



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

**MEMORANDUM**

To: SWALCO Directors and Alternates

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

Subject: October 2020 Meeting Notice Information

Date: October 9, 2020

Attached you will find the agenda for our next Board of Directors' meeting at 1 pm on October 15, 2020, the minutes from the August 27, 2020 meeting, and the referenced consent, action and information items.

This meeting will be a Zoom meeting and Amy will send you a link for the meeting, which you will need to use to properly register for the meeting. Please let Amy Bartemio know if you will be attending or not.

**SOLID WASTE AGENCY OF LAKE COUNTY, IL  
BOARD OF DIRECTORS  
THURSDAY, OCTOBER 15, 2020 - 1:00 P.M.  
\*\*VIRTUAL\*\* (COVID-19 EXECUTIVE ORDER NO. 44)**

**AGENDA**

1. **CALL TO ORDER**.....Chairman
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL** .....Secretary
4. **APPROVAL OF MINUTES**.....Committee  
Minutes of August 27, 2020
5. **PUBLIC COMMENT**
6. **NEW AGENDA ITEMS**
7. **MEMBER RESOLUTIONS**
8. **BOARD ITEMS** .....Executive Director

**Consent Items**

1. Expenditure Report (*August 2020*)

**Action Items**

1. SWALCO Legal Counsel
2. Proposed FY 2021 SWALCO Budget
3. Proposed 2021 Calendar of Meetings

**Information Items**

1. Clothing and Textile Collection Program 2020
2. Programs, Outreach, Education and Events
3. Project and Program Updates

9. **EXECUTIVE SESSION**
10. **ADJOURNMENT**

Start: 10:02 pm  
Adjourn: 7:27 pm

SWALCO BOD VOTING RECORD - August 27, 2020

MUNICIPALITY	Attendance	Meeting Minutes 6-11-20		Consent Expenses for May & June 2020		Allegedly agreements MOU		To enter exec. Session		Roll call Post exec. Session		Action: To Cont. LP Audit Legal Advice			
		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	✓	✓		✓		✓		✓		✓		✓			
VOLO	✓	✓		✓		✓		✓		✓		✓			
WADSWORTH	✓	✓		✓		✓		✓		✓		✓			
WAUCONDA	✓	✓		✓		✓		✓		✓		✓			
WAUKEGAN															
WINTHROP HARBOR	✓	✓		✓		✓		✓		✓		✓			
ZION	✓	✓		✓		✓		✓		✓		✓			

Late &

(24) (15) (25) (24) (24) (26) (24)

**SWALCO BOD Meeting - Attendees 08.27.2020**

Meeting ID	Topic	Start Time	End Time	User Email
<b>85692732367</b>	<b>SWALCO's August 2020 Board of Directors Meeting</b>	<b>8/27/2020 12:48</b>	<b>8/27/2020 14:25</b>	abartemio@swalco.org
Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)
Amy Bartemio	abartemio@swalco.org	8/27/2020 12:48	8/27/2020 14:25	97
Steve Nelson	snelson@swalco.org	8/27/2020 12:48	8/27/2020 12:48	1
Steve Nelson	snelson@swalco.org	8/27/2020 12:48	8/27/2020 14:24	96
Donald Newby	newbydon500@gmail.com	8/27/2020 12:48	8/27/2020 12:54	6
Patty Kalinowski	plk0309@icloud.com	8/27/2020 12:48	8/27/2020 12:50	2
Jon Petrillo	jonp@vhills.org	8/27/2020 12:49	8/27/2020 12:54	6
Mayor Glenn Ryback	gryback@villageofwadsworth.org	8/27/2020 12:49	8/27/2020 12:50	1
Brad Fink	bfink@wauconda-il.gov	8/27/2020 12:49	8/27/2020 12:54	5
Mayor Glenn Ryback	gryback@villageofwadsworth.org	8/27/2020 12:50	8/27/2020 14:25	95
BOBSR	bobsue128@aol.com	8/27/2020 12:50	8/27/2020 12:54	5
Patty Kalinowski	plk0309@icloud.com	8/27/2020 12:50	8/27/2020 12:50	1
Walter Willis	wwillis@swalco.org	8/27/2020 12:50	8/27/2020 12:52	2
Merlanne Rampale	mrampale@swalco.org	8/27/2020 12:52	8/27/2020 12:52	1
Walter Willis	wwillis@swalco.org	8/27/2020 12:52	8/27/2020 14:06	74
Merlanne Rampale	mrampale@swalco.org	8/27/2020 12:52	8/27/2020 14:25	93
Gregory Jackson	gjackson@winthrop harbor.com	8/27/2020 12:52	8/27/2020 12:54	2
18473774953	Steve Nelson (SWALCO)	8/27/2020 12:53	8/27/2020 12:53	1
Robin Meier	rmeier@mundelein.org	8/27/2020 12:53	8/27/2020 12:54	2
Patty Kalinowski	plk0309@icloud.com	8/27/2020 12:53	8/27/2020 12:54	2
Karen Daulton Lange	kdlange@lakebarrington.org	8/27/2020 12:54	8/27/2020 12:54	1
John Norris	jnorris@villageofriverwoods.com	8/27/2020 12:54	8/27/2020 12:54	1
Patty Kalinowski	plk0309@icloud.com	8/27/2020 12:54	8/27/2020 14:25	91
Karen Daulton Lange	kdlange@lakebarrington.org	8/27/2020 12:54	8/27/2020 14:24	90
Gregory Jackson	gjackson@winthrop harbor.com	8/27/2020 12:54	8/27/2020 14:24	90
BOBSR	bobsue128@aol.com	8/27/2020 12:54	8/27/2020 14:24	91
Christopher Fischer	christopherf@zion.il.us	8/27/2020 12:54	8/27/2020 12:54	1
Donald Newby	newbydon500@gmail.com	8/27/2020 12:54	8/27/2020 14:25	91
Brad Fink	bfink@wauconda-il.gov	8/27/2020 12:54	8/27/2020 14:24	90
John Norris	jnorris@villageofriverwoods.com	8/27/2020 12:54	8/27/2020 14:24	90
Jon Petrillo	jonp@vhills.org	8/27/2020 12:54	8/27/2020 14:04	70
18473774953	Steve Nelson (SWALCO)	8/27/2020 12:54	8/27/2020 14:24	91
Robin Meier	rmeier@mundelein.org	8/27/2020 12:54	8/27/2020 14:24	90
Christopher Fischer	christopherf@zion.il.us	8/27/2020 12:54	8/27/2020 14:24	90
christopher Borawski	cborawski@yahoo.com	8/27/2020 12:54	8/27/2020 12:55	1
christopher Borawski	cborawski@yahoo.com	8/27/2020 12:55	8/27/2020 14:24	90
18479495347	<i>Mundelein</i>	8/27/2020 12:55	8/27/2020 14:24	90
18478426082		8/27/2020 12:55	8/27/2020 14:24	90
Peter Adrian	padrian@swalco.org	8/27/2020 12:55	8/27/2020 12:56	1
Laura Linehan	linehanl@foxlake.org	8/27/2020 12:56	8/27/2020 12:56	1
17732559137	<i>Pannockburn</i>	8/27/2020 12:56	8/27/2020 14:24	88
Kent Street	kstreet@deerfield.il.us	8/27/2020 12:56	8/27/2020 12:56	1
Peter Adrian	padrian@swalco.org	8/27/2020 12:56	8/27/2020 14:25	89
Kent Street	kstreet@deerfield.il.us	8/27/2020 12:56	8/27/2020 14:24	88
Adrian Marquez	adrian.marquez@villageofbeachpark.com	8/27/2020 12:57	8/27/2020 12:57	1
Adrian Marquez	adrian.marquez@villageofbeachpark.com	8/27/2020 12:57	8/27/2020 14:24	88
Caroline Milne	cmilne@towerlakes-il.gov	8/27/2020 12:57	8/27/2020 12:57	1
Laura Linehan	linehanl@foxlake.org	8/27/2020 12:57	8/27/2020 12:57	1
Mike McDowell	mikecccc@me.com	8/27/2020 12:57	8/27/2020 12:57	1

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**SWALCO BOD Meeting - Attendees 08.27.2020**

Mike McDowell	mikeccc@me.com	8/27/2020 12:57	8/27/2020 13:02	5
Laura Linehan	linehanl@foxlake.org	8/27/2020 12:57	8/27/2020 14:24	88
Caroline Milne	cmilne@towerlakes-il.gov	8/27/2020 12:57	8/27/2020 13:22	25
Karl Warwick	kwarwick@lake-villa.org	8/27/2020 12:57	8/27/2020 12:58	1
Mike May	mmay@villageofvolo.com	8/27/2020 12:57	8/27/2020 12:58	1
Peter Garrity	pgarrity@sbcglobal.net	8/27/2020 12:57	8/27/2020 12:58	1
Karl Warwick	kwarwick@lake-villa.org	8/27/2020 12:58	8/27/2020 14:24	87
Mike May	mmay@villageofvolo.com	8/27/2020 12:58	8/27/2020 14:24	87
Peter Garrity	pgarrity@sbcglobal.net	8/27/2020 12:58	8/27/2020 14:24	87
Kyle Kordell	kyle.kordell@lakezurich.org	8/27/2020 12:58	8/27/2020 12:58	1
Jack Linehan	jlinehan@village.gurnee.il.us	8/27/2020 12:58	8/27/2020 12:58	1
Kyle Kordell	kyle.kordell@lakezurich.org	8/27/2020 12:58	8/27/2020 14:15	77
Jack Linehan	jlinehan@village.gurnee.il.us	8/27/2020 12:58	8/27/2020 14:25	87
18477406982	Volo	8/27/2020 12:59	8/27/2020 14:24	86
Rob Sabo	rsabo@cityhpil.com	8/27/2020 12:59	8/27/2020 12:59	1
Garr Punnett	garr.punnett@rheaply.com	8/27/2020 12:59	8/27/2020 12:59	1
Rob Sabo	rsabo@cityhpil.com	8/27/2020 12:59	8/27/2020 14:24	86
Garr Punnett	garr.punnett@rheaply.com	8/27/2020 12:59	8/27/2020 13:34	35
18475997500		8/27/2020 12:59	8/27/2020 14:24	86
John Grothendick	jpgrothen@comcast.net	8/27/2020 12:59	8/27/2020 13:00	1
Pete Adrian (Amy Bartemio)	abartemio@swalco.org	8/27/2020 12:59	8/27/2020 14:24	85
Ivy Klee	iklee@swalco.org	8/27/2020 13:00	8/27/2020 13:01	1
John Grothendick	jpgrothen@comcast.net	8/27/2020 13:00	8/27/2020 13:08	9
18478484613		8/27/2020 13:00	8/27/2020 13:44	44
Ivy Klee	iklee@swalco.org	8/27/2020 13:01	8/27/2020 14:24	84
dawn czarny	dczarny@lindenhurstil.org	8/27/2020 13:01	8/27/2020 13:01	1
dawn czarny	dczarny@lindenhurstil.org	8/27/2020 13:01	8/27/2020 14:24	84
Drew Irvin	dirvin@lakebluff.org	8/27/2020 13:02	8/27/2020 13:02	1
Drew Irvin	dirvin@lakebluff.org	8/27/2020 13:02	8/27/2020 14:04	62
Mike McDowell	mikeccc@me.com	8/27/2020 13:02	8/27/2020 14:07	65
Ivy Klee	iklee@swalco.org	8/27/2020 13:02	8/27/2020 13:02	1
Ivy Klee	iklee@swalco.org	8/27/2020 13:02	8/27/2020 14:24	83
Nimrod Warda	nimwar@northchicago.org	8/27/2020 13:07	8/27/2020 13:07	1
Nimrod Warda	nimwar@northchicago.org	8/27/2020 13:07	8/27/2020 14:24	77
John Grothendick	jpgrothen@comcast.net	8/27/2020 13:08	8/27/2020 14:24	76
Caroline Milne	cmilne@towerlakes-il.gov	8/27/2020 13:22	8/27/2020 13:22	1
Caroline Milne	cmilne@towerlakes-il.gov	8/27/2020 13:22	8/27/2020 14:24	62
Kyle Kordell	kyle.kordell@lakezurich.org	8/27/2020 14:23	8/27/2020 14:23	1
Kyle Kordell	kyle.kordell@lakezurich.org	8/27/2020 14:23	8/27/2020 14:24	2

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## MINUTES

SOLID WASTE AGENCY OF LAKE COUNTY, IL  
**BOARD OF DIRECTORS**  
THURSDAY, AUGUST 27, 2020 - 1:00 P.M.  
VIRTUAL – ZOOM Platform

**MEMBERS ATTENDING:** *See Attachment 1, ZOOM meeting ID report and Attachment 2, Voting Record.*

### PLEDGE OF ALLEGIANCE

### CALL TO ORDER

Chairman Ryback called the BOD meeting to order at 1:02 p.m. with 25 members present. North Chicago joined late.

