



Kalamazoo Lake Sewer & Water Authority
Regular Commission Meeting
Monday, October 20, 2025, at 10:00 a.m.
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) September Check Details
 - b) September Statement of Revenues and Expenses
- 2. Approval of Minutes**
 - a) September 15, 2025, Regular Meeting Minutes
 - b) October 10, 2025, Special Meeting Minutes
- 3. Reports**
 - a) Operations Report
 - b) Historical Uses Report
 - c) Community Base Fee Report
- 4. Correspondence**

N/A

6) Reports

- 1) Manager Report



7) New Business

- 1) Generator Rental Invoice
- 2) Surge Protector Update (Kaz)
- 3) FNBP Credit Card (Freeman)
- 4) Vehicle Fleet Management (Kaz)
- 5) SRF Contact Designation (Kaz)
- 6) Pump Station 8 (Kaz)
- 7) Michigan CLASS Investment Update (Clark)
- 8) Saugatuck Township/Douglas City Sewer Capacity Purchase Agreement
- 9) Administrator Hiring Process

8) Old Business

None

9) Adjourn

10/08/2025

CHECK REGISTER FOR KALAMAZOO LAKE SEWER & WATER AUTHORITY
CHECK DATE FROM 09/01/2025 - 09/30/2025

Check Date	Check	Vendor Name	Description	Amount
Bank SEWCK GENERAL CHECKING				
09/03/2025	958(E)	PAYCHEX	PAYROLL PD 9-3-25	1,608.91
09/03/2025	960(E)	ALERUS FINANCIAL	MERS DEF CONTRIBUTION	4,903.08
09/03/2025	961(E)	COMCAST BUSINESS	COMCAST	666.59
09/03/2025	962(E)	MERS	MERS DB CONTRIBUTION	11,135.93
09/03/2025	33544	ALS ENVIRONMENTAL	WWTP	213.80
09/03/2025	33545	ALS ENVIRONMENTAL	WWTP	213.80
09/03/2025	33546	ALS ENVIRONMENTAL	WWTP	104.45
09/03/2025	33547	ALS ENVIRONMENTAL	WWTP	175.30
09/03/2025	33548	ALS ENVIRONMENTAL	WWTP	213.80
09/03/2025	33549	BADGER METER INC	MOBILE HOSTING SERVICES	320.80
09/03/2025	33550	BELLE TIRE	1GCVKNEC4HZ316556 - BRAKES	552.96
09/03/2025	33551	COMCAST BUSINESS	INTERNET	459.13
09/03/2025	33552	DENOYER CHEVROLET	2GCVKNEC9K1188962	5,511.33
09/03/2025	33553	DETROIT PUMP & MFG. CO	GRUNDFOS PUMP	1,289.55
09/03/2025	33554	ETNA SUPPLY	SLEEVE, BOLT/GASKET	2,128.00
09/03/2025	33555	IHLE SERVICE	TOW	167.00
09/03/2025	33556	USA BLUE BOOK	BROTH/AMPULES, BALL VALVE	949.60
09/03/2025	33557	VESTIS	RUGS AND UNIFORMS	466.32
09/03/2025	33558	WEBB CHEMICAL SERVICE CORP	BLEACH	926.40
09/03/2025	33559	WILLIAMS & WORKS	PROFESSIONAL SERVICES - 66TH ST WATER MA	43.00
09/03/2025	33560	WILLIAMS & WORKS	PROFESSIONAL SERVICES - CONSTRUCTION STA	417.80
09/04/2025	937(E)	EGLTECH, INC	MONTHLY	2,198.54
09/04/2025	938(E)	EGLTECH, INC	CAMERAS	7,921.10
09/04/2025	939(E)	EGLTECH, INC	MONTHLY	2,189.44
09/04/2025	940(E)	MICHIGAN GAS UTILITIES 851 HOL	851 HOLLAND	44.99
09/11/2025	33561	ALS ENVIRONMENTAL	LCR	146.00
09/11/2025	33562	ALS ENVIRONMENTAL	WWTP	213.80
09/11/2025	33563	ALS ENVIRONMENTAL	WATER ANALYSIS	413.00
09/11/2025	33564	ALS ENVIRONMENTAL	LCR	818.00
09/11/2025	33565	ALS ENVIRONMENTAL	WQP	195.20
09/11/2025	33566	AQUA-FINE	LAB H2O	14.90
09/11/2025	33567	BELLE TIRE	TIRES	766.52
09/11/2025	33568	BELLE TIRE	SCHRADER, ALIGNMENT	374.95
09/11/2025	33569	BELLE TIRE	BRAKES - 1GCRYAEF2MZ353134	467.95
09/11/2025	33570	BENDZINSKI & CO.	FINANCIAL ADVISORY SERVICES	2,250.00
09/11/2025	33571	CRYSTAL FLASH	GAS FLEET FUEL	968.25
09/11/2025	33572	DUNES VIEW KWIK STOP	GOODS	7.58
09/11/2025	33573	DUNES VIEW KWIK STOP	GOODS/FUEL	423.68
09/11/2025	33574	ETNA SUPPLY	COUPLING	76.50
09/11/2025	33575	FREDRICKSON	PARTS	198.58
09/11/2025	33576	GRAINGER	SIGNAGE	59.36
09/11/2025	33577	GRAINGER	HOSE	967.71
09/11/2025	33578	GRAINGER	PAPER TOWEL, TP	130.28
09/11/2025	33579	HAVILAND	BLEACH	1,343.10
09/11/2025	33580	IHLE AUTO PARTS	OIL	118.74
09/11/2025	33581	IHLE SERVICE	HEADLIGHT	135.00
09/11/2025	33582	KEPPEL'S LOCK & SAFE CO.	LOCK CHANGE	4,005.08
09/11/2025	33583	MED-1 HOLLAND	APPLICANT SCREENING	140.00
09/11/2025	33584	MICHIGAN MUNICIPAL LEAGUE-WC	PAYROLL AUDIT, 7/1/2023-7/1/2024	163.00
09/11/2025	33585	MICHIGAN MUNICIPAL LEAGUE-WC	POLICY PREMIUM; 7/1/2025-7/1/2026	1,436.00
09/11/2025	33586	STINGERS PEST CONTROL	IPM SERVICE	394.80
09/11/2025	33587	UPS	POSTAGE	32.18
09/11/2025	33588	UPS	POSTAGE	25.00

