



SOLID WASTE AGENCY OF NORTHERN COOK COUNTY

September 8, 2004 Agency Board Meeting Minutes

SOLID WASTE AGENCY OF NORTHERN COOK COUNTY

BOARD OF DIRECTORS MEETING MINUTES

September 8, 2004

I. Call to Order

Chairman Van Dusen called the regular meeting of the Agency to order at 6:07 p.m. in the Northbrook Room at the Adam's Mark Hotel-Northbrook.

Attendance

Arlington Heights, William Dixon, Alternate Director
Barrington, Denise Pieroni, Director
Buffalo Grove, William Balling, Alternate Director
Elk Grove Village, James Petri, Alternate Director
Glencoe, Anthony Ruzicka, Director
Lincolnwood, Timothy Wiberg, Alternate Director
Morton Grove, James Karp, Director
Mount Prospect, Timothy Corcoran, Director
Mount Prospect, Paul Hoefert, Alternate Director
Niles, Louella Preston, Director
Palatine, Rita Mullins, Director
Prospect Heights, Rodney Pace, Director
Skokie, Albert Rigoni, Alternate Director
Skokie, George Van Dusen, Director
South Barrington, David L. Pierce, Director
Wilmette, Michael Earl, Director
Winnetka, Douglas Williams, Alternate Director

Others in Attendance

Mary S. Allen, Recycling and Education Director
Reid Bateman, Assistant Public Works Director, Rolling Meadows
C. Brooke Beal, Executive Director
Julian D'Esposito, Agency Counsel, Mayer Brown, Rowe & Maw
Elizabeth C. Gresham, Executive Secretary
Gavin Morgan, Assistant to the City Manager, Evanston
Molly Norton, Assistant to the Village Manager, Hoffman Estates
Steven Schilling, Assistant Executive Director



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Absent

Evanston	Kenilworth
Glenview	Park Ridge
Hoffman Estates	Rolling Meadows
Inverness	Wheeling

II. Pledge of Allegiance

Chairman Van Dusen led the Pledge of Allegiance.

III. Financial Update

Payment Information – Secretary/Treasurer Balling reported that the Executive Committee approved the August 2004 payment request in the amount of \$1,064,572.65; comprised of the following: \$29,395.94 from the General Fund, \$1,031,746.81 from the Operations Fund and \$3,429.90 from the Debt Service Fund. There were no questions.

Amended Project Budget – Mr. Beal presented the amended project budget to the Board of Directors. He stated that the Agency set aside money to defease all of the Agency's outstanding 1994 and 1995 bonds in May. The only bonds requiring future member payments are the 2002 variable rate interest bonds in the amount of about \$11 million. The revised Project Budget will reduce the debt service cost as a result of these actions from about \$1.572 million down to just over \$925,000 which is about a 41% reduction. The Agency is dropping the current debt service rate from \$5.93 per ton to \$3.49 per ton to the members. This revision has already taken place on August billing for September services and will continue through April 30 of this fiscal year once it is adopted by the Board. He also noted that the Project Use Agreements did not allow this reduction to be applied retroactively.

On a motion by Alternate Director Petri and seconded by Director Ruzicka the Amended Project Budget was approved. A roll call vote was taken and the motion was unanimously approved.

FY2004 True-Up – Mr. Beal updated the Board on the 2004 Fiscal Year True-Up. In FY2004, the Agency received just over 274,305 tons which is 13,068 tons more than was committed by the members and results in a positive true-up for the Agency when members overdeliver based on a three year rolling average. The Fixed Cost is calculated by multiplying the rate per ton by the tonnage that is over delivered. The Agency will see a positive true up of \$82,539.64. Basically, members that overdelivered will owe the Agency money and members that underdelivered will see a reduction in fees and a credit back to them this fiscal year. The Operations and Maintenance account is calculated by adding up all of the Agency's expenditures for the year and then deducting from those expenditures all of the non-member revenue that the Agency receives then it is divided by the ton to get the new rate per ton. This



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resulted in a credit back to the members of \$0.02 per ton for every ton delivered. If the members over delivered then they would owe the Agency the rate of \$45.98 multiplied by the over deliveries which is a positive true-up to the Agency of \$596, 211.18. In total, due to the positive true-up and the over delivery of the members the Agency will receive \$678,750.82. Mr. Beal said that the true-up, whether a refund or additional fee, would be divided into four installments starting with the November bill. There were no questions.

A motion was made by Alternate Director Dixon to approve the 2004 True-Up and seconded by Director Corcoran. A roll call vote was taken and the motion was approved.

