



SOLID WASTE AGENCY OF LAKE COUNTY, IL

MEMORANDUM

To: Glenn Ryback, Chairman, Executive Committee
From: Walter S. Willis, Executive Director *WSW*
Subject: October 2015 Meeting Notice Information
Date: October 1, 2015

Attached you will find the agenda for this month's meeting, the minutes from the July 2015 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, October 8, 2015 12:00 Noon
1311 N. Estes Street Gurnee, IL 60031

1. CALL TO ORDER..... Chairman Ryback
2. ROLL CALL Secretary
3. APPROVAL OF MINUTES
July 16, 2014
4. NEW AGENDA ITEMS
5. PUBLIC COMMENT ON AGENDA ITEMS
6. EXECUTIVE COMMITTEE ITEMS..... Chairman Ryback

Consent Item

1. Expenditure Report (*August 2015*)

Action Items

1. Proposed FY 2016 SWALCO Budget and Capital Projects
2. Proposed Purchasing Policy and Manual
3. Proposed 2016 Meeting Calendar

Information Items

1. Project and Program Updates

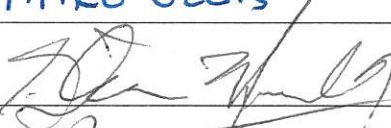


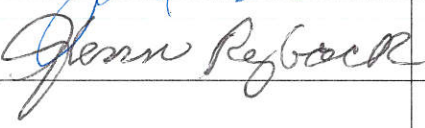



7. EXECUTIVE SESSION
8. ADJOURNMENT

SOLID WASTE AGENCY OF LAKE COUNTY (SWALCO)

EXECUTIVE COMMITTEE

SIGN IN SHEET

July 16, 2015

COMMUNITY	REPRESENTATIVE	TITLE
ELLIS	MICK 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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		SWALCO EXECUTIVE BOARD VOTING RECORD/07.16.15							
		Consent - June 2015 - expenditures		D&O liability Ins Renewal		WW Review 3% increase			
REPRESENTATIVE		A	N	A	N	A	N	A	N
Attendance									
MIKE ELLIS	✓	✓		✓		✓			
STEVEN MANDEL	✓	✓		✓		✓			
PATRICK MUETZ	✓	✓		✓		✓			
JOHN NORRIS	✓	✓		✓		✓			
GLENN RYBACK	✓	✓		✓		✓			
LINDA SOTO									
MICHAEL TALBETT	✓	✓		✓		✓			
JOHN WAGENER	✓	✓		✓		✓			
NIMROD WARDA	✓	✓		✓		✓			

(8) (8) (8) (8)
 Quorum

PUBLIC SIGN-IN SHEET

(Executive Committee Meeting)

Name

Address

Representing

None

Date: 07/16/15



SOLID WASTE AGENCY OF LAKE COUNTY, IL

MINUTES

SOLID WASTE AGENCY OF LAKE COUNTY, IL EXECUTIVE COMMITTEE

Thursday, July 16, 2015 12:00 NOON
1311 N. ESTES STREET, GURNEE, IL 60031

CALL TO ORDER

Chairman Ryback called the meeting to order at 12:04 pm with 8 members present.

APPROVAL OF MINUTES

Motion by *John Norris* seconded by *Steven Mandel* to approve the Executive Meeting minutes of 6/04/2015.

NEW AGENDA ITEMS

PUBLIC COMMENT

None

EXECUTIVE COMMITTEE ITEMS

None

CONSENT ITEM

Expenditure Report (June 2015).

Motion by *John Norris*, seconded by *Steven Mandel*.

Motion was approved.

ACTION ITEMS

1. Public Officials Liability Insurance Renewal

Steve Nelson presented the Public Officials Liability insurance policy up for renewal. The current policy will expire July 24, 2015. Arthur Gallagher Risk Management Services, our insurance broker, solicited competitive quotes for this policy. RSUI, our current carrier, was the low bid and most comprehensive. The RSUI policy includes a Public Officials Extension endorsement (a significant coverage enhancement typically not provided) which covers third party entities such as volunteer groups (i.e. our CAC committee). The annual premium for this policy is \$6,270.

Motion by *Steven Mandel*, seconded by *John Norris* to approve the 2015 Public Officials Liability insurance policy renewal. *Motion was unanimously approved.*

2. Policy for Accepting Pharmaceuticals from Non-SWALCO Members

Walter Willis gave a brief review and recommendation of a two tiered approach to accepting and charging non-SWALCO members for the disposal of collected pharmaceutical waste: 1) any municipality that is wholly or partially located in Lake County (e.g., Buffalo Grove) may bring unsorted pharmaceuticals to SWALCO at a cost of a flat fee of \$50 plus \$1.50 per pound, with the first drop off being at no cost (due to fact we have already allowed Lakemoor one free collection event as a non-SWALCO member), and 2) any unit of local government that is not wholly or partially located in Lake County may only bring sorted, controlled substances to SWALCO for a fee of \$100 per every 5 pounds of controlled substances.

Motion by *John Norris*, seconded by *Nimrod Warda* to establish a policy to accept and also charge non-SWALCO members for services associated with managing pharmaceuticals (both controlled and non-controlled), pending IEPA written approval and will be presented to full board in August for approval. *Motion was unanimously approved.*

3. Proposed Increase in SWALCO's Executive Director's Payment Authority

Walter Willis mentioned during the June Executive Committee meeting and the Board of Directors meeting a discussion was held as to why each was voting on an action item regarding expenses for mobile collection events held in Vernon Hills and Wauconda. The discussion centered around whether the spending approval limit of \$10,000 for SWALCO's Executive Director should be increased, as long as the expense was included the approved budget. Based on this discussion and feedback, an action item to increase the payment authority of the Executive Director for budgeted expenses from \$10,000 to \$20,000 was presented to the Executive Committee.

Motion by *Steven Mandel*, seconded by *Mike Ellis* to increase the payment authority of the Executive Director for budgeted expenses from \$10,000 to \$20,000 which will be presented to full board in August for approval. *Motion was unanimously approved.*

INFORMATION ITEMS

1. 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:

- Walter Willis attended the interviews held by Highland Park and Highwood for their joint residential hauling RFP. The deadline for the commercial proposals has been extended until July 16th. Prairieland Disposal, an independent hauler serving Lake and McHenry counties primarily, was awarded the hauling contracts in North Barrington, Tower Lakes and Port Barrington (its first three municipal franchise contracts in Lake County). All three contracts provide for households to commingle food scraps along with landscape waste effective September 1st. Deer Park already has this program as part of its recent contract extension with Groot. SWALCO will be working with Prairieland and other haulers and compost sites on an information flyer on this program to help residents understand how to participate in the program.
- To date 11 members have contacted Walter or expressed interest in passing the commercial franchise ordinance. Kildeer passed its ordinance in June and will begin its data collection efforts in July; Round Lake Beach needed to amend its ordinance and will vote on the amended ordinance in July with an August effective date for data collection. Other presentations to members include Lake Bluff, Green Oaks, Third Lake, and Lindenhurst. Progress is being made on the webpage dedicated to this program, which SWALCO will maintain on behalf of its members.
- Advanced Disposal has purchased land to the north of the Zion Landfill that it intends to use for a future expansion. The landfill currently has approximately 13 years of capacity and this new purchase will likely add over 10 years of additional capacity if sited by the City of Zion. It is expected that any siting approval request will be made several years from now.
- SWALCO staff continues to have discussions with electronics recyclers regarding the impact of HB 1455 for the remainder of this year and into next. To date, the recyclers indicate they are having talks with some manufacturers, but most manufacturers are waiting for the Governor to take action before initiating discussions. This means we don't have any specific commitments yet for a no-cost program for the remainder of this year or next. Staff is also working with other stakeholders to prepare for the IEPA hearing on July 29th and is researching other state programs that are more successful and stable (Oregon, Washington and Vermont) to determine if elements of those programs can be incorporated into a long term legislative fix for IL.
- On June 17th Senator Bush convened a second meeting on carpet recycling that was attended by over 25 people from the carpet industry, recyclers, C&D recyclers, local government (including John Norris) and carpet installers and retailers. The meeting resulted in several action items including: 1) CARE committing to having a baseline data report on carpet generation and management in IL by September 30th, 2) scheduling meetings with the State of IL's purchasing department (CMS) and Green Team to promote procurement of recycled content carpet and products made from recycled carpet, 3) reaching out to Fiberon, a company that produces plastic lumber that is looking to build a new plant to make lumber from PET carpet, to encourage the company to locate in IL, and 4)

working on outreach and education for the Chicago area architecture and design firms. The next meeting is scheduled for October 7th in Zion at CLEAR's carpet recycling facility.

- The August Executive Committee meeting has been cancelled.

EXECUTIVE SESSION: Executive Director Annual Review

Motion by *Steven Mandel*, seconded by *John Norris* to go into Executive Session citing 5 ILCS 120/2(c)(1) to discuss Employee Evaluation (12:39 pm). ***Motion was approved on a roll call of 8 to 0.***

Motion by *Steven Mandel*, seconded by *Mike Ellis* to return to open session (12:56 pm).

Motion was approved on a roll call of 8 to 0.

Motion by *John Norris*, seconded by *Nimrod Warda* to approve an annual increase of 3% for 2015 beginning July 30th, 2015 per the current employee contract. ***Motion was approved on a roll call of 8 to 0.***

NEXT EXECUTIVE COMMITTEE MEETING: Thursday, September 17, 2015 - 12:00 p.m.

NEXT BOARD MEETING: Thursday, August 27, 2015 - 7:00 p.m. Hainesville Village Hall, 100 N. Hainesville Road, Hainesville, IL 60030

ADJOURNMENT (12:58 p.m.): Motion by *John Norris*, seconded by *Mike Ellis* to adjourn.

