



Executive Committee Meeting

Wednesday, June 25, 2008

8:30 a.m.

**The Glen Club
2901 West Lake Avenue
Glenview, Illinois**

I. Call To Order

Chairman Williams called the Meeting of the Executive Committee to order at 8:37 a.m. in the Pickwick Room at The Glen Club. A roll call attendance was taken.

Present

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
Timothy Corcoran (via phone)	Trustee	Mount Prospect
Mike Earl	Manager	Wilmette
Debby Karton	Trustee	Glenview
James Norris	Manager	Hoffman Estates
Louella Preston	Trustee	Niles
Douglas Williams	Manager	Winnetka

Absent

Albert Rigoni	Manager	Skokie
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Others in Attendance

Mary S. Allen, Recycling & Education Director
 C. Brooke Beal, Executive Director
 Julian D’Esposito, Agency Counsel, Mayer Brown LLP
 Cameron Ruen, Graphic Designer
 Steven A. Schilling, Assistant Executive Director
 Elizabeth C. Start, Assistant to the Executive Director
 George Van Dusen, Chairman of the Board of Directors
 Christine Bajor, Village of Wheeling

II. Approval of Minutes

On a motion by Ms. Preston to approve the April 23, 2008 minutes, seconded by Ms. Karton, a roll call vote was taken and the minutes were approved.

On a motion by Ms. Karton, seconded by Ms. Preston, to approve the April 23, 2008 Executive Session minutes, a vote was taken and the minutes were approved.



June 25, 2008 Executive Committee Minutes

III. Financial Update

Payment Request – Mr. Beal reviewed the June payment request. The total of \$1,843,449.06 was comprised of the following: \$16,498.75 from the General Fund, \$12,009.45 from the 2008 Cost of Issuance and \$1,843,449.06 from the Operations Fund. Mr. Beal informed the Committee that this payment request included legal fees for the sale of land to Mount Prospect and Prospect Heights, fees for the cost of issuance and the final payment to Camosy for the GTS conversion. There were no questions.

Mr. Schilling discussed the completion of the conversion of the GTS to a top-load facility. He said that all of the major tasks were completed, the Village of Glenview had inspected the facility and the transfer station was running at full capacity. Mr. Schilling noted that 10% of the final payment to Camosy would be withheld until all tasks were completed and a warranty was issued. He also noted that although \$1,786,884 was budgeted for the conversion, the Agency completed the project \$319,158 under budget, including all change orders, for the actual cost of \$1,467,726. Chairman Williams noted that the actual cost did not include the profit from the sale of the balers; therefore the actual cost was about one million dollars. Board Chairman Van Dusen asked staff to provide a memo for the Board of Directors showing the cost savings. Ms. Karton asked that the Agency research alternate energy sources with the additional revenue. Staff would bring the information to a later meeting.

Mr. Earl made a motion, which was seconded by Mr. Norris and the June 2008 payment request was unanimously approved by a roll call vote.

IV. Executive Session

Personnel – Upon a motion by Ms. Preston, seconded by Ms. Karton, the Committee entered into executive session, after a unanimous roll call vote, at 8:54 a.m., to discuss personnel under Section 2 (c)(1) of the Open Meetings Act. Chairman Williams asked Staff except Mr. Beal to recuse themselves for this session.

The Committee reconvened in its regular session at 9:31 a.m.

V. Glenview Transfer Station (GTS)

GTS Top-Load Conversion Completion – Discussed during presentation of Payment Request.

On a motion by Mr. Earl to approve the final price of the GTS conversion, seconded by Ms. Karton, a roll call vote was taken and the motion was approved.



June 25, 2008 Executive Committee Minutes

VI. Old Business

VII. New Business

Matters Arising Out of Executive Session – None

Prevailing Wage Act – Resolution 2009-02 – Mr. Earl made a motion, and Ms. Preston seconded, to recommend adoption of the Prevailing Wage Act Resolution 2009-02. A roll call vote was taken and the motion was approved.

Republic/Allied Merger – Mr. Beal informed the Committee that Republic Waste had planned to merge with Allied Waste. Although the merger would not cause decreased competition in the collection market or transfer station market in the SWANCC region, there could be an anticompetitive effect in the disposal market. The Department of Justice has in the past considered a disposal market non-competitive if a single company holds over 40% of the disposal capacity in a market. Staff would present the matter at the next meeting after further research.

Emerald Ash Borer Update – Ms. Preston asked staff to provide a brief update on the Emerald Ash Borer issue. Mr. Beal said that although the quarantine zone had been expanded, there was still reduced compost facility capacity in the area. He said that this would affect the City of Chicago since it sends all of its compost to facilities in Indiana.

VIII. Adjournment

On a motion by Mr. Earl and seconded by Mr. Norris, there being no further business, a motion was unanimously approved to adjourn the meeting at 9:48 a.m.



