

CONFIDENTIAL



Water Authority of the Cayman Islands

Minutes of 274th Meeting held on 19th of October 2016

Members Present:

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

Call to Order

The Chairman welcomed members and called the meeting to order at 9:12 am after ascertaining that there was a quorum. He acknowledged apologies from Ms A Owens, Ms R Sharma, Mr M Jacques, and Mr O Watler. The Chairman proceeded to welcome Mr Tom van Zanten, Water Authority Deputy Director, and Ms Lori Bergman, Water Authority Financial Controller. The Chairman then offered a special prayer for guidance and subsequently declared the meeting open.

At this point Mr Ernie Scott, District Administration Commissioner joined the meeting and was welcomed by the Chairman.

Confirmation of Minutes of the 273rd Meeting held on 21st September 2016

The Chairman asked for confirmation of the Minutes of the 273rd Meeting held on 21st September 2016. Mr A Wright moved the motion to accept the Minutes as amended, Mr C Randall seconded the motion and the motion passed unanimously.

Mr Mark Tibbetts, Deputy District Administration Commissioner joined the meeting at this point and was welcomed by the Chairman.

Declaration of Conflicts of Interest

No conflicts were declared.

Matters Arising

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

The Chairman noted that the various materials needed to clean the feed water abstraction wells for the Lower Valley RO Plant are on island, after a delay due to Hurricane Matthew. The cleaning (scrubbing) of the feed water abstraction well casings is now scheduled to commence next week. As reported previously this is the same method that was used in late April 2016 but with more intensity. Samples will then be taken from the feed water wells and sent to a US-based laboratory for analysis. Following this second disinfection treatment, the Lower Valley RO Plant will be started up again (now scheduled for early-to-mid November).

The Chairman reported that during the week of 17 October 2016 Wendel Construction Ltd is expected to commence the construction of a chemical storage building at the Lower Valley Water Works, which comprises the construction of a concrete slab with steel cover. This will provide for the appropriate and safe storage of chemicals used at the Lower Valley RO Plant.

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

The Chairman reported that there is nothing new to report on this project and this agenda item will be removed from the November 2016 meeting agenda unless there are new developments.

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

The Chairman reported that the pipelaying crew had been moved to Grand Cayman to install the pipework at the new Red Gate Pump Station.

Due to various other commitments the Deputy Director has not yet met with the Public Works Department (PWD) Works Manager to agree on the extent of the first few sections of affected road to be reinstated. However as the PWD is currently paving some of the side roads in Cayman Brac (which were previously unpaved), it is unlikely that any road reinstatement will be carried out until late November. The District Commissioner, Mr E Scott updated to explain that while waiting for additional equipment to arrive, PWD had undertaken to pave side roads. Unfortunately as all equipment became available, the asphalt plant broke down. The PWD Department is now arranging for a technician to come from Brazil to have the repairs done as soon as possible. The Secretary noted that the Deputy Director will arrange to meet the PWD Works Manager after 14 November 2016 when he (Deputy Director) returns from holiday leave.

Mr E Scott also thanked the Water Authority for the work it is doing in Cayman Brac. He noted that people were pleased and that he had no complaints to report.

West End Water Works 530m³/day RO Plant

The Chairman reported that as mentioned at the previous meeting, new LG NanoH₂O membranes will be installed this week in the old RO plant. At the same time some of the old and non-functional plant instrumentation will be replaced. Upon completion, the total dissolved solids of the water produced should improve.

d) Water Distribution Pump Station Project 2016 - Red Gate Water Works - Update.

The Chairman reported that on 23 September 2016 the contractor, Island Builders Co Ltd and the Water Authority carried out a mutual inspection and identified outstanding items.

The Water Authority has taken over the works and started the installation of the pipework. It is anticipated that the installation of all pipework will be completed by the end of October 2016. However there may be an additional delay in the completion and commissioning of the station as last week it was discovered that the shipped electromagnetic flow meter was supplied with the incorrect flanges. The manufacturer (Emerson) acknowledged the mistake and will expedite shipment of the correct magmeter.

e) Esterley Tibbetts Sewer Force & Effluent Mains Project - Update.

The Chairman reported that the contractor Wharton-Smith, Inc shipped the materials (pipe and fittings) and equipment (i.e., 2 fusion machines) for the contract to install two parallel HDPE pipelines, each approximately 3,000 feet in length along the realigned and widened Esterley Tibbetts Highway (between the new roundabout located northwest of the existing Lawrence Blvd/Camana Bay roundabout and just north of Lakeside Condos).

The first two flat racks arrived last weekend, the second shipment (three flat racks with pipes) will arrive by the end of this week. The 1-2 week delay was caused by Hurricane Matthew. Actual pipelaying on this project is expected to commence during the week of 24 October 2016.

f) Vermeer Trencher Replacement – Cayman Brac – Update.

The Chairman reported that on 07 October 2016 the Water Authority received formal approval from the Central Tenders Committee (CTC) to proceed with the purchase of the track trencher from Vermeer Caribbean, Inc. The order for one Vermeer T755 III Commander track trencher (with Caterpillar engine, and equipped with a 6 feet digging depth and 26 inch cutting width boom) was confirmed with Vermeer. Depending on the production schedule at the factory, it is anticipated that the track trencher will be delivered in early January 2017.

Mr E Scott expressed thanks and appreciation on behalf of the District Office and the people of Cayman Brac for the pending purchase of a new trencher for the Authority's pipeline extension project in Cayman Brac. He noted that is not often that the Brac is the recipient of major, new infrastructure equipment as normally it is "handed down" from Grand Cayman. The Chairman confirmed the Board's commitment to the Brac project and noted that this equipment would ensure that there are fewer delays due to mechanical issues with the trencher. Additionally, the Authority will arrange for suitable public press releases during the delivery of the new trencher.

The Chairman thanked the District Commissioner and the Deputy Commissioner for their attendance at the Meeting and their support of the Authority's water supply projects in the Sister Islands. Both of the District Administration Officers left the meeting at this point.

g) 30 June 2016 Audit of Consolidated and Divisional Statements - Update.

30 June 2016 Audit – Consolidated, Divisional and Island Financial Statements for Water, Wastewater and Statutory

The Chairman reported the Authority and KPMG worked diligently on the 30 June 2016 audit with the common goal of meeting the 31 October 2016 deadline as prescribed in the Public Management & Finance Law (PMFL). Several issues, as mentioned in previous Board meetings and were researched, audited and common agreements achieved as follows:

- * Redacted under section 21(1)(b) of The Freedom of Information Law (2015 Revision)

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* Redacted under section 21(1)(b) of The Freedom of Information Law (2015 Revision)

Members were provided with a copy of a memorandum dated 07 October 2016 from the Honourable Minister of Finance & Economic regarding post-retirement healthcare liability. Government has taken the position that the full liability and expense related to post-retirement healthcare benefits will need to be recognised on the financial statements of the SAGCs as Government will not be splitting the cost with SAGCs. It is also evident from the Minister's

communication that it is Government's expectations that the SAGCs carry out post-retirement healthcare valuations.

* Redacted under section 21(1)(b) of The Freedom of Information Law (2015 Revision)



The Chairman reported that the Authority would now be able to provide Treasury an updated financial position of the Authority, one that accurately reflects the actual position that will be reflected in the audited financial statements for the period ending 30 June 2016.

Supplemental Financial Statements (Divisions and Islands)

The Chairman reported that KPMG has the divisional Trial Balance and the Water Authority is in the process of completing the drafts of the divisional and island statements. It is the Authority's expectation that the substantive audit work is complete for all supplemental statements and that minimal work on Water Authority's premises will be required to complete these statements. KPMG has allocated resources to these engagements and the Authority will work together with them in the month of November, with the hope to provide statements to the Board in December 2016.

31 December 2016 Audit

The Chairman noted that the Authority is gearing up for the next audit which is a mere 10 weeks away, anticipating that KPMG will be on site in early January 2017 to start on the 31 December 2016 audit. Now that the majority of the work for the 30 June 2016 audit is complete the Finance Department has resumed focus on the next up and coming audit.

Annual Report 2014/2015

The Chairman reported that the 2014/2015 Annual Report was presented at the current sitting of the Legislative Assembly.

Annual Report 2015/2016

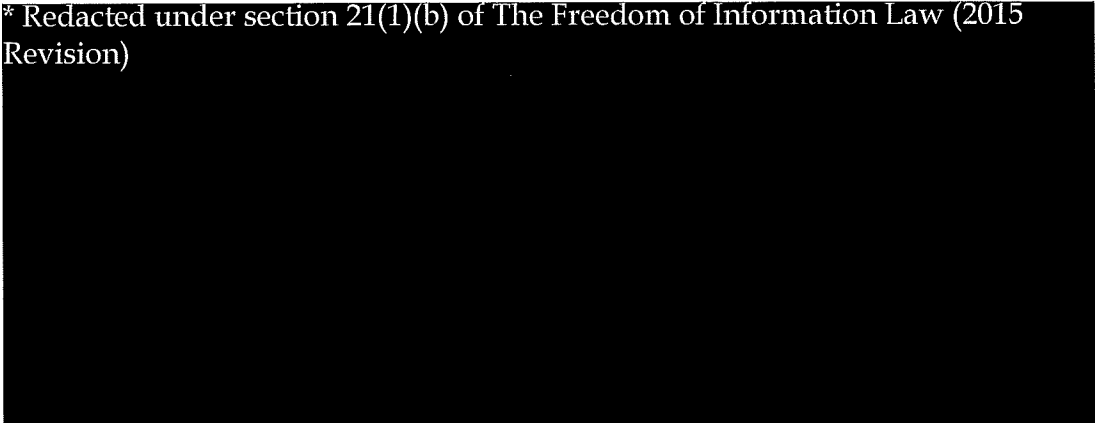
The Chairman reported that the Authority is preparing the preliminary draft 2015/2016 Annual Report in the format requested by the Government. The

Authority has not submitted this document yet as the audited financial statements need to reflect the various adjustments being reviewed by KPMG and the OAG.


Public Service Pension Board (PSPB) – Actuary Audit done by Mercer for the period ending 30 June 2016

The Chairman advised that as per the information provided above in regards to the audit the Authority, together with KPMG met with the PSPB and Mercer to confirm our understanding of the report and underlying methodology. The calculation has been accepted, and pending Board approval will be finalised in the 30 June 2016 financial statements.

* Redacted under section 21(1)(b) of The Freedom of Information Law (2015 Revision)

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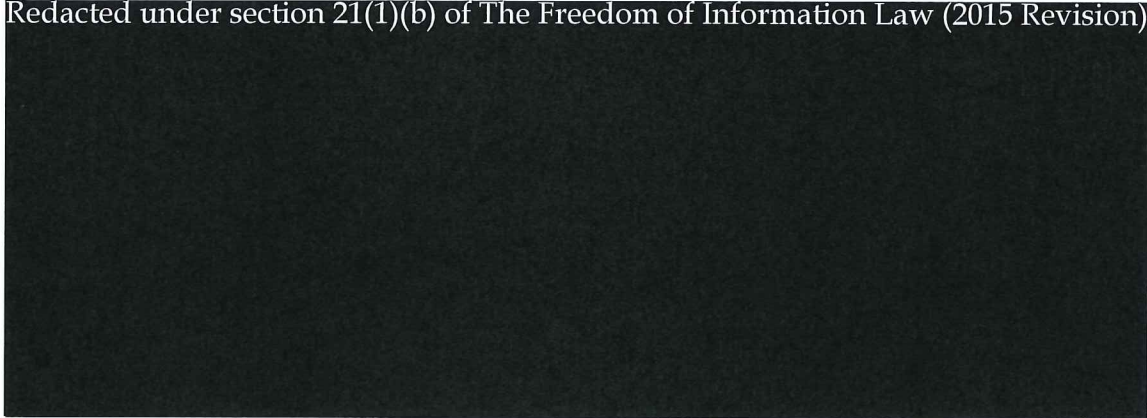
* Redacted under sections 21(1)(b) and 23 of The Freedom of Information Law (2015 Revision)

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Request for Proposals from Class A Banks

The Chairman reported that due to the focus on the audit, the Authority has not been able to allocate resources to explore the available options as yet.

h) Cayman Water Company (CWC) Negotiations Update.

The Chairman reported that since the last Board meeting, there had been no further meetings with CWC regarding the draft licence. On 30 September 2016 the Water Authority sent a clean version of the draft licence to its lawyers Mourant for their comments. The lawyers provided their comments on 14 October 2016, and a meeting was held with them on 17 October 2016. The draft licence has now been updated to include the lawyers' comments and copies were made available to the Board members for review.

On 18 October 2016 the Secretary and the Authority's lawyers briefly met with Minister Tibbetts to discuss how compulsory divestiture of assets should be dealt with in the Law (Water Authority Law and/or URCO Bill). The Authority committed to provide some draft wording to assist the Ministry.

The Chairman noted that the Authority agreed with CWC that the draft licence be forwarded to them for their legal review. Thereafter, the draft licence and CWC's comments will be provided to the Board for instructions on how to deal with issues that may not have been resolved.

The Chairman outlined the main disagreements with CWC are as following, although some of these concerns may have been lessened after the lawyer's review:

* Redacted under section 21 of The Freedom of Information Law (2015 Revision)



* Redacted under section 21 of The Freedom of Information Law (2015 Revision)



* Redacted under section 21(1)(b) of The Freedom of Information Law (2015 Revision)

The Chairman reported that in the meantime the Authority had been asked by the Honourable Minister to meet with Caucus for a presentation on the extension of the current licence. No date has been given yet for this meeting.

i) The Utility Regulation and Competition Office Bill (URCO) – Update.

The Chairman reported that the Authority reviewed the Utility Regulation and Competition 2016 Bill in detail and submitted its comments to the Ministry in early October. Board members may have noticed that Cayman Water Company shared their view that there was insufficient consultation on the bill with the press and that the Caymanian Compass weighed in on the matter in their editorial. The Compass asked the Authority for its view and to which the Authority stated that its feedback was provided to the Ministry in early October. The Chairman reported that the Secretary was advised on 18 October that Mr JP Morgan, who is employed as an advisor to the Ministry on this project, had not seen the Authority's feedback. The Authority's feedback was provided to Mr JP Morgan and to the Ministry again.

The Chairman advised that it appears that the Bill will be dealt with during this week of 17 October 2016 in the Legislative Assembly (LA). In speaking with the Minister of PLAHI on 18 October 2016, the Secretary was informed that the expectation is to have the water sector legislation ready for the January 2017 sitting of the LA. The Authority awaits the draft water sector legislation for review.

j) Miscellaneous Updates.

a) In-House Pipelaying Crews – The Chairman reported that on 23 September 2016 the in-house pipelaying crew completed the installation of 36m (120 feet) of 80mm (3-inch) diameter pipe in Eiffel Drive (Frenchmen's Crescent, near Breakers). During the week of 17 October 2016 week the same pipelaying crew completed the installation of 10m (30 feet) of 300mm (12-inch) diameter pipe and 30m (100 feet) of 150mm (6-inch) diameter pipe in Farm Road, East End.

This crew will now commence the pipeline installation of the 12-inch main along the southernmost edge of the widened Linford Pierson Highway.

b) Esterley Tibbetts Highway Widening – The Chairman reported that as reported previously the Esterley Tibbetts Highway, between Lakeside Condos (the ACR roundabout) and the Butterfield Roundabout will be realigned and widened. As a result of this widening, the median will be moved further east by 10 feet and consequently the Authority will have to install a new 300mm (12-inch) diameter main along the easternmost edge (under the slow lane and/or bike lane) as soon as the National Roads

Authority (NRA) has completed the road base for the full road width, but prior to any paving being carried out.

The Chairman noted that DECCO's contract with NRA does not include constructing the full road base width and consequently unless the road base is put in place, the Authority will not be able to install the pipeline under the future slow lane and/or bike lane. The NRA recognises this and in a letter dated 10 October 2016, Mr Mark Scotland of the NRA confirmed that in order for the water main to be relocated in the eastern side of the road corridor, i.e., in the shoulder of the southbound carriageway, the current road sub-base and base that is being constructed (by DECCO) will have to be widened by approximately 8 feet plus the taper back down to existing ground. *

* Redacted under section 21(1)(b) of The Freedom of Information Law (2015 Revision)

* At the 16 September 2016 meeting with the Secretary, the Honourable Minister of Planning, Lands, Agriculture, Housing & Infrastructure (PLAHI) had indicated a willingness to ask Cabinet to allow the Water Redacted under section 21(1)(b) of The Freedom of Information Law (2015 Revision)

- c) *Linford Pierson Highway Widening* - The Chairman reported that during the week of 17 October 2016 the Water Authority will commence the installation of the 12-inch main along the southernmost edge of the widened Linford Pierson Highway. Work will start at the 1st Assembly Of God Church and it is anticipated that all pipelaying up to Halifax Road will be completed before the Christmas break. The next section, between Halifax Road and Agnes Way will be carried out in early 2017.
- d) *Water Supply Division* - The Chairman reported that in late September Operations-WS commissioned the new 150mm (6-inch) diameter water main in Westwood Drive (Prospect), which replaced an existing 80mm (3-inch) diameter pipe, and connected the first phase (comprising 28 lots) of the new 122-lot Mangrove Bay sub-division.

- e) **Wastewater Division** - The Chairman reported that during the month of September 2016, the daily inflow did not exceed the design hydraulic capacity of the plant (2.5 mgd). The average daily wastewater inflow from West Bay Road was 2.08 mgd (or approximately 80% of design capacity). This amount was 11.0% less than the average influent measurement during the same period last year (2.35 mgd), although it must be noted that in mid-September 2016 there were some issues with the magnetic flow meter which may have resulted in some inaccuracies of the actual inflow.
- f) **Fuel spill at former Rubis Service Station Shedden Road** - The Chairman reported that developments since the September 2016 Board meeting were:
- On 09 October 2016 the Water Authority and Rubis/Arcadis excavated several trial pits along the water main in Shedden Road. The excavation of the water main in Shedden Road indicated that a trench section of approximately 150 to 200 ft has signs of free product; free product that was encountered was removed for treatment and disposal.
 - There is no residual plume of free product in undisturbed soil under the road outside of the trench for the water main.
 - Excavations on 13 and 14 October 2016 of the area around the Willow House meter vault and removal of the vault and related piping showed that the vault area and part of the trench for the service to Willow House had been impacted by free product.
 - The Authority plans to replace the affected section of the water main in Shedden Road. Rubis/Arcadis will cooperate with the Authority to properly treat and dispose contaminated soil and groundwater.
 - An issue of concern is the impact of the spill on other utility trenches in the area, Rubis/Arcadis has been requested to further investigate and address this issue.
- g) * [REDACTED] **Quarry Permit Renewal - Request for payment plan** - The Chairman reported that the Chairman reported that * [REDACTED] submitted a letter to the Board requesting a payment plan for the quarry permit fees for the quarry in Bodden Town. The permit expired in June 2016. This quarry commenced in 1996. Per Water Authority Law and Regulations, the Authority issues permits with a maximum duration of 5 years. Based on the balance of the area that has not been quarried yet (160.1 acres), the renewal fee is \$25,917.00. On previous occasions the Board agreed to a payment plan for the quarry permit fees for this quarry and * [REDACTED] has always kept up payments including the payments for the most recent renewal. Members discussed the request and agreed to the payment plan.
- h) **Compensation Review** - The Chairman reported that this project is expected to commence at the Authority in late November 2016. The consultant McConnell HR Consulting has carried out the market salary survey in preparation.

* Redacted under section 23 of The Freedom of Information Law (2015 Revision)

- i) **Geology Week** - The Chairman reported that the fourth annual Geology Week takes place during this week of 17 October 2016. Dr Brian Jones, a well-known and respected geology professor of the University of Alberta, Canada will give geology lessons to high school students at public and private schools. This year includes a day in Cayman Brac for the students of the Layman E. Scott High School. On 20 October 2016, the one day professional geology course for teachers will be held. Mr Horacio Esteban, well-known local artist, participates in the week with an exhibit of his work with Cayman rocks in the lobby at the main office and by offering art classes on working with Cayman rock at the high schools. Board members are encouraged to come by the lobby to see his works which will be on display through to 30 October 2016.
- j) **FOI updates** - The Chairman reported that no new requests have been received since the last Water Authority Board meeting.
- k) **National Conservation Law** - The Chairman reported that on 06 October 2016 the Department of the Environment gave a short presentation on Part 7 of the National Conservation Law (NCL) that came into effect on 07 August 2016. The presentation clarified the interactions with Government entities required by the National Conservation Council (NCC) based on several trigger points. The onus is on the entity that is receiving requests to assess and seek consultation from the NCC based on various thresholds. Most developments are initiated by the private and public entities via the Planning Department therefore the majority of consultation will be by the Planning Department. Some activities of the Water Authority will require consultation however the Water Authority already has a relationship in place with DOE that will now continue in a more formal manner. Based on the presentation the process and trigger points for consultation with the NCC do not appear to be as onerous as originally suspected.
- l) **National Energy Policy** - The Chairman reported that on 03 October 2016, the Authority was contacted by the Electricity Regulatory Authority (ERA) to meet with Castalia, the consultant that assists Government on the development of the National Energy Policy. At the meeting on 05 October 2016 the Authority was provided with a draft of the current National Energy Policy and asked to comment on the relevant policy for the water and wastewater sector.

At the meeting and also in writing the Authority asked the ERA why it was consulted at such a late stage of the development of the policy. In 2011-2012 the Authority and Cayman Water Company were part of the Electricity, Renewable Energy, Water and Wastewater subcommittee and provided substantial time and resources to that subcommittee. At the time the subcommittee prepared a report and when the National Energy Policy was finalised, the subcommittee was disappointed that a lot of its recommendations appeared not to be reflected in the National Energy Policy.

For reasons unknown, the Authority was not included in the current subcommittee that develops the policies for water and wastewater and the Authority has asked for an explanation why it was not included. The reply from the ERA provided no explanation why the Authority was not included in the current subcommittee, but invited the Authority to participate in the subcommittee. As the work carried out by the subcommittee is at a late stage, the Authority has declined to participate. It will however review and comment on the policies that are proposed for the water and wastewater sector.

Current Business

a) Management Accounts September 2016.

The Chairman reported that the Board has been provided with the draft management accounts for the period ending 30 September 2016. Consistent with past Board meetings, focus was on the preparation of the 30 June 2016 Financial statements with all its complexities (PRHB, PSPL, Asset Impairments etc.). The financial position remains consistent with that of the prior year and the Finance Department expects to produce comprehensive statements for the period ending 31 October 2016 as the formal accounts will be closed. The Chairman reported that the operating profit of the Authority remains strong, generating sufficient cash flows to continue work on key projects.

b) Request for Waiver of Personal Guarantee & Waiver of Account Security Deposits re Customer Account * [REDACTED]

*Redacted under section 23 of The Freedom of Information Law (2015 Revision)

The Chairman reported that on 23 September 2016 the Authority received a letter from * [REDACTED] (the "customer") on 23 September 2016 requesting waiver of personal guarantee and of security deposits for accounts of * [REDACTED]. A copy of the correspondence and the report from Customer Service was provided to members.

A review was undertaken and the Authority's findings are that the customer submitted an application form to transfer an account on the * [REDACTED] property from a previous tenant of * [REDACTED] to their name * [REDACTED] as the property owner. The customer is seeking to gain approval from the Board to waive the requirement for Directors of a company to provide a personal guarantee. The customer is further requesting that the Board waive the requirement for a security deposit for this account and all future accounts associated with the * [REDACTED]

The deposit for this account is \$50.00 as the location is service by a ¾" (20mm)

* [REDACTED]

* [REDACTED]

Previously, the Board recently made decisions to accept a deposit six times that of the normal rate in lieu of a personal guarantee from the director(s) for sewerage accounts. In these circumstances the deposit is calculated based on sewage fixture units (SFUs) and is an estimated indication of consumption. The Chairman noted that the two Dart related entities that requested the waiver for sewerage accounts at the September 2016 meeting decided to provide the Directors' guarantee instead.

The Chairman reminded members that the deposit for water accounts is based on the equipment, not the consumption of the customer. In a separate case submitted to the Board in August 2016, the Board required that a customer supply a deposit of \$15,000 in lieu of a personal guarantee to mitigate any losses due a leak or failure to pay by the Customer.

As the customer in this case has requested that they also be exempt from providing the normal deposit of CI\$50.00, Customer Service recommended that the requirement for a personal guarantee not be waived. The personal guarantee should be supplied by all Directors/signing authorities on the account. Alternatively, the Board may choose to hold the customer's current credit balance as a deposit for all accounts. There is currently a credit balance of (\$7,746.45) as at 14 October 2016 on an account owned by the customer * [REDACTED]. This credit balance has accumulated from the monthly donation from the Board. The Secretary respectfully sought the Board's decision on the request from the customer.

*Redacted under section 23 of The Freedom of Information Law (2015 Revision)

Members discussed the customer's request and agreed that the customer should be advised that they reviewed the request and decided, without prejudice and in consideration of the nature/purpose of the organisation, to allow waiver of the Authority's policy requirement for a personal guarantee from the company Directors as well as the waiver of the requirement for a deposit.

Any Other Business

a) Board Apprentice Programme.

The Chairman reported that E&Y are promoting a Board Apprentice Programme in order to expand the pool of potential Board directors/members in the Cayman Islands. The programme has support from the highest levels of Government. The Chairman noted that the Authority will be advised when and if the Government makes a decision that allows SAGCs to participate. The Chairman advised that she had information available on the programme for members' review if they wish.

b) Staff Matters.

* Redacted under section 23 of The Freedom of Information Law (2015 Revision)

**c) Trucked Water Delivery Policy for Cayman Brac.**

Mr C Randall requested the Chairman's permission to raise a concern regarding the Authority's Trucked Water Delivery Policy for Cayman Brac. Mr C Randall indicated that he was concerned and speaking for persons in the Brac who were not able to order and pay for trucked water to be delivered wherever they wished it to be delivered. The Secretary noted that the Authority's customer information systems software was based on a work order system for deliveries which requires a customer and location number. Having this information ensures that deliveries are made to the correct location requested and provides for a clear audit trail of requests, payments and deliveries. Additionally, statistical information is available to identify various aspects of the service provided. The Secretary also advised that there had been four instances that she was aware of where this policy aggravated customers whom then raised their concerns with the Deputy Premier and Minister of PLAHI's. These issues had been resolved satisfactorily and she was not aware that there were continuing complaints. Members asked for a presentation at the next Board meeting to help them better understand the pros and cons of the Authority's policy.

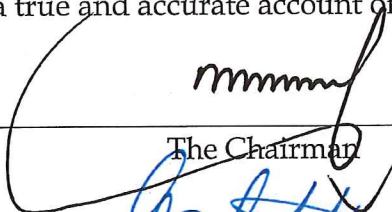
Donation Requests

The Chairman advised that at the 19th Meeting of the Sponsorship Assessment Sub-committee on 21 September 2016, the Sub-committee utilised the Indigent Assistance Fund (IAF) as follows:

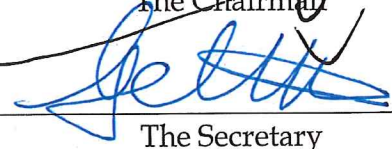
- a) Redacted under section 23 of The Freedom of Information Law (2015 Revision)
- b)
- c)

The Chairman thanked the Deputy Director and Financial Controller for their contribution to the meeting. There being no other business the Chairman thanked members and the meeting was adjourned at 11:31am.

This is a true and accurate account of the proceedings.



The Chairman



The Secretary