Motion was approved.

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 \$20,000. The Executive Director submits the monthly expenditures to the Board for approval.

The total for Administration \$43,984.71; Education \$0 Household Chemical Waste \$25,095.11; Recycling \$39,467.64; *Total expenditures for August 2015 - \$108,547.46*

ENCLOSED DOCUMENTS: BOSS Account Analysis Report

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

SWALCO - August 2015 EXPENDITURE BUDGET

SWALCO \- Solid Waste Prog-SWALCO Administration-Regular Salaries And Wages----					
Budget	351,087.960	Funds	83,406.37	Beginning Balance for Period	240,607.99
Amount:		Available:			
				Total Expenditures	27,073.60
				Ending Balance for Period	267,681.59

SWALCO \- Solid Waste Prog-SWALCO Administration-Part Time Salaries And Wages----					
Budget	42,417.96	Funds	9,643.79	Beginning Balance for Period	29,042.46
Amount:		Available:			
				Total Expenditures	3,731.71
				Ending Balance for Period	32,774.17

SWALCO \- Solid Waste Prog-SWALCO Administration-Special Pay----					
Budget Amount:	17,100.00	Funds Available:	4,592.40	Beginning Balance for Period	11,256.84
				Total Expenditures	1,250.76
				Ending Balance for Period	12,507.60

SWALCO \- Solid Waste Prog-SWALCO Administration-Office Supplies----					
Budget Amount:	1,750.00	Funds Available:	860.68	Beginning Balance for Period	837.56
				Total Expenditures	51.56
				Ending Balance for Period	889.12

SWALCO \- Solid Waste Prog-SWALCO Administration-Food And Provisions----					
Budget Amount:	2,210.00	Funds Available:	963.23	Beginning Balance for Period	1,064.70
				Total Expenditures	182.07
				Ending Balance for Period	1,246.77

SWALCO \- Solid Waste Prog-SWALCO Administration-Trips And Training----					
Budget	8,800.00	Funds	5,631.15	Beginning Balance for Period	2,881.65
Amount:		Available:			
				Total Expenditures	287.20
				Ending Balance for Period	3,168.85

SWALCO \- Solid Waste Prog-SWALCO Administration-Gas For Heating----						
Budget Amount:	15,000.00	Funds Available:	7,463.56	Beginning Balance for Period	7,373.13	
				Total Expenditures	163.31	
					Ending Balance for Period	7,536.44

SWALCO \- Solid Waste Prog-SWALCO Administration-Electricity----					
Budget Amount:	12,000.00	Funds Available:	3,171.21	Beginning Balance for Period	7,897.77
				Total Expenditures	931.02
Ending Balance for Period					8,828.79

SWALCO \- Solid Waste Prog-SWALCO Administration-Water and Sewer----					
Budget	500.00	Funds	340.07	Beginning Balance for Period	150.65
Amount:		Available:			
				Total Expenditures	9.28
Ending Balance for Period					159.93

SWALCO \- Solid Waste Prog-SWALCO Administration-Telephone----					
Budget	7,000.00	Funds	1,885.79	Beginning Balance for Period	4,647.48
Amount:		Available:			
				Total Expenditures	466.73
				Ending Balance for Period	5,114.21

SWALCO \- Solid Waste Prog-SWALCO Administration-Equip Rental----					
Budget	3,100.00	Funds	236.58	Beginning Balance for Period	2,173.94
Amount:		Available:			
				Total Expenditures	172.37
				Ending Balance for Period	2,346.31

SWALCO \- Solid Waste Prog-SWALCO Administration-H/L/D Employee Benefits----					
Budget	79,608.00	Funds	20,929.89	Beginning Balance for Period	52,120.01
Amount:		Available:			
				Total Expenditures	6,558.10
				Ending Balance for Period	58,678.11

SWALCO \- Solid Waste Prog-SWALCO Administration-Retirement Benefits/FICA----						
Budget Amount:	30,102.95	Funds Available:	7,625.79	Beginning Balance for Period	20,129.26	
				Total Expenditures	2,347.90	
					Ending Balance for Period	22,477.16

SWALCO \- Solid Waste Prog-SWALCO Administration-Retirement Benefits/IMRF----					
Budget Amount:	34,707.05	Funds Available:	29,591.47	Beginning Balance for Period	4,836.48
				Total Expenditures	279.10
				Ending Balance for Period	5,115.58

SWALCO \- Solid Waste Prog-SWALCO Administration-Miscell Contractual Servi----					
Budget Amount:	13,360.00	Funds Available:	6,204.00	Beginning Balance for Period	6,190.00
				Total Expenditures	480.00
				Ending Balance for Period	6,670.00

SWALCO \- Solid Waste Prog-Household Hazard Waste---Operational Supplies----					
Budget Amount:	14,000.00	Funds Available:	-482.67	Beginning Balance for Period	9,355.40
				Total Expenditures	4,073.48
				Ending Balance for Period	13,428.88

SWALCO \- Solid Waste Prog-Household Hazard Waste---Misc. Commodities----			
Budget Amount:	500.00	Funds Available:	29.96
		Beginning Balance for Period	363.58
		Total Expenditures	106.46
		Ending Balance for Period	470.04

SWALCO \- Solid Waste Prog-Household Hazard Waste---Consultants----			
Budget Amount:	157,900.00	Funds Available:	22,549.34
		Beginning Balance for Period	57,032.21
		Total Expenditures	19,779.45
		Ending Balance for Period	76,811.66

SWALCO \- Solid Waste Prog-Household Hazard Waste---Garbage Disposal----			
Budget Amount:	6,800.00	Funds Available:	1,146.84
		Beginning Balance for Period	3,085.89
		Total Expenditures	470.00
		Ending Balance for Period	3,555.89

SWALCO \- Solid Waste Prog-Household Hazard Waste---Motor Vehicle Maintenance---			
Budget Amount:	1,560.00	Funds Available:	1,429.36
		Beginning Balance for Period	55.42
		Total Expenditures	75.22
		Ending Balance for Period	130.64

SWALCO \- Solid Waste Prog-Household Hazard Waste---All Other Maintenance----			
Budget Amount:	16,250.00	Funds Available:	7,586.45
		Beginning Balance for Period	5,472.05
		Total Expenditures	440.50
		Ending Balance for Period	5,912.55

SWALCO \- Solid Waste Prog-Household Hazard Waste---Miscell Contractual Servi-----			
Budget Amount:	5,100.00	Funds Available:	-79.25
		Beginning Balance for Period	3,026.25
		Total Expenditures	150.00
		Ending Balance for Period	3,176.25

SWALCO \- Solid Waste Prog-Recycling---Misc. Commodities---			
Budget Amount:	6,500.00	Funds Available:	1,613.73
		Beginning Balance for Period	4,572.27
		Total Expenditures	314.00
		Ending Balance for Period	4,886.27

SWALCO \- Solid Waste Prog-Recycling---Miscell Contractual Servi---			
Budget Amount:	330,000.00	Funds Available:	100,000.00
		Beginning Balance for Period	161,708.75
		Total Expenditures	39,153.64
		Ending Balance for Period	200,862.39

TOTAL EXPENDITURES \$ 108,547.46

A – 1. Proposed FY 2016 SWALCO Budget and Capital Projects

ISSUE: Whether to recommend that the Board of Directors approve the proposed fiscal year 2016 SWALCO budget and the proposed capital projects for FY 2016.

RECOMMENDATION: SWALCO staff recommends that the Executive Committee recommend approval of the 2016 SWALCO budget and capital projects.

BACKGROUND: Attached to this memo are the proposed FY 2016 budget and a spreadsheet comparing the FY 2015 budget vs. the proposed FY 2016 budget. This item also provides an update on the Capital Replacement Fund and the Cash Balance Fund.

Proposed FY 2016 Budget

The highlights of the proposed budget are as follows:

1. Proposed expenditures for FY 2016 are \$1,026,580 compared to \$1,030,905 in 2015, a decrease of \$4,325 or approximately 0.4 %. Please note the following: 1) a 2.5% salary increase was assumed (the County Board must still vote on this suggested increase), 2) the major reductions in expenditures were the lower IMRF contribution (0.86% of salaries or reduction of \$31,180, low rate due to overfunding during time with County IMRF), lower costs for legal counsel (reduction of \$3,000), misc. contingency (reduction of \$1,500), and furniture and office equipment (reduction of \$1,000). Eventually it is expected that the IMRF rate will increase as our overfunding levels off. If we had not realized this reduction our expenditures would have increased by about \$27,000 primarily due to salary increases and increased costs associated with the pharmaceuticals program.
2. Total FY 2016 revenues are estimated at \$1,026,950 compared to \$1,048,785 in 2014 a decrease of \$21,835 or approximately 2.1%. Revenue from the landfill surcharge for 2016 is estimated at \$695,000, an increase of \$26,000 from last year. It is projected that miscellaneous revenue will decrease \$52,180 primarily due to the anticipated loss of revenue from the WMRA recycling agreement, the textile and shoe program (due to the strong dollar, textile export demand is decreasing) and the electronics collection program. Overall the revenue from non-landfill sources (O&M Fee and misc. revenues) now account for 31% of our revenue compared to 36% last year.
3. Revenues are expected to exceed expenditures by \$370 (\$1,026,950 – \$1,026,580). Our current reserve balance is approximately \$1.78 million.

The following table shows the estimated revenues, from the four primary funding sources that support SWALCO's operations, and expected expenditures for fiscal years 2016-2020. The table also shows the approximate cash fund balance moving forward (currently approximately \$1.78 million).

