



Regular Commission Meeting AGENDA

Monday, May 18, 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. April Check Details
2. April Statement of Revenue and Expenses

b. Approval of Minutes

1. April 20, 2026 - DRAFT

c. Reports

1. Operations Report
2. Historical Use Report
3. Community Base Fee Report



6) Reports

- a. Authority Administrator's Report

7) New Business

- a. Proposed Old Allegan Road Sanitary Sewer Construction – P&N

8) Old Business

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

9) Commissioner Comments

10) Adjourn

05/04/2026

CHECK REGISTER FOR KALAMAZOO LAKE SEWER & WATER AUTHORITY
CHECK DATE FROM 04/01/2026 - 04/30/2026

| Check Date | Check | Vendor Name | Description | Amount |
|-----------------------------|---------|--------------------------------|--------------------------------|-----------|
| Bank SEWCK GENERAL CHECKING | | | | |
| 04/01/2026 | 1111(E) | COMCAST BUSINESS | INTERNET | 679.06 |
| 04/01/2026 | 1112(E) | MERS | DB PENSION | 9,423.12 |
| 04/01/2026 | 1115(E) | SEMCO ENERGY | NATURAL GAS | 29.75 |
| 04/01/2026 | 1116(E) | SEMCO ENERGY | NATURAL GAS | 443.24 |
| 04/02/2026 | 33974 | BADGER METER INC | HOSTING SERVICE | 327.63 |
| 04/02/2026 | 33975 | CERTASITE LLC | ANNUAL FIRE EXTINGUISHER CERTS | 401.47 |
| 04/02/2026 | 33976 | COMMUNICATIONS UNLIMITED LLC | AFTER HOURS PHONE | 202.40 |
| 04/02/2026 | 33977 | FLEIS & VANDENBRINK | GENERAL CONSULTATION | 302.50 |
| 04/02/2026 | 33978 | HOLLAND BPW | BACTI SAMPLES | 480.00 |
| 04/02/2026 | 33979 | MICHIGAN GAS UTILITIES 851 HOL | 851 HOLLAND ST | 26.55 |
| 04/02/2026 | 33980 | MICHIGAN MUNICIPAL LEAGUE-WC | MML WORK COMP | 4,765.00 |
| 04/02/2026 | 33981 | OVERISEL LUMBER | SUPPLIES | 37.99 |
| 04/02/2026 | 33982 | THRYV | YELLOW PAGES | 101.69 |
| 04/02/2026 | 33983 | UNITED STATES POSTMASTER | POSTAGE BILLING | 280.00 |
| 04/02/2026 | 33984 | VANDENBERG WEB CREATIVE LLC | WEB HOSTING | 85.00 |
| 04/02/2026 | 33985 | VESTIS | RUGS AND UNIFORMS | 445.65 |
| 04/02/2026 | 33986 | WOLVERINE POWER SYSTEMS | GENERATOR BLOCK HEATER PARTS | 675.00 |
| 04/02/2026 | 33987 | WOLVERINE POWER SYSTEMS | GENERATOR PARTS | 725.00 |
| 04/02/2026 | 33988 | WOLVERINE POWER SYSTEMS | GENERATOR REPAIR PARTS | 725.00 |
| 04/02/2026 | 33989 | WOLVERINE POWER SYSTEMS | GENERERATOR REPAIR PARTS | 1,275.00 |
| 04/02/2026 | 33990 | WOLVERINE POWER SYSTEMS | GENERATOR REPAIR PARTS | 1,275.00 |
| 04/02/2026 | 33991 | WOLVERINE POWER SYSTEMS | GENERATOR REPAIR PARTS | 675.00 |
| 04/10/2026 | 1113(E) | PAYCHEX | PAYROLL PD 4-10-26 | 27,131.81 |
| 04/21/2026 | 1094(E) | EXTEND YOUR REACH | BILL PAYMENTS | 4,000.00 |
| 04/23/2026 | 1114(E) | PAYCHEX | PAYROLL PD 4-23-26 | 34,729.34 |
| 04/29/2026 | 1095(E) | COMCAST BUSINESS | INTERNET | 506.41 |
| 04/29/2026 | 1096(E) | CONSUMERS ENERGY | ELECTRIC BILLS | 18,192.03 |
| 04/29/2026 | 1097(E) | DELTA DENTAL PLAN OF MICHIGN | DENTAL INSURANCE | 1,020.04 |
| 04/29/2026 | 1098(E) | MENARDS | SUPPLIES | 343.01 |
| 04/29/2026 | 1099(E) | MENARDS | SUPPLIES | 865.27 |
| 04/29/2026 | 1100(E) | METLIFE - GROUP BENEFITS | GRP ADD & LFE INS | 392.07 |
| 04/29/2026 | 1101(E) | METLIFE - GROUP BENEFITS | GRP ADD & LFE INS | 87.50 |
| 04/29/2026 | 1102(E) | MICHIGAN GAS UTILITIES 178 PA | GAS UTILITY | 66.28 |
| 04/29/2026 | 1103(E) | MICHIGAN GAS UTILITIES - IRP | IRP NAT GAS | 44.97 |
| 04/29/2026 | 1104(E) | PRIORITY HEALTH | GROUP HEALTH INSURANCE | 33,706.05 |
| 04/29/2026 | 1105(E) | SEMCO ENERGY | NATURAL GAS | 0.60 |
| 04/29/2026 | 1106(E) | VISION SERVICE PLAN | GRP VISION INS | 225.31 |
| 04/30/2026 | 1108(E) | EGLTECH, INC | ONLINE SUPPORT | 278.25 |
| 04/30/2026 | 1109(E) | EGLTECH, INC | IT SERVICES | 2,290.80 |

