

CONFIDENTIAL



Water Authority of the Cayman Islands

Minutes of 347th Meeting held on 20 March 2024
at the Water Authority of the Cayman Islands' Headquarters,
13G Red Gate Road

Members Present:

Chairman:	Mr D Rankine
Members:	Mr N DaCosta Mrs D Ebanks Mr G Ebanks Mr H B Ebanks - <i>Virtual</i> Mrs L Ryan - <i>Phone</i> Ms A Owens - <i>Virtual</i> Ms Nicola Anderson-Wildman - <i>Virtual</i> Mr K Connolly
Secretary:	Dr G Frederick-van Genderen
Apologies:	Mr M C Campbell Mr M Scotland Mr W Welcome (<i>Ms Nicola Anderson-Wildman attended on his behalf</i>)
Absent:	
Guest:	Mr Tom van Zanten, <i>Deputy Director</i>

Call to Order

The Chairman welcomed members as well as Mr Tom van Zanten, Deputy Director at the Water Authority as the third Head of Department to sit in on the Board meetings. The Chairman then called the meeting to order at 1:34pm after ascertaining that there was a quorum. The Chairman noted apologies for Mr M Scotland, Mr M C Campbell, and Mr W Welcome. He welcomed Ms Nicola Anderson-Wildman, Acting Deputy Chief Officer who

was representing Mr W Welcome at the meeting. The Chairman invited Mrs Nicola Anderson-Wildman to open the meeting with prayer.

Confirmation of Minutes of the 346th Meeting held on 21 February 2024

The Minutes having been circulated, the Chairman asked for confirmation or amendments of the Minutes of the 346th Meeting held on 21 February 2024. 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

None were declared.

Matters Arising from the Minutes (not listed below)

Matters Arising Director's Updates/Department Reports

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

The Chairman reminded the Secretary about the updated scheduled of milestones for Cayman Brac pipeline extension promised at the February 2024 Board meeting. The Secretary acknowledged the oversight and confirmed that the information would be provided for the April 2024 meeting.

The Chairman queried whether the New Works Pipelaying Crew (NWPC) could be redirected to install the pipeline from the end of Plaza Drive back towards where a resident's fence was protruding into the roadway. After some discussion it was agreed that as the crew had already returned to pipeline installation along the main road pending relocation of the fence, the crew would not be re-directed and would continue as planned.

West End Water Works Pump House

No matters raised.

West End Water Works RO Plants

No matters raised.

Brac Bluff Water Works

No matters raised.

b) New Red Gate RO Plant - Update.

The Chairman queried the status of the electrical cable that the Building Control Unit (BCU) does not accept. The Deputy Director explained that the cable is compliant under the NEC 2020 code however the BCU is using the NEC 2014 code that does not reference that specific type of cable. He also explained that Ocean Conversion (Cayman) Ltd (OCL) has communication in writing that confirms that this particular cable is specifically approved for RO plants.

The Deputy Director further confirmed that OCL had obtained Special Permission to Occupy (SPO) and was now working through the kinks in the operating system as they go through performance testing.

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

31 December 2023 Audit of Island & Divisional Statements

No matters raised.

2023 Actuary Reports

No matters raised.

2023 Annual Report

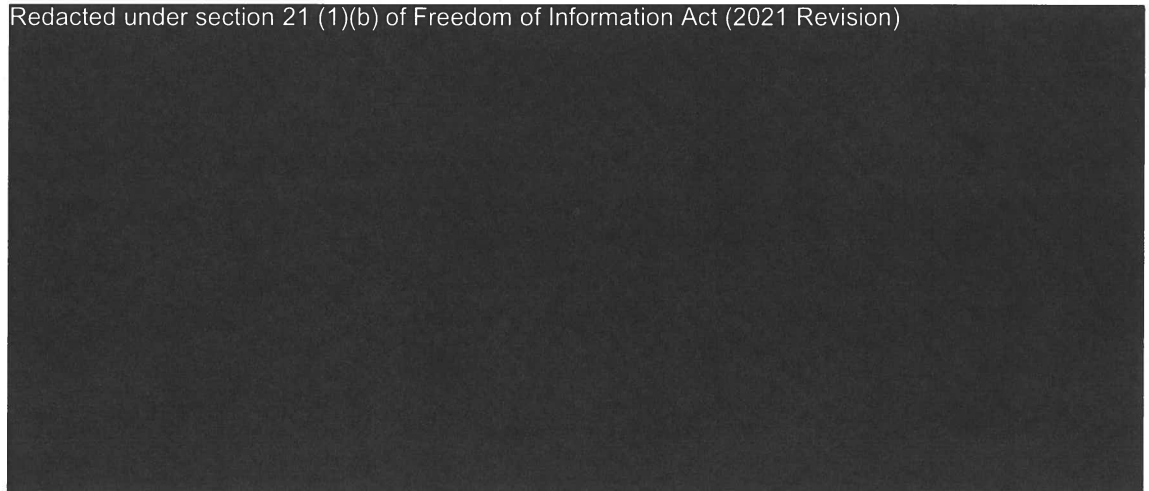
No matters raised.

