

CONFIDENTIAL



Water Authority of the Cayman Islands

Minutes of 339th Meeting held on 28 June 2023
at the Water Authority of the Cayman Islands' Headquarters,
13G Red Gate Road

Members Present:

Chairman:	Mr D Rankine
Members:	Mr G Ebanks Mr H B Ebanks Mr N DaCosta - <i>Virtual</i> Mrs L Ryan - <i>Phone</i> Mr M Scotland Mr Kenross Conolly Mr Mark C Campbell
Secretary:	Dr G Frederick-van Genderen
Apologies:	Mr W Welcome Ms A Owens

Call to Order

The Chairman welcomed all members and called the meeting to order at 1:46pm after ascertaining that there was a quorum. The Chairman noted apologies for Ms A Owens and Mr W Welcome. He then invited Mrs L Ryan to open the meeting with prayer.

Confirmation of Minutes of the 338th Meeting held on 17 May 2023

The Minutes having been circulated, the Chairman asked for confirmation or amendments of the Minutes of the 338th Meeting held on 17 May 2023. The Chairman requested that the amendments made be noted in the following meeting's Minutes.

The following amendments were made:

Page 2, paragraph 8, last line: insert "to be" before the words "completed in July 2023."

Page 6, paragraph 2: remove the name of Board member who abstained from voting and re-word to "with one abstention".

Page 6, paragraph 3: remove the names of Board members who abstained from voting and re-word to "with two abstentions".

Mr M C Campbell then moved the motion to accept the Minutes as amended, Mr K Conolly seconded the motion and the motion passed unanimously by members able to vote.

Confirmation of Minutes of Extraordinary Meeting (Budget) 25 May 2023

The Minutes having been circulated, the Chairman asked for confirmation or amendments of the Minutes of the Extraordinary Meeting (Budget) held on 25 May 2023. Mr H B Ebanks then moved the motion to accept the Minutes, Mr G Ebanks seconded the motion and the motion passed unanimously by members able to vote.

Confirmation of Minutes of Extraordinary Meeting (2023 Rate Adjustment) 07 June 2023

The Minutes having been circulated, the Chairman asked for confirmation or amendments of the Minutes of the Extraordinary Meeting (2023 Rate Adjustment) held on 07 June 2023. Mr M C Campbell then moved the motion to accept the Minutes, Mr G Ebanks seconded the motion and the motion passed unanimously by members able to vote.

Declaration of Conflicts of Interest

None were declared.

Matters Arising from the Minutes (not listed below)

No matters raised.

Matters Arising Director's Updates/Department Reports

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 the chemical cleaning of the RO Plant#1 membranes was postponed until early July 2023 as the differential pressure over the membranes is still well within the acceptable range.

The Secretary reported that the draft contract for the design, installation and commissioning of the plant expansion has been sent to the local company and is under review.

Brac Bluff Water Works

No matters raised.

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

No matters raised.

Annual Report 2022

The Secretary reported that further amendments are being made therefore the document will have to be approved via email round robin.

*Aetna / CINICO Comparison**Health Coverage Comparison*

The Secretary reported that on 22 June 2023 the Director, Chief Human Resources Officer and CFO met with the representative from Marsh McLennan to discuss the Health Insurance renewal options available to the Water Authority for the 2023 renewal effective 01 July 2023. The Water Authority was presented with three options for active and retired employees.

The Secretary noted that members had been provided with a Briefing Note on this item for their review and decision. Mr N DaCosta noted that the references to the Public Authorities Act (PAA) section 48 should be amended to refer to section 47 as that is where the employee benefits are referred to. The Secretary thanked Mr DaCosta for making that point and members were asked to amend their copy of the Briefing Note accordingly.

In summary, the Secretary advised that the Water Authority's annual renewal date for Health Insurance is 01 July 2023 and as part of the renewal process the Water Authority's broker provides quotes from the current provider as well as other insurers with similar coverage.

As per the Board's directive, the objective is to provide coverage for employees in line as much as possible with coverage provided to the Civil Service and in compliance with section 47 of the PAA. The three proposals provided are as outlined in the Briefing Note. The Secretary advised that the Water Authority's

management suggested moving to the Ultra plan, to provide for a higher Lifetime Maximum, lower co-pay cost/visit, higher transplant coverage, higher wellness benefit and other enhancements. Although not equivalent to the Civil Service's CINICO coverage, it would provide better coverage for Water Authority employees.

For further consideration, members were respectfully requested to consider two options to support the Board's efforts to provide better health insurance coverage for Water Authority employees. Option 1 as explained in the Briefing Note proposed to cover 100% of premiums for dependants which would be (\$280-\$400 per month) approximately \$20,000 per month; reimburse employees for out-of-pocket co-pays on an annual basis (based on usage, maximum \$217k per year); and increase the contribution to retiree's premiums (approximately \$5,000 per year) to keep their monthly payments unchanged.

