
National Roads Authority
Minutes of the Two Hundred & Seventy Second Meeting of
the Board of Directors
held in NRA Conference Room,
370 North Sound Road, George Town, Grand Cayman
Wednesday, 26th September 2018 at 9:30 a.m.

In attendance were:

Donovan Ebanks	Chairman
Gary Clarke	Deputy Chairman
Stanley Panton	Director
Dane Walton	Director
David Arch	Director
Kenross Connolly	Director
Tristan Hydes	Representative of Chief Officer, Ministry CPI
Edward Howard	Deputy Managing Director
Priscilla Jackson	Executive Secretary

Invited:

Mark Scotland	Senior Project Manager
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Apologies:

Charles Brown	Observer, Ministry CPI
Paul Bodden Jr (Andy)	Director

Absent:

Paul Parchment	Managing Director – NRA
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1. Call to Order

The Chairman called the meeting to order at 10:03am.

2. Minutes of Previous Meetings

- a. 29th August 2018 – confirmed and signed off
- b. 12th September 2018 – for review

3. Administration

3i. Proposed Legislative Review

Minutes of the 29th August 2018

The Board will hold an E.O meeting at 9:30am on 5th September 2018 to continue the consideration of this item.

Minutes of the 12th September 2018

The Board will hold an E.O meeting at 9:30am on 19th September 2018 to continue the consideration of this item.

The Board met on 19th September and has substantially completed its discussion of desired legislative changes. The DMD has requested from the Ministry a copy of the deliberations of a committee which it appointed to also look at legislative changes but on which the NRA was not represented.

The Chairman said he would attempt to draw the desired outcomes from the minutes for the benefit of whatever legal draftsman is engaged. Director Hydes mentioned a legal drafter who previously assisted with the Traffic Law; the Chairman requested his contact information.

3ii. Funding – Post-retirement health benefits

Minutes of the 29th August 2018

The Chairman mentioned he still has not received a response from Mr. Tibbetts. He has reached out to the Collector of Customs, Mr C. Clifford, and asked for revenues collected for fuels for the period July 2016 – June 2018.

Minutes of the 12th September 2018

The Chairman confirmed that he has received the data from the Collector of Customs but added that the data did not seem correct. He reverted back to Mr. Clifford and is awaiting a response. He has also followed up Mr. Tibbetts. He apologized for the not responding earlier but still has not done so.

The Chairman stated that he had reached out to Minister Roy McTaggart seeking a short meeting with him. He confirmed he received data from the Collector of Customs on the fuel import but has not received anything from Mr. Matthew Tibbetts regarding the data that he supplied and which the Chairman thinks is inaccurate. The Chairman confirmed he used the data that was provided from Customs which was the value of motor gas and local transportation diesel duties. He mentioned the increase during 15/16 was 3.7%, 16/17 was 15.6% and 16/17 was 5%.

The Chairman created a spread sheet with the data that was received which shows the total inflow into the roads fund and the outflow of \$10M going to the NRA. Initially, the NRA received 85% of the inflow and he is seeking to have the NRA allocation based on this percentage rather than the current fixed amount (\$10Mpa).

He mentioned he sent the information to Minister McTaggart requesting to discuss before putting the proposal forward through the Ministry. He will follow up the Minister.

3iii. Outstanding AR's from 2017 – MD-CFO

Minutes of the 29th August 2018

The ES confirmed with the CFO the outstanding payment for the NICE Programme (\$22K) and DEH (\$47.5K) were received this week. The above invoices for June and July are still outstanding.

Minutes of the 12th September 2018

The DMD shared with the Board the current outstanding invoices are :

- June 2018 \$161,924.63 - (Mango Tree to Elgin Ave Connector)
- July 2018 \$ 215,379.31 – (LPH)
- July 2018 \$ 62,101.53 53 - (Mango Tree to Elgin Ave Connector)
- July 2018 \$81,538.17 - (Crewe Rd / Tropical Gardens / Navis Close)

- Aug 2018 \$ 157,930.83 - (LPH)
- Aug 2018 \$ 362,369.94 – (Mango Tree to Elgin Ave Connector)
- Aug 2018 \$ 49,601.97 – (Shamrock / Hirst Rd)
- Aug 2018 \$ 116,066.96 - (Crewe Rd / Tropical Gardens / Navis Close)

The Chairman requested that the CFO follow up on the payment for June's 2018 invoice. The ES conveyed the request to the CFO.

