

CONFIDENTIAL



Water Authority of the Cayman Islands

**Minutes of 329th Meeting held on 17 August 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 H B Ebanks Ms A Owens Mr M Scotland Mr W Welcome - <i>virtual</i>
Secretary:	Dr G Frederick-van Genderen
Apologies:	Mr D Ebanks Mr G Ebanks Mrs L Ryan Mrs I Simms
Presenters:	Mr T van Zanten, Deputy Director Mr Christopher Garbutt, Civil Engineer

Call to Order

The Chairman welcomed all members and called the meeting to order at 1:21pm after ascertaining that there was a quorum. The Chairman noted apologies for Mr D Ebanks, Mr G Ebanks, Mrs L Ryan, and Mrs I Simms. He then invited Mr M Scotland to open the meeting with prayer. The Chairman noted that he will call on Mrs I Simms to give the prayer at the September 2022 meeting.

Confirmation of Minutes of the 328th Meeting held on 20 July 2022

The Minutes having been circulated, taken as read, and amendments made, the Chairman asked for confirmation of the Minutes of the 328th Meeting held on 20 July 2022. Mr M Scotland then moved the motion to accept the Minutes, Mr N DaCosta

seconded the motion and the motion passed unanimously by members able to vote. Members requested that the Secretary ensure that the Board package is made available earlier in order for members to have time to read through the information.

Declaration of Conflicts of Interest

Mr N DaCosta noted a conflict with item (b) under Donations Request.

Matters Arising

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

The Secretary reported that the New Works pipelaying crew completed the installation of approximately 200 metres (600 feet) of 80mm diameter (3-inch) pipe along an un-named road west of Frigate Drive. It is expected that this pipeline will be commissioned later this week. Additionally, the crew carried out road reinstatement for the pipelines recently installed, and moved excavated material to the Bluff site.

On 15 August 2022 the crew started work on the extension of the 200mm (8-inch) main pipeline along Bight Road, from Surf Lane towards Watering Place.

The Secretary noted that the current crew comprises the Foreman (Designate), a Heavy Equipment Operator and two Assistant Operators. The superintendent typically visits Cayman Brac on the first workday of each week to check on progress, deal with any issues that may have arisen, and go over the current and following week's schedule. A four-man crew is too small to work comfortably along the main road. Unfortunately, the Authority has not been able to find suitable candidates to fill the vacant positions of Heavy Equipment Operator and Labourer for this crew, which will affect pipelaying progress along the main road.

Eighteen new water service connections were installed since mid-July 2022.

West End Water Works Pump House

The Secretary noted that during the first seven months (January - July) of 2022 the total water sales in Cayman Brac were approximately 4.4% less than during the same period last year. Pipeline sales were up 5.4%, but trucked water sales were down 17.3%, compared to the same period last year. The reduction in trucked water sales were likely due to the relatively 'wet' months of March through July compared to previous years, as well as the slight increase in piped water customers.

Brac Bluff Water Works

The Secretary reports that there have been no further developments.

Presentation on current status of the Cayman Brac Pipeline Extension Project

The Deputy Director and Civil Engineer were then invited to the meeting, introduced to members, and proceeded to make a PowerPoint presentation on the current status of the Cayman Brac Pipeline Extension Project, the various challenges and a summary of the various milestones reached and those anticipated in the next two years. A copy of the presentation has been attached to these Minutes. The Deputy Director provided an overview of the water distribution project in Cayman Brac from 1991 up to the developments to 2014.

