



SOLID WASTE AGENCY OF LAKE COUNTY, IL

MEMORANDUM

To: Michael Talbett, Chairman, Executive Committee
From: Walter S. Willis, Executive Director *WSW*
Subject: September 2019 Meeting Notice Information
Date: September 6, 2019

Attached you will find the agenda for our next meeting at 12 pm September 12th, the minutes from the July 18, 2019 meeting, and the referenced consent and action items.

Please let Amy Bartemio know if you will be attending or not. We will be ordering pizza for lunch.

SOLID WASTE AGENCY OF LAKE COUNTY, IL
EXECUTIVE COMMITTEE
Thursday, September 12, 2019 12:00 pm
1311 N. Estes Street Gurnee, IL 60031

1. CALL TO ORDER.....Chairman Talbett
2. ROLL CALLSecretary
3. APPROVAL OF MINUTES
July 18, 2019
4. NEW AGENDA ITEMS
5. PUBLIC COMMENT ON AGENDA ITEMS
6. EXECUTIVE COMMITTEE ITEMS.....Chairman Talbett

Consent Item

1. Expenditure Reports (*July 2019*)





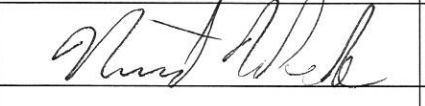

Action Items

1. Proposed Work Agreement w/Civil Agents for Web-based Guidelines
2. Proposed 2020 FY Budget
7. EXECUTIVE SESSION – *None*
8. ADJOURNMENT

SOLID WASTE AGENCY OF LAKE COUNTY (SWALCO) EXECUTIVE COMMITTEE

SIGN IN SHEET

July 18, 2019

COMMUNITY	REPRESENTATIVE	TITLE
ELLIS	Mike Ellis	VILLAGE MANAGER
HEWITT		PUBLIC WORKS DIRECTOR
MUETZ		VILLAGE ADMINISTRATOR
NORRIS		MAYOR
ROTHING		VILLAGE PRESIDENT
TALBETT		VILLAGE ADMINISTRATOR
WAGENER		TRUSTEE
WARDA		SENIOR PLANNER
SIMPSON		LAKE COUNTY BOARD

RYBACK		SWALCO BOD CHAIRMAN
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PUBLIC SIGN-IN SHEET

(Executive Committee Meeting)

Name

Address

Representing

NONE

Date: 07/18/19



SOLID WASTE AGENCY OF LAKE COUNTY, IL

JW, NW

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	SWALCO EXECUTIVE BOARD VOTING RECORD - July 18, 2019																	
2	REPRESENTATIVE		May Consent		Legal Ass't. Revision H.A.K.		America's Intern.		DIO Int. Rev.		165-170K Pinking Lot Improvements				Approved Release minute ✓		NW Increase 3%	
3	Attendance		A	N	A	N	A	N	A	N	A	N	A	N	A	N	A	N
4	MIKE ELLIS	✓	✓		✓		✓		✓		✓				✓		✓	
5	MIKE HEWITT														✓			
6	PATRICK MUETZ	✓	✓		✓		✓		✓		✓				0		✓	
7	JOHN NORRIS	✓	✓		✓		✓		✓		✓				1		✓	
8	BUD ROTHING	✓	✓		✓		✓		✓		✓				C		✓	
9	MICHAEL TALBETT	✓	✓		✓		✓		✓		✓				E		✓	
10	JOHN WAGENER	✓	✓		✓		✓		✓		✓						✓	
11	NIMROD WARDA			✓		✓		✓		✓							✓	
12	JULIE SIMPSON																	

(6) (6) (7) (7) (7) (7) (7)

Nimrod arrived @ 12:11pm

MINUTES

SOLID WASTE AGENCY OF LAKE COUNTY, IL
EXECUTIVE COMMITTEE
Thursday, July 18, 2019 12:00 pm
1311 N. ESTES STREET, GURNEE, IL 60031

CALL TO ORDER

Chairman Talbett called the meeting to order at 12:02 pm with 7 members present.
Nimrod Warda arrived late.

APPROVAL OF MINUTES

Motion by *Mike Ellis* seconded by *Pat Muetz* to approve the Executive meeting minutes of 03.22.19
Motion was unanimously approved.

NEW AGENDA ITEMS – Information Item added; GeoSyntec

PUBLIC COMMENT - *None*

EXECUTIVE COMMITTEE ITEMS – *None*

CONSENT ITEM

Expenditure Reports (May 2019).
Motion by *John Norris*, seconded by *Mike Ellis*.
Motion was approved.

ACTION ITEMS

1. Legal Assistance Regarding WMI's Proposed Acquisition of Advanced Disposal

Walter Willis presented and discussed whether to engage the legal services of Hunton Andrews Kurth LLP to assist SWALCO present its concerns to the U.S. Department of Justice as it evaluates the competitive impacts of the proposed acquisition. At the June 13, 2019 meeting of the SWALCO Board of Directors the Board authorized staff to investigate hiring a specialized anti-trust attorney to assist SWALCO's current legal counsel in presenting the Agency's concerns to the Department of Justice. SWALCO contacted two firms in Washington D.C., two firms in Chicago, and one in Richmond, VA. Ultimately, two of the firms was ruled out due to a conflict and the best remaining option was Hunton Andrews Kurth LLP. A letter of engagement (EFP) was issued from Hunton Andrews Kurth LLP. We are anticipating the legal fees to be in the \$30,000 to \$50,000 range or greater depending on how involved the Department of Justice gets with our team, and how engaged we are in any discussions regarding potential divestitures.

Motion by *John Wagner*, seconded by *Bud Rothing* to engage the legal services of Hunton Andrews Kurth LLP. *Motion was approved on a roll call vote of 7 to 0.*

2. AmeriCorps Intern to Work on Recycling and Composting Projects

Walter Willis discussed whether approve entering into an agreement with the Metropolitan Mayors Caucus to hire and employ an AmeriCorps GR (Greenest Region) Corps intern. In 2018 the Metropolitan Mayors Caucus began the first year of a program partially funded by AmeriCorps to employ GRCorps interns to work on sustainability initiatives for local units of government. Several SWALCO members, including Highland Park, Grayslake, Libertyville and Round Lake Beach, entered into agreements with the Caucus for GRCorps interns. SWALCO staff has interacted with all the interns and have been very impressed with their skills, enthusiasm and commitment. While we did not account for the estimated \$18,000 in direct costs for the intern in this year's budget, we can likely work out an arrangement with the Caucus to pay our share of the costs from next year's budget. In return for the \$18,000 commitment, SWALCO will receive nearly 1,600 hours of service, and be involved in recruiting which person is selected to work at to the Agency.

Motion by *John Norris*, seconded by *John Wagner* to approve entering an agreement with the Metropolitan Mayors Caucus to hire an AmeriCorps GR intern and to include the associated costs into the 2020 FY budget. ***Motion was approved on a roll call vote of 7 to 0.***

3. Public Officials Liability Insurance Renewal

Steve Nelson gave a brief update of the Public Officials Liability Insurance up for renewal. The current policy will expire July 24, 2019. 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 the same as last renewal period \$7,450 (\$7,000 plus \$200 broker fee plus \$250 AJG service fee).

Motion by *John Norris*, seconded by *Bud Rothing* to secure the 2019 Public Officials Liability insurance policy renewal and to pay the invoices immediately upon receipt.

Motion was approved on a roll call vote of 7 to 0.

4. Parking Lot Improvement Bid Proposal

Steve Nelson discussed and presented the low bid by Chicagoland Paving (Lake Zurich) in the amount of \$149,000 for the facility's parking lot improvements. SWALCO's parking lot needs repaving, and this year SWALCO worked with the Lake County Highway Department to obtain competitive bids for the project (many thanks to the Highway Department helping us through this process). Three bids, from pre-qualified companies, were received and opened on July 16, 2019. The low bid was from Chicagoland Paving in the amount of \$149,000. The two other bids were approximately \$190,000 and the engineer's estimate was approximately \$250,000. Additional cost forthcoming will include restriping and gate loop reinstallation.

