



Executive Committee Meeting

**Wednesday, June 1, 2011
12:30 p.m.**

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

I. Call To Order

Chairman Norris called the Meeting of the Executive Committee to order at 12:35 p.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>
James Norris	Manager	Hoffman Estates
Hon. Louella Preston (1:10 p.m.)	Trustee	Niles
Raymond Rummel	Manager	Elk Grove Village
Albert Rigoni	Manager	Skokie
Bill Dixon	Manager	Arlington Heights
Hon. Karen Darch (12:37 p.m.)	President	Barrington
Hon. Debby Karton	Trustee	Glenview

Absent

Others in Attendance

- Steven Schilling, P.E., Acting Executive Director
- Cameron Ruen, Graphic Designer/Marketing Coordinator
- Hon. George Van Dusen, Mayor of Skokie, Chairman of Board of Directors
- Julian C. D'Esposito, Agency Counsel, Mayer Brown LLP
- Bob Smith, Agency Counsel, Clark Baird Smith LLP (via phone)
- Rhonda Diamond, Glencoe League of Women Voters
- Heidi Voorhees, Voorhees Associates
- Gregory Ford, Voorhees Associates
- Nathan Gaskill, Lauterbach & Amen LLP

II. Approval of Minutes

On a motion by Mr. Rigoni to approve the April 27, 2011 meeting minutes, seconded by Mr. Dixon, a vote was taken and the minutes were approved. Ms. Karton abstained.

June 1, 2011 Executive Committee Minutes

III. Financial Update

Payment Request – Mr. Norris asked the committee to review the June payment request. The total of \$1,002,911.47 was comprised of the following: \$30,772.41 from the General Fund and \$972,139.06 from the Operations Fund. Mr. Schilling noted the outstanding Wolf & Company invoice for the accounting services would not be included in the payment request.

Mr. Rigoni made a motion to approve the revised payment request, which was seconded by Ms. Karton, and the June 2011 payment request was unanimously approved.

FY2011 Annual Financial Report and Audit RFP – Mr. Rummel made a motion to release an RFP for the Annual Financial Report with a term of three years, which was seconded by Ms. Karton, and the motion was unanimously approved.

FY2011 Recycling Incentive Program – Mr. Dixon made a motion to recommend the payments be approved by the board, which was seconded by Ms. Darch, and the motion was unanimously approved.

IV. Executive Session

Litigation and Personnel – Upon a motion by Mr. Rummel, seconded by Ms. Darch, the Committee entered into executive session, after a unanimous roll call vote, at 12:42 p.m., to discuss litigation under Section 2 (c)(11) of the Open Meetings Act and personnel matters under Section 2 (c)(1) of the Open Meetings Act.

The Committee reconvened in its regular open session at 2:23 p.m.

V. Glenview Transfer Station (GTS) - None

VI. Old Business – None

VII. New Business

Matters Arising Out of Executive Session – Ms. Karton made a motion to file a civil suit against C. Brooke Beal for restitution, which was seconded by Mr. Dixon, and the motion was unanimously approved.

VIII. Adjournment

There being no further business, a motion by Ms. Karton, and seconded by Ms. Preston, to adjourn the meeting at 2:32 p.m. was unanimously approved.



June 1, 2011 Executive Committee Minutes

MOTION TO APPROVE JUNE PAYMENT REQUEST

AYES

NAYS

ABSENT

James Norris
Hon. Karen Darch

Hon. Louella Preston

Albert Rigoni
Raymond Rummel
Bill Dixon
Hon. Debby Karton

MOTION TO ENTER EXECUTIVE SESSION

AYES

NAYS

ABSENT

James Norris
Hon. Karen Darch

Hon. Louella Preston

Albert Rigoni
Raymond Rummel
Bill Dixon
Hon. Debby Karton

MOTION TO APPROVE CIVIL SUIT

AYES

NAYS

ABSENT

James Norris
Hon. Karen Darch
Hon. Louella Preston
Albert Rigoni
Raymond Rummel
Bill Dixon
Hon. Debby Karton

Material included in the Executive Committee packet for June 1, 2011:

- . April 27, 2011 Meeting Minutes*
- . June Payment Request memo dated May 27, 2011*
- . FY2011 Annual Financial Report & Audit RFP memo dated May 26, 2011*
- . FY2011 Recycling Incentive Program memo dated May 26, 2011*
- . FY2011 Recycling Incentive Program memo dated May 26, 2011 - Revised*



Executive Committee Meeting

**Tuesday, July 12, 2011
8:00 a.m.**

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

I. Call To Order

Chairman Norris called the special meeting of the Executive Committee to order at 8:00 a.m. A roll call attendance was taken:

Present		
<u>Name</u>	<u>Position</u>	<u>Municipality</u>
James H. Norris	Manager	Hoffman Estates
Hon. Louella Preston	Trustee	Niles
Raymond Rummel	Manager	Elk Grove Village
Albert Rigoni	Manager	Skokie
William Dixon	Manager	Arlington Heights
Hon. Karen Darch	President	Barrington
Hon. Debby Karton	Trustee	Glenview

Absent

Others in Attendance

George Van Dusen, Mayor of Skokie, Chairman of Board of Directors
Heidi Voorhees, Consultant, Voorhees Associates
Greg Ford, Consultant, Voorhees Associates

II. Executive Session

Chairman Norris noted that the purpose of this special meeting is to adjourn into Executive Session to conduct interviews of candidates for the position of Executive Director of the Solid Waste Agency of Northern Cook County.

Motion by Ms. Preston, seconded by Ms. Darch, to adjourn into Executive Session for Personnel under Section 2(c)(1) of the Open Meetings Act was unanimously approved.

(Note: The Executive Session was convened, recessed and re-convened twice for interviews held on July 12, July 14, and July 15, 2011)



July 12, 2011 Executive Committee Minutes

Motion by Ms. Darch, seconded by Ms. Preston, to adjourn the Special Executive Committee meeting on July 15, 2011 at 11:51 a.m. was unanimously approved.



Executive Committee Special Meeting

EXECUTIVE COMMITTEE SPECIAL MEETING

**Crown Plaza Hotel
2875 North Milwaukee Ave., Northbrook
Illinois Boardroom**

Wednesday, August 10, 2011

5:00 PM

I. Call To Order

Chairman Norris called the Meeting of the Executive Committee to order at 5:02 p.m. in the Illinois Boardroom at the Crowne Plaza Hotel. A roll call attendance was taken.

Present

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
Chairman James Norris	Manager	Hoffman Estates
Albert Rigoni	Manager	Skokie
Bill Dixon (at 5:07 p.m.)	Manager	Arlington Heights
Hon. Debby Karton	Trustee	Glenview
Hon. Karen Darch	President	Barrington
Raymond Rummel	Manager	Elk Grove Village

Absent

Hon. Louella Preston	Trustee	Niles
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Others in Attendance

Steven Schilling, P.E., Acting Executive Director
Hon. George Van Dusen, Mayor of Skokie, Chairman of Board of Directors
Julian C. D’Esposito, Agency Counsel, Mayer Brown

II. Approval of Minutes

III. Financial Update

IV. Executive Session

Litigation and Personnel – Upon a motion by Ms. Darch, seconded by Ms. Karton, the Committee entered into executive session, after a unanimous roll call vote, at 5:04 p.m., to discuss litigation under Section 2 (c)(11) of the Open Meetings Act and personnel matters under Section 2 (c)(1) of the Open Meetings Act.

The Committee reconvened in its regular open session at 5:25 p.m.