The ES confirmed with the CFO the following outstanding payment are:

- June 2018 \$ 161,924.63 - (Mango Tree to Elgin Ave Connector)
- Aug 2018 \$ 157,930.83 - (LPH)
- Aug 2018 \$ 332,791.84 – (Mango Tree to Elgin Ave Connector)
- Aug 2018 \$ 48,449.65 – (Shamrock / Hirst Rd)
- Aug 2018 \$ 116,066.96 - (Crewe Rd / Tropical Gardens / Navis Close)

The Chairman requested that the CFO provide the financials as of 30 September 2018 at the next scheduled meeting.

3iv. NRA vehicle 'take home' policies and practices

Minutes of the 29th August 2018

The DMD confirmed he met with FM Colford Scott and prepared a "Take Home Vehicle Policy" and a proposed "911 Call Out" schedule which he shared with the Board. The policy outlines circumstances for which employees may take a NRA vehicle home and policies regarding usage. He mentioned the schedule based on foremen who will alternate during the fourth quarter of 2018.

The Chairman and Director Panton suggested each vehicle should contain a "safety package" which will include raincoats, reflective vest, cones, brooms, sand etc. The Board agreed and the Chairman suggested having the policy and calling out list amend to include supervisors who can inspect and assess situations and mobilise resources as needed. They should also be expected to complete a report on incidents, indicating any other employees and resources called out.

The DMD mentioned NRA is currently using Fleetilla a GPS device that was offered from Digicel. We currently have eight devices in use at \$33.00 per month for each device. The Chairman mentioned the cost seemed high and asked the DMD/FM to contact local Authorities requesting information on devices/systems being used. He mentioned he contacted the CUC's Fleet Manager but has not received a response as yet. The Water Authority is seemingly paying US\$12/pm or CI\$12/pm for their system.

Minutes of the 12th September 2018

The DMD confirmed he is still amending the policy and will distribute to members by then end of the week.

The DMD confirmed Water Authority was using Automile. Unfortunately; it is no longer conducting business in the Cayman Islands. He also mentioned PWD is using SAT TRACK and the cost is \$33.95 per month for each device. The Chairman suggested the DMD to contact Mr. Jack Abraham who is the Fleet Manager at CUC and to request what GPS service they are currently using.

The DMD confirmed the policy was completed and will commence on 1st October 2018.

He also mentioned the GPS Fleetilla is currently being used by eight of NRA vehicles and reports are received by the FM Mr. Scott. Director Hydes mentioned L&SD has developed their own GPS system using the updated GIS maps and it seemingly works well. The Chairman requested the DMD to contact L&SD and request information such as price and features.

3v. Funding Injection by Ministry

Minutes of the 12th September 2018

The DMD mentioned Dep. Chief Officer Tristan Hydes from the Ministry has requested a proposal to utilize funds the Ministry had available. The DMD provided the below estimated break down as per request:

1. New Drains Funding **\$400K**

2. PROJECTED NRA CAPITAL WORKS PROJECTS FOR THE REMAINDER OF THIS CALENDAR YEAR (2018):
 - a. Mango Tree Connector **\$1.55M + 200K + 75K (new guardrail by airport fence = \$1.825M)**
 - b. LPH phase1 (remaining works) **\$150K**
 - c. Hirst Rd / Shamrock Rd **\$400K**
 - d. Crewe Road - Palmdale to Tropical Gdns remaining works **\$350K**
 - e. Olympic Way **\$ 1.0M** (pending gazette)
 - f. ETH (ACR to BOB RAB) additional shoulder already completed **\$389K**
 - g. Design Work (APEC) 6 lane widening on Shamrock **\$125K**
 - h. Pave additional lane width for bike lane on ETH from ACR RAB to BOB RAB (curb & gutter 300K + Paving 490K + base prep 60K) **\$850K**
 - i. North Church Street Mill n Pave (Rackhams to Burger King) **\$150K**
 - j. OTHER MILL N PAVE WORKS **\$1.5 M**

3. The 5% COLA (if accepted by the Board) would cost NRA \$125K for the remainder of 2018 (includes unpaid overtime) plus another \$250K for 2019 onwards.

