
**National Roads Authority
Minutes of the One-Hundred & Ninetieth Meeting
of the Board of Directors
held in
NRA Conference Room,
370 North Sound Road, George Town, Grand Cayman
Thursday 31st March, 2016 at 9:30 a.m.**

In attendance were:

| | |
|------------------|--------------------------------|
| Donovan Ebanks | Chairman |
| Dane Walton | Director |
| David Arch | Director |
| Stanley Panton | Director |
| Kenross Connolly | Director |
| Edward Howard | Deputy Managing Director – NRA |

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| Julie Campbell | HR Manager (Acting Executive Sec.) – NRA |
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Apologies:

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|----------------|-------------------------|
| Gary Clarke | Director |
| Paul Parchment | Managing Director – NRA |

Absent:

| | |
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| Tristan Hydes | Director Designate of Chief Officer, Ministry PLAH&I |
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1. Call to Order

The Chairman called the meeting to order at 9:50am

2. Minutes of Previous Meetings

- a. 18th February 2016 – confirmed
- b. 10th March 2016 – reviewed
- c. 17th March 2016 – reviewed
- d. 18th March 2016 – reviewed

3. Administration

i. Proposed Equipment Purchase with effect on Proposed Reserve

The Chairman proposed an extra-ordinary meeting on the 7th April 2016 to address the documents circulated and asked Members to review the documents for discussion at that meeting.

ii. MD Performance Agreement

The Chairman proposed a discussion on this done at the same meeting on the 7th April 2016, after which Mr. Dunn from Fincor and the MD will be brought in for further discussion.

4. Operations

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

a. ET Hwy – settlement repair

The Ritz-Carlton bridge depressions

The Chairman enquired as to the schedule regarding the trail system and the Hyatt roundabout and the Sr. Engineer advised the project was scheduled to start on 3 March and therefore the trail system would go into effect the 24 & 25 February. He further inquired when the signs would be in place to alert the public, which the MD confirmed would take place as soon as they were finished with the signs at ETH. The Chairman reiterated the importance of the press release and also the need inform Camana Bay of their plans.

Senior Engineer Edison Jackson reported they were on schedule regarding the works on the Easterly Tibbetts Hwy. Presently they were preparing the base which should be completed by Friday in preparation for curbing on Monday and Tuesday, with paving scheduled for Wednesday.

Director Arch expressed concerns about the curbs at Canal Point and the Strand junctions as they were protruding into the roadway and are a road hazard and asked if they could be trimmed back. Snr. Engineer they were currently looking at the situation.

The Chairman reiterated the importance of the time limits and advised anything to move the schedule faster should be done.

The Chairman expressed concerns that the project was taking a long time to complete and asked the DMD if the Senior Engineer, who was currently out of office provided him with an update. The DMD advised he would contact the Works Manager for an update.

b. E-W Arterial – Red Bay to Prospect Roundabouts - curbing

Red Bay Roundabout

Snr. Engineer advised the works which were scheduled to commence on 28 March was pushed back by one week.

The Chairman suggested prior to the commencement of works to consider the speed of flow in morning peak hours and further suggested reducing to one lane on the east side from 7:00am – 4:00pm and the west side from 9:00am – 6:00pm. Snr. Engineer advised he was working on the work plans and would send them to the MD to send on to Board Members. Other Board Members suggested the Snr. Engineer take into consideration the Easter holidays and to try to utilise this school break when revising the schedule.

The DMD advised he was notified by the Works Manager that the project was complete. The Chairman advised him this was not the case and instructed him to get an update from the Works Manager and advise accordingly.

c. Red Bay Roundabout – reconstruction

The DMD advised the Snr. Engineer informed him the plans were not completed as Water Authority had an issue with the depth to which we were proposing to cut down to. He explained the Water Authority were concerned it would affect the amount of coverage needed to cover the pipes. The DMD further explained the Snr. Engineer was waiting to discuss the matter with the MD. The Chairman advised the issue has to be resolved in order to proceed with the works.

d. Bodden Town Rd. vicinity of Midland Acres – mill and pave

The Chairman recommended it would be beneficial to conduct an island wide survey to identify areas which are not only in need of mill and paving, but also those that may need to be reconstructed. Director Walton suggested they use the information obtained from a survey previously conducted to ascertain predicted road conditions. The Chairman stated it was important for the department to have this information and suggested it warranted further discussions by the board.

