



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

**MEMORANDUM**

To: Michael Talbott, Chairman, Executive Committee

From: Walter S. Willis, Executive Director *WSW*

Subject: October 2018 Meeting Notice Information

Date: September 27, 2018

Attached you will find the agenda for our next meeting on October 4th, the minutes from the July 19, 2018 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 4, 2018 12:00 pm  
1311 N. Estes Street Gurnee, IL 60031**

1. CALL TO ORDER.....Chairman Talbott
2. ROLL CALL .....Secretary
3. APPROVAL OF MINUTES  
*July 19, 2018*
4. NEW AGENDA ITEMS
5. PUBLIC COMMENT ON AGENDA ITEMS
6. EXECUTIVE COMMITTEE ITEMS .....Chairman Talbott

**Consent Item**

1. Expenditure Reports (*June, July & August 2018*)

**Action Items**

1. 2019 Plan Update, Proposal from APTIM
2. 2019 Plan Update, Request for Qualifications
3. Seven Generations Ahead Proposal, Zero Waste Schools
4. MRF Study for Chicagoland Market
5. Proposed FY 2019 SWALCO Budget
6. Capital Improvements 2018

**Information Items - None**

7. EXECUTIVE SESSION - *None*
8. ADJOURNMENT

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

SIGN IN SHEET

July 19, 2018

COMMUNITY	REPRESENTATIVE	TITLE
ELLIS	Mike Ellis	VILLAGE MANAGER
HEWITT	Michael Hewitt	PUBLIC WORKS DIRECTOR
MUETZ	Per	VILLAGE ADMINISTRATOR
NORRIS	John W. Norris	MAYOR
ROTHING	Howard R.	VILLAGE PRESIDENT
TALBETT	Michael Talbett	VILLAGE ADMINISTRATOR
WAGENER	John Wagener	TRUSTEE
WARDA	Tim Warda	SENIOR PLANNER
WERFEL	Jeff Werfel	LAKE COUNTY BOARD
RYBACK		SWALCO BOD CHAIRMAN

	A	B	C	D	E	F	G	H	I	J
1	<b>SWALCO EXECUTIVE BOARD VOTING RECORD/07.19.18</b>									
2	<b>REPRESENTATIVE</b>		expenditures for April & May 2018		hrs Renewal D&O		WPA Annual Review -Salary Increase % per contract			
3	<b>Attendance</b>		A	N	A	N	A	N	A	N
✓	4 MIKE ELLIS	✓	✓		✓		✓			
✓	5 MIKE HEWITT	✓	✓		✓					
✓	6 PATRICK MUETZ	✓	✓		✓		✓			
✓	7 JOHN NORRIS	✓	✓		✓		✓			
✓	8 BUD ROTHING	✓	✓		✓		✓			
✓	9 MICHAEL TALBETT	✓	✓		✓		✓			
✓	10 JOHN WAGENER	✓	✓		✓		✓			
✓	11 NIMROD WARD	✓	✓		✓		✓			
✓	12 JEFF WERFEL	✓	✓		✓		✓			

(a) (a) (a) (a)

Mike Hewitt left @ 12:47 pm'

# PUBLIC SIGN-IN SHEET

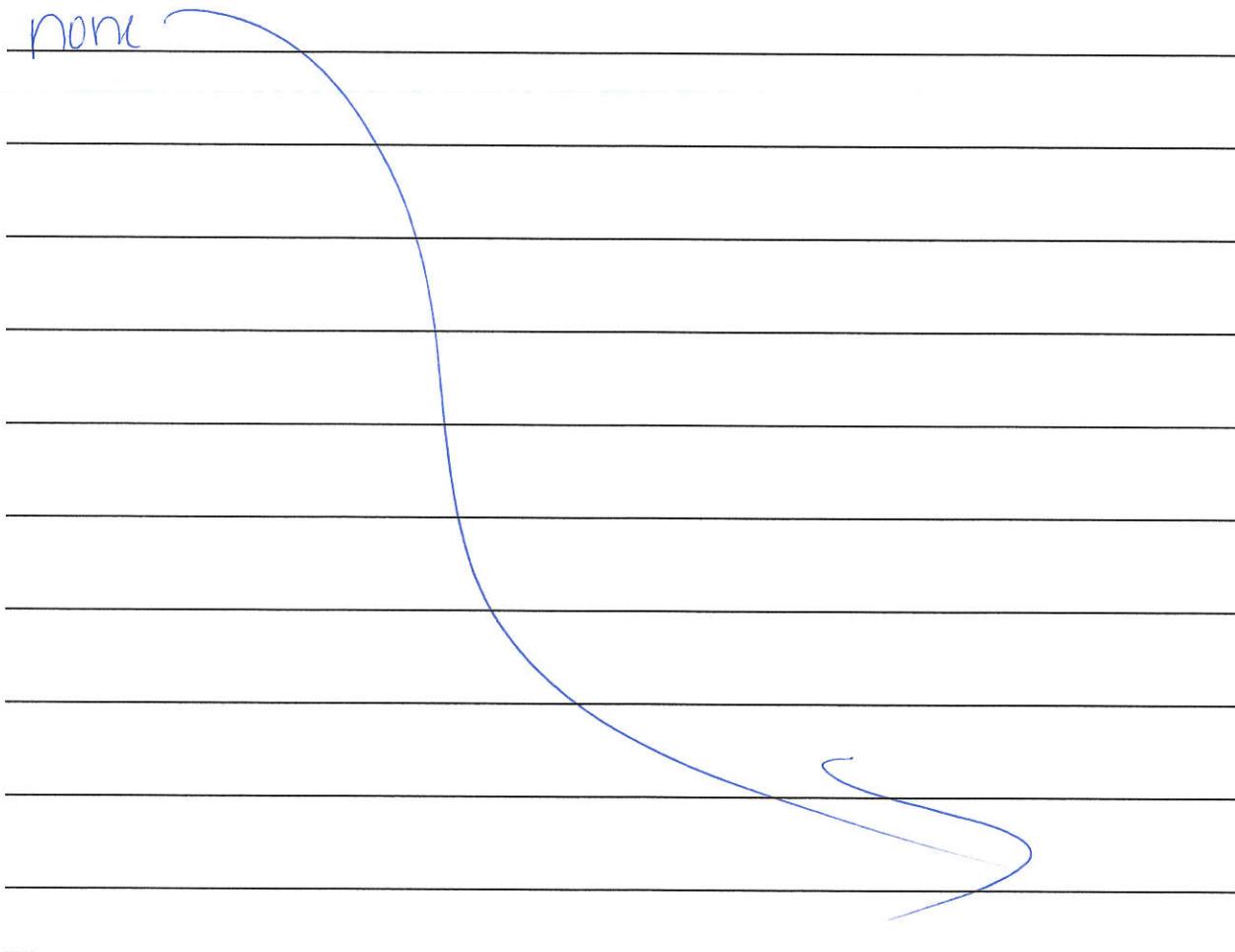
(Executive Committee Meeting)

Name

Address

Representing

none



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Date: 07/19/18



MINUTES

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

**EXECUTIVE COMMITTEE**

Thursday, July 19, 2018 12:00 pm

1311 N. ESTES STREET, GURNEE, IL 60031

**CALL TO ORDER**

Chairman Talbott called the meeting to order at 12:01 pm with 9 members present.

**APPROVAL OF MINUTES**

Motion by *John Norris* seconded by *Pat Muetz* to approve the Executive meeting minutes of 03.15.18

*Motion was unanimously approved.*

**NEW AGENDA ITEMS**

**PUBLIC COMMENT - *None***

**EXECUTIVE COMMITTEE ITEMS – *None***

**CONSENT ITEM**

Expenditure Reports (April & May 2018).

Motion by *Mike Ellis*, seconded by *John Norris*.

*Motion was approved.*

**ACTION ITEMS**

**1. Public Officials Liability Insurance Renewal**

Steve Nelson SWALCO gave a brief update of the Public Officials Liability Insurance up for renewal. The current policy will expire July 23, 2018. Arthur Gallagher Risk Management Services, our insurance broker, solicited quotes for this policy. RSUI Indemnity Company (RSUI), our current carrier, was the low bid and most comprehensive. RSUI is an A+ XIV (superior) rated carrier. Their policy also includes a Public Officials Extension endorsement (a significant coverage enhancement) which covers third party entities such as volunteer groups (i.e. our CAC committee). The premium for this year's policy is \$7,450 (\$7,000 plus \$450 service fees), this represents a \$250 increase from last year.

Motion by *Bud Rothing*, seconded by *Mike Hewitt* to secure the 2018 Public Officials Liability insurance policy renewal and to pay the invoices immediately upon receipt.

*Motion was approved on a roll call vote of 9 to 0.*

**INFORMATION ITEMS**

**1. 2018 1st Quarter Recycling & Per Ton Payment**

Pete Adrian gave a brief report of tabulations of curbside recyclable material tonnage and recycling by member community for the first quarter of 2018. The first three months of 2018 illustrate that 13,989.65 tons of recyclables were collected from Lake County communities. Compared to previous year's first quarter totals (14,110.51 tons), Lake County communities have experienced a slightly less than 1% decrease in recycling volume as compared to the same period of 2017.

Conversely, the total waste generation rate declined by nearly 3.5% during this same period with 39,253.89 tons collected during the first quarter for 2018 vs. 40,597.18 ton during first quarter of 2017. Overall, the volume of both waste and recycling collected during this period decreased by a slightly less than 3% percent (1,464 Tons) from the same period of 2017. This may be due in part to the unusually cold weather experienced in the first months of the year. Groot Industries continued their practice of delivering some or all the recyclables from SWALCO member municipalities to their own recycling sorting facilities vs. delivering them to Waste Management. This resulted in

693.33 tons (5.8%) of the recyclables being diverted away from Waste Management. The loss of those tons will impact the \$6.00 per ton end of year Agency bonus. Market values, of most recyclable material grades continued to plummet during the first quarter and is directly attributed to the market disruptions China as caused by halting all imports of scrap into their country. This disruption is expected to continue causing depressed commodity values due to the massive over supply.

## **2. 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:

- HB 3248 (Sen. Althoff) which amends the electronics law to add anti-trust protection for the manufacturers has been signed by the Governor as Public Act 100-0592. HB 4790 (Rep. Sente) which requires state agency use of compost has been sent to the Governor. Mr. Willis prepared a draft press release for Rep. Sente which will be issued as soon as the Governor signs the bill.
- The landfill audits continue and SWALCO and its consultant had a conference call with IEPA on July 10<sup>th</sup> to discuss the preliminary findings of both SWALCO's and IEPA's audits. The audit of the transfer station host agreements will begin later in July and Groot has been contacted and asked to provide data.
- The Agency recently received two letters from the IEPA regarding the HCW program and the pharmaceutical program. The HCW program letter set a cap of \$350,000 for this coming fiscal year. This is the first time SWALCO has formally been put on funding allocation cap by the IEPA for costs associated with the transportation and treatment of the HCW we collect in our program. The IEPA is to provide us monthly notifications on where costs stand vs. the funding cap. To put the cap in perspective, in FY 2017 the IEPA spent \$330,191 and in FY 18 it spent \$337,656 on our program, prior to that our costs had never exceeded \$278,000. The second letter acknowledges SWALCO's enrollment in the IEPA's Medication Takeback Program, which will manage the drugs collected by Lake County/SWALCO's drug collection program. By diverting the drugs into this program, the Agency avoids the costs for the drug disposal being counted against the \$350,000 funding cap discussed above. The IEPA funds this program from a different line item and not the HCW line item.
- The Recycling Contamination Task Force met for a second time in Springfield, IL on July 16, 2018. The agenda addressed two primary topics: 1) developing consensus on the content of new recycling guidelines and how to best distribute, and 2) agreeing on best practices for recycling cart tagging programs. The USEPA may have grant funding available to assist with the Task Force's efforts and Lake County may be asked to be the grant recipient/administrator. Staff is recommending that SWALCO consider providing additional funding up to \$5,000, if the USEPA grant is authorized. This would be presented as an action item at the August BOD meeting.
- SWALCO staff is working with Lake County's Communication staff to revise the curbside recycling guidelines, which ultimately will be consistent with the findings of the Task Force. We are also preparing a cart tag with the guidelines that will be used in the Round Lake Beach cart tagging program and others in Lake County. Finally, Lake County is assisting with guidelines for both residential and commercial food scrap and recycling programs.
- Walter Willis attended meetings in Shields Township on June 26<sup>th</sup> and Fremont Township on July 10<sup>th</sup> to provide information to the residents on township hauling franchises. Both townships are considering putting a referendum question on the November ballot.

## **EXECUTIVE SESSION: Executive Director Annual Review**

Motion by *John Norris* seconded by *Nimrod Warda* to go into Executive Session citing 5 ILCS 120/2(c)(1) to discuss Employee Evaluation (12:45 pm). ***Motion was approved on a roll call of 8 to 0.***

Motion by *John Norris*, seconded by *Nimrod Warda* to return to open session (12:55 pm). ***Motion was approved on a roll call of 8 to 0.***

Motion by *John Norris*, seconded by *Mike Ellis* to approve an annual increase of 3% for 2018 beginning July 30<sup>th</sup>, 2018 per the current employee contract. ***Motion was approved on a roll call of 8 to 0.***

**NEXT EXECUTIVE COMMITTEE MEETING:** Thursday, September 6, 2018 - 12:00 p.m.

**NEXT BOARD MEETING:** Thursday, August 23, 2018 - 6:00 p.m. Hainesville Village Hall, 100 N. Hainesville Road, Hainesville, IL 60030

**ADJOURNMENT (12:57 p.m.):** Motion by *John Norris* seconded by *Bud Rothing* 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 \$75,850.99; Education \$ 9,748.86 Household Chemical Waste \$ 43,996.58; Recycling \$ 0.00 **Total expenditures for June 2018 - \$129,596.43**

The total for Administration \$77,506.12; Education \$ 530.10 Household Chemical Waste \$8,597.96; Recycling \$ 0.00 **Total expenditures for July 2018 - \$ 86,634.18**

The total for Administration \$50,077.53; Education \$ 0.00 Household Chemical Waste \$3,660.40; Recycling \$3,779.79 **Total expenditures for August 2018 - \$ 57,517.72**

**ENCLOSED DOCUMENTS:** Account Analysis Report

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

## SWALCO - JUNE 2018 EXPENDITURE REPORT

SWALCO I- Solid Waste Prog-SWALCO Administration-Regular Salaries And Wages----				
Budget	380,342.040	Funds Available:	148,059.32	Beginning Balance for Period
Amount:				<b>Total Expenditures</b>
				<b>43,668.40</b>
				Ending Balance for Period
				232,282.72
SWALCO I- Solid Waste Prog-SWALCO Administration-Part Time Salaries And Wages----				
Budget	52,040.04	Funds Available:	20,194.86	Beginning Balance for Period
Amount:				<b>Total Expenditures</b>
				<b>7,361.96</b>
				Ending Balance for Period
				31,845.18
SWALCO I- Solid Waste Prog-SWALCO Administration-Overtime Salaries And Wages----				
Budget	0.00	Funds Available:	-1,072.15	Beginning Balance for Period
Amount:				<b>Total Expenditures</b>
				<b>750.50</b>
				Ending Balance for Period
				1,072.15
SWALCO I- Solid Waste Prog-SWALCO Administration-Special Pay----				
Budget	17,100.00	Funds Available:	7,093.92	Beginning Balance for Period
Amount:				<b>Total Expenditures</b>
				<b>1,876.14</b>
				Ending Balance for Period
				10,006.08
SWALCO I- Solid Waste Prog-SWALCO Administration-Office Supplies----				
Budget	1,250.00	Funds Available:	651.33	Beginning Balance for Period
Amount:				<b>Total Expenditures</b>
				<b>31.51</b>
				Ending Balance for Period
				598.67
SWALCO I- Solid Waste Prog-SWALCO Administration-Food and Provisions----				
Budget	1,750.00	Funds Available:	1,046.20	Beginning Balance for Period
Amount:				<b>Total Expenditures</b>
				<b>95.99</b>
				Ending Balance for Period
				703.80
SWALCO I- Solid Waste Prog-SWALCO Administration-Consultants----				
Budget	48,000.00	Funds Available:	1,546.25	Beginning Balance for Period
Amount:				<b>Total Expenditures</b>
				<b>8,232.50</b>
				Ending Balance for Period
				32,453.75
SWALCO I- Solid Waste Prog-SWALCO Administration-Trips and Training----				
Budget	8,400.00	Funds Available:	8,312.39	Beginning Balance for Period
Amount:				<b>Total Expenditures</b>
				<b>40.00</b>
				Ending Balance for Period
				87.61

