



**Executive Committee Meeting**

**Wednesday, May 30, 2012  
11:30 a.m.**

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

**I. Call To Order**

Chairman Norris called the Meeting of the Executive Committee to order at 11:34 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
Hon. Karen Darch	President	Barrington
Albert Rigoni	Manager	Skokie
Raymond Rummel	Manager	Elk Grove Village
Bill Dixon	Manager	Arlington Heights
Hon. Debby Karton	Trustee	Glenview

**Absent**

None

Others in Attendance

George Van Dusen, SWANCC Chairman of Board of Directors  
Dave Van Vooren, Executive Director  
Steve Schilling, Assistant Executive Director  
Mary S. Allen, Recycling and Education Director  
Cameron Ruen, Graphic Designer/Marketing Coordinator  
Lisa Woody, Administrative Manager  
Julian DeEsposito, Agency Counsel, Mayer Brown  
Rhonda Diamond, Glencoe League of Women Voters

**II. Approval of Minutes**

On a motion by Ms. Preston to approve the April 18, 2012 meeting minutes, seconded by Mr. Dixon, a vote was taken and the minutes were approved. Ms. Karton abstained.



May 30, 2011 Executive Committee Minutes

### **III. Financial Update**

May 2012 Financial Reports and Payment Request ó Mr. Norris asked the committee will review the May Payment Request and Treasurer's Report. Mr. Van Vooren highlighted that the payment request included the Recycling Incentive Program for participating members and that the Agency would pay a true-up to Groot.

The total of \$1,282,790.92 was comprised of the following: \$42,258.48 from the General Fund, \$947,351.67 from the Operations Fund, \$258,514.41 from the Recycling Fund that was approved by the Board of Directors at the May meeting and \$34,666.36 for the estimated June payroll. Also included in the report was the February Treasurer's Report showing a balance of \$6,062,845.51 as of January 31, 2012.

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

Audit Proposal ó On a motion by Ms. Preston to enter into a contract for the FY2013 Audit with Miller and Cooper, seconded by Ms. Darch, a vote was taken and the motion passed.

### **IV. Executive Session**

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

The Committee reconvened in its regular open session at 12:37 p.m.

### **V. Glenview Transfer Station (GTS) – None**

FY2012 Fourth Quarter Report ó Mr. Schilling reported that tonnage volume is slightly decreased at the transfer station which is attributed to economic factors and a slow recovery.

GTS Utility Purchasing ó Mr. Schilling reported that the current electrical provider had offered a lower rate to extend the contract for the Glenview Transfer Station.

On a motion by Mr. Rummel to authorize the Executive Director, along with the Chairman of the Board of Directors and Executive Committee to enter into an energy agreement after multiple bids are acquired for a rate less than the current budget rate, seconded by Mr. Dixon, a vote was taken and the motion passed.

### **VI. Old Business - None**



May 30, 2011 Executive Committee Minutes

## **VII. New Business**

### Matters Arising Out of Executive Session ó None

June 2012 Health Insurance renewal recommendation ó Mr. Van Vooren reported that the current employee health insurance, life insurance and short-term disability insurance coverage is up for a June 1<sup>st</sup> renewal. He has been working with the Agency's broker, Schwartz-Weiskirch & Associates (SWA) for rates for renewal and for a market review with several additional carriers as well as joining a municipal health pool. Mr. Van Vooren recommended to change the current plan design by reducing overall cost exposure and continue to look at Evanston and IPBC for a pooled approach as a long-term solution.

On a motion by Ms. Darch to renew the health insurance coverage, seconded by Mr. Rummel, a vote was taken and the motion passed with a 6-1 vote. There were no questions.

Information on the upcoming sustainability survey ó Mary Allen introduced the sustainability survey draft to the Executive Committee. The survey would provide data on sustainability initiatives undertaken by each municipality regarding items such as air quality, education, energy efficiency, green buildings, grounds management, operations, procurement, transportation, waste management and water conservation. The definition of solid waste is quite broad and waste reduction can find its way into almost any municipal function to reduce waste, energy or resources. Some of the items may go beyond the scope of the Agency, however, the information would be useful to the members in terms of creating a collection of best practices to promote efficiencies within each municipality. The group discussed length, direction and mission of the survey and its correlation to the strategic planning process. Staff will review the survey, make additional changes per the committee's feedback and report back to the committee.

May Executive Director's Report ó Mr. Van Vooren had nothing to add to the report.

## **VIII. Adjournment**

There being no further business, a motion by Mr. Dixon, and seconded by Mr. Rummel, to adjourn the meeting at 1:30 p.m. was unanimously approved.



May 30, 2011 Executive Committee Minutes

**MOTION TO ENTER APPROVE THE MAY PAYMENT REQUEST**

AYES

NAYS

ABSENT

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

**MOTION TO APPROVE FY2012 AUDIT PROPOSAL**

AYES

NAYS

ABSENT

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

**MOTION TO ENTER EXECUTIVE SESSION**

AYES

NAYS

ABSENT

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



May 30, 2011 Executive Committee Minutes

**MOTION TO ENTER INTO AN ENERGY AGREEMENT**

AYES

NAYS

ABSENT

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

**MOTION TO RENEW HEALTH INSURANCE**

AYES

NAYS

ABSENT

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

Hon. Debby Karton

*Material included in the Executive Committee packet for May 30, 2012:*

- . April 18, 2012 Meeting Minutes*
- . Payment Request Memo dated May 22, 2012*
- . 2012 Audited Financial Statements memo dated May 15, 2012*
- . FY2012 Fourth Quarter Glenview Transfer Station Report memo dated May 25, 2012*
- . Glenview Transfer Station Utility Purchasing memo dated May 25, 2012*
- . Health Insurance renewal memo dated May 8, 2012*
- . Sustainability Survey Draft memo dated May 11, 2012*
- . Executive Director's Report memo dated April 12, 2012*



**Executive Committee Meeting**

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

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

**I. Call To Order**

Chairman Norris called the Meeting of the Executive Committee to order at 11:31 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. Karen Darch	President	Barrington
Albert Rigoni	Manager	Skokie
Raymond Rummel	Manager	Elk Grove Village
Bill Dixon	Manager	Arlington Heights
Hon. Debby Karton	Trustee	Glenview
Hon. Louella Preston (via phone 11:45 – 12:23)	Trustee	Niles

**Absent**

None

Others in Attendance

George Van Dusen, SWANCC Chairman of Board of Directors (11:48)  
Dave Van Vooren, Executive Director  
Steve Schilling, Assistant Executive Director  
Mary S. Allen, Recycling and Education Director  
Cameron Ruen, Graphic Designer/Marketing Coordinator  
Lisa Wooddy, Administrative Manager  
Julian D’Esposito, Agency Counsel, Mayer Brown  
Henrietta Saunders, Glencoe League of Women Voters  
Andrew Mace, Miller Cooper  
Colleen Dekraker, Miller Cooper

**II. Approval of Minutes**

On a motion by Ms. Karton to approve the May 30, 2012 meeting minutes, seconded by Ms. Darch, a vote was taken and the minutes were approved.



