



Executive Committee Meeting

**Wednesday, July 27, 2016
11:30 a.m.**

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

I. Call To Order

Mr. Hileman called the Meeting of the Executive Committee to order at 11:34 a.m. at SWANCC's office. A roll call attendance was taken. A quorum was established and a motion was made by Mr. Hoefert to allow President Darch to participate by phone. The motion was seconded by Mr. Wiberg and the motion was approved.

Present

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
Hon. John Thill	Trustee	Morton Grove
Tim Wiberg	Manager	Lincolnwood
Hon. Paul Hoefert	Trustee	Mount Prospect
Todd Hileman	Manager	Glenview
Hon. Karen Darch (by phone)	President	Barrington

Absent

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
James Norris	Manager	Hoffman Estates
Raymond Rummel	Manager	Elk Grove Village

Others in Attendance

George Van Dusen, Mayor, Skokie
Derke Price, SWANCC Counsel, Ancel and Glink
Dave Van Vooren, Executive Director
Mary Allen, Education and Recycling Director
Lisa Woody, Assistant to the Executive Director

II. Approval of Minutes

On a motion by Mr. Wiberg to approve the April 27, 2016 meeting minutes, seconded by Mr. Thill, a vote was taken and the minutes were approved. Mr. Hoefert abstained.

III. Financial Update

May and June 2016 Payment Request Ratification – The May Payment Request totaled \$845,478.14 and was comprised of the following: \$815,318.76 from the Operations Fund and \$30,159.38 for the estimated June payroll. The June Payment Request totaled \$904,145.27 and was comprised of the



July 27, 2016 Executive Committee Minutes

following: \$865,754.75 from the Operations Fund and \$39,145.27 for the estimated July payroll. The May and June 2016 Payment Requests were previously approved by email and all bills were paid. Mr. Hoefert made a motion to ratify the May and June Payment Requests. Mr. Thill seconded the motion. A vote was taken and the motion was unanimously approved.

July 2016 Payment Request – The July Payment Request totaled \$903,160.60 and was comprised of the following: \$877,063.76 from the Operations Fund and \$26,096.84 for the estimated August payroll. Mr. Hoefert made a motion to approve the July 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 June 2016 – Mr. Hileman asked the committee to review the Treasurer's Report for June 2016. The Treasurer's Report shows a balance of \$2,252,682.18 as of June 30, 2016.

Mr. Thill made a motion to recommend the Treasurer's Report to the Board of Directors. Mr. Hoefert seconded the motion. A vote was taken and the motion was unanimously approved.

Lauderbach & Amen Service Proposal – The Agency's outside accounting firm, Lauterbach & Amen, has provided accurate and timely service since September 2011. The Agency has requested and received an extension proposal for an additional three-year term with two additional option years. The annual increase in the service fee is 3% which is less than the annual increase in the current contract.

A motion was made by Mr. Thill to enter into another accounting service agreement with Lauterbach & Amen for a three-year term of May 1, 2016 through April; 30, 2019 with two one-year options available. The motion was seconded by Mr. Hoefert. A vote was taken and the motion was approved.

IV. Executive Session – None.

A motion was made by Mr. Wiberg to approve the April 27, 2016 Executive Session minutes which was seconded by Mr. Hoefert. A vote was taken and the minutes were approved.

Glenview Transfer Station (GTS)

FY2016 Second Half Recycling Incentive Program Update – Because of the new formula to calculate sharing revenue for recycling which is part of the new GTW contract beginning September 1, 2015, there is no shared revenue at this time.

GTS Utility Purchasing – The Agency's current contract for electricity and natural gas at the GTS expires in April 2017. The Agency has been working with Energy Choices to do a market analysis to ensure that the current provider, Constellation Energy, is offering a competitive price to extend the current contract. Because Groot is responsible for the utility cost at the GTS, Mr. Van Vooren has shared the analysis with Mr. Garrity of Groot and he has no concerns with the process. Staff recommends the Executive Director be authorized to enter into utility contracts for the GTS with the advice and consent of the Chairman of the Executive Committee. A question was raised on how the



July 27, 2016 Executive Committee Minutes

broker, Energy Choices, is paid to ensure there is no bias. The Executive Director will find out how Energy Choices is paid and share this information with the Executive Committee

A motion was made by Mr. Thill, seconded by Mr. Wiberg to authorize the Executive Director and the Chairman of the Executive Committee to enter into utility contracts upon a proposal by Energy Choices. The motion was approved.

GTS Fixed Asset Review – Detailed discussion of the Fixed Asset review was postponed until a later Executive Committee meeting to be held at the Glenview Transfer Station and to include a tour of the facility. Critical issues such as backflow prevention are being addressed as part of regular maintenance.

V. Old Business

Update on the Solid Waste Management Plan Goals – Discussion of the Solid Waste Management Plan Goals was postponed until the next Executive Committee meeting.

Executive Director's Employment Contract – An updated employment agreement reflecting updated salary and contract date through December 31, 2019 was presented to the committee. Mr. Wiberg made a motion to forward the contract for approval by the Board of Director's at their next scheduled meeting Mr. Thill seconded the motion. A vote was taken and the motion was unanimously approved.

VI. New Business

FY2016 Second Half Program Report – Mr. Van Vooren presented the summary of the special program participation for the second half of FY2016. The progress of the Walgreens prescription medication take-back was discussed. This program is still in its pilot phase and will not be able to provide adequate service to member communities for some time. The Agency will continue to monitor the progress of this program.

FY2016 Large School Grant Summary – Mr. Van Vooren presented the summary of the Large Waste Grant program in area schools. He stressed the requirement for schools to share their results with other schools in the area so they could also implement some of their programs. Staff will follow up on a suggestion to see if there is a regional meeting of school superintendents where SWANCC can provide a presentation.

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

VII. Adjournment

At 12:25 p.m., there being no further business, Mr. Hoefert made a motion to adjourn which was seconded by Mr. Wiberg. The motion was unanimously approved.



July 27, 2016 Executive Committee Minutes

MOTION TO INCLUDE PRESIDENT DARCH BY PHONE

AYES

NAYS

ABSENT

Hon. John Thill
Mr. Tim Wiberg
Hon. Paul Hoefert
Mr. Todd Hileman

Mr. James Norris
Mr. Raymond Rummel

MOTION TO APPROVE APRIL 27, 2016 MEETING MINUTES

AYES

NAYS

ABSENT

ABSTENTION

Hon. John Thill
Mr. Tim Wiberg
Hon. Karen Darch
Mr. Todd Hileman

Mr. James Norris
Mr. Raymond Rummel
Hon. Paul Hoefert

MOTION TO RADIFY MAY AND JUNE 2016 PAYMENT REQUESTS

AYES

NAYS

ABSENT

Hon. John Thill
Mr. Tim Wiberg
Hon. Paul Hoefert
Hon. Karen Darch
Mr. Todd Hileman

Mr. James Norris
Mr. Raymond Rummel

MOTION TO APPROVE JULY 2016 PAYMENT REQUEST

AYES

NAYS

ABSENT

Hon. John Thill
Mr. Tim Wiberg
Hon. Paul Hoefert
Hon. Karen Darch
Mr. Todd Hileman

Mr. James Norris
Mr. Raymond Rummel

MOTION TO RECOMMEND THE JUNE TREASURER'S REPORT TO THE BOD

AYES

NAYS

ABSENT

Hon. John Thill
Mr. Tim Wiberg
Hon. Paul Hoefert
Hon. Karen Darch
Mr. Todd Hileman

Mr. James Norris
Mr. Raymond Rummel



July 27, 2016 Executive Committee Minutes

MOTION TO APPROVE LAUTERBACH & AMEN SERVICE CONTRACT

AYES

NAYS

ABSENT

Hon. John Thill
Mr. Tim Wiberg
Hon. Paul Hoefert
Hon. Karen Darch
Mr. Todd Hileman

Mr. James Norris
Mr. Raymond Rummel

MOTION TO APPROVE APRIL 27, 2016 EXECUTIVE SESSION MINUTES

AYES

NAYS

ABSENT

Hon. John Thill
Mr. Tim Wiberg
Hon. Paul Hoefert
Hon. Karen Darch
Mr. Todd Hileman

