



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Michelle Ronning, Finance Officer

DATE: February 25, 2025

SUBJECT: **Agenda Item 6C:** Approval of the Mid-Year 2024/25 Budget Adjustment to Include Non-Budgeted Items, Items Previously Approved by the Board, the Addition and Modifications of the Capital Outlay/Project Schedules and Operating Expense Adjustments

RECOMMENDED ACTION:

Staff recommends the following action:

I move to adopt Resolution 08-2025 Approving Mid-Year 2024/25 Budget Adjustment to Include Non-Budgeted Items, Items Previously Approved by the Board, the Addition and Modifications of the Capital Outlay/Project Schedules and Operating Expense Adjustments.

BACKGROUND:

As we reach the midpoint of Fiscal Year 2024/25, a comprehensive review of the District's budget has been completed, and proposed adjustments are now being presented for the Board's consideration. This mid-year review provides an opportunity to assess financial performance by comparing actual expenditures and revenues to the original budget projections. It helps identify areas that are over or under budget, ensuring the District stays on track. Additionally, the review ensures that the budget remains aligned with the District's strategic goals and priorities, enabling us to redirect funds as needed to areas requiring more attention.

The proposed adjustments include previously approved expenditures and modifications to reflect changes in operating revenues, expenses, and capital outlay since the initial budget approval on June 11, 2024. Several unforeseen capital projects and equipment replacements have arisen, and some project costs have exceeded the original budget due to delays and higher construction costs. These issues were previously discussed in Board meetings by the District's Operations Manager. Further details on each proposed amendment can be found in Attachment A.

In general, adjustments across funds reflect various changes. There has been a decrease in revenue and associated capital expenditure for the purchase of a second property for employee housing, as the acquisition is unlikely to occur this fiscal year. Additionally, interest revenues have decreased due to lower bank interest rates and reduced bank balances. Salary and benefit savings in the Administration budget have resulted from an

employee on leave, while increases in the Operations budget accommodate MOU provisions. In the Capital Outlay fund share, there are savings from property and equipment purchases that came in under budget.

Specific adjustments within funds include the following:

Water Fund: An increase of \$133,343, driven by a slight decrease in revenue and increased expenses for the water rate study, subscription services, legal services, and utilities. There are capital expenditures for projects that went over budget, as well as the replacement of necessary equipment. It also accounts for projects that will not be completed this fiscal year such as the Tank 4 Drainage Project.

Sewer Fund: A decrease of \$259,611, resulting from equipment purchases coming in under budget and projects not being completed this fiscal year such as the Lift Station 2 & 14 Rehabilitation and the Sludge Drying Bed projects. This reduction offsets the increase in operating expenses for the sewer rate study and legal services.

Fire Fund: A decrease of \$53,426, primarily due to an additional \$103,900 in equipment rental revenue. This revenue increase offsets higher expenses related to the fire tax measure election cost and the carryover of the Firehouse Kitchen Remodel Project from the FY24 adopted budget, in addition to the Firehouse Flooring project not being completed.

Park Fund: A decrease of \$42,533, reflecting an \$11,812 revenue increase from TCTC for reimbursement of expenses related to the Hetch Hetchy Railroad Trail Project grant application, along with additional donations. This is offset by reduced capital outlay expenses and increased janitorial and utility costs.

The figures presented today include the salary adjustments recommended by Bryce Consulting, as reviewed at the February 11, 2025, Board Meeting, as well as the purchase of a wide-format document scanner to digitize and preserve property files and engineering drawings. Capital projects that will not be completed during this budget period will be reevaluated in the next budget cycle. No transfers between funds are being requested.

FINANCIAL IMPACTS:

The individual budget changes are shown in Attachment A.

