

Minutes for the regular joint meeting of the Woodridge Lake Sewer District and the Board of Directors of the Woodridge Lake Sewer District, Tuesday, May 12, 2026, held remotely through Microsoft Teams video conferencing.

Call to order- James Mersfelder called the meeting to order on Tuesday, April 14, 2026, at 3:00 p.m. via Teams

Attendance- Board members attending: James Mersfelder, Jerry Abrahams, Dave Hazan, Norval Lunan, and Raymond Turri. Plant Supervisor Joe Carey. Guests attending were David Schmidt, Ian Feldman, and Susan Strano. Eric Raymond was excused.

Approval of Minutes- The minutes of April 14, 2026, regular Board Meeting and April 25, 2026, Annual Meeting. Motion to approve was made by Raymond Turri and seconded by Norval Lunan; all approved.

Report of Plant Operations: Plant Supervisor Joe Carey provided the attached detailed report.

Monthly Financial Report - Susan Strano reported a discrepancy of about \$9,000 in last year's accounting and is looking into it. The Marshal has about \$17,000 of the \$42,000 of the total amount due. All the late payers have had liens placed on their property. Susan mentioned that the State may have passed a bill prohibiting WLSA from foreclosing on any debt of less than \$3,000; she will investigate this.

Executive Session: A motion was made at 3:42 to go into executive session. Norval Lunan was seconded by Raymond Turri. Motion made at 3:50 to come out of executive session. Norval Lunan, seconded by Jerry Abrahams

Old Business- There was no old business to discuss.

New Business- The issue with John Derasmo regarding carrying over his pension time from previous employment was discussed, and it was decided that, according to company policy, we could not bridge. Motion was made by Raymond Turri, seconded by Norval Lunan, not to bridge. All approved.

A motion was made to accept the attached proposed Internal Control Procedures. A motion to accept the procedure, subject to a minor change, was made by Raymond Turri and seconded by James Mersfelder, and all approved.

A motion was made to give Joe Carey a raise. A motion to accept was made by Raymond Turri, seconded by Norval Lunan, and all approved

Adjournment- A motion was made by Raymond Turri, seconded by Jerry Abrahams, to adjourn at 3:58 p.m., no discussion, so voted

Respectfully submitted,

Norval Lunan, Clerk



Woodridge Lake Sewer District

113 Brush Hill Road

PO Box 258

Goshen, CT 06756

New Business:

Training-

- Joe, Eric, and John completed Sexual Harassment Training
- Joe, Eric, and John completed Confined Space Entry Certification
- Joe, Eric, and John registered for online OSHA Training. Eric and John to complete 10-Hr OSHA certification. Joe to complete 30-Hr OSHA certification. Training will be done when we have time in between other projects.
- Roy from Turri-Masterson Electric went through safely hooking up our portable generator to pump stations. Thanks to Mr. Turri for helping coordinate the training.

Plant activities -

- Spring clean-up continues. Painted the main building and garage foundations, and old sludge drying beds. Identified slip, trip, and fall hazards outside and safety painted with yellow markings and a grey background. Plans to install railings and stairs around the RAS pit and Effluent Basins as it is a fall hazard in the coming months. Stopped employees from going on structures until they are updated.
- East Clarifier fully pumped out for "Rehab" project
- 3 quotes are in for the relining of the clarifier and waiting for the 4th quote. All quotes do not include any mechanical work. Waiting on separate quotes for that. Most mechanicals were done on both tanks in 2020.
- Turri-Masterson will be fixing bad LED lights in the main building and garage. They will also be installing new LED fixtures on the outside of the garage for better site lighting at night.
- Universal Septic pumped out Heavy sludge from the bottom of the clarifier, splitter boxes and Effluent EQ tank. Effluent Contact tank, grit channel, and Influent EQ tank to still be done in coming weeks.
- Spoke with Eastern about pulling the RAS/WAS pumps for de-ragging.
- John started mowing fields
- Both trucks were sent out for routine service. Both should be set until late fall. Recommend having both trucks fitted with strobe lights for safety while working on the collection system.
- Initiated weekly nutrient testing on our monitoring wells to correlate data from our weekly Effluent and Influent nutrient testing. Testing to continue for the "Summer Aquatic Activity Season". Stream testing will still be quarterly.

