Regular Commission Meeting AGENDA

Monday, November 16, 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. October Check Details
2. October Statement of Revenue and Expenses

b. Approval of Minutes

1. October, 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. **N/A**

8) New Business

a. **KLSWA 2025 Audit Presentation by Ryan Marschke w/Hungerford** – Ryan to provide hard copies before meeting.
b. **Water System Reliability Study** – suggested motion
c. **Upcoming Meeting Dates** – potential Special Meeting on 11/30, rescheduling of 12/21 Regular Meeting. Suggested motion to reschedule included if needed.

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 REGISTER FOR KALAMAZOO LAKE SEWER & WATER AUTH

CHECK DATE 10/01/2026 - 10/31/2026

Check Date	Check	Vendor Name	Description	Amount
Bank WMCB WMCB OPERATING				
10/01/2026	141(E)	MICHIGAN GAS UTILITIES	IRP NAT GAS	54.22
10/01/2026	142(E)	MICHIGAN GAS UTILITIES	IRP NAT GAS	49.25
10/01/2026	143(E)	MICHIGAN GAS UTILITIES	IRP NAT GAS	50.66
10/01/2026	144(E)	PITNEY BOWES PURCHASE POWER	POSTAGE METER REFILL	472.06
10/01/2026	145(E)	PRIORITY HEALTH	GROUP HEALTH INSURANCE	13,691.81
10/01/2026	146(E)	QUILL	DOOR HANGERS	156.87
10/01/2026	1121	BADGER METER INC	MONTHLY METER SERVICE FEE	367.91
10/01/2026	1122	COMMUNICATIONS UNLIMITED LLC	AFTER HOURS PHONE	232.23
10/01/2026	1123	MED-1 HOLLAND	OCCUPATIONAL MEDICAL	135.00
10/01/2026	1124	MENARDS	SHOP TOOLS AND SUPPLIES	690.08
10/01/2026	1125	MICHIGAN RURAL WATER ASSOC	REGISTRATION	1,200.00
10/01/2026	1126	OVERISEL LUMBER	DIABLO SHEET ULTR	7.99
			HAMMER DRILL & BLOWER	482.96
				490.95
10/01/2026	1127	VAN DER KOLK PLUMBING LLC	NEW METER 100 ST. PETERS DR	275.00
10/01/2026	1128	XYLEM DEWATERING SOLUTIONS IN	SEWAGE PUMP RENTAL (TAX EXEMPT)	959.18
10/02/2026	147(A)	AMAZON	DOOR HANGERS	48.24
			DOOR HANGERS	50.94
				99.18
10/02/2026	148(A)	F&V OPERATIONS	PROFESSIONAL SERVICES 10/2026	1,919.22
10/02/2026	149(A)	HAVILAND	BLEACH	1,373.10
			FERRIC CHLORIDE	9,473.71
			DEPOSIT RETURN	(400.00)
				10,446.81
10/09/2026	150(E)	CINTAS	UNIFORMS/RUGS	89.50
			UNIFORMS/RUGS	89.50
			UNIFORMS/RUGS	89.50
			UNIFORMS/RUGS	89.50
				358.00
10/09/2026	151(E)	COMCAST BUSINESS	OCTOBER INTERNET AND PHONE	614.17
10/09/2026	153(E)	MERS	MERS DB CONTRIBUTION 09/2026	10,066.37
10/09/2026	154(E)	PEOPLE CENTER, INC.	10/2026 MONTHLY SERVICE	220.00
10/09/2026	155(E)	REPUBLIC SERVICES #240	GARBAGE SERVICE	538.57
10/09/2026	156(E)	VANCO	VANCO FEES	71.28
10/09/2026	160(E)	PITNEY BOWES PURCHASE POWER	POSTAGE METER FEE	41.99
10/09/2026	1129	BLUE WATER SOLUTIONS LLC	ENCODERS	8,738.59
10/09/2026	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	1131	COMCAST BUSINESS	AUG, SEPT, OCT 2026	2,066.64

Check Date	Check	Vendor Name	Description	Amount
Bank WMCB WMCB OPERATING				
10/09/2026	1132	CRYSTAL FLASH	GAS FLEET FUEL	862.57
10/09/2026	1133	HOLLAND BPW	BACTI SAMPLES 09/2026	480.00
10/09/2026	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	1135	KLSWA	UB refund for account: OLDA-000000-0000	2,738.21
10/09/2026	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	1137	OVERISEL LUMBER	BITS	17.97
			BUCKET	23.48
				41.45
10/09/2026	1140	SECURITY BENEFIT	JOE LAMB CONTRIBUTION 10/09/2026	300.00
10/09/2026	1141	VANDENBERG WEB CREATIVE LLC	09/2026 WEBSITE HOSTING	122.50
10/09/2026	1142	EGLTECH, INC	10/2026 IT SERVICES	2,329.66
			08/2026 IT SERVICES	40.48
				2,370.14
10/13/2026	157(A)	ALS GROUP USA, CORP	INORGANIC ANIONS TEST	202.00
10/13/2026	158(A)	F&V CONSTRUCTION	SRF PROJECT #5907-01	43,065.00
10/13/2026	159(A)	USA BLUE BOOK	FLOW TESTING DIFFUSER	1,072.82
10/20/2026	161(E)	CINTAS	UNIFORMS/RUGS	89.50
10/20/2026	162(E)	CINTAS	UNIFORMS/RUGS	89.50
10/20/2026	163(E)	CONSUMERS ENERGY	ELECTRIC BILLS	65.62
10/20/2026	164(E)	CONSUMERS ENERGY	ELECTRIC BILLS	1,060.77
10/20/2026	165(E)	CONSUMERS ENERGY	ELECTRIC BILLS	2,834.90
10/20/2026	166(E)	CONSUMERS ENERGY	ELECTRIC BILLS	49.75
10/20/2026	167(E)	CONSUMERS ENERGY	ELECTRIC BILLS	15,252.55
10/20/2026	168(E)	CONSUMERS ENERGY	ELECTRIC BILLS	84.93
10/20/2026	169(E)	CONSUMERS ENERGY	ELECTRIC BILLS	44.06
10/20/2026	170(E)	CONSUMERS ENERGY	ELECTRIC BILLS	57.37
10/20/2026	171(E)	CONSUMERS ENERGY	ELECTRIC BILLS	333.25
10/20/2026	172(E)	CONSUMERS ENERGY	ELECTRIC BILLS	71.14
10/20/2026	173(E)	CONSUMERS ENERGY	ELECTRIC BILLS	57.37
10/20/2026	174(E)	CONSUMERS ENERGY	ELECTRIC BILLS	33.55
10/20/2026	175(E)	CONSUMERS ENERGY	ELECTRIC BILLS	57.37
10/20/2026	176(E)	CONSUMERS ENERGY	ELECTRIC BILLS	319.48
10/20/2026	177(E)	CONSUMERS ENERGY	ELECTRIC BILLS	1,322.87
10/20/2026	178(E)	CONSUMERS ENERGY	ELECTRIC BILLS	140.12
10/20/2026	179(E)	CONSUMERS ENERGY	ELECTRIC BILLS	946.60

