



**Kalamazoo Lake Sewer & Water Authority Regular Commission
Meeting**

Monday, January 19, 2026, at 10:00 a.m.

Rescheduled to January 21st at 1:00 pm due to inclement weather

KLSWA Offices

6449 Old Allegan Rd, Saugatuck, MI 49453

1) Call to Order

2) Roll Call

3) Approval of Agenda

4) Public Comments

The Commission requests that speakers respect the three-minute time limit for individual comments and the five-minute time limit for an individual speaking on behalf of a group. This is not a question-and-answer session, it is an opportunity to voice your thoughts with the Authority Commission.

5) Consent Agenda

Consent Agendas are considered routine by the Commission and will be enacted by one motion. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the consent agenda and considered separately.

1. Bills & Review of Invoices

- a) December Check Details
- b) December Statement of Revenues and Expenses

2. Approval of Minutes

- a) December 15th, 2025
- b) December 18th, 2025

3. Reports

- a) Operations Report
- b) Historical Uses Report
- c) Community Base Fee Report

4. Correspondence

N/A

6) Reports

- 1) Manager Report

Individuals with disabilities requiring auxiliary aids or services can contact KLSWA for reasonable accommodations. If you require accommodations, please contact KLSWA as soon as practically possible prior to the meeting in writing or by calling as some accommodations may require 48-hours to provide.



7) New Business

1. Preliminary Budget Review
2. City Of Saugatuck Sewer Capacity Purchase Review and Approval
 1. A resolution exercising the City of Saugatuck's right of first refusal to purchase wastewater treatment plant capacity from the City of the Village of Douglas
3. Health Insurance Renewals
4. Operator In Charge
5. 2026 Meeting Dates

8) Old Business

- 1) Administrator hiring update
- 2) Bi-law review and approval
- 3) Union Update
- 4) Mt Baldhead service line

9) Commission Comments

10) Adjourn

Individuals with disabilities requiring auxiliary aids or services can contact KLSWA for reasonable accommodations. If you require accommodations, please contact KLSWA as soon as practically possible prior to the meeting in writing or by calling as some accommodations may require 48-hours to provide.

01/06/2026

CHECK REGISTER FOR KALAMAZOO LAKE SEWER & WATER AUTHORITY
 CHECK DATE FROM 12/01/2025 - 12/31/2025

Check Date	Check	Vendor Name	Description	Amount
Bank SEWCK GENERAL CHECKING				
12/04/2025	33738	ALS ENVIRONMENTAL	WQP	195.20
12/04/2025	33739	ALS ENVIRONMENTAL	WWTP	163.15
12/04/2025	33740	ALS ENVIRONMENTAL	WWTP	388.80
12/04/2025	33741	AQUA-FINE	LAB H20	25.80
12/04/2025	33742	BADGER METER INC	MOBILE HOSTING SERVICE	8.93
12/04/2025	33743	COMMUNICATIONS UNLIMITED LLC	AFTER HOURS PHONE	203.41
12/04/2025	33744	FLEIS & VANDENBRINK	GIS UPDATES	2,020.00
12/04/2025	33745	FLEIS & VANDENBRINK	PROFESSIONAL SERVICES	6,425.00
12/04/2025	33746	HOLLAND BPW	NOVEMBER BACTI	480.00
12/04/2025	33747	MISSION COMMUNICATIONS	SERVICE CONTRACTS	8,501.60
12/04/2025	33748	OVERISEL LUMBER	DOOR STOP	9.99
12/04/2025	33749	MICHIGAN DEPT OF ENV QUAL LAKES	ANNUAL PERMIT FEE	150.00
12/04/2025	33750	MICHIGAN DEPT OF ENV QUAL LAKES	NPDES ANNUAL PERMIT FEE	0.00
12/04/2025	33751	THRIV	YELLOW PAGES	47.00
12/04/2025	33752	TRANE	CONTRACT/CALL NO. 2668A:EQ1	3,665.00
12/04/2025	33753	TRANE	BOILER FLOW SWITCH	1,941.00
12/04/2025	33754	TRANE	BOILER REPAIR	1,431.00
12/04/2025	33755	VESTIS	RUGS AND UNIFORMS	438.38
12/04/2025	33756	VESTIS	RUGS AND UNIFORMS	443.63
12/05/2025	1011(E)	PAYCHEX	PAYROLL PD 12/5/25	32,501.34
12/08/2025	1022(E)	COMCAST BUSINESS	COMCAST	673.55
12/11/2025	998(E)	EGLTECH, INC	MONTHLY	2,259.50
12/11/2025	999(E)	EGLTECH, INC	BACKUPS	410.10
12/11/2025	1000(E)	EGLTECH, INC	MONTHLY	106.06
12/11/2025	1001(E)	EGLTECH, INC	CYBERSECURITY	728.34
12/11/2025	1002(E)	MENARDS	SUPPLIES	390.06
12/11/2025	1003(E)	MENARDS	ICE SALT	999.00
12/11/2025	1004(E)	MENARDS	SUPPLIES	190.27
12/11/2025	1005(E)	MICHIGAN GAS UTILITIES - IRP	22 BAYOU	188.57
12/11/2025	1006(E)	MICHIGAN GAS UTILITIES 851 HOL	851 HOLLAND	47.44
12/11/2025	1007(E)	REPUBLIC SERVICES #240	GARBAGE SERVICE	359.36
12/11/2025	33757	BROEKHUIS PLUMBING	160 MAPLE - SAUGATUCK TAP	250.00
12/11/2025	33758	BUSSCHER SEPTIC TANK & EXCAVATING	389 CENTER	1,050.00
12/11/2025	33759	BUSSCHER SEPTIC TANK & EXCAVATING	REPAIR SERVICE BREAK - 129 PARK	1,200.00
12/11/2025	33760	COMCAST BUSINESS	INTERNET	506.47
12/11/2025	33761	CRYSTAL FLASH	GAS FLEET FUEL	694.77
12/11/2025	33762	ETNA SUPPLY	SUPPLIES	2,958.00
12/11/2025	33763	GRAINGER	SUPPLIES	216.42
12/11/2025	33764	MISS DIG SYSTEMS INC	MEMBERSHIP, MAINTENANCE, EDUCATION	1,544.04
12/11/2025	33765	OVERISEL LUMBER	TARP/ROPE	32.98
12/11/2025	33766	STAPLES	OFFICE SUPPLIES	312.55
12/11/2025	33767	STAPLES	OFFICE SUPPLIES	8.28
12/11/2025	33768	STAPLES	OFFICE SUPPLIES	140.00
12/11/2025	33769	UPS	POSTAGE	25.00
12/11/2025	33770	VESTIS	RUGS AND UNIFORMS	438.38
12/11/2025	33771	YOUR MEMBERSHIP INC	JOB POSTING	250.00
12/11/2025	33772	YOUR MEMBERSHIP INC	JOB POSTING	250.00
12/12/2025	1008(E)	ALERUS FINANCIAL	MERS DEF CONTRIBUTION	3,214.88
12/12/2025	1009(E)	COMCAST BUSINESS	PHONE	668.66
12/12/2025	1010(E)	PRIORITY HEALTH	GROUP HEALTH INSURANCE	13,603.37
12/17/2025	1012(E)	CONSUMERS ENERGY	ELECTRIC BILLS	18,029.82
12/17/2025	1013(E)	DELTA DENTAL PLAN OF MICHIGN	DENTAL INSURANCE	793.97
12/17/2025	1014(E)	EXTEND YOUR REACH	PRINTING	2,000.00
12/17/2025	1015(E)	MENARDS	PIPE INSULATION/HEATING CABLES	104.88
12/17/2025	1016(E)	METLIFE - GROUP BENEFITS	GRP ADD & LFE INS	379.07
12/17/2025	1017(E)	MICHIGAN GAS UTILITIES 178 PA	178 PARK	125.96

KALAMAZOO LAKE SEWER AND WATER AUTHORITY
STATEMENT OF REVENUES AND EXPENSES
AS OF DECEMBER 31, 2025

	MTD		YTD		FY25 BUDGET	AVAILABLE BALANCE	% budget used
	12/01/25	12/31/25	03/01/25	12/31/25	03/01/25 02/28/26	Actual vs. Budget	
CONSOLIDATED REVENUES							
613.000 Commodity	51,066.33		1,231,122.04		1,269,399.81	38,277.77	96.98%
614.000 Base	179,996.20		1,758,746.02		2,233,872.00	475,125.98	78.73%
628.000 Meter Install	2,070.00		10,400.00		20,000.00	9,600.00	52.00%
630.000 On/Off Fee	1,150.00		13,010.00		13,000.00	(10.00)	100.08%
651.000 Bank Fee	-		140.00		200.00	60.00	70.00%
657.000 Penalty	3,819.32		32,018.67		22,500.00	(9,518.67)	142.31%
665.000 Interest	21,310.78		97,228.25		150,000.00	52,771.75	64.82%
667.000 Equip Rental	-		1,150.00		1,000.00	(150.00)	115.00%
670.000 Misc. Income	-		18,403.13		5,000.00	(13,403.13)	368.06%
TOTAL CONSOLIDATED REVENUES	\$ 259,412.63		\$ 3,162,218.11		\$ 3,714,971.81	\$ 552,753.70	85.12%
CONSOLIDATED EXPENDITURES							
702.000 Wages	53,070.47		573,343.31		929,926.30	356,582.99	61.65%
702.400 OC/OT	10,896.74		109,301.17		128,728.32	19,427.15	84.91%
715.000 Benefits	40,547.36		241,650.68		346,388.89	104,738.21	69.76%
727.000 Education/Training	-		2,157.62		12,000.00	9,842.38	17.98%
728.000 Occupational Medical	-		1,660.28		2,000.00	339.72	83.01%
729.000 Membership/Subscriptions	180.00		3,725.87		3,600.00	(125.87)	103.50%
730.000 Miss Dig	3,712.58		7,077.24		5,600.00	(1,477.24)	126.38%
731.000 Office	6,400.26		61,239.67		80,457.00	19,217.33	76.11%
731.100 Bank Fee	198.55		(2,925.33)		1,000.00	3,925.33	-292.53%
731.200 IT	3,674.00		32,428.92		39,850.00	7,421.08	81.38%
731.300 Employee Morale	-		-		-	-	n/a
732.000 Safety Equip	150.19		5,243.64		8,000.00	2,756.36	65.55%
733.000 Lab Equip/Supply	67.60		8,361.14		33,800.00	25,438.86	24.74%
734.000 Mailing	63.27		2,259.54		2,100.00	(159.54)	107.60%
745.000 Chemicals	1,343.10		75,633.64		143,047.50	67,413.86	52.87%
760.000 Uniforms/Rugs	2,242.67		20,697.52		22,000.00	1,302.48	94.08%
761.000 Metering	-		48,187.20		44,000.00	(4,187.20)	109.52%
770.000 Goods/Equip	10,018.71		56,868.42		50,000.00	(6,868.42)	113.74%
773.000 Miscellaneous	-		-		-	-	n/a
784.000 Capital Outlay	-		-		-	-	n/a
801.000 Audit/Accounting	1,472.50		36,751.45		45,300.00	8,548.55	81.13%
802.000 Authority	550.00		3,300.00		3,750.00	450.00	88.00%
803.000 Legal	13,493.25		81,476.47		50,000.00	(31,476.47)	162.95%
804.000 Engineering	10,496.00		72,493.60		101,500.00	29,006.40	71.42%
807.000 Lab Services	2,046.90		32,362.51		38,800.00	6,437.49	83.41%
850.000 Telecomm	2,598.82		17,143.08		26,500.00	9,356.92	64.69%
860.000 Mileage	-		-		500.00	500.00	0.00%
861.000 Fuel	1,426.73		22,044.69		40,000.00	17,955.31	55.11%
920.000 Natural Gas	675.54		4,965.26		7,890.00	2,924.74	62.93%
921.000 Electric	18,029.82		271,074.52		285,472.34	14,397.82	94.96%
929.000 Collection/Distribution	29,384.64		71,895.54		155,000.00	83,104.46	46.38%
930.000 Equip Maintenance	19,009.92		158,499.80		140,000.00	(18,499.80)	113.21%
931.000 Building Maintenance	7,396.36		26,309.00		7,000.00	(19,309.00)	375.84%
932.000 Fleet Maintenance	-		6,814.39		20,000.00	13,185.61	34.07%
934.000 Repair/Replace	5,790.43		62,424.47		555,000.00	492,575.53	11.25%
959.000 Regulatory Fees	5,650.00		12,065.00		7,100.00	(4,965.00)	169.93%
965.000 Authority Insurance	-		46,414.00		46,434.00	20.00	99.96%
TOTAL CONSOLIDATED EXPENDITURES	\$ 250,586.41		\$ 2,172,944.31		\$ 3,382,744.35	\$ 1,209,800.04	64.24%
NET OF CONSOLIDATED REVENUES & EXPENDITURES	\$ 8,826.22		\$ 989,273.80		\$ 332,227.46	\$ (657,046.34)	n/a

Note: Unaudited Financial Statement. For internal use only.
1/6/2026

12/17/2025	1018(E)	MICHIGAN GAS UTILITIES - IRP	22 BAYOU	313.10
12/17/2025	1019(E)	PRIORITY HEALTH	GROUP HEALTH INSURANCE	9,392.24
12/17/2025	1020(E)	SEMCO ENERGY	3426 BSH	0.47
12/18/2025	33773	ALS ENVIRONMENTAL	WQP	267.80
12/18/2025	33774	AQUA-FINE	LAB H2O	13.90
12/18/2025	33775	CRYSTAL FLASH	GAS FLEET FUEL	731.96
12/18/2025	33776	DENOAYER CHEVROLET	2017 SILVERADO 1GCVKNEC4HZ316556	5,540.43
12/18/2025	33777	IHLE AUTO PARTS	ORANGE DEX COOL	26.98
12/18/2025	33778	MIKA MEYERS PLC	GENERAL LABOR	7,029.50
12/18/2025	33779	MIKA MEYERS PLC	FOIA MATTERS	367.00
12/18/2025	33780	MIKA MEYERS PLC	GENERAL MATTERS	868.00
12/18/2025	33781	MIKA MEYERS PLC	AXIS DISCOVERY	5,228.75
12/18/2025	33782	PLUMMER'S ENVIRONMENTAL SERVICES IN	CLEAN/TELEWISE	29,384.64
12/18/2025	33783	SAFETY SERVICES INC	AIR SENSOR	150.19
12/18/2025	33784	STATE OF MICHIGAN (MIDEAL)	2026 MEMBERSHIP FEE	180.00
12/18/2025	33785	VANDENBERG WEB CREATIVE LLC	WEBSITE HOSTING	85.00
12/18/2025	33786	VANDENBERG WEB CREATIVE LLC	WEB HOSTING	85.00
12/18/2025	33787	VERIZON WIRELESS	WIRELESS PHONE SERVICE	750.14
12/18/2025	33788	VESTIS	RUGS AND UNIFORMS	459.39
12/18/2025	33789	WILLIAMS & WORKS	GIS	2,051.00
12/18/2025	33790	XYLEM DEWATERING SOLUTIONS INC	LS1P3 RENTAL	4,561.15
12/19/2025	1021(E)	PAYCHEX	PAYROLL PD 12-19-25	35,488.13
12/19/2025	1023(E)	MERS	MERS DB	8,683.40
12/22/2025	1024(E)	ALERUS FINANCIAL	MERS DEF CONTRIBUTION	3,160.43
12/23/2025	33791	ALS ENVIRONMENTAL	WWTP	388.80
12/23/2025	33792	ALS ENVIRONMENTAL	WWTP	163.15
12/23/2025	33793	ETNA SUPPLY	SUPPLIES	2,489.92
12/23/2025	33794	ETNA SUPPLY	COUPLING	237.50
12/23/2025	33795	ETNA SUPPLY	PIPE	250.79
12/23/2025	33796	HAVILAND	BLEACH	1,343.10
12/23/2025	33797	MISS DIG SYSTEMS INC	FEEES	2,168.54
12/23/2025	33798	UPS	POSTAGE	38.27
12/23/2025	33799	USA BLUE BOOK	TESTS	2,328.34
12/30/2025	33800	AQUA-FINE	LAB H2O	27.90
12/30/2025	33801	BADGER METER INC	MOBILE HOSTING SERVICE	326.33
12/30/2025	33802	COMMUNICATIONS UNLIMITED LLC	AFTER HOURS PHONE	245.24
12/30/2025	33803	PARKWAY ELECTRIC	SLUDGE PUMP REPAIR	3,480.75
12/30/2025	33804	STAPLES	OFFICE SUPPLIES	55.81
12/30/2025	33805	THRYV	YELLOW PAGES	50.15
12/30/2025	33806	VESTIS	RUGS AND UNIFORMS	462.89
12/30/2025	33807	VREDEVELD HAEFNER LLC	CPA SERVICES	1,472.50