09/11/2025	33589	USA BLUE BOOK	J20 SPECIAL, ANALYTIC BALANCE	2,503.27
09/11/2025	33590	VERIZON WIRELESS	WIRELESS PHONE SERVICE	597.49
09/11/2025	33591	VESTIS	RUGS AND UNIFORMS	546.70
09/11/2025	33592	VREDEVELD HAEFNER LLC	PROFESSIONAL SERVICES	930.00
09/11/2025	33593	WINDEMULLER	AUTOMATION TECHNICIAN	9,691.66
09/12/2025	959(E)	PAYCHEX	PAYROLL PD 9-12-25	34,294.96
09/17/2025	946(E)	BRUCE'S BLACKTOP	ASPHALT REPAIR - 186 S MAPLE	3,920.00
09/17/2025	947(E)	EXTEND YOUR REACH	POSTAGE	533.53
09/17/2025	948(E)	MENARDS	SUPPLIES	716.25
09/17/2025	949(E)	REPUBLIC SERVICES #240	GARBAGE SERVICE	5.45
09/24/2025	950(E)	DELTA DENTAL PLAN OF MICHIGN	DENTAL INSURANCE	723.25
09/24/2025	951(E)	MENARDS	SUPPLIES	340.43
09/24/2025	952(E)	MENARDS	BATTERIES, CHARGER, CLOROX WIPES	307.90
09/24/2025	953(E)	MENARDS	BATTERIES/DISHSOAP	144.50
09/24/2025	954(E)	METLIFE - GROUP BENEFITS	GRP ADD & LFE INS	263.68
09/24/2025	955(E)	MICHIGAN GAS UTILITIES 178 PA	178 PARK	65.33
09/24/2025	956(E)	MICHIGAN GAS UTILITIES - IRP	22 BAYOU	47.74
09/24/2025	957(E)	PRIORITY HEALTH	GROUP HEALTH INSURANCE	7,988.53
09/25/2025	33594	ALLEGAN CNTY SHERIFF DEPT-DEBT	DEBT CREWS	198.00
09/25/2025	33595	ALS ENVIRONMENTAL	WQP	195.20
09/25/2025	33596	ALS ENVIRONMENTAL	WWTP	406.95
09/25/2025	33597	AQUA-FINE	LAB H20	43.65
09/25/2025	33598	BELLE TIRE	1GCRYAEF2MZ353134	94.99
09/25/2025	33599	CONSUMERS ENERGY	ELECTRIC BILLS	36,809.51
09/25/2025	33600	DUNES VIEW KWIK STOP	FUEL/GATORADE	185.86
09/25/2025	33601	HAVILAND	BLEACH	1,343.10
09/25/2025	33602	UPS	POSTAGE	32.18
09/25/2025	33603	USA BLUE BOOK	KIT	1,256.49
09/25/2025	33604	USA BLUE BOOK	DIAPHRAGM	278.95
09/25/2025	33605	USA BLUE BOOK	DIAPHRAGM	579.50
09/25/2025	33606	USA BLUE BOOK	DEIONIZED WATER	225.82
09/25/2025	33607	VESTIS	RUGS AND UNIFORMS	472.45
09/25/2025	33608	VESTIS	RUGS AND UNIFORMS	476.95
09/25/2025	33609	XYLEM DEWATERING SOLUTIONS INC	LS1P3 RENTAL	4,561.15
09/26/2025	963(E)	PAYCHEX	PAYROLL PAID 9-26-25	32,879.83

SEWCK TOTALS:

Total of 88 Disbursements:

204,768.03

KALAMAZOO LAKE SEWER AND WATER AUTHORITY
STATEMENT OF REVENUES AND EXPENSES
AS OF SEPTEMBER 30, 2025

	MTD		YTD		FY25 BUDGET	AVAILABLE BALANCE	% budget used
	09/01/25		03/01/25		03/01/25	Actual vs.	
	09/30/25		09/30/25		02/28/26	Budget	
CONSOLIDATED REVENUES							
613.000 Commodity	207,380.56		875,974.78		1,269,399.81	393,425.03	69.01%
614.000 Base	179,645.97		1,219,512.40		2,233,872.00	1,014,359.60	54.59%
628.000 Meter Install	1,110.00		8,060.00		20,000.00	11,940.00	40.30%
630.000 On/Off Fee	70.00		6,870.00		13,000.00	6,130.00	52.85%
651.000 Bank Fee	50.00		130.00		200.00	70.00	65.00%
657.000 Penalty	4,489.75		20,663.76		22,500.00	1,836.24	91.84%
665.000 Interest	48.14		42,532.18		150,000.00	107,467.82	28.35%
667.000 Equip Rental	-		700.00		1,000.00	300.00	70.00%
670.000 Misc. Income	-		4,522.98		5,000.00	477.02	90.46%
TOTAL CONSOLIDATED REVENUES	\$ 392,794.42		\$ 2,178,966.10		\$ 3,714,971.81	\$ 1,536,005.71	58.65%
CONSOLIDATED EXPENDITURES							
702.000 Wages	52,825.30		421,441.27		929,926.30	508,485.03	45.32%
702.400 OC/OT	11,779.64		78,048.51		128,728.32	50,679.81	60.63%
715.000 Benefits	26,774.47		173,045.36		346,388.89	173,343.53	49.96%
727.000 Education/Training	-		-		12,000.00	12,000.00	0.00%
728.000 Occupational Medical	165.00		1,520.28		2,000.00	479.72	76.01%
729.000 Membership/Subscriptions	-		1,835.57		3,600.00	1,764.43	50.99%
730.000 Miss Dig	-		1,724.62		5,600.00	3,875.38	30.80%
731.000 Office	3,036.63		36,978.31		80,457.00	43,478.69	45.96%
731.100 Bank Fee	(51.92)		(3,449.43)		1,000.00	4,449.43	-344.94%
731.200 IT	10,110.54		21,675.75		39,850.00	18,174.25	54.39%
731.300 Employee Morale	-		-		-	-	n/a
732.000 Safety Equip	-		5,093.45		8,000.00	2,906.55	63.67%
733.000 Lab Equip/Supply	58.55		8,196.29		33,800.00	25,603.71	24.25%
734.000 Mailing	139.36		1,930.73		2,100.00	169.27	91.94%
745.000 Chemicals	5,922.60		59,002.46		143,047.50	84,045.04	41.25%
760.000 Uniforms/Rugs	1,962.42		14,415.27		22,000.00	7,584.73	65.52%
761.000 Metering	-		48,187.20		44,000.00	(4,187.20)	109.52%
770.000 Goods/Equip	9,900.56		42,877.81		50,000.00	7,122.19	85.76%
773.000 Miscellaneous	-		-		-	-	n/a
784.000 Capital Outlay	-		-		-	-	n/a
801.000 Audit/Accounting	3,180.00		31,985.20		45,300.00	13,314.80	70.61%
802.000 Authority	350.00		2,100.00		3,750.00	1,650.00	56.00%
803.000 Legal	-		30,594.39		50,000.00	19,405.61	61.19%
804.000 Engineering	12,025.80		47,260.60		101,500.00	54,239.40	46.56%
807.000 Lab Services	3,789.30		27,709.86		38,800.00	11,090.14	71.42%
850.000 Telecomm	1,723.04		11,510.95		26,500.00	14,989.05	43.44%
860.000 Mileage	-		-		500.00	500.00	0.00%
861.000 Fuel	2,376.01		17,333.51		40,000.00	22,666.49	43.33%
920.000 Natural Gas	158.06		4,063.85		7,890.00	3,826.15	51.51%
921.000 Electric	36,809.51		209,897.97		285,472.34	75,574.37	73.53%
929.000 Collection/Distribution	3,920.00		40,751.39		155,000.00	114,248.61	26.29%
930.000 Equip Maintenance	27,311.93		125,068.41		140,000.00	14,931.59	89.33%
931.000 Building Maintenance	4,603.33		7,001.31		7,000.00	(1.31)	100.02%
932.000 Fleet Maintenance	2,559.37		6,589.39		20,000.00	13,410.61	32.95%
934.000 Repair/Replace	5,511.33		55,326.13		555,000.00	499,673.87	9.97%
959.000 Regulatory Fees	-		765.00		7,100.00	6,335.00	10.77%
965.000 Authority Insurance	1,599.00		46,414.00		46,434.00	20.00	99.96%
TOTAL CONSOLIDATED EXPENDITURES	\$ 228,539.83		\$ 1,576,895.41		\$ 3,382,744.35	\$ 1,805,848.94	46.62%
NET OF CONSOLIDATED REVENUES & EXPENDITURES	\$ 164,254.59		\$ 602,070.69		\$ 332,227.46	\$ (269,843.23)	n/a

Note: Unaudited Financial Statement. For internal use only.
10/8/2025



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

- 1) **Call to Order:** Abby Bigford, Chair, called meeting to order at 10:00am
 - 2) **Roll Call:** Present: Bigford, Ludwick, Freeman, Clark, Johnson Absent: None
Staff Present: Interim Manager Bajc, Secretary Vink
 - 3) **Approval of Agenda:** Motion to approve agenda as presented by Freeman; support by Clark.
Motion carried unanimously.
 - 4) **Public Comments:** None.
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 Commission.
 - 5) **Consent Agenda:** Motion to approve consent agenda as presented by Freeman; support by Ludwick
Motion carried unanimously.
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) August Check Details: Clark discussed the generator rental expense. Johnson suggested that it be added as an agenda item for the next meeting.
 - b) August Statement of Revenues and Expenses
 2. **Approval of Minutes**
 - a) August 18, 2025, Regular Meeting Minutes
 3. **Reports**
 - a) Operations Report
 - b) Historical Uses Report
 - c) Community Base Fee Report
 4. **Correspondence**
N/A
 - 6) **Reports**
 - 1) Manager Report
 - 7) **New Business**
 - 1) Audit Report, Ryan Marschke with Hungerford: reviewed audit findings for FY 2024
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- 2) First National Bank Credit Card (Kaz and Theresa): Motion to cancel credit card by Johnson; support by Clark.
Motion carried unanimously.
- 3) Operator and Administrator Hiring Advisory Committee (Johnson and Freeman): Special meeting scheduled for September 29, 2025
- 4) F&V OIC Proposal: Motion to approve agreement by Johnson; support by Clark.
Motion carried unanimously.
- 5) 2025 Sewer Cleaning and Televising (F&V): Steve Bishop discussed sewer cleaning/televising. Johnson suggested adding vulnerable areas to CCTV.
- 6) SRF Update, Steve Bishop F&V: loan offered; expense breakdown presented by Steve Bishop, funding plan discussed.
- 7) **Old Business**
 - 1.) Pump Station 8 (Discussion): October proposal presentation.
- 8) Legal, Closed Session to discuss Collective Bargaining: Motion by Johnson, supported by Ludwick, to meet in a closed session at 11:30am pursuant to Section 8(1)© of the Open Meetings Act for strategy and negotiation purposes with respect to the Kalamazoo Lake Sewer and Water Authority's ("KLSWA") negotiation of a collective bargaining agreement with International Union of Operating Engineers, Local 324.
The Board Chair, Abby Bigford, is hereby appointed as Secretary for the purpose of taking minutes of the closed session in accordance with the Open Meetings Act.
Closed session unanimously adjourned at 12:10pm.

