

Kalamazoo Lake Sewer & Water Authority
Minutes of the Regular Commission Meeting
Monday, December 15, 2025, at 10:00 a.m.
KLSWA Offices
6449 Old Allegan Rd, Saugatuck, MI 49453

1. Call to Order – Chair Clark called the meeting to order at 10:00 a.m.
2. Roll Call – Commissioners Present – Clark, Johnson, DeFranco, Freeman, Ludwig. Also present Interim Manager Fink
3. Approval of Agenda
Motion by DeFranco, supported by Freeman, to approve the agenda as presented. Motion carried by unanimous voice vote.
4. Public Comments – None received
5. Closed Session
Motion by Freeman, supported by Ludwig, to enter Closed Session to review an attorney/client confidential communication which is exempt from disclosure, MCL 15.268(h) to review and consider the contents of employment applicants who have requested confidentiality as permitted under Michigan Open Meeting Act MCL 15.268 Sec. 8(f).
Motion carried by unanimous-roll call vote. Manager Fink and recording secretary were excused from the meeting.
6. Consent Agenda
Motion by DeFranco, supported by Ludwig, to approve the Consent Agenda with the removal of the December 3rd minutes which will be edited and returned for approval at the next meeting. Motion failed.

Edits of December 3rd minutes per Commission:
 - Remove “Workshop” and replace with “Special Meeting”
 - Remove first names of Commissioners
 - Correct name spelling for DeFranco and Johnson
 - Remove all bold lettering except those in headingsMotion by DeFranco, supported by Ludwig, to approve the Consent Agenda with the requested edits of the Special December 3rd meeting.
Motion carried by unanimous voice vote
7. Reports
 - a. Manager Report
KLSWA has two types of retirement funds, Defined Benefit and Defined Contribution. The Defined Benefit is currently being funded at 7%, this is a liability. Manager Fink suggested two members of the Board meet with the Auditor prior to approval of the budget.
 - b. Engineering Standards
Engineering Standards should be reviewed and reconsidered.
8. New Business
 - a. Review resumes / recruitment
Motion by Freeman, supported by Ludwig, to invite candidates 2, 3, 4 to a public interview meeting to be held on Thursday, December 18th at 5:30 p.m. in the Douglas City Hall building.
Motion carried by unanimous voice vote
 - b. Engineering proposal for Clean Water State Revolving fund.
Flies & VandenBrink engineers addressed the State Revolving Fund Loan proposal and how the project would proceed. Projects with higher scoring have been completed. A Design Built Institute of America (DBIA) contract with Fleis & VandenBrink Engineering was presented for the Board to consider. Due to a new State requirement, if not signed and returned this year the Authority would not qualify for funding next

year. Motion by DeFranco, supported by Johnson, to approve the DBIA Wastewater System Improvements Project No. 5907-01, not to exceed the amount of \$349,600 and subject to Attorney review.
Motion carried by unanimous voice vote.

9. Old Business – None

10. Commissioner Comments

Johnson – No comment

Freeman – Will set up the interviews with recruiter Frank Walsh

Ludwig- Thanked members for pushing the Closed Session up on the agenda

DeFranco- No comment

Clark- The proposed Bylaws will appear in the next agenda

11. Adjourn - Chair Clark adjourned the meeting

Commission Secretary

Gregory Freeman

Date approved by Commission: February 4, 2026