



Regular Commission Meeting AGENDA

Monday, April 20, 2026 @ 10:00AM

Kalamazoo Lake Sewer & Water Authority Offices

6449 Old Allegan Road, 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.

- a. Bills and Review of Invoices**
 1. March Check Details
 2. March Statement of Revenue and Expenses
- b. Approval of Minutes**
 1. December 15, 2025 - CORRECTED
 2. February 16, 2026 – CORRECTED
 3. March 16, 2026 - DRAFT
- c. Reports**
 1. Operations Report
 2. Historical Use 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.



*Kalamazoo Lake
Sewer & Water Authority*

3. Community Base Fee Report

6) Reports

- a. Authority Administrator's Report

7) New Business

- a. F&V Memo on SRF Project Cost Eligibility
- b. Mika Meyers – Intent to Issue Bonds

8) Old Business

- a. Union Update
- b. Discussion on Authority/Water Advisory Committee status

9) Commissioner Comments

10) Adjourn

04/03/2026

CHECK REGISTER FOR KALAMAZOO LAKE SEWER & WATER AUTHORITY
CHECK DATE FROM 03/01/2026 - 03/31/2026

Check Date	Check	Vendor Name	Description	Amount
Bank SEWCK GENERAL CHECKING				
03/05/2026	1063(E)	CONSUMERS ENERGY	ELECTRIC BILLS	19,823.77
03/05/2026	1064(E)	DELTA DENTAL PLAN OF MICHIGN	DENTAL INSURANCE	674.94
03/05/2026	1065(E)	EGLTECH, INC	IT SOFTWARE EQUIP AND SERVICES	2,290.80
03/05/2026	1066(E)	METLIFE - GROUP BENEFITS	GRP ADD & LFE INS	379.07
03/05/2026	1067(E)	METLIFE - GROUP BENEFITS	GRP ADD & LFE INS	845.64
03/05/2026	1068(E)	MICHIGAN GAS UTILITIES 178 PA	GAS UTILITY	50.52
03/05/2026	1069(E)	MICHIGAN GAS UTILITIES 178 PA	GAS UTILITY	96.38
03/05/2026	1070(E)	MICHIGAN GAS UTILITIES - IRP	IRP NAT GAS JAN	303.96
03/05/2026	1071(E)	MICHIGAN GAS UTILITIES - IRP	IRP NAT GAS	575.04
03/05/2026	1072(E)	MICHIGAN GAS UTILITIES 851 HOL	JAN GAS SERVICE	41.13
03/05/2026	1073(E)	MICHIGAN GAS UTILITIES 851 HOL	FEB GAS SERVICE	86.01
03/05/2026	1074(E)	PRIORITY HEALTH	GROUP HEALTH INSURANCE	10,303.35
03/05/2026	1075(E)	REPUBLIC SERVICES #240	GARBAGE SERVICE	358.75
03/05/2026	1076(E)	REPUBLIC SERVICES #240	GARBAGE SERVICE	358.75
03/05/2026	1077(E)	REPUBLIC SERVICES #240	GARBAGE SERVICE	475.68
03/05/2026	1078(E)	SEMCO ENERGY	NATURAL GAS 1/4-2/4/26 BSH	3.18
03/05/2026	1079(E)	SEMCO ENERGY	NATURAL GAS OLD ALLEGAN	683.44
03/06/2026	33912	ALS ENVIRONMENTAL	WATER ANALYSIS	388.80
03/06/2026	33913	ALS ENVIRONMENTAL	WATER ANALYSIS	376.70
03/06/2026	33914	ALS ENVIRONMENTAL	WQP	124.65
03/06/2026	33915	AQUA-FINE	LAB H2O	25.80
03/06/2026	33916	AQUA-FINE	LAB H2O	19.85
03/06/2026	33917	BADGER METER INC	MOBILE HOSTING SERVICE	1,503.63
03/06/2026	33918	COMMUNICATIONS UNLIMITED LLC	AFTER HOURS PHONE	249.57
03/06/2026	33919	CRYSTAL FLASH	GAS FLEET FUEL	778.92
03/06/2026	33920	F&V CONSTRUCTION	PROFESSIONAL SERVICES RENDERED FOR THE P	6,425.00
03/06/2026	33921	HOLLAND BPW	BACTI SAMPLES	480.00
03/06/2026	33922	KENDALL ELECTRIC INC	AMPS	11.11
03/06/2026	33923	KENDALL ELECTRIC INC	AMPS	740.92
03/06/2026	33924	MACATAWA PLUMBING INC	RPZ CERTS	1,518.99
03/06/2026	33925	MICHIGAN MUNICIPAL LEAGUE LIAB	MML	46,694.00
03/06/2026	33926	MIKA MEYERS PLC	WASTEWATER TREATMENT PLANT IMPROVEMENTS	3,426.50
03/06/2026	33927	MIKA MEYERS PLC	IUOE BARGAINING 2026 PROFESSIONAL SERVIC	1,273.00
03/06/2026	33928	MIKA MEYERS PLC	GENERAL MATTERS PROFESSIONAL SERVICES	2,586.00
03/06/2026	33929	MIKA MEYERS PLC	GENERAL LABOR	8,812.50
03/06/2026	33930	UPS	POSTAGE	25.50
03/06/2026	33931	USA BLUE BOOK	SUPPLIES	68.95
03/06/2026	33932	USA BLUE BOOK	SUPPLIES	275.80
03/06/2026	33933	VANDENBERG WEB CREATIVE LLC	WEBSITE HOSTING	460.00
03/06/2026	33934	VESTIS	RUGS AND UNIFORMS	416.70
03/06/2026	33935	VESTIS	RUGS AND UNIFORMS	404.69
03/06/2026	33936	VESTIS	RUGS AND UNIFORMS	717.95
03/06/2026	33937	VREDEVELD HAEFNER LLC	FINANCIAL OFFICER SERVICES	1,433.75
03/06/2026	33938	VREDEVELD HAEFNER LLC	FINANCIAL OFFICER SERVICES	2,092.50
03/06/2026	33939	WATER SOLUTIONS UNLIMITED	PHOSPHATE	1,527.50
03/06/2026	33940	WOLVERINE POWER SYSTEMS	GENERATOR BLOCK HEATER PARTS	589.78
03/06/2026	33941	WOLVERINE POWER SYSTEMS	GENERATOR BLOCK HEATER PARTS	314.89
03/06/2026	33942	XYLEM DEWATERING SOLUTIONS INC	LS1P3 RENTAL	4,561.15
03/06/2026	33943	YOUR MEMBERSHIP INC	JOB POSTING	399.00
03/09/2026	1088(E)	COMCAST BUSINESS	COMCAST	679.06
03/13/2026	1082(E)	PAYCHEX	PAYROLL PD 3/13/26	28,152.95
03/16/2026	1089(E)	REPUBLIC SERVICES #240	GARBAGE SERVICE	475.68
03/19/2026	33944	ALS ENVIRONMENTAL	WATER ANALYSIS	388.80
03/19/2026	33945	ALS ENVIRONMENTAL	WQP	661.00

03/19/2026	33946	BROEKHUIS PLUMBING	WATER MAIN SERVICE TAPS	755.00
03/19/2026	33947	FIXALL ELECTRIC MOTOR SERVICE	LIFT STATION PUMP REBUILD	881.86
03/19/2026	33948	FLEIS & VANDENBRINK	RISK AND RESILIENCE ASSESSMENT	1,500.00
03/19/2026	33949	HOWARD FINK	RECORDING EQUIPMENT	637.69
03/19/2026	33950	HAVILAND	BLEACH	1,343.10
03/19/2026	33951	IHLE AUTO PARTS	GOODS AND EQUIPMENT	726.56
03/19/2026	33952	KONICA MINOLTA	QUARTERLY MAINTENANCE	41.00
03/19/2026	33953	KONICA MINOLTA	QUARTERLY MAINTENANCE	18.55
03/19/2026	33954	MIKA MEYERS PLC	WASTEWATER TREATMENT PLANT IMPROVEMENTS	5,358.00
03/19/2026	33955	MIKA MEYERS PLC	IUOE BARGAINING 2026	1,340.00
03/19/2026	33956	MIKA MEYERS PLC	GENERAL LABOR	16,265.50
03/19/2026	33957	MWEA	EXAM PREP	195.00
03/19/2026	33958	THRYV	YELLOW PAGES	100.99
03/19/2026	33959	USA BLUE BOOK	SUPPLIES	15.99
03/19/2026	33960	USA BLUE BOOK	SUPPLIES	1,803.42
03/19/2026	33961	USA BLUE BOOK	SUPPLIES	31.98
03/19/2026	33962	VERIZON WIRELESS	WIRELESS PHONE SERVICE	640.98
03/19/2026	33963	VESTIS	RUGS AND UNIFORMS	445.65
03/20/2026	1080(E)	EGLTECH, INC	IT SOFTWARE EQUIP AND SERVICES	848.89
03/20/2026	1081(E)	EGLTECH, INC	IT SOFTWARE EQUIP AND SERVICES	3,330.58
03/20/2026	1090(E)	SEMCO ENERGY	NATURAL GAS OLD ALLEGAN	683.44
03/20/2026	1091(E)	SEMCO ENERGY	NATURAL GAS 1/4-2/4/26 BSH	3.18
03/20/2026	1092(E)	COMCAST BUSINESS	COMCAST	506.41
03/26/2026	33964	ALS ENVIRONMENTAL	WWTP QA/QC	100.00
03/26/2026	33965	ALS ENVIRONMENTAL	WATER QUALTY PARAMETERS	195.20
03/26/2026	33966	CRYSTAL FLASH	GAS FLEET FUEL	1,210.70
03/26/2026	33967	FLEIS & VANDENBRINK	KLSWA SEWER CCTV 2025	38,023.10
03/26/2026	33968	MICHIGAN RURAL WATER ASSOC	OPERATOR EXAMS	400.00
03/26/2026	33969	OVERISEL LUMBER	SUPPLIES	37.99
03/26/2026	33970	STAPLES	OFFICE SUPPLIES	676.41
03/26/2026	33971	UPS	POSTAGE	63.22
03/26/2026	33972	VESTIS	RUGS AND UNIFORMS	445.65
03/26/2026	33973	WILLIAMS & WORKS	PROFESSIONAL SERVICES	683.50
03/28/2026	1083(E)	CONSUMERS ENERGY	ELECTRIC BILLS	17,505.69
03/28/2026	1084(E)	DELTA DENTAL PLAN OF MICHIGN	DENTAL INSURANCE	529.04
03/28/2026	1085(E)	SEMCO ENERGY	NATURAL GAS	32.93
03/28/2026	1086(E)	SEMCO ENERGY	NATURAL GAS	1,126.68
03/28/2026	1087(E)	VISION SERVICE PLAN	GRP VISION INS	124.31

