NORTHPORT/LEELANAU TOWNSHIP UTILITIES AUTHORITY

NORTHPORT/LEELANAU TOWNSHIP UTILITIES AUTHORITY
June 10, 2025
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 April 8, 2025, meeting
4. Public Comment/Correspondence
5. Payment of the Bills: (April-June)
6. Staff Reports
    A. Clerk's Report
    B. Deputy Treasurer Report
    C. Superintendent's Report
    D. JACOBS Monthly Report
7. Discussion/ Potential Action Items:
    - Grant Opportunities
    - Capacity/sludge handling proposal
    - Sewer Assistance
    - BS&A proposal to convert
8. Public Comment
9. Member Comment
10. Adjournment

Northport/Leelanau Township Utilities Authority

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

Draft Minutes

April 8, 2025

Regular Meeting

I. CALL TO ORDER The regular began following the annual meeting.

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

Absent: None

Staff Present: Joni Scott, Clerk, and JoLisa Ugalde

III. ADDITIONS OR CORRECTIONS TO THE AGENDA

Barb Conley requested adding a discussion on poverty exemptions for customer utility bills to the agenda. Board member Mike McMillan asked about further discussion on the capacity study, and Chair McCann clarified that the capacity study discussion was already included on the agenda.

The Board agreed to add a discussion of poverty exemptions for customers to the agenda. The agenda was approved by a consensus of the Board.

IV. APPROVAL OF MINUTES

Barbara Conley **Moved, Supported by** Chris Holton, to approve the February 4, 2024, Regular meeting minutes as presented. **Motion Carried.**

V. PUBLIC COMMENT/CORRESPONDENCE

James Root- correspondence on ArcGIS system.

VI. PAYMENT OF BILLS

Barbara Conley **Moved, Supported by** Chris Holton to approve the bills to be paid for the months of February-April in the amount of $36,181.42
Roll Call Vote: Yeas (5) Nays (0) Absent (0) **Motion Carried.**

VII. STAFF REPORTS

A. Clerk Report:

Clerk Scott shared that she met with the deputy treasurer to review financial statements, provided follow-up updates from the last meeting, and is developing a QR code project for postcards to direct residents to the village website for grinder pump and board information. She also discussed a vendor conversation with Prein and Newhof regarding potential charges that were ultimately not pursued, highlighted the need to update the GIS system with options such as staff training or contracting an engineer, and provided the board with the trial balance and revenue expenditure reports.

Deputy Treasurer:

The Deputy Treasurer, Ugalde, gave a brief financial report noting three deposits in March totaling $15,810.76. Clerk Joni Scott added that she and the deputy treasurer reviewed the statement and plan to begin categorizing future deposits into operations and maintenance and debt service to improve financial reporting.

B. Superintendent Report:

The Superintendent reported that during March windstorms, portable generators were deployed at the Northport Point Road and 7th Street lift stations, successfully preventing any spills or overflows. A grinder pump was removed due to a home demolition at 12660 Woolsey Lake Road, with the homeowner responsible for replacement costs. Looking ahead, two new connections to the pressurized system are planned near West Street, and chemical supply levels are sufficient through early June.

C. Treatment Plant Operator Report:

Justin Straub, the Treatment Plant Operator, provided a brief treatment plant report, highlighting recent challenges with power outages and elevated water flows from snowmelt and rainfall. The plant processed high flow levels for about a week, with current flow numbers around 73,000. Increased electrical usage was noted, potentially due to more equipment running, higher flow volumes, greater precipitation than last year, and the influence of the solar system's production. An annual report is expected later in the month and will be shared with the board by Joni Scott once received.

VII. DISCUSSION/ACTION ITEMS

- **Capacity/Sludge Handling proposal presentation**

  Stephen Roberts with Jacobs Engineering presented the capacity study proposal consists of five major tasks: a data gap analysis to review existing system information, an existing capacity analysis using hydraulic modeling to assess plant and collection system capabilities, a solids handling system evaluation to recommend upgrades, a growth opportunities assessment to project development impacts, and a Capital Improvement Plan (CIP) review. The full study is projected to take seven months and cost $132,000. Jacobs recommends prioritizing the first three tasks initially. The board discussed the possibility of phasing the project to manage costs while still gaining critical insights into system capacity and future planning needs.

  The Board expressed strong interest in the Jacobs capacity study proposal, emphasizing its importance for understanding the sewer system's limitations and informing future development decisions. Members discussed the need for data-driven planning to guide growth, manage new connections, and potentially adjust connection fees. While supportive, the Board was mindful of budget constraints and considered delaying full implementation until 2026 or phasing the project by prioritizing the first three tasks. They also discussed funding options, grant opportunities, and the potential use of new technologies like AI. Chair McCann and Clerk Scott were tasked with meeting with Jacobs to review costs and options, with a final decision anticipated in June.

