



NORTHPORT/LEELANAU TOWNSHIP UTILITIES AUTHORITY



NORTHPORT/LEELANAU TOWNSHIP UTILITIES AUTHORITY
December 19, 2023
9:30 a.m.
REGULAR BOARD MEETING

AGENDA

1. Chair Calls the regular meeting to order
2. Additions or Corrections to the Agenda
3. Approval of Minutes of the November 21, 2023 meeting
4. Public Comment/Correspondence
5. Payment of the Bills: (November-December)
6. Staff Reports
 - A. Clerk's Report
 - B. Deputy Treasurer Report
 - C. Superintendent's Report
 - D. JACOBS Operator's (October)
7. Discussion/ Potential Action Items:
 - Audit Proposal
 - LT Board approval of NLTUA rate recommendation
 - Discussion about the NLTUA Employee Structure (i.e., Clerk, Superintendent, Deputy Treasurer)
 - Introduction of Denise Dunn, Deputy Treasurer for the NLTUA
 - Draft Budget for the 2024-25 Fiscal Year
8. Public Comment
9. Member Comment
10. Adjournment



Village of Northport nltua clerk <nltuaclerk@villageofnorthport.net>

Notice of Groundwater Discharge Annual Permit Fee Increase - GW1810138 v3.1, Northport WWTP

1 message

MIEnviro Support <EGLE-WRD-MiEnviro@michigan.gov>
To: nltuaclerk@villageofnorthport.net

Tue, Nov 28, 2023 at 7:33 AM

November 28, 2023

Dear Permittee:

SUBJECT: Notice of Groundwater Discharge Annual Permit Fee Increase

Our records indicate that you hold an active Groundwater Discharge Permit. This permit authorizes a wastewater discharge to the ground or groundwater. The purpose of this letter is to inform you of a fee increase. Section 3122 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA) was recently updated to allow for additional Groundwater permitting and compliance staff. Section 3122 requires that permittees with an in effect Groundwater Discharge Permit pay an annual permit fee. Facilities that hold a Groundwater Discharge Permit as of December 15 of each calendar year are charged a fee based on facility type per Section 3101(h)-(k) of the NREPA. Annual permit fees are established by the Legislature and allow operation of this program to ensure groundwater protection. The change in annual fees is as follows:

Group 1 facility: \$3,650 (previous annual permit fee) to \$7,500 (new annual permit fee)
Group 2 facility, or a municipality of 1,000 or fewer residents: \$1,500 to \$1,800
Group 2a facility: \$250 to \$300
Group 3 facility: \$200 to \$240

As in past years, the annual fee will be shown on your invoice and is based on the discharge authorized by the facility's Groundwater Discharge Permit. Invoices are required to be sent by January 15 of every calendar year. As a reminder, the Michigan Department of Environment, Great Lakes, and Energy (EGLE) offers three forms of payment. You may pay by credit card (American Express, Visa, MasterCard, or Discover) or e-check in your MiEnviro Portal (formerly MiWaters) account at [MiEnviro.Michigan.gov/ncore/external/home](https://mienviro.michigan.gov/ncore/external/home). There is a two percent (2%) processing fee for paying via credit card. To pay your invoice by credit card or e-check in MiEnviro Portal, you need to have an account set up and be an authorized user for your site. If you need to be added as an authorized user, please contact the district compliance staff for your county found on the map here: [Groundwater Discharge Staff Map \(michigan.gov\)](https://www.michigan.gov/groundwater-discharge-staff-map). You can find more information on the MiEnviro Portal at [Michigan.gov/MiEnviroWRD](https://www.michigan.gov/MiEnviroWRD). You may also pay with a check or money order made payable to the State of Michigan and it should be mailed with the lower portion of the invoice to: Michigan Department of Environment, Great Lakes, and Energy (EGLE) Cashier's Office, P.O. Box 30657, Lansing, Michigan 48909-8157.

If you have any questions, you may contact Sherry Thelen at ThelenS5@Michigan.gov, or 517-290-9607.