SEWCK TOTALS:

Total of 92 Disbursements:

255,060.19

KALAMAZOO LAKE SEWER AND WATER AUTHORITY
STATEMENT OF REVENUES AND EXPENSES
AS OF MARCH 31, 2026

	MTD		YTD		FY26 BUDGET	AVAILABLE BALANCE	% budget used
	03/01/26	03/31/26	03/01/26	03/31/26	03/01/26 02/28/27	Actual vs. Budget	
CONSOLIDATED REVENUES							
613.000	Commodity	130,576.96	130,576.96	-	-	(130,576.96)	n/a
614.000	Base	359,457.51	358,457.51	-	-	(358,457.51)	n/a
628.000	Meter Install	1,660.00	1,660.00	-	-	(1,660.00)	n/a
630.000	On/Off Fee	560.01	560.01	-	-	(560.01)	n/a
651.000	Bank Fee	-	-	-	-	-	n/a
657.000	Penalty	(193.45)	(193.45)	-	-	193.45	n/a
665.000	Interest	273.39	273.39	-	-	(273.39)	n/a
667.000	Equip Rental	-	-	-	-	-	n/a
670.000	Misc. Income	542.59	542.59	-	-	(542.59)	n/a
TOTAL CONSOLIDATED REVENUES		\$ 492,877.01	\$ 491,877.01	\$ -	\$ -	(491,877.01)	N/A
CONSOLIDATED EXPENDITURES							
702.000	Wages	21,162.04	21,162.04	-	-	(21,162.04)	n/a
702.400	OC/OT	5,334.78	5,334.78	-	-	(5,334.78)	n/a
715.000	Benefits	13,456.35	13,456.35	-	-	(13,456.35)	n/a
727.000	Education/Training	595.00	595.00	-	-	(595.00)	n/a
728.000	Occupational Medical	-	-	-	-	-	n/a
729.000	Membership/Subscriptions	-	-	-	-	-	n/a
730.000	Miss Dig	276.00	276.00	-	-	(276.00)	n/a
731.000	Office	4,787.72	4,787.72	-	-	(4,787.72)	n/a
731.100	Bank Fee	156.89	156.89	-	-	(156.89)	n/a
731.200	IT	6,470.27	6,470.27	-	-	(6,470.27)	n/a
732.000	Safety Equip	401.47	401.47	-	-	(401.47)	n/a
733.000	Lab Equip/Supply	45.65	45.65	-	-	(45.65)	n/a
734.000	Mailing	88.72	88.72	-	-	(88.72)	n/a
745.000	Chemicals	2,870.60	2,870.60	-	-	(2,870.60)	n/a
760.000	Uniforms/Rugs	2,430.64	2,430.64	-	-	(2,430.64)	n/a
761.000	Meters	-	-	-	-	-	n/a
770.000	Goods/Equip	2,998.68	2,998.68	-	-	(2,998.68)	n/a
801.000	Audit/Accounting	3,526.25	3,526.25	-	-	(3,526.25)	n/a
802.000	Authority	-	-	-	-	-	n/a
803.000	Legal	39,061.50	39,061.50	-	-	(39,061.50)	n/a
804.000	Engineering	40,509.10	40,509.10	-	-	(40,509.10)	n/a
807.000	Lab Services	2,715.15	2,715.15	-	-	(2,715.15)	n/a
850.000	Telecomm	1,826.45	1,826.45	-	-	(1,826.45)	n/a
860.000	Mileage	-	-	-	-	-	n/a
861.000	Fuel	1,989.62	1,989.62	-	-	(1,989.62)	n/a
920.000	Natural Gas	2,630.21	2,630.21	-	-	(2,630.21)	n/a
921.000	Electric	37,329.46	37,329.46	-	-	(37,329.46)	n/a
929.000	Collection/Distribution	755.00	755.00	-	-	(755.00)	n/a
930.000	Equip Maintenance	13,293.70	13,293.70	-	-	(13,293.70)	n/a
931.000	Building Maintenance	1,310.11	1,310.11	-	-	(1,310.11)	n/a
932.000	Fleet Maintenance	-	-	-	-	-	n/a
934.000	Repair/Replace	6,425.00	6,425.00	-	-	(6,425.00)	n/a
959.000	Regulatory Fees	-	-	-	-	-	n/a
965.000	Authority Insurance	51,459.00	51,459.00	-	-	(51,459.00)	n/a
TOTAL CONSOLIDATED EXPENDITURES		\$ 263,905.36	\$ 263,905.36	\$ -	\$ -	(263,905.36)	N/A
NET OF CONSOLIDATED REVENUES & EXPENDITURES		\$ 228,971.65	\$ 227,971.65	\$ -	\$ -	(227,971.65)	n/a

Note: Unaudited Financial Statement. For internal use only.
4/3/2026

KALAMAZOO LAKE SEWER AND WATER AUTHORITY
STATEMENT OF REVENUES AND EXPENSES-SEWER
AS OF MARCH 31, 2026

SEWER		MTD	YTD	FY25 BUDGET	AVAILABLE BALANCE	% budget used
		03/01/26	03/01/26	03/01/26	Actual vs.	
		03/31/26	03/31/26	02/28/27	Budget	
CONSOLIDATED REVENUES						
613.000	Commodity	69,656.47	69,656.47	-	(69,656.47)	n/a
614.000	Base	175,341.19	174,341.19	-	(174,341.19)	n/a
651.000	Bank Fee	-	-	-	-	n/a
657.000	Penalty	(74.98)	(74.98)	-	74.98	n/a
658.120	Debt Service - Lift Service	-	-	-	-	n/a
658.120	Debt Service - Treatment	-	-	-	-	n/a
665.000	Interest	399.76	399.76	-	(399.76)	n/a
667.000	Equip Rental	-	-	-	-	n/a
670.000	Misc. Income	-	-	-	-	n/a
TOTAL CONSOLIDATED REVENUES		\$ 245,322.44	\$ 244,322.44	\$ -	\$ (244,322.44)	N/A
CONSOLIDATED EXPENDITURES						
702.000	Wages	8,464.81	8,464.81	-	(8,464.81)	n/a
702.400	OC/OT	2,133.91	2,133.91	-	(2,133.91)	n/a
715.000	Benefits	5,742.55	5,742.55	-	(5,742.55)	n/a
727.000	Education/Training	297.50	297.50	-	(297.50)	n/a
728.000	Occupational Medical	-	-	-	-	n/a
729.000	Membership/Subscriptions	-	-	-	-	n/a
730.000	Miss Dig	-	-	-	-	n/a
731.000	Office	2,444.99	2,444.99	-	(2,444.99)	n/a
731.100	Bank Fee	296.50	296.50	-	(296.50)	n/a
731.200	IT	2,588.11	2,588.11	-	(2,588.11)	n/a
732.000	Safety Equip	160.59	160.59	-	(160.59)	n/a
733.000	Lab Equip/Supply	45.65	45.65	-	(45.65)	n/a
734.000	Mailing	35.49	35.49	-	(35.49)	n/a
745.000	Chemicals	268.62	268.62	-	(268.62)	n/a
760.000	Uniforms/Rugs	2,430.64	2,430.64	-	(2,430.64)	n/a
770.000	Goods/Equip	1,199.48	1,199.48	-	(1,199.48)	n/a
801.000	Audit/Accounting	1,410.50	1,410.50	-	(1,410.50)	n/a
802.000	Authority	-	-	-	-	n/a
803.000	Legal	15,624.60	15,624.60	-	(15,624.60)	n/a
804.000	Engineering	40,099.00	40,099.00	-	(40,099.00)	n/a
807.000	Lab Services	2,235.15	2,235.15	-	(2,235.15)	n/a
850.000	Telecomm	730.57	730.57	-	(730.57)	n/a
860.000	Mileage	-	-	-	-	n/a
861.000	Fuel	596.89	596.89	-	(596.89)	n/a
920.000	Natural Gas	1,052.08	1,052.08	-	(1,052.08)	n/a
921.000	Electric	18,664.72	18,664.72	-	(18,664.72)	n/a
929.000	Collection/Distribution	-	-	-	-	n/a
930.000	Equip Maintenance	7,373.49	7,373.49	-	(7,373.49)	n/a
931.000	Building Maintenance	524.04	524.04	-	(524.04)	n/a
932.000	Fleet Maintenance	-	-	-	-	n/a
934.000	Repair/Replace	3,855.00	3,855.00	-	(3,855.00)	n/a
959.000	Regulatory Fees	-	-	-	-	n/a
965.000	Authority Insurance	26,653.82	26,653.82	-	(26,653.82)	n/a
TOTAL CONSOLIDATED EXPENDITURES		\$ 144,928.70	\$ 144,928.70	\$ -	\$ (144,928.70)	N/A
NET OF CONSOLIDATED REVENUES & EXPENDITURES		\$ 100,393.74	\$ 99,393.74	\$ -	\$ (99,393.74)	n/a

