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**GENEVA COMMUNITY UNIT SCHOOL DISTRICT NUMBER 304
227 NORTH FOURTH STREET, GENEVA, KANE COUNTY, ILLINOIS
FINANCE COMMITTEE MINUTES**

The Board of Education Finance Committee met at 6:00 p.m. on Monday, April 10, 2023, at Coultrap Educational Services Center, 227 North Fourth Street, Geneva, Illinois.

1. CALL TO ORDER (Policy 2:220)

The meeting was called to order at 6:00 p.m. by Jackie Forbes.

Committee members present: Dan Choi, Jackie Forbes, Paul Radlinski.

Staff present: Matt Johnson, Assistant Director for Transportation; Mary Dunmead, Director for Transportation; Scott Ney, Director for Facility Operations; Todd Latham, Assistant Superintendent for Business Services; Dr. Andy Barrett, Assistant Superintendent for Learning & Teaching; Dr. Kent Mutchler, Superintendent.

Others present: Stephanie Bellino.

2. PUBLIC COMMENT (Policy 2:230)

None.

3. APPROVAL OF MINUTES (Policy 2:220)

1. March 13, 2023

Motion by Radlinski, second by Forbes, to approve item, 3.1 as presented. Ayes, two (2) Forbes, Radlinski. Nays, none (0). Absent, none (0). Abstained, one (1), Choi. Motion carried unanimously.

4. DISCUSSION/CONSIDERATION

1. 2023-24 Transportation Preliminary Budget – Todd Latham & Mary Dunmead
Todd Latham, Mary Dunmead, and Matt Johnson presented to the Finance Committee the 2023-24 Preliminary Transportation Budget. The presentation included a 5-year financial review, budgetary impacts, FY 2024 preliminary budget, fuel cost review, and fleet changes. Budgetary impacts include salary and benefits, supplies and materials, and revenues and reimbursements. The FY 2025 projected budget is \$5,346,216 in revenue and \$6,996,521 in expenses. The cost of diesel fuel and gas have steadily increased over the years, but we are starting to see a slight dip. The district's bus fleet includes forty-seven 72-passenger buses, one passenger van, nine lift buses, nineteen small buses, and four 14-passenger buses. In 2024, the district would like to replace ten 2019 72-passenger buses, one 2017 27-passenger bus, one 2016 27-passenger bus, and four 21-passenger buses. These buses are the ones with the highest mileage and the most mechanical issues. They would also like to upgrade the bus cameras to HD. The approximate cost is \$2,500 per bus. This would include dash cameras, as the first thing the insurance company asks for is video footage to review accidents. The cameras would also monitor student behavior, increase driver safety and accountability, address parent inquiries, and protect our drivers.

Comments, questions, concerns: In 2020-2023, is the excess over expenses accrued? (Yes, we do accumulate that in the fund balance.) Is there a separate transportation fund balance or is it included in the overall balance? (Every fund has its own balance.) What is the inflation expectation? (It is 5-6%.) How many take benefits at transportation? (There are six.) Do we pay a state tax on diesel fuel? (Everyone must pay an underground storage tax and a state tax, which is about \$.75 per gallon.) Where do we purchase our fuel? (It is a vendor that we have used for a while. They give us a 2% over rack price, which is almost unheard of.) Do we have enough drivers or are we short? (To be fully staffed we need sixty-eight drivers, and we currently have sixty-seven drivers. We have four drivers out on medical and are short one monitor.) What does the bus monitor do? (They are for specific special needs students and their job is to be on there for student management, but to also handle any medical needs.)

2. 2023-24 7-Year Capital Improvement Plan – Scott Ney

Scott Ney presented the Facilities 7-Year Capital Improvement Plan to the committee. The district surveyed all school buildings, analyzed existing facilities and related conditions, prioritized based on cost, needs and efficiencies, provided cost estimates for future projects. All but one building will have work done this summer. Some of that work will include updating HVAC controls, asbestos abatement, masonry flashing and tuckpointing, electrical switchboard replacement, concrete repairs, 10-year Health Life Safety repairs, parking lot resurfacing, roof repairs, security cameras, and boiler replacements. The estimated cost for the 2023-24 school year is \$12,930,917 with the total estimated cost over the next seven years being \$47,771,590. It is estimated that over the next seven years that future considerations could cost \$8,383,680. The grand total is estimated at \$56,155,270.

Comments, questions, concerns: In the project lists there were several “B” list projects in 2019. Have they been completed? (They will be completed this year.) Is there a penalty we could incur if they are not completed in 2-4 years? (We must complete those. As they are finished, we are using Health Life Safety funds. “A” items must be completed within one year and “B” items should be done within the proper time limit. We must submit completion documents to the Regional Office of Education.) Are we late on any of these projects? (Because of the bidding process and COVID, some of these projects were prolonged.) In your spreadsheet, you talk about a \$250,000 carryover. Was that from last year? (Yes, it was carried over.) So, the whole \$1.5 million was carried over? (No, it was just the \$250,000.) When you add up your projects for this year and that project, you actually have the \$1.5 million in your spreadsheet for the coming year. (The \$1.5 million was going to be the total for those roofing projects.) When you go down through all your projects, you have about \$12 million, so is the \$1.5 million part of that? (It was only the \$250,000 that was included in the \$12 million.) Have you spent any of the \$1.5 million? (No, not yet. That work was carried over.) Does that go for all the carryovers on your spreadsheet? (Yes.) If we were not able to spend all that money this year, do you feel confident that if the Board approves the \$12 million that you are asking for, that you can actually spend that next year? (The Facilities Task Force just met, and we are having some issues. The lead time on the generators is 32-60 weeks, and the switch gears are 70 weeks out. We are at the liberty of the manufacturer as to when we get those parts.) Has the vendor indicated that all parts and labor are available for the boiler replacement? (Yes.) Is there a way to spread these costs out more evenly over the seven years? (We have been working to level these costs out. With the carryovers we are at \$12 million this year, but some of the things that really need to be completed are high-cost items.) Did I hear that about half of the \$12 million is carryover? (There was around \$5.7-\$5.8 million in carryover.) When we purchased

the property, didn't we budget the cost of the parking lot into the overall cost? (At the time, the cost was around \$280,000 for the land and \$380,000 for the parking lot, but that was a few years ago, which is why you see the considerable change.) So, we did some cost transfers to purchase the land, but not improvements? (Correct.) Did we budget \$9 million for the improvements? (It was around \$9 million.) So, the \$9 million is included in carryover? (The projects carryover and whatever is left in the fund balance will be applied to the \$9 million.) Was this run by the Facilities Task Force? (Yes.)

5. FUTURE AGENDA ITEMS

- TBD

6. ITEMS FOR RECOMMENDATION TO FULL BOARD (Policy 2:150)

1. 2023-24 Transportation Preliminary Budget
2. 2023-24 7-Year Capital Improvement Plan

Motion by Choi, second by Radlinski, to approve item, 6.2 as presented. Ayes, three (3) Choi, Forbes, Radlinski. Nays, none (0). Absent, none (0). Abstained, none (0). Motion carried unanimously.

7. INFORMATION

1. Legislative Update
Nothing at this time.

8. ADJOURNMENT

At 6:55 p.m., motion by Radlinski, second by Choi, and with unanimous consent, the meeting was adjourned.

APPROVED _____
Date

_____ CHAIRPERSON
Jackie Forbes

SECRETARY _____
Dr. Kent Mutchler

_____ RECORDING
Bonnie J. Johnson SECRETARY