

CONFIDENTIAL



Water Authority of the Cayman Islands

**Minutes of 318th Meeting held on 02nd June 2021
at the Water Authority of the Cayman Islands' Headquarters,
13G Red Gate Road**

Members Present:

Acting Chairman for 318th Meeting: Mr J Gill

Members: Ms A Owens
Mr M Rankine
Mr H B Ebanks
Mrs L Ryan

Secretary: Dr G Frederick-van Genderen

Apologies: Mr W Welcome

Call to Order

The Secretary called the meeting to order at 1:40pm and advised members that as the appointed Chairman had resigned in April 2021, members able to vote would need to select one person amongst them to act as Chairman for the purpose of this meeting on 02 June 2021. Members able to vote unanimously nominated Mr J Gill to act as Chairman for the purpose of this meeting, Mr J Gill accepted and the meeting proceeded. The Secretary also noted the resignation of Mr A Wright and requested a minute of silence in respect of Mr C Randall's passing in March 2021. Mrs L Ryan then offered a word of prayer. The Secretary advised that the Ministry of Education, District Administration and Lands and Survey is working on the appointment of additional Board members.

The Acting Chairman welcomed members to the meeting and after ascertaining that there was a quorum. The Acting Chairman noted apologies for Mr W Welcome.

The Secretary noted that the Honourable Minister responsible for the Water Authority, Ms Juliana O'Connor-Connolly, Acting Chief Officer for District Administration and Lands, Mr Wilbur Welcome, Minister's Personal Assistant, Ms Rhonda Webster, and the Public Relations Officer, Ms Patrice Beersingh, were taken on a tour of the Water Authority's Grand Cayman Facilities as well as an active quarry site on 20 May 2021.

Confirmation of Minutes of the 317th Meeting held on 17 March 2021

The Acting Chairman asked for confirmation of the Minutes of the 317th Meeting held on 17 March 2021. Mr M Rankine moved the motion to accept the Minutes as amended, Mr H B Ebanks seconded the motion and the motion passed unanimously by members able to vote.

Declaration of Conflicts of Interest

The Secretary noted that she is a member of the R3 Readiness Committee in reference to Item (b) under Any Other Business.

Matters Arising

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

The Secretary reported that after the partial replacement (approximately 25%) of the SWRO membranes for train #2 was completed on 23 March 2021, the LV RO Plant has been running consistently on both trains, and has produced (up to the end of May 2021) on average 2,709 cubic metres per day, or approximately 90% of the plant's design water production capacity.

The differential pressures of the pre-filters and the membranes will continue to be monitored now that both trains are operational. Plant production and product water conductivity are within the expected control limits.

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

The Secretary reported that the New Works pipelaying crew completed the installation of 90 metres (300 feet) of 80mm (3-inch) pipe along an unnamed road off West End Road East (between Pioneer Lane and Lily's Lane). The New Works pipelaying crew also completed the installation of pipelines in all side roads off the 200mm (8-inch) water main, except Cape Drive. There are still three side roads that have not yet been commissioned as they still require disinfection and flushing. After pipelaying in the last remaining side road has been completed, the New Works pipelaying crew will continue with the installation of the 200mm (8-inch) water main along Dennis Foster Road towards Ashton Reid Drive (a distance of approximately 700 metres (2,300 feet)). The Secretary noted that the Ministry would like to have a short recognition of process event when the Authority reaches the Ashton Reid Drive junction.

Distribution System

The Secretary noted that there was a significant (9.5%) increase in truck water sales in January 2021 compared to January 2020, likely caused by an increase in staycations on Cayman Brac as a result of the COVID pandemic. However, over the last few months the trucked water sales have stabilised and over the first four months of 2021 the trucked water sales were only 0.6% higher than those in the same period in 2020.

Over the first four months of 2021 the piped water sales were 8.8% higher than those in the same period in 2020, likely also caused by an increase in staycations on Cayman Brac as a result of the COVID pandemic. However, there was a nearly 50% increase in pipeline demand (i.e., the amount of water pumped into the water distribution system) which indicates the presence of leak(s) on the water distribution network. Investigations were carried out and several leaks were found and repaired. These repairs have resulted in a decrease in pipeline demand, and it is expected that the June 2021 data will reflect the improvement.