Sincerely,
 Christine Alexander's signature
Christine Alexander, Manager

Northport/Leelanau Township Utilities Authority
116 W. Nagonaba, PO Box 158 Northport, MI 49670

Draft Minutes

November 21, 2023

Regular Meeting

I. CALL TO ORDER The meeting was called to order with the Pledge of Allegiance at 9:30 a.m.

II. ROLL CALL Board Members Present: Chris Holton, Mike McMillan, William Harper, James Root and Chris McCann. **Absent:** None **Staff Present:** Joni Scott, Clerk

III. ADDITIONS OR CORRECTIONS TO THE AGENDA

Chair McMillan corrected the name of the resolution name under discussion/potential action items to correctly state; a resolution to name the office of NLTUA deputy treasurer to be operated out of the Leelanau Township Treasurer's Office.

William Harper Moved, Supported by Chris McCann to accept the agenda as corrected. Motion Carried.

IV. APPROVAL OF MINUTES

William Harper Moved, Supported by Chris Holton to approve the October 17, 2023 Regular/Annual meeting minutes as submitted. Motion Carried.

V. PUBLIC COMMENT/CORRESPONDENCE

None

VI. PAYMENT OF BILLS

William Harper **Moved, Supported by** Chris Holton to approve the bills to be paid for the months of October-November in the amount of \$170,493.48

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

VII. STAFF REPORTS

A. Clerk Report:

Clerk Scott provided a cash transaction, trial balance and revenue/expenditure reports to the Board. Scott also informed that she collected a sewer connection payment for a new single-family home on Calhoun Lane.

Deputy Treasurer:

None

B. Superintendent Report:

Superintendent Holton's report covered several key points, including routine system maintenance involving flushing to clear lines in the northern area. Manhole inspections were conducted to ensure system integrity, and a new connection was established at 6 Rose Street. Unfortunately, one monitoring well was vandalized, requiring a replacement.

C. Treatment Plant Operator Report:

No Report

VII. DISCUSSION/ACTION ITEMS

• **Completed Report from Utility Financial Solutions- Rate Study**

The Board reviewed a memorandum from their attorney, Thomas Grier, which had also been reviewed by the Village of Northport attorney, Ross Hammersley. Trustee Harper expressed the need to put the recommendations from the memorandum on the next agenda for both this board, the village, and the township, as it appears there are actions required by all three entities. Harper emphasized the importance of getting everyone on the same page to remedy the situation efficiently, and he mentioned that most of the legal fees have likely been paid.

The recommendations, which are not confidential, address issues related to fairway view project which is available on the NLTUA website.

• **Presentation with Dawn Lund, Utility Financial Solutions:**

William Harper **Moved, Supported by** Chris McCann to recommend to both the Village and Township Boards to approve scenario one of the Utility Financial Solutions rate study report. This scenario recommends an 8% annual increase to the operations and maintenance fees for the next four fiscal years. **Discussion:** The discussion highlighted the importance of this increase for covering operational costs, ensuring infrastructure

maintenance, and retiring debt on time. It was emphasized that not implementing this increase could leave the utility vulnerable to unexpected failures. While acknowledging that an 8% increase would result in a modest additional cost for users, the consensus was that it's a responsible step to secure the utility's financial stability.

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

William Harper **Moved, Supported by** Chris Holton to request that the Village Council fulfill their prior commitment to the NLTUA. This commitment involves a previous loan of \$350,000, of which the NLTUA only utilized \$135,000 at the time. They now require an additional \$190,000 to fund the Capital Improvement Projects (CIP) for the upcoming budget year. The request also includes a proposal for the same repayment terms as the previous loan, with payments to be completed by February 2028 and a 2% interest rate.

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

Clerk Scott agreed to draft a resolution for both the Village and Township to adopt at their next December meeting outlining the rate increase and loan.

- **Draft Budget for the 2024-25 Fiscal Year:**

Clerk Scott presented a preliminary budget worksheet to the Board, stating that with the Board's approval of the Utility Financial Report's recommendations, drafting the budget should be straightforward. She assured the Board that she would prepare a new budget document, focusing on the Capital Improvement Projects detailed in the Utility Financial Solutions Rate study report, and present it at the meeting scheduled for December 19, 2023.

- **Resolution to name the office of Leelanau Township Treasurer the NLTUA Deputy Treasurer.**

Chair Mike McMillan provided a draft resolution to name the Leelanau Township office of Treasurer the NLTUA Deputy Treasurer.