4. List of other Mill n Pave Works for item 10 above (not fundable under NRA 14):
 - a. Grand Harbour Roundabout (722ft x 38ft) **\$80,000**
 - b. Shamrock Rd (Spotts) East Bound Lane 2 sections 1200ft x13ft **\$35,320**
 - c. Shamrock Rd. (Spotts)Westbound Lanes 4000ft x 26ft **\$289,000**
 - d. Eclipse Drive off Eastern Avenue (PPFI with various vendors) **\$50,000**
 - e. Esterley Tibbetts Highway (near Lime Tree Bay & Water Plant) **\$104,080**
 - f. Seaview Road (East End) Cont. **\$250,000**
 - g. Bodden Town Road Cont **\$250,000**
 - h. North Sound Road (2 north bound lanes alongside Allista Towers) **\$250,000**
 - i. Lower Valley (Daniel Drive to Savannah Ave) **\$60,000**
 - j. Seaview Rd (Cemetery to Skip with Link) **\$190,000**
 - k. Dorcy Drive (small section by Subway & Autohaus) **\$30,000**

Additional info :

- a. Sidewalk and repaving/overlay in the vicinity of the SS Boardwalk

- b. We could construct more of Bobby Thompson (from the Stop light up towards the LPH RAB in preparation of LPH Ph 2)
- c. We will need the car park at the Smith Barcadere
- d. At least 3 full sets of PedX equipment/apparatus purchased

The DMD confirmed he is awaiting confirmation from Dep. Chief Officer Tristan Hydes regarding the additional funding from the Ministry.

The DMD and SPM Scotland provided the Board with an overview of the proposed projects. Director Hydes has confirmed that the funds are available and indicated which EA to be used for each project.

SPM Scotland confirmed the above listed work is scheduled with Island Paving and will be taking place from now until March 2019.

SPM Scotland mentioned the additional lane on ETH from ACR RAB to BoB RAB. There was discussion re. doing the travel lane and bike lane. Director Panton mentioned if the funds are available and we should consider completing the third lane onto Industrial Park and continue the other two lanes onto the RAB up which will assist with the traffic flow. Director Hydes mentioned he will discuss with the Minister. The Chairman mentioned if we are going to complete the third lane we will have to do the curbing and gutter. The SPM is to revisit and provide a new estimate to the Ministry for review.

Director Hydes mentioned he is currently discussing with the CFO the possibility of executing a 'contract' with the NRA so the Ministry can accrue the funds for the capital projects.

The Board reviewed the list of Mill & Pave projects. SPM Scotland confirmed a few roads were added and he is to adjust the list and prioritize the work.

3vi. CoLA for NRA Staff

The Chairman mentioned that Cabinet will have to approve the 5% CoLA award to NRA employees (S.48 of the Public Authorities Law, 2017). He also mentioned it was now his understanding that at the meeting of staff with the Minister on 13th June 2018, there had been discussion of a CoLA and staff felt that they would be receiving it if it was granted.

The Chairman mentioned that when CIG awarded the last CoLA back in 2015, NRA employees had only received 1% because of not having done a previous rollback. The DMD confirmed that was correct; when the Government did an award in 2015, the NRA received the difference which amounted to 1%. The Chairman mentioned that NRA employees are now on par with civil servants and should be eligible for the current 5% award.

The DMD confirmed he did send the request to the Ministry and the estimated cost for the remainder of 2018 is \$125K and for the 2019 \$250K.

The Chairman mentioned there are two steps to this process:

1. For Cabinet to approve the increase with NRA; and
2. To request the Ministry to fund the increase going forward


Director Hydes mentioned Cabinet is meeting on Friday, September 28th and will review this request.

3vii. Explosives Issue - Update

One 2nd September 2018, the DMD brought to the attention of the Board issues related to two magazines located in the Spotts/Newlands area.

The DMD, via a written report, advised the Board that the NRA had been cooperating with the RCIPS in an on-going investigation regarding a report from a member of the public who happened upon an unsecured, explosives magazine whilst hiking in the dykes.

