

CONFIDENTIAL



Water Authority of the Cayman Islands

Minutes of 327<sup>th</sup> Meeting held on 11 May 2022  
at the Water Authority of the Cayman Islands' Headquarters,  
13G Red Gate Road

**Members Present:**

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

**Call to Order**

The Chairman welcomed all members and called the meeting to order at 1:34pm after ascertaining that there was a quorum. The Chairman noted apologies for Mr H B Ebanks, and Mrs I Simms. He then invited Mr D Ebanks to open the meeting with prayer.

The Chairman asked that an item be added to the Agenda under AOB based on a request he had received from the Ministry of Planning, Agriculture, Housing, &

Infrastructure (PAHI) for piped water to be extended to Parcel 55A Block 71 in North Side.

The Chairman enquired of Mrs L Ryan if the new phone was more comfortable to use for the meeting, she confirmed that it was and expressed her appreciation to the Board for their thoughtfulness as well as to the Water Authority's Cayman Brac staff for setting it up.

#### **Confirmation of Minutes of the 326<sup>th</sup> Meeting held on 20 April 2022**

The Minutes having been circulated, taken as read and no amendments offered, the Chairman asked for confirmation of the Minutes of the 326<sup>th</sup> Meeting held on 20 April 2022. Mr M Scotland 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**

Mr M Scotland requested updates on matters not listed under Matters Arising section of the Agenda. These were specifically in relation to the manhole investigations using the CUES SPiDER camera and staff vacancies. The Secretary noted that updates on these topics are included in the Department Updates under Engineering Services and Humans Resources, respectively. Members agreed to proceed with the meeting.

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

The Secretary reported that the entire New Works - CYB pipelaying crew was on leave during the Easter week (19 - 22 April 2022).

The main 200mm (8-inch) pipeline along Bight Road, from the Bluff road (Ashton Reid Dr) up to Surf Lane (total length 1,067 metres (3,500 feet)), has been disinfected and flushed. The pipelines in Surf Lane and its three side roads (i.e., Cliff Avenue, Coral Avenue and Beach Drive) will soon be tested, disinfected and flushed.

The New Works pipelaying crew completed the installation of approximately 300 metres (900 feet) of 100mm (4-inch) pipe along Waides Road, which is west of Surf Lane. The New Works pipelaying crew is presently installing 100mm (4-inch) pipe along Frigate Drive (total length 230 metres (750 feet)). Thereafter, 400 metres (1,300 feet) of 80mm (3-inch) pipe will be installed in the three side roads off Frigate Drive (i.e., Skiff Lane, Sloop Way and Brig Street) as previously reported.

Three new water service connections were installed in the period between 11 April 2022 and 06 May 2022.

*West End Water Works Pump House*

During the first four months (January - April) of 2022 the total water sales in Cayman Brac were approximately 5.5% less than during the same period last year. Pipeline sales were up 1.8%, but trucked water sales were down 15%, compared to the same period last year. The reduction in trucked water sales were likely due to the relatively 'wet' months of March and April compared to previous years.

*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*

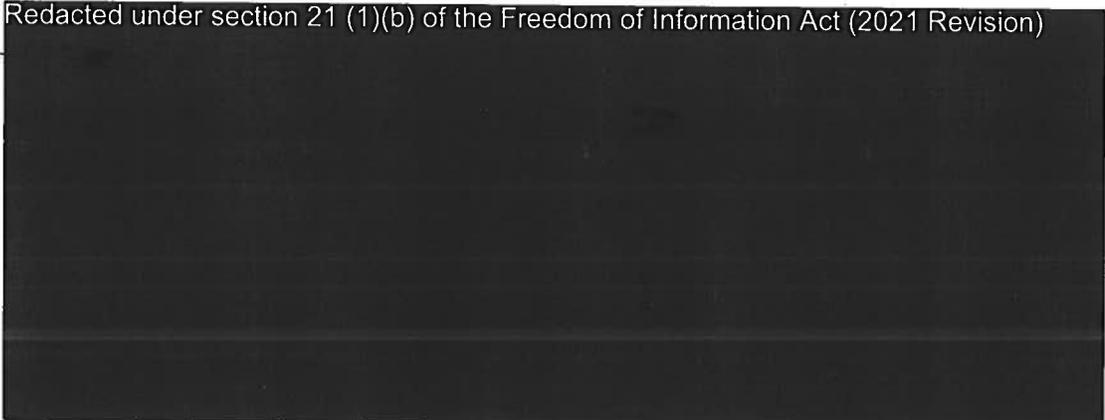
The Secretary was pleased to report that the 31 December 2021 Financial Statements were signed off on 30 April 2022. The Finance Department is now moving to complete the Divisional and Island statements for submission to KPMG. The Secretary reported that the Chief Financial Officer (CFO) extended her appreciation to the Secretary and Chairman for facilitating the 31 December 2021 audit sign off late Saturday afternoon of 30 April 2022.

