

CONFIDENTIAL



Water Authority of the Cayman Islands

**Minutes of 324th Meeting held on 16 February 2022
at the Water Authority of the Cayman Islands' Headquarters,
13G Red Gate Road**

Members Present:

Chairman:	Mr D Rankine
Members:	Mr N DaCosta- <i>virtual</i> Mr D Ebanks- <i>virtual</i> Mr G Ebanks Mr H B Ebanks- <i>virtual</i> Ms A Owens- <i>virtual</i> Mrs I Simms Mr W Welcome- <i>virtual</i>
Secretary:	Dr G Frederick-van Genderen
Apologies:	Mrs L Ryan

Call to Order

The Chairman welcomed all members and called the meeting to order at 1:32pm after ascertaining that there was a quorum. The Chairman noted apologies for Mrs L Ryan. The Chairman then proceeded to open the meeting with prayer. Mr H B Ebanks promised to do the opening prayer at the March 2022 meeting.

Confirmation of Minutes of the 323rd Meeting held on 26 January 2022

The Minutes having been circulated, taken as read and no amendments offered, the Chairman asked for confirmation of the Minutes of the 323rd Meeting held on 26 January

2022. Mr D Ebanks then moved the motion to accept the Minutes, Mr G Ebanks seconded the motion and the motion passed unanimously by members able to vote.

Declaration of Conflicts of Interest

No declarations of interest were made.

Matters Arising

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

The Secretary reported that to date pipelaying in Cayman Brac had not been affected by COVID-19 related issues.

The Secretary reported that the New Works pipelaying crew completed the installation of approximately 1,070 metres (3,500 feet) of 200mm (8-inch) pipe along Bight Road, from the Bluff road (Ashton Reid Dr) up to Surf Lane. This pipeline section will soon be tested, disinfected and flushed.

The crew started the installation of the pipelines along Surf Lane and its side roads during the week of 07 February 2022. This comprises approximately 240 metres (800 feet) of 100mm (4-inch) pipe and 300 metres (1,000 feet) of 80mm (3-inch) pipe.

West End Water Works Pump House

The Secretary reported that in January 2022 the total water sales in Cayman Brac were very similar to those in December 2021, but were around 10% less than in January 2021.

Brac Bluff Water Works

The Secretary reported that there have been no further developments.

b) **31 December 2021 Audit of Consolidated & Divisional Statements - Update**

31 December 2021 Audit – Consolidated, Divisional and Island Financial Statements for Water, Wastewater and Statutory


The Secretary advised that the Chief Financial Officer (CFO) reported that the Finance Department continues to work on closing 31 December 2021 and to meet the audit deadlines. The CFO is providing information as it becomes available to KPMG via their secure Large File Transfer (LFT) site.

Valuation - Rum Point Property

The Secretary reported that the CFO worked with the Chief Valuation Officer in the Lands & Survey Department and confirmed that the value of the Rum Point land was CI\$250,000. This value will be reflected in the Financial Records of the Authority as at 31 December 2021.

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

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



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



Notice of Interest for Board members

The Secretary noted that as part of the annual audit KPMG/OAG are requesting a completed Notice of Interest form to be completed by Board members. This form is in addition to the reporting as required by the Standards of Public Life.

Annual Report 2021

The Secretary reported that the Water Authority's Annual Report 2021 is being drafted and a solid draft will be made available to the OAG and KPMG by 28 February 2022.

c) 2021 Rate Adjustments - Update.

The Secretary reported that the Authority received the OAG's verification letter on 26 January 2022 and subsequently wrote to OfReg on 31 January 2022 requesting that they re-confirm the calculation and approve the rate adjustment of 2.16%, effective 01 March 2022. The Authority received acknowledgement of receipt on 01 February 2022 and now waits for OfReg's response to the request.

d) National Cyber Risk Assessment - Update.

The Secretary reported that the Authority received a response from the Authority's lawyers on 15 February 2022 and will review this before the end of this week.