Cayman Brac RO plants

The Secretary reported that the old RO plant and the containerised plant are operating (alternating) to meet overall water demand and to ensure that both reservoirs remain full. There were planned shut-downs on 05 May 2021 to accommodate membrane maintenance (down time: 24 hours) and on 16 May 2021 to accommodate a pre-filter change (down time: 16 hours).

Redacted under section 21 (1)(b) of the Freedom of Information Act (2021 Revisions)

c) **31 December 2018, 2019 and 2020 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 Acting Chairman noted that as reported previously, this report is with the Ministry of Education District Administration, and Lands (EDAL) and is expected to be laid on the table in the House of Parliament during the first sitting of 2021.

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

Annual Report 2019

The Acting Chairman noted that as reported previously, this report is with the Ministry of Education District Administration, and Lands (EDAL) and is

expected to be laid on the table in the House of Parliament during the first sitting of 2021.

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

The Acting Chairman reported that the Chief Financial Officer (CFO) confirmed that she has been in contact with KPMG in regards to the timing of the remaining audits for 2020 and that KPMG expects to start on this part of the 2020 engagement in late June 2021 when their internal resources are available. The Finance Department will have the draft 2020 Divisionals and Island statements ready for submission when the request from KPMG is received. It is the expectation of the CFO that minimal information will be required from the Authority as the consolidated audit work was conducted with the materiality of the supplementary statements in mind.

Annual Report 2020

The Acting Chairman reported that a draft copy has been provided for members' review. It must be noted that the 2020 annual report, once accepted by the Board will need to be approved by KPMG and the OAG prior to the Authority being able to send it to the Ministry for approval. This process is not generally time consuming. Members able to vote approved the report and providing there are no material changes, approved for the Director to sign off on the 2020 Annual Report.

COVID-19 Actions and Impact -Update

The Chairman reported that the Water Authority continues to provide all services at all locations. The Secretary noted that the Water Authority's COCORT recommended a return to pre-covid capacities for the main lobby and lunch areas. Hand sanitiser stations and COVID-19 related signage remain in place.

- *COVID-19 Sewerage Discount Policy*

To date the Water Authority has received requests from 27 different sewerage customers, one of which was not deemed eligible under the policy as the request was made for a Residential Account. The table below summarises the status of this policy to date:

Month	Requests processed	Requests approved	Total Discount
April 2020	25	18	CI\$20,115.17
May 2020	20	17	CI\$22,097.60
June 2020	13	11	CI\$14,020.05
July 2020	11	11	CI\$16,826.04
August 2020	10	10	CI\$16,991.61
September 2020	10	9	CI\$17,023.52
October 2020	10	10	CI\$18,929.74
November 2020	10	10	CI\$20,656.72
December 2020	10	8	CI\$15,329.46
January 2021	8	6	CI\$14,293.26
February 2021	5	4	CI\$12,252.69