August 10, 2011 Executive Committee Special Meeting Minutes

V. Glenview Transfer Station (GTS)

Mr. Schilling gave an update on the handling of flood waste at the GTS.

VI. Old Business – None

VII. New Business

Matters Arising Out of Executive Session – Upon a motion by Ms. Darch, and seconded by Mr. Rigoni, the Committee recommends to the Board of Directors that the Agency enter into an Employment Agreement with the recommended candidate who will be announced at the Board Meeting following this meeting. The motion was unanimously approved.

VIII. Adjournment

There being no further business, a motion by Ms. Karton, and seconded by Mr. Dixon, to adjourn the meeting at 5:29 p.m. was unanimously approved.

MOTION TO ENTER EXECUTIVE SESSION

AYES

NAYS

ABSENT

James Norris
Hon. Debby Karton
Bill Dixon
Albert Rigoni
Hon. Karen Darch
Raymond Rummel

Hon. Louella Preston

MOTION TO ENTER INTO EMPLOYMENT AGREEMENT

AYES

NAYS

ABSENT

James Norris
Hon. Debby Karton
Bill Dixon
Albert Rigoni
Hon. Karen Darch
Raymond Rummel

Hon. Louella Preston



Executive Committee Meeting

**Wednesday, August 24, 2011
11:30 a.m.**

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

I. Call To Order

Chairman Norris called the Meeting of the Executive Committee to order at 11:36 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>
James Norris	Manager	Hoffman Estates
Hon. Louella Preston	Trustee	Niles
Albert Rigoni	Manager	Skokie
Bill Dixon	Manager	Arlington Heights
Hon. Debby Karton	Trustee	Glenview

Absent

Hon. Karen Darch	President	Barrington
Raymond Rummel	Manager	Elk Grove Village

Others in Attendance

Steven Schilling, P.E., Acting Executive Director
 Cameron Ruen, Graphic Designer/Marketing Coordinator
 Mary Allen, Recycling and Education Director
 Lisa Woody, Administrative Manager
 Hon. George Van Dusen, Mayor of Skokie, Chairman of Board of Directors
 Julian C. D'Esposito, Agency Counsel, Mayer Brown
 Bob Smith, Agency Counsel, Clark Baird Smith (via phone)
 David Van Vooren, Executive Director Appointee

II. Approval of Minutes

On a motion by Mr. Rigoni to approve the June 1, 2011 meeting minutes, seconded by Ms. Karton, a vote was taken and the minutes were approved. Ms. Preston questioned how the previous executive session minutes would be presented. Mr. Schilling replied saying that the previous meetings, the

August 24, 2011 Executive Committee Minutes

executive session minutes had been deferred for a later date. Mr. Norris concluded the discussion explaining that an executive session policy needed to be created in writing for future meetings.

III. Financial Update

Insurance Renewal – Mr. Norris asked the committee to review the insurance renewal policy and opened the floor for discussion. Ms. Karton asked if there was anything left out of the policy that could be problematic in the future. Mr. Schilling explained that at this time, employee theft was left out due to its cost. Ms. Karton asked if this could be amended later to the contract if needed. Ms. Preston inquired if the insurance for the Board of Directors and Treasurer was included in the umbrella or general liability. Mr. Schilling responded that the policy states it is included under the umbrella liability. Mr. D’Esposito asked if anyone had worked with the Illinois Counties Risk Management Turst (ICRMT) before. Mr. Schilling listed the Village of Highwood, the Village of Elmwood and Elk Grove Township as clients.

Mr. Dixon made a motion to approve the insurance renewal policy, which was seconded by Mr. Rigoni, and the motion was unanimously approved.

August 2011 Financial Reports and Payment Request – Mr. Norris asked the committee to review the financial report for the first quarter of the fiscal year and the August 2011 payment request.

The total of \$1,060,808.54 was comprised of the following: \$19,368.46 from the General Fund and \$963,518.64 from the Operations Fund. Mr. Schilling noted that the ICMA-RC line item included the employee matching funds as well as the SWANCC contributions. This should be noted when comparing to the budget line item which only includes SWANCC contributions.

Mr. Rigoni made a motion to approve the revised payment request, which was seconded by Mr. Dixon, and the August 2011 payment request was unanimously approved.

Legal Invoices – Mr. Norris asked the committee to review the legal invoices presented to them. Mr. Van Dusen explained that he and Mr. Norris had reviewed the invoices earlier in the summer and decided to spend time on hiring a new Executive Director at that time. Mr. Rigoni suggested separating the Beal case from the other invoices to submit for restitution. Mr. Van Dusen suggested sending a memo to the board itemizing the invoices for clarification. The committee discussed amending the current budget to include the legal invoices.

Ms. Preston made a motion to approve the legal invoices pending review by the Acting Executive Director, which was seconded by Mr. Rigoni, and the legal invoices payment was unanimously approved.

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IV. Executive Session

Litigation and Personnel – Upon a motion by Ms. Preston, seconded by Ms. Karton, the Committee entered into executive session, after a unanimous roll call vote, at 12:05 p.m., to discuss litigation under Section 2 (c)(11) of the Open Meetings Act and personnel matters under Section 2 (c)(1) of the Open Meetings Act.

The Committee reconvened in its regular open session at 12:36 p.m.

V. Glenview Transfer Station (GTS) - None

Water Invoice – Mr. Schilling reported that the City of Des Plaines had recently sent an invoice dating back to 2005 due to incorrect meter readings in excess of \$28,000. He noted that the bills had nominal charges for the use of storm and sewer which the transfer station does not use. A payment plan for the remaining charges will be investigated by staff.

VI. Old Business – None

VII. New Business

Matters Arising Out of Executive Session – None

VIII. Adjournment

There being no further business, a motion by Mr. Dixon, and seconded by Ms. Preston, to adjourn the meeting at 1:04 p.m. was unanimously approved.

MOTION TO APPROVE AUGUST PAYMENT REQUEST

AYES

James Norris
Hon. Debby Karton
Bill Dixon
Hon. Louella Preston
Albert Rigoni

NAYS

ABSENT

Hon. Karen Darch
Raymond Rummel



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MOTION TO APPROVE LEGAL FEES

AYES

NAYS

ABSENT

James Norris
Hon. Debby Karton
Bill Dixon
Hon. Louella Preston
Albert Rigoni

Hon. Karen Darch
Raymond Rummel

MOTION TO ENTER EXECUTIVE SESSION

AYES

NAYS

ABSENT

James Norris
Hon. Debby Karton
Bill Dixon
Hon. Louella Preston
Albert Rigoni

Hon. Karen Darch
Raymond Rummel

Material included in the Executive Committee packet for August 24, 2011:

- . June 1, 2011 Meeting Minutes*
- . Insurance Renewal memo dated August 18, 2011*
- . August Financial Report and Payment Request memo dated August 18, 2011*
- . FY2011 Annual Financial Report & Audit RFP memo dated May 26, 2011*



Executive Committee Meeting

**Wednesday, September 28, 2011
11:30 a.m.**

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

I. Call To Order

Chairman Norris called the Meeting of the Executive Committee to order at 11:38 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>
James Norris	Manager	Hoffman Estates
Hon. Louella Preston	Trustee	Niles
Albert Rigoni	Manager	Skokie
Bill Dixon	Manager	Arlington Heights
Hon. Debby Karton	Trustee	Glenview
Raymond Rummel	Manager	Elk Grove Village

Absent

Hon. Karen Darch	President	Barrington
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Others in Attendance

Dave Van Vooren, Executive Director
Steven A. Schilling, P.E., Assistant Executive Director
Cameron Ruen, Graphic Designer/Marketing Coordinator
Lisa Woody, Administrative Manager
Hon. George Van Dusen, Mayor of Skokie, Chairman of Board of Directors
Julian C. D’Esposito, Agency Counsel, Mayer Brown

II. Approval of Minutes

On a motion by Mr. Dixon to approve the August 10, 2011 special meeting minutes, seconded by Mr. Rigoni, a vote was taken and the minutes were approved. Ms. Preston abstained from the vote.

