

CONFIDENTIAL



Water Authority of the Cayman Islands

Minutes of 290th Meeting held on 15th August 2018

Members Present:

Chairman:	Mr K Gomez
Members:	Mr J Gill Mr C Randall Mr M Rankine Ms L Ryan Mr A Wright
Secretary:	Dr G Frederick-van Genderen
Apologies:	Mr H B Ebanks Ms T Ebanks Ms A Owens Ms R Sharma

Luncheon

The Chairman invited Ms L Ryan to bless the food and the meeting as members enjoyed a buffet lunch prior to the start of the meeting.

Call to Order

The Chairman welcomed members to the meeting and acknowledged apologies from Mr H B Ebanks, Ms T Ebanks, Ms A Owens, and Ms R Sharma. After ascertaining that there was a quorum, the meeting was declared open and called to order at 1:45pm. The

Chairman noted that the plan to have a group photo of Board members taken would be postponed until the September 2018 meeting as several members were unable to attend this 15 August 2018 meeting. He also advised members that later in the meeting the new Sewer Vac-Truck would be brought to the Red Gate site so that members could inspect the new equipment.

Confirmation of Minutes of the 289th Meeting held on 20th June 2018

The Chairman asked for confirmation of the Minutes of the 289th Meeting held on 20th June 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

Mr A Wright declared a conflict of interest with two matters listed to be dealt with by the Sponsorship Assessment Subcommittee.

Short Site Visit

At this point members were invited to view and inspect the Authority's new Sewer Vac-Truck in the Office parking lot. Wastewater Collection System staff demonstrated some of the very useful and unique features of the new truck. Members indicated that they were impressed with the truck and pleased to know that it will enable the Wastewater Collection System staff to carry out their tasks more efficiently and safely.

Members also had the opportunity to see the almost completed Red Gate Bolted Steel Tank for Water Storage. The Deputy Director provided a brief update on the state of the project.

Matters Arising

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

The Chairman reported that during the two-month period of June-July 2018 the plant, running on one train produced on average 1,413 cubic metres per day, which is approximately 47% of its total design water production capacity.

The Engineering Services Department (ESD) has resumed work on the provision of a low flow media filtration system for the LVRO plant. A manufacturer for low flow media filtration systems has been contacted: a pilot plant will be set up to determine the optimum flow rate/flow time relationship, and thus determine the most economical sizing of the equipment.

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

The Chairman reported that the Authority's crew continues to install 200 mm (8-inch) nominal diameter pipe along Dennis Foster Drive (towards Ashton Reid Drive). Pipelaying on this phase started on 14 April 2018 and has progressed to Moray Drive. To date approximately 1,540 metres (5,050 feet) of main line pipe have been installed (from Faith Hospital).

The remaining 150 mm (6-inch) PVC in Ryan's Drive has been completed. Additionally, pipelines have been installed in the following side roads: Scarlet Drive, Terrace Drive and Cottage Drive.

The Chairman reported that on 27 July 2018 a major leak in the pipeline in West End Road (West) resulted in a drop of the water distribution pressure. This is the third time in the last year that a leak occurred in this section. The Cayman Brac staff worked throughout 29 July 2018 (Saturday) to isolate the leak so that water supply could be restored to all customers (work was completed around 10pm). This pipeline will be replaced and upgraded as a matter of urgency. Subsequently, the Authority's pipelaying crew has concentrated on replacing the original pipeline (installed in 1991) in West End Road (West). This is expected to take 2-3 months.

The Chairman reported that on the morning of 31 July 2018 (1am - 3am) soundness tests were performed on the old portion of the water main in Cross Road and West End Road West (all installed in 1991) to determine the presence of any suspect areas. In total six separate sections were tested. Almost all individual pipeline sections indicated some leakage, varying between 4 and 11 gpm, but a major leak (or leaks), totaling around 35 gpm, was found in the 100mm (4-inch) pipeline in West End Road West, between Church Close (road to CYB airport) and Community Road. The pipelaying crew will replace this section as a matter of urgency.

