



# SOLID WASTE AGENCY OF NORTHERN COOK COUNTY

June 25, 2003 EXECUTIVE COMMITTEE MINUTES

Wednesday, June 25, 2003  
8:30 a.m.

Glenview Transfer Station  
3 Providence Drive  
Glenview, Illinois

## I. Call To Order

Acting Chairman Rigoni called the Meeting of the Executive Committee to order at 8:33 a.m. in the Glenview Transfer Station Conference Room. A roll call attendance was taken.

### Present

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

### Absent

Timothy Corcoran	Trustee	Mount Prospect
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C. Brooke Beal, Executive Director  
Julian D'Esposito, Counsel, Mayer, Brown, Rowe & Maw  
Elizabeth Gresham, Executive Secretary  
Megan Price, Administrative Intern  
Steven Schilling, P.E., Assistant Executive Director  
George Van Dusen, Mayor, Village of Skokie

## II. Approval of Minutes

On a motion by Mr. Norris to approve the minutes, seconded by Mr. Rigoni, vote was taken to approve the April 23, 2003 Meeting minutes. The motion was unanimously approved.

On a motion by Mr. Dixon to approve the executive session minutes, seconded by Mr. Norris, vote was taken to approve the April 23, 2003 Executive Session minutes. The motion was unanimously approved.



**June 25, 2003 EXECUTIVE COMMITTEE MINUTES**

**III. Financial Update**

Payment Request – Mr. Beal reviewed the June 2003 payment request. He explained that the payout for June totaled \$1,020,727.75: \$37,561.82 from the General Fund, \$959,121.84 from the Operations Fund, \$4,000.00 from the Cost of Issuance Fund and \$20,044.009 from the Debt Service Fund. There were no questions.

On a motion by Ms. Canafax, seconded by Mr. Dixon, a vote was taken and the June 2003 payment request was unanimously approved. Mr. Rigoni asked when payment of the Debt Costs would be completed. Mr. Beal explained that those costs were quarterly and annual fees due to the Agency's variable rate bonds.

Landfill Fee Increase Impact – Mr. Beal informed the Committee that Governor Blagojevich signed Senate Bill 1903, the budget implementation act that raised many fees, including the State landfill surcharge and the Subtitle D surcharge. The State of Illinois raised the landfill surcharge from \$.95 to \$2.00, a 111% increase. The Subtitle D surcharge, which pays permitting costs for the IEPA, was raised from \$.12 to \$.22. The total increase was \$1.15 per ton. The Agency estimates that it will be about a \$322,000 increase to the Agency's budget. The staff believes that these costs can be internalized through budget reductions, internal controls and more precise revenue projections.

Mr. Norris discussed the effect that this increase would have on the Agency members. He asked that the Agency inform the Board of Directors that these increases may eventually affect them. Mr. Van Dusen suggested that the current memo be given to the Board with changes stating that the budget internalization is a one time thing and if the state continues the increases the members would see the impact the next fiscal year. The Committee also discussed reviewing the budget in six months to possibly continue household hazardous waste programs.

On a motion by Mr. Rigoni, seconded by Mr. Norris to approve the one time internalization of the landfill fee increase in the budget, a roll call vote was taken and the motion was unanimously approved.

**IV. Executive Session**

Upon a motion by Ms. Canafax, seconded by Mr. Rigoni, the Committee entered into executive session, after a unanimous roll call vote, at 8:55 a.m., to discuss litigation under Section 2 (c)(11) and real estate disposition under Section 2 (c)(6) of the Open Meetings Act.

The Committee returned to open session at 9:20 a.m. The motion was unanimously approved.

**V. Glenview Transfer Station** – Mr. Beal informed the Committee that the new water system would be completed by Labor Day. He also told the Committee that there was a recent increase in landscape waste deliveries.



**June 25, 2003 EXECUTIVE COMMITTEE MINUTES**

**VI. Old Business**

Litigation - On a motion by Mr. Norris to authorize continuance of legal proceedings, seconded by Ms. Canafax, a roll call vote was taken and the motion was unanimously approved.

Real Estate - On a motion by Mr. Rigoni to recommend to the Board of Directors the sale of land to the Village of Mount Prospect with terms to be decided and a policy be decided for sale of property to members, seconded by Ms. Canafax, a roll call vote was taken and the motion was unanimously approved.

Executive Committee Nominations – Mr. Van Dusen announced that President Anthony Ruzicka, of the Village of Glencoe, agreed to fill the vacant position on the Executive Committee if agreed upon by the Committee.

Upon a motion by Ms. Canafax, seconded by Mr. Rigoni, a vote was taken and President Ruzicka was nominated for election by the Board to the Executive Committee.

**VII. New Business**

Prevailing Wage Act - Mr. Rigoni moved, and Mr. Dixon seconded, to recommend adoption of the Prevailing Wage Act resolution for 2003. The motion was unanimously approved.

Executive Session Minutes Review - Mr. Rigoni moved, and Mr. Dixon seconded, to approve the list of Executive Session minutes for public release. The motion was unanimously approved.

