Item #11B:

Village Trustee Yeager

SWALCO Board Meeting - 10/22/2015

10/21/15

SWALCO

SOLID WASTE AGENCY OF LAKE COUNTY, IL

MEMORANDUM

To: SWALCO Directors and Alternates

From: Walter S. Willis, Executive Director WSW

Subject: October 2015 Meeting Notice Information

Date: October 16, 2015

Attached you will find the agenda for this month's meeting, minutes from our August 27, 2015 meeting, and the referenced consent, action and information items.

I look forward to seeing you at the meeting on October 22nd at 7 pm, and let Amy Bartemio know if you or an alternate will be attending the meeting.

1311 NORTH ESTES STREET GURNEE, IL 60031 TELEPHONE: 847-336-9340 FAX: 847-336-9374

SOLID WASTE AGENCY OF LAKE COUNTY, IL
BOARD OF DIRECTORS
THURSDAY, OCTOBER 22, 2015 - 7:00 P.M.
HAINESVILLE VILLAGE HALL
100 HAINESVILLE ROAD, HAINESVILLE, IL 60030

AGENDA

1. **CALL TO ORDER** ..... Chairman

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL** ..... Secretary

4. **APPROVAL OF MINUTES** ..... Committee
   Minutes of August 27, 2015

5. **PUBLIC COMMENT**

6. **NEW AGENDA ITEMS**

7. **MEMBER RESOLUTIONS**

8. **BOARD ITEMS** ..... Executive Director

   Consent Item
   1. Expenditure Report (September 2015)

   Action Items
   1. Proposed FY 2016 SWALCO Budget and Capital Projects
   2. Proposed Purchasing Policy and Manual
   3. Larry Clark – 2016 Contract
   4. Proposed 2016 Meeting Calendar

   Information Items
   1. Health Department Report – Mike Kuhn
   2. 2015 Fall Recycle-O-Rama
   3. 3rd Qtr. 2015 Electronics Program Update
   4. Project and Program Updates

9. **EXECUTIVE SESSION - IF NEEDED**

10. **ADJOURNMENT**

(Per Motion to Amend Per discussion)

MUNICIPALITY		SWALCO BOD VOTING RECORD/08.27.15													
		July Expenses Consent		Pharma Policy		Exe Dirct. Payment Authority Increase 10k to 20k		Vintage Tech NO COST CONTRACT 2015-2016		Strategic Advocacy Contract					
Attendance		A	N	A	N	A	N	A	N	A	N	A	N	A	N
ANTIOCH															
BANNOCKBURN	✓	✓		✓		✓		✓		✓					
BEACH PARK	✓	✓		✓		✓		✓		✓					
DEER PARK	✓	✓		✓		✓		✓		✓					
DEERFIELD	✓	✓		✓		✓		✓		✓					
FOX LAKE	✓	✓		✓		✓		✓		✓					
GRAYSLAKE	✓	✓		✓		✓		✓		✓					
GREAT LAKES															
GREEN OAKS															
GURNEE															
HAINESVILLE	✓	✓		✓		✓		✓		✓					
HAWTHORN WOODS	✓	✓		✓			✓	✓		✓					
HIGHLAND PARK	✓	✓		✓		✓		✓		✓					
* HIGHWOOD	* ✓			✓		✓		✓		✓					
ISLAND LAKE															
KILDEER															
LAKE BARRINGTON	✓	✓		✓		✓		✓		✓					
LAKE BLUFF	✓	✓		✓		✓		✓		✓					
LAKE COUNTY	✓	✓		✓		✓		✓		✓					
LAKE FOREST	✓	✓		✓		✓		✓		✓					
LAKE VILLA	✓	✓		✓		✓		✓		✓					
LAKE ZURICH	✓	✓		✓		✓		✓		✓					
LIBERTYVILLE															
LINCOLNSHIRE															
LINDENHURST	✓	✓		✓		✓		✓		✓					
LONG GROVE	✓	✓		✓		✓		✓		✓					
MUNDELEIN	✓	✓		✓		✓		✓		✓					
NORTH BARRINGTON	✓	✓		✓		✓		✓		✓					
NORTH CHICAGO	✓	✓		✓		✓		✓		✓					
PARK CITY	✓	✓		✓		✓		✓		✓					
PORT BARRINGTON															
RIVERWOODS	✓	✓		✓		✓		✓		✓					
ROUND LAKE	✓	✓		✓		✓		✓		✓					
ROUND LAKE BEACH	✓	✓		✓		✓		✓		✓					
ROUND LAKE HEIGHTS															
ROUND LAKE PARK	✓	✓		✓		✓		✓		✓					
THIRD LAKE	✓	✓		✓		✓		✓		✓					
TOWER LAKES															
VERNON HILLS															
WADSWORTH	✓	✓		✓		✓		✓		✓					
WAUCONDA	✓	✓		✓		✓		✓		✓					
WAUKEGAN															
WINTHROP HARBOR															
VOLO	✓	✓		✓		✓		✓		✓					
ZION															
	30	29		30		29	1	30		30					

*Highwood arrived @ 7:09pm

SWALCO BOD SIGN IN SHEET/08.27.15		
MEMBER COMMUNTIY	***REPRESENTATIVE***	***TITLE***
ANTIOCH		
BANNOCKBURN	MARIA LASDAY	Village Manager
BEACH PARK	Tracy Miracle	Asst Administrator
DEER PARK	Keith Olson	Trustee
DEERFIELD	Kent S. Stu	Village Manager
FOX LAKE	Bernie Konwent	FOX LAKE
GRAYSLAKE	MIKE ELLIS	MANAGER
GREAT LAKES		
GREEN OAKS		
GURNEE		
HAINESVILLE	~~[illegible]~~ Linda Soto	~~[illegible]~~ Mayor
HAWTHORN WOODS	~~Steve~~ Riess	Trustee
HIGHLAND PARK	Ghida Neukirch	City Manager
HIGHWOOD	Adrian Marquez	Assistant to the City Manager
ISLAND LAKE		
KILDEER		
LAKE BARRINGTON	CHRIS MARTIN	VILLAGE ADMIN
LAKE BLUFF	R. Drew Irvin	Village Admin
LAKE COUNTY	Steve Mandel	Lake County Board Member
LAKE FOREST	Michael Thomas	Director of Public Works
LAKE VILLA	Karl Warwick	Village Administrator
LAKE ZURICH	Michael BROWN	Director OF Public WORKS
LIBERTYVILLE		
LINCOLNSHIRE		
LINDENHURST	Tracy McGrath	trustee
LONG GROVE	GEORGE YAEGER	TRUSTEE
MUNDELEIN	Holly Kim	trustee
NORTH BARRINGTON	MARTIN PAIS	Trustee
NORTH CHICAGO	Nimrod Warda	Senior Planner
PARK CITY	Barb Telle	Alderwoman
PORT BARRINGTON		
RIVERWOODS	John W [illegible]	MAYOR
ROUND LAKE	Sue Trepholm	trustee
ROUND LAKE BEACH	Larry T Mount	TRUSTEE
ROUND LAKE HEIGHTS		
ROUND LAKE PARK	BOB CERRETTI	TRUSTEE
THIRD LAKE	BOB KOWALKE	TRUSTEE
TOWER LAKES		
VERNON HILLS		
WADSWORTH	GLENN RYBACK	MAYOR
WAUCONDA	CHUCK BLACK	TRUSTEE
WAUKEGAN		
WINTHROP HARBOR		
ZION		
VOLO	Mike May	Village Admin

PUBLIC SIGN-IN SHEET

SWALCO BOD MEETING

Name	Address	Representing
None		

Date: 08/27/15

MINUTES

SOLID WASTE AGENCY OF LAKE COUNTY, IL
BOARD OF DIRECTORS
THURSDAY, August 27, 2015 - 7:00 P.M.
100 HAINESVILLE ROAD, HAINESVILLE, IL

MEMBERS ATTENDING: *See Attachment 1, Sign In and Attachment 2, Voting Record.*

PLEDGE OF ALLEGIANCE

CALL TO ORDER

Chairman Mount called the BOD meeting to order at 7:03 p.m. with 29 members present. Highwood arrived at 7:09 pm bringing total attendance to 30 members.

APPROVAL OF MINUTES

Motion by *Lake Bluff* seconded by *Round Lake* to approve the minutes of June 25, 2015.
Motion was approved

PUBLIC COMMENT: *None*

MEMBER RESOLUTIONS: *None*

NEW BOARD ITEMS: *None*

BOARD ITEMS

Consent Items

1. **Expenditures for July 2015**
Walter Willis presented the Expenditure Report of July 2015.
Motion by *Riverwoods*, seconded by *Third Lake* to approve the July 2015 Expenditures.
Motion was approved on a roll call vote of 29 to 0.

Action Items

1. **Policy for Accepting Pharmaceuticals from Non-SWALCO Members**
Walter Willis discussed whether to establish a policy to accept and also charge non-SWALCO members for services associated with managing pharmaceuticals (both controlled and non-controlled), pending IEPA written approval to allow SWALCO to accept pharmaceuticals from other government entities. Based on costs incurred to date, staff is recommending a flat fee of $50 plus a fee of $1.50 per pound to sort for municipalities wholly or partially located in Lake County. The per pound fee will cover the costs of the technicians, Steve's time, sharps disposal and overhead costs; the flat fee of $50 is meant to cover Amy's time coordinating the program,

and doing the invoicing. SWALCO, in accordance with our Intergovernmental Agreement with the IEPA, must obtain written approval from the Director to utilize the Agency's contractor for HHW that is collected and delivered to us by other government operated or sponsored entities.

Motion by *Lake Bluff*, seconded by *Riverwoods* to approve the two tiered approach to accepting and charging non-SWALCO members. ***Motion was approved on a roll call vote of 30 to 0.***

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

Developing a purchasing policy for the agency was also discussed and a draft will be presented at the next Board of Directors meeting.