SEWCK TOTALS:

(1 Check Voided)

Total of 96 Disbursements:

244,537.56

**KALAMAZOO LAKE SEWER AND WATER AUTHORITY
BILLED USAGE REPORT**

COMMUNITY	MONTH <u>November 2025</u>		BILLING DATE <u>12/15/25</u>							
	GALLONS		MEU'S		BILLED ACCOUNTS		BILLED ACCOUNTS		MEU'S	
	WATER	SEWER	WATER	SEWER	WATER	SEWER	DS-LS	DS-T	IRRI*	
DOUGLAS	3,314,719	3,422,092	1,464	1,368	1,278	1,057	1365	1365	140.5	
SAUGATUCK	2,384,391	2,280,196	1,301	1,106	977	836	1100	1100	21.0	
SAUGATUCK TWP - NORTH	1,675,471	628,201	922	380	699	258	7.5	378	35.8	
SAUGATUCK TWP - SOUTH	285,791	99,772	97	37	70	21	18	36.5	4.0	
LAKETOWN	215,291	168,325	81	45	66	32	0	43.5	0.5	
TOTAL	7,875,663	6,598,586	3,865	2,934	3,090	2,204	2,491	2,923	202	

*Irrigation on this sheet is at 1/2 of the MEUs reported on the usage report

**KALAMAZOO LAKE SEWER AND WATER AUTHORITY
BILLED USAGE REPORT**

MONTH	November 2025			BILLING DATE	12/15/25			
COMMUNITY	Billed Gallons	Gallon adj	Final Gallons	Billed Units	Billed Dollars	Billing Adj	Final Dollars	Rate
DOUGLAS								
Douglas Water Base				1,757.00	31,508.19		31,508.19	17.93
Saug Twp Water Base				1.00	3.50		3.50	3.50
Saug Twp Sewer Base				1.00	19.00		19.00	19.00
KLSWA Debt Serv Trea				1,365.00	10,449.59		10,449.59	7.66
KLSWA Sewer Debt LS				1,365.00	5,439.74		5,439.74	3.99
KLSWA Sewer Base				1,367.50	40,873.00		40,873.00	29.89
KLSWA Water Base				1,464.00	33,190.64		33,190.64	22.67
KLSWA Wtr Base Irrig				281.00	3,227.28		3,227.28	11.48
KLSWA Water Comm	3,574,719.10		3,574,719.10		10,726.53	(0.01)	10,726.52	3.00 per 1,000 gallons
KLSWA Sewer Comm	3,422,092.30		3,422,092.30		13,777.26	(0.02)	13,777.24	4.03 per 1,000 gallons
TOTAL DOUGLAS	6,996,811.40	-	6,996,811.40	7,601.50	149,214.73	(0.03)	149,214.70	
SAUGATUCK								
saug city water base				1,340.50	30,813.09		30,813.09	22.99
KLSWA Debt Serv Trea				1,100.00	8,112.08		8,112.08	7.37
KLSWA Sewer Debt LS				1,100.00	4,411.81		4,411.81	4.01
KLSWA Sewer Base				1,106.00	33,121.00		33,121.00	29.95
KLSWA Water Base				1,301.00	29,048.34		29,048.34	22.33
KLSWA Wtr Base Irrig				42.00	483.00		483.00	11.50
KLSWA Water Comm	2,384,390.60		2,384,390.60		7,256.42		7,256.42	3.04 per 1,000 gallons
KLSWA Sewer Comm	2,280,195.50		2,280,195.50		9,135.59		9,135.59	4.01 per 1,000 gallons
TOTAL SAUGATUCK	4,664,586.10	-	4,664,586.10	5,989.50	122,381.33	-	122,381.33	
SAUGATUCK TWP - NORTH								
Saug Twp Water Base				856.00	16,189.76		16,189.76	18.91
Saug Twp Sewer Base				381.50	1,333.67		1,333.67	3.50
KLSWA Debt Serv Trea				378.00	2,786.31		2,786.31	7.37
KLSWA Sewer Debt LS				7.50	30.00		30.00	4.00
KLSWA Sewer Base				379.50	11,371.45		11,371.45	29.96
KLSWA Water Base				922.00	21,194.07		21,194.07	22.99
KLSWA Wtr Base Irrig				71.50	822.25		822.25	11.50
KLSWA Water Comm	1,675,471.40		1,675,471.40		5,049.05		5,049.05	3.01 per 1,000 gallons
KLSWA Sewer Comm	628,201.40		628,201.40		2,533.35		2,533.35	4.03 per 1,000 gallons
TOTAL SAUGATUCK TWP - NORTH	2,303,672.80	-	2,303,672.80	2,996.00	61,309.91	-	61,309.91	

**KALAMAZOO LAKE SEWER AND WATER AUTHORITY
STATEMENT OF REVENUES AND EXPENSES-WATER
AS OF DECEMBER 31, 2025**

WATER	MTD		YTD		FY25 BUDGET	AVAILABLE BALANCE	% budget used
	12/01/25	12/31/25	03/01/25	12/31/25	03/01/25 02/28/26	Actual vs. Budget	
CONSOLIDATED REVENUES							
613.000 Commodity	24,543.39		724,312.53		712,162.67	(12,149.86)	101.71%
614.000 Base	92,170.75		895,475.82		1,129,392.00	233,916.18	79.29%
628.000 Meter Install	2,070.00		10,400.00		20,000.00	9,600.00	52.00%
630.000 On/Off Fee	1,150.00		13,010.00		13,000.00	(10.00)	100.08%
651.000 Bank Fee	-		-		120.00	120.00	0.00%
657.000 Penalty	2,340.96		19,593.05		13,500.00	(6,093.05)	145.13%
665.000 Interest	9,209.80		40,038.75		90,000.00	49,961.25	44.49%
667.000 Equip Rental	-		1,150.00		1,000.00	(150.00)	115.00%
670.000 Misc. Income	-		8,966.70		3,000.00	(5,966.70)	298.89%
TOTAL CONSOLIDATED REVENUES	\$ 131,484.90		\$ 1,712,946.85		\$ 1,982,174.67	\$ 269,227.82	86.42%
CONSOLIDATED EXPENDITURES							
702.000 Wages	31,842.28		344,005.99		557,955.78	213,949.79	61.65%
702.400 OC/OT	6,538.05		65,580.72		77,236.99	11,656.27	84.91%
715.000 Benefits	24,328.42		144,970.40		207,833.33	62,862.93	69.75%
727.000 Education/Training	-		1,094.57		7,200.00	6,105.43	15.20%
728.000 Occupational Medical	-		996.17		1,200.00	203.83	83.01%
729.000 Membership/Subscriptions	90.00		3,183.91		1,800.00	(1,383.91)	176.88%
730.000 Miss Dig	1,856.29		3,538.62		3,360.00	(178.62)	105.32%
731.000 Office	3,486.00		25,862.86		48,274.20	22,411.34	53.57%
731.100 Bank Fee	(81.61)		(6,299.71)		500.00	6,799.71	-1259.94%
731.200 IT	2,204.40		19,457.33		23,910.00	4,452.67	81.38%
731.300 Employee Morale	-		-		-	-	n/a
732.000 Safety Equip	90.11		3,146.18		4,800.00	1,653.82	65.55%
733.000 Lab Equip/Supply	-		2,867.74		9,750.00	6,882.26	29.41%
734.000 Mailing	37.96		1,355.72		1,260.00	(95.72)	107.60%
745.000 Chemicals	1,074.48		28,277.59		30,198.00	1,920.41	93.64%
760.000 Uniforms/Rugs	-		-		13,200.00	13,200.00	0.00%
761.000 Metering	-		48,187.20		44,000.00	(4,187.20)	109.52%
770.000 Goods/Equip	8,385.71		41,318.56		30,000.00	(11,318.56)	137.73%
773.000 Miscellaneous	-		-		-	-	n/a
784.000 Capital Outlay	-		-		-	-	n/a
801.000 Audit/Accounting	883.50		22,050.87		27,180.00	5,129.13	81.13%
802.000 Authority	275.00		1,650.00		1,875.00	225.00	88.00%
803.000 Legal	8,095.95		48,885.88		25,000.00	(23,885.88)	195.54%
804.000 Engineering	6,425.00		30,824.86		44,000.00	13,175.14	70.06%
807.000 Lab Services	943.00		14,238.10		23,000.00	8,761.90	61.90%
850.000 Telecomm	1,559.29		10,285.83		11,600.00	1,314.17	88.67%
860.000 Mileage	-		-		300.00	300.00	0.00%
861.000 Fuel	998.71		15,329.01		28,000.00	12,670.99	54.75%
920.000 Natural Gas	405.32		2,979.17		4,734.00	1,754.83	62.93%
921.000 Electric	7,274.91		124,336.13		130,099.65	5,763.52	95.57%
929.000 Collection/Distribution	-		30,525.17		70,000.00	39,474.83	43.61%
930.000 Equip Maintenance	3,568.30		36,667.06		90,000.00	53,332.94	40.74%
931.000 Building Maintenance	4,437.82		16,505.09		4,200.00	(12,305.09)	392.98%
932.000 Fleet Maintenance	-		4,088.62		12,000.00	7,911.38	34.07%
934.000 Repair/Replace	3,020.21		8,748.70		415,000.00	406,251.30	2.11%
959.000 Regulatory Fees	5,650.00		8,180.00		1,400.00	(6,780.00)	584.29%
965.000 Authority Insurance	-		27,848.40		27,860.40	12.00	99.96%
TOTAL CONSOLIDATED EXPENDITURES	\$ 123,389.10		\$ 1,130,686.74		\$ 1,978,727.35	\$ 848,040.61	57.14%
NET OF CONSOLIDATED REVENUES & EXPENDITURES	\$ 8,095.80		\$ 582,260.11		\$ 3,447.32	\$ (578,812.79)	n/a

Note: Unaudited Financial Statement. For internal use only.
1/6/2026

**KALAMAZOO LAKE SEWER AND WATER AUTHORITY
STATEMENT OF REVENUES AND EXPENSES-SEWER
AS OF DECEMBER 31, 2025**

SEWER	MTD	YTD	FY25 BUDGET	AVAILABLE BALANCE	% budget used
	12/01/25 12/31/25	03/01/25 12/31/25	03/01/25 02/28/26	Actual vs. Budget	
CONSOLIDATED REVENUES					
613.000 Commodity	26,522.94	506,809.51	557,237.14	50,427.63	90.95%
614.000 Base	87,825.45	863,270.20	1,104,480.00	241,209.80	78.16%
628.000 Meter Install	-	-	-	-	n/a
630.000 On/Off Fee	-	-	-	-	n/a
651.000 Bank Fee	-	140.00	80.00	(60.00)	175.00%
657.000 Penalty	1,478.36	12,425.62	9,000.00	(3,425.62)	138.06%
665.000 Interest	12,100.98	57,189.50	60,000.00	2,810.50	95.32%
667.000 Equip Rental	-	-	-	-	n/a
670.000 Misc. Income	-	9,436.43	2,000.00	(7,436.43)	471.82%
TOTAL CONSOLIDATED REVENUES	\$ 127,927.73	\$ 1,449,271.26	\$ 1,732,797.14	\$ 283,525.88	83.64%
CONSOLIDATED EXPENDITURES					
702.000 Wages	21,228.19	229,337.32	371,970.52	142,633.20	61.65%
702.400 OC/OT	4,358.69	43,720.45	51,491.33	7,770.88	84.91%
715.000 Benefits	16,218.94	96,680.28	138,555.56	41,875.28	69.78%
727.000 Education/Training	-	1,063.05	4,800.00	3,736.95	22.15%
728.000 Occupational Medical	-	664.11	800.00	135.89	83.01%
729.000 Membership/Subscriptions	90.00	541.96	1,800.00	1,258.04	30.11%
730.000 Miss Dig	1,856.29	3,538.62	2,240.00	(1,298.62)	157.97%
731.000 Office	2,914.26	35,376.81	32,182.80	(3,194.01)	109.92%
731.100 Bank Fee	280.16	3,374.38	500.00	(2,874.38)	674.88%
731.200 IT	1,469.60	12,971.59	15,940.00	2,968.41	81.38%
731.300 Employee Morale	-	-	-	-	n/a
732.000 Safety Equip	60.08	2,097.46	3,200.00	1,102.54	65.55%
733.000 Lab Equip/Supply	67.60	5,493.40	24,050.00	18,556.60	22.84%
734.000 Mailing	25.31	903.82	840.00	(63.82)	107.60%
745.000 Chemicals	268.62	47,356.05	112,849.50	65,493.45	41.96%
760.000 Uniforms/Rugs	2,242.67	20,697.52	8,800.00	(11,897.52)	235.20%
761.000 Metering	-	-	-	-	n/a
770.000 Goods/Equip	1,633.00	15,549.86	20,000.00	4,450.14	77.75%
773.000 Miscellaneous	-	-	-	-	n/a
784.000 Capital Outlay	-	-	-	-	n/a
801.000 Audit/Accounting	589.00	14,700.58	18,120.00	3,419.42	81.13%
802.000 Authority	275.00	1,650.00	1,875.00	225.00	88.00%
803.000 Legal	5,397.30	32,590.59	25,000.00	(7,590.59)	130.36%
804.000 Engineering	4,071.00	41,668.74	57,500.00	15,831.26	72.47%
807.000 Lab Services	1,103.90	18,124.41	15,800.00	(2,324.41)	114.71%
850.000 Telecomm	1,039.53	6,857.25	14,900.00	8,042.75	46.02%
860.000 Mileage	-	-	200.00	200.00	0.00%
861.000 Fuel	428.02	6,715.68	12,000.00	5,284.32	55.96%
920.000 Natural Gas	270.22	1,986.09	3,156.00	1,169.91	62.93%
921.000 Electric	10,754.91	146,738.39	155,372.69	8,634.30	94.44%
929.000 Collection/Distribution	29,384.64	41,370.37	85,000.00	43,629.63	48.67%
930.000 Equip Maintenance	15,441.62	121,832.74	50,000.00	(71,832.74)	243.67%
931.000 Building Maintenance	2,958.54	9,803.91	2,800.00	(7,003.91)	350.14%
932.000 Fleet Maintenance	-	2,725.77	8,000.00	5,274.23	34.07%
934.000 Repair/Replace	2,770.22	53,675.77	140,000.00	86,324.23	38.34%
959.000 Regulatory Fees	-	3,885.00	5,700.00	1,815.00	68.16%
965.000 Authority Insurance	-	18,565.60	18,573.60	8.00	99.96%
TOTAL CONSOLIDATED EXPENDITURES	\$ 127,197.31	\$ 1,042,257.57	\$ 1,404,017.00	\$ 361,759.43	74.23%
NET OF CONSOLIDATED REVENUES & EXPENDITURES	\$ 730.42	\$ 407,013.69	\$ 328,780.14	\$ (78,233.55)	n/a

Note: Unaudited Financial Statement. For internal use only.
1/6/2026

Operations report 12-15-2025 to 01-14-2026

Collections System:

1. On 12-22-25 we performed routine monthly inspection and maintenance of the collection system lift stations.
2. Performed Lift Station 1 cleaning using the Vactor truck on 1-7-25. We had to reschedule cavitation investigation of pump number 2 to January 23, due to multiple emergency issues in the system.
3. All collection systems infrastructure is routinely checked for rodent infestation, heat issues and security/safety concerns.
4. On 12-20-25 and 1-2-26 we had to pull pump number 2 at Ridgewood Oaks Lift Station due to obstruction in the pump. Debris was removed from the pump and it was put back into service.
5. On 12-20-25 we also had to pull pump number 1 at Lift Station 9 for obstruction in the pump.