SWALCO Revenue, Expenditure and Fund Balance Projections - Fiscal Years 2016 - 2020					
Revenues/Expenditures	2016	2017	2018	2019	2020
Operations & Maintenance Fee	\$277,650	\$277,650	\$277,650	\$277,650	\$277,650
Local Surcharge, host fees, etc.	\$695,000	\$645,755	\$645,755	\$645,755	\$645,755
Interest Income	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000
Misc. Revenue (e-scrap, hauler licensing, per ton)	\$45,300	\$60,000	\$60,000	\$60,000	\$60,000
Estimated Revenue	\$1,026,950	\$992,405	\$992,405	\$992,405	\$992,405
Estimated Exp.	\$1,026,580	\$1,041,979	\$1,057,608	\$1,073,472	\$1,089,574
Surplus/Deficit	\$370	(\$49,574)	(\$65,203)	(\$81,067)	(\$97,169)
Estimated Cash Balance	\$1,780,413	\$1,730,839	\$1,665,636	\$1,584,569	\$1,487,400
Capital Replacement	\$500,000	\$433,500	\$433,500	\$433,500	\$433,500

Several assumptions were made in preparing the above table:

- The O&M fee will remain at \$1.25 per household per year.
- Local landfill surcharge revenues will remain steady for FY 2016, but then due to the Groot TS becoming operational in June 2016 revenue will decrease as the Agency will be paid \$0.45 per ton in its host agreement with Groot, yet could have collected \$0.9525 per ton from its landfill surcharge. This net loss of \$0.5025 per ton is estimated to lower local surcharges, host fees, etc. by an estimated \$49,245 (350 tons per day taken to Groot TS x 280 operating days x \$0.5025 per ton in lost revenue) beginning in FY 2017.
- Interest paid on the surcharge balance will continue to be approximately \$9,000 per year.
- Miscellaneous revenue will increase to \$60,000 in FY 2017 and remain steady for the remaining years (this is a difficult revenue item to forecast due to its dependence on commodity markets and strength of the US dollar, which are both known to fluctuate over time). The slight increase in FY 17 is predicated on the commodity markets finally improving, resulting in more payments for recyclables, and the textile and shoe program economics also improving.
- Expenditures will increase by 1.5% per year using \$1,026,580 as the base expenditure in FY 2016.
- There will be several capital projects associated with the SWALCO facility and truck in FY 2016 with an estimated cost of \$66,500, as discussed in the following section.

Capital Replacement Fund

At the June 25, 2015 Board of Directors meeting the Board approved transferring funds from the Cash Balance Fund to the Capital Replacement Fund so that the Capital Replacement Fund balance was \$500,000. This transfer has been completed.

For FY 2016 staff is recommending the following capital projects be funded: 1) parking lot milling and resurfacing, and build out of concrete pad by dock (\$43,000 estimated), 2) LED lighting upgrade for outside lighting (\$10,000 estimated), 3) replace fork lift tires (\$3,000 estimated), 4) replace outside seals on windows (\$4,000 estimated) and 5) paint truck and new decals (\$6,500 estimated). All procurement associated with these projects will be done in accordance with the soon to be approved SWALCO Procurement Policy.

Cash Balance Fund

At the June 25, 2015 Board of Directors meeting the Board also established a minimum cash fund balance of \$1,200,000. Based on the projected spending for the next 5 fiscal years the Agency will come within \$300,000 of reaching that minimum fund balance, which if reached will trigger the re-formation of the Finance Committee. There are many factors that may impact the Agency's revenues and expenditures over the next five years, and it will be up to the Executive Director, the Executive Committee and the Board of Directors to recommend and to take action at the appropriate time to ensure the long term financial stability of the Agency.

ENCLOSED DOCUMENTS: Proposed FY 2016 Budget, and spreadsheet comparing FY 2015 vs. FY 2016 expenditures and revenues, and YTD spending on the 2015 budget

STAFF: Walter Willis, Executive Director

Solid Waste Agency of Lake County
FY 2016 Budget, Final

Fund:	Management Center	Account	DESCRIPTION	2016 APPROVED	DETAIL
ADMINISTRATION 9200010					
930	51110	SW0	REGULAR SALARIES AND WAGES	\$ 360,374	Assumes 2.5% increases, Exec. Director increase effective August 1, 2016 per employment contract at 3%
930	51120	SW0	PART TIME SALARIES AND WAGES	\$ 49,727	Assumes 2.5% increase, maintaining 28 hours per week, also increase due to County's job reclassification
930	51150	SW0	SICK PAY REIMBURSEMENT	\$ -	Assumes no sick pay reimbursement
930	51180	SW0	SPECIAL PAY - AUTO ALLOWANCE	\$ 17,100	3 FT (\$385/mo.) and 1 PT (\$270/mo.) Employee
50000 SERIES TOTAL (Administrative)				\$ 427,201	
930	61010	SW0	OFFICE SUPPLIES	\$ 1,250	Office supplies; petty cash; recycling specific supplies
930	61040	SW0	OPERATIONAL SUPPLIES	\$ -	Plaques and awards
930	61080	SW0	FOOD & PROVISIONS	\$ 2,210	Executive Committee lunches, staff meeting lunches, and BOD meetings
930	65180	SW0	MISCELLANEOUS COMMODITIES	\$ 500	Misc. purchases
60000 SERIES TOTAL (Administrative)				\$ 3,960	
930	71110	SW0	AUDITING AND ACCOUNTING	\$ 7,800	County extended contract for this year only, will likely bid next year
930	71140	SW0	LEGAL SERVICES	\$ 7,000	Larry Clark
930	71150	SW0	CONSULTANT FEES	\$ 37,750	Kip Kolkmeier, first year of two year contract
930	71270	SW0	EMAIL ARCHIVAL	\$ 225	\$45 per employee per year
930	71500	SW0	TRIPS AND TRAINING	\$ 10,400	ILCSWMA/SWANA/IRA (3 people, \$2,000); OSHA Training (2 people, \$400); IDOT Training (1 person, \$500); SWANA Wastecon (\$3,500, money for Chairman to attend); Resource Recycling Conf (\$2,000); NAHMMMA (\$2,000)
930	71810	SW0	DUES AND SUBSCRIPTIONS	\$ 5,750	Official Board Markets, Resource Recycling, BioCycle, Recycled Products Guide (\$1,000); Membership dues for IRA, SWANA, ILCSWMA, LCML, CHMM, NAHMMMA, PSI and IEC (\$4,750)
930	71910	SW0	GAS FOR HEATING	\$ 15,000	Air make-up, hot water, furnace
930	71920	SW0	ELECTRICITY	\$ 12,000	Parking lights, storage facility and office lights and baseboard heat
930	71930	SW0	WATER AND SEWER CHARGES	\$ 400	Water and sewer services
930	71940	SW0	TELEPHONE	\$ 6,500	Line charges, local and AT&T; cell phones and Ipad

Fund:	Management Center	Account	DESCRIPTION	2016 APPROVED	DETAIL
	71970	SW0	COURIER SERVICES	\$ 150	Federal Express
930	72110	SW0	LIABILITY INSURANCE	\$ 60,900	Public Officials (\$6,270 last year); Building and property (\$16,448 last year); general/Pollution liability insurance (\$31,346 last year); auto (\$2,036 last year); assumed approximate 5% increase in premiums
930	72140	SW0	UNEMPLOYMENT COMPENSATION	\$ 625	\$125 per employee (5)
930	72260	SW0	OFFICE EQUIP MAINT AND REPAIRS	\$ 1,200	Fire alarm and burglar alarm
930	72410	SW0	ALL OTHER MAINT AND REPAIRS	\$ -	
930	72530	SW0	EQUIPMENT RENTAL	\$ 3,300	Copy machine lease fee and copy fee
930	72820	SW0	POSTAGE	\$ 100	Postage for meter, supplies for meter
930	72830	SW0	PRINTING SERVICES	\$ -	
930	73195	SW0	INDIRECT COST ALLOCATIONS	\$ 51,264	12% of all 50000 series payroll costs
930	74080	SW0	H/L/D EMPLOYEE BENEFITS	\$ 83,270	Assume 4.6% increase from last FY budget
930	74100	SW0	RETIREMENT CONTRIBUTIONS FICA	\$ 31,373	All employee salaries x 7.65%
930	74110	SW0	RETIREMENT CONTRIBUTIONS IMRF	\$ 3,527	Employee Salaries x 0.86%, still low due to switch from County IMRF
930	79930	SW0	MISCELLANEOUS CONTINGENCY	\$ 3,500	Contingency for unanticipated expenses
930	79940	SW0	MISC CONTRACTUAL SERVICES	\$ 12,960	Office Cleaning (\$2,100), special facility handyman (\$500); snow and lawn maint. (\$10,000); and pest control (\$360)
70000 SERIES TOTAL (Administrative)				\$ 354,994	
930	82010	SW0	BUILDINGS AND STRUCTURES	\$ -	Misc. Unknown capital expenses
930	84040	SW0	Computer System Software	\$ -	Software licenses covered by indirect fee to county
930	84060	SW0	FURNITURE AND OFFICE EQUIPMENT	\$ 1,500	Misc. office furnishings; recycled art; New desktop computer
80000 SERIES TOTAL (Administrative)				\$ 1,500	
TOTAL 9200010 ADMINISTRATION				\$ 787,655	