IV. Approval of Minutes

Alternate Director Petri made and Alternate Director Dixon seconded a motion to approve the March 10, 2004 Meeting minutes. The motion was unanimously approved.

V. Executive Session – None

VI. Old Business

Mr. Balling stated that since there was not a quorum at the last Board meeting a vote was needed to approve the written recommendation from the Executive Committee to adjust the compensation for our Executive Director. The recommendation was a result of reviewing Mr. Beal's overall performance as well as conforming to his contract. The compensation adjustment would be retroactive from May 1, 2004 for the Executive Director.

On a motion by Alternate Director Balling and seconded by Alternate Director Dixon the Executive Committee's recommendation to adjust the compensation for the Executive Director was approved. A roll call vote was taken and the motion was approved.

VII. New Business

Ethics Ordinance – Mr. D'Esposito presented the Agency's ethics ordinance to the Board. He stated that the ordinance was similar to the prohibitions on gifts and political activities that were found in state law. The Agency has greatly simplified the procedures with respect to prosecution or proceedings under this ordinance. Because the Agency is not a unit of local government, but a municipal corporation, it is not required that the Agency impose criminal penalties on violations of the ethics act.



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The major changes in the ordinance are in Section Four. There is a one year statute of limitations to bringing claims against an individual under the ordinance. The Executive Committee is also given the authority to hear matters against any member of the Board or the Executive Director. Violations by staff members will be dealt with by the Executive Director. He also noted that this ordinance only applied to the members in their capacity with SWANCC.

A motion made by Alternate Director Petri and seconded by Director Pace to approve Resolution 2005-01, the Ethics Ordinance. A roll call vote was taken and the ordinance was unanimously approved.

Fall Recycling Etc. – Mr. Beal informed the Board that due to the good response from the Spring Recycling Etc. the Agency inserted a Fall edition into the Chicago Tribune. He highlighted collections, etc. that were advertised in the newsletter.

VIII. Adjournment

There being no further business the meeting was adjourned at 6:26 p.m.



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MOTION TO AMEND THE FY2005 PROJECT BUDGET

AYES

NAYS

ABSENT

Arlington Heights
Barrington
Buffalo Grove
Elk Grove Village
Glencoe
Lincolnwood
Morton Grove
Mount Prospect
Palatine
Prospect Heights
Skokie
South Barrington
Wilmette
Winnetka

Evanston
Glenview
Hoffman Estates
Inverness
Kenilworth
Niles
Park Ridge
Rolling Meadows
Wheeling



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MOTION TO APPROVE THE FY2004 TRUE-UP

AYES

Arlington Heights
Barrington
Buffalo Grove
Elk Grove Village
Glencoe
Lincolnwood
Morton Grove
Mount Prospect
Niles
Palatine
Prospect Heights
Skokie
South Barrington
Wilmette
Winnetka

NAYS

ABSENT

Evanston
Glenview
Hoffman Estates
Inverness
Kenilworth
Park Ridge
Rolling Meadows
Wheeling



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MOTION TO ADJUST EXECUTIVE DIRECTOR COMPENSATION

AYES

NAYS

ABSENT

Arlington Heights
Barrington
Buffalo Grove
Elk Grove Village
Glencoe
Lincolnwood
Morton Grove
Mount Prospect
Niles
Palatine
Prospect Heights
Skokie
South Barrington
Wilmette
Winnetka

Evanston
Glenview
Hoffman Estates
Inverness
Kenilworth
Park Ridge
Rolling Meadows
Wheeling



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MOTION TO APPROVE ORDINANCE 2005-01 ETHICS ORDINANCE

AYES

NAYS

ABSENT

Arlington Heights
Barrington
Buffalo Grove
Elk Grove Village
Glencoe
Lincolnwood
Morton Grove
Mount Prospect
Niles
Palatine
Prospect Heights
Skokie
South Barrington
Wilmette
Winnetka

Evanston
Glenview
Hoffman Estates
Inverness
Kenilworth
Park Ridge
Rolling Meadows
Wheeling

Material included in the Board packet for September 8, 2004:

- . August Payment Information memo dated September 1, 2004*
- . FY2005 Revised Project Budget memo dated July 8, 2004*
- . True-Up for Fiscal Year 2004 Memo dated September 1, 2004*
- . March 10, 2004 Meeting Minutes*
- . Ethic Ordinance Memo dated July 8, 2004*
- . Ordinance 2005-01*

Handouts: Fall Recycling Etc.



