



Minutes
Regular Monthly Meeting
Monday, June 15, 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 10:03 AM
2. **Roll Call:**
 1. Present – Commissioners: Freeman, Helmrich, Johnson, Ludwick
 2. KLSWA: B Miller, A Smith
 3. Guests: Steve Bishop from Fleis & Vandenbrink, Nathaniel Wolf from Mika Meyers
3. **Approval of Agenda:**
 1. Motion to approved agenda by Johnson . Seconded by Helmrich. Motion carries unanimously by voice vote
4. **Public Comments:**
 1. Daniel DeFranco, Saugatuck Township Manager, addressed some of the location questions from the previous meeting regarding the location of the new sewer line. Also addressed the cost share option that was also previously discussed.
5. **Consent Agenda:**
 1. Motion to approve the Consent Agenda by Ludwick . Seconded by Johnson. Motion carries unanimously by voice vote.
6. **Administrator's Report:**
 1. On schedule for the SRF WWTP Improvement Project with construction to begin this fall.
 2. Customer Account Maintenance occurring currently. Some clean-up was required after the departure of the previous Office Administrator.
 3. 2024 EGLE Sanitary Survey – KLSWA is now due for a compliance audit. The first onsite meeting with EGLE will occur on August 28th
 4. Cross Connection Inspection Compliance – Administrator Miller recommends contracting out this work to Hydro-Corp. He will bring forth a proposal to the July meeting.
 5. Andrew Smith, the new Finance Director for KLSWA, was introduced. He started on June 15th.
7. **Old Business:**
 1. Proposed Old Allegan Road Sanitary Sewer Construction – Steve Bishop from Fleis & Vandenbrink gave an update that work has progressed with Prein & Newhof. Engineer firms have been trying to work with Consumers Energy to address some low-hanging wires that are preventing the removal of existing pumps. As of today, those pumps are considered inoperatable until this issue is resolved.
 2. Union Update – Closed Session required for this update.
 3. Authority/Water Advisory Committee status - Discussions to continue, current draft of report was distributed to full Authority Board. No further developments. Next meeting is Thursday, June 18th at 12:30 pm at Douglas City Hall.



4. Revisit March Billed Usage Report – The March report was pulled from the May agenda for further data investigation. Administrator Miller explained that the March report was actually correct and there were some adjustments made to several billing accounts that created negative values for usage. These were fixes completed in March for January and February billing errors. The four-month averages all are in line with historic usages. These billing issues and values were confirmed as accurate by Matt Smith of Vredevelde Haefner LLC.
8. **New Business:** None
9. **Commissioner Comments:**
 1. Johnson – none
 2. Helmrich – tomorrow is his last day of radiation!
 3. Ludwick – none
 4. Freeman – thoughts on making a change to having a Board Chair serve a two-year term. This change would require a change to the by-laws and Authority Articles of Incorporation. Just something to consider for future.
10. **Closed Session** – Johnson made a motion and Ludwick seconded to meet in a closed session at 10:36 am pursuant to Section 8(h) of the Open Meetings Act to consider material which is exempt from disclosure under Section 13(l)(g) of Michigan’s Freedom of Information Act. Helmrich made a motion to move out of Closed Session. Ludwick seconded. Closed session adjourned at 11:02 am.
11. **Adjournment** – Meeting adjourned at 11:02 am.
- Next Regular Meeting: Monday, June 15, 2026, 10:00 AM KLSWA WWTP

Respectfully submitted,

Jennifer Ludwick
Secretary/Treasurer