

ILCSWMA Board Meeting Minutes
January 22, 2018 11:00 p.m.- 2:00 p.m.
Taylorville, IL

Attendees: Marlin Hartman, Chad Braatz, Kim Petzing, Becky Tracy, Bart Hagman, Kerri Gale, Pete Adrian, Jennifer Jarland, Michelle Gibson, Doug Toole

- I. **Call to Order** Meeting called to order at 11:10 by President Hartman.
- II. **Approval of Board Minutes and online business** MOTION to approve November 2, 2017 minutes and online business, made by Chad, second by Kerri, motion carried.

Online business October 2017 – January 2018

On Thursday, October 26, 2017, Kerri Gale moved to appoint Doug Toole from Vermillion County to the ILCSWMA Board of Directors. Motion seconded by Becky Tracy. With 8 yes votes, motion carried.

On Wednesday, November 1, 2017, Kerri Gale moved that ILCSMWA reimburse Jackson County in the amount of \$126.44 to reimburse them for the President’s Award given to Deb LeVault. Motion seconded by Michelle Gibson. With 8 yes votes, motion carries.

On December 1, 2017, Pete Adrian moved that ILCSWMA reimburse SWALCO for the cost of the Go To Webinar monthly subscription fee doe the electronics presentation, not to exceed \$200. Motion seconded by Chad Braatz. With 8 yes votes, motion carries.

On December 12th, 2017, Pete Adrian moved that ILCSWMA send a letter of support for their rural healthcare facilities project. Motion seconded by Michelle Gibson. With 8 yes votes, motion carries.

- III. **Treasurer’s Report** MOTION to approve Treasurers Report, made by Kerri, second by Chad, motion carried. The Treasurer’s Report is attached.
- A. 2017 fourth quarter report - Balance at end of December was \$11,047.47. Current in account today is \$10,498.47.
 - B. Paypal account balance is \$1,098.01
 - C. Annual membership brings in \$4500 so more coming

IV. **Reports from Regional Reps. Upcoming regional meetings**

- A. **Southern – February 8**
- B. **Central – February 23**
- C. **Northern – February 13**
- D. **Discussion:**

- Standard outline for the regional meetings: Networking, Mini grants, updates, and focus topic (ie. Electronics). For this upcoming meeting we want to know which counties plan on opting-in.
- On opting-in: discussion about whether once a county opts in, they can withdraw that option? What obligation does the opt-in entail for counties? What if you do not have all of the sites you need to meet the convenience standard? Is that the responsibility of the Manufacturer group to meet that obligation?
- Pete passed out a template opt-in form, and an example of a completed form ([see attached](#)) Consensus is that this will be our opt-in form unless we hear something different from the agency.
- Educational Webinar on January 31st will provide:

- general info on the law,
- the opt-in template form,
- recommendations for rural counties, case studies
- participating counties will include:
 - **not opting-in:** not planning on opting-in or unable to get it through the approval process by deadline be a member of ILCSWMA and follow the updates, ILCSWMA is collecting questions to submit to CTA for answers;
 - **interested in opting-in:** if you do not have a program but you are interested in having one; at the regional meetings we will offer more information on the positives and the negatives of the different program models (ie what if the truck is not full (under 18,000 lbs.), will there be a low-weight fee?)
 - **already have a program:** fill out the form and submit
- We will capture all of the questions from the webinar. Create a FAQs sheet. May need to divide them into north and south. **Kerri will create this sheet.**
- Website: **Bart will load the messaging (and disclaimers) about our intentions around the law.**
 - Also include:
 - Template form
 - SWALCO example form
 - a table of the convenience standard requirements per county
- Recording of the webinar will be up for a couple of weeks after the event itself.
- **Follow up conference Call:** Feb 6 @ 10am the Board will have a conference call after the webinar, and before the regional meetings. **Bart will send the call in number and Jen will send out the calendar invite.**
- Walter created a template resolution for getting county approval for the opt-in. **Marlin will create a cover letter on that and send it to Bart to circulate it out to the mailing lists.**