ATTACHMENTS:

1. Resolution 08-2025
2. Attachment A - 2024/25 Mid-Year Budget Adjustment
3. Attachment B – Compensation Study Recommended Salary Adjustments
4. Attachment C – Wide Format Scanner Request Memo

RESOLUTION 08-2025

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING A MID-YEAR 2024/25 BUDGET ADJUSTMENT TO INCLUDE NON-BUDGETED ITEMS, ITEMS PREVIOUSLY APPROVED BY THE BOARD, THE ADDITION AND MODIFICATIONS OF THE CAPITAL OUTLAY/PROJECT SCHEDULES AND OPERATING EXPENSE ADJUSTMENTS.

WHEREAS, the Groveland Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

WHEREAS, the District adopts its budget by July 1 on a fiscal year basis as required by law and to serve as a spending plan for the services provides; and

WHEREAS, fluctuations in revenue and expenses from the adopted budget are expected and District practice is to recognize and approve these fluctuations in a budget adjustment conducted after the first six months of the fiscal year have passed; and

WHEREAS, the Finance Officer has prepared a proposed modified budget for the 2024/25 fiscal year, which is included herein as Attachment A and further supported by Attachments B and C.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY *adopt Resolution 08-2025 Approving a Mid-Year 2024/25 Budget Adjustment as detailed in Attachment A, to Include Non-Budgeted Items, Items Previously Approved by the Board, the Addition and Modifications of the Capital Outlay/Project Schedules and Operating Expense Adjustments.*

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on February 25, 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVE:

Nancy Mora, Board President

ATTEST:

Rachel Pearlman, Board Secretary

CERTIFICATE OF SECRETARY

I, Rachel Pearlman, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on February 25, 2025.

DATED: _____

Attachment A - Resolution 08-2025

2024/25 Mid Year Budget Adjustments

Water Fund

Proposed FY 24/25 Mid Year Adjustments	Budgeted	Proposed	Increase / (Decrease)	Comments	Board Approved Item
Revenue					
Interest .5% Late Penalty (UB)	2,150	2,650	500	Increase to actuals	
Employee Housing Home Loan	196,000	174,218	(21,782)	Decrease to actuals - purchase came in under budget with corresponding reimbursement	
Employee Housing Home Loan	196,000	-	(196,000)	Decrease to actuals - second property purchase will not be in FY25. Offset by reduced capital expense.	
IRWMP Water Fill Station Grant Revenue	139,511	154,291	14,780	Increase - To account for \$25k additional grant funds and reduce by \$10,220 revenue received in FY24 after budget adoption	
Interest Earned-Mechanics	25,000	15,000	(10,000)	Decrease to account for lower interest rates and lower bank balances	
Interest Earned CA Class	105,000	97,000	(8,000)	Decrease to account for lower interest rates and lower bank balances	
Expense Refunds	500	55,500	55,000	Increase for reimbursement for Big Creek Turbine Pipe. Offset by capital expense.	
			<u>(165,502)</u>	Decrease in Revenue	
Expenses					
Administration					
Regular Time	372,646	343,546	(29,100)	Decrease - Savings due to staff out on FMLA - Includes Bryce Consulting recommendations and MOU updates	MOU only - October 8, 2024, Resolution 32-2024
CalPERS Retirement	36,205	33,136	(3,069)	Decrease - Savings due to staff out on FMLA - Includes Bryce Consulting recommendations and MOU updates	MOU only - October 8, 2024, Resolution 32-2024
FICA	23,826	22,058	(1,768)	Decrease - Savings due to staff out on FMLA - Includes Bryce Consulting recommendations and MOU updates	MOU only - October 8, 2024, Resolution 32-2024
Medicare	5,725	5,325	(400)	Decrease - Savings due to staff out on FMLA - Includes Bryce Consulting recommendations and MOU updates	MOU only - October 8, 2024, Resolution 32-2024
Pension Unfunded Liability	153,341	148,441	(4,900)	Decrease to actuals	
LAFCO Fees	2,800	4,155	1,355	Increase to actuals	
Subscriptions/Memberships/Internet	55,175	60,943	5,768	Increase to account for ClearGov software	October 8, 2024 Resolution 30-2024
District General Liability Insurance	159,663	161,273	1,610	Increase to actuals	
Legal Counsel Services	7,400	47,400	40,000	Increase to actuals	
Employee Housing Expense	13,425	10,125	(3,300)	Decrease to account for one property	
Operations / Maintenance					
Regular Time	592,977	605,184	12,207	Increase to account for Bryce Consultants Recommendation (11 remaining payrolls)	
On Call	22,880	36,220	13,340	Increase to account for updated MOU	October 8, 2024, Resolution 32-2024
Uniform / Special Shoes	-	4,882	4,882	Increase to account for updated MOU	October 8, 2024, Resolution 32-2024
CalPERS Retirement	64,461	68,696	4,235	Increase to account for updated MOU and Bryce Consultants recommendation (11 remaining payrolls)	MOU only - November 12, 2024, Resolution 34-2024
FICA	39,021	39,778	757	Increase to account for updated MOU and Bryce Consultants recommendation (11 remaining payrolls)	MOU only - November 12, 2024, Resolution 34-2024
Uniform/Clothing	16,500	7,500	(9,000)	Decrease to account for updated MOU, portion moved to Benefits - Uniform / Special Shoes	October 8, 2024, Resolution 32-2024
Subscriptions/Memberships	14,000	30,000	16,000	Increase for Annual HACH 5500 Ammonia Monochloramine Analyzer Service \$13,500 actuals for internet charges remainder of year	
Water Rate Study	3,175	31,000	27,825	Increase for NBS Consultants Water Rate Study	January 14, 2025, Resolution 02-2025
Tunnel Shutdown Related Costs	21,607	26,607	5,000	Increase for additional chemicals and electric charges	
Utilities	206,061	216,061	10,000	Increase due to increased rates	
			<u>91,442</u>	Increase in Expenses	