William Harper **Moved, Supported by** Mike McMillan to approve the following resolution as amended;

Whereas NLTUA's auditor Dennis, Gartland & Niergarth as found in at least its last two audits that NLTUA's segregation of accounting duties is a material weakness and that NLTUA has a cost-effective means to significantly improve its internal controls by using the services of Leelanau Township

Therefore, be it resolved that the NLTUA board shall hereby create an office of NLTUA Deputy Treasurer housed in the office of the Leelanau Township Treasurer. That the Deputy

Treasurer shall establish an accounts receivable checking account at Huntington Bank in Northport, MI. The purpose of the account will be deposit payments received from the Utility's users for Utility operations, Village of Northport debt retirement and Leelanau Township debt retirement and distribute the received funds in a timely manner to the appropriate entities.

Be it further resolved that the NLTUA board shall establish a subcommittee to write a job description for the NLTUA deputy treasurer and revise the job description for the NLTUA clerk and that this motion shall be implemented by December 4, 2023.

Discussion: Village Manager Jim Dyer recommended removing the last sentence of the second paragraph from the resolution. He pointed out that the allocation of funds is already well-defined in the existing accounting procedures, and including it in the resolution might cause unnecessary complexity.

Dyer also clarified that the audit findings were related to a segregation of duties issue rather than problems with accounting methods. He proposed modifying the resolution to accurately reflect this. The suggested implementation date for these changes was December 4, providing some transition time for the township treasurer to assume the responsibilities and establish an account.

Jim Dyer stressed the importance of maintaining billing and receipting processes at the village office to ensure continued service to the public. He explained that deposits would be transported to the Township Treasurer's office along with a corresponding report for reconciliation and subsequent deposit. The Deputy Treasurer would then be responsible for distributing the funds to the Village, Township, and NLTUA as needed.

Roll Call Vote: Yeas (4) Nays (1) Chris Holton **Motion Carried.**

- **Update on Grants and Auditing Firms:**

Chair McMillan mentioned sharing an email about a potential grant opportunity with some Board members. Village Manager Jim Dyer confirmed he received the same email regarding the grant opportunity with Trudy Galla. Dyer explained that he's pursuing a grant from the Leelanau Township Community Foundation to assist in the grant application process.

Dyer emphasized the need for two missing pieces of information. Firstly, he required an estimate of the amount they would request to be funded through the grant. Secondly, he needed a clear understanding of how the funds would be allocated. Typically, grants from this foundation are a portion of the total funds available, usually up to approximately \$300,000, considering there's about \$2.5 million available. Clerk Scott was tasked with providing details on the specific items the NLTUA intended to request funding for in the upcoming 2024-25 fiscal year.

William Harper Moved, Supported by Chris McCann to encourage the Village and Township to pursue a Distressed Communities Wastewater grant to fund the capital projects outlined in the wastewater rate study report.

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

Audit:

Chair Mike McMillan provided an update on the issue concerning auditors. The current auditor is retiring. This poses a challenge because the Village, Township, and NLTUA all use the same auditor.

McMillan reported that he reached out to the auditing firm Raymond, to consider, but they ultimately declined. One of the reasons cited for their decision is that there is a declining interest in auditing services, leading audit firms to be more selective about their clients. As a result, Chair McMillan sought recommendations for new audit firms and found two potential candidates. However, one of them operates primarily in the Cadillac and Big Rapids area, and there is no indication on their website that they serve Traverse City. McMillan plans to update the Board at the next meeting.

VIII. PUBLIC COMMENT

Alan Dalzel- raised several issues, with the primary focus being the need to revise ordinances 5 and 96. These ordinances currently prevent cooperation between the village and the township in funding infrastructure projects for the NLTUA. Dalzel suggested making changes to these ordinances to allow for cooperation between the village and the township on such matters. Alan also mentioned concerns about hearing impairment during meetings, questioned the 80/20 cost split, and inquired about the feasibility of Timber Shores connecting to the plant.

IX. MEMBER COMMENTS

William Harper- commented on the difference between the village and the township regarding contributions to the NLTUA debt retirement. The village has stopped using its general fund for these payments, while the township continues to do so, highlighting this as a township issue.

