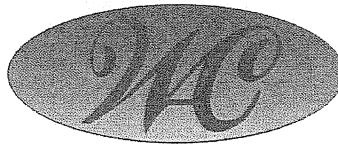


CONFIDENTIAL



Water Authority of the Cayman Islands

Minutes of 221st Meeting held on 16th of November 2011

Members Present:

Chairman:	Mr J L Hurlston
Members:	Mr J Banks Mrs P McGaw-Lumsden Mr W Scott Ms R Sharma Mr M Smith Mr O Watler
Secretary:	Dr G Frederick-van Genderen
Apologies:	Mr T Hydes Mr C McLaughlin Ms A Owens Mrs I Simms

Call to Order

The Chairman welcomed members and called the meeting to order at 12:40pm after ascertaining that there was a quorum and acknowledging apologies from Ms A Owens, Mrs I Simms, possible late arrival of Mr T Hydes if he could make it, and the absence of Mr C McLaughlin. The Chairman then opened the meeting with prayer. As he needed to attend a funeral service, the Chairman advised members that he would need to leave no later than 2:30pm.

Minutes of the 220th Meeting held on 19th of October 2011

The Chairman asked for confirmation of the Minutes of the 220th Meeting held on 19 October 2011.

Mr O Watler moved the motion to accept the Minutes, Mr J Banks seconded the motion and the motion passed unanimously.

Declaration of Conflicts of Interest

The Chairman declared that he had to declare a conflict of interest in reference to Item (e) under "Donation Requests" on the Meeting agenda.

Matters Arising**a) Divestment of Water Authority Wastewater Assets - Update.**

The Chairman reported that on 27 October 2011 the Wastewater Technical Committee (WTC) Chairman provided answers to the Central Tender Committee's (CTC) key concerns and questions which were outlined in their letter dated 17 October 2011. This response was sent without the Water Authority Board's review and approval of the response. Therefore on 31 October 2011 the Water Authority Chairman sent a Water Authority Board-approved response to the following four issues raised in the CTC letter:

1. Value of Wastewater Assets
2. Impact on Customers, both now and in the future
3. Technology Utilization
4. Knowledgeable Buyer/Seller

The Chairman reported that in order to ensure that sufficient time will be available for the post-award licence negotiations with the successful company, the two remaining tenderers were asked on 10 November 2011 to extend the validity of their proposal for an additional period of 56 days (i.e., until 06 January 2012). Both companies responded in the affirmative.

The Chairman reported that the validity period has now been extended six times (on 31 March, 30 June, 01 August, 09 September, 14 October and 10 November 2011), for a total of 271 days.

The Chairman reported that on 11 November 2011 the CTC advised the Water Authority Chairman that *"as a result of the omission of crucial information/data and no supporting analysis, the CTC is not in a position to make a rational decision in supporting the recommendation of the WWTC."* The CTC has therefore returned the matter to the Water Authority Board. A copy of the letter was provided to Board members. The Chairman advised that the Board will now need to consider the implications of the CTC's 11 November 2011 letter. Although the bidders have extended their bids until 06 January 2012, it is not clear whether the entire process can be salvaged at this point. There was discussion on the need to now advise the Honourable Minister formally of CTC's non-decision and the subsequent implications. The Chairman informed members that over the weekend of 12 November 2011 he had the opportunity to speak briefly

with the Honourable Minister about the situation and that she was expecting to receive formal confirmation from the Board in due course. The Secretary pointed out that as the delays continued the urgency to carry out the investigative and rehabilitation work on the collection system increased.

After discussions on the matter, members agreed that the Chairman should write to formally advise the Honourable Minister of CTC's non-decision and recommend that if Government still wishes to divest of the assets that the process reconvene with the establishment of a business case and cost benefit analysis. This would be in line with the recently published document the UK expects the Cayman Islands to sign regarding Fiscal Responsibility.

