



# SOLID WASTE AGENCY OF NORTHERN COOK COUNTY

## June 2, 2004 EXECUTIVE COMMITTEE MINUTES

Wednesday, June 2, 2004  
8:30 a.m.

Glenview Transfer Station  
3 Providence Drive  
Glenview, Illinois

### I. Call To Order

Chairman Balling called the Meeting of the Executive Committee to order at 8:30 a.m. in the Glenview Transfer Station Conference Room. A roll call attendance was taken.

#### Present

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
William Balling	Manager	Buffalo Grove
Timothy Corcoran	Trustee	Mount Prospect
James Norris	Manager	Hoffman Estates
Albert Rigoni	Manager	Skokie
Anthony Ruzicka	President	Glencoe

#### Absent

Nancy Canafax	President	Wilmette
William Dixon	Manager	Arlington Heights

#### Others in Attendance

C. Brooke Beal, Executive Director  
Julian D'Esposito, Counsel, Mayer, Brown, Rowe & Maw  
Elizabeth Gresham, Executive Secretary  
George Van Dusen, Mayor, Village of Skokie

### II. Approval of Minutes

On a motion by Mr. Norris to approve the minutes, seconded by Mr. Rigoni a vote was taken to approve the March 31, 2004 Meeting minutes and the motion was unanimously approved. Mr. Corcoran abstained from the vote.

On a motion by Mr. Rigoni to approve the executive session minutes, seconded by Mr. Norris, a vote was taken to approve the March 31, 2004 Executive Session minutes. The motion was unanimously approved. Mr. Corcoran abstained from the vote.



**June 2, 2004 EXECUTIVE COMMITTEE MINUTES**

**III. Financial Update**

Payment Request – Mr. Balling reviewed the May 2004 payment request. He explained that the payout for May totaled \$1,883,827.97: \$26,616.40 from the General Fund, \$1,852,211.57 from the Operations Fund and \$5,000.00 from the Cost of Issuance Fund.

On a motion by Mr. Ruzicka, seconded by Mr. Corcoran, a vote was taken and the May 2004 payment request was approved by a roll call vote. There were no questions.

FY2004 Auditor – Mr. Beal informed the Committee that the Agency had issued a Request for Proposals for a new auditing service. Five proposals were received and Mr. Beal presented the costs for each. After discussion, staff recommended that the Agency retain Wolf & Company. Staff had checked references on the firm and they were the lowest bidder. Wolf & Company also proposed a minimal raise in cost if they were retained for a multi-year contract.

After discussion, on a motion by Mr. Norris, seconded by Mr. Corcoran, the Committee by a roll call vote unanimously approved retaining Wolf & Company to perform the FY 2004 audit.

**IV. Executive Session** – Upon a motion by Mr. Corcoran, seconded by Mr. Ruzicka, the Committee entered into executive session, after a unanimous roll call vote, at 8:37 a.m., to discuss personnel under Section 2 (c)(1) of the Open Meetings Act. Mr. Balling asked Staff to recuse themselves for this session.

Upon a motion by Mr. Norris, seconded by Mr. Dixon, the Committee reconvened in its regular session at 8:59 a.m.

**V. Glenview Transfer Station**

Mr. Beal explained that due to the flooding of the Des Plaines River the transfer station had been really busy. Many of the surrounding communities were bringing sandbags for disposal, however, the IEPA had been recommending that the sand be dried out and reused. There was also an increase in landscape waste and roll-off container orders.

He also informed the Committee that the Agency was hosting its annual Open House on the following Saturday, June 5, 2004. The Open house was going to be held in conjunction with the annual shoe collection.

**VI. Old Business** – None



**June 2, 2004 EXECUTIVE COMMITTEE MINUTES**

**VII. New Business –**

Matters Arising Out of Executive Session – Mr. Balling stated that the matter of personnel would be presented to the Board of Directors at the July meeting.

Ethics Ordinance – Mr. D’Esposito presented a proposed Ethics Ordinance. He said that State law required local governments to adopt a comparable, no less restrictive, ordinance. However, since the Agency is not a unit of local government but is a joint-action agency, he did not believe that the Agency was obligated to do anything. Nonetheless, he recommended that the Committee give serious consideration to adopting a similar ordinance. There were two issues for the Agency to consider:

1. Given the nature of the Agency, the multiplicity of Directors, should these requirements be made applicable to Directors? Directors would be bound by similar requirements, with respect to their own municipalities.
2. The Attorney General has said ordinances adopted by local government must contain criminal penalties to comply with State law. However, because State law does not require the Agency to adopt Ethics rules, Mr. D’Esposito stated that criminal penalties would be excessive given the nature of this particular entity and he suggested discipline as an alternate penalty.

The EC directed Mr. D’Esposito to redraft the ordinance to include directors and employees and to impose discipline as a remedy for violation of the ordinance. The Committee deferred action until review of the revised ordinance at the June meeting.

**VIII. Adjournment**

On a motion made and seconded, there being no further business, a motion was unanimously approved to adjourn the meeting at 9:10 a.m.



# SOLID WASTE AGENCY OF NORTHERN COOK COUNTY

June 23, 2004 EXECUTIVE COMMITTEE MINUTES

Wednesday, June 23, 2004  
8:30 a.m.

Glenview Transfer Station  
3 Providence Drive  
Glenview, Illinois

## I. Call To Order

Chairman Balling called the Meeting of the Executive Committee to order at 8:35 a.m. in the Glenview Transfer Station Conference Room. A roll call attendance was taken.

