Kalamazoo Lake Sewer & Water Authority

Regular Commission Meeting AGENDA

Monday, October 19, 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. September Check Details
    2. September Statement of Revenue and Expenses
b. **Approval of Minutes**
    1. September 21, 2026 - DRAFT
c. **Reports**
    1. Historical Use Report
    2. Community Base Fee Report
    3. Operations Report

Individuals with disabilities requiring auxiliary aids or services can contact KLSWA for reasonable accommodations. If you require accommodations, please contact KLSWA as soon as practically possible prior to the meeting in writing or by calling as some accommodations may require 48-hours to provide.

Kalamazoo Lake Sewer & Water Authority

6) Reports

a. Authority Administrator's Report

7) Old Business

a. Discussion on Authority/Water Advisory Committee status - update

8) New Business

a. N/A

9) Commissioner Comments

10) Adjourn

Individuals with disabilities requiring auxiliary aids or services can contact KLSWA for reasonable accommodations. If you require accommodations, please contact KLSWA as soon as practically possible prior to the meeting in writing or by calling as some accommodations may require 48-hours to provide.

Check Date	Bank	Check	Vendor Name	Description	Amount
Bank WMCB WMCB OPERATING					
09/21/2026	WMCB	1120	BARRY JOHNSON	09/2026 STIPEND	50.00
09/25/2026	WMCB	127(E)	CONSUMERS ENERGY	ELECTRIC BILLS	77.92
09/25/2026	WMCB	128(E)	CONSUMERS ENERGY	ELECTRIC BILLS	158.20
09/25/2026	WMCB	129(E)	CONSUMERS ENERGY	ELECTRIC BILLS	31.76
09/25/2026	WMCB	130(E)	CONSUMERS ENERGY	ELECTRIC BILLS	4,554.25
09/25/2026	WMCB	131(E)	CONSUMERS ENERGY	ELECTRIC BILLS	126.09
09/25/2026	WMCB	132(E)	CONSUMERS ENERGY	ELECTRIC BILLS	47.81
09/25/2026	WMCB	133(E)	CONSUMERS ENERGY	ELECTRIC BILLS	55.26
09/25/2026	WMCB	134(E)	DELTA DENTAL PLAN OF MICHIGN	DENTAL INSURANCE	982.00
09/25/2026	WMCB	135(E)	VSP VISION CARE	VSP VISION 10/2026	216.08
09/25/2026	WMCB	1110	AQUA-FINE	LAB H20	27.40
09/25/2026	WMCB	1111	Barnard, Cathy & Bruce	UB refund for account: 0065-044982-0000-	98.69
09/25/2026	WMCB	1112	BLUE WATER SOLUTIONS LLC	BADGER ENCODERS	8,764.91
				ENCODERS	7,526.70
					16,291.61
09/25/2026	WMCB	1113	CRYSTAL FLASH	GAS FLEET FUEL	890.49
09/25/2026	WMCB	1114	GRAINGER	SEALS	177.79
09/25/2026	WMCB	1115	KENT COMMUNICATIONS	UTILITY BILLS 09/2026	389.53
09/25/2026	WMCB	1116	METLIFE - GROUP BENEFITS	GRP ADD & LFE INS 10/2026	796.20
09/25/2026	WMCB	1117	OVERISEL LUMBER	DRILL AND DRILL BITS	110.91
				FREUD 32	109.80
				WOOD AND CLEATS	88.50
					309.21
09/25/2026	WMCB	1118	SECURITY BENEFIT	JOE LAMB CONTRIBUTION 09.25.2026	300.00
09/25/2026	WMCB	1119	WESTENBROEK MOWER CENTER	STIHL BACK PACK BLOWER	1,051.97
09/28/2026	WMCB	136(A)	ALS GROUP USA, CORP	TRACE ELEMENTS LCR SAMPLING	146.00
				WATER QUALITY INORGANIC IONS	202.00
					348.00
09/28/2026	WMCB	137(A)	AMAZON	KITCHEN SUPPLIES	39.33
				KITCHEN SUPPLIES	15.99
					55.32
09/28/2026	WMCB	138(A)	F&V OPERATIONS	PROFESSIONAL SERVICES 09/2026	5,757.62
09/28/2026	WMCB	139(A)	USA BLUE BOOK	GREEN PEN	100.92
				GREEN PEN	82.95
					183.87
09/28/2026	WMCB	140(A)	WATER SOLUTIONS UNLIMITED	WSU 310 & WSU 319	3,153.32
10/01/2026	WMCB	141(E)	MICHIGAN GAS UTILITIES	IRP NAT GAS	54.22
10/01/2026	WMCB	142(E)	MICHIGAN GAS UTILITIES	IRP NAT GAS	49.25
10/01/2026	WMCB	143(E)	MICHIGAN GAS UTILITIES	IRP NAT GAS	50.66
10/01/2026	WMCB	144(E)	PITNEY BOWES PURCHASE POWER	POSTAGE METER REFILL	472.06
10/01/2026	WMCB	145(E)	PRIORITY HEALTH	GROUP HEALTH INSURANCE	13,691.81
10/01/2026	WMCB	146(E)	QUILL	DOOR HANGERS	156.87
10/01/2026	WMCB	1121	BADGER METER INC	MONTHLY METER SERVICE FEE	367.91
10/01/2026	WMCB	1122	COMMUNICATIONS UNLIMITED LLC	AFTER HOURS PHONE	232.23
10/01/2026	WMCB	1123	MED-1 HOLLAND	OCCUPATIONAL MEDICAL	135.00
10/01/2026	WMCB	1124	MENARDS	SHOP TOOLS AND SUPPLIES	690.08