The Committee decided that the August 27, 2003 meeting would be used to discuss long range planning before presentation to the Board at the September meeting.

**VIII. Adjournment**

On a motion made and seconded, there being no further business, a motion was unanimously approved to adjourn the meeting at 9:30 a.m.



# SOLID WASTE AGENCY OF NORTHERN COOK COUNTY

## August 27, 2003 EXECUTIVE COMMITTEE MINUTES

Wednesday, August 27, 2003

8:30 a.m.

**Glenview Transfer Station  
3 Providence Drive  
Glenview, Illinois**

### I. Call To Order

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

#### **Present**

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

#### **Absent**

Anthony Ruzicka	President	Glencoe
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Mary S. Allen, Recycling & Education Director  
C. Brooke Beal, Executive Director  
Elizabeth Gresham, Executive Secretary  
KPMG (Julie Barrientos & Jeff Markert)  
Steven Schilling, P.E., Assistant Executive Director  
George Van Dusen, Mayor, Village of Skokie

### II. Approval of Minutes

On a motion by Ms. Canafax to approve the minutes, seconded by Mr. Dixon, vote was taken to approve the June 25, 2003 Meeting minutes. The motion was approved. Mr. Corcoran abstained from the vote.

On a motion by Mr. Norris to approve the executive session minutes, seconded by Mr. Dixon, vote was taken to approve the June 25, 2003 Executive Session minutes. The motion was approved. Mr. Corcoran abstained from the vote.



**August 27, 2003 EXECUTIVE COMMITTEE MINUTES**

**III. Financial Update**

Payment Request – Mr. Balling reviewed the August 2003 payment request. He explained that the payout for August totaled \$1,030,424.98: \$5,129.36 from the General Fund, \$1,025,295.62. There were no questions.

On a motion by Mr. Corcoran, seconded by Ms. Canafax, a vote was taken and the August 2003 payment request was unanimously approved.

FY2003 Audit – Mr. Jeff Markert from KPMG presented an overview on the financial report and audit for the period ending April 30, 2003. Mr. Markert reviewed the auditing standards used for the audit and the new GASB34 auditing standards for government agencies. He also stated that there were no significant audit adjustments for the FY2003.

On a motion by Mr. Norris, seconded by Ms. Canafax, to accept the FY2003 Audit subject to clarification of the long-term debt schedule a vote was taken and the Audit was unanimously approved.

FY2003 True-Up – Mr. Beal presented the FY2003 True-Up to the Executive Committee.

Mr. Beal presented the results of the 2003 true-up calculations. The true-up had to be calculated differently this year because of the debt service costs were lowered after three months into the fiscal year. The actual deliveries were over 270,000 tons. The positive true-up amount was total \$575,786.04. After accounting for all costs incurred and outside income received during FY2003, the actual tipping fee was \$43.56 per ton. This allowed for a \$0.44 per ton rebate, included in the true-up. If accepted at the September Board meeting, the true-up would start with the October payments. There were no further questions.

Mr. Norris made a motion to recommend adoption of the true-up report at the September Board of Directors meeting and it was seconded by Mr. Rigoni. The motion was unanimously approved.

**IV. Executive Session – None**

**V. Glenview Transfer Station**

Mr. Beal updated the Committee on the status of connecting the water system to the City of Des Plaines. There was an issue with the water pressure and the fire suppression system. He stated that it should be resolved within the next couple of weeks and would be brought back to the Committee at the September meeting.



**August 27, 2003 EXECUTIVE COMMITTEE MINUTES**

**VI. Old Business**

Long Range Planning – The Committee discussed finalizing of the Long Range Planning document to present to the Board of Directors. There were three main issues that the Committee wanted to present to the Board: the options associated with the Glenview Transfer Station, Service Enhancements and a multi-use facility. Mr. Van Dusen stated that it would be prudent for the Agency to continue to study the various options available. He also recommended that commercial solid waste collection issues should be left to the individual communities. The Committee asked Staff to finalize the document with changes discussed to present the Long Range Planning to the Board.

**VII. New Business**

**VIII. Adjournment**

On a motion made and seconded, there being no further business, a motion was unanimously approved to adjourn the meeting at 10:37 a.m.



# SOLID WASTE AGENCY OF NORTHERN COOK COUNTY

October 1, 2003 EXECUTIVE COMMITTEE MINUTES

Wednesday, October 1, 2003

8:30 a.m.

Glenview Transfer Station

3 Providence Drive

Glenview, Illinois

## I. Call To Order

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

### Present

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

### Absent

Nancy Canafax	President	Wilmette
Anthony Ruzicka	President	Glencoe

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

## II. Approval of Minutes

On a motion by Mr. Corcoran to approve the minutes, seconded by Mr. Rigoni, a vote was taken to approve the August 27, 2003 Meeting minutes. The motion was unanimously approved.



