

Minutes
Regular Monthly Meeting
Monday, July 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 10:11am
- 2. Roll Call:**
 - a. Present – Commissioners: Clark, Freeman, Helmrich, Johnson
 - b. Absent - Ludwick
 - c. KLSWA: Administrator Miller, Finance Director Smith, Office Administrator Milzarski
 - d. Guests: Steve Bishop (Fleis & Vandenbrink), Tyler DeNoyer (Prein & Newhof), Mark Nettleton (Mika Meyers), Daniel DeFranco (Saugatuck Township), Mark Ondersma (City of Saugatuck), Corey Turner (Fleis & Vandenbrink)
- 3. Approval of Agenda:**
 - a. Motion to approve agenda by Clark. Seconded by Helmrich. Motion carries unanimously by voice vote.
- 4. Public Comments:** None
- 5. Consent Agenda:**
 - a. Motion to approve the Consent Agenda as presented by Clark. Seconded by Helmrich. Motions carries unanimously by voice vote.
 - i. Commissioner Clark wanted to note that the detail that went into the check register was very informative, was very easy to go through and see what was there.
- 6. Administrators Report:**
 - a. Administrator Miller noted the first half of new business is administrative financial policies we have been working on to identify and clarify with Andrew's help.
 - b. Administrator Miller noted the agenda is heavy with CWSRF project details and action items. I summarized and offered some instruction regarding the project. Mark Nettleton is here and partners from Fleis & Vandenbrink are here to talk the bonding and project side if there are any questions.

7. Old Business:

- a.** Old Allegan Lift Station, Easement, Plant Connection – Tyler DeNooyer from Prein & New Newhof and Daniel DeFranco from Saugatuck Township provided updates on the continuing efforts to finalize the design and route of the force main into the treatment plant. A repackaging of the project will be provided to the Board for review.
- b.** Discussion on Authority/Water Advisory Committee status – date for next meeting has not been chosen yet. Andy Campbell will be reviewing the financials at the City of Saugatuck's request.

8. New Business:

- a.** KLSWA Contract w/HydroCorp – Clark inquired about implications to the budget by adopting. Administrator Miller confirmed with Finance Director Smith that it could easily be absorbed.
 - i.** Motion to authorize Authority Administrator to execute the attached HydroCorp Service Agreement at a cost of \$14,976.00 by Clark Helmrich. Second by Clark. All in Favor Vote – 4 Ayes 0 Nays
- b.** Finance and Account Management Policies
 - i.** KLSWA Capitalization Policy – Discussion: Derived from previous years audit, the need to have a written policy was noted. The resolution is just documenting our current practice. A resolution and policy binder will be available in addition to electronic retention as well. Public communication will be made when needed.
 - 1.** Motion to adopt resolution 2026720A establishing an asset capitalization policy for KLSWA by Johnson. Second by Clark.
Roll Call - Clark: Yes Freeman: Yes Helmrich: Yes: Johnson: Yes
 - ii.** KLSWA Denied Access Policy- Discussion: Cost recovery effort for customers that do not respond to request to access meter for repairs/updates. Appointments are needed to ensure accurate reads for billing. Over 60 days with no response before a fee is incurred. The \$20 fee covers the cost of multiple attempts to contact them, including a door tag. After 180 days of no contact, the Administrator would have the choice to shut off service if needed.
 - 1.** Motion to adopt resolution 2026720B establishing meter access rights and denied access penalty for KLSWA by Clark. Second by Helmrich. Roll Call - Clark: Yes Freeman: Yes Helmrich: Yes: Johnson: Yes

2. Attorney will review and if revisions are needed, it will be presented to the Board for revision.
- iii. KLSWA Past Due Collections Policy- Discussion: The current policy mirrors the previous policy from 2010. First notification would be sent via postcard when an account is 10 days past due. repeated the next month. 60 days would receive door tag (3rd Notice), shut off notice after with two weeks following a disconnection of service. 180 days before being applied to tax roll.
1. Motion to adopt resolution 2026720C establishing a collections policy on past due invoices for KLSWA by Johnson. Second by Clark. Roll Call - Clark: Yes Freeman: Yes Helmrich: Yes: Johnson: Yes
 2. Noted over \$100,000 account receivable past due accounts. Hopeful that within 6 months we can collect much of that amount. Advised we would complete all collections in-house and only cost would be staff labor. Main cost would be sending operators to hang notices and shut off.
 3. This will be communicated to the public via full-page billing statements starting next month. We have received a lot of feedback regarding the readability of the statements. Great opportunity to provide clarification, and public education to residents.
- iv. KLSWA Paperless Billing/Payment Credit – Credit helps encourage residents to enroll. Benefit to KLSWA is a cost savings from processing electronically versus a mailed lockbox payment. Ensures timely collection and reduces collections.
1. Motion to adopt resolution 2026720D establishing a paperless billing and ACH autopay credit program for KLSWA by Clark. Second by Helmrich. Roll Call - Clark: Yes Freeman: Yes Helmrich: Yes: Johnson: Yes
- v. Current KLSWA Banking Services – Currently banking with Huntington and paying \$400/mo. A change to West Michigan Community Bank would be making roughly \$5100/mo. It would also require two person authentication and eliminate an open risk window previously identified in the audit. In conjunction with the ACH policy, if we can reduce our lock box payments we can process payments internally. Not only would we reduce the cost of processing each payment, we would be able to provide better customer service.