Check Date	Bank	Check	Vendor Name	Description	Amount	
10/01/2026	WMCB	1125	MICHIGAN RURAL WATER ASSOC	REGISTRATION	1,200.00	
10/01/2026	WMCB	1126	OVERISEL LUMBER	DIABLO SHEET ULTR	7.99	
				HAMMER DRILL & BLOWER	482.96	
					490.95	
10/01/2026	WMCB	1127	VAN DER KOLK PLUMBING LLC	NEW METER 100 ST. PETERS DR	275.00	
10/01/2026	WMCB	1128	XYLEM DEWATERING SOLUTIONS INC	SEWAGE PUMP RENTAL (TAX EXEMPT)	959.18	
10/02/2026	WMCB	147(A)	AMAZON	DOOR HANGERS	48.24	
				DOOR HANGERS	50.94	
					99.18	
10/02/2026	WMCB	148(A)	F&V OPERATIONS	PROFESSIONAL SERVICES 10/2026	1,919.22	
10/02/2026	WMCB	149(A)	HAVILAND	BLEACH	1,373.10	
				FERRIC CHLORIDE	9,473.71	
				DEPOSIT RETURN	(400.00)	
					10,446.81	
10/09/2026	WMCB	150(E)	CINTAS	UNIFORMS/RUGS	89.50	
				UNIFORMS/RUGS	89.50	
				UNIFORMS/RUGS	89.50	
				UNIFORMS/RUGS	89.50	
					358.00	
10/09/2026	WMCB	151(E)	COMCAST BUSINESS	OCTOBER INTERNET AND PHONE	614.17	
10/09/2026	WMCB	152(E)	EGLTECH, INC	10/2026 IT SERVICES	2,329.66	V
				08/2026 IT SERVICES	40.48	V
					2,370.14	
10/09/2026	WMCB	153(E)	MERS	MERS DB CONTRIBUTION 09/2026	10,066.37	
10/09/2026	WMCB	154(E)	PEOPLE CENTER, INC.	10/2026 MONTHLY SERVICE	220.00	
10/09/2026	WMCB	155(E)	REPUBLIC SERVICES #240	GARBAGE SERVICE	538.57	
10/09/2026	WMCB	156(E)	VANCO	VANCO FEES	71.28	
10/09/2026	WMCB	160(E)	PITNEY BOWES PURCHASE POWER	POSTAGE METER FEE	41.99	
10/09/2026	WMCB	1129	BLUE WATER SOLUTIONS LLC	ENCODERS	8,738.59	
10/09/2026	WMCB	1130	BRYAN, FRANK	UB refund for account: ELIZ-091000-0000-	21.00	
				UB refund for account: ELIZ-091020-0000-	0.07	
					21.07	
10/09/2026	WMCB	1131	COMCAST BUSINESS	AUG, SEPT, OCT 2026	2,066.64	
10/09/2026	WMCB	1132	CRYSTAL FLASH	GAS FLEET FUEL	862.57	
10/09/2026	WMCB	1133	HOLLAND BPW	BACTI SAMPLES 09/2026	480.00	
10/09/2026	WMCB	1134	IHLE AUTO PARTS	MOUNTING KIT (USED FOR PAPER BINDER)	69.50	
				OIL	243.38	
				BATTERIES AND CHARGER	459.00	
				COUPLER ANTIFREEZE	65.88	
				DRILL BIT KIT	42.81	
				HOSE CLAMP/KNIFE	28.17	
					908.74	
10/09/2026	WMCB	1135	KLSWA	UB refund for account: OLDA-000000-0000-	2,738.21	

Check Date	Bank	Check	Vendor Name	Description	Amount	
10/09/2026	WMCB	1136	Kubik, Christopher	UB refund for account: SUMM-300568-0000-	9.55	
				UB refund for account: SUMM-300569-IRRI-	9.76	
					19.31	
10/09/2026	WMCB	1137	OVERISEL LUMBER	BITS	17.97	
				BUCKET	23.48	
					41.45	
10/09/2026	WMCB	1138	PEOPLE CENTER, INC.	10/2026 MONTHLY SERVICE	220.00	V
10/09/2026	WMCB	1139	PITNEY BOWES PURCHASE POWER	POSTAGE METER FEE	41.99	V
10/09/2026	WMCB	1140	SECURITY BENEFIT	JOE LAMB CONTRIBUTION 10/09/2026	300.00	
10/09/2026	WMCB	1141	VANDENBERG WEB CREATIVE LLC	09/2026 WEBSITE HOSTING	122.50	
10/09/2026	WMCB	1142	EGLTECH, INC	10/2026 IT SERVICES	2,329.66	
				08/2026 IT SERVICES	40.48	
					2,370.14	
10/13/2026	WMCB	157(A)	ALS GROUP USA, CORP	INORGANIC ANIONS TEST	202.00	
10/13/2026	WMCB	158(A)	F&V CONSTRUCTION	SRF PROJECT #5907-01	43,065.00	
10/13/2026	WMCB	159(A)	USA BLUE BOOK	FLOW TESTING DIFFUSER	1,072.82	

WMCB TOTALS:

Total of 67 Checks:	144,972.37
Less 3 Void Checks:	2,632.13
Total of 64 Disbursements:	142,340.24

