Directors and to place it on the agenda of the next Board of Director's meeting which was seconded by Mr. Rigoni, and the motion was unanimously approved.

Resolution #EC 2014-01 – Prevailing Wage Determination – The Agency is required to annually make a determination of the prevailing wages for the numerous job classification potentially used in association with projects undertaken during the fiscal year. This determination is based on the findings of the Illinois Department of Labor's research for Cook County. Mr. Rigoni made a motion to approve Resolution #EC 2014-01: "An Ordinance of the Solid Waste Agency of Northern Cook Count, Cook County Illinois, Ascertaining the Prevailing Rate of Wages for Laborers, Workers, and Mechanics Employed on Public Works of the Agency" which was seconded by Mr. Rummel, and the motion was approved.

Discussion of Waste Swap Rolling Meadows – Rolling Meadows is proposing to undertake a pilot program to determine if there is any cost savings in using the transfer station adjacent to their public works facility and swapping like material and quantities with the GTS. After discussion, it was decided that Rolling Meadows should not proceed with this pilot at this time. This proposal raises questions which need to be explored as part of the strategic planning process thus such a program should be postponed until the planning process is completed.

VI. Old Business-continued

Solid Waste Management Plan Update – A visioning discussion lead by Christina Seibert and Phil Kowalski of CBI began by seeking to define the objectives of the solid waste management plan. After much discussion it was decided that it is very important to clarify these objectives before bringing them to the Board of Directors. More time is needed to make the objectives both specific and clear. The Board of Director's meeting scheduled for July was cancelled, and this discussion will be the only item on the agenda for the July 24, 2013 Executive Committee meeting with the exception of the



June 26, 2012 Executive Committee Minutes

review of minutes and authorization of the payment request. It was agreed that the communication plan to gather input both from the Board and the community is good, but the dates need to be postponed in order to accommodate the extended review by the Executive Committee. Mr. Rummel will restate the objectives and circulate them by email for discussion prior to the July meeting.

VIII. Adjournment

There being no further business, a motion by Mr. Hoefert and seconded by Mr. Rummel to adjourn the meeting at 1:34 p.m. was unanimously approved.

MOTION TO APPROVE PAYMENT REQUEST

AYES

NAYS

ABSENT

James Norris
Hon. Karen Darch
Albert Rigoni
Bill Dixon
Hon. Paul Hoefert
Raymond Rummel

MOTION TO ENTER INTO EXECUTIVE SESSION

AYES

NAYS

ABSENT

James Norris
Hon. Karen Darch
Albert Rigoni
Bill Dixon
Hon. Paul Hoefert
Raymond Rummel

MOTION TO APPROVE BANKING CHANGE TO MB FINANCIAL

AYES

NAYS

ABSENT

James Norris
Hon. Karen Darch
Albert Rigoni
Bill Dixon
Hon. Paul Hoefert
Raymond Rummel



June 26, 2012 Executive Committee Minutes

**MOTION TO APPROVE RESOLUTION #EC-2014-01-PERVAILING WAGE
DETERMNIATION**

AYES

NAYS

ABSENT

Hon. Karen Darch
Albert Rigoni
Bill Dixon
Hon. Paul Hoefert
Raymond Rummel

James Norris

Material included in the Executive Committee packet from June 26, 2013:

- . April 24, 2013 Meeting Minutes*
- . May Payment Request Memo dated May 20, 2013.*
- . June Payment Request Memo dated June 20, 2013*
- . April and May 2013 Treasurer's Reports*
- . Banking Relationship, 5th 3rd Bank memo dated June 18, 2013*
- . Solid Waste Management Plan Update memo dated June 20, 2013*
- . Executive Director's Report memo dated June 18, 2013*
- . FY2913 Recycling Incentive Program – Second Installment memo dated June 5, 2013*
- . Prevailing Wage Determination Resolution #EC2014-01*
- . Rolling Meadows, Pilot Program on Use of Transfer Station memo dated June 17, 2013*

Executive Committee Meeting

**Wednesday, July 24, 2013
11:30 a.m.**

**Solid Waste Agency of Northern Cook County
2700 Patriot Boulevard, Suite 110
Glenview, Illinois**

I. Call To Order

Vice Chairman Rummel called the Meeting of the Executive Committee to order at 11:33 a.m. in the Conference Room at the Solid Waste Agency of Northern Cook County. A roll call attendance was taken.

Present

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
Raymond Rummel	Manager	Elk Grove Village
Hon. Karen Darch	President	Barrington
Albert Rigoni	Manager	Skokie
Bill Dixon	Manager	Arlington Heights

Absent

James Norris	Manager	Hoffman Estates
Hon. Paul Hoefert	Trustee	Mount Prospect

Others in Attendance

George Van Dusen, SWANCC Chairman of Board of Directors
Louella Preston, Resident of Niles
Dave Van Vooren, Executive Director
Steven Schilling, Assistant Executive Director
Mary S. Allen, Recycling and Education Director
Cameron Ruen, Graphic Designer/Marketing Coordinator
Lisa Woody, Administrative Manager
Brent Denzin, SWANCC Counsel, Ancel and Glink
Adam Letendre, Village of Skokie
Christina Siebert, CBI
Phil Kowalski, CBI

II. Approval of Minutes

On a motion by Mr. Rigoni to approve the June 26, 2013 meeting minutes, seconded by Mr. Dixon, a vote was taken and the minutes were approved.

III. Financial Update



July 24, 2012 Executive Committee Minutes

July 2013 Payment Request – Mr. Rummel asked the committee to review the July Payment Request.

The July Payment Request had a total of \$999,988.31 was comprised of the following: \$40,707.44 from the General Fund, \$903,423.03 from the Operations Fund and \$55,857.84 for the estimated August payroll. Mr. Dixon made a motion to approve the July Payment Request which was seconded by Ms. Darch, and the motion was unanimously approved.

IV. Glenview Transfer Station (GTS) – Mr. Schilling reported that recycling volume was up at the transfer station due to the remodeling project at the Groot Elk Grove Village facility. The project is expected to be completed in 4-6 months.

V. Old Business

Banking Resolution for MB Financial – Mr. Van Vooren presented Resolution #EC2014-02 for review to establish the required financial accounts.

On a motion by Mr. Dixon to approve Resolution #EC2014-02, seconded by Ms. Darch, a vote was taken and the motion was approved.

Solid Waste Management Plan Update – CB&I employees Christina Seibert and Phil Kowalski continued their presentation to the Executive Committee detailing the statement of objectives, the schedule for the Board of Directors meeting and visioning sessions, current Agency waste quantities and trends, waste composition and industry trends. The group discussed these topics as it relates to the Agency's existing infrastructure, maximizing the value of its assets and policy opportunities for its Members. The presentation is to be given to the Board of Directors at the August meeting.

VI. New Business

July Executive Director's Report – Mr. Van Vooren stated he would answer questions about the report. There were no questions.

VII. Adjournment

There being no further business, a motion by Mr. Dixon, and seconded by Ms. Darch, to adjourn the meeting at 1:515 p.m. was unanimously approved.



July 24, 2012 Executive Committee Minutes

MOTION TO AUTHORIZE TO APPROVE RESOLUTION #EC2014-02

AYES

Raymond Rummel
Hon. Karen Darch
Albert Rigoni
Bill Dixon

NAYS

ABSENT

James Norris
Paul Hoefert

Material included in the Executive Committee packet form July 24, 2013:

- . June 26, 2013 Meeting Minutes*
- . July Payment Request Memo dated July 20, 2013*
- . Resolution for Banking Relationship, MB Financial Bank memo dated July 17, 2013*
- . Solid Waste Planning Update memo dated July 18, 2013*
- . Executive Director's Report memo dated July 17, 2013*



Executive Committee Meeting

Wednesday, August 28, 2013

11:30 a.m.