### Present

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
William Balling	Manager	Buffalo Grove
Nancy Canafax	President	Wilmette
Timothy Corcoran	Trustee	Mount Prospect
William Dixon	Manager	Arlington Heights
James Norris	Manager	Hoffman Estates
Albert Rigoni	Manager	Skokie

### Absent

Anthony Ruzicka	President	Glencoe
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### Others in Attendance

Mary S. Allen, Recycling & Education Director  
C. Brooke Beal, Executive Director  
Julian D'Esposito, Counsel, Mayer, Brown, Rowe & Maw  
Elizabeth Gresham, Executive Secretary  
George Van Dusen, Mayor, Village of Skokie

## II. Approval of Minutes

On a motion by Mr. Corcoran to approve the minutes, seconded by Mr. Rigoni a vote was taken to approve the June 2, 2004 Meeting minutes and the motion was unanimously approved.

On a motion by Mr. Corcoran to approve the executive session minutes, seconded by Mr. Rigoni, a vote was taken to approve the June 2, 2004 Executive Session minutes. The motion was unanimously approved.



**June 23, 2004 EXECUTIVE COMMITTEE MINUTES**

**III. Financial Update**

Payment Request – Mr. Balling reviewed the June 2004 payment request. He explained that the payout for June totaled \$1,016,771.83: \$59,414.75 from the General Fund and \$957,357.08 from the Operations Fund.

On a motion by Mr. Dixon, seconded by Ms. Canafax, a vote was taken and the June 2004 payment request was approved by a roll call vote. Mr. Corcoran asked about the Standards & Poor's Surveillance fee and Mr. Beal explained that it was required to be paid annually for the Agency's variable rate bonds to evaluate the Northern Trust on the Agency's behalf. There were no further questions.

Bond Trustee – Mr. Beal explained that the Agency had retained American National Bank of Chicago as the Agency's bond trustee since the Agency's first bond issuance in 1988. Since that time, American National Bank was purchased by Bank One and most recently the Trust Department of Bank One was purchased by J.P. Morgan Chase.

The Agency has had excellent service from American National Bank and its successor Bank One. Since J.P. Morgan Chase's purchase of Bank One's Trust Department, the Agency has had numerous issues with the service and competency of J.P. Morgan's staff. Since this transition, the staff that handled the Agency's account with Bank One has moved to Wells Fargo Bank and they have provided the Agency with a proposal to provide trust services to the Agency. The cost proposal from Wells Fargo is \$12,500 compared to the \$17,400 the Agency currently pays to J.P. Morgan Chase.

Staff recommended the Committee's authorization to start the transition process to Wells Fargo Bank. The Agency does not have the right to change the Trustee because the bond holders have to approve it, however, the Agency can move trustees and if the bond holders do not object, appoint a new one in the interim. SWANCC would probably appoint Wells Fargo in the interim and then send the change out to the bond holders for their approval. There usually is not a problem with changing trustee as long as there are reasons to do so.

After discussion, on a motion by Ms. Canafax, seconded by Mr. Dixon, the Committee by a roll call vote unanimously approved appointing Wells Fargo Bank as the interim trustee until approved by the bond holders.

FY2005 Revised Project Budget – Mr. Schilling informed the Committee that due to the defeasance of the remaining Series 1994 and 1995A Bonds in May, the Agency's fixed cost expense for FY2005 was reduced by \$647,000. On a per ton basis, the fixed cost charge was reduced from \$5.93 per ton (which was adopted by the Board in the budget) down to \$3.49 per ton, a 41.1% reduction. As a result of the project use agreements, the Board can reduce the fixed rate cost in adopting the project budget, however it cannot be retroactive. If the Board voted to reduce the member costs to \$3.49, it would be effective at the next billing cycle to the members.



**June 23, 2004 EXECUTIVE COMMITTEE MINUTES**

Staff recommendation is to recommend that the Board of Directors approve the revised project budget and lower the cost to members to \$3.49 for the remainder of the fiscal year 2005. Mr. Schilling also stated that this would also affect 2006 and 2007.

On a motion by Mr. Dixon, seconded by Ms. Canafax, a vote was taken to approve the revised Draft Budget and recommend its approval to the Board of Directors at the July Board meeting. The motion was unanimously approved.

**IV. Executive Session – None**

**V. Glenview Transfer Station**

Computer System Upgrade – Mr. Schilling stated that the computer system at the Glenview Transfer Station was over 10 years old and while over the years it has run virtually flawlessly, there have been some issues recently with hardware wearing out and SBC removing SWANCC's data line between the Glenview Transfer Station and their office. The data line was removed by SBC due to old technology and paperwork getting lost by SBC. The new office space requires the Agency to get a new data line anyway, therefore Staff decided to move the server from the office location and to the GTS. After the move, the actual server that stores the data will be placed at the new office, however due to the age of the system and the need to come into the 21<sup>st</sup> century it needs to be upgraded. Staff got a proposal from Solid Waste Technologies, the current vendor of the system that needs to be upgraded to a Windows-based system. It is currently a Unix-based system, which is a problem because it is getting harder to get Unix support to keep the operating system running. Each machine, instead of being a terminal would be an actual PC that would give power to store data records and tickets online, should the data line go down and not be able to communicate with the server immediately. The Solid Waste Technologies proposal for \$14,490 provides software, training and installation of their system. SWANCC would provide all of the hardware and networking for the building. All of that hardware and networking would cost approximately \$15,000. The expenditure was initially put in the 2004 budget, but it was removed because Staff had to cover a hole created by the State when it raised the Illinois Landfill surcharge. Now that the budget is completed, there is money leftover that would cover this expenditure from the retained earnings in 2004, and would have no impact on the 2005 budget. Staff recommended that the Executive Committee approve the upgrade of the computer system with a not to exceed budget of \$30,000 and that the funding come from FY2004 retained earnings.