SEWCK TOTALS:

Total of 39 Disbursements:

147,260.79

**KALAMAZOO LAKE SEWER AND WATER AUTHORITY
STATEMENT OF REVENUES AND EXPENSES
AS OF APRIL 30, 2026**

| | MTD | YTD | FY26 BUDGET | AVAILABLE BALANCE | % budget used |
|--|----------------------|----------------------|------------------------|------------------------|---------------|
| | 04/01/26 04/30/26 | 03/01/26 04/30/26 | 03/01/26 02/28/27 | Actual vs. Budget | |
| CONSOLIDATED REVENUES | | | | | |
| 613.000 Commodity | 28,726.29 | 159,303.25 | 1,297,105.81 | 1,137,802.56 | 12.28% |
| 614.000 Base | 180,227.47 | 539,684.98 | 2,212,548.00 | 1,672,863.02 | 24.39% |
| 628.000 Meter Install | 2,205.00 | 3,865.00 | 11,000.00 | 7,135.00 | 35.14% |
| 630.000 On/Off Fee | 4,760.00 | 5,320.01 | 11,000.00 | 5,679.99 | 48.36% |
| 651.000 Bank Fee | - | - | 296.00 | 296.00 | 0.00% |
| 657.000 Penalty | 6,579.06 | 6,385.61 | 34,000.00 | 27,614.39 | 18.78% |
| 665.000 Interest | 10,252.70 | 10,526.09 | 140,000.00 | 129,473.91 | 7.52% |
| 667.000 Equip Rental | - | - | 1,000.00 | 1,000.00 | 0.00% |
| 670.000 Misc. Income | - | 542.59 | 10,500.00 | 9,957.41 | 5.17% |
| TOTAL CONSOLIDATED REVENUES | \$ 232,750.52 | \$ 725,627.53 | \$ 3,717,449.81 | \$ 2,991,822.28 | 19.52% |
| CONSOLIDATED EXPENDITURES | | | | | |
| 702.000 Wages | 45,035.94 | 85,566.59 | 1,077,122.83 | 991,556.24 | 7.94% |
| 702.400 OC/OT | 13,032.88 | 23,990.70 | 128,395.10 | 104,404.40 | 18.69% |
| 715.000 Benefits | 46,294.09 | 60,590.44 | 400,381.98 | 339,791.54 | 15.13% |
| 727.000 Education/Training | 735.00 | 1,330.00 | 10,200.00 | 8,870.00 | 13.04% |
| 728.000 Occupational Medical | - | - | 2,800.00 | 2,800.00 | 0.00% |
| 729.000 Membership/Subscriptions | - | - | 6,000.00 | 6,000.00 | 0.00% |
| 730.000 Miss Dig | - | 276.00 | 7,500.00 | 7,224.00 | 3.68% |
| 731.000 Office | 7,467.09 | 13,299.09 | 75,227.00 | 61,927.91 | 17.68% |
| 731.100 Bank Fee | 143.87 | 300.76 | 1,000.00 | 699.24 | 30.08% |
| 731.200 IT | 2,569.05 | 9,039.32 | 69,895.00 | 60,855.68 | 12.93% |
| 732.000 Safety Equip | - | 401.47 | 10,000.00 | 9,598.53 | 4.01% |
| 733.000 Lab Equip/Supply | 46.85 | 92.50 | 24,000.00 | 23,907.50 | 0.39% |
| 734.000 Mailing | 351.45 | 440.17 | 3,000.00 | 2,559.83 | 14.67% |
| 745.000 Chemicals | 12,540.50 | 15,411.10 | 150,000.00 | 134,588.90 | 10.27% |
| 760.000 Uniforms/Rugs | 2,157.58 | 4,588.22 | 25,000.00 | 20,411.78 | 18.35% |
| 761.000 Meters | - | - | 50,000.00 | 50,000.00 | 0.00% |
| 770.000 Goods/Equip | 20,909.92 | 23,908.60 | 70,000.00 | 46,091.40 | 34.16% |
| 801.000 Audit/Accounting | 852.50 | 4,378.75 | 49,830.00 | 45,451.25 | 8.79% |
| 802.000 Authority | 200.00 | 450.00 | 3,750.00 | 3,300.00 | 12.00% |
| 803.000 Legal | 7,252.00 | 46,313.50 | 120,000.00 | 73,686.50 | 38.59% |
| 804.000 Engineering | 8,945.00 | 49,454.10 | 124,250.00 | 74,795.90 | 39.80% |
| 807.000 Lab Services | 2,494.75 | 5,209.90 | 40,000.00 | 34,790.10 | 13.02% |
| 850.000 Telecomm | 1,833.70 | 3,660.15 | 20,500.00 | 16,839.85 | 17.85% |
| 860.000 Mileage | - | - | 500.00 | 500.00 | 0.00% |
| 861.000 Fuel | 1,304.12 | 3,293.74 | 35,000.00 | 31,706.26 | 9.41% |
| 920.000 Natural Gas | 584.84 | 3,215.05 | 7,000.00 | 3,784.95 | 45.93% |
| 921.000 Electric | 18,192.03 | 55,521.49 | 350,000.00 | 294,478.51 | 15.86% |
| 929.000 Collection/Distribution | 338.70 | 1,093.70 | 110,000.00 | 108,906.30 | 0.99% |
| 930.000 Equip Maintenance | 5,723.15 | 19,016.85 | 200,000.00 | 180,983.15 | 9.51% |
| 931.000 Building Maintenance | 1,540.00 | 2,850.11 | 22,000.00 | 19,149.89 | 12.96% |
| 932.000 Fleet Maintenance | - | - | 15,000.00 | 15,000.00 | 0.00% |
| 934.000 Repair/Replace | - | 6,425.00 | 324,526.00 | 318,101.00 | 1.98% |
| 959.000 Regulatory Fees | - | - | 7,100.00 | 7,100.00 | 0.00% |
| 965.000 Authority Insurance | - | 51,459.00 | 51,077.40 | (381.60) | 100.75% |
| TOTAL CONSOLIDATED EXPENDITURES | \$ 200,545.01 | \$ 491,576.30 | \$ 3,591,055.31 | \$ 3,099,479.01 | 13.69% |
| NET OF CONSOLIDATED REVENUES & EXPENDITURES | \$ 32,205.51 | \$ 234,051.23 | \$ 126,394.50 | \$ (107,656.73) | n/a |