On a motion by Mr. Dixon to approve the August 24, 2011 meeting minutes, seconded by Ms. Karton, a vote was taken and the minutes were approved. Mr. Rummel abstained from the vote.

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III. Financial Update

FY2011 Audit Recommendation – Mr. Van Vooren reported that four firms were sent RFPs for the annual audit. Two firms responded to the request. After review, Miller Cooper is the recommended company due to their involvement in the forensic audit and their understanding of SWANCC's internal controls. Van Vooren inquired with Bob Smith about a potential conflict with this agreement in regards to upcoming litigation matters. If a measure is needed to be taken, a separation of service at trial could be instituted. Mr. Rigoni asked what the budgeted amount for the annual audit was in comparison to the proposal. Van Vooren responded that the budgeted amount was \$20,000, so the Agency would be in good standing with the proposal.

Mr. Rigoni made a motion to approve the audit proposal with Miller Cooper for one year, which was seconded by Mr. Dixon, and on a roll-call vote the motion was approved 5-1.

September 2011 Financial Reports and Payment Request – Mr. Norris asked the committee to review the September 2011 payment request.

The total of \$1,110,449.41 was comprised of the following: \$38,140.67 from the General Fund and \$1,035,481.61 from the Operations Fund. Mr. Van Vooren noted that at the next meeting, he would present an updated budget sheet for the committee's review.

Mr. Dixon made a motion to approve the payment request, which was seconded by Ms. Preston, and the September 2011 payment request was unanimously approved.

Banking Resolution – Ms. Preston made a motion to approve Resolution 2012-02, designating David Van Vooren as an authorized signatory with respect to Agency accounts, which was seconded by Ms. Karton, and the motion was unanimously approved.

IV. Executive Session

Litigation and Personnel – Upon a motion by Ms. Preston, seconded by Ms. Karton, the Committee entered into executive session, after a unanimous roll call vote, at 11:45 a.m., to discuss litigation under Section 2 (c)(11) of the Open Meetings Act.

The Committee reconvened in its regular open session at 12:10 p.m.

V. Glenview Transfer Station (GTS)

Mr. Schilling reported that a new motor has been ordered and will be installed at the transfer station shortly before the winter months. He also reported that the Des Plaines water bill issue is still pending, but that the sewage charges have been removed. Schilling will report at the next meeting.

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VI. Old Business – None

VII. New Business

Matters Arising Out of Executive Session – Mr. Dixon made a motion to approve the Tolling Agreement between Wolf and Company, which was seconded by Mr. Rummel, and the motion was unanimously approved.

September Executive Director’s Report – Mr. Van Vooren reviewed his Director’s Report, noting that he and Mr. Schilling were working with Lauterbach & Amen to develop a trial balance sheet. He also noted that the personnel manual is with Clark, Baird & Smith undergoing a review at this time.

Van Vooren mentioned that the DEA was holding a controlled substance take back program on October 29, 2011 and that staff had sent out an email about this subject recently. He also brought up that two member communities are currently undergoing an RFP process for garbage and recycling contracts, Buffalo Grove and Rolling Meadows.

Informational Videos – The Agency recently developed three informational videos for residents and staff training pertaining to recycling, SWANCC’s special programs and how to dispose of paint and household chemical waste. The videos can be viewed on SWANCC’s YouTube channel at youtube.com/swancc23.

VIII. Adjournment

There being no further business, a motion by Mr. Dixon, and seconded by Mr. Rummel, to adjourn the meeting at 12:48 p.m. was unanimously approved.

MOTION TO APPROVE FY2011 AUDIT PROPOSAL

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
James Norris Bill Dixon Hon. Louella Preston Albert Rigoni Raymond Rummel	Hon. Debby Karton	Hon. Karen Darch



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MOTION TO ENTER EXECUTIVE SESSION

AYES

NAYS

ABSENT

James Norris
Hon. Debby Karton
Bill Dixon
Hon. Louella Preston
Albert Rigoni
Raymond Rummel

Hon. Karen Darch

Material included in the Executive Committee packet for September 28, 2011:

- . August 10, 2011 Special Meeting Minutes*
- . August 24, 2011 Meeting Minutes*
- . FY2011 Audit Recommendation memo dated September 22, 2011*
- . September 2011 Financial Report and Payment Request memo dated September 23, 2011*
- . Banking Resolution*
- . September Executive Director's Report memo dated September 23, 2011*
- . Informational Videos memo dated September 22, 2011*



Executive Committee Meeting

**Wednesday, November 2, 2011
12:00 p.m.**

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

I. Call To Order

On a motion by Mr. Dixon to approve Ms. Preston as Chairman Pro Tem for the Executive Committee meeting, seconded by Ms. Darch, a vote was taken and the appointment was approved. Chairman Pro Tem Preston called the Meeting of the Executive Committee to order at 12:02 p.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>
James Norris(via phone)	Manager	Hoffman Estates
Hon. Louella Preston	Trustee	Niles
Hon. Karen Darch	President	Barrington
Bill Dixon	Manager	Arlington Heights
Hon. Debby Karton	Trustee	Glenview
Raymond Rummel	Manager	Elk Grove Village

Absent

Albert Rigoni	Manager	Skokie
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Others in Attendance

Dave Van Vooren, Executive Director
Mary S. Allen, Recycling and Education Director
Cameron Ruen, Graphic Designer/Marketing Coordinator
Lisa Woody, Administrative Manager
Hon. George Van Dusen, Mayor of Skokie, Chairman of Board of Directors
Julian C. D’Esposito, Agency Counsel, Mayer Brown
Abby Rogers, Agency Counsel, Clark, Baird and Smith
Laurie Morse, Glencoe League of Women Voters

II. Approval of Minutes

On a motion by Mr. Dixon to approve the September 28, 2011 meeting minutes, seconded by Mr. Rummel, a vote was taken and the minutes were approved. Ms. Darch abstained from the vote.

III. Financial Update



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September 2011 Financial Reports and Payment Request – Mr. Van Vooren reported that the committee had approved the October 2011 payment request by email weeks prior to the meeting and had included the payment request in the agenda for reference. He added that he was working with Lauterbach and Amen to have a budget report available for the November meeting. Mr. Norris asked if the programs would be line items in the report. Mr. Van Vooren responded that he would request this from Lauterbach and Amen.

The total of \$1,123,132.62 was comprised of the following: \$45,548.14 from the General Fund and \$1,010,285.60 from the Operations Fund. Also included in the report was the September Treasurer's Report totaling \$6,521,336.61 as of September 30, 2011.

IV. Executive Session

Litigation and Personnel – Upon a motion by Ms. Darch, seconded by Ms. Karton, the Committee entered into executive session, after a unanimous roll call vote, at 12:10 p.m., to discuss litigation under Section 2 (c)(11) of the Open Meetings Act.

The Committee reconvened in its regular open session at 12:24 p.m.

V. Glenview Transfer Station (GTS) – None

VI. Old Business – None

Review and Approval of the Personnel Manual for SWANCC – Mr. Van Vooren reported that the personnel manual had been under review before his arrival on a committee basis with three SWANCC communities to review and update the manual. He introduced Abby Rogers from Clarke, Baird and Smith to answer any questions pertaining to the manual.