Check Date	Check	Vendor Name	Description	Amount
Bank WMCB WMCB OPERATING				
10/20/2026	180(E)	CONSUMERS ENERGY	ELECTRIC BILLS	51.83
10/20/2026	181(E)	CONSUMERS ENERGY	ELECTRIC BILLS	71.14
10/20/2026	182(E)	CONSUMERS ENERGY	ELECTRIC BILLS	222.89
10/20/2026	183(E)	CONSUMERS ENERGY	ELECTRIC BILLS	30.61
10/20/2026	184(E)	CONSUMERS ENERGY	ELECTRIC BILLS	2,968.91
10/20/2026	185(E)	CONSUMERS ENERGY	ELECTRIC BILLS	112.54
10/20/2026	186(E)	CONSUMERS ENERGY	ELECTRIC BILLS	44.58
10/20/2026	187(E)	CONSUMERS ENERGY	ELECTRIC BILLS	53.37
10/20/2026	188(E)	PITNEY BOWES GLOBAL FINANCIAL	POSTAGE REFILL	750.00
10/20/2026	189(E)	SEMCO ENERGY	NATURAL GAS	41.55
10/20/2026	190(E)	SEMCO ENERGY	NATURAL GAS	44.94
10/20/2026	191(E)	SEMCO ENERGY	NATURAL GAS	33.15
10/20/2026	1143	AQUA-FINE	LAB H20	27.40
			LAB H20	27.40
				54.80
10/20/2026	1144	BS&A	UPGRADE FEE	15,686.00
			ACCOUNTS RECEIVABLE FEE	1,934.00
				17,620.00
10/20/2026	1145	CONNER, DIANE	UB refund for account: CULV-010490-0000	957.28
10/20/2026	1146	CRYSTAL FLASH	GAS FLEET FUEL	857.23
10/20/2026	1147	KONICA MINOLTA	QUARTERLY MAINTENANCE	75.00
			PRINT OVERAGES	120.80
				195.80
10/20/2026	1148	TOTAL ENERGY SYSTEMS INC	GENERATOR SERVICE	2,009.00
10/20/2026	1149	VERIZON WIRELESS	WIRELESS PHONE SERVICE	310.43
10/21/2026	192(A)	ALS GROUP USA, CORP	WWTP QUARTERLY MERCURY TEST	206.50
			INORGANIC ANIONS TEST	122.60
			WWTP MONTHLY TEST 05/2026	406.95
			WATER QUALITY PARAMETERS	0.20
			WATER QUALITY PARAMETERS	195.20
			WATER QUALITY PARAMETERS	387.20
			INORGANIC ANIONS TEST	430.00
			CHLORINATED HYDROCARBONS TEST	405.00
			WWTP QA/QC	169.00
				2,322.65
10/21/2026	193(A)	USA BLUE BOOK	VARIOUS SUPPLIES	2,468.29
10/21/2026	1150	SECURITY BENEFIT	JOE LAMB CONTRIBUTION 10.23.2026	300.00
WMCB TOTALS:				
Total of 80 Checks:				160,641.54
Less 0 Void Checks:				0.00
Total of 80 Disbursements:				160,641.54