- **Capital Asset Policy**

  The Capital Asset Policy discussion centered on clarifying capitalization criteria, as recommended by auditors. Initially written to require assets meet all three conditions—cost over $10,000, useful life beyond one year, and added system value—the Board amended the policy to require only one of these criteria. This change allows for greater flexibility in determining depreciable assets, such as grinder pumps, and improves accounting for smaller but important purchases. The policy aims to enhance financial reporting, audit readiness, and asset management.

  Mike McMillan **Moved, Supported by** Barbara Conley to adopt the Capital Asset Policy as revised. **Motion Carried.**

- **Grinder Pump Procurement Policy**

  The Grinder Pump Procurement Policy discussion focused on creating a streamlined process for purchasing grinder pumps without requiring full board approval. With pumps currently costing $2,205.90, the policy allows the clerk to authorize purchases with quick sign-off from the board chair, ensuring prompt response during emergencies or inventory shortages. Clerk Scott explained the importance of avoiding delays and maintaining system reliability, especially for weekend or urgent replacements. The board discussed cost trends, including refurbishing versus new pump pricing, and emphasized the need for flexibility in managing critical infrastructure.

  Mike McMillan **Moved, Supported by** Chris Holton, to adopt the Grinder Pump Procurement Policy. **Motion Carried.**

- **Reconciliation Policy**

  The Reconciliation Policy discussion centered on a recommendation from auditors to formalize the Northport/Leelanau Township Utilities Authority's existing monthly financial reconciliation practices. The policy outlines steps the Clerk and Deputy Treasurer already perform and is intended to improve audit ratings and demonstrate consistent financial reporting. Mike McMillan emphasized that while the policy doesn't change current procedures, it signals a commitment to best practices and could help elevate audit evaluations from an "A" to an "A+."

  Barbara Conley **Moved, Supported by** Mike McMillan, to approve the reconciliation policy as presented. **Motion Carried.**

- **Poverty Exemption for Customers**

  The board discussed the possibility of offering a poverty exemption for sewer fees, an idea raised by Trustee Conley and modeled after the township's property tax relief program, which offers 25%, 50%, or 100% exemptions for qualified low-income residents. While there was general support for assisting those facing financial hardship, the board acknowledged potential legal and financial limitations due to existing bond obligations, which may restrict the ability to implement such exemptions until bonds are paid off in 2028. They agreed to explore the issue further by consulting the NLTUA attorney, reviewing the township's current exemption policy, and researching available state assistance programs. The conversation was framed as a good-faith effort to support residents, with the understanding that implementation would require careful planning and legal review.

VIII. PUBLIC COMMENT

None

IX. MEMBER COMMENTS

None

X. ADJOURNMENT

Chairman McCann adjourned the meeting at 10:56 am.

Respectfully Submitted by:

Joni L. Scott, NLTUA Clerk

Check Register Report

NLTUA BANK: HUNTINGTON BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
HUNTINGTON BANK Checks								
4917	04/11/25	Printed			AT & T	AT & T	TELEPHONE	147.50
4918	04/11/25	Printed			CONSUMERS	CONSUMERS ENERGY	ELECTRIC	6,968.04
4919	04/11/25	Printed			KAL	KAL EXCAVATING	SEWER LINE REPAIR	975.00
4920	04/11/25	Printed			LCE	LEELANAU COMMUNITY ENERGY,LLC	ELECTRIC	289.43
4923	04/22/25	Printed			DTE	DTE ENERGY	gas	121.78
4924	04/22/25	Printed			LEELANAU	LEELANAU TOWNSHIP	1st quarter payment per agreem	1,908.88
4925	04/22/25	Printed			LINGO	LINGO COMMUNICATIONS	TELEPHONE	345.41
4926	04/22/25	Printed			VILLAGE	VILLAGE OF NORTHPORT	1st quarterly payment per agre	7,861.25
4928	04/22/25	Printed			US POST	US POSTMASTER	BULK MAILING	304.08
4929	04/30/25	Printed			MILAN	MILAN SUPPLY COMPANY	GRINDER PUMPS	13,235.40
4931	05/15/25	Printed			AT & T	AT & T	INTERNET	70.00
4932	05/15/25	Printed			CONSUMERS	CONSUMERS ENERGY	ELECTRIC	5,762.88
4933	05/15/25	Printed			GFK	GFL ENVIRONMENTAL	TRASH	70.00
4934	05/15/25	Printed			PSI	PRINTING SYSTEMS, INC	CHECKS	190.11
4935	05/15/25	Printed			UHY	UHY LLP	AUDIT	1,505.00
4936	05/15/25	Printed			VILLAGE	VILLAGE OF NORTHPORT	WATER	476.28
4938	05/27/25	Printed			AT & T	AT & T	INTERNET	108.75
4939	05/27/25	Printed			DTE	DTE ENERGY	gas	58.12
4940	05/27/25	Printed			HAVILAND	HAVILAND PRODUCTS COMPANY	CALCIUM NITRATE	4,084.76
4941	05/27/25	Printed			LINGO	LINGO COMMUNICATIONS	telephone	352.97
4942	05/27/25	Printed			NORTH COU	NORTH COUNTRY POWER GENERATION	generator maintenance	1,776.85
4943	05/27/25	Printed			TYLER	TYLER TECHNOLOGIES	MAINTENANCE	4,035.46