Ms. Darch inquired about the political activities (Section G) pertaining to the Executive Director reporting to Springfield as well as the political affairs on the subsequent item. Ms. Rogers explained that the political activities was in regards to “pay to play” actions or patronage and that the political affairs item was to free employees to act on political will on their own time. The group decided that this needed to be further clarified in the final document.

Mr. Rummel stated that he would rather substitute “grievance” (Section D) with another word. Mr. Dixon suggested “work related concerns” which the committee accepted.

On a motion by Mr. Norris to approve the SWANCC Personnel Manual and to present the document to the Board of Directors at the November meeting as an informational piece, seconded by Mr. Dixon, a vote was taken and the manual was approved.

Strategic Planning Discussion – Mr. Van Vooren brought the committee up to speed on the prior discussion with himself Mr. Norris, Mr. Van Dusen and Mr. D'Esposito about looking forward to



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2015 strategic planning options with the intent to see if the Executive Committee had interest in creating a strategic plan with staff. This type of planning process may require a large time commitment with an outside facilitator. Mr. Norris added that this type of plan would help aid SWANCC in how to proceed with agency services and would include a communication component with Dave Bayless. Mr. D'Esposito stated that he would explain the foundational principles of the Agency and explain the charter documents to give a sense who the Agency is. Mr. Van Dusen said with so many new members on the Board of Directors such a history lesson would be needed to explain how SWANCC got to where we are now, to give a programmatic review and to look forward to 2015 with options and decisions that the board will have to make.

Ms. Karton inquired about the type of vendors and if it would be comparable to the long-term plan the committee had done in the past. Mr. Van Vooren replied that many vendors specialize in strategic planning for municipalities. Such a plan would be developed as a visioning agent for the scope of services to grow the Agency and to meet the needs of its members. He added that he does not expect this to be a big ticket item in terms of dollars. Ms. Karton then confirmed that the plan would be used as a mechanism to evaluate SWANCC, since 20 years ago, the members would not necessarily have perceived the current programs as part of the strategic plan. Ms. Morse stated that the Glencoe League of Women Voters had been conducting a year-long study in Glencoe with a written report due in the beginning of the new year, and that they would like to present the study to the committee if able. Ms. Preston replied that the committee would take the item under advisement.

Mr. Norris reiterated that the plan is important to see the history of SWANCC and to look to the future. The committee then discussed the time frame and when to present the idea to the board. Mr. Van Vooren said he would work with Mr. Norris, Mr. Van Dusen and Mr. D'Esposito on locating vendors, selecting calendar dates for possible meetings and a plan to move forward with the Board of Director informational component.

VII. New Business

Matters Arising Out of Executive Session – None

Cook County Solid Waste Management Plan Update – Mr. Van Vooren reported that staff had been working with representatives from the Cook County Solid Waste Management team for a county-wide plan, which is required to be adopted and updated every five years. The latest document is ten years in the making and will be sent to the board for approval in January or February of the coming year. He stated that this update was to inform the committee of SWANCC's dealings on this topic thus far. He added that the plan is a massive document including all the communities in Cook County and that staff will continue to provide input where appropriate in the approval process.

Ms. Karton asked how SWANCC was included in the plan as an independent agency. Mr. Van Vooren responded that the Cook County staff is not looking to create independency within the communities but learning from others. The county is struggling with acquiring good data to drive their decision making. SWANCC is helpful in providing this type of data. He added that the County goals are not

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aggressive enough, and need something more substantial to work towards. Many different economics are at play in the county within the communities themselves that impact the goals of the plan.

Ms. Karton inquired about mandated compliance related to the updated document. Mr. Van Vooren responded that the document is to set targets and goals, but not to act as an enforcement vehicle.

Ms. Preston asked if the plan included all communities in Cook County. Mr. Van Vooren replied that since the document is a county-wide plan, it is not meant to single out communities at all, but rather to act as a general tool for the county as a whole.

Product Stewardship Institute – Mr. Van Vooren explained that Extended Producer Responsibility within the Product Stewardship Institute develops a means to enhance recycling and capture materials, such as the legislation for electronic recycling has created. Other materials such as medical waste initiatives are being developed at this time. Staff is proposing to join the group to be a player in crafting laws for further material diversion. Currently, SWANCC is acting as an off-the-table member, but that staff would like to be included in drafting language and being instrumental in this waste reduction initiative, to enhance the manufacturer's responsibility to deal with the products that they create. Mr. Van Dusen asked who the contact was in Springfield for the pharmaceutical legislation. Mr. Van Vooren replied that he believed it was Senator Garrett, but that may change going forward. Laurie Morse asked if the individual communities were in fact a part of the institute through SWANCC's membership. Mr. Van Vooren replied that each community would have to join on their own accord, or direct inquires through SWANCC to be included in the conversation.

SSI Electronics Recycling Contract Update – Mr. Van Vooren reported that staff had been working with SSI for a one year contract extension with revisions for the 2012 calendar year. Currently the permanent sites are manned by SWANCC part-time personnel and they had engaged in conversation with SSI about providing their own staff for the permanent sites as they do for the one-day events. Mr. Van Vooren pointed out that the At Home Pickup Program numbers have declined by half from the previous year, but at this time believes that the program should be maintained for another year because of the upcoming ban of electronics. After the next year of the program, then staff would like to reevaluate the validity of the program in terms of participation. Mr. Van Vooren also reported that revenue sharing at permanent sites was being discussed as a means to increase the amount of participating drop-off locations in the SWANCC area. He added that he expects an agreement with SSI to be presented at the next committee meeting. Ms. Morse stated that every community should have its own system since the companies are now paying for the material, regardless of which company is providing the service. Mr. Van Vooren stated that staff would bring an agreement back to the committee and that each community can decide how they will proceed.

October Executive Director's Report – Mr. Van Vooren reviewed his Director's Report, noting that staff is on target with the upcoming budget requirements to finalize at the Board of Director's meeting in April of 2012. He added that the strategic planning session will work around the budget schedule.



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VIII. Adjournment

There being no further business, a motion by Mr. Dixon, and seconded by Mr. Rummel, to adjourn the meeting at 1:48 p.m. was unanimously approved.

MOTION TO ENTER EXECUTIVE SESSION

AYES

NAYS

ABSENT

James Norris
Hon. Debby Karton
Bill Dixon
Hon. Louella Preston
Hon. Karen Darch
Raymond Rummel

Albert Rigoni

MOTION TO APPROVE PERSONNEL MANUAL

AYES

NAYS

ABSENT

James Norris
Hon. Debby Karton
Bill Dixon
Hon. Louella Preston
Hon. Karen Darch
Raymond Rummel

Albert Rigoni

Material included in the Executive Committee packet for November 2, 2011:

- . September 28, 2011 Meeting Minutes*
- . October 2011 Financial Report and Payment Request memo dated October 21, 2011*
- . Updated SWANCC Personnel Manual memo dated October 20, 2011*
- . Cook County Solid Waste Management Plan – Update memo dated October 27, 2011*
- . Extended Producer Responsibility/Product Stewardship Institute memo dated October 25, 2011*
- . Renewal of the Supply-Chain Services, Inc. Contract memo dated October 25, 2011*
- . October Executive Director’s Report memo dated October 25, 2011*



Executive Committee Meeting

**Wednesday, December 7, 2011
1:00 p.m.**

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

I. Call To Order

Chairman Norris called the Meeting of the Executive Committee to order at 1:00 p.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>
James Norris	Manager	Hoffman Estates
Hon. Louella Preston	Trustee	Niles
Hon. Karen Darch	President	Barrington
Hon. Debby Karton	Trustee	Glenview
Raymond Rummel	Manager	Elk Grove Village
Albert Rigoni	Manager	Skokie

Absent

Bill Dixon	Manager	Arlington Heights
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Others in Attendance

Dave Van Vooren, Executive Director
Steve Schilling, Assistant Executive Director
Mary S. Allen, Recycling and Education Director
Cameron Ruen, Graphic Designer/Marketing Coordinator
Lisa Wooddy, Administrative Manager
Hon. George Van Dusen, Mayor of Skokie, Chairman of Board of Directors
Julian C. D’Esposito, Agency Counsel, Mayer Brown, LLP

II. Approval of Minutes

On a motion by Ms. Darch to approve the July 12, 2011 meeting minutes, seconded by Ms. Karton, a vote was taken and the minutes were approved.

