

Northport/Leelanau Township Utilities Authority

116 W. Nagonaba, PO Box 158

Northport, MI 49670

Draft Minutes

February 13, 2023

Regular Meeting

## I. CALL TO ORDER

Chairman Chris McCann called the meeting to order at 9:30 am.

## II. ROLL CALL

**Board Members Present:** Chris McCann, Chris Holton, Bob Featherly, Tim Overdier and Rick Cross

Absent: None

**Staff Present:** Joni Scott, Cindy Edmondson

## III. APPROVAL OF BOARD MEETING MINUTES

Rick Cross **Moved, Supported by** Chris Holton to approve the January 17, 2023 meeting minutes as presented.

Roll Call Vote Yeas (5) Nays (0) Absent: (0) Motion Approved.

## IV. PUBLIC COMMENT

**Betsy Mallek**-commented on the costs & shortfall of the sewer, and gave a history of how the SAD was created.

**Allen Dalzel**- supported Mallek's comments and supported the Village contributing general fund monies to the Debt retirement to keep the cost down for the users.

**Anne Harper-** commented on the need to provide a summary for the public that outlines our plans going forward.

\*Board member Rick Cross asked to have approval of the meeting dates added to the agenda.

## **V. PAYMENTS OF BILLS**

Rick Cross **Moved, Supported by** Chris Holton to approve the bills to be paid for the months of January-February in the amount of \$459,454.50

Roll Call Vote Yeas (5) Nays (0) Absent (0) Motion Approved

## **VII. STAFF REPORTS**

### **A. Treasurer/Clerk and Liaison Report**

Clerk Scott provided a Trial Balance sheet to the Board. Scott also noted that Mary Krantz would be available to present the NLTUA audited in April.

#### Liaison Report:

At the last regular meeting it was reported that a grinder pump was installed at 10797 N. Shore Drive. This property is located on a gravity sewer district. Superintendent Holton stated that the contractor told him that it was mandated by the state. The Board decided to reach out to EGLE and find out why the grinder pump was mandated.

Liaison, Cindy Edmondson, reported that she reached out to EGLE regarding the grinder pump for the new build located at 10797 N. Shore Dr. Robyn Schmidt, of EGLE responded via email “EGLE did not discuss nor require any specific type of wastewater structure for this site”.

The Board asked for a letter to be sent out to the property owners to inform them that since the grinder pump was not mandated as their contractor told Superintendent Holton, that they would be responsible for any maintenance, call outs and replacement of the grinder pump.

**B. Superintendent Report:**

Superintendent Chris Holton reported that the flow in the sewer main on North Shore Dr is still good and that he continues to check manhole 122. Monchilov's Sewer Services provided a quote of \$6,600 and DMV provided a quote of \$25,000 both quotes were to camera and clean the sewer main on North Shore where the blockage is known to be. Holton explained that he has also contacted Elmers and Kal Excavating as a backup plan for a "worst case scenario". Prein and Newhoff will also be contacted and kept in the loop as project engineers.

Rick Cross asked for the approval of the quote from Monchilov's Sewer Service be added to the agenda under action items.

**C. Treatment Plant Operator Report:**

None

**VIII. COMMITTEE REPORTS**

None

**IX. CORRESPONDENCE**

None

**X. DISCUSSION**

- Intergovernmental Agreement between the Village and NLTUA:

Chair McCann reported that he as the Village President reached out to their legal counsel Ross Hammersley and asked to have an intergovernmental agreement drafted. It was agreed that the draft agreement will be sent on to the NLTUA's legal counsel Thomas Grier of Running Wise and Ford.

## XI. ACTION ITEMS:

- Approval of a contract with a grant administrator

Rick Cross provided an agreement with Gordie Fraser in the amount not to exceed \$1,200 to have one of their engineers Jennifer Hodges, P.E. review the existing system conditions and identify capital improvement projects and priorities. Prepare a list of eligible grant opportunities and items needed to pursue to review with the community.

Rick Cross **Moved, Supported by** Bob Featherly “I move the NLTUA authorize payment up \$1200 for the purpose of contracting with Jennifer Hodges with the firm Gourdie Fraiser for the purpose of searching out viable sources of grant revenue that targets the needs of the authority, recommending specific grants and preparing proposals for grant writing assistance.”

**Roll Call Vote:** Yeas (5) Nays (0) Absent (0) **Motion Carried.**

- Adopt Budget for 2023-24 Fiscal year:

Treasurer Scott reviewed the budget with the Board.

Rick Cross discussed with the board the need for documentation with signatures from Jacob’s stating that the CIP projects outlined for 2023-24 are to the best of their knowledge a complete and responsible plan to maintain the system for our users. Chris McCann stated he had asked Mark Huggard this exact question in the quarterly meeting with Jacobs last week. He said he will reach out to Mark for documentation stating the above.

Rick Cross **Moved, Supported by** Chris Holton to adopt the budget for the 2023-24 fiscal year. **Discussion:**

Rick Cross Moved, Supported by Bob Featherly to amend and increase the contractual service budget by \$1,200.

Rick Cross Moved, Supported by Bob Featherly to set the contingency at \$50,000,

Rick Cross Moved, Supported by Tim Overdier to set the Repairs and Maintenance budget for the Treatment Plant at \$35,537 and Collections set at \$71,074

**Roll Call Vote:** Yeas (5) Nays (0) **Motion Carried.**

Setting the meeting dates for 2023-24

Rick Cross **Moved, Supported by** Tim Overdier to adopt the 2023-24 schedules as presented. **Roll Call Vote:** Yeas (5) Nays (0) **Motion Carried.**

- Approve Monchilov Sewer and Services:

Rick Cross **Moved, Supported by** Chris Holton to approve the agreement with Monchilov Sewer Services in the amount of \$6,600. **Roll Call Vote:** Yeas (5) Nays (0) **Motion Carried.**

### VIII. PUBLIC COMMENT

**Anne Harper-** Thanked Rick Cross for balancing the budget. She also wondered if the authority should consider a separate budget for Capitol and O&M.

She suggested inviting certain local groups to tour the treatment plant as a way to encourage more participation, such as the Lions or Women's Club.

Her final comment was to encourage more communication for the public concerning the rising costs of the sewer. What exactly is driving the rate hike? What the Village and the Township are contributing to the debt service retirement and what is "fair" for a municipal sewer system that is for the greater Public Good.

**Betsy Mallek-** Echoed everything that Anne Harper said. She also thanked Mr. Cross for finding a grant writer as a possible way to supplement the rising costs.

### IX. MEMBER COMMENTS

Chris Holton- commented that there has been a PFAS reading in the sludge and he and Josh Lycka are continuing to look for possible sources. Jacob's will prepare a report for the state.

Tim Overdier- Acknowledged Doug Whitley has put together a report on the NLTUA for the public. The numbers require a little updating to be ready for publication.

Bob Featherly- Stated that he would be willing to develop some graphics for the proposed Sewer Plant tour that could help the public understand how the system works.

X. ADJOURNMENT

Rick Cross **Moved, Supported by** Chris Holton to adjourn the meeting.  
**Motion Carried.** The meeting was adjourned at 11:31 am.

The next Authority meeting will be held on Tuesday March 21, 2023, at  
9:30 am.

Joni L. Scott, Clerk/Treasurer