



Executive Committee Meeting

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

**SWANCC Office
77 West Hintz Road, Suite 200,
Wheeling, IL 60090
Wednesday, June 22, 2022
11:30 AM**

I. Call to Order

Chairman Sfondilis called the meeting of the Executive Committee to order at 11:40 AM. 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	Mayor	Mount Prospect
Matt Roan	Manager	Elk Grove Village
Hon. Karen Darch (via Zoom)	President	Barrington
Jon Sfondilis	Manager	Wheeling

Absent

Randall Recklaus	Manager	Arlington Heights
Matt Formica	Manager	Glenview

Others in Attendance

Derke Price, Agency Attorney, Ancel Glink (via Zoom)
Hon. George Van Dusen, Skokie (via Zoom)
Christina Seibert, SWANCC Executive Director
Lisa Woody, Assistant to the Executive Director
Mary Allen, SWANCC Recycling and Education Director
Cecilia Anderson, SWANCC Intern

II. Motion to Participate Remotely

Mr. Hoefert made a motion to allow members to participate remotely which was seconded by Mr. Thill. A roll call vote was taken, and the motion was unanimously approved.

III. Approval of Minutes

On a motion by Mr. Roan and seconded by Mr. Hoefert, a roll call vote was taken, and the March 23, 2022 meeting minutes were unanimously approved.



June 22, 2022 Executive Committee Minutes

IV. Financial Update

Ratification of the April and May 2022 Payment Requests –Chairman Sfondilis reviewed the April 2022 Payment Request totaling \$1,155,354.68 comprised of the following: \$1,125,067.77 from the Operations Fund and \$30,286.91 for the estimated May 2022 payroll. This payment request had been approved by email vote and all bills were paid at the end of April.

Mr. Sfondilis made a motion to ratify the April 2022 Payment request and forward it to the Board of Directors. Mr. Hoefert seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

Chairman Sfondilis reviewed the May 2022 Payment Request totaling \$544,152.07 comprised of the following: \$513,297.92 from the Operations Fund and \$ 30,854.15 for the estimated June 2022 payroll. This payment request had been approved by email vote and all bills were paid at the end of May.

Mr. Sfondilis made a motion to ratify the May 2022 Payment request 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

June 2022 Payment Request – Chairman Sfondilis reviewed the June 2022 Payment Request totaling \$1,021,503.12 comprised of the following: \$ 990,648.97 from the Operations Fund and \$30,854.15 for the estimated July 2022 payroll.

Mr. Sfondilis made a motion to ratify the June 2022 Payment request and forward it to the Board of Directors. Mr. Thill seconded the motion. A roll call vote was taken, and the motion was unanimously approved

Treasurer's Reports and Budget Documents for April and May 2022 – Executive Director Seibert reviewed the Treasurer's Report for April 2022 showing the end of FY2022 financials. The April Treasurer's Report shows a balance of \$ 1,554,193.43 as of April 30, 2021. Executive Director Seibert also reviewed the Treasurer's Report for May 2022 showing the financials for the first month of FY2023. The May Treasurer's Report shows a balance of \$ 2,125,100.41 as of May 31, 2021.

Mr. Sfondilis made a motion to accept the April and May 2022 Treasurer's Reports and Budget Documents and forward them to the Board of Directors. Mr. Roan seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

Resolution 2023-01 -Second-Half FY2022 RIP Revenue Distributions – Executive Director Seibert reviewed Recycling Incentive Program revenue distributions for November 2021 through April 2022. A total of \$407,252.86 will be distributed to participating members.

Mr. Thill made a motion to approve Resolutions 2023-01 and authorize disbursement of RIP funds to participating Members in accordance with the proposed allocation and include them as part of the



June 22, 2022 Executive Committee Minutes

July 2022 payables. Ms. Darch seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

FY2022 Preliminary True-Up Calculation and Discussion – Executive Director Seibert indicated that the actual FY2022 O&M rate based on actual expenses and delivered tonnage was \$47.52 per ton, or \$1.57 per ton less than the budgeted rate. She then discussed the need to begin planning for future large maintenance and repair expenses for the Glenview Transfer Station and recommended that funding begin to be reserved through the FY2022 true-up. She proposed two modifications to the true-up calculations which would provide reserve maintenance funds thereby reducing future funding obligations and larger impact to member disposal fees. The Executive Committee discussed the options to reserve additional funds as part of the true-up, deciding that the true-up amount would be calculated based on total FY2022 tonnage and the budgeted FY2022 O&M tipping fee of \$49.09 per ton, with the excess funds accumulated through the true-up at an approximate amount of \$1.57 per ton being allocated to a future maintenance reserve fund. This change would result in a positive total true-up of approximately \$458,000 while keeping the actual FY2022 tipping fee at the Board-approved rate of \$49.09 per ton and reserving approximately \$405,000 for future maintenance expenses.

