



**SOLID WASTE AGENCY OF LAKE COUNTY, IL**

**MEMORANDUM**

To: Glenn Ryback, Chairman, Executive Committee  
From: Walter S. Willis, Executive Director *WSW*  
Subject: March 2016 Meeting Notice Information  
Date: March 11, 2016

Attached you will find the agenda for this month's meeting, the minutes from the February 18, 2016 meeting, and the referenced consent, action and information items.

Please let Amy Bartemio know if you will be attending and what your lunch order is.

**SOLID WASTE AGENCY OF LAKE COUNTY, IL  
EXECUTIVE COMMITTEE  
Thursday, March 17, 2016 12:00 Noon  
1311 N. Estes Street Gurnee, IL 60031**

1. CALL TO ORDER ..... Chairman Ryback
2. ROLL CALL ..... Secretary
3. APPROVAL OF MINUTES  
*February 18, 2016*
4. NEW AGENDA ITEMS
5. PUBLIC COMMENT ON AGENDA ITEMS
6. EXECUTIVE COMMITTEE ITEMS ..... Chairman Ryback

**Consent Item**

1. Expenditure Report (*January & February 2016*)

**Action Items**

1. Insurance Renewals (GL, Pollution, Automotive & Commercial Property)

**Information Items**

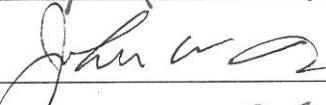
1. Compost Bin & Rain Barrel Sale and Education
2. Electronics Program Update

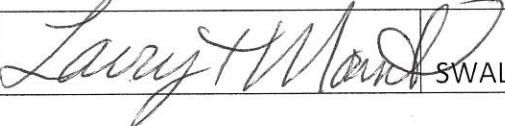
7. EXECUTIVE SESSION
8. ADJOURNMENT

# SOLID WASTE AGENCY OF LAKE COUNTY (SWALCO) EXECUTIVE COMMITTEE

SIGN IN SHEET

February 18, 2016

COMMUNITY	REPRESENTATIVE	TITLE
ELLIS	Mike Ellis	VILLAGE MANAGER
MANDEL		LAKE COUNTY BOARD
MUETZ		VILLAGE ADMINISTRATOR
NORRIS		MAYOR
RYBACK		MAYOR
SOTO		MAYOR
TALBETT		VILLAGE ADMINISTRATOR
WAGENER		TRUSTEE
WARDA		SENIOR PLANNER

MOUNT		SWALCO BOD CHAIRMAN
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No Consent for  
JAC

S

REPRESENTATIVE		SWALCO EXECUTIVE BOARD VOTING RECORD/02.18.16							
		W.M.F.A. Amendment Agreement No. 3.		Voted Annually					
Attendance		A	N	A	N	A	N	A	N
MIKE ELLIS	✓								
STEVEN MANDEL	✓								
PATRICK MUETZ	✓								
JOHN NORRIS	✓								
GLENN RYBACK	✓								
LINDA SOTO	✓								
MICHAEL TALBETT	✓								
JOHN WAGENER	✓								
NIMROD WARDA	—								

(6)

Michael arrived @ 12:06  
Larry Clark arrived @ 12:10

# PUBLIC SIGN-IN SHEET

## (Executive Committee Meeting)

Name \_\_\_\_\_

## Address

## Representing

none

A hand-drawn graph on lined paper. The curve starts at the top left, dips down to a minimum, and then curves back up towards the right edge of the page. The graph is drawn with a single continuous line.

Date: 02/18/16



## MINUTES

### SOLID WASTE AGENCY OF LAKE COUNTY, IL EXECUTIVE COMMITTEE

Thursday, February 18, 2016 12:00 NOON  
1311 N. ESTES STREET, GURNEE, IL 60031

#### CALL TO ORDER

Chairman Ryback called the meeting to order at 12:05 pm with 6 members present.  
Michael Talbott arrived at 12:06 pm

#### APPROVAL OF MINUTES

Motion by *Pat Muetz* seconded by *John Norris* to approve the Executive meeting minutes of 12/17/2015.  
Motion by *John Norris* seconded by *Mike Ellis* to approve the Legislative meeting minutes of 12/17/2015.

#### NEW AGENDA ITEMS

#### PUBLIC COMMENT

*None*

#### EXECUTIVE COMMITTEE ITEMS

*None*

#### CONSENT ITEM

*None*

#### ACTION ITEMS

##### 1. Intermediate Processing Facility Capacity Agreement Amendment #3

Walter Willis discussed SWALCO's Capacity Agreement with Waste Management. There is a provision that Waste Management will perform a composition audit to best represent an accurate account of the distribution of recyclable materials that Agency members are delivering to the MRF.

