
**National Roads Authority
Minutes of the Two Hundred & Fourth Meeting
of the Board of Directors
held in
NRA Conference Room,
370 North Sound Road, George Town, Grand Cayman
Thursday 15th September, 2016 at 9:30 a.m.**

In attendance were:

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

Apologies:

Gary Clarke	Director
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Invitees:

Mark Scotland	Special Projects Manager
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1. Call to Order

The Chairman called the meeting to order at 10:00am

2. Minutes of Previous Meetings

- a. 11th August 2016 – confirmed
- b. 25th August 2016 – approved as presented

3. Administration

3.i. NRA Employee Post-retirement Healthcare & Pensions Benefits

Minutes of 30th June 2016

The MD explained that although we had received a figure of \$11.4 million from the actuary, the figure was not broken down into the categories requested by the CFO and he requested the CFO apprise the Board of the actuarial report. The CFO explained he requested the breakdown of the liability prior to 2004 and from 2004 to date; however he confirmed the MD's statement that the figure received was the total liability and therefore he requested further clarification on the figure. In the meantime he was in discussions with Mr. Dunn regarding how to approach the Ministry on their portion of the liability. The CFO suggested the Ministry could interject the amount necessary by way of funds or assets.

Upon questioning the CFO clarified the actuary report only dealt with the NRA's medical liability and not pension, he was still awaiting the figures for the pension liability. The Chairman asked the CFO if he was aware of the projected period for which the funds would become due. The CFO replied that there were so many variables, the main one being the age of the employee. The Chairman advised once the clarification of the actuarial report was received and reviewed then recommendations could be made regarding the investment of funds.

Due to the absence of the MD this item was deferred until the 28th July meeting.

Minutes of 4th August 2016

Due to the absence of the CFO this item was deferred.

Minutes of 11th August 2016

The MD advised Board Members there was no update on the actuary figures for 2004 to present. The Chairman reiterated the necessity for clarification of what has accrued and how they can go about providing for this obligation.

Minutes of 25th August 2016

The MD advised the Chairman since the last meeting he received the actuary figures; however due to time restrictions these figures were not discussed and the item was set aside until the next meeting.

Due to time restrictions, this item was not mentioned.

3.ii. Proposed 2016-2017 Budget – CFO/MD

Minutes of 30th June 2016

The MD and CFO referred to the document previously circulated via email as well as hard copy. The MD explained there were comments inserted in certain areas of the document which clarified that particular appropriation and therefore it was better to view the document via computer. The Chairman asked the MD to revise the document to correctly reflect the 'Proposed appropriation' and the

'Appropriation' figures. Director Clarke asked for the details on the Administrative aspect of the budget as it was not outlined as per the May NRA Financial Report, pg. 8, presented to the board at the previous meeting. The CFO explained administrative costs were incorporated in each vote. The Board queried how administrative costs were accounted for, how were they budgeted and how were they controlled.

The Chairman instructed the MD to revise the report indicating administrative costs as well as develop a Capital Works Programme. The MD advised he would have the revised report by the end of the day.

Due to the absence of the MD this item was deferred until the 28th July meeting.

Minutes of 4th August 2016

This item was deferred until the CFO returns from vacation. The Chairman reminded the MD that the Board wished to see an administrative budget for the operation of the Authority.

Minutes of 11th August 2016

Item deferred until 25th August when the CFO is back in office.

Minutes of 25th August 2016

This item was set aside until the next meeting.

Due to time restrictions, this item was not mentioned.

3.iii Project budget update

Through correspondence the Chairman requested the MD develop a cost analysis of the projects scheduled for this fiscal year. The MD presented these figures to the board and after discussion the MD was directed by the Chairman to update the figures based on amount received from the Ministry and Lands & Survey by the next board meeting. This would ascertain what funds were available for the two main projects LPH and ETH and what projects under E142 would have to be placed on hold for the fiscal period.