10/16/2026 REVENUE AND EXPENDITURE REPORT FOR KALAMAZOO LAKE SEWER & WATER AUTHORITY
PERIOD ENDING 09/30/2026

GL NUMBER	DESCRIPTION	2026-27 AMENDED BUDGET	YTD BALANCE 09/30/2026	ACTIVITY FOR MONTH 09/30/2026	AVAILABLE BALANCE	% BDGT USED
Fund 590 - SEWER						
Revenues						
Dept 000						
590-000-613.000	COMMODITY	562,009.89	422,008.37	84,898.36	140,001.52	75.09
590-000-614.000	BASE	1,107,720.00	446,412.64	85,529.21	661,307.36	40.30
590-000-630.000	ON/OFF FEE	0.00	1,111.53	70.00	(1,111.53)	100.00
590-000-651.000	NSF FEES	140.00	117.50	52.50	22.50	83.93
590-000-657.000	LATE PENALTY	15,000.00	6,878.50	2,043.17	8,121.50	45.86
590-000-665.000	INTEREST	80,000.00	48,041.18	9,223.36	31,958.82	60.05
590-000-670.000	MISC INCOME	4,500.00	2,896.94	0.00	1,603.06	64.38
Total Dept 000		1,769,369.89	927,466.66	181,816.60	841,903.23	52.42
TOTAL REVENUES		1,769,369.89	927,466.66	181,816.60	841,903.23	52.42
Expenditures						
Dept 000						
590-000-702.000	GENERAL WAGES	646,273.70	84,130.42	24,443.00	562,143.28	13.02
590-000-702.100	FIELD WAGES	0.00	55,792.57	0.00	(55,792.57)	100.00
590-000-702.200	PAYROLL TAXES	0.00	18,867.93	0.00	(18,867.93)	100.00
590-000-702.400	ON CALL-OVERTIME	77,037.06	30,831.71	0.00	46,205.35	40.02
590-000-714.000	EMPOYEE'S RETIREMENT/PENSION	0.00	32,647.10	6,876.11	(32,647.10)	100.00
590-000-715.000	FICA TAXES	0.00	10,521.40	8,733.40	(10,521.40)	100.00
590-000-716.000	HEALTH INSURANCE	240,229.19	79,681.09	8,244.39	160,548.10	33.17
590-000-716.001	DENTAL INSURANCE	0.00	843.28	0.00	(843.28)	100.00
590-000-716.002	VISION INSURANCE	0.00	422.93	108.04	(422.93)	100.00
590-000-727.000	ED/TRAIN	6,120.00	1,388.34	140.00	4,731.66	22.69
590-000-728.000	OCCUPATIONAL MEDICAL	2,000.00	231.00	67.50	1,769.00	11.55
590-000-729.000	MEMBERSHIP/SUBSCRIPT	2,000.00	1,537.33	0.00	462.67	76.87
590-000-730.000	MISS DIG	4,500.00	862.31	0.00	3,637.69	19.16
590-000-731.000	OFFICE	45,136.20	36,166.56	1,244.19	8,969.64	80.13
590-000-731.100	BANK FEES	600.00	5,002.94	681.92	(4,402.94)	833.82
590-000-731.200	IT	41,937.00	10,128.72	1,164.83	31,808.28	24.15
590-000-732.000	SAFETY EQUIPMENT	6,000.00	300.57	0.00	5,699.43	5.01
590-000-733.000	LAB EQUIPMENT/SUPPLIES	14,400.00	340.70	54.80	14,059.30	2.37

590-000-734.000	MAILING	1,800.00	1,376.72	236.03	423.28	76.48
590-000-745.000	CHEMICALS	116,782.20	40,638.64	11,533.36	76,143.56	34.80
590-000-760.000	UNIFORMS/RUGS	15,000.00	12,757.37	179.00	2,242.63	85.05
590-000-770.000	GOODS/EQUIPMENT	42,000.00	25,176.44	1,637.30	16,823.56	59.94
590-000-773.000	MISCELLANEOUS	0.00	(262.45)	0.00	262.45	100.00
590-000-784.000	CAPITAL OUTLAY	0.00	25,200.00	25,200.00	(25,200.00)	100.00
590-000-801.000	AUDIT/ACCOUNTING	29,898.00	10,026.63	0.00	19,871.37	33.54
590-000-802.000	AUTHORITY	2,250.00	750.00	125.00	1,500.00	33.33
590-000-803.000	LEGAL	72,000.00	34,901.67	0.00	37,098.33	48.47
590-000-804.000	ENGINEERING	63,250.00	40,518.75	0.00	22,731.25	64.06
590-000-807.000	LAB SERVICES	24,000.00	11,507.02	1,063.30	12,492.98	47.95
590-000-818.000	CONTRACTED SERVICES	0.00	181,711.18	44,024.18	(181,711.18)	100.00
590-000-850.000	TELECOMM	8,000.00	3,034.78	610.15	4,965.22	37.93
590-000-860.000	MILEAGE	200.00	0.00	0.00	200.00	0.00
590-000-861.000	FUEL	21,000.00	6,093.51	1,148.11	14,906.49	29.02
590-000-920.000	NATURAL GAS	3,000.00	1,508.85	228.36	1,491.15	50.30
590-000-921.000	ELECTRIC	210,000.00	92,950.96	13,147.51	117,049.04	44.26
590-000-929.000	COLLECTION	85,000.00	5,394.67	0.00	79,605.33	6.35
590-000-930.000	EQUIPMENT MAINTENANCE	120,000.00	41,426.00	88.89	78,574.00	34.52
590-000-931.000	BUILDING MAINTENANCE	12,000.00	4,062.82	269.28	7,937.18	33.86
590-000-932.000	FLEET MAINTENANCE	9,000.00	244.11	0.00	8,755.89	2.71
590-000-934.000	REPAIR/REPLACE	134,026.00	186,143.86	0.00	(52,117.86)	138.89
590-000-959.000	REGULATORY FEES	4,260.00	0.00	0.00	4,260.00	0.00
590-000-965.000	AUTHORITY INSURANCE	30,646.44	26,596.69	0.00	4,049.75	86.79
Total Dept 000		2,090,345.79	1,121,455.12	151,248.65	968,890.67	53.65
TOTAL EXPENDITURES		2,090,345.79	1,121,455.12	151,248.65	968,890.67	53.65
Fund 590 - SEWER:						
TOTAL REVENUES		1,769,369.89	927,466.66	181,816.60	841,903.23	52.42
TOTAL EXPENDITURES		2,090,345.79	1,121,455.12	151,248.65	968,890.67	53.65
NET OF REVENUES & EXPENDITURES		(320,975.90)	(193,988.46)	30,567.95	(126,987.44)	60.44

