

CONFIDENTIAL



Water Authority of the Cayman Islands

Minutes of 314<sup>th</sup> Meeting held on 09<sup>th</sup> December 2020

**Members Present:**

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

Prior to the Call to Order, the Chairman welcomed Water Authority HoDs to the Board's Christmas Luncheon and noted that the Honourable Minister for Education, Youth, Sports, Agriculture and Lands (EYSAL) and her Personal Assistant would be joining shortly. He then invited Mr A Wright to bless the food and open the meeting with prayer. The Honourable Minister and her PA joined the luncheon shortly after. Minister took the opportunity to thank the Board and management for the successes of 2020 in the midst of the COVID-19 pandemic and other events, and advised that their reappointments would be processed for January 2021. After the meal, the Chairman wished all guests the best for the Holiday Season as they left the luncheon.

**Call to Order**

The Chairman welcomed members to the meeting and after ascertaining that there was a quorum, the Chairman declared the meeting open and called to order at 2:07pm. The Chairman noted apologies for Mrs L Ryan, Mr W Welcome, and Mr M Rankine.

#### **Confirmation of Minutes of the 313<sup>th</sup> Meeting held on 18<sup>th</sup> November 2020**

The Chairman asked for confirmation of the Minutes of the 313<sup>th</sup> Meeting held on 18<sup>th</sup> November 2020. Mr A Wright moved the motion to accept the Minutes as amended, Mr HB Ebanks seconded the motion and the motion passed unanimously by members able to vote.

#### **Declaration of Conflicts of Interest**

Mr A Wright declared a conflict of interest with one of the requests for donations.

#### **Matters Arising**

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

The Chairman reported that during the month of November 2020, the LVRO Plant produced, running one RO train only, on average 1,338 cubic metres per day, or approximately 45% of the plant's design water production capacity.

The prefilters are scheduled to be replaced during the week of 14 December 2020. No membrane cleaning was carried out in November 2020. The new booster pump and spare parts for RO Train #2 have arrived and work will started on that RO train soon.

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

The Chairman reported that the New Works pipelaying crew completed the installation of 500 metres (1,650 feet) of 200mm (8-inch) pipe along Dennis Foster Drive between Coastal Way and Cape Drive. This section is now operational, having passed the pressure test and having been disinfected and flushed.

The crew commenced pipelaying in the first side road, Pearl Avenue. It is anticipated that the 80mm (3-inch) pipeline in this road will be completed (tested, disinfected and flushed) before the Christmas break. The New Works pipelaying crew will be on leave from 12 December 2020, returning to work on 04 January 2021.

Redacted under section 21 (1)(b) of the Freedom of Information Law (2020 Revision)



c) **31 December 2018 Audit of Consolidated & Divisional Statements - Update**

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

*Annual Report 2018*

The Secretary reported that the Ministry of Education Youth, Sports, Agriculture and Lands (EYSAL) had advised that the 2018 Annual Report will be laid on the table in the House of Parliament in December 2020.

*31 December 2019 Audit – Consolidated, Divisional and Island Financial Statements for Water, Wastewater and Statutory*

The Secretary reported that the Financial Controller has been in contact with KPMG and has been informed that the Island Statements are going through the last internal KPMG quality assurance review. The Financial Controller will continue to follow up.

*Annual Report 2019*

The Secretary reported that the Financial Controller reached out to KPMG and the OAG in late November 2020 and during the week of 07 December 2020 and received confirmation that both offices have approved the report with minor spelling and formatting suggestions. The Corporate Communications Officer is incorporating the suggested revisions and the expectation is that the report will be ready to forward to the Ministry for tabling in the Parliament by the end of the week of 14 December 2020.

*31 December 2020 Audit – Consolidated, Divisional and Island Financial Statements for Water, Wastewater and Statutory*

The Secretary reported that interim work had commenced with the Water Authority working with KPMG both remotely and also in the office. The interim work is expected to continue until 18 December 2020 and then the final audit work to commence in early March 2021.

*Annual Report 2020*

The Secretary reports that as per the discussion in the audit kick-off meeting a draft of this report will be included with the submission on 28 February 2021.

*Employee Health Insurance*

The Secretary noted that in view of the new Health Insurance Rates as provided to the Authority effective 01 August 2020 and the adjustments approved by the Board to lessen the impact of the elevated premiums on staff, the Authority's management felt it would be prudent to re-visit the original criteria upon which the Actuary report for the Post-Retirement Health was based. This will be presented at the January 2021 Board Meeting as there was not enough time to review this. It is important that the criteria provided to Mercer accurately reflect the position of the Authority.