Total Checks: 22 **Checks Total (excluding void checks): 50,647.95**

Total Payments: 22 **Bank Total (excluding void checks): 50,647.95**

Total Payments: 22 **Grand Total (excluding void checks): 50,647.95**

As of: 6/30/2025		YTD Debits	YTD Credits
Fund: 590 - SEWER FUND			
Assets			
001.000	NLTUA CASH-CHECKING	344,066.20	0.00
001.001	CASH-NORTHPORT VILLAGE	93,470.38	0.00
001.002	CASH-LEELANAU TOWNSHIP	15,686.76	0.00
028.000	UTILITY BILLS RECEIVABLE	57,833.73	0.00
029.000	UTILITIES PENALTY RECEIVABLE	3,244.41	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	1,122,121.34	176,668.79
Liabilities			
226.000	DUE TO TOWNSHIPS-LEELANAU	0.00	19,674.44
227.000	DUE TO VILLAGES-NORTHPORT	0.00	107,995.96
230.000	DUE TO VILLAGE OF NPT. LOAN	0.00	118,620.79
	Liabilities	0.00	246,291.19
Reserves/Balances			
390.000	Fund Balance	0.00	622,646.59
	Reserves/Balances	0.00	622,646.59
Revenues			
Dept: 000			
642.000	OPERATION/MAINTENANCE FEES	0.00	185,573.92
655.000	LATE CHARGES INTEREST	0.00	1,406.79
669.000	MISC. REVENUE	0.00	87.15
	Dept: 000	0.00	187,067.86
	Revenues	0.00	187,067.86
Expenditures			
Dept: 101	UTILITY AUTHORITY BOARD		
727.000	OPERATING SUPPLIES	190.11	0.00
740.000	POSTAGE	304.08	0.00
800.000	CONTRACTUAL SERVICE	13,805.59	0.00
802.000	CPA SERVICES	1,505.00	0.00
	Dept: 101 UTILITY AUTHORITY BOARD	15,804.78	0.00
Dept: 102	WASTEWATER TREATMENT PLANT		
850.000	TELEPHONE	722.20	0.00
920.000	UTILITIES/ ELECTRIC	18,437.30	0.00
921.000	UTILITIES/ GAS	58.11	0.00
925.000	CONTRACTUAL SERVICES	53,551.11	0.00
927.000	UTILITIES/WATER	476.28	0.00
	Dept: 102 WASTEWATER TREATMENT PLANT	73,245.00	0.00
Dept: 103	WASTEWATER COLLECTION SYSTEM		
727.000	OPERATING SUPPLIES	4,084.76	0.00
850.000	TELEPHONE	655.51	0.00
920.000	UTILITIES/ ELECTRIC	1,622.74	0.00
921.000	UTILITIES/ GAS	179.90	0.00
925.000	CONTRACTUAL SERVICES	13,985.40	0.00
930.000	REPAIRS & MAINTENANCE	975.00	0.00
	Dept: 103 WASTEWATER COLLECTION SYSTEM	21,503.31	0.00

Jacobs

Challenging today.
Reinventing tomorrow.

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

June 5th, 2025

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

Project name: Northport
Project no: 37801717

Subject: Monthly Operations Report

Dear Mrs. Joni Scott

This report covers our operations and maintenance activities for May 2025.