Solid Waste Agency of Lake County
FY 2016 Budget, Final

Fund:	Management Center	Account	DESCRIPTION	2016 APPROVED	DETAIL
EDUCATION 9200020					
930	61040	SW2	OPERATIONAL SUPPLIES	\$ 5,000	Public information/school education: plaques, flags, awards, promo items. Supplies for other events
930	65180	SW2	MISCELLANEOUS COMMODITIES	\$ 8,000	Supplies, materials & other expenses for workshops, displays, open houses, programs, training, etc. Supplies for member events and to assist schools with events
60000 SERIES TOTAL (Education)				\$ 13,000	
930	72830	SW2	PRINTING SERVICES	\$ 500	Print work: guides, annual report, newsletters, brochures, flyers, workshop invites, media kits, and other needed public info materials
930	79940	SW2	MISC CONTRACTUAL SERVICES	\$ 4,800	Funding for entertainers and speakers for schools
930	71850	SW2	ADVERTISING	\$ 2,500	Special ads for SWALCO programs
70000 SERIES TOTAL (Education)				\$ 7,800	
930	85070	SW2	ALL OTHER CAPITAL OUTLAY	\$ -	
80000 SERIES TOTAL (Education)					
TOTAL 9200020 EDUCATION				\$ 20,800	

Fund:	Management Center	Account	DESCRIPTION	2016 APPROVED	DETAIL
HOUSEHOLD CHEMICAL WASTE (HCW) 9200030					
930	65020	SW2	LABORATORY SUPPLIES	\$ 100	Supplies for Unknown Test Kit
930	61040	SW2	OPERATIONAL SUPPLIES	\$ 15,000	Safety Gear, OilDry, Brooms, Tape, Visqueen, Spill Cleanup, FirstAid Kits, Respirator Cartridges, Pallets, Etc.
930	65180	SW2	MISCELLANEOUS COMMODITIES	\$ 500	Grease for crusher, bottled water, etc.
60000 SERIES TOTAL (HCW)				\$ 15,600	
930	71150	SW2	CONSULTANT FEES	\$ 162,700	Mobile events \$78.5k (\$12.7k/event x 6 + 3%); Public Drop-offs \$56.9k (\$2.3k/event x 24 + 3%); Paint Bulking \$14.8k (\$1.2k/month x 12 + 3%); Suppl Labor \$2.2k (\$45/hrx2x8hrsx3events); Food \$2.5k PHARM Labor \$7.8k (\$630/eventx12+3%)
930	71630	SW2	GARBAGE DISPOSAL	\$ 10,650	Mobile Events 3.6k(\$575 x 6 events +3%) + Office \$2k (\$165/month x 12 months +3%) + Xtra Service(\$250); PHARM \$4.8k (1drum/event X 12events x \$400/drum)
930	79940	SW2	MISC. CONTRACTUAL SERVICES	\$ 4,200	Burris fork lift= \$2.5k (\$400/event x 6 events+3%) Tents= \$1k (\$1k/event x 1 event); LZ Oil Program (\$150); Porta John (\$350); Sign up program (\$200)
930	72110	SW2	LIABILITY INSURANCE	\$ -	Covered under Administrative 930-72110, Liability Insurance
930	72210	SW2	MOTOR VEHICLE MAINT & REPAIR	\$ 1,375	Truck (\$1k), Fuel (\$300) Truck safety inspections (\$75)
930	72410	SW2	ALL OTHER MAINT AND REPAIRS	\$ 15,250	Dock Lock \$1k , BF preventers \$1k , Fire sys PM \$2.5k , Whouse Maint \$2k , Generator \$1.5k , HVAC \$3k , Elec Services \$1.5k , Fork lift \$500 , Can Crusher \$500 , Alarm \$500 , Overhead Doors \$500 , Fire Extings \$750
70000 SERIES TOTAL (HCW)				\$ 194,175	
930	82010	SW2	BUILDINGS AND STRUCTURES	\$ -	
930	83010	SW2	MOTOR VEHICLES	\$ -	
930	84060	SW2	FURNITURE AND OFFICE EQUIPMENT	\$ -	
930	85070	SW2	ALL OTHER CAPITAL OUTLAY	\$ -	
80000 SERIES TOTAL (HCW)				\$ -	
TOTAL 9200030 HCW				\$ 209,775	

Solid Waste Agency of Lake County
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Fund:	Management Center	Account	DESCRIPTION	2016 APPROVED	DETAIL
RECYCLING 9200040					
930	65180	SW8	MISCELLANEOUS COMMODITIES	\$ 6,350	Electronics Collections, supplies, signage and labels (\$2,500); Hospitality for collections (\$250); Special Events/collection containers (\$3,000); and Signage and labels (\$600)
60000 SERIES TOTAL (Recycling)				\$ 6,350	
930	72830	SW8	PRINTING SERVICES	\$ -	
930	79940	SW8	MISC. CONTRACTUAL SERVICES	\$ 2,000	Advertising for escrap program, using \$2,000 grant from IEPA to fund
70000 SERIES TOTAL (Recycling)				\$ 2,000	
TOTAL 9200040 RECYCLING				\$ 8,350	

Fund:	Management Center	Account	DESCRIPTION	2016 APPROVED	DETAIL
GRAND TOTAL (All Series)					\$ 1,026,580

Solid Waste Agency of Lake County
FY 2016 Budget, Final

Fund:	Management Center	Account	DESCRIPTION	2016 APPROVED	DETAIL
REVENUES 40000					
930	47230	SW0	REVENUE FROM LANDFILL SURCHARGE	\$ 695,000	Countryside LF (\$285,000); Zion LF (\$410,000)
930	48010	SW0	INTEREST INCOME FROM SURCHARGE BALANCE	\$ 9,000	Based on FY 2014 Interest Income
930	45380	SW0	REVENUE FROM MUNICIPALITIES	\$ 277,650	O&M Fee at \$1.25 per hh per year
930	49910	SW0	MISCELLANEOUS REVENUES	\$ 45,300	Hauler Licensing (\$1,950); WMRA bonus payment (\$10,000); textiles and shoes (\$20,000); compost/rain barrel sale (\$5,000); IEPA escrap grant (\$2,000); and Surcharge reimbursement from WMI for Deerfield (\$6,350)
TOTAL REVENUES				\$ 1,026,950	

Solid Waste Agency of Lake County
FY 2016 Budget v. 2015

Fund:	Management Center	Account	DESCRIPTION	2015 APPROVED	2015 Expended YTD (%)	2016 REQUESTED	DETAIL
ADMINISTRATION 9200010							
930	51110	SW0	REGULAR SALARIES AND WAGES	\$ 351,088	80.1%	\$ 360,374	Assumes 2.5% increases, Exec. Director increase effective August 1, 2016 per employment contract at 3%
930	51120	SW0	PART TIME SALARIES AND WAGES	\$ 42,418	81.7%	\$ 49,727	Assumes 2.5% increase, maintaining 28 hours per week, also increase due to County's job reclassification
930	51150	SW0	SICK PAY REIMBURSEMENT	\$ -		\$ -	Assumes no sick pay reimbursement
930	51180	SW0	SPECIAL PAY - AUTO ALLOWANCE	\$ 17,100	76.8%	\$ 17,100	3 FT (\$385/mo.) and 1 PT (\$270/mo.) Employee
50000 SERIES TOTAL (Administrative)				\$ 410,606	80.7%	\$ 427,201	
930	61010	SW0	OFFICE SUPPLIES	\$ 1,750	50.8%	\$ 1,250	Office supplies; petty cash; recycling specific supplies
930	61040	SW0	OPERATIONAL SUPPLIES	\$ -		\$ -	Plaques and awards
930	61080	SW0	FOOD & PROVISIONS	\$ 2,210	56.4%	\$ 2,210	Executive Committee lunches, staff meeting lunches, and BOD meetings
930	65180	SW0	MISCELLANEOUS COMMODITIES	\$ 500	38.3%	\$ 500	Misc. purchases
60000 SERIES TOTAL (Administrative)				\$ 4,460	50.3%	\$ 3,960	
930	71110	SW0	AUDITING AND ACCOUNTING	\$ 7,500	100.0%	\$ 7,800	County extended contract for this year only, will likely bid next year
930	71140	SW0	LEGAL SERVICES	\$ 10,000	0.0%	\$ 7,000	Larry Clark
930	71150	SW0	CONSULTANT FEES	\$ 37,250	100.0%	\$ 37,750	Kip Kolkmeier, first year of two year contract
930	71270	SW0	EMAIL ARCHIVAL	\$ 225	0.0%	\$ 225	\$45 per employee per year
930	71500	SW0	TRIPS AND TRAINING	\$ 8,800	38.9%	\$ 10,400	ILCSWMA/SWANA/IRA (3 people, \$2,000); OSHA Training (2 people, \$400); IDOT Training (1 person, \$500); SWANA Wastecore (\$3,500, money for Chairman to attend); Resource Recycling Conf (\$2,000); NAHMMMA (\$2,000)
930	71810	SW0	DUES AND SUBSCRIPTIONS	\$ 5,000	86.4%	\$ 5,750	Official Board Markets, Resource Recycling, BioCycle, Recycled Products Guide (\$1,000); Membership dues for IRA, SWANA, ILCSWMA, LCMIL, CHMM, NAHMMMA, PSI and IEC (\$4,750)
930	71910	SW0	GAS FOR HEATING	\$ 15,000	50.2%	\$ 15,000	Air make-up, hot water, furnace
930	71920	SW0	ELECTRICITY	\$ 12,000	81.0%	\$ 12,000	Parking lights, storage facility and office lights and baseboard heat
930	71930	SW0	WATER AND SEWER CHARGES	\$ 500	43.2%	\$ 400	Water and sewer services
930	71940	SW0	TELEPHONE	\$ 7,000	79.4%	\$ 6,500	Line charges, local and AT&T; cell phones and iPad
	71970	SW0	COURIER SERVICES	\$ 150	35.0%	\$ 150	Federal Express
930	72110	SW0	LIABILITY INSURANCE	\$ 61,478	94.3%	\$ 60,900	Public Officials (\$6,270 last year); Building and property (\$16,448 last year); general/Pollution liability insurance (\$31,346 last year); auto (\$2,036 last year); assumed approximate 5% increase in premiums
930	72140	SW0	UNEMPLOYMENT COMPENSATION	\$ 625	100.0%	\$ 625	\$125 per employee (5)
930	72260	SW0	OFFICE EQUIP MAINT AND REPAIRS	\$ 1,200	93.3%	\$ 1,200	Fire alarm and burglar alarm
930	72410	SW0	ALL OTHER MAINT AND REPAIRS	\$ -		\$ -	
930	72530	SW0	EQUIPMENT RENTAL	\$ 3,100	96.5%	\$ 3,300	Copy machine lease fee and copy fee
930	72820	SW0	POSTAGE	\$ 250	19.3%	\$ 100	Postage for meter, supplies for meter
930	72830	SW0	PRINTING SERVICES	\$ -		\$ -	
930	73195	SW0	INDIRECT COST ALLOCATIONS	\$ 49,273	100.0%	\$ 51,264	12% of all 50000 series payroll costs
930	74080	SW0	H/L/D EMPLOYEE BENEFITS	\$ 79,608	77.8%	\$ 83,270	Assume 4.6% increase from last FY budget
930	74100	SW0	RETIREMENT CONTRIBUTIONS FICA	\$ 30,103	78.6%	\$ 31,373	All employee salaries x 7.65%

