

*Oneonta City School District
Finance/Audit Committee Meeting Minutes
August 23, 2022*

The meeting began at 3:29pm.

Members Present: Lisa Weeks, Business Manager; Shawn Beckerink, Board of Education; Amy Burnsworth, Board of Education; Tom Brindley, Superintendent
Joining by Zoom: Mark Hanrahan, Matthew's Buses
Members Absent: Sue Kurkowski, Board of Education

NYS Electric Bus Proposal-Mark Hanrahan from Matthew's buses joined us via zoom to discuss the NY Initiative for electric vehicles. We discussed the realities and challenges regarding procurement, cost, funding, dates and deadlines and related infrastructure. The district needs to discuss and decide if we want to begin to move forward or wait and see what, if any, changes are made to this plan by NYS. If we decide to move forward, our first step would be to work with Matthew's Buses to apply for NYSERDA funding and work with the utility company to determine what the current capabilities exist to charge our fleet. Mark followed up the meeting with various presentations, and links providing more detailed information.

Tax Certiorari Update-A spreadsheet with current tax petitions was presented to the Committee. Potential liability is estimated to be \$244,257. It is not uncommon to start seeing these this time of year. The largest petition is from Elizabeth Hotels, who prior to this was on a PILOT. They have recently been added to the tax rolls and have filed a petition for reduced assessment. Our Reserve for Tax Certiorari's currently has \$118,742. We may need to increase our reserve to cover potential liabilities.

Unaudited Fund Balance-Calculation for the unofficial fund balance for the year ended June 30, 2022 was provided to the Committee. Also provided was a six-year history of fund balance breakdown. This information will be posted to the website following completion and acceptance of our audit.

Our meeting ended at 4:45pm.
Next meeting: September 20, 2022, 3:30pm
Location: DL Room, Center Street

Respectfully submitted,

Lisa J. Weeks

Business Manager

Lisa Weeks

From: Mark Hanrahan <mhanrahan@matthewsgroupinc.com>
Sent: Wednesday, August 24, 2022 10:34 AM
To: Lisa Weeks; Tom Brindley; Shawn Beckerink; Amy Burnsworth
Cc: Petra Stone; Susan Kurkowski
Subject: EV Discussion
Attachments: 1 - NYTVIP Implementation Manual_V8.pdf; EPA Clean School Bus Guide.pdf; 2022-clean-school-bus-prioritized-applicant-list-2022-05.xlsx; Jouley Presentation_6.8.2022 Matthews Group.pptx

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Good morning folks,

Thank you very much for setting up the call yesterday and for your valuable time! I shared a lot of information and wanted to follow up with a quick recap.

New York School Bus Procurement:

Governor Hochul's timelines are for Districts to start purchasing electric school buses in the 2027-2028 fiscal year. All NY school buses must be electric zero emissions by 2035. A District can apply for a one time 2 year extension.

State Aid Amortization Change:

EV's state aid will be amortized over 12 years, all other buses are still 5 years. DOB is aware of the challenges this presents and we're hopeful they will make a change soon.

Incentive Funding:

Federal-EPA Clean School Bus Rebate Program is underway. This is a 5 year plan with \$1B per year for school buses funded by the Bipartisan Infrastructure Bill. This is a lottery application process with prioritization going to low income, rural, and tribal Districts. Oneonta City is not a prioritized District but still can apply over the new four years for up to 25 buses. The funding is \$375,000 per bus for prioritized Districts and \$200-\$250K per bus for non-prioritized Districts. Look for changes to the program to happen. I will keep you posted.

State-NYSERDA TVIP Program which is funded by the VW Settlement Money and if the Environmental Bond Act passes in NY State there will be an additional \$500M added for school buses and charging. Oneonta CSD's Transportation Dept. is located in a DAC Zone and as we discussed can purchase used buses that meet the duty requirements therefore very likely would qualify for \$200,000 per bus for up to 5 buses based on the following criteria.

School buses proposed for replacement must be registered within New York State for at least 24 of the previous 27 months and operated for at least 2,500 miles annually over at least one of the last two years. The eligible school district, contractor, or private school must provide documentation (i.e., NYS registration(s) and service records) that these requirements have been met.

v All-electric replacement school buses must be domiciled within, or within 0.5 miles of, a Disadvantaged Community (see maps at nyserdera.ny.gov/ny/disadvantaged-communities), or the transit operator must identify proposed operational route(s) for the buses that serve one or more Disadvantaged Community. The school district, contractor, or private school must identify proposed operational route(s) for NYSERDA approval as part of the application process. Any proposed changes to NYSERDA-approved route(s) during the first five years of funded electric school bus operation must be submitted to NYSERDA and DEC for approval prior to being relocated.