Redacted under Section 17(a) of the FOI Law 2015

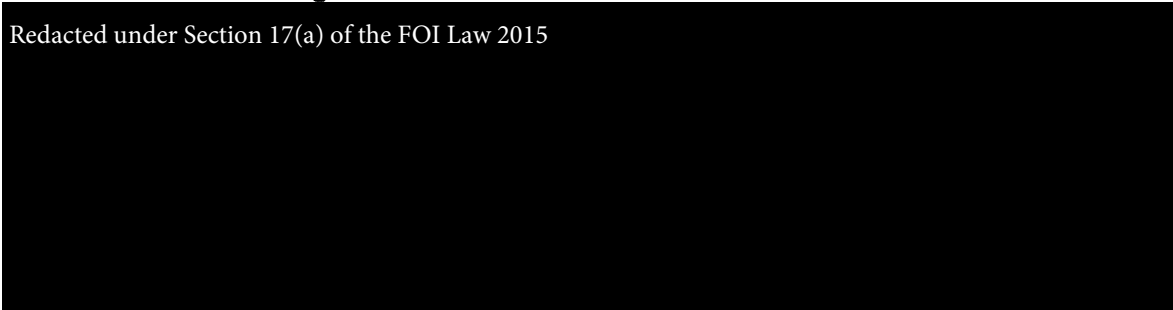


4. Planning

4i. Linford Pierson Hwy widening – legal and compensation settlements

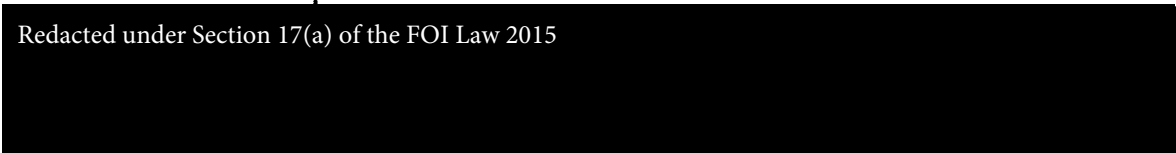
Minutes of the 29th August 2018

Redacted under Section 17(a) of the FOI Law 2015



Minutes of the 12th September 2018

Redacted under Section 17(a) of the FOI Law 2015



4ii. Esterley Tibbetts Hwy widening – legal and compensation matters

Minutes of the 29th August 2018

SPM Scotland stated that an invoice has been received from DECCO for the accommodation work that was completed on the ETH that was not included in the agreement with Decco. The invoice is to be split between the CIG and the Water Authority. He mentioned the invoice will be sent to the Ministry. He confirmed the Ministry and Water Authority agreed to split the payment equally; the total amount is \$378,000.00.

Director Connolly requested an update on the light pole next to the National Cement. SPM Scotland confirmed the pole is still there because CUC has not obtained a way leave to re-locate it.

Minutes of the 12th September 2018

No update given.

No update given.

4iii. Traffic simulation/forecasting model - update

Minutes of the 15th August 2018

The DMD confirmed WRA is still on track and is continuing to work within their deadline. He mentioned NRA has paid as of today's date US \$151,000.00 towards the modelling and confirmed he will order the software this week which is approximately US\$50,000. The DMD mentioned he has contacted a consultant who previously worked with WRA and has moved to T.Y Lin who could be engaged to provide support in ensuring that WRA fulfils their contract and also getting NRA personnel proficient in using the models. He shared with the Board her resume which stated her experience and over 20yrs of modelling.

Minutes of the 29th August 2018

No update given.

Minutes of the 12th September 2018

The DMD confirmed the WRA is still on their proposed schedule.

No update given.

4iv. Traffic modelling – CUC roundabout to Tomlinson roundabout

Minutes of the 29th August 2018

No update given.

Minutes of the 12th September 2018

The DMD mentioned he has received a report from the consultants. They are now agreeing that the metering of eastbound S Sound Rd will assist tremendously. The consultants provided the different timings and NRA will have to review different signals. The Chairman requested the DMD to circulate to the Board members.

The Chairman requested an update from the SPM Scotland in regards to the design for the six lanes between from the CUC RAB/ Kings Sport Canter up to Grand Harbour. SPM Scotland mentioned the project has been postponed due to insufficient funding. He mentioned he has requested the Ministry to fund this project out of the capital funds and he has provided the justification to the Ministry for the single source with APEC. However, the Ministry is requesting NRA to complete the full procurement exercise first. The Chairman raised the issue of having the design completed first before gazetting; SPM confirmed it will be best to wait for the design then gazette due to the estimated cost for the compensation.

No update given.

4v. NRA – Design Projects 2016-2020 – status

Minutes of the 29th August 2018

No update given.

Minutes of the 12th September 2018

No update given.

No update given.

5. Operations

5i. District Roads – January – June 2018

Minutes of the 29th August 2018

No update given.

Minutes of the 12th September 2018

The Chairman mentioned that the NRA has completed East End; we have met with the elected representatives regarding Newlands and BT East and agreed on the roads to be upgraded.

SPM confirmed he is currently working on the estimate for a few paving items in BT East. The inspection was completed in Savannah a few weeks ago and hoping to start the road work in the next few weeks.

The Chairman stated that he has not heard anything about site visits of the other districts. SPM confirmed Brian Chin Yee has reached out to Min. Roy McTaggart and Mr. Kenneth Bryan but has not received a response as of today. Min Hew has requested a few roads to be completed in GT North. No communication has been made regarding the roads in West Bay.