V. **Administrative Coordinator's Report:**

A. **Newsletter** Next newsletter submissions due last Friday but you can still submit this week

B. **Membership**

- a. 2018 Membership rates
 - i. \$25 for 25 years new members (has not been a member for the last 2 yrs), Bart does not have a sense of whether this is working
- b. 2018 Membership recruitment
 - i. Flyers – going out to 95 potential members in the mail today. It is also on the website on the Join page, as well as the membership form.
 - ii. Emails – with paypal link went out to all members and potential members

C. **Website**

- a. Review of documents on website – **all board members have a look at our website, go through the documents, open to suggestions (ie. more current RFPs)**

VI. **Old Business:**

A. E-waste Webinar

B. **2017 Conference**

- a. Survey results
- b. Topics for next conference:
 - i. Keynote – Electronics Law
 - ii. “Negotiating perks in municipal contracts”, like sharps disposal – Chad?
 - iii. Drone use in solid waste, open dumping
 - iv. Solid Waste Plan law revision?

- v. Standing sessions:
 1. IFSC (IL Food Scrap Coalition) – year in review
 2. ILPSC (IL Product Stewardship Council) panel including Sharps disposal and other topics
- vi. Possible topic: Court case with Advanced Disposal in Zion – complaint is odors, birds, noise, traffic; could set a president.

C. 2018 conference

- a. Starved Rock – November 1 & 2, 2018
- b. \$70 room rate
- c. Kerri will email the speaker form, sponsorship form, and the conference schedule template
- d. Kerri will send a Save the Date
- e. Enforcement Track Committee: Doug, Becky, Marlin
 - i. Topics: Delegated county info, permitted sites, landfills, inspection
- f. Technical/Sustainability Track Committee: Chad, Jen, Pete
 - i. Topics: IFSC, ILPSC, Solid Waste Planning, Contracts, the uncertain future of HHW facilities and programs
- g. Education Track Committee: Michelle, Kim, Deb
 - i. Topics: School education, community outreach
 - ii. Mary Allen has a presentation she wants to give on using media for education.

D. Landfill Inspection Training (Joe) - A one-day “sophomoric” event starting with a meeting at the Christian County office and then do a tour of the landfill. Will promote continuity of methods. What to expect when an inspector shows up. What is important to you? How are you doing it? Where can you find information? Brainstorm. And potentially frame up what comes out of that into a session for the conference.

- a. ILCSWMA will support and promote this training
- b. Max number of attendees: 12-15
- c. Timeline: between April – June
- d. Target audience: delegated authorities, county and municipal inspectors, ILCSWMA members only.
- e. Cost: \$25 to attend. Montgomery, St. Claire, Wayne, and City of Chicago are delegated entities that are not yet ILCSWMA members. They will have to become members for an additional \$25.
- f. Transportation: will need a 15 passenger van or small bus
- g. Doug Toole will work with Joe on the planning and share info with the board through Marlin

E. Reports

- a. ILPSC
 - i. Sharps Stakeholder Dialogue in Chicago late-Feb or early-March
 - ii. Propane canister programs
 - iii. Marta Keane – president, Courtney Kwong – vice president
- a. Legislative Update
 - i. Bart will review bills filed and create the legislative approach
 - ii. Electronics CERA
 - iii. Solid Waste Planning? –
 1. Homework is to re-read the Task Force report (on documents page of website)

- iv. Plastic Bag Fee
- v. Municipal franchising authority for C&D debris Services
- vi. HHW
- vii. Market development for final compost IDOT

VII. **New business**

A. 2018 Mini Grants

- a. Keep promoting, any full member can apply, nobody applied last year
- b. Reviewers – **Chad, Bart, Marlin will make a recommendation to the board**

B. Goals for 2018

- a. Mini-conference - Landfill Inspection Training
- b. Webinar – may want to do this again after the next one
- c. Annual Conference – Nov 1 & 2
- d. Mini-grants – April 30th deadline
- e. Increase Membership – \$25 for 25
- f. Other - Tours (Kuusakoski?)
- g. Regional Meetings – electronics recycling tour

VIII. **Next meeting**

Date and time: May 17th at 11:00 a.m.
 Location: To be determined

IX. **Adjournment**

MOTION to adjourn, made by Kerri, second by Chad, motion carried. Meeting adjourned at 2:05 p.m.