On a motion by Ms. Karton to approve the November 2, 2011 meeting minutes with corrections, seconded by Ms. Darch, a vote was taken and the minutes were approved.



December 7, 2011 Executive Committee Minutes

III. Financial Update

November 2011 Financial Reports and Payment Request – Mr. Norris asked the committee to review the November Payment Request.

The total of \$1,932,529.69 was comprised of the following: \$54,522.68 from the General Fund, \$997,968.10 from the Operations Fund, \$841,209.07 from the Recycling Incentive Program and \$38,8209.84 for the estimated December payroll. Also included in the report was the November Treasurer's Report showing a balance of \$6,636,731.76 as of October 31, 2011.

Mr. Rigoni made a motion to approve the payment request, which was seconded by Ms. Preston, and the November 2011 payment request was unanimously approved.

FY2012 True-up – Mr. Van Vooren asked the committee to review the True-up stating that the True-up is created annually upon conclusion of the prior fiscal year based on actual tonnage and expenditures in lieu of the committed tonnage and estimated budget. The committee discussed splitting the Recycling Incentive Program and the Recycling and Education line items for clarification purposes when the memorandum goes to the full Board of Directors. Ms. Karton asked about Mount Prospect's increase in tonnage and Mr. Schilling responded that he believes it was due to storm damage occurring in the summer of 2011 and is seen as an anomaly.

Mr. Rigoni made a motion to recommend Resolution 2012-04 and to forward it to the Board of Directors at their December meeting, which was seconded by Ms. Darch, a vote was taken, and the motion was approved.

IV. Executive Session

Litigation and Personnel – Upon a motion by Ms. Preston, seconded by Mr. Rummel, the Committee entered into executive session, after a unanimous roll call vote, at 1:58 p.m., to discuss litigation under Section 2 (c)(11) of the Open Meetings Act.

The Committee reconvened in its regular open session at 2:22 p.m.

V. Glenview Transfer Station (GTS)

GTS Update – Mr. Schilling reported that waste deliveries in November were up compared to October. Landscape waste deliveries were also up.

December 7, 2011 Executive Committee Minutes

VI. Old Business

Supply-Chain Services Electronics Contract – Mr. Van Vooren reported that staff has been working with Supply-Chain Services, Inc. to continue to provide services for the Agency's three electronic recycling programs. He noted that with the new contract, staff was able to negotiate to have SSI provide labor at the permanent sites thereby reducing SWANCC's part-time labor expenses resulting in budgetary savings. The Agency will continue providing the At Home Pickup Program in light of the new electronics landfill ban and will reassess the cost for the service during the budget process before the 2012 program begins.

On a motion by Ms. Darch to approve the 2012 Electronics Recycling Contract, seconded by Ms. Preston, a vote was taken and the contract was approved.

VII. New Business

Matters Arising Out of Executive Session – None

November Executive Director's Report – Mr. Van Vooren noted that there was a healthy turnout for the Trashy Fashion Show on November 17, 2011.

2012 Meeting Schedule – Mr. Van Vooren asked the committee to review the Board of Directors and the Executive Committee meeting schedules for 2012, noting that the Northwest Municipal Conference was changing their meeting location to Oakton Community College. The committee decided to move the Executive Committee meeting dates for April, September and December to one week prior to avoid pending conflicts. Regarding the Board of Directors meetings schedule the committee suggested that the Agency follow the Northwest Municipal Conference and hold the 2012 Board of Directors meetings at the Oakton Community College and forward the information to the Board of Directors.

VIII. Adjournment

There being no further business, a motion by Ms. Darch, and seconded by Ms. Preston, to adjourn the meeting at 2:47 p.m. was unanimously approved.



December 7, 2011 Executive Committee Minutes

MOTION TO ENTER EXECUTIVE SESSION

AYES

NAYS

ABSENT

James Norris
Hon. Debby Karton
Hon. Louella Preston
Hon. Karen Darch
Raymond Rummel
Albert Rigoni

Bill Dixon

MOTION TO APPROVE FY2012 TRUE-UP

AYES

NAYS

ABSENT

James Norris
Hon. Debby Karton
Hon. Louella Preston
Hon. Karen Darch
Raymond Rummel
Albert Rigoni

Bill Dixon

MOTION TO ELECTRONICS RECYCLING CONTRACT

AYES

NAYS

ABSENT

James Norris
Hon. Debby Karton
Hon. Louella Preston
Hon. Karen Darch
Albert Rigoni

Bill Dixon
Raymond Rummel

Material included in the Executive Committee packet for December 7, 2011:

- . July 12, 2011 Meeting Minutes*
- . November 2, 2011 Meeting Minutes*
- . November 2011 Financial Report and Payment Request memo dated November 22, 2011*
- . FY2012 True-up memo dated December 1, 2011*
- . Supply-Chain Services, Inc. Electronics Contract memo dated November 23, 2011*
- . November Executive Director's Report memo dated November 22, 2011*



Executive Committee Meeting

**Wednesday, December 28, 2011
11:30 a.m.**

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

I. Call To Order

Chairman Norris called the Meeting of the Executive Committee to order at 11:41 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>
James Norris	Manager	Hoffman Estates
Hon. Louella Preston	Trustee	Niles
Hon. Karen Darch (via phone)	President	Barrington
Hon. Debby Karton	Trustee	Glenview
Albert Rigoni	Manager	Skokie
Bill Dixon	Manager	Arlington Heights

Absent

Raymond Rummel	Manager	Elk Grove Village
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Others in Attendance

Dave Van Vooren, Executive Director
Steve Schilling, Assistant Executive Director
Mary S. Allen, Recycling and Education Director
Cameron Ruen, Graphic Designer/Marketing Coordinator
Hon. George Van Dusen, Mayor of Skokie, Chairman of Board of Directors

II. Approval of Minutes

On a motion by Ms. Preston to approve the December 7, 2011 meeting minutes, seconded by Ms. Karton, a vote was taken and the minutes were approved.

December 28, 2011 Executive Committee Minutes

III. Financial Update

December 2011 Financial Reports and Payment Request – Mr. Norris asked the committee to review the December Payment Request.

The total of \$1,059,327.69 was comprised of the following: \$35,702.72 from the General Fund, \$988,277.86 from the Operations Fund and \$35,347.11 for the estimated January payroll. Also included in the report was the December Treasurer's Report showing a balance of \$6,037,286.57 as of November 30, 2011.

Mr. Rigoni made a motion to approve the payment request, which was seconded by Mr. Dixon, and the December 2011 payment request was unanimously approved.

IV. Executive Session

Litigation and Personnel – Upon a motion by Mr. Dixon, seconded by Ms. Preston, the Committee entered into executive session, after a unanimous roll call vote, at 11:44 a.m., to discuss litigation under Section 2 (c)(11) of the Open Meetings Act.