**October 1, 2003 EXECUTIVE COMMITTEE MINUTES**

**III. Financial Update**

Payment Request – Mr. Balling reviewed the September 2003 payment request. He explained that the payout for September totaled \$1,171,067.57: \$114,761.37 from the General Fund, \$1,036,262.11 from the Operations Fund and \$20,044.09 from the Debt Service Fund. Mr. Corcoran asked about the “John V. Anderson – GTS Annual Inspection” fee. Mr. Beal informed the Committee that the fee was for the annual inspection required at the transfer station. He also noted that this inspection was more thorough and cost less than inspections performed by other companies in previous years.

On a motion by Mr. Norris, seconded by Mr. Dixon, a vote was taken and the September 2003 payment request was approved by a roll call vote.

FY2003 Annual Report – Mr. Beal reviewed the Fiscal Year 2003 Annual Report and told the Committee that the Reports would be mailed to the Board of Directors along with the October Board Meeting cancellation notice.

On a motion by Mr. Dixon, seconded by Mr. Norris, to accept the FY2003 Annual Report, a vote was taken and the Annual Report was unanimously approved.

Resolution 2004-02 – Mr. Beal presented Resolution 2004-02, a resolution regarding the Agency’s bond escrow. He explained that when the Agency defeased the bonds that were refinanced with the variable rate issue, an investment obligation, or escrow, was also purchased to defease those bonds. Late last summer staff found out that the escrow had value and if the Agency could replace it with lower priced investments and sell its current investment and take a yield gain. At that time, the end of July, there would have been about a \$1.6 million profit to the Agency just for buying a new set of investments and selling that investment. From the end of July through mid-August there was a very large increase in the ten-year treasury note yield. In late June, the notes were trading just below 3.2% and they went up near 4.6%. As of the previous day, the notes fell back down to just under 4%. Mr. Beal told the Committee that staff would like to set in motion the mechanisms to replace the escrow if the savings materialized again. What this resolution would do is authorize the Chairman of the Executive Committee, in consultation with the Chairman of the Board of Directors to replace the escrow if there were at least a half a million dollars in net savings to the Agency after fees were paid. This authorization would expire on May 31, 2004. Staff believes that window might come back if the 10-year note starts to drift back down and as it drifts back down the Agency would like to take advantage and sell the escrow and replace it with a new escrow. This could possibly be done in less than 30 days or closer to one or two weeks if the Agency already has prior direction to sell.

On a motion by Mr. Dixon, seconded by Mr. Corcoran, to accept Resolution 2004-02 authorizing the named officers to defease bonds if the opportunity arose. After a roll call vote the motion was unanimously approved.





**October 1, 2003 EXECUTIVE COMMITTEE MINUTES**

Garbage Strike – Mr. Beal informed the Committee that the Teamsters Local 731 and 305 went on strike at 2:30 a.m. the previous evening. The Teamsters Local 731 and 305 pick-up all garbage, recycling and landscape from all the haulers except a couple of very small roll-off companies that are non-union. The strike also effects all employees at landfills and transfer stations, therefore the transfer station did not have any employees other than three management personnel from Groot, who were non-Union, working that day. The basic issue of the strike was wages and benefits. The Union wanted a \$2.20 increase and the haulers have offered \$.50. Mr. Beal said that the strike would probably last at least two days at a minimum. The Glenview Transfer Station would be open through the strike and staff expected about 250 tons per day from communities with municipal collections, as well as taking another 100 to 200 tons a day from private haulers collecting landscape waste and garbage. Staff told Groot that under their contract a strike was not an uncontrollable circumstance and they could not shut the facility down, therefore Groot was able to secure seven non-union brokers to truck waste to Pheasant Run Landfill. Pheasant Run Landfill in Wisconsin guaranteed that they would operate with non-union personnel even if they were struck by the teamsters. The teamsters' goal was to try to shut down all of the landfills to let garbage fill up at the transfer stations. Then they would move to the transfer stations and shut those down and slowly work their way down to put pressure on the haulers to settle. Mr. Beal stated that a decision would be made at the end of the day to decide if they would allow non-members, other than those that have contracts, to bring waste to the Transfer Station if Groot said they could handle additional waste. The Committee decided that if non-member waste was allowed, the regular gate rate of \$55.15 should be charged to prevent any problems with the Teamsters. They also discussed various aspects of the strike and how the Agency might be effected, including how member municipalities would dispose of waste.

On a motion by Mr. Dixon, seconded by Mr. Corcoran, to authorize the Executive Director to assess available capacity and, from a mutual aid perspective, offer municipal non-members disposal at the regular gate rate, a vote was taken and unanimously approved.

- IV. Executive Session** – Upon a motion by Mr. Corcoran, seconded by Mr. Rigoni, the Committee entered into executive session, after a unanimous roll call vote, at 9:03 a.m., to discuss personnel under Section 2 (c)(1) of the Open Meetings Act.

Staff was asked to recuse themselves so that the Committee could discuss personnel.

The Committee returned to open session at 9:35 a.m. The motion was unanimously approved.