June 25, 2008 Executive Committee Minutes

MOTION TO APPROVE THE JUNE 2008 PAYMENT REQUEST

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Tim Corcoran		Albert Rigoni
Michael Earl		
Debby Karton		
James Norris		
Louella Preston		
Douglas Williams		

MOTION TO ENTER INTO EXECUTIVE SESSION

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Tim Corcoran		Albert Rigoni
Michael Earl		
Debby Karton		
James Norris		
Louella Preston		
Douglas Williams		

MOTION TO APPROVE THE FINAL COST OF THE GTS CONSTRUCTION

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Tim Corcoran		Albert Rigoni
Michael Earl		
Debby Karton		
James Norris		
Louella Preston		
Douglas Williams		

MOTION TO APPROVE THE PREVAILING WAGE ACT – RESOLUTION 2009-02

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Michael Earl	Tim Corcoran	Albert Rigoni
Debby Karton		
James Norris		
Louella Preston		
Douglas Williams		

Material included in the Executive Committee packet for June 25, 2008:

- . April 23, 2008 Meeting Minutes*
- . April 23, 2008 Executive Session Minutes*
- . June Payment Request memo dated June 19, 2008*
- . SWANCC Staff Benefits memo dated June 25, 2008*
- . Prevailing Wage Act memo and Resolution 2009-02 dated June 19, 2008*
- Handouts: GTS Modifications Budget Spreadsheet*



Executive Committee Meeting

Wednesday, July 23, 2008

8:30 a.m.

**The Glen Club
2901 West Lake Avenue
Glenview, Illinois**

I. Call To Order

Chairman Williams called the Meeting of the Executive Committee to order at 8:38 a.m. in the Pickwick Room at The Glen Club. A roll call attendance was taken.

Present

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
Mike Earl	Manager	Wilmette
Louella Preston	Trustee	Niles
Albert Rigoni	Manager	Skokie
Douglas Williams	Manager	Winnetka

Absent

Timothy Corcoran	Trustee	Mount Prospect
Debby Karton	Trustee	Glenview
James Norris	Manager	Hoffman Estates

Others in Attendance

Mary S. Allen, Recycling & Education Director
 C. Brooke Beal, Executive Director
 Julian D’Esposito, Agency Counsel, Mayer Brown LLP
 Cameron Ruen, Graphic Designer
 Steven A. Schilling, Assistant Executive Director
 Elizabeth C. Start, Assistant to the Executive Director
 George Van Dusen, Chairman of the Board of Directors
 Christine Bajor, Village of Wheeling

II. Approval of Minutes

On a motion by Ms. Preston to approve the June 25, 2008 minutes, seconded by Mr. Earl, a roll call vote was taken and the minutes were approved.

On a motion by Ms. Preston, seconded by Mr. Earl, to approve the June 25, 2008 Executive Session minutes, a vote was taken and the minutes were approved.



July 23, 2008 Executive Committee Minutes

III. Financial Update

Payment Request – Mr. Beal reviewed the July payment request. The total of \$1,095,958.76 was comprised of the following: \$8,018.43 from the General Fund and \$1,087,940.33 from the Operations Fund. Mr. Beal noted that the Shaw invoice was included in the final cost of the GTS conversion presented at the prior meeting. He also said that Camosy still had two work items outstanding: painting an overhead beam and providing a warranty book. There were no questions.

Mr. Earl made a motion, which was seconded by Mr. Rigoni and the July 2008 payment request was unanimously approved by a roll call vote.

IV. Glenview Transfer Station (GTS)

Mr. Beal noted that everything was operating well at the transfer station.

V. Old Business

Republic Waste/Allied Waste Merger – Mr. D’Esposito recused himself for the discussion of this matter. Mr. Beal informed the Committee that Waste Management had offered to buy Republic Waste in an effort to thwart the merger of Republic and Allied.

From a collection standpoint, this merger would not be a problem since Allied Waste sold most of its assets in northern Cook County to Groot Recycling and Waste. The potential problem would be with the disposal assets of the merged companies, which with the merger of Allied and Republic would cause an anti-competitive market share. Mr. Beal said that staff would like to work with other local governments to prepare comments to submit to the Department of Justice. He noted that the Agency had worked with SWALCO, DuPage County and West Cook County in the past and would like to include the City of Chicago as well. The comments would state that the Department of Justice should not allow the divestiture of specific landfills, but the divestiture of a certain amount of cubic yards of landfill space.

On a motion by Mr. Rigoni and seconded by Mr. Earl, the Committee voted to authorize staff to prepare comments regarding the non-competitive landfill market that the Republic/Allied merger would cause. The motion was unanimously approved.

Since the Agency’s legal counsel, Mayer Brown, was involved in the merger, Ms. Preston asked about new counsel for legal advice. Mr. Beal stated that since this was mainly a technical issue that legal advice was not needed at this time.



July 23, 2008 Executive Committee Minutes

VI. New Business

ISO 9000 and ISO 14000 Certification – Mr. Schilling informed the Committee that in order to provide members with an additional level of comfort environmentally at the GTS, staff was investigating the International Organization for Standardization (ISO) for certifications. He noted that the certifications helped reduce insurance rates and environmental audits. Staff recommended that the Agency work with a certification company, which would cost about \$30,000 and would take four months to complete certification. The ISO certifications would require an audit every two years and would cost \$4,000 per year.

Mr. Rigoni stated that this matter should be presented with the budget for the following year. Mr. Van Dusen said that the Agency would have a great advantage in leading the industry in how things should be done environmentally. Mr. Earl asked that the insurance reduction for the certification be shown during the budget process as well.

VII. Executive Session

Personnel – Upon a motion by Ms. Preston, seconded by Mr. Rigoni, the Committee entered into executive session, after a unanimous roll call vote, at 9:15 a.m., to discuss personnel under Section 2 (c)(1) of the Open Meetings Act. Chairman Williams asked Staff to recuse themselves for this session.

The Committee reconvened in its regular session at 9:45 a.m.

