

CONFIDENTIAL



Water Authority of the Cayman Islands

Minutes of 344th Meeting held on 06 December 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 N DaCosta Mrs L Ryan - <i>Phone</i> Mrs D Ebanks Mr M C Campbell Mr M Scotland Mr W Welcome
Secretary:	Dr G Frederick-van Genderen
Apologies:	Mr H B Ebanks Ms A Owens Mr K Conolly
Absent:	

Prior to the Call to Order, the Chairman welcomed Water Authority HoDs as well as the Executive Secretary to the Board's Christmas Luncheon. The Secretary reported that Mrs D Ebanks advised that she would be late and that Mr N DaCosta had advised that he was with the Honourable Premier and both would arrive later. The Chairman requested that the 2023 Chairman's Awards recipients also be invited to join members for the Christmas Luncheon. Sr Development Control Technologist, Mr Kodie Scott was the only recipient in office, so he was able to join the meal.

Mrs D Ebanks and Mr M C Campbell joined the meeting at this point. The Chairman invited Mrs D Ebanks to bless the food. The Chairman took the opportunity to thank the Board and management for the successes and achievements of the Water Authority in

2023. He also congratulated Mr K Scott on receiving the Chairman's Award. The Secretary thanked the Chairman and Board for their kind words on behalf of all HoDs and employees. After the meal, the Chairman informed HoDs that pending Board members' approval of his recommendation, he would request that one HoD attend a full Board meeting on a rotational basis. The Chairman and Board members wished all HoDs as well as the Executive Secretary and the Sr Development Control Technologist the best for the Holiday Season as they left the luncheon.

Call to Order

The Chairman welcomed all members and called the meeting to order at 1:47pm after ascertaining that there was a quorum. The Chairman noted apologies for Mr H B Ebanks, Ms A Owens, and Mr K Conolly.

Confirmation of Minutes of the 343rd Meeting held on 15 November 2023

The Minutes having been circulated, the Chairman asked for confirmation or amendments of the Minutes of the 343rd Meeting held on 15 November 2023. Mr M Scotland then moved the motion to accept the Minutes as amended. The section of the Minutes amended was under **Any Other Business** in reference to the Chairman's Award. Mr G Ebanks seconded the motion and the motion passed unanimously by members able to vote.

Declaration of Conflicts of Interest

None were declared.

The Honourable Premier and Mr N DaCosta joined the meeting at this point. The Chairman and Board members welcomed the Honourable Premier and thanked her for coming. She expressed her appreciation to the Board for their service as Water Authority Board members and noted that she remained pleased with Water Authority's operations and employees.

Matters Arising from the Minutes (not listed below)

The Chairman referred to the section of the Minutes regarding the Chairman's Award. He noted that there appeared to be some misunderstanding as to how the Board would like for the selection of the employee/s for the Chairman's Award to be done. The Chairman clarified that it was not the Board's intention to remove the selection of the employee/s from HoDs but rather that the Board wished to see the supporting information of all employees' names submitted to HoDs rather than just the employee/s selected by HoDs to receive the award. The Chairman sought confirmation feedback from Board members, and all subsequently agreed. The Secretary acknowledged the Board's wishes and further suggested that officially documenting the Board's agreement would enhance the award's prestige and support for employees receiving the award.

Matters Arising Director's Updates/Department Reports

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

West End Water Works Pump House

The Secretary reported the following information that was not included in the Director's Report for the 344th Meeting due to the early meeting in December 2023:

- January-November 2023 Cayman Brac Water sales compared to same period in 2022:
 - Total water sales up approximately 6.2%
 - Pipeline sales up 8.9%
 - Trucked water sales up 1.3%

West End Water Works RO Plants

The Secretary reported the following information that was not included in the Director's Report for the 344th Meeting due to the early meeting in December 2023:

- In November 2023 both the old RO plant (Plant #1) and the containerised plant were operational almost continuously. The overall water production in Cayman Brac averaged 626 cubic metres per day, which equates to approximately 82% of the overall design water production capacity at West End Water Works.
 - The old RO Plant (Plant #1) was operational for 27 days and when operational produced on average 492 cubic metres per day (approximately 93% of the plant's design water production capacity).
 - The containerised plant (Plant #2) was operational for 28 days and when operational produced on average 196 cubic metres per day (approximately 82% of the plant's design water production capacity).

Brac Bluff Water Works

No matters raised.

The Honourable Premier and Mr N DaCosta left the meeting at this point.

b) New Red Gate RO Plant - Update.

No matters raised.

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

31 December 2023 Audit of Island & Divisional Statements

No matters raised.

Notice of Interest Forms

The Secretary reminded members to please submit their forms to her Executive Secretary.

Actuary Reports 2023

No matters raised.

Pension Benefits & Post-Retirement Healthcare

No matters raised.

