



# CITY OF NORTH POLE *Alaska*

## REGULAR CITY COUNCIL MEETING Tuesday, January 22, 2013

**Committee of the Whole – 6:30 p.m.**  
**Regular City Council Meeting – 7:00 p.m.**

### **COUNCIL MEMBERS**

Richard Holm -Alt. Dep. Mayor Pro Tem	488-1776
Sharron Hunter-Mayor Pro Tem	488-4282
Thomas McGhee	455-0010
Derrick Nelson	378-8207
Michelle Sikma -Dep. Mayor Pro Tem	378-5778
Preston Smith	488-8824

### **MAYOR**

Bryce Ward – 488-7314

### **CITY CLERK**

Kathy Weber, MMC 488-8583

1. Call to Order/Roll Call
2. Pledge of Allegiance to the US Flag –
3. Invocation
4. Approval of the Agenda
5. Approval of the Minutes
6. Communications from the Mayor
  - *Students of the Month*  
Zada Lipari – NPE  
Jay Samuel - NPHS
7. Council Member Questions of the Mayor
8. Communications from Department Heads, Borough Representative and the City Clerk

**9. Ongoing Projects Report**

**10. Citizens Comments (Limited to Five (5) minutes per Citizen)**

**11. Old Business**

**12. New Business**

- a. Approval for Mayor Ward to Travel to Juneau, Alaska to Attend the 2013 Winter Legislative Meeting
- b. NTL Alaska, Inc. Professional Services Agreement for Waste Water Compliance Monitoring in 2013

**13. Council Comments**

**14. Adjournment**

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**Committee of the Whole – 6:30 P.M.  
Regular City Council Meeting – 7:00 P.M.**

A regular meeting of the North Pole City Council was held on Monday, January 7, 2013 in the Council Chambers of City Hall, 125 Snowman Lane, North Pole, Alaska.

**CALL TO ORDER/ROLL CALL**

Mayor Ward called the regular City Council meeting of Monday, January 7, 2013 to order at 7:00 p.m.

***There were present:***

**Mr. Holm**

**Ms. Hunter**

**Mr. McGhee**

**Mr. Nelson**

**Ms. Sikma**

**Mr. Smith**

**Mayor Ward**

***Absent/Excused***

**Excused**

**PLEDGE OF ALLEGIANCE TO THE U.S. FLAG**

**INVOCATION**

Invocation was given by Councilman Nelson

**APPROVAL OF AGENDA**

**Mr. Nelson *moved to Approve the Agenda of January 7, 2013***

**Seconded *by Mr. Smith***

**Discussion**

None

**Mr. Nelson *moved to consent the following item on the agenda:***

**New Business**

- a. Annual Review and Appointment of Committee Memberships

**Seconded *by Mr. Holm***

**Discussion**

None

**On the amendment**

**PASSED**

**YES –6-** Holm, Hunter, Sikma, Smith, Nelson, Ward  
**NO – 0**  
**Absent- 1 -** McGhee

**On the main motion as amended**

**PASSED**  
**YES –6-** Holm, Hunter, Sikma, Smith, Nelson, Ward  
**NO – 0**  
**Absent- 1 -** Sikma

**APPROVAL OF MINUTES**

**Mr. Nelson *moved to* Approve the minutes of December 17, 2012**

**Seconded *by* Ms. Sikma**

**Discussion**

None

**PASSED**  
**YES –6-** Holm, Hunter, Sikma, Smith, Nelson, Ward  
**NO – 0**  
**Absent- 0 -**

**COMMUNICATIONS FROM THE MAYOR**

- Donna Gardino gave a presentation on FMATS and her role.

**COUNCIL MEMBER QUESTIONS OF THE MAYOR**

Mr. Smith asked about how someone would be able to get involved with Pick/Click/Give on the PFD site.

Mayor Ward stated that he should be able to get that information from the State website.

**COMMUNICATIONS FROM DEPT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK**

**Police Department, Chief Dutra**

- Officer Fisher achieved his Basic certificate.
- Will be offering a job to one applicant tomorrow. Should be additional one by end of week. Do understand we are still at minimums and these new officers will be 3-6 months from working.

- We had a business broken into here in NP last month. Case solved and charges forwarded.
- Recent article in the paper. Several mis-quotes. I went to police academy in Sitka not Juneau. I do not wear suit to work every day. And I am 26 not 46 years old!
- We are sending an officer to Ft. Greely for Memorial services for fallen Ft. Greely Police officer Greaser who died week before last while on duty at the gate. Our prayers are with him and his family.
- I just negotiated a new phone contract and reduced my phone charge by approximately \$200 a month.
- Please give Mrs. Weber the best evaluation possible her services to our department are excellent. We are thankful for her hard work.

**Fire Department, Chief Lane**

- None

**Accountant, Lisa Vaughn**

- The decision to not do a final amended budget for 2012 was not made lightly. This is not a violation of GASB or GAAP.
- I talked to the Finance Officers of a couple of places around the state to get their opinion:
- The City of Fairbanks does do year end budget for large variances. They also do a couple of budget amendments throughout the year as needed, such as any updated union agreements that might require salary increases. Their mayor can approve inter-department changes throughout the year.
- Soldotna's code allows for the city manager to make transfers, of up to \$20,000, throughout the year, within a fund. If increases to the appropriate for the fund are needed, they must be approved by council. They used to do a year end budget amendment but found that is more appropriate to make changes as they occur. They bring to council, throughout the year, through ordinances, any major budget items that need changed. Once the ordinance has been approved, the budget is changed for those line items.
- Kodiak, also does any major changes through ordinance, so that they can be booked to the budget at that time. They often do a mid-year amended budget as well.
- Sitka, used to do a quarterly review of the budget. Now under the direction of their new finance director, they make changes through the ordinance process.
- The Mayor and I are discussing additional recommendations to streamline our budget process. This will include provisions to keep council informed at the time of a major

occurrence that would affect the budget instead of waiting until an amended budget is brought forward.