VIII. Adjournment

On a motion by Mr. Rigoni and seconded by Mr. Williams, there being no further business, a motion was unanimously approved to adjourn the meeting at 9:48 a.m.



July 23, 2008 Executive Committee Minutes

MOTION TO APPROVE THE JULY 2008 PAYMENT REQUEST

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Michael Earl		Tim Corcoran
Louella Preston		Debby Karton
Albert Rigoni		James Norris
Douglas Williams		

MOTION TO ENTER INTO EXECUTIVE SESSION

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Michael Earl		Tim Corcoran
Louella Preston		Debby Karton
Albert Rigoni		James Norris
Douglas Williams		

Material included in the Executive Committee packet for July 23, 2008:

- . June 25, 2008 Meeting Minutes*
- . June 25, 2008 Executive Session Minutes*
- . July Payment Request memo dated July 17, 2008*
- . Republic/Allied Waste Merger memo dated July 16, 2008*
- . ISO 9000 and ISO 14000 Certification memo dated July 17, 2008*

Handouts: None



Executive Committee Meeting

Wednesday, August 27, 2008

8:30 a.m.

**The Glen Club
2901 West Lake Avenue
Glenview, Illinois**

I. Call To Order

Chairman Williams called the Meeting of the Executive Committee to order at 8:30 a.m. in the Pickwick Room at The Glen Club. A roll call attendance was taken.

Present

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
Timothy Corcoran (via phone)	Trustee	Mount Prospect
Mike Earl	Manager	Wilmette
Debby Karton	Trustee	Glenview
James Norris (via phone)	Manager	Hoffman Estates
Louella Preston	Trustee	Niles
Albert Rigoni	Manager	Skokie
Douglas Williams	Manager	Winnetka

Absent

None

Others in Attendance

- Mary S. Allen, Recycling & Education Director
- C. Brooke Beal, Executive Director
- Julian D’Esposito, Agency Counsel, Mayer Brown LLP
- Cameron Ruen, Graphic Designer
- Steven A. Schilling, Assistant Executive Director
- Elizabeth C. Start, Assistant to the Executive Director
- George Van Dusen, Chairman of the Board of Directors
- Christine Bajor, Village of Wheeling

II. Approval of Minutes

On a motion by Ms. Preston to approve the July 23, 2008 minutes, seconded by Mr. Earl, a roll call vote was taken and the minutes were approved.

On a motion by Ms. Preston, seconded by Mr. Earl, to approve the July 23, 2008 Executive Session minutes, a vote was taken and the minutes were approved.



August 27, 2008 Executive Committee Minutes

III. Financial Update

Payment Request – Mr. Beal reviewed the August payment request. The total of \$1,169,971.53 was comprised of the following: \$11,082.75 from the General Fund, \$20,000.00 from the Cost of Issuance Fund and \$1,138,888.78 from the Operations Fund. Mr. Beal noted that the payments were standard and that a payment for the CFL recycling program and the last cost of issuance payment were included. Ms. Karton asked about the statistics of the CFL recycling program and Mr. Beal responded that the information would be provided at the Board meeting. There were no further questions.

Mr. Norris made a motion, which was seconded by Ms. Karton, and the August 2008 payment request was unanimously approved by a roll call vote.

IV. Executive Session

Personnel and Real Estate Disposition – Upon a motion by Mr. Earl, seconded by Ms. Preston, 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 and real estate disposition under Section 2 (c)(6) of the Open Meetings Act. Chairman Williams asked Staff to recuse themselves for this session.

Staff returned to Executive Session at 9:12 a.m. Mr. Corcoran left the meeting at 9:13 a.m. On a motion by Mr. Earl and seconded by Ms. Karton, the Committee held a roll call vote to reconvene to its regular session at 9:19 a.m.

V. Glenview Transfer Station (GTS)

Mr. Beal noted that everything was operating well at the transfer station and that Camosy had completed the final project at the facility and would be delivering the warranty book. He stated that due to the heat and the dust, the Committee should wait until the October meeting to meet at the GTS.

VI. Old Business

Republic Waste/Allied Waste Merger – Mr. Beal and Mr. Schilling had met with the Department of Justice (DOJ) regarding the comments regarding disallowing the divestiture of landfills with the Republic/Allied Merger. Mr. Beal said that a revised memo would be circulated to the Board of Directors.



August 27, 2008 Executive Committee Minutes

VII. New Business

Matters Arising Out of Executive Session – On a motion by Ms. Preston and seconded by Mr. Rigoni, the Executive Committee held a roll call vote to recommend to the Board of Directors that the Agency sell Lot 3 to the Village of Mount Prospect for \$38,761 per buildable acre.

Recycling Incentive Program Update – Mr. Beal informed the Committee that the Recycling Incentive Program (RIP) was going very well and that recycling tonnage was consistent. He noted that within the first three months of the program that 80% of the amount budgeted had been earned. He reviewed that the Agency would split the revenue 50/50 with Groot for tonnages under 64,000 and if the tonnage was over the Agency would receive the first \$17.50 per ton, then split the balance of the revenue 50/50. Staff estimates that the revenue by the end of the fiscal year will be over one million dollars. Mr. Earl asked how the 20% contribution with a cap of \$100,000 to SWANCC was decided and Mr. Beal replied that it was an annual budget decision.