The Chairman mentioned if the Minister requests roads to be completed in GT North, we should respond by saying whether these are on the priority list or will be done as additional items but also communicate the impact on the priority list. The expected impact will be approximately \$ 33,000.

SPM confirmed he requested an update on all district road from Brian Chin Yee. He also confirmed there is remaining funds from North Side district roads that can be used for Water Quay. However, this is pending the completion of the survey.

SPM confirmed there is one road left in Newlands to be completed; due to the work of Hirst Rd this was put on hold. The NRA crew is currently in Belford; Island Paving will start paving this week.

The Chairman requested to have a summary completed of all district roads and to update the Board.

No update given.

5ii. Capital projects - January – June 2018

5ii.a. Linford Pierson Hwy widening – design, gazetting & construction

Minutes of the 15th August 2018

SPM Scotland confirmed Phase 1 was completed and the opening ceremony was a success.

The Board expressed its sincere thanks to the SPM for his management of the project and the quality of the final product. It was to an excellent standard and did the NRA proud.

The Board also acknowledged the excellent performance of Supervisor Philip Berry. He has shown significant development during this project and benefited tremendously from his association with the SPM.

Minutes of the 29th August 2018

No update given.

Minutes of the 12th September 2018

No update given.

No update given.

5ii.b. Esterley Tibbetts Hwy widening – design & construction oversight

Minutes of the 29th August 2018

No update given.

Minutes of the 12th September 2018

The Chairman mentioned a check list of outstanding items of work to be done by Decco. SPM Scotland confirmed he is currently working on it. He mentioned he was not aware on the representative from Decco had retired and he will have to contact another representative to assist going forward.

No update given.

5ii.c Crewe Road/Tropical Gardens upgrade

Minutes of the 29th August 2018

No update given.

Minutes of the 12th September 2018

SPM Scotland confirmed we are currently waiting on IPL to complete the paving on the west bond lane; they have not confirmed a date as yet. Once completed traffic will use the west bond and Island paving will pave the middle lane. The last section will be the area that ties into Tropical Gardens and the CUC roundabout.

No update given.

5ii.d Crewe Rd/Smith Rd intersection – Signage

Minutes of the 29th August 2018

No update given.

Minutes of the 12th September 2018

No update given.

No update given.

5ii.e Seaview Rd – East End

Minutes of the 29th August 2018

No update given.

Minutes of the 12th September 2018

No update given.

No update given.

5ii.f Shamrock Rd/Hirst Rd - Re-alignment, Drainage & Resurfacing

Minutes of the 05th September 2018 (E.O. Meeting)

The Chairman requested SPM Scotland to share the proposal for the egress point as a left turn only to be placed over the small triangle parcel 28D [REDACTED] east of the abovementioned property. He confirmed the Board met on August 16th with Mr. R Moxam and his Attorney, Sammy Jackson from JacksonLaw. The Board wrote to JacksonLaw on 17th August requesting an indication if the property owner was interested in the proposed egress.

There was no response from the Attorney or property owner until the 31st August 2018 and was still unclear if they were interested in the proposal. The Chairman shared:

- a drafted response to JacksonLaw providing the details of its proposal in digital form; and
- a draft memo to the Director of Planning seeking his department's consideration of the NRA proposal and an indication of whether the developer needs to seek approval of a revised site plan.

The Board reviewed and approved both letters JacksonLaw and the Planning Department.

Minutes of the 12th September 2018

The DMD confirmed that the letter had gone out to JacksonLaw and Planning 7th on September 2018. The Chairman requested the DMD to follow up with Planning on Friday 14th September.

The SPM confirmed during this time we have completed the bus stop site preparation including a new section of sidewalk along the Countryside entrance from Shamrock Rd. One section of the westbound paving has also been completed.

He confirmed that the east bond lane section near to the Sav PO will be paved the weekend of the 21st and the other westbound section will be paved on the weekend of the 30th September. There is a pedestrian crossing to be installed in Country Side entrance road from Shamrock Rd. He mentioned the speed hump is to be relocated before the new pedestrian crossing.

No update given.

5ii.g Mango Tree to Elgin Ave Connector

Minutes of the 29th August 2018

No update given.

Minutes of the 12th September 2018

SPM Scotland confirmed Water Authority is currently working on installing the water lines. All the wells are in and completed.

SPM Scotland confirmed after Authority is almost completed and will soon pass it over to the NRA.

