

**NORTHPORT/LEELANAU TOWNSHIP UTILITIES AUTHORITY  
ANNUAL ORGANIZATIONAL MEETING  
AGENDA  
April 16, 2024  
9:30 AM**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
5. Public Comments
6. Election of Officers ( Chair, Vice Chair, Secretary and Treasurer)
7. Adjournment to Regular Board Meeting





**NORTHPORT/LEELANAU TOWNSHIP  
UTILITIES AUTHORITY**



**NORTHPORT/LEELANAU TOWNSHIP UTILITIES AUTHORITY**

**April 16, 2024**

**9:30 a.m.**

**REGULAR BOARD MEETING**

**AGENDA**

1. Chair calls regular meeting to order
2. Additions or Corrections to the Agenda
3. Approval of Minutes of the March 12, 2024 meeting
4. Public Comment/Correspondence
5. Payment of the Bills: (March-April)
6. Staff Reports
  - A. Clerk's Report
  - B. Deputy Treasurer Report
  - C. Superintendent's Report
  - D. JACOBS Monthly Report
7. Discussion/ Potential Action Items:
  - Woolsey Lake Road sewer main extension
  -
8. Public Comment
9. Member Comment
10. Adjournment



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

Draft Minutes

March 12, 2024

Regular Meeting

**I. CALL TO ORDER** The meeting was called to order by Chair McMillan at 9:30 a.m.

**II. ROLL CALL** Board Members Present: Chris Holton, Mike McMillan, James Root and Chris McCann.

**Absent:** William Harper

**Staff Present:** Joni Scott, Clerk and Denise Dunn, Deputy Treasurer

---

**III. ADDITIONS OR CORRECTIONS TO THE AGENDA**

There were no additions or corrections to the agenda.

**IV. APPROVAL OF MINUTES**

Chris McCann **Moved, Supported by** Mike McMillan to approve the February 20, 2024 Regular meeting minutes as presented. **Motion Carried.**

**V. PUBLIC COMMENT/CORRESPONDENCE**

None

**VI. PAYMENT OF BILLS**

Chris Holton **Moved, Supported by** Mike McMillan to approve the bills to be paid for the months of February-March in the amount of \$50,815.26

Roll Call Vote: Yeas (4) Nays (0) Absent (1) William Harper **Motion Carried.**

**VII. STAFF REPORTS**

**A. Clerk Report:**

Clerk Scott presented comprehensive financial reports to the Board, including cash transaction details, trial balance, and revenue/expenditure reports. Clerk Scott also informed the Board that the audit is scheduled for April 23rd to 25th.

**Deputy Treasurer:**

Deputy Treasurer Denise Dunn encountered difficulty balancing the NLTUA deposit, despite being accustomed to balancing hundreds of checks daily during tax collection for Leelanau Township. Clerk Scott clarified that the deposit discrepancy arose from an additional check received from a title company, which was intended to cover water and sewer charges for a property.

**B. Superintendent Report:**

Superintendent Holton reported that he attended several service calls during the month of January.

**C. Treatment Plant Operator Report:**

Treatment Plant Operator Mark Huggard provided a comprehensive report on Treatment Plant and Collection System activities. Operator Justin Straub, provided an update on recent activities at the plant. He mentioned that there had been a few callouts for grinder pumps. Additionally, the team completed monitoring well sampling and installed covers on all the monitoring wells. This measure was taken to help prevent vandalism.

**VII. DISCUSSION/ACTION ITEMS**

• **EGLE request for information on Treatment Plant**

Jim Dyer, Village Manager, provided an update on a request from EGLE concerning the capacity of the treatment plant, specifically in relation to a proposed 39,000-gallon daily influence increase from the Timber Shores development. This request is part of EGLE's process for considering a groundwater discharge permit for an on-site system, prompted by cost disparity concerns highlighted in public comments. Jacobs prepared a report on inflows, outflows, and capacity, submitted for EGLE's review. Dyer highlighted the potential strain on the system, given the existing infrastructure limitations, including a three-inch metering valve. He clarified that while the public perception places the sewer near the park, the actual infrastructure is a low-pressure two-inch line, inadequate for the proposed inflow. The village provided EGLE with the necessary information and offered further assistance as needed.

**VIII. PUBLIC COMMENT**

None

**IX. MEMBER COMMENTS**

None

**X. ADJOURNMENT**

Chairman McMillan adjourned the meeting at 9:45 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

April 10<sup>th</sup>, 2024

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 March 2024.

