

CONFIDENTIAL



Water Authority of the Cayman Islands

**Minutes of 325th Meeting held on 16 March 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 G Ebanks Mr H B Ebanks- <i>virtual</i>
Secretary:	Dr G Frederick-van Genderen
Apologies:	Mr D Ebanks Ms A Owens Mrs L Ryan Mrs I Simms Mr W Welcome

Call to Order

The Chairman welcomed all members and called the meeting to order at 1:37pm after ascertaining that there was a quorum. The Chairman noted apologies for Mrs L Ryan. Mr H B Ebanks then proceeded to open the meeting with prayer. Mr D Ebanks was nominated to do the opening prayer at the April 2022 meeting.

Confirmation of Minutes of the 324th Meeting held on 16 February 2022

The Minutes having been circulated, taken as read and no amendments offered, the Chairman asked for confirmation of the Minutes of the 324th Meeting held on 16

February 2022. Mr G Ebanks then moved the motion to accept the Minutes, Mr N DaCosta 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 one person on the pipelaying crew in Cayman Brac resigned to start other work in Grand Cayman and that this has slightly impacted the progress of the crew.

The New Works pipelaying crew completed the installation of approximately 240 metres (800 feet) of 100mm (4-inch) pipe along Surf Road, and approximately 200 metres (700 feet) of 80mm (3-inch) total pipe along two of the three side roads off Surf Lane.

These pipeline sections, including the main 200mm (8-inch) pipeline along Bight Road, from the Ashton Reid Dr junction with Bight Road up to Surf Lane, will soon be tested, disinfected and flushed. This had to be postponed as the Authority was waiting for the arrival of a new high-pressure test pump. The pump has now arrived and pressure testing will be carried out next week

Two new water service connections were installed in February 2022.

West End Water Works Pump House

During the first two months of 2022 the total water sales in Cayman Brac were approximately 6.4% less than during the same period last year.

Brac Bluff Water Works

The Secretary reported that there had 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 31 December 2021 audit package, inclusive of the 31 December 2021 Trial Balance, a draft of the Financial Statements and the first draft of the annual report were provided to KPMG and the Office of the Auditor General (OAG) on 25 February 2022. The OAG confirmed that the Water Authority's information was received in good order and that the lawful prescribed deadline of 28 February 2022 was met for submission of the 2021 information.

Requested audit working papers were uploaded to the KPMG secure Large File Transfer (LFT) site and the CFO and Finance Manager are available to answer questions as they come up.

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

Notice of Interest for Board members

As part of the annual audit KPMG/OAG requested a Notice of Interest form to be completed by Board members. This process has been completed and the CFO thanks members for their cooperation.

Annual Report 2021

The Secretary reported that the draft of the Water Authority's Annual Report 2021 was provided as part of the 31 December 2021 submission on 25 February 2022 and will be finalised upon the completion of the 31 December 2021 audit, placed before the Water Authority Board for acceptance and then sent to the Ministry.

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)

Department Updates

a) Finance

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

The Secretary reported that the Authority maintains adequate supply on hand, cognizant of potential supply challenges.

Indemnity Insurance

The Secretary reported that there were no further updates.

b) Engineering Services

1) *Engineering*

The Secretary reported that the Engineering Services Department made 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 March 2022. The investigation of the remaining 42 manholes poses difficulties due to their location (in busy traffic lanes) or due to pipework in the manholes prohibiting the lowering of the CUES SPiDER camera. In both instances additional resources are required (for traffic management and modification of pipework, respectively).

Using the data collected on conductivity, detailed maps have been prepared and that has been helpful in identifying problem areas (i.e., groundwater infiltration) and prioritising remediation work.

North Side Water Works Chemical Storage - The Secretary reported that the Engineering Services Department will review the option of cladding of the three containers in which chemicals are stored at the North Side Water Works.

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 confirmed last week that the roofing materials arrived on island on 05 March 2022. The contractor is finishing up another project and the anticipated start date has been revised to 08 April 2022. 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)

North Side RO Plant - The Secretary reported that the degassifier for the North Side RO plant will be changed out so that the full design production capacity of the North Side RO plant can be utilised without compromising the removal of hydrogen sulphide from the product water. The new degassifier has arrived on island and Ocean Conversion will start the preparation works during the week of 14 March 2022 and start installing it on 21 March 2022. Ocean Conversion estimates the installation period to be around 4.5 days, meaning the North Side RO plant will not produce any water between 21 March 2022 and 25 March 2022. On 21 March 2022 the water storage reservoirs at both the North Side Water Works and the Lower Valley Water Works will need to be completely full and the Lower Valley RO Plant must be fully operational during the week of 21 March 2022 to ensure continued water supply to the Authority's customers. Operations-Water Supply is aware and will monitor the situation closely.

