

National Roads Authority
Minutes of the Thirty-Second Meeting of the Board of Directors
held at the NRA Offices, 370 North Sound Road, George Town,
Grand Cayman, Thursday, November 16, 2006 at 2:00p.m.

Present: J L Hurlston Chairman
Troy Whittaker Deputy Chairman
Hon. Minister Arden McLean (arrived 20 minutes after meeting
commenced)
Gary Rankin
Steve McField
Justin Wood
Kenross Conolly
Edward Howard
Michael Barnett
Tamara Ebanks for Carson Ebanks (arrived with Hon. Minister)
Lois A. Hall-Vaughan Executive Secretary

Apologies: Gina Ebanks-Petrie
Debra Welcome (on 3 months Sick leave)
Dean Walton
Colford Scott on vacation

Absent: Nicholas Johnson
Frank McCoy

1. Call to Order

The Chairman called the meeting to order at 2:11p.m. and convened with a word of prayer. He pointed out the lack of a quorum at most meetings and that this was noted by the Auditors. He also stated that a quorum should be present for every resolution made by the Board of Directors for each meeting.

2. Minutes of previous meetings

The Minutes of the previous meeting was accepted and seconded as presented.

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 noted that this Policy addresses issues such as Vacation, Sick Leave, Pension and Disaster Preparedness and is in full compliance with the Labour Law. It was suggested that approval of this Policy be done subject to the impending Organizational Review.

(ii) **Projects**

a. Paving

A draft Policy of Paving is to be done by the Ministry.

b. Paving/Kerbs/Drains – Roundabout, Elgin Ave/Connector Highway

The roundabout has been assigned to Cayman National Bank. Approval has been given for landscaping and CNB is to liaise with the NRA to do the contract.

c. Esterley Tibbetts Highway Extension

Work continues on this project.

Issues (underperformance) with the contractor doing the kerb work are being worked on. It was suggested that an alternate contractor be contracted to complete the work.

Paving is expected to commence when the kerb work is completed.

A meeting is to be arranged with the Department of Agriculture in regards to the provision of plants and the cost, to compare with quotes received from private plant nurseries.

The wall at Buckingham Place is to be subcontracted and will be done when Mr. Peter Ogden returns from leave.

The bulk of the 'clean up' operation has been done however clean up is still to be done in some areas.

d. Lower End of The Bay

The preliminary engineering design from APEC and costing was received (the preliminary estimate in the \$3 – 4 mil range) and forwarded to the Minister. However the Minister is not satisfied with this quote and is currently looking at cheaper alternatives.

e. Retreat – Board of Directors/Senior Managers – Org. Review

The Terms of Reference was reviewed by the Ministry's Permanent Secretary and the Deputy Chairman. Letters (invitation to Tender) were sent to Deloitte, KPMG and Premier HR Management Solutions. A response was received from Deloitte during the meeting and was circulated to the Board Members. An email was received from Mario Ebanks, Premier HR Management was received late on Thursday pm, Nov. 16, 06 (copies sent via email to Board Members). Both proposals are to be taken to the Ministry of CW&I (under cover letter) by the Executive Secretary for review by the Minister.

f. The Road Plan

It was noted that details of this plans needs to be discussed as well as funding.

- g. East/West Arterial
Discussions are being held with consultants re engineering design (drainage). Clearing with the provision for culverts, basework, & utilities can be done in the meantime. This project is expected to commence December 1, 2006. The Minister has requested a schedule of work for this project and has stated that if this is not ready he is prepared to use private contractors to do this project.
- j. Access Request – Esterley Tibbetts Highway
A request by Naul Bodden to be granted road access was presented to the Board. Handouts with five access options were handed out for review by the Board. **This matter has been deferred to the next Projects meeting.**
- i. Infinity Broadband
A complaint was received from the Complaints Commission re Infinity Broadband request to meet with the NRA in regards to laying cables under the roads. A reply was sent to the Complaints Commissioner noting that a request was made by the NRA to see Infinity Broadband's license to conduct the request which . The question was raised on how many utility companies do we allow to lay cables on a 30' – 100' road corridor? It was suggested that Mr. Peter Ogden who attends the Utilities Meetings raise the matter at the next scheduled meeting (in the absence of C&W and other related companies) to be held November 15, 2006. Mr. Justin Wood attends these meetings and will report to the Board. **This is for the next Projects Meeting.**
- j. Parker's Parking area – North Sound Rd.
It was noted that there is an urgent need to look at this parking area and the effect it has on this intersection. **This is to be discussed at the next Projects Meeting.**
- k. Savannah Gully
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. Vacuum Truck
The vacuum truck has arrived.
- n. North Sound Rd. expansion
Base work in regards to the expansion of the North Sound Rd. continues.