Motion by *Riverwoods*, seconded by *Wadsworth* to approve the Executive Director's payment authority from $10,000 to $20,000. ***Motion was approved on a roll call vote of 29 to 1.***

3. **Proposed Agreement with Vintage Tech to Provide Escrap Recycling Services for 2015/2016**
Walter Willis and Pete Adrian discussed whether to enter into a no cost contract with Vintage Tech Recyclers to provide transportation and recycling services to SWALCO's electronic products recycling program for the remainder of this calendar year and for all of 2016. Since the enactment of PA 99-0013 on July 10, 2015 SWALCO staff has been in discussions with its two current e-scrap recycling vendors (Dynamic Recycling, Inc. and eWorks) and Vintage Tech Recyclers (an Illinois based recycler, currently one of the largest in the State, with programs in other states as well) to determine if we could obtain a no cost contract for the remainder of this year and for 2016. While Dynamic and eWorks have been in discussions with manufacturers for the collection of additional weight required by PA 99-0013 they have been unable to secure firm commitments for this year and next. Only Vintage Tech was able and willing to enter into such an agreement with SWALCO.

Motion by *Deerfield*, seconded by *Lake County* to recommend approval to enter into a no-cost agreement with Vintage Tech for remainder of this calendar year and for all of 2016.
Motion was approved on a roll call vote of 30 to 0.

4. **Contract Renewal – Strategic Advocacy/Kip Kolkmeier, Lobbyist**
Walter Willis presented a two year contract from Strategic Advocacy along with a brief update of the services. This is a 2 year fixed contract for the 2016 and 2017 fiscal years and shall not exceed $37,750 per year. Inquiries regarding a performance matrix were also discussed. Monthly reports will be added to the scope and will be available per request

Motion by *Highland Park*, seconded by *Riverwoods* to approve a two year contract with Strategic Advocacy. ***Motion was approved on a roll call vote of 30 to 0.***

Information Items

1. **Health Department Report – Mike Kuhn**
   Mike Kuhn discussed the Lake County Health Department report concerning recent activities regarding Lake County landfills (Countryside/Grayslake) (Advanced Disposal/Zion), compost facilities/landscape waste transfer stations and food scrap. Mike Kuhn also provided photos of geomembrane liner installed at the ADS Zion Landfill.

2. **Compost Bin and Rain Barrel Sale 2015 Summary**
   Merleanne Rampale provided a summary of the 2015 Sales event. We coordinated and managed all aspects of the event, the vendor, EnviroWorld Corporation, offered us a donation of $10.00 for every bin and barrel we purchased and $2.00 for each accessory. Due to these efforts we were able to generate just under $6,000.00 for the Agency. The sale event was very well attended. During the day we welcomed several hundred visitors and sold approximately 350 Bins and Barrels, and 100 accessories on the day of the sale. Extras were ordered to have available for purchase after the sale date, and brought those back to the SWALCO and SMC offices.

3. **Reuse-A-Shoe Recycling Program Update**
   Merleanne Rampale gave a brief summary of the 2015 Reuse-A-Shoe program. SWALCO has coordinated a program that recycles and reuses shoes for over a decade. Member communities, schools, scout troops, park districts, libraries, corporate offices and other community groups from all around the region came together and were united in this effort. The Village of Vernon Hills Public Works Department again acted as host site for the final Shoe Round-up collection for 120+ groups. Staff from Vernon Hills Park District also volunteered to help with the round-up along with other family and friends. Over 20,000 pounds of shoes were collected and brought to the Round-up in April with groups continuing to collect during summer, Fall and year-round.

4. **Recycle-O-Rama Event, September 2015**
   Merleanne Rampale gave a brief summary of the upcoming event. On Saturday, September 26, 2015 SWALCO will sponsor a community recycling and shredding event at the LCDOT in Libertyville. We are still working out final logistics but plan to have a list of numerous items that people can drop off for donation, reuse or recycling. SWALCO has been hosting these events for over a decade now, and offers a unique opportunity for residents to drop off a host of hard-to-recycle items, conveniently, at one location. Document shredding will also be available during the event.

5. **2nd Quarter 2015 Electronics Program Update**
   Pete Adrian gave a brief report regarding the 2nd quarter Electronics Program. Since the beginning of 2015, the six regional electronics collection sites that remain open have shipped 2,151,068 pounds of electronics to Dynamic Recycling and eWorks at a cost of $196,509.92 which is approximately 60% of the $330,000 budget.

Comparing first half 2015 to volume collected at the same time last year, the program is realizing an approximate 15% decrease in overall volume. However, when comparing the volume each of the six host collection sites had collected through this time last year, they all have experienced approximately 20% more volume thus far. Staff realizes this increase in volume has been extremely taxing on all the host collection sites. Many of the collection sites have had difficulty keeping up with the volume which has led to some issues regarding site safety. This was the case at the Wauconda Township Highway Department. On Wednesday, August 5th, at approximately 10:00 am, a rear projection television that had been set along the fence line of Township collection area suddenly caught fire. The fire quickly spread to several nearby TV's and other electronics. Once realized, the Township staff acted quickly and extinguished the fire. However, the heat created by the fire regretfully caused damage to a vehicle that was parked near the fence on the adjoining property. This incident has led to the Township deciding to stop collecting electronics effective September 11.

6. **2nd Qtr. 2015 Recycling & Per Ton Payment Report**

Pete Adrian gave a brief report of tabulations of curbside recyclable material tonnage and recycling, by member community for the second quarter of 2015. The first six months of 2015 illustrate that 27,921 tons of recyclables were collected from Lake County communities. Compared to previous year's first half totals, Lake County communities have experienced a 5.2% decrease in recycling volume as compared to the same period of 2014 (29,437 tons). Waste generation rates also declined during this same period, though slightly less (3.1%). Overall, the volume of both waste and recycling collected during this period has declined by approximately 3.6% from the same period of 2014. Market values, for all recyclable commodities remain at record lows. Regretfully this trend is predicted to continue through to the end of the year. Due to the weakness in markets, Agency Member Per Ton Payments, remained at zero for the three months of the second quarter. Staff predicts that this will continue to be the case for the remainder of the year.

7. **Project and Program Updates**

Walter Willis gave a brief update on several projects and programs SWALCO is currently working on:

- Walter Willis attended the interviews held by Highland Park and Highwood for their joint residential hauling RFP and commercial hauling RFP. Both cities have entered into contract negotiations with Lakeshore Recycling Systems, which was the low bidder for both cities contracts. Prairieland Disposal, an independent hauler serving Lake and McHenry counties primarily, was awarded the hauling contracts in North Barrington, Tower Lakes and Port Barrington (its first three municipal franchise contracts in Lake County). All three contracts provide for households to commingle food scraps along with landscape waste effective September 1st. Deer Park already has this program as part of its recent contract extension with Groot. SWALCO will be working with Prairieland and other haulers and compost sites on an information flyer on this program to help residents understand how to participate in the program.

- To date 11 members have contacted Walter or expressed interest in passing the commercial franchise ordinance. Kildeer passed its ordinance in June and will begin its data collection efforts in July, Round Lake Beach approved its amended ordinance in July with an August effective date for data collection and Lindenhurst approved its ordinance in August with a

September effective date. Other presentations to members include Lake Bluff, Green Oaks, and Third Lake. Progress is being made on the webpage dedicated to this program, which SWALCO will maintain on behalf of its members.

- Advanced Disposal has purchased land to the north of the Zion Landfill that it intends to use for a future expansion. The landfill currently has approximately 13 years of capacity and this new purchase will likely add over 10 years of additional capacity if sited by the City of Zion. It is expected that any siting approval request will be made several years from now.

- On June 17th Senator Bush convened a second meeting on carpet recycling that was attended by over 25 people from the carpet industry, recyclers, C&D recyclers, local government (including John Norris) and carpet installers and retailers. The meeting resulted in several action items including: 1) CARE committing to having a baseline data report on carpet generation and management in IL by September 30th, 2) scheduling meetings with the State of IL's purchasing department (CMS) and Green Team to promote procurement of recycled content carpet and products made from recycled carpet, 3) reaching out to Fiberon, a company that produces plastic lumber that is looking to build a new plant to make lumber from PET carpet, to encourage the company to locate in IL, and 4) working on outreach and education for the Chicago area architecture and design firms. The next meeting is scheduled for October 7th in Zion at CLEAR's carpet recycling facility.

- Walter Willis attended the IEPA hearing on July 29, 2015 required by the Electronics Recycling law, and provided testimony regarding SWALCO's program and our perspective as a collector working under the law. Walter also prepared the written comments submitted on behalf of the IL Product Stewardship Council, which represents over a dozen units of local government throughout the state. SWALCO will also be providing written comments prior to the record closing on October 1st, providing the IEPA with Larry Clark's interpretation of the statute regarding whether units of local government can be charged for electronics recycling programs. Walter also participated on the second call of the R2 Technical Advisory Committee which he was appointed to by R2 several months ago. R2 is one of the two primary certifying bodies for electronics recyclers.

- Walter Willis and John Norris attended Senator Morrison's environmental roundtable discussion at the Chicago Botanic Gardens on July 30th. Both provided information regarding SWALCO's legislative goals for next year, and issues of importance to the Agency.