On a motion by Mr. Rigoni, seconded by Ms. Canafax a roll call vote was taken to approve the purchase of the GTS Computer System upgrade from the FY04 retained earnings and the motion was unanimously approved.

GTS Operations – Mr. Beal informed the Committee that the day after Memorial Day the Agency processed a record high of 1,826 tons of waste. He also noted that the facility has been operating very well since Groot replaced, at the Agency's request, the manager of the facility due to some concerns over the way the facility was being maintained. The new manager will start full-time this week and Staff will be monitoring the facility and keep the Committee posted.



**June 23, 2004 EXECUTIVE COMMITTEE MINUTES**

Mr. Schilling also noted that the water main construction is intended to provide the GTS with city water. There have been some delays in getting the construction started due to flooding and other situations. Construction should be complete some time in early July.

**VI. Old Business**

Ethics Ordinance – Mr. D’Esposito said that the Committee had discussed several issues at the last meeting and a couple of changes were made to reflect that discussion. First, the ordinance was changed to cover both Directors and employees of the Agency. The original draft did not have a procedure for handling complaints in it, therefore changes were made to amend the ordinance. The first change was that violation must be alleged within one year of the offense so that there is a statute of limitations and the second was that if there was an allegation, the Executive Committee would be the body that would deal with the matter and a hearing would be required, but it is suggested that the hearing be held before a hearing officer, rather than before the whole group. The majority of the disinterested Directors would be the ones who would have to take action with respect to any violation. It was agreed that the Executive Director would handle all employee issues and the Executive Committee would handle all of issues pertaining to the Board of Directors and Executive Director. The ability to negotiate departure is much cleaner than having to go through the process of a hearing body. Mr. Rigoni restated that if he is correct the Executive Committee would be the tribunal for any activities and if it involved any member of the Executive Committee they would certainly recuse themselves.

On a motion by Mr. Dixon and seconded by Mr. Corcoran to recommend the Ethics Ordinance as revised to the Board, the motion was unanimously approved.

Office Move – Mr. Beal stated that things were going smoothly with the move since the contract was signed. Staff met with the contractor doing the build out, selected finishes, plans have been submitted to the Village of Glenview and the build out should probably start next week and take about 20 days. The Agency is scheduled to move in sometime around the 1<sup>st</sup> of August and things are running on schedule.

Land Sales – Mr. Beal said that there was nothing new to report to the Committee on land sales Staff is struggling to get these sales through Cook County, due to the change in administration at the Forest Preserve board. Mr. Beal thought that the Agency was making some progress talking to the Forest Preserve, however two months ago the chief legal counsel said that he did not think that the property was in the best interest of the forest preserve district. Staff reminded him that the district had already approved the deal. The flooding helped to show that things could be made better if the Forest Preserve would assist Des Plaines and Mount Prospect in moving this project along.

**VII. New Business**

Prevailing Wage Act – Mr. Norris moved, and Mr. Dixon seconded, to recommend adoption of the Prevailing Wage Act Resolution 2005-01. The motion was unanimously approved.



**June 23, 2004 EXECUTIVE COMMITTEE MINUTES**

Mr. Balling also reviewed the summary of recycling for FY2004.

Mr. Balling stated that if there were no business in July, the Executive Committee meeting would be canceled.

**VIII. Adjournment**

On a motion made and seconded, there being no further business, a motion was unanimously approved to adjourn the meeting at 9:05 a.m.



# SOLID WASTE AGENCY OF NORTHERN COOK COUNTY

## August 25, 2004 EXECUTIVE COMMITTEE MINUTES

Wednesday, August 25, 2004  
8:30 a.m.

Glenview Transfer Station  
3 Providence Drive  
Glenview, Illinois

### I. Call To Order

Chairman Balling called the Meeting of the Executive Committee to order at 8:35 a.m. in the Glenview Transfer Station Conference Room. A roll call attendance was taken.

#### Present

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
William Balling	Manager	Buffalo Grove
Timothy Corcoran	Trustee	Mount Prospect
James Norris	Manager	Hoffman Estates
Albert Rigoni	Manager	Skokie
Anthony Ruzicka	President	Glencoe

#### Absent

Nancy Canafax	President	Wilmette
William Dixon	Manager	Arlington Heights

#### Others in Attendance

Mary S. Allen, Recycling & Education Director  
C. Brooke Beal, Executive Director  
Julian D'Esposito, Counsel, Mayer, Brown, Rowe & Maw  
Elizabeth Gresham, Executive Secretary  
Steven A. Schilling, P.E., Assistant Executive Director

### II. Approval of Minutes

On a motion by Mr. Corcoran to approve the minutes, seconded by Mr. Rigoni a vote was taken to approve the June 23, 2004 Meeting minutes and the motion was unanimously approved.

### III. Financial Update

Payment Request – Mr. Balling reviewed the August 2004 payment request. He explained that the amended payout for August totaled \$1,064,572.65: \$29,395.94 from the General Fund, \$1,031,746.81 from the Operations Fund and \$3,429.90 from the Debt Service Fund.



**August 25, 2004 EXECUTIVE COMMITTEE MINUTES**

On a motion by Mr. Corcoran, seconded by Mr. Rigoni, a vote was taken and the August 2004 payment request was approved by a roll call vote. There were no questions.

