



Executive Committee Meeting

Wednesday, June 25, 2014

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
Bill Dixon	Manager	Arlington Heights
Hon. Joe Sweeney	Trustee	Park Ridge
Tim Wiberg	Manager	Lincolnwood
Hon. Karen Darch (via phone)	Mayor	Barrington
Hon. Paul Hoefert	Trustee	Mount Prospect
Todd Hileman (11:34 a.m.)	Manager	Glenview
Raymond Rummel (11:34 a.m.)	Manager	Elk Grove Village

Absent

None

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, Recycling and Education Director
Lisa Wooddy, Administrative Manager
Derke Price, Agency Counsel, Ansel & Glink
Phil Kowalski, CB&I

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

June 25, 2014 Executive Committee Minutes

II. Approval of Minutes

On a motion by Trustee Sweeney to approve the April 23, 2014 meeting minutes, seconded by Trustee Hoefert, a vote was taken and the minutes were approved.

III. Financial Update

May 2014 Payment Request – Mr. Norris asked the committee to authorize the May Payment Request which was previously authorized by email approval.

The May Payment Request had a total of \$1,151,612.87 was comprised of the following: \$260,166.04 from the Administrative Fund, \$853,439.44 from the Operations Fund and \$38,007.39 for the estimated June payroll. The Executive Committee approved the May 2014 Payment Request by email vote. All invoices were paid.

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

The June Payment Request had a total of \$1,109,698.07 was comprised of the following: \$36,924.39 from the Administrative Fund, \$1,034,766.29 from the Operations Fund and \$38,007.39 for the estimated July payroll.

Trustee Sweeney made a motion to approve the June 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 May 2014 – Mr. Norris asked the committee to review the Treasurer's Report for March. The May Treasurer's Report shows a balance of \$3,659,369.81 as of May 31, 2014.

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

IV. Executive Session

None

Approval of Executive Session Minutes - On a motion by Trustee Sweeney to approve the April 23, 2014 executive session meeting minutes as prepared and to no release said minutes, seconded by Mr. Rummel, a vote was taken and the minutes were approved.

V. Glenview Transfer Station (GTS) – Mr. Schilling reported that member waste volumes were down in May at 96.43% of projections, that commercial waste revenues of \$428,000 would exceed the projected budget of \$380,000, and that the amount of bad debt was negative (-\$4000) due to recouping losses that had been written off. Mr. Schilling also stated that the GTS had no issues.



June 25, 2014 Executive Committee Minutes

VI. Old Business

FY2014 Program Update – Ms. Allen presented a report on programs offered to members. She pointed out that there was a reduction in unit cost to recycle materials and an increase in participation. The large waste grant program for schools was very successful and will be expanded to four schools in this fiscal year.

President Darch commended Ms. Allen on the presentation to the Barrington Chamber of Commerce as part of their Expo Day.

VII. New Business

Mr. Van Vooren has advertised for consultants to assist the Agency in completing the “business and services review”. Responses are expected by June 30, 2014.

Ratification of CB&I Proposal to Develop GTS RFP – Trustee Hoefert made a motion to affirm the CB&I contract for services in the amount of \$26,350 (excluding interview assistance) to develop the GTS RFP which was seconded by Mr. Wiberg, and the Proposal was unanimously approved.

Concern was raised over the aggressiveness of the time lines for both of these projects as well as a need to further explore options for the transfer station. Mr. Hileman suggested the addition of an RFI to the process to further explore options. Upon the advice of Mr. Kowalski it was decided that an RFQ/RFI would allow for a way to more focus the options while encouraging more potential vendors to participate. Following much discussion, it was decided to have CB&I revise their proposal to include an RFQ and to revise the timeline for the RFQ/RFP process. Mayor Van Dusen, Mr. Hileman, and Mr. Rummel will assist with the development of the RFQ and the draft of the RFP. Mayor Van Dusen, Mr. Norris, and Mr. Wiberg will review the RFPs and act as the negotiating team with the selected vendor.

Due to the addition of an RFQ to the process it was agreed that the final negotiations may not be completed by April of 2015. Trustee Sweeney made a motion to request a three month extension of the existing contract with Groot with options for three additional three month extensions which was seconded by Trustee Hoefert, and the motion was unanimously approved.

Authorizing \$4,827.46 for moving deposit – Office Revolution, LLC, the company moving SWANCC’s office to Wheeling and setting up and reconfiguring the existing office furniture requires a 50% deposit for materials and services. Trustee Hoefert made a motion to approve payment up to \$4,827.46 to Office Revolution, LLC for a deposit on moving expenses which was seconded by Trustee Sweeney, and the motion was unanimously approved.

FY2014 True-up – In FY2014, covering the period from May 1, 2013 through April 30, 2014, the Agency received a total of 231,278 tons of member solid waste. This is 8,553 tons (3.6%) less than was committed. The under-delivery of waste by Agency members has resulted in a negative Total True up of \$530,474.84. Contingent on approval by the Board of Directors, the FY2014 True-up credits/debits will be applied over four consecutive equal installments starting with the November



June 25, 2014 Executive Committee Minutes

2014 invoices (for December 2014 services). Trustee Hoefert made a motion to approve the FY2014 True-up calculations which was seconded by President Darch, and the FY2014 True-up was unanimously approved.

June Executive Director's Report – Mr. Van Vooren presented his June Executive Director's Report.

VIII. Adjournment

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

MOTION TO AUTHORIZE TO APPROVE VOTING BY PHONE

AYES

Hon. Karen Darch
Tim Wiberg
Hon. Joe Sweeney
Hon. Paul Hoefert
Jim Norris

NAYS

ABSENT

Todd Hileman
Raymond Rummel

MOTION TO AUTHORIZE TO APPROVE APRIL 23, 2014 MINUTES

AYES

Hon. Karen Darch
Tim Wiberg
Hon. Joe Sweeney
Hon. Paul Hoefert
Jim Norris

NAYS

ABSENT

Todd Hileman
Raymond Rummel

MOTION TO AUTHORIZE TO APPROVE MAY PAYMENT REQUEST

AYES

Hon. Karen Darch
Tim Wiberg
Hon. Joe Sweeney
Hon. Paul Hoefert
Jim Norris

NAYS

ABSENT

Todd Hileman
Raymond Rummel



June 25, 2014 Executive Committee Minutes

MOTION TO AUTHORIZE TO APPROVE JUNE TREASURER'S REPORT

AYES

NAYS

ABSENT

Hon. Karen Darch
Tim Wiberg
Hon. Joe Sweeney
Hon. Paul Hoefert
Todd Hileman
Raymond Rummel
Jim Norris

