



SOLID WASTE AGENCY OF LAKE COUNTY, IL

MEMORANDUM

To: Michael Talbett, Chairman, Executive Committee
From: Walter S. Willis, Executive Director *WSV*
Subject: March 2022 Meeting Notice Information
Date: March 4, 2022

Attached you will find the agenda for our next **in-person** meeting at 12 pm on March 10, 2022, the minutes from the September 9, 2021 meeting, and the referenced consent, action and information items.

Please let Amy Bartemio know if you will be attending or not, this meeting will be held in person with light food and drinks served.

SOLID WASTE AGENCY OF LAKE COUNTY, IL
EXECUTIVE COMMITTEE
Thursday, March 10, 2022 12:00 pm
1311 N. Estes Street Gurnee, IL. 60031

1. CALL TO ORDER.....Chairman Talbett
2. ROLL CALLSecretary
3. APPROVAL OF MINUTES
September 9, 2021
4. NEW AGENDA ITEMS
5. PUBLIC COMMENT ON AGENDA ITEMS
6. EXECUTIVE COMMITTEE ITEMS.....Chairman Talbett

Consent Item

1. Expenditure Reports (December 2021 and January 2022)

Action Items

1. 2022 Insurance Renewals; GL, Property, Environmental, Auto, Equipment, Cyber and D&O
2. Service Agreement with Extinguish Fire Protection
3. Approval for The Composters Campaign selected members

Information Items

1. Project and Program Updates

7. EXECUTIVE SESSION - *None*
8. ADJOURNMENT

Start: 12:04pm
Adjourn: 12:36pm

	A	B	C	D	E	F	G	H	I	J	K	L
1	SWALCO EXECUTIVE BOARD VOTING RECORD - September 9, 2021											
2	REPRESENTATIVE		JULY (7-15) EC minutes Approval		FY2022 Proposed Budget.							
3	Attendance		A	N	A	N	A	N	A	N	A	N
4	MIKE ELLIS	✓	✓		✓							
5	MIKE HEWITT											
6	PATRICK MUETZ	✓	✓		✓							
7	BUD ROTHING	✓	✓		✓							
8	MICHAEL TALBETT											
9	JOHN WAGENER	✓	✓		✓							
10	NIMROD WARDA											
11	JULIE SIMPSON	✓	✓		✓							

(5) (5) (3)

* Attendees voted John Wagner as Chairman Pro Tem - roll call vote 5 to 0.

- John Norris in attendance

- Michael Talbott / Derek Price not present.

Meeting ID	Topic	Start Time	End Time
83269078801	SWALCO's September 2021 Executive Committee Meeting	9/9/2021 11:54	9/9/2021 12:30
Name (Original Name)	User Email	Total Duration (Minutes)	Guest
Amy Bartemio	abartemio@swalco.org	37	No
John Norris	jnorris@villageofriverwoods.com	37	Yes
Peter Adrian	padrian@swalco.org	37	No
Steve Nelson	snelson@swalco.org	37	Yes
Walter Willis	wwillis@swalco.org	37	No
Pat Muetz (18475997500)		35	Yes
Bud Rothing	frankrothing@comcast.net	35	Yes
Mike Ellis	mellis@villageofgrayslake.com	36	Yes
Merlanne Rampale	mrampale@swalco.org	33	Yes
John Wagener	publicworks@comcast.net	33	Yes
Julie Simpson	jsimpson@lakecountyil.gov	32	Yes

MINUTES

SOLID WASTE AGENCY OF LAKE COUNTY, IL EXECUTIVE COMMITTEE

Thursday, September 9, 2021 12:00 pm
VIRTUAL – Per IL Executive Order re/COVID

CALL TO ORDER

Chairperson Pro Tem John Wagener called the meeting to order at 12:06 pm with 5 members in virtual attendance. *John Norris of Riverwoods was in attendance.*

APPROVAL OF MINUTES

Motion by *Bud Rothing* seconded by *Pat Muetz* to approve the *Executive* meeting minutes of 07.15.2021
Motion was approved on a roll call of 5 to 0.

NEW AGENDA ITEMS – *None*

PUBLIC COMMENT - *None*

EXECUTIVE COMMITTEE ITEMS – *None*

CONSENT ITEM – *None*

ACTION ITEMS

1. Proposed FY 2022 SWALCO Budget

Walter Willis presented the proposed FY 2022 budget, highlighting proposed expenditures and estimated revenues including the reviews of the cash replacement and cash balance funds. Proposed expenditures for FY 2022 are \$1,171,459 compared to \$1,160,124 in FY 2021, an increase of \$11,335 or approximately 1%. Please note the following: 1) a 3% salary increase was assumed, 2) assumes a salary of \$86,000 for the new HCW manager (may be more or less depending on the experience of the candidates), 3) Merleanne Rampale's position being transitioned to full-time and 4) trips and training remaining limited due to COVID, and 5) reduced HCW program costs due to continued reliance on holding events at Gurnee and conducting 2 mobile collection events. Total FY 2022 revenues are estimated at \$1,172,813 compared to \$1,087,645 in FY 2021, an increase of \$85,168 or approximately 8%. Revenue from the landfill surcharge for FY 2022 is estimated at \$670,000 an increase of \$40,000 from last year as the volume at both the Zion LF and Countryside LF is trending up. For the first two quarters of this year total payments from both landfills are up over \$119,000 from last fiscal year (recognizing that last fiscal year was a low tonnage year), and on track to match 2018 when both landfills generated approximately \$700,000 in revenue. The anticipated host fee from the Round Lake Park Transfer Station is \$73,000 per year, a slight increase from last year due to the host fee being increased by the CPI. Another significant source of expected growth in revenue is the textile and shoe program with an estimated growth in revenue from \$41,500 in FY 2021 to \$89,200 for FY 2022. This is based on the payment for textiles increasing from 3 cents per pound to 12 cents, and the continued growth in the number of collection bins and partners for both textiles and shoes. Revenues are expected to exceed expenditures by \$1,354 (\$1,172,813 - \$1,171,459).

As of August 2021, \$368,646 is being held by the Lake County Treasurer and approximately \$1,602,651 is being held in CDs at a bank in Highland Park for a total Cash Fund Balance of \$1,971,297. At the June 25, 2015 Board of Directors meeting the Board 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.

Motion by *Julie Simpson*, seconded by *Bud Rothing* to adopt the FY2022 Budget and will be presented to full board later in October for approval.

Motion was approved on a roll call vote of 5 to 0.

INFORMATION ITEMS - None

NEXT EXECUTIVE COMMITTEE MEETING: Thursday, October 7, 2021 - 12:00 p.m.

NEXT BOARD MEETING: Thursday, October 21, 2021 – 1:00 p.m., Virtual Platform

ADJOURNMENT (12:36 p.m.): Motion by *Pat Muetz* seconded by *John Wagener* to adjourn.

Motion was approved on a roll call vote of 5 to 0.

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 \$173,761.20; Education \$ 0.00 Household Chemical Waste \$ 181.80; Recycling \$ 551.00 ***Total expenditures for December 2021 - \$174,494.00***

**(Includes Annual Indirect Costs, PSI Bill Development, Lobbyist and Retirement Payouts)*

The total for Administration \$59,836.18; Education \$ 599.00 Household Chemical Waste \$8,107.14; Recycling \$ 2,088.00 ***Total expenditures for January 2022 - \$70,630.32***

ENCLOSED DOCUMENTS: Account Analysis Reports

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

ORACLE Subledger Accounting
Lake County

BOSS Trading Partner Account Analysis Report
Date From 2021-12-01 Date To 2021-12-31

Report Date 31-Jan-22
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Ledger / Ledger Set	Lake County
Period From	Dec-21
Period To	Dec-21
Accounting Flexfield From	930-9200010-50000-000-000-000-00000
Accounting Flexfield To	930-9200040-99999-zzz-zzz-zzz-zzzzz
Balance Type	Actual
Encumbrance Type / Budget Name	
Include Zero Amount Lines	No
Include User Transaction Identifiers	No
Include Statistical Amount Lines	No
Include Accounts With No Activity	No
Trading Partner	All Trading Partners

Trading Partner Total	56,278.92	0.00
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Trading Partner Net Total	56,278.92
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Trading Partner: **NORTH SHORE GAS CO**
Period Name: **Dec-21**