The old portions of the 150mm (6-inch) diameter water main in Cross Road will be upgraded to 200mm (8-inch). The old portions of the 150mm (6-inch) and 100mm (4-inch) diameter water main in West End Road West will be replaced. Some of the 100mm (4-inch) diameter water main will be upgraded to 150mm (6-inch). The Authority is currently reviewing how to best organise this work.

The Chairman reported that 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 recently concentrated its efforts on the new pipeline installation, only a few new water services were installed in June/July 2018.

In early July 2018 the first of the three new water distribution pumps was installed at the West End Water Works. The other two will be installed in the near future. The two existing and ageing pumps will soon be inadequate to meet the demand. The new water distribution pumps will more than double the pumping capacity.

The Chairman reported that work started on the preparation of tender documents for the Exploratory Drilling Contract at the Bluff site. The work covered under that contract comprises the construction of two boreholes and the

collection of continuous rock core samples therefrom up to approximately 500 feet in depth. The objective is to obtain site specific geological information for the design of the abstraction and disposal wells for the future Reverse Osmosis plant at the Cayman Brac Water Works. The information will determine the optimum depth of the feed water abstraction and brine disposal wells (by determining areas of high porosity) whilst keeping in mind the limited fresh water lens in the area, which will need to be protected.

The Secretary advised that the Water Authority does its best to ensure advance notice is given where possible and that she would investigate the specific instance raised by the Board member.

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

The Chairman reminded members that the 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 originally would have terminated on 01 July 2018.

As previously reported, in order to have adequate time to review the returned tenders for the new Operating Agreement (see below) and to ensure a smooth transition from the current operator to the new plant operator, OCL agreed to extend the current operating contract for both SWRO plants by seven months, i.e., up to 01 February 2019.

The Chairman reported that the necessary amendments to the Contract Documents for the North Sound RO Plant and the Red Gate RO Plant were signed by both parties on 26 June 2018. The modifications were minimal as all terms (regarding payment etc.) and conditions remain unchanged from the latest revision except for the contract period. For the North Sound RO Plant only the change-out of all high-pressure membranes vessels on Train #1 was an additional requirement. This change-out has now been completed.

As previously reported, on 18 April 2018 the tender documents for one new operating contract, for the two SWRO Plants at the Red Gate Water Works (i.e., the North Sound Reverse Osmosis Plant and the Red Gate Reverse Osmosis Plant) were sent to eight interested companies.

The Chairman reminded members, that as previously reported, at the time of the mandatory Pre-Tender Conference (on 24 May 2018) five companies had already decided they would not submit a tender for this contract. On 06 June 2018 another company [REDACTED] withdrew, as they had concluded that they would not be able to present a competitive offer. This left only two prospective tenderers, i.e., OCL and [REDACTED].

The Chairman reported that the opening of the returned tenders by the Central Tenders Committee (CTC) was delayed by five weeks (from the initial date of 27

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

June 2018 to 01 August 2018), as a result of OCL taking exception to the inclusion of * [REDACTED] as a potential tenderer for this contract. Copies of communication between OCL and Water Authority as well as to CTC was provided to members.

Redacted under section 21 (1)(b) and 23 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 OCL submitted the most competitive fees for this contract, which would result in a monthly cost approximately 5.4% less than using the fees in * [REDACTED] tender. OCL also had the highest score on the Technical Assessment Criteria. As a result, OCL had the highest combined score of Tender Assessment Criteria 2 and 3 (Costing Analysis and Technical Assessment respectively). Under the new Operating Agreement, the annual cost savings, compared to the fees under the current Operating Agreements, will be around 12.7% * [REDACTED]

The Chairman opened the meeting up for discussion on this matter. After discussion, Board members were respectfully requested to support the awarding of this contract to Ocean Conversion (Cayman) Ltd.

Mr C Randall moved the motion to approve for the Water Authority to recommend to CTC that the Operating Contract for the North Sound and Red Gate RO Plants for a period of 5 years be awarded to Ocean Conversion Cayman Ltd as OCL had the highest combined score of the Tender Evaluation Criteria (as per Item 30 of the Instructions for Tendering). The motion was seconded by Mr J Gill and passed unanimously by all members present and able to vote.

Board members also expressed their appreciation and recognition to the Deputy Director for the significant effort taken to ensure that the tender review process was handled professionally and fairly. Members also expressed sincere thanks to all other staff who assisted with the tender evaluation process.

