



SOLID WASTE AGENCY OF LAKE COUNTY, IL

MEMORANDUM

To: Michael Talbott, Chairman, Executive Committee
From: Walter S. Willis, Executive Director *WSW*
Subject: July 2017 Meeting Notice Information
Date: July 7, 2017

Attached you will find the agenda for this month's meeting, the minutes from the May 2017 meeting, and the referenced consent and information items.

Please let Amy Bartemio know if you will be attending and what your lunch order is and hope to see you on July 13th at noon.

**SOLID WASTE AGENCY OF LAKE COUNTY, IL
EXECUTIVE COMMITTEE**
Thursday, July 13, 2017 12:00 pm
1311 N. Estes Street Gurnee, IL 60031

1. CALL TO ORDER Chairman Talbott
2. ROLL CALL Secretary
3. APPROVAL OF MINUTES
May 18, 2017
4. NEW AGENDA ITEMS
5. PUBLIC COMMENT ON AGENDA ITEMS
6. EXECUTIVE COMMITTEE ITEMS Chairman Talbott

Consent Item

1. Expenditure Report (*May 2017*)

Information Items

1. Project and Program Updates

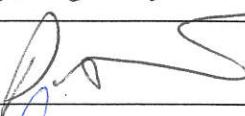
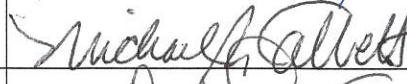
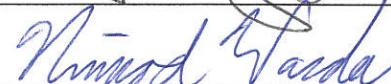
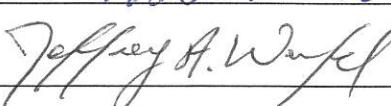
7. EXECUTIVE SESSION - *Executive Director Annual Review*
8. ADJOURNMENT

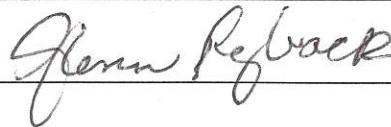
SOLID WASTE AGENCY OF LAKE COUNTY (SWALCO)

EXECUTIVE COMMITTEE

SIGN IN SHEET

May 18, 2017

COMMUNITY	REPRESENTATIVE	TITLE
ELLIS	Mike Ellis	VILLAGE MANAGER
MUETZ		VILLAGE ADMINISTRATOR
NORRIS		MAYOR
ROTHING		VILLAGE PRESIDENT
TALBETT		VILLAGE ADMINISTRATOR
WAGENER		TRUSTEE
WARDA		SENIOR PLANNER
WERFEL		LAKE COUNTY BOARD

RYBACK		SWALCO BOD CHAIRMAN
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REPRESENTATIVE		SWALCO EXECUTIVE BOARD VOTING RECORD/05.18.17							
		Consent Feb & March Expenses							
Attendance		A	N	A	N	A	N	A	N
MIKE ELLIS	✓	✓							
PATRICK MUETZ	✓	✓							
JOHN NORRIS	✓	✓							
BUD ROTHING	✓	✓							
MICHAEL TALBETT	✓	✓							
JOHN WAGENER	✓	✓							
NIMROD WARDA	✓	✓							
JEFF WERFEL	✓	✓							

✓ ✓

* Mr. Werfel's first ECM.

PUBLIC SIGN-IN SHEET

(Executive Committee Meeting)

Name

Address

Representing

none

none

A hand-drawn graph on lined paper. A blue curve starts at the top left, descends vertically, then curves downwards and to the right, ending with a small loop. The word "none" is written in blue at the top left of the graph area.

Date: 05/18/17



MINUTES

SOLID WASTE AGENCY OF LAKE COUNTY, IL

EXECUTIVE COMMITTEE

Thursday, May 18, 2017 12:00 pm

1311 N. ESTES STREET, GURNEE, IL 60031

CALL TO ORDER

Chairman Talbott called the meeting to order at 12:03 am with 8 members present.

APPROVAL OF MINUTES

Motion by *John Norris* seconded by *Pat Muetz* to approve the Executive meeting minutes of 03.16.17

Motion was unanimously approved.

NEW AGENDA ITEMS

PUBLIC COMMENT - *None*

EXECUTIVE COMMITTEE ITEMS – *None*

CONSENT ITEM

Expenditure Reports (February & March 2017).

Motion by *Michael Talbott*, seconded by *John Norris*.

Motion was approved.

ACTION ITEMS

1. Fiscal Year 2016 Audit

Walter Willis discussed the report and the findings of Baker Tilly for the 2016 Fiscal Year.