Account		930-9200010-71910-000-000-000-00000		Description				SWALCO \- Solid Waste Prog-SWALCO Administration-Gas For Heating----	
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit		
NORTH SHORE GAS CO	Payables	Purchase Invoices	Dec 6, 2021	3935291086	Acct#0608417646-00001 Gas Charges	1,457.01			
NORTH SHORE GAS CO	Payables	Purchase Invoices	Dec 6, 2021	3935291086	Acct#0608417646-00001 Gas Charges		1,457.01		
NORTH SHORE GAS CO	Payables	Purchase Invoices	Dec 29, 2021	3971661870	Acct#0608417646-00001 Gas Charges 111721to122121	2,178.93			
Dec-21 Account Total						3,635.94	1,457.01		

Trading Partner Total	3,635.94	1,457.01
Trading Partner Net Total	2,178.93	

Trading Partner: **PEERLESS NETWORK INC**
Period Name: **Dec-21**

Account		930-9200010-71940-000-000-000-00000		Description				SWALCO \- Solid Waste Prog-SWALCO Administration-Telephone----	
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit		
PEERLESS NETWORK INC	Payables	Purchase Invoices	Dec 15, 2021	475682	Acct#1210482 Telephone/Landline	127.42			
Dec-21 Account Total						127.42	0.00		

Trading Partner Total	127.42	0.00
Trading Partner Net Total	127.42	

Trading Partner: **PRODUCT STEWARDSHIP INSTITUTE**
Period Name: **Dec-21**

Account		930-9200010-71150-000-000-000-00000		Description				SWALCO \- Solid Waste Prog-SWALCO Administration-Consultants----	
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit		
PRODUCT STEWARDSHIP INSTITUTE	Payables	Purchase Invoices	Dec 9, 2021	PK12082101	Product Stewardship Institute (PSI) Inv#PK12082101 dated 12.08.2021 IL BILL Development Initiative	10,000.00			
Dec-21 Account Total						10,000.00	0.00		

Trading Partner Total	10,000.00	0.00
Trading Partner Net Total	10,000.00	

Trading Partner: **THE STRATEGIC ADVOCACY GROUP LLC**
Period Name: **Dec-21**

Account 930-9200010-71150-000-000-000-00000		Description SWALCO \- Solid Waste Prog-SWALCO Administration-Consultants----					
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
THE STRATEGIC ADVOCACY GROUP LLC	Payables	Purchase Invoices	Dec 15, 2021	1077	The Strategic Advocacy Group BLANKET PO for 2022 - Lobbyist Retainer Installments December 2021 & November 2022	17,000.00	
Dec-21 Account Total						17,000.00	0.00

Trading Partner Total	17,000.00	0.00
Trading Partner Net Total	17,000.00	

Trading Partner: **UNIVERSITY OF ILLINOIS**
Period Name: **Dec-21**

Account 930-9200010-71710-000-000-000-00000		Description SWALCO \- Solid Waste Prog-SWALCO Administration-Grant Projects----					
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
UNIVERSITY OF ILLINOIS	Payables	Purchase Invoices	Dec 9, 2021	UOIE-122021J	UOI Extension Inv#UOIE_122021J dated 12/03/2021 USDA Grant NR203A750001C028 service vendor	278.85	
UNIVERSITY OF ILLINOIS	Payables	Purchase Invoices	Dec 9, 2021	UOIE-122021SF	UOI Extension Inv#UOIE_122021SF dated 12/03/2021 USDA Grant NR203A750001C028 service vendor	481.85	
Dec-21 Account Total						760.70	0.00

Trading Partner Total	760.70	0.00
Trading Partner Net Total	760.70	

Trading Partner: **WASTE MANAGEMENT OF ILLINOIS INC**
Period Name: **Dec-21**

Account 930-9200030-71630-000-000-000-00000		Description SWALCO \- Solid Waste Prog-Household Hazard Waste --Garbage Disposal----					
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
WASTE MANAGEMENT OF ILLINOIS INC	Payables	Purchase Invoices	Dec 9, 2021	000042440669	Blanket PO - Trash/recycling services for existing containers (2-Two yd and 2-One yd trash containers and 1-Two yd recycling container) at SWALCO's Gurnee facility. Gurnee	181.80	

Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
					Commercial Franchise pricing applies. Services for Fiscal Year 2021.		
					Dec-21 Account Total	181.80	0.00
Trading Partner Total						181.80	0.00
Trading Partner Net Total							181.80

Trading Partner: Not Specified
Period Name: Dec-21

Account 930-9200010-51110-000-000-00000		Description SWALCO \- Solid Waste Prog-SWALCO Administration-Regular Salaries And Wage---					
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
	Payroll	Payroll	Dec 10, 2021		Journal Import Created	5,949.67	
	Payroll	Payroll	Dec 10, 2021		Journal Import Created	14,629.81	
	Payroll	Payroll	Dec 24, 2021		Journal Import Created	18,270.57	
	Payroll	Payroll	Dec 24, 2021		Journal Import Created	544.19	
					Dec-21 Account Total	39,394.24	0.00

Account 930-9200010-51120-000-000-000-00000		Description SWALCO \- Solid Waste Prog-SWALCO Administration-Permanent PT Salaries/Wag---					
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
	Payroll	Payroll	Dec 10, 2021		Journal Import Created	628.48	
	Payroll	Payroll	Dec 10, 2021		Journal Import Created	2,317.52	
					Dec-21 Account Total	2,946.00	0.00

Account 930-9200010-51140-000-000-000-00000		Description SWALCO \- Solid Waste Prog-SWALCO Administration-Overtime Salaries And Wag---					
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
	Payroll	Payroll	Dec 10, 2021		Journal Import Created	176.76	
					Dec-21 Account Total	176.76	0.00

Account 930-9200010-51180-000-000-000-00000		Description SWALCO \- Solid Waste Prog-SWALCO Administration-Special Pay---					
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
	Payroll	Payroll	Dec 10, 2021		Journal Import Created	533.07	
	Payroll	Payroll	Dec 10, 2021		Journal Import Created	92.31	

Account 930-9200010-61080-000-000-000-00000				Description SWALCO \- Solid Waste Prog-SWALCO Administration-Food and Provisions---			
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
	P Card Import	P Card Import	Dec 21, 2021		2990.08-DEC-21.OFFICEMAX/DEPOT 6869.	28.04	
					Dec-21 Account Total	28.04	0.00

Account 930-9200010-71500-000-000-000-00000				Description SWALCO \- Solid Waste Prog-SWALCO Administration-Trips And Training---			
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
	P Card Import	P Card Import	Dec 21, 2021		6810.09-DEC-21.NORTHERN CALIFORNIA RE.	100.00	
Dec-21 Account Total						100.00	0.00

Account 930-9200010-71810-000-000-000-00000				Description SWALCO \- Solid Waste Prog-SWALCO Administration-Dues And Subscriptions---			
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
	P Card Import	P Card Import	Dec 21, 2021		5470.10-DEC-21.PRODUCT STEWARDSHIP IN.	1,000.00	
	P Card Import	P Card Import	Dec 21, 2021		5470.10-DEC-21.PAYPAL *SEVINGENERA.	500.00	
	P Card Import	P Card Import	Dec 21, 2021		5470.16-DEC-21.EB 2022 LEGISLATIVE B.	22.85	
	P Card Import	P Card Import	Dec 21, 2021		5470.23-DEC-21.EB 2022 LEGISLATIVE B.		22.85
Dec-21 Account Total						1,522.85	22.85

Account 930-9200010-71940-000-000-000-00000				Description SWALCO \- Solid Waste Prog-SWALCO Administration-Telephone----			
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
	P Card Import	P Card Import	Dec 21, 2021		2990.23-DEC-21.VZWRLSS*MY VZ VB P.	119.70	
Dec-21 Account Total						119.70	0.00

Account 930-9200010-72260-000-000-000-00000				Description SWALCO \- Solid Waste Prog-SWALCO Administration-Office Equip Maintenance ----			
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
	P Card Import	P Card Import	Dec 21, 2021		2990.21-DEC-21.ALARM PROCESSING CENTE.	210.00	
Dec-21 Account Total						210.00	0.00

Account 930-9200010-74080-000-000-000-00000				Description SWALCO \- Solid Waste Prog-SWALCO Administration-H/L/D Employee Benefits---			
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
	Payroll	Payroll	Dec 10, 2021		Journal Import Created	2,555.59	
	Payroll	Payroll	Dec 10, 2021		Journal Import Created	24.13	
	Payroll	Payroll	Dec 24, 2021		Journal Import Created	4,739.27	
	Payroll	Payroll	Dec 24, 2021		Journal Import Created	22.19	

Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
Dec-21 Account Total						7,341.18	0.00

Account 930-9200010-74100-000-000-000-00000				Description SWALCO \- Solid Waste Prog-SWALCO Administration-Retirement Benefits/FICA----			
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
	Payroll	Payroll	Dec 10, 2021		Journal Import Created	245.95	
	Payroll	Payroll	Dec 10, 2021		Journal Import Created	3,353.45	
	Payroll	Payroll	Dec 24, 2021		Journal Import Created	970.47	
Dec-21 Account Total						4,569.87	0.00

Account 930-9200010-74110-000-000-000-00000				Description SWALCO \- Solid Waste Prog-SWALCO Administration-Retirement Benefits/IMRF----			
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
	Payroll	Payroll	Dec 10, 2021		Journal Import Created	406.19	
	Payroll	Payroll	Dec 10, 2021		Journal Import Created	25.92	
	Payroll	Payroll	Dec 24, 2021		Journal Import Created	149.09	
Dec-21 Account Total						581.20	0.00

Account 930-9200010-79930-000-000-000-00000				Description SWALCO \- Solid Waste Prog-SWALCO Administration-Miscellaneous Contingency----			
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
	P Card Import	P Card Import	Dec 21, 2021		2990.24-DEC-21.SQ *SQUARE HARDWARE.	344.52	
Dec-21 Account Total						344.52	0.00

Account 930-9200010-84060-000-000-000-00000				Description SWALCO \- Solid Waste Prog-SWALCO Administration-Furniture And Office Equi----			
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
	P Card Import	P Card Import	Dec 21, 2021		2990.13-DEC-21.AMAZON.COM*J742Z46L3 A.	59.99	
Dec-21 Account Total						59.99	0.00

Trading Partner Total	87,438.08	22.85
Trading Partner Net Total		87,415.23
All Trading Partners Grand Total	175,973.86	1,479.86
All Trading Partners Net Grand Total		174,494.00

ORACLE Subledger Accounting
Lake County

BOSS Trading Partner Account Analysis Report
Date From 2021-12-01 Date To 2021-12-31

Report Date 31-Jan-22
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End of Report

Schneider Accounting

BOSS Trading Partner Account Analysis Report

Report Date **20-Feb-22**

Lake County

Date From **2022-01-01**

Date To **2022-01-31**

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Ledger / Ledger Set	Lake County
Period From	Jan-22
Period To	Jan-22
Accounting Flexfield From	930-9200010-50000-000-000-000-00000
Accounting Flexfield To	930-9200040-99999-zzz-zzz-zzz-zzzzz
Balance Type	Actual
Encumbrance Type / Budget Name	
Include Zero Amount Lines	No
Include User Transaction Identifiers	No
Include Statistical Amount Lines	No
Include Accounts With No Activity	No
Trading Partner	All Trading Partners

BOSS Trading Partner Account Analysis ReportReport Date **20-Feb-22**

Lake County

Date From **2022-01-01**Date To **2022-01-31**Page **2 of 9**

Ledger Name	Lake County	Ledger Currency	USD	Balance Type	Actual
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Trading Partner: **ANCEL GLINK PC**Period Name: **Jan-22**

Account		930-9200010-71140-000-000-000-00000		Description		SWALCO \- Solid Waste Prog-SWALCO Administration-Legal Services----	
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
ANCEL GLINK PC	Payables	Purchase Invoices	Jan 20, 2022	86623	Ancel, Glink & Associates Statement No. 86623 dated 01/11/2022 - 2022 Legal Services	4,500.00	
Jan-22 Account Total						4,500.00	0.00
Trading Partner Total						4,500.00	0.00
Trading Partner Net Total							4,500.00

Trading Partner: **BEST QUALITY FACILITY SERVICES LLC**Period Name: **Jan-22**

Account		930-9200010-79940-000-000-000-00000		Description		SWALCO \- Solid Waste Prog-SWALCO Administration-Miscell Contractual Servi----	
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
BEST QUALITY FACILITY SERVICES LLC	Payables	Purchase Invoices	Jan 7, 2022	39818	Best Quality Cleaning (BQC) BLANKET PO for Office Cleaning Services Dec 2021 to Nov 2022	200.00	
BEST QUALITY FACILITY SERVICES LLC	Payables	Purchase Invoices	Jan 31, 2022	40171	Best Quality Cleaning (BQC) BLANKET PO for Office Cleaning Services Dec 2021 to Nov 2022	200.00	
Jan-22 Account Total						400.00	0.00
Trading Partner Total						400.00	0.00
Trading Partner Net Total							400.00

Trading Partner: **BUILDERS CHICAGO CORPORATION**Period Name: **Jan-22**

Account		930-9200030-72410-000-000-000-00000		Description		SWALCO \- Solid Waste Prog-Household Hazard Waste -All Other Maintenance And----	
Trading	Source	Category	GL Date	Transaction	Line Description	Debit	Credit

Lake County

Subledger Accounting

BOSS Trading Partner Account Analysis Report

Date From 2022-01-01

Date To 2022-01-31

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Partner				Number			
BUILDERS CHICAGO CORPORATIO N	Payables	Purchase Invoices	Jan 20, 2022	84408	Builders Chicago Corp Inv#84408 dated 12/27/2021 - Entry Gate Repair	253.50	
Jan-22 Account Total						253.50	0.00

Trading Partner Total	253.50	0.00
Trading Partner Net Total	253.50	

Trading Partner: **DIRECT ENERGY BUSINESS**

Period Name: Jan-22

Account 930-9200010-71920-000-000-000-00000				Description SWALCO I- Solid Waste Prog-SWALCO Administration-Electricity----			
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
DIRECT ENERGY BUSINESS	Payables	Purchase Invoices	Jan 20, 2022	220130047922 732	Acct# 1186702 Electricity Services	1,414.03	
Jan-22 Account Total						1,414.03	0.00

Trading Partner Total	1,414.03	0.00
Trading Partner Net Total	1,414.03	

Trading Partner: **EWOKS ELECTRONICS SERVICES INC**

Period Name: Jan-22

Account 930-9200040-79940-000-000-000-00000				Description SWALCO I- Solid Waste Prog-Recycling --Miscell Contractual Servi----			
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
EWOKS ELECTRONIC S SERVICES INC	Payables	Purchase Invoices	Jan 7, 2022	21-359	eWorks Electronics Services Inv#21-359 dated 12/23/2021 Cleanup Services - Grayslake RC	464.00	
EWOKS ELECTRONIC S SERVICES INC	Payables	Purchase Invoices	Jan 7, 2022	21-360	eWorks Electronics Services Inv#21-360 dated 12/23/2021 Cleanup Services - Grayslake RC	464.00	
EWOKS ELECTRONIC S SERVICES INC	Payables	Purchase Invoices	Jan 20, 2022	21-346	eWorks Electronics Services Inv#21-346 dated 12/16/2021 Cleanup Services - Grayslake RC	464.00	
EWOKS ELECTRONIC S SERVICES	Payables	Purchase Invoices	Jan 24, 2022	22-012	eWorks Electronics Services Inv# 22-012 dated 01/21/2022 Cleanup Services - Grayslake RC	696.00	

Lake County

Supplier Accounting

BOSS Trading Partner Account Analysis Report

Date From 2022-01-01

Date To 2022-01-31

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Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
INC							
Jan-22 Account Total						2,088.00	0.00
Trading Partner Total						2,088.00	0.00
Trading Partner Net Total							2,088.00

