



Executive Committee Meeting

Wednesday, May 12, 2010

10:30 a.m.

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

I. Call To Order

Chairman Williams called the Meeting of the Executive Committee to order at 5:40 p.m. in the Lincoln Ballroom at the Crowne Plaza Hotel. A roll call attendance was taken.

Present

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

Absent

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

Others in Attendance

C. Brooke Beal, Executive Director
Cameron Ruen, Marketing Coordinator/Graphic Designer
Steven A. Schilling, Assistant Executive Director
Elizabeth C. Start, Assistant to the Executive Director
Hon. George Van Dusen, Mayor, Village of Skokie

II. New Business

Executive Committee Member & Board Officer Nominations – Mr. Williams reviewed the nominations for the vacant Agency Officer position, Executive Committee position and reappointments for the Chairman and Vice-Chairman. Mr. Jim Norris, Village Manager of Hoffman Estates was nominated to replace Mr. Williams as the Secretary/Treasurer and Executive Committee Chairman. Ms. Sarah Phillips, City Manager of Rolling Meadows was nominated to fill the vacancy on the Executive Committee. Agency Officers Mayor George Van Dusen of the Village of Skokie and Trustee Debby Karton of the Village of Glenview were recommended for reappointment as Chairman and Vice-Chairman, respectively.



May 12, 2010 Special Executive Committee Minutes

On a motion by Ms. Preston, seconded by Ms. Karton, to recommend the nominations to the Board of Directors, a voice vote was taken and the motion was approved. Mr. Norris abstained from the vote.

III. Adjournment

On a motion by Mr. Norris and seconded by Ms. Karton, there being no further business, a motion was unanimously approved to adjourn the meeting at 5:41 p.m.



Executive Committee Meeting

**Wednesday, May 27, 2010
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 11:47 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>
Hon. Karen Darch	President	Barrington
Hon. Debby Karton	Trustee	Glenview
James Norris	Manager	Hoffman Estates
Hon. Louella Preston	Trustee	Niles
Albert Rigoni	Manager	Skokie
Raymond Rummel	Manager	Elk Grove Village
Sarah Phillips	Manager	Rolling Meadows

Absent

None

Others in Attendance

Mary S. Allen, Recycling and Education Director
C. Brooke Beal, Executive Director
Julian D’Esposito, Agency Counsel, Mayer Brown, LLP
Cameron Ruen, Marketing Coordinator/Graphic Designer
Steven A. Schilling, Assistant Executive Director
Elizabeth C. Start, Assistant to the Executive Director

II. Approval of Minutes

On a motion by Mr. Rummel to approve the January 27, 2010 meeting minutes, seconded by Ms. Preston, a vote was taken and the minutes were approved.

On a motion by Ms. Karton to approve the May 12, 2010 Special meeting minutes, seconded by Ms. Preston, a vote was taken and the minutes were approved. Ms. Darch abstained from the vote.



May 27, 2010 Executive Committee Minutes

III. Financial Update

Payment Request – Mr. Beal reviewed the May payment request. The total of \$1,015,155.65 was comprised of the following: \$18,000.00 from the General Fund and \$997,155.65 from the Operations Fund. There were no questions.

Mr. Rummel made a motion, which was seconded by Ms. Preston, and the May 2010 payment request was unanimously approved by a roll call vote.

IV. Executive Session – None

V. Glenview Transfer Station (GTS)

Winnebago Landfill Primary/Alternate Landfill Designation – Mr. Beal reviewed the change in landfills the previous fall from Pheasant Run Landfill to Winnebago Landfill due to dramatic increases in landfill taxes from the State of Wisconsin. Mr. Beal stated that in February the Winnebago Landfill had been cited by both the IEPA and USEPA with a Notice of Violation (NOV) for odor migration and elevated sulfur emissions. Staff expects a resolution to the NOV from the Winnebago Landfill. If the landfill receives another NOV for the same violations, SWANCC would require Groot to select a new landfill.

SWANCC and Groot worked with Camp Dresser McGee (CDM) to conduct audits of the Winnebago Landfill and an alternate site, Rochelle Landfill. Mr. Beal noted that the Rochelle Landfill did have issues with gas mitigation, but was working to resolve the problems. Staff would continue to work with CDM to review the compliance and permits of these landfills.

VI. Old Business - None

VII. New Business

Prevailing Wage Act – Resolution 2011-01 – Ms. Preston made a motion, and Ms. Karton seconded, to adopt the Prevailing Wage Act Resolution 2011-01. A roll call vote was taken and the motion was approved.

One Day E-Waste Recycling Events – SWANCC's E-Waste recycling contractor, Supply-Chain Services, secured additional tonnage under the new Illinois electronics legislation. The contractor is willing to conduct three one-day E-waste collection events. After polling interested municipalities, staff recommended that Glencoe (east), Wheeling (north central) and Rolling Meadows (northwest) host the one-day events.



May 27, 2010 Executive Committee Minutes

Mr. Rummel made a motion, which was seconded by Ms. Preston, to host one-day E-waste collection events in Glencoe, Wheeling and Rolling Meadows to be open to all residents in the SWANCC region. A vote was taken and the motion was unanimously approved.

FY2011 Efficiency Analysis – Mr. Beal stated that although the adopted FY2011 budget allowed for the use of unpledged reserves totaling \$249,552, staff reviewed SWANCC procedures to identify any potential cost savings. By implementing small changes in personnel and office costs, as well as possible GTS savings and revenue, the Agency could reduce its unpledged reserves needs to \$196,484.

VIII. Adjournment

On a motion by Mr. Rummel and seconded by Ms. Darch, there being no further business, a motion was unanimously approved to adjourn the meeting at 12:46 p.m.