Fund:	Management Center	Account	DESCRIPTION	2015 APPROVED	2015 Expended YTD (%)	2016 REQUESTED	DETAIL
930	74110	SW0	RETIREMENT CONTRIBUTIONS IMRF	\$ 34,707	15.1%	\$ 3,527	Employee Salaries x 0.88%, still low due to switch from County IMRF
930	79930	SW0	MISCELLANEOUS CONTINGENCY	\$ 5,000	90.0%	\$ 3,500	Contingency for unanticipated expenses
930	79940	SW0	MISC CONTRACTUAL SERVICES	\$ 13,360	53.0%	\$ 12,960	Office Cleaning (\$2,100), special facility handyman (\$500), snow and lawn maint. (\$10,000); and pest control (\$360)
70000 SERIES TOTAL (Administrative)				\$ 382,129	88.0%	\$ 354,994	
930	82010	SW0	BUILDINGS AND STRUCTURES	\$ -		\$ -	Misc. Unknown capital expenses
930	84040	SW0	Computer System Software	\$ 1,000	0.0%	\$ -	Software licenses covered by indirect fee to county
930	84060	SW0	FURNITURE AND OFFICE EQUIPMENT	\$ 2,500	2.9%	\$ 1,500	Misc. office furnishings; recycled art; New desktop computer
80000 SERIES TOTAL (Administrative)				\$ 3,500	2.1%	\$ 1,500	
TOTAL 92000010 ADMINISTRATION				\$ 800,695	88.0%	\$ 787,655	

Solid Waste Agency of Lake County
FY 2016 Budget v. 2015

Fund:	Management Center	Account	DESCRIPTION	2015 APPROVED	2015 Expended YTD (%)	2016 REQUESTED	DETAIL
EDUCATION 9200020							
930	61040	SW2	OPERATIONAL SUPPLIES	\$ 5,000	17.7%	\$ 5,000	Public information/school education: plaques, flags, awards, promo items. Supplies for other events
930	65180	SW2	MISCELLANEOUS COMMODITIES	\$ 8,000	5.9%	\$ 8,000	Supplies, materials & other expenses for workshops, displays, open houses, programs, training, etc. Supplies for member events and to assist schools with events
60000 SERIES TOTAL (Education)				\$ 13,000	10.0%	\$ 13,000	
930	72830	SW2	PRINTING SERVICES	\$ 2,000	0.0%	\$ 500	Print work: guides, annual report, newsletters, brochures, flyers, workshop invites, media kits, and other needed public info materials
930	79940	SW2	MISC CONTRACTUAL SERVICES	\$ 4,000	146.2%	\$ 4,800	Funding for entertainers and speakers for schools
930	71850	SW2	ADVERTISING	\$ 2,500	98.2%	\$ 2,500	Special ads for SWALCO programs
70000 SERIES TOTAL (Education)				\$ 8,500	98.0%	\$ 7,800	
930	85070	SW2	ALL OTHER CAPITAL OUTLAY			\$ -	
80000 SERIES TOTAL (Education)							
TOTAL 9200020 EDUCATION				\$ 21,500	45.0%	\$ 20,800	

Fund:	Management Center	Account	DESCRIPTION	2015 APPROVED	2015 Expended YTD (%)	2016 REQUESTED	DETAIL
HOUSEHOLD CHEMICAL WASTE (HCW) 9200030							
930	65020	SW2	LABORATORY SUPPLIES	\$ 100	0.0%	\$ 100	Supplies for Unknown Test Kit
930	61040	SW2	OPERATIONAL SUPPLIES	\$ 14,000	95.9%	\$ 15,000	Safety Gear, OilDry, Brooms, Tape, Visqueen, Spill Cleanup, FirstAid Kits, Respirator Cartridges, Pallets, Etc.
930	65180	SW2	MISCELLANEOUS COMMODITIES	\$ 500	94.0%	\$ 500	Grease for crusher, bottled water, etc.
60000 SERIES TOTAL (HCW)				\$ 14,600	95.2%	\$ 15,600	
930	71150	SW2	CONSULTANT FEES	\$ 157,900	52.0%	\$ 162,700	Mobile events \$78.5k (\$12.7k/event x 6 + 3%); Public Drop-offs \$58.9k (\$2.3k/event x 24 + 3%); Paint Bulking \$14.8k (\$1.2k/month x 12 + 3%); Suppl Labor \$2.2k (\$45/hrx2x8hrsx3events); Food \$2.5k PHARM Labor \$7.8k (\$630/eventx12+3%)
930	71630	SW2	GARBAGE DISPOSAL	\$ 6,800	54.6%	\$ 10,650	Mobile Events 3.6k(\$575 x 6 events +3%) + Office \$2k (\$165/month x 12 months +3%) + Xtra Service(\$250), PHARM \$4.8k (1drum/event X 12events x \$400/drum)
930	79940	SW2	MISC. CONTRACTUAL SERVICES	\$ 5,100	62.3%	\$ 4,200	Burris fork lift=\$2.5k (\$400/event x 6 events+3%) Tents=\$1k (\$1k/event x 1 event); LZ Oil Program (\$150); Porta John (\$350), Sign up program (\$290)
930	72110	SW2	LIABILITY INSURANCE	\$ -		\$ -	Covered under Administrative 930-72110, Liability Insurance
930	72210	SW2	MOTOR VEHICLE MAINT & REPAIR	\$ 1,560	8.4%	\$ 1,375	Truck (\$1k), Fuel (\$300) Truck safety inspections (\$75)
930	72410	SW2	ALL OTHER MAINT AND REPAIRS	\$ 16,250	48.6%	\$ 15,250	Dock Lock\$1k, BF preventers \$1k, Fire sys PM \$2.5k, Whouse Maint \$2k, Generator \$1.5k, HVAC \$3k, Elec Services \$1.5k, Fork lift \$500, Can Crusher \$500, Alarm \$500, Overhead Doors \$500, Fire Exting \$750
70000 SERIES TOTAL (HCW)				\$ 187,610	51.7%	\$ 194,175	
930	82010	SW2	BUILDINGS AND STRUCTURES	\$ -		\$ -	
930	83010	SW2	MOTOR VEHICLES	\$ -		\$ -	
930	84060	SW2	FURNITURE AND OFFICE EQUIPMENT	\$ -		\$ -	
930	85070	SW2	ALL OTHER CAPITAL OUTLAY	\$ -		\$ -	
80000 SERIES TOTAL (HCW)				\$ -		\$ -	
TOTAL 9200030 HCW				\$ 202,210	54.9%	\$ 209,775	

Solid Waste Agency of Lake County
FY 2016 Budget v. 2015

Fund:	Management Center	Account	DESCRIPTION	2015 APPROVED	2015 Expended YTD (%)	2016 REQUESTED	DETAIL
RECYCLING 9200040							
930	65180	SW8	MISCELLANEOUS COMMODITIES	\$ 6,500	75.2%	\$ 6,350	Electronics Collections, supplies, signage and labels (\$2,500); Hospitality for collections (\$250); Special Events/collection containers (\$3,000); and Signage and labels (\$800)
60000 SERIES TOTAL (Recycling)				\$ 6,500	75.2%	\$ 6,350	
930	72830	SW8	PRINTING SERVICES	\$ -		\$ -	
930	79940	SW8	MISC. CONTRACTUAL SERVICES	\$ -		\$ 2,000	Advertising for escrap program, using \$2,000 grant from IEPA to fund
70000 SERIES TOTAL (Recycling)				\$ -		\$ 2,000	
TOTAL 9200040 RECYCLING				\$ 6,500	75.2%	\$ 8,350	

Fund:	Management Center	Account	DESCRIPTION	2015 APPROVED	2015 Expended YTD (%)	2016 REQUESTED	DETAIL
GRAND TOTAL (All Series)				\$ 1,030,905	77.9%	\$ 1,026,580	

Solid Waste Agency of Lake County
FY 2016 Budget v. 2015

Fund:	Management Center	Account	DESCRIPTION	2015 APPROVED	2015 Expended YTD (%)	2016 REQUESTED	DETAIL
REVENUES 40000							
930	47230	SW0	REVENUE FROM LANDFILL SURCHARGE	\$ 669,000	60.0%	\$ 695,000	Countryside LF (\$285,000); Zion LF (\$410,000).
930	48010	SW0	INTEREST INCOME FROM SURCHARGE BALANCE	\$ 5,000	180.0%	\$ 9,000	Based on FY 2014 Interest Income
930	45380	SW0	REVENUE FROM MUNICIPALITIES	\$ 277,305	100.1%	\$ 277,650	O&M Fee at \$1.25 per hh per year
930	49910	SW0	MISCELLANEOUS REVENUES	\$ 97,480	93.0%	\$ 45,300	Hauler Licensing (\$1,950); WMRA bonus payment (\$10,000); textiles and shoes (\$20,000); compost/train barrel sale (\$5,000); IEPA eecrap grant (\$2,000); and Surcharge reimbursement from WMI for Deerfield (\$8,350)
TOTAL REVENUES				\$ 1,048,785	74.4%	\$ 1,026,950	

A – 2. Proposed Purchasing Policy and Manual

ISSUE: Whether to recommend that the Board of Directors approve the proposed SWALCO Purchasing Policies and Procedures Manual.