Proposed FY2004 True-Up – Mr. Schilling presented the results of the FY2004 true-up calculations. There was a positive fixed cost true-up to the Agency because of over delivery. The actual deliveries were over 274,305 tons and the Agency projected 261,237 tons. The positive O&M true-up amount was \$596,211.18. After accounting for all costs incurred and outside income received during FY2004, the actual tipping fee was \$45.98 per ton. The over delivery of waste by the Agency members resulted in a positive combined O&M and fixed costs true-up total of \$678,750.82. Mr. Schilling stated that if accepted at the September Board meeting, the true-up would start with the October invoices for four separate installments. Mr. Balling asked Staff to be ready to provide additional information concerning deliveries due to an increase in their tonnage amounts. There were no further questions.

Mr. Norris made a motion to recommend adoption of the true-up report at the September Board of Directors meeting and was seconded by Mr. Ruzicka. The motion was unanimously approved.

**IV. Executive Session – None**

**V. Glenview Transfer Station**

Land Swap – Mr. Beal stated that Staff hoped to have some progress to report on the Des Plaines and Mount Prospect land swap agreements with the Cook County Forest Preserve, but no progress has been made.

Mr. Beal also told the Committee that the SWANCC office move went smoothly.

**VI. Old Business – None**

**VII. New Business**

Rolling Meadows Waste Swap Request – Mr. Beal informed the Committee that the City of Rolling Meadows has requested that the Agency consent to allow the City to deliver its single family solid waste, which is committed under the Project Use Agreement, to the Onyx Rolling Meadows transfer station (RMTS) and then require Onyx Waste Services, the operator of the transfer station, to deliver ‘like’ tonnage to the Agency’s Glenview Transfer Station (GTS). There would be no loss of tonnage to the Agency as long as the tonnage stayed the same.



**August 25, 2004 EXECUTIVE COMMITTEE MINUTES**

This concept would reduce the transportation credit that the Agency receives for Rolling Meadows bringing its waste to the GTS. Staff believes that a waste swap agreement could be drafted to ensure that the appropriate amount of waste from the City continued to be delivered to the GTS, however cannot recommend this if the Agency were to lose money because of the transportation credit.

After discussion, the Committee decided to ask the City of Rolling Meadows to withdraw their requests for the following reasons:

- Loss in Transportation credit from Groot
- Environmental Risks due to Onyx delivering inappropriate waste
- Administrative requirements

Recycling Etc. – Mr. Beal told the Committee that a fall edition of the Agency's newsletter would be inserted into the Saturday, September 11, 2004 Local Values and Sunday, September 12, 2004 Chicago Tribune due to the response received from the spring newsletter. The newsletter also advertised the SWALCO computer electronics recycling collection on September 18, 2004.

**VIII. Adjournment**

On a motion made and seconded, there being no further business, a motion was unanimously approved to adjourn the meeting at 9:05 a.m.



# SOLID WASTE AGENCY OF NORTHERN COOK COUNTY

September 29, 2004 EXECUTIVE COMMITTEE MINUTES

Wednesday, September 29, 2004

8:30 a.m.

Glenview Transfer Station

3 Providence Drive

Glenview, Illinois

## I. Call To Order

Chairman Balling called the Meeting of the Executive Committee to order at 8:36 a.m. in the Glenview Transfer Station Conference Room. A roll call attendance was taken.

### Present

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
William Balling	Manager	Buffalo Grove
Nancy Canafax	President	Wilmette
Timothy Corcoran	Trustee	Mount Prospect
James Norris	Manager	Hoffman Estates
Albert Rigoni	Manager	Skokie
Anthony Ruzicka	President	Glencoe

### Absent

William Dixon	Manager	Arlington Heights
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### Others in Attendance

Mary S. Allen, Recycling & Education Director  
C. Brooke Beal, Executive Director  
Julian D'Esposito, Counsel, Mayer, Brown, Rowe & Maw  
Jody Gauthier, Senior Manager, Wolf & Company  
Elizabeth Gresham, Executive Secretary  
Steven A. Schilling, P.E., Assistant Executive Director  
George Van Dusen, Mayor, Village of Skokie

## II. Approval of Minutes

On a motion by Mr. Norris to approve the minutes, seconded by Mr. Corcoran a vote was taken to approve the August 25, 2004 Meeting minutes and the motion was unanimously approved.



September 29, 2004 EXECUTIVE COMMITTEE MINUTES

**III. Financial Update**

Payment Request – Mr. Balling reviewed the September 2004 payment request. He explained that the amended payout for September totaled \$1,137,495.42 \$79,983.24 from the General Fund and \$1,057,512.18 from the Operations Fund.

SWANCC 2004/2005 Insurance Package – Mr. Schilling explained that the Agency obtains its insurance policies through Mesirow Financial. In order for the Agency to confirm that policies are acceptable and premiums are fair, the Agency hires Risk Resources as an independent insurance consultant. These two companies work together to bid SWANCC's insurance program to various carriers on an annual basis.

He stated that total premiums for this year's program total \$68,913, a reduction of \$9,117 (11.7%) from last year's premiums. After numerous attempts in prior years, the Agency's insurance team was able to convince AIG (a traditional liability insurance carrier) to write our General Liability and Umbrella Liability policy this year. In the past, the Agency was required to purchase these policies from specialty carriers due to the nature of the Agency's business. The result was a dramatic decrease in cost to the Agency. In addition, the General Liability policy includes \$1,000,000 of pollution coverage at no additional cost, something the Agency has declined in the past due to its high cost from the specialty carriers. Mr. Schilling noted that the Agency's insurance team of Mesirow Financial and Risk Resources be commended for their efforts in helping the Agency maintain a high quality insurance program while reducing costs to the Agency.

