NORTHPORT/LEELANAU TOWNSHIP UTILITIES AUTHORITY

NORTHPORT/LEELANAU TOWNSHIP UTILITIES AUTHORITY
May 14, 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 April 16, 2024 meeting

4. Public Comment/Correspondence

5. Payment of the Bills: (April-May)

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

Approved Minutes

April 16, 2024

Regular Meeting

I. CALL TO ORDER The meeting was called to order by Chair McMillan at 9:41 a.m.

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

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

III. ADDITIONS OR CORRECTIONS TO THE AGENDA

There were no additions or corrections to the agenda.

IV. APPROVAL OF MINUTES

Mike McMillan **Moved, Supported by** William Harper to approve the March 12, 2024 Regular meeting minutes as presented. **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 March-April in the amount of $20,888.50
Roll Call Vote: Yeas (5) Nays (0) Absent (0) **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. She also provided cost estimates for various repair and replacement projects at the treatment plant, such as repairs to a blower motor, conduit replacement, and repairs to a Landy mixer. These projects were included in the budget adopted by the Board, regardless of the grant outcome. Scott highlighted other anticipated projects for the budget year, including main lift station cleaning, ferric chloride room equipment upgrades, and pump replacements. Additionally, Scott mentioned that with the arrival of spring, the NLTUA has received payment for one new connection in the village and two new connections in the township.

Deputy Treasurer:

Deputy Treasurer Denise Dunn reported that since assuming the position on January 2nd, the first deposit of $79,039.92 has been collected for the debt service. Additionally, there have been ACH deposit transactions totaling $45,006, bringing the total collected from January 2nd to date to $124,045.92. Tomorrow, an additional $25,000 will be deposited, bringing the total to $149,045.92. Denise reported that she and Clerk Scott are planning to meet to set up a template for making Debt Service payments electronically.

B. Superintendent Report:

Superintendent Holton provided a verbal report, mentioning that NPG, a local restaurant, encountered grease issues that required rectification. He conducted a grease trap inspection and will continue monitoring the situation, but it appears to be an internal problem for the business. Holton also discussed upcoming projects, including manual inspections of the mains and the annual or biannual flushing of the force main.

C. Treatment Plant Operator Report:

Treatment Plant Operator Justin Straub provided a report on plant operations, noting that everything is running smoothly overall. They experienced a pump failure last month but managed to rectify the issue without any major complications. Straub discussed three specific quotes for equipment repairs and replacements. The first quote pertained to mixer repairs, with one mixer requiring servicing due to water damage. Straub recommended opting for a rebuild instead of purchasing a new mixer, as it is a cost-effective solution. The second quote was for a blower motor replacement, where they decided to refurbish the old motor as a spare rather than purchasing a new one immediately. Lastly, the third quote was for repairing the conduit at the Seventh Street lift station, which was not an adequate size to accommodate additional wiring during pump replacement. The board discussed these quotes and ultimately agreed to proceed with the recommended repairs and rebuild for the Landi Mixer.

William Harper Moved, Supported by Chris McCann to approve the quote to rebuild a Landia mixer in the amount of $5,880.01. Roll Call Vote: Yeas (5) Nays (0) Motion Carried.

VII. DISCUSSION/ACTION ITEMS

- **Woolsey Lake Sewer Main Extension**

  Superintendent Chris Holton provided an update on the Woolsey Lake Rd sewer main extension and the Scoggins new home build and connection to the sewer. He expressed frustration at the delay in receiving bids for the projects but assured the board that he's been pressing contractors for updates. Holton discussed the possibility of rerouting the sewer line to reduce costs for the Scoggins' property and consulted with the board about seeking legal advice on allowing them out of the Sewer Assessment District (SAD). Board members expressed support for exploring legal options and agreed to seek advice from the township attorney.

VIII. PUBLIC COMMENT

Elizabeth Mallek- expressed frustration with the discussion regarding the property owner and the sewer extension. She criticized the selective inclusion and exclusion of properties in the Sewer Assessment District (SAD), referring to it as cherry-picking, hand-picking, and gerrymandering. Mallek highlighted discrepancies in the properties included in the SAD, noting that not all were waterfront properties. She emphasized the unfairness and inequities faced by property owners within the SAD, cautioning against making further exceptions that could exacerbate existing tensions. Mallek urged the board to adhere to the established district boundaries, both ethically and morally.