March 2021	5	4	CI\$11,874.70
Total to date			CI\$200,410.54

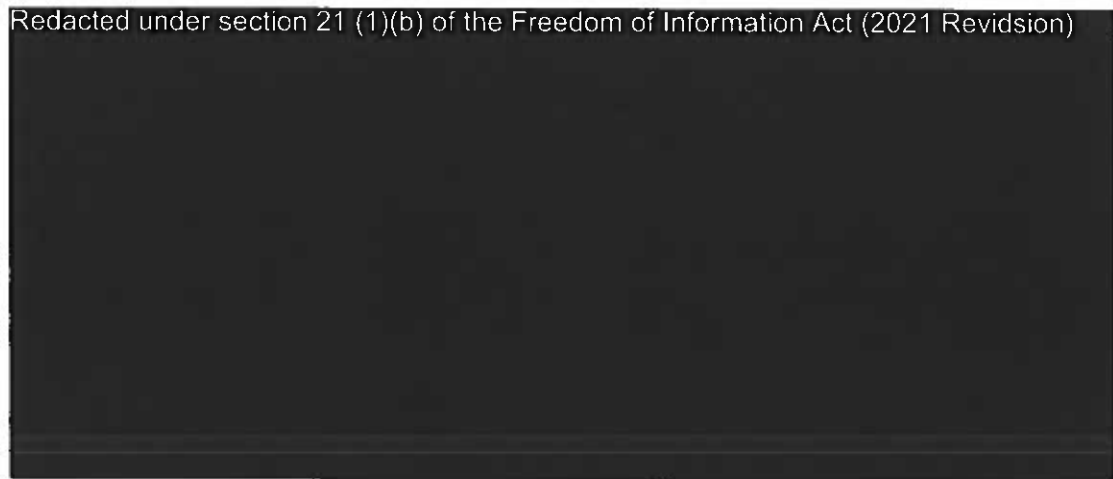
The Chairman reminded members that requests processed are those requests that provided the required documentation. Requests approved are those requests that met the criteria for a sewerage discount (i.e., the water consumption was less than the historical (annual average) water consumption for 2019).

The Acting Chairman noted that the Water Authority Board had initially agreed to the Sewerage Charges Discount Policy for a period of three months (April-June 2020), but this period was extended until the end of March 2021. The Secretary advised that to date there have been three requests from commercial properties to extend this discount and therefore members are respectfully asked whether they wish to continue to offer the discount policy. After some discussion regarding the likely delayed return of the tourism industry, members able to vote agreed to extend for an additional 3 months (April, May, June) the temporary relief for commercial customers along the West Bay Road tourist strip.

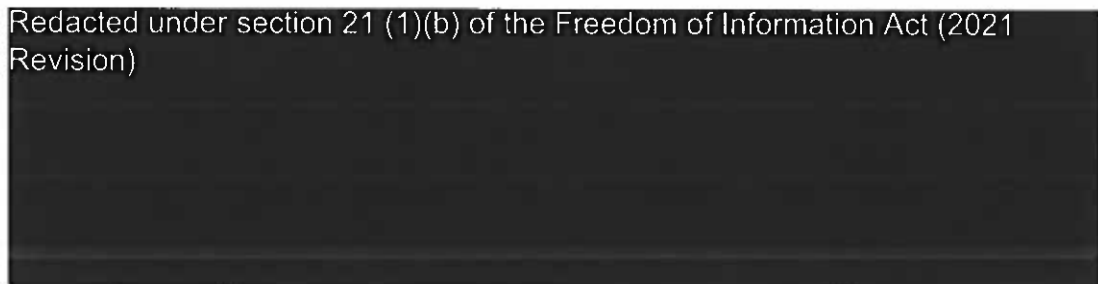
- *Accounts Receivable and Online Payments*

The Acting Chairman reported that Finance Department continues to analyse the payment data, however it is now done on a quarterly rather than monthly basis. The next analysis will be ready for the Board in July.

Redacted under section 21 (1)(b) of the Freedom of Information Act (2021 Revisdion)



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d) **Miscellaneous Updates.**

- a) ***In-House Pipelaying Crews*** - The Secretary reported that New Works crew completed the extension of the 150mm (6-inch) sewer force main along Canal Point Drive to the new Canal One development. As Island Paving could not carry out the road reinstatement immediately the New Works crew had to maintain the temporary road reinstatement often (particularly after the frequent rainfall). However, the Hot Mix Asphalt (HMA) road has recently been reinstated by Island Paving.

This crew also located and repaired a leak on the 100mm (4-inch) water supply pipeline at the Wastewater Treatment Plant.

In early May 2021 this crew started the replacement of approximately 600 metres (2,000 feet) of 300mm (12-inch) water main at Shamrock Road (between Homestead Crescent and Lancelot Drive). This pipeline was installed in 1991 and is prone to leaks. Unfortunately, the crew only installed approx. 140 metres (450 feet) of 300mm (12-inch) pipe as work had to be stopped after one week due to water pressure and water storage issues. This work will be resumed within the next few months.