May 27, 2010 Executive Committee Minutes

MOTION TO APPROVE THE MAY 2010 PAYMENT REQUEST

AYES

NAYS

ABSENT

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

MOTION TO ADOPT PREVAILING WAGE ACT RESOLUTION 2011-01

AYES

NAYS

ABSENT

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

Sarah Phillips

Material included in the Executive Committee packet for May 27, 2010:

- . January 27, 2010 Meeting Minutes*
- . May 12, 2010 Special Meeting Minutes*
- . May Payment Request memo dated May 20, 2010*
- . Winnebago Landfill Co., Primary/Alternate Landfill Designation – Update memo dated May 20, 2010*
- . FY2011 Efficiency Analysis memo dated May 20, 2010*
- . One-Day E-Waste Recycling Events memo dated May 21, 2010*
- . FY2011 Prevailing Wage Act memo dated May 20, 2010*
- . Resolution 2011-01 – Prevailing Wage Act*



Executive Committee Meeting

**Wednesday, August 25, 2010
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 11:32 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>
Hon. Karen Darch (via phone)	President	Barrington
Hon. Debby Karton	Trustee	Glenview
James Norris	Manager	Hoffman Estates
Hon. Louella Preston	Trustee	Niles
Albert Rigoni	Manager	Skokie
Raymond Rummel	Manager	Elk Grove Village
Sarah Phillips	Manager	Rolling Meadows

Absent

None

Others in Attendance

C. Brooke Beal, Executive Director
Julian D’Esposito, Agency Counsel, Mayer Brown, LLP
Steven A. Schilling, Assistant Executive Director
Elizabeth C. Start, Assistant to the Executive Director
Hon. George Van Dusen, Mayor, Village of Skokie

II. Approval of Minutes

On a motion by Ms. Karton to approve the May 27, 2010 meeting minutes, seconded by Ms. Preston, a vote was taken and the minutes were approved.



August 25, 2010 Executive Committee Minutes

III. Financial Update

Payment Request – Mr. Beal reviewed the August payment request. The total of \$971,701.89 was comprised of the following: \$1,574.01 from the General Fund and \$970,127.88 from the Operations Fund. There were no questions.

Ms. Preston made a motion, which was seconded by Ms. Karton, and the August 2010 payment request was unanimously approved.

IV. Executive Session

Personnel – Upon a motion by Ms. Preston, seconded by Ms. Karton, the Committee entered into executive session, after a unanimous roll call vote, at 11:51 a.m., to discuss personnel under Section 2 (c)(1) of the Open Meetings Act. Staff was recused at 11:58 a.m.

The Committee reconvened in its regular session at 12:49 p.m. on a motion by Mr. Norris, seconded by Ms. Karton that carried by a voice vote.

V. Glenview Transfer Station (GTS)

Operations Update – Mr. Beal stated that while waste deliveries were down at the GTS, the deliveries had stabilized from the previous quarter. He noted that commercial waste deliveries had increased from the previous quarter, leading to increases in revenue. There was also additional revenue from the new shingles recycling program of \$15,000.

VI. Old Business - None

VII. New Business

Agency Insurance Program – Mr. Beal noted that the Agency's insurance broker, Mesirow Insurance, sent out bids for SWANCC's insurance program, however, no new bids were received, due in part to the Agency being in the solid waste industry. The bid from the current insurance provider had increased 2%.

A motion was made by Ms. Phillips and seconded by Ms. Preston to approve the insurance program renewal with the increase of 2%. A vote was taken and the motion passed. Ms. Karton abstained from the vote.



August 25, 2010 Executive Committee Minutes

VIII. Adjournment

There being no further business, a motion by Mr. Rigoni, and seconded by Ms. Karton, to adjourn the meeting at 1:02 p.m. was unanimously approved.



August 25, 2010 Executive Committee Minutes

MOTION TO ENTER INTO EXECUTIVE SESSION

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

MOTION TO ENTER INTO OPEN SESSION

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

Material included in the Executive Committee packet for August 25, 2010:

- . May 25, 2010 Meeting Minutes*
- . August Payment Request memo dated August 19, 2010*
- . FY2011 Q1 GTS Update*
- . Resolution 2011-01 – Prevailing Wage Act*
 - Handouts: Full-sized version of GTS Quarterly Report*
 - Amended Agenda to include “Agency Insurance Program”*

Executive Committee Meeting

**Wednesday, September 22, 2010
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 11:33 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>
Hon. Karen Darch	President	Barrington
James Norris	Manager	Hoffman Estates
Hon. Louella Preston	Trustee	Niles
Albert Rigoni	Manager	Skokie
Raymond Rummel	Manager	Elk Grove Village (via phone 11:39 a.m.)
Sarah Phillips	Manager	Rolling Meadows

Absent

None

Others in Attendance

C. Brooke Beal, Executive Director
Julian D'Esposito, Agency Counsel, Mayer Brown, LLP
Steven A. Schilling, Assistant Executive Director
Elizabeth C. Start, Assistant to the Executive Director

II. Approval of Minutes

On a motion by Mr. Rigoni to approve the August 25, 2010 meeting minutes, seconded by Ms. Preston, a vote was taken and the minutes were approved.

On a motion by Ms. Darch to approve the August 25, 2010 Executive Session meeting minutes, seconded by Ms. Preston, a vote was taken and the minutes were approved.

September 22, 2010 Executive Committee Minutes

III. Financial Update

Payment Request – Mr. Beal reviewed the September payment request. The total of \$981,328.76 was comprised of the following: \$12,304.70 from the General Fund and \$969,024.06 from the Operations Fund. There were no questions.

Ms. Phillips made a motion, which was seconded by Ms. Preston, and the September 2010 payment request was unanimously approved.

IV. Executive Session

Litigation – Upon a motion by Ms. Preston, seconded by Ms. Darch, the Committee entered into executive session, after a unanimous roll call vote, at 11:35 a.m., to discuss litigation under Section 2 (c)(11) of the Open Meetings Act.

Personnel – Staff was recused while Mr. Beal's annual review was discussed under Section 2 (c)(1) of the Open Meetings Act.

The Committee reconvened in its regular session at 11:51 a.m. on a motion by Ms. Darch, seconded by Ms. Phillips that carried by a voice vote.

V. Glenview Transfer Station (GTS) - None

VI. Old Business

E-Waste Recycling Update – Mr. Beal reviewed the three-tiered approach for collecting of old electronics that SWANCC has implemented including weekly collection sites, one-day collection events and home pickup collection. Due to feedback from residents, the Agency will provide a weekly Saturday drop-off at the Glenview Transfer Station to accommodate residents who are not able to utilize the weekly drop-off times. These programs will be advertized until the end of FY2011.

VII. New Business

Matters Arising Out of Executive Session – A motion was made by Ms. Darch and seconded by Mr. Rigoni to recommend a raise for the Executive Director to the Board of Directors. A vote was taken and the motion passed.

The consensus of the Committee is for a letter to be drafted to the Illinois Environmental Protection Agency (IEPA) regarding recyclable material concerns.

September 22, 2010 Executive Committee Minutes

A motion was made by Mr. Rigoni and seconded by Ms. Darch to approve a response to the IEPA by letter. A vote was taken and the motion passed.