8) Adjourn: Meeting unanimously adjourned at 12:11pm

Next Regularly Scheduled Meeting: Monday, October 20, 2025



**Kalamazoo Lake Sewer & Water Authority
Minutes of Special Meeting
October 10, 2025 1:30 p.m.
KLSWA Offices**

1. Call to Order: Abby Bigford, Vice-Chair, called meeting to order at 1:30 P.M.
2. Roll Call: Present: Bigford, Clark, Freeman, Johnson, Ludwick Absent: None
Staff Present: Interim Manager Bajc
3. Approval of Agenda: Motion to approve agenda as presented by Clark; support by Ludwick. Motion carried unanimously
4. Public Comments: No Public in attendance.
5. New Business: None

6. Old Business

- 1) Administrator Hiring Committee – Job Description was presented by Freeman for final edits. Freeman discussed changing job title in job description to “Administrator” and added the following data points: number of staff members, number of gallons of daily capacity of plant. Clark requested several terms of “manage” be replaced with “responsible for” or “oversee”. Johnson requested the Bachelors Degree requirement be removed and the salary range lowered. This request was denied by the Board as it does not align with the position level to be posted.

Motion to approve Job Description as amended by Bigford, support by Freeman. Role call vote: Bigford, Yes Clark, Yes Freeman, Yes Johnson, No Ludwick, Yes Motion carries 4 yeas, 1 no

Meeting unanimously adjourned at 2:33 P.M.

Abby Bigford
Chair

Joe Clark
Vice Chair

Greg Freeman
Secretary-Treasurer

Operations report 6-12-2025 to 7-15-2025

Collections System:

1. Performed routine monthly inspection and maintenance of the collection system lift stations on 6-18-2025 and 7-1-2025.
2. Performed Lift Station 1 wet well cleaning using the Vactor on 6-15-25, 6-20-2025, 6-28-2025, 7-2-2025,7-10-25. On 7-8-2025 lift stations 2, 10 and 8 were cleaned using the Vactor truck.
3. All collection systems infrastructure is routinely checked for rodent infestation, heat issues and security/safety concerns.
4. Lift station 1 pump #1 was replaced with a new pump by Kennedy on 6-20-2025. The old pump was taken to Kennedy to assess need for repair or replace. Assessment will be done as soon as possible
5. Lift Station 10 lost power on 6-18-2025 due to Consumers equipment failure, and was temporarily placed on backup generator.
6. In this time period approximately 1200 feet of sewer mains were jetted.

Distributions System:

1. KLSWA has been assisting the communities with locating curb box valves to help ensure the communities responsibilities are met for Michigan State LCR compliance. We are in the process of completing the list of valves from Prein & Newof for locating additional 250 services for potholing project in Douglas.
2. KLSWA is conducting a Water Meter Audit program on selected addresses to address any reoccurring issues such as low/high usage disputes, abnormal usage, cross-connections, meter tampering or possible faulty equipment/installation. Any pertinent info found during an audit is held with the account file.
3. IRP is routinely Backwashed on weekly basis.
4. Grass at all the Well houses, Lift Stations and at the facility was trimmed prior to Fourth of July Weekend to preserve aesthetics. Overgrown shrubbery has also been trimmed back.
5. Continuing to locate and GPS curb box locations for internal updates to GIS. GPS unit was downloaded on 6-11-2025 in order to update the GIS system.
6. Annual LCR sampling is in full swing. 11 sample results have been received. Another 2 samples are in the process of testing. 6 kits are in the field and we are awaiting their retrieval for processing.
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 6-11 and 12 BWA was issued for Riverside line abandonment.
10. On 6-12-2025 the service repair on Park Street was done by Vanderkolk Plumbing. On 6-25-2025 the site was asphalted and restored.

Generators:

1. Booster station Generator had its leaky radiator replaced on 6-20-2025.
2. Temporary plant generator was installed by Total Energy on 6-22-2025 due to failure during last power outage that occurred on 6-21-2025. On 6-30-2025 Total Energy installed electrical lead line filters and tested the facility generator for proper operation.
3. On 6-20-2025 Generator tour was performed.