In late May the crew installed (pressure tested, disinfected and flushed) approximately 40 metres (120 feet) of 80mm (3-inch) pipe at an unnamed road off Caskwell Drive (Savannah).

- b) ***Water Supply Division*** - The Secretary reported that as a result of the extensive paving work planned by the National Roads Authority (NRA) this year, the Water Authority has had to reassess its priorities in respect of pipeline upgrade work.

The upgrade of approximately 600 metres (2,000 feet) of 200mm (8-inch) water mains, replacing the existing 150mm (6-inch) pipeline, along Anthony Drive from the intersection with Andy Drive to the intersection with Smith Road was completed by 11 April 2021. The remainder of the pipeline upgrade in Anthony Drive (i.e., beyond Oak Mill Street intersection) will be carried out in 2022.

The installation of a larger pipe in Dorcy Drive (between Portland Road and the Airport Post Office) commenced on 22 April 2021. The pipelaying work is carried

out at night due to traffic concerns during the day. It is expected that the pipeline upgrade (from 200mm (8-inch) to 300mm (12-inch), between Portland Road and Maclendon Drive, total length approximately 500 metres (1,650 feet) will be completed (installed, disinfected, flushed and commissioned) by 06 June 2021, after which the NRA can start the paving of this road section. The remaining 150 metres (350 feet) of pipeline upgrade, between MacLendon Drive and the Airport Post Office, is expected to be completed by 25 June 2021.

In the next few weeks Operations -WS will complete the connection of several new sub-divisions including the installation of water meters (e.g., Bob Watler-Pease Bay, NHDT Phase 2-East End, Casa Bella, ARVIA).

- c) Redacted under section 21 (1)(b) of the Freedom of Information Act (2021 Revision)

- d) Redacted under section 21 (1)(b) of the Freedom of Information Act (2021 Revidsion)

- e) **Wastewater Division** - The Secretary reported that during the months of March through May 2021 (a period of 92 days), the design hydraulic capacity of the wastewater treatment plant (2.5 mgd) was exceeded on thirty-three (33) days. The average daily wastewater inflow from West Bay Road during that period was 2.44 mgd (or approximately 98% of the design treatment capacity). This amount was 9.5% more than the average influent measurement during the same period the previous year (2.23 mgd).

During most of the month of April 2021 large inflows were received due to leaks at manholes in Slate Drive, Whitehall Gardens and behind Governor's Square, which occurred almost simultaneously. By the end of April 2021 most of these had been resolved. If this higher inflow is not included, the average daily wastewater inflow from West Bay Road during that period would have been 2.25 mgd, or similar to the average influent measurement during the same period the previous year. Replacement of the affected manholes continues, and additional manhole rings have been ordered.

Approximately 75 metres (245 feet) of 100mm (4-inch) clay gravity sewer in Whitehall Gardens was replaced with 150mm (6-inch) PVC gravity sewer pipe. Additionally, two deteriorated manholes were replaced.

At the wastewater treatment plant, the new UBI SBR blower was commissioned and is now in full service. The new SCADA computers have been received. It is expected that the new WWTP SCADA system will be completely set-up and installed by the end of June 2021.

- f) **Airport Connector Road** - The Secretary reported that the layout for the proposed 750mm (30-inch) and 500mm (20-inch) HDPE pipelines has now been agreed upon, and the proposed 750mm (30-inch) HDPE sewer force main will be installed a sufficient distance from the existing 600mm (24-inch) sewer force main, and its installation should therefore not affect normal sewer operations (except during the actual connection of the new pipe to the existing pipe).

The contractor SanPik Contracting Cayman Ltd has fused the 750mm (30-inch) HDPE pipeline, and installed the necessary valves and fittings to the 750mm x 500mm (30" x 20") HDPE cross. After the HDPE cross has been installed on the existing pipework near the North-West corner of the Wastewater Treatment Plant, the new 750mm (30-inch) HDPE sewer force main will be installed.

The next phase is the pressure testing of the old (abandoned) 400mm (16-inch) Ductile Iron pipe to determine whether it can be used to bypass raw wastewater during the installation of the proposed 30-inch sewer force main. It is anticipated that the test will be carried out within the next few weeks.