**August 22, 2012 Executive Committee Minutes**

**III. Financial Update**

August 2012 Payment Request – Mr. Norris asked the committee to review the August Payment Request.

The total of \$1,160,921.72 was comprised of the following: \$49,461.45 from the General Fund, \$1,075,921.72 from the Operations Fund and \$34,666.36 for the estimated September payroll. Also included in the report was the August Treasurer's Report showing a balance of \$5,128,605.34 as of July 31, 2012.

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

June and July 2012 Payment Information – Mr. Norris asked the committee will review the June and July payment information. These bills had already been authorized.

June: The total of \$1,153,677.09 was comprised of the following: \$47,234.81 from the General Fund, \$986,831.66 from the Operations Fund and \$51,999.53 for the estimated August payroll. Also included in the report was the June Treasurer's Report showing a balance of \$4,880,638.76 as of May 31, 2012.

July: The total of \$1,086,066.00 was comprised of the following: \$49,461.45 from the General Fund, \$1,075,921.72 from the Operations Fund and \$34,666.36 for the estimated September payroll. Also included in the report was the July Treasurer's Report showing a balance of \$4,914,077.22 as of June 30, 2012.

Mr. Rigoni made a motion to ratify the payment request, which was seconded by Mr. Dixon, and the August 2012 payment request was unanimously approved.

Treasurer's Report and Revenue/Expense Reports for May-July 2012 – Mr. Norris asked the committee to review the Treasurer's Reports.

Mr. Rummel made a motion to accept the Treasurer's Reports for May through July, which was seconded by Ms. Darch, and the reports were unanimously approved.

FY2012 Audit – Mr. Van Vooren introduced Andrew Mace and Colleen Dekraker from Miller Cooper. He prefaced the audit explaining that operating income increased by \$656,235 even while revenue from outside sources dropped slightly. Additionally, the administrative expenses declined by almost 25% over the previous year. Mr. Mace and Ms. Dekraker commended the group for the clean opinion as outlined in the FY2012 Audit. Mr. Mace highlighted that administration costs were down this year compared to years past, that operationally there are some areas to implement improvements, and that they recommend a formal capitalization policy for the Agency in regards to high dollar purchases. Mr. Van Vooren indicated that staff is currently working on such a policy for capital costs similar to the conditions for building depreciation, renovations, etc.



**August 22, 2012 Executive Committee Minutes**

On a motion by Mr. Rigoni to recommend approval of the FY2012 Audit to the Board of Directors by Miller and Cooper, seconded by Ms. Darch, a vote was taken and the motion passed.

Ms. Preston joined the meeting via phone.

**IV. Glenview Transfer Station (GTS)**

Mr. Norris asked to move item V up in the agenda while the Executive Committee waited for Chairman Van Dusen to arrive.

GTS Door Repairs – Mr. Schilling reported on the status of the five overhead doors at the transfer station, four of which are original to the building. Upon renovations in 2005, another opening was added to the facility. Also during the renovation, rubber breakaway doors were installed instead of the previous metal slat. The breakaway doors prevent damage from vehicles striking the door, with quicker turnaround time if the doors get off track.

On a motion by Ms. Darch to approve bid by Industrial Door to repair five doors at the transfer station, seconded by Mr. Dixon, a vote was taken and the motion passed.

**V. Executive Session**

Litigation and Personnel – Upon a motion by Ms. Darch, seconded by Ms. Karton, the Committee entered into executive session, after a unanimous roll call vote, at 11:49 a.m., to discuss litigation under Section 2 (c)(11) and personnel under Section 2 (c)(1) of the Open Meetings Act.

The Committee reconvened in its regular open session at 12:23 p.m.

Ms. Preston left the meeting.

**VI. Old Business - None**

**VII. New Business**

Matters Arising Out of Executive Session – None

JP Morgan Out of Court Settlement – Mr. Van Vooren reported that JP Morgan Chase issued an out-of-court settlement between 25 State Attorney Generals and JPMC with respect to their involvement in alleged price-fixing of its interest rate cap agreement regarding the Agency's variable rate bonds.





**August 22, 2012 Executive Committee Minutes**

On a motion by Ms. Karton to accept the settlement from JP Morgan and to authorize the Executive Director to execute the agreement and release, seconded by Ms. Darch, a vote was taken and the motion passed.

Fiscal Year 2012 Member True-up – Mr. Van Vooren reviewed the True-up calculations for fiscal year 2012. The under-delivery of waste by Agency members resulted in a negative total of \$829,273.71.

On a motion by Mr. Rigoni to recommend approval of the FY2012 True-up to the Board of Directors, seconded by Ms. Darch, a vote was taken and the motion passed.

August Executive Director’s Report – Mr. Van Vooren reviewed the report. Ms. Karton asked when the health insurance combined with Evanston would go into effect. Mr. Van Vooren replied that the group should be set to pass a resolution in September. He anticipates a January 1, 2013 start date.

**VIII. Adjournment**

There being no further business, a motion by Ms. Karton, and seconded by Mr. Dixon, to adjourn the meeting at 12:31 p.m. was unanimously approved.