WWTP Lab:

1. Performed routine discharges on 6-23-25 and 7-14-25.
2. Annual lab equipment calibration took place on 6-17-25.

WWTP Facility:

1. On 6-21-2025 there was a system wide power outage. As a result of it, the facility's front gate controls sustained damage. On 7-11-2025, the damaged parts were replaced, and the gate is again fully functional.
2. Pump #2 at the plant lift station was removed on 7-9-2025 and sent to be rebuild due to failure.

Miss Digs:

1. 532 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.

Kaz Bajc
Operations Supervisor

Operations report 9-16-2025 to 10-15-2025

Collections System:

1. Performed routine monthly inspection and maintenance of the collection system lift stations on 9-22-2025.
2. Performed Lift Station 1 wet well cleaning using the Vactor on 9-26-25 and 10-03-25.
3. All collection systems infrastructure is routinely checked for rodent infestation, heat issues and security/safety concerns.
4. In this time period 3200 linear feet of sewer mains prone to heavy grease loads were jetted to prevent blockages. Caustic soda was added after jetting to prolong time before next cleaning.
5. On 9-20-25 we experienced a power outage on West side of the river affecting LS 6,5,4, Reservoir and Grinder 1. Those stations were temporarily put on generator power.

Distributions System:

1. KLSWA has completed the service locating for the Douglas potholing project.
2. IRP is routinely Backwashed on a weekly basis.
3. On 9-25-25 we had a service line break at 360 N. Maple. KLSWA potholed the road to shut the service off at the tap. The service line was repaired and the service line was put back into operation.
4. We are continuing to locate and GPS curb box locations for internal updates to GIS.
5. 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.
6. All distributions system infrastructure is routinely checked for rodent infestation, heat issues and security/safety concerns.
7. On 9-22-25 KLSWA was requested to participate at Mt. Baldhead Park project due to challenging and confusing infrastructure in the project area.
8. On 10-15-2025 Peerless started annual Well flow testing. It should be completed within the week.

Generators:

1. On 9-23-25 the LS 1 Generator went into Emergency shutdown due to low coolant. It was assumed that there was an air bubble in the system from the recent warranty repair. Issue was resolved only to repeat itself on 10-8-25 when the issue with antifreeze loss was discovered. As of 10-8-25 we are back on temporary generator as the solution to the issue is sought.

2. On 10-13-25 Load test was performed on Township generator by Total Energy.

WWTP Lab:

1. Performed routine discharges on 9-15-25 and 10-6-25.

WWTP Facility:

1. The heat in the facility was turned on 9-18-25. On 9-25-25 one of the control modules for the boiler failed. The thermostat that caused the failure was replaced on 9-29-25

2. WWTP grounds were mowed 10-9-25.

3. On 10-6-25 South clarifier motor drive failed and needed to be replaced. It took a couple of days to secure replacement drive thus impeding our discharge rate.

Miss Digs:

1. Total of 683 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.

Kaz Bajc

Operations Supervisor

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

COMMUNITY	MONTH <u>August 2025</u>		MEU'S		BILLING DATE <u>09/15/25</u>		BILLED ACCOUNTS		BILLED ACCOUNTS		MEU'S
	GALLONS		WATER		SEWER		WATER		SEWER		IRRI*
	WATER	SEWER	WATER	SEWER	WATER	SEWER	DS-LS	DS-T			
DOUGLAS	15,409,665	9,099,340	1,463	1,368	1,278	1,058	1366.5	1366.5	140.5		
SAUGATUCK	12,957,925	7,983,201	1,312	1,106	980	836	1100	1100	21.0		
SAUGATUCK TWP - NORTH	11,800,813	1,982,423	924	376	698	256	5	374.5	35.8		
SAUGATUCK TWP - SOUTH	1,760,384	380,550	98	37	71	21	18	36.5	4.0		
LAKETOWN	670,045	387,523	81	45	66	32	0	43.5	0.5		
TOTAL	42,598,832	19,833,037	3,877	2,931	3,093	2,203	2,490	2,921	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 August 2025 BILLING DATE 09/15/25

COMMUNITY	Billed Gallons	Gallon adj	Final Gallons	Billed Units	Billed Dollars	Billing Adj	Final Dollars	Rate
DOUGLAS								
Douglas Water Base				1,755.00	31,494.54		31,494.54	17.95
Saug Twp Water Base				1.00	19.00		19.00	19.00
Saug Twp Sewer Base				1.00	3.50		3.50	3.50
KLSWA Debt Serv Trea				1,366.50	10,444.50		10,444.50	7.64
KLSWA Sewer Debt LS				1,366.50	5,436.99		5,436.99	3.98
KLSWA Sewer Base				1,369.00	40,852.36		40,852.36	29.84
KLSWA Water Base				1,463.50	33,161.07		33,161.07	22.66
KLSWA Wtr Base Irrig				281.00	3,233.35		3,233.35	11.51
KLSWA Water Comm	16,868,320.60	(1,458,656.00)	15,409,664.60		50,607.49	(4,375.97)	46,231.52	3.00 per 1,000 gallons
KLSWA Sewer Comm	10,557,996.10	(1,458,656.00)	9,099,340.10		42,320.67	(5,834.62)	36,486.05	4.01 per 1,000 gallons
TOTAL DOUGLAS	27,426,316.70	(2,917,312.00)	24,509,004.70	7,603.50	217,573.47	(10,210.59)	207,362.88	
SAUGATUCK								
saug city water base				1,351.50	30,950.59		30,950.59	22.90
KLSWA Debt Serv Trea				1,100.00	8,090.26		8,090.26	7.35
KLSWA Sewer Debt LS				1,100.00	4,399.96		4,399.96	4.00
KLSWA Sewer Base				1,106.00	33,032.25		33,032.25	29.87
KLSWA Water Base				1,312.00	29,083.08		29,083.08	22.17
KLSWA Wtr Base Irrig				42.00	483.00		483.00	11.50
KLSWA Water Comm	12,957,925.05		12,957,925.05		38,976.97		38,976.97	3.01 per 1,000 gallons
KLSWA Sewer Comm	7,983,200.90		7,983,200.90		31,919.21		31,919.21	4.00 per 1,000 gallons
TOTAL SAUGATUCK	20,941,125.95	-	20,941,125.95	6,011.50	176,935.32	-	176,935.32	
SAUGATUCK TWP - NORTH								
Saug Twp Water Base				859.50	16,119.63		16,119.63	18.75
Saug Twp Sewer Base				378.00	1,318.94		1,318.94	3.49
KLSWA Debt Serv Trea				374.50	2,755.24		2,755.24	7.36
KLSWA Sewer Debt LS				5.00	20.00		20.00	4.00
KLSWA Sewer Base				376.00	11,245.16		11,245.16	29.91
KLSWA Water Base				923.50	21,051.71		21,051.71	22.80
KLSWA Wtr Base Irrig				71.50	822.25		822.25	11.50
KLSWA Water Comm	11,800,812.90		11,800,812.90		35,425.34		35,425.34	3.00 per 1,000 gallons
KLSWA Sewer Comm	1,982,423.00		1,982,423.00		7,950.33		7,950.33	4.01 per 1,000 gallons
TOTAL SAUGATUCK TWP - NORTH	13,783,235.90	-	13,783,235.90	2,988.00	96,708.60	-	96,708.60	