SOLID WASTE AGENCY OF NORTHERN COOK COUNTY

SOLID WASTE AGENCY OF NORTHERN COOK COUNTY

BOARD OF DIRECTORS MEETING MINUTES

October 13, 2004

I. Call to Order

Chairman Van Dusen called the regular meeting of the Agency to order at 6:15 p.m. in the Northbrook Room at the Adam's Mark Hotel-Northbrook.

Attendance

Arlington Heights, William Dixon, Alternate Director
Barrington, Jack Schaefer, Alternate Director
Buffalo Grove, William Balling, Alternate Director
Evanston, Edmund Moran, Jr., Director
Glencoe, Anthony Ruzicka, Director
Hoffman Estates, James Norris, Director
Lincolnwood, Timothy Wiberg, Alternate Director
Mount Prospect, Timothy Corcoran, Director
Mount Prospect, Gerald Farley, Alternate Director
Niles, Louella Preston, Director
Prospect Heights, Rodney Pace, Director
Skokie, Albert Rigoni, Alternate Director
Skokie, George Van Dusen, Director
Wilmette, Michael Earl, Director

Others in Attendance

C. Brooke Beal, Executive Director
Julian D'Esposito, Agency Counsel, Mayer Brown, Rowe & Maw
Elizabeth C. Gresham, Executive Secretary
Steven Schilling, Assistant Executive Director

Absent

Elk Grove Village	Park Ridge
Glenview	Rolling Meadows
Inverness	South Barrington
Kenilworth	Wheeling
Morton Grove	Winnetka
Palatine	



October 13, 2004 Agency Board Meeting Minutes

II. Pledge of Allegiance

Chairman Van Dusen led the Pledge of Allegiance.

III. Financial Update

Payment Information – Secretary/Treasurer Balling reported that the Executive Committee approved the September 2004 payment request in the amount of \$1,108,130.03: comprised of the following: \$72,483.24 from the General Fund and \$1,035,646.79 from the Operations Fund. There were no questions.

Bond Trustee Information – Mr. Beal stated that no action was needed for this matter, but the Agency would be changing Bond trustees due to issues with the current trustee.

2004/2005 Insurance Package – Mr. Schilling informed the Board that the Agency retains Mesirow Financial to cover all of its insurance needs and an independent insurance consultant to confirm that the coverages for the Agency are acceptable and the premiums are fair. He stated that there was an 11.7% reduction of \$9,117 in the Agency's 2004/2005 insurance rates as well as an increase in the Agency's current coverage due to the combined efforts of both companies.

Bond Defeasance Escrow – Mr. Beal reviewed the Executive Committee's prior approval for the Agency to redeem its current escrow for the defeased Series 1995A bonds and replace it with a new escrow due to a reduction in the interest rates on the government obligations that comprised the escrow. He stated the Executive Committee's authorization expired on October 1, 2004. Because the market condition improved over the summer and the Agency received an offer of \$735,000 for an option to replace the 1995A Series Bonds defeasance escrow. The transaction would not take place until October 15, 2004, therefore the Agency needed an extension of time to complete the transaction due to expiration of the October 1, 2004 authorization deadline. Staff recommended that the Board authorize the Chairman of the Board, Chairman of the Executive Committee and the Executive Director to finalize the transaction.

On a motion by Director Ruzicka Petri and seconded by Director Pace, Resolution 2005-01 to authorize the Chairman of the Board, Chairman of the Executive Committee and the Executive Director to finalize the Series 1995A Escrow replacement was approved. A roll call vote was taken and the motion was unanimously approved.

IV. Approval of Minutes

Director Corcoran made and Director Norris seconded a motion to approve the September 8, 2004 Meeting minutes. The motion was unanimously approved.



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Director Preston requested that the minutes be amended to show the time that Directors and Alternate Directors entered the Board meeting after it had begun. Chairman Van Dusen stated the current minutes would reflect her request.

V. Executive Session – None

VI. Old Business

VII. New Business

FY2004 Annual Report – Mr. Beal presented the Fiscal Year 2004 annual report to the Board of Directors. He reviewed the average costs for SWANCC members as well as the 65 gallon cart recycling program. He also reviewed the FY2004 audit and stated that the Agency had retained a new auditing firm, Wolf and Company.

Residential 10 Yard Roll-Off Service – Mr. Beal stated that due to the Agency's pilot Roll-Off program in five SWANCC communities it would be offered to all SWANCC residence.

Summary of Electronics Recycling Events, Police/Fire Radio Recycling and SWANCC Educational Brochures – A review of recent SWANCC programs to assist SWANCC-area residents was given. The Agency sponsored and co-sponsored three computer-electronic collection events since May 1, 2004. SWANCC also offered a program to recycle old police/fire two-way radios for interested members, due to surplus funds in the electronics recycling budget. Additionally, SWANCC was offering a new brochure, Waste Reduction Tips, to all members and residents. The brochure provided helpful tips that would be useful at home, work or school in an easy-to-read manner.