In conjunction with the year-end audit, KPMG produced a summary report called Audit Findings, a copy of which has been provided to all members.

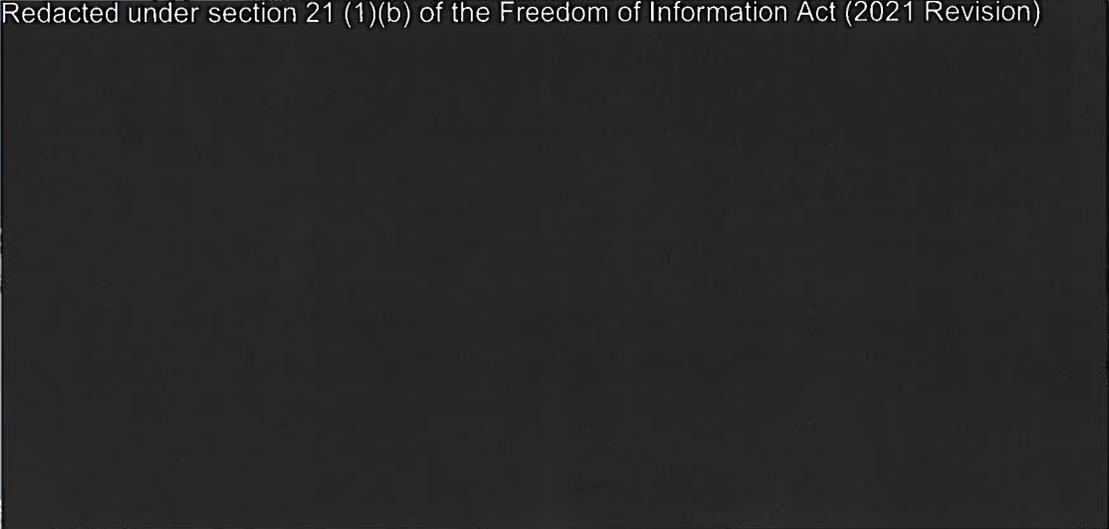
Members discussed and recommended that the process for round-robin approvals be streamlined to email/online procedures instead of the Director's Secretary physically obtaining signatures from members able to vote. Subsequently, members agreed that requests for round-robin approval from members able to vote may be circulated via email and that the return email approval from each member would become the official confirmation of that member's approval and become part of the official records. All members present and able to vote agreed with the change in the process to obtain approval for decisions via round-robin.

Mr W Welcome joined the meeting at this point.

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



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*Annual Report 2021*

The Secretary reported that the final draft of the 2021 Annual Report was before Board Members for their review and approval providing there are no material changes after the final review by KPMG and the OAG. Upon Board approval and confirmation approval from KPMG and the OAG, this document will be sent to the Ministry for tabling in the Parliament. Members approved, with minor amendment in the first word of the last paragraph of the Chairman's Message to read "I", and providing there are no material changes for the Chairman and Director to sign off on the 2021 Annual Report.

*2021 CIG Financial Submission*

The initial 2021 CIG submission was provided to the Budget Management Unit (BMU) on the deadline of 06 March 2022.

The Secretary noted that in view of the actuary reports received, the Authority sent the BMU a courtesy email on 25 April 2022 informing them that the Water Authority's submission to the BMU would change significantly due to the substantial, unexpected increase in liability. The CFO updated the 31 December 2021 trial Balance and re-submitted it on 06 May 2022. The Authority will continue to work with the BMU to answer any questions and clear interagency amounts.