SAUGATUCK TWP - SOUTH

Douglas Water Base			4.50	81.00	81.00	18.00
Saug Twp Water Base			96.00	1,802.82	1,802.82	18.78
Saug Twp Sewer Base			34.50	120.07	120.07	3.48
KLSWA Debt Serv Trea			36.50	267.94	267.94	7.34
KLSWA Sewer Debt LS			18.00	71.23	71.23	3.96
KLSWA Sewer Base			36.50	1,089.19	1,089.19	29.84
KLSWA Water Base			98.00	2,238.05	2,238.05	22.84
KLSWA Wtr Base Irrig			8.00	92.00	92.00	11.50
KLSWA Water Comm	1,760,384.20		1,760,384.20	5,286.02	5,286.02	3.00 per 1,000 gallons
KLSWA Sewer Comm	380,550.00		380,550.00	1,522.21	1,522.21	4.00 per 1,000 gallons

TOTAL SAUGATUCK TWP - SOUTH 2,140,934.20 - 2,140,934.20 332.00 12,570.53 - 12,570.53

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	670,045.00		670,045.00	2,010.15	2,010.15	3.00 per 1,000 gallons
KLSWA Sewer Comm	387,523.00		387,523.00	1,550.11	1,550.11	4.00 per 1,000 gallons

TOTAL LAKETOWN 1,057,568.00 - 1,057,568.00 245.00 8,204.29 - 8,204.29

TOTAL 65,349,180.75 (2,917,312.00) 62,431,868.75 17,180.00 511,992.21 (10,210.59) 501,781.62

Managers report 9-16-25 to 10-15-25

Generator issues:

1. On 9-5-25 the warranty work on generators at LS1 and Township was started. Because of parts issues, the work could not be completed as planned. LS1 remained on temporary generator power until replacement parts could be sourced. On 9-25-25 the warranty work at LS1 and Township was completed and temporary generator was disconnected and service was placed back on to permanent stand by generators.
2. On 10-1-25, during regularly scheduled maintenance run, it was discovered that the generator at LS-1 was low on coolant and it had an oil leak in the vicinity of engine head bolts. On Township generator an oil leak was discovered on the Turbo drive. F&V was notified of the issues. The same day coolant was added by Toral Energy with expectation to monitor oil leaks. Loss of coolant was attributed to an internal air bubble as a result of recent warranty work.
3. On 10-9-25 during regularly scheduled maintenance run, it was discovered that the generator at LS-1 was low on coolant again. After closer inspection it was determined that the coolant was present in the oil pan of the generator. F&V was notified of the issue.
4. On the same day the stand by generator was disconnected from the system, and the temporary generator was again installed. Currently stand by generator is in state of disassembly, and temporary generator is in "stand-by" mode.

FOIA request:

1. On 10-8-25 KLSWA receiver a FOIA request from Varnum Law offices on behalf of Mr. VanDyke, requesting a substantial amount of documentation in regards to Mr. VanDyke's termination and his past 5 years of employment.
2. On 10-9-25 KLSWA Chair and Interim manager had a conference call with Mika Meyers Attorneys regarding the request. It was determined that Interim manager is the FOIA coordinator in this matter. Mika Myers will produce a matrix document in regards to requested information. EGL was authorized by KLSWA to assist in gaining access to Mr. VanDyke's company issued laptop that was returned to and is currently in possession of Mika Myers. Access to his cell phone will be sought in it is deemed as necessary. The cell phone was also returned to Mika Myers.
3. On 10-13-25 Mika Myers Attorney provided us with a matrix for requested documentation. On the same date KLSWA filed with Varnum Law Firm a request for a 10-day extension for providing requested documentation. Request was granted and the response due date is 10-29-25.

4. On 10-14-25 KLSWA chair, Theresa and Interim Manager held a meeting to determine the areas of responsibility of gathering requested documentation.
5. On 10-15-25 EGL was contacted to attempt to recover deleted documents and communications from KLSWA server.