Fund 591 - WATER

Revenues						
Dept 000						
591-000-613.000	COMMODITY	735,095.92	548,692.18	132,048.83	186,403.74	74.64
591-000-614.000	BASE	1,104,828.00	504,527.64	92,920.20	600,300.36	45.67
591-000-628.000	METER INSTALL	11,000.00	49,595.66	34,516.90	(38,595.66)	450.87
591-000-630.000	ON/OFF FEE	11,000.00	8,011.54	70.00	2,988.46	72.83
591-000-651.000	NSF FEE	156.00	117.50	52.50	38.50	75.32
591-000-657.000	LATE PENALTY	19,000.00	12,655.10	4,232.77	6,344.90	66.61
591-000-665.000	INTEREST	60,000.00	30,037.58	5,071.00	29,962.42	50.06
591-000-667.000	EQUIPT RENTAL	1,000.00	0.00	0.00	1,000.00	0.00
591-000-670.000	MISC INCOME	6,000.00	2,886.53	1,947.90	3,113.47	48.11
Total Dept 000		1,948,079.92	1,156,523.73	270,860.10	791,556.19	59.37
TOTAL REVENUES		1,948,079.92	1,156,523.73	270,860.10	791,556.19	59.37
Expenditures						
Dept 000						
591-000-702.000	GENERAL WAGES	430,849.13	107,907.55	24,442.95	322,941.58	25.05
591-000-702.100	FIELD WAGES	0.00	79,514.97	0.00	(79,514.97)	100.00
591-000-702.200	PAYROLL TAXES	0.00	23,566.51	0.00	(23,566.51)	100.00
591-000-702.400	ON CALL/OVERTIME	51,358.04	43,757.70	0.00	7,600.34	85.20
591-000-714.000	EMPOYEE'S RETIREMENT/PENSION	0.00	34,593.28	6,876.10	(34,593.28)	100.00
591-000-715.000	FICA TAXES	0.00	11,145.37	8,733.37	(11,145.37)	100.00
591-000-716.000	HEALTH INSURANCE	160,152.79	103,855.59	8,403.62	56,297.20	64.85
591-000-716.001	DENTAL INSURANCE	0.00	1,019.41	0.00	(1,019.41)	100.00
591-000-716.002	VISION INSURANCE	0.00	422.93	108.04	(422.93)	100.00
591-000-727.000	ED/TRAIN	4,080.00	1,388.34	140.00	2,691.66	34.03
591-000-728.000	OCCUPATIONAL MEDICAL	800.00	279.00	67.50	521.00	34.88
591-000-729.000	MEMBERSHIP/SUBSCRIPT	4,000.00	4,032.33	1,200.00	(32.33)	100.81
591-000-730.000	MISS DIG	3,000.00	862.31	0.00	2,137.69	28.74
591-000-731.000	OFFICE	30,090.80	34,200.65	1,291.77	(4,109.85)	113.66
591-000-731.100	BANK FEES	400.00	2,834.95	681.93	(2,434.95)	708.74
591-000-731.200	IT	27,958.00	14,560.79	1,164.83	13,397.21	52.08
591-000-732.000	SAFETY EQUIPMENT	4,000.00	475.88	0.00	3,524.12	11.90
591-000-733.000	LAB EQUIPMENT/SUPPLIES	9,600.00	0.00	0.00	9,600.00	0.00
591-000-734.000	MAILING	1,200.00	1,701.78	236.03	(501.78)	141.82
591-000-745.000	CHEMICALS	33,217.80	28,745.94	4,012.97	4,471.86	86.54
591-000-760.000	UNIFORMS/RUGS	10,000.00	358.89	179.00	9,641.11	3.59
591-000-761.000	METERS	50,000.00	16,762.34	16,291.61	33,237.66	33.52

591-000-770.000	GOODS/EQUIPMENT	28,000.00	54,777.22	1,726.15	(26,777.22)	195.63
591-000-773.000	MISCELLANEOUS	0.00	418.36	0.00	(418.36)	100.00
591-000-801.000	AUDIT/ACCOUNTING	19,932.00	11,594.33	0.00	8,337.67	58.17
591-000-802.000	AUTHORITY	1,500.00	750.00	125.00	750.00	50.00
591-000-803.000	LEGAL	48,000.00	18,736.58	0.00	29,263.42	39.03
591-000-804.000	ENGINEERING	61,000.00	12,191.78	5,757.62	48,808.22	19.99
591-000-807.000	LAB SERVICES	16,000.00	6,267.00	626.00	9,733.00	39.17
591-000-818.000	CONTRACTED SERVICES	0.00	15,065.00	0.00	(15,065.00)	100.00
591-000-850.000	TELECOMM	12,500.00	3,794.06	610.12	8,705.94	30.35
591-000-860.000	MILEAGE	300.00	0.00	0.00	300.00	0.00
591-000-861.000	FUEL	14,000.00	9,774.31	1,148.10	4,225.69	69.82
591-000-920.000	NATURAL GAS	4,000.00	1,608.35	126.41	2,391.65	40.21
591-000-921.000	ELECTRIC	140,000.00	104,063.70	22,849.76	35,936.30	74.33
591-000-929.000	DISTRIBUTION	25,000.00	7,680.00	0.00	17,320.00	30.72
591-000-930.000	EQUIPMENT MAINTENANCE	80,000.00	138,695.38	88.90	(58,695.38)	173.37
591-000-931.000	BUILDING MAINTENANCE	10,000.00	4,617.12	269.29	5,382.88	46.17
591-000-932.000	FLEET MAINTENANCE	6,000.00	366.17	0.00	5,633.83	6.10
591-000-934.000	REPAIR/REPLACE	190,500.00	224,036.18	0.00	(33,536.18)	117.60
591-000-959.000	REGULATORY FEES	2,840.00	0.00	0.00	2,840.00	0.00
591-000-965.000	AUTHORITY INSURANCE	20,430.96	25,081.98	0.00	(4,651.02)	122.76
Total Dept 000		1,500,709.52	1,151,504.03	107,157.07	349,205.49	76.73
TOTAL EXPENDITURES		1,500,709.52	1,151,504.03	107,157.07	349,205.49	76.73
Fund 591 - WATER:						
TOTAL REVENUES		1,948,079.92	1,156,523.73	270,860.10	791,556.19	59.37
TOTAL EXPENDITURES		1,500,709.52	1,151,504.03	107,157.07	349,205.49	76.73
NET OF REVENUES & EXPENDITURES		447,370.40	5,019.70	163,703.03	442,350.70	1.12
TOTAL REVENUES - ALL FUNDS		3,717,449.81	2,083,990.39	452,676.70	1,633,459.42	56.06
TOTAL EXPENDITURES - ALL FUNDS		3,591,055.31	2,272,959.15	258,405.72	1,318,096.16	63.30
NET OF REVENUES & EXPENDITURES		126,394.50	(188,968.76)	194,270.98	315,363.26	149.51

Kalamazoo Lake Sewer and Water Authority

Minutes
Regular Monthly Meeting
Monday, September 21, 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: Clark, Freeman, Helmrich, Ludwick
    2. KLSWA: B Miller, A Smith
    3. Guests: None

3. **Approval of Agenda:**
    1. Motion to approve Agenda by Helmrich. Seconded by Clark. Motion carries unanimously by voice vote

4. **Public Comments:**
    1. None

5. **Consent Agenda:**
    1. Motion to approve the Consent Agenda by Clark. Seconded by Helmrich. Motion carries unanimously by voice vote.