Motion by *John Norris*, seconded by *Bud Rothing* to accept bid from Chicagoland Paving to improve the facility parking lot. ***Motion was approved on a roll call vote of 7 to 0.***

INFORMATION ITEMS

1. Engineering Assistance for the Host Agreement Negotiations w/Advanced Disposal

Walter Willis discussed the engineering services of Geosyntec Consultants who will assist SWALCO and its members (Lake County and Winthrop Harbor) with the host agreement negotiations with Advanced Disposal. SWALCO, Lake County and Winthrop Harbor all have existing host agreements with Advanced Disposal and with the proposed expansion are interested in negotiating new or amended host agreements. Part of the negotiations will be focused on environmental measures the landfill will be required to adhere to in order to minimize odors, birds and other vectors, noise and dust, and may include development of a new complaint process, water well monitoring program and property value protection plan. Geosyntec's services will be used to research these measures to include in the host agreements, and review language and programs suggested by Advanced Disposal. The proposal is for \$5,000.

EXECUTIVE SESSION: Executive Director Annual Review

Motion by *Bud Rothing* seconded by *Nimrod Warda* to go into Executive Session citing 5 ILCS 120/2(c)(1) to discuss Employee Evaluation (12:44 pm). ***Motion was approved on a roll call vote of 7 to 0.***

Motion by *John Norris*, seconded by *Bud Rothing* to return to open session (12:48 pm).

Motion was approved on a roll call vote of 7 to 0.

Motion by *John Norris*, seconded by *Nimrod Warda* to approve and release closed session minutes from 7/16/15, 7/14/16, 7/13/17 and 7/19/18. ***Motion was approved on a roll call vote of 7 to 0***

Motion by *John Norris*, seconded by *Bud Rothing* to approve an annual increase of 3% for 2019 beginning July 31st, 2019 per the current employee contract. ***Motion was approved on a roll call vote of 7 to 0.***

NEXT EXECUTIVE COMMITTEE MEETING: Thursday, September 12, 2019 - 12:00 p.m.

NEXT BOARD MEETING: Thursday, August 22, 2019 - 6:00 p.m. Hainesville Village Hall,
100 N. Hainesville Road, Hainesville, IL 60030

ADJOURNMENT (12:51 p.m.): Motion by *Mike Ellis* seconded by *Bud Rothing* to adjourn.
Motion was approved.

Memo to the Executive Committee

July 18, 2019

A – 1. Legal Assistance Regarding WMI’s Proposed Acquisition of Advanced Disposal

ISSUE: Whether to engage the legal services of Hunton Andrews Kurth LLP to assist SWALCO present its concerns to the U.S. Department of Justice as it evaluates the competitive impacts of the proposed acquisition.

RECOMMENDATION: SWALCO staff recommends that the Executive Committee approve entering into an agreement with Hunton Andrews Kurth, LLP.

BACKGROUND: At the June 13, 2019 meeting of the SWALCO Board of Directors the Board authorized staff to investigate hiring a specialized anti-trust attorney to assist SWALCO’s current legal counsel in presenting the Agency’s concerns to the Department of Justice. Over the past several weeks staff did receive a couple of leads from SWALCO members and contacted two firms in Washington D.C., two firms in Chicago, and one in Richmond, VA. Ultimately, two of the firms was ruled out due to a conflict and the best remaining option was Hunton Andrews Kurth LLP. The lead attorney would be John (Jack) Martin from their Richmond, VA office.

Attached is a letter of engagement from Hunton Andrews Kurth LLP. We are anticipating the legal fees to be in the \$30,000 to \$50,000 range or greater depending on how involved the Department of Justice gets with our team, and how engaged we are in any discussions regarding potential divestitures.

Staff has reached out to the Solid Waste Agency of Northern Cook County (SWANCC) regarding its response to the proposed acquisition and learned that SWANCC has authorized its legal counsel to draft a letter to DOJ expressing SWANCC’s concerns. SWANCC is likely to keep its own legal counsel and not share costs with SWALCO. Staff has also reached out to nearby counties and expects to continue to build a larger coalition of concerned local governments, including contacting the local councils of government representing municipalities.

ENCLOSED DOCUMENTS: Letter of Engagement from Hunton Andrews Kurth LLP

STAFF: Walter Willis, Executive Director

HUNTON ANDREWS KURTH LLP
RIVERFRONT PLAZA, EAST TOWER
951 EAST BYRD STREET
RICHMOND, VIRGINIA 23219-4074

TEL 804 • 788 • 8200
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JOHN S. MARTIN
DIRECT DIAL: 804-788-8774
EMAIL: martinj@HuntonAK.com

FILE NO: TBD

July 16, 2019

PRIVILEGED AND CONFIDENTIAL
ATTORNEY-CLIENT COMMUNICATION

Via E-Mail to wwillis@swalco.org

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

Engagement of Hunton Andrews Kurth LLP

Dear Mr Willis:

Hunton Andrews Kurth LLP (the "Firm") thanks you for the opportunity to represent the Solid Waste Agency of Lake County, Illinois ("SWALCO"). This letter will establish the terms of our representation. If we fail to address any issues about which you have questions, please let me know. Good communication is critical to the success of our relationship and we want you to be happy with our services.

We will represent SWALCO. You will be our primary contact, but you understand that we do not represent the parents, subsidiaries, or affiliates of SWALCO. We understand that SWALCO is comprised of approximately 45 municipalities as members. SWALCO understands that for purposes of this representation, Hunton Andrews Kurth is not establishing an attorney-client relationship and is not deemed to represent any of the member municipalities. If you want us to represent any other persons or entities, please advise us and we will determine whether we can undertake that additional representation.

You have engaged us to represent SWALCO with regard to the proposed merger of Waste Management, Inc. and Advanced Disposal Services, Inc. , which is currently being evaluated by the U.S. Department of Justice. The scope of our engagement is to provide advice and advocacy concerning antitrust and other business-related issues related to the proposed merger, including communicating with the Department, assisting with any information requests received from the Department, and communicating with other interested parties, and similar tasks.

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Walter Willis
Solid Waste Agency of Lake County, Illinois

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This engagement is for representation in connection with this discrete matter only, and we will consider our attorney-client relationship at an end upon completion unless we agree to accept further representation. Accordingly, we will close our file at the conclusion of this matter in order to minimize any future conflicts with other clients if we are not providing other legal services to you at that time.

At present I will be the only attorney engaged on the matter, and we agree to undertake the representation at an hourly rate of \$775.00, a substantial discount off of my standard rate. Should it become appropriate to employ the services of other attorneys, we will do so at their standard hourly rates, only after approval of the specific attorney and rate by you. We will also be happy to offer you a blended single rate for all attorneys working on the matter for your consideration.

Hunton Andrews Kurth may withdraw from the representation if we are not paid for services. You understand and agree to the general policy of the Firm that, consistent with ethical obligations, the Firm will cease work for clients who are more than 90 days in arrears on payment of our statements.

You understand that if you discharge Hunton Andrews Kurth for any reason, such a discharge will not affect Hunton Andrews Kurth LLP's right to recover all costs and expenses that have been incurred on SWALCO's behalf.

We depend on you to help us identify, now and as the representation progresses, persons or entities that may be in a position directly adverse to you or your interests in this representation. Currently, the only parties you have identified as adverse, or potentially adverse, are the merging parties, Waste Management and Advanced Disposal. We have checked our records for potential conflicts and have discovered no conflicts with these parties.

We know of no other interests, including our own, that will materially and adversely affect our ability to exercise independent professional judgment on your behalf.

SWALCO acknowledges that communications between Firm attorneys and the Firm's internal or outside legal counsel for the purpose of obtaining or receiving legal advice are confidential pursuant to the attorney-client privilege. This means that should Firm lawyers consult with the Firm's in-house or outside counsel about matters pertaining to our

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representation of SWALCO, you both agree that such consultations are confidential attorney-client privileged communications between Firm lawyers and the Firm's in-house or outside counsel and, accordingly, such communications will not be disclosed to you.