- g) Redacted under section 21 (1)(b) of the Freedom of Information Act (2021 Revision)

- h) **FOI updates** - The Secretary reported that one new FOI question was received since the March 2021 Board meeting as indicated in the FOI Report provided to members.

The Water Authority received a closing letter from the Ombudsman Office regarding the FOI request for a pre-excavation topographical survey of Block 67 A Parcel 5. This matter was reported on in the March 2021 meeting.

- i) Redacted under sections 21 (1)(b) and 23 of the Freedom of Information Act (2021 Revision)

- j) Redacted under sections 21 (1)(b) and 23 of the Freedom of Information Act (2021 Revision)

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k) Redacted under section 21 (1)(b) of The Freedom of Information Act (2021 Revision)

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- l) ***Algal Bloom George Town Harbour*** - The Secretary reported that on 14 May 2021 the Water Authority was contacted by DOE regarding concerns about water quality in George Town Harbour. At several locations the water was brown and there was a concern that this was caused by sewage discharge into the harbour. On 18 May 2021 the Authority collected marine samples from the shore at 6 locations, several close to the harbour and several sites north and south of the harbour. These samples were analysed by the Laboratory for the presence of bacteria that are indicators of sewage contamination. Although some of the results were positive, the level of bacteria did not indicate direct discharge of sewage into the harbour. Results were also consistent with historical data of the George Town Water Quality Monitoring Programme. This was a joint programme between DOE and the Authority, it was discontinued several years ago by DOE as they preferred to use their resources to conduct a marine monitoring programme in the North Sound.

DOE contacted staff at the Harmful Algal Bloom Monitoring and Reference Branch of the National Centers for Coastal Ocean Science in the US and arranged for samples to be sent to them for identification. They have confirmed that the colour of the water is caused by a dinoflagellate bloom, and will conduct further analyses for specific identification of the dinoflagellates. The phenomenon of brown water in the harbour has been observed before, albeit not as marked, and tends to occur at this time of year when tidal amplitudes can be high and especially when they occur along with the onset of the rains. The assumption is that the bloom is caused by elevated nutrient levels in ground water seeping through the fissured ironshore limestone.

DOE, DEH and the Authority have been in close communication in light of the recent bloom. Once the scientists in the US have determined the specific species of the dinoflagellates and potential causes, the 3 agencies will discuss the next steps such as possible resumption of the George Town Harbour marine monitoring programme.

- m) ***Siemens Transformer Oil Spill at CUC premises*** - The Secretary reported that on 24 March, 15 April, and 27 May 2021 meetings took place between Siemens, CUC, the Water Authority and Elevar, the environmental consultant who conducted the site investigation on behalf of Siemens. The area around the storage containers from which the transformer oil leaked has been impacted by the spill. Additional investigation is needed of the area that could not be accessed during the initial investigation. The initial investigation confirmed that the spill consists of transformer oil and that there are no PCBs present in the groundwater and soil impacted by the spill. Historically PCBs have been used in transformer

oil and when found in the environment there are serious environmental and public health concerns as PCBs are persistent and carcinogenic. However, this oil does not contain PCBs.

The report reviewed the options for treatment of the impacted area and further investigation to delineate the entire impacted area. The recommendation is to excavate the impacted soil and to treat it in a biopile. In addition, any free product on top of the groundwater table is to be removed for treatment by CUC's oil water separator. For the residual contamination in the groundwater, it is recommended to treat this onsite, the most likely treatment is aeration. CUC has requested that the biopile treatment takes place off site.

- n) *Use of public tap at the East End Reservoir Site* - The Secretary reported that further to this issue being discussed at the 317th Board meeting, a security camera has been installed at the East End Reservoir site. The sign that informs the public that water from the public tap is only for non-commercial use has been ordered.
- o) Redacted under section 21 (1)(b) of the Freedom of Information Act (2021 Revision)

Current Business

a) **Management Accounts April 2021.**

The Acting Chairman advised that the CFO had provided a full set of 2021 Financial Statements for the Boards review for the 4-months ending 30 April 2021.