Joint Sustainability Program Development – Mr. Beal revisited the comprehensive sustainability program that was previously presented to the Board. He explained the option of providing a joint sustainability employee between SWANCC and the Solid Waste Agency of Lake Cook County (SWALCO). The cost analysis allowed for a reduction in annual program costs with the joint partnership provided that a substantial number of households were included in the program. Under this model, the program would be subscription-based, which would be a new venture for SWANCC.

VIII. Adjournment

There being no further business, a motion by Ms. Phillips, and seconded by Ms. Darch, to adjourn the meeting at 12:19 p.m. was unanimously approved.



September 22, 2010 Executive Committee Minutes

MOTION TO ENTER INTO EXECUTIVE SESSION

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Hon. Karen Darch		
James Norris		
Sarah Phillips		
Hon. Louella Preston		
Albert Rigoni		
Raymond Rummel		

MOTION TO RECOMMEND RAISE FOR EXECUTIVE DIRECTOR TO BOARD

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Hon. Karen Darch		
James Norris		
Sarah Phillips		
Hon. Louella Preston		
Albert Rigoni		
	Raymond Rummel	

MOTION TO DRAFT LETTER TO IEPA

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Hon. Karen Darch		
James Norris		
Sarah Phillips		
Hon. Louella Preston		
Albert Rigoni		
Raymond Rummel		

- Material included in the Executive Committee packet for September 22, 2010:*
- . August 25, 2010 Meeting Minutes*
 - . August 25, 2010 Executive Session Minutes*
 - . September Payment Request memo dated September 17, 2010*
 - . E-Waste Recycling Update memo dated September 17, 2010*
 - . Joint Sustainability Program Development memo dated September 17, 2010*



Executive Committee Meeting

Wednesday, October 27, 2010

9:00 a.m.

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

I. Call To Order

Chairman Norris called the Meeting of the Executive Committee to order at 9:06 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>
Hon. Karen Darch	President	Barrington
James Norris	Manager	Hoffman Estates
Hon. Louella Preston	Trustee	Niles
Albert Rigoni	Manager	Skokie
Raymond Rummel	Manager	Elk Grove Village
Sarah Phillips (9:15 a.m.)	Manager	Rolling Meadows
Hon. Debby Karton	Trustee	Glenview

Absent

None

Others in Attendance

David Narefsky, Agency Counsel, Mayer Brown, LLP
Steven A. Schilling, P.E., Assistant Executive Director
Cameron Ruen, Graphic Designer/Marketing Coordinator
George Van Dusen, Mayor of Skokie, Chairman of Board of Directors
Christine Bajor, Assistant Public Works Director, Wheeling
Doug Williams, Past Village Manager, Winnetka
Ted Clark, Agency Counsel, Clark Baird Smith, LLP (9:10 a.m.)
David Bayless, Agency Media Correspondent, Bayless Communications, LLC
Brian Cox, Chicago Tribune

II. Approval of Minutes

The September 22, 2010 meeting minutes and the September 22, 2010 Executive Session meeting minutes were deferred for approval pending changes to the minutes. Both sets of minutes will be brought for review and approval at the next meeting. Ms. Karton abstained from the vote.

October 27, 2010 Executive Committee Minutes

III. Financial Update

Payment Request – Mr. Norris asked the committee to review the October payment request. The total of \$1,019,365.25 was comprised of the following: \$39,170.63 from the General Fund and \$980,194.62 from the Operations Fund. Ms. Preston asked what the billing period was for the Dearborn National invoice. Mr. Schilling indicated that it was a monthly invoice. Ms. Karton asked for additional details regarding the Shaw invoice. Mr. Schilling stated that this was part of the Agency's long range planning that commenced at the beginning of FY2011 and will provide a decision-making plan for the Committee and the Board.

Mr. Rigoni made a motion, which was seconded by Ms. Preston, and the October 2010 payment request was unanimously approved.

IV. Executive Session

Litigation – Upon a motion by Ms. Preston, seconded by Ms. Darch, the Committee entered into executive session, after a unanimous roll call vote, at 9:12 a.m., to discuss litigation under Section 2 (c)(11) of the Open Meetings Act.

Personnel – Staff and other attendees were recused while personnel matters were discussed under Section 2 (c)(1) of the Open Meetings Act.

The Committee reconvened in its regular session at 10:35 a.m.

V. Glenview Transfer Station (GTS)

Emergency Generator Wiring Proposal – Mr. Schilling addressed the need to better utilize the emergency generator at the transfer station if power were to be lost to parts of the building. The generator was originally intended for Baler #2 and the fire-protection system in the event of a power outage. In the absence of the balers, the entire building could be operated on generator power in the event of an emergency. Certain systems would need to be interconnected with the generator for this to become a reality.

A motion was made by Mr. Rummel and seconded by Ms. Phillips to approve the proposal from D&G Electric in the amount of \$4,623.20 for emergency generator wiring at the Glenview Transfer Station. A vote was taken and the motion passed.

VI. Old Business - None



October 27, 2010 Executive Committee Minutes

VII. New Business

Matters Arising Out of Executive Session – A motion was made by Ms. Darch and seconded by Ms. Preston to hire Shaw Environmental to prepare a supplemental permit application for the Illinois Environmental Protection Agency (IEPA) regarding recyclable material concerns at the Glenview Transfer Station. A vote was taken and the motion passed.

A motion was made by Ms. Darch and seconded by Ms. Karton to approve counsel by Clark Baird Smith LLC for personnel issues. A vote was taken and the motion passed.

Battery Recycling Program – Mr. Schilling reviewed the Battery Recycling Program which will collect rechargeable NiCad, NiMh, lithium ion, lithium polymer and alkaline batteries at community drop-off locations for no fee to residents or to SWANCC. Interstate Battery will collect the material from the Glenview Transfer Station as containers are filled.

A motion was made by Mr. Rigoni and seconded by Ms. Karton to approve the recycling program pending review from Agency Counsel of the contract and implementation date. A vote was taken and the motion passed.

Holiday Light Recycling Program – Mr. Schilling noted that this was the second year for SWANCC to be involved with collecting holiday lights and extension cords for recycling at community drop-off locations for no fee to residents or to SWANCC. The collection boxes will be administered by Elgin Recycling Inc. Last year, approximately 7,000 pounds of lights and cords were collected through the recycling program.

VIII. Adjournment

There being no further business, a motion by Mr. Rigoni, and seconded by Mr. Rummel, to adjourn the meeting at 10:54 a.m. was unanimously approved.



