
**National Roads Authority
Minutes of the One-Hundred & Eighty- Fourth Meeting
of the Board of Directors
held in
NRA Conference Room,
370 North Sound Road, George Town, Grand Cayman
Thursday 28th January, 2016 at 9:30 a.m.**

In attendance were:

Donovan Ebanks	Chairman
Gary Clarke	Director
Dane Walton	Director
David Arch	Director
Stanley Panton	Director
Kenross Connolly	Director
Tristan Hydes	Director Designate of Chief Officer, Ministry PLAH&I
Paul Parchment	Managing Director – NRA
Edward Howard	Deputy Managing Director – NRA

Minutes prepared by:
Anita Smith

Senior Executive Assistant - NRA

Apologies:

Julie Campbell

HR Manager (Acting Executive Sec.) – NRA

1. Call to Order

The Chairman called the meeting to order at 9:40am

2. Minutes of Previous Meetings

a. 14th January 2016 – confirmed but not signed

3. Administration

i. End of December 2015 financials – Olsen Bush

The Chairman asked for Financial Controller Olsen Bush to present his findings on the financials through to the end of December 2015.

Olsen stated that all is stable and very sound. More than one-half of the expected \$10M remained unspent due to the construction of the Smith Road project and its funding by the Ministry. While funds have not been expended, the works for which they have been earmarked generally remain outstanding.

MD stated that mid to last 6 months monies were focused on the Bodden Town Car Park and the North Side Primary School field. Chairman asked if these two projects were reflected in the projected expenditure and the MD said yes.

The Chairman sought to clarify that the recent amendment to the legislation had capped at \$10M what the NRA could expect to receive but had not imposed any requirement that unspent funds had to be returned to central CIG. He stated that what we do not want to do is revert to the old Public Service mentality of forcing ourselves to use it up to say we used it. He reiterated the point that we need to show improved performance and get as much done as possible but we do not want to take the stance that we have to use it.

It was noted that expenditure on Street Lighting would likely not exceed \$1.2M of the projected \$1.6M.

Considerable discussion followed on how any actual 'underspending' should be utilised.

MD stated that the FC was working with Mr. Ronnie Dunn of Fincor on the past service liability and suggested that this be one area that we start to fund. Chairman stated that it was his understanding that Fincor would have provided a quantified health benefit plan that outlined costs etc. which were to have been brought to the attention of the board in order to obtain a clearer understanding of the actual liability. MD pointed out that process is currently in progress and although we do not have the figures as yet we are looking at that area now.

He went on to state that based on CUC's pricing structure an upgrade of the lights (LED) of which has already started with the testing being carried out on the Esterley Tibbetts Highway and from the FLOW exchange to Spotts and other areas will be worth it considering we will not only work to increase safety on the roads but also to reduce costs.

It was noted that the heavy vegetation in some areas actually hinders the effectiveness of the lights. MD stated that CUC will also cut trees when they obscure lighting.

Director Panton suggested:

a.) The product can fluctuate and it would be wise to be prudent and ring-fence some funds to cover market conditions and keep it at least at 20% annually and Director Hydes and the Chairman agreed. Director Panton went on to state that

b.) It would be wise to consider Tourism related items such as the lighting on West Bay Road where LED lighting has been installed which is considerably low. He pointed out the tested area on the Esterley Tibbetts Hwy has demonstrated a tremendous difference in comparison to that of West Bay Road which is rather scary to drive at night. The area from Captains Bakery to Pizza Hut especially, but the entire West Bay Road is in need of updated lighting. To have this done in combination with speed limit reductions will reduce incidents or the possibility of incidents occurring on that road. It will be an opportunity to show "Good Faith" and a positive PR opportunity.

Director Walton added that we should consider spending on equipment that is needed to keep up with functionality of the organization. MD pointed out that the FC is currently working on that.

Director Clarke suggested that the FC also look to other authorities to benchmark their approach to similar situations involving overage.

It was agreed that the MD would present the Board with a draft proposal for the utilisation and management of projected savings at the end of March 2016 when the overall picture should be clearer as to what actual underspending should be.

4. Operations

4.i. Smith Road upgrade – status report (E. Jackson, Sr. Engineer & Project Manager)

As the Senior Engineer is on vacation the Chairman updated Board Members on the progress of Smith Road. He advised the road was completed on Monday afternoon the 9th November and with the exception of some minor changes in striping was now opened to the public. He further advised works were now moved to Humber Lane. The Chairman made mention that the Senior Engineer advised him there was a savings on the hot mix as the cost came in 15% less.

The Chairman suggested there should set aside a day or two half days for debriefing, to look at the different aspects of the project to ascertain what went well, what didn't and the changes to be made going forward on other projects.

