



# SOLID WASTE AGENCY OF NORTHERN COOK COUNTY

## May 29, 2002 SPECIAL EXECUTIVE COMMITTEE MINUTES

Wednesday, May 29, 2002  
8:30 a.m.

Glenview Transfer Station  
3 Providence Drive  
Glenview, Illinois

### I. Call To Order

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

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

<u>Absent</u>		
James Norris	Manager	Hoffman Estates
Edward Rotchford	Mayor	Prospect Heights
Ronald Wietecha	Mayor	Park Ridge

Mary S. Allen, Recycling & Education Director  
C. Brooke Beal, Executive Director  
Julian D'Esposito, Counsel, Mayer, Brown, Rowe & Maw  
Elizabeth Gresham, Executive Secretary  
Kevin McCanna, Accountant, Speer Financial, Inc.  
Steven Schilling, P.E., Assistant Executive Director  
George Van Dusen, Mayor, Village of Skokie

### II. Approval of Minutes

On a motion by Mr. Corcoran to approve the minutes, seconded by Mr. Rigoni, a roll call vote was taken to approve the March 27, 2002 Meeting minutes. The motion was unanimously approved.



May 29, 2002 SPECIAL EXECUTIVE COMMITTEE MINUTES

III. Financial Update

Payment Request – Chairman Balling reviewed the May 2002 payment request. He explained that the payout for May totals \$1,883,051.27: \$40,438.86 from the General Fund and \$1,842,612.41 from the Operations Fund. Mr. Corcoran asked about the Envirogen Agricultural Property clean up bill. Mr. Beal explained that it was for payment for a Phase One study clean up of asbestos on the balefill property.

On a motion by Mr. Corcoran, seconded by Mr. Dixon, a roll call vote was taken and the May 2002 payment request was unanimously approved.

Refinancing Update – Mr. McCanna of Speer Financial, Inc. discussed capital restructuring transactions.

- The \$21 million received, plus a proportional share of debt service reserve funds, will be used for the defeasance of the 1995A Bonds.
- The bonds are being defeased to term with the flexibility to be restructured if there is a possibility to save (or make) additional funds in the future.
- The refunding of the 1992 Bonds will be done at variable rates with a cap so that the rate will not float above 5.25% for the next three years for a payment of between \$75,000 and \$80,000.
- The debt service reserve funds related to the 1992 bonds will be replaced with surety bonds.
- The bonds are being designed so that once this part of the transaction is completed the securities for the 1995A defeasance will be purchased. The variable rate transaction will provide flexibility so when additional land is sold those proceeds may be used to retire additional bonds.
- The transaction will reduce the debt service from \$6.1million to \$2.77 million.

Mr. Beal stated that the Agency is planning to utilize a surety for the debt service reserve fund for the variable rate bonds. We could put cash in but it would have restricted yield and the restricted yield then would be somewhere around 2%. We can invest in the open market higher if the interest rates go up. We did not want to use cash at a lower investment and restricted yield.

After questions and comments from the committee, Mr. Corcoran made a motion to direct the staff to prepare the documents for the bond defeasance, and Mr. Dixon seconded the motion.



**May 29, 2002 SPECIAL EXECUTIVE COMMITTEE MINUTES**

**IV. Executive Session**

Upon a motion by Mr. Corcoran, seconded by Mr. Rigoni, the Committee entered into executive session, after a unanimous roll call vote, at 8:50 a.m., to discuss litigation under Section 2 (c) (11) and 2 (c) (6) of the Open Meetings Act.

On a motion by Mr. Corcoran, seconded by Mr. Dixon, the Committee returned to open session at 9:13 a.m.

**V. Glenview Transfer Station**

Mr. Schilling discussed the Water Connection Engineering Proposal. The Agency is looking at consultants to design the water connection system for the Glenview Transfer Station to the City of Des Plaines water system. The company that handles this type of work is SpaceCo. The Agency recommends to retain SpaceCo and authorize \$25,000 for their engineering. This amount will be taken out of the Repair and Maintenance Fund. This work will reduce the Agency cost for fire insurance for the transfer station.

On a motion by Mr. Dixon, seconded by Mr. Rigoni, a roll call vote was taken and the motion to retain SpaceCo was unanimously approved.

**VI. Old Business - None**

**VII. New Business**

Long Range Planning – Mr. Beal made a presentation outlining long range issues surrounding the Agency.

**VIII. Adjournment**

There being no further business, Chairman Balling adjourned the meeting at 10:41 a.m.



# SOLID WASTE AGENCY OF NORTHERN COOK COUNTY

## June 26, 2002 EXECUTIVE COMMITTEE MINUTES

Wednesday, June 26, 2002  
8:30 a.m.

Glenview Transfer Station  
3 Providence Drive  
Glenview, Illinois

### I. Call To Order

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

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

<u>Absent</u>		
William Dixon	Manager	Arlington Heights
Edward Rotchford	Mayor	Prospect Heights
Ronald Wietecha	Mayor	Park Ridge

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

### II. Approval of Minutes

On a motion by Mr. Rigoni to approve the minutes, seconded by Mr. Norris, a roll call vote was taken to approve the May 29, 2002 Special Meeting minutes. The motion was unanimously approved.

Mr. Corcoran moved to approve the minutes, seconded by Mr. Rigoni. A roll call vote was taken, the motion passed and the Executive Session Minutes of the May 29, 2002 Special Meeting were unanimously approved.