### APPROVAL OF MINUTES

Motion by *Riverwoods* seconded by *Hainesville* to approve the minutes of June 15, 2020.  
***Motion was approved on a roll call vote of 25 to 0.***

**PUBLIC COMMENT:** *None*

**NEW BOARD ITEMS:** *None*

### BOARD ITEMS

#### Consent Items

**1. Expenditures for May and June 2020**

Walter Willis presented Expenditure Reports for May and June 2020.  
Motion by *Lake County*, seconded by *Riverwoods* to approve the May and June 2020 expenditures. ***Motion was approved on a roll call vote of 25 to 0.***

#### Action Items

**1. HCW Contract Extension – Sole Source**

Steve Nelson discussed our current contract with Veolia Environmental, the company performs chemical handling and transportation services for our Household Chemical Waste collection program. The latest contract (#15016) expired April 30, 2020, no more contract extensions remain. SWALCO adopted a Purchasing Policy for the Agency in October of 2015. Section 4.3 gives SWALCO the authority to enter into exclusive service agreements based upon the vendors work history, pricing etc. Knowing the marketplace and our 15+ year work history with Veolia, staff recommended to SWALCO's Executive Committee (March 2020 meeting) we exercise the rights in Section 4.3 of our Policy and continue the services of Veolia ES for SWALCO's' HCW Program. SWALCO's Executive Committee and Legal Counsel concurred with this approach. An extension

letter was executed on April 30, 2020. To date, Staff is extremely satisfied with the services provided by Veolia ES. This extension will secure their services through April 30, 2021. Staff also requests permission to negotiate a moderate price (up to a 3% maximum) increase only if a justifiable request is made.

Motion by *Lake Bluff*, seconded by *Lake Barrington* to approve the Veolia contract extension as presented. ***Motion was approved on a roll call vote of 27 to 0. Highwood abstained.***

**2. Fiscal Year 2019 Audit**

Walter Willis discussed the report and the findings of RSM for the 2019 Fiscal Year. The audit includes the required communication of internal control related matters, and financial statements for fiscal years ending November 2019 and 2018. This year's audit was completed in conformance with the Government Accounting Standard Board (GASB) 34 model. The audit was found to be satisfactory and did not contain any material weaknesses in our financial reporting.

Motion by *Lake Bluff*, seconded by *Hainesville* to approve the FY 2019 audit prepared by RMS. ***Motion was approved on a roll call vote of 28 to 0.***

**3. Elections to the Executive Committee**

Walter Willis discussed the two-year terms of four Executive Committee members elected by the Board of Directors expire in April. The two-year terms of four Executive Committee members elected by the Board of Directors expire in April, or until new elections have been held. Following the procedures used in previous years to nominate and elect members of the Executive Committee, information was presented asking for those interested in serving on the Executive Committee to notify the Executive Director. A subsequent email was sent out asking for nominations as well. The Executive Director did not receive any other nominations except those listed below. Prompts for additional nominees from floor went unanswered. Therefore, the list of candidates for Executive Committee election for a two-year term is: Mike Hewitt – Waukegan, Pat Muetz – Gurnee, Bud Rothing – Bannockburn and Michael Talbett – Kildeer.

Motion by *Riverwoods*, seconded by *Lake Bluff* to approve the selected EC candidates. ***Motion was approved on a roll call vote of 28 to 0.***

**4. Local Surcharge Payment Dispute**

Walter Willis discussing the hiring of outside consulting (Deigan & Associates) and legal expertise (Derke Price, Ancel Glink) to assist with pursuing a remedy to the underpayment of fees to SWALCO under its local surcharge ordinance, and whether to authorize Larry Clark to send letters to both landfills requesting to begin discussions regarding the surcharge payment issue. Letters are prepared to send to both landfills asking them to begin discussions with us to resolve the local surcharge payment issues. The letter sent to Advanced Disposal will also indicate that SWALCO will not continue host agreement negotiations, necessary for the landfill to expand, until the payment issue is resolved (Glenn Ryback helped organize a call with Zion and Winthrop Harbor and we presented this information to the City of Zion on May 28<sup>th</sup>). At the time this item was prepared we were still waiting for Lake County to decide what direction it plans to take and whether we should consider filing jointly with the County. Winthrop Harbor

and Grayslake are likely to send similar letters to the landfills. The way the landfills have been interpreting the State law has caused Lake County and SWALCO (and Grayslake, Winthrop Harbor) millions of dollars over the past decade alone. This issue must be resolved before more time passes.

Motion by *Lake Bluff*, seconded by *Riverwoods* to approve the hiring of Deigan & Associate and Derke Price, Ancel Glink to assist with legal expertise. Also, to allow Larry Clark to send letters as discussed. ***Motion was approved on a roll call vote of 26 to 0.***

***Hawthorn Woods & Round Lake did not provide a verbal response and were not counted.***

## **Informational Items**

- 1. Health Department Report** – Presented, not discussed.
- 2. 2019 HCW Program Summary**  
Steve Nelson presented and discussed data regarding the Household Chemical Waste Program 2019. Our HCW collection events saw a 12% increase in participation and a 11% increase in waste volumes (despite one fewer event). The Pharmaceutical collection program remains strong. Thirty-one Police Departments are currently participating in the Program. Total volume collected was up 5%. In 2019, an estimated \$767,000 of Schedule II narcotics were collected/destroyed through this program.
- 3. 2019 Clothing and Textile Recycling Program**  
Merleanne Rampale discussed the program which collected 360,000 pounds in 2019. That's over 180 tons of clothing waste that has been diverted from our landfills just from this program.
- 4. 2019 Reuse-A-Shoe Program**  
Merleanne Rampale discussed the details of the RAS the program as it continues to grow and flourish. We now have 60 year-round collection sites. This past year we collected 32,000 pounds of shoes. We receive calls regularly from residents asking if there is a drop-off in their community. We encourage members to offer this program and service to their residents. We are pleased to collaborate with so many different groups and work closely with our members. It is a truly unique, fun, educational and worthwhile program that people have been excited to be involved in.
- 5. 2019 Compost Bin and Rain Barrel Sale and Education**  
Merleanne Rampale discussed the annual one-day sale at the Native Plant, Compost Bin and Rain Barrel event at Independence Grove in Libertyville. The products are made from recycled materials and are available at half the retail cost. We also sold composting accessories. We sold 260 bins and barrels and sold hundreds of accessory items.
- 6. 2019 Electronics Program Summary**  
Pete Adrian provided a summary report regarding the 2019 Electronics Program a total of 3,099,277 pounds of electronics were collected through our collection partners. Comparing this to the 2018 volume collected (3,065,168 lbs.) the program experienced a 1% increase in volume of electronics collected in 2019. Despite nearly no change in the overall volume collected from previous year, there was a noticeable reduction in the overall volume of televisions and monitors



collected (11% or -226,222 lbs.). This decline is attributable to the slow transition from glass CRT televisions and monitors to flat panel devices. During 2019, SWALCO maintained electronics collection and processing agreement with Electronic Recyclers International as assigned to us by the Consumer Electronics Recycling Act (CERA) and will continue to be assigned to them for 2020.

#### **7. 2019 Recycling & Per Ton Payment Summary**

Pete Adrian provided a summary report regarding the 2019 recycling and per ton payments. In 2019, 59,027.12 tons of recyclables were collected from Lake County communities. Compared to the previous year's 60,274.31 tons collected, Lake County communities have experienced a 2% decrease in the volume of recycling collected. The overall waste disposal rates for our communities increased by 2.7% from the volume of waste disposed in 2018. Historical trends in collected volumes of both recycling and waste are illustrated in the attached graph titled Waste and Recycling Comparison 2017 – 2019. The overall volume of recyclables that were directed to WMRA by Agency Members totaled 42,100.23 tons. Within the SWALCO agreement with WMRA, a \$6 per ton bonus is to be paid to the Agency for every ton in excess of 42,000 tons for the year. Therefore, the Agency has also received a bonus payment of \$601.38 for the additional 100.23 tons directed for the year. A summary of all revenues and payments to members is illustrated in the attached 2019 Per Ton Payment Summary table. Some Agency Members who contract with Groot and Lakeshore Recycling Services have allowed these haulers to not deliver all their residential recyclables to WMRA. Had they done so, there would have been a total of 50,223.82 tons of recyclables delivered to WMRA for 2019. This would have yielded the Agency a \$49,342.92 Per Ton Bonus. Market values for most every recyclable material tumbled significantly during 2019 reaching a record low in August before rebounding slightly by end of the year. Over the span of the year, the per ton rebate remained at zero. This decline in commodity values continues to be attributed to China's actions to control the volume and quality of scrap materials it receives. Forecasts for 2020 call for continued weakness in plastic, metal and glass markets. But there is some hope for improving paper markets. This is due to some new domestic paper mills coming online along with some retuning demand from export markets.

#### **8. Project and Program Updates**

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

- Beginning the week of June 8<sup>th</sup> we move to a modified status at the office keeping in mind the Governor's Office Guidelines under Phase 3. We will be rotating more staff into the office so that we will have up to 3 staff in the office at one time.
- A notice was sent to all Board members regarding the upcoming June 18<sup>th</sup> webinar entitled, "Regional Approaches to Fuel Local Circular Economies: Great Lakes Region" that will feature Susan Graff (RRS), Mark Fisher (Council of the Great Lakes Region) and myself. It will mainly be a Q&A format so be sure to sign up. This webinar will be used to build momentum for the CE workshop we plan to hold later this year.
- The HCW program is up and running again with three events to be held this month, HCW collections on June 13 and 27 and a pharms collection on June 18<sup>th</sup>. The HCW time slots for the HCW events are going quickly showing high demand for the program.