**Solid Waste Agency of Northern Cook County
2700 Patriot Boulevard, Suite 110
Glenview, Illinois**

I. Call To Order

Chairman Norris called the Meeting of the Executive Committee to order at 11:38 a.m. in the Conference Room at the Solid Waste Agency of Northern Cook County. A roll call attendance was taken.

Present

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
James Norris	Manager	Hoffman Estates
Raymond Rummel	Manager	Elk Grove Village
Albert Rigoni	Manager	Skokie
Bill Dixon	Manager	Arlington Heights
Hon. Paul Hoefert (11:44)	Trustee	Mount Prospect

Absent

Hon. Karen Darch	President	Barrington
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Others in Attendance

- George Van Dusen, SWANCC Chairman of Board of Directors
- Hon. James Petri, Village of Elk Grove Village
- Dave Van Vooren, Executive Director
- Steven Schilling, Assistant Executive Director
- Mary S. Allen, Recycling and Education Director
- Cameron Ruen, Graphic Designer/Marketing Coordinator
- Lisa Wooddy, Administrative Manager
- Derk Price, SWANCC Counsel, Ancel and Glink
- Colleen DeKraker, Miller, Cooper & Co.
- Rhonda Diamond, Glencoe League of Women Voters
- Laurie Morse, Glencoe League of Women Voters

II. Approval of Minutes

On a motion by Mr. Rigoni to approve the July 24, 2013 meeting minutes, seconded by Mr. Rummel, a vote was taken and the minutes were approved. Mr. Norris abstained.

III. Financial Update



August 28, 2012 Executive Committee Minutes

August 2013 Payment Request – Mr. Norris asked the committee to review the August Payment Request.

The August Payment Request had a total of \$1,232,977.58 was comprised of the following: \$50,566.47 from the General Fund, \$1,145,172.55 from the Operations Fund and \$37,238.56 for the estimated September payroll. Mr. Rummel made a motion to approve the August Payment Request which was seconded by Mr. Dixon, and the motion was unanimously approved.

On a motion by Mr. Rummel to approve the August Payment Request, seconded by Mr. Dixon, a vote was taken and the request was approved.

Treasurer's Report and Revenue/Expense Reports for July 2013 – Mr. Norris asked the committee to review the Treasurer's Report for the first quarter of FY2014.

On a motion by Mr. Rigoni approve the Treasurer's Report, seconded by Mr. Dixon, a vote was taken and the report was approved.

FY2013 Audit – Mr. Van Vooren reported that the Agency saw decreases in FY12-13 within the assets, liability, operational income and operational revenues. The Agency saw an increase of \$300,363 in total net assets as of April 30, 2013. Operating income had decreased by \$547,380 from the previous year as a result of the use of \$535,000 from reserves. Ms. DeKraker stated that this report was consistent with last year's report. The audit however, did clarify some of the new audit standards. The net income did build back up the reserves. The management letter found no weaknesses with internal controls. There are suggestions included for items such as voided check and credit card use. Mr. Norris stated that the audit reflects the Agency and its budget used as a financial plan went as the Board had outlined, to draw down cash to reduce the tipping fee.

On a motion by Mr. Rigoni to approve the FY2013 Audit, seconded by Mr. Hoefert, a vote was taken and the audit was approved.

FY2013 True-Up – Mr. Norris reported that under deliveries of waste to the transfer station resulted in the majority of communities to receive a reimbursement from the Agency.

On a motion by Mr. Rummel to approve the FY2013 True-Up, seconded by Mr. Hoefert, a vote was taken and the true-up was approved.

IV. Glenview Transfer Station (GTS)

FY2014 First Quarter Report – Mr. Schilling reported that Recycling Incentive Program revenues were low due to commodity pricing at historically low values. The Agency can expect the \$5/ton minimum payments for current volumes. He noted that the computer tracking system was purchased in 2004. When the Agency goes out to bid for operations, the system would be transferred to the operator and that upgrading at this point does not make sense.



August 28, 2012 Executive Committee Minutes

V. Old Business

Solid Waste Management Plan Update – Mr. Van Vooren reviewed the schedule for the regional meetings for Members, staff and residents concerned about solid waste. CB&I (Shaw Environmental) would give a brief presentation and allow for a public comment period.

New Business

August Executive Director’s Report – Mr. Van Vooren highlighted the pending continuing disclosure notice to meet deadlines and requirements of the bond ordinance. Staff is reviewing the proposed Cook County solid waste ordinance. This ordinance proposes to modify the existing transfer station permitting and reporting requirements with the purpose to extract data from waste disposal facilities, establish operating procedures above IEPA requirements, fees for permitting these facilities and oversight of facilities to take over inspections and review from IEPA. Chicago would be exempt from these changes. Mr. Norris stated that other municipal facilities should also be exempt as well under these guidelines. Mr. Van Vooren reported that staff has scheduled a meeting with Cook County to discuss the proposed changes and would report back.

Waste Grant Program Proposal – Mr. Van Vooren reviewed the grant proposal, stating that the existing education program had been in existence since 1992 with a \$10,000 proposed budget each fiscal year. The participants have remained consistent throughout the program. Under the proposed grant, the program would enhance educational opportunities at schools and extract data of additional reduction efforts in schools with a larger financial participation to achieve metrics and to offer hands-on support. The intent of the program is to span multiple years.

On a motion by Mr. Hoefert to approve the one-year test pilot amended waste grant program, seconded by Mr. Rummel, a vote was taken and the grant program was approved.

VI. Adjournment

There being no further business, a motion by Mr. Hoefert, and seconded by Ms. Rigoni, to adjourn the meeting at 12:39 p.m. was unanimously approved.

MOTION TO AUTHORIZE TO APPROVE AUGUST PAYMENT REQUEST

AYES
James Norris
Raymond Rummel
Albert Rigoni
Bill Dixon

NAYS

ABSENT
Paul Hoefert
Hon. Karen Darch



August 28, 2012 Executive Committee Minutes

MOTION TO AUTHORIZE TO APPROVE JULY TREASURER’S REPORT

AYES
James Norris
Raymond Rummel
Albert Rigoni
Bill Dixon

NAYS

ABSENT
Paul Hoefert
Hon. Karen Darch

**MOTION TO AUTHORIZE TO APPROVE THE AMENDED WASTE REDUCTION
GRANT ON A ONE YEAR TEST PILOT PROGRAM BASIS**

AYES
James Norris
Raymond Rummel
Albert Rigoni
Bill Dixon
Paul Hoefert

NAYS

ABSENT
Hon. Karen Darch

Material included in the Executive Committee packet form August 28, 2013:

- . July 24, 2013 Meeting Minutes*
- . August Payment Request Memo dated August 20, 2013*
- . FY2013 Audit memo dated August 21, 2013*
- . FY2013 Member True-Up memo dated July 10, 2013*
- . GTS Waste/Recycling Report memo dated August 23, 2013*
- . Solid Waste Planning Update memo dated August 9, 2013*
- . Executive Director’s Report memo dated August 21, 2013*
- . Waste Grant Program Proposal memo dated August 15, 2013*



Executive Committee Meeting

Wednesday, October 23, 2013

11:30 a.m.

Solid Waste Agency of Northern Cook County

2700 Patriot Boulevard, Suite 110

Glenview, Illinois

I. Call To Order

Chairman Norris called the Meeting of the Executive Committee to order at 11:34 a.m. in the Conference Room at the Solid Waste Agency of Northern Cook County. A roll call attendance was taken.