Staff recommended approval of the insurance premiums included on this month's payment request.

On a motion by Mr. Rigoni, seconded by Ms. Canafax, a vote was taken and the September 2004 payment request was approved by a roll call vote. There were no questions.

FY2004 Audit – Mr. Balling introduced Ms. Jody Gauthier from Wolf & Company, the Agency's new auditing firm. She presented an overview on the financial report and audit for the period ending April 30, 2004. Ms. Gauthier stated that the firm's opinion of the audit was unqualified. There were two new items that were included in the audit due to GASB34: 1) Change in format due to GASB 34 and 2) SAS99 fraud auditing was required. Ms. Gauthier noted that the only item that was not included in the audit was the Management Discussion and Analysis, but it would be included in the final audit. The only difference between this audit and the audit from the previous year is that Wolf & Company showed assets vs. equity. There were no questions.

Mr. Norris made a motion to approve the FY2004 Audit and was seconded by Mr. Ruzicka. The motion was unanimously approved.

**IV. Executive Session – None**



**September 29, 2004 EXECUTIVE COMMITTEE MINUTES**

**V. Glenview Transfer Station**

Mr. Beal stated that things were going well at the transfer station and that the commercial waste volumes have increased 4-5% with a profit increase of about 30%. He stated that if this upward trend continues, the Agency should expect a \$250,000.00 profit for the fiscal year, which may provide a \$1.00 reduction in the member tipping fees.

Mr. Balling asked Mr. Beal regarding the Agency recent the office move which Mr. Beal said has went smoothly. The Committee decided that the October 27, 2004 Executive Committee meeting be held at the new office.

**VI. Old Business**

**VII. New Business**

Mr. Rigoni commended Mr. Beal on his invaluable assistance with Skokie's renewal of their commercial waste contract. His assistance resulted in an 11% reduction in their rates. He also discussed the benefits of the commercial waste franchise program to the communities.

**VIII. Adjournment**

On a motion made and seconded, there being no further business, a motion was unanimously approved to adjourn the meeting at 9:00 a.m.



# SOLID WASTE AGENCY OF NORTHERN COOK COUNTY

October 27, 2004 EXECUTIVE COMMITTEE MINUTES

Wednesday, October 27, 2004

8:30 a.m.

Solid Waste Agency of Northern Cook County

2700 Patriot Boulevard, Suite 110

Glenview, Illinois

## I. Call To Order

Chairman Balling called the Meeting of the Executive Committee to order at 8:50 a.m. in the Solid Waste Agency of Northern Cook County Conference Room. A roll call attendance was taken.

### Present

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
William Balling	Manager	Buffalo Grove
Timothy Corcoran	Trustee	Mount Prospect
William Dixon	Manager	Arlington Heights
James Norris	Manager	Hoffman Estates
Albert Rigoni	Manager	Skokie

### Absent

Nancy Canafax	President	Wilmette
Anthony Ruzicka	President	Glencoe

### Others in Attendance

Mary S. Allen, Recycling & Education Director  
C. Brooke Beal, Executive Director  
Julian D'Esposito, Counsel, Mayer, Brown, Rowe & Maw  
Elizabeth Gresham, Executive Secretary  
Steven A. Schilling, P.E., Assistant Executive Director

## II. Approval of Minutes

On a motion by Mr. Rigoni to approve the minutes, seconded by Mr. Norris a vote was taken to approve the September 29, 2004 Meeting minutes and the motion was unanimously approved.



**October 27, 2004 EXECUTIVE COMMITTEE MINUTES**

**III. Financial Update**

Payment Request – Mr. Balling reviewed the October 2004 payment request. He explained that the payout for October totaling \$1,084,388.60 is presented for your approval. The total is comprised of the following: \$43,196.15 from the General Fund and \$1,041,192.45 from the Operations Fund.

On a motion by Mr. Dixon, seconded by Mr. Rigoni, a vote was taken and the October 2004 payment request was approved by a roll call vote. There were no questions.

Resolution 2005-02 – Mr. Beal stated that per the Agency's counsel, the Appointment of New Bond Trustee Resolution 2005-02 was no longer needed to appoint Wells Fargo Corporate Trust as the new bond trustee. He also noted that Wells Fargo would become the Agency's new bond trustee on November 2, 2004.

**IV. Executive Session** – Upon a motion by Mr. Norris, seconded by Mr. Corcoran, the Committee entered into executive session, after a unanimous roll call vote, at 8:58 a.m., to discuss personnel under Section 2 (c)(1) of the Open Meetings Act. Mr. Balling asked Staff to recuse themselves for this session.

The Committee reconvened in its regular session at 9:06 a.m.

**V. Glenview Transfer Station**

Mr. Beal stated that everything at the transfer station was operating well and that the commercial waste volumes continued to increase, however there was a decrease in landscape waste. He also informed the Committee that the water system installation was stalled due to the contractor waiting on permits from the Village of Glenview. The new computer system for the transfer station was also in the process of completion pending testing of the server and old data being reformatted.

**VI. Old Business**

**VII. New Business**

Personnel – On a motion by Mr. Dixon, seconded by Mr. Norris, a vote was taken to approve the changes discussed in Executive Session to reclassify personnel positions and the addition of a full-time administrative assistant was approved. There were no questions

Board of Directors Meeting Schedule – Mr. Beal reviewed the new meeting schedule for the Board of Directors since the Board had approved meeting quarterly instead of bi-monthly. He stated that the Board would be kept up-to-date on the Agency with monthly briefings and the



**October 27, 2004 EXECUTIVE COMMITTEE MINUTES**

meetings would be held in February, May, September and November with two provisional meeting if needed to be held in March and June. The Board would also be informed that the Executive Committee would continue to meet monthly and that all members were welcome to attend. The Executive Committee would also be made the permanent “standing” nominating committee for vacant positions on the Board and Committee.

