

CONFIDENTIAL



Water Authority of the Cayman Islands

Minutes of 303<sup>rd</sup> Meeting held on 09<sup>th</sup> October 2019 in Cayman Brac

**Members Present:**

Chairman:	Mr K Gomez
Members:	Mr H B Ebanks Mr J Gill Mr M Rankine Mrs L Ryan
Secretary:	Dr G Frederick-van Genderen
Apologies:	Ms A Owens Mr C Randall Mr W Welcome Mr A Wright
Guests:	Honourable Juliana O'Connor-Connolly JP MLA, <i>Minister of ESYAL</i> Honourable Moses Kirkconnell, <i>Deputy Premier &amp; Minister of DAAT</i> Mr Jonathan Jackson, <i>Deputy Chief Officer, Ministry of DAAT,</i> Mr Mark Tibbetts, <i>Deputy District Commissioner</i> Mr Tom van Zanten, <i>WA Deputy Director</i> Ms Rhonda Webster, <i>PA for Minister of ESYAL</i> Ms A Smith, <i>WA Executive Secretary &amp; PA</i>

**Call to Order**

The Chairman welcomed members to the meeting and after ascertaining that there was a quorum, the meeting was declared open and called to order at 9:40am. The Chairman noted apologies for Ms A Owens, Mr C Randall, Mr W Welcome and Mr A Wright. The Chairman welcomed special guests, the Honourable Juliana O'Connor-Connolly JP MLA, Minister of ESYAL, the Honourable Moses Kirkconnell, Deputy Premier &

Minister of DAAT, Mr M Tibbetts, Deputy District Commissioner, Mr J Jackson, Deputy Chief Officer, Ms R Webster, PA for Minister of EYSAL, as well as Water Authority Deputy Director and Executive Secretary. The Chairman then asked Ms L Ryan to open the meeting with prayer.

### **Confirmation of Minutes of the 302<sup>nd</sup> Meeting held on 18<sup>th</sup> September 2019**

The Chairman asked for confirmation of the Minutes of the 302<sup>nd</sup> Meeting held on 18<sup>th</sup> September 2019. Mr J Gill moved the motion to accept the Minutes as amended, Mr M Rankine seconded the motion and the motion passed unanimously by members able to vote.

### **Declaration of Conflicts of Interest**

None were declared.

### **Matters Arising**

Members agreed to discuss Agenda Item (b) under Matters Arising first as the Ministers representing the Brac as well as the District Administration Office were present.

#### **a) Lower Valley Reverse Osmosis Plant (LVRO) - Update.**

The Chairman reported that during the month of September 2019, running one RO train only, the LV RO Plant produced on average 1,039 cubic metres per day, which is approximately 35% of its design water production capacity.

The Chairman reported that the acid, which is required for the rehabilitation of the feed water wells, arrived on island. The rehabilitation works, which is expected to remove the build-up of sediment and limestone in the borehole, and reduce the well draw down, is scheduled to start the week of 14 October 2019. The three submersible feed water well pumps have shipped, and are expected to arrive on island the end of the week of 07 October 2019.

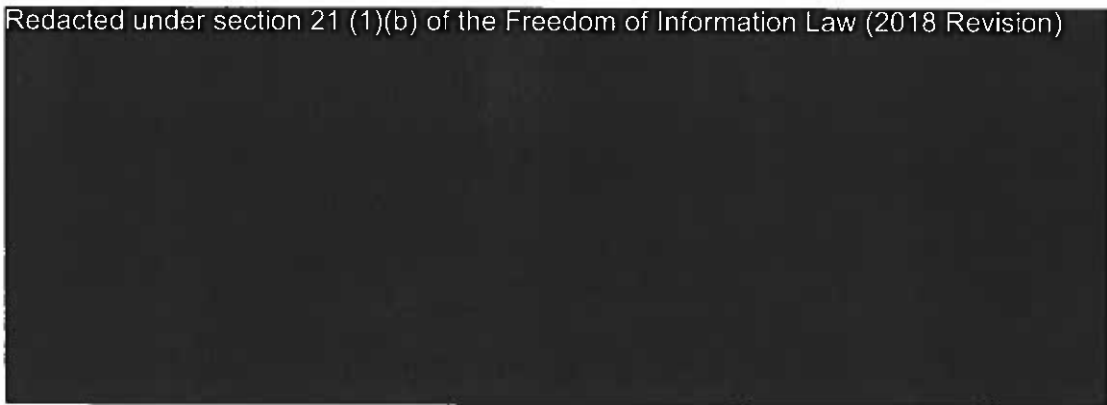
The Chairman then moved to Agenda Item (c) under Matters Arising.

#### **b) Cayman Brac Infrastructure Upgrade & Expansion Project - Update.**

The Secretary thanked the Government representatives for the opportunity to provide updates on the Authority's work in Cayman Brac. The Secretary then explained that the Authority needed to upgrade the water main leaving the West End Water Works site via Cross Road to the junction with West End Road. The remaining work to connect the temporary 200mm (8-inch) HDPE pipe installed along the edge of Cross Road at the intersection with West End Road West (near CNB) is expected to be completed on 12 October 2019, after which the upgrade work in Cross Road will commence. It is anticipated that this will be completed by the end of November 2019.