SWALCO I- Solid Waste Prog-SWALCO Administration-Gas for Heating----				
Budget Amount:	14,000.00	Funds Available:	4,911.37	Beginning Balance for Period
				<b>Total Expenditures</b>
				<b>465.75</b>
				Ending Balance for Period
				9,088.63
SWALCO I- Solid Waste Prog-SWALCO Administration-Electricity----				
Budget Amount:	15,000.00	Funds Available:	7,391.44	Beginning Balance for Period
				<b>Total Expenditures</b>
				<b>795.81</b>
				Ending Balance for Period
				7,608.56
SWALCO I- Solid Waste Prog-SWALCO Administration-Water and Sewer----				
Budget Amount:	300.00	Funds Available:	147.76	Beginning Balance for Period
				<b>Total Expenditures</b>
				<b>60.19</b>
				Ending Balance for Period
				152.24
SWALCO I- Solid Waste Prog-SWALCO Administration-Telephone----				
Budget Amount:	6,100.00	Funds Available:	2,791.41	Beginning Balance for Period
				<b>Total Expenditures</b>
				<b>474.02</b>
				Ending Balance for Period
				3,308.59
SWALCO I- Solid Waste Prog-SWALCO Administration-Cell Phone Allowance----				
Budget Amount:	660.00	Funds Available:	275.00	Beginning Balance for Period
				<b>Total Expenditures</b>
				<b>55.00</b>
				Ending Balance for Period
				385.00
SWALCO I- Solid Waste Prog-SWALCO Administration-Office Equip Maintenance----				
Budget Amount:	1,300.00	Funds Available:	244.00	Beginning Balance for Period
				<b>Total Expenditures</b>
				<b>186.00</b>
				Ending Balance for Period
				1,056.00
SWALCO I- Solid Waste Prog-SWALCO Administration-Equip Rental----				
Budget Amount:	3,700.00	Funds Available:	2,000.62	Beginning Balance for Period
				<b>Total Expenditures</b>
				<b>542.75</b>
				Ending Balance for Period
				2,069.76
SWALCO I- Solid Waste Prog-SWALCO Administration-H/L/D Employee Benefits----				
Budget Amount:	75,155.96	Funds Available:	30,494.04	Beginning Balance for Period
				<b>Total Expenditures</b>
				<b>6,399.72</b>
				Ending Balance for Period
				44,661.56
SWALCO I- Solid Waste Prog-SWALCO Administration-Retirement Benefits/FICA----				
Budget Amount:	33,076.98	Funds Available:	13,846.19	Beginning Balance for Period
				<b>Total Expenditures</b>
				<b>3,998.27</b>
				Ending Balance for Period
				19,230.79

<b>SWALCO I- Solid Waste Prog-SWALCO Administration-Retirement Benefits/IMRF----</b>			
Budget 3,415.99	Funds Available:	1,274.18	Beginning Balance for Period 1,741.65
Amount:			<b>Total Expenditures</b> 427.16
			Ending Balance for Period 2,168.81

<b>SWALCO I- Solid Waste Prog-SWALCO Administration-Miscellaneous Contingency----</b>			
Budget 2,000.00	Funds Available:	1,285.44	Beginning Balance for Period 694.98
Amount:			<b>Total Expenditures</b> 19.58
			Ending Balance for Period 714.56

SWALCO I- Solid Waste Prog-Administration-Miscell Contractual Services----				
Budget Amount:	11,250.00	Funds Available:	1,895.39	Beginning Balance for Period
				<b>Total Expenditures</b>
				<b>369.74</b>
				Ending Balance for Period
				<b>5,654.61</b>
SWALCO I- Solid Waste Prog-Education-Operational Supplies----				
Budget Amount:	2,500.00	Funds Available:	1,983.68	Beginning Balance for Period
				<b>Total Expenditures</b>
				<b>227.52</b>
				Ending Balance for Period
				<b>516.32</b>
SWALCO I- Solid Waste Prog-Education-Rain Barrel/Compost Bin----				
Budget Amount:	8,000.04	Funds Available:	6,680.04	Beginning Balance for Period
				<b>Total Expenditures</b>
				<b>1,320.00</b>
				Ending Balance for Period
				<b>1,320.00</b>
SWALCO I- Solid Waste Prog-Education-Clothing Recycling Expense----				
Budget Amount:	4,800.00	Funds Available:	-2,871.24	Beginning Balance for Period
				<b>Total Expenditures</b>
				<b>7,671.24</b>
				Ending Balance for Period
				<b>7,671.24</b>
SWALCO I- Solid Waste Prog-Education-Advertising----				
Budget Amount:	2,650.00	Funds Available:	1,489.83	Beginning Balance for Period
				<b>Total Expenditures</b>
				<b>530.10</b>
				Ending Balance for Period
				<b>1,160.17</b>
SWALCO I- Solid Waste Prog-Household Hazard Waste-Operational Supplies----				
Budget Amount:	15,000.00	Funds Available:	4,016.91	Beginning Balance for Period
				<b>Total Expenditures</b>
				<b>3,344.98</b>
				Ending Balance for Period
				<b>7,777.62</b>
SWALCO I- Solid Waste Prog-Household Hazard Waste-Miscellaneous Commodities----				
Budget Amount:	500.00	Funds Available:	366.85	Beginning Balance for Period
				<b>Total Expenditures</b>
				<b>12.83</b>
				Ending Balance for Period
				<b>133.15</b>

SWALCO I- Solid Waste Prog-Household Hazard Waste-Consultants----			
Budget Amount:	151,900.00	Funds Available:	4,679.48
			Beginning Balance for Period
			24,416.36
			<b>Total Expenditures</b>
			<b>38,559.16</b>
			Ending Balance for Period
			62,975.52

SWALCO I- Solid Waste Prog-Household Hazard Waste-Garbage Disposal----			
Budget Amount:	8,900.00	Funds Available:	4,224.31
			Beginning Balance for Period
			997.56
			<b>Total Expenditures</b>
			<b>1,106.26</b>
			Ending Balance for Period
			2,103.82

SWALCO I- Solid Waste Prog-Household Hazard Waste-Motor Vehicle Maintenance----			
Budget Amount:	5,800.00	Funds Available:	5,430.28
			Beginning Balance for Period
			298.12
			<b>Total Expenditures</b>
			<b>71.60</b>
			Ending Balance for Period
			369.72

SWALCO I- Solid Waste Prog-Household Hazard Waste-All Other Maintenance----			
Budget Amount:	17,750.00	Funds Available:	7,318.70
			Beginning Balance for Period
			9,276.00
			<b>Total Expenditures</b>
			<b>205.50</b>
			Ending Balance for Period
			9,481.50

SWALCO I- Solid Waste Prog-Household Hazard Waste-Miscell Contractual Services----			
Budget Amount:	4,000.00	Funds Available:	1,268.00
			Beginning Balance for Period
			1,014.50
			<b>Total Expenditures</b>
			<b>696.25</b>
			Ending Balance for Period
			1,710.75

**TOTAL EXPENDITURES \$ 129,596.43**

## SWALCO - JULY 2018 EXPENDITURE REPORT

SWALCO I- Solid Waste Prog-SWALCO Administration-Regular Salaries And Wages----			
Budget	380,342.040	Funds Available:	Beginning Balance for Period
Amount:			232,282.72
			<b>Total Expenditures</b>
			<b>29,166.40</b>
			Ending Balance for Period
			261,449.12
SWALCO I- Solid Waste Prog-SWALCO Administration-Part Time Salaries And Wages----			
Budget	52,040.04	Funds Available:	Beginning Balance for Period
Amount:			31,845.18
			<b>Total Expenditures</b>
			<b>3,001.96</b>
			Ending Balance for Period
			34,847.14
SWALCO I- Solid Waste Prog-SWALCO Administration-Special Pay----			
Budget	17,100.00	Funds Available:	Beginning Balance for Period
Amount:			10,006.08
			<b>Total Expenditures</b>
			<b>1,250.76</b>
			Ending Balance for Period
			11,256.84
SWALCO I- Solid Waste Prog-SWALCO Administration-Consultants----			
Budget	48,000.00	Funds Available:	Beginning Balance for Period
Amount:			32,453.73
			<b>Total Expenditures</b>
			<b>21,838.75</b>
			Ending Balance for Period
			54,292.48
SWALCO I- Solid Waste Prog-SWALCO Administration-Trips and Training----			
Budget	8,400.00	Funds Available:	Beginning Balance for Period
Amount:			87.61
			<b>Total Expenditures</b>
			<b>1,055.40</b>
			Ending Balance for Period
			1,143.01
SWALCO I- Solid Waste Prog-SWALCO Administration-Dues And Subscriptions----			
Budget	6,500.00	Funds Available:	Beginning Balance for Period
Amount:			1,004.67
			<b>Total Expenditures</b>
			<b>212.00</b>
			Ending Balance for Period
			1,216.67
SWALCO I- Solid Waste Prog-SWALCO Administration-Gas for Heating----			
Budget	14,000.00	Funds Available:	Beginning Balance for Period
Amount:			9,088.63
			<b>Total Expenditures</b>
			<b>371.22</b>
			Ending Balance for Period
			9,459.85
SWALCO I- Solid Waste Prog-SWALCO Administration-Electricity----			
Budget	15,000.00	Funds Available:	Beginning Balance for Period
Amount:			7,608.56
			<b>Total Expenditures</b>
			<b>832.62</b>
			Ending Balance for Period
			8,441.18
SWALCO I- Solid Waste Prog-SWALCO Administration-Telephone----			
Budget	6,100.00	Funds Available:	Beginning Balance for Period
Amount:			3,308.59
			<b>Total Expenditures</b>
			<b>472.59</b>
			Ending Balance for Period
			3,781.18

SWALCO I- Solid Waste Prog-SWALCO Administration-Cell Phone Allowance----				
Budget	660.00	Funds Available:	220.00	Beginning Balance for Period
Amount:				<b>Total Expenditures</b>
				<b>55.00</b>
				Ending Balance for Period
				440.00
SWALCO I- Solid Waste Prog-SWALCO Administration-Liability Insurance----				
Budget	53,769.00	Funds Available:	-22,936.00	Beginning Balance for Period
Amount:				<b>Total Expenditures</b>
				<b>7,450.00</b>
				Ending Balance for Period
				76,705.00
SWALCO I- Solid Waste Prog-SWALCO Administration-Equip Rental----				
Budget	3,700.00	Funds Available:	151.41	Beginning Balance for Period
Amount:				<b>Total Expenditures</b>
				<b>172.37</b>
				Ending Balance for Period
				2,242.13
SWALCO I- Solid Waste Prog-SWALCO Administration-H/L/D Employee Benefits----				
Budget	75,155.96	Funds Available:	24,094.68	Beginning Balance for Period
Amount:				<b>Total Expenditures</b>
				<b>6,399.72</b>
				Ending Balance for Period
				51,061.28
SWALCO I- Solid Waste Prog-SWALCO Administration-Retirement Benefits/FICA----				
Budget	33,076.98	Funds Available:	11,386.56	Beginning Balance for Period
Amount:				<b>Total Expenditures</b>
				<b>2,459.63</b>
				Ending Balance for Period
				21,690.42
SWALCO I- Solid Waste Prog-SWALCO Administration-Retirement Benefits/IMRF----				
Budget	3,415.99	Funds Available:	985.66	Beginning Balance for Period
Amount:				<b>Total Expenditures</b>
				<b>261.52</b>
				Ending Balance for Period
				2,430.33
SWALCO I- Solid Waste Prog-Administration-Miscell Contractual Services----				
Budget	11,250.00	Funds Available:	1,825.65	Beginning Balance for Period
Amount:				<b>Total Expenditures</b>
				<b>769.74</b>
				Ending Balance for Period
				6,424.35
SWALCO I- Solid Waste Prog-Administration-Computer System Software----				
Budget	1,749.96	Funds Available:	-142.44	Beginning Balance for Period
Amount:				<b>Total Expenditures</b>
				<b>1,736.44</b>
				Ending Balance for Period
				1,892.40
SWALCO I- Solid Waste Prog-Education-Advertising----				
Budget	2,650.00	Funds Available:	959.73	Beginning Balance for Period
Amount:				<b>Total Expenditures</b>
				<b>530.10</b>
				Ending Balance for Period
				1,690.27
SWALCO I- Solid Waste Prog-Household Hazard Waste-Operational Supplies----				
Budget	15,000.00	Funds Available:	4,016.91	Beginning Balance for Period
Amount:				<b>Total Expenditures</b>
				<b>80.40</b>
				Ending Balance for Period
				7,858.02

SWALCO I- Solid Waste Prog-Household Hazard Waste-Miscellaneous Commodities----			
Budget	500.00	Funds Available:	Beginning Balance for Period
Amount:			133.15
			<b>Total Expenditures</b>
			<b>104.94</b>
			Ending Balance for Period
			238.09
SWALCO I- Solid Waste Prog-Household Hazard Waste-Consultants----			
Budget	151,900.00	Funds Available:	Beginning Balance for Period
Amount:			62,975.52
			<b>Total Expenditures</b>
			<b>5,503.36</b>
			Ending Balance for Period
			68,478.88
SWALCO I- Solid Waste Prog-Household Hazard Waste-Garbage Disposal----			
Budget	8,900.00	Funds Available:	Beginning Balance for Period
Amount:			2,103.82
			<b>Total Expenditures</b>
			<b>636.26</b>
			Ending Balance for Period
			2,740.08
SWALCO I- Solid Waste Prog-Household Hazard Waste-All Other Maintenance----			
Budget	17,750.00	Funds Available:	Beginning Balance for Period
Amount:			9,481.50
			<b>Total Expenditures</b>
			<b>1,040.00</b>
			Ending Balance for Period
			10,521.50
SWALCO I- Solid Waste Prog-Household Hazard Waste-Miscell Contractual Services----			
Budget	4,000.00	Funds Available:	Beginning Balance for Period
Amount:			1,710.75
			<b>Total Expenditures</b>
			<b>615.00</b>
			Ending Balance for Period
			2,325.75
SWALCO I- Solid Waste Prog-Recycling-Miscellaneous Commodities----			
Budget	4,500.00	Funds Available:	Beginning Balance for Period
Amount:			344.61
			<b>Total Expenditures</b>
			<b>618.00</b>
			Ending Balance for Period
			962.61

**TOTAL EXPENDITURES \$ 86,634.18**

## SWALCO - AUGUST 2018 EXPENDITURE REPORT

SWALCO I- Solid Waste Prog-SWALCO Administration-Regular Salaries And Wages----			
Budget	380,342.040	Funds Available:	Beginning Balance for Period
Amount:			261,449.12
			<b>Total Expenditures</b>
			<b>30,434.96</b>
			Ending Balance for Period
			291,884.08
SWALCO I- Solid Waste Prog-SWALCO Administration-Part Time Salaries And Wages----			
Budget	52,040.04	Funds Available:	Beginning Balance for Period
Amount:			34,847.14
			<b>Total Expenditures</b>
			<b>2,930.49</b>
			Ending Balance for Period
			37,777.63
SWALCO I- Solid Waste Prog-SWALCO Administration-Special Pay----			
Budget	17,100.00	Funds Available:	Beginning Balance for Period
Amount:			11,256.84
			<b>Total Expenditures</b>
			<b>1,250.76</b>
			Ending Balance for Period
			12,507.60
SWALCO I- Solid Waste Prog-SWALCO Administration-Office Supplies----			
Budget	1,250.00	Funds Available:	Beginning Balance for Period
Amount:			598.67
			<b>Total Expenditures</b>
			<b>198.04</b>
			Ending Balance for Period
			796.71
SWALCO I- Solid Waste Prog-SWALCO Administration-Food and Provisions----			
Budget	1,750.00	Funds Available:	Beginning Balance for Period
Amount:			703.80
			<b>Total Expenditures</b>
			<b>212.11</b>
			Ending Balance for Period
			915.91
SWALCO I- Solid Waste Prog-SWALCO Administration-Consultants----			
Budget	48,000.00	Funds Available:	Beginning Balance for Period
Amount:			54,292.48
			<b>Total Expenditures</b>
			<b>2,088.75</b>
			Ending Balance for Period
			56,381.23
SWALCO I- Solid Waste Prog-SWALCO Administration-Trips and Training----			
Budget	8,400.00	Funds Available:	Beginning Balance for Period
Amount:			1,143.01
			<b>Total Expenditures</b>
			<b>449.00</b>
			Ending Balance for Period
			1,592.01
SWALCO I- Solid Waste Prog-SWALCO Administration-Dues And Subscriptions----			
Budget	6,500.00	Funds Available:	Beginning Balance for Period
Amount:			1,216.67
			<b>Total Expenditures</b>
			<b>845.00</b>
			Ending Balance for Period
			2,061.67
SWALCO I- Solid Waste Prog-SWALCO Administration-Gas for Heating----			
Budget	14,000.00	Funds Available:	Beginning Balance for Period
Amount:			9,459.85
			<b>Total Expenditures</b>
			<b>398.67</b>
			Ending Balance for Period
			9,858.52
SWALCO I- Solid Waste Prog-SWALCO Administration-Electricity----			
Budget	15,000.00	Funds Available:	Beginning Balance for Period
Amount:			8,441.18
			<b>Total Expenditures</b>
			<b>727.87</b>
			Ending Balance for Period
			9,169.05