- d) **2023 Rate Adjustments - Update.**
The Chairman reported that he did not have any further updates.
- e) Redacted under section 21 (1)(b) of the Freedom of Information Act (2021 Revision)
- f) **Key Performance Indicators (KPIs) - Update.**
No update.
- 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.**

Department Updates

a) **Finance**

Fixed Deposit Placements

No matters raised.

CWUIC - Caribbean Water Utility Insurance Company

No update.

b) **Engineering Services**

1) *Engineering*

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

2) *New Works Division*

The Secretary reported that Island Paving has been requested to carry out the final reinstatement of the Lower Valley crossing as soon as possible before the Christmas season.

3) *Water Distribution & Treatment Division*

The Secretary reported the following information that was not included in the Director's Report for the 344th Meeting due to the early meeting in December 2023: During the first eleven months (January-November) of 2023 the total water sales on Grand Cayman were approximately 6.93% more than in the same period last year.

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

5) *Wastewater Collection & Treatment Division*

The Secretary reported the following information that was not included in the Director's Report for the 344th Meeting due to the early meeting in December 2023:

- In November 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 November 2023 was 1.91 mgd (or 76% of the design treatment capacity). This is approximately 17.0% less than the average influent measurement during the same month in the previous year (2.30 mgd).
- In early 2024, the salinity profile in the main line manholes will be repeated to determine where in the collection system there is still significant infiltration. Those areas and other manholes that require attention will be addressed next year. This is an ongoing project as all manholes continue to deteriorate due to the harsh environment. Most of the manholes have now been in use for 35 years.
- The CUES data is stored on a single computer so that the SPiDER web viewer can be used to access the data. CUES have provided an ArcGIS table with the Manhole Assessment Certification Program (MACP) data and hyperlinks to the SPiDERCam files. One of the new engineers with guidance from the senior engineering manager is currently reviewing the category 4 and 5 manholes with the aim of producing an action plan to address these. This has been delayed due to insufficient human resources.

Mr W Welcome left the meeting at this point to attend to other commitments.

c) **Customer Service**

Projects

No matters raised.

Promotions

No matters raised.

Progress on the Cayman Brac Customer Service Office

The Secretary reported that the Water Authority expects to meet its target opening date of 15 December 2023 of the new Cayman Brac Customer Service Office. She also complimented the staff involved in coordinating the logistics of preparing the office for opening. Unfortunately, it is unlikely that the Honourable Premier will

be able to attend due to Finance Committee Meetings in Parliament. Members agreed the Authority should confirm with the Honourable Premier's Office regarding whether the official opening should take place some time in January 2024 when the Honourable Premier's schedule would allow. The opening on 15 December 2023 would then be a soft opening. The Secretary noted that she would advise members accordingly during the week of 11 December 2023.

d) Human Resources
Recruitment & Staffing
No matters raised.

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.

e) Information Services
Telephone System Upgrade
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.

Laboratory
No matters raised.

Agro-Park
No matters raised.

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

No update.

Water Authority's 40th Anniversary in 2023

- *Water Filling Stations for Government Primary Schools*
No matters raised.
- *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 the Authority presented the Botanic Park with the symbolic \$50k cheque at the Gala and is working with the Park on the donor agreement.
- *Gala*
The Secretary advised that the 40th Anniversary Gala took place on 02 December 2023 at the Kimpton Seafire. Everything went very well; the Honourable Premier was in attendance and gave the main address of the evening. Other dignitaries present were, Honourable Sabrina Turner, Honourable Katherine Ebanks-Wilks, Honourable Issac Rankine, Honourable Deputy Governor, and Honourable McKeeva Bush. Also, able to attend were Board members, Mrs D Ebanks (who presented the Chairman's Award on behalf of the Chairman), Mr N DaCosta (who spoke on behalf of the Chairman), and Mr M Campbell.
- *Other Upcoming Activities*
No matters raised.