Distributions System:

1. On 12-21-25 we had a service leak at 490 Amity Lane that required removal of a section of a concrete pad in order to turn the water off for repair.
2. On 12-22-25 we had water main break at 1021 Allegan Road. A faulty section of the 6-inch watermain was replaced. Water boil order was issued and lifted after receiving the required negative sampling results.
3. On 12-22-25 a contractor damaged service lines to 840 and 844 Park St. in Saugatuck. The contractor was responsible for fixing the damage they caused to the service lines and the meters to both properties. Water was turned back on the following day.
4. On 1-5-26 a contractor damaged a 2-inch service line to Interurban garage. Water was turned off and turned back on the following day after they repaired the damaged section of the pipe.
5. On 1-9-26 a contractor hit a service line at 6920 1st Ave. The water was turned off to the residence and the contractor is due to fix the damage he caused to the service line.
6. On 1-12-25 we had a service line break at 381 Wiley Rd. Water was turned back on after the homeowner's plumber repaired the failed section of the service line.
7. In addition to seasonal turn on requests, new construction, faulty meter top replacement, emergency shut off requests and customer water related issues, we continue to investigate meter misreads, that were flagged in monthly meter reading.
8. All distributions system infrastructure is routinely checked for rodent infestation, heat issues and security/safety concerns.
9. On 12-29-25 we had a weather-related power outage that caused power failure at Lift Station Clearbrook, LS Bluestar, LS number 7, Booster station and at the WWTP. Affected areas were placed on temporary generator power.

WWTP Lab:

1. Performed routine discharges in the week of 1-5-25.

WWTP Facility:

1. In the time frame of 12-9-2025 to 1-14-2026 we had multiple measurable snow and ice events. WWTP, well houses and Lift Stations were plowed and salted on as needed basis. The salt expenditure in the snow / ice event was approximately 2100 lbs.
2. On 1-2-25 we had suffered a boiler issue at the plant. Heat was restored a couple of days later.
3. In this time period all our heavy vehicles were sent to have their annual DOT inspections completed. No issues were reported.
4. On 1-9-25 we held a class Fall Protection and Competent Person Training from Safety Services.
5. On 1-14-25 Total Energy performed load test of the generators at the IRP and Clearbrook lift station.
6. We are currently draining North Clarifier in order to perform annual inspection and preventive maintenance.

Miss Digs:

1. 336 Miss Digs and location requests were received. In addition to seasonal turn on requests, new construction, faulty meter top replacement, emergency shut off requests and customer water related issues, we continue to investigate meter misreads, that were flagged in monthly meter reading.

Operations Supervisor

Kaz Bajc
1/14/2026

Managers' Report

Recording Secretary: As I have mentioned, the board needs to have a permanent recording secretary at its disposal for taking minutes at both regular and special meetings. From a role perspective, I believe KLSWA will be best served if the recording secretary is not an office employee or board representative. This will help create a level of independence from influence nor create a situation in which there is any gilded information to be obtained.

Joe Lamb and I have made outreach to the individual who took the board minutes at the last meeting. We have offered her a part time position of \$20.00 per hour, pending board approval. She will be classified as a part time employee.

Health Insurance Renewal: It is that time of the year when Health Insurance renewals come due. Currently, the Authority is fully ensured through Accrisure and elects Priority Health. I would recommend in the future that the Authority consider the West Michigan Health Insurance Pool as a viable option. Brokers will caution organizations not to utilize this asset, as they indicate the pool is compromised in terms of their census / experience. My experience tells me this is just fear mongering and that the pool is a viable and strong alternative. I do not have authorization from the board to quote the Pool, but I would ask you to authorize me to do so at the next board meeting.

In terms of your existing renewal, we are looking at an increase of nearly 10% percent. I am suggesting the board cover that increase and raise the HSA account slightly to offset the additional deductible. The deductible increased / canceled our previous plan because our claims history is no longer positive. The operators and front office staff have not received merit raises since Covid times. They have received cola adjustments, but not salary increases. Taking this into consideration, I think it is more than appropriate for the authority to cover the insurance increases

Operator In Charge: The Board has some decisions to make regarding the operator in Charge. Currently, we are using FandV as operator in charge on the water side. We do not have an operator in charge on the wastewater side and are currently in violation with EGLE. They have provided us with time to address the situation as they are aware Shawn was about to take his OIC exam on the wastewater side. Shawn has passed that exam and can now act in that capacity. He has asked for an additional \$1000 per week as compensation, which at first glance seems high. One wrinkle will be the new director's desires and qualifications. If I am to understand correctly, the new director comes with a water back ground and thus might be able to fill in as OIC on the water side. We still need a waste water operator in charge. I am recommending the board authorize \$500 per week for Shawn to function as OIC charge on the wastewater side and increase his pay accordingly.

SAUGATUCK TWP - SOUTH							
Douglas Water Base				4.50	81.00	81.00	18.00
Saug Twp Water Base				95.00	1,784.33	1,784.33	18.78
Saug Twp Sewer Base				34.50	120.75	120.75	3.50
KLSWA Debt Serv Trea				36.50	269.37	269.37	7.38
KLSWA Sewer Debt LS				18.00	72.00	72.00	4.00
KLSWA Sewer Base				36.50	1,095.00	1,095.00	30.00
KLSWA Water Base				97.00	2,215.67	2,215.67	22.84
KLSWA Wtr Base Irrig				8.00	92.00	92.00	11.50
KLSWA Water Comm	285,790.50		285,790.50		862.23	862.23	3.02 per 1,000 gallons
KLSWA Sewer Comm	99,771.90		99,771.90		399.10	399.10	4.00 per 1,000 gallons
TOTAL SAUGATUCK TWP - SOUTH	385,562.40	-	385,562.40	330.00	6,991.45	-	6,991.45
LAKETOWN							
Saug Twp Water Base				74.00	1,110.00	1,110.00	15.00
Saug Twp Sewer Base				1.00	3.50	3.50	3.50
KLSWA Debt Serv Trea				43.50	321.03	321.03	7.38
KLSWA Sewer Base				44.50	1,335.00	1,335.00	30.00
KLSWA Water Base				81.00	1,863.00	1,863.00	23.00
KLSWA Wtr Base Irrig				1.00	11.50	11.50	11.50
KLSWA Water Comm	215,291.00		215,291.00		645.90	645.90	3.00 per 1,000 gallons
KLSWA Sewer Comm	168,325.00		168,325.00		673.30	673.30	4.00 per 1,000 gallons
TOTAL LAKETOWN	383,616.00	-	383,616.00	245.00	5,963.23	-	5,963.23
TOTAL	14,734,248.70	-	14,734,248.70	17,162.00	345,860.65	(0.03)	345,860.62

WAGES & BENEFITS **FY2026**

Emp. #	Current Wage	FY2026 Wages		FY2027	On-Call	Over Time	Unemploy ment	Soc Sec Medi	Benefits						PTO Bank
									MERS Pens.	Priority Health	HSA 130/260	Delta Dental	VSP Vision	MetLife Lf/ADD/S&L	
	Hourly	Hourly-biweekly	Annual	Annual	Annual	Annual	Annual	Annual	Annual	Annual	Annual	Annual	Annual	Annual	
12		\$ 4,414.41	\$ 114,774.71	\$ 137,729.65	\$ -	\$ -	\$ 4,247	\$ 9,182	\$ 34,432	\$ 8,634	\$ 1,560	\$ 440	\$ 120	\$ 2,207	
23	\$ 36.83	37.93	78,904.59	\$ 94,685.51	-	\$ 5,690	3,130	6,768	12,689	21,801	3,120	842	182	1,517	
33	27.32	28.14	58,530.37	\$ 70,236.44	-	1,688	2,228	4,817	9,033	8,579	3,120	842	182	563	
open		21.37	44,449.60	\$ 53,339.52		1,282	1,692	3,659	6,860	10,416	3,120	842	182	214	
			-	\$ -	-	-	-	-	-					\$ 8,500	
26	38.91	40.07	83,353.07	\$ 100,023.69	14,587	12,022	4,069	8,797	14,306	10,784	1,560	\$ 440	120	2,404	
38	35.83	36.90	76,762.19	\$ 92,114.63	13,433	11,071	3,747	8,101	13,175	13,886	3,120	1,623	327	738	
50	28.63	29.45	61,256.00	\$ 73,507.20	5,360	6,626	2,710	5,859	10,182	12,574	3,120	1,623	327	589	
open		25.75	53,560.00	\$ 64,272.00	4,687	5,794	2,369	5,123	8,903	10,416	1,560	842	182	515	
57	28.63	29.49	61,336.91	\$ 73,604.29	5,367	6,635	2,714	5,867	10,196	7,487	3,120	842	182	590	
56	28.63	29.49	61,336.91	\$ 73,604.29	5,367	6,635	2,714	5,867	10,196	13,886	3,120	1,623	327	590	
58	28.63	29.49	61,336.91	\$ 73,604.29	5,367	6,635	2,714	5,867	10,196	16,253	3,120	1,623	327	590	
open		25.75	53,560.00	\$ 64,272.00	4,687	5,794	2,369	5,123	8,903	10,416	1,560	842	182	515	

FY2026 Totals	\$809,161	\$ 970,993.52	\$58,855	\$69,873	\$34,702	\$75,031	\$149,071	\$145,134	\$29,640	\$11,583	\$2,461	\$8,500	\$11,032
----------------------	------------------	---------------	-----------------	-----------------	-----------------	-----------------	------------------	------------------	-----------------	-----------------	----------------	----------------	-----------------

Total Wages	\$929,926	\$ 1,022,918.92
Total Benefits	\$346,389	\$ 381,027.78
Total OC-OT	\$128,728	\$ 135,164.73

Sum of wages, unemployment, social security/medicare and PTO bank
 Sum of MERS, Priority Health, HSA, Delta, VSP, MetLife
 Sum of OnCall and OT

KLSWA Fiscal Year 2026 Budget

March 1, 2025 to February 28, 2026

appv'd January 21, 2025

Expense

702.000	Wages	\$1,022,918.92
715.000	Benefits	\$381,027.78
702.400	Overtime	\$135,164.73
767.000	Uniforms-rugs	\$25,000.00
806.000	Authority	\$5,718.75
937.000	Authority Insurance	\$51,077.40
804.000	Audit/Accounting	\$49,830.00
843.000	Occupational Medical	\$3,200.00
861.000	Mileage	\$500.00
910.000	Education/Training	\$10,200.00
915.000	Membership/Subscript	\$6,000.00
756.000	Office	\$88,502.70
851.000	Mailing	\$2,500.00
916.000	Miss Dig	\$7,000.00
832.000	Regulatory fees	\$14,000.00
948.000	IT	\$64,000.00
753.000	Chemicals	\$157,352.25
920.000	Electric	\$280,000.00
921.000	Nat Gas	\$7,000.00
850.000	Telecomm	\$20,500.00
758.000	Fuel	\$30,000.00
932.000	Fleet Maintenance	\$20,000.00
754.000	Lab Equipt/Supply	\$34,000.00
807.000	Lab Services	\$40,000.00
946.000	Engineering	\$124,250.00
805.000	Legal	\$100,000.00
931.000	Equipment Maintenance	\$160,000.00
755.000	Goods/Equipment	\$75,000.00
929.000	Collection-Distribution	\$130,000.00
757.000	Safety Equipmt	\$8,080.00
760.000	Meters	\$50,000.00
930.000	Building Maint.	\$22,000.00
934.000	Repair/Replace	\$224,526.00
973.000	Capital Outlay	\$2,493,029.17
941.000	Contingency	\$20,000.00
808.000	Bank Fee	\$5,500.00
708.000	Employee Morale	\$0.00

Total Projected Expense	\$5,867,877.69
--------------------------------	-----------------------

KLSWA FISCAL YEAR 2026 BUDGET

REVENUE	FY2025 Budget	YTD	% budget	FY2026
613.000 Commodity	\$ 1,118,461.60	\$ 986,394.10	88%	\$ 1,489,873.03
614.000 Base	1,727,956.32	1,340,055.54	78%	2,212,548.00
657.000 Penalty	22,500.00	27,849.58	124%	34,000.00
687.000 Non-Utility Income	-	-	-	-
665.000 Interest	150,000.00	124,639.91	83%	140,000.00
670.000 Misc. Income	5,000.00	9,458.22	189%	10,500.00
628.000 Meter Install	20,000.00	11,500.00	58%	11,000.00
651.000 Bank Fee	200.00	280.00	140%	260.00
667.000 Equipt Rental	1,000.00	1,825.00	183%	1,000.00
630.000 On/Off Fee	12,000.00	13,400.00	112%	12,000.00
Total KLSWA Projected Revenue	\$ 3,057,117.92	\$ 2,515,402.35	82%	\$ 3,911,181.03

MML Dividend +
recover NSF, ACH
temp hydrnt conn, etc.
seasonal

EXPENSE	FY2025	YTD	% budget	FY2026
702.000 Wages	\$ 857,906.74	\$ 607,078.50	71%	\$ 1,022,918.92
715.000 Benefits	267,103.88	210,747.17	79%	\$ 381,027.78
702.400 Overtime/OnCall	125,606.18	90,864.18	72%	\$ 135,164.73
760 Uniforms-rugs	22,000.00	20,350.61	93%	\$ 25,000.00
802 Authority	3,750.00	2,650.00	71%	\$ 5,718.75
965 Authority Insurance	46,782.00	42,258.00	90%	\$ 51,077.40
801 Audit/Accounting	38,750.00	36,234.57	94%	\$ 49,830.00
728.000 Occupational Medical	2,000.00	200.00	10%	\$ 3,200.00
861.000 Mileage	500.00	-	0%	\$ 500.00
727 Education/Training	12,000.00	1,889.67	16%	\$ 10,200.00
729 Membership/Subscript	3,600.00	2,659.33	74%	\$ 6,000.00
731 Office	77,131.00	42,294.02	55%	\$ 88,502.70
734 Mailing	2,000.00	1,822.74	91%	\$ 2,500.00
730.000 Miss Dig	5,600.00	3,928.42	70%	\$ 7,000.00
959 Regulatory fees	7,100.00	8,750.88	123%	\$ 14,000.00
731.2 IT	39,932.00	30,248.36	76%	\$ 64,000.00
745 Chemicals	119,900.00	101,036.69	84%	\$ 157,352.25
921 Electric	266,143.35	222,026.88	83%	\$ 280,000.00
920 Nat Gas	9,500.00	3,775.97	40%	\$ 7,000.00
850.000 Telecomm	32,400.00	21,643.55	67%	\$ 20,500.00
861 Fuel	48,400.00	29,049.88	60%	\$ 30,000.00
932.000 Fleet Maintenance	20,000.00	24,985.24	125%	\$ 20,000.00
733 Lab Equipt/Supply	42,533.19	14,021.98	33%	\$ 34,000.00
807.000 Lab Services	44,925.00	33,662.97	75%	\$ 40,000.00
804 Engineering	95,500.00	35,591.28	37%	\$ 124,250.00
803 Legal	50,000.00	21,716.25	43%	\$ 100,000.00
930 Equipment Maintenance	140,000.00	164,395.02	117%	\$ 160,000.00
770 Goods/Equipment	50,000.00	64,877.61	130%	\$ 75,000.00
929.000 Collection-Distribution	155,000.00	39,579.58	26%	\$ 130,000.00
732 Safety Equipt	8,000.00	6,215.40	78%	\$ 8,080.00
761 Meters	40,000.00	36,295.20	91%	\$ 50,000.00
931 Building Maint.	7,000.00	3,537.44	51%	\$ 22,000.00
934.000 Repair/Replace	809,000.00	994,004.69	123%	\$ 224,526.00
973.000 Capital Outlay	(418,293.86)	-	0%	\$ 2,493,029.17
941.000 Contingency	-	-	0%	\$ 20,000.00
731.1 Bank Fee	1,000.00	-	0%	\$ 5,500.00
731.300 Employee Morale	1,500.00	-	0%	\$ -
773.000 Miscellaneous	-	-	0%	\$ -
Total KLSWA Expense	\$ 3,034,269.47	\$ 2,918,392.08	96%	\$ 5,867,877.69