**MOTION TO APPROVE THE AUGUST PAYMENT REQUEST**

AYES

NAYS

ABSENT

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

Hon. Louella Preston

**MOTION TO APPROVE THE JUNE/JULY PAYMENT REQUESTS**

AYES

NAYS

ABSENT

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

Hon. Louella Preston



**August 22, 2012 Executive Committee Minutes**

**MOTION TO APPROVE THE REPAIR OF GTS DOORS**

AYES

NAYS

ABSENT

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

**MOTION TO ENTER EXECUTIVE SESSION**

AYES

NAYS

ABSENT

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

**MOTION TO ACCEPT SETTLEMENT FROM JP MORGAN**

AYES

NAYS

ABSENT

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

Hon. Louella Preston

**MOTION TO RECOMMEND TRUE-UP TO BOARD OF DIRECTORS**

AYES

NAYS

ABSENT

James Norris  
Hon. Karen Darch  
Albert Rigoni  
Bill Dixon

Hon. Louella Preston



**August 22, 2012 Executive Committee Minutes**

Hon. Debby Karton  
Raymond Rummel

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

- . May 30, 2012 Meeting Minutes*
- . Payment Request Memo dated August 17, 2012*
- . Payment Request Memo dated June 27, 2012*
- . Payment Request Memo dated July 25, 2012*
- .Glenview Transfer Station Overhead Door Maintenance memo dated May 25, 2012*
- . Out of Court Settlement J.P. Morgan & Co. memo dated August 2, 2012*
- .Health Insurance renewal memo dated May 8, 2012*
- .FY2012 Member True-up memo dated July 24, 2012*
- . Executive Director's Report memo dated August 17, 2012*



**Executive Committee Meeting**

**Wednesday, October 24, 2012  
11:30 a.m.**

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

**I. Call To Order**

Chairman Norris called the Meeting of the Executive Committee to order at 11:34 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. Karen Darch	President	Barrington
Albert Rigoni	Manager	Skokie
Bill Dixon	Manager	Arlington Heights
Hon. Louella Preston	Trustee	Niles

**Absent**

Raymond Rummel	Manager	Elk Grove Village
Hon. Debby Karton	Trustee	Glenview

Others in Attendance

George Van Dusen, SWANCC Chairman of Board of Directors (11:48)  
 Dave Van Vooren, Executive Director  
 Steve Schilling, Assistant Executive Director  
 Mary S. Allen, Recycling and Education Director  
 Cameron Ruen, Graphic Designer/Marketing Coordinator  
 Lisa Woody, Administrative Manager  
 Trudy Gibbs, Glenview League of Women Voters, Go Green Wilmette

**II. Approval of Minutes**

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

**III. Financial Update**

October 2012 Payment Request – Mr. Norris asked the committee to review the October Payment Request.



**October 24, 2012 Executive Committee Minutes**

The total of \$1,045,152.93 was comprised of the following: \$40,847.69 from the General Fund, \$968,928.39 from the Operations Fund and \$35,376.85 for the estimated November payroll.

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

The September Payment Request was also included. The total of \$1,175,697.24 was comprised of the following: \$48,928.24 from the General Fund, \$1,091,392.15 from the Operations Fund and \$35,376.85 for the estimated October payroll.

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

Also included in the report was the October Treasurer's Report showing a balance of \$5,011,695.96 as of September 30, 2012.

FY2014 Budget Timeline – Mr. Van Vooren reviewed the budget schedule for drafting the FY2014 Annual Budget.

**IV. Glenview Transfer Station (GTS)**

GTS Waste/Recycling Report – Mr. Schilling reported on the status of waste and recycling materials received at the transfer station for the first quarter of FY2013. The data shows a decline in deliveries in all three areas as compared to the first quarter of the previous year.

**V. Executive Session**

Litigation and Personnel – Upon a motion by Mr. Dixon, seconded by Ms. Preston, the Committee entered into executive session, after a unanimous roll call vote, at 11:44 a.m., to discuss litigation under Section 2 (c)(11) and personnel under Section 2 (c)(1) of the Open Meetings Act.

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

**VI. Old Business – None**

Draft Sustainability Survey – Mr. Van Vooren asked the committee to review the survey as it was refined since the first draft in May 2012. He explained that the survey would provide background information related to the members' programs and policies for a variety of categories. The group discussed the most efficient and practical approaches to disseminating the survey, issues related to filling out the survey, the possibility for bias and the length of time associated with the process. It was determined that the survey would be sent out the day after the next scheduled board meeting, where an agenda item would present the survey to the board asking for their cooperation in its success.



**October 24, 2012 Executive Committee Minutes**

Strategic Planning Process Update – Mr. Van Vooren outlined the steps taken to provide an overview of Agency history, operations and the Illinois waste stream thus far to the board. At the November meeting, the board would be presented with an overview of the planning process and current technologies available to capture additional resources from the existing waste stream. The group discussed principle questions that drive the direction of the Agency and whether they should be presented to the board before the planning process and whether it was needed to provide direction for a request for qualifications/proposal bidding process. The group collectively decided that the committee would work towards the strategic planning process with no prior conception of direction to arrive at conclusions based on data and analysis.

**VII. New Business**

Matters Arising Out of Executive Session – On a motion by Ms. Preston to release executive session meeting minutes from Executive Session Meetings from 1/23/02, 12/1/03, 10/22/03, 11/26/03, 10/27/04, 7/27/05, 1/25/06, 3/1/06, 12/4/07, 3/28/07, 7/25/07, 1/23/08, 4/29/09 and 6/9/09 along with the destruction of original records pursuant to state law, seconded by Mr. Dixon, a vote was taken and the action were approved. All other minutes were reviewed as required and not approved for release.

Anderson Legislative Consulting Contract Renewal – On a motion by Ms. Preston to approve the legislative contract renewal to Anderson Consulting, seconded by Ms. Darch, a vote was taken and the motion passed.

October Executive Director’s Report – Mr. Van Vooren highlighted that he was present at the Evanston board meeting where a resolution was passed to allow the Agency’s employees to obtain health insurance through Evanston’s Intergovernmental Personnel Benefit Cooperative (IPBC). Mr. Van Vooren anticipates a January 1, 2013 start date.

**VIII. Adjournment**

There being no further business, a motion by Ms. Karton, and seconded by Mr. Dixon, to adjourn the meeting at 1:10 p.m. was unanimously approved.

