CONFIDENTIAL



Water Authority of the Cayman Islands

Minutes of 352nd Meeting held on 18 September 2024 at the <u>Water Authority of the Cayman Islands' Headquarters</u>, 13G Red Gate Road

Members Present:

Chairman:

Mr D Rankine

Members:

Mr N DaCosta - in-person & virtual

Mrs D Ebanks Mr G Ebanks

Mrs L Ryan - *phone* Mr K Conolly Ms A Owens

Mr M Scotland

Mr M C Campbell - virtual Mr W Welcome - virtual

Secretary:

Dr G Frederick-van Genderen

Apologies:

Mr H B Ebanks

Absent:

Guest:

Mr Tom van Zanten, Deputy Director

Mrs Joanna Welcome-Martinez, Chief Business

Relations Officer

(Both for Agenda item j) under Matters Arising)

Call to Order

The Chairman called the meeting to order at 12:45pm after ascertaining there was a quorum. He welcomed members and noted apologies for Mr H B Ebanks. The Chairman then opened the meeting with prayer.

Confirmation of Minutes of the 351st Meeting held on 21 August 2024

The Minutes having been circulated, the Chairman asked for confirmation or amendments of the Minutes of the 351st Meeting held on 21 August 2024. The Secretary noted that she had been advised by Mr N DaCosta of several amendments. The amendments were as follows:

Page 2, first paragraph, under Confirmation of Minutes of the 351st Meeting held on 21 August 2024, 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)

Page 3, sixth paragraph, under item d) 2023/2024 Rate Adjustments/Meeting – Update, subheading Redacted under section 21 (1) (b) of the Freedom of Information Act (2021 Revision) the...." to "... memo that was sent to the....".

Page 4, third paragraph Redacted under section 21 (1) (b) of the Freedom of Information Act (2021 sentence, correct "...any activity deemed reporting within...." to any activity deemed necessary to report within....".

Page 4, last paragraph, under item b) Engineering Services, correct subheading from Redacted under section 21 (1) (b) of the Freedom of Information Act (2021 Revision)

Page 10, second paragraph, under item b) Water Distribution Interruption - Hurricane Beryl, last sentence, correct spelling of "Chef" to "Chief".

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

There being no further amendments, Mr N DaCosta 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.

Declaration of Conflicts of Interest

The Chairman noted that out of an abundance of caution he was declaring a possible close connection under Current Business agenda item

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

Information Act (2021 Revision)

Matters Arising from the Minutes (not listed below) None.

Matters Arising Director's Updates/Department Reports

a) Cayman Brac Infrastructure Upgrade & Expansion Project - Update.
No matters raised.

Pipelaying for new Cayman Brac High School No matters raised.

West End Water Works Pump House
No matters raised.

West End Water Works RO Plants

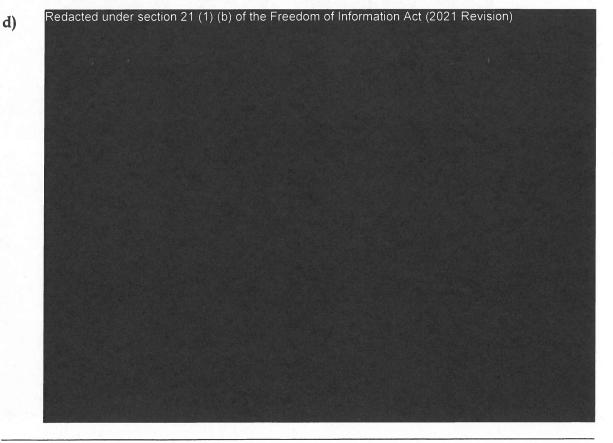
The Chairman queried whether a battery bank had been considered for a no-break transfer from firm power to generator power. The Secretary noted that it was not at this point, but she would raise the suggestion with the Engineering team.

Brac Bluff Water Works No matters raised.

- b) New Red Gate RO Plant Update.

 Members agreed that this agenda item could be removed as the project is complete.
- c) 31 December 2023 Audit of Island & Divisional Statements Update.
 31 December 2023 Audit of Island & Divisional Statements
 The Secretary reported that the Audited 31 December 2023 Islands and Divisional Financial Statements had been provided to members. The Secretary respectfully requested members approval and authorisation for the Chairman, Director, and Chief Financial Officer to sign the 31 December 2023 Audited Islands and Divisional Financial Statements and related documents. The Secretary noted a few minor spelling corrections are to be made by Baker Tilly. The motion to accept the documents and authorise the Chairman, Director, and Chief Financial Officer to sign the Audited Islands Financial Statements and related documents provided there are no material changes was moved by Mr G Ebanks, seconded by Mr N

DaCosta and the motion passed unanimously by members able to vote.

