

CONFIDENTIAL



Water Authority of the Cayman Islands

Minutes of 338th Meeting held on 17 May 2023
at the Water Authority of the Cayman Islands' Headquarters,
13G Red Gate Road

Members Present:

Chairman:	Mr D Rankine
Members:	Mr G Ebanks Ms A Owens - <i>Virtual</i> Mrs L Ryan - <i>Phone</i> Mr M Scotland Mr W Welcome - <i>Virtual</i> Mr Kenross Conolly Mr Mark C Campbell
Secretary:	Dr G Frederick-van Genderen
Apologies:	Mr N DaCosta Mr H B 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 N DaCosta and Mr H B Ebanks. He then invited Mrs L Ryan to open the meeting with prayer.

Confirmation of Minutes of the 337th Meeting held on 19 April 2023

The Minutes having been circulated, the Chairman asked for confirmation or amendments of the Minutes of the 337th Meeting held on 19 April 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

None were declared.

Matters Arising from the Minutes (not listed below)

No matters raised.

Matters Arising Director's/Department's Updates

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

West End Water Works Pump House

No matters raised.

West End Water Works RO Plants

The Secretary reported that both RO Plants continued to operate almost continuously during the period 01-16 May 2023. The overall water production averaged 767 cubic metres per day (not including the days when one plant was off due to the reservoirs being full), which equates to almost 103% of overall design water production capacity.

The Secretary noted that the chemical cleaning of the RO Plant#1 membranes will be scheduled in early June 2023.

Members agreed that a dedicated report on the recent challenges in meeting trucked water demand in Cayman Brac was not necessary as the situation and actions taken have been recorded in Board Minutes.

Brac Bluff Water Works

Members requested that the process to engage a contractor to carry out the Hydrogeological Studies for the Brac Bluff Water Works and the Little Cayman Water Works be accelerated urgently with documents to be completed in July 2023.

b) New Red Gate RO Plant - Update.

No matters raised.

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

No matters raised.

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

31 December 2021 Non-Defined Benefits (DB) Employees Post-Retirement Healthcare

No update.

31 December 2022 Audit of Consolidated, Island & Divisional Statements

The Secretary reported that the 31 December 2022 Financial Statements are being finalised by KPMG and the Office of the Auditor General (OAG) and that the only expected change to the previously approved Financial Statements is the removal of Note 14 which had identified the Contingent Liability regarding the adoption of PAA Section 47. Members were respectfully requested to reconfirm their approval of the document providing that the removal of Note 14 is the only change, and to confirm the Board's approval for the Chairman, the Secretary in her capacity as Director, and the Chief Financial Officer (CFO) to sign the Financial Statements when the final copies are received.

Members agreed and the motion to approve the draft 31 December 2022 Financial Statements and authorise the Chairman, Director, and Chief Financial Officer to sign the related documents providing there are no material changes other than the removal of Note 14 was moved by Mr G Ebanks, seconded by Mr M Scotland. The motion passed unanimously by all members able to vote. Final copies will be made available to all Board members upon finalisation.

Annual Report 2022

No matters raised.

Post-retirement Health Benefits

No matters raised.

Actuary Reports - Post-retirement Health and Pension Benefits

No matters raised.

Caribbean Water & Wastewater Association (CWWA).

No matters raised.

e) **2023 Rate Adjustments - Update.**

The Secretary confirmed that the request for verification of the calculation by the OAG was sent on 12 May 2023.

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



g) **Key Performance Indicators (KPIs) - Update.**

Members requested that additional KPIs be added to the report, for example safety incidents as well as more operational performance data. The Secretary noted that

focus has been on the audit and now the 2024-2025 Budget, but the Authority's management would do its best to increase the KPIs for June's meeting.

h)

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

i)

Property Adjacent to Lower Valley Reservoir Site - Update.

No update.

j)

Director's Performance Appraisal Form - Update.

No update.

k)

Engagement Subcommittee - Update.

No update.

l)

Board Self-Assessment Document - Update.

Mr G Ebanks reported that he had completed the analysis of the survey and compiled the data into an easy to read, one page document. He noted that raw data and additional summaries were also available. The Secretary noted that she would circulate the information to members. The Chairman advised that discussion on the report would be held at the June 2023 Board meeting.

m)

Request from Department of Sports for Support to Provide Water Bottle Filling Units for Government Sports Facilities - Update.

The Secretary reported that the Water Authority requested the information from the Department of Sports. The Department of Sports advised that they wish to have 9 water bottle filling units to be dispersed across 4 facilities. The Secretary noted that she requested the name/location of these 4 facilities.

Department Updates

a) **Finance**

CWUIC – Caribbean Water Utility Insurance Company

No update.

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

No matters raised.

North Side Water Works Chemical Storage

No update.

Business Cases – Projects

Members requested a presentation by the Authority's engineers on Advanced Metering Infrastructure (AMI) so that members have a better understanding of the technology and its application.

Valve Exercise Programme

No update.

2) *New Works Division*

No matters raised.