- V. Glenview Transfer Station**

Mr. Schilling informed the Committee that he was working with the consultants who were finalizing the design of the new water system. He stated that the final cost was estimated at \$193,663, about \$70,000 less than the original estimate, to construct the system. Staff recommended that authorization be given to the Chairman of the Executive Committee and the Executive Director to approve a contract not to exceed estimate. Mr. Corcoran asked if a return



**October 1, 2003 EXECUTIVE COMMITTEE MINUTES**

on investment had been done on this project. Mr. Beal and Mr. Schilling told the Committee of the problems that the current water system had caused. After discussion, the Committee asked staff to provide a break down of the cost estimate for the water system.

On a motion by Mr. Norris, seconded by Mr. Dixon, authorization was given to the Chairman of the Executive Committee and the Executive Director to approve a contract not to exceed estimate. A roll call vote was taken and unanimously approved.

**VI. Old Business**

Long Range Planning – The Committee discussed long range planning that would presented again to the Board of Directors at the November meeting. Mr. Beal stated that the Agency would like to begin taking action on these issues in either January or February of 2004. He informed the Committee that a cover memo would be sent to the Board to let them know exactly what long range planning topics would be discussed at the next meeting.

**VII. New Business – None**

**VIII. Adjournment**

On a motion made and seconded, there being no further business, a motion was unanimously approved to adjourn the meeting at 9:40 a.m.



October 22, 2003 EXECUTIVE COMMITTEE MINUTES

Wednesday, October 22, 2003

8:30 a.m.

Glenview Transfer Station  
3 Providence Drive  
Glenview, Illinois

**I. Call To Order**

Chairman Balling called the Meeting of the Executive Committee to order at 8:36 a.m. in the Glenview Transfer Station Conference Room. A roll call attendance was taken.

**Present**

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

**Absent**

Timothy Corcoran	Trustee	Mount Prospect
Anthony Ruzicka	President	Glencoe

Others in Attendance

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

**II. Approval of Minutes**

On a motion by Mr. Dixon to approve the minutes, seconded by Mr. Rigoni, a vote was taken to approve the October 1, 2003 Meeting minutes. The motion was unanimously approved.

**III. Financial Update**

Payment Request – Mr. Balling reviewed the October 2003 payment request. He explained that the payout for October totaled \$1,018,286.66: \$32,537.80 from the General Fund and \$985,748.86 from the Operations Fund.

On a motion by Mr. Rigoni, seconded by Mr. Dixon, a vote was taken and the October 2003 payment request was approved by a roll call vote.



**October 22, 2003 EXECUTIVE COMMITTEE MINUTES**

- IV. Executive Session** – Upon a motion by Mr. Norris, seconded by Ms. Canafax, the Committee entered into executive session, after a unanimous roll call vote, at 8:54 a.m., to discuss personnel under Section 2 (c)(1) of the Open Meetings Act.

Staff was asked to recuse themselves so that the Committee could discuss personnel.

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

**V. Glenview Transfer Station**

Water System Upgrade – Mr. Schilling presented an analysis on the internal rate of return for the GTS water system upgrade. The analysis showed that there would be a 15.9% annual rate of return on the upgrade. He stated that the Agency received bids from five contractors and work would begin in November.

Garbage Strike – Mr. Beal updated the Committee on how the Agency was affected during the garbage strike. The transfer station was busy and received about 250 tons of garbage at the stated of the strike. Near the end of the strike the transfer station close to 1,000 tons was received. The traffic also increased by about 100 vehicles per day with about two-thirds of the garbage. He also noted that Groot did a good job with only a few employees. Mr. Rigoni stated that staff should prepare a memo to send to members about how the Agency handled the strike. Mr. Van Dusen also noted that this should be one of the first points discussed under long range planning at the Board of Directors meeting.

**VI. Old Business**

Long Range Planning – Mr. Beal told the Committee that in order to facilitate discussion at the Board meetings, the long range plan topics would be discussed over two meetings. An agenda would be put together of items that would be presented at the next Board meeting.

**VII. New Business** – None

**VIII. Adjournment**

On a motion made and seconded, there being no further business, a motion was unanimously approved to adjourn the meeting at 9:10 a.m.



November 26, 2003 EXECUTIVE COMMITTEE MINUTES

Wednesday, November 26, 2003

8:30 a.m.

Glenview Transfer Station  
3 Providence Drive  
Glenview, Illinois

**I. Call To Order**

Chairman Balling called the Meeting of the Executive Committee to order at 8:40 a.m. in the Glenview Transfer Station Conference Room. A roll call attendance was taken.

**Present**

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

**Absent**

William Dixon	Manager	Arlington Heights
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Others in Attendance

Mary S. Allen, Recycling & Education Director  
C. Brooke Beal, Executive Director  
Elizabeth Gresham, Executive Secretary  
Steven Schilling, P.E., Assistant Executive Director  
George Van Dusen, Mayor, Village of Skokie

**II. Approval of Minutes**

On a motion by Ms. Canafax to approve the minutes, seconded by Mr. Norris a vote was taken to approve the October 22, 2003 Meeting minutes. The motion was approved. Mr. Corcoran abstained from the vote.