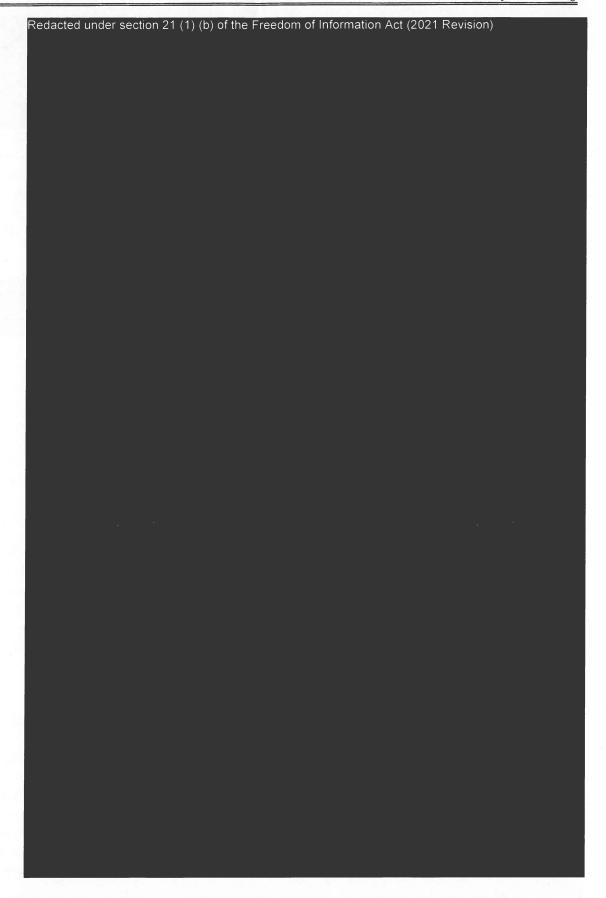


Redacted under section 21 (1) (b) of the Freedom of Information Act (2021 Revision)

e) Key Performance Indicators (KPIs) - Update. Some minor spelling corrections were noted.

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)



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

h) Ministry of PAHITD - Agriculture Sector - Water Relief - Update.

The Secretary reported that the Water Authority will send a short overview of the recommendations/guidance regarding water for farming to the Ministry of District Administration & Lands via the Chief Officer (Acting) for sharing with Ministry of Planning, Agriculture, Housing, Infrastructure, Transport & Development (PAHITD). Due to other duties this is now expected to be sent on 20 September 2024.

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

j) Water Distribution Interruption - Hurricane Beryl - Update.

The Chairman noted that he expected all members had now had the opportunity to read the report provided in their August 2024 Board package. The Secretary quickly presented a PowerPoint presentation illustrating to members the impact Ivan, a Category 4/5 Hurricane had on the distribution system along the south and east coasts of Grand Cayman. After the presentation, the Deputy Director and the Chief Business Relations Officer (CBRO) joined the meeting for this agenda item.

The Chairman invited members to ask any questions that they had regarding the Hurricane Beryl experience and the report provided. Queries regarding the timeline of communications to the public were detailed by the CBRO. The CBRO also explained the disconnect in communication between HMCI's Joint Communications Subcommittee (JCS) wherein the Water Authority's messages were not being boosted because the contact persons provided by JCS had been reassigned to other areas and the Water Authority had not been provided with updated contacts. The Deputy Director provided explanation on the timeline of weather forecast information received and how the delay in communication impacted the decision-making process.

Members also enquired about the sudden shutdown of the distribution system hours before the published time. The Deputy Director explained that this was due to rapid, substantial demand on the system shortly after the public notice went out. In the future, personnel will be assigned to prevent this from happening again. As noted at the August 2024 Board meeting, the potential risks of each storm scenario must be evaluated individually, considering factors such as severity and predicted trajectory (e.g., wind speed and direction, storm surge, wave height, wave action, and the timing of approaching tropical storm-force winds) before deciding if and when to interrupt the public water supply. To support such decisions the Water

Authority will continue to enhance its communication and public education efforts to help customers prepare for possible service interruptions.

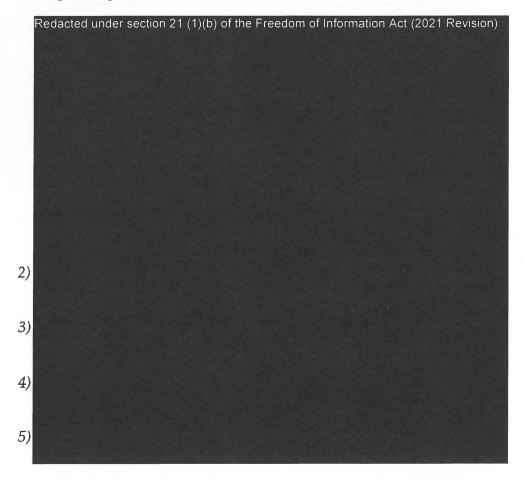
Department Updates

a) Finance

No matters raised.

b) Engineering Services

1) Engineering



c) Customer Service

Projects

Customer Portal

No matters raised.