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 April's DMR, meeting all compliance requirements.
- Adjusting/Monitoring air controls to decrease elevated Nitrate levels.
- Blower set to AUTO to regulate D.O. after new probe installed 8/6/24.
- 1 Call Outs for Liftstations – Northport Point LS High Level
- 3 Residential Grinder Call outs are listed in Table below.
- To Date, 8 residentials have received "new style" grinder pumps.
- 4 Spare Grinders on hand
- Waukazoo Semi-Annual Manhole Inspections Completed

Upcoming activities include:

- Submittal of May's 2025 DMR.

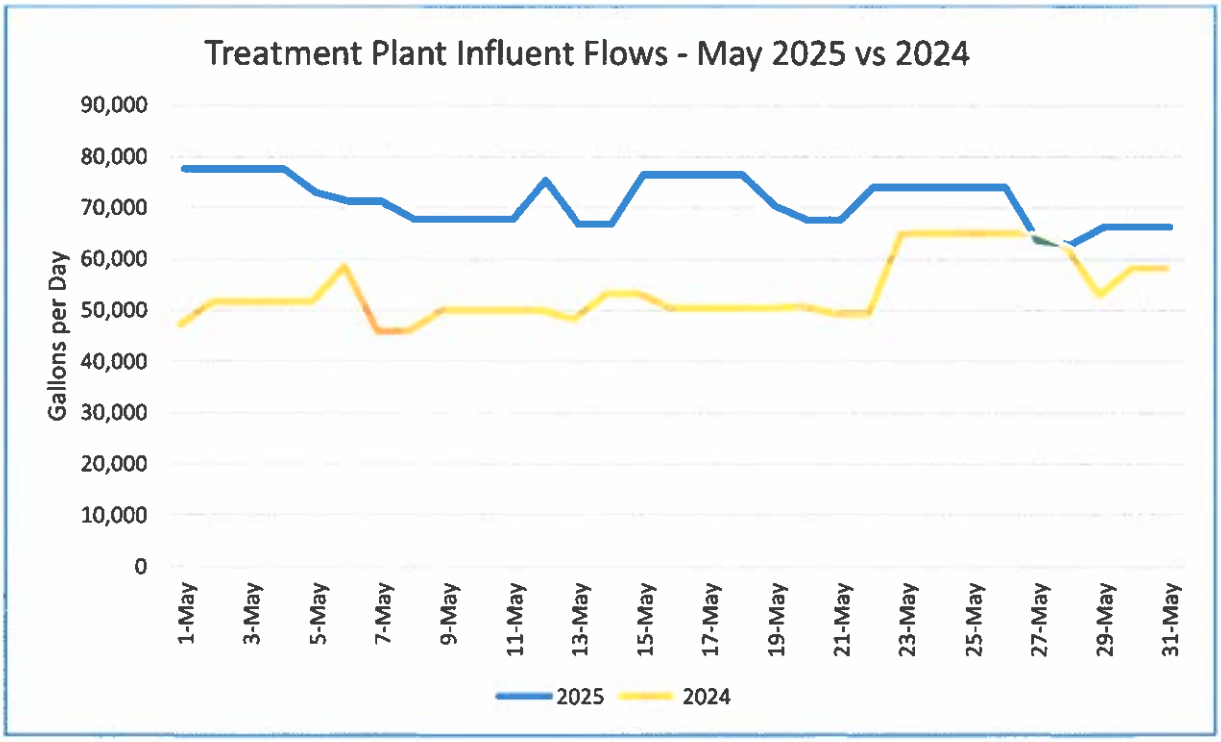
If there is anything you would like added to the monthly reports, please let us know.

Treatment Plant Operations and Maintenance

	Current Month	Last Month	Last Year
Influent flow daily average, GPD	71,314	72,104	53,708
Monthly electrical usage, Kw Hrs*	27,672	29,560	25,977

We submitted the monthly Discharge Monitoring Report (DMR) for April 2025. The facility complied with all permit parameters.

The following graph compares the plant influent flows of the reporting month last year to that of 2025. We can see the effect of elevated precipitation rates compared to last year, and more specifically this month the melt that came from the accumulated snow compounded with heavy rain events.



Collection System Operations and Maintenance

Collection System

No Collection System callouts for the month of May.