On a motion by Mr. Norris, seconded by Mr. Dixon, a vote was taken and the new Board of Directors meeting schedule was unanimously approved.

**VIII. Adjournment**

On a motion made and seconded, there being no further business, a motion was unanimously approved to adjourn the meeting at 9:25 a.m.



# SOLID WASTE AGENCY OF NORTHERN COOK COUNTY

2700 Patriot Boulevard, Suite 110

Glenview, IL 60026

(847) 724-9205

(847) 724-9605 fax

## EXECUTIVE COMMITTEE Meeting

Wednesday, December 22, 2004

8:30 a.m.

Glenview Transfer Station

3 Providence Drive

Glenview, Illinois

### I. Call To Order

Chairman Balling called the Meeting of the Executive Committee to order at 8:30 a.m. in the Solid Waste Agency of Northern Cook County Conference Room. A roll call attendance was taken.

#### Present

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
William Balling	Manager	Buffalo Grove
Nancy Canafax	President	Wilmette
William Dixon	Manager	Arlington Heights
James Norris	Manager	Hoffman Estates
Anthony Ruzicka	President	Glencoe

#### Absent

Timothy Corcoran	Trustee	Mount Prospect
Albert Rigoni	Manager	Skokie

#### Others in Attendance

Mary S. Allen, Recycling & Education Director  
C. Brooke Beal, Executive Director  
Julian D'Esposito, Counsel, Mayer, Brown, Rowe & Maw  
Steven A. Schilling, P.E., Assistant Executive Director  
George Van Dusen, Mayor, Village of Skokie

### II. Approval of Minutes

On a motion by Mr. Norris to approve the minutes, seconded by Mr. Dixon a vote was taken to approve the October 27, 2004 Meeting minutes and the motion was unanimously approved. Ms. Canafax abstained from the vote.



**December 22, 2004 EXECUTIVE COMMITTEE MINUTES**

**III. Financial Update**

Payment Request – Mr. Balling reviewed the December 2004 payment request. He explained that the payout for December totaled \$1,041,558.15. The total was comprised of the following: \$11,190.00 from the General Fund and \$1,030,368.15 from the Operations Fund.

On a motion by Mr. Ruzicka, seconded by Mr. Dixon, a vote was taken and the December 2004 payment request was approved by a roll call vote. There were no questions.

Draft FY2006 Proposed Annual Budget – Mr. Schilling reviewed the draft budget for the upcoming fiscal year starting May 1, 2005 through April 30, 2006. The draft budget was prepared by staff for the Executive Committee to review at the December meeting and approve at the January meeting in order to present it to the Board of Directors at the February meeting. He reviewed various changes in the budgeted line items.

Mr. Schilling stated that the Glenview Transfer Station, waste hauling and disposal represented the bulk of the Agency's budget. The Operations and Maintenance line item contained an escalation based on 80% of Chicago CPI. The draft budget also included on the transportation line item an escalation of Chicago Transportation Index of 6%. He stated that the Liability Insurance line item under Professional Services had a significant increase due to a change in insurance carriers, however there was a significant decrease in the Agency's umbrella policy under Administration.

The Agency's Administration expenses increased 4.06%, which was lower than the 4.77% growth committed tonnage to be delivered by the members. There was an increase in staff benefits due to an increase in health insurance costs, as well as the addition of a new employee and another employee adding family coverage to the plan. There was a 40% increase in office rent, however the square footage of Agency office space also increased dramatically. Increased data and phone services increased the IT/Communications line item 33.33%. Again, there was a dramatic increase in the Agency's umbrella policy as well as a decrease in Financial Services due to switching Agency trustees. There were two new line items in the Budget under Research and Development, the *Recycling Etc.* newsletter and the Shoe Recycling program. Due to the success of these programs these items were separated from other areas of the budget.

Mr. Schilling informed the Committee that the FY2006 O & M rate was proposed at \$52.00 per ton, an increase of \$2 per ton over FY2005, and the Fixed Cost was proposed at \$3.62 per ton.

**IV. Executive Session – None**



**December 22, 2004 EXECUTIVE COMMITTEE MINUTES**

- V. Glenview Transfer Station** – Mr. Schilling stated that the new computer system had been installed at the Glenview Transfer Station. The system was much faster and the software was easier to use.
- VI. Old Business** – None
- VII. New Business** – None
- VIII. Adjournment**

On a motion made and seconded, there being no further business, a motion was unanimously approved to adjourn the meeting at 9:34 a.m.



# SOLID WASTE AGENCY OF NORTHERN COOK COUNTY

2700 Patriot Boulevard, Suite 110

Glenview, IL 60026

(847) 724-9205

(847) 724-9605 fax

## EXECUTIVE COMMITTEE Meeting

Wednesday, January 26, 2005

8:30 a.m.

Glenview Transfer Station

3 Providence Drive

Glenview, Illinois

### I. Call To Order

Chairman Balling called the Meeting of the Executive Committee to order at 8:35 a.m. in the Solid Waste Agency of Northern Cook County Conference Room. A roll call attendance was taken.