The Executive Committee directed Executive Director Seibert to make this change to the true-up calculation and to begin reserving funds for future large maintenance and repair expenses for the Glenview Transfer Station.

V. Executive Session – none

VI. Glenview Transfer Station

Executive Director Seibert reported that operations at the GTS are generally going well. There have been some operational issues with equipment, but Executive Director Seibert worked with Groot to keep the facility open by limiting availability to third-party commercial and contractor loads while continuing to accept member deliveries until the issues were resolved.

VII. Old Business

Sharps and Medications Disposal Contract – Executive Director Seibert reviewed the proposed two-year contract with Daniels Sharpsmart for disposal of medications and sharps.

Mr. Hoefert made a motion continue the sharps and medications collection and disposal program and authorize Executive Director Seibert to enter a new contract with Daniels Sharpsmart at a cost for disposal/recycling services as outlined in the contract for a 2-year contract term, with options for extension. Mr. Roan seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

VIII. New Business

Everlights Contract for Fluorescent Bulb and Mercury Recycling – Mary Allen, Recycling and Education Director, reviewed the proposed two-year contract with Everlights for disposal/recycling of fluorescent bulbs and mercury.



June 22, 2022 Executive Committee Minutes

Mr. Thill made a motion continue the sharps and medications collection and disposal program and authorize Executive Director Seibert to enter a new contract with Everlights at a cost for disposal/recycling services as outlined in the contract for a 2-year contract term, with options for extension. Mr. Roan 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 highlighted several items including the Des Plaines Landfill complaint, the facility assessment of the GTS by HRGreen, EPR legislation for packaging, the cart-tagging pilot, and possible dates for a tour of the transfer station.

IX. Public Comment – none

X. Adjournment

At 1:03 PM, there being no further business, Mr. Thill made a motion to adjourn which was seconded by Ms. Darch. The motion was unanimously approved.

MOTION TO PARTICIPATE REMOTELY

AYES

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

NAYS

ABSENT

Mr. Randall Recklaus
Mr. Matt Formica

MOTION TO APPROVE MARCH 23, 2022 MEETING MINUTES

AYES

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

NAYS

ABSENT

Mr. Randall Recklaus
Mr. Matt Formica



June 22, 2022 Executive Committee Minutes

**MOTION TO RATIFY THE APRIL 2022 PAYMENT REQUEST AND FORWARD IT TO
THE BOARD OF DIRECTORS**

AYES

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

NAYS

ABSENT

Mr. Randall Recklaus
Mr. Matt Formica

**MOTION TO RATIFY THE MAY 2022 PAYMENT REQUEST AND FORWARD IT TO
THE BOARD OF DIRECTORS**

AYES

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

NAYS

ABSENT

Mr. Randall Recklaus
Mr. Matt Formica

**MOTION TO APPROVE THE JUNE 2022 PAYMENT REQUEST AND FORWARD IT TO
THE BOARD OF DIRECTORS**

AYES

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

NAYS

ABSENT

Mr. Randall Recklaus
Mr. Matt Formica

**MOTION TO ACCEPT THE APRIL AND MAY 2022 TREASURER AND BUDGET
REPORTS AND FORWARD THEM TO THE BOARD OF DIRECTORS**

AYES

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

NAYS

ABSENT

Mr. Randall Recklaus
Mr. Matt Formica



June 22, 2022 Executive Committee Minutes

**MOTION TO APPROVE RESOLUTION 2023-01 -DISTRIBUTION OF THE SECOND-
HALF FY2022 RIP REVENUE DISTRIBUTIONS**

AYES

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

NAYS

ABSENT

Mr. Randall Recklaus
Mr. Matt Formica

**MOTION TO APPROVE A 2-YEAR CONTRACT WITH DANIALS SMARTSHARP FOR
MEDICATION AND SHARPS DISPOSAL**

AYES

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

NAYS

ABSENT

Mr. Randall Recklaus
Mr. Matt Formica

**MOTION TO APPROVE A 2-YEAR CONTRACT WITH EVERLIGHTS FOR
FLUORESCENT BULB AND MERCURY DISPOSAL**

AYES

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

NAYS

ABSENT

Mr. Randall Recklaus
Mr. Matt Formica

MOTION TO ADJOURN

AYES

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

NAYS

ABSENT

Mr. Randall Recklaus
Mr. Matt Formica



June 22, 2022 Executive Committee Minutes

Material included in the Executive Committee packet for June 22, 2022:

- . June 22, 2022 Meeting Agenda*
- . March 23, 2022 Meeting Minutes*
- . April 2022 Payment Request memo dated April 26, 2022*
- . May 2022 Payment Request memo dated May 20, 2022*
- . June 2022 Payment Request memo dated June 17, 2022*
- . April 2022 SWANCC Financials*
- . May 2022 SWANCC Financials*
- . Second-Half FY2022 RIP Revenue Distributions memo dated June 15, 2022*
- . FY2022 Member True-Up Options and Discussion memo dated June 13, 2022*
- . Prescription Drugs and Sharps Disposal memo dated June 15, 2022*
- . Everlights Contract memo dated June 15, 2022*
- . Monthly Status Report memo dated June 15, 2022*



Executive Committee Meeting

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

**SWANCC Office
77 West Hintz Road, Suite 200,
Wheeling, IL 60090
Wednesday, September 14, 2022
5:00 PM**

I. Call to Order

Chairman Sfondilis called the meeting of the Executive Committee to order at 5:15 PM. A roll call attendance was taken, and a quorum was established.

Present

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
Hon. Paul Hoefert	Mayor	Mount Prospect
Matt Formica	Manager	Glenview
Randall Recklaus (remote)	Manager	Arlington Heights
Hon. Karen Darch (remote)	President	Barrington
Hon. John Thill (5:17 PM)	Trustee	Morton Grove
Jon Sfondilis	Manager	Wheeling

Absent

Matt Roan	Manager	Elk Grove Village
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Others in Attendance

Hon. George Van Dusen, Skokie
Christina Seibert, SWANCC Executive Director
Mary Allen, SWANCC Recycling and Education Director
Theresa Greinig, SWANCC Educator
Cecilia Anderson, SWANCC Intern
Lisa Woody, Assistant to the Executive Director
Jim Savio, Sikich
Derke Price, Agency Attorney, Ancel Glink (5:28PM)

II. Motion to Participate Remotely

Mr. Formica made a motion to allow members to participate remotely which was seconded by Mr. Hoefert. A roll call vote was taken, and the motion was unanimously approved.

III. Approval of Minutes

On a motion by Mr. Formica and seconded by Mr. Hoefert, a roll call vote was taken, and the June 22, 2022 meeting minutes were unanimously approved.



September 14, 2022 Executive Committee Minutes

Financial Update

Ratification of the July and August 2022 Payment Requests –Chairman Sfondilis reviewed the July 2022 Payment Request totaling \$1,425,585.11 comprised of the following: \$987,478.10 from the Operations Fund, \$407,252.86 for the Second-Half FY2022 Recycling Incentive Program disbursements, and \$30,854.15 for the estimated August 2022 payroll. This payment request had been approved by email vote and all bills were paid at the end of July.

Chairman Sfondilis reviewed the August 2022 Payment Request totaling \$1,012,055.81 comprised of the following: \$965,774.59 from the Operations Fund and \$46,281.22 for the estimated September 2022 payroll. This payment request had been approved by email vote and all bills were paid at the end of August.

Treasurer's Reports and Budget Documents for July 2022 –Chairman Sfondilis reviewed the July Treasurer's Report which shows a balance of \$2,042,479.66 as of July 31, 2021.

Mr. Recklaus made a motion to ratify the July and August 2022 Payment Requests and accept the July 2022 Treasurer's Reports and Budget Documents and forward them to the Board of Directors. Mr. Hoefert seconded the motion. A roll call vote was taken, and the motion was unanimously approved

FY2022 Audit – Jim Savio of Sikich reviewed the findings of the Audit of April 30, 2022. The Agency received a clean audit opinion, and no issues were found in the administration of the Agency's accounting practices or staff's handling for the revenue and expenses throughout the year.

Mr Formica initiated discussion of the committee of the benefit of doing a forensic audit from time to time. Mr. Savio estimated that the cost could be \$10,000-\$15,000 in addition to the Agency's current budgeted audit costs.

Chairman Sfondilis made a motion to accept the FY2022 Audit and communications document as prepared by Sikich and forward them to the Board of Directors and distribute copies to Members. Mr. Hoefert seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

FY2022 True-Up– Executive Director Seibert reported that the Agency received a total of 258,262.60 tons of member solid waste in FY2022 which is 9,326.67 tons more than was committed. The Agency's net expenses for FY2022 were \$12,275,413.15. The calculated O&M rate of \$47.53 is \$1.56 per ton lower than what was budgeted for FY2022. In preparation for significant repair costs at the Glenview Transfer Station a reserve of \$403,000 was established by applying the budgeted FY2022 O&M rate (\$49.09 per ton) to the actual tonnage delivered by the Members in FY2022 (258,262.60 tons) and deducting the actual O&M costs (\$12,275,413.15). True-Up payments/credits will be applied to Member invoices for service months January-April 2023.