MOTION TO APPROVE APRIL 23, 2014 EXECUTIVE SESSION MINUTES

AYES

NAYS

ABSENT

Hon. Karen Darch
Tim Wiberg
Hon. Joe Sweeney
Hon. Paul Hoefert
Todd Hileman
Raymond Rummel
Jim Norris

MOTION TO AUTHORIZE TO APPROVE CB&I CONTRACT

AYES

NAYS

ABSENT

Hon. Karen Darch
Tim Wiberg
Hon. Joe Sweeney
Hon. Paul Hoefert
Todd Hileman
Raymond Rummel
Jim Norris



June 25, 2014 Executive Committee Minutes

**MOTION TO AUTHORIZE EXTENSION OF THE GROOT GTS OPERATING
CONTRACT**

AYES

NAYS

ABSENT

Hon. Karen Darch
Tim Wiberg
Hon. Joe Sweeney
Hon. Paul Hoefert
Todd Hileman
Raymond Rummel
Jim Norris

**MOTION TO AUTHORIZE PAYMENT OF \$4,827.46 TO OFFICE REVOLUTION, LLC
FOR DEPOSIT FOR MOVING EXPENSES**

AYES

NAYS

ABSENT

Hon. Karen Darch
Tim Wiberg
Hon. Joe Sweeney
Hon. Paul Hoefert
Todd Hileman
Raymond Rummel
Jim Norris

**MOTION TO APPROVE THE CALUCLATIONS FOR THE FY2014 MEMBER TRUE-
UP**

AYES

NAYS

ABSENT

Hon. Karen Darch
Tim Wiberg
Hon. Joe Sweeney
Hon. Paul Hoefert
Todd Hileman
Raymond Rummel
Jim Norris



June 25, 2014 Executive Committee Minutes

Material included in the Executive Committee packet for June 25, 2014:

- . April 23, 2013 Meeting Minutes*
- . May Payment Request Memo dated May 23, 2014*
- . June Payment Request Memo dated June 19, 2014*
- . May Treasurer's Report*
- . Program Summary for January –April 2014 dated June 12, 2014*
- . Memo RE: GTS Request for Proposal and the Business Services Review dated June 17, 2014*
- . Executive Director's Report memo dated June 16, 2014*



Executive Committee Meeting

Wednesday, August 6, 2014

11:30 a.m.

**Solid Waste Agency of Northern Cook County
77 W Hintz Road, Suite 200
Wheeling, 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 Wheeling Public Works building. A roll call attendance was taken.

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
Raymond Rummel	Manager	Elk Grove Village
Joe Sweeney	Trustee	Park Ridge
Tim Wiberg	Manager	Lincolnwood
James Norris	Manager	Hoffman Estates
Hon. Paul Hoefert	Trustee	Mount Prospect
Todd Hileman	Manager	Glenview

Absent		
Hon. Karen Darch	Mayor	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
Cameron Ruen, Marketing Coordinator
Lisa Woody, Administrative Manager
Derke Price, Agency Counsel, Ansel & Glink
Phil Kowalski, CB&I

II. Approval of Minutes

On a motion by Mr. Sweeney to approve the June 25, 2014 meeting minutes, seconded by Mr. Rummel, a vote was taken and the minutes were approved.

III. Financial Update

July 2014 Payment Request – Mr. Norris asked the committee to ratify the July Payment Request.



August 6, 2014 Executive Committee Minutes

The July Payment Request which was approved by email had a total of \$1,103,090.49 was comprised of the following: \$37,184.55 from the Administrative Fund, \$1,009,944.44 from the Operations Fund and \$55,961.50 for the estimated August payroll.

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

Treasurer's Report and Revenue/Expense Reports for July 2014 – Mr. Norris asked the committee to review the Treasurer's Report for July. The July Treasurer's Report shows a balance of \$3,729,646.65 as of June 30, 2014.

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

IV. Executive Session

Approval of Executive Session Minutes – Upon a motion by Mr. Hoefert, seconded by Mr. Sweeney, the Committee entered into executive session, after a unanimous roll call vote, at 11:33 a.m., to approve executive session minutes under Section 2 (c)(21) of the Open Meetings Act.

The Committee reconvened in its regular open session at 11:36 a.m.

Chairman Norris asked for a motion to approve the review from the last six months of executive session minutes. Mr. Sweeney made a motion to approve the minutes and to continue to hold minutes for released which was seconded by Mr. Rummel, and the motion was unanimously approved.

Glenview Transfer Station (GTS)

CBI Environmental Revised Contract – Change Order #2 – Mr. Van Vooren reported that the Committee previously discussed expanding the scope and intent in developing a RFP for the GTS operational contract. Members Rummel and Hileman recently met with CB&I to include additional tasks including lengthening the procurement process and procedures for the development of the RFQ/RFP documents and reviewing the submittals received by the Agency.

Mr. Rummel made a motion to approve the revised contract which was seconded by Mr. Hileman, and the motion was unanimously approved.

Groot GTS Contract Extension – Amendment #2 – Mr. Van Vooren reported that Mr. Price drafted a contract addendum to grant a six month extension with the same terms and conditions as the current GTS contract, along with two three-month options exercisable by the Agency. This extension would provide sufficient time for the Agency to complete the GTS procurement process and evaluate all potential opportunities.

Mr. Sweeney made a motion to recommend the contract extension to the Board of Directors which was seconded by Mr. Rummel, and the motion unanimously approved.



August 6, 2014 Executive Committee Minutes

V. Old Business

Business and Service Review – Mr. Van Vooren reported that the Committee has asked Staff to obtain bids from business management firms to assist the Agency in evaluating what the Agency is providing to Members in the most cost-effective manner. There was one proposal received out of 10 firms that Mr. Van Vooren solicited to respond. A key component of the Sikich proposal would be the need to have a discussion on the mission of the Agency and what the Agency wants to deliver prior to them reviewing the method to deliver those services.

The Committee discussed the Agency's current GTS procurement and how the market would assist the Agency in determining the value of the assets and waste delivery service. The Committee felt that the business service review should be delayed until the GTS procurement was completed.

Mr. Hoefert made a motion to defer action for a business and service review, which was seconded by Mr. Hileman, and the motion unanimously approved.

VI. New Business

Recycling Incentive Program – Mr. Van Vooren reported that markets are still down for recyclables and reviewed the payments to the participating RIP Members.

