

CONFIDENTIAL



Water Authority of the Cayman Islands

Minutes of 353rd Meeting held on 16 October 2024
at the Cayman Brac Beach Resort Conference Room,
383 Channel Road, Cayman Brac

Members Present:

Chairman: Mr D Rankine

Members: Mr N DaCosta
Mrs D Ebanks
Mr K Conolly
Mr M Scotland
Mr M C Campbell
Mr W Welcome

Secretary: Dr G Frederick-van Genderen

Apologies: Mr H B Ebanks
Mr G Ebanks
Ms A Owens
Mrs L Ryan

Absent:

Guests: Honourable Premier Juliana O'Connor-Connolly JP,
Minister of District Administration & Lands (DAL)
Mr Justin Bodden, *Acting District Commissioner,*
Cayman Brac
Mr Tom van Zanten, *WA Deputy Director*
Ms Amory Smith, *WA Executive Secretary & PA*

Call to Order

The Chairman called the meeting to order at 8:44am after ascertaining there was a quorum. He welcomed the Honourable Premier, Acting District Commissioner, Board members as well as Water Authority staff to the meeting. He noted apologies for Mr H B Ebanks, Mr

G Ebanks, Mrs L Ryan, and Ms A Owens. The Chairman then invited Mrs D Ebanks to open the meeting with prayer.

The Chairman noted that the Acting District Commissioner would only be present in the meeting for the updates on the Cayman Brac Expansion Project and that this item (a) under *Matters Arising Director's Updates/Department Reports* on the agenda would be dealt with before proceeding further.

The Chairman proceeded to open discussion on:

Matters Arising Director's Updates/Department Reports

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

The Chairman invited the Deputy Director to provide an overview of the pipeline expansion project. The Deputy Director reported that progress was on track with the expectation that, barring unforeseen circumstances, by the end of February 2025, the mainline should be completed. By the end of June 2025, the remaining side roads are expected to be completed and water service available for all customers in Spot Bay.

Mr N DaCosta queried whether there was progress with road reinstatement. The Secretary explained that little to none had been done in the last four years. Mr J Bodden explained that Public Works Department-Cayman Brac (PWD) had not been able to carry out reinstatement for the Water Authority because they are working on other priorities for the Ministry. Mr K Connolly enquired whether PWD had sufficient paving equipment. Mr J Bodden noted that they could do with more resources as there is only one crew. He explained that currently, training by the manufacturer on the asphalt plant is ongoing. He also noted that additional staff would be helpful to get the reinstatement projects done.

The Chairman enquired on the status of the water bottle refilling station for Spot Bay Community Park. Mr J Bodden said that he would have PWD review the status of the installation process.

Mr J Bodden noted that on occasion, recently paved roads had been trenched by the Water Authority laying pipes. The Secretary said that should not happen as there should have been communication and coordination between the Water Authority and PWD to prevent such occurrences. The Chairman suggested such future coordination could take place through the Ministry's Acting Chief Officer, Mr W Welcome.

Pipelaying for new Cayman Brac High School

The Secretary enquired on the progress for the ramp road to the Bluff for the new Cayman Brac High School. Mr W Welcome explained that a 3rd party had been hired to carry out the design of the road and get the process started.

There being no further discussion on the pipeline expansion project in Cayman Brac, the Chairman thanked Mr J Bodden for coming to the meeting and providing his perspective on the matters discussed. Mr J Bodden thanked the Chairman and Board members for the invitation and noted that he looked forward to continuing good relations with the Water Authority. Mr J Bodden then left the meeting.

The Chairman then proceeded to follow the usual order of the meeting's agenda.

Confirmation of Minutes of the 352nd Meeting held on 18 September 2024

The Minutes having been circulated, the Chairman asked for confirmation or amendments of the Minutes of the 352nd Meeting held on 18 September 2024. Mr N DaCosta then moved the motion to accept the Minutes, Mr M Scotland seconded the motion, and the motion passed unanimously by members able to vote.

Declaration of Conflicts of Interest

None.

Matters Arising from the Minutes (not listed below)

None.