- Tower Generator came out to do semi-annual service per the service agreement.
- On 4/23 at 3:15, we found an air leak on diffuser headers. Staff stayed until 4:00 to fix issue.
- Ras pump 3 tripped out into overload. Matt from Turri - Masterson came out and reset motor. Reset button on panel does not work. If problem still happens it was suggested to meg out motor.

Collection System -

- Station 9 sump pump was installed with repairs to the old piping discharge. Job went smooth
- PO issued for the replacement of all defective bolts at station 9
- I will be reaching out to Dave Prickett from DPC to get guidance on having an assessment of Stations 6 and 9 for overall condition and potential mechanical failures.
- Updated Pump Station Log for Station 1. Working on other stations on Wednesday mornings. Most stations are similar for parts
- Ongoing manhole inspections for relining failures going to station 5

Administration -

- Finished updated job description for Grade 2 Lab Tech position that was created with input from Mr. Mersfelder
- Updating language in the Employee Handbook with input from Mr. Mersfelder
- Mr. Mersfelder and Mr. Abrahams updated our Internal Control Procedures
- Identified a lack of a Chemical Response Plan. Will start to create one.
- Need to update our Emergency Response plan. Needs to be continually reviewed and updated after changes in employees and officials.
- Identified that our Lock Out Tag Out Policy needs to be updated. Will find online training for employees and establish updated policies and procedures. Same with SDS
- Need to update S.O.P's for the entire plant and pump stations as equipment and processes get upgraded.
- Will delegate responsibility to Eric DiLaurenzio to update our Laboratory Management Plan and will review it once completed.
- Will be working with Kerri on our budget spreadsheet.

Old Business:

SCADA-

- Turri-Masterson looked at our SCADA panel. Unit is an older Analog with no open ports. Called John from NIC to set up a day for him to look at updating our system. We have Ethernet connections available, and other control systems are available that we can integrate into the existing unit.

Plant-

- PO issued for diffusers and should be delivered by end of week. Getting a price from Eastern for install with new manifolds. Will also price out if we were to do it in house.

- Followed up with Reg20 on SAE position. No luck as of yet

Collection System-

- Eastern is still working on issues with station 9. PO issued for new check valves. Waiting for parts to arrive. Pump 3 is still not working.
- Pump Station run/cycle charts are being used, and an issue has been found with pump 1 at Station 1. Eastern did a site visit, and I am waiting on a quote for the rebuild of pump 1.

Plant Performance-

- Flow - .092 min/ .154 max/ .120 avg
- Precipitation = 4.07" total rain
- B.O.D- Influent= 89 mg/l Effluent= 5.9 mg/l Removal= 93%
- Settable Solids - Influent= 115 mg/l Effluent= 2 mg/l Removal= 98%
- Biosolids - processed 76,200 gallons into 697.5 ft³ or 5217.3 gallons at 15.5%

