Northport/Leelanau Township Utilities Authority

116 W. Nagonaba, PO Box 158 Northport, MI 49670

Draft Minutes

June 11, 2025

Regular Meeting

I. CALL TO ORDER Chairman McCann called the regular meeting to order at 9:30 a.m.

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

Absent: None

Staff Present: Joni Scott, Clerk

III. ADDITIONS OR CORRECTIONS TO THE AGENDA

No additions or corrections were offered. The agenda was approved by consensus.

IV. APPROVAL OF MINUTES

Chris McCann **Moved, Supported by** Mike McMillan, to approve the April 8, 2025, Regular meeting minutes as presented. **Motion Carried.**

V. PUBLIC COMMENT/CORRESPONDENCE

Elizabeth Mallek raised concerns about the sewer capacity study, questioning whether the current system can service all parcels within the SAD. She suggested that the cost of the study be split 20/80 between the township and village rather than passed onto users and advocated for exploring septic systems for outlying development.

VI. PAYMENT OF BILLS

Mike McMillan **Moved, Supported by** Barbara Conley, to approve the bills to be paid for the months of April-May in the amount of $50,647.95
Roll Call Vote: Yeas (5) Nays (0) Absent (0) **Motion Carried.**

VII. STAFF REPORTS

A. Clerk's Report:

Clerk Scott reported that the annual audit has been rescheduled for **July 17**, following its original planned date in April. She also provided an update on the BS&A software proposal for fund balance conversion.

B. Deputy Treasurer's Report:

Deputy Treasurer Ugalde shared financial deposit details and confirmed account activity and reconciliation review with Clerk Scott.

C. Superintendent's Report:

The superintendent reported recent assistance provided to Jacobs during a power outage, receipt of eight barrels of calcium nitrate, and carbon filter replacements.

D. Jacobs Monthly Report:

Jacobs submitted the April DMR, with all parameters reported in compliance. Dissolved oxygen controls were adjusted and the blower was set to auto. One callout was reported for a new station, and three residential callouts were resolved. Eight residents received new-style graduated boxes.

VIII. DISCUSSION / ACTION ITEMS

A. Capacity, Sludge Handling, CIP Proposal, and Deferred Maintenance

The board reviewed a proposal from Jacobs Engineering to complete a Capacity Study, Sludge Handling Study, and updated Capital Improvement Plan (CIP). The study will include data collection, hydraulic modeling, and system evaluation to determine existing and future capacity and inform grant opportunities. In order to prioritize this work within the current budget, the board agreed to defer the pressurized main cleaning and main lift station relining projects until Spring 2026. Clerk Scott was directed to coordinate with Jacobs to proceed with the proposal and to ensure the deferred maintenance items are included in the FY2026 budget.

Mike McMillan Moved, Supported by Chris Holton, to adopt the following resolution;

WHEREAS, the Northport/Leelanau Township Utilities Authority (NLTUA) is responsible for overseeing the safe and effective operation, maintenance, and long-term planning of the wastewater collection and treatment system; and
WHEREAS, Jacobs, the Authority's contracted engineering and operations firm, has prepared a proposal to complete a Capacity Study, a Sludge Handling Study, and a new Capital Improvement Plan (CIP) at the request of the Authority; and
WHEREAS, these studies and the updated CIP will provide valuable input to support data-driven decisions regarding system capacity, regulatory compliance, infrastructure investment, and long-term sustainability; and
WHEREAS, to allocate funding for this proposal in the current fiscal year, the Authority recommends amending the CIP to defer the following two scheduled projects until Spring 2026:

Pressurized main cleaning from the main lift station to the treatment plant (budgeted at $110,000); and

Main well relining (budgeted at $50,000);

WHEREAS, the short deferral of these projects, both of which are not immediately critical, allows the Authority to prioritize this essential planning work without compromising service reliability or operational integrity;
NOW, THEREFORE, BE IT RESOLVED, that the Northport/Leelanau Township Utilities Authority hereby approves the Jacobs proposal to complete the Capacity Study, Sludge Handling Study, and the updated Capital Improvement Plan.
BE IT FURTHER RESOLVED, that the Authority authorizes the Clerk to coordinate with Jacobs to proceed with the approved scope of work, project timeline, and to amend the Capital Improvement Project (CIP) list.

Roll Call Vote: Yeas (5) Nays (0) Absent (0) RESOLUTION APPROVED

B. Grant Opportunities

Chairman McCann and Clerk Scott reported on efforts to secure external funding for the capacity study and related infrastructure improvements. The board supported applying for grants through the Leelanau Township Community Foundation and the Grand Traverse Community Foundation, and discussed using study results to strengthen future water quality-related grant applications.

C. BS&A Fund Balance Software Proposal

Clerk Scott presented options to replace the unsupported Fund Balance Direct software. Based on functionality and long-term cost savings, the board approved transitioning to BS&A.

Mike McMillan **Moved, Supported by** Chris Holton, to authorize the clerk to negotiate with BS&A for a proposal not to exceed $25,000. Roll Call Vote: Yeas (5) Nays (0) **Motion Carried.**

D. Sewer Assistance for Customers

The board discussed the need for utility assistance programs to help customers facing financial hardship. Suggestions included exploring **state-level utility assistance resources** and potential partnerships with local nonprofits. Clerk Scott provided information from Northwest Michigan Community Action Agency NMCAA that provides funds for water and sewer bills, and in-home plumbing repairs.

IX. PUBLIC COMMENT (Final)

Elizabeth Mallek reiterated concerns about the capacity of the sewer system to handle buildable parcels within the SAD. The board agreed the capacity study is a necessary step to address those concerns.

X. MEMBER COMMENTS

Mike McMillan recommended adding **compensation for the Deputy Treasurer** to the next meeting agenda for discussion.

XI. ADJOURNMENT

Chairman McCann adjourned the meeting at **10:49 a.m.**

Respectfully Submitted,
Joni L. Scott, NLTUA Clerk