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Mr. Hoefert made a motion to approve the establishment of the GTS Repair and Maintenance Reserve Fund and approve the FY2022 True-Up calculation and forward them to the Board of Directors. Mr. Formica seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

IV. Executive Session – none

V. Glenview Transfer Station

GTS Building Assessment - Executive Director Seibert reviewed the GTS Facility Assessment and reported that the majority of critical (Priority 1) items can be addressed through regular maintenance and repair as part of the Agency's annual budget. Due to the poor condition of the roof, proposals will be solicited from roofing contractors to guide the Agency in the FY2024 budgeting process and needs for additional reserve funding.

VI. Old Business-none

VII. New Business

Battery Recycling Agreement – Executive Director Seibert reviewed two proposed pricing options for battery recycling: a single unit rate for all batteries at \$0.90 per pound (a \$0.10 per pound increase from the prior agreement), or segregated pricing for alkaline (\$1.85 per pound) and mixed chemistry (\$0.73 per pound).

The Committee agreed to leave the program as is with a rate of \$0.90 per pound for all battery types.

Executive Director's Report – Executive Director Seibert presented her status report. She highlighted items including Transfer Station operations, e-waste collections, recycling commodity values, the enforcement action to be filed with the Illinois Pollution Control Board against the Des Plaines Landfill, EPR legislation for packaging, and a compost use workshop the Agency co-hosted with SWALCO.

VIII. Public Comment – none

IX. Adjournment

At 6:01 PM, there being no further business, Mr. Formica made a motion to adjourn which was seconded by Mr. Thill. The motion was unanimously approved.



September 14, 2022 Executive Committee Minutes

MOTION TO PARTICIPATE REMOTELY

AYES

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

NAYS

ABSENT

Mr. Matt Roan
Hon. John Thill

MOTION TO APPROVE JUNE 22, 2022 MEETING MINUTES

AYES

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

NAYS

ABSENT

Mr. Matt Roan
Hon. John Thill

**MOTION TO RATIFY THE JULY AND AUGUST 2022 PAYMENT REQUESTS AND
APPROVE THE JULY 2022 TREASURERS REPORT AND
AND FORWARD IT TO THE BOARD OF DIRECTORS**

AYES

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

NAYS

ABSENT

Mr. Matt Roan
Hon. John Thill

**MOTION TO APPROVE THE FY2022 AUDIT
AND FORWARD IT TO THE BOARD OF DIRECTORS**

AYES

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

NAYS

ABSENT

Mr. Matt Roan



September 14, 2022 Executive Committee Minutes

**MOTION TO APPROVE THE ESTABLISHMENT OF THE GTS REPAIR AND MAINTENANCE
FUND AND THE FY2022 TRUE-UP AND FORWARD THEM TO THE BOARD OF DIRECTORS**

AYES

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

NAYS

ABSENT

Mr. Matt Roan

MOTION TO ADJOURN

AYES

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

NAYS

ABSENT

Mr. Matt Roan

Material included in the Executive Committee packet for September 14, 2022:

- . September 14, 2022 Meeting Agenda*
- . June 22, 2022 Meeting Minutes*
- . July and August 2022 Payment Requests memo dated August 29, 2022*
- . July 2022 SWANCC Financials memo dated August 26, 2022*
- . FY2022 Audit memo dated September 7, 2022*
- . FY2022 Member True-Up memo dated September 7, 2022*
- . GTS Facility Assessment and Condition Report memo dated September 8, 2022*
- . Battery Recycling Agreement with Elgin Recycling memo dated September 8, 2022*
- . Monthly Status Report memo dated September 8, 2022*



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, January 25, 2023
11:30 AM**

I. Call to Order

The Executive Committee appointed Ms. Darch as acting chair in the absence of Chairman Sfondilis. Ms. Darch called the meeting of the Executive Committee to order at 11:35 AM. 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	Mayor	Mount Prospect
Matt Formica (remote)	Manager	Glenview
Randall Recklaus (remote)	Manager	Arlington Heights
Hon. Karen Darch (remote)	President	Barrington

Absent

Matt Roan	Manager	Elk Grove Village
Jon Sfondilis	Manager	Wheeling

Others in Attendance

Hon. George Van Dusen, Skokie
Derke Price, Agency Attorney, Ancel Glink (remote)
Christina Seibert, SWANCC Executive Director
Mary Allen, SWANCC Recycling and Education Director
Theresa Greinig, SWANCC Educator
Cecilia Anderson, SWANCC Intern
Lisa Woodydy, SWANCC Assistant to the Executive Director

II. Motion to Participate Remotely

Mr. Hoefert made a motion to allow members to participate remotely which was seconded by Mr. Thill. A roll call vote was taken, and the motion was unanimously approved.

III. Approval of Minutes

On a motion by Mr. Thill and seconded by Mr. Recklaus, a roll call vote was taken, and the December 21, 2022 meeting minutes were unanimously approved.