Trading Partner: **GRAINGER INDUSTRIAL SUPPLY**

Period Name: Jan-22

Account 930-9200030-61040-000-000-000000			Description		SWALCO Solid Waste Prog-Household Hazard Waste --Operational Supplies----		
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
GRAINGER INDUSTRIAL SUPPLY	Payables	Purchase Invoices	Jan 11, 2022	9156687288	Blanket Purchase Order - Misc. Safety & Operational Supplies for SWALCO's Household Chemical Waste Collection Program. Fiscal Year 2022.	47.15	
GRAINGER INDUSTRIAL SUPPLY	Payables	Purchase Invoices	Jan 20, 2022	9164195225	Blanket Purchase Order - Misc. Safety & Operational Supplies for SWALCO's Household Chemical Waste Collection Program. Fiscal Year 2022.	9.20	
GRAINGER INDUSTRIAL SUPPLY	Payables	Purchase Invoices	Jan 20, 2022	9164195233	Blanket Purchase Order - Misc. Safety & Operational Supplies for SWALCO's Household Chemical Waste Collection Program. Fiscal Year 2022.	296.40	
GRAINGER INDUSTRIAL SUPPLY	Payables	Purchase Invoices	Jan 20, 2022	9159432989	Blanket Purchase Order - Misc. Safety & Operational Supplies for SWALCO's Household Chemical Waste Collection Program. Fiscal Year 2022.	1,124.03	
Jan-22 Account Total						1,476.78	0.00
Trading Partner Total						1,476.78	0.00
Trading Partner Net Total							1,476.78

Trading Partner: **GT LANDSCAPING LLC**

Period Name: Jan-22

Account 930-9200010-79940-000-000-000000			Description		SWALCO Solid Waste Prog-SWALCO Administration-Miscell Contractual Servi----		
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
GT LANDSCAPIN	Payables	Purchase Invoices	Jan 7, 2022	3298	GT Landscaping LLC BLANKET PO for 2022 Snow Removal Services (including salt &	300.00	

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Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
G LLC					shoveling thru March)		
Jan-22 Account Total						300.00	0.00
Trading Partner Total						300.00	0.00
Trading Partner Net Total							300.00

Trading Partner: HANSEN ASSOCIATES INC

Period Name: Jan-22

Account 930-9200010-72260-000-000-000000			Description SWALCO \- Solid Waste Prog-SWALCO Administration-Office Equip Maintenance ----				
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
HANSEN ASSOCIATES INC	Payables	Purchase Invoices	Jan 7, 2022	22666	Hansen Associates, Inc. BLANKET PO for 2022 Copier Service & Meter Fees	92.00	
Jan-22 Account Total						92.00	0.00
Trading Partner Total						92.00	0.00
Trading Partner Net Total							92.00

Trading Partner: LAKE COUNTY MUNICIPAL LEAGUE

Period Name: Jan-22

Account 930-9200010-71810-000-000-000-000000			Description SWALCO \- Solid Waste Prog-SWALCO Administration-Dues And Subscriptions----				
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
LAKE COUNTY MUNICIPAL LEAGUE	Payables	Purchase Invoices	Jan 31, 2022	LCML2022.1	Lake County Municipal League Inv LCML2022.1 dated 01.21.2022 2015 Annual Membership Dues	500.00	
Jan-22 Account Total						500.00	0.00
Trading Partner Total						500.00	0.00
Trading Partner Net Total							500.00

Trading Partner: NORTH SHORE GAS CO

Period Name: Jan-22

Account 930-9200010-71910-000-000-000-000000			Description SWALCO \- Solid Waste Prog-SWALCO Administration-Gas For Heating----				
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
NORTH SHORE GAS	Payables	Purchase Invoices	Jan 31, 2022	4006513380	Acct#0608417646-00001 Gas Charges	2,486.43	

Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
CO							
					Jan-22 Account Total	2,486.43	0.00
					Trading Partner Total	2,486.43	0.00
					Trading Partner Net Total		2,486.43

Period Name: Jan-22

Account 930-9200020-65180-000-000-000000				Description	SWALCO \- Solid Waste Prog-Education-Miscellaneous Commodities---		
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
PAPER TIGER DOCUMENT SOLUTIONS	Payables	Purchase Invoices	Jan 7, 2022	33882	Paper Tiger Inv#33882 dated 12.20.2021 Shredding Services for RLP Event	599.00	
Jan-22 Account Total						599.00	0.00
Trading Partner Total						599.00	0.00
Trading Partner Net Total						599.00	

Period Name: Jan-22

Account		930-9200010-71940-000-000-000-00000		Description		SWALCO \- Solid Waste Prog-SWALCO Administration-Telephone----	
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
PEERLESS NETWORK INC	Payables	Purchase Invoices	Jan 24, 2022	485142	Acct#1210482 Telephone/Landline	126.56	
Jan-22 Account Total						126.56	0.00
Trading Partner Total						126.56	0.00
Trading Partner Net Total							126.56

Period Name: Jan-22

Account 930-9200010-71710-000-000-000-00000				Description SWALCO I- Solid Waste Prog-SWALCO Administration-Grant Projects----			
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
UNIVERSITY OF ILLINOIS	Payables	Purchase Invoices	Jan 20, 2022	014000AH702	University of Illinois Inv#014000AH702 dated 01/14/2022 USDA Grant NR203A750001C028 service vendor	906.05	
Jan-22 Account Total						906.05	0.00

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Trading Partner Total	906.05	0.00
Trading Partner Net Total	906.05	

Trading Partner: **VEOLIA ES TECHNICAL SOLUTIONS LLC**Period Name: **Jan-22**

Account 930-9200030-71150-000-000-00000				Description SWALCO \- Solid Waste Prog-Household Hazard Waste \-Consultants----			
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
VEOLIA ES TECHNICAL SOLUTIONS LLC	Payables	Purchase Invoices	Jan 11, 2022	INV-31181	Blanket PO - Labor and Transportation services for SWALCO's Household Chemical Waste Collection Program FY2022	2,358.75	
VEOLIA ES TECHNICAL SOLUTIONS LLC	Payables	Purchase Invoices	Jan 11, 2022	INV-31179	Blanket PO - Labor and Transportation services for SWALCO's Household Chemical Waste Collection Program FY2022	787.50	
VEOLIA ES TECHNICAL SOLUTIONS LLC	Payables	Purchase Invoices	Jan 20, 2022	INV-36837	Blanket PO - Labor and Transportation services for SWALCO's Household Chemical Waste Collection Program FY2022	2,791.25	
Jan-22 Account Total						5,937.50	0.00

Trading Partner Total	5,937.50	0.00
Trading Partner Net Total	5,937.50	

Trading Partner: **WASTE MANAGEMENT OF ILLINOIS INC**Period Name: **Jan-22**

Account 930-9200030-71630-000-000-00000				Description SWALCO \- Solid Waste Prog-Household Hazard Waste \-Garbage Disposal----			
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
WASTE MANAGEMENT OF ILLINOIS INC	Payables	Purchase Invoices	Jan 31, 2022	000131740664	Blanket PO - Trash/recycling services at SWALCO's Gurnee facility. Gurnee Commercial Franchise pricing applies. Services for Fiscal Year 2022.	181.80	
Jan-22 Account Total						181.80	0.00

Trading Partner Total	181.80	0.00
Trading Partner Net Total	181.80	

Trading Partner: **Not Specified**Period Name: **Jan-22**

Account 930-9200010-51110-000-000-00000				Description SWALCO \- Solid Waste Prog-SWALCO Administration-Regular Salaries And Wage----			
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Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
	Payroll	Payroll	Jan 7, 2022		Journal Import Created	5,992.43	
	Payroll	Payroll	Jan 7, 2022		Journal Import Created	12,661.52	
	Payroll	Payroll	Jan 21, 2022		Journal Import Created	17,274.39	
	Payroll	Payroll	Jan 21, 2022		Journal Import Created	1,379.58	
Jan-22 Account Total						37,307.92	0.00

Account 930-9200010-51180-000-000-000000			Description SWALCO \- Solid Waste Prog-SWALCO Administration-Special Pay----				
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
	Payroll	Payroll	Jan 7, 2022		Journal Import Created	447.69	
	Payroll	Payroll	Jan 21, 2022		Journal Import Created	447.69	
Jan-22 Account Total						895.38	0.00

Account 930-9200010-51310-000-000-000-000000			Description SWALCO \- Solid Waste Prog-SWALCO Administration-Cell Phone Allowance----				
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
	Payroll	Payroll	Jan 7, 2022		Journal Import Created	55.00	
Jan-22 Account Total						55.00	0.00

Account 930-9200010-71710-000-000-000-000000			Description SWALCO \- Solid Waste Prog-SWALCO Administration-Grant Projects----				
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
	Receivables	Misc Receipts	Jan 31, 2022	wa18231 LCACH			3,403.47
Jan-22 Account Total						0.00	3,403.47