Note: Unaudited Financial Statement. For internal use only.
5/4/2026

KALAMAZOO LAKE SEWER AND WATER AUTHORITY
STATEMENT OF REVENUES AND EXPENSES-SEWER
AS OF APRIL 30, 2026

| SEWER | | MTD | YTD | FY25 BUDGET | AVAILABLE BALANCE | % budget used |
|--|-----------------------------|----------------------|----------------------|------------------------|------------------------|---------------|
| | | 04/01/26 04/30/26 | 03/01/26 04/30/26 | 03/01/26 02/28/27 | Actual vs. Budget | |
| CONSOLIDATED REVENUES | | | | | | |
| 613.000 | Commodity | 14,871.91 | 84,528.38 | 562,009.89 | 477,481.51 | 15.04% |
| 614.000 | Base | 87,934.13 | 263,275.32 | 1,107,720.00 | 844,444.68 | 23.77% |
| 651.000 | Bank Fee | - | - | 140.00 | 140.00 | 0.00% |
| 657.000 | Penalty | 2,395.65 | 2,320.67 | 15,000.00 | 12,679.33 | 15.47% |
| 658.120 | Debt Service - Lift Service | - | - | - | - | n/a |
| 658.120 | Debt Service - Treatment | - | - | - | - | n/a |
| 665.000 | Interest | 5,991.14 | 6,390.90 | 80,000.00 | 73,609.10 | 7.99% |
| 667.000 | Equip Rental | - | - | - | - | n/a |
| 670.000 | Misc. Income | - | - | 4,500.00 | 4,500.00 | 0.00% |
| TOTAL CONSOLIDATED REVENUES | | \$ 111,192.83 | \$ 356,515.27 | \$ 1,769,369.89 | \$ 1,412,854.62 | 20.15% |
| CONSOLIDATED EXPENDITURES | | | | | | |
| 702.000 | Wages | 18,014.37 | 34,226.62 | 646,273.70 | 612,047.08 | 5.30% |
| 702.400 | OC/OT | 5,213.15 | 9,596.28 | 77,037.06 | 67,440.78 | 12.46% |
| 715.000 | Benefits | 18,517.64 | 24,596.19 | 240,229.19 | 215,633.00 | 10.24% |
| 727.000 | Education/Training | 367.50 | 665.00 | 6,120.00 | 5,455.00 | 10.87% |
| 728.000 | Occupational Medical | - | - | 2,000.00 | 2,000.00 | 0.00% |
| 729.000 | Membership/Subscriptions | - | - | 2,000.00 | 2,000.00 | 0.00% |
| 730.000 | Miss Dig | - | - | 4,500.00 | 4,500.00 | 0.00% |
| 731.000 | Office | 3,365.09 | 6,227.79 | 45,136.20 | 38,908.41 | 13.80% |
| 731.100 | Bank Fee | 182.91 | 479.41 | 600.00 | 120.59 | 79.90% |
| 731.200 | IT | 1,027.62 | 3,615.73 | 41,937.00 | 38,321.27 | 8.62% |
| 732.000 | Safety Equip | - | 160.59 | 6,000.00 | 5,839.41 | 2.68% |
| 733.000 | Lab Equip/Supply | 46.85 | 92.50 | 14,400.00 | 14,307.50 | 0.64% |
| 734.000 | Mailing | 140.58 | 176.07 | 1,800.00 | 1,623.93 | 9.78% |
| 745.000 | Chemicals | 2,170.10 | 2,438.72 | 116,782.20 | 114,343.48 | 2.09% |
| 760.000 | Uniforms/Rugs | 2,157.58 | 4,588.22 | 15,000.00 | 10,411.78 | 30.59% |
| 770.000 | Goods/Equip | 2,369.66 | 3,569.14 | 42,000.00 | 38,430.86 | 8.50% |
| 801.000 | Audit/Accounting | 341.00 | 1,751.50 | 29,898.00 | 28,146.50 | 5.86% |
| 802.000 | Authority | 100.00 | 225.00 | 2,250.00 | 2,025.00 | 10.00% |
| 803.000 | Legal | 2,900.80 | 18,525.40 | 72,000.00 | 53,474.60 | 25.73% |
| 804.000 | Engineering | 8,669.00 | 48,768.00 | 63,250.00 | 14,482.00 | 77.10% |
| 807.000 | Lab Services | 2,014.75 | 4,249.90 | 24,000.00 | 19,750.10 | 17.71% |
| 850.000 | Telecomm | 733.47 | 1,464.04 | 8,000.00 | 6,535.96 | 18.30% |
| 860.000 | Mileage | - | - | 200.00 | 200.00 | 0.00% |
| 861.000 | Fuel | 391.24 | 988.13 | 21,000.00 | 20,011.87 | 4.71% |
| 920.000 | Natural Gas | 233.94 | 1,286.02 | 3,000.00 | 1,713.98 | 42.87% |
| 921.000 | Electric | 9,096.02 | 27,760.74 | 210,000.00 | 182,239.26 | 13.22% |
| 929.000 | Collection/Distribution | 338.70 | 338.70 | 85,000.00 | 84,661.30 | 0.40% |
| 930.000 | Equip Maintenance | 5,723.15 | 13,096.64 | 120,000.00 | 106,903.36 | 10.91% |
| 931.000 | Building Maintenance | 806.00 | 1,330.04 | 12,000.00 | 10,669.96 | 11.08% |
| 932.000 | Fleet Maintenance | - | - | 9,000.00 | 9,000.00 | 0.00% |
| 934.000 | Repair/Replace | - | 3,855.00 | 134,026.00 | 130,171.00 | 2.88% |
| 959.000 | Regulatory Fees | - | - | 4,260.00 | 4,260.00 | 0.00% |
| 965.000 | Authority Insurance | - | 26,653.82 | 30,646.44 | 3,992.62 | 86.97% |
| TOTAL CONSOLIDATED EXPENDITURES | | \$ 84,921.12 | \$ 240,725.19 | \$ 2,090,345.79 | \$ 1,849,620.60 | 11.52% |
| NET OF CONSOLIDATED REVENUES & EXPENDITURES | | \$ 26,271.71 | \$ 115,790.08 | \$ (320,975.90) | \$ (436,765.98) | n/a |