Chris Holton- expressed his reservations about the feasibility of connecting Timber Shores to the NLTUA system. He emphasized the importance of focusing on the village's needs and concerns, suggesting that extending services to Timber Shores might dilute the benefits for the village. Additionally, he mentioned the potential need for additional infrastructure like lift stations and boosters, raising doubts about the cost-effectiveness of such an expansion.

James Root- mentioned that although there were questions about the 80/20 split before he joined the Board, he now understands that this arrangement pertains specifically to the retirement of debt. He clarified that this explanation has made the situation quite clear to him.

X. ADJOURNMENT

William Harper Moved, Supported by Chris McCann to adjourn the meeting. Motion Carried. The meeting was adjourned at 10:48 am.

Respectfully Submitted by:

Joni L. Scott, NLTUA Clerk



**Challenging today.
Reinventing tomorrow.**

Jacobs Engineering
606 Hannah Ave.
Traverse City, MI 49686
T 231-922-4922

December 14, 2023

Attn: Joni Scott
Clerk
Northport Leelanau Township Utility Authority, NLTUA

Project name: Northport
Project no: 378107CH

Subject: Monthly Operations Report

Dear Mrs. Joni Scott

This report covers our operations and maintenance activities for the month of November 2023.

Yours sincerely,

Mark J Huggard

Mark Huggard
Project Manager

231-313-5592
Mark.huggard@jacobs.com

Copies to: NLTUA Board
Jacobs Staff

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Executive Summary

This month's operations report highlights several key activities at the NLTUA facility.

- Completed quarterly monitoring well sampling.
- Submitted October's DMR, meeting all compliance requirements.
- Groundwater monitoring well 7 was successfully replaced.
- Repaired a failed valve pin on RIB #1.
- Addressed a reject chamber high-level alarm.
- Resolved three alarm callouts to residential grinder systems.
- Completed annual low-pressure force main flushing at both the north and south ends of the system.

Upcoming activities include:

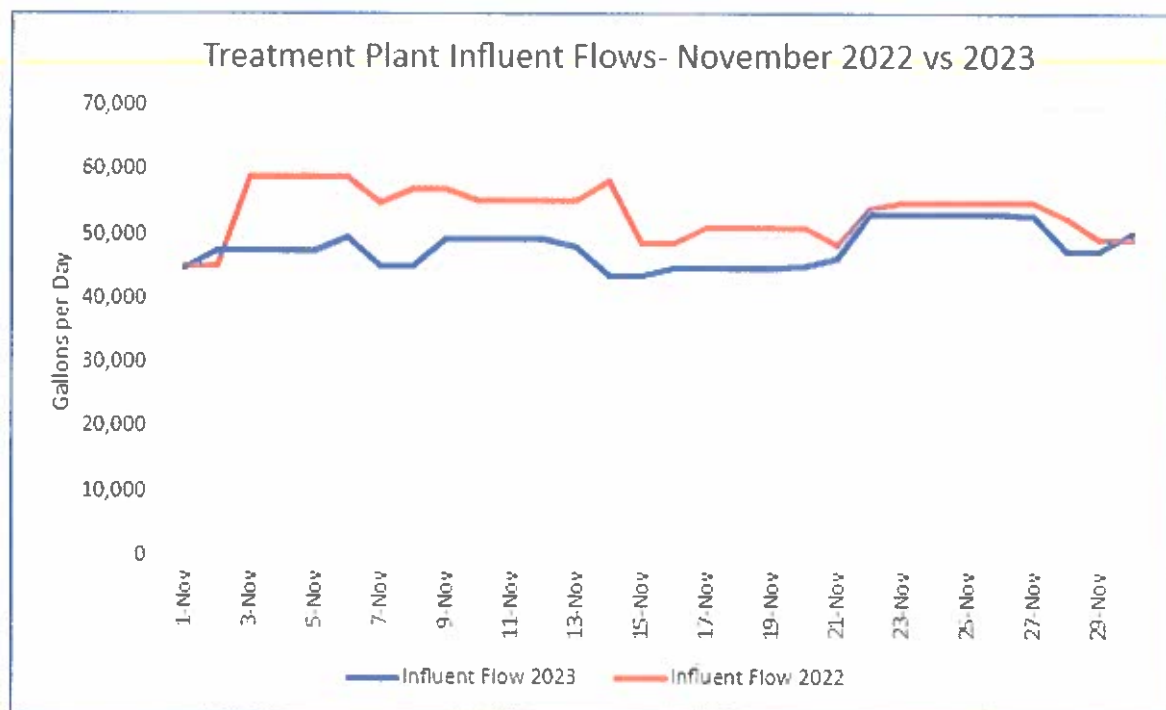
- Annual cleaning of the settling basin.
- Submittal of November's DMR.