Current Business

- a) Management Accounts October 2023.**

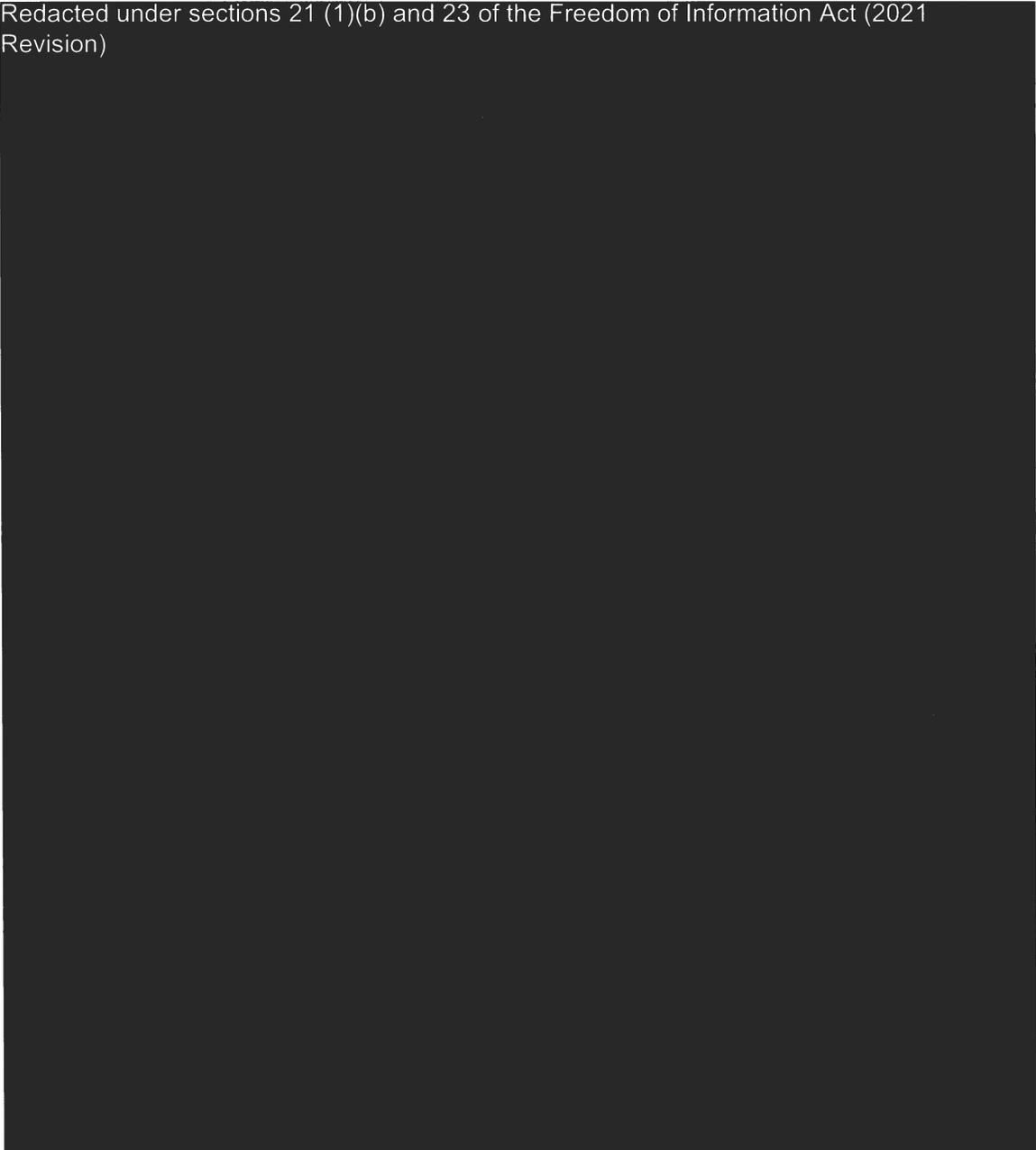
The Secretary reported that the Management Accounts of the month ending 31 October 2023 are not available due the short time between Board meetings.

Any Other Business

a) Chairman's Award.

The Secretary reported that three members able to vote responded in the affirmative to her 01 December 2023 email requesting members' support/agreement with the senior management's selection for the Chairman's Awards. The Chairman noted that this matter was already dealt with under **Matters Arising from the Minutes (not listed below)** in this meeting and members had already noted their support for the awardees.