Note: Unaudited Financial Statement. For internal use only.
4/3/2026

KALAMAZOO LAKE SEWER AND WATER AUTHORITY
STATEMENT OF REVENUES AND EXPENSES-WATER
AS OF MARCH 31, 2026

	MTD		YTD		FY25 BUDGET	AVAILABLE BALANCE	% budget used
	03/01/26		03/01/26		03/01/26	Actual vs.	
	03/31/26		03/31/26		02/28/27	Budget	
WATER							
CONSOLIDATED REVENUES							
613.000 Commodity	60,920.49	60,920.49	-	(60,920.49)		n/a	
614.000 Base	184,116.32	184,116.32	-	(184,116.32)		n/a	
628.000 Meter Install	1,660.00	1,660.00	-	(1,660.00)		n/a	
630.000 On/Off Fee	560.01	560.01	-	(560.01)		n/a	
651.000 Bank Fee	-	-	-	-		n/a	
657.000 Penalty	(118.47)	(118.47)	-	118.47		n/a	
665.000 Interest	(126.37)	(126.37)	-	126.37		n/a	
667.000 Equip Rental	-	-	-	-		n/a	
670.000 Misc. Income	542.59	542.59	-	(542.59)		n/a	
TOTAL CONSOLIDATED REVENUES	\$ 247,554.57	\$ 247,554.57	\$ -	\$ (247,554.57)		N/A	
CONSOLIDATED EXPENDITURES							
702.000 Wages	12,697.23	12,697.23	-	(12,697.23)		n/a	
702.400 OC/OT	3,200.87	3,200.87	-	(3,200.87)		n/a	
715.000 Benefits	7,713.80	7,713.80	-	(7,713.80)		n/a	
727.000 Education/Training	297.50	297.50	-	(297.50)		n/a	
728.000 Occupational Medical	-	-	-	-		n/a	
729.000 Membership/Subscriptions	-	-	-	-		n/a	
730.000 Miss Dig	276.00	276.00	-	(276.00)		n/a	
731.000 Office	2,342.73	2,342.73	-	(2,342.73)		n/a	
731.100 Bank Fee	(139.61)	(139.61)	-	139.61		n/a	
731.200 IT	3,882.16	3,882.16	-	(3,882.16)		n/a	
732.000 Safety Equip	240.88	240.88	-	(240.88)		n/a	
733.000 Lab Equip/Supply	-	-	-	-		n/a	
734.000 Mailing	53.23	53.23	-	(53.23)		n/a	
745.000 Chemicals	2,601.98	2,601.98	-	(2,601.98)		n/a	
760.000 Uniforms/Rugs	-	-	-	-		n/a	
761.000 Meters	-	-	-	-		n/a	
770.000 Goods/Equip	1,799.20	1,799.20	-	(1,799.20)		n/a	
801.000 Audit/Accounting	2,115.75	2,115.75	-	(2,115.75)		n/a	
802.000 Authority	-	-	-	-		n/a	
803.000 Legal	23,436.90	23,436.90	-	(23,436.90)		n/a	
804.000 Engineering	410.10	410.10	-	(410.10)		n/a	
807.000 Lab Services	480.00	480.00	-	(480.00)		n/a	
850.000 Telecomm	1,095.88	1,095.88	-	(1,095.88)		n/a	
860.000 Mileage	-	-	-	-		n/a	
861.000 Fuel	1,392.73	1,392.73	-	(1,392.73)		n/a	
920.000 Natural Gas	1,578.13	1,578.13	-	(1,578.13)		n/a	
921.000 Electric	18,664.74	18,664.74	-	(18,664.74)		n/a	
929.000 Collection/Distribution	755.00	755.00	-	(755.00)		n/a	
930.000 Equip Maintenance	5,920.21	5,920.21	-	(5,920.21)		n/a	
931.000 Building Maintenance	786.07	786.07	-	(786.07)		n/a	
932.000 Fleet Maintenance	-	-	-	-		n/a	
934.000 Repair/Replace	2,570.00	2,570.00	-	(2,570.00)		n/a	
959.000 Regulatory Fees	-	-	-	-		n/a	
965.000 Authority Insurance	24,805.18	24,805.18	-	(24,805.18)		n/a	
TOTAL CONSOLIDATED EXPENDITURES	\$ 118,976.66	\$ 118,976.66	\$ -	\$ (118,976.66)		N/A	
NET OF CONSOLIDATED REVENUES & EXPENDITURES	\$ 128,577.91	\$ 128,577.91	\$ -	\$ (128,577.91)		n/a	

Note: Unaudited Financial Statement. For internal use only.
4/3/2026

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

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

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

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

9. Old Business – None

10. Commissioner Comments

Johnson – No comment

Freeman – Will set up the interviews with recruiter Frank Walsh

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

DeFranco- No comment

Clark- The proposed Bylaws will appear in the next agenda

11. Adjourn - Chair Clark adjourned the meeting

Commission Secretary

Gregory Freeman

Date approved by Commission: February 4, 2026



Minutes
Regular Monthly Meeting
Monday, February 16, 2026, 10:00 AM
KLSWA WWTP 6449 Old Allegan Road Saugatuck, MI 49453

1. **Call to Order:** Chairman Clark at 10:00 AM
2. **Roll Call:**
 1. Present: Commissioners Clark, DeFranco, Freeman, Johnson, Ludwick
 2. KLSWA: Interim Administrator (IA) Fink
3. **Approval of Agenda:**
 1. Motion to approve the Agenda by Johnson. Seconded by Ludwick.
Motion carries unanimously by voice vote.
 2. Commissioner Freeman noted that the agenda that was handed out just prior to the meeting is a new agenda and is different than the agenda published on Friday, February 13, 2026.
4. **Public Comments:**
 1. KLSWA employee Joe Lamb spoke about the upcoming transition with the new Administrator coming on board soon. Lamb encouraged the Board to keep IA Fink on board and spoke of him as being “highly competent” and having “the heart of a teacher.”
5. **Consent Agenda:**
 1. Motion to approve the Consent Agenda by DeFranco, Johnson, seconded by Ludwick.
 - i. IA Fink gave an overview of his manager’s report.
 2. Motion carries unanimously by voice vote.
6. **New Business:**
 1. DC Coullier of Peerless Midwest Inc presented Quotes for Maintenance/Overhaul activity for the Douglas Well No. 1 Pump Overhaul, Douglas Well No. 2 Pump Overhaul and Well Rehab and Iron Removal Plant (IRP) Pump Overhaul. Total estimated cost for all three is \$128,089.
 - i. Motion to approve expense of \$128,089 by Clark, second by Ludwick
Motion carries by unanimous voice vote
 - ii. Note – this expenditure will require a budget amendment, which was postponed by Clark, until the budget review scheduled for later in the meeting.
 2. Administrator Transition
 - i. Commissioner Freeman made to following motion:
 - I move to terminate Howard Fink’s employment with KLSWA effective immediately:
 - Mr. Fink will leave the premises immediately.
 - He will surrender any and all KLSWA assets including, but not limited, to laptops, computers, keys, badges, manuals, documents, data in any form, and any other material that belongs to KLSWA and/or allows him to gain access to KLSWA premises or systems.