*Key Statistics from Customer Portal as of 31 July 2024*No matters raised.

Promotions

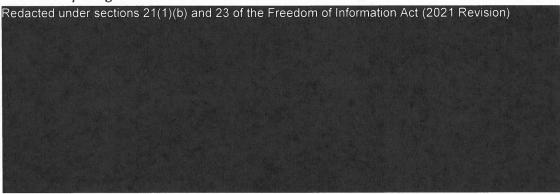
No matters raised.

d) Human Resources

Recruitment & Staffing No matters raised.

Learning & Development No matters.

Scholarship Programme



Mr N DaCosta left the meeting at this point and rejoined shortly thereafter virtually.

HR Management System

No matters raised.

Social Events

No matters raised.

Job Evaluation – Portfolio of Civil Service

No update.

FOI updates

No matters raised.

e) Information Services

Cogsdale and Great Plains upgrades

No matters raised.

Vista Software

No matters raised.

f) Water Resources & Quality Control

Environmental Impact Assessment (EIA) - East West Arterial

No matters raised.

Airports EIA

No matters raised.

Geology Education Week 07 - 11 October 2024

No matters raised.

Cayman Linen Services

No matters raised.

g) Director's Office

Awaiting Revised Draft from OfReg, Proposed Water Sector Regulation (Licences and Fees) Regulations, 2022

No matters raised.

Water Authority's 40th Anniversary in 2023

- Water Filling Stations for Selected Sports Facilities
 The Secretary noted that a photo op with the Honourable Premier, Sports
 Department staff, Water Authority Board member and staff took place on 17
 September 2024 at the Truman Bodden Sports Complex.
- Water Filling Stations for Cayman Brac Community Parks and Bluff Sports Facility No matters raised.
- Posterity/Legacy Donation No matters raised.
- Other Upcoming Activities
 No matters raised.

Current Business

a) Management Accounts July 2024.

The Secretary presented a full set of financial statements for the 7-months ending 31 July 2024.

*Redacted under section 21 (1) (b) of the Freedom of Information Act (2021 Revision) The Secretary reported that sales for the first seven months of 2024 are strong, up 4.6% from prior year. Operating expenses shows a slightly higher increase of 9.8%, attributable to the increase in road reinstatement listed under supplies, most notably the work done on Marina and Bamboo Drive and the increased purchase of chemicals to support the increased water sales (Zinc Sulphate

*Redacted under section 21(1)(b) of the Freedom of Information Act (2021 Revision) The Secretary reported that at the August 2024 Board meeting members requested additional explanation on Electricity cost under Operating Expenses and a more detailed breakdown of the increase in Interest Income compared to the same period last year. The Secretary reported that Electricity cost has increased over the same period in 2023, primarily related to the addition of the new Red Gate RO plant which became operational in April of 2024. When this plant went online it increased net operational costs for electricity directly related to the increased consumption and fuel cost, the associated increase for the new Red Gate plant was approximately offset by a slight decrease in the cost at North Sound of The remaining increase is due to increased production and treatment.