Members agreed by resolution that the following statement be included in the letter to the Honourable Minister: "In taking into account the aforementioned points, the Water Authority Board, by way of resolution at the 221st Board meeting on Wednesday 16 November 2011, "recommends that if Government wishes to continue with the divestment of the wastewater assets that the entire process should be restarted with the establishment of a proper business case and a detailed cost-benefit analysis before proceeding further". This view is supported by the CTC which referred in their letter to "*conducting a cost benefit analysis to determine if government is getting the best possible pricing for its customers and value for money in the sale of the wastewater infrastructure*".

The motion to accept the above wording for the letter to the Honourable Minister was moved by Mr O Watler, seconded by Ms R Sharma and passed unanimously.

b) Public Piped Water Utility Lease Project - Update.

The Chairman reported that KPMG commenced their field work to complete audited accounts of the Water and Statutory divisions on 17 October 2011. Nothing has come to the attention of management that would suggest that the initial timeline for completion of mid-December 2011 will not be met.

The Strategic Options Analysis (SOA) for the Public Piped Water Utility Lease Project (PPWULP) will commence upon completion of the Financial Statements. Consistent with previously supplied information the SOA is expected to be ready for Board review in early 2012.

c) 30 June 2011 Audit - Update.

The Chairman reported that the Authority and the Office of the Auditor General (OAG) completed the audit of the 2010/2011 period within the time frame as required under the Public Management Finance Law (PMFL), receiving statements dated 26 October 2011, well in advance of the 31 October 2011 deadline. The 2010/2011 Audited Financial Statements were approved by members via round-robin on 25 October 2011.

Annual Report 2010/11

The Chairman reported that the Authority drafted the 2010/2011 annual report and received the OAG's permission to release the document. The Chairman informed members that the document was now before the Board for review and approval. Members approved that the document be accepted and sent to the Ministry for their review and then presentation to the Legislative Assembly.

d) **Randyke Gardens - Emergency Repair of Wastewater Treatment Systems - Update.**

The Chairman reported that following the Board's decision at the 19 October 2011 meeting that the Authority notify Randyke Gardens that if they failed to restore electrical service to all wastewater treatment systems within 10 days, the Authority would have no choice but to get back to the Ministry to ask that the Strata be prosecuted for not providing the necessary cooperation for the Authority to carry out the required repairs to address the failure of the wastewater treatment systems. The Ministry subsequently asked the Authority to hold off on this notice as other options were being explored to assist Randyke Gardens. On 04 November 2011 the Director and Deputy Director attended a meeting at the Ministry with the Hon Minister, Director of Planning, Chief Environmental Health Officer, the Deputy Permanent Secretary, Legal Department and Mr Mitchell Bodden, Chairman of the Randyke Strata.

At this meeting it was determined that apart from the wastewater issues, there were also other issues relating to Planning violations and Environmental Health issues. It was also determined that the Strata owed Government substantial fees as they had not repaid any part of the \$440,000 Government loan for the new wastewater treatment system that was installed in 2007. The Strata also owes substantial garbage fees (nearly \$400,000) to the Department of Environmental Health. Between those present it was agreed that it would be best to serve notice on the strata and its individual owners on the various issues, so that the strata would be forced to get its act together and collect strata fees to make the strata functional again. The Planning Department agreed to carry out inspections of illegal structures, DEH agreed to send an abatement notice and the Water Authority agreed to send a Notice of Violation (NoV) regarding the wastewater issues. The Honourable Minister agreed that the deadline for remedying the violations should be 30 November 2011. It was agreed that the delivery of the relevant notices would be coordinated through the Ministry, so that all notices are delivered at once. The Authority's NoV letters are ready to be served.

e) **Miscellaneous Updates.**

- a) *In-House Pipelaying Crews* – The Chairman reported that one of the in-house pipelaying crews continues to install the 8-inch pipeline in the new road to the Blue Iguana Reserve. Although progress to date was less than expected (due to the amount and hardness of rock encountered), 700 feet of pipe had been installed (out of a total of around 2,600 feet) by 11 November 2011.