- He will not contact any past, current, or future KLSWA employees.
 - Mr. Fink will be compensated at his current rate through February 28, 2026, if he agrees to the above terms and promises to remain off property in perpetuity, unless he is accompanied by at least two Commissioners.
 - He also commits to not attempt to access any KLSWA systems or data in perpetuity.
 - ~~He agrees to not contact any past, current or future KLSWA employees in any fashion.~~
 - ~~He also commits to not attempt to access any KLSWA systems or data in perpetuity. He agrees to not contact any past, current or future KLSWA employees in any fashion.~~
 - His final check will be mailed to his home address on file in 60 days, assuming he complies with these terms and conditions.
 - ~~His final check will be mailed to his home address on file in 60 days, assuming he complies with these terms and conditions.~~
 - Failure to comply with these terms and conditions may lead to forfeiture of his final paycheck and may result in criminal prosecution.
- ii. Motion seconded by DeFranco.
- iii. Discussion followed. Clark pointed out that pay through February 28, 2026, was two weeks' severance which is appropriate.
- iv. Discussion around the "no contact" clause. No contact language will be removed. DeFranco stated that the language of the motion was consistent with the language of the "Employment Letter" created by our attorney.
3. Motion by Freeman, seconded by DeFranco to amend the motion to remove the "no contact" wording and wording regarding "remaining off property".
Motion passes by unanimous voice vote.
4. Further discussion resulted in a Motion by Freeman, second by DeFranco, to make the following amendments:
- i. Remove the phrase, "may result in criminal prosecution,"
 - ii. Add language which says, "the Board agrees to follow-up with the attorney who will be asked to create a letter with appropriate separation language,"
 - iii. At Mr. Fink's request add the phrase, "without cause" to the first paragraph. The amendments were passed by unanimous voice vote.
5. The amended motion, made by Freeman and seconded by DeFranco, was read:
- Move to terminate Howard Fink's employment with KLSWA effective immediately without cause.
 - Mr. Fink will leave the premises immediately.
 - He will surrender any and all KLSWA assets including, but not limited, to laptops, computers, keys, badges, manuals, documents, data in any form, and any other material that belongs to KLSWA and/or allows him to gain access to KLSWA premises or systems.
 - Mr. Fink will be compensated at his current rate through February 28, 2026. He also commits to not attempt to access any KLSWA systems or data in perpetuity.

Kalamazoo Lake Sewer and Water Authority



- His final check will be mailed to his home address on file in 60 days, assuming he complies with these terms and conditions.
- Failure to comply with these terms and conditions may lead to forfeiture of his final paycheck.
- The KLSWA Board the agrees to follow-up with the attorney who will be asked to create a letter with appropriate separation language.

- i. Chairman Clark called the question by voice vote, as follows:
Freeman – Yes, DeFranco – Yes, Johnson – No, Ludwick – Yes, Clark – Yes.
The motion carries.
- ii. Clark thanked Mr. Fink for his service. Mr. Fink left the property.

7. Old Business:

1. Insurance Renewal:

i. Health Insurance Renewal:

1. Motion by DeFranco, seconded by Ludwick to accept Option 1: Priority HSA HMO Gold G17 as presented by Acrisure. Motion carries by unanimous voice vote.

ii. Dental/Vision/Group Life/Disability Insurance Renewal:

1. Motion by Ludwick, seconded by DeFranco, to accept the Dental (Delta Dental), Vision (VSP Vision), and Group Life/Disability Insurance (Met Life) presented by Acrisure. Motion carries by unanimous voice vote.

2. Budget Approval:

- i. Motion by DeFranco, seconded by Ludwick to amend the budget to include \$130,000.00 for the maintenance expenses as presented by Peerless Midwest Inc. earlier in the meeting. Motion carries by unanimous voice vote.
- ii. Motion by DeFranco, seconded by Ludwick to approve the FY'27 Budget, as amended. Johnson – Yes, DeFranco – Yes, Freeman – Yes, Clark – Yes, Ludwick – Yes, Motion carries.

3. Fiscal Year '27 New Hires:

- i. Motion by Johnson, seconded by Ludwick, to hire, in 'FY27, one Finance Manager, two Field Operators, one Authority (Office) Administrator, ~~two one~~ Operations Supervisor and one Operations Manager. (Note that all positions are funded in the FY '27 budget.) Motion carries by unanimous voice vote.

4. Northern Lights Condominium Billing Issue:

- i. Discussion - Northern Lights Condominium has a six-inch water meter, far larger than it needs. Origin/reason for the meter is unclear. Northern Lights Condominium pays a single water bill for the entire HOA. Because of the six-inch meter, its water bill is quite high.
- ii. Motion by DeFranco, seconded by Ludwick to manually adjust the Northern Lights Condominium water bill to be billed at ~~the six-inch~~ two-inch meter rate. Northern Lights Condominium agrees that if the meter ever needs to be replaced, it is their responsibility to pay the cost of replacing the 6-inch meter.

Kalamazoo Lake Sewer and Water Authority



Motion carries by unanimous voice vote.

8. Commissioner Comments:

1. Ludwick – no comments.
2. Freeman – pleased with the outcome of the IA situation. Looking forward to the new Administrator starting soon.
3. DeFranco – pleased the Board was able to address Peerless Midwest quotes, Northern Lights Condominium issue, and the budget. Good work.
4. Johnson – Thank you to Ludwick for all her work on the Budget.
5. Clark – tough meeting but handled with “reasonable dignity.” Thank you to Ludwick for collaboration on the budget. Reported that he attended the Utility Committee meeting and that Saugatuck City is committed to moving forward with the “One owner, One operator” concept discussion.

9. Adjournment – 11:40AM

Next Regular Meeting: Monday, March 16, 2026, 10:00 AM KLSWA WWTP

Respectfully submitted:

Greg Freeman
Secretary/Treasurer



Minutes
Regular Monthly Meeting
Monday, March 16, 2026, 10:00 AM
KLSWA WWTP 6449 Old Allegan Road Saugatuck, MI 49453

1. **Call to Order:** Chairman Clark called the meeting to order at 10:00 AM
2. **Roll Call:**
 1. Present – Commissioners: Clark, DeFranco, Freeman, Johnson, Ludwick
 2. KLSWA: Administrator Miller
3. **Approval of Agenda:**
 1. Motion to approved agenda by DeFranco. Seconded by Ludwick. Motion carries unanimously by voice vote
4. **Public Comments:** None
5. **Consent Agenda:**
 1. February 16, 2026, minutes amended as follows:
 - i. Item #7 Old Business, Subsection 3 i Fiscal Year '27 New Hires should be amended to reflect Board approved to hire TWO Operation Supervisors
 - ii. Item #t Old Business, Subsection 4 ii Norther Lights Condominium Billing Issue should be amended to reflect Northern Lights are to be billed at the TWO-INCH meter rate but Northern Lights will be responsible to pay for a 6-inch meter if the meter should be replaced.
 2. Commissioner Freeman noted the amended minutes from December 15, 2025, were amended during the February 4, 2026, Special Meeting. Those amended minutes were never received By the Authority.
 3. Motion to approve the amended Consent Agenda by Ludwick. Seconded by Clark. Motion carries unanimously by voice vote
6. **New Business:**
 1. Election of Officers
 - i. DeFranco proposed a revolving Board protocol with terms limited to one year. Both Clark and Johnson noted the term should allow for a learning curve and extended to a two-year term but that a change in term would need to be reflected in the by-laws.
 - ii. DeFranco nominated the following slate of officers:
 1. Chair – Freeman
 2. Vice Chair – Clark
 3. Secretary/Treasurer – Ludwick
 - iii. Motion by DeFranco to nominate proposed slate. Seconded by Johnson. Motion carries unanimously by voice vote
 - iv. Freeman assumed role of Chair for remainder of the meeting



7. Old Business:

1. VanDyke Separation Agreement - Motion made by Clark to accept the separation agreement as written. Seconded by DeFranco. Motion carries unanimously by voice vote
2. Union Update - Administrator Miller noted he had reached out to the union representative and they have no updates for the Board at this time
3. Authority/Water Advisory Committee status
 - i. Discussion
 1. DeFranco believes the One Owner, One Operator conversation will be needed when/if KLSWA gets involved. KLSWA does need buy-in to the agreement but the 3 municipalities need to come to a clear agreement before KLSWA gets involved. The May meeting should occur first to create a more productive conversation. Laketown also needs to be involved.
 2. Clark recommended the sooner, the better for KLSWA to be at the table.
 3. Freeman asked if KLSWA should wait until an agreement is drafted before getting involved.
 4. Johnson recommended that KLSWA be at the table now and that our legal representatives should review the current agreement before changes are made to determine what KLSWA's role is with the negotiations. Johnson disagreed that Laketown should be part of negotiations as they are a customer, not an Authority member.
 - ii. Determination – Mark Nettleton from Mika Meyers should attend the April 2026 meeting for input onto how KLSWA should be involved and when that should happen. No further action taken for until legal review occurs.

8. Commissioner Comments:

1. Ludwick – No Comment
2. Clark – wished Freeman well as newly elected Chair
3. Johnson – thanked Clark for all his work as Chair
4. DeFranco – welcomed Administrator Miller to the organization
5. Freeman – thanked everyone for support, welcomed a new day for the organization

9. Adjournment – 10:56 AM

- Next Regular Meeting: Monday, April 20, 2026, 10:00 AM KLSWA WWTP

Respectfully submitted,

Jennifer Ludwick
Secretary/Treasurer

Operations Report 3/14/2026 to 4/19/2026

Collections System :

- Routine monthly inspection and maintenance reveal new issues with Laketown Lift station , Ridgewood Lift station also continues to have issues due to a bent motor shaft .

- Lift station Laketown suffered a pump failure 4/3 , currently operating on one pump while being rebuilt .

