

CONFIDENTIAL



Water Authority of the Cayman Islands

Minutes of 258th Meeting held on 18th of March 2015

Members Present:

Chairman:	Mr J L Hurlston
Members:	Mr H B Ebanks Mr J Gill Ms T Mortimer Ms A Owens Mr C Randall Mr O Watler Mr A Wright
Secretary:	Dr G Frederick-van Genderen
Apologies:	Mr M Jacques Ms R Sharma
Guest:	Mr Jan Liebaers, <i>Acting Information Commissioner</i>

Call to Order

The Chairman welcomed members and called the meeting to order at 2:08pm after ascertaining that there was a quorum. The Chairman thanked members for agreeing to the change in schedule to start the meeting. He acknowledged apologies from Ms R Sharma and Mr M Jacques and then proceeded to offer a special prayer and subsequently declared the meeting open.

Brief Presentation on Freedom of Information Law (FOI)

The Chairman advised that Mr Jan Liebaers had agreed to make a presentation on Freedom of Information process in the Cayman Islands as a refresher for Board

members. Mr Liebaers was welcomed to the meeting and introduced to members. Mr Liebaers explained the purpose and objects of the FOI Law and reminded members of the FOI principles. He then outlined the FOI process and how each public authority is required to handle requests for information from the public. Mr Liebaers explained how each public authority's Information Manager (IM) goes through the process of determining what information is to be released. He noted that voluntarily providing information on the public authority's website is a proactive way to ensure the public has information that they may find useful. Members noted that the Water Authority already publishes its minutes and provides a significant amount of information on its website. Members discussed the release of various types of records. There was further discussion on various aspects of the law as well as the handout provided by Mr Liebaers.

The Chairman and members thanked Mr Liebaers for a very informative and interesting presentation and discussion.

Confirmation of Minutes of the 257th Meeting held on 25th February 2015

The Chairman asked for confirmation of the Minutes of the 257th Meeting held on 25th February 2015. There being no corrections, Mr J Gill moved the motion to accept the Minutes as amended, Mr A Wright seconded the motion and the motion passed unanimously. The Chairman and members discussed the process of when the Minutes are finalised and signed off. It was agreed that going forward the Minutes would be signed off after the corrections have been agreed.

Declaration of Conflicts of Interest

None were declared.

Matters Arising

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

The Chairman reported that the RO plant had been running since 12 February 2015 and was meeting the contractual required quantity (averaging 3,070 cubic metres per day) and achieving the specific energy criteria. Although the plant cannot meet the quality requirements (electrical conductivity (EC)) as per the contract, the quality still meets that of water produced by the other plants (less than 400 µS/cm).

Ocean Conversion Cayman (OCL) received a preliminary response from Dow-Filmtec (the membrane manufacturer) confirming that the membranes are not performing as well as assumed for the design (salt water rejection is lower than expected).

The Chairman reported that during the week of 23 March 2015 a 24-hour 'performance test' will be carried out for the contractual water production rate (3,000 m³/day and the Contractor's Guaranteed Specific Energy Consumption

(2.47 kWh/m³), but the electrical conductivity of the product water will be relaxed to 350 µS/cm (from 300 µS/cm in the contract). Successful completion of this test will represent the start of the 90-day Operating Period.

Another 24-hour 'performance test, i.e., including quality requirements (electrical conductivity) will be carried out after the replacement membranes have been installed.

The Chairman noted that the contract will only be deemed complete (and final payment will be made) if the Plant still complies with all contractual requirements 90-days after the successful completion of the 24-hour 'performance test" (as per the contract), even though the Operation & Maintenance phase of the project will have been completed much earlier.

b) West Bay Beach Sewerage System Pipeline Rehabilitation Project (2013) - Update.

The Chairman reported that no work has been carried out since the last update, as the temporary work permits for the contractor's staff expired. Immigration approved 3-month temporary work permits for three staff, for the period 09 March 2015 until 07 June 2015. An application for a fourth 3-month temporary work permit was not accepted by Immigration mainly because this person had not been off island for the required 30 days (although they had accepted and subsequently approved an application for one staff member who had only left a few days prior to the application for his TWP being made).

The application for this fourth staff member will be submitted after Easter (closer to the 30 days after the expiry date of his last temporary work permit (13 March)). As a result work will not resume until mid-April 2015.

The contractor US Sewer & Drain has indicated that once all 4 permits are in place they will make a determined effort to complete the remaining work on this contract (expected to require another 4-6 weeks).

c) Cayman Brac Infrastructure Upgrade & Expansion Project - Update.

The Chairman reported that as of 13 March 2015, 6,315 feet of 8-inch pipe had been installed. Pipelaying will resume as soon as the work on the West End Water Works site (connecting the new containerised RO plant and modifying the pipework for the existing RO plant) has been completed. It is anticipated that the installation of the 8-inch diameter main line (just past the West End Primary School) will be completed by the end of the week of 23 March 2015, then this crew will be off for 2 weeks. Pipelaying in the side roads will commence after the Easter break.

Cayman Brac Containerised RO Plant Contract

The Chairman reported that the containerised RO plant arrived at the West End Water Works site on 06 March 2015. It is anticipated that this new RO plant will be commissioned and operational by the end of the week of 20 March 2015.

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

A local (Cayman Brac) contractor was hired to construct a pump pad (for the new feed water well pump) and an 82-foot long retaining wall at the West End Water Works. * This work will be completed later this week.

d) 30 June 2014 Audit of Consolidated and Divisional Statements - Update.

30 June 2014 Audit of Consolidated and Divisional Financial Statements for Water, Wastewater and Statutory

Divisional Statements - The Chairman noted that provided there are no material changes the statements were approved by the Board on 25 February 2015. KPMG is still working through the final reviews; management at the Water Authority does not expect any material changes and will get them signed upon issuance, which will hopefully be in the next few days.

Island Statements - The Chairman reported that these had been drafted in tandem with the Divisionals. Upon receipt of the Divisionals, the Financial Controller will cross reference the divisional water statements and confirm the island statements to KPMG. The Authority does not expect these statements to take long to issue as they are under a review engagement and not an audit.

30 June 2015 Audit - The Chairman reported that there had been no formal communication concerning this audit. The Authority's expectation is that it will follow a very similar format to last year with the year-end count in late June and site work in September/October.

Annual Report 2013/2014

The Chairman reported that this document was completed internally and reviewed by the Board and the Authority's management. The same document was sent to the OAG and KPMG on 17 February 2015, as both of those offices need to approve the document. The audited 30 June 2014 statements will become part of the document. To date no feedback had been received; the Financial Controller will follow up.

2015/2016 Budget Process

The 2014/2015 revised and 2015/2016 budget was presented to the Board on 04 February 2015. Subsequent to the Board's approval the Ownership Agreement was sent to the Ministry of Planning, Lands, Agriculture, Housing, & Infrastructure (PLAHI) on 05 February 2015. As at 18 March 2015 there had been no feedback or request for additional or supplemental information.

Review Options to Pay-off Outstanding Debts - During discussions at the 25 February 2015 Board meeting members requested that the Authority's management explore the options to settle some outstanding debts with the cash reserves. The Financial Controller contacted FirstCaribbean International Bank (FCIB) and received confirmation that written instructions could be submitted in early July 2015 to request that the outstanding loan balances with FCIB be paid off upon the anniversary date of the existing contract (15 July 2015). The Authority will contact OCL to ascertain if any early repayment terms are available under the Red Gate and North Side Contracts. Upon this information becoming available, the Authority's management will prepare a proposal for the Board to consider and make a decision as to how they wish to proceed.

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

The Chairman reported that in response to CWC's letter dated 21 November 2014 the Water Authority discussed the draft response with the Honourable Minister and subsequently a revised letter was prepared and sent to the Ministry.

f) **JR Holdings Ltd/RC Estates Ltd Application for 30ft deep Quarry Excavation in South Sound - Update.**

The Chairman reported that further to the Board's decision at the 25 February 2015 meeting that "*the Water Resources Staff should arrange to hear the objectors and developer with Mr Hansen B Ebanks representing the Board. The Water Resources Staff is to then prepare a report for the Board's review and decision making*" a work plan to prepare for the meeting has been developed and Board member Mr Hansen B Ebanks was briefed on the application. The meeting with the developer and objectors is scheduled for 09 April 2015, after which the department will complete a report for the Board's review.

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* Redacted under section 19 (1)(a) of The Freedom of Information Law, 2007



* Redacted under section 19 (1)(a) of The Freedom of Information Law, 2007



h) Miscellaneous Updates.

- a) In-House Pipelaying Crews* - The Chairman reported that during the week of 09 March 2015 the New Works crew completed the pipeline upgrade (3-inch to 6-inch) in Democracy Drive (Frank Hall Homes, Newlands), a total length of 1,800 feet of pipe was installed. It is

anticipated that this pipeline will be commissioned and customers connected to the new pipeline by 20 March 2015.

The National Roads Authority (NRA) commenced work on the widening and straightening of Red Gate Road, progress has been made on the section closest to Owen Roberts Airport. During the week of 09 March 2015 CUC installed new electricity poles just inside the new fence at the Red Gate Water Works and it is expected that work will start shortly on the new underground power ducts between one of these poles and the transformer (adjacent to the Red Gate RO Plant) in anticipation of the switch of electrical power to this new pole. The older poles, now situated within the road reserve, will then be removed.

It is anticipated, assuming the road edges are properly marked and the road is 'roughed in', that the New Works pipelaying crew can start the installation of the 12-inch diameter pipeline from the Owen Roberts Airport side as early the week of 23 March 2015. The New Works crew will install a 16-inch water main from the edge of Red Gate Road into the Red Gate Water Works to connect to the future water distribution pump station.

- b) *Water Supply Division* - The Chairman reported that during the week of 09 March 2015 Operations WS connected customers to the new (replaced) pipeline in Bel Air Drive (South Sound). Over the last 2 weeks Operations WS repaired 3 pipeline leaks and installed 12 new service connections.
- c) *Red Gate Water Works* - The Chairman reported that the NRA commenced work on the Red Gate Road starting from the Owen Roberts Drive towards the west. On 25 February 2015 NRA confirmed that the sidewalk in front of the Admin building were in fact constructed pre-gazette, and thus the NRA will bear the cost to relocate/reconstruct the sidewalk in question.
- d) *Red Gate Admin Building Parking Lot Expansion* - The Chairman reported that the contractor CMEC has made good progress on the contract for the expansion of the car park at the Authority's Administration building. It is anticipated that the actual paving will have been completed by the end of the week of 23 March 2015. The contractor is still on target to complete this contract by mid-April 2015.
- e) *Wastewater Division* - The Chairman reported that during the (dry) month of February 2015 the design hydraulic capacity of the plant (2.5 mgd) was exceeded for 11 days. The average daily influent was 2.48 mgd (or approximately 99% of design capacity). This daily average influent was nearly 11.8% less than the average influent measurement during the same period last year (2.81 mgd).

The generator fuel tank at the wastewater treatment plant was submerged by seawater during Hurricane Ivan, and despite on-going remedial work the external body of the fuel tank continued to corrode. In late 2014 the fuel tank was replaced and elevated by approximately 40

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


inches, to above the previously recorded flood level. As a consequence it now requires an access platform to provide safe access for maintenance of the generator. The contract to construct this access platform was awarded to Campbell's Welding and Construction Services, whose lump sum quotation in the amount of * [REDACTED] was the lowest of the three bids received.

With regards to the contract documents for the sewer force main replacement, the other utilities (CWC, Lime, Logic) have now marked their underground services in the area and the construction drawings are being modified to reflect this additional information. It is now anticipated that this project will be advertised in early April 2015 and that tender documents will be available after Easter. The cost of this sewer force main replacement is included in the revised 2014/2015 Budget.

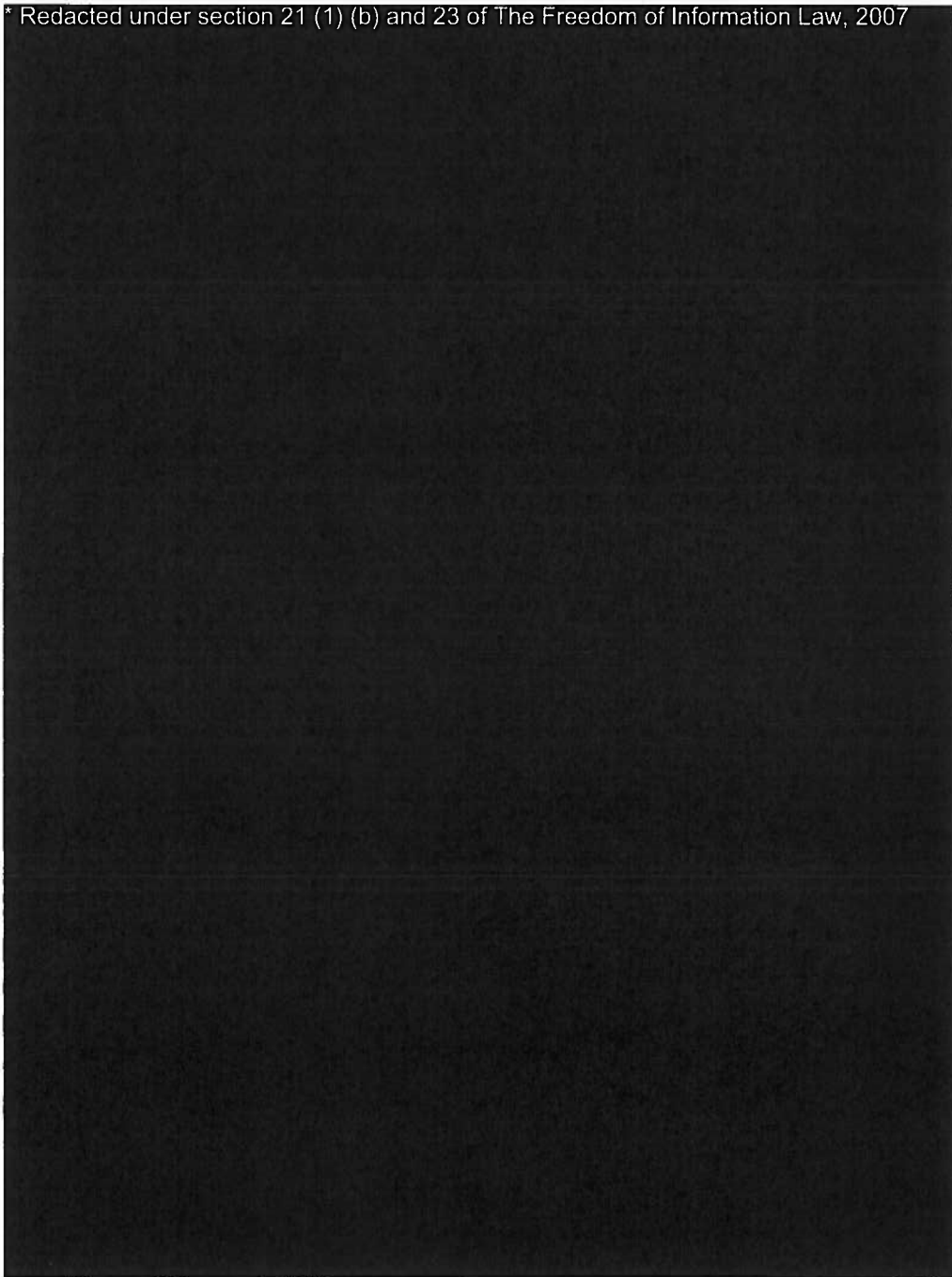
- f) *FOI updates* - The Chairman reported that one new request had been received and is being processed as shown in the FOI Report dated 16 March 2015 and provided to members.
- g) *Governance in Urban Sanitation Workshop* - The Chairman reported that the Water Authority's Water Resources Engineer and Senior Development Control Technologist attended a week long regional workshop on Governance in Urban Sanitation in Antigua from 23-27 February 2015. The workshop was sponsored by the Caribbean Development Bank. One of the outcomes of the workshop was that participants were tasked to prepare an action plan for the organisation that they represented. The action plan put forward on behalf of the Water Authority is for "*The Development of a Policy for Effluent Reuse and Disposal Options*". The policy will be provided to members for review.
- h) *STEM CARIB 2015* - The Chairman reported that apart from being approached to sponsor the STEM CARIB 2015 conference, organised by the University College of the Cayman Islands (UCCI), the Water Authority was also asked to provide a presentation at the conference. The Water Authority's Water Resources Engineer agreed to do the presentation on behalf of the Authority; the presentation is titled "*Development of Public Water Supply in the Cayman Islands*". The conference will be held from 17 March through 20 March 2015 at the UCCI Campus.

- i) * Redacted under section 23 of The Freedom of Information Law, 2007

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

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j) * Redacted under section 21 (1) (b) and 23 of The Freedom of Information Law, 2007

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* Redacted under section 21 (1) (b) and 23 of The Freedom of Information Law, 2007

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

Current Business

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

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

The Chairman reported that on 23 February 2015 the Authority received a letter from [REDACTED] requesting that consideration be given to reducing the penalties on a water bill that she has been paying for several years. 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 199th Meeting of the Board on 16 December, 2009, the Board agreed that this customer could have a payment agreement of \$100.00 per month to address a bill of \$9,163.29. The Board also agreed to remove accrued penalties on the account prior to the last payment.

The customer signed the agreement and made payment for several years however the overall account balance has not reduced as the accrued penalties are more than the \$100.00 monthly payment. On 14 March 2013 the Authority received another letter from the customer querying the account balance and asking for leniency due to her financial situation. She also requested that the

penalties accrued at the time be removed as her total balance showed an increase and was confusing to her. The Authority responded on 14 March 2013 advising the customer that her agreement was in default because payments were made inconsistently and that the 2009 Board decision remained in place. This decision stated that the penalties would be removed prior to the last payment being made.

The customer submitted a letter to the Board dated 04 February 2015 and received by the Water Authority on 23 February 2015 asking for a review of her account and waiver of the penalties. She also explained the hardship of her current situation.

The customer has made fairly consistent payments of \$100.00 per month towards the principal balance of \$9,163.29 since February 2010 however due to the accumulated monthly penalty fee of 1.5% the account total is now \$12,546.01. Another reason for the increased penalties is that over the years the balance has been transferred to other accounts of the customer when the bill was not paid and thus the penalties continued to escalate. The Board made a decision at the 121st meeting held in 19 December 2001 that any account being in a debt collection status for a consecutive period of 12 months should stop being charged late penalties. This policy has not been consistently followed in later years mainly due to the inability of the current billing software to accommodate an automated process. It is expected that with the upgrade planned in April 2015 this will be an automated process.

The customer has been advised that the bill is payable. She has also been advised of the Board's instruction that the penalties will be waived prior to the last payment. Should the Board decide to consider the customer's request and remove the accrued penalties; the account will have a remaining balance of \$3,819.66 from the original balance of \$9,163.29. Additionally, the Board may consider that the customer be advised that any default of the agreement will result in the immediate re-instatement of the removed penalties. 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 to remove the penalties that had accumulated over the years in consideration of the customer's circumstances. Additionally, members agreed for the Authority to allow continuation of the payment plan for the remainder of the bill with continued waiver of late penalties' providing the payment plan is kept current. Customer should be advised that failure to keep to the payment plan will result in the waived penalties being reinstated.

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

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

The Chairman reported that on 10 March 2015 the Authority received a letter from [REDACTED]

requesting that the Board consider granting a reduction on [REDACTED] high water bill for January 2015. 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 09 January 2015 the account was read and showed usage of 727.8 cubic meters for the period 04 December 2014-09 January 2015 (36 days). The reading was higher than normal for the account and prompted a follow up Fail Audit Check when the data was downloaded.

The Fail Audit Check was done on 20 January 2015 which showed usage of 9.5 cubic meters during the period 09-20 January 2015. No movements were observed on the meter to indicate leaks during the visit. The total January 2015 bill was \$4,876.88.

Based on the customer's request on 12 February 2015, an audit was carried out by the Utility Services Auditor on 13 February 2015. He reported that no movements were found on the meter to indicate leaks during the visit. At this visit the meter showed usage of 16.3 cubic meters during the period 20 January 2015-13 February 2015. The February 2015 bill generated was for the amount of \$103.08. Although the letter indicates that the second inspection found a broken pipe, the Utility Services Auditor did not find this. In fact it was stated in an email sent 20 February 2015 at 11:56am from the customer's representative that *"We were advised by our client there was a leak on an outside faucet that went unnoticed for a few days."*

The meter is the only instrument used by the Authority to measure water usage. The Authority has to rely on the accuracy of the measurements obtained unless the meter is proven to be faulty. The Authority visited this location on 3 separate occasions and saw no movements on the meter. 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 additionally the customer acknowledged that they had had a leak. Therefore, the bill is valid and payable.

c) **Management Accounts - February 2015.**

The Chairman reported that the Finance Department completed a comprehensive review of the financial position and had provided a detailed set of management accounts.

Based on estimates for the first eight months of the 2014/2015 fiscal period, operating revenue continues to be higher than in prior year by 6.1% but below

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

budget by 4.4%. A strong increase is shown in Cayman Brac, with * (27.7% higher than prior year) of the increase attributable to commercial accounts and * (23% higher than prior year) to trucked water.

Operating expenses for the first eight months increased by 6.1% over prior year, primarily as a result of increased water purchases and repairs and maintenance, however still below budgeted figures by 10.0%. This estimated increase is within expectation as the water sales have increased and the CCTV project is almost complete. The decrease over budgeted figures is evident of the slow progress of the CCTV project.

Consistent with prior explanations, loan interest is expected to decrease as there are no new borrowings and to be within budgeted expectations.

Administrative expenses continue to be below budget and prior year, by 15.5% and 6.1% respectively. The decrease from last year is reasonable, and consistent with previous explanations. The Authority expects to be below budgeted figures for 2014/2015 as it conservatively estimated legal and professional fees (pending CWC negotiations), bad debt expense (evaluation to be done year-end) and Past Service Pension Liability (2014/2015 unknown).

In summary, the Authority's estimated net income for the first eight months of 2015/2016 is stronger than prior years and above expectation. This is reasonable as there are significant expenses that are expected to be incurred prior to year-end that will directly affect the bottom line, specifically bad debt expense, past service pension liability, audit fees and pending professional fees. Even with the expected up and coming expenses the Authority continues to be in a very strong financial position, with sufficient cash reserves to continue the CYB extension project, complete the WW CCTV projects, commence administrative remediation projects and meet day-to-day operational and administrative expenses.

d) Request New First Caribbean International Bank (FCIB) Accounts.

The Chairman reported that the Financial Controller requested the Board's approval to open an additional 4 accounts at FCIB. The reason for this is to streamline the reconciliation process and expedite the identification of discrepancies.

The Chairman explained that all of the daily cash receipts from each of the cashiers are shown individually into the Cogsdale system as they are entered (but not sequentially) by the cashier. Those same entries are a total in the bank account by cashier. The challenge comes when all of the individual entries in the Cogsdale system have to be checked to balance to what is showing in the bank. This entails having to evaluate all the daily entries, regardless of the cashier and then balance to the total of all the individual deposits. In a perfect world this works quite nicely, however as soon as there are any differences or

discrepancies it becomes necessary to go through the entire days' activities, and not just the specific cashier.

The Secretary advised that in consideration of the above, the Financial Controller recommends opening 4 additional accounts at FCIB. One account will be assigned to each of the main cashiers. The balances in these accounts are to be transferred to the main payables account on a weekly basis. The objective is to have 5 smaller accounts to reconcile rather than 1 large one; any individuals covering for a main cashier will continue to use the main account. This will also assist in keeping the accounts up to date, as although there will be 4 more accounts to reconcile their size will be more manageable and, if need be, can be assigned to different members of the Finance Team.

The Secretary respectfully requested the Board's approval to open 4 additional accounts at FCIB to facilitate the above, each of these accounts will be set up under the same operating terms and will require both an "A" and a "B" signature. Members discussed the request to open the accounts and requested confirmation that these would be current accounts. The confirmation on the type of accounts was provided after a phone call with the Financial Controller. Subsequently, the following resolution was moved by Mr C Randall, seconded by Mr HB Ebanks and approved unanimously:

Resolution

The Water Authority hereby resolves to allow the Management of the Authority to open four (4) additional bank accounts with FirstCaribbean International Bank. Additionally, the Water Authority hereby resolves that the authorised signatories to the accounts would remain the Director, Dr Gelia Frederick-van Genderen, the Deputy Director, Mr Tom van Zanten as "A" signatories and Financial Controller Ms Lori Bergman and Assistant Financial Controller Mrs Trecia Hew as "B" Signatories.

