

CONFIDENTIAL



Water Authority of the Cayman Islands

Minutes of 343rd Meeting held on 15 November 2023
at the Water Authority of the Cayman Islands' Headquarters,
13G Red Gate Road

Members Present:

Chairman: Mr D Rankine - *Virtual*

Members: Mr G Ebanks
Mr N DaCosta - *Virtual*
Mrs L Ryan - *Phone*
Mrs D Ebanks
Mr K Conolly
Mr M C Campbell
Mr M Scotland

Secretary: Dr G Frederick-van Genderen

Apologies: Mr H B Ebanks
Ms A Owens
Mr W Welcome

Absent:

Call to Order

The Chairman welcomed all members and called the meeting to order at 1:42pm after ascertaining that there was a quorum. The Chairman noted apologies for Mr H B Ebanks, Ms A Owens, and Mr W Welcome. He also noted that Mrs D Ebanks and Mr N DaCosta would be a little late to join the meeting. The Chairman invited Mr K Conolly to open the meeting with prayer.

Confirmation of Minutes of the Extraordinary Meeting (Dart Application for Concession-RO Plant) held on 11 October 2023

The Minutes having been circulated, the Chairman asked for confirmation or amendments of the Minutes of the Extraordinary Meeting (Dart Application for Concession-RO Plant) held on 11 October 2023. Mr K Conolly 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 the 342nd Meeting held on 18 October 2023

The Minutes having been circulated, the Chairman asked for confirmation or amendments of the Minutes of the 342nd Meeting held on 18 October 2023. Mr K Conolly 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 the Extraordinary Meeting (CWC Concession-Production & Piped Water) held on 01 November 2023

The Minutes having been circulated, the Chairman asked for confirmation or amendments of the Minutes of the Extraordinary Meeting (CWC Concession-Production & Piped Water) held on 01 November 2023. Mr G Ebanks then moved the motion to accept the Minutes, Mr M Scotland 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)

The Chairman queried the Water Authority's plan to dealing with the dry-stone walls (dry stacked, no cementation) along Watering Place Road, Cayman Brac mentioned in the Director's Report for the 342nd Meeting and the potential for collapse due to vibration during compacting the trench. The Secretary reported that the Authority did not have a specific plan in place but was considering if it was possible to provide some type of reinforcement or caging prior to compacting taking place.

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

No matters raised.

Restructuring of Cayman Brac Operations Division

Members agreed that this item should move to Customer Service for reporting updates.

Brac Bluff Water Works

No matters raised.

b) New Red Gate RO Plant – Update.

No matters raised.

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

*31 December 2022 Audit of Consolidated, Islands & Divisional Statements
Annual Report 2022*

No matters raised.

31 December 2022 Audit of Island & Divisional Statements

The Secretary reported that Senior Management at the Water Authority met with representatives from Baker Tilly and the Office of the Auditor General (OAG) on 09 November 2023 for the 31 December 2023 audit kick-off meeting. The meeting was informative; nevertheless, the Secretary highlighted that the 2023 audit will be considerably more work for the Finance Department and the Water Authority as Baker Tilly will need time to build up foundational knowledge about the Authority. The Chief Financial Officer (CFO) is confident on the accuracy of the Financial Statements and recommended that Baker Tilly focus early in the audit on more difficult audit areas such as the Contingent liabilities and the census information used in the Actuary Reports as well as the Public Authorities Act (PAA). It is these areas that have caused delays in past audits and the Water Authority would like to proactively address these areas early in the process.

The Secretary further reported that the Finance Department is equipped for the audit and will keep the Board apprised of progress and any challenges that arise.

Actuary Reports 2023

The Secretary reported that the Water Authority received communication from the Public Service Pensions Board (PSPB) on 09 November 2023 requesting information pertaining to the 2023 actuary reports. The Finance and HR departments will accumulate the requested information and forward back to the PSPB to ensure timely 2023 reports.

Pension Benefits

The Secretary reported that employees were advised of the Board approved changes at the Employee Appreciation Day on 10 November 2023 and they have expressed their gratitude for the Board consideration.

Post-Retirement Healthcare

The Secretary reported that employees were advised of the Board approved changes at the Employee Appreciation Day on 10 November 2023 and they have expressed their gratitude for the Board consideration.