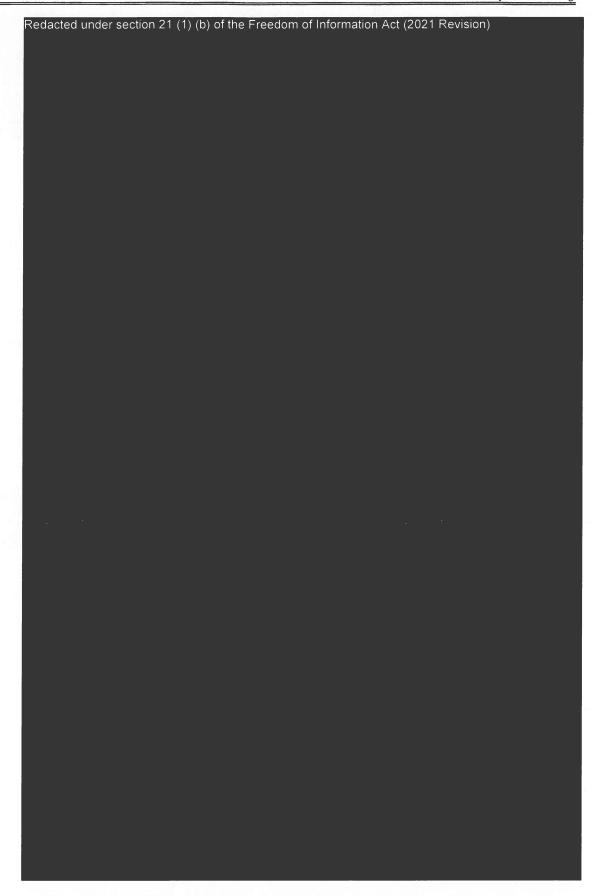
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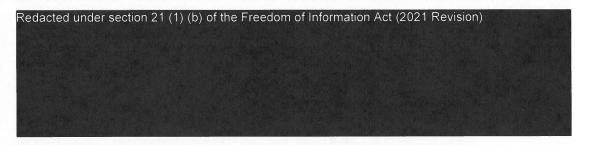
Management's continued expectation is that Administrative expenses will be higher than prior year, given the changes adopted in mid and late 2023 for Pension and Health benefits. It is important to note that the budget figures for Administrative expenses remain below actual, it will not be until late 2024 that pension and health component of Administrative expenses will be normalised.

The first 7-months of 2024 is comparable to 2023. The Secretary reported that the reduced profit for this period as compared to 2023 is directly related to the health and pension benefits introduced in mid/late 2023.

The Secretary was pleased to report that the Authority's continued performance in 2024 is within budget expectations. Overall, the Authority continues to be in a strong financial position to meet the day-to-day operational expenses as well as fund large capital expenditures.

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





Any Other Business

a) SAS Quarterly Report.

The Chairman reported that members had been provided with the SAS Quarterly Report that showed the sponsorship and donations approved over the reporting period. There were no questions and members had no comments to make on the report.

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

- 1. Lions Club of Tropical Gardens 27th Annual Breast Cancer Awareness.
- 2. CIG Passport Office Christmas Function.
- 3. CIG Computer Services Department Employee Appreciation Christmas Vouchers.

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

There being no other business the Chairman thanked all members for attending and the meeting was then adjourned at 3:51pm.

This is a true and accurate account of the proceedings.

The Chairman

The Secretary

Water Authority of the Cayman Islands

352nd Meeting to be held at 12:30pm on Wednesday, 18 September 2024

Director's Updates/Report

- a) Cayman Brac Infrastructure Upgrade & Expansion Project Update.
 - The New Works Pipelaying Crew (NWPC) installed approximately 109.7 metres (360 ft) of 200mm (8-inch), 79.3 metres (260 ft) of 150mm (6 in) and approximately 79.3 metres (260 ft) of 80mm (3 in) for a total of 268.2 metres (880 ft) during the period 05 August to 30 August 2024.
 - The weekly progress report for the period 05 August to 30 August 2024 is as follows:
 - o Week 32 (starting 05 August): Mobilised to Creek Road/Junction AC (Unnamed Road) and installed 79.3 metres (260 ft) of 80mm PVC pipeline. Assisted leak detection team located 80mm pipe at Valerie Avenue at 3 different locations and marked with spray paint. Repaired recent excavation along Valerie Ave with crusher run and 40 bags of cold mix.
 - Week 33 (starting 12 August): Located and repaired a leak in the 25mm PE customer connection. Jackhammer was used to locate the leak beneath the PE line. Backfilled and reinstated with cold mix. Transported 150mm pipes from Bluff to Student Drive. Installed 79.3 metres (260 ft) of 150mm PVC pipeline in Student Drive. Pipelaying completed, commenced clearing and filling pipeline. Performed pressure test, was successful. Cleared and filled the pipeline in Creek Road/Junction AC (Unnamed Road). Commenced pressure test, pressure failed due to a cracked PVC bell.
 - Week 34 (starting 18 August): Located and repaired multiple leaks (4) in area of Billy's Supermarket/Ethel Rose/Billy's Apartments/Lily's Lane. Located and repaired 32mm leak at Valerie Avenue, repaired road. Installed customer connection at Selena Drive, repaired road. Screened dry excavated material. Transported EZ screen to the new location (Port property permission gained). Commenced chlorination of Student Drive. Capped 6 saddles along Creek Road. Repeated pressure test for Creek Road/Junction AC (Unnamed Road), pressure test successful. Transported 200mm pipes from Bluff to Port property. Investigated leak at Ivory Lane, replaced PE line, and reinitiated pressure test. Screened material topped off and compacted Student Road trench. Capped saddles 3 in Student Road, repaired trench with cold mix 180 bags.
 - o Week 35 (starting 26 August): Chlorinated Junction AC (Unnamed Rd). Road crossing at Hide Away Link was repaired. Repaired several trenches in roads across various locations using 130 bags of cold mix. Investigated Ivory Lane failed pressure test, no leaks found pressure gauge suspected to be the issue. New dump truck used to clear/transport/dump waste from screen. Installed 109.7 metres (360ft) of 200mm PVC pipeline in Creek Road.
 - All pipelines in Phase 4-4, which stretches between Lands End Road and Ann Tatum Road have now been commissioned (i.e., pressure tested, disinfected, and flushed),