October 27, 2010 Executive Committee Minutes

MOTION TO ENTER INTO EXECUTIVE SESSION

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

MOTION TO APPROVE EMERGENCY WIRING AT TRANSFER STATION

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

**MOTION TO APPROVE SHAW ENVIRONMENTAL FOR PERMITTING
REQUIREMENTS AT TRANSFER STATION**

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

**MOTION TO APPROVE CLARK BAIRD SMITH LLC FOR COUNSEL PER
PERSONNEL MATTERS**

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



October 27, 2010 Executive Committee Minutes

Material included in the Executive Committee packet for October 27, 2010:

- . September 22, 2010 Meeting Minutes*
- . September 22, 2010 Executive Session Minutes*
- . October Payment Request memo dated October 22, 2010*
- . Emergency Generator Wiring Proposal memo dated October 22, 2010*
- . Battery Recycling Program memo dated October 21, 2010*
- . Holiday Light Recycling Program memo dated October 20, 2010*



Executive Committee Special Meeting

**Monday, November 8, 2010
9:30 a.m.**

**Rolling Meadows Village Hall
3600 Kirchoff Road
Rolling Meadows, Illinois**

I. Call To Order

Chairman Norris called the Special Meeting of the Executive Committee to order at 9:32 a.m. in the City Council Conference Room at Rolling Meadows Village Hall. 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
Raymond Rummel	Manager	Elk Grove Village
Sarah Phillips	Manager	Rolling Meadows
Hon. Debby Karton	Trustee	Glenview

Absent

Hon. Karen Darch	President	Barrington
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Others in Attendance

Steven A. Schilling, P.E., Assistant Executive Director
Cameron Ruen, Graphic Designer/Marketing Coordinator
George Van Dusen, Mayor of Skokie, Chairman of Board of Directors
Ted Clark, Agency Counsel, Clark Baird Smith, LLP
Bob Smith, Agency Counsel, Clark Baird Smith, LLP
Julian C. D’Esposito, Agency Counsel, Mayer Brown

II. Approval of Minutes

On a motion by Ms. Preston to approve the amended September 22, 2010 meeting minutes and the September 22, 2010 Executive Session meeting minutes, seconded by Ms. Phillips, a vote was taken and the minutes were approved. Ms. Karton abstained from the vote.

On a motion by Ms. Preston to approve the amended October 27, 2010 meeting minutes and the October 27, 2010 Executive Session meeting minutes, seconded by Ms. Karton, a vote was taken and the minutes were approved.

November 8, 2010 Executive Committee Special Meeting Minutes

III. Financial Update

Payment Request – Mr. Norris asked the committee to review the November payment request. The total of \$43,474.53 was comprised of the following: \$28,864.69 from the General Fund and \$14,609.84 from the Operations Fund. Ms. Preston inquired about expense reimbursements. Mr. Norris explained that the Agency does not have company credit cards, so each employee pays for expenses out of pocket for programs whose vendors do not bill invoices, or for travel expenses. Ms. Karton asked what the Wells Fargo invoice was in regards to. Mr. Norris indicated that it was a fee invoice for the Agency's bonds issues, as Wells Fargo is the trustee for the Agency and is administered twice a year. Ms. Karton asked for additional details regarding the Verizon invoice. Mr. Schilling stated that there were five cell phones with an additional data plan as a monthly expense.

Mr. Rigoni made a motion, which was seconded by Ms. Phillips, and the November 2010 payment request was unanimously approved.

Financial Transaction Policy – Mr. Norris led a discussion regarding the Agency's policy going forward for its various transactions for the short term.

On a motion by Ms. Preston to approve the amended Financial Transaction Policy for payroll purposes only, seconded by Mr. Rigoni, a vote was taken and the policy was approved.

IV. Executive Session

Litigation and Personnel – Upon a motion by Mr. Rummel, seconded by Ms. Preston, the Committee entered into executive session, after a unanimous roll call vote, at 10:03 a.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 11:27 a.m.

V. Glenview Transfer Station (GTS) - None

VI. Old Business - None



November 8, 2010 Executive Committee Special Meeting Minutes

VII. New Business

Matters Arising Out of Executive Session – On a motion by Ms. Phillips to approve Steve Schilling as the Agency’s Acting Executive Director, seconded by Ms. Preston, a vote was taken and the nomination was approved.

VIII. Adjournment

There being no further business, a motion by Ms. Phillips, and seconded by Ms. Karton, to adjourn the meeting at 11:32 a.m. was unanimously approved.

MOTION TO ENTER INTO EXECUTIVE SESSION

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

MOTION TO APPROVE FINANCIAL TRANSACTION POLICY FOR PAYROLL

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

Material included in the Executive Committee packet for November 8, 2010:

- . *September 22, 2010 Meeting Minutes*
- . *September 22, 2010 Executive Session Minutes*
- . *October 27, 2010 Meeting Minutes*
- . *October 27, 2010 Executive Session Minutes*
- . *November Payment Request memo dated November 5, 2010*
- . *Financial Transaction Policy memo dated November 4, 2010*



Executive Committee Meeting

**Monday, November 29, 2010
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 11:39 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
Raymond Rummel	Manager	Elk Grove Village
Hon. Debby Karton	Trustee	Glenview
Hon. Karen Darch (<i>by conference phone</i>)	President	Barrington

Absent

Sarah Phillips	Manager	Rolling Meadows
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Others in Attendance

Steven A. Schilling, P.E., Assistant Executive Director
Cameron Ruen, Graphic Designer/Marketing Coordinator
Hon. George Van Dusen, Mayor of Skokie, Chairman of Board of Directors
Bob Smith, Agency Counsel, Clark Baird Smith, LLP
Julian C. D’Esposito, Agency Counsel, Mayer Brown, LLP

II. Approval of Minutes

On a motion by Ms. Preston to approve the amended November 8, 2010 meeting minutes and the November 8, 2010 Executive Session meeting minutes, seconded by Mr. Rigoni, a vote was taken and the minutes were approved. Ms. Darch abstained from the vote.

November 29, 2010 Executive Committee Minutes

III. Financial Update

Payment Request – Mr. Norris asked the committee to review the second November payment request. The total of \$978,288.77 was comprised of the following: \$60,358.04 from the General Fund and \$917,930.73 from the Operations Fund. Ms. Karton inquired about the monthly dental line item. Mr. Norris explained that a broker reviews the policy annually. Mr. Schilling noted that Schwartz Weiskirk reviews dental, health and life insurance for the Agency with a high level of customer service.

