

**CONFIDENTIAL**



**Water Authority of the Cayman Islands**

**Minutes of 236<sup>th</sup> Meeting held on 20<sup>th</sup> of March 2013**

**Members Present:**

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

**Call to Order**

The Chairman welcomed members and called the meeting to order at 1:28pm after ascertaining that there was a quorum and acknowledging apologies from Ms R Sharma, Mr O Watler, and the absence of Mr C McLaughlin. Ms A Owens then proceeded to open the meeting with a prayer written specially for Board members. Members thanked the Chairman for the very appropriate prayer.

**Minutes of the 235<sup>th</sup> Meeting held on 20<sup>th</sup> of February 2013**

The Chairman asked for confirmation of the Minutes of the 235<sup>th</sup> Meeting held on 20<sup>th</sup> February 2013.

Mr W Scott noted a correction on page 3, paragraph 1, line 1 should read as follows "As there were no material changes, the..."

Mr W Scott moved the motion to accept the Minutes as amended, Mr J Banks seconded the motion and the motion passed unanimously.

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

None were declared.

#### **Matters Arising**

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

The Chairman reported that an order was placed to replace the second pass pump and this should be on island in early April 2013. The average water production rate since 08 February 2013 has been 1,305 cubic metres per day.

\* Redacted under section 21 (1) (b) of The Freedom of Information Law, 2007

b) **30 June 2013 Audit of Consolidated and Divisional Statements.**

*30 June 2013 Audit of Consolidated and Divisional Financial Statements for Water, Wastewater and Statutory*

The Chairman reported that the Authority had contacted the Deputy Auditor General (Deputy AG) at the Office of the Auditor General (OAG) to discuss the possibility of requesting permission from the Central Tenders Committee (CTC) to once again engage KPMG under the "single source supplier" clause. At that time the Deputy AG advised that it is essential that the Authority engage in a competitive tendering process as the engagement will be for 5 years, the RFP for the consolidated audit will be managed by the OAG and the Authority would need to include the unique RFP for the divisional accounts as these statements are not a statutory requirement of the OAG. Given that the fourth quarter is coming quickly the Chairman reported that the Director and Financial Controller took the initiative and contacted the Auditor General (as the Deputy was out of office), on 14 March 2013 to discuss the process and were informed that the original intention was to put the audit out under a competitive bid process, however given the tight timeline and other pressing engagements the Authority was advised to proceed with the current service provider, KPMG. The Chairman advised that it is prudent to request permission from the Central Tenders Committee (CTC) as the engagement is above the \$50k set-point.

The Board was provided with the proposed letter to the CTC as well as the draft engagement letters from KPMG for the 30 June 2013 audit. This letter has also been sent to the AG for his review and feedback. Upon Board approval and provided that the feedback from the OAG does not change the tone of the letter, the information will be forwarded to the CTC for their review and hopefully approval.

*Annual Report 2010/2011*

The Chairman reported that the 2010/2011 annual report was tabled at the 13 March 2013 sitting of the Legislative Assembly however the Authority awaits official confirmation from the Ministry before publishing the document on the Authority's website.

*Annual Report 2011/2012*


The Chairman reported that the 2011/2012 annual report was forwarded to the Ministry on 31 December 2012 for the Honourable Premier and Minister's comments and signature if agreed. The Authority awaits confirmation on whether it has been signed.

*KPMG Engagement – Strategic Option Analysis (SOA)*

The Chairman reported that this project has been reactivated. The finalised divisional financial statements were sent over to KPMG and they expect to put these numbers into the established template. The Authority and KPMG are scheduled to meet on 22 March 2013 to discuss the project and establish a timeline for completion.

c) **Cayman Water Company (CWC) Negotiations Update.**

\* Redacted under section 21 (1) (b) of The Freedom of Information Law, 2007



The Chairman reported that in order to allow Government to review and comment on CWC's proposal dated 29 November 2012, and subsequent correspondence dated 11 January 2013 and 17 January 2013, all three parties (CWC, WAC and CIG) agreed to an extension of time until 18 March 2013 for

filing affidavits for the Judicial Review Proceedings. This stay was agreed to 01 March 2013.