Capital Outlay

Big Creek-2G Clearwell, Butler Way Bypass - Grant	-	35,000	35,000	Increase for final retention payment
New (PLCs) Programmable Logic Controllers for WTP	121,000	161,000	40,000	Increase to account for increased costs
New Enclosed Skid Steer	38,720	27,357	(11,363)	Decrease - Purchase came in under budget
Water Fill Station - Grant	67,000	151,000	84,000	Increase - Project is exceeding original budget, additional grant funding of \$25k
Tank 4 Drainage Project	150,000	25,000	(125,000)	Decrease - Project will not be completed in FY25
Versa Tube Building	15,000	-	(15,000)	Decrease - Project will not be completed in FY25
FEMA Agreement - (Grant)	-	12,000	12,000	Increase - Engineering / Project costs will be reimbursed by FEMA in FY26
Hydra Stop Insertion Valve	-	12,339	12,339	Increase - Unbudgeted assets needed for the Airport waterline relocation project
DR6000 UV VIS Spectrophotometer	-	6,290	6,290	Increase - Unbudgeted assets that needed replacement due to failure
Big Creek Turbine Pump	-	55,000	55,000	Increase - Unbudgeted asset expense for the removal and installation of equipment

Fund Share

Truck 17 Replacement	53,468	45,472	(7,996)	Decrease - Purchase came in under budget
Truck 3 Replacement	27,488	26,200	(1,288)	Decrease - Purchase came in under budget
Employee Housing - 1 Property	196,000	174,337	(21,663)	Decrease - Purchase came in under budget
Employee Housing - 1 Property	196,000	-	(196,000)	Decrease to actuals - second property purchase will not be in FY25
Wide Format Scanner	-	10,080	10,080	Increase - Requested asset to scan property documents
			<u>(123,601)</u>	Decrease in Capital

\$ (165,502) Total Revenue Increase / (Decrease)

\$ (32,159) Total Expense Increase / (Decrease)