Mr. James Norris
Mr. Raymond Rummel

**MOTION TO AUTHORIZE EXECUTIVE DIRECTOR AND CHAIRMAN OF THE
EXECUTIVE COMMITTEE TO ENTER INTO UTILITY CONTRACT**

AYES

NAYS

ABSENT

Hon. John Thill
Mr. Tim Wiberg
Hon. Paul Hoefert
Hon. Karen Darch
Mr. Todd Hileman

Mr. James Norris
Mr. Raymond Rummel

**MOTION TO RECOMMEND EXECUTIVE DIRECTOR'S COMPENSATION AND
CONTRACT EXTENSION TO THE BOD**

AYES

NAYS

ABSENT

Hon. John Thill
Mr. Tim Wiberg
Hon. Paul Hoefert
Hon. Karen Darch
Mr. Todd Hileman

Mr. James Norris
Mr. Raymond Rummel

MOTION TO ADJOURN

AYES

NAYS

ABSENT

Hon. John Thill
Mr. Tim Wiberg
Hon. Paul Hoefert
Hon. Karen Darch
Mr. Todd Hileman

Mr. James Norris
Mr. Raymond Rummel



July 27, 2016 Executive Committee Minutes

Material included in the Executive Committee packet for July 27, 2016:

- . April 27, 2016 Meeting Minutes*
- . May Payment Request memo dated May 20, 2016.*
- . June Payment Request memo dated June 17, 2016*
- . July Payment Request memo dated July 22, 2016*
- . June 2016 Treasurer's Report and Budget Document*
- . Lauterbach & Amen Accounting Service Agreement memo dated July 13, 2016*
- . FY2016 Recycling Incentive Program Update, 2nd Half memo dated June 21, 2016*
- . Glenview Transfer Station Utility Purchasing memo dated July 13, 2016*
- . Fixed Assets, Review and Maintenance Policy memo dated July 18, 2016*
- . SWANCC – Review SWMD Goals memo dated June 15, 2016*
- . Executive Director Employment Agreement memo dated July 14, 2016*
- . Program Summary for November 2015 through April 2016 memo dated June 5, 2016*
- . FY16 Summary of Large Waste Reduction Grant Projects memo dated June 5, 2016*
- . Status Report memo dated July 18, 2016*



Executive Committee Meeting

**Wednesday, August 24, 2016
11:30 a.m.**

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

I. Call To Order

Mr. Rummel called the Meeting of the Executive Committee to order at 11:32 a.m. at SWANCC's office. A roll call attendance was taken. A quorum was established.

On a motion made by Mr. Hoefert to allow Mr. Norris and President Darch to participate by phone. The motion was seconded by Mr. Hileman and the motion was approved.

Present

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
Hon. John Thill	Trustee	Morton Grove
Tim Wiberg	Manager	Lincolnwood
Hon. Paul Hoefert	Trustee	Mount Prospect
Todd Hileman	Manager	Glenview
Raymond Rummel	Manager	Elk Grove Village
James Norris (by phone)	Manager	Hoffman Estates
Hon. Karen Darch (by phone at 11:40am)	President	Barrington

Absent

None

Others in Attendance

George Van Dusen, Mayor, Skokie
Derke Price, SWANCC Counsel, Ancel and Glink
Susan Jones, Miller Cooper & Company, Ltd.
Dave Van Vooren, Executive Director
Mary Allen, Education and Recycling Director
Lisa Woody, Assistant to the Executive Director

II. Approval of Minutes

On a motion by Mr. Thill to approve the July 27, 2016 meeting minutes, seconded by Mr. Wiberg, a vote was taken and the minutes were approved.

III. Financial Update

August 2016 Payment Request –The August Payment Request totaled \$873,753.35 and was comprised



August 24, 2016 Executive Committee Minutes

of the following: \$847,656.51 from the Operations Fund and \$26,096.84 for the estimated September payroll. Mr. Hoefert made a motion to approve the August Payment Request. Mr. Thill seconded the motion. A vote was taken and the motion was unanimously approved.

Treasurer's Report and Revenue/Expense Reports for June 2016 – Mr. Rummel asked the committee to review the Treasurer's Report for July 2016. The Treasurer's Report shows a balance of \$2,172,337.13 as of July 31, 2016.

Mr. Thill made a motion to approve the July 2016 Treasurer's Report and recommend it to the Board of Directors. Mr. Hileman seconded the motion. A vote was taken and the motion was unanimously approved.

FY2015 Audit – Ms. Susan Jones of Miller Cooper & Company, Ltd. reviewed the FY2016 Audit report and communication letter. Miller Cooper & Company, Ltd offered an unmodified opinion on the FY2016 Audit

Mr. Hoefert made a motion to accept the FY2016 Audit and forward it to the Board of Directors. Mr. Thill seconded the motion. A vote was taken and the motion was unanimously approved.

FY2016 True-up – Mr. Van Vooren reviewed the FY2016 True-up calculations showing a total under-delivery of waste by Agency members resulting in a negative total True-up of \$407,220.57. Mr. Hileman asked that Mr. Van Vooren review the data on the table to explain how the agency obtained the factors that comprise the values in the calculations. The example reviewed was the Village of Kenilworth and the impact of their recently installed recycling program which has resulted in their three year rolling average being higher than their existing disposal.

Mr. Hileman made a motion to approve the FY2016 True-up calculations and recommend it to the Board of Directors. Mr. Thill seconded the motion. A vote was taken and the motion was unanimously approved.

IV. Executive Session – None.

A motion was made by Mr. Hoefert to release the historical Executive Session minutes from April 23, 2008 through December 18, 2013 with the exception of December 22, 2010, which was seconded by Mr. Hileman. A vote was taken and the motion was approved.

Glenview Transfer Station (GTS) – None.

V. Old Business

Update on the Solid Waste Management Plan Goals – Mr. Van Vooren discussed staff's progress on goals established in the 2014 Solid Waste Management Plan and asked for planning guidance for six specific goals. The goals discussed were:



August 24, 2016 Executive Committee Minutes

Goal RD#4 - Develop a local HHW solution for member residents. Mr. Van Vooren stated that he had been in contact with IEPA personnel in an effort to determine if they would consider allowing the Agency, if it chose to operate a HHW facility to send waste to the State for disposal. IEPA personnel indicated that now they were unable to commit to accepting more waste until their fiscal budget issues were addressed. Mr. Van Vooren further stated that if the Agency were to operate a collection facility that based upon the cost to operate the Naperville or SWALCO facilities, less a structure, the Agency would need to budget approximately \$250,000. Mr. Hileman indicated that he would like to see a spreadsheet on the Agency's budget and all of these SWMP goals were part of the sheet in order to see a complete picture. Mr. Norris stated that he felt that the Agency should not spend any additional resources, short of continuing to monitor the State's budget, on HHW at this time. Mr. Van Vooren will prepare an analysis of this goal and the other goals in the memo outlining their short and long-term impact on the Agency's budget.

Goal RD#3 - Work with member communities to include solid waste services for multi-family residences in their existing contracts. Mr. Van Vooren stated that staff continues to work with members when their hauling contracts are up to provide information on expanding their residential services to multi-family complexes. The committee felt that this approach to sharing best practices was the correct approach.

Goal RD#2 - Develop individual model ordinance to enhance multi-family and business recycling. Mr. Van Vooren stated that one of the goals of the SWMP was to re-focus member efforts to drive diversion through commercial and multi-family recycling. One opportunity to do this, with the recent passage of HB 5666 is to develop a model ordinance that members could use to comply with the new state legislation and seek improvement in commercial recycling. The committee wanted to understand the financial impact that this project would have on the Agency's budget before moving forward.

Goal RD#1 - Discuss option to provide regional textile recycling. Again, the SWMP highlighted the recycling/reuse opportunity that textile recycling could have on waste diversion. Mr. Hileman asked if there was a way to break the cost down so that there could be a picture of what the commitment would be for the agency going forward. Mr. Van Vooren stated that presently, the agency just serves as an information clearing house and that the textile reuse/recycling is a member initiative.