Respectfully submitted by Board Secretary, Jennifer Jarland

Illinois Consumer Electronics Recycling Act Notice Of Participation Program Year 2019 – Due March 1, 2019		
Unit of Local Government Information		
Name:		
Primary office address:		
City:	Zip Code:	County:
Primary Point of Contact Information		
First Name:	Last Name:	
Title:		
Organization (if different from above):		
Street Address (if different than above):		
City:	State:	ZIP Code:
Direct Phone:	E-mail:	
Program Collection Site Information		

Explanation of number of collection sites and /or one-day collection events:
Explain how many collection sites and/or one-day collection events you plan to have in your jurisdiction, and if you have exact locations, provide them. If you do not have exact locations and dates, provide the level of detail you are able to at that time. Ideally, you will have collection sites identified but providing details on the one-day events will likely be more difficult.

TYPE RESPONSE HERE

Description of collection site and/or one-day collection event operations:
Describe who will be overseeing the collection site and/or one-day collection events, and what arrangements, if any, have been made to secure the needed assistance to operate the collection site(s) or one-day event (include any contracts or intergovernmental agreements).

TYPE RESPONSE HERE

Explanation of education:
Provide examples of and/or an explanation of how you plan to educate residents about the site and what materials are and are not accepted, including the limit on 7 CEDs per visit. The manufacturers want to be sure these sites take in eligible program weight and your education effort should address this concern.

TYPE RESPONSE HERE

Preferred Recycler(s):
Provide a list of the preferred recyclers you would like to work with for your program, be ready to list them in order of priority.

TYPE RESPONSE HERE

Explanation of any deviations from convenience standard guidelines:
Explain any deviations you may have from the convenience standard guidelines as far as increasing the number of sites pursuant to Section 1-15(a) of the Act. Provide an explanation on why your program needs more sites than the minimum provided for in the Act.

TYPE RESPONSE HERE

Status of any written agreement with Manufacture's:
Include any agreement you may have entered with the manufacturers pursuant to Section 1-15(b)(1) or (2) of the Act. This pertains to decreasing the number of collection sites you are eligible for or trading in your collection site for up to 4, one-day collection events.

TYPE RESPONSE HERE

Proof of agreement with retailer acting as collection site:

If you plan to name a retailer as one of your collection sites you must have an agreement with that retailer for it to be recognized by the manufacturers.

TYPE RESPONSE HERE

Previous Year Program Data

Provide data on previous year collections:

Provide data on the electronics collected in your program in 2017. The manufacturers are especially interested in existing collection sites that will also be active in 2019, and this data will give them a good estimate of what they can expect from that site in 2019. Provide any data you have for one-day events as well.

TYPE RESPONSE HERE

Explain any changes to collection sites that might affect the amount that will be collected for the program year:

For existing collection sites that you plan to have active in 2019, note any changes at the collection site or under your program that might affect the amount collected in 2019. For example, many collection sites are seeing a slow decline in weight collected as the CRTs finally start to flush out, any trend data you have should be shared.

TYPE RESPONSE HERE

Assurance of Meeting Collection (Standards (Section 1-45e))

Will you be accepting electronics that are not CED's	Yes	No X
--	-----	------

If you answered yes to the above question, explain how the cost to recycle these items will be covered:

If you decide to accept electronics that are not listed as a CED, you should provide a copy of the contract or agreement you have with the recycler to manage the recycling cost for that material outside of the program (Section 1-45(e)(5)). The material can still ride along on the same truck, but the recycling costs must be kept separate from the CEDs the manufacturers are paying to have recycled.

TYPE RESPONSE HERE

Explain site collection, sorting and loading methods as they pertain to Section 1-45e of the Act:

Provide information on your current program and how effective you have been at sorting and loading per your recycler's requirements. Provide truck weights to demonstrate you are close to or are meeting the 18,000-pound goal in the Act. Provide examples of the education you use at the site, your website, newsletters, etc. that limit the program to residential CEDs and mention the 7 CED limit (it is 10 currently, but decreases to 7 in 2019).