3) *Water Distribution & Treatment Division*

The Secretary reported that further to the query from last April's Board meeting regarding the dates that water volume, and cost of water obtained through the interconnection with Cayman Water Company (CWC), the dates are 28 February 2023-21 March 2023. The volume of water was a total of 42,340 cubic metres of water from (860 cubic metres in February 2023 and 41,480 cubic metres in March 2023). Regarding the cost, the Water Authority has not yet been invoiced by CWC for this water, as CWC wants to renegotiate the agreement dated 08 November 2002 that details how the bulk water rate between the two organisations is calculated.

4) *Water Production Division*

No matters raised.

5) *Wastewater Collection & Treatment Division*

No matters raised.

c) Customer Service

Customer Portal

No matters raised.

Promotions

No matters raised.

d) Human Resources

Recruitment & Staffing

No matters raised.

Scholarship and Internship Programmes

The Secretary respectfully sought members' decision regarding the two scholarship candidates interviewed by the Water Authority's Scholarship Interview Panel. The Secretary reminded members that they had received the Interview Panel's Report with the details of both candidates.

Members discussed the concerns regarding either candidates' commitment to return to work with the Water Authority based on the information provided in the

report. Some members noted that the Authority's objective in providing the scholarship is to increase the professional and skilled Caymanians in roles needed by the Authority. Members further discussed the pros and cons of whether to award the Water Authority scholarship this year. Subsequently, members decided to take a vote on each of the two candidates.

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

The majority of members present and able to vote decided not to award a Water Authority scholarship for 2023.

Mr M Scotland requested that his disappointment be noted that the Water Authority did not award a scholarship for 2023. He noted that awarding the scholarship is part of the Water Authority giving back to the community.

COVID-19

Members agreed to remove the reporting of COVID-19 cases amongst employees unless the rates became significant.

Job Evaluation –Portfolio of Civil Service.
No update.

FOI updates
No matters raised.

- e) Information Services**
Telephone System Upgrade
No matters raised.

Building Access Control
No matters raised.

GP/Cogsdale Upgrades
No matters raised.

- f) Water Resources & Quality Control**

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

Environmental Impact Assessment – East West Arterial
No matters raised.

Randyke Gardens – onsite wastewater treatment plants not being maintained.

No matters raised.

Environmental Impact Assessment – Integrated Solid Waste Management System.

No matters raised.

Mr W Welcome left the meeting at this point indicating that he would return later if possible.

g) Director's Office

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

No update.

Water Authority's 40th Anniversary in 2023

Members requested that reminders for upcoming events be sent out them via Outlook invites or WhatsApp messages. Members also requested that the calendar of events for the year be provided on one page.

- *Water Filling Stations for Government Primary Schools*
No matters raised.
- *Posterity/Legacy Donation*
No update.
- *Cayman Brac High School Laboratory Donation*
No update.
- *Children's Art Competition*
No matters raised.
- *Customer Appreciation Day – Grand Cayman*
The Secretary reported that promotion is ongoing for Customer Appreciation Day in Grand Cayman planned for 31 May 2023.
- *Updating of Artwork in main office Lobby in Grand Cayman*
No matters raised.
- *Launch of the Book Geology of the Cayman Islands written by Dr Brian Jones*
The Secretary confirmed with members that they would all like to receive a copy of Dr Brian Jones' book.
- *Other Upcoming Activities*
No matters raised.
- *Gala*
No matters raised.

- *Calendar of Events*
Members requested that the calendar of events for the year be provided on one page.

Current Business

a) **Management Accounts March 2023.**

The Secretary reported that while the 31 December 2022 audit had yet to be signed off, the Finance Department had prepared the Management Accounts for the 3-months ending 31 March 2023.

The financial position of the Authority is moving forward as expected, with a
Redacted under section 21 (1)(b) of the Freedom of Information Act (2021 Revision)

Water sales for 2023 are up by 12.8% over March 2022 with the operating expenses also showing an increase of 6.4%.

In summary, the Authority remains a robust and financially independent organisation with a strong operating income and cash reserves for essential capital and maintenance projects.

The Secretary noted that she mentioned briefly to the CFO the suggested addition to the Management Accounts presentation from Ms A Owens. The CFO will reach out to Ms A Owens after the budget process to discuss.

b) **East End Affordable Land Lot Pilot Programme - Piped Water.**

The Secretary reported that on 24 April 2023, the Ministry of District Administration & Lands (DAL) sought feedback regarding the Water Authority's ability to design a water supply system for the development as well as install said system once the sub-base of the road is installed. The Secretary advised that the Water Authority's Engineering Services Department advises that the work comprises approximately 4,100 feet of pipework and the estimated cost of the works is around \$400,000. The project is estimated to be approximately 10 weeks in duration. The Ministry noted that the subdivision is anticipated to be completed by 30 December 2023. The Secretary reported that the Water Authority will review and provide a preliminary design on the water supply system to the Ministry in June 2023.

Members discussed the Ministry of DAL's request and subsequently approved for the Water Authority to carry out this work provided the roads are gazetted as Public Roads. This means the work will fall within the Water Authority's policy to install service in public roads. The motion for the Water Authority to undertake this project based on the above estimated costs, estimated duration, and proviso that the roads are gazetted as public roads was moved by Mr M Scotland, seconded

by Mr M C Campbell, and approved unanimously by all members present and able to vote.