**June 26, 2002 EXECUTIVE COMMITTEE MINUTES**

**III. Financial Update**

Payment Request – Chairman Balling reviewed the June 2002 payment request. He explained that the payout for June totals \$1,053,355.80: \$90,546.04 from the General Fund and \$962,809.76 from the Operations Fund.

On a motion by Mr. Norris, seconded by Mr. Rigoni, a roll call vote was taken and the June 2002 payment request was unanimously approved.

Proposed Debt Restructuring – Chairman Balling asked Mr. Beal to explain the Proposed Debt Restructuring situation to the committee.

- Mr. Beal explained that the Agency did not secure a surety from MBIA for the Debt Service Reserve Fund. He presented alternatives in funding the Debt Service Reserve requirement: use cash from the Agency residual fund, increase the borrowing to fulfill the reserve requirements, or a combination of the two. The staff recommendation is that the Agency put up one million dollars in cash and bond \$1.4 million of the Debt Service Reserve. This would leave about \$200,000 under the board-authorized cap for the authorized amount of bonds.
- When the Agency completes the sale of the farm field property at the balefill some of the variable rate 2002 Bonds attributable to the project will be redeemed. These bonds were used to finance the land, but there will be a redemption of the 2002 Bonds because of the change in use. Therefore, in mid-2004, the Agency will see the Debt Service Reserve Fund go down by about one million dollars.
- There is about a \$42,000 difference between this proposal and the surety plan that was approved by the Board. That is 16 cents cost per ton increase in the debt service, however, the project budget will not increase. The \$1.4 million of the Debt Service Reserve money will have some interest earnings. It is about 2%, which is an increase of 11 cents per ton. The Agency will lose some interest on the million dollars in cash because it is being taken from the residual fund and being put into the Debt Service Reserve, which restricts it to about that 2% level.
- The Agency may be able to garner a return of 4% currently on the residual fund. Through the yield restriction the Agency would then lose about 200 basis points in interest – about a \$20,000 loss or 8 cents per ton. The increase in the debt service plus the increased interest earnings in the Debt Service Reserve minus the lost increase earnings because the million dollars will be yield restricted causes a total increase to the members of about \$34,000 annually.

Messers. Beal, McCanna and D’Esposito addressed questions from the committee.

- Mr. Rigoni said that he was surprised that this problem came up so late and then asked why this problem happened. Mr. McCanna answered that MBIA does not like to work with surety policies alone, but prefers to insure everything. Although the Analyst provided a price and said that they thought it would be approved, their management did not support the staff in the decision.



**June 26, 2002 EXECUTIVE COMMITTEE MINUTES**

- Mr. Beal stated that while the Agency was comparing sureties another type of financial instrument was being researched. The Agency was looking to bid out to banks and they would pledge to lend the Agency \$2.4 million in securities for an upfront payment and the Agency asked that the bid be \$200,000. Both the bond counsel and the Agency counsel did not feel comfortable with the legality of this issue. Mr. D'Esposito stated that he did not believe that this was a permitted investment or authorized under the resolution. The Agency's resolution authorizes investments or qualified credit instruments like a letter of credit, a surety or insurance policy and the alternative is none of those. The Agency would have to go back to the board to get it approved and then would have to deal with the rating agencies and the Northern as to the acceptability of the alternative because you have a question as to priority, if the lender of the security goes bankrupt who has priority on a claim against the securities in the debt service fund. The Agency would not be able to find an alternative credit provider because there was not enough time before the bond closing on July 8.
- Mr. Balling asked if there was time to start looking at another insurance surety since the closing was on July 8. Mr. Beal said that he asked John Peterson if the Agency should look into a letter of credit, but he that we would not have time to get it approved before the closing and it would be more expensive than a surety. After the deal closes the Agency may go back to the Northern and see if they can reduce some of their restrictions in the reimbursement agreement on the Debt Service Reserve.
- Mr. D'Esposito said that the Agency already has a commitment to defease the 95 bonds with the \$21 million that is supposed to close on the 25<sup>th</sup> and it must be separated by 15 days from the bond closing.

Mr. Norris made a motion to approve the use of cash and an increase in principal amount of bonds to fund the debt service reserve as outlined in the June 25, 2002 memo, seconded by Mr. Corcoran. Upon a roll call vote the motion was unanimously approved.

**IV. Executive Session - None**

**V. Glenview Transfer Station**

Mr. Beal stated that the Agency was still working with the Carmelite sisters regarding the berm issue and hoped to file a permit with the Village of Glenview. Mr. Rigoni asked when the issue would be brought back to the committee. Mr. Beal said that it would be presented to the Committee when the work was completed with all the costs, which are estimated to be under \$50,000.00.

Mr. Beal also stated that the SpaceCo contract for the water line design had been signed. The Agency will present costs to the Committee in about sixty days.



June 26, 2002 EXECUTIVE COMMITTEE MINUTES

**VI. Old Business**

Long Range Planning – Mr. Beal reviewed the memos that were included in the committee packets.

- This is a four or five year tipping fee projection going forward which takes into account the existing debt service refinance as well as the anticipated defeasance of bonds after the farm sale. The board passed a budget with a \$44 tipping fee and \$11.96 debt service. From last year to this year there is a \$13 per ton decrease.
- In 2005 and 2006, the tipping fees level out because the effects of losing all of interest earnings are taken out except for inflation.
- In 2007, the Agency projects that total all in tipping fee will be \$60.75, compared to last years cost of just under \$69. There should be about an \$8 reduction going out even 4 years after this year. The Agency anticipates getting about \$12 million for the sale of the remainder of the balefill property.