Department Updates

a) Finance

COVID-19 Acquisition of Lateral Flow Test Kits (LFTs)

The Secretary reported that the Authority currently has 35,000 LFT kits on premises and in stock and that the Finance Department will closely monitor

stock levels to ensure adequate supply on hand, cognizant of potential supply challenges.

Indemnity Insurance

The Secretary reported that the indemnity coverage has been initiated with CGBritcay and the Authority is waiting on confirmation of it being in place. She also advised that as requested at the last Board meeting, she wrote to the Acting Deputy Chief Officer, Ministry of DAL on 10 February 2022 to raise the matter of indemnity protection and whether the Government had plans to make the relevant amendments to the Public Authorities Act. Mr W Welcome advised that he had reached out to relevant parties in Government regarding the matter. Ms A Owens noted that another statutory board that she is a member of was granted a deed of indemnity by Government in 2010 and suggested that may be another option to consider.

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



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



b) Engineering Services

1) Engineering

The Secretary reported that the Engineering Services Department continues to make good progress with the manhole investigations using the CUES SPiDER camera. It is expected that all manholes of the wastewater collection system will have been inspected before the end of February 2022. Conductivity measurements of the wastewater are done in the various manholes simultaneously. This data will be helpful in identifying problem areas (i.e., groundwater infiltration) and prioritising remediation work. Chairman indicated that he would like to see the camera in action. The Secretary said that she would make the necessary arrangements.

Red Gate Operations Building Roof Renovation (2021) – The Secretary reported that the contract for the roof renovation of the Water Authority’s Red Gate Operations Building was awarded on 05 January 2022 to Cayman Islands Roofing Ltd, who indicated last week that the roofing materials will be shipped to Miami during the week of 14 February 2022. The anticipated start will be the 3rd week of March. The whole of the Works must be completed on or before 02 June 2022.

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



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



2) *New Works Division*

The Secretary reported that on 31 January 2022 the New Works pipelaying crew completed (i.e., tested, disinfected and flushed) the installation of approximately 220 metres (720 feet) of 100mm (4-inch) pipeline along Cornwall Lane and Cranbrook Drive (off Birch Wood Road).

During the week of 07 February 2022, this crew installed electrical conduits at the North Side Water Works, between the North Side Pump House and the three containers, in which chemicals are stored. Chemical inventory was increased in 2020 in anticipation of global supply chain issues resulting from COVID-19. The electrical conduits are required to provide electrical power to the electrical fans (one to be installed in each container) in order to reduce the risk of corrosion of the metal shipping containers and maintain a better environment for the stored chemicals (to prolong their strength). Members suggested that the Authority also consider cladding the containers to provide insulation. The Secretary committed to discuss with the Engineering team.

The Secretary reported that during the week of 14 February 2022, the crew will commence the installation of approximately 200 metres (600 feet) of 300mm (12-inch) pipe to the two proposed large water storage tanks, construction of which will commence later this year. It is anticipated that this work will take until the end of February 2022 to complete, considering that the trench excavation will be mainly in rock and a large number of valves and tees need to be assembled and installed.

3) *Water Distribution & Treatment Division*

The Secretary reported that on 04 February 2022 Operations-Water Supply completed the project to relay approximately 160 metres (500 feet) of 100mm (4-inch) pipe along Chaucer Drive (Midland Acres), as well as the installation of approximately 160 metres (500 feet) of 100mm (4-inch) pipe along Gardenia Drive (Midland Acres), between Goldsmith Street and the junction with Periwinkle Drive.

4) *Water Production Division*

Nothing to report.

5) *Wastewater Collection & Treatment Division*

The Secretary reported that during the nearly 1.5-month period 01 January 2022 - 13 February 2022, the design hydraulic capacity of the wastewater treatment plant (2.5 mgd) was exceeded on eighteen days (or 41% of the time). The average daily wastewater inflow from West Bay Road during that period was 2.53 mgd (or approximately 101% of the design treatment capacity). This is 7.7% more than the average influent measurement during the same period the previous year (2.35 mgd).