- Ridgewood pump will go in for rebuild when Laketown is completed

- 3/27 received two quotes from Kennedy Industries in regards to Lift Station 1 third pump .

-First quote was to repair our pump and motor with a 5 month lead time at **4,561.15/** month in rent

Repair cost : 43,775.00

Rental : 22,805.75

Inspection Fee : 1,500.00

Total repair : 68,080.75

-Second quote to replace with new pump with a 14-16 week lead time at **4,561.15/** month in rent

New FLYGT Pump : 74,125.00

Rental : 18,244.00

Total New : 92,369.00

In house installation will avoid an extra cost of 2600.00 not shown above . These prices show continuing rental fee's while awaiting new or overhauled pump . To date pump rental fee's from Kennedy which started June 2024 sit at **\$100,345.30** continuing at **4,561.00/ month** until project completion .

Distribution System :

-All routine well and distribution system water sampling collected and checked for quality issues . All results show water quality improvements at all locations including throughout the distribution system.

-Monthly along with Quarterly Water Quality Parameters including Bac-T's throughout the wells and distribution system all passed with negative coliform results.

-Hydrant Flushing is expected to commence the week of 4/20 and run five days , though there may be some later dates needed while we work around new and ongoing construction projects .

WWTP Lab:

-Two standard discharges have been performed this month , with rising temperatures returning us to high flow capabilities .

-QA/QC test results ran routinely during discharge continue to out perform third party testing results keeping us ahead of the standards EGLE has set forth.

IRP Maintenance / Repair :

-3/16 Peerless Midwest air lifted gravel pack from bottom of well to re- camera , find out where gravel is entering well casing from .

-3/19 Upon re- inspection with camera , it appears the bottom of the screen is no longer present in the well allowing surrounding gravel pack to be sucked into and through the well pump. It is determined the best course of action is to pump lumnite into the bottom of the well to seal bottom of well casing screen to seal from gravel intrusion .

-3/30 Well 1 motor including both high service pumps plus motors re installed and checked . Bac-T's sampled , all test passed with neg results . continue to wait while locating repair cement for well 2 .

-4/07 Repair of well casing completed for well 2 . Lumnite pumped into bottom of well casing to seal hole , allow time for lumnite to cure and re-camera to verify screen is sealed .

-4/13 Test pump installed , flow checked . No signs of sand or gravel present during operation , well casing repair completed .

Upon inspection of well 2 motor for overhaul it is discovered damage inside motor are to great to repair. New motor required .

-4/16 Chemical cleaning of the well point screen wraps up , All repairs completed awaiting new motor for installation .

-Original estimate for wells 1 & 2 overhaul and rehab was initially quoted at **\$63,931.00** .

-Final price with new motor currently stands at **\$61,545.00** , **\$2,386** under original quote.

-While this price does include the cost of a new motor for well 2 , it does not include the extra time and work associated with said repairs .

Shawn Sisson

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

COMMUNITY	MONTH <u>January and February 2026</u>				BILLING DATE <u>03/15/26</u>				
	GALLONS		MEU'S		BILLED ACCOUNTS		BILLED ACCOUNTS		MEU'S IRRI*
	WATER	SEWER	WATER	SEWER	WATER	SEWER	DS-LS	DS-T	
DOUGLAS	10,964,145	10,014,922	1,465	1,369	1,279	1,059	1,367	1,367	140.5
SAUGATUCK	3,858,854	3,712,952	1,299	1,105	975	835	1,099	1,099	21.0
SAUGATUCK TWP - NORTH	4,016,768	2,556,487	925	379	699	257	8	377	35.8
SAUGATUCK TWP - SOUTH	395,895	150,892	97	37	70	21	18	37	4.0
LAKETOWN	494,899	412,138	81	45	66	32	0	44	0.5
TOTAL	19,730,561	16,847,391	3,866	2,934	3,089	2,204	2,491	2,923	202

KALAMAZOO LAKE SEWER AND WATER AUTHORITY
BILLED USAGE REPORT

MONTH January and February 2026 BILLING DATE 03/15/26

COMMUNITY	Billed Gallons	Gallon adj	Final Gallons	Billed Units	Billed Dollars	Billing Adj	Final Dollars	Rate
DOUGLAS								
Douglas Water Base				1,757.50	73,522.15		73,522.15	41.83
Saug Twp Water Base				1.00	38.00		38.00	38.00
Saug Twp Sewer Base				1.00	7.00		7.00	7.00
KLSWA Debt Serv Trea				1,366.50	20,431.91		20,431.91	14.95
KLSWA Sewer Debt LS				1,366.50	5,472.34		5,472.34	4.00
KLSWA Sewer Base				1,369.00	81,796.54		81,796.54	59.75
KLSWA Water Base				1,464.50	66,419.72		66,419.72	45.35
KLSWA Wtr Base Irrig				281.00	6,437.03		6,437.03	22.91
KLSWA Water Comm	10,964,144.90		10,964,144.90					3.01 per 1,000 gallons
KLSWA Sewer Comm	10,014,921.90		10,014,921.90		32,958.57		32,958.57	3.01 per 1,000 gallons
					40,240.37		40,240.37	4.02 per 1,000 gallons
TOTAL DOUGLAS	20,979,066.80	-	20,979,066.80	7,607.00	327,323.63	-	327,323.63	
SAUGATUCK								
saug city water base				1,338.50	61,514.90		61,514.90	45.96
KLSWA Debt Serv Trea				1,099.00	16,203.24		16,203.24	14.74
KLSWA Sewer Debt LS				1,099.00	4,410.06		4,410.06	4.01
KLSWA Sewer Base				1,105.00	66,156.83		66,156.83	59.87
KLSWA Water Base				1,299.00	58,008.40		58,008.40	44.66
KLSWA Wtr Base Irrig				42.00	966.00		966.00	23.00
KLSWA Water Comm	4,366,721.00	(507,867.00)	3,858,854.00		13,206.85	(1,523.60)	11,683.25	3.02 per 1,000 gallons
KLSWA Sewer Comm	4,220,819.00	(507,867.00)	3,712,952.00		16,911.65	(2,031.47)	14,880.18	4.01 per 1,000 gallons
TOTAL SAUGATUCK	8,587,540.00	(1,015,734.00)	7,571,806.00	5,982.50	237,377.93	(3,555.07)	233,822.86	
SAUGATUCK TWP - NORTH								
Saug Twp Water Base				858.50	32,392.28		32,392.28	37.73
Saug Twp Sewer Base				380.50	2,662.91		2,662.91	7.00
KLSWA Debt Serv Trea				377.00	5,563.27		5,563.27	14.76
KLSWA Sewer Debt LS				7.50	30.00		30.00	4.00
KLSWA Sewer Base				378.50	22,704.92		22,704.92	59.99
KLSWA Water Base				924.50	42,419.60		42,419.60	45.88
KLSWA Wtr Base Irrig				71.50	1,642.55		1,642.55	22.97
KLSWA Water Comm	4,016,768.00		4,016,768.00		12,073.54		12,073.54	3.01 per 1,000 gallons
KLSWA Sewer Comm	2,556,487.00		2,556,487.00		10,246.64		10,246.64	4.01 per 1,000 gallons
TOTAL SAUGATUCK TWP - NORTH	6,573,255.00	-	6,573,255.00	2,998.00	129,735.71	-	129,735.71	

SAUGATUCK TWP - SOUTH									
Douglas Water Base			4.50	189.00		189.00	42.00		
Saug Twp Water Base			95.00	3,594.00		3,594.00	37.83		
Saug Twp Sewer Base			34.50	241.50		241.50	7.00		
KLSWA Debt Serv Trea			36.50	538.74		538.74	14.76		
KLSWA Sewer Debt LS			18.00	72.00		72.00	4.00		
KLSWA Water Base			36.50	2,190.00		2,190.00	60.00		
KLSWA Sewer Base			97.00	4,462.00		4,462.00	46.00		
KLSWA Wtr Base Irrig	395,895.00		8.00	184.00		184.00	23.00		
KLSWA Water Comm	150,892.00			1,192.53		1,192.53	3.01	per 1,000 gallons	
KLSWA Sewer Comm				603.57		603.57	4.00	per 1,000 gallons	
TOTAL SAUGATUCK TWP - SOUTH	546,787.00	-	330.00	13,267.34	-	13,267.34			
LAKETOWN									
Saug Twp Water Base			74.00	2,216.95		2,216.95	29.96		
Saug Twp Sewer Base			1.00	7.00		7.00	7.00		
KLSWA Debt Serv Trea			43.50	642.06		642.06	14.76		
KLSWA Sewer Base			44.50	2,670.00		2,670.00	60.00		
KLSWA Water Base			81.00	3,721.32		3,721.32	45.94		
KLSWA Wtr Base Irrig	494,899.00		1.00	23.00		23.00	23.00		
KLSWA Water Comm	412,138.00			1,484.73		1,484.73	3.00	per 1,000 gallons	
KLSWA Sewer Comm				1,648.53		1,648.53	4.00	per 1,000 gallons	
TOTAL LAKETOWN	907,037.00	-	245.00	12,413.59	-	12,413.59			
TOTAL	37,593,685.80	(1,015,734.00)	17,162.50	720,118.20	(3,555.07)	716,563.13			

*Note rate on water base and sewer base may be off since there are 2 months billed but report only provides 1 months billed units.