Present

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
James Norris	Manager	Hoffman Estates
Raymond Rummel	Manager	Elk Grove Village
Albert Rigoni	Manager	Skokie
Bill Dixon	Manager	Arlington Heights
Hon. Paul Hoefert	Trustee	Mount Prospect

Absent

Hon. Karen Darch	President	Barrington
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Others in Attendance

- George Van Dusen, SWANCC Chairman of Board of Directors
- Hon. James Petri, Village of Elk Grove Village
- Dave Van Vooren, Executive Director
- Steven Schilling, Assistant Executive Director
- Mary S. Allen, Recycling and Education Director
- Cameron Ruen, Graphic Designer/Marketing Coordinator
- Lisa Woody, Administrative Manager
- Christina Seibert, Shaw Environmental/CB&I
- Phil Kowalski, Shaw Environmental/CB&I
- Luella Preston, Niles resident
- Derk Price, Agency Counsel, Ansel & Glink

II. Approval of Minutes

On a motion by Mr. Rummel to approve the August 28, 2013 meeting minutes, seconded by Mr. Dixon, a vote was taken and the minutes were approved.

III. Financial Update



October 23, 2012 Executive Committee Minutes

September 2013 Payment Request – Mr. Norris asked the committee to review the September Payment Request.

The September Payment Request had a total of \$1,172,196.76 was comprised of the following: \$37,645.61 from the General Fund, \$1,097,312.59 from the Operations Fund and \$37,238.56 for the estimated October payroll. The Executive Committee approved the September 2013 Payment Request by email vote. All invoices were paid.

October 2013 Payment Request – Mr. Norris asked the committee to review the October Payment Request.

The October Payment Request had a total of \$1,158,769.55 was comprised of the following: \$39,045.99 from the General Fund, \$1,082,485.00 from the Operations Fund and \$37,238.56 for the estimated November payroll.

Mr. Rummel made a motion to approve the October Payment Request and ratify the September Payment Request. Mr. Hoefert seconded the motion. A vote was taken and the motion was unanimously approved.

Treasurer's Report and Revenue/Expense Reports for September 2013 – Mr. Norris asked the committee to review the Treasurer's Report for September. The September Treasurer's Report shows a balance of \$4,862,883.08 as of September 30, 2013. Mr. Rummel made a motion to approve the September Treasurer's Report which was seconded by Mr. Hoefert, and the Treasurer's Report was unanimously approved.

IV. Executive Session

Litigation and Personnel – Upon a motion by Mr. Rigoni, the Committee entered into executive session, after a unanimous roll call vote, at 11:38 a.m., to discuss litigation under Section 2 ©(11) and personnel under Section 2 ©(1) of the Open Meetings Act.

The Committee reconvened in its regular open session at 11:41 a.m.

V. Glenview Transfer Station (GTS) – Mr. Schilling reported that pumps were scheduled for repair and that Groot continued to redirect recycling from their MRF due to renovations at their Elk Grove Village facility.

VI. Old Business

Solid Waste Management Plan Update – Mr. Van Vooren stated that feedback was needed on the action items included in the memo due to timing issues regarding the survey and waste management options. Christina Seibert reported that from the three stakeholder meetings, that residents, waste haulers and municipal employees gave feedback in terms of the value of the Agency, perceived needs, questions and concerns. In general, feedback centered around access to programs, costs related to programs and



October 23, 2012 Executive Committee Minutes

services and educational programs are still needed to continue to reach all stakeholders. There were approximately 50 people in attendance for these meetings after discussion. The Committee reached consensus that there was no need for another stakeholder meeting.

Ms. Seibert led a discussion regarding the need to send out a scientific survey that would be developed and used to obtain further input. Shaw solicited proposals from two national public opinion research firms to conduct a scientific survey of the SWANCC population to reach 400-600 households. The survey would report aggregate results with coded responses to delve further into the numbers. The committee discussed demographics, diversity and member representation to get a true cross section of the population to fully understand the approach.

Mr. Hoefert made a motion to award a contract to Lake Research Partners for land and mobile phones up to 600 responses. Mr. Rigoni seconded the motion. A vote was taken and the motion was unanimously approved.

Ms. Seibert then led a discussion regarding the priority levels for waste management options for Shaw to pursue in writing the Draft Plan. The Committee discussed the waste management options and ranked them on a level of low to high including: Residential recycling (M); Multi-family recycling (H); Commercial recycling (M*); Construction and demolition (C&D) debris management (H); Organics/food scrap management (M); Household hazardous waste Management (L); Regional collection/joint purchasing (H); Waste transfer and disposal (M); Mixed-waste processing operations (M) and Conversion technologies (L).

The Committee discussed the schedule to work on the survey, provide a brief update memo to the Board of Directors for November and to present a Draft Plan in January.

2700 Patriot Boulevard Lease – Mr. Van Vooren reported that through conversations with the current real estate consultant that the market and its pricing has not changed since the last conversation. Prairie Glen's offer of a 3- or 5-year lease with conditions was still on the table. He also reported that through conversations with Wheeling, in which they may have space available in the public works building that they could be willing to offer to SWANCC. Mr. Van Vooren has an appointment scheduled to view the space and will report back findings to the Committee.

Cook County Solid Waste Ordinance Update – Mr. Van Vooren reported that the current revised solid waste ordinance did not include the exemptions as requested. The Committee discussed additional letters to be written to the commissioner and states attorney since no response had been received from previous letters. The Committee also suggested that staff and Mr. Price reach out directly to the States Attorney to determine if they are willing to modify the proposed ordinance to exempt SWANCC.

New Business

FY2014 First Quarter Program Summary – Mr. Norris asked the Committee to review the program summary. Ms. Allen reported that the program collection numbers, totals and comparison to past years was included and that materials continue to increase. With collection increases come additional costs



October 23, 2012 Executive Committee Minutes

associated. She added that through vendor changes, that a 35% reduction had been realized for the pharmaceutical and fluorescent bulb programs. Ms. Allen highlighted that the Committee was invited to the seventh Trashy Fashion Show being held at the Marriott in Hoffman Estates on Friday, November 15, 2013. Mr. Norris requested that staff forward the report to all Members for their use.

October Executive Director’s Report – Mr. Van Vooren highlighted that he would be attended the subject matter hearing on November 4, 2013 regarding a paint stewardship bill.

VII. Adjournment

There being no further business, a motion by Mr. Hoefert, and seconded by Ms. Rigoni, to adjourn the meeting at 1:06 p.m. was unanimously approved.

**MOTION TO AUTHORIZE TO APPROVE OCTOBER/RATIFY SEPTEMBER
PAYMENT REQUESTS**

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
James Norris		Hon. Karen Darch
Raymond Rummel		
Albert Rigoni		
Bill Dixon		
Paul Hoefert		

MOTION TO AUTHORIZE TO APPROVE SEPTEMBER TREASURER’S REPORT

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
James Norris		Hon. Karen Darch
Raymond Rummel		
Albert Rigoni		
Bill Dixon		
Paul Hoefert		

MOTION TO ENTER INTO EXECUTIVE SESSION

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
James Norris		Hon. Karen Darch
Raymond Rummel		



October 23, 2012 Executive Committee Minutes

Albert Rigoni
Bill Dixon
Paul Hoefert

**MOTION TO AUTHORIZE A CONTRACT WITH LAKE RESEARCH PARTNERS
FOR A RESIDENTIAL PHONE SURVEY**

AYES

James Norris
Raymond Rummel
Albert Rigoni
Bill Dixon
Paul Hoefert

NAYS

ABSENT

Hon. Karen Darch

Material included in the Executive Committee packet form October 23, 2013:

- . August 28, 2013 Meeting Minutes*
- . September Payment Request Memo dated September 26, 2013*
- . October Payment Request Memo dated September 26, 2013*
- . Solid Waste Planning Update memo dated October 17, 2013*
- . Update on Lease 2700 Patriot Boulevard memo dated October 16, 2013*
- . Update: Cook County Solid Waste Ordinance memo dated October 17, 2013*
- . Program Summary for May – August 2013 memo dated September 28, 2013*
- . Executive Director’s Report memo dated October 16, 2013*



Executive Committee Meeting

Wednesday, November 20, 2013

11:30 a.m.