Members discussed the placement of the pedestrian crossing by the four way stop at Smith Rd and Hospital Rd and questioned whether it should be moved further East towards the church for safety purposes. Members agreed to look at it and discuss with management at the next meeting.

The MD advised the board the last house was demolished the day before and last drain is going into today. They were preparing for curbing on Humber from Dr. Foley's office to Walkers parking lot. The crew was disbursed to complete the works on Outpost Road and as soon as that was completed they would return to Humber to complete the Chip and Spray. The Chairman advised Board Members that it was recorded in the 12 November minutes there was a saving on the on Smith Road hot mix; however he had subsequently learned from the Supervisor there were tickets which were not presented at that time and therefore not accounted for in the final numbers. The Chairman stated that when the Senior Engineer returned from vacation there would be a more accurate update; however he wanted to keep Members abreast of the situation.

The MD advised they were hoping at this time they would be closer to completion of Humber Lane; however there were delays due to the weather. The crews started back today on the grading and there were 4 drains remaining to be completed, but these were anticipated to be completed today. Paving was expected to begin on the weekend.

Senior Engineer, Edison Jackson advised Board Members that as of 13 January Humber Lane was fully paved and opened. He further advised there were some accommodation works which had to be completed which included fences and a wall that had to be replaced. There were also 2 poles in Hospital Road that had to be relocated.

The Chairman requested a final cost document to be produced and circulated to Board Members within the next few days, so that it could be discussed at the next board meeting.

Chairman asked if anyone has been using the new road to which everyone stated yes.

He further enquired of the MD if funds were received for the two projects, Humber Lane and Smith Road. The MD confirmed funds were received and as of the 27th January the updated cost reflected they had overspent by \$65,000; however he was still waiting on the final bill to come in.

Chairman inquired as to whether the CUC bill was received and the MD confirmed it had not; however he estimated it would be less than \$267,000.

4.ii. Capital Projects update and Jan – Jun 2016 schedule

The MD advised the schedule was not yet completed. The Chairman advised this schedule would provide an update on the district projects, how far along the projects were and what other projects were to be accomplished between January and June 2016. The MD was directed to prepare the schedule and circulate.

The Senior Engineer also updated the board on the Capital projects scheduled. These included:

The Ritz-Carlton Bridge depressions – scheduled to start 19 February 2016

Selkirk Roundabout – scheduled to start 29 January 2016

The Chairman enquired as to the status of the Selkirk Round-a-bout and the MD advised the design was completed. The Chairman advised the MD to formulate the plan of action to present to Board Members for approval for public distribution.

Topographic survey work – included:

- Shedden Road,
- Crewe Road, and
- Linford Pierson Highway.

Given the information needed to progress Linford Pierson Highway, the Board advised this should be given priority and instructed the Senior Engineer to adjust the schedule accordingly.

There appeared to be conflicts in the schedule of the Capital Projects and the upcoming Traffic Count exercise and the Chairman advised the MD and DMD to discuss and present the revised schedule at the next meeting.

Ministry Designate, Mr. Tristan Hydes inquired about the Godfrey Nixon extension and was informed by the MD that he was currently waiting on the Ministry to respond to information which was previously sent to them.

Works Manager – Brian Chin Yee & Senior Engineer, Edison Jackson

Bodden Town

Sr. Engineer Edison Jackson discussed the exact location of the Bodden Town Mission House Car Park's and advised the ground conditions were good as no de-mucking was needed. He explained there were some drain issues due to the elevation of the Bodden Town road in comparison to Cumber Lane which is in a depression area and therefore floods. To avert this condition various culverts were installed.

Director Hydes suggested that the drains be cleaned again before the next rainy season.

Chairman asked whether there were any district road works being done in Bodden Town. MD said there was some interest in upgrading Lookout Road. Director Hydes reminded the MD as previously agreed, funds were to be used on the Mission Car Park and not on Bodden Town district roads. MD informed Board Members that \$240,000 was spent on this area, while the Sr. Engineer pointed out that Bodden Town works should end the week of 14th February and Canal Point should start on the 15th February and last for about 3 weeks.

Traffic Count

Chairman asked DMD about the Traffic Count and DMD replied that they were to take place between the 8th to the 12th March 2016. Sr. Engineer, Edison Jackson confirmed that the Canal Point project was to take place during that time as well and that the project should not take more than 3 weeks to complete. Chairman enquired of the DMD as to the synchronization of the Traffic Count and the Canal Point project. DMD responded that the Sr. Engineer and the Assistant Director, Transportation & Planning Unit Denis Thibeault were working together to ensure synchronization of both projects.

The Chairman questioned how would we mitigate the impact on traffic and asked for assurance that there would be little interruption to the traffic counts. The Sr. Engineer explained there would be one lane for flow of traffic and due to the low visibility near the Ritz Bridge the merging of traffic would take place before bridge in order to have traffic merge only once. Chairman reiterated that we have waited for 10 years to conduct this traffic count he would not want to have anything mess this process up.