January 25, 2023 Executive Committee Minutes

IV. Financial Update

January 2023 Payment Request □ Executive Director Seibert reviewed the January 2023 Payment Request totaling \$1,344,015.08 comprised of the following: \$1,055,477.52 from the Operations Fund, \$30,854.15 for the estimated February 2023 payroll, and \$257,713.41 for the first half FY2023 Recycling Incentive Program.

Mr. Hoefert made a motion to approve the January 2023 Payment 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.

Treasurer's Reports and Budget Documents for December 2022 □ Executive Director Seibert reviewed the December Treasurer's Report which shows a balance of \$2,379,035.82 as of December 31, 2022.

Mr. Hoefert made a motion to accept the December 2022 Treasurer's Report and Budget Document and forward it to the Board of Directors. Mr. Recklaus seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

Second Draft FY2024 Budget □ Executive Director Seibert presented the second draft of the FY2024 Budget. This proposed FY2024 budget has a tipping fee of \$53.35 per ton of member waste. This is a 6.4% increase over the current FY2023 tipping fee. This increase is primarily driven by a new line-item allocation of \$400,000 to the Repair and Maintenance Reserve Fund for upcoming larger maintenance items at the GTS including roof replacement and HVAC repairs. Also contributing to the increase are the staff adjustments needed due to the planned retirement of Mary Allen, Recycling and Education Director, and proposed funding for two mobile household hazardous waste collection events in partnership with SWALCO.

Two options were discussed to fund the roof replacement; the first, funding the replacement from the reserve and constructed in 2027 or the second, financed and constructed in 2024 and financed through 2031. The first option does not include added annual maintenance costs that may be incurred to address repair issues, which currently have been on the order of \$10,000 per year, or unseen damage that may be exacerbated by waiting to complete the project. Executive Director Seibert recommended continuing to budget \$400,000 in FY2024 for the R&M Reserve Fund and procuring an A/E firm to complete the roof design process during FY2024 (funded through the existing R&M Reserve Fund balance). This will result in a refined cost estimate for the project and position the Agency for construction once funding is determined.

Mr. Formica made a motion to forward the Draft FY2024 Budget to the Board of Directors for presentation at their February 8, 2024 meeting. Mr. Thill seconded the motion. A roll call vote was taken, and the motion was unanimously approved.



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RFP for FY2023 Audit Services □ The Agency's contract for audit services with Sikich, LLP has expired, and Staff recommends issuing a Request for Proposal for audit services for the fiscal year ending April 30, 2023.

Mr. Formica made a motion to approve issuance of the Request for Proposals for Financial Audit Services for the Fiscal Year Ending April 30, 2023. Mr. Recklaus seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

V. Executive Session □ none

VI. Glenview Transfer Station

Roof Replacement A/E Design Services □ The 2022 Building Facility Assessment for the Glenview Transfer Station identified a replacement horizon of 2-5 years for the GTS roof, indicating a suggested construction between 2024 and 2027. To refine the cost estimate and facilitate determination of the timing of roof replacement at the GTS, staff proposes to solicit proposals from A/E design firms to complete the roof design process during FY2024.

Mr. Formica made a motion to authorize staff to develop a scope of work and solicit proposals from A/E design firms, with the intent to complete the design and detailed cost estimate for roof replacement in FY2024. Mr. Recklaus seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

VII. Old Business

Packaging EPR Update □ Staff has been working with SWALCO, DuPage County, and the City of Chicago to develop the Illinois Plastic and Paper Product Stewardship Act (more briefly referred to as the Packaging EPR bill) since fall 2021. The bill places responsibility for the management of packaging and paper products on the consumer brands producing the products contained in the packaging, or on the packaging manufacturer if the brand is a private-label retail line. Covered materials include all types of cardboard, printed paper, plastic containers, metal and aluminum containers, and glass bottles - essentially all the materials currently accepted in curbside recycling programs. Staff is also continuing to work with environmental groups to address recent comments related to their interest in stronger requirements for waste reduction, specifically plastics reduction, which may result in a near-term amendment to the bill.

Mr. Formica made a motion to advance the Packaging EPR bill to the Board of Directors for presentation at the February 8 meeting, with a request for discussion and consideration of a position of support for the bill. Mr. Recklaus seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

VIII. New Business

USEPA Recycling Education and Outreach Grant □ Metropolitan Mayors Caucus □ USEPA is accepting grant applications for the Recycling Education & Outreach (REO) Grant, funded under the Bipartisan Infrastructure Law. Grants requested must be between \$250,000 and \$2 million and will have a three-year term. The Metropolitan Mayors Caucus (MMC) is developing a grant



January 25, 2023 Executive Committee Minutes

application and staff has determined that it was to the greater regional benefit for grant funds to be pursued under a larger umbrella with the application process led by MMC rather than pursuing a grant as an individual Agency. The Agency would be eligible for potential sub-grant funds. Staff's recommendation that the SWANCC Board of Directors approve submitting a letter of support to MMC for its use in the grant application.