The Committee reconvened in its regular open session at 11:54 a.m.

V. Glenview Transfer Station (GTS)

GTS Update – Mr. Schilling reported that waste deliveries in December were down compared to November. Landscape waste deliveries are now closed for the year.

VI. Old Business

Cook County Solid Waste Plan Update – Mr. Van Vooren reported that staff has been working with the county to update the Solid Waste Plan and had developed a letter to Deborah Stone, Director and Chief Sustainability Officer, in response to the draft plan. The committee reviewed the letter's contents, gave feedback and requested for the letter to be disseminated to member communities for review and to give an opportunity to submit letters from the municipalities' behalf as well.

Member Satisfaction Survey – Mr. Schilling explained the need for a member satisfaction survey to fill the requirement for the ISO certification audits.

VII. New Business

Matters Arising Out of Executive Session – None

FY2013 Budget Discussion – Mr. Van Vooren asked the committee to review the initial draft the FY2013 Budget. He noted that the budget schedule for the Board of Directors was to give a draft at the



December 28, 2011 Executive Committee Minutes

February meeting, continue discussion and allow for public comment at the March meeting and to adopt the budget at the April meeting. Mr. Norris noted that revenues are down by approximately \$112,000 and overall expenses are down by approximately \$42,000 which causes a slight increase on top of the under deliveries for the year. He also noted that this budget includes a fixed cost subsidy of \$175,000 as was done in the previous year to offset the per ton rate. Mr. Norris went on to explain that there is some flexibility in the budget with possible restitution dollars coming in, as well as the 3 year downturn of committed tonnage coming to a possible close. The group discussed the status of the budget in future years when the bonds will be paid off and monies that will be free after the repayment. The committee questioned Mr. Van Vooren on possible areas in the budget that could be decreased. Mr. Van Vooren had five areas to work with including: 1) the Recycling Etc. newsletter, 2) the document destruction service for municipalities, 3) the financial services line item, 4) estimated legal fees for the coming fiscal year and 5) the current subsidy.

The committee decided to review the initial budget and submit questions to Mr. Van Vooren before the next meeting to discuss the budget in depth.

Treasurer's Bond – Mr. Van Vooren reported on the current bond holding for the Treasurer position at a value of \$500,000. The group discussed the value of this bond for the position since the Treasurer has no independent ability to process funds and that internal fund processing is done by Agency staff. Mr. Van Vooren explained that he thought a bond for the Executive Director's position would be the prudent thing to do. The committee discussed the need for a change in by-laws and the potential perception that may be created by altering the bond policy after creating the current safeguards. The committee decided to table the conversation and bring back at a later date for review.

Veolia Divestiture – Mr. Van Vooren reviewed the recent news of Veolia preparing to sell its United States company sector. The committee discussed the assets included in the upcoming sale.

December Executive Director's Report – Mr. Van Vooren noted that inclusion of the insurance binder following the report and the pending audit.

VIII. Adjournment

There being no further business, a motion by Mr. Dixon, and seconded by Ms. Preston, to adjourn the meeting at 1:34 p.m. was unanimously approved.



December 28, 2011 Executive Committee Minutes

MOTION TO APPROVE DECEMBER PAYMENTS

AYES

NAYS

ABSENT

James Norris
Hon. Debby Karton
Hon. Louella Preston
Hon. Karen Darch
Albert Rigoni
Bill Dixon

Raymond Rummel

MOTION TO ENTER EXECUTIVE SESSION

AYES

NAYS

ABSENT

James Norris
Hon. Debby Karton
Hon. Louella Preston
Hon. Karen Darch
Albert Rigoni
Bill Dixon

Raymond Rummel

Material included in the Executive Committee packet for December 28, 2011:

- . December 7, 2011, 2011 Meeting Minutes*
- . December 2011 Financial Report and Payment Request memo dated December 21, 2011*
- . Cook County Solid Waste Plan Update memo dated December 20, 2011*
- . Member Satisfaction Survey memo dated December 22, 2011*
- . FY2013 Budget Review memo dated December 16, 2011*
- . Treasurer Bond memo dated December 21, 2011*
- . Veolia Divestiture Information memo dated December 19, 2011*
- . December Executive Director's Report memo dated December 20, 2011*



Executive Committee Meeting

**Wednesday, January 25, 2012
11:30 a.m.**

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

I. Call To Order

Chairman Norris called the Meeting of the Executive Committee to order at 11:41 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>
James Norris	Manager	Hoffman Estates
Hon. Louella Preston	Trustee	Niles
Hon. Karen Darch	President	Barrington
Hon. Debby Karton	Trustee	Glenview
Albert Rigoni	Manager	Skokie
Bill Dixon	Manager	Arlington Heights
Raymond Rummel	Manager	Elk Grove Village

Absent

None

Others in Attendance

Dave Van Vooren, Executive Director
Steve Schilling, Assistant Executive Director
Mary S. Allen, Recycling and Education Director
Cameron Ruen, Graphic Designer/Marketing Coordinator
Lisa Wooddy, Administrative Manager
Julian D'Esposito, Agency Counsel, Mayer Brown
Laurie Morse, Glencoe League of Women Voters

II. Approval of Minutes

On a motion by Ms. Preston to approve the December 28, 2011 meeting minutes, seconded by Ms. Karton, a vote was taken and the minutes were approved.

January 25, 2012 Executive Committee Minutes

III. Financial Update

January 2012 Financial Reports and Payment Request – Mr. Norris asked the committee to review the January Payment Request.

The total of \$1,064,252.59 was comprised of the following: \$30,848.56 from the General Fund, \$1,000,016.15 from the Operations Fund and \$33,387.88 for the estimated February payroll. Also included in the report was the December Treasurer's Report showing a balance of \$6,062,354.35 as of December 31, 2011.

Mr. Rigoni made a motion to approve the payment request, which was seconded by Ms. Preston, and the January 2012 payment request was unanimously approved.

Mr. Rigoni also asked if staff could review the use of the Illinois Funds as an investment deposit in an effort to reduce accounts and maximize earnings. Executive Director Van Vooren said he would review and report back to the committee.

IV. Executive Session

Litigation and Personnel – Upon a motion by Ms. Preston, seconded by Ms. Karton, the Committee entered into executive session, after a unanimous roll call vote, at 11:41 a.m., to discuss litigation under Section 2 (c)(11) and personnel under Section 2 (c)(1) of the Open Meetings Act.

The Committee reconvened in its regular open session at 1:05 p.m.

V. Glenview Transfer Station (GTS)

GTS Update – Mr. Schilling reported that he was working on the annual emissions report for the GTS. With the Illinois Environmental Protection Agency's new regulations, this permit may not be necessary in the future. He also reported on the user change with the Metropolitan Water Reclamation District (MWRD) and has checked with the consultant who has used the correct readings of the meter.

VI. Old Business

FY2013 Budget Discussion – Mr. Norris lead a discussion of the FY2013 Budget review, noting the rate stabilization plan that Mr. Van Vooren had laid out for the tipping rate for fiscal year 2013. Ms. Karton inquired about the e-waste and prescription drug program decreases. Mr. Van Vooren explained that he had looked at the cost from the last fiscal year and used the most expensive month to plan for the worst case scenario for the current budget review and after further review felt the reduction, although less conservative, to be appropriate for FY2013. He noted that the only program



January 25, 2012 Executive Committee Minutes

elimination proposed was for the recycling newsletter and that all the other decreases were adjustments to programs based upon current costs.