April 2026 WLSD

Date	Weather				MGD	RAS			WAS		Contact					Reaeration				
	Weather	Min	Max	Percip		Flow	%	%solids	Gal	Lbs	PH	Temp	30 ssv	mg/l	SVI	PH	Temp	30 ssv	mg/l	SVI
4/1/2026	Fair	42	70	0.04	0.095	0.304	284%	0.63	4130	217	6.91	11.3	710	4236	168	6.94	11.9	860	6084	141
4/2/2026	Rain	32	42	0.9	0.114	0.262	230%	0.55	3400	156	7.04	10.2	670	3440	195	6.9	10.7	930	5908	157
4/3/2026	Fair	32	61	0.01	0.114	0.262	230%													
4/4/2026	Fair	39	66		0.154	0.264	171%													
4/5/2026	Rain	35	51	0.15	0.154	0.264	171%													
4/6/2026	Fair	30	44		0.115	0.252	219%	0.68	4520	257	7.06	10.3	820	4140	198	6.93	10.6	910	6128	148
4/7/2026	Fair/Cloudy	24	43	0.1	0.109	0.275	253%	0.6	3150	156	7.01	9.9	780	3960	197	6.95	10.1	900	5940	152
4/8/2026	Fair	21	50		0.107	0.370	347%	0.64	3580	192	7	9.6	780	3484	224	7.02	9.3	910	5640	161
4/9/2026	Fair	26	53		0.124	0.228	183%	0.55	3530	162	7.01	10.1	850	4288	198	7.06	9.8	910	5448	167
4/10/2026	Fair	32	68		0.110	0.199	180%	0.49	3380	144	7.02	10.2	450	3484	129	6.96	10.3	900	5540	162
4/11/2026	Fair	37	53		0.099	0.131	132%													
4/12/2026	Fair	30	56		0.099	0.131	132%													
4/13/2026	Fair/Cloudy	40	75		0.092	0.120	130%	0.56	3180	148	7.04	10.7	720	3232	223	6.94	11.1	910	5672	160
4/14/2026	Fair	55	80	0.21	0.096	0.112	117%	0.57	4150	197	6.9	11.7	7.1	3492	203	6.89	12.2	880	5620	156
4/15/2026	Fair	54	81	0.51	0.120	0.124	103%	0.57	3110	148	7.02	12.5	660	3288	201	6.99	13	890	5868	152
4/16/2026	Fair	60	83	0.57	0.141	0.124	88%	0.64	1920	102	6.95	13.1	530	2892	183	6.86	13.1	890	7072	126
4/17/2026	Fair/ Rain	56	73	0.37	0.151	0.126	84%	0.56	4980	232	7.06	13.1	530	2752	192	6.95	13.8	890	6104	146
4/18/2026	Fair	47	59		0.125	0.097	78%		4409											
4/19/2026	Rain	32	47	0.18	0.125	0.097	78%													
4/20/2026	Fair	29	43		0.126	0.129	102%	0.49	3020	122	6.98	10.8	520	2664	195	6.94	10.9	890	5276	169
4/21/2026	Fair	24	46		0.109	0.118	108%	0.53	2890	129	7.07	10.5	540	2796	193	7.02	10.6	870	5168	168
4/22/2026	Rain	34	43	0.05	0.109	0.122	112%	0.51	3310	141	6.9	10.8	650	3156	206	7.04	10.8	890	5128	174
4/23/2026	Fair	35	66		0.095	0.239	250%	0.48	3200	128	6.93	10.9	720	3360	214	6.97	11.1	880	5004	176
4/24/2026	Fair	39	59		0.103	0.500	486%	0.64	3760	201	7.01	11.4	600	2952	203	7.13	11.7	820	4356	188
4/25/2026	Fair/ Rain	32	48	0.45	0.125	0.541	435%		3030											
4/26/2026	Fair	37	61	0.11	0.125	0.541	435%													
4/27/2026	Fair	38	70		0.095	0.477	500%	0.43	3300	117	6.95	11.7	730	3412	214	7	11.9	840	4448	189
4/28/2026	Fair	44	66		0.099	0.488	492%	0.53	3790	167	6.94	12.2	740	3492	212	7	12.2	820	4424	185
4/29/2026	Fair	40	64		0.110	0.522	475%	0.41	3830	132	6.96	12.6	690	3268	211	7.05	12.3	800	3924	204
4/30/2026	Rain	42	52	0.42	0.123	0.550	448%	0.39	6210	203	7.04	12.4	690	3332	207	7.03	12.5	800	4096	195