Mr M Scotland left the meeting at this point to attend to another commitment.

c) New Cayman Brac High School Piped Water.

The Secretary reported that on 13 April 2023, the Ministry of DAL requested the Water Authority to review and consider possible routes to provide water to the new Cayman Brac High School site located at Block 107A Parcel 32 (west of Sunshine Dr). The Ministry requested the Water Authority to estimate the timing needed to provide service to the site as this is important in the planning and design phase.

The Secretary noted that this site is situated on the Bluff near the south side and will require a pipeline extension of at least 2-3 miles, depending on the pipeline route, which would cost more than \$1.0 million. Pipelaying will take at least one year. Additionally, the current water distribution pumps will not be able to provide adequate water pressure to any developments on the Bluff, and therefore a booster pump station will be required at additional cost. The alternative consideration is whether provisions are made initially for cisterns and water is trucked to the location as is done for the Sport Complex and Hurricane Shelter on the Bluff. The Water Authority will review and provide feedback to the Ministry in June 2023. Members discussed briefly and decided to leave this item for further discussion later. The Chairman requested Brac Board member, Mrs L Ryan, to consider the project from her perspective and let Board members know her thoughts when the request is reviewed further by the Board.

Any Other Business

a) 2024-2025 Budget Process.

The Secretary reported that the Authority is preparing for the pending 2024-2025 Budget process. The CFO was informed on 12 May 2023 by the Ministry of District Administration & Lands (DAL) that the 2024-2025 budget process had begun and that the Water Authority is expected to submit the Ownership Agreement as well as the figures for the consolidated template on 26 May 2023.

Before receiving notice from the Ministry of DAL, the plan was to do the budget presentation at a special meeting on 31 May 2023. As the date for submission is 26 May 2023, the Secretary respectfully sought members agreement for the Board to meet on 24 May 2023. Members agreed to have an Extraordinary Board Meeting on 24 May 2023 specifically to discuss the Water Authority's 2024-2025 Ownership Agreement and 2-year budget.

The Secretary noted that highlights of the presentation will be the key factors in the budget process as below:

- 10-year Capital Development Plan.
- Personnel requirements incorporated into a Human Capital Development Plan.
- Compensation package (i.e., COLA and Performance amounts) – Section 47 and 48 of the PAA (2020 Revision).
- Health Insurance.

Donation Requests (to be dealt with by Sponsorship Assessment Sub-committee after Board Meeting)

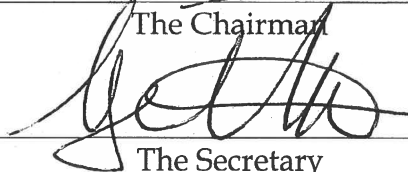
- a) West End Primary School PTA – Annual Fair.
- b) Cayman Islands Cancer Society – CIBC Walk For Cure 2023.
- c) Prospect Primary PTA – Scholl Leaving Class of 2023.
- d) Island Games Association of the Cayman Islands – International Island Games in Guernsey.

There being no other business the Chairman thanked all members for attending and the meeting was then adjourned at 3:59pm.

This is a true and accurate account of the proceedings.



The Chairman



The Secretary

Water Authority of the Cayman Islands

338th Meeting to be held at 1:30pm on Wednesday, 17 May 2023

Director’s Updates/Report

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

- In April 2023 the New Works Pipelaying Crew (NWPC) repaired one major leak along South Coast Road (near Scuba Shack) where a 63mm service line to a removed water meter was found to have been damaged.
- The crew spent 3 days locating all valves installed throughout the island and cleaning valve boxes where needed in preparation for a comprehensive leak detection exercise (night-time step-test initially, followed by side road testing using leak detection equipment).
- The NWPC completed the commissioning of the pipeline along Eric Connor Drive, comprising approximately 110 metres (360 feet) of 80mm (3-inch) pipe.
- The NWPC completed the commissioning of the pipeline along Brown Road comprising approximately 105 metres (350 feet) of 80mm (3-inch) pipe.
- The NWPC completed the commissioning of the pipeline along Leroy Tibbetts Drive comprising approximately 185 metres (600 feet) of 80mm (3-inch) pipe.
- The NWPC installed 80mm (3-inch) pipe pipeline along the following roads:
 - Seaward Drive, comprising approximately 256 metres (350 feet) total pipe length.
- Pipe delivery to Cayman Brac of 609 metres (2,000 feet) of 80mm pipe arrived on Cayman Brac on 04 May 2023.
- NWPC in process of completing Seaward Dr and will move to Sandford Drive.
- After Sandford Drive, the NWPC will move to next section the main road 807 metres (2,650 feet) of 200mm pipe, which will take be past Watering Place to Land’s End Rd.
- The weekly progress report for March-April 2023 are as follows:
 - Week 10 (starting 06 March): Mobilising/trenching at DAO 7, 9, 10, 13 & 14 March
 - Week 11 (starting 13 March): Installed 85.3m pipeline 15 & 16 March
 - Week 12 (starting 20 March): Installed 128.0m pipeline
 - Week 13 (starting 27 March): Installed 176.8m pipeline
 - Week 14 (starting 03 April): NWPC on vacation 07-16 April
 - Week 15 -16 (starting 10 April): NWPC on vacation 07-16 April
 - Week 17 (starting 17 April): Locating/cleaning valve boxes island-wide
 - Week 18 (starting 24 April): Installed 103.6m pipeline
 - Week 19 (starting 08 May):

West End Water Works Pump House

- January-April 2023 Cayman Brac Water sales compared to same period in 2022:

- Total water sales up approximately 11.9%
- Pipeline sales up 20.6%
- Trucked water sales down 1.0%

West End Water Works RO Plants

- In April 2023 both RO Plants were operational almost continuously. The overall water production averaged 678 cubic metres per day, which equates to almost 90% of overall design water production capacity (760 cubic metres per day).
 - The old RO Plant (Plant #1) produced on average 520 cubic metres per day (approximately 98% of the plant’s design water production capacity).
 - The containerised plant (Plant #2) produced on average 158 cubic metres per day (approximately 69% of the plant’s design water production capacity).
 - The Plant #2 produced water for only 26 days in April 2023 due to the 4 days when the plant was down over the Easter weekend and due to the pipework replacement, high pressure pump change out, prefilter cartridge replacement, and membranes change out.
 - As previously reported, the feed water has a lot of silt/sandy material causing clogging of the pre-filter cartridges more rapidly, resulting in more frequent replacement and reduced production capacity.
 - The early rains in April 2023 improved the quality of the feed water and helped to reduce the frequency of prefilter cartridge replacement.
 - On 21 April 2023, the membranes on the Plant #2 were replaced and the daily production went up further to 210 cubic metres per day (55,482 gallons per day).
- The trucked water policy introduced in March 2023 assisted in helping to better manage trucked water demand and has allowed the water storage levels at the West End Water Works to increase from approximately 50% of full capacity at the end of March to 95% at the end of April 2023.
- The trucked water policy has been relaxed towards the end of the month as water storage has returned closer to the optimum level with the daily total limit on trucked water deliveries increased to around 246 cubic metres (65,000 gallons).
- Individual delivery limits for commercial/agricultural customers have also been increased to 4,000 gallons per delivery in recognition of the greater need relative to an individual domestic property.
- As a result, orders placed are delivered the same day or no later than the following day. Deliveries are made on Saturday of any orders outstanding from Friday, which was the normal practice.
- PSAs were issued to update customers and encourage customers to schedule their delivery day in advance if possible.
- In summary, to address the supply side issues in the system on Cayman Brac a series of measures have been undertaken/are in progress. These include:
 - Installation of new membranes on the Plant #2 (completed).
 - Installation of a new high-pressure pump in the Plant #2 (completed).
 - Pressure management in the pump house to reduce peak night-time pressures and reduce the amount of water being lost to leakage (completed with success).

- Procurement of variable frequency drives for the distribution pumps to allow for greater control of pump operation and improved pressure management (in progress).
 - Installation of new flow meter inserts in the pump house to log flow and pressure and give a real-time flow rate that will facilitate step by step testing of in-line valves to identify areas of potential leakage on the network, as well as help to determine the average night-time flow for the system (completed, with some additional work planned).
 - Location of all valves on the network to facilitate the planned leak detection works (completed by NWPC).
 - Finalisation of the scope and requirements for the design, installation, and commissioning of an additional reverse osmosis train within Plant #1 that will double the production capacity of that plant from 530 cubic metres per day to 1,060 cubic metres per day. This is planned to be operational by 31 October 2023 (in progress).
- A team comprising of Engineering, Operations, and Customer Service staff met at least once per week and up to twice a week during the more critical period of this situation.
 - The Engineering Manager-Water Production and Operator-RO plant in Cayman Brac worked steadfastly to address the issues with Plant #2. The Sr Engineering Manager-Operations and Sr Operator-WS Treatment & Distribution worked diligently to ensure optimal pressure management at the pump house with significant success. The Brac Administrative staff did an excellent job managing the expectations of customers by maintaining their composure. The Customer Service Manager, the Sr Engineering Manager did an excellent job coordinating and monitoring various activities. All staff involved are to be commended for quickly working together for “One Team Water Authority Cayman Islands”.
 - As a result of the resignation of the General Service Manager, the organisational structure for the Cayman Brac Operations is being reviewed. The Brac operations will be placed directly under the Sr Engineering Manager-Operations which will allow the operations to benefit from the experience and synergies of the water supply operations team in Grand Cayman. Job descriptions are being reviewed and in the interim supervision will be the Operations Manager-WS on the ground in Cayman Brac during the working days.
 - Also under review are various operational and administrative processes and procedures that clearly need attention and modernisation.
 - The physical facilities are also being reviewed and assessed for possible renovation and efficiencies.
 - A more detailed report on this situation will be prepared for the Board however it was not possible to have that completed in time for this May meeting.