**Solid Waste Agency of Northern Cook County
2700 Patriot Boulevard, Suite 110
Glenview, Illinois**

I. Call To Order

Chairman Norris called the Meeting of the Executive Committee to order at 11:32 a.m. in the Conference Room at the Solid Waste Agency of Northern Cook County. A roll call attendance was taken.

Present

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
James Norris	Manager	Hoffman Estates
Raymond Rummel	Manager	Elk Grove Village
Albert Rigoni	Manager	Skokie
Bill Dixon	Manager	Arlington Heights
Hon. Paul Hoefert	Trustee	Mount Prospect
Hon. Karen Darch (via phone 11:37 am)	President	Barrington

Absent

Others in Attendance

- George Van Dusen, SWANCC Chairman of Board of Directors
- Hon. James Petri, Village of Elk Grove Village
- Dave Van Vooren, Executive Director
- Steven Schilling, Assistant Executive Director
- Mary S. Allen, Recycling and Education Director
- Cameron Ruen, Marketing Coordinator
- Lisa Woody, Administrative Manager
- Luella Preston, Niles resident
- Todd Hileman, Village of Glenview
- Derk Price, Agency Counsel, Ansel & Glink

On a motion by Mr. Rigoni to allow Vice President Darch to participate via phone, seconded by Mr. Dixon, a vote was taken and the motion passed unanimously.

II. Approval of Minutes

On a motion by Mr. Hoefert to approve the October 23, 2013 meeting minutes, seconded by Mr. Rummel, a vote was taken and the minutes were approved.



November 20, 2012 Executive Committee Minutes

III. Financial Update

November 2013 Payment Request – Mr. Norris asked the committee to review the November Payment Request.

The November Payment Request had a total of \$1,324,402.13 was comprised of the following: \$42,508.70 from the General Fund, \$1,143,932.55 from the Operations Fund and \$37,238.56 for the estimated December payroll. In addition, \$100,722.32 for the Recycling Incentive Program rebate was included in the payment request.

Mr. Rummel made a motion to approve the November Payment Request. Mr. Dixon seconded the motion. A vote was taken and the motion was unanimously approved.

Treasurer's Report and Revenue/Expense Reports for October 2013 – Mr. Norris asked the committee to review the Treasurer's Report for October. The October Treasurer's Report shows a balance of \$4,819,454.32 as of October 31, 2013.

Mr. Rigoni made a motion to approve the October Treasurer's Report which was seconded by Mr. Hoefert, and the Treasurer's Report was unanimously approved.

IV. Executive Session

Litigation and Personnel – Upon a motion by Mr. Dixon, seconded by Mr. Hoefert, the Committee entered into executive session, after a unanimous roll call vote, at 11:36 a.m., to discuss litigation under Section 2 ©(11) and personnel under Section 2 (C)(1) of the Open Meetings Act.

The Committee reconvened in its regular open session at 11:44 a.m.

V. Glenview Transfer Station (GTS)

GTS Repair and Maintenance Financial Analysis – Mr. Van Vooren reported on budgeted and actual repair and maintenance expenditures at the Glenview Transfer Station from FY2012 – FY2015. Actual expenditures have exceeded budget values from year to year. Two issues that may require attention include the ring road around the transfer station and the roof. Staff would recommend increasing the budget line item for GTS repair and maintenance by \$5,000. In addition, staff recommends engaging a structural engineer to provide an analysis of the transfer station.

VI. Old Business

Solid Waste Management Plan Update – No Report

VII. New Business

2013 General Liability, Excess Liability and Workers Compensation Renewal – Mr. Van Vooren reported that the Agency's current compensation insurance is set to expire at the beginning of



November 20, 2012 Executive Committee Minutes

December. The Agency is required to have this type of coverage and has had a positive relationship with the current provider.

Mr. Rigoni made a motion to enter into a one year contract with Illinois Counties Risk Management Trust. Mr. Dixon seconded the motion. A vote was taken and the motion was unanimously approved.

November Executive Director’s Report – Mr. Van Vooren highlighted that he is still in conversation with Cook County staff regarding the pending Cook County Solid Waste Ordinance. In addition, Mr. Van Vooren is still in conversation with Wheeling regarding the possibility of leasing space within the Wheeling Public Works building. He has had meetings with the architect of the building and contractor. A rental agreement to lease the space, layout costs and credits/amortization discussions are still pending. Mr. Van Vooren indicated that he would report back to the committee to follow up.

VIII. Adjournment

There being no further business, a motion by Mr. Dixon, and seconded by Mr. Rigoni, to adjourn the meeting at 12:04 p.m. was unanimously approved.

MOTION TO AUTHORIZE TO APPROVE NOVEMBER PAYMENT REQUEST

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
James Norris		Hon. Karen Darch
Raymond Rummel		
Albert Rigoni		
Bill Dixon		
Paul Hoefert		

MOTION TO AUTHORIZE TO APPROVE OCTOBER TREASURER’S REPORT

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
James Norris		Hon. Karen Darch
Raymond Rummel		
Albert Rigoni		
Bill Dixon		
Paul Hoefert		



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MOTION TO ENTER INTO EXECUTIVE SESSION

AYES

James Norris
Raymond Rummel
Albert Rigoni
Bill Dixon
Paul Hoefert

NAYS

ABSENT

Hon. Karen Darch

**MOTION TO AUTHORIZE A CONTRACT WITH MESIROW FINANCIAL FOR
INSURANCE IN 2014**

AYES

James Norris
Raymond Rummel
Albert Rigoni
Bill Dixon
Paul Hoefert
Hon. Karen Darch

NAYS

ABSENT

Material included in the Executive Committee packet for November 20, 2013:

- . October 23, 2013 Meeting Minutes*
- . November Payment Request Memo dated November 20, 2013*
- . Glenview Transfer Station Repair and Maintenance Financial Analysis memo dated November 15, 2013*
- . 2013 General Liability, Excess Liability & Workers Compensation Renewal memo dated November 7, 2013*
- . Executive Director's Report memo dated November 15, 2013*

Executive Committee Meeting

**Wednesday, December 18, 2013
11:30 a.m.**

**Solid Waste Agency of Northern Cook County
2700 Patriot Boulevard, Suite 110
Glenview, Illinois**

I. Call To Order

Chairman Norris called the Meeting of the Executive Committee to order at 11:30 a.m. in the Conference Room at the Solid Waste Agency of Northern Cook County. A roll call attendance was taken.

Present

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
James Norris	Manager	Hoffman Estates
Raymond Rummel	Manager	Elk Grove Village
Albert Rigoni	Manager	Skokie
Bill Dixon	Manager	Arlington Heights
Hon. Paul Hoefert	Trustee	Mount Prospect
Hon. Karen Darch (11:31 am)	President	Barrington

Absent

None

Others in Attendance

George Van Dusen, SWANCC Chairman of Board of Directors
Hon. James Petri, Village of Elk Grove Village
Dave Van Vooren, Executive Director
Steven Schilling, Assistant Executive Director
Cameron Ruen, Marketing Coordinator
Lisa Woody, Administrative Manager
Derk Price, Agency Counsel, Ansel & Glink

II. Approval of Minutes

On a motion by Mr. Dixon to approve the November 10, 2013 meeting minutes, seconded by Mr. Hoefert, a vote was taken and the minutes were approved.

III. Financial Update

December 2013 Payment Request – Mr. Norris asked the committee to review the December Payment Request.