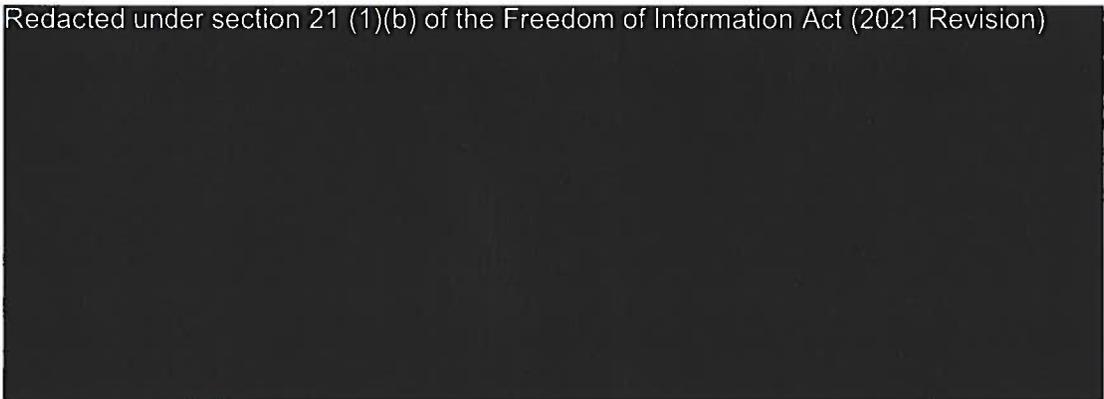
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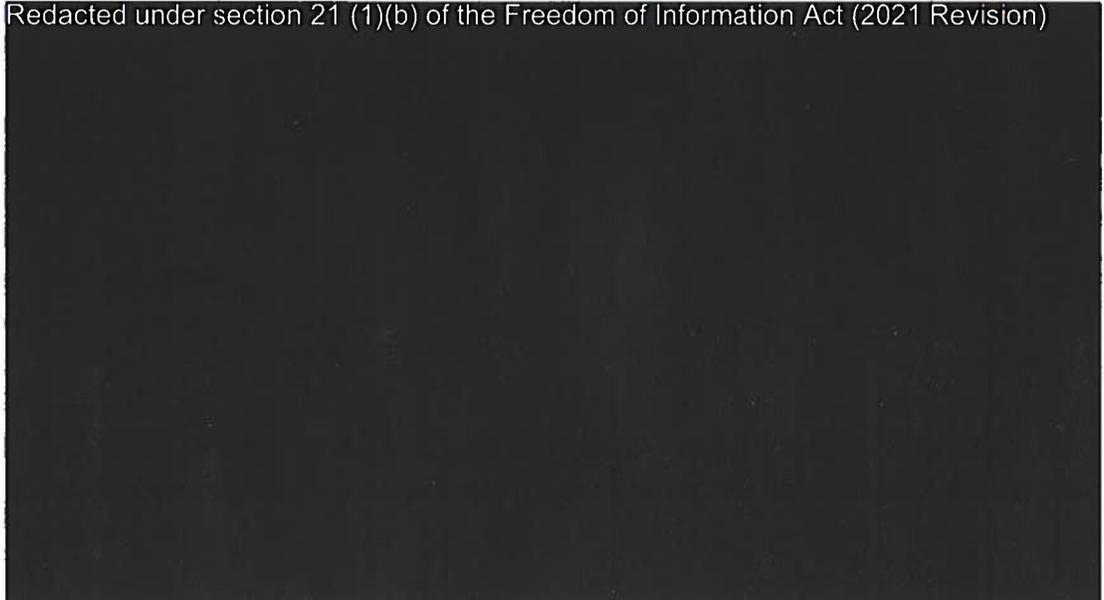
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d) Redacted under section 21 (1)(b) of the Freedom of Information Act (2021 Revision)



- e) **National Cyber Risk Assessment - Update.**  
The Secretary reported that the NDAs were signed and returned to the Chief Information Security Officer's Office (CISO). The CISO was also requested to provide clarification regarding the level staff involved in the exercise.

### 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.

*COVID-19 Acquisition of Hand Sanitisers*

The Secretary reported that further to the April 2022 Board Meeting, 7 boxes of 12 bottles each and 13 boxes containing 12 bottles each were donated to the East End Primary School classrooms via the Chairman and to Cayman Brac classrooms via Board member, Mr N DaCosta. The remaining 14 boxes were donated to the Department of Education Services (DES) after communication with Mr Mark Ray, Director of DES.

**b) Engineering Services**1) *Engineering*

The Secretary noted that as reported previously, the Engineering Services Department completed the manhole investigations using the CUES SPiDER camera. The Authority is now awaiting the processed data results from CUES to determine whether there is any corruption on some of the data from the manholes that may need to be re-investigated. The final report will be generated after receiving the processed results from CUES and any re-investigations are completed.