Lift Stations

1 Northport Point LS High Level call out in May.

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
5/7/2025	452 Vincer Way	Alarm Light On/Overload	Cleaned debris from pump, replaced high level float
5/11/2025	452 Vincer Way	Alarm Light On	Replaced with new style pump
5/27/2025	13442 Paradesia Road	Alarm light on	High Level float needed replacement

On The Horizon

Task	Update	Estimated time of completion
Solids Settling Basin Cleanout	Scheduled for Jacobs Completion	Completed
Semi-Annual Mixer PMs	Scheduled for Jacobs Completion	Completed
ARV Inspections	After Action Report Submitted	Completed
Quarterly Monitoring Well Sampling	Scheduled for Jacobs Completion	Completed
Annual manhole inspections	Scheduled for Jacobs Completion	Summer 2025
Ferric chloride room assessment	Jacobs Staff to discuss with Chris Holton	Summer 2025
Settling basin engineering evaluation	Proposal Provided	TBD
Capacity Study	Proposal Provided	TBD

Financial Report

Line Item	May-25	Comments
Repair Spending Treatment Plant Current month	$0.00	
Repair Spending Treatment Plant Year to Date	$2,845.14	
Repair Spending Residential Grinder Pumps Current Month	$0.00	
Repair Spending Residential Grinder Pumps Year to Date	$2,144.19	
Repair Spending Collection System (Lift stations /sewer) Current Month	$3,488.69	Replacement air relief valves.
Repair Spending Collection System (Lift stations /sewer) Year to Date	$3,715.50	
Repair Hours Treatment Plant Current Month	6	
Repair Hours Treatment Plant Year to Date	75	
Repair Hours Residential Grinder Pumps Current Month	14.75	
Repair Hours Residential Grinder Pumps Year to Date	112.5	
Repair Hours Collection System (Lift stations / sewer) Current Month	43.5	
Repair Hours Collection System (Lift stations / sewer) Year to Date	136.1	
Total Repair Hours Current Month	64.25	
Total Repair Hours Year to Date	323.6	
Repair Hours Budget Remaining (Limit 300 Hours)	-23.6	
Total Repair Spending Current Month	$3,488.69	
Total Repair Spending Year to Date	$8,704.83	
Repair Spending Budget Remaining (Limit $8,000)	($704.83)	
Total Repair Hours 2024	628.9	
Total Repair Spending 2024	$27,383.02	

Jacobs

1050 Wilshire Drive
Suite 155
Troy, MI 48084

www.jacobs.com

March 6, 2025

Attention: Joni Scott, in care of NLTUA Board
NLTUA BOARD
116 W. Nagonaba St.
PO Box 158
Northport, MI 49670

Project Name: NLTUA Capacity Evaluation

Subject: NLTUA Project Proposal – EXHIBIT A

Dear Ms. Scott,

It is our understanding that Northport/Leelanau Township Utilities Authority (NLTUA) is seeking an analysis of the existing collection system and wastewater treatment plant (WWTP) to allow for NLTUA to plan for new growth in the service area. NLTUA has received interest in new connections and subdividing existing lots that would represent an increase in the overall number of residential equivalent units (REUs) in the service area but also the density of REUs in specific areas. With this potential growth NLTUA has expressed concern that elements of the existing collection system, conveyance and pumping, may not have adequate capacity to convey new flows. In addition, aspects of the WWTP capacity and current sludge handling operations are also a concern. This analysis would be used to plan future upgrades, evaluate requests for new sewer connections, evaluate and identify needed improvements to the solids handling system, and address the potential for future changes to effluent permit conditions. Specifically, the work under this project will seek to:

- Identify historical flow patterns to the WWTP
- Evaluate capability of existing infrastructure to convey and treat wastewater
- Evaluate and identify needed improvements to the solids handling system
- Review potential development projects (provided by NLTUA) and impact on the collection and treatment system
- Review and update capital improvement plan to better align with future growth projections

This project offers an exciting opportunity to better define the plant and collection system capabilities, and to remove uncertainty around managing growth in the region. Given our history of

operations and maintenance service for NLTUA, our existing WWTP process model, and familiarity with the financial constraints and potential with leveraging plant capacity, we have prepared this scope of work to accomplish your objectives.

Scope of Work

Jacobs proposes the following tasks to accomplish your objectives:

Task 1: Data Gap Analysis, Data Collection, Data Synthesis
Task 2: Existing Capacity Analysis
Task 3: Solids Handling System Evaluation
Task 4: Growth Opportunities Evaluation
Task 5: Capital Improvement Plan (CIP) Evaluation and Executive Summary

These tasks are defined further below.

Task 1: Data Gap Analysis, Data Collection, Data Synthesis

This task will include a kickoff meeting with NLTUA to review the overall goals and objectives of the project, communication between parties, schedule, and deliverables; and define the factors for success. In the kickoff meeting, initial discussions will be held to determine a draft list of initial data that will be required for analysis. Examples of data to be requested include:

- Drawings/Maps (e.g. collection system, pump stations, treatment plant, etc.)
- Past engineering reports
- Capital improvement plans
- Growth projection reports and known future development projects
- Flow and loading data
- Collection system model (Excel)
- Hydraulic model of the WWTP facility (Replica)
- GIS Data
- Solids loadings and handling/settling basin evaluation documents

Deliverables

- Kickoff meeting summary
- Data request
- Data Gap Analysis

Task 2: Existing Capacity Analysis

Jacobs will evaluate the current capacity of key components of the collection system and verify the treatment capacity of the WWTP. This task will set the baseline for further evaluation of growth opportunities in subsequent tasks.