Chairman suggested to DMD that the traffic count should be set up on all major roads at same time in the localized areas. The DMD advised the entire traffic count would be done in 3 phases. Chairman asked the MD if there were any residential projects that could be done now and the MD responded we were currently working on those..

Director Hydes asked DMD to speak with Assistant Director, Transportation & Planning about the regulation of counts and why they cannot all be done at the same time. The DMD pointed out that phasing the project is best due to resources and the amount of work to lay the strips and take up the strips.

John Greer Paving

The MD informed Board Members the John Greer paving drawings were ready for review and the project could begin. The drawings indicate a distinctive right turn lane 12 to 13 ft. into John Greer The Chairman advised the idea was to get this done as quickly as possible and suggested to go ahead and do this over the weekend as there is no need to do the E/W on weekends.

Chairman questioned as to whether anyone would like to move on anything else. Sr. Engineer advised Island Paving would be doing a lot of work with the Kimpton Hotel in the next two weeks and we have impressed upon them that we would also require their assistance at the same time. However we are unable to get firm dates from Island Paving. Chairman asked if we can do prep work? The Sr. Engineer responded that we would prefer Island Paving complete the prep work because of costs. Chairman concluded if we did the prep work it would enable us to see what is beneath the grass and know what we are working with.

Breakers

We have savings from West Bay in the amount of approximately \$400K that we can possibly look at for the Midland Acres area which is badly in need of upgrade. Chairman instructed to proceed to plan it out.

Fern Circle & Grand Harbour

MD pointed out that Fern Circle is another area that requires digging up. Grand Harbour also needs to be resurfaced but we will need to ensure that the mixes do not create a problem such as slippage/skidding. The Sr. Engineer pointed out that the manhole on Fern Circle is also failing and as such needs to be addressed. Director Walton suggested that the manhole on Fern Circle should be completed during a time when school is out such as Easter.

Director Panton asked about Outpost Road. MD responded that we are currently in process of paving that now.

Credit Union Exit

Chairman pointed out the critical need to address the depressed manhole cover when exiting the Credit Union and asked that the area be raised to reduce damage to people's vehicles and possible accidents.

5. Planning

5.1. Linford Pierson Hwy widening – legal advise

The Chairman advised that he had received a draft Project Justification document from the DMD and was in the process of going through it.

The Chairman informed Board Members the DMD and he were making progress on the justification report and was expecting to get it wrapped up by Monday or Tuesday next week. He further advised when creating the report it was important to be as objective as possible while taking into consideration all particulars which would assist the justification of alignment chosen. This would be used as the basis for the letter which will be presented to owners.

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

The Chairman informed the Board that he and the DMD were working on the conclusion and recommendation of the document and should have it completed by next week. He advised he hoped that similar documents would be prepared in the future for major projects.

The DMD circulated a draft final report for review by members and feedback at next meeting.

The Chairman asked if there were any comments on the Project Justification document that was circulated last meeting. He pointed out the document set out

what information was available to the NRA; [REDACTED]

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

Board Members discussed the document and the DMD answered questions pertaining to the proposed cross section. The Chairman enquired if there were any objections to the document and the Board agreed there were none. [REDACTED]

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

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

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

5.ii. Traffic simulation/forecasting model

The Chairman advised board members the consultants would be arriving in Grand Cayman on 23rd September for meetings with the relevant parties relating to the traffic simulation/forecasting model. As such the board meeting scheduled for the 23rd September would be rescheduled for the 24th September; at which time board members could attend the presentation and then the board meeting.

The Chairman advised with the visit of the two consultants, they expected to gain a clearer picture of:

- The timeframe in which the traffic simulation/forecasting model could be expected to be in place;
- What would need to be done to accomplish this; and
- The likely cost.

Deputy Managing Director informed the board that the team was in the process of getting data from different sources and this was proving to be more time consuming than anticipated; however the information was coming in.

The Deputy Managing Director advised Board Members that some areas information was more forthcoming than others, which made the process in those areas slower. He however stated the consultants would update him at the end of the week as to their progress.

The Chairman reiterated the need for this information, stating the need to know what data we currently have, what we need and how do we get the additional data. It was also necessary to ascertain how the NRA would go about obtaining information, the cost to obtain the information, the time frame and the cost of the model. Once this information was available, the strategic decisions as to what to aim for and by when could be made.

The DMD told Board Members he and the MD discussed the consultants' progress thus far and they were concerned that one may be going into too much detail with regards to the traffic counts and the necessity to speak with him to this regard. He also advised there were issues with obtaining employment data as it was difficult to obtain information regarding a person's residence, place of work and their road usage. In the US the information was obtained through income tax information and it may be necessary to do actual surveys which the Economic and Statistics Office has offered to do. Director Connolly inquired if the traffic counts would assist with the data needed and was advised by the DMD they would to some extent.