\$ (133,343) Fund Balance Decrease

\$ 2,938,492 Projected FY25 Ending Fund Balance

\$ (133,343) Mid Year Adjustment

\$ 2,805,149 Projected FY25 Ending Fund Balance after adjustments

Sewer Fund

Proposed FY 24/25 Mid Year Adjustments	Budgeted	Proposed	Increase / (Decrease)	Comments	Board Approved Item
Revenue					
Employee Housing Home Loan	133,000	118,365	(14,635)	Decrease to actuals - purchase came in under budget with corresponding reimbursement	
Employee Housing Home Loan	133,000	-	(133,000)	Decrease to actuals - second property purchase will not be completed in FY25	
Interest Earned Mechanics Bank	40,000	25,000	(15,000)	Decrease to account for lower interest rates and lower bank balances	
Expense Refunds	500	2,500	2,000	Increase to actuals	
			<u>(160,635)</u>	Decrease in Revenue	
Expenses					
Administration					
Regular Time	252,867	233,117	(19,750)	Decrease - Savings due to staff out on FMLA - Includes Bryce Consulting recommendations and MOU updates	MOU only - October 8, 2024, Resolution 32-2024
CalPERS Retirement	24,567	22,567	(2,000)	Decrease - Savings due to staff out on FMLA - Includes Bryce Consulting recommendations and MOU updates	MOU only - October 8, 2024, Resolution 32-2024
FICA	16,167	15,088	(1,079)	Decrease - Savings due to staff out on FMLA - Includes Bryce Consulting recommendations and MOU updates	MOU only - October 8, 2024, Resolution 32-2024
Medicare	3,885	3,735	(150)	Decrease - Savings due to staff out on FMLA - Includes Bryce Consulting recommendations and MOU updates	MOU only - October 8, 2024, Resolution 32-2024
Pension Unfunded Liability	104,053	100,753	(3,300)	Decrease to actuals	
LAFCO Fees	1,900	2,820	920	Increase to actuals	
Subscriptions/Memberships/Internet	30,602	34,516	3,914	Increase to account for ClearGov software	October 8, 2024 Resolution 30-2024
District General Liability Insurance	108,343	109,443	1,100	Increase to actuals	
Legal Counsel Services	7,615	37,615	30,000	Increase to actuals	
Employee Housing Expense	9,110	6,835	(2,275)	Decrease to account for one property	
Operations / Maintenance					
Regular Time	509,960	520,458	10,498	Increase to account for Bryce Consultants Recommendation (11 remaining payrolls)	October 8, 2024, Resolution 32-2024
On Call	22,880	36,220	13,340	Increase to account for updated MOU	October 8, 2024, Resolution 32-2024
Uniform / Special Shoes	-	4,005	4,005	Increase to account for updated MOU - Portion moved from Uniform /Clothing	October 8, 2024, Resolution 32-2024
CalPERS Retirement	55,437	59,082	3,645	Increase to account for updated MOU and Bryce Consultants recommendation (11 remaining payrolls)	MOU only - November 12, 2024, Resolution 34-2024
FICA	33,558	34,209	651	Increase to account for updated MOU and Bryce Consultants recommendation (11 remaining payrolls)	MOU only - November 12, 2024, Resolution 34-2024
Uniform/Clothing	6,385	3,685	(2,700)	Reduce to account for updated MOU, portion moved to Benefits - Uniform / Special Shoes	
Sewer Rate Study	3,175	31,000	27,825	NBS Consultants Wastewater Rate Study	January 14, 2025, Resolution 02-2025
Permits & Licenses	47,984	49,984	2,000	Increase to account for increase in yearly permit fees	
			<u>66,644</u>	Increase in Expenses	
Capital Outlay					
New Enclosed Skid Steer	82,280	58,133	(24,147)	Decrease - purchase came in under budget	
Sludge Drying Bed Rehab	40,000	-	(40,000)	Decrease - Project will not be completed in FY25	
LS 2 and 14 Rehabs	270,583	-	(270,583)	Decrease - Project will not be completed in FY25	
Versa Tube Building	15,000	-	(15,000)	Decrease - Project will not be completed in FY25	
FEMA Agreement - (Grant)	-	10,000	10,000	Increased - Engineering / Project costs will be reimbursed by FEMA in FY26	

