

CONFIDENTIAL



Water Authority of the Cayman Islands

Minutes of 335<sup>th</sup> Meeting held on 15 February 2023  
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 Ms A Owens Mrs L Ryan - <i>Phone</i> Mr M Scotland
Secretary:	Dr G Frederick-van Genderen
Apologies:	Mr W Welcome
Absent:	Mr D Ebanks

**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 Mr W Welcome and noted Mr D Ebanks as absent. He then invited Mr G Ebanks to open the meeting with prayer.

**Confirmation of Minutes of the 334<sup>th</sup> Meeting held on 19 January 2023**

The Minutes having been circulated, the Chairman asked for confirmation of the Minutes of the 334<sup>th</sup> Meeting held on 19 January 2023. Mr M Scotland then moved the motion to

accept the Minutes as amended, Mr G Ebanks seconded the motion and the motion passed unanimously by members able to vote.

### **Declaration of Conflicts of Interest**

Mr M Scotland declared a conflict of interest with item (c) under Current Business on the agenda. Members agreed to discuss this item last on the agenda so that Mr M Scotland could recuse himself from the meeting just prior to discussion on this agenda item.

### **Matters Arising**

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

The Secretary reported that the New Works Pipelaying Crew repaired 3 leaks, carried out road reinstatement (mainly across driveways of business premises) and repaired the access road to the West End Plant.

The 200mm (8-inch) pipe along the main road, between Surf Lane and Blazer Drive, successfully passed the pressure test, was disinfected, and flushed, and has been commissioned. The New Works Pipelaying Crew also completed the installation of approximately 90 metres (300 feet) of 80mm (3-inch) pipe along Blazer Drive (Watering Place).

The crew installed 7 water meters in the period 09 January 2023 – 06 February 2023.

Although the crew now comprises 6 full-time members, 18 man-days of a total of 97 man-days (almost 19%) were lost in January 2023 due to illnesses and/or leave of the various crew members.

The Chairman and members expressed concern that the progress on the main pipeline has been too slow. The Secretary advised that the crew had repaired 3 leaks, carried out road reinstatement as explained at the start of the updates on this project. The Secretary also noted that 7 water meters had been installed, reminded members that the Water Authority also digs a trench for customers up to 50ft within their own property as an incentive to hook up to the service. Additionally, the crew lost almost 19% of work time due to illnesses and/or leave of various crew members. All the situations mentioned impact the progress of the crew. Members noted and requested that the Secretary provide, on a weekly basis, the progress on the installation (in metres) of the water pipelines along the main road at the next Board meeting.

#### *West End Water Works Pump House*

In January 2023 the total water sales in Cayman Brac were approximately 23.7% more than 2022. Pipeline sales were up 49.5%, but trucked water sales were down 12.5%, compared to the previous year.

#### *West End Water Works RO Plants*

In January 2023 the overall water production in Cayman Brac averaged 627 cubic metres per day, which equates to approximately 83% of the overall water production capacity at West End Water Works.

*Brac Bluff Water Works*  
Nothing new to report.

**b) New Red Gate RO Plant - Update.**

The Secretary reported that Ocean Conversion Cayman Limited (OCC)'s building contractor, Phoenix Construction, continues work on the foundation for the new Red Gate RO plant building with progress as follows:

- Foundations and ground floor slab have been completed.
- The majority of the reinforced concrete columns have been completed.
- The reinforced concrete slab for the lower-level roof has been completed.
- Masonry wall construction continues and is now nearing completion.

It is anticipated that the civil works portion of the RO Plant Building will be completed in May 2023.

Well drilling (for feed water abstraction and brine disposal) is expected to commence in early April 2023.

Barring unforeseen circumstances (e.g., supply chain issues), the new RO plant should be operational by mid-November 2023.

**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, continues work on the tank construction and has completed the concrete base slabs for both tanks.

The installation of the glass-fused-to-steel panels for the first tank is progressing well, and currently nearly 4 rows (out of 6, plus top row) have been installed.

Barring unforeseen circumstances, this contract is expected to be completed in early April 2023.

**d) 31 December 2022 Audit of Consolidated, Island & Divisional Statements - Update.**

*31 December 2021 Non-Defined Benefits (DB) Employees Post-Retirement Healthcare*  
Nothing new to report.