December 18, 2012 Executive Committee Minutes

The December Payment Request had a total of \$1,054,779.71 was comprised of the following: \$48,269.35 from the Administrative Fund, \$950,652.52 from the Operations Fund and \$55,857.84 for the estimated December payroll.

Mr. Dixon made a motion to approve the December Payment Request. Mr. Rummel seconded the motion. A vote was taken and the motion was unanimously approved.

Treasurer's Report and Revenue/Expense Reports for November 2013 – Mr. Norris asked the committee to review the Treasurer's Report for November. The November Treasurer's Report shows a balance of \$4,347,863.99 as of November 30, 2013.

Mr. Dixon made a motion to approve the November Treasurer's Report which was seconded by Mr. Rummel, and the Treasurer's Report was unanimously approved.

Proposed FY2014 Budget Draft – Mr. Van Vooren reviewed the proposed budget for FY2015 with the assumption that slightly less waste would be delivered by member communities as predicted by the 3-year rolling average. He reviewed the sections for the Glenview Transfer Station, Administration, Environmental Stewardship, Revenues and Fixed Costs. He went through two different scenarios that would affect the tipping fee which include 1) staying in the current lease, 2) using surplus funds in the 5-year plan and a new lease at Wheeling Public Works to include build out expenses and rental credits. The group discussed the legal line item as it pertains to SWMP implementation and the ongoing Cook County Solid Waste Ordinance. Mr. Van Vooren outlined the budget schedule for the Board of Directors to have a first look at the budget in February, a revised version in March and adoption of the budget in April.

IV. Executive Session

Litigation and Personnel – Upon a motion by Mr. Hoefert, seconded by Mr. Rigoni, the Committee entered into executive session, after a unanimous roll call vote, at 11:43 a.m., to discuss litigation under Section 2 (c)(11) and lease of real estate property under Section 2 (c)(5) of the Open Meetings Act. The Committee also reviewed unreleased Executive Session Minutes.

The Committee reconvened in its regular open session at 12:19 p.m.

V. Glenview Transfer Station (GTS)

VI. Old Business

Solid Waste Management Plan Update – Mr. Van Vooren reported on the progress related to the SWMP update including the residential survey results and the draft preparation of the plan by Shaw Environmental. The survey conducted at the beginning of December show that a high level of satisfaction with current services, high participation of recycling programs with significantly more participation in single-family units, moderately high awareness of SWANCC programs, moderately high outreach success with recycling information and moderate interest in willingness to pay for new



December 18, 2012 Executive Committee Minutes

programs. Staff, Shaw and Lake Research Partners will submit a final report to be included in the SWMP Update.

The Committee will deliver an outline of the draft Plan to staff and sections of the Update as they become available. A completed draft will be presented to the Committee at the January meeting.

VII. New Business

December Executive Director’s Report – Mr. Van Vooren highlighted that he is still in conversation with Cook County staff regarding the pending Cook County Solid Waste Ordinance and is working on the budget process for FY2015. Mr. Van Vooren indicated that he would report back to the committee to follow up.

VIII. Adjournment

There being no further business, a motion by Mr. Hoefert, and seconded by Ms. Darch, to adjourn the meeting at 12:29 p.m. was unanimously approved.

MOTION TO AUTHORIZE TO APPROVE NOVEMBER PAYMENT REQUEST

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
James Norris		
Raymond Rummel		
Albert Rigoni		
Bill Dixon		
Paul Hoefert		
Hon. Karen Darch		

MOTION TO AUTHORIZE TO APPROVE NOVEMBER TREASURER’S REPORT

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
James Norris		
Raymond Rummel		
Albert Rigoni		
Bill Dixon		
Paul Hoefert		
Hon. Karen Darch		



December 18, 2012 Executive Committee Minutes

MOTION TO ENTER INTO EXECUTIVE SESSION

AYES

James Norris
Raymond Rummel
Albert Rigoni
Bill Dixon
Paul Hoefert
Hon. Karen Darch

NAYS

ABSENT

Material included in the Executive Committee packet for December 18, 2013:

- . November 20, 2013 Meeting Minutes*
- . December Payment Request Memo dated December 16, 2013*
- . Fiscal Year 2015 Budget memo dated December 3, 2013*
- . Solid Waste Management Plan (SWMP) Update memo dated December 12, 2013*
- . Executive Director's Report memo dated December 11, 2013*



Executive Committee Meeting

Wednesday, January 22, 2014

11:39 a.m.

**Solid Waste Agency of Northern Cook County
2700 Patriot Boulevard, Suite 110
Glenview, Illinois**

I. Call To Order

Chairman Norris called the Meeting of the Executive Committee to order at 11:39 a.m. in the Conference Room at the Solid Waste Agency of Northern Cook County. A roll call attendance was taken.

Present

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
James Norris	Manager	Hoffman Estates
Raymond Rummel	Manager	Elk Grove Village
Bill Dixon	Manager	Arlington Heights
Hon. Paul Hoefert	Trustee	Mount Prospect
Hon. Karen Darch (via phone)	President	Barrington

Absent

None

Others in Attendance

- Hon. James Petri, Village of Elk Grove Village
- Todd Hileman, Glenview Village Manager
- Dave Van Vooren, Executive Director
- Steven Schilling, Assistant Executive Director
- Mary Allen, Education and Recycling Director
- Cameron Ruen, Marketing Coordinator
- Lisa Wooddy, Administrative Manager
- Derke Price, Agency Counsel, Ansel & Glink
- Christina Seibert, CB&I/Shaw Environmental
- Phil Kowalski, CB&I/Shaw Environmental
- Louella Preston, Niles resident
- Laurie Morse, Glencoe League of Women Voters

II. Approval of Minutes

On a motion by Mr. Hoefert to approve the December 18, 2013 meeting minutes, seconded by Mr. Rummel, a vote was taken and the minutes were approved.



January 22, 2012 Executive Committee Minutes

III. Financial Update

January 2014 Payment Request – Mr. Norris asked the committee to review the January Payment Request.

The January Payment Request had a total of \$1,103,015.54 was comprised of the following: \$41,986.14 from the Administrative Fund, \$1,023,790.84 from the Operations Fund and \$37,238.56 for the estimated February payroll.

Mr. Hoefert made a motion to approve the January Payment Request. Mr. Rummel seconded the motion. A vote was taken and the motion was unanimously approved.

Treasurer's Report and Revenue/Expense Reports for December 2013 – Mr. Norris asked the committee to review the Treasurer's Report for December. The December Treasurer's Report shows a balance of \$4,373,459.26 as of December 31, 2013.

Mr. Rummel made a motion to approve the December Treasurer's Report which was seconded by Mr. Hoefert, and the Treasurer's Report was unanimously approved.

Proposed FY2015 Budget – Mr. Van Vooren reviewed the proposed budget for FY2015 with the incorporation of the Wheeling lease relocation expenses. Mr. Van Vooren described that the draft maintains the existing Agency programs and presumes that waste deliveries will decrease slightly as the three-year rolling average trends indicate. The committee discussion included unobligated reserves, lease arrangements and collection programs.

Mr. Van Vooren outlined the budget schedule for the Board of Directors to have a first look at the budget in February, a revised version in March and adoption of the budget in April.

Mr. Rummel made a motion to recommend the budget to the Board of Directors with a tipping fee of \$59.23 as described in the discussions. Mr. Hoefert seconded the motion. A vote was taken and the motion was unanimously approved.

IV. Executive Session

Litigation and Personnel – Upon a motion by Mr. Dixon, seconded by Mr. Rummel, the Committee entered into executive session, after a unanimous roll call vote, at 12:09 p.m., to discuss nominations for the committee under Section 2 (c)(3) of the Open Meetings Act. The Committee also reviewed unreleased Executive Session Minutes.