In the presentation, the Deputy Director explained that the original plan for the Cayman Brac Water Supply Extension Project was presented to the Water Authority Board in September 2013 and that the project was anticipated to comprise 6 distinct phases, as follows:

- Phase 1
From West End Crossroads to Ashton Reid Drive intersection, including all side roads
- Phase 2
From Ashton Reid Drive intersection to Spot Bay, including all side roads
- Phase 3
Pipeline installation in the roads on the Bluff, east of Ashton Reid Drive
- Phase 4
Pipeline installation in the roads on the Bluff, west of Ashton Reid Drive
- Phase 5
Pipeline installation along the South Coast, west of Ashton Reid Drive
- Phase 6
Pipeline installation along the South Coast, east of Ashton Reid Drive

As explained by the Deputy Director, this project has been carried out and continues to be carried by one of the Water Authority's in-house pipelaying crews. Although it was recognised that the actual project could be completed faster by increasing the number of crews, the Board in September 2013 realised that this would also require a simultaneous increase in capital that would need to be invested annually.

The initial phases of the extension of the Cayman Brac Water Distribution system, which commenced in November 2013, cover the provision of a piped water supply along the north coast of Cayman Brac, from West End Crossroads to Spot Bay. This is the area on Cayman Brac where most development has taken place.

The Deputy Director explained that when the New Works Pipelaying crew mobilised in November 2013, several preliminary projects had to be completed before actually starting the extension of the Cayman Brac water distribution system along the North Coast. This initial work comprised the installation of a new pipeline along Gerrard Smith Avenue, so that the existing pipeline within the Cayman Brac Airport property along the active runway could be abandoned.

The Cayman Islands Airports Authority (CIAA) had expressed concerns regarding the Water Authority's pipeline being within the airport property, particularly with respect to the procedures that need to be complied with when a broken pipe needs to be repaired close to the runway. In view of revised international safety and security requirements CIAA requested to have this pipeline removed from the airport property in its entirety.

Further, the water main along Bert Marson Drive and South Side West Road up to Brac Reef Beach Resort had to be repaired as it was prone to leaks, and was therefore upgraded (150mm pipe replacing the 100mm and 80mm pipes). These works were completed during 14 months from November 2013. The Deputy Director reported on milestones to date:

- January 2015 - West End Primary School
- January 2018 - District Administration Building
- April 2018 - Faith Hospital
- Mid 2018 - Mid 2020: Replacement of pipelines near the airport
- September 2021 - Ashton Reid Drive
- August 2022 - Surf Lane

The Deputy Director explained that originally it was anticipated, providing there were no major unforeseeable delays, that Phase 1 would be completed within 5 crew-years. This milestone was reached after 8 years due to delays caused by necessary pipeline upgrades and repairs throughout the Cayman Brac water distribution system in addition to delays because of the COVID-19 pandemic. As the pipelaying continues along North Coast, the anticipated milestones are:

- December 2022 - Watering Place (main line only)
- February 2023 - Watering Place (side roads complete)
- April 2023 - Cayman Brac Port (main line only)
- July 2023 - Cayman Brac Port (side roads complete)
- February 2024 - Spot Bay (main line only)
- May 2024 - Spot Bay (side roads complete)

The Deputy Director summarised the work completed so far noting that the pipelaying crew has installed on average 11,500 feet (just over 2 miles) of pipe annually. Since 2014, the Water Authority has invested approximately \$5.50 million in the Cayman Brac Water Distribution System Extension Project with an additional of approximately \$1.0 million expended on pipeline repairs and upgrades. This means, that on average the Water Authority has spent \$750,000 per annum up to mid-2022. On average 43 new water meters were installed annually for a total to date of 368.

The Cayman Brac Water Distribution System has been operational since 1991, but during that more than 30-year period, the Deputy Director reported that its revenue has never been sufficient to cover its total expenditure. The Water Authority's Brac Operations are not profitable, i.e., its operations are heavily

subsidised by the Grand Cayman operations. Since 2014 the Brac Operations has experienced a Net Operating Loss in excess of \$800,000 per annum. Nevertheless, the Water Authority in keeping with its mission to provide water infrastructure for the Cayman Islands, continues to invest more than \$750,000 annually in new installation and pipeline upgrades/repair in Cayman Brac.