Brac Bluff Water Works

No update.

b) New Red Gate RO Plant – Update.

- Progress on construction of the Red Gate RO plant building:

- Masonry and concrete construction for the main building frame have been completed.
- Tidying up and trimming of wall penetrations as well as external and internal plastering of the walls is currently underway.
- The entrance ramps, steps, transformer vault, blast wall for back-up generator and air condition unit pedestals have been constructed.
- Drainage well drilling is complete.
- Roof insulation and waterproofing is currently underway.
- Internal metal stud work and insulation installation is currently underway within the Control Room.
- Door frame installation is underway.
- The civil works portion of the RO Plant Building is anticipated to be completed in May 2023.
- Well drilling (for feed water abstraction and brine disposal) is expected to commence before the end of May 2023. Submission of the application for the extension of the duty waiver on the drilling equipment to CBC was submitted on 04 May 2023 and a successful inspection of the equipment was carried out by CBC staff on 05 May 2023. OCL are now awaiting the formal extension letter for the duty waiver from CBC.
- The situation reported previously regarding significant supply chain issues (most notably the Motor Control Centres) has not changed and it is unlikely that the new RO plant will be operational before the end of this year.

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

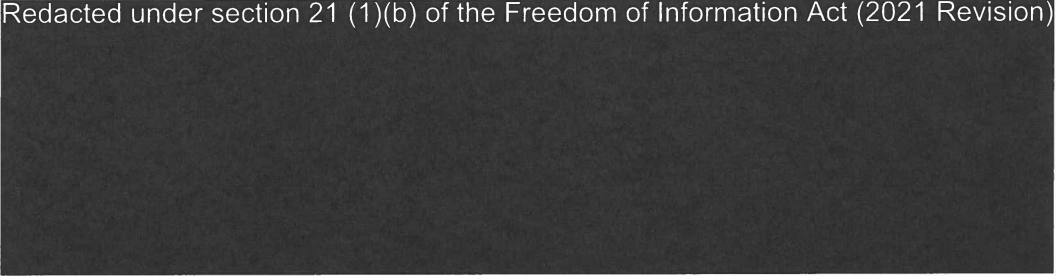
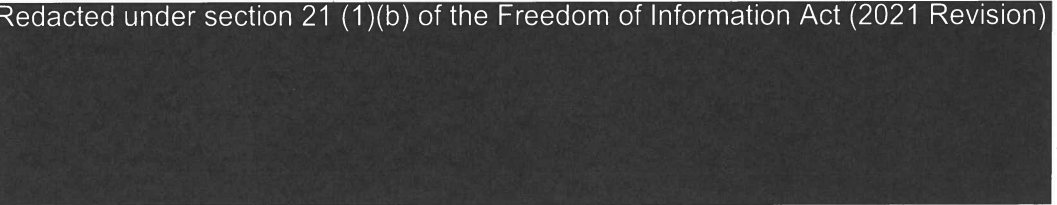
- Progress on construction of the Storage Tanks at North Side Water Works:
 - Construction of the first tank is now complete.
 - Disinfection has been completed the tank has been filled to Top Water Level on 04 May 2023. There have only been a very small number of leaks identified through bolt holes at present (which is not unusual considering the thousands of bolts installed and which typically only requires additional tightening to eliminate the leaks), there are a few locations where leaking/seepage is occurring in the base slab through radial cracks in the concrete ring beam beneath the tank shell. Jairam anticipate that these locations will self-heal within the next few weeks (assisted by the Xypex admixture which was added to the concrete mix and which will react with any water and will seal the concrete and prevent penetration of water)
 - Hydrostatic testing was carried out during the week of 05 May 2023 for this tank.
 - The construction of the second tank (Reservoir #4) has also been completed and will be ready for disinfection and filling later this week. This is likely to take approximately 1 week to complete.
 - New Works (GCM) have installed the fill and suction connecting pipework to both tanks.
 - The connections to the balancing line have not been carried out yet as the Authority is awaiting delivery of the 8-inch check valves required for each tank. This is not a critical activity and will not delay completion of the contract for the tanks.

- Subject to successful completion of the hydrostatic testing on each tank, resolution of any apparent leaks and installation of bolt caps, the contract is expected to be completed by the end of May 2023.

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

31 December 2021 Non-Defined Benefits (DB) Employees Post-Retirement Healthcare
No update.

31 December 2022 Audit of Consolidated, Island & Divisional Statements

- The Secretary reports that unfortunately the 2022 audit was not finalised by 30 April 2023.
- On Friday 28 April 2023 the OAG requested additional information regarding the Authority’s work with Portfolio of the Civil Service (PoCS) and the Authority’s paused implementation of Section 47 of the PAA (2020 Revision).
- Redacted under section 21 (1)(b) of the Freedom of Information Act (2021 Revision)

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

- The Authority also highlighted that the PAA does not identify a definitive timeline for adoption of Section 47 of the PAA and is of the firm opinion that reasonable efforts have been made by the Authority to resolve the differences in the 2022 fiscal period.
- KPMG and the OAG have accepted the letter dated 09 May 2023 (a copy of which is provided to Members) and have proceeded with auditing the Authority’s maximum calculated liability, comparing the Authority’s job ladder with the CIG Jobs Ladder. This audit work on the Authority’s calculation is underway with the final objective to sign off the 31 December 2022 financial statements.
- As at the time of this report there is nothing further to report, the CFO has made KPMG and the OAG aware of the 17 May 2023 Board meeting with the collective goal to have the 31 December 2022 audit complete and signed off as of this date.
- Fair and equitable adoption of the PAA is an important part of the Authority’s compensation package, moving forward the Authority seeks the Board’s approval to research and present a comprehensive compensation package for the Authority that brings it in compliance with Section 47 and 48 of the PAA.