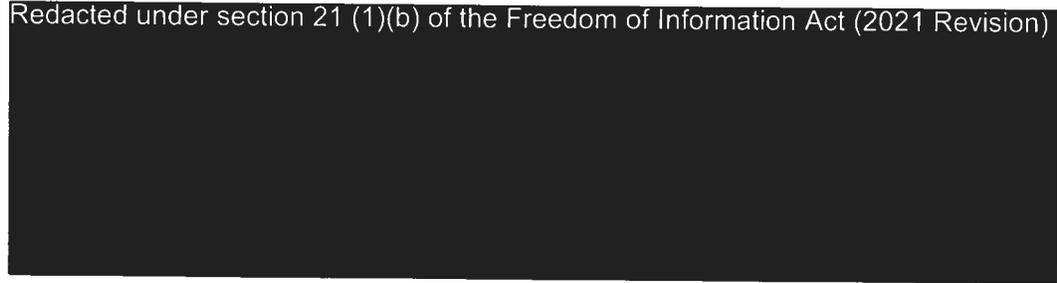
*North Side Water Works Chemical Storage* – There was no further update from the last meeting.

*Red Gate Operations Building Roof Renovation (2021)* – The Secretary reported that the contractor, Cayman Islands Roofing Ltd, started work on the roof renovation of the Water Authority's Red Gate Operations Building on 05 May 2022.

*New Red Gate RO Plant* – The Secretary reported that on 10 May 2022, a copy of the signed contract for the Procurement of and Operating Agreement for a Sea Water Desalination Plant at the Red Gate Water Works was delivered to the successful contractor Ocean Conversion Cayman Limited. The First Delivery Date must be no later than 18 calendar months after the Agreement Date. Therefore, the new RO plant should be operational by mid-November 2023. The Secretary noted that this project would now be moved under Matters Arising section of the Agenda.

*New Water Storage Tanks at North Side Water Works* – The Secretary reported that on 10 May 2022, a copy of the signed contract for the supply and erection of two bolted steel tanks for water storage at the North Side Water Works was delivered to the successful contractor Jairam Ltd. The works must be completed on or before 13 February 2023.

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



*Valve Exercise Programme* - There were no updates.

2) *New Works Division*

The Secretary reported that the entire New Works - GCM pipelaying crew was on leave during the Easter week (19 April 2022- 22 April 2022).

On 11 April 2022 the New Works crew commenced the installation of approximately 120 metres (350 feet) of 150mm (6-inch) pipe along Cardinall Avenue, between Seafarer's Way and Albert Panton Street, which replaces the existing 100mm (4-inch) pipe. This work is required to accommodate the redevelopment plans for Cardinall Avenue as part of the George Town Revitalisation Project. The pipelaying in Cardinall Avenue was completed before Good Friday (except for the connection to the water distribution system at both ends). This pipeline is in the process of being pressure tested, and will then be disinfected, and flushed. It is anticipated that this pipeline will be connected to the water main in Seafarer's Way and Albert Panton Street on 15 May 2022 providing the pressure testing is successful.

3) *Water Distribution & Treatment Division*

The Secretary reported that on 19 April 2022 Operations-Water Supply started the upgrade of approximately 230 metres (750 feet) of 100mm (4-inch) pipe along Grackle Road (off Godfrey Nixon Way). This work is expected to be completed by late May 2022.

On 25 April 2022 Operations-Water Supply completed the connection of the new Mantras Townhouses development off South Sound, which included 50 water meters (installed at 5 pedestals).

During the first four months (January - April) of 2022 the total water sales on Grand Cayman were approximately 2.6% higher than during the same period last year.

4) *Water Production Division*

Nothing to report.

5) *Wastewater Collection & Treatment Division*

During the month of April 2022, the design hydraulic capacity of the wastewater treatment plant (2.5 mgd) was exceeded on five days (or 17% of the time). The average daily wastewater inflow from West Bay Road during April 2022 was 2.35 mgd (or approximately 94% of the design treatment capacity). This is 20% less than the average influent measurement during the same period the previous year (2.94 mgd).

The decant pipework in SBR #1 basin was replaced on 22 April 2022.

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)

*Customer Statistics*

The Secretary reported that as of 30 April 2022, the Authority had the following active accounts:

	Jan22	Feb22	Mar22	Apr22
GCM piped water	19828	19859	19884	<b>19928</b>
GCM Septage	9	9	9	<b>9</b>
CYB Trucked	704	685	688	<b>715</b>
GCM Sewer	467	471	472	<b>472</b>
CYB piped water	446	448	453	<b>457</b>

The secretary reported that there were 282 accounts disconnected in April 2022 of which 231 were reconnected. There are currently 120 Special Payment Agreements (SPAs) issued for a total of \$136,637.42.