On November 24, 2015 a new composition test was completed using a sample of approximately 100,000 tons from approximately twelve SWALCO member communities. The distribution of the sampling from both years is illustrated in the material Composition summary table contained in Exhibit A of the Amendment. SWALCO and WM Recycle America staff have agreed to use an average of the two years commodity percentages that will be used to calculate the monthly stream value used to calculate the Per Ton Payment to Agency members.

Motion by *Steven Mandel*, seconded by *Michael Talbott* to approve Amendment No. 3 to the current capacity agreement with Waste Management.

*Motion was unanimously approved.*

#### INFORMATION ITEMS

##### 1. Reuse-A-Shoe Program

Merleanne Rampale gave a summary of the Reuse-A-Shoe program. Many of our groups including corporations, schools, churches, park districts, libraries, and other community groups and organizations, have helped to promote programs like HCW, Electronics, and Compost Bin and Rain Barrel Sales and Education, through their own websites, newsletters and E-blasts and now want to get involved with Clothing and Textile Recycling drives and events. Schools have used it to aid in

some of their certifications and efforts. Scouts earn a special SWALCO Reuse-A-Shoe badge. All groups will receive a special certificate for their efforts and coordinators will be given a special gift, the latest in eco-wear: recycled Reuse-A-Shoe shoelaces, to recognize their efforts. The program continues to grow and flourish. We encourage members to offer this program and service to their residents.

## **2. HCW Collection Event Schedule – FY 2016**

Steve Nelson presented the proposed 2016 HCW Collection Calendar which included all permanent facility drop-off dates and mobile collections. This schedule is based upon: SWALCO's FY 2016 HCW budget, the pricing structure in our current HCW Labor/Transportation Contract #15016, and the terms and conditions of our existing IEPA funding agreement

The public drop-off events (held at our Gurnee facility) will be held all year round on the second Saturday and fourth Monday of each month (except for May and December). The dates of the public drop-off events are confirmed and ready for your advertisement. The mobile events are onetime events taking place on Saturdays at the proposed municipalities. The mobile events will start up in April and conclude in November.

The following two mobile collections are confirmed:

- April 30<sup>th</sup> - Antioch Public Works Department located at 796 Holbek Drive/Depot Road. The event will be open to the public from 8:00am to 2:30pm.
- May 21<sup>st</sup> – Vernon Hills Metra Train Station located at Rt. 45 and Ranney Road. The event will be open to the public from 8:00am to 2:30pm.

## **3. 4<sup>th</sup> Quarter 2015 Recycling and Per Ton Payment Report**

Pete Adrian gave a brief report of tabulations of curbside recyclable material tonnage and recycling, by member community for the fourth quarter of 2015. Tonnage totals are reported both by month and quarter for the calendar year. The information is provided by the waste hauling companies servicing customers in Lake County. In 2015, 58,470 tons of recyclables were collected from Lake County communities. Compared to the previous year's 60,036 tons collected, Lake County communities have experienced a 2.6% decline in the volume of recycling collected.

The good news is that the overall volume of recyclables that were directed to WMRA by Agency members totaled 43,428.21 tons. Within the SWALCO agreement with WMRA, a \$5 per ton bonus would be paid to the Agency for every ton in excess of 42,000 tons for the year. Therefore, the Agency has also received a bonus payment of \$7,141.05 for the additional 1,428 tons directed for the year.

## **4. 4<sup>th</sup> Quarter 2015 Electronics Program Update**

Pete Adrian gave a brief report of the electronics recycling program for the fourth quarter of 2015. During the 4<sup>th</sup> quarter of 2015, a total of 881,331 pounds of electronics were collected by the six host collection sites. Comparing the fourth quarter of 2015 to volume collected at the same time last year (1,538,394 lbs.) the program experienced a 43% decrease in volume collected during the last three months of the year. Comparing the total volume for 2015 (3,725,231 lbs.) vs. previous year (4,861,459 lbs.) the program realized a 23% decline in overall volume. However, due to the reduction of collection sites from 2014 to 2015, the six remaining host collection sites have collectively experienced a 36% growth in volume. Over the year, SWALCO managed contracts with three electronics recycling vendors, shipping 1,546,467 lbs. to Dynamic Recycling, 1,081,102 lbs. to eWorks and 1,097,662 to Vintage Tech Recyclers. The Agency incurred a total cost of \$230,344.89 between two of the vendors (\$145,398.40 to Dynamic Recycling and \$77,596.49 to eWorks) and no cost from Vintage Tech Recyclers.