#### Present

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
William Balling	Manager	Buffalo Grove
Nancy Canafax	President	Wilmette
Timothy Corcoran	Trustee	Mount Prospect
William Dixon	Manager	Arlington Heights
James Norris	Manager	Hoffman Estates
Albert Rigoni	Manager	Skokie

#### Absent

Anthony Ruzicka	President	Glencoe
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#### Others in Attendance

Mary S. Allen, Recycling & Education Director

C. Brooke Beal, Executive Director

Julian D'Esposito, Counsel, Mayer, Brown, Rowe & Maw

Elizabeth C. Gresham, Assistant to the Executive Director

Cameron Ruen, Administrative Assistant/Marketing Coordinator

Steven A. Schilling, P.E., Assistant Executive Director

### II. Approval of Minutes

On a motion by Ms. Canafax to approve the minutes, seconded by Mr. Dixon a vote was taken to approve the December 22, 2004 Meeting minutes and the motion was unanimously approved.



**January 26, 2005 EXECUTIVE COMMITTEE MINUTES**

**III. Financial Update**

Payment Request – Mr. Balling reviewed the January 2005 payment request. He explained that the payout for January totaled \$1,167,062.76. The total was comprised of the following: \$44,079.27 from the General Fund and \$1,122,983.49 from the Operations Fund.

On a motion by Mr. Rigoni, seconded by Mr. Dixon, a vote was taken and the January 2005 payment request was approved by a roll call vote. There were no questions.

Draft FY2006 Proposed Annual Budget – Mr. Schilling reviewed the draft budget for FY2006 with changes from the previous Executive Committee meeting. He addressed the specific issues addressed by the Committee at the December Executive Committee meeting. These issues were;

- Value-added benefits discussion is addressed in the introduction section.
- Employee benefits and a discussion on the Agency's new office space is discussed under the administrative section.
- Net cost savings for liability insurance coverages is discussed under the professional services subsection under Administration.
- Recycling Etc. was added as a new line item under "Research and Development".

Mr. Schilling stated that based on the budget expenditures and expected revenues the FY2006 O&M rate would be \$52.00 per ton and a Fixed Cost Charge of \$3.62 per ton. Staff stated that the budget numbers included the actual CPI numbers which were lower than originally anticipated. Mr. Rigoni asked that Staff propose a concept on leveling out the debt projection.

On a motion by Mr. Norris, seconded by Ms. Canafax, a vote was taken to present the FY2006 Annual Budget to the Board of Directors for final approval. A roll call vote was taken and the motion was unanimously approved. There were no further questions.

**IV. Executive Session – None**

**V. Glenview Transfer Station**

Toll Increase – Mr. Beal presented the financial impact of the Illinois State Toll Highway Authority's toll increase on the transportation of Agency waste to Pheasant Run landfill in Bristol, WI. The increase in tolls for the semi-trailers that haul the waste is 242%, from \$7.30 to \$25.00 per load. He stated that Groot believed that the toll increase is a "change in law" under the SWANCC/Groot contract and asked that the Agency pay the increase. The Agency's legal council has determined that the toll increase does not meet the threshold under the "change in law" provision. He explained that Staff met with Groot regarding the issue, however they requested that he present the issue to the Committee for consideration. Mr. Beal stated that Staff does not support Groot's request because this was a transportation issue, not a disposal issue and Groot could seek alternative roads to deliver waste to the Pheasant Run landfill.



**January 26, 2005 EXECUTIVE COMMITTEE MINUTES**

On a motion by Mr. Dixon, seconded by Mr. Rigoni, a vote was taken to uphold the Executive Director's decision regarding the contract and not approve the Agency paying the toll increase. A vote was taken and the motion was unanimously approved. There were no questions.

Des Plaines Land Sale – Mr. Beal informed the Committee that the Des Plaines land sale was back on track and should close by the end of the fiscal year.

**VI. Old Business** – None

**VII. New Business** – None

**VIII. Adjournment**

On a motion made and seconded, there being no further business, a motion was unanimously approved to adjourn the meeting at 9:33 a.m.



# SOLID WASTE AGENCY OF NORTHERN COOK COUNTY

2700 Patriot Boulevard, Suite 110

Glenview, IL 60026

(847) 724-9205

(847) 724-9605 fax

## EXECUTIVE COMMITTEE Meeting

Wednesday, April 27, 2005

8:30 a.m.

Glenview Transfer Station

3 Providence Drive

Glenview, Illinois

### I. Call To Order

Chairman Balling called the Meeting of the Executive Committee to order at 8:30 a.m. in the Solid Waste Agency of Northern Cook County Conference Room. A roll call attendance was taken.

#### Present

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
William Balling	Manager	Buffalo Grove
Nancy Canafax	President	Wilmette
Timothy Corcoran	Trustee	Mount Prospect
William Dixon	Manager	Arlington Heights
Albert Rigoni	Manager	Skokie
Anthony Ruzicka	President	Glencoe

#### Absent

James Norris	Manager	Hoffman Estates
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#### Others in Attendance

Mary S. Allen, Recycling & Education Director

C. Brooke Beal, Executive Director

Julian D'Esposito, Counsel, Mayer, Brown, Rowe & Maw

Elizabeth C. Gresham, Assistant to the Executive Director

Cameron Ruen, Administrative Assistant/Marketing Coordinator

Steven A. Schilling, P.E., Assistant Executive Director

### II. Approval of Minutes

On a motion by Ms. Canafax to approve the minutes, seconded by Mr. Dixon a vote was taken to approve the January 26, 2005 Meeting minutes and the motion was unanimously approved.



**April 27, 2005 EXECUTIVE COMMITTEE MINUTES**

**III. Financial Update**

Payment Request – Mr. Balling reviewed the April 2005 payment request. He explained that the payout for February totaled \$1,360,057.43. The total was comprised of the following: \$82,834.03 from the General Fund and \$1,277,223.40 from the Operations Fund.