Mrs L Ryan joined the meeting by phone at this point.

*31 December 2022 Audit of Consolidated, Island & Divisional Statements*

The Secretary reported that all interim information has been provided and the audit has been quiet for the month of January 2023 and early February 2023. The Finance department, pending unforeseen circumstances, will meet the 28 February 2023 deadline for submission. At this point the Finance Department expects that KPMG will start their field work in early March 2023.

*Annual Report 2022*

The Secretary reported that a solid draft of Annual Report 2022 will be made available to the Office of the Auditor General (OAG) and KPMG by the 28 February 2023 deadline for 2022 reporting.

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



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- f) **Water Authority Board Member Stipend - Update.**  
No update was available as the Chief Officer (Acting) was unable to attend the meeting.

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

- h) **Key Performance Indicators (KPIs) - Update.**  
The Secretary noted she was pleased to provide phase 1 of the KPI's to the Board. This summary document has taken key performance indicators that were previously presented in narrative form into an easy to reference presentation. The CFO, together with the Senior Management Team is working to incorporate more extensive KPI's, following AWWA standards to the Board for future meetings. Members noted and expressed their appreciation. Mr M Scotland queried whether the Special Payment Agreements (SPAs) presented each month was comprised of all SPAs in existence at the end of the month or whether the number presented was only new SPAs signed with in the reporting month. The Secretary noted it was her understanding that it represented all SPAs in existence however she would seek confirmation from the CFO and the Customer Service Manager.

### Department Updates

- a) **Finance**  
*CWUIC - Caribbean Water Utility Insurance Company*  
The Secretary reported no new developments on this.
- b) **Engineering Services**  
1) *Engineering*

The Secretary reported that on 10 February 2023 Water Authority staff discussed with CUES how to resolve the issues in relation to linking the ArcGIS dataset to the SPiDER Camera files. CUES will send through an updated ArcGIS table with the MACP data and hyperlinks to the SPiDERcam files. Once this has been resolved, training will be arranged for WAC staff.

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



*Valve Exercise Programme* - nothing new to report.

2) *New Works Division*

The Secretary reported that the New Works Pipelaying Crew installed approximately 300 metres (1,000 feet) of 300mm (12-inch) pipeline along the new road in Bobby Thompson Way, between the new roundabout, near the Linford Pierson Highway, and John Greer Boulevard.

Additionally, a tee and valve and 20 metres (60 feet) of 100mm (4-inch) pipeline were also installed to eventually connect to the new access road off Bobby Thompson Way which will be provided by NRA for access to the Chuck Thompson residence. Both pipeline sections have been successfully pressure tested.

A 120 metres (400 feet) long section of 200mm (8-inch) pipeline, from the Bobby Thompson Roundabout towards Fern Circle, which was installed in December 2022, was successfully pressure tested on 25 January 2023. The pipeline will eventually be extended along the western end of Fern Circle (replacing the existing 100mm (4-inch) pipeline) and connected to the existing 200mm (8-inch) along Fairbanks Road.



The crew spent much of the month of January 2023 locating and repairing leaks (11 in total now repaired) along the 765 metres (2,500 feet) long section of 300mm (12-inch) pipe, between the Agnes Way roundabout to this in-line valves at the new Bobby Thompson roundabout. As reported previously, all leaks (11 in total) appear to be a manufacturing issue at the bell end of the pipe causing the gasket to either unseat during pipe insertion or small pieces of plastic were found stuck behind the rubber gasket thus preventing a watertight seal. There was a delay in carrying out the last few repairs as they had to wait for the arrival of additional 300mm (12-inch) PVC repair couplings. These couplings arrived last week. The pipeline was filled late last week, and pressure testing will be carried out this week.

An approximately 120 metres (400 feet) long section of 300mm (12-inch) pipe at the new Bobby Thompson Way roundabout, towards Rene Hislop's warehouses (heading towards Outpost Street), most of which was installed in December 2022, is also being pressure tested.

