

JUNE 18, 2024



STRICTLY PRIVATE & CONFIDENTIAL
MINUTES OF GENERAL BOARD MEETING
HELD 11 APRIL 2024

BOARD SECRETARY
OFREG

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Utility Regulation and Competition Office

Board Meeting Minutes – [General] Board Meeting #[] of 2024

Minutes

Meeting Details

Team Name:	Board of Directors
Meeting Date:	
Time:	0930 hrs – 1630 hrs
Venue:	OfReg Conference Room
Attendees:	Samuel Jackson, Chair Frank Balderamos, Deputy Chair Stacy-Ann Kelly, Member Wrendon Timothy, Member Mike Gibbs, Member Gavin Baxendale, Member Natasha Bodden, Member Osbert Francis, Member Bonnie Anglin, Member Peter Gough, ICEO Alison Maxwell, AGC (by invitation) Ken Springer, DCFI (by invitation) Louis Boucher, EDE (by invitation)
Zoom Attendees:	Wrendon Timothy, Member
Apologies/excused:	
Minute Taker:	Joanne Conolly (BS)

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Agenda Details

AGENDA OVERVIEW
1. Welcome & Declarations of Interest
2. Minutes of Previous Meetings
3. Committees
4. ICEO Report
5. Legal Advice
6. Sector Matters
7. Board Matters
8. AOB

Meeting Minutes

Meeting was called to Order at 0933 hrs.

1. General

1.1 Welcome

Chair called the meeting to Order at 9.33am, and welcomed Alison Maxwell.

1.2 Declarations of Interest

No declarations were made.

2. Minutes of the 14 March 2024 meeting

The minutes of the meeting held 14 March 2024 were agreed, as amended.

3. Committees

HR

ICEO pointed out correct name is HR & Remuneration so name should be changed. Voted in members as Frank Balderamos, Osbert Francis, Natasha Bodden, Stacy-Ann Kelly, ICEO and HR Manager, currently Claudia Macmillan (who will be by invitation only), with all in favour. Next HR meeting 9.30-11am 25th April. Only item to be discussed on the agenda is 'restructure'. **BS to send out calendar invitations.**

4. ICEO Report

ICEO presented his report to the Board.

[Redacted]

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under Public
Authorities
Law (2020
Revision)
s19(5)(a)

Discussion around Refuel's storage of ISO containers. ICEO has visited the gas stations and areas designated for storage. Clarification around licences. Refuel have licences for two gas stations as operators; one storage facility on Hidden Lagoon Drive; one licence for importing. It was noted that in order to dispense E85 to consumers, a pump attendant must be used on the forecourt.

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under Public
Authorities
Law (2020
Revision)
S19(5)(b)

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ICEO to look into guidelines and clarify. Chair pointed out there were also traffic provisions for certain gas stations, which points to which roads they can use to transfer product. This is the Roads Act Regulations. **Chair to send to ICEO.**

Comments on complaints from Board included level of detail and further information. **BS to provide monthly report template for ICEO.**

Discussion around HR Director recruitment and current HR temp in place. Board were in agreement to move current HR employee to 1-year contract.

5. Legal Advice

GC went through his legal advice paper with the Board.

[Redacted text block]

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6. Sector Matters

6.1 Fuels

6.1.1 Dashboard

DCFI went through dashboard of current projects.

6.1.2

[Redacted text block]

6.1.2 Redacted under Public Authorities Law (2020 Revision) s19(5)(b)

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6.1.3

[Redacted]

6.1.3 Redacted under Public Authorities Law (2020 Revision) s19(5)(b)

6.1.4 ISO containers

DCFI confirmed the guidelines will have to go out to consultation as they affect a lot of people, and there is concern in the community over their use and storage. The guidelines could also affect operations in Little Cayman, as that is all they use. AGC detailed the URCA s7 Duty to Consult, and confirmed these did not apply to advisory guidelines, but the Chair was of the opinion a full public consultation should be completed, as this speaks to public safety. Member Gibbs queried the enforcement of such guidelines. ICEO confirmed the storage areas would be licensed. AGC pointed out for OfReg, the 'directive' is like an order to licensees. *Board voted unanimously in favour of ISO container guidelines. No objections.*

6.2 E&U

6.2.1 Dashboard

EDE ran through the dashboard, which Chair commented needs to be on template so same as Fuels. Member Gibbs would like to see date columns so the Board can gain insight as to how far along a project is, and the expected goal date for completion. Member Gibbs to work with EDE and DCFI to formulate a dashboard the Board are comfortable with.

[Redacted]

[Redacted]

6.2.1 Redacted under Public Authorities Law (2020 Revision) s19(5)(b)

[Redacted]

6.2.2

[Redacted]

6.2.2 Redacted under Public Authorities Law (2020 Revision) s19(4)

[Redacted]

6.2.3

[Redacted]

6.2.3 Redacted under Public Authorities Law (2020 Revision) s19(5)(b)

6.2.4 Electricity Act

Discussed earlier in the meeting during GC's Advice.

6.2.5

[Redacted]

6.2.5/6.2.6/6.2.7 redacted under Public Authorities Law (2020 Revision) s19(5)(b)

6.2.6

[Redacted]

6.2.7

[Redacted]

7. Board Matters

7.1 Proposed changes to WA act.

Dealt with earlier by GC in his advice.

8. AOB

8.1 HR committee

Dealt with under #3 on the Agenda – Committees.

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8.2 CEO advertisement

Discussion around the original designate advertisement, and grade for position. Chair informed the Board the Ministry had informed that advertisement should go out for CEO. **Chair to forward JD to ICEO to compare.** This matter to be sent to HR Committee.

8.3

[Redacted]

8.3
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under Public
Authorities
Law (2020
Revision)
s19(5)(b)

8.4

[Redacted]

8.4
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under Public
Authorities
Law (2020
Revision)
s19(4)

There being no other business the meeting was brought to a close at 6.21pm.



Signed by: Samuel Jackson, Chairman



Signed by: Joanne Conolly, Secretary