Aetna Health Insurance Coverage

The Secretary reports that at the 339th Water Authority Board meeting held on 28 June 2023; the Board approved for the Water Authority to improve its coverage for employees which came into effect on 01 July 2023. In recording the decision, it was not clear whether the reimbursement for "in Network, out of Pocket" refunds should be effective as of 01 July 2023 when the Board made the decision or for the entire year 2023, i.e., back to 01 January 2023. The Secretary respectfully sought members' confirmation for the date members intended the reimbursement for "in Network, out of Pocket" refunds to commence.

Members confirmed that the benefit of "in Network, out of Pocket" Reimbursement is effective as of 01 July 2023 in conjunction with the decision made at the 339th WAB Meeting held on 28 June 2023 whereat the Board approved for the Water Authority to improve its coverage for employees (which came into effect on 01 July 2023).

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



Redacted under section 21 (1)(b) of 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.**
The Chairman noted that he would like to see additional KPIs added as soon as possible, and members noted and agreed with the revised timing of the KPI data. Moving forward all KPI data will be reported in tandem with the Management Accounts which is 2 months in arrears
- g) **Engagement Subcommittee - Update.**
Mr N DaCosta reported that he was pleased to advise that two meetings of the Water Authority Board's Engagement Subcommittee (WAB-ES) had taken place, and he was pleased with the progress this far. Agreement had been reached on the questions as well as the format of the survey via SurveyMonkey. It is expected that the finalised survey would be available for review at the next WAB-ES meeting scheduled for 10 April 2024.

Department Updates

- a) Finance

Fixed Deposit Placements

No matters raised.

OCL Rate Adjustment 2024

No matters raised.

b) Engineering Services

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*

No matters raised.

5) *Wastewater Collection & Treatment Division*

No matters raised.

c) Customer Service

Projects

No matters raised.

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

Key Statistics from Customer Portal as of 29 February 2024

Members noted the information provided and the Secretary advised that some of the information will eventually transfer to the KPI reporting.

Promotions

No matters raised.

Cayman Brac Customer Service Office

No matters raised.

d) Human Resources

Recruitment & Staffing

Mr N DaCosta suggested that in consideration of the difficulties in finding someone in Cayman Brac with a Group 4 driver's licence, that the Water Authority could consider employing and allowing someone who is known to be able to drive the heavy vehicles to do so using the Learner's category on the Authority's trucks. This is in consideration that there are persons who can drive this vehicle but are limited in being able to find a vehicle to take the test on. Members agreed that this could be an option to consider where appropriate. The Secretary advised that she would inquire whether the Authority's vehicle insurance policy allows for that option.

Scholarship and Work Experience/Internship Programmes

No matters raised.

Learning & Development

No matters raised.

Job Evaluation –Portfolio of Civil Service

No update.

FOI updates

No matters raised.

e) Information Services

Cogsdale and Great Plains upgrades

Mr N DaCosta queried how the automatic reconnection process would work. The Secretary explained that she understands that a reconnection work order would automatically be generated and sent to the appropriate persons once the full payment has been made.

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.

Siemens remediation of transformer oil spill at CUC premises

No matters raised.

Review of - Closure Plans for Quarries

No matters raised.

g) Director's Office

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

No matters raised.

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*
No matters raised.
- *Community Give Back Day*
No matters raised.
- *Other Upcoming Activities*
No matters raised.

Current Business**a) Management Accounts January 2024.**

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

The Secretary reported that the Finance Department's concentration has been the 2023 audit and hence a complete set of management accounts are not yet available for January 2024. A very high-level draft of the Income Statement shows the Operating revenue for January 2024 is 5.4% above 2023 and net income is * [REDACTED] which is 17.0% above 2023. The Secretary reported that these are very preliminary figures and that the Finance Department will prepare more detailed numbers once the audit work has subsided.

b) Request for Bill adjustment re Customer Account [REDACTED]

The Secretary reported that on 12 February 2024 the Authority received a letter from [REDACTED] requesting that her water bill be reduced as she does not accept the charges she was billed for in December 2023. A copy of the correspondence and the report from Customer Service was provided to members.