Executive Session: *None*

NEXT BOARD MEETING: Thursday, October 22, 2015 - 7:00 p.m. Hainesville Village Hall, 100 N. Hainesville Road

ADJOURNMENT: 8:09 p.m.
Motion by *Grayslake*, seconded by *Hainesville* to adjourn. ***Motion was approved.***

Memo to the Board of Directors October 22, 2015

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 $47,914.96.00; Education $1,748.85 Household Chemical Waste $9,252.81; Recycling $11,333.00 ***Total expenditures for September 2015 - $70,249.62***

ENCLOSED DOCUMENTS: BOSS Account Analysis Report

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

SWALCO - September 2015 EXPENDITURE BUDGET

SWALCO \- Solid Waste Prog-SWALCO Administration-Regular Salaries And Wages----					
Budget Amount:	351,087.960	Funds Available:	56,332.77	Beginning Balance for Period	267,681.59
				Total Expenditures	***27,073.60***
				Ending Balance for Period	294,755.19

SWALCO \- Solid Waste Prog-SWALCO Administration-Part Time Salaries And Wages----					
Budget Amount:	42,417.96	Funds Available:	5,778.80	Beginning Balance for Period	32,774.17
				Total Expenditures	***3,864.99***
				Ending Balance for Period	36,639.16

SWALCO \- Solid Waste Prog-SWALCO Administration-Special Pay----					
Budget Amount:	17,100.00	Funds Available:	3,341.64	Beginning Balance for Period	12,507.60
				Total Expenditures	***1,250.76***
				Ending Balance for Period	13,758.36

SWALCO \- Solid Waste Prog-SWALCO Administration-Food And Provisions----					
Budget Amount:	2,210.00	Funds Available:	905.40	Beginning Balance for Period	1,246.77
				Total Expenditures	***57.83***
				Ending Balance for Period	1,304.60

SWALCO \- Solid Waste Prog-SWALCO Administration-Trips And Training----					
Budget Amount:	8,800.00	Funds Available:	1,791.19	Beginning Balance for Period	3,168.85
				Total Expenditures	***3,839.96***
				Ending Balance for Period	7,008.81

SWALCO \- Solid Waste Prog-SWALCO Administration-Gas For Heating----					
Budget Amount:	15,000.00	Funds Available:	7,412.26	Beginning Balance for Period	7,536.44
				Total Expenditures	***51.30***
				Ending Balance for Period	7,587.74

SWALCO \- Solid Waste Prog-SWALCO Administration-Electricity----					
Budget Amount:	12,000.00	Funds Available:	2,284.03	Beginning Balance for Period	8,828.79
				Total Expenditures	***887.18***
				Ending Balance for Period	9,715.97

SWALCO \- Solid Waste Prog-SWALCO Administration-Water and Sewer----					
Budget Amount:	500.00	Funds Available:	284.17	Beginning Balance for Period	159.93
				Total Expenditures	***55.90***
				Ending Balance for Period	215.83

SWALCO \- Solid Waste Prog-SWALCO Administration-Telephone----					
Budget Amount:	7,000.00	Funds Available:	1,443.82	Beginning Balance for Period	5,114.21
				Total Expenditures	***441.97***
				Ending Balance for Period	5,556.18

SWALCO \- Solid Waste Prog-SWALCO Administration-Courier Services----					
Budget Amount:	150.00	Funds Available:	90.07	Beginning Balance for Period	52.43
				Total Expenditures	***7.50***
				Ending Balance for Period	59.93

SWALCO \- Solid Waste Prog-SWALCO Administration-Office Equip Maintenance----					
Budget Amount:	1,200.00	Funds Available:	80.51	Beginning Balance for Period	1,099.99
				Total Expenditures	***19.50***
				Ending Balance for Period	1,119.49

SWALCO \- Solid Waste Prog-SWALCO Administration-Equip Rental----					
Budget Amount:	3,100.00	Funds Available:	-236.48	Beginning Balance for Period	2,346.31
				Total Expenditures	***645.43***
				Ending Balance for Period	2,991.74

SWALCO \- Solid Waste Prog-SWALCO Administration-H/L/D Employee Benefits----					
Budget Amount:	79,608.00	Funds Available:	14,371.79	Beginning Balance for Period	58,678.11
				Total Expenditures	***6,558.10***
				Ending Balance for Period	65,236.21

SWALCO \- Solid Waste Prog-SWALCO Administration-Retirement Benefits/FICA----					
Budget Amount:	30,102.95	Funds Available:	5,267.68	Beginning Balance for Period	22,477.16
				Total Expenditures	***2,358.11***
				Ending Balance for Period	24,835.27

SWALCO \- Solid Waste Prog-SWALCO Administration-Retirement Benefits/IMRF----					
Budget Amount:	34,707.05	Funds Available:	29,311.11	Beginning Balance for Period	5,115.58
				Total Expenditures	***280.36***
				Ending Balance for Period	5,395.94

SWALCO \- Solid Waste Prog-SWALCO Administration-Miscellaneous Contingency----					
Budget Amount:	5,000.00	Funds Available:	455.70	Beginning Balance for Period	4,501.83
				Total Expenditures	***42.47***
				Ending Balance for Period	4,544.30

SWALCO \- Solid Waste Prog-SWALCO Administration-Miscell Contractual Servi----					
Budget Amount:	13,360.00	Funds Available:	5,894.00	Beginning Balance for Period	6,670.00
				Total Expenditures	***480.00***
				Ending Balance for Period	7,150.00

SWALCO \- Solid Waste Prog-SWALCO Education-Operational Supplies----					
Budget Amount:	5,000.00	Funds Available:	4,115.12	Beginning Balance for Period	12.88
				Total Expenditures	***872.00***
				Ending Balance for Period	884.88

SWALCO \- Solid Waste Prog-SWALCO Education-Advertising----					
Budget Amount:	2,500.00	Funds Available:	45.90	Beginning Balance for Period	1,577.25
				Total Expenditures	***876.85***
				Ending Balance for Period	2,454.10

SWALCO \- Solid Waste Prog-Household Hazard Waste---Consultants----					
Budget Amount:	157,900.00	Funds Available:	22,535.91	Beginning Balance for Period	76,811.66
				Total Expenditures	***5,840.93***
				Ending Balance for Period	82,652.59

SWALCO \- Solid Waste Prog-Household Hazard Waste---Garbage Disposal----					
Budget Amount:	6,800.00	Funds Available:	396.84	Beginning Balance for Period	3,555.89
				Total Expenditures	***159.00***
				Ending Balance for Period	3,714.89

SWALCO \- Solid Waste Prog-Household Hazard Waste---All Other Maintenance----					
Budget Amount:	16,250.00	Funds Available:	6,319.25	Beginning Balance for Period	5,912.55
				Total Expenditures	***3,252.88***
				Ending Balance for Period	9,165.43

SWALCO \- Solid Waste Prog-Recycling---Misc. Commodities---					
Budget Amount:	6,500.00	Funds Available:	1,241.40	Beginning Balance for Period	4,886.27
				Total Expenditures	***372.33***
				Ending Balance for Period	5,258.60

SWALCO \- Solid Waste Prog-Recycling---Miscell Contractual Servi---					
Budget Amount:	330,000.00	Funds Available:	99,751.64	Beginning Balance for Period	200,862.39
				Total Expenditures	***10,960.67***
				Ending Balance for Period	211,823.06

TOTAL EXPENDITURES $ 70,249.62

ACTION ITEMS

Memo to the Board of Directors October 22, 2015

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

ISSUE: Whether to approve the proposed fiscal year 2016 SWALCO budget and the proposed capital projects for FY 2016.

RECOMMENDATION: SWALCO staff and the Executive Committee recommend approval of the 2016 SWALCO budget and capital projects. At the Executive Committee meeting on October 8, 2015 the Executive Committee expressed concern with the projected deficits beginning in FY 2017 and will begin evaluating measures that can be taken to move the Agency to a balanced budget in 2017 during its next several meetings. Preliminary ideas included no longer sharing proceeds from the textile and shoes program with collection partners, increasing the O&M fee, putting pressure on the State of IL to begin issuing grants to help cover costs for the pharmaceuticals program (this may include partnering with law enforcement), being proactive with the IEPA to ensure the HCW Program funding is not lost due to the State's fiscal situation (this too may include partnering with the other 3 permanent HHW sites in IL), possibly asking for a donation or charging for collection events, and continuing to pursue other programs that can generate revenue for the agency like shoes, textiles, recyclables and electronics currently are or have in the past.

The Executive Committee also expressed concern that if the Agency is going to begin spending money on capital projects that it also have a program in place to replenish the fund as money is withdrawn to pay for projects. This will also be evaluated as part of the FY 2017 budget planning process to be undertaken by the Executive Committee over its next several meetings, and ultimately reported back to the Board of Directors for final discussion and action.

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

Proposed FY 2016 Budget

The highlights of the proposed budget are as follows:

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

strong dollar, textile export demand is decreasing) and the electronics collection program. Overall the revenue from non-landfill sources (O&M Fee and misc. revenues) now account for 31% of our revenue compared to 36% last year.

3. Revenues are expected to exceed expenditures by $370 ($1,026,950 – $1,026,580). Our current reserve balance is approximately $1.78 million.

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

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

Several assumptions were made in preparing the above table:

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

Capital Replacement Fund

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

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

Cash Balance Fund

At the June 25, 2015 Board of Directors meeting the Board also established a minimum cash fund balance of $1,200,000 (currently $1.78 million). Based on the projected spending for the next 5 fiscal years the Agency will come within $300,000 of reaching that minimum fund balance, which if reached will trigger the re-formation of the Finance Committee. There are many factors that may impact the Agency's revenues and expenditures over the next five years, and it will be up to the Executive Director, the Executive Committee and the Board of Directors to recommend and to take action at the appropriate time to ensure the long term financial stability of the Agency. As discussed earlier, the Executive Committee plans to develop recommendations in the next several months to assist in achieving a balanced budget for FY 2017.

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

STAFF: Walter Willis, Executive Director

Solid Waste Agency of Lake County
FY 2016 Budget, Final

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

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

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

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

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

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

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Fund:	Management Center	Account	DESCRIPTION	2016 APPROVED	DETAIL
REVENUES 40000					
930	47230	SW0	REVENUE FROM LANDFILL SURCHARGE	$ 695,000	Countryside LF ($285,000); Zion LF ($410,000).
930	48010	SW0	INTEREST INCOME FROM SURCHARGE BALANCE	$ 9,000	Based on FY 2014 Interest Income
930	45380	SW0	REVENUE FROM MUNICIPALITIES	$ 277,650	O&M Fee at $1.25 per hh per year
930	48145	SW0	REVENUE FROM TEXTILES AND SHOES	$ 20,000	
930	48149	SW0	REVENUE FROM RAIN BARRELS AND COMPOSTERS	$ 5,000	
930	49910	SW0	MISCELLANEOUS REVENUES	$ 20,300	Hauler Licensing ($1,950); WMRA bonus payment ($10,000); IEPA escrap grant ($2,000); and Surcharge reimbursement from WMI for Deerfield ($6,350)
TOTAL REVENUES				**$ 1,026,950**	