5ii.h Walkers Rd to Olympic Way connector

Minutes of the 15th August 2018

The Chairman confirmed we are ready to gazette and to start working on this project. He also shared with the Board a drafted letter requesting to meet with both of the property owners of 15E█ & 15B█. The Board reviewed and approved to issue the drafted letter. SPM Scotland mentioned the Board should discuss the compensation claims as the proposed alignment of the road is partly over the route gazetted under BP 398 and the remainder would be under a new BP which has been prepared. He confirmed the property owner for 15E█ is pending compensation and property owner for 15B█ has not submitted a compensation claim.

Director Hydes agreed to refer the project to the National Conservation Council (NCC). However, will not start the gazetting until after the meeting with property owners.

Minutes of the 29th August 2018

The Chairman mentioned to the Board both letters were hand delivered to both property owners. However, the property owner of 15B█ refuses to accept his letter. The Chairman he will try to contact him directly and there was no response from property owner of 15B█.

Minutes of the 12th September 2018

The Chairman confirmed he met with the property owner of 15E█ on 9th September 2018 in West Bay. He felt that the meeting went well and the property owner understands the overall concept of what the NRA is trying to achieve with the connector from Walkers Rd to Olympic Way and Academy to Olympic Way. The Government is now developing the high school project. SPM Scotland has been liaising with the people putting this project together and trying to ensure that the provisions is made for the

segment from Academy Way through the John Gray High School site (the old George Hicks High School) to Olympic Way.

The Chairman stated that the property owner was pleased that the roundabout has been removed and appreciates the realignment. He had conveyed that the NRA will like to start the work in late 2018 or early 2019. They had concluded with the agreement that the Chair would touch base with the property owner in the new few weeks and no steps would be taken by the NRA/CIG prior to that.

The Chairman mentioned to the Board that when he meets with the property owner of 15E he will need to provide him information regarding the compensation aspect and the fact there are two BP's. He will need to discuss this with ACVO Ms. Ruth Watson beforehand.

The ES confirmed there was no response to the letter from the property owner of 15B SMP Scotland confirmed the property owner was ok with the proposed connector.

6. Other Business

6i. Claims for Compensation

There were no claims for consideration.

6ii. Legal action – S. 23(1) Block 13D Parcel

Minutes of the 29th August 2018

The Chairman shared with the Board e-mails from Ms. Lewis stating that she consulted with Ms. Watson from L&SD and it is her opinion that the NRA does not have the power to grant either a 'easement' or 'licence' to property owners adjacent to a public road. Instead, she suggested that "the only option is to do what has always been done in these cases i.e. designate an access point onto and off the highway that S.23(1) may utilize." She had further advised that in designating an access point, the NRA "has the implied power to define any particular physical location as an access point and to prescribe the point and configuration of such an access point. Such a power has to be exercised reasonably and not arbitrarily."

In light of the advice provided by Ms. Lewis, the Chairman suggested that the NRA management should communicate to S.23(1) the segment of the roadside boundary along which the NRA was willing to give them an access point and afford them an opportunity to say where along that segment of the boundary the access point should be located. Subject to this input from S.23(1) the NRA should arrange for the access point to be established by fixed boundary survey and formally write to them advising them of the location of the point and providing the plan for the giving effect of the access.

The Board agreed to this course.

Minutes of the 05th September 2018 (E.O. Meeting)

The Chairman shared the section of the draft minutes from 29th August 2018 related to this item. The Board reviewed and ratified the draft.

The Chairman stated Ms. Lewis was being contacted regularly by representatives of S.23(1) in regard to their proposed access off the ETH. He stated that he will advise Ms. Lewis that the Board has agreed to prescribe access at a point on the boundary. The Authority will give S.23(1) the opportunity to say where along the segment of the boundary the access point should be located. Once the S.23(1) indicate a point which is acceptable, it will be established by a fixed boundary

survey. The property owners will then be notified of the access point and provided the configuration to comply with.

Minutes of the 12th September 2018

The Chairman shared with Board a draft letter regarding the access/egress point to the S.23(1) which he had forwarded to Ms. D Lewis for review and confirmation. He mentioned Ms. Lewis confirmed the NRA can communicate directly with S.23(1) S.23(1) but their Attorneys and herself should be copied on all correspondence. The Chairman mentioned once Ms. Lewis confirms the letter is in order the DMD can execute and send the letter along with the proposed access to S.23(1)

No update given.

6iii. NRA Compound Plans

Minutes of the 29th August 2018

No update given.

Minutes of the 12th September 2018

No update given.