Kaz Bajc

Interim manager



FROM: Kaz Bajc, Interim Manager
MEETING DATE: October 20, 2025
SUBJECT: Generator Rental Invoice

The invoice pertains for a generator rental at the WWTP facility for the stand-by generator that failed on 6-21-2025. Total Energy installed a temporary generator until they were able to repair the issue with the stand-by generator at the plant. Please find attached invoice and operations report identifying this.

Motion: *“Motion to approved to invoice from Total Energy Systems, LLC in the amount of \$11,916.85.”*

Attachments:

- 1. Invoice*



Total Energy Systems, LLC

200 S. Washington Street, Suite 305 Green Bay, WI 54301

Green Bay, WI	877-499-3171	(920) 499-3171	FAX 920-499-9409
De Pere, WI	888-548-1400	(920) 964-1400	FAX 920-964-1409
Milwaukee, WI	800-236-6626	(414) 357-7900	FAX 414-357-6278
Bloomington, MN	866-583-1671	(651) 925-3183	FAX 952-767-1681
Grand Rapids, MI	888-341-5610	(616) 971-0141	FAX 616-971-0146
Wixom, MI	877-927-9797	(248) 624-7230	FAX 248-624-7410

Original Invoice

Invoice Number

INV144119

Invoice Date

7/20/2025

Sold To

KALAMAZOO LAKE SEWER AND WATER AUTHORITY
PO BOX 789
SAUGATUCK MI 49453
UNITED STATES

Ship To

KALAMAZOO LAKE SEWER AND
WATER AUTHORITY
6449 OLD ALLEGAN RD
SAUGATUCK MI 49453
UNITED STATES

Order No.	Terms	Due Date	PO #	Period Start	Period End
Sales Order #SO83396	Net 30	8/19/2025		6/22/2025	6/30/2025

Order Qty	Item No./Description	Unit Price	Total
1	RENTAL 150-R Rental, 150kW	\$5,414.00	\$5,414.00
4	RENTAL CABLE-4/0-R Cables - 4/0	\$125.71	\$502.85
4	RENTAL PIGTAIL MALE 4/0-R 4/0 MALE PIGTAIL	\$90.00	\$360.00
1	RENTAL FREIGHT Freight - Delivery/Return After hours/weekend	\$1,750.00	\$1,750.00
1	RENTAL MAINT After Hours/Weekend Dispatch. Troubleshoot generator/ connect rental.	\$3,290.00	\$3,290.00
1	RENTAL MAINT Emergency Dispatch	\$600.00	\$600.00



INV144119



Total Energy Systems, LLC

200 S. Washington Street, Suite 305 Green Bay, WI 54301

Green Bay, WI	877-499-3171	(920) 499-3171	FAX 920-499-9409
De Pere, WI	888-548-1400	(920) 964-1400	FAX 920-964-1409
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Wixom, MI	877-927-9797	(248) 624-7230	FAX 248-624-7410

Original Invoice

Invoice Number
INV144119
Invoice Date
7/20/2025

Deposit Amount

Tax Total \$0.00

Total \$11,916.85

Please pay from Invoice, no statement will be sent.

Finance charges of 1.5% per month may apply if payment is not made based on the terms Net 30.

Payments made by credit card are subject to a 3% convenience fee.

You can pay this bill on-line at totalenergysystems.com [Click Here](#) for our W-9

Pay by ACH using the info below:

Johnson Bank

Credit to: Total Energy Systems LLC

ABA#: 075911852

Acct#: 1001763076

Send remits to: remit@totalenergysystems.com



INV144119



FROM: Kaz Bajc, Interim Manager

MEETING DATE: October 20, 2025

SUBJECT: Surge Protector Update

I have reached out to James from Windamuler and as of today I have not received any input. We still did not get invoiced for the two failed VFD replacement VFD's that they installed at LS 6. One of the questions I had was expected life span of surge protectors in the LS6 cabinet and their surge capability. As soon as I hear from them I'll let you know.

Motion: N/A

Attachments:



FROM: Kaz Bajc, Interim Manager

MEETING DATE: October 20, 2025

SUBJECT: Vehicle Fleet Management

We have two old Chevy pickup trucks that we have no real use for, and in my opinion we should get rid of them since they are a liability. The old Crane truck has some value and one option is setting up a flat price or give it up for auction. The old Vactor truck has value, and in my opinion would be best if auctioned off. There is interest in town for both the crane and Vactor truck, but I would advise against direct sale to local entity due to liability. These trucks are used, and it would be unfortunate if a catastrophic failure occurred after the sale. As of now all above mentioned trucks are in operable condition.

Motion: N/A

Attachments:



FROM: Abby Bigford, KLSWA Commission Chair

MEETING DATE: October 20, 2025

SUBJECT: SRF Contact Designation

The State of Michigan has requested that KLSWA designate an Authority representative as the primary contact for our State Revolving Fund (SRF) loan. To ensure continuity and timely coordination, staff recommends listing Kaz Bajc as the primary contact and Steve Bishop as the alternate contact for KLSWA's SRF loan.

Motion: *Move to designate Kaz Bajc as KLSWA's primary contact and Steve Bishop as the alternate contact for the State Revolving Fund loan, and authorize staff to provide their contact information to the State of Michigan.*

Attachments:



FROM: Kaz Bajc, Interim Manager

MEETING DATE: October 20, 2025

SUBJECT: Lift Station 8

F&V provided a verbal proposal for stabilizing the shifting cabinet at Lift Station 8. It is high, in my opinion, and it is something the board would need to decide. You can table this at time; it's not an urgent issue although it will need to be addressed at some point.