Mr. Rummel made a motion to recommend approval of the second installment of the Recycling Incentive Program to the Board of Directors, which was seconded by Mr. Hoefert, and the motion unanimously approved.

April Executive Director's Report – Mr. Van Vooren highlighted 1) the completion of the Agency's office to the Wheeling Public Works building; 2) Groot extension contract; and 3) logistics of approving the RIP payments at the September Board of Directors meeting.

VII. Adjournment

There being no further business, a motion by Mr. Hoefert, and seconded by Mr. Sweeney, to adjourn the meeting at 12:15 p.m. was unanimously approved.



August 6, 2014 Executive Committee Minutes

MOTION TO APPROVE JUNE 25, 2014 MEETING MINUTES

AYES

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

NAYS

ABSENT

Hon. Karen Darch

MOTION TO APPROVE JULY PAYMENT REQUEST

AYES

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

NAYS

ABSENT

Hon. Karen Darch

MOTION TO AUTHORIZE JULY TREASURER'S REPORT

AYES

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

NAYS

ABSENT

Hon. Karen Darch

MOTION TO AUTHORIZE EXECUTIVE SESSION

AYES

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

NAYS

ABSENT

Hon. Karen Darch



August 6, 2014 Executive Committee Minutes

MOTION TO APPROVE REVIEW OF EXECUTIVE SESSION MINUTES

AYES

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

NAYS

ABSENT

Hon. Karen Darch

MOTION TO AUTHORIZE CB&I CONTRACT REVISION

AYES

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

NAYS

ABSENT

Hon. Karen Darch

MOTION TO RECOMMEND GROOT CONTACT EXTENSION

AYES

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

NAYS

ABSENT

Hon. Karen Darch



August 6, 2014 Executive Committee Minutes

**MOTION TO RECOMMEND APPROVAL OF RECYCLING INCENTIVE PROGRAM
PAYMENTS TO BOARD OF DIRECTORS**

AYES

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

NAYS

ABSENT

Hon. Karen Darch

Material included in the Executive Committee packet for August 6, 2014:

- . June 25, 2014 Meeting Minutes*
- . July Payment Request memo dated July 21, 2014*
- . GTS Request for Proposal, CBI Contract Change Order memo dated July 24, 2014*
- . Amendment to the GTS Operating Contract memo dated July 23, 2014*
- . Business and Services Review and Analysis memo dated July 21, 2014*
- . FY2014 Recycling Incentive Program – Second Installment memo dated July 23, 2014*
- . Executive Director's Report memo dated July 21, 2014*



Executive Committee Meeting

Wednesday, September 24, 2014

11:30 a.m.

**Solid Waste Agency of Northern Cook County
77 W Hintz Road, Suite 200
Wheeling, 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 Wheeling Public Works building. A roll call attendance was taken.

Present

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
Raymond Rummel	Manager	Elk Grove Village
Joe Sweeney	Trustee	Park Ridge
Tim Wiberg	Manager	Lincolnwood
Hon. Karen Darch	Mayor	Barrington
James Norris	Manager	Hoffman Estates
Todd Hileman	Manager	Glenview

Absent

Hon. Paul Hoefert	Trustee	Mount Prospect
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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
Louella Preston, Niles resident
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
Colleen DeKraker, Miller Cooper
Susan Jones, Miller Cooper

II. Approval of Minutes

On a motion by Mr. Sweeney to approve the August 6, 2014 meeting minutes, seconded by Mr. Rummel, a vote was taken and the minutes were approved. Ms. Darch abstained from the vote.



September 24, 2014 Executive Committee Minutes

III. Financial Update

September 2014 Payment Request – Mr. Norris asked the committee to approve the September Payment Request.

The September Payment Request which was approved by email had a total of \$1,185,014.38 was comprised of the following: \$36,861.32 from the Administrative Fund, \$1,014,897.86 from the Operations Fund, \$37,482.60 for the estimated October payroll, and 95,772.60 from the Recycling Incentive Program FY2014 2nd half payment.

Mr. Rummel made a motion to approve the September 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 August 2014 – Mr. Norris asked the committee to review the Treasurer's Report for August. The August Treasurer's Report shows a balance of \$3,598,359.10 as of August 31, 2014.

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

FY2014 Audit – Mr. Van Vooren introduced Colleen DeKraker and Susan Jones to report on the FY2014 Audit. Ms. Jones reported that The Agency audit had a net position with unrestricted fund deficit changes from year to year based on the bonds. The Agency generated a cash flow significantly higher than the previous year. The audit has an unmodified opinion, which is the highest level of assurance that can be received. There are no material weaknesses in internal controls. There was an adoption of GASB 65 to restate beginning balances. Accounting estimates are reasonable with useful lives of assets. There are no material audit adjustments in the audit.

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

IV. Executive Session – None

August 6, 2014 Executive Meeting Minutes - Mr. Sweeney made a motion to approve the August 6, 2014 Executive Committee minutes and refrain from releasing them until a further date. Mr. Hileman seconded the motion. Ms. Darch abstained from the vote. A vote was taken and the motion was unanimously approved.

V. Glenview Transfer Station (GTS)

Groot RFQ Update – Mr. Van Vooren reported that the RFQ went out on September 17, 2014 to approximately 20 firms including disposal vendors operating the region, operators and transportation companies. Inquiries are coming in from companies. Staff will continue to work with Mr. Rummel



September 24, 2014 Executive Committee Minutes

and Mr. Hileman on these questions and will release the questions to the Executive Committee upon completion.

VI. Old Business

VII. New Business

Electronic Recycling Update – Mr. Van Vooren explained that SWANCC is an electronics collector, that we give these materials to a recycler or processor, who is funded from an Original Equipment Manufacturer (OEM). There are now fewer recyclers in the marketplace because OEMs can negotiate lower prices from some processors. Several companies have been dropping out of programs because of this situation. In Illinois, by law OEMs are required to pay for 50% in weight of products sold for the average of the last two years. Mr. Van Vooren continued that this current situation of reduced weight for OEMs to recycle and fewer recyclers in business is putting stress on collectors to provide services for free. The Agency's new vendor has been servicing Members for the last five months our expected costs are tracking less than anticipated. Staff will be talking with the vendor regarding 2015 shortly, with the possibility of going out to bid depending on the dialogue. Several counties have recently been dropped by their processor and are looking for potential modification to existing law for assistance. A consortium of entities, which SWANCC is participating in, is working on refining legislation because the law states that OEMs are responsible for electronics recycling. There may be an opportunity in the lame duck session. Residents expect to be able to dispose of these products.