Yours sincerely,

Justin Straub  
Operations Supervisor  
231-922-4922  
Justin.Straub@jacobs.com

*Mark J Huggard*

Mark Huggard  
Project Manager  
231-313-5592  
Mark.huggard@jacobs.com

Copies to: NLTUA Board  
Jacobs Staff

**Contents**

Executive Summary.....	2
Treatment Plant Operations and Maintenance .....	3
Collection System Operations and Maintenance.....	4
Collection System.....	4
Lift Stations.....	4
Grinder Pump Responses.....	4
On The Horizon .....	4
Financial Report .....	5

## Executive Summary

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

- Submitted February's DMR, meeting all compliance requirements.
- Adjusting/Monitoring air controls to decrease elevated Nitrate levels.
- Flushed grease traps at Tucker's to reinstate flow, no issues with force main.
- Responded to 1 grinder pump call out and 1 main plant call out.
- Mixer 2 OOS, quote to repair provided to Client.
- Updated 7<sup>th</sup> Street updated proposal submitted to Client.
- Provided client with quote to rehab old blower motor to use as critical spare.

Upcoming activities include:

- Submittal of March 2024 DMR.
- Monitoring Well Head Security Covers to be installed no later than May sampling event.

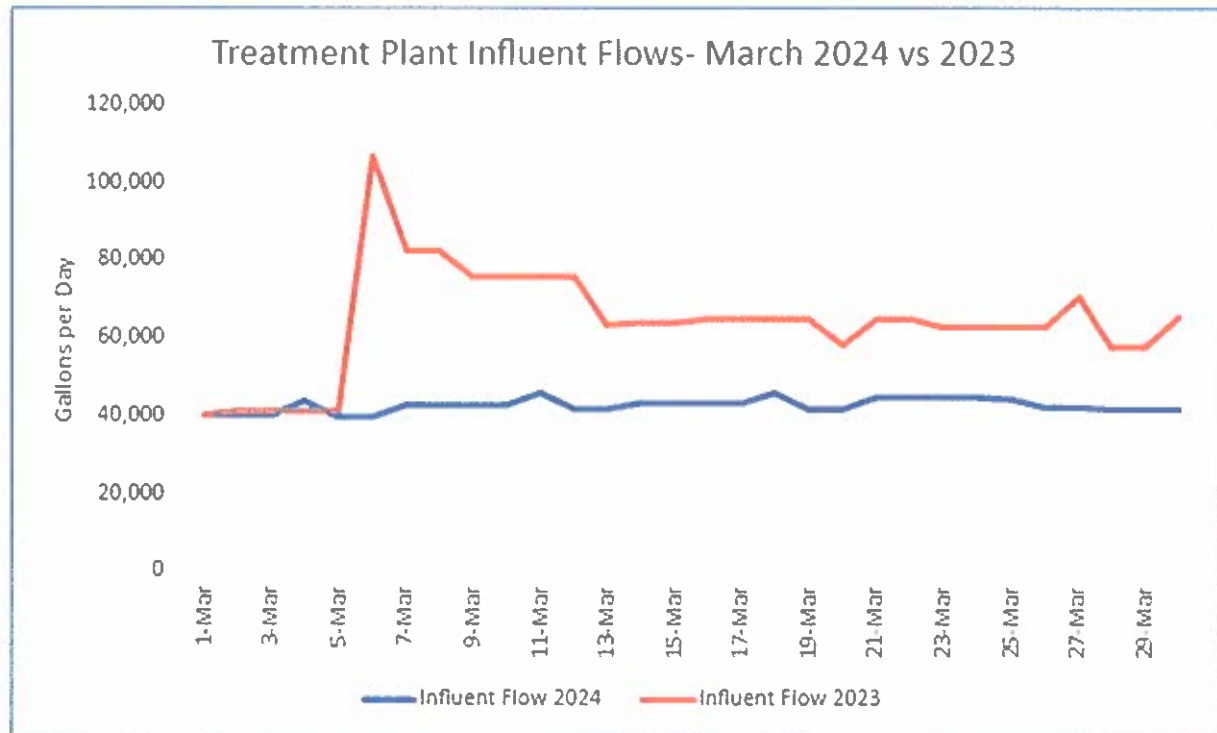
If there is anything you would like added to the monthly reports, please let us know.