For the collection system, Jacobs will prepare a hydraulic model in PCSWMM software, using available drawings to model average and peak conditions to determine hydraulic capacity of key segments of the system. We will also identify potential hydraulic limitations in pipe segments and pump stations.

For the wastewater treatment plant, Jacobs will utilize the existing whole-plant process model to confirm the design treatment plant capacity and quantify how much additional capacity remains underutilized in accordance with the design requirement of the regulatory authority. A focus on unit process treatment capacity and redundancy will allow for future planning should upgrades be required to accommodate future growth.

Updates to the existing Pro2D2 model will be completed in coordination with Jacobs Operations and Maintenance staff. The treatment process and collection system models that are prepared under this task can be used for future evaluations of projects at minimal cost to NLTUA.

Jacobs will conduct a workshop to present the results of the capacity analysis task. All key stakeholders will be invited to participate. Jacobs and NLTUA will collaboratively decide if continuing with Tasks 4 and 5 are warranted.

Deliverables

- Workshop summary will be issued within 2 weeks after the completion of the event
- Hydraulic model files in PCSWMM Software
- Technical memorandum summarizing the details of the capacity analysis and regulatory review

Task 3: Solids Handling System Evaluation

WWTP Operations and Maintenance staff report the solids removal system is not functioning as intended. There are issues removing solids using the floating mats, including cavitation air flotation equipment which does not work properly. Jacobs will evaluate the current system including any modifications that have been implemented since startup and identify alternatives for treatment improvements or mechanical improvements for solids handling.

Deliverables

Jacobs will summarize the evaluation in a technical memorandum, including:

- Condition assessment of current solids handling system,
- List of potential upgrades and recommendation for next steps.

Task 4: Growth Opportunities Evaluation

Using information provided by NLTUA, Jacobs will compile a list of potential development projects, including timeline of growth (if known), the number of REUs, and the resulting flow and loading impact on the system. We will compare these growth projections with industry benchmarks for similar systems.

Using the capacities determined in Task 2, Jacobs will evaluate each potential development project's feasibility in the context of their capacity and the timeline for growth. If the system is predicted to exceed its capacity based on the projected developments, Jacobs will identify the limiting component, quantify the limitation, and identify a potential upgrade.

Deliverables

Jacobs will summarize the evaluation in a technical memorandum, including:

- The development projects list,
- Timeline of growth, and
- List of potential collection system or WWTP upgrades.

Task 5: Capital Improvement Plan (CIP) Evaluation and Executive Summary

Based on Task 4 outcomes, Jacobs will review and suggest modifications to the existing capital improvements plan (CIP). Because Jacobs is the current O&M service provider, we have developed a deep understanding of the facility's current maintenance and capital needs. Armed with this knowledge, Jacobs will suggest changes to the CIP to better align the plan with the future growth that is identified in previous tasks.

Jacobs will also review the prioritization of projects in the current CIP to ensure that the plan aligns with operational needs, current asset condition, and future growth requirements.

Finally, Jacobs will review the current budgetary values of projects in the CIP to ensure that they represent realistic opinion of capital cost based on the American Association of Construction Cost Estimates (AACE) Class 5 level estimates.

Deliverables

- Jacobs will summarize the suggested modifications to the CIP and budgetary information in a technical memorandum.
- Jacobs will provide an executive summary for the entirety of the project and package all previous technical memorandums into a final submittal.

Project Schedule

Jacobs estimates that if each task were performed consecutively without stopping, the project would require a total duration of 7 months (including client review time) from notice-to-proceed. However, Jacobs recognizes that more time may be desired between tasks to reassess the path that

NLTUA would like to take. Should NLTUA decide to spread this work out over a longer period, the pricing presented in the following section will still be valid. While each task is intended to build on the previous tasks, the work has been structured that after each task a summary of the work completed will be performed such that if the project is suspended there will be documentation of the work completed up to that point.