No update given.

6iv. Signage – Primary arterials

Minutes of the 29th August 2018

No update given.

Minutes of the 12th September 2018

No update given.

No update given.

6v. Speed humps and Speed tables

Minutes of the 12th September 2018

No update given.

No update given.

6vi. Landscaping of roundabouts

Minutes of the 29th August 2018

No update given.

Minutes of the 12th September 2018

The Chairman raised the issue of the Ministry taking over the roundabout contracts; the DMD confirmed the Ministry will be taking them over. Observer Mr. C Brown was to send the contract to Legal for review. The DMD confirmed he has been following up with Mr. Brown and the contract as not yet been sent to Legal for review.

The DMD mentioned NRA will only perform the roles of reviewing:

- proposals and to ensure the requirements in terms of sight distance, land scalping etc. are met; and

- the physical work to ensure that it is done in accordance with the approved proposal.

No update given.

6viii. Pedestrian facilities at roundabouts

Minutes of the 29th August 2018

The Board agreed to discuss the item at the E.O meeting on 5th September 2018.

Minutes of the 05th September 2018 (E.O. Meeting)

The DMD shared with the Board a report Pedestrians and Cyclists Consideration at Grand Cayman's Major RAB. This report was created by the NRA Transportation Planning Unit. The reason for implementing these crossings at RAB is to help provide safety for pedestrians and cyclist traveling along these busy intersections.

The presentation provided information and how and where to install these crossing based on the posted speeds coming on and off the RAB. Implementing the MUTCD W-11 crossing light will alert traffic of the pedestrians who are waiting to cross the road safely. This is a yellow-green fluorescent sign. Pedestrians will press a button in order to activate.

The report stated the probable fatality risk factors for pedestrian's survival of being struck by vehicles traveling at different speeds and the dangers of crosswalks. Each crossing at a RAB will not be the same; the crossing will be located based on the traffic speeds, flow and a safe stopping distance. The stopping distance is the primary key to determine the location of the ped's crossing on each of the exit leg of a RAB. The report provides a table of AASHTO safe stopping sight distance requirements based on the vehicle speeds (pg9).

The DMD also shared different examples RAB's worldwide and how they operate. He mentioned the HAWK Signal is the most common signal used in the USA; there are the advantages & disadvantages which are listed. While it has great advantages, one disadvantage is the signal is about \$80K per installation. The MUTCD W-11 is currently used in the Cayman Islands and the DMD confirmed the CI Road Code 2011 S.9 was amended for the W-11 sign making it legal for the use in the Cayman Islands. This sign is suitable for our roads because of the lower speeds and not suitable for road ways of travel speeds higher than 25pmh as it does not have a delay feature. One of the advantages of this sign it is affordable at approximately CI \$8K-10K per leg and solar powered,

Director Clarke mentioned to the Board himself and a few others completed an exercise on which way is the better traveling route for pedestrians from leaving from Paddington Place on the Godfrey Nixon Way over to Ed's Plaza. He confirmed even though the traffic flow continuously moving, it is easier and quicker passing on the ETH bypass.

The DMD also shared a report that was conducted back in January 2018. The report again mentions the legal definition of the pedestrian crossing and the W-11 flashing light. It also shows some of the different crosswalk striping patterns. A field study was also completed based on a penetration count between the Monday – Friday 8am-10am, 12pm-3pm and 4pm-6pm. Camera were also installed and capturing activity at the crosswalks every 2 seconds.

The DMD confirmed site visits to various RAB were completed and recommended to implement a trial MUTCD W-11 light cross walk systems at the Elgin Ave / Thomas Russell / Huldah Ave intersection which is also known as the CNB RAB. This will be completed based on using the AASHTO SSD spacing criteria. The Board agreed to implement the pedestrian crossing at the CNB RAB as a completion for this job. The Chairman stated we will need to notify the public of the work that has been done and NRA will be monitoring it for a period of time and will observe the progress before duplicating it or applying it with modifications to other locations.

The Board expressed their appreciation and the research completed for the report as it was very informative.

Minutes of the 12th September 2018

No update given.

No update given.

6ix. Board Members

Minutes of the 12th September 2018

Director Arch mentioned the school zone flashing light at Triple C School is currently blocked by over grown trees and all school zones should be inspected, visible and in working order. He also mentioned that by the Truth for Youth School should have W-11 Ped's Crossing Sign as there is currently a ped's crossing to the school and students cross on a daily bases. Also, mentioned a vehicle ran over the RAB by the Jose Gas Station and some of the delineators are down.