Goal E#1 - SWANCC work with targeted members, those with recycling diversion results below SWANCC average, to develop outreach tools that members can use to enhance recycling opportunities for residents. Mr. Van Vooren shared with the committee recent recycling diversion data for all of the members and that staff continues to share this information with Members during the contract review time. Staff will continue to provide our education support for these towns and we will emphasize this for members below the average.

Goal E#5 - SWANCC and its members continue to promote specialty recycling and collection programs. Mr. Van Vooren stated that these programs would be highlighted in the budget and will be included in the complete cost picture to provide members an understanding of the cost associated with the programs.



August 24, 2016 Executive Committee Minutes

VI. New Business

Executive Director's Report – Mr. Van Vooren presented his August status report to the Committee. Proposed dates for FY2017 Board and Executive Committee meetings were discussed.

VII. Adjournment

At 12:36 p.m., there being no further business, Mr. Hoefert made a motion to adjourn which was seconded by Mr. Hileman. The motion was unanimously approved.

MOTION TO INCLUDE MR. NORRIS AND PRESIDENT DARCH BY PHONE

AYES

NAYS

ABSENT

Hon. John Thill
Mr. Tim Wiberg
Hon. Paul Hoefert
Mr. Todd Hileman
Mr. Raymond Rummel

MOTION TO APPROVE JULY 27, 2016 MEETING MINUTES

AYES

NAYS

ABSENT

Mr. James Norris
Hon. John Thill
Mr. Tim Wiberg
Mr. Todd Hileman
Mr. Raymond Rummel

MOTION TO APPROVE AUGUST 2016 PAYMENT REQUEST

AYES

NAYS

ABSENT

Mr. James Norris
Hon. John Thill
Mr. Tim Wiberg
Mr. Todd Hileman
Mr. Raymond Rummel

MOTION TO RECOMMEND THE JULY TREASURER'S REPORT TO THE BOD

AYES

NAYS

ABSENT

Mr. James Norris
Hon. John Thill
Mr. Tim Wiberg
Mr. Todd Hileman
Mr. Raymond Rummel



August 24, 2016 Executive Committee Minutes

MOTION TO APPROVE AND RECOMMEND THE FY2016 AUDIT TO THE BOD

AYES

NAYS

ABSENT

Mr. James Norris
Hon. Karen Darch
Hon. John Thill
Mr. Tim Wiberg
Mr. Todd Hileman
Mr. Raymond Rummel

MOTION TO APPROVE AND RECOMMEND THE FY2016 TRUE-UP TO THE BOD

AYES

NAYS

ABSENT

Mr. James Norris
Hon. Karen Darch
Hon. John Thill
Mr. Tim Wiberg
Mr. Todd Hileman
Mr. Raymond Rummel

MOTION TO RELEASE HISTORICAL EXECUTIVE SESSION MINUTES

AYES

NAYS

ABSENT

Mr. James Norris
Hon. Karen Darch
Hon. John Thill
Mr. Tim Wiberg
Mr. Todd Hileman
Mr. Raymond Rummel

MOTION TO ADJOURN

AYES

NAYS

ABSENT

Mr. James Norris
Hon. Karen Darch
Hon. John Thill
Mr. Tim Wiberg
Mr. Todd Hileman
Mr. Raymond Rummel

Material included in the Executive Committee packet for August 24, 2016:

- . July 27, 2016 Meeting Minutes*
- . August Payment Request memo dated August 18, 2016*
- . July 2016 Treasurer's Report and Budget Document*
- . FY2016 Audit Review memo dated August 11, 2016*
- . FY2016 Member True-up memo dated August 9, 2016*
- . SWANCC – Review SWMD Goals memo dated June 15, 2016*
- . Status Report memo dated August 17, 2016*



Executive Committee Meeting

**Wednesday, October 5, 2016
11:30 a.m.**

**Glenview Transfer Station
1151 N River Road, Des Plaines, IL**

I. Call To Order

Mr. Rummel called the Meeting of the Executive Committee to order at 11:39 a.m. at the Glenview Transfer Station conference room. A roll call attendance was taken. A quorum was established.

Present

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
Hon. John Thill	Trustee	Morton Grove
Hon. Paul Hoefert	Trustee	Mount Prospect
Todd Hileman	Manager	Glenview
Hon. Karen Darch	President	Barrington
Tim Wiberg	Manager	Lincolnwood
James Norris (by phone)	Manager	Hoffman Estates
Raymond Rummel	Manager	Elk Grove Village

Absent

None

Others in Attendance

George Van Dusen, Mayor, Skokie
James Petri, Trustee, Elk Grove Village
Dave Van Vooren, Executive Director
Mary Allen, Education and Recycling Director
Lisa Woody, Assistant to the Executive Director

II. Approval of Minutes

On a motion by Mr. Hoefert to approve the August 24, 2016 meeting minutes, seconded by Mr. Wiberg, a vote was taken and the minutes were approved.

III. Financial Update

September 2016 Payment Request –The September Payment Request totaled \$970,230.27 and was comprised of the following: \$944,133.43 from the Operations Fund and \$26,096.84 for the estimated October payroll. Ms. Darch made a motion to approve the September Payment Request. Mr. Norris seconded the motion. A vote was taken and the motion was unanimously approved.



October 5, 2016 Executive Committee Minutes

Treasurer's Report and Revenue/Expense Reports for August 2016 – Mr. Rummel asked the committee to review the Treasurer's Report for August 2016. The Treasurer's Report shows a balance of \$2,398,212.41 as of August 31, 2016.

Mr. Hileman made a motion to approve the July 2016 Treasurer's Report and recommend it to the Board of Directors. Ms. Darch seconded the motion. A vote was taken and the motion was unanimously approved.

General Liability Insurance Renewal – Executive Director Van Vooren reviewed his memo of September 30, 2016 on the 2016 insurance renewal. Mr. Van Vooren stated that the agency has been using Mesirow Financial and Ms. Steiner as our broker to assist in obtaining insurance coverage. Mr. Van Vooren also stated that he had contacted IRMA to see if the agency could be included in their coverage package. In discussion with Ms. Mary Ely of IRMA, he learned that they still require a \$50,000 minimum premium which would be higher than the Agency's existing quote. Mr. Hileman asked when was the last time the Agency went to bid for insurance. Mr. Van Vooren stated that Ms. Steiner marketed the policy within the last two years and the only competitive coverage was from ICRM Trust. Mr. Norris stated that the agency has had some difficulties in obtaining coverage from private insurance carriers in the past. However, the agency should evaluate the market place in order to make sure that the coverage and price is competitive. Mr. Van Vooren stated he would work with Ms. Steiner to market coverage for next year renewal.

Ms. Darch made a motion to authorize the Executive Director to execute the contract with Illinois Counties Risk Management Trust for general liability, excess liability, and workers' compensation coverage for 2017 commencing on December 1, 2016. Mr. Norris seconded the motion. A vote was taken and the motion was unanimously approved.

IV. Executive Session – None.

Glenview Transfer Station (GTS)

Building Facility Assessment Report – Executive Director Van Vooren reviewed with the Committee the Fixed Asset Review and Five-Year Financial Plan. HR Green completed the asset review and the costs associated with the facility components were based upon full replacement cost and not using a repair and maintain approach. Mr. Van Vooren stated that now all items would require full replacement, but could be maintained in a safe and practical manner through routine repair and maintenance. Mr. Hilemen requested that more work to fine tune the five-year analysis on both the required cash on hand for prudent cash flow and major capital items be finalized to assist in determining what amount, if any, of the existing cash reserves could be used to meet budget requirements. The committee stated the five-year analysis is helpful and should be updated in conjunction with the budget.



