



**Kalamazoo Lake Sewer & Water Authority  
Minutes of Meeting  
July 15, 2024 in-person at KLSWA offices**

1. Call to Order: Barry Johnson, Chair, called meeting to order at 10:00 A.M.
2. Roll Call: Present: Johnson, Bernhardt, Freeman, Bekken, Urquhart.  
Absent: None  
Staff Present: Manager VanDyke, attorney Mark Nettleton of Mika Meyers.
3. Review Minutes: Motion by Bekken, support by Bernhardt to approve the June 17, 2024 minutes.  
Motion carried unanimously.  
  
Motion by Urquhart, support by Bekken to approve the June 19, 2024 minutes.  
Motion carried unanimously.
4. Review Agenda: Stands as presented.
5. Review Check Registry: Motion by Urquhart, support by Bernhardt approving payments in the amount of \$385,857.67.  
Motion carried unanimously.
6. Public Comments: Cathy North of Douglas, Abby Bigford and Daniel DeFranco of Saugatuck Township.  
Daniel DeFranco commented that Saugatuck Township accepted the resignation of Chris Bernhardt effective Noon July 15, 2024 as KLSWA Commissioner, that Saugatuck Township has appointed at Saugatuck Township's July 10, 2024 meeting, Abby Bigford as their KLSWA representative effective 12:01 PM on July 15, 2024.  
The KLSWA welcomed Abby Bigford.
7. Manager's Report: Discussed as presented.
8. New Business:
  - A. Williams & Works Proposal: Motion by Urquhart, support by Bekken accepting the Williams & Works proposal in the amount of \$10,000 for their services to develop construction standards.  
Motion passed unanimously.
9. Old Business:
  - A. Water Operations Agreement. Mark Nettleton of Mika Meyers PLC reviewed with the Commission a revised draft of the proposed Water Operations Agreement (revised draft dated July 8, 2024) and noted the two main changes from the prior draft, namely Paragraphs 5.b. and 6.b. (adding an option to enter into agreements with developers to pay all or portion of the costs of improvements or expansions for Authority System assets or Local Distribution System assets), and Paragraph 6.e. (payment by the Authority to a Constituent Municipality of any collections of local rates and charges billed and collected by the Authority on behalf of a Constituent Municipality). The Commission discussed various provisions with Attorney Nettleton. The Commission directed the attorney to revise Paragraph 6.e. to reflect quarterly payments (consistent with the proposed Saugatuck City Memorandum of Understanding (below)). Nettleton will make that change.  
  
Motion by Johnson, support by Urquhart to approve the July 8, 2024 draft of the Water System Operations Contract with the change to paragraph 6.e. regarding payment of collections of local rate and charges to a Constituent Municipality on a quarterly basis and authorize and direct the KLSWA attorney to circulate the draft agreement, as revised, to the Constituent Municipalities on behalf of the KLSWA.  
Motion carried unanimously.



Motion by Urquhart, support by Bekken to amend the Agenda to add "Saugatuck City Memorandum of Understanding" under Old Business, item 9.B.

Motion carried unanimously.

B. Saugatuck City Memo of Understanding. Motion by Bekken, support by Urquhart to approve the proposed Memorandum of Understanding ("MOU") between the City of Saugatuck and the KLSWA and to authorize and direct the Authority Manager to execute and deliver the MOU on behalf of the KLSWA.

Motion carried unanimously.

**10. Meeting Schedule:** Stands as regularly scheduled for August 19, 2024 at 10:00 A.M.

Meeting unanimously adjourned at 11:23 A.M.

Barry Johnson  
Chair

Chris Bernhardt  
Vice Chair

A handwritten signature in black ink, appearing to read 'Greg Freeman', with a long horizontal line extending to the right.

Greg Freeman  
Secretary-Treasurer