**MOTION TO APPROVE THE OCTOBER PAYMENT REQUEST**

AYES

NAYS

ABSENT

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

Hon. Debby Karton  
Raymond Rummel



**October 24, 2012 Executive Committee Minutes**

**MOTION TO ENTER INTO EXECUTIVE SESSION**

AYES

NAYS

ABSENT

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

Hon. Debby Karton  
Raymond Rummel

**MOTION TO APPROVE LEGISLATIVE CONSULTING CONTRACT RENEWAL**

AYES

NAYS

ABSENT

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

Hon. Debby Karton  
Raymond Rummel

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

- . August 22, 2012 Meeting Minutes*
- . October Payment Request Memo dated October 19, 2012*
- . September Payment Request Memo dated September 24, 2012*
- . Treasurer’s Report memo dated September 25, 2012*
- . FY2014 Budget Timeline memo dated October 15, 2012*
- . Glenview Transfer Station Waste/Recycling Report memo dated October 19, 2012*
- . Draft Sustainability Survey memo dated October 12, 2012*
- . Strategic Planning Update memo dated October 15, 2012*
- . Anderson Legislative Consulting Contract Renewal memo dated October 12, 2012*
- . Executive Director’s Report memo dated October 16, 2012*



**Executive Committee Meeting**

**Wednesday, December 19, 2012  
11:30 a.m.**

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

**I. Call To Order**

Chairman Norris called the Meeting of the Executive Committee to order at 11:34 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. Karen Darch	President	Barrington
Albert Rigoni	Manager	Skokie
Bill Dixon	Manager	Arlington Heights
Hon. Louella Preston	Trustee	Niles
Raymond Rummel	Manager	Elk Grove Village

**Absent**

Hon. Debby Karton	Trustee	Glenview
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Others in Attendance

George Van Dusen, SWANCC Chairman of Board of Directors  
Julian D’Esposito, SWANCC Counsel, Mayer Brown  
Dave Van Vooren, Executive Director  
Steve Schilling, Assistant Executive Director  
Mary S. Allen, Recycling and Education Director  
Cameron Ruen, Graphic Designer/Marketing Coordinator  
Lisa Wooddy, Administrative Manager  
Rhonda Diamond, Glenview League of Women Voters  
Laurie Morse, Glenview League of Women Voters

**II. Approval of Minutes**

On a motion by Ms. Preston to approve the October 24, 2012 meeting minutes, seconded by Ms. Darch, a vote was taken and the minutes were approved.

**III. Financial Update**





**December 19, 2012 Executive Committee Minutes**

November and December 2012 Payment Request – Mr. Norris asked the committee to review the November and December Payment Requests.

The November Payment Request had a total of \$1,310,098.28 was comprised of the following: \$64,548.35 from the General Fund, \$1,057,971.67 from the Operations Fund, \$35,376.85 for the estimated December payroll and \$152,201.41 for Recycling Incentive Program payments.

The December Payment Request had a total of \$1,116,803.54 was comprised of the following: \$37,992.18 from the General Fund, \$1,043,434.51 from the Operations Fund and \$35,376.85 for the estimated January payroll.

Mr. Rummel made a motion to approve the payment requests, which was seconded by Ms. Darch, and the November and December 2012 payment requests was unanimously approved.

Also included in the report was the December Treasurer's Report showing a balance of \$5,032,848.53 as of November 30, 2012.

Ms. Darch made a motion to approve the December Treasurer's Report which was seconded by Mr. Dixon, and the Treasurer's Report was unanimously approved.

Capital Asset Policy – Mr. Van Vooren reviewed the policy to formalize the existing operations of the Agency. He reported that the policy is consistent with the status of the operation of capital property, with the bulk of capital in the transfer station. Mr. Van Vooren further stated that this policy was recommended by the Agency's auditors as part of their review of SWANCC's financial operation

Mr. Rigoni made a motion to approve the policy, which was seconded by Mr. Rummel, and the Capital Asset Policy was unanimously approved.

2013 General and Excess Liability, Property and Workers Compensation Insurance Renewal – Mr. Van Vooren reported that on December 1, 2012, Mesirow Financial, carrier in Illinois County Risk Management Trust, renewed the insurance policy, which was slightly above last year's cost, but still under budget.

Mr. Rigoni made a motion to ratify the policy, which was seconded by Ms. Darch, and the Insurance Renewal was unanimously approved.

FY2014 Budget – Mr. Van Vooren reviewed the budget schedule for drafting the FY2014 Annual Budget. All existing programs, public outreach and specialty programs, operations at the transfer station remained in the budget. Due to a decrease in garbage volumes, the tipping fee was impacted using the 3-year rolling average. A discussion ensued regarding the budget. The group asked staff to provide a projection for the next two fiscal years regarding the tipping fee in an effort to understand the Agency's long-term operations and how this could be impact the use of surplus funds in the future.



**December 19, 2012 Executive Committee Minutes**

**IV. Executive Session**

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

The Committee reconvened in its regular open session at 12:28 p.m.

**V. Glenview Transfer Station (GTS)**

GTS Report – Mr. Schilling reported on the status of waste and recycling materials received at the transfer station for the second quarter of FY2013. The data shows a decline in deliveries in all three areas as compared to the second quarter of the previous year.

**VI. Old Business – None**

Intergovernmental Agreement with the City of Evanston to Join IPBC – Mr. Van Vooren reviewed the upcoming health insurance change for staff.

Mr. Rummel made a motion to approve Resolution 2013-01 to enter into IPBC, which was seconded by Mr. Dixon, and the resolution was unanimously approved.

Strategic Planning Update – Mr. Van Vooren outlined the next steps for the process to engage a facilitator to develop a solid waste management plan and to then develop a business plan. He reviewed the draft RFP and timeline for the process.

Mr. Dixon made a motion to approve the release of an RFP for the Strategic Planning Process, which was seconded by Mr. Rummel, and the RFP was unanimously approved.

**VII. New Business**

Matters Arising Out of Executive Session – On a motion by Ms. Darch to direct staff to destroy the verbatim records of Executive Session minutes pursuant to state law, seconded by Ms. Preston, a vote was taken and the action was approved.

December Executive Director's Report – There were no comments.

2013 Supply-Chain Services, Inc. Electronics Recycling Renewal – Mr. Van Vooren reviewed the contract with SSI, noting that the At Home Pickup Program would cease due to lack of interest and high cost of the program.

Mr. Rummel made a motion to approve the SSI contract which was seconded by Mr. Dixon, and the contract was unanimously approved.



**December 19, 2012 Executive Committee Minutes**

Overview of SWANCC Special Materials Programs – Mary Allen provided an overview of the special waste programs available to Member residents including battery, compact fluorescent bulbs, document destruction, electronics, holiday lights recycling and mercury and pharmaceutical and sharp disposal programs. She outlined the volumes of materials collected and how the materials were processed by the vendor.

2013 Meeting Schedule – Mr. Van Vooren reviewed the 2013 meeting schedule for Executive Committee meetings and Board of Director meetings.

Mr. Rigoni made a motion to create a policy by which Executive Committee meetings would continue as the timeline states if a quorum is available which was seconded by Ms. Preston, and the policy was unanimously approved.

