

## **Business Office Update July 16, 2018 Meeting**

### **Emergency Resolution to Replace Boiler at MES**

- A copy of the Emergency Resolution that will need to be approved by  $\frac{3}{4}$  of the Board members is attached.
- As you are aware, we had originally bid this work along with other life safety work in Spring, 2017 because we realized that the boiler was nearing its end of life. Unfortunately, the bids came in higher than expected and the district didn't have enough funds available to award the contract.
- With the need to hire a new "Architect of Record", the work was planned for the summer of 2019. Unfortunately, the boiler started leaking this summer. The copper tubing inside the boiler that the water runs through has failed. The estimate to repair the tubing is estimated at a cost of \$30,000 to \$50,000 with no guarantee that the tubing wouldn't start leaking in another area.
- The cost of replacement of the existing boiler with two high efficiency condensing boilers is estimated to be in the \$150,000 range. Because we are in the process of receiving pricing from multiple HVAC contractors, we don't yet have an exact cost for the Board to approve. The resolution is written in such a way that the Board President and the Superintendent will have the authority to award the contract. If we would wait until the August board meeting, it is unlikely that the boilers would be installed in time for the start of the heating season in mid to late October.
- I have also been in contact with North Shore Gas regarding obtaining a rebate on the project. We will be eligible for a rebate for one of the two boilers. Once the manufacturer and model number of the replacement boiler is determined, we will begin the process of getting pre-approval for the rebate.

### **Indemnification Agreement with Lake County and the annual increase in "Impact Fees" for the Cottonwood Subdivision**

- Each year, the district is required to enter into a new indemnification agreement with Lake County and sent to the Regional Superintendent of Schools. This agreement allows the Lake County Planning, Building, and Development to collect the impact fees on behalf of Millburn District 24.
- Impact fees are collected to help offset the capital improvement costs to the district as a result of increasing enrollment due to the construction of new homes.
- The 2019 impact fees for the Cottonwood Subdivision will increase by 2.1% based on the Contribution Agreement Addendum dated April 25, 2016. This will result in fees for 2019 ranging from \$1256 for a two bedroom home to \$6321 for a 5 bedroom home.

**Treasurer’s Reports**

- Attached is a revised Treasurer’s Report for February and March, 2018. There is an increase in the education fund of \$138.95 due to an error in how an imprest fund transaction was entered into the financial software. The April and May reports are attached. When I was reviewing the revenue and expenditures, I discovered a few transactions that were charged to the wrong line item and a few that were charged to the wrong fund. The adjustments will impact the June Treasurer’s report. As a result, the approval of the June Treasurer’s Report will need to be delayed until the August Board meeting.

**IMRF Employer Rate**

- The Illinois Municipal Retirement Fund (IMRF) Return on investment for 2017 was 15.73%. The rate of return over the past 5 years averaged 9.7%. IMRF is 92.9% funded on an actuarial basis at the end of calendar year 2017. The rate that Millburn pays toward IMRF for our employees will reduce from 11.13% to 9.83% on 1/1/2019. The IMRF covers all classified employees that work 600 hours or more per year.

**FY 2019 Budget Calendar**

**FY 2019 BUDGET SCHEDULE**

8/13/2018	Review of tentative budget. Board approval to put tentative budget on public display.
8/15/2018	Place legal notice of Public Hearing on the budget in newspaper. Public notice of availability of tentative budget published at least 30 days prior to adoption by the Board, ILCS 5/17-1
8/27/2018	Continue discussion of tentative budget at Board Meeting
9/24/2018	Public Budget Hearing and Budget Adoption. Last day to adopt the annual budget is September 30, 105 ILCS 5/17-1
Prior to 9/30/18	Post on the district website the total compensation package of all employees that is greater than \$75,000
Sept/Oct	Within 30 days of the budget adoption, the annual budget must be: <ul style="list-style-type: none"> <li>• Filed with the County Clerk</li> <li>• Transmitted electronically with a deficit reduction plan (if necessary) to ISBE</li> <li>• Posted on the District Website</li> <li>• Parents and guardians notified of budget's availability (105 ILCS 5/17-1, 105 ILCS 5/17-1.2, 35 ILCS 200/18-50)</li> </ul>

### **Activities**

- Attended the Illinois Association for Pupil Transportation conference in Peoria, IL on June 19-20, 2018. I learned more about the changes in the random drug testing program and in the Commercial Driver's road test. I also had the opportunity to talk with other transportation directors throughout the state.
- Attended the Cooperative 90's Board meeting (Health, Dental, Vision, Life & Long Term Disability insurance) on June 21, 2018.
- Attended a TRS webinar on completing the TRS Annual Report on June 28, 2018.
- Attended the Illinois Association of School Business Officials Professional Development Committee meeting in Schaumburg, IL.
- Mr. Walshire and I met via phone and internet with a representative of 247 Security Inc that distributes bus cameras on July 10, 2018
- Mr. Walshire and I met with a representative from Gatekeeper Systems, another distributor of bus camera systems on July 12, 2018.