The presentation reviewed the demand for trucked water versus piped water. The Deputy Director reported that trucked water sales have reduced slightly, while the pipeline sales have increased. Therefore, more people are getting water from the pipeline. Trucked water sales now comprise only 40% of the total water sales on Cayman Brac. In 2014, trucked water sales represented 55% of the total water sales.

It was explained that although trucked water is more expensive than piped water (the current trucked rate is approximately 25% higher than piped water), there is still a significant portion of residences situated within the Brac water distribution system that still order trucked water instead of connecting to the water distribution system.

Interestingly, according to the 2021 Census, 299 households (32.2% of all households (930) in CYB) are connected to mains water. This compares to a total number of 460 water meters, 411 of which are residential customers. It is estimated that there are at least 250 houses/households between Surf Lane and Spot Bay. Therefore, when the pipeline extension has been completed to Spot Bay more than 70% of the Brac population should have access to piped water.

Regarding future developments, the Deputy Director explained that in order to ensure the reliable long-term operation of the Cayman Brac Water Distribution System, the entire existing facility will have to be moved from the very low-lying West End Water Works which is prone to flooding and thus vulnerable. Further, the West End Water Works is leased from CIAA who have indicated that they would prefer the Water Authority moves its operations from this location.

Members were reminded that the Water Authority has 12.58 acres of property near to the Aston Ruddy Centre on the Bluff for the purpose of developing a production, storage and pumping facility. This alternative location offers the advantages of having a high elevation and being centrally located to the entire Cayman Brac water distribution system when completed.

Hydrogeological information is required about the property in order to design the abstraction and disposal wells for the future Seawater Reverse Osmosis plants at the Brac Bluff Water Works. The Deputy Director explained the challenges the Authority has encountered in getting responses from both local and international well drilling companies to carry out the preliminary hydrogeological investigations at the Cayman Brac Bluff site as well as the Little Cayman site. The process was further delayed, partly due to COVID-19 travel

restrictions, but also due to lack of response. The Authority will revise the bid documents and re-tender the project in early 2023. The presentation also included an overview of the Brac Bluff Water Works Project as well as the plans for the Little Cayman Water Works.

The extension of the piped water supply in Cayman Brac will improve the standard of living in the area and reduce the risks to the public health. Although the majority of residents already rely on chlorinated trucked desalinated water, the risk of contamination is still very real when water is stored in, inadequately cleaned, cisterns. Others may still rely on inferior and unsafe sources of (drinking) water, such as rain water and wells.

Cayman Brac continues to benefit and Little Cayman will benefit from the various projects related to the water production and distribution, as the improved infrastructure may encourage the further development. Also, during construction as a significant portion of the construction cost will be incurred locally (labour, backfill material, accommodation).

It was noted that with the moratorium on borrowings issued by the Cayman Islands Government, all of these projects must be funded from available in-house resources, which limits the amount of work that can be carried out annually, and thus the rate of extension of the water distribution system. Although the water supply operations in the Sister Islands will likely remain unprofitable, these systems must still be run efficiently and business-like.

Members thanked the Deputy Director and Mr Garbutt for the presentation. Members discussed the length of time the Cayman Brac Water Supply Extension Project was taking to reach Spot Bay and enquired about speeding up the process. It was explained that the crew had not only less people than when the project started but that over the last 2 years, due to COVID-19 there were shortages of staff and further that recent recruitment efforts had not been as successful as expected. The Chief Officer (Acting) for District Administration & Lands (DAL) recommended that any advertisements for vacancies in Cayman Brac be sent to the District Administration Office for circulation in the Brac. He provided the contact information and the Secretary immediately informed the Chief Human Resources Officer accordingly. Members discussed various options regarding establishing a second crew however it was determined that would not be the route to take at this time due to cost and logistics.