For Option 2, as explained in the Briefing Note, members could consider to increase the premium percentage paid for dependants to keep the cost to employees unchanged (estimated cost to the Authority \$50,000 per annum for the Ultra Plan); reimburse employees for out-of-pocket co-pays on an annual basis (based on usage, maximum \$217k per year); and increase the contribution to retiree's premiums (approximately \$5,000 per year) to keep their monthly payments unchanged.

The options as indicated above are recommended by the Authority's management as they aim to bring the Health Insurance Coverage more in line with that provided by the Civil Service, the additional costs associated with these changes were included in the 2023 budget.

Option 1 would be more favourable to Water Authority employees, nearer compliance with PAA Section 47 and within budget projections; however, the Secretary respectfully sought members' guidance on how they wish to proceed.

Mr N DaCosta queried the Water Authority's policy regarding the registration of the spouse of employees. The Secretary confirmed that the Water Authority does not enrol the spouse of employees unless the spouse is not working. This has been the policy for many years however there are some legacy employees whose spouses were enrolled prior to this policy being put in place and these spouses remain as dependants. The policy was put in place to avoid the Water Authority becoming the provider of health insurance coverage where the spouse is working, and thus his/her workplace is not obligated to have the financial cost and liability to provide health insurance coverage.

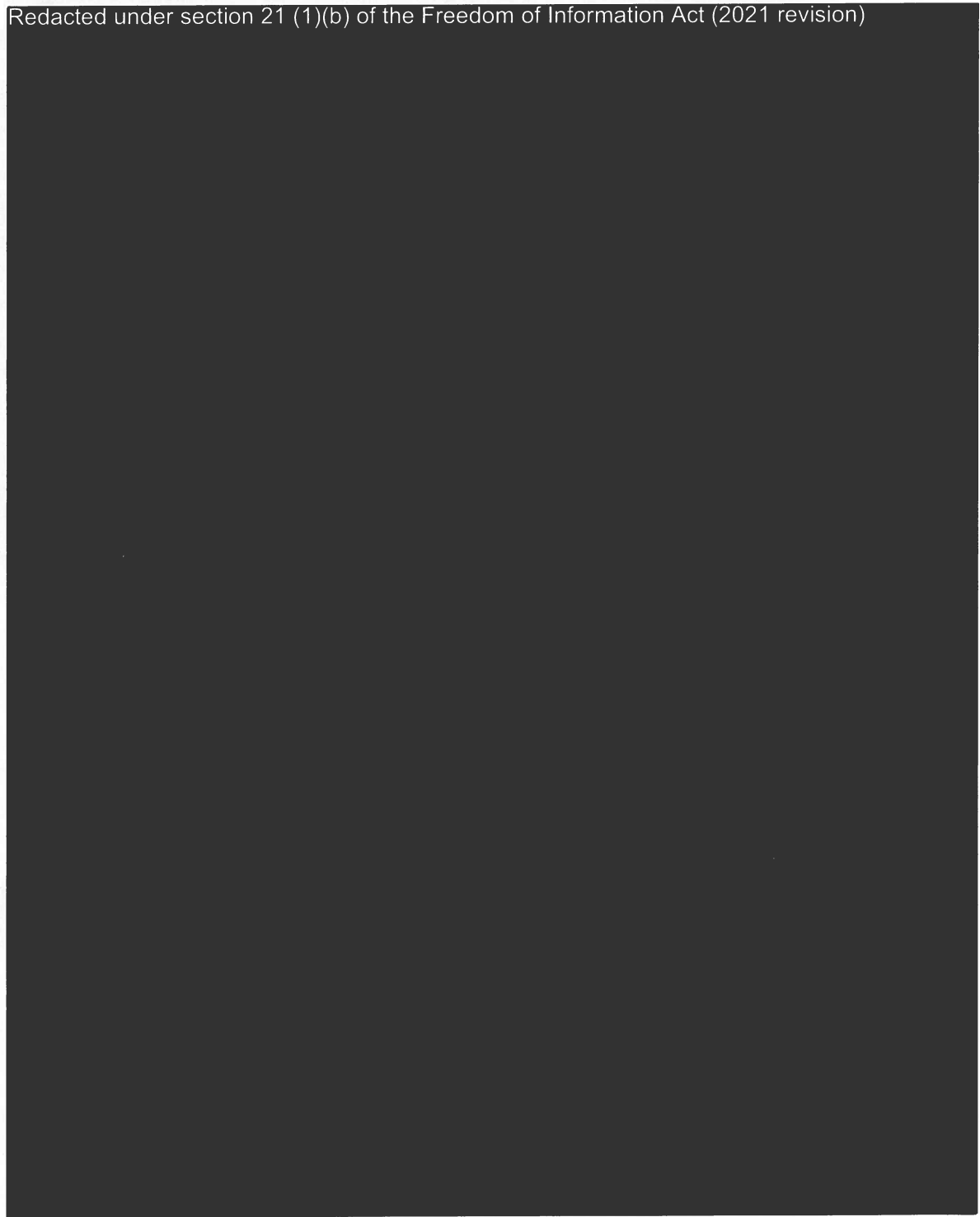
After discussion, members approved for the Water Authority to move forward with Option 1 as presented in the Briefing Note where the Water Authority will move its health insurance coverage for employees from Aetna Preferred to Aetna Prestige Ultra; cover 100% of the premium for dependants; reimburse out-of-pocket co-pays; and increase the contribution to retirees' premiums to keep their monthly

payments unchanged. The motion to approve Option 1 as presented in the Briefing Note, was moved by Mr N DaCosta, seconded by Mr M C Campbell and passed unanimously by all members present and able to vote. The Secretary thanked members for their support and advised that employees will be grateful for this improvement.