6. **Administrator's Report:**
    1. There is still progress being made on the open work orders. This process requires strong communication between the front office staff and operators. Kudos to all for continued cooperation and teamwork from the staff.
    2. A draft report of the FY 2026 Audit is still not available for review.
    3. The initiative to move customers to paperless billing is going well. Nearly 100 customers have now enrolled.
    4. The Administrator has continued his work on improved communications with the tri-communities as well as customers. As a result, there is more goodwill for KLSWA in the communities.
    5. There is now a new organizational chart for the front office staff. This was necessitated by the Administrator moving into the role of Operator-in-Charge for the water system. By moving to Operator-in-Charge, the Administrator will need to spend more of his time in the field. As such, the Office Manager and Admin will report to the Finance Director.
    6. Steve Bishop, the engineer from Fleis & Vandenbrink, will be drastically reducing his available work hours in the near term. His replacement has not been appointed yet.

7. **Old Business:**
    1. Proposed Old Allegan Road Sanitary Sewer Construction – legal has finalized their review of the easement agreement. A motion to allow the Chair and Secretary/Treasurer to execute and deliver the agreement and easements on behalf of the Authority with such revisions as are deemed necessary and in the best interest of the Authority in consultation with the Authority's legal counsel was made by Helmrich, seconded by

Ludwick. Roll call vote: Helmrich Yes, Clark Yes, Freeman Yes, Ludwick Yes. Motion passes unanimously.
Authority/Water Advisory Committee status – a basic terms agreement was formed by the three communities at the August meeting. The draft agreement is being reviewed and a work plan developed by legal counsel now.

2. Union Update – No new update.

8. **New Business:**
    1. MERS 457(b) Plan – Administrator has asked to enroll in MERS's 457(b) plan to supplement the current Direct Contribution and Direct Benefit plans offered by the Authority.
        i. Motion for Resolution #20260921A was made by Helmrich to authorize the Authority Administrator and/or the Finance Director as authorized MERS contract signatories. Seconded by Clark. Roll call vote: Clark Yes, Freeman Yes, Helmrich Yes, Ludwick Yes. Motion passes unanimously
        ii. Motion for Resolution #20260921B was made by Clark to authorize the Kalamazoo Lake Sewer & Water Authority to offer employee participation in a MERS 457(b) deferred compensation plan. Seconded by Helmrich. Roll call vote: Freeman Yes, Helmrich Yes, Clark Yes, Ludwick Yes. Motion passes unanimously

9. **Commissioner Comments:**
    1. Helmrich – happy to see the increased collaboration between communities and KLSWA
    2. Clark – Great work by the KLSWA staff
    3. Ludwick – none
    4. Freeman – Agreed that collaboration between communities has been great. Great forward thinking done by Administrator and staff.

10. **Closed Session** – None

11. **Adjournment** – Meeting adjourned at 10:52 am.

- Next Regular Meeting: Monday, October 19, 2026, 10:00 AM KLSWA WWTP

Respectfully submitted,

Jennifer Ludwick
Secretary/Treasurer

* A denoted topic may be partially in a "Closed Session" discussion and is not required to be open to the public per Open Meetings Act. The public may be asked to leave during the "Closed Session" portion of the agenda item to discuss topic or litigation.

KALAMAZOO LAKE SEWER AND WATER AUTHORITY
HISTORICAL USAGE REPORT

MONTH	August 2026		BILLING DATE	9/15/2026	
	GALLONS		REUs		CUSTOMERS
COMMUNITY	WATER	SEWER	WATER	SEWER	
DOUGLAS	15,874,608.70	10,163,008.70	1,709.50	1,329.50	1406
SAUGATUCK	13,525,186.70	9,375,526.00	1,347.00	1,115.00	1038
SAUGATUCK TWP - NORTH	12,296,474.90	2,297,837.60	1,532.50	453.50	836
SAUGATUCK TWP - SOUTH	2,140,949.80	397,158.00	107.50	37.50	80
LAKETOWN	600,717.00	343,506.00	81.00	45.50	66
TOTAL	44,437,937.10	22,577,036.30	4,777.50	2,981.00	3426

KALAMAZOO LAKE SEWER AND WATER AUTHORITY
COMMUNITY BASE FEE REPORT

MONTH August 2026 BILLING DATE 9/15/2026

COMMUNITY	Billed Gallons	Gallons Adj.	Final Gallons	Billed Units	Billed Dollars	Billing Adj	Penalty	Final Dollars
DOUGLAS								
KLSWA WATER BASE	0.00	0.00	0.00	1,707.50	$ 39,229.26	$ (3,096.50)	$ 328.31	$ 36,461.07
KLSWA WATER COMM	6,615,692.60	0.00	6,615,692.60	0.00	$ 19,850.28	$ -	$ 107.22	$ 19,957.50
DOUGLAS WATER BASE	0.00	0.00	0.00	1,710.50	$ 35,886.09	$ (2,824.50)	$ 306.43	$ 33,368.02
KLSWA DEBT SERV TREA	0.00	0.00	0.00	1,327.00	$ 10,192.64	$ (172.57)	$ 76.18	$ 10,096.25
KLSWA SEWER BASE	0.00	0.00	0.00	1,329.50	$ 39,828.57	$ -	$ 327.69	$ 40,156.26
KLSWA SEWER COMM	9,539,102.70	623,906.00	10,163,008.70	0.00	$ 38,476.47	$ (2,496.38)	$ 812.51	$ 36,792.60
KLSWA DEBT LIFT STA	0.00	0.00	0.00	1,327.00	$ 5,300.48	$ -	$ 43.31	$ 5,343.79
KLSWA WATER COMM 3	9,239,016.10	0.00	9,239,016.10	0.00	$ 27,717.59	$ -	$ 628.97	$ 28,346.56
PAPERLESS/ACH CREDIT	0.00	0.00	0.00	644.00	$ (1,932.00)	$ -	$ -	$ (1,932.00)
KLSWA SHUT OFF TAG	0.00	0.00	0.00	1.00	$ (25.00)	$ 700.00	$ -	$ 675.00
KLSWA WATER COMM 5	19,900.00	0.00	19,900.00	0.00	$ 59.70	$ -	$ -	$ 59.70
SAUG TWP SEWER BASE	0.00	0.00	0.00	2.00	$ 7.00	$ -	$ -	$ 7.00
SAUG TWP WATER BASE	0.00	0.00	0.00	3.00	$ 63.00	$ -	$ -	$ 63.00
KLSWA TURN ON/OFF	0.00	0.00	0.00	2.00	$ 140.00	$ -	$ -	$ 140.00
KLSWA RETURN PAYMENT	0.00	0.00	0.00	0.00	$ -	$ 50.00	$ -	$ 50.00
LCR USAGE CREDIT	0.00	0.00	0.00	3.00	$ (60.00)	$ -	$ -	$ (60.00)
KLSWA METER FEE	0.00	0.00	0.00	0.00	$ -	$ -	$ -	$ -
KLSWA WATER BASE 2	0.00	0.00	0.00	1.00	$ 23.00	$ -	$ -	$ 23.00
TOTALS	25,413,711.40	623,906.00	26,037,617.40	8,057.50	$ 214,757.08	$ (7,839.95)	$ 2,630.62	$ 209,547.75