- We feel that we should maintain our budget and not react to the budget. That changes should be made as they are needed not at year end. In this way, council will be kept informed of budget issues as they occur instead of waiting for amendments. We will do an amended mid-year budget in the summer not
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### **Director of City Services, Bill Butler**

#### **Building Department**

- No new building permits this period

#### **Public Works**

- Public Works staff are working to keep sidewalks plowed for pedestrians and have been removing the snow berms along Santa Claus Lane
- Constructing planters to add along Santa Claus Lane
  - Building in-house that will reduce cost by approximately 50%

#### **Utility Department**

- Met with our contract engineer from USKH to discuss plans to develop a RFP for renovation work in 2013 at the waste water treatment plant
  - Project would be funded with ADEC grant and Utility capital funds
- Meet with a PDC engineer requesting a preliminary proposal to develop a RFP for sewer lining project in 2013
  - Project would be funded with ADEC loan and grant
- An Alaska Supreme Court ruling could have an impact on delinquent utility account collections
  - Kodiak, a second class borough, was found not to have the authority to issue liens for unpaid utility bills
  - The City of North Pole as a first class city has all powers “not otherwise prohibited by law” under AS 29.35.250
  - The City attorney has recommended that the City determine its level of risk tolerance because the City could be challenged in court.

#### **Natural Gas Utility Board**

- Completed a draft of bylaws for approval by FNSB Assembly
- Next items board will be considering are beginning discussions with parties with a stake in the Fairbanks natural gas market; identification of a law firm to represent the utility board; and development of a job description for a general manager.

### **Borough Representative**

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**City Clerk**

- I will be out of the office from January 16 – February 5, 2013. If you need assistance, Tricia Fogarty will be acting clerk while I am gone and she will be able to contact me at any time.
- I have entered in all employee annual step increases and FSA deductions for those employees that have requested it.

**ONGOING PROJECTS**

- Christmas In Ice

Ms. Sikma reported that they have had good turnout with the warm weather. Sculptures will be here until Wednesday and then will be destroyed and removed from the premises. Advertising has been great this year and they have had visitors from around the world.

**CITIZENS COMMENTS – 5 Minutes**

- None

**OLD BUSINESS**

None

**NEW BUSINESS**

Consent Agenda

**EXECUTIVE SESSION**

CITY CLERK EVALUATION –

**Ms. Hunter** *moved to* **adjourn into executive session to discuss the City Clerks evaluation**

**Seconded by Ms. Sikma**

**8:25 p.m. Reconvened**

**Mr. Nelson moved to come out of Executive Session**

**Seconded by Mr. Smith**

**PASSED Unanimously**

**COUNCIL COMMENTS**

**Ms. Sikma** – had a great Christmas and New Year and is happy the weather is warmer.

**Mr. Holm** – hopes everyone has a great evening and week.

**Mr. Smith** – hopes everyone had a good Christmas and wishes a Happy New Year to all.

**Mr. Nelson** – looking forward to another year on the council.

**Ms. Hunter** – will take up the mayors offer to come and speak with him about the new process and she wants to be assured that things are transparent. She has a concern of being inundated with too many resolutions.

**Mayor Ward** – wished everyone a great week and hopes 2013 is good for everyone.

### **ADJOURNMENT**

**Mr. Nelson adjourned the meeting at 8:26 p.m.**

**Seconded by Mr. Smith**

| The regular meeting of January 7, 2013 adjourned at 8:26 p.m.

**These minutes passed and approved** by a duly constituted quorum of the North Pole City Council on Monday, January 22, 2013.

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Bryce J. Ward, Mayor

**ATTEST:**

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Kathryn M. Weber, MMC  
North Pole City Clerk



125 Snowman Lane  
North Pole, AK 99705  
P: 907-488-8583  
F: 907-488-3002  
C: 907-388-2728  
Email: Kathy@northpolealaska.com

**City of North Pole  
Office of the City Clerk/HR Mgr**

# Memo

**To:** North Pole City Council  
**From:** Kathy Weber, MMC  
**CC:** Mayor Isaacson  
**Date:** 1/11/2013  
**Re:** 2013 Winter Legislative Meeting

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The 2013 Winter Legislative Meeting will be held in Juneau, Alaska, February 11 – 14, 2013. Below is a breakdown of costs Mayor Ward's travel. The city has budgeted \$13,500 for travel within the Administration for 2013. This will come out of line item 01-01-00-7004 / Travel.

