



Executive Committee Meeting

**SOLID WASTE AGENCY OF NORTHERN COOK COUNTY
EXECUTIVE COMMITTEE MEETING MINUTES**

**SWANCC Office
77 W Hintz Road, Suite 200
Wheeling, IL 60090
Wednesday, August 23, 2023
11:30 AM**

I. Call to Order

Chairman Sfondilis called the meeting of the Executive Committee to order at 11:34 AM. A roll call attendance was taken, and a quorum was established.

Present

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
Matt Formica	Manager	Glenview
Hon. Paul Hoefert	Mayor	Mount Prospect
Matt Roan	Manager	Elk Grove Village
Hon. John Thill	Trustee	Morton Grove
Hon. Karen Darch	President	Barrington
Randall Recklaus	Manager	Arlington Heights
Jon Sfondilis	Manager	Wheeling

Absent

None

Others in Attendance

Hon. George Van Dusen, Skokie
Derke Price, Agency Attorney, Ancel Glink
Christina Seibert, SWANCC Executive Director
Theresa Greinig, SWANCC Educator

II. Motion to Participate Remotely

No members participated remotely.

III. Approval of Minutes

On a motion by Mr. Hoefert and seconded by Mr. Roan, a roll call vote was taken, and the May 24, 2023 meeting minutes were unanimously approved.

IV. Financial Update

June 2023 Payment Request Ratification ☐ Executive Director Seibert reviewed the June 2023 Payment Request totaling \$1,064,913.59 comprised of the following: \$1,026,640.54 from the Operations Fund and \$38,273.05 for the estimated July 2023 payroll.



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July 2023 Payment Request Ratification □ Executive Director Seibert reviewed the July 2023 Payment Request totaling \$1,001,197.41 comprised of the following: \$972,033.20 from the Operations Fund and \$29,164.21 for the estimated August 2023 payroll.

Mr. Hoefert made a motion to ratify the June and July 2023 Payment Requests and forward them to the Board of Directors. Ms. Darch seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

August 2023 Payment Request □ Executive Director Seibert reviewed the August 2023 Payment Request totaling \$987,367.92 comprised of the following: \$943,621.61 from the Operations Fund and \$43,746.31 for the estimated September 2023 payroll.

Mr. Hoefert made a motion to approve the August 2023 Payment Request and forward to the Board of Directors. Ms. Darch seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

Treasurer's Reports and Budget Documents for July 2023 □ Executive Director Seibert reviewed the July 2023 Report which shows a balance of \$3,599,136.21 as of July 31, 2023.

Mr. Recklaus made a motion to accept the July 2023 Treasurer's Report and forward it to the Board of Directors. Mr. Roan seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

FY2023 Audit - Sikich has been engaged for a three-year term beginning in FY2023 to provide the agency's annual audit. Ms. Martha Trotter of Sikich reported they did not find any issues in the administration of the agency's accounting practices or of the staff's handling of the revenue and expenses throughout the year. Executive Director Seibert recommended that the Executive Committee accept the FY2023 annual audit and communication document as prepared by Sikich and forward the Audit to the Board of Directors for receipt and send a copy to all members of SWANCC.

Ms. Darch made a motion to accept the FY2023 Audit and forward it to the Board of Directors. Mr. Formica seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

FY2023 True-Up □ During FY2023, the Agency received a total of 250,703.68 tons of member solid waste. This is 7,369.32 tons (3.76%) less than was committed. The FY23 true-up includes a contribution of \$442,000 to the GTS Repair and Maintenance Reserve Fund bringing the fund's balance to \$845,000. The true-up amount is calculated at a net credit due of \$370,650.12, consisting of \$70,889.66 owed by members who delivered more tonnage than had been forecasted in the calculation of their committed tonnage and \$441,539.78 due to members whose deliveries were less than their committed tonnage. Executive Director Seibert recommended that the Executive Committee approve the FY2023 calculation for Member true-up and forward a resolution for the same to the Board of Directors for approval.



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Mr. Hoefert made a motion to approve the FY2023 calculation of the member True-Up and recommend that the credits due to members be allocated to those members' share of the GTS roof replacements cost and forward the recommendation to the Board of Directors for approval. Mr. Roan seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

V. Executive Session ☐ none

VI. Glenview Transfer Station ☐

Roof A/E Services Contract Recommendation ☐ Executive Director Seibert reviewed the submissions process and review of the Request for Proposals for Architectural and Engineering Services for Roof Replacement at the Glenview Transfer Station (RFP). Executive Director Seibert recommended that the Executive Committee forward a recommendation to the Board of Directors to contract with ARCON Associates, Inc. at a lump sum project cost of \$198,000 for provision of A/E services related to the roof replacement at the Glenview Transfer Station.

Mr. Formica made a motion to recommend approval of the contract with ARCON Associates, Inc. and forward it to the Board of Directors for approval. Mr. Roan seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

VII. Old Business ☐ none

VIII. New Business

FY2023 Year-End Program Report ☐ Executive Director Seibert reviewed the FY2023 Year End Program and Outreach Summary.