REVENUE AND EXPENDITURE REPORT FOR KALAMAZOO LAKE SEWER & WATER AUTH

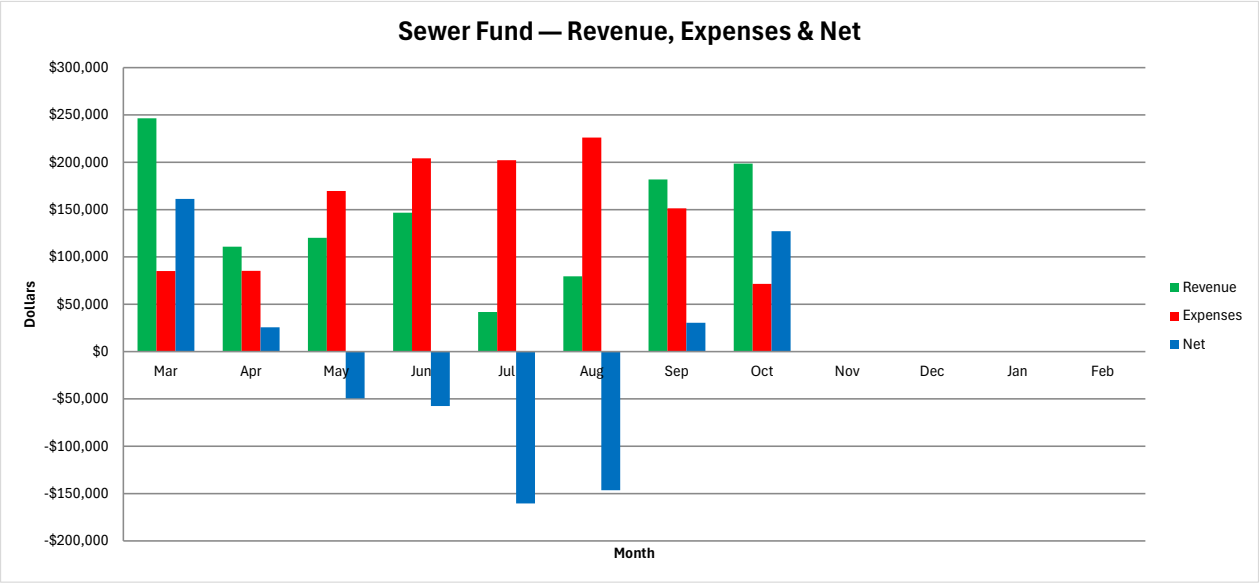
Balance As Of 10/31/2026

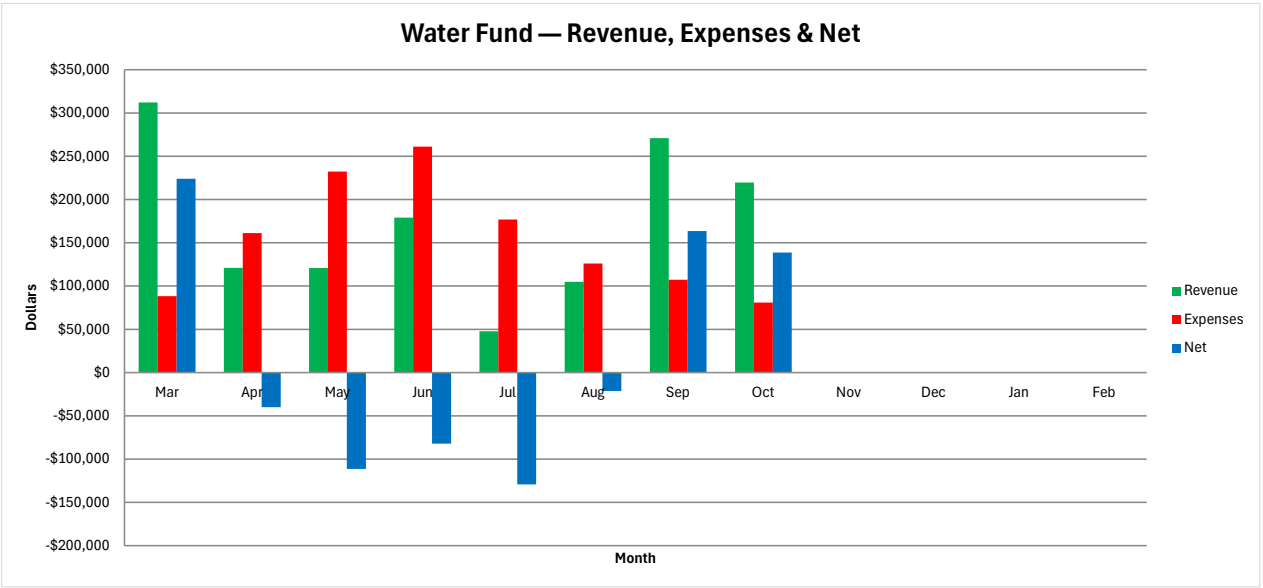
GL Number	Description	26-27 Amended Budget	YTD Balance 10/31/2026	Activity For 10/31/2026	Available Balance 10/31/2026	% Bdgt Used
Fund: 590 SEWER						
Account Category: Revenues						
Department: 000						
590-000-613.000	COMMODITY	562,009.89	520,389.70	98,381.33	41,620.19	92.59
590-000-614.000	BASE	1,107,720.00	533,986.27	87,573.63	573,733.73	48.21
590-000-630.000	ON/OFF FEE	0.00	2,609.53	1,498.00	(2,609.53)	100.00
590-000-651.000	NSF FEES	140.00	115.00	(2.50)	25.00	82.14
590-000-657.000	LATE PENALTY	15,000.00	7,994.17	1,115.67	7,005.83	53.29
590-000-665.000	INTEREST	80,000.00	58,183.74	10,142.56	21,816.26	72.73
590-000-670.000	MISC INCOME	4,500.00	2,896.98	0.04	1,603.02	64.38
Total Dept 000		1,769,369.89	1,126,175.39	198,708.73	643,194.50	63.65
Revenues		1,769,369.89	1,126,175.39	198,708.73	643,194.50	63.65
Account Category: Expenditures						
Department: 000						
590-000-702.000	GENERAL WAGES	646,273.70	59,687.42	0.00	586,586.28	9.24
590-000-702.000-W01	OFFICE WAGES	0.00	23,367.88	11,814.78	(23,367.88)	100.00
590-000-702.000-W02	FIELD WAGES	0.00	16,879.49	8,369.01	(16,879.49)	100.00
590-000-702.000-W03	ON CALL PAY	0.00	4,315.02	2,157.51	(4,315.02)	100.00
590-000-702.000-W04	OVERTIME PAY	0.00	3,989.77	2,117.86	(3,989.77)	100.00
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	38,537.65	5,890.55	(38,537.65)	100.00
590-000-715.000	FICA TAXES	0.00	19,262.94	8,741.54	(19,262.94)	100.00
590-000-716.000	HEALTH INSURANCE	240,229.19	81,252.09	1,571.00	158,977.10	33.82
590-000-716.001	DENTAL INSURANCE	0.00	843.28	0.00	(843.28)	100.00
590-000-716.002	VISION INSURANCE	0.00	427.55	4.62	(427.55)	100.00
590-000-727.000	ED/TRAIN	6,120.00	1,508.16	119.82	4,611.84	24.64
590-000-728.000	OCCUPATIONAL MEDICAL	2,000.00	231.00	0.00	1,769.00	11.55
590-000-729.000	MEMBERSHIP/SUBSCRIPT	2,000.00	1,632.33	0.00	367.67	81.62
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	45,809.61	9,401.76	(673.41)	101.49
590-000-731.100	BANK FEES	600.00	5,243.77	240.83	(4,643.77)	873.96
590-000-731.200	IT	41,937.00	11,293.55	1,164.83	30,643.45	26.93
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	395.50	54.80	14,004.50	2.75
590-000-734.000	MAILING	1,800.00	1,773.21	395.99	26.79	98.51
590-000-745.000	CHEMICALS	116,782.20	40,238.64	(400.00)	76,543.56	34.46
590-000-760.000	UNIFORMS/RUGS	15,000.00	16,458.76	179.00	(1,458.76)	109.73
590-000-770.000	GOODS/EQUIPMENT	42,000.00	26,422.32	11.74	15,577.68	62.91
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	0.00	(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	850.00	100.00	1,400.00	37.78
590-000-803.000	LEGAL	72,000.00	35,069.17	167.50	36,930.83	48.71
590-000-804.000	ENGINEERING	63,250.00	40,928.95	410.20	22,321.05	64.71
590-000-807.000	LAB SERVICES	24,000.00	14,031.67	1,206.00	9,968.33	58.47
590-000-818.000	CONTRACTED SERVICES	0.00	13,973.18	0.00	(13,973.18)	100.00
590-000-818.000-SRF	CONTRACTED SERVICES	0.00	218,818.00	22,930.00	(218,818.00)	100.00
590-000-850.000	TELECOMM	8,000.00	4,016.65	981.87	3,983.35	50.21

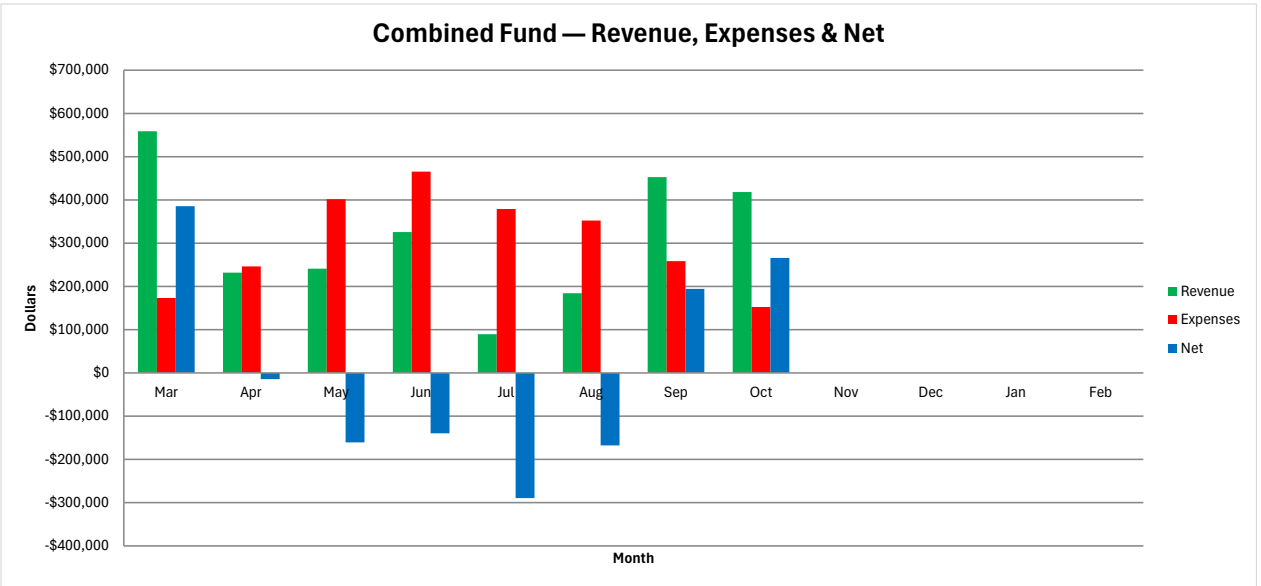
GL Number	Description	26-27 Amended Budget	YTD Balance 10/31/2026	Activity For 10/31/2026	Available Balance 10/31/2026	% Bdgt Used
Fund: 590 SEWER						
Account Category: Expenditures						
Department: 000						
590-000-860.000	MILEAGE	200.00	0.00	0.00	200.00	0.00
590-000-861.000	FUEL	21,000.00	6,953.40	859.89	14,046.60	33.11
590-000-920.000	NATURAL GAS	3,000.00	1,794.14	285.29	1,205.86	59.80
590-000-921.000	ELECTRIC	210,000.00	107,974.62	15,023.66	102,025.38	51.42
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	42,430.50	1,004.50	77,569.50	35.36
590-000-931.000	BUILDING MAINTENANCE	12,000.00	4,062.82	0.00	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	1,250,471.64	94,804.55	839,874.15	59.82
Expenditures		2,090,345.79	1,250,471.64	94,804.55	839,874.15	59.82
Fund 590 - SEWER:						
TOTAL REVENUES		1,769,369.89	1,126,175.39	198,708.73	643,194.50	63.65
TOTAL EXPENDITURES		2,090,345.79	1,250,471.64	94,804.55	839,874.15	59.82
NET OF REVENUES & EXPENDITURES:		(320,975.90)	(124,296.25)	103,904.18	(196,679.65)	