IX. MEMBER COMMENTS

William Harper expressed his perspective on the situation, acknowledging the controversial history of the decisions made regarding the Sewer Assessment District (SAD). He emphasized the need to focus on the present and future rather than dwelling on past grievances. Harper highlighted the potential financial benefits of keeping the property in the SAD, noting the importance of fiscal responsibility. He also discussed his long-term vision for restructuring the system to address inequities, suggesting a shift away from the current REU system towards a more equitable model once the bond is paid off.

Chris McCann expressed support for considering multiple perspectives and exploring various options, highlighting a shift from previous approaches that may have been more limited in scope. He emphasized the importance of being open to different opinions and ideas, indicating a broader decision-making process within the board.

X. ADJOURNMENT

Chairman McMillan adjourned the meeting at 10:25 am.

Respectfully Submitted by:

Joni L. Scott, NLTUA Clerk

Check Register Report

Date: 05/10/2024
Time: 1:22 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								
4784	04/18/24	Printed			DTE	DTE ENERGY	GAS	61.07
4785	04/18/24	Printed			LCE	LEELANAU COMMUNITY ENERGY,LLC	ELECTRIC	387.20
4786	04/18/24	Printed			LEELANAU	LEELANAU TOWNSHIP	SEWER CONNECTION LACY, GARNER SCOTT JOSH AND WILSON CAROLYN	25,710.00
4787	04/18/24	Printed			LINGO	LINGO COMMUNICATIONS	TELEPHONE	320.61
4788	04/18/24	Printed			PSI	PRINTING SYSTEMS, INC	UB CARD STOCK	234.15
4789	04/18/24	Printed			US POST	US POSTMASTER	POSTAGE FOR MAILING	269.50
4790	05/09/24	Printed			CONSUMERS	CONSUMERS ENERGY	ELECTRIC	5,610.80
4791	05/09/24	Printed			GFK	GFL ENVIRONMENTAL	TRASH SERVICE	79.86
4792	05/09/24	Printed			LEELANAU	LEELANAU TOWNSHIP	DEBT SERVICE COLLECTED- JAN-MARCH	7,654.57
4793	05/09/24	Printed			NORT	NORTHPORT BUILDING SUPPLY	CARBON FILTER PARTS	236.32
4794	05/09/24	Printed			OMI	OPERATIONS MANG. INTERNATIONAL	MAY 2024	14,952.67
4795	05/09/24	Printed			VILLAGE	VILLAGE OF NORTHPORT	DEBT SERVICE COLLECTED JAN-MARCH	42,074.86
4796	05/09/24	Printed			VILLAGE	VILLAGE OF NORTHPORT	WATER	280.10

Total Checks: 13 **Checks Total (excluding void checks): 97,871.71**

Total Payments: 13 **Bank Total (excluding void checks): 97,871.71**

Total Payments: 13 **Grand Total (excluding void checks): 97,871.71**

For the Period: 3/1/2024 to 5/31/2024	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	600.00	600.00	0.00	0.00	0.00	600.00	0.0
540.000 LTCH HOOK UP APPLICATION GRANT	0.00	0.00	600.00	0.00	0.00	-600.00	0.0
642.000 OPERATION/MAINTENANCE FEES	677,684.00	677,684.00	171,452.47	0.00	0.00	506,231.53	25.3
655.000 LATE CHARGES INTEREST	5,200.00	5,200.00	-6.74	0.00	0.00	5,206.74	-0.1
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
Dept: 000	791,084.00	791,084.00	172,045.73	0.00	0.00	619,038.27	21.7
Revenues	791,084.00	791,084.00	172,045.73	0.00	0.00	619,038.27	21.7
Expenditures							
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	234.15	0.00	0.00	565.85	29.3
740.000 POSTAGE	2,000.00	2,000.00	269.50	0.00	0.00	1,730.50	13.5
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
UTILITY AUTHORITY BOARD	150,922.03	150,922.03	1,156.74	0.00	0.00	149,765.29	0.8
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	289.12	0.00	0.00	2,710.88	9.6
920.000 UTILITIES/ ELECTRIC	62,000.00	62,000.00	12,828.11	4,386.24	0.00	49,171.89	20.7
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	45,097.59	15,032.53	0.00	145,034.41	23.7
927.000 UTILITIES/WATER	1,500.00	1,500.00	280.10	280.10	0.00	1,219.90	18.7
930.000 REPAIRS & MAINTENANCE	45,500.00	45,500.00	2,501.47	0.00	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
WASTEWATER TREATMENT PLANT	314,282.00	314,282.00	60,996.39	19,698.87	0.00	253,285.61	19.4
Dept: 103 WASTEWATER COLLECTION SYSTEM							
727.000 OPERATING SUPPLIES	10,000.00	10,000.00	236.32	236.32	0.00	9,763.68	2.4
850.000 TELEPHONE	2,700.00	2,700.00	484.42	0.00	0.00	2,215.58	17.9
920.000 UTILITIES/ ELECTRIC	13,000.00	13,000.00	3,521.09	1,224.56	0.00	9,478.91	27.1
921.000 UTILITIES/ GAS	450.00	450.00	122.12	0.00	0.00	327.88	27.1
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
WASTEWATER COLLECTION SYSTEM	241,747.00	241,747.00	6,013.95	1,460.88	0.00	235,733.05	2.5
Expenditures	706,951.03	706,951.03	68,167.08	21,159.75	0.00	638,783.95	9.6
Grand Total Net Effect:	84,132.97	84,132.97	103,878.65	-21,159.75	0.00	-19,745.68	