KLSWA ADMINISTRATOR'S REPORT

April 20, 2026

TO: Kalamazoo Lake Sewer & Water Authority Board Members
FROM: Robert Miller, Authority Administrator

1. Connecting with Our Partners

City of the Village of Douglas – Over the past month, we've been partnering with Douglas staff and consultants on several fronts. I started off by receiving an invitation to an introductory meeting with Douglas Engineers Ken Bosma (also serves Saugatuck Township) and Lucas Timmer of Prein & Newhof. Ken and Lucas led a very helpful discussion in which they described for me their role in Douglas, some history of the communities, and suggested some areas where KLSWA and P&N can work together. Since then, I've attended a preconstruction/concept development meeting for a potential development on Wiley, and participated in the plan review process for additional work on South Union, Wall Street, and Wiley Road.

The City of Saugatuck – I've also had the pleasure of meeting Saugatuck City's lead engineer from Fleis & VandenBrink, Jon Moxey. Jon invited KLSWA to a preconstruction meeting at Saugatuck City Hall for the City's Maple Street Resurfacing and utility improvements project. KLSWA has been able to lend a hand locating existing infrastructure that will be affected, and our staff will eventually coordinate with all the stakeholders for the planned shutdowns that will be needed to complete construction.

Saugatuck Township – Township engineers Ken Bosma and Tyler DeNooyer from Prein & Newhoff have been working with KLSWA on different phases of the Saugatuck Lodging, Singapore Retreat, and Enclave developments. We've also continued to support Township efforts in water service line material physical identification.

Mika Meyers, PLC – Since my last report, I was able to meet and have a very informative conversation with Attorney Mark Nettleton. I requested some historical KLSWA agreements from Mark. He filled my inbox and followed up with a phone call explaining the timing, context, and his interpretation of each one. It was very helpful to see where we've come from and to hear his take on moving forward.

Allegan County – I was contacted by District 3 Allegan County Commissioner, Brad Lubbers, for a quick introduction and conversation. Commissioner Lubbers simply expressed his desire to see our communities continue to thrive, and offered himself as a resource if the need should arise.

2. Operations

Monthly Operations Report – Please see supplemental report provided by Shawn Sisson in Consent Agenda. With regards to the ongoing pump repair/replacement needs and rental charges at Lift Station #1, we now have two quoted options for a permanent solution. My recommendation is likely going to be to purchase a new replacement pump at a cost of \$74,125. This will be a "sole source" purchase, as Kennedy Industries is the only licensed distributor in our territory. I would welcome additional questions or discussion on this topic.

2025 Annual Sewer Capacity Report – I've authorized Fleis and VandenBrink to initiate work on 2025's Annual Sewer Capacity Report for the flat fee of \$6000. This report will break down total flows, month by month, coming from each constituent municipality. This report is expected to be complete and delivered by mid-May.

3. Administration

Even with the addition of a new Administrative Assistant, Kate (more below), front office responsibilities have continued to strain our resources. Office Supervisor Joe Lamb has continued to work long hours and shuffle priorities as efficiently as possible. We were able to successfully run the March billing cycle and receive a bit of training along the way with help from an outside consultant. We look to be on track for an on-time April billing. Although it has been only two weeks, it's been encouraging to see Kate and Joe quickly identify areas of need and divide their efforts accordingly. Kate is working mostly on backlogged billing, account, and filing tasks while Joe has been freed-up to focus a bit more on financial and HR-related tasks.

4. Personnel & Staffing

Based on FY 2027 budgets and previous discussions of the KLSWA Board, below are current vacancies and status on each:

Office Administrative Assistant – We interviewed three candidates at the beginning of March and extended an offer to Kate Milzarski. Kate accepted and began work with KLSWA on Monday, April 6. Kate grew up in Arizona, graduated from Arizona State University with a degree in business and leadership, and has been working in public works and utilities for almost 20 years now. She's an experienced office administrator with experience and aspirations in public outreach, communication, and education. I look forward to seeing how her and Joe take the next steps together.

System Operator I and/or II – Scott Herbert, currently with the City of Saugatuck DPW, will be joining KLSWA as a System Operator beginning May 11. Certainly, Scott comes to us with a wealth of knowledge and experience in the community, in public works, and in leadership. We look forward to welcoming Scott next month and I'm eager to see all he'll bring to our organization. We've been in contact with additional qualified applicants and potential applicants for this position as well. It is currently my intention to get Scott started, and get a plan in place to officially fill at least one Operations Supervisor position before bringing on additional Operators.

Operations Supervisor – Currently discussing needs and expectations and looking at the possibility of promoting from within before committing to recruiting.

Chief Financial Officer/Director of Finance – Since my last report, I have spent a significant amount of time evaluating what I believe should be the scope and function of this position. I've taken into consideration my past experiences as a utility manager, comparisons with other similar-sized organizations, the "opportunities" at KLSWA as I have observed them, conversations with Board Members, Michigan Municipal League data, and conversations with trusted colleagues.

These considerations, along with the recognition that KLSWA was able to operate at the highest level of customer service, efficiency, and accountability with this position occupied, have led me to recommend we move to fill this vacancy ASAP. I would hope to fill this role with a high-level candidate having extensive public sector finance experience in AP, receivables, budgeting, payroll, revenue collection, insurance/benefit administration, and strategic planning.

I'm open to discuss any part of this and welcome feedback. I'm prepared to produce a DRAFT posting this week and to make it live on MML and MGFOA by the week's end.

Enclosure

MEMO



To: **Rober Miller**

From: **Corey Turner**

CC: **Steve Bishop**

Date: **April 17, 2026**

Re: **KLSWA – Wastewater System Improvements, CWSRF Project No. 5907-01
Project Scope Revision**

OVERVIEW

Design has been progressing for the Wastewater System Improvements project for the Kalamazoo Lake Sewer and Water Authority wastewater treatment plant. Over the last few months, we have continued to refine the design, hold design update meetings with the Authority, and submit draft documents to EGLE for review.

PROJECT SCOPE REVISIONS

The original project scope and opinion of probable costs is included as an attachment to this memo. This project scope and budget was included in the CWSRF project plan and was the basis for the overall loan amount.

During recent review of the project, EGLE has deemed that not all of the biosolids removal and HMA paving is eligible to be included in the CWSRF loan. These items can only be included in the project if it is demonstrated to be necessary to complete the eligible project work.

Since work is being performed in Aeration Pond No. 3 to replace five aerators, and waste sludge piping is being improved in Sludge Lagoon No. 1, biosolids will still be removed in these two ponds, but biosolids in Aeration Pond No. 1 and Sludge Lagoon No. 2 will not be included in the project since it is not eligible.

HMA paving will be performed where the new waste sludge flow meter is planned to be installed, but all other parking areas are not eligible to be resurfaced.