The Secretary noted that the Water Authority's management would like the Board's approval to carry out a review of the services and associated costs other banks would offer to the Authority. Members had no objection to this being done.

e) North Sound RO Plant.

The Chairman reported that the amended operating contract with OCL for the North Sound RO Plant expires on 01 April 2015. One of the Authority's long term goals is to regain control over the various RO plants and operate them in house rather than outsource. Unfortunately to date, and in spite of extensive efforts, the Water Authority had been unable to recruit a water production engineer, who would be responsible for the engineering design of new reverse osmosis plants and for troubleshooting and providing operational assistance for the Authority's existing seawater reverse osmosis plants. Additionally she/he would coach and mentor one of the young (mechanical) engineers to

take on this responsibility in the near future. Unfortunately in early February 2015 it became evident that this Water Authority engineer will not be available to assume responsibility for the Authority's RO plants for some time, if at all, due to health issues.

Therefore the Water Authority is not in a position at this time to assume the operation of the North Sound RO Plant from 01 April 2015 onwards, and on 26 February 2015 the Authority wrote to OCL enquiring whether they would consider continuing the operation of the North Sound RO Plant for an additional period (say, twelve months).

The Chairman reported that on 13 March 2015 OCL responded positively to this request, but indicated that additional capital refurbishments are urgently needed to improve plant safety and to ensure reliable operational performance (e.g., replace DWEER energy recovery units, membranes, pre-filter housings, overhaul high pressure pumps, etc.). OCL's proposal included a revised pricing structure (monthly rates for overheads, quantity fees for water produced, and monthly capital fees calculated by amortizing the capital costs over 7 years), with a balloon payment for the balance of the capital costs at the end of the operating period.

The Engineering Services Department is presently in discussion with OCL regarding certain aspects of their proposal. In view of the difficulties with finding suitable staff to manage and/or operate the RO plants, it may be beneficial to ask OCL to extend the operating period to 2 years. Additionally, the Secretary recommended that the Authority consider to reimburse OCL the capital cost in full immediately after the investments have been made. The proposal received from OCL contained the incorrect fee schedule and was sent back to them for corrections. OCL submitted that the estimated cost of the capital investment needed to bring the plant back up to standard is in the region of US\$1.7M. Members discussed the OCL proposal and requested that the proposal be thoroughly reviewed internally and with external assistance to ensure that the Authority is getting value for money. The revised proposal and a report from the Authority's Engineering Services Department will be provided to members for their review and approval likely via round robin. The Water Authority will also have to seek permission from the Central Tenders Committee to go to a single source supplier.

Mr A Wright and Ms T Mortimer gave their apologies and left the meeting at this point due to prior commitments.

Any Other Business

None was raised.

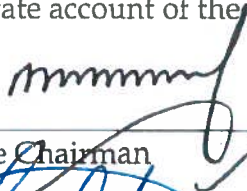
Donation Requests

The Secretary advised that due to the late time the Sponsorship Assessment Subcommittee would communicate/meet via email after the Board meeting to deal with the following requests for assistance:


- a) *Ratify* – Rotary Sunrise – Rotary Bed Race for an additional CI\$450 as per emails on 05 March 2015.
- b) Kiwanis Club of Grand Cayman – 40th Anniversary Gala.
- c) Big Brothers Big Sisters – Dress Down Month.
- d) The Deputy Governor’s 5K Challenge – 2nd Annual DG 5k Challenge.
- e) Scotiabank ‘Caring for Life’ – 5th Annual Caring for Life Golf Tournament.
- f) Honouring Women’s Month – Colour Me Purple 5k Powder Walk/Run.
- g) Isabella Wheeler – Rabun Gap-Nacoochee Boarding School Tuition.

There being no other business the Chairman thanked members and the meeting was adjourned at 4:40pm.

This is a true and accurate account of the proceedings.



The Chairman



The Secretary