SWALCO I- Solid Waste Prog-SWALCO Administration-Water And Sewer----				
Budget	300.00	Funds Available:	103.32	Beginning Balance for Period
Amount:				<b>Total Expenditures</b>
				<b>44.44</b>
				Ending Balance for Period
				196.68
SWALCO I- Solid Waste Prog-SWALCO Administration-Telephone----				
Budget	6,100.00	Funds Available:	1,841.12	Beginning Balance for Period
Amount:				<b>Total Expenditures</b>
				<b>477.70</b>
				Ending Balance for Period
				4,258.88
SWALCO I- Solid Waste Prog-SWALCO Administration-Cell Phone Allowance----				
Budget	660.00	Funds Available:	165.00	Beginning Balance for Period
Amount:				<b>Total Expenditures</b>
				<b>55.00</b>
				Ending Balance for Period
				495.00
SWALCO I- Solid Waste Prog-SWALCO Administration-Equip Rental----				
Budget	3,700.00	Funds Available:	151.41	Beginning Balance for Period
Amount:				<b>Total Expenditures</b>
				<b>172.37</b>
				Ending Balance for Period
				2,414.50
SWALCO I- Solid Waste Prog-SWALCO Administration-H/L/D Employee Benefits----				
Budget	75,155.96	Funds Available:	17,694.96	Beginning Balance for Period
Amount:				<b>Total Expenditures</b>
				<b>6,399.72</b>
				Ending Balance for Period
				57,461.00
SWALCO I- Solid Waste Prog-SWALCO Administration-Retirement Benefits/FICA----				
Budget	33,076.98	Funds Available:	8,835.35	Beginning Balance for Period
Amount:				<b>Total Expenditures</b>
				<b>2,551.21</b>
				Ending Balance for Period
				24,241.63
SWALCO I- Solid Waste Prog-SWALCO Administration-Retirement Benefits/IMRF----				
Budget	3,415.99	Funds Available:	713.96	Beginning Balance for Period
Amount:				<b>Total Expenditures</b>
				<b>271.70</b>
				Ending Balance for Period
				2,702.03
SWALCO I- Solid Waste Prog-Administration-Miscell Contractual Services----				
Budget	11,250.00	Funds Available:	1,755.91	Beginning Balance for Period
Amount:				<b>Total Expenditures</b>
				<b>569.74</b>
				Ending Balance for Period
				6,994.09
SWALCO I- Solid Waste Prog-Household Hazard Waste-Operational Supplies----				
Budget	15,000.00	Funds Available:	4,016.91	Beginning Balance for Period
Amount:				<b>Total Expenditures</b>
				<b>450.57</b>
				Ending Balance for Period
				8,308.59
SWALCO I- Solid Waste Prog-Household Hazard Waste-Consultants----				
Budget	151,900.00	Funds Available:	4,083.30	Beginning Balance for Period
Amount:				<b>Total Expenditures</b>
				<b>12.82</b>
				Ending Balance for Period
				68,491.70

SWALCO I- Solid Waste Prog-Household Hazard Waste-Garbage Disposal----				
Budget	8,900.00	Funds Available:	4,224.31	Beginning Balance for Period
Amount:				<b>Total Expenditures</b>
				<b>166.26</b>
Ending Balance for Period				
				2,906.34
SWALCO I- Solid Waste Prog-Household Hazard Waste-Motor Vehicle Maintenance----				
Budget	5,800.00	Funds Available:	5,345.28	Beginning Balance for Period
Amount:				<b>Total Expenditures</b>
				<b>85.00</b>
Ending Balance for Period				
				454.72
SWALCO I- Solid Waste Prog-Household Hazard Waste-All Other Maintenance----				
Budget	17,750.00	Funds Available:	4,074.70	Beginning Balance for Period
Amount:				<b>Total Expenditures</b>
				<b>2,795.75</b>
Ending Balance for Period				
				13,317.25
SWALCO I- Solid Waste Prog-Household Hazard Waste-Miscell Contractual Services----				
Budget	4,000.00	Funds Available:	503.00	Beginning Balance for Period
Amount:				<b>Total Expenditures</b>
				<b>150.00</b>
Ending Balance for Period				
				2,475.75
SWALCO I- Solid Waste Prog-Recycling-Miscellaneous Commodities----				
Budget	4,500.00	Funds Available:	-242.40	Beginning Balance for Period
Amount:				<b>Total Expenditures</b>
				<b>3,779.79</b>
Ending Balance for Period				
				4,742.40

**TOTAL EXPENDITURES \$ 57,517.72**

Memo to the Executive Committee

October 4, 2018

### **A – 1. 2019 Plan Update, Proposal from APTIM**

**ISSUE:** Whether to recommend to the Board of Directors that it approve a contract with APTIM to assist in the development of the 2019 Plan Update, specifically Section 2, for a total of \$11,900.

**RECOMMENDATION:** Staff recommends that the Executive Committee recommend approval of APTIM's proposal.

**BACKGROUND:** APTIM has assisted with the preparation of the 2009 and 2014 Plan Updates, and more specifically Section 2 of the Plan Update which focuses on presenting the demographic, waste generation and waste management data for Lake County. APTIM was previously CB&I (and before that Shaw Environmental, Inc.) and the same personnel that worked on the 2009 and 2014 updates are still part of the project team. Their knowledge of our data and previous working relationship are the primary reasons staff is not recommending that this part of the plan update not be competitively procured, as the other part of the Plan Update will be.

**ENCLOSED DOCUMENTS:** Proposal from APTIM

**STAFF:** Walter Willis, Executive Director



APTIM  
1607 E. Main St., Suite E  
St. Charles, Illinois 60174  
Tel: +1 630 762 1400  
Fax: +1 630 762 1402

July 19, 2018

Mr. Walter Willis  
Executive Director  
Solid Waste Agency of Lake County  
1311 N. Estes Street  
Gurnee, Illinois 60031

Subject: 2019 Solid Waste Management Plan Update Assistance

Dear Walter:

Aptim Environmental & Infrastructure, Inc. (APTIM) is pleased to provide this letter proposal to assist the Solid Waste Agency of Lake County (SWALCO) in the development of its 2019 Solid Waste Management Plan Update. Specifically, SWALCO desires assistance in updating demographic estimates and the waste generation data we have previously developed for the 2009 and 2014 Plan Updates.

To assist SWALCO in this effort, APTIM proposes to complete the following tasks:

1. Update demographic information. Demographic information (population, households, employment) presented in the 2014 Plan Update will be updated based on projections supplied by Lake County and/or regional planning agencies. This demographic information will be utilized to prepare forecasts of future waste and recycling quantities that may be generated in Lake County.
2. Develop waste and recycling quantity estimates. APTIM will develop current estimates of waste and recycling quantities utilizing the most recent year of data available (2017 or 2018). We will follow the methodology utilized in the 60% Recycling Goal Report, completed in 2012, utilizing residential tonnage data reported by communities throughout the County, commercial and construction/demolition debris tonnage data reported through the County's Hauler Licensing Ordinance, and Lake County waste disposal quantities reported by the in-county landfills. This data, in conjunction with the demographic projections previously compiled, will be utilized to calculate current per capita rates to assess progress towards goals established in the 60% Recycling Goal Report and to prepare projections of future material quantities to be managed.
3. Compile data and findings regarding demographics and waste generation. Demographics, waste and recycling quantities, and per capita rates will be compiled into a draft report which will be suitable for inclusion as a chapter in the 2019 Plan Update.
4. Attend meetings with SWALCO staff to facilitate completion of tasks 1-3. APTIM will meet with SWALCO at the project outset to gather and review data currently available or required to be obtained. Regular project communication will occur via phone on an as needed basis, with two more detailed project review calls proposed to be held.
5. Compile the final 2019 Plan Update report. APTIM will format and compile the 2019 Plan Update report in both Microsoft Word and PDF format, upon receipt of all report sections from SWALCO.



SWALCO  
July 19, 2018  
Page 2 of 2

APTIM proposes to complete the identified tasks for a budget of \$11,900. Project costs will be billed on a time and materials basis in accordance with our standard fee schedule (attached). The proposed budget will not be exceeded without prior authorization from SWALCO. Work is proposed to be completed in accordance with the terms of our standard form Professional Services Agreement (PSA), which is attached for your review. If these terms are acceptable, please sign and return the PSA to me for execution. A copy of the PSA will be returned for your files and will serve as our notice to proceed.

APTIM understands that work on the Plan Update is expected to begin in late 2018. We will work with SWALCO when the project nears commencement to develop a proposed completion schedule for items 1-3 above; work on those items may generally be completed within a 2-3 month period pending availability of all necessary data. Item 4 will be completed within one week of receipt of all report elements from SWALCO.

We look forward to the opportunity to work with SWALCO on this project. If you have any questions, please feel free to contact me or Christina Seibert at (630) 762-1400.

Sincerely,

**ApTim Environmental & Infrastructure, Inc.**

A handwritten signature in black ink, appearing to read "Devin A. Moose, P.E. DEE".

Devin A. Moose, P.E. DEE  
Director

**ATTACHMENT 1**  
**STANDARD FEE SCHEDULE**



**APTIM Environmental & Infrastructure, Inc.**  
**2018 Fee Schedule**

<u>Title</u>	<u>Rate</u>
Principal	\$215.00
Engineer / Geologist / Environmental Scientist	
Planner	
Designer	
Project Administrator	
Project Manager IV	\$180.00
Engineer / Geologist / Environmental Scientist	
Planner	
Designer	
Project Administrator	
Project Manager III	\$160.00
Engineer / Geologist / Environmental Scientist	
Planner	
Designer	
Project Administrator	
Project Manager II	\$140.00
Engineer / Geologist / Environmental Scientist	
Planner	
Designer	
Project Administrator	
Project Manager I	\$125.00
Engineer / Geologist / Environmental Scientist	
Planner	
Designer	
Project Administrator	
Professional Level III	\$105.00
Engineer / Geologist / Environmental Scientist	
Planner	
Designer	
Project Administrator	
Professional Level II	\$95.00
Engineer / Geologist / Environmental Scientist	
Planner	
Designer	
Project Administrator	
Professional Level I	\$80.00
Engineer / Geologist / Environmental Scientist	
Planner	
Designer	
Project Administrator	
Technician	
Level IV	\$70.00
Level III	\$60.00
Level II	\$50.00
Level I	\$40.00
Administrative Assistant	\$56.00

Depositions and expert witness testimony, including preparation time, will be charged at 1.5 times the above rates.



**APTIM Environmental & Infrastructure, Inc.**  
**2018 Fee Schedule**

<u>Title</u>	<u>Rate</u>
Vehicle (day) plus gas	\$75.00
Vehicle Expense (Cost +15%)	Cost 15%
Disposable Bailers (2")	\$8.00
Disposable Bailers (1")	\$7.00
Misc. Sampling Supplies (day)	\$45.00
Groundwater Sampling Tubing (foot)	\$0.35
Caution Tape (roll)	\$18.00
Encore Sampler (each)	\$8.00
QED 0.45 Micron Disposal Filters (each)	\$18.00
Steel Well Lock (each)	\$8.00
2" Grippers (each)	\$25.00
Disposable Camera (each)	\$10.00
Laptop Computer (day)	\$75.00
LCD Projector (day)	\$100.00
Projection Screen (day)	\$25.00
Digital Camera (day)	\$20.00
Camcorder (day)	\$15.00
Tripod (day)	\$15.00
Soil Probe (day)	\$25.00
Interface Probe (day)	\$45.00
Water Level Indicator (day)	\$45.00
Infrared Thermometer (day)	\$10.00
PID (day)	\$90.00
Slug Test Equipment (day)	\$125.00
Nasal Ranger Scentometer (day)	\$75.00
Air Compressor Controller Sampling System (day)	\$160.00
Cond./Temp/pH Meter (day)	\$35.00
Multi-Parameter Water Quality Meter (day)	\$80.00
GEM-500 (day)	\$125.00
Drager Bellows Pump (day)	\$10.00
Water Purge Pump (day)	\$30.00
Lo-Flow Sampling Pump (Peristaltic Type) (day)	\$95.00
4-Gas Meter (day)	\$20.00
Tyvek Suit (Jump suit, gloves, boots) (day)	\$35.00
Hand Auger (day)	\$25.00
Sludge Judge (day)	\$35.00
Laser Level (day)	\$45.00
Field Boat (day)	\$50.00
Reimbursables, (Cost +15%)	Cost 15%
Communication/Shipping/Routine Copying	+ 3% of total gross labor

Fee Schedule Rates are subject to change without notice.

Monthly invoices are to be paid according to the contract.  
Interest will be charged on late payments.

**ATTACHMENT 2**  
**PROFESSIONAL SERVICES AGREEMENT**

**APTIM ENVIRONMENTAL & INFRASTRUCTURE, INC.**  
**PROFESSIONAL SERVICES AGREEMENT**  
**TIME AND MATERIALS BASIS**

**1. SERVICES:** Aptim Environmental & Infrastructure, Inc. ("APTIM") a Louisiana corporation, agrees to perform for the undersigned CLIENT professional environmental, health and safety, consulting and/or analytical services ("Services") described in attached Proposal dated July 19, 2018 and/or as follows:

**Assist SWALCO with the development of the 2019 Solid Waste Management Plan Update.**

, all in accord with the following terms and conditions.

**2. FEES, INVOICES AND PAYMENTS:** The Services will be performed on a time and materials basis, with compensation due for all goods and Services provided by CB&I, computed in accord with currently-in-effect CB&I rates for Time & Material work. CB&I's particular applicable T & M Rate Sheet for the Services will be attached hereto. Invoices will be submitted by APTIM no more frequently than every two weeks, with payment due upon CLIENT'S receipt of invoice. Payment shall be in U.S. Dollars. CLIENT shall be responsible for payment (without deduction or offset from the total invoice amount) of any and all sales, use, value added, gross receipts, franchise and like taxes, and tariffs and duties, and all disposal fees and taxes, levied against APTIM or its employees by any government or taxing authority. A service charge equal to one and one-half percent (1 ½ %) per month, or the maximum rate permitted by law, whichever is less, will be added to all accounts which remain unpaid for more than thirty (30) calendar days beyond the date of the invoice. Should there be any dispute as payments to be made on a percent complete basis to any portion of an invoice, the undisputed portion shall be promptly paid.

In the event APTIM is requested or authorized by CLIENT, or is required by government regulation, subpoena, or other legal process to produce documents or personnel as witnesses with respect to the Services performed under this Agreement, CLIENT agrees, so long as APTIM is not a party to the proceeding in which the information is sought, to reimburse APTIM for its professional time and expenses, as well as the fees and expenses of counsel, incurred in responding to such requests.

**3. CLIENT'S COOPERATION:** To assist APTIM in performing the Services, CLIENT shall (i) provide APTIM with relevant material, data, and information in its possession pertaining to the specific project or activity, (ii) consult with APTIM when requested, (iii) permit APTIM reasonable access to relevant CLIENT sites, (iv) ensure reasonable cooperation of CLIENT's

employees in APTIM's activities, and (v) notify and report to all regulatory agencies as required by such agencies.