3) *Water Distribution & Treatment Division*

The Secretary reported that approximately 50 metres (160 feet) of 200mm (8-inch) water mains were re-laid along Water Cay Road, just past the Sand Point intersection. Complete valve and washout assemblies were replaced at the intersection Finger Cay/Water Cay and at the end of Finger Cay during the week of 06 March 2023. Subsequent pressure tests were successful. Work continues along Water Cay Road from Camp Drive to Star Fish point.

As reported previously, the scheduled work along Marina Drive, comprising relaying of approximately 1,200 metres (4,000 feet) of 150mm (6-inch) pipe, has been halted until the leak location and repair work near Water Cay Road has been completed, and will soon resume.

An additional DMA unit will be installed on North Side Road (at the intersection with Old Robin Road in Old Man Bay), as soon as the work schedule permits.

On 20 January 2023 Operations-Water Supply completed the installation of service lines to the next phase of the Lookout Gardens development (comprising forty-one individual lots).

On 07 February 2023 Operations-Water Supply commissioned (disinfected, flushed, and connected) the second phase of the Stephen Hislop development (off Homestead Crescent, Savannah) including the installation of water service lines to forty-nine individual lots.

In January 2023 the total water sales on Grand Cayman were approximately 5.2% higher than in January 2022.

4) *Water Production Division*

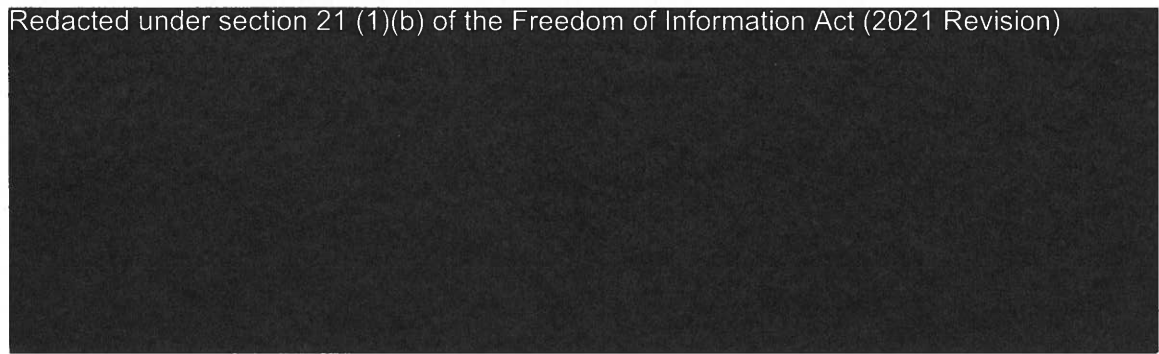
On 25 January 2023 feed water for the Lower Valley RO Plant was tested for TDS and TSS, but results have not yet been signed off by Laboratory Manager.

5) *Wastewater Collection & Treatment Division*

In January 2023 the design hydraulic capacity of the wastewater treatment plant (2.5 mgd) was not exceeded on any day. The average daily wastewater inflow from West Bay Road during January 2023 was 2.04 mgd (or 82% of the design treatment capacity). This is approximately 18.7% less than the average influent measurement during the same month in the previous year (2.51 mgd).

Operations-Wastewater replaced the pump pedestals for both wastewater pumps at Pump Station #3 on 05 February 2023.

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**

*Customer Statistics*

The Secretary reported that as of 31 January 2023, the Authority had the following active accounts:

	Jan23
GCM piped water	20,437
GCM Septage	9
CYB Trucked	537
GCM Sewer	475
CYB piped water	481

There were 306 accounts disconnected in January 2023 of which 265 were reconnected. There are currently 123 agreements outstanding for a total of \$133,004.78. This information was presented in the KPI document and will be presented graphically going forward.

*Customer Portal*

The Secretary advised that IS and CS Departments are awaiting an update on Application Programming Interface (API) issue from Cogsdale and several fixes from Netclues in order to sign off.

*Call for your Balance*

The Secretary reported that for the month of January 2023, the system handled 1031 calls. The highest number of calls were 76 received on 16 January 2023. This information was presented in the KPI document and will be presented graphically going forward.

*Promotions*

*Cayman Brac Connection Drive* is on-going. Customers are reminded of connection waiver and besides the significant convenience of having water on demand (no running out), piped water is significantly cheaper than trucked water; accordingly, all customers who can connect to piped water are urged to do so. Flyers are being delivered with all piped water deliveries.