On a motion by Mr. Corcoran, seconded by Mr. Dixon, a vote was taken and the April 2005 payment request was approved by a roll call vote. There were no questions.

Letter of Credit – Variable Rate Bonds – Mr. Beal informed the Committee that the Agency's Letter of Credit (LOC) with Northern Trust expired in July 2005 and that the current LOC needed to be extended or Northern Trust needed to be replaced as the provider. The Agency currently pays Northern Trust a rate of .675% to make prompt payments of interest to the bond holders of the Agency's Series 2002 variable rate bonds.

He stated that Staff has evaluated other major banks to provide the LOC and Northern Trust continued to have the best rates. He said that Staff, along with Speer Financial, recommended extending the current LOC with Northern Trust at a lower rate of .65%, a shorter term of three years and no recommitment fees.

On a motion by Mr. Rigoni, seconded by Ms. Canafax, a vote was taken to approve Staff's recommendation to extend the Agency's letter of Credit with Northern Trust. A roll call vote was taken and the motion was unanimously approved.

Mr. Ruzicka asked why the LOC was needed and Mr. D'Esposito responded that it was needed because of the variable rates of the bonds and it provided the liquidity to buy and sell bonds. There were no further questions.

**IV. Executive Session**

Upon a motion by Mr. Corcoran, seconded by Mr. Ruzicka, the Committee entered into executive session, after a unanimous roll call vote, at 8:36 a.m., to discuss personnel under Section 2 (c)(1) of the Open Meetings Act. Mr. Balling asked Staff to recuse themselves for this session.

The Committee reconvened in its regular session at 9:15 a.m.

**V. Glenview Transfer Station**

Mr. Beal and Mr. Schilling updated the Committee on the status of the water project. They stated that the project should be completed on the Friday following meeting. Mr. Beal stated that landscape waste had increased and the season was going well. He also noted that the Agency would be updating the GTS maintenance program for presentation at the next meeting.



**April 27, 2005 EXECUTIVE COMMITTEE MINUTES**

Mr. Balling asked about the status of the toll increase. Mr. Beal replied that Groot was using alternate routes and that they presently had the increase down to \$0.10 - \$0.20 per round trip.

**VI. Old Business – None**

**VII. New Business**

Nominations for Agency Officers and Executive Committee Members – Mr. Balling asked that the Committee consider reappointing the Agency Officers: Chairman, Mayor George Van Dusen of Skokie; Vice-Chairman, Trustee Timothy Corcoran of Mount Prospect; and Secretary/Treasurer, Manager William Balling of Buffalo Grove.

On a motion by Mr. Ruzicka, seconded by Mr. Dixon, a vote was taken and the current Agency officers were reappointed. A vote was taken and the motion was unanimously approved.

Mr. Balling also recommended for the terms expiring on April 30, 2005 the following appointments and reappointments: Manager William Balling of Buffalo Grove; Manager Mike Earl of Wilmette; Manager Albert Rigoni of Skokie; and Mayor Rodney Pace of Prospect Heights.

On a motion by Ms. Canafax, seconded by Mr. Ruzicka, a vote was taken and the recommended Executive Committee members were appointed and reappointed. A vote was taken and the motion was unanimously approved.

Mr. Balling also noted that there was a contingent recommendation to accept Mayor Kerry Cummings of Glenview to replace the remaining seat on the Committee if she accepted the appointment.

Village of Wheeling Waste Deliveries – Mr. Beal informed the Committee that the Village of Wheeling implemented a commercial waste franchise with Waste Management as the contractor. In early January, Wheeling's multi-family waste decreased. After tracking the waste through February, Staff concluded that Waste Management was not delivering Wheeling's multi family waste the GTS. It was estimated that they did not bring about 744 tons in January, February and March. Staff had a meeting with Wheeling and Waste Management, who wanted to resolve the matter and immediately began to deliver the waste to the GTS once again.

The Agency estimated that the amount of non-delivered waste to the Agency was 744.25 tons (6% of Wheeling's residential waste) and the lost revenue to the Agency from the waste was \$39,808.60 (744.25 x \$53.49). Also note that SWANCC did not incur any charges for the lost revenue since the Agency members as a whole will over deliver to the Agency.



**April 27, 2005 EXECUTIVE COMMITTEE MINUTES**

This non-delivery of waste occurred once before in FY97 when the City of Evanston delivered a portion (20%) of its waste to a private sector transfer station. The resolution was that the City returned its rebate under the true-up to the Agency, thus paying for the costs (tipping fee plus debt service) of the non-delivered waste.

Staff asked that the issue be presented to the Board and recommended that the Village of Wheeling remit to SWANCC the lost revenue from the non-delivered tonnage to the Agency in four equal monthly payments in conjunction with FY2005 true-up payments.

Bottle Bill – Mr. Beal informed the Committee of the “Bottle Bill” being proposed by Lt. Governor Pat Quinn, which would require a deposit for bottles and cans. He stated that the “Bottle Bill” would increase the cost of curbside recycling programs that are already in place because it would take out the valuable commodities that would normally be placed in the bins. Mr. Beal recommended that this matter be presented to the Board of Directors at the May meeting.

Mr. Beal also noted that the spring edition of the Recycling Etc. newsletter was distributed. He stated that the Mercury Thermometer Exchange program was going well and many residents were utilizing the program.

Mr. Balling and Mr. Beal thanked President Canafax and President Ruzicka for their service on the Executive Committee.

**VIII. Adjournment**

On a motion made and seconded, there being no further business, a motion was unanimously approved to adjourn the meeting at 9:40 a.m.