**4. CONFIDENTIALITY:** In the course of performing Services, to the extent that CLIENT discloses to APTIM, business or technical information that CLIENT clearly marks in writing as confidential or proprietary, APTIM will exercise reasonable efforts to avoid the disclosure of such information to others. Nonetheless, CLIENT shall treat as confidential all information and data furnished to it by APTIM in connection with this Agreement including, but not limited to, APTIM's technology, formulae, procedures, processes, methods, trade secrets, ideas, inventions, and/or computer programs; and CLIENT shall not disclose such information to any third party.

Nothing herein is meant to prevent nor shall be interpreted as preventing either party from disclosing and/or using any information or data (i) when the information or data are actually known to the receiving party before being obtained or derived from the transmitting party, (ii) when information or data are generally available to the public without the receiving party's fault at any time before or after it is acquired from the transmitting party; (iii) where the information or data are obtained or acquired in good faith at any time by the receiving party from a third party who has the same in good faith and who is not under any obligation to the transmitting party in respect thereto; (iv) where a written release is obtained by the receiving party from the transmitting party; (v) three (3) years from the date of receipt of such information; or (vi) when required by process of law; provided, however, upon service of such process, the recipient thereof shall use reasonable efforts to notify the other party and afford it an opportunity to resist such process.

CLIENT shall obtain APTIM's prior consent and cooperation with the formulation and release of any public disclosure in connection with this Agreement or work performed hereunder, before issuing a news release, public announcement, advertisement, or other form of publicity.

**5. RIGHT TO USE INFORMATION AND DOCUMENTS:** CLIENT may use any final reports of findings, feasibility studies, industrial hygiene and safety, engineering work or other work performed or prepared by APTIM under this Agreement for its internal purposes in connection with the project and/or location indicated in the Services for which such work was prepared, but APTIM reserves all other rights with respect to such documents and all other documents produced in performing the Services. CLIENT shall obtain prior written consent from APTIM for any other

use, distribution, or publication of such reports or work results. Unless otherwise expressly agreed to in writing, nothing in this Agreement shall be interpreted to prevent APTIM from application and use of any information learned by it from the services (subject to the provisions of Section 4). All reports will be delivered subject to APTIM's then current limitations and disclaimers.

**6. PATENTS AND CONFIDENTIAL INFORMATION:** APTIM shall retain all right and title to all patentable and unpatentable inventions including confidential know-how developed by APTIM hereunder. However, APTIM hereby grants to CLIENT a royalty-free, nonexclusive, nonassignable license as to such inventions and know-how to use the same in any of CLIENT's facilities. Information submitted to CLIENT by APTIM hereunder is not intended nor shall such submission constitute inducement and/or contribution to infringe any patent(s) owned by a third party, and APTIM specifically disclaims any liability therefor.

**7. DELAYS AND CHANGES IN CONDITIONS:** If APTIM is delayed or otherwise in any way hindered or impacted at any time in performing the Services by (i) an act, failure to act or neglect of CLIENT or CLIENT's employees or any third parties; (ii) changes in the scope of the work; (iii) unforeseen, differing or changed circumstances or conditions including differing site conditions, acts of force majeure (such as fires, floods, riots, and strikes); (iv) changes in government acts or regulations; (v) delay authorized by CLIENT and agreed to by APTIM; or (vi) any other cause beyond the reasonable control of APTIM, **then** 1) the time for completion of the Services shall be extended based upon the impact of the delay, and 2) APTIM shall receive an equitable compensation adjustment.

**8. INSURANCE:** APTIM is presently protected by Worker's Compensation Insurance as required by applicable law and by General Liability and Automobile Liability Insurance (in the amount of \$1,000,000 combined single limit) for bodily injury and property damage. Insurance certificates will be furnished to Client on request. If the CLIENT requires further insurance coverage, APTIM will endeavor to obtain said coverage, and CLIENT shall pay any extra costs therefor.

**9. RISK ALLOCATION -** CLIENT hereby agrees that: (1) there are risks inherent to the Services, many of which cannot be ascertained or anticipated prior to or during the course of the Services; (2) due to the inherently limited nature and amount of the data resulting from environmental investigation methods, complete analysis of conditions is not always possible, and, therefore, conditions frequently vary from those anticipated earlier; and (3) technology, methods, accepted professional standards as well as law and policy, are undefined and/or constantly changing and evolving. In light of all of the foregoing and considering APTIM's lack of responsibility for creating the conditions requiring the Services, as a material

inducement to and consideration for APTIM's agreement to perform the Services on the terms and at the price herein provided for, **CLIENT SPECIFICALLY AGREES THAT APTIM'S LIABILITY SHALL BE STRICTLY LIMITED AS PROVIDED IN SECTIONS 10 THROUGH 12 OF THIS AGREEMENT.**

**10. WARRANTY:** APTIM is an independent contractor and APTIM's Services will be performed, findings obtained, and recommendations prepared in accordance with generally and currently accepted professional practices and standards governing recognized firms in the area engaged in similar work. **THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES EITHER EXPRESSED OR IMPLIED.**

**11. INDEMNITIES:** APTIM shall defend, indemnify and hold harmless CLIENT from and against loss or damage to tangible property, or injury to persons, to the extent arising from the negligent acts or omissions or willful misconduct of APTIM, its subcontractors, and their respective employees and agents acting in the course and scope of their employment; provided, however, APTIM shall indemnify CLIENT from and against any loss or damage in the handling or management of any hazardous or radioactive material, or any pollution, contamination, or release of hazardous or radioactive materials, only to the extent resulting from APTIM's gross negligence or willful misconduct. CLIENT shall defend, indemnify and save harmless APTIM (including its parent, subsidiary, and affiliated companies and their officers, directors, employees, and agents) from and against, and any indemnity by APTIM shall not apply to, loss, damage, injury or liability arising from the (i) acts or omissions of CLIENT, its contractors, and their respective subcontractors, employees and agents, or of third parties; (ii) any allegations that APTIM is the owner, operator, manager, or person in charge of all or any portion of a site addressed by the services, or arranged for the treatment, transportation, or disposal of, or owned or possessed, or chose the treatment, transportation or disposal site for, any material with respect to which Services are provided, and (iii) any pollution, contamination or release of hazardous or radioactive materials, including all adverse health effects thereof, except for any portion thereof which results from APTIM's gross negligence or willful misconduct.

**12. LIMITATIONS OF LIABILITY:**

**a. GENERAL LIMITATION -** CLIENT'S SOLE AND EXCLUSIVE REMEDY FOR ANY ALLEGED BREACH OF WARRANTY BY APTIM SHALL BE TO REQUIRE APTIM TO RE-PERFORM ANY DEFECTIVE SERVICES. APTIM'S LIABILITY AND CLIENT'S REMEDIES FOR ALL CAUSES OF ACTION ARISING HEREUNDER WHETHER BASED IN CONTRACT, WARRANTY, NEGLIGENCE, INDEMNITY, OR ANY OTHER CAUSE OF ACTION, SHALL NOT EXCEED IN THE CUMULATIVE AGGREGATE (INCLUDING ANY

INSURANCE PROCEEDS) WITH RESPECT TO ALL CLAIMS ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHATEVER MINIMUM AMOUNT MAY BE REQUIRED BY LAW OR, IF NONE, THE LESSER OF THE AMOUNT OF COMPENSATION FOR SUCH SERVICES, OR \$100,000 (WHICH AMOUNT INCLUDES ANY FEES AND COSTS INCURRED IN RE-PERFORMING SERVICES). THE REMEDIES IN THIS AGREEMENT ARE CLIENT'S SOLE AND EXCLUSIVE REMEDIES. ALL CLAIMS, INCLUDING THOSE FOR NEGLIGENCE OR ANY OTHER CAUSE WHATSOEVER SHALL BE DEEMED WAIVED UNLESS SUIT THEREON IS FILED WITHIN ONE (1) YEAR AFTER THE EARLIER OF (1) APTIM'S SUBSTANTIAL COMPLETION OF THE SERVICES OR (2) THE DATE OF APTIM'S FINAL INVOICE. FURTHER, APTIM SHALL HAVE NO LIABILITY FOR ANY ACTION INCLUDING DISCLOSURE OF INFORMATION WHERE IT BELIEVES IN GOOD FAITH THAT SUCH ACTION IS REQUIRED BY PROFESSIONAL STANDARDS OF CONDUCT FOR THE PRESERVATION OF PUBLIC HEALTH, SAFETY OR WELFARE, OR BY LAW.

**b. CONSEQUENTIAL DAMAGES:** FURTHER AND REGARDLESS OF ANY OTHER PROVISION HEREIN, APTIM SHALL NOT BE LIABLE FOR ANY INCIDENTAL, INDIRECT, OR CONSEQUENTIAL DAMAGES (INCLUDING LOSS OF PROFITS, DECLINE IN PROPERTY VALUE, REGULATORY AGENCY FINES, LOST PRODUCTION OR LOSS OF USE) INCURRED BY CLIENT OR FOR WHICH CLIENT MAY BE LIABLE TO ANY THIRD PARTY OCCASIONED BY THE SERVICES OR BY APPLICATION OR USE OF REPORTS OR OTHER WORK PERFORMED HEREUNDER.

**c. ALL CLAIMS AGAINST APTIM, ITS INSURERS, EMPLOYEES, AGENTS, DIRECTORS OR OFFICERS AND ALL OTHER PERSONS FOR WHOM APTIM IS LEGALLY LIABLE, SHALL BE DEEMED WAIVED UNLESS AND TO THE EXTENT CLIENT SHALL BRING SUIT THEREFOR AGAINST APTIM WITHIN ONE (1) YEAR AFTER APTIM'S SUBSTANTIAL COMPLETION OF THE PARTICULAR SERVICES WITH RESPECT TO WHICH THE CLAIM IS MADE**

**13. GOVERNING LAWS:** This Agreement shall be governed and construed in accordance with the laws of the State in which the site to which the Services are performed is located.

**14. TERMINATION:** Either party may terminate this Agreement with or without cause upon twenty (20) days' written notice to the other party. Upon such termination, CLIENT shall pay APTIM for all Services performed hereunder up to the date of such termination.

In addition, if CLIENT terminates, CLIENT shall pay APTIM all reasonable costs and expenses incurred by APTIM in effecting the termination, including, but not limited to non-cancelable commitments and demobilization costs.

**15. ASSIGNMENT:** Neither APTIM nor CLIENT shall assign any right or delegate any duty under this Agreement without the prior written consent of the other, which consent shall not be unreasonably withheld. Notwithstanding the foregoing, the Services may be performed by any subsidiary, parent or affiliate of APTIM or other person designated by APTIM, and, APTIM may, upon notice to CLIENT, assign, pledge or otherwise hypothecate the cash proceeds and accounts receivable resulting from the performance of any Services or sale of any goods pursuant to this Agreement.

**16. MISCELLANEOUS:**

**a. ENTIRE AGREEMENT, PRECEDENCE, ACCEPTANCE MODIFICATIONS:** The terms and conditions set forth herein constitute the entire understanding of the Parties relating to the provisions of the Services by APTIM to the CLIENT. All previous proposals, offers, and other communications relative to the provisions of these Services by APTIM, oral or written, are hereby superseded, except to the extent that they have been expressly incorporated by reference herein. In the event of conflict, the four pages of this Agreement shall govern. CLIENT may accept these terms and conditions by execution of this Agreement or by authorizing APTIM to begin work. Any modifications or revision of any provisions hereof or any additional provisions contained in any purchase order, acknowledgement or other document issued by the CLIENT is hereby expressly objected to by APTIM and shall not operate to modify the Agreement.

**b. DISPUTES, ATTORNEY FEES** – Any dispute regarding this Agreement or the Services shall be resolved first by exchange of documents by senior management of the parties, who may be assisted by counsel. Any thereafter unresolved disputes shall be litigated in the state whose law governs under Section 13 hereunder. In any litigation, the Prevailing Party shall be entitled to receive, as part of any award or judgment, eighty percent (80%) of its reasonable attorneys' fees and costs incurred in handling the dispute. For these purposes, the "Prevailing Party" shall be the party who obtains a litigation result more favorable to it than its last formal written offer (made at least twenty calendar days prior to the formal trial) to settle such litigation.

**c. WAIVER OF TERMS AND CONDITIONS** - The failure of APTIM or CLIENT in any one or more instances to enforce one or more of the terms or conditions of this Agreement or to exercise any right or privilege in the Agreement or the waiver by APTIM or

CLIENT of any breach of the terms or conditions of this Agreement shall not be construed as thereafter waiving any such terms, conditions, rights, or privileges, and the same shall continue and remain in force and effect as if no such failure to enforce had occurred.

**d. NOTICES** – Any notices required hereunder may be sent by orally confirmed US Mail, courier service (e.g. FedEx), orally confirmed telecopy (fax) or orally confirmed email (further confirmed by US Mail) to the addresses set forth below.

**e. SEVERABILITY AND SURVIVAL** - Each provision of this Agreement is severable from the others. Should any provision of this Agreement be found invalid or unenforceable, such provision shall be

ineffective only to the extent required by law, without invalidating the remainder of such provision or the remainder of this Agreement.

Further, to the extent permitted by law, any provision found invalid or unenforceable shall be deemed automatically redrawn to the extent necessary to render it valid and enforceable consistent with the parties' intent. For example, if the gross negligence standard in Section 11 is unenforceable under an applicable "anti-indemnity" statute, but a sole negligence standard is enforceable, the sole negligence standard shall be automatically substituted therefor. The terms and conditions set forth herein shall survive the termination of this Agreement.

CLIENT and APTIM agree to the foregoing (**INCLUDING THE LIMITATIONS ON LIABILITY IN SECTIONS 9-12**) and have caused this Agreement to be executed by their duly authorized representatives as of the date set forth below.

Executed on \_\_\_\_\_, 2018

**CLIENT: SOLID WASTE AGENCY OF LAKE COUNTY**

By (Sign): \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**APTIM ENVIRONMENTAL & INFRASTRUCTURE, INC.**

By (Sign): \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

## **A – 2. 2019 Plan Update, Request for Qualifications**

**ISSUE:** Whether to recommend to the Board of Directors this it issue a Request for Qualifications (RFQ) to hire a consultant to assist with preparing the 2019 Plan Update.

**RECOMMENDATION:** SWALCO staff recommends that the Executive Committee recommend approval of issuing the RFQ.

**BACKGROUND:** Lake County was the very first county in the state to adopt a solid waste management plan in 1989 and has continued to be a leader in IL preparing and implementing plan updates. We were the first county to require the use of life cycle analysis as part of the local siting process to ensure that new facilities we allow to be built in Lake County are improving the local environment by reducing contamination related to greenhouse gases and other pollutants. This process was followed by Groot when it sited the Round Lake Park Transfer Station.

This plan update will mark the 30<sup>th</sup> year of solid waste planning in Lake County, and with this plan update staff is recommending that we hire a firm with experience in circular economy resource planning to bring a more holistic viewpoint to the plan, and to develop strategies for helping to foster a stronger circular economy within Lake County. The consultant will also be expected to assess the plan with respect to greenhouse gases and which current and proposed programs are most effective at reducing greenhouse gases.

I have not used the term Zero Waste purposefully. While I respect the ideal of “Zero Waste”, I prefer to use terms such as circular economy and sustainable resource management for the goals we are trying to achieve. For the most part the current 2014 Plan Update meets many of the criteria for a Zero Waste plan, only we are focused on getting to 60% first.

I am recommending a qualifications-based approach to selecting the consultant for this work. The RFQ establishes a not to exceed budget of \$40,000 and outlines the primary deliverables expected for the project. It is up to the companies that respond to develop a more detailed scope of work and budget. The RFQ would be released on October 19, 2018, and qualifications statements would be due on November 30, 2018. Interviews would likely be held with the Executive Committee at its December 13, 2018 meeting. This will be a national search.

**ENCLOSED DOCUMENTS:** Request for Qualifications

**STAFF:** Walter Willis, Executive Director



## **Request for Qualifications to Assist with the Development of the 2019 Update to the Lake County Solid Waste Management Plan**

October 19, 2018

### **I. Purpose**

The Solid Waste Agency of Lake County (SWALCO) seeks statements of qualifications from firms qualified to provide professional services to assist SWALCO prepare the 2019 update to the Lake County Solid Waste Management Plan (2019 Plan Update). More specifically, the selected firm will be expected to bring expertise in circular economy resource management planning to the 2019 Plan Update, with a focus on how Lake County can help foster a stronger circular economy within the county and nearby region. In addition, the firm will be expected to assess the Plan with respect to greenhouse gases and which current and proposed programs are most effective at reducing greenhouse gases.