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

*Customer Portal*

The Secretary noted that work on the portal is underway and depending on testing, the expected delivery remains on target for end of June 2022.

*Water Authority Procurement Committee (WAPC)*

Nothing new to report.

*Customer Feedback Survey*

The Secretary reported nothing new to report.

*Public Promotions*

Fuel Prices Impact on EAF - The Secretary reported that the Authority will periodically remind customers of the impact of rising fuel prices.

Call for your Balance - The Secretary reported that promotion of the new self-help feature whereby customers can call in to get their account balance in two easy steps will commence shortly with promotion via WAC website, social media posts, customer email, radio ads, newspaper ad and ECAY ads.

**d) Human Resources**

*Recruitment & Staffing*

The Secretary reported that interviews for the Senior Engineering Manager position commenced on 10 May 2022 whilst recruitment for the Civil Engineer positions is on-going. Recruitment is also on-going for six other junior positions some being already shortlisted for interview.

As reported at previous Board meetings, 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.

*Scholarship Programme*

The Secretary reported that 12 applications were received for the 2022 Water Authority-Cayman Scholarship:

- Six applicants plan to study engineering, however two of those are required to do foundation studies (a one-year Engineering & Physical Sciences programme) before acceptance into a full engineering degree programme. The other four are in various stages of university acceptance and to study Mechanical Engineering (2), Civil Engineering and Chemical Engineering. All plan to attend UK universities.
- The remaining applications are for Business Administration/Management (4) and IT/Computer (2) studies.
- 10 applications were submitted online via the new online platform and 2 were hand delivered.

The shortlisting for interviews is in progress with interviews planned for the week of 23 May 2022. The Secretary noted that Mr N DaCosta, as the Board representative on the Interview Panel, will be contacted directly by HR regarding the date and time for the interviews.

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

*Summer Internship Programme*

The Secretary reported that the Authority received 61 applications for the 2022 summer internship programme, the majority for Engineering Services (18) followed by Water Resources & Quality Control (9) and IT (9).

The Secretary noted that 37 applications were submitted online and 24 were submitted via email or hand delivered.

As reported at the April 2022 Meeting, there are 11 internship placements available for interns throughout the Water Authority this year.

#### *COVID-19*

The Secretary reported that the Authority has seen an increase in the number of employees that are impacted by the virus, either by testing positive or being primary contacts of positive cases.

As of 09 May 2022, 4% of employees were COVID-19 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 Cogsdale has been experiencing problems with the VPN connection and subsequently decided to rebuild their end from scratch. The IS department is working with them coordinating the connection and will have another conference call on 12 May 2022 and as necessary until it is resolved. They have the server in place and GP installed, it is just a matter of copying the Authority's data to it once they resolve the VPN issue. The Finance staff is available to commence testing as soon as the VPN issues on Cogsdale's end are resolved.

#### *Scanning System*

The Secretary reported that the Networks & Security Manager returned from leave on 03 May 2022 but unfortunately due to a sudden death in his family, he is now on compassionate leave and will be back in office next week. Demonstrations and training for and of Customer Service staff will then take place.

#### *Telephone System Upgrade*

The Secretary reported that the delay in the finalisation of the Business Case is due to a special presentation by Mitel reps and C&W local staff that had itself been delayed due to various other commitments. The Business Case is expected to be completed and submitted to the Water Authority's Procurement Committee by 20 May 2022.

The new system will be completely independent of the old system with no shared resources and they can both work simultaneously without any interference as the technology of the phone lines is different. This will allow for full testing of the system, and just a reprogramming of the main telephone numbers when the decision is made to cutover will be all that is required.

The IS department has resolved the tenant issue with regards to the new "Check Your Balance" service and testing was completed by the Customer Service Team on 04 May 2022.

*Building Access Control*

The Secretary reported that a proposal has been accepted from Island Electronics, the deposit paid, and they have been instructed to proceed with ordering the hardware.

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

**f) Water Resources & Quality Control**

*Environmental Impact Assessment East-West Arterial*

Regarding this matter, Mr MScotland noted that he is a consultant with the NRA on this project. Members agreed that providing there was no discussion of the names of the consultant companies it would not be necessary for Mr M Scotland to recuse himself.