If there is anything you would like to see added to the monthly reports, please feel free to let us know.

Treatment Plant Operations and Maintenance

	December 23	Last Month	Last Year
Influent flow daily average, GPD	48,429	59,999	53,938
Monthly electrical usage, Kw Hrs*	31,125	32,503	32,675

The following graph compares the plant influent flows of the reporting month last year to that of 2023.



Quarterly monitoring well sampling was completed on November 14, 2023.

On Monday, November 20, Prein and Newhof installed a new monitoring well to replace the vandalized monitoring well 7S. The sampling of the new well was conducted within the permitted month on November 28.

We repaired a failed rapid infiltration bed (RIB) distribution valve pin on RIB #1.

On November 25, we responded to a high sand filter reject water level alarm. The issue was attributed to frozen condensation within the air supply lines to the sand filters, causing low air flow and a subsequent loss of sand pumping ability. We thawed the airlines to restore air flow and confirmed that sand was turning over at the desired rate.

Collection System Operations and Maintenance

Collection System

- Annual low pressure force main flushing was completed on November 16th at both the north and south ends of the low-pressure system.

Lift Stations

- Nothing to report.

Grinder Pump Responses

Date	Location	Alarm/Issue	Resolution
11-8-23	444 Vincer Way	<ul style="list-style-type: none">• High level	<ul style="list-style-type: none">• Breaker inside the residence faulted.• Cleaned out build up from top of the well that may have been interfering with control switch operation.
11-17-23	310 W. 3 rd St.	<ul style="list-style-type: none">• Alarm light	<ul style="list-style-type: none">• Reset the panel and system tested ok.
11-25-23	727 S. Shawbwasung St.	<ul style="list-style-type: none">• Pump overload	<ul style="list-style-type: none">• Removed a wet wipe jammed in the pump impeller and a few others from within the well.

On The Horizon

Task	Update	Estimated time of completion
Annual manhole inspections	In process	End of December 2023
Monitoring well 7S repair/replacement	Complete	Complete
Settling basin engineering evaluation	NLTUA to consult their engineer	2023
Ferric chloride room day tank relocation	NLTUA to consult their engineer	2023
Quarterly Monitoring Well Sampling	1st quarter 2024	February 2024
Annual settling basin cleaning	Scheduled	December 2023
Main lift station controller	Complete and commissioned April	Complete
7th St. station controller replacement	Complete and commissioned July	Complete
Replace failed VFD on mixer 7	Completed July 2023	Complete
Aeration blower #2 repair or	Commissioned by contractor and in	Complete

Financial Report

Location	November 2023	Comments
Repairs Spending Treatment Plant Current Month	\$1,792.20	Reject pump replacement
Repairs Spending Treatment Plant Year to Date	\$3,081.27	
Repairs Spending Residential Grinder Pumps Current Month	-	
Repairs Spending Residential Grinder Pumps Year to Date	\$26,370.11	
Repair Spending Collection System (lift stations/sewer) Current Month	-	
Repair Spending Collection System (lift stations/sewer) Year to Date	\$1,273.36	
Repairs Hours Treatment Plant Current Month	9.00	
Repairs Hours Treatment Plant Year to Date	9.00	
Repairs Hours Residential Grinder Pumps Current Month	8.0	
Repairs Hours Residential Grinder Pumps Year to Date	198.25	
Repair Hours Collection System (lift stations/sewer) Current Month	-	
Repair Hours Collection System (lift stations/sewer) Year to Date	77.25	
Total Repair Hours Current Month	8.0	
Total Repair Spending Current Month	1,792.20	
Total Repair Hours Year to Date	514.00	
Repairs Hours Budget Remaining (Limit 300 Hrs)	(214.00)	
Total Repair Spending Year to Date	\$30,724.74	
Repair Spending Budget Remaining (Limit \$8,000)	(\$22,724.74)	
Total Repair Hours 2022	679.50	
Total Repair Spending 2022	\$45,783.13	