Disposition of Surplus Property

- The Agency currently owns fifty acres of property in the Village of Glenview, mostly at the Transfer Station.
- The Agency has been in contact with Palwaukee Municipal Airport through Mayor Rotchford regarding the purchase of the Agency's thirty acres of surplus floodway property. They are looking to buy property to compensate for properties that they want to buy from the Cook County Forest Preserve District just east of Milwaukee Road by one of the runways to use for clearance. If the property were sold to Palwaukee or Cook County, it would be a government facility, so the Agency would not be required to redeem bonds and those funds could be used for any project that the board so chooses.
- There are also four or five acres of surplus developable property. Options include building administrative, education and household hazardous waste facilities or sell the land for commercial development.

At this point, Mr. Rigoni mentioned that he would like to have a philosophical discussion on where the Agency is going with Committee before going into detailed discussion as mentioned in the memos. He also mentioned that the Executive Committee's total focus at the next meeting should be on dealing with the farmland and Mesirow. After comments from the Committee, they discussed the possibility of having a retreat on September 18, 2002, to discuss these items in detail.

**VII. New Business**

Mr. Rigoni moved, and Mr. Norris seconded, to recommend adoption of the Prevailing Wage Act resolution for 2002. The motion was unanimously approved.



**June 26, 2002 EXECUTIVE COMMITTEE MINUTES**

**VIII. Adjournment**

There being no further business, Chairman Balling adjourned the meeting at 10:10 a.m.



# SOLID WASTE AGENCY OF NORTHERN COOK COUNTY

## July 24, 2002 EXECUTIVE COMMITTEE MINUTES

Wednesday, July 24, 2002  
8:30 a.m.

Glenview Transfer Station  
3 Providence Drive  
Glenview, Illinois

### I. Call To Order

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

<u>Name</u>	<u>Present</u> <u>Position</u>	<u>Municipality</u>
William Balling	Manager	Buffalo Grove
Timothy Corcoran	Trustee	Mount Prospect
William Dixon	Manager	Arlington Heights
Albert Rigoni	Manager	Skokie
Edward Rotchford	Mayor	Prospect Heights

#### **Absent**

James Norris	Manager	Hoffman Estates
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Mary S. Allen, Recycling & Education Director

C. Brooke Beal, Executive Director

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

Bob Fitzsimmons, Counsel, Mayer, Brown, Rowe & Maw

Elizabeth Gresham, Executive Secretary

Mesirow Stein Development Services Representatives (Richard Stein, Daniel Walsh & Ted Notz)

Steven Schilling, P.E., Assistant Executive Director

George Van Dusen, Mayor, Village of Skokie

### II. Approval of Minutes

On a motion by Mr. Rigoni to approve the minutes, seconded by Mr. Corcoran, a roll call vote was taken to approve the June 26, 2002 Meeting minutes. The motion was approved. Mr. Rotchford abstained.



July 24, 2002 SPECIAL EXECUTIVE COMMITTEE MINUTES

**III. Financial Update**

Payment Request – Chairman Balling reviewed the July 2002 payment request. He explained that the payout for July totals \$1,205,697.63: \$102,837.65 from the General Fund, \$837,066.64 from the Operations Fund and \$265,793.34 from the Financing Cost of Issuance. Mr. Beal noted that these costs were the first round of issuance costs. There were no questions.

On a motion by Mr. Corcoran, seconded by Mr. Rotchford, a roll call vote was taken and the July 2002 payment request was unanimously approved. For the record, Mr. Dixon authorized Mr. Balling to support the approval of the bills.

Mr. Beal presented the results of the 2002 true-up calculations. There was a positive fixed cost true-up to the Agency because there were significant over-deliveries. The actual deliveries were over 271,000 tons and the Agency projected 248,000 tons. The positive true-up amount was \$576,698.96, which will offset next year's costs. Over-delivery cost per municipality was \$24.93 per ton. Under-deliveries were credited \$24.93 per ton. Mr. Rigoni asked about the high number of over-deliveries for a couple of the towns and if it caused a cash flow problem for the Agency. Mr. Beal responded that under the Project Use Agreement the municipalities' waste commitments are based on their three-year rolling average and it did not cause a cash flow problem for the Agency. The Operation and Maintenance true-up was \$1,017,838.16 due to the over-deliveries. The Agency did lose \$1.95 per ton savings when Wisconsin raised their tax by \$3.00 on January 1, 2002, however, the costs were able to be internalized. There were no further questions.

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

**IV. Executive Session**

Upon a motion by Mr. Dixon, seconded by Mr. Rotchford, the Committee entered into executive session, after a unanimous roll call vote, at 8:37 a.m., to discuss the real estate disposition under Section 2 (c) (6) of the Open Meetings Act.

On a motion by Mr. Corcoran, seconded by Mr. Rotchford, the Committee returned to open session at 10:25 a.m. The motion was unanimously approved.

**V. Glenview Transfer Station**



**July 24, 2002 SPECIAL EXECUTIVE COMMITTEE MINUTES**

Mr. Beal informed the committee that things were going well at the transfer station and that landscape waste had increased over last summer.

**VI. Old Business**

Mr. Beal updated the Committee on the Carmelite Sisters situation. He informed them that there was a meeting the Friday prior with the Village of Glenview and they approved the Agency's plans and there would be a meeting with the contractors on the following Friday.

**VII. New Business**

Mr. Balling asked that the Executive Committee serve as the nominating committee to fill the open position on the committee and the position of vice chairman. Mr. Balling asked the committee to consider Nancy Canafax of the Village of Wilmette for the open position and Tim Corcoran for the Vice Chairman position.