Mr. Norris suggested that the Agency go to a bi-monthly or quarterly meeting for the Board of Directors. Chairman Van Dusen stated that the meeting would be held every three months and that Staff would distribute a calendar of all the future meeting dates.

VIII. Adjournment

There being no further business the meeting was adjourned at 6:43 p.m.



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MOTION TO APPROVE RESOLUTION 2005-01 BOND DEFEASANCE ESCROW

AYES

NAYS

ABSENT

Arlington Heights
Barrington
Buffalo Grove
Evanston
Glencoe
Hoffman Estates
Lincolnwood
Mount Prospect
Niles
Prospect Heights
Skokie
Wilmette

Elk Grove Village
Glenview
Inverness
Kenilworth
Morton Grove
Palatine
Park Ridge
Rolling Meadows
South Barrington
Wheeling
Winnetka

Material included in the Board packet for October 13, 2004:

- . September Payment Information memo dated October 6, 2004*
- . SWANCC 2004/2005 Insurance Package memo dated October 4, 2004*
- . Series 1995 Escrow Replacement memo dated October 8, 2004*
- . September 8, 2004 Meeting Minutes*
- . Residential 10-yard Roll-Off Service memo and flyer dated October 6, 2004*
- . Summary of Electronics Recycling Events memo dated October 7, 2004*
- . "Waste Reduction Tips" Brochure memo date October 6, 2004 and "Waste Reduction Tips" brochure*

*Handouts: FY2004 Annual Report
 Resolution 2005-01*



SOLID WASTE AGENCY OF NORTHERN COOK COUNTY

SOLID WASTE AGENCY OF NORTHERN COOK COUNTY

BOARD OF DIRECTORS MEETING MINUTES

February 9, 2005

I. Call to Order

Vice-Chairman Corcoran called the regular meeting of the Agency to order at 6:12 p.m. in the Northbrook Room at the Adam's Mark Hotel-Northbrook.

Attendance

Arlington Heights, William Dixon, Alternate Director
Barrington, Denise Pieroni, Director
Buffalo Grove, William Balling, Alternate Director
Hoffman Estates, James Norris, Director
Morton Grove, James Karp, Director
Morton Grove, Ralph Czerwinski, Alternate Director
Mount Prospect, Timothy Corcoran, Director
Mount Prospect, Gerald Farley, Alternate Director
Niles, Louella Preston, Director
Palatine, Rita Mullins, Director
Skokie, Albert Rigoni, Alternate Director
South Barrington, David Pierce, Director
Wilmette, Michael Earl, Director
Winnetka, Douglas Williams, Alternate Director

Others in Attendance

Mary S. Allen, Recycling and Education Director
Reid Bateman, Assistant Public Works Director, Rolling Meadows
C. Brooke Beal, Executive Director
Julian D'Esposito, Agency Counsel, Mayer Brown, Rowe & Maw
Natisha Franklin, Administrative Intern
Elizabeth C. Gresham, Assistant to the Executive Director
Cameron Ruen, Administrative Assistant/Marketing Coordinator
Steven Schilling, Assistant Executive Director

Absent

Elk Grove Village	Lincolnwood
Evanston	Park Ridge
Glencoe	Prospect Heights
Glenview	Rolling Meadows
Inverness	Wheeling
Kenilworth	



February 9, 2005 Agency Board Meeting Minutes

II. Pledge of Allegiance

Vice-Chairman Corcoran led the Pledge of Allegiance.

III. Public Hearing for FY2006 Budget

Pursuant to notice published in the Chicago Tribune, the Vice-Chairman convened a public hearing to present the proposed Agency budget for fiscal year 2006. Mr. Beal presented the proposed budget. He stated that the O&M fee for the new fiscal year was \$52.00 and the debt service fee was \$3.62 per ton for a total per ton fee of \$55.62. He showed that historically the Agency's fees were the highest in FY1998. He also noted that "Recycling Etc." was added as a new line item to the budget under Research and Development in the budget as well as reviewed other line item increases or decreases through out the document. Mr. Beal stated the project budget, shown at the end of the budget document, set the Agency's actual costs.

Mr. Balling stated that the Executive Committee recommended that the Board adopt Ordinance 2005-02 to approve the FY2006 fiscal year budget. The Vice-Chairman asked if there were any comments from the public. No members of the public spoke. Vice-Chairman Corcoran closed the public meeting on the FY2006 budget.