Account 930-9200010-71810-000-000-000-000000			Description SWALCO \- Solid Waste Prog-SWALCO Administration-Dues And Subscriptions----				
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
	P Card Import	P Card Import	Jan 6, 2022		7221.05-JAN-22.SAMS CLUB #8184.	100.00	
Jan-22 Account Total						100.00	0.00

Account 930-9200010-74080-000-000-000-000000			Description SWALCO \- Solid Waste Prog-SWALCO Administration-H/L/D Employee Benefits----				
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Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
	Payroll	Payroll	Jan 7, 2022		Journal Import Created	22.00	
	Payroll	Payroll	Jan 7, 2022		Journal Import Created	3,818.04	
	Payroll	Payroll	Jan 21, 2022		Journal Import Created	22.00	
	Payroll	Payroll	Jan 21, 2022		Journal Import Created	3,818.04	
Jan-22 Account Total						7,680.08	0.00

Account 930-9200010-74100-000-000-000000			Description SWALCO \- Solid Waste Prog-SWALCO Administration-Retirement Benefits/FICA----				
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
	Payroll	Payroll	Jan 7, 2022		Journal Import Created	1,390.47	
	Payroll	Payroll	Jan 21, 2022		Journal Import Created	1,386.28	
Jan-22 Account Total						2,776.75	0.00

Account 930-9200010-74110-000-000-000-000000			Description SWALCO \- Solid Waste Prog-SWALCO Administration-Retirement Benefits/IMRF----				
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
	Payroll	Payroll	Jan 7, 2022		Journal Import Created	147.99	
	Payroll	Payroll	Jan 21, 2022		Journal Import Created	147.99	
Jan-22 Account Total						295.98	0.00

Account 930-9200030-71150-000-000-000-000000			Description SWALCO \- Solid Waste Prog-Household Hazard Waste \-Consultants----				
Trading Partner	Source	Category	GL Date	Transaction Number	Line Description	Debit	Credit
	P Card Import	P Card Import	Jan 6, 2022		7221.05-JAN-22.SAMS CLUB #8184.	107.68	
	P Card Import	P Card Import	Jan 6, 2022		7221.10-JAN-22.STRACK & VAN TIL #8747.	13.96	
	P Card Import	P Card Import	Jan 6, 2022		7221.10-JAN-22.POTBELLY #178.	135.92	
Jan-22 Account Total						257.56	0.00

Trading Partner Total	49,368.67	3,403.47
Trading Partner Net Total		45,965.20
All Trading Partners Grand Total	70,630.32	3,403.47
All Trading Partners Net Grand Total		67,226.85

End of Report

A – 1. Insurance Policy Renewals

ISSUE: Whether to recommend approval of the insurance policies as recommended by our new broker Alliant.

RECOMMENDATION: SWALCO staff recommends approval of the recommended insurance policies.

BACKGROUND: Based on the last two years working with AJ Gallagher it was time for us to look for another insurance broker who would be more responsive and also try to find us lower premiums and better coverage. Staff is happy to report that Alliant has succeeded in both areas, we have lower premiums, better and additional coverage with lower deductibles in many cases.

Enclosed is a Premium Summary and Coverage Comparison document that outlines the coverage enhancements and reduced policy deductibles. You will note that our current insurance costs are \$77,877 compared to proposed costs of \$48,556; a \$29,321 *in savings*.

Alliant provided us the following insurance premium quotes:

- IL Counties Risk Management Trust (ICRMT) for commercial property, inland marine, crime, equipment breakdown, commercial auto, public officials, employee benefit limits, employment practices liability and general liability insurance;
- Lloyds of London for professional liability insurance; and
- Navigators for environmental liability insurance.
- Hiscox Insurance for data breach and privacy security liability (final proposal forthcoming, we've included \$1,800 based on verbal quote from Alliant)

The enclosed comparison document shows the savings from the current policies to the new policies recommended by Alliant. The combined total for all the policies is \$40,256 plus Alliant's commission fee of \$6500 for a total of \$46756 (these documents do not include the cyber coverage proposal as noted above). Staff is requesting your approval to secure these policies and approval to pay the forthcoming invoices immediately upon receipt.

ENCLOSED DOCUMENTS: Premium Summary and Coverage Comparison document.

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

Premium Summary

	3/31/21-22 Various Carriers Expiring Premiums	Effective 3/31/22 Renewal Option 1 ICRMT/Navigator/Lloyds	Effective 3/31/22 Renewal Option 2 ICRMT/Ironshore
Property	\$ 33,584 \$	3,927 \$	3,927
Equipment Breakdown	\$ 752	Included	Included
Flood	Not Covered	Included	Included
Earthquake	Not Covered	Included	Included
Crime - \$100k Limit with \$1k Ded.	Not Covered	100 \$	100
General Liability	Included with Environmental	3,220 \$	3,220
Commercial Automobile	\$ 4,346 \$	456 \$	456
Public Officials Liability (D&O/EPL)	\$ 8,820 \$	1,106 \$	1,106
Umbrella/Excess Liability (\$10M)	Not Covered	5,023 \$	5,023
Total Package + Umbrella Premium	47,502	13,832	13,832
Environmental Liability (CPL/Site Pollution)	\$23,375	\$18,150	\$20,853
Professional Liability	Included with Environmental	8,274	Included with Environmental
Total Est Premium - Property, Casualty, Excess, Environmental	\$ 70,877 \$	40,256 \$	34,685
Brokerage Service Fee	\$ 7,000 \$	6,500 \$	7,000
Total Annual Program Costs -	\$ 77,877 \$	46,756 \$	41,685

Total Brokerage Income:	\$ 7,000 \$	12,029 \$	12,095
Commission	Unknown	5,529 \$	5,095
Brokerage Service Fee	7,000 \$	6,500 \$	7,000

Premium Summary and Coverage Comparison

	Expiring Program	Alliant Program
Property	American Empire Surplus Lines Insurance Company (Great American) A+ XV Non-Admitted 03/31/2021-03/31/2022	ICRMT Admitted Annual Program effective 3/31/2022
Building Values	1,500,000	1,500,000
Contents Values	90,000	90,000
Building & Contents Total Insured Value	1,750,000	1,590,000
	(includes \$160,000 equipment values)	
Valuation	Replacement Cost	Replacement Cost
Coinurance	80%	n/a, but coverage subject to 125% margin clause per schedule of values
Deductible	25,000	5,000
Back up - sewers + drains	Excluded	Included in Flood Coverage
Business Income, Extra Expense, Rental	Not Covered	1,000,000
Flood	Not Covered	1,590,000 limit 50,000 deductible excludes Zone A and V
Earthquake	Not Covered	1,590,000 Limit 50,000 Deductible or 5% of the damaged location, whichever is greater
Premium	\$32,270	3,927
Taxes & Fees	\$1,314	N/A
Annual Property Premium	\$33,584	3,927
Inland Marine	American Empire	ICRMT
Mobile Equipment - scheduled	160,000	155,000(>10,000) 5,000(<10,000)
Inland Marine Deductible	\$ 25,000	\$ 1,000
Annual Inland Marine Premium	Included in Property	Included in Property
Crime	Not Covered	ICRMT
Employee Dishonesty, Money and Securities, Computer Fraud, and Funds Transfer Fraud		100,000
Social Engineering/False Pretenses		50,000
Crime deductible		1,000
		Includes coverage for officials required by law to give bonds for faithful performance
Annual Crime Premium		100
Equipment Breakdown	The Hartford Steam Boiler Inspection & Insurance Company A++ X Admitted	ICRMT
Equipment Breakdown Limit	1,650,000	1,590,000
Equipment Breakdown Premium	\$752	Included in Property