On 06 March 2013 the Honourable Premier sent a written response to CWC's proposal dated 29 November 2012 in which various aspects of the CWC proposal were commented on and in which CWC were invited to provide a different proposal within the framework of the RCAM model.

The Chairman reported that on 13 March 2013 Consolidated Water Company responded to the Honourable Premier's letter dated 06 March 2013 in which they reiterated their position that the current pricing model should be part of the new licence and refuted Government's position regarding a rate structure within the framework of the RCAM model. Copies of both letters were made available for Board members' information.

The Chairman reported that affidavits for the Judicial Review Proceedings, from the Ministry (Tristan Hydes) and Water Authority (Tom van Zanten) were submitted to the courts on 15 March 2013.

The Chairman advised that as the negotiations have not yet been completed it will be necessary to further extend the licence issued under The Water (Production & Supply) Law 2011 in order to allow for the judicial review process, the OAG's review, and the negotiations to be finalised. The current extension is set to expire on 30 March 2013. As the amount of time necessary to get to the point of agreed terms and conditions for a new licence, is likely to be more than 3 months, it was recommended that the 10<sup>th</sup> extension be granted for a minimum of 6 months. The Water Authority has sought feedback from the Ministry regarding the length of time.

Once the Water Authority Board has approved the extension, the documents for an interim extension of the current licence can be prepared.

The Board was respectfully asked to recommend to Government that Government grants CWC an amendment to their licence to process Seawater to Water for sale and to distribute and sell Water by means of pipes during the additional period through consideration of the following resolution:

***Resolution***

*It is hereby resolved that the Water Authority recommends to Government that an Amendment to the Licence dated 11 July 1990 To Produce Potable Water From Seawater be granted to Cayman Water Company Limited (CWC) by the Government under the Water Production (Production and Supply) Law 2011 to allow for an extension until 30 September 2013. The Water Authority further authorises Mr John Lemuel Hurlston CVO MBE JP, Chairman and Mr Otto Watler, Board Member to sign the Amendment of the Licence on behalf of the Authority.*

The resolution above was moved by Mrs P McGaw-Lumsden, seconded by Ms A Owens and passed unanimously.

**d) Randyke Gardens – Notice of Violation – Update.**

The Chairman reminded members that at the February 2013 Board meeting members were informed that wastewater overflows at Randyke Gardens had occurred again. The overflows related to the buildings and not to the wastewater treatment systems, which, since handover by the Authority to the Strata, continue to be maintained by a private service provider.

In response to the Authority's Notices of Violations (three have been served so far) the Strata and individual owners have resolved most of the illegal discharges, be it that during a follow up inspection, carried out on 19 March 2013 it was observed that 3 of the 80 apartments discharge wastewater from the kitchen directly onto the ground. In addition a few apartments discharge wastewater from their kitchens into gravel pits, rather than being discharged through the building sewer into the wastewater treatment plants.

An issue, as reported at the February 2013 Board meeting is that the building sewers may be compromised and that the additional structures constructed by owners are not properly connected into the building sewer. As the additional structures appear to have been constructed in circumvention of the Planning process, the Planning Department was requested to ensure that these structures are legal and comply with the Plumbing Code (i.e. properly constructed sewers that are hooked up to the building sewer). The Authority has asked Planning Department for an update on their enforcement process, but has not received a response.

The Chairman reported that for the time being the Authority will continue to monitor the situation to ensure that the current situation does not deteriorate to an immediate threat to public and environmental health.

**e) Miscellaneous Updates.**

*a) In-House Pipelaying Crews* - The Chairman reported that one of the pipelaying crews continued work on the pipeline upgrade (from 6-inch to 12-inch) in South Sound, between the boat ramp and the intersection with Walker's Road. By 15 March 2013, approximately 1,300 feet of pipeline had been installed, representing 60% of the first phase. Progress has been slower than anticipated due to the amount of traffic experienced. The work is carried out during the day (between 9:00 am and 4:00 pm to avoid interfering with commuters).

The Chairman noted that by 08 March 2013 the other crew completed the repainting of the pipe storage rack at the Lower Valley site. During the

week of 11 March 2013 this crew installed the first District Metering Area (DMA) vault at the Frank Sound Road intersection. The DMA vaults, which house bulk (electromagnetic) water meters and are installed at strategic places within the water distribution system, will assist the Authority in addressing the issue of non-revenue water. The DMAs will create distinct zones where the net inflow can be compared against water sales and thus potential problem areas isolated and identified.

During the week of 18 March 2013 this second pipelaying crew plans to install a pipeline extension (approximately 200 feet of 4-inch pipe) at Chime Street (off Spotts Newlands Road) to accommodate a new development.

- b) *Water Supply Division* - The Chairman reported that the first section (50% of total length) of the pipeline replacement in Denham Thompson Way (off Walker's Road) was completed and all customers were connected to the new pipeline section on 25 February 2013. Due to delay in shipment of pipes this project was temporarily halted.

On 01 March 2013 Operations started the replacement of the 4-inch pipeline in Lyndhurst Avenue, this work is necessary due to the numerous leaks experienced. The new line has been tested, disinfected and flushed, and all customers will be connected to the new pipeline by the end of the week of 18 March 2013.

By the end of the week of 18 March 2013, Operations will install the temporary pipeline for the second section in Denham Thompson Way in anticipation of the replacement of the remainder of the 6-inch pipeline, as the required 6-inch pipes have arrived on island. Similar to the work on the first section, the work will be carried out during the day (between 9:00 am and 3:00 pm to avoid interfering with school traffic). It is estimated that this work will be completed by the end of April 2013.

- c) *Wastewater Division* - The Chairman reported that during the month of February 2013 the amount of rainfall was minimal, and the design hydraulic capacity of the plant (2.5 mgd) was not exceeded during the month. The average daily inflow was just over 2.15 mgd (or 86% of design capacity), which is slightly more than the average inflow during February 2012.

Over the last few weeks the Operations-Wastewater Division identified two deteriorated manholes that needed attention (in Whitehall Gardens and near Public Beach), the first one was cleaned and is being rendered to restore its structural integrity, the second manhole will need to be replaced in its entirety.

The ESD, together with the Operations Department-Wastewater Division, completed the systematic investigation of the manholes within the wastewater collection system. A report will be prepared summarising the findings.

On 22 February 2013 the tender documents for the West Bay Beach Sewerage Rehabilitation Project (2013) were sent to 10 interested companies. This project comprises the closed-circuit television inspection of approximately 46,000 linear feet of 6 and 8-inch diameter sewer pipelines and the structural liner repair of damaged pipeline sections, identified by the CCTV survey. The Central Tenders Committee will open the returned tenders at their meeting on 20 March 2013 (starting at 1pm).


On 01 February 2013 a quote was received for the design and fabrication of a new pump control panel for PS1 from Polytron from Georgia (this company has provided nearly all pump control panels for the Water Authority). An alternative proposal was received from Automation & Control Engineering from Wisconsin on 25 February 2013. The ESD is currently reviewing both proposals in detail to ensure that the Authority receives value for money.

**d) For Cayman Investment Alliance - George Town Landfill Closure and new Waste Management Facility in Bodden Town** - The Chairman reported that since the last Board meeting in February 2013 the following has taken place:

- Cardno Entrix, DRCL's consultant has provided the Environmental Advisory Board (EAB) with the various sections of the draft Environmental Impact Assessment (EIA). The draft EIA comprises all technical reports, data, studies and summaries that were required by the Terms of Reference. Staff of the Water Resources and Quality Control department are currently conducting the review of the draft EIA on behalf of the Authority. The Authority pays specific attention to the sections that cover groundwater, hydrogeology, geology, surface water and stormwater as these subjects are the Authority's area of expertise and relate to the Authority specific statutory role to protect groundwater. The EAB's deadline for completing its review of the draft EIA is 27 March 2013.
- Cardno Entrix will prepare a draft Environmental Statement and a Non-Technical Summary of the study. Public meetings to review and discuss the draft Environmental Statement have tentatively been planned on 17 April 2013 in Bodden Town and on 18 April 2013 in George Town. The public will have 3 weeks to review and to comment on the draft Environmental Statement. Cardno Entrix will then prepare a final Environmental Statement for the Proponent (DRCL) and the EAB. The EAB will review the final Environmental Statement and prepare a written statement for Government and DRCL. DRCL will submit the Final Environmental Statement with the EAB's written statement to the Planning Department as part of the process to apply for Planning Permission for the Waste Management Facility.