CASH TRANSACTIONS REPORT

MONTH: NOVEMBER
NLTUA

Page: 1
12/14/2023
3:37 pm

Account Number	Beginning Balance	Debit	Credit	Ending Balance
Fund: 590 - SEWER FUND				
Dept: 000				
001.000 NLTUA CASH-CHECKING	23,667.03	113,932.87	114,723.56	22,876.34
001.001 CASH-NORTHPORT VILLAGE	282,365.37	28,482.87	107,056.93	203,791.31
001.002 CASH-LEELANAU TOWNSHIP	6,666.61	4,465.66	8,672.27	2,460.00
Fund: 590	312,699.01	146,881.40	230,452.76	229,127.65
Grand Totals:	312,699.01	146,881.40	230,452.76	229,127.65

REVENUE/EXPENDITURE REPORT

NLTUA

For the Period: 3/1/2023 to 11/30/2023

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 590 - SEWER FUND							
Revenues							
Dept: 000							
452.000 HOOK UP APPLICATION/PERMIT FEE	400.00	400.00	900.00	400.00	0.00	-500.00	225.0
642.000 OPERATION/MAINTENANCE FEES	620,902.00	620,902.00	463,462.46	-256.00	0.00	157,439.54	74.6
655.000 LATE CHARGES INTEREST	5,200.00	5,200.00	2,587.04	885.88	0.00	2,612.96	49.8
669.000 MISC. REVENUE	0.00	0.00	10.00	10.00	0.00	-10.00	0.0
678.000 REIMBURSEMENTS	600.00	600.00	0.00	0.00	0.00	600.00	0.0
Dept: 000	627,102.00	627,102.00	466,959.50	1,039.88	0.00	160,142.50	74.5
Revenues	627,102.00	627,102.00	466,959.50	1,039.88	0.00	160,142.50	74.5
Expenditures							
Dept: 101 UTILITY AUTHORITY BOARD							
702.000 SALARIES	32,000.00	32,000.00	21,144.94	2,416.57	0.00	10,855.06	66.1
711.000 EMPLOYERS SOCIAL SECURITY	1,984.00	1,984.00	1,310.92	149.82	0.00	673.08	66.1
713.000 EMPLOYERS MEDICARE	464.00	464.00	306.60	35.04	0.00	157.40	66.1
714.000 WORKMENS COMP	636.00	636.00	291.00	0.00	0.00	345.00	45.8
726.000 OFFICE SUPPLIES	350.00	350.00	0.00	0.00	0.00	350.00	0.0
727.000 OPERATING SUPPLIES	400.00	400.00	247.64	247.64	0.00	152.36	61.9
740.000 POSTAGE	900.00	900.00	1,739.50	0.00	0.00	-839.50	193.3
800.000 CONTRACTUAL SERVICE	4,700.00	4,700.00	21,559.75	16,900.00	0.00	-16,859.75	458.7
801.000 LEGAL SERVICES	2,000.00	2,000.00	4,292.00	3,200.00	0.00	-2,292.00	214.6
802.000 CPA SERVICES	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.0
845.000 EDUCATION & TRAINING	250.00	250.00	0.00	0.00	0.00	250.00	0.0
860.000 MILEAGE	100.00	100.00	0.00	0.00	0.00	100.00	0.0
900.000 PRINTING AND PUBLISHING	500.00	500.00	0.00	0.00	0.00	500.00	0.0
955.000 MISCELLANEOUS	0.00	0.00	835.00	0.00	0.00	-835.00	0.0
960.000 INSURANCE & BONDS	7,300.00	7,300.00	13,308.00	0.00	0.00	-6,008.00	182.3
991.000 DEBT SERVICE/ PRINCIPAL	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	0.0
992.000 DEBT SERVICE / INTEREST	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
UTILITY AUTHORITY BOARD	82,084.00	82,084.00	65,035.35	22,949.07	0.00	17,048.65	79.2
Dept: 102 WASTEWATER TREATMENT PLANT							
727.000 OPERATING SUPPLIES	4,500.00	4,500.00	0.00	0.00	0.00	4,500.00	0.0
850.000 TELEPHONE	3,000.00	3,000.00	1,845.55	222.29	0.00	1,154.45	61.5
920.000 UTILITIES/ ELECTRIC	60,000.00	60,000.00	44,567.47	5,303.36	0.00	15,432.53	74.3
921.000 UTILITIES/ GAS	150.00	150.00	55.05	0.00	0.00	94.95	36.7
925.000 CONTRACTUAL SERVICES	224,233.00	224,233.00	161,613.01	19,731.22	0.00	62,619.99	72.1
927.000 UTILITIES/WATER	1,500.00	1,500.00	841.90	283.30	0.00	658.10	56.1
930.000 REPAIRS & MAINTENANCE	35,537.00	35,537.00	11,087.50	10,512.00	0.00	24,449.50	31.2
945.000 EQUIPMENT	33,375.00	33,375.00	0.00	0.00	0.00	33,375.00	0.0
957.000 PERMITS	5,200.00	5,200.00	0.00	0.00	0.00	5,200.00	0.0
WASTEWATER TREATMENT PLANT	367,495.00	367,495.00	220,010.48	36,052.17	0.00	147,484.52	59.9
Dept: 103 WASTEWATER COLLECTION SYSTEM							
727.000 OPERATING SUPPLIES	10,000.00	10,000.00	8,052.52	0.00	0.00	1,947.48	80.5
850.000 TELEPHONE	2,700.00	2,700.00	1,599.22	203.29	0.00	1,100.78	59.2
920.000 UTILITIES/ ELECTRIC	13,000.00	13,000.00	9,360.88	950.50	0.00	3,639.12	72.0
921.000 UTILITIES/ GAS	450.00	450.00	389.69	54.96	0.00	60.31	86.6
925.000 CONTRACTUAL SERVICES	26,000.00	26,000.00	17,848.16	0.00	0.00	8,151.84	68.6
930.000 REPAIRS & MAINTENANCE	71,074.00	71,074.00	40,497.84	0.00	0.00	30,576.16	57.0
945.000 EQUIPMENT	0.00	0.00	43,874.49	43,874.49	0.00	-43,874.49	0.0
970.000 CAPITAL OUTLAY	0.00	0.00	135,050.25	0.00	0.00	-135,050.25	0.0
WASTEWATER COLLECTION SYSTEM	123,224.00	123,224.00	256,673.05	45,083.24	0.00	-133,449.05	208.3
Expenditures	572,803.00	572,803.00	541,718.88	104,084.48	0.00	31,084.12	94.6
Grand Total Net Effect:	54,299.00	54,299.00	-74,759.38	-103,044.60	0.00	129,058.38	