Approval of Anderson Legislative Consulting Contract ☐ Executive Director Seibert recommended that the Executive Committee approve the contract for professional services with Anderson Legislative Consulting for FY2024 and FY2025. The consulting fee proposed is unchanged from our most recent agreement, with a rate of \$14,000 per year and a total contract cost of \$28,000.

Mr. Recklaus made a motion to Approve the Anderson Legislative Consulting Contract and forward it to the Board of Directors. Ms. Darch seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

Executive Director's Report ☐ Executive Director Seibert presented her status report. She reviewed current operations at the Glenview Transfer Station and ongoing Agency programs, with no notable conditions to report.

IX. Public Comment ☐ none

X. Adjournment

At 12:08, there being no further business, Mr. Roan made a motion to adjourn which was seconded by Ms. Darch. The motion was unanimously approved.



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MOTION TO PARTICIPATE REMOTELY

AYES

NAYS

ABSENT

Mr. Matt Formica
Hon. Paul Hoefert
Mr. Matt Roan
Hon. John Thill
Hon. Karen Darch
Mr. Randall Recklaus
Mr. Jon Sfondilis

MOTION TO APPROVE MAY 2024 MEETING MINUTES

AYES

NAYS

ABSENT

Mr. Matt Formica
Hon. Paul Hoefert
Mr. Matt Roan
Hon. John Thill
Hon. Karen Darch
Mr. Randall Recklaus
Mr. Jon Sfondilis

**MOTION TO RATIFY THE JUNE-JULY 2023 PAYMENT REQUEST
AND FORWARD IT TO THE BOARD OF DIRECTORS**

AYES

NAYS

ABSENT

Mr. Matt Formica
Hon. Paul Hoefert
Mr. Matt Roan
Hon. John Thill
Hon. Karen Darch
Mr. Randall Recklaus
Mr. Jon Sfondilis

**MOTION TO APPROVE THE AUGUST 2023 PAYMENT REQUEST AND
ACCEPT THE JULY 2023 TREASURERS REPORT AND
FORWARD THEM TO THE BOARD OF DIRECTORS**

AYES

NAYS

ABSENT

Mr. Matt Formica
Hon. Paul Hoefert
Mr. Matt Roan
Hon. John Thill
Hon. Karen Darch
Mr. Randall Recklaus
Mr. Jon Sfondilis



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**MOTION TO ACCEPT THE FY2023 AUDIT
AND FORWARD IT TO THE BOARD OF DIRECTORS**

AYES

NAYS

ABSENT

Mr. Matt Formica
Hon. Paul Hoefert
Mr. Matt Roan
Hon. John Thill
Hon. Karen Darch
Mr. Randall Recklaus
Mr. Jon Sfondilis

**MOTION TO ACCEPT THE FY2023 TRUE-UP
AND FORWARD IT TO THE BOARD OF DIRECTORS**

AYES

NAYS

ABSENT

Mr. Matt Formica
Hon. Paul Hoefert
Mr. Matt Roan
Hon. John Thill
Hon. Karen Darch
Mr. Randall Recklaus
Mr. Jon Sfondilis

**MOTION TO APPROVE ROOF A/E SERVICES CONTRACT RECOMMENDATION
AND FORWARD IT TO THE BOARD OF DIRECTORS**

AYES

NAYS

ABSENT

Mr. Matt Formica
Hon. Paul Hoefert
Mr. Matt Roan
Hon. John Thill
Hon. Karen Darch
Mr. Randall Recklaus
Mr. Jon Sfondilis

MOTION TO APPROVE ANDERSON LEGISLATIVE CONSULTING CONTRACT

AYES

NAYS

ABSENT

Mr. Matt Formica
Hon. Paul Hoefert
Mr. Matt Roan
Hon. John Thill
Hon. Karen Darch
Mr. Randall Recklaus
Mr. Jon Sfondilis



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MOTION TO ADJOURN

AYES

Mr. Matt Formica
Hon. Paul Hoefert
Mr. Matt Roan
Hon. John Thill
Hon. Karen Darch
Mr. Randall Recklaus
Mr. Jon Sfondilis

NAYS

ABSENT

Material included in the Executive Committee packet for May 24, 2023:

- . August 23, 2023 Meeting Agenda*
- . May 24, 2023 Meeting Minutes*
- . June 2023 Payment Request memo dated June 23, 2023*
- . August 2023 Audit Review memo dated August 1, 2023*
- . FY2023 SWANCC Financials memo dated August 18, 2023*
- . FY2023 Member True-Up memo dated August 1, 2023*
- . GTS Roof Replacement Project □ A/E Services Contract Recommendation memo dated August 10, 2023*
- . FY2023 Program and Outreach Summary, November 2022 through April 2023 dated August 23, 2023*
- . Professional Services Contract- Anderson Legislative Consulting memo dated August 8, 2023*
- . Monthly Status Report memo dated August 16, 2023*