If Oneonta CSD is interested in pursuing this I would start the application process on behalf of the District right away. Approval would come toward the end of 2022. Buses could be ordered and delivered before the end of the 2023-2024 fiscal year. The delta between diesel and EV would be in the \$50-60K range approximately after the grant is applied.

Charging and Infrastructure.

The first steps are to contact NYSEG for site evaluation and also to perform a fleet study, performed by Matthews Buses. I can start this study any time. No changes in the bus service area or DOT bays need to be made.

I am attaching information on the TVIP program, the EPA Program Guide, the District Prioritization List, NYPA utility information, and our electric bus, the Thomas Jouley for your review.

Here's a link to a Thomas Jouley video which will give you an idea of what an EV bus looks like and how it works. <https://youtu.be/wShpfmOfIWk>

Thank you again for your valuable time! Please call anytime with any questions, we're here to help the District navigate this process in the most pragmatic way possible.

Best regards,

Mark

Mark Hanrahan
Team Matthews
Director of EV Sales
607-343-5002

You have been sent an email that includes an attachment with an extension that has been known to be associated with Malware. Be sure that you know that it is safe before opening.

**Tax Petitions
As of August 22, 2022**

<i>Petitioner</i>	<i>Tax ID#</i>	<i>Date Received</i>	<i>Location</i>	<i>Year</i>	<i>Current Assessment</i>	<i>Petitioned Assessment</i>	<i>Difference</i>	<i>Max. Potential Tax Refund</i>
<i>City of Oneonta</i>								
<i>Elizabeth Hotels</i>	<i>300.31-1-37.411</i>	<i>8/4/2021</i>	<i>City of Oneonta</i>	<i>2021-2022</i>	<i>\$ 4,700,000</i>	<i>\$ 470,000</i>	<i>\$ 4,230,000.00</i>	<i>\$ 83,299.34</i>
<i>Elizabeth Hotels</i>	<i>300.31-1-37.411</i>	<i>8/9/2022</i>	<i>City of Oneonta</i>	<i>2022-2023</i>	<i>\$ 4,700,000</i>	<i>\$ 470,000</i>	<i>\$ 4,230,000.00</i>	<i>\$ 83,891.02</i>
<i>Elizabeth Hotels</i>	<i>300.31-1-37.412</i>	<i>8/9/2022</i>	<i>City of Oneonta</i>	<i>2022-2023</i>	<i>\$ 3,000</i>	<i>\$ 100</i>	<i>\$ 2,900.00</i>	<i>\$ 57.51</i>
<i>Elizabeth Hotels</i>	<i>300.31-1-37.413</i>	<i>8/9/2022</i>	<i>City of Oneonta</i>	<i>2022-2023</i>	<i>\$ 37,000</i>	<i>\$ 100</i>	<i>\$ 36,900.00</i>	<i>\$ 731.82</i>
<i>Elizabeth Hotels</i>	<i>300.31-1-37.414</i>	<i>8/9/2022</i>	<i>City of Oneonta</i>	<i>2022-2023</i>	<i>\$ 98,000</i>	<i>\$ 100</i>	<i>\$ 97,900.00</i>	<i>\$ 1,941.59</i>
<i>City of Oneonta</i>							<i>\$</i>	<i>169,921.28</i>
<i>Town of Oneonta</i>								
<i>Total for Town of Oneonta</i>							<i>\$</i>	<i>-</i>
<i>Total for Town of Milford</i>							<i>\$</i>	<i>-</i>
<i>Town of Davenport</i>								
<i>Mountainview Mobile Home Park</i>	<i>21.-1-29.22</i>	<i>7/15/2020</i>	<i>Town of Davenport</i>	<i>2020-2021</i>	<i>2,602,179</i>	<i>2,139,900</i>	<i>462,279</i>	<i>\$ 13,105.09</i>
<i>Mountainview Mobile Home Park</i>	<i>21.-1-29.22</i>	<i>8/2/2021</i>	<i>Town of Davenport</i>	<i>2021-2022</i>	<i>2,602,179</i>	<i>1,790,000</i>	<i>812,179</i>	<i>\$ 22,337.64</i>
<i>Mountainview Mobile Home Park</i>	<i>21.-1-29.22</i>	<i>7/26/2022</i>	<i>Town of Davenport</i>	<i>2022-2023</i>	<i>2,701,436</i>	<i>1,514,500</i>	<i>1,186,936</i>	<i>\$ 35,748.55</i>
<i>Rufrano, Shirley and Joseph</i>	<i>31.-2-2.1</i>	<i>8/9/2022</i>	<i>Town of Davenport</i>	<i>2022-2023</i>	<i>271,000</i>	<i>166,595</i>	<i>104,405</i>	<i>\$ 3,144.51</i>
<i>Total Davenport</i>							<i>\$</i>	<i>74,335.78</i>
<i>Settled</i>							<i>\$</i>	<i>-</i>
<i>Potential Liability as of 08/22/22</i>							<i>\$</i>	<i>244,257.06</i>

