

CONFIDENTIAL



Water Authority of the Cayman Islands

**Minutes of 320th Meeting held on 21st July 2021
at the Water Authority of the Cayman Islands' Headquarters,
13G Red Gate Road**

Members Present:

Acting Chairman for 320 th Meeting:	Mr J Gill
Members:	Mr M Rankine Mr H B Ebanks Ms A Owens
Secretary:	Dr G Frederick-van Genderen
Apologies:	Mrs L Ryan Mr W Welcome

Call to Order

The Secretary called the meeting to order at 1:57pm 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 21 July 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 advised that the Ministry of Education, District Administration and Lands continues to work on the appointment of a new Chairman as well as additional Board members.

The Acting Chairman welcomed members to the meeting and after ascertaining that there was a quorum, he noted apologies for Mr W Welcome and Mrs L Ryan. Mr H B Ebanks then offered the opening prayer.

Confirmation of Minutes of the 319th Meeting held on 30 June 2021

The Acting Chairman asked for confirmation of the Minutes of the 319th Meeting held on 30 June 2021. Mr H B Ebanks moved the motion to accept the Minutes, Mr M Rankine seconded the motion and the motion passed unanimously by members able to vote.

Declaration of Conflicts of Interest

None declared.

Matters Arising**a) Cayman Brac Infrastructure Upgrade & Expansion Project - Update.**

The Secretary reported that in early July 2021 the New Works pipelaying crew installed 7 water meters. By the end of last week, the New Works pipelaying crew had installed approximately 75 metres (240 feet) of 80mm (3-inch) pipe along Cape Drive, or nearly half of the total length of 160 metres (500 feet).

As previously reported, upon completion of the pipelaying in Cape Drive, 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)). It is anticipated that this phase of the pipeline extension in Cayman Brac will be completed by the end of August 2021.

The Secretary reported that over the first six months of 2021 the overall water sales were 17.9% higher than those in the same period in 2020, comprising a 15.6% increase in truck water sales and a 19.6% increase in pipeline sales. This increase is likely caused by an increase in staycations on Cayman Brac as a result of the COVID pandemic.

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

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 was pleased to report that the 2018 Annual Report had been laid on the table in the House of Parliament on 14 July 2021, is now a public document and is available on the Water Authority's website. This agenda item will be removed from the next Water Authority Board's Agenda.

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

Annual Report 2019

The Acting Chairman was pleased to report that the 2019 Annual Report had been laid on the table in the House of Parliament on 14 July 2021, is now a public document and is available on the Water Authority's website. This agenda item will be removed from the next Water Authority Board's Agenda.

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) sent draft financial statements for the Islands and Divisionals to KPMG on 06 July 2021 and the Finance department will address queries as they arise.

Annual Report 2020

The Acting Chairman reported that the CFO uploaded the 2020 Annual Report to KPMG on 02 July 2021. KPMG provided feedback on 19 July 2021, noting that they are OK with the attachment of the Financial Statements, but that they had not reviewed the rest of the report for typographical errors but did confirm that they did not note any inconsistencies with the Annual Report and the Financial Statements. The Authority awaits comments from the OAG, upon receipt will forward the annual report to the Ministry.

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



COVID-19 Actions and Impact -Update

The Secretary reported that the Water Authority continues to provide all services at all locations.

- *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:

<u>Month</u>	<u>Requests processed</u>	<u>Requests approved</u>	<u>Total Discount</u>
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	7	6	CI\$14,386.43
March 2021	7	5	CI\$13,823.06
April 2021	4	3	CI\$10,500.86
May 2021	2	2	CI\$9,873.50
June 2021	2	2	CI\$10,327.82
Total to date			CI\$235,194.82

The Sewerage Charges Discount Policy was approved at the last Board meeting on 30 June 2021 for an additional 3 months, that is up to 30 September 2021.

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

Indemnity Insurance

The Secretary reported that the CFO continues to work with the Authority's BritCay Account Manager to get the appropriate quotes as additional information was requested.

CWWA Bank Accounts – Request to open new accounts with FCIB

The Secretary advised that the CFO sent all executed documentation to FCIB on 02 July 2021. There is a current challenge in regards to getting the Merchant and Terminal ID from FCIB and the CFO is exploring using the existing FAC platform with appropriate verification processes in place to ensure auditability.

d)

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

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e) **Miscellaneous Updates.**

- a) ***In-House Pipelaying Crews*** - The Secretary reported that the New Works crew installed approximately 115 metres (380 feet) of 80mm (3-inch) pipe to the Ema-Dale development off Rex Crighton Boulevard (East-West Arterial).

Earlier this week the New Works crew commenced the upgrade of the pipeline in Bambi Close, off South Church Street. This work comprises the installation of approximately 100 metres (330 feet) of 80mm (3-inch) pipe, replacing the existing 32mm (1-inch) PE pipe. It is anticipated that this work will be completed early next week.