## **5. Electronics Recycling Proposal**

Walter Willis presented a proposed agreement from ERI to cover the (5) remaining residential electronic recycling host sites. On November 17, 2015 Vintage Tech notified SWALCO in writing

that it intended to terminate its recycling services in 180 days in accordance with terms of the contract. The contract we entered into with Vintage Tech in August 2015 was supposed to run through 2016, but Vintage Tech was unable to secure contracts with the manufacturers to cover the cost of running our program. With the 180 days of notice we have until May 15, 2016 before Vintage Tech is no longer contractually obligated to service our program. It should be noted that Vintage Tech is covering the full costs of our program and the Agency appreciates its commitment to fulfilling the contract. The proposed agreement is a prime example of why SWALCO is attempting to amend the state law to ensure that local government is not stuck with costs for collecting electronics. In several states (Oregon, Vermont) collectors like SWALCO receive revenue to cover their collection costs, as was the case when we began collecting under the new law in 2010 and were receiving in excess of \$100,000 annually through 2014 to cover our collection costs. Now that we have, in good faith, grown our program to be one of the most successful ones in the State, the tables have turned and we have an unfunded obligation we cannot sustain as an Agency without an increase in revenue from the members. The proposal from ERI, still expects the Agency to cover costs for electronic devices not covered under the law (e.g. stereo equipment, toaster oven, microwave), and upcharge if we don't sort correctly, load correctly, meet a 20,000 pound minimum for loaded trailer weight, or leave items in their packaging. Estimating the financial impact of this program is difficult, and a guess. Staff's best estimate is approximately \$110,000 assuming a start date of May 15, 2016 and running for the rest of this calendar year. Will schedule emergency Board of Directors meeting to discuss all options.

## **6. Project and Program Updates – Brief Updates Given by Walter Willis**

Walter Willis provided summaries and updates regarding several projects and programs we are currently working on:

- Based on feedback at the last Board of Directors meeting it appears there is interest in holding an open house at SWALCO's facility to celebrate the Agency's 25<sup>th</sup> year. Staff is looking for more feedback on a budget for the open house and what we should be offering as far as information, etc.
- The first six month reports under Kildeer's commercial franchise ordinance were filed by two haulers, of the 34 business accounts in the Village, the haulers reported that 20 had recycling services which represents a 59% participation rate. Reports will be due in February for Round Lake Beach, March for Lindenhurst and April for Lake Bluff. All information regarding participation rates is provided on SWALCO's website.
- Walter is assisting Mundelein, Green Oaks and Lake Bluff review their residential hauling contract options as each has contracts that are expiring in the next 12 to 18 months.
- The auditors will be at SWALCO's office on March 17<sup>th</sup> to begin the audit process for FY 2015. Amy will work with county staff and the auditors with the goal of obtaining a clean audit with no material deficiencies.
- Walter continues to work with about a dozen other units of local government throughout the state on a long term fix for the electronics law. A Proposed Improvements document has been prepared by the IL Product Stewardship Council (SWALCO is a member) and was sent to Sen. Althoff and Rep. McAsey (the two main legislative leaders on this issue last year), and other interested stakeholders. Sen. Althoff contacted Mr. Willis last week and indicated she wanted to start up stakeholders meeting in late February or early March. The IEPA also issued its legislatively required report on the law and recommended a convenience standard approach as opposed to establishing static collection goals each year as currently done under the law, this recommendation is consistent with what the IL PSC and SWALCO are recommending as well.

***NEXT EXECUTIVE COMMITTEE MEETING:*** Thursday, March 17, 2016 - 12:00 p.m.

***NEXT BOARD MEETING:*** Thursday, April 14, 2016 - 7:00 p.m. Hainesville Village Hall, 100 N. Hainesville Road, Hainesville, IL 60030

***ADJOURNMENT (1:31 p.m.):*** Motion by *John Norris*, seconded by *John Wagener* to adjourn. *Motion was approved.*

Memo to the Executive Committee

March 17, 2016

### **Consent - 1. Expenditure Approval**

**ISSUE:** Approve Expenditures

**RECOMMENDATION:** We recommend approval

**TIMING:** Routine

**BACKGROUND:** The Board of Directors authorized the Executive Director to pay expenditures under \$10,000. The Executive Director submits the monthly expenditures to the Board for approval.