September Executive Director's Report – Mr. Van Vooren presented the report to the Committee. There were no questions.

Agency Council Inquiry – Attorney. Price reported that he has been asked to serve a special council for a floodway land acquisition in the Village of Glenview. Per his engagement with the Agency, he was to disclose any potential work with other Member communities. The Executive Committee had no issues with this special project.

VIII. Adjournment

There being no further business, a motion by Mr. Sweeney, and seconded by Mr. Hileman, to adjourn the meeting at 12:23 p.m. was unanimously approved.



September 24, 2014 Executive Committee Minutes

MOTION TO APPROVE AUGUST 6, 2014 MEETING MINUTES

AYES

Raymond Rummel
Tim Wiberg
Hon. Joe Sweeney
James Norris
Paul Hoefert
Todd Hileman

NAYS

ABSENT

ABSTAINED

Hon. Karen Darch

MOTION TO APPROVE SEPTEMBER PAYMENT REQUEST

AYES

Raymond Rummel
Tim Wiberg
Hon. Joe Sweeney
James Norris
Paul Hoefert
Todd Hileman
Hon. Karen Darch

NAYS

ABSENT

MOTION TO AUTHORIZE AUGUST TREASURER'S REPORT

AYES

Raymond Rummel
Tim Wiberg
Hon. Joe Sweeney
James Norris
Paul Hoefert
Todd Hileman
Hon. Karen Darch

NAYS

ABSENT



September 24, 2014 Executive Committee Minutes

**MOTION TO RECOMMEND FY2014 FINANCIAL
AUDIT TO BOARD OF DIRECTORS**

AYES

Raymond Rummel
Tim Wiberg
Hon. Joe Sweeney
James Norris
Paul Hoefert
Todd Hileman
Hon. Karen Darch

NAYS

ABSENT

Hon. Karen Darch

Material included in the Executive Committee packet for, September 24, 2014:

- . August 6, 2014 Meeting Minutes*
- . September Payment Request memo dated October 17, 2014*
- . FY2014 Audit memo dated September 16, 2014*
- . Update on RFQ for the Glenview Transfer Station memo dated September 18, 2014*
- . Update on Electronics Recycling memo dated September 17, 2014*
- . Executive Director's Report memo dated September 19, 2014*



Executive Committee Meeting

Wednesday, October 22, 2014

11:30 a.m.

**Solid Waste Agency of Northern Cook County
77 W Hintz Road, Suite 200
Wheeling, Illinois**

I. Call To Order

Chairman Norris called the Meeting of the Executive Committee to order at 11:35 a.m. in the Conference Room at the Wheeling Public Works building. A roll call attendance was taken.

Present		
<u>Name</u>	<u>Position</u>	<u>Municipality</u>
Raymond Rummel	Manager	Elk Grove Village
Joe Sweeney	Trustee	Park Ridge
Tim Wiberg	Manager	Lincolnwood
Hon. Karen Darch	Mayor	Barrington
James Norris	Manager	Hoffman Estates
Todd Hileman	Manager	Glenview
Hon. Paul Hoefert	Trustee	Mount Prospect

Absent

None

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
Lisa Wooddy, Administrative Manager
Derke Price, Agency Counsel, Ansel & Glink

II. Approval of Minutes

On a motion by Mr. Sweeney to approve the September 22, 2014 meeting minutes, seconded by Mr. Rummel, a vote was taken and the minutes were approved.



October 22, 2014 Executive Committee Minutes

III. Financial Update

October 2014 Payment Request – Mr. Norris asked the committee to approve the October Payment Request.

The October Payment Request has a total of \$1,207,141.65 and is comprised of the following: \$46,595.92 from the Administrative Fund, \$1,123,063.13 from the Operations Fund, \$37,482.60 for the estimated November payroll.

Mr. Sweeney made a motion to approve the October Payment Request. Mr. Hileman seconded the motion. A vote was taken and the motion was unanimously approved.

Treasurer's Report and Revenue/Expense Reports for September 2014 – Mr. Norris asked the committee to review the Treasurer's Report for September 2014. The September Treasurer's Report shows a balance of \$3,749,339.79 as of September 30, 2014.

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

IV. Executive Session – None

V. Glenview Transfer Station (GTS)

Mr. Schilling stated the delivery tonnage was higher than expected for September 2014 and due to the weather, the delivery tonnage may also be up for October 2014. For the year to date the deliveries are still slightly below what was expected.

VI. Old Business - None

VII. New Business

Anderson Legislative Consulting Contract – Staff recommended approval for the \$10,000 Contract for Professional Services with Anderson Legislation Consulting for fiscal year 2014-15. Mr. Van Vooren explained that the contracted was amended from previous years to include language that Anderson Legislative Consulting would assist the Agency in working with other entities on refining legislation concerning electronics recycling.

Mr. Hoefert made a motion to approve the Anderson Legislative Consulting Contract. Ms. Darch seconded the motion. A vote was taken and the motion was unanimously approved.

Liability and Workers Compensation Insurance Renewal – Staff recommended that the Agency enter into a one year, \$46,149 contract with Illinois Counties Risk Management Trust for the general



October 22, 2014 Executive Committee Minutes

liability, excess liability, and workers compensation coverage for 2015 commencing on December 1, 2014. Mr. Sweeney asked why this contract was not going out to market this year and Mr. Van Vooren said the renewal offer is competitive and explained that it is the recommendation of the Agency's broker to wait until next year to bid again. The insurance companies offer better renewal rates if they retain the business longer than one year.

Mr. Rummel made a motion to approve the Liability and Workers Compensation Insurance Renewal. Mr. Sweeney seconded the motion. A vote was taken and the motion was unanimously approved.

October Executive Director's Report – Mr. Van Vooren highlighted several activities on his report. The Task Force on the Advancement of Materials Recycling is finalizing their report which will be submitted in January of 2015. Addendum #1 to the transfer station RFQ has been posted on SWANCC's website as well as sent to all interested parties. It contains the answers to all the questions submitted about the project to date. Mr. Van Vooren also stated that two companies have toured the transfer station facility and one has hired an appraiser and request information on the facility. Mr. Wiberg suggested that the Agency have their own appraisal done on the property. Mr. Hileman agreed and said the appraiser should consider both an income and a fixed asset approach to the appraisal. Mr. Van Vooren suggested the Agency wait until the RFP process to see if the sale of the GTS is a viable alternative before spending money on an appraisal. The committee agreed with this approach. Mr. Van Vooren told the committee that he met with the Agency's electronics recycling contractor and that costs are projected to be significantly higher in the next fiscal year due to the change in the marketplace.