This Request for Qualifications (RFQ) includes the following remaining sections:

- Section II – Submittal Information
- Section III – Background
- Section IV – Project Supervision
- Section V – Project Deliverables and Schedule
- Section VI – Qualifications Information
- Section VII – Project Understanding and Proposed Scope of Services
- Section VIII – Selection Process

### **II. Submittal Information**

To be considered, your company's statement of qualifications (SOQ) must arrive at the following address by 3 p.m. central time, November 30, 2018:

Solid Waste Agency of Lake County  
1311 N. Estes Street  
Gurnee, IL 60031  
Attn: Walter Willis

One (1) original and three (3) photocopies, along with an electronic copy, must be submitted to SWALCO by the deadline on November 30, 2018.

The Statement of Qualifications must be organized as follows and adhere to the noted page limitations (minimum 1-inch borders with minimum font size of 12):

1. Cover letter (2 pages, maximum)
2. Qualifications information (6 pages, maximum, not including resumes and certificate of insurance)
3. Project understanding (1 page, maximum)
4. Proposed Scope of Services (6 pages, maximum, not including the consultant's fee schedule)

The front and back covers (if used) will not count toward your page limitation.

All questions should be directed to Walter Willis at 847/377-4951. The deadline for asking questions regarding this RFQ is 3 p.m. central time, November 9, 2018.

### **III. Background**

Lake County adopted the first Lake County Solid Waste Management Plan in September 1989. Since then SWALCO has prepared and the Lake County Board has adopted plan updates in 1994, 1999, 2004, 2009 and 2014. These updates have been developed in accordance with the Illinois Solid Waste Planning and Recycling Act and the plan update process advocated by the Illinois Environmental Protection Agency.

The consultant selected to assist SWALCO staff and its members prepare the 2019 Plan Update will work solely on the circular economy and greenhouse gases portion of the update, which are new elements of the Lake County Solid Waste Management Plan. It is expected that new sections will be included in the 2019 Plan Update to address the circular economy and greenhouse gases components.

SWALCO has already selected APTIM to assist with preparing Section 2 – Waste Generation and Management of the update, as it has the past two plan updates. The scope and deliverables are more fully explained in Section V. All firms are strongly encouraged to review the 2014 Plan Update adopted by the Lake County Board, which is available on SWALCO's website at <http://www.swalco.org/Archive.aspx?AMID=41>. Firms are also strongly encouraged to review previous plan updates available via the same link and to fully review the website to gain a better understanding of the Agency's members, mission and programs.

### **IV. Project Supervision**

The selected consultant will work under the direction of Walter Willis, Executive Director of SWALCO. The consultant's work product will become part of the 2019 Plan Update that will be voted on by SWALCO's Executive Committee and ultimately the

SWALCO Board of Directors. After SWALCO has completed its preparation of the 2019 Plan Update and voted on its content, the Update will be sent to the Lake County Board for its review and final adoption in accordance with Illinois law.

## **V. Project Deliverables and Schedule**

The budget for this project is set at a not to exceed amount of \$40,000. Therefore, the consultant selected for this work will be selected based on its qualifications, understanding of the expected work product, and proposed scope of services. SWALCO is asking the consultant to demonstrate how it would best utilize the \$40,000 budget to address the five project deliverables listed below. Ultimately, SWALCO reserves the right to review, comment and alter the scope of services during final contract negotiations. The following project deliverables are expected from the consultant:

1. A new section of the Plan Update dedicated to introducing the concept of circular economy resource management, including an overview of general circular economy principles, how other parts of the U.S., Canada and Europe are working towards circular economy activities and metrics for measuring success, and in general how circular economy principles apply at the Lake County level. Additional elements to be addressed by this section include:
  - a. A general assessment of how “circular” Lake County’s overall waste management system is currently.
  - b. Proposed metrics to measure Lake County’s progress towards a more circular economy in relation to its current waste management system.
  - c. Specific ideas, programs and steps for Lake County (and the nearby region) to pursue to help shift to a more circular economy resource management approach to waste management (see attached report from the U.S. Chamber of Commerce entitled, Beyond 34 Case Study: The Development of a Recycling Public-Private Partnership for an example of what Lake County is looking for to make a serious commitment to shifting to a circular economy approach). A general timeline should be included as part of this work.
2. A new section of the Plan Update dedicated to introducing the concept of measuring the impact of Lake County’s recycling, composting and disposal programs using greenhouse gases as a metric (as opposed to the traditional measuring of waste disposal rates, recycling rates, composting rates, etc.). This section should highlight which components of the current waste management system and of the waste stream have the greatest potential for reducing greenhouse gases. This section will provide a new way to view and assess the impact the current waste management system and programs have on greenhouse gas generation in Lake County.
3. An assessment of the recommendations in Section 4 of the 2014 Plan Update and suggestions to modify existing recommendations and for new recommendations. (SWALCO will be working with a Citizens Advisory Committee to review the Section 4 recommendations and the selected firm will be required to attend both meetings of the CAC prior to preparing this assessment.)

4. Draft internal sections for items 1 and 2 above for SWALCO staff review; final draft sections for items 1 and 2 for SWALCO member/board, Citizens Advisory Committee and public review; and final sections for Lake County Board review and approval. Depending on the amount and type of comments received, modifications will need to be made to the sections as they work their way through the approval process. For item 3 above a memorandum shall be prepared to SWALCO staff summarizing the firm's assessment of the 2014 Plan Update's recommendations within three weeks of the last Citizens Advisory Committee meeting.
5. Attendance at the following meetings: 1) one project kick-off meeting with SWALCO staff (late January 2019), 2) two Citizens Advisory Committee meetings (in late winter/early spring of 2019), 3) one SWALCO Board of Directors meeting to present the results to the Board, members of the Citizens Advisory Committee and general public (goal is August 2019), and 4) one Lake County Public Works and Transportation Committee meeting (goal is September 2019).

## **VI. Qualifications Information**

As stated in Section II, the consultant is limited to six pages to present its qualifications information, not including project team members' resumes and certificate of insurance information. Each SOQ should contain the following qualifications information:

1. Background information on the firm, including, but not limited to, an overview of the firm, number and type of employees, principals or partners, areas of specialization, specialized circular economy resource management planning and greenhouse gases assessments specific to solid waste management plans, and other information that would indicate the necessary qualifications to accomplish this project.
2. List the personnel who will be assigned to the project and describe their education, experience/qualifications and licenses. Provide a project team chart and copies of resumes. Identify the project manager, and each other project team members' specific areas of responsibility on the project.
3. Identify any subcontractors, if any will be used, and their specific responsibilities. Provide background information on each subcontractor.
4. Describe your involvement in projects of similar size and scope in Illinois, the U.S. or other regions of the world, providing the name, address and telephone number of three references.
5. Include evidence of insurance for the following coverage's:
  - a. General Liability
  - b. Auto Liability
  - c. Worker's Compensation
  - d. Professional Liability

## **VII. Project Understanding and Proposed Scope of Service**

As stated in Section II, the consultant is limited to one page to demonstrate its understanding of the project, and six pages to articulate its proposed scope of services to meet the deliverables listed in Section V.

SWALCO expects the firms to use their creativity, knowledge and skill sets to recommend a more detailed approach, using the \$40,000 set budget, to meet the project deliverables in Section V. The following items must be addressed in the scope of services section of the consultant's SOQ:

- A description of the proposed scope of services, linked to the project budget.
- A project budget showing the hours to be worked by the project team members on each relevant scope of services item, their hourly rates and total project cost. Also provide a copy of the fee schedule to be used throughout the duration of the project (this will not count against the page limitation).
- A project schedule based on the dates provided in Section V, item 5.

## **VIII. Selection Process**

SWALCO will review all SOQ's which are submitted prior to the deadline. SWALCO reserves the right to reject any or all SOQ's or to cancel the selection process at any time. SWALCO also reserves the right to request additional information or clarification from respondents. This is a qualifications-based selection process, cost is set at not to exceed \$40,000 and therefore cost will not be a factor in the selection process.

SWALCO will rank the SOQ's received from most qualified to least qualified to fulfill the requirements of the project. SWALCO reserves the right to interview respondents to provide an additional opportunity to present their qualifications and proposed scope of services. Such interviews would be held with SWALCO's Executive Committee and SWALCO staff. The final ranking of the respondents will be presented to the Executive Committee for action and a final recommendation to the Board of Directors. Ultimately, the Board of Directors will vote on which firm to approve.

The following are key dates in the selection process:

1. RFQ Issuance Date – October 19, 2018
2. Deadline for Questions – November 9, 2018 (3 p.m., central time)
3. SOQ Submittal Date – November 30, 2018 (3 p.m., central time)
4. Interview (if conducted) – December 13, 2018 (12:00 p.m., central time at SWALCO's Gurnee office)
5. Contract Approval Date – January 17, 2019

Memo to the Executive Committee

October 4, 2018

### **A – 3, Seven Generations Ahead Proposal, Zero Waste Schools**

**ISSUE:** Whether to recommend to the Board of Directors that SWALCO include \$5,000 in the FY 2019 budget to provide matching funds for a Zero Waste schools initiative in Lake County.

**RECOMMENDATION:** SWALCO staff recommends that the Executive Committee recommend approval of allocating \$5,000 in the FY 2019 budget

**BACKGROUND:** Earlier this summer Seven Generations Ahead (SGA), a non-profit located in Oak Park with extensive experience in implementing food scrap and recycling programs in schools (also the lead consultant on Lake County's jail food scrap program), contacted SWALCO about a grant it was working on with North Shore Gas. SGA wanted to know if we were interested in working with them in 2 to 3 schools in North Shore's service area in Lake County, and also whether we could add to the funding to increase the number of schools to 3 to 5.

As the attached letter indicates, SGA did receive the grant for \$10,000 and is now requesting that SWALCO add to the funding by \$5,000 to allow for 1-2 more schools to be included. The schools we are targeting will be in towns with year-round food scrap service or a ride along program. The goal is to bring some synergy to the household and school-based food scrap programs and to also act as a model and goal for other schools in Lake county to follow. Merleanne Rampale will assist me with managing this project.

**ENCLOSED DOCUMENTS:** Proposal letter from SGA

**STAFF:** Walter Willis, Executive Director



Seven  
Generations  
Ahead

September 19, 2018

Walter Willis  
Executive Director  
Solid Waste Agency of Lake County

Dear Walter,

We are happy to announce that Seven Generations Ahead (SGA) has received a \$10,000 grant from North Shore Gas for *Zero Waste Schools North Shore (ZWS North Shore)*.

This project will take the successes and best practices learned through SGA's *Zero Waste Schools: CPS Commercial Composting and Recycling Program* in Peoples Gas territory and extend them to schools in the North Shore Gas territory. SGA would like to partner with SWALCO to identify schools that reside in both Lake County and the North Shore Gas territory to implement zero waste systems featuring composting, recycling, and food recovery, and will teach and empower students to educate their families about waste reduction and boost participation in available residential curbside composting programs.

With the current \$10,000 funding, project will:

- work with 2-3 new schools in 2018-19, including supporting schools with Zero Waste Team formation, planning/ implementation of recycling and composting, student education presentations, custodial and kitchen staff training, waste audit support, signage support, and on-site guidance;
- support cost-benefit analysis and waste hauler contract revisions; and
- develop scalable food waste reduction and recovery strategies.

**SGA respectfully requests that SWALCO consider contributing an additional \$5,000 in matching funds to the project, which would enable SGA to implement the program at an additional 1-2 schools (for a project total of 3-5 schools).**

### Program impacts:

ZWS North Shore addresses environmental and educational needs that may otherwise go unmet, both in the schools and the wider community. ZWS schools divert an average of 82% of cafeteria/ kitchen waste from landfills through composting, recycling, and food recovery. Roughly 34 lbs of food scraps and compostable lunch trays get diverted per student per year. This dramatic diversion has significant environmental impacts. When buried in landfills, food scraps create methane, a greenhouse gas 72 times more potent than carbon dioxide. When food scraps are composted, they are turned into a valuable soil amendment that builds soil nutrients, sequesters carbon, and protects water quality. Food items that students take but do not eat are recovered through use of share tables and donation to local food pantries, instead of being landfilled.

ZWS opens eyes and minds to the issues of waste and waste reduction solutions, empowering students to apply what they learn in school in their homes and communities. SWALCO has reported that while Highland Park offers curbside composting service to its residents, participation in this voluntary new program is very low-- just 2%. Residents now have access to composting, but just need the education and the push. Students in ZWS North Shore can be this push. Through teaching the students, ZWS North Shore will also be reaching the families and help boost food scrap composting throughout the community and region.

### Funding outcomes:

#### Short-Term

- All program schools will be fully implemented with commercial composting by late spring 2019.
- Waste diversion from landfills that reach 80% or better in 2-3 new school cafeterias/kitchens (or 3-5 schools with \$5,000 in matching funds from SWALCO)
- Educated and empowered K-12 students to lead zero waste efforts in their schools, homes, and communities;
- Trained custodial and kitchen staff on recycling, composting and food recovery operations;
- An understanding of the costs/benefits of the program, which will support strategy for following years;
- Knowledge of options for negotiating hauler contracts that maximize efficiencies and help identify cost savings.
- More recoverable food feeding people in need.

#### Mid-Term

- Development of a program that is ultimately scalable within other North Shore school districts;
- Reduced waste in schools and normalization of sustainability/resource conservation/composting for a new generation of student leaders;

- Impact on the regional development of composting infrastructure in Lake County, and increased participation in current residential curbside food scrap programs.
- Reduction in greenhouse gas emissions
- Increased environmental benefits (water quality, soil health, etc.) through production and use of compost.

Thank you for your consideration,  
Susan

Susan Casey  
Zero Waste Schools Program Manager  
Seven Generations Ahead  
1049 Lake Street, Suite 200, Oak Park, IL 60303  
Office 708-660-9913  
[susan@sevengenerationsahead.org](mailto:susan@sevengenerationsahead.org)

**North Shore Gas Company**

**SCHEDULE OF RATES FOR GAS SERVICE**

Page 1 of 1

**THIS RATE SCHEDULE APPLIES TO THE  
MUNICIPALITIES AND UNINCORPORATED AREAS LISTED BELOW  
AND/OR TO TERRITORIES CONTIGUOUS THERETO**

<u>Municipality or Unincorporated Area</u>	<u>County</u>	<u>Municipality or Unincorporated Area</u>	<u>County</u>
Antioch	Lake	Lincolnshire	Lake
Aptakisic	"	Lindenhurst	"
Bannockburn	"	Long Grove	"
Beach Park	"	Mettawa	"
Buffalo Grove	"	Millburn	"
Deerfield	"	Mundelein	"
Diamond Lake	"	Nimitz Village	"
Druce Lake	"	North Chicago	"
Forrestal Village	"	Northbrook	Cook
Fort Sheridan	"	Old Mill Creek	Lake
Gages Lake	"	Park City	"
Glencoe	Cook	Prairie View	"
Grayslake	Lake	Riverwoods	"
Great Lakes	"	Rondout	"
Green Oaks	"	Rosecrans	"
Gurnee	"	Round Lake Beach	"
Half Day	"	Russell	"
Halsey Village	"	Third Lake	"
Hawthorn Woods	"	Venetian Village	"
Highland Park	"	Vernon Hills	"
Highwood	"	Wadsworth	"
Indian Creek	"	Waukegan	"
Knollwood	"	Wheeling	"
Lake Bluff	"	Wildwood	"
Lake Forest	"	Winnetka	Cook
Lake Villa	"	Winthrop Harbor	Lake
Libertyville	"	Zion	"

Date Issued: FEBRUARY 8, 2008

Date Effective: FEBRUARY 14, 2008

**Issued by James F. Schott, Vice President  
130 East Randolph Drive, Chicago, Illinois 60601**

Filed Pursuant to Order of Illinois Commerce Commission  
Entered February 5, 2008 in Docket No. 07-0241

**A – 4. Study of Material Recovery Facility (MRF) Capacity, Costs and Markets in the Chicagoland Market**

**ISSUE:** Whether to recommend to the Board of Directors that \$15,000 be included in the FY 2019 budget to work jointly with the Solid Waste Agency of Northern Cook County (SWANCC) on a study of MRF capacity, processing costs and markets in the Chicagoland market.

**RECOMMENDATION:** SWALCO staff recommends that the Executive Committee recommend approval of the funding request in the FY 2019 budget to the Board of Directors.