Task	Duration
Task 1: Data Gap Analysis, Data Collection, Data Synthesis	6 Weeks
Task 2: Existing Capacity Analysis	6 Weeks
Task 3: Solids Handling System Evaluation	6 Weeks
Task 4: Growth Opportunities Evaluation	4 Weeks
Task 5: CIP Evaluation	8 weeks

Fee

These professional engineering services will be tracked and invoiced on a time-and-materials basis according to a budgeted total fee of **$131,967.00.** Should NLTUA desire to take a progressive approach to this analysis, a breakdown of the costs for each task is summarized below.

Task 1 (Data Gap Analysis, Data Collection, Data Synthesis)	$17,089
Task 2 (Existing Capacity Analysis)	$53,254
Task 3 (Solids Handling System Evaluation)	$19,352
Task 4 (Growth Opportunities)	$14,951
Task 5 (Capital Improvement Plan (CIP) Evaluation and Executive Summary)	$27,321
TOTAL	**$131,967**

Assumptions

- Items identified in the data gap analysis will be provided by NLTUA.
- Additional scenario modeling or modified assumptions not already included in this scope of work may require additional fees to complete, depending on the complexity of the changes requested, and are not included in this project.
- Plant Process and Collection system Hydraulic model assumptions and outputs will be provided. However, Jacobs uses some proprietary process modeling software (Pro2D2) that cannot be released to NLTUA. The collection system hydraulic modeling software used to analyze the collection system will be PCSWMM.
- GIS is completely attributed with info needed for model development (manhole rim and invert elevations; pipe diameter, length, upstream and downstream invert, material, age)
- Pump station wet well dimensions, pump info (curves, on/off level, operational info) is available and provided to modeling team
- Sufficient data is available to develop model flows (WWTP influent data, pump station flow data, etc.)
- Assume even allocation of dry weather flow based on population (if available), if not available assume even allocation of dry weather flow based on model manhole/subcatchment area
- Assume even allocation of wet weather flow based on model manhole/subcatchment drainage area
- Flows associated with average and peak conditions will be provided to the modeling team (i.e., average flows, what storm event are peak flows associated with/design storm, level of service)
- Existing system capacity analysis will be performed for 2 conditions (average and peak, as defined by the client)
- Capacity analysis will identify sewer surcharge related to sewer capacity issues (pipe and/or pump station capacity concerns), flooding manholes/SSOs
- NLTUA will provide information on potential development projects, including timeline of growth (if known) and the number of REUs associated with each project.
- Jacobs will reasonably rely upon the accuracy, timeliness, and completeness of the information provided by NLTUA or from other third parties when data is not available directly from the WWTP Operation.

Jacobs

March 6, 2025
Subject: NLTUA Project Proposal – EXHIBIT A

We appreciate the opportunity to propose on this important task and look forward to moving forward at your convenience. If you should have any questions, please do not hesitate to contact Steve Roberts at 317.752.0330.

Yours sincerely

Steve Roberts
Project Manager

Copies to: Kevin Dahl / Jacobs
Mark Huggard / Jacobs
Liie Hill / Jacobs
Chad Roby / Jacobs
Jason Matteo / Jacobs

WATER PROBLEMS?

NEW LWUA Funding Available!

Available in Antrim, Benzie, Charlevoix, Emmet, Kalkaska Leelanau, Grand Traverse, Wexford, Missaukee and Roscommon Counties.

ARE YOU ELIGIBLE?

- Must be at or below 200% federal poverty guidelines or meeting categorical eligibility factors.
- Must be a municipal water customer

FUNDS CAN ASSIST WITH:

- with water/ sewer bills
- in-home plumbing repairs that contribute to high water usage.

CALL: 231-947-3780
EMAIL: HEESIntake@NMCAA.net

NORTHWEST MICHIGAN
Community Action Agency
231-947-3780 | www.NMCAA.net

SCAN HERE TO START YOUR PRE-SCREEN

Gmail

Village of Northport Clerk <clerk@villageofnorthport.net>

Request for Quote – Utility Billing, AP & General Ledger for NLTUA

Joel Champ <Joel.Champ@bsasoftware.com>
To: Village of Northport Clerk <clerk@villageofnorthport.net>

Wed, Jun 4, 2025 at 11:44 AM

Joni,

I attached your quote for the financial modules and also some information about BS&A payments. Just a reminder that this is an estimate and your training costs can be removed since you would be receiving this same training for the village upgrade, and I also don't know if you currently use something similar to Cash Receipting with fund balance that would require a conversion of data.
If you don't need to convert any data for the Cash Receipting module, that cost would also be removed.
I know we were adding it so you could accept over-the-counter CC payments, and it is normally used with our Financials suite.

Cash Receipting

Overview:

Cash Receipting enables end users to take in cash, check, or credit card payments for bills or services over the counter.