**VIII. Adjournment**

On a motion by Mr. Rotchford, seconded by Mr. Balling and there being no further business, a motion was unanimously approved to adjourn the meeting at 10:41 a.m.



# SOLID WASTE AGENCY OF NORTHERN COOK COUNTY

August 7, 2002 SPECIAL EXECUTIVE COMMITTEE MINUTES

Wednesday, August 7, 2002

8:00 a.m.

Glenview Transfer Station

3 Providence Drive

Glenview, Illinois

## I. Call To Order

Chairman Balling called the Special Meeting of the Executive Committee to order at 8:00 a.m. in the Glenview Transfer Station Conference Room. A roll call attendance was taken.

<u>Name</u>	<u>Present</u> <u>Position</u>	<u>Municipality</u>
William Balling	Manager	Buffalo Grove
Timothy Corcoran	Trustee	Mount Prospect
William Dixon	Manager	Arlington Heights
Albert Rigoni	Manager	Skokie
Edward Rotchford	Mayor	Prospect Heights
	<b>Absent</b>	
James Norris	Manager	Hoffman Estates
Ronald Wietecha	Mayor	Park Ridge

C. Brooke Beal, Executive Director  
Julian D'Esposito, Counsel, Mayer, Brown, Rowe & Maw  
Elizabeth Gresham, Executive Secretary  
Mesirow Stein Development Services representatives (Daniel Walsh & Ted Notz)  
Steven Schilling, P.E., Assistant Executive Director  
George Van Dusen, Mayor, Village of Skokie

## II. Executive Session

Upon a motion by Mr. Rotchford, seconded by Mr. Rigoni, the Committee entered into executive session, after a unanimous roll call vote, at 8:02 a.m., to discuss the real estate disposition under Section 2 (c) (6) of the Open Meetings Act.

On a motion by Mr. Rotchford, seconded by Mr. Dixon, the Committee returned to open session at 8:50 a.m.



**August 7, 2002 SPECIAL EXECUTIVE COMMITTEE MINUTES**

On a motion by Mr. Rotchford to recommend to the Board of Directors that the Agency sell its remaining Hanover Township real estate to Realen Homes, seconded by Mr. Dixon, a roll call vote was taken and the motion was unanimously approved.

**III. New Business - None**

**IV. Adjournment**

There being no further business, the meeting adjourned at 8:55 a.m.



# SOLID WASTE AGENCY OF NORTHERN COOK COUNTY

## September 25, 2002 EXECUTIVE COMMITTEE MINUTES

Wednesday, September 25, 2002  
8:30 a.m.

Adam's Mark Hotel  
Chicago Room  
Northbrook, Illinois

### I. Call To Order

Chairman Balling called the Meeting of the Executive Committee to order at 8:43 a.m. in the Glenview Transfer Station Conference Room. A roll call attendance was taken.

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

Mary S. Allen, Recycling & Education Director  
C. Brooke Beal, Executive Director  
Nancy Canafax, President, Village of Wilmette  
Julian D'Esposito, Counsel, Mayer, Brown, Rowe & Maw  
Elizabeth C. Gresham, Executive Secretary  
Steven Pawlow, KPMG  
Steven Schilling, P.E., Assistant Executive Director  
George Van Dusen, Mayor, Village of Skokie  
Doug Williams, Manager, Village of Winnetka

### II. Approval of Minutes

On a motion by Mr. Corcoran to approve the minutes, seconded by Mr. Rigoni, a vote was taken to approve the August 28, 2002 Executive Committee Meeting minutes. The motion was unanimously approved.

Mr. Corcoran moved to approve the minutes, seconded by Mr. Rigoni. A vote was taken, the motion passed and the Executive Session Minutes of the August 28, 2002 Executive Committee Meeting were unanimously approved.



**September 25, 2002 EXECUTIVE COMMITTEE MINUTES**

**III. Financial Update**

Payment Request – Chairman Balling reviewed the September 2002 payment request. He explained that the payout for September totals \$1,121,526.54: \$1,121,526.54: \$105,499.38 from the General Fund, \$986,677.98 from the Operations Fund and \$29,349.18 from the Debt Service Fund.

On a motion by Mr. Dixon, seconded by Mr. Corcoran, a roll call vote was taken and the September 2002 payment request was unanimously approved.

Mr. Corcoran asked about the Stand By Letter of Credit fee of \$29,000. Mr. Beal responded that as part of the Agency's refinancing since the Agency issued variable rate bonds, a stand by letter of credit is part of the security in case someone tenders their bonds so that the Agency will not have to put up the funds to purchase the bonds.

Mr. Norris asked if the cost for that agricultural property clean-up was the last bill. Mr. Beal stated that it should be the final bill.

Audit – Mr. Steven Pawlow from KPMG presented an overview on the financial report and audit for the period ending April 30, 2002. Mr. D'Esposito asked why the Agency's investments in a money market account were not treated as an investment and not an unsecured bank account. He stated that it made the Agency's money look unsecure. Mr. Balling stated that this needed to be clarified and Mr. Pawlow said that the audit would be changed to make this a separate line item. He also reviewed changes in the Governmental Accounting Standards Board (GASB) standards and the auditor's independence.

On a motion by Mr. Norris, seconded by Mr. Corcoran, to accept the 2001 Audit subject to additional changes a vote was taken and the Audit, pending changes, was unanimously approved.

**IV. Executive Session - None**

**V. Glenview Transfer Station**

Carmelite Sisters – The clean up of the berm situation has not started yet, but should be completed by the end of October.