Unless you tell us otherwise, we will send you all correspondence and statements for services related to this representation.

If you have any questions, please feel free to contact me. We appreciate the opportunity to represent SWALCO.

Very truly yours,

Johns S. Martin

JSM/ejr

July 16, 2019

Walter Willis
Solid Waste Agency of Lake County, Illinois

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STATEMENT TO BE SIGNED BY CLIENT

I have read this letter. I understand its content, and hereby engage Hunton Andrews Kurth LLP in accordance with its terms and conditions.

Agreed:

Solid Waste Agency of Lake County, Illinois

By: _____

Date: _____

Enclosures: Hunton Andrews Kurth "Standard Terms of Engagement"

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Solid Waste Agency of Lake County, Illinois

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HUNTON ANDREWS KURTH LLP
STANDARD TERMS OF ENGAGEMENT

FEES. Unless we agree in the engagement letter to alternate fee arrangements, we will bill for our services at the firm's applicable published hourly rates in effect at the time we render the services. Those rates are based on the fair value for the services we render after taking into consideration many factors, including but not limited to: the complexity or novelty of the work performed; the seniority, experience, practice area and location of the lawyers, paralegals or law clerks performing the work; the time period within which the work is required to be completed; the likelihood that the engagement will preclude our acceptance of other employment; the number of hours required to perform the work; the nature and length of our professional relationship with the client; the results obtained; and the fees charged for similar services in the relevant geographic or subject matter market. We have established hourly rates (using the foregoing factors) for lawyers, paralegals, law clerks, and other staff timekeepers. We adjust those base rates periodically, in light of the factors enumerated above, as well as cost of living and market considerations.

BILLS AND STATEMENTS. Unless other arrangements are made, we render monthly bills for fees, expenses and charges. We typically prepare bills for each legal matter we handle. We may also send a monthly statement of account, which details any unpaid bills.

PAYMENT. Our bills are due and payable upon receipt. Failure to pay bills promptly may result in temporary or permanent cessation of service. Payment of bills should be made in U.S. dollars or other agreed upon foreign currency, by wire transfer or in checks or drafts payable to Hunton Andrews Kurth LLP. Please note the date and identification number of the bill being paid, and return the remittance copy of our bill with your payment.

If our bills are not paid within 30 days of the invoice date the client agrees to pay an interest charge on outstanding balances at an interest rate of one and one-half percent (1.5%) per month, or the maximum interest rate allowed by law, whichever is less, from the date due until paid. The client agrees to pay such interest on the outstanding balance in addition to the balance of fees and expenses due.

In the event the client fails to pay when due all amounts owed us, we will have the right to retain settlement proceeds received on behalf of client or recover the outstanding balance of fees and expenses and interest, as provided above, and all attorneys' fees incurred to collect

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Walter Willis
Solid Waste Agency of Lake County, Illinois

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these amounts. Such attorneys' fees will include payment for the time and expenses of any firm lawyers incurred in collection effort as well as fees and expenses of any outside counsel hired to collect the amounts due.

RESPONSES TO AUDITORS' INQUIRIES. We are frequently asked to provide information to auditing firms regarding legal matters of our clients. We respond to those inquiries with the same level of care and professionalism that we use to handle the client's other legal work and will charge for these services at the same rates. When an auditing firm requests information on the client's behalf, that request will be deemed to be the client's consent for us to disclose that information to that firm.

DISBURSEMENTS AND CHARGES. In addition to payment of our fees, the client agrees to pay expenses incurred by us in connection with the representation. Such expenses may include long distance telephone calls, photocopying charges, travel expenses, couriers, filing fees, costs of subpoenas and depositions, and other costs and expenses advanced on our client's behalf. We manage our own telephone network, printing and document duplication services. We generally use our in-house printing and document duplicating services rather than third party services, due to timing and confidentiality concerns, unless the client requests otherwise. We set our charges for these services based upon our fully burdened cost of providing them to the client.

Before proceeding to incur expenses from an outside vendor in excess of \$1,500, we will seek your approval. We do not intend to make any profit on such expenses, and we will pass them on to you based as closely on our costs as possible. We may, however, receive certain benefits from having incurred certain costs, such as benefits accorded in connection with travel expenditures (i.e., frequent flyer points). Those benefits will be retained by the firm or the individual to whom they were awarded without credit to the client.

In certain instances, we may employ the services of affiliated entities on behalf of our clients. Cognicion LLC is a wholly-owned subsidiary of Hunton Andrews Kurth LLP. The work performed by Cognicion LLC on behalf of the firm's clients is billed at competitive rates that may not reflect our cost. When engaged, Cognicion LLC services will appear as a disbursement on client bills. The same applies to services rendered by other entities affiliated with Hunton Andrews Kurth such as Turnstone Investigative Services.

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Solid Waste Agency of Lake County, Illinois

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TRAVEL. We generally record the time spent traveling while performing work in furtherance of the client's engagement. Time spent in travel on behalf of one client while working on a matter for another client, will be billed to the other client; we do not double-bill time. We book air travel at coach rates unless otherwise previously approved by the client or unless the air travel is transoceanic or overnight, in which case we generally book business or comparable class. Bookings for travel arrangements are generally made through an in-house travel service, and the expenses charged to the client for travel include a transaction fee for each booking. Discounts applicable to particular travel purchases may be available through use of this in-house travel service and we pass them on to the client in our charges.

TERMS OF ENGAGEMENT. The client or Hunton Andrews Kurth may terminate the representation for any reason by written notice, subject on our part to applicable rules of professional conduct. In the event we terminate the engagement, we will take such steps as are reasonably practicable to protect the client's interests in this matter, and, if the client so requests, we will suggest possible successor counsel and provide such counsel with material the client has provided us.

Upon the termination of our engagement, the client will pay within 30 days for all services rendered and disbursements and other charges paid or incurred in connection with our engagement. If the client terminates our engagement or if Hunton Andrews Kurth terminates the engagement in accordance with the following paragraph, the client will also pay our fees and expenses in connection with any transition of the client's work to successor counsel.

If the client fails to honor the terms of the engagement, to cooperate, or to follow our advice on a material matter that would or could, in our view, render our continued representation unlawful or unethical, Hunton Andrews Kurth may withdraw from the representation. If we elect to withdraw, the client will take all steps necessary to free us of any obligation to perform further services, including the execution of any documents or pleadings necessary to complete our withdrawal.

Unless previously terminated or other arrangements are made, Hunton Andrews Kurth's representation will terminate upon our sending the client our final invoice for services rendered. Unless we agree otherwise, we will have no continuing obligation to advise the client with respect to future legal developments once this matter concludes.

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Solid Waste Agency of Lake County, Illinois

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RECORD RETENTION. We will maintain necessary documents relating to this matter in our client files. If we receive no guidance from the client, we will employ the following procedure when a matter concludes:

1. Upon closure of the matter, any original documents that the client has provided to us will be returned.
2. Upon expiration of our normal retention period for this kind of matter, we will notify the client by mail at the client's last known address that the retention period has run, and seek the client's guidance on disposition of the file.
3. If we receive a response from the client within 2 months, we will follow the client's instructions for disposition of the file. If those instructions require substantial handling of the file, or continued retention of it, we will charge our normal fees for such procedures.
4. If we do not receive a response from the client within 2 months, the file will be destroyed pursuant to our normal procedure.

At the conclusion of a matter, it is the client's obligation to tell us which, if any, documents in our files that it wishes to receive. Electronic records relating to this matter will be made available to the client, if requested, and to the extent they are still easily accessible.

Memo to the Executive Committee

July 18, 2019

A – 4. Parking Lot Repaving Bid

ISSUE: Whether to approve the low bid submitted by Chicagoland Paving (Lake Zurich) in the amount of \$149,000.

RECOMMENDATION: SWALCO staff recommends that the Executive Committee accept the low bid and enter into a contract with Chicagoland Paving.

