

CONFIDENTIAL



Water Authority of the Cayman Islands

Minutes of 289th Meeting held on 20th June 2018

Members Present:

Chairman: Mr K Gomez

Members:

- Mr J Gill
- Ms S Mitchell
- Ms A Owens
- Mr C Randall
- Ms L Ryan
- Ms R Sharma
- Mr A Wright

Secretary: Dr G Frederick-van Genderen

Apologies:

- Mr H B Ebanks
- Ms T Ebanks
- Mr M Rankine

Call to Order

The Chairman welcomed members to the meeting and acknowledged apologies from Mr H B Ebanks, Ms T Ebanks, and Mr M Rankine. After ascertaining that there was a quorum, the meeting was declared open and called to order at 1:30pm. The Chairman then invited Ms L Ryan to open the meeting with a word of prayer.

Confirmation of Minutes of the 288th Meeting held on 16th May 2018

The Chairman asked for confirmation of the Minutes of the 288th Meeting held on 16th May 2018. Mr C Randall moved the motion to accept the Minutes as amended, Mr A Wright seconded the motion and the motion passed unanimously.

Declaration of Conflicts of Interest

No declarations were made.

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

The Chairman reported that during the month of May 2018 the plant, running on one train, produced on average 1,357 cubic metres per day, which is approximately 44% of its design water production capacity.

The Chairman reported that the Engineering Services Department (ESD) had not been able to resume work on the tender documents for the provision of a low flow media filtration system for the LVRO plant due to other projects.

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

The Chairman reported that the Authority's crew continues to install 200mm (8-inch) nominal diameter pipe along Dennis Foster Drive (towards Ashton Reid Drive). Pipelaying on this phase commenced on 14 April 2018 and as of the week of 18 June 2018, approximately 1,130 metres (3,700 feet) of pipe have been installed. Before progressing further east, the crew will first install the remaining 150 mm (6-inch) PVC in Ryan's Drive.

The Authority's pipelaying crew continues to alternate the pipeline installation with the installation of new water services. However, as the Authority's pipelaying crew has concentrated its efforts on the new pipeline installation, only two new water services were installed in May 2018. Requests for new water service connections continue to slowly come in. There are currently 25 outstanding water service connections at various stages of the process throughout the water distribution system. Two of these will be installed this week.

A Board member queried why the Water Authority had not extended the distribution system into a subdivision behind the West End Primary School on Alta Vista Road. The Secretary said that she would discuss with the Authority's engineering division and advise at the next Water Authority Board meeting.

In July 2018 three new water distribution pumps will be installed at the West End Water Works, replacing the two existing, and ageing, water distribution pumps. The existing pumps will soon be inadequate to meet the demand. The new water distribution pumps will more than double the pumping capacity.

Extension of Waiver of Connection Fees in Cayman Brac

The Chairman noted that the Secretary was respectfully requesting members' consideration regarding the extension of the waiver for connection fees in the main and side roads in the area up to the West End Primary School, up to Faith Hospital and further Phases of the Cayman Brac Piped Water Expansion Project up to Ashton Reid Drive. The current approval expires on 30 June 2018. There were 30 new connections made during the last 6-month period and to date, the total number of active piped water customers is 308. Members able to vote agreed to extend the period for the waiver of connection fees in the area of the on-going Phases of the Cayman Brac Piped Water Expansion Project (currently up to the Faith Hospital and in the next phase up to Aston Reid Drive and beyond) until 31 December 2018.

Cayman Brac RO Plants

On 07 June 2018 the new feed water well pump was installed. Due to the earlier modifications to the RO Plant, in particular the requirement to have an additional cartridge filter immediately upstream of the high-pressure pump, a new feed water well pump with a higher discharge pressure was required. After the new pump was installed, the feed water pressure immediately upstream of the high-pressure pump increased, as expected, by 25 psi.

c) **North Sound & Red Gate RO Plants Operating Contracts - Update.**

The Chairman reminded members that the present operating agreements between Ocean Conversion (Cayman) Ltd (OCL) and the Water Authority for the North Sound Reverse Osmosis Plant and the Red Gate Reverse Osmosis Plant terminate on 01 July 2018.

In order to have adequate time to review the returned tenders (which are scheduled to be opened on 27 June 2018) and to ensure a smooth transition from the current operator to the new plant operator, the Water Authority requested OCL to operate both plants until 01 February 2019.