- except Ivory Lane, which should be commissioned during the week of 09 September 2024.
- The NWPC assisted the leak detection team with the repair of 6 identified pipeline leaks (as reported above).
- Meetings were held during the week of 26 August 2024 with representatives from Rubis and Flow regarding upcoming crossings.

Pipelaying for new Cayman Brac High School

- On 27 August 2024, the Water Authority met with the Chief Officer (Acting) (COA) regarding the pipelaying for the new Cayman Brac High School. The COA advised that the plan is to construct an alternate ramp road to the Bluff along the Tibbetts Turn area. During this meeting the timing of the pipelaying was discussed.
- It is anticipated that, assuming pipelaying can continue as planned, the main line, along Creek Road, North East Bay Road and Spot Bay Road, will have been completed up to Neptune Drive by the end of 2024. The installation of the main line along Spot Bay Road, up to the cul-de-sac at the end of that road, will be completed by end January-mid-February 2025. Thereafter, the plan is to continue pipelaying along the various (20 in total) side roads, and this is anticipated to be completed by end of June 2025.
- A booster pump station will be required near Tibbetts Turn/Bluff ramp Road to increase the water pressure to the properties situated on the Bluff (by at least 25 psi to adjust for the elevation difference). This pump station must be situated off the road and therefore property must be identified that can be used (preferably leased as this pump station will only be required until water can be provided from the Authority's Bluff site). In the discussion, the COA advised that there is Crown property (a portion thereof) in the area that could be used to locate the pump station.
- The Water Authority intends to use High-Density Polyethylene (HDPE) pipe on the Bluff roads, as these pipes are considered to have better long-term durability. They do not have bell-and-spigot joints, but are heat fused which produces monolithic, permanent and leak-free pipe joints. The latter is important as leaks are not easily detected in areas high above groundwater level. However, this requires the purchase of pipe fusing equipment and the proper training of staff in time for a July 2025 start of this new project.
- If the pipelaying to the new high school site is commenced after the pipelaying to Spot Bay has been completed, piped water would be available at that site by the end of 2025 and would allow the Authority to:
 - o purchase the pipe fusing equipment and ensure its staff is properly trained in the use thereof, and
 - identify a suitable location for the booster pump station and purchase the required booster pumps and controls.
- It was agreed that the Water Authority should complete the pipeline extension project
 through to Spot Bay and be prepared to commence the pipeline extension towards the
 new Cayman Brac High School in July 2025 from the Bluff ramp to be constructed at
 Tibbetts Turn.

West End Water Works Pump House

- January-August 2024 Cayman Brac Water sales compared to same period in 2023:
 - Total water sales up approximately 12.9%
 - o Pipeline sales up 10.9%
 - o Trucked water sales up 16.6%

West End Water Works RO Plants

- In August 2024 the overall water production in Cayman Brac averaged 765 cubic metres per day, which equates to approximately 59% of the overall design water production capacity at West End Water Works.
 - o In August 2024 the expanded RO plant (Plant #1) was operational for 31 days and when operational produced on average 763 cubic metres per day (approximately 72% of the plant's design water production capacity). In August 2024 the containerised plant was only required to be operational for less than 1 day.
 - o In August 2024 there was one planned plant shutdown to accommodate a manual start up test using the emergency generator (on 26 August). There were 3 unplanned shutdowns, one due to high reservoir level (on 15 August), another one to replace a valve on the old train of the expanded plant (on 21 August), and another one on the new train of the expanded plant to troubleshoot issues with hour run meter (on 23 August).
 - As reported at the August 2024 meeting, replacement parts (i.e., wiring harness, ATS controller and generator controller) have been ordered for the emergency generator. The Authority is still awaiting delivery and installation.
 - o The emergency generator is exercised weekly to test the generator's operational systems (e.g., to ensure the trickle charger is working and the generator starts up). To not affect the normal operations of the water production and the water distribution, this would be a no-load operation. In future, the operation of the emergency generator will be tested under load, but less frequently (every other week or once every month), as this would require shutting down the RO plants in a controlled manner, before power is switched over from mains power to the generator, and then start the RO plants sequentially (so as to limit the starting current and not overload the generator). The emergency power would then be left on for several hours to ensure that the RO plant produces good quality water. This revised procedure will take advance planning.