NLTUA

As of: 5/31/2024

		YTD Debits	YTD Credits
Fund: 590 - SEWER FUND			
Assets			
001.000	NLTUA CASH-CHECKING	163,683.84	0.00
001.001	CASH-NORTHPORT VILLAGE	21,874.17	0.00
001.002	CASH-LEELANAU TOWNSHIP	4,388.69	0.00
028.000	UTILITY BILLS RECEIVABLE	294,381.37	0.00
029.000	UTILITIES PENALTY RECEIVABLE	1,244.36	0.00
111.000	PREPAID EXPENSES	9,809.98	0.00
142.000	LAND IMPROVEMENTS	241,647.40	0.00
144.000	PLANT EQUIPMENT	350,835.17	0.00
146.000	OFFICE EQUIPMENT & FURNITURE	15,337.29	0.00
147.000	ACCUM DEP-OFFICE EQUIP & FURN	0.00	176,668.79
	Assets	1,103,202.27	176,668.79
Liabilities			
202.000	ACCOUNTS PAYABLE	0.00	7,514.86
226.000	DUE TO TOWNSHIPS-LEELANAU	0.00	16,828.75
227.000	DUE TO VILLAGES-NORTHPORT	0.00	81,313.31
229.000	DUE TO FEDERAL GOVERNMENT	0.00	263.04
230.000	DUE TO VILLAGE OF NPT. LOAN	0.00	191,179.79
231.000	DUE TO VILLAGE OF NORTHPORT	0.00	33,864.89
	Liabilities	0.00	330,964.64
Reserves/Balances			
390.000	Fund Balance	0.00	491,690.19
	Reserves/Balances	0.00	491,690.19
Revenues			
Dept: 000			
540.000	LTCH HOOK UP APPLICATION GRANT	0.00	600.00
642.000	OPERATION/MAINTENANCE FEES	0.00	171,452.47
655.000	LATE CHARGES INTEREST	6.74	0.00
	Dept: 000	6.74	172,052.47
	Revenues	6.74	172,052.47
Expenditures			
Dept: 101	UTILITY AUTHORITY BOARD		
727.000	OPERATING SUPPLIES	234.15	0.00
740.000	POSTAGE	269.50	0.00
801.000	LEGAL SERVICES	560.00	0.00
850.000	TELEPHONE	93.09	0.00
	Dept: 101 UTILITY AUTHORITY BOARD	1,156.74	0.00
Dept: 102	WASTEWATER TREATMENT PLANT		
850.000	TELEPHONE	289.12	0.00
920.000	UTILITIES/ ELECTRIC	12,828.11	0.00
925.000	CONTRACTUAL SERVICES	45,097.59	0.00
927.000	UTILITIES/WATER	280.10	0.00
930.000	REPAIRS & MAINTENANCE	2,501.47	0.00
	Dept: 102 WASTEWATER TREATMENT PLANT	60,996.39	0.00
Dept: 103	WASTEWATER COLLECTION SYSTEM		
727.000	OPERATING SUPPLIES	236.32	0.00
850.000	TELEPHONE	484.42	0.00
920.000	UTILITIES/ ELECTRIC	3,521.09	0.00

As of: 5/31/2024	YTD Debits	YTD Credits
Fund: 590 - SEWER FUND		
Expenditures		
Dept: 103 WASTEWATER COLLECTION SYSTEM		
921.000 UTILITIES/ GAS	122.12	0.00
925.000 CONTRACTUAL SERVICES	1,650.00	0.00
Dept: 103 WASTEWATER COLLECTION SYSTEM	6,013.95	0.00
Expenditures	68,167.08	0.00
Fund: 590 - SEWER FUND	1,171,376.09	1,171,376.09

Jacobs

Challenging today.
Reinventing tomorrow.