**BACKGROUND:** At the July 19<sup>th</sup> meeting of the Executive Committee Walter Willis brought up for consideration a study of MRF processing capacity in the facilities that manage recyclables generated in Cook County and the surrounding counties. In addition, there was concern with the rising tipping fee costs at MRFs and the need to better understand how those cost increases may or may not end up being passed on through municipal franchise contracts. In general, there was a sense that the agency needed a better understanding of not only MRF capacity, but MRF processing costs and how they translate to monthly costs in franchise contracts, and markets for recyclables recovered in the Chicagoland market, where do the materials go and how stable are those markets.

As many of us are aware, the export markets for recyclables are undergoing fundamental change, driven by China's National Sword program. China has been sending signals regarding contamination (starting with its Green Fence program several years ago) for several years but the National Sword program is much more definitive – China is determined to stop importing recyclables not only because of contamination issues, but also to force development of better recycling programs in China, to create its own circular economy not reliant on imports. At a recent national conference I attended it was stated that nationally we absorb 70% of recyclables into our own vast circular economy network and historically relied on China, Vietnam, Malaysia and India to import the remaining 30% (primarily mixed paper from the east and west coasts and mixed plastic from throughout the U.S.).

It is clear we must develop more end markets in the U.S., primarily for mixed paper and mixed plastics which represent nearly half of what the average household generates by weight. We are seeing progress on that front with new and large paper mills being announced in Wisconsin and Ohio, and the move by Chinese companies to invest in paper mills and other processing facilities in the U.S. We are also seeing more interest from government in setting standards for recycled content in packaging and serious evaluations of Extended Producer Responsibility for packaging (several Canadian provinces and many European countries have EPR laws that require brand owners/manufacturers to manage and pay for the cost of curbside recycling programs) in California and Connecticut.

The disruption in recycling markets has raised the costs to manage recyclables to such a point that many programs in other parts of the country are cutting certain items out of programs (primarily glass and plastics 3-7), landfilling recyclables or cutting programs altogether. We have not been impacted quite as bad in the Midwest due to our stronger network of paper mills, and less historical reliance on export markets in general. The publicly traded waste management

companies have made it clear in their public announcements that recycling programs and how costs are allocated must change, basically asking that their customers share in the risk for recycling commodities. We have also seen recent attempts by WMI to ask for more money from SWALCO members to cover the costs for processing recyclables, and in a recent negotiation for an extension the hauler asked for the municipality to share in the risk of recycling markets.

Given all this as a backdrop, our members need to be ready and more informed on recycling issues so we can make more informed decisions when the haulers come to us for rate increases or new contract terms.

### *Goals for the Study*

The primary goals for the study are as follows:

- To prepare a study with the data necessary to have informed discussions with haulers during the procurement process or when we are asked to raise rates in the middle of contracts.
- To better understand the end markets for recyclables from the Chicagoland region, where those markets are located, the prognosis for those markets in the next several years, and what our agencies can do to spur new markets.
- To determine whether any additional funding and analysis is warranted to further study the issue and whether there is any interest in a public-private model to develop a new facility.

### *Proposed Scope of Work for the Study*

The proposed scope of work is as follows:

- Conduct a MRF “needs assessment” to evaluate the processing capacity of MRFs in the Chicagoland region (there are six large MRFs, including WMI’s CID MRF which is currently not at full capacity due to a fire several months ago) compared to the generation of recyclables in the region. This would include an analysis of how processing capacity has been impacted by the slowing down of the sorting lines due to contamination concerns, and a general assessment of how up-to-date the technology is at the MRFs.
- Conduct an analysis of the cost per ton to process recyclables and compare that to current revenues for recyclables to determine the net cost for recyclables. That information will then be used to compute average costs per household under current market conditions. A sensitivity analysis will also be completed to show what happens when markets fluctuate to higher and lower values.
- Conduct an analysis of the cost impact of contamination and how more or less contamination results in higher or lower processing costs at MRFs. As our members work to reduce contamination we need to know the value of that effort on recycling processing costs.
- Conduct an end market analysis for recyclables coming from MRFs in the Chicagoland region. Where does our material go and what is the short-term and long-term viability of those markets? What new infrastructure is committed to being developed and what potential projects are being considered? What recyclables do we need to possibly consider removing from our current programs, if any? Finally, what can SWALCO and SWANCC do to improve the infrastructure for domestic markets?

- Provide at least three case studies for publicly owned and operated or publicly owned and privately operated MRFs in the Midwest (the closer to Chicago and our market conditions the better), and present information on the size, capacity and operation of the MRF, copies of any agreements for the operation of the MRF and how risk is allocated between the public and private sector, what were the main reasons why the public entity decided to move forward with a publicly owned facility, and an evaluation of the advantages and disadvantages of public ownership.
- A summary section with recommended next steps for the agencies.
- Final deliverables would be draft and final reports, and one PowerPoint presentation to each agency at a Board of Directors meeting.

*Who will Conduct the Study and Potential Partners?*

After the Executive Committee's meeting on July 19, 2018 I reached out to the Executive Director of the Solid Waste Agency of Northern Cook County (SWANCC) to gauge his agency's interest in co-funding this study. He spoke with his Executive Committee in August and received direction to discuss such a study with us, pending our approval of the concept. Both SWANCC and SWALCO's Executive Committees indicated they were wary of evaluating any type of public ownership models due to concerns with risk. As a result, only one work item is related to studying the public ownership model, most of the study will focus on the data we need to be better prepared to get the best contract terms possible for our members.

Another potential partner on the study is the City of Kenosha, WI. I have been in discussions with a staff member of the City who indicated the City may be interested in joining the study. Currently Kenosha (which has public crews for residential waste collection) is using the blue bag recycling program and is having a hard time marketing its recyclables and is bearing the brunt of price increases. If we decide to move forward with SWANCC, I will need direction about whether to include Kenosha or not.

SWANCC has a long-standing consulting relationship with APTIM. We also have a long relationship with APTIM and as a result I am recommending (SWANCC's Executive Director agrees) that we sole source the contract to APTIM contingent on working out a final scope and price agreeable to both agencies. It is anticipated that both agencies will provide funding of \$15,000 for a total project cost of \$30,000. If Kenosha joins the study, we may need to expand the scope but with a third funding partner should not see any increase in our anticipated costs.

**ENCLOSED DOCUMENTS:** None

**STAFF:** Walter Willis, Executive Director

## **A – 5. Proposed FY 2019 SWALCO Budget**

**ISSUE:** Whether to recommend the Board of Directors approve the proposed fiscal year 2019 SWALCO budget.

**RECOMMENDATION:** SWALCO staff recommend that the Executive Committee recommend approval of the 2019 SWALCO budget.

**BACKGROUND:** Attached to this memo are the proposed FY 2019 budget and a spreadsheet comparing the FY 2018 budget vs. the proposed FY 2019 budget. This item also provides an estimate of the depreciation and pension expenses, and updates on the Cash Balance Fund and the Capital Replacement Fund.

### *Proposed FY 2019 Budget*

The highlights of the proposed budget are as follows:

1. Proposed expenditures for FY 2019 are \$1,186,659 compared to \$1,055,073 in FY 2018, an increase of \$131,586 or approximately 12.5%. Please note the following: 1) a 2.85% salary increase was assumed (County staff recommended 2.85% increase, has yet to be voted on by County Board), 2) \$10,000 was budgeted for potential costs related to electronics collections under the new law, which does allow for transportation charges related to not meeting the 18,000 pound standard 3) the other primary increases in expenditures are one-time costs and include \$51,900 for consultants to assist with the 2019 plan update, \$25,000 to continue the business food scrap outreach program with Bright Beat, \$15,000 for the proposed MRF study, and \$5,000 for the Zero Waste schools consultant.
2. Total FY 2019 revenues are estimated at \$1,117,822 compared to \$1,060,246 in FY 2018, an increase of \$57,576 or approximately 5.4%. Revenue from the landfill surcharge for FY 2019 is estimated at \$645,000 an increase of \$40,000 from last year as the volume at both landfills is trending upward due to the strong economy. The anticipated host fee from the Round Lake Park Transfer Station is \$63,450 per year, a slight decrease from last year. Other significant revenue increases include increased O&M payments (due to updates made by several members to their housing counts) of nearly \$10,000, an increase of \$18,940 in textile and shoe revenue, and an increase of \$20,600 in interest income (due to proposed investment of \$1.2M of cash balance funds in a CD). These increases were partially offset by lowered projections for miscellaneous revenues mainly due to the assumption there would be no payments for recyclables, except for the volume bonus.
3. Expenditures are expected to exceed revenues by \$68,837 (\$1,186,659 - \$1,117,822).

The following table shows the estimated revenues, from the six primary funding sources that support SWALCO's operations and expected expenditures for fiscal years 2019-2023. The table also shows the approximate cash fund balance moving forward.

<b>SWALCO Revenue, Expenditure and Fund Balance Projections - Fiscal Years 2019 - 2023</b>					
<u>Revenues/Expenditures</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Operations & Maintenance Fee	\$288,082	\$288,082	\$288,082	\$288,082	\$288,082
Landfill surcharge, TS host fees,	\$708,450	\$708,450	\$708,450	\$708,450	\$708,450
Textile and Shoe Income	\$47,000	\$49,350	\$51,818	\$54,408	\$57,129
Interest Income	\$29,400	\$29,400	\$29,400	\$29,400	\$29,400
Rain barrel, composter income	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000
Misc. Revenue (hauler licensing, WMRA per ton, surcharge payments, ePaint and eWorks revenue)	<u>\$30,890</u>	<u>\$30,890</u>	<u>\$30,890</u>	<u>\$30,890</u>	<u>\$30,890</u>
Estimated Revenue	\$1,117,822	\$1,120,172	\$1,122,640	\$1,125,230	\$1,127,951
Estimated Exp.	\$1,186,659	\$1,106,105	\$1,122,697	\$1,139,537	\$1,156,630
Surplus/Deficit	<u>(\$68,837)</u>	<u>\$14,067</u>	<u>(\$57)</u>	<u>(\$14,307)</u>	<u>(\$28,679)</u>
Estimated Cash Balance	<b>\$1,944,561</b>	<b>\$1,958,628</b>	<b>\$1,958,571</b>	<b>\$1,944,264</b>	<b>\$1,915,585</b>

Several assumptions were made in preparing the above table:

- The O&M fee will remain at \$1.25 per household per year, and all members pay their fee each year.
- Local landfill surcharge and transfer station host fee revenues will remain steady for FY 2019 through FY2023. The Countryside Landfill indicated in its January 1, 2018 annual capacity report to IEPA that it will be out of capacity in 2025, and the Zion Landfill indicated it will run out of capacity in 2027 (this does not include the land they have purchased for an expansion but have yet to receive local siting approval).
- Textile and shoe income will increase 5% per year.
- Interest paid on the surcharge balance will continue to be approximately \$29,400 per year.
- Rain barrel and composter sales income will remain stable through 2023.
- Miscellaneous revenue will stay steady, assuming there will be no payments for recyclables through 2023. The main driver of the misc. revenues is the per ton payment to SWALCO under the WMRA agreement, it is not possible to forecast commodity markets for such a long period of time, so this revenue source is highly volatile.
- Expenditures will increase by 1.5% per year using \$1,089,759 as the base expenditure in FY 2019 (1,186,659 minus \$96,900 in one-time expenses in FY 2019).

#### *FY 2019 Depreciation and Pension Expenses*

To more completely budget for FY 2019 and to assist with the annual audit process, this year SWALCO's budget will include estimates for FY 2019 depreciation and pension expenses. These estimates are based on expenses incurred in FY 2017 per the financial audit approved by the Board in 2018.

Depreciation expenses are based on the Agency's capital assets which include land improvements, buildings, and office equipment and furniture. Annual depreciation expense in FY 2019 is estimated to be \$62,044.

Pension expenses are based on the amount of money the Agency is expending on past employees who are now collecting a pension from the Agency. Annual pension expense in FY 2019 is estimated to be \$39,652 (a 5% increase from FY 2017).

#### *Cash Fund Balance*

As of August 13, 2018, the Cash Fund Balance was \$2,013,398. At the June 25, 2015 Board of Directors meeting the Board also established a Cash Balance Fund Policy and approved a minimum cash fund balance of \$1,200,000, that if met would trigger the re-formation of the Finance Committee to evaluate long term funding for the Agency. Based on the projected spending for the next 5 fiscal years the Agency will not come close to reaching the \$1.2 million threshold. 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.

It should be noted that this year's budget revenues assume that \$1.2 million will be transferred out of the Cash Fund to buy a one-year CD to take advantage of higher interest rates. This transfer will not trigger the re-formation of the Finance Committee.

#### *Capital Replacement Fund*

It is anticipated that in FY 2019 the agency will have to expend funds for repaving the parking lot (assumed at \$120,000, working with Lake County DOT to have project completed next spring, its estimate is \$95,930), and upgrading the outdoor lighting to LED (estimated at \$10,000). Given that interest rates have improved, the agency will not transfer money out of the Cash Fund to keep the Capital Replacement Fund at \$500,000 as the Board had approved last year. Instead, the agency will let the Capital Replacement Fund stay as is for the next fiscal year.

**ENCLOSED DOCUMENTS:** Proposed FY 2019 Budget, and spreadsheet comparing FY 2018 vs. FY 2019 expenditures and revenues, and spending on the 2018 budget through August 31<sup>st</sup>.

**STAFF:** Walter Willis, Executive Director

Solid Waste Agency of Lake County  
FY 2019 Budget

Fund:	Management Center	Account	DESCRIPTION	2019 APPROVED	DETAIL
<b>ADMINISTRATION 9200010</b>					
930	51110	SW0	REGULAR SALARIES AND WAGES	\$ 393,178	Assumes 2.85% increases, Exec. Director increase effective August 1, 2018 per employment contract at 3%
930	51120	SW0	PART TIME SALARIES AND WAGES	\$ 53,506	Assumes 2.85% increase, maintaining 28 hours per week
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
<b>50000 SERIES TOTAL (Administrative)</b>				<b>\$ 463,784</b>	
930	61010	SW0	OFFICE SUPPLIES	\$ 1,000	Office supplies; petty cash; recycling specific supplies
930	61040	SW0	OPERATIONAL SUPPLIES	\$ 250	Plaques and awards
930	61080	SW0	FOOD & PROVISIONS	\$ 1,500	Executive Committee lunches, staff meeting lunches, and BOD meetings
930	65180	SW0	MISCELLANEOUS COMMODITIES	\$ 250	Misc. purchases
<b>60000 SERIES TOTAL (Administrative)</b>				<b>\$ 3,000</b>	
930	71110	SW0	AUDITING AND ACCOUNTING	\$ 10,000	Second year of five year contract with RSM
930	71140	SW0	LEGAL SERVICES	\$ 7,000	Larry Clark, year one of two year contract
930	71150	SW0	CONSULTANT FEES	\$ 126,900	Mike Grady, Strategic Advocacy Group, year two of two year contract (\$30,000); \$11,900 for Aptim, plan update; \$40,000 for plan update consultant; \$25,000 for commercial food scrap consultant; \$15,000 for MRF study; and \$5,000 for Zero Waste Schools consultant, SGA
930	71500	SW0	TRIPS AND TRAINING	\$ 8,475	ILCSWMA/SWANA (3 people, \$1,500); OSHA Training (3 people, \$475); IDOT Training (1 person, \$500); SWANA Wastecon (\$2,000); Resource Recycling Conf (\$2,000); NAHMMA (\$2,000)
930	71810	SW0	DUES AND SUBSCRIPTIONS	\$ 10,900	Official Board Markets, Resource Recycling, BioCycle, Recycled Products Guide (\$1,200); Membership dues for IRA, SWANA, ILCSWMA, LCLM, CHMM, NAHMMA, PSI, IFSC and IEC (\$9,700)
930	71910	SW0	GAS FOR HEATING	\$ 15,000	Air make-up, hot water, furnace
930	71920	SW0	ELECTRICITY	\$ 15,000	Parking lights, storage facility and office lights and baseboard heat
930	71930	SW0	WATER AND SEWER CHARGES	\$ 300	Water and sewer services
930	71940	SW0	TELEPHONE	\$ 6,100	Line charges, local and AT&T; cell phones and Ipad