- This report will encompass all aspects of staff remuneration and will include (but not limited to) pension, health, and work week and will be presented to the Board for their review, feedback, and approval upon completion.
- The 31 December 2022 financial statements have not materially changed since being presented at the 17 April 2023 meeting; the only modification expected is the wording of Note 14 regarding the PAA Section 47.
- The Secretary seeks confirmation from the Board and their approval for the Chairman, Secretary, in her role as Director and the CFO to sign off the 2022 financial statements upon their finalisation, acknowledging that there has been no change in the numbers in the financial statements but that Note 14 will be modified. The CFO reports that KPMG has yet to provide feedback on whether Note 14 will be updated or deleted in its entirety.

Annual Report 2022

The Annual Report is being finalised, after which it will be sent to the OAG and KPMG for their approval. It will then go before the Board for their final approval prior to being sent to the Ministry for the report to be tabled prior to being made a public document.

Post-retirement Health Benefits

Revision of addendum to contracts finalised, is expected to be rolled out to staff through the HR Department in the next few weeks.

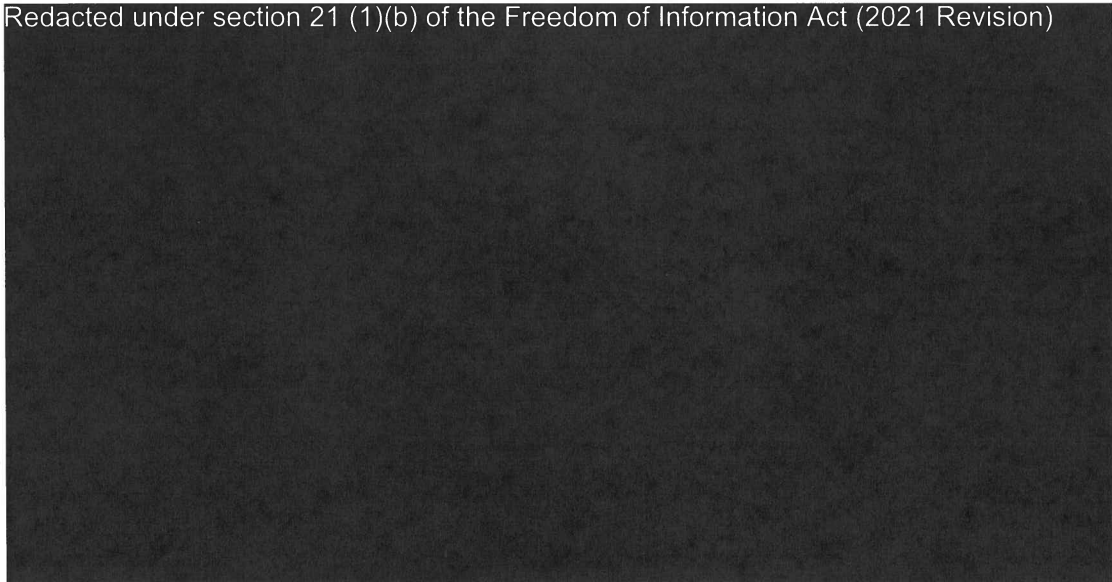
Actuary Reports - Post-retirement Health and Pension Benefits

The 2022 Actuary Health Insurance Reports were received by the Water Authority on 21 March 2023 with the Pension Report following on 05 April 2023. The associated invoices were settled, and the final reports issued on 28 April 2023.

Caribbean Water & Wastewater Association (CWWA).

No update.

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



- f) Redacted under section 21 (1)(b) of the Freedom of Information Act (2021 Revision)
- g) **Key Performance Indicators (KPIs) – Update.**
Provided in Board package. The Authority is working on the KPI’s, however there are many pressing issues currently being dealt with (Audit, CYB, Budget) that Management will report on only the KPI’s in Phase I and will continue to work on Phase II reporting.
- h) Redacted under section 21 (1)(b) of the Freedom of Information Act (2021 Revision)
Mr M Scotland via email on 09 May 2023 confirmed to the Water Authority that the registration of the easement has been submitted to the Lands & Survey Department and that the NRA has made arrangements to commence the construction of the sidewalk with the channel for the 3-inch water mains.
- i) **Property Adjacent to Lower Valley Reservoir Site - Update.**
No update.
- j) **Director’s Performance Appraisal Form - Update.**
The Director is working on the revisions and feedback to members on the document. This will be completed as soon as possible.
- k) **Engagement Subcommittee – Update.**
Board member, Mr N DaCosta is working to complete the Terms of Reference document.
- l) **Board Self-Assessment Document - Update.**
On 24 April 2023, the Board Self-Assessment Form via SurveyMonkey was circulated to all WAB members with a requested deadline for submission of end of April 2023. The analysis of the submissions will be provided at the 19 May 2023 Board meeting.
- m) **Request from Department of Sports for Support to Provide Water Bottle Filling Units for Government Sports Facilities - Update.**
On 11 May 2023, the Secretary emailed the Department of Sports requested information as noted at the April 2023 Water Authority Board meeting.