VIII. Adjournment

There being no further business, a motion by Mr. Hoefert, and seconded by Mr. Hileman, to adjourn the meeting at 11:58 a.m. was unanimously approved.

MOTION TO APPROVE SEPTEMBER 24, 2014 MEETING MINUTES

AYES

Raymond Rummel
Tim Wiberg
Hon. Joe Sweeney
James Norris
Paul Hoefert
Todd Hileman
Hon. Karen Darch

NAYS

ABSENT



October 22, 2014 Executive Committee Minutes

MOTION TO APPROVE OCTOBER PAYMENT REQUEST

AYES

NAYS

ABSENT

Raymond Rummel
Tim Wiberg
Hon. Joe Sweeney
James Norris
Paul Hoefert
Todd Hileman
Hon. Karen Darch

MOTION TO RECOMMEND SEPTEMBER TREASURER'S REPORT TO THE BOARD

AYES

NAYS

ABSENT

Raymond Rummel
Tim Wiberg
Hon. Joe Sweeney
James Norris
Paul Hoefert
Todd Hileman
Hon. Karen Darch

MOTION TO AUTHORIZE ANDERSON LEGISLATIVE CONSULTING CONTRACT

AYES

NAYS

ABSENT

Raymond Rummel
Tim Wiberg
Hon. Joe Sweeney
James Norris
Paul Hoefert
Todd Hileman
Hon. Karen Darch



October 22, 2014 Executive Committee Minutes

**MOTION TO RENEW INSURANCE WITH IL COUNTIES RISK MANAGEMENT
TRUST**

AYES

NAYS

ABSENT

Raymond Rummel
Tim Wiberg
Hon. Joe Sweeney
James Norris
Paul Hoefert
Todd Hileman
Hon. Karen Darch

MOTION TO ADJOURN

AYES

NAYS

ABSENT

Raymond Rummel
Tim Wiberg
Hon. Joe Sweeney
James Norris
Paul Hoefert
Todd Hileman
Hon. Karen Darch

Material included in the Executive Committee packet for, October 22, 2014:

- . September 24, 2014 Meeting Minutes*
- . October Payment Request memo dated October 17, 2014*
- . September 2014 Treasurer's Report*
- . Legislative Consulting Contract Memo dated October 15, 2014*
- . General Liability, Excess Liability, and Workers Compensation Insurance Renewal Memo dated October 7, 2014*
- . Executive Director's Report memo dated October 17, 2014*



Executive Committee Meeting

**Wednesday, December 10, 2014
5:00 p.m.**

**Oakton Community College, Room 1606
1600 East Golf Road, Des Plaines, Illinois 60016**

I. Call To Order

Chairman Norris called the Meeting of the Executive Committee to order at 5:01 p.m. in Room 1606 at Oakton Community College. A roll call attendance was taken.

Present		
<u>Name</u>	<u>Position</u>	<u>Municipality</u>
Joe Sweeney	Trustee	Park Ridge
Tim Wiberg	Manager	Lincolnwood
Hon. Karen Darch	Mayor	Barrington
Hon. Paul Hoefert	Trustee	Mount Prospect
James Norris	Manager	Hoffman Estates
Raymond Rummel (5:05)	Manager	Elk Grove Village
Absent		
Todd Hileman	Manager	Glenview

Others in Attendance

Hon. George Van Dusen, SWANCC Board Chairman, Mayor of Skokie
Dave Van Vooren, Executive Director
Steven Schilling, Assistant Executive Director
Cameron Ruen, Marketing Coordinator
Lisa Wooddy, Administrative Manager
Derke Price, Agency Counsel, Ansel & Glink

II. Approval of Minutes

On a motion by Mr. Sweeney to approve the October 22, 2014 meeting minutes, seconded by Ms. Darch, a vote was taken and the minutes were approved.

III. Financial Update

November 2014 Payment Request – Mr. Norris asked the committee to ratify the November Payment Request.

The November Payment Request has a total of \$1,178,097.14 was comprised of the following:



December 10, 2014 Executive Committee Minutes

\$35,174.53 from the Administrative Fund, \$1,105,964.80 from the Operations Fund, and \$36,957.81 for the estimated December payroll.

Mr. Sweeney made a motion to ratify the November 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 October 2014 – Mr. Norris asked the committee to review the Treasurer's Report for October. The October Treasurer's Report shows a balance of \$3,634,036.88 as of October 31, 2014.

Mr. Van Vooren stated that, as many municipalities have experienced, IMET funds have been frozen due to fraud discovered. The Agency funds frozen total \$4,984.46. Unfrozen funds have been moved out of the IMET account. Members are encouraged to send letters to State Senators to hold the USDA accountable for the fraudulent activity.

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

FY2016 Initial Budget Presentation – Mr. Van Vooren reviewed the first draft of the budget. He reminded Members that at the end of April, the debt rolls off with no allocation for debt service entering FY2016. The budgeted tipping fee will be \$58.28, which is a 1.2% decrease with the caveat that the CPI in Groot contract may be adjusted lower depending on inflation rate adjustments.

Mr. Van Vooren reviewed declining Member waste deliveries, administrative adjustments and electronics recycling potential costs related to OEM participation. He added that he is accounting for full costs related to the current Groot contract extension and possible extension thereafter. In the upcoming RFP process, rates may change depending on the awarded contract. Staff is budgeting conservatively for the worst case scenario. If necessary, a True-Up would be a means to flow excess funds if lower costs for the waste contract are secured. Mr. Van Vooren added that in the future contract, he would be looking to have utility and maintenance cost shares with operator, as a way to incentive best practices and cost savings.

Mr. Rummel pointed out that lower waste costs per the new contract are probable. Mr. Van Vooren agreed, and added that it is prudent to budget conservatively to account for many scenarios. In addition, the Agency will be seeking appraisals of its land, building, permit and guaranteed business as it related to the waste streams. This valuation of assets will aid the Agency in negotiations for the GTS contract in FY2016.

IV. Executive Session

Litigation – Upon a motion by Mr. Hoefert, seconded by Ms. Darch, the Committee entered into executive session, after a unanimous roll call vote, at 5:23 a.m., to discuss litigation under Section 2 (C)(11) of the Open Meetings Act.



December 10, 2014 Executive Committee Minutes

The Committee reconvened in its regular open session at 5:36 a.m.