October 5, 2016 Executive Committee Minutes

V. Old Business

COM2 Contract Change Request – Mr. Van Vooren stated that he had received a request from COM2, the Agency’s e-waste recycler, to modify the existing contract by including terminology that the work performance by COM2 is premium service. If this was approved, COM2 would reduce the e-waste TV recycling charge by four cents to eleven cents per pound. This change would save the Agency approximately \$10,000 but allow COM2 to sell the Agency collected material to manufacturers for about \$100,000. The committee discussed at length the issue of e-waste recycling and the struggles with both market competition and IEPA enforcement. The committee stated that e-waste was a valuable service from a member perspective and the Executive Director should go back to COM2 to see if they would provide a larger savings or a 2017 contract.

VI. New Business

Anderson Legislative Consulting Contract – Mr. Van Vooren described Anderson Legislative Consulting’s history with the agency and their monitoring of activities in Springfield related to the solid waste industry

Mr. Norris made a motion to approve the Contract for Professional Services with Anderson Legislative Consulting for FY2017. Ms. Darch seconded the motion. A vote was taken and the motion was unanimously approved.

Executive Director’s Report – Mr. Van Vooren presented his September status report to the Committee.

Committee members took a tour of the Glenview Transfer Station facility.

VII. Adjournment

At 1:05 p.m., there being no further business, Mr. Wiberg made a motion to adjourn which was seconded by Mr. Hileman. The motion was unanimously approved.

MOTION TO APPROVE AUGUST 24, 2016 MEETING MINUTES

AYES

NAYS

ABSENT

Hon. John Thill
Hon. Paul Hoefert
Mr. Todd Hileman
Hon. Karen Darch
Mr. Tim Wiberg
Mr. James Norris
Mr. Raymond Rummel



October 5, 2016 Executive Committee Minutes

MOTION TO RATIFY AUGUST 2016 PAYMENT REQUEST

AYES

NAYS

ABSENT

Hon. John Thill
Hon. Paul Hoefert
Mr. Todd Hileman
Hon. Karen Darch
Mr. Tim Wiberg
Mr. James Norris
Mr. Raymond Rummel

**MOTION TO RECOMMEND THE AUGUST TREASURER'S REPORT TO THE
BOD**

AYES

NAYS

ABSENT

Hon. John Thill
Hon. Paul Hoefert
Mr. Todd Hileman
Hon. Karen Darch
Mr. Tim Wiberg
Mr. James Norris
Mr. Raymond Rummel

**MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE
INSURANCE CONTRACT WITH ILLINOIS COUNTIES RISK MANAGEMENT
TRUST**

AYES

NAYS

ABSENT

Hon. John Thill
Hon. Paul Hoefert
Mr. Todd Hileman
Hon. Karen Darch
Mr. Tim Wiberg
Mr. James Norris
Mr. Raymond Rummel

**MOTION TO APPROVE THE FY2017 CONTRACT WITH ANDERSON
LEGISLATIVE CONSULTING**

AYES

NAYS

ABSENT

Hon. John Thill
Hon. Paul Hoefert
Mr. Todd Hileman
Hon. Karen Darch
Mr. Tim Wiberg
Mr. James Norris
Mr. Raymond Rummel



October 5, 2016 Executive Committee Minutes

MOTION TO ADJOURN

AYES

NAYS

ABSENT

Hon. John Thill
Hon. Paul Hoefert
Mr. Todd Hileman
Hon. Karen Darch
Mr. Tim Wiberg
Mr. James Norris
Mr. Raymond Rummel

Material included in the Executive Committee packet for October 5, 2016:

- . *August 24, 2016 Meeting Minutes*
- . *September Payment Request memo dated September 23, 2016*
- . *August 2016 Treasurer's Report and Budget Document*
- . *FY2016 General Liability, Excess Liability, and Workers' Compensation Renewal memo dated September 30, 2016*
- . *Analysis of Fixed Asset Review and SWMP Goals on the Agency's Financial Plan memo dated September 12, 2016*
- . *Legislative Consulting, Professional Services Contract for Anderson Consulting memo dated September 13, 2016*
- . *Monthly Status Report memo dated September 29, 2016*



Executive Committee Meeting

**Oatkon Community College
Conference Center, Room 1606
1600 East Golf Road, Des Plaines, IL 60016
Wednesday, October 5, 2016
5:00 p.m.**

I. Call To Order

Mr. Rummel called the Meeting of the Executive Committee to order at 5:07 p.m. A roll call attendance was taken and a quorum was established.

Present

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
Hon. John Thill	Trustee	Morton Grove
Tim Wiberg	Manager	Lincolnwood
Todd Hileman	Manager	Glenview
Hon. Karen Darch	President	Barrington
James Norris	Manager	Hoffman Estates
Raymond Rummel	Manager	Elk Grove Village

Absent

Paul Hoefert	Trustee	Mount Prospect
--------------	---------	----------------

Others in Attendance

George Van Dusen, Mayor, Skokie
James Petri, Trustee, Elk Grove Village
Dave Van Vooren, Executive Director
Lisa Wooddy, Assistant to the Executive Director
Derke Price, Agency Attorney, Ancel & Glink

II. Approval of Minutes

On a motion by Mr. Norris to approve the October 5, 2016 meeting minutes, seconded by Ms. Darch, a vote was taken and the minutes were approved.

III. Financial Update

October 2016 Payment Request –The September Payment Request totaled \$935,750.73 and was comprised of the following: \$909,653.89 from the Operations Fund and \$26,096.84 for the estimated November payroll. Mr. Norris made a motion to approve the October Payment Request. Ms. Darch seconded the motion. A vote was taken and the motion was unanimously approved.



November 9, 2016 Executive Committee Minutes

Treasurer's Report and Revenue/Expense Reports for September 2016 – Mr. Rummel asked the committee to review the Treasurer's Report for August 2016. The Treasurer's Report shows a balance of \$2,255,944.56 as of September 30, 2016.

Mr. Norris made a motion to approve the July 2016 Treasurer's Report and recommend it to the Board of Directors. Mr. Thill seconded the motion. A vote was taken and the motion was unanimously approved.

FY2018 Budget Timeline – Executive Director Van Vooren presented the FY2018 Budget Timeline. He stated that since the December 28 Executive Committee meeting may be cancelled, initial review of the budget could take place at a rescheduled Executive Committee meeting on December 14 prior to the Board of Directors meeting. At the present time there is no location available for the Board of Directors meetings in January and February. The initial presentation to the Board of Directors could be sent electronically unless a meeting space becomes available February. Mr. Van Vooren added that he will be meeting individually with Managers in January and February and will present a draft copy of the FY2018 budget to them at that time. The committee asked Mr. Van Vooren to work on the February meeting location with N.W. M. C. but if he was unable to then what he discussed was acceptable.

IV. Executive Session – None.

Glenview Transfer Station (GTS)

V. Old Business

Long Range Plan – Executive Director Van Vooren reviewed the five-year cash flow plan created to provide a clearer picture of the Agency's surplus cash and projected tipping rates. Assumptions made in the plan include a cash on hand requirement of 1/12th of the Agency's annual budget which will provide sufficient funds for the Agency to pay its monthly bills; an emergency repair fund of \$300,000 which is sufficient funding to resurface the GTS roof or replace both scale systems; and the incorporation of SWMP goals with the exception of HHW due to lack of State funding. Routine maintenance was addressed in the budget line "repair & maintenance" by increasing the funding level with a focus on findings of the HR Green report that jeopardize the structure or the operation of the building. The Agency's excess funds beyond those allocated were earmarked to off-set the increased repair budget and limit the impact on the tipping rate to members. This analysis will provide a starting point for upcoming budget discussions.

COM2 Contract– Mr. Van Vooren stated that he met with Mr. Saheem Baloch of COM2 regarding proposed changes to the FY2017 contract and an extension of services for FY2018. Mr. Baloch agreed to both continue the contract arrangement for an additional year and to provide reduced pricing resulting in a savings to the Agency.



November 9, 2016 Executive Committee Minutes

Mr. Hileman made a motion to authorize the Executive Director to execute the revised contract and extension with COM2. Mr. Norris seconded the motion. A vote was taken and the motion was unanimously approved.