Members queried why the uptake for piped water was slow. The Secretary explained that the Water Authority provides the service of trenching up to 50ft of the trench needed for the customer's service line at no cost and also that the requirement for a connection fee is waived for Brac customers. The Deputy Director and Mr Garbutt explained the process for customers to have their trenches done by the Water Authority. Further, as was done in Grand Cayman, the Water Authority installs pipelines in all roads whether public or private

whilst the project is on-going. The Secretary noted that the Water Authority has tried to encourage residents, businesses, and Government entities within the service area to connect. She also noted that some Government entities had to be encouraged very much to connect and reap the benefit and convenience of the cheaper piped water. The DAL Chief Officer (Acting) advised that he may be able to assist with encouraging Government entities to connect. Additionally, he suggested that the Water Authority prepare a flyer explaining the benefits of hooking up to the piped water distribution system and circulate in the Brac via the District Administration Office.

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

b) New Red Gate RO Plant - Update.

The Secretary reported that on 08 August 2022, Ocean Conversion Cayman Limited (OCL), the contractor for the Procurement of and Operating Agreement for a Sea Water Desalination Plant at the Red Gate Water Works, started the site works for the building (i.e., excavation for the foundation commenced). OCL submitted the drawings for the Red Gate RO Plant to Building Control Unit for their review and approval. A copy of these drawings was forwarded to the Water Authority on 12 August 2022.

c) New Water Storage Tanks at North Side Water Works - Update.

The Secretary reported that Jairam Ltd, the contractor for the supply and erection of two bolted steel tanks for water storage at the North Side Water Works, started the grading for the base slabs and the excavation for the perimeter footer.

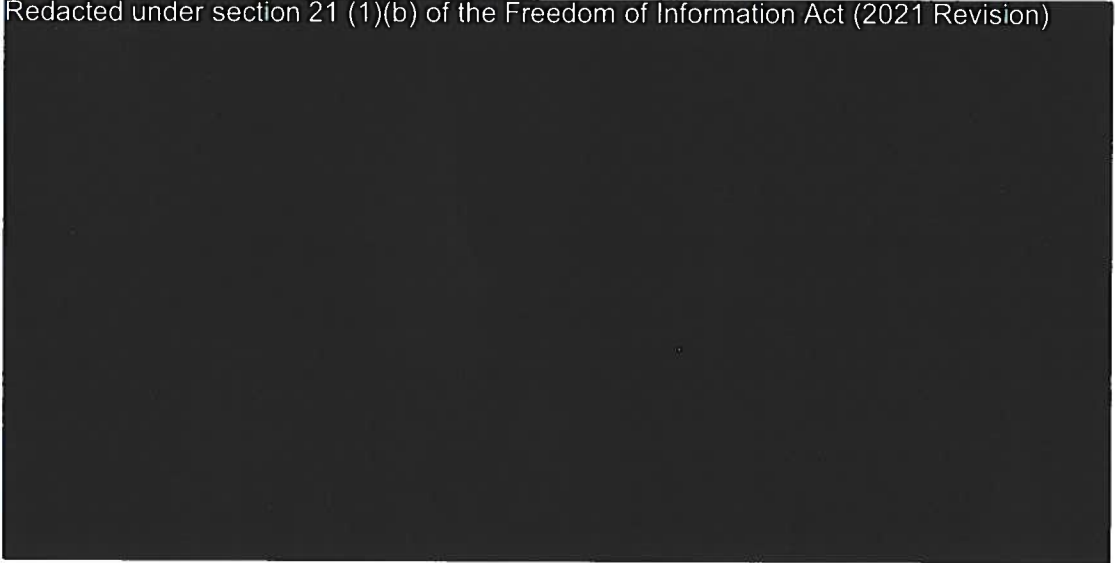
d) 31 December 2021 Audit of Consolidated, Island & Divisional Statements - Update.

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

The Secretary reported that the Chief Financial Officer (CFO) has been working with KPMG on the Islands and Divisionals, providing information as requested. At this time the draft statements are not yet ready for Board review and sign off. The CFO will continue to follow-up.