Members requested that the Secretary advise the approximate increase that the improved pension and post-retirement healthcare benefits has on the budget. The Secretary noted that she will provide that information at the next Board meeting.

Mrs D Ebanks joined the meeting at this point.

d) 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) **Key Performance Indicators (KPIs) - Update.**
No matters raised.

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

h) **East End Affordable Land Lot Pilot Programme - Piped Water - Update.**
No matters raised.

Department Updates

a) **Finance**

Credit Union - Fixed Deposit Placements

Mr M Scotland advised that he had been approached by Proven Bank requesting that they be given the opportunity to quote when the Water Authority is ready to rollover deposits or place new ones. The Secretary asked Mr M Scotland to provide a contact so the CFO can send the request to them when the Authority is ready to seek quotes.

CWUIC - Caribbean Water Utility Insurance Company

No update.

b) **Engineering Services**

Mr N DaCosta joined the meeting at this point.

1) *Engineering*

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



2) *New Works Division*

No matters raised.

3) *Water Distribution & Treatment Division*

No matters raised.

4) *Water Production Division*

Members queried the status of the feedwater abstraction wells for the Lower Valley RO Plant with regards to them being air-purged. The Secretary explained that these wells continue to foul frequently which impacts the prefilters and that air-purging would be an interim measure.

5) *Wastewater Collection & Treatment Division*

In reference to the two deteriorated manholes being replaced near Grand Pavilion and the plan to replace two more deteriorated manholes near the Strand, members queried approximately how many more are to be done. The Secretary advised that she would seek to provide that information at the next meeting.

c) Customer Service

Projects

No matters raised.

Promotions

No matters raised.

d) Human Resources

Recruitment & Staffing

No matters raised.

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



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

Job Evaluation –Portfolio of Civil Service

No update.

FOI updates

No update.

COVID-19

No matters raised.

e) Information Services

Telephone System Upgrade

No matters raised.

Digicel Phones Access to Call for your Balance Service

No matters raised.

Netclues Customer Portal

No matters raised.

f) Water Resources & Quality Control

Environmental Impact Assessment – Integrated Solid Waste Management System

No matters raised.

Environmental Impact Assessment – East West Arterial

No matters raised.

Environmental Impact Assessment – Airport Expansion on Grand Cayman

No matters raised.

Environmental Impact Assessment – K-rock quarry on Grand Cayman

No matters raised.

Fuel Standards Committee

No matters raised.

Geology Education Week 09-16 October 2023

No matters raised.

Laboratory

No matters raised.

Agro-Park

No matters raised.

Diesel spill at CUC

No matters raised.

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

g) Director's Office

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

No update.

Water Authority's 40th Anniversary in 2023

- *Water Filling Stations for Government Primary Schools*
The Secretary reported that the photo opportunity for the official handover of the water bottle filling stations to the Lighthouse School took place on 08 November 2023. The Hon Minister was unable to attend however Board member, Mr N DaCosta as well as the Deputy Director of Education Services were able to attend. The reusable bottles for the students were also handed over. The event was very uplifting as the teachers and students expressed their appreciation for the units.
- *Water Filling Stations for Selected Sports Facilities*
No matters raised.
- *Water Filling Stations for Cayman Brac Community Parks and Bluff Sports Facility*
No matters raised.
- *Posterity/Legacy Donation*
The Secretary advised that as it has been complicated to get the design for the educational kiosk about water for the Children's Garden finalised and costed, the 40th Anniversary Committee recommends that the Authority present the Botanic Park with the original \$50k cheque at the Gala and note the donation of the three water bottle filling units. Members discussed and requested that the donation is clearly earmarked by the Botanic Park for the specific use towards the development of a water related educational kiosk and further that the Water Authority be given the first right of refusal to fund the remainder of the project. The Secretary advised that she would work with the Botanic Park to put together the agreement.
- *Employee Appreciation Day (EAD)*
No matters raised.
- *Gala*

No matters raised.

- *Other Upcoming Activities*
No matters raised.

Current Business

a) **Management Accounts September 2023.**

The Secretary reported that a full set of Management Accounts is presented to members for the 9-months ending 30 September 2023.

Revenue for 2023 is up 12.9% 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 (2.1%) from 2022. Other income has increased by 67.9%, 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 5.56%. Interest income will continue to fluctuate based on interest rates received by the Treasury Department.