The other crew completed the pipelaying in Admiral's Landing, off Shamrock Road. Approximately 2,740 feet of 8-inch diameter was replaced. The pipeline was tested and is being disinfected. It is anticipated that this pipeline will be commissioned by 18 November 2011.

During the week of 21 November 2011 most of this crew will start dismantling the existing 1.25 million US gallon capacity fibreglass tank (Reservoir #1) at the Red Gate Water Works Site to create the necessary space for a new 1.8 million US gallon capacity glass-fused-to-steel bolted-steel storage tank.

- b) *Water Supply Division* – The Chairman reported that during the week of 07 November 2011 Operations completed the replacement of approximately 1,100 feet of 4-inch pipe in Hinds Way, off Walker's Road, between Aspiration Drive and Bebee Close. This pipeline was pressure tested, and is presently being disinfected. It is anticipated that during the week of 21 November 2011 all customers will be connected to the new main. In order to keep the dust down the trench has been temporarily reinstated using tar spray and chip.

Although initially it was thought that the pipeline in Hospital Road could be replaced before the Christmas break, due to the heavy rains in October progress has been less than anticipated, and therefore this work has been postponed to early 2012.

- c) *Wastewater Division* – The Chairman reported that as a result of the heavy rains during the week of 28 October 2011, the inflow at the Wastewater Treatment Works more than doubled to in excess of 4.0 mgd. Unfortunately during that same period, one of the discharge pipes at the main pump station (PS1) cracked, and needed to be replaced. The recently purchased trailer-mounted diesel-driven trash pump was used to by-pass the pump station when this work was carried out.

- d) *Cayman Brac Site* – The Chairman reported that on 28 October 2011 the Cayman Brac Water Works site experienced a lightning strike, which resulted in loss of power. The water supply was not interrupted for very long as the distribution pumps were run using the emergency generator, and the storage tanks were almost completely full. A new power disconnect was quickly sourced in Grand Cayman and sent to Cayman Brac the following day, and installed on 30 October 2011.

The lightning strike also damaged the power supply for the pressure transducers and needed replacement. Unfortunately this could not be

sourced locally and was therefore ordered from overseas. The replacement power supply arrived 11 November 2011, and immediately sent to Cayman Brac. Once the new power supply is installed the condition of the pressure transducers can be checked. At the moment the water distribution pumps are run on manual (not automatic), as the pressure transducers require a 24Volt supply (to be provided by the aforementioned power supply).

e) *Red Gate Administration Building-AC Replacement* - The Chairman reported that on 11 November 2011 an advertisement was placed in the Caymanian Compass inviting eligible contractors to submit a tender for the replacement of the existing air-conditioning system of the Authority's Administration Building (excluding the Water Authority Laboratory). This 2011/2012 budgeted project includes the following:

- Review of the existing air-conditioning system in its entirety.
- Preparation of a detailed HVAC design for an up-to-date, reliable and energy-efficient air-conditioning system.
- Provision and installation of the new air-conditioning system in accordance with the specification, the HVAC design and the tender documents.

Contractors were advised that the tender documents would be available from 15 November 2011 and that tenders must be returned no later than noon on 16 December 2011.

f) *FOI updates* - No new requests were received as of 15 November 2011.

g) *New Billing System* - The Chairman reported that this project is progressing and a technical expert from Cogsdale was on island for the week of 14 November 2011 to carryout testing on the bill template, meter reading, bar code scanner and rugged laptops in the field. The reports from the project team are positive and the "Go live" is expected in the early part of 2012.