Item	Dates of Travel	Cost Per Day	Total
Baranof Hotel	Feb. 11,12,13 Check out on the 14 <sup>th</sup>	\$176.92 on 11 <sup>th</sup> \$140 12 <sup>th</sup> , 13 <sup>th</sup> Check out on 14th	\$456.92
Alaska Airlines	Depart Feb. 11 <sup>th</sup> Return Feb. 14, 2011	15,000 air miles + \$16 Travel Insurance	\$16.00
Per Diem	Feb. 11 Feb. 12, 13, Feb. 14,	\$14.00 \$84.00 \$14.00	\$112.00
<b>Total</b>			<b>\$584.92</b>

125 Snowman Lane  
North Pole, Alaska 99705  
(907) 488-8593  
(907) 488-3002 (fax)  
bill@northpolealaska.com

City of North Pole  
Director of City Services

# Memorandum

To: North Pole City Council  
From: Bill Butler  
Date: January 10, 2013  
Subject: Approve professional services agreement with NTL Alaska, Inc.

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## Recommendation

Accept NTL Alaska, Inc.'s Waste Water Compliance Monitoring proposal for \$81,350.85 for 2013.

## Background

Since the mid-1980, NTL Alaska, Inc. has provided quality and reliable wastewater laboratory services and wastewater treatment consulting for the City of North Pole. A significant share of the professional services that NTL annually provides to the Utility Department is third-party wastewater sampling and laboratory analysis. This third-party service provides a check on the utility and its dischargers.

The 2013 professional services agreement is for \$81,350.85. The 2012 professional services agreement was for \$79,549.56. The slight increase reflects additional consulting services to assist the Utility in the preparation of industrial pretreatment program compliance work. The Utility is in its first year of implementing the IPP program that requires new reporting requirements of the Utility. In addition, the Utility is in the process of renewing its wastewater discharge permit. NTL will be available for consulting services related to helping the Utility to meet these permit requirements.

The cost of the professional services agreement will be paid from the following Sewer Utility Department budget categories, as according to the approved 2013 budget:

02-12-00-7008	Pretreatment Program	\$15,000
Budget # not assigned	Laboratory-IPP	\$75,000

See the attached proposed professional services agreement and NTL Alaska, Inc.'s proposal.

# Professional Services Agreement

City of North Pole

And

NTL Alaska, Inc.

**Project name:** Conduct Waste Water Compliance Monitoring for the City of North Pole  
Utilities Lagoon Waste Water Treatment System

## Parties

### NTL Alaska, Inc.

3536 International Street  
Fairbanks, AK 99701  
907-452-6852

### City of North Pole

125 Snowman Lane  
North Pole, AK 99705  
907-488-2281

## Scope of Services

NTL Alaska, Inc. shall provide the services in the attached proposal.

## Compensation

NTL Alaska, Inc. shall be compensated at the rates detailed in the *City of North Pole Wastewater Compliance Monitoring 2012 Budget Summary* not to exceed \$81,350.85 without authorization of the City of North Pole.

## Schedule

This agreement shall be effective from January 1, 2013 through December 31, 2013.

## Other Terms

Services outlined in the attached *Proposal to Conduct Wastewater Compliance Monitoring for the City of North Pole Utilities Lagoon Waste Water Treatment System: Per APDES Permit #AK002139-3, 2012*

## Authorization

The services covered by this agreement will be performed in accordance with the provisions and contained herein and any attachments or schedules. This agreement supersedes all prior agreements and understandings and may only be changed by written amendments executed by both parties.

### NTL Alaska, Inc.

### City of North Pole

Signature	_____	Signature	_____
Printed	Michael R. Pollen	Printed	Bryce War
Title	President	Title	Mayor
Date	_____	Date	January 23, 2013



# NTL ALASKA, INC.

3536 INTERNATIONAL WAY, FAIRBANKS, AK 99701

(907) 452-6852 fax (907) 452-6853

[www.ntlalaska.com](http://www.ntlalaska.com)

January 2, 2013

**City of North Pole**

Attention: Paul Trissell, Utility Supervisor

125 Snowman Lane

North Pole, Alaska 99705

Re: 2013 Proposal and Budget for Services

Dear Paul:

Per your request, NTL Alaska, Inc. (NTL) has prepared a proposal and budget for consultation and monitoring services for the City of North Pole (CONP) wastewater utility for calendar year 2013. Our proposal package includes an itemized written proposal, a proposed budget, and a monitoring schedule. Changes from 2012 include deletion of the Industrial Pretreatment Program (IPP) annual report and modification of the annual biosolids monitoring event. We have also included some language in the proposal regarding the IPP industrial compliance work that may be requested throughout the year, but no budget is provided for that work as it will be request specific and billed back to the facility for which the work is provided.

The personnel contingency was increased from 15% to 25% to accommodate assistance with the IPP annual report, any work required to accommodate the APDES permit reauthorization process, and for updating the WWTP Quality Assurance Project Plan for any permit revisions that might occur in 2013. If your APDES permit is reissued in 2013, the monitoring requirements could change from what is in place now. Should that occur, we will provide a proposed modification to the budget to accommodate the revised monitoring requirements.

If you have any questions about these comments please feel free to contact me at my office in Fairbanks at 907-452-6855, or by email at [mrp@ntlalaska.com](mailto:mrp@ntlalaska.com). We appreciate the opportunity to be of service to the City of North Pole.