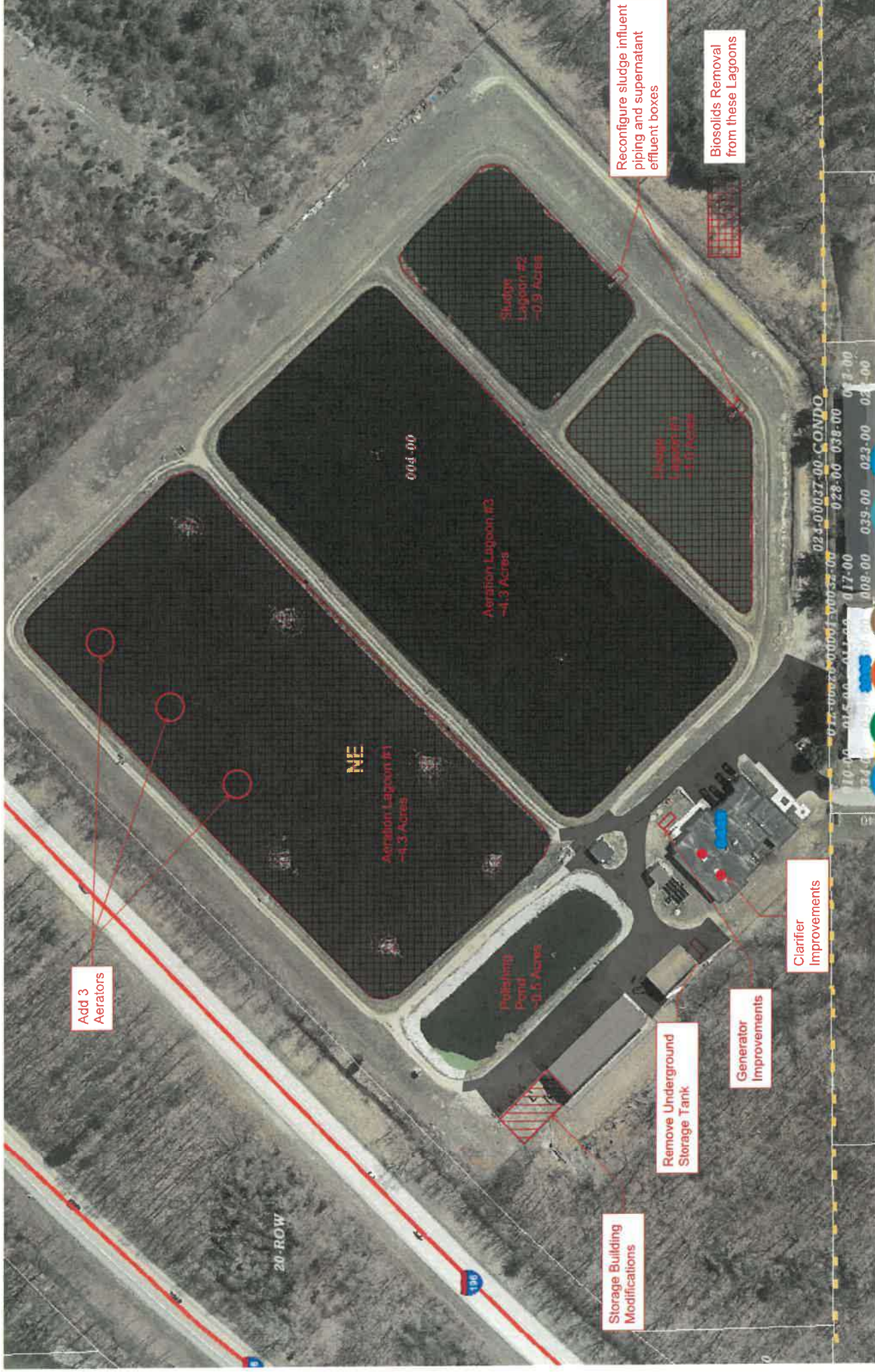
SUMMARY

Overall, it is anticipated that less than half of the biosolids at the facility will be removed, and less than a quarter of the HMA pavement will be removed and replaced as a part of the project. It is recommended that the Authority plan for additional biosolids removal and HMA improvements in the coming years. The Authority should budget approximately \$750,000-1,000,000 for biosolids removal, and approximately \$250,000 for pavement resurfacing. These items could be added to the project while contractors are onsite during the improvements project, but they would not be eligible to be included in the CWSRF loan.

If you would like to review in greater detail, please give us a call.


Corey Turner

2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
www.fveng.com



Add 3 Aerators

Aeration Lagoon #1
~4.3 Acres

Aeration Lagoon #2
~4.3 Acres

Sludge Lagoon #2
~0.9 Acres

Final Effluent Pond
~1.5 Acres

Remove Underground Storage Tank

Storage Building Modifications

Generator Improvements

Clarifier Improvements

Reconfigure sludge influent piping and supernatant effluent boxes

Biosolids Removal from these Lagoons

024-00037-00 CONDO

028-00 038-00 043-00
039-00 023-00 024-00
017-00
008-00
015-00 011-00
010-00 009-00 007-00 006-00 005-00 004-00 003-00 002-00 001-00



Engineer's Opinion of Probable Project Cost ⁽¹⁾

Project:

KLSWA - WWTP Improvements

Project No. 858990

Basis for Estimate:

Conceptual Basis of Design Final

Estimator:

CBT / MJB

Work:

Alternative 4 - Upgrade Existing Treatment System

Item	Description	Unit	Qty.	Equipment	Installation	Unit Price	Amount
1	WWTP Improvements						
	Reconstruct Supernate Effluent Boxes	EA	2	\$ 81,000.00	0%	\$81,000	\$162,000
	Reconfigure Sludge Influent Piping	EA	2	\$ 43,200.00	0%	\$43,000	\$86,000
	Biosolids Removal	Gal	6,100,000	\$ 0.24	0%	\$0.24	\$1,464,000
	Aeration Improvements in Lagoon No. 1	LS	1	\$ 162,000.00	50%	\$243,000	\$243,000
	Secondary Clarifier Improvements	LS	1	\$ 183,600.00	50%	\$275,000	\$275,000
	HMA Paving	Syd	6,000	\$ 40.00	0%	\$40	\$240,000
	Site Demolition	LS	1	\$ 108,000.00	0%	\$108,000	\$108,000
	Standby Generator Improvements	LS	1	\$ 75,600.00	0%	\$76,000	\$76,000
	Storage Building Modifications	LS	1	\$ 1,074,000.00	0%	\$1,074,000	\$1,074,000
2	General Conditions, Bonds, Insurance, Mobilization		15%				\$559,000
						Construction Costs:	\$4,287,000
3	Construction Contingency						\$429,000
4	Design Engineering						\$386,000
5	Construction Engineering						\$343,000
6	Planning, Legal, Bonding & Administration						\$129,000
						Total Project Cost:	\$5,574,000

Notes:

(1) This estimate represents a budgetary cost estimate to be used for planning purposes. Further definition of the scope of the project through preliminary and final design will provide details necessary to improve the accuracy of conceptual estimates.



900 MONROE AVE NW
GRAND RAPIDS, MI 49503

PHONE (616) 632-8000
FAX (616) 632-8002
MIKAMEYERS.COM

Mark E. Nettleton

Direct Dial/Fax (616) 632-8048

E-mail mnettleton@mikameyers.com

April 7, 2026

***PRIVILEGED COMMUNICATION –
SUBJECT TO ATTORNEY-CLIENT PRIVILEGE;
EXEMPT FROM DISCLOSURE UNDER THE
FREEDOM OF INFORMATION ACT
DO NOT FILE THIS LETTER WHERE IT MAY BE SEEN BY THE PUBLIC***

Mr. Robert Miller
Administrator
Kalamazoo Lake Sewer and Water Authority
P.O. Box 789
Saugatuck, MI 49453

Re: Resolution of Intent – Wastewater Treatment Plant Improvements Revenue Bonds

Dear Bob:

I have prepared and enclose a proposed resolution for consideration by the Kalamazoo Lake Sewer and Water Authority (the “Authority”) Commission at its April 20, 2026 meeting (the “Resolution”).

The Resolution, if adopted, expresses the Authority’s intent to issue revenue bonds pursuant to Act 94 of the Public Acts of Michigan of 1933, as amended (“Act 94”) to pay all or part of the cost of improvements to the Authority’s wastewater treatment plant (the “Project”). Further, the Resolution reflects the Authority’s intent to finance the Project using funding assistance from the State of Michigan Clean Water State Revolving Loan Program (the “CWSRF Loan Program”) by means of a long-term low interest loan to be evidenced by the proposed revenue bonds issued under Act 94 (the “Revenue Bonds”).

Act 94 revenue bonds are subject to a right of referendum. The right of referendum period commences upon publication of the Authority notice of its intent to issue the revenue bonds in a newspaper of general circulation in the Authority’s service district, and the published notice must be at least 1/4 page in size.

During the 45-day period which follows the publication of this notice, registered voters in the Authority’s service district (e.g., the City of Saugatuck, the City of the Village of Douglas, and the Township of Saugatuck) have the right to circulate and file petitions with the Authority’s Secretary-Treasurer requesting that the issuance of the proposed revenue bonds be put to a vote of

Mr. Robert Miller
Administrator
Kalamazoo Lake Sewer and Water Authority
April 7, 2026
Page 2

the electors. The threshold for sufficient petitions for this purpose is 10% of the registered voters in the Authority's service district.

If, at the end of the 45-day period, adequate petitions are filed, then the question of issuing the Revenue Bonds must be placed on the ballot on a regular or special election date. Conversely, if no petitions are filed or petitions are filed containing the signatures of less than 10% of the registered electors in the service district, the Authority may proceed to issue the Revenue Bonds without a vote of the people.

The 45-day referendum period on the bonds begins as of the date of publication of the notice in the newspaper. If the Authority adopts the enclosed resolution on April 20, 2026 I will arrange to have the notice appear in the next available edition of the *Commercial Record*.

Consistent with Act 94, the Resolution and Notice of Intent include the maximum principal amount of the Revenue Bonds to be issued for the Project (the "not to exceed amount"), which has been determined in consultation with the Authority's Registered Municipal Advisor, Andy Campbell at Bendzinski & Co.. We have included \$6,500,000 as the "not to exceed" principal amount of the Revenue Bonds in the Resolution and the Notice of Intent, which includes projected construction, financing and contingency costs for the Project.

The Authority is not obligated by the Resolution to issue the Revenue Bonds or to issue the bonds in the amount set forth in the Resolution; thus, if the Authority receives bids less than the preliminary estimate of cost, the Authority can borrow less than the stated "not to exceed" amount. However, if costs exceed the "not to exceed" amount specified in the Resolution (and in the published notice), then the Authority would need to publish a second notice with a larger not to exceed number.

The Resolution and the proposed Notice of Intent to be published in the newspaper includes a description of the Project to be financed using the proceeds of the Revenue Bonds, the Authority's intent to finance the Project through the CWSRF Loan Program, and that the principal and interest on the Revenue Bonds shall be payable from the revenues derived from the rates and charges billed to the users of the Authority's system.

I recommend that the Authority Commission consider and adopt the Resolution at the April 20, 2026 meeting so that the Authority can publish the notice and start the 45-day right of referendum period. If the referendum period expires without sufficient petitions, the Authority may proceed with the next financing steps for the Project.