Premium Summary and Coverage Comparison

	Expiring Program	Alliant Program
	Atlantic Specialty Insurance Company	ICRMT
	A+ XVA	
	Admitted	
Commercial Auto		
Combined Single Limit - Liability	1,000,000	1,000,000
Limit UM&UIM	70,000	40,000
Medical Payments	5,000 per person	5,000 per person/ \$25,000 per accident
Deductible	None	None
Hired and Non Owned		Included
Hired + Non Owned APD		\$50,000 limit with \$1,000 ded
Rating Basis- Number of Vehicles	1	1
Valuation	Actual Cash Value or Cost of Repairs up to \$50,000, Whichever Is Less	ACV
Deductible	1,000 Comp & Collision	1,000 Comp & Collision
Commercial Auto Premium	\$4,346	\$456
Public Officials	D&O-RSUI	ICRMT
	07/1/2021-07/1/2022	Effective 3/31/2022
Coverage Form		Claims Made
Limit	1,000,000 per occurrence 1,000,000 aggregate Limits shared with Employment Practices	1,000,000 per occurrence 1,000,000 aggregate Limits shared with Employment Practices and Employee Benefits
Deductible	\$0 - Side A \$7,500 - Side B \$10,000 - Side C	2,500
Retroactive Date:	7/24/2007	7/24/2007
Public Officials Premium	8,820	\$1,106
Employee Benefits Limit	Homeland/One Beacon	ICRMT
Coverage Form	Claims Made	Claims Made
Limit	\$1,000,000 Each Employee \$2,000,000 General Aggregate	1,000,000 per occurrence 1,000,000 aggregate Limits shared with Public Officials and Employment Practices
Deductible	500	2,500
Retroactive Date:	3/31/2011	3/31/2011
Employee Benefits Premium	Included in GL/Environmental	Included in POL
Employment Practices Liability	EPL - RSUI	ICRMT
Coverage Form	Claims Made	Claims Made
Limit	1,000,000 per occurrence 1,000,000 aggregate Limits shared with D&O	1,000,000 per occurrence 1,000,000 aggregate Limits shared with Public Officials and Employee Benefits
Deductible	10,000	2,500
Retroactive Date:	7/24/2007	7/24/2007
Employment Practices Premium	Included with D&O	Included in POL

Premium Summary and Coverage Comparison

	Expiring Program	Alliant Program
	Homeland Insurance Company of New York A+ XV Non-Admitted	ICRMT Admitted
General Liability		
Limit	1,000,000 per occurrence 2,000,000 aggregate	1,000,000 per occurrence 3,000,000 aggregate
	2,000,000 Products / Completed Operations Aggregate Limit	1,000,000 Products / Completed Operations Aggregate Limit
	1,000,000 Personal / Advertising Injury Limit	1,000,000 Personal / Advertising Injury Limit
	100,000 Damage to Premises Rented to You 10,000 Medical Expenses	100,000 Damage to Premises Rented to You \$5,000 Each Person/10,000 Each Occurrence Medical Expenses
		Sexual Abuse Liability - Claims Made \$1,000,000 each occurrence/annual aggregate Retro date 3/31/2022
		Violent Event Response \$500,000 per event/annual aggregate
Deductible	\$5,000	1,000 except 2,500 SAM
General Liability Premium	23,375	3,220
Professional Liability	Homeland/One Beacon	Lloyds
Professional Services Liability Limit	1,000,000 Each Professional Services Wrongful Act	1,000,000 Each Professional Services Wrongful Act
Professional Services Deductible	5,000	5,000
Definition of Professional Services		
Professional Services Liability Premium	Included in General Liability Package	\$ 8,274
Environmental Liability	Homeland Insurance Company of New York	Navigators
Contractors Pollution Liability - Each Pollution Condition	5,000,000	5,000,000
Transportation Pollution Liability	5,000,000	Included
Non-Owned Disposal Site Liability	5,000,000	Included
Short-Term Environmental Premises Liability	5,000,000	5,000,000
Pollution Deductible	25,000	25,000
Environmental Liability Premium	Included in General Liability Package	18,150
Excess Liability		ICRMT (sets over GL, Auto, Public Officials)
Limit	Not Covered	\$10,000,000
Excess Liability Premium	N/A \$	5,023
Total Package/Excess Premium	\$70,877	\$40,256
(Plus GL/Environmental Taxes/Fees=\$836?)		

ICRMT Renewal Terms and Conditions:

- The ICRMT Program has a common effective date 12/1/2021.
ICRMT Pro Rata Premium for the term 3/31/22 to 12/1/22 is \$9,284 (annual premium \$13,832).
- Cancellation can only occur at the program anniversary and only if 90 day prior written notice is provided. Therefore, this program will renew with ICRMT 12/1/22 to 12/1/23. After that time, SWALCO would be able to cancel or switch carriers.

A - 2. Service Agreement with Extinguish Fire Protection

BACKGROUND: Until now SWALCO has not accepted household fire extinguishers through our Household Chemical Waste (HCW) collections. However, at some of our past one-day Recycling Extravaganza events we worked with Extinguish Fire Prevention (EFP) to facilitate the collecting and recycling of household fire extinguishers.

In review of our programs, it was determined that adding the acceptance of household fire extinguishers at our HCW collections could be possible if we were to enter into an agreement with EFP to properly manage these devices on our behalf.

EFP is a mid-size fire protection service company that has operated in Gurnee for fourteen years and has over forty years of industry experience. EFP service area includes Northern Illinois Northern Indiana and Southern Wisconsin. EFP has similar service agreements in place with Goodwill Industries and the City of Chicago Household Hazardous Waste Collection facility.

Under the terms of this no cost service agreement, SWALCO will collect fire extinguishers from the public and EFP will pick them up from SWALCO as needed. EFP will then evaluate the equipment to determine if the items can be refurbished for reuse or recycled. The term of the Agreement will be three years with one-year options to extend thereafter if mutually agreed to by both parties. Either party may cancel this Agreement upon Sixty (60) days prior written notice to the other party, with or without cause.

ENCLOSED DOCUMENTS: Service Agreement Between Extinguish Fire Protection and SWALCO

STAFF: Peter Adrian, Recycling Coordinator; Alex Ballesteros, Household Chemical Waste Program & Facility Manager; Derke Price, General Counsel

No Cost Services Agreement

THIS SERVICES AGREEMENT ("Agreement"), entered into on this _____ day of _____, 2022 ("Effective Date") is between The Solid Waste Agency of Lake County ("SWALCO") located at 1311 N. Estes Street, Gurnee, Illinois 60031 and Extinguish Fire Protection ("EFP") located at 1300 N. Skokie Highway Suite 105, Gurnee, Illinois 60031. Both referred to collectively as the "Parties". This Agreement is in reference to the following:

- A. SWALCO wishes to offer to the residents that drop off materials at its Household Chemical Waste Facility ("Customers") the opportunity to properly manage certain fire extinguisher devices that they own; and
- B. EFP is engaged in the business of ("Processing") fire extinguisher devices and providing value-added services, including the refurbishment, reuse or recycling of such equipment; and
- C. Subject to the terms of this agreement, both Parties wish for Customers to be able to drop off fire extinguisher devices at SWALCO for purposes of EFP to Process such devices.

NOW THEREFORE, in consideration of the premises above and the promises below, and for other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree to the following:

SERVICES

Services to be provided by EFP are as follows:

1. **Fire Extinguisher Collection.** Upon notice from SWALCO (by email or by telephone), EFP agrees to pick up from SWALCO, with reasonable promptness, the fire extinguishers and related hardware received by SWALCO (individually referred to as an "Item" or collectively referred to as "Equipment").
2. **Title and Risk of Loss.** Title to and risk of loss or damage from all Equipment will pass to EFP when EFP takes possession of Equipment. EFP assumes all risks of Equipment that occurs during the collection, transportation, refurbishment, reuse or recycling or disposal or any other work performed by EFP and shall be responsible for the proper handling and lawful disposal of materials (whether hazardous or otherwise) contained in the Equipment.
3. **Equipment Processing.** To induce SWALCO to enter into this Agreement, EFP covenants to perform the following with respect to Processing:
 - i. All Equipment that EFP receives from SWALCO will be refurbished, recycled or disposed of following all applicable EPA, state and federal regulation and/or any local, state, federal and other laws, regulations and ordinances including, without limitation, the laws of any receiving jurisdiction; and
 - ii. Each item that does not hold functional value will be prepared for recycling or disposal by EFP; and

- iii. EFP will maintain and manage audit data (type, manufacture, size, quantity), pertinent information and deposition information for tracking and report generation; and
- 4. **Reporting.** EFP will maintain all necessary reporting information and provided this information to SWALCO no less than monthly or upon request. the following information will be provided in the reports.
 - i. Audit report – detailing the date of pickup from SWALCO. The manufacture, type and size of each item; and
 - ii. Deposition of the Equipment – listing to confirm the number of items that were refurbished, recycled or disposed;
- 5. **Cost.** This is a No Cost Service Agreement, EFP will not charge SWALCO for any services provided.

CONTRACT DURATION

SWALCO and EFP desire to establish a partnership approach to our relationship. Therefore, the duration of this contract will be three years with one year options to extend thereafter if mutually agreed to by both parties ("Term"). Either party may cancel this Agreement upon Sixty (60) days prior written notice to the other party, with or without cause.