Note: Unaudited Financial Statement. For internal use only.
5/4/2026

KALAMAZOO LAKE SEWER AND WATER AUTHORITY
STATEMENT OF REVENUES AND EXPENSES-WATER
AS OF APRIL 30, 2026

| WATER | MTD | | YTD | FY25 BUDGET | AVAILABLE BALANCE | % budget used |
|--|--------------------------|----------------------|----------------------|------------------------|------------------------|---------------|
| | 04/01/26 | 04/30/26 | 03/01/26 | 03/01/26 | Actual vs. Budget | |
| CONSOLIDATED REVENUES | | | | | | |
| 613.000 | Commodity | 13,854.38 | 74,774.87 | 735,095.92 | 660,321.05 | 10.17% |
| 614.000 | Base | 92,293.34 | 276,409.66 | 1,104,828.00 | 828,418.34 | 25.02% |
| 628.000 | Meter Install | 2,205.00 | 3,865.00 | 11,000.00 | 7,135.00 | 35.14% |
| 630.000 | On/Off Fee | 4,760.00 | 5,320.01 | 11,000.00 | 5,679.99 | 48.36% |
| 651.000 | Bank Fee | - | - | 156.00 | 156.00 | 0.00% |
| 657.000 | Penalty | 4,183.41 | 4,064.94 | 19,000.00 | 14,935.06 | 21.39% |
| 665.000 | Interest | 4,261.56 | 4,135.19 | 60,000.00 | 55,864.81 | 6.89% |
| 667.000 | Equip Rental | - | - | 1,000.00 | 1,000.00 | 0.00% |
| 670.000 | Misc. Income | - | 542.59 | 6,000.00 | 5,457.41 | 9.04% |
| TOTAL CONSOLIDATED REVENUES | | \$ 121,557.69 | \$ 369,112.26 | \$ 1,948,079.92 | \$ 1,578,967.66 | 18.95% |
| CONSOLIDATED EXPENDITURES | | | | | | |
| 702.000 | Wages | 27,021.57 | 51,339.97 | 430,849.13 | 379,509.16 | 11.92% |
| 702.400 | OC/OT | 7,819.73 | 14,394.42 | 51,358.04 | 36,963.62 | 28.03% |
| 715.000 | Benefits | 27,776.45 | 35,994.25 | 160,152.79 | 124,158.54 | 22.47% |
| 727.000 | Education/Training | 367.50 | 665.00 | 4,080.00 | 3,415.00 | 16.30% |
| 728.000 | Occupational Medical | - | - | 800.00 | 800.00 | 0.00% |
| 729.000 | Membership/Subscriptions | - | - | 4,000.00 | 4,000.00 | 0.00% |
| 730.000 | Miss Dig | - | 276.00 | 3,000.00 | 2,724.00 | 9.20% |
| 731.000 | Office | 4,102.00 | 7,071.30 | 30,090.80 | 23,019.50 | 23.50% |
| 731.100 | Bank Fee | (39.04) | (178.65) | 400.00 | 578.65 | -44.66% |
| 731.200 | IT | 1,541.43 | 5,423.59 | 27,958.00 | 22,534.41 | 19.40% |
| 732.000 | Safety Equip | - | 240.88 | 4,000.00 | 3,759.12 | 6.02% |
| 733.000 | Lab Equip/Supply | - | - | 9,600.00 | 9,600.00 | 0.00% |
| 734.000 | Mailing | 210.87 | 264.10 | 1,200.00 | 935.90 | 22.01% |
| 745.000 | Chemicals | 10,370.40 | 12,972.38 | 33,217.80 | 20,245.42 | 39.05% |
| 760.000 | Uniforms/Rugs | - | - | 10,000.00 | 10,000.00 | 0.00% |
| 761.000 | Meters | - | - | 50,000.00 | 50,000.00 | 0.00% |
| 770.000 | Goods/Equip | 18,540.26 | 20,339.46 | 28,000.00 | 7,660.54 | 72.64% |
| 801.000 | Audit/Accounting | 511.50 | 2,627.25 | 19,932.00 | 17,304.75 | 13.18% |
| 802.000 | Authority | 100.00 | 225.00 | 1,500.00 | 1,275.00 | 15.00% |
| 803.000 | Legal | 4,351.20 | 27,788.10 | 48,000.00 | 20,211.90 | 57.89% |
| 804.000 | Engineering | 276.00 | 686.10 | 61,000.00 | 60,313.90 | 1.12% |
| 807.000 | Lab Services | 480.00 | 960.00 | 16,000.00 | 15,040.00 | 6.00% |
| 850.000 | Telecomm | 1,100.23 | 2,196.11 | 12,500.00 | 10,303.89 | 17.57% |
| 860.000 | Mileage | - | - | 300.00 | 300.00 | 0.00% |
| 861.000 | Fuel | 912.88 | 2,305.61 | 14,000.00 | 11,694.39 | 16.47% |
| 920.000 | Natural Gas | 350.90 | 1,929.03 | 4,000.00 | 2,070.97 | 48.23% |
| 921.000 | Electric | 9,096.01 | 27,760.75 | 140,000.00 | 112,239.25 | 19.83% |
| 929.000 | Collection/Distribution | - | 755.00 | 25,000.00 | 24,245.00 | 3.02% |
| 930.000 | Equip Maintenance | - | 5,920.21 | 80,000.00 | 74,079.79 | 7.40% |
| 931.000 | Building Maintenance | 734.00 | 1,520.07 | 10,000.00 | 8,479.93 | 15.20% |
| 932.000 | Fleet Maintenance | - | - | 6,000.00 | 6,000.00 | 0.00% |
| 934.000 | Repair/Replace | - | 2,570.00 | 190,500.00 | 187,930.00 | 1.35% |
| 959.000 | Regulatory Fees | - | - | 2,840.00 | 2,840.00 | 0.00% |
| 965.000 | Authority Insurance | - | 24,805.18 | 20,430.96 | (4,374.22) | 121.41% |
| TOTAL CONSOLIDATED EXPENDITURES | | \$ 115,623.89 | \$ 250,851.11 | \$ 1,500,709.52 | \$ 1,249,858.41 | 16.72% |
| NET OF CONSOLIDATED REVENUES & EXPENDITURES | | \$ 5,933.80 | \$ 118,261.15 | \$ 447,370.40 | \$ 329,109.25 | n/a |