**d) Human Resources***Recruitment & Staffing*

The Secretary reported that the Operator-Wastewater Treatment commenced work on 01 February 2023 and the Senior Operator-WWTP commenced on 06 February 2023.

The Operations Manager-WW accepted the position and pending work permit approval is expected to start work in June 2023.

The successful candidate for the Learning & Development Coordinator position accepted the job offer and is expected to start in May 2023.

Temporary coverage for the Corporate Communications Officer while she is on maternity leave has been recruited and commenced work on 13 February 2023.

Recruitment for the Civil Engineer, Graduate Engineer, and Assistant are ongoing. Interviews have been held and the selection process is ongoing for the Assistant Operator-WW and WS positions.

Jerry Banks appointment (effective October 2022) to the post of Assistant Laboratory Manager was confirmed.

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

*UCCI STEM Scholarship Programme*

The Secretary reported that UCCI celebratory event originally planned for 01 December 2022 took place on 24 January 2023. The Chief Human Resources Officer and HR Manager attended the University College of the Cayman Islands Recipient

Celebration Event to meet 3 of the students who are benefitting from the grants to assist them in STEM-related subjects.

*Scholarship Programme*

The Secretary reported that the online application process has been activated for the Water Authority's 2023 Scholarship and will remain so until the deadline of 28 February 2023.

*COVID-19*

The Secretary reports that as of 13 February 2023, 0% 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 19 January 2023 Board meeting as indicated in the report provided to members.

**e) Information Services**

*Telephone System Upgrade*

The Secretary reported that this upgrade was scheduled to go live on 10 February 2023 however due to issues found during additional testing, the cutover date has been rescheduled to 24 February 2023.

*Building Access Control*

The Secretary reported that on 10 February 2023, Island Electronics Ltd (IEL) advised that their supplier has the first order of the fobs ready for shipment. IEL will provide a lead time when the supplier has shipped them, this is usually within 1-2 weeks. The remainder of the shipment is expected in May 2023.

**f) Water Resources & Quality Control**

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

*Environmental Impact Assessment – East West Arterial*

Public meetings to present and review the Terms of Reference (TOR) of the Environmental Impact Assessment for the East West Arterial extension took place last week 07 and 09 February 2023 respectively. The deadline for the public to comment on the proposed TOR is 20 February 2023. After that the Environmental Assessment Board will work with the consultant to finalise the TOR and the actual investigations for the Environmental Impact Assessment will commence.

*Randyke Gardens – onsite wastewater treatment plants not being maintained.*

The Secretary reported that, as previously explained, the status of the wastewater treatment systems at Randyke Gardens has the same background and causes that led to a similar situation in 2006-2007 and 2011-2012, when the Government and the Authority stepped in to remedy the situation.

The current situation at Randyke Gardens is:

- The surface water ponding on the ground is raw sewage originating from the lift stations and treatment plants that have not been maintained and are in disrepair. This poses a public and environmental health hazard.
- Initially the Water Authority notified the Strata committee via email that the situation to be addressed. No response followed.
- On 01 February a Notice of Violation (NOV) was issued to all owners. The required actions of the NOV were:
  1. Remove all standing sewage from the ground by using a septage trucking company until the conveyance systems are repaired;
  2. Repair all lift stations and conveyance systems so that there is no more sewage on the ground;
  3. Arrange for an overall assessment of all wastewater treatment systems;
  4. Arrange for complete repairs and ensure continued maintenance.

The NOV also included a timeline for implementing these actions. Further:

- The Chief Medical Officer, Medical Officer of Health, Director of Environmental Health and the Ministry have all been informed of the issues at Randyke Gardens. DEH has issued an abatement notice.
- The Chair of the Strata is in communication with the Water Authority and is trying to address the NOV. Less than half of the owners pay strata fees. The service provider stopped regular service for non-payment in July 2022. By the end of last week, the Strata arranged for a septic trucking company to remove some of the standing water. The Strata is trying to find the means to deal with the pumping stations, but progress is slow, and the Strata is not well organised.
- A concern has been raised about the sewage impacting the potable water supply.