Sincerely,

**NTL Alaska, Inc.**

Michael R. Pollen, President

***“Understanding Water”***

Enclosures:    Proposal to Conduct Wastewater Compliance Monitoring for the City of North  
                    TABLE 1: CONP WWTP MONITORING SCHEDULE FOR 2013  
                    CITY OF NORTH POLE WSTEWATER COMPLIANCE MONITORING 2013  
                    BUDGET SUMMARY



**NTL ALASKA, INC.**

3536 INTERNATIONAL WAY, FAIRBANKS, AK 99701

(907) 452-6852 fax (907) 452-6853

[www.ntlalaska.com](http://www.ntlalaska.com)

**PROPOSAL TO CONDUCT WASTEWATER COMPLIANCE  
MONITORING FOR THE CITY OF NORTH POLE**

**Per APDES Permit # AK 002139-3**

**2013**

**Prepared for:**

**The City of North Pole.  
125 Snowman Lane  
North Pole, Alaska 99705-7708**

**Attention: Paul Trissell, Utilities Supervisor**

**Michael R. Pollen, President, NTL Alaska, Inc.**

*Michael R. Pollen*

**January 2, 2013**

## **1.0 INTRODUCTION**

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### ***1.1 Objective***

The first objective of this proposal is to continue to provide the City of North Pole (CONP) wastewater system managers and operators with a reliable and effective system to maintain compliance with the monitoring requirements of the Alaska Department of Environmental Conservation (ADEC) Alaska Pollutant Discharge Elimination System (APDES) permit #002139-3. The second objective is to provide a quality assurance monitoring program to ensure that categorical industrial user (CIU) wastewater discharges do not adversely impact the operation or performance of the CONP wastewater treatment plant.

### ***1.2 2013 Monitoring Schedule and Permit Modifications***

The CONP APDES permit is scheduled for reissuance this year by ADEC. It is uncertain if a new permit will be completed by the expiration date of May 31, 2013, or if the current permit will be administratively extended for some period of time. Also, following ADEC approval of the industrial pretreatment program (IPP) in 2012, and CONP implementation of the IPP, ADEC had indicated that they would be modifying some of the pretreatment program special conditions outlined in Section II.A. of the permit. That has not yet been done as of the date of this proposal and it is uncertain if any changes to the existing permit will be done prior to issuance of a new permit. Therefore, the monitoring program and other permit requirements stipulated in the current permit are being used for the monitoring schedule proposed in this document.

## **2.0 SCOPE OF WORK**

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### ***2.1 Tasks and Schedules***

#### **Wastewater Sample Management:**

For the CONP wastewater lagoon system monitoring NTL Alaska, Inc. (NTL) proposes to provide the services of sample kit coordination, sample scheduling, sampling, regulatory coordination, shipment coordination, data review & validation, and reporting of data to required regulatory agencies. The routine monitoring program is presented in TABLE 1, and is described as follows:

#### **Routine Daily, Weekly, and Monthly Monitoring**

TABLE 1 shows the parameters that are to be sampled each week of the month and who will be responsible for their collection. CONP operators will collect the routine samples on the first, third, fourth and fifth week of each month if required. NTL will collect the routine samples the second week of each month. The routine sampling day for weekly samples will be Wednesday, with samples being collected early in the morning in time to deliver subcontract laboratory samples to the Pollen Environmental, LLC. (PE) Fairbanks laboratory in time for scheduled analytical runs. The monthly samples collected by NTL will be taken on a Tuesday. The routine samples and associated tests are:

1. Five days per week, Monday through Friday, the CONP operators will collect samples from the effluent sump and analyze them on site for pH, Temperature, Dissolved Oxygen, and Total Chlorine Residual.
2. The CONP operators will collect weekly samples from the influent, X-1, and the effluent for Chemical Oxygen Demand (COD) analysis and deliver them to the PE Fairbanks laboratory. The COD samples will be used as indicators of potential high organic loading from CIU discharges. The CONP operators will also collect samples from the influent, X-1, X-2, and X-3 for Dissolved Oxygen, Conductivity, Temperature, and pH testing on site each Wednesday, except on the second week of each month, which will be part of NTL's once per month sampling regimen collected on week.
3. The first week of each month, the CONP operators will also collect Biological Oxygen Demand (BOD<sub>5</sub>) and Total Suspended Solids (TSS) samples as a composite from the influent autosampler. The effluent will also be sampled for BOD<sub>5</sub>, TSS, Total Aqueous Hydrocarbons (TAqH), Total Aromatic Hydrocarbons (TAH), and Fecal Coliform bacteria.
4. The second week of each month, NTL technicians will collect all of the samples listed in paragraphs 2 and 3 above, plus additional BOD<sub>5</sub>, COD, and TSS samples from X-1, X-2, and X-3. Sulfolane samples will also be collected from the influent, X-1, and the effluent and delivered to the Flint Hills Resources (FHR) refinery laboratory for analysis. During the monthly site visit, the NTL technicians will perform an onsite quality assurance review of the on site testing instruments to verify precision and accuracy in those measurements.
5. Once per month, the CONP operators will collect samples for onsite analysis of available nutrients. Concentrations of phosphate (as PO<sub>4</sub>), nitrate (as N), and ammonia (as N) will be measured in samples from each of the five sample locations using a HACH DR890 Colorimeter. These analyses are not required by the ADEC permit, but are recommended to ensure that the lagoon system does not encounter a nutrient deficiency, such as what has occurred in the FHR wastewater pretreatment system. These data are reported to ADEC, but are classified as screening procedures.