The audit includes the required communication of internal control related matters, and financial statements for fiscal years ending November 2016 and 2015. This year's audit was completed in conformance with the Government Accounting Standard Board (GASB) 34 model. The audit was found to be satisfactory and did not contain any material weaknesses in our financial reporting. As with last year's audit related to the pension/GASB 68 we have an "uncorrected misstatement" due to the difference in our Net Pension Liability (Asset) as calculated by IMRF's actuary and the final audited plan position. The difference is \$240,526 between the two with the final audit indicating a lower net asset position than the actuary. Regardless, we still have a Net Pension Asset not a liability and we expect that next year IMRF will have fixed this issue for future audits.

Motion by *Frank Rothing*, seconded by *John Wagner* to accept SWALCO's 2016 Fiscal Year Audit which will be presented to full board in June for approval.

Motion was unanimously approved.

INFORMATION ITEMS

1. Earth Month & Beyond

Merleanne Rampale discussed the month of April, recognized as a month to focus on environmental awareness. We will again continue to assist our communities in a variety of ways to help celebrate Earth Month and beyond: acting as a resource when questions arise or research needs to be done, creating flyers and other promotional materials for SWALCO & member events, giving presentations around the region, helping organizations or municipalities develop and create Earth Day and eco-events and programs, or adding an environmental component into a community event, writing articles or providing information for websites, village/city newsletters and e-News, or attending village/city special events to provide interesting displays, educational information and

resources to the local community. We will also continue to work on projects/initiatives with all our member communities, with Environmental Commissions and other groups throughout the community. Please reach out if you'd like to see how we can assist your community, or would like some help in planning activities or events for summer, fall, next year, or if you'd like guidance or help with any of your other environmental/sustainability endeavors or projects.

2. Compost Bin & Rain Barrel Sale & Education

Merleanne Rampale discussed the upcoming event including details about the regional benefits of using rain barrels and compost bins in Lake County. The event will be held on Saturday, May 13, 2017 at Independence Grove Forest Preserve in Libertyville from 9:00 am to 3:00 pm. This is a one day sale only and quantities will be limited. The Native Plant Sale will be held for 2 days.

As we have done in the past, if we have extra containers and accessories after the sale, they will be available for purchase at our office. Please help to promote this event. 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.

3. Tire Recycling Event – June 2017

Merleanne Rampale presented event flyers and discussed the upcoming tire collection event. SWALCO, Lake County Health Department, Lake County Farm Bureau, Lake County Fairgrounds and Clarke Mosquito will co-sponsor a tire recycling collection event this year, on Wednesday, June 21 from 8:30 a.m. to 12:30 pm at the Lake County Fairgrounds. The event will be in conjunction with the Illinois EPA. We encourage Member communities and other government institutions to take advantage of this unique opportunity to dispose of unwanted tires at no cost. Residents will also be able to bring in their unwanted tires at \$2.00 per tire. Passenger car, truck, tractor, and other governmental vehicle tires will be accepted. Illinois EPA will fund collection of the tires from government entities. Additionally, this year, we will offer an opportunity to recycle latex paint via EPaints. They will be on site during the event and will handle all of the latex paint transactions. Payment can be by cash or credit card. Oil-based paint products, spray cans, solvents, or leaking cans will not be accepted.

4. 2017 1st Quarter Electronics Program Update

Pete Adrian gave a brief report regarding the 1st Quarter Electronics Program. During the 1st quarter of 2017, a total of 817,073 pounds of electronics were collected by the six permanent collection sites. Comparing the first quarter of 2016 to volume collected at the same time last year (904,329 lbs.) the program experienced a 10% decrease in volume collected during the same period. The Agency incurred a total cost of \$61.50 from Electronic Recyclers International and no cost from Vintage Tech Recyclers. Further comparison of past years' data reveals that the volume of televisions and monitors collected in Q1 2017 has reached a historic high point for the program regarding the volume of TV's and monitors collected. During the first three months of 2017, a total of 600,456 pounds of TV's and monitors were collected. Never has the volume of TV's and monitors been this high. They account for nearly 74% of the total volume collected for 2017. electronics recycling vendors. Our 2017 contract with Vintage Tech Recyclers is for a total of 500,000 lbs., and our contract with Electronic Recyclers International, is for 4 million pounds for the year. With the addition of Vintage Tech contract, staff has been able to develop an agreement with Advanced Disposal to cover the transportation and recycling of electronics that Advanced Disposal collects from the City of Waukegan, City of North Chicago, City of Zion, and Village of Hainesville. We hope to see the Advanced Disposal program expand to cover other communities they serve within Lake County. Staff would once again like to thank the host collection locations that are operating for 2017.