- The electronics program is almost back at full speed with two of the public sites re-opening in Highland Park and Prairieland (Lake Barrington). Grayslake is moving forward with installing cameras at its site and enacting an ordinance creating a fine for illegal dumping. Staff will work with the village to create a short video on the right way to recycle at the Grayslake Drop Off site.
- The textile program will begin a phased re-opening. Sites that were not able to move their bins will be opened up first. Then as CTR can, we will begin bringing the remaining sites on in a gradual manner most likely. CTR has informed the agency that due to market conditions for textiles our payment for clothing will drop from 9 cents per pound to 3 cents per pound. This is for the second quarter only so far.
- Over the past several weeks Walter has received numerous calls from financial analysts tracking the WMI-Advanced Disposal acquisition and the press. It has been reported that GFL appears to be the entity that will purchase the Chicago assets. It is expected the deal will be finalized later this month.
- Lake Zurich, Wauconda, Island Lake, and Tower Lakes recently received bids from four companies. Respecting the need to be general with the results, they were competitive allaying concerns that this time period may not be ideal for seeking bids. Walter is assisting Round Lake with its RFP that will be released soon, and N. Barrington recently went to bid.
- The MRF issue which we discussed at length at the January meeting will need to be addressed in the coming months. Expect to see an action item at the August 27<sup>th</sup> meeting.

#### **EXECUTIVE SESSION: Probable or Imminent Litigation**

Motion by *Lake Bluff* seconded by *Riverwoods* to go into Executive Session citing 5 ILCS 120/2(c)(11) to discuss Probable or Imminent Litigation (1:54 pm).

***Motion was approved on a roll call of 26 to 0. (Members of the SWALCO staff were invited to stay during closed session.)***

Motion by *John Norris*, seconded by *Bud Rothing* to return to open session (2:12 pm).

***Motion was approved on a roll call of 26 to 0.***

Motion by *Lake Bluff*, seconded by *Libertyville* to authorize SWALCO to proceed with steps towards potential litigation relating to the landfill operators' payment of local surcharge fees under the State law. In addition, authorizing SWALCO to add John Norris of Riverwoods and Julie Simpson of Lake County to the negotiation team.

***Motion was approved on a roll call of 26 to 0.***

**NEXT BOARD MEETING:** Thursday, August 27, 2020 - 6:00 p.m. Hainesville Village Hall, 100 N. Hainesville Road (Dependent on revised executive order)

**ADJOURNMENT:** 2:06 p.m.

Motion by *Hainesville*, seconded by *North Barrington* to adjourn.

***Motion was unanimously approved.***

**Consent - 1. Expenditure Approval**

**ISSUE:** Approve Expenditures

**RECOMMENDATION:** We recommend approval

**TIMING:** Routine

**BACKGROUND:** The Board of Directors authorized the Executive Director to pay expenditures under \$20,000. The Executive Director submits the monthly expenditures to the Board for approval.

The total for Administration \$74,979.65; Education \$ 0.00 Household Chemical Waste \$ 4,858.26; Recycling \$2,910.61 ***Total expenditures for August 2020 - \$82,748.52***

**ENCLOSED DOCUMENTS:** Account Analysis Reports

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

## SWALCO - August 2020 EXPENDITURE REPORT

SWALCO \- Solid Waste Prog-SWALCO Administration-Regular Salaries And Wages----			
Budget Amount:	403,839.96	Funds Available:	110,589.48
			Beginning Balance for Period
			262,104.28
			<b>Total Expenditures</b>
			<b>31,146.20</b>
			Ending Balance for Period
			293,250.48

SWALCO \- Solid Waste Prog-SWALCO Administration-Part Time Salaries And Wages----			
Budget Amount:	56,213.04	Funds Available:	8,109.96
			Beginning Balance for Period
			43,242.71
			<b>Total Expenditures</b>
			<b>4,860.37</b>
			Ending Balance for Period
			48,103.08

SWALCO \- Solid Waste Prog-SWALCO Administration-Special Pay----			
Budget Amount:	17,100.00	Funds Available:	6,468.54
			Beginning Balance for Period
			10,631.46
			<b>Total Expenditures</b>
			<b>1,250.76</b>
			Ending Balance for Period
			11,882.22

SWALCO \- Solid Waste Prog-SWALCO Administration-Office Supplies----			
Budget Amount:	1,000.00	Funds Available:	146.05
			Beginning Balance for Period
			797.94
			<b>Total Expenditures</b>
			<b>55.97</b>
			Ending Balance for Period
			853.91

SWALCO \- Solid Waste Prog-SWALCO Administration-Auditing And Accounting----			
Budget Amount:	10,400.00	Funds Available:	0.04
			Beginning Balance for Period
			0.00
			<b>Total Expenditures</b>
			<b>10,400.00</b>
			Ending Balance for Period
			10,400.00

SWALCO \- Solid Waste Prog-SWALCO Administration-Consultants----			
Budget Amount:	97,820.00	Funds Available:	14,450.19
			Beginning Balance for Period
			60,841.60
			<b>Total Expenditures</b>
			<b>4,688.25</b>
			Ending Balance for Period
			65,529.85

SWALCO \- Solid Waste Prog-SWALCO Administration-Dues and Subscriptions----			
Budget Amount:	9,900.00	Funds Available:	3,067.33
			Beginning Balance for Period
			6,477.67
			<b>Total Expenditures</b>
			<b>355.00</b>
			Ending Balance for Period
			6,832.67

SWALCO \- Solid Waste Prog-SWALCO Administration-Gas for Heating----			
Budget Amount:	15,000.00	Funds Available:	5,809.70
			Beginning Balance for Period
			9,042.98
			<b>Total Expenditures</b>
			<b>147.32</b>
			Ending Balance for Period
			9,190.30

SWALCO \- Solid Waste Prog-SWALCO Administration-Electricity----			
Budget Amount:	13,000.00	Funds Available:	5,224.00
			Beginning Balance for Period
			7,023.64
			<b>Total Expenditures</b>
			<b>751.42</b>
			Ending Balance for Period
			7,775.06

SWALCO \- Solid Waste Prog-SWALCO Administration-Telephone----			
Budget Amount:	5,750.04	Funds Available:	3,046.27
			Beginning Balance for Period
			2,390.09
			<b>Total Expenditures</b>
			<b>313.68</b>
			Ending Balance for Period
			2,703.77

SWALCO \- Solid Waste Prog-SWALCO Administration-Cell Phone Allowance----			
Budget Amount:	660.00	Funds Available:	165.00
		Beginning Balance for Period	385.00
		<b>Total Expenditures</b>	<b>55.00</b>
		Ending Balance for Period	440.00

SWALCO \- Solid Waste Prog-SWALCO Administration-Liability Insurance----			
Budget Amount:	45,788.00	Funds Available:	-26,215.96
		Beginning Balance for Period	63,544.00
		<b>Total Expenditures</b>	<b>8,460.00</b>
		Ending Balance for Period	72,004.00

SWALCO \- Solid Waste Prog-SWALCO Administration-Equipment Rental----			
Budget Amount:	1,750.00	Funds Available:	249.96
		Beginning Balance for Period	578.95
		<b>Total Expenditures</b>	<b>81.10</b>
		Ending Balance for Period	660.05

SWALCO \- Solid Waste Prog-SWALCO Administration-H/L/D Employee Benefits----			
Budget Amount:	83,372.04	Funds Available:	21,582.80
		Beginning Balance for Period	54,897.64
		<b>Total Expenditures</b>	<b>6,891.60</b>
		Ending Balance for Period	61,789.24

SWALCO \- Solid Waste Prog-SWALCO Administration-Retirement Benefits/FICA----			
Budget Amount:	35,193.99	Funds Available:	10,036.72
		Beginning Balance for Period	22,429.73
		<b>Total Expenditures</b>	<b>2,727.54</b>
		Ending Balance for Period	25,157.27

SWALCO \- Solid Waste Prog-SWALCO Administration-Retirement Benefits/IMRF----			
Budget Amount:	3,818.04	Funds Available:	1,078.92
		Beginning Balance for Period	2,451.71
		<b>Total Expenditures</b>	<b>287.41</b>
		Ending Balance for Period	2,739.12

SWALCO \- Solid Waste Prog-SWALCO Administration-Miscell Contractual Services----			
Budget Amount:	13,000.00	Funds Available:	1,626.86
		Beginning Balance for Period	6,248.48
		<b>Total Expenditures</b>	<b>574.62</b>
		Ending Balance for Period	6,823.10

SWALCO \- Solid Waste Prog-SWALCO Administration-Computer System Software----			
Budget Amount:	3,020.00	Funds Available:	1,105.62
		Beginning Balance for Period	0.00
		<b>Total Expenditures</b>	<b>1,914.42</b>
		Ending Balance for Period	1,914.42

SWALCO \- Solid Waste Prog-SWALCO Administration-Furniture And Office Equipment----			
Budget Amount:	500.00	Funds Available:	387.12
		Beginning Balance for Period	93.93
		<b>Total Expenditures</b>	<b>18.99</b>
		Ending Balance for Period	112.92

SWALCO \- Solid Waste Prog-Household Hazard Waste-Operational Supplies----			
Budget Amount:	16,000.00	Funds Available:	7,430.32
		Beginning Balance for Period	4,295.61
		<b>Total Expenditures</b>	<b>177.32</b>
		Ending Balance for Period	4,472.93

SWALCO \- Solid Waste Prog-Household Hazard Waste-Consultants----			
Budget Amount:	149,900.00	Funds Available:	114,206.26
		Beginning Balance for Period	25,559.84
		<b>Total Expenditures</b>	<b>4,081.44</b>
		Ending Balance for Period	29,641.28

SWALCO \- Solid Waste Prog-Household Hazard Waste-Garbage Disposal----			
Budget Amount:	5,100.00	Funds Available:	100.00
		Beginning Balance for Period	1,937.30
		<b>Total Expenditures</b>	<b>178.90</b>
		Ending Balance for Period	2,116.20

SWALCO \- Solid Waste Prog-Household Hazard Waste-Motor Vehicle Maintenance----			
Budget Amount:	13,800.00	Funds Available:	13,661.02
		Beginning Balance for Period	88.98
		<b>Total Expenditures</b>	<b>50.00</b>
		Ending Balance for Period	138.98

SWALCO \- Solid Waste Prog-Household Hazard Waste-All Other Maintenance----			
Budget Amount:	28,000.00	Funds Available:	-6,934.09
		Beginning Balance for Period	22,247.25
		<b>Total Expenditures</b>	<b>370.60</b>
		Ending Balance for Period	22,617.85

SWALCO \- Solid Waste Prog-Recycling-Misc. Commodities----			
Budget Amount:	8,000.00	Funds Available:	3,407.93
		Beginning Balance for Period	1,503.40
		<b>Total Expenditures</b>	<b>110.61</b>
		Ending Balance for Period	1,614.01

SWALCO \- Solid Waste Prog-Recycling-Misc. Contractual Services----			
Budget Amount:	5,000.00	Funds Available:	-5,501.96
		Beginning Balance for Period	7,702.00
		<b>Total Expenditures</b>	<b>2,800.00</b>
		Ending Balance for Period	10,502.00

**TOTAL EXPENDITURES \$ 82,748.52**

**A – 1. SWALCO Legal Counsel**

**ISSUE:** Whether to engage Derke Price of Ancel, Glink, as SWALCO’s legal counsel effective December 1, 2020.

**RECOMMENDATION:** SWALCO staff and the Executive Committee recommend that the Board of Directors approve the hiring of Derke Price as SWALCO’s legal counsel.