April 2026 WLSD

Effluent				Influent			Dissolved Oxygen							Sludge			BOD		Suspended Solid :	
Ph	Temp	SS	NO3	NH3	Ph	Temp	SS	Eff	Ras	WestC	West R	East R	East C	Digest	Cu Ft	% solids	Eff	Inf	Eff	Inf
7.19	11	<0.1	6.62	4.25	7.49	10.1	3.5	3.77	0.2	0.56	0.45	2.69	0.69				6.64	29.3		
7.12	10	<0.1	8.01	4.6	7.41	9.2	16	3.89	0.25	1.68	1.79	4.24	1.39	4000	37.5				2.5	104.4
7.23	9.7	<0.1	4.82	6.7	7.41	9.1	5.5	2.87	0.23	0.51	0.52	2.38	0.8	6000	37.5	18.5				
7.11	9.6	<0.1	6.45	4.3	7.42	9.2	6.5	3.61	0.24	0.95	2.24	4.17	0.59							
7.16	9	<0.1	8.23	3.27	7.53	9.1	10	4.79	0.25	1.38	4.2	6.29	1.11						3.6	127.2
7.1	9.4	<0.1	7.16	2.43	7.47	9.2	5.5	1.95	0.29	1.87	4.06	6.06	1.66	6000	37.5					
7.15	9.9	<0.1	8.14	3.75	7.44	9.6	5.5	3.13	0.33	1.98	3.07	5.12	1.58	6000	50					
7.13	10.3	<0.1	9.67	6.91	7.47	10	7.5	4.03	0.24	0.81	2.23	4.08	0.72							
7.05	11.2	<0.1	10.4	4.7	7.5	11.2	4.5	4.74	0.23	1.06	1.94	4.13	0.78							
7.19	12.2	<0.1	8.74	5.64	7.5	11	6.5	3.86	0.22	0.76	1.32	3.77	0.93							
7.13	12	<0.1	8.94	4.68	7.39	11.4	5.5	2.85	0.22	1.28	0.4	2.52	0.97	10000	87.5	17.2	7.1	72.1	2	71.2
7.11	12.4	<0.1	7.46	4.03	7.52	11.7	4.5	2.75	0.22	1.29	0.32	3.21	1.4	6500	62.5					
7.05	10.4	<0.1	9.9	6.41	7.42	10.1	6.5	3.18	0.27	1.66	2.51	4.13	1.52	4700	50	13				
7.16	10.5	<0.1	11.1	3.23	7.55	10.5	7.5	3.99	0.26	2.02	4.38	5.66	1.87	7000	75					
7.12	10.4	<0.1	11	3.23	7.24	10	50	3.04	0.3	1.8	4.22	5.89	1.73				6.9	124.2	2.3	138.38
7.03	10.7	<0.1	11.3	2.72	7.47	10.6	2.5	3.3	0.25	1.72	3.61	4.15	1.93							
7.04	11.6	<0.1	12.2	0.943	7.48	10.6	8	2.05	0.26	1.74	3.1	4.65	1.46	5000	50					
7.08	11.7	<0.1	10.5	2.07	7.36	11.1	7.5	2.41	0.26	1.52	3.17	5.11	1.04							
7.08	11.6	<0.1	10.1	1.77	7.39	10.8	14	2.79	0.24	1.42	4.63	6.39	1.18	8500	85	14				
7.1	11.8	<0.1	10.4	1.09	7.5	10.9	5	2.39	0.24	1.33	4.2	5.73	1.35	7500	75	13.5	3	129.4	0.8	133.6
7.15	12.1	<0.1	9.75	1.52	7.48	10.8	7	4.3	0.24	0.74	3.11	4.77	0.82	5000	50	17				

Woodridge Lake Sewer District
Monthly DEP Nutrient Analysis Report

Date: 4/15/2026

	Influent	Effluent
Ammonia	17.56	3.18
Nitrite	<0.60	0.68
Nitrate	<0.230	8.97
Total Nitrogen	20.98	13.8
TKN	20.72	4.92
Total Phos	5.7	4.57
Reactive Phos	5.32	4.51

Date 4/15/2026

Sampling points are as follows: Outfall from Dog Pond approximately ½ mile north of the plant, stream bed adjacent to the midpoint of the ridge and furrow system, lastly the Brook St bridge approximately ½ mile south of the plant.