In their letter dated 07 May 2018 OCL agreed to continue to operate both RO Plants under the same terms and conditions of the current agreements, provided the Water Authority pays for the replacement of all high-pressure membranes vessels on Train #1 at the North Sound RO Plant at a cost of *

*Redacted under section 21 (1) (b) of The Freedom of Information Law (2018 Revision)

At its 288th Meeting held on 16 May 2018 the Water Authority Board accepted OCL's proposal subject to approval by the Central Tenders Committee (CTC). On 28 May 2018 the Authority received confirmation that the CTC had accepted the recommendation to extend the current operating contracts with OCL for both the North Sound SWRO Plant and the Red Gate SWRO Plant by seven months, i.e., up to 01 February 2019.

Redacted under section 21 (1)(b) of The Freedom of Information Law (2018 Revision)



*Redacted under section 21 (1) (b) of The Freedom of Information Law (2018 Revision)

The Chairman reported that on 24 May 2018 a mandatory Pre-Tender Conference was held at the Water Authority offices, with a mandatory tour of the two SWRO plants. Unfortunately, only three companies were present, as five contractors had already decided they would not submit a tender for this contract. During the week of 11 June 2018 another contractor indicated they would not be submitting a tender, leaving only two contractors, i.e., Ocean Conversion (Cayman) Ltd (OCL) *

The opening of the returned tenders by the Central Tenders Committee will take place on 27 June 2018.

Redacted under section 21 (1)(b) and 23 of The Freedom of Information Law (2018 Revision)

d) Red Gate Water Works - Supply & Erection of Bolted Steel Tank for Water Storage 2017 - Update.

The Chairman reported that the site works had commenced and the contractor is nearing completion of the filling and compacting of the site. Work on formwork and rebar for the foundation is expected to commence during the week of 25 June 2018. Florida Aquastore is currently several weeks behind their original schedule, and it is unlikely that they will have completed the erection of the 2.0 MG glass-fused-to-steel bolted tank in early August 2018, as per the terms of the contract. The Authority will be writing to the company on 20 June 2018 requesting an update to the completion date and informing them that the Authority will have to impose liquidated damages as per the contract.

e) 31 December 2017 Audit of Consolidated & Divisional Statements - Update.
31 December 2017 Audit – Consolidated, Divisional and Island Financial Statements for Water, Wastewater and Statutory

The Chairman reported that 12-month financial statements have been provided to KPMG for their review. Feedback is expected in the next couple of weeks. The Financial Controller is working on the Divisional statements as well as the Islands statements and will forward to KPMG upon completion.

Annual Report 2016/2017

The Secretary reports that the annual report has been completed, reviewed and approved by both KPMG and the Office of the Auditor General (OAG) and sent to the Ministry. The Ministry has subsequently requested that 50 copies be provided to their office to enable them to table it in the LA. The Authority considers this part of the 2017 audit completed.

31 December 2018 Audit – Consolidated, Divisional and Island Financial Statements for Water, Wastewater and Statutory

The Chairman reported that the audit for the Water Authority is currently contracted out to KPMG and the 2016/2017 financial audit recently completed is the last one possible under the existing contractual arrangements. Consequently, for the 2018 audit onwards, the OAG must retender the audit or make alternative arrangements to bring the audit in-house. The OAG is hesitant to conduct the Authority's audit given that the additional segmental audits required are not statutory and cognizant that the OAG does not have sufficient resources to cover all the statutory financial audit work (divisionals and Islands).

The Authority has indicated a preference that the audit continues to be contracted out to a firm and that KPMG be invited to re-tender with confirmation that they will demonstrate how they will refresh their team as required under auditing standards to avoid over familiarity with the Water Authority as a client. In the past, the Authority has requested that the statements be under joint signature (both the auditing firm together with the OAG) during the period when the Wastewater Division of the Authority was up for sale, to add additional credibility to the audited financial statements with an international auditing firm (KPMG) signing off in tandem with the OAG.

The Authority's management recommends that the audit be put out for re-tender, inviting KPMG to submit their bid and that the financial statements be issued under the sole signature of the OAG. The Secretary sought members confirmation that they are in agreement with this recommendation. After discussion, members able to vote approved the Authority to recommend to the Office of the Auditor General (OAG) that the Water Authority's audit be put out for re-tender; that KPMG be invited to submit their bid with the proviso that they demonstrate how they will refresh their team as required under auditing standards to avoid over familiarity with the Water Authority as a client; and, that the Consolidated financial statements be issued under the sole signature of the OAG. All of the other statements will continue to be issued under the signature of the firm which completes them.