**III. Financial Update**

Payment Request – Mr. Balling reviewed the November 2003 payment request. He explained that the payout for November totaled \$1,105,736.95: \$43,057.91 from the General Fund, \$1,042,634.95 from the Operations Fund and \$20,044.09 from the Debt Service Fund.



**November 26, 2003 EXECUTIVE COMMITTEE MINUTES**

Mr. Norris suggested that Groot share the cost for Glenview police service during the garbage strike.

On a motion by Mr. Corcoran, seconded by Mr. Ruzicka, a vote was taken and the November 2003 payment request was approved by a roll call vote.

- IV. Executive Session** – Upon a motion by Mr. Norris, seconded by Mr. Ruzicka, the Committee entered into executive session, after a unanimous roll call vote, at 8:55 a.m., to discuss personnel under Section 2 (c)(1) of the Open Meetings Act.

Staff was asked to recuse themselves so that the Committee could discuss personnel.

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

**V. Glenview Transfer Station**

Mr. Beal updated the Committee regarding the transfer station. He informed them that there were almost 200 tons of leaves being brought to the transfer station daily.

He stated that Joe B. Divito & Company, LLC would be completing the water system project. The water system should be complete by Christmas and all of the bids that were accepted came in under estimate.

The land sales to Des Plaines and Mount Prospect were being worked on. The Agency was also contacted by the Village of Wheeling to sell the remaining 20 acres of land at the transfer station.

**VI. Old Business**

Long Range Planning – Mr. Beal updated the Committee on the progress of long range plan items that were agreed upon at the November Board of Directors meeting. He stated that there would be a report regarding leasing office space after Thanksgiving.

Staff met with suppliers regarding the Roll-off equipment and stated that Groot provides 10 yard roll-off containers.

Elk Grove Village also presented a “White Paper” that they wanted to present and discuss at the next Board meeting. The main focus of the “White Paper” was the idea of the Agency issuing new debt. Mr. Beal noted that there would not be any new debt for any of the long range topics presented. Mr. Beal stated that he would answer each of Elk Grove’s points.

Mr. Corcoran asked what long range planning issues remained to be discussed at the next Board meeting. Mr. Beal replied that the multi-use facility, household hazardous waste and sale of the Glenview Transfer Station remained to be discussed.



**November 26, 2003 EXECUTIVE COMMITTEE MINUTES**

**VII. New Business**

Annual Audit – Mr. Beal told the Committee that while the Agency has retained KPMG as the Agency's auditor, their performance was less than in previous years. He proposed to the Committee that the Agency retain a new auditor for the FY2004 annual audit.

Upon a motion by Mr. Norris, seconded by Mr. Ruzicka, a vote was taken to issue a Request for Proposal to retain a new auditor for the FY2004 annual audit. The motion was unanimously approved.

**VIII. Adjournment**

On a motion made and seconded, there being no further business, a motion was unanimously approved to adjourn the meeting at 9:25 a.m.



# SOLID WASTE AGENCY OF NORTHERN COOK COUNTY

January 28, 2004 EXECUTIVE COMMITTEE MINUTES

Wednesday, January 28, 2004  
8:30 a.m.

Glenview Transfer Station  
3 Providence Drive  
Glenview, Illinois

## I. Call To Order

Chairman Balling called the Meeting of the Executive Committee to order at 8:33 a.m. in the Glenview Transfer Station Conference Room. A roll call attendance was taken.

### Present

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

### Absent

Nancy Canafax	President	Wilmette
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### Others in Attendance

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

## II. Approval of Minutes

On a motion by Mr. Corcoran to approve the minutes, seconded by Mr. Ruzicka a vote was taken to approve the November 26, 2003 Meeting minutes

## III. Financial Update

Payment Request – Mr. Balling reviewed the January 2004 payment request. He explained that the payout for January totaled \$1,235,448.68: \$18,042.18 from the General Fund and \$1,217,406.50 from the Operations Fund.





**January 28, 2004 EXECUTIVE COMMITTEE MINUTES**

On a motion by Mr. Dixon, seconded by Mr. Norris, a vote was taken and the January 2004 payment request was approved by a roll call vote. There were no questions.

Draft FY2005 Budget – Mr. Schilling reviewed the draft budget for the upcoming fiscal year. He stated that the budget was based on a three year rolling average of the tonnage that was delivered. He also noted that there had been an increase in deliveries over the last few years. Staff anticipates that there will be an increase in tonnage, bringing extra revenue to the Agency; however, tonnage may decrease in the future because the implementation of the cart recycling program in some of the communities may increase the percentage of recycling.