VI. New Business

Agency Travel, Meal, and Lodging Policy –Mr. Price stated that in light of recent changes outlined in Public Act 099-0604, the Agency’s travel policy needed to be updated. It was recommended that the word “pre-approval” be changed to “approval” in Section A to facilitate travel. It was also noted that the numbering of Section E needed to be corrected.

Mr. Wiberg made a motion to approve recommend the travel policy changes to the Board of Directors with the noted changes, Mr. Hileman seconded the motion. A vote was taken and the motion was unanimously approved.

Executive Director’s Report – Mr. Van Vooren presented his October status report to the Committee.

VII. Adjournment

At 5:31 p.m., there being no further business, Mr. Norris made a motion to adjourn which was seconded by Mr. Wiberg. The motion was unanimously approved.

MOTION TO APPROVE OCTOBER 5, 2016 MEETING MINUTES

AYES

NAYS

ABSENT

Hon. John Thill
Mr. Tim Wiberg
Mr. Todd Hileman
Hon. Karen Darch
Mr. James Norris
Mr. Raymond Rummel

MOTION TO RATIFY OCTOBER 2016 PAYMENT REQUEST

AYES

NAYS

ABSENT

Hon. John Thill
Mr. Tim Wiberg
Mr. Todd Hileman
Hon. Karen Darch
Mr. James Norris
Mr. Raymond Rummel



November 9, 2016 Executive Committee Minutes

**MOTION TO RECOMMEND THE SEPTEMBER TREASURER'S REPORT TO
THE BOARD OF DIRECTORS**

AYES

NAYS

ABSENT

Hon. John Thill
Mr. Tim Wiberg
Mr. Todd Hileman
Hon. Karen Darch
Mr. James Norris
Mr. Raymond Rummel

**MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE
COM2 CONTRACT**

AYES

NAYS

ABSENT

Hon. John Thill
Mr. Tim Wiberg
Mr. Todd Hileman
Hon. Karen Darch
Mr. James Norris
Mr. Raymond Rummel

**MOTION TO APPROVE THE REVISED AGENCY TRAVEL, MEAL, AND
LODGING POLICY**

AYES

NAYS

ABSENT

Hon. John Thill
Mr. Tim Wiberg
Mr. Todd Hileman
Hon. Karen Darch
Mr. James Norris
Mr. Raymond Rummel

MOTION TO ADJOURN

AYES

NAYS

ABSENT

Hon. John Thill
Mr. Tim Wiberg
Mr. Todd Hileman
Hon. Karen Darch
Mr. James Norris
Mr. Raymond Rummel



November 9, 2016 Executive Committee Minutes

Material included in the Executive Committee packet for November 9, 2016:

- . October 5, 2016 Meeting Minutes*
- . October Payment Request memo dated October 24, 2016*
- . September 2016 Treasurer's Report and Budget Document*
- . FY2018 Budget Timeline memo dated October 31, 2016*
- . Analysis of the Agency's Five-Year Financial Plan memo dated October 31, 2016*
- . E-Waste Contract Extension memo dated November 2, 2016*
- . Update SWANCC Personnel Manual – Travel Policy memo dated October 31, 2016*
- . Monthly Status Report memo dated October 31, 2016*



Executive Committee Meeting

**Oatkon Community College
Conference Center, Room 1606
1600 East Golf Road, Des Plaines, IL 60016
Wednesday, December 14, 2016
5:00 p.m.**

I. Call To Order

Mr. Rummel called the Meeting of the Executive Committee to order at 5:11 p.m. A roll call attendance was taken and a quorum was established.

Present		
<u>Name</u>	<u>Position</u>	<u>Municipality</u>
Hon. John Thill	Trustee	Morton Grove
Todd Hileman	Manager	Glenview
Tim Wiberg	Manager	Lincolnwood
Hon. Karen Darch	President	Barrington
James Norris at 5:37pm	Manager	Hoffman Estates
Raymond Rummel	Manager	Elk Grove Village

Absent		
Paul Hoefert	Trustee	Mount Prospect

Others in Attendance

George Van Dusen, Mayor, Skokie
James Petri, Trustee, Elk Grove Village
Tim Frenzer, Village Manager, Wilmette
Dave Van Vooren, Executive Director
Lisa Wooddy, Assistant to the Executive Director
Mary Allen, Education and Recycling Director
Derke Price, Agency Attorney, Ancel & Glink

II. Approval of Minutes

On a motion by Mr. Thill to approve the November 9, 2016 meeting minutes, seconded by Mr. Wiberg, a vote was taken and the minutes were approved.

III. Financial Update

November 2016 Payment Request –The November Payment Request totaled \$868,523.05 and was comprised of the following: \$829,377.78 from the Operations Fund and \$39,145.27 for the estimated December payroll. Ms. Darch made a motion to ratify the November Payment Request. Mr. Thill seconded the motion. A vote was taken and the motion was unanimously approved.



December 14, 2016 Executive Committee Minutes

Treasurer's Report and Revenue/Expense Reports for October 2016 – Mr. Rummel asked the committee to review the Treasurer's Report for October 2016. The Treasurer's Report shows a balance of \$2,188,190.95 as of October 31, 2016.

Mr. Thill made a motion to approve the October 2016 Treasurer's Report and recommend it to the Board of Directors. Ms. Darch seconded the motion. A vote was taken and the motion was unanimously approved.

First Draft FY2018 Budget – Executive Director Van Vooren presented the first draft of the FY2018 budget. The proposed tipping fee at this time is \$46.37 per ton which is a 0.67% increase over FY2017. This \$0.31 increase per ton is due primarily to the CPI adjustment on the Groot disposal contract and an increase in the rolling three-year average for Member deliveries. There are some budget items that will be finalized in the next month and a revised budget will be presented to the Executive Committee at their January meeting.

IV. Executive Session – None.

Glenview Transfer Station (GTS)

Recycling Incentive Program – First Half FY2017 – Executive Director Van Vooren presented a summary for the first half year of the RIP. Revenue for the sale of recyclable materials did not exceed the cost of processing so the Agency did not receive any revenue from Groot Industries for the first half of FY2017. Revenues have increased and are approaching a breakeven level and will be maintained to see if this trend continues.

V. Old Business – None.

VI. New Business

Appointment of a Nominating Committee – Mr. Van Vooren stated that annually the Agency appoints the Executive Committee as a nominating committee to review and make recommendations regarding Officers of the Agency. This year, five officers' terms expire and Mr. Hileman's remaining term will need to be filled.

Mr. Norris made a motion to recommend the Board of Directors appoint the Executive Committee as the nomination committee and Mr. Wiberg seconded the motion. A vote was taken and the motion was unanimously approved.

Executive Director's Report – Mr. Van Vooren presented his December status report to the Committee. He highlighted that maintenance of the GTS roof has been completed and the plumbing repairs are in process and approximately 50% complete. Staff continues to work on e-waste issues on behalf of the Agency. The Winnetka facility will stop operations after January 12th through the month of March due to weather and space concerns. Staff received a letter from Mr. Jon Groot regarding the use of CNG waste transfer vehicles. He states that Groot will not be able to reach 100% use of CNG trucks without additional cost. Currently 75% of the transport trucks are fueled by CNG. It was agreed that Groot has made a good effort to comply and it not in the Agency's interest at this time to obtain compliance if additional costs are incurred.

VII. Adjournment

At 5:40 p.m., there being no further business, Mr. Hileman made a motion to adjourn which was seconded by Mr. Wiberg. The motion was unanimously approved.