2008/09 Insurance Proposal – Mr. Schilling told the Committee that the Agency was working with an insurance consultant because of the conversion of the transfer station and the aggressive insurance market. He stated that the base insurance cost was \$55,335 and the pollution coverage that was in place because of the balers could be dropped for a possible savings of \$8,000 to \$12,000. The consultant was still waiting on one more bid from Liberty Insurance, but the cost would not exceed \$55,335.

On a motion by Mr. Rigoni and seconded by Mr. Earl, the Executive Committee voted to delegate the authority to finalize the program to the Executive Director with the condition that the total premium not to exceed \$55,335. A roll call vote was taken the motion passed.

Electronic Event Contractor Recommendation – Mr. Beal said that the Agency and Motorola were going to partner for the ninth year for a computer and electronics recycling event. Due to funding issues from Motorola, a large portion of the event was being sponsored through the Motorola Foundation, who had to submit payment to the Northwest Municipal Conference because it was a 501-C3 non-profit organization. The conference in turn would submit a payment to SWANCC to cover the cost of the event. Mr. Beal noted that future needs for this event needed to be reassessed.

The Agency received two proposals for the event, from Supply Chain Services (SSI) and Environmental Computer Associates (ECA). Although, ECA's bid was slightly lower than SSI, ECA lacked experience, manpower and infrastructure to handle or process the large quantity of electronics generated at these events. Staff recommended that SSI be awarded the contract for the event.

On a motion by Ms. Preston and seconded by Ms. Karton, the Executive Committee voted via roll call vote to award the contract for the October 11, 2008 electronics recycling event to SSI with a cap of \$42,000. The vote was unanimously approved.



August 27, 2008 Executive Committee Minutes

Mr. Beal also noted that the pre-proposal meeting for the School District Joint Purchasing program was being held after the Executive Committee meeting. He also noted that the current waste hauler union agreement expired on September 30th. Waste Management had chosen not to negotiate with the other haulers, but staff would monitor the situation and bring and necessary strike recommendations to the September Executive Committee meeting.

VIII. Adjournment

On a motion by Mr. Rigoni and seconded by Ms. Karton, there being no further business, a motion was unanimously approved to adjourn the meeting at 9:50 a.m.



August 27, 2008 Executive Committee Minutes

MOTION TO APPROVE THE AUGUST 2008 PAYMENT REQUEST

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Michael Earl		
Louella Preston		
Albert Rigoni		
Douglas Williams		
Tim Corcoran		
Debby Karton		
James Norris		

MOTION TO ENTER INTO EXECUTIVE SESSION

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Michael Earl		
Louella Preston		
Albert Rigoni		
Douglas Williams		
Tim Corcoran		
Debby Karton		
James Norris		

MOTION TO END EXECUTIVE SESSION

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Michael Earl		Tim Corcoran
Louella Preston		
Albert Rigoni		
Douglas Williams		
Debby Karton		
James Norris		

MOTION TO RECOMMEND THE SALE OF LOT 3 TO THE BOARD OF DIRECTORS

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Michael Earl		Tim Corcoran
Louella Preston		
Albert Rigoni		
Douglas Williams		
Debby Karton		
James Norris		



August 27, 2008 Executive Committee Minutes

**MOTION TO RECOMMEND DELGATE FINAL APPROVAL OF INSURANCE
PROPOSAL TO THE EXECUTIVE DIRECTOR**

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Michael Earl		Tim Corcoran
Louella Preston		
Albert Rigoni		
Douglas Williams		
Debby Karton		
James Norris		

MOTION TO AWARD ELECTRONICS RECYCLING EVENT CONTRACT TO SSI

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Michael Earl		Tim Corcoran
Louella Preston		
Albert Rigoni		
Douglas Williams		
Debby Karton		
James Norris		

Material included in the Executive Committee packet for August 27, 2008:

- . July 23, 2008 Meeting Minutes*
 - . July 23, 2008 Executive Session Minutes*
 - . August Payment Request memo dated August 21, 2008*
 - . Mount Prospect Land Sale memo dated August 22, 2008*
 - . SWANCC 2008/2009 Insurance Program memo dated August 25, 2008*
 - . Electronics Event Contractor Recommendation memo date August 25, 2008*
- Handouts: Recycling Incentive Program Charts*



Executive Committee Meeting

Wednesday, September 24, 2008

8:30 a.m.

**The Glen Club
2901 West Lake Avenue
Glenview, Illinois**

I. Call To Order

Chairman Williams called the Meeting of the Executive Committee to order at 8:30 a.m. in the Pickwick Room at The Glen Club. A roll call attendance was taken.

Present

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
Timothy Corcoran	Trustee	Mount Prospect
Mike Earl	Manager	Wilmette
Debby Karton	Trustee	Glenview
Louella Preston	Trustee	Niles
Douglas Williams	Manager	Winnetka

Absent

James Norris	Manager	Hoffman Estates
Albert Rigoni	Manager	Skokie

Others in Attendance

C. Brooke Beal, Executive Director
Julian D’Esposito, Agency Counsel, Mayer Brown LLP
Jody Gauthier, Wolf and Company
Steven A. Schilling, Assistant Executive Director
Elizabeth C. Start, Assistant to the Executive Director

II. Approval of Minutes

On a motion by Ms. Preston to approve the August 27, 2008 minutes, seconded by Ms. Karton, a roll call vote was taken and the minutes were approved.

On a motion by Ms. Preston, seconded by Mr. Earl, to approve the August 27, 2008 Executive Session minutes, a vote was taken and the minutes were approved.