Ms. Preston made a motion, which was seconded by Ms. Karton, and the November 2010 payment request was unanimously approved.

Financial Transfer Authority Policy – Mr. Norris led a discussion regarding the Agency's policy going forward in regards to the transfer of funds into the General Fund to make payments by the Agency.

Ms. Preston moved to authorize the Executive Director to transfer funds from the Operations and Maintenance account to the General Fund account in such amounts as are necessary from time to time to permit the Agency to pay bills as they become due. Mr. Rigoni seconded the motion. A vote was taken and the motion was adopted.

Draft FY2010 Member True-up – Mr. Schilling went through the draft true-up, explaining that because of the continued economic recession and the number of foreclosures in the communities, the actual tons of solid waste delivered is less than the amount committed. Ms. Karton asked what the delivered tonnage was for FY2009. Mr. Schilling said it was 257,853.92 tons, which was 93.77% of the committed tons. Mr. Rummel inquired if SWANCC perceived any future problems in communities after an economic rebound. Mr. Schilling replied that he believed the impact would be gradual and noted that purchasing and disposal behaviors during the recession could become permanent, which made it a good time to promote recycling.

The committee discussed whether a further true-up would be needed once the audited numbers have been produced. Mr. D'Esposito said that if there is a material change, then there would be a need to amend the true-up.

On a motion by Ms. Preston to approve the FY2010 True-up, seconded by Ms. Darch, a vote was taken and the motion was approved.

FY2010 First Installment Recycling Incentive Program – Mr. Schilling explained that the total number of recyclables was increasing in FY2011 and is getting closer to the 65,000 pound threshold. When the volume surpasses the threshold, a significant increase in dollars received for recyclables will be realized.

On a motion by Ms. Karton to approve payment to participating communities in the Recycling Incentive Program in the amounts described in the staff memo circulated to the Committee, seconded by Mr. Rigoni, a vote was taken and the motion was approved.

November 29, 2010 Executive Committee Minutes

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 12:31 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 1:38 p.m.

V. Glenview Transfer Station (GTS) - None

VI. Old Business - None

VII. New Business

Matters Arising Out of Executive Session – None

Dental Insurance Renewal – Mr. Schilling stated that a renewal was received from the brokers with a 5% increase. He noted that there will be a change on the number of employees on the policy. Mr. Norris inquired if other proposals were obtained and if this were an annual renewal. Schilling replied that other quotes were not produced and that the renewal was annual. The committee decided that two other quotes were to be prepared and the matter presented for approval at the next meeting.

Draft RFP for Financial Services – The committee decided that an RFP was needed to seek financial services going forward.

On a motion by Ms. Preston to give Ms. Karton, Mr. Rummel and the Executive Director to draft an RFP for financial services for the Agency, seconded by Mr. Rigoni, a vote was taken and the motion was approved.

VIII. Adjournment

There being no further business, a motion by Ms. Preston, and seconded by Ms. Karton, to adjourn the meeting at 2:02 a.m. was unanimously approved.

November 29, 2010 Executive Committee Minutes

MOTION TO ENTER INTO EXECUTIVE SESSION

AYES

NAYS

ABSENT

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

Sarah Phillips

Material included in the Executive Committee packet for November 29, 2010:

- . November 8, 2010 Meeting Minutes and November 8, 2010 Executive Session Minutes*
- . November Payment Request memo dated November 23, 2010*
- . Draft Fy2010 Member True-up memo dated November 24, 2010*
- . FY2011 First Installment Recycling Incentive Program memo dated November 23, 2010.*
- . Dental Insurance Renewal memo dated November 24, 2010*



Executive Committee Meeting

**Wednesday, December 22, 2010
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
Albert Rigoni	Manager	Skokie
Raymond Rummel	Manager	Elk Grove Village
Hon. Debby Karton	Trustee	Glenview
Hon. Karen Darch	President	Barrington

Absent

Others in Attendance

Steven A. Schilling, P.E., Assistant Executive Director
Cameron Ruen, Graphic Designer/Marketing Coordinator
George Van Dusen, Mayor of Skokie, Chairman of Board of Directors
Bob Smith, Agency Counsel, Clark Baird Smith, LLP
Julian C. D’Esposito, Agency Counsel, Mayer Brown
Mary Allen, Recycling and Education Director

II. Approval of Minutes

On a motion by Ms. Karton to approve the November 29, 2010 meeting minutes and the November 29, 2010 Executive Session meeting minutes, seconded by Ms. Darch, a vote was taken and the minutes were approved.

III. Financial Update

December 22, 2010 Executive Committee Minutes

ICMA-RC Payments – Mr. Schilling explained that payments were not being made into the ICMA-RC account funds. The payroll company does account for the funds, but it does not pay the funds directly.

On a motion by Ms. Darch to approve the transfer of funds to the ICMA-RC accounts, seconded by Ms. Preston, a vote was taken and the motion was approved.

Payment Request – Mr. Norris asked the committee to review the December payment request. The total of \$1,048,063.74 was comprised of the following: \$65,428.84 from the General Fund and \$982,634.90 from the Operations Fund. Ms. Karton inquired if the monthly meeting line items for food costs could be lowered. The committee agreed that this would be looked at in the next budget cycle.

Mr. Rigoni made a motion, which was seconded by Ms. Preston, and the December 2010 payment request was unanimously approved.

Financial Services RFP – Mr. Norris led a discussion regarding financial services for the Agency. Mr. Schilling continued that a scope of work is needed for the RFP process to insure competitive bids. The committee discussed the letter from Lauterbach and Amen, LLP and decided that Mr. D’Esposito would contact the company regarding the Finance Function Business Re-Engineering (BPR) Recommendation Report.

On a motion by Mr. Rigoni to move forward with the Scope of Work Proposal, seconded by Ms. Darch, a vote was taken and the motion was approved.

FY2010 Budget Status – Mr. Schilling went through the estimates for the FY2012 budget stating that 86% of the entire budget expenditures are paid to Groot, as well as 94% of the Operations and Maintenance budget. He added that the CPI for December may go up due to fuel costs, but will probably stay below 1.25%. These numbers will come out in mid-January. The budget review process will begin at the next Executive Committee meeting in January.

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 12:18 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 1:34 p.m.

V. Glenview Transfer Station (GTS) - None

December 22, 2010 Executive Committee Minutes

VI. Old Business - None

Dental Insurance Renewal – Mr. Norris asked the committee to review the dental insurance proposals. He noted that the new policy will result in a savings of 1,500 annually.