The Chairman directed the DMD with the assistance of the MD to follow up on the process and reminded him of the key items that were required:

Determining when we would have sufficient data to warrant procurement of the models; how would we get this data and at what cost;

How long would it take to procure and the models and get them operational and at what cost?

These are the things that the Board needs to know to take the strategic decision on the project.

The DMD updated the board and advise the consultants were still waiting on employment data. He advised that the ESO suggested they tweet their labour survey in order to provide them with the information, which was: where individuals live and their route to work. The DMD advised the Health regulator did not have the necessary info and they have reached out to Chamber of Commerce who have access to over 17,000 companies. Board Members enquired if the National Pensions Office should have this information and the Chairman suggested he accompany the DMD to their offices to ascertain the possibility of obtaining the necessary information and advise them what it was needed for.

The Chairman inquired if this information was the only information needed, the DMD confirmed it was and is a fundamental piece to the model. Board Members discussed ways in which this information could be obtained from individual organizations. The DMD suggested the ESO survey by the ESO would be the best route. The Chairman inquired as to the time frame once the information was received, the DMD advised 6 -9 months. Chairman indicated it was his intention

that once the traffic count information became available they would realise the requirements for the software, the RFP could be completed to bring someone on board to create the model. He was anticipating this could be done by the end of the 2016 budget year. The MD suggested a schedule of both the Traffic Model progress and the Traffic Count exercise be created by the DMD and both items remain on the agenda until completion.

The DMD was instructed to produce a schedule of both projects in order to keep Board Members updated.

The DMD presented a schedule to Board Members and explained the timeline. He explained the consultants were eager to push the timeline by providing information out of the US in order to facilitate the information needed to create the model. However he advised them this would not be acceptable as the model was to be formed on local data. The DMD further advised that between now and March 2016 they should have the employment data, with RFQ in January and RFP in February or March. From the schedule he advised Board Members that Phase 1- The Travel Model would that 8 – 12 months due to training, therefore they would be looking at January 2017.

The DMD advised they were utilizing all contacts within the Private and Public Sector to obtain the information needed for the employment data. He advised the RFP will be a complex document and it would be necessary to procure assistance for its development. It is hoped the Chairman advised that the individual who assists with the RFP would assist with the tendering process.

No update given.

5.iii. 2015/2016 Traffic count exercise

The DMD advised the board there were five companies who expressed interest; however only three bids were submitted. The bids came in at US\$256, US\$199 and US\$179, with the lowest from the Mexican company who they had previously worked with. The process was now to evaluate the bids and conduct a technical assessment of the bids and resubmit to them to CTC outlining the reasons for the organization chosen. The DMD explained the evaluation would be started the following day in anticipation of submitting to CTC next Wednesday or Thursday. The MD requested the evaluation be sent to him by the following Monday for review prior to it being sent to CTC.

The DMD advised SEMIC was chosen to conduct the Traffic Data Collection exercise for US\$171,471.14 and it was anticipated the contract would be signed in December for works to begin in February. This amount was approximately CI\$78,500.00 less than the amount set aside in the budget.

The DMD advised works was schedule to begin 2 February.

Traffic Count to begin this Sunday.

5.iv. Median Barrier, E-W Arterial – Red Bay to Prospect Roundabouts

The Chairman requested the DMD to revisit this in order to present board members with a proposed scenario.

The board discussed the different options available and was advised by the MD he was quoted \$85,000 for the 1422ft of curbing. The Chairman instructed the MD to research the different options as discussed to present to the board for review. He advised the report should outline not only cost, but the pros and cons of each and suggested the DMD could work on this.

The MD presented scenarios to Board Members for discussions. During discussions Director Panton asked what was originally envisioned for the median and suggested the board look at what was originally planned. The Chairman asked if there was a cost associated to what was presented and directed the MD to send an illustration and cost to Board Members for review by mid next week.

As requested by the Board, the MD presented Board Members with the cost associated with the curbing and explained he had just received the estimates and therefore had not been able to review the figures. The Chairman requested the MD prepare drawings that would illustrate the cross section that will show the potential six lanes so that the board would be able to make a decision on the curbing.

As the MD was in training there was no update available; however the DMD presented cross section drawings and discussions were held regarding types of curbing, the slope of the road and drainage. Board Members agreed that the DMD send out a team to do spot levels on the road to confirm the slope and establish those portions of the road that actually would require type-F curbing.

The Chairman asked if the MD had an update on the spot levels to confirm the slope as requested in the last meeting and inquired if he had as built or what was supposed to be levels. The levels the Chairman noted would help to ascertain what section would need Type F curbing for drainage. The MD advised he did not have update levels; however presented Board Members with cross sections and costing.