Mr. Schilling reviewed and itemized each of the expenditures. He stated that the FY2005 Debt Service fee would be \$5.93 per ton and the Operation and Maintenance fee would be raised to \$50.00 per ton. Although there was a decrease in the Debt Service fee, the increase in the Operation and Maintenance fees were due an increase in the Illinois Landfill tax of \$1.15 per ton and an inflationary increase of \$1.16 per ton under the Groot contract, portions of which had been funded in FY04 by a use of reserves.

There were also a few changes to line items included in the draft budget. The household hazardous waste program was eliminated due to State budget cuts and the Agency's plans to address this issue through other avenues. Commercial waste accounts have also stabilized and increased Agency revenue, thus the line item was increased. The budget for repair and maintenance of the GTS was also increased as a precautionary measure.

The Committee reviewed and discussed the remainder of the draft budget, including unpledged reserves and whether they could be used to buy down the current costs. Mr. Beal responded that there should not be a buy down because in FY1998 SWANCC had its highest rate and the average household in SWANCC was charged \$6.60 per month to cover SWANCC fees. Currently, members would only have to charge \$5.12 per month to the average SWANCC household, however, according to surveys, few communities have lowered their rates since 1998 and many have increased their rates. That means that the average municipality is collecting \$1.48 per month more than they need from their residents, which is probably being transferred to a general fund. Therefore if the Agency were to buy down the rate, it would be subsidizing the transfer of money to other funds, not lowering or keeping the garbage rates down. Mr. Corcoran suggested that money be refunded to the members as opposed to lowering the tipping fee. Mr. Beal stated that Staff would bring back possible ways to buy down the debt at the next Executive Committee meeting. The Committee also suggested that the Balefill line item be taken out of the budget. Mr. Schilling completed the review of the FY2005 Draft Budget.

**IV. Executive Session – None**

**V. Glenview Transfer Station**



**January 28, 2004 EXECUTIVE COMMITTEE MINUTES**

Mr. Beal stated that Staff would present a draft Request for Information to be sent out on the idea of developing a hazardous waste transfer/processing facility on the GTS property. A firm would be retained to do a fatal flaw analysis, which consisted of checking the requirements of citing a new facility and checking for any fatal flaws on a site being located there. This would be a secondary check since Staff has already done a preliminary analysis. The firm would check set-back requirements and endangered species. The Agency is also going to file a supplemental operating permit for the GTS to clean up some of the things that were in the original permit that are just cumbersome to operate, as well as making it a cleaner permit so that the private sector will assess this as a better operating facility from a permitting standpoint. The Agency is also going to officially change the name from the Wheeling Township Transfer Station to the Glenview Transfer Station.

**VI. Old Business**

Roll-Off Program – Mr. Beal stated that since the last Board meeting, Staff has met with Groot to firm up the roll-off program. A pilot area of Arlington Heights, Hoffman Estates, Mount Prospect, Park Ridge and Prospect Heights has been suggested because of ease of service for Groot. The pilot would be a 180 day trial. If it is deemed successful, it could be rolled out Agency-wide. The pilot would use 10-yard roll-off boxes and Groot would receive \$299.00, from which the Agency will get \$30.00 per box. This would be extended to residential customers only, except contractors who are current GTS customers. The boxes will have a magnetic decal on the side with the Agency name and is scheduled to start on March 1.

On a motion by Mr. Rigoni, seconded by Mr. Corcoran a roll call vote was taken to approve the Roll-off Program Pilot. The motion was unanimously approved.

Office Lease Space – Mr. Beal presented different lease options to the Committee. They also discussed costs and compared the break down of each. Mr. Beal stated that all costs were included in the prices listed. He noted that the cost increase was due to doubling the amount of current space.

After a motion by Mr. Ruzicka, seconded by Mr. Corcoran, a roll call vote was taken and the Committee directed Mr. Beal to negotiate a lease at 2700 Patriot Boulevard in Glenview for 2,000 sq. ft. There were no questions.

**VII. New Business – None**

**VIII. Adjournment**

On a motion made and seconded, there being no further business, a motion was unanimously approved to adjourn the meeting at 10:03 a.m.



# SOLID WASTE AGENCY OF NORTHERN COOK COUNTY

March 3, 2004 EXECUTIVE COMMITTEE MINUTES

Wednesday, March 3, 2004  
8:30 a.m.

Glenview Transfer Station  
3 Providence Drive  
Glenview, Illinois

## I. Call To Order

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

### Present

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

### Absent

Nancy Canafax	President	Wilmette
Anthony Ruzicka	President	Glencoe

### Others in Attendance

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

## II. Approval of Minutes

On a motion by Mr. Corcoran to approve the minutes, seconded by Mr. Rigoni a vote was taken to approve the January 28, 2004 Meeting minutes and the motion was unanimously approved.