Director Walton mention the over grown trees along Newlands, DMD confirmed he is waiting quotes form the works manager to have a sub-contractor assist with the high over grown bush. He also mentioned the curbing on most of the RAB's especially the RAB at Cost U Less; most of the curbing is damaged.

No update given.

6ix. Miscellaneous

a. BP 138 - Farm Road – Request for water

Minutes of the 12th September 2018

No update given.

No update given.

c. Further Road – North Side - Block 53A Parcel [REDACTED]

Minutes of the 12th September 2018

No update given.

No update given.

d. CIAA Project

Minutes of the 29th August 2018

The DMD shared with the Board an email regarding the proposed work at the Airport including the cost and schedule. He confirmed a few of the flashing lights and the speed table were installed and ready for striping however, due to tables blocking the drains the striping has been postpone until this issue is corrected.

Minutes of the 12th September 2018

No update given.

No update given.

e. CIAA / NRA Re : Crewe Road

Minutes of the 12th September 2018

The Chairman mentioned Mr. Albert Anderson from CIAA has contacted the DMD and himself seeking a meeting at 11:00am tomorrow (Thursday) with himself and the Chair, CIAA Board, to discuss the future of Crewe Rd west of the runway.

The DMD shared that he had had a conversation with the Director, CIAA. He mentioned that CIAA has planned to extend the airstrip within the next five years, will also fill the ponds and create two blast walls. He mentioned that the NRA Management was aware of this extension and they would like to start the end of 2019. He confirmed they have contracted Stantec Engineering and have also shared their proposal. Part of the work is to also mill and pave the whole airstrip.

CIAA questioned what NRA's time line is and future plans. The DMD shared proposed plans for the connector. However, he stated the proposal will have to wait until the NRA model is active and we can test the different scenarios before considering closing the requested section. DMD mentioned that CIAA considers the closure of the road more economical then the blast wall.

The Chairman mentioned his concerns to the closing of the road vs having control of the road. The jumbo aircrafts are not taking off all day so therefore the road should not be closed; DMD mentioned having a stop bar.

The Chairman mentioned the meeting that was scheduled with CIAA was cancelled and will be rescheduled.

f. Road Safety Conference – IRF

Minutes of the 12th September 2018

The DMD shared with the Board a schedule for the upcoming conference during 1st-4th October to be held at the Ritz Carlton. The conference will feature a few speakers from the IRF "International Road Federation". The IRF holds a conference every year and the MD/DMD has been attending for the past few years. This conference is promoting road safety such as the Engineering, Designs, Road Laws etc.

He mentioned one of the speakers is the VP of IRF and will be hosting an in detailed workshop on road safety audit, safety design, guardrail etc. He confirmed he is an excellent dynamite speaker, the DMD mentioned he took a few courses with him in the past.

The DMD mentioned they decided to capture the full three E's, Engineering, Enforcement and Education. The RCIPS, DDVL and the Rotary Club are also invited; the Rotary Club will be doing the "Share the Road" campaign.

The DMD invited the Board to attend the workshop. He mentioned Acting Governor Hon. Mr. Franz Manderson will be attending and closing the workshop. We are still pending confirmation from Hon. Minister Hew.

Minutes of the 12th September 2018

No update given.

The DMD shared with the Board the agenda for the upcoming conference during 1st-4th October to be held at the Ritz Carlton. He mentioned the Authority received a good rate from the Ritz, (C1\$16,000.00); thus bringing the total for the entire workshop to C1\$24,000.00. He also mentioned that 40-50 people are expected to attend at C1 \$150.00 per person.

g. East West Arterial Rd / Hirst Rd.

Minutes of the 29th August 2018

The DMD shared with the Board an email from CUC requesting to place 13-14 temporary poles with lines along the middle on the East West right down to Spotts-Newlands Rd. The reason for this is to relieve some of the poles on Hirst Rd. He mentioned CUC states it is only temporary until the completion of the Prospect Sub-station.

The Chairman suggested deciding on a section that we can make available to CUC, what needs to be kept for the NRA and to allow CUC to start the underground ducting.

Minutes of the 12th September 2018


No update given.


No update given.

7. Date of next meeting

The Board will hold regular meetings on the 17th and 31st of October 2018

There being no further business, the meeting was adjourned at 1:20pm.

Signature 
Chairman of the Board
Confirmation of minutes:
Date: 31 Oct. '18

Signature 
Executive Secretary
Seconded: Confirmation of minutes
Date: 31 Oct 2018