Great Plains 2016 Upgrade

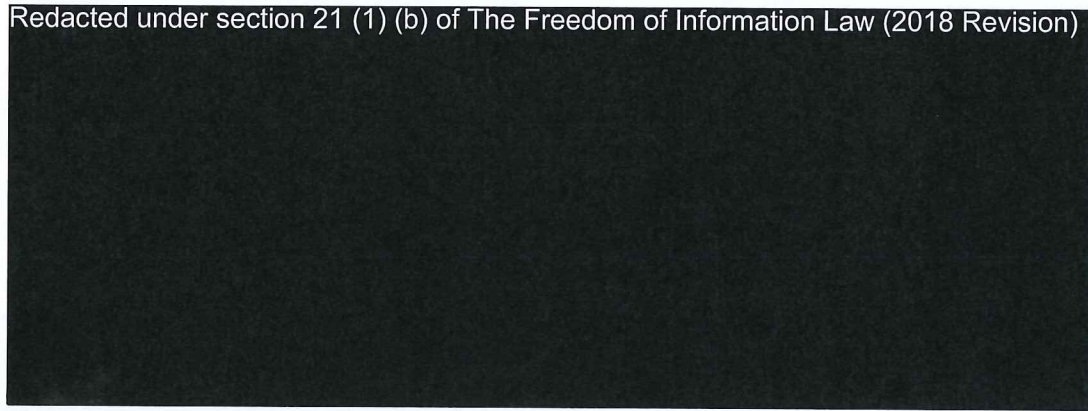
The Secretary reported that the process to resolve the issues with archiving of historical data continues to be challenging. The IT Department is awaiting a new "fix" to the Data Archiving Module from the software provider Profad that will allow the archiving work to continue. In the interim, the IT Department is working with the relevant departments to upgrade the Cogsdale software to Version 45 which is still compatible with GP 2013.

Redacted under section 21(1)(b) of The Freedom of Information Law (2018 Revision)

*2018/2019 Revised Budget*

The Secretary reported that on 13 June 2018 the Authority received courtesy communication from the Ministry as a heads-up that they have been tasked with providing updated 2018/2019 budget figures and that input from the SAGC's would be required. The formal request together with the template was received on 15 June 2018. The Director and Financial Controller discussed and determined that no modifications should be made to the original budget

Redacted under section 21 (1) (b) of The Freedom of Information Law (2018 Revision)



In summary, whilst the Authority's operations continue to be profitable the offset valuation fluctuations for health and pension continues to result in a modest projected net income. The submission was made within the requested timeframe, the response was acknowledged by the Ministry's Chief Financial Officer and there has been no further communication to date.

In discussion, members indicated that they were interested in knowing the monthly stipends (and other benefits) paid to Board members/directors serving on the Boards of Statutory Authorities & Government Companies (SAGCs). The Secretary indicated that she is not aware if this information is held in a consolidated format in any specific Government location. Members suggested that the Authority send out an FOI to the Statutory Authorities and Government Companies.

Adjustment of Rates 2018

The Secretary advised that the Water Authority received confirmation from the OAG that the Authority's calculations for the rate adjustment mechanism provided for in the Water Authority (Amendment) Regulations 2012 is correct. The Water Authority has drafted a letter to advise the Ministry and OfReg of the new rates and the implementation date as per the Water Authority Regulations. The Authority will inform customers via social media of the rate adjustment which will be effective 01 July 2018.

f) The Utility Regulation and Competition Office (OfReg) – Update.

