



Minutes
Regular Monthly Meeting
Monday, August 17, 10:00 AM
KLSWA WWTP 6449 Old Allegan Road Saugatuck, MI 49453

1. **Call to Order:** Chairman Freeman called the meeting to order at 10:01 AM
2. **Roll Call:**
 1. Present – Commissioners: Freeman, Helmrich, Johnson, Ludwick
 2. KLSWA: B Miller
 3. Guests: None
3. **Approval of Agenda:**
 1. Motion to approved agenda by Helmrich . Seconded by Ludwick. Motion carries unanimously by voice vote
4. **Public Comments:**
 1. None
5. **Consent Agenda:**
 1. Motion to approve the Consent Agenda by Ludwick. Seconded by Helmrich. Motion carries unanimously by voice vote.
6. **Administrator's Report:**
 1. As of April 1st, there were over 1700 work orders marked as open. Approximately 259 of those open orders resulted in replacing the meter, which positively impacted revenue. A procedure was also established to get work orders closed in a timely and efficient manner.
 2. A draft report of the FY 2026 Audit is still not available for review.
 3. A new format for bills has been developed and will be used for August's billing cycle. This new format will be letter sized to allow for more information to be distributed.
 4. The KLSWA Facebook page is now live and active.
 5. The IT server has reached the end-of-life stage and needs to be replaced. However, an upgrade to BS&A cloud-based software is also needed, which would negate the need for a server. Please see New Business, Section (8) for further discussion.
 6. We have received notification from EGLE of two sampling violations in our drinking water. Both violations were related to sites that were out of service for repairs and were not sampled on the schedule that the State requires. At this time, there are conversations with the State to clarify the requirements in regards to out of service wells. This may change the outcome of at least one violation ruling.
 7. Still on schedule for the SRF WWTP Improvement Project with construction to begin this fall.

Kalamazoo Lake Sewer and Water Authority



7. Old Business:

1. Proposed Old Allegan Road Sanitary Sewer Construction – Mark Nettleton/Mika Meyers has weighed in on the proposal but the Board was unable to view the legal review at this meeting.
2. Authority/Water Advisory Committee status - No further developments. Next meeting is Monday, August 31st at 3:00 pm at Douglas City Hall.
3. Union Update – No new update.

8. New Business:

1. BS&A Server to Cloud-Based Migration – BS&A is sunsetting the .NET version of its software in 2029 and moving to a cloud-based solution. The KLSWA server also needs to be replaced; however, if the implementation route is taken, no new server is needed.
 - i. A Motion was made by Johnson to authorize the Authority Administrator to execute the BS&A Quote #Q-04029 in an amount to not exceed \$61,370. Seconded by Helmrich. Motion carries unanimously by voice vote.

9. Commissioner Comments:

1. Johnson – none
2. Helmrich – nice to have a short meeting after the July meeting.
3. Ludwick – none
4. Freeman – Thank you to Office Administrator Milzarski for taking minutes at the July meeting.

10. Closed Session – None

11. Adjournment – Meeting adjourned at 11:39 am.

- Next Regular Meeting: Monday, September 21st, 2026, 10:00 AM KLSWA WWTP

Respectfully submitted,

Jennifer Ludwick
Secretary/Treasurer