**VIII. Adjournment**

There being no further business, a motion by Ms. Darch, and seconded by Ms. Preston, to adjourn the meeting at 1:11 p.m. was unanimously approved.

**MOTION TO APPROVE THE NOVEMBER AND DECEMBER PAYMENT REQUESTS**

AYES

NAYS

ABSENT

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

Hon. Debby Karton

**MOTION TO RATIFY ISURANCE RENEWAL**

AYES

NAYS

ABSENT

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

Hon. Debby Karton



**December 19, 2012 Executive Committee Minutes**

**MOTION TO ENTER INTO EXECUTIVE SESSION**

AYES

NAYS

ABSENT

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

Hon. Debby Karton

**MOTION TO APPROVE ELECTRONICS RECYCLING CONTRACT**

AYES

NAYS

ABSENT

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

Hon. Debby Karton

*Material included in the Executive Committee packet for December 19, 2012:*

- . October 24, 2012 Meeting Minutes*
- . November Payment Request Memo dated November 21, 2012*
- . December Payment Request Memo dated December 18, 2012*
- . Treasurer’s Report*
- . Capital Asset Policy memo dated November 14, 2012*
- . 2013 General Liability, Excess Liability and Workers Compensation Renewal memo dated November 19, 2012*
- . FY2014 Budget memo dated December 5, 2012*
- . Glenview Transfer Station FY2012 2<sup>nd</sup> Quarter Report memo dated November 21, 2012*
- . Health Insurance IPBC memo dated November 19, 2012*
- . Strategic Planning memo dated December 6, 2012*
- . Executive Director’s Report memo dated December 13, 2012*
- . 2013 Electronics Recycling Contract memo dated November 19, 2012*



**Executive Committee Meeting**

**Wednesday, January 23, 2013**

**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 11:30 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. Karen Darch (via phone)	President	Barrington
Albert Rigoni	Manager	Skokie
Bill Dixon	Manager	Arlington Heights
Hon. Louella Preston	Trustee	Niles
Raymond Rummel	Manager	Elk Grove Village

**Absent**

Hon. Debby Karton	Trustee	Glenview
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Others in Attendance

- George Van Dusen, SWANCC Chairman of Board of Directors
- Julian D’Esposito, SWANCC Counsel, Mayer Brown (11:33)
- Dave Van Vooren, Executive Director
- Steve Schilling, Assistant Executive Director
- Mary S. Allen, Recycling and Education Director
- Cameron Ruen, Graphic Designer/Marketing Coordinator
- Lisa Wooddy, Administrative Manager
- Henrietta Saunders, Glenview League of Women Voters

On a motion by Mr. Rigoni to authorize President Darch to participate in the meeting by Phone, which was seconded by Ms. Preston, the vote was taken and the motion was approved.

**II. Approval of Minutes**

On a motion by Ms. Preston to approve the December 19, 2012 meeting minutes, seconded by Mr. Rummel, a vote was taken and the minutes were approved.



January 23, 2012 Executive Committee Minutes

**III. Financial Update**

January 2012 Payment Request – Mr. Norris asked the committee to review the January Payment Requests.

The January Payment Request had a total of \$1,081,255.51 was comprised of the following: \$35,839.06 from the General Fund, \$1,010,039.60 from the Operations Fund and \$35,376.85 for the estimated February payroll.

Also included in the report was the January Treasurer's Report showing a balance of \$4,625,544.67 as of December 31, 2012. Mr. Van Vooren highlighted that the \$28,000 check from the 2011 Bond settlement issue had been deposited in the Operations and Maintenance account and will show up as miscellaneous revenue.

Mr. Rigoni made a motion to approve the January Treasurer's Report which was seconded by Mr. Rummel, and the Treasurer's Report was unanimously approved.

FY2014 Budget – Mr. Van Vooren reviewed the budget in response from the previous discussion to provide a projection for the next two fiscal years regarding the tipping fee in an effort to understand the Agency's long-term operations and how this could impact the use of surplus funds in the future. He reviewed that 85-90% of expenses come out of the processing contract and that the other expenses rarely exceed an additional \$100,000 for any given month – an example of when the expense would exceed \$100,000 would be an occasional winter utility expense. The Groot operational costs are in the \$1,000,000 range. Mr. Van Vooren reported that it is prudent to have \$400-500,000 as a base with a month's revenue to meet current financial obligations once the bonds have been retired.

The FY2014 Agency budget has seen total expenses for operations and maintenance decrease a little less than 1% driven by decreased tonnages of about 2.2%, or 5,430 tons, all this results in a cost decrease of \$103,641. The current budget in review is 0.73% lower than last year's budget for operations and maintenance. The bulk of this decrease in the reduction of expenses from the Recycling Incentive Program. Staff also anticipates receiving less revenue from outside sources which creates a slight decrease in O&M costs. When the O&M costs are added to the debt service costs as anticipated the result is a tipping fee of \$59.21/ton or 2.9% higher than FY2013.

President Darch informed the committee that she was leaving the meeting at 12:10p.m.

Mr. Van Vooren presented a couple scenarios to the group with differing waste stream volumes, operational costs and use of unpledged reserves all to address the committee's question regarding is it possible to stabilize the tipping rate by using additional reserves of the Agency.. He explained that he did not include a scenario for waste going up, because in that instance it would also drive the tipping fee down, so it does not need to be included for review if the concern of the committee was the ending tipping fee.



**January 23, 2012 Executive Committee Minutes**

On a motion by Mr. Rummel to recommend the FY2014 budget with a 1% increase for Fiscal Year 2014 tipping fee from the FY2013 using \$750,000 of reserves, which was seconded by Ms. Preston, a roll call vote was taken and the motion was unanimously approved.

**IV. Executive Session**

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

The Committee reconvened in its regular open session at 12:40 p.m.

**V. Glenview Transfer Station (GTS)**

GTS Report – Mr. Schilling reported that operations are running smoothly.

**VI. Old Business – None**

**VII. New Business**

Matters Arising Out of Executive Session – Ms. Preston asked Mr. Van Vooren to provide a report at the next meeting to explore the idea of an Agency credit card for recurring expenses.

January Executive Director’s Report – The letter to Cook County regarding permanent household chemical waste collection events was highlighted. Mary Allen referenced an initiative in

**VIII. Adjournment**

There being no further business, a motion by Mr. Dixon, and seconded by Mr. Rummel, to adjourn the meeting at 12:41 p.m. was unanimously approved.