**BACKGROUND:** Larry Clark has announced his tenure as SWALCO’s legal counsel will end November 30, 2020 as Larry moves on to retirement in North Carolina. Larry has been SWALCO’s legal counsel since the forming of the agency and his knowledge and his counsel will be missed by the agency.

At its meeting on October 1, 2020 the Executive Committee had a chance to meet Derke Price and ask questions. A main topic was the how a potential conflict of interest would be addressed given the number of clients Ancel Glink has that are also members of the Agency. The Committee also discussed that this recommendation was being made without going out for formal bids from other legal firms. Section 6 of the Agency’s Purchasing Policies & Procedures Manual does provide a waiver of the competitive bidding requirements for professional services that require personal confidence or maximum security which does include legal services per Section 4.4.2 of the Manual. Such a waiver must be approved by the Executive Committee and Board of Directors.

Walter Willis has known Derke Price since the early 2000’s and has worked with him on several pollution control facility siting cases. Mr. Price has extensive experience in local siting and in the waste industry in general (see his attached engagement letter and qualifications information). He is currently SWANCC’s legal counsel and has been for several years which has provided him experience in the types of legal matters solid waste agencies like ours have to manage.

**ENCLOSED DOCUMENTS:** Engagement letter from Derke Price and summary of qualifications

**STAFF:** Walter Willis, Executive Director



A Professional Corporation  
140 South Dearborn Street, Suite 600  
Chicago, IL 60603  
www.ancelglink.com

Derke J. Price  
dprice@ancelglink.com  
(P) 312.782.7606 Ext. 4612  
(F) 312.782.0943

September 2, 2020

*Via email: wwillis@swalco.org*

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

Re: Engagement as Corporate Counsel

Dear Walter:

Ancel Glink is honored and delighted by your invitation to serve you and the Solid Waste Agency of Lake County as general corporate counsel. This letter will serve to memorialize the terms of our engagement so that we all have a clear understanding of our relationship:

**Client; Scope of Representation.** Our client in this matter will be the Solid Waste Agency of Lake County, the Board of Directors, and employees of the Agency in their official capacities. The scope of our engagement will be to represent you relative to general corporate matters, including contracts, procurement, regulatory matters, counseling and litigation. You may limit, eliminate or expand the scope of our representation provided that any substantial expansion must be first reviewed for conflicts and agreed to by us. We will only do work when directed to do so by the Board of Directors (either directly or through you). Our engagement is as general counsel.

**Term of Engagement.** Either of us may terminate the engagement at any time for any reason by written notice, subject on our part to applicable rules of professional responsibility. Following such termination, any otherwise non-public information you have supplied to the firm which is retained by us will be kept confidential in accordance with applicable rules of professional responsibility. If, upon such termination, you wish to have any documents delivered to you, please advise us. Otherwise, all such documents will be transferred to the person responsible for administering our records retention program. For various reasons, including the minimization of unnecessary storage expenses, we reserve the right to destroy or otherwise dispose of any such documents retained by us, absent contrary instructions from you.

**Fees and Expenses.** Our fees are based on time spent providing services to the client by our professional staff at each person's applicable hourly billing rate. Our schedule of hourly billing rates is based upon years of experience, specialization and training and practice, and level of professional attainment. Partners and senior level attorneys are billed at \$250.00 per hour. All other attorneys working on your matters will be billed at \$190.00 per hour. Paralegals, where used, are billed at \$100.00 per hour. Our hourly rates may be adjusted but only at the start of each calendar year, if at all. We also charge standard rates for copying, subscription database legal research, and messenger delivery. Any expenses, disbursements and other charges incurred on your behalf will be billed to you in addition to our charges for professional services and done so in accordance with our regularly established procedures. You will be responsible for the payment of all such costs incurred on your behalf (e.g., title company charges and fees, court costs, witness fees, court reporter fees, and the fees of any experts who may be hired to assist in this matter). We will, of course, consult with you regarding the hiring of any expert witnesses prior to doing so. We may ask you either to pay or reimburse certain vendors directly, or



ANCEL GLINK

September 2, 2020

Page 2

advance to us those sums prior to our expenditure. Our billing invoices are prepared monthly, and payment is due within 30 days of the date of statement.

In some cases, our law firm is asked to do contemporaneous work on an issue that is important to a number of clients, be it research, drafting or litigation. This work may involve the expenditure of time providing collective benefits. In those circumstances, the law firm will attempt to bill each individual client for a period of time substantially less than if the work were performed for that client alone. The bill may reflect time in excess of that which would result from an exact equal division among the clients, in part, because of the difficulty in retrieving all the time spent on the joint project. The great bulk of the time which we perform for our clients continues to be billed at a straight hourly basis. In all cases, the fees charged will be reasonable.

Further, where you desire to do so, we are willing to engage in project-specific arrangements in order to meet your goals and respect your budget constraints. For example, you may choose to undertake a special project on an hourly not-to-exceed basis so that you have greater assurances concerning your budget and still reap the benefits of efficient work by us. Please let us know and we will be happy to discuss such arrangements.

Again, we are so delighted to have this opportunity to be of service to you. If you are in agreement with the above, please sign a copy of this letter in the space provided below and return it to me. We look forward to getting started right away. You have my cell phone number and I encourage you to use it whenever you have a question or a concern.

If you have any questions about any of the terms set forth above, please do not hesitate to call me.

Sincerely,



Derke J. Price

AGREED FOR THE SOLID WASTE AGENCY OF LAKE COUNTY

---

# Derke J. Price

## Equity Partner



### CHICAGO OFFICE & West Suburban Office

**Direct Phone:**  
630.596.4612

**Email:**  
dprice@ancelglink.com

#### Practice Areas

Local Government  
Land Use  
Litigation

#### Education

J.D., Harvard Law School  
B.A., Wheaton College

#### Bar & Court Admissions

Illinois  
Northern District of Illinois

#### Memberships

American Bar Association  
(including the ABA Forum on the  
Construction Industry--Owners'  
division)  
American Institute of Architects  
Construction Specifications Institute  
DuPage County Bar Association  
Kane County Bar Association  
ISBA Construction Law Section  
Council

Derke works with and represents park districts, municipalities, school districts, townships, libraries, and special agencies. His practice includes appeals and trial work in both federal and state courts and concentrates in construction, land use and development, and environmental matters.

Derke's service to units of government is state-wide. He serves as corporate counsel for the City of Moline, the Village of South Elgin, and the City of Geneseo and special counsel for the City of Charleston. He is also corporate counsel to numerous Park Districts, Forest Preserves and SRAs across the State. He is also special counsel to the firm's numerous other park districts for their construction, procurement and land use matters. He is also corporate counsel for the North West Suburban Municipal Joint Action Water Agency. In his role as corporate counsel to the Naperville Park District, he guided the District through the State's Voluntary Site Remediation program for the remediation of their historic trap shooting facility.

His government work also includes service related to pollution control facilities (including landfills, transfer stations, and medical waste transfer stations). He is corporate counsel for the Solid Waste Agency of Northern Cook County. He has done specialty pollution control facility work (as counsel for interested parties, counsel to the siting authority, and as hearing officer) for SWANCC; Winnebago, Lee, and Grundy Counties; the Town of Cortland; the Villages of Davis Junction, Rockdale, Carol Stream, and South Elgin; and the Cities of Moline, West Chicago and Yorkville.

He is also counsel to select private entity clients including Vulcan Construction Materials, Kluber Engineering & Architecture, and Citgo Petroleum.

ANCEL GLINK, P.C.

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## **Experience**

- Created a public-private partnership to reclaim and plan uses of 100 year old quarry, including pioneering land-use regulations on reclamation, master plan for properties, and coordination of property transfers and use
- Successful application on behalf of private client for rezoning of 230 acres of property to an industrial use with 60 year land use plan
- Negotiate and draft energy savings contracts for multi-million dollar overhaul of park district facilities

## **Presentations**

Derke frequently speaks at local government conferences on land use and construction law issues, including speaking each year at the Illinois Municipal League Conference and the Annual IAPD/IPRA Conference for Park Districts.

## **Publications**

Derke has contributed materials to numerous publications for municipal officials, planning and zoning authorities, counties, park district officials, townships and school districts on land use and construction issues. He is an author for both the Municipal Law Treatise and the School Law Treatise published by the Illinois Institute of Continuing Legal Education. He is also an author for a number of Ancel Glink handbooks relating to municipal, park district, and township matters.

## **Honors & Awards**

- Designated, by his peers, as a Leading Lawyer in the areas of Governmental, Municipal, Lobbying & Administrative Law, Land Use, Zoning & Condemnation Law.

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ANCEL GLINK, P.C.

**A – 2. Proposed FY 2021 SWALCO Budget**

**ISSUE:** Whether to approve the proposed fiscal year 2021 SWALCO budget.

**RECOMMENDATION:** SWALCO staff and the Executive Committee recommend approval of the 2021 SWALCO budget.

**BACKGROUND:** Attached to this memo is the proposed FY 2021 budget which includes a comparison to the FY 2020 budget. This item also provides an estimate of the depreciation and pension expenses, and updates on the Cash Balance Fund and the Capital Replacement Fund. The Executive Committee reviewed the budget at its October 1, 2020 meeting and recommended approval. There was discussion about steps to be taken to find alternative quotes for insurance, better investment options and other additional options outlined later in this item.

*Proposed FY 2021 Budget*

The highlights of the proposed budget are as follows:

1. Proposed expenditures for FY 2021 are \$1,160,124 compared to \$1,176,686 in FY 2020, a decrease \$15,562 or approximately 1.4%. Please note the following: 1) a 2% salary increase was assumed, 2) insurance costs are estimated to be approximately \$40,000 more than budgeted last year due to increases in commercial property insurance we experienced this year, 3) the indirect rate payment to the county has increased nearly \$8,000, 4) legal fees are estimated to increase due to hiring new legal counsel and the potential for legal work needed on the fee payment issue and the Zion LF host agreement negotiations and local siting process, 5) one-time costs of \$6,500 to seal the parking lot 5) significant cuts were made to consulting fees, trips and training, dues and subscriptions, operational supplies and commodities, and HCW one-day collection events (2 events vs. the typical 5 per year).
2. Total FY 2021 revenues are estimated at \$1,087,645 compared to \$1,155,064 in FY 2020, a decrease of \$67,419 or approximately 6%. Revenue from the landfill surcharge for FY 2021 is estimated at \$630,000 a decrease of \$50,000 from last year as the volume at the Zion LF is trending down this past year and at Countryside is staying about the same. The anticipated host fee from the Round Lake Park Transfer Station is \$72,850 per year, an increase from last year due to the host fee being increased by the CPI and increased waste volumes. Other significant decreases in revenues are the interest income (down nearly \$28,500 from last year's estimate) and clothing, textiles and shoes (down \$19,500 due to a decrease in the payment rate for clothing and textiles from 9 cents per pound to 3 cents per pound due to COVID disruptions to the textile reuse industry).
3. Expenditures are expected to exceed revenues by \$72,479 (\$1,160,124 – 1,087,645). Last year the Board approved a budget that had a deficit of \$21,622. The good news is we are on track to only spend about 85% of the approved budget for fiscal year 2020, which means we will have about \$150,000 that will roll over to our cash balance for next year. Staff recognizes that we can't continue to deficit spend, but this coming year is not

the time to make significant cuts to the budget given that we do have options to pursue to lower our expenditures in the coming years. These include looking into other insurance options, including the IL Counties Risk Management Trust (SWANCC uses this Trust and has insurance costs less than half of what we pay with this last increase), and exploring breaking away from the County in order to reduce the costs to administer the Agency vs. the current indirect cost paid to the County. In addition, we need to look at our lobbying costs and should we partner with others for this cost or go to bid, as senior staff starts to retire that should provide savings into the future, or should we no longer fund one-day mobile events and use the Gurnee facility only for HCW collection. These are all more significant changes that will take time to implement. The insurance research and moving away from the County for administrative support are at the top of the list to investigate in the coming months.