On a motion by Ms. Darch to approve the Dental Insurance Renewal, seconded by Ms. Preston, a vote was taken and the motion was approved.

VII. New Business

Matters Arising Out of Executive Session – On a motion by Mr. Rigoni to approve the recommendation of the Executive Director, seconded by Ms. Karton, a vote was taken and the motion was approved.

2010 Electronics Recycling Agreement – Ms. Allen outlined the variety of electronics recycling programs the Agency has provided. She noted that the annual renewal with Supply-Chain Services, Inc. was received. Ms. Allen added that all aspects of the electronics program would be under review for the next budget cycle.

On a motion by Ms. Karton to approve the Supply-Chain Services, Inc. contract renewal, seconded by Ms. Preston, a vote was taken and the contract was approved.

VIII. Adjournment

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

December 22, 2010 Executive Committee Minutes

MOTION TO ENTER INTO EXECUTIVE SESSION

AYES

NAYS

ABSENT

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

Material included in the Executive Committee packet for December 22, 2010:

- . November 29, 2010 Meeting Minutes and November 29, 2010 Executive Session Minutes*
- . ICMA-RC Payments memo dated December 17, 2010*
- . December Payment Request memo dated December 17, 2010*
- . Financial Services RFP - Scope of Work Proposal memo dated December 17, 2010*
- . FY2010 Budget Status memo dated December 17, 2010*
- . Dental Insurance Renewal memo dated December 17, 2010*
- . Electronics Recycling Programs dated December 16, 2010*



Executive Committee Meeting

Wednesday, January 26, 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 11:32 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
Raymond Rummel	Manager	Elk Grove Village
Hon. Debby Karton	Trustee	Glenview
Hon. Karen Darch	President	Barrington

Absent

Others in Attendance

Max Slankard, Skokie Public Works Director
Steven A. Schilling, P.E., Assistant Executive Director
Cameron Ruen, Graphic Designer/Marketing Coordinator
Hon. George Van Dusen, Mayor of Skokie, Chairman of Board of Directors
Bob Smith, Agency Counsel, Clark Baird Smith, LLP (via phone 11:54 am)
Julian C. D’Esposito, Agency Counsel, Mayer Brown
Mary Allen, Recycling and Education Director

II. Approval of Minutes

On a motion by Mr. Norris to approve the December 22, 2010 meeting minutes and the December 22, 2010 Executive Session meeting minutes, seconded by Ms. Preston, a vote was taken and the minutes were approved.

January 26, 2011 Executive Committee Minutes

III. Financial Update

Payment Request – Mr. Norris asked the committee to review the January payment request. The total of \$1,109,503.98 was comprised of the following: \$68,914.47 from the General Fund and \$1,063,021.69 from the Operations Fund.

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

Draft FY2012 Budget Development Worksheet – Mr. Norris led a preliminary discussion of the budget. Mr. Schilling highlighted several points within the budget worksheet. The committee provided input and deferred additional discussions until its next meeting.

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 11:56 a.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 1:02 p.m.

V. Glenview Transfer Station (GTS)

Recycling Dispute – Back when negotiations were taking place in regards to extending the GTS contract with Groot, a provision was negotiated for the advantage of member communities to set a price for services if recyclables went to Groot's facility. Now, Skokie is in a contract dispute with Groot pertaining to this provision. The contract states that the parties must first meet to amicably resolve the dispute, then mediation is to occur before any other action can take place regarding the dispute.

On a motion by Ms. Karton to authorize the Chairman and Executive Director to enter into negotiations with Groot, seconded by Ms. Darch, a vote was taken and the motion was approved.

VI. Old Business - None

VII. New Business

Matters Arising Out of Executive Session – None

Executive Committee Vacancy – The committee discussed filling the vacant position by a member of the Board of Directors.

January 26, 2011 Executive Committee Minutes

On a motion by Mr. Norris to nominate Bill Dixon of Arlington Heights to fill the vacant position, seconded by Mr. Rigoni, a vote was taken and the motion was approved.

Introduction of Proposals for Executive Director Search – Mr. Norris reviewed the need to hire a service to begin the search for a new Executive Director for SWANCC.

On a motion by Ms. Preston to authorize the Chairman to finalize the RFP for the Executive Director Search, seconded by Ms. Karton, a vote was taken and the motion was approved.

Pharmaceutical/Sharps Disposal Program Matters – Ms. Allen reported on the volume of pharmaceuticals and sharps that were collected in FY 2010. With 21 communities now hosting drop-off locations, the budget will need to be increased for the program in FY2011.

On a motion by Ms. Darch to authorize the Executive Director to enter into a two year contract with LB Medwaste, seconded by Ms. Preston, a vote was taken and the motion was approved.

VIII. Adjournment

There being no further business, a motion by Ms. Darch, and seconded by Ms. Preston, to adjourn the meeting at 1:32 p.m. was unanimously approved.

MOTION TO ENTER INTO EXECUTIVE SESSION

AYES

NAYS

ABSENT

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



January 26, 2011 Executive Committee Minutes

MOTION TO AUTHORIZE AN RFP FOR DIRECTOR SEARCH

AYES

NAYS

ABSENT

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

MOTION TO APPROVE PHARMACEUTICAL/SHARPS CONTRACT

AYES

NAYS

ABSENT

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

Material included in the Executive Committee packet for January 26, 2011:

- . December 22, 2010 Meeting Minutes and December 22, 2010 Executive Session Minutes*
- . January Payment Request memo dated January 21, 2011*
- . Draft FY2012 Budget Development Worksheet memo dated January 21, 2011*
- . Recycling Dispute memo dated January 20, 2011*
- . Groot Contract with SWANCC memo dated January 21, 2011*
- . Pharmaceutical/Sharps Program Matters memo dated January 19, 2011*



Executive Committee Meeting

**Tuesday, February 22, 2011
12:00 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 12:10 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
Raymond Rummel	Manager	Elk Grove Village
Hon. Debby Karton	Trustee	Glenview
Hon. Karen Darch (via phone)	President	Barrington

Absent

Albert Rigoni	Manager	Skokie
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Others in Attendance

Steven Schilling, P.E., Assistant Executive Director
 Cameron Ruen, Graphic Designer/Marketing Coordinator
 Mary Allen, Recycling and Education Director
 George Van Dusen, Mayor of Skokie, Chairman of Board of Directors
 Bob Smith, Agency Counsel, Clark Baird Smith, LLP (via phone)
 Julian C. D’Esposito, Agency Counsel, Mayer Brown LLP(via phone)
 Bill Dixon, Village Manager of Arlington Heights
 Jody Gauthier, Wolf & Company

II. Approval of Minutes

On a motion by Ms. Darch to approve the January 26, 2011 meeting minutes and the January 26, 2011 Executive Session meeting minutes, seconded by Ms. Karton, a vote was taken and the minutes were approved.