*COVID-19 Actions and Impact -Update*

The Secretary reported that the Water Authority continues to provide all services and continues with the measures (promotion of appropriate hygiene practices, physical distancing in the Front Lobby, etc.) required to keep the COVID-19 under control.

- *Office Reopening*

The Secretary reported that there are no changes to what was reported at the November 2020 Board meeting.

- *COVID-19 Sewerage Discount Policy*

The Secretary reported that to date the Water Authority has received requests from 27 sewerage customers, one of which was not deemed eligible under the policy as the request was made for a Residential Account. Three customers have yet to provide the required information. The table summarises the status of this policy to date:

<u>Month</u>	<u>Requests processed</u>	<u>Requests approved</u>	<u>Total Discount</u>
April 2020	23	17	CI\$19,232.56
May 2020	18	16	CI\$20,787.01
June 2020	11	10	CI\$13,092.36
July 2020	6	6	CI\$12,506.46
August 2020	5	5	CI\$12,868.70
September 2020	3	3	CI\$10,966.09
October 2020	3	3	CI\$10,761.70

The Secretary reminded members that requests processed are those requests that provided the required documentation. Requests approved are those requests that met the criteria for a sewerage discount (i.e., the water consumption was less than the historical (annual average) water consumption for 2019).

- *Accounts Receivable and Online Payments*

The Secretary reported that due to timing and the demands for the audit the Financial Controller was unable to do the analysis in time for this meeting, this will be done for the January 2021 meeting.

*CWUIC – Caribbean Water Utility Insurance Company*

The Secretary reported there is nothing further to report on this matter.

*Procurement Law*

The Secretary reported that the Financial Controller is in the process of reviewing a report of invoices to ensure that all invoices that meet identified criteria will be adequately supported.


*Cogsdale and GP Upgrades*

The Secretary reported that with the successful upgrade of the Cogsdale Customer Service Module (CSM), the IS Department is working with Cogsdale

and the Customer Service Department to set up Cogsdale Customer Web 3 with features such as customer self-creation of user accounts, online account form completion with upload option of documents, tenant online access, and enhanced payment functionality for repeat payments. The set-up and testing for the GP upgrade is expected to be in place in Q1 of 2021 with the target to complete the upgrade in late Q2 of 2021.

d)

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e)

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- f) **Request for Proposal Water Pipe Installation East End Affordable Homes Extension Project from National Housing Development Trust (NHDT) - Update.**

The Secretary reported that before the Board's decision at the 313<sup>th</sup> meeting regarding the above agenda item could be communicated to the NHDT, a second

letter was received dated 27 November 2020 explaining the reason why the Trust was asking the Authority to submit a proposal. A copy of the letter has been provided to members.

The NHDT advised that they had reached out to other contractors to participate and did not get sufficient participation as some contractors are currently tied to other commitments. Others contractors have confirmed to the NHDT that they do not have the appropriate equipment for the rock trenching.

The Secretary advised that the Authority's internal position remains the same, however as the Trust had provided the requested explanation, the Board has the opportunity to make a decision in the context of the Trust's predicament. The Secretary respectfully sought members' guidance on the NHDT's request. Members discussed the additional information from the National Housing Development Trust however members maintained their previous decision and therefore did not approve for the Water Authority to submit a response to the RFP. Members requested that the NHDT be advised that the Water Authority already has a very heavy workload and therefore does not have the resources available to undertake the project at this time.

**g) Miscellaneous Updates.**

- a) ***In-House Pipelaying Crews*** - The Chairman reported that the New Works pipelaying crew completed the installation of the remaining portion of the 150mm (6-inch) diameter pipeline across the East-West Arterial between Meadowlark Road, Newlands and Democracy Drive. This new pipeline is now operational. The old pipeline section had been isolated from the water distribution system earlier this year (after the earthquake) as it was found to have a major break in it.

The New Works pipelaying crew also completed the installation of approximately 45 metres (140 feet) of 80mm (3-inch) pipe in Trumbach Drive, Lower Valley.

During the week of 07 December 2020, the New Works pipelaying crew will complete the installation of an approximately 100 metres (350 feet) long pipeline extension of 100mm (4-inch) pipe along Caskwell Drive (Newlands) to connect a new development. The New Works pipelaying crew will be on leave from 12 December 2020, returning to work on 04 January 2021.

- b) ***Water Supply Division*** - The Chairman reported that on 20 November 2020 Island Paving commenced the paving/overlaying of North Sound Road from the Crewe Road Intersection northward. They decided to close the entire road (instead of the previously planned northbound or southbound lane only) and carry out the milling and paving over the entire road width. Paving has now been completed.