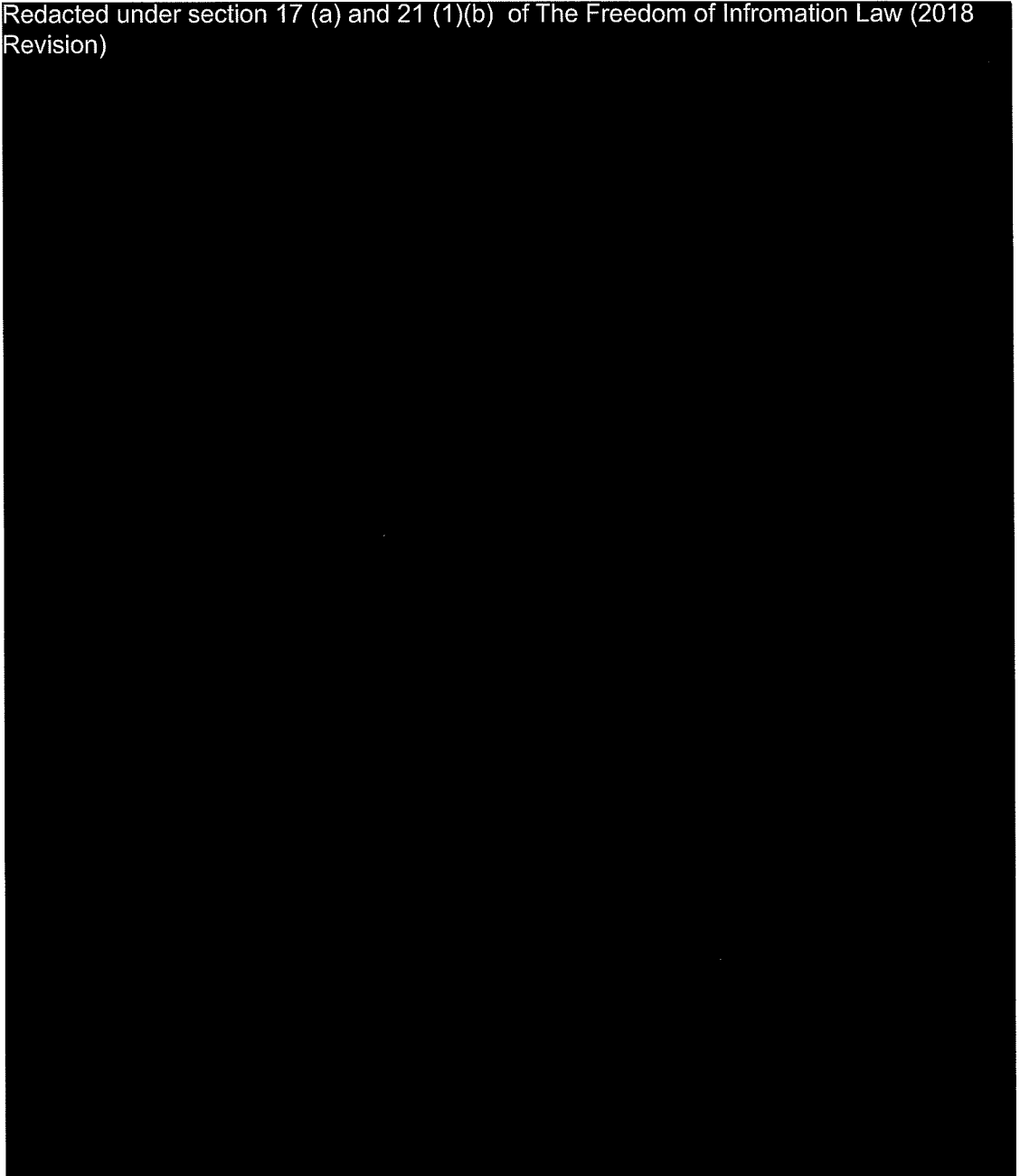
The Chairman reported that further to the May 2018 Board meeting, the Authority completed and submitted its comments to OfReg's "Consultation on Proposed Draft Customer Complaints Appeals Draft Procedure Guidelines" on 15 June 2018. A copy was provided to members.

The Chairman reported that the Authority received a request on 18 June 2018 from OfReg for data and information which it is in the process of compiling. Additionally, as a result of several queries from OfReg the Authority suggested to OfReg that they meet with the Authority. The objective of this meeting would be to assist OfReg with gaining a better understanding about the Water Authority's business, business practices and statutory functions.