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

Fund:	Management Center	Account	DESCRIPTION	2015 APPROVED	2015 Expended YTD (%)	2016 REQUESTED	DETAIL
930	74110	SW0	RETIREMENT CONTRIBUTIONS IMRF	$ 34,707	15.1%	$ 3,527	Employee Salaries x 0.86%, still low due to switch from County IMRF
930	79930	SW0	MISCELLANEOUS CONTINGENCY	$ 5,000	90.0%	$ 3,500	Contingency for unanticipated expenses
930	79940	SW0	MISC CONTRACTUAL SERVICES	$ 13,360	53.0%	$ 12,960	Office Cleaning ($2,100), special facility handyman ($500); snow and lawn maint. ($10,000); and pest control ($360)
70000 SERIES TOTAL (Administrative)				**$ 382,129**	**88.0%**	**$ 354,994**	
930	82010	SW0	BUILDINGS AND STRUCTURES	$ -		$ -	Misc. Unknown capital expenses
930	84040	SW0	Computer System Software	$ 1,000	0.0%	$ -	Software licenses covered by indirect fee to county
930	84060	SW0	FURNITURE AND OFFICE EQUIPMENT	$ 2,500	2.9%	$ 1,500	Misc. office furnishings; recycled art; New desktop computer
80000 SERIES TOTAL (Administrative)				**$ 3,500**	**2.1%**	**$ 1,500**	
TOTAL 9200010 ADMINISTRATION				**$ 800,695**	**88.0%**	**$ 787,655**	

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

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

Fund:	Management Center	Account	DESCRIPTION	2015 APPROVED	2015 Expended YTD (%)	2016 REQUESTED	DETAIL
HOUSEHOLD CHEMICAL WASTE (HCW) 9200030							
930	65020	SW2	LABORATORY SUPPLIES	$ 100	0.0%	$ 100	Supplies for Unknown Test Kit
930	61040	SW2	OPERATIONAL SUPPLIES	$ 14,000	95.9%	$ 15,000	Safety Gear, OilDry, Brooms, Tape, Visqueen, Spill Cleanup, FirstAid Kits, Respirator Cartridges, Pallets, Etc.
930	65180	SW2	MISCELLANEOUS COMMODITIES	$ 500	94.0%	$ 500	Grease for crusher, bottled water, etc.
60000 SERIES TOTAL (HCW)				**$ 14,600**	**95.2%**	**$ 15,600**	
930	71150	SW2	CONSULTANT FEES	$ 157,900	52.0%	$ 162,700	Mobile events $78.5k ($12.7k/event x 6 + 3%); Public Drop-offs $56.9k ($2.3k/event x 24 + 3%); Paint Bulking $14.8k ($1.2k/month x 12 + 3%); Suppl Labor $2.2k ($45/hrx2x8hrsx3events); Food $2.5k PHARM Labor $7.8k ($630/eventx12+3%)
930	71630	SW2	GARBAGE DISPOSAL	$ 6,800	54.6%	$ 10,650	Mobile Events 3.8k($575 x 6 events +3%) + Office $2k ($165/month x 12 months +3%) + Xtra Service($250). PHARM $4.8k (1drum/event X 12events x $400/drum)
930	79940	SW2	MISC. CONTRACTUAL SERVICES	$ 5,100	62.3%	$ 4,200	Burris fork lift=$2.5k ($400/event x 6 events+3%) Tents=$1k ($1k/event x 1 event); LZ Oil Program ($150); Porta John ($350), Sign up program ($200)
930	72110	SW2	LIABILITY INSURANCE	$ -		$ -	Covered under Administrative 930-72110, Liability Insurance
930	72210	SW2	MOTOR VEHICLE MAINT & REPAIR	$ 1,560	8.4%	$ 1,375	Truck ($1k), Fuel ($300) Truck safety Inspections ($75)
930	72410	SW2	ALL OTHER MAINT AND REPAIRS	$ 16,250	48.6%	$ 15,250	Dock Lock$1k, BF preventers $1k, Fire sys PM $2.5k, Whouse Maint $2k, Generator $1.5k, HVAC $3k, Elec Services $1.5k, Fork lift $500, Can Crusher $500, Alarm $500, Overhead Doors $500, Fire Extings $750
70000 SERIES TOTAL (HCW)				**$ 187,610**	**51.7%**	**$ 194,175**	
930	82010	SW2	BUILDINGS AND STRUCTURES	$ -		$ -	
930	83010	SW2	MOTOR VEHICLES	$ -		$ -	
930	84060	SW2	FURNITURE AND OFFICE EQUIPMENT	$ -		$ -	
930	85070	SW2	ALL OTHER CAPITAL OUTLAY	$ -		$ -	
80000 SERIES TOTAL (HCW)				**$ -**		**$ -**	
TOTAL 9200030 HCW				**$ 202,210**	**54.9%**	**$ 209,775**	

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

Fund:	Management Center	Account	DESCRIPTION	2015 APPROVED	2015 Expended YTD (%)	2016 REQUESTED	DETAIL
RECYCLING 9200040							
930	65180	SW8	MISCELLANEOUS COMMODITIES	$ 6,500	75.2%	$ 6,350	Electronics Collections, supplies, signage and labels ($2,500); Hospitality for collections ($250); Special Events/collection containers ($3,000); and Signage and labels ($600)
60000 SERIES TOTAL (Recycling)				**$ 6,500**	**75.2%**	**$ 6,350**	
930	72830	SW8	PRINTING SERVICES	$ -		$ -	
930	79940	SW8	MISC. CONTRACTUAL SERVICES	$ -		$ 2,000	Advertising for escrap program, using $2,000 grant from IEPA to fund
70000 SERIES TOTAL (Recycling)				**$ -**		**$ 2,000**	
TOTAL 9200040 RECYCLING				**$ 6,500**	**75.2%**	**$ 8,350**	

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

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

Fund:	Management Center	Account	DESCRIPTION	2015 APPROVED	2015 Expended YTD (%)	2016 REQUESTED	DETAIL
REVENUES 40000							
930	47230	SW0	REVENUE FROM LANDFILL SURCHARGE	$ 669,000	60.0%	$ 695,000	Countryside LF ($285,000); Zion LF ($410,000).
930	48010	SW0	INTEREST INCOME FROM SURCHARGE BALANCE	$ 5,000	180.0%	$ 9,000	Based on FY 2014 Interest Income
930	45380	SW0	REVENUE FROM MUNICIPALITIES	$ 277,305	100.1%	$ 277,650	O&M Fee at $1.25 per hh per year
930		SW0	REVENUE FROM TEXTILES AND SHOES			$ 20,000	This is a new revenue account established during FY 2015
930		SW0	REVENUE FROM RAIN BARRELS AND COMPOSTERS			$ 5,000	This is a new revenue account established during FY 2015
930	49910	SW0	MISCELLANEOUS REVENUES	$ 97,480	93.0%	$ 20,300	Hauler Licensing ($1,950); WMRA bonus payment ($10,000); EPA escrap grant ($2,000); and Surcharge reimbursement from WMI for Deerfield ($6,350)
TOTAL REVENUES				**$ 1,048,785**	**74.4%**	**$ 1,026,950**	

Memo to the Board of Directors October 22, 2015

A – 2. Proposed Purchasing Policy and Manual

ISSUE: Whether to approve the proposed SWALCO Purchasing Policies and Procedures Manual.

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

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

ENCLOSED DOCUMENTS: Proposed Purchasing Policies and Procedures Manual

STAFF: Walter Willis, Executive Director

SWALCO

SOLID WASTE AGENCY OF LAKE COUNTY, IL

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

Presented to the Board of Directors on October 22, 2015

Approved and Effective on_____, 2015

SECTION 1 GENERAL PROVISIONS

1.1 Purpose

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

1.2 Scope

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

1.3 Definitions

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

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

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

"Construction": The process of building, altering, repairing, improving or demolishing any public infrastructure facility, including any public improvements of any kind to real property. Construction does not include the routine operation, routine repair, or routine maintenance of SWALCO's HCW facility/office space located at 1311 N. Estes, Gurnee, IL.

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

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

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

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

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

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

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

Minor Purchases: Supplies, services, or other expenses that can be referred to as routine, regular, recurring, common, or customary and do not exceed $5,000 in aggregate.

Intermediate Purchases: These purchases are similar to minor purchases, although typically less frequent, but are between $5,000 and $20,000.

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

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

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

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

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

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

1.4 Approval of Purchases

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

1.5 Tax Exemption

SWALCO purchases shall be exempt from state retail/occupation taxes by evidence of current tax exemption certificate issued by the Illinois Department of Revenue or authorized State agency

1.6 Binding Effect

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

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

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

1.8 Conflicts with other laws and requirements

In the event of a conflict between this Manual and the requirements of any federal or state law that binds SWALCO, such federal or state law shall prevail. To the extent permitted by law, this

Manual shall not prevent SWALCO from complying with the terms and conditions of any grant, gift, or bequest.

1.9 Reservation of Rights

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

1.10 Conflicts of Interest

a. Employees: No employee of SWALCO may be in any manner interested, either directly or indirectly in his or her own name or the name of any other person, association, trust, or corporation, in any contract with, or the performance or any work for, SWALCO.

b. Directors and Alternates: All members of the SWALCO Board of Directors shall comply with the Public Officers Prohibited Activities Act, 50 ILCS 105/0l.01 *et seq*.

1.11 Gratuities and Rebates

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

1.12 Kickbacks

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

Section 2 PURCHASING PROCESS

2.1 Intergovernmental Agreement with Lake County

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

2.2 The Purchasing Cycle

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

2.3 Forms Used in Purchasing

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

2.4 Requesting a Purchase Order

A purchase order must be prepared for the following purchases:

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

2.4.1 Purchase Order Process

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

2.4.2 Approved Requisitions

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

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

2.4.3 Disapproved Requisitions

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

SECTION 3 BIDDING PROVISIONS

3.1 Evaluation Criteria

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

3.2 Bid Security

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

3.3 Prevailing Wage Act

SWALCO shall comply with the Prevailing Wage Act as required by law for fixed works construction projects requires that the prevailing wages be paid to all laborers, workers, and mechanics performing work under the contract (820 ILCS 103/0.01 *et seq.*).

3.4 Insurance Requirements

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

3.5 Retention of Bids, Quotes, and Proposals

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

SECTION 4 – PURCHASING AUTHORIZATIONS AND PROCEDURES

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

4.1.1 Authorization: SWALCO employees are responsible for minor purchases and purchase orders are required except as noted in Section 2.3. Minor purchases made by employees on behalf of the SWALCO that are infrequent and less than $100 can be paid with a petty cash disbursement. A purchase request must be completed which details the requestor's name, product, price, purpose, date, and signature of a supervisor authorizing the purchase.