A review of the account was undertaken, and the Authority's findings are that the customer's meter was read on 07 December 2023. A reading of 363.7 was obtained, which resulted in the consumption of 176.20 cubic metres. This was a higher-than-normal usage for this customer. A Fail Audit inspection was issued and completed on 11 December 2023 with notes from the Meter Reader stating: "NO MOVEMENT FOUND ON THE METER DIAL AT THE TIME OF VISIT."

The 31 December 2023 bill received by the customer was in the amount of \$1,232.28 for the period of 08 November 2023 to 11 December 2023 (33 days). The daily average cost for this bill was \$37.34. The daily average consumption during this period was 5.46 cubic metres with a total of 180.30 cubic metres.

On 02 January 2024 the customer requested an Audit be carried out. The Utility Services Auditor visited the property on 11 January 2024 and stated, *"After arriving on site and monitoring this meter I found no movements or usages with this meter also the customer was there to verify these findings this customer will also be going to customer service dept to see about having to get her meter change and tested. There has not been any other new activity at her residence, she also explained that even some of the siblings were off during that time which would have made that consumption even less."*

On 12 January 2024 a letter was sent to the customer which indicated that there were no movements or leaks detected during the audit visit. On 17 January 2024 the Customer requested for the meter to be tested. The meter was removed and sent off for testing. On 05 February 2024 a letter indicating the meter test results and a meter testing brochure were sent to the Customer, which indicated that the meter met the test criteria for all test flow rates.

On 22 February 2024 a Special Payment Agreement (SPA) was setup for \$50.00 per month for the period of twenty-four months.

In summary, in December 2023, a higher-than-normal reading triggered a Fail Audit Inspection. No leaks were identified during the inspection on 11 December 2023, or the subsequent Audit and the meter test results found that the meter was accurate and met the test criteria at all test flow rates. There are no errors in the calculation of the bill in question, and as such, the bill is payable. The customer was offered and accepted a 24-month payment agreement to settle the account balance.

Redacted under section 23 of Freedom of Information Act (2021 Revision)

The Secretary respectfully sought the Board's decision on the request from the customer. After discussion, Board members agreed that the customer should be advised that they had reviewed the request and decided not to discount or credit the bill as the Authority's records show that the bill is valid and payable. The customer was offered and accepted a Special Payment Agreement to assist the customer. Members further noted that the customer was informed of the Water Authority's Meter Testing Policy prior to the meter being tested.

Any Other Business

a) Parental Leave Benefits.

Mr N DaCosta raised the matter of Parental Leave Benefits for Water Authority staff in consideration that the Civil Service had recently had their benefits improved. The Secretary explained the current Water Authority benefits which are

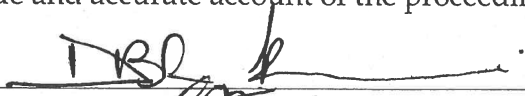
similar to the Labour Act however the Authority includes paternity leave with one week paid and the second week unpaid. After discussion members agreed that the Water Authority increase its Parental Leave Benefits to match that of the Civil Service effective 01 July 2024. The Secretary noted that the Authority has three employees currently who will be very pleased with these increased benefits.

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

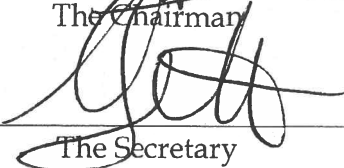
1. *Ratify* - Chamber of Commerce - Earth Day 2024.
2. *Ratify* - Cayman Heart Fund - Baby Josiah Fundraising.

There being no other business the Chairman thanked all members for attending and the meeting was then adjourned at 2:52pm.

This is a true and accurate account of the proceedings.