GL Number	Description	26-27 Amended Budget	YTD Balance 10/31/2026	Activity For 10/31/2026	Available Balance 10/31/2026	% Bdgt Used
Fund: 591 WATER						
Account Category: Revenues						
Department: 000						
591-000-607.000	METER ACCESS FEES	0.00	40.00	40.00	(40.00)	100.00
591-000-613.000	COMMODITY	735,095.92	660,763.35	112,071.17	74,332.57	89.89
591-000-614.000	BASE	1,104,828.00	602,423.37	97,895.73	502,404.63	54.53
591-000-628.000	METER INSTALL	11,000.00	49,595.66	0.00	(38,595.66)	450.87
591-000-630.000	ON/OFF FEE	11,000.00	9,509.54	1,498.00	1,490.46	86.45
591-000-651.000	NSF FEE	156.00	115.00	(2.50)	41.00	73.72
591-000-657.000	LATE PENALTY	19,000.00	14,845.70	2,190.60	4,154.30	78.14
591-000-665.000	INTEREST	60,000.00	36,093.64	6,056.06	23,906.36	60.16
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	0.00	3,113.47	48.11
Total Dept 000		1,948,079.92	1,376,272.79	219,749.06	571,807.13	70.65
Revenues		1,948,079.92	1,376,272.79	219,749.06	571,807.13	70.65
Account Category: Expenditures						
Department: 000						
591-000-702.000	GENERAL WAGES	430,849.13	83,464.60	0.00	347,384.53	19.37
591-000-702.000-W01	OFFICE WAGES	0.00	23,717.87	11,814.78	(23,717.87)	100.00
591-000-702.000-W02	FIELD WAGES	0.00	16,879.48	8,369.01	(16,879.48)	100.00
591-000-702.000-W03	ON CALL PAY	0.00	4,315.00	2,157.50	(4,315.00)	100.00
591-000-702.000-W04	OVERTIME PAY	0.00	3,989.75	2,117.86	(3,989.75)	100.00
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	42,502.80	7,909.52	(42,502.80)	100.00
591-000-715.000	FICA TAXES	0.00	19,886.91	8,741.54	(19,886.91)	100.00
591-000-716.000	HEALTH INSURANCE	160,152.79	105,426.59	1,571.00	54,726.20	65.83
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	427.54	4.61	(427.54)	100.00
591-000-727.000	ED/TRAIN	4,080.00	1,508.16	119.82	2,571.84	36.96
591-000-728.000	OCCUPATIONAL MEDICAL	800.00	279.00	0.00	521.00	34.88
591-000-729.000	MEMBERSHIP/SUBSCRIPT	4,000.00	4,127.33	0.00	(127.33)	103.18
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	43,899.75	9,457.80	(13,808.95)	145.89
591-000-731.100	BANK FEES	400.00	3,075.79	240.84	(2,675.79)	768.95
591-000-731.200	IT	27,958.00	15,725.62	1,164.83	12,232.38	56.25
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	2,098.53	396.00	(898.53)	174.88
591-000-745.000	CHEMICALS	33,217.80	28,345.94	(400.00)	4,871.86	85.33
591-000-760.000	UNIFORMS/RUGS	10,000.00	4,060.29	179.00	5,939.71	40.60
591-000-761.000	METERS	50,000.00	25,500.93	8,738.59	24,499.07	51.00
591-000-770.000	GOODS/EQUIPMENT	28,000.00	57,095.93	1,084.56	(29,095.93)	203.91
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	850.00	100.00	650.00	56.67
591-000-803.000	LEGAL	48,000.00	18,904.08	167.50	29,095.92	39.38
591-000-804.000	ENGINEERING	61,000.00	12,807.08	615.30	48,192.92	21.00
591-000-807.000	LAB SERVICES	16,000.00	6,267.00	0.00	9,733.00	39.17

GL Number	Description	26-27 Amended Budget	YTD Balance 10/31/2026	Activity For 10/31/2026	Available Balance 10/31/2026	% Bdgt Used
Fund: 591 WATER						
Account Category: Expenditures						
Department: 000						
591-000-818.000	CONTRACTED SERVICES	0.00	16,984.22	1,919.22	(16,984.22)	100.00
591-000-850.000	TELECOMM	12,500.00	5,189.26	1,395.20	7,310.74	41.51
591-000-860.000	MILEAGE	300.00	0.00	0.00	300.00	0.00
591-000-861.000	FUEL	14,000.00	10,634.22	859.91	3,365.78	75.96
591-000-920.000	NATURAL GAS	4,000.00	1,723.82	115.47	2,276.18	43.10
591-000-921.000	ELECTRIC	140,000.00	115,327.61	11,263.91	24,672.39	82.38
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	139,699.88	1,004.50	(59,699.88)	174.62
591-000-931.000	BUILDING MAINTENANCE	10,000.00	4,617.12	0.00	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	1,237,705.90	81,108.27	263,003.62	82.47
Expenditures		1,500,709.52	1,237,705.90	81,108.27	263,003.62	82.47
Fund 591 - WATER:						
TOTAL REVENUES		1,948,079.92	1,376,272.79	219,749.06	571,807.13	70.65
TOTAL EXPENDITURES		1,500,709.52	1,237,705.90	81,108.27	263,003.62	82.47
NET OF REVENUES & EXPENDITURES:		447,370.40	138,566.89	138,640.79	308,803.51	
Report Totals:						
TOTAL REVENUES - ALL FUNDS		3,717,449.81	2,502,448.18	418,457.79	1,215,001.63	67.32
TOTAL EXPENDITURES - ALL FUNDS		3,591,055.31	2,488,177.54	175,912.82	1,102,877.77	69.29
NET OF REVENUES & EXPENDITURES:		126,394.50	14,270.64	242,544.97	112,123.86	


Sewer Fund — Revenue, Expenses & Net
$300,000
$250,000
$200,000
$150,000
$100,000
$50,000
$0
-$50,000
-$100,000
-$150,000
-$200,000
Dollars
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Month
Revenue
Expenses
Net


Water Fund — Revenue, Expenses & Net
$350,000
$300,000
$250,000
$200,000
$150,000
$100,000
$50,000
$0
-$50,000
-$100,000
-$150,000
-$200,000
Dollars
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Month
Revenue
Expenses
Net


Combined Fund — Revenue, Expenses & Net
$700,000
$600,000
$500,000
$400,000
$300,000
$200,000
$100,000
$0
-$100,000
-$200,000
-$300,000
-$400,000
Dollars
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Month
Revenue
Expenses
Net

Kalamazoo Lake Sewer and Water Authority

Minutes
Regular Monthly Meeting
Monday, October 19, 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 approve Agenda by Johnson. Seconded by Helmrich. 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. There is still progress being made on the open work orders. There are still 762 meters remaining to be investigated. Kudos to all for continued cooperation and teamwork from the staff.
    2. The newly implemented Shut Off policy is working well. There were 37 accounts that were delinquent for over 60 days. Of those 37 accounts, only 4 needed to be shut off for non-payment. At this time, all 37 accounts are current.
    3. A draft of the Tri-Community Utility Agreement from legal should be received by KLSWA sometime in mid-November.
    4. A pre-construction meeting for the Clean Water State Revolving Fund work will be held with Fleis & Vandenbrink on October 21st, 2 pm, at the KLSWA facility.
    5. Four operators will be taking a total of eight exams for additional licenses in November. Good luck to all the operators on their tests.