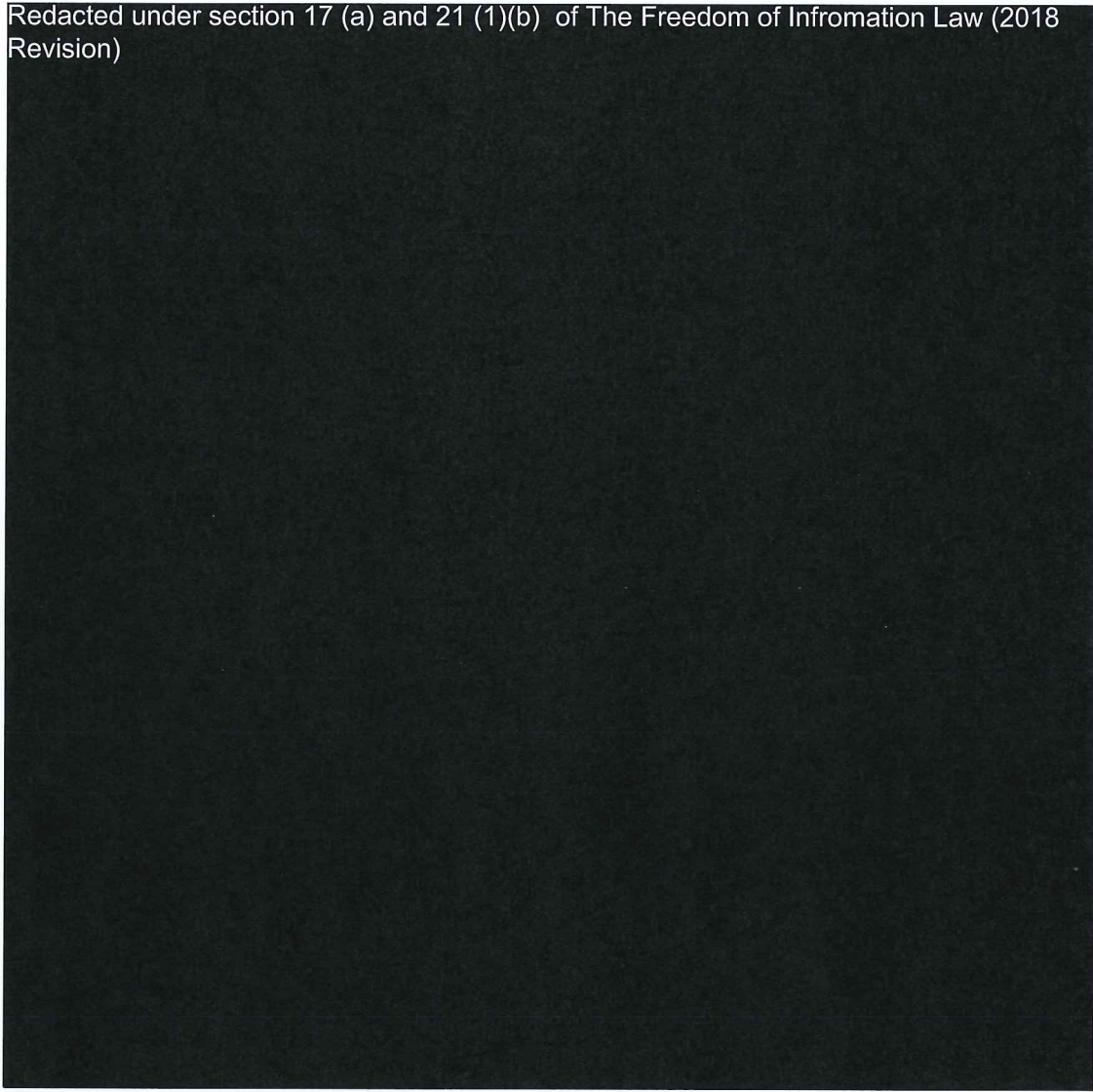
The Chairman noted that members had been provided a copy of the Utility Regulation and Competition (Amendment) Bill 2018 that is expected to come before the Legislative Assembly (LA) meeting which commences 27 June 2018. The amendments are being done to make certain provisions consistent with the Public Authorities Law 2017.

Members were also provided with a copy of The Water Sector Regulation (Amendment) Bill 2018, the amendments are being done to delete the reference to appeals as this is provided for under the overarching Utility Regulation and Competition Law.

g) Redacted under section 17 (a) and 21 (1)(b) of The Freedom of Information Law (2018 Revision)



Redacted under section 17 (a) and 21 (1)(b) of The Freedom of Information Law (2018 Revision)



h) Miscellaneous Updates.

- a) In-House Pipelaying Crews* - The Chairman reported that on 16 May 2018 the pipelaying crew commenced the upgrade of the 100 mm (4-inch) pipeline in Breezy Way, between Red Gate Road and Owen Roberts Drive. Just over 200 metres (700 feet) of 300 mm (12-inch) pipe will be installed. As of 20 June 2018, approximately 125 metres (400 feet) have been installed. The pipelaying work should be completed by 22 June 2018 and the new pipe will be commissioned during the week of 25 June 2018.

This work is needed in order to have an additional, and reliable, main feeder for the water distribution system, in addition to the main 400 mm (16-inch) water main in North Sound Road. Currently the Authority relies on a 250 mm (10-inch) pipe that runs through the Public Works Compound and the Alexander Place development. This pipeline is prone to leaks and, due to additional buildings, is increasingly harder to access for maintenance and repair.

The upgrade of the pipeline in Breezy Way will soon be followed by an upgrade of the 150mm (6-inch) pipeline in Owen Robert Drive to 300mm (12-inch), between Breezy Way and Dorcy Drive. Once this upgrade has been completed the 250 mm (10-inch) pipe that runs through the Public Works Compound and the Alexander Place development will be abandoned.

On 16 May 2018 the National Roads Authority (NRA) advised that it would soon resume the clearing of vegetation and de-mucking for the proposed Elgin Avenue extension and Crewe Road Realignment (between CNB Roundabout and Mango Tree restaurant). The Authority will install a 300mm (12-inch) water main in this new road as soon as the road base has been fully prepared.

- b) **Water Supply Division** – The Chairman reported that in mid-May 2018 Florida Aquastore submitted their inspection reports and proposals for the completion of the maintenance work following the inspection (exterior and interior) of the glass-fused-to-steel water storage tank #1 at the North Side Water Works and tank #1 at the Lower Valley Water Works.

The purpose of the tank inspection was to establish the current condition of the tanks, determine any deficiencies in the tanks' coating, appurtenances, concrete floor, aluminum dome assembly, and bolt seam sealer (the panel edge coating). Additionally, new sacrificial anodes were installed in each tank.

The inspections and subsequent maintenance work are necessary to maximise the useful life of these tanks and to protect the Water Authority's investment. Each year two of the Authority's tanks will be inspected this way, thus ensuring that each tank is properly inspected once every 4-5 years.

The findings are that North Side tank # 1 will require work on both the exterior and interior of the tank. The bulk will be the resealing of the interior seams as the condition of the sealant along the interior panel edge were found to be in fair to poor conditions. The deterioration of the sealant is attributed to aging as the tank has been in service for approximately thirteen years. The exterior work comprises mostly the replacement of approximately one thousand bolt caps.

Lower Valley tank # 1 requires resealing of approximately fifty percent of the exterior panel edges. Resealing of joints on the exterior of the dome will need to be done as well. Finally, approximately three thousand exterior bolt caps will need to be replaced.

*Redacted under section 21 (1)(b) of The Freedom of Information Law (2018 Revision)

It is anticipated that this maintenance work will be carried out in January or February 2019 and will take approximately six weeks to complete. The proposed price to carry out all the recommended work * Adequate funds were allocated in the 2018-2019 Budget for this work.

Operations – Water Supply will soon replace the remaining 120 metres (400 feet) of 300mm (12-inch) diameter water main near the Butterfield Roundabout (between ED's Plaza and Fast Signs building, but off North Sound Road). The other section in North Sound Road (up to Portland Road) was replaced a few months ago.

Operations – Water Supply will then start work on the upgrade of the pipeline in Butterfly Circle, off Hirst Road. This project comprises the replacement of just over 900 metres (3,000 feet) of 80mm (3-inch) nominal diameter pipe with 150mm (6-inch) and 100mm (4-inch) nominal diameter pipe. This project is estimated to be completed by the end of October 2018. (The original pipeline was installed more than 25 years ago, and this upgrade is necessary to better accommodate the anticipated development along this road, as well as replacing some sections that are prone to leaks.

- c) **Wastewater Division** – The Chairman reported that during the month of May 2018, the design hydraulic capacity of the plant (2.5 mgd) was exceeded for nine days. The average daily wastewater inflow from West Bay Road during that period was 2.39 mgd (or approximately 96% of design capacity). This amount was approximately 21% more than the average influent measurement during the same period the previous year (1.98 mgd).

With increasing developments along the catchment area of the wastewater collection system, the extension of the wastewater system is one segment of the Water Authority's long-term development plan that will need to be addressed. This includes various extensions of the wastewater collection system (in Governor's Harbour, Snug Harbour etc.), however these cannot be implemented until the treatment capacity of the Wastewater Treatment Plant has been increased (for which the Authority will soon commence the preliminary design work). Furthermore, the public wastewater collection system, particularly near the southern end, is reaching capacity and modifications must be made, which will require the completion of the sewer force main between the Airport Connector Road (ACR) roundabout at the Esterley Tibbetts Highway and the Wastewater Treatment Plant. Unfortunately, this cannot be started until the westernmost section of the ACR has been constructed (or as an absolute minimum the road base thereof).

The relining of the main wastewater pumping station PS1 (located at the intersection of West Bay Road and Marbel Drive) commenced by the contractor Wharton-Smith Inc in mid-April 2018. As reported previously, the experienced sub-contractor had not installed the liner in accordance with the manufacturer's requirements. Wharton-Smith Inc was advised of the Authority's concerns, and the sub-contractor was removed from the job. In late May 2018 a manufacturer's representative came to Grand Cayman to inspect the liner installed to date, and to recommended corrective measures. Additionally, this representative provided training for both the contractor's and the Authority's staff on the proper installation of the Ameron® Arrow-Lok liner material.

During the week of 11 June 2018, the Authority confirmed their acceptance of the proposed inspection and repair procedure to be followed to ensure the liner has been properly installed. The Authority also agreed to proceed with the inspection and repair of the already installed liner in the wet well, and the installation of the new liner in the bar screen vault upstream as soon as possible, so that this work can be completed before the end of July 2018.