BACKGROUND: SWALCO's parking lot needs repaving, and this year SWALCO worked with the Lake County Highway Department to obtain competitive bids for the project (many thanks to the Highway Department helping us through this process). Three bids, from pre-qualified companies, were received and opened on July 16, 2019. The low bid was from Chicagoland Paving in the amount of \$149,000. The two other bids were approximately \$190,000 and the engineer's estimate was approximately \$250,000.

ENCLOSED DOCUMENTS: Bid documents from Chicagoland Paving

STAFF: Walter Willis, Executive Director



LakeCounty

Division of Transportation

Summary of Bids Received

Project: SWALCO Parking Lot Improvement
Section: 18-00214-25-MG
Description: Remove Pavement, Excavate, Place Aggregate, Binder & Surface Courses
CPMS Pin: B-80214
Let Date: 7/16/2019

Bidder	Address	City, State, Zip	Bond	Bid Price	% Over/Under Eng. Estimate	\$ Over/Under Eng. Estimate
Chicagoland Paving, Inc.	225 Telser Road	Lake Zurich, IL 60047	Bid Bond	\$149,000.00	-44.56%	-\$119,780.00
Lorusso Cement Contractors, Inc.	1090 Carolina Drive	West Chicago, IL 60185	Bid Bond	\$195,948.58	-27.10%	-\$72,831.42
Schroeder Asphalt Service, Inc.	P.O. Box 831	Huntley, IL 60142	Bid Bond	\$196,602.00	-26.85%	-\$72,178.00
Engineer's Estimate				\$268,780.00		

Design	_____	IDOT(2)	_____	Contract Bidder	_____	County Engineer	_____
Finance	_____	Bid Tab File	_____	Resident Eng.	_____	Mgr Capital Programming	_____
Construction	_____	Project File	_____	Request By Mail	_____		



Lake County
Division of Transportation

Return Bid Tabulation

Project: SWALCO Parking Lot Improvement
Section: 18-00214-25-MG
Description: Remove Pavement, Excavate, Place Aggregate, Binder & Surface Courses
CPMS Pin: B-80214
Let Date: 7/16/2019

Item No.	Pay Code	Description	Quantity	Unit	Eng Estimate		Chicagoland Paving, Inc.		Lorusso Cement Contractors, Inc.		Schroeder Asphalt Service, Inc.	
					Unit Price	Extnd. Price	Unit Price	Extnd. Price	Unit Price	Extnd. Price	Unit Price	Extnd. Price
1	20200100	EARTH EXCAVATION	354.0	CU YD	\$75.00	\$26,550.00	\$35.00	\$12,390.00	\$60.00	\$21,240.00	\$42.00	\$14,868.00
2	28000510	INLET FILTERS	2.0	EACH	\$225.00	\$450.00	\$205.00	\$410.00	\$200.00	\$400.00	\$200.00	\$400.00
3	35101400	AGGREGATE BASE COURSE, TYPE B	337.0	TON	\$25.00	\$8,425.00	\$27.00	\$9,099.00	\$56.00	\$18,872.00	\$33.00	\$11,121.00
4	40603080	HOT-MIX ASPHALT BINDER COURSE, IL-19.0, N50	424.0	TON	\$125.00	\$53,000.00	\$85.00	\$36,040.00	\$90.00	\$38,160.00	\$80.00	\$33,920.00
5	40603335	HOT-MIX ASPHALT SURFACE COURSE, MIX "D", N50	257.0	TON	\$150.00	\$38,550.00	\$110.00	\$28,270.00	\$100.00	\$25,700.00	\$95.00	\$24,415.00
6	60100080	FRENCH DRAINS	17.0	CU YD	\$30.00	\$510.00	\$150.00	\$2,550.00	\$850.00	\$14,450.00	\$400.00	\$6,800.00
7	60100085	GEOTECHNICAL FABRIC FOR FRENCH DRAINS	59.0	SQ YD	\$20.00	\$1,180.00	\$2.50	\$147.50	\$5.00	\$295.00	\$10.00	\$590.00
8	60100905	PIPE DRAINS 4"	40.0	FOOT	\$25.00	\$1,000.00	\$95.00	\$3,800.00	\$45.00	\$1,800.00	\$95.00	\$3,800.00
9	60108104	PIPE UNDERDRAIN, TYPE 1, 4"	60.0	FOOT	\$25.00	\$1,500.00	\$100.00	\$6,000.00	\$45.00	\$2,700.00	\$100.00	\$6,000.00
10	60234200	INLETS, TYPE A, TYPE 1 FRAME, OPEN LID	1.0	EACH	\$3,500.00	\$3,500.00	\$5,275.00	\$5,275.00	\$4,500.00	\$4,500.00	\$5,100.00	\$5,100.00
11	60260100	INLETS TO BE ADJUSTED	2.0	EACH	\$500.00	\$1,000.00	\$585.00	\$1,170.00	\$800.00	\$1,600.00	\$600.00	\$1,200.00
12	60600605	CONCRETE CURB, TYPE B	60.0	FOOT	\$50.00	\$3,000.00	\$50.00	\$3,000.00	\$35.00	\$2,100.00	\$120.00	\$7,200.00
13	66900200	NON-SPECIAL WASTE DISPOSAL	354.0	CU YD	\$225.00	\$79,650.00	\$50.00	\$17,700.00	\$100.00	\$35,400.00	\$110.00	\$38,940.00
14	X4404000	PARKING LOT PAVEMENT REMOVAL	3,031.0	SQ YD	\$15.00	\$45,465.00	\$4.00	\$12,124.00	\$6.18	\$18,731.58	\$8.00	\$24,248.00
15	X7010216	TRAFFIC CONTROL AND PROTECTION (SPECIAL)	1.0	L SUM	\$5,000.00	\$5,000.00	\$11,024.50	\$11,024.50	\$10,000.00	\$10,000.00	\$18,000.00	\$18,000.00
Bid Total						\$268,780.00		\$149,000.00		\$195,948.58		\$196,602.00



LakeCounty
Division of Transportation

Return Bid Details

Project: SWALCO Parking Lot Improvement


Section: 18-00214-25-MG

Description: Remove Pavement, Excavate, Place Aggregate, Binder & Surface Courses

CPMS Pin: B-80214

Let Date: 7/16/2019

Item No.	Pay Code	Description	Quantity	Unit	Eng Estimate		Min. Bid Price	Max. Bid Price	Avg. Bid Price
					Unit Price	Extnd. Price			
1	20200100	EARTH EXCAVATION	354.0	CU YD	\$75.00	\$26,550.00	\$35.00	\$60.00	\$45.67
2	28000510	INLET FILTERS	2.0	EACH	\$225.00	\$450.00	\$200.00	\$205.00	\$201.67
3	35101400	AGGREGATE BASE COURSE, TYPE B	337.0	TON	\$25.00	\$8,425.00	\$27.00	\$56.00	\$38.67
4	40603080	HOT-MIX ASPHALT BINDER COURSE, IL-19.0, N50	424.0	TON	\$125.00	\$53,000.00	\$80.00	\$90.00	\$85.00
5	40603335	HOT-MIX ASPHALT SURFACE COURSE, MIX "D", N50	257.0	TON	\$150.00	\$38,550.00	\$95.00	\$110.00	\$101.67
6	60100080	FRENCH DRAINS	17.0	CU YD	\$30.00	\$510.00	\$150.00	\$850.00	\$466.67
7	60100085	GEOTECHNICAL FABRIC FOR FRENCH DRAINS	59.0	SQ YD	\$20.00	\$1,180.00	\$2.50	\$10.00	\$5.83
8	60100905	PIPE DRAINS 4"	40.0	FOOT	\$25.00	\$1,000.00	\$45.00	\$95.00	\$78.33
9	60108104	PIPE UNDERDRAIN, TYPE 1, 4"	60.0	FOOT	\$25.00	\$1,500.00	\$45.00	\$100.00	\$81.67
10	60234200	INLETS, TYPE A, TYPE 1 FRAME, OPEN LID	1.0	EACH	\$3,500.00	\$3,500.00	\$4,500.00	\$5,275.00	\$4,958.33
11	60260100	INLETS TO BE ADJUSTED	2.0	EACH	\$500.00	\$1,000.00	\$585.00	\$800.00	\$661.67
12	60600605	CONCRETE CURB, TYPE B	60.0	FOOT	\$50.00	\$3,000.00	\$35.00	\$120.00	\$68.33
13	66900200	NON-SPECIAL WASTE DISPOSAL	354.0	CU YD	\$225.00	\$79,650.00	\$50.00	\$110.00	\$86.67