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

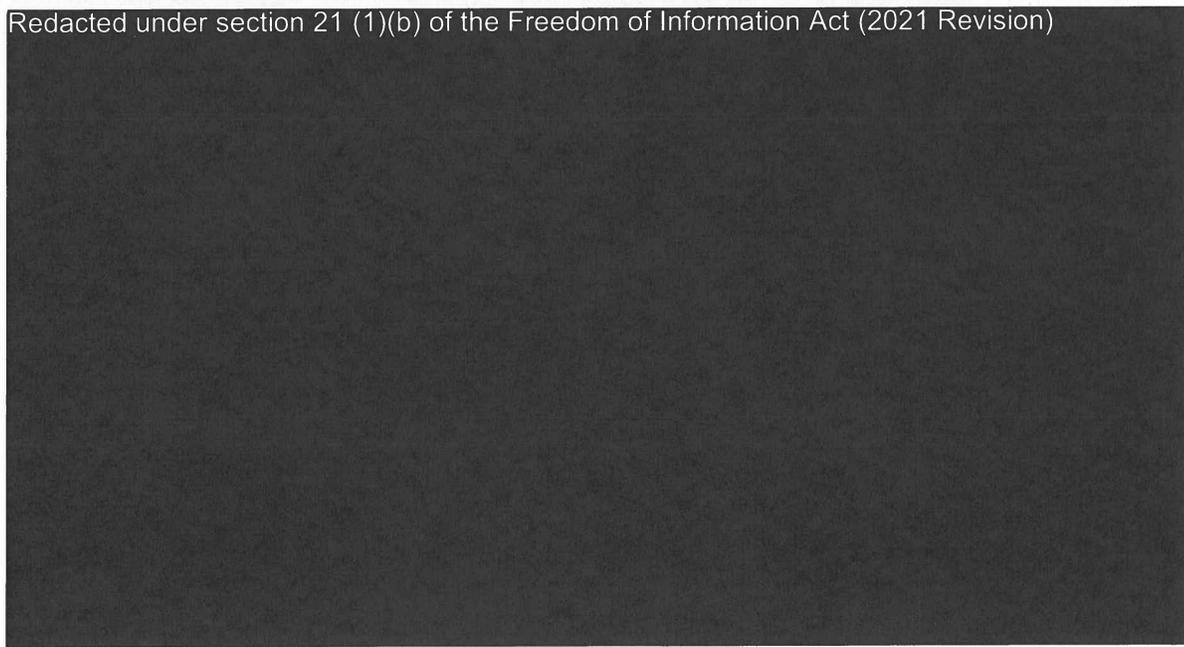


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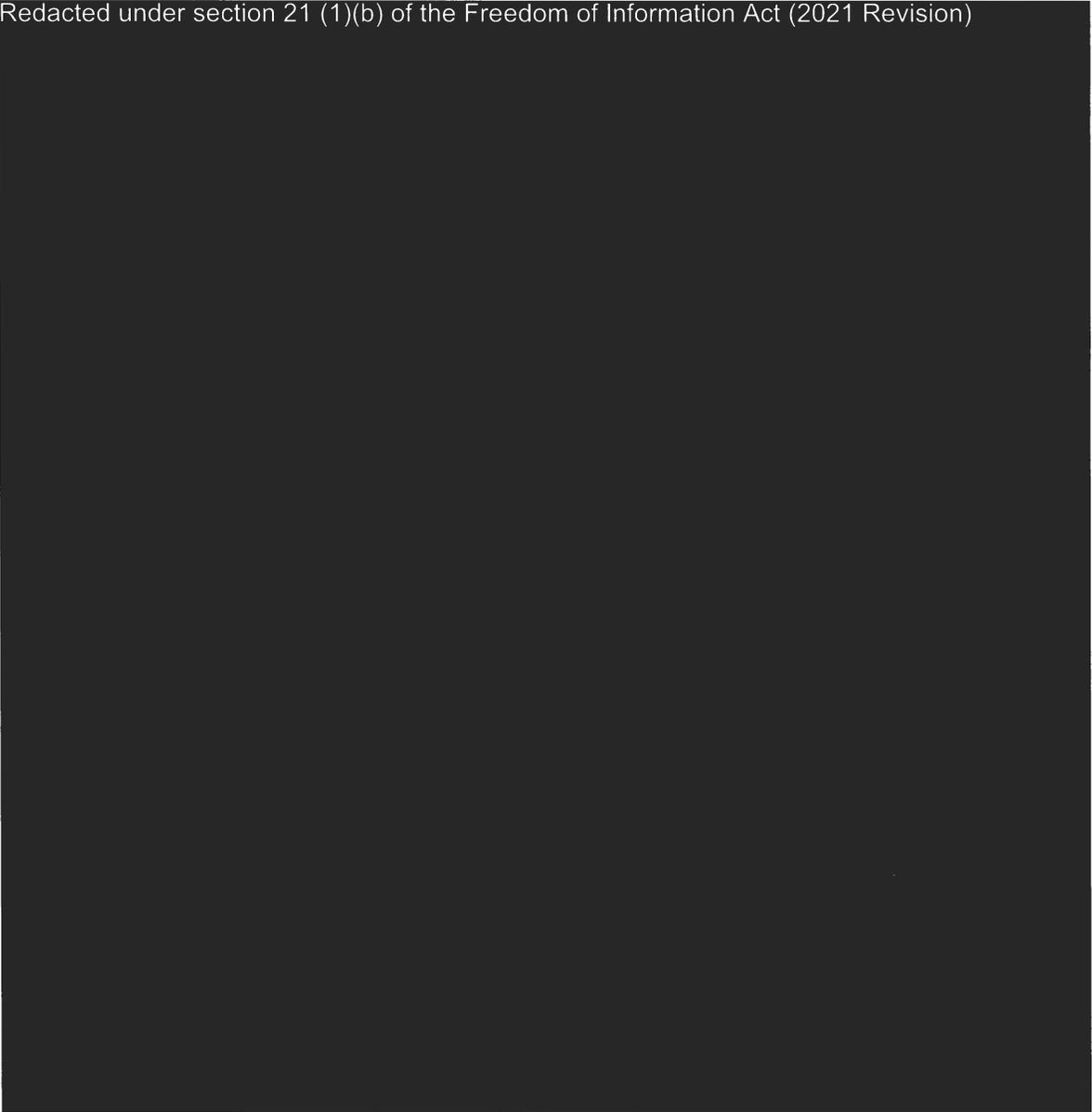


c)

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)



HoD Attendance at Water Authority Board Meetings.