**MOTION TO APPROVE THE JANUARY PAYMENT REQUESTS**

AYES

NAYS

ABSENT

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

Hon. Debby Karton



January 23, 2012 Executive Committee Minutes

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

AYES

NAYS

ABSENT

James Norris

Hon. Debby Karton  
Hon Karen Darch

Albert Rigoni  
Bill Dixon  
Hon. Louella Preston  
Raymond Rummel

**MOTION TO ENTER INTO EXECUTIVE SESSION**

AYES

NAYS

ABSENT

James Norris

Hon. Debby Karton  
Hon Karen Darch

Albert Rigoni  
Bill Dixon  
Hon. Louella Preston  
Raymond Rummel

*Material included in the Executive Committee packet for January 23, 2012:*

- . December 19, 2012 Meeting Minutes*
- . January Payment Request Memo dated January 17, 2013*
- . Treasurer's Report*
- . FY2014 Budget, Tipping Fee Analysis Over Five Years memo dated January 15, 2013*
- . Executive Director's Report memo dated January 17, 2013*



**Executive Committee Meeting**

**Wednesday, February 27, 2013  
11:30 a.m.**

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

**I. Call To Order**

Chairman Norris called the Meeting of the Executive Committee to order at 11:35 a.m. in the Conference Room at the Solid Waste Agency of Northern Cook County. A roll call attendance was taken.

**Present**

<u>Name</u>	<u>Position</u>	<u>Municipality</u>
James Norris	Manager	Hoffman Estates
Hon. Karen Darch (via phone)	President	Barrington
Albert Rigoni	Manager	Skokie
Bill Dixon	Manager	Arlington Heights
Hon. Louella Preston (11:38)	Trustee	Niles
Raymond Rummel	Manager	Elk Grove Village

**Absent**

Hon. Debby Karton	Trustee	Glenview
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Others in Attendance

George Van Dusen, SWANCC Chairman of Board of Directors  
 Julian D'Esposito, SWANCC Counsel, Mayer Brown (via phone)  
 Dave Van Vooren, Executive Director  
 Steve Schilling, Assistant Executive Director  
 Mary S. Allen, Recycling and Education Director (11:39)  
 Cameron Ruen, Graphic Designer/Marketing Coordinator  
 Lisa Wooddy, Administrative Manager

**II. Approval of Minutes**

On a motion by Mr. Dixon to approve the January 23, 2013 meeting minutes, seconded by Mr. Rummel, a vote was taken and the minutes were approved.

**III. Financial Update**

February 2013 Payment Request – Mr. Norris asked the committee to review the February Payment Requests.



**February 27, 2012 Executive Committee Minutes**

The February Payment Request had a total of \$1,223,659.06 was comprised of the following: \$42,522.63 from the General Fund, \$1,128,071.16 from the Operations Fund and \$53,065.27 for the estimated March payroll.

Also included in the report was the February Treasurer's Report showing a balance of \$4,915,845.12 as of January 31, 2013.

Mr. Rummel made a motion to approve the February Treasurer's Report which was seconded by Mr. Rigoni, and the Treasurer's Report was unanimously approved.

**IV. Executive Session**

Litigation and Personnel – Upon a motion by Mr. Rummel, seconded by Mr. Dixon, the Committee entered into executive session, after a unanimous roll call vote, at 11:38 a.m., to discuss litigation under Section 2 (c)(11) and personnel under Section 2 (c)(1) of the Open Meetings Act.

The Committee reconvened in its regular open session at 12:06 p.m.

**V. Glenview Transfer Station (GTS)**

GTS Q3Report – Mr. Schilling reported on decreased tonnages arriving at the transfer station as compared to both committed tons and quarter three of last year, roughly down 3%. Mr. Rummel inquired as to the reason and Mr. Schilling responded that the calculated committed tonnage is still four years in the past. The numbers are skewed slightly compared to last year. There could also be a swing of three or four days of collection that could differ from quarter to quarter depending on the actual days that collection took place.

**VI. Old Business**

Solid Waste Plan RFP – Mr. Van Vooren reported that four responses for the RFP came back from reputable firms that include GBB, Shaw, RRS and Patrick/URS. He reported that he had talked internally with staff and that there were positives and negatives for all firms and approaches that were offered to meet the scope of services requested. Executive Director Van Vooren provided an attachment that breaks down the tasks of the scope, hour commitments for each and their associated costs along with the overall costs of the Solid Waste management Plan update. There are differences in hours per task for two of the firms, which may be related to their familiarity with Illinois. Mr. Van Vooren indicated that in the pre-meeting that he asked the firms not to focus on waste stream analysis due to Illinois studies being sufficient in this regard in an effort to direct respondents to focus on the more critical elements of the scope.

Mr. Dixon made a motion for a subcommittee made of Mr. Van Dusen, Ms. Preston and Mr. Rigoni along with staff, to interview BGG and Shaw from the RFP which was seconded by Mr. Rummel, and

**February 27, 2012 Executive Committee Minutes**

the motion was unanimously approved. Mr. Van Vooren would contact the consultants to schedule a meeting for the interview process.

**VII. New Business**

Matters Arising Out of Executive Session – Mr. Rigoni made a motion to authorize Mr. Van Dusen and Mr. Norris to retain Johnston and Greene to represent SWANCC in the evaluation and litigation of any claim arising out of the performance of audit services and to negotiate and execute an engagement letter in substantial conformity with the proposal presented by that law firm. The motion was seconded by Mr. Rummel, and the motion was unanimously approved. Mr. Van Vooren will prepare a memo and report to the Board of Directors on this matter.

Mr. Dixon made a motion for a subcommittee consisting of Ms. Darch, Mr. Norris, Mr. Rummel, Mr. Van Dusen and Mr. Van Vooren to review the legal services RFPs which was seconded by Mr. Rigoni, and the Treasurer's Report was unanimously approved.

February Executive Director's Report – Mr. Van Vooren highlighted that the Agency is monitoring several bills in the legislative session. No recommendation or support of bills is needed at this time. NSWMA is not sponsoring any bills to limit municipal hauling in this session. Staff has responded to a request from the last meeting to look into an Agency credit card for Staff. He reported that Fifth Third Bank does offer credit card services. Individual limits and categories are available. The bank would be able to make payment on the due date with an annual fee of \$150. Mr. Van Vooren has inquired about the leasing arrangement with the management company for the Agency's office which is just under an 18 month contract to date. The committee directed Mr. Van Vooren to review options for office space and compare with outside markets and public space as opportunities may be available.