Mr. Hoefert made a motion recommend the Board of Directors to approve submitting a letter of support for the Metropolitan Mayors Caucus application to USEPA for Recycling Education & Outreach grant funding for a regional recycling contamination reduction campaign and related activities. Mr. Thill seconded the motion. A roll call vote was taken, and the motion was unanimously approved

2023 Meeting Schedule □ Executive Director Seibert presented the meeting schedule for the Board of Directors and Executive Committee for 2023.

Executive Director's Report □ Executive Director Seibert presented her status report.

IX. Public Comment □ none

X. Adjournment

At 1:02 PM, 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 PARTICIPATE REMOTELY

AYES

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

NAYS

ABSENT

Mr. Matt Roan
Mr. Jon Sfondilis

MOTION TO APPROVE DECEMBER 21, 2022 MEETING MINUTES

AYES

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

NAYS

ABSENT

Mr. Matt Roan
Mr. Jon Sfondilis



January 25, 2023 Executive Committee Minutes

**MOTION TO APPROVE THE JANUARY 2023 PAYMENT REQUEST AND FORWARD IT TO THE
BOARD OF DIRECTORS**

AYES

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

NAYS

ABSENT

Mr. Matt Roan
Mr. Jon Sfondilis

**MOTION TO APPROVE THE DECEMBER 2022 TREASURERS REPORT
AND FORWARD IT TO THE BOARD OF DIRECTORS**

AYES

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

NAYS

ABSENT

Mr. Matt Roan
Mr. Jon Sfondilis

MOTION TO FORWARD THE DRAFT FY2024 BUDGET TO THE BOARD OF DIRECTORS

AYES

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

NAYS

ABSENT

Mr. Matt Roan
Mr. Jon Sfondilis

MOTION TO APPROVE ISSUANCE OF AN RFP FOR FY2023 AUDIT SERVICES

AYES

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

NAYS

ABSENT

Mr. Matt Roan
Mr. Jon Sfondilis



January 25, 2023 Executive Committee Minutes

**MOTION TO AUTHOURIZE STAFF TO SOLICIT PROPOSALS FOR A/E DESIGN FIRMS FOR
DEGIN AND COST ESTIMATE FOR REPLACEMENT OF THE GTS ROOF**

AYES

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

NAYS

ABSENT

Mr. Matt Roan
Mr. Jon Sfondilis

MOTION TO PRESENT PACKAGING EPR BILL TO THE BOARD OF DIRECTORS

AYES

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

NAYS

ABSENT

Mr. Matt Roan
Mr. Jon Sfondilis

**MOTION TO RECOMMEND THAT THE BOARD OF DIRECTORS SUBMIT A LETTER OF
SUPPORT FOR THE METROPOLITAN MAYORS CAUCUS APPLICATION TO THE USEPA FOR
A RECYCLING EDUCATION & OUTREACH GRANT**

AYES

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

NAYS

ABSENT

Mr. Matt Roan
Mr. Jon Sfondilis

MOTION TO FORWARD THE 2023 MEETING SCHEDULE TO THE BOARD OF DIRECTORS

AYES

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

NAYS

ABSENT

Mr. Matt Roan
Mr. Jon Sfondilis



January 25, 2023 Executive Committee Minutes

MOTION TO ADJOURN

AYES

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

NAYS

ABSENT

Mr. Matt Roan
Mr. Jon Sfondilis

Material included in the Executive Committee packet for January 25, 2023:

- . *January 25, 2023 Meeting Agenda*
- . *December 21, 2022 Meeting Minutes*
- . *January 2023 Payment Request memo dated January 20, 2023*
- . *December 2022 SWANCC Financials memo dated January 20, 2023*
- . *Second Draft FY2024 Budget memo dated January 16, 2023*
- . *RFP for FY2023 Audit Services memo dated January 19, 2023*
- . *Roof Replacement A/E Design Services memo dated January 19, 2023*
- . *Packaging EPR Update memo dated January 19, 2023*
- . *USEPA Recycling Education and Outreach Grant □Metropolitan Mayors Caucus memo dated January 20, 2023*
- . *2023 Meeting Schedule Memo dated January 20, 2023*
- . *Monthly Status Report memo dated January 19, 2023*



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, March 22, 2023
11:30 AM**

I. Call to Order

Chairman Sfondilis called the meeting of the Executive Committee to order at 11:35 AM. 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
Matt Roan	Manager	Elk Grove Village
Randall Recklaus (remote)	Manager	Arlington Heights
Hon. Karen Darch (remote)	President	Barrington
Jon Sfondilis	Manager	Wheeling

Absent

Hon. Paul Hoefert	Mayor	Mount Prospect
Matt Formica	Manager	Glenview

Others in Attendance

Hon. George Van Dusen, Skokie
Derke Price, Agency Attorney, Ancel Glink
Christina Seibert, SWANCC Executive Director
Mary Allen, SWANCC Recycling and Education Director
Theresa Greinig, SWANCC Educator
Cecilia Anderson, SWANCC Intern

II. Motion to Participate Remotely

Mr. Roan made a motion to allow members to participate remotely which was seconded by Mr. Thill. A roll call vote was taken, and the motion was unanimously approved.