September 24, 2008 Executive Committee Minutes

III. Financial Update

Payment Request – Mr. Beal reviewed the September payment request. The total of \$1,117,790.18 was comprised of the following: \$8,000.00 from the General Fund and \$1,109,790.18 from the Operations Fund. There were no questions.

Mr. Corcoran made a motion, which was seconded by Ms. Karton, and the September 2008 payment request was unanimously approved by a roll call vote.

FY2008 Member True-Up – Mr. Beal reviewed the FY2008 True-Up. He stated that 266,844.72 tons of member waste was received during FY2008, about 8,000 tons less than the committed tonnage. He noted that three years ago the Board of Directors decided to use the Agency's excess reserves to subsidize the debt service costs, and FY2008 was the last year of the subsidy.

Mr. Beal said that the under delivery of waste resulted in a negative true-up of \$474,669.44. The true-up credits and debits would be applied in four monthly installments beginning with the November invoice (for December services).

A motion was made by Mr. Corcoran, seconded by Mr. Earl, to recommend the FY2008 True-Up to the Board of Directors. A roll call vote was taken and the motion was unanimously approved.

FY2008 Annual Audit – Mr. Beal introduced Ms. Jody Gauthier of Wolf and Company. Ms. Gauthier summarized SWANCC's FY2008 audit. She noted that due to the construction at the transfer station and the sale of the baling equipment there were a few changes in this audit. Ms. Preston suggested that a brief explanation or footnote be given regarding the sale of the balers. Mr. Beal and Ms. Gauthier stated that the explanation would be added to the Management's Discussion and Analysis. There were no other questions.

On a motion by Mr. Corcoran and seconded by Ms. Preston, the FY2008 Audit was approved pending changes regarding the equipment write down, collateralization on page 15 and the Groot Contract information. A roll call vote was taken and the motion was approved.

IV. Executive Session – None

V. Glenview Transfer Station (GTS) – None

VI. Old Business

Waste Hauler Labor Issues – Mr. Beal updated the Committee on the status of the waste hauler labor issues because the Teamsters Local 731 contract with the solid waste companies expired at the end of



September 24, 2008 Executive Committee Minutes

the month. Waste Management settled their contract with the Teamsters. Agency staff expected the other contracts to be settled on time.

VII. New Business

Matters Arising Out of Executive Session – None

Prescription Drug Disposal Program – Mr. Beal informed the Committee that the Prescription Drug/Sharps Disposal program that the Agency had conducted over the last year had been a success, however the Drug Enforcement Agency (DEA) informed the Agency that the protocol for the collection of prescription drugs violated DEA regulations.

Staff recommended that member communities participating in the program no longer accept controlled substances. SWANCC would send out a screening procedure and a list of the controlled substances that should not be collected.

Nominating Committee for Agency Officer and Executive Committee Appointment – Chairman Williams deferred this agenda item until the next meeting.

SWANCC Office Lease – Mr. Beal told the Committee that the Agency's current office lease was set to expire in August 2009. SWANCC was going to begin looking at larger office spaces, however a larger office suite became available in the current building. The space is much bigger, but the additional space will be needed in the next few years. The new space has a very large meeting area and SWANCC would be able to internalize the costs of meetings. The management company would also allow the Agency to keep the current suite number, therefore it would not be necessary to print new letterhead, business cards, brochures, etc. The cost of the current office is \$2,628.54 and the cost of the larger space would be \$5,043.96, both with the same cost of \$15.50 per square foot.

Mr. Corcoran made a motion and Ms. Preston seconded to approve the new lease for a larger office space for SWANCC. A roll call vote was taken and the motion was approved.

Mr. Williams expressed the Agency's appreciation to Mr. Corcoran who was stepping down from the Executive Committee and Board of Directors. Mr. Beal presented a plaque with Board Resolution 2009-01 to Mr. Corcoran.

VIII. Adjournment

On a motion by Mr. Williams and seconded by Ms. Karton, there being no further business, a motion was unanimously approved to adjourn the meeting at 8:49 a.m.



September 24, 2008 Executive Committee Minutes

MOTION TO APPROVE THE SEPTEMBER 2008 PAYMENT REQUEST

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Michael Earl		James Norris
Tim Corcoran		Albert Rigoni
Debby Karton		
Louella Preston		
Douglas Williams		

RECOMMEND THE FY2008 TRUE-UP TO THE BOARD OF DIRECTORS

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Michael Earl		James Norris
Tim Corcoran		Albert Rigoni
Debby Karton		
Louella Preston		
Douglas Williams		

MOTION TO APPROVE THE FY2008 ANNUAL AUDIT WITH CHANGES

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Michael Earl		James Norris
Tim Corcoran		Albert Rigoni
Debby Karton		
Louella Preston		
Douglas Williams		

MOTION TO APPROVE THE LEASE OF LARGER OFFICE SPACE

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Michael Earl		James Norris
Tim Corcoran		Albert Rigoni
Debby Karton		
Louella Preston		
Douglas Williams		

Material included in the Executive Committee packet for September 24, 2008:

- . *August 27, 2008 Meeting Minutes*
- . *August 27, 2008 Executive Session Minutes*
- . *September Payment Request memo dated September 18, 2008*
- . *FY2008 Member True-Up memo dated September 17, 2008*
- . *FY2008 Annual Audit memo dated September 18, 2008*
- . *Draft FY2008 Audit*
- . *Prescription Drug/Sharps Collection Program memo dated September 19, 2008*
- . *Nominating Committee memo dated September 17, 2008*
- . *SWANCC Office Space Lease memo date September 17, 2008*

Handouts: None



Executive Committee Meeting

**AMENDED MINUTES
Wednesday, December 17, 2008
8:30 a.m.**

**The Glen Club
2901 West Lake Avenue
Glenview, Illinois**

I. Call To Order

Chairman Williams called the Meeting of the Executive Committee to order at 8:48 a.m. in the Pickwick Room at The Glen Club. A roll call attendance was taken.