## Treatment Plant Operations and Maintenance

	March 2024	Last Month	Last Year
Influent flow daily average, GPD	43,137	43,424	64,692
Monthly electrical usage, Kw Hrs*	23,601	26,227	33,276

We submitted the monthly Discharge Monitoring Report (DMR) for February 2024. The facility was in compliance with all permit parameters.

The following graph compares the plant influent flows of the reporting month last year to that of 2024.



We responded to a single plant alarm in March in which no aeration blowers were running. This aligns with what we saw in January and February. Upon arrival the programmable logic controller (PLC) was frozen and inoperable. The PLC has been powered down and restarted after each incident, but this response no longer corrects the issue. We spoke with the contractor, who was able to reinstate communications on a temporary hardware set up. This is still in effect until the network switch can be replaced. We anticipate this being completed in April.

## Collection System Operations and Maintenance

### Collection System

On March 26<sup>th</sup>, Tucker's on South Waukazoo, needed some assistance while evacuating their grease lines into the force main. Jacobs and NLTUA staff assisted, no further issues.

### Lift Stations

No lift station call outs, or operational issues occurred during March.

### Grinder Pump Responses

As part of our due diligence to reduce repeat call out repairs to residential grinders, we perform the following checks at each visit.

- ✓ Tighten all control connections within the control cabinet.
- ✓ Remove grease and debris from grinder tank.
- ✓ Remove all grease buildup from float switches.
- ✓ Verify all float switches operate properly and are positioned properly.
- ✓ Confirm proper pump operation.
- ✓ Verify alarm light is operational and audible alarm, if applicable.
- ✓ Inspect wet well components.
- ✓ Replace both the start and run capacitor.
- ✓ Inform homeowner of findings and what not to put in their sewer.

The following table summarizes our grinder pump responses. More details can be provided upon request.

Date	Location	Alarm/Issue	Resolution
3-17-2024	413A South Shabwasung Street	High Level	Wetwell cleaned of rags, loose wires on capacitors reseated.

### On The Horizon

Task	Update	Estimated time of completion
------	--------	------------------------------

ARV Inspections	Scheduled for Jacobs completion	Spring 2024
Semi-Annual Mixer PMs	Scheduled for Jacobs completion	Spring 2024
Annual manhole inspections	Completed 50% remaining 50% to be completed spring 2024.	Spring 2024
Settling basin engineering evaluation	NLTUA to consult their engineer	2024
Ferric chloride room day tank relocation	NLTUA to consult their engineer	2024
Quarterly Monitoring Well Sampling	2nd quarter 2024	May 2024

## Financial Report

Current Reporting Month	Mar-24	Comments
Repairs Spending Treatment Plant Current Month	\$ 167.15	Electrical room ventilation fan repair and master locks for wells.
Repairs Spending Treatment Plant Year to Date	\$ 2,399.40	
Repairs Spending Residential Grinder Pumps Current Month	\$ -	
Repairs Spending Residential Grinder Pumps Year to Date	\$ 1,247.80	
Repair Spending Collection System (lift stations/sewer) Current Month	\$ -	
Repair Spending Collection System (lift stations/sewer) Year to Date	\$ -	
Repairs Hours Treatment Plant Current Month	31.50	
Repairs Hours Treatment Plant Year to Date	80.50	
Repairs Hours Treatment Plant Current Month	-	
Repairs Hours Treatment Plant Year to Date	-	
Repairs Hours Residential Grinder Pumps Current Month	8.00	
Repairs Hours Residential Grinder Pumps Year to Date	48.30	
Repair Hours Collection System (lift stations/sewer) Current Month	8.00	
Repair Hours Collection System (lift stations/sewer) Year to Date	26.60	
Total Repair Hours Current Month	47.50	
Total Repair Spending Current Month	\$ 167.15	
Total Repair Hours Year to Date	155.40	
Repairs Hours Budget Remaining (Limit 300 Hrs)	144.60	
Total Repair Spending Year to Date	\$ 3,647.20	
Repair Spending Budget Remaining (Limit \$8,000)	\$ 4,352.80	
Total Repair Hours 2023	502.00	
Total Repair Spending 2023	\$ 38,307.17	



# Check Register Report

Date: 04/12/2024

Time: 11:24 am

Page: 1

NLTUA BANK: HUNTINGTON BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>HUNTINGTON BANK Checks</b>								
4776	03/15/24	Printed			LCE	LEELANAU COMMUNITY ENERGY,LLC	ELECTRIC	238.63
4777	04/11/24	Printed			CONSUMERS	CONSUMERS ENERGY	ELECTRIC	5,054.82
4778	04/11/24	Printed			DTE	DTE ENERGY	GAS	61.05
4779	04/11/24	Printed			NORTHW	NORTHWEST LOCK, INC		2,501.47
4780	04/11/24	Printed			OMI	OPERATIONS MANG. INTERNATIONAL	APRIL	14,952.67
4781	04/11/24	Printed			GFK	GFL ENVIRONMENTAL	TRASH	79.86