 LakeCounty Division of Transportation									
Return Bid Details									
Project: SWALCO Parking Lot Improvement Section: 18-00214-25-MG Description: Remove Pavement, Excavate, Place Aggregate, Binder & Surface Courses CPMS Pin: B-80214 Let Date: 7/16/2019									
Item No.	Pay Code	Description	Quantity	Unit	Eng Estimate		Min. Bid Price	Max. Bid Price	Avg. Bid Price
					Unit Price	Extnd. Price			
14	X4404000	PARKING LOT PAVEMENT REMOVAL	3,031.0	SQ YD	\$15.00	\$45,465.00	\$4.00	\$8.00	\$6.06
15	X7010216	TRAFFIC CONTROL AND PROTECTION (SPECIAL)	1.0	L SUM	\$5,000.00	\$5,000.00	\$10,000.00	\$18,000.00	\$13,008.17
Bid Total						\$268,780.00			

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 \$110,097.48; Education \$ 2,779.03 Household Chemical Waste \$ 18,861.11; Recycling \$ 270.91 ***Total expenditures for July 2019 - \$ 132,008.53***

ENCLOSED DOCUMENTS: Account Analysis Reports

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

SWALCO - JULY 2019 EXPENDITURE REPORT

SWALCO \- Solid Waste Prog-SWALCO Administration-Regular Salaries And Wages----				
Budget Amount:	393,177.96	Funds Available:	139,213.11	Beginning Balance for Period
				224,160.93
			Total Expenditures	29,803.92
			Ending Balance for Period	253,964.85
SWALCO \- Solid Waste Prog-SWALCO Administration-Part Time Salaries And Wages----				
Budget Amount:	53,505.96	Funds Available:	12,873.08	Beginning Balance for Period
				37,326.48
			Total Expenditures	3,306.40
			Ending Balance for Period	40,632.88
SWALCO \- Solid Waste Prog-SWALCO Administration-Special Pay----				
Budget Amount:	17,100.00	Funds Available:	6,468.54	Beginning Balance for Period
				9,380.70
			Total Expenditures	1,250.76
			Ending Balance for Period	10,631.46
SWALCO \- Solid Waste Prog-SWALCO Administration-Office Supplies----				
Budget Amount:	1,000.00	Funds Available:	630.00	Beginning Balance for Period
				334.08
			Total Expenditures	35.89
			Ending Balance for Period	369.97
SWALCO \- Solid Waste Prog-SWALCO Administration-Food and Provisions----				
Budget Amount:	1,500.00	Funds Available:	829.53	Beginning Balance for Period
				607.04
			Total Expenditures	63.43
			Ending Balance for Period	670.47
SWALCO \- Solid Waste Prog-SWALCO Administration-Auditing And Accounting----				
Budget Amount:	10,000.00	Funds Available:	-9,000.00	Beginning Balance for Period
				0.00
			Total Expenditures	9,000.00
			Ending Balance for Period	9,000.00
SWALCO \- Solid Waste Prog-SWALCO Administration-Consultants----				
Budget Amount:	126,900.00	Funds Available:	24,442.64	Beginning Balance for Period
				71,788.11
			Total Expenditures	30,669.25
			Ending Balance for Period	102,457.36
SWALCO \- Solid Waste Prog-SWALCO Administration-Dues & Subscriptions----				
Budget Amount:	10,900.00	Funds Available:	1,685.29	Beginning Balance for Period
				8,019.67
			Total Expenditures	1,195.00
			Ending Balance for Period	9,214.67
SWALCO \- Solid Waste Prog-SWALCO Administration-Gas For Heating----				
Budget Amount:	15,000.00	Funds Available:	1,781.30	Beginning Balance for Period
				13,121.96
			Total Expenditures	96.74
			Ending Balance for Period	13,218.70
SWALCO \- Solid Waste Prog-SWALCO Administration-Electricity----				
Budget Amount:	15,000.00	Funds Available:	8,861.15	Beginning Balance for Period
				5,451.25
			Total Expenditures	687.60
			Ending Balance for Period	6,138.85

SWALCO \- Solid Waste Prog-SWALCO Administration-Water And Sewer Charges----			
Budget Amount:	300.00	Funds Available:	92.30
		Beginning Balance for Period	159.74
		Total Expenditures	47.96
		Ending Balance for Period	207.70
SWALCO \- Solid Waste Prog-SWALCO Administration-Telephone----			
Budget Amount:	6,100.00	Funds Available:	3,104.38
		Beginning Balance for Period	2,612.28
		Total Expenditures	383.30
		Ending Balance for Period	2,995.58
SWALCO \- Solid Waste Prog-SWALCO Administration-Cell Phone Allowance----			
Budget Amount:	660.00	Funds Available:	220.00
		Beginning Balance for Period	385.00
		Total Expenditures	55.00
		Ending Balance for Period	440.00
SWALCO \- Solid Waste Prog-SWALCO Administration-Liability Insurance ----			
Budget Amount:	57,968.00	Funds Available:	-14,735.00
		Beginning Balance for Period	44,017.00
		Total Expenditures	21,237.00
		Ending Balance for Period	65,254.00
SWALCO \- Solid Waste Prog-SWALCO Administration- Equipment Rental ----			
Budget Amount:	2,000.00	Funds Available:	500.00
		Beginning Balance for Period	565.05
		Total Expenditures	86.80
		Ending Balance for Period	651.85
SWALCO \- Solid Waste Prog-SWALCO Administration-H/L/D Employee Benefits----			
Budget Amount:	81,178.00	Funds Available:	28,165.60
		Beginning Balance for Period	46,353.58
		Total Expenditures	6,658.78
		Ending Balance for Period	53,012.36
SWALCO \- Solid Waste Prog-SWALCO Administration-Retirement Benefits/FICA----			
Budget Amount:	34,171.00	Funds Available:	12,435.73
		Beginning Balance for Period	19,230.00
		Total Expenditures	2,505.23
		Ending Balance for Period	21,735.23
SWALCO \- Solid Waste Prog-SWALCO Administration-Retirement Benefits/IMRF----			
Budget Amount:	3,529.00	Funds Available:	1,147.19
		Beginning Balance for Period	2,115.23
		Total Expenditures	266.54
		Ending Balance for Period	2,381.77
SWALCO \- Solid Waste Prog-Administration-Miscell Contractual Services----			
Budget Amount:	12,850.00	Funds Available:	1,630.98
		Beginning Balance for Period	6,294.36
		Total Expenditures	924.62
		Ending Balance for Period	7,218.98
SWALCO \- Solid Waste Prog-Administration-Computer System Software----			
Budget Amount:	2,865.00	Funds Available:	1,041.74
		Beginning Balance for Period	0.00
		Total Expenditures	1,823.26
		Ending Balance for Period	1,823.26
SWALCO \- Solid Waste Prog-Education-Miscellaneous Commodities----			
Budget Amount:	6,000.00	Funds Available:	3,192.50
		Beginning Balance for Period	557.50
		Total Expenditures	2,250.00
		Ending Balance for Period	2,807.50