The Chairman



The Secretary

Water Authority of the Cayman Islands

347th Meeting to be held at 1:30pm on Wednesday, 20 March 2024

Director's Updates/Report

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

- The New Works Pipelaying Crew (NWPC) installed approximately 280 metres (920 feet) of 80mm (3") and approximately 280 metres (920 feet) of 100mm (4") pipe in February 2024.
- The weekly progress report for February 2024 is as follows:
 - Week 06 (starting 04 February): Installed 164.6 metres of 100mm pipeline along Erbin's Lane. Pipeline laying in Erbin's Lane is 100% complete however the pipeline still needs to be pressure tested, disinfected, and flushed before it can be commissioned.
 - Week 07 (starting 12 February): Installed 97.5 metres of 80mm pipeline along Dilbert Avenue.
 - Week 08 (starting 19 February): Installed 146.3 metres of 80mm pipeline along Dilbert Avenue. Pipeline laying in Dilbert Avenue is 100% complete however the pipeline still needs to be pressure tested, disinfected, and flushed before it can be commissioned.
 - Week 09 (starting 26 February): Installed 115.8 metres of 100mm pipeline along Plaza Drive. Work on Plaza Drive halted as a resident's fence protrudes 4 feet into the road, preventing the trencher from passing. The resident has agreed to move the fence. NWPC will return next week to see if the fence has been relocated. Installed 36.6 metres of 80mm pipeline along Mary Eli Road.

West End Water Works Pump House

- January-February 2024 Cayman Brac Water sales compared to same period in 2023:
 - Total water sales up approximately 3.73%
 - Pipeline sales up 8.74%
 - Trucked water sales down 5.84%

West End Water Works RO Plants

- In February 2024 both the expanded RO plant (Plant #1, now with two independent trains) is fully operational. This RO plant can now produce more than 1,060 cubic metres per day. In February 2024 the overall water production in Cayman Brac averaged 705 cubic metres per day, which equates to or approximately 55% of the overall design water production capacity at West End Water Works (after the RO Plant expansion).
 - In February 2024 the expanded RO plant (Plant #1) was operational for 22 days and when operational produced on average 929 cubic metres per day (approximately 88% of the plant's design water production capacity).

- o In February 2024 the containerised plant (Plant #2) produced water for only 3 days, and when operational produced on average 151 cubic metres per day (approximately 66% of the plant’s design water production capacity). Plant #2 is currently out of service due to a failed manufactured 316 SS fitting. The failed fitting has been forwarded to Ocean Conversion (Cayman) Ltd (OCL) to have a replacement made. Last week they indicated that the lead time will be around 6-8 weeks (i.e., Plant #2 is not expected to be operational until the end of April 2024).

Brac Bluff Water Works

No further update.

b) New Red Gate RO Plant – Update.

- The RO plant was energised on 29 February 2024, and the commissioning process commenced thereafter.
- The well pumps have been checked and the lines have been flushed with clean feed water. The membranes have been loaded in both trains.
- The Certificate of Occupancy (CO) has not yet been issued due to an issue with a cable rating: OCL maintains that the cable is compliant under the NEC 2020 code however BCU are only referring to the NEC 2014 code that does not reference that particular type of cable. OCL is hoping to obtain Special Permission to Occupy (SPO) to enable them to start producing water by 15 March 2024 when commissioning should be completed.
- It is anticipated that the specified Performance Test will be carried out during the week of 18 March 2024. A successful Performance Test will prove that the Plant is able to produce a quantity of 10,000 cubic metres of Water within a period of 24 hours, at the specific energy consumption, and which meets the specified quality requirements.
- The emergency generator is now expected to be on site in May 2024.

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

31 December 2023 Audit of Consolidated, Islands & Divisional Statements

The Chief Financial Officer (CFO) advises that the audit is progressing well, all information requested by Baker Tilly (BT) has been provided and the Finance Department is fielding questions as they arise. At this point and barring unforeseen circumstances the Authority does not expect any delays in the 2023 audit.

2023 Actuary Reports

The draft reports were received on 13 March 2024 and will be reviewed by the CFO. The reports will be provided at the April 2024 meeting after they have been reviewed by the CFO.

2023 Annual Report

The working draft of the 2023 Annual Report is still being worked on, the final version for Board approval is expected to be submitted at the April 2024 meeting.

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

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



- e) Redacted under section 21 (1)(b) of Freedom of Information Act (2021 Revision)
- f) **Key Performance Indicators (KPIs) – Update.**
Due to demands of the on-going 2023 audit, the CFO did not have opportunity to update the data for the KPIs however the request to add the Board approved Infrastructure Leak Index (ILI) was completed. The Secretary respectfully suggests that the data for the KPIs go in tandem with the management accounts. This would mean that KPIs for the period ending two months prior to the Board meeting, for example, the February 2024 KPIs will be reflected on the April 2024 KPIs.
- Regarding IBNET, the CFO reports that the audit has dominated the Finance department’s time, however acknowledged that participation in the KPI benchmarking survey is a priority and will ensure the Authority’s participation in April 2024.
- g) **Engagement Subcommittee – Update.**
The Water Authority Board - Engagement Subcommittee (WAB-ES) met on 06 March 2024. The WAB-ES discussed and agreed on questions to be used on the engagement survey, with the number of questions being 40 and distributed across various categories of the Authority’s administration. The WAB-ES agreed to roll out the survey through Survey Monkey early in the 2nd Quarter of this year. The next meeting is scheduled for 10 April 2024 due to the Easter holidays. Board member and Chairman of the WAB-ES, Mr N DaCosta will provide additional update.