V. Glenview Transfer Station (GTS)

RFQ Update – Mr. Van Vooren reported that five proposals were received by October 29th regarding the Glenview Transfer Station RFQ submittal. All five proposals include operators in the Chicagoland area. The Executive Committee has provided direction for the RFP to qualified responders and will be released in early January. Staff will continue to work with Mr. Rummel and Mr. Hileman if any clarification is needed from the proposals.

VI. Old Business

VII. New Business

VIII. 2015 Meeting Schedule – Mr. Van Vooren reviewed the schedule for the Executive Committee meetings. It was discussed that when possible the Executive Committee should coordinate meetings prior to the Board of Directors meetings. There were no other questions.

Recycling Incentive Program – FY2015 First Installment – Mr. Van Vooren reported that \$125,000 will be refunded to participating Members. Revenues leveled out at \$55.00 per ton, which is below the operating floor. Member recycling rebates were then set at \$5 per ton.

Mr. Rummel made a motion to recommend the authorization to disseminate the Recycling Incentive Program funds to the Board of Directors which was seconded by Mr. Sweeney, and the motion was unanimously approved.

Executive Director's Report – Mr. Van Vooren presented the report to the Committee. He highlighted the request from Groot due to the change in law for tolls for heavy trucks starting on January 1, 2015. Increased tolls will add \$11.60 per truckload to the landfill. SWANCC Staff has looked at multiple potential routes and concluded that Groot had chosen the most efficient route.

Mr. Hoefert made a motion to direct the Chairman and Vice Chairman to meet with Groot on the fuel surcharge to discuss the reason and timing for the request which was seconded by Mr. Wiberg, and the motion was unanimously approved.

IX. Adjournment

There being no further business, a motion by Mr. Hoefert, and seconded by Mr. Rummel, to adjourn the meeting at 5:51 p.m. was unanimously approved.



December 10, 2014 Executive Committee Minutes

MOTION TO APPROVE OCTOBER 22, 2014 MEETING MINUTES

AYES

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

NAYS

ABSENT

Todd Hileman

MOTION TO APPROVE NOVEMBER PAYMENT REQUEST

AYES

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

NAYS

ABSENT

Todd Hileman

MOTION TO ENTER INTO EXECUTIVE SESSION

AYES

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

NAYS

ABSENT

Todd Hileman



December 10, 2014 Executive Committee Minutes

**MOTION TO RECOMMEND APPROVAL OF RECYCLING INCENTIVE PROGRAM
TO THE BOARD OF DIRECTORS**

AYES

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

NAYS

ABSENT

Todd Hileman

**MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO NEGOTIATE FUEL
SURCHARGE WITH GROOT INDUSTRIES**

AYES

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

NAYS

ABSENT

Todd Hileman

Material included in the Executive Committee packet for December 10, 2014:

- . October 22, 2014 Meeting Minutes*
- . November Payment Request memo dated November 14, 2014*
- . FY2016 Initial Budget Presentation memo dated December 3, 2014*
- . Update on RFQ for the Glenview Transfer Station Procurement memo dated November 14, 2014*
- . 2015 Board of Directors and Executive Committee Meeting Schedules memo dated November 8, 2014*
- . FY2015 Recycling Incentive Program – First Installment memo dated December 2, 2014*
- . Executive Director's Report memo dated December 3, 2014*



Executive Committee Meeting

Wednesday, January 28, 2015

11:30 a.m.

**Solid Waste Agency of Northern Cook County
77 W Hintz Road, Suite 200
Wheeling, 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 Wheeling Public Works building. A roll call attendance was taken.

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

Absent		
Todd Hileman	Manager	Glenview

Others in Attendance

Hon. George Van Dusen, SWANCC Board Chairman, Mayor of Skokie
Hon. James Petri, Elk Grove Village Trustee
Dave Van Vooren, Executive Director
Steven Schilling, Assistant Executive Director
Cameron Ruen, Marketing Coordinator
Lisa Woody, Administrative Manager
Derke Price, Agency Counsel, Ansel & Glink
Louella Preston, Niles resident
Laurie Morse, Glencoe League of Women Voters

II. Approval of Minutes

On a motion by Mr. Rummel to approve the December 10, 2014 meeting minutes, seconded by Mr. Sweeney, a vote was taken and the minutes were approved.



January 28, 2015 Executive Committee Minutes

III. Financial Update

January 2015 Payment Request – Mr. Norris asked the committee to approve the January Payment Request.

The January Payment Request has a total of \$1,103,162.94 was comprised of the following: \$40,977.15 from the Administrative Fund, \$1,025,227.98 from the Operations Fund, and \$36,957.81 for the estimated February payroll.

Mr. Sweeney made a motion to approve the January 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 October 2014 – Mr. Norris asked the committee to review the Treasurer's Report for December. The December Treasurer's Report shows a balance of \$3,385,056.15 as of December 31, 2014.

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

FY2016 Second Draft Budget Presentation – Mr. Van Vooren reviewed the second draft of the budget. He reminded Members that at the end of April, the debt rolls off with no allocation for debt service entering FY2016. The budgeted tipping fee will be \$58.15 per ton, which is a 1.43% decrease. There is an operating cost increase for the CPI of 2.5%, and a \$0.42 fee added to the rate for the toll increase that was recently negotiated. He noted that in FY2014 there is a true-up of \$20,000 and would recommend to zero out the true-up with surplus funds so as not to use capital funds. The budget is accounting for full costs related to the current Groot contract extension and possible extension thereafter.

Mr. Van Vooren reviewed the environmental stewardship items including electronics and battery recycling. The group discussed the aspects of these programs including cost, duplicate services in Member communities, use of the programs and the potential for the upcoming RFP process. The committee recommended that staff continue to include these programs in the 2016 budget. Mr. Van Vooren stated that they will prepare a new contract with electronics vendor for next meeting in that Members are desiring to schedule and advertise events. Staff is budgeting conservatively for these programs.

IV. Executive Session

Litigation – Upon a motion by Mr. Hoefert, seconded by Ms. Darch, the Committee entered into executive session, after a unanimous roll call vote, at 12:16 p.m., to discuss litigation under Section 2 (C)(11) of the Open Meetings Act.

The Committee reconvened in its regular open session at 12:33 p.m.



January 28, 2015 Executive Committee Minutes

V. Glenview Transfer Station (GTS)

Electric Supply Contract – Mr. Van Vooren reported that the Agency purchases electricity for the GTS in the marketplace.

Ms. Darch made a motion to approve the procurement process authorized in the memorandum prepared by Steve Schilling for the purchase of power for the GTS Electricity Supply Contract which was seconded by Mr. Hoefert, and the motion was unanimously approved

VI. Old Business

RFP Update – Mr. Van Vooren provided an update on the RFP document. The group discussed issues related to CPI, commercial waste credit and contract execution.