5. 2017 Legislative Update

Walter Willis provided a legislative update covering negotiations on several bills and tracking numerous other ones including SB 1417, SB 1597, SB 1456, SB 1807 and SB 1561.

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:

- SWALCO and its members held a press conference on May 10th to highlight the year-round food scrap collection programs in Highwood and Lake Bluff (first in the State) and to recognize the efforts of the other towns and local haulers and compost site operators to grow the food scrap programs in Lake County. May 7-13 was also International Compost Awareness Week, which was highlighted as well. The press attention is important to continue to keep this topic on the forefront and to let Lake county residents know about all the programs ongoing in the County.
- On April 22nd, SWALCO cosponsored, along with Senator Bush and the Village of Lindenhurst, a recycling event for paper shredding and latex paint. 274 cars came to the three-hour event, 218 came for the shredding and 78 for the latex paint. 7,080 pounds of paper were collected and 700 gallons of paint were collected. This was our first event with ePaint and in total they received \$2,050 and had collection costs of \$300. We received a check for 25% of the net or \$438. SWALCO staff has been busy with HCW events (April 29 in Antioch and May 6 in Vernon Hills) and upcoming events for rain barrels and composters (May 13) and escrap/shredding/latex paint with Rep Sente, Vernon Hills, and the Vernon Hills Park District on May 20th.
- SWALCO is also planning a tire collection event on June 21 that will be free for local governments bringing tires in and cost \$2 per tire for residents to participate. This event may need to be postponed due to IEPA not having a tire contractor under contract by the June 21st date. We are staying in close contact with IEPA and will need to know soon if that date can be met or not.
- The Village of Volo recently enacted a C&D recycling ordinance and passed a commercial franchising ordinance to begin the 3-year study. Fox Lake recently extended its hauling contract with WMI and became the 15th member with a food scrap option its contact. Round Lake Beach is in negotiations with WMI and is looking to add food scraps plus adding another regional drop-off site for curbside recyclables (similar to Grayslake's popular site).

EXECUTIVE SESSION: None

NEXT EXECUTIVE COMMITTEE MEETING: Thursday, July 13, 2017 - 12:00 p.m.

NEXT BOARD MEETING: Thursday, June 15, 2017 - 7:00 p.m. Hainesville Village Hall, 100 N. Hainesville Road, Hainesville, IL 60030

ADJOURNMENT (1:07 p.m.): Motion by *Mike Ellis*, seconded by *John Norris* to adjourn.
Motion was approved.

Memo to the Executive Committee

July 13, 2017

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 \$62,389.76; Education \$1,029.31 Household Chemical Waste \$32,616.58; Recycling \$ 436.77 ***Total expenditures for May 2017 - \$96,472.42***

ENCLOSED DOCUMENTS: Account Analysis Report

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

SWALCO - MAY 2017 EXPENDITURE REPORT

SWALCO I- Solid Waste Prog-SWALCO Administration-Regular Salaries And Wages----				
Budget	367,278.000	Funds Available:	183,509.50	Beginning Balance for Period
Amount:				Total Expenditures
				28,319.01
				Ending Balance for Period
				183,768.50

SWALCO I- Solid Waste Prog-SWALCO Administration-Part Time Salaries And Wages----				
Budget	50,643.00	Funds Available:	21,988.13	Beginning Balance for Period
Amount:				Total Expenditures
				4,986.78
				Ending Balance for Period
				28,654.87

SWALCO I- Solid Waste Prog-SWALCO Administration-Over Time Salaries And Wages----				
Budget	0.00	Funds Available:	-1,046.19	Beginning Balance for Period
Amount:				Total Expenditures
				889.26
				Ending Balance for Period
				1,046.19

SWALCO I- Solid Waste Prog-SWALCO Administration-Special Pay----				
Budget	17,100.00	Funds Available:	8,970.06	Beginning Balance for Period
Amount:				Total Expenditures
				1,250.76
				Ending Balance for Period
				8,129.94

SWALCO I- Solid Waste Prog-SWALCO Administration-Office Supplies----				
Budget	1,250.00	Funds Available:	576.99	Beginning Balance for Period
Amount:				Total Expenditures
				274.22
				Ending Balance for Period
				673.01