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

May 10th, 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 April 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

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Executive Summary

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

- Submitted March's DMR, meeting all compliance requirements.
- Adjusting/Monitoring air controls to decrease elevated Nitrate levels.
- Annual Flow Meter Verification PM was completed on April 22nd.
- No grinder pump, main plant or lift station call outs for April.
- Client signed/issued for Mixer 2 rebuild and 7th Street proposal.
- Blower motor rehab complete, ready for payment and pickup.

Upcoming activities include:

- Submittal of April 2024 DMR.
- Quarterly Monitoring Well Sampling to occur early May. All wellheads have been installed and will be inspected again upon sampling.

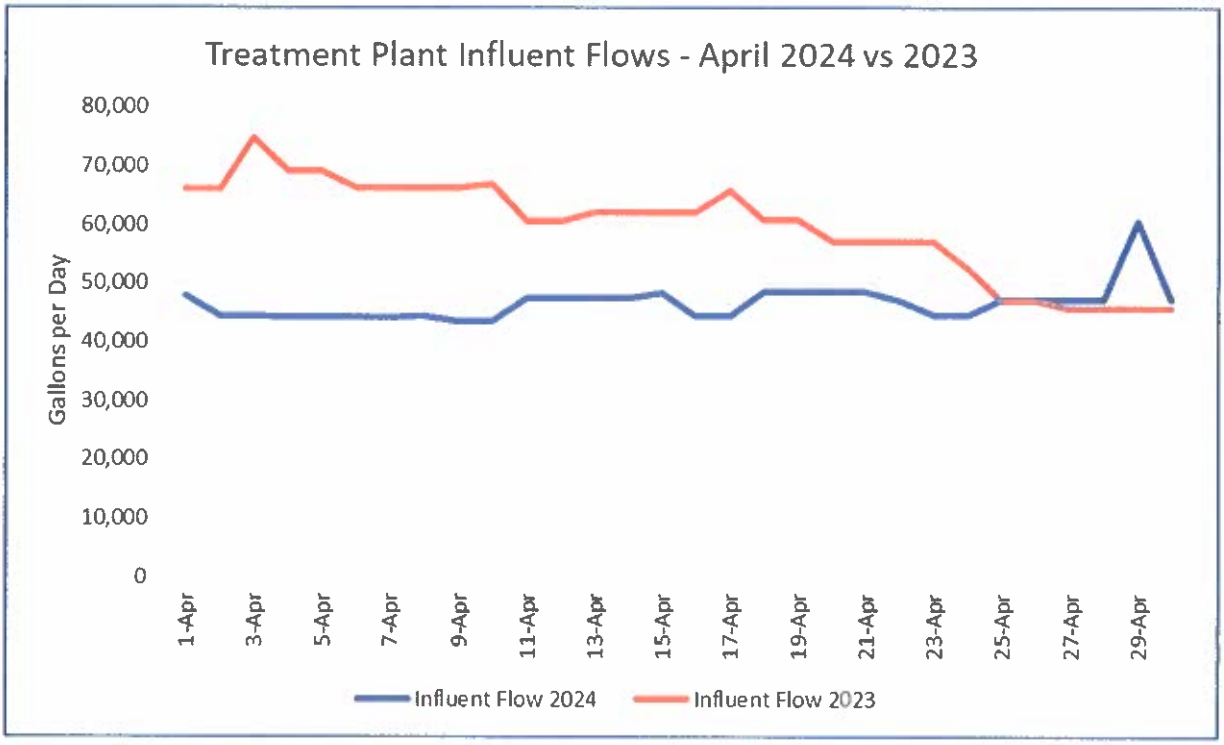
If there is anything you would like added to the monthly reports, please let us know.

Treatment Plant Operations and Maintenance

	April 2024	Last Month	Last Year
Influent flow daily average, GPD	46,569	43,137	59,676
Monthly electrical usage, Kw Hrs*	29,195	23,601	25,865

We submitted the monthly Discharge Monitoring Report (DMR) for April 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.