**VIII. Adjournment**

The committee discussed the option to change the next meeting due to conflicts with the scheduled date. The group reached consensus for Wednesday, April 3, 2013.

There being no further business, a motion by Mr. Rigoni, and seconded by Ms. Preston, to adjourn the meeting at 12:35 p.m. was unanimously approved.

**MOTION TO APPROVE THE FEBRUARY PAYMENT REQUESTS**

AYES

James Norris  
Hon. Karen Darch

Albert Rigoni  
Bill Dixon

NAYS

ABSENT

Hon. Debby Karton  
Hon. Louella Preston

February 27, 2012 Executive Committee Minutes

Raymond Rummel

**MOTION TO ENTER INTO EXECUTIVE SESSION**

AYES

NAYS

ABSENT

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

Hon. Debby Karton  
Hon. Louella Preston

**MOTION TO INTERVIEW RFP CONSULTANTS AS SUBCOMMITTEE**

AYES

NAYS

ABSENT

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

Hon. Debby Karton

**MOTION TO APPROVE ANNUAL AUDIT CONSULTANT**

AYES

NAYS

ABSENT

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

Hon. Debby Karton

**MOTION TO REVIEW LEGAL SERVICES RFPS AS SUBCOMMITTEE**

AYES

NAYS

ABSENT

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

Hon. Debby Karton



**February 27, 2012 Executive Committee Minutes**

Hon. Louella Preston

*Material included in the Executive Committee packet for February 27, 2012:*

- . January 27, 2013 Meeting Minutes*
- . February Payment Request Memo dated February 17, 2013*
- . Treasurer's Report*
- . GTS Q3 Report memo dated February 20, 2013*
- . Review Solid Waste Management Plan, RFP Responses memo dated February 21, 2013*
- . SWANCC SWMP Update Proposal Review memo dated February 21, 2013*
- . Executive Director's Report memo dated February 21, 2013*
- . Fifth Third Bank Credit Card memo dated February 21, 2013*

**Executive Committee Meeting**

**Wednesday, April 3, 2013  
11:45 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 11:45 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. Karen Darch	President	Barrington
Albert Rigoni	Manager	Skokie
Bill Dixon	Manager	Arlington Heights
Hon. Louella Preston	Trustee	Niles
Raymond Rummel	Manager	Elk Grove Village

**Absent**

Hon. Debby Karton	Trustee	Glenview
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Others in Attendance

George Van Dusen, SWANCC Chairman of Board of Directors  
Julian D'Esposito, SWANCC Counsel, Mayer Brown (via phone)  
Dave Van Vooren, Executive Director  
Mary S. Allen, Recycling and Education Director  
Cameron Ruen, Graphic Designer/Marketing Coordinator  
Lisa Woody, Administrative Manager  
Rhonda Diamond, Glencoe League of Women Voters

**II. Approval of Minutes**

On a motion by Ms. Preston to approve the February 27, 2013 meeting minutes as amended, seconded by Mr. Rigoni, a vote was taken and the minutes were approved.

**III. Financial Update**

March 2013 Payment Request – Mr. Norris asked the committee to review the March Payment Requests.



**April 3, 2012 Executive Committee Minutes**

The March Payment Request had a total of \$1,223,659.06 was comprised of the following: \$51,816.30 from the General Fund, \$1,059,528.88 from the Operations Fund and \$35,376.85 for the estimated April payroll. Ms. Preston made a motion to ratify the February Treasurer's Report which was seconded by Mr. Dixon, and the March Payment Request was unanimously approved.

Also included in the report was the March Treasurer's Report showing a balance of \$4,765,527.65 as of February 28, 2013. Mr. Rummel made a motion to approve the February Treasurer's Report which was seconded by Ms. Preston, and the Treasurer's Report was unanimously approved.

**IV. Executive Session - None**

**V. Glenview Transfer Station (GTS) - None**

**VI. Old Business**

Solid Waste Plan Consultant Recommendations – Mr. Van Vooren reported that interviews had been conducted with the Solid Waste Management Plan consultants Shaw Environmental and Gershman, Brickner & Bratton, Inc. He noted that the process went well and that both firms were suitable for this task. Based upon the recommendation of the interview panel, it was determined that Shaw was the preferred vendor to assist the Agency with the update of the Solid Waste Management Plan. Mr. Van Vooren indicated that he would finalize the contract and fine tune the hours for specific tasks outlined in the RFP scope to provide sufficient consultant support to engage all stakeholders in the plan update. Upon refining of the contract, he would report back to the Committee for its approval and subsequently report to the Board.

**VII. New Business**

Matters Arising Out of Executive Session – None

March Executive Director's Report – Mr. Van Vooren highlighted that the Agency is monitoring the paint stewardship bill coming up in this legislative session which is potentially heading for a subject matter hearing. Mr. Van Vooren also informed the committee that the inquiry about a leasing space opportunity with Village Managers within the Agency and resulted with no response. He also has been in contact with the current management company for the Agency's office which the lease expires in July 2014 and has been working on an extension. The committee directed Mr. Van Vooren to review outside options for office space and compare with existing opportunities at the current location keeping in mind the 2015 date and then report back.

Specialty Waste Collection Program Recommendations – Mr. Van Vooren reported to the committee that staff had received several RFPs for the special waste programs. Mr. Dixon made a motion to authorize staff to execute a contract with Everlights for the mercury and fluorescent bulbs and Daniel's for the pharmaceutical and sharps for three years, which was seconded by Ms. Darch, and the motion was unanimously approved.



April 3, 2012 Executive Committee Minutes

**VIII. Adjournment**

There being no further business, a motion by Ms. Preston, and seconded by Ms. Darch, to adjourn the meeting at 12:13 p.m. was unanimously approved.