III. Approval of Minutes

On a motion by Mr. Thill and seconded by Mr. Roan, a roll call vote was taken, and the January 25, 2023 meeting minutes were unanimously approved.



March 22, 2023 Executive Committee Minutes

IV. Financial Update

February 2023 Payment Request Ratification □ Executive Director Seibert reviewed the February 2023 Payment Request totaling \$1,129,506.46 comprised of the following: \$1,083,225.24 from the Operations Fund and \$46,281.22 for the estimated March 2023 payroll.

Mr. Roan made a motion to ratify the February 2023 Payment 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

March 2023 Payment Request □ Executive Director Seibert reviewed the March 2023 Payment Request totaling \$984,072.98 comprised of the following: \$953,218.83 from the Operations Fund and \$30,854.15 for the estimated April 2023 payroll.

Treasurer's Reports and Budget Documents for February 2023 □ Executive Director Seibert reviewed the December Treasurer's Report which shows a balance of \$2,322,154.04 as of February 28, 2023.

Ms. Darch made a motion to approve the March 2023 Payment and accept the December 2022 Treasurer's Report and Budget Document 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.

FY2024 Budget Update □ Executive Director Seibert presented the final FY2024 Budget. This proposed FY2024 budget has a tipping fee of \$53.35 per ton of member waste and includes the allocation of \$400,000 to the Repair and Maintenance Reserve Fund for upcoming larger maintenance items at the GTS including roof replacement and HVAC repairs.

Mr. Darch made a motion to present the FY2024 Budget to the Board of Directors. Mr. Thill seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

FY2023-FY2025 Audit Services □ Executive Director Seibert reviewed the results of the RFP for audit services. Proposals were received from two firms. The Sikich proposal was 30% less than the proposal from Eder, Casella & Co. and they will provide an entirely new audit team than used in the prior engagement period.

Mr. Thill made a motion to enter a professional services agreement with Sikich for audit services for the three-year term of FY2023-FY2025 for a total cost not to exceed \$52,450. Mr. Roan seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

V. Executive Session □ none

The Committee agreed to postpone this Executive Session to the April 12, 2023 meeting.



March 22, 2023 Executive Committee Minutes

VI. Glenview Transfer Station

Roof Replacement Project Update □ Executive Director Seibert reviewed the proposed schedule for the roof repair project beginning with an RFP issue in May 2023, securing a contract in August 2023, design completion by November 2023, and construction in the fall of 2024.

Roof Financing Options □ The cost of the roof replacement is estimated to be between \$2.8 and \$3.8 million. Two proposed funding options are prepayment or funding arranged by the Agency. Several members have indicated interest in prepayment, and it is proposed that each member individually elect their preferred option and make a commitment to the Agency by March 2024 so costs can be finalized once bid pricing is secured.

VII. Old Business

Nomination Committee Recommendations □ Four members of the Executive Committee and one Officer have terms expiring at the end of April 2023. Also, one member of the Executive Committee will be nominated as Vice-Chairman of the Executive Committee. Executive Director Seibert presented the recommendations. The Executive Committee nominated Mr. Recklaus for the position of Vice-Chairman.

Mr. Roan made a motion to recommend the slate of officers to the Board of Directors. Ms. Darch seconded the motion. A roll call vote was taken, and the motion was unanimously approved.

VIII. New Business

Legislative Update □ Executive Director Seibert presented a review and status of the bills introduced in the current legislative session that impact environmental programs used by Members.

Executive Director's Report □ Executive Director Seibert presented her status report. She also introduced the Agency's new social media campaign, □Keep Crap out of the Cart.□

IX. Public Comment □ none

X. Adjournment

At 12:16 PM, there being no further business, Mr. Roan made a motion to adjourn which was seconded by Ms. Darch. The motion was unanimously approved.