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

The Chairman referred to the update provided by the Deputy Director as members viewed the project earlier in the afternoon. Florida Aquastore continues to work on the tank construction. The concrete foundation was poured on 13 July 2018. The hydraulic jacks, necessary to raise the entire structure, arrived on island two weeks ago. The aluminium geodesic dome roof and the top 3.5 rings have been installed. It is anticipated that the last lift will be completed by 17 August 2018.

Florida Aquastore is currently several weeks behind their original schedule, but it is anticipated that work will be completed by the end of August 2018.

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 Secretary reported that the Divisional statements as well as the islands statements will be finalised by KPMG and should be available for sign off at the September 2018 meeting.

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



The tentative timeline for the OAG to receive the bids is at the end of August 2018, after which the Authority will be notified. The Authority welcomes the opportunity to work with the successful bidder and will allocate the necessary resources to ensure that the audit is a success.

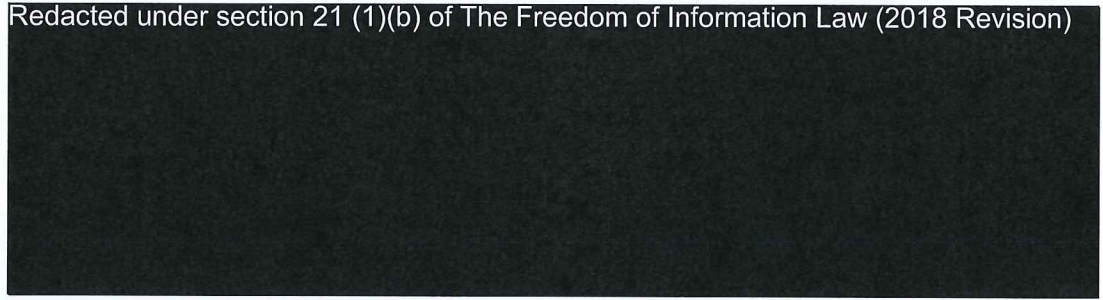
Great Plains 2016 Upgrade

The Secretary reported that the process to resolve the issues with archiving appears to have been resolved with 2005 data being archived with no issues. It is anticipated that the remaining years will be completed by or before the end of August 2018. It is the goal of the Authority to upgrade both GP2016 and the CSM platforms before the year end (barring any unforeseen circumstances).

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



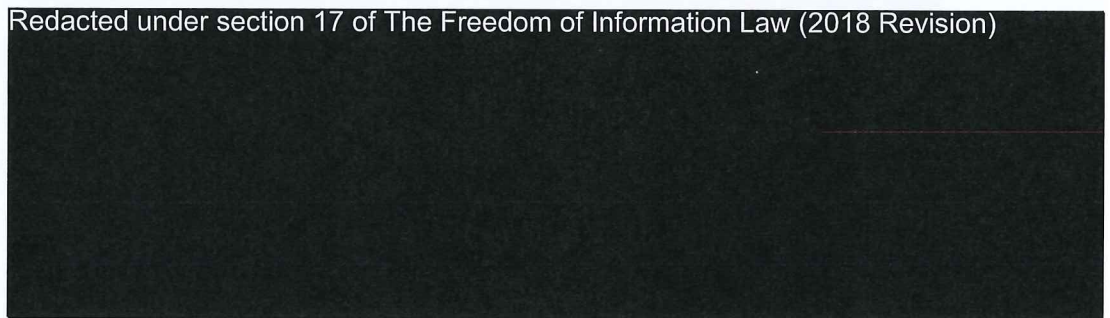
Redacted under section 21 (1)(b) of The Freedom of Information Law (2018 Revision)



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

The Secretary reported that on 18 July 2018 OfReg wrote to the Water Authority requesting that the Water Authority advise (if it had no objections) Cabinet to grant Cayman Water Company a concession as per Section 6 (c) of the Water Authority Law, 2018. A copy of the letter was provided to members.