The Secretary noted that the existing product pipeline at the West End Water Works will also be upgraded (from 80mm (3-inch) to 100mm (4-inch)). Once completed, all pipeline upgrade work at the West End Water Works will have been finalised and arrangements can be made to pave the entire site.

Redacted under section 21 (1)(b) of the Freedom of Information Law (2018 Revision)



The Authority was requested by the Brac representatives to review the current policy regarding accounts for trucked water as some persons were still having difficulty in getting accounts set up for various reasons. Some of the challenges for the Water Authority are ensuring the accounts are assigned to a location and property owner as required by the Authority's customer information management system and managing the liability if a person who is not an owner orders water.

The Deputy Director provided an update on the expected timeline for the extension of the distribution system in Cayman Brac, it is expected that the Authority will be entering the Spot Bay area in the first quarter of 2021 providing there are no major setbacks or circumstances beyond the Authority's control. It was explained that the Authority experienced significant delays this year due to mechanical issues with the trencher that have now been resolved.

The Deputy Premier, Deputy District Commissioner and Deputy Chief Officer thanked the Board for the opportunity to sit in on the Brac updates and to provide the Authority with feedback on local issues. The Chairman thanked them for being available and for their feedback and support. The Deputy Premier, Deputy District Commissioner and Deputy Chief Officer left the meeting at that point.

The Chairman then reverted to Agenda Item (a) under Matters Arising.

c) **31 December 2018 Audit of Consolidated & Divisional Statements - Update**  
*31 December 2017 Audit – Consolidated, Divisional and Island Financial Statements for Water, Wastewater and Statutory*

The Secretary reported that the Financial Controller has been working with KPMG on finalisation of these statements and it is expected that the final drafts

will be sent over to the Water Authority in the next couple of weeks as KPMG is finishing their internal and partner review.

*Annual Report 2018*

The Secretary reported that the 2018 Annual Report will be completed soon after the audit has been signed off by the Office of the Auditor General.


*31 December 2018 Audit – Consolidated, Divisional and Island Financial Statements for Water, Wastewater and Statutory*

The Secretary reported that the Financial Controller has been working closely with the team at KPMG and while there are no material changes expected in the statements, the statements themselves are still subject to KPMG internal QAR. The Authority is optimistic that these statements will be ready for official completion in the next week or so.

*Cash Management*

The Secretary reported that the Financial Controller is working with the Treasury Department to place the funds and this is expected to be completed by mid-October.

d) Redacted under section 21 (1)(b) of The Freedom of Information Law (2018 Revision)



Redacted under section 21 (1)(b) of The Freedom of Information Law (2018 Revision)



e) **Miscellaneous Updates.**

- a) ***In-House Pipelaying Crews*** - The Chairman reported that the crew resumed work at the pipeline extension along High Rock Drive to the proposed mental health facility. By the end of September, a total of 460 metres (1,500 feet) of 300mm (12-inch) diameter PVC pipe had been installed, or almost 20% of the total project length of approximately 2,380 metres (7,800 ft).
- b) ***Water Supply Division*** - The Chairman reported that Operations completed the upgrade of the pipeline in Butterfly Circle, off Hirst Road. This project comprised the replacement of just over 900 metres (3,000 feet) of 80mm (3-inch) nominal diameter pipe with 150mm (6-inch) and 100mm (4-inch) nominal diameter pipe. All customers will be connected to the new pipeline by the end of the week of 07 October 2019.

The project to replace/upgrade the existing pipeline along Palm Dale Avenue and Success Circle (off Crewe Road) will commence within a few weeks, to allow time to carry out some outstanding road reinstatement.

A total of four DMA water meters have now been installed within the Grand Cayman Water Distribution System, creating four distinct zones, where the net inflow can be compared against water sales and thus potential problem areas isolated and identified. This information is essential to reduce the amount of "lost" (or Non-Revenue) water. Some minor adjustments are being made to one of the meter reader routes to ensure that the monthly meter readings coincide with the various DMA zones (i.e., no overlap between zones). Before meaningful results can be obtained reliably, Operations is still working to resolve some communication issues with the equipment.

- c) ***North Side Water Works*** - The Chairman reported that the contractor KP Heavy Equipment Ltd. is making good progress on the earthworks contract at the Water Authority's North Side Water Works, off Botanic Road which comprises rock excavation, necessary to lower high spots to the final elevation and the installation and proper compaction of Imported Granular Fill necessary to fill the area (approximately 2.5 acres in size) to the final elevation. All rock excavation was completed last week and the contractor is bringing in crushed material to the site, and spreading and compacting it. It is anticipated that this contract will be completed by the end of October 2019.
- d) ***Wastewater Division*** - The Chairman reported that during the month of September 2019, the design hydraulic capacity of the wastewater treatment plant (2.5 mgd) was exceeded on 9 days. The average daily wastewater inflow from West Bay Road during that period was 2.41 mgd (or approximately 96% of design capacity). This amount was 8.0% more than the average influent measurement during the same period the previous year (2.23 mgd).