Matters Arising Director's Updates/Department Reports

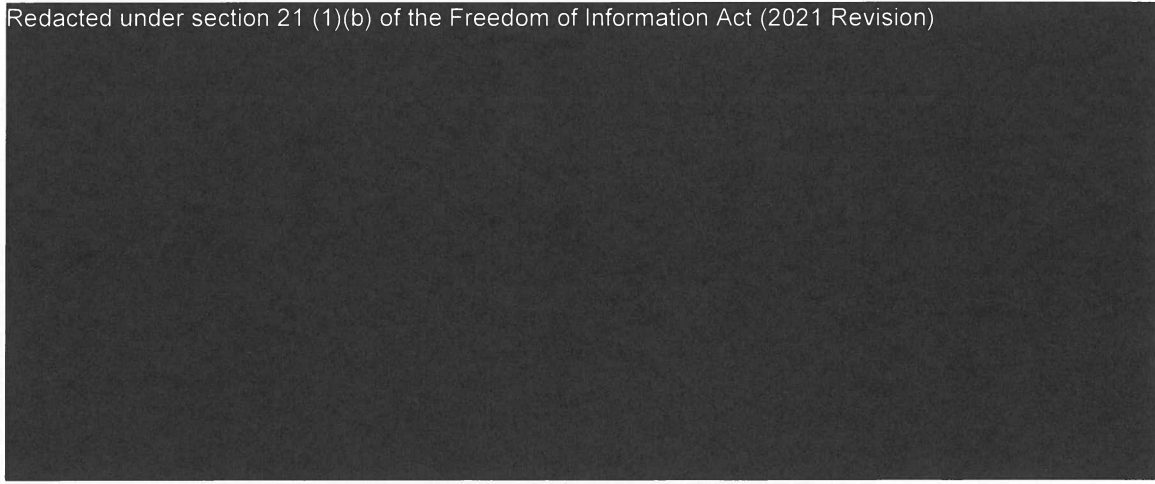
- a) **Cayman Brac Infrastructure Upgrade & Expansion Project - Update.**
Discussed as previously noted.

Pipelaying for new Cayman Brac High School
Discussed as previously noted.

West End Water Works Pump House
No matters raised.

West End Water Works RO Plants
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)

b) 31 December 2023 Audit of Island & Divisional Statements - Update.

31 December 2024 Audit of Consolidated, Islands & Divisional Statements

No matters raised.

31 December 2023 Audit of Island & Divisional Statements

No matters raised.

c)

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

2023/2024 Rate Adjustments

No matters raised.

d) Key Performance Indicators (KPIs) - Update.

No matters raised.

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

No matters raised.

f)

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

Department Updates

a) Finance

No matters raised.

b) Engineering Services

1) Engineering

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

Procurement of a Crane Truck (for Wastewater Division)
No matters raised.

2) *New Works Division*
No matters raised.

3) *Water Distribution & Treatment Division*
With regards to the magnetic flow meter replacement that has been ordered for the Red Bay Booster Station, the Chairman queried why no spare was kept in inventory. The Deputy Director explained that spares selected to keep on hand depends on whether the item is critical, the expected frequency of failure, and the cost of the spares. In this specific instance, the magnetic flow meter had been operational since mid-2007, or more than 17 years. The cost of the replacement flow meter is around US\$15,000. Additionally, whilst the flow meter provides important information on the amount of water pumped by the Red Bay Booster Station, the operation of the pump station is not affected if the flow meter is not functioning.

4) *Water Production Division*
No matters raised.

5) *Wastewater Collection & Treatment Division*
No matters raised.

c) Customer Service
Projects

Customer Portal
No matters raised.

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

Promotions
No matters raised.

d) Human Resources
Recruitment & Staffing
No matters raised.

Learning & Development
No matters.

Scholarship Programme
No matters raised.

HR Management System

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

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

Geology Education Week 07 – 11 October 2024

No matters raised.

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 matters raised.

Water Authority's 40th Anniversary in 2023

- *Water Filling Stations for Cayman Brac Community Parks and Bluff Sports Facility*
The Chairman noted that PWD indicated that the Spot Bay Community Park installation of the water bottle filling unit at that location will be undertaken.

- *Posterity/Legacy Donation*
No matters raised.
- *Other Upcoming Activities*
No matters raised.

Current Business

a) **Management Accounts August 2024.**

The Secretary presented a full set of financial statements for the 8-months ending 31 August 2024.

The Secretary reported that sales for the first eight months of 2024 are strong, up 2.9% from prior year. Operating expenses shows an overall modest increase of 9.6%. Other income is up from 2023 with the increase primarily attributed to interest income as well as the settlement of the Dart insurance claim, listed under "Other".

The Secretary noted that at the August 2024 Board meeting members queried the significant increase in electricity in the June 2024 management accounts which was primarily attributed to the new Red Gate plant coming online. Upon further investigation the Finance Department confirmed that the amount for electricity is correct, however the new Red Gate plant was coded to the Electricity account and not to Water purchases/Production as it should have been. The changes were made to the account classification, which as members will note brought electricity within 11% of prior year and the water purchases/production amount showing an increase which is to be expected given the increase in sales. The CFO confirmed that the reclassification did not affect the total operating expenses and apologises for the confusion.


Management anticipates that administrative expenses will continue to be higher than prior year, given the changes in Pension and Health benefits adopted in mid/late 2023. Interest on Fixed Term deposits remain higher than last year, however as the Authority redeemed a fixed deposit in early 2024 to settle the Red Gate purchase price, and with decreasing interest rates the interest earned will not continue at the current rate until additional funds are placed on deposit.

The Secretary is 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.

Any Other Business

- a) 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)



b) Chamber of Commerce.

The Secretary reported that the Deputy Director and herself were invited to the Chamber's Executive Council to provide a general overview of wastewater treatment in the Cayman Islands as well as a general overview of the Water Authority's plans for growth of the public wastewater collection system. This interest was raised based on the recent article in the Compass regarding onsite wastewater treatment. The Secretary also advised that the Chamber has invited the Authority to do an online educational presentation to their members about the Water Authority and its operations in the 1st quarter of 2025.

c) Director's Leave.

The Secretary advised that she will be on leave during the period 21 October-06 November 2024. Members had no objection.

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

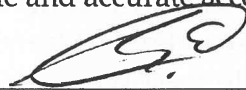
- None

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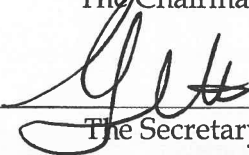


There being no other business the Chairman thanked the Honourable Premier and all members for attending and the meeting was then adjourned at 10:01am.

This is a true and accurate account of the proceedings.



The Chairman (Acting)



The Secretary

Water Authority of the Cayman Islands

353rd Meeting to be held at 9:00am on Wednesday, 09 October 2024

Director’s Updates/Report

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

- The New Works Pipelaying Crew (NWPC) installed approximately 457.2 metres (1500 ft) of 200mm (8-inch), during the period 02 September to 20 September 2024.
- The weekly progress report for the period 05 August to 30 August 2024 is as follows:
 - Week 36 (starting 02 September): Installed 207.3 metres (680 ft) of 200mm PVC pipeline in Creek Road, including the crossing of the Rubis fuel lines and switching the pipeline to the other side of the road at the Cable and Wireless Exchange. Moved 200mm PVC pipes from Bluff to site. Moved excavated material to screen machine - screened material. Repaired Cable and Wireless exchange crossing and compacted with 25 bags of cold mix.
 - Week 37 (starting 09 September): Installed 128.0 metres (420 ft) of 200mm PVC pipeline in Creek Rd, including the installation of one 200x80mm all flanged tee and valves. Installed 2 new service connections along Watering Place. Excavated material transported and screened, road cleaned and repaired using cold mix.
 - Week 38 (starting 16 September): Installed 121.9 metres (400 ft) of 200mm PVC pipeline in Creek Road, including the installation of one 200x80mm all flanged tee and valves. Installed one 200x25mm saddle also in Creek Road and tapped to commence filling pipeline for pressure and chlorination purposes. Transported and screened excavated material. Commenced pressure test for Phase 5-1 of the main pipeline along Creek Road. Cleaned areas and removed excavated material from along the road.