February 22, 2011 Executive Committee Minutes

III. Financial Update

Payment Request – Mr. Norris asked the committee to review the February payment request. The total of \$1,070,966.09 was comprised of the following: \$50,809.75 from the General Fund and \$1,020,156.34 from the Operations Fund.

Ms. Preston made a motion to approve the payment request as amended omitting the Wolf & Company bill, which was seconded by Ms. Karton, and the February 2011 payment request was unanimously approved.

Draft FY2010 Annual Financial Report – Jody Gauthier from Wolf & Company went through the FY2010 audit with the committee, noting that there had been a couple errors in the previous audit which was an accounting mistake by the company.

Mr. Rummel made a motion to accept and recommend the audit to the Board, which was seconded by Ms. Karton, and the motion was unanimously approved.

Draft FY2012 Budget Development Worksheet – Mr. Norris led a discussion of the budget. Mr. Schilling highlighted several points within the budget worksheet.

Ms. Preston made a motion to recommend the budget with approved changes to the Board, which was seconded by Mr. Rummel, and the motion was unanimously approved.

Draft Financial Services RFP – Mr. Norris led a discussion of the Financial Services RFP. Mr. Rummel made two comments regarding references and ownership of documents. Mr. Schilling indicated that the RFP would be going out as soon as Mr. Rummel's comments are incorporated into the RFP..

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 12:20 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 12:55 p.m.

Litigation and Personnel – Upon a motion by Mr. Rummel, seconded by Ms. Preston, the Committee entered into executive session, after a unanimous roll call vote, at 1:13 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 2:00 p.m.



February 22, 2011 Executive Committee Minutes

V. Glenview Transfer Station (GTS) - None

VI. Old Business – None

Skokie/Groot Contract Issue – Mr. Norris informed the committee about the pending contract issue progress, and the need for the committee to take a look at the overall municipality contracts going forward regarding recycling.

VII. New Business

Matters Arising Out of Executive Session – None

GTS Electricity Contracting – Mr. Schilling reported that the Agency's electricity supply contract is up for renewal on April 30, 2011 and was looking to work with a consultant for a future contract.

On a motion by Ms. Preston to nominate approve going out to bid with Energy Choices for a new electricity contract, seconded by Ms. Karton, a vote was taken and the motion was approved

VIII. Adjournment

There being no further business, a motion by Mr. Rummel, and seconded by Ms. Preston, to adjourn the meeting at 2:43 p.m. was unanimously approved.



February 22, 2011 Executive Committee Minutes

MOTION TO ENTER INTO EXECUTIVE SESSION 1

AYES

NAYS

ABSENT

James Norris
Hon. Karen Darch
Hon. Louella Preston

Albert Rigoni

Raymond Rummel
Hon. Debby Karton

MOTION TO ENTER INTO EXECUTIVE SESSION 2

AYES

NAYS

ABSENT

James Norris

Hon. Louella Preston

Hon. Karen Darch

Albert Rigoni

Raymond Rummel
Hon. Debby Karton

- Material included in the Executive Committee packet for February 22, 2011:*
- . January 26, 2011 Meeting Minutes and January 26, 2011 Executive Session Minutes*
 - . February Payment Request memo dated February 18, 2011*
 - . Draft FY2010 Annual Financial Report memo dated February 18, 2011*
 - . Draft FY2012 Budget Development Worksheet memo dated February 18, 2011*
 - . Financial Services RFP memo dated February 18, 2011*
 - . Glenview Transfer Station Electricity Contracting memo dated February 18, 2011*

Executive Committee Meeting

**Wednesday, March 23, 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 11:34 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
Raymond Rummel	Manager	Elk Grove Village
Hon. Debby Karton	Trustee	Glenview
Albert Rigoni	Manager	Skokie
Bill Dixon	Manager	Arlington Heights

Absent

Hon. Karen Darch	President	Barrington
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Others in Attendance

Steven A. Schilling, P.E., Assistant 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 (via phone)

II. Approval of Minutes

On a motion by Ms. Preston to approve the February 22, 2011 meeting minutes as corrected, seconded by Mr. Rummel, a vote was taken and the minutes were approved.

March 23, 2011 Executive Committee Minutes

III. Financial Update

Payment Request – Mr. Norris asked the committee to review the February payment request. The total of \$1,001,181.27 was comprised of the following: \$65,461.02 from the General Fund and \$935,720.25 from the Operations Fund. Ms. Karton inquired about late charges on bills. Mr. Norris suggested advances on these bills to eliminate late charges. Mr. Schilling reported that this was being done with some expenses and will continue with other bills. Mr. Preston questioned employee expense reports and the ability for staff to pay out of pocket for these expenses. The group discussed employee credit cards, SWANCC credit cards, and checks payment options, as well as late charges that could apply for these types of payments.

Mr. Rigoni made a motion to approve the payment request per the new memo with R3 Environmental and Early Childhood Program expenses, which was seconded by Mr. Dixon, and the March 2011 payment request was unanimously approved.

Financial Services RFP – The committee discussed the proposals received for the financial services firms to provide accounting, payroll and financial reporting services for SWANCC. Ms. Karton asked if all companies met the requested criteria. Mr. Schilling replied that they had.

Ms. Karton made a motion for the Financial Services Sub-committee to interview a minimum of two companies for confirmation of correct scope of services approve and recommend the audit to the Board, which was seconded by Ms. Karton, and the motion was unanimously approved.

Draft FY2012 Budget Development Worksheet – Mr. Norris led a discussion of the budget, version 4, reviewing that there are large budget issues and referencing that he and Chairman Van Dusen went on record saying the recent events at the Agency would not impact tax fees. He noted that the increase in the budget is partly caused by the reduction in volume received at the transfer station. Mr. Schilling highlighted several points within the budget worksheet that had been altered since the last meeting including staff salaries, financial services and the *Recycling Etc.* newsletter. Mr. Schilling went on to describe aspects of the budget that significantly affect revenues including decreased tonnage, investment income and fixed cost subsidies from prior years.