December 14, 2016 Executive Committee Minutes

MOTION TO APPROVE NOVEMBER 9 2016 MEETING MINUTES

AYES

NAYS

ABSENT

Hon. John Thill
Mr. Todd Hileman
Mr. Tim Wiberg
Hon. Karen Darch
Mr. Raymond Rummel

Mr. James Norris
Mr. Paul Hoefert

MOTION TO RATTIFY NOVEMBER 2016 PAYMENT REQUEST

AYES

NAYS

ABSENT

Hon. John Thill
Mr. Todd Hileman
Mr. Tim Wiberg
Hon. Karen Darch
Mr. Raymond Rummel

Mr. James Norris
Mr. Paul Hoefert

**MOTION TO RECOMMEND THE OCTOBER TREASURER'S REPORT TO THE
BOARD OF DIRECTORS**

AYES

NAYS

ABSENT

Hon. John Thill
Mr. Todd Hileman
Mr. Tim Wiberg
Hon. Karen Darch
Mr. Raymond Rummel

Mr. James Norris
Mr. Paul Hoefert

MOTION TO APPOINT A NOMINATING COMMITTEE

AYES

NAYS

ABSENT

Hon. John Thill
Mr. Todd Hileman
Mr. Tim Wiberg
Hon. Karen Darch
Mr. James Norris
Mr. Raymond Rummel

Mr. Paul Hoefert

MOTION TO ADJOURN

AYES

NAYS

ABSENT

Hon. John Thill
Mr. Todd Hileman
Mr. Tim Wiberg
Hon. Karen Darch
Mr. James Norris
Mr. Raymond Rummel

Mr. Paul Hoefert



December 14, 2016 Executive Committee Minutes

Material included in the Executive Committee packet for December 14, 2016:

- . November 9, 2016 Meeting Minutes*
- . November Payment Request memo dated November 23, 2016*
- . October 2016 Treasurer's Report and Budget Document*
- . First Draft FY2018 Budget memo dated December 6, 2016*
- . Recycling Rebate Program, 1st Half FY2017 memo dated November 28, 2016*
- . Appointment of Nominating Committee memo dated November 28, 2016*
- . Monthly Status Report memo dated December 7, 2016*



Executive Committee Meeting

**Solid Waste Agency of Northern Cook County
77 W. Hintz Road, Wheeling, IL 60090
Wednesday, January 25, 2017
11:30 a.m.**

I. Call To Order

Ms. Darch called the Meeting of the Executive Committee to order at 11:45 a.m. A roll call attendance was taken and a quorum was established.

Present

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
Hon. John Thill	Trustee	Morton Grove
Hon. Paul Hoefert	Trustee	Mount Prospect
Hon. Karen Darch	President	Barrington
Tim Wiberg	Manager	Lincolnwood
James Norris on phone	Manager	Hoffman Estates

Absent

Raymond Rummel	Manager	Elk Grove Village
----------------	---------	-------------------

Others in Attendance

George Van Dusen, Mayor, Skokie
Randall Recklaus, Manager, Arlington Heights
Derke Price, Agency Attorney, Ancel & Glink
Dave Van Vooren, Executive Director
Lisa Wooddy, Assistant to the Executive Director
Mary Allen, Education and Recycling Director

A motion was made by Mr. Hoefert to allow Mr. Norris to participate and chair the meeting by phone; seconded by Mr. Wiberg. A vote was taken and the motion was unanimously approved.

II. Approval of Minutes

On a motion by Mr. Thill to approve the December 14, 2016 meeting minutes, seconded by Ms. Darch, a vote was taken and the minutes were unanimously approved.

III. Financial Update

December 2016 Payment Request Ratification –The December Payment Request totaled \$888,961.26 and was comprised of the following: \$862,864.92 from the Operations Fund and \$26,096.34 for the estimated January payroll. The payment request had been approved by email and all bills were paid in December 2016.

Mr. Hoefert made a motion to ratify the December Payment Request. Ms. Darch seconded the motion. A vote was taken and the motion was unanimously approved.

January 2017 Payment Request –The January Payment Request totaled \$903,238.17 and was comprised of the following: \$877,141.83 from the Operations Fund and \$26,096.34 for the estimated February payroll.



January 25, 2017 Executive Committee Minutes

Mr. Thill made a motion to approve the January 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 December 2016 – Mr. Norris asked the committee to review the Treasurer's Report for December 2016. The Treasurer's Report shows a balance of \$1,981,516.79 as of December 31, 2016.

Ms. Darch made a motion to approve the December 2016 Treasurer's Report and recommend it to the Board of Directors. Mr. Wiberg seconded the motion. A vote was taken and the motion was unanimously approved.

Second Draft FY2018 Budget – Executive Director Van Vooren presented the second draft of the FY2018 budget. The proposed tipping fee is \$46.34 per ton which is a \$0.03 decrease from the first draft. This change includes a final CPI adjustment on the Groot disposal contract of 1.9% which increased the estimated Groot payments by \$35,000. Revenue estimates were increased based on a detailed review of outside contractor revenue at the GTS and this revision more than offset the CPI increase. The budget will be sent to the Board of Directors electronically for their review and will be presented to them at the March Board of Directors meeting. The March Board meeting will also include a public hearing for the budget. A notice of the public hearing will be sent out for publication at the beginning of February.

The proposed Patriot Acres compost facility will hold a public hearing on February 15th. Mr. Van Vooren will attend and provide written comment on issues including traffic and vectors as prepared in coordination with attorney Price.

IV. Executive Session – None.

Glenview Transfer Station (GTS)

Groot Merger – Mr. Price discussed the meeting held between Groot, Waste Connections, and SWANCC representatives. SWANCC's recent contract with Groot took into account possible long term changes to the company structure and the contract assignment letter provided by Waste Connections satisfies any contract questions. Furthermore, Mr. Price stated that there is an expectation that the business will be run locally and that good relations will be maintained.

January 1, 2017 Toll Increase -

On January 1, 2017 the third installment of the toll increase took effect as part of the funding required for the Illinois Tollway Authority modernization projects. The cost of the toll is no longer embedded in the cost of disposal as part of the Groot contract and is now a separate pay item. This avoids the tolls being increased annually by the CPI increase. The cost of this increase has already been incorporated in the FY2018 budget.

Mr. Hoefert made a motion to approve the January 1, 2017 toll increase. Mr. Thill seconded the motion. A vote was taken and the motion was unanimously approved.

V. Old Business – None.

Replacement of an Executive Committee Member – Mr. Hileman's remaining term on the Executive Committee, which expires April 30, 2018, needs to be filled by an administrator of manager. Mr. Rummel spoke to potential candidates and indicated that Randall Recklaus, Village Manager of Arlington Heights, has a desire to serve on the Agency's Executive Committee.



January 25, 2017 Executive Committee Minutes

All other Executive Committee members with terms expiring on April 30, 2017 have indicated their desire to continue as members of the committee. Mr. Van Vooren will compose a memo to the Board showing the nomination of Mr. Randall Recklaus to fill Mr. Hileman's unexpired term ending on April 30, 2018 and the nominations of Mr. John Thill, Ms. Karen Darch, Mr. Tim Wiberg, and Mr. Paul Hoefert for terms expiring on April 30, 2019.

VI. New Business

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

VII. Adjournment

At 12:15 p.m., there being no further business, Mr. Hoefert made a motion to adjourn which was seconded by Mr. Thill. The motion was unanimously approved.

**MOTION TO ALL MR. NORRIS TO PARTICIPATE AND CHAIR THE MEETING BY
PHONE**

AYES

Hon. John Thill
Mr. Paul Hoefert
Hon. Karen Darch
Mr. Tim Wiberg

NAYS

ABSENT

Mr. Raymond Rummel

MOTION TO APPROVE DECEMBER 14 2016 MEETING MINUTES

AYES

Mr. James Norris
Hon. John Thill
Mr. Paul Hoefert
Hon. Karen Darch
Mr. Tim Wiberg

NAYS

ABSENT

Mr. Raymond Rummel

MOTION TO RATTIFY THE DECEMBER 2016 PAYMENT REQUEST

AYES

Mr. James Norris
Hon. John Thill
Mr. Paul Hoefert
Hon. Karen Darch
Mr. Tim Wiberg

NAYS

ABSENT

Mr. Raymond Rummel



January 25, 2017 Executive Committee Minutes

MOTION TO APPROVE THE JANUARY 2017 PAYMENT REQUEST

AYES

NAYS

ABSENT

Mr. James Norris
Hon. John Thill
Mr. Paul Hoefert
Hon. Karen Darch
Mr. Tim Wiberg