Operating expenses are within expectation, coming in at 2.5% above prior year and 4.2% below budget. As expected, Water Production costs contributed the most to the variance, as increased water sales will inevitably increase the cost of water production.

Administrative expenses are up 18.8% from 2022 which is within expectation and coming in 12.3% below budget figures. 2023 increase over 2022 is reasonable as the 40th anniversary and higher telephone and utilities associated with the introduction of the Mitel system were introduced in 2023. While staff training and benefits is 22.9% higher than 2022 this is within expectation and budget as Authority assumed responsibilities for 100% of health insurance premiums for all employees effective 01 July 2023, which is reflected in the budget figures. Management expects this variance to increase with the introduction of the non-contributory pension benefit coming online in November 2023.

Operating and Administrative salaries and wages are below budget figures as the Authority continues to move forward with hiring for the approved posts.

The Secretary is pleased to report that the Authority's continued performance in 2023 is within budget expectations despite a slight decrease in budgeted sales, however there are also associated decreases in budgeted operating and administrative expenses.

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.

Mr G Ebanks queried the negative value of Inventory reported in 2022 versus 2023. The Secretary advised that she would provide an explanation at the next meeting.

Any Other Business

a) **Chairman's Award 2023.**


The Secretary reminded members that a round robin would be circulated seeking approval of the nominee for the Chairman's Award. Members advised that instead of the nominee for the Chairman's Award being selected by the Water Authority's senior management and then rubber stamped by the Board, members preferred that nominations and supporting information be provided to members so that they may select the candidate for the prestigious award. The Secretary noted that as far as she was aware there was only one nominee at that moment in time however, she was not sure of the deadline for submissions. The Secretary confirmed that she would send the round robin with the nominee/s so that members would decide themselves on the employee to receive the award.

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


1. *Ratify* -CI Cancer Society - Annual CB & LC Cancer Survivors Dinner, Health Fair & Stride Against Cancer.
2. CIG Facilities Management Department - Christmas Lunch.
3. Lighthouse School PTA - Annual Autism Walk.
4. Public Works Department - Christmas Function.

There being no other business the Chairman thanked all members for attending and the meeting was then adjourned at 3:06pm.

This is a true and accurate account of the proceedings.



The Chairman



The Secretary

Water Authority of the Cayman Islands

343rd Meeting to be held at 1:30pm on Wednesday, 15 November 2023

Director’s Updates/Report

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

- The New Works Pipelaying Crew (NWPC) completed pipelaying along Watering Place Road (between Blazer Drive and Lands End Road) the length being approximately 872 metres (2,860 feet) of 200mm (8-inch) pipe. It is anticipated that this pipeline section will be completed and commissioned (i.e., tested, disinfected, and flushed) during the week of 06 November 2023.
- The NWPC completed the pipelaying along Charlotte’s Road (comprising approximately 165 metres (540 feet) of 100mm (4-inch) pipe).
- The NWPC provided the trench for the HDPE pipe at the West End Water Works and backfilled it upon completion.
- The NWPC also installed 3 service lines and water meters, replaced 1 damaged meter box, and moved excavated material from Watering Place Road to the Bluff site for screening and moved screened material to the work site at Watering Place Road, to backfill trenches.
- The weekly progress report for Oct 2023 are as follows:
 - Week 40 (starting 02 October): Installed 165m x 200mm pipeline along Watering Place Rd.
 - Week 41 (starting 09 October): Installed 30m x 200mm pipeline along Watering Place Rd - pipeline along main road almost complete (short by ~45m) to Lands End Rd - awaiting 200mm pipes; installed 7 water meters.
 - Week 42 (starting 16 October): Installed 146m x 100mm pipeline along Charlotte’s Rd.
 - Week 43 (starting 23 October): Installed 146m x 100mm pipeline along Charlotte’s Rd.