1. Motion to adopt the resolution 2026720E acknowledging Andrew Smith as KLSWA's Finance Director, and granting him the rights detailed on said resolution by Helmrich. Second by Clark. Roll Call - Clark: Yes Freeman: Yes Helmrich: Yes: Johnson: Yes

c. 2026 CWSRF Wastewater Treatment Plant (WWTP) Improvements –

- i. Motion to approve Amendment 1 as present in Exhibit C to the existing DBIA Agreement with F&V with proposed changes by Clark. Second by Johnson. Voice Vote: All in favor, none opposed.
- ii. Tentative Award of WWTP Improvement Contract – Motion to adopt resolution 2026720F to tentatively award a construction contract for wastewater system improvements by Johnson. Second by Helmrich
 1. Discussion: Attorney Nettleton stated it is tentative subject to closing on financing. If we don't close on financing you are not obligated on the construction contract. Corey from Fleis and Vandenbrink said a draft resolution was submitted however the project manager through SRF has asked for a signed copy of the resolution by the end of the month and loan closing is anticipated at the end of August.
 2. Roll Call - Clark: Yes Freeman: Yes Helmrich: Yes: Johnson: Yes
- iii. CWSRF Bendzinski Financial Analysis – Administrator Miller provided a summary of the pros and con of 20-year versus 30-year term.
- iv. Resolution to authorize Issuance of Junior Lein Sewer Revenue bonds-
 1. Motion to adopt resolution 2026720G to authorize issuance of \$4,100,000 Junior Lein Sewer Revenue Bonds, Series 2026 for 30 years by Johnson. Second by Clark. Roll Call - Clark: Yes Freeman: Yes Helmrich: Yes: Johnson: Yes
- v. Approval of CWSRF Agreements-
 1. Motion to adopt resolution 2026720H to approve CWSRF Clean Water, State Revolving Funds Agreements by Clark. Second by Helmrich. Roll Call - Clark: Yes Freeman: Yes Helmrich: Yes: Johnson: Yes

9. Commissioner Comments:

- a. Clark – appreciate colleagues. Good meeting, a lot covered. Wishing everyone the best with health issues. Recognize staff for their tremendous amount of hard work and progress. Passed along thanks to legal and engineering teams and everyone who attended today.
- b. Johnson – thanked Steve Bishop for his attendance.

- c. Helmrich – thanked colleagues on the board and staff for patience in the last 2.5 months during his medical recovery.
- d. Ludwick – Absent
- e. Freeman - I'd like to take a moment to reflect on where we are today. Exactly one year ago this week, this Board made a bold move and changed the leadership of the KLSWA. In the time since, we have had 3 Board Chairs – Abby Bigford, Joe Clark and now myself, each of whom have contributed in his or her own way. We've had 3 Managers/Administrators – one of whom retired suddenly, one of whom was removed, and now Bob Miller, who has been here for 4 months and is doing a great job. We have a new Finance Director, who has already proved his worth by the amount of work he put in front of us today. 5 Resolutions re Billing and Banking (Capitalization Policy, Past Due Collections Policy, Paperless Billing with a credit for using it, and more). We have a New Customer Service/Billing rep, Kate, who is already digging in and resolving years worth of old issues. We have retained Joe Lamb, our Office Supervisor, who brings years of service and knowledge and loyalty. On the Operations side, we have four Operators, one of whom is a new hire and one of whom is in-line to become a Supervisor. And, in addition to running the plant and the lift stations and the Front Office, with all of its Customer Service challenges, today we approved agreements to execute on a low-interest, state of Michigan funded, Clean Water State Revolving Fund loan and to start a multi-year project to make much needed Capital improvements to the WWTP. I say we've gotten a helluva lot of work done! Good job All! Thank you.

10. Adjournment – Meeting adjourned at 11:58am.

- Next Regular Meeting: Monday, August 17, 2026, 10:00am KLSWA WWTP

Respectfully Submitted,

Kate Milzarski

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