Mr. Raymond Rummel

**MOTION TO RECOMMEND THE DECEMBER TREASURER'S REPORT TO
THE BOARD OF DIRECTORS**

AYES

NAYS

ABSENT

Mr. James Norris
Hon. John Thill
Mr. Paul Hoefert
Hon. Karen Darch
Mr. Tim Wiberg

Mr. Raymond Rummel

MOTION TO APPROVE THE JANUARY 1, 2017 TOLL INCREASE

AYES

NAYS

ABSENT

Mr. James Norris
Hon. John Thill
Mr. Paul Hoefert
Hon. Karen Darch
Mr. Tim Wiberg

Mr. Raymond Rummel

MOTION TO ADJOURN

AYES

NAYS

ABSENT

Mr. James Norris
Hon. John Thill
Mr. Paul Hoefert
Hon. Karen Darch
Mr. Tim Wiberg

Mr. Raymond Rummel

Material included in the Executive Committee packet for January 25, 2017:

- . December 14, 2016 Meeting Minutes*
- . December Payment Request memo dated December 20, 2016*
- . January Payment Request memo dated January 20, 2017*
- . December 2016 Treasurer's Report and Budget Document*
- . Second Draft FY2018 Budget memo dated January 18, 2017*
- . Groot Industries Merger with Waste Connections memo dated January 18, 2017*
- . Groot Industries Request for Disposal Rate Increase for Toll Increase memo dated January 19, 2017*
- . Appointment of a Replacement Director memo dated January 18, 2017*
- . Monthly Status Report memo dated January 19, 2017*



Executive Committee Meeting

**Solid Waste Agency of Northern Cook County
Oakton Community College
Conference Center, Room 1606
1600 East Golf Road, Des Plaines, IL 60016
Wednesday, March 8, 2017
5:00 p.m.**

I. Call To Order

Mr. Rummel called the Meeting of the Executive Committee to order at 5:00 p.m. A roll call attendance was taken and a quorum was established.

Present

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
Hon. John Thill	Trustee	Morton Grove
James Norris	Manager	Hoffman Estates
Hon. Karen Darch	President	Barrington
Hon. Paul Hoefert	Trustee	Mount Prospect
Raymond Rummel	Manager	Elk Grove Village

Absent

Tim Wiberg	Manager	Lincolnwood
------------	---------	-------------

Others in Attendance

George Van Dusen, Mayor, Skokie
Randall Recklaus, Manager, Arlington Heights
Derke Price, Agency Attorney, Ancel & Glink
Dave Van Vooren, Executive Director
Lisa Woody, Assistant to the Executive Director
Mary Allen, Education and Recycling Director

II. Approval of Minutes

On a motion by Ms. Darch. Thill to approve the January 25, 2017 meeting minutes, seconded by Mr. Thill, a vote was taken and the minutes were unanimously approved.

III. Financial Update

February 2017 Payment Request Ratification – The February Payment Request totaled \$949,945.89 and was comprised of the following: \$923,849.55 from the Operations Fund and \$26,096.34 for the estimated March payroll. The payment request had been approved by email and all bills were paid in February 2017.

Mr. Hoefert made a motion to ratify the February 2017 Payment Request. Ms. Darch seconded the motion. A vote was taken and the motion was unanimously approved.



March 8, 2017 Executive Committee Minutes

Treasurer's Report and Revenue/Expense Reports for January 2017 – Mr. Rummel asked the committee to review the Treasurer's Report for January 2017. The Treasurer's Report shows a balance of \$1,923,500.10 as of January 31, 2017.

Mr. Norris made a motion to approve the January 2017 Treasurer's Report and recommend it to the Board of Directors. Mr. Thill seconded the motion. A vote was taken and the motion was unanimously approved.

Final Draft FY2018 Budget – Executive Director Van Vooren presented the final draft of the FY2018 budget. The proposed tipping fee is \$46.35 and includes the costs associated with the January 1, 2017 toll increase as well as the CPI for the disposal fee based upon current CPI. Mr. Van Vooren stated that due to an increase in the value of paper, there will be recycling revenue for the second half of FY2017 which may continue into FY2018. The budget document which will be presented for a vote at the April 2017 Board of Directors meeting will include equal line items for recycling revenue and expense to show the flow of this recycling revenue to members participating in the recycling rebate program. This change will have no effect on the tipping fee. The final budget, without this change, will be presented to the Board of Directors at their March meeting. The March Board meeting will also include a public hearing for the budget as advertised in the Chicago Tribune on February 7, 2017.

IV. Executive Session – None.

V. Glenview Transfer Station (GTS)

The GTS will begin accepting commercial landscape waste on March 13, 2017 at a rate of \$65/ton.

VI. Old Business – None.

Nomination of Officers – Nominations were made for Officers of the Agency to fill terms expiring in April 2017 and to fill the unexpired term on the Executive Committee created by the resignation of Mr. Todd Hileman. The nominees with terms expiring April 30, 2019 are Karen Darch, BOD Vice-Chair and Executive Committee member; John Thill, Executive Committee Member; Paul Hoefert, Executive Committee Member; and Tim Wiberg, Executive Committee Member. Randy Recklaus was nominated as an Executive Committee Member to fill the unexpired term which will expire April 30, 2018

Mr. Hoefert made a motion to recommend this slate of officers to the Board of Directors. Mr. Thill seconded the motion. A vote was taken and the motion was unanimously approved.

VII. New Business

Legislative Update – Mr. Van Vooren reviewed proposed legislation in the 2017 Illinois Legislative Session including several bills related to E-Waste, reuse of construction materials, recycling of asphalt shingles, food scrap collection, compostable bags and others. Mr. Van Vooren pointed out that HB2836 and SB1616 are shell bills that are waiting for consensus of the stakeholder group on a process to handle e-waste. If these bills move forward, the other fee based bills will not.

Mr. Hoefert made a motion to accept the legislative update and recommend the positions as stated to the Board of Directors. Ms. Darch seconded the motion. A vote was taken and the motion was unanimously approved.

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



March 8, 2017 Executive Committee Minutes

VIII. Adjournment

At 5:33p.m., there being no further business, Mr. Hoefert made a motion to adjourn which was seconded by Ms. Darch. The motion was unanimously approved.

MOTION TO APPROVE JANUARY 25 2017 MEETING MINUTES

AYES

NAYS

ABSENT

Hon. John Thill
Mr. James Norris
Hon. Karen Darch
Mr. Paul Hoefert
Mr. Raymond Rummel

Mr. Tim Wiberg

MOTION TO RATTIFY THE FEBRUARY 2017 PAYMENT REQUEST

AYES

NAYS

ABSENT

Hon. John Thill
Mr. James Norris
Hon. Karen Darch
Mr. Paul Hoefert
Mr. Raymond Rummel

Mr. Tim Wiberg

**MOTION TO RECOMMEND THE JANUARY TREASURER'S REPORT TO THE
BOARD OF DIRECTORS**

AYES

NAYS

ABSENT

Hon. John Thill
Mr. James Norris
Hon. Karen Darch
Mr. Paul Hoefert
Mr. Raymond Rummel

Mr. Tim Wiberg

**MOTION TO RECOMMEND SLATE OF OFFICERS TO THE BOARD OF
DIRECTORS**

AYES

NAYS

ABSENT

Hon. John Thill
Mr. James Norris
Hon. Karen Darch
Mr. Paul Hoefert
Mr. Raymond Rummel

Mr. Tim Wiberg



March 8, 2017 Executive Committee Minutes

**MOTION TO ACCEPT THE STATED POSITIONS ON UPCOMING
LEGISLATION AND RECOMMEND THEM TO THE BOARD OF DIRECTORS**

AYES

NAYS

ABSENT

Hon. John Thill
Mr. James Norris
Hon. Karen Darch
Mr. Paul Hoefert
Mr. Raymond Rummel

Mr. Tim Wiberg

MOTION TO ADJOURN

AYES

NAYS

ABSENT

Hon. John Thill
Mr. James Norris
Hon. Karen Darch
Mr. Paul Hoefert
Mr. Raymond Rummel

Mr. Tim Wiberg

Material included in the Executive Committee packet for March 8, 2017:

- . January 25, 2016 Meeting Minutes*
- . February Payment Request memo dated February 23, 2017*
- . January 2017 Treasurer's Report and Budget Document*
- . Final FY2018 Budget memo dated March 2, 2017*
- . Appointment of Nominating Committee memo dated February 27, 2017*
- . 2017 Illinois Legislative Session, Proposed Legislation memo dated February 28, 2017*
- . Monthly Status Report memo dated March 2, 2017*



Executive Committee Meeting

**Solid Waste Agency of Northern Cook County
Oakton Community College
Conference Center, Room 1606
1600 East Golf Road, Des Plaines, IL 60016
Wednesday, April 12, 2017
5:00 p.m.**

I. Call To Order

Mr. Rummel called the Meeting of the Executive Committee to order at 5:16 p.m. A roll call attendance was taken and a quorum was established.