The committee discussed decreased tons at the transfer station, lowered debt service payments, slowing of economy and outlook, unpledged reserves and subsidies to the budget.

Mr. Rummel made a motion to recommend a \$250K subsidy to the budget, which was seconded by Mr. Rigoni, and the motion was denied on a roll call vote of 2-4.

Mr. Dixon made a motion to recommend a \$175K subsidy to the budget, which was seconded by Mr. Rummel, and the motion was approved on a roll call vote of 4-2.

Mr. Rigoni made a motion to recommend the budget with approved changes and \$175K subsidy to the Board, which was seconded by Mr. Dixon, and the motion was approved on a roll call vote of 5-1.

March 23, 2011 Executive Committee Minutes

IV. Executive Session

Litigation and Personnel – Upon a motion by Mr. Rummel, seconded by Ms. Preston, 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 1:14 p.m.

V. Glenview Transfer Station (GTS)

Recycling Tonnages – Mr. Schilling reported that the Recycling Incentive Program received the lowest tonnages to date, but the highest revenues to date with two months left in the fiscal year.

VI. Old Business – None

Skokie/Groot Contract Issue – Mr. Rigoni informed the committee about recent happening regarding the pending contract issue, and the need for the committee to take a look at the overall municipality contracts going forward regarding recycling. The committee scheduled a special meeting to discuss this issue before the Board meeting on April 20, 2011 at 5:00 p.m.

VII. New Business

Matters Arising Out of Executive Session – None

VIII. Adjournment

There being no further business, a motion by Mr. Rummel, and seconded by Mr. Dixon, to adjourn the meeting at 2:29 p.m. was unanimously approved.



March 23, 2011 Executive Committee Minutes

MOTION TO ENTER INTO EXECUTIVE SESSION 1

AYES

NAYS

ABSENT

James Norris

Hon. Karen Darch

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

MOTION TO RECOMMEND 250K SUBSIDY

AYES

NAYS

ABSENT

Albert Rigoni
Raymond Rummel

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

Hon. Karen Darch

MOTION TO RECOMMEND 175K SUBSIDY

AYES

NAYS

ABSENT

James Norris
Albert Rigoni
Raymond Rummel
Bill Dixon

Hon. Louella Preston
Hon. Debby Karton

Hon. Karen Darch



March 23, 2011 Executive Committee Minutes

MOTION TO RECOMMEND BUDGET TO BOARD

AYES

NAYS

ABSENT

James Norris

Hon. Louella Preston
Albert Rigoni

Raymond Rummel
Bill Dixon

Hon. Debby Karton

Hon. Karen Darch

Material included in the Executive Committee packet for March 23, 2011:

- . February 22, 2011 Meeting Minutes*
- . March Payment Request memo dated March 18, 2011*
- . Draft FY2010 Financial Services RFP memo dated March 18, 2011*
- . Draft FY2012 Budget Development Worksheet memo dated March 18, 2011*



Executive Committee Meeting

**Wednesday, April 27, 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 11:42 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 (11:47 a.m.)	Trustee	Niles
Raymond Rummel	Manager	Elk Grove Village
Albert Rigoni	Manager	Skokie
Bill Dixon	Manager	Arlington Heights
Hon. Karen Darch (via phone)	President	Barrington

Absent

Hon. Debby Karton	Trustee	Glenview
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Others in Attendance

Steven A. Schilling, P.E., Assistant Executive Director
Cameron Ruen, Graphic Designer/Marketing Coordinator
Mary Allen, Recycling and Education Director
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)
Laurie Morse, Glencoe League of Women Voters

II. Approval of Minutes

On a motion by Mr. Dixon to approve the March 23, 2011 meeting minutes, seconded by Mr. Rummel, a vote was taken and the minutes were approved.

April 27, 2011 Executive Committee Minutes

III. Financial Update

Payment Request – Mr. Norris asked the committee to review the April payment request. The total of \$1,240,085.95 was comprised of the following: \$105,675.43 from the General Fund and \$1,134,410.52 from the Operations Fund. Mr. Rigoni inquired about the Lauterbach & Amen invoice. Mr. Schilling reported that this was the invoice for the financial services proposal. Ms. Darch questioned the Wolf & Company invoice pertaining to services rendered. Mr. Schilling reported that the revised invoice is in regards to the annual audit.

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

Financial Services Update – Mr. Norris stated that he and Mr. Schilling were to meet with Lauterbach & Amen to transition the financial information. He noted that the company would be able to offer year-to-date reports when requested. Ms. Preston inquired if the reports were to be on a calendar or fiscal year. Mr. Norris reported that the payroll would be on a calendar year and the rest of the information would coincide with the SWANCC fiscal year.

Insurance Renewals – Mr. Norris highlighted the health, life, short-term disability and long-term disability insurance renewals, with a renewal increase of 0.86%.

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

Telecommunications/Internal Services – Mr. Schilling reported on additional savings that the Agency could realize from switching telecommunication providers for the T-1 communication lines that are needed between the Glenview Transfer Station and the office.

Mr. Rummel made a motion to approve the 3-year contract with First Communications, which was seconded by Mr. Dixon, and the motion was unanimously approved.

IV. Executive Session

Litigation and Personnel – Upon a motion by Mr. Rummel, seconded by Ms. Preston, the Committee entered into executive session, after a unanimous roll call vote, at 11:56 a.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 12:31 p.m.



April 27, 2011 Executive Committee Minutes

V. Glenview Transfer Station (GTS) - None

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. Dison, and seconded by Ms. Preston, to adjourn the meeting at 12:32 p.m. was unanimously approved.

MOTION TO APPROVE APRIL PAYMENT REQUEST

AYES

NAYS

ABSENT

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

Hon. Debby Karton

MOTION TO APPROVE INSURANCE RENEWAL

AYES

NAYS

ABSENT

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

Hon. Debby Karton



April 27, 2011 Executive Committee Minutes

MOTION TO APPROVE FIRST COMMUNICATIONS CONTRACT

AYES

NAYS

ABSENT

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

Hon. Debby Karton

MOTION TO ENTER INTO EXECUTIVE SESSION

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 April 27, 2011:

- . March 23, 2011 Meeting Minutes*
- . April Payment Request memo dated April 22, 2011*
- . Revised April Payment Request memo dated April 26, 2011*
- . Insurance Renewals memo dated April 22, 2011*
- . Telecommunication/Internet Services memo dated April 22, 2011*