The MD commented on the cost he provided and indicated there was a cost savings as it was down from \$30 per ft. to \$22 per ft. This was based on using the Type F curbing where necessary and utilizing the straight curbing for the rest. The Chairman reiterated this is the reason Board Members wanted to ensure what the actual levels were; to ascertain which curbing could be used where. The Chairman asked the location in comparison to the 6 lanes. The MD showed an illustration regarding the 6 lane proposal and reminded Board Members that the project was not in the 2015/2016 budget and therefore funds would have to be re-allocated in order to do this project. He further advised the cost of the project would be in the \$171K range which would include demolition and paving. The MD suggested that it would be more feasible to complete the reduction of the round-a-bouts at both locations and complete the aprons; as the Police were able to monitor the aprons rather than the striping if the board were inclined to go that way. The Chairman advised to have the plans redesigned and identify the funds

to do at least one side of the road. The MD advised there may be a possibility to take funds which are allocated to do the Jacques Scott roundabout to do one side; however as directed he would look into areas which could be placed on hold in order to fund this project.

The MD informed Board Members funds were identified from NRA 9 to complete the side going East from Selkirk Dr to Tomlinson Roundabout of the highway.

The Chairman directed the MD to start works on the median barrier and enquired if the barrier and the roundabout could be done simultaneously. The MD informed Board Members he would look and advise if the schedule could accommodate both.

No update given.

5.v. CNB/Mango Tree connector Alignment for the Ministry gazette consideration

Board Members reminded the MD to ensure contact was made with the Director to obtain all pertinent information along with the drawings and to determine the CIAA's restrictions and future intentions.

The Chairman advised Board Members the MD informed him that he had made contact with CIAA's Director; however they were unable to meet.

The Chairman enquired of the MD if he had met with the Director of CIAA, the MD advised he met with his representatives and they had come about a plan with the exception of guard rails. The MD advised he requested CIAA to produce a cross section for the board to look at. This cross section illustrated 66 ft. with 12 ft. lanes, a small median, a bicycle lane on one side and a sidewalk on the other. Once this is acceptable by NRA it will be sent for gazetting. The MD confirmed that the CIAA officials were not sure as to when their plan would take place whether it would be one or five years. Board members discussed the drawings presented by the MD, the movement of the road and the type of curbing that was currently there. Director Walton asked if this was budgeted for this year or next fiscal year and the Chairman advised if they were going to do it should be done during the first quarter of the year. The MD advised the Board need to ensure they are comfortable with the design and advised this was one option. He asked Engineer to produce the other option; however it was not forthcoming by the end of the meeting.

The MD produced drawing which outlined several options. The Board agreed the option outlined in blue was the one of choice, this was approved and the MD was advised to send the necessary information to the Ministry for gazetting.

The MD advised this was sent to the Ministry for gazetting mid-December.

Mango Tree Connector – down for gazette

5.vi. Crewe Road widening – revised drawing

The DMD presented the board with drawings which illustrated a standard 52ft (3# 12ft lanes; 2# 6ft. bicycle lanes and 2# 2ft type 'F' curb and gutter) from Navis Close to Tropical Gardens Rd. He advised from Navis Close to Jose's gas station would have to be reduced to 49ft as some areas could not accommodate 52ft.

Director Panton suggested where the road was already 49ft it could be striped to include the turning lane. The Chairman emphasised to need to do a sample which at the same time could be used as a model for proposal for the rest of Crewe Road. Board Members approved the alignment and asked the DMD to send the proposed drawings to Lands & Survey for land acquisition costs to bring back to the board.

Prior to presenting the cost the MD produced a drawing which illustrated the implementation of two lanes from Tropical Gardens to Kings Sports Centre and the board discussed boundary lines as well as cost. The MD advised in order to produce final drawings there was a limited amount of surveying to be done; however it would take quite a while for this to be completed. He further advised while they were waiting on this they could proceed with the work to Navis Close.

The MD presented the Lands and Survey land acquisition costs and also discussed CUC questions with regards to approaching home owners. The Chairman advised, as they did on Smith Road the NRA should have the conversation with property owners from Navis Close and Tropical Gardens to advise them of the plans and explain compensation so we could move the poles. The MD anticipated that this could be done by the first part of the following week so that it could be gazetted. Director Panton interjected to be mindful of the pole at the corner of Tropical Gardens as it was a main feeder for that area. The Chairman advised some thought be done to ensure there are some safety measures put in place to avoid collision into the poles.

The MD advised they sent notices to property owners and had received 2 responses while they had spoken to three or four owners regarding the proposed improvements. The Chairman reiterated the need to make the meetings more personal.

As per the previous meeting the MD confirmed that all notices were sent to landowners with S.23(1) being the only outstanding permission to be received. This was due to questions posed by S.23(1) The MD confirmed it was sent for gazetting in mid-December.

