

**National Roads Authority**  
**Minutes of the Thirty-Fourth Meeting of the Board of Directors**  
**held at the NRA Offices, 370 North Sound Road, George Town,**  
**Grand Cayman, Thursday, December 7, 2006 at 2:00p.m.**

**Present:**

J L Hurlston	Chairman
Troy Whittaker	Deputy Chairman
Edward Howard	Acting MD
Paul Parchment	Acting Deputy MD
Justin Wood	
Dean Walton	
Michael Barnett	
Gina Ebanks-Petrie	
Kenross Conolly	
Steve McField	
Gary Rankin	
Lois A. Hall-Vaughan	Executive Secretary

**Apologies:** Debra Welcome

**Absent:** Frank McCoy

**1. Call to Order**

The Chairman called the meeting to order at 2:02p.m. and convened with a word of prayer.

**2. Minutes of previous meetings**

The Minutes of the meeting held November 16, 2006 and the Minutes of the Extraordinary Meeting held November 30, 2006 were confirmed and accepted with minor amendments.

**3. Matters Arising**

**(i) General Report**

**a. Staff**

Draft copies of the Personnel Policy Manual were circulated to members. A team is reviewing the policy (chapters 1 – 3 final revision done 4 & 5 currently being done, 5 & 6 to be done) and is to report its recommendations to the Board with a final draft/proposal. It was suggested that approval of this Policy be done subject to the impending Organizational Review.

- b.** Members were advised that following the last Board of Directors meeting, the Managing Director Mr. Colford Scott was informed (via telephone by the Chairman) that his request for vacation was approved. Messrs. Edward Howard and Paul Parchment were also advised that they had been appointed Actg. Managing Director and Deputy Managing Director respectively and received their

Appointment Letters from the Chairman the following Tuesday morning.

- c. The request by the Board at the Extraordinary Meeting held November 30, 2006 for both Messrs. Edward Howard and Paul Parchment to present to the Board ideas as to what is required by the NRA for short term resources/duties was done. The Chairman commended both gentlemen for meeting the required demand and the new style of presenting this information.

Mr. Steve McField commended both gentlemen for accepting the positions and expressed the hope that they would work together and cooperate with each other to build and improve the NRA.

A Press Release is to be done advising of the appointments.

- d. Concerns were raised in regards to the status of the Human Resources Manager. Members were informed that the Manager has been ill since October and with the New Year approaching it is essential to have an active Manager. It was the decision of the Board to terminate (after reviewing the contract in regards to severance pay) the contract of the present HR Manager with the last pay being December 2006. It was suggested to utilize someone from the Personnel Department of the Government. This is to be looked into.
- e. Mr. Parchment raised the concern for additional staff and presented a list of additional staff required.

**(ii) Projects**

a. Paving

The Hon. Minister has expressed his pleasure with the paving of roads currently being done and it was noted that the quality of work has improved. It was noted that the NRA needs to be careful not to send the paving crew on any project to gain experience. Approximately three miles of paving have been done to date. Requests for paving are being received via the Minister on a regular basis. It was noted that the Minister paid for the paving equipment and will pay maintenance upkeep.

Members were informed that the paving crew is currently undergoing hands-on training.

It was noted that a new water truck is needed for the paving crew as the old one leaks. A new van for transporting the crew has arrived.

A verbal complaint was received by the Chairman via the Minister from Mr. Barry Bodden of Island Paving re the alleged purchasing of more hot mix asphalt from ARCP (owned by former PWD employee Mark Scotland) than from Island Paving. It was noted

The PS, Min. of CW&I attended a meeting scheduled October 24, 2006 held to present alternative solutions to reduce and mitigate the flooding due to storm surge in this area. Three alternatives were presented with alternative #3 being recommended.

l. Road Fund

A letter requesting a breakdown of actual revenue placed in the Road Fund for 04/05 and 05/06 was sent to the Financial Secretary. Response received via email. Copies circulated to Board Members.