RECOMMENDATION: SWALCO staff recommends that the Executive Committee recommend approval of the Purchasing Policies and Procedures Manual.

BACKGROUND: At the August 27, 2015 Board of Directors meeting the Board approved increasing the Executive Director's payment authority, for budgeted items, from a \$10,000 limit to a \$20,000 limit. During the discussion of this board item it was recommended that staff develop a formal policy document, given that one had never been developed before. Both Lake Bluff (Drew Irvin) and Highland Park (Guida Neukirch) provided copies of their purchasing policies to assist with the development of a policy for SWALCO. The attached Purchasing Policies and Procedures Manual was developed primarily on the model provided by Lake Bluff.

ENCLOSED DOCUMENTS: Proposed Purchasing Policies and Procedures Manual

STAFF: Walter Willis, Executive Director



SOLID WASTE AGENCY OF LAKE COUNTY, IL

SOLID WASTE AGENCY OF LAKE COUNTY, IL PURCHASING POLICIES & PROCEDURES MANUAL

Effective October 22, 2015

Approved by the Board of Directors on October 22, 2015

SECTION 1 GENERAL PROVISIONS**1.1 Purpose**

The purpose of this manual is to specify the appropriate documentation and level of approval that is required to purchase goods and services for use in SWALCO's operations in compliance with a sound internal control system and applicable State laws.

1.2 Scope

This purchasing manual governs all procurements for SWALCO, except as otherwise provided by state law. These procedures include who is authorized to approve various procurements, the pricing determination requirements, the competitive bidding process, requests for proposals, and general requirements applicable to all purchases. The procedures in this policy are segregated by the amount and the type of purchase.

1.3 Definitions

For the purposes of this Manual, the following terms are defined as follows:

"Change Order": A change to a contract, made after it has been approved by SWALCO that alters the term of the contract, the contract price, or the obligations of the parties.

"Competitive Bid": Formal process of obtaining sealed bids from vendors or suppliers for goods or services or both.

"Construction": The process of building, altering, repairing, improving or demolishing any public infrastructure facility, including any public improvements of any kind to real property.

Construction does not include the routine operation, routine repair, or routine maintenance of SWALCO's HCW facility/office space located at 1311 N. Estes, Gurnee, IL.

"Contract": An agreement, either oral or written, regardless of what it may be called to procure construction, repair and maintenance projects supplies or services. Includes leases and all options or installment contracts.

"Contract Price": The approved price for any contract.

"Local Vendor": A vendor or supplier located within the corporate limits of Lake County.

"Procurement": Buying, purchasing, renting, leasing, or otherwise acquiring any supplies, services or construction. It also includes all functions that pertain to the obtaining of any supply, service, or construction, including description of requirements, selection and solicitation of sources, preparation and award of contract, and all phases of contract administration.

"Professional Services": Services which due to their nature or complexity require a high degree of intellectual skill or specialized knowledge, experience and expertise such as accounting, architecture, landscape architecture, land surveying, law, medicine, optometry, professional engineering, real estate appraising, or other area of expertise as defined by State law.

"Purchases": Purchases are differentiated by amount – petty, minor, intermediate and major.

Petty Cash: Minor purchases made by employees of SWALCO that are infrequent and are not more than \$100.

Minor Purchases: These are for supplies, services, or other expenses that can be referred to as routine, regular, recurring, common, or customary and do not exceed \$5,000.

Intermediate Purchases: These purchases are similar to minor purchases, although typically less frequent, but is more than \$5,000 but not more than \$20,000.

Major Purchases: These purchases are for professional services, or non-recurring, bulk, capital assets, or major improvement purchases in excess of \$20,000.

“Purchase Order”: A written order directing a business to provide goods, services, construction or professional services on behalf of SWALCO.

“Purchase Requisition”: A request for a purchase order to commit available, approved funds for goods or services. The requisition shall include a description, quantity, prices, and the account number to be charged along with a recommendation for the preferred vendor, and forwarded to Lake County’s Purchasing Department.

“Quotes or Bids”: Requests from vendors or suppliers for pricing on goods or services or a combination thereof that may be verbal or in writing.

“Request for Proposal”: Requests for proposals are typically used for services or purchases that may base vendor selection on criteria other than price alone and/or because the purchase may comprise product specifications, installation, and training components that vary by vendor.

“Request for Qualifications”: Requests from vendors or service providers where professional qualifications and experience are paramount and pricing may be determined by negotiation.

1.4 Approval of Purchases

All purchases, included in the current fiscal year’s budget, that commit SWALCO to more than \$5,000, but less than \$20,000 shall be submitted to the SWALCO Executive Director for approval. Any purchase that is not already approved in the current year’s budget shall abide by the procedures in this manual.

1.5 Tax Exemption

SWALCO purchases shall be exempt from state retail/occupation taxes by evidence of current tax exemption certificate.

1.6 Binding Effect

No official or employee of SWALCO shall enter into or amend any contract, or make or cancel any purchase, to which this manual applies except in strict accordance with the provisions of this Manual.

1.7 Splitting of purchase or a contract to avoid bidding or quotation process

The splitting of a purchase or a contract into two or more purchase requisitions for the purpose of avoiding the bidding or quotation process is in violation of State law and SWALCO policy.

1.8 Conflicts with other laws and requirements

In the event of a conflict between this Manual and the requirements of any federal or state law that binds SWALCO, such federal or state law shall prevail. To the extent permitted by law, this Manual shall not prevent SWALCO from complying with the terms and conditions of any grant, gift, or bequest.

1.9 Reservation of Rights

SWALCO reserves the right to accept the bid, proposal or quote that is, in its judgment, the best and most favorable to the interests of the Agency and the public; to reject the low bid, proposal, or quote; to accept any item of any bid, proposal, or quote; to reject any and all bids, proposals, or quotes; to accept and incorporate corrections, clarifications, or modifications following the opening of the bids, proposals, or quotes when to do so would not, in SWALCO's judgment, prejudice the bidding, proposal, or quoting process or create any improper advantage to any bidder, proposer, or quoter; and to waive irregularities and informalities in the bidding, proposal, or quoting process or in any bid, quote, or proposal submitted; provided, however, that the waiver of any prior effect or informality shall not be considered a waiver of any future or similar defects or informalities, and bidders, proposers, and quoters should not rely upon, or anticipate, such waivers in submitting their bids, proposals, or quotes.

1.10 Conflicts of Interest

- a. Employees: No employee of SWALCO may be in any manner interested, either directly or indirectly in his or her own name or the name of any other person, association, trust, or corporation, in any contract with, or the performance or any work for, SWALCO.
- b. Directors and Alternates: All members of the SWALCO Board of Directors shall comply with the Public Officers Prohibited Activities Act, 50 ILCS 105/01.01 *et seq.*

1.11 Gratuities and Rebates

No person associated with SWALCO shall accept, directly or indirectly, from any person or entity to which any contract has been or might be awarded, any rebate, gift, money, or anything of value whatsoever, except where given for the use and benefit of SWALCO with the consent of the Board of Directors.

1.12 Kickbacks

It shall be unlawful for any payment, gratuity, or offer of employment to be offered or made by or on behalf of any subcontractor under a contract to the prime contractor, to any higher tier subcontractor or to any individual associated therewith as an inducement of the award of a subcontract.

Section 2 PURCHASING PROCESS

2.1 Intergovernmental Agreement with Lake County

On April 14, 1993 SWALCO and Lake County entered into an intergovernmental agreement that permits SWALCO to utilize the purchasing services of Lake County. The following purchasing process is utilized by SWALCO as part the intergovernmental agreement with Lake County.

2.2 The Purchasing Cycle

1. Recognize the need.

2. Justify the need.
3. Budget the funds.
4. Initiate the purchase in accordance with the applicable provisions of this Manual.
5. Purchase the product or service.
6. Receive the product or service.
7. Approve for payment.

2.3 Forms Used in Purchasing

- a. The *purchase requisition* is a request for a purchase order.
- b. The *purchase order* is a contract between a vendor and SWALCO.
- c. The *receiving report* is the documentation to confirm receipt of the conforming goods or services and to authorize payment.
- d. The *bid request* is required for purchases of services, goods or public improvement projects in excess of \$20,000. When going out to bid for services or goods, SWALCO shall not be required to follow Lake County's procurement process, as further discussed in Section 4.
- e. The *request for proposal* is prepared by SWALCO and sent to vendors to request that they submit a proposal to perform specific services as detailed in the request.
- f. The *change order* is required to amend a signed contract.