4.1.2 Pricing: Although minor buying may be done without formal prior approval, the responsibility still exists for making the most economical purchases. Price checks and surveys must be made from time to time to ensure that the price being paid is the best price available and that the quality meets or exceeds requirements. Minor purchases should be made through the vendor who offers the best usable product at the lowest price. With everything else being equal between two or more possible vendors, the most local vendor shall have preference. Travel time must be considered in the total cost of an item when making a determination regarding

pick-up or delivery of the goods. Accepting deliveries is preferred over picking up where no delivery charges are involved and the need for the item is not immediate.

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

4.2 **Intermediate Purchases**: Similar to minor purchases, are infrequent, and are more than $5,000 but not more than $20,000. For the purpose of this Section 4.2 purchases shall include: goods, improvement projects, and professional services contracts.

4.2.1 Authorization: Purchases in this category require the prior approval of the Executive Director in accordance with Section 4.2.3. Competitive bidding or formal quotation procedures are not required.

4.2.2 Pricing: Requests for purchase in this category shall be directed to the Executive Director by requisition with a suggested vendor. Prior to the purchase, wherever practicable, SWALCO shall secure at least three (3) competitive quotations before recommending the purchase and vendor. If SWALCO has a pre-existing relationship with a vendor, and the quality and cost of goods and/or services has been satisfactory to SWALCO, it may continue to utilize that vendor without securing other competitive bids. Quotes may be solicited by any one or more of the following methods: direct mail request to prospective vendors; telephone; facsimile; public notice posted on SWALCO's website; publication in a newspaper; notice to trade or membership organizations; electronic mail; Internet; and trade catalogs. SWALCO shall keep a record of all purchases and quotes submitted for purchases over $5,000 for seven years.

4.2.3 Procedure: SWALCO shall submit a completed purchase requisition form to Lake County Purchasing Department before making any commitment to purchase. The requisition shall describe the supplies or services required, include the quotations received, the account number to expense, and a vendor preference recommendation. The Executive Director shall have the authority to approve a purchase under this category be made from one certain vendor rather than through quotations. Upon review and approval, the Lake County Purchasing Department shall issue a purchase order. When the items are received or the services rendered a receipt or packing slip must be obtained and attached to the purchase order and promptly forwarded to the Lake County Purchasing Department. This procedure serves to acknowledge the purchase and verify the authority to pay.

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

4.3.1 Authorization: Purchases in this category require the prior approval of the Board of Directors in accordance with SWALCO's intergovernmental agreement and bylaws. Competitive bidding procedures are required as outlined in Section 6 unless a waiver of competitive bid is recommended by the Executive Director. The Executive Director shall also have the authority to choose to utilize Lake County's competitive bidding process as conducted by Lake County's Purchasing Department or a competitive process that complies with Section 6.

4.3.2 Pricing: All purchases of a particular service, item or like types of items exceeding a cost of $20,000 must be accomplished through competitive bidding procedures as outlined in Section 6. A quotation waiver can be granted by the Executive Director if he or she feels that a purchase under this category should be made from one certain vendor rather than through formal quotations. Circumstances such as these may prompt the Executive Director to select a specified vendor: only that vendor supplies the goods or services, the reputation of a vendor, vendor has consistently been the lowest bidder, or at any time the Executive Director believes it is prudent and in the best interest of SWALCO to utilize the vendor.

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

4.4 <u>Professional Services Contracts</u>

4.4.1 Contracts for architectural, engineering, and land surveying services shall be selected in compliance with the Professional Services Selection Act, 50 ILCS 510/.01 *et seq*.

4.4.2 Services requiring personal confidence or maximum security such as accounting or auditing services, legal services, public safety matters, or maintenance contracts that exceed $20,000 must be authorized by the Board of Directors upon the solicitation of requests for qualifications and/or request for proposal.

4.4.3 The opening of qualification statements and/or proposals shall not be open to the public to avoid disclosure of confidential information to competing professionals or firms. Upon Board of Directors approval, the Executive Director shall request a purchase order pursuant to the purchase order process outlined in this manual.

4.4.4 Qualification statements and/or proposals must include, but need not be limited to, this information:

a. Type of contract
b. Selection criteria
c. References
d. Due date, time, place, hour
e. Detailed description of the services required

SECTION 5 – SPECIAL ITEMS

5.1 Description

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

5.2 Examples of Special Items

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

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

5.3 Gasoline and Oil Products

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

5.4 Travel expenses reimbursement

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

5.5 Petty cash expenses/disbursements

All miscellaneous expenses that are irregular in nature, where credit is unavailable, or it is impractical to charge the expenses, and do not exceed $100 may be reimbursed through petty cash. The requestor's signature is required on a petty cash request as well as the supervisor's authorization.

SECTION 6 – THE COMPETITIVE BIDDING PROCESS

6.1 Definition

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

6.2 Competitive Bidding Exceptions

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

(a) requiring personal confidence or maximum security, as set forth in Section 4;

(b) for necessary supplies, materials, or work under the control of monopolies, or sole source suppliers; or

(c) that are waived by the Executive Director and subsequently approved by the Executive Committee and/or Board of Directors.

6.3 General Procedures

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

6.3.1 SWALCO prepares the specifications for an item to be let for bid and submits them to the Executive Director for approval.

6.3.2 SWALCO arranges the specifications into proper format and prepares the other needed documents to complete the bid invitation.

6.3.3 SWALCO shall send bid invitations to all known responsible vendors on the bidder's list for the particular item as well as to any other prospective bidders. In the case where the bid package may be costly to reproduce, a charge for the package may be assessed.

6.3.4 All bids and proposals shall be opened at a determined time AFTER the deadline to submit bids/proposals to SWALCO. After the bids have been opened and reviewed, the Executive Director shall prepare tabulation with a recommendation and forward it to the Board of Directors.

6.3.5 Following the awarding of the contract by the Board of Directors, the Executive Director will provide the contract to the successful bidder for signature. All contracts shall be signed by the Chairman of the Board of Directors. In addition, SWALCO shall request a purchase order from the Lake County Purchasing Department. Once approved, the purchase order shall be sent to the successful bidder.

6.4 Unacceptable Bids

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

6.5 Return of Bids

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

6.6 Bidder Inquiries

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

6.7 Change Orders and Contract Modifications

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

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

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

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

A – 3. Contract - Larry Clark, General Counsel

ISSUE: Whether to approve a contract with Larry Clark for legal services.

RECOMMENDATION: SWALCO staff recommends approval of the contract with Larry Clark.

BACKGROUND: The Agency's agreement with Mr. Clark must be approved on an annual basis. Mr. Clark provides legal services on a variety of matters and has been the Agency's counsel since its inception. He provides competent and timely services to the Agency.

The total fees under the attached contract shall not exceed $7,000 and his hourly rate shall be $175 per hour during the one year term of the contract.

ENCLOSED DOCUMENT: General Counsel Agreement with Larry Clark

STAFF: Walter Willis, Executive Director

LARRY M. CLARK 2015/2016
GENERAL COUNSEL AGREEMENT

This Agreement effective December 1, 2015, is entered into by and between the Solid Waste Agency of Lake County, Illinois (hereinafter referred to as the "Agency") and Larry M. Clark. This Agreement is made pursuant to authority granted by the Agency's Board of Directors on _____ , 2015.

WHEREAS, the County of Lake has approved the Lake County Solid Waste Management Plan pursuant to Public Act 85-1198; and

WHEREAS, the Agency is tasked with implementing said Plan; and

WHEREAS, legal services are necessary to assist in the manners of implementing said Plan; and

WHEREAS, the Agency has deemed it prudent to retain Larry M. Clark to provide said legal services and States Attorney Michael G. Nerheim has authorized retaining Larry M. Clark.

NOW THEREFORE, the Agency and Larry M. Clark agree as follows:

SECTION 1: SCOPE OF SERVICES

The Contractor will supply the following services:

1. Provide legal counsel to the Agency as may be required or requested relative to the implementation of the Solid Waste Management Plan.
2. Attend meetings as requested by the Agency.
3. Be available for legal consultation on related solid waste matters as the need may arise.

SECTION 2: TERM

The term of this Agreement is for the 12 month period, December 1, 2015 through November 30, 2016.

SECTION 3: FEES AND COSTS

The Contractor shall provide the aforestated services for an amount not to exceed $~~10,000.00~~ $7,000 unless specific authorization is received from the Agency. Said amount is based upon an estimated workload of ~~57~~ 40 hours at $175.00 per hour.

Invoicing and payment shall be make, based upon hours worked, on a monthly basis.

SECTION 4: SUCCESSORS AND ASSIGNS

This Agreement and all of the covenants hereof shall inure to the benefit of and be binding upon the Agency and the Contractor respectively and their partners successors and legal representatives. Neither the Agency nor the Contractor shall have the right to assign, transfer or sublet their interest or obligations hereunder without the written consent of the other party.

SECTION 5: HOLD HARMLESS

The Contractor shall indemnify and hold the Agency harmless from all fines, suits, claims, demands, actions, costs, obligations, attorneys' fees of any kind arising out of the sole negligent action of the Contractor's performance of this Agreement. The Agency does hereby covenant and agree to indemnify and hold harmless the Contractor from any fines, suits, claims, demands, actions, costs, obligations, attorneys' fees, or liability of any kind arising from a negligent act by any of the employees or the Agency.

SECTION 6: AGREEMENT MODIFICATIONS

All adjustments, additions and/or deletions to this Agreement are subject to the written approval of both parties.

The foregoing constitutes the entire Agreement between the parties and no verbal statement shall superceded any of its provisions.

IN WITNESS HEREOF, the parties have caused this Agreement to be signed by their respective duly authorized officers on this 8th day of October 2015.

CONTRACTOR

Larry M. Clark

LARRY M. CLARK
Attorney at Law

AGENCY

Larry T Mount

LARRY MOUNT, Chairman
Board of Directors,
Solid Waste Agency of Lake County, Illinois

ATTEST:

Amy Brown

Secretary

Memo to the Board of Directors October 22, 2015

A – 4. Proposed 2016 Meeting Calendar

ISSUE: Whether to approve SWALCO Meeting Calendar for 2016

RECOMMENDATION: SWALCO Staff recommend approval.