Present

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
Debby Karton	Trustee	Glenview
Louella Preston	Trustee	Niles
Douglas Williams	Manager	Winnetka
James Norris(via phone)	Manager	Hoffman Estates
Albert Rigoni	Manager	Skokie

Absent

None

Others in Attendance

C. Brooke Beal, Executive Director
Steven A. Schilling, Assistant Executive Director
Elizabeth C. Start, Assistant to the Executive Director
Cameron Ruen, Marketing Coordinator

II. Approval of Minutes

On a motion by Ms. Karton to approve the September 24, 2008 minutes, seconded by Ms. Preston, a roll call vote was taken and the minutes were approved.

III. Financial Update

Payment Request – Mr. Beal reviewed the December payment request. The total of \$1,052,588.89 was comprised of the following: \$7,283.00 from the General Fund and \$1,045,305.89 from the Operations Fund. There were no questions.



December 17, 2008 Executive Committee Minutes

Mr. Rigoni made a motion, which was seconded by Ms. Preston, and the December 2008 payment request was unanimously approved by a roll call vote.

FY2010 Budget Development – Mr. Beal reviewed the FY2010 Budget worksheet. He noted that tonnage had decreased which was attributed to both an increase in recycling and the economy slowing down. He stated that the projected Operating and Maintenance tipping fee for FY2010 was \$50.81, a decrease from the FY2009 budget. The projected tipping fee was higher than the three-year budget previously projected, due to rent, utilities, new pilot programs as well as recommended services to be undertaken in the upcoming fiscal year. A \$4.00 per ton landfill tipping fee reduction was also included in the upcoming fiscal year. Mr. Beal said that the Agency was exploring the option of a matching contribution voluntary program for its employees, which was shown as a placeholder in the FY2010 Budget. Other placeholders included the ISO 9000/14000 Certification, Motorola Computer and Electronics Recycling Event, Latex Paint Recycling Program, Locker Clean-Out Bags, Fall *Recycling Etc.* newsletter and Cart Washing Program. Mr. Beal noted that the majority of the Rolling Meadows Transfer Station host fee had been taken out of the budget as it has reached the 10 year term limit. The committee discussed the Agency's reserves and whether they could be used for the special recycling programs, one-time expenses or reducing the tipping fee. The committee asked that Staff come back with a memo outlining the benefits of the areas in question, as well as a comparison to the Solid Waste Agency of Lake County.

IV. Executive Session – None

V. Glenview Transfer Station (GTS) – None

VI. Old Business – None

VII. New Business

Matters Arising Out of Executive Session – None

VIII. Adjournment

On a motion by Mr. Norris and seconded by Mr. Rigoni, there being no further business, a motion was unanimously approved to adjourn the meeting at 9:49 a.m.



December 17, 2008 Executive Committee Minutes

MOTION TO APPROVE THE DECEMBER 2008 PAYMENT REQUEST

AYES

NAYS

ABSENT

James Norris
Albert Rigoni
Debby Karton
Louella Preston
Douglas Williams

Material included in the Executive Committee packet for December 17, 2008:

- . September 24, 2008 Meeting Minutes*
- . December Payment Request memo dated December 16, 2008*
- . FY2010 Annual Budget Development memo dated December 12, 2008*

Handouts: FY2010 Budget Worksheet



Executive Committee Meeting

Wednesday, January 28, 2009

8:30 a.m.

**Solid Waste Agency of Northern Cook County
2700 Patriot Boulevard, Suite 110
Glenview, Illinois**

I. Call To Order

Chairman Williams called the Meeting of the Executive Committee to order at 8:40 a.m. in the Conference Room at the Solid Waste Agency of Northern Cook County. A roll call attendance was taken.

Present

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
Debby Karton	Trustee	Glenview
Louella Preston	Trustee	Niles
Douglas Williams	Manager	Winnetka
James Norris(via phone)	Manager	Hoffman Estates
Albert Rigoni	Manager	Skokie

Absent

None

Others in Attendance

- Mary S. Allen, Recycling & Education Director
- C. Brooke Beal, Executive Director
- Georgianne Brunner, Trustee, Village of Morton Grove
- Julian D’Esposito, Agency Counsel, Mayer Brown LLP
- Steven A. Schilling, Assistant Executive Director
- Elizabeth C. Start, Assistant to the Executive Director
- Cameron Ruen, Marketing Coordinator
- George Van Dusen, Mayor, Village of Skokie

II. Approval of Minutes

On a motion by Ms. Preston to approve the December 17, 2008 minutes, seconded by Mr. Rigoni, a roll call vote was taken and the minutes were approved. Mr. D’Esposito noted that he was not in attendance at the meeting and should be removed from the attendance list.