Collection System Operations and Maintenance

Collection System

No issues related to the collection system in April.

Lift Stations

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

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
NONE	NA	NA	NA

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	Apr-24	Comments
Repairs Spending Treatment Plant Current Month	$ 1,093.32	$1,093.32 - Windemuller Electric repair of plant programmable logic controller.
Repairs Spending Treatment Plant Year to Date	$ 5,039.58	
Repairs Spending Residential Grinder Pumps Current Month	$ 1,546.86	$1,546.86 - Rebuild of multiple used grinder pumps for inventory.
Repairs Spending Residential Grinder Pumps Year to Date	$ 2,794.66	
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	-	
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	-	
Repairs Hours Residential Grinder Pumps Year to Date	48.30	
Repair Hours Collection System (lift stations/sewer) Current Month		
Repair Hours Collection System (lift stations/sewer) Year to Date	26.60	
Total Repair Hours Current Month	-	
Total Repair Spending Current Month	$ 2,640.18	
Total Repair Hours Year to Date	155.40	
Repairs Hours Budget Remaining (Limit 300 Hrs)	144.60	
Total Repair Spending Year to Date	$ 7,834.24	
Repair Spending Budget Remaining (Limit $8,000)	$ 165.76	
Total Repair Hours 2023	502.00	
Total Repair Spending 2023	$ 38,307.17	

Jacobs Challenging today. Reinventing tomorrow.

Date: April 22nd, 2024
To: Joni Scott, NLTUA
Christ Holton, NLTUA
From: Justin Straub Jacobs, Operations Supervisor
Copy: Mark Huggard, Jacobs, Project Manager
Andrew Waldron / Jacobs, Maintenance Supervisor
Nick Lenzi / Jacobs, Geographical Project Manager

Subject: DO Probe Replacement to Reinstate Auto Air Controls

The purpose of this memo is to provide the necessary background information regarding the Wastewater Treatment Facility's ability to regulate its blower controls via instantaneous dissolved oxygen readouts, thus minimizing electrical expenditures.

Background

At all times a single blower is delivering air to the aerated zones in the MBBR, and it is critical that we balance our DO levels and electrical expenditures. One way we can do that with this type of equipment is to compensate for daily fluctuations in demand by driving our blower motor usage off of a dissolved oxygen probe. Currently there is a probe in place that has failed, and a direct replacement has become obsolete. The quoted probe is the appropriate upgraded version that will then be able to integrate into our current controller head and logic programming.

As this probe reads below the required threshold, a signal will be sent to ramp up the blower speed accordingly and deliver more air. By driving the blower usage off the Dissolved Oxygen setpoint we should see an overall decrease in usage that is more representative of the diurnal flow demand. At a minimum, this will prevent overuse of the blower and in turn elongate its lifespan.

Thank you for your attention to this matter. If you have any questions or require further information, please do not hesitate to reach out to us.

Sincerely,

Justin T. Straub

Justin Straub | Jacobs | Operations Supervisor
O: 231.922.4921 | M: 231.632.7247 | Justin.Straub@Jacobs.com
606 Hannah Ave. | Traverse City, MI 49686 | United States

Be Right™

Hello Justin Straub,

Thank you for your quote request. For products that include pricing below, this is your quote. For products that do not include pricing below, we will get back to you with a quote as soon as possible. In urgent cases, please call 1-800-227-4224.

Your Hach Team

Quote: Q719128

Quote Date: Thursday, April 18, 2024
Quote Name: NLTUA DO Probe Replacement
Quote Expiration: Monday, June 17, 2024
Quote Source: Web
Username: justin.straub@jacobs.com

Billing Address

Jacobs Engineering
606 Hannah Avenue
Traverse City, MI, 49643
US
Bill-to: Justin Straub
Phone: 2316327247
Additional Comments: We currently have an outdated probe that will not work with our SC4500 controller. This is expected to replace our current (non-working) probe with our current head to reinstate automated controls via DO outputs. If there are any inaccuracies in this request, or Hach finds a missing component in the quote, please supplement my current quote with the appropriate devices. Thank you!