Department Updates

a) **Finance**

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



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



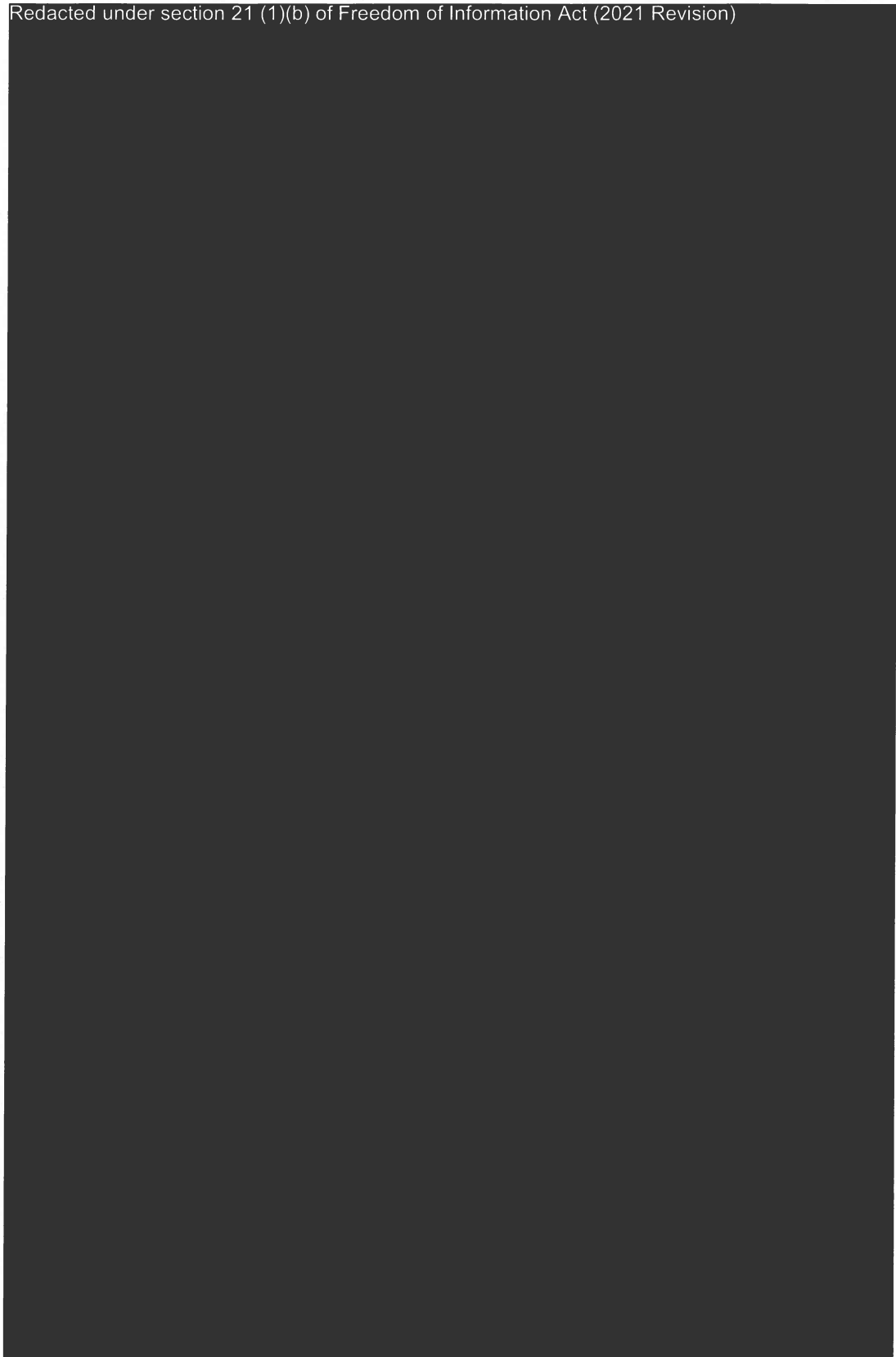
b) Engineering Services

- o *Engineering*
No update.