Mr. Rummel made a motion to approve the RFP which was seconded by Mr. Hoefert, and the motion was unanimously approved

VII. New Business

VIII. September – December 2014 Program Summary – Mr. Van Vooren reviewed the program volumes for September through December of 2014 as being consistent and value for Member residents. He added that the five large waste grants have been used to purchase unique systems for school initiatives including composting food scraps onsite for gardens and school grounds.

Executive Director's Report – Mr. Van Vooren presented the report to the Committee. He highlighted the ongoing issues regarding electronics recycling and the statewide efforts related to this problem.

IX. Adjournment

There being no further business, a motion by Mr. Hoefert, and seconded by Ms. Darch, to adjourn the meeting at 1:147 p.m. was unanimously approved.

MOTION TO APPROVE DECEMBER 10, 2014 MEETING MINUTES

AYES

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

NAYS

ABSENT

Todd Hileman



January 28, 2015 Executive Committee Minutes

MOTION TO APPROVE JANUARY PAYMENT REQUEST

AYES

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

NAYS

ABSENT

Todd Hileman

MOTION TO APPROVE DECEMBER TREASURERS REPORT

AYES

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

NAYS

ABSENT

Todd Hileman

MOTION TO ENTER INTO EXECUTIVE SESSION

AYES

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

NAYS

ABSENT

Todd Hileman



January 28, 2015 Executive Committee Minutes

MOTION TO AUTHORIZE ELECTRIC SUPPLY CONTRACT

AYES

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

NAYS

ABSENT

Todd Hileman

MOTION TO AUTHORIZE RELEASE OF RFP

AYES

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

NAYS

ABSENT

Todd Hileman

Material included in the Executive Committee packet for January 28, 2015:

- . December 10, 2014 Meeting Minutes*
- . January Payment Request memo dated January 23, 2015*
- . FY2016 Budget memo dated January 20, 2015*
- . GTS Electric Supply Contract memo dated January 21, 2015*
- . Update on RFQ for the Glenview Transfer Station Procurement memo dated January 22, 2015*
- . Program Summary for September – December, 2014 memo dated January 16, 2015*
- . Executive Director's Report memo dated January 22, 2015*



Executive Committee Meeting

Wednesday, March 11, 2015

5:00 p.m.

**Oakton Community College, Room 1606
1600 East Golf Road, Des Plaines, Illinois 60016**

I. Call To Order

Chairman Norris called the Meeting of the Executive Committee to order at 5:01 p.m. in Room 1606 at Oakton Community College. A roll call attendance was taken.

Present		
<u>Name</u>	<u>Position</u>	<u>Municipality</u>
Joe Sweeney	Trustee	Park Ridge
Todd Hileman	Manager	Glenview
Tim Wiberg	Manager	Lincolnwood
Raymond Rummel	Manager	Elk Grove Village
Hon. Karen Darch (5:04)	Mayor	Barrington
Hon. Paul Hoefert (5:04)	Trustee	Mount Prospect
James Norris	Manager	Hoffman Estates

Absent

Others in Attendance

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

II. Approval of Minutes

On a motion by Mr. Sweeney to approve the January 28, 2015 meeting minutes, seconded by Mr. Wiberg, a vote was taken and the minutes were approved.

III. Financial Update

February 2015 Payment Request – Mr. Norris asked the committee to ratify the February Payment Request.



March 11, 2015 Executive Committee Minutes

The February Payment Request has a total of \$1,067,688.12 was comprised of the following: \$33,807.10 from the Administrative Fund, \$996,923.21 from the Operations Fund, and \$36,957.81 for the estimated March payroll.

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

Treasurer's Report and Revenue/Expense Reports for January 2015 – Mr. Norris asked the committee to review the Treasurer's Report for January. The Treasurer's Report shows a balance of \$3,361,076.19 as of January 31, 2015.

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

FY2016 Final Budget Presentation – Mr. Van Vooren reported that there were no changes made to the budget since the previous meeting.

IV. Executive Session - None

Mr. Rummel made a motion to approve the January 28, 2015 Executive Session Minutes without release which was seconded by Mr. Sweeney, and the motion was unanimously approved.

V. Glenview Transfer Station (GTS)

GTS – RFP Development – Mr. Van Vooren reported that the Agency had received an amended invoice from contractor CB&I for the RFP/RFP process. The group discussed the merit of the request, the scope of work and the contract. The Executive Committee asked the Executive Director along with members Mr. Norris and Mr. Rummel to continue discussions with the CB&I regarding the invoice and their request for additional funds due to change in scope.

VI. Old Business

Com2 Electronics Collection Contract – Mr. Van Vooren provided an update on the electronics contract with Com2 with an increased budget, pursuant to material collected in the upcoming fiscal year.

Ms. Darch made a motion to approve the Com2 Electronics Recycling Contract which was seconded by Mr. Hoefert, and the contract was unanimously approved

VII. New Business

Legislation Updates – Mr. Van Vooren reviewed the bills introduced in Springfield as they relate to municipal solid waste issues. He added that OEMS have good lobbyists working in Springfield on



March 11, 2015 Executive Committee Minutes

electronics recycling issues.

Mr. Rummel made a motion to recommend to the Board of Directors to approve staff position for legislative bills which was seconded by Ms. Darch, and the motion was unanimously approved

Committee Nominations – Mr. Van Vooren reviewed the nominating process with the group.

Mr. Hoefert made a motion to recommend to the Board of Directors to have the Executive Committee act as the nominating committee which was seconded by Mr. Wiberg, and the motion was unanimously approved.

Executive Director's Report – Mr. Van Vooren presented the report to the Committee. He highlighted the inquiry from a northern Cook County municipality regarding membership.

VIII. Adjournment

There being no further business, a motion by Mr. Sweeney, and seconded by Ms. Darch, to adjourn the meeting at 5:41 p.m. was unanimously approved.