Redacted under section 21 (1)(b) of the Freedom of Information Act (2021 Revision)

Several highlights on the income statement are the increase in Staff Training and Benefits which is direct response to the substantial increases in Health Insurance Premiums and members should note that an accrual for Health and Pension benefits will be reflected on the May statements.

Overall, the financial position of the Authority remains strong, with a steady net income and substantial cash reserves.

b) Update on [REDACTED]

The Secretary noted that Board members may recall being briefed about [REDACTED] being plugged on 14 July 2020 from the WBBSS for non-payment of sewerage fees (\$87K). In late 2020 [REDACTED] about resolving the outstanding fees and establishing a new account, but the matter was not resolved as they failed to pay the outstanding fees and provide the required documentation and deposit to re-establish the account.

The Secretary reported that on 06 May 2021 the Authority was informed by a member of the public that [REDACTED] was pumping raw sewage into a stormwater drainage well in the parking lot. Water Authority staff conducted a site visit in the afternoon and confirmed that this was the case. Further details as well as the memo from the Director to the relevant Government agencies were provided to members.

The Secretary reported that the Water Authority was paid in full the outstanding balance of CI\$86,550.98 on 07 May 2021; this outstanding balance included late penalty charges and full sewerage charges during the COVID period March 2020 to July 2020. It is noted that during this time period the customer could have applied for the COVID-19 sewerage fee discounts and did not albeit they were informed. It is also noted that payment was only forthcoming after the identification of an illegal discharge found on 06 May 2021.

The Secretary reported that on 31 May 2021, Water Authority received the missing account documents to open an account in the name of [REDACTED] as there was previously a name change. A new SFU audit was conducted on 19 May 2021 with Authority's Utility Auditor and [REDACTED] the SFU total was 5835. Accordingly, the sewerage deposit amount is \$11,219.54 ((5835 X1.672) + 15%). For explanation, the 15% is in accordance with s. 52 (6) The Water Authority Regulations (2018 Revision) whereby the deposit is increased from the monthly sewerage charge plus 15% after the original deposit was applied.

The Secretary commended the persistence of the Customer Service Manager to secure payment as well as the correct documentation to reactivate the account. Additionally, the team from Water Resources did an excellent job monitoring and sleuthing to find the correct persons in the company to deal with this matter. Board members expressed thanks to the teams at the Water Authority who worked to get the payment.

c) Request for Bill adjustment re Customer Account [REDACTED]

*Redacted under sections 21 (1)(b) and 23 of the Freedom of Information Act (2021 Revision)

The Secretary reported that on 22 March 2021 the Authority received a letter from [REDACTED] requesting that consideration be given to adjusting their water bill. A copy of the correspondence and the report from Customer Service has been provided to members.

A review of the account was undertaken and the Authority's findings are that on 08 December 2020 the meter reading was found to be higher than normal thus prompting a Fail Audit Check as a part of the billing procedure. On the same day, the Fail Audit Check was carried out and the meter reader confirmed that "no movement" and that "no leaks found".

Subsequently, the customer received a bill for the end of December 2020 covering the period 10 November 2020 - 08 December 2020 (28 days). The bill was in the amount of \$2,624.34. The customer requested to have an audit completed. The Utility Service Auditor confirmed that there were no leaks found at the property. The tenant was informed of the findings, they were advised should they not feel satisfied with the audit, a change out and test of the meter could be done. The offer was never taken up by the customer.


On 22 March 2021 the customer submitted a letter to the Board. The customer mentioned this was her third letter, however, the first letter was in fact a complaint and was processed as such by the Customer Service Rep. The first letter was then re-submitted a second time. On more than one occasion, [REDACTED] was advised that due to her name not being on the account, the Authority was not able to accept the Board letter and that the letter needed more details regarding what actually took place. After a phone conversation the matter was resolved and a detailed letter was provided. This was then the third letter. The customer advised that she had spoken to their gardener to gather more information and was able to confirm that there was in fact a broken pipe on the property due to a tree that was uprooted during Hurricane Eta. The broken pipe was repaired by the customers gardener 24 - 48 hours after the storm had passed.