h) *Laboratory Audits* - The Chairman reported that in early November 2011 Dr Jennifer Clancy, the independent auditor who has audited the Water Authority Laboratory over the years, conducted the mandatory annual internal laboratory audit. This audit is required to maintain the accreditation granted by the American Association for Laboratory Accreditation (A2LA). She determined 3 deficiencies, which were not of a serious nature. By comparison in previous years more deficiencies, both in number and significance had been found during these audits. This audit and the external audit conducted by the independent A2LA auditor earlier this year are independent proof that the Laboratory is well managed and has a good quality system.

i) *Sterlin Estates - Failing Wastewater System* - The Chairman reported that Sterlin Estates development, located at Coemer Drive (14E520) has a failing wastewater treatment system and that there are similarities with the situation at Randyke Gardens. Sterlin Estates has a substandard

wastewater treatment system that has a history of failures, and the Strata is dysfunctional.

The Chairman reported that Sterlin Estates development received Planning Permission in 2003 for 50 duplexes, each consisting of 3 bedrooms. The development was built in phases, starting with 8 duplexes built in 2003. Build out occurred through 2008. The Water Authority required the installation of an aerobic wastewater treatment system to serve the development. The developer proposed a custom designed and built system (meaning customized designed system built from individual components) by W&H, a locally licenced company. The proposal was approved with a number of specific conditions. In the course of 2004 the system was installed, but not approved by the Authority as a number of conditions were outstanding (June 2004). These issues were not resolved before hurricane Ivan. With hurricane Ivan, issues with this plant became a low priority relative to the high demand for dwellings.

The Chairman noted that in 2006-early 2007 the owner of the development contacted the Water Authority because he had many problems with the system (bad odour, overflows and poor system performance). The company which supplied the system - W&H, had been dissolved. Mr George Wilks, formerly of W&H continued to work with the developer to try to make the best of a bad situation.

* Redacted under Section 23
of The Freedom of
Information Law, 2007

system. The Water Authority has assisted the developer and Mr Wilks over the years by providing design drawings, putting together an O&M manual which the supplier had not produced, assisting with operational and effluent quality tests. Efforts by Mr Wilks to consistently maintain the system have failed due to the substandard, inefficient and inaccessible design. Other service providers have been called in to help, but given the lack of standard plans, manuals or design, they did not take it on. This situation has continued to today, with untreated wastewater being disposed on the ground from a failing treatment system.

The Water Authority provided the Strata with information on several standard system suppliers inclusive the specifications required, but the Strata has not arranged for replacement of the system.

The Chairman reported that during the week of 07 November 2011 Ms Norma Connolly, a reporter from the Caymanian Compass contacted the Water Authority for comment on the situation. The Authority responded, explaining that the situation has similar issues as Randyke.

The Chairman noted that in respect of custom engineered and built systems, in 2007 the Authority ran into similar performance problems with other custom engineered and built systems from the same company W&H. At that time the Board made the policy to no longer accept custom engineered and built systems and only to allow NSF (National Sanitation Foundation) approved treatment plants (package plants). The reason was

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that there were no proper drawings and that none of the other service providers were willing to deal with the customised systems. *

The Chairman advised that the Authority will follow up by sending a Notice of Violation to the Sterlin Estates Strata and advising the Ministry accordingly.

- j) **Port Authority - waste oil contamination of groundwater** - The Chairman reported that on 27 October 2011 the Water Authority was notified that petroleum products were discovered in the excavation that was created for the removal of an underground storage tank (UST) at the Port Authority's Cargo Distribution Center in George Town (Block 20B, Parcels 379 & 428). The Authority followed up with site visits and a letter to the Port Authority requiring them to remediate the site to the standards of the Authority.

The Port Authority confirmed that the spill is the result of historical poor disposal practices at the Cargo Distribution Centre; the spill is located around the equipment maintenance area and the vehicle lift. The excavation of the underground storage tank system showed up after a day with a layer of waste oil from the surrounding area seeping into the pit. The Port Authority contracted with Mega Systems Ltd, a local contractor, specialised in fuel and oil installations to commence the remediation of the spill.