Motion: *“Motion to table a decision on the proposal on lift station 8 and direct staff to continue to work with F&V on a proposal to present to the KLSWA Commission.”*

Attachments:



To: Kalamazoo Lake Sewer & Water Authority (KLSWA) Commission

From: Daniel DeFranco, Manager, Saugatuck Township

Date: October 1, 2025

Subject: Request for KLSWA Approval — Sewer Capacity Transfer (55,000 gpd) from City of Douglas to Saugatuck Township

Saugatuck Township respectfully requests that the KLSWA Commission review and approve the enclosed Sewer Purchase Agreement between the Township and the City of the Village of Douglas for the transfer of 55,000 gallons per day (gpd) of wastewater treatment capacity. The Township initiated this request because it is nearing 75% of its allotted capacity at the Wastewater Treatment Plant (WWTP), and both communities recognize the importance of working in good faith and cooperatively—especially regarding regional water and utility services. Douglas City Council has reviewed and approved the Township’s request to purchase 55,000 gpd of capacity, and, under the current Sewer Agreement, KLSWA approval is required before the Township and City may execute a formal agreement. We therefore ask the KLSWA Board to consent to the purchase through the execution of the attached Sewer Capacity Purchase Agreement. I appreciate your consideration of this request and look forward to answering any questions from the Board.

**AGREEMENT FOR PURCHASE OF
TREATMENT PLANT CAPACITY**

This Agreement is made as of the ___ day of _____, 2025, between Saugatuck Township, a Michigan municipal corporation with a principal address of 3461 Blue Star Hwy, P.O. Box 100, Saugatuck, MI 49453 (the "Township") and the City of the Village of Douglas, a Michigan municipal corporation with a principal address of 86 W. Center Street, P.O. Box 757, Douglas, MI 49406-0757 (the "City").

RECITALS

- A. The Township and the City are parties to a Sewer System Operations Contract, dated July 1, 2012 (the "System Contract"), which provides for the joint operation of municipal sewer systems in the area by the Kalamazoo Lake Sewer and Water Authority (the "Authority").
- B. Under the System Contract, the City has an allocated capacity of 0.496 million gallons per day ("MGD") in the Wastewater Treatment Plant operated by the Authority.
- C. The Township desires to purchase additional treatment capacity from the City to meet the wastewater treatment needs within the Township.
- D. The City is willing to sell a portion of its designated and allocated capacity to the Township on the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

- 1. Capacity Transfer. Subject to the terms and conditions of this Agreement, the City hereby agrees to sell, transfer, and convey to the Township, and the Township agrees to purchase from the City, fifty-five thousandths of a million gallons per day (0.055 MGD) of the City's designated and allocated capacity in the Wastewater Treatment Plant (the "Transferred Capacity"). In consideration for the Transferred Capacity, the Township shall pay to the City the sum of Two Hundred Fifty-Two Thousand Three Hundred Forty Dollars (\$252,340.00) (the "Purchase Price").
- 2. Payment Terms. The Purchase Price shall be paid by the Township to the City in full within thirty (30) days after the effective date of this Agreement. Payment shall be made by certified check or wire transfer to an account designated by the City.
- 3. Authority Approval and Documentation. This Agreement and the transfer of the Transferred Capacity is subject to approval by the Authority as required under the System Contract and any amendments or novation. The parties shall cooperate to obtain all necessary documentation from the Authority to effectuate the transfer of the Transferred Capacity, including any amendments to the System Contract, novation or other Authority records.
- 4. Effective Date. This Agreement shall become effective upon execution by both parties and execution by the Chair of the Authority's Board, which execution by the Chair signifies the Authority's approval of the transfer of the Transferred Capacity.
- 5. Post-Transfer Rights and Obligations. Upon completion of the transfer, the Township shall have all rights with respect to the Transferred Capacity as provided in the System Contract and any amendment or novation, including the right to have wastewater originating within the Township's service district treated at the Wastewater Treatment Plant up to the amount of the Transferred Capacity. The Township shall assume all liabilities and obligations with respect to the Transferred Capacity as determined under the System Contract, including any amendment or novation, and Michigan law.
- 6. Miscellaneous.

- A. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.
- B. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior negotiations, representations, or agreements relating thereto.
- C. **Amendment.** This Agreement may be amended only by a written instrument signed by both parties.
- D. **Severability.** If any provision of this Agreement is held to be invalid or unenforceable, the remainder of this Agreement shall remain in full force and effect.
- E. **Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.
- F. **Binding Effect.** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.
- G. **Commitment to Cooperation.** The Township and the City recognize the importance of working in good faith and in cooperation with each other and with neighboring communities. This collaborative approach will help address long-term water and infrastructure needs, strengthen regional relationships, and provide a constructive framework for any future discussions, negotiations, or agreements concerning shared systems and resources.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

SAUGATUCK TOWNSHIP

CITY OF THE VILLAGE OF DOUGLAS

Abby Bigford, Supervisor

, Mayor

, Clerk

, Clerk

AUTHORITY APPROVAL

, Board Chair



FROM: Abby Bigford, KLSWA Commission Chair

MEETING DATE: October 20, 2025

SUBJECT: Administrator Hiring Process

In light of the recent approval of the Administrator job description, the Commission should discuss and give direction on the hiring process—specifically: (1) the candidate evaluation framework and interview steps; (2) where and how long to advertise; (3) whether an Interim Administrator is needed; and (4) whether to establish a Hiring Sub-Committee and its scope.

Motion: N/A

Attachments: