

CONFIDENTIAL



Water Authority of the Cayman Islands

Minutes of 242nd Meeting held on 16th of October 2013

Members Present:

Chairman:	Mr J L Hurlston
Members:	Mr H B Ebanks Mr J Gill Ms A Owens Mr C Randall Mr A Wright
Secretary:	Dr G Frederick-van Genderen
Apologies:	Mr M Jacques Ms T Mortimer Ms R Sharma Mr O Watler
Guests:	Mr Tom van Zanten, WA Deputy Director Ms Lori Bergman, WA Financial Controller

Call to Order

The Chairman welcomed members to Cayman Brac and called the meeting to order at 9:06am after ascertaining that there was a quorum and acknowledging apologies from Mr M Jacques, Ms T Mortimer, Ms R Sharma and Mr O Watler. As requested by the Chairman, Ms A Owens then proceeded to open the meeting with a special prayer.

The Chairman recognised the presence of the members of the Water Authority's Senior Management Team, Mr Tom van Zanten, Deputy Director and Ms Lori Bergman, Financial Controller as guests for part of the meeting.

In order to accommodate the guests, members agreed to vary the order of the agenda as follows:

Current Business

- a) Presentation of Water Infrastructure in the Sister Islands.
- b) Policy on Trucked Water Deliveries in Cayman Brac.

Matters Arising

- b) 30 June 2013 Audit of Consolidated and Divisional Statements – Update.

Current Business

a) Presentation on Development of Water Infrastructure in the Sister Islands.

The Chairman reported that the Authority had a presentation on the development of water infrastructure for Cayman Brac and Little Cayman, similar to the one made to the Deputy Premier and senior staff at the District Administrations Office last month. The Chairman explained that the information to be presented is an overview of the historic development of water services in Cayman Brac and options for the way forward.

The Secretary proceeded to make the presentation, a copy of which is attached to these minutes. The Secretary noted the projects already approved in the 2013/2014 budget such as:

- Purchase and Installation of Emergency Generator and Automatic Transfer Switch
- Installation of Pad Mount Transformer
- Purchase and Installation of Containerised SWRO Plant (60,000 US gpd production capacity)
- Recladding of roof and walls of the existing operations building
- Repair of roof of 500,000 US gallon capacity water storage reservoir
- Pipeline extension along Gerrard Smith Avenue, and various side roads
- Upgrade existing pipeline along Bert Marson Drive
- Abandon pipeline within Cayman Brac Airport Property

All of these projects will be financed using in-house funding for an estimated total of \$2.1M.

During the 2014/2015 period, site clearing and preliminary hydrogeological investigations are planned for the Bluff site where the new Cayman Brac Water Works will be situated. Between the fiscal periods 2015/2016 and 2016/2017, the Authority plans to commence work on the new facility which will comprise:

- Seawater Reverse Osmosis Plant
- Post Treatment Facility
- Water Distribution Pump Station

- Water Storage Reservoir
- Administration Building/Office
- Pipe Storage Rack/Stores Building
- Emergency Generator
- Trucking Facility

The Secretary explained that depending on central Government's financial status with regards to the borrowing restrictions, the Water Authority will need to seek external financing for this project for an estimated total of \$5M.

The Secretary noted that the extensions to the distribution network would commence after the upgrade project is completed in the next 7-8 months. By utilising one full time crew, it will take approximately 18 years to complete the entire island with about 70 miles of pipe. The estimated total cost of the Authority's investments will be \$27M. The Deputy Director pointed out that in Grand Cayman it took the Authority about 17 years to complete the distribution system in Grand Cayman (from Midland Acres eastwards) using in-house resources.

The Secretary explained that following completion of the Cayman Brac Water Works on the Bluff, the Authority proposes to move the containerized SWRO plant from the West End Water Works to Little Cayman and establish a small water production, storage and trucking facility.

Members discussed some of the benefits these projects will bring to the Sister Islands such as encouragement of development, improvement in the standard of living and public health, national security for potable water, and boost to local economy. Members also acknowledged that due to the borrowing restrictions placed on the Cayman by the Framework for Fiscal Responsibility (FFR), the Authority would have to continue to finance these projects from in-house financial resources until the restrictions are lifted.

Members also discussed the challenges the Authority will face to finance expansion of the water distribution network into subdivisions where the developer has long gone. Members agreed that the Authority's management revisit the possibility of setting up escrow accounts for new subdivisions to help defray the cost of installing the infrastructure in the coming years.

The Chairman noted that the Authority was proposing an affordable strategy by going forward at the pace of retained income. He noted that the Deputy Premier had indicated that he was pleased with the Authority's plans as he saw it as an economic benefit for the Brac population as well as opportunities to drive further development. The Chairman also noted that the Honourable Speaker of the Legislative Assembly had indicated her support for the development of water infrastructure in the Sister Islands. The Chairman and members congratulated the Authority's management for putting forward the

plans and strategies for the development of water infrastructure in the Sister Islands and gave their agreement to the planned approach presented.

The Chairman reported that the Authority has been gearing up to commence work in Cayman Brac and at this point it is planned that all equipment and most materials will be shipped to Cayman Brac on 25 October 2103. A storage site has been identified along Gerrard Smith Avenue, and the owner has agreed to allow the Water Authority to use it for 12 months. A security fence will be constructed as soon as the Sister Islands Planning Development Board has approved the application.

The Chairman advised that accommodation for the Authority's pipelaying crew (comprising 4 staff) was arranged starting from 01 November 2013. On 17 October 2013, eight applicants for the Cayman Brac Crew Labourer position are expected to be interviewed. It is intended to employ 2 Labourers on a (6 month) contract basis and it is expected that these employees will be Cayman Brackers.

b) Policy on Trucked Water Deliveries in Cayman Brac.

The Chairman reported that Authority has had and continues to have challenges with the water deliveries in Cayman Brac. However, changes in the customer service billing programme had helped to streamline the data collected and collection process. In view of the various issues encountered the Chairman advised members that the Authority had produced a report that reviews the Water Authority's practice regarding trucked water deliveries in Cayman Brac, and makes recommendations to adopt a policy. A copy of the report was provided to members.

After confirming that members had received the report and had an opportunity to review it, the Chairman summarised that status noting that the Authority was looking to recoup some of the costs of providing the service as throughout its nearly 22 years of existence, the revenue has been insufficient to cover the direct (operating and administrative) costs. The Water Authority's Grand Cayman Water Operations subsidises the Cayman Brac Water Operations at a rate of in excess of \$100,000 per year. Additionally, the Authority's management was seeking approval to implement a fee for deliveries after hours which it hoped would encourage customers to plan their deliveries during normal hours.

It was noted that in early 2011, the Water Authority began to accept orders for any quantity of trucked water that is not less than 300 US gallons. These small loads are very inefficient and costly (both in terms of labour resources and equipment wear and tear), for example:

A delivery of 500 US gallons cost a customer approximately \$15.84 (the total cost of trucked water, incl. EAF, in August 2013 was \$8.37 per cubic metre, or \$31.68 per 1,000 gallons), for which the Water Authority will have to drive a truck to the specific location, unroll hoses, make the delivery, roll hoses back up, and return to the West End Water Works. Even if all this work can be done in 30 minutes, which is unlikely for most locations, the labour cost alone will be more than the amount charged.

As explained in the report, it is considered that the introduction of a surcharge for trucked water deliveries required outside normal working hours will encourage customers to take responsibility for timely trucked water orders, which will reduce the number of 'emergency' deliveries required, whilst still ensuring that the Water Authority provided this essential service.

The Authority's management suggested that a surcharge of \$25.00 per 'emergency' delivery should be sufficient to cover most of the additional costs incurred by the Water Authority. The Water Authority has for (12+) years added a fee surcharge for septage discharges at the wastewater treatment plant taking place outside the normal working hours. In July 2010, the fee surcharge was increased from \$25.00 per load to \$60.00 per load.

The Chairman explained that as pointed out in the report, revision of existing practices is required to better protect the Water Authority's interests, to improve cost allocation, and to make the Cayman Brac Operations more financially viable. All of this has to take into account the complexities of providing this essential service in the Brac.

Members discussed the proposed policy and although they agreed that the Authority need to be in the position to better recoup costs, there was significant discussion and concern regarding the impact imposition of delivery charges for trucked water during regular hours would have on the local population. It was pointed out that many living on the Brac are on fixed income, many of whom are pensioners. The fairness of a percentage based versus a fixed charged was discussed and the Authority's management was requested to review the proposed delivery fee further and compare the two options to determine a more palatable alternative. The Secretary undertook to provide the updated proposal by the December 2013 meeting.

Members also inquired into the options for properly metered deliveries from the trucks to better deal with small orders and to improve efficiency with multiple deliveries from the same truck. The Deputy Director explained that the Authority had attempted to install meters on the delivery trucks a few years ago but would re-visit as requested. Additionally, members were advised that the delivery trucks have a viewing tube (sight glass) that provides a reasonable estimate of the volume.

With regards to the emergency/afterhours delivery charge, members agreed that this be implemented effective 01 January 2014. However, the Authority's management should ensure that trucked water customers are notified a few weeks prior via flyers delivered with water orders.

Matters Arising

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

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

The Chairman reported that the Authority is nearing completion of the KPMG engagement on the audit of both the consolidated and divisional financial statements. The Board was provided with the initial draft financial statements prepared by management, however the Financial Controller explained that there was one section that still outstanding and that is the calculation of the allowance for doubtful accounts. Discussion on this section is in progress with KPMG and the Authority. The Financial Controller noted that these statements, while solid drafts are still subject to four (4) more reviews, (2 Partner reviews in KPMG Cayman, 1 Partner review in KPMG UK, and the Office of the Auditor General (OAG) review). The Financial Controller reported that nothing has been brought to her attention that may suggest that these statements will change materially from what is presented, and all teams (KPMG, WA and OAG) were committed to the 31 October 2013 reporting deadline.

When KPMG conducted the audit of the consolidated financial statements, they took into consideration the lower materiality of the divisional accounts and incorporated the entire audit around these numbers. The Financial Controller noted that she was informed by KPMG that there is still some outstanding work to be done on the divisional accounts, but that the majority of the consolidated is completed, and it is expected that KPMG will be off site by 18 October 2013. The Authority expects to present the divisional statements for approval to the Board at the November 2013 meeting.

The Chairman advised members that the Authority's Management was respectfully requesting the Board's approval of the draft financial statements and provided that there are not material changes for permission for the Chairman, the Director and the Financial Controller to sign the statements and associated management representation letters upon their completion. The Chairman noted that at this time the only expected modification to the numbers would be for the bad debt allowance. Subsequently, members unanimously approved the draft financial statements and agreed that provided there are not material changes gave permission for the Chairman,

the Director and the Financial Controller to sign the statements and associated management representation letters upon their completion.

Annual Report 2011/2012

The Chairman reported that, as requested, the 2011/2012 annual report signed by the Chairman was re-sent to the Ministry on 16 October 2013 for the Honourable Minister's signature upon agreement. The Secretary awaits confirmation on the status of this report.

After discussion on the above agenda items, the Deputy Director and Financial Controller left the meeting.

Declaration of Conflicts of Interest

The Chairman then moved on to the regular sequence of the Agenda. Mr A Wright noted that he was connected by family as a cousin to customer, Mr Edwin Ebanks, who was requesting the Board's consideration for a discount on his water bill. The Chairman noted that he was conflicted with PIN's request for sponsorship under the Donations item on the agenda and would leave the meeting at that point.

Minutes of the 241st Meeting held on 18th of September 2013

The Chairman asked for confirmation of the Minutes of the 241st Meeting held on 18th September 2013.

Mr C Randall moved the motion to accept the Minutes, Mr J Gill seconded the motion and the motion passed unanimously.

Matters Arising

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

The Chairman reported that the water production rate of the LVRO plant during the month of September 2013 averaged 2,367 cubic metres per day (or nearly 79% of design water production capacity). Some water production was lost during the last week in due to problems with the energy recovery vessels on one train.

As previously reported, Water Authority will utilise an open and competitive tendering process through the Central Tenders Committee (CTC) to award the Design and Build Contract for the LVRO Plant. Due to the preparation for the Cayman Brac project, the completion of the tender documents had taken longer than originally anticipated. It is now expected that advertisements in the local print media will be placed and the tender documents sent to interested companies by early November 2013.

c) Cayman Water Company (CWC) Negotiations Update.

The Chairman reported that Cayman Water Company's (CWC) licence expired on 30 September 2013. On 20 September 2013 the Water Authority sent a memo to the Ministry of Planning, Lands, Agriculture, Housing, and Infrastructure (PLAHI) advising that at its 241st Meeting held on 18 September 2013, the Water Authority Board had resolved to recommend to Government that Government grants CWC an extension to their Licence until 30 June 2014 in order to allow time for the judicial review and completion of negotiations. As late as 11 October 2013 the Ministry advised that it had not received any confirmation from the Cabinet Office authorising the licence extension. The Chairman reported that on 15 October 2013 a request was again sent to the Ministry for an update on the CWC licence extension.

The Chairman reported that a summons and directions hearing for the Judicial Review was held on 08 October 2013 and the Chief Justice signed the consent order. The Authority's lawyers are in the process of retaining a QC who has previously advised the Cayman Islands Government.

d) West Bay Beach Sewerage Rehabilitation Project (2013) - Update.

The Chairman reported that the contractor has submitted most of the necessary paperwork for the temporary work permits for the overseas staff, including full medicals and police clearance certificates. As soon as the missing information is received, these will be forwarded to the Immigration Department.

The Chairman confirmed that on 10 October 2013 permission was received from the Customs Department for the contractor to temporarily import the necessary equipment (e.g., CCTV truck, jetting (cleaning) equipment, etc.) for the duration of the project without the payment of import duty or the requirement to obtain a Customs Bond. The contractor's equipment is ready to be shipped and is expected to be on island by the end of next week. A pre-construction meeting with the contractor has been arranged for 22 October 2013.

The Chairman reported that it is anticipated actual work (sewer cleaning and CCTV inspection) will commence in early November 2013.

e) * Redacted under sections 18 and 21 (1) (b) of The Freedom of Information Law, 2007



f) Miscellaneous Updates

- a) *In-House Pipelaying Crews*** - The Chairman reported that work continued on the pipeline upgrade (from 6-inch to 12-inch) in South Sound, between the boat ramp and the intersection with Walker's Road. Unfortunately progress has been much slower than anticipated due to the amount of traffic and other unforeseen obstructions experienced such as irrigation lines and underground electricity ducts installed by property owners within the public road reserve. Additionally the heavy rains during the last few months significantly delayed progress. By early October 2013 all customers on the next phase (between the Avenue and the Venetia) had been connected to the temporary pipelines. To date 350 feet of pipes (out of 1,725 feet) have been installed on this phase.

The remainder of the New Works crews carried out much needed maintenance work (e.g., painting) of equipment (trencher, backhoes, dump truck) that will be sent to Cayman Brac in late October 2013.

- b) *Water Supply Division*** - The Chairman reported that Operations continued with the upgrade (to 6-inch) of nearly 3,000 feet of 3-inch pipe in Victory Avenue (Prospect). Progress has been affected significantly by the bad weather over the last few weeks, and it is anticipated that this work will be completed by mid-November 2013.

- c) *Wastewater Division*** - The Chairman reported that during the month of September 2013 the frequent and sometimes heavy rains continued and the design hydraulic capacity of the plant (2.5 mgd) was exceeded for 15 days during that month. The average daily inflow for September 2013 was 2.71 mgd (or 108% of design capacity), which was just over 12% more than the average inflow during the same month last year (2.41 mgd).

The new pump control panel for PS1 arrived on island 14 October 2013, and will be installed by the Water Authority's Facilities Electrician as soon as the other necessary materials (wiring, CT cam etc.) have arrived. The panel designer will be on site to troubleshoot the panel (if necessary) and ensure a smooth transition from the old panel to the new panel. This is expected to happen in early November 2013.

The Secretary advised members that a section of the sewers servicing the area off Lawrence Boulevard had to be bypassed and a temporary line and portable pump set up. This is due to a section of the line needing specialised repair for which the Authority does not have resources at the time.

- d) *FOI updates*** - The Chairman reported that no requests were received since the last Freedom of Information (FOI) Report dated 13 September 2013.
- e) *WestStar Issues*** - The Chairman reported that on 12 September 2013 the Water Authority sent a letter to the CEO and Chairman of WestStar expressing its concern about what appears to be a systematic disregard of the Authority's requirements (regarding separation between it and other

utilities' underground infrastructure) by WestStar staff. Board member Mr C Randall noted his conflict with this matter and that he would not enter discussions on the topic.

The Water Authority advised WestStar that the Water Authority will not accept any responsibility or liability for any damage (direct or consequential) done to any part of WestStar's underground infrastructure that was installed closer than four feet from the Authority's water main.

The Director and Deputy Director met with Mr Bob Taylor, CEO and President of WestStar, to discuss the issues. Mr Taylor acknowledged the Authority's concerns and stated that he was unaware of some of the issues and would discuss the matter with his staff.

Unfortunately it appears that nothing has changed as WestStar staff recently installed cable ducts in Grackle Road/Cypros Road/Greenwood Drive and various side roads (the "Swamp") close to or even on top of the Authority's pipelines. The Water Authority also understands that this was done without the National Roads Authority's (NRA) permission. The Authority will again write to WestStar to express its concerns. Members discussed that the situation was not good and asked that the Authority arrange a meeting with representatives of the NRA Board and NRA Management to seek a solution to these matters.

- f) **Laboratory Audit** - The Chairman reported that the Laboratory was being audited by the external auditor of the American Association for Laboratory Accreditation during the period 15-16 October 2013. This audit is crucial to the Laboratory maintaining its accreditation which it gained in 2002.
- g) **Geology Education 14 - 17 October 2013** - The Chairman reported that geology education by Dr Brian Jones of the University of Alberta commenced earlier this week with a geology course for teachers on 14 October 2013. The course was very well received. Dr Jones will visit the high school during the rest of the week of 14-18 October 2013 to provide geology education to high school students in Grand Cayman. Approximately 400 students in total will attend his lessons at 7 different schools. At the end of the week Dr Jones will deliver a lecture on geology at the UCCI STEM conference. Members noted that they were pleased that the Authority was facilitating this programme and noted their support for the programme for next year. Members also noted that Cayman Brac should be included in the visits by Dr Jones next year.
- h) **Water Authority 30th Anniversary Celebrations** - The Chairman reported that the Water Authority is moving forward with the 30th Anniversary celebrations. A press release was sent out on 17 September 2013 to introduce the theme and general gist of the plans.

The Water Authority is in the process of fine tuning the agreement with the National Gallery (NG) regarding the \$50k grant. Basically, to incorporate into the 30th Anniversary Celebrations, the Authority and the NG will

sponsor a competition amongst local artists for a sculpture that will be displayed in the entrance roundabout of the facility.

Current Business

c) 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 20 August 2013 and received on the 27 August 2013, [REDACTED] wrote to the Authority requesting that consideration be given to adjusting his bill. 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 on 04 July 2013 Water Authority staff responded to an emergency call out at the customer's location regarding a reported leak. The emergency operator was unable to determine the leak due to debris around the meter box. He returned in the morning with assistance and was able to clear the debris and located and repaired the leak on the Water Authority's side of the meter.

The customer received a high bill in May 2013 and is of the opinion that that high bill is due to leak in the meter box. It was explained to the customer that the leak was on the Water Authority's side therefore it did not contribute to his bill in May as, in such a case, water would not pass through the meter. The Water Authority did not get back to the customer in a timely manner which added to his frustration.

As indicated to the customer, the meter will only register usage and as consumption of his property changes, this will reflect on the bill. The customer is responsible for all usage down-stream of the meter. The bill has been paid by the customer. The Secretary respectfully sought the Board's decision on the request from the customer. Members 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 noted that the Authority explained to the customer that the leak in the meter box was on the Authority's side of the meter and therefore could not have influenced his May 2013 bill. It was noted that the customer had paid the bill in full.

d) 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 17 August 2013 and received on the 28 August 2013, [REDACTED] wrote to the Authority requesting that

consideration be given to adjusting her bill. 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 on 20 June 2013 the account was identified for review by the fail audit procedure for the period 8 May - 13 June, 2013. The meter reading on the 13 June 2013 was 578.0 cubic metres. This reflected consumption 109.5 cubic meters. During the fail audit check no leaks or movements were found and the reading was verified as accurate.

On 16 July 2013, the customer contacted the Water Authority with a complaint regarding a bill of \$725.93 from the above reading. The reading on the meter was re-checked and again no leaks or movements were identified during the visit. The reading was also found to be correct. The customer was advised of the findings and she advised that she would be requesting a meter test. On 18 July 2013, the customer requested that the meter be tested and paid the bill in full.

The customer sent a letter to the Board on 28 August 2013 requesting adjustment to the bill. On 13 September the customer was advised that the Authority would hold the letter to the Board pending the outcome of the meter test. The meter test results came back on 19 September 2013 indicating that the meter passed the test and was not out of specifications on either of the ranges.

The meter was tested and passed, therefore the bill is payable. The Authority has to rely on the amount registered on the meter in order to calculate the bills. However as the customer wished the Board to consider assisting with a discount on the bill the Secretary respectfully sought the Board's decision on the request from the customer. Members 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 as per the meter testing results, the meter is not out of specifications. It was noted that the customer paid the bill in full. Based on a query by the customer, members requested that the numbers on the meter be verified with that on file.

e) Management Accounts September 2013.

The Chairman reported that the Finance Department has prepared a summary statement of revenue, but due to the on-going audit the Authority did not have opening numbers and hence was unable to provide a comprehensive set of accounts.

Based on estimates for the first three months of the 2013/2014 financial period, Operating Revenue increased over the same period as last year, showing an

increase over the same two month period in 2012/2013 of 5.9%. Although this is 14% below budget it is still a strong month, taking into consideration both the increase in rates and consumption.

Operating Expenses dropped from the same time as in prior year, showing a decrease of 3.8%, the majority of which is attributable to the decrease in water production/purchases, this is within expectation as the Authority assumed control over the LV plant and a decrease in water production costs was expected. The 19% decrease from budgeted figures is primarily a combination of decrease in water production combined with the West Bay Beach Sewerage Rehabilitation Project that was expected to be underway in July 2013, but is now expected to commence in November 2013. Administration expenses also dropped 7.8% over the same period as last year, due to cost savings measure in place.

The Authority is in a very strong financial position and based on the performance of the first quarter expects to exceed original budget expectations. When the new budget preparation starts the Authority will evaluate its position, taking into consideration the pending West Bay Beach Sewerage Rehabilitation Project, potential legal fees for CWC negotiations, Public Service Pension Liability, transfer to upgrades to the income statement and the year-end bad debt write off.

Donation Requests

The Chairman advised that the amount of funds available for donations in the revised 2013/2014 budget is \$40,000. Taking into consideration the pending Pines Retirement home request of \$6,000 (\$500/month), \$25,466 is available for disbursement.

a) Pines Retirement Home.

Members agreed to provide 12 credits each one in the amount of \$600 for piped water each month for 12 months to the Pines Retirement Home for a total value of \$7,200. Members approved that the donation be made on a monthly basis as a credit to the Pines Retirement Home main water account. The motion was moved by Mr H B Ebanks, seconded by Ms A Owens and passed unanimously.

b) CI Crisis Centre - Jingle Bell/Walk Run.

Members agreed to sponsor the CI Crisis Centre - Jingle Bells Run in the amount of \$500. The motion was moved by Mr J Gill, seconded by Mr A Wright and passed unanimously.

c) World Polio Dress Down Day.

Members decided to support staff participation in the Rotoract World Polio Dress Down Day matching staff donations up to \$200. The motion was moved by Mr J Gill, seconded by Mr C Randall and passed unanimously.

d) Ratification of additional tickets - Anti-bullying Movie - Chrissy.

Members ratified the decision to purchase an additional 10 tickets to allow staff and their children to attend the Premiere showing of the Barbados-filmed anti-bullying movie "Chrissy" in the amount of \$250. The motion was moved by Ms A Owens, seconded by Mr H B Ebanks and passed unanimously.

e) Kiwanis Santa Landing.

Members agreed to sponsor the Kiwanis Santa Landing in the amount of \$500. The motion was moved by Ms A Owens, seconded by Mr A Wright and passed unanimously.

f) Positive Intervention Now (PIN) Programme.

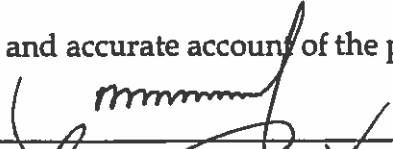
The item under Any Other Business on the Agenda (below) was dealt with before the Chairman left the meeting at this point due to a potential conflict of interest. The remaining members agreed to sponsor the Positive Intervention Now (PIN) Programme in the amount of \$1,000. The motion was moved by Mr C Randall, seconded by Mr A Wright and passed unanimously.

Any Other Business**a) 2013/2014 Ownership Agreement, Government 2013/2014 Budget Document and 2012/2013 Consolidation Information.**

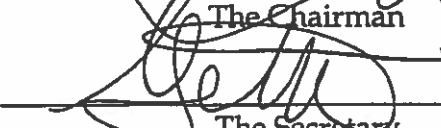
The Chairman reported that the Authority worked together with the Budget Management Unit (BMU) in regards to submissions, etc., of the relevant/requested data, however upon release of the 2013/2014 Ownership Budget document by the Government to the public it was noted that the most recent information, as provided by the Authority was not presented in this document. The Financial Controller contacted the Director at the BMU and he apologised for the oversight. The most recent information was once again sent on 10 October 2013 and the Authority expects the final document to reflect the final 2013/2014 budget figures approved in the Legislative Assembly.

There being no other business the Secretary thanked members on behalf of the Chairman and the meeting adjourned at 11:38am.

This is a true and accurate account of the proceedings.



 The Chairman



 The Secretary