1. Planning

5.i. Linford Pierson Hwy widening – legal advise

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

The Chairman displayed a proposed schedule as follows:

| | |
|---|------------------|
| Letters to property owners by | 19 February 2016 |
| Meet with property owners on | 4 March 2016 |
| Follow up meeting with owners | 18 March 2016 |
| Deadline for receipt of comments from property owners | 1 April 2016 |

Deadline for replying to property owners
Proposed date for gazetting

15 April 2016
22 April 2016

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

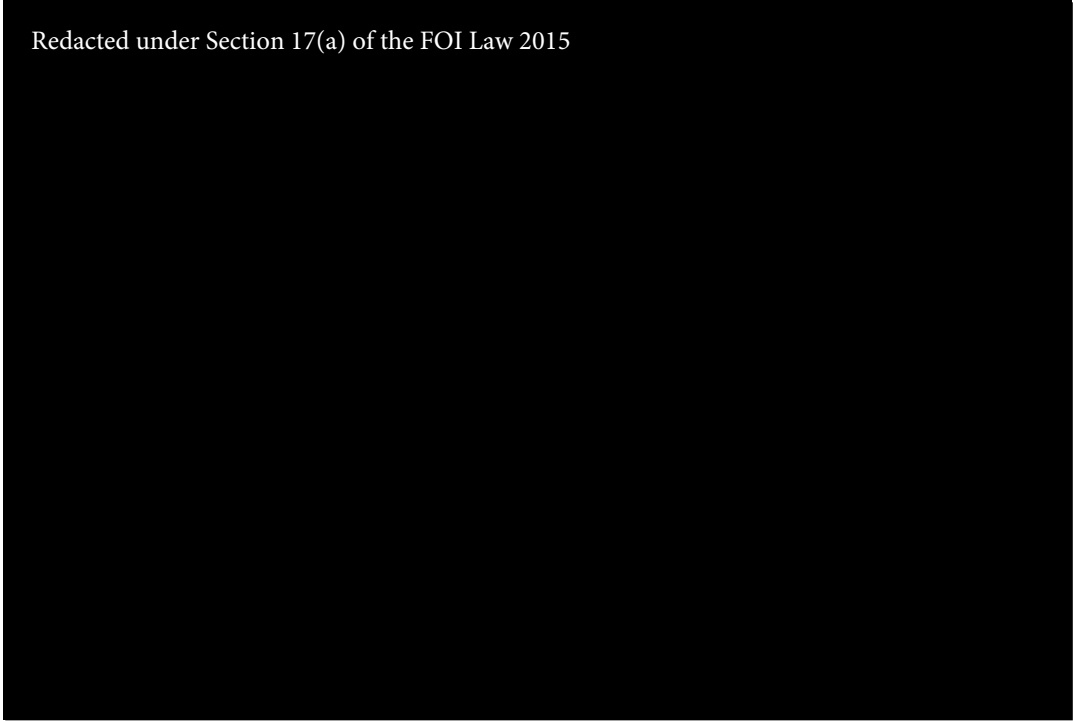
It was agreed that Board Members would attend the presentation to property owners at a location to be identified and a start time of 10:00am.

The Chairman asked the DMD to confirm that the L&SD had a breakdown of the likely cost of individual compensation claims. The Chairman also suggested which Board Members agreed that once gazetted, a one on one meeting with each property owner was necessary to explain the process and to illustrate to them the property being taken from them. He further stated they property owners must be aware of their rights for compensation and the process in which to claim compensation.


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

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



5.ii. Traffic simulation/forecasting model

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 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 take 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.

Due to time constraints, this item was set aside for update at the next board meeting.

Deferred until next meeting.