### **Mixing Zone Monitoring**

Twice per year NTL will collect samples from the Tanana River at the CONP WWTP effluent mixing zone. The samples are collected from pre-designated seasonal sample points located downstream from the mixing zone and are analyzed for Fecal Coliform, Total Chlorine Residual, pH, and Dissolved Oxygen. The Fecal Coliform samples will be transported to PE in Fairbanks for analysis. The samples collected for Dissolved Oxygen, pH, and Total Chlorine Residual will be analyzed on site at the North Pole WWTP laboratory. During the summer sampling event (June-September) samples are collected from the summer mixing zone described as the area extending downstream from the end of the outfall line with a length of 9 meters and a maximum width of 2 meters. During the winter sampling event (October-May) samples are collected from the winter mixing zone described as the area extending downstream from the end of the outfall line with a length of 267 meters and a maximum width of 4 meters. We tentatively plan to collect the summer samples in June and the winter samples in October.

### **POTW Monitoring Samples**

Once per quarter, NTL will collect samples from the influent autosampler and the effluent sump for total ammonia and hardness analysis. Also, during one quarter an effluent grab sample for oil and grease analysis will be collected. In addition to these permit compliance samples, NTL will collect Publically Owned Treatment Works (POTW) samples, each comprised of three sets collected in one week. The POTW samples will be collected from the influent auto-sampler and from the effluent sump for arsenic, chromium, copper, nickel, and selenium analysis.

Twice per year, additional influent and effluent POTW samples will be collected for cadmium, cyanide, lead, mercury, molybdenum, silver, zinc, and sulfolane. These additional samples must be collected once between January 1 and June 30 and once between July 1 and December 31, and are also comprised of three sets of samples collected in one week. We plan to sample the quarterly samples the first month of each quarter, and the semiannual samples in the first month of the first and third quarters of the year as shown in TABLE 1.

The POTW monitoring samples will also fulfill the APDES permit-required metals tests from the influent and effluent of the wastewater lagoon.

### **Biosolids Monitoring**

Once during the summer, with the assistance of the CONP WWTP operators, NTL will collect biosolids samples from each Cells 1 and 2 of the CONP wastewater treatment lagoon. The depth of the sludge will also be estimated in all four cells and a sample for total and volatile solids will be collected so the estimated volume of sludge on a dry weight basis can be calculated. A coring sampler will be used to collect a representative number of individual samples from the bottom of each cell, and combined into one composite sample for that cell. The four composite samples will then be transferred into appropriately preserved containers and kept cool during transport to PE's Fairbanks

laboratory. These samples from Cells 1 and 2 will be analyzed for total metals (EPA 503 biosolids list), total nitrogen, total phosphorus, and total potassium. The composite samples from all four cells will be analyzed for percent total and volatile solids. NTL will prepare and forward a report of the sampling event to the CONP.

There is no provision in the proposed sampling for the existing stored inventory of dried biosolids at the WWTP. If sampling of that material is requested, we propose to use the laboratory budget contingency to cover that cost.

#### **Expanded Effluent/Whole Effluent Toxicity Monitoring**

In 2011, NTL completed all of the sampling requirements for Whole Effluent Toxicity (WET) monitoring as required by Section I.B and Section I.C of the current APDES permit. Even though no additional WET or “expanded effluent monitoring” is presently required under the current APDES permit, that requirement could change if the permit is reissued during 2013.

#### **Discharge Monitoring Reports**

NTL will prepare the APDES Discharge Monitoring Report (DMR) on or before the 15<sup>th</sup> of each month and submit it to the CONP Utility Supervisor to review and sign on behalf of the City of North Pole.

#### **Annual IPP Report**

The CONP will be responsible for the preparation of the annual IPP report required by section II.A.6 of the permit. NTL will provide consulting services to the CONP on an as requested basis to assist with the preparation of the report.

### ***2.2 Management Plan***

The NTL Project manager will be Jerod Pollen, who will be responsible for the sample kit coordination, sample scheduling, sampling, regulatory coordination, shipment coordination, data review & validation, and reporting of data to required regulatory agencies for the CONP Waste Water treatment system. Michael Pollen will be the quality control manager reviewing laboratory data, weekly data collected by the CONP operators, and required reports transmitted to regulatory agencies by NTL. Peggy Pollen and Elizabeth Pollen will provide administrative services for the project.

### ***3.1 Proposed Compliance Monitoring Budget***

The enclosed budget summary shows the services to be performed for the CONP wastewater treatment facility. The routine monitoring schedule for 2013 is similar to that used in 2012. The Whole Effluent Toxicity and “expanded effluent testing” requirements of the current APDES permit cycle have been completed, so that line item does not require a budget allocation for 2013, unless the APDES permit is renewed and that requirement reinstated.

To meet the project objectives, we have itemized the proposed services into following categories:

**Routine Monitoring Personnel Budget:**

The personnel budget includes the hours required to manage the wastewater compliance monitoring and for quality control of the analytical work. The personnel budget allocates 4 hours per month for the monthly onsite sampling and for project management. The Quality Assurance and Administrative services budget allocates 2 hours per month for quality control and 4 hours per month for administrative services. The discharge monitoring report budget is presented as a line item, and includes the hours and computer generated forms required to prepare the monthly reports required by the APDES permit.

**Routine Laboratory Analysis Budget:**

The laboratory budget includes all routine and quality control monitoring and is based on quotes provided to NTL by PE. The quotes are based on the specific analyses required for the CONP WWTP from January 1 to December 31, 2012. NTL will request authorization to change analytical laboratory subcontractors if necessary to ensure project performance, quality control, and cost effectiveness.