7. **Old Business:**
    1. Union Update – No new update.

8. **New Business:**
        i. No New Business

* 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.

9. **Commissioner Comments:**
    1. Johnson – despite a light agenda, happy we met as the meeting was very informative
    2. Helmrich – Frieden Resorts is having a Grand Opening celebration on October 19th at 5 pm. The ribbon cutting ceremony with Saugatuck Township occurs at 6 pm.
    3. Ludwick – none
    4. Freeman – none

10. **Closed Session** – None

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

- Next Regular Meeting: Monday, November 16, 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	September 2026		BILLING DATE	10/15/2026	
	GALLONS		MEUs		CUSTOMERS
COMMUNITY	WATER	SEWER	WATER	SEWER	
DOUGLAS	15,657,722.40	9,962,767.40	1,681.50	1,299.50	1270
SAUGATUCK	13,470,867.70	9,326,172.00	1,331.00	1,100.00	968
SAUGATUCK TWP - NORTH	12,247,002.90	2,259,106.60	1,113.50	447.00	773
SAUGATUCK TWP - SOUTH	2,140,949.80	397,158.00	106.50	37.50	70
LAKETOWN	595,491.00	338,280.00	79.00	61.50	65
TOTAL	44,112,033.80	22,283,484.00	4,311.50	2,945.50	3146

KALAMAZOO LAKE SEWER AND WATER AUTHORITY
COMMUNITY BASE FEE REPORT

MONTH September 2026 BILLING DATE 10/15/2026

COMMUNITY	Billed Gallons	Gallons Adj.	Final Gallons	Billed Units	Billed Dollars	Billing Adj	Penalty	Final Dollars
DOUGLAS								
DOUGLAS WATER BASE	0	0	0	1,683	$ 35,157.39	$ (1,368.60)	$ 289.63	$ 34,078.42
KLSWA DEBT LIFT STA	0	0	0	1,297	$ 5,183.68	$ 97.00	$ 41.11	$ 5,321.79
KLSWA DEBT SERV TREA	0	0	0	1,297	$ 9,977.14	$ 26.72	$ 72.11	$ 10,075.97
KLSWA METER FEE	0	0	0	0	$ -	$ -	$ -	$ -
KLSWA RETURN PAYMENT	0	0	0	0	$ -	$ 50.00	$ -	$ 50.00
KLSWA SEWER BASE	0	0	0	1,300	$ 38,952.57	$ 810.00	$ 311.19	$ 40,073.76
KLSWA SEWER COMM	9,962,767	0	9,962,767	1,040	$ 37,675.52	$ (2,484.89)	$ 790.54	$ 35,981.17
KLSWA SHUT OFF TAG	0	0	0	1	$ (25.00)	$ 575.00	$ -	$ 550.00
KLSWA TURN ON/OFF	0	0	0	2	$ 140.00	$ 147.00	$ -	$ 287.00
KLSWA WATER BASE	0	0	0	1,680	$ 38,396.66	$ (2,797.94)	$ 309.91	$ 35,908.63
KLSWA WATER BASE 2	0	0	0	1	$ 23.00	$ -	$ -	$ 23.00
KLSWA WATER COMM	6,519,043	0	6,519,043	312	$ 19,560.33	$ -	$ 107.22	$ 19,667.55
KLSWA WATER COMM 3	9,118,780	0	9,118,780	941	$ 27,356.88	$ 108.06	$ 619.64	$ 28,084.58
KLSWA WATER COMM 5	19,900	0	19,900	1	$ 59.70	$ -	$ -	$ 59.70
KLSWA WTR BASE IRRIG	0	0	0	1	$ 23.00	$ 250.15	$ -	$ 273.15
LCR USAGE CREDIT	0	0	0	3	$ (60.00)	$ -	$ -	$ (60.00)
PAPERLESS/ACH CREDIT	0	0	0	630	$ (1,890.00)	$ -	$ -	$ (1,890.00)
SAUG TWP SEWER BASE	0	0	0	2	$ 7.00	$ -	$ -	$ 7.00
SAUG TWP WATER BASE	0	0	0	3	$ 63.00	$ -	$ -	$ 63.00
TOTALS	25,620,489.80	0.00	25,620,489.80	10,193.00	210,600.87	(4,587.50)	2,541.35	208,554.72

KALAMAZOO LAKE SEWER AND WATER AUTHORITY
COMMUNITY BASE FEE REPORT

MONTH September 2026 BILLING DATE 10/15/2026

COMMUNITY	Billed Gallons	Gallons Adj.	Final Gallons	Billed Units	Billed Dollars	Billing Adj	Penalty	Final Dollars
SAUGATUCK								
KLSWA DEBT LIFT STA	0	0	0	1,094	$ 4,377.06	$ -	$ 39.87	$ 4,416.93
KLSWA DEBT SERV TREA	0	0	0	1,094	$ 8,048.01	$ -	$ 73.56	$ 8,121.57
KLSWA RETURN PAYMENT	0	0	0	0	$ -	$ 85.00	$ -	$ 85.00
KLSWA SEWER BASE	0	0	0	1,100	$ 32,860.48	$ -	$ 328.42	$ 33,188.90
KLSWA SEWER COMM	9,326,172	0	9,326,172	823	$ 37,300.42	$ -	$ 468.68	$ 37,769.10
KLSWA SHUT OFF TAG	0	0	0	0	$ -	$ 250.00	$ -	$ 250.00
KLSWA WATER BASE	0	0	0	1,331	$ 30,564.90	$ (473.88)	$ 254.75	$ 30,345.77
KLSWA WATER COMM	3,839,202	0	3,839,202	149	$ 11,668.36	$ -	$ 115.16	$ 11,783.52
KLSWA WATER COMM 3	9,631,666	0	9,631,666	813	$ 28,895.20	$ -	$ 337.62	$ 29,232.82
KLSWA WTR BASE IRRIG	0	0	0	3	$ 28.75	$ -	$ -	$ 28.75
METER SET FEE	0	0	0	0	$ -	$ -	$ -	$ -
OVER PAYMENT	0	0	0	0	$ -	$ -	$ -	$ -
PAPERLESS/ACH CREDIT	0	0	0	445	$ (1,335.00)	$ -	$ -	$ (1,335.00)
SAUG CITY WATER BASE	0	0	0	1,331	$ 30,529.90	$ -	$ 278.31	$ 30,808.21
TOTALS	22,797,039.70	0.00	22,797,039.70	8,182.50	$ 182,938.08	$ (138.88)	$ 1,896.37	$ 184,695.57