SWALCO \- Solid Waste Prog-Education-Advertising----			
Budget	2,650.00	Funds	968.39
Amount:		Available:	
		Beginning Balance for Period	1,152.54
		Total Expenditures	529.03
		Ending Balance for Period	1,681.57
SWALCO \- Solid Waste Prog-Household Hazard Waste-Operational Supplies----			
Budget	16,000.00	Funds	9,190.91
Amount:		Available:	
		Beginning Balance for Period	1,726.39
		Total Expenditures	2,077.56
		Ending Balance for Period	3,803.95
SWALCO \- Solid Waste Prog-Household Hazard Waste-Consultants----			
Budget	149,400.00	Funds	-31,178.95
Amount:		Available:	
		Beginning Balance for Period	62,793.06
		Total Expenditures	9,008.39
		Ending Balance for Period	71,801.45
SWALCO \- Solid Waste Prog-Household Hazard Waste-Garbage Disposal----			
Budget	9,000.00	Funds	4,229.92
Amount:		Available:	
		Beginning Balance for Period	2,150.56
		Total Expenditures	640.08
		Ending Balance for Period	2,790.64
SWALCO \- Solid Waste Prog-Household Hazard Waste-Motor Vehicle Maintenance----			
Budget	5,800.00	Funds	5,671.14
Amount:		Available:	
		Beginning Balance for Period	87.20
		Total Expenditures	41.62
		Ending Balance for Period	128.82
SWALCO \- Solid Waste Prog-Household Hazard Waste-All Other Maintenance----			
Budget	19,750.00	Funds	746.68
Amount:		Available:	
		Beginning Balance for Period	7,848.32
		Total Expenditures	6,278.46
		Ending Balance for Period	14,126.78
SWALCO \- Solid Waste Prog-Household Hazard Waste-Miscell Contractual Services----			
Budget	4,850.00	Funds	2,441.04
Amount:		Available:	
		Beginning Balance for Period	1,125.00
		Total Expenditures	815.00
		Ending Balance for Period	1,940.00
SWALCO \- Solid Waste Prog-Recycling -Miscellaneous Commodities----			
Budget	10,000.00	Funds	9,390.34
Amount:		Available:	
		Beginning Balance for Period	338.71
		Total Expenditures	270.91
		Ending Balance for Period	609.62

TOTAL EXPENDITURES \$ 132,008.53

A – 1. Proposed Work Agreement with Civil Agents to Develop Web-based Recycling and Composting Guidelines

ISSUE: Whether to approve a work agreement with Civil Agents to develop custom educational widgets for the SWALCO website.

RECOMMENDATION: Staff recommends approval of the agreement with Civil Agents.

BACKGROUND: At the August 22, 2019 Board of Directors meeting the Board, after much discussion, instructed staff to prepare a list of questions for Civil Agents regarding the scope of work and costs. The Board also granted the Executive Committee the authority to approve the agreement pending the responses to SWALCO's questions.

Attached you will find the email correspondence between Tracy Bugh of Civil Agents and myself. Based on her responses to the questions SWALCO staff is satisfied with the responses and recommends approval of the contract.

ENCLOSED DOCUMENT: Email correspondence between Tracy Bugh and Walter Willis, and a sample analytics report for website activity

STAFF: Walter S. Willis, Executive Director

Willis, Walter S.

From: Tracy Bugh <tracy@recyclebycity.com>
Sent: Tuesday, September 3, 2019 2:10 PM
To: Willis, Walter S.
Subject: Re: Additional Questions on Proposal
Attachments: Flagstaff_widget_analytics.png

Hi Walter,

Answers provided below. Please let me know if you need further clarification on any of the points.

1. What would the rate adjustment be for the licensing fee after the term of the contract ends (either a one year contract or three-year contract)? At the end of the term, we would honor the same rates, adjusted by any changes in the Consumer Price Index (CPI) since the initial contract date. For reference, CPI is generally 1-2.2% annually.
2. What are you charging other government clients for similar services? Our fees are based on the services provided and population Flagstaff is our smallest city that has the widget function. Flagstaff's annual fee is \$15,000 per year, of which \$5,500 is for their one widget. Flagstaff's population is approx. 70,000.
3. Can you provide examples of the analytical reports you will be able to prepare for SWALCO? Please see attached for a sample of the report that will be generated per 'MRF'. Analytics for individual membership pages would be available through SWALCO.org's current analytics service.
4. How does the licensing work, can we have it transferred to SWALCO at some point? The license will not transfer. Think of the widget the same as slack, or any other SAAS (software as a service) you may use. Because our software and design are proprietary, we maintain our copyright through granting access via a license.

Thank you!

Kind regards,
Tracy

Tracy Bugh
Founder / CD
recyclebycity.com
310.251.3335

Recycle by City
Waste less. Recycle better.

On Fri, Aug 23, 2019 at 12:03 PM Willis, Walter S. <WWillis@swalco.org> wrote:

Dear Tracy,

Last night the SWALCO board of directors instructed me to contact you with some additional questions. Once I get your responses the plan is to present them to the SWALCO Executive Committee which meets on September 12th. If all goes well I would expect the Committee to approve the contract.

Embed Engagement

1,169	1,195	72%	860	38%	3	2m 43s
Unique Users	Sessions	New Sessions	New Users	Bounce rate	Pages per Session	Avg. time

A – 2. Proposed FY 2020 SWALCO Budget

ISSUE: Whether to recommend the Board of Directors approve the proposed fiscal year 2020 SWALCO budget.

RECOMMENDATION: SWALCO staff recommend that the Executive Committee recommend approval of the 2020 SWALCO budget.

BACKGROUND: Attached to this memo is the proposed FY 2020 budget which includes a comparison to the 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 2020 Budget

The highlights of the proposed budget are as follows:

1. Proposed expenditures for FY 2020 are \$1,149,686 compared to \$1,186,659 in FY 2019, a decrease \$36,973 or approximately 3%. Please note the following: 1) a 3% salary increase was assumed (County staff recommended 3% increase, has yet to be voted on by County Board), 2) \$25,000 has been budgeted for one time costs related to facility maintenance including new LED lighting and new office carpeting, and 3) this budget does not include the \$51,000 we budgeted for the 2019 Plan Update which is the primary reason the proposed budget has a projected surplus.
2. Total FY 2020 revenues are estimated at \$1,155,064 compared to \$1,117,822 in FY 2019, an increase of \$37,242 or approximately 3.3%. Revenue from the landfill surcharge for FY 2020 is estimated at \$680,000 an increase of \$35,000 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 \$71,300 per year, an increase from last year due to the host fee being increased by the CPI and increased waste volumes. Another expected increase in revenue is from the clothing and shoe collection program which is expected to increase from \$47,000 in FY 2019 to \$60,000 in FY 2020.
3. Revenues are expected to exceed expenditures by \$5,378 (\$1,155,064 – 1,149,686).

The following table shows the estimated revenues, from the six primary funding sources that support SWALCO's operations and expected expenditures for fiscal years 2020-2024. The table also shows the approximate cash fund balance moving forward.

SWALCO Revenue, Expenditure and Fund Balance Projections - Fiscal Years 2020 - 2024					
<u>Revenues/Expenditures</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Operations & Maintenance Fee	\$287,254	\$287,254	\$287,254	\$287,254	\$287,254
Landfill surcharge, TS host fees,	\$751,300	\$751,300	\$751,300	\$751,300	\$751,300
Textile and Shoe Income	\$60,000	\$63,000	\$66,150	\$69,458	\$72,930
Interest Income	\$30,120	\$30,120	\$30,120	\$30,120	\$30,120
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>\$12,390</u>	<u>\$12,390</u>	<u>\$12,390</u>	<u>\$12,390</u>	<u>\$12,390</u>
Estimated Revenue	\$1,155,064	\$1,158,064	\$1,161,214	\$1,164,522	\$1,167,994
Estimated Exp.	\$1,149,686	\$1,141,556	\$1,158,680	\$1,176,060	\$1,193,701
Surplus/Deficit	\$5,378	\$16,508	\$2,534	(\$11,538)	(\$25,707)
Estimated Cash Balance	\$2,223,683	\$2,240,191	\$2,242,725	\$2,231,187	\$2,205,480

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 2020 through FY2024. The Countryside Landfill indicated in its January 1, 2019 annual capacity report to IEPA that it will be out of capacity in 2024, 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 \$30,120 per year.
- Rain barrel and composter sales income will remain stable through 2024.
- Miscellaneous revenue will stay steady, assuming there will be no payments for recyclables through 2024.
- Expenditures will increase by 1.5% per year using 1,141,556 (\$1,149,686 - \$25,000 in one-time expenses x 1.5%) as the base expenditure in FY 2021.
- The current cash balance is \$2,223,683 with \$1,228,422 being held in a CD and the rest being held in a lower interest generating account with the Lake County Treasurer.