Fund Share

Truck 17 Replacement	36,282	30,856	(5,426)	Decrease - Purchase came in under budget
Truck 3 Replacement	18,652	17,778	(874)	Decrease - Purchase came in under budget
Employee Housing - 1 Property	133,000	118,300	(14,700)	Decrease - Purchase came in under budget
Employee Housing - 1 Property	133,000	-	(133,000)	Decrease to actuals - second property purchase will not be in FY25
Wide Format Scanner	-	6,840	6,840	Increase - Requested asset to scan property documents
			<u>(486,890)</u>	Decrease in Capital
			\$ (160,635)	Total Revenue Increase / (Decrease)
			<u>\$ (420,246)</u>	Total Expense Increase / (Decrease)
			\$ 259,611	Fund Balance Increase
			\$ 341,653	Projected FY25 Ending Fund Balance
			<u>\$ 259,611</u>	Mid Year Adjustment
			<u>\$ 601,264</u>	Projected FY25 Ending Fund Balance after adjustments

Fire Fund

Proposed FY 24/25 Mid Year Adjustments	Budgeted	Proposed	Increase / (Decrease)	Comments	Board Approved Item
Revenue					
Equipment Use Rental	5,000	108,900	103,900	Increase to actuals	
Employee Housing Home Loan	17,500	15,556	(1,944)	Decrease to actuals - purchase came in under budget with corresponding reimbursement	
Employee Housing Home Loan	17,500	-	(17,500)	Decrease to actuals - second property purchase will not be in FY25	
CFF Grant - Auto Vehicle Locate	-	15,996	15,996	Increase to account for grant funds received	
Interest Earned -Mechanics Bank	20,000	15,000	(5,000)	Decrease to account for lower interest rates and lower bank balances	
			<u>95,452</u>	Increase in Revenue	
Expenses					
Administration					
Regular Time	33,272	30,772	(2,500)	Decrease - Savings due to staff out on FMLA - Includes Bryce Consulting recommendations and MOU updates	MOU only - October 8, 2024, Resolution 32-2024
Pension Unfunded Liability	13,691	13,251	(440)	Decrease to actuals	
LAFCO Fees	250	375	125	Increase to actuals	
Subscriptions/Memberships/Internet	4,466	4,981	515	Increase to account for ClearGov software	October 8, 2024 Resolution 30-2024
District General Liability Insurance	14,256	14,406	150	Increase to actuals	
Legal Counsel Services	4,240	7,240	3,000	Increase to actuals	
Employee Housing Expense	1,199	899	(300)	Decrease to account for one property	
Maintenance					
Regular Time	59,298	60,518	1,220	Increase to account for Bryce Consultants Recommendation (11 remaining payrolls)	
CalPERS Retirement	6,446	6,869	423	Increase to account for updated MOU and Bryce Consultants recommendation (11 remaining payrolls)	MOU only - November 12, 2024, Resolution 34-2024
FICA	3,902	3,978	76	Increase to account for updated MOU and Bryce Consultants recommendation (11 remaining payrolls)	MOU only - November 12, 2024, Resolution 34-2024
SRMC Grant Expense	-	1,920	1,920	Increase to actuals - Offset by grant funds	
Fire Tax Election	-	-	20,000	Add line item to account for Fire Tax Measure election	
Fire Tax Study	40,000	42,200	2,200	NBS Consultants Fire Tax Measure Study	January 14, 2025, Resolution 02-2025
			<u>26,389</u>	Increase in Expenses	
Capital Outlay					
Firehouse Flooring	20,000	-	(20,000)	Decrease - Project will not be completed in FY25	
Firehouse Kitchen Remodel	-	55,000	55,000	Increase - Funds rolled forward from FY24	
Fund Share					
Truck 17 Replacement	4,774	4,060	(714)	Decrease - Purchase came in under budget	
Truck 3 Replacement	2,454	2,339	(115)	Decrease - Purchase came in under budget	
Employee Housing - 1 Property	17,500	15,566	(1,934)	Decrease - Purchase came in under budget	
Employee Housing - 1 Property	17,500	-	(17,500)	Decrease to actuals - second property purchase will not be in FY25	
Wide Format Scanner	-	900	900	Increase - Requested asset to scan property documents	
			<u>15,637</u>	Increase in Capital	
			\$ 95,452	Total Revenue Increase / (Decrease)	
			\$ 42,026	Total Expense Increase / (Decrease)	
			\$ 53,426	Fund Balance Increase	
			\$ 804,729	Projected FY25 Ending Fund Balance	
			\$ 53,426	Mid Year Adjustment	
			<u>\$ 858,155</u>	Projected FY25 Ending Fund Balance after adjustments	