Check Register Report

Date: 12/14/2023
 Time: 3:38 pm
 Page: 1

NLTUA BANK: HUNTINGTON BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
HUNTINGTON BANK Checks								
4715	11/29/23	Printed			AIR	AIR COMPONENTS INC	BLOWER	10,512.00
4716	11/29/23	Printed			DTE	DTE ENERGY	GAS	54.96
4717	11/29/23	Printed			KKERR	KERR PUMP AND SUPPLY	PUMPS	43,874.49
4718	11/29/23	Printed			LINGO	LINGO COMMUNICATIONS	TELEPHONES	332.49
4719	11/29/23	Printed			PREIN	PREIN & NEWHOF	MONITORING WELL	680.00
4720	12/06/23	Printed			CONSUMERS	CONSUMERS ENERGY	ELECTRIC	6,244.98
4721	12/06/23	Printed			LCE	LEELANAU COMMUNITY ENERGY,LLC	ELECTRIC	181.02
4722	12/06/23	Printed			OMI	OPERATIONS MANG. INTERNATIONAL	DECEMBER 2023	17,031.26
4725	12/11/23	Printed			CONSUMERS	CONSUMERS ENERGY		155.39
4726	12/12/23	Printed			GFK	GFL ENVIRONMENTAL	TRASH	79.86
4727	12/12/23	Printed			LINGO	LINGO COMMUNICATIONS	TELEPHONE	347.10
4728	12/12/23	Printed			MUNICIPAL	MUNICIPAL UNDERWRITERS OF MICH	WORKMENS COMP	291.00
4729	12/12/23	Printed			MICH	STATE OF MICHIGAN	DISCHARGE PERMIT	7,500.00
					Total Checks: 13		Checks Total (excluding void checks):	87,284.55
					Total Payments: 13		Bank Total (excluding void checks):	87,284.55
					Total Payments: 13		Grand Total (excluding void checks):	87,284.55