**Total Checks: 6** **Checks Total (excluding void checks):** **22,888.50**

**Total Payments: 6** **Bank Total (excluding void checks):** **22,888.50**

**Total Payments: 6** **Grand Total (excluding void checks):** **22,888.50**





**TRIAL BALANCES**

NLTUA

As of: 4/30/2024

YTD Debits

YTD Credits

**Fund: 590 - SEWER FUND**

**Assets**

001.000 NLTUA CASH-CHECKING	76,371.51	0.00
001.001 CASH-NORTHPORT VILLAGE	43,324.85	0.00
001.002 CASH-LEELANAU TOWNSHIP	7,778.33	0.00
028.000 UTILITY BILLS RECEIVABLE	21,516.63	0.00
029.000 UTILITIES PENALTY RECEIVABLE	1,317.05	0.00
040.000 OTHER RECEIVABLES	31,883.41	0.00
111.000 PREPAID EXPENSES	5,909.07	0.00
142.000 LAND IMPROVEMENTS	106,597.15	0.00
144.000 PLANT EQUIPMENT	185,816.85	0.00
146.000 OFFICE EQUIPMENT & FURNITURE	15,337.29	0.00
147.000 ACCUM DEP-OFFICE EQUIP & FURN	0.00	100,350.00

**Assets**

495,852.14

100,350.00

**Liabilities**

202.000 ACCOUNTS PAYABLE	0.00	79.86
226.000 DUE TO TOWNSHIPS-LEELANAU	0.00	11,383.80
227.000 DUE TO VILLAGES-NORTHPORT	0.00	48,376.47
228.000 DUE TO STATE OF MICHIGAN	0.00	108.53
229.000 DUE TO FEDERAL GOVERNMENT	0.00	1,191.32
230.000 DUE TO VILLAGE OF NPT. LOAN	0.00	218,050.25

**Liabilities**

0.00

279,190.23

**Reserves/Balances**

390.000 Fund Balance	0.00	162,046.71
----------------------	------	------------

**Reserves/Balances**

0.00

162,046.71

**Expenditures**

**Dept: 101 UTILITY AUTHORITY BOARD**

801.000 LEGAL SERVICES	560.00	0.00
850.000 TELEPHONE	93.09	0.00

**Dept: 101 UTILITY AUTHORITY BOARD**

653.09

0.00

**Dept: 102 WASTEWATER TREATMENT PLANT**

850.000 TELEPHONE	157.06	0.00
920.000 UTILITIES/ ELECTRIC	8,054.67	0.00
925.000 CONTRACTUAL SERVICES	30,065.06	0.00
930.000 REPAIRS & MAINTENANCE	2,501.47	0.00

**Dept: 102 WASTEWATER TREATMENT PLANT**

40,778.26

0.00

**Dept: 103 WASTEWATER COLLECTION SYSTEM**

850.000 TELEPHONE	295.87	0.00
920.000 UTILITIES/ ELECTRIC	2,296.53	0.00
921.000 UTILITIES/ GAS	61.05	0.00
925.000 CONTRACTUAL SERVICES	1,650.00	0.00