- For the time being the focus of DRCL, its consultants and the EAB is on the review of the new Waste Management Facility. Further detailed review of the remediation plans for the George Town Landfill will be carried out later on.
- e) *FOI updates* - The Chairman reported that no new requests were received since Freedom of Information (FOI) Report for February 2013.
- f) **2013/2014 Ownership Agreement Update.**  
The Chairman reported that to date no feedback had been received from the ownership document that was provided to the Ministry in early February 2013.

\*Redacted under section 18 (2) and 21 (1) (b) of The Freedom of Information Law, 2007



### Current Business

- a) **Request for Bill Adjustment re Customer Account#** [REDACTED]

\*Redacted under section 23 of The Freedom of Information Law, 2007

[REDACTED].  
The Chairman reported that in a letter dated 01 March 2013, [REDACTED] wrote to the Water Authority requesting the reversal of a late fee of \$0.93 that



was applied to her account on 22 February 2013. A copy of the correspondence and the report from Customer Service was provided to members.

A review of the account was undertaken and the Authority's findings are that the late fee penalty was applied to the account because the payment was received late. The customer acknowledges in her letter that it was an administrative error made by her when paying the account on-line. She selected Cayman Water Company as the payee and the penalty was then incurred due to non-payment of the Water Authority's bill.

The Authority notes that the Authority normally will only make an adjustment to the bill if an error is made on its part or if the meter is found to be over registering. In this case, the customer mistakenly paid Cayman Water Company instead of Water Authority when she paid on-line. The customer is fully responsible to pay the late penalty in this case.

The Secretary respectfully sought the Board's decision on the request from the customer to reverse the late charges of \$0.93. Members discussed the request from the customer and agreed that the customer should be advised that they had reviewed the request and decided not to discount or waive the bill as the customer is responsible to ensure that payments are made on a timely basis.

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

\*Redacted under section 23 of The Freedom of Information Law, 2007

The Chairman reported that in a letter dated 08 March 2013, [REDACTED] wrote to the Water Authority regarding a high water bill incurred in February 2013. A copy of the letter and the report from Customer Service were provided to members.

A review of the account was undertaken and the Authority's findings are that on 26 February 2013 as a result of the Fail Audit Report to check for a high water bill, the service at [REDACTED] was checked. During this check the Meter Reader reported that there was no indication of any leak or movements at the time of the visit and the reading on the meter was verified as correct. The consumption of 613.99 cubic metres was charged for a total of \$4,130.55 for the period 15 January - 26 February, 2013 (42 days).

On 08 March 2013, the Authority received a letter from [REDACTED], requesting the Board's assistance to waive or reduce part of the bill [REDACTED]. The customer acknowledged that the high bill was due to a previously repaired leak.

Based on the Authority's terms of agreement - *"the customer is solely responsible for all works done downstream of the outlet side of the meter, and is solely responsible*

*for any water lost through failure and/or damage of those works, regardless of whether the failure and /or damage was the fault of the applicant or a third party."*

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. Members sympathised with [REDACTED] situation and agreed that an extended payment plan should be offered as well as waiver of the late penalties providing the payments are made regularly.

**c) Management Accounts February 2013.**

The Chairman reported that the Finance Department had prepared the summary financial statements for the period ending 28 February 2013 which included comparison with prior year as well as budget.

Based on estimates for the first eight months of the 2012/2013 financial period, Operating Revenue had increased over the same period as last year, showing a modest increase of 6.8%. This is reasonable as the Authority had the rate adjustment effective 01 November 2012.

Operating Expenses were up from last year, due primarily to the increase in water sales and hence the increase in water production costs, increase in repairs and maintenance as the Authority begins to remediate the wastewater assets as well as the inclusion of the New Works Crews remuneration, which was not included in Prior Year numbers. Even though the operating expenses are higher (7.8%), than prior year they are still well under the estimated figures, primarily due to the delay in commencing the wastewater remediation projects.

Administrative Expenses were slightly higher than last year showing 4.3% increase. This increase is not unexpected as staff at the Authority diligently worked the hours required to learn the new utility billing system and consequently overtime increased during the process.

\* Redacted under section 21 (1) (b) of The Freedom of Information Law, 2007

continues to be in a strong financial position and will continue to closely monitor operational and administrative expenses in light of the current economic situation and the upcoming election.

