



**Board of Directors Meeting of the
Utility Regulation and Competition Office ("OfReg")
Held on Thursday, 8 November 2018,
at its Offices, 3rd Floor Alissta Towers
Meeting 10 of 2018**

Minutes

In attendance:

Dr. the Hon. Linford Pierson, Chair (Chair)
Mr. Ronnie Dunn, Deputy Chair (RD)
Mr. Frank Balderamos, Non-executive Director (FB)
Ms. Melissa Lim, Non-executive Director (ML) (from 2 pm onwards)
Mr. Rudy Ebanks, Non-executive Director (RE)
Mr. Alee Fa'amoe, Executive Director ICT (EDICT)
Mr. Duke Munroe, Acting CEO, Chief Fuels Inspector/Director Fuels Markets
(CEO(A)/CFI)
Mr. Gregg Anderson, Executive Director Energy & Utilities (EDEU)
Dr. John Epp, General Counsel/ Secretary (GC/S)
Ms. Alison Maxwell, Assistant General Counsel/ Assistant Secretary (AGC/AS)

Mrs. Melissa Powery, Financial Controller (FC) (by invitation of the Chair, for item 4.2)
Robert Tatum, Fuels Inspector (by invitation of Chair, for item 5.2)

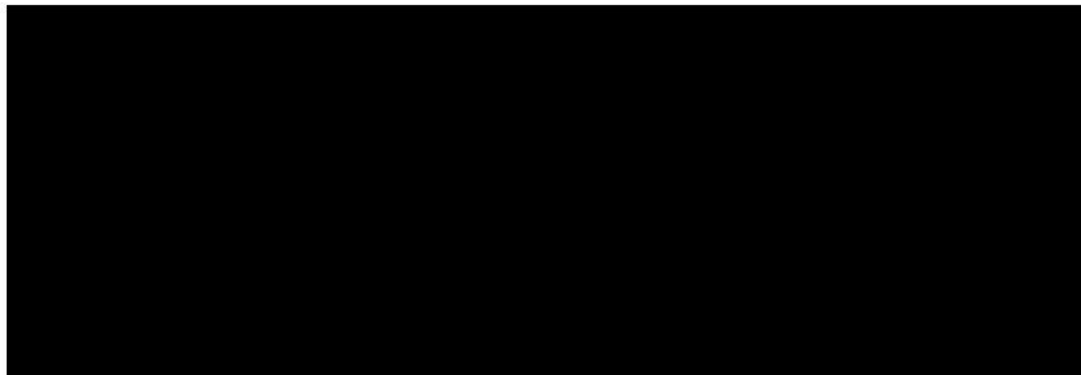
Apologies: Mr. Christen Suckoo, Chief Operating Officer (COO) (by invitation of the Chair, but he did not attend due to illness)

Start: 10:17 AM End: 6:15 PM

1. General

- 1.1 Welcome and Prayer
The Chair welcomed all members and he offered the prayer.
- 1.2 Approval of Agenda
Motion: RE, seconded by FB: The agenda as circulated is approved.
CARRIED.
- 1.3 Chair's Remarks





Redacted under FOI law 2020 revision Sec 3 (5) (g) records obtain by the Omb in the course of carrying out its function.

The Chair reported that he reminded the Cabinet Secretary about the legal requirement on Cabinet to appoint another Non-executive member to the Board. He expressed appreciation to all who assisted in drafting the Annual Plan.

The Chair invited FB to speak. FB invited the members to an informal luncheon on November 16, 2018 to meet the three candidates for post of CEO.

The Chair submitted documents to CEO(A)/CFI to assist in the establishment of accounts with [REDACTED]

Redacted under Sec 23 (1) of FOI law 2020 revision Personal Info.

2. Declaration of Interest: None

3. Minutes of Previous Meetings

3.1 Approval of the Minutes of:

- General Meeting, held October 11, 2018

Motion: RE, seconded by RD: the minutes of the General Meeting, held October 11, 2018, as amended (CFI was not CEO(A) at that time, CEO Recruitment Update, Confirmation of Round-Robin email of October 2, 2018, Financial Reporting, R&D Chair, Regulatory report) are approved.
CARRIED

3.2 Matters (Actions) Arising From Previous Minutes Not Covered in Agenda

- Smith Road Centre Update

No new information was available.