Brac Bluff Water Works
Nothing new to report.

b) New Red Gate RO Plant - Update.

- The new RO plant had been producing water since 25 April 2024. The emergency generator has now been fully commissioned and is on stand-by for operation when required. The final building inspection was completed and on 09 September 2024. The Certificate of Fitness For Occupancy was issued.
- As reported previously, the magnetic flow meter for the new Red Gate RO Plant failed on 27 May 2024. The failed flow meter was returned to the manufacturer. The replacement flow meter is being shipped to the freight forwarder in Miami.
- c) 31 December 2023 Audit of Island & Divisional Statements Update.

31 December 2023 Audit of Islands & Divisional Statements

The Secretary is pleased to provide copies of the divisional and island financial statements for the period ending 31 December 2023 for the Board's review and approval. As Board members will, the figures in the divisional financial statements are an allocation of the consolidated account figures, and the figures in the island statements is an allocation of the Water division accounts. Upon Board approval the Chairman, the Secretary in her role as Director, and the Chief Financial Officer will sign the statements on the Authority's behalf.

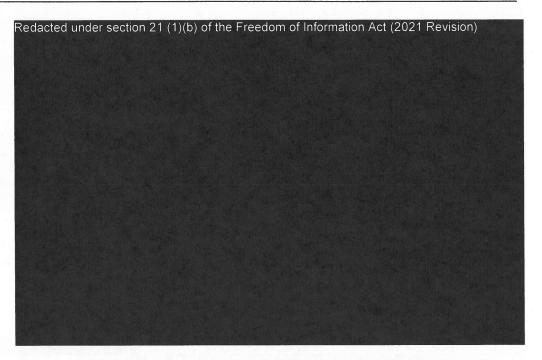
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e) Key Performance Indicators (KPIs) - Update.

Copies of the July 2024 KPI's have been provided to the Board for their review. The CFO acknowledges that there are two outstanding KPI's that are pending, the Water Quality compliance rate and the number of customer complaints received and resolved in the month. The Customer Service department has provided the information on customer complaints; however, the CFO has sought clarification on the data from the CBRO prior to formal reporting and the Water Quality data is being reviewed by the WR department to ensure that the information provided is consistent with the internal testing protocol.

The CFO acknowledges that these last two KPI's would be ready for Board review in September and apologises for the delay.

regarding water for farming to the Ministry of District Administration & Lands via th Chief Officer (Acting) for sharing with Ministry of Planning, Agriculture, Housing Infrastructure, Transport & Development (PAHITD) due to other duties this is now expected to be sent by 30 September 2024. i) Request for Water Connection Customer Account - Update. As indicated at the 351st Board meeting, on 22 September 2023 Water Authority sent th stamped approved drawing for the relocated pipeline along to the developer. On 30 August 2024 the Authority enquired again when intends to start the pipelaying along the sub-contractor who is awaiting materials. Once the materials have arrived on island the works will commence. On 04 September 2024, Locate Requests were sent to the various utilities in anticipation of the irregular temporary connection on j) Water Distribution Interruption - Hurricane Beryl - Update. Discussion on this item as it was deferred until the September 2024 meeting when more members are expected to be present. Department Updates a) Finance No update. b) Engineering Services 1) Engineering Services 1) Engineering No update.		
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2) New Works Division

- In August 2024, the New Works Pipelaying Crew in Grand Cayman installed approximately 146 metres (480 feet) of 200mm (8-inch) pipe in Further Road, including the connection of this pipeline to the 300mm (12-inch) water main along North Side Road. The first section (comprising approximately 50% of the total pipe length when completed) has been pressure tested and disinfected.
- The New Works Crew removed the formwork for the concrete plinths at the North Side Pump Station for 2 additional water distribution pumps. The concrete plinths are now ready for drilling holes for the holding down bolts for the pump and motor frames.

3) Water Distribution & Treatment Division

- During the first eight months (January-August) of 2024 the total water sales on Grand Cayman were approximately 4.0% more than in the same period last year.
- Preparations for the upgrade to 150mm (6-inch) of approximately 1,200 metres (4,000 feet) of 80mm (3 inch) pipeline) along Prospect Drive from Shamrock Road to Bonnie View Avenue commenced 22 July 2024. Actual pipelaying started on 26 August 2024. By 06 September 2024 approximately 180 metres (600 feet) of pipe has been laid. This project is expected to be completed by late October 2024.
- Operations-Water Supply completed the connection of the Paul Alberga subdivision, off Hirst Road (27B 132), comprising 13 lots.
- Operations-Water Supply completed the connection of a new subdivision off Seaview Road, East End (68A2), phase 1 comprising 66 lots. The road crossing was completed on 26 August 2024, using the New Works Pipelaying Crew's trencher and operator.
- The DMA at the Frank Sound Junction remains in normal operation.