The Operations-Wastewater division is now nearly at full complement after having had nearly 50% of its staff complement affected by COVID-19.

A new Roots Blower for providing oxygen to the SBR basins was installed during the week of 07 February 2022.

Preparations will be started later this week to replace the leaking discharge pipework at Pump Station #12 (Watler's Road area).

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

6) *Cayman Brac Water Works*

Updates under Current Business on the Agenda.

c) **Customer Service**

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

[Redacted content]

Customer Statistics

The Secretary reported that as of 31 January 2022, the Authority had the following active accounts:

GCM piped water	19828
GCM Sewer	467
GCM Septage	9
CYB piped water	446
CYB Trucked	704

There were 340 accounts disconnected in January 2022 of which 316 were reconnected. There are currently 112 Special Payment Agreements (SPAs) issued for a total of \$118,919.82.

Water Authority Procurement Committee (WAPC)

The Secretary reported that the WAPC Chairperson organised a meeting with some members of the WAPC, the Director, Deputy Director, and senior staff of the Central Procurement Office (CPO) on 09 February 2022 to regarding clarification on several procedural processes. The Water Authority procedures will be updated and distributed to committee members and HoDs. The WAPC Redacted under section 21 (1)(b) of the Freedom of Information Act (2021 Revision)

Customer Feedback Survey

The Secretary reported that this matter will be discussed with the Customer Service Manager and Corporate Communications Officer to determine and agree the scope of the survey. Members discussed various ideas for the feedback survey such as walk-in customer touch/footpedal service options similar to that used by CIG agencies; through the Water Authority's website; QR code at the Cashiers/Customer Service desks, etc. The Secretary noted that all options will be reviewed and considered.

d) Human Resources*Recruitment & Staffing*

The Secretary reported regarding the Engineer-Water Production (WP) and Civil Engineer positions, that job offers were made to 3 candidates for the Engineer-WP position (1) and Civil Engineer position (2). The Engineer-WP job offer was accepted and pending immigration approval the individual is slated to start work in early March 2022. Both candidates declined the Civil Engineer position they were offered, including the Caymanian.

Recruitment for the Senior Engineering Manager position is on-going as it is advertised overseas and locally on the Authority's website and social media pages. The response to date has been low.

As reported at the January 2022 Board meeting, these vacancies significantly impact the Authority's progress on major projects and priority will be given to critical infrastructure projects that impact water and wastewater services.

Scholarship Programme

The Secretary reported that as requested at the January 2022 Board meeting, the Authority's Learning & Development Coordinator has prepared an Overview of Outreach Programmes for Students. The summary report provides an explanation of the Authority's overseas scholarship and schools outreach programmes with recommendations to streamline and attract more STEM related applicants. Members reviewed and discussed the summary report and advised that they had no objection to the Authority proceeding accordingly. There was further discussion on the structure of the Authority's local CI\$25k scholarship and members asked that an internship element be included. The

Secretary noted that she would arrange for the Chairman to meet with the Authority's Chief Human Resources Officer and herself to discuss and explore various ideas on structuring the internship segment of the scholarship.

COVID-19

The Secretary reported that community spread of the COVID-19 coronavirus continues to have an impact on the Water Authority and its employees. However, the Authority is seeing a decline in the number of employees that is impacted by the virus, either by testing positive or being primary contacts of positive cases.

As of 14 February 2022, only 2% of employees were COVID-19 positive. An additional 1% is out due to family members testing positive.

Job Evaluation –Portfolio of Civil Service.

No further information available.

FOI updates – No new FOI questions were received since the 21 July 2021 Board meeting.

e) Information Services

Great Plains Software Upgrade

The Secretary reported that the IS department is working with the CFO and Customer Service Manager (CSM) to upgrade first to GP2018 which will provide more versatility and options to support the Finance Department in its efficiency initiatives. After which the Authority will move to a "Modern Lifecycle" whereby GP will be upgraded every 2-years and Cogsdale every year. The establishment of a testing environment for Finance and CS to proceed with testing GP only at this time is in progress.