Mrs Ryan gave her apologies and left the meeting at this point due to other another commitment.

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)



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

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

The Secretary apologised that additional KPIs had not yet been added. This is due to the CFO and other team members having to deal with other priorities. The Secretary noted that it will likely be September's meeting for the new KPIs to be added due to various staff being on leave during the summer.

h) 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 Secretary reported that the broken pavers were replaced. Mr M Scotland confirmed that this was done by * as they had also raised the bedding material to support the pavers. The Chairman thanked members for their input and feedback that resulted in an outcome that was satisfactory to the customer, the National Roads Authority (NRA), and the Water Authority. The Secretary noted that this item would be taken off the agenda as the status was complete from the Water Authority's perspective.

- i) Redacted under section 21 (1)(b) of the Freedom of Information Act (2021 Revision)
- j) **Director's Performance Appraisal Form - Update.**
The Secretary provided members with the revised draft. She noted that a correction to Box 13 would be made to remove the word "SELF".
- k) **Engagement Subcommittee - Update.**
Mr N DaCosta gave apologies for the delay in progress with the subcommittee. This was due to various competing commitments, but these were anticipated to ease in the coming weeks.
- l) **Board Self-Assessment Document - Update.**
The Chairman requested that members be prepared to discuss for about 15 minutes at the August 2023 meeting.
- m) **Request from Department of Sports for Support to Provide Water Bottle Filling Units for Government Sports Facilities - Update.**
No matters raised.
- n) **2024-2025 Ownership Agreement & 10-Year Capital Development Plan 2024-2033 - Update.**
No matters raised.
- o) **East End Affordable Land Lot Pilot Programme - Piped Water - Update.**
No matters raised.
- p) **New Cayman Brac High School Piped Water - Update.**
No matters raised.

Mr M Scotland gave apologies and left the meeting at this point due to other commitments.

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

No matters raised.

Valve Exercise Programme.

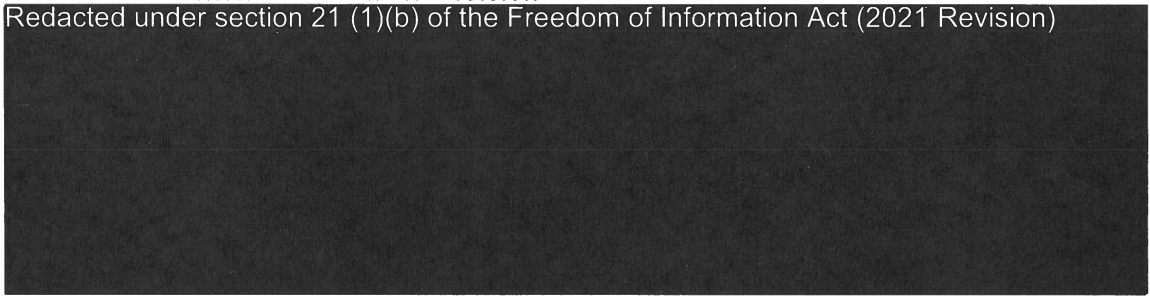
No update.

2) *New Works Division*

No matters raised.

3) *Water Distribution & Treatment Division*

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




4) *Water Production Division*

No matters raised.

5) *Wastewater Collection & Treatment Division*

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



c) Customer Service

Customer Portal

No matters raised.

Promotions

No matters raised.

d) Human Resources

Recruitment & Staffing

No matters raised.

Scholarship and Internship Programmes

No matters raised.

Performance Adjustment

The Secretary noted that this was completed in the month of June.

Job Evaluation – Portfolio of Civil Service.

No update.

FOI updates

No matters raised.

e) Information Services*Telephone System Upgrade*

No matters raised.

Netclues Online Payment Upgrade

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)

Randyke Gardens – onsite wastewater treatment plants not being maintained.

No matters raised.

Environmental Impact Assessment – Integrated Solid Waste Management System.

No matters raised.

Environmental Impact Assessment – East West Arterial.

No matters raised.

Water for Agriculture.

No matters raised.

Draft Climate Change Policy

No matters raised.

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

No update.

Water Authority's 40th Anniversary in 2023

No matters raised.