Mr. Van Vooren explained that he was going to be looking at waste delivery projections with different scenarios and how they affect the solid waste rolling averages for the next few years in an effort to provide further tipping cost projections through FY2015.

On a motion by Mr. Rigoni to approve the second draft of the budget with amended changes and recommend to the Board of Directors, seconded by Mr. Dixon, a vote was taken and the motion was approved.

VII. New Business

Matters Arising Out of Executive Session – None

Legislative Consulting Contract – On a motion by Mr. Rigoni to approve the legislative consulting contract, seconded by Ms. Preston, a vote was taken and the contract was approved.

January Executive Director’s Report – Mr. Van Vooren noted that Miller Cooper may be at the next meeting for the audit review.

VIII. Adjournment

There being no further business, a motion by Mr. Rigoni, and seconded by Ms. Karton, to adjourn the meeting at 1:22 p.m. was unanimously approved.

MOTION TO APPROVE JANUARY PAYMENTS

AYES

NAYS

ABSENT

- James Norris
- Hon. Debby Karton
- Hon. Louella Preston
- Hon. Karen Darch
- Albert Rigoni
- Bill Dixon
- Raymond Rummel



January 25, 2012 Executive Committee Minutes

MOTION TO ENTER EXECUTIVE SESSION

AYES

NAYS

ABSENT

James Norris
Hon. Debby Karton
Hon. Louella Preston
Hon. Karen Darch
Albert Rigoni
Bill Dixon
Raymond Rummel

MOTION TO RECOMMEND THE BUDGET TO THE BOARD

AYES

NAYS

ABSENT

James Norris
Hon. Debby Karton

Hon. Louella Preston
Hon. Karen Darch
Albert Rigoni
Bill Dixon
Raymond Rummel

Material included in the Executive Committee packet for January 25, 2012:

- . December 28, 2011, 2011 Meeting Minutes*
- . January 2012 Financial Report and Payment Request memo dated January 19, 2012*
- . FY2013 Budget Review memo dated January 18, 2012*
- . Legislative Consulting Contract for Anderson Consulting memo dated January 17, 2012*
- . January Executive Director's Report memo dated January 19, 2012*



Executive Committee Meeting

**Wednesday, February 22, 2012
11:30 a.m.**

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

I. Call To Order

Chairman Norris called the Meeting of the Executive Committee to order at 11:35 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>
James Norris	Manager	Hoffman Estates
Hon. Louella Preston	Trustee	Niles
Hon. Karen Darch	President	Barrington
Hon. Debby Karton	Trustee	Glenview
Albert Rigoni	Manager	Skokie
Raymond Rummel	Manager	Elk Grove Village

Absent

None		
Bill Dixon	Manager	Arlington Heights

Others in Attendance

Dave Van Vooren, Executive Director
Steve Schilling, Assistant Executive Director
Mary S. Allen, Recycling and Education Director
Cameron Ruen, Graphic Designer/Marketing Coordinator
Lisa Wooddy, Administrative Manager
Hon. George Van Dusen, Chairman of Board of Directors, Mayor of Skokie
Julian D'Esposito, Agency Counsel, Mayer Brown
Andy Mace, Miller Cooper & Co., Ltd.
Colleen De Kraker, Miller Cooper & Co., Ltd.

II. Approval of Minutes

On a motion by Mr. Rigoni to approve the January 25, 2012 meeting minutes, seconded by Ms. Preston, a vote was taken and the minutes were approved.



February 22, 2011 Executive Committee Minutes

III. Financial Update

February 2012 Financial Reports and Payment Request – Mr. Norris asked the committee to review the February Payment Request.

The total of \$1,103,593.84 was comprised of the following: \$36,973.16 from the General Fund, \$1,016,538.85 from the Operations Fund and \$36,973.16 for the estimated March payroll. Also included in the report was the February Treasurer's Report showing a balance of \$6,062,845.51 as of January 31, 2012.

Mr. Rigoni made a motion to approve the payment request, which was seconded by Ms. Darch, and the February 2012 payment request was unanimously approved.

IV. Executive Session

Litigation and Personnel – Upon a motion by Mr. Rigoni, seconded by Ms. Darch, the Committee entered into executive session, after a unanimous roll call vote, at 11:55 a.m., to discuss litigation under Section 2 (c)(11) and personnel under Section 2 (c)(1) of the Open Meetings Act.

The Committee reconvened in its regular open session at 12:05 p.m.

V. Glenview Transfer Station (GTS)

FY2012 Third Quarter Report – Mr. Schilling reported that information regarding the Recycling Incentive Program was included in this report in response to the request from the last meeting. Solid waste tonnage at the transfer station has increased over the last year. Mr. Schilling believes that 2011 was the bottom of delivery tonnages and is currently working its way back up. He noted that 85% of the committed tonnage is required to be delivered to the transfer station and to date, the stated tonnages reflect three quarters of the current fiscal year.

VI. Old Business

FY2013 Budget Discussion – None

VII. New Business

Matters Arising Out of Executive Session – None



February 22, 2011 Executive Committee Minutes

Discussion April 30, 2011 Audit – Mr. Van Vooren stated that Miller Cooper was awarded the audit after a competitive bidding process in 2011 and that an audit is a snapshot of one day in the review of Agency funds. He noted that the total assets increased by \$1,055,483 and liabilities increased by \$968,361.

Mr. Norris acknowledged the efforts of Miller Cooper in their diligent work with the forensic audit and the FY2011 audit. Ms. Darch asked about staff absences in regards to approval and an ongoing tracking process. Mr. Van Vooren responded that staff was required to complete a leave form stating accrued hours with a running total. Staff is working to finalize a spreadsheet for paid time off. He noted that these hours were not available for roll-over, save for a minimal amount of approved days each calendar year. Ms. Darch asked about the wire transfer process noting that in the management letter response, a third party is to look at the wire transfers after the fact. Mr. Van Vooren responded that this has occurred once to date. He filled out a wire transfer form which was approved by Chairman Norris. He added that some bills are paid by wire transfers that are approved by the Executive Committee. Staff is working with Fifth Third Bank for a process that will satisfy the requirements of the payables policy. Currently, the Assistant to the Executive Director is approving the pending wire transfers. Lauterbach and Amen generate bills after approval and then approve the fiduciary funds. Ms. Darch asked if this was within the requirements since two staff members were approving bills. Mr. Van Vooren replied that an elected official may be needed to approve the pending wire transfers. Mr. Norris added that this process is difficult because as the committee members are not as informed about each transaction as staff is. Ms. Karton inquired about GASB 57 regarding pension plans, since the Agency does not subscribe to a pension system. Mr. Van Vooren reported that in this case the pension would be considered the 457K policy. He added that post employment benefits would be limited to a mini cobra policy with a maximum of a six month duration.

On a motion by Ms. Preston to recommend adoption of the FY2011 Audit, seconded by Ms. Darch, a vote was taken and the motion was unanimously approved.

Discussion Strategic Plan Process – Mr. Norris introduced the strategic planning process to be undertaken by the committee. Mr. D’Esposito gave a presentation to the committee to provide a historical background on SWANCC and its evolution. He added that by identifying what the group would investigate would then inform staff on the direction needed to pursue the strategic planning process. Per the mission of the agency to provide efficient and environmentally sound collection, transportation, transfer, processing, treatment, storage, disposal, recovery and reuse of municipal waste (AA 3), municipal waste is defined broadly, not all of which the Agency is currently involved in. Control of waste is key to the strength of the Agency and its members which provides security to capital markets.