Department Updates

- a) **Finance**
CWUIC – Caribbean Water Utility Insurance Company
No update.
- 2022 Economics & Statistics Office (ESO)*

A request was received by the CFO on 11 April 2023 from the ESO office for the submission of the 2022 information. The CFO will work towards the deadline of 16 June 2023.

b) Engineering Services

1) Engineering

CUES has finally completed the work on the ArcGIS database that now links all the GIS information for the WBSS network, the Manhole Assessment Certification Program reporting, and the SPiDERcam footage that was collected during the onsite surveys. Work will now commence on preparation of a strategy for prioritisation of remedial works and execution of those remedial works.

North Side Water Works Chemical Storage

No update.

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



Valve Exercise Programme.

No update.

2) *New Works Division*

- The NWPC in Grand Cayman spent a total of 10 days at the North Side Water Works site: 3 days before the Easter break mobilising and locating existing pipelines and 7 days after, installing 200mm (8-inch) connecting pipelines (Fill lines and Suction lines) and tank pipework at the new Reservoirs 3 & 4. Trenches were cut in preparation for installing the Balancing lines and tank pipework at both reservoirs when the 200mm (8-inch) check valves arrive. The new sections of connecting pipelines and the 300mm (12-inch) Fill and Suction lines installed last year have been filled and disinfected and were used to fill Reservoir 3 for disinfection and water-tightness testing.
- The crew completed the installation of 122 metres (approx 400 feet) of 150mm (6-inch) pipeline along the Mastic Road extension. The lines are presently being pressure tested and disinfected and will be tied-in following the Public Holiday (08 May 2023).
- The 63mm PE pipe connecting to the 300mm (12-inch) pipeline installed along the Airport Connector Road to temporarily service the new [REDACTED] has been disinfected and flushed and the property is now ready for meter installation.
- The crew have mobilised equipment, pipes and fittings at the access road to the Cayman Enterprise City project off Fairbanks Road and will commence pipelaying (at the CEC end) commencing 09 May 2023. The access road has been pegged out and the pipeline route defined. On 10 May 2023 additional information was provided by NRA regarding the road/pipeline layout at the Fairbanks Road end as the initially proposed pipeline route would conflict with an existing electricity pole..

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

3) *Water Distribution & Treatment Division*

- Lookout Gardens Phase II was completed during the week commencing 01 May 2023.
- The previously scheduled work along Marina Drive, comprising relaying of approximately 1,200 metres (4,000 feet) of 150mm (6-inch) pipe, recommenced on 09 May 2023. This work is expected to be completed by 31 July 2023.
- Reservoir #5 at the Red Gate Water Works has been removed from service and prepared for inspection and the installation of new anodes.
- Reservoir #2 at the North Side Water Works was taken out of service and prepared for reservoir maintenance works the week of 08 May 2023. All reservoir maintenance works scheduled for Red Gate #5 and North Side #2 are expected to commence by 15 May 2023 by Florida Aquastore personnel and Water Authority Operations staff.
- During the first four months (January-April) of 2023 the total water sales on Grand Cayman were approximately 10.1% more than in the same period last year.

4) *Water Production Division*

- Re LVRO Plant, a planned shut-down is scheduled for 15-26 May 2023 to facilitate membrane replacement on Train #1 as they are reaching the end their life.

- The abstraction wells for this plant behave opposite to the those in Cayman Brac. With the rainy season starting, the rainwater seeps through the soil and allows more unwanted organisms into the wells which impacts on the feedwater quality and pre-filter lifespan.
- Total Suspended Solids testing continues at the LVRO Plant. New pre-filter cartridges will also be tested at Lower Valley based on the better performance of the new pre-filters cartridges that were tested on the Cayman Brac RO plant.

5) *Wastewater Collection & Treatment Division*

- In April 2023 the design hydraulic capacity of the wastewater treatment plant (2.5 mgd) was exceeded on 5 days. The average daily wastewater inflow from West Bay Road during April 2023 was 2.22 mgd (or 89% of the design treatment capacity). This is approximately 5.5% less than the average influent measurement during the same month in the previous year (2.35 mgd).
- Diffuser rack maintenance (comprising removing the diffuser racks from the SBR basin and replacing the diffusers) commenced on 21 February 2023. By 04 May 2023 all diffuser racks for SBR #1 and SBR #2 had been completed. The one remaining diffuser rack in SBR #3 will be completed during the week of 08 May 2023.
- Redacted under section 21 (1)(b) of the Freedom of Information Act (2021 Revision)

c) **Customer Service**

Customer Portal

Work continues with a go live date of 30 June 2023 set; Cogsdale to deliver final items on 12 May 2023 with two weeks for Netclues to finish up outstanding issues. Final testing will take place the first week of June.