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



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



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



○ *New Works Division*

- At the East-West Arterial Road (near Chime Street), and over a period of four days, the NWPC replaced/lowered approximately 27 metres (90 feet) of 300mm (12-inch) pipe at the locations of three of NRA's culverts. The NRA installed smaller diameter culverts at two locations and removed one culvert altogether. Having the water main lowered ensured that the NRA did not have to raise the road, which has now been widened to accommodate two lanes each way.
- The NWPC has now completed the installation of approximately 110 metres (360 feet) of 150mm (6-inch) pipe in Edward Street between Shedden Road to just north of the Court House. This work is related to Central Business District Enhancement Project - Phase 2. This pipeline has now been tested, disinfected, and commissioned. Once CUC has completed their work in the southbound lane of Edward Street (from Dr Roy's Drive), WA can replace the existing 100 mm (4-inch) pipeline in the northbound lane between the Court House and the Dr Roy Drive intersection with a 150mm (6-inch) pipeline. Unfortunately, pipelaying progress was negatively affected by the presence of several other utilities (telecom and Government Computer Services) which had been installed directly over (or very close to) the water main.
- Regarding query at previous WA Board meeting about reinstatement on Further Road:
 - The last portion of Further Road is a concrete road, but that portion (approximately 1,600+ feet long) is privately owned (55A133) and not a public road.

- Almost all existing developments along Further Road are situated along that private road portion, not the public road portion.
- In accordance with its Guidelines, the Water Authority does not assume responsibility for any pipelines that have been installed beneath concrete roads or roads with concrete or other decorative pavers or surfaces. Therefore, the registered landowner of the private road will be informed that upon completion of the pipeline installation reinstatement of the trench will be done using Hot Mix Asphalt (HMA), not concrete.
- If the landowner objects to reinstating with HMA, pipelaying will end where the public road ends.

3) *Water Distribution & Treatment Division*

- During the first two months (January-February) of 2024 the total water sales on Grand Cayman were approximately 4.28% more than in the same period last year.
- On 06 March 2024 Operations-WS completed the extension of the 80mm (3-inch) pipeline along Amity Street to Patrick’s Avenue (total length approximately 180 metres (600 feet)).
- The relaying of approximately 600 metres (2,000 feet) of 150mm (6-inch) pipeline along Patrick’s Avenue from Poindexter Road to Amity Street commenced on 11 March 2024. It is expected to be completed by 26 April 2024.
- On 26 February 2024 Operations-WS commissioned (disinfected, flushed, and connected) the Oasis Phase II subdivision, off Seaview Road (just east of Frank Sound Road) in East End.
- The DMA at the Frank Sound Junction is in normal operation.
- Agricola DMA: Troubleshooting with Trimble Tech Support Contractor McKim & Creed was completed on 08 March 2024. The probe will be shipped to the manufacturer’s product testing lab for further evaluation. It has been suggested that the printed circuit board (PCB) is affected by the combination of high temperature and high humidity (similar issues are experienced with these probes in Grand Bahama). Additionally, the probe will require recalibration every 12-18 months.

4) *Water Production Division*

- In February 2024, the Lower Valley RO Plant produced on average 2,031 cubic metres per day, or nearly 68% of the plant’s design water production capacity.
- In February 2024 there were two unplanned shut-downs of the plant (on 09 February and 10 February due to CUC power issues), and one planned shut-down of the plant, (on 19 February to accommodate a pre-filter change-out).

5) *Wastewater Collection & Treatment Division*

- In February 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 February 2024 was 1.55 mgd (or 62% of the design treatment capacity). This is approximately 28% less than the average influent measurement during the same month in the previous year (2.17 mgd).

- In February 2024 work was completed on the refurbishment of the PS7 discharge manhole south of Ritz-Carlton Resort Grand Cayman. Work started on a main line manhole immediately south of the Ritz-Carlton. There are two additional deteriorated manholes in that area that need refurbishment.

c) **Customer Service**

Projects

- *New Bill Template:* The internal review of the template is underway with management. This new bill template will form part of the Cogsdale upgrade project.
- *Website:* work has commenced on the new and upgraded website; the Corporate Communications supervisor continues with meeting with HODs and key staff to collect input.
- *Customer Survey:* proposal document being worked on.