KALAMAZOO LAKE SEWER AND WATER AUTHORITY
COMMUNITY BASE FEE REPORT

MONTH August 2026 BILLING DATE 9/15/2026

COMMUNITY	Billed Gallons	Gallons Adj.	Final Gallons	Billed Units	Billed Dollars	Billing Adj	Penalty	Final Dollars
SAUGATUCK								
KLSWA DEBT SERV TREA	0.00	0.00	0.00	1,109.00	$ 8,148.38	$ 172.57	$ 73.56	$ 8,394.51
KLSWA SEWER BASE	0.00	0.00	0.00	1,115.00	$ 33,268.48	$ -	$ 328.42	$ 33,596.90
KLSWA SEWER COMM	9,375,526.00	0.00	9,375,526.00	0.00	$ 37,497.84	$ -	$ 468.68	$ 37,966.52
KLSWA DEBT LIFT STA	0.00	0.00	0.00	1,109.00	$ 4,431.46	$ -	$ 39.87	$ 4,471.33
KLSWA WATER BASE	0.00	0.00	0.00	1,347.00	$ 30,900.70	$ -	$ 254.75	$ 31,155.45
KLSWA WATER COMM	3,846,943.60	0.00	3,846,943.60	0.00	$ 11,691.60	$ -	$ 115.16	$ 11,806.76
SAUG CITY WATER BASE	0.00	0.00	0.00	1,347.00	$ 30,865.70	$ -	$ 278.31	$ 31,144.01
KLSWA WTR BASE IRRIG	0.00	0.00	0.00	2.50	$ 28.75	$ -	$ -	$ 28.75
KLSWA WATER COMM 3	9,678,243.10	0.00	9,678,243.10	0.00	$ 29,034.94	$ -	$ 337.62	$ 29,372.56
PAPERLESS/ACH CREDIT	0.00	0.00	0.00	450.00	$ (1,350.00)	$ -	$ -	$ (1,350.00)
METER SET FEE	0.00	0.00	0.00	0.00	$ -	$ -	$ -	$ -
OVER PAYMENT	0.00	0.00	0.00	0.00	$ -	$ 1,143.94	$ -	$ 1,143.94
LCR USAGE CREDIT	0.00	0.00	0.00	0.00	$ -	$ -	$ -	$ -
SHUT OFF TAG	0.00	0.00	0.00	0.00	$ -	$ 250.00	$ -	$ 250.00
KLSWA RETURN PAYMENT	0.00	0.00	0.00	0.00	$ -	$ 85.00	$ -	$ 85.00
TOTALS	22,900,712.70	0.00	22,900,712.70	6,479.50	$ 184,517.85	$ 1,651.51	$ 1,896.37	$ 188,065.73

KALAMAZOO LAKE SEWER AND WATER AUTHORITY
COMMUNITY BASE FEE REPORT

MONTH August 2026 BILLING DATE 9/15/2026

COMMUNITY	Billed Gallons	Gallons Adj.	Final Gallons	Billed Units	Billed Dollars	Billing Adj	Penalty	Final Dollars
SAUGATUCK TWP - NORTH								
KLSWA WATER BASE	0.00	0.00	0.00	373.50	$ 7,366.40	$ -	$ 77.95	$ 7,444.35
KLSWA WATER COMM	4,247,689.00	0.00	4,247,689.00	0.00	$ 11,779.20	$ -	$ 87.50	$ 11,866.70
SAUG TWP WATER BASE	0.00	0.00	0.00	954.00	$ 18,639.66	$ (5,697.26)	$ 124.03	$ 13,066.43
PAPERLESS/ACH CREDIT	0.00	0.00	0.00	317.00	$ (951.00)	$ -	$ -	$ (951.00)
KLSWA WATER BASE 3	0.00	0.00	0.00	703.00	$ 16,135.61	$ (755.24)	$ 84.71	$ 15,465.08
KLSWA WATER COMM 2	8,024,883.90	0.00	8,024,883.90	0.00	$ 23,473.67	$ (204.12)	$ 219.66	$ 23,489.21
KLSWA DEBT SERV TREA	0.00	0.00	0.00	451.50	$ 2,963.66	$ 7.62	$ 9.46	$ 2,980.74
KLSWA SEWER BASE 3	0.00	0.00	0.00	319.50	$ 9,580.16	$ 30.92	$ 24.00	$ 9,635.08
KLSWA SEWER COMM 3	1,866,695.60	0.00	1,866,695.60	0.00	$ 6,666.45	$ 6.47	$ 16.92	$ 6,689.84
SAUG TWP SEWER BASE	0.00	0.00	0.00	456.00	$ 1,419.58	$ 3.60	$ 4.98	$ 1,428.16
KLSWA WTR BASE IRRIG	0.00	0.00	0.00	10.00	$ 143.75	$ -		$ 143.75
KLSWA SHUT OFF TAG	0.00	0.00	0.00	0.00	$ -	$ 175.00	$ -	$ 175.00
KLSWA SEWER BASE	0.00	0.00	0.00	134.00	$ 2,514.00	$ -	$ 18.58	$ 2,532.58
KLSWA SEWER COMM	431,142.00	0.00	431,142.00	0.00	$ 1,724.56	$ -	$ 23.04	$ 1,747.60
KLSWA WATER COMM 3	23,902.00	0.00	23,902.00	0.00	$ 71.70	$ -	$ -	$ 71.70
SAUG TWP WB LAKETOWN	0.00	0.00	0.00	4.00	$ 84.00	$ (393.00)	$ -	$ (309.00)
METER SET FEE	0.00	0.00	0.00	0.00	$ -	$ -	$ -	$ -
KLSWA DEBT LIFT STA	0.00	0.00	0.00	3.50	$ 14.00	$ (100.00)	$ -	$ (86.00)
OVER PAYMENT	0.00	0.00	0.00	0.00	$ -	$ -	$ -	$ -
KLSWA RETURN PAYMENT	0.00	0.00	0.00	0.00	$ -	$ 50.00	$ -	$ 50.00
KLSWA WATER COMM W2	0.00	0.00	0.00	1.00	$ -	$ -	$ -	$ -
KLSWA METER FEE	0.00	0.00	0.00	74.00	$ 34,516.90	$ -	$ -	$ 34,516.90
TOTALS	14,594,312.50	0.00	14,594,312.50	3,801.00	$ 136,142.30	$ (6,876.01)	$ 690.83	$ 129,957.12