Fund:	Management Center	Account	DESCRIPTION	2019 APPROVED	DETAIL
930	71955	SW0	CELL PHONE ALLOWANCE	\$ 660	Reimburse Amy B. cell phone costs
930	71970	SW0	COURIER SERVICES	\$ 75	Federal Express
930	72110	SW0	LIABILITY INSURANCE	\$ 57,968	Public Officials ( \$7,450 last year); Building and property (\$11,975 last year); general/Pollution liability insurance (\$33,887 last year); auto (\$2,180 last year); and equipment policy (\$788 last year); assumed approximate 3% increase in premiums
930	72140	SW0	UNEMPLOYMENT COMPENSATION	\$ 625	\$125 per employee (5)
930	72260	SW0	OFFICE EQUIP MAINT AND REPAIRS	\$ 1,300	Fire alarm and burglar alarm
930	72410	SW0	ALL OTHER MAINT AND REPAIRS	\$ -	
930	72530	SW0	EQUIPMENT RENTAL	\$ 2,000	Copy machine lease fee and copy fee
930	72820	SW0	POSTAGE	\$ 25	Postage for meter, supplies for meter
930	72830	SW0	PRINTING SERVICES	\$ -	
930	73195	SW0	INDIRECT COST ALLOCATIONS	\$ 55,654	12% of all 50000 series payroll costs
930	74080	SW0	H/L/D EMPLOYEE BENEFITS	\$ 81,178	Assumes 5.7% increase on current monthly costs of \$6,400
930	74100	SW0	RETIREMENT CONTRIBUTIONS FICA	\$ 34,171	All employee salaries x 7.65%
930	74110	SW0	RETIREMENT CONTRIBUTIONS IMRF	\$ 3,529	Employee Salaries x 0.79%, still low due to switch from County IMRF
930	79930	SW0	MISCELLANEOUS CONTINGENCY	\$ 2,000	Contingency for unanticipated expenses
930	79940	SW0	MISC CONTRACTUAL SERVICES	\$ 12,850	Office Cleaning (\$2,500), special facility handyman (\$500); snow and lawn maint. (\$9,000); pest control (\$200); and window cleaning (\$450)
<b>70000 SERIES TOTAL (Administrative)</b>				<b>\$ 451,710</b>	
930	82010	SW0	BUILDINGS AND STRUCTURES	\$ -	
930	84040	SW0	COMPUTER, WEB HOSTING	\$ 2,865	Website hosting fee from CivicPlus (\$1,825); and Adobe Creative annual subscription (\$1,040)
930	84060	SW0	FURNITURE AND OFFICE EQUIPMENT	\$ 750	Misc. office furnishings; recycled art;
<b>80000 SERIES TOTAL (Administrative)</b>				<b>\$ 3,615</b>	
<b>TOTAL 9200010 ADMINISTRATION</b>				<b>\$ 922,109</b>	

Solid Waste Agency of Lake County  
FY 2019 Budget

Fund:	Management Center	Account	DESCRIPTION	2019 APPROVED	DETAIL
<b>EDUCATION 9200020</b>					
930	61040	SW2	OPERATIONAL SUPPLIES	\$ 4,000	Public information/school education: plaques, flags, awards, promo items. Supplies for other events
930	65180	SW2	MISCELLANEOUS COMMODITIES	\$ 6,000	Supplies, materials & other expenses for workshops, displays, open houses, programs, training, etc. Supplies for member events and to assist schools with events
930	65179	SW2	RAIN BARREL, COMPOST SUPPLIES	\$ 11,500	Purchase rain barrels (150 at \$50 per unit) and compost bins (100 at \$40 per unit) for annual sale
<b>60000 SERIES TOTAL (Education)</b>				<b>\$ 21,500</b>	
930	72830	SW2	PRINTING SERVICES	\$ -	Print work: guides, annual report, newsletters, brochures, flyers, workshop invites, media kits, and other needed public info materials
930	79940	SW2	MISC CONTRACTUAL SERVICES	\$ 5,000	Funding for entertainers and speakers for schools
930	71635	SW2	TEXTILE AND SHOE PAYOUTS	\$ 10,000	Payouts to textile and shoe collection partners based on last year's payout of \$7,700, assumes increase in collections and therefore payouts
930	71850	SW2	ADVERTISING	\$ 2,650	Special ads for SWALCO programs
<b>70000 SERIES TOTAL (Education)</b>				<b>\$ 17,650</b>	
930	85070	SW2	ALL OTHER CAPITAL OUTLAY	\$ -	
<b>80000 SERIES TOTAL (Education)</b>					
<b>TOTAL 9200020 EDUCATION</b>				<b>\$ 39,150</b>	

Fund:	Management Center	Account	DESCRIPTION	2019 APPROVED	DETAIL
<b>HOUSEHOLD CHEMICAL WASTE (HCW) 9200030</b>					
930	65020	SW2	LABORATORY SUPPLIES	\$ 100	Supplies for Unknown Test Kit
930	61040	SW2	OPERATIONAL SUPPLIES	\$ 16,000	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.
<b>60000 SERIES TOTAL (HCW)</b>				<b>\$ 16,600</b>	
930	71150	SW2	CONSULTANT FEES	\$ 149,400	Mobile events \$67k (\$13k/event x 5 + 3%); Public Drop-offs \$57k (\$2.4k/event x 23 + 3%); Paint Bulking \$14.8k (\$1.2k/month x 12 + 3%); Suppl Labor \$1.6k (\$50/hrx2x8hrs x 2events); Food \$3k; PHARM Labor \$6k (\$840/event x 7+3%)
930	71630	SW2	GARBAGE DISPOSAL	\$ 9,000	Mobile Events 2.6k(\$500 x 5 events +3%) + Office \$2.1k (\$170/month x 12 months +3%) + Xtra Service(\$300). PHARM \$4k (1.5 drums/event X 6 events x \$450/drum)
930	79940	SW2	MISC. CONTRACTUAL SERVICES	\$ 4,850	Burris fork lift=\$2.5k (\$425/event x 5 events+3%) Tents=\$2k (\$1,000/event x 2 events); Porta John (\$350) (\$165 per event x 2 events + 3%)
930	72110	SW2	LIABILITY INSURANCE	\$ -	Covered under Administrative 930-72110, Liability Insurance
930	72210	SW2	MOTOR VEHICLE MAINT & REPAIR	\$ 5,800	Fuel (\$200), Truck safety inspections (\$100), Annual tune up (\$1k), Paint truck cab and decals (\$4.5k)
930	72410	SW2	ALL OTHER MAINT AND REPAIRS	\$ 19,750	Dock Lock\$1k, Plumbing \$1.5k, Fire sys PM \$2.5k, Whouse Maint \$3k, Generator \$2k, HVAC \$5k, Elec Services \$2k, Fork lift \$500, Can Crusher \$500, Alarm \$500, Overhead Doors \$500, Fire Exting \$750
<b>70000 SERIES TOTAL (HCW)</b>				<b>\$ 188,800</b>	
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	\$ -	
<b>80000 SERIES TOTAL (HCW)</b>				<b>\$ -</b>	
<b>TOTAL 9200030 HCW</b>				<b>\$ 205,400</b>	

Solid Waste Agency of Lake County  
FY 2019 Budget

Fund:	Management Center	Account	DESCRIPTION	2019 APPROVED	DETAIL
<b>RECYCLING 9200040</b>					
930	65180	SW8	MISCELLANEOUS COMMODITIES	\$ 10,000	Electronics Collections, supplies, signage and labels (\$4,000); Special Events/collection containers (\$2,000); Signage and labels (\$500); and food scrap bags (\$3,500)
<b>60000 SERIES TOTAL (Recycling)</b>				\$ 10,000	
930	72830	SW8	PRINTING SERVICES	\$ -	
930	79940	SW8	MISC. CONTRACTUAL SERVICES	\$ 10,000	Electronics collection costs associated with drop off program, potential underweight truck charges
<b>70000 SERIES TOTAL (Recycling)</b>				\$ 10,000	
<b>TOTAL 9200040 RECYCLING</b>				\$ 20,000	

Fund:	Management Center	Account	DESCRIPTION	2019 APPROVED	DETAIL
<b>GRAND TOTAL (All Series)</b>				<b>\$ 1,186,659</b>	

Solid Waste Agency of Lake County  
FY 2019 Budget

Fund:	Management Center	Account	DESCRIPTION	2019 APPROVED	DETAIL
<b>REVENUES 40000</b>					
930	47230	SW0	REVENUE FROM LANDFILL SURCHARGE & TS HOST FEE	\$ 708,450	Countryside LF (\$195,000); Zion LF (\$450,000); Groot TS (\$63,450)
930	48010	SW0	INTEREST INCOME FROM SURCHARGE BALANCE	\$ 29,400	Assumes we move \$1.2M from cash fund to purchase CD at 2.45% rate (per Treasurer's office on current rate)
930	45380	SW0	REVENUE FROM MUNICIPALITIES	\$ 288,082	O&M Fee at \$1.25 per hh per year
930		SW0	REVENUE FROM TEXTILES AND SHOES	\$ 47,000	Shoes (\$29,700), Textiles/Bin Program (\$17,300)
930		SW0	REVENUE FROM RAIN BARRELS AND COMPOSTERS	\$ 14,000	Based on selling 150 rain barrels at \$60 per unit and 100 composters at \$50 per unit
930	49910	SW0	MISCELLANEOUS REVENUES	\$ 30,890	Hauler Licensing (\$1,500); WMRA bonus payment (\$18,000); ePaint paint collections (\$500); eWorks business escrap program (\$2,000); and Surcharge reimbursement from WMI for Deerfield (\$6,350), Lincolnshire (\$2,540)
<b>TOTAL REVENUES</b>				<b>\$ 1,117,822</b>	

Solid Waste Agency of Lake County  
FY 2019 Budget v. 2018

1	A	B	C	D	E	F	G	H
2	Fund:	Management Center	Account	DESCRIPTION	2018 APPROVED	2018 Expended YTD (%)	2019 REQUESTED	DETAIL
<b>ADMINISTRATION 9200010</b>								
3	930	51110	SW0	REGULAR SALARIES AND WAGES	\$ 380,342	77.0%	\$ 393,178	Assumes 2.85% increases, Exec. Director increase effective August 1, 2019 per employment contract at 3%
4	930	51120	SW0	PART TIME SALARIES AND WAGES	\$ 52,040	73.0%	\$ 53,506	Assumes 2.85% increase, maintaining 28 hours per week
5	930	51150	SW0	SICK PAY REIMBURSEMENT	\$ -		\$ -	- Assumes no sick pay reimbursement
6	930	51180	SW0	SPECIAL PAY - AUTO ALLOWANCE	\$ 17,100	73.0%	\$ 17,100	3 FT (\$385/mo.) and 1 PT (\$270/mo.) Employee
7	<b>50000 SERIES TOTAL (Administrative)</b>				<b>\$ 449,482</b>	<b>76.0%</b>	<b>\$ 463,784</b>	
8	930	61010	SW0	OFFICE SUPPLIES	\$ 1,250	48.0%	\$ 1,000	Office supplies; petty cash; recycling specific supplies
9	930	61040	SW0	OPERATIONAL SUPPLIES	\$ 250	0.0%	\$ 250	Plaques and awards
10	930	61080	SW0	FOOD & PROVISIONS	\$ 1,750	40.0%	\$ 1,500	Executive Committee lunches, staff meeting lunches, and BOD meetings
11	930	65180	SW0	MISCELLANEOUS COMMODITIES	\$ 250	0.0%	\$ 250	Misc. purchases
12	<b>60000 SERIES TOTAL (Administrative)</b>				<b>\$ 3,500</b>	<b>37.0%</b>	<b>\$ 3,000</b>	
13	930	71110	SW0	AUDITING AND ACCOUNTING	\$ 9,600	0.0%	\$ 10,000	Second year of 5 year contract with RSM
14	930	71140	SW0	LEGAL SERVICES	\$ 7,000	0.0%	\$ 7,000	Larry Clark
15	930	71150	SW0	CONSULTANT FEES	\$ 48,000	118.0%	\$ 126,900	Mike Grady, Strategic Advocacy Group, year two of two year contract (\$30,000); \$11,900 for Apfim, plan update; \$25,000 for plan update consultant; \$15,000 for commercial food scrap consultant; \$15,000 for MRF study; and \$5,000 for Zero Waste Schools consultant, SGA
16	930	71500	SW0	TRIPS AND TRAINING	\$ 8,400	14.0%	\$ 8,475	ILCSWMA/SWANA(3 people, \$1,500); OSHA Training (3 people, \$475); IDOT Training (1 person, \$500); SWANA Wasteccon (\$2,000); Resource Recycling Conf (\$2,000); NAHMAA (\$2,000)
17	930	71810	SW0	DUES AND SUBSCRIPTIONS	\$ 6,500	19.0%	\$ 10,900	Official Board Markets, Resource Recycling, BioCycle, Recycled Products Guide (\$1,200); Membership dues for IRA, SWANA, ILCSWMA, LCML, CHMM, NAHMAA, PSI, IFSC and IEC (\$9,700)
18	930	71910	SW0	GAS FOR HEATING	\$ 14,000	70.0%	\$ 15,000	Air make-up, hot water, furnace
19	930	71920	SW0	ELECTRICITY	\$ 15,000	61.0%	\$ 15,000	Parking lights, storage facility and office lights and baseboard heat
20	930	71930	SW0	WATER AND SEWER CHARGES	\$ 300	66.0%	\$ 300	Water and sewer services
21	930	71940	SW0	TELEPHONE	\$ 6,100	70.0%	\$ 6,100	Line charges, local and AT&T; cell phones and ipad
22	930	71955	SW0	CELL PHONE ALLOWANCE	\$ 660	75.0%	\$ 660	Reimburse Amy B. cell phone costs
23	930	71970	SW0	COURIER SERVICES	\$ 75	27.0%	\$ 75	Federal Express
24	930	72110	SW0	LIABILITY INSURANCE	\$ 53,769	143.0%	\$ 57,968	Public Officials ( \$7,450 last year); Building and property (\$11,975 last year); general/Pollution liability insurance (\$33,887 last year); auto (\$2,180 last year); Equipment policy (\$788 last year); assumed approximate 3% increase in premiums
25	930	72140	SW0	UNEMPLOYMENT COMPENSATION	\$ 625	100.0%	\$ 625	\$125 per employee (5)
26	930	72260	SW0	OFFICE EQUIP MAINT AND REPAIRS	\$ 1,300	81.0%	\$ 1,300	Fire alarm and burglar alarm
27	930	72410	SW0	ALL OTHER MAINT AND REPAIRS	\$ -		\$ -	
28	930	72530	SW0	EQUIPMENT RENTAL	\$ 3,700	65.0%	\$ 2,000	Copy machine lease fee and copy fee
29	930	72820	SW0	POSTAGE	\$ 25	51.0%	\$ 25	Postage for meter, supplies for meter
30	930	72830	SW0	PRINTING SERVICES	\$ -		\$ -	
31	930	73195	SW0	INDIRECT COST ALLOCATIONS	\$ 53,938	100.0%	\$ 55,654	12% of all 50000 series payroll costs
32	930	74080	SW0	H/L/D EMPLOYEE BENEFITS	\$ 75,156	77.0%	\$ 81,178	Assumes 5.7% increase on current monthly costs of \$6,400
33	930	74100	SW0	RETIREMENT CONTRIBUTIONS FICA	\$ 33,077	73.0%	\$ 34,171	All employee salaries x 7.65%

	A	B	C	D	E	F	G	H
1	Fund:	Management Center	Account	DESCRIPTION	2018 APPROVED	2018 Expended YTD (%)	2019 REQUESTED	DETAIL
34	930	74110	SW0	RETIREMENT CONTRIBUTIONS IMRF	\$ 3,416	79.0%	\$ 3,529	Employee Salaries x 0.79%, still low due to switch from County IMRF
35	930	79930	SW0	MISCELLANEOUS CONTINGENCY	\$ 2,000	36.0%	\$ 2,000	Contingency for unanticipated expenses
36	930	79940	SW0	MISC CONTRACTUAL SERVICES	\$ 11,250	62.0%	\$ 12,850	Office Cleaning (\$2,500); special facility handyman (\$500); snow and lawn maint. (\$9,000); pest control (\$400); and window cleaning (\$450)
37	<b>70000 SERIES TOTAL (Administrative)</b>			\$ 353,891	87.0%	\$ 451,710		
38	930	82010	SW0	BUILDINGS AND STRUCTURES	\$ -	\$ -	\$ -	Misc. Unknown capital expenses
39	930	84040	SW0	COMPUTER, WEB HOSTING	\$ 1,750	108.0%	\$ 2,865	Website hosting fee from CivicPlus (\$1,825); and Adobe Creative Annual Subscription (\$1,040)
40	930	84060	SW0	FURNITURE AND OFFICE EQUIPMENT	\$ 6,750	84.0%	\$ 750	Misc. office furnishings; recycled art
41	<b>80000 SERIES TOTAL (Administrative)</b>			\$ 8,500	89.0%	\$ 3,615		
42	<b>TOTAL 9200010 ADMINISTRATION</b>			\$ 815,373	81.0%	\$ 922,109		