Essentially the Modern Lifecycle Policy, as opposed to the Fixed Lifecycle Policy, offers continuous support and servicing, including bug fixes, and new features. Customers may stay current by taking at least one of the three yearly planned Dynamics GP releases. Microsoft will end Mainstream support for other versions (GP2013, GP2015, GP2016, GP2018) by 2023 with Extended support available until 2028 for GP2018, but with incentives for moving to GP Modern Lifecycle.

Deployment of Laptops to Operations

The Secretary reported that the IS department is in the process of resuming the roll out of laptops and MiFi devices through the Senior Engineering Manager-Operations to field operations staff. This process is expected to be completed by end of June 2022.

Scanning System

The Secretary reported that the IS department has been in communication with SharePoint tech support and will follow up so that current features of SharePoint can be reviewed, after which CS can make a proposal for the scanning process;

this process is expected to also accept documents already received electronically from customers.

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

f) **Water Resources & Quality Control**

Siemens Transformer Oil Spill at CUC premises

The Secretary reported that the field work and placing the soil in the cells has been completed.

Environmental Impact Assessment for the Integrated Solid Waste Management System (Project ReGen)

The Secretary advised that there are no further updates on this item.

Laboratory – external A2LA audit

The Secretary reported that A2LA has extended the accreditation.

g) **Director's Office**

Review of proposed Water Sector Regulation (Licences and Fees) Regulations, 2022

The Secretary reported that a meeting with the Ministry of Border Control & Labour, which is responsible for water sector regulations, was tentatively scheduled on 01 February 2022, but did not happen. At this time there is nothing further to report.

Crown Land for Water Authority

The Secretary reported that the Ministry of DAL has reached out to the Ministry of Finance regarding a waiver of the Stamp Duty as was done on the Rum Point property.

Water Authority's 40th Anniversary in 2023

The Secretary advised that the Authority will celebrate its 40th anniversary throughout the year 2023 and a cross section of employees will form a Planning Committee and be asked to outline a plan for the celebrations.

Current Business

a) **Management Accounts December 2021.**

The Secretary reported that the CFO is pleased to present the draft 31 December 2021 management accounts. The CFO has confirmed that the statements are still a work in progress as the department prepares for the 2021 audit, and members were asked to be cognizant that the numbers are subject to change, most notably with the update for the Rum Point Land acquisition and the final actuary reports that are not expected to be received until March or April 2022.

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

The Statement of Comprehensive Income is within expectation, with sales for the 12-month comparative period equalizing over variances noted in Q1 and Q2. Employee related costs are expected to have risen significantly as the Water Authority’s work force increased by 10 employees (7% increase) and the increase in health insurance costs with the move from Generali to Aetna mid-2021. Initial
Redacted under section 21 (1)(b) of the Freedom of Information Act (2021 Revision)

In summary, despite nearly flat sales in Grand Cayman and significant increase in staff costs due to new hires and increase health insurance, the Authority
Redacted under section 21 (1)(b) of the Freedom of Information Act (2021 Revision)

Any Other Business

There was no other business.

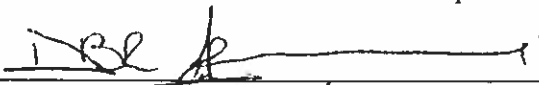
Donation Requests

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


- a) *Ratify* - Cayman National Cultural Foundation (CNCF) - Cayfest 2022.
- b) *Ratify* - CI Chamber of Commerce - Earth Day 2022.
- c) *Ratify* - Dept of Counselling Services - Honouring Women’s Month 2022.
- d) National Children’s Voluntary Organization (NCVO) through Wind of Hope - 7th Annual Run/Walk.

There being no other business the Chairman thanked members and the meeting was then adjourned at 3:06pm.

This is a true and accurate account of the proceedings.



 The Chairman



 The Secretary