The Committee reconvened in its regular open session at 12:11 p.m.

V. Glenview Transfer Station (GTS)

GTS Maintenance – Mr. Schilling reported on necessary maintenance at the Glenview Transfer



January 22, 2012 Executive Committee Minutes

Station regarding the truck scale. He indicated that Groot is scheduling repairs and funding the maintenance project.

VI. Old Business

Solid Waste Management Plan Update – Mr. Van Vooren introduced the first draft of the Solid Waste Management Plan Update. Ms. Seibert and Mr. Kowalski of CB&I/Shaw gave the Committee a summary of the draft. The Committee discussed the Recommendations as submitted in the SWMP Update. Ms. Morse and Ms. Preston, as SWANCC residents, provided input to the Committee regarding the Recommendations. The Committee requested that the Recommendations Table include timeframe information for implementation and an Impacts column that defines impacts to the Agency and the Members.

Shaw will adjust their information per the discussion and present a new draft at the February meeting.

VII. New Business

January Executive Director’s Report – Mr. Van Vooren asked for the committee to review his report.

Program Summary – September-December 2013 – Mr. Van Vooren reported on the significant collection programs as well as educational programs in schools and community groups.

VIII. Adjournment

There being no further business, a motion by Mr. Hoefert, and seconded by Mr. Rummel, to adjourn the meeting at 1:15 p.m. was unanimously approved.

MOTION TO AUTHORIZE TO APPROVE JANUARY PAYMENT REQUEST

AYES

NAYS

ABSENT

- James Norris
- Raymond Rummel
- Bill Dixon
- Paul Hoefert
- Hon. Karen Darch



January 22, 2012 Executive Committee Minutes

MOTION TO AUTHORIZE TO APPROVE DECEMBER TREASURER'S REPORT

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
James Norris		
Raymond Rummel		
Bill Dixon		
Paul Hoefert		
Hon. Karen Darch		

MOTION TO ENTER INTO EXECUTIVE SESSION

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
James Norris		
Raymond Rummel		
Bill Dixon		
Paul Hoefert		
Hon. Karen Darch		

Material included in the Executive Committee packet for January 22, 2013:

- . December 18, 2013 Meeting Minutes*
- . January Payment Request Memo dated January 17, 2014*
- . Fiscal Year 2015 Budget memo dated January 16, 2014*
- . Glenview Transfer Station Scale Maintenance memo dated January 17, 2014*
- . Solid Waste Management Plan (SWMP) Update memo dated January 16, 2013*
- . Executive Director's Report memo dated January 15, 2014*
- . Program Summary for September – December, 2013 memo dated January 16, 2014*



Executive Committee Meeting

Wednesday, February 26, 2014

11:36 a.m.

**Solid Waste Agency of Northern Cook County
2700 Patriot Boulevard, Suite 110
Glenview, Illinois**

I. Call To Order

Chairman Pro Tem Rummel called the Meeting of the Executive Committee to order at 11:36 a.m. in the Conference Room at the Solid Waste Agency of Northern Cook County. A roll call attendance was taken.

Present

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
Raymond Rummel	Manager	Elk Grove Village
Bill Dixon	Manager	Arlington Heights
Hon. Paul Hoefert	Trustee	Mount Prospect
Hon. Joe Sweeney	Alderman	Park Ridge
Todd Hileman	Manager	Glenview
Tim Wiberg	Manager	Lincolnwood

Absent

James Norris	Manager	Hoffman Estates
Hon. Karen Darch	President	Barrington

Others in Attendance

Hon. George Van Dusen, SWANCC Board Chairman, Mayor of Skokie
 Hon. James Petri, Village of Elk Grove Village
 Dave Van Vooren, Executive Director
 Steven Schilling, Assistant Executive Director
 Mary Allen, Education and Recycling Director
 Cameron Ruen, Marketing Coordinator
 Lisa Woody, Administrative Manager
 Derk Price, Agency Counsel, Ansel & Glink
 Christina Seibert, CB&I/Shaw Environmental
 Phil Kowalski, CB&I/Shaw Environmental
 Louella Preston, Niles resident

II. Approval of Minutes

On a motion by Mr. Dixon to approve the January 22, 2014 meeting minutes, seconded by Mr. Hoefert, a vote was taken and the minutes were approved.

February 26, 2014 Executive Committee Minutes

III. Financial Update

February 2014 Payment Request – Mr. Rummel asked the committee to review the February Payment Request.

The February Payment Request had a total of \$ 1,074,346.01 was comprised of the following: \$ 45,543.85 from the Administrative Fund, \$ 991,563.60 from the Operations Fund and \$37,238.56 for the estimated March payroll.

Mr. Wiberg made a motion to approve the February Payment Request. Mr. Dixon seconded the motion. A vote was taken and the motion was unanimously approved.

Treasurer's Report and Revenue/Expense Reports for January 2014 – Mr. Rummel asked the committee to review the Treasurer's Report for January. The January Treasurer's Report shows a balance of \$4,373,459.26 as of December 31, 2013. Mr. Van Vooren added that he is working with Groot to adjust the monthly payments to reflect actual monthly billing amounts. Bills are produced as an average of waste deliveries, not actual numbers. There will be one more adjustment this spring to balance the account.

Mr. Sweeney made a motion to approve the January Treasurer's Report which was seconded by Mr. Dixon, and the Treasurer's Report was unanimously approved.

Proposed FY2015 Budget – Mr. Van Vooren highlighted two outstanding budget items, 1) the updated of negotiated CPI increase of 1.65%; and 2) the electronics recycling vendor change due to OEM payment issues with current program vendor. Going forward, revenues and expenses related to electronics recycling may change, resulting in a tipping fee change. This is due to costs related to lead-based glass in CRTs.

Mr. Van Vooren outlined the budget schedule for the Board of Directors to have a second look at the budget in March along with the public hearing, with the adoption of the budget in April.

IV. Executive Session - None

V. Glenview Transfer Station (GTS)

GTS Maintenance – Mr. Schilling reported that 74.73% of committed tonnage has been delivered to the transfer station. The final quarter is typically 20% of committed tonnage, so staff expects Members to under deliver in FY2014. Wheeling deliveries are lower than normal and Mr. Schilling is working with them to resolve this issue. In addition, he expects more revenue than projected for commercial waste brought to the transfer station.



February 26, 2014 Executive Committee Minutes

VI. Old Business

Executive Session Minutes – Mr. Dixon made a motion to approve and not release the January 22, 2014 Executive Session Minutes which was seconded by Mr. Hoefert, and the motion was unanimously approved. Mr. Sweeney, Mr. Wiberg and Mr. Hileman abstained.

Solid Waste Management Plan Update – Mr. Van Vooren introduced the Recommendations Table of the Solid Waste Management Plan Update. Ms. Seibert and Mr. Kowalski of CB&I/Shaw gave the Committee a summary of the recommendations and answered questions. The Committee discussed the Recommendations as submitted in the SWMP Update Draft Report. Ms. Preston, as a SWANCC resident, provided input to the Committee regarding the Recommendations.

The Committee requested that the public comment period end March 28, 2014 and that Staff summarize and provide the comments to them at the Committee's April 2, 2014 meeting.

Anderson Legislative Consulting Contract – Mr. Van Vooren reported that staff recommends the adoption of the contract for professional services with Anderson Legislative Consulting for the upcoming legislative session. The group reached consensus for the continuation of this contract. Mr. Van Vooren indicated that he would execute the updated contract with Anderson Legislative Consulting.

VII. New Business

February Executive Director's Report – Mr. Van Vooren highlighted pending proposals for the financial audit RFP and reviewing electronics recycling RFPs in the report.