January 28, 2009 Executive Committee Minutes

III. Financial Update

Payment Request – Mr. Beal reviewed the January payment request. The total of \$1,185,149.90 was comprised of the following: \$8,128.72 from the General Fund and \$1,177,021.18 from the Operations Fund. There were no questions.

Mr. Norris made a motion, which was seconded by Ms. Preston, and the January 2009 payment request was unanimously approved by a roll call vote.

FY2010 Budget Development – Mr. Beal reviewed the worksheet for the FY2010 Budget and noted changes that were made based on discussion at the previous meeting. The changes included phasing in the employee benefit plan over three years instead of one year, a \$26,000 reduction in personnel costs and reduction in legal fees by \$20,000.

He also reviewed the program and education budgets. The *At Home Electronics Recycling Program* budget had been reduced and the one-day electronics collection budget had been eliminated. The budget for the *Sharps/Prescription Drug Disposal Program* remained the same as well as the *Document Destruction Events* budget. The budget for the *Latex Paint Recycling Program* was reduced by \$20,000 and staff was working on restructuring the program to make it more cost effective. Mr. Beal noted that the Locker Cleanout Bags, Eco-Fashion Show and conference sponsorship line items had also been removed from the budget. One new item that had been added to the FY2010 budget was “Sustainability” in the amount of \$10,000. After reevaluation, staff lowered the amount to \$2,000.

At the request of the Executive Committee, staff compared SWANCC to the Solid Waste Agency of Lake County (SWALCO) and found that overall SWANCC’s costs were less per capita. While SWANCC’s award-winning educational program costs are higher, SWALCO spends more on office and professional services. SWALCO’s personnel costs are also higher.

The Committee discussed the various budget items and asked Mr. Beal what items he would put back in the budget if he had additional funds. He replied that the programs he would fund would be the ISO 9000 certification, *At Home* and sustainability. Ms. Karton suggested that funds be returned to the e-waste programs and the Committee decided that the \$15,000 that was previously used for one-day electronics collections would be moved to the *At Home* program. It was also decided that the ISO 9000 certification would be listed as a budget line item, however would not be included in the tonnage rate. A footnote was to be added to the budget to show that the certification would be done only if there was a surplus of funds.

On a motion by Mr. Norris, seconded by Mr. Rigoni, a roll call vote was taken to show \$30,000 as a budget item for the ISO 9000 certification. The vote was approved.

The Committee also discussed the viability of the latex paint recycling program since only three communities were participating. The program required community staff time and monitoring and was an open ended pilot. SWANCC staff was asked to investigate ways to make the program more cost



January 28, 2009 Executive Committee Minutes

efficient. The Committee members stated that the program should run for one more year or until the funding was depleted.

Ms. Preston made a motion, which was seconded by Mr. Norris, to add \$15,000 that was previously for one day electronics collections to the *At Home Electronics Program* for a total budget of \$48,000. A roll call vote was taken and the motion was unanimously approved.

On a motion by Ms. Preston, seconded by Mr. Norris, a vote was taken to retain \$20,000 for the Latex Paint Recycling Program as a budget line item. The motion was not approved.

Mr. Rigoni made a motion, seconded by Ms. Preston, to reconsider the motion to retain \$20,000 for the Latex Paint Recycling Program as a budget line item. The vote was approved by voice vote.

On a motion by Ms. Preston, seconded by Mr. Norris, a new vote was taken to retain \$20,000 for the Latex Paint Recycling Program as a budget line item. The motion was approved.

On a motion by Mr. Norris to recommend the amended FY2010 budget to the Board of Directors, seconded by Ms. Preston, a roll call vote was taken and the motion was passed.

IV. Executive Session – None

V. Glenview Transfer Station (GTS) – None

VI. Old Business

Agency Officer and Executive Committee Appointments – Mr. Williams presented nominations to fill the Executive Committee vacancies. Mr. Ray Rummel, Manager of the Village of Elk Grove Village would fill the position held by Mr. Mike Earl and Ms. Georgianne Brunner, Trustee in the Village of Morton Grove would fill the position held previously by Mr. Tim Corcoran. The nominations would be presented to the Board of Directors for approval at the next meeting.

On a motion by Mr. Rigoni and seconded by Ms. Preston, the motion to recommend the Executive Committee appointments of Mr. Ray Rummel and Ms. Georgianne Brunner to the Board of Directors was unanimously approved.

VII. New Business

Matters Arising Out of Executive Session – None



January 28, 2009 Executive Committee Minutes

VIII. Adjournment

On a motion by Ms. Karton and seconded by Ms. Preston, there being no further business, a motion was unanimously approved to adjourn the meeting at 10:07 a.m.



January 28, 2009 Executive Committee Minutes

MOTION TO APPROVE THE FEBRUARY 2009 PAYMENT REQUEST

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
James Norris Albert Rigoni Debby Karton Louella Preston Douglas Williams		

**MOTION TO SHOW \$30,000 AS A BUDGET LINE
ITEM FOR ISO CERTIFICATION**

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
James Norris Albert Rigoni Debby Karton Louella Preston	Douglas Williams	

**MOTION TO INCREASE AT HOME RECYCLING
PROGRAM BUDGET TO \$48,000**

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
James Norris Albert Rigoni Debby Karton Louella Preston Douglas Williams		

**MOTION TO RETAIN \$20,000 FOR
LATEX PAINT PROGRAM ON THE FY2010 BUDGET**

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
James Norris Albert Rigoni Louella Preston	Debby Karton Douglas Williams	



