



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.
 - His final check will be mailed to his home address on file in 60 days, assuming he complies with these terms and conditions.
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 - 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.
 - 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 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 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.
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.

Kalamazoo Lake Sewer and Water Authority



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