The Secretary reported that as requested by the CO (Acting) of the Ministry of DAL, the Water Authority provided the Ministry with a status update and background information. The Secretary reported that subsequently the Ministry has asked the Water Authority, on behalf of Cabinet, to prepare an assessment report with recommendations for submission by the end of this month.

**g) Director's Office**

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

The Secretary advised that there is nothing new to report.

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

The Secretary advised of the following updates regarding activities and events surrounding the Water Authority's 40<sup>th</sup> Anniversary in 2023:

- *January Community Service*  
The Water Authority's first community service activity supported the Meals on Wheels Change for Change Coin Drive on 27 January 2023. Staff collected donations on behalf of the charity for 2 hours.
- *UN International Day for Women & Girls in STEM/Science*  
The celebration of Women in Science Brunch held 11 February 2023 at the Kimpton was a success. Both the adult and youth panel discussions were excellent and ably moderated by Ms Tammi Sulliman. Teachers and students representing CIFEC, Clifton Hunter High School, John Gray High School, Cayman Prep & High School, Cayman International School, as well as the National Robotics Team were represented. Water Authority ladies were well represented. Remarks on behalf of the Honourable Minister responsible for the Water Authority were ably presented by her representative. Feedback from all attending was overwhelmingly positive.
- *40th Anniversary Business Buzz Appearance*  
Some of the Water Authority's 40<sup>th</sup> Anniversary Committee members and the Secretary will be on Radio Cayman Business Buzz on 17 February 2023 to talk about the Water Authority's history and plans for the year.
- *2023 Agriculture Show*  
The Water Authority returns to the Agriculture Show with the usual booth under the Pavilion where the promotion will be focussed on drinking tap water. As usual, several versions of infused water will be offered to persons attending the booth. Employees volunteer to man the booth in 2-hr shifts. There will be a 40<sup>th</sup> Anniversary Game using spin the wheel, persons can win small promotional items and enter the draw for a larger prize.
- *Water Filling Stations for Government Primary Schools*  
The Department of Education has provided some of the information requested. When the additional information is submitted the Authority's team will meet with the Facilities Manager and other Department of Education Services staff to coordinate the donation of water filling stations at all Government Primary Schools. Sourcing is on-going for suitable, reusable plastic water bottles for each of the 2,688 students at the schools.
- *Posterity/Legacy Donation*

Discussions about the design of an education pavilion in a section of the Children’s Garden of the QEII Botanic Park did not progress much further since the last report due to the focus on January and February’s activities.

- *Cayman Brac High School Laboratory Donation*  
The Authority has received about all the equipment for the Layman E Scott High School’s laboratory. The school noted that they prefer to have the handover during the summer holidays.
- *Other Upcoming Activities*  
The Committee is preparing to update artwork in the lobby, launch the children’s art competition, and coordinate the RO Plant and WWTP tour video.
- *Gala*  
The Committee planning for the Gala at the Kimpton Seafire is ongoing.

**Current Business**

**a) Management Accounts December 2022.**

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

The Secretary reported that the final draft 31 December 2022 financial statements are not yet finalised however the CFO advises that the initial draft of the statements shows a modest profit for the year of [REDACTED]. Members were reminded that the Actuary Reports have yet to be received and those figures may change the final net income significantly.

**b) Request for Bill adjustment re Customer Account [REDACTED]**

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

The Secretary reported that on 25 November 2021 the Authority received an email from [REDACTED] with an attached letter from [REDACTED] (Administrator) on behalf of [REDACTED] requesting that the \$12,792.75 outstanding water bill be waived. The Secretary advised that since the Board package was provided to members, the Water Authority has received updated information from [REDACTED]. The information received clarified that

[REDACTED]  
\*  
[REDACTED]  
\*  
[REDACTED]  
\*  
[REDACTED]  
\*  
[REDACTED]  
\*

remain with her as the Administrator.

A copy of the correspondence and the report from Customer Service was provided to members.

In summary, the customer had a large bill in March 2017; there was movement found on the meter dial which represented a possible leak. Upon visiting the property, the movement was determined to be due to the valve for the cistern being

on (cistern was being filled). The Administrator for the estate of [REDACTED] was informed.

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

The account was disconnected for non-payment on 26 June 2017 for non-payment in accordance with the Water Authority's collection policy. This account had several payment agreements to address the charges incurred from the major leak, but these were consistently defaulted on.

In the 25 November 2021 letter, [REDACTED] applied for a waiver of the big bill. The Water Authority offered to have service reconnected with a small payment agreement (\$25 monthly on the outstanding bill) while documentation was being gathered for Indigent Assistance Fund (IAF) submission, or assistance obtained via application to Resilience Cayman. The option to apply to Resilience Cayman was not taken up by [REDACTED]

After being contacted again by Customer Service, [REDACTED] finally visited the Authority on 07 February 2022 to complete the Indigent Assistance Fund Application. The required supporting documents were explained and a commitment to provide them was received. Since then, various Customer Service staff, including the CS Manager have contacted [REDACTED] to try and obtain

[REDACTED]

exception and escalate the facts of this case to the Board.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] now more than a year that the Water Authority has been waiting on [REDACTED] to complete the submission (two documents remain outstanding) for the IAF. [REDACTED]

[REDACTED] the matter is presented to the Board so members can determine if they wish to give special consideration to allow the



account to be reconnected with payment of future bills only until the Administrator can provide the missing documents for the Indigent Assistance Fund submission. Payment on current bills would be subject to the Authority's disconnection policy.

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

Members discussed the situation and agreed that the customer should be advised that they reviewed the request and decided not to discount or credit the bill as the Authority's records show that the bill is valid and payable. However, in consideration that the [REDACTED] customer [REDACTED] resides at the property, and there is no other source of potable water available to attend to the [REDACTED] members agreed that the Water Authority can reconnect the water service with the following conditions:

1. The Administrator appointed by the Court to administer the Estate of the deceased customer signs a Special Payment Agreement (SPA) for the outstanding bill.
2. The monthly payment for the SPA is to be \$100 per month.
3. The current bill is also to be paid each month.
4. The Administrator is strongly encouraged to seek financing from other parties for assistance to pay the outstanding bill off.
5. The Water Authority will waive the reconnection fee.
6. This decision does not set a precedence.
7. The customer should be reminded that all plumbing downstream of the meter is the customer's responsibility. The customer should be encouraged to regularly monitor their own water usage.

c) **Request from [REDACTED] re Water Authority Connection on [REDACTED]**

This matter on the agenda was dealt with after item (a) under Any Other Business of this agenda. Mr M Scotland recused himself from the meeting at this point due to his earlier conflict of interest declaration with this agenda item.

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

The Secretary reported that further to the matter raised by the Chairman at the 334<sup>th</sup> Water Authority Board meeting on 19 January 2023, [REDACTED] wrote to the Water Authority on 21 January 2023 requesting assistance in reaching a resolution to

obtain a water service connection to \* [REDACTED] where they have a construction project in progress.

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

A copy of the email communications from \* [REDACTED] as well as Briefing Notes from the Water Authority's Engineering Services Department have been provided to members. Please note that the Briefing Notes references to \* [REDACTED] should read \* [REDACTED]

The main issue is that the installation of the service is constrained by the Water Authority's policies and guidelines as well as the NRA's policy that no cuts across or along the LPH are allowed.

The Water Authority is responsible for maintaining its infrastructure and therefore requires that pipelines are installed in paved roads/public roads. These pipelines cannot be installed in landscaped areas, as trees etc. can be planted directly over the pipelines and its roots may eventually damage the pipelines. Likewise, pipelines are not allowed to be placed under sidewalks, as it would be very costly, and time consuming, to identify and repair any issues/leaks with pipelines situated under concrete sidewalks.

As the briefing Notes explained, after the NRA advised that permission would not be possible to cross the LPH, the Authority on 09 November 2022 requested the utilities to respond to an alternate route parallel to the LPH (from an existing pipeline across LPH to the \* [REDACTED] development, running immediately in front of the sidewalk of the \* [REDACTED] development (i.e., in the bicycle lane).