2.4 Requesting a Purchase Order

A purchase order must be prepared for the following purchases:

- Any purchase, including purchases with an approved contract. Current exceptions to the purchase order process include: books, subscriptions, copyrighted material, membership dues and registration fees, travel (airfare and hotel), interdepartmental reimbursements, legal services, US Post Office, intergovernmental payments, bank payments, settlement of judgements and claims, utility payments, refunds, and hospital, doctor and dentist expenses.
- Any purchase from a source selected by competitive bid, bid waiver or formal quotation.
- Any case where the vendor requires a purchase order.
- Any case where the Executive Director may deem it prudent.

2.4.1 Purchase Order Process

When a purchase order is required, SWALCO shall prepare a purchase requisition and forward it to the Lake County Purchasing Department. It must be remembered that a purchase order is actually a contract between a vendor and SWALCO. Purchase requisitions should be prepared with accuracy.

2.4.2 Approved Requisitions

After approving a purchase requisition, Lake County will prepare the original purchase order and remit it to SWALCO for the appropriate approval. All purchase orders of more than \$5,000 but less than \$20,000 shall be approved by the Executive Director.

A master list of all issued purchase orders is maintained by Lake County, on behalf of SWALCO, showing the purchase order number, date of order, vendor, amount, and ordering department.

2.4.3 Disapproved Requisitions

Purchase requisitions are to be forwarded to Lake County, which may approve or disapprove the requisition. If a requisition is disapproved, the person initiating the requisition is to be notified as soon as possible with the reasons for the disapproval. Some reasons for disapproval may include but are not limited to: a purchase request from an unauthorized source, the purchase is in excess of budget or ordinance amount, unbudgeted purchase with no authorization, there are no funds available, or item is already in central stock.

SECTION 3 BIDDING PROVISIONS

3.1 Evaluation Criteria

These criteria may include, but are not limited to: compliance of the bid with contract requirements, price, ability to do the work, bidders' facilities and equipment, the bidders' character and reputation, quality of other work performed, bidder's default on other obligations to SWALCO, future maintenance availability, and any other criteria that SWALCO, in its judgment, represents the best and most favorable to the interest of SWALCO and the public.

3.2 Bid Security

On a case by case basis, SWALCO's Executive Director shall determine if a bid security is necessary for any bid anticipated to be greater than \$20,000. If a bid security is deemed necessary, each bid shall be accompanied by a proposal guarantee in the amount of ten percent (10%), unless a lower amount, but not less than five percent (5%), is approved by the Executive Director, of the total amount bid consisting of a certified check, cashier's check, or a bid bond executed by the bidder and a surety company authorized to do business in the State of Illinois. Bid bonds and the proposal guarantee shall be included with the bid documents. If the successful bidder fails to enter into a contract in accordance with the contract documents within ten (10) calendar days from the date of notification that the vendor is awarded the contract, the full amount of proposal guarantee will be retained by SWALCO as compensation for failure to execute the contract. The proposal guarantee in the form of a check will be returned without interest to the bidder after execution of the contract by SWALCO. Bonds shall not be returned except upon written request.

3.3 Prevailing Wage Act

This Act, found at 820 ILCS 103/0.01 *et seq.*, for fixed works construction projects requires that the prevailing wages be paid to all laborers, workers, and mechanics performing work under the contract.

3.4 Insurance Requirements

Every contractor having any contract with SWALCO shall be required to maintain such insurance coverage for the duration of the contract, and any warranty periods, as the Executive Director shall determine, to be adequate to protect the interest of SWALCO. The contractor shall name SWALCO as an additional insured and shall furnish SWALCO with satisfactory evidence of said insurance. Such policies shall be in a form, and from companies, acceptable to the Executive Director. Such insurance shall provide that no change, modification in or cancellation of any insurance shall become effective until the expiration of 30 days after written notice thereof shall have been given by the insurance company to SWALCO.

3.5 Retention of Bids, Quotes, and Proposals

All bids, quotes and proposals of vendors to whom contract is awarded shall be retained for the duration of the procurement and the applicable statute of limitations for any claims. All other bids, quotes and proposals shall be retained for the longer of: a) at least three years following the end of the fiscal year in which received or b) completion of any construction involved in the procurement, except where otherwise provided by applicable law or policy of SWALCO.

SECTION 4 – PURCHASING AUTHORIZATIONS AND PROCEDURES

4.1 **Minor Purchases:** These are for supplies, services, or other expenses that can be referred to as routine, regular, recurring, common, or customary in order to perform a job or service and do not exceed \$5,000.

4.1.1 Authorization: SWALCO employees are responsible for minor purchases and purchase orders are required except as noted in Section 2.3. Minor purchases made by employees on behalf of the SWALCO that are infrequent and less than \$100 can be paid with a petty cash disbursement.

4.1.2 Pricing: Although minor buying may be done without formal prior approval, the responsibility still exists for making the most economical purchases. Spot price checks and surveys must be made from time to time to ensure that the price being paid is the best price available and that the quality meets or exceeds requirements. Minor purchases should be made through the vendor who offers the best usable product at the lowest price. With everything else being equal between two or more possible vendors, the most local vendor shall have preference. Travel time must be considered in the total cost of an item when making a determination regarding pick-up or delivery of the goods. Accepting deliveries is preferred over picking up where no delivery charges are involved and the need for the item is not immediate.

4.1.3 Procedure: When receiving an item purchased at a price of \$5,000 or less a purchase order must be prepared and a receipt or packing slip must be obtained. This receipt is to be promptly forwarded to the Lake County Purchasing Department. This procedure serves to acknowledge the purchase and verify the authority to pay.

- 4.2 **Intermediate Purchases:** Similar to minor purchases, are infrequent, and are more than \$5,000 but not more than \$20,000. For the purpose of this Section 4.2 purchases shall include: goods, improvement projects, and professional services contracts.
- 4.2.1 Authorization: Purchases in this category require the prior approval of the Executive Director. Competitive bidding or formal quotation procedures are not required.
- 4.2.2 Pricing: Requests for purchase in this category shall be directed to the Executive Director by requisition with a suggested vendor. Prior to the purchase, wherever practicable, SWALCO shall secure at least three (3) competitive quotations before recommending the purchase and vendor. If SWALCO has a pre-existing relationship with a vendor, and the quality and cost of goods and/or services has been satisfactory to SWALCO, it may continue to utilize that vendor without securing other competitive bids. Quotes may be solicited by any one or more of the following methods: direct mail request to prospective vendors; telephone; facsimile; public notice posted on SWALCO's website; publication in a newspaper; notice to trade or membership organizations; electronic mail; Internet; and trade catalogs. SWALCO shall keep a record of all purchases and quotes submitted for purchases over \$5,000.
- 4.2.3 Procedure: SWALCO shall submit a completed purchase requisition form to Lake County Purchasing Department before making any commitment to purchase. The requisition shall describe the supplies or services required, include the quotations received, the account number to expense, and a vendor preference recommendation. The Executive Director shall have the authority to approve a purchase under this category be made from one certain vendor rather than through quotations. Upon review and approval, the Lake County Purchasing Department shall issue a purchase order. When the items are received or the services rendered a receipt or packing slip must be obtained and attached to the purchase order and promptly forwarded to the Lake County Purchasing Department. This procedure serves to acknowledge the purchase and verify the authority to pay.
- 4.3 **Major Purchases:** These are typically for professional services, or non-recurring, bulk, capital assets, or major improvement purchases in excess of \$20,000.
- 4.3.1 Authorization: Purchases in this category require the prior approval of the Executive Committee and/or the Board of Directors in accordance with SWALCO's intergovernmental agreement and bylaws. Competitive bidding procedures are required as outlined in Section 6 unless a waiver of competitive bid is recommended by the Executive Director. The Executive Director shall also have the authority to choose to utilize Lake County's competitive bidding process as conducted by Lake County's Purchasing Department or a competitive process that complies with Section 6.
- 4.3.2 Pricing: All purchases of a particular service, item or like types of items exceeding a cost of \$20,000 must be accomplished through competitive bidding procedures as outlined in Section 6. A quotation waiver can be granted by the Executive Director if he or she feels that a purchase

under this category should be made from one certain vendor rather than through formal quotations. Circumstances such as these may prompt the Executive Director to select a specified vendor: only that vendor supplies the goods or services, the reputation of a vendor, vendor has consistently been the lowest bidder, or at any time the Executive Director believes it is prudent and in the best interest of SWALCO to utilize the vendor.

- 4.3.3 Procedures: SWALCO employees shall discuss with the Executive Director the need to make a purchase applicable to this Section 4.3. Upon the concurrence of the Executive Director, SWALCO shall comply with the competitive bidding procedures explained in Section 6. If the Executive Director feels that it is in the best interest of SWALCO and the public to waive the bid process, the action item presented to the Executive Committee and/or the Board of Directors must indicate the bidding process was waived and indicate the reason or reasons for such a recommendation. The ultimate decision on whether to waive the bidding process shall be with the Executive Committee and/or Board of Directors depending on the decision made on the action item presented to it.

4.4 Professional Services Contracts

- 4.4.1 Contracts for architectural, engineering, and land surveying services shall be selected in compliance with the Professional Services Selection Act, 50 ILCS 510/.01 *et seq.*
- 4.4.2 Services requiring personal confidence or maximum security such as accounting or auditing services, legal services, public safety matters, or maintenance contracts that exceed \$20,000 must be authorized by the Executive Committee and/or Board of Directors upon the solicitation of requests for qualifications and/or request for proposal.
- 4.4.3 The opening of qualification statements and/or proposals shall not be open to the public to avoid disclosure of confidential information to competing professionals or firms. Upon Executive Committee and/or Board of Directors approval, the Executive Director shall request a purchase order pursuant to the purchase order process outlined in this manual.
- 4.4.4 Qualification statements and/or proposals must include, but need not be limited to, this information:
- a. Type of contract
 - b. Selection criteria
 - c. References
 - d. Due date, time, place, hour
 - e. Detailed description of the services required

SECTION 5 – SPECIAL ITEMS**5.1 Description**

Some items are unique and require specific direction on how the purchase of these items will be handled.