- o. 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.
- p. Streetlight Inventory
The inventory of streetlights is now being conducted in the Eastern Districts and North Side and is expected to be completed in the next two weeks.
- q. 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 turn right but go to the roundabout and come back down.

4. **Finance Report**

- a. NRA Annual Report
The Annual Report (2004/2005) 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 were circulated to the Board Members for review and approval. It was suggested that in future this is presented to a subcommittee for review prior to presentation to the Board.

5. **Other Business**

- a. Ministerial Concerns
The Hon. Minister and Mr. Carson K. Ebanks arrived at 2:33pm. The Hon. Minister expressed his concerns on the Esterley Tibbetts Highway project which he describes at present as being 'dead' as it appears that nothing has been done on this project since the September 28, 2006 'soft opening' of the highway to traffic, to which the Dep. Managing Director agreed. In specific he pointed out that in regards to issues (lack of sand, problems with the kerbing machine, lack of cement) with the kerbing contractor no effort is seen to be made to correct the issues. It was noted that a \$50 per day penalty fee as per the Kerbing Contract (NRA & Owen McGee) is not an effective penalty. A copy of the contract was requested and this is to be acquired and circulated to the Board Members.

With regards to the East/West Arterial the Hon. Minister informed that this project was gazetted November 14, 06. He stated that to date he has not received the work schedule (e.g. commencement date & project timeline) he requested for this project. He noted the public's concerns for drainage which required immediate attention. He also enquired as to the delay in the stockpiling of aggregate on Poindexter Rd. across from the Prospect Primary School as per an email message to him from Mr. Paul Parchment (NRA -ADE&O) requesting permission to commence stockpiling.

The Minister however praised the newly established paving crew for doing and exceptional job of paving the roads across the island.

The Hon. Minister reiterated his initial statement that he was not prepared to go beyond the date of November 30, 06 for improvement in the NRA management's operation. In light of the Minister's decision it was noted that an Extraordinary Meeting of the Board might be held November 30, 06 to decide the way forward.

On the Minister's (and Mr. Carson Ebanks) departure, the members discussed what was being said. It was suggested that in future contracts for projects be reviewed by the Board for approval and final decision prior to granting in accordance with the law. It was noted that the role of the Board was not fully understood.

It was also suggested that the NRA might consider the securing of the services of a suitable Attorney for legal matters (e.g. contracts).

It was further suggested that an email be sent informing all NRA staff that in future all major projects instructions be passed through the NRA Board for review/decision/approval.

At 4:14pm a call was made to Paul Parchment advising him of the Board approval (two meeting ago) to commence stockpiling.

b. National Gallery's request

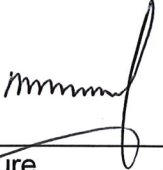
A request (via Ministry of Education) from the National Gallery for assistance and waving of cost in the construction of parking facilities and filling of land for their new offices was reviewed by the Board. The decision was reached to advise that due to the budgetary constraints and its very heavy work load of projects, the NRA will be unable to provide any assistance in the construction of the new home of National Gallery in the near future. This is to be done by the Executive Secretary.

6. **Next Meeting**

The next meeting is scheduled for Thursday, December 7, 2006.

7. **Adjournment**

The meeting was adjourned at 4:59 pm.



Signature
Board Chairman
Confirmation of Minutes – 16.11.06
Date: 07.12.06



Signature
Executive Secretary
Seconded: Confirmation of Minutes
Date: 07.12.06