The Chairman stated that he wished to discuss the matter of HoDs attending Board meetings on a rotational basis as he had indicated to HoDs present during the Christmas Luncheon. He explained that this suggestion was being made in consideration of succession planning and so that all HoDs would have the opportunity to observe and understand the workings of the Board. Some members noted that HoDs have on occasion been present at Board meetings where there is a specific topic or matter which they are presenting or explaining. The Secretary also noted that the Chief Financial Officer and Deputy Director have sat in on meetings for various subject matters and when the Board Meeting takes place in Cayman Brac and are therefore aware of the workings of the Board. The Chairman indicated that he felt strongly that this would be a positive and beneficial experience for the HoDs and the Board and would appreciate members support to try this for the first 6 months of the coming year.

Members subsequently agreed that one HoD is invited to attend the Water Authority Board meeting as an observer each month until all HoDs have had the opportunity to attend and see how the Board works. Continuance of this practice will be assessed by the Board after all HoDs have attended one meeting and have provided their feedback to the Director. The Chairman thanked members for their cooperation and support.

e) **Cayman Brac Rates.**

The Chairman queried the reason behind the higher rates in Cayman Brac compared to those in Grand Cayman. The Secretary acknowledged that the original Cayman Brac base rates were set in the early 1990s before her involvement at that level. Mr. M Scotland pointed out that due to the smaller population and the associated economies of scale, the cost of producing and distributing potable water justifies the higher rates. The Secretary referred members to the 2022 Audited Island Statement-Cayman Brac, highlighting that the operations there do not generate adequate funds to cover their costs and rely heavily on subsidies from Grand Cayman operations. Additionally, she offered to provide a report on the issue if required. The Chairman appreciated the feedback from members and noted that a report would not be necessary at the present time.

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

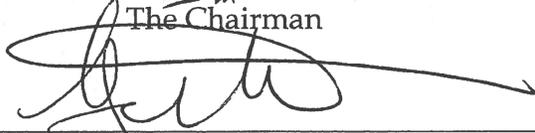
1. *Ratify* - CI Airports Authority Cayman Brac - Christmas Social.
2. YMCA - 2023 Chairman's Roundtable Caring Campaign.

There being no other business the Chairman thanked all members for attending, wished everyone the best for the Christmas Season and the coming New Year, and the meeting was then adjourned at 4:06pm.

This is a true and accurate account of the proceedings.



The Chairman



The Secretary

Water Authority of the Cayman Islands

344th Meeting to be held at 1:30pm on Wednesday, 06 December 2023

Director's Updates/Report

- a) **Cayman Brac Infrastructure Upgrade & Expansion Project – Update.**
- The New Works Pipelaying Crew (NWPC) completed the pressure test of the pipeline section along Watering Place Road, between Blazer Drive and Lands' End Road. It is anticipated that this pipeline section will be commissioned (i.e., disinfected and flushed) before the end of November 2023.
 - The weekly progress report for October 2023 are as follows:
 - Week 44 (starting 30 October): Assistance provided to Operations – Installed pipework for new wells at West End Water Works. Moved excavated material to the Bluff. Installed 3 service connections.
 - Week 45 (starting 06 November): Moved excavated material to the Bluff, sieved, and stored for backfilling.
 - Week 46 (starting 13 November): Installed 4 service connections with meters and repaired heavily damaged roads (rain). Completed filling and started pressure test of main road 200mm pipeline.
 - Week 47 (Starting 20 November): Pressure test successful; Started chlorination disinfection of pipeline (2650ft x 200mm).

West End Water Works Pump House

- January-November 2023 Cayman Brac Water sales compared to same period in 2022 (*End of month data to be provided during 06Dec23 WAB Meeting*):
 - Total water sales up approximately x.x%
 - Pipeline sales up x.x%
 - Trucked water sales up x.x%

West End Water Works RO Plants

- In November 2023 both the old RO plant (Plant #1) and the containerised plant were operational almost continuously. *End of month data to be provided during 06Dec23 WAB Meeting.*
- The equipment for the expansion of the original CYB reverse osmosis plant (doubling its water production capacity) has now been delivered to Grand Cayman. The 40-foot container with all equipment was shipped to Cayman Brac during the week of 27 November 2023.
- Actual work on the expansion of the original CYB reverse osmosis plant is scheduled to start on 04 December 2023.

Brac Bluff Water Works

No further update.

b) New Red Gate RO Plant – Update.

- Well drilling for the abstraction and disposal wells has been completed. The brine disposal well has been grouted. A temporary pipeline for the development of the abstraction wells is currently being installed between the abstraction wells and brine well.
- The main RO process plant installation is underway and the second set of racks for the membranes has been installed. Installation of the pre-filters and associated pipework is nearing completion. Well pumps, booster pumps, high pressure pumps, Energy Recovery Devices and VFDs have all arrived on site. The PLC is expected to arrive before the end of November 2023.
- All PVC pipework has been assembled and is awaiting the completion of the trains. Stainless steel piping has arrived on site.
- It is estimated that the new RO plant will be operational around the end of April 2024.