5.2 Examples of Special Items

Examples of non-negotiable purchases not requiring a purchase order include:

- (a) Books
- (b) Subscriptions
- (c) Copyrighted Material
- (d) Membership Dues/Registration Fees
- (e) Travel (Airfare/Hotel)
- (f) Intergovernmental Payments and Interdepartmental Reimbursements
- (g) Employee Reimbursements
- (h) Legal Services
- (i) US Post Office
- (j) Bank Payments
- (k) Settlement of Judgements and Claims
- (l) Utility Payments for Sewer, Water, Gas, Electric and Telephones (land and cellular)
- (m) Refunds
- (n) Hospital, Doctor and Dentist Expenses

5.3 Gasoline and Oil Products

SWALCO employees who utilize the SWALCO owned truck shall be responsible for the purchase of gasoline products at prices that are competitive.

5.4 Travel expenses reimbursement

All overnight travel must be authorized by the Executive Director in advance of incurring expenses such as registration fees, airline, meals, mileage, and hotel accommodations to attend the conference or training. To receive reimbursement for travel, training and related expenses a completed Cardholder Activity Report, along with receipts, must be approved by the Executive Director prior to the payment of expenses.

5.5 Petty cash expenses/disbursements

All miscellaneous expenses that are irregular in nature, where credit is unavailable, or it is impractical to charge the expenses, and do not exceed \$100 may be reimbursed through petty cash.

SECTION 6 – THE COMPETITIVE BIDDING PROCESS**6.1 Definition**

Competitive bidding process is required for the purchase of goods, services, and construction/maintenance projects in excess of \$20,000.

6.2 Competitive Bidding Exceptions

The competitive bidding requirements and procedures in Section 6 of this Manual shall not apply to contracts or purchases:

- (a) requiring personal confidence or maximum security, as set forth in Section 4;
- (b) for necessary supplies, materials, or work under the control of monopolies, or sole source suppliers; or
- (c) that are waived by the Executive Director and subsequently approved by the Executive Committee and/or Board of Directors.

6.3 General Procedures

The following process is required for a competitive bidding undertaken without the involvement of the Lake County Purchasing Department, which is a decision that is to be made by the Executive Director:

- 6.3.1 SWALCO prepares the specifications for an item to be let for bid and submits them to the Executive Director for approval.
- 6.3.2 SWALCO arranges the specifications into proper format and prepares the other needed documents to complete the bid invitation.
- 6.3.3 SWALCO shall send bid invitations to all known responsible vendors on the bidder's list for the particular item as well as to any other prospective bidders. In the case where the bid package may be costly to reproduce, a charge for the package may be assessed.
- 6.3.4 After the bids have been opened and reviewed, the Executive Director shall prepare tabulation with a recommendation and forward it to the Executive Committee and/or Board of Directors.
- 6.3.5 Following the awarding of the contract by the Executive Committee and/or Board of Directors, the Executive Director will provide the contract to the successful bidder for signature. All contracts shall be signed by the Chairman of the Board of Directors. In addition, SWALCO shall request a purchase order from the Lake County Purchasing Department. Once approved, the purchase order shall be sent to the successful bidder.

6.4 Unacceptable Bids

Bids received by way of a facsimile machine are unacceptable in that they are not sealed bids as prescribed and do not bear the original signature of the authorized agent of the bidder.

6.5 Return of Bids

Bids received after the due date and time are to be returned unopened to the bidder with a cover letter stating the date and time the "Bid" was actually received.

6.6 Bidder Inquiries

Only the Executive Director or designated SWALCO employee may respond to bidder inquiries. Answers to an inquiry where the answer is not evident in the bid package will be provided in writing to all bidders by addendum. All responses to inquiries should be maintained as part of the procurement file.

6.7 Change Orders and Contract Modifications

Subsequent to a bid award, changes to the dollar amount of a contract or the total performance time may be found to be necessary.

6.7.1 Valid request for change orders must meet these criteria: the change was not reasonably foreseeable at the time the contract was signed, the change must be germane to the original contract, the change is in the best interest of SWALCO, and authorized by law.

6.7.2 A change order is required when added to all other changes to such contract would increase the original contract price by more than 5% or \$1,000, whichever amount is less. A change order must be prepared for construction projects regardless of the dollar amount involved or the total time of performance.

6.7.3 Any change order, when added to all other changes to the contract, increases or decreases, (a) the original cost of the contract by more than \$20,000, or (b) the time of completion of the contract by 30 days or more must be approved by the Executive Committee and/or Board of Directors. The Executive Director shall have the authority to approve change orders that collectively alter the contract by 5% or \$20,000, whichever amount is less, or the total performance time of less than 30 days; to approve any change orders where the changes collectively increase the contract by 5% or \$10,000, whichever amount is less, or the total performance time by less than 10 days; or to approve change orders where the changes collectively increase the contract by 5% or \$1,000, whichever amount is less, or the total performance time by less than 3 days.

A – 3. Proposed 2016 Meeting Calendar

ISSUE: Whether to approve SWALCO Meeting Calendar for 2016

RECOMMENDATION: SWALCO Staff recommend approval.

TIMING: Routine

BACKGROUND: The Executive Committee will meet eight times during the course of the year as described below. The Board will meet six times during the year on the fourth Thursday except November. November's meeting is held on the third Thursday due to the Thanksgiving holiday. If the Executive Director and Chairman of the Board deem a meeting necessary at any time during the year, a special meeting will be called and the Board Members and public will be notified. This procedure is in accordance with Article VII, Section 2 of the By-Laws.

Please note, selected monthly meetings have been adapted to accommodate yearly events and outings, in particular, the City Managers meeting in June, the IML Conference in September as well as the LCML Annual Dinner in November.

The Executive Committee will continue to meet at noon at the SWALCO office
at 1311 N. Estes Street, Gurnee, IL 60031.

The Board of Directors meetings will continue to meet at 7:00 p.m. at the Hainesville Village Hall
at 100 N. Hainesville Road.

Board of Directors Meetings

January 21, 2016
April 14, 2016
June 16, 2016
August 25, 2016
October 20, 2016
November 17, 2015

Executive Committee Meetings

February 18, 2016
March 17, 2016
May 19, 2016
July 14, 2016
August 11, 2016
September 8, 2016
October 6, 2016
December 15, 2016

ENCLOSED DOCUMENTS: SWALCO 2016 Calendar of Meetings

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

SWALCO 2016 Calendar of Meetings

January						
Su	Mo	Tu	We	Th	Fr	Sa
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Executive Committee Meetings
1311 N. Estes Street, Gurnee 12:00 - 1:00 p.m.

Board of Directors Meetings
100 N. Hainesville Road, Hainesville 7:00 - 8:00 p.m.

I – 1. Project and Program Updates

BACKGROUND: The following are updates on several projects and programs we are currently working on:

1. Highland Park and Highwood both awarded their residential and commercial franchise contracts to Lakeshore Recycling Services. Highland Park's contracts begin January 1, 2016 and include the use of RFID chips to bill for the residential volume based program (no longer have to apply stickers to the refuse cart) and the ability to commingle food scraps with yardwaste during the 8 month yard waste season at no extra cost to the sticker rate or subscription rate. Highwood's contract will become effective on May 1, 2017 and includes the **very first contract in IL to include a third cart for organics, with year round weekly collection as part of the basic service each household will receive.** This is a significant development for food scrap collection and composting in Lake County and IL. Walter also met with Grayslake and WMI on September 23rd to discuss allowing the commingling of food scraps as part of the yardwaste program beginning in the spring of 2016. Grayslake would become the 6th SWALCO member to have this commingling option. Presentations on these food scrap collection efforts will be made at the January 21, 2016 Board of Directors meeting. SWALCO staff is also working on a flyer that can be used by all SWALCO members for their commingling programs.
2. Lake Bluff became the 4th SWALCO member to pass a local commercial franchising ordinance to begin a three year recycling participation rate study, with an effective date of October 2015. The webpage dedicated to this program, which SWALCO will maintain on behalf of its members, is now active on the SWALCO website, and will be used to help the members comply with the state law regarding posting the participation rate results shortly after each 6 month reporting deadline. Data has also been added to track the recycling rate and recycling participation rates for the 7 members with commercial franchises already in place.
3. The transition to Vintage Tech for the e-scrap program went very smoothly. Wauconda Township decided to shut down its collection site effective September 11th. This points to a growing concern about the stress that our e-scrap collection sites are incurring and the need to open additional sites next calendar year, to help spread the work and effort out more evenly.
4. Senator Bush convened a third meeting on October 7th for carpet recycling that was attended by people from the carpet industry, recyclers, C&D recyclers, local government, and carpet installers and retailers. Details of the meeting, held at a carpet recycling facility in Zion, will be reported at the Executive Committee meeting on October 8, 2015.
5. Walter spoke at the Curbside Recycling Expo in Chicago on September 16th on the SWALCO plan as part of a topic on "Does Your Solid Waste Plan Need a Makeover?".
6. SWALCO staff held a second meeting with Lake County's new website vendor, CivicPlus, on the current website and changes to be made as the current site is migrated over to a new platform and "look" being developed by CivicPlus. Look for these upgrades and new look to become effective in early 2016.

ENCLOSED DOCUMENTS: None

STAFF: Walter Willis, Executive Director