**MOTION TO APPROVE THE MARCH PAYMENT REQUESTS**

AYES

NAYS

ABSENT

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

Hon. Debby Karton

**MOTION TO AUTHORIZE TO EXECUTE SPECIAL PROGRAMS CONTRACTS**

AYES

NAYS

ABSENT

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

Hon. Debby Karton

*Material included in the Executive Committee packet form April 3, 2013:*

- . February 27, 2013 Meeting Minutes*
- . March Payment Request Memo dated April 1, 2013*
- . Treasurer's Report*
- . Fiscal Year 2014 Annual Budget Draft*
- . Review of the Solid Waste Management Plan Consultant Interviews memo dated March 20, 2013*
- . Executive Director's Report memo dated March 28, 2013*
- . Specialty Waste Collection Programs memo dated March 27, 2013*



## Executive Committee Meeting

Wednesday, April 24, 2013  
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>
James Norris	Manager	Hoffman Estates
Hon. Karen Darch	President	Barrington
Albert Rigoni	Manager	Skokie
Bill Dixon	Manager	Arlington Heights
Hon. Louella Preston	Trustee	Niles

#### Absent

Raymond Rummel	Manager	Elk Grove Village
Hon. Debby Karton	Trustee	Glenview

#### Others in Attendance

George Van Dusen, SWANCC Chairman of Board of Directors  
Julian D'Esposito, SWANCC Counsel, Mayer Brown  
Dave Van Vooren, Executive Director  
Mary S. Allen, Recycling and Education Director  
Cameron Ruen, Graphic Designer/Marketing Coordinator  
Lisa Woody, Administrative Manager  
Derk Price, SWANCC Counsel, Ancel and Glink  
Laurie Morse, Glencoe League of Women Voters (12:10)

### II. Approval of Minutes

On a motion by Ms. Preston to approve the April 3, 2013 meeting minutes, seconded by Mr. Rigoni, a vote was taken and the minutes were approved.

### III. Financial Update



**April 24, 2012 Executive Committee Minutes**

March 2013 Payment Request – Mr. Norris asked the committee to review the April Payment Requests.

The April Payment Request had a total of \$782,902.25 was comprised of the following: \$44,680.31 from the General Fund, \$702,845.09 88 from the Operations Fund and \$35,376.85 for the estimated May payroll. Ms. Preston made a motion to approve the April Payment Request which was seconded by Mr. Rigoni, and the motion was unanimously approved. Mr. Van Vooren stated that the bills were lower than normal in that he has worked with Groot to adjust their bill due to the current credit we have so to avoid a large one-time payment back to the Agency by Groot.

Also included in the report was the April Treasurer's Report showing a balance of \$4,379,281.33 as of February 28, 2013. Mr. Rigoni made a motion to approve the April Treasurer's Report which was seconded by Ms. Preston, and the Treasurer's Report was unanimously approved.

**IV. Executive Session**

Litigation and Personnel – Upon a motion by Mr. Dixon, seconded by Ms. Darch, the Committee entered into executive session, after a unanimous roll call vote, at 11:38 a.m., to discuss litigation under Section 2 (c)(11) and personnel under Section 2 (c)(1) of the Open Meetings Act.

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

*Chairman Norris asked to move item VII up for discussion. The committee agreed.*

Matters Arising Out of Executive Session –

On a motion by Ms. Preston to authorize the contract execution with Ansel Glink, seconded by Ms. Darch, a vote was taken and the motion was approved.

On a motion by Ms. Preston to authorize the salary increase of the Executive Director, seconded by Ms. Darch, a vote was taken and the motion was approved.

**V. Glenview Transfer Station (GTS)** – Mr. Schilling reported that waste volume was up at the transfer station due to the recent flooding.

**VI. Old Business**

Contract for CFL and Fluorescent Bulb Collection: Everlights – Mr. Van Vooren reported that staff had drafted contracts for the special waste collection programs.

On a motion by Ms. Darch to authorize the contract execution with Everlights, seconded by Mr. Dixon, a vote was taken and the motion was approved.



**April 24, 2012 Executive Committee Minutes**

Contract for Pharmaceutical and Sharps Collection: Daniels – On a motion by Mr. Dixon to authorize the contract execution with Daniels, seconded by Ms. Preston, a vote was taken and the motion was approved.

Contract for Solid Waste Management Plan: Shaw Environmental – Mr. Van Vooren reported that he had worked with consultant Shaw Environmental to finalize the contract and fine tune the hours for specific tasks outlined in the RFP scope to provide sufficient consultant support to engage all stakeholders in the plan update. Additional regional meetings have been scheduled to engage Members. Laurie Morse of the Glencoe League of Women voters publicly commented on the need for a separate citizen workshop style of meeting to discuss the Solid Waste Management Plan in an effort to engage residents beyond the public comment period of the other meetings. The group discussed a public informational session in addition to the public comment opportunities at each of the meetings.

On a motion by Ms. Preston to authorize the contract execution with Shaw, seconded by Ms. Darch, a vote was taken and the motion was approved.

**VII. New Business**

April Executive Director’s Report – Mr. Van Vooren highlighted the inquiry process regarding a new leasing space options. He has conducted several site visits in available spaces but has concerns about availability for the desired timeframe. He also has been in contact with the current management company for the Agency’s office and has requested a five year lease with an out clause included.

**VIII. Adjournment**

There being no further business, a motion by Mr. Dixon, and seconded by Ms. Preston, to adjourn the meeting at 12:51 p.m. was unanimously approved.

**MOTION TO ENTER INTO EXECUTIVE SESSION**

AYES

NAYS

ABSENT

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

Hon. Debby Karton  
Raymond Rummel

**MOTION TO APPROVE ANSEL GLINK AS CORPORATE COUNSEL**

AYES

NAYS

ABSENT



**April 24, 2012 Executive Committee Minutes**

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

Hon. Debby Karton  
Raymond Rummel

**MOTION TO APPROVE A SALARY INCREASE TO EXECUTIVE DIRECTOR**

AYES

NAYS

ABSENT

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

Hon. Debby Karton  
Raymond Rummel

**MOTION TO AUTHORIZE TO EXECUTE EVERLIGHTS  
FLUORESCENT BULB CONTRACT**

AYES

NAYS

ABSENT

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

Hon. Debby Karton  
Raymond Rummel

**MOTION TO AUTHORIZE TO EXECUTE DANIELS  
PHARMACEUTICALS AND SHARPS CONTRACT**

AYES

NAYS

ABSENT

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

Hon. Debby Karton  
Raymond Rummel

**MOTION TO AUTHORIZE TO EXECUTE SHAW SOLID WASTE MANAGEMENT  
PLAN UPDATE CONTRACT**

AYES

NAYS

ABSENT



**April 24, 2012 Executive Committee Minutes**

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

Hon. Debby Karton  
Raymond Rummel

*Material included in the Executive Committee packet form April 24, 2013:*

- . April 3, 2013 Meeting Minutes*
- . April Payment Request Memo dated April 19, 2013*
- . Treasurer's Report*
- . Specialty Waste Collection Programs memo dated April 17, 2013*
- . Solid Waste Planning Update – Shaw contract memo dated April 18, 2013*
- . Executive Director's Report memo dated April 19, 2013*