MD noted he had not heard back from S.23(1) and S.23(1) He continued that CUC was looking to push ahead sometime this month on moving the poles.

6. Other Business

6.i. CIAA/NRA Traffic Study – ORIA Terminal Site & Adjacent Roads

The Chairman referred to his e-mail to Members of the 03 November 2015 and reiterated his appreciation of their support. The Board was shown maps that

illustrated the proposed airport development and proposed airport connector road to the ET Highway.

The intention was to seek proposals from local firms to handle the procurement and management of the traffic study. While the NRA would fund it, the intention was to still make it a joint NRA/CIAA effort as the vehicular and pedestrian network and facilities within the airport site was just as important as the roads and intersections aspect of it.

The DMD advised 5 RFP were sent out and two bids were submitted from APEC and AMR submitted bids. \$10,000 separated the difference in the bids with the lower coming from AMR. AMR was previously involved with the airport project so they are familiar with the area. The MD advised the agreement was sent to AMR the day before and he was hopefully he would receive it back today; however the Chairman said that was unrealistic and that he should look for feedback on Fri with the possibility of signing Monday. The Chairman advised Board Members he would be attending a meeting with CIAA that afternoon with the intention of learning what they envision the airport would generate and what the roads will look like in the future.

Board Members were informed by the Chairman that he had met with the CIAA board and had walked them through the map and the Members were appreciative of what the NRA wants to do. He further advised that while the procurement and management of the traffic study would be handled by AMR the contract for actual works of the Traffic Study would have to be publically be advertised.

The MD advised that the deadline for responses to the RFP for traffic engineering services had been 4:30p the previous day had but been extended until 20th February 2016.

MD stated that AMR's quote significantly less than anticipated. He further stated he will be speaking with Miss Shammarah McCarthy to engage AMR today and will check his emails to see if the draft was received. Also, because cost is so much less than expected the thought is to push ahead with the RFP given the traffic count. Chairman noted that the AMR quote was \$19K less than the \$120K.

6.ii. Compensation claim – Block 28C Parcel ■ & Parcel ■ – Update

Director Arch excused himself at this time

The Chairman briefed board members on the 'without prejudice' meeting held with the Representatives on the above claim. He indicated that he had reached out to Crown Counsel, Ms. Lewis to get her advice as to the way forward in order to ensure protocol was followed and documented should the Board be willing to entertain the outcome of the meeting.

Board Members expressed their satisfaction with the outcome of the meeting and commended the Chairman on his efforts towards bring closure of the issue.

The Chairman mentioned to Board Members the Representatives presented him with a letter received from the Attorney General's Chambers advising them that access to the E-W arterial would not be granted. He stated that he did not recall the Board taking this position. Board Members concurred with the Chairman that this was not a position that the Board had taken.

The Chairman advised the Crown Counsel expressed that while there were without prejudice meetings, she did not want to deal with the Executors of the property directly as she was obligated to deal with their lawyers. As such the Chairman provided a copy of the letter which was sent to the Claimant's lawyers terminating their services which was attached to the documents presented to Board Members by the Chairman.

The Board agreed to accept the settlement offered by the respective executors of the estates of S.23(1) and S.23(1) in their letter of 16 November 2015 to the Legal department namely:

- Payment to the claimants of \$395,000;
- The claimants assuming responsibility for all of their legal costs;
- The NRA affording of access to the E-W Arterial as previously offered in 2008; and
- The discontinuation of all proceeding before any court.

The Chairman advised he would communicate the decision to the Crown Counsel.

The Chairman confirmed that while the Board agreed to the settlement at the last meeting, action could not be taken until the minutes were reviewed and approved. The Board confirmed the minutes with the minutes to be rectified with the amendment to include the date of the letter which was sent to the Claimant's lawyers terminating their services. A directive to be sent to Crown Counsel who would prepare the cover letter to go to the Claimant's new lawyers, as well as letters will be send to Lands & Survey and the Ministry regarding the decision for them to process the actual payment.

Director Arch returned at this time.

The Chairman informed Board Members that Crown Counsel Lewis had prepared a "Deed of Settlement and Release" and a check was expected to be ready by the end of the week.

Chairman stated that nothing final on this subject and still waiting on S.23(1) the Executor to sign the deed of settlement/release.

6.iii. Compensation claim – Block 12D Parcels S.23(1) (formally S.23(1))

The Chairman distributed and summarized the claim which he advised would be addressed at the Extra Ordinary meeting to be held on Thursday 19th November at 9:30am. He asked that Members familiarise themselves with the documents.