The COO had sent word that he continued to develop a report on potential alternate locations for the Office.

4. Board Matters

(FC arrived)

4.1 Annual Plan

4.1.1 Budget Updates

4.1.2 Finance Update

4.1.3 Staff development plan



The proposed Annual Plan, Budget, Financial Update and Staff Development plan were presented by CEO(A)/CFI and FC. A lengthy discussion ensued, and improvements were made. Further consideration was to be given. The CEO(A)/CFI was directed to circulate the Annual Plan to the Board by email.
(FC departed)

4.2 Board Administration:

4.2.1 Investigation into media leak update

EDEU reported that the matter was with the RCIPS.

4.2.2 Policies and procedures update

COO was leading the project and was ill. COO was directed to provide to the Board the revised Employee Handbook and proposed policy documents by email.

4.2.3 Confirmation of the version of the Entropy report released to the press

The EDEU stated that the report was posted as a redacted document on the OfReg website. The Cayman Compass and Cayman News Service obtained unredacted copies and published the full report including sensitive data. Entropy complained to GC who reported it to EDEU. The source of the leak was not known (internal or external). The COO reported the matter to the RCIPS for investigation.

4.3 Board Directives

4.3.1 Amendment of "Board Directives and Policy for Secretary" (as first approved in June 2018 meeting) to comply with PAL s 19 (only chairman or presiding officer can sign minutes). See Board Directives and Policy for Secretary issued 14 June 2018 and proposed amendments for Board meeting version 8 November 2018.

4.3.2 Format for Board Papers to use the style of Cabinet Papers. See Draft Board Paper template 2018 v 1 (clean JE DM) based on Cabinet Paper Template_Nov13_2013 (4).

Motion: FB, seconded by ML: The "Board Directives and Policy for Secretary" version 8 November 2018 which includes the Board Paper Template is approved and is to be followed with immediate effect.
CARRIED

4.4 Risk and Audit Committee (Appointment of the Chairman)

Board Secretary was directed to send a letter to Cabinet Secretary seeking their approval of a stipend of \$2000 per quarter.

4.5 Board Members Declaration of Interest - Noted

5. Regulatory

5.1 Energy and Utilities

5.1.1 CWC Licence Negotiation Update



EDEU described the recent discussions with CWC. Cabinet's attorney circulated a draft Grant of Concession which appeared to have been accepted by CWC.

5.1.2 Water Authority Licensing and Funding

5.1.3

5.1.4 IRP update Redacted under Sec 19 PAL Regulatory decision

EDEU asked CUC to write a proper Integrated Resource Plan for filing with OfReg. It was not yet filed.

5.2 Fuels

5.2.1

Redacted under Sec 19 PAL Regulatory decision

5.2.2 Funding: Cabinet paper for the sustainable funding of the Fuel Sector for FY 2019 and beyond

A discussion was led by CEO(A)/CFI.

Motion RE, and seconded by ML: The Cabinet Paper is approved for submission and is to be actioned with immediate effect. CARRIED

5.2.3 SOL Transfer Approval

Redacted under Sec 19 PAL Regulatory decision



5.3 ICT

5.3.1 ICT Monthly Dashboard Report

EDICT gave an overview of his report and discussion ensued.

6. Chief Executive's Reports

6.1 CEO (Acting) Report

CEO(A)/CFI's report of November 3, 2018 was read.

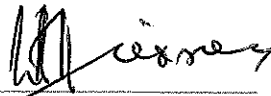
6.2 CIG Internal Audit Services (IAS) HR Report

The report was circulated for the Board's review and discussion.

7. Any Other Business

7.1 Fuel Inspector's vehicle replacement
Deferred.

8. Date of next meeting: Thursday December 6, 2018


Chair

10/1/19
date: /