KALAMAZOO LAKE SEWER AND WATER AUTHORITY
COMMUNITY BASE FEE REPORT

MONTH September 2026 BILLING DATE 10/15/2026

COMMUNITY	Billed Gallons	Gallons Adj.	Final Gallons	Billed Units	Billed Dollars	Billing Adj	Penalty	Final Dollars
SAUGATUCK TWP - NORTH								
KLSWA DEBT LIFT STA	0	0	0	6	$ 14.00	$ (100.00)	$ -	$ (86.00)
KLSWA DEBT SERV TREA	0	0	0	445	$ 2,916.92	$ -	$ 9.46	$ 2,926.38
KLSWA METER FEE	0	0	0	74	$ 34,516.90	$ -	$ -	$ 34,516.90
KLSWA RETURN PAYMENT	0	0	0	0	$ -	$ 50.00	$ -	$ 50.00
KLSWA SEWER BASE	0	0	0	131	$ 2,414.00	$ -	$ 18.58	$ 2,432.58
KLSWA SEWER BASE 3	0	0	0	317	$ 9,490.16	$ -	$ 24.00	$ 9,514.16
KLSWA SEWER COMM	404,593	0	404,593	120	$ 1,618.36	$ -	$ 23.04	$ 1,641.40
KLSWA SEWER COMM 3	1,854,514	0	1,854,514	212	$ 6,617.72	$ -	$ 16.92	$ 6,634.64
KLSWA SHUT OFF TAG	0	0	0	0	$ -	$ 175.00	$ -	$ 175.00
KLSWA WATER BASE	0	0	0	368	$ 7,232.23	$ -	$ 77.95	$ 7,310.18
KLSWA WATER BASE 3	0	0	0	736	$ 16,020.61	$ (778.94)	$ 84.71	$ 15,326.38
KLSWA WATER COMM	4,212,244	0	4,212,244	287	$ 11,672.86	$ -	$ 87.50	$ 11,760.36
KLSWA WATER COMM 2	8,010,857	0	8,010,857	523	$ 23,431.59	$ (208.96)	$ 219.66	$ 23,442.29
KLSWA WATER COMM 3	23,902	0	23,902	2	$ 71.70	$ -	$ -	$ 71.70
KLSWA WATER COMM W2	0	0	0	1	$ -	$ -	$ -	$ -
KLSWA WTR BASE IRRIG	0	0	0	10	$ 143.75	$ -	$ -	$ 143.75
METER SET FEE	0	0	0	0	$ -	$ -	$ -	$ -
PAPERLESS/ACH CREDIT	0	0	0	317	$ (951.00)	$ -	$ -	$ (951.00)
SAUG TWP SEWER BASE	0	0	0	450	$ 1,397.41	$ -	$ 4.98	$ 1,402.39
SAUG TWP WATER BASE	0	0	0	1,011	$ 18,464.66	$ (5,718.90)	$ 124.03	$ 12,869.79
SAUG TWP WB LAKETOWN	0	0	0	5	$ 84.00	$ (393.00)	$ -	$ (309.00)
TOTALS	14,506,110	0	14,506,110	5,013	$ 135,155.87	$ (6,974.80)	$ 690.83	$ 128,871.90

KALAMAZOO LAKE SEWER AND WATER AUTHORITY
COMMUNITY BASE FEE REPORT

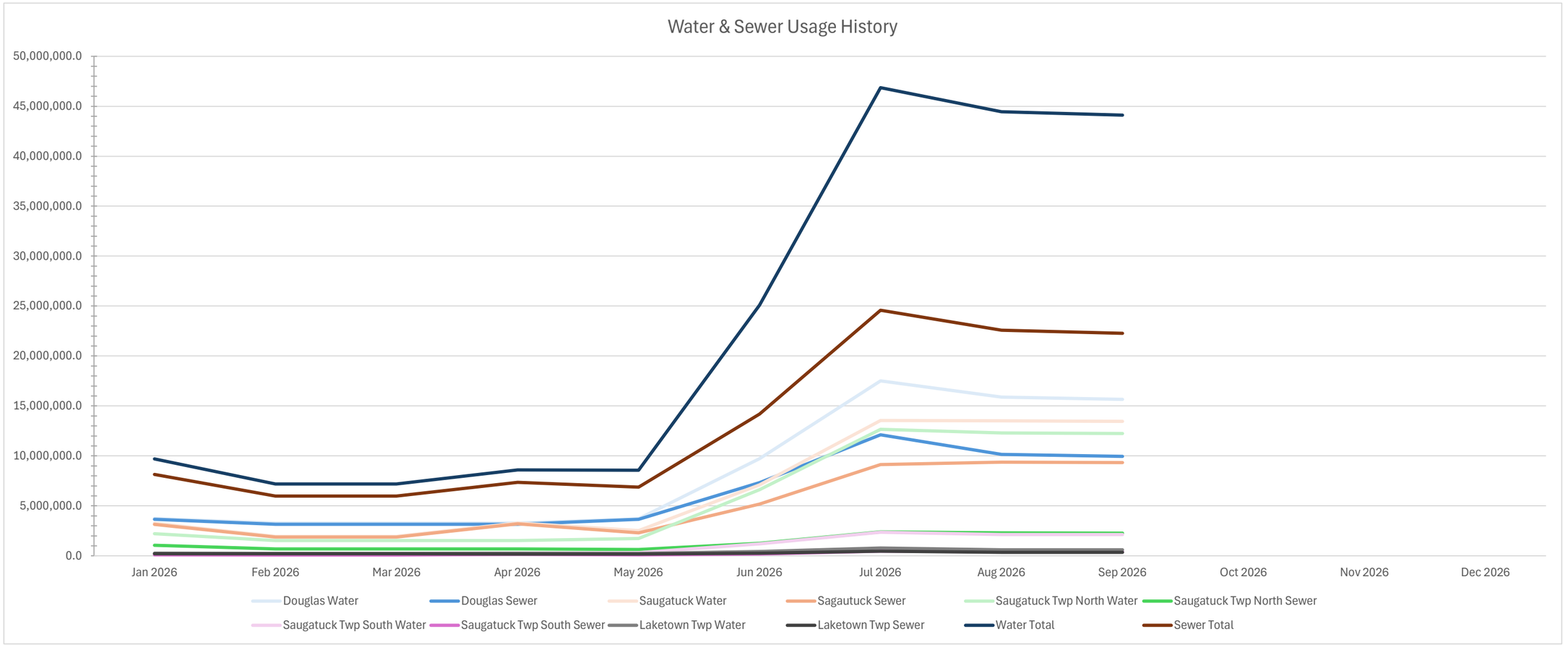
MONTH September 2026 BILLING DATE 10/15/2026

COMMUNITY	Billed Gallons	Gallons Adj.	Final Gallons	Billed Units	Billed Dollars	Billing Adj	Penalty	Final Dollars
SAUGATUCK TWP - SOUTH								
DOUGLAS WATER BASE	0	0	0	5	$ 94.50	$ -	$ -	$ 94.50
KLSWA DEBT LIFT STA	0	0	0	19	$ 76.00	$ -	$ 0.80	$ 76.80
KLSWA DEBT SERV TREA	0	0	0	38	$ 276.75	$ -	$ 1.48	$ 278.23
KLSWA SEWER BASE	0	0	0	37	$ 1,095.00	$ -	$ 6.00	$ 1,101.00
KLSWA SEWER BASE 2	0	0	0	1	$ 30.00	$ -	$ -	$ 30.00
KLSWA SEWER COMM	385,929	0	385,929	21	$ 1,543.70	$ -	$ 10.33	$ 1,554.03
KLSWA SEWER COMM 2	11,229	0	11,229	1	$ 44.92	$ -	$ -	$ 44.92
KLSWA SHUT OFF TAG	0	0	0	0	$ -	$ 25.00	$ -	$ 25.00
KLSWA WATER BASE	0	0	0	67	$ 1,541.00	$ -	$ 4.60	$ 1,545.60
KLSWA WATER BASE 2	0	0	0	38	$ 862.50	$ -	$ 7.65	$ 870.15
KLSWA WATER BASE 3	0	0	0	2	$ 46.00	$ -	$ -	$ 46.00
KLSWA WATER COMM	2,137,667	0	2,137,667	68	$ 6,417.88	$ -	$ 98.59	$ 6,516.47
KLSWA WATER COMM 2	3,283	0	3,283	2	$ 9.85	$ -	$ -	$ 9.85
PAPERLESS/ACH CREDIT	0	0	0	39	$ (117.00)	$ -	$ -	$ (117.00)
SAUG TWP SEWER BASE	0	0	0	36	$ 124.25	$ -	$ 0.70	$ 124.95
SAUG TWP WATER BASE	0	0	0	97	$ 2,026.50	$ -	$ 9.45	$ 2,035.95
TOTALS	2,538,108	0	2,538,108	468	$ 14,071.85	$ 25.00	$ 139.60	$ 14,236.45