TYPE RESPONSE HERE

Explain the record keeping and tracking practice to be utilized:

Describe the current bill of lading/manifest program you have in place with your recycler that ensures that only trailers coming from your sites will be counted as program weight. The manufacturers are still concerned about ghost weight or unauthorized electronics getting into the program, therefore they want government involvement in the sites, so we can play the role of regulator. We must provide them with assurances that the programs will be run in accordance with the law and every effort will be made to ensure that non-eligible electronics will not be accepted.

TYPE RESPONSE HERE

Illinois Counties Solid Waste Management Association

Treasurer's Report Submitted by Becky Tracy

2017 4th Quarter October 2017 -- December 2017

Checking Account Activity:						
DuQuoin State Bank, DuQuoin, IL						
Date	Beginning Balance	Debits	Interest	Deposits/Transfers	Ending Balance	
October	\$11,535.03	(\$1,112.85)	\$0.00	\$13,386.00	\$23,808.18	
November	\$23,808.18	(\$12,410.71)	\$0.00		\$11,397.47	
December	\$11,397.47	(\$350.00)	\$0.00		\$11,047.47	

Debits/Credits						
Date	Check #	Payee	Purpose	Amount		
10/4/2017	1049	Bart Hagston	September & PO Box	(\$456.00)		
10/4/2017		Deposit	PayPal transfer	\$5,200.00		
10/11/2017		Deposit		\$3,225.00		
10/16/2017	1050	ECO Promotional	conference awards	(\$156.85)		
10/24/2017	1051	Rebecca Tracy	conference cash for outing	(\$400.00)		
10/25/2017	1052	Deb LeVault	lottery boards	(\$100.00)		
10/31/2017		Deposit		\$2,971.00		
10/30/2017		Deposit	PayPal transfer	\$1,990.00		
11/3/2017	1053	Bart Hagston	October	(\$425.00)		
11/3/2017	1054	Wyndham	conference	(\$10,497.36)		
11/3/2017	1055	Silkworm	t-shirts	(\$578.00)		
11/3/2017	1056	Jackson County Health Dept.	conference reimbursement	(\$210.35)		
11/16/2017	1057	NRRA	Rob Watson	(\$200.00)		
11/16/2017	1058	PSI		(\$500.00)		
12/7/2017	1059	Bart Hagston	November	(\$350.00)		

Other/Outstanding:						
Date	Check #	Payee	Purpose	Amount		
1/3/2017	1060	Bart Hagston	December	(\$350.00)		
			Total:			

Savings:						
Month	Beginning	Debits	Interest	Deposits	Ending Balance	
	\$0.00		\$0.00		\$0.00	\$0.00
	\$0.00		\$0.00		\$0.00	\$0.00
	\$0.00		\$0.00		\$0.00	\$0.00

Certificate of Deposit						
Month	Beginning	Debits/ Transfers	Interest	Notes	Ending Balance	
	-	-	-		-	
Total Balance:					\$10,697.47	

Paypal Account Activity – October 2017 – December 2017

Date	Beginning Balance	Debits	Transaction Fees	Deposits	Ending
	<u>Balance</u>				
October	\$4,799.98	\$7,190.00	\$76.02	\$2,475.00	\$8.96
November	\$8.96	\$0.00	\$7.86	\$250.00	\$251.10
December	\$251.10	\$0.00	\$3.93	\$125.00	\$372.17
October:	Matt Brandmeyer		\$425.00		
	Timothy Mack		\$125.00		
	Heidi Miller		\$125.00		
	Ecology Action Center		\$125.00		
	Robert Kaleel		\$125.00		
	Karen Raithel		\$250.00		
	David Keeling		\$500.00		
	Neil James		\$125.00		
	Nicholas Trim		\$200.00		
	Devin Moose		\$125.00		
	Fun for All		\$125.00		
	Seven Generations Ahead		\$50.00		
	Julie Main		\$50.00		
	Chris Lipman		\$125.00		
November:	Marlin Hartman		\$125.00		
	Steven Schilling		\$125.00		
December:	Adena Rivas		\$125.00		