- k) **Scott's Equipment - No Further Action for Remediation of Diesel Spill of May 2010** - The Chairman reported that in May 2010 a diesel fuel spill occurred at Scott's Equipment, located on Seymour Road. The spill was caused by a failing pipe of an above ground storage tank and a substantial volume of diesel contaminated the groundwater and soil. The Authority notified Scott's Equipment and required that they carry out a complete remediation of the site to the Authority's specifications. This matter was reported at the May 2010 Board meeting.

Scott's has complied with the Water Authority's requirements and has remediated the contaminated groundwater and the soil that was affected by this spill. In November 2010 and September 2011 the Authority verified the quality of the groundwater and remediated soil through laboratory testing for specific hydrocarbons. These tests were conducted by Accutest, an accredited lab in Florida as the Authority does not have the specific equipment and expertise to carry out these tests in house. As a result of meeting the Authority's standard Scott's has been issued a "no further action" letter confirming that this remediation is complete. It should be noted that because the remediated soil has some low level of contamination, the Authority required Scott's to dispose of the remediated soil at the George Town landfill.

- l) Masters Court Case* - The Chairman advised that the matter of the Masters vs the Authority was heard in Summary Court over the two day period of 06-07 October 2011. The Authority has not yet been advised of when the former Chief Magistrate's decision will be presented.
- m) Update on Negotiations of Cayman Water Company Licence (CWC)* - The Chairman reported that since the update provided at the last Board meeting, no substantial progress has been made in the negotiations with Cayman Water Company. The Water Authority is working with the Ministry to coordinate a meeting with the Government lawyer Ms Vicki Ellis, the Authority and the Ministry to agree on the draft response that will be presented to the Honourable Minister for her to send to CWC pending her approval.

Current Business

- a) **Tender Evaluation Report for Supply and Erection of Bolted Steel Tank for Water Storage to Replace Red Gate Reservoir # 1 (2011).**

The Chairman reported that on 04 November 2011 the CTC opened the three returned tenders for the supply and erection of one 1.8 million US gallon capacity glass-fused-to-steel bolted-steel storage tank, to be constructed at the Red Gate Water Works Site. The Chairman reported that the 2011/2012 Budget includes an amount of CI\$956,000 (US\$1.15 million) to cover the cost for both the demolition of the existing fiberglass tank, and the supply and erection of a new glass-fused-to-steel bolted tank.

A copy of the Tender Evaluation Report was provided to members.

The Chairman reported that as explained in the Tender Evaluation Report, this new water storage tank for the Red Gate Water Works is required to replace one of the sectional fiberglass reservoirs (Reservoir #1, with a water storage capacity of 1.25 MG) that were installed in 1986/1987. Previous attempts to repair this tank were unsuccessful, and therefore the tank must be replaced to maintain the necessary water storage capacity.

The Chairman reported that as shown in the Tender Evaluation Report the works comprise of the supply and erection of one glass-fused-to-steel bolted-steel storage tanks, suitable for the storage of potable water, complete with the specified appurtenances, with a storage capacity of no less than 1.8 million US gallons (6,800 cubic metres), with a reinforced concrete base and an aluminium geodesic dome roof.

The Chairman noted that the review of the returned tenders is detailed in the Tender Evaluation Report provided to members. Three companies (Florida Aquastore, McAlpine Ltd, and Phoenix Construction) provided a tender for

this project. All three tender amounts, as submitted, exceeded the Engineer's Estimate (US\$1,000,000) and ranged from US\$1,079,000 to US\$1,398,000.

The Chairman reported that the review of the tenders in the Tender Evaluation Report demonstrates that:

- Florida Aquastore** complied with the requirements of the tender documents.
- Phoenix Construction** complied with most of the requirements of the tender documents but did not provide any details on the proposed protective coating to the concrete.
- McAlpine Ltd.**'s tender did not comply with significant portions of the specified requirements in the tender documents such as references on the proposed tank supplier, only submitted one set of completed and signed Tender Documents, did not provide a list of projects completed by subcontractor, proposed an erection supervisor with fewer years of experience than the minimum required, did not provide preliminary foundation design details, shipping/packing method for tank panels, or a comprehensive erection manual (only a very brief (3 pages) summary was attached to their tender submission).