Note: Unaudited Financial Statement. For internal use only.

5/4/2026



Minutes
Regular Monthly Meeting
Monday, April 20, 2026, 10:00 AM
KLSWA WWTP 6449 Old Allegan Road Saugatuck, MI 49453

1. **Call to Order:** Chairman Freeman called the meeting to order at 10:02 AM
2. **Roll Call:**
 1. Present – Commissioners: Clark, DeFranco, Freeman, Ludwick
 2. KLSWA: Administrator Miller
3. **Approval of Agenda:**
 1. Motion to approved agenda by Clark. Seconded by DeFranco. Motion carries unanimously by voice vote
4. **Public Comments:**
 1. Former KLSWA T. Vink spoke about difficulty getting benefit issues resolved. Both health insurance and retirement benefits had ex-employee listed as “Active”. Health Insurance has been resolved. Retirement benefits still not resolved.
5. **Consent Agenda:**
 1. Motion to approve the Consent Agenda as presented by DeFranco. Seconded by Clark. Motion carries unanimously by voice vote
6. **Administrator’s Report:**
 1. Administrator Miller noted continued support from all communities. Miller is currently being regularly updated on projects happening in the communities.
 2. Lift Station Pump #3 has been out of operation since the end of 2024. Administrator Miller recommends a purchase of a new pump ASAP as well as refurbishing former pump to use as a back-up. Motion to move forward with purchase of a new pump, not to exceed \$75K AND repair of back-up pump, not to exceed \$50K by Clark. Seconded by DeFranco. Motion carries unanimously by voice vote.
 3. Administrator Miller will work to put together a Finance Director job posting. This job posting will be reviewed by the Board of Commissioners at the May meeting.
7. **New Business:**
 1. F&V Memo on SRF Project Cost Eligibility – EGLE determined that the biosolids removal submitted with the original SRF bid is not eligible for State funds as well as some paving costs. KLSWA will be responsible for \$750K - \$1M for biosolid removal costs as well as \$250K for paving costs. Board agreed to take advantage of economies of scale by proceeding with work during same timeframe as SRF Project work.
 2. Mika Meyers Intent to Issue Bonds – Motion made by DeFranco to issue a Resolution to Purchase, Acquire, and Construct improvements to the Kalamazoo Lake Sewer and Water Authority; Authorize Publication of Notice of Intent to Issue Revenue Bonds. Clark seconded. Role Call Vote: DeFranco – Yes, Clark – Yes, Freeman – Yes, Ludwick – Yes. Johnson was absent. Motion to Issue passed unanimously by Role Call Vote.