m. North Sound Rd. Expansion

Basework in regards to the expansion of the North Sound Rd. continues.

n. NRA 2

The Minister has requested a breakdown (how it is spent) of NRA 2 which is a recurrent budget that deals with e.g. salaries, wages, electricity funds, street lights, fuel, repair of vehicles and road maintenance. This is to be done.

o. Streetlight Inventory

The inventory of streetlights is expected to be completed in the next two weeks.

p. Proposed Widening of road by Lions Centre

It was noted that traffic is 'bottlenecked' at Hurleys (Grand Harbour) and the Minister has requested a costing for the proposed widening of the road by the Lions Centre. It was noted that there is no need to wait for approval from Cabinet before doing the design for presentation to the Board. It was suggested that the Police be present to ensure motorists do not turn right but go to the roundabout and come back down.

q. NRA Annual Report

The Annual Report (04/05) is being compiled for tabling in Parliament and will become a public document once it is tabled. Copies were circulated to Board Members for review.

Copies of the Draft Auditors Report 05/06 circulated to the Board was reviewed and approved.

r. National Gallery's Request

A reply letter was sent to advising the Gallery that due to budgetary constraints and its very heavy work load of projects, the NRA will be unable to provide any assistance in the construction of the new home of the National Gallery in the near future.

4. **Other Business**

1. Airport Rd. intersection



The Hon. Minister has expressed his gratitude with the roundabout at NAPA and is enquiring if a similar solution could be done for the intersection at Airport Rd. by the Airport Post Office, with a sidewalk from the intersection to Mango Tree Restaurant. This will require the gazetting of land by Reflections Food 4 Less and drawings and costing is to be done. The Board will be updated on the progress of this project.

2. Accommodation of NRA Staff

The need to get the testing lab (mobile) functioning as soon as possible to ensure quality control of materials was noted. Also the need for a Sign Shop with machines for making signs (which are currently being imported). The possibility of utilizing a warehouse temporarily was suggested.

Availability of Government land is being looked at for the possibility of building new NRA offices.

3. Cost of Living Increase

The cost of living increase granted to Civil Servants by Government was presented to the Board for approval for NRA staff. This was approved as granted to Civil Servants.

4. Vacation request

Vacation request and payment for outstanding vacation were approved for [Redacted under Section 23(1) of the FOI Law.] is to advise the Board of staff with outstanding leave as of 2006. It was suggested that staff with outstanding leave wishing to cash in should do so in writing.

5. Lawyer services for NRA

The Chairman enquired how would the Board go about hiring the services of a lawyer (e.g. for contracts)? It was suggested that this be looked at again when the organizational review is completed.

6. Change of Director

It was noted that Board Director [S.23(1) FOI Law] has been absent from a number of meetings without explanation. This is to be dealt with in the New Year.

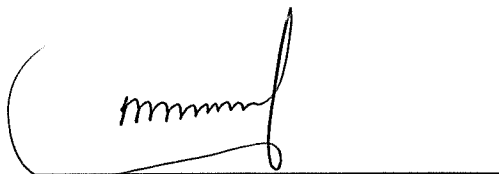
5. Next Meeting

It was proposed that the next meeting scheduled for Thursday, December 21, 2006 be postponed due to the Christmas Season. The next meeting is scheduled for January 4, 2007.

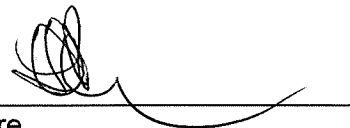
The Chairman thanked the members for their support and assistance during the year and hope it will continue throughout the coming year. He noted that this year was a challenging year, nonetheless a brighter future is ahead for the NRA. Mr. Steve McField expressed pleasure with the appointment and initial performance of the two engineers.

6. Adjournment

The meeting was adjourned at 4:45 pm.



Signature  
Board Chairman  
Confirmation of Minutes – 07.12.06  
Date: 04.01.07



Signature  
Executive Secretary  
Seconded: Confirmation of Minutes  
Date: 04.01.07