**Non-Routine Quality Assurance Monitoring Events Budget:**

All quarterly, biannual, and annual sampling events specified in the budget summary will be billed at the proposed rates. Any additional services requested from NTL by the CONP will be billed at time plus expense to the City of North Pole upon completion of each event. If requested by the CONP, NTL will provide quotes for the additional services prior to the start of the project.

Assistance with various IPP permit compliance issues and Significant Industrial User (SIU) monitoring events may be requested throughout the year by the CONP. These will be invoiced at the NTL unit rates quoted in the enclosed budget, but are not specifically itemized in this budget proposal.

**Personnel Contingency:**

A 25% contingency has been added to the personnel budget to accommodate nonroutine consultation services including assistance with the IPP annual report, work on the APDES permit renewal, updating the QAPP, and other services as requested.

**Laboratory Budget Contingency:**

In addition to the annual laboratory budget a 15% contingency has been added to allow for any re-sampling or any additional unforeseen sampling events that may be requested by the CONP or required by the permitting authority during 2013.

**Invoicing:**

The routine monitoring events including the monthly discharge monitoring reports will be billed to the CONP once per month. Services associated with the IPP program will be

separately itemized from the routine monitoring services so the CONP can invoice those back to the SIUs.

All quarterly, biannual, and annual sampling events, as well as any additional services requested from NTL by North Pole Utilities will be billed at the rates quoted herein to the CONP upon completion of each event or at the end of the month, and if associated with the IPP program, will be so noted on the invoice.

IPP related services provided on request for permit compliance and monitoring for individual SIUs will be invoiced separately to the CONP. The specific work completed and the SIU IPP permit for which that work was performed will be specifically identified on the invoice so that it can be invoiced back to the SIU by the CONP.

**Summary:**

The attached itemized budget is proposed as a not to exceed estimate without prior authorization by the CONP for the services indicated. As noted above, IPP permit specific work requested by the CONP will be invoiced on a time and expense basis. NTL requests authorization to reallocate budget amounts to different work elements in order to meet the project objectives as long as the estimated budget total is not exceeded. If the APDES permit is reissued during 2013 and the monitoring requirements under the new permit are significantly different than under the current permit, then we will prepare a proposed budget amendment to address the revised monitoring requirements.

**TABLE 1: CONP WWTP MONITORING SCHEDULE FOR 2013****ROUTINE DAILY, WEEKLY, AND MONTHLY MONITORING**

LOCATION	PARAMETERS	WEEK 1	WEEK 2	WEEK 3	WEEK 4+
<b>INFLUENT*</b>	<b>BOD</b>	<b>X</b>	<b>X</b>		
	<b>COD</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
	<b>TSS</b>	<b>X</b>	<b>X</b>		
	<b>Sulfolane</b>		<b>X</b>		
	<b>pH, Cond.</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>X-OVER 1**</b>	<b>BOD</b>		<b>X</b>		
	<b>COD</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
	<b>TSS</b>		<b>X</b>		
	<b>Sulfolane</b>		<b>X</b>		
	<b>pH, DO, Cond.</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>X-OVER 2**</b>	<b>BOD</b>		<b>X</b>		
	<b>COD</b>		<b>X</b>		
	<b>TSS</b>		<b>X</b>		
	<b>pH, DO, Cond.</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>X-OVER 3**</b>	<b>BOD</b>		<b>X</b>		
	<b>COD</b>		<b>X</b>		
	<b>TSS</b>		<b>X</b>		
	<b>pH, DO, Cond.</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>EFFLUENT**</b>	<b>BOD</b>	<b>X</b>	<b>X</b>		
	<b>CBOD</b>		<b>X</b>		
	<b>COD</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
	<b>TSS</b>	<b>X</b>	<b>X</b>		
	<b>Fecal Coliform</b>	<b>X</b>	<b>X</b>		
	<b>TAH/TAqH***</b>	<b>X</b>	<b>X</b>		
	<b>Sulfolane</b>		<b>X</b>		
	<b>Cond.</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>EFFLUENT****</b>	<b>pH, DO, TCl<sub>2</sub> Res.</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>SAMPLES COLLECTED BY:</b>		<b>CONP</b>	<b>NTL</b>	<b>CONP</b>	<b>CONP</b>

\* *Grab or composite samples*\*\* *Grab samples*\*\*\* *Dechlorination of sample required*\*\*\*\* *Grab samples collected by CONP five days per week (Monday - Friday)*

### MIXING ZONE SURFACE WATER MONITORING

LOCATION	PARAMETERS	JUNE*		OCTOBER**	
MIXING ZONE	Fecal Coliform	X		X	
	pH	X		X	
	DO	X		X	
	TCl <sub>2</sub> Res.	X		X	
SAMPLES COLLECTED BY:		NTL/CONP		NTL/CONP	

\* Upstream and @ edge of summer (June 1 - September 30) MZ (2 x 9 m)

\*\* Upstream and @ edge of winter (October 1 - May 31) MZ (4 x 267 m)

### MISCELLANEOUS QUARTERLY PARAMETERS

LOCATION	PARAMETERS	JANUARY	APRIL	JULY	OCTOBER
EFFLUENT*	Total Ammonia	X	X	X	X
	Hardness	X	X	X	X
	Oil & Grease			X	
SAMPLES COLLECTED BY:		NTL	NTL	NTL	NTL