Wages, SocSec, Unemploy
MERS, Health,HSA,Dental,vision,Met

MML+ wcomp

MiDeal, AWWA, MWEA, WEF, MRWA, newspaper

IT, Website, hrdwre

Total (Deficit) or Surplus vs. Expenses \$ (1,956,696.66)

WATER BUDGET

REVENUE		FY2026	YTD	%	FY2027
613.000	Commodity	\$ 712,162.67	\$ 724,312.53	102%	\$ 857,611.91
614.000	Base	1,129,392.00	895,475.82	79%	1,104,828.00
657.000	Penalty	13,500.00	19,643.71	146%	19,000.00
687.000	Non-Utility Income	0.00			0.00
665.000	Interest	90,000.00	40,096.23	45%	60,000.00
670.000	Misc. Income (incl MML dividend)	3,000.00	8,966.70	299%	6,000.00
628.000	Meter Install	20,000.00	10,400.00	52%	11,000.00
651.000	Bank Fee	120.00	-	0%	156.00
667.000	Equipmt Rental	1,000.00	1,150.00	115%	1,000.00
630.000	On/Off Fee	13,000.00	13,010.00	100%	11,000.00
Total Water Operating Revenue		\$ 1,982,174.67	\$ 1,713,054.99	86%	\$ 2,070,595.91

EXPENSE		FY2026	YTD	%	FY2027
	2026 SRLF Debt Service	\$ -	\$ -		\$ 167,701.01
702.000	Wages	\$ 514,744.04			\$ 409,167.56
715.000	Benefits	\$ 160,262.33			\$ 152,411.12
702.400	Overtime	\$ 77,236.99	\$ 62,395.81	81%	\$ 54,065.89
760	Uniforms-rugs	\$ 13,200.00	\$ -	0%	\$ 15,000.00
802	Authority	\$ 1,875.00	\$ 1,525.00	81%	\$ 2,859.38
965	Authority Insurance	\$ 27,860.40	\$ 27,848.40	100%	\$ 20,430.96
801	Audit/Accounting	\$ 27,180.00	\$ 21,167.37	78%	\$ 19,932.00
728.000	Occupational Medical	\$ 1,200.00	\$ 996.00	83%	\$ 1,200.00
861.000	Mileage	\$ 300.00	\$ -	0%	\$ 300.00
727	Education/Training	\$ 7,200.00	\$ 1,094.57	15%	\$ 7,200.00
729	Membership/Subscript	\$ 1,800.00	\$ 3,183.91	177%	\$ 4,000.00
731	Office	\$ 48,274.20	\$ 23,754.65	49%	\$ 35,401.08
734	Mailing	\$ 1,260.00	\$ 1,355.72	108%	\$ 1,500.00
730.000	Miss Dig	\$ 3,360.00	\$ 3,538.62	105%	\$ 4,000.00
959	Regulatory fees	\$ 1,400.00	\$ 8,180.00	584%	\$ 10,000.00
731.2	IT	\$ 23,910.00	\$ 19,457.33	81%	\$ 25,000.00
745	Chemicals	\$ 30,198.00	\$ 28,277.59	94%	\$ 62,940.90
921	Electric	\$ 130,099.65	\$ 117,061.22	90%	\$ 130,000.00
920	Nat Gas	\$ 4,734.00	\$ 2,715.45	57%	\$ 4,000.00
850.000	Telecomm	\$ 11,600.00	\$ 9,881.70	85%	\$ 12,500.00
861	Fuel	\$ 33,880.00	\$ 15,329.01	45%	\$ 20,000.00
932.000	Fleet Maintenance	\$ 12,000.00	\$ 4,088.62	34%	\$ 12,000.00
733	Lab Equipmt/Supply	\$ 9,750.00	\$ 2,867.74	29%	\$ 10,000.00
807.000	Lab Services	\$ 23,000.00	\$ 14,238.10	62%	\$ 23,000.00
804	Engineering	\$ 44,000.00	\$ 30,824.86	70%	\$ 61,000.00
803	Legal	\$ 25,000.00	\$ 48,885.88	196%	\$ 60,000.00
930	Equipment Maintenance	\$ 90,000.00	\$ 34,578.61	38%	\$ 60,000.00
770	Goods/Equipment	\$ 30,000.00	\$ 41,255.63	138%	\$ 50,000.00
929.000	Distribution System	\$ 70,000.00	\$ 30,525.17	44%	\$ 45,000.00
732	Safety Equipmt	\$ 4,800.00	\$ 3,146.18	66%	\$ 4,880.00
761	Meters	\$ 44,000.00	\$ 48,187.20	110%	\$ 50,000.00
931	Building Maint.	\$ 4,200.00	\$ 16,505.09	393%	\$ 10,000.00
934.000	Repair/Replace	\$ 415,000.00	\$ 8,748.70	2%	\$ 90,500.00
973.000	Capital Outlay	\$ 13,416.67	\$ -	0%	\$ 441,269.17
941.000	Contingency	\$ 10,000.00			\$ 10,000.00
731.1	Bank Fee	\$ 500.00		0%	\$ 2,000.00
731.300	Employee Morale	\$ 900.00	\$ -	0%	\$ -
773.000	Miscellaneous	\$ -	\$ -		\$ -
Total Water Operating Expense		\$ 1,918,141.28	\$ 631,614.30	33%	\$ 2,089,118.44

This was miscalculated and all expenditures were under sewer. This will be corrected in 2027
Payroll processing
Number provided by MML

Account for extra employees
Account for extra employees

Anticipate a high level of expenditure in 2027

Anticipate a high level of expenditure in 2027
CIP Plan
cip plan

Total (Deficit) or Surplus	\$ (18,522.53)
-----------------------------------	-----------------------

SEWER BUDGET

REVENUE		FY2026	YTD	%	FY2027
613.000	Commodity	\$ 557,237.14	\$ 431,674.09	77%	\$ 632,261.12
614.000	Base	1,104,480.00	688,339.92	62%	1,107,720.00
657.000	Penalty	9,000.00	11,306.82	126%	15,000.00
687.000	Non-Utility Income	-	-	0%	-
665.000	Interest	60,000.00	44,712.27	75%	80,000.00
670.000	Misc. Income	2,000.00	4,522.98	226%	4,500.00
628.000	Meter Install	0.00	-	0%	-
651.000	Bank Fee	80.00	140.00	175%	140.00
667.000	Equipmt Rental	0.00	-	0%	0.00
630.000	On/Off Fee	0.00	-	0%	0.00
Total Sewer Operating Revenue		\$ 1,732,797	\$ 1,180,696.08	68.1%	\$ 1,839,621.12

EXPENSE		FY2026	YTD	%	FY2027
222	AP Allegan county	\$ 230,000.00	\$ 230,000.00	100%	\$ 230,000.00
251	Accrued Intrest Payable	\$ 35,751.13	\$ 35,751.13	100%	\$ 35,751.13
702.000	Wages	\$ 371,970.52	\$ 199,758.37	54%	\$ 613,751.35
715.000	Benefits	\$ 138,555.56	\$ 87,452.64	63%	\$ 228,616.66
702.400	Overtime	\$ 51,491.33	\$ 41,597.18	81%	\$ 81,098.84
760.000	Uniforms-rugs	\$ 8,800.00	\$ 20,234.63	230%	\$ 10,000.00
802	Authority	\$ 1,875.00	\$ 1,525.00	81%	\$ 3,000.00
965.000	Authority Insurance	\$ 18,573.60	\$ 18,565.60	100%	\$ 30,646.44
804.000	Audit/Accounting	\$ 18,120.00	\$ 14,111.58	78%	\$ 29,898.00
728.000	Occupational Medical	\$ 800.00	\$ 664.11	83%	\$ 2,000.00
860	Mileage	\$ 200.00	\$ -	0%	\$ 200.00
727	Education/Training	\$ 4,800.00	\$ 1,063.05	22%	\$ 3,000.00
729	Membership/Subscript	\$ 1,800.00	\$ 541.96	30%	\$ 2,000.00
731	Office	\$ 32,182.80	\$ 33,381.06	104%	\$ 53,101.62
734	Mailing	\$ 840.00	\$ 903.82	108%	\$ 1,000.00
730.000	Miss Dig	\$ 2,240.00	\$ 3,538.62	158%	\$ 3,000.00
959	Regulatory fees	\$ 5,700.00	\$ 3,885.00	68%	\$ 4,000.00
731.2	IT	\$ 15,940.00	\$ 12,971.59	81%	\$ 39,000.00
745	Chemicals	\$ 112,849.50	\$ 47,356.05	42%	\$ 94,411.35
921.000	Electric	\$ 155,372.96	\$ 135,983.48	88%	\$ 150,000.00
920.000	Nat Gas	\$ 3,156.00	\$ 1,810.28	57%	\$ 3,000.00
850.000	Telecomm	\$ 14,900.00	\$ 6,587.83	44%	\$ 8,000.00
861	Fuel	\$ 12,000.00	\$ 6,715.68	56%	\$ 10,000.00
932.000	Fleet Maintenance	\$ 8,000.00	\$ 2,725.77	34%	\$ 8,000.00
733	Lab Equip/Supply	\$ 24,050.00	\$ 5,465.50	23%	\$ 24,000.00
807.000	Lab Services	\$ 15,800.00	\$ 18,124.41	115%	\$ 17,000.00
804	Engineering	\$ 57,500.00	\$ 41,668.74	72%	\$ 63,250.00
805.000	Legal	\$ 25,000.00	\$ 32,590.59	130%	\$ 40,000.00
930	Equipment Maintenance	\$ 50,000.00	\$ 120,440.44	241%	\$ 100,000.00
770	Goods/Equipment	\$ 20,000.00	\$ 15,507.91	78%	\$ 25,000.00
929.000	Collection System	\$ 85,000.00	\$ 41,370.37	49%	\$ 85,000.00
732	Safety Equipmt	\$ 3,200.00	\$ 2,097.46	66%	\$ 3,200.00
760.000	Meters	\$ -	\$ -	0%	\$ -
931	Building Maint.	\$ 2,800.00	\$ 9,803.91	350%	\$ 12,000.00
934.000	Repair/Replace	\$ 140,000.00	\$ 53,675.77	38%	\$ 134,026.00
973.000	Capital Outlay	\$ 1,996,000.00	\$ -	0%	\$ 2,051,760.00
941.000	Contingency	\$ 10,000.00	\$ -	0%	\$ 10,000.00
731.1	Bank Fee	\$ 500.00	\$ 3,094.22	619%	\$ 3,500.00
731.300	Employee Morale	\$ 600.00	\$ -	0%	\$ -
773.000	Miscellaneous	\$ -	\$ -	0%	\$ -
Total Sewer Operating Expense		\$ 3,410,617	\$ 985,212.62	29%	\$ 4,212,211.39

All uniforms and rugs P.O were hitting sewer. Budgeted for a seperation in 2027

Number provided by MML

Added additional dollars given organization uncertainty / reconciliation issues

Medical Certifications / DOT

No activity

Minimal activity

Minimal activity

Includes postage, website hosting, copy machine, after hours phone, etc.

Standard mailing line. Consistent expenditures over the years

Consistent activity

Mostly state of michigan fees

2282.06x12 + 18000, includes GIS and BSA cloud upgrade

Going of off 2024 budget. Current year is low. Most of the bleach is drinking water. Discontinue bidding. Prefer to use havelin.

Recommend investing electric choice account

Consistent activity

Should see a reduction with eliminating lines

Consistent activity

Sporadic activity over the years. 8,000 to be safe

The 24,000 expenditure was last years upgrade of the lab. A much smaller amount is needed for 2026/2027

Mostly ALS Environmental

Added extra given the authorities recent personel struggles

This is a bucket line. Added 5000 to be safe

CCTV \$50K+\$35K

Gate repair, Boiler repair, garbage service

Added two new 3/4 ton pickup trucks

CIP Plan needs to be evaluated

Total (Deficit) or Surplus \$ (2,372,590.26)

COMMODITY

		Calendar Annual Billed	
<u>Conditions</u>	<u>Year</u>	<u>WATER</u> millions of gallons	<u>SEWER</u> millions of gallons
hot drought	2012	227.529	134.161
coldest winter	2013	197.772	119.643
cold/wet	2014	183.454	114.905
cold/wet	2015	182.891	113.273
	2016	196.238	114.558
	2017	208.297	115.696
early hot/Wet	2018	207.780	125.916
wet/cool	2019	197.521	121.719
GROWTH	2020	221.609	130.774
growth/early d	2021	245.840	139.255
growth/avg we	2022	235.756	138.664
growth/early d	2023	248.095	140.228
Rate Increase/l	2024	228.312	139.035
	2025	258.689	142.244
3 yr. Avg.		245.032	140.502
5 yr Avg		243.338	139.885
3 yr. Avg. Annual Gallons		<u>245,031,973</u>	<u>140,502,472</u>
Current Rate (per 1000 gal)		\$2.65	\$3.40
FY2026 Rate (per 1000 gal)		\$3.00	\$4.00
2027 rate		\$3.50	\$4.50
FY commodity estimate		\$857,611.91	\$632,261.12

KLSWA FY2023 METER EQUIVALENT UNITS (MEU)

Projected Base Fee and Debt Service revenue per MEU

SYSTEM METER EQUIVALENT UNITS (MEU)		
	Water	Sewer
M.E.U.	4,003	3,077
current 2024 Base fee	\$ 16.12	\$ 23.50
current 2025 Base fee	\$ 23.00	\$ 30.00
Monthly Base Fee per MEU	\$ 23.00	\$ 30.00
Projected annual BASE Revenue	\$ 1,104,828.00	\$ 1,107,720.00

2026 SRLF Bond payment

4/1/2027	\$91,135.8
10/1/2027	\$76,565.3
	\$167,701.0

KLSWA SEWER DEBT SERVICE	
2012 SRF Loan (Allegan County & MFA)	

	Treatment*	Lift Station**	Total
Sewer M.E.U.	3,077	2,658	
Sewer Debt Service Fee per MEU	\$7.38	\$4.00	
Projected Debt Service Revenue	\$ 272,499.12	\$ 127,584.00	\$ 400,083.12