The recommendation from the Tender Evaluation Report is that the contract be awarded to Florida Aquastore, Florida, USA, whose tender has the highest combined score of Tender Assessment Criteria 2 and 3 (Costing Analysis and Technical Assessment respectively), in the amount of US\$1,079,000 which was the lowest bid received.

Members discussed Tender Evaluation Report and queried the number of persons that would be required to work on the project. Mrs P McGaw-Lumsden specifically asked about the opportunities for local employment. The Secretary advised that the contractor would only need to bring in 2-3 experienced supervisors from the US. The local labour of about 6-7 persons would be sourced from LaLev Construction Ltd (a local company) as indicated in the Tender Evaluation report.

The Chairman noted although Florida Aquastore's tender amount (US\$1,079,000) exceeded the Engineer's Estimate (US\$1,000,000) by approximately 8%, sufficient funds had been allocated in the 2011/2012 Budget to cover both the demolition of the existing fibreglass tank as well as the supply and erection of a new bolted steel tank.

After further discussion, the motion to accept the recommendation in the Tender Evaluation Report produced by the Authority's Management to recommend to CTC to award the contract to the lowest bidder Florida Aquastore in the amount of US\$1.079 million was moved by Ms R Sharma, seconded by Mr O Watler and passed unanimously.

b) Request for Bill Adjustment re Customer Account [REDACTED]

* Redacted under Section 23 of The Freedom of Information Law, 2007

The Chairman declared that he is not a relative of customer [REDACTED] who is requesting an adjustment to his water bill.

The Chairman reported that a letter was received from [REDACTED] on 21 October 2011 (note that the letter was actually dated 29 August 2011), regarding a high water bill on the above account. A copy of the letter and the report from Customer Service Department were provided to members. A review of the account was undertaken and the Authority's findings are that on 25 February 2011 the Meter Change Out Team removed the old meter #96063373 and installed a new meter #10659752 as part of the meter change out exercise. It was stated on the work order that the meter was stuck. On 31 March 2011, the March bill was created for the customer based on usage of 13.8 cubic metres for the billing period 03 March 2011 to 30 March 2011. The March 2011 bill was queried by the customer on 12 April 2011. No leaks or movements at the time of the visit by Water Authority were identified and the customer was informed accordingly. On 21 October, 2011 the customer came to see the Customer Service Supervisor and delivered the letter requesting an adjustment.

The Chairman reminded members that the purpose of the meter change out programme is to remove all meters identified to be outside of the acceptable age due to the possibility of reduced accuracy in the readings with age and total volume of water historically passing through. As the old meter was stuck it was expected that water would register with the installation of the new meter as the service was active. It is the policy of the Authority that all issues downstream of the meter are the responsibility of the customer; therefore no adjustment to the bill was possible by Management. The customer was advised that he could request for the meter to be tested however he declined that offer and requested that the matter be addressed by the Board. The Secretary respectfully sought the Board's decision on the request from the customer.

Members discussed the customer's situation and agreed that the customer should be advised that the Board reviewed the request and decided not to discount or waive the bill because the old meter was stuck it was expected that water usage would register with the installation of a new meter on the active account.

c) Request for Bill Adjustment re Customer Account [REDACTED] and [REDACTED]

* Redacted under Section 23 of The Freedom of Information Law, 2007

The Chairman reported that a letter was received from [REDACTED] regarding the above account on 10 November 2011. The complainant would like to have the Board review the case and if possible provide a discount. A copy of the letter and the report from Customer Service Department were

provided to members. A review of the account was undertaken and the Authority's findings are that on 31 October 2011 the customer received a bill that recorded usage of 57.2 cubic metres. The billing period was 30 September 2011 to 26 October 2011 and the amount due was \$858.27 for 138.0 cubic metres. The customers sent in a letter on 10 November 2011 requesting a discount as they had hired a construction company to investigate the problem and that company had identified a leaking toilet to be the problem.

