

JACKSON COUNTY WATER AND SEWERAGE AUTHORITY

MEETING MINUTES

February 11, 2010

Chairman Pugh called the meeting to order at 6:00 p.m. Members present included Chairman Randall Pugh, Vice Chairman Dave Ehrhardt, Board Member Shade Storey, Board Member Andy Goodman and Board Member Dr. Neelagaru. Also present: Manager Eric Klerk, Attorney Paul Smart, CIO/GIS Analyst Mike Johnson, Chief Engineer Fred Alke, Wastewater Manager Mark Dudziak, Water Manager Stacy Jenkins, Finance Director Judy Davis and Board Secretary Karen Johnson. Visitors included Mark Beardsley with The Main Street News, Katie Dunn with The Paper and Consulting Engineer Richard Check.

APPROVAL OF MINUTES

Member Storey made a motion to approve the minutes of the January 14, 2010 board meeting as presented.

Member Neelagaru seconded the motion. The motion carried with no objection with all board members present voting.

Chairman Pugh stated that Hunter Bicknell, Chairman of the Jackson County BOC was scheduled to attend tonight's meeting to address the board. He said that Mr. Bicknell requested to postpone this meeting.

NEW BUSINESS

Application for Grant

Manager Klerk announced that there is grant money available from GEMA through Homeland Security. He said this money will be used to address the vulnerability of fire hydrants in the State of Georgia. Manager Klerk said there is \$30 million dollars available to Georgia and we are applying for \$1 million of this grant money. The project involves installing valves by the foot of the fire hydrants that would prevent any foreign liquid from entering the system through an open hydrant. This is called a backflow prevention system. Manager Klerk said we have 3,050 fire hydrants and the amount applied for would address about 1000 hydrants. He stated this could eventually become another government mandate and would be unfunded so if we get a good jump on this now, it would help us in the future. Manager Klerk said we would need to contribute cash in-kind for approximately \$50,000. The grant will be submitted by February 15th. Chairman Pugh asked Manager Klerk if he is asking for board approval or just reporting on it. Manager Klerk said at this time he is just reporting on it but if we are awarded the grant, it will require the board to act on it due to the cash in-kind.

No action taken.

OLD BUSINESS

Hoschton Update

Manager Klerk summarized the costs of the draft operating agreement at the Hoschton facility. He said they are also still reviewing the contract and “tightening down” the language in the final draft to limit the Authority liability as much as possible. Chairman Pugh said that the final draft would be reviewed at the March work session. Vice Chairman Ehrhardt asked if the facility was meeting permit now. Wastewater Manager Dudziak said it did.

No action was taken.

EXECUTIVE SESSION

Chairman Pugh said there is a need for an Executive Session for potential litigation and a personnel matter.

Member Goodman made a motion to go into Executive Session at 6:15 pm. Member Storey seconded the motion.

Member Goodman made a motion to come out of Executive Session at 7:15 pm. Vice Chairman Ehrhardt seconded the motion.

Member Neelagaru made a motion to authorize Manager Klerk to sign the Affidavit concerning the Pendergrass Depot Final Plat and, in addition, give said affidavit for recording on the records of the Superior Court of Jackson County for the purpose of notifying the public and any parties interested in the Pendergrass Depot subdivision that the JCWSA has no responsibility for the water and sewer infrastructure and or any easements located within said subdivision.

Member Goodman seconded the motion. The motion carried with no objection with all board members present voting.

No action was taken on the personnel matter.

MANAGER’S REPORT

Identity Theft Report

The Federal Trade Commission requires utilities, like the W&S Authority, to have an “Identity Theft Prevention Program” which includes “Red Flags” Compliance Training. The Authority implemented this program in 2008 and the basic purpose of the Program requires the Authority to prevent fraudulent activity and take all reasonable steps to protect all customer account information as well as any and all information involving business arrangements with the Authority.

I am required to present to the Board annually the status of the program including its effectiveness. The results for year ending December 2009 are:

- The effectiveness of the present policies and procedures in use by the JCWSA staff has proven to be successful in the prevention of identity theft; in particular, in preventing possible fraudulent activity such as opening an account using incorrect information or identification.
- All service providers that have access to customer and/or employee data are held to the same standards and criteria that the JCWSA staff is held regarding safeguarding sensitive data
- There were zero incidents involving identity theft and therefore no managerial response.
- There are no recommendations to make material changes to the program.
- The JCWSA made no changes in the business arrangements of the utility, including mergers, acquisitions, joint ventures or service provider arrangements.
- The JCWSA made no changes in the type(s) of accounts offered or maintained.

In addition to this report, the entire JCWSA staff attended the required “Red Flags Compliance Training” in connection to its Identity Theft Prevention Program and the Federal Trade Commission on January 7, 2010.

Update on the Geographic Information System

The Authority’s GIS system is now 3 years old and steadily improving. The collection of data as well as the QA/QC of data is an ongoing priority and a major portion of 2009 was spent on QA/QC and improving the X and Y accuracy of the components making up our water and sewer maps.

These maps have the capability to accurately track water and sewer lines in feet. This is necessary information for annual reporting purposes to Georgia EPD that Fred Alke is required to submit working under his P.E. license working under the umbrella of the Authority as the local public water and sewer approval agency.

The published list of defunct subdivisions by the BOC has been incorporated into our GIS Water Line and Sewer Line data. Going forward this information will help us make determinations as to the probable fate of these subdivisions, particularly if there is no construction in them and they remain inactive.

At this time it is our opinion that the maps are at least 98% accurate from a line location and size, hydrant and sanitary manhole standpoint. Data representing the exceptions to this accuracy is primarily from water meter and valve locations.

With there being no further business to discuss, the meeting was adjourned at 7:23 pm.

Karen Johnson
Board Secretary