* Based on all Sewer MEU

** Based on CoD, CoS, S.Twp-South MEU

WATER CAPITAL IMPROVEMENT OUTLAY, PROJECTS & ENGINEERING

CAPITAL OUTLAY PROJECTS	\$ Est. 2016	\$ Est. 2025	2024	FY2026	FY2027
				2025	2026
Generators (2 in 10 yrs))	\$ 225,000	\$ 200,000	\$ 15,000	\$ 20,000	\$ 20,600
Fleet Light Equipt (12yr)	80,000	297,000	21,465	\$ 24,750	25,493
Fleet Hvy Equipt (20 yr)	510,000	660,000	34,731	\$ 33,000	33,990
Well/Booster Maint (10 yr)	50,000	500,000	28,620	\$ 50,000	51,500
New Well (400 gpm)		1,000,000			-
Well Treatment (30 yr)		2,400,000		\$ 80,000	82,400
New L-Tank (Saug.Twp North)		2,500,000			-
New L-Tank (Saug.Twp South)		2,500,000			-
Reservoir Maint (10 yr)	60,000	50,000	6,548	\$ 5,000	5,150
Reservoir Replace (60 yrs)		2,500,000		\$ 41,667	42,917
IRP Controls (10 yr)	35,000	200,000	12,920	\$ 20,000	20,600
IRP filter media (5 yr)		100,000		\$ 20,000	20,600
Wellhouse Electrical (6 in 10yr)	60,000	300,000	4,292	\$ 30,000	30,900
River X-ings (20 yr)	250,000	1,600,000	20,626	\$ 80,000	82,400
SCADA maint. (10 yr)	250,000	200,000	25,428	\$ 20,000	20,600
Wellhouse structure (4 in25 yr)	12,000	100,000	1,390	\$ 4,000	4,120
	\$ 1,532,000	\$ 15,107,000			
TOTAL CAPITAL OUTLAY			\$ 171,020	\$ 428,417	\$ 441,269

Transfer to/from Capital Outlay as an +/- Expense \$ 13,417

REPAIR/REPLACEMENT ITEMS	2025	2026
SCADA Enhancement	\$ 330,000	\$ -
3/4T pickup (1)	\$ 55,000	\$ 60,500
Mini-Dump Truck build (\$50K)	\$ 30,000	\$ 30,000
TOTAL REPAIR/REPLACEMENT ITEMS	\$ -	\$ 90,500

ENGINEERING	2024	2025	2026
Well Head Protection 50%Grant	\$ 4,000	\$ 4,000	\$ 4,500
GIS Maintenance	\$ 5,000	\$ 10,000	\$ 12,000
Resvr. Inspect	\$ 10,000		
Well Flow Testing (Peerless)	\$ 4,000	\$ 4,000	\$ 4,500
Hydrant Flow Testing	\$ 6,000	\$ 9,000	\$ 10,000
Reliability Study		\$ 9,000	\$ 10,000
Insidentals	\$ 15,000	\$ 15,000	\$ 20,000
TOTAL ENGINEERING EXPENSE	\$ 44,000	\$ 51,000	\$ 61,000

SEWER CAPITAL IMPROVEMENT OUTLAY, PROJECTS & ENGINEERING

CAPITAL IMPROVEMENT	\$ Est. 2016	\$ Est. 2025	2024	FY2026	FY2027	2027	2028	2029
				2025	2026			
WWTP Electrical (15 yr)	\$ 1,000,000	\$ 1,500,000	\$ 27,057	\$100,000	\$103,000	\$106,090	\$109,273	\$112,551
WWTP Mechanical (20 yr)(Clar,SldgPump,LS)	1,000,000	2,000,000	27,057	\$100,000	\$103,000	\$106,090	\$109,273	\$112,551
Mix/Aerators (20 yr)	50,000	400,000	7,379	\$20,000	\$0	\$21,218	\$21,855	\$22,510
WWTP Gravity Effluent (10 yr)	500,000	4,600,000	22,510	\$460,000	\$473,800	\$488,014	\$502,654	\$517,734
WWTP ForceMain Influent (20 yr)	1,000,000	13,600,000	33,750	\$680,000	\$700,400	\$721,412	\$743,054	\$765,346
WWTP generator (10 yr)		200,000		\$20,000	\$0	\$0	\$0	\$0
WWTP Lagoon #1 Lining (10 yr)		3,200,000		\$320,000	\$329,600	\$339,488	\$349,673	\$360,163
WWTP Biosolids (25 yr)	200,000	2,200,000	25,306	\$88,000	\$0	\$0	\$0	\$0
WWTP Paving (25 yr)		400,000		\$16,000	\$0	\$0	\$0	\$0
Fleet Equipt (12 yr)	70,000	440,000	18,449	\$22,000	\$22,660	\$23,340	\$24,040	\$24,761
Heavy Fleet Equipt (20 yr)	450,000	1,000,000	11,940	\$50,000	\$51,500	\$53,045	\$54,636	\$56,275
Lift Station Electrical (10 yr)	1,000,000	1,500,000	26,269	\$150,000	\$154,500	\$159,135	\$163,909	\$168,826
Lift Station Mechanical (20 yr)	1,000,000	1,500,000	26,269	\$75,000	\$77,250	\$79,568	\$81,955	\$84,413
River-Xing Force Main (20 yr)	250,000	700,000	59,070	\$35,000	\$36,050	\$37,132	\$38,245	\$39,393
	\$ 6,520,000	\$ 33,240,000						
Total Capital Outlay			\$ 285,056	\$2,136,000	\$2,051,760	\$2,266,082	\$2,334,065	\$2,404,087

Transfer to/from Cap. Outlay as an +/- Expense

\$ 1,996,000 \$ 1,917,734

REPAIR/REPLACEMENT ITEMS

	2025	2026
LS1 Pump #1 or #3	65,000	71,500
3/4T pickup	55,000	60,500
Mini Dump Truck build (\$50K)	20,000	-
TOTAL REPAIR/REPLACEMENT ITEMS	\$ 140,000	\$ 134,026.00

ENGINEERING

	2025	2026
NPDES reissuance	\$ 15,000	\$ 16,500
GIS Maint	\$ 12,000	\$ 13,200
SRF Project Plan Resubmital	\$ 2,000	\$ 2,200
Annual Sewer Capacity Study	\$ 8,500	\$ 9,350
Sewer CCTV-GIS	10,000	\$ 11,000
Insidentals	\$ 10,000	\$ 11,000
TOTAL ENGINEERING EXPENSE	\$ 57,500	\$ 63,250

OFFICE

GENERAL OFFICE	FY2026	FY 2027
Gen Office Supplies	\$ 6,600	\$7,260
Office Equipment	\$ 4,500	\$4,950
PayChex payroll/HR support	\$ 22,715	\$24,987
Badger support/service	\$ 4,300	\$4,730
BS&A support/license	\$ 4,400	\$4,840
Advertising (Indeed, Comm Record, etc.)	\$ 4,500	\$4,950
Extend-A-Reach (check processing)	\$ 10,852	\$11,937
Huntington eLock Box (e-security)	\$ 22,590	\$24,849
Total	\$ 80,457	\$ 88,503

Office sewer budget \$ 53,102
Office water Budget \$ 35,401

AUTHORITY INSURANCE (Enterprise Insurance)	FY2026	FY2027
Expense		
Michigan Municipal League (MML)	\$ 43,834	\$ 48,217
Workers Comp Fund	\$ 2,600	\$ 2,860
Total	\$ 46,434	\$ 51,077

Office sewer budget \$ 30,646
Office water Budget \$ 20,431

Revenue-Misc.

MML dividend	\$ 3,600	\$ 3,600
	\$ -	\$ -

ACCOUNTING/AUDITING	FY2026	FY2027
Audit by Hungerford, Nichols	\$ 15,300	\$ 16,830
Accounting by Vredeveld-Haefner	\$ 30,000	\$ 33,000
Total	\$ 45,300	\$ 49,830

Audit and Accouting Sewer \$ 29,898
Audit and Accouting Water \$ 19,932
\$ -

MAILING	FY2026	FY2027
General Mailing	\$ 600	\$ 660
P&B rental	\$ 1,000	\$ 1,100
Misc. S/H	\$ 500	\$ 550
Total	\$ 2,100	\$ 2,310
	\$ -	\$ -

INFORMATION TECHNOLOGY (I.T.)	FY2026	FY2027
IT services by EGL Tech	\$ 26,400	\$ 29,040
On-site, software, licenses by EGLTech	\$ 3,000	\$ 3,300
Hardware thru EGL Tech	\$ 8,000	\$ 8,800
Website hosting by VanDenBerg Creative	\$ 2,450	\$ 2,695
Total	\$ 39,850	\$ 43,835

CHEMICALS FY 2026

Bleach gallons Used	5,775 gal.	%		FY2026	FY 2027
WWTP	1,155 gal.	20%	WWTP	\$ 3,350	\$ 3,684
Water	4,620 gal.	80%	Water	\$ 13,398	\$ 14,738
estimated Bleach cost	\$2.90 gal.		Total	\$ 16,748	\$ 18,422

WATER

Phosphate (LCR-Water Corrosion Control)	\$ 16,000	\$ 17,600
		\$ -
Potassium Permanganate (IRP filter media conditioner)	\$ 800	\$ 880
		\$ -
Bleach (from calculation above)	\$ 13,398	\$ 14,738
		\$ -
TOTAL WATER CHEMICALS	\$ 30,198	\$ 33,218

SEWER

Ferric Chloride 10 deliveries@\$10.8K each	\$ 108,000	\$ 118,800
		\$ -
Sodium Hydroxide (grease cutter)	\$ 1,500	\$ 1,650
		\$ -
Bleach (from calculation above)	\$ 3,350	\$ 3,684
		\$ -
TOTAL SEWER CHEMICALS	\$ 112,850	\$ 124,134

	FY2026	
GRAND TOTAL CHEMICALS	\$ 143,048	\$ 157,352

Chemicals Water \$ 62,941
 Chemicals Sewer \$ 94,411



December 18, 2025

Lisa Nocerini, City Manager
City of the Village of Douglas
86 W. Center Street
Douglas, MI 49406

RE: Notice of Exercise of Right of First Refusal – Wastewater Treatment Plant Capacity

Dear Ms. Nocerini:

This letter serves as formal written notice that the Saugatuck City Council adopted the attached resolution exercising the City of Saugatuck's right of first refusal under Section 9(e) of the existing Sewer System Operations Agreement.

Pursuant to that provision, the City hereby elects to purchase 55,000 gallons per day of wastewater treatment plant capacity on the same terms and conditions set forth in Douglas's Notice of Intent to Sell Wastewater Treatment Plant Capacity to Saugatuck Township, for a total purchase price of \$252,340.00.

As reflected in Council's discussion and the adopted resolution, the City remains committed to working collaboratively with Douglas and Saugatuck Township to address regional wastewater needs and to advance an updated water and sewer agreement that provides long-term clarity and stability for all three communities.

To facilitate completion of the transaction, it would be helpful to coordinate on next steps, including whether Douglas's legal counsel or the City of Saugatuck's legal counsel should take the lead in preparing any necessary documentation to effectuate the purchase, using the same terms and conditions framework that has been offered to Saugatuck Township.

Please consider this correspondence the City's timely written election to purchase as required under the agreement.

Sincerely,

Ryan Cummins
City Manager
City of Saugatuck

Enclosure: Resolution Exercising Right of First Refusal

cc:

Saugatuck Township

Kalamazoo Lake Sewer & Water Authority

**CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN**

RESOLUTION NO. 251217-A

**A RESOLUTION EXERCISING THE CITY OF SAUGATUCK'S RIGHT OF FIRST REFUSAL
TO PURCHASE WASTEWATER TREATMENT PLANT CAPACITY FROM THE CITY OF THE
VILLAGE OF DOUGLAS**

Council Member Dean, offered the following resolution and moved for its adoption, seconded by Council Member Peterson:

RECITALS

WHEREAS, the City of the Village of Douglas ("Douglas") has provided notice of its intent to sell a portion of its designated and allocated wastewater treatment plant capacity to Saugatuck Township in the amount of 55,000 gallons per day, for a total purchase price of \$252,340.00; and

WHEREAS, the City of Saugatuck ("City") and Douglas are parties to a sewer system operations agreement that includes a right of first refusal ("ROFR"), which provides that if Douglas elects to sell, transfer, or convey any of its designated and allocated wastewater treatment plant capacity to a purchaser other than the City, such capacity must first be offered to the City on the same terms and conditions; and

WHEREAS, Section 9(e) of the current sewer operations agreement grants the City sixty (60) days from receipt of such an offer to deliver a duly authorized written election to purchase the capacity, and ninety (90) days thereafter to tender the purchase price and otherwise complete the transaction; and

WHEREAS, the ROFR provisions were intentionally included in the existing agreement following prior litigation between the communities in 2008, and were adopted by resolution of both governing bodies to protect the long-term capacity needs and financial interests of the communities that constructed and funded the wastewater treatment system; and

WHEREAS, the City, Douglas, and Saugatuck Township are presently engaged in negotiations to update the Kalamazoo Lake Sewer & Water Authority water and sewer agreements, and the absence of an updated agreement preserving the City's existing ROFR protections creates uncertainty regarding the City's long-term wastewater capacity interests; and

WHEREAS, during negotiations, the City has requested that the existing ROFR language be retained in any updated agreement to continue established protections tied to the City's historic investment in the system; and

WHEREAS, despite good-faith discussions, neither Douglas nor Saugatuck Township has committed to retaining the existing ROFR provisions in an updated agreement; and

WHEREAS, the City has been advised by its engineers, Fleis & VandenBrink, that the City does not require additional wastewater treatment capacity in the reasonably near future, but the City Council

recognizes that wastewater capacity is a finite and increasingly valuable asset, and that protecting future flexibility and long-term interests remains prudent municipal policy; and

WHEREAS, the City Council further finds that if the City were required to acquire additional wastewater treatment capacity at a future date, the cost would likely be substantially greater than the current purchase price being offered; and

WHEREAS, the City's budget projections for FY 24/25 anticipated \$750,000 being added to the General Fund, and the audited transfer to savings was \$1,186,199, providing sufficient available fund balance to cover the cost of the proposed capacity purchase; and

WHEREAS, at its November 19 workshop, the City Council discussed this matter and expressed its preference to forgo purchasing additional capacity if Douglas and Saugatuck Township committed, by resolution, to retain the existing ROFR provisions in an updated water and sewer agreement, as a reasonable and equitable alternative to immediate acquisition of capacity; and

WHEREAS, such commitments were not forthcoming by the requested deadline, requiring the City Council to act to protect the City's long-term wastewater capacity interests through exercise of its contractual rights; and

WHEREAS, the City Council recognizes Saugatuck Township's current and projected wastewater service needs and desires to remain a cooperative regional partner and good neighbor, and further recognizes that the Township and City would realize near-term benefits from the Township's use of additional wastewater treatment capacity; and

WHEREAS, the City Council finds that the City's acquisition of the capacity does not preclude the Township from utilizing such capacity in the interim, and that mechanisms such as a lease arrangement, Act 425 agreement, or other lawful contractual arrangement may provide a fair and mutually beneficial means for the Township to use the capacity until such time as the City requires it for its own purposes, while preserving the City's long-term ownership and control of the asset;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Saugatuck, Allegan County, Michigan, as follows:

1. Exercise of Right of First Refusal.

The City Council hereby elects to exercise the City's right of first refusal under Section 9(e) of the current sewer operations agreement to purchase 55,000 gallons per day of wastewater treatment plant capacity from the City of the Village of Douglas on the same terms and conditions offered to Saugatuck Township, at a total purchase price of \$252,340.

2. Authorization of City Manager.

The City Manager is authorized and directed to provide written notice of the City's election to purchase the capacity and to take all other actions reasonably necessary to complete the purchase within the timeframes set forth in the agreement, subject to subsequent Council authorization of payment.