Promotions

40th Anniversary:

Customer Appreciation event in Grand Cayman on 31 May 2023, 11AM to 2PM; Cayman Brac’s Customer Appreciation event is scheduled for September 2023. There will be lots of food, drinks, music, and prizes. CSRs will also be available to assist with online account access and e-billing setup, updating customer information, and promotion of the Authority’s ‘Call for your Account Balance’ feature.

d) **Human Resources**

Recruitment & Staffing

- Assistant Operator-WW - recruitment ongoing due to the resignation of new employee less than a month after joining.
- Assistant Operator-WS - interviews scheduled 10-11 May 2023.
- Customer Service Representative - recruitment ongoing.
- Learning & Development Coordinator - started 09 May 2023.

- General Services Manager-CYB – postholder resigned effective 26 May 2023: recruitment on hold pending department restructuring and/or amendment of current job description.
- Graduate Engineer – recruitment ongoing.
- Civil Engineer/Engineer – both successful candidates expected to start work pending work permit approvals.

Scholarship and Internship Programmes

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

- 72 applications were received for the Water Authority's Summer Internship Programme. The programme runs from 01 June-31 August 2023.

COVID-19

As of 09 May 2023, 0% of employees were COVID-19 positive.

Job Evaluation –Portfolio of Civil Service.

No update.

FOI updates

One new FOI question received since the FOI Report provided to the Board at 19 April 2023 Board meeting.

e) **Information Services**

Telephone System Upgrade

- IS to provide review of options of IVR set up and inform Customer Service.
IS will coordinate with C&W/Flow to provide training to Customer Service for running of call stat reports.

Building Access Control

Control panels at all locations replaced and everything running on new DMP software at the end of April 2023. No issues identified, and the old Verex computer has been shut down. This project is now complete.

GP/Cogsdale Upgrades

No update. As mentioned sometime ago, this will not be attempted until the Netclues Online Payment Upgrade has been completed, but with everything in the Cloud it is expected that any upgrades to GP and Cogsdale will be less challenging.

f) Water Resources & Quality Control

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

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

The pumps and control panels have arrived in Grand Cayman and are now in possession of the Strata. The Strata is working now with an approved service provider to get the equipment installed.

Environmental Impact Assessment – Integrated Solid Waste Management System.

- The Environmental Assessment Board (EAB) and the consultant remain on track with the schedule for submissions and reviews of the draft chapters of the Environmental Impact Assessment.
- Since the previous report to the Board, the EAB has commented on the draft chapters Marine Ecology, Terrestrial Ecology and Noise and Vibration.

g) Director’s Office*Review of proposed Water Sector Regulation (Licences and Fees) Regulations, 2022*

Nothing to report.

Water Authority’s 40th Anniversary in 2023

The Secretary advises of the following updates regarding activities and events surrounding the Water Authority’s 40th Anniversary in 2023:

- *Water Filling Stations for Government Primary Schools*
It is becoming a frustrating challenge to meet with the Facility Managers at the schools. So far, the only firm commitment is from the Facility Manager for primary schools in East End, North Side, and Bodden Town.
- *Posterity/Legacy Donation*
No update.
- *Cayman Brac High School Laboratory Donation*
No update.

- *Children's Art Competition*
The Children's Art Competition was launched 13 April 2023 and the deadline for submission of entries is 12 May 2023.
- *Customer Appreciation Day – Grand Cayman*
Rescheduled to 31 May 2023, will be held at the main office in Grand Cayman.
- *Updating of Artwork in main office Lobby in Grand Cayman*
This was completed during the week of 17 April 2023.
- *Launch of the Book Geology of the Cayman Islands written by Dr Brian Jones*
 - On 03 May 2023 the launch of the book *Geology of the Cayman Islands*, written by Dr Brian Jones took place at a reception at George Town Yacht Club. The event went well and was well attended.
 - The highlight of the evening was the author presenting of a copy of the book to the Chairman of the Water Authority Board, to Chief Officer Jennifer Ahearn (Ministry SCR) and the Acting Deputy Chief Officer, Nicola Anderson-Wildman (Ministry EDAL), who received the book on behalf of the Hon Premier and Hon Deputy Premier respectively. On 04 May 2023 Dr Jones, Kodie Scott and Hendrik van Genderen were on the midday Talk Today Radio show. They discussed the book and the Authority's 40th anniversary celebrations with the host Sterling Dwayne Ebanks.
- *Other Upcoming Activities*
Work is on the way to facilitate and organise the following: social media recognition of very First Water Authority Board Meeting held on 09 June 1983, Staff Appreciation Event, and Community-Give-Back Day.
- *Gala*
The Committee planning for the Gala at the Kimpton Seafire is ongoing.
- *Calendar of Events*
The calendar of events was provided in the WAB package. There may be adjustment of dates and activities throughout the year.