KALAMAZOO LAKE SEWER AND WATER AUTHORITY
COMMUNITY BASE FEE REPORT

MONTH September 2026 BILLING DATE 10/15/2026

COMMUNITY	Billed Gallons	Gallons Adj.	Final Gallons	Billed Units	Billed Dollars	Billing Adj	Penalty	Final Dollars
LAKETOWN								
KLSWA DEBT SERV TREA	0.0	0.0	0.0	59.5	$ 313.65	$ (132.84)	$ 0.74	$ 181.55
KLSWA SEWER BASE	0.0	0.0	0.0	28.5	$ 315.00	$ (550.41)	$ 3.00	$ (232.41)
KLSWA SEWER BASE 4	0.0	0.0	0.0	33.0	$ 990.00	$ -	$ -	$ 990.00
KLSWA SEWER COMM	29,948.0	0.0	29,948.0	26.0	$ 159.80	$ (410.08)	$ 4.00	$ (246.28)
KLSWA SEWER COMM 4	308,332.0	0.0	308,332.0	23.0	$ 1,233.33	$ -	$ -	$ 1,233.33
KLSWA SHUT OFF TAG	0.0	0.0	0.0	0.0	$ -	$ -	$ -	$ -
KLSWA WATER BASE	0.0	0.0	0.0	14.5	$ 333.50	$ -	$ -	$ 333.50
KLSWA WATER BASE 4	0.0	0.0	0.0	64.5	$ 1,483.50	$ -	$ 2.30	$ 1,485.80
KLSWA WATER COMM	44,403.0	0.0	44,403.0	10.0	$ 313.35	$ -	$ -	$ 313.35
KLSWA WATER COMM 4	551,088.0	0.0	551,088.0	53.0	$ 1,653.32	$ -	$ 1.94	$ 1,655.26
PAPERLESS/ACH CREDIT	0.0	0.0	0.0	31.0	$ (93.00)	$ -	$ -	$ (93.00)
SAUG TWP SEWER BASE	0.0	0.0	0.0	14.0	$ 7.00	$ (45.50)	$ 0.35	$ (38.15)
SAUG TWP WB LAKETOWN	0.0	0.0	0.0	71.0	$ 1,491.00	$ -	$ 1.59	$ 1,492.59
TOTALS	933,771.0	0.0	933,771.0	428.0	$ 8,200.45	$ (1,138.83)	$ 13.92	$ 7,075.54


Water & Sewer Usage History
50,000,000.0
45,000,000.0
40,000,000.0
35,000,000.0
30,000,000.0
25,000,000.0
20,000,000.0
15,000,000.0
10,000,000.0
5,000,000.0
0.0
Jan 2026
Feb 2026
Mar 2026
Apr 2026
May 2026
Jun 2026
Jul 2026
Aug 2026
Sep 2026
Oct 2026
Nov 2026
Dec 2026
Douglas Water
Douglas Sewer
Saugatuck Water
Sagautuck Sewer
Saugatuck Twp North Water
Saugatuck Twp North Sewer
Saugatuck Twp South Water
Saugatuck Twp South Sewer
Laketown Twp Water
Laketown Twp Sewer
Water Total
Sewer Total

Operations Report 10/17/2026 – 11/13/2026

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 quality tests have been collected, all results showing within normal ranges as expected.

- All monthly quality control testing on the water supply has been completed, all results favorable and compliant.

- Hydrant flow testing on Maple St. new water main construction to start Nov. 17th.

- Water St. valve installation project for Saugatuck City has been completed, both rounds of Bac-T sampling passed. All valves have been re-opened and normal water supply in that area has resumed.

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

WWTP Lab:

- Bi-weekly discharges have decreased to once every three weeks. We are continuing to see the influent flows decrease coming into the system.

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

- All Quarterly monitoring tests have been completed, results well within normal ranges.

- Ground water monitoring sampling has been completed.

- Monthly Daily Monitoring Reports have been submitted with the state, no violations present.

- EGLE's annual DMR-QA46 study for testing lab procedures and quality control standards continues through December 4th.

- New facility operation and maintenance monitoring program reflecting NPDES permit changes and updates have been submitted to, and approved by EGLE.

Shawn Sisson

11/13/2026

KLSWA ADMINISTRATOR'S REPORT

November 16, 2026

TO: Kalamazoo Lake Sewer & Water Authority Board Members

FROM: Robert Miller, Authority Administrator

1. Administration

BS&A Transition – Earlier this year KLSWA made the decision to begin transitioning from our server-based BS&A platform to the cloud-based version. Utility Billing has completely moved to the cloud, AP approvals are now being made digitally, and we just ran our first payroll in the new platform. The training and implementation from BS&A have been fantastic, and we're creating internal SOP's as we go. Moving to the cloud has allowed us to avoid a costly server replacement, eliminate a separate HR software subscription, and to speed up internal processes.

Water & Sewer Bills – September was the first month where we got to see our newly-adopted non-payment policy executed to completion. The policy – heavy on regular, frequent, and direct communications to the customer, reduced the number of accounts that were 60+ days past due down from 37 to just 4. For October, we currently have zero accounts that are not in good standing. This has been a fantastic effort from the team in the front office to make sure we're reaching the community with the information they need.

Tri Communities Utility Committee – The TCUC has delivered, via Andy Campbell of Bendzinski & Co, a 20-page document full of agreed-upon terms and recommendations for future operational agreements between KLSWA and our Constituent Municipalities. KLSWA attorney, Mark Nettleton, is in the process of drafting the first versions of separate water and sewer contracts that will define the relationships and responsibilities between all the parties. We're hoping to have both of these DRAFT agreements in-hand for a first review in the coming days.

MI-EGLE Drinking Water System Sanitary Survey – back on August 27, KLSWA was visited by our EGLE District Engineer to conduct a portion of our triannual Sanitary Survey. Near the end of October KLSWA, along with each of the Constituent Municipalities, received the *Sanitary Survey Report* from EGLE. Briefly, the highest priority areas of discussion were:

1. A refreshed operational agreement between KLSWA and the CM's that will provide more managerial and oversight capacity to KLSWA.
2. Peak demand on the drinking water system is beginning to threaten our rated capacity.
3. Drinking Water Reliability Study & Drinking Water General Plan both need to be updated.

EGLE has requested a formal response to their report by November 30. I'm currently working with our Engineers, our team, and members of our CM's to respond to the above, and other items from the report in a timely and appropriate manner. As you're all aware, item #1 is moving quickly. Items 2 and 3 will be addressed with the F&V proposal presented at the Nov 16 Regular Meeting. I'm happy to provide the full *Sanitary Survey Report* from EGLE if it has not yet been shared with you via your respective municipality.