Solid Waste Agency of Lake County  
FY 2019 Budget v. 2018

1	A Fund:	B Management Center	C Account	D DESCRIPTION	E 2018 APPROVED	F 2018 Expended YTD (%)	G 2019 REQUESTED	H DETAIL			
43				<b>EDUCATION 9200020</b>							
44	930	61040	SW2	OPERATIONAL SUPPLIES	\$ 2,500	21.0%	\$ 4,000	Public information/school education: plaques, flags, awards, promo items. Supplies for other events			
45	930	65180	SW2	MISCELLANEOUS COMMODITIES	\$ 4,000	18.0%	\$ 6,000	Supplies, materials & other expenses for workshops, displays, open houses, programs, training, etc. Supplies for member events and to assist schools with events			
46	930	65179	SW2	RAIN BARREL, COMPOST SUPPLIES	\$ 8,000	17.0%	\$ 11,500	Purchase of supplies for rain barrel (150 at \$50 per unit) and compost bin annual sale (100 at \$40 per unit)			
47				<b>60000 SERIES TOTAL (Education)</b>	<b>\$ 14,500</b>	<b>18.0%</b>	<b>\$ 21,500</b>				
48	930	72830	SW2	PRINTING SERVICES	\$ 500	0.0%	\$ -	Print work: guides, annual report, newsletters, brochures, flyers, workshop invites, media kits, and other needed public info materials			
49	930	79940	SW2	MISC CONTRACTUAL SERVICES	\$ 4,800	75.0%	\$ 5,000	Funding for entertainers and speakers for schools; and for misc. publicity efforts			
50	930	71635	SW2	TEXTILE AND SHOE PAYOUTS	\$ 4,800	160.0%	\$ 10,000	Payouts to textile and shoe collection partners based on last year's payout of \$7,700, assumes increase in collections and therefore payouts			
51	930	71850	SW2	ADVERTISING	\$ 2,650	64.0%	\$ 2,650	Special ads for SWALCO programs			
52				<b>70000 SERIES TOTAL (Education)</b>	<b>\$ 12,750</b>	<b>102.0%</b>	<b>\$ 17,650</b>				
53	930	85070	SW2	ALL OTHER CAPITAL OUTLAY			\$ -				
54				<b>80000 SERIES TOTAL (Education)</b>							
55				<b>TOTAL 9200020 EDUCATION</b>	<b>\$ 27,250</b>	<b>57.0%</b>	<b>\$ 39,150</b>				

1	A	B	C	D	E	F	G	H
	Fund:	Management Center	Account	DESCRIPTION	2018 APPROVED	2018 Expended YTD (%)	2019 REQUESTED	DETAIL
56	<b>HOUSEHOLD CHEMICAL WASTE (HCW) 9200030</b>							
57	930	65020	SW2	LABORATORY SUPPLIES	\$ 100	0.0%	\$ 100	Supplies for Unknown Test Kit
58	930	61040	SW2	OPERATIONAL SUPPLIES	\$ 15,000	55.0%	\$ 16,000	Safety Gear, OilDry, Brooms, Tape, Visqueen, Spill Cleanup, FirstAid Kits, Respirator Cartridges, Pallets, Etc.
59	930	65180	SW2	MISCELLANEOUS COMMODITIES	\$ 500	48.0%	\$ 500	Grease for crusher, bottled water, etc.
60	<b>60000 SERIES TOTAL (HCW)</b>				\$ 15,600	55.0%	\$ 16,600	
61	930	71150	SW2	CONSULTANT FEES	\$ 151,900	45.0%	\$ 149,400	Mobile events \$67k (\$13k/event x 5 + 3%); Public Drop-offs \$57k (\$2.4k/event x 23 + 3%); Paint Bulking \$14.8k (\$1.2k/month x 12 + 3%); Suppl Labor \$1.4k (\$50/hour x 8 hours x 2 events); Food \$3k; PHARM Labor \$6k (\$840/event x 7+3%)
62	930	71630	SW2	GARBAGE DISPOSAL	\$ 8,900	33.0%	\$ 9,000	Mobile Events 2.6k(\$500 x 5 events +3%) + Office \$2.1k (\$170/month x 12 months +3%) + Xtra Service(\$300). PHARM \$4k (1.5 drums/event X 6 events x \$450/drum)
63	930	79940	SW2	MISC. CONTRACTUAL SERVICES	\$ 4,000	58.0%	\$ 4,850	Burns fork lift=\$2.5k (\$425/event x 5 events+3%) Tents=\$2k (\$1,000/event x 1 events); Porta John (\$350) (\$165 per event x 2 events + 3%)
64	930	72110	SW2	LIABILITY INSURANCE	\$ -		\$ -	Covered under Administrative 930-72110, Liability Insurance
65	930	72210	SW2	MOTOR VEHICLE MAINT & REPAIR	\$ 5,800	6.0%	\$ 5,800	Fuel (\$200), Truck safety inspections (\$100), Annual tune up (\$1k), Paint truck cab and decals (\$4.5k)
66	930	72410	SW2	ALL OTHER MAINT AND REPAIRS	\$ 17,750	75.0%	\$ 19,750	Dock Lock\$1k, Plumbing \$1.5k, Fire sys PM \$2.5k, Whouse Maint \$3k, Generator \$2k, HVAC \$5k, Elec Services \$2k, Fork lift \$500, Can Crusher \$500, Alarm \$500, Overhead Doors \$500, Fire Exting \$750
67	<b>70000 SERIES TOTAL (HCW)</b>				\$ 188,350	46.0%	\$ 188,800	
68	930	82010	SW2	BUILDINGS AND STRUCTURES	\$ -		\$ -	
69	930	83010	SW2	MOTOR VEHICLES	\$ -		\$ -	
70	930	84060	SW2	FURNITURE AND OFFICE EQUIPMENT	\$ -		\$ -	
71	930	85070	SW2	ALL OTHER CAPITAL OUTLAY	\$ -		\$ -	
72	<b>80000 SERIES TOTAL (HCW)</b>				\$ -		\$ -	
73	<b>TOTAL 9200030 HCW</b>				\$ 203,950	47.0%	\$ 205,400	

Solid Waste Agency of Lake County  
FY 2019 Budget v. 2018

1	A	B	C	D	E	F	G	H
	Fund:	Management Center	Account	DESCRIPTION	2018 APPROVED	2018 Expended YTD (%)	2019 REQUESTED	DETAIL
74	<b>RECYCLING 9200040</b>							
75	930	65180	SW8	MISCELLANEOUS COMMODITIES	\$ 4,500	92.0%	\$ 10,000	Electronics Collections, supplies, signage and labels (\$4,000); Special Events/collection containers (\$2,000); Signage and labels (\$500); and food scrap collection bags (\$3,500)
76	<b>60000 SERIES TOTAL (Recycling)</b>				\$ 4,500	92.0%	\$ 10,000	
77	930	72830	SW8	PRINTING SERVICES	\$ -	\$ -	\$ -	
78	930	79940	SW8	MISC. CONTRACTUAL SERVICES	\$ 4,000	21.0%	\$ 10,000	Electronics collection costs associated with drop off program, potential underweight truck charges
79	<b>70000 SERIES TOTAL (Recycling)</b>				\$ 4,000	21%	\$ 10,000	
80	<b>TOTAL 9200040 RECYCLING</b>				\$ 8,500	59.0%	\$ 20,000	

	A	B	C	D	E	F	G	H
1	Fund:	Management Center	Account	DESCRIPTION	2018 APPROVED	2018 Expended YTD (%)	2019 REQUESTED	DETAIL
81								
82								
83								
84								
85	<b>GRAND TOTAL (All Series)</b>				\$ 1,055,073	74.0%	\$ 1,186,659	

Solid Waste Agency of Lake County  
FY 2019 Budget v. 2018

1	A Fund:	B Management Center	C Account	D DESCRIPTION	E 2018 APPROVED	F 2018 Expended YTD (%)	G 2019 REQUESTED	H DETAIL
86	<b>REVENUES 40000</b>							
87	930	47230	SW0	REVENUE FROM LANDFILL SURCHARGE & TS HOST FEE	\$ 668,720	49.0%	\$ 708,450	Countryside LF (\$195,000); Zion LF (\$450,000), Groot TS (\$63,450)
88	930	48010	SW0	INTEREST INCOME FROM SURCHARGE BALANCE	\$ 8,800	34.0%	\$ 29,400	Assumes we move \$1.2M from cash fund to purchase 1 year CD at 2.45% rate (per Treasurer's office on current rate)
89	930	45380	SW0	REVENUE FROM MUNICIPALITIES	\$ 278,726	103.0%	\$ 288,082	O&M Fee at \$1.25 per hh per year
90	930		SW0	REVENUE FROM TEXTILES AND SHOES	\$ 28,060	77.0%	\$ 47,000	Shoes (\$29,700), Textiles/Bin Program (\$17,300)
91	930		SW0	REVENUE FROM RAIN BARRELS AND COMPOSTERS	\$ 11,500	54.0%	\$ 14,000	Based selling 150 rain barrels at \$60 per barrel and 100 composters at \$50 per composter
92	930	49910	SW0	MISCELLANEOUS REVENUES	\$ 64,440	94.0%	\$ 30,890	Hauler Licensing (\$1,500); WMRA bonus payment (\$18,000); ePaint paint collections (\$500); eWorks business escrap program (\$2,000); and Surcharge reimbursement from WMI for Deerfield (\$6,350), and Lincolnshire (\$2,540)
93	<b>TOTAL REVENUES</b>			\$ 1,060,246	67.0%	\$ 1,117,822		

Memo to the Executive Committee

October 4, 2018

**A – 6. Transfer of Funds from the Capital Improvement Fund to the Cash Balance Fund**

**ISSUE:** Whether to approve a transfer of \$20,698 from the Capital Replacement Fund to the Cash Balance Fund to enable payment of the invoices.

**RECOMMENDATION:** SWALCO staff recommends approval of the transfer of funds.

**BACKGROUND:** SWALCO's facility is approximately 16 years old and improvements and upgrades are going to become more common and will require expenditures from the Capital Improvement Fund. This item is requesting approval to fund two capital projects in FY 2018:

- Concrete work that includes curb and gutter work and pouring of a concrete pad by the rear loading door which incurs heavy forklift traffic. We wanted to complete this work in anticipation of the parking lot work next spring. We did request 2 quotes and are recommending we select Schroeder & Schroeder at a price of \$7,705. They were not the low bid, but were selected based on qualifications, and being an approved Lake County vendor.
- Replacement of both roof top air handling units. We only requested a quote from our current vendor, Cooling Equipment Service, Inc., who has worked on these units since the building was constructed, the quote is \$12,993 for removing and installing 2 new RTUs.

Further, it is recommended that the Capital Improvement Fund not be replenished and be allowed to remain at \$479,302 for the remainder of this fiscal year and all of FY 2019. The basis for this is that money kept in the Capital Improvement Fund cannot be used to purchase higher yielding CDs as we are recommending in the FY 2019 budget for money kept in the Cash Balance Fund. Prior to the FY 2020 budget the Executive Committee and Board of Directors shall determine whether to replenish the Capital Improvement Fund to a balance of \$500,000.

**ENCLOSED DOCUMENTS:** Quotes from Schroeder & Schroeder, and Cooling Equipment, Inc.

**STAFF:** Walter Willis, Executive Director, and Steve Nelson, HCW Engineer



# Schroeder & Schroeder Inc.

CONCRETE CONTRACTORS

7306 CENTRAL PARK - SKOKIE, ILLINOIS 60076

PHONE 847-933-0526 • FAX 847-933-0528



TO: Solid Waste Agency of Lake County (SWALCO)

September 18, 2018

ATTN: Amy Bartemio

PROJECT: Concrete Improvements at 1311 N. Estes Street, Gurnee, IL

S&S JOB# SWA1800

Dear Amy,

Please see below quote for the above referenced property. Please sign and send back and will get on the schedule. Mike Burke or Joe Vrabel will call Steve to meet at the site.

ITEM NO.	ITEM DESCRIPTION	UNIT	PLAN QUANTITY	UNIT PRICE	COMPLETED VALUE
1	B CURB REMOVE & REPLACE	LF	13	85.00	1,105.00
2	CURB & GUTTER, TY B-6 12	LF	20	100.00	2,000.00
3	SIDEWALK REMOVE & REPLACE	SF	60	25.00	1,500.00
4	FORKLIFT PAD, 8" PCC	SF	100	25.00	2,500.00
5	TEMP AGGREGATE SURF COURSE	TON	7	50.00	350.00
6	DIRT & SEED RESTORATION	LS	1	250.00	250.00

**COST OF CONCRETE ITEMS INDICATED FOR ABOVE \$ 7,785.00**

**BILLING BASED ON FINAL QUANTITIES COMPLETED**

**PROPOSAL CONDITIONS**

**INCLUDES:**

- A) FULL DEPTH SAWCUTTING AND REMOVAL OF PCC ITEMS
- B) DRILL & INSTALL 2- DOWELS AT ALL ENDS OF EXISTING CURBS & TIES INTO PCC BASE COURSE
- C) MATCH CROSS SECTION OF EXISTING CURBS
- D) CONTROL JOINTS & EXPANSION JOINTS AS REQUIRED
- E) MAINTAIN TRAFFIC CONTROL & BARRICADING SUPPLIED BY SCHROEDER & SCHROEDER
- F) PCC MIX SI, 3500 IN 14 DAYS
- G) CURE & SEAL FRESH PCC
- H) RESTORATION OF DIRT & SEED
- I) TEMPORARY STONE DRIVEWAY OR STREET GAPS DUE TO CONCRETE REPAIR
- J) 2-#4 REBAR OVER TRENCHES
- K) UNCONTAMINATED SOIL CERTIFICATION TO DUMP AT CCDD SITES
- L) ONE (1) MOBILIZATION (ADDITIONAL MOBILIZATIONS \$1,950.00)

**EXCLUDES:**

- A) JOB LAYOUT (CURB GRADES)
- B) EROSION CONTROL & INLET PROTECTION
- C) PERMITS, BONDS & FEES
- D) QC MATERIAL TESTING, PLANT & FIELD INSPECTIONS
- E) DETECTABLE WARNINGS PER VILLAGE SPECS
- F) RESTORATION OF SOD
- G) ANY BITUMINOUS RESTORATION OF STREET OR DRIVEWAYS
- H) ROOT PRUNE OR TREE PROTECTION
- I) SPECIAL WASTE SOIL ANALYSIS, REPORTS & DISPOSAL

Chris Schroeder, President

9-18-18

Amy Bartemio, Office Mgr

9-18-18



141 Garlisch Drive  
Elk Grove Village, IL 60007  
Phone (847)690-0755

Invoice

Date

Invoice #

09/20/18

18158-1J

Page 1 of 1

Bill to 10357

Job# 18158

SWALCO/HHW TRUCK TRANSFER FACILITY  
1311 N. ESTES STREET  
GURNEE, IL 60031-

SWALCO/HHW TRUCK TRANSFER FACILITY  
1311 N. ESTES STREET  
GURNEE, IL 60031-

Contact Name:

Terms: Net Upon Receipt of Invoice Salesman: 141021 - DAVID - WILLI Cust PO#

Project Manager:

Inv Description: JOB 18-158 1/3 DOWN PAYMENT

REMOVAL AND REPLACEMENT OF (2) EXISTING 4 TON YORK RTU'S

Original Amount:	12,993.00
Change Orders:	.00
Total Contract:	12,993.00
Amount Previously Billed:	.00
Amount to Bill:	4,331.00
Total:	4,331.00
Sales Tax:	.00
Gross Invoice:	4,331.00
Retainage:	.00
Net Invoice Due:	4,331.00

BOSS  
Date: 9/25/18  
Requisition #: 5806xx

P.O. #: \_\_\_\_\_

Receipt #: \_\_\_\_\_

\$ 4,331.00 Approved for Payment  