Redacted under section 17 of The Freedom of Information Law (2018 Revision)



g) **Public Authority Law - Update.**

The Chairman reported that as instructed by the Board, the Secretary wrote to the Honourable Minister regarding the two remaining issues of concern with the Public Authorities Law (PAL) and the amendments proposed by CIG. These issues relate to fiduciary responsibility of the Authority and personal liability exposure of the Board, Board members, and staff of the Water Authority with the concerns explained based on advice of the Authority's lawyers as well as a memo from the Attorney General's Chambers. A copy of the letter sent to the Honourable Minister dated 27 June 2018 was provided to members. As of 15 August 2018, the Authority had not received a response from the Ministry.

The Chairman reported that on 05 July 2018 the Authority received a letter from Chief Officer of the Portfolio of the Civil Service regarding implementation of Section 47 of the PAL on 01 June 2019. In preparation for the implementation, Cabinet approved for the job evaluations/benchmarking of current roles within public authorities to be outsourced to an independent third party. A copy of the letter was provided to members.

h) **Miscellaneous Updates.**

- a) *In-House Pipelaying Crews* – The Chairman reported that on 13 July 2018 the pipelaying crew completed 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 were installed.

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, it 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 Roberts Drive to 300mm (12-inch), between Breezy Way and Dorcy Drive.

Unfortunately, it is unclear when the final road reinstatement of Breezy Way will be carried out. On 12 July 2018 the National Roads Authority (NRA) provided a quote to carry out the road reinstatement, which was accepted, as it was more competitive than Island Paving (IPL)'s quote. Equally important was the time frame (a start date within 2 weeks compared to 6-10 weeks for IPL).

Last week NRA indicated that more work than originally anticipated was needed (not due to Water Authority's recent work along Breezy Way), and consequently the quoted price was incorrect. Additionally, NRA indicated they cannot carry out the work due to current project workloads and they therefore suggested that IPL should carry out the work. This will be at much higher cost and significantly delaying this work. Additionally, maintaining the temporary road surface until the final reinstatement is carried out is time and labour consuming.

The Authority has confirmed to the NRA that it stands by its commitment to pay for the repair of the damage caused, and has suggested that the NRA use this contribution to properly upgrade the road. As of 15 August 2018, no further response had been received.

On 29 July 2018 the pipelaying crew completed the installation of an 80mm (3-inch) Sewer Force Main along North Church St (from the proposed Tree House Hotel to the nearest sewer manhole in front of Harbour View and the Dixie Cemetery). Due to heavy traffic this work could only be carried out on Sundays. Members requested that this roadway be reinstated as soon as possible.

Additionally, the pipelaying crew installed 180 metres (600 feet) of 100mm (4-inch) pipe in Cedar Lane (off Seaview Road, East End), and during the week of 13 August 2018 work will start on the installation of 60 meters (200 feet) of 100mm (4-inch) pipe in Damsel Close (Lower Valley, near Agriculture Pavilion).

- b) *Water Supply Division* – The Chairman reported that this month Operations – Water Supply will start previously planned work to 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). This work could not start until NRA approval was received to work in the Public Road. This approval has now been received.

The next project will be 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 November 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 two-month period of June and July 2018, the design hydraulic capacity of the plant (2.5 mgd) was exceeded for forty-four days. The average daily wastewater inflow from West Bay Road during that period was 2.61 mgd (or approximately 104% of design capacity). This amount was almost identical to the average influent measurement during the same period the previous year (2.56 mgd).

The repair procedure proposed by Wharton-Smith Inc for the liner installed in the main wastewater pumping station PS1 was accepted by the Authority. Due to various reasons (e.g., work permit issues) the repair of the already installed liner in the wet well, and the installation of the new liner in the bar screen vault upstream has not yet been completed. This work is now scheduled to resume in early September 2018.

On 26 March 2018 the Water Authority confirmed the purchase of a combination sewer cleaning truck with Vac-Con, Inc. The machine arrived on island in late June 2018. Last week the Vac-Con representative was on island to verify that the equipment meets the specifications and to commission the new equipment and also provided operator training to the Water Authority's Operations-Wastewater staff. Members were able to view and inspect the new machine earlier in this 15 August 2018 meeting.