Regarding the request to have the account in the tenant's name, the Chairman advised that the customers were informed that the policy of the Authority is such that all accounts must remain in the name of the property owner and the tenant can only be added to the account to receive a copy of the bill. Additionally, they were also reminded that all issues downstream of the meter are the responsibility of the customer, therefore no adjustment to the bill was possible by the Authority's Management. The Secretary respectfully sought the Board's decision on the request from the customer.

Members discussed the customer's situation and agreed that the customer should be advised that they reviewed the request and decided not to discount or waive the bill as the customer is responsible for all usage downstream of the meter and additionally the customer acknowledged that they had a leaking toilet. With regards to the name of the account, this is to remain in the name of the property holder as per the Authority's policy. A payment plan should be offered.

d) Management Accounts October 2011.

The Chairman reported that the Finance Department has prepared the summary financial statements for the period ending 31 October 2011. However it was agreed that this item would be dealt with at the December meeting.

Donation Requests

The Chairman advised that the amount available for donations is \$20k.

a) Cayman Brac - Dispenser Lawford Lawrence Scholarship Fund - Additional Information.

Members decided not to make a donation to this Scholarship Fund.

b) Junior Achievement 3-Year Commitment.

Members were advised that the last instalment of the Authority's 3-year commitment in the amount of \$1600 had been paid and that JA indicated that later this year or early next year they would be requesting further support for the programme.

c) CI Seafarers' Association Annual Calendar.

Members agreed to sponsor the CI Seafarers' Association Annual Calendar in the amount of \$500. The motion was moved by Mr J Banks, seconded by Mr W Scott and passed unanimously.

d) Business & Professional Women's Club of Cayman Brac.

Members agreed to sponsor the Business & Professional Women's Club of Cayman Brac in the amount of \$500 for their study grant programme. The motion was moved by Mr J Banks, seconded by Mrs P McGaw-Lumsden and passed unanimously.

e) UCCI Conference March 2012.

This item was dealt with last as the Chairman declared an interest and left the meeting. Ms R Sharma performed as Acting Chairman for this agenda item and to close the meeting thereafter. Members agreed to sponsor the UCCI Conference scheduled for March 2012 in the amount of \$3000. The motion was moved by Mrs P McGaw-Lumsden, seconded by Mr O Watler and passed unanimously.

f) Peter "Lightning" Lewis - Boxing Sponsorship Request for 26 November 2011 Boxing Match.

Members agreed to sponsor Peter "Lightning" Lewis - Boxing Sponsorship Request for 26 November 2011 Boxing Match in the amount of \$500. The motion was moved by Mr W Scott, seconded by Mr M Smith and passed unanimously.

g) Lions Club Toy Drive.

Members agreed to donate up to twenty 55-gal drums to the Lions Club Toy Drive. Additionally, Board members committed to donating enough toys to fill one 55-gal drum in support of the Lions Club Toy Drive. Upon the 55-gal drum being filled the handover of the drum to a Lion representative on behalf of the Water Authority Board will be arranged with Mrs P McGaw-Lumsden.

Any Other Business

The Secretary reminded members of the Staff Christmas Social on 02 December 2011 and that her secretary would send out an email notice.

The Secretary inquired of members whether they would wish to consider changing the date of the December 2011 meeting as it would be close to the Christmas holidays. Members agreed to change the date to 14 December 2011.

There being no other business the Acting Chairman (Ms R Sharma) thanked members for their cooperation and adjourned the meeting at 2:05pm.

This is a true and accurate account of the proceedings.



The Chairman



The Secretary