MB Financial Procurement Cards – Mr. Van Vooren recapped that he had been previously directed to obtain credit card payment method for monthly expenses for staff that all expenses incurred by use of credit card will be included on the monthly expense report for the committee to approve prior to payment. Mr. Hoefert made a motion to approve the MB Financial Procurement Guidelines which was seconded by Mr. Hileman, and the motion was unanimously approved.

2014 IL Legislative Session – Mr. Van Vooren reviewed bills related to solid waste management for the current legislative session. Mr. Dixon made a motion to approve recommendations for legislative bills as presented which was seconded by Mr. Sweeney, and the motion was unanimously approved.

Summary of Large Waste Grants – Ms. Allen asked for the committee to review the report.

Orientation Program for New Executive Committee Members – Mr. Rummel requested that staff provide an orientation program for new Executive Committee members to give an overview of processes and a historical perspective. Mr. Van Vooren said he would follow up with this informed the committee of an upcoming April meeting for Village Managers of what the SWANCC Advantage consists of, why 2015 is important to them and cost competitive aspects of Member and non-member programs.

February 26, 2014 Executive Committee Minutes

VIII. Adjournment

There being no further business, a motion by Mr. Sweeney, and seconded by Mr. Dixon, to adjourn the meeting at 1:11 p.m. was unanimously approved.

MOTION TO AUTHORIZE TO APPROVE FEBRUARY PAYMENT REQUEST

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Raymond Rummel		Hon. Karen Darch
Bill Dixon		James Norris
Paul Hoefert		
Tim Wiberg		
Todd Hileman		
Hon. Joe Sweeney		

MOTION TO AUTHORIZE TO APPROVE EXECUTIVE SESSION MINUTES

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Raymond Rummel		Hon. Karen Darch
Bill Dixon		James Norris
Paul Hoefert		Tim Wiberg
		Todd Hileman
		Hon. Joe Sweeney

Material included in the Executive Committee packet for February 26, 2014:

- . January 22, 2013 Meeting Minutes*
- . February Payment Request Memo dated February 20, 2014*
- . Fiscal Year 2015 Budget memo dated February 20, 2014*
- . Solid Waste Management Plan (SWMP) Update memo dated February 21, 2013*
- . Legislative Consulting Contract memo dated January 27, 2014*
- . Executive Director's Report memo dated February 20, 2014*
- . SWANCC MB Financial memo dated February 18, 2014*
- . 2014 Illinois Legislative Session memo dated February 18, 2014*
- . Update of Larger Scope Waste Reduction Grants memo dated February 11, 2014*



Executive Committee Meeting

Wednesday, April 2, 2014

11:30 a.m.

**Solid Waste Agency of Northern Cook County
2700 Patriot Boulevard, Suite 110
Glenview, Illinois**

I. Call To Order

Chairman Pro Tem Rummel called the Meeting of the Executive Committee to order at 11:33 a.m. in the Conference Room at the Solid Waste Agency of Northern Cook County. A roll call attendance was taken.

Present

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
Raymond Rummel	Manager	Elk Grove Village
Bill Dixon	Manager	Arlington Heights
Joe Sweeney	Trustee	Park Ridge
Todd Hileman	Manager	Glenview
Tim Wiberg	Manager	Lincolnwood
Hon. Karen Darch	Mayor	Barrington

Absent

None		
James Norris	Manager	Hoffman Estates
Hon. Paul Hoefert	Trustee	Mount Prospect

Others in Attendance

Hon. George Van Dusen, SWANCC Board Chairman, Mayor of Skokie
Hon. James Petri, Village of Elk Grove Village
Dave Van Vooren, Executive Director
Steven Schilling, Assistant Executive Director
Mary Allen, Education and Recycling Director
Cameron Ruen, Marketing Coordinator
Lisa Wooddy, Administrative Manager
Derke Price, Agency Counsel, Ansel & Glink
Laurie Morse, Glencoe League of Women Voters

II. Approval of Minutes

On a motion by Mr. Sweeney to approve the February 26, 2014 meeting minutes, seconded by Mr. Hileman, a vote was taken and the minutes were approved.



April 2, 2012 Executive Committee Minutes

III. Orientation for New Executive Committee Members – Mr. Van Vooren reviewed the orientation information with the Executive Committee. The group discussed what actions would be taken after 2015, when the bond requirements were paid in full. Corporate Counsel Derke Price explained that the Project Use Agreement requires that waste from SWANCC Members be aggregated until 2031. Mr. Hileman inquired if the SWANCC business model would also be evaluated with current needs, to determine if the model created over 20 years ago was still applicable in today's market.

IV. Financial Update

March 2014 Payment Request – Mr. Rummel asked the committee to review the March Payment Request.

The March Payment Request had a total of \$920,509.41 was comprised of the following: \$39,066.86 from the Administrative Fund, \$844,203.99 from the Operations Fund and \$37,238.56 for the estimated April payroll.

Mr. Dixon made a motion to approve the March Payment Request. Ms. Darch seconded the motion. A vote was taken and the motion was unanimously approved.

Treasurer's Report and Revenue/Expense Reports for February 2014 – Mr. Rummel asked the committee to review the Treasurer's Report for February. The February Treasurer's Report shows a balance of \$4,234,607.47 as of February 28, 2014.

Mr. Sweeney made a motion to approve the January Treasurer's Report which was seconded by Mr. Wiberg, and the Treasurer's Report was unanimously approved.

FY2015 Annual Budget – Mr. Van Vooren outlined the budget schedule for the Board of Directors to review and adopt the budget in April. Mr. Hileman asked if money was included in the budget for consulting work for the Solid Waste Management Plan Update. Mr. Van Vooren responded that \$25,000 was included for implementing the SWMP, with additional funds for technical or professional services.

V. Executive Session - None

VI. Glenview Transfer Station (GTS)

Mr. Schilling reported that the landfills were closed yesterday due to high winds and that the GTS passed inspection by the IEPA.

VII. Old Business

Solid Waste Management Plan Update – Mr. Van Vooren reviewed the revised Executive Summary and Recommendations Table of the Solid Waste Management Plan Update including household chemical waste, model ordinances for multi-family housing, targeted outreach for low participation in



April 2, 2012 Executive Committee Minutes

recycling, conducting periodic updates to the plan and providing a means for residential engagement. Mr. Hileman asked if there is a review of programs scheduled, if some programs are valued more than others, of if any programs could be substituted for a household chemical waste program. Mr. Van Vooren responded that all programs are reviewed annually with the budget. He added that these programs accumulate to a small part of the overall budget. In addition, staff is monitoring Extended Producer Responsibility (EPR) laws that may assist with hard to handle material programs by establishing a statewide collection system. There were further discussions by the committee on SWANCC's existing business model and the benefits to members by aggregating waste

On a motion by Ms. Darch to recommend adoption of the Solid Waste Management Plan Update, seconded by Mr. Sweeney, a vote was taken and the plan was approved.

VIII. New Business

FY2014 Audit Proposals – Mr. Van Vooren reported a subgroup met and discussed the Financial RFPs and have a recommendation to stay with the current provider for financial services.

On a motion by Ms. Darch to approve the contract with Miller Cooper, seconded by Mr. Dixon, a vote was taken and the motion was approved.

March Executive Director's Report – Mr. Van Vooren highlighted that staff is still finalizing the Wheeling build out and that he is tracking several bills in Springfield and will report back to the group as they continue through the legislature. In particular, HB5666, a bill that would eliminate Commercial Waste Franchises as a business tool or opportunity that limits solid waste rates for businesses in a municipality.

IX. Adjournment

There being no further business, a motion by Mr. Sweeney, and seconded by Mr. Darch, to adjourn the meeting at 12:49 p.m. was unanimously approved.