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



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

Key Statistics from Customer Portal as of 28 February 2024

Statistic	Number/Value
Number of online user profiles	19628
Number of ebill customers	16602
Sessions for month of January (since 08 Jan launch to 31 Jan)	
o Web	6492
o Mobile	3317
Number of payments received through portal (since 01 Feb to 29 Feb)	5295
Dollar value of payments received via portal (since 01 Feb to 29 Feb)	\$795,959.82

Promotions

- Customer Portal – the customer portal promotion continues with notices in Grand Cayman (GCM) and Cayman Brac (CYB) lobbies, radio, website, and social media messaging.
- Summer Interns: promotion continues until the 30 April 2024.
- World Water Day, 22 March 2024: press release regarding of the water bottle filler unit donations and the water bottle donations to the various schools/sports facilities. This will tie in with the 40th Anniversary ‘Give Back’ Day. Additionally, there will be lobby, radio, website, and social media messaging.
- Cayman Brac Trucked Water Campaign: with Easter right around the corner, customers in the Brac are being reminded of the need to have authority on an account to request delivery; authorised persons can be added to an account in order to place orders. For this publication, publishing via the CYB lobby tv, radio, website and social media continues until the 06 April 2024. A special flyer and update forms were provided to CYB office to accommodate customers as needed.

Cayman Brac Customer Service Office

- The Grand Opening of Cayman Brac Customer Service Office was held on 08 March 2024, 10am to 12pm. Customers who signed up for online access or a piped water account during the opening were entered in a raffle. Prizes included a phone, and three gift certificates, with one for \$500, and two for \$250 each. There were 9 entries (1

entry was from a piped water account opening and 8 signed up for online access). The winners were all contacted and collected their prize.

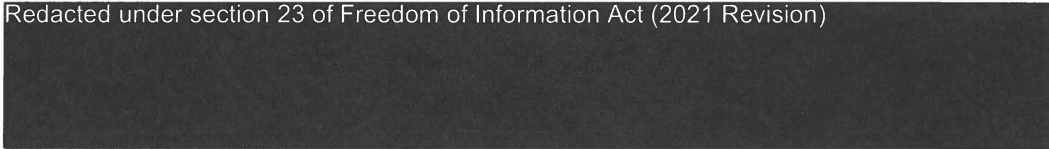
- Two cabinets arrived damaged and will be replaced by Kirk Office. These should arrive on Grand Cayman during the week of 15 March 2024 and then will be shipped to the Brac. The minor items noted as missing in February 2024’s report have been supplied and installed.

d) **Human Resources**

Recruitment & Staffing

- Accounts Officer - selected candidate to start 08 April 2024.
- Assistant Operator-CYB – position re-advertised.
- Assistant Operator-WS – position advertised.
- Assistant Operator-WW – first candidate selected, joined 01 March 2024. Job re-advertised for second candidate.
- Customer Service Representative – joined 04 March 2024
- Engineer-Water Production - immigration approval pending for selected candidate.
- HR Administrator – recruitment process ongoing.
- Hydrogeologist – recruitment process ongoing.
- Engineer-Wastewater - recruitment process ongoing.

Scholarship and Work Experience/Internship Programmes

- Redacted under section 23 of Freedom of Information Act (2021 Revision)

- The Scholarship 2024 application deadline was 29 February 2024, and 8 applications were submitted. Of the applications received, 4 are for engineering studies, 2 for accounting, 1 for computer science and 1 for vocational studies/training in welding. It is expected that the interview shortlist will be confirmed, and interviews arranged in the next 3-4 weeks.
- The Authority hosted 2 Cayman Prep & High School Year 10 students for work experience placements in the Water Resources & Quality Control Department (Laboratory and Development Control) from 19-23 February 2024.
- The Summer Internship application process is ongoing. The application deadline is 30 April 2024. Six applications have been submitted to date.

Learning & Development

- First Aid/CPR/AED training – 4 classes were conducted by the Red Cross in the Admin Building Training Room between 02 and 21 February 2024, whereby 40 employees completed the training and received their certifications. Training for Cayman Brac employees is planned for 20 March 2024 at the District Admin Building. Additional classes will be scheduled in Grand Cayman later in the year.
- Child Safeguarding/Child Protection Awareness training – 7 employees completed the online training and received certificates, which are valid for 2 years. This training

benefits employees who may supervise work experience students and/or summer interns.

- The Authority participated in annual mock interviews at the Clifton Hunter High School on 06 February 2024, whereby Year 11 students were “interviewed” by HR personnel for recently advertised positions.
- The Authority also participated in the John Gray High School Annual Careers Fair on 23 February 2024. Approximately 80 Years 9-11 students were in attendance.
- The Authority plans to participate in the Leyman E Scott Senior High School careers fair in Cayman Brac on 12 April 2024.