INDEMNITY

Each party ("Indemnifying Party") will indemnify, defend and hold harmless the other party and such party's shareholders, directors, officers, employees, representatives, agents, successors and assigns (collectively the "Indemnified Party"), and will pay any and all damages, costs and expenses (including attorneys' fees) incurred by the Indemnified Party as a result of, or arising out of, claims, suits or demands or third parties loss of life, personal injury and/or damage to real or tangible personal property, or dissemination of any personal or private information that may be contained on the hard-drive or memory of the Equipment, to the extent such loss or damage is caused by the negligence or willful misconduct of the Indemnifying Party. The Indemnified Party will provide the Indemnifying Party with prompt notice of any such claims and provide all reasonable assistance in the defense of such claims.

INSURANCE

EFP will maintain insurance, of the type and in amounts as follows:

Type of Insurance	Required Limits of Liability
1. Worker's Compensation	Statutory
2. Employers' Liability	\$500,000 per accident \$500,000 disease (policy limit) \$500,000 disease (each employee)
3. Commercial General Liability including "occurrence" coverage for:	
a. Premises and operations, independent contractors protective contractual liability, broad form contractual liability, broad form property damage and XCU hazards; pollution liability (including asbestos liability)	\$1,000,000 per occurrence for bodily injury and property damage combined \$1,000,000 annual aggregate per location for bodily injury and property damage combined.
b. Products and completed operations (including broad form property damage) and property damage combined.	\$1,000,000 per occurrence for bodily injury and property damage combined \$1,000,000 annual aggregate for injury
c. Personal injury liability (with employment exclusion deleted)	\$1,000,000 per occurrence \$1,000,000 annual aggregate
4. Business Auto liability (including injury owned, non-owned and hired vehicles)	\$1,000,000 per accident for bodily and property damage combined.
5. Umbrella/Excess liability (to apply as excess over 2 and 3 above)	\$5,000,000 per occurrence \$5,000,000 annual aggregate

All liability coverage shall be written on an occurrence basis. Evidence of such insurance coverage will be provided upon request.

Contractor shall be responsible for promptly reporting all appropriate claims to the appropriate insurer. SWALCO shall be named as an additional insured under each of the above policies. EFP will submit a Certificate of Insurance to SWALCO naming them as additionally insured prior to the commencement of the contract.

LIMITATIONS OF LIABILITY

In no event will either party be liable to the other for indirect, incidental, or consequential damages, unless such damages are reasonably foreseeable, and the liable party has failed to take reasonable steps to avoid such damages by their negligence or intentional action(s).

MISCELLANEOUS

- i. This agreement will be governed by and interpreted in accordance with the laws of the State of Illinois, County of Lake, without regard to choose of law or conflict of law provisions; and
- ii. No subsequent change or modification of the terms of this Agreement will be made except in writing signed by both parties.

Extinguish Fire Protection

Solid Waste Agency of Lake County (SWALCO)

By: _____

By: _____

Date: _____

Date: _____

Address for Notices:

Mr. Rich Zielinski

President

1300 N. Skokie Hwy. Ste 105

Gurnee, IL 60031

Address for Notices:

Mr. Walter S. Willis

Executive Director

1311 N. Estes Street

Gurnee, IL 60031

A - 3. Approval of four Members to participate in The Composters Campaign

RECOMMENDATION: Staff recommends approval to award the Villages of Lake Barrington, Lake Zurich, Lincolnshire and Vernon Hills access to the services provided by Civil Agents in developing The Composters Program for their communities.

BACKGROUND: At the January 13, 2022 Board of Directors meeting, the SWALCO board approved a \$20,000 expenditure to augment the work that Civil Agents is performing under the USDA Community Compost and Food Waste Diversion Grant. This funding will assist four SWALCO members to increase participation in ride along/commingling and/or year-round collection programs.

Following a model that Civil Agents developed in the first year of the USDA Grant, SWALCO held a Composters Campaign Kick Off meeting on February 8, 2022 inviting all the SWALCO Members that have organics collection available through their waste hauling service. At the kickoff, Civil Agents outlined the communications and outreach tools that are available to all Members to use. Members that were interested in being awarded access to the additional allocation of \$5,000 per member were asked to complete a questionnaire to help staff determine the funding awards. This funding will come with expectations that include actively working with Civil Agents, providing needed staff time and commitment and follow through on measuring the impact of the various communication strategies.

After distributing the questionnaire, staff received back four completed forms from the Villages of Lake Barrington, Lake Zurich, Lincolnshire and Vernon Hills (see attached for their responses). Staff recommends approval to award these Members for services that will be provided by Civil Agents in developing The Composters Program for their communities.

ENCLOSED DOCUMENTS: SWALCO Composters Campaign Grant Application Response from the Villages of Lake Barrington, Lake Zurich, Lincolnshire and Vernon Hills

STAFF: Peter Adrian, Recycling Coordinator; Walter Willis, Executive Director

SWALCO Composters Campaign Grant Application Response

Member: Village of Lake Zurich
Contact: Kyle Kordell, Assistant Village Manager
kyle.kordell@lakezurich.org
(847) 540-1684

Questionnaire Responses:

1. What forms of communications does your municipality utilize to communicate with your residents?

✓ ✓ ✓ ✓
✓ ✓ ✓

2. If selected to receive this grant for custom marketing assistance from Civil Agents, will your municipal staff agree to use and track the overall effectiveness of the campaign including the evaluation of web site analytics and social media reports?

✓
NO

3. Please describe actual or proposed community events in your municipality that could be utilized to promote diversion of food waste to compost and the use of compost in gardens and lawns. This could include Farmers Markets, Arbor Day/Earth Day Celebrations and Community Festivals, etc.

Farmers Market every Friday all summer. Arbor Day on April 30. 4th of July celebration. Rock the Block in September.

4. In our efforts to grow the Circular Economy in Lake County: Please describe an actual or proposed project in your municipality where compost could be applied as a demonstration of it's benefits. Also explain how you will utilize municipal resources to accomplish this project.

We have a good working relationship with the Lake Zurich Garden Club - we could utilize a "hub-and-spokes" model using the Garden Club to demonstrate the benefits at dozens of area gardens. Some of these gardens cared for by the Garden Club are on municipal property. Public Works crews are available to assist in anyway needed.

5. If your municipality is selected to receive the Municipal Food Waste Diversion and Compost Use Grant with assistance from Civil Agents, will you agree to provide the necessary resources to complete the project.

✓
NO

6. Please provide a short statement explaining why your municipality would like to receive this grant.

Lake Zurich has been elevating the strategic importance of environmental sustainability in recent years with the launch of a new styrofoam recycling site, curbside e-waste collection, expanded shoe recycling, the certification of a Level 1 Arboretum, and the installation of EV charging stations in the Main Street District. Being a leader in southwest Lake County fits in nicely with our renewed focus on environmental sustainability.

SWALCO Composters Campaign Grant Application Response

Member: Village of Vernon Hills
Contact: Lynn Brandl, Communications Manager
LynnB@vhills.org
(847) 323-2232

Questionnaire Responses:

1. What forms of communications does your municipality utilize to communicate with your residents?

✓
✓

✓
✓

✓

✓

✓

2. If selected to receive this grant for custom marketing assistance from Civil Agents, will your municipal staff agree to use and track the overall effectiveness of the campaign including the evaluation of web site analytics and social media reports?

✓

NO

3. Please describe actual or proposed community events in your municipality that could be utilized to promote diversion of food waste to compost and the use of compost in gardens and lawns. This could include Farmers Markets, Arbor Day/Earth Day Celebrations and Community Festivals, etc.

PW Open House, SummerCel, Park District Farmer's Market, Earth Day events, etc.

4. In our efforts to grow the Circular Economy in Lake County: Please describe an actual or proposed project in your municipality where compost could be applied as a demonstration of it's benefits. Also explain how you will utilize municipal resources to accomplish this project.

The Park District's community gardens already receive compost, and we would like to expand this to be available to any residential gardeners and community green spaces.

5. If your municipality is selected to receive the Municipal Food Waste Diversion and Compost Use Grant with assistance from Civil Agents, will you agree to provide the necessary resources to complete the project.