The breakdown should include:

- Current status of project (design plans completed, area gazetted, etc.)
- Projected construction costs
- Projected compensation cost

4. Planning

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

Minutes of 11th August 2016

The Chairman briefed the Board on discussions which the MD and he had had with the Minister, Chief officer and Dep. Chief Officer on 10 August 2016 regarding the giving effect to the relocation of the occupants of the three (3) occupied properties which are being acquired for the LP Hwy project. The consensus was that the NRA should engage an individual who had knowledge of the building industry and who would act as a project manager overseeing the all aspects of the homes being built.

The Board endorsed the approach as the best way of ensuring the protection of both the CIG and the property owners.

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

Minutes of 25th August 2016

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

The Chairman also advised that the Project Manager approached for the building oversight of the project, S.23 who he recommended, declined the position. He has approached another possible candidate and was waiting for his response which he expected the following day.

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

The Chairman advised he spoke to Mr. Leonardo Prospere, who expressed his interest to work with us to act as project manager overseeing the homes being built.

4ii. Esterley Tibbetts Hwy widening – compensation matters

Minutes of 4th August 2016

The MD advised the Board that Boundary Plan 593 for the widening of the ET Hwy had been approved by Cabinet on 30th June 2016 and published in E.O. gazette No. 51/2016 on 01st July 2016.

The MD undertook to provide the Board with the L&SD's current estimate of the cost of the corresponding property acquisitions and to ascertain from the Ministry whether funds were available to meet these costs.

Minutes of 11th August 2016

The MD advised he had not reviewed the current estimate provided by L&S. The Chairman reminded him it was important to ascertain the figures as there were other projects where compensation costs have to be considered. These include Phase II of the LPH, the ETH and the Airport/ALT roundabout connector, all of which have to be presented to Ministry for review and approval.

Minutes of 25th August 2016

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

BP 593 – Esterley Tibbetts Highway Widening – Block 14C Parcel S.23(1)
The board approved the compensation in the amount of \$650,200 as recommended by L&SD.

The Chairman directed the MD to verify the overall compensation estimate for BP 593 and revert to the board.

4iii. 2015/2016 Traffic Count exercise – information release

Minutes of 14th July 2016

The Acting MD reported to Board Members that the 2016 TRAFFIC COUNTS has now been deemed complete with the finalization of the NRA's review of the consultant's final report.

The exercise includes collection of volume, speed, and vehicle classification data at 152 roadway segments on the island of Grand Cayman in addition to vehicular turning movement counts at 41 intersections. Minor errors found in the initial final report have been corrected and NRA is now prepared to release the ten (10)% retention payment as per the contract.

The AMD illustrated a brief summary of the busiest intersections and roadway segments and indicated that there was a lot of useful information collected as per

this exercise. He and his team would consider what data to summarize and make available to the public.

The AMD also indicated that NRA will conduct counts at about 8-10 locations this summer (2016) as a means of comparing and contrasting the difference in traffic volumes and peak periods. It has long been observed that traffic conditions are less congested during summer months when schools are out; these two sets of counts will help to quantify the difference.

Minutes of 4th August 2016

This item was deferred.

Minutes of 11th August 2016

Following discussions on the circulation of the results of traffic count exercise to the public, the Chairman instructed the MD to discuss with the DMD what and how information would be released and present to Members.

Minutes of 25th August 2016

This item was put aside until the next meeting.

The DMD circulated the draft press release and Board Members reviewed and offered suggestions for changes prior to issuing.

4iv. Traffic simulation/forecasting model - update

Minutes of 30th June 2016

Due to time constraints, there was no update given at this time.

Minutes of 14th July 2016

The Acting MD advised Board Members that the NRA has contracted US engineering firm Burns Engineering to assist with the front end development of the Traffic Model Exercise which includes the development of the RFP (Tender Docs); Evaluation of Proposals; Preparation of the evaluation summary and tender award report (ESTAR). The draft RFP is now available for review and comment.

The Traffic Model Exercise consists of three phases;

Phase 1 – Development of a computerized travel demand model which is a macroscopic model