The customer requested that due to it being "*a very difficult time in our life*" and "*much economic hardship*" that "*all or a portion of the high bill be reversed*".

In summary, a Fail Audit Check was issued the same day the higher-than-normal meter reading took place, during which no leaks were found. The customer requested an audit which also indicated no leaks. The customer did not accept the option to have the meter tested. The customer confirmed that her gardener had repaired the broken pipe, which had caused the leak downstream of the meter prior to the normal scheduled monthly meter reading. The customer will be reminded that all consumption and plumbing downstream of the meter is the

responsibility of the customer. It should also be noted that the customer declined to have the meter tested.

The customer was offered a Special Payment Agreement (SPA) and has maintained payments towards the SPA. The Secretary respectfully sought the Board's decision on the request from the customer. Members agreed that the customer should be advised that they had reviewed the request and decided not to discount or waive the bill as the Authority's records show that the bill is valid and payable. The customer confirmed that there was a leak at the property possibly due to Tropical Storm/Depression Eta. All plumbing downstream of the meter is the customer's responsibility. Members agreed that an extended Special Payment Plan Agreement should be offered for a period convenient to the customer with the usual discounting of late fees (providing payments are made regularly according to the agreement).


- d) Redacted under section 21 (1)(b) of the Freedom of Information Act (2021 Revision)
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e)

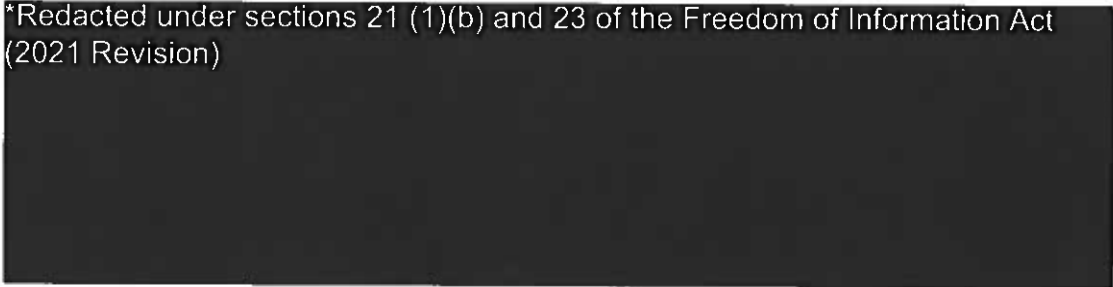
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Redacted under section 21 (1)(b) of the Freedom of Information Act (2021 Revision)



Ms A Owens requested to be excused and left the meeting at this point.

Any Other Business

- a) *Redacted under sections 21 (1)(b) and 23 of the Freedom of Information Act (2021 Revision)
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b) Donation Request from ARK.

The Secretary reported that the Non-Profit Organisation (NPO) Acts of Random Kindness (ARK) has established a Covid 19 Emergency Relief Response that includes the 'ARK RELIEF CARE PACKAGE' to address and provide relief for the most immediate and pressing needs of unemployed Caymanians and foreign workers, i.e., Food, Power and Water. ARK has written to the Authority asking for support of the programme. A copy of ARK's email was provided to members. One of the foundations who is considering to make a donation to R3 Foundation is requesting that utility companies participate in the programme.

The Secretary noted that the Authority works with customers who have difficulties paying their bills and have accumulated outstanding amounts or have had big leaks by providing them with extended payment plans that work with their individual financial status. Additionally, the Indigent Assistance Fund is budgeted to assist indigent, elderly Caymanians who own the property and have had large leaks resulting in unmanageable bills. However, there are others who fall through the cracks and are unable to get reconnected. ARK has done and continues to do an amazing job supporting the less fortunate in Cayman. Since September 2020, ARK has purchased just over \$50K worth of water vouchers from the Water Authority.