**March 3, 2004 EXECUTIVE COMMITTEE MINUTES**

**III. Financial Update**

Bond Defeasance – Chairman Balling introduced Kevin McCanna, the Agency’s financial advisor from Speer Financial, and stated that Mr. Beal and Mr. McCanna were going to present a proposed Bond Defeasance. Mr. Beal noted that at the last Executive Committee meeting staff was asked to review options to reduce members’ costs and to specifically focus on debt service instead of subsidizing tipping fees, as the Agency has done in the past. Staff spoke with the Agency’s financial advisors for refinancing or refunding options, but there were not any viable options at this time. After reviewing the Agency’s reserves, Staff looked at defeasing the remaining Series 1995A bonds as well as the Series 1994 tax exempt bonds. As of May 1, 2004, the Agency will have a total of about \$13 million in outstanding debt. Staff recommends defeasing these two bond series at the cost of about \$2.6 million. The cash for this defeasance would come from the 1994 and 1995 Debt Service Reserve Accounts, revenues from the Des Plaines and Mount Prospect land sales and approximately \$1.4 million of Agency reserves. There would still be an adequate amount left in the Agency reserves after the defeasance. The Agency would be trading 2% in interest earnings and retiring 5% debt. The results would reduce debt service costs going forward to 2007 by about 40%. The budget would be passed with the higher debt service rate and once the defeasance is completed, a new project budget would be passed which would lower members’ allocation and debt service rates. Mr. McCanna stated that this was investing in the Agency’s own bonds. Mr. Beal informed the Committee that all fees were built into the defeasance. Mr. Beal also recommended extending the 4% interest rate cap for two more years. The Agency would be sending one month of the higher bill in May and send a credit/rebate the following month if this recommendation were approved.

On a motion by Mr. Norris, seconded by Mr. Corcoran, a vote was taken and the Committee authorized staff to recommend the Bond Defeasance to the Board of Directors and then have Staff and advisors work to complete this by May 1, 2004 and purchase the 4% interest rate cap for two years. A roll call vote was taken and the motion was approved.

Payment Request – Mr. Balling reviewed the February 2004 payment request. He explained that the payout for February totaled \$1,093,888.22: \$16,866.63 from the General Fund, \$1,056,977.50 from the Operations Fund and \$20,044.09 from the Debt Service Fund.

On a motion by Mr. Dixon, seconded by Mr. Norris, a vote was taken and the February 2004 payment request was approved by a roll call vote. There were no questions.

FY2005 Budget – Mr. Schilling reviewed the second draft budget for the 2005 fiscal year. Changes from the previous meeting were made to this draft and Staff recommended that this be presented to the Board at the March meeting.

On a motion by Mr. Dixon, seconded by Mr. Corcoran, a vote was taken and staff was authorized to recommend the FY2005 Budget to the Board of Directors. A roll call vote was taken and the motion was approved.



**March 3, 2004 EXECUTIVE COMMITTEE MINUTES**

- IV. Executive Session** – Upon a motion by Mr. Rigoni, seconded by Mr. Corcoran, the Committee entered into executive session, after a unanimous roll call vote, at 8:55 a.m., to discuss real estate under Section 2 (c)(6) of the Open Meetings Act.

Upon a motion by Mr. Norris, seconded by Mr. Rigoni, the Committee adjourned executive session at 9:10 a.m. The motion was unanimously approved

**V. Glenview Transfer Station**

Repair and Maintenance Program – Mr. Schilling presented an analysis of the maintenance program for the GTS. He compared the current costs to costs that were outlined in a maintenance program document from 1995. Mr. Beal noted that Groot has done a good job maintaining the facility, using the tipping floor as an example. It was factored to be completely replacement in year 10 and currently it does not need replacement, just minor repairs. It also helps that the Agency has an annual inspection by a qualified engineer. Staff recommends that the repair and maintenance fund be maintained at \$283,000 and again increase the repair and maintenance line item 35% for this year and with 10% increases thereafter. If the Agency does not expend all of the money in the budgeted line item, it is recommended that the excess be swept into the repair and maintenance reserve account.

On a motion by Mr. Norris, seconded by Mr. Dixon, a vote was taken and the Executive Committee approved the staff recommendation to move any repair and maintenance funds remaining from the fiscal year into the reserve fund to provide additional coverage. The motion was unanimously approved.

**VI. Old Business**

Roll-Off Program – Mr. Beal gave the Committee an update on the Roll-off Program. He stated that the program was scheduled to start on April 1, 2004. He reviewed the communities starting the pilot program and stated that the program would be advertised in the Pioneer Press newspapers in each of those communities. Although the program is being advertised in only the pilot communities, Groot will offer this service to anyone. A system has been worked out with Groot that when people call SWANCC, staff will then forward an email form to Groot and the resident is called that day by Groot, the service provider, to arrange payment and delivery terms. The Agency will follow up with the resident afterwards for a customer service issues for a while to see how the program is going. Groot will provide weekly reports the number of boxes rented and how the program is doing and staff will evaluate the program. When the Agency and Groot feels together that the program is making good strides or not making strides the determination will be made to either expand it and if it is going well right away it will be advertised everywhere. The Committee discussed advertising of the program and suggested advertising the program on each community's cable access channels.