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

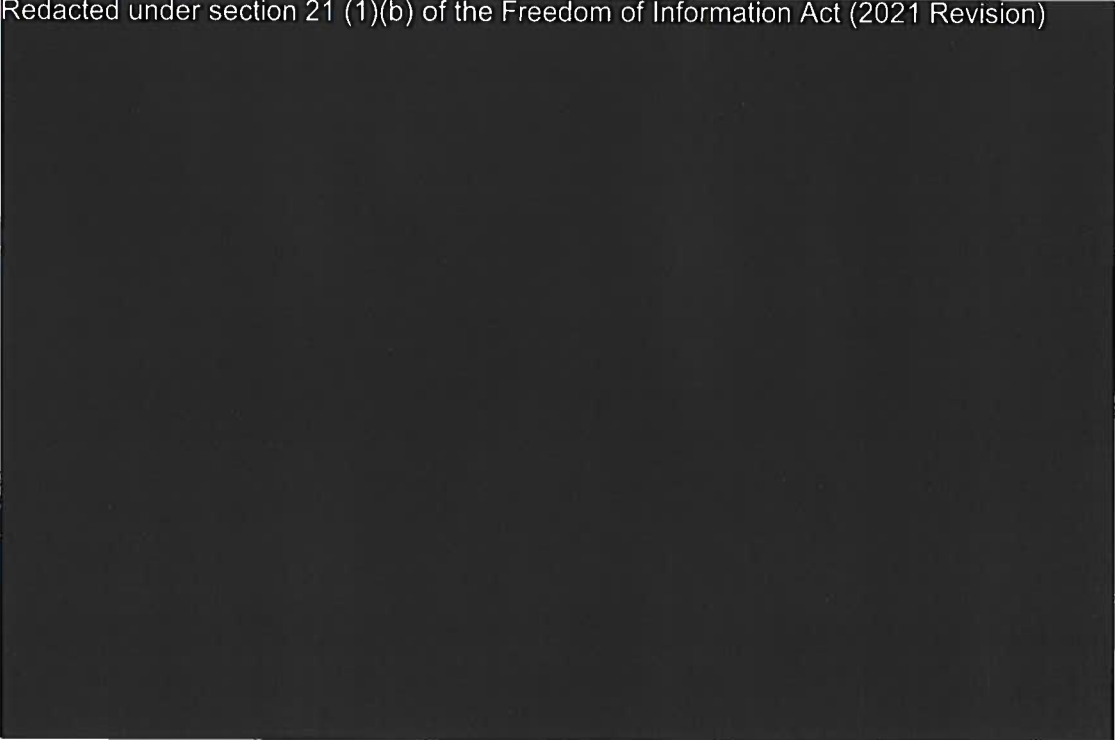
Redacted under section 21 (1)(b) of the Freedom of Information Act (2021 Revision)



Annual Report 2021

The Secretary reported that the Authority awaits confirmation from the Ministry that the 2021 Annual Report has been tabled in Parliament. When this process is complete it will become a public document and will be posted on the Water Authority's website.

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



e)

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)



f) **National Cyber Risk Assessment - Update.**

The Secretary reported that on 28 July 2022 the Chief Information Security Officer's Office (CISO) acknowledged the Water Authority's submission of the signed Non-Disclosure Agreements sent on 11 May 2022 and advised that the countersigned NDAs would be returned.

g)

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



Department Updates

a) **Finance**

ILI Calculation (Non-Revenue Water)

As noted at the previous meeting, this report is expected to be available for the September Board meeting.

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



b) **Engineering Services**

1) *Engineering*

The Secretary noted that CUES will produce a MACP (Manhole Assessment Certification Protocol) report for each manhole inspected by the Authority, including SPiDER Webviewer files (including measurements and notes) and various other deliverables, on a portable drive as well as a printed report. The draft report is expected this week. A total of 450 manholes were inspected.

North Side Water Works Chemical Storage – The Secretary reported that the new Senior Engineering Manager started work on the contract to install insulation to the three containers in which chemicals are stored at the North Side Water Works. As there is no space on the inside of these containers (as the pallets extend from wall to wall), the option of spray-on insulation on the inside is not considered viable, therefore external insulation and cladding (in addition to providing a proper roof, and roof insulation, to each container is planned.

Red Gate Operations Building Roof Renovation (2021) – As reported previously, the roof renovation of the Water Authority’s Red Gate Operations Building has been completed. The renovations to the ladies’ restroom, and the cleaning of the carpet adjacent to and the glass partition of the kitchenette have now also been completed.

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*

Since mid-July 2022 the New Works pipelaying crew has completed a number of short sections of pipeline:

- Approximately 46 metres (150 feet) of 80mm (3-inch) pipeline along an unpaved public road off Spice Drive, Bodden Town. This pipeline has been tested, disinfected and flushed.
- Approximately 110 metres (350 feet) of 80mm (3-inch) pipeline along Dorset Drive (off Walkers Rd). It is anticipated that this pipeline will be tested, disinfected and flushed this week.
- Approximately 155 metres (500 feet) of 300mm (12-inch) pipeline along Shamrock Road, Savannah (between Lancelot Drive and Savannah Avenue) was replaced. The new pipeline was tested, disinfected and flushed on 12 August 2022 and put back in service.

The Chairman and Board member, Mr G Ebanks were able to visit and bring refreshments to the New Works crew during the installation of the 500ft of

pipeline along Shamrock Road. They expressed thanks to the Superintendent, who explained the details of the project to them. Members noted that although the work was carried out expeditiously, they were concerned about the state the job site was left in. Specifically, the berm where previously it was lush with green grass. Members recommended that care be taken with tidying up the site and to reinstate it to its natural state as much as reasonably possible. The Secretary noted members concerns and said that the crew would be asked to further tidy up the area and where necessary bring in top soil. Additionally, the Secretary advised that she had spoken with the staff regarding leaving signage out on the road that was no longer relevant.

Before the end of the week of 15 August 2022, the New Works crew will commence the installation of approximately 640 metres (2,100 feet) of 300mm (12-inch) pipe along the new section of the Linford Pierson Highway from the intersection with Agnes Way to the new roundabout at Bobby Thompson Way. Thereafter, the pipeline installation will continue along Bobby Thompson Way towards the intersection with Smith Road (an additional length of approximately 500 metres (1,640 feet), also 300mm (12-inch) pipe). It is difficult to estimate how long this project will take to complete as the Water Authority will have to work within the roadway in Bobby Thompson Way and will depend on NRA to divert traffic. However, if there are no delays, this project should take around 8 weeks to complete. Mr M Scotland indicated that he is aware that there is only a short segment of the road that will require the NRA to divert traffic.

3) *Water Distribution & Treatment Division*

The Secretary reported that on 05 July 2022 Operations-Water Supply started the relaying of approximately 460 metres (1,500 feet) of 100mm (4-inch) pipe along Maple Road (George Town). The new pipeline was pressure tested and disinfected last week. Flushing the pipeline and reconnecting all customers to the new pipeline and final site clean-up is scheduled for this week. This work is expected to be completed by the end of this week.

On 21 July 2022 Operations-Water Supply completed the connection of the next phase of the Imperial Estates sub-division (off Hutland Road). This work included installing water service lines to nineteen individual lots.

During the first seven months (January - July) of 2022 the total water sales on Grand Cayman were approximately 0.8% higher than during the same period last year.