8. Old Business:

1. Union Update - Administrator Miller noted the union has no updates for the Board at this time
2. Authority/Water Advisory Committee status
 - i. Discussion
 1. Draft agreement due to communities by Andy Campbell of Bendzinski & Company by May 15th
 2. DeFranco asked if Mr. Campbell should come to KLSWA to present high overview of KLSWA's responsibilities.
 3. Freeman's understanding was that KLSWA would wait until the 3 communities had come to an agreement before getting KLSWA involved.
 4. Clark stated that the Authority needs to weigh in but as the Authority, not as each member representing their own community only. Suggestion made to have Administrator Miller attend all future Water Advisory Committee meetings.
 5. DeFranco noted that KLSWA currently cannot speak as one voice to the communities so we should wait before getting involved with Agreement meetings until such time we are able to have a consensus.
 - ii. Determination – Freeman will reach out to Mr. Campbell to present a high level overview of the agreement and his recommendations of what KLSWA should be working on for negotiating purposes. Freeman will follow-up with Board on when that presentation will occur.

9. Commissioner Comments:

1. DeFranco – announced his resignation as Temporary Commissioner. This will be his last meeting with KLSWA
2. Clark – thanked DeFranco for his work on the Commission
3. Ludwick – Noted that DeFranco will be greatly missed and thanked him for his service
4. Freeman – Welcomed DeFranco's replacement, Jon Helmrich, to the Commission and thanked DeFranco for his hard work. Thanked Administrator Miller for his continued involvement with the communities. Noted severance check is now owed to Interim Administrator Fink.

10. Adjournment – Motion made by Clark, seconded by DeFranco to adjourn. Motion passed unanimously by voice vote. Meeting adjourned at 11:17 am.

- Next Regular Meeting: Monday, May 18, 2026, 10:00 AM KLSWA WWTP

Respectfully submitted,

Jennifer Ludwick
Secretary/Treasurer

Operations Report 4/20/2026 to 5/17/2026

Collections System:

- Routine monthly inspection reveal no new issues within the system and in proper working order.
- Both replacement and parts for rebuild for Lift Station 1 pumps have been ordered by Kennedy Industries.

Distribution System:

- All routine well and distribution water tests have been collected and checked for quality issues, all test results at all locations are within normal range as expected.
- Monthly Water Quality Parameters including Bac-T's routinely collected throughout the water system, all results returned favorably. All samples passed with negative results for coliform contamination.
- Hydrant Flushing has been concluded, with unexpected repairs and weather extending the original time table by a couple days. There was overwhelming positive response from both the public and workers, as we implemented new flushing techniques and procedures this year to provide a better experience and higher quality water for the community.
- A water main rupture at union street by the boat launch took place during flushing. While the repair itself was addressed quickly by our operators, ground restoration was made uniquely difficult due to the highwater table and excessive rain at time of break. Site restoration is currently nearing completion.

WWTP Lab:

- Three standard high flow discharges were performed this month.
- QA/QC test results routinely ran during discharge came back good, and remain in compliance.

IRP Maintenance / Repair:

- With the final installation of Well 1 pump and new motor, all repairs have been completed at the IRP. Both Wells operate and produce water volume's well above expectations. Initial Bac-t test passed with a negative result, awaiting second result for confirmation. Ready for return to service, new VFD being installed beginning of week of the 18th with expectations of return to operation by end of the week of 18th at latest.

WWTP Facility:

- Total Solids DMR's for past years 2022, 2023, and 2024 have been completed and submitted to EGLE, clearing three more years of violations from KLSWA WWTP records.

Shawn Sisson

5/14/2026

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

| COMMUNITY | MONTH <u>March 2026</u> | | BILLING DATE <u>04/15/26</u> | | | | | | |
|-----------------------|-------------------------|------------------|------------------------------|--------------|-----------------|--------------|-----------------|--------------|------------|
| | GALLONS | | MEU'S | | BILLED ACCOUNTS | | BILLED ACCOUNTS | | MEU'S |
| | WATER | SEWER | WATER | SEWER | WATER | SEWER | DS-LS | DS-T | IRRI* |
| DOUGLAS | -475,301 | 102,644 | 1,463 | 1,367 | 1,281 | 1,059 | 1,365 | 1,365 | 140.8 |
| SAUGATUCK | 3,890,207 | 3,810,859 | 1,302 | 1,108 | 978 | 838 | 1,102 | 1,102 | 21.0 |
| SAUGATUCK TWP - NORTH | 655,643 | -487,116 | 923 | 380 | 719 | 258 | 8 | 378 | 36.3 |
| SAUGATUCK TWP - SOUTH | 258,306 | 143,178 | 98 | 37 | 71 | 21 | 18 | 37 | 4.0 |
| LAKETOWN | 260,137 | 186,918 | 81 | 45 | 66 | 32 | 0 | 44 | 0.5 |
| TOTAL | 4,588,991 | 3,756,483 | 3,867 | 2,936 | 3,115 | 2,208 | 2,492 | 2,925 | 203 |