TIMING: Routine

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

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

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

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

Board of Directors Meetings	Executive Committee Meetings
January 21, 2016	February 18, 2016
April 14, 2016	March 17, 2016
June 16, 2016	May 19, 2016
August 25, 2016	July 14, 2016
October 20, 2016	August 11, 2016
November 17, 2016	September 8, 2016
	October 6, 2016
	December 15, 2016

ENCLOSED DOCUMENTS: SWALCO 2016 Calendar of Meetings

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

SWALCO 2016 Calendar of Meetings

January						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
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	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March						
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20	21	22	23	24	25	26
27	28	29	30	31		

April						
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24	25	26	27	28	29	30

May						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June						
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19	20	21	22	23	24	25
26	27	28	29	30		

July						
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24	25	26	27	28	29	30
31						

August						
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28	29	30	31			

September						
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25	26	27	28	29	30	

October						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Executive Committee Meetings
1311 N. Estes Street, Gurnee 12:00 - 1:00 p.m.

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

INFORMATION ITEMS

Memo to the Board of Directors October 22, 2015

I – 1. Lake County Health Department Report

LAKE COUNTY HEALTH DEPARTMENT &
COMMUNITY HEALTH CENTER
Population Health Services
Solid Waste Unit

DATE: October 15, 2015

TO: Walter S. Willis, Executive Director
SWALCO Board of Directors

FROM: Michael F. Kuhn, Solid Waste Unit Coordinator

RE: Solid Waste Inspection/Enforcement Program Report

Active Landfills:

Countryside Landfill:

Work re-drill 12 gas collection wells began on October 12th which will take a couple of weeks to complete. The work will also include replacing above ground jumper lines with below ground lines to prevent freeze-up during winter. Also scheduled this fall is an extension of the liner along Cell 1 and Cell 5 in the southwest section of the landfill. This will require removing cover soils and excavating into the wastes to make the connection. The Genco gas to electric plant experienced serious mechanical damage to its compressor on September 19th and will be off-line for two to six months. Both landfill flares are operating and burning landfill gas at a rate of approximately 3,600 scfm. There was one odor complaint reported in September and three to date in October. The hydrogen sulfide monitors are all on line. There were no hydrogen sulfide exceedances since the last meeting. For the month of September, 47,069 tons of wastes were received and 888, 916 gallons of leachate were trucked off site for treatment. The Countryside Landfill is in compliance.

Advanced Disposal Services Zion Landfill:

Work continues on the final cover placement on portions of Cells 1, 2, 4 and 5. Construction of Cell 9 continues that includes installing the base liner, geonet and piping for the leachate collection system. Clay continues to be excavated from the south end of Cell 9 and north end of Cell 10. Final cover is being installed along and under the north service road that runs parallel to a section of old Site 2. The USDA's bird control program remains active. Three new groundwater monitoring wells were installed east of Cell 9. One new gas extraction well was recently installed and five were re-drilled. A portable odor neutralizing system was purchase for use near the tipper and active fill areas to help reduce off-site odors. The perimeter odor control system remains in use. No odor complaints were received during the last half of September. One complaint has been reported, to date, in October. Approximately 1,950 scfm of landfill gas is being used by the co-gen plant and 2,400 scfm of gas is being burned in the flare. For the

month of September, 98,449 tons of wastes were received and 1,081,565 gallons of leachate were trucked off-site for treatment. The ADS Landfill is in compliance.

Compost Facilities:

DK Lake Bluff is in compliance: There are five windrows on site. The four southern windrows vary in length from 150 to 170 feet, have an average height of 6 feet and are 18 feet wide. A single windrow in the northern area measures 245 feet long four to six feet high and 18 feet wide. The average internal temperature of the windrows is 156° F. Additional materials onsite include unscreened finished compost in the southeast area and a leaf mulch stockpile in the southwest area. The northern area holds a stockpile of wood chips and two stockpiles of bulking agent. The site surface is in good condition. No off site odors have been reported.

Lake Forest Recycling & Compost Center is in compliance. The site surface was found to be in overall good condition. The working surface was dry, with no ruts or depression. Repairs have been made to site surface at the west side of the site. The site held six windrows of processed landscape waste. The windrows were similar in length at roughly 200 feet long, varying in height and width depending on their age/ maturity. The heights varied between 3- 6 feet and widths ranged from 6-8 feet. The spacing between piles was adequate. The internal temperatures of the windrows ranged from 116°F to 124°F. There was no errant litter. Typical odors were observed on-site. No off-site odors were detected. No odor complaints have been reported this year.

Lake Bluff Municipal #2 Compost Facility is in compliance. The site holds four windrows of similar size and stage of decomposition. The windrows are approximately 115 long, 4-6 feet high and 15 feet wide. The internal temperature is 160° F. The site surface is in good condition. No off-site odors have been reported.

Mariani Landscape Design Compost Facility is in compliance. The site holds a large stockpile of composted leaf mulch which is approximately 100 feet long, 60 feet wide and greater than 10 feet high. The average internal temperature of the leaf mulch stockpile is 136° F. The site surface is in good condition. No off-site odors have been reported.

Midwest Organics Recycling, LLC is in compliance. The weekly volume of food scraps has dropped from approximately 250 cubic yards to approximately 150 cubic yards of food scraps per week. The majority is brought in by the Organix Company. Waste Management delivers approximately 4 cubic yards from the Great Lakes Naval Base every three days. Advanced Disposal Services is no longer delivering food scraps from the Jewel Food Stores. Landscape waste deliveries continue to average 200 cubic yards per day. The south windrow area of the site held a total of sixteen windrows, with lengths at approximately 200 feet, heights from 3-5 feet and widths from 4-6 feet. The color and texture of the material in these piles varied with the apparent age/maturity of the material. The internal temperatures of these piles ranged from 140° to 152°F. The northeast section held six windrows. These piles were 3 feet high by 4 feet wide. The internal temperatures of these piles ranged from 132–142°F. The north central area held fourteen windrows. Pile sizes varied from 2 to 4 feet high by 4 to 6 feet wide. Internal temperatures ranged from 138-168°F. The northwest section held seven older windrows with average heights of 3 feet and widths of 4 feet. The internal temperatures of these piles ranged from 128-140°F.

Nu-Earth Organics is not in compliance and enforcement is on-going. The facility continues to manage the on-site materials. The facility stopped taking food scraps in March 2013 and stopped taking landscape wastes in July 2013. No off-site odors have been reported this summer.

Perricone Bros LW Compost is in compliance. The western portion of the site held four windrows of similar length at 250 feet, height of 6 feet and width in the range of 10-15 feet (Photo 3). These windrows were darker in color and of a finer grain material and appeared further along in the decomposition process. The remaining four windrows on the eastern portion were roughly 200 feet long, 5-8 feet high and 15 feet wide. The internal temperature of the windrows onsite varied between 132°F to 154°F. The site surface was found to be in good condition with no deep depressions or litter. Odors detected were typical for the material stored onsite. No offsite odors were detected.

Schmetchig Landscape Company is in compliance. The permitted compost pad held three windrows of ground / processed material. There were two windrows on the southern portion. The southwest windrow measured 160 feet long 25 feet wide and greater than 10 feet in height. The windrow further to the east was measured at roughly 125 feet long 25 feet wide and greater than 10 feet in height. A neighboring windrow to the north measured 100 feet long 25 feet wide and greater than 10 feet high. The internal temperature of the three windrows varied between 137 - 159°F. The remaining material on site was approximately 30 cubic yards of incoming landscape waste i.e., grass clippings, tree trimmings, leaves and brush which was located on the northeast portion of the site. No odors were detected downwind from the permitted area. The site surface was found to be in good condition with no deep depressions or errant litter.

Van Zeltz Landscape Development is in compliance. The site held two full-size windrows, with a third windrow in process of being formed. The oldest material is at the east side of the site. This pile measured approximately 55 feet long by 12 feet wide by 8 feet high. The average internal temperature of this pile was 138°F. The material from this season is being formed into piles at the west side of the site. The completed windrow was composed of mixed landscape waste piled in an unprocessed form. The pile measurement was approximately 55 feet long by 10 feet wide by 7 feet high. The pile's internal temperature varied from 110°-128°F. The beginning of a third windrow of similar material measured approximately 20 feet in length by 10 feet in width by 8 feet in height. The site surface was in good condition, with no observed litter or standing water. On-site odors were typical for compost operations. No odors were detected off site.

Whole Earth Organics, LLC is in compliance. The compost area held fourteen windrows and a leaf mulch stockpile. The windrows were generally consistent in size measuring between 4-6 ft. in height and 6- 8 ft. in width. The piles were oriented from north to south measuring approximately 200 ft. in length. Internal temperatures were taken at several locations from each windrow. Average temperatures of the piles ranged from 126 °F-144°F. Spacing between windrows was generally adequate. The leaf mulch stockpile measured approximately 35ft. x 20 ft. x15ft. in height. The south end of the site has multiple stockpiles of finished product both screened and unscreened. No off-site odors have been reported.

Waukegan Landscape Waste Compost Facility is in compliance. Most of the site was open and clear with two material piles located at the southwest corner of the site. These two piles were composed of leaf material. One was unprocessed leaves measuring approx. 10ft.High x 30 ft. X 20 ft. The second pile was processed/ screened material measurin12ft. High x18 f. t x 32 ft. The internal temperatures of these piles were 120^0-126^0F. Odors typical for composting leaves were noticed on site. The odors diminished away from the stockpile. No odors were detected beyond the property line of the facility. No significant litter was observed. No off-site odors have been reported.

Landscape Waste Transfer Stations:
All of the following facilities are in compliance.
Aspen Valley Landscape Supply/Park City
Eco Materials, Inc./Waukegan
Highland Park Yard Waste
Lake Forest
Mariani Landscape Design/Lake Bluff
Menoni & Mocogni Inc./Highland Park
Oak Development LLC/Lake Bluff
Perricone Brothers Landscaping, Inc./Volo

Municipal Solid Waste (MSW) Transfer Station:
The Groot Industries MSW transfer station is under construction. Photos attached.