**d) Sale of Property - offer to Water Authority.**

The Chairman advised that [REDACTED] wrote to the Authority in June 2009 regarding property both his cousin [REDACTED] and himself have for sale. The properties are adjacent to the [REDACTED]. The recent communication dated 10 March 2013 from a [REDACTED]

\*Redacted under section 23 of The Freedom of Information Law, 2007



The Chairman advised that in the future it is the intention that all meters will be read each month regardless of the connection status of the service. This will reduce the risk that long-time inactive accounts 'disappear'. The proposed policy also specifies that any service that has been inactive for one year or longer must be physically removed from the water supply network. This will also reduce the potential for undocumented usage. The Secretary respectfully sought members' support of the policy if agreed. Members discussed the policy and the reasons for it. Subsequently, members agreed to accept the Physical Service Removal Policy for immediate implementation.

**f) National Energy Policy.**

The Chairman reported that on 15 March 2013 the Honourable Premier presented the National Energy Policy in the Legislative Assembly. Board members may recall that the Water Authority played an active role in the Electricity, Renewable Energy, Water and Wastewater Subcommittee (EREWW) of the National Energy Policy Committee (NEPC). The EREWW subcommittee was one of the four subcommittees of the NEPC. The EREWW subcommittee's final report was completed on 30 November 2011 and this report was endorsed by the Board. In October 2012, the draft National Energy Policy was completed by Castalia, a US based consultant. Among other things the draft policy took account of the work carried out by the four subcommittees and direction from the NEPC. The EREWW subcommittee reviewed the draft report and raised a number of concerns. The comments from the four subcommittees and the NEPC on the draft policy were presented to the Honourable Premier and Minister, who instructed Castalia to review and consider all comments into a final draft to be presented to Cabinet. The Honourable Premier tabled the National Energy Policy in the Legislative Assembly on 15 March 2013.

The Chairman informed members that the National Energy Policy does not include all recommendations, specific detail and context of the EREWW subcommittee's report. However, in respect of specific recommendations for water and wastewater, all recommendations have been included in the National Energy Policy, be it that they have been included in abbreviated form.

**g) Esterley Tibbetts Highway Extension.**

The Chairman reported that since mid-2011 the Water Authority has liaised with Decco Ltd with regards to relocating the existing pressure sewer in West Bay Road as part of the ForCayman Investment Alliance (FCIA) agreement with Government. The Water Authority has no objections to having the existing pressure sewer pipeline relocated, but emphasised that it must remain in a road way (for ease of access and maintenance).

The Chairman reported that the entire 8-inch pressure sewer in West Bay Road, between Yacht Drive and Public Beach, will be relocated to the Esterley Tibbetts Highway Extension. The rerouted 8-inch pressure sewer has been nearly completed, except for 3 gaps. As soon as this pipeline has been completed (including the installation of the missing section in the easternmost section of Raleigh Quay), the pipeline can be tested and connected to the existing pressure sewer. In fact this work was anticipated to have been completed in January 2013 but due to design changes and other events the project is now behind schedule.

The Chairman reported that on 22 February 2013 Decco Ltd indicated that it was their intention to place approximately 30 inches of beach sand over the present West Bay Road (and therefore over the Water Authority's active pressure sewer, as it has not been rerouted as yet) immediately north of Public Beach, to become volleyball courts and parking areas. Decco was immediately advised that the Water Authority cannot allow any fill (sand or otherwise) over the sewer line as this will affect the Authority's ability to inspect and maintain (locate) these sewer lines. The Chairman noted that this requirement had not changed from the first meeting in August 2011.

Additionally, the Chairman reported that Decco Ltd was advised that any construction activities over the pressure sewer could jeopardize the system, with potentially catastrophic results: locating a leak on the pressure sewer under 5+ feet of marl/sand will be difficult and time-consuming, and is likely to result in (part of) the volleyball courts and parking areas being dug up and damaged. Additionally the leak can result in large quantities of beach sand being contaminated with sewage, which will need to be disposed of at the landfill.

The Chairman reported that Decco Ltd was advised on 19 March 2013 that if it carries out any development over the existing pressure sewer, the Water Authority expects that Decco Ltd will assume full responsibility for any damages (and consequential damages, such as to other properties) that may occur.