\* Grab samples

### POTW MONITORING SAMPLES\*

LOCATION	PARAMETERS	JANUARY	APRIL	JULY	OCTOBER
INFLUENT** & EFFLUENT***	Arsenic	X	X	X	X
	Chromium	X	X	X	X
	Copper	X	X	X	X
	Nickel	X	X	X	X
	Selenium	X	X	X	X
INFLUENT** & EFFLUENT***	Cadmium	X		X	
	Cyanide	X		X	
	Lead	X		X	
	Mercury	X		X	
	Molybdenum	X		X	
	Silver	X		X	
	Sulfolane	X		X	
	Zinc	X		X	
SAMPLES COLLECTED BY:		NTL	NTL	NTL	NTL

\* Three days (3 sets of samples) within a week (Monday - Friday)

\*\* Composite samples

\*\*\* Grab samples

Note: This sampling program also fulfils the permit-required influent and effluent metals tests



# NTL ALASKA, INC.

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## CITY OF NORTH POLE WASTEWATER COMPLIANCE MONITORING 2013 BUDGET SUMMARY

CONP WWTP MONITORING 2013 BUDGET SUMMARY	
Routine Monitoring Personnel Budget	\$17,384.40
Routine Laboratory Analysis Budget	\$21,851.00
Non-Routine Sampling Events Budget	\$34,491.70
Laboratory Contingency (15%)	\$3,277.65
Personnel Contingency (25%)	\$4,346.10
<b>TOTAL PROPOSED BUDGET:</b>	<b>\$81,350.85</b>

### ROUTINE MONITORING PERSONNEL ALLOCATIONS:

#### 2nd Week of Each Month:

		Rate	Quantity	Total
Jerod Pollen	hour	110.00	4.0	440.00
Vehicle Miliage	mile	0.90	28.0	25.20
Estimated Monthly Personnel Budget				\$465.20

#### Project Quality Assurance and Administrative Services:

		Rate	Quantity	Total
Michael Pollen	hour	170.00	2.0	340.00
Peggy Pollen	hour	85.00	2.0	170.00
Elizabeth Pollen	hour	78.00	2.0	156.00
Estimated Monthly Quality Assurance Budget				\$666.00

#### Discharge Monitoring Reports:

		Rate	Quantity	Total
Jerod Pollen	hour	110.00	2.5	275.00
Michael Pollen	hour	170.00	0.25	42.50
Estimated DMR Report Budget				\$317.50

<b>TOTAL ESTIMATED ANNUAL ROUTINE MONITORING PERSONNEL BUDGET</b>	<b>\$17,384.40</b>
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### ROUTINE MONITORING LABORATORY ANALYSIS:

#### Monthly Regulated Monitoring:

Parameter:	Unit Rate	Quantity	Total
Biological Oxygen Demand (BOD)	78.00	4.0	312.00
Total Suspended Solids (TSS)	48.00	4.0	192.00
Total Aqueous Hydrocarbons (TAqH)	285.00	2.0	570.00

Total Aromatic Hydrocarbons (TAH)	233.00	2.0	466.00
Travel Blank (TAH)	0.00	2.0	0.00
Fecal Coliform	72.00	2.0	144.00
Estimated Monthly Analysis Budget:			\$1,684.00

#### **Monthly Quality Assurance Monitoring:**

<b>Parameter:</b>	<b>Unit Rate</b>	<b>Quantity</b>	<b>Total</b>
Biological Oxygen Demand (BOD)	78.00	3.0	234.00
BOD/Carbonaceous	82.00	1.0	82.00
Total Suspended Solids (TSS)	48.00	3.0	144.00
*Chemical Oxygen Demand (COD)	78.00	14.0 (4 Weeks)	1092.00
*Chemical Oxygen Demand (COD)	78.00	17.0 (5 Weeks)	1326.00
Est. Monthly Analysis Budget: 4 Week Months			\$1,552.00
Est. Monthly Analysis Budget: 5 Week Months			\$1,786.00

Total Monthly Analysis Budget: 4 Week Months (Feb, Mar, May, Jun, Aug, Sept, Nov)	\$10,864.00
Total Monthly Analysis Budget: 5 Week Months (Jan, Apr, Jul, Oct, Dec)	\$8,930.00

#### **Quarterly, Bi-Annual, and Annual Quality Assurance Monitoring:**

<b>Parameter:</b>	<b>Unit Rate</b>	<b>per Year</b>	<b>Total</b>
Arsenic	*	4.0	-
Cadmium	*	4.0	-
Chromium	*	4.0	-
Copper	*	8.0	-
Lead	*	4.0	-
Molybdenum	*	4.0	-
Nickel	*	4.0	-
Zinc	*	4.0	-
Selenium	*	8.0	-
Silver	*	4.0	-
Mercury	*	4.0	-
Cyanide	*	4.0	-
Total Hardness(CaCO3)	31.00	4.0	124.00
Ammonia (as N)	41.50	4.0	166.00
Oil and Grease	83.00	1.0	83.00
Total Estimated Qtr, Bi-Annual, Annual Analysis Budget			\$373.00

\* Metals and cyanide analysis are completed as part of the POTW sampling program

<b>TOTAL ESTIMATED ROUTINE MONITORING ANNUAL LABORATORY ANALYSIS BUDGET:</b>	<b>\$21,851.00</b>
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#### **NON-ROUTINE QUALITY ASSURANCE MONITORING EVENTS\*:**

##### **Mixing Zone Quality Assurance Monitoring:**

<b>Laboratory Analyses</b>	<b>Unit Rate</b>	<b>Quantity</b>	<b>Total</b>
Fecal Coliform SM9222D	72.00	3.00	216.00
<b>Total, Analyses</b>			<b>\$216.00</b>