- *Water Filling Stations for Government Primary Schools*
The Secretary reported that the 22 units have been ordered for the cost of US\$31,900 plus shipping.
- *Posterity/Legacy Donation*
No matters raised.
- *Cayman Brac High School Laboratory Donation*
No update.
- *Launch of Virtual Tours of the WWTP and RO Plant*
No update.
- *Children's Art Competition*
No matters raised.
- *Customer Appreciation Day – Grand Cayman*
No matters raised.
- *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*
No matters raised.
- *Other Upcoming Activities*
No matters raised.
- *Gala*
No matters raised.
- *Calendar of Events*
No matters raised.

Current Business

a) **Management Accounts March 2023.**

The Secretary reported that a full set of Management Accounts is presented to members for the 4-months ending 30 April 2023.

Revenue for 2023 is up 14.4% over the same 2022 period with most of the increase attributed to Water Sales. Water Sales in Cayman Brac are also up with customers on the distribution system increasing and the trucked water sales down slightly (1.1%) from 2022.

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

Operating expenses are within expectation, the majority of the 4.5% increase attributed to the increase in Water Production associated with the higher sales, offset by a decrease in supplies over 2022. In early 2022 there was significant road reinstatement associated with Palm Dale * and High Rock Road that increased the supplies expense.

Other income has increased by 42.9%, the majority of which is attributable to the increased Fixed Deposit rates, rates were at a low in 2022 (some as low as 0.15%) but the Authority has recently renewed deposits with rates as high as 4.87%. Interest income will continue to fluctuate based on interest rates received by the Treasury Department.

Administrative expenses are up 17.3% from 2022 which is within expectation as 2023 has * spent for the 40th anniversary and higher telephone and utilities associated with the introduction of the Mitel system in 2023.

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 the CFO will make the suggested addition to the Management Accounts presentation as requested by Ms A Owens for the next Water Authority Board meeting.

Mr M C Campbell gave his apologies and left the meeting at this point due to other commitments.

b) Request for Bill adjustment re *

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

The Secretary noted that this item has been withdrawn until the next Water Authority Board meeting.

c) Update on Property Lien re *

The Secretary reported that there is a lien on the property for this account due to a long outstanding balance of \$27,195.75. The property has a sale closing date of 30 June 2023. The lawyer for * wanted the Water Authority to remove the lien before sale, however this is not in the Authority's best interest and was refused based on the Authority's lawyers' recommendation. The Authority's lawyers will represent Water Authority at closing and only sign for discharge of the lien at that time and only after bank draft for the outstanding balance has been provided. * lawyer appears to not want to do this. The Water Authority's lawyers will provide updates as the matter progresses.

Any Other Business

a) Director's Leave.


The Secretary advised that she plans to be on leave from the evening of 05 July 2023 through to 28 July 2023. She will have email and phone access for most of the time and will be working remotely for several days. Members noted the Secretary's leave period.

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

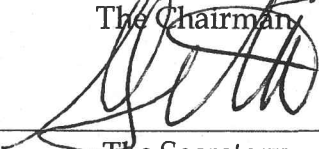
- a) *Ratify* - Office of the Auditor General - 40th Anniversary 4x1 Team Relay.

There being no other business the Chairman thanked all members for attending and the meeting was then adjourned at 3:46pm.

This is a true and accurate account of the proceedings.



The Chairman



The Secretary

Water Authority of the Cayman Islands

339th Meeting to be held at 1:30pm on Wednesday, 28 June 2023

Director’s Updates/Report

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

- In June 2023 the New Works Pipelaying Crew (NWPC) completed the pipeline installation along Seaward Drive and Sanford Drive, each comprising approximately 250 metres (820 feet) of 80mm (3-inch) pipe.
- These two side roads have now been completed except for pressure testing, disinfection, and flushing.
- During the period of heavy rains in late May 2023 the NWPC assembled various tees and valves, and poured valve box cover supports. These will be installed at side roads along the next section of 200mm (8-inch) pipeline.
- Equipment moved to Blazer Drive in preparation for the next pipeline comprising approximately 825 metres (2,700 feet) of 200mm (8-inch) along Watering Place Road, between Blazer Drive and Lands End Road.
- The NWPC assisted the Cayman Brac Operations staff with general clean-up of the West End Water Works and with service line repairs.
- The weekly progress report for May-June 2023 are as follows:
 - Week 19 (starting 09 May): Installed 140.2m pipeline
 - Week 20 (starting 16 May): Installed 40m pipeline
 - Week 21 (starting 22 May): Installed 210m pipeline
 - Week 22 (starting 29 May): Pipelaying preparation 3 days/service line repairs 2 days
 - Week 23 (starting 05 June): Pipelaying preparation 2 days/assist CYB Operations 3 days
 - Week 24 (starting 12 June): Assist CYB Operations 4 days/service line repairs 1 day

West End Water Works Pump House

- January-May 2023 Cayman Brac Water sales compared to same period in 2022:
 - Total water sales up approximately 11.6%
 - Pipeline sales up 18.9%
 - Trucked water sales up 0.2%
 -
- New VFDs (Variable Frequency Drive) for the CYB water distribution pumps have been received. These VFDs will allow for greater pump control and improved pressure management. It is anticipated that the new VFDs could be in service by mid-July 2023.
- Further leak investigations are planned with the step process and then a more intense and detailed process will be undertaken. The step process will identify general areas of concern within the water distribution system. The subsequent detailed process will isolate the pipelines in each side road within these general areas of concern to identify leak locations prior to repair work being undertaken.