The Secretary reminded members that in April 2017 the Water Authority was appointed as a member of the Environmental Assessment Board (EAB) that reviews the Environmental Impact Assessment (EIA) for the East-West Arterial. The National Conservation Council (NCC), which operates under the provisions of the National Conservation Law (NCL), determines on the requirement to conduct an EIA. The specifics of the process for EIAs are in the NCC's EIA Directive. The membership of the EAB is project-specific, with the Director and Deputy Director of DOE, and the Director of Planning being permanent members of the EAB. Other members are appointed based on the nature of the project. The Director of DOE is the chair of the EAB. The Water Authority was appointed as it has statutory responsibility for the management and protection of groundwater.

The EAB prepared a Scoping Opinion, this outlines the issues that need to be addressed by the EIA. The NRA has prepared a Request for Proposal to invite qualified consultants to conduct the EIA. The procurement process for consulting services is conducted through the process established under the Procurement legislation. Bids from several consultants have been received and the EAB has been asked to score the consultants on their Company Qualifications and Project Team Capabilities. The meeting to determine the scoring will take

place on 12 May 2022. Once the successful consultant has been selected, they will be required to prepare the Terms of Reference for the EIA.

*Visit - Dr Brian Jones*

The Water Authority has a long working relationship with Dr Brian Jones, professor emeritus of Geology at the University of Alberta. He and his colleagues have conducted geological research in the Cayman Islands for about 40 years. This has resulted in a close partnership with the Water Authority, who has benefitted from his advice on numerous projects and he has benefitted from the Authority facilitating his fieldwork and providing logistical support while he visits the Cayman Islands.

Last week Dr Jones visited the Cayman Islands after a hiatus of about 2.5 years due to the pandemic. The Water Authority facilitated fieldwork in the 3 islands and arranged meetings with key persons. Dr Jones has authored a book on the geology of the Cayman Islands, the book is in print and is expected to be ready in about 4 to 6 months. Initial discussions have been held with key persons to prepare for the launch of the book and the Authority has offered its support to organise and facilitate the launch of the book in the Cayman Islands.

The other subject that has been discussed with key persons in the Education Department is Geology Education Week. The Water Authority has sponsored this week, which offers geology education to high school students and teachers. The plan is to bring Geology Education Week back this year in October and also to offer training to primary school teachers on this subject in primary schools. The benefit of working with Dr Jones is his vast knowledge of geology and specific knowledge of the geology of the Cayman Islands.

**g) Director's Office**

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

The Secretary advised there was nothing further to report on this matter.

*Water Authority's 40<sup>th</sup> Anniversary in 2023*

The Secretary advised that the Water Authority's 40<sup>th</sup> Anniversary Celebration Committee had prepared a preliminary draft briefing document of draft logo, events and activities for the Authority's 40<sup>th</sup> anniversary throughout the year 2023. However, with the Board meeting being brought forward, the Authority's management team has not had the opportunity to provide the Committee with feedback. This will be done in the coming week and the draft will then be shared with members for their feedback. The Secretary gave members a quick overview of the plans as well as the draft logo.

*COCORT*

The Authority's COVID-19 Coordinating Response Team (COCORT) had substantially completed the Living with COVID Plan and it will be rolled out to

employees 11 May 2022. Hard copies were available for members who requested a copy.

*Unveiling of the Miss Annie Huldah Bodden Animatronic*

The Secretary reminded members that previewing of the Miss Annie Huldah Bodden Animatronic which was sponsored by the Water Authority as part of its 35<sup>th</sup> Anniversary in 2018 will take place on 12 May 2022, 6pm-8pm. The public unveiling will take place on 14 May 2022 as part of the Queen's Jubilee celebrations. There is also an opportunity at the public unveiling on 14 May 2022 for a representative of the Water Authority to say a few words. The Secretary noted that she will attend the event on 12 May 2022 but was unable to attend on 14 May 2022. Mr N DaCosta agreed to attend the event and say a few words on behalf of the Water Authority on 14 May 2022 providing it was during the period 10-11am.

Mr G Ebanks left the meeting at this point to attend to another commitment.

**Current Business**

a) **Management Accounts March 2022.**

The Secretary reported that a copy of the 31 March 2022 Income Statement was available for members' review. Despite 8% higher sales than the same period in 2021 the Authority's overall performance is slightly down from prior year which is within management expectation as electricity cost continues to be high, wastewater collection system remediation, significant ongoing IT projects, and road reinstatement.

The Authority, as noted above, has undertaken significant IT projects in 2022, most notably the NetClues Powerpay project, transitioning Cogsdale to the cloud and smart phone technology with SPMR (Smart Phone for Meter Reading).