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

Valve Exercise Programme - There are no updates.

2) *New Works Division*

The Secretary reported that the New Works crew has completed the installation of approximately 200 metres (600 feet) of 300mm (12-inch) pipe to the two (2) proposed large water storage tanks at the North Side Water Works, construction of which will commence later this year.

Pressure testing, disinfection and flushing of the new pipelines will be carried out later this week.

3) *Water Distribution & Treatment Division*

The Secretary reported that on 28 February 2022 Operations-Water Supply commenced relaying of approximately 240 metres (800 feet) of 150mm (6-inch) pipe along Anthony Drive from the intersection at Andy Drive to the intersection at Williams Drive. It is anticipated that this work will be completed by the end of the week of 14 March 2022.

During the first two months of 2022 the total water sales on Grand Cayman were approximately 2.67% higher than during the same period last year.

4) *Water Production Division*

The Secretary advised that there was nothing new to report other than the newly hired Engineer-Water Production commenced working on 14 March 2022.

5) *Wastewater Collection & Treatment Division*

The Secretary reported that during the month of February 2022, the design hydraulic capacity of the wastewater treatment plant (2.5 mgd) was exceeded on ten days (or 36% of the time). The average daily wastewater inflow from West Bay Road during February 2022 was 2.45 mgd (or approximately 98% of the design treatment capacity). This is slightly less than the average influent measurement during the same period the previous year (2.49 mgd).

Preparation work to replace the leaking discharge pipework at Pump Station #12 (Watler's Road area) is expected to be completed by the end of this week.

On 09 March 2022 the new food court along Canal Point Drive (on Block 12C Parcel 260) was connected to the public sewerage system.

6) *Cayman Brac Water Works*

Updates under Current Business on the Agenda.

c) **Customer Service**

Redacted under sections 16 (b)(i) and 21 (1)(b) of the Freedom of Information Act (2021 Revision)

Customer Portal

The Secretary noted that the Business Case was approved and Customer Service and the Information Systems Department received and completed the initial setup survey on 14 March 2022.

Customer Statistics

The Secretary reported that as of 28 February 2022, the Authority had the following active accounts:

	Jan22	Feb22
GCM piped water	19828	19859
GCM Septage	9	9
CYB Trucked	704	685
GCM Sewer	467	471
CYB piped water	446	448

There were 300 accounts disconnected in February 2022 of which 275 were reconnected. There are currently 127 Special Payment Agreements (SPAs) issued for a total of \$137,612.98.

Water Authority Procurement Committee (WAPC)

Nothing new to report.

Customer Feedback Survey

The Secretary reported that this matter was discussed with the Customer Service Manager and Corporate Communications Officer and it was proposed that the Customer Feedback Survey will form part of Customer Portal release.

Public Promotions

The Secretary reported that World Water Day is on 22 March 2022 and the Theme is "Groundwater: Making the Invisible Visible". There will be a newspaper ad on 18 March 2022; radio ads are scheduled for 21-25 March 2022 (3 times daily); social media and website will have a short video up for the week 21-25 March 2022.

d) Human Resources

Recruitment & Staffing

The Secretary reported that the Engineer-Water Production (WP) commenced work on 14 March 2022. Recruitment for the Senior Engineering Manager position and the Civil Engineer position/s, are on-going. Recruitment is also on-going for five other junior positions.

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

Scholarship Programme

The Chairman reported that he met with the Authority's Chief Human Resources Officer (CHRO), and the Director on 11 March 2022 to discuss the local scholarship and how an internship component would work. He reported that it was a good meeting and he appreciates that the Water Authority has tried and continues to utilise many avenues to reach potential scholarship recipients and interns. He noted discussions on the local scholarship and the goal of providing support to students needing living expenses and possibility of a weekly internship providing the student's class load allows. The Chairman also reported that he understands the confines of the Public Authorities Act and how it impacts the Authority's employment process. The Chairman noted his satisfaction that the Authority will continue to reach out to students at various levels keeping in mind that the Authority needs to increase its intake of Caymanians as potential engineers and other technical disciplines. The Water Authority will intensify its reach to top tier students using a variety of avenues such as requesting opportunity to speak with top set classes in Government and private schools

about scholarship opportunities.

The Secretary noted that the 2022 Water Authority-Cayman Scholarship application process is underway. The Authority's online application process is expected to be active by 21 March 2022.