West End Water Works Pump House

- January-October 2023 Cayman Brac Water sales compared to same period in 2022:
 - Total water sales up approximately 5.6%
 - Pipeline sales up 7.2%
 - Trucked water sales up 2.5%

West End Water Works RO Plants

- In October 2023 both the old RO plant (Plant #1) and the containerised plant were operational almost continuously. The overall water production in Cayman Brac averaged 547 cubic metres per day, which equates to approximately 72% of the overall design water production capacity at West End Water Works.
 - The old RO Plant (Plant #1) was operational for 25 days and when operational produced on average 460 cubic metres per day (approximately 87% of the plant’s design water production capacity).
 - The containerised plant (Plant #2) was operational for 27 days and when operational produced on average 202 cubic metres per day (approximately 88% of the plant’s design water production capacity).

- The equipment for the expansion of the original CYB reverse osmosis plant (doubling its water production capacity) has been ordered, and almost everything has now been delivered to Grand Cayman. As soon as the last few items (i.e., high pressure feed pump, electrical wiring, and some minor ancillary equipment) have arrived, the 40-foot container with all equipment will be shipped to Cayman Brac.
- During the week of 30 October 2023, the HDPE pipeline, between the new feed water abstraction well and the RO plant building, was installed.
- The expansion of the original CYB reverse osmosis plant is expected to be commissioned by early December 2023.

Restructuring of Cayman Brac Operations Division

- The Water Authority is awaiting written sign off from the landlord regarding the proposed renovations, this is expected by 07 November 2023.
- Furniture has been ordered and other items such as appliances and office supplies have been identified and in the process of being sourced locally.
- Office opening is hoped for either 13 or 15 December 2023; plans for opening to be finalised over the next two weeks.

Brac Bluff Water Works

No further update.

b) New Red Gate RO Plant – Update.

- Well drilling for the abstraction and disposal wells is still underway. Both feedwater abstraction wells have been completed and grouted. On 02 November 2023 the well drilling contractor successfully retrieved the drill bit from the bottom of the brine disposal well. They will continue work on the brine disposal well.
- The main RO process plant installation continues. Installation of the pre-filters and associated pipework is well underway. Installation of some of the internal PVC pipework has commenced along with cable tray. All PVC pipework has been assembled and is awaiting the completion of the trains. Well pumps, booster pumps, high pressure pumps, Energy Recovery Devices and VFDs have all arrived on site. The PLC will arrive mid-November 2023.
- The emergency generator is expected to arrive on island by the end of April 2024.

c) 31 December 2023 Audit of Consolidated, Island & Divisional Statements – Update.

31 December 2022 Audit of Consolidated, Islands & Divisional Statements Annual Report 2022

The Annual Report 2022 was approved at the Board meeting on 18 October 2023, and provided (via jump drive) to Mr Wilbur Welcome at the Ministry on 19 October 2023, confirming receipt on 30 October 2023. The report will now be scheduled for approval by the Parliament in due course, after which it will be published on the Water Authority’s website as a public document. This matter is considered closed from the Water Authority’s perspective.

31 December 2023 Audit of Consolidated, Islands & Divisional Statements

The Chief Financial Officer advised that she had reached out to the Office of the Auditor General (OAG), inquiring about the progress. Baker Tilly responded very promptly and informed the Authority that they were finalising the engagement letter with the OAG and were scheduled to review the KPMG prior year’s audit file on 30 October 2023 after which they will arrange an audit kick-off meeting.

2023 Actuary Reports

The CFO advised that she has been in touch with the Public Service Pensions Board (PSPB) and confirmed that the PSPB will send out requests for information during the week of 06 November 2023.

d) 2023 Rate Adjustments - Update.

No update.

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

f) Key Performance Indicators (KPIs) – Update.

The CFO reports that access to the NEWIBNET portal was provided to the CFO and it was tested on 26 October 2023 and still access was not allowed. CFO has reverted to the identified contact with the IT Department of the NEWIBNET for assistance.

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

h) East End Affordable Land Lot Pilot Programme – Piped Water - Update.

No update.

Department Updates

a) Finance

Credit Union – Fixed Deposit Placements

The Secretary reports that the CFO will seek competitive quotes for the first rollover in 2024 to determine the best possible placement for deposits, noting that the Board has agreed that they prefer to keep the term deposits with the Treasury Department.

CWUIC – Caribbean Water Utility Insurance Company

No update.

b) Engineering Services

1) Engineering

No update.

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



2) *New Works Division*

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

- The NWPC completed the installation of approximately 90 metres (300 feet) of 63mm OD PE pipe and a service connection to a property off Walkers Road. *
- On 27 October 2023 the NWPC installed a manifold, comprising of two tees and five valves, on the water main in Shamrock Road, opposite the Lower Valley Water Works, as part of the modifications to be able to operate the Lower Valley Water Distribution Pump Station as a re-pumping facility. An earlier attempt had to be aborted as the bolts on the existing valves could not be removed. Torrential rain severely affected the temporary road reinstatement, causing some traffic inconvenience, and had to be topped-up and cold mix applied later that night.
- The remainder of this work, which involves crossing under several Flow conduits as well as crossing Shamrock Road is now planned towards the end of November 2023. Due to the heavy traffic, this work can only be carried out on a Sunday and will require careful planning. Anticipated bad weather conditions caused this work to be postponed.
- The NWPC also installed a short section of 150mm (6-inch) pipeline in Homestead Crescent to connect the Stephen Hislop development (behind Dominos' Pizza), in anticipation of the intersection with Shamrock Road being revised. The crew also commenced the upgrade of the existing pipeline in Homestead Crescent, between Shamrock Road and Pedro Castle Road (currently 63mm OD (2-inch) PE pipe) to 150mm (6-inch) PVC pipe. This work will be completed later this week.
- On the East-West Arterial, between Poindexter Road and Hirst Road, the NRA is widening the road to accommodate two lanes each way. On the westbound lanes, this affects the 300mm (12-inch) water main, which was installed 14 years ago in the then road verge and at several locations over, relatively shallow, 3-foot

diameter culverts. As the minimum cover could not be achieved, concrete slabs were installed over the shallow portions to protect the (occasional) vehicle veering off the road. The NRA will replace these concrete slabs with traffic-rated concrete slabs. The NWPC exposed the pipeline over the culvert nearest to Poindexter Road, and replaced 4 slightly corroded metal restraint couplings and replaced all of the steel connecting rods with 316 SS rods, and wrapped all fittings with Denso (to protect the metal fittings against corrosion). The area was then backfilled, and the NRA installed the traffic-rated concrete slabs and completed the paving in this area.

- There are two more locations (near Chime Street) on the East-West Arterial where the NRA will install smaller diameter culverts, which will allow the Water Authority to lower the 300mm (12-inch) water main, so that the NRA will not have to raise the road.

3) *Water Distribution & Treatment Division*

- In October 2023 Operations-Water Supply commissioned (disinfected, flushed and connected) the following developments/sub-divisions:
 - Newcay Development (Breezy Way)
 - Steve E Reid (Eclipse Drive)
- The work along Marina Drive, comprising relaying of approximately 1,200 metres (4,000 feet) of 150mm (6-inch) pipe, commenced on 03 July 2023. The pipeline section from Bamboo Street to the end of Marina Drive, was pressure tested on 20 October 2023. The Works are expected to be completed (disinfected and flushed) by 10 November 2023.
- The new modem for the data logger at the Frank Sound DMA is on island and should be released to the Authority during the week on 07 November 2023. The replacement probe at the Agricola DMA was installed, however there is now on a communication issue between the logger and sensor. The Authority is awaiting advice from Trimble, the manufacturer.
- During the first ten months (January-October) of 2023 the total water sales on Grand Cayman were approximately 7.25% more than in the same period last year.

4) *Water Production Division*

- The LVRO plant was shut down five times in October 2023, two times to facilitate pre-filter change out, one time for membrane cleaning for Train #1, and two times due to a CUC power interruption. During this month the RO plant produced on average 1,844 cubic metres per day, or approximately 63% of the plant’s design water production capacity.
- The Authority has received the test results on the feedwater samples from a testing laboratory in USA and these are in the process of being reviewed.
- The Engineering Services Department intends to air-purge the feedwater abstraction wells to remove any accumulated solids, as an interim measure.

Extension of Operating Contract North Sound RO Plant

- Amendment #1 to Contract Documents for the Operating Agreement for Sea Water Desalination Plants at Red Gate Water Works, allows for the operation of the North Sound RO Plant by Ocean Conversion Cayman Ltd. (OCC) until 1 July 2026, and the operation of the existing Red Gate RO Plant until it can be decommissioned (after the new Red Gate RO plant (currently under construction) has been commissioned).
- On 09 November 2023 this amendment was signed by the Director and the Chief Financial Officer on behalf of the Water Authority of the Cayman Islands and forwarded to OCL for their signatures and seal.

5) *Wastewater Collection & Treatment Division*

- In October 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 October 2023 was 1.84 mgd (or 74% of the design treatment capacity). This is approximately 22.0% less than the average influent measurement during the same month in the previous year (2.36 mgd).
- Work is being undertaken to replace two deteriorated manholes near Grand Pavilion after which two deteriorated manholes near the Strand will be replaced.
- Redacted under section 21 (1)(b) of the Freedom of Information Act (2021 Revision)

c) **Customer Service**

Projects

- *Customer Portal*: See update in Information Services.
- *New Bill Template*: creation of first draft of new bill template completed and is being reviewed by Supervisors in Customer Service, Finance, and IT for input.
- *Website*: information being collated regarding the necessary/preferred updates needed - ongoing.
- *Customer Survey*: work on proposal document slowed as focus has been on the 40th events of employee appreciation and Gala.

Promotions

- Ongoing - Hurricane Awareness until 30 November 2023.
- AMI customer content and Customer Portal Launch promotion are being worked on.
- Newsletter issued 01 November; key topics include scholarship, the 40th Anniversary, and capital projects.
- Being worked on: Customer Portal and AMI Pilot Project.


d) **Human Resources**

Recruitment & Staffing

- Engineering Manager – started work on 02 November 2023.
- Engineer – started work on 01 November 2023.
- Operations Manager-CYB started work on 25 October 2023.
- Lab Technician I – started work on 01 November 2023.

- Lab Technician II – 2 internal promotions from Lab Technician I effective 01 November 2023.
- Accounts Clerk initial interviews held 21 September 2023; follow-up interviews held 02 November 2023; selection process ongoing.
- Assistant Operator-WW – interviews held 27 September 2023; no candidates selected; recruitment process ongoing.
- Assistant Operator-WS – position may be filled shortly, pending a lateral transfer request.
- Junior Corporate Communications Officer – interviews scheduled for 17 November 2023.
- Hydrogeologist – position to be advertised locally and overseas.
- Engineer-Water Production – position advertised locally and overseas.
- Engineer-Wastewater – position advertised locally and overseas.

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



Job Evaluation –Portfolio of Civil Service.

No update.

FOI updates

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

COVID-19

- The Water Authority's COVID-19 policy was stood down effective 20 October 2023. The Authority will maintain a small inventory of LFT's in case of the resurgence of the virus and for staff who may wish to continue testing due to vulnerable status or otherwise.

e) **Information Services**

Telephone System Upgrade

- Mitel Software Assurance contracts have been signed and software should be installed shortly that will enable Customer Service to get customised reports from the system.

Digicel Phones Access to Call for your Balance Service

- The problem with Digicel phones accessing the Authority's Account Balance call-in system seems to have been resolved.

Netclues Customer Portal

- IS worked with Cogsdale and last week handed over the customer list from Cogsdale Customer Portal to Netclues so they can populate the customer online access accounts in the new customer portal. Testing is expected to start the week of 06 November 2023.

f) **Water Resources & Quality Control**

Environmental Impact Assessment – Integrated Solid Waste Management System.

- The EAB had a meeting on 31 October with Dart and GHD. The consultant is working on the revised hydrogeological model and report. It is expected that this will be ready for the EAB's review by mid to end November 2023. The other task for the EAB is to conduct an overall review of the Environmental Statement and comments from the public consultation.

Environmental Impact Assessment – East West Arterial

- Since the previous report to the Board, WRA has presented the following to the EAB and the Steering Committee:
 - Preliminary traffic modelling for the low, medium, and high growth scenarios for 2074.
 - Proposed locations of intersections for the 4 shortlisted road corridors.
 - Proposed approach to the Cost Benefit Analysis for the 4 shortlisted road corridors including potential discount rates.

Environmental Impact Assessment - Airport Expansion on Grand Cayman, Cayman Brac, & Little Cayman

- DOE clarified that the Water Authority is a member of three EABs for the airport projects in Grand Cayman, Cayman Brac and Little Cayman respectively. The Cayman Islands Airports Authority (CIAA) is the proponent of these 3 projects. Whereas three separate Environmental Impact Assessments (EIAs) will be carried out (one for each project), the CIAA has the option to select one consultant for the 3 EIAs.
- The EAB's scoping opinion for the Cayman Brac Airport Project is being prepared. Separate scoping opinions for the Little Cayman and Grand Cayman airport projects will also be prepared. A scoping opinion is the outline and justification of the topics

that the EIA needs to address including the expertise of the consultants that will conduct the EIA.

Environmental Impact Assessment - K-rock quarry on Grand Cayman

- The EAB’s scoping opinion was finalised on 26 October 2023 and has been provided to the project proponent.

Fuel Standards Committee

- There is no update on the proposed Fuel Market Rules. The committee has been asked to meet on 06 November 2023 to review an application to introduce E85 Ethanol Blended Gasoline in the Cayman Islands. E85 type gasolines contain ethanol ranging from 51% to 83% and can be used in flex fuel vehicles.

Geology Education Week 09-16 October 2023

- Dr Brian Jones once again shared his geological knowledge with a wide audience in the Cayman Islands. The following activities took place during the week:
 - Professional development courses for teachers and other professionals – 1 day course in Grand Cayman and 1 day field trip in Cayman Brac.
 - Geology lessons for high school students.
 - Promotion of the book Geology of the Cayman Islands.
 - Public lectures on Geology and Water in the Cayman Islands were held in Grand Cayman and Cayman Brac in conjunction with the National Trust.
 - Individual meetings with several persons/organisations who requested a meeting with Dr Jones.
 - Video recordings of the public lecture, the field trip in Grand Cayman and the lessons for high schools.

Laboratory

- The external laboratory audit by the A2LA (the American Association for Laboratory Accreditation) was carried out from 24 – 27 October 2023. The auditor identified 8 deficiencies; these must be resolved within a period of 30 days. The external audit is mandatory and takes place every 2 years. Provided the lab resolves all deficiencies, the accreditation will be extended for the next 2 years.
- Redacted under section 21 (1)(b) of the Freedom of Information Act (2021 Revision)

Agro-Park

- As reported previously, the Ministry of Agriculture is spearheading Government’s initiative to develop an Agro-Park for farmers. A plan is under development for a pilot project consisting of 22 lots of approximately 1.5 acres each in the area east of the Mental Health Facility in East End.
- The Authority participates in the Agro-Park Technical Working Committee. This committee will meet several times to develop the project. On 31 October 2023 a site

visit took place with all committee members. The Authority will review options for water supply and any environmental issues.

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)

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*
Lighthouse School is the first school to install a water bottle filling station. A photo opportunity is scheduled for the official handover to the school on 08 November 2023. The Hon Minister as well as Board member, Mr N DaCosta are expected to be there. The reusable bottles for the students will also be handed over.
- *Water Filling Stations for Selected Sports Facilities*

The order is expected to be sent by end of this week.

- *Water Filling Stations for Cayman Brac Community Parks and Bluff Sports Facility*
The order is expected to be sent by end of this week.
- *Posterity/Legacy Donation*
The order for the 3 water bottle filling units for the Children’s Park is expected to be sent off by end of this week.
- *Employee Appreciation Day*
The event is a collaboration of the 40th Anniversary Committee and the Annual Staff Meeting planning committee, which normally comprises of HR & Admin and Corporate Communications personnel. As previously reported, the Authority’s offices will need to close for the day on 10 November 2023 to facilitate the event as attendance will be mandatory unless there are operational emergencies or approved absences. Staff from Cayman Brac will be attending this event in Grand Cayman however 3 staff members will remain in the Brac to carry any works in the event of an emergency; accordingly, all customers have been notified to order water in advance. Any overflow of orders received on Thursday will be delivered on Friday, Saturday, or Monday (10, 11, 13 November 2023); emergency orders available over the long weekend.
- *Gala*
The Committee planning for the Gala at the Kimpton Seafire is ongoing and the event is scheduled for 02 December 2023 at the Kimpton Seafire. Members will receive invitations via email shortly.
- *Other Upcoming Activities*
Work is on the way to facilitate and organise the following: creating educational resources for primary school students, Community-Give-Back Day, and Honouring Men’s Day however these events will be scheduled for early in 2024 due to the current workload and planning load on the 40th Anniversary Committee members. Men’s Day this month will be recognised with a special breakfast at the main office for all male employees on 17 November 2023.