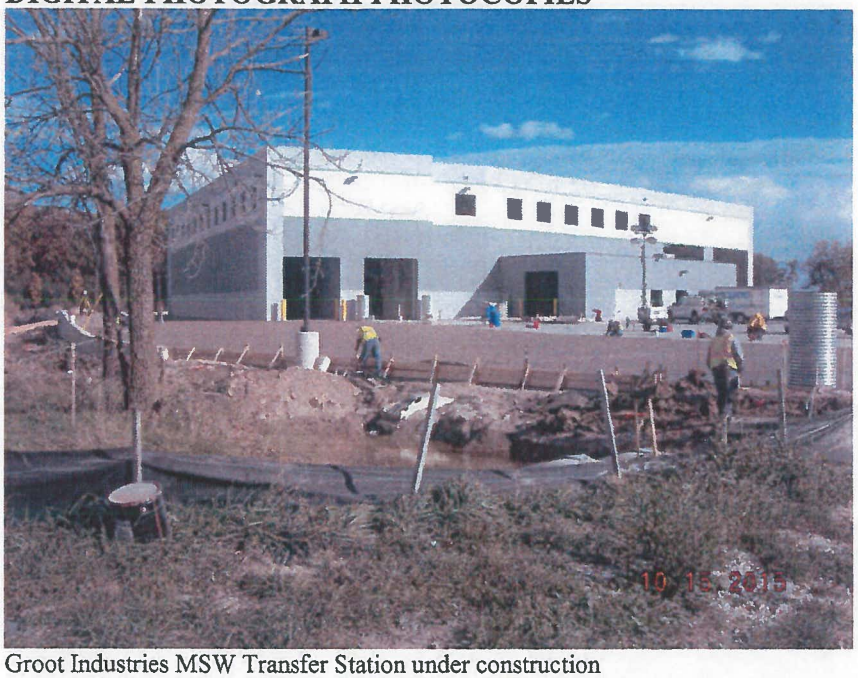
Construction & Demolition Debris Processing/Transfer Facilities:
ARS Acquisitions, LLC has submitted an application to the Illinois EPA to obtain a permit to operate a construction & demolition debris processing facility located at 345 Lakewood Avenue in Waukegan. If the permit is granted, the Zion facility will be closed.

Household Chemical Waste Collection Facilities:
Lincolnshire/Riverwoods Fire Protection District is in compliance.
Solid Waste Agency of Lake County is in compliance.

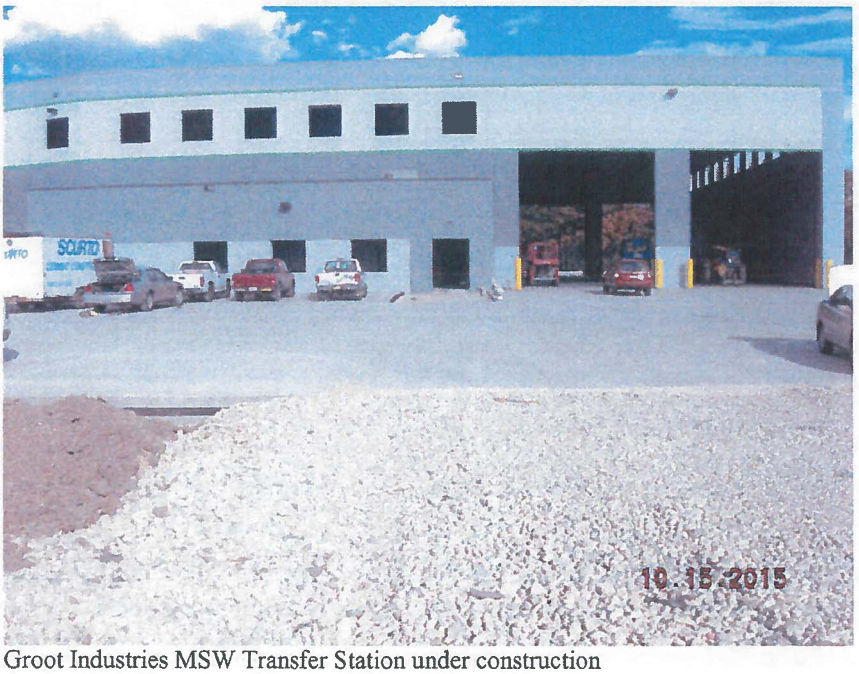
Other Permitted Facilities:
NSSD-Sludge Drying Facility is in compliance.
Medmentum PIMW Facility is in compliance.

Closed Landfills:
Compliance Commitment Agreements (CCA) are in place for the Zion Municipal Landfills 1 & 2. A CCA was executed for the Waukegan Municipal Landfill #2 and one is in progress for Waukegan Municipal Landfill #1.

LPC #0978020002– Lake County
FOS File
DIGITAL PHOTOGRAPH PHOTOCOPIES



Groot Industries MSW Transfer Station under construction



Groot Industries MSW Transfer Station under construction

Memo to the Board of Directors October 22, 2015

I - 2. Fall 2015 Recycle-O-Rama

BACKGROUND: For over a decade now, SWALCO has created and hosted events annually, to handle a large number of "hard-to-recycle and unwanted items, and educate our residents about recycling options and opportunities. Staff coined the name "Recycle-O-Rama", as it is truly a unique opportunity. The 2015 ROR will be held on Saturday, October 24, 2015 from 9:00 am to 1:00 pm at the Lake County Division of Transportation, 600 W. Winchester Road, Libertyville, Illinois. The attached flyer provides a full list of the items we will collect this year. All items will be repurposed, repaired, reused, donated or recycled.

Residents will be able to:

- Keep items out of our Landfills,
- Find homes for many hard-to-dispose of and unwanted items laying around the house,
- Make a difference in their community and world,
- Take part in a sustainable community event and be a part of the Recycle First, Trash Last effort!

In addition to a variety of items (including new ones – more items than ever before!) that will be repaired, repurposed, reused, donated or recycled, we will again also provide recycling and shredding of documents for residents and electronics recycling. We wish to thank Lake County and the DOT (who is also providing the site), Village of Libertyville, and Libertyville Township for providing staff to assist with the electronics drop-off portion of the event.

Volunteers are already being lined up to help out at the different stations and arrangements are being made to finalize the routes and layout for the day. We are creating a flyer that will be sent to all Board Members and will be posted on the website where it can be linked to. We will also promote via Facebook, E-news and other methods and ask everyone to help us get the word out.

In addition to this event, SWALCO has assisted and is helping to plan, organize and co-sponsor other ROR's (with smaller list of items) in the community. We held one this summer with Rep. Carol Sente and one this Fall with Libertyville Noon Rotary Club and Rondout School. We have another event planned with Waukegan Park District on November 7. Additionally, SWALCO helped with a bike recycling collection that will take place in the Village of Riverwoods on October 24. The Bike Project group will be able to collect bike parts and bikes from both the Riverwoods collection and the ROR collection on that day.

For the first time, we will be accepting donations this year, although otherwise, it is a free event. Please help us spread the word. The flyer and information is available to link to on our website. Information, along with the flyer has been sent out to all members and Directors. We ask you to post on your website, include in newsletter and emails and promote using social media and other venues. If any of our Directors or Representatives would like to come and help out and be part of this effort, please contact Merleanne.

ENCLOSED DOCUMENTS: 2015 ROR Flyer
STAFF: Merleanne Rampale, Public Information and Education Director

RECYCLE-O-RAMA

Saturday, October 24, 2015

9:00 am to 1:00 pm

Lake County Division of Transportation, 600 W. Winchester Road, Libertyville

Keep items out of our Landfills... Find sustainable solutions for hard-to- recycle Items around the home.

Make a difference in your community and your world.

- **Household Electronics** (TVs, computers, holiday lights, small household appliances, more)
- **CDs, DVDs, and Cassettes**
- **Cell Phones**
- **Household Batteries**
- **Marine, RV and Automotive Batteries**
- **Shoes—all types of Footwear** (excluding rollerblades and ice skates)
- **Paper Documents for shredding** (Available until truck is full - LIMIT 3 copy-paper or banker sized boxes per car)
- **Prom Dresses - Gently Used** (for donation to Glass Slipper Project)
- **Canned or Boxed Food** (for donation to local Food Pantry)
- **Crayons**
- **Tennis Balls**
- **Stuffed Animals**
- **Wine Corks** (no plastics)

- **New, Gently Used or Worn Clothing** (all sizes, all fabrics, all types)

- **Belts, Scarves, Hats, and Purses**
- **Bed & Table Linens, and Towels** (including sheets, comforters, tablecloths, etc.)

- **Fire Extinguishers**
- **Propane Tanks**
- **Keys**
- **Eyeglasses & Accessories**
- **Hearing Aids**
- **Car Seats**

- **Bikes and Bike Parts** (any condition: new, used or broken;- will be repaired and donated)
- **Smoke & C02 Detectors/Alarms**
- **Inkjet & Laser Cartridges**
- **Beads & Buttons**

- **Musical Instruments** (In usable or easy to repair condition. No guitars, drums or pianos.)

Event for residents (**no businesses**). ***Only items listed above will be accepted. Other items will be turned away. Event is free of charge but donations will be accepted to help cover program costs.*** For more information on this event or on recycling/sustainable living, **visit swalco.org** or contact Merleanne Rampale at 847-377-4954.

SWALCO

LakeCounty

I – 3. 3rd Quarter 2015 Electronics Program Update

BACKGROUND: Over the past nine months the Agency has been supporting six regional electronics collection sites within Lake County. Collectively they have shipped a total of 2,823,253 pounds of electronics to our three recycling vendors (Dynamic Recycling, eWorks and Vintage Tech) at a cost of $230,344.89.

During the first two weeks of September, staff successfully transition of all six sites over to Vintage Tech Recyclers. With this transition, the Agency is no longer incurring any expense to have electronics recycled.

Comparing the three quarters of 2015 to volume collected at the same time last year (3,323,065 lbs.) the program has seen only a 12% decrease in overall volume. However, when comparing the volume that is currently being received at the six host collection sites vs. the volume these three sites received during the same last year, they have collectively experienced nearly 60% growth in volume.

Staff realizes this increase in volume has been extremely taxing on all the host collection sites. Regretfully, effective September 11, Wauconda Township has suspended their collection program. They hope to resume next year offering a collection event on the first Saturday of each month. Staff continues to work with our vendor to expand the program as opportunities become available. To that effort, staff has reestablished the Cuba Township Road District as a year round host collection site. This collection location should provide some support for residents in the Southwest part of the County.