3. Future Agreement Negotiations.

The City Manager is directed to continue negotiations with Douglas and Saugatuck Township regarding an updated water and sewer agreement and to return to the City Council if future agreement is reached that includes provisions that adequately protect the City's long-term interests.

4. **Interim Use of Capacity by Saugatuck Township.**

The City Council affirms its understanding of Saugatuck Township’s wastewater capacity needs and its intent to act as a cooperative regional partner. The City Manager is authorized to engage in good-faith negotiations with Saugatuck Township regarding a lease, Act 425 agreement, or other lawful arrangement that would allow the Township to utilize all or a portion of the purchased wastewater treatment capacity on an interim basis, subject to terms and conditions that protect the City’s long-term capacity interests, financial investment, and future operational needs.

5. **Payment Authorization.**

The City Manager shall return to the City Council within ninety (90) days to confirm authorization of the \$252,340 payment required to complete the capacity purchase.

YEAS: Council Members: Anderson, Dean, Gardner, Peterson, Stanton.

NAYS: Council Members: Muncey.

ABSTAIN: Council Members: None.

ABSENT: Council Members: Clark.

ADOPTED this 17th day of December, 2025.

CITY OF SAUGATUCK

BY: 
Holly Anderson, Mayor

BY: 
Jamie Wolters, City Clerk

CERTIFICATION

I, Jamie Wolters, the duly appointed Clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the City Council at a regular meeting held December 17th, 2025.

Signed: 
Jamie Wolters, City Clerk

Customer Name: **Kalamazoo Lake Sewer and Water Authority**
 Contract/Group #: **05940181**
 Renewal Date: **3/1/2026**



Group Life/DI Options:	Current/Renewal Plan Design		
Life			
Benefit Amount	\$25k		
AD&D			
Benefit Amount	\$25k		
STD			
Weekly Benefit	60% to \$1,000 Max		
Elimination Period	0 day accident/7 days sickness		
Benefit Duration	26 weeks		
FICA Match (Y/N)			
LTD			
Monthly Benefit	60% to \$5k Max		
Elimination Period	180 days		
Benefit Duration	SSNRA		
FICA Match (Y/N)	N		
Rate Guarantee	1 Year		
Notes:			
In the event of a death, STD or LTD the employer will have a admin kit with all of the necessary forms to fill out and a toll-free # A notarized death certificate must be present at the time of submitting a claim.			
View Benefit Reduction Schedule			
	Volume	Current Contract	Renewal Contract
Life/\$1,000	\$200,000	\$0.440	\$0.440
AD&D/\$1,000	\$200,000	\$0.034	\$0.034
STD/\$10	\$2,657	\$0.676	\$0.676
LTD/\$100	\$22,091	\$0.405	\$0.801
Total Annual Cost:		\$4,366.45	\$5,416.23
Cost Change From Current:			\$1,049.78
% Change From Current:			24.0%

DISCLAIMERS

< Please read prior to making any decision >

- Rates do include estimated federal and state taxes, fees and assessments.
- All carriers reserve the right to adjust rates if any of the assumptions or calculations used in the quoting process are incorrect.
- All carriers reserve the right to adjust rates if there is a +/- 10% change in enrollment, demographics or contract mix, or change in benefits.
- Final rates are determined by the underwriting carrier based on actual group enrollment and participation. This is only a brief summary of benefits, it is not a contract.
- Additional limitations and exclusions may apply. If there is a discrepancy between this document and any applicable plan document, the plan document will control.
- Census based on most current membership numbers available.
- Administrative fees may apply.
- Pre-existing conditions, participation rules, and medical underwriting rules may apply prior to final rates (not included above).
- Plan design above shows In-Network comparisons only. See specific plan benefit summary sheets for out of network.
- All benefit changes are subject to underwriting approval. Exceptions may apply with prior underwriting approval of union contract.
- Michigan public employers must comply with PA 152, Publicly Funded Health Insurance Act. Assistance with PA 152 calculations available upon request. Public employers who opt out of PA 152 should notify their representative
- Please allow a minimum of 45-60 days for a benefit change (varies based on carriers)
- This is not a binder of coverage, please do not cancel current coverage until final approval is given by new carrier.
- HRA and/or Rx Illustrative rates are not a guarantee of performance. Results may vary.
- Employee cost share cannot be higher than actual medical premium
- Acrisure is not responsible for typographical errors.

Original Date: 12/19/2025 SL
 Modified Date:

Authorized independent agent for Blue Cross Blue Shield of Michigan and Blue Care Network of Michigan

DENTAL/VISION SUMMARY

Customer Name: **Kalamazoo Lake Sewer and Water Authority**
 Contract/Group #: **5994 0001 & 30033918**
 Renewal Date: **3/1/2026**



Group Options:		Current/Renewal Plan	
Dental			
Class I		100%	
Class II		80%	
Class III		50%	
Class IV		Not Covered	
Annual Maximum		\$1,500	
Deductible		\$50/\$150	
		High Pediatric Dental Plan 100/80/50 \$425/\$850 OOP Max None Ded	High Pediatric Dental Plan 100/80/50 \$450/\$900 OOP Max None Ded
Notes:		Included Pediatric Dental	
Plan Design:		Delta Dental 100/80/50	
	Total Enrolled	Current Monthly Cost	Renewal Monthly Cost
Single	1	\$36.97	\$38.04
Two Person	3	\$70.72	\$72.95
Family	4 8	\$136.21	\$139.35
Total Annual Cost:		\$9,528	\$9,771
Cost Change From Current:			\$244
% Change from Current:			2.6%
DISCLAIMERS			

Group Options:		Current/Renewal Plan	
Vision			
Exam		Every 12 Months	
Lenses		Every 12 Months	
Frames		Every 24 Months	
Contacts		Every 12 Months	
Copays		\$10 Exam & Materials Copay	
Allowance		\$130 Frame & Contact Allowance	
Notes:			
Plan Design:		VSP Vision 12/12/24	
	Total Enrolled	Current Monthly Cost	Renewal Monthly Cost
Single	1	\$9.23	\$9.23
Two Person	1	\$14.08	\$14.08
Family	6 8	\$25.25	\$25.25
Total Annual Cost:		\$2,098	\$2,098
Cost Change From Current:			\$0
% Change from Current:			0.0%
DISCLAIMERS			

- < Please read prior to making any decision >
- Rates do include estimated federal and state taxes, fees and assessment, except for Delta which lists taxes separately on the invoice .
 - All carriers reserve the right to adjust rates if any of the assumptions or calculations used in the quoting process are incorrect.
 - All carriers reserve the right to adjust rates if there is a +/- 10% change in enrollment, demographics or contract mix, or change in benefits.
 - Final rates are determined by the underwriting carrier based on actual group enrollment and participation. This is only a brief summary of benefits, it is not a contract.
 - Additional limitations and exclusions may apply. If there is a discrepancy between this document and any applicable plan document, the plan document will control.
 - Census based on most current membership numbers available.
 - Administrative fees may apply.
 - Pre-existing conditions, participation rules, and medical underwriting rules may apply prior to final rates (not included above).
 - Plan design above shows In-Network comparisons only. See specific plan benefit summary sheets for out of network.
 - All benefit changes are subject to underwriting approval. Exceptions may apply with prior underwriting approval of union contract.
 - Michigan public employers must comply with PA 152, Publicly Funded Health Insurance Act. Assistance with PA 152 calculations available upon request. Public employers who opt out of PA 152 should notify their representative
 - Please allow a minimum of 45-60 days for a benefit change (varies based on carriers)
 - This is not a binder of coverage, please do not cancel current coverage until final approval is given by new carrier.
 - HRA and/or Rx Illustrative rates are not a guarantee of performance. Results may vary.
 - Employee cost share cannot be higher than actual medical premium
 - Acrisure is not responsible for typographical errors.

Original Date: 12/19/2025 SL

Modified Date:

Authorized independent agent for Blue Cross Blue Shield of Michigan and Blue Care Network of Michigan

KALAMAZOO LAKE SEWER AND WATER AUTHORITY

AUTHORITY COMMISSION

BYLAWS AND RULES OF PROCEDURE

Section 1. Authority.

These Bylaws and Rules of Procedure (the “Bylaws”) are adopted in accordance with Act 233, Public Acts of Michigan, 1955, as amended (“Act 233”), and the Amended and Restated Articles of Incorporation of the Kalamazoo Lake Sewer and Water Authority (the “Authority”) for the Authority’s Commission (the “Commission”).

Section 2. Commissioners.

(a) **Membership and Appointment.** Authority Commissioners shall be appointed to and serve on the Commission in accordance with the Authority’s Articles of Incorporation. Terms of office for Commissioners shall be as provided in the Authority’s Articles of Incorporation

(b) **Bylaws and Rules.** Commissioners shall comply with these Bylaws.

(c) **Attendance.** Commissioners shall attend regular and special meetings of the Authority Commission. If any Commissioner is unable to attend a regular or special meeting, the Commission shall attempt to notify the Commission’s Chairperson prior to the meeting.

(d) **Participation.** Commissioners shall give their best efforts toward participation at Commission meetings. Commissioners are expected to review any written materials submitted to the Commissioners prior to a meeting and to be prepared for each meeting.

Section 3. Duties and Responsibilities.

The members of the Authority Commission shall have the following principal duties and responsibilities, among others:

(a) To administer and manage the sewage disposal and water supply systems currently existing or hereinafter established in the Constituent Municipalities (collectively, the “System”) in accordance with contractual agreements between the Authority, the Constituent municipalities and applicable non-constituent municipalities including the County of Allegan.

(b) To exercise the duties of a fiduciary toward the Authority and discharge the duties of his or her position in a nonpartisan manner, in good faith, and with the degree of diligence, care and skill that an ordinarily prudent person would exercise under similar circumstances in a like position.

Formatted: Font: 9 pt

(c) To review, revise and set rates, charges and fees necessary for the support of the annual budget and operations of the Authority, including rates, charges and fees necessary to make necessary repairs, improvements, and extensions to the System.

(d) To review and approve necessary contracts for the proper operation of the Authority in accordance with Act 233, the Articles and any policies adopted by the Commission.

(e) To adopt rules and regulations for proper operation and management of the System in accordance with Act 233.

(f) To carry out other duties and responsibilities provided by law including, but not limited to, Act 233.

Section 4. Conflicts of Interest.

(a) If a Commissioner has a personal interest, whether direct or indirect, in any matter before the Authority that constitutes a potential conflict of interest, the Commissioner shall disclose the potential conflict of interest to other Authority members prior to the Authority Commission taking any action regarding the matter and the disclosure shall become part of the official record of the meeting.

(b) Subject to the relevant provisions of State law, the Authority shall develop policies and procedures with the objective of precluding the opportunity for the occurrence of transactions by the Authority that would create a conflict of interest involving Commissioners and Authority officers and employees. At a minimum, the Authority shall require compliance by each member of the Authority Commission, its officers, and/or employees who regularly exercise discretion over the award and management of Authority contracts, contractors, purchases or projects with the following:

(1) Immediate disclosure of the existence and nature of any business or financial interest of an individual or immediate family member, a family member's involvement in an application or request before the Commission or a business or financial interest in the outcome of a matter at issue or a financial interest in the company, association or entity of an applicant that would reasonably be expected to create a conflict of interest.

(2) Withdrawal by any member of the Authority Commission, Officers and/or employees from participation in or discussion or evaluation of any recommendation, or decision involving an Authority contract, purchase or project that would reasonably be expected to create a conflict of interest for that individual.

(c) In the case of an apparent conflict of interest, the Authority Commission may by majority vote of those present and voting declare a conflict of interest on the part of a Commission member. The member who has the apparent conflict shall not vote on the question of whether to declare a conflict of interest. If the vote of the voting Commission members results in a declaration of a conflict of interest, the member having the conflict shall not participate in or vote upon the matter at issue.

Formatted: Font: 9 pt

If a Commission member believes that there may be an appearance of a conflict of interest, the member shall state the nature of the possible conflict to the other members of the Commission, and shall also state whether he or she believes that he or she can nevertheless impartially consider and vote upon the application or request before the Commission. The other members of the Commission may then determine, by affirmative majority vote of those present and voting, whether a conflict of interest exists; if the Commission members thus determine that there is a conflict, the members shall not participate in or vote upon the matter at issue.

(d) If a Commission member has disclosed a conflict of interest, or if the Commission has determined by majority vote that a member has a conflict of interest, the Commission member shall depart from the table and shall not participate in any way in the matter.

Section 5. Removal.

A member of the Authority Commission may be removed from office in accordance with the Authority's Articles of Incorporation.

Section 6. Officers.

(a) **Officers of the Authority Commission.** The officers of the Commission shall be the Chairperson, the Vice-Chairperson and the Secretary-Treasurer. The officers shall be elected by affirmative majority vote of the Commission members present and voting. The Commission may by majority vote establish other officers in its discretion.

(b) **Term and Election.** The term of office of each officer shall be one year and until the officer's successor is elected and qualifies. Officers shall be elected at the first meeting of the ~~calendar~~fiscal year or at the earliest convenient meeting thereafter.

(c) **Chairperson.** The Chairperson shall preside at meetings of the Commission (the "Presiding Officer") and shall speak and vote at such meetings as any other Commissioner. The Chairperson shall nominate persons to serve on committees or advisory committees, subject to confirmation by majority vote of the Commission members present and voting. Unless otherwise provided by law or the Authority's Articles of Incorporation, the Chairperson shall not have any executive or administrative functions other than as a member of the Commission.

(d) **Vice-Chairperson.** The Vice-Chairperson shall serve as the Presiding Officer at meetings of the Commission in the absence of the Chairperson. If for any reason the Chairperson is unable to discharge the duties of the office, the duties of the Chairperson shall be carried out by the Vice-Chairperson for the period during which the Chairperson is unable to discharge such duties. If the office of Chairperson becomes vacant, the Vice-Chairperson shall serve in that capacity until a new Chairperson is elected.

(e) **Secretary-Treasurer.** The Secretary-Treasurer shall keep an accurate record of the minutes of the proceedings of all Commission meetings and sign the minutes, after the minutes are approved by the Commission.

Formatted: Font: 9 pt

(f) **Recording Secretary.** The Commission may employ and appoint a Recording Secretary for the purpose of taking minutes of the Commission’s regular and special meetings. In the absence of a Recording Secretary, the Secretary-Treasurer shall prepare such meeting minutes.

Section 7. Commission Meetings.

(a) **Schedule of Meetings.** Regular meetings of the Commission shall be held at least quarterly on a day and at a time to be determined by the Commission at its first meeting of the Authority’s fiscal year.

(b) **Special Meetings.** A special meeting may be called by the Chair or any two (2) Commissioners by serving written notice of the time, place and purpose thereof upon each Commissioner personally, or by leaving it at a Commissioner’s place of residence, at least eighteen (18) hours prior to the time of such meeting. Special meetings of the Commission at which all members are present or of which all absent members receive notice shall be deemed to be valid even though no written notice thereof may be given as above specified.

(c) **Meetings to be Public.** All meetings of the Commission shall be public meetings, held in compliance with the provisions of the Michigan’s Open Meetings Act, Act 267 of the Public Acts of Michigan of 1976, as amended (the “Open Meetings Act”).

(d) **Notices.** Notices of all Commission meetings and public hearings shall be prepared and posted in compliance with the applicable provisions of the Open Meetings Act.

(e) **Quorum.** A quorum for the conduct of business shall consist of at least a majority of the members of the Commission. If a quorum is not present, no official action may be taken, though the Commissioners present may discuss relevant Authority matters if they desire to do so. The Commission shall act by motion, resolution or ordinance. A vote of a majority of a quorum shall be required for passage of any Commission action, unless a greater vote is required by law or these Bylaws.