Park Fund

Proposed FY 24/25 Mid Year Adjustments	Budgeted	Proposed	Increase / (Decrease)	Comments	Board Approved Item
Revenue					
Use Fees	1,950	2,350	400	Increase for actuals	
Employee Housing Home Loan	3,500	3,112	(388)	Decrease to actuals - purchase came in under budget with corresponding reimbursement	
Employee Housing Home Loan	3,500	-	(3,500)	Decrease to actuals - second property purchase will not be in FY25	
Non Operating Income	100	12,100	12,000	Increase to account for HHRP TCTC reimbursement	
Donations	500	3,800	3,300	Increase to actuals	
			<u>11,812</u>	Increase In Revenue	
Expenses					
Administration					
LAFCO Fees	50	75	25	Increase to actuals	
Subscriptions/Memberships/Internet	990	1,093	103	Increase to account for ClearGov software	October 8, 2024, Resolution 30-2024
Fee Study	-	5,750	5,750	Increase to account NBS Consultants Development Impact Fee Study	January 14, 2025, Resolution 02-2025
District General Liability Insurance	2,851	2,881	30	Increase to actuals	
Legal Counsel Services	270	2,270	2,000	Increase to actuals - Ask PETE	
Maintenance					
Regular Time	23,719	29,007	5,288	Increase to account for Bryce Consultants Recommendation (11 remaining payrolls)	
CalPERS Retirement	2,578	3,028	450	Increase to account for updated MOU and Bryce Consultants recommendation (11 remaining payrolls)	MOU only - November 12, 2024, Resolution 34-2024
FICA	1,561	2,039	478	Increase to account for updated MOU and Bryce Consultants recommendation (11 remaining payrolls)	MOU only - November 12, 2024, Resolution 34-2024
SUI	49	249	200	Increase to account for updated MOU and Bryce Consultants recommendation (11 remaining payrolls)	MOU only - November 12, 2024, Resolution 34-2024
Janitorial Services	17,227	25,227	8,000	Increase due to additional cleaning charges	
Utilities	45,494	60,820	15,326	Increase due to actual usage and line break	
			<u>37,650</u>	Increase in Expenses	
Capital Outlay					
Groveland Asset Rehabilitation and Beautification Project	905,875	835,875	(70,000)	Decrease to actuals	
Hetch Hetchy RR Project Land Acquisition	-	5,500	5,500	Increase to actuals	
Fund Share					
Truck 17 Replacement	955	813	(142)	Decrease - Purchase came in under budget	
Truck 3 Replacement	491	468	(23)	Decrease - Purchase came in under budget	
Employee Housing - 1 Property	3,500	3,114	(386)	Decrease - Purchase came in under budget	
Employee Housing - 1 Property	3,500	-	(3,500)	Decrease to actuals - second property purchase will not be in FY25	
Wide Format Scanner	-	180	180	Increase - Requested asset to scan property documents	
			<u>(68,371)</u>	Decrease in Capital	
			\$ 11,812	Total Revenue Increase / (Decrease)	
			<u>\$ (30,721)</u>	Total Expense Increase / (Decrease)	
			\$ 42,533	Fund Balance Increase	
			\$ 221,289	Projected FY25 Ending Fund Balance	
			<u>\$ 42,533</u>	Mid Year Adjustment	
			<u>\$ 263,822</u>	Projected FY25 Ending Fund Balance after adjustments	