4) *Water Production Division*

The Secretary advised that as mentioned previously, the RO membranes must be replaced as soon as possible in order to ensure the reliable operation
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)

5) *Wastewater Collection & Treatment Division*

In July 2022 the design hydraulic capacity of the wastewater treatment plant (2.5 mgd) was exceeded on fifteen days (or 48% of the time). The average daily wastewater inflow from West Bay Road during July 2022 was 2.49 mgd (or nearly 100% of the design treatment capacity). This is 5% more than the average influent measurement during the same month in the previous year (2.38 mgd).

6) *Cayman Brac Water Works*

Updates under Current Business on the Agenda.

c) **Customer Service**

Customer Statistics

The Secretary reported that as of 29 July 2022, the Authority had the following active accounts:

	Jan22	Feb22	Mar22	Apr22	May22	Jun22	Jul22
GCM piped water	19828	19859	19884	19928	20006	20,094	20,121
GCM Septage	9	9	9	9	9	9	9
CYB Trucked	704	685	688	715	726	676	666
GCM Sewer	467	471	472	472	474	474	470
CYB piped water	446	448	453	457	460	460	462

There were 269 accounts disconnected in July 2022 of which 242 were reconnected. There are currently 99 Special Payment Agreements (SPAs) issued for a total of \$125,066.23.

Recognition of 20000th Customer

The Secretary reported that Customer Service Department identified the customer and arrangements are being made to do the recognition.

Customer Portal

The Secretary noted that the testing demonstration of this project is scheduled for 22 August 2022.

Call for your Balance

The Secretary reported that for the month of July 2022, the system handled 729 calls.

d) **Human Resources**

Recruitment & Staffing

The Secretary reported that a job offer was made for the Superintendent-Water Supply position and accepted by the selected candidate. A new Assistant Operator-Cayman Brac commenced work on 01 August 2022. Interviews were recently held for Customer Relations Supervisor and IT Help Desk Technician with the selection process ongoing. Interviews have been scheduled for Operator-Wastewater Treatment Plant.


Recruitment for the Civil Engineer positions; Operations Manager-Wastewater; Learning & Development Coordinator; Labourer and Heavy Equipment Operator for New Works, Cayman Brac (positions re-advertised) are all ongoing. Plus, the Senior Operator-Wastewater Treatment Plant resigned effective 14 October 2022 and recruitment is also ongoing for this position.

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 so far Levi Superville (2022 WA Scholarship recipient) received three out of his four A-level results. His grades were all very good (2 A+ and 1 A). He is still waiting on his math grade.

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

*Summer Internship Programme*

The Secretary reported that all 14 interns offered positions participated this summer. As of 15 August 2022, 4 interns remained with the Water Authority.

COVID-19

The Secretary reported that the 12 August 2022, 1.4% of employees were COVID-19 positive.

Job Evaluation –Portfolio of Civil Service.

No further information.

FOI updates – One new FOI question was received since the 20 July 2022 Board meeting as indicated in the report provided to members.

e) Information Services

Great Plains Software Upgrade

The Secretary noted that the testing has been completed satisfactorily. The go-live date is expected to be before the end of August 2022 when the CFO is back in office.

Scanning System

The technical issues have been resolved, and generally the system works with greater flexibility and new features. There is some ongoing finetuning where occasionally identifying information is not being picked up on some documents and manual intervention is then required. Regarding the backlog of files to scan, the Authority will review hiring a vendor to do this.

Telephone System Upgrade

The Secretary reported that C&W Business has confirmed that all of the licences have been received and cross referenced by their Mitel Techs. Project kick-off meeting with the C&W team is scheduled for 17 August 2022 to review the install and timelines for completion. Software installs and copy of existing data are estimated to take two weeks before ready for testing phase.

Locally Developed IVR System

The “Call for your Balance” service continues to be answering over 700 calls per month. For the month of August up to 15 August 2022, 328 were answered. The Information Systems (IS) and Customer Service Departments met on 16 August 2022 to discuss how best to use the Account Disconnect Reminder module. The Chairman queried whether these included fail calls or were all actual, successful calls. The Secretary noted her expectation was that the report is for successful calls but that she would ask the IS Manager to confirm.