Northport/Leelanau Township

Utilities Authority

Draft
Budget

March 1, 2024 - February 28, 2025

Revenue

FY 3/1/23 - 2/29/24

<u>Sources</u>	<u>Proposed</u>
Advancements	
Village Loan-	190,000
Township	0
Hook up Application Fees	600
O&M Fees	677,684
Late Charge/Penalty	5,200
Grants	?
Reimbursements	0
Ordinary Financial Activity	0
Sewer System Damage Cost Recovery	600
Refunds	0
Miscellaneous Revenue	0

Total:	\$874,084

Assumptions

- The NLTUA Board has approved a significant update to the Operating & Maintenance (O&M) charges. Following the comprehensive rate study conducted by Utility Financial Solutions, LLC in 2023, the Board decided on an 8% increase in the O&M charges. This adjustment raises the rate from \$256 to \$276.48 per quarter for each Residential Equivalent Unit (REU). This increase is a strategic move to ensure that the CIP is sustained over the next four years.
- O&M are billed quarterly
- Quarterly O&M charge is for service provided during the previous quarter (3 months)
- Biosolids disposal expected to take place in spring 2026 at an estimated cost of \$45,000.
- The last Biosolids haul was completed in the fall of 2021, the total cost was \$31,000
- 2 new connections for the Village, and 1 new connection for the Township are projected to come on line in FY 2020-21 according to Bendzinski schedule dated 5/30/2007
- Properties with structures that have plumbing will be charged O&M and debt service whether or not they are connected to sewer system
- Hook up application fee is \$200 for processing, record keeping and observation of hook up.

Expenditures

System Operation & Maintenance – FY 3/1/24 - 2/28/25

	<u>Treatment</u>	Proposed <u>Collection</u>
Wages	0	0
Overtime	0	0
Social Security	0	0
Workman’s Comp	0	0
Pension	0	0
Health Insurance	0	0
Operating Supplies	4,500	10,000
Education & Training	0	0
Utilities/Gas	150	450
Utilities/Water	1,500	0
Telephone/Internet	3,000	2,700
Utilities/Electricity	62,000	13,000
Contractual Services	190,132	21,000
Capital Improvement Projects	45,500	194,597
Repair, Replace & Maintenance		0
Miscellaneous	0	0
Permits	7,500	0
Equipment Rental	0	0
Equipment	0	0
Total	\$314,282	\$241,747

Assumptions

- The Treatment Operating Supplies expense is for the purchase of ferric chloride
- The Collection Operating Supplies expense is for the purchase of Calcium Nitrate.
- The Collection Operating Supplies expense is for the purchase of Carbon.

The Northport/Leelanau Township Utilities Authority is committed to maintaining its infrastructure. For the fiscal year 2024-25, a comprehensive Capital Improvement Plan has been developed to address crucial needs to our Treatment Plant and Collection System. Recognizing the financial challenges, the Village of Northport has proactively sought external funding through a grant application on behalf of the NLTUA.

Grant Application for Financial Assistance:

Purpose: To supplement funding for the CIP program over the next four years.

Grant Applied: Financial Distressed Cities Grant.

Submission Date: December 8, 2023.

Amount Requested: \$454,357

Key Projects Covered:

- Main Lift Station to Plant Force Main Cleaning.
- Main Lift Station Wet Well Re-lining.
- Generator for Northport Point Rd Main Lift Station.

Detailed CIP Projects and Budget for 2024-25: Included in grant application

- Sludge Handling Evaluation (Engineer)- \$8,500
- Ferric Chloride Room Upgrades- \$24,000
- Main Lift Station to Plant Force main cleaning- \$157,000
- Main Lift Station Wet Well Re-lining- \$43,000
- Manhole Cleaning/Re-lining -\$27,597 in 2024-25 budget out of \$110,387
- Purchase Landi Mixer for Treatment Plant- \$17,000
- Collection System Grinder pump repairs/replacement- \$17,000

Total- \$240,097

Total Expenses-\$703,217

Total Revenues-\$874,084