*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 | March 2026 | | | BILLING DATE | 04/15/26 | | | |
|------------------------------------|---------------------|-----------------------|---------------------|-----------------|-------------------|--------------------|-------------------|------------------------|
| COMMUNITY | Billed Gallons | Gallon adj | Final Gallons | Billed Units | Billed Dollars | Billing Adj | Final Dollars | Rate |
| DOUGLAS | | | | | | | | |
| Douglas Water Base | | | | 1,757.50 | 36,989.18 | (182.35) | 36,806.83 | 21.05 |
| 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 | | | | 1,364.50 | 10,497.10 | (56.71) | 10,440.39 | 7.69 |
| KLSWA Sewer Debt LS | | | | 1,364.50 | 5,465.49 | (22.73) | 5,442.76 | 4.01 |
| KLSWA Sewer Base | | | | 1,367.00 | 41,066.19 | (230.50) | 40,835.69 | 30.04 |
| KLSWA Water Base | | | | 1,462.50 | 33,341.33 | (199.72) | 33,141.61 | 22.80 |
| KLSWA Wtr Base Irrig | | | | 281.50 | 3,260.44 | | 3,260.44 | 11.58 |
| KLSWA Water Comm | 4,491,899.58 | (4,967,201.04) | (475,301.46) | | 13,478.16 | (14,952.62) | (1,474.46) | 3.00 per 1,000 gallons |
| KLSWA Sewer Comm | 4,312,539.88 | (4,209,896.04) | 102,643.84 | | 17,338.84 | (16,906.47) | 432.37 | 4.02 per 1,000 gallons |
| TOTAL DOUGLAS | 8,804,439.46 | (9,177,097.08) | (372,657.62) | 7,599.50 | 161,459.23 | (32,551.10) | 128,908.13 | |
| SAUGATUCK | | | | | | | | |
| saug city water base | | | | 1,341.50 | 30,855.99 | | 30,855.99 | 23.00 |
| KLSWA Debt Serv Trea | | | | 1,102.00 | 8,133.23 | | 8,133.23 | 7.38 |
| KLSWA Sewer Debt LS | | | | 1,102.00 | 4,423.26 | | 4,423.26 | 4.01 |
| KLSWA Sewer Base | | | | 1,108.00 | 33,206.93 | | 33,206.93 | 29.97 |
| KLSWA Water Base | | | | 1,302.00 | 29,102.74 | | 29,102.74 | 22.35 |
| KLSWA Wtr Base Irrig | | | | 42.00 | 483.00 | | 483.00 | 11.50 |
| KLSWA Water Comm | 3,623,407.00 | 266,800.00 | 3,890,207.00 | | 10,974.46 | 800.40 | 11,774.86 | 3.03 per 1,000 gallons |
| KLSWA Sewer Comm | 3,544,059.00 | 266,800.00 | 3,810,859.00 | | 14,199.91 | 841.75 | 15,041.66 | 4.01 per 1,000 gallons |
| TOTAL SAUGATUCK | 7,167,466.00 | 533,600.00 | 7,701,066.00 | 5,997.50 | 131,379.52 | 1,642.15 | 133,021.67 | |
| SAUGATUCK TWP - NORTH | | | | | | | | |
| Saug Twp Water Base | | | | 857.00 | 16,212.42 | | 16,212.42 | 18.92 |
| Saug Twp Sewer Base | | | | 381.50 | 1,340.68 | | 1,340.68 | 3.51 |
| KLSWA Debt Serv Trea | | | | 378.00 | 2,801.08 | | 2,801.08 | 7.41 |
| KLSWA Sewer Debt LS | | | | 7.50 | 30.00 | | 30.00 | 4.00 |
| KLSWA Sewer Base | | | | 379.50 | 11,431.51 | | 11,431.51 | 30.12 |
| KLSWA Water Base | | | | 923.00 | 21,228.30 | | 21,228.30 | 23.00 |
| KLSWA Wtr Base Irrig | | | | 72.50 | 833.75 | | 833.75 | 11.50 |
| KLSWA Water Comm | 655,642.90 | | 655,642.90 | | 1,989.78 | | 1,989.78 | 3.03 per 1,000 gallons |
| KLSWA Sewer Comm | (487,116.00) | | (487,116.00) | | (1,927.80) | | (1,927.80) | 3.96 per 1,000 gallons |
| TOTAL SAUGATUCK TWP - NORTH | 168,526.90 | - | 168,526.90 | 2,999.00 | 53,939.72 | - | 53,939.72 | |

SAUGATUCK TWP - SOUTH

| | | | | | | |
|------------------------------------|-------------------|------------|-------------------|---------------|-----------------|------------------------|
| Douglas Water Base | | | 4.50 | 94.50 | 94.50 | 21.00 |
| Saug Twp Water Base | | | 96.00 | 1,816.00 | 1,816.00 | 18.92 |
| Saug Twp Sewer Base | | | 34.50 | 120.75 | 120.75 | 3.50 |
| KLSWA Debt Serv Trea | | | 36.50 | 269.37 | 269.37 | 7.38 |
| KLSWA Sewer Debt LS | | | 18.00 | 72.00 | 72.00 | 4.00 |
| KLSWA Sewer Base | | | 36.50 | 1,095.00 | 1,095.00 | 30.00 |
| KLSWA Water Base | | | 98.00 | 2,254.00 | 2,254.00 | 23.00 |
| KLSWA Wtr Base Irrig | | | 8.00 | 92.00 | 92.00 | 11.50 |
| KLSWA Water Comm | 258,306.00 | 258,306.00 | | 779.77 | 779.77 | 3.02 per 1,000 gallons |
| KLSWA Sewer Comm | 143,178.00 | 143,178.00 | | 572.69 | 572.69 | 4.00 per 1,000 gallons |
| TOTAL SAUGATUCK TWP - SOUTH | 401,484.00 | - | 401,484.00 | 332.00 | 7,166.08 | - |