Unfortunately, it was subsequently determined that FLOW has buried infrastructure in the 4ft-6ft wide bicycle lane in front of \* [REDACTED] and the proposed \* [REDACTED] on \* [REDACTED]. Therefore, to avoid the FLOW conduits with sufficient (6ft) clearance to allow future repairs/maintenance etc., the Water Authority proposed to the NRA via email dated 11 November 2022, to install the 3-inch water service pipeline parallel to the FLOW conduits. This meant that the trench would encroach on the east-bound lane of LPH by 3ft-4ft over a length of 100ft as shown in the photo in the Briefing Notes.

The NRA was contacted on 06 December 2022 as no decision had been received from them.

On 08 December 2022 Water Authority employee, Chris Garbutt met with Mr Mark Scotland and Mr Brian Chin Yee (both representing NRA) \* [REDACTED] \* [REDACTED] to discuss how piped water could be provided to this development. The NRA reiterated their position that they would not permit a pipeline across the LPH nor parallel to it nor anywhere within the (paved) road reservation, as the LPH presently had no repaired cuts, and they would not accept any reinstated cut within the road surface.

The NRA suggested that the Developer obtain permission from the adjacent property \* [REDACTED] for the Water Authority to install a pipeline parallel to LPH and in front of \* [REDACTED] between their wall and the back of the sidewalk and then into \* [REDACTED]. It was suggested that the pipeline could be installed in a narrow corridor that is approximately 6 feet wide (all on \* [REDACTED] property) and which is presently \* [REDACTED] as shown in the Briefing Notes provided to members.

Unfortunately, there is also an electricity pole on the boundary between the two properties, and it will be very difficult to dig a trench just over 3 feet deep and keeping a minimum distance of 6 feet from the pole (a CUC requirement to ensure the stability of the pole is not compromised), either in front or behind the electricity pole. Photos in the Briefing Notes shows where the electricity pole is located.

On 05 January 2023, the Water Authority proposed to install the 3-inch pipeline parallel to LPH, but with a separation of only 4 feet from the nearest utility (i.e., the FLOW conduits), which would result in the installation of a pipeline more or less centred along the white line separating the east-bound lane of LPH and the bicycle lane (i.e. half of the 28-inch) wide trench would encroach on the east-bound lane for a distance of about 100 feet before crossing the shoulder (and FLOW) into Block \* [REDACTED]

With regards to installing the Water Authority pipelines on a property to serve another property, it must be considered that while the current Strata Manager of \* [REDACTED] may not have any objection to the Water Authority installing a pipeline on this property, without a properly registered easement this permission is meaningless as it could be withdrawn at any time. The Water Authority would then have no choice but to remove the water infrastructure from that property, and the Authority would be in the same predicament as it is now, except that the property \* [REDACTED] would be occupied. This is a situation that the Water Authority experienced several years ago (e.g., in \* [REDACTED] which caused significant disruption and additional cost to the Water Authority.

In order to reach a compromise that satisfies the NRA and provides \* [REDACTED] development with a service connection, as an alternative, the Water Authority can install a smaller diameter pipeline (i.e., a 2-inch HDPE pipe) in a shallower (20-inch depth) and narrower (7.5-inch wide) trench, using the rockwheel trencher, from the existing 4-inch pipeline across LPH to the \* [REDACTED] development, running parallel to \* [REDACTED] development. However, if the next phase of the development on \* [REDACTED] has a significantly higher water demand, the Water Authority will be in the same predicament and a new, larger pipeline will need to be installed at great expense and inconvenience to all.

If the above is deemed acceptable, there are three possible alternatives for the installation of the 2-inch PE pipeline parallel to LPH:

1. In the LPH, at approximately 4 feet from the FLOW conduits, more or less centred along the white line separating the east-bound lane of LPH and the bicycle lane (i.e., half of the much narrower trench would encroach on the east-bound lane for a distance of about 100 feet before crossing the shoulder (and FLOW) into [REDACTED]. This is the preferred alternative.
2. In the [REDACTED] Property under the sidewalk. This requires the removal of the existing sidewalk and the installation of a 6-inch PVC sleeve, approximately 24-inches below the base of the sidewalk, just behind the kerb, to maximise the distance between the 2-inch PE pipeline and the electricity pole. After the work has been completed the sidewalk will have to be replaced. Closer to the south-west corner of this property the water service line will have to encroach further onto the [REDACTED] property to ensure an adequate separation from the electricity pole can be maintained.
3. In the [REDACTED] Property between their wall and the back of the sidewalk. To prevent any future roots damage to this water service line (as this area is landscaped), a 6-inch PVC sleeve must be installed approximately 24-inches below the ground level. Closer to the south-west corner of this property the water service line will have to encroach further onto the [REDACTED] property to ensure an adequate separation from the electricity pole can be maintained.