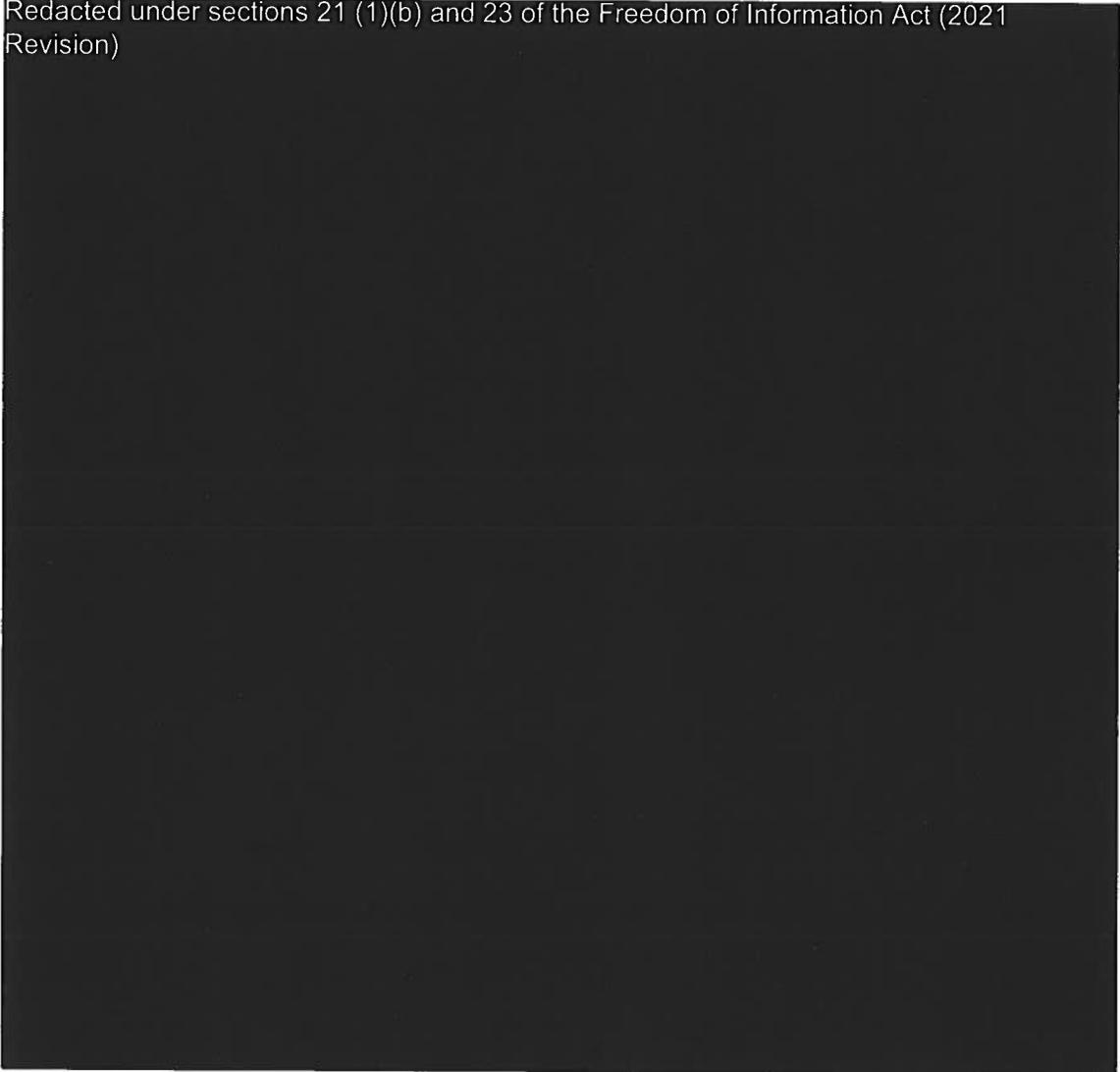
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In summary, the Water Authority continues to have sufficient funds for scheduled capital projects and working capital.