- d) **FOI updates** - The Chairman reported that the Authority's FOI Manager will have the report for the September 2018 meeting as she is currently on leave.
- e) **Water Authority's 35th Anniversary** - The Chairman reported that the Secretary advised that the Water Authority continues with its 35th Anniversary activities. The Authority is offering Public Tours as part of the celebrations; the first one was held on 10 Aug 2018 and had 11 attendees; other tour dates include 4pm - 5pm 24 August 2018; 4pm-5pm 14 September; and, 11am-12pm 28 September.

As part of the "Take Back the Tap" campaign a video commercial has been completed and will be launched on the Authority's social media pages and in the cinema to celebrate World Water Week from 27 - 31 August. Preparations are going well for the year-end celebration at Pedro Castle and members will soon receive "save the date" notices for the 08 December 2018 event.

- f) **National Roads Authority - Disposal of waste from stormwater well cleaning** - The Chairman reported that further to the report at the June 2018 Board meeting, the Authority held a meeting with the National Roads Authority (NRA) and the Department of Environment (DoE) on 22 June 2018. The Department of Environmental Health (DEH), which was invited for the meeting, did not attend. The agencies present at the meeting agreed to cooperate to find a long-term solution for the disposal of the material that the NRA removes from the stormwater wells when these are cleaned out. Before 2007 the NRA disposed this

material into the wastewater treatment ponds at the Authority's Wastewater Treatment Works. The Authority stopped this practice as it was concerned about the trucks going onto the embankment of the pond, risking the stability of the embankment resulting in possible failure of the embankment. Subsequently the Director of DEH agreed to accept the waste at the George Town Landfill, however this permission was withdrawn and the NRA disposes the materials at various disposal locations such as a wetland area along the Linford Pierson Highway.

In order to find a suitable disposal solution, it was agreed to sample the well cleaning material to determine the presence of any chemicals of concern. Samples were collected in the course of July 2018 and analysed in-house by the Water Authority Laboratory and sent overseas for analyses that cannot be carried out in-house. The results were received last week, but due to other commitments these have not been reviewed in detail yet. Once the review has taken place, the various agencies involved will have a follow up meeting to determine suitable disposal practices. At the meeting in June 2018 the NRA agreed not to vacuum the material from the wells until a solution was agreed upon for disposal. The NRA temporarily uses the method that was used before the material was removed by their vacuum truck and limits their work to blowing out the well with compressed air. Following the initial negative publicity in the media, the Authority has provided updates in the media to show that this issue is not being ignored.