January 28, 2009 Executive Committee Minutes

**NEW MOTION TO RETAIN \$20,000 FOR
LATEX PAINT PROGRAM ON THE FY2010 BUDGET**

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
James Norris	Debby Karton	
Albert Rigoni		
Louella Preston		
Douglas Williams		

**MOTION TO RECOMMEND THE FY2010 DRAFT BUDGET
TO THE BOARD OF DIRECTORS**

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
James Norris		
Albert Rigoni		
Debby Karton		
Louella Preston		
Douglas Williams		

Material included in the Executive Committee packet for January 28, 2009:

- . December 17, 2008 Meeting Minutes*
 - . January Payment Request memo dated January 22, 2009*
 - . FY2010 Annual Budget Development – Continued memo dated January 22, 2009*
- Handouts: FY2010 Budget Worksheet*



Executive Committee Meeting

Wednesday, April 29, 2009

8:30 a.m.

**Solid Waste Agency of Northern Cook County
2700 Patriot Boulevard, Suite 110
Glenview, Illinois**

I. Call To Order

Chairman Williams called the Meeting of the Executive Committee to order at 8:40 a.m. in the Conference Room at the Solid Waste Agency of Northern Cook County. A roll call attendance was taken.

Present

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
Debby Karton	Trustee	Glenview
James Norris	Manager	Hoffman Estates
Louella Preston	Trustee	Niles
Albert Rigoni	Manager	Skokie
Raymond Rummel	Manager	Elk Grove Village
Douglas Williams	Manager	Winnetka

Absent

None

Others in Attendance

Christine Bajor, Village of Wheeling
C. Brooke Beal, Executive Director
Steven A. Schilling, Assistant Executive Director
Elizabeth C. Start, Assistant to the Executive Director
George Van Dusen, Mayor, Village of Skokie

II. Approval of Minutes

On a motion by Ms. Preston to approve the January 28, 2009 minutes, seconded by Ms. Karton, a roll call vote was taken and the minutes were approved.



April 29, 2009 Executive Committee Minutes

III. Financial Update

Payment Request – Mr. Beal reviewed the April payment request. The total of \$1,158,929.59 was comprised of the following: \$48,702.83 from the General Fund and \$1,110,226.76 from the Operations Fund. There were no questions.

Ms. Preston made a motion, which was seconded by Mr. Rigoni, and the April 2009 payment request was unanimously approved by a roll call vote.

IV. Executive Session

Personnel – Upon a motion by Mr. Norris, seconded by Ms. Karton, the Committee entered into executive session, after a unanimous roll call vote, at 8:39 a.m., to discuss personnel under Section 2 (c)(1) of the Open Meetings Act. Chairman Williams asked Staff except Mr. Beal to recuse themselves for this session.

The Committee reconvened in its regular session at 10:07 a.m.

V. Glenview Transfer Station (GTS) – None

VI. Old Business

Prescription Drug/Sharps Collection – Mr. Beal updated the Committee on the status of the Prescription Drug Disposal program. The Agency would no longer be able to collect controlled substances from residents because of DEA restrictions. The Agency contacted the DEA regarding the program but did not receive a response. Staff recommended that SWANCC continue the program without the acceptance of controlled substances.

On a motion by Ms. Karton and seconded by Mr. Williams, a voice vote was taken to approve the continuation of the Prescription Drug/Sharps Collection program, but cease acceptance of controlled substances. The motion was unanimously approved.

VII. New Business

Matters Arising Out of Executive Session – Mr. Williams stated that the Committee added an additional goal of evaluating the current health insurance program options for cost containment to the Executive Director's contract.

Mr. Rigoni made a motion to recommend the Executive Director's contract to the Board of Directors. Mr. Norris seconded the motion and a roll call vote was taken and the motion passed.



April 29, 2009 Executive Committee Minutes

Agency Officer Appointment – Due to vacancy left by Trustee Timothy Corcoran stepping down from his position as Vice-Chairman of the Board of Directors a recommendation was made to appoint Trustee Debby Karton of the Village of Glenview to the position.

Mr. Williams made a motion, seconded by Mr. Norris to recommend the appointment of Trustee Debby Karton as the Vice-Chairman of the Board of Directors. A vote was taken and the motion was unanimously approved.

VIII. Adjournment

On a motion by Mr. Rigoni and seconded by Mr. Norris, there being no further business, a motion was unanimously approved to adjourn the meeting at 10:18 a.m.



April 29, 2009 Executive Committee Minutes

MOTION TO APPROVE THE APRIL 2009 PAYMENT REQUEST

AYES

NAYS

ABSENT

Debby Karton
James Norris
Louella Preston
Albert Rigoni
Raymond Rummel
Douglas Williams

MOTION TO GO INTO EXECUTIVE SESSION

AYES

NAYS

ABSENT

Debby Karton
James Norris
Louella Preston
Albert Rigoni
Raymond Rummel
Douglas Williams

**MOTION TO RECOMMEND THE EXECUTIVE DIRECTOR'S
CONTRACT TO THE BOARD OF DIRECTORS**

AYES

NAYS

ABSENT

Debby Karton
James Norris
Louella Preston
Albert Rigoni
Raymond Rummel
Douglas Williams

Material included in the Executive Committee packet for April 29, 2009:

- . January 28, 2009 Meeting Minutes*
- . April Payment Request memo dated April 24, 2009*
- . Prescription Drug/Sharps Collection Program*

Handouts: None