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

COVID-19

The Secretary reported that the Authority continues to see a decline in the number of employees that are impacted by the virus, either by testing positive or being primary contacts of positive cases.

As of 14 March 2022, 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.

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

e) Information Services

Great Plains Software Upgrade

The Secretary noted that the IS department expects to have the testing platform in place within two weeks for Finance and Customer Service to commence testing.

Deployment of Laptops to Operations

The Secretary reported that the IS department has completed the process of providing laptops and MiFi devices through the Senior Engineering Manager-Operations to field operations staff. The necessary training has also been completed.

Scanning System

The Secretary reported that the IS department has followed up with the SharePoint tech support and there are still some remaining issues to sort out. After further research it appears there is a network issue not specific to SharePoint. The IS team is working to resolve this.

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 Chairman Secretary noted that as reported at previous Board meetings, in January 2022 Siemens excavated the area at CUC's property that was impacted by the spill of transformer oil and placed the soils in remediation cells for treatment. Sampling has been conducted on the excavated soil, groundwater in the excavation and water that drained from the treated soils. Sampling results indicate that the level of contamination is decreasing.

Further environmental investigation of Ivan hurricane debris site in Frank Sound

The Chairman Secretary reported that in February 2022 the Water Resources and Quality Control department conducted extensive field work at one of the sites in Frank Sound that was used to store and process the debris from hurricane Ivan. This particular site was the largest processing site in the eastern districts.

The purpose of the investigation is to follow up on earlier work to determine whether there is residual contamination at this site as a result of the burning, handling and storage of hurricane debris. A comprehensive set of groundwater,

soil and surface water samples were collected from this site and from various reference locations. The Water Authority Laboratory has limited capabilities to analyse these samples for the contaminants of concern, so they have been sent to TestAmerica, an accredited laboratory in the US. The laboratory reports have not been returned as yet.

g) Director's Office

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

The Chairman Secretary advised that there is nothing further to report on this matter.

Water Authority Act (2022 Revision) & Water Authority Regulations (2022 Revision)

The Chairman Secretary reported that the 2022 Revisions of the Water Authority Act and the Water Authority Regulations have been issued and are available on the government's Gazette website and the Authority's website.

Crown Land for Water Authority in Little Cayman

The Chairman Secretary reported that the Ministry of District Administration & Lands had forwarded a copy of the Land registry confirming that Lands & Survey have completed the transfer of the property to the Water Authority's name.

Water Authority's 40th Anniversary in 2023

The Chairman Secretary advised that the Corporate Communications Officer is in the process of organising a group of Authority employees to plan the Authority's 40th anniversary throughout the year 2023.

COCORT

The Chairman Secretary reported that in 2020, with the return to work after the lockdown, the Water Authority established a COVID-19 Coordinating Response Team (COCORT) of Water Authority employees. This team has reviewed the Water Authority's Return to Work Plan and had drafted a Living with COVID Plan which will take its place. This draft plan is under review.

Current Business

a) Management Accounts December 2021.

The Chairman Secretary reported that the focus in the Finance Department has been the 2021 audit and that 30 January 2022 comprehensive management accounts are not available at this time. The CFO is pleased to provide a draft income statement for the first month of 2022 but is cognizant that these are very draft figures due to the timing within the 2022 fiscal period and the focus of the department on the audit.

Sales within the Water Authority are higher than in 2021, by almost 20%. The CFO cautions members to remember that January sales are always slightly higher given the longer metering period due to early meter reading in December. It is the expectation of the department that the water sales will normalise in late Q1 or early Q2. Members queried the electricity cost in operating expenses, as well as the telephone and miscellaneous expenses in administration expenses. The Secretary noted the increasing costs of electricity and the increased productions of water however she will provide further explanations at the next meeting.

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

continues to grow to meet the expanding demands. In summary, the Water Authority continues to have ample funds for scheduled capital projects and working capital.

Any Other Business

None.


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:

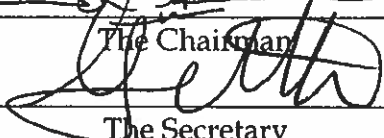
- a) *Ratify* - Cayman Islands National Trust - Hatitide 2022.
- b) Cayman Rugby Football Club - Women's National Rugby Team.
- c) Elmslie Memorial United Church - 100th Anniversary Run/Walk.

There being no other business the Chairman thanked members and the meeting was then adjourned at 3:05pm.

This is a true and accurate account of the proceedings.



The Chairman



The Secretary