In scenarios #2 and #3 above, there still must be a registered easement (Right of Way) that gives the Water Authority a legal right to use that part of the [REDACTED] property to install the infrastructure to provide water to the adjacent property [REDACTED]. Work can commence upon confirmation that the required documentation has been submitted to Lands & Survey (L&S) as it is recognised that process within L&S may take several months.

Mrs L Ryan asked to be excused from the meeting at this point to attend to another prior commitment.

After extensive discussion, the Board members directed the Water Authority to proceed as follows:

1. Request a formal response from the NRA to the Water Authority's email of 05 January 2023.
2. If the NRA, does not accept that proposal, the Water Authority is to propose to the NRA the following:
  - a. Water Authority to install a 3-inch water main across the property of [REDACTED] within the sidewalk for [REDACTED] and the development on [REDACTED]
  - b. Request NRA to construct the sidewalk (at no expense to Water Authority) so that there is a channel in the middle of the sidewalk that provides for adequate depth, cover, and accessibility according to the Water Authority's specifications for the installation of the 3-inch water main.

- c. The Water Authority is to require the developer of \* [REDACTED] to coordinate with the Strata of \* [REDACTED] to provide for a registered easement specific for the Water Authority to install the water mains on the property of \* [REDACTED].
- d. The Water Authority will accept the confirmed submission of the appropriate documents to the Land Registry to commence the installation of the 3-inch water main into the specially constructed sidewalk.

The motion to approve the above decision was moved by Mr G Ebanks, seconded by Mr HB Ebanks, and passed by all members able to vote with abstention by Mr N DaCosta.

The discussions of items (b) and (c) under Any Other Business of this agenda resumed at this point in the meeting.

#### Any Other Business

- a) [REDACTED under section 21 (1)(b) of the Freedom of Information Act (2021 Revision)]

The Secretary noted that the Chief Advisor in the Deputy Governor's Office advised on 20 January 2023 that Public Authorities Board Sensitisation Training is expected to be held in March 2023.

[REDACTED under section 21 (1)(b) of the Freedom of Information Act (2021 Revision)]

Mr M Scotland recused himself from the meeting at this point so discussion could take place on item (c) under Current Business of this meeting's agenda.

- b) **Trenching Request for District Administration Main Office in Cayman Brac.**  
The Secretary advised the Water Authority has been asked by the Ministry of District Administration & Lands (DAL) to assist with trenching needs for the District Administration Main Office. The Water Authority will review the scope of the work requested with the relevant parties noting that there is tight deadline to complete the work so that paving can be completed before 17 March 2023. Members were respectfully requested to note that this work will delay the pipeline extension project towards Spot Bay. The Board requested that this delay be communicated to the Minister via the Chief Officer (Acting).
- c) **Appointment to Sponsorship Assessment Sub-committee (SAS).**  
The Chairman noted that with the resignation from the Water Authority Board of Mrs I Simms, there is a position on the SAS available. Members suggested Mr G Ebanks who accepted the nomination which was unanimously agreed by all members present.


**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:

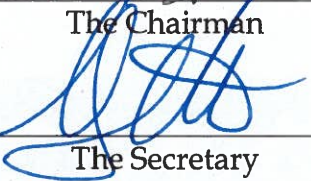
- a) *Ratify* - Department of Counselling Services - Honouring Women Month 2023.
- b) *Ratify* - NCVO (through Wind of Hope Wind of Hope) - 5K Run/Walk.
- c) *Ratify* - CI Chamber of Commerce - Earth Day 2023.
- d) *Ratify* - Rotary Central - Science Fair 2023.
- e) CI Tourism Association - Taste of Cayman 2023.

There being no other business the Chairman thanked all members for attending and the meeting was then adjourned at 5:34pm.

This is a true and accurate account of the proceedings.



The Chairman



The Secretary