**March 3, 2004 EXECUTIVE COMMITTEE MINUTES**

**VII. New Business – None**

**VIII. Adjournment**

Chairman Balling announced that the March meeting would be rescheduled from March 24, 2004 to March 31, 2004.

On a motion made and seconded, there being no further business, a motion was unanimously approved to adjourn the meeting at 9:40 a.m.



# SOLID WASTE AGENCY OF NORTHERN COOK COUNTY

March 31, 2004 EXECUTIVE COMMITTEE MINUTES

Wednesday, March 31, 2004  
8:30 a.m.

Glenview Transfer Station  
3 Providence Drive  
Glenview, Illinois

## I. Call To Order

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

### Present

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

### Absent

Timothy Corcoran	Trustee	Mount Prospect
Anthony Ruzicka	President	Glencoe

### Others in Attendance

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

## II. Approval of Minutes

On a motion by Mr. Rigoni to approve the minutes, seconded by Mr. Dixon a vote was taken to approve the March 3, 2004 Meeting minutes and the motion was unanimously approved.

On a motion by Mr. Norris to approve the executive session minutes, seconded by Mr. Dixon, a vote was taken to approve the March 3, 2004 Executive Session minutes. The motion was unanimously approved.



**March 31, 2004 EXECUTIVE COMMITTEE MINUTES**

**III. Financial Update**

Payment Request – Mr. Balling reviewed the March 2004 payment request. He explained that the payout for March totaled \$956,101.91: \$21,606.68 from the General Fund and \$934,495.23 from the Operations Fund.

On a motion by Ms. Canafax, seconded by Mr. Dixon, a vote was taken and the March 2004 payment request was approved by a roll call vote. There were no questions.

Bond Defeasance – Mr. Beal informed Committee that Staff was working on redeeming the current escrow for the defeased Series 1995A bonds and replace them with a new escrow for an interest rate reduction. Last October Staff informed the Executive Committee that if interest rates dropped enough the escrow that the Agency purchased to redeem the Series 1995A Bonds that were defeased about two years ago could be replaced. The interest rate on the 10-year U.S. Treasury Bonds, by which the escrow is most closely measured, has seen over a 35 basis point reduction compared to the interest rate when the escrow was purchased allowing the Agency to replace the current escrow and realize, after expenses, over \$500,000 in savings, the Committee's authorized required savings amount.

If the 10-year Treasury remains around 3.75%, the Agency should realize approximately \$700,000 in savings. Keep in mind that the savings are market driven and can materially change.

While researching the estimated savings from the above transaction, Agency staff was made aware of another option in which the Agency would sell the right to replace (call) the Series 1995A defeased bond's escrow to a third party and realize a greater return of \$900,000.

Staff recommended that the Agency authorize the sale, to a third party, of the call provision of the Agency's Series 1995A Bond's defeasance escrow as long as the savings are greater than the replacement of the Series 1995A Bond's defeasance escrow option and the savings, after fees, are at least \$500,000. Mr. Beal also noted that due to a change in the Treasury, the date on the resolution would be changed from May 1, 2004 to October 1, 2004.

On a motion by Mr. Rigoni, seconded by Mr. Norris, a roll call vote was taken and Resolution 2004-03 to authorize this transaction was unanimously approved. There were no questions.

**IV. Executive Session** – Upon a motion by Ms. Canafax, seconded by Mr. Rigoni, the Committee entered into executive session, after a unanimous roll call vote, at 8:45 a.m., to discuss real estate under Section 2 (c)(6) of the Open Meetings Act.

Upon a motion by Mr. Norris, seconded by Mr. Dixon, the Committee adjourned executive session at 9:00 a.m. The motion was unanimously approved





**March 31, 2004 EXECUTIVE COMMITTEE MINUTES**

**V. Glenview Transfer Station**

Mr. Schilling informed the Committee that there were data line problems at the transfer station. Because of this the refuse tracking system server had been relocated to the transfer station. Mr. Beal noted that Staff was investigating the purchase of a Windows-based tracking system.

**VI. Old Business**

Mr. Beal said that the Roll-off Program had begun and the Agency had started to take orders. He also stated that a new office lease had been drafted and sent back to the building owner.

**VII. New Business – None**

Executive Committee Nominating Committee – Mr. Beal stated that the Committee had been named by the Board to be the Nominating Committee for appointments that were to expire on April 30, 2004. The following reappointments were recommended: Honorable Nancy Canafax (Wilmette), James Norris (Hoffman Estates) and Timothy Corcoran (Mount Prospect).

On a motion by Mr. Rigoni, seconded by Mr. Dixon, a vote was taken to approve the recommended reappointments. The motion was unanimously approved.

Matters Arising Out of Executive Session – Mr. Norris made a motion, seconded by Ms. Canafax, to recommend to the Board of Directors the sale of twelve acres of Agency property to the Village of Wheeling. The motion was unanimously approved.

**VIII. Adjournment**

On a motion made and seconded, there being no further business, a motion was unanimously approved to adjourn the meeting at 9:05 a.m.