✓

NO

6. Please provide a short statement explaining why your municipality would like to receive this grant.

Vernon Hills has been providing composting services and compost information/education for several years now. We will continue to support these and all Green initiatives. Because we are already dedicated to this communication, we respectfully suggest that another municipality receive this grant support. Thank you for all you do.

SWALCO Composters Campaign Grant Application Response

Member: Village of Lake Barrington
Contact: Lisa C. Pena-Tlapa, Village Clerk/Executive Assistant
lpenatlapa@lakebarrington.org
(847) 381-6010

Questionnaire Responses:

1. What forms of communications does your municipality utilize to communicate with your residents?

✓

2. If selected to receive this grant for custom marketing assistance from Civil Agents, will your municipal staff agree to use and track the overall effectiveness of the campaign including the evaluation of web site analytics and social media reports?

✓

NO

3. Please describe actual or proposed community events in your municipality that could be utilized to promote diversion of food waste to compost and the use of compost in gardens and lawns. This could include Farmers Markets, Arbor Day/Earth Day Celebrations and Community Festivals, etc.

Arbor Day & Earth Day, summer concerts, our big annual Barn Stomp community event, and the grand opening of our new park.

4. In our efforts to grow the Circular Economy in Lake County: Please describe an actual or proposed project in your municipality where compost could be applied as a demonstration of it's benefits. Also explain how you will utilize municipal resources to accomplish this project.

The Village has a Community Garden and would be receptive to the application of compost. In fact, the gardeners have been having Midwest Organics Compost deliver a truckload of compost in the spring, and the gardeners wheelbarrow the compost into the garden and work it into their garden plots. The gardeners have given tours of the garden and are excited to host a demonstration project on compost if the Village is chosen for this grant. The Village would assist in advertising the event through social media, newsletter, and e-news.

5. If your municipality is selected to receive the Municipal Food Waste Diversion and Compost Use Grant with assistance from Civil Agents, will you agree to provide the necessary resources to complete the project.

✓

NO

6. Please provide a short statement explaining why your municipality would like to receive this grant.

Our municipality would like to receive this grant because it would reintroduce an opportunity to our residents that only a few are currently taking advantage of. We would get the tools we need to educate our residents on the benefits and ease of food scrap recycling and composting. Our Village motto is An Oasis of Countryside Living. This program would fit with our community's lifestyle.

SWALCO Composters Campaign Grant Application Response

Member: Village of Lincolnshire
Contact: Sam Barghi, Management Analyst – Public Works Department
sbarghi@lincolnshireil.gov
(847) 913-2356

Questionnaire Responses:

1. What forms of communications does your municipality utilize to communicate with your residents?

✓
✓

✓

✓

✓

2. If selected to receive this grant for custom marketing assistance from Civil Agents, will your municipal staff agree to use and track the overall effectiveness of the campaign including the evaluation of web site analytics and social media reports?

✓

NO

3. Please describe actual or proposed community events in your municipality that could be utilized to promote diversion of food waste to compost and the use of compost in gardens and lawns. This could include Farmers Markets, Arbor Day/Earth Day Celebrations and Community Festivals, etc.

We can set up a table at relevant community events including arbor day, 4th of July, tree lighting ceremony, etc. with pledge sheets and composting kits. We can also attempt to only use compost when we plant trees for arbor day. The Village will also attempt to look at its operations and determine if there are any opportunities to use compost in day-to-day operations.

4. In our efforts to grow the Circular Economy in Lake County: Please describe an actual or proposed project in your municipality where compost could be applied as a demonstration of it's benefits. Also explain how you will utilize municipal resources to accomplish this project.

While we have not had composting projects/demonstrations in the past, the Village is prepared to work with SWALCO, Go Green! Lincolnshire, and our community partners, including the Garden Club, library district, school districts, and/or businesses to identify a meaningful and lasting project to demonstrate the value and benefits of composting. Examples can include creating a community garden, partnering with a school district and their food servicing company, like Sodexo, to divert food waste away from the dumpster and into compost, or creating a community compost program (call it "Compost Corner") where the community can create/maintain their own compost and access it for free.

Please note: none of these ideas have been officially approved. However, the Village commits to making our composting program robust and a success, and looks forward to learning about similar successful projects in other communities to determine what is feasible to do in Lincolnshire.

SWALCO Composters Campaign Grant Application Response
Village of Lincolnshire - Continued

5. If your municipality is selected to receive the Municipal Food Waste Diversion and Compost Use Grant with assistance from Civil Agents, will you agree to provide the necessary resources to complete the project.

✓

NO

6. Please provide a short statement explaining why your municipality would like to receive this grant.

In 2022, the Village of Lincolnshire entered into a contract with a new waste hauler, LRS. In response to community requests and demand, the Village is offering eligible residents the option to participate in a composting program (for the first time) during the leaf collection season, which runs from April 1-December 15.

Given that composting is a new service being provided, there may likely be a large learning curve to spread the message about composting. Areas that need to be covered include, but are not limited to:

- A. Informing residents that this composting service is available and how to participate;*
- B. Educating about what composting is and why it's beneficial;*
- C. Explaining the How-To's and Do's/Don'ts associated with composting;*
- D. Where to access compost to use in gardens and projects*

While this is new for our residents, composting is uncharted territory for Village staff, as well. The Village does not have a dedicated communications staff member, so partnering with SWALCO and Civil Agents will allow us to design a strategic communication outreach plan to have the largest spread and biggest impact that we might not otherwise be able to accomplish in-house. Leaning on Civil Agents' expertise will allow us to learn from previous campaigns and create streamlined action items and deliverables. We are fully committed to making our new composting program a success and will greatly appreciate, and benefit from, the opportunity this grant will provide us and our residents.

Thank you for your consideration.

I – 1. Project and Program Updates

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

1. This past month has been busy from a legislative standpoint with most effort being spent on the carpet bill (HB 4356) and the drug-take back bill (HB1780), Walter Willis provided committee testimony on both bills. The carpet bill made it out of committee on a partisan vote, and HB 1780 was approved by the House in a bi-partisan vote of 96 to 13. Both are identical EPR type bills that rely on cost internalization for funding and are to be operated by 501c3 organizations. The difference is the carpet bill is being opposed by the carpet mills in Georgia and the IL Manufacturer's Association, whereas the HB 1780 was not opposed by IMA or the large pharmaceutical companies.
2. Efforts continue in the development of a bill for Packaging and Paper Products (PPP) EPR legislation. Four, 3-hour meetings were held with PSI and a large group of stakeholders representing local government, environmental groups and the IL Retail Merchants Association. The four entities funding this effort, SWALCO, SWANCC, Chicago and DuPage County have provided comments on a draft bill prepared by PSI. The goal is to have the draft bill finalized by the end of the month for distribution to additional stakeholders including the waste industry, IMA and national brand owner associations/brand owners. IRMA has proposed a hybrid approach to funding the recycling of PPP which will be discussed in greater detail at the EC meeting and at the April BOD meeting.
3. Representatives from SWALCO, Lake County and Grayslake met on March 10th to discuss WM's proposed "Green Campus" concept for the land WM owns south of the Countryside Landfill. This was the third meeting held and details from the meeting will be discussed at the EC meeting.
4. The Zion Landfill hearings were completed on January 27, 2022 which began a 30 public comment period. Walter Willis and Derke Price attended all the public hearings and have been working with the County and Zion city staff on proposed findings of fact and special conditions for consideration by the Zion City Council. Per the state law the City has until the end March approximately to render a decision on the siting application.
5. The City of Highland Park approved an extension of its residential hauling contract with LRS, which appears to include a decision to implement a third cart for organics year-round beginning in year 2 of the extension. Highwood staff and LRS have worked out an extension agreement that needs to be acted on by the City Council. Gurnee decided to enter into an extension with WM for its commercial franchise. Staff is working with N. Chicago currently on a possible extension with WM.
6. Amy Bartemio has signed the agency up with Square so we can begin taking payments for the hauler licensing program electronically. Square will also be used as we begin to expand our collection programs at the HCW facility to include one-day collections separate from our HCW events where we will collect fire extinguishers (action item on agenda today), propane tanks and latex paint for a fee. All fees will be required to be paid electronically so we are not managing cash or checks for the collection events. More to come as we hope to start collection events during the week at the Gurnee facility starting later this spring. Alex Ballesteros will be managing these extra collection events.

ENCLOSED DOCUMENTS: None

STAFF: Walter Willis, Executive Director