- Agricola DMA, one replacement sensor was received, and was installed on 03
 September 2024, and is normal operation.
- Poindexter DMA, the 2 PCBS and recalibrated sensors have not yet been received.
- The magnetic flow meter in place since 2006 at the Red Bay Booster Station has failed. Quotes for a replacement flow meter were requested from two distributors, 2 quotes have been received and an order has been placed with the vendor that provided the most competitive price.

4) Water Production Division

- In August 2024, the Lower Valley RO Plant produced on average 2,535 cubic metres per day, or nearly 85% of the plant's design water production capacity.
- In August 2024 there was one planned plant shutdown (on 26 August 2024) to
 accommodate a pre-filter change-out and to replace two corroded flanges on the
 feedwater pipeline. Additionally, there were two unplanned shutdowns, one to
 reset a VFD caused by CUC power issues (on 18 August 2024) and one (on 29
 August 2024) due to high reservoir level.

5) Wastewater Collection & Treatment Division

- In August 2024 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 the month of August 2024 was 1.61 mgd (or 64% of the design treatment capacity). This is approximately 25% less than the average influent measurement during the same month in the previous year (2.16 mgd).
- The motor for SBR Blower #1 failed and was replaced with the spare one in inventory. A new motor was ordered, received and placed in inventory.
- Since 01 July 2024 no new issues with the Controls Network at the Wastewater Treatment Plant (WWTP) have been experienced. On 06 September 2024 Revere Controls, the company that designed and installed the original control network at the WWTP in 2003, submitted a proposal for the "Equipment Supply & Site Retrofit Services" for the WWTP. This proposal is presently being reviewed.

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

c) Customer Service

Projects

• Customer Portal: the Remembering Ivan' event will be used as an opportunity to send a message to all portal users to check improvement of changes where the system should be able to send a minimum of 2000 messages per hour; the setting was previously a minimum of 1000 messages. There was a query from the Board at the 21 August 2024 Board meeting regarding the speed NetClues is supposed to deliver. In review, the issue is not as simple as internet speed; there are various Application Programming Interfaces that add to the complexity of message sending: for example, if a customer has more than 5 accounts, only one email message is sent to that

customer, however the message would show on the profile the accounts in the portal if the customer logged on to the portal. This is separate from tenant or authorised user message sending that still needs to happen.

- New Bill Template: pricing of the new bill template has been received and needs to be discussed with the Director to decide the way forward.
- Customer Survey: proposal document has been on hold due to other projects; however, this will be the focus after the Upgrade Testing is completed.

Key Statistics from Customer Portal as of 31 July 2024 Data now embedded in KPI report.

Promotions

- Hurricane Season Public Education on Hurricane Preparedness: a new public education
 has been drafted. This plan is aimed at raising awareness of the importance to 'Store
 Before' and to educate the public on why it may be necessary for the Authority to
 interrupt the water distribution network if there is high wave action/storm surge
 predicted in a storm.
- Remembering Ivan Staff Event: the 20th Anniversary event of Hurricane Ivan is scheduled for 11 September 2024 at the Water Authority's Headquarters. This event will be used as an opportunity to remind staff (both old and new) of the damage that is possible from a hurricane and the need to be prepared, the event will be of an immersive nature with four rooms. This event is a joint effort by the Social Committee and the Customer Service Department.

d) Human Resources

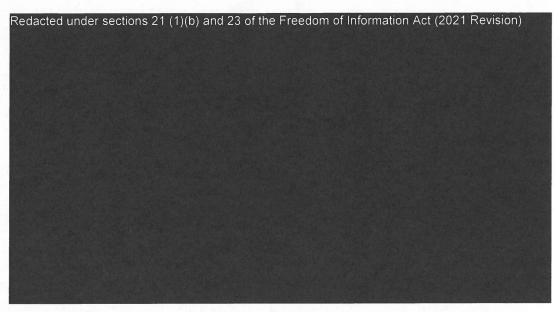
Recruitment & Staffing

- Assistant Operator-WS recruitment process initiated to fill recent vacancy.
- HR Administrator candidate selected started temp assignment on an agency temp contract on 28 August 2024, to be appointed to permanent position if performance is satisfactory
- Quality Assurance Inspector selected candidate scheduled to join 16 August 2024
- Engineer/Civil Engineer recruitment process ongoing
- Engineer-Wastewater recruitment process ongoing
- Heavy Equipment Operator-NW (CYB) recruitment process ongoing
- Hydrogeologist recruitment process ongoing
- Labourer-NW (CYB) recruitment process ongoing
- Operations Manager WW recruitment process ongoing

Learning & Development

 A Lunch & Learn (L&L) was held on 13 August 2024 on the topic of Concerning Anxiety and Hurricanes, whereby participants learnt coping strategies during the hurricane season and how to avoid mental, physical, emotional, and financial strains during this time. The L&L was presented by Donna Mitchell from Inspired Lifestyle and 21 employees attended.

