
**National Roads Authority
Minutes of the One-Hundred & Ninety-fifth Meeting
of the Board of Directors
held in
NRA Conference Room,
370 North Sound Road, George Town, Grand Cayman
Thursday 12th May, 2016 at 9:30 a.m.**

In attendance were:

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

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

Dane Walton	Director
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1. Call to Order

The Chairman called the meeting to order at 9:45am

2. Minutes of Previous Meetings

- a. 14th April 2016 – confirmed
- b. 20th April 2016 – confirmed
- c. 28th April 2016 – reviewed

3. Administration

i. NRA Employee Post-retirement Healthcare & Pensions Benefits

Minutes of 28th April

Following the extra-ordinary board meeting on 20th April when the board accepted Mr. Dunn's recommendation to seek actuary valuation and where the Chairman requested Mr. Dunn to enquire if the valuation could be done locally. The MD advised Board Members the Auditor General suggested the NRA seek to have Mercer conduct the actuary valuation having dealt with other Statutory Authorities Government Companies (SAGC).

With regards to the qualified opinion, the MD informed the board a letter outlining the NRA's intension was drafted and sent to the Auditor General.

The MD reported they were still working through the process. Currently they were working with the Public Service Pensions Managing Director who is liaising with Mercer on their behalf.

4. Operations

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

a. 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.

Minutes of 14th April

The MD advised they were currently working on a media release on the project and it was anticipate the project would begin the following week. This he indicated meant that the first stages which included publicizing the works in the media, the trial period prior to the actual works commencing.

The board discussed possible diversion plans and the Senior Engineer was called in to discuss the project. He advised the project was separated into 5 phases and described the 5 phases, the impact on traffic and the planned diversions. As concerns arose regarding traffic flow from Red Bay and Prospect, Board Members decided to perform works that could be done now without traffic interruption on both the Red Bay and Prospect roundabouts and carryout the major works during July and August. The works to be completed now included:

Drainage wells;

the re-establishment of the connection of Old Prospect Road to Shamrock Rd in the vicinity of the former Durty Reids; and

the connector on Selkirk Dr. that links to Grand Harbour.

The Chairman instructed the Senior Engineer to revise the schedule of works for each phase; this included updating the plan and diversions for members to review.

Minutes of 28th April

The MD informed Board Members the press releases were completed and due out this week and further advised prep work would commence this week or early next week. The Chairman expressed concerns that signs alerting the public were not put in place prior to the well drilling. Board Members discussed and made suggestions regarding drainage from the wells.

With the wells completed, we were now waiting on Water Authority to complete their works, which was estimated to take 5 to 7 days. The schedule of works, the board was advised would have to be adjusted to incorporate the completion of sidewalks prior to June. The Chairman reminded the Senior Engineer that the Old Prospect Road should be ready for July.

b. 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.

Minutes of 14th April

The MD advised confirmation was received regarding the location of the site to be updated and it was indeed necessary. He further stated he had just received a cost estimate but he had not been able to review and therefore schedule. The Chairman reiterated when doing the work, boundary markers of adjacent properties should be identified and proper shoulders constructed.

Minutes of 28th April

The MD confirmed he identified the area; however there were a few issues with the boundary markers and they were working with Lands & Survey to rectify them.

Due to the increase in the works requested, the MD informed Board Members the cost to complete the works had increased. The MD advised he was currently reviewing the figures prior to commencing the work. He further advised signage would be in place to advise motorists of the upcoming road works.

c. Signage – Primary arterials

Minutes of 28th April

1. Customer Service Signs

The Chairman asked the signs displaying the complaints hotline be removed from their current locations and placed in locations where there could be read i.e. public beaches, parks, and launching ramps.

2. Roundabouts

Board Members expressed their concerns regarding the placement of the signs leading up to the Tomlinson Roundabout alerting motorist how to use the roundabout and asked the MD investigate the issue.


The Chairman asked the MD to also investigate the signage at the Silver Oaks roundabout, with the possibility of erecting a sign that indicates the destination of the road.

The MD displayed proposed signage to Board Members who reviewed and offered suggestions for changes.

5. Planning

5.i. Linford Pierson Hwy widening – legal advise

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



The Chairman recommended as previously discussed the division of the project into two phases. He suggested that Phase 1 would commence at the Silver Oaks roundabout and end immediately west of the proposed Agnes Way roundabout. This they would allow the Board to make a recommendation to the Ministry and

Cabinet for the gazetting of this section and enable mitigation and compensation measures to be pushed forward with affected properties in this section.

The Board accepted this recommendation

Minutes of 14th April

Referring to the map displayed on the wall, the Chairman explained this was the rendition showing the possibility of securing a 100' right throughout the project save for on the two ends, i.e. in the vicinity of the First Assembly of God church on the east and the Equestrian Centre on the west. This would allow the provision of a 12-14ft 'green' median even after widening to 6-lanes and was as per the southern end of the Esterly Tibbetts Hwy. Due to the existing right-of-way in this section, the necessity to acquire whole parcels in the narrower sections and the size of parcels particularly in the eastern portion, he felt that that the 100ft wide right-of-way could be achieved without substantially increasing the \$4.4M estimated cost of land acquisition. He advised the Board that he had broached the idea to the Minister recently. He stated as per the report distributed to property owners, the recommendation of 86' would be presented to the Minister and suggested that in addition the Board should also present a 100' option.

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

the Chairman inquired of the MD if he received additional acquisitions costs from Lands & Survey. The MD informed him he hadn't.

Board Members were informed by the Chairman that he approached Mr. Hall with regards to procuring assistance for compensation claims for Phase I of the project. It would be understood that the individual would be chosen by Mr. Hall and they would work solely on compensation claims for the project. It is also understood that compensation claims cannot be submitted by owners until the road is gazetted and therefore imperative to get it gazetted expeditiously.

Minutes of 28th April

The MD spoke to discussions held with Lands & Survey regarding claims and impacts with the 100' proposal. He advised the cost had gone up from \$4.4 million to \$4.8 million. The Chairman inquired when the documents would be completed for submission to the Ministry for gazettal and was advised by the MD the package was awaiting a letter from the NRA and an updated map. The MD further advised documents were already forwarded to the Ministry and Mr. Fawcitt was currently working on the cabinet paper.

In order to keep Members informed of the progress, the Chairman requested the DMD present the activities to date on the project. The DMD informed Board Members that the NRA was approached by the Phoenix Group, the contractors for Fosters Group who are

developing a portion of the property located on the south side of the LPH. The representative from Phoenix suggested moving the proposed roundabout located by Agnes Way to accommodate a more interconnected access to the highway by all users in that area.

Members discussed the impact to land owners in the area and access to the highway. So as not to delay the project, the DMD suggested the gazette not include the roundabout and meet with the property owners to present a proposal for access.

The Chairman advised there were three components to what was currently being discussed:

1. Whether the section warrants a roundabout to provide access to the highway – which Board Members agreed it did.
2. If the best way to provide this access is to give them a frontage road so they can develop their property as they see fit and
3. Should the board look to resolve this issue now or gazette as the DMD suggested and then engage the property owners on access? – The board agreed the roundabout should be removed and gazetted as proposed by the DMD, and pending conversations with the property owners make the necessary adjustments for a roundabout.

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

The Chairman advised the DMD arrange a meeting, that afternoon if possible, with the representatives for the Foster Group to discuss the board plans.

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

Mr. Jon Hall addressed the board with his weekly status update and advised it was necessary for the board to establish how they wanted the deal with replacement costs. The Chairman suggested members give thoughts on a reasonable modus operandi for replacement property.

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 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 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.

Deferred until next meeting.

Minutes of 28th April

The DMD displayed the scheduled and explained they were about two months behind. A draft RFP was completed and a firm engaged to assist with its completion. The firm the DMD advised was the same firm contracted by APEC. He expected the RFP to be completed by mid-May. The RFP would be used to develop 2 models by mid-June, the models he explained were:

- First model – A macro model is a travel model.
- Second model – A traffic operations model, would be developed with the information provided from the first model.

No update given at this time.

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 was schedule 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 MD 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.

Deferred until next meeting.

Minutes of 28th April

The DMD reported he had received a preliminary report and expected to receive the full report by mid-May.

No update given at this time.

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.

No update at this time.

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.

Minutes of 28th April

No update at this time.

Director Hydes updated the board on the changes made to the agreement regarding changes to incentives and advised he was seeking approval from the board to sign the agreement. The Chairman informed Director Hydes, that while the board was disappointed with the way the agreement was handled they accepted it.

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 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.

No update given at this time.

6.iv. Late Claim for Compensation – S.23(1)

Deferred until next meeting.

Minutes of 28th April

Mr. Hall advise the Chairman although there was an offer made, he had not spoken to Mr. Hislop; however planned to do so in order to conclude the claim within the next couple of weeks.

No update at this time.

6.v. 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.

Deferred until next meeting.

No update at this time.

6.vi. 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.

Deferred until next meeting.

No update at this time.

6.vii. NRA Compound Plans

This item was put aside until the next board meeting.

Deferred until next meeting.

Deferred until next meeting.

No update at this time.

6.viii. Compensation Claim S.23(1) – Block 14C Parcel

Mr. Hall gave a brief overview of the claim and it was the board's decision to:

1. Accept the late claim
2. Approved to pay the sum of \$7,235 which included
\$2,235 – market value of land taken and
\$5000 – impact on business.
3. Professional fees of \$1,680

6.ix. Kent McTaggart proposal to use concrete for road construction

The Chairman advised that recently the NRA was approached by the Mr. Kent McTaggart regarding the use of concrete for road construction on the East/West Arterial. Adamant about his proposal Mr. McTaggart approached the Ministry and it was suggested a trial be done on Sparky Dr. However this was not possible as works on Sparky Dr. was scheduled to commence. The Chairman suggested as the NRA was not familiar with concrete roads, it would be necessary to conduct research into the possibilities. He further suggested the following should be taken into consideration when conducting the research:


1. The fact that we have the data necessary,
2. As we have no statistics, we should look at standards in locations where concrete roads are utilized;
3. Engage services of individuals who can look at traffic data, soil conditions, etc and design alternative flexible (hot mix) or rigid (concrete) pavements.


With 'equivalent standard designs' for different categories of roads, comparative quotes could be sought in the future..

7. Date of next meeting

The next meeting is scheduled for 26th May with June meetings 16th & 30th June.

The meeting adjourned at 1:50pm.

Signature 
Chairman of the Board
Confirmation of minutes:
Date: 16 June 2016

Signature 
HR Manager (Acting Exec. Secretary)
Seconded: Confirmation of minutes
Date: 16 JUNE 2016