ATTACHMENT B

**Compensation Study Recommended Salary Adjustments
Current vs Recommended**

Position		Range	Employee's Current Step	2024/25 Base Salary
Current	Administrative Services Manager	43	Step 5	\$ 162,240.00
Recommended	Bring to Market Range	48	Step 4	\$ 174,824.00
Difference				\$ 12,584.00
Current	Admin Svcs Tech III	13	Step 5	\$ 77,355.20
Recommended	Executive Assistant-Board Secretary - NEW	28	Step 1	\$ 92,164.80
Difference				\$ 14,809.60
Current	Operations and Maintenance Manager	38	Step 5	\$ 143,395.20
Recommended	Bring to Market Range	45	Step 3	\$ 154,606.40
Difference				\$ 11,211.20
Current	Information/Instrumentation Systems Manager	35	Step 5	\$ 133,161.60
Recommended	Bring to Market Range	36	Step 5	\$ 136,552.00
Difference				\$ 3,390.40
Current	Chief Plant Operator	27	Step 5	\$ 109,296.00
Recommended	Bring to Market Range	28	Step 5	\$ 112,028.80
Difference				\$ 2,732.80
Current	Water/Wastewater Operator I	9	Step 5	\$ 70,075.20
Recommended	Bring to Market Range	11	Step 5	\$ 73,632.00
Difference				\$ 3,556.80
Current	Operations and Maintenance Supervisor	27	Step 5	\$ 109,304.00
Recommended	Bring to Market Range	28	Step 5	\$ 112,028.80
Difference				\$ 2,724.80
Current	Collection and Distribution System Operator I	5	Step 5	\$ 63,481.60
Recommended	Bring to Market Range	7	Step 5	\$ 66,705.60
Difference				\$ 3,224.00
Current	Maintenance Mechanic I	11	Step 1	\$ 60,569.60
Recommended	Bring to Market Range	14	Step 1	\$ 65,228.80
Difference				\$ 4,659.20
Compensation Study Recommended Salary Adjustments - Unfilled				
Current	Maintenance Mechanic II	17	Step 1	\$ 85,382.00
Recommended	Bring to Market Range	18	Step 1	\$ 87,516.00
Difference				\$ 2,134.00
Current	Maintenance Mechanic III	21	Step 5	\$ 94,245.00
Recommended	Bring to Market Range	22	Step 5	\$ 96,602.00
Difference				\$ 2,357.00
				Grand Total
				Yearly Change Including
				Salaries, Taxes & Benefits \$ 88,317.48
				Remainder of FY25 \$ 27,174.61
Total Annual Salary & Benefit Budget				\$ 3,251,075.00
Yearly Change %				2.717%
Remainder of FY25 Change %				0.836%

Attachment C



Office – 209.962.7161

Fax – 209.962.4943

Fire Department – 209.962.7891

www.gcsd.org

Water • Sewer • Parks • Fire Protection

18966 Ferretti Road P.O. Box 350 Groveland, CA 95321-0350

To: Pete Kampa
From: Adam Ahlswede
CC: Michelle Ronning
Date: 1/29/2025
Re: Wide-Format Scanner Purchase

Pete,

Right now, while a majority of our drawings have been digitized, there are still many that are only available on paper. These documents are getting worn out, and if we don't digitize them soon, we're going to lose valuable information. Some of the drawings that are digitized were scanned with older technology, making them hard to read. On top of that, years ago, a broken water pipe damaged some of our paper drawings. If something like that—or even a fire—happens again, we could lose them for good.

Beyond our engineering drawings, many of our property files also contain property-specific drawings. As we move toward digitizing those files, we'll need a wide-format scanner to ensure we capture that data properly.

Investing in this equipment now will allow us to preserve important records, improve access, and make our work more efficient as we continue digitizing both engineering and property-related documents.