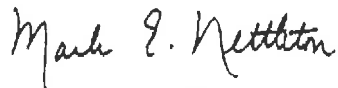
If the Resolution is adopted at the April 20, 2026 meeting, please have the Secretary-Treasurer complete, sign, and mail to me six originals of the resolution.

Mr. Robert Miller
Administrator
Kalamazoo Lake Sewer and Water Authority
April 7, 2026
Page 3

Thereafter, we will arrange for the publication of the Notice of Intent in the *Commercial Record*.

If you have questions regarding these matters, please let me know.

Very truly yours,



Mark E. Nettleton

Direct Dial/Fax: (616) 632-8048
E-Mail: mnettleton@mikamevers.com

cc via email (w/enclosure):

Greg Freeman, Chair, KLSWA
Joe Clark, Vice Chair, KLSWA
Andy Campbell, Bendzinski & Co.
Steve Bishop, F&V

**KALAMAZOO LAKE SEWER AND WATER AUTHORITY
COUNTY OF ALLEGAN
STATE OF MICHIGAN**

**RESOLUTION TO PURCHASE, ACQUIRE, AND CONSTRUCT
IMPROVEMENTS TO THE KALAMAZOO LAKE SEWER AND WATER
AUTHORITY SEWER SYSTEM;
AUTHORIZE PUBLICATION OF NOTICE OF INTENT TO ISSUE REVENUE
BONDS; AND MATTERS RELATED THERETO**

Minutes of a regular meeting of the Commission of the Kalamazoo Lake Sewer and Water Authority, County of Allegan, Michigan, held in the Authority office in Saugatuck, Michigan on Monday, the 20th day of April 2026, at 10:00 a.m. Local Time.

PRESENT: Members: _____

ABSENT: Members: _____

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS, the Commission of the Kalamazoo Lake Sewer and Water Authority (the “Authority”) hereby determines that it is necessary for the public health, safety and welfare of the residents and businesses located within the Authority’s service district to issue and sell revenue bonds in one or more series pursuant to Act 94 of the Public Acts of Michigan of 1933, as amended (“Act 94”) to pay all or part of the cost of improvements to the Authority’s wastewater treatment plant to improve redundancy, reliability, and performance of the existing wastewater treatment system including, but not limited to reconfiguring the sludge and supernatant piping; biosolids removal; secondary clarifier improvements; HMA paving and site demolition; standby generator improvements; storage building modifications; legal, engineering, financing, and contingency costs; and related appurtenances (the “Project”); and

WHEREAS, the current estimated cost of the Project, including engineering, construction, legal, financial and contingency costs is \$6,500,000; and

WHEREAS, the Authority anticipates financing the Project using funding assistance from the State of Michigan Clean Water State Revolving Loan Program (the “CWSRF Loan Program”) by means of a long-term, low interest loan to be evidenced by the proposed revenue bonds under Act 94 (the “Revenue Bonds”); and

WHEREAS, it is necessary to publish a Notice of Intent of the Authority’s intent to issue the Revenue Bonds in the not-to-exceed amount of \$6,500,000 (the “Notice of Intent”).

NOW, THEREFORE, BE IT HEREBY RESOLVED:

1. The Authority hereby determines to purchase, acquire and construct the Project and to pay for the costs of the Project by the issuance of the Revenue Bonds in one or more series pursuant to Act 94 in the maximum principal amount of \$6,500,000.

2. A Notice of Intent, substantially in the form attached hereto as Exhibit A, shall be published in accordance with Section 33 of Act 94 in the *Commercial Record*, a newspaper of general circulation in the Authority and determined to be the newspaper reaching the largest number of persons to whom said Notice is directed.

3. The Authority Commission does hereby determine that the foregoing form of Notice of Intent to Issue and the manner of publication directed is the method best calculated to give notice to the Authority’s sewer system users and the Authority’s taxpayers and electors of this Authority’s intent to issue the Revenue Bonds, the maximum principal amount of bonds to be issued, the purpose of the bonds, the security and source of repayment for the bonds, and the right of referendum relating thereto, and such other information as the Authority Board determines

necessary to adequately inform Authority electors of the nature of the Project and the proposed Revenue Bonds.

4. The Authority Commission hereby retains Mika Meyers PLC, Attorneys of Grand Rapids, as Bond Counsel, and Bendzinski & Co. Registered Municipal Advisors of Okemos, as Registered Municipal Advisor for the proposed issuance of the Revenue Bonds.

5. All resolutions or portions thereof inconsistent with the provisions of this resolution are hereby rescinded.

YEAS: Members: _____

NAYS: Members: _____

ABSENT: Members: _____

RESOLUTION DECLARED ADOPTED.

_____, Secretary-Treasurer
Kalamazoo Lake Sewer and Water Authority

STATE OF MICHIGAN)
) ss.
COUNTY OF ALLEGAN)

I, _____, the duly qualified and acting Secretary-Treasurer of the Kalamazoo Lake Sewer and Water Authority, County of Allegan, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Authority Commission at a regular meeting thereof held on the 20th day of April 2026, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, including in the case of a special or rescheduled meeting, notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have affixed my official signature this _____ day of April 2026.

_____, Secretary-Treasurer
Kalamazoo Lake Sewer and Water Authority

EXHIBIT A

NOTICE TO ELECTORS AND TAXPAYERS OF THE CITY OF SAUGATUCK, THE CITY OF THE VILLAGE OF DOUGLAS, THE TOWNSHIP OF SAUGATUCK OF THE KALAMAZOO LAKE SEWER AND WATER AUTHORITY'S INTENT TO ISSUE REVENUE BONDS AND THE RIGHT OF REFERENDUM RELATING THERETO

PLEASE TAKE NOTICE THAT THE KALAMAZOO LAKE SEWER AND WATER AUTHORITY (the "Authority") intends to issue revenue bonds (the "Bonds") in a maximum amount not to exceed \$6,500,000 as set forth in this notice.

PURPOSE

The Bonds shall be issued for the purpose of defraying all or part of the cost of improvements to the Authority's wastewater treatment plant to improve redundancy, reliability, and performance of the existing wastewater treatment system including, but not limited to reconfiguring the sludge and supernatant piping; biosolids removal; secondary clarifier improvements; HMA paving and site demolition; standby generator improvements; storage building modifications; legal, engineering, financing, and contingency costs; and related appurtenances (the "Project").

ESTIMATED PROJECT COST

The total estimated cost of the proposed Project is \$6,500,000. The cost of the Project shall be paid from the proposed bond issue. The Authority anticipates financing the Project using funding assistance from the State of Michigan's Clean Water State Revolving Loan Program (the "CWSRF Loan Program") by means of a long-term, low interest loan to be evidenced by the proposed Bonds under Act 94 of the Public Acts of Michigan of 1933, as amended, in a not to exceed amount of \$6,500,000.

MAXIMUM AMOUNT AND TERMS OF REPAYMENT

The Bonds to be issued in one or more series in a maximum aggregate amount not to exceed \$6,500,000, shall mature serially with interest on the unpaid balance at a rate which shall not exceed the maximum rate of interest allowed by law, and shall be repaid over a term not to exceed the maximum term permitted by law. The Bonds shall be issued pursuant to Act 94.

SOURCE OF PAYMENT OF BONDS

The principal of and interest on the Bonds shall be payable from the revenues received by the Authority from the operation of the Authority's sewer system and from other legally available funds. The revenues will be derived from rates and charges billed to the users of the System, a schedule of which is presently on file in the office of the Authority. Said rates and charges may be revised from time to time to provide sufficient revenues to provide for the expenses of operating and maintaining the System, to pay the principal of and interest on the proposed bonds and to pay other obligations of the System.

The Bonds will NOT be secured by the Full Faith and Credit of the City of Saugatuck, the City of the Village of Douglas, the Township of Saugatuck, or the Authority and will NOT be a General Obligation of the City of Saugatuck, the City of the Village of Douglas, the Township of Saugatuck, or the Authority.

RIGHT OF REFERENDUM

THE BONDS WILL BE ISSUED WITHOUT A VOTE OF THE ELECTORS APPROVING THE BONDS, UNLESS, WITHIN 45 DAYS FROM THE DATE OF PUBLICATION OF THIS NOTICE OF INTENT, A PETITION, SIGNED BY NOT LESS THAN 10% OF THE REGISTERED ELECTORS RESIDING WITHIN THE LIMITS OF THE KALAMAZOO LAKE SEWER AND WATER AUTHORITY, SHALL HAVE BEEN FILED WITH THE AUTHORITY SECRETARY-TREASURER REQUESTING A REFERENDUM UPON THE QUESTION OF THE ISSUANCE OF THE BONDS. IF PETITIONS ARE SO FILED, THE BONDS SHALL NOT BE ISSUED UNTIL APPROVED BY THE VOTE OF A MAJORITY OF THE ELECTORS OF THE AUTHORITY QUALIFIED TO VOTE AND VOTING ON THE ISSUANCE OF THE BONDS AT A GENERAL OR SPECIAL ELECTION.

This Notice is published pursuant to the requirements of Section 33 of Act 94 of the Public Acts of Michigan of 1933, as amended, and was approved by the Authority Board of the Kalamazoo Lake Sewer and Water Authority on April 20, 2026.

_____, Secretary-Treasurer
Kalamazoo Lake Sewer and Water Authority