The total for Administration \$48,116.67; Education \$0.00; Household Chemical Waste \$4,798.48; Recycling \$0.00; ***Total expenditures for January 2016 - \$52,915.15***

The total for Administration \$47,073.38; Education \$9.50; Household Chemical Waste \$16,167.31; Recycling \$709.80; ***Total expenditures for February 2016 - \$63,959.99***

**ENCLOSED DOCUMENTS:** Expenditure Budget Report(s)

**STAFF:** Walter Willis, Executive Director  
Amy Bartemio, Executive Office Manager

## SWALCO - JANUARY 2016 EXPENDITURE BUDGET

<b>SWALCO I- Solid Waste Prog-SWALCO Administration-Regular Salaries And Wages----</b>				
Budget	360,374.040	Funds	291,890.02	Beginning Balance for Period
Amount:		Available:		<b>Total Expenditures</b>
				<b>27,473.61</b>
				Ending Balance for Period
				68,484.02

<b>SWALCO I- Solid Waste Prog-SWALCO Administration-Part Time Salaries And Wages----</b>				
Budget	49,727.04	Funds	40,122.16	Beginning Balance for Period
Amount:		Available:		<b>Total Expenditures</b>
				<b>3,819.79</b>
				Ending Balance for Period
				9,604.88

<b>SWALCO I- Solid Waste Prog-SWALCO Administration-Special Pay----</b>				
Budget	17,100.00	Funds	13,973.10	Beginning Balance for Period
Amount:		Available:		<b>Total Expenditures</b>
				<b>1,250.76</b>
				Ending Balance for Period
				3,126.90

<b>SWALCO I- Solid Waste Prog-SWALCO Administration-Office Supplies----</b>				
Budget	1,250.00	Funds	1,122.51	Beginning Balance for Period
Amount:		Available:		<b>Total Expenditures</b>
				<b>127.49</b>
				Ending Balance for Period
				127.49

<b>SWALCO I- Solid Waste Prog-SWALCO Administration-Food and Provisions----</b>				
Budget	2,210.00	Funds	1,866.26	Beginning Balance for Period
Amount:		Available:		<b>Total Expenditures</b>
				<b>343.74</b>
				Ending Balance for Period
				343.74

<b>SWALCO I- Solid Waste Prog-SWALCO Administration-Trips and Training----</b>				
Budget	10,400.00	Funds	9,740.53	Beginning Balance for Period
Amount:		Available:		<b>Total Expenditures</b>
				<b>659.47</b>
				Ending Balance for Period
				659.47

<b>SWALCO I- Solid Waste Prog-SWALCO Administration-Dues And Subscriptions----</b>				
Budget	5,750.00	Funds	3,288.00	Beginning Balance for Period
Amount:		Available:		<b>Total Expenditures</b>
				<b>862.00</b>
				Ending Balance for Period
				2,462.00

<b>SWALCO I- Solid Waste Prog-SWALCO Administration-Gas for Heating----</b>				
Budget	15,000.00	Funds	13,174.18	Beginning Balance for Period
Amount:		Available:		<b>Total Expenditures</b>
				<b>1,825.82</b>
				Ending Balance for Period
				1,825.82

SWALCO I- Solid Waste Prog-SWALCO Administration-Electricity----				
Budget	12,000.00	Funds Available:	Beginning Balance for Period	1,059.59
Amount:			<b>Total Expenditures</b>	<b>1,241.42</b>
			Ending Balance for Period	2,301.01

SWALCO I- Solid Waste Prog-SWALCO Administration-Telephone----				
Budget	6,500.00	Funds Available:	Beginning Balance for Period	436.06
Amount:			<b>Total Expenditures</b>	<b>441.26</b>
			Ending Balance for Period	877.32

SWALCO I- Solid Waste Prog-SWALCO Administration-Office Equip Maintenance----				
Budget	1,200.00	Funds Available:	Beginning Balance for Period	0.00
Amount:			<b>Total Expenditures</b>	<b>174.00</b>
			Ending Balance for Period	174.00

SWALCO I- Solid Waste Prog-SWALCO Administration-Equip Rental----				
Budget	3,300.00	Funds Available:	Beginning Balance for Period	311.37
Amount:			<b>Total Expenditures</b>	<b>172.37</b>
			Ending Balance for Period	483.74

SWALCO I- Solid Waste Prog-SWALCO Administration-H/L/D Employee Benefits----				
Budget	83,270.01	Funds Available:	Beginning Balance for Period	6,558.42
Amount:			<b>Total Expenditures</b>	<b>6,154.74</b>
			Ending Balance for Period	12,713.16

SWALCO I- Solid Waste Prog-SWALCO Administration-Retirement Benefits/FICA----				
Budget	31,372.97	Funds Available:	Beginning Balance for Period	2,555.29
Amount:			<b>Total Expenditures</b>	<b>2,392.58</b>
			Ending Balance for Period	4,947.87

SWALCO I- Solid Waste Prog-SWALCO Administration-Retirement Benefits/IMRF----				
Budget	3,527.00	Funds Available:	Beginning Balance for Period	431.01
Amount:			<b>Total Expenditures</b>	<b>257.62</b>
			Ending Balance for Period	688.63

SWALCO \- Solid Waste Prog-SWALCO Administration-Miscell Contractual Servi----				
Budget	12,960.00	Funds	3,110.00	Beginning Balance for Period
Amount:		Available:		170.00
				<b>Total Expenditures</b>
				<b>920.00</b>
				Ending Balance for Period
				1,090.00
SWALCO \- Solid Waste Prog-Household Hazard Waste-Operational Supplies----				
Budget	15,000.00	Funds	10,000.00	Beginning Balance for Period
Amount:		Available:		0.00
				<b>Total Expenditures</b>
				<b>1,062.35</b>
				Ending Balance for Period
				1,062.35
SWALCO \- Solid Waste Prog-Household Hazard Waste---Consultants----				
Budget	162,700.00	Funds	144,622.67	Beginning Balance for Period
Amount:		Available:		3,122.50
				<b>Total Expenditures</b>
				<b>3,489.83</b>
				Ending Balance for Period
				6,612.33
SWALCO \- Solid Waste Prog-Household Hazard Waste---Garbage Disposal----				
Budget	10,650.00	Funds	8,550.00	Beginning Balance for Period
Amount:		Available:		0.00
				<b>Total Expenditures</b>
				<b>159.00</b>
				Ending Balance for Period
				159.00
SWALCO \- Solid Waste Prog-Household Hazard Waste---All Other Maintenance----				
Budget	15,250.00	Funds	14,191.20	Beginning Balance for Period
Amount:		Available:		835.75
				<b>Total Expenditures</b>
				<b>87.30</b>
				Ending Balance for Period
				923.05

**TOTAL EXPENDITURES \$ 52,915.15**

## SWALCO - FEBRUARY 2016 EXPENDITURE BUDGET

<b>SWALCO \- Solid Waste Prog-SWALCO Administration-Regular Salaries And Wages----</b>			
Budget	360,374.040	Funds Available:	Beginning Balance for Period
Amount:			68,484.02
			<b>Total Expenditures</b>
			<b>27,473.61</b>
			Ending Balance for Period
			95,957.63
<b>SWALCO \- Solid Waste Prog-SWALCO Administration-Part Time Salaries And Wages----</b>			
Budget	49,727.04	Funds Available:	Beginning Balance for Period
Amount:			9,604.88
			<b>Total Expenditures</b>
			<b>4,365.47</b>
			Ending Balance for Period
			13,970.35
<b>SWALCO \- Solid Waste Prog-SWALCO Administration-Special Pay----</b>			
Budget	17,100.00	Funds Available:	Beginning Balance for Period
Amount:			3,126.90
			<b>Total Expenditures</b>
			<b>1,250.76</b>
			Ending Balance for Period
			4,377.66
<b>SWALCO \- Solid Waste Prog-SWALCO Administration-Office Supplies----</b>			
Budget	1,250.00	Funds Available:	Beginning Balance for Period
Amount:			127.49
			<b>Total Expenditures</b>
			<b>285.64</b>
			Ending Balance for Period
			413.13
<b>SWALCO \- Solid Waste Prog-SWALCO Administration-Food and Provisions----</b>			
Budget	2,210.00	Funds Available:	Beginning Balance for Period
Amount:			343.74
			<b>Total Expenditures</b>
			<b>28.21</b>
			Ending Balance for Period
			371.95
<b>SWALCO \- Solid Waste Prog-SWALCO Administration-Trips and Training----</b>			
Budget	10,400.00	Funds Available:	Beginning Balance for Period
Amount:			659.47
			<b>Total Expenditures</b>
			<b>29.55</b>
			Ending Balance for Period
			689.02
<b>SWALCO \- Solid Waste Prog-SWALCO Administration-Dues And Subscriptions----</b>			
Budget	5,750.00	Funds Available:	Beginning Balance for Period
Amount:			2,462.00
			<b>Total Expenditures</b>
			<b>150.00</b>
			Ending Balance for Period
			2,612.00
<b>SWALCO \- Solid Waste Prog-SWALCO Administration-Gas for Heating----</b>			
Budget	15,000.00	Funds Available:	Beginning Balance for Period
Amount:			1,825.82
			<b>Total Expenditures</b>
			<b>1,390.01</b>
			Ending Balance for Period
			3,215.83

SWALCO \- Solid Waste Prog-SWALCO Administration-Electricity----				
Budget	12,000.00	Funds Available:	Beginning Balance for Period	2,301.01
Amount:			<b>Total Expenditures</b>	<b>1,249.94</b>
			Ending Balance for Period	3,550.95

SWALCO \- Solid Waste Prog-SWALCO Administration-Telephone----				
Budget	6,500.00	Funds Available:	Beginning Balance for Period	877.32
Amount:			<b>Total Expenditures</b>	<b>456.43</b>
			Ending Balance for Period	1,333.75

SWALCO \- Solid Waste Prog-SWALCO Administration-Equip Rental----				
Budget	3,300.00	Funds Available:	Beginning Balance for Period	483.74
Amount:			<b>Total Expenditures</b>	<b>172.37</b>
			Ending Balance for Period	656.11

SWALCO \- Solid Waste Prog-SWALCO Administration-H/L/D Employee Benefits----				
Budget	83,270.01	Funds Available:	Beginning Balance for Period	12,713.16
Amount:			<b>Total Expenditures</b>	<b>6,154.74</b>
			Ending Balance for Period	18,867.90

SWALCO \- Solid Waste Prog-SWALCO Administration-Retirement Benefits/FICA----				
Budget	31,372.97	Funds Available:	Beginning Balance for Period	4,947.87
Amount:			<b>Total Expenditures</b>	<b>2,434.35</b>
			Ending Balance for Period	7,382.22

SWALCO \- Solid Waste Prog-SWALCO Administration-Retirement Benefits/IMRF----				
Budget	3,527.00	Funds Available:	Beginning Balance for Period	688.63
Amount:			<b>Total Expenditures</b>	<b>262.30</b>
			Ending Balance for Period	950.93

SWALCO \- Solid Waste Prog-SWALCO Administration-Miscell Contractual Serv----			
Budget Amount:	12,960.00	Funds Available:	3,110.00
			Beginning Balance for Period
			1,090.00

**Total Expenditures** **1,370.00**

Ending Balance for Period **2,460.00**

SWALCO \- Solid Waste Prog-Education-Operational Supplies----			
Budget Amount:	5,000.00	Funds Available:	4,870.19
			Beginning Balance for Period
			120.31

**Total Expenditures** **9.50**

Ending Balance for Period **129.81**

SWALCO \- Solid Waste Prog-Household Hazard Waste-Operational Supplies----			
Budget Amount:	15,000.00	Funds Available:	9,910.20
			Beginning Balance for Period
			1,062.35

**Total Expenditures** **1,739.16**

Ending Balance for Period **2,801.51**

SWALCO \- Solid Waste Prog-Household Hazard Waste---Consultants----			
Budget Amount:	162,700.00	Funds Available:	144,622.67
			Beginning Balance for Period
			6,612.33

**Total Expenditures** **10,500.00**

Ending Balance for Period **17,112.33**

SWALCO \- Solid Waste Prog-Household Hazard Waste---All Other Maintenance----			
Budget Amount:	15,250.00	Funds Available:	7,683.12
			Beginning Balance for Period
			923.05

**Total Expenditures** **3,928.15**

Ending Balance for Period **4,851.20**

SWALCO \- Solid Waste Prog-Recycling---Miscellaneous Commodities----			
Budget Amount:	6,350.00	Funds Available:	4,949.40
			Beginning Balance for Period
			302.00

**Total Expenditures** **709.80**

Ending Balance for Period **1,011.80**

**TOTAL EXPENDITURES \$ 63,959.99**

**A – 1. Insurance Renewal**

**ISSUE:** Insurance coverage renewal

**RECOMMENDATION:** Approval recommended

**TIMING:** Important

**BACKGROUND:** SWALCO has four insurance policies expiring on March 31, 2016. The policies are: general liability insurance, pollution legal liability insurance, business automotive insurance and commercial property insurance. Maintaining these policies is vital to the protection of our Agency.