Operations-WS has commenced the pipeline upgrade in Commercial Avenue, off North Sound Road (replacing the 63mm OD (2-inch) MDPE pipeline with 100mm (4-inch) PVC), in anticipation of the NRA's planned paving of this road.

Total length is approximately 215 metres (700 feet). This work is expected to be completed before the end of the week of 14 December 2020.

On 07 December 2020 Operations-WS completed the installation of fifty-four water meters in the Downtown Reach development, off Linford Pierson Highway.

c) Redacted under section 21 (1) (b) of the Freedom of Information Law (2020 Revision)

d) Redacted under section 21 (1) (b) of the Freedom of Information Law (2020 Revision)

e) Redacted under section 21 (1) (b) of the Freedom of Information Law (2020 Revision)

f) **Wastewater Division** - The Chairman reported that during the month of November 2020, the design hydraulic capacity of the wastewater treatment plant (2.5 mgd) was exceeded on twenty-five days. The average daily wastewater inflow from West Bay Road during that period was 2.87 mgd (or approximately 115% of design capacity). This amount was 29.9% more than the average influent measurement during the same period the previous year (2.21 mgd).

Operations-WWC is in the process of installing a new pipeline at the entrance to the WWTP connecting the catch basin to the new stormwater drainage well, which was installed in late August 2020. This new well replaces the original stormwater drainage well, installed in 2004, and which did not operate properly any more, even after being blown out regularly.

The project to replace approximately 45 metres (150 feet) of 100mm (4-inch) gravity sewer in Whitehall Gardens will be postponed until early January 2021.


The gear end of the rebuilt blower (SBR Blower 1) was disassembled, with the permission of United Blower, the blower supplier. It appears that the knocking noise that was heard coming from inside the blower was caused by the bolt, that holds the oil slinger in place, rubbing against the inside of the drive end cover. The supplier agreed that the bolt head could be ground down slightly to eliminate any contact.



The AC units for the WWTP Control Building have now been moved on to the recently completed elevated concrete pad (to avoid flooding in the event of a hurricane).

- g) ***Airport Connector Road*** - The Chairman reported that on 03 December 2020 the Water Authority met with Dart and Apec to discuss several issues regarding the ACR, such as:
1. Potential connection point, i.e., where will the 500mm (20-inch) nominal diameter HDPE pipe (from Esterley Tibbetts Highway) be connected to the proposed 750mm (30-inch) HDPE sewer force main.
  2. Dyke spanning option: the 500mm (20-inch) diameter HDPE pipe will need to cross the MRCU canal, and must be properly supported.
  3. Concerns about the ultimate width of the relocated MRCU Dyke road. A 12-foot wide road is not considered adequate to carry out any future repairs/maintenance on the proposed 750mm (30-inch) nominal diameter sewer force main, and/or to connect the 500mm (20-inch) sewer force main.
  4. Various other practical considerations, including time frame for construction.

Redacted under section 21 (1)(b) of the Freedom of Information Law (2020 Revision)



Procedural changes have been proposed for the on-site water meter audit, which will determine the interaction between the Utility Services Auditor (USA) and the customer following a high water bill or water meter complaint. The previous (2011) SOP for Residential Leak Test and the On-Site Leak Test checklist have been modified to ensure consistency in all interactions with the customer.

Under the new SOP, the USA cannot go inside premises (which is also beneficial in view of any COVID-19 precautions), but he will, in the presence of the customer (or his representative) watch for water usage downstream of the water

meter. The USA will remind the customer that all plumbing downstream of the meter is the customer's responsibility and he will present the customer with a copy of the Water Leakage Investigation Guidance leaflet, which will provide guidance to the customer to carry out his/her own investigations. In the event of any unexpected water usage, the USA shall advise the customer to identify the source of the unexpected water usage utilising the previously provided leaflet as a guide, or to contact a plumber for assistance.

The On-Site Water Meter Audit form, which will be completed by the USA and the customer to confirm the observations during the audit, does not include the word 'leak' but instead the phrases "water usage" and "water usage downstream of the water meter" are used. There is also no space for subjective comments, only factual observations. This is intended to avoid any confusion regarding the observations. Members noted and had no objections to the changes explained.

- i) **FOI updates** - The Chairman reported that no new FOI questions were received since the November 2020 Board meeting.
- j) **Transformer Oil Spill at CUC premises** - The Chairman reported that further to the report at the 313<sup>th</sup> Board meeting regarding the spill of transformer oil by Siemens at CUC's premises, Siemens has obtained the services from Elevar, a local health, safety and environmental consulting firm. Elevar has support from a consultant in Canada, the Authority has worked with this consultant in the past and there was a good working relation. Siemens submitted the plan developed by Elevar for a site investigation. The Water Authority has approved the plan. Provided sampling and field equipment arrives on time, investigations of the impacted area will commence on 14 December 2020. If it is not possible to start on 14 December 2020, the work will commence in early 2021 instead.

### Current Business

#### a) **Management Accounts November 2020.**

The Secretary reported that due to the early December 2020 Board meeting and the dedication of Finance resources to the comprehensive 2020 interim audit, the November 2020 management accounts are not available for members to review. The Financial Controller is able to report that preliminary numbers show that sales are estimated at about 2.5% lower than in 2019 and that there are no anomalies within expenses.

In summary, the Authority continues to be in a strong financial position that reflects prudent management and effective payment methods.

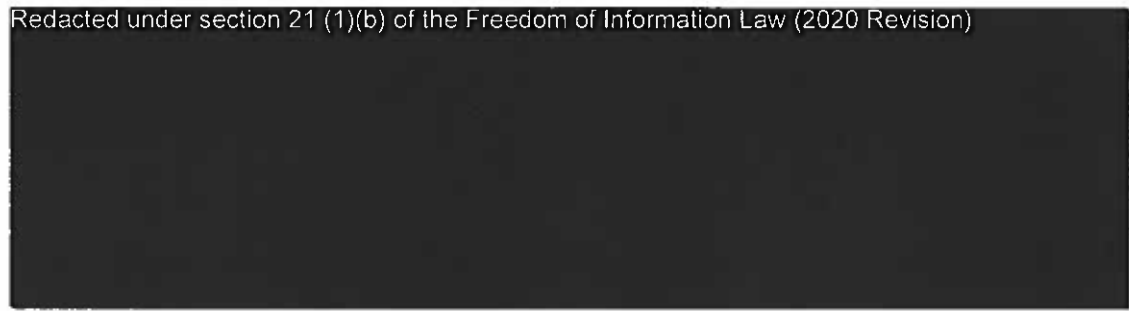
### Any Other Business

- a) Redacted under section 21 (1)(b) of the Freedom of Information Law (2020 Revision)

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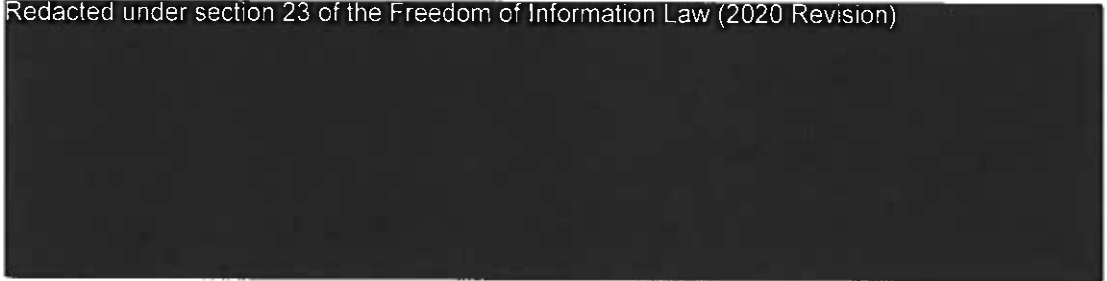
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b) Redacted under section 23 of the Freedom of Information Law (2020 Revision)



c) **Board Reappointments.**

The Secretary noted that she had been in touch with the Ministry regarding the reappointment of Board members as their time expires on 31 December 2020 and also the Ministry was advised that the Public Authorities Law indicates that the appointment of members should not all be retiring at the same time.

### Donation Requests

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

- a) *Ratify* CI Crisis Centre – Jingle Bell Walk Run.
- b) *Ratify* CIG Public Works Department – Christmas Function.
- c) *Ratify* Lighthouse School PTA – Staff Social.
- d) *Ratify* Rotary Club of Grand Cayman Sunrise - Honduras Relief.
- e) *Ratify* District Commissioners Office (Cayman Brac) – Sister Islands Annual Civil/Public Service and Pensioners Christmas Luncheon.
- f) *Ratify* District Commissioners Office (Cayman Brac) – District Administration Annual Staff Christmas Luncheon.
- g) The Lions Club of Grand Cayman – Christmas Fundraising.
- h) Cayman Current – Uniting the Cayman Islands Around Education.
- i) N’ Between Dreams – Basketball Breakfast Club.

Redacted under section 23 of the Freedom of Information Law (2020 Revision)

The Chairman wished everyone all the best for the Christmas holidays and the New Year. There being no other business the Chairman thanked members and the meeting was adjourned at 3:07pm.

This is a true and accurate account of the proceedings.

  
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The Chairman

  
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The Secretary