### Donation Requests

The Chairman advised that with the inclusion of all gift certificates that have not yet been redeemed and the increase in the revised budget, the remaining amount available for donations in the revised 2012/2013 budget is \$8,400.

**a) Clifton Hunter High School - Flight Club Annual Field Trip to Florida.**

Members agreed to sponsor Clifton Hunter High School Flight Club's Annual Field Trip to Florida in the amount of \$500. The motion was moved

by Mrs P McGaw-Lumsden, seconded by Mrs I Simms and passed unanimously.

**b) Ms Ciara Henry - Global Young Leaders Conference.**

Members agreed to sponsor Ms Ciara Henry's participation in the Global Young Leaders Conference in the amount of \$500. The motion was moved by Mrs P McGaw-Lumsden, seconded by Mrs I Simms and passed unanimously.

**c) Mr Raheem Wilson - Global Young Leaders Conference.**

Members agreed to sponsor Mr Raheem Wilson's participation in the Global Young Leaders Conference in the amount of \$500. The motion was moved by Mrs P McGaw-Lumsden, seconded by Mrs I Simms and passed unanimously.

**d) Ms Sydonie Barrett - Global Young Leaders Conference.**

Members agreed to sponsor Ms Sydonie Barrett's participation in the Global Young Leaders Conference in the amount of \$500. The motion was moved by Mrs P McGaw-Lumsden, seconded by Mrs I Simms and passed unanimously.

**e) Breast Cancer Foundation - Annual Breast Cancer Gala Dinner October.**

Members decided to defer any donation to this organisation until the beginning of the 2013/2014 fiscal period.

**f) UCCI - STEM Conference 2013.**

Members agreed to sponsor the UCCI - STEM Conference 2013 in the amount of \$500. The motion was moved by Mrs P McGaw-Lumsden, seconded by Mrs I Simms and passed unanimously.

**g) UCCI - Benefit Concert.**

Members agreed to sponsor one booklet of 10 tickets to the UCCI - Benefit Concert in the amount of \$150. The motion was moved by Mrs P McGaw-Lumsden, seconded by Mrs I Simms and passed unanimously.

**h) NORECA - Volley Ball Tournament.**

Members agreed to sponsor the NORECA - Volley Ball Tournament in the amount of \$500. The motion was moved by Mrs P McGaw-Lumsden, seconded by Mrs I Simms and passed unanimously.

**Any Other Business**

**a) *Previous Decision Reviewed as per Verbal Request of Ministry - Request to waive requirement for meter installation on property served re Customer Account#*** [REDACTED]

The Ministry representative on the Board informed members that the Ministry had been approached by [REDACTED] regarding the Board's decision on this item at the February 2013 Board meeting. The Ministry representative indicated that the Ministry was requesting that the

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Board reconsider the decision to require the temporary pipeline on the customer's side of the meter to be installed according to the Water Authority's policies and guidelines. The reason for this is that the developer, [REDACTED] feels that the requirement is onerous for a temporary installation that the Water Authority should take into account that the connection will be at their own risk.

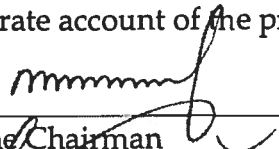
Members discussed the various options and subsequently agreed to temporarily waive the requirement for meter installation on property served providing the following conditions are met:

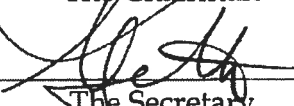
- the customer produces a signed agreement between the property owner and himself that allows for the meter to be temporarily located on this property.
- the agreement must clearly indicate who is responsible for the account and any water used.
- the meter is removed from the temporary location to the permanent location on the customer's property no later than 31 October 2013. If more time is needed due to continued construction and/or development, the developer may write to the Board requesting additional time later in the year.
- in lieu of the pipe being laid according to the Water Authority's specifications, the Board has requested that the developer provide a \$5000 deposit.

The Secretary was instructed to advise the customer accordingly.

There being no other business the Chairman thanked members for their support and then adjourned the meeting at 2:43pm.

This is a true and accurate account of the proceedings.

  
\_\_\_\_\_  
The Chairman

  
\_\_\_\_\_  
The Secretary