Scholarship Programme



HR Management System

- The project kick-off meeting took place on 19 August 2024. Participants included the 2 PDS implementation team leads and the Water Authority's implementation team (HR & IS).
- Other implementation team meetings took place on 21, 23 and 29 August 2024 and weekly meetings are planned, thereafter.

Social Events

- The 2024 Summer Bash was held on 24 August 2024 at the Cayman Turtle Centre from 1:00-5:00pm, attended by approximately 80 staff members and their families and guests.
- A mini-domino tournament was held at the Bash, with gift certificate prizes awarded
 to the top three winning pairs. While the day was extremely hot, it was well enjoyed
 by all that attended.

Job Evaluation -Portfolio of Civil Service.

No update.

FOI updates

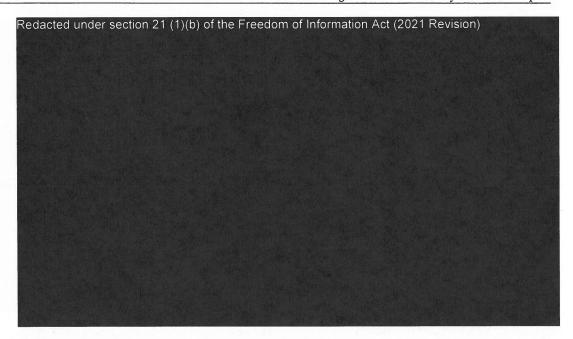
No new FOI requests have been received since the 15 April 2024 Board meeting.

e) Information Services

Cogsdale and Great Plains upgrades - Several test setup issues with Cogsdale remain unresolved, preventing Billing and Collections from working properly.

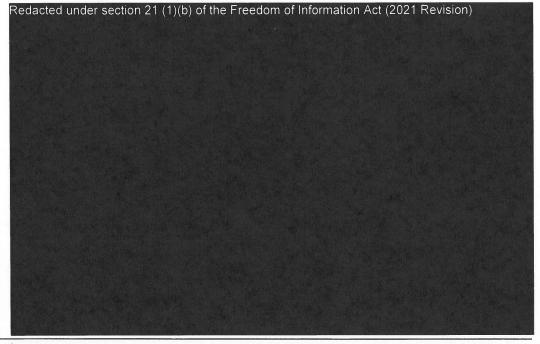
Vista Software – IS Department continues to work with the HR Department. The databases of the new system are being populated by HR. No issues reported thus far.

f) Water Resources & Quality Control



Geology Education Week 07 - 11 October 2024

The Water Authority and Dr Brian Jones, professor emeritus of geology at the University of Alberta, Canada are currently working on the preparations for Geology Education Week from 07 – 11 October 2024. During this week a one-day geology course will be offered in Grand Cayman for teachers and professionals. In addition, geology lessons are being offered to the high schools. As customary, the training for teachers and geology lessons at high schools are also offered to the Layman E Scott High School in Cayman Brac.



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

g) Director's Office

Awaiting Revised Draft from OfReg, Proposed Water Sector Regulation (Licences and Fees) Regulations, 2022

No further update.

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:

- Water Filling Stations for Selected Sports Facilities
 Arrangements are being made for a photo opportunity with the Honourable Premier,
 Minister of Sports, Board members, and Department of Sports tentatively scheduled for 2pm on 17 September 2024 at the Truman Bodden Sports Complex.
- Water Filling Stations for Cayman Brac Community Parks and Bluff Sports Facility
 Mr N DaCosta advised in the Board's group chat on 30 August 2024 that 3 out of the
 5 water units had been installed. Two at the Sports Complex and one at the West End
 Community Park.
- Posterity/Legacy Donation

An email was sent to the QEII Botanic Park for an update, they responded that John Doak has been drafting concepts for the WA structure and hopes to have something to show in due course. The contractor is back to work and arrangements are being made for the installation of the units.

- Other Upcoming Activities
 - Work is ongoing to facilitate and organise the following:
 - o Children's Activity Booklet The review of the final draft is underway and upon completion, it will be submitted for printing.
 - Commemorative Booklet This project will be placed on hold until the Corporate Communications Supervisor is back from maternity leave in January 2025.