Job Evaluation –Portfolio of Civil Service.

No update.

FOI updates

Two new FOI requests were received since the 17 May 2023 Board meeting as outline in the FOI Report provided to members.

e) **Information Services**

Cogsdale and Great Plains upgrades - the test environment is complete. On 05 March 2024 staff from Customer Service and IS Departments started the local set up for the new features that will be implemented. The service order template was set up and the automatic reconnection for disconnected accounts once payment is received was set up. The set up of the collections notice still needs to be done and is scheduled for 11 March 2024.

f) **Water Resources & Quality Control**

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



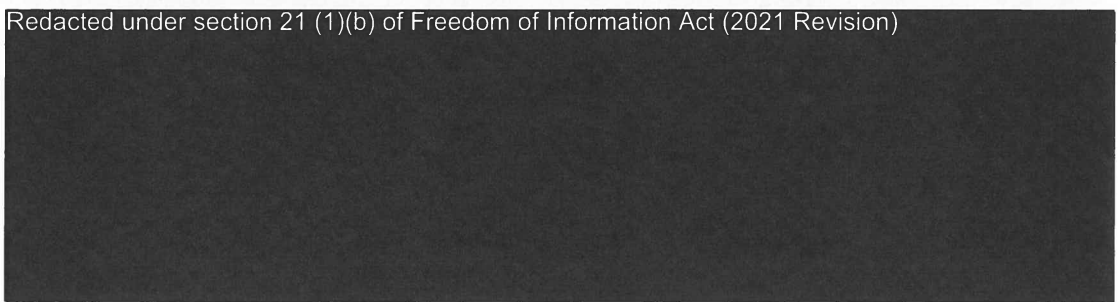
- Redacted under section 21 (1)(b) of the Freedom of Information Act (2021 Revision)



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



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



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

Review of - Closure Plans for Quarries

- The Water Authority is a member of the Aggregate Advisory Committee (AAC), this committee comprises of the DOE, NRA, Planning and Water Authority. In 2004, in accordance with Cabinet’s approval of the CPA Policy for the Review and Licensing of Aggregate Operations, the AAC was established. It provides advice to the CPA on commercial quarries in accordance with the policy. For clarity, each agency has separate input in the CPA’s review process for proposed excavations in accordance with each agency’s statutory duties. The Aggregate Policy provides a mechanism for the agencies to advise the CPA on broader issues. Recently the issue of requirements for Closure Plans for quarries has come up and the CPA has requested the secretary and chair of the AAC to provide a presentation to the CPA on this issue. A date for the presentation has not been selected yet.

g) Director’s Office

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

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

discussions are planned to address the key concerns previously communicated to OfReg on several occasions since 2018.

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 Government Primary Schools*
Installation is complete at primary schools in Grand Cayman. Arrangements are being made to deliver the reusable water bottles. On 08 March 2024, the Honourable Premier was able to make an official visit to the Creek Primary School in Cayman Brac to see the unit installed there as well as the hand over of the reusable water bottles to the students.
- *Water Filling Stations for Selected Sports Facilities*
The 9 units have been delivered to the Department of Sports. are expected to be on island this week.
- *Water Filling Stations for Cayman Brac Community Parks and Bluff Sports Facility*
The 5 units for Cayman Brac have been delivered to Thompson Shipping and are due to sail 12 March 2024.

- *Posterity/Legacy Donation*
The 3 units are on island and will be delivered to the Botanic Park later during the week of 11 March 2024.
- *Honouring Men’s Day*
The event was held as planned on 23 February 2024 with general feedback being very positive. It was the first social event that was solely for Water Authority male staff and held off-campus.
- *Community Give Back Day*
Plans for Give Back Day are progressing. Staff will have a catered lunch and then be bussed to their assigned charity with return to the office at 4pm. The activities for the day will be:
 - Volunteering with Meals on Wheels
 - Volunteering with Humane Society
 - Tree Planting at WAC site
 - Beach Clean Up
 - Roadside Clean Up (Cayman Brac staff).

As Give Back Day will take place on World Water Day; the promotions for this event will centre around the theme of “*Water Authority Gives Back for World Water Day.*” A press release will be issued announcing the early office closure for the volunteer effort, as well as promoting the water bottle filling station donations, reusable water bottle donations to government primary school students, and the donation to Botanic Park.

- *Other Upcoming Activities*
Work is ongoing to facilitate and organise the following: creating educational resources for primary school students, commemorative booklet.