Following the distribution of the documents and the subsequent Extra Ordinary meeting on the 19 November; the Chairman discussed the correspondence between himself and S.23(1) Counsel regarding the changes to the Recital to include Board Members' decision if the matter had been sent to them for review. The reason for the inclusion the Chairman reiterated was to have on record the Boards' interpretation of the matter. The Chairman further advised he was unsure of her response as there was an apparent confusion in her emails. However he pointed out, regardless of the inclusion, it was recorded in our board minutes our Members' opinion on the matter.

The Chairman further advised once contact was made by S.23(1) Counsel he would update Members; however he did not want to hold up the agreement because the information was not included. The Board agreed.

The Chairman advised Board Members the Counsel for S.23(1) had advised they would be changing the agreement to indicate the withdrawal of the claim. As such the NRA would still be required to be a signatory to the agreement. He further advised when the amendment was made the document would be circulated to members.

The Ministry Designate distributed documents concerning the agreement and spoke to the section that pertained to the NRA. He advised that the developer had finally agreed to 'withdraw' the claim for compensation. The revised agreement had been approved by Cabinet and as the document was now ready to be signed; he was presenting it to Board Members for review and approval. Board Members approved the changes.

Director Hydes advised Board Members the document would be ready the following week.

6.iv. CIG/Dart/NRA Agreement – 3rd amendment

The Chairman explained this was following the Extra-Ordinary meeting on 19 November and shared a conversation he had with the Minister the previous Thursday. While he is open to the notion that we need to make provisions for 6 lanes and the need to provide a road that is comparable to the one between the Yacht Club and West Bay, he is eager to accelerate the process. The Minister advised him he was also taken aback by the figure of \$7.3 million and advised this warranted further investigation, as the agreement indicated a figure of up to \$7.3 million and not the actual figure of \$7.3 million.

The Minister expressed his gratitude as he felt the board had lobbied hard for Dart to construct the 4 lane extension of the Easterly Tibbetts highway from the Camana Bay round-a-bout to the Butterfield round-a-bout; however in the overall scheme of things they were comfortable with funding the roadworks from the airport connector back to town. The Minister indicated the Premier wanted to make an announcement regarding the agreement but would say it was nearing finalisation. The Chairman however was advised by other Board Members that such an announcement was made by Dart representative Mrs. Jackie Doak on

the prior evening on the local television station. The announcement made reference to the fact the agreement was subject to the NRA board agreeing to certain terms within the contract.

Board Members discussed the terms of the contract and their concerns in the verbiage of the announcement which assumes that Dart will be paying for the construction of the extension.

The MD advised on the updated figures relating to cost of the expansion without the additions of walls, etc. as requested during the Extra-Ordinary Meeting on 19 November. A figure of which is \$8.9 million. The MD explained he requested the land acquisitions from Butterfield to ACR and he returned with a figure of \$2.8 million, with the acquisitions more on the east side of the road.

The MD showed the proposal of 100ft cross section from Butterfield to ACR. There were further discussions on land acquisitions. The Chairman asked when the MD would be able to meet with Jon Hall from Lands & Survey with regards to the land acquisitions on the west side of the road as the numbers we present are key to the agreement going forward.

The Chairman asked if he understood that the current levels were not available and suggested that it would be worthwhile to have someone go out and measure the levels every 500 ft. to ascertain what is needed to bring the road up; this should be done as soon as possible.

The Chairman requested the MD confirm by Monday and the MD agreed he would try and provide the information by then.

The DMD updated Board Members on the report regarding the 5 leg round-a-bout and advised this would cause traffic conflict. The only way for this to work would be to make the round-a-bout egg shaped. He advised he has informed Dart who are currently working on the amendment to the drawing.

The MD presented drawings which illustrated the cross section, projections and recommendations:

Construction costs to widen existing 80' ROW TO 4 Lanes: **CI \$5.05M**
Acquire 20' of ROW to allow build-out to 100': **CI \$2.877 M (As per L&S Estimate)**
Construction costs to widen future 20' ROW to allow for 6 Lanes: **CI \$1.1M**

Total Cost: **CI \$9,027,000**

The Chairman advised the MD to develop a cross section which would include 6 lanes and explain the values to both cross sections for the board to review.

The MD advised Board Members the Minister had queried paving 6 lanes if they were not scheduled to be in immediate operation. The MD had advised him the best way forward was to acquire the land now for the 6 lanes. He further advised work would not commence until there was an agreement on price and instructed the MD to prepare a revised cost estimate for all works.

The Chairman asked the MD who would have oversight of the project. The Board recommended that the MD:

- revise the estimate to make provision for project management; and
- employ a suitable individual on a two-three (2-3) year basis.

Chairman asked the MD if he discussed the numbers with Director Hydes and the MD replied that he had.