Staff requested SWALCO's insurance broker, Arthur J. Gallagher Risk Management Services (AJ Gallagher), to obtain quotes from top rated (class A or better) insurance carriers for renewal of these policies. Their recommendation was to secure the services of Navigators Specialty Insurance Company (Navigators) for the general liability, pollution legal liability and automotive insurance and AIX Specialty (AIX) for the commercial property insurance.

Navigator's "bundled" policy provides the greatest coverage, lowest deductibles and lowest overall cost. Navigator's policy also has the lowest deductible for the Pollution Legal Liability policy (\$25,000/occurrence vs. \$100,000/occurrence). Navigators quote for these coverage policies is \$34,514 (twenty eight dollars less than last year).

Securing an interested carrier for the Commercial Property insurance proved extremely difficult this year. Carriers stated they are not interested in providing coverage for the risks inherent with our class of business operations. Only one of the eight carriers (AIX Specialty) contacted elected to provide a quote. AIX Specialty's (AIX) commercial property quote is \$22,382 (including fees/services), a \$5,325 increase from last year. Below are the carriers contacted and their responses.

RLI – Declined due to class of business	GEP- No Response
Equinox – Declined due to class of business	Avondale – Declined due to class of business
Markel – Declined due to class of business	Everest – Declined due to class of business
Hanover – Have yet to perform Phone survey	AIX Specialty – Quoted

Note: All policies exclude terrorism coverage. The General liability/Pollution legal liability and Commercial property insurance policies include the applicable Illinois Surplus Lines Taxes and Stamping Fees.

The combined total for the four policies is \$56,896. Approximately \$3,300 more than budgeted for. Staff is requesting your approval to secure these policies and to pay the forthcoming invoices (\$56,896) immediately upon receipt.

**FISCAL IMPACT:** Organization 930-92000010, Object Code 72110 - Liability Insurance (\$56,896)

**ENCLOSED DOCUMENTS:** AJ Gallagher Executive Summary, Summary of Terms & Premium Recap - 2016

**STAFF:** Steve Nelson, Household Chemical Waste Engineer and Amy Bartemio, Executive Office Manager

SWALCO - Summary of Terms & Premium Recap-2016

## Coverage Integrated General Liability and Pollution Liability

Carrier Navigators Specialty Insurance Company

Form NAV NP3 Toolkit (04/10)

Policy Period 03/31/2016 to 03/31/2017

Terms/Option	Limit	Deductible	Premium
A	<b>General Liability</b> \$1,000,000 – Each Occurrence \$2,000,000 – General Aggregate <b>Contractors Pollution Liability - Occurrence</b> \$5,000,000 – Each Incident \$10,000,000 - Aggregate <b>Pollution Liability</b> \$5,000,000 – Each Incident \$10,000,000 - Aggregate <b>Professional Liability</b> \$1,000,000 – Each Incident \$1,000,000 - Aggregate	<b>Commercial General Liability</b> \$5,000 <b>Contractors Pollution Liability</b> \$25,000 <b>Pollution Liability</b> \$25,000 <b>Professional Liability</b> \$5,000	\$31,346

\*Premium does not include the optional TRIA premium of \$940. Illinois Surplus Lines Tax and Stamping Fee 3.7% of the Premium \$1,160 is applicable. This is a state insurance requirement.

Carrier AIX Specialty Insurance Company (New Carrier)

Building and Personal Property Coverage Form – CP 00 10 10 12

Policy Period 03/31/2016 to 03/31/2017

Terms/Option	Limit	Deductible	Premium
A	Property Values 1,750,000	Per Occurrence \$10,000	\$21,000

\*Premium does not include the optional TRIA premium of \$2,100. Illinois State Surplus Lines Tax and Stamping Fee 3.7% of the Premium \$777 and \$105 Fire Marshall Tax are applicable. This is a state insurance requirement. Required Carrier Fee of \$500

Carrier Navigators Insurance Company

Form Business Auto Coverage Form – CA 00 01 03-10

Policy Period 03/31/2016 to 03/31/2017

Terms/Option	Limit	Deductible	Premium
A	Auto Liability - \$1,000,000 Combined Single Limit Uninsured Motorists- \$50,000- Per Occurrence Underinsured Motorists - \$50,000 – Per Occurrence Medical Payments - \$5,000 Hired and Non-Owned -\$1,000,000 Combined Single Limit	None	\$2,008
	Physical Damage – Actual Cash Value	\$1,000- Comprehensive \$1,000 - Collision	

## **I – 1. Compost Bin & Rain Barrel Sale and Education**

### **BACKGROUND:**

Start preparing your wish lists now. The Agency plans to host our annual one day sale at the Native Plant, Compost Bin and Rain Barrel event at Independence Grove in Libertyville on Saturday, May 7 from 9:00 am to 3:00 pm. The event is in partnership with the Stormwater Management Commission and Lake County Forest Preserves. The Forest Preserves will also continue to sell plants on Sunday.