Groot – Mr. Beal announced that Groot purchased the assets of Allied Waste in Palatine. Groot will now service Arlington Heights, Barrington, Hoffman Estates, Palatine and South Barrington. Mr. Dixon asked when the change would be apparent to residents. Mr. Beal answered that the trucks would be painted over the next six months and bills would probably change with the fourth or first quarter billing. He said that Groot would be asking for assignment of contracts and that now would be a good time to review current contracts. Groot asked for a ten-year non-compete, however, Mr. Beal told them that it would be a



**September 25, 2002 EXECUTIVE COMMITTEE MINUTES**

five-year non-compete would be adequate. Mr. Norris asked if the transfer costs would go up if Groot decided to take the garbage to the Elk Grove Village Transfer Station. Mr. Beal answered that the cost would still be \$42 per ton.

**VI. Old Business**

Land Sale – Mr. Beal informed the Committee of the status of the sale of the balefill property. Friday, September 20, 2002, was Realen Homes' 34-day initial look at the property. Randy Harris, president of Realen Homes, said that they are very happy with the site and are having preliminary discussions with the Village of Bartlett. October 15 is the due date and it looks like an October 31, 2002 closing if everything goes smoothly. Mr. Beal also brought the Committee up to date on follow up comments that he received from Cambridge Homes. Cambridge expressed disappointment in not getting the property but did state that they would be interested in the property if Realen Homes chose not to close on the property.

Long Range Planning – Mr. Balling stated the need for long range planning with the elimination of the permanent disposal facility. Mr. Beal presented various long range planning topics for discussion by the Committee.

- Mission Statement: *To provide cost-effective and environmentally sound solid waste management services.* The Committee discussed in detail whether the mission of the Agency had changed or if it was still valid.
- Current Commitments: Mr. Beal reviewed the Agency's current commitments and contracts. He stated that the member contracts are valid until 2031. He also discussed the Glenview Transfer Station operating contracts. The contract with Groot is valid until 2009, however can be extended until 2014 and includes landfill capacity from Waste Management at predictable rates with increases tied to the CPI.
- Agency Current Positions: Financially, SWANCC had a clean audit and has \$29.64 million in total bonds outstanding currently.
- Historical and Projected Costs: Mr. Beal presented the fluctuation in the debt service and tipping fees from 1995 through 2007.
- Agency Current Positions: The Agency's current programs are solid waste disposal, recycling and waste reduction education programs, recycling programs (household hazardous waste collections and computer and electronics recycling), and member assistance.
- External Appraisal: From external appraisals others see the Agency's costs as being too high, however, see SWANCC as a leader in new recycling and education programs. These programs include recycling 65-gallon carts, downtown business recycling and commercial solid waste franchise programs. The Agency is also weak in the area of



**September 25, 2002 EXECUTIVE COMMITTEE MINUTES**

- household hazardous waste programs because of the high demand and infrequent and uncertain timing of collections.
- Internal Appraisal: Mr. Beal discussed with the meeting attendees what areas the Agency was doing well in and what areas needed to be improved.
- What Does the Agency Want to Become: Mr. Beal discussed the Agency's goals both financially and in the Agency programs.
- Summary: The meeting attendees asked the staff to compile a survey to send out to member communities and compile a report of a summary of the long range planning meeting.

**VII. New Business**

Personnel – Mr. Balling stated that the Executive Committee would be acting as the nominating committee for two open positions. President Nancy Canafax of Wilmette has agreed to serve as an elected official on the Committee, replacing Mayor Ron Wietecha, and Trustee Tim Corcoran has agreed to serve as Vice Chairman of the Agency. Mr. Balling asked for any other nominations and then asked for a motion to tender the recommendations to the Board of Directors.

Upon a motion by Mr. Dixon, seconded by Mr. Rigoni, the Committee unanimously agreed to make these recommendations to the Board of Directors.

**VIII. Adjournment**

There being no further business, Chairman Balling adjourned the meeting at 12:45 p.m.



# SOLID WASTE AGENCY OF NORTHERN COOK COUNTY

## November 27, 2002 EXECUTIVE COMMITTEE MINUTES

Wednesday, November 27, 2002  
8:30 a.m.

Glenview Transfer Station  
3 Providence Drive  
Glenview, Illinois

### I. Call To Order

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

#### Present

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

#### Absent

William Dixon	Manager	Arlington Heights
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Mary S. Allen, Recycling & Education Director  
C. Brooke Beal, Executive Director  
Julian D'Esposito, Counsel, Mayer, Brown, Rowe & Maw  
Elizabeth Gresham, Executive Secretary  
Steven Schilling, P.E., Assistant Executive Director  
George Van Dusen, Mayor, Village of Skokie

### II. Approval of Minutes

On a motion by Mr. Corcoran to approve the minutes, seconded by Mr. Rotchford, a roll call vote was taken to approve the August 8, 2002 Special Meeting minutes. The motion was approved.

On a motion by Mr. Corcoran to approve the minutes, seconded by Mr. Rotchford, a roll call vote was taken to approve the August 8, 2002 Special Executive Session minutes. The motion was approved.

On a motion by Mr. Corcoran to approve the minutes, seconded by Mr. Norris, a roll call vote was taken to approve the September 25, 2002 Meeting minutes. The motion was approved. Mr. Rotchford abstained.



**November 27, 2002 EXECUTIVE COMMITTEE MINUTES**

**III. Financial Update**

Payment Request – Chairman Balling reviewed the November 2002 payment request. He explained that the payout for November totals \$1,058,251.72: \$18,725.20 from the General Fund, \$997,883.18 from the Operations Fund and \$41,643.34 from the Debt Service Fund. There were no questions.