**Dept: 103 WASTEWATER COLLECTION SYSTEM**

4,303.45

0.00

**Expenditures**

45,734.80

0.00

**Fund: 590 - SEWER FUND**

541,586.94

541,586.94



REVENUE/EXPENDITURE REPORT

NLTUA

For the Period: 3/1/2024 to 4/30/2024	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 590 - SEWER FUND</b>							
<b>Revenues</b>							
Dept: 000							
452.000 HOOK UP APPLICATION/PERMIT FEE	600.00	600.00	0.00	0.00	0.00	600.00	0.0
642.000 OPERATION/MAINTENANCE FEES	677,684.00	677,684.00	0.00	0.00	0.00	677,684.00	0.0
655.000 LATE CHARGES INTEREST	5,200.00	5,200.00	0.00	0.00	0.00	5,200.00	0.0
678.000 REIMBURSEMENTS	600.00	600.00	0.00	0.00	0.00	600.00	0.0
690.000 MISCELLANEOUS REVENUE	107,000.00	107,000.00	0.00	0.00	0.00	107,000.00	0.0
<b>Dept: 000</b>	<b>791,084.00</b>	<b>791,084.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>791,084.00</b>	<b>0.0</b>
<b>Revenues</b>	<b>791,084.00</b>	<b>791,084.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>791,084.00</b>	<b>0.0</b>
<b>Expenditures</b>							
Dept: 101 UTILITY AUTHORITY BOARD							
726.000 OFFICE SUPPLIES	350.00	350.00	0.00	0.00	0.00	350.00	0.0
727.000 OPERATING SUPPLIES	800.00	800.00	0.00	0.00	0.00	800.00	0.0
740.000 POSTAGE	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
800.000 CONTRACTUAL SERVICE	43,781.00	43,781.00	0.00	0.00	0.00	43,781.00	0.0
801.000 LEGAL SERVICES	2,000.00	2,000.00	560.00	0.00	0.00	1,440.00	28.0
802.000 CPA SERVICES	8,000.00	8,000.00	0.00	0.00	0.00	8,000.00	0.0
845.000 EDUCATION & TRAINING	250.00	250.00	0.00	0.00	0.00	250.00	0.0
850.000 TELEPHONE	0.00	0.00	93.09	0.00	0.00	-93.09	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
960.000 INSURANCE & BONDS	14,600.00	14,600.00	0.00	0.00	0.00	14,600.00	0.0
991.000 DEBT SERVICE/ PRINCIPAL	72,546.00	72,546.00	0.00	0.00	0.00	72,546.00	0.0
992.000 DEBT SERVICE / INTEREST	5,995.03	5,995.03	0.00	0.00	0.00	5,995.03	0.0
<b>UTILITY AUTHORITY BOARD</b>	<b>150,922.03</b>	<b>150,922.03</b>	<b>653.09</b>	<b>0.00</b>	<b>0.00</b>	<b>150,268.94</b>	<b>0.4</b>
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	157.06	0.00	0.00	2,842.94	5.2
920.000 UTILITIES/ ELECTRIC	62,000.00	62,000.00	8,054.67	3,871.54	0.00	53,945.33	13.0
921.000 UTILITIES/ GAS	150.00	150.00	0.00	0.00	0.00	150.00	0.0
925.000 CONTRACTUAL SERVICES	190,132.00	190,132.00	30,065.06	15,032.53	0.00	160,066.94	15.8
927.000 UTILITIES/WATER	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
930.000 REPAIRS & MAINTENANCE	45,500.00	45,500.00	2,501.47	2,501.47	0.00	42,998.53	5.5
957.000 PERMITS	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	0.0
<b>WASTEWATER TREATMENT PLANT</b>	<b>314,282.00</b>	<b>314,282.00</b>	<b>40,778.26</b>	<b>21,405.54</b>	<b>0.00</b>	<b>273,503.74</b>	<b>13.0</b>
Dept: 103 WASTEWATER COLLECTION SYSTEM							
727.000 OPERATING SUPPLIES	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.0
850.000 TELEPHONE	2,700.00	2,700.00	295.87	0.00	0.00	2,404.13	11.0
920.000 UTILITIES/ ELECTRIC	13,000.00	13,000.00	2,296.53	1,183.28	0.00	10,703.47	17.7
921.000 UTILITIES/ GAS	450.00	450.00	61.05	61.05	0.00	388.95	13.6
925.000 CONTRACTUAL SERVICES	21,000.00	21,000.00	1,650.00	0.00	0.00	19,350.00	7.9
930.000 REPAIRS & MAINTENANCE	194,597.00	194,597.00	0.00	0.00	0.00	194,597.00	0.0
<b>WASTEWATER COLLECTION SYSTEM</b>	<b>241,747.00</b>	<b>241,747.00</b>	<b>4,303.45</b>	<b>1,244.33</b>	<b>0.00</b>	<b>237,443.55</b>	<b>1.8</b>
<b>Expenditures</b>	<b>706,951.03</b>	<b>706,951.03</b>	<b>45,734.80</b>	<b>22,649.87</b>	<b>0.00</b>	<b>661,216.23</b>	<b>6.5</b>
<b>Grand Total Net Effect:</b>	<b>84,132.97</b>	<b>84,132.97</b>	<b>-45,734.80</b>	<b>-22,649.87</b>	<b>0.00</b>	<b>129,867.77</b>	