<b>Sample Collection and Data Reporting</b>	<b>Unit Rate</b>	<b>Quantity</b>	<b>Amount</b>
Project Management & Sampling, hour	110.00	5.0	550.00
Project QC, M.Pollen	170.00	0.5	85.00
Administrative, Hour	85.00	1.0	85.00



Mileage/mile	0.90	25.0	22.50
<b>Subtotal, Personnel &amp; Materials</b>			<b>\$742.50</b>

<b>TOTAL EST. SURFACE WATER MONITORING:</b>	<b>\$958.50</b>
<b>TOTAL EST. ANNUAL SURFACE WATER MONITORING BUDGET:(2 Events)</b>	<b>\$1,917.00</b>

**Publically Owned Treatment Works (POTW) Quality Assurance Monitoring:**

Parameter:	Unit Rate	Quantity	Total
Arsenic	31.00	6.0	186.00
Cadmium	31.00	6.0	186.00
Chromium	31.00	6.0	186.00
Copper	31.00	6.0	186.00
Lead	31.00	6.0	186.00
Nickel	31.00	6.0	186.00
Zinc	31.00	6.0	186.00
Molybdenum	31.00	6.0	186.00
Selenium	31.00	6.0	186.00
Silver	31.00	6.0	186.00
Mercury	36.25	6.0	217.50
Cyanide	62.10	6.0	372.60
Sulfolane	-	6.0	
<b>Total, Analyses</b>			<b>\$2,450.10</b>

Sample Collection and Data Reporting	Unit Rate	Quantity	Amount
Project Management & Sampling, hour	110.00	72.0	7920.00
Project QC, M.Pollen	170.00	2.0	340.00
Administrative, Hour	85.00	1.0	85.00
Mileage/mile	0.90	450.0	405.00
<b>Subtotal, Personnel &amp; Materials</b>			<b>\$8,750.00</b>

<b>TOTAL EST. POTW MONITORING BUDGET:</b>	<b>\$11,200.10</b>
<b>TOTAL EST. ANNUAL POTW MONITORING BUDGET:(2 Events)</b>	<b>\$22,400.20</b>

**Reduced Publically Owned Treatment Works (POTW) Quality Assurance Monitoring:**

Laboratory Analyses	Unit Rate	Quantity	Total
Arsenic	31.00	6.0	186.00
Chromium	31.00	6.0	186.00
Copper	31.00	6.0	186.00
Nickel	31.00	6.0	186.00
Selenium	31.00	6.0	186.00
<b>Total, Analyses</b>			<b>930.00</b>

Sample Collection and Data Reporting	Unit Rate	Quantity	Amount
Project Management & Sampling, hour	110.00	18.0	1980.00
Project QC, M.Pollen	170.00	2.0	340.00
Administrative, Hour	85.00	1.0	85.00
Mileage/mile	0.90	75.0	67.50
<b>Subtotal, Personnel &amp; Materials</b>			<b>\$2,472.50</b>

<b>TOTAL EST. REDUCED POTW MONITORING BUDGET:</b>	<b>\$3,402.50</b>
<b>TOTAL EST. ANNUAL REDUCED POTW MONITORING BUDGET:(2 Events)</b>	<b>\$6,805.00</b>

**Biosolids Quality Assurance Monitoring:**

<b>Laboratory Analyses</b>	<b>Analysis Method</b>	<b>Unit Rate</b>	<b>Quantity</b>	<b>Total</b>
Arsenic	EPA 6010B	26.00	2.0	52.00
Cadmium	EPA 6010B	26.00	2.0	52.00
Chromium	EPA 6010B	26.00	2.0	52.00
Copper	EPA 6010B	26.00	2.0	52.00
Lead	EPA 6010B	26.00	2.0	52.00
Molybdenum	EPA 6010B	26.00	2.0	52.00
Nickel	EPA 6010B	26.00	2.0	52.00
Zinc	EPA 6010B	26.00	2.0	52.00
Selenium	EPA 6010B	26.00	2.0	52.00
Potassium	EPA 6010B	26.00	2.0	52.00
Phosphorous	EPA 6010B	26.00	2.0	52.00
Mercury	EPA 7471A	36.25	2.0	72.50
Total Solids/ Total Volatile Solids	EPA 160.4	72.00	4.0	288.00
Total Nitrogen	SM 4500-N	103.50	2.0	207.00
<b>Subtotal, Analyses</b>				<b>\$ 1,139.50</b>

<b>Data Reporting</b>	<b>Unit Rate</b>	<b>Quantity</b>	<b>Amount</b>
Project Management & Sampling, hour	110.00	12.00	1320.00
Project QC, M.Pollen	170.00	4.00	680.00
Administrative, Hour	85.00	1.0	85.00
Field Equipment	100.00	1.0	100.00
Vehicle (mile)	0.90	50.0	45.00
<b>Subtotal, Personnel &amp; Materials</b>			<b>\$2,230.00</b>

<b>TOTAL ESTIMATED ANNUAL BIOSOLIDS MONITORING BUDGET:</b>	<b>\$3,369.50</b>
<b>TOTAL ESTIMATED NON ROUTINE SAMPLING EVENT BUDGET:</b>	<b>\$34,491.70</b>

\* All Quality Assurance Monitoring is billed to the Significant Industrial Users under the CONP IPP.