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 | 260,137.00 | 260,137.00 | | 780.43 | 780.43 | 3.00 per 1,000 gallons |
| KLSWA Sewer Comm | 186,918.00 | 186,918.00 | | 747.66 | 747.66 | 4.00 per 1,000 gallons |
| TOTAL LAKETOWN | 447,055.00 | - | 447,055.00 | 245.00 | 6,172.12 | - |
| TOTAL | 16,988,971.36 | (8,643,497.08) | 8,345,474.28 | 17,173.00 | 360,116.67 | (30,908.95) |



KLSWA ADMINISTRATOR'S REPORT

May 18, 2026

TO: Kalamazoo Lake Sewer & Water Authority Board Members

FROM: Robert Miller, Authority Administrator

1. KLSWA Clean Water State Revolving Fund WWTP Improvement Project Update

KLSWA has been working with Fleis & VandeBrink since 2023 to secure a low-interest loan for wastewater treatment improvements that will improve infrastructure reliability, treatment efficiency, and reduce energy costs. The total loan amount is estimated at \$5,575,000 @ 2.75% interest, repayable over 30 years. Below is a summary of the improvements being sought:

- Reconfigure sludge and supernatant piping
- Sludge pump replacements
- Installation of flow meter on sludge line (necessary to record actual plant discharge flows)
- New influent sludge lines to sludge lagoon #1
- Biosolids removal from Aeration Lagoon #3 and Sludge Lagoon #1
- Secondary clarifier improvements (necessary to achieve more effective solids settling)
- Plant standby generator replacement
- Relocation of fuel tanks and miscellaneous site improvements
- Improving a portion of existing cold storage with heating, insulation, and lighting

As I "settled" into my new role here at KLSWA, it was quickly made clear that work on this project needed to be high priority to meet a State-imposed May 13 application milestone. In the last several weeks I've been able to work alongside F&V on overall project management and design, Mika Meyers as the bond counsel, Bendzinski & Co. for financial services, and the community leaders from the CM's to gather population, employment, and utility usage information.

Current milestones have all been met, and we are on track for a June bidding of the construction services.

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, and following authorization at last month's Regular Meeting, I ordered a new replacement pump to be installed ASAP (16-week lead time), and also authorized the repair of the failed pump to be kept at KLSWA as a spare (>20-week lead) when it is done.

3. Administration

Billing cycle audits and customer account maintenance has demanded a lot of time and resources from our front office staff in the past 30 days. We're putting a lot of effort into reconciling flagged and otherwise problematic accounts. We've been doing a lot of customer outreach, scheduling of appointments, and meter repair/replacements. Communication back to the Admin group on what is being observed/repaired/alterd in the field is absolutely critical for accurate and efficient billing. Operations and Administration have been doing a great job passing information back and forth.

I spent a significant amount of time in the past few weeks with our partners at the **Municipal Employee's Retirement System (MERS)**, including an onsite meeting here at KLSWA with Veronica LaBar, our Regional Account Manager. Veronica was extremely helpful in explaining our plan offerings, explaining some employer responsibilities, and reviewing plan financials. She'll be returning in a few weeks to present our completed 2025 Financial Report, and to discuss any abnormalities that may turn up during a routine, complimentary audit of our organization.

I also met this past week with **Hydro-Corp**, a Michigan-based national firm that conducts State-mandated cross connection inspections in public water systems. As I'm working through and understanding existing job descriptions here at KLSWA, this may be an area worth exploring a partnership with a contractor.

Our **2025 Annual Consumer Confidence Report (CCR)**, due by July 1 of each year, has been submitted to EGLE and is available at klswa.com. There will be a message on an upcoming bill informing the customer of the availability of the report. Hard copies will also be available at the KLSWA office.

4. Personnel & Staffing

Office Administrative Assistant – Kate Milzarski started with us on April 6. The majority of her time so far has been spent as a front-line customer service provider and on customer account and billing-related tasks. Kate is still brand-new to the group, but I hope that her joining the front office will allow Joe, in the near term, enough freedom to prioritize his workload in a way that is manageable and efficient.

System Operator I and/or II – Scott Herbert jumped his start date up a week and began work with KLSWA on May 4. Scott has already shown to be an excellent fit. His prior experience makes him very comfortable in the public works setting, he brought to the table years of water and sewer curiosity with him on day one, and is already performing certain tasks/routines independently and successfully. It will be my intention to add additional (budgeted) operations staff in the mid-term.

Operations Supervisor – Have a DRAFT job description in place. This one took a little longer than I had anticipated. My intent would be for this to be a "true" supervisor position with the proper authority to assign tasks, schedule work, conduct reviews, etc. There were some challenges with the way this job title was applied in the past, and how it was discussed with the International Union of Operating Engineers. I should be very close to making this spot ready to fill.

Chief Financial Officer/Director of Finance – This posting was made live on the KLSWA website this week and will be posted on Michigan Municipal League and Indeed ASAP. A lot of input from KLSWA Board members, MML wage data, existing KLSWA descriptions, and current comps in the region went into the development of this posting. I look forward to seeing the candidate applications. A copy of the current posting is attached.

Enclosure