IV. Approval of Minutes

Alternate Director Dixon made and Alternate Director Rigoni seconded a motion to approve the October 13, 2004 Meeting minutes. The motion was unanimously approved.

V. Financial Update - Continued

Payment Summary – Secretary/Treasurer Balling reported that the Executive Committee approved the October, November, December 2004 and January 2005 payment requests totaling \$4,309,584.36: comprised of the following: October 2004 - \$1,084,388.60 (\$43,196.15 from the General Fund and \$1,041,192.45 from the Operations Fund); November 2004 - \$1,016,574.85 (\$43,137.52 from the General Fund and \$973,437.33 from the Operations Fund); December 2004 - \$1,041,558.15 (\$11,190.00 from the General Fund and \$1,030,368.15 from the Operations Fund); January 2005 - \$1,167,062.76 (\$44,079.27 from the General Fund and \$1,122,983.49 from the Operations Fund). There were no questions.

FY2006Draft Budget – A motion was made by Director Norris to approve Ordinance 2005-02 Budget and Appropriation Ordinance for FY2006 and seconded by Alternate Director Rigoni. A roll call vote was taken and the motion was unanimously adopted.



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VI. Executive Session – None

VII. Old Business

VIII. New Business

Residential 10 Yard Roll-Off Marketing Program – Mr. Beal informed the Board that Staff would be contacting members regarding the Agency's 10 yard roll-off program as well as distributing marketing information for each community to promote this program to their residents.

Executive Committee Delegation – Mr. Beal presented Resolution 2005-02 regarding the Board of Directors' delegation of authority to the Executive Committee. He stated that since the Board had instituted quarterly meetings this would allow the Agency to efficiently handle routine duties with the approval of the Executive Committee. The resolution outlined authority that would be given to the Executive Committee, including serving as the Agency nominating committee; however, major policy changes, budget approval, etc. would still have to be approved by the Board.

On a motion by Alternate Director Williams, seconded by Alternate Director Rigoni, a roll call vote was taken to approve Resolution 2005-02 reaffirming certain authority of the Executive Committee of the Board, making the Executive Committee the nominating committee, and approving and determining certain other matters therewith. The vote was unanimously approved.

Summary of Educational Programs – Mr. Beal reviewed recent educational programs that the Agency had been sponsoring, including a new program initiative, a mercury thermometer exchange program. He also reviewed other educational programs and collections that the Agency was involved in, including workshops, tours and computer/electronics recycling.

IX. Adjournment

There being no further business the meeting was adjourned at 6:44 p.m.



February 9, 2005 Agency Board Meeting Minutes

MOTION TO APPROVE ORDINANCE 2005-02 FY2006 BUDGET

AYES

NAYS

ABSENT

Arlington Heights
Barrington
Buffalo Grove
Hoffman Estates
Morton Grove
Mount Prospect
Niles
Palatine
Skokie
South Barrington
Wilmette
Winnetka

Elk Grove Village
Evanston
Glencoe
Glenview
Inverness
Kenilworth
Lincolnwood
Park Ridge
Prospect Heights
Rolling Meadows
Wheeling



February 9, 2005 Agency Board Meeting Minutes
MOTION TO APPROVE RESOLUTION 2005-02 EXECUTIVE COMMITTEE DELEGATION

AYES

Arlington Heights
Barrington
Buffalo Grove
Hoffman Estates
Morton Grove
Mount Prospect
Niles
Palatine
Skokie
South Barrington
Wilmette
Winnetka

NAYS

ABSENT

Elk Grove Village
Evanston
Glencoe
Glenview
Inverness
Kenilworth
Lincolnwood
Park Ridge
Prospect Heights
Rolling Meadows
Wheeling

Material included in the Board packet for February 9, 2005:

- . Proposed FY2006 Annual Budget memo dated February 3, 2005*
- . FY2006 Proposed Budget*
- . Ordinance 2005-02 Budget & Appropriation Ordinance*
- . October 13, 2004 Meeting Minute*
- . Payment Information Summary memo dated February 3, 2005*
- . Residential 10-yard Roll-Off Marketing memo and flyer dated February 3, 2005*
- . Board of Directors' Delegation of Authority to Executive Committee memo dated February 4, 2005*
- . Resolution 2005-02 Executive Committee Delegation*

*Handouts: Roll-Off Program Brochure & Flyer
 Glenview Transfer Station Brochure
 Summary of Educational Programs
 Mercury Thermometer Packet
 EPA's "Go Green" Brochure
 "Eco-Fashion" Article
 Non-Mercury Thermometer*