*Redacted under section 21 (1)(b) of the Freedom of Information Act (2021 Revision)

The request is being brought to the Board for consideration instead of the Sponsorship Assessment Subcommittee (SAS) as the donations budget is at approximately [REDACTED] and there is another 6 months to go when the smaller, usual requests are expected to come in. The Secretary noted that the CFO had advised that the Authority would have funds available in the Training Budget. Members were respectfully requested to consider whether the Water Authority should contribute to the Covid-19 Emergency Relief Response through ARK and if so, how much in water vouchers. After discussion, members able to vote agreed to support the NPO, Acts of Random Kindness (ARK) in their ARK Relief Care Package (COVID-19 Emergency Response Programme which includes assistance with utility payments) with financial support in the amount of [REDACTED]. Members able to vote recommended that the funds be transferred from the Authority's training budget to the charitable donations budget.

c) CWWA 30th Annual Conference & Exhibition.

The Secretary advised that the Memorandum of Understanding (MOU) was reviewed by the Authority's lawyers and agreed with CWWA. A copy was provided to members. The Secretary respectfully sought members approval to proceed to sign the MOU on behalf of the Water Authority. Members able to vote had no objection to the Secretary signing the MOU on behalf of the Water Authority.

d) Staff Matters.*Internship Programmes*

The Secretary advised that the Water Authority accommodated one CIFEC student intern for the 2020-2021 school year in the IT Department. The internship

period was twice a week (Wednesdays and Thursdays, excluding school holidays) from 04 November 2020 to 29 April 2021. The student performed very well and will be given a \$300 stipend for a successful internship. He was also offered a summer internship in our Engineering Services Department this summer.

Regarding the Authority's 2021 Summer Internship Programme, 71 applications were received. The Authority has been able to offer placements to 22 persons in various departments throughout the Water Authority. One student started in Lab on 01 June 2021.

Scholarship Programme

The Secretary reported that 2018 Scholarship recipient, Lisaida Swaby-Oliva graduated from the University of South Florida with a Bachelor's Degree in Business Management on 05 May 2021. She joined the HR & Admin Dept on 01 June 2021 as HR Administrator.

2019 Scholarship recipient, Kaled Giron is expected to complete his BSc degree in Information Technology online with FIU this summer and is expected to return to work in the IT Dept shortly thereafter.

2020 Scholarship recipient, D'Vonte Joseph returned to the UK to resume studies at the University of Leeds in April 2021. He is expecting to return home in the summer and will be seeking a summer internship with the Authority.

For the 2021 scholarship, 8 applications received and are in the process of being reviewed. Proposed areas of study are: BSc - Networking and Security, BSc - (Hons) Management and Business Analytics, BSc - Mechanical Engineering, Bachelors in Social Sciences, Bachelor's in Kinesiology, MEng - Computer Science with Artificial Intelligence, Bachelors in Computer Science, BSc (Hons) Accounting and Finance.

Donation Requests

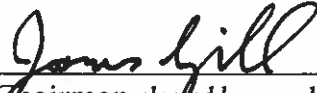
The Secretary advised that the Sponsorship Assessment Sub-committee will meet after the Board meeting to deal with the following requests for assistance:

- a) *Ratify* - Cayman Islands Cancer Society - 2021 Annual CB & LC Cancer Survivors Dinner & Stride Against Cancer.
- b) *Ratify* - Tourism Attraction Board - Queen Elizabeth 11 Botanic Park 5K Run/Walk.
- c) *Ratify* - FC International - Annual Youth Football Camps.
- d) *Ratify* - Rotary Club of Grand Cayman Sunrise - Relief Effort St Vincent.
- e) *Ratify* - Cancer Society - CIBC First Caribbean Walk for the Cure.
- f) CI Tourism Association (CITA) 9th Annual Restaurant Month.

Mr H B Ebanks agreed to sit in on the SAS meeting as both Mr C Randall and Mr A Wright are no longer on the Water Authority Board.

There being no other business the Acting Chairman thanked members and the meeting was adjourned at 3:20pm.

This is a true and accurate account of the proceedings.



The Acting Chairman *elected by members able to
vote at the 319th Meeting held on 30 June 2021*



The Secretary