6.v. Legal Action – S.23(1)

The Chairman advised the documents that were circulated regarding the pre-action before litigation letter received by the MD on 8 December 2015 which was dated 2 December 2015. The letter refers to a Compensation Waiver Agreement between the CI Government and S.23(1) with regards to access to the Harquail By-Pass, now known as the Esterley Tibbets Highway particularly Block 13D Parcel S.23(1). The new owners S.23(1) are now requesting this agreement be upheld in order for them to have access as it is now their understanding that they will lose access once the highway is developed into 4 lanes.

The Chairman advised the Ministry Designate to explore if compensation was given to the owners. As well, the DMD is to have a conversation with the lawyer and explain the impact to the road and whether his clients would consider an alternative access.

The MD advised that the consensus was that the compensation agreement was valid. However, did not prescribe a specific access point. Board Members discussed other access options based on drawings presented by the MD. The Board directed the MD develop on the recommendations discussed by the Board and produce:

- a proposal which should include the possibility of the land owner having to relinquish property for a deceleration and acceleration lanes; and
- a proposal providing access from local roads and linking into N Sound Rd but with no access to the ET Hwy.

MD stated that they are expecting a response from this meeting and proceeded to read a recent email received from Chief Financial Officer S.23(1) for S.23(1). He went on to say they were shown the proposal based on the 3rd Amendment that explains the Deceleration lane and the Acceleration lane which they did not approve. The MD further stated that S.23(1) wants a time frame of completion and the purpose of their initial purchase was to place a propane holding tanks at the location but has since purchased property in the Industrial area off Sparky Drive and as such may not have to use that area for the original purpose again. The MD stated that we informed S.23(1) access cannot be given until after the road has been built. Chairman stated that they are entitled to compensation if the access is not given and that we could offer and invite for them to look at the differentials etc.

Chairman asked Director Hydes had he ran this by the Minister. MD added that to establish a cost based on 2 things: Access for S.23(1) only or consider the costs of having to pay both S.23(1) and S.23(1) etc. for the alternative option. He noted that the latter would incur much higher costs on the government. Chairman asked the MD if he believed that if we proceeded with the Blue Access as indicated in the drawings, if costs would be incurred for government/NRA. He went on to ask if we can initiate a hold off. MD stated that the Standstill is what they want to oppose. MD said if we set precedence with S.23(1) we will have to do same with DART. Chairman asked for thoughts from the board on the Standstill? To move forward with a hold – all were in agreement. He said we are at the point of finalizing DART and the best interest of the standstill is for 90 or days in which they can proceed to seek remedies etc. He asked the boards opinion...all members agreed.

6.vi. Proposed revision to CUC/NRA costs re utility re-location

The Chairman advised as he was still in discussions with the Director of ERA and therefore differed this until he obtained further information.

Put off until next week to which the Chairman proposed an Extraordinary Meeting. All except Director Panton stated they were available for the 4th of February.

6.vii. Proposed E.O. meeting – 04th February 2016

6.viii. Intersection Rum Point Dr/Water Cay Rd/Sand Point Rd

It was brought to the Board's attention that the owner of the Rum Point Club has taken it on his own to relocate the barriers placed by the NRA between The Retreat and Rum Point Club. The MD confirmed that he had spoken to the individual, Mr Adrian Briggs, and while he had claimed that he had received permission from the NRA and the RCIPS, he could not name the respective individuals who had given him the permission.

It was suggested that there might be a r-o-w issue with giving effect to what was originally intended and agreed with various stakeholders and the MLA, Mr Ezzard Miller.

The Board directed the MD to advise Mr Briggs that the barriers would not remain in their relocated position and if land acquisition was necessary to give effect to what had been agreed, this would be pursued hastily.

Chairman asked if any response had been received from Mr. Adrian Briggs. Honourable Ezzard Miller suggested a public road to barriers and possibility of gazette. Director, Panton pointed out that none of the areas have been gazette. Director Walton reminded Board Members that this is a private road owned by Mr. Briggs and as such we cannot

police his road. Director Panton explained the reasoning for barricading the road was a combination of both the property owner and the North Side Committee to reduce the possibility of accident and increase safety. He stated that he suggested to Mr. Miller to put together a meeting to discuss future access to the Retreat & Rum Point.

6ix. Replacement of Board Member Mr. Ronnie Dunn


Chairman stated he had spoken with the Financial Secretary on a successor for Mr. Dunn and would like to consider replacing him with S.23(1) or a member that has good business sense as we have enough technical minds.


7. Date of next meeting

Next meeting for the 11th and the 25th was cancelled due to unavailability of members and as such an agreed date of 18th February 2016 will be next regular BoD meeting.

An extraordinary meeting is proposed for 4th February.

The meeting adjourned at 1:00pm.

Signature 
Chairman of the Board
Confirmation of minutes:
Date: 31 Mar. 2016

Signature 
HR Manager (Acting Exec. Secretary)
Seconded: Confirmation of minutes
Date: 31 Mar 2016