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

As previously reported, the audit kick-off meeting was held on 09 November 2023 with the Office of the Auditor General (OAG), Baker Tilly (BT), and Water Authority representatives present.

BT has been on site at the WA administration offices since the Audit kick-off meeting, starting with process walk throughs of the various financial functions such as Payables, Payroll, Inventory and Revenue. It is expected that BT will be active in the Customer Service and Finance Departments until mid-December 2023 and then back on site again in mid-January 2024 to complete the interim work and start on the year-end work as the Authority is able to complete audit working papers.

The Chief Financial Officer (CFO) advises that the Finance Department is in good shape with all audit working papers current and, barring unforeseen circumstances does not expect a delay on the numbers audit. The CFO is also optimistic that the 2023 Actuary reports will be provided in a timely manner so as not to hold up the 2023 audit. She also confirmed that BT and the OAG will convene on the PAA and provide any feedback in early 2024 so that the audit is not held up as in prior year.

Notice of Interest Forms

The draft of the 2022 Notice of Interest Form was sent to BT for their review on 16 November 2023. BT confirmed that the Notice of Interest Form is sufficient for their purposes, the Secretary is requesting that all members of the Board fill out the form and return to the Executive Secretary.

2023 Actuary Reports

The CFO advised that all requested information was provided by 24 November 2023 and the Public Service Pensions Board (PSPB) confirmed receipt and that they would reach out if they had additional questions.

Pension Benefits & Post-Retirement Healthcare

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

Further to the query at the 343rd Meeting regarding the approximate increase that the improved pension and post-retirement healthcare benefits has on the budget, the CFO reports that the increase in pension benefits for active staff will increase the annual expense by * [REDACTED] for a total estimated cost of * [REDACTED] per annum. The post-retirement healthcare benefit cost will be estimated as part of the 2023 Actuary reports. The cost of post-retirement healthcare will be largely dependent on the number of staff that retire with eligibility based on the approved tiers. The CFO reports that the 2023 budget included estimates for both benefits.

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 is still presenting difficulties and she remains in communication with the IT Department of NEWIBNET as they try to resolve the issue.

g) **Property Adjacent to Lower Valley Reservoir Site - Update.**

No update.

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

No update.

Department Updates

a) **Finance**

Fixed Deposit Placements

The Secretary reports that Mr M Scotland provided the contact information as promised for Proven Bank with regards to quoting on future fixed deposit rates.

The CFO reports that there are Fixed Deposits coming up for renewal in late December, at which time she will reach out to Class A banks on the island for rates. Depending on the outcome of this exercise an update will be provided to the Board on the rates available. The objective of the Water Authority is to maximise the interest earned on Fixed Deposits and optimally stay with the CIG Treasury Department, however, should rates from banks be higher than the Treasury Department then she will reach out to the Treasury Department to confirm if they can match the rates.

CWUIC – Caribbean Water Utility Insurance Company

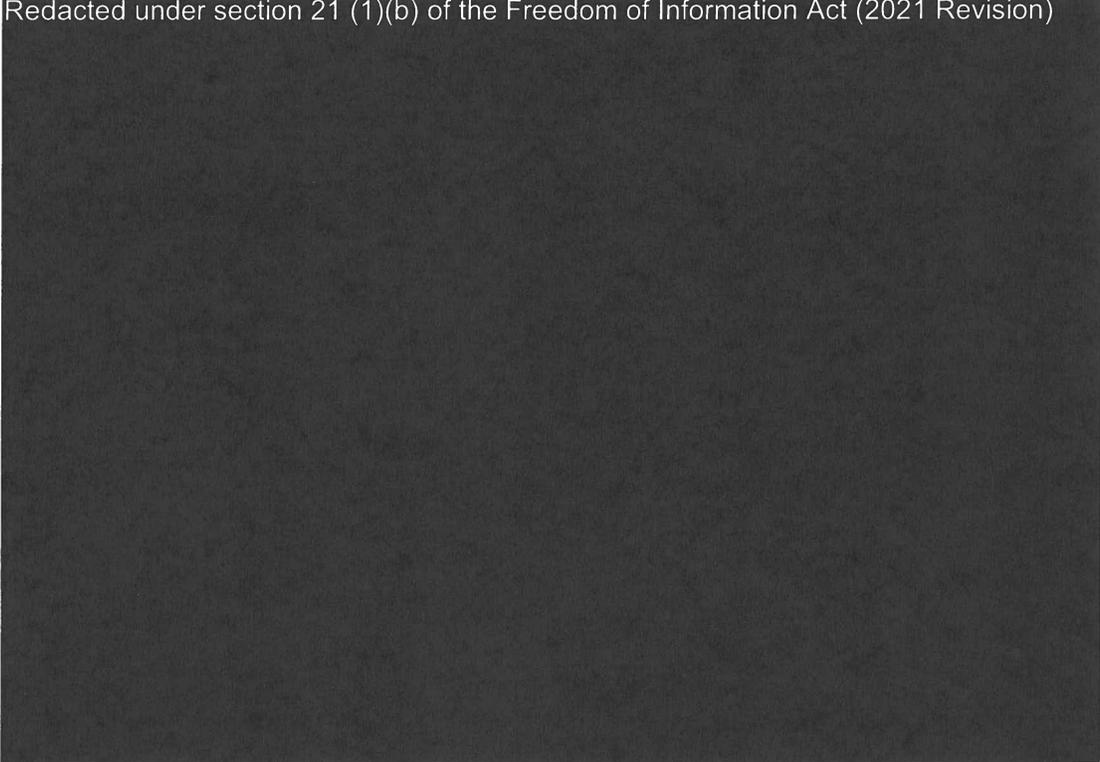
No update.