Mr. Norris stated that facilitation skills needed to address input from members, haulers, League of Women Voters and other interested parties will depend on the structure of the request for qualifications. It is critical to look at the components when engaging in strategic planning included in the RFQ for providers and will be helpful in evaluating the array of needs for company’s skill sets required for the financial contract. Mr. Rummel asked if this would fall under one umbrella or if it would be flexible in the contract. Mr. Van Vooren responded that the committee needed to determine

February 22, 2011 Executive Committee Minutes

what items were to be of interest prior to drafting the RFQ to receive viable responses for the scope of work.

Mr. Van Vooren summarized that the next steps would include giving the SWANCC background presentation, providing panel discussions on the state of industry and then presenting the strategic planning process to the Board of Directors.

Discussion Uses of Illinois Funds as Investment Depository for Agency Funds – On a motion by Mr. Rigoni to approve the transfer of funds from IL Funds to IMET, seconded by Ms. Preston, a vote was taken and the motion was unanimously approved.

Discussion Legislative Update – Mr. Van Vooren highlighted Senate Bill 3539 regarding municipal garbage contracts and the possibility of the bill being eliminated. He added that the legislative update would be forwarded to all of the membership as a service. Additionally, Mr. Van Vooren will draft a letter to the legislators indicating whether or not SWANCC opposes or approves each bill and will forward this letter to the membership as well.

Discussion Open Meeting Act Training – Mr. Van Vooren reported that he would be sending the Open Meetings Act Training information to all members of the board. In addition, SWANCC will keep a file of each members' certifications on file to be in accordance with this law.

February Executive Director's Report – Mr. Van Vooren had nothing to add to the report.

VIII. Adjournment

There being no further business, a motion by Ms. Karton, and seconded by Ms. Darch, to adjourn the meeting at 1:31 p.m. was unanimously approved.

MOTION TO APPROVE FEBRUARY PAYMENTS

AYES

James Norris
Hon. Debby Karton
Hon. Louella Preston
Hon. Karen Darch
Albert Rigoni
Raymond Rummel

NAYS

ABSENT

Bill Dixon



February 22, 2011 Executive Committee Minutes

MOTION TO ENTER EXECUTIVE SESSION

AYES

NAYS

ABSENT

James Norris
Hon. Debby Karton
Hon. Louella Preston
Hon. Karen Darch
Albert Rigoni
Raymond Rummel

Bill Dixon

MOTION TO RECOMMEND THE AUDIT TO THE BOARD OF DIRECTORS

AYES

NAYS

ABSENT

James Norris
Hon. Debby Karton
Hon. Louella Preston
Hon. Karen Darch
Albert Rigoni
Raymond Rummel

Bill Dixon

MOTION TO APPROVE TRANSFER OF IL FUNDS TO IMET

AYES

NAYS

ABSENT

James Norris
Hon. Debby Karton
Hon. Louella Preston
Hon. Karen Darch
Albert Rigoni
Raymond Rummel

Bill Dixon

Material included in the Executive Committee packet for February 22, 2012:

- . January 25, 2012 Meeting Minutes*
- . February 2012 Financial Report and Payment Request memo dated February 15, 2012*
- . FY2012 Third Quarter Glenview Transfer Station report memo dated February 17, 2012*
- . FY2011 Audit memo dated February 15, 2012*
- . Strategic Planning Discussion memo dated February 16, 2012*
- . Review Illinois Funds vs IMET memo dated February 9, 2012*
- . Legislative Update memo dated February 15, 2012*
- . Annual Open Meetings Act Training memo dated February 15, 2012*
- . Executive Director's Report memo dated February 17, 2012*



Executive Committee Meeting

**Wednesday, April 18, 2012
11:30 a.m.**

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

I. Call To Order

Chairman Norris called the Meeting of the Executive Committee to order at 11:35 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>
James Norris	Manager	Hoffman Estates
Hon. Louella Preston	Trustee	Niles
Hon. Karen Darch	President	Barrington
Albert Rigoni	Manager	Skokie
Raymond Rummel (11:57)	Manager	Elk Grove Village
Bill Dixon (11:39)	Manager	Arlington Heights

Absent

Hon. Debby Karton	Trustee	Glenview
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Others in Attendance

Dave Van Vooren, Executive Director
Steve Schilling, Assistant Executive Director
Mary S. Allen, Recycling and Education Director
Cameron Ruen, Graphic Designer/Marketing Coordinator
Lisa Woody, Administrative Manager
Julian D’Esposito, Agency Counsel, Mayer Brown
Laurie Morse, Glencoe League of Women Voters

II. Approval of Minutes

On a motion by Mr. Rigoni to approve the February 22, 2012 meeting minutes, seconded by Ms. Darch, a vote was taken and the minutes were approved.

April 18, 2011 Executive Committee Minutes

III. Financial Update

April 2012 Financial Reports and Payment Request – Mr. Norris stated that the committee will review the April Payment Request by email next week since the meeting was a week earlier in the month. He asked the committee to review the Treasurer’s Report. Mr. Van Vooren highlighted that the Agency has \$6.3 million in total funds available, with one month left in the current fiscal year. The Agency has under spent roughly \$600,000 dollars in the current fiscal year that can be attributed to the Groot contract, reduced waste volumes, and the Executive Director vacancy for the first quarter of the fiscal year.

IV. Executive Session

Litigation and Personnel – Upon a motion by Ms. Preston, seconded by Mr. Dixon, the Committee entered into executive session, after a unanimous roll call vote, at 11:55 a.m., to discuss litigation under Section 2 (c)(11) and personnel under Section 2 (c)(1) of the Open Meetings Act.

The Committee reconvened in its regular open session at 12:07 p.m.

V. Glenview Transfer Station (GTS) - None

VI. Old Business

Discussion Strategic Plan Process – Mr. Norris introduced the strategic planning process to be undertaken by the committee. Mr. D’Esposito gave the remainder of his presentation to the committee to provide a historical background on SWANCC and its evolution. Following the presentation, Mr. Van Vooren discussed areas that the committee would need to look at including scope of work necessary for the strategic plan, an analysis of the waste industry, evaluation of the current structure and potential growth of the Agency and the possibility of additional services provided to members and customers. The group discussed possible scenarios for future endeavors and the best way to present the strategic planning process to the board.

On a motion by Mr. Rigoni to allocate for purposes of strategic planning a method to encumber unspent funds in the current FY2012 budget to the FY2013 by the Executive Director and legal counsel, seconded by Ms. Preston, a vote was taken and the motion was approved.

VII. New Business

Matters Arising Out of Executive Session – None

February Executive Director’s Report – Mr. Van Vooren had nothing to add to the report.



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VIII. Adjournment

There being no further business, a motion by Ms. Darch, and seconded by Ms. Preston, to adjourn the meeting at 1:22 p.m. was unanimously approved.

MOTION TO ENTER EXECUTIVE SESSION

AYES

NAYS

ABSENT

James Norris
Hon. Louella Preston
Hon. Karen Darch
Albert Rigoni
Bill Dixon

Hon. Debby Karton
Raymond Rummel

**MOTION TO APPROVE ENCUMBERING UNSPENT FUNDS FOR STRATEGIC
PLANNING PURPOSES INTO FY2013 BUDGET**

AYES

NAYS

ABSENT

James Norris
Hon. Louella Preston
Hon. Karen Darch
Albert Rigoni
Raymond Rummel
Bill Dixon

Hon. Debby Karton

- Material included in the Executive Committee packet for April 18, 2012:*
- . February 22, 2012 Meeting Minutes*
 - . Update on SWANCC's Strategic Planning memo dated April 12, 2012*
 - . Strategic Planning Discussion memo dated February 16, 2012*
 - . Executive Director's Report memo dated April 12, 2012*