(f) **Remote Attendance.**

(1) Commission members may be connected by means of a two-way communication device for the purpose of participating in any regular or special Commission meeting provided a quorum is physically present at the posted meeting place and the communication equipment allows everyone participating in the meeting to hear each other. All votes taken during the meeting shall be by roll call. Remote participation shall not be considered attendance for the purpose of establishing a quorum, receiving per diem, or for voting purposes. Such participation shall be approved in advance by the Chairperson and generally should be limited to avoid disruption to Commission business.

(2) Notwithstanding the provisions of Section 7(f)(1) above, in the event the President, Governor or County Emergency Management Coordinator (acting pursuant to the Emergency Management Act, Act 390 of the Public Acts of Michigan of 1976, as amended, or its successor or similar statute) has declared a state of emergency or disaster and it is not possible for the

Formatted: Font: 9 pt

Commission to meet at a physical location, the Commission may conduct regular or special meetings by means of a two-way communication device without the physical presence of any members of the Commission, so long as the communication equipment allows everyone participating in the meeting, including members of the public participating remotely, to hear each other and the remote meeting is conducted in accordance with the Open Meetings Act. All votes taken during the meeting shall be by roll call.

(g) **Closed Sessions.** The Authority Commission may meet in closed session only for the purposes specified in Section 8 of the Open Meetings Act.

(h) **Agenda.** A written agenda shall be prepared for each regular or special meeting. The order of business shall generally be as follows:

- (1) Call to order
- (2) Roll call
- (3) Review and approval of minutes of previous meeting
- (4) Review and approval of agenda for current meeting
- (5) Pay bills
- (6) Public comment
- (7) Authority Administrator's Report
- (8) Old business
- (9) New business

(10) Commissioner comments

~~(10)~~(11) Adjournment

The Commission may use a "Consent Agenda" for more routine agenda items. The Commission Chairperson, in consultation with the Authority Administrator, shall determine which routine items (e.g., meeting minutes, payment of routine invoices, reports, etc.) should be included on the Consent Agenda. Any Commissioner may remove an item from the Consent Agenda up to Approval of the Agenda during the Commission meeting.

A Commissioner shall make a motion to approve the Consent Agenda and identify the items on the Consent Agenda to be approved. Those items which are not announced by the Commissioner ~~Trustee~~ and not included in the motion shall be considered separately under "New Business."

Formatted: Font: 9 pt

There shall be no discussion of any item on the Consent Agenda. If a request for discussion or a question is raised concerning a Consent Agenda item before the vote, that item shall be removed from the Consent Agenda and voted on separately.

A roll call vote shall be taken on the motion to approve the Consent Agenda.

(i) **Inclusion of Matters in Agenda.**

(1) The Authority Administrator shall be responsible for preparing and distributing the Commission's agenda for any regular or special meeting. Items to be included on the Commission's printed agenda shall be provided to the Administrator not less than five calendar days prior to the date of the Commission meeting. Items not provided within that time frame may be added to a meeting agenda by vote of the Commission at the meeting.

(2) A written agenda for each meeting, together with any supporting materials and other information, shall be delivered/provided to ~~the residence of each Commissioner~~ ~~(and electronically if so requested)~~; at least eighteen (18) hours in advance of each regularly scheduled or special meeting.

(j) **Rules of Order.** All meetings of the Commission shall be conducted in accordance with these Bylaws. The latest edition of Robert's Rules of Order may be consulted and used as a guide for the Commission in cases to which they may be deemed applicable, provided they are not in conflict with these Bylaws, Commission ordinances or applicable State statutes.

(1) The Presiding Officer shall preserve order and decorum and may speak to points ~~of~~ order in preference to other Commission Members. The Presiding Officer shall decide all parliamentary questions arising during a Commission meeting, subject to appeal and reversal by a majority of the Commission Members present.

(2) Any Commission Member may appeal the ruling of the Presiding Officer to the Commission. If the appeal is seconded, the Commission member making the appeal may briefly state the reason for the appeal and the Presiding Officer may briefly state the ruling. There shall be no debate on the appeal, and no other Commission Member shall participate in the discussion. The question shall be: "whether to sustain the decision of the Presiding Officer?" The decision of the Presiding Officer be sustained if the majority of the Commission Members present vote "yea/yes" on the question, the ruling of the Presiding Officer is sustained; if the majority votes "no," the Presiding Officer's decision is overruled.

(3) During Commission discussion and debate, no Commission Member shall speak until recognized for that purpose by the Presiding Officer. After such recognition, the Commission Member shall confine discussion to the question at hand and to its merits and shall not be interrupted except by a point of order or privilege raised by another Commission Member. Speakers should address their remarks to the Presiding Officer, maintain a courteous tone and avoid interjecting a personal note into the debate. The Presiding Officer, at his or her discretion and subject to the appeal process mentioned herein, may permit any person to address the Commission during its deliberations.

Formatted: Font: 9 pt

(k) **Voting.**

(1) Appointment to a deliberative body carries with it the obligation to vote. Commissioners present at a Commission meeting shall vote on every matter before the Commission, unless otherwise excused by a majority of the Members present based on a determination of a conflict of interest (in accordance with Section 4 of these Bylaws) or if prohibited from voting by law. A vote may be tabled by a majority vote of a quorum of the Commission, if necessary, to obtain the opinion of the Commission Attorney, to provide time to gather additional input or information on the matter, or other similar reason.

(2) A Commission Member who is present and abstains or does not respond to a roll call vote shall be counted as voting with the prevailing side and shall be so recorded, unless otherwise excused or prohibited by law from voting.

(3) The right to vote is limited to Members physically present at the time the vote is taken, unless remote participation is permitted by law and these Bylaws.

(4) Voting shall ordinarily be by voice vote; provided, however, that a roll call vote shall be taken if called for by the Chairperson, if requested by any member, or if required by law.

(5) When a roll call vote is taken the names of the Commission Members voting and their vote shall be entered into the minutes as such, provided, however, that where the vote is unanimous, it shall only be necessary to so state in the minutes. In all roll call votes the names of the Commission Members shall be called in the following order:

- i. The Commissioner who made the motion.
- ii. The Commissioner who seconded the motion.
- iii. All other Commissioners in any order.

(6) Except as otherwise stated in this Section or provided by law, an affirmative vote of a majority of the Authority Commission members present and voting shall be required for the approval of any motion, resolution or other action or decision.

(7) **Results of Voting.** In all cases where a vote is taken, the Presiding Officer shall declare the result. It shall be in order for any Commissioner voting in the majority to move for reconsideration of the vote on any question at the meeting or at the next succeeding meeting of the Commission. When a motion to reconsider fails, it cannot be renewed.

Section 8. Conduct at Commission Meetings.

(a) Each member of the public desiring to address the Authority Commission during the public comment period on the Authority agenda shall be given an opportunity to speak for a period not to exceed three (3) minutes, unless otherwise extended by the Commission. All written statements should be given to the Secretary-Treasurer or Administrator prior to the commencement

Formatted: Font: 9 pt

of the meeting. All written statements and documents presented to the Authority Commission by an individual are considered public documents and shall be retained in the public record of the meeting.

(b) Members of the public wishing to address the Authority Commission shall first be recognized by the Chairperson, and each person who speaks shall address the entire Commission.

(c) **Disorderly Conduct at Meetings.** Individuals addressing the Authority Commission should take into consideration the rules of common courtesy. The public comment portion of the meeting cannot be used to make personal attacks against Authority Commissioners or Authority officers, employees, or volunteers. If the comments constitute a complaint or charge brought against an Authority officer, employee, or volunteer, that individual has the right to request a closed session. The Chairperson may call to order any person who is being disorderly by speaking or otherwise disrupting the meeting (e.g., failing to be germane, speaking longer than the allotted time, yelling or shouting). Such person shall thereupon be seated until the Chairperson determines whether the person is in order. If a person is called out of order, he or she shall not be permitted to continue to speak at the same meeting, except by a majority vote of the Authority Commissioners' members present. If the person continues to be disorderly to the extent that the Authority Commission cannot continue to conduct business, the Chairperson shall consider the person to be in breach of the peace and may request the assistance of a law enforcement officer to remove the person from the meeting. The Authority Commission shall have the right to adjourn the meeting if it is interrupted due to the disorderly conduct of any person. No person shall be removed from a public meeting, except for an actual breach of the peace committed at the meeting.

Section 9. Minutes.

(a) Minutes of Commission meetings shall be prepared by the Secretary-Treasurer and, after approval, shall be signed by the Secretary-Treasurer. The Commission may engage a person other than a member of the Commission and other than the Secretary-Treasurer to act as a recording secretary for the Commission, in which case the minutes shall be signed by both the recording secretary and the Secretary-Treasurer.

(b) The minutes shall contain a brief synopsis of the meeting, including a statement of all motions, who moved and who seconded, the reasons given (if stated), and the outcome, with voice and roll call votes, as the case may be, recorded. If all Commissioners vote "yes" or "no," the minutes may then reflect that the motion was carried or defeated by a unanimous vote. The minutes shall list the Commission members in attendance and those who are absent.

(c) Tentative minutes shall be available for public examination in the Authority office not more than eight days after the meeting. Approved minutes shall be available for public examination in the Authority office not more than five days after the meeting at which they are approved.

(d) The Secretary-Treasurer or other authorized Authority employee shall maintain copies of all minutes at the Authority office. Approved meeting minutes shall serve as the official record of Commission meetings.

Formatted: Font: 9 pt

Section 10. Administrator.

(a) The Commission shall appoint and fix the compensation of an Administrator for the Authority, who shall serve at the pleasure of the Commission.

(b) The Administrator shall supervise and be responsible for the day-to-day operation of the Authority, including: the control, supervision, management, and oversight of the System; the issuance of bonds, notes and other evidence of indebtedness approved by the Commission; the negotiation and establishment of compensation and other terms and conditions of employment for any employees of the Authority; the negotiation, supervision, and enforcement of contracts entered into by the Authority and approved by the Commission; and the supervision of Authority employees and ~~contractors of the Authority~~ in the performance of their duties. The Commission may delegate to the Administrator of the Authority the power and responsibility to execute and deliver, and sign for, contracts, leases, obligations, and other instruments as have been approved by the Commission.

(c) The Administrator of the Authority shall have all powers as are incident to the performance of his or her duties that are prescribed by the Act, the Articles of Incorporation, these By-laws, or by the Commission. All actions of the Administrator shall be in accordance with policies adopted by the Commission and in compliance with applicable law.

Section 11. Authorization to Contact Authority Attorney.

The Chairperson or his or her designee, and the Administrator are authorized to contact the Authority Attorney regarding Authority matters.

Section 12. Immunity and Indemnification.

(a) A Commissioner or an officer, appointee, or employee of the Authority shall not be subject to personal liability when acting in good faith within the scope of his or her authority or on account of the liability of the Authority. Unless otherwise specified by contract or other written document, the Authority shall indemnify and defend or may procure insurance indemnifying and/or providing for the defense of Authority officers, appointees, employees, and Commissioners from personal loss or accountability, for liability (including but not limited to judgments, attorney fees, penalties, fines and amounts paid in settlement) asserted by a person with regard to bonds or other obligations of the Authority, or from any personal liability or accountability by reason of the issuance of the bonds or other obligations of the Authority or by reason of any other action taken or the failure to act by the Authority.

(b) The indemnity and defense described in subsection (a), above, shall continue as to an individual who has ceased to be a Commissioner or an officer, appointee, or employee of the Authority and shall inure to the benefit of such indemnitee's heirs, executors and administrators.

(c) Unless otherwise waived as a part of a written contract or agreement, the right to indemnification conferred under this Section 11 shall be a contract right.

Formatted: Font: 9 pt

Section ~~12~~13. Amendments.

(a) These Bylaws may be amended by concurring vote of a majority of the Commission members present at a public meeting.

(b) If an amendment to these Bylaws is proposed, it shall be submitted in writing by mail or personal delivery to all members of the Commission at least five days before the meeting at which the amendment is to be introduced.

THESE BYLAWS AND RULES OF PROCEDURE WERE ADOPTED BY THE AUTHORITY COMMISSION ON _____, 2025.

Secretary-Treasurer

KALAMAZOO LAKE SEWER AND WATER AUTHORITY

AUTHORITY COMMISSION

BYLAWS AND RULES OF PROCEDURE

Section 1. Authority.

These Bylaws and Rules of Procedure (the “Bylaws”) are adopted in accordance with Act 233, Public Acts of Michigan, 1955, as amended (“Act 233”), and the Amended and Restated Articles of Incorporation of the Kalamazoo Lake Sewer and Water Authority (the “Authority”) for the Authority’s Commission (the “Commission”).

Section 2. Commissioners.

(a) **Membership and Appointment.** Authority Commissioners shall be appointed to and serve on the Commission in accordance with the Authority’s Articles of Incorporation. Terms of office for Commissioners shall be as provided in the Authority’s Articles of Incorporation

(b) **Bylaws and Rules.** Commissioners shall comply with these Bylaws.

(c) **Attendance.** Commissioners shall attend regular and special meetings of the Authority Commission. If any Commissioner is unable to attend a regular or special meeting, the Commission shall attempt to notify the Commission’s Chairperson prior to the meeting.

(d) **Participation.** Commissioners shall give their best efforts toward participation at Commission meetings. Commissioners are expected to review any written materials submitted to the Commissioners prior to a meeting and to be prepared for each meeting.

Section 3. Duties and Responsibilities.

The members of the Authority Commission shall have the following principal duties and responsibilities, among others:

(a) To administer and manage the sewage disposal and water supply systems currently existing or hereinafter established in the Constituent Municipalities (collectively, the “System”) in accordance with contractual agreements between the Authority, the Constituent municipalities and applicable non-constituent municipalities including the County of Allegan.

(b) To exercise the duties of a fiduciary toward the Authority and discharge the duties of his or her position in a nonpartisan manner, in good faith, and with the degree of diligence, care and skill that an ordinarily prudent person would exercise under similar circumstances in a like position.

(c) To review, revise and set rates, charges and fees necessary for the support of the annual budget and operations of the Authority, including rates, charges and fees necessary to make necessary repairs, improvements, and extensions to the System.

(d) To review and approve necessary contracts for the proper operation of the Authority in accordance with Act 233, the Articles and any policies adopted by the Commission.

(e) To adopt rules and regulations for proper operation and management of the System in accordance with Act 233.

(f) To carry out other duties and responsibilities provided by law including, but not limited to, Act 233.

Section 4. Conflicts of Interest.

(a) If a Commissioner has a personal interest, whether direct or indirect, in any matter before the Authority that constitutes a potential conflict of interest, the Commissioner shall disclose the potential conflict of interest to other Authority members prior to the Authority Commission taking any action regarding the matter and the disclosure shall become part of the official record of the meeting.

(b) Subject to the relevant provisions of State law, the Authority shall develop policies and procedures with the objective of precluding the opportunity for the occurrence of transactions by the Authority that would create a conflict of interest involving Commissioners and Authority officers and employees. At a minimum, the Authority shall require compliance by each member of the Authority Commission, its officers, and/or employees who regularly exercise discretion over the award and management of Authority contracts, contractors, purchases or projects with the following:

(1) Immediate disclosure of the existence and nature of any business or financial interest of an individual or immediate family member, a family member's involvement in an application or request before the Commission or a business or financial interest in the outcome of a matter at issue or a financial interest in the company, association or entity of an applicant that would reasonably be expected to create a conflict of interest.

(2) Withdrawal by any member of the Authority Commission, Officers and/or employees from participation in or discussion or evaluation of any recommendation, or decision involving an Authority contract, purchase or project that would reasonably be expected to create a conflict of interest for that individual.

(c) In the case of an apparent conflict of interest, the Authority Commission may by majority vote of those present and voting declare a conflict of interest on the part of a Commission member. The member who has the apparent conflict shall not vote on the question of whether to declare a conflict of interest. If the vote of the voting Commission members results in a declaration of a conflict of interest, the member having the conflict shall not participate in or vote upon the matter at issue.