**Any Other Business**

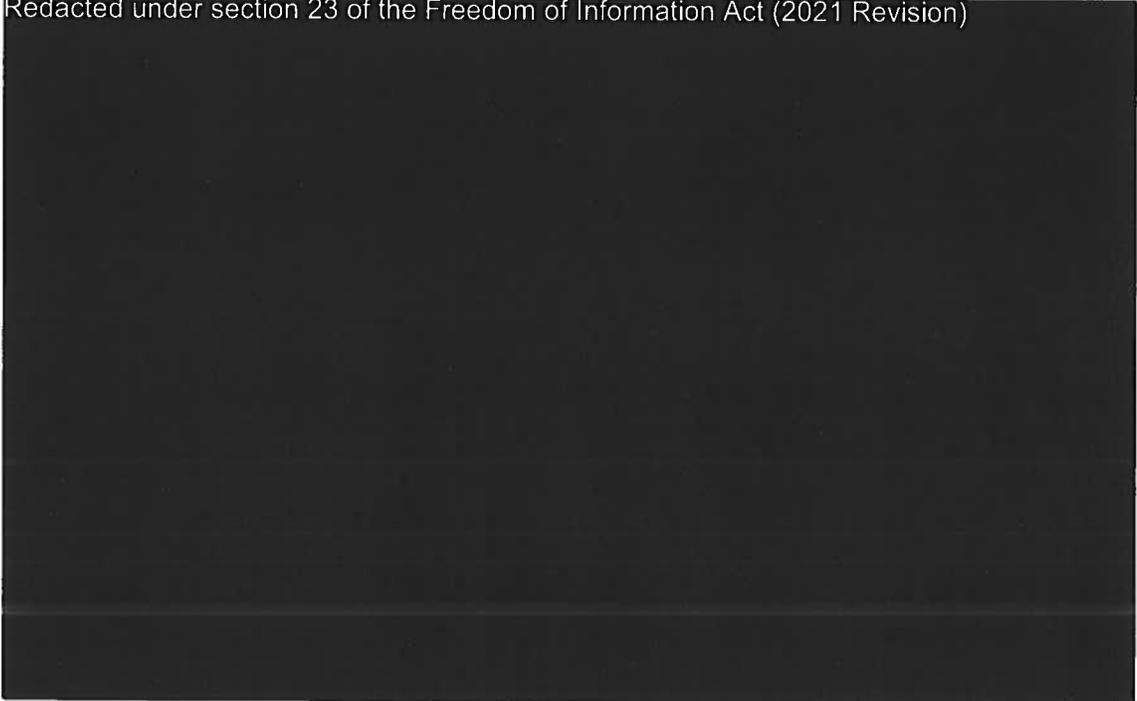
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**b)**

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c) **Director's Leave.**

The Secretary advised that she would be on leave during the period 03-27 June 2022. She noted that she would be off-island from the evening of 03 June to the evening of 25 June 2022. She will work remotely as needed. The Deputy Director will be on island and available if needed. Members noted and had no objection to the Director's leave period.

Mrs L Ryan asked to be excused from the meeting at this point in order to attend to other commitments.

d) **Request for Piped Water to be Extended to** [REDACTED]

The Chairman reported that he had received a direct request from the Ministry of Planning, Agriculture, Housing, & Infrastructure (PAHI) regarding the Water Authority extending the water distribution system to Parcel [REDACTED] in North Side.

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

Board members discussed the above subject matter and subsequently noted that, regrettably, as there appeared to be no extenuating circumstance/s and due to several previous issues with trenching and pipe laying caused by non-gazettal of road corridors, the members were not mindful to waive the Board's current policy to provide water to the residents of [REDACTED]

The Board further recommended that the Ministries of PAHI and District Administration. & Lands (DAL) make the necessary arrangement to have the parcel of property in question Gazetted, subsequently acquired and construct the road to the required standard.

Members further recommended that a "wholesale" Gazettal of the proposed road corridor extension be done as it would allow the Water Authority to be aware and plan the full scope of trenching, sizing and pipe laying in the area.

Members also noted that with the current scope of work, due to new road designs and layouts, it is unlikely that the Authority would be in a position to schedule the Mastic Road extension before the end of 2022/early 2023.

Nevertheless, the Board encouraged potential customers to write to the Water Authority explaining their situation and requesting a policy waiver. The Board also respectfully requested that going forward, the Ministry of PAHI and the Ministry of DAL work toward road gazettal before Water Authority works is requested.

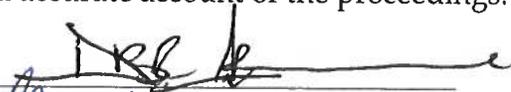
### Donation Requests

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

- a) Academy Sports Club - USA CUP Football Tournament.
- b) Lions Club of Grand Cayman - Annual White Cane Week.
- c) The Power of Faith Deliverance Ministry - The Shoe Box Ministry.
- d) Cayman Connection - "Making Waves Awards 2022".

There being no other business the Chairman thanked members and the meeting was then adjourned at 4:55pm.

This is a true and accurate account of the proceedings.

  
\_\_\_\_\_  
The Chairman

  
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The Secretary