- It is noted that more trucked water customers are now in the habit of ordering in advance.

West End Water Works RO Plants

- In May 2023 both the old RO plant (Plant #1) and the containerised plant were operational almost continuously. The overall water production in Cayman Brac averaged 648 cubic metres per day, which equates to approximately 85% of the overall design water production capacity at West End Water Works.
 - The old RO Plant (Plant #1) produced on average 466 cubic metres per day (approximately 88% of the plant’s design water production capacity).
 - The containerised plant (Plant #2) produced on average 182 cubic metres per day (approximately 79% of the plant’s design water production capacity).

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

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Restructuring of Cayman Brac Operations Division

- On 29 May 2023, the Director, Deputy Director, CHRO, Customer Service Manager, Sr Engineering Manager-Operations, and Operations Manager-WS travelled to the Brac to meet with the staff and introduce the revised organisational structure.
- A buffet lunch was provided to all Water Authority employees in the Brac inclusive the NWPC. At the brunch staff were advised that the Brac Division will now report directly to the Sr Engineering Manager-Operations.
- After lunch, the team met with the West End Water Works Staff at the District Administration Office for a presentation on the restructuring, reporting lines as well as plans to improve the facilities. Staff were provided with the opportunity to ask questions and give their feedback.

- The current office facility is no longer adequate and requires complete renovation. This coupled with the unsafe parking for customers means that an alternative location for the administrative office is needed. A place has been identified and the Authority is working with the owner to ensure the services such as data are available.
- Various operational and administrative processes and procedures are under review and revision.

Brac Bluff Water Works

No update.

b) New Red Gate RO Plant – Update.

- Progress on construction of the Red Gate RO plant building:
 - Ocean Conversion Cayman Limited (OCL)’s building contractor, Phoenix Construction, has made significant progress and Building Works are nearing completion.
 - The membrane hall internal painting is approaching completion, lighting fixtures have been installed, roller shutter doors have been installed.
 - The control side of the building has been partially fitted out.
 - The control side roof and external painting will soon be completed.
 - The external works are progressing well, e.g., the construction of the slabs for the de-gassifier and other outdoor equipment, installation of catch basins and drainage pipes for roof drainage.
- The civil works elements are expected to be completed in 5-6 weeks, so Phoenix Construction is expected to demobilise by the end of July.
- Well drilling (for feed water abstraction and brine disposal) is expected to commence in early July 2023.
- Unfortunately, significant supply chain issues continue to affect the project (most notably the Motor Control Centres) and it is now estimated that the new RO plant will not be operational until earliest February 2023

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

- Progress on construction of the Storage Tanks at North Side Water Works:
 - Jairam Ltd, the contractor for the supply and erection of two bolted steel tanks for water storage at the North Side Water Works, has completed the construction of both tanks.
 - Both tanks successfully met the hydrostatic testing requirements of the Contract and were disinfected. Both water storage tanks have been in service since mid-May 2023.
 - This contract has now been completed, except for the undertaking by the contractor to complete any outstanding works or remedy any defects within the next 12 months.

The remainder of the balancing pipework and recirculation pipework is still to be installed. Electrical cabling for level sensor and lightning protection (i.e., ground rods) must still be installed.

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 31 December 2022 Financial Statements were finalised and issued on 09 June 2023. The work now moves to the Islands and Divisionals.

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. Management is optimistic that the final reports will be available at the 28 June 2023 Board Meeting.

Aetna / CINICO Comparison

The Authority is meeting with Marsh, the Water Authority’s health insurance brokers on 22 June 2023 to discuss this further, as a key component of parity in benefits between WA and Civils service staff relates to Post-Retirement Health Insurance.

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) 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)

Construction of the concrete channel in the sidewalk was completed on 23 May 2023. On 14 June 2023 the New Works pipelaying crew had completed the installation of approximately 30 metres (100 feet) of 80mm (3-inch) pipeline in the channel, properly bedded and backfilled with gravel and the pre-cast pavers were placed over the channel as a new sidewalk. However, some of the pavers were damaged soon thereafter, due to one or more vehicles having been driven over them. The pavers were not designed to withstand any vehicle loading. The broken pavers will be a recurring issue and concern as they may become a tripping hazard to pedestrians, particularly as vehicles may occasionally park on the sidewalk, thus damaging the pavers. The Water Authority expects that the NRA will address this.