- d) *FOI updates* - The Chairman reported that the request that was reported at the 16 May 2018 Board meeting has been granted in full and closed as shown in the FOI Report provided to members.
- e) *Water Authority's 35th Anniversary* - The Chairman advised that the Water Authority continues with its 35th Anniversary activities. The Laboratory will make a presentation on their activities at the Lunch & Learn series on 22 June 2018 which is part of the 35th Anniversary celebrations.
- f) *National Roads Authority - Disposal of waste from stormwater well cleaning* - The Chairman reported that on 06 June 2018 the Water Authority was contacted by Cayman 27 to provide comments on the practice of the National Roads Authority (NRA) to clean stormwater wells with their vacuum truck and to dispose the waste in a wetland area along the Linford Pierson Highway. Cayman 27 contacted several stakeholders (NRA, Ministry, DEH and DOE) for comments. The Water Authority does not endorse this disposal method as the waste may contain pollutants that impact the environment. The Authority has been in preliminary discussion with the NRA, DEH and DOE and has organised a meeting later with these agencies to review possible solutions. Ms R Sharma left the meeting at this point to attend to another commitment.
- g) *Certification Course for Onsite Wastewater Treatment System Service Providers* - The Chairman reported that at the August 2017 meeting the Board adopted a policy which required Onsite Wastewater Treatment System (OWTS) Service Providers to attend and successfully pass the Authority's OWTS Operations & Maintenance Certification Course. The course was launched in September 2017 and an update was provided to the Board at the January 2018 meeting.

During 2017 the certification course was developed into great detail by Development Control staff. The course was well received by the Service Providers and the Authority noted that as a result of the certification process improvements in O&M of onsite systems are implemented. In early June 2018 the formal certification event of the Service Providers took place; in total 27 persons have been certified, representing 8 private companies (22 persons) and the Water Authority (5 staff members).

h) *Improvements in Operation and Maintenance of* [REDACTED]

*Redacted under section 21 (1)(b) of The Freedom of Information Law (2018 Revision)

90,000 gpd onsite wastewater treatment plant - The Chairman reported that at the January and February 2018 Board meetings it was reported that the Authority was working closely with [REDACTED] to improve the Operation and Maintenance of their new 90,000 gallon per day capacity wastewater treatment plant. When the Authority conducted initial inspection of this plant in the latter part of 2017, it was found that operation and maintenance were poor and that the plant did not meet the effluent standard of the Authority. The Authority issued a warning letter to [REDACTED] to improve the situation. [REDACTED] committed staff and resources to improve the situation and worked closely with the Authority's Development Control staff to initiate a comprehensive operation and maintenance programme.

*Redacted under section 21 (1)(b) of The Freedom of Information Law (2018 Revision)

Three staff members of * participated in the Authority's Certification Course. Repeat site visits by the Authority and repeat sampling in May 2018 showed that O&M had improved substantially. The May 2018 sampling results confirmed that the plant met the Authority's effluent criteria. This progress is a testament to the efforts by the Authority to continually improve its Onsite Wastewater Management Programme and the cooperation from * which owns and operates the largest onsite treatment system in the Cayman Islands. The Authority has written * to formally confirm that their efforts to improve O&M of the plant have been successful.

*Redacted under section 21 (1) (b) of The Freedom of Information Law (2018 Revision)

- i) **Notice of Violation – Waste disposal of animal rearing operation in Bodden Town** - The Chairman reported that in March 2018, prompted by an inquiry from the Department of Environmental Health, the Authority issued a warning letter to the owner of a property in Bodden Town, * that the waste from his animal rearing operations on his property constituted a violation of the Water Authority Law. Waste from chickens and pig rearing was disposed through a trench over *. The owner did not respond to the Authority and subsequent site inspections found that the situation had worsened: more pigs and chickens were raised and no improvement had been made. On 04 June 2018 a Notice of Violation was issued requiring the owner to comply with the requirement to address the situation by 22 June 2018. Photos were available for members to see the state of the site.

The Notice of Violation was copied to various Government agencies, who all responded with their specific concerns: Department of Environmental Health is concerned about public health issues, Planning Department has issues that the development does not comply with their requirements, Lands and Survey Department, as custodian of Crown property, is concerned about encroachment on Crown property and Agriculture Department is reviewing whether this operation complies with their requirements.

Whereas the Water Authority always tries to work with the person/owner/developer who causes pollution or is in circumvention of the provisions of the Authority Law, this may well be a case where such cooperation cannot be secured and the matter may need to be prosecuted under the provisions of the Water Authority Law. Further course of action will be determined when a site inspection is conducted after the deadline for compliance has passed.

- j) **Customer Code of Practice** - The Chairman reported that the Water Authority's Customer Service Department is working on the development of a Code of Practice document that will provide all customers with information on what they can expect from their interactions with the Authority as well as the various processes for services.
- k) **Procurement Law 2017** - The Chairman reported that the Central Procurement Office had to cancel the special presentation for Public Authority Boards and a new date had not been communicated as yet.