The following table shows the estimated revenues, from the six primary funding sources that support SWALCO’s operations and expected expenditures for fiscal years 2021-2025. The table also shows the approximate cash fund balance moving forward.

<b>SWALCO Revenue, Expenditure and Fund Balance Projections - Fiscal Years 2021 - 2025</b>					
<b>Revenues/Expenditures</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
Operations & Maintenance Fee	\$287,275	\$287,275	\$287,275	\$287,275	\$287,275
Landfill surcharge, TS host fees,	\$702,850	\$751,300	\$751,300	\$751,300	\$751,300
Textile and Shoe Income	\$41,500	\$43,575	\$45,754	\$48,041	\$50,444
Interest Income	\$1,630	\$1,630	\$1,630	\$1,630	\$1,630
Rain barrel, composter income	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000
Misc. Revenue (hauler licensing, WMRA per ton, surcharge payments, ePaint and eWorks revenue)	<u>\$40,390</u>	<u>\$40,390</u>	<u>\$40,390</u>	<u>\$40,390</u>	<u>\$40,390</u>
Estimated Revenue	\$1,087,645	\$1,124,170	\$1,126,349	\$1,128,636	\$1,131,039
Estimated Exp.	\$1,160,124	\$1,165,925	\$1,171,754	\$1,177,613	\$1,183,501
Surplus/Deficit	<b>(\$72,479)</b>	<b>(\$41,755)</b>	<b>(\$45,405)</b>	<b>(\$48,977)</b>	<b>(\$52,462)</b>
Estimated Cash Balance	<b>\$1,957,113</b>	<b>\$1,915,358</b>	<b>\$1,869,953</b>	<b>\$1,820,976</b>	<b>\$1,768,514</b>

Several assumptions were made in preparing the above table:

- The O&M fee will remain at \$1.25 per household per year, and all members pay their fee each year.
- Local landfill surcharge and transfer station host fee revenues will increase back to historical levels (\$751,300 in FY 2022 to 20205) as the economy recovers into next year. The Countryside Landfill indicated in its January 1, 2020 annual capacity report to IEPA that it will be out of capacity in 2026, and the Zion Landfill indicated it will run out of capacity in 2027 (this does not include the land they have purchased for an expansion but have yet to receive local siting approval).
- Textile and shoe income will increase 5% per year beginning in FY 2022.
- Interest paid on the surcharge balance will continue to be approximately \$1,630 per year.
- Rain barrel and composter sales income will remain stable through 2025.

- Miscellaneous revenue will stay steady.
- Expenditures will increase by 0.5% per year using \$1,160,124 as the base expenditure in FY 2021.
- The current cash balance is \$2,029,592 with \$1.6M being held in a CD and the rest being held in a lower interest generating account with the Lake County Treasurer.

*FY 2019 Depreciation and Pension Expenses*

To more completely budget for FY 2021 and to assist with the annual audit process, this year SWALCO's budget will include estimates for FY 2021 depreciation and pension (income) or expenses. These estimates are based on expenses incurred in FY 2019 per the financial audit approved by the Board in 2020.

Depreciation expenses are based on the Agency's capital assets which include land improvements, buildings, and office equipment and furniture. Annual depreciation expense in FY 2021 is estimated to be \$70,554.

Pension (income) expenses are based on the deferred outflows of resources and deferred inflows of resources and in FY 2019 SWALCO recognized a pension expense of \$23,449, this same amount will be assumed for FY 2021.

*Cash Fund Balance*

As of September 2020, \$398,592 is being held by the Lake County Treasurer and approximately \$1,631,000 is being held in CDs at a bank in Highland Park for a total Cash Fund Balance of \$2,029,592. At the June 25, 2015 Board of Directors meeting the Board established a Cash Balance Fund Policy and approved a minimum cash fund balance of \$1,200,000, that if met would trigger the re-formation of the Finance Committee to evaluate long term funding for the Agency. Based on the projected spending for the next 5 fiscal years the Agency will not come close to reaching the \$1.2 million threshold. There are many factors that may impact the Agency's revenues and expenditures over the next five years, and it will be up to the Executive Director, the Executive Committee and the Board of Directors to recommend and to take action at the appropriate time to ensure the long-term financial stability of the Agency.

When the CDs mature later this fall, the Agency will combine the funds into one CD and will re-invest at a much lower rate compared to last year.

*Capital Replacement Fund*

In FY 2021 there are no capital replacement projects contemplated. The current fund balance is \$254,602. No additional contributions to the Capital Replacement Fund have been budgeted for FY 2021

**ENCLOSED DOCUMENTS:** Proposed FY 2021 Budget with spreadsheet comparing FY 2020 vs. FY 2021 expenditures and revenues and spending on the 2020 budget through mid-September, and final proposed FY 2021 budget.

**STAFF:** Walter Willis, Executive Director

Solid Waste Agency of Lake County  
FY 2021 Budget v. 2020

A	B	C	D	E	F	G	H	
1	Fund:	Management Center	Account	DESCRIPTION	2020 APPROVED	2020 Expended YTD (%)	2021 REQUESTED	DETAIL
2	<b>ADMINISTRATION 9200010</b>							
3	930	51110	SW0	REGULAR SALARIES AND WAGES	\$ 403,840	77.0%	\$ 413,602	Assumes 2% increases. Exec. Director increase effective August 1, 2020 per employment contract at 3.5%
4	930	51120	SW0	PART TIME SALARIES AND WAGES	\$ 56,213	90.0%	\$ 57,337	Assumes 2% increase, maintaining 28 hours per week
5	930	51150	SW0	SICK PAY REIMBURSEMENT	\$ -		\$ -	Assumes no sick pay reimbursement
6	930	51180	SW0	SPECIAL PAY - AUTO ALLOWANCE	\$ 17,100	73.0%	\$ 17,100	3 FT (\$385/mo.) and 1 PT (\$270/mo.) Employee
7	<b>50000 SERIES TOTAL (Administrative)</b>				<b>\$ 477,153</b>	<b>78.0%</b>	<b>\$ 488,039</b>	
8	930	61010	SW0	OFFICE SUPPLIES	\$ 1,000	80.0%	\$ 1,000	Office supplies; petty cash; recycling specific supplies
9	930	61040	SW0	OPERATIONAL SUPPLIES	\$ 250	0.0%	\$ 250	Plaques and awards
10	930	61080	SW0	FOOD & PROVISIONS	\$ 1,500	41.0%	\$ 1,500	Executive Committee lunches, staff meeting lunches, and BOD meetings
11	930	65180	SW0	MISCELLANEOUS COMMODITIES	\$ 250	0.0%	\$ 250	Misc. purchases
12	<b>60000 SERIES TOTAL (Administrative)</b>				<b>\$ 3,000</b>	<b>47.0%</b>	<b>\$ 3,000</b>	
13	930	71110	SW0	AUDITING AND ACCOUNTING	\$ 10,400	100.0%	\$ 10,800	Fourth year of 5 year contract with RSM Darke Price, meetings plus anticipated hours for Zion LF siting review and landfill fee issue
14	930	71140	SW0	LEGAL SERVICES	\$ 7,000	125.0%	\$ 25,000	Mike Grady, Strategic Advocacy Group, year one of two year contract (\$34,000); \$15,000 for consultant (Zion LF host agreement, CE effort)
15	930	71150	SW0	CONSULTANT FEES	\$ 97,820	67.0%	\$ 49,000	Conference attendance in general (\$1,000); OSHA Training (3 people, \$475); IDOT Training (1 person, \$500)
16	930	71500	SW0	TRIPS AND TRAINING	\$ 8,475	3.0%	\$ 1,975	Official Board Markets, Resource Recycling, BioCycle, Recycled Products Guide (\$1,200); Membership dues for IRA, SWANA, ILCSWMA, LCM, CHMM, NAHMA, PSI, IFSC and IEC (\$3,866)
17	930	71810	SW0	DUES AND SUBSCRIPTIONS	\$ 9,900	65.0%	\$ 4,866	Air make-up, hot water, furnace
18	930	71910	SW0	GAS FOR HEATING	\$ 15,000	61.0%	\$ 15,000	Parking lights, storage facility and office lights and baseboard heat
19	930	71920	SW0	ELECTRICITY	\$ 13,000	60.0%	\$ 13,000	Water and sewer services
20	930	71930	SW0	WATER AND SEWER CHARGES	\$ 350	45.0%	\$ 350	Line charges, local and AT&T; cell phones and iPad
21	930	71940	SW0	TELEPHONE	\$ 5,750	50.0%	\$ 5,500	Reimburse Army B, cell phone costs
22	930	71955	SW0	CELL PHONE ALLOWANCE	\$ 660	8.0%	\$ 660	Federal Express
23	930	71970	SW0	COURIER SERVICES	\$ 75	0.0%	\$ 75	Public Officials (\$8,460 last year); Building and property (\$37,399 last year); general/Pollution liability insurance/commercial auto (\$27,117 last year); Equipment policy (\$666 last year); broker fee (\$7,000); assumed 5% increase in premiums
24	930	72110	SW0	LIABILITY INSURANCE	\$ 45,788	157.0%	\$ 84,674	\$125 per employee (5)
25	930	72140	SW0	UNEMPLOYMENT COMPENSATION	\$ 625	100.0%	\$ 625	Fire alarm and burglar alarm
26	930	72260	SW0	OFFICE EQUIP MAINT AND REPAIRS	\$ 1,300	83.0%	\$ 1,300	
27	930	72410	SW0	ALL OTHER MAINT AND REPAIRS	\$ -		\$ -	Copy machine lease fee and copy fee
28	930	72530	SW0	EQUIPMENT RENTAL	\$ 1,750	42.0%	\$ 1,500	Postage for meter, supplies for meter
29	930	72820	SW0	POSTAGE	\$ 25	93.0%	\$ 50	
30	930	72830	SW0	PRINTING SERVICES	\$ -		\$ -	Indirect rate as determined by Lake County Finance Department
31	930	73195	SW0	INDIRECT COST ALLOCATIONS	\$ 47,461	100.0%	\$ 55,654	Assumes 6% increase on current monthly costs of \$6,891
32	930	74080	SW0	H/L/D EMPLOYEE BENEFITS	\$ 83,372	78.0%	\$ 87,648	All employee salaries x 7.65%
33	930	74100	SW0	RETIREMENT CONTRIBUTIONS FICA	\$ 35,194	75.0%	\$ 36,027	Employee Salaries x 0.83%, still low due to switch from County IMRF
34	930	74110	SW0	RETIREMENT CONTRIBUTIONS IMRF	\$ 3,818	75.0%	\$ 4,191	
35	930	79930	SW0	MISCELLANEOUS CONTINGENCY	\$ 2,000	0.0%	\$ 2,000	Contingency for unanticipated expenses