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*

- The New Works pipelaying crew installed approximately 130 metres (420 feet) of 150mm (6-inch) pipeline along Homestead Crescent, between Shamrock Road and Pedro Castle Road, replacing the existing 63mm OD (2-inch) PE pipe. This pipeline has been tested, disinfected, and commissioned, and three existing customers were connected to the new pipeline.
- The New Works pipelaying crew also re-laid 30 metres (100 feet) of 80mm (3-inch) pipe along Galleon Close (Old Man Bay) to ensure this pipe followed the road reserve and relocated two meter boxes (one was in the middle of the road).
- On 17 November 2023 the New Works pipelaying crew commenced the installation of an 200mm (8-inch) diameter pipeline along Further Road (North Side). By 23 November 2023 approximately 128 metres (420ft) had been installed (or approximately 10% of the total length of 1220 metres (4,000 feet)).
- On 26 November 2023 a 300mm (12-inch) pipeline was be installed from the water main opposite the Lower Valley Water Works, and across Shamrock Road. This work is required to be able to operate the Lower Valley Water Distribution Pump Station as a re-pumping facility. This work involves crossing under several Flow conduits. Due to the heavy traffic, this work was carried out on a Sunday. Reinstatement is being arranged with Island Paving.

3) *Water Distribution & Treatment Division*

- 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 final section

of approximately 550 metres (1,800 feet) of 150mm (6-inch) mains between Bamboo Street and the end of Marina Drive was placed into full service during the week of 13 November 2023.

- The Operations-Water Supply Relaying Crew is expected to start the relaying of approximately 365 metres (1,200 feet) of 150mm (6-inch mains) along Bamboo Street from Marina Drive to Patrick's Avenue. This work is expected to be completed by the end of this year.
- The new modem for the data logger at the Frank Sound was received on 20 November 2023. The logger was tested and was reinstalled on 24 November 2023.
- The replacement probe at the Agricola DMA was installed, however we are still awaiting advice from Trimble, the manufacturer on the communication issue between the logger and sensor. Trimble will likely replace the existing sensor and request the Authority to return the (third party) sensor to them for review. The Authority awaits their return merchandise authorisation (RMA).
- During the first eleven months (January-November) of 2023 the total water sales on Grand Cayman were approximately x.x% more than in the same period last year. *End of month data to be provided during 06Dec23 WAB Meeting.*

4) Water Production Division

- The LVRO plant was shut down 2 times so far in November 2023, one time to facilitate membrane cleaning for Train #2, and one time due to a CUC power interruption. Regarding RO Plant production performance - *end of month data to be provided during 06Dec23 WAB Meeting.*
- The Authority has received the test results on the feedwater samples from a testing laboratory in USA. In early November 2023 the Water Authority Lab reviewed the test results and they confirmed that the white sediment is sulphur, varying in size up to 200 µm. The isotope analysis of the sulphur concluded that the sediment is 'elemental natural sulphur'. As the groundwater contains large amounts of sulphate, this would not be surprising. However, as the LV feedwater contains very low levels of Sulphate Reducing bacteria, it is unclear from where the elemental sulphur could originate.

Extension of Operating Contract North Sound RO Plant

- The 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 (OCL) until 01 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) is commissioned) has been signed and sealed by both the Water Authority and OCL.

5) Wastewater Collection & Treatment Division

- Regarding the November 2023, *end of month data on the hydraulic performance of the WWTP will be provided during 06Dec23 WAB Meeting.*

- Three deteriorated manholes near Grand Pavilion were replaced in November 2023. Work is presently underway to replace two deteriorated manholes near the intersection of West Bay Road with Canal Point Drive.

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

c) Customer Service

Projects

- *Customer Portal:* Finance and Customer Service Representative staff were provided with a demo of the portal on 23 November 2023; training was conducted on the 24 November 2023 with testing being scheduled for 27 -29 November 2023; subject to testing results the plan is to launch on 08 January 2024. The necessary campaign is being finalised.
- *New Bill Template:* the draft of new bill template completed and is being reviewed by Supervisors in Customer Service, Finance, and IT for input. This new bill template preparation will form part of the Cogsdale upgrade project which is scheduled to start as soon as the Customer Portal has been launched.
- *Website:* information being collated regarding the necessary/preferred updates needed - ongoing. This will follow the customer portal.
- *Customer Survey:* work on proposal document slowed as focus has been on the final 40th Anniversary events for this year.

Promotions

- Customer Portal Launch promotion being worked on.
- Water Authority Christmas Card - currently being worked on with the aim of distributing on 01 December 2023.

Progress on the Cayman Brac Customer Service Office

- The contractor commenced the installation of the partition wall on 21 November 2023.
- Flow have installed the data connection required.
- Kirk Office shipped the new desks (the partitions are on order and will be installed later) and were assembled on 25 November 2023.
- IT and the Water Authority’s Electrician will install the IT and electrical cabling during the week of 27 November 2023.
- IEL will install the access control, alarm, and fire detection equipment during week of 04 December 2023.
- The office is on track to be ready for opening by 15 December 2023 and arrangements will be made for the official opening when most of the refurbishing is complete.

d) Human Resources

Recruitment & Staffing

- Accounts Clerk - interviews held, selection process ongoing.
- Assistant Operator-WW - recruitment process ongoing.
- Assistant Operator-WS - position may be filled shortly, pending a lateral transfer request.

- Junior Corporate Communications Officer – interviews held, selection process ongoing.
- Hydrogeologist – recruitment process ongoing.
- Engineer-Water Production - recruitment process ongoing.
- Engineer-Wastewater - recruitment process ongoing.
- Accounts Officer – position vacated 17 November 2023; recruitment process ongoing.

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.

e) Information Services

Telephone System Upgrade

- Mitel Software Assurance – still chasing Flow to install the required software that will enable Customer Service to get customised reports from the system.

f) Water Resources & Quality Control

Environmental Impact Assessment – Integrated Solid Waste Management System.

- The EAB had a meeting on 20 November 2023 with Dart and GHD. The consultant continues to work on the revised hydrogeological model and report. It is expected that this will be ready for the week of 27 November 2023. Once this is completed and has been reviewed by the EAB, the EAB will 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:
 - Draft Cultural and Natural Heritage report – this determines the impacts of the four shortlisted road corridors on cultural and natural heritage resources.
 - The consultant is working on various other reports to determine the impacts of the four shortlisted road corridors.
 - The consultant has asked the Authority to provide further data on the freshwater lenses and the Authority will also work with DOE to prepare information on the quarries that are located in the area of the four shortlisted road corridors.

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

- The Water Authority has reviewed and commented on the draft scoping opinion prepared by DOE for the Environmental Impact Assessment of the Little Cayman Airports project.

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

- The Fuel Standards Committee met on 06 November 2023 and agreed in principle to endorse the application to introduce E85 Ethanol Blended Gasoline in the Cayman Islands. OfReg Fuels will work out the specific technical details.

Laboratory

- The Laboratory has submitted its response to the 8 deficiencies that were identified by the auditor during the external laboratory audit by the A2LA (the American Association for Laboratory Accreditation)..

Agro-Park

- The Water Authority has provided the Ministry of Agriculture a brief report on the options to use groundwater and/or piped water for the pilot project and a separate brief report prepared jointly with DOE about environmental and sustainability issues. The Water Authority is currently in the process of assessing the groundwater in the pilot project area.
- The assessment includes a review of wells that were installed in the 1990s when the area was farmed, and data collection on groundwater quality. As there is limited information on groundwater at the western side of the pilot project area, the Authority intends to install several new wells to collect additional data. It is anticipated that this will be done in early 2024.

Diesel spill at CUC

- CUC has provided an update of the estimated volume of diesel that was spilled on 28 October 2023, the spilled volume is estimated at 1,701 Imperial Gallon (2,042 US Gallon). CUC has removed the rental generators from the impacted area to improve access for the remediation. The plan is to remove the diesel impacted soil and to treat it in a soil treatment unit. CUC has obtained the services of Elevar, a local environment, health and safety consultant that also has expertise in environmental site assessment and remediation. On 18 November 2023 Elevar carried out test pit excavations in the impacted area and collected soil and water samples.

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*
No update on installations at the other primary schools.
- *Water Filling Stations for Selected Sports Facilities*
Order placed during week of 27 November 2023.
- *Water Filling Stations for Cayman Brac Community Parks and Bluff Sports Facility*
Order placed during week of 27 November 2023.
- *Posterity/Legacy Donation*
Order placed for the three water bottle filling units (invoice cost US\$18,935) during week of 27 November 2023.
- *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. The Chairman’s Award and other Long Service awards will be given at the Gala. Approximately 200 guests have RSVP’d.
- *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 was recognised and celebrated with a special breakfast at the main office for all male employees on 17 November 2023.