- b) ***Water Supply Division*** - The Secretary reported that it is anticipated that the remaining 150 metres (350 feet) of the pipeline upgrade (from 200mm (8-inch) to 300mm (12-inch), in Dorcy Drive, between Maclendon Drive and the Airport Post Office, will be completed (i.e., installed, pressure tested, disinfected and flushed) by early next week.

By the end of this week Operations -WS will have completed the connection of a new sub-division off Arlington Road (Frank Sound).

A significant leak on the main line along Sea View Road in the Moon Bay area was detected on 11 July 2021. The leak was located and repaired on 12 July 2021.

- 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 Revision)

- e) ***Wastewater Division*** - The Secretary reported that during the first part of July 2021 (1-18 July), the design hydraulic capacity of the wastewater treatment plant (2.5 mgd) was exceeded on one (1) day only. The average daily wastewater inflow from West Bay Road during that period was 2.19 mgd (or approximately 88% of the design treatment capacity). This amount was 22.6% less than the average influent measurement during the same period the previous year (2.83 mgd).

Operations -WWC replaced the pump pedestals at PS#7 and PS #8 on 07 July and 18 July respectively.

The contractor for the Grand Hyatt (formerly Pageant Beach property) successfully installed a new 200mm (8-inch) sewer line and three new manholes. This new pipework was required as the existing sewer lines were situated under the footprint of the proposed 10-story building. The new pipeline, situated closer to West Bay Road along the east boundary of this site, is now 'live'. The contractor will remove the now obsolete pipelines from the property and

continue work on the building foundation. Operations-WW will replace the deteriorated manhole connecting the Poinsettia development.

The installation of the new WWTP SCADA system has been started. It is expected that the contractor Revere (from Birmingham, AL) will complete the start-up and the integration by the end of next week.

- f) ***Airport Connector Road*** - The Secretary reported that the pressure test of the nearly 35-year-old (abandoned) 400mm (16-inch) Ductile Iron pipe was successful. This pipeline will be used to bypass raw wastewater during the connection of the new 750mm (30-inch) sewer force main to the existing 600mm (24-inch) sewer force main.

The Dart's contractor, SanPik Contracting Cayman Ltd, successfully test ran the temporary bypass pumps at the main wastewater pumping station PS1, at the intersection of Marbel Drive with West Bay Road, for a few days. This verified that these pumps could handle the incoming wastewater flow.

On 20 July 2021 the new 750mm (30-inch) HDPE sewer force main was connected to the existing 600mm (24-inch) HDPE sewer force main.

- g) ***Other Projects*** - The Secretary reported that there were no further updates.
- h) ***FOI updates*** - The Secretary reported that no new FOI questions were received since the 30 June 2021 Board meeting however one that was pending prior was closed as indicated in the FOI Report provided to members.
- i) Redacted under section 21 (1)(b) of The Freedom of Information Act (2021 Revision)

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

Current Business**a) Request for Bill adjustment re Customer [REDACTED]
of [REDACTED]**

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

The Acting Chairman reported that on 14 May 2021 the Authority received a letter on behalf of [REDACTED] requesting that consideration be given to adjusting their water bill. A copy of the correspondence and the report from Customer Service was provided to members.

A review of the account was undertaken and the Authority's findings are that on 31 August 2020 a Fail Audit Check was issued, the meter was found to have the correct reading and no leak was detected. For the period, 31 July-31 August 2020, the customer received a bill in the amount of \$4,446.70. On 01 September 2020 a second check of the meter was done and was found to be correct as no possible leak or movement was detected. The meter reader spoke to the customer, who said a leak had been found on their side, under the house.

On 14 May 2021, [REDACTED] submitted a letter requesting consideration to reducing the charges [REDACTED]
[REDACTED]

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 confirmed that a broken pipe under the house had been found and repaired. The customer was reminded that all consumption and plumbing downstream of the meter is the responsibility of the customer. As the person living in the house is a

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

Any Other Business**a) CWWA 30th Annual Conference & Exhibition.**

The Secretary advised that the plans for the virtual conference are well underway.

b) Staff Matters.

The Secretary reported that the transfer from Generali to Aetna as of 01 July 2021 went smoothly. Information sessions were held for staff in June 2021, including those in Cayman Brac who joined online. All plan members have been issued physical ID cards and have online access to their accounts and a range of benefit information.

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

The summer internship is well underway with 18 student interns in placements thus far, with an additional 5 to participate by the end of August 2021.

Arrangements are being made to interview the shortlisted scholarship applicants.

c) Redacted under section 23 of The Freedom of Information Act (2021 Revision)

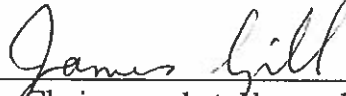
Donation Requests

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

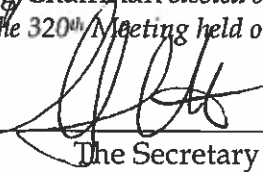
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There being no other business the Acting Chairman thanked members and the meeting was adjourned at 2:47pm.

This is a true and accurate account of the proceedings.



The Acting Chairman *elected by members able to vote at the 320th Meeting held on 21 July 2021*


The Secretary