On a motion by Mr. Rotchford, seconded by Mr. Corcoran, a roll call vote was taken and the November 2002 payment request was unanimously approved. There were not questions.

**IV. Executive Session**

Upon a motion by Mr. Rotchford, seconded by Ms. Canafax, the Committee entered into executive session, after a unanimous roll call vote, at 8:35 a.m., to discuss the real estate disposition under Section 2 (c) (6) of the Open Meetings Act.

On a motion by Mr. Norris, seconded by Ms. Canafax, the Committee returned to open session at 9:00 a.m. The motion was unanimously approved.

**V. Glenview Transfer Station**

Mr. Rotchford asked when the cutoff date was for the acceptance of landscape waste at the transfer station. Mr. Beal answered that the cutoff date was usually December 15 or the end of the calendar year, however, it depended on the hauler.

Mr. Schilling informed the committee of the status of the transfer station water system. The design to connect the water supply to the City of Des Plaines is almost complete. There are minimal changes to the existing water system. The water tank and well, which are both big maintenance issues, will be taken out with this design. There will be significant savings with this plan and the fire protection rating will be better and insurance rates will decrease. The cost estimate for construction is \$61,892. The system should be completed this fiscal year.

**VI. Old Business – None**

**VII. New Business**

The Wednesday, December 25, 2002 Executive Committee has been rescheduled to Wednesday, December 18, 2002. The long range planning has been pushed to January.

**VIII. Adjournment**

On a motion made and seconded, there being no further business, a motion was unanimously approved to adjourn the meeting at 9:15 a.m.



# SOLID WASTE AGENCY OF NORTHERN COOK COUNTY

December 18, 2002 EXECUTIVE COMMITTEE MINUTES

Wednesday, December 18, 2002  
8:30 a.m.

Glenview Transfer Station  
3 Providence Drive  
Glenview, Illinois

## I. Call To Order

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

### Present

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

### Absent

James Norris	Manager	Hoffman Estates
Edward Rotchford	Mayor	Prospect Heights

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

## II. Approval of Minutes

On a motion by Ms. Canafax to approve the minutes, seconded by Mr. Corcoran, a vote was taken to approve the November 27, 2002 Meeting minutes. The motion was unanimously approved.

On a motion by Mr. Corcoran to approve the minutes, seconded by Ms. Canafax, a vote was taken to approve the November 27, 2002 Executive Session minutes. The motion was approved. There were no questions.



**December 18, 2002 EXECUTIVE COMMITTEE MINUTES**

**III. Financial Update**

Payment Request – Chairman Balling reviewed the December 2002 payment request. He explained that the payout for December totals \$964,607.32: \$46,311.14 from the General Fund, \$877,558.13 from the Operations Fund and \$40,738.05 from the Debt Service Fund. There were no questions.

On a motion by Mr. Dixon, seconded by Ms. Canafax, a roll call vote was taken and the December 2002 payment request was approved.

FY2004 Budget – Mr. Beal stated that there would be a budget hearing held on February 12, 2003. He explained to the Committee that the budget would be structured the same as in the last few years except for the elimination of any Balefill expenditures. The Debt Service costs have been reduced to an estimated \$1.65 million a year. The actual cost will be finalized when the bond defeasance is completed.

Mr. Beal reviewed the reasons the tipping fee had been increased to \$46 per ton:

- Highest inflation in six years
- Full impact of Wisconsin landfill tax
- Associated with the reducing debt is the reduced Debt Service Reserve fund interest

He reviewed projected revenues and increases/decreases in the budget for FY2004. The staff recommends that \$532,000 of the FY2003 excess revenues be applied to next year's tipping fees. The Agency should still be able to return money to the members in the true-up. He then reviewed the line items listed on the proposed budget. Mr. Beal also noted that the office supply budget had increased because of the need to purchase a new waste manifest system for the transfer station. This new system would prevent dual entry tasks and produce more timely, accurate reports to members, as well curtail commercial waste deliveries and member deliveries. He also stated that the Agency would start to do random spot checks to prevent "cheating" in the system. Mr. Beal reviewed the personnel items such as salaries, insurance and expenses. Mr. Rigoni questioned the increase in cost and asked for a breakdown of the items at the next meeting.

Mr. Corcoran asked that the committee consider the idea of paying down the Agency debt within two years and take the debt to zero. This would allow the Agency to have the flexibility to pursue new members and increase waste volumes. The committee discussed this possibility and decided to have the staff pursue this plan and present the benefits to the committee in January.

Mr. Beal updated the committee on the status of the surplus land at the transfer station. He said that it is advancing along as a possible sale and could generate about one million dollars in revenue. He also discussed meeting with the Village of Glenview regarding the development of the remainder of the property and said that Glenview was supportive of the project.



**December 18, 2002 EXECUTIVE COMMITTEE MINUTES**

**IV. Executive Session – None**

**V. Glenview Transfer Station**

Mr. Beal stated that the deadline for collection of landscape waste had been extended four more days. He also noted that the Carmelite Sisters berm was completely clean and a summary of all the costs of the cleanup would be brought to date at the January Executive Committee meeting. Mr. Schilling said that the Agency is re-investigating some items regarding the water connection because a tank may be needed for water volume. He did not foresee much of a change in the construction costs.

**VI. Old Business – None**

**VII. New Business**

The committee agreed to change the next Executive Committee meeting from January 22, 2003 to January 29, 2003.