	Dog Pond	Area Beds	Brooks St.
Ammonia	<0.1	<0.1	<0.1
Nitrate	<0.23	<0.23	<0.23
Nitrite	<0.60	<0.60	<0.60
Total Nitrogen	<1	<1	18.6
TKN	<1	<1	18.6
Total Phos	0.232	1.12	0.120
Reactive Phos	2.32	20.2	2.08

Date	Time	Bed	Total Flow	Comments	Initials
4/1/2026	7:00 AM	A-10	0.107	Fair 64	JD
4/2/2026	7:00 AM	A-8	0.114	Rain 41	JD
4/3/2026	7:00 AM	A-6	0.114	Fair 48	JD
4/4/2026	7:00 AM	A-4	0.154	Fair 54	JD
4/5/2026	7:00 AM	G-4	0.154	Rain 39	JD
4/6/2026	7:00AM	G-3	0.115	Fair 44	JD
4/7/2026	7:00 AM	G-2	0.109	Fair/ cloudy 39	ED
4/8/2026	7:00AM	G-1	0.107	Fair 33	ED
4/9/2026	7:00 AM	A-20	0.124	Fair 31	ED
4/10/2026	7:00 AM	A-16	0.110	Fair 38	JD
4/11/2026	7:00 AM	A-15	0.099	Fair 50	ED
4/12/2026	7:00 AM	A-13	0.099	Fair 41	ED
4/13/2026	7:00 AM	A-12	0.092	Cloudy 49	ED
4/14/2026	7:00 AM	A-10	0.096	Fair 54	JD
4/15/2026	7:00 AM	A-8	0.120	Fair 60	ED
4/16/2026	7:00 AM	A-6	0.141	Fair 67	ED
4/17/2026	7:00 AM	A-4	0.151	Fair 64	ED
4/18/2026	7:00 AM	G-4	0.125	Fair 50	JC
4/19/2026	7:00 AM	G-3	0.125	Rain 41	JC
4/20/2026	7:00 AM	G-2	0.126	Fair 31	ED
4/21/2026	7:00 AM	G-1	0.109	Fair 28	ED
4/22/2026	7:00 AM	A-20	0.109	Rain 45	ED
4/23/2026	7:00 AM	A-16	0.095	Fair 36	ED
4/24/2026	7:00 AM	A-15	0.103	Fair 53	ED
4/25/2026	7:00 AM	A-13	0.125	Fair/Rain 45	JD
4/26/2026	7:00 AM	A-12	0.125	Fair 51	JD
4/27/2026	7:00 AM	A-10	0.095	Fair 36	ED
4/28/2026	7:00 AM	A-8	0.099	Fair 43	ED
4/29/2026	7:00 AM	A-6	0.110	Fair 52	ED
4/30/2026	7:00AM	A-4	0.123	Rain 47	ED

Well Ground Water Monitoring Sheet

March

Date	Bed#	Well#	Depth to water	Coordinates	Pipe Hight
4/1/2026	A-8	AW-8		2 N-41° 47.977' / W-73° 13.407'	5.2'
4/1/2026	A-8	AW-9	3.4	N-41° 47.956' / W-73° 13.404'	5.5'
4/15/2026	A-8	AW-8	1.9	N-41° 47.977' / W-73° 13.407'	5.2'
4/15/2026	A-8	AW-9	3.6	N-41° 47.956' / W-73° 13.404'	5.5'
4/29/2026	A-6	AW-8	1.1	N-41° 47.977' / W-73° 13.407'	5.2'
4/29/2026	A-6	AW-9	2.9	N-41° 47.956' / W-73° 13.404'	5.5'
		AW-10		N-41° 47.976' / W-73° 13.467'	5.4'
		AW-11		N-41° 47.970' / W-73° 13.499'	4.7'
		AW-30		N-41° 47.920' / W-73° 13.456'	4.2'
		AW-31		N-41° 47.954' / W-73° 13.473'	6.0'
		AW-32		N-41° 47.916' / W-73° 13.439'	4.0'
		AW-54		N-41° 47.985' / W-73° 13.496'	4.5'
4/8/2026	G-1	GW-4	2.5	N-41° 47.824' / W-73° 13.330'	4.8'
4/22/2026	G-1	GW-4	1.6	N-41° 47.824' / W-73° 13.330'	4.8'
		GW-28		N-41° 47.783' / W-73° 13.303'	3.5'
		GW-38		N-41° 47.742' / W-73° 13.308'	1.8'
		MW-1			3.6'
		Mw-2			3.6'
		MW-3			3.6'
4/8/2026	G-1	MW-7	2.2		3.6'
4/22/2026	G-1	MW-11	3.2		3.6'
		MW-9			3.6'