MOTION TO APPROVE JANUARY 28, 2015 MEETING MINUTES

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

MOTION TO APPROVE FEBRUARY PAYMENT REQUEST

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



March 11, 2015 Executive Committee Minutes

MOTION TO APPROVE JANUARY TREASURERS REPORT

AYES

NAYS

ABSENT

Raymond Rummel
Tim Wiberg
Hon. Joe Sweeney
James Norris
Hon. Paul Hoefert
Hon. Karen Darch
Todd Hileman

MOTION TO APPROVE JANUARY 28, 2015 EXECUTIVE SESSION MINUTES

AYES

NAYS

ABSENT

Raymond Rummel
Tim Wiberg
Hon. Joe Sweeney
James Norris
Hon. Paul Hoefert
Hon. Karen Darch
Todd Hileman

MOTION TO ENTER INTO A CONTRACT WITH COM2

AYES

NAYS

ABSENT

Raymond Rummel
Tim Wiberg
Hon. Joe Sweeney
James Norris
Hon. Paul Hoefert
Hon. Karen Darch
Todd Hileman



March 11, 2015 Executive Committee Minutes

MOTION TO RECOMMEND STAFF POSITION TO BOARD OF DIRECTORS

AYES

NAYS

ABSENT

Raymond Rummel
Tim Wiberg
Hon. Joe Sweeney
James Norris
Hon. Paul Hoefert
Hon. Karen Darch
Todd Hileman

**MOTION TO RECOMMEND EXECUTIVE COMMITTEE AS NOMINATING BOARD
TO BOARD OF DIRECTORS**

AYES

NAYS

ABSENT

Raymond Rummel
Tim Wiberg
Hon. Joe Sweeney
James Norris
Hon. Paul Hoefert
Hon. Karen Darch
Todd Hileman

Material included in the Executive Committee packet for March 11, 2015:

- . January 28, 2015 Meeting Minutes*
- . February Payment Request memo dated February 20, 2015*
- . FY2016 Budget memo dated March 3, 2015*
- . Update on RFQ for the Glenview Transfer Station Procurement memo dated March 5, 2015*
- . Com2 Electronics Collection Contract March 5, 2015*
- . Legislation Updates memo dated March 4, 2015*
- . Committee Nomination memo dated March 3, 2015*
- . Executive Director's Report memo dated March 6, 2015*



Executive Committee Meeting

**Wednesday, April 8, 2015
5:00 p.m.**

**Oakton Community College, President's Room
1600 East Golf Road, Des Plaines, Illinois 60016**

I. Call To Order

Chairman Norris called the Meeting of the Executive Committee to order at 5:00 p.m. in the President's Room at Oakton Community College. A roll call attendance was taken.

Present		
<u>Name</u>	<u>Position</u>	<u>Municipality</u>
Joe Sweeney	Trustee	Park Ridge
Tim Wiberg	Manager	Lincolnwood
Raymond Rummel	Manager	Elk Grove Village
Hon. Karen Darch (5:07)	Mayor	Barrington
Hon. Paul Hoefert (5:16)	Trustee	Mount Prospect
James Norris	Manager	Hoffman Estates
Absent		
Todd Hileman	Manager	Glenview

Others in Attendance

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

II. Approval of Minutes

On a motion by Mr. Sweeney to approve the March 11, 2015 meeting minutes, seconded by Mr. Rummel, a vote was taken and the minutes were approved.

III. Financial Update

February 2015 Payment Request – Mr. Norris asked the committee to ratify the February Payment Request.



April 8, 2015 Executive Committee Minutes

The March Payment Request has a total of \$989,895.01 was comprised of the following: \$40,798.54 from the Administrative Fund, \$ 912,138.66 from the Operations Fund, and \$36,957.81 for the estimated April payroll.

Mr. Sweeney made a motion to ratify the March 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 February 2015 – Mr. Norris asked the committee to review the Treasurer's Report for February. The Treasurer's Report shows a balance of \$3,342,797.36 as of February 28, 2015. Mr. Van Vooren noted that May 1, 2015 will be the closing of the trustee agreement for the bond payments. SANCC invoices need to be remitted by April. All future payments will be directed to the Agency in the next fiscal year.

IV. Executive Session -

Litigation – Upon a motion by Mr. Rummel, seconded by Mr. Sweeney, the Committee entered into executive session, after a unanimous roll call vote, at 5:05 p.m., to discuss litigation under Section 2 (c)(11), review of historical Executive Session Minutes to be released 2(c)(21), and Preliminary GTS RFP Update - Section 2(c)(5 and 6) of the of the Open Meetings Act.

The Committee reconvened in its regular open session at 5:48 p.m.

Mr. Rummel made a motion to accept staff recommendation as stated which was seconded by Ms. Darch, and the motion was unanimously approved.

V. Glenview Transfer Station (GTS) – None

VI. Old Business

CB&I Contract Change Order Request – Mr. Van Vooren provided an update on the CB&I contract with regards to the change order request.

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

VII. New Business

Executive Director's Report – Mr. Van Vooren presented the report to the Committee.

VIII. Adjournment

There being no further business, a motion by Mr. Sweeney, and seconded by Ms. Darch, to adjourn the meeting at 5:52 p.m. was unanimously approved.



April 8, 2015 Executive Committee Minutes

MOTION TO APPROVE MARCH 11, 2015 MEETING MINUTES

AYES

Raymond Rummel
Tim Wiberg
Hon. Joe Sweeney
James Norris

NAYS

ABSENT

Todd Hileman
Hon. Paul Hoefert
Hon. Karen Darch

MOTION TO APPROVE MARCH PAYMENT REQUEST

AYES

Raymond Rummel
Tim Wiberg
Hon. Joe Sweeney
James Norris

NAYS

ABSENT

Todd Hileman
Hon. Paul Hoefert
Hon. Karen Darch

MOTION TO APPROVE FEBRUARY TREASURERS REPORT

AYES

Raymond Rummel
Tim Wiberg
Hon. Joe Sweeney
James Norris

NAYS

ABSENT

Todd Hileman
Hon. Paul Hoefert
Hon. Karen Darch

MOTION TO ACCEPT STAFF RECOMMENDATIONS AS STATED

AYES

Raymond Rummel
Tim Wiberg
Hon. Joe Sweeney
James Norris
Hon. Paul Hoefert
Hon. Karen Darch
Todd Hileman

NAYS

ABSENT



April 8, 2015 Executive Committee Minutes

MOTION TO ENTER INTO A CONTRACT CHANGE ORDER REQUEST WITH CB&I

AYES

Raymond Rummel
Tim Wiberg
Hon. Joe Sweeney
James Norris
Hon. Paul Hoefert
Hon. Karen Darch

NAYS

ABSENT

Todd Hileman

Material included in the Executive Committee packet for April 8, 2015:

- . March 11, 2015 Meeting Minutes*
- . March Payment Request memo dated March 20, 2015*
- . CB&I Contract Change Order Request memo dated March 31, 2015*
- . Executive Director's Report memo dated April 2, 2015*