**VIII. Adjournment**

On a motion made and seconded, there being no further business, a motion was unanimously approved to adjourn the meeting at 9:45 a.m.



# SOLID WASTE AGENCY OF NORTHERN COOK COUNTY

January 29, 2003 EXECUTIVE COMMITTEE MINUTES

Wednesday, January 29, 2003

8:30 a.m.

Glenview Transfer Station

3 Providence Drive

Glenview, Illinois

## I. Call To Order

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

### Present

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

### Absent

None

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

## II. Approval of Minutes

On a motion by Mr. Corcoran to approve the minutes, seconded by Ms. Canafax, a roll call vote was taken to approve the December 18, 2002 Meeting minutes. The motion was approved.

## III. Financial Update

Payment Request – Chairman Balling reviewed the January 2003 payment request. He explained that the payout for January totaled \$1,037,651.21: \$28,229.17 from the General



**January 29, 2003 EXECUTIVE COMMITTEE MINUTES**

Fund, \$984,397.66 from the Operations Fund and \$25,024.38 from the Debt Service Fund. There were no questions.

On a motion by Mr. Rotchford, seconded by Ms. Canafax, a roll call vote was taken and the January 2003 payment request was unanimously approved. There were no questions.

FY 2004 Budget – Mr. Beal reviewed three revisions that were suggested.

- Personnel costs down to a 4.73% increase instead of 12%.
- Clarification of the unpledged reserve number.
- Included a two-page spreadsheet instead of 50-page worksheet.

On a motion by Mr. Rigoni to recommend the FY2004 Budget with minor revisions, seconded by Mr. Rotchford, a roll call vote was taken and the recommendation was approved.

Bond Defeasance – On a motion by Mr. Norris, seconded by Mr. Rotchford and approved by a unanimous roll call the committee directed Mr. Beal to use the proceeds from the sale of the Balefill property to Realen Homes to retire \$1.7 million of the 1994 series bonds and \$11.3 of the 2002 series bonds.

**IV. Executive Session**

Upon a motion by Mr. Rotchford, seconded by Mr. Corcoran, the Committee entered into executive session, after a unanimous roll call vote, at 8:50 a.m., to discuss the real estate disposition under Section 2 (c)(6) of the Open Meetings Act and litigation under Section 2 (c)(11) of the Open Meetings Act.

On a motion by Mr. Rotchford, seconded by Ms. Canafax, the Committee returned to open session at 9:30 a.m. The motion was unanimously approved.

**V. Glenview Transfer Station**

Mr. Beal told the Committee that the water system project was going fine.

**VI. Old Business – None**

**VII. New Business**

Long Range Planning – Mr. Beal presented an overview of the Long Range Planning document for the Committee. He noted that there were two items not included in the document, the concept of the Agency hauling member waste and the retiring of the 1994 bonds early on the present value analysis. The Committee discussed the relevant issues in the document that included the new programs that the Agency might explore.



**January 29, 2003 EXECUTIVE COMMITTEE MINUTES**

**VIII. Adjournment**

On a motion made and seconded, there being no further business, a motion was unanimously approved to adjourn the meeting at 10:50 a.m.



# SOLID WASTE AGENCY OF NORTHERN COOK COUNTY

March 26, 2003 EXECUTIVE COMMITTEE MINUTES

Wednesday, March 26, 2003  
8:30 a.m.

Glenview Transfer Station  
3 Providence Drive  
Glenview, Illinois

## I. Call To Order

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

### Present

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

### Absent

None

C. Brooke Beal, Executive Director  
Julian D'Esposito, Counsel, Mayer, Brown, Rowe & Maw  
Elizabeth Gresham, Executive Secretary  
Steven Schilling, P.E., Assistant Executive Director  
George Van Dusen, Mayor, Village of Skokie  
Doug Williams, Manager, Village of Winnetka

## II. Approval of Minutes

On a motion by Mr. Rotchford to approve the minutes, seconded by Ms. Canafax, a roll call vote was taken to approve the January 29, 2003 Meeting minutes. The motion was approved.

On a motion by Mr. Rotchford to approve the minutes, seconded by Mr. Norris, a vote was taken to approve the January 29, 2003 Executive Session minutes. Mr. Rotchford asked that the minutes be corrected to state that Mr. Rotchford and Mr. Corcoran returned to closed session at 9:15 a.m. The amendment was made and the motion was approved.



**March 26, 2003 EXECUTIVE COMMITTEE MINUTES**

**III. Financial Update**

Payment Request – Chairman Balling reviewed the March 2003 payment request. He explained that the payout for March totaled \$948,265.33: \$26,101.98 from the General Fund, \$880,816.14 from the Operations Fund, \$19,470.00 from the Cost of Issuance Fund and \$21,877.21 from the Debt Service Fund. There were no questions.

On a motion by Mr. Rotchford, seconded by Mr. Dixon, a roll call vote was taken and the March 2003 payment request was unanimously approved. There were no questions.

**IV. Executive Session**

Upon a motion by Mr. Rotchford, seconded by Ms. Canafax, the Committee entered into executive session, after a unanimous roll call vote, at 8:35 a.m., to discuss litigation under Section 2 (c)(11) and real estate disposition under Section 2 (c)(6) of the Open Meetings Act.

On a motion by Mr. Rotchford, seconded by Ms. Canafax, the Committee returned to open session at 8:55 a.m. The motion was unanimously approved.

**V. Glenview Transfer Station – None**

**VI. Old Business**

Long Range Planning – Mr. Beal continued his presentation of the overview of the Long Range Planning document for the Committee. The Committee continued to discuss the relevant issues in the document that included the new programs that the Agency might explore.