ENCLOSED DOCUMENTS: SWALCO 2015 Residential Electronics Collection Program 2014 – 2015 Summary; SWALCO Electronics Collection Program 2015 YTD Site Volume and Expense Summary

STAFF: Peter Adrian, Recycling Coordinator.

SWALCO Electronics Collection Program
2014 - 2015 Summary

	Total Net lbs.	CED's / EED's lbs.	% CED's / EED's	Non Compliant lbs.	% Non Compliant	TV's & Monitors	% TV's & Monitors	Deduction for Prohibited Material	Member Credit	SWALCO Credit	Total Credit By Month	Total Credit By Quarter
Jan-15	199,162	176,855	88.8%	22,307	11.2%	143,280	71.9%	$0.00			$ (31,069.40)	
Feb-15	148,506	135,683	91.4%	12,823	8.6%	102,899	69.3%	$0.00			$ (15,445.69)	
Mar-15	256,194	233,856	91.3%	22,338	8.7%	183,378	71.6%	$0.00			$ (26,945.84)	**$ (73,460.93)**
Apr-15	269,756	247,101	91.6%	22,655	8.4%	185,338	68.7%	$0.00			$ (25,608.22)	
May-15	417,111	406,306	97.4%	10,805	2.6%	306,167	73.4%	$0.00			$ (31,413.16)	
Jun-15	426,483	402,774	94.4%	23,709	5.6%	309,206	72.5%	$0.00			$ (33,807.41)	**$ (90,828.79)**
Jul-15	441,424	424,788	96.2%	16,636	3.8%	288,252	65.3%	$0.00			$ (32,454.82)	
Aug-15	363,341	354,797	97.6%	8,544	2.4%	244,615	67.3%	$0.00			$ (26,219.53)	
Sep-15	301,276	242,086	80.4%	59,190	19.6%	156,433	51.9%	$0.00			$ (7,380.82)	**$ (66,055.17)**
Oct-15	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	$0.00			$ -	
Nov-15	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	$0.00			$ -	
Dec-15	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	$0.00			$ -	$ -
TOTAL	**2,823,253**	**2,624,246**	**93.0%**	**199,007**	**7.0%**	**1,919,568**	**68.0%**	**$0.00**			**$ (230,344.89)**	
Q1	**603,862**											
Q2	**1,113,350**	1,717,212										
Q3	**1,106,041**	2,823,253										
Q4	**0**											

Jan-14	260,939	194,560	74.6%	66,379	25.4%	162,584	62.3%		$ 2,749.51	$ 5,499.01	$ 8,248.52	
Feb-14	141,577	105,009	74.2%	36,568	25.8%	80,038	56.5%		$ 1,599.67	$ 3,199.34	$ 4,799.01	
Mar-14	245,309	180,993	73.8%	64,316	26.2%	141,683	57.8%		$ 2,701.24	$ 5,402.47	$ 8,103.71	**$ 21,151.24**
Apr-14	499,065	389,892	78.1%	109,173	21.9%	289,535	58.0%		$ 6,054.10	$ 12,108.19	$ 18,162.29	
May-14	423,560	340,854	80.5%	82,706	19.5%	248,786	58.7%		$ 5,357.65	$ 10,715.30	$ 16,072.95	
Jun-14	414,198	386,509	93.3%	27,689	6.7%	296,343	71.5%		$ 5,861.76	$ 11,723.52	$ 17,585.29	**$ 51,820.52**
Jul-14	457,315	430,378	94.1%	26,937	5.9%	342,589	74.9%	$750.00	$ 6,087.91	$ 12,175.82	$ 18,263.74	
Aug-14	473,712	456,045	96.3%	17,667	3.7%	376,861	79.6%	$450.00	$ 6,358.29	$ 12,716.57	$ 19,074.86	
Sep-14	407,390	381,520	93.6%	25,870	6.4%	325,523	79.9%	$150.00	$ 5,241.02	$ 10,482.04	$ 15,723.07	**$ 53,061.66**
Oct-14	540,910	456,448	84.4%	84,462	15.6%	363,974	67.3%	$525.00	$ 6,537.34	$ 13,074.67	$ 19,612.01	
Nov-14	425,055	357,659	84.1%	67,396	15.9%	261,064	61.4%		$ 5,621.61	$ 11,243.23	$ 16,864.84	
Dec-14	572,429	501,323	87.6%	71,106	12.4%	360,515	63.0%	$300.00	$ 7,860.89	$ 15,721.78	$ 23,582.67	**$ 60,059.52**
TOTAL	**4,861,459**	**4,181,190**	**86.0%**	**680,269**	**14.0%**	**3,249,495**	**66.8%**	**$2,175.00**	**$ 62,030.98**	**$ 124,061.95**	**$ 186,092.93**	
Q1	**647,825**											
Q2	**1,336,823**	1,984,648										
Q3	**1,338,417**	3,323,065										

SWALCO ELECTRONICS COLLECTION PROGRAM
Host Site Summary
Q1 - Q3 2015

Location	Trailers	Net Weight	TV Weight	% of TV	Monitor Weight	% of Monitor	Computer Weight	% of Computer	Other Compliant	% of Other	Non Complaiant	% of Non Complaiant	Total Process Fee	OEM Credit	Delivery Fee	Total Fees	Processing Cost Per Lbs.	Total Cost Per Lbs.
Village of Grayslake	37	611,581	411,651	67.3%	14,145	2.3%	13,428	2.2%	106,018	17.3%	66,339	10.8%	($34,518.52)	$5,930.53	($25,950.00)	($54,537.99)	($0.06)	($0.09)
Waste Management	28	615,264	435,774	70.8%	27,909	4.5%	22,909	3.7%	107,929	17.5%	20,743	3.4%	($34,993.48)	$5,153.35	($20,250.00)	($50,090.13)	($0.06)	($0.09)
Grant Township	25	536,701	369,412	68.8%	27,173	5.1%	18,162	3.4%	107,566	20.0%	14,388	2.7%	($30,979.03)	$4,139.60	($18,000.00)	($44,839.43)	($0.06)	($0.08)
Wauconda Township	19	411,420	266,965	64.9%	19,918	4.8%	18,483	4.5%	90,818	22.1%	15,236	3.7%	($20,167.38)	$3,382.21	($14,550.00)	($31,335.17)	($0.05)	($0.08)
City of Highland Park	17	312,239	131,199	42.0%	12,316	3.9%	27,745	8.9%	88,655	28.4%	52,324	16.8%	($6,878.60)	$3,120.64	($12,300.00)	($16,057.96)	($0.02)	($0.05)
City of Waukegan	22	336,048	238,037	70.8%	8,538	2.5%	6,394	1.9%	53,102	15.8%	29,977	8.9%	($20,294.57)	$3,220.40	($16,350.00)	($33,424.17)	($0.06)	($0.10)
Q1 - Q3 2015 TOTAL	148	2,823,253	1,853,038	65.6%	109,999	3.9%	107,121	3.8%	554,088	19.6%	199,007	7.0%	($147,831.58)	$24,946.73	($107,400.00)	($230,284.85)	($0.09)	($0.12)

I – 4. Project and Program Updates

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

1. Highland Park and Highwood both awarded their residential and commercial franchise contracts to Lakeshore Recycling Services. Highland Park's contracts begin January 1, 2016 and include the use of RFID chips to bill for the residential volume based program (no longer have to apply stickers to the refuse cart) and the ability to commingle food scraps with yardwaste during the 8 month yard waste season at no extra cost to the sticker rate or subscription rate. Highwood's contract will become effective on May 1, 2017 and includes the **very first contract in IL to include a third cart for organics, with year round weekly collection as part of the basic service each household will receive.** This is a significant development for food scrap collection and composting in Lake County and IL. Walter also met with Grayslake and WMI on September 23rd to discuss allowing the commingling of food scraps as part of the yardwaste program beginning in the spring of 2016. Grayslake would become the 6th SWALCO member to have this commingling option. Presentations on these food scrap collection efforts will be made at the January 21, 2016 Board of Directors meeting. SWALCO staff is also working on a flyer that can be used by all SWALCO members for their commingling programs.
2. Lake Bluff became the 4th SWALCO member to pass a local commercial franchising ordinance to begin a three year recycling participation rate study, with an effective date of October 2015. The webpage dedicated to this program, which SWALCO will maintain on behalf of its members, is now active on the SWALCO website, and will be used to help the members comply with the state law regarding posting the participation rate results shortly after each 6 month reporting deadline. Data has also been added to track the recycling rate and recycling participation rates for the 7 members with commercial franchises already in place.
3. The transition to Vintage Tech for the e-scrap program went very smoothly. Wauconda Township decided to shut down its collection site effective September 11th. This points to a growing concern about the stress that our escrap collection sites are incurring and the need to open additional sites next calendar year, to help spread the work and effort out more evenly. Cuba Township has agreed to become the sixth permanent collection site in Lake County and will provide valuable access to electronics recycling for the southwest region of Lake County.
4. Senator Bush convened a third meeting on October 7th for carpet recycling that was attended by people from the carpet industry, recyclers, C&D recyclers, local government, and carpet installers and retailers. The meeting was held at CLEAR's carpet recycling facility in Zion and the carpet industry presented its report on the generation and management of carpeting in IL. According to the report we generate approximately 175,000,000 pounds of carpeting for disposal in IL each year, of which 8 million pounds are collected for recycling (5%), and of that, 3 million pounds are actually recycled into new products (2%). The other major topic was an overview of efforts being made to work with state agencies to make them aware of carpet recycling opportunities and of the numerous products available for purchase that contain recycled carpet as a feedstock (e.g., carpet made from recycled carpet, signage, erosion control socks, etc.).
5. Walter spoke at the Curbside Recycling Expo in Chicago on September 16th on the SWALCO plan as part of a topic on "Does Your Solid Waste Plan Need a Makeover?".

6. SWALCO staff held a second meeting with Lake County's new website vendor, CivicPlus, on the current website and changes to be made as the current site is migrated over to a new platform and "look" being developed by CivicPlus. Look for these upgrades and new look to become effective in early 2016.

ENCLOSED DOCUMENTS: None

STAFF: Walter Willis, Executive Director