	A	B	C	D	E	F	G	H
1	Fund:	Management Center	Account	DESCRIPTION	2020 APPROVED	2020 Expended YTD (%)	2021 REQUESTED	DETAIL
36	930	79940	SW0	MISC CONTRACTUAL SERVICES	\$ 13,000	54.0%	\$ 13,000	Office Cleaning (\$2,500); special facility handyman (\$500); snow and lawn maint. (\$9,000); pest control (\$400); and window cleaning (\$450)
37	<b>70000 SERIES TOTAL (Administrative)</b>				<b>\$ 402,763</b>	<b>85.0%</b>	<b>\$ 412,895</b>	
38	930	82010	SW0	BUILDINGS AND STRUCTURES	\$ -		\$ -	Misc. Unknown capital expenses
39	930	84040	SW0	COMPUTER, WEB HOSTING	\$ 3,020	63.0%	\$ 16,640	Website hosting fee from CivicPlus (\$1,920); Adobe Creative Annual Subscription (\$1,100); Recycle by City (\$13,320) and widgets (\$300)
40	930	84060	SW0	FURNITURE AND OFFICE EQUIPMENT	\$ 500	19.0%	\$ 500	Misc. office furnishings; recycled art
41	<b>80000 SERIES TOTAL (Administrative)</b>				<b>\$ 3,520</b>	<b>57.0%</b>	<b>\$ 17,140</b>	
42	<b>TOTAL 9200010 ADMINISTRATION</b>				<b>\$ 886,436</b>	<b>80.0%</b>	<b>\$ 921,074</b>	



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	A	B	C	D	E	F	G	H
1	Fund:	Management Center	Account	DESCRIPTION	2020 APPROVED	2020 Expended YTD (%)	2021 REQUESTED	DETAIL
43								
44	930	61040	SW2	OPERATIONAL SUPPLIES	\$ 3,000	0.0%	\$ 1,500	Public information/school education: plaques, flags, awards, promo items. Supplies for other events
45	930	65180	SW2	MISCELLANEOUS COMMODITIES	\$ 4,000	3.0%	\$ 1,500	Supplies, materials & other expenses for workshops, displays, open houses, programs, training, etc. Supplies for member events and to assist schools with events
46	930	65179	SW2	RAIN BARREL, COMPOST SUPPLIES	\$ 11,500	0.0%	\$ 11,500	Purchase of supplies for rain barrel (150 at \$50 per unit) and compost bin annual sale (100 at \$40 per unit)
47	<b>60000 SERIES TOTAL (Education)</b>				<b>\$ 18,500</b>	<b>0.5%</b>	<b>\$ 14,500</b>	
48	930	72830	SW2	PRINTING SERVICES	\$ -	0.0%	\$ -	Print work: guides, annual report, newsletters, brochures, flyers, workshop invites, media kits, and other needed public info materials
49	930	79940	SW2	MISC CONTRACTUAL SERVICES	\$ 3,000	0.0%	\$ 500	Funding for entertainers and speakers for schools; and for misc. publicity efforts
50	930	71635	SW2	TEXTILE AND SHOE PAYOUTS	\$ 11,000	133.0%	\$ 11,000	Payouts to textile and shoe collection partners based on last year's payout of \$7,700. assumes increase in collections and therefore payouts
51	930	71850	SW2	ADVERTISING	\$ 2,650	0.0%	\$ -	
52	<b>70000 SERIES TOTAL (Education)</b>				<b>\$ 16,650</b>	<b>88.0%</b>	<b>\$ 11,500</b>	
53	930	85070	SW2	ALL OTHER CAPITAL OUTLAY			\$ -	
54	<b>80000 SERIES TOTAL (Education)</b>							
55	<b>TOTAL 9200020 EDUCATION</b>				<b>\$ 35,150</b>	<b>42.0%</b>	<b>\$ 26,000</b>	

	A	B	C	D	E	F	G	H
1	Fund:	Management Center	Account	DESCRIPTION	2020 APPROVED	2020 Expended YTD (%)	2021 REQUESTED	DETAIL
56	<b>HOUSEHOLD CHEMICAL WASTE (HCW) 9200030</b>							
57	930	65020	SW2	LABORATORY SUPPLIES	\$ 100	0.0%	\$ 100	Supplies for Unknown Test Kit
58	930	61040	SW2	OPERATIONAL SUPPLIES	\$ 16,000	36.0%	\$ 13,000	Safety Gear, OilDry, Brooms, Tape, Visqueen, Spill Cleanup, FirstAid Kits, Respirator Cartridges, Pallets, Etc.
59	930	65180	SW2	MISCELLANEOUS COMMODITIES	\$ 500	35.0%	\$ 400	Grease for crusher, bottled water, etc.
60	<b>60000 SERIES TOTAL (HCW)</b>				<b>\$ 16,600</b>	<b>36.0%</b>	<b>\$ 13,500</b>	
61	930	71150	SW2	CONSULTANT FEES	\$ 149,900	23.0%	\$ 115,900	Mobile events \$29k (\$14k/event x 2 + 3%); Public Drop-offs \$2k (\$2.6k/event x 23 + 3%); Paint Bulking \$14.8k (\$1.2k/month x 12 + 3%); Suppl Labor \$1.6k (\$50/hrx2x8hrsx2events); Food \$2.5k; PHARM Labor \$6k (\$900/event x 6+3%)
62	930	71630	SW2	GARBAGE DISPOSAL	\$ 5,100	45.0%	\$ 4,000	Mobile Events 1.1k(\$525 x 2 events +3%) + Office \$2.4k (\$190/month x 12 months +3%) + Xtra Service(\$500).
63	930	79940	SW2	MISC. CONTRACTUAL SERVICES	\$ 3,700	0.0%	\$ 2,200	Burris fork lift=\$1k (\$450/event x 2 events+3%) Tents=\$1k (\$1,000/event x 1 events); Porta John (\$200) (\$175 per event x 1 events + 3%)
64	930	72110	SW2	LIABILITY INSURANCE	\$ -		\$ -	Covered under Administrative 930-72110. Liability Insurance
65	930	72210	SW2	MOTOR VEHICLE MAINT & REPAIR	\$ 13,800	1.0%	\$ 8,800	Fuel (\$200), Truck safety inspections (\$100); Annual tune up/brakes (\$2.5k); Paint truck cab and decals (\$6k);
66	930	72410	SW2	ALL OTHER MAINT AND REPAIRS	\$ 28,000	80.0%	\$ 29,650	Deck Lock \$700, Plumbing \$3.5k, Fire sys PM \$5k, Warehouse Maint \$4k, Generator \$4k, HVAC \$5k, Elec Services \$3k, Fork lift \$2k, Can Crusher \$500, Alarm \$750, Overhead Doors \$600, Fire Exting \$600
67	<b>70000 SERIES TOTAL (HCW)</b>				<b>\$ 200,500</b>	<b>30.0%</b>	<b>\$ 160,550</b>	
68	930	82010	SW2	BUILDINGS AND STRUCTURES	\$ 15,000	0.0%	\$ 6,500	Seal parking lot and re-stripe
69	930	83010	SW2	MOTOR VEHICLES	\$ -		\$ -	
70	930	84060	SW2	FURNITURE AND OFFICE EQUIPMENT	\$ 10,000	94.0%	\$ -	
71	930	85070	SW2	ALL OTHER CAPITAL OUTLAY	\$ -		\$ -	
72	<b>80000 SERIES TOTAL (HCW)</b>				<b>\$ 25,000</b>		<b>\$ 6,500</b>	
73	<b>TOTAL 9200030 HCW</b>				<b>\$ 242,100</b>	<b>38.0%</b>	<b>\$ 180,550</b>	

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1	Fund:	Management Center	Account	DESCRIPTION	2020 APPROVED	2020 Expended YTD (%)	2021 REQUESTED	DETAIL
74								
75	930	65180	SW8	MISCELLANEOUS COMMODITIES	\$ 8,000	19.0%	\$ 2,500	Electronics Collections, supplies, signage and labels (\$1,000); Special Events/collection containers (\$500); Signage and labels (\$500); and food scrap collection bags (\$500)
76	<b>60000 SERIES TOTAL (Recycling)</b>				<b>\$ 8,000</b>	<b>19.0%</b>	<b>\$ 2,500</b>	
77	930	72830	SW8	PRINTING SERVICES	\$ -		\$ -	
78	930	79940	SW8	MISC. CONTRACTUAL SERVICES	\$ 5,000	242.0%	\$ 30,000	Electronics collection costs associated with drop off program (\$28K) potential underweight truck charges (\$2K)
79	<b>70000 SERIES TOTAL (Recycling)</b>				<b>\$ 5,000</b>	<b>242%</b>	<b>\$ 30,000</b>	
80	<b>TOTAL 9200040 RECYCLING</b>				<b>\$ 13,000</b>	<b>105.0%</b>	<b>\$ 32,500</b>	

	A	B	C	D	E	F	G	H
1	Fund:	Management Center	Account	DESCRIPTION	2020 APPROVED	2020 Expended YTD (%)	2021 REQUESTED	DETAIL
81								
82								
83								
84								
85	<b>GRAND TOTAL (All Series)</b>				<b>\$ 1,176,686</b>	<b>69.0%</b>	<b>\$ 1,160,124</b>	

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	A	B	C	D	E	F	G	H
1	Fund:	Management Center	Account	DESCRIPTION	2020 APPROVED	2020 Expended YTD (%)	2021 REQUESTED	DETAIL
86	<b>REVENUES 40000</b>							
87	930	47230	SW0	REVENUE FROM LANDFILL SURCHARGE & TS HOST FEE	\$ 751,300	55.0%	\$ 702,850	Countryside LF (\$210,000); Zion LF (\$420,000); Groot TS (\$72,850)
88	930	48010	SW0	INTEREST INCOME FROM SURCHARGE BALANCE	\$ 30,120	75.0%	\$ 1,630	Assumes we combine 1.2M and 400K CDs into one and include interest for a total of \$1.63M into a new 1 year CD at 0.1% rate (per Treasurer's office on current rate)
89	930	45380	SW0	REVENUE FROM MUNICIPALITIES	\$ 287,254	100.0%	\$ 287,275	O&M Fee at \$1.25 per hh per year
90	930		SW0	REVENUE FROM TEXTILES AND SHOES	\$ 60,000	80.0%	\$ 41,500	Shoes (50,000 lbs at \$.56/lb), Textiles/Bin Program (450,000 lb. at \$.03/lb)
91	930		SW0	REVENUE FROM RAIN BARRELS AND COMPOSTERS	\$ 14,000	0.0%	\$ 14,000	Based selling 150 rain barrels at \$60 per barrel and 100 composters at \$50 per composter
92	930	49910	SW0	MISCELLANEOUS REVENUES	\$ 12,390	85.0%	\$ 40,390	Hauler Licensing (\$1,500); WMRA bonus payment (\$0); eWorks business escrow program (\$2,000); and Surcharge reimbursement from WMI for Deerfield (\$6,350), Lincolnshire (\$2,540); and Grayslake payment for drop off (\$28k)
93	<b>TOTAL REVENUES</b>				<b>\$ 1,155,064</b>	<b>70.0%</b>	<b>\$ 1,087,645</b>	