Notes: On 4/22/26 Bed was changed to A20 at same time as ground water measurement. Measured water at the previous days bed.

**WOODRIDGE LAKE SEWER DISTRICT
INTERNAL CONTROL PROCEDURES
FOR FINANCIAL ACTIVITIES
Board Approved May 12, 2026**

PURCHASE ORDERS

- The Superintendent can approve operating expenses that are in the approved Operating budget.
- Items greater than \$1,000 and not in the taxpayer-approved Operating or Capital budget require the approval of the Superintendent and the Treasurer or one other Board member
- A Purchase Order (PO) of more than \$10,000 requires detailed specifications for one-time items, and if the item is in the Operating or Capital budget approved by the taxpayers, no additional approval prior to commitment is required.
- POs of more than \$25,000 require three bids and the Superintendent's recommendation of the selected vendor to one Board member before beginning work.
- POs of more than \$2,500 require two bids and the Superintendent's recommendation of the selected vendor to one Board member before beginning work.
- The Board can accept requirements for multiple bids at the request of the Supervisor.

EMERGENCY EXPENDITURES

- In the event of an emergency, the Superintendent must contact the Treasurer or President within 24 hours, detailing the emergency and funds needed to cover the expenditure.
- Ratification of the expenditure must be approved in the minutes of the next Board meeting.

APPROVAL OF EXPENDITURES:

- The Superintendent reviews the work completed against the PO's detailed specifications
- When invoices for any item received or services are received, the Superintendent verifies and initials that the items have been received or services provided as shown on the invoice.
- Once written approval for payment has been given by two other Board members on the posting control stamp, the invoice is processed for payment.

CHECK SIGNING AUTHORIZATION

- An account posting control stamp on the invoice and the unsigned check will be reviewed by the Superintendent.
- All checks require one Board signatory.
- Checks for more than \$500 or capital expenditures require two Board signatories.
- Authorized signatories are only Board members.
- The Board will approve authorized signatories at a Board meeting.
- Signature stamps are not authorized.

CASH RECEIPTS CONTROL:

- Internal Control requires a separation of receiving tax and other checks, recording the receipts, and depositing them in the bank account.
- With limited staff, the tax receipts should be recorded by the Tax Collector 12, 2026
- The Office Manager should deposit the funds in the bank account, verifying the amount input to the tax records.

- All other receipts, such as Cell Tower Rent and Sewer Permit/Connection Fees, are recorded and deposited by the Office Manager.
- An outside accountant will reconcile tax billing, receipts, and bank deposits prior to submission of records to the outside audit firm.

CREDIT CARDS / FUEL RECEIPTS:

- Debit and Credit Cards are issued in the name of the district: Union Bank debit card with a \$500 limit is used by the office staff; Staples - used by the office staff; Home Depot, used by operations staff; Tractor Supply, used by operations staff. The Superintendent will receive all receipts daily from staff for purchases made.
- Identity codes for the acquisition of fuel from the Goshen Public Works Department have been issued to match each vehicle. The Superintendent will receive all receipts daily, which identify the staff member who received the fuel.
- Usage of credit cards and fuel obtained from Goshen will be reconciled against daily purchase logs and vehicle logs by the office staff monthly.
- Payments of credit card bills and fuel purchases will follow the above check-signing authorization procedure. Debit cards will be part of the monthly bank reconciliations.