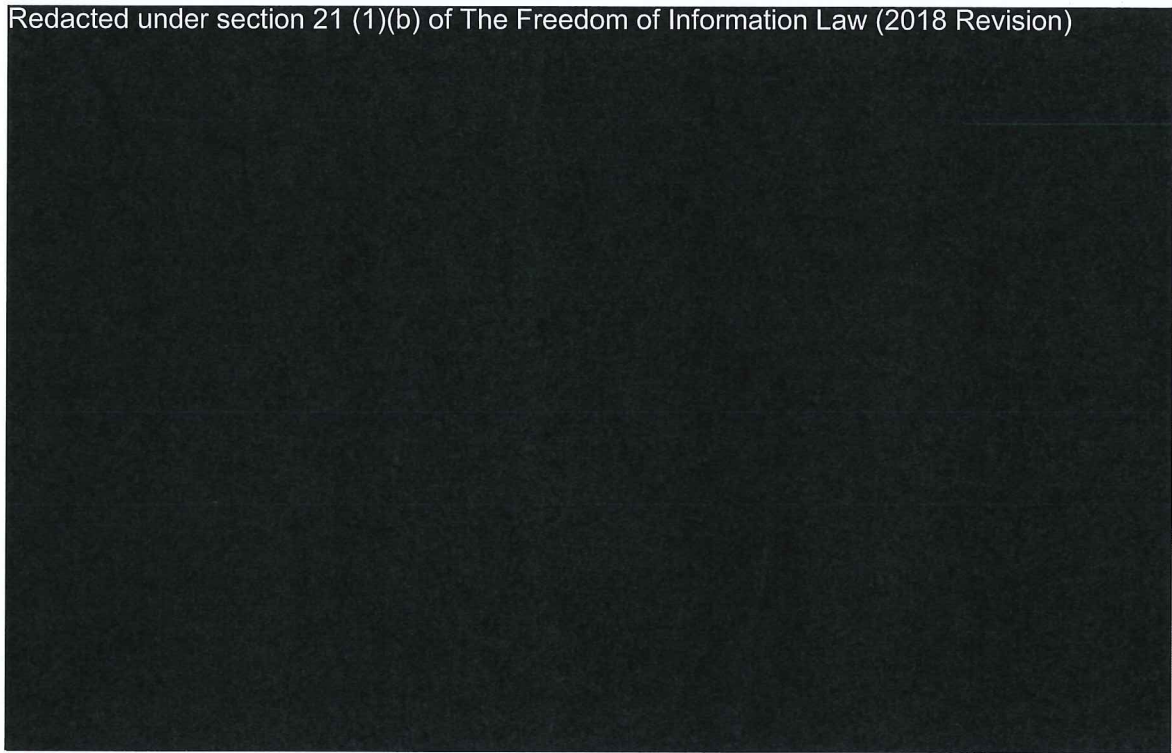
- g) ***Environmental Impact Assessment (EIA) - Integrated Solid Waste Management System (ISWMS)*** - The Chairman reported that in early July 2018 the Water Resources and Quality Control Department reviewed the third draft of the Terms of Reference (TOR) for the Environmental Impact Assessment (EIA) of the Integrated Solid Waste Management System (ISWMS) that Dart will build and operate. The TOR has not been finalised yet as the Environmental Advisory Board requires further specifics on the investigations that will be carried out for the EIA.
- h) ***Public Health Law Review Committee*** - The Chairman reported that Cabinet has initiated a review of the Public Health Law (2002 Revision). The original Law was enacted in 1981 and a number of areas in the Law are now outdated. The Water Authority serves on the review committee that is led the Ministry of Health, the committee has wide representation from the public and environmental health sector and various Government departments. Dr Kiran Kumar, the former Chief Medical Officer, is the Ministry of Health's consultant for this project. The Secretary, the Water Resources Engineer and the Senior Development Control Technologist- Designate represent the Authority on this committee.

The first of the weekly meetings was held on 31 July 2018. At the meeting on 14 August 2018 the Authority presented a discussion paper on the provisions in the Public Health Law relating to water supply. Whereas other legislation for the water sector, such as the Water Authority Law and the laws that govern the Utility Regulation and Competition Office ("OfReg") have kept pace with the developments in the water sector, this is not the case for the provisions for water

supply in the Public Health Law. The Authority put forward several recommendations in its discussion paper, which were endorsed by the review committee. It is expected that the Authority will also contribute to the review of the sections of the law that deal with statutory nuisances, public health laboratory services and wastewater. The review provides an opportunity to update the Public Health Law and to address some of the issues that the Authority has struggled with for many years, such as informal housing and informal businesses.

- i) *Customer Code of Practice* - The Chairman reported that the Water Authority's Customer Service Department is still working on the development of a Code of Practice document and expects that this will be available for the September 2018 Board meeting.
- j) *Procurement Law 2017* - The Chairman reported that there has been no further update from the Central Procurement Office (CPO) on when the special presentation for Public Authority Boards will be rescheduled. The CPO will have a new Director this summer.

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



Current Business

a) **Management Accounts June 2018.**

Members were provided with copies of the 30 June 2018 financial statements and there continue to be no surprises. Revenue continues to be strong and sales stable. It was suggested at the June 2018 meeting that the Authority would incorporate an estimate for 2018 pension and health obligations into the monthly management accounts. As members will note that this was not introduced for the June 2018 management accounts, this initiative will be fully implemented

and reflected in the August 2018 accounts that will be presented at the September 2018 Board meeting.

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



Overall Operating Revenue shows a modest increase of 4.6% over last year, while operating expenses mirror that increase with a 3.1% increase.

Loan interest continue to decrease as the only remaining loan to OCL nears its maturity date of July 2019. Administrative expenses fluctuations are consistent with prior months in that staff training and benefits increased with staff training and recruitment expenses.

In summary, the Authority continues to show strong sales and has maintained a stable net income in the first 6-months of the 2018 financial period.