**Oneonta City School District
Fund Balance Analysis
For Fiscal Year Ended June 30, 2022**

Fund Balance June 30, 2021

Unreserved, Undesignated	3,307,048	
Designated for Subsequent Year Expenditures	1,000,000	
Total Unreserved Fund Balance		4,307,048
Reserved Fund Balance:		
Capital Reserve	-	
Repair Reserve	455,903	
Reserve for Encumbrances	141,482	
Reserve for Tax Certiorari	44,105	
Reserve for Unemployment	52,775	
Employee Accrued Liability Reserve	110,855	805,120

Total Beginning Fund Balance 06/30/20: 5,112,168

Anticipated Revenues

	Budgeted	Anticipated	
Property Taxes and Tax Items	22,696,623	22,785,598	<i>PILOT from prior year received</i>
Miscellaneous	580,349	777,244	<i>BOCES Refund</i>
State Aid	17,123,485	17,463,418	<i>Additional Building Aid</i>
Federal Aid	711,741	99,019	<i>Stimulus Funding Accounted for in Federal</i>
Interfund Transfers/use of fund balance	1,000,000	-	
Total Anticipated Revenues	42,112,198		41,125,278

Projected Expenditures

42,112,198 39,419,749

Unaudited Fund Balance, 06/30/22 6,817,697

Less: Reserved Fund Balance-Employee Accrued Liability	711,902
Reserve for Tax Certiorari	118,742
Designated for Subsequent Years Expenditures	946,558
Reserve for Unemployment	153,000
Repair Reserve	293,837
Reserve for Encumbrances	362,245
Designated for Bus Purchase	-
Grey Barn Project	1,453,000
Transfer to Capital Project	-
Undesignated Fund Balance 06/30/22	2,778,414

2,778,414 6.60%

~~Projected as of June 15, 2022~~ *unaudited*

2% Fund Balance	842,244	
3% Fund Balance	1,263,366	
4% Fund Balance	1,684,488	***NYS recommended percentage

Excess 1,093,926



**Oneonta City School District
Analysis of Fund Balance**

Fund Equity (or Fund Balance)	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>2019/2020</u>	<u>2020/2021</u>	<u>2021/2022</u>	
Reserved for Encumbrances	186,515	55,060	152,994	217,969	141,482	362,245	Funds Reserved in prior yr budget to pay for items relative to prior yr Usually items have been ordered but not yet received as of Yr End This amount is added to following year's budget
Employee Accrued Liability Reserve	291,642	293,551	301,545	173,788	110,855	711,902	Board established Reserve plus interest earned.
Reserved for Unemployment	50,300	50,629	52,006	52,758	52,775	153,000	Board established Reserve plus interest earned.
Reserve for Tax Certiorari	163,190	65,961	26,947	68,780	44,105	118,742	Board established Reserve plus interest earned.
Reserve For Repairs		750,000	750,000	458,042	455,903	293,837	FUNDED JUNE 2018
Capital Reserve	-	-	-	-	-	-	Voter approved Reserve
Unreserved, Designated for Subsequent Year's Exp.	1,000,000	1,000,000	1,150,000	1,000,000	1,000,000	946,558	Amount determined to offset tax burden.
Assigned Appropriated-Grey Barn						1,453,000	
Unreserved, Undesignated	2,375,037	1,953,787	1,841,780	2,433,158	3,307,048	2,778,412	Balance remaining. This should be 4% or less per NYS.
Bus Purchase from Fund Balance	157,606	225,575	239,405	-	-	-	Included in Budget for Bus Purchases
Total Fund Balance	4,224,290	4,394,563	4,514,677	4,404,495	5,112,167	6,817,696	TOTAL FUND BALANCE
Fund Balance, Prior Year	<u>4,522,053</u>	<u>4,224,290</u>	<u>4,394,563</u>	<u>4,514,677</u>	<u>4,404,495</u>	<u>5,112,167</u>	
Change in Fund Balance	(297,763)	170,274	120,114	(110,182)	707,672	1,705,529	INCREASE/(DECREASE) IN FUND BALANCE
% Change in Fund Balance	-6.58%	4.03%	2.73%	-2.44%	16.07%	33.36%	

* INCREASE IN FUND BALANCE IS FROM AMOUNT OF REVENUES GREATER THAN AMOUNT OF EXPENDITURES. DECREASE IS FROM AMOUNT OF EXPENDITURES GREATER THAN REVENUES.

Revenues	37,444,865	37,800,312	38,634,297	39,465,582	39,966,240	41,125,278
Expenditures	37,742,628	37,630,039	38,514,183	39,575,765	39,258,568	39,419,749
Prior Year Adjustments	-	-	-	-	-	-
Difference	(297,763)	170,274	120,114	(110,183)	707,672	1,705,529