Purpose:

Utility Bills, Permits, Tax Bills and misc. things can be paid for by the resident through CR. This module is **REQUIRED** to take in Payments with BS&A's/Stripe's Card Reader

Key Functions:

- Receive payment
- Email receipts
- Deposit Creation
- Daily balancing
- BS&A Payments Counter Payments

We can coordinate the set-up of your modules and the integration of BS&A payments at the same time. It will have its own landing page to accept payments that can be linked from your main website. Let me know if you have any questions. Thank you!

BS&A SOFTWARE

Joel Champ
Account Manager
BS&A Software
Main/Support: 517.641.8900
Cell: 331.251.9840
w: www.bsasoftware.com

BS&A's ENGAGE Customer Conference | October 6-9, 2025 | REGISTER NOW

Book time to meet with me

From: Village of Northport Clerk <clerk@villageofnorthport.net>
Sent: Tuesday, June 3, 2025 1:52 PM
To: Joel Champ <Joel.Champ@bsasoftware.com>
Subject: Re: Request for Quote – Utility Billing, AP & General Ledger for NLTUA

[Quoted text hidden]

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2 attachments

BS&A Payments.pdf
338K

Northport Leelanau Township Utilities Authority, MI-Q-01757 Cloud FM.UB 6.3.25.pdf
287K

Proposal for:

Northport Leelanau Township Utilities Authority, MI

June 03, 2025

Quoted by: Joel Champ

Software and Services for BS&A Cloud

BS&A SOFTWARE®

Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to ***listen****. Delivering unparalleled customer service is the foundation of our company.*

BS&A Software
14965 Abbey Lane Bath MI 48808
(855) BSA-SOFT
bsasoftware.com

Cost Summary

Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count. Module fees are charged annually and include unlimited support.

Cloud Modules - *Annual Fee*

Financial Management		
GL-General Ledger		$1,410.00
AP-Account Payable		$1,150.00
CR-Cash Receipting		$1,245.00
	Total	$3,805.00
Utility Billing		
UB-Utility Billing		$1,815.00
	Total	$1,815.00
	Subtotal	**$5,620.00**

Data Conversions/Database Setup

GL-Conversion-Fund Balance COA, Balances, Budget, Journal Transaction history for up to 5 years		$3,300.00
AP-Conversion-Fund Balance Vendors, Invoices and check history for up to 5 years		$2,200.00
UB-Conversion-Fund Balance Accounts, Services, Deposits, Rates, Meters; Billing & Payment History, Service for up to 5 years		$4,000.00
CR-Conversion-Fund Balance Receipt items, Receipt history for up to 5 years		$2,000.00
	Total	**$11,500.00**

Project Management and Implementation Planning

Services include:

- *Analyzing customer processes to ensure all critical components are addressed.*
- *Creating and managing the project schedule in accordance with the customer's existing processes and needs.*
- *Planning and scheduling training around any planned process changes included in the project plan.*
- *Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.*
- *Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.*
- *Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.*
- *Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).*

Total **$7,150.00**

Implementation and Training

- *$1,100/day*
- *Days quoted are estimates; you are billed for actual days used*
- *Training days quoted/billed in full day increments only*

Services include:

- *Setting up users and user security rights for each application*
- *Performing final process and procedure review*
- *Configuring custom settings in each application to fit the needs of the customer*
- *Setting up application integration and workflow methods*
- *Onsite verification of converted data for balancing and auditing purposes*
- *Training and Go-Live*

Setup Days

ITS Setup - FM	Setup Days: 1	$1,100.00
ITS Setup – UB	Setup Days: 1	$1,100.00
	Total Setup Days: 2	Subtotal: $2,200.00

Training Days

ITS Training - FM	Training Days: 4	$4,400.00
ITS Training - UB	Training Days: 4	$4,400.00
	Total Training Days: 8	Subtotal: $8,800.00
	Total Days: 10	**Total: $11,000.00**

Cost Totals

Cloud New Purchase – *Annual Fee*	Subtotal	$5,620.00
Project Management and Implementation Planning	Subtotal	$7,150.00
Data Conversion/Database Setup	Subtotal	$11,500.00
Implementation and Training	Subtotal	$11,000.00
Total Proposed		**$35,270.00**

Estimated Travel Expenses are <u>not</u> outlined in this proposal. The final invoice will reflect actual expenses following the completion of all training activities based on the Federal Guidelines described below.

$160/$185/$225 per day hotel, varies by state
$90 per day car rental
$70 per day meals
$730 per trip airfare/related expenses
$0.70/mile round trip for drive distance