Present

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
Hon. John Thill	Trustee	Morton Grove
Hon. Karen Darch	President	Barrington
Randall Recklaus	Manager	Arlington Heights
Raymond Rummel	Manager	Elk Grove Village

Absent

Tim Wiberg	Manager	Lincolnwood
Jim Norris	Manager	Hoffman Estates
Hon. Paul Hoefert	Trustee	Mount Prospect

Others in Attendance

George Van Dusen, Mayor, Skokie
Jim Petri, Trustee, Elk Grove Village
Greg Jones, Attorney, Ancel & Glink
Dave Van Vooren, Executive Director
Lisa Woodydy, Assistant to the Executive Director

II. Approval of Minutes

On a motion by Mr. Recklaus to approve the March 8, 2017 meeting minutes, seconded by Ms. Darch, a vote was taken and the minutes were unanimously approved.

III. Financial Update

March 2017 Payment Request Ratification – Mr. Rummel reviewed the March Payment Request totaling \$838,857.15 which was comprised of the following: \$812,760.81 from the Operations Fund and \$26,096.34 for the estimated April payroll. The payment request had been approved by email and all bills were paid in March 2017.

Ms. Darch made a motion to ratify the March 2017 Payment Request. Mr. Thill seconded the motion. A vote was taken and the motion was unanimously approved.



April 12, 2017 Executive Committee Minutes

Treasurer's Report and Revenue/Expense Reports for February 2017 – Mr. Rummel asked the committee to review the Treasurer's Report for February 2017. The Treasurer's Report shows a balance of \$1,855,501.04 as of February 28, 2017.

Ms. Darch made a motion to approve the February 2017 Treasurer's Report and recommend it to the Board of Directors. Mr. Thill seconded the motion. A vote was taken and the motion was unanimously approved.

FY2018 Final Budget – The FY2018 Final Budget was presented. Executive Director Van Vooren pointed out that each member communities' monthly and annual assessment is included as Attachment A in the Budget

Mr. Thill made a motion to recommend the FY2018 Budget and Appropriation Ordinance to the Board of Directors. Mr. Recklaus seconded the motion. A vote was taken and the motion was unanimously approved.

FY2017 Audit RFP – The Agency has used Miller Cooper for the past 6 years, two three-year contracts, for audit services. On recommendation of the Executive Committee, a RFP was advertised to rotate auditors or auditor partners so the Agency did not have a continual relationship with the same independent auditors. Three proposals were submitted and with the assistance with three finance directors from member communities and members of the Executive Committee, Staff recommends Sikich be awarded a three-year contract.

Ms. Darch made a motion to direct the Executive Director to enter a professional services agreement with Sikich for audit services for a three-year term beginning with FY2017. Mr. Thill seconded the motion. A vote was taken and the motion was unanimously approved.

IV. Executive Session – None.

Ms. Darch made a motion to approve the recommendation of the Executive Director and council to not release the reviewed executive session minutes and that there is still cause to hold them confidential. Mr. Recklaus seconded the motion. A vote was taken and the motion was unanimously approved.

Mr. Recklaus made a motion to forward the performance evaluation of Executive Director Van Vooren as recommended by the Executive Committee to the Board of Directors. Ms. Darch seconded the motion. A vote was taken and the motion was unanimously approved.

V. Glenview Transfer Station (GTS)

The GTS began accepting commercial landscape waste on March 13, 2017 at a rate of \$65/ton. Deliveries were slow in March but have picked up in April.

Patriot Acres, the proposed composting site near the GTS, has held a Public Hearing about their planned facility and has faced some opposition from residents in the area. The residents voiced concerns about vector control, odor, and possible water contamination. The City of Des Plaines has filed an objection to the facility.

VI. Old Business – None.

VII. New Business

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



April 12, 2017 Executive Committee Minutes

VIII. Adjournment

At 5:36 p.m., there being no further business, Ms. Darch made a motion to adjourn which was seconded by Mr. Thill. The motion was unanimously approved.

MOTION TO APPROVE MARCH 8, 2017 MEETING MINUTES

AYES

NAYS

ABSENT

Hon. John Thill
Hon. Karen Darch
Mr. Randall Recklaus
Mr. Raymond Rummel

Mr. Tim Wiberg
Mr. James Norris
Mr. Paul Hoefert

MOTION TO RATTIFY THE MARCH 2017 PAYMENT REQUEST

AYES

NAYS

ABSENT

Hon. John Thill
Hon. Karen Darch
Mr. Randall Recklaus
Mr. Raymond Rummel

Mr. Tim Wiberg
Mr. James Norris
Mr. Paul Hoefert

**MOTION TO RECOMMEND THE FEBRUARY TREASURER'S REPORT TO THE
BOARD OF DIRECTORS**

AYES

NAYS

ABSENT

Hon. John Thill
Hon. Karen Darch
Mr. Randall Recklaus
Mr. Raymond Rummel

Mr. Tim Wiberg
Mr. James Norris
Mr. Paul Hoefert

**MOTION TO RECOMMEND THE FY2018 BUDGET AND APPROPRIATION
ORDINANCE TO THE BOARD OF DIRECTORS**

AYES

NAYS

ABSENT

Hon. John Thill
Hon. Karen Darch
Mr. Randall Recklaus
Mr. Raymond Rummel

Mr. Tim Wiberg
Mr. James Norris
Mr. Paul Hoefert



April 12, 2017 Executive Committee Minutes

MOTION TO ENTER A THREE-YEAR CONTRACT WITH SIKICH FOR AUDIT

SERVICES

AYES

Hon. John Thill
Hon. Karen Darch
Mr. Randall Recklaus
Mr. Raymond Rummel

NAYS

ABSENT

Mr. Tim Wiberg
Mr. James Norris
Mr. Paul Hoefert

MOTION TO NOT RELEASE EXECUTIVE SESSION MINUTES

AYES

Hon. John Thill
Hon. Karen Darch
Mr. Randall Recklaus
Mr. Raymond Rummel

NAYS

ABSENT

Mr. Tim Wiberg
Mr. James Norris
Mr. Paul Hoefert

**MOTION TO RECOMMEND THE EXECUTIVE DIRECTORS PREFORMANCE
REVIEW TO THE BOARD OF DIRECTORS**

AYES

Hon. John Thill
Hon. Karen Darch
Mr. Randall Recklaus
Mr. Raymond Rummel

NAYS

ABSENT

Mr. Tim Wiberg
Mr. James Norris
Mr. Paul Hoefert

MOTION TO ADJOURN

AYES

Hon. John Thill
Hon. Karen Darch
Mr. Randall Recklaus
Mr. Raymond Rummel

NAYS

ABSENT

Mr. Tim Wiberg
Mr. James Norris
Mr. Paul Hoefert

Material included in the Executive Committee packet for April 12, 2017:

- . March 8, 2016 Meeting Minutes*
- . March Payment Request memo dated March 23, 2017*
- . February 2017 Treasurer's Report and Budget Document*
- . Final FY2018 Budget memo dated April 5, 2017*
- . FY2017 Annual Financial Report & Audit RFP memo dated April 4, 2017*
- . Monthly Status Report memo dated April 6, 2017*