FY 2019 Depreciation and Pension Expenses

To more completely budget for FY 2020 and to assist with the annual audit process, this year SWALCO's budget will include estimates for FY 2020 depreciation and pension (income) or expenses. These estimates are based on expenses incurred in FY 2018 per the financial audit approved by the Board in 2019.

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 2020 is estimated to be \$62,045.

Pension (income) expenses are based on the deferred outflows of resources and deferred inflows of resources and in FY 2018 SWALCO recognized a pension income of \$5,494, this same amount will be assumed for FY 2020.

Cash Fund Balance

As of September 2019, \$995,261 is being held by the Lake County Treasurer and \$1,228,422 is being held in a CD at a bank in Highland Park for a total Cash Fund Balance of \$2,223,683. 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.

Given the relatively high interest rates being paid and the fact that the cash balance of \$995,261 held by the Treasurer has more than adequate funding to manage the Agency's day to day cash flow needs, it is recommended that an additional \$400,000 be transferred from the Treasurer to a higher interest bearing CD.

Capital Replacement Fund

It is anticipated that in FY 2020 the Agency will have to expend funds for additional landscaping after the parking lot is redone at an estimated cost of \$10,000. The current fund balance is \$479,302 but that does not include the parking lot costs that will be accrued in FY 2019, which when accounted for leaves the fund at approximately \$229,000. 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 2 years ago. Instead, the Agency will let the Capital Replacement Fund stay as is for the next fiscal year.

ENCLOSED DOCUMENTS: Proposed FY 2019 Budget with spreadsheet comparing FY 2019 vs. FY 2020 expenditures and revenues and spending on the 2019 budget through August 31st.

STAFF: Walter Willis, Executive Director

Solid Waste Agency of Lake County
FY 2020 Budget v. 2019

	A	B	C	D	E	F	G	H
1	Fund:	Management Center	Account	DESCRIPTION	2019 APPROVED	2019 Expended YTD (%)	2020 REQUESTED	DETAIL
2	ADMINISTRATION 9200010							
3	930	51110	SW0	REGULAR SALARIES AND WAGES	\$ 393,178	72.0%	\$ 403,840	Assumes 3% increases, Exec. Director increase effective August 1, 2020 per employment contract at 3.5%
4	930	51120	SW0	PART TIME SALARIES AND WAGES	\$ 53,506	82.0%	\$ 56,213	Assumes 3% 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	70.0%	\$ 17,100	3 FT (\$385/mo.) and 1 PT (\$270/mo.) Employee
7	50000 SERIES TOTAL (Administrative)				\$ 463,784	74.0%	\$ 477,153	
8	930	61010	SW0	OFFICE SUPPLIES	\$ 1,000	37.0%	\$ 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	\$ 1,500	45.0%	\$ 1,500	Executive Committee lunches, staff meeting lunches, and BOD meetings
11	930	65180	SW0	MISCELLANEOUS COMMODITIES	\$ 250	0.0%	\$ 250	Misc. purchases
12	60000 SERIES TOTAL (Administrative)				\$ 3,000	35.0%	\$ 3,000	
13	930	71110	SW0	AUDITING AND ACCOUNTING	\$ 10,000	100.0%	\$ 10,400	Third year of 5 year contract with RSM
14	930	71140	SW0	LEGAL SERVICES	\$ 7,000	37.0%	\$ 7,000	Larry Clark
15	930	71150	SW0	CONSULTANT FEES	\$ 126,900	89.0%	\$ 67,820	Mike Grady, Strategic Advocacy Group, year one of two year contract (\$32,000); \$15,000 for commercial food scrap consultant Bright Beat; \$13,320 for Recyclebyfly; and \$7,500 for Zero Waste Schools consultant, SGA
16	930	71500	SW0	TRIPS AND TRAINING	\$ 8,475	1.0%	\$ 8,475	ILCSWMA/SWANA (3 people, \$1,500); OSHA Training (3 people, \$475); IDOT Training (1 person, \$500); SWANA Wastecore (\$2,000); Resource Recycling Conf (\$2,000); NAHMA (\$2,000)
17	930	71810	SW0	DUES AND SUBSCRIPTIONS	\$ 10,900	85.0%	\$ 9,900	Official Board Members, Resource Recycling, BioCycle, Recycled Products Guide (\$1,200); Membership dues for IRA, SWANA, ILCSWMA, LCML, CHMM, NAHMA, PSI, IFSC and IEC (\$8,700)
18	930	71910	SW0	GAS FOR HEATING	\$ 15,000	94.0%	\$ 15,000	Air make-up, hot water, furnace
19	930	71920	SW0	ELECTRICITY	\$ 15,000	46.0%	\$ 13,000	Parking lights, storage facility and office lights and baseboard heat
20	930	71930	SW0	WATER AND SEWER CHARGES	\$ 300	69.0%	\$ 350	Water and sewer services
21	930	71940	SW0	TELEPHONE	\$ 6,100	55.0%	\$ 5,750	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	0.0%	\$ 75	Federal Express
24	930	72110	SW0	LIABILITY INSURANCE	\$ 57,968	90.0%	\$ 45,788	Public Officials (\$7,460 last year); Building and property (\$11,594 last year); general/Pollution liability insurance/commercial auto (\$24,778 last year); Equipment policy (\$634 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	82.0%	\$ 1,300	Fire alarm and burglar alarm
27	930	72410	SW0	ALL OTHER MAINT AND REPAIRS	\$ -		\$ -	
28	930	72530	SW0	EQUIPMENT RENTAL	\$ 2,000	37.0%	\$ 1,750	Copy machine lease fee and copy fee
29	930	72820	SW0	POSTAGE	\$ 25	63.0%	\$ 25	Postage for meter, supplies for meter
30	930	72830	SW0	PRINTING SERVICES	\$ -		\$ -	
31	930	73195	SW0	INDIRECT COST ALLOCATIONS	\$ 55,654	100.0%	\$ 47,461	Indirect rate as determined by Lake County Finance Department
32	930	74080	SW0	H/L/D EMPLOYEE BENEFITS	\$ 81,178	74.0%	\$ 83,372	Assumes 5.7% increase on current monthly costs of \$6,400
33	930	74100	SW0	RETIREMENT CONTRIBUTIONS FICA	\$ 34,171	71.0%	\$ 35,194	All employee salaries x 7.65%
34	930	74110	SW0	RETIREMENT CONTRIBUTIONS IMRF	\$ 3,529	75.0%	\$ 3,818	Employee Salaries x 0.83%, still low due to switch from County IMRF

	A	B	C	D	E	F	G	H
1	Fund:	Management Center	Account	DESCRIPTION	2019 APPROVED	2019 Expended YTD (%)	2020 REQUESTED	DETAIL
35	930	79930	SW0	MISCELLANEOUS CONTINGENCY	\$ 2,000	0.0%	\$ 5,000	Contingency for unanticipated expenses
36	930	79940	SW0	MISC CONTRACTUAL SERVICES	\$ 12,850	60.0%	\$ 13,000	Office Cleaning (\$2,500), special facility handyman (\$500); snow and lawn maint. (\$9,000); pest control (\$400); and window cleaning (\$450)
37	70000 SERIES TOTAL (Administrative)				\$ 451,710	77.0%	\$ 375,763	
38	930	82010	SW0	BUILDINGS AND STRUCTURES	\$ -		\$ -	Misc. Unknown capital expenses
39	930	84040	SW0	COMPUTER, WEB HOSTING	\$ 2,865	64.0%	\$ 3,020	Website hosting fee from CivicPlus (\$1,920); and Adobe Creative Annual Subscription (\$1,100)
40	930	84060	SW0	FURNITURE AND OFFICE EQUIPMENT	\$ 750	33.0%	\$ 500	Misc. office furnishings; recycled art
41	80000 SERIES TOTAL (Administrative)				\$ 3,615	57.0%	\$ 3,520	
42	TOTAL 92000010 ADMINISTRATION				\$ 922,109	76.0%	\$ 859,436	