SWALCO I- Solid Waste Prog-SWALCO Administration-Food and Provisions----				
Budget	2,000.00	Funds Available:	1,348.20	Beginning Balance for Period
Amount:				Total Expenditures
				77.09
				Ending Balance for Period
				651.80

SWALCO I- Solid Waste Prog-SWALCO Administration-Auditing And Accounting----				
Budget	8,100.00	Funds Available:	2,675.00	Beginning Balance for Period
Amount:				Total Expenditures
				1,775.00
				Ending Balance for Period
				5,425.00

SWALCO I- Solid Waste Prog-SWALCO Administration-Trips And Training----				
Budget	8,400.00	Funds Available:	7,665.80	Beginning Balance for Period
Amount:				Total Expenditures
				45.11
				Ending Balance for Period
				579.31

SWALCO \- Solid Waste Prog-SWALCO Administration-Consultants----				
Budget	37,750.00	Funds Available:	13,750.00	Beginning Balance for Period
Amount:				12,000.00
				Total Expenditures
				12,000.00
				Ending Balance for Period
				24,000.00

SWALCO \- Solid Waste Prog-SWALCO Administration-Gas For Heating----				
Budget	14,000.00	Funds Available:	6,644.71	Beginning Balance for Period
Amount:				6,468.27
				Total Expenditures
				887.02
				Ending Balance for Period
				7,355.29

SWALCO \- Solid Waste Prog-SWALCO Administration-Electricity----				
Budget	14,000.00	Funds Available:	6,153.30	Beginning Balance for Period
Amount:				6,856.44
				Total Expenditures
				990.26
				Ending Balance for Period
				7,846.70

SWALCO \- Solid Waste Prog-SWALCO Administration-Water And Sewer ----				
Budget	300.00	Funds Available:	203.00	Beginning Balance for Period
Amount:				57.18
				Total Expenditures
				39.82
				Ending Balance for Period
				97.00

SWALCO \- Solid Waste Prog-SWALCO Administration-Telephone----				
Budget	6,000.00	Funds Available:	2,759.74	Beginning Balance for Period
Amount:				2,403.23
				Total Expenditures
				837.03
				Ending Balance for Period
				3,240.26

SWALCO \- Solid Waste Prog-SWALCO Administration-Equip Rental----				
Budget	3,700.00	Funds Available:	-147.44	Beginning Balance for Period
Amount:				1,010.85
				Total Expenditures
				172.37
				Ending Balance for Period
				1,183.22

SWALCO \- Solid Waste Prog-SWALCO Administration-Postage----				
Budget	50.00	Funds Available:	23.28	Beginning Balance for Period
Amount:				11.05
				Total Expenditures
				15.67
				Ending Balance for Period
				26.72

SWALCO \- Solid Waste Prog-SWALCO Administration-H/L/D Employee Benefits----				
Budget	75,706.95	Funds Available:	38,238.27	Beginning Balance for Period
Amount:				31,206.12
				Total Expenditures
				6,262.56
				Ending Balance for Period
				37,468.68
SWALCO \- Solid Waste Prog-SWALCO Administration-Retirement Benefits/FICA----				
Budget	31,971.03	Funds Available:	16,717.84	Beginning Balance for Period
Amount:				12,641.32
				Total Expenditures
				2,611.87
				Ending Balance for Period
				15,253.19
SWALCO \- Solid Waste Prog-SWALCO Administration-Retirement Benefits/IMRF----				
Budget	3,552.00	Funds Available:	1,804.07	Beginning Balance for Period
Amount:				1,469.03
				Total Expenditures
				278.90
				Ending Balance for Period
				1,747.93
SWALCO \- Solid Waste Prog-SWALCO Administration-Miscell Contractual Services----				
Budget	11,250.00	Funds Available:	998.32	Beginning Balance for Period
Amount:				3,490.48
				Total Expenditures
				531.20
				Ending Balance for Period
				4,021.68
SWALCO \- Solid Waste Prog-Administration-Furniture And Office Equiq----				
Budget	1,000.00	Funds Available:	854.17	Beginning Balance for Period
Amount:				0.00
				Total Expenditures
				145.83
				Ending Balance for Period
				145.83
SWALCO \- Solid Waste Prog-Education-Operational Supplies----				
Budget	4,000.00	Funds Available:	3,521.20	Beginning Balance for Period
Amount:				9.59
				Total Expenditures
				469.21
				Ending Balance for Period
				478.80
SWALCO \- Solid Waste Prog-Education-Advertising----				
Budget	2,650.00	Funds Available:	2,089.90	Beginning Balance for Period
Amount:				0.00
				Total Expenditures
				560.10
				Ending Balance for Period
				560.10
SWALCO \- Solid Waste Prog-Household Hazard Waste-Operational Supplies----				
Budget	14,500.00	Funds Available:	3,352.07	Beginning Balance for Period
Amount:				6,676.93
				Total Expenditures
				1,668.14
				Ending Balance for Period
				8,345.07