- l) *Student Summer Interns* - The Chairman reported that the Authority received 86 applications for its Student Summer Intern programme. The Authority will be accommodating 17-18 students in various departments.
- m) *Long Serving Employee Retires* - The Chairman reported that Mr Martin Tedd, Senior Engineering Manager, will retire from the Authority effective 07 December 2018 after 17 years of service with a 2-year break in between. The Authority will commence recruitment for this position during the summer.

Current Business

a) **Management Accounts April 2018.**

The Secretary reported that the Financial Controller recommended that, as annual Health and Pension valuation obligations are subject to a high level of fluctuation that the Authority use the adjustments from 31 December 2017 as a guide and record these adjustments on a monthly basis in the 2018 financial statements. The objective is to more accurately show a net income, from both operations combined with the expected Health and Pension fluctuations on a monthly basis rather than leave the material adjustment as a one-time entry at year-end. The Authority will include these estimates in the monthly projections to treasury as well. This modification will be included in the June 2018 management accounts.

*Redacted under section 21 (1) (b) of The Freedom of Information Law, (2018 Revision)

The Secretary reported that there are no surprises on the 31 May 2018 financial statements, the Authority continues to operate profitably with strong sales and sound expense management. Operating revenue continues to increase from prior year, showing a modest increase of 4.7% over last year, trucked water in the Brac continues to show lower sales than last year. Although not a high value the Water sales in the Brac for residential customers increased by 17.3% * over the same period in 2017, this growth is consistent with the trends for 2018 and is expected to continue as more CYB customers have access to and sign up for city water.

Given the increase in operating revenue it is reasonable that the water production and purchases also increased, with operating expenses coming in at 2.8% above last year with the majority of the increase due to water production and electricity, which is expected given the rising fuel rates. Loan interest continues its expected decline as the Authority pays down all debt.

Administrative expenses were slightly higher than in 2017, which is expected within expectation, with increases in staff training and information technology costs.

In summary, the Authority continues to show strong sales and has maintained a stable net income in the first 5-months of the 2018 financial period.

Any Other Business**a) Director's Leave.**

The Secretary advised that she planned to be on leave during the period 30 June 2018 – 24 July 2018 and would be back in office on 25 July 2018. She will be back on island on 23 July 2017.

b) 2018/2019 Scholarship.

The Chairman reported that the Authority received six applications for the 2018/2019 scholarship of which four have been selected for interviews. Ms A Owens agreed to represent the Water Authority Board on the Interview Panel.

c) Motorola Radio Emergency Communication System.

The Secretary advised members that the CIG was changing its Motorola emergency communication system and all of the Authority's current stock of emergency radios will become obsolete before the end of the year. As a result, the Authority will need to purchase new radios. Members noted and had no objection that the Water Authority will have to purchase in the region of 40 emergency radios to work on the new CIG Motorola system.

*Redacted under section 21(1)(b) of The Freedom of Information Law (2018 Revision)

d) CIMPA Award Nomination.

The Secretary reported that the Authority's Corporate Communications Officer has been nominated by the Cayman Islands Marketing Professionals Association as one of four for the "Rising Star of the Year". The awards event will take place on the evening of the 22 June 2018 at the Marriott Hotel and the Authority has purchased a table for Hannah and Water Authority staff to support her. Members offered their congratulations to Hannah on her nomination and wished her success.

e) Board Member Resignation.

The Chairman advised members that Board member, Ms S Mitchell resigned from the Water Authority Board effective 30 June 2018. The Chairman thanked Ms Mitchell for her service and along with all other Board members wished her all the best with her new endeavours.

*Redacted under section 23 of The Freedom of Information Law (2018 Revision)

Donation Requests

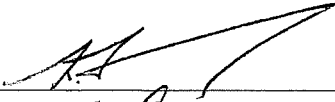
The Chairman advised that the Sponsorship Assessment Sub-committee will meet after the Board meeting to deal with the following requests for assistance:

- a) Global Young Leaders Conference (GYLC) for Miss Ashanni Solomon.

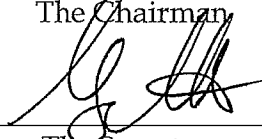
- b) Cayman AIDS Foundation (CAF) - Fifth Annual 5K-10K Run2Zero Community Awareness Marathon.
- c) Request for reconsideration - Stake Bay Baptist Church Youth - Youth Camp in Florida.

There being no other business the Chairman thanked members and the meeting was adjourned at 3:34pm.

This is a true and accurate account of the proceedings.



The Chairman



The Secretary