Any Other Business

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



b) **Corporate Communications Officer.**

The Chairman reported that Ms Hannah Reid, the Water Authority's Corporate Communications Officer was selected earlier this year by the World Environment Federation (WEF) for their Water Leadership Institute Programme. She is supported by the Authority and as part of that programme she was a

presenter on an international scale for a 15 August 2018 Webcast: #KeepCalm and Communicate: Using Social Media During Crisis Communication. She is also currently working to prepare the Authority's nomination submission for Business of the Year as part of the Chamber's Business Excellence Awards.

c) **Social Committee.**

The Chairman reported that some staff have formed a Social Committee to organise various activities for employees and encourage community volunteering. The Summer Bash will be brought back and is planned to be held on 25 August 2018 at the 7-Mile Public Beach. Water Authority staff is also volunteering for Meals on Wheels through the Social Committee.

d) **Cabinet Directive – Non-Profit Organisations.**

The Chairman reported that the Water Authority received a memorandum dated 01 June 2018 from the Cabinet Secretary on 28 June 2018 via email from the Ministry of Education, Youth, Sports, Agriculture and Lands regarding the above. Members were provided with a copy of the memorandum. Cabinet issued instructions to all Government bodies inclusive of all Ministries, Departments, Statutory Authorities, Government Owned Companies or associations that only non-profit organisations registered under the Non-Profit Organisations Law, 2017 (NPO Law), unless exempt, are eligible to receive new or renewed grants, donations or funding from a Cayman Islands Government body or able to use properties belonging to or under the control of a Cayman Islands Government body to solicit contributions or raise funds from the public. The Chairman advised that the Board's Sponsorship Assessment Sub-committee will be guided by this directive. Clarity will need to be sought regarding solicitations for donations/sponsorship from CIG entities to the Authority and whether they are exempt from the NPO Law.

e) **American Water Summit 2018.**

The Secretary reported that she has been invited again this year by Global Water Intelligence (GWI) to attend the American Water Summit in Philadelphia, Pennsylvania 24-26 October 2018. GWI will cover the cost of the registration and three nights' accommodation, one additional night will be needed in order to participate in closing session on 26 October 2018. The remaining cost would be covered by the Water Authority. The Secretary is a member of The Water Leaders Group which includes senior executives and decision makers from the public and private water industry sectors in North America and provides access to leaders in the industry around the world. Global Water Intelligence provides news and analysis of the global water and desalination industry. Attending the Summit will be delegates from public and private water utilities, various government levels, equipment suppliers, new technology companies, financiers and academics. Members noted that they had no objection to the Secretary's participation in the Summit.

f) Director's Leave.

The Secretary reported that she is expecting to be off island during the period 02 September - 23 September 2018 to take her daughter to the UK for university. During approximately the last two weeks of that period she hopes to be able to work long distance. As a result, the Board meeting for next month is likely to be rescheduled for 26 September 2018. Members had no objections.

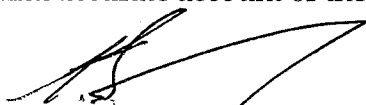
Donation Requests

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

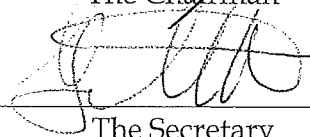
- a) *Ratify* - West End Primary School PTA Talent Show.
- b) New Testament Church of God Cayman Brac (NTCOG) - Back to School Supplies.
- c) Rotary Club Cayman Brac - Christmas Tree Replacement.
- d) CARE Awareness Prevention and Education - 2018 Annual Paws for Wine Fundraiser.
- e) Children & Youth Services (CAYS) Foundation - Frances Bodden Summer Activities Donation.
- f) FC International - 2018 Summer Football Camp.
- g) Lions Club of Grand Cayman - Prostate & Colon Cancer Event (PACCE).
- h) Lions Club of Tropical Gardens - Breast Cancer Awareness Month.
- i) Business & Professional Woman's Club of Grand Cayman (BPW) - Donation for Scholarship Fundraiser.
- j) Tourism Attraction Board - Pirates Week Festival - Children's Activities.

There being no other business the Chairman thanked members and the meeting was adjourned at 4:08pm.

This is a true and accurate account of the proceedings.



The Chairman



The Secretary