Quote Details

	Item	Unit Price	Quantity	Subtotal
	Hach LDO sc Model 2 , DO Probe with Luminescent Dissolved Oxygen Technology 9020000 Available	**$3,149.00**	**1**	**$3,149.00**
	Replacement Sensor Cap Kit for LDO 2 sc Dissolved Oxygen Sensor 9021100 Available	**$357.00**	**1**	**$357.00**

Subtotal:	**$3,506.00**
Estimated Taxes:	**$210.36**
Total (USD)*:	**$3,716.36**

*may not include all shipping costs and taxes. You will receive an email confirming final order and shipment

totals.

Terms and Conditions

Net 30 Days From Invoice Date

By placing your Quote, you agree to Hach Standard Terms and Conditions at hach.com/policies/terms.

Hach Company
5600 Lindbergh Drive
PO Box 389
Loveland, CO 80539
Tel: 970-669-3050
Fax: 970-669-2932
hach.com

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Prein&Newhof
Engineers ▪ Surveyors ▪ Environmental ▪ Laboratory

April 25, 2024

Ms. Joni Scott, Clerk
Northport/Leelanau Township Utility Authority
116 W Nagonaba Street
Northport, MI 49670

RE: Design Services for Woolsey Lake Road Sewer Extension

Dear Ms. Scott:

Prein&Newhof (P&N) is pleased to present this proposal for the design of a sanitary sewer force main extension on Woolsey Lake Rd for the Northport Leelanau Township Utility Authority (NLTUA).

Based on recent phone calls and emails, we have developed the following scope, design fee, and schedule.

Project Background

The NLTUA would like to install a sanitary sewer force main extension on Woolsey Lake Rd. Your goal is to connect approximately 400' of new 2" sanitary force main to the existing force main in your system. We understand there is a home under construction in the sanitary district that desires to be connected to the sanitary sewer system in this area. This extension will be designed to handle up to 3 additional homes.

The NLTUA plans to bid this project out to contractors. P&N will develop bid documents for the NLTUA to solicit contractors.

Design Approach

We propose to design your project using the following approach:

1. Data Collection – Survey and Geotechnical Investigation
    a. Complete topographic survey of the road and existing utility features within the project limits. Horizontal and vertical control will be established during survey that can be used during construction.
    b. Determine property lines and publicly owned right-of-way for utility placement.
    c. A geotechnical investigation will be performed to determine soil conditions. Two borings to ten feet are planned. Regular sampling will be conducted and samples will be kept if additional testing is needed.
2. Preliminary Engineering and Permitting
    a. Develop preliminary plans including force main details and utility layout.
    b. Develop preliminary engineer's estimate.
    c. Review plans and estimate with the NLTUA.
    d. Complete EGLE wastewater permit application.
    Note: The NLTUA will submit the completed wastewater permit application using the MiWaters system. There is no fee for a standard wastewater permit review. EGLE's fee for an expedited permit review is $1,000.

3. Final Plans and Specifications
    a. Develop final plans and specifications for construction.
        i. Road and drainage features will be designed using MDOT's Standard Specification for Construction
        ii. Sanitary sewer will be designed in accordance with Ten State Standards and include input from EGLE received during the permitting process.
    b. Create a final engineer's estimate.
4. Bid/Contract Documents
    a. Bid Documents will be developed for NLTUA to solicit contractors.
    b. A three-week bid window is anticipated. This will give contractors ample time to develop a competitive bid.
    c. Documents will include bonding requirements, specifications, and plans. These documents will detail the work to be done and will act as a contract between the NLTUA and the selected contractor.

Project Fee and Schedule

We propose to complete this scope of services on an hourly basis for the following estimated fees:

PROJECT PHASE	FEE
Topographic Survey	$4,000
Geotechnical Investigation	$3,500
Preliminary Design/Permit Application	$9,200
Final Design	$3,800
Bid/Contract Documents	$2,000
PROJECT TOTAL	**$22,500**

We will provide preliminary design / permitting plans within 8 weeks of receiving authorization to proceed. Bid documents will be delivered three weeks after receiving an EGLE permit.

- *No property acquisition, easements, or exhibits are included in this proposal.*
- *Construction engineering, testing, and inspection fees are not included in this proposal. A proposal for these services can be provided upon request.*

Next Steps

If you find this proposal acceptable, please respond by email to authorize this work. We will perform this work under the as-needed contract that we have with the NLTUA from 2023.

We look forward to working with you on this project. Please contact me at (231) 468-3456 if you have any questions.

Sincerely,

Prein&Newhof

Eric Seguin, P.E.
Project Manager

Jason M. Washler, P.E.
Team Leader