Pipelaying for new Cayman Brac High School

Nothing new to report.

West End Water Works Pump House

- January-September 2024 Cayman Brac Water sales compared to same period in 2023:
 - Total water sales up approximately 10.9%
 - Pipeline sales up 9.6%
 - Trucked water sales up 13.2%

West End Water Works RO Plants

- In September 2024 the overall water production in Cayman Brac averaged 633 cubic metres per day, which equates to approximately 49% of the overall design water production capacity at West End Water Works.
 - In September 2024 the expanded RO plant (Plant #1) was operational for 27 days and when operational produced on average 688 cubic metres per day

(approximately 65% of the plant's design water production capacity). In September 2024 the containerised plant was only required to be operational for 2 days and when operational produced on average 211 cubic metres per day (approximately 92% of the plant's design water production capacity).

- o In September 2024 there was 5 unplanned plant shutdowns, 3 due to high reservoir level (15, 21, 28 September 2024), and 2 to replace a pressure transmitter (on 16 and 21 September 2024).
- o On 27 September 2024 Corporate Electric Ltd., the authorized dealer for Kohler generators for Cayman, confirmed that it had not yet received the replacement parts for the emergency generator (i.e., wiring harness, ATS controller and generator controller).

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

b) 31 December 2024 Audit of Consolidated, Island & Divisional Statements - Update.

31 December 2024 Audit of Consolidated, Islands & Divisional Statements

Interim work for the 2024 audit is expected to start in mid- to end of October 2024. The Finance department maintains a comprehensive set of audit working papers and does not expect any challenges with providing the information requested for the interim work.

31 December 2023 Audit of Islands & Divisional Statements

The final statements were signed off by the Authority on 03 October 2024 which completes the 2023 audit.

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

d) Key Performance Indicators (KPIs) - Update.

Copies of the August 2024 KPI's have been provided to the Board for their review. As noted previously, there are two pending KPI's to report, the Water Quality compliance rate and the number of customer complaints received and resolved in the month. Given the early October Board meeting, the information from the Customer Service and Water Resources department has yet to be finalised. This information is expected to be ready for the November 2024 meeting.

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

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

Department Updates

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

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*

- During the first three weeks of September 2024 the New Works Pipelaying Crew (NWPC) installed approximately 231.7 metres (760 ft) of 200mm (8-inch) pipe (in

Further Road) and installed 30.5 metres (100 ft) of 63mm OD PE pipe along Crewe Road to extend the water main to the relocated water meter for DVDL (part of the NRA’s Shamrock Road widening project).

- The NWPC also transported excavated material from Further Road to the North Side Water Works for screening.
- The NWPC also raised valve box covers at the intersection of Cardinal Avenue and Edward Street to the required height (after the pavers had been installed, part of the Central Business Development Enhancement Project).
- The NWPC will resume work at the North Side Pump Station after the pipelaying at Further Road has been completed (likely around mid-October 2024).

3) *Water Distribution & Treatment Division*

- During the first nine months (January-September) of 2024 the total water sales on Grand Cayman were approximately 4.6% more than in the same period last year.
- The upgrade to 150mm (6-inch) of approximately 1,200 metres (4,000 ft) of 80mm (3-inch) pipeline) along Prospect Drive from Shamrock Road to Bonnie View Avenue started on 22 July 2024. Actual pipelaying started on 26 August 2024. By 20 September 2024 approximately 455 metres (1,500 ft) of pipe has been re-laid. This project is expected to be completed by late October 2024.
- On 13 September 2024 Operations-Water Supply completed the installation of service pipelines to 66 lots at a new subdivision off Seaview Road, East End (68A2), phase 1.
- The DMA at the Frank Sound Junction remains in normal operation.
- Agricola DMA remains in normal operation.
- Poindexter DMA, the 2 PCBS and recalibrated sensors have been prepared for shipping by the vendor.
- The magnetic flow meter replacement has been ordered for the Red Bay Booster Station. There is a 17-week lead time for delivery, therefore the flow meter is not expected to be on island before mid-January 2025.