5.iii. 2015/2016 Traffic count exercise

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 C\$78,500.00 less than the amount set aside in the budget.

The DMD advised works were scheduled to begin 2 February.

Traffic Count to begin this Sunday.

The DMD advised they were now at the turning movement stage, where they were using the strips. This was being done in George Town and West Bay. Board Members suggested the DMD contact the Police department and request no road closures where the counts were taking place.

The DMD advised the last of the intersections would be completed today with the tube counts wrapping up on Saturday. At that time SEMIC will send the data to their headquarters to ensure all data was collected and if it is necessary to obtain further information, which could be done while they were here. The DMD said he anticipated there would be a significant update the following week.

The DMD informed the board all works were completed and they were currently awaiting validation and a full report which was expected early May.

6. Other Business

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

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.

The MD advised the contract was signed with AMR on 17th February.

The MD advised consultants for the project would be arriving on the following Monday with a kick off meeting on Wednesday.

Deferred until next meeting.

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

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.

No update given.

Director Hydes advised Board Members that they were waiting on a report from PWC.

Deferred until next meeting.

6.iii. Legal Action – S.23(1)

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) Ltd. 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) 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 S.23(1). 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 S.23(1) 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.

No update given.

The MD advised the standstill was executed.

Deferred until next meeting.

6.iv. 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.

No update given.

Due to time limitations no update was given.

Deferred until next meeting.

6.v. Late Claim for Compensation – Block 11E Parcel [REDACTED] (Brac)

The Chairman directed the MD to inquire from Lands & Survey if the property owner received the proper notification and revert.

The DMD advised they had not received any further update from Lands & Survey.

Acting Executive Secretary informed Board Members that following a request to Mr. Hall regarding whether the property owners were notified via registered mail, he replied that notices were sent; however no responses were received.

The Chairman directed the Executive Secretary to inquire about the process of registered mail to determine acknowledgment of the mail and whether information is returned to the sender once it's received; and if this process was in effect in 2013 when the letters should have been mailed. He further directed her that once she was in possession of the information to contact Mr. Hall to confirm delivery of the letter by registered mail and whether there was confirmation of receipt by the property owners.

6.vi. Dart Presentation of Pedestrian Underpass: Ray Howe & Jackie Doak

The MD displayed drawings with the additional specifics that were requested from Dart and addressed concerns regarding the Harquail Theatre access. The Chairman asked what was the purpose of the presentation and site visit and whether the MD provided them with the criteria of different levels. The MD advised he had provided them with the levels. The Chairman advised the MD to find out when they could meet with the board and revert.

Deferred until next meeting.

6.vii. ETH Site Visit with NRA Site Engineer Consultant; Schmarrah McCarthy of AMR

Due to time limitations the MD briefly updated Board Members on the progress made so far by the consultant. He reported she was now employed for 2 weeks and he had received a number of reports from her during that time. She was on site for 3 hours per day with the freedom to inspect the progress of the project.

Deferred until next meeting.

6.viii. NRA Compound Plans

This item was put aside until the next board meeting.

Deferred until next meeting.

6.ix. Post-retirement benefits

Acting Executive Secretary informed the board that the MD requested this was brought forward for discussion and direction. The Chairman asked Board Members to review the documents circulated so it could be discussed as soon as possible.

6.x. Compensation Claim BP 575 – 14D S.23(1)


Having reviewed the recommendation by Mr. Hall the board agreed to compensation and advised correspondence of the decision to the Ministry advising same.

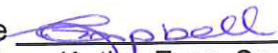
2. Date of next meeting

The next meeting proposed is 7th April contingent to the availability of the Crown Counsel. The meeting proposes to discuss:

- i. Linford Pierson Hwy response to property owners
- ii. Proposed Equipment Purchase with effect of Proposed Reserve
- iii. MD Performance Agreement

The meeting adjourned at 11:25pm.

Signature 
Chairman of the Board
Confirmation of minutes:
Date: 22 Apr. '16

Signature 
HR Manager (Acting Exec. Secretary)
Seconded: Confirmation of minutes
Date: 28 APR 16