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Fund:	Management Center	Account	DESCRIPTION	2019 APPROVED	DETAIL
<b>ADMINISTRATION 9200010</b>					
930	51110	SW0	REGULAR SALARIES AND WAGES	\$ 413,602	Assumes 2% increases, Exec. Director increase effective August 1, 2021 per employment contract at 3.5%
930	51120	SWO	PART TIME SALARIES AND WAGES	\$ 57,337	Assumes 2% increase, maintaining 28 hours per week
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
<b>50000 SERIES TOTAL (Administrative)</b>				<b>\$ 488,039</b>	
930	61010	SW0	OFFICE SUPPLIES	\$ 1,000	Office supplies; petty cash; recycling specific supplies
930	61040	SW0	OPERATIONAL SUPPLIES	\$ 250	Plaques and awards
930	61080	SW0	FOOD & PROVISIONS	\$ 1,500	Executive Committee lunches, staff meeting lunches, and BOD meetings
930	65180	SW0	MISCELLANEOUS COMMODITIES	\$ 250	Misc. purchases
<b>60000 SERIES TOTAL (Administrative)</b>				<b>\$ 3,000</b>	
930	71110	SW0	AUDITING AND ACCOUNTING	\$ 10,800	Fourth year of five year contract with RSM
930	71140	SW0	LEGAL SERVICES	\$ 25,000	EC and BOD meetings, plus anticipated work on the fee payment issue and Zion LF siting
930	71150	SW0	CONSULTANT FEES	\$ 49,000	Mike Grady, Strategic Advocacy Group, year two of two year contract (\$34,000); \$15,000 for CE consulting and Zion LF host agreement consulting
930	71500	SW0	TRIPS AND TRAINING	\$ 1,975	Conference attendance in general, (\$1,000); OSHA Training (3 people, \$475); IDOT Training (1 person, \$500);
930	71810	SW0	DUES AND SUBSCRIPTIONS	\$ 4,866	Official Board Markets, Resource Recycling, BioCycle, Recycled Products Guide (\$1,200); Membership dues for IRA, SWANA, ILCSWMA, LCML, CHMM, NAHMMA, PSI, IFSC and IEC (\$3,666)
930	71910	SW0	GAS FOR HEATING	\$ 15,000	Air make-up, hot water, furnace
930	71920	SW0	ELECTRICITY	\$ 13,000	Parking lights, storage facility and office lights and baseboard heat
930	71930	SW0	WATER AND SEWER CHARGES	\$ 350	Water and sewer services
930	71940	SW0	TELEPHONE	\$ 5,500	Line charges, local and AT&T; cell phones and Ipad
930	71955	SW0	CELL PHONE ALLOWANCE	\$ 660	Reimburse Amy B. cell phone costs
930	71970	SW0	COURIER SERVICES	\$ 75	Federal Express

Fund:	Management Center	Account	DESCRIPTION	2019 APPROVED	DETAIL
930	72110	SW0	LIABILITY INSURANCE	\$ 84,674	Public Officials ( \$8,460 last year); Building and property (\$37,399 last year); general/Pollution liability insurance and auto (\$27,177) last year); and equipment policy (\$666) last year); broker fee (\$7,000) assumed approximate 5% increase in premiums
930	72140	SW0	UNEMPLOYMENT COMPENSATION	\$ 625	\$125 per employee (5)
930	72260	SW0	OFFICE EQUIP MAINT AND REPAIRS	\$ 1,300	Fire alarm and burglar alarm
930	72410	SW0	ALL OTHER MAINT AND REPAIRS	\$ -	
930	72530	SW0	EQUIPMENT RENTAL	\$ 1,500	Copy machine lease fee and copy fee
930	72820	SW0	POSTAGE	\$ 50	Postage for meter, supplies for meter
930	72830	SW0	PRINTING SERVICES	\$ -	
930	73195	SW0	INDIRECT COST ALLOCATIONS	\$ 55,654	Indirect rate as determined by Lake County Finance Department
930	74080	SW0	H/L/D EMPLOYEE BENEFITS	\$ 87,648	Assumes 6% increase on current monthly costs of \$6,891
930	74100	SW0	RETIREMENT CONTRIBUTIONS FICA	\$ 36,027	All employee salaries x 7.65%
930	74110	SW0	RETIREMENT CONTRIBUTIONS IMRF	\$ 4,191	Employee Salaries x 0.83%, still low due to switch from County IMRF
930	79930	SW0	MISCELLANEOUS CONTINGENCY	\$ 2,000	Contingency for unanticipated expenses
930	79940	SW0	MISC CONTRACTUAL SERVICES	\$ 13,000	Office Cleaning (\$2,500), special facility handyman (\$500); snow and lawn maint. (\$9,000); pest control (\$500); and window cleaning (\$500)
<b>70000 SERIES TOTAL (Administrative)</b>				<b>\$ 412,895</b>	
930	82010	SW0	BUILDINGS AND STRUCTURES	\$ -	
930	84040	SW0	COMPUTER, WEB HOSTING	\$ 16,640	Website hosting fee from CivicPlus (\$1,920); and Adobe Creative annual subscription (\$1,100); Recycle by City (\$13320) and widgets (\$300)
930	84060	SW0	FURNITURE AND OFFICE EQUIPMENT	\$ 500	Misc. office furnishings; recycled art;
<b>80000 SERIES TOTAL (Administrative)</b>				<b>\$ 17,140</b>	
<b>TOTAL 9200010 ADMINISTRATION</b>				<b>\$ 921,074</b>	

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Fund:	Management Center	Account	DESCRIPTION	2019 APPROVED	DETAIL
<b>EDUCATION 9200020</b>					
930	61040	SW2	OPERATIONAL SUPPLIES	\$ 1,500	Public information/school education: plaques, flags, awards, promo items. Supplies for other events
930	65180	SW2	MISCELLANEOUS COMMODITIES	\$ 1,500	Supplies, materials & other expenses for workshops, displays, open houses, programs, training, etc. Supplies for member events and to assist schools with events
930	65179	SW2	RAIN BARREL, COMPOST SUPPLIES	\$ 11,500	Purchase rain barrels (150 at \$50 per unit) and compost bins (100 at \$40 per unit) for annual sale
<b>60000 SERIES TOTAL (Education)</b>				<b>\$ 14,500</b>	
930	72830	SW2	PRINTING SERVICES	\$ -	Print work: guides, annual report, newsletters, brochures, flyers, workshop invites, media kits, and other needed public info materials
930	79940	SW2	MISC CONTRACTUAL SERVICES	\$ 500	Funding for entertainers and speakers for schools
930	71635	SW2	TEXTILE AND SHOE PAYOUTS	\$ 11,000	Payouts to textile and shoe collection partners based on last year's payout
930	71850	SW2	ADVERTISING	\$ -	Special ads for SWALCO programs
<b>70000 SERIES TOTAL (Education)</b>				<b>\$ 11,500</b>	
930	85070	SW2	ALL OTHER CAPITAL OUTLAY	\$ -	
<b>80000 SERIES TOTAL (Education)</b>					
<b>TOTAL 9200020 EDUCATION</b>				<b>\$ 26,000</b>	



Fund:	Management Center	Account	DESCRIPTION	2019 APPROVED	DETAIL
<b>HOUSEHOLD CHEMICAL WASTE (HCW) 9200030</b>					
930	65020	SW2	LABORATORY SUPPLIES	\$ 100	Supplies for Unknown Test Kit
930	61040	SW2	OPERATIONAL SUPPLIES	\$ 13,000	Safety Gear, OilDry, Brooms, Tape, Visqueen, Spill Cleanup, FirstAid Kits, Respirator Cartridges, Pallets, Etc.
930	65180	SW2	MISCELLANEOUS COMMODITIES	\$ 400	Grease for crusher, bottled water, etc.
<b>60000 SERIES TOTAL (HCW)</b>				<b>\$ 13,500</b>	
930	71150	SW2	CONSULTANT FEES	\$ 115,900	Mobile events <b>\$29k</b> (\$14k/event x 2 + 3%); Public Drop-offs <b>\$62k</b> (\$2.6k/event x 23 + 3%); Paint Bulking <b>\$14.8k</b> (\$1.2k/month x 12 + 3%); Suppl Labor <b>\$1.6k</b> (\$50/hrx2x8hrsx2events); Food <b>\$2.5k</b> ; PHARM Labor <b>\$6k</b> (\$900/event x 6+3%)
930	71630	SW2	GARBAGE DISPOSAL	\$ 4,000	Mobile Events 1.1k(\$525 x 2 events +3%) + Office <b>\$2.4k</b> (\$190/month x 12 months +3%) + Xtra Service( <b>\$500</b> ).
930	79940	SW2	MISC. CONTRACTUAL SERVICES	\$ 2,200	Burris fork lift= <b>\$1k</b> (\$450/event x 2 events+3%) Tents= <b>\$1k</b> (\$1,000/event x 2 events); Porta John ( <b>\$200</b> ) (\$175 per event x 1 events + 3%)
930	72110	SW2	LIABILITY INSURANCE	\$ -	Covered under Administrative 930-72110, Liability Insurance
930	72210	SW2	MOTOR VEHICLE MAINT & REPAIR	\$ 8,800	Fuel ( <b>\$200</b> ), Truck safety inspections ( <b>\$100</b> ), Annual tune up and brakes ( <b>\$2.5k</b> ), Paint truck cab and decals ( <b>\$6k</b> )
930	72410	SW2	ALL OTHER MAINT AND REPAIRS	\$ 29,650	Dock Lock <b>\$700</b> , Plumbing <b>\$3.5k</b> , Fire sys PM <b>\$5k</b> , Whouse Maint <b>\$4k</b> , Generator <b>\$4k</b> , HVAC <b>\$4.5k</b> , Elec Services <b>\$3k</b> , Fork lift <b>\$2k</b> , Can Crusher <b>\$500</b> , Alarm <b>\$750</b> , Overhead Doors <b>\$600</b> , Fire Extings <b>\$600</b>
<b>70000 SERIES TOTAL (HCW)</b>				<b>\$ 160,550</b>	
930	82010	SW2	BUILDINGS AND STRUCTURES	\$ 6,500	Seal parking lot
930	83010	SW2	MOTOR VEHICLES	\$ -	
930	84060	SW2	FURNITURE AND OFFICE EQUIPMENT	\$ -	
930	85070	SW2	ALL OTHER CAPITAL OUTLAY	\$ -	
<b>80000 SERIES TOTAL (HCW)</b>				<b>\$ 6,500</b>	
<b>TOTAL 9200030 HCW</b>				<b>\$ 180,550</b>	

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Fund:	Management Center	Account	DESCRIPTION	2019 APPROVED	DETAIL
<b>RECYCLING 9200040</b>					
930	65180	SW8	MISCELLANEOUS COMMODITIES	\$ 2,500	Electronics Collections, supplies, signage and labels (\$1,000); Special Events/collection containers (\$500); Signage and labels (\$500); and food scrap bags (\$500)
<b>60000 SERIES TOTAL (Recycling)</b>				<b>\$ 2,500</b>	
930	72830	SW8	PRINTING SERVICES	\$ -	
930	79940	SW8	MISC. CONTRACTUAL SERVICES	\$ 30,000	Electronics collection costs associated with drop off program, potential underweight truck charges (\$2k); eWorks, Grayslake electronics sorting (\$28k)
<b>70000 SERIES TOTAL (Recycling)</b>				<b>\$ 30,000</b>	
<b>TOTAL 9200040 RECYCLING</b>				<b>\$ 32,500</b>	

Fund:	Management Center	Account	DESCRIPTION	2019 APPROVED	DETAIL
<b>GRAND TOTAL (All Series)</b>				<b>\$ 1,160,124</b>	