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

j) **Director’s Performance Appraisal Form - Update.**

The revised draft was completed and provided to members.

k) **Board Self-Assessment Document - Update.**

On 22 May 2023, the completed the analysis of the data obtained from the anonymous Board Self-assessment survey carried out via SurveyMonkey was circulated to members via email for their review.

l) **Engagement Subcommittee – Update.**

Board member, Mr N DaCosta is working to complete the Terms of Reference document.

- m) Request from Department of Sports for Support to Provide Water Bottle Filling Units for Government Sports Facilities - Update.**
On 22 May 2023, the Department of Sports (DoS) identified the locations for the 9 water bottle filling units. On 08 June 2023 the DoS was informed that the Water Authority Board had approved the provision of the 9 units as part of its 40th Anniversary celebration. The Water Authority’s engineering representative will be meeting at the various locations during the week of 20 June 2023.
- n) 2024-2025 Ownership Agreement & 10-Year Capital Development Plan 2024-2033 - Update.**
The 2024-2025 budget process was completed within the defined timelines, presented, and approved by the Board and submitted to the Budget Management Unit (BMU) on 26 May 2023. It is the Authority’s understanding that budget process will be ongoing until November 2023, hence the Water Authority will answer questions as they arise.
- o) East End Affordable Land Lot Pilot Programme – Piped Water - Update.**
On 21 June 2023 the Water Authority’s Engineering team met with the Ministry’s Project Manager for this project to discuss the design of the distribution system.
- p) New Cayman Brac High School Piped Water - Update.**
On 22 May 2023, the Chief Officer (Acting) Ministry of District and Lands (DAL) confirmed that the new Cayman Brac High School would also serve as a hurricane shelter. As a hurricane shelter the facility will need to have a cistern/s to ensure several days’ supply of potable water if the shelter is activated. The consideration then 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.

Department Updates

a) Finance

CWUIC – Caribbean Water Utility Insurance Company
No update.

2022 Economics & Statistics Office (ESO)

The ESO package was provided to the ESO office on 12 June 2023. The CFO is available should any questions arise, to date there has been no feedback.

b) Engineering Services

1) Engineering

Nothing new to report on the West Bay Sewerage System Inspection and Rehabilitation Project.

North Side Water Works Chemical Storage
No update.

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)



Valve Exercise Programme.

No update.

2) *New Works Division*

- The pipeline extension in Mastic Road, comprising approximately 122 metres (400 feet) of 150mm (6-inch) pipe, which was installed in late April 2023, has now been commissioned (i.e., tested, disinfected, flushed, and connected to the existing 150mm pipeline along that road).
- The New Works Pipelaying Crew (NWPC) completed the pipeline installation along the access road to Cayman Enterprise City (CEC). This comprised the installation of approximately 540 metres (1,760 feet) of 200mm (8-inch) from Fairbanks Road to the entrance of CEC. This pipeline has been pressure tested and disinfected. Once the pipeline on the CEC property has passed the specified pressure test, it will be connected to this new pipeline. The Authority is also awaiting responses from Fairbanks Prison and the Detention Centre regarding where their water meters will need to be relocated to.
- The NWPC also connected the new 300mm (12-inch) pipeline along Bobby Thompson Way to the existing 300mm along that road near the intersection with John Greer Boulevard. The old section of 300mm pipeline between the intersection with John Greer Boulevard and the existing (small) roundabout at the Linford Pierson Highway has now been abandoned.
- On 16 June 2023 the NWPC mobilised at Whittaker’s Way (North Side). The crew will extend the pipeline along the recently gazetted road. This work comprises the installation of approximately 90 metres (300 feet) of 100mm (4-inch) pipe, and this should be completed by 23 June 2023.

3) *Water Distribution & Treatment Division*

- Operations-Water Supply commissioned (disinfected, flushed and connected) the Buttonwood Development (off Linford Pierson Highway) and the David Jackson Development (off East West Arterial).
- The previously scheduled work along Marina Drive, comprising relaying of approximately 1,200 metres (4,000 feet) of 150mm (6-inch) pipe, is expected to recommence on 04 July 2023. This work is now expected to be completed by late October 2023.

- The water storage tank Red Gate #5 has been inspected and new anodes were installed in late May 2023.
- Preventative maintenance on water storage tank North Side #2 was completed by mid-June 2023. Both water storage tanks have now been disinfected and filled and are being gradually put back into service.
- A new DMA sensor was received and was installed on 7 June 2023 at the Frank Sound junction. This sensor replaces a malfunctioning unit.

4) *Water Production Division*

- The LVRO plant was shut down in May to facilitate membrane replacement on Train #1. After the membranes in Train #1 were replaced in mid-May 2023, the overall water production increased by 10% to around 2,270 m³/day (i.e., about 76% of the plant’s design capacity).