KALAMAZOO LAKE SEWER AND WATER AUTHORITY
COMMUNITY BASE FEE REPORT

MONTH August 2026 BILLING DATE 9/15/2026

COMMUNITY	Billed Gallons	Gallons Adj.	Final Gallons	Billed Units	Billed Dollars	Billing Adj	Penalty	Final Dollars
SAUGATUCK TWP - SOUTH								
KLSWA WATER BASE 2	0.00	0.00	0.00	38.50	$ 885.50	$ -	$ 7.65	$ 893.15
KLSWA WATER COMM	2,137,666.80	0.00	2,137,666.80	0.00	$ 6,417.88	$ -	$ 98.59	$ 6,516.47
SAUG TWP WATER BASE	0.00	0.00	0.00	97.50	$ 2,047.50	$ -	$ 9.45	$ 2,056.95
KLSWA WATER BASE	0.00	0.00	0.00	67.00	$ 1,541.00	$ -	$ 4.60	$ 1,545.60
PAPERLESS/ACH CREDIT	0.00	0.00	0.00	39.00	$ (117.00)	$ -	$ -	$ (117.00)
KLSWA DEBT SERV TREA	0.00	0.00	0.00	37.50	$ 276.75	$ -	$ 1.48	$ 278.23
KLSWA SEWER BASE	0.00	0.00	0.00	36.50	$ 1,095.00	$ -	$ 6.00	$ 1,101.00
KLSWA SEWER COMM	385,929.00	0.00	385,929.00	0.00	$ 1,543.70	$ -	$ 10.33	$ 1,554.03
KLSWA DEBT LIFT STA	0.00	0.00	0.00	19.00	$ 76.00	$ -	$ 0.80	$ 76.80
SAUG TWP SEWER BASE	0.00	0.00	0.00	35.50	$ 124.25	$ -	$ 0.70	$ 124.95
KLSWA SHUT OFF TAG	0.00	0.00	0.00	0.00	$ -	$ 25.00	$ -	$ 25.00
DOUGLAS WATER BASE	0.00	0.00	0.00	4.50	$ 94.50	$ -	$ -	$ 94.50
KLSWA SEWER BASE 2	0.00	0.00	0.00	1.00	$ 30.00	$ -	$ -	$ 30.00
KLSWA SEWER COMM 2	11,229.00	0.00	11,229.00	0.00	$ 44.92	$ -	$ -	$ 44.92
KLSWA WATER BASE 3	0.00	0.00	0.00	2.00	$ 46.00	$ -	$ -	$ 46.00
KLSWA WATER COMM 2	3,283.00	0.00	3,283.00	0.00	$ 9.85	$ -	$ -	$ 9.85
TOTALS	2,538,107.80	0.00	2,538,107.80	378.00	$ 14,115.85	$ 25.00	$ 139.60	$ 14,280.45

KALAMAZOO LAKE SEWER AND WATER AUTHORITY
COMMUNITY BASE FEE REPORT

MONTH August 2026 BILLING DATE 9/15/2026

COMMUNITY	Billed Gallons	Gallons Adj.	Final Gallons	Billed Units	Billed Dollars	Billing Adj	Penalty	Final Dollars
LAKETOWN								
KLSWA WATER BASE 4	0.00	0.00	0.00	66.50	$ 1,517.23	$ -	$ 2.30	$ 1,519.53
KLSWA WATER COMM 4	556,314.00	0.00	556,314.00	0.00	$ 1,669.00	$ -	$ 1.94	$ 1,670.94
SAUG TWP WB LAKETOWN	0.00	0.00	0.00	73.00	$ 1,521.80	$ -	$ 1.59	$ 1,523.39
PAPERLESS/ACH CREDIT	0.00	0.00	0.00	33.00	$ (99.00)	$ -	$ -	$ (99.00)
KLSWA DEBT SERV TREA	0.00	0.00	0.00	44.50	$ 324.47	$ (132.84)	$ 0.74	$ 192.37
KLSWA SEWER BASE 4	0.00	0.00	0.00	35.00	$ 1,034.00	$ -	$ -	$ 1,034.00
KLSWA SEWER COMM 4	313,558.00	0.00	313,558.00	0.00	$ 1,254.24	$ -	$ -	$ 1,254.24
KLSWA WATER BASE	0.00	0.00	0.00	14.50	$ 333.50	$ -	$ -	$ 333.50
KLSWA WATER COMM	44,403.00	0.00	44,403.00	0.00	$ 313.35	$ -	$ -	$ 313.35
KLSWA SEWER BASE	0.00	0.00	0.00	10.50	$ 315.00	$ (550.41)	$ 3.00	$ (232.41)
KLSWA SEWER COMM	29,948.00	0.00	29,948.00	0.00	$ 159.80	$ (410.08)	$ 4.00	$ (246.28)
KLSWA SHUT OFF TAG	0.00	0.00	0.00	0.00	$ -	$ -	$ -	$ -
KLSWA WTR BASE IRRIG	0.00	0.00	0.00	0.00	$ -	$ -	$ -	$ -
SAUG TWP SEWER BASE	0.00	0.00	0.00	2.00	$ 7.00	$ (45.50)	$ 0.35	$ (38.15)
KLSWA RETURN PAYMENT	0.00	0.00	0.00	0.00	$ -	$ -	$ -	$ -
TOTALS	944,223.00	0.00	944,223.00	279.00	$ 8,350.39	$ (1,138.83)	$ 13.92	$ 7,225.48

Operations Report 9/19/2026 – 10/16/2026

Collections System:

- Routine monthly inspections reveal no new issues within the system and in proper working order.