Quantities may be limited. The products are made from recycled materials and are available at half the retail cost. We will also be selling composting accessories. If we have products left after the sale, they will become available for purchase at our offices.

Using rain barrels, backyard composting and planting native species are all sustainable and environmentally sound practices that are not only good for the pocketbook, but for the home, community and beyond:

- Rain barrels reuse stormwater from rooftops and divert water from storm drains, decreasing the impact of runoff to streams and minimizing sewer overflows during heavy rainfall.
- In addition to creating a nutrient rich soil for yards and gardens, composting at home means residents will dispose of less material in their waste, diverting a large percentage of materials from our landfills.
- Compost can reduce the amount of water needed in a garden and helps improve resistance to plant diseases and insect pests.

Several communities have offered rebates to their residents who purchased bins or barrels. Other communities have purchased bins and barrels to have available to residents to purchase right in the village/city. Please notify Merleanne if your community plans to offer a rebate for residents this year, or if you are interested in making these available to your residents to purchase at your Village/City Hall or other local site. We'll be sending out details to all of our member communities and Directors once we have more details and flyers, and ask you to please help us promote the event. The promotional materials and flyers will also note the numerous benefits to residents and the environment.

As always we plan to have on-site education for all who attend including helpful how-to demonstrations for both setting up a rain barrel at your home or workplace, and how to compost, with helpful tips and info.

Please save the date.

**ENCLOSED DOCUMENTS:** None

**STAFF:** Merleanne Rampale, Public Information Officer and Education Director

## **I – 2. Electronics Program Update**

**BACKGROUND:** Since the Board of Directors decision on March 3, 2016 to close the electronics program effective May 1, 2016 (unless a no cost contract can be entered into with a recycler) SWALCO staff has:

- Issued a press release to all SWALCO Board members, the Lake County Board, the Lake County legislative delegation, and the media. The press release was also posted on Facebook, Twitter and sent to the agency's contact list of over 2,000 interested residents.
- Attempted to contact ERI to determine if an alternate bid with no costs can be offered to the Agency, to date this has not been successful.
- Been invited by IL Manufacturer's Association to join a smaller working group to work on a legislative fix to the existing State law, meetings are to begin in the next week or two.
- Attempted to begin a dialogue with IEPA to discuss action the IEPA can take to better enforce the law, and bring more scrutiny to the recordkeeping and reporting for the amount of pounds being collected under the law. The IEPA has declined the offer to meet with SWALCO and other interested parties.
- Been in contact with the five collection sites regarding the program and getting them ready for the potential closure on May 1<sup>st</sup>.
- Begun work on developing a list of locations in and around Lake County that take electronics if the SWALCO program closes on May 1<sup>st</sup>.
- Sent an email to the haulers letting them know that SWALCO members may be contacting them to add an electronics collection option to the franchise contract, and to be ready with programs and costs when asked.

At the March 3<sup>rd</sup> Board meeting SWALCO staff was instructed to develop an exit strategy if the collection sites are closed on May 1<sup>st</sup>. Based on our experience closing the Wauconda Township and WMI-Antioch collection sites we can expect electronic material to be illegally dumped at the five collection sites after they close. The dumping may be more severe due to the lack of access to locations that will accept electronics, most notably TVs. The proposed exit strategy is as follows:

1. Develop and distribute information on the locations in and near Lake County to manage the electronics banned from the landfill, including a list of those items that are banned and those that can still be thrown away. Timing for issuing this information will be in early April.
2. Prepare signage for all five sites indicating the site is closed, and provide information at the sites (a flyer) for alternative locations, per the list developed above.
3. Enter into a contract with a recycler to provide a semi-trailer on a periodic, as needed basis that the five collection sites, and other SWALCO members, can use to take illegally dumped electronics. SWALCO will cover the cost for these trailers, and continue to offer this service as long as illegal dumping continues to be a significant problem.
4. Engage and inform local law enforcement about the closure of the sites and ask for a periodic presence at the sites to deter illegal dumping.

**ENCLOSED DOCUMENTS:** None

**STAFF:** Walter Willis, Executive Director