5) *Wastewater Collection & Treatment Division*

- In May 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 May 2023 was 1.83 mgd (or 73% of the design treatment capacity). This is approximately 24.7% less than the average influent measurement during the same month in the previous year (2.43 mgd).
- Diffuser rack maintenance on all SBR basins (comprising removing the five (5) diffuser racks from each of the three SBR basins and replacing the diffusers) which commenced on 21 February 2023, was completed on 08 May 2023.
- Redacted under section 21 (1)(b) of the Freedom of Information Act (2021 Revision)

c) **Customer Service**

Customer Portal

- Some outstanding items were delivered the afternoon of 21 June 2023 by both Cogsdale and Netclues with exception of file posting for Finance; this should come in the next day or so; KH and CS staff plan to carry out testing on 22-23 June 2023; overall the team is still optimistic to launch the new portal within the next 2 weeks.

Key features will include:

- Online access for all accounts per owner; including access to account transactions, payments, payment agreements, bills
- Track status of payment agreements
- Share account access: Tenants now have online access and access to e-billing
- Owners can turn off view of closed accounts where account balance is 0
- Auto-pay
- Create and track status of service orders which then provides automatic updates to users as the service order is processed.
- Automatic posting of all online payments (no manual postings by Finance)

- First draft of Customer Survey and proposal document will be reviewed by CS Supervisors at on 22 June 2023.
- KH liaising with Cogsdale for CSM upgrade which must include auto reconnection feature,
- Customer Service is working on new bill template with consideration for a greener option of paper bills (maybe no use of envelopes, recyclable paper etc) as part of upgrade.

Promotions

Plans are being made to promote piped water service in Cayman Brac to residents who still use trucked water but live within current pipeline extension area.

Promotions are ongoing for hurricane season preparation.

d) Human Resources

Recruitment & Staffing

- Assistant Operator-WS (x2) – interviews held 10 & 11 May 2023; 2 candidates selected; selection process ongoing.
- Assistant Operator-WW – candidate selected during the Assistant Operator-WS interviews (had applied for this position but unable to attend interview); selection process ongoing
- Customer Service Representative – interviews scheduled for 23 June 2023
- Engineering Manager – postholder gave retirement notice; position advertised
- General Services Manager-CYB – recruitment ongoing.
- Graduate Engineer – recruitment ongoing.
- Civil Engineer/Engineer – both successful candidates expected to start work pending work permit approvals.

Scholarship and Internship Programmes

- No award was made of the 2023 Water Authority-Cayman Scholarship.
- 7 students have started thus far as interns in this year's Summer Internship Programme, including 2 scholarship recipients who are on their summer break.
- It is expected that a total of 16 persons will participate in the summer internship programme by the end of Aug 2023.

Job Evaluation –Portfolio of Civil Service.

No update.

FOI updates

No new FOI requests since the 17 May 2023 Board meeting.

e) Information Services

Telephone System Upgrade

- IS still 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. This was delayed for various reasons.
- *Netclues Online Payment Upgrade*
In the final stages of testing and review to ensure the Customer Portal functions as expected and that all proposed items are delivered.
There are a few minor issues currently being worked on by both Netclues and Cogsdale, after which preparations will begin to go live with the system and replace the current online portal (Customer Web) and payment page.

GP/Cogsdale Upgrades

No update.

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 Strata has been contacted several times to get an update on the installation of the control panels and the pumps for both wastewater systems that have failed. They have indicated that they now have agreed on a timeline with the service provider and that the installation will commence next week.
- From the Authority's point of view the Strata is slow in following up on the Notice of Violation (NOV), which was issued on 01 February 2023. If there is no significant progress in resolving the NOV, the Authority may have to consider referring this matter to the Attorney General.

Environmental Impact Assessment – Integrated Solid Waste Management System.

- The Environmental Assessment Board (EAB), Dart and the consultant conducting the Environmental Impact Assessment (EIA) remain on track with the schedule for submissions and reviews of the draft chapters of the EIA.
- Since the previous report to the Board, the EAB has commented on the draft chapter Traffic and Transport and is currently reviewing the draft chapter Introduction and the draft chapter Air Quality and Greenhouse Gases Emissions.

Environmental Impact Assessment – East West Arterial

- On 21 June 2023 the Environmental Assessment Board (EAB) was notified by the National Roads Authority (NRA) that the contract with Whitman, Requardt and Associates, LLP (WRA), the consultant for the EIA, has been signed.
- WRA also prepared the Terms of Reference (TOR), which were finalised on 04 April 2023. It is expected that soon a kick-off meeting for the EIA will be held between the EAB and WRA.

The road project consists of 3 phases:

Phase 1 – Hirst Road to Woodland Drive

Phase 2 – Woodland Drive to Lookout Gardens

Phase 3 – Lookout Gardens to Frank Sound Road

- The National Conservation Council determined that the EIA was not required for phase 1 but is required for phases 2 and 3. The TOR have been prepared accordingly and were finalised in April 2023.
- Board members may be aware that in April 2023 a private member's motion was accepted in Parliament that Government considers constructing the road from Hirst Road to Lookout Gardens without conducting the EIA.
- On 22 May and 05 June 2023 meetings were held with Caucus to review this issue. These meetings were attended by the chair and secretary of the National Conservation Council, Department of Environment and Water Authority as members of the EAB, the chair and staff of the National Roads Authority and staff from the relevant Ministries.
- The NRA and EAB have provided a timeline for conducting the EIA (12 months, starting on 1 July 2023) and the timeline for completion of the road construction to Lookout Gardens by July 2025, provided that the EIA and road design and construction process are carried out without significant delay.