SWALCO 1- Solid Waste Prog-Household Hazard Waste-Miscellaneous Commodities----				
Budget	500.00	Funds Available:	293.99	Beginning Balance for Period
Amount:				94.63
				Total Expenditures
				111.38
				Ending Balance for Period
				206.01
SWALCO 1- Solid Waste Prog-Household Hazard Waste-Consultants----				
Budget	152,300.00	Funds Available:	6,544.30	Beginning Balance for Period
Amount:				21,822.99
				Total Expenditures
				27,622.71
				Ending Balance for Period
				49,445.70
SWALCO 1- Solid Waste Prog-Household Hazard Waste-Garbage Disposal----				
Budget	8,900.00	Funds Available:	3,750.00	Beginning Balance for Period
Amount:				670.36
				Total Expenditures
				325.18
				Ending Balance for Period
				995.54
SWALCO 1- Solid Waste Prog-Household Hazard Waste-Motor Vehicle Maintenance----				
Budget	1,300.00	Funds Available:	-8,174.81	Beginning Balance for Period
Amount:				9,188.05
				Total Expenditures
				286.76
				Ending Balance for Period
				9,474.81
SWALCO 1- Solid Waste Prog-Household Hazard Waste-All Other Maintenance----				
Budget	16,750.00	Funds Available:	8,767.17	Beginning Balance for Period
Amount:				4,990.92
				Total Expenditures
				1,822.91
				Ending Balance for Period
				6,813.83
SWALCO 1- Solid Waste Prog-Household Hazard Waste-Miscell Contractual Services----				
Budget	5,000.00	Funds Available:	-2,409.00	Beginning Balance for Period
Amount:				209.00
				Total Expenditures
				779.50
				Ending Balance for Period
				988.50
SWALCO 1- Solid Waste Prog-Recycling-Miscellaneous Commodities----				
Budget	4,500.00	Funds Available:	3,978.91	Beginning Balance for Period
Amount:				84.32
				Total Expenditures
				436.77
				Ending Balance for Period
				521.09

TOTAL EXPENDITURES \$ 96,472.42

I – 1. Project and Program Updates

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

1. The electronics trailer bill (HB 1955) was approved by the Senate on July 4th and now awaits final action in the House. The original bill has been sent to the governor for his action.
2. Walter Willis and Glenn Ryback will be attending the Waukegan Public Works Committee meeting on July 17th at 5:30 pm to discuss Waukegan's current status as a member of SWALCO. Mr. Willis will present the offer regarding Waukegan's 2016 O&M fee payment as discussed at the Board of Directors meeting on June 29th (that being the city must pass a resolution committing to staying as a member in good standing for the next 4 years and in return the Agency will forgive the 2016 O&M fee of \$36,490). The Agency will also offer to seek appointment of a City director or alternate to the Executive Committee at the meeting.
3. The IEPA sponsored tire collection event is still uncertain due to the IEPA not receiving any bids from its most recent procurement effort. The IEPA has informed the Agency that it intends to re-bid the contract. Until the IEPA has a vendor we cannot move forward with the free event for local government.
4. Under its host agreement with Groot for the Round Lake Park transfer station, and the County's host agreement with the two landfills, we both have the authority to audit the host fee payments. The agency also has an interest in tracking/auditing the payment of the \$1.27 per ton surcharge we share with the Lake County Health Department that is paid by both landfills. Last year the agency had discussions with Lake County's Finance Department about using some of its expertise in accounting and auditing to assist in doing an audit of the host fee and surcharge payments. Lake County is very willing to assist, but the problem has been finding the staff time to get the work done. I would like to discuss adding money to the FY 2018 budget to hire a consulting company to assist with the audits, and expect the cost to be no more than \$20,000, which puts us into the intermediate purchase category per SWALCO's Purchasing Policy. Part of the discussion should also be on whether to go to bid for this consulting work or not, under the Purchasing Policy we are not required to go to bid but it is recommended where practicable.

ENCLOSED DOCUMENTS: None

STAFF: Walter Willis, Executive Director