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	A	B	C	D	E	F	G	H
1	Fund:	Management Center	Account	DESCRIPTION	2019 APPROVED	2019 Expended YTD (%)	2020 REQUESTED	DETAIL
43	EDUCATION 9200020							
44	930	61040	SW2	OPERATIONAL SUPPLIES	\$ 4,000	47.0%	\$ 3,000	Public information/school education: plaques, flags, awards, promo items. Supplies for other events
45	930	65180	SW2	MISCELLANEOUS COMMODITIES	\$ 6,000	70.0%	\$ 4,000	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	\$ 11,500	51.0%	\$ 11,500	Purchase of supplies for rain barrel (150 at \$50 per unit) and compost bin annual sale (100 at \$40 per unit)
47	60000 SERIES TOTAL (Education)				\$ 21,500	60.0%	\$ 18,500	
48	930	72830	SW2	PRINTING SERVICES	\$ -	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	\$ 5,000	0.0%	\$ 3,000	Funding for entertainers and speakers for schools; and for misc. publicity efforts
50	930	71635	SW2	TEXTILE AND SHOE PAYOUTS	\$ 10,000	102.0%	\$ 11,000	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	70000 SERIES TOTAL (Education)				\$ 17,650	67.0%	\$ 16,650	
53	930	85070	SW2	ALL OTHER CAPITAL OUTLAY			\$ -	
54	80000 SERIES TOTAL (Education)							
55	TOTAL 9200020 EDUCATION				\$ 39,150	63.0%	\$ 35,150	

	A	B	C	D	E	F	G	H
1	Fund:	Management Center	Account	DESCRIPTION	2019 APPROVED	2019 Expended YTD (%)	2020 REQUESTED	DETAIL
56	HOUSEHOLD CHEMICAL WASTE (HCW) 9200030							
57	930	65020	SW2	LABORATORY SUPPLIES	\$ 100	0.0%	\$ 100	Supplies for Unknown Test Kit
58	930	61040	SW2	OPERATIONAL SUPPLIES	\$ 16,000	24.0%	\$ 16,000	Safety Gear, Oil/Dry, Brooms, Tape, Visqueen, Spill Cleanup, First Aid Kits, Respirator Cartridges, Pallets, Etc.
59	930	65180	SW2	MISCELLANEOUS COMMODITIES	\$ 500	14.0%	\$ 500	Grease for crusher, bottled water, etc.
60	60000 SERIES TOTAL (HCW)				\$ 16,600	23.0%	\$ 16,600	
61	930	71150	SW2	CONSULTANT FEES	\$ 149,400	50.0%	\$ 149,900	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/hrx28hrsx2events); Food \$3.5k; PHARM Labor \$6k (\$840/event x 7+3%)
62	930	71630	SW2	GARBAGE DISPOSAL	\$ 9,000	33.0%	\$ 5,100	Mobile Events 2.6k (\$500 x 5 events + 3%); Office \$2.2k (\$175/month x 12 months + 3%); Xtra Service (\$300).
63	930	79940	SW2	MISC. CONTRACTUAL SERVICES	\$ 4,850	49.0%	\$ 3,700	Burris fork lift=\$2.5k (\$425/event x 5 events+3%); Tents=\$1k (\$1,000/event x 1 events); Porta John (\$200) (\$175 per event x 1 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	2.0%	\$ 13,800	Fuel (\$200), Truck safety inspections (\$100); Annual tune up/brakes (\$2.5k); Paint truck cab and decals (\$6k); and truck transmission (\$5k)
66	930	72410	SW2	ALL OTHER MAINT AND REPAIRS	\$ 19,750	72.0%	\$ 28,000	Dock Lock \$500, Plumbing \$3k, Fire sys PM \$2.5k, Warehouse Maint \$4k, Generator \$3k, HVAC \$4.5k, Elec Services \$2k, Fork lift \$6,500, Can Crusher \$500, Alarm \$500, Overhead Doors \$500, Fire Exting \$500
67	70000 SERIES TOTAL (HCW)				\$ 188,800	50.0%	\$ 200,500	
68	930	82010	SW2	BUILDINGS AND STRUCTURES	\$ -		\$ 15,000	LED lighting upgrade
69	930	83010	SW2	MOTOR VEHICLES	\$ -		\$ -	
70	930	84060	SW2	FURNITURE AND OFFICE EQUIPMENT	\$ -		\$ 10,000	Office carpet replacement
71	930	85070	SW2	ALL OTHER CAPITAL OUTLAY	\$ -		\$ -	
72	80000 SERIES TOTAL (HCW)				\$ -		\$ 25,000	
73	TOTAL 9200030 HCW				\$ 205,400	48.0%	\$ 242,100	

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1	Fund:	Management Center	Account	DESCRIPTION	2019 APPROVED	2019 Expended YTD (%)	2020 REQUESTED	DETAIL
74								
75	930	65180	SW8	MISCELLANEOUS COMMODITIES	\$ 10,000	29.0%	\$ 8,000	Electronics Collections, supplies, signage and labels (\$3,000); Special Events/collection containers (\$1,500); Signage and labels (\$500); and food scrap collection bags (\$3,000)
76				60000 SERIES TOTAL (Recycling)	\$ 10,000	29.0%	\$ 8,000	
77	930	72830	SW8	PRINTING SERVICES	\$ -		\$ -	
78	930	79940	SW8	MISC. CONTRACTUAL SERVICES	\$ 10,000	0.0%	\$ 5,000	Electronics collection costs associated with drop off program, potential underweight truck charges
79				70000 SERIES TOTAL (Recycling)	\$ 10,000	0%	\$ 5,000	
80				TOTAL 9200040 RECYCLING	\$ 20,000	14.0%	\$ 13,000	

	A	B	C	D	E	F	G	H
1	Fund:	Management Center	Account	DESCRIPTION	2019 APPROVED	2019 Expended YTD (%)	2020 REQUESTED	DETAIL
81								
82								
83								
84								
85	GRAND TOTAL (All Series)					\$ 1,186,659	73.0%	\$ 1,149,686

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	A	B	C	D	E	F	G	H
1	Fund:	Management Center	Account	DESCRIPTION	2019 APPROVED	2019 Expended YTD (%)	2020 REQUESTED	DETAIL
86	REVENUES 40000							
87	930	47230	SW0	REVENUE FROM LANDFILL SURCHARGE & TS HOST FEE	\$ 708,450	55.0%	\$ 751,300	Countryside LF (\$200,000); Zion LF (\$480,000); Groot TS (\$71,300)
88	930	48010	SW0	INTEREST INCOME FROM SURCHARGE BALANCE	\$ 29,400	75.0%	\$ 30,120	Assumes we roll original \$1.2M and FY 2019 interest of \$29,400 into a new 1 year CD at 2.45% rate (per Treasurer's office on current rate)
89	930	45380	SW0	REVENUE FROM MUNICIPALITIES	\$ 288,082	100.0%	\$ 287,254	O&M Fee at \$1.25 per hh per year
90	930		SW0	REVENUE FROM TEXTILES AND SHOES	\$ 47,000	80.0%	\$ 60,000	Shoes (\$28,500), Textiles/Bin Program (\$31,500)
91	930		SW0	REVENUE FROM RAIN BARRELS AND COMPOSTERS	\$ 14,000	95.0%	\$ 14,000	Based selling 150 rain barrels at \$60 per barrel and 100 composters at \$50 per composter
92	930	49910	SW0	MISCELLANEOUS REVENUES	\$ 30,890	85.0%	\$ 12,390	Hauler Licensing (\$1,500); WMRA bonus payment (\$0); eWorks business escrow program (\$2,000); and Surcharge reimbursement from WMI for Deerfield (\$6,350), and Lincolnshire (\$2,540)
93	TOTAL REVENUES				\$ 1,117,822	70.0%	\$ 1,155,064	