



Minutes
Special Public Meeting
Wednesday, Wednesday, February 4, 2026, 8:00 AM
KLSWA WWTP 6449 Old Allegan Road Saugatuck, MI 49453

1. **Call to Order:** Chairman Clark 8:01 AM
2. **Roll Call:**
 1. Present: Commissioners Clark, DeFranco, Freeman, Johnson, Ludwick
 2. KLSWA: Interim Administrator Fink,
3. **Approval of Agenda:**
 1. Motion to approve the Agenda by DeFranco. Seconded by Ludwick. Motion carries unanimously by voice vote.
 2. Commissioner Johnson notes that the Minutes of the December 15, 2025, meeting need several corrections.
 - i. Motion by Johnson that the December 15, 2025, Minutes are pulled from the Consent Agenda and be moved to Item 6: New Business, and that the amended Agenda be approved. Motion seconded by Freeman, Motion carries unanimously by voice vote.
4. **Public Comments:** None
5. **Consent Agenda:**
 1. Motion to approve the Consent Agenda, as amended, by Johnson, seconded by Ludwick, Motion carries unanimously by voice vote.
6. **New Business:**
 1. Commissioner Johnson identifies a number of corrections to be made to the December 15, 2025, Minutes. Corrections are noted and will be made by Interim Administrator Fink.
 - i. Motion by Johnson to make corrections to the December 15, 2025, Minutes as noted. Seconded by DeFranco. Motion carries unanimously by voice vote.
7. **Old Business:**
 1. Administrator Hiring Update and Board Contract Approval –
 - i. Chair Clark indicates that he has spoken with the candidate, Bob Miller, and Miller has signed the Employment Agreement, pending Board Approval. Commissioner Johnson points out several concerns that he has which were then discussed to his satisfaction.
 - ii. Motion to approve the Administrator Employment Agreement made by DeFranco, seconded by Freeman. Motion carries unanimously by voice vote.
 2. Budget Review –
 - i. Motion by Ludwick, seconded by Freeman to Approve the FY 27 Budget as presented



- ii. Board discussed Budget as presented and noted several areas where corrections and clean-up are needed. Interim Administrator Fink is tasked with making the corrections and bringing a clean budget to the next meeting. Budget
 1. Of particular interest is that the Budget contains no increases in Commodity Fees or Base Fees.
 - iii. Motion is withdrawn by Ludwick, second is withdrawn by Freeman. Budget, with corrections, will be placed on agenda for approval at the February 16, 2026, meeting.
3. Kaz Bajc's Retirement
- i. Chair Clark indicates that Sr. Operator Kaz Bajc has announced his retirement effective February 16, 2026, and that he is taking PTO for the next two weeks.
 - ii. Commissioner Freeman asks that an Exit Interview be conducted and Chair Clark agrees, subject to Kaz's willingness to sit for the interview.
8. Commissioner Comments:
1. DeFranco:
 - i. Recognized Kaz for his years of service.
 - ii. Asks if the Design, Build Institute of America (DBIA) contract has been approved or is still with the attorney.
 - iii. Asks if the contract with Bendzinski Consulting, for their work as KLSWA Registered Municipal Advisor for the State Revolving Fund loan/bond has been approved and if work has commenced?
 2. Johnson:
 - i. Reminded Interim Administrator Fink that all Agenda/Packets need to be posted to the website, as do all Meeting Minutes. The website needs to be brought up to date.
 - ii. Asked DeFranco if the Township's improvements to River Bluff Park will be impeded by future need to replace the plant's effluent line. Per DeFranco it is not an issue.
 3. Ludwick:
 - i. Thanked Clark and Fink for their support in getting the draft budget together.
 4. Freeman:
 - i. Echoed Ludwick's thanks of Clark and Fink for the budget.
 - ii. Thanked the Board for getting the new Administrator hired.
 5. Clark:
 - i. Thanked the KLSWA Operations Team for its continued hard work, particularly in the current bad weather.
 - ii. Said he will work with Kaz to provide a transition plan.
 - iii. Thanked the Board for its support and hard work during this period of extraordinary needs in many areas.
9. Adjournment – 9:26 AM
- Next Special Meeting: Friday, February 13, 2026, at 1:00 PM in conjunction with the Tri-Community Utility Committee Meeting at Douglas Municipal Complex, 415 Wiley, Douglas
 - Next Regular Meeting: Monday, February 16, 2026, 10:00 AM KLSWA WWTP