If a Commission member believes that there may be an appearance of a conflict of interest, the member shall state the nature of the possible conflict to the other members of the Commission, and shall also state whether he or she believes that he or she can nevertheless impartially consider and vote upon the application or request before the Commission. The other members of the Commission may then determine, by affirmative majority vote of those present and voting, whether a conflict of interest exists; if the Commission members thus determine that there is a conflict, the members shall not participate in or vote upon the matter at issue.

(d) If a Commission member has disclosed a conflict of interest, or if the Commission has determined by majority vote that a member has a conflict of interest, the Commission member shall depart from the table and shall not participate in any way in the matter.

Section 5. Removal.

A member of the Authority Commission may be removed from office in accordance with the Authority's Articles of Incorporation.

Section 6. Officers.

(a) **Officers of the Authority Commission.** The officers of the Commission shall be the Chairperson, the Vice-Chairperson and the Secretary-Treasurer. The officers shall be elected by affirmative majority vote of the Commission members present and voting. The Commission may by majority vote establish other officers in its discretion.

(b) **Term and Election.** The term of office of each officer shall be one year and until the officer's successor is elected and qualifies. Officers shall be elected at the first meeting of the fiscal year or at the earliest convenient meeting thereafter.

(c) **Chairperson.** The Chairperson shall preside at meetings of the Commission (the "Presiding Officer") and shall speak and vote at such meetings as any other Commissioner. The Chairperson shall nominate persons to serve on committees or advisory committees, subject to confirmation by majority vote of the Commission members present and voting. Unless otherwise provided by law or the Authority's Articles of Incorporation, the Chairperson shall not have any executive or administrative functions other than as a member of the Commission.

(d) **Vice-Chairperson.** The Vice-Chairperson shall serve as the Presiding Officer at meetings of the Commission in the absence of the Chairperson. If for any reason the Chairperson is unable to discharge the duties of the office, the duties of the Chairperson shall be carried out by the Vice-Chairperson for the period during which the Chairperson is unable to discharge such duties. If the office of Chairperson becomes vacant, the Vice-Chairperson shall serve in that capacity until a new Chairperson is elected.

(e) **Secretary-Treasurer.** The Secretary-Treasurer shall keep an accurate record of the minutes of the proceedings of all Commission meetings and sign the minutes, after the minutes are approved by the Commission.

(f) **Recording Secretary.** The Commission may employ and appoint a Recording Secretary for the purpose of taking minutes of the Commission’s regular and special meetings. In the absence of a Recording Secretary, the Secretary-Treasurer shall prepare such meeting minutes.

Section 7. Commission Meetings.

(a) **Schedule of Meetings.** Regular meetings of the Commission shall be held at least quarterly on a day and at a time to be determined by the Commission at its first meeting of the Authority’s fiscal year.

(b) **Special Meetings.** A special meeting may be called by the Chair or any two (2) Commissioners by serving written notice of the time, place and purpose thereof upon each Commissioner personally, or by leaving it at a Commissioner’s place of residence, at least eighteen (18) hours prior to the time of such meeting. Special meetings of the Commission at which all members are present or of which all absent members receive notice shall be deemed to be valid even though no written notice thereof may be given as above specified.

(c) **Meetings to be Public.** All meetings of the Commission shall be public meetings, held in compliance with the provisions of the Michigan’s Open Meetings Act, Act 267 of the Public Acts of Michigan of 1976, as amended (the “Open Meetings Act”).

(d) **Notices.** Notices of all Commission meetings and public hearings shall be prepared and posted in compliance with the applicable provisions of the Open Meetings Act.

(e) **Quorum.** A quorum for the conduct of business shall consist of at least a majority of the members of the Commission. If a quorum is not present, no official action may be taken, though the Commissioners present may discuss relevant Authority matters if they desire to do so. The Commission shall act by motion, resolution or ordinance. A vote of a majority of a quorum shall be required for passage of any Commission action, unless a greater vote is required by law or these Bylaws.

(f) **Remote Attendance.**

(1) Commission members may be connected by means of a two-way communication device for the purpose of participating in any regular or special Commission meeting provided a quorum is physically present at the posted meeting place and the communication equipment allows everyone participating in the meeting to hear each other. All votes taken during the meeting shall be by roll call. Remote participation shall not be considered attendance for the purpose of establishing a quorum, receiving per diem, or for voting purposes. Such participation shall be approved in advance by the Chairperson and generally should be limited to avoid disruption to Commission business.

(2) Notwithstanding the provisions of Section 7(f)(1) above, in the event the President, Governor or County Emergency Management Coordinator (acting pursuant to the Emergency Management Act, Act 390 of the Public Acts of Michigan of 1976, as amended, or its successor or similar statute) has declared a state of emergency or disaster and it is not possible for the Commission to meet at a physical location, the Commission may conduct regular or special meetings by means of a two-way communication device without the physical presence of any members

of the Commission, so long as the communication equipment allows everyone participating in the meeting, including members of the public participating remotely, to hear each other and the remote meeting is conducted in accordance with the Open Meetings Act. All votes taken during the meeting shall be by roll call.

(g) **Closed Sessions.** The Authority Commission may meet in closed session only for the purposes specified in Section 8 of the Open Meetings Act.

(h) **Agenda.** A written agenda shall be prepared for each regular or special meeting. The order of business shall generally be as follows:

- (1) Call to order
- (2) Roll call
- (3) Review and approval of minutes of previous meeting
- (4) Review and approval of agenda for current meeting
- (5) Pay bills
- (6) Public comment
- (7) Authority Administrator's Report
- (8) Old business
- (9) New business
- (10) Commissioner comments
- (11) Adjournment

The Commission may use a "Consent Agenda" for more routine agenda items. The Commission Chairperson, in consultation with the Authority Administrator, shall determine which routine items (e.g., meeting minutes, payment of routine invoices, reports, etc.) should be included on the Consent Agenda. Any Commissioner may remove an item from the Consent Agenda up to Approval of the Agenda during the Commission meeting.

A Commissioner shall make a motion to approve the Consent Agenda and identify the items on the Consent Agenda to be approved. Those items which are not announced by the Commissioner and not included in the motion shall be considered separately under "New Business."

There shall be no discussion of any item on the Consent Agenda. If a request for discussion or a question is raised concerning a Consent Agenda item before the vote, that item shall be removed from the Consent Agenda and voted on separately.

A roll call vote shall be taken on the motion to approve the Consent Agenda.

(i) **Inclusion of Matters in Agenda.**

(1) The Authority Administrator shall be responsible for preparing and distributing the Commission's agenda for any regular or special meeting. Items to be included on the Commission's printed agenda shall be provided to the Administrator not less than five calendar days prior to the date of the Commission meeting. Items not provided within that time frame may be added to a meeting agenda by vote of the Commission at the meeting.

(2) A written agenda for each meeting, together with any supporting materials and other information, shall be provided to each Commissioner at least eighteen (18) hours in advance of each regularly scheduled or special meeting.

(j) **Rules of Order.** All meetings of the Commission shall be conducted in accordance with these Bylaws. The latest edition of Robert's Rules of Order may be consulted and used as a guide for the Commission in cases to which they may be deemed applicable, provided they are not in conflict with these Bylaws, Commission ordinances or applicable State statutes.

(1) The Presiding Officer shall preserve order and decorum and may speak to points of order in preference to other Commission Members. The Presiding Officer shall decide all parliamentary questions arising during a Commission meeting, subject to appeal and reversal by a majority of the Commission Members present.

(2) Any Commission Member may appeal the ruling of the Presiding Officer to the Commission. If the appeal is seconded, the Commission member making the appeal may briefly state the reason for the appeal and the Presiding Officer may briefly state the ruling. There shall be no debate on the appeal, and no other Commission Member shall participate in the discussion. The question shall be: "whether to sustain the decision of the Presiding Officer?" The decision of the Presiding Officer be sustained if the majority of the Commission Members present vote "yes" on the question, the ruling of the Presiding Officer is sustained; if the majority votes "no," the Presiding Officer's decision is overruled.

(3) During Commission discussion and debate, no Commission Member shall speak until recognized for that purpose by the Presiding Officer. After such recognition, the Commission Member shall confine discussion to the question at hand and to its merits and shall not be interrupted except by a point of order or privilege raised by another Commission Member. Speakers should address their remarks to the Presiding Officer, maintain a courteous tone and avoid interjecting a personal note into the debate. The Presiding Officer, at his or her discretion and subject to the appeal process mentioned herein, may permit any person to address the Commission during its deliberations.

(k) **Voting.**

(1) Appointment to a deliberative body carries with it the obligation to vote. Commissioners present at a Commission meeting shall vote on every matter before the Commission, unless otherwise excused by a majority of the Members present based on a determination of a conflict of interest (in accordance with Section 4 of these Bylaws) or if prohibited from voting by law. A vote may be tabled by a majority vote of a quorum of the Commission, if necessary, to

obtain the opinion of the Commission Attorney, to provide time to gather additional input or information on the matter, or other similar reason.

(2) A Commission Member who is present and abstains or does not respond to a roll call vote shall be counted as voting with the prevailing side and shall be so recorded, unless otherwise excused or prohibited by law from voting.

(3) The right to vote is limited to Members physically present at the time the vote is taken, unless remote participation is permitted by law and these Bylaws.

(4) Voting shall ordinarily be by voice vote; provided, however, that a roll call vote shall be taken if called for by the Chairperson, if requested by any member, or if required by law.

(5) When a roll call vote is taken the names of the Commission Members voting and their vote shall be entered into the minutes as such, provided, however, that where the vote is unanimous, it shall only be necessary to so state in the minutes. In all roll call votes the names of the Commission Members shall be called in the following order:

- i. The Commissioner who made the motion.
- ii. The Commissioner who seconded the motion.
- iii. All other Commissioners in any order.

(6) Except as otherwise stated in this Section or provided by law, an affirmative vote of a majority of the Authority Commission members present and voting shall be required for the approval of any motion, resolution or other action or decision.

(7) **Results of Voting.** In all cases where a vote is taken, the Presiding Officer shall declare the result. It shall be in order for any Commissioner voting in the majority to move for reconsideration of the vote on any question at the meeting or at the next succeeding meeting of the Commission. When a motion to reconsider fails, it cannot be renewed.

Section 8. Conduct at Commission Meetings.

(a) Each member of the public desiring to address the Authority Commission during the public comment period on the Authority agenda shall be given an opportunity to speak for a period not to exceed three (3) minutes, unless otherwise extended by the Commission. All written statements should be given to the Secretary-Treasurer or Administrator prior to the commencement of the meeting. All written statements and documents presented to the Authority Commission by an individual are considered public documents and shall be retained in the public record of the meeting.

(b) Members of the public wishing to address the Authority Commission shall first be recognized by the Chairperson, and each person who speaks shall address the entire Commission.

(c) **Disorderly Conduct at Meetings.** Individuals addressing the Authority Commission should take into consideration the rules of common courtesy. The public comment portion of the meeting cannot be used to make personal attacks against Authority Commissioners or Authority officers, employees, or volunteers. If the comments constitute a complaint or charge brought against an Authority officer, employee, or volunteer, that individual has the right to request a closed session. The Chairperson may call to order any person who is being disorderly by speaking or otherwise disrupting the meeting (e.g., failing to be germane, speaking longer than the allotted time, yelling or shouting). Such person shall thereupon be seated until the Chairperson determines whether the person is in order. If a person is called out of order, he or she shall not be permitted to continue to speak at the same meeting, except by a majority vote of the Authority Commissioners' members present. If the person continues to be disorderly to the extent that the Authority Commission cannot continue to conduct business, the Chairperson shall consider the person to be in breach of the peace and may request the assistance of a law enforcement officer to remove the person from the meeting. The Authority Commission shall have the right to adjourn the meeting if it is interrupted due to the disorderly conduct of any person. No person shall be removed from a public meeting, except for an actual breach of the peace committed at the meeting.

Section 9. Minutes.

(a) Minutes of Commission meetings shall be prepared by the Secretary-Treasurer and, after approval, shall be signed by the Secretary-Treasurer. The Commission may engage a person other than a member of the Commission and other than the Secretary-Treasurer to act as a recording secretary for the Commission, in which case the minutes shall be signed by both the recording secretary and the Secretary-Treasurer.

(b) The minutes shall contain a brief synopsis of the meeting, including a statement of all motions, who moved and who seconded, the reasons given (if stated), and the outcome, with voice and roll call votes, as the case may be, recorded. If all Commissioners vote "yes" or "no," the minutes may then reflect that the motion was carried or defeated by a unanimous vote. The minutes shall list the Commission members in attendance and those who are absent.

(c) Tentative minutes shall be available for public examination in the Authority office not more than eight days after the meeting. Approved minutes shall be available for public examination in the Authority office not more than five days after the meeting at which they are approved.

(d) The Secretary-Treasurer or other authorized Authority employee shall maintain copies of all minutes at the Authority office. Approved meeting minutes shall serve as the official record of Commission meetings.

Section 10. Administrator.

(a) The Commission shall appoint and fix the compensation of an Administrator for the Authority, who shall serve at the pleasure of the Commission.

(b) The Administrator shall supervise and be responsible for the day-to-day operation of the Authority, including: the control, supervision, management, and oversight of the System; the issuance of bonds, notes and other evidence of indebtedness approved by the Commission; the

negotiation and establishment of compensation and other terms and conditions of employment for any employees of the Authority; the negotiation, supervision, and enforcement of contracts entered into by the Authority and approved by the Commission; and the supervision of Authority employees and contractors in the performance of their duties. The Commission may delegate to the Administrator of the Authority the power and responsibility to execute and deliver, and sign for, contracts, leases, obligations, and other instruments as have been approved by the Commission.

(c) The Administrator of the Authority shall have all powers as are incident to the performance of his or her duties that are prescribed by the Act, the Articles of Incorporation, these By-laws, or by the Commission. All actions of the Administrator shall be in accordance with policies adopted by the Commission and in compliance with applicable law.

Section 11. Authorization to Contact Authority Attorney.

The Chairperson or his or her designee, and the Administrator are authorized to contact the Authority Attorney regarding Authority matters.

Section 12. Immunity and Indemnification.

(a) A Commissioner or an officer, appointee, or employee of the Authority shall not be subject to personal liability when acting in good faith within the scope of his or her authority or on account of the liability of the Authority. Unless otherwise specified by contract or other written document, the Authority shall indemnify and defend or may procure insurance indemnifying and/or providing for the defense of Authority officers, appointees, employees, and Commissioners from personal loss or accountability, for liability (including but not limited to judgments, attorney fees, penalties, fines and amounts paid in settlement) asserted by a person with regard to bonds or other obligations of the Authority, or from any personal liability or accountability by reason of the issuance of the bonds or other obligations of the Authority or by reason of any other action taken or the failure to act by the Authority.

(b) The indemnity and defense described in subsection (a), above, shall continue as to an individual who has ceased to be a Commissioner or an officer, appointee, or employee of the Authority and shall inure to the benefit of such indemnitee's heirs, executors and administrators.

(c) Unless otherwise waived as a part of a written contract or agreement, the right to indemnification conferred under this Section 11 shall be a contract right.

Section 13. Amendments.

(a) These Bylaws may be amended by concurring vote of a majority of the Commission members present at a public meeting.

(b) If an amendment to these Bylaws is proposed, it shall be submitted in writing by mail or personal delivery to all members of the Commission at least five days before the meeting at which the amendment is to be introduced.

THESE BYLAWS AND RULES OF PROCEDURE WERE ADOPTED BY THE AUTHORITY
COMMISSION ON _____, 2025.

Secretary-Treasurer