Solid Waste Agency of Lake County  
FY 2021 Budget

Fund:	Management Center	Account	DESCRIPTION	2019 APPROVED	DETAIL
<b>REVENUES 40000</b>					
930	47230	SW0	REVENUE FROM LANDFILL SURCHARGE & TS HOST FEE	\$ 702,850	Countryside LF (\$210,000); Zion LF (\$420,000); Groot TS (\$72,850)
930	48010	SW0	INTEREST INCOME FROM SURCHARGE BALANCE	\$ 1,630	Assumes we combine \$1.2M and \$400K CDs (plus interest income) into 1 CD and invest at a rate of 0.1% (per Treasurer's office on current rate)
930	45380	SW0	REVENUE FROM MUNICIPALITIES	\$ 287,275	O&M Fee at \$1.25 per hh per year
930		SW0	REVENUE FROM TEXTILES AND SHOES	\$ 41,500	Shoes (50,000 lbs. at \$.56 per lb.) and textiles (450,000 lbs. at \$.03 per lb.)
930		SW0	REVENUE FROM RAIN BARRELS AND COMPOSTERS	\$ 14,000	Based on selling 150 rain barrels at \$60 per unit and 100 composters at \$50 per unit
930	49910	SW0	MISCELLANEOUS REVENUES	\$ 40,390	Hauler Licensing (\$1,500); WMRA bonus payment (\$0); eWorks business escrap program (\$2,000); and Surcharge reimbursement from WMI for Deerfield (\$6,350), Lincolnshire (\$2,540); payment from Grayslake for drop off services provided by eWorks
<b>TOTAL REVENUES</b>				<b>\$ 1,087,645</b>	

**A – 3. Proposed 2021 Calendar of Meetings**

**ISSUE:** Whether to approve SWALCO Meeting Calendar for 2021

**RECOMMENDATION:** SWALCO Staff recommend approval.

**TIMING:** Routine

**BACKGROUND:** The Executive Committee will meet seven times during the course of the year as described below. The Board of Directors will meet six during the course of the year as described below. 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*, select monthly meetings have been tentatively adapted to accommodate yearly events and outings. *Additional event dates are forthcoming and may lead to further modifications.*

*All meetings* are assumed to remain on the Zoom Platform until such time as the Governor's executive order expires with regard the ongoing COVID-19 pandemic. Notifications of format change will be forwarded within the OMA allotted timeline.

The Executive Committee will continue to meet at Noon.

The Board of Directors will continue to meet at 1:00 p.m.

**Board of Directors Meetings**

January 14, 2021  
April 15, 2021  
June 17, 2021  
August 26, 2021  
October 21, 2021  
November 18, 2021

**Executive Committee Meetings**

February 11, 2021  
March 11, 2021  
May 13, 2021  
July 15, 2021  
September 9, 2021  
October 7, 2021  
December 16, 2021

**ENCLOSED DOCUMENTS:** SWALCO 2021 Calendar of Meetings

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

# SWALCO 2021 Calendar of Meetings

January						
Su	M	Tu	W	Th	F	Sa
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December						
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\*\* All meetings are assumed to remain on the Zoom Platform until such time as the Governor's executive order expires

### Executive Committee Meetings

12:00 pm to 1:00 pm

### Board of Directors Meetings

1:00 pm to 2:30 pm

**I- 1. Clothing and Textile Collection Program 2020**

**BACKGROUND:**

Although the program was temporarily shut down earlier this year, 2020 has seen some real momentum and growth for the Clothing and Textile Collection Program. The full-circle reuse and recycling program reuses new and gently used donations, and this allows us the opportunity to additionally accept worn, torn and stained items for recycling. This program supports not only our environment/planet, but our local communities and various local initiatives as well.

Due to current global events, the pricing has dropped, but as with all markets they will fluctuate up and down based on a number of factors. However, we are still receiving some revenue and these materials are still being deterred from a sad demise in our landfills. Furthermore, since many of our residents have been and are at home more in active clean-out mode, we are experiencing some growth in the volume and activity. People are looking for a safe, viable and responsible outlet for materials they no longer want or need.

The program now offers over 50 drop-off bins around the region including a large number of our member communities along with other organizations. We welcome all of our new collaborators and partners for 2020 including, and look forward to working with, hopefully, all of our members

New 2020 sites to date:

- |   |   |
|---|---|
| 1. Village of Beach Park at Village Hall  | 9. Hawthorn Mall – See Lounge – 4 bins  |
| 2. Village of Tower Lakes at Public Works   | 10. Village of Volo (2 <sup>nd</sup> bin added at Village Hall dtg)   |
| 3. Lakeview Fitness Center, Vernon Hills (VHPD)   | 11. Dickinson Hall – Lake Forest and Lake Bluff Senior Center (both Lake Forest and Lake Bluff also have their original sites at their centers) |
| 4. Libertyville – Lake County campus near DOT (2 <sup>nd</sup> bin added due to growth) | 12. West Deerfield Township (2 <sup>nd</sup> bin added dtg)   |
| 5. Village of Grayslake (3 <sup>rd</sup> bin added dtg)                                 | 13. Village of Winthrop Harbor  |
| 6. Village of Wauconda (2 <sup>nd</sup> bin added dtg)                                  | 14. College of Lake County campus   |
| 7. Ela Township Highway Department  | <i>Other Sites coming soon</i>  |
| 8. First Baptist Church, Waukegan   |   |

**Why you should participate if you are not already....**

**and reasons to add additional sites throughout your community:**

- a) **The volume is there; and people want an ecological, responsible, reliable outlet** as they clean-out and reorganize their homes and lives – they are actively looking and reaching out. **Residents truly want to see their Village, City, or community leaders lead the way and are looking to them to provide support and resources** so they can feel a part of an environmental initiative along with their community.
- b) The program has been in operation for more than seven (7) years now. New sites/partners will have the **advantage of coming in to a program that has been operating successfully for some time** now.

- c) Being a part of this program allows you to participate in the **Circular Economy movement**. These two programs, Clothing and Textile Collection Program, along with Reuse-A-Shoe are prime examples of circular economy in action. This will be a major push here for SWALCO and its members, and an initiative that reaches across the country and globe, and you will hear more and more people talking about this.
- d) **Size does not matter** --if you are a small community or organization, you do not have to worry about generating the kind of volume that may be produced at a larger site. We have the advantage of operating as a collective, so those communities that have larger populations and garner larger volumes, allow all of the smaller sites and communities to participate too. And that being said, we have some small communities who promote their programs regularly and the amount of volume they produce is quite amazing.
- e) **Route density has greatly increased, providing for increased service and capacity**. Because we have so many sites now and are adding more as you read this, that equates to trucks in the area more frequently, so we can respond to any special requests or pick-ups etc. more easily and quickly
- f) **No cost + Benefits** (For this program and our separate, but companion program, Reuse-A-Shoe)
- g) **There is a very easy-out**. If you try the program and it doesn't seem to be working for you, it's extremely easy for us to pick up the bin and discontinue.

**STAFF:** Merleanne Rampale, Public Information Officer/Education Director



## **I- 2. Programs, Outreach, Education and Events**

### **BACKGROUND:**

Although 2020 deterred some of our programs, events and outreach, we were able to get creative, adaptable and resilient, and offer some helpful resources to the community.

Many of our regular events and other event opportunities were cancelled earlier in the year, although we recently co-sponsored and helped to coordinate a few with member communities and other partner organizations: We were able to restructure things slightly to ensure safety for staff, volunteers and event visitors.

Recycling and Reuse events:

- 1) **Recycle-O-Rama, October 3, 2020:** This event is held annually with the Vernon Hills Park District and the Village of Vernon Hills. Additionally, Rep. Daniel Didech helped to co-sponsor the event this year along with Hawthorn Mall who was our host site. Items accepted at the event this year were: 1. Electronics 2. Clothing 3. Textiles 4. Stuffed and Plush Animals and Toys 5. Shoes (all types of footwear) 6. Eyeglasses 7. Hearing Aids, and 8. Shred truck was offered for confidential document shredding and recycling. We coordinated a flyer and marketing materials to include instructions for this event requesting guests to place items for reuse/recycling in bags in their trunks, pull up and pop open their trunks. Volunteers with masks and gloves would grab materials and close the trunk so guests could drop off.
- 2) **Shred Fest Day, October 10, 2020:** This event was held at the Hainesville Village Hall. Sponsors were the Village of Hainesville, SWALCO and Senator Melinda Bush. SWALCO created a flyer with directions and safety protocol info and residents were able to bring three (3) banker boxes worth of person/confidential documents to the event to be shredded and recycled.

Our annual **Compost Bin, Rain Barrel and Native Plant** sale typically held in May had to be cancelled this year. This was a joint decision of SWALCO and the Lake County Forest Preserves. We did have stock available SWALCO was able to sell the rest of these products this summer. We arranged for payment in advance and hosted a handful of day events where we would set up socially distanced and alphabetized pick-up stations with scheduled times for people to come to our offices (parking lot outdoors) to pick-up the items they had paid for in advance. Educational and how-to materials and accessories were placed inside, so people could just pick-up, load up and go. Other educational and how-to assistance was offered over the phone. We are currently sold out for the season until next Spring.

In response to the temporary County burn ban, SWALCO did assist with the original press release that went out to the community. Some of the materials we provided led to the development of some new content on our website. We now have a Healthy Home and Yards Practices page under our Education section. We hope to develop this further, providing even more resources for *all* as they find themselves at home longer and caring more about this kind of information.

In addition to other events and offerings, a number of virtual speaking presentations and programs (on a number of topics) were created and offered throughout the community and

beyond, at various venues and organizations. In addition to supporting our members and their teams, we also continue to support, collaborate with, and advise a number of community groups, organizations and partners throughout the region.

STAFF: Merleanne Rampale, Public Information Officer/Education Director

**I – 3. Project and Program Updates**

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

1. Work continues on the USDA grant, we are waiting for a call to be set up regarding the grant process and for final approval of the grant agreement. We scheduled a project team call to get organized as several parts of the project will start up this October.
2. On September 9, 2020, Larry Clark sent a document to the attorney for Advanced Disposal that included a summary of the host agreement negotiations for the Zion Landfill, proposed changes to several environmental safeguards being negotiated and a proposed odor management plan. We are waiting for ADS to respond and set up a date to continue the host agreement negotiations.
3. On September 21, 2020 Larry Clark mailed out letters to both landfills' legal counsel regarding the underpayment of local surcharge fees. Letters were also sent out by Grayslake and Winthrop Harbor regarding fee payments that are also in question. All the letters request meetings with the landfill owner to discuss the underpayment issue.
4. Pete and Walter sat in on the September 15th kick-off meeting for the U.S. Plastics Pact and learned more about our roles as "activators". We also had a call with the new Director of the Pact, Emily Tipaldo, to better introduce ourselves and learn more about how to get involved in the committees that will begin work on key aspects of the Pact's work plan.
5. Work continues on the State Materials Management Advisory Committee which has a mandate to develop a state plan by next July. There are 5 committees holding monthly meetings and as co-chair of the Advisory Committee I try to make as many as possible. The goal is to start writing text in the coming months and to begin the data collection needed to estimate waste generation and management in calendar year 2018.
6. All of our collection programs are operating fairly normal. We did decide not to hold any more mobile HCW collection events this year and instead have added days more events at our Gurnee facility. Merleanne continues to add new collection sites for clothing and shoes, and the electronics program remains fully operational.

**ENCLOSED DOCUMENTS:** None

**STAFF:** Walter Willis, Executive Director