Wells / Distribution System:

- All routine well and distribution water tests have been collected and checked for quality, all results showing within normal ranges as expected.

- Quarterly water quality tests on wells and distribution system completed, all results in normal range with no concerns.

- Hydrant flow testing to measure fire suppression flow capabilities past the booster station are underway.

- Water St. valve installation project for Saugatuck City to start 10/19, installation expected to be completed same day. Bac-T testing to be completed with results by 10/22 if all results pass.

- Annual well flow testing to check well pumping capacities/efficiency to start 10/19 running through the week.

- Monthly Daily Monitoring Report submitted with the state, no violations present.

WWTP Lab:

- Bi-weekly, high flow discharges continue to be the standard. We are continuing to see the influent flows decrease.

- All monthly and QA/QC monitoring tests have been completed. Results continue to return favorable, maintaining our compliance standard.

- Monthly Daily Monitoring Report submitted with the state, no violations present.

- Annual Bio-Solids report submitted with the state, no violations present.

- KLSWA's NPDES version 6.0 permit renewal for wastewater discharge has been issued/accepted, taking effect 11/01/2026 bringing us back into compliance with EGLE.

- EGLE's annual DMR-QA46 study for testing lab procedures and standards has started and will continue through December 4th.

Shawn Sisson

10/16/2026

KLSWA ADMINISTRATOR'S REPORT

October 19, 2026

TO: Kalamazoo Lake Sewer & Water Authority Board Members

FROM: Robert Miller, Authority Administrator

1. Administration

Customer Account Maintenance – Our scheduling and operations team continued to work diligently over the past month to issue and close-out 121 new service orders and about 200 from the backlog. As has been the case, most of these service orders revolve around problematic metering equipment. At this time, we still have approximately **762** in-service meters that have been registering less than 1000 gallons per month for at least the past six months. Some of these may be legitimate readings from small businesses or storefronts, but the majority are known-occupied residential properties. We have many more properties to visit, and will likely be looking at a longer-term, large-scale meter change-out initiative.

Water & Sewer Bills – In June of this year, this Board approved a refreshed policy for non-payment service shut-offs. In September, 37 accounts that were 60-days past-due received shut-off notices. These accounts totaled over $34k in delinquent payments. 30 of the 37 accounts either paid in full or arranged a payment plan before their scheduled shutoff, 3 accounts were tax-rolled, only 4 were turned off – resulting in prompt payment-in-full and restoration of service. This month, we currently have 10 accounts that are 60 days past due – a sharp decrease after one month of implementation.

Tri Communities Utility Committee – Per the tentative schedule provided by KLSWA legal counsel, Mark Nettleton, this group should have a DRAFT agreement to review by the middle of November.

MI-EGLE Drinking Water System Sanitary Survey – back on August 27, KLSWA was visited by our EGLE District Engineer to conduct a portion of out triannual Sanitary Survey. I am still waiting to be contacted by EGLE to discuss the operational relationship between KLSWA and our Constituent Municipalities.

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

Our CWSRF loan officially closed on August 27. We're awaiting the execution of agreements between Fleis & VandenBrink (General Contractor) and their subs before we can put together a tentative schedule for construction. **Fleis & VandenBrink will be hosting a pre-construction meeting at the KLSWA office on Wednesday, 10/21. Scheduling of work will be discussed at this time.**

3. Personnel & Staffing

Collective Bargaining Update – Next bargaining meeting will take place on 10/21. No updates to report on.

Water System Operator-In-Charge – As of October 1, I will be filling the role of the designated "Operator-In-Charge" for KLSWA's drinking water production and distribution systems. Along with my formal designation, the State's rule requires KLSWA to designate a back-up OIC (Shawn Sisosn), as well as to submit a contingency plan detailing shifts in authority. Since August of 2025, KLSWA has been contracting with F&V Operations for these services.

Finance Director Role – As discussed at last month's meeting, a slightly modified organizational chart was implemented on 10/1. The significant change being that the Office Supervisor and the Office Administrative Assistant now report directly to the Finance Director. The team has been very supportive of the change, and willing to work, adjust, and adapt in a way that is best for our internal and external stakeholders.

Staff Involvement in Professional Organizations – KLSWA is a member of both the American Waterworks Association (Mi-AWWA) and the Michigan Rural Water Association (MRWA). I have long believed that membership and participation in these groups, or similar, is critical for professional development and awareness in the industry. These groups provide the Continuing Education Credits (CEC's) needed for maintaining licenses, as well as several other learning and networking opportunities. For example, Kate has been in contact recently with the "Women on Water Committee" within the Mi-AWWA. Kate is exploring an opportunity to serve as a panelist at a presentation on interoffice communications to be held this coming spring. Personally, I was able to spend two days this past week at the MRWA Annual Conference. I attended educational sessions on Asset Management, SOP Development, Lagoon Operations, EGLE Regulations, Unaccounted for Water, I&I, and Hydrant Maintenance.

Water & Sewer Operator Licensing Exams – KLSWA should be proud of the ambitious paths of professional growth that our operations group is taking. This November, four of our Operators will be taking eight total examinations for new or higher-level licenses in the areas of water production, water distribution, and wastewater treatment. This group has been preparing through a combination of on-the-job-training, correspondence classes, in-person off-site training, and virtual instruction. Wish them all luck as these have traditionally been very difficult exams. The pass/fail rate is usually right around 50/50.