MOTION TO PARTICIPATE REMOTELY

AYES

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

NAYS

ABSENT

Mr. Matt Formica
Hon. Paul Hoefert



March 22, 2023 Executive Committee Minutes

MOTION TO APPROVE JANUARY 25, 2022 MEETING MINUTES

AYES

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

NAYS

ABSENT

Mr. Matt Formica
Hon. Paul Hoefert

**MOTION TO RATIFY THE FEBRUARY 2023 PAYMENT REQUEST
AND FORWARD IT TO THE BOARD OF DIRECTORS**

AYES

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

NAYS

ABSENT

Mr. Matt Formica
Hon. Paul Hoefert

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

AYES

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

NAYS

ABSENT

Mr. Matt Formica
Hon. Paul Hoefert

MOTION TO PRESENT THE FY2024 BUDGET TO THE BOARD OF DIRECTORS

AYES

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

NAYS

ABSENT

Mr. Matt Formica
Hon. Paul Hoefert



March 22, 2023 Executive Committee Minutes

**MOTION TO ENTER A PROFESSIONAL SERVICES AGREEMENT WITH SIKICH
FOR AUDIT SERVICES FOR FY2023-FY2025**

AYES

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

NAYS

ABSENT

Mr. Matt Formica
Hon. Paul Hoefert

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

AYES

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

NAYS

ABSENT

Mr. Matt Formica
Hon. Paul Hoefert

MOTION TO ADJOURN

AYES

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

NAYS

ABSENT

Mr. Matt Formica
Hon. Paul Hoefert

Material included in the Executive Committee packet for March 22, 2023:

- . March 22, 2023 Meeting Agenda*
- . January 25, 2023 Meeting Minutes*
- . February 2023 Payment Request memo dated February 24, 2023*
- . March 2023 Payment Request memo dated March 17, 2023*
- . February 2023 SWANCC Financials memo dated March 17, 2023*
- . Final FY2024 Budget memo dated March 16, 2023*
- . FY2023 Audit Services memo dated March 13, 2023*
- . Roof Replacement Project Update memo dated March 13, 2023*
- . GTS Roof Funding Options Update memo dated March 16, 2023*
- . Nomination Committee Appointment memo dated March 16, 2023*
- . Legislative Update memo dated March 17, 2023*
- . Monthly Status Report memo dated March 16, 2023*



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, April 12, 2023
5:30 PM**

I. Call to Order

Chairman Sfondilis called the meeting of the Executive Committee to order at 5:34 PM. 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 (remote)	Mayor	Mount Prospect
Hon. Karen Darch (remote)	President	Barrington
Matt Roan (remote)	Manager	Elk Grove Village
Randall Recklaus (remote)	Manager	Arlington Heights
Jon Sfondilis	Manager	Wheeling

Absent

Matt Formica	Manager	Glenview
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Others in Attendance

Hon. George Van Dusen, Skokie
Derke Price, Agency Attorney, Ancel Glink
Christina Seibert, SWANCC Executive Director
Mary Allen, SWANCC Recycling and Education Director
Theresa Greinig, SWANCC Educator
Lisa Woody, SWANCC Assistant to the Executive Director

II. Motion to Participate Remotely

Mr. Thill made a motion to allow members to participate remotely which was seconded by Mr. Roan. A roll call vote was taken, and the motion was unanimously approved.

III. Executive Session

At 5:35 PM Mr. Hoefert made a motion to adjourn to Executive Session to discuss a matter of personnel (Section 2 (c) (1) of the Open Meetings Act) which was seconded by Ms. Darch. A roll call vote was taken, and the motion was unanimously approved.



April 12, 2023 Executive Committee Minutes

At 5:44 PM Mr. Thill made a motion to return to the meeting which was seconded by Mr. Hoefert. A roll call vote was taken, and the motion was unanimously approved.

IV. New Business

Buffalo Grove IGA for IPBC Participation ☐ Executive Director Seibert presented the intergovernmental agreement between the Agency and the Village of Buffalo Grove to provide health/dental/life insurance coverage for Agency employees through 2026.

Mr. Hoefert made a motion to authorize the Executive Director to execute the intergovernmental agreement between the Agency and the Village of Buffalo Grove to provide health/dental/life insurance coverage for Agency employees. Ms. Darch seconded the motion. A roll call vote was taken, and the motion was unanimously approved

V. Public Comment ☐ none

VI. Adjournment

At 5:47 PM, there being no further business, Mr. Thill made a motion to adjourn, which was seconded by Ms. Darch. The motion was unanimously approved.

MOTION TO PARTICIPATE REMOTELY

AYES

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

NAYS

ABSENT

Mr. Matt Formica

**MOTION TO APPROVE IGA WITH BUFFALO GROVE FOR PARTICIPATION IN IPBC
INSURANCE FOR AGENCY EMPLOYEES**

AYES

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

NAYS

ABSENT

Mr. Matt Formica



April 12, 2023 Executive Committee Minutes

MOTION TO ADJOURN

AYES

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

NAYS

ABSENT

Mr. Matt Formica

Material included in the Executive Committee packet for April 12, 2023:

. April 12, 2023 Meeting Agenda

. IGA with Buffalo Grove for IPBC Participation memo dated April 7, 2023