As reported previously, when the trencher was out of commission temporarily in August, the New Works Crew excavated for and installed, new electrical conduits at the Wastewater Treatment Plant between the Control Building and the SBR Cluster. The conduit installation work was completed by the end of September 2019. New wires will be installed this coming weekend.

- e) ***Joint H<sub>2</sub>S monitoring programme*** - The Chairman reported that further to the report at the previous Board meeting, Dart has not responded or provided their sampling protocols. In the meantime, the Authority is collecting further data in support of its H<sub>2</sub>S monitoring programme. Also, the Laboratory has requested the American Association for Laboratory Accreditation (A2LA) to expand the Laboratory's accreditation to include the analysis of hydrogen sulphide in air as it appeared during the recent audit that the Laboratory is likely in a position to obtain this accreditation.
- f) ***FOI updates*** - The Chairman reported that no new FOI questions were received since the September 2019 Board meeting.
- g) ***Data Protection Law*** - The Chairman reported that the Water Authority's Data Protection Officer is Wendy Whittaker who is also the Authority's FOI Manager. This week she is undergoing specialised training to prepare her for the role.
- h) ***Environmental Impact Assessment for the Integrated Solid Waste Management System*** - The Chairman reported that approximately 2 years ago the Environmental Assessment Board (EAB) was convened to conduct its statutory role under the National Conservation Law (NCL) to oversee the Environmental Impact Assessment (EIA) for the Integrated Solid Waste Management System (ISWMS). The ISWMS is a public private partnership between Dart (DECCO) and the Cayman Islands Government to develop a modern solid waste management facility for the Cayman Islands. The review of plans for the EIA came to a halt in the summer of 2018.

The EIA process recommenced this week as a result of the consultants submitting, on behalf of DECCO, a revised draft Terms of Reference (TOR) for review by the EAB. The EAB met on 07 October 2019 and was in agreement that the proposed TOR generally met the expectations and requirements of the EAB. Next steps are for the EAB to submit its comments to the consultants and for DECCO to conduct a public consultation on the TOR. It is expected that the public consultation will be conducted in November, after which the TOR will be finalised and the actual Environmental Impact Assessment will commence.

### **Current Business**

#### **a) Management Accounts August 2019.**

Members were provided with copies of the 31 August 2019 Management Accounts. Members were reminded that the closing numbers for 2018 have yet to be finalised however the Financial Controller does not expect that there will be any material changes once the 31 December 2018 statements are finalised.

As shown in previous months there continue to be no surprises in the financial position of the Authority. Sales continue to be strong and reflective of the economic stability in the Cayman Islands, with sales up 6.3% from the same period in 2018. With an increase in sales it is within expectation to have an increase in the operating expenses which is reflected in the 1.5% increase from 2018.

Redacted under section 21 (1)(b) of the Freedom of Information Law (2018 Revision)



In summary, the Authority continues to show strong sales and has maintained a stable net income in the first 8-months of the 2019 financial period.

#### Any Other Business

a) **Sponsorship Donations.**

The Secretary reported that the Sponsorship Assessment Subcommittee (SAS) is respectfully seeking the Board's approval to increase the sponsorship budget by \$5,000. So far, the SAS has utilised approximately \$38,000 thus far for the year. It is expected that there will be a few more requests for funding leading up to the end of the year. Members discussed and resolved to increase the sponsorship budget by \$5,000. The motion was moved by Mr H B Ebanks and seconded by Mr J Gill and passed unanimously by all present and able to vote.

b) Redacted under section 21 (1)(b) of the Freedom of Information Law (2018 Revision)



Redacted under section 21 (1)(b) of the Freedom of Information Law (2018 Revision)



c) **Heroes Square Fountain.**

The Secretary advised that she has become aware that Public Works Department has plans to replace the water fountain with a new water feature. Members may or may not be aware that the Water Authority sponsored the original water fountain at the request of the Quincentennial Committee in 2003 in the amount of CI\$50,000.

**Donation Requests**

The Secretary advised that the Sponsorship Assessment Sub-committee will deal with the following requests for assistance via round-robin email:

1. *Ratify* – Ministry of Education – World Teachers Appreciation Day 2019.
2. The Anglican Church in the Cayman Islands – Positive Intervention Now Programme.
3. CI Crisis Centre – Annual Jingle Bell Walk/Run.
4. John Gray High School PTA – ISSA High School and University Swimming Competition.
5. Movers for Life – 4th Annual Motivation and Appreciation Awards Ceremony.



6. University College of the Cayman Islands (UCCI) - Honours Convocation 2019.

There being no other business the Chairman thanked members and the meeting was adjourned at 11:30am.

This is a true and accurate account of the proceedings.

  
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The Chairman  
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The Secretary