Building Access Control

The Secretary reported that regarding the Verex Access Control Replacement, Island Electronics informed advised on 08 August 2022 that they have received the Intruder Alarm System. However, the manufacturer informed them that there is still a world-wide shortage of card readers.

f) Water Resources & Quality Control

Geology Education Week

The Water Authority has a long and beneficial working relationship with Dr Brian Jones, emeritus professor of geology at the University of Alberta in Canada. He has conducted geological research in the Cayman Islands for over

40 years and has worked closely with the Water Authority, other Government agencies and the private sector on various geological issues. In 2013 Dr Jones and the Authority developed Geology Education Week, a week of geology education for high school students and teachers during the month October. From 2013 - 2018 this event has been held on an annual basis, but in 2019, 2020 and 2021 it did not take place for personal reasons and the pandemic.

This year Dr Jones is available for Geology Education Week and preparations are in progress to schedule the week in October 2022. Members noted the significant contribution of Dr Jones to the understanding of geology of the Cayman Islands as well as the islands' development, management, and protection of water resources.

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



g) Director's Office

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

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

Water Authority's 40th Anniversary in 2023

The Secretary advised that the Department of Education formally accepted the Water Authority's offer to provide new equipment for the Science Lab at the Layman Scott High School in Cayman Brac as part of the Water Authority's 40th Anniversary Celebration. The ordering process commenced and the Authority will keep the Department of Education informed of the progress. When the items arrive and are ready for the formal handover, the Authority will coordinate with the Ministry and Department of Education officials to organise an event with the Honourable Minister, interested Board members, relevant Dept of Education officials, and the District Commissioner's Office. The Secretary reported that the 40th Anniversary Committee is continuing to work with the Botanic Park regarding the legacy gift the Water Authority will provide.

Annual Staff Meeting

The Secretary reported that the Annual Staff Meeting is scheduled for 30 September 2022 at the Harquail Theatre starting at 12:00pm. The theme of the

meeting will be "Building Resilience as We Grow". The Honourable Minister and Chairman will be asked to speak and Board members were encouraged to attend.

Current Business

a) **Management Accounts June 2022.**

The Secretary reported that a copy of the financial statements for the six-months ended 30 June 2022 is available for members' review.

Although sales are 7.9% higher than the same period in 2021 the Authority's overall net income is down by 20.5%. Consistent with prior months, this decrease remains within management expectation given the significant increase in the cost of business (i.e., electricity) and ongoing repairs and maintenance. Redacted under section 21 (1)(b) of the Freedom of Information Act (2021 Revision)

Administrative expenses have increased 9.2%, which clearly reflects the increase in the staffing numbers of the Water Authority as well as the increase in staff benefits, most notably Health Insurance. The increase in information systems is the cost of the NetClues project.

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

30 June 2022. The Secretary noted that the CFO advised that the June 2022 statements were to provide a health and pension provision, however this provision was only booked in early July 2022 and hence not reflected on the statements provided. Members will see both statement revisions reflected in the July 2022 management accounts.

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

Any Other Business

a) **Director's Leave.**

The Secretary advised that during the period she was off island (03 June 2022 - 27 June 2022), she worked remotely whilst in Sweden and the Netherlands for the period of (2 days). The Secretary respectfully sought the Board's approval for the time back for remote work. Members able to voted confirmed that they had no objection to the Secretary's request.

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* - FC International - Annual Youth Football Camp.


- b) *Ratify* - Lions Club of Grand Cayman - PACCE.
- c) *Ratify* - CIG Ministry of Culture & Heritage - Pirates Week Festival.
- d) CIMPA 2022 Conference - Sponsorship Request.

There being no other business the Chairman thanked members and the meeting was then adjourned at 5:12pm.

This is a true and accurate account of the proceedings.



The Chairman



The Secretary