MOTION TO AUTHORIZE TO APPROVE MARCH PAYMENT REQUEST

AYES
Raymond Rummel
Bill Dixon
Tim Wiberg
Todd Hileman
Hon. Joe Sweeney
Hon. Karen Darch

NAYS

ABSENT
Paul Hoefert
James Norris



April 2, 2012 Executive Committee Minutes

MOTION TO AUTHORIZE TO APPROVE TREASURER’S REPORT

AYES
Raymond Rummel
Bill Dixon
Tim Wiberg
Todd Hileman
Hon. Joe Sweeney
Hon. Karen Darch

NAYS

ABSENT
Paul Hoefert
James Norris

**MOTION TO AUTHORIZE TO ENTER INTO A CONTRACT WITH MILLER
COOPER**

AYES
Raymond Rummel
Bill Dixon
Tim Wiberg
Todd Hileman
Hon. Joe Sweeney
Hon. Karen Darch

NAYS

ABSENT
Paul Hoefert
James Norris

Material included in the Executive Committee packet for April 2, 2014:

- . February 26, 2013 Meeting Minutes*
- . SWNACC Executive Committee Orientation*
- . March Payment Request Memo dated March 18, 2014*
- . FY2015 Annual Budget*
- . Solid Waste Management Plan (SWMP) Update memo dated March 28, 2014*
- . FY2014-2016 Audited Financial Statements Proposals memo dated March 20, 2014*
- . Executive Director’s Report memo dated March 26, 2014*



Executive Committee Meeting

Wednesday, April 23, 2014

11:30 a.m.

**Solid Waste Agency of Northern Cook County
2700 Patriot Boulevard, Suite 110
Glenview, Illinois**

I. Call To Order

Chairman Pro Tem Rummel called the Meeting of the Executive Committee to order at 11:33 a.m. in the Conference Room at the Solid Waste Agency of Northern Cook County. A roll call attendance was taken.

Present

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
Raymond Rummel	Manager	Elk Grove Village
Bill Dixon	Manager	Arlington Heights
Joe Sweeney	Trustee	Park Ridge
Tim Wiberg	Manager	Lincolnwood
Hon. Karen Darch (via phone)	Mayor	Barrington
James Norris	Manager	Hoffman Estates
Hon. Paul Hoefert	Trustee	Mount Prospect

Absent

Todd Hileman	Manager	Glenview
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Others in Attendance

Hon. George Van Dusen, SWANCC Board Chairman, Mayor of Skokie
 Hon. James Petri, Village of Elk Grove Village
 Dave Van Vooren, Executive Director
 Steven Schilling, Assistant Executive Director
 Cameron Ruen, Marketing Coordinator
 Derk Price, Agency Counsel, Ansel & Glink

On a motion by Mr. Sweeney to authorize phone participation for Mayor Darch, seconded by Mr. Hoefert, a vote was taken and the motion was approved.

II. Approval of Minutes

On a motion by Mr. Sweeney to approve the April 2, 2014 meeting minutes, seconded by Mr. Rummel, a vote was taken and the minutes were approved.

April 23, 2012 Executive Committee Minutes

III. Financial Update

April 2014 Payment Request – Mr. Rummel asked the committee to review the April Payment Request.

The April Payment Request had a total of \$949,968.59 was comprised of the following: \$51,093.92 from the Administrative Fund, \$861,636.11 from the Operations Fund and \$37,238.56 for the estimated May payroll.

Mr. Hoefert made a motion to approve the April Payment Request. Mr. Wiberg seconded the motion. A vote was taken and the motion was unanimously approved.

Treasurer's Report and Revenue/Expense Reports for March 2014 – Mr. Rummel asked the committee to review the Treasurer's Report for March. The March Treasurer's Report shows a balance of \$4,627,945.11 as of March 31, 2014.

Mr. Dixon made a motion to approve the March Treasurer's Report which was seconded by Mr. Rummel, and the Treasurer's Report was unanimously approved.

IV. Executive Session

Personnel – Upon a motion by Mr. Dixon, seconded by Mr. Rummel, the Committee entered into executive session, after a unanimous roll call vote, at 11:40 p.m., to discuss personnel under Section 2 (c)(3) of the Open Meetings Act.

The Committee reconvened in its regular open session at 12:11 p.m.

V. Glenview Transfer Station (GTS) – Mr. Schilling reported that waste volumes were up in April, that commercial waste revenues would exceed the projected budget and that the amount of bad debt was the lowest in six years for the transfer station. Mr. Schilling also stated that on April 1, 2014, the IEPA report has been received and the GTS had no issues.

VI. Old Business

Personnel Subcommittee – Mr. Wiberg made a motion to ratify the formation of a Personnel Subcommittee which was seconded by Mr. Sweeney, and the motion was unanimously approved.

VII. New Business

April Executive Director's Report – Mr. Van Vooren highlighted 1) the completion of the Solid Waste Management Plan Update and will host a presentation on Friday to the Mayors and Managers to maximize the resources of the Agency for Member communities; 2) that staff will be submitting a letter to the DEA regarding pharmaceuticals; and 3) that staff continues to track several bills in Springfield and will report back to the group as they continue through the legislature. In particular, HB5666, a bill that would eliminate Commercial Waste Franchises as a business tool or opportunity



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that limits solid waste rates for businesses in a municipality. He explained how haulers have objections to an amendment regarding reporting diversion data by weight.

VIII. Adjournment

There being no further business, a motion by Mr. Wiberg, and seconded by Mr. Hoefert, to adjourn the meeting at 12:28 p.m. was unanimously approved.

MOTION TO AUTHORIZE TO APPROVE VOTING BY PHONE

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Hon. Karen Darch		Todd Hileman
Raymond Rummel		
Bill Dixon		
Tim Wiberg		
Hon. Joe Sweeney		
James Norris		
Paul Hoefert		

MOTION TO AUTHORIZE TO APPROVE APRIL 2, 2014 MINUTES

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Hon. Karen Darch		Todd Hileman
Raymond Rummel		
Bill Dixon		
Tim Wiberg		
Hon. Joe Sweeney		
James Norris		
Paul Hoefert		

MOTION TO AUTHORIZE TO APPROVE APRIL PAYMENT REQUEST

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Hon. Karen Darch		Todd Hileman
Raymond Rummel		
Bill Dixon		
Tim Wiberg		
Hon. Joe Sweeney		
James Norris		
Paul Hoefert		



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MOTION TO AUTHORIZE TO APPROVE MARCH TREASURER'S REPORT

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Hon. Karen Darch Raymond Rummel Bill Dixon Tim Wiberg Hon. Joe Sweeney James Norris Paul Hoefert		Todd Hileman

MOTION TO AUTHORIZE TO ENTER EXECUTIVE SESSION

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Raymond Rummel Bill Dixon Tim Wiberg Hon. Joe Sweeney James Norris Paul Hoefert		Todd Hileman

**MOTION TO AUTHORIZE TO APPROVE THE EXECUTIVE DIRECTOR
COMPENSATION PACKAGE**

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Raymond Rummel Bill Dixon Tim Wiberg Hon. Joe Sweeney James Norris Paul Hoefert		Todd Hileman



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**MOTION TO AUTHORIZE TO RATIFY THE FORMATION OF A PERSONNEL
SUBCOMMITTEE**

AYES

Raymond Rummel
Bill Dixon
Tim Wiberg
Hon. Joe Sweeney
James Norris
Paul Hoefert

NAYS

ABSENT

Todd Hileman

Material included in the Executive Committee packet for April 23, 2014:

- . April 2, 2013 Meeting Minutes*
- . April Payment Request Memo dated April 14, 2014*
- . Executive Director's Report memo dated April 16, 2014*