**VII. New Business**

Public Works and School Clean-up Program – Mr. Beal stated that the Agency has about \$30,000- \$40,000 in funds remaining in the Agency's Hazardous waste. The Agency looked at expanding the services to the members by offering to collect hazardous waste from member public works facilities. He told the Committee that hazardous waste clean-up could be rather expensive especially if the community owns a golf course. To keep the facilities from accumulating hazardous waste and not becoming a major expense, the Agency is offering a one-time subsidy of \$2,000 per department to help the communities defray the collection costs. The Agency believes that 15 or 16 of the communities might take advantage of this service. The Agency has had conversations with Heritage Environmental, who offered to give the Agency very preferential pricing, which is about a 40% discount. Mr. Corcoran asked if this program included park districts. Mr. Beal replied that at this time it only included village-owned services at this time.



**March 26, 2003 EXECUTIVE COMMITTEE MINUTES**

On a motion by Mr. Norris, seconded by Mr. Rotchford to approve the Public Works Hazardous Waste Clean-up program a roll call vote was taken and the motion was unanimously approved.

Mr. Beal then presented a School Hazardous Waste Clean-up program. Schools create a small amount of hazardous waste from their science labs, etc. The Environmental Protection Agency has a program where they will clean out one high school when a community hosts a household hazardous waste collection day. There are a lot of schools that do not have access to this program, and SWANCC has an estimated 18 high schools and 43 middle schools in the area. The Agency would like to offer this program to schools and subsidize the collection at each high school by \$1,000 and each middle school by \$500.

Mr. Norris asked how the Agency would make this program known to the public works departments and the schools. Mr. Beal answered that letters and informational brochures would be sent to the public works/school contacts.

On a motion by Mr. Rigoni, seconded by Ms. Canafax to approve the School Hazardous Waste Clean-up program a roll call vote was taken and the motion was unanimously approved.

Comparative Analysis of Solid Waste Contracts – Mr. Beal prepared this analysis at the request of the Board of Directors. Staff looked at member solid waste contracts as well as neighboring communities that would provide data. All of the extra services in the contracts were taken out so that Staff could compare the base level of service provided and a cost deduct for each special service was determined. After reviewing the contracts, Mr. Beal told the Committee that the average monthly contract costs for disposal, collection and recycling for SWANCC-member communities was \$13.45 and \$13.06 for non-SWANCC communities. In Fiscal Year 2004 the SWANCC average monthly cost would be reduced to \$13.11.

Mr. Balling stated that the Executive Committee would discuss the performance review for the Executive Director at the April meeting.

**VIII. Adjournment**

On a motion made and seconded, there being no further business, a motion was unanimously approved to adjourn the meeting at 10:55 a.m.



# SOLID WASTE AGENCY OF NORTHERN COOK COUNTY

April 23, 2003 EXECUTIVE COMMITTEE MINUTES

Wednesday, April 23, 2003  
8:30 a.m.

Glenview Transfer Station  
3 Providence Drive  
Glenview, Illinois

## I. Call To Order

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

### Present

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

### Absent

None

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

## II. Approval of Minutes

On a motion by Ms. Canafax to approve the minutes, seconded by Mr. Corcoran, a roll call vote was taken to approve the March 26, 2003 Meeting minutes. The motion was unanimously approved.

On a motion by Ms. Canafax to approve the executive session minutes, seconded by Mr. Rigoni, a roll call vote was taken to approve the March 26, 2003 Executive Session minutes. The motion was unanimously approved.



**April 23, 2003 EXECUTIVE COMMITTEE MINUTES**

**III. Financial Update**

Payment Request – Chairman Balling reviewed the April 2003 payment request. He explained that the payout for April totaled \$990,841.53: \$16,215.22 from the General Fund, \$969,626.31 from the Operations Fund, \$5,000.00 from the Cost of Issuance. There were no questions.

On a motion by Mr. Dixon, seconded by Mr. Norris, a roll call vote was taken and the April 2003 payment request was unanimously approved. There were no questions.

**IV. Executive Session**

Upon a motion by Mr. Corcoran, seconded by Ms. Canafax, the Committee entered into executive session, after a unanimous roll call vote, at 8:40 a.m., to discuss litigation under Section 2 (c)(11) and personnel under Section 2 (c)(1) of the Open Meetings Act.

The Committee returned to open session at 9:10 a.m. The motion was unanimously approved.

**V. Glenview Transfer Station** – Mr. Beal informed the Committee that the transfer station was receiving between 50 and 100 tons per day.

**VI. Old Business**

Long Range Planning – Mr. Balling asked when the Long Range Planning results would be presented to the Board of Directors. Mr. Van Dusen said that the Board should be informed that the next meeting would be critical and to make sure that they attended the September 10, 2003 Board of Directors meeting to discuss the results. Mr. Beal stated that the Agency would need to make decisions no later than the November meeting so that members could add any of the new programs to their following year's budgets. The Committee asked that Staff narrow down the results to five major topics and discussed giving staff more direction in this process.

**VII. New Business**

Executive Committee Nominations – Mr. Beal informed the Committee that there were three Executive Committee appointments that would expire on April 30, 2003: William Balling, Buffalo Grove; Albert Rigoni, Skokie; Vacant position previously held by Ed Rotchford, Prospect Heights. He stated that the Committee needed to have an elected official fill one of these positions and the Committee discussed possible candidates. They decided to contact more candidates and decide at the next meeting.

**VIII. Adjournment**

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