What This Would Solve

1. Protecting Our Records
 - Many of our drawings are still in their original paper form, making them vulnerable to damage, fading, and wear.
 - If something happens—water damage, fire, or just continued use—we risk losing important engineering and property data.
2. Making Documents Easier to Read and Use
 - Some of our existing digital drawings were scanned years ago with outdated technology, and they're difficult to read.
 - A new scanner would let us rescan those documents in higher quality, making them more useful.

3. Capturing Property-Specific Drawings
 - As we digitize property files, we'll come across large-format drawings that can't be properly scanned with a standard office scanner.
 - A wide-format scanner will allow us to digitize these property drawings alongside the rest of the file, keeping everything organized in one place.
4. Saving Time and Reducing Hassle
 - Digging through stacks of paper drawings is time-consuming.
 - If we digitize everything, we can quickly search for and share documents instead of sorting through files and using phone cameras to capture and send drawings.

Scanner Options

I've found two options that would work well for us, both from WideTEK:

Option 1: WideTEK 36 CCD Wide-Format Scanner

- Price (Standalone Scanner): \$9,490
- Bundle Price: \$10,990 (includes extra features)
- Scans Documents Up to: 36 inches wide
- Scanner Resolution: 15 IPS @200 dpi / 10.0 IPS @300 dpi / Up to 1200 dpi

Option 2: WideTEK 48 CCD Wide-Format Scanner

- Price (Standalone Scanner): \$15,490
- Bundle Price: \$17,250 (includes extra features)
- Scans Documents Up to: 48 inches wide
- Scanner Resolution: 11.2 IPS @200 dpi / 7.5 IPS @300 dpi / Up to 1200 dpi

Both options come with high-resolution CCD imaging for crisp, detailed scans.

Why the Bundles Make Sense

We could get just the scanner, but the bundles include extra tools that would make scanning easier and more efficient:

- Batch Scan Wizard – Automates scanning multiple pages, so we don't have to scan them one by one.
- 22" Touch Screen – Makes it easy to operate without needing a separate computer.
- Foot Switch – Allows hands-free operation for large scanning jobs.
- Transparency Drum – Useful for scanning mylar overlays or transparent sheets.
- A0 Scan Envelope – Helps protect fragile documents while scanning.
- Upgraded Warranty + 2-Year Parts Warranty – Gives us extra coverage if something goes wrong.

For only about \$1,500 more on the 36-inch model and \$1,750 more on the 48-inch model, these extras would save us a lot of time and effort in the long run.

Why These Scanners Are the Best Choice

We could go with a cheaper scanner, but there are a few reasons why the WideTEK scanners are the best option for GCSD:

1. **High-Quality CCD Imaging** – Many lower-cost scanners use CIS (Contact Image Sensor) technology, which is fine for basic scans but struggles with detailed line drawings, faded documents, and non-flat originals. WideTEK scanners use CCD technology, providing much sharper, more accurate scans that preserve all the details of engineering and property drawings.
2. **Faster Scanning Speeds** – A cheaper scanner may take minutes to scan a single document, whereas the WideTEK models can scan full color in seconds. This will save staff time when digitizing hundreds of documents.
3. **Handles a Variety of Documents** – Some of our drawings are old, fragile, or not perfectly flat. WideTEK scanners have automatic paper handling features to prevent damage and ensure clear scans.

What This Will Do for Us

- Preserve our records so they aren't lost to damage or age.
- Make documents more accessible by storing them digitally.
- Improve the quality of older scans so they're easier to read.
- Allow us to digitize property drawings that would otherwise be left out.
- Save time by making searching and sharing documents fast and simple.
- Reduce the risk of losing important drawings in an accident.

Next Steps

If we move forward with this, we'll need to:

1. **Choose the scanner** – Decide between the 36-inch or 48-inch model.
2. **Digitize our records** – Set up a process for scanning old paper drawings and property files.
3. **Organize digital storage** – Make sure everything is easy to find and backed up.

This is an investment that will protect our records, improve efficiency, and save us headaches down the road. Let's make sure we don't lose any more critical information before it's too late.