Water for Agriculture

- On 14 June 2023 the Director, Deputy Director and Water Resources Engineer had a meeting with the Deputy Chief Officer and Senior Policy Advisor of the Ministry of Agriculture (PAHI) and the Agronomist of the Department of Agriculture (DOA).
- The Ministry in conjunction with the Department of Agriculture is developing the Cayman Islands Lands Lease Policy and seeks support/input from the Water Authority in respect of providing water for agriculture. The Agro Park on Crown Land in East End (formerly Furtherland Farms and later the Prison Farm) will be developed as part of this policy.
- In 2020 and 2022 the Water Authority had communications with the Department and Ministry of Agriculture about providing water to farmers. These discussions reviewed a wide range of options for using fresh ground water on properties located over fresh ground water lenses, trucked water, desalinated water from the piped water supply and desalination plants for farmers. The discussion on 14 June 2023 provided further details on what the Ministry and DOA are working on and the support/input they seek from the Water Authority.
- Supplying water of good quality and sufficient quantity for agriculture has always been a challenge for the agricultural sector in the Cayman Islands. The Ministry requested consideration for subsidising piped water for farmers. The Authority explained that water rates are part of the Water Authority Regulations, and if consideration is given for special rates for farmers, the entire water rate structure will need to be revisited. It suggested that it would be more practical for Government to provide the subsidy for farmers, which the Authority understands is already the practice in Cayman Brac.

- The Agro Park in East End will initially be developed as a pilot project at 30 – 50 acres and will include a farm operated by DOA for extension/training/demonstration services. The project will also include a manager for the park to ensure that farmers who lease the 1 acre lots adhere to the requirements as set by the Ministry and DOA.
- The Ministry and DOA prefer the use of piped water. The Water Authority explained that per its policies, it will supply water through a bulk meter to the owner (i.e., Crown), rather than installing meters and related infrastructure at every single lot. The Water Authority also suggested using the fresh groundwater at the farm, but as this is a precious and limited resource, there will be specific requirements to protect the resource.
- After the meeting the draft Lands Lease Policy was provided to the Authority for review and comments. The Authority also retrieved the 1996 report on the groundwater use at Furtherland Farms, which provides useful information for the proposed development. It will provide feedback to the Ministry in the next week.

Draft Climate Change Policy

- The Ministry of Sustainability and Climate Resiliency has published the Draft Cayman Islands Climate Change Policy for public consultation. The draft policy covers the period 2023 -2040. The Authority is preparing its comments and will submit these by the deadline of 30 June 2023.
- Climate change projections for the Cayman Islands are increases in temperature, rainfall, storms and hurricanes, and sea level rise. All these changes will have a profound impact on all aspects of the environment and society in the Cayman Islands. The report prioritises 34 climate change risks to the Cayman Islands and develops 3 goals:
 1. Reduce Cayman’s vulnerability and enhance our resiliency to climate change;
 2. Promote sustainable, low or zero carbon economic activity; and
 3. Establish a governance framework for climate action that is future-focused, fair to all, accountable and transparent.
- The Draft policy includes 47 short, 64 medium and 4 long term priorities and proposes to establish the Climate & Energy Council to monitor the Implementation and Monitoring Plan of the Climate Change Policy 2023-2040.
- From the Water Authority’s point of view the projected Sea Level Rise is the area of most concern. This will affect all ground water in the islands and especially fresh groundwater. There will be significant impacts on development in low lying areas. There are already challenges with onsite wastewater treatment systems in low lying areas (example Randyke Gardens) and these issues will get worse with projected sea level rise of 0.29 – 0.32 m (appr 1.0 ft) by the 2050s for the Cayman Islands, 0.55 – 0.72 m (appr 1.8 – 2.4 ft) by the 2090s for the Cayman Islands and by 2100 on a global level of 0.32 – 1.01 m (appr 1.0 – 3.3 ft).

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*
The majority of schools have been visited and the Water Authority’s team is putting together the order.
- *Posterity/Legacy Donation*
No update.
- *Cayman Brac High School Laboratory Donation*
No update.
- *Children’s Art Competition*
The Children’s Art Competition was judged and prizes handed out..
- *Customer Appreciation Day – Grand Cayman*
Customer Appreciation Day was held on 31 May 2023 and even though it was a rainy day there was a good turnout of customers.
- *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*
Books have been ordered for Water Authority Board Members.
- *First Water Authority Board Meeting*
The first Water Authority Board Meeting was held on 09 June 1983. This occasion was highlighted on social media.
- *Other Upcoming Activities*
Work is on the way to facilitate and organise the following: 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 one sheet version of the calendar of events was provided in the WAB package. There may be adjustment of dates and activities throughout the year.