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

KLSWA and Fleis & VandenBrink hosted a preconstruction meeting at WWTP on 10/21. It was a full house, with contractors representing all the trades as well as a full team of engineers and project managers from F&V. There was still little certainty on schedule for construction, other than most of the outdoor work will be starting in the Spring of 2027.

3. Personnel & Staffing

Collective Bargaining Update – Great progress has been made since my last report. Both sides have reached a tentative agreement, and that agreement is being drafted into a final version of the contract as I type. This document will be available to the Board members ASAP and will be ratified on a meeting date TBD by the KLSWA Board.

Water System Operator-In-Charge – On October 1, I assumed the role of State-designated Operator-In-Charge for our drinking water distribution and production systems. This function was formerly provided by Fleis & VandenBrink Operations. The primary role of the OIC is compliance management with State and Federal regulation. I was able to spend a good deal of time this month communicating with our partners at the State of Michigan on specific reporting requirements for KLSWA. Working together with the State, and with a tremendous amount of input from our operations group, all compliance docs for October were submitted complete and on time.

Water & Sewer Operator Licensing Exams – I mentioned last month how fortunate KLSWA is to have our operations group pursuing additional licensing the way they are. Exams were November 4 & 5, with results likely made available just before Thanksgiving. Ironically, I have been an industry representative for several years working with the group from EGLE that certifies the operator licensing exam results. Tentatively, we're scheduled to meet in Lansing on November 18 to review results.

4. FY 27-28 Budget

Andrew and I have begun work on next FY's budget. At this point, we're treating the next budget as though KLSWA's role with the CM's will be the same as it is under the current operational agreements. We're moving as quickly as we can, and engaging the other CM's, to learn as much as we can about how a new operational agreement will affect the KLSWA budget and rate structure. As soon as we learn more, or as soon as we can better predict a possible change, we'll be implementing that new information into the budgeting process.

Kalamazoo Lake Sewer & Water Authority

MEMO

DATE: November 13, 2026

TO: Mr. Gregory Freeman, KLSWA Board Chairman

CC: KLSWA Board of Commissioners

FROM: Robert Miller, KLSWA Administrator

SUBJECT: Proposal to Update Water System Reliability Study

Mr. Freeman,

The Michigan Safe Drinking Water Act states that:

(1) A type I public water supply shall conduct a study to determine the quantity of water supply needed for the waterworks system and shall propose a method of compliance in accordance with R 325.11204.

(2) The study required by subrule (1) of this rule shall be based on 5-year and 20-year projections of water use by the public water supply. The study shall be updated every 5 years unless the owner demonstrates that water use projections are stable and this requirement is waived by the department.

These studies are commonly referred to as Water System Reliability Studies. A recent audit of our operation by MI-EGLE determined that increasing demand in our system will require KLSWA to update our existing 2021 Study and submit the new report to EGLE by April 19, 2027. The process is expected to take at least 90 days. Attached is a proposal from Fleis & VandenBrink in the amount of $19,500.00 to complete the required work. Delivery of the Study and payment will occur in FY 27-28.

If Commissioners concur, I offer the following two motion:

Motion to execute the November 2, 2026 attached proposal from Fleis & VandenBrink in the amount of $19,500 to complete a Water System Reliability Study update.

Enclosures

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

November 2, 2026

Via email: robert@klswa.com

Bob Miller
Kalamazoo Lake Sewer & Water Authority
6449 Old Allegan Road
P.O. Box 789
Saugatuck, Michigan 49453

Re: Proposal for Water System Reliability Study and General Plan Update

Dear Bob:

As requested, we have prepared a work plan and budget to complete a Water System Reliability Study (WSRS) and General Plan update for the Kalamazoo Lake Sewer & Water Authority (KLSWA). The Michigan Department of Environment, Great Lakes and Energy (EGLE) requires a reliability study to be performed every five years or as significant improvements are made to the system to satisfy the requirements of Public Act 399. We understand EGLE recently conducted a Sanitary Survey and flagged the need for an updated Water Reliability Study & General Plan and requested it be completed by April 19, 2027. We propose completing the Water Reliability Study and General Plan as outlined in the work plan below.

WORK PLAN

Review and Compile Existing Data and Operations

A. Meet with KLSWA staff and review scope of work and schedule for the study:
   1. Collect data on existing water use and pump records.
   2. Review service area and identify any known system expansions.
   3. Review fire flow objectives for the proposed watermain projects.

B. Review and inventory of the existing water system components:
   1. Review data on the water storage tank.
   2. Review the pump data, well capacity and well house(s).
   3. Review chemical analysis of the water.
   4. Review the water distribution system and its overall condition.

C. Review current water use and pumping records. Calculate 20-year water use projections.

D. Review the most recent Insurance Services Office (ISO) evaluation of the system.

Hydrant Testing

A. Perform hydrant flow testing at key locations throughout the system. F&V will identify locations, provide test equipment and trained staff to take readings, in cooperation with the KLSWA's water operator.

Create Water Map & Hydraulic Model

A. Update the KLSWA's General Plan (water system map) in AutoCAD to meet EGLE's requirements.

2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005
www.fveng.com

B. Review mapping with KLSWA staff to solicit input from those with a working knowledge of the system.
C. Update the hydraulic model of the KLSWA's water system.
D. Update our computer model of the system and set up hydraulic analysis.
E. Complete computer runs, identifying static pressures and flows at key locations.

Model Calibration & Simulations

A. Calibrate the computer model to reflect conditions recorded during the hydrant testing.
B. Perform fire flow and maximum day simulations of water system.
C. Simulate proposed improvements to the water system.
D. Simulate projected water demands. Identify deficiencies where the system cannot produce the desired flows. Evaluate improvements to the water system.
E. Identify short and long-range improvements that are needed to meet the 20-year needs.

Project Deliverables

A. Prepare a draft report summarizing the findings and outlining the recommendations.
B. Submit draft report to KLSWA and meet with staff to review.
C. Update the report after receiving review comments.
D. Submit revised report to EGLE.
E. Receive comments from EGLE and finalize the WSRS and General Plan.

PROFESSIONAL FEES

We propose completing the Scope of Work identified above for a **lump sum fee of $19,500.**

We look forward to working with KLSWA on this important regulatory requirement project. If you have any questions or need additional information, please feel free to contact us.

Sincerely,

FLEIS & VANDENBRINK

Steven M. Bishop, P.E.
Project Manager

Don DeVries, P.E.
Vice President

WORK AUTHORIZATION
Fleis & VandenBrink Engineering, Inc. (F&V) is hereby authorized to perform the services stated within this proposal under the existing Professional Services Agreement with F&V executed on May 22, 1995.

Kalamazoo Lake Sewer & Water Authority

_____ _____
Authorized Representative Date

Kalamazoo Lake Sewer & Water Authority

MEMO

DATE: November 13, 2026

TO: Mr. Gregory Freeman, KLSWA Board Chairman

CC: KLSWA Board of Commissioners

FROM: Robert Miller, KLSWA Administrator

SUBJECT: Motion to Reschedule a Meeting set by Standing Rule or Motion

Mr. Freeman,

Under the Open Meetings Act, this Board must make motion, have seconded, and achieve a majority affirmative voice-vote to reschedule an upcoming Regular Meeting.

If Commissioners wishes to reschedule a meeting, I offer the following motion:

Motion to reschedule the previously adopted and published Regular Meeting on __/__/____ to the new date of __/__/____. Location will remain 6449 Old Allegan Road and time will remain 10 a.m.