4) *Water Production Division*

- In September 2024, the Lower Valley RO Plant produced on average 2,468 cubic metres per day, or nearly 82% of the plant’s design water production capacity.
- In September 2024 there was one planned plant shutdown (on 03 September 2024) to accommodate the installation of new membranes on Train #2 (1st pass (126#) and 2nd pass (21#)). Additionally, there were 4 unplanned shutdowns, 2 due to a Degasifier Blower alarm (on 01 and 21 September 2024), and one (on 10 September 2024) due to a VFD overvoltage alarm (caused by CUC), and one (on 14 September 2024) due to a High-Pressure Pump motor failure (a spare motor was installed).

5) *Wastewater Collection & Treatment Division*

- In September 2024 the design hydraulic capacity of the wastewater treatment plant (2.5 mgd) was exceeded on 3 days. That is, 25-27 September 2024, immediately after the passing of Tropical Storm Helene which dropped more than 10 inches of rain on Grand Cayman. The average daily wastewater inflow from West Bay Road during the month of September 2024 was 2.04 mgd (or 82% of the design treatment

capacity). This is approximately 15% less than the average influent measurement during the same month in the previous year (1.78 mgd).

- 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. Due to other priorities, this proposal has not yet been reviewed in detail.

c) **Customer Service**

Projects

- *New Bill Template:* pricing of the new bill template has been received and will be discussed with the Director during week of 07 October 2024.
- *Customer Survey and Website update:* these projects are on hold until the Corporate Communications Supervisor returns from maternity leave.

Key Statistics from Customer Portal as of 31 August 2024

Data now embedded in KPI report.

Promotions

- *Hurricane Season - Public Education on Hurricane Preparedness:* ongoing.
- *Geology Week 07-10 October:* Provide support for educational presentations at high-schools and well as a presentation at WAC and field study.
- *Scholarship Campaign:* Preparing artwork for Annual Scholarship.
- *TimeBack:* The partnership between the Compass and the Authority for the TimeBack historical project is underway and they have issued Collection #3. Interviews were held on 20 September with three Water Authority employees who provided feedback on their experiences of the portal. These interviews will be used to produce a video promoting the Authority as a partner.
- *Newsletter:* Preparing content for Quarterly Newsletter.

d) **Human Resources**

Recruitment & Staffing

- Quality Assurance Inspector - commenced work 16 September 2024
- Heavy Equipment Operator-NW (CYB) - interviews held 26 September 2024
- Labourer-NW (CYB) - interviews held 26 September 2024; selection process ongoing
- Operations Manager WW- interviews scheduled for 02 October 2024
- Assistant Operator-WS - recruitment process ongoing
- Engineer/Civil Engineer - recruitment process ongoing
- Hydrogeologist - recruitment process ongoing
- Engineer-Wastewater - recruitment process ongoing

Learning & Development

- Eight employees are registered to attend the Inspire 2024 Leadership Conference sponsored by Stepping Stones Recruitment at The Vault Compass Centre, 09-10 October 2024. The employees are supervisors/managers or those with management potential across the Authority, i.e. Water Resources & Quality Control, HR & Admin,

Customer Service (GCM & CYB), Operations and Finance. The event was held last year for one day and five Water Authority middle managers/supervisors attended.

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

HR Management System

- The implementation process is ongoing with weekly meetings between the PDS Vista implementation lead and Water Authority’s implementation team (HR & IT).

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 – No significant changes since last report.

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**

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

Geology Education Week 07 – 11 October 2024

- The response from the various high schools requesting geology lessons during Geology Education Week has been very good. Also, the registration for the 1-day professional development course on 07 October 2024 has also been excellent. Preparations for the week are progressing well.

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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*

The photo opportunity with the Honourable Premier, Board member Mr N DaCosta, Department of Sports representative, and Water Authority staff representatives took place on 17 September 2024 at the Truman Bodden Sports Complex.

- *Water Filling Stations for Cayman Brac Community Parks and Bluff Sports Facility*
The Secretary understands that installation of the remaining 2 water bottle filling units will be delayed until the Community parks have piped water service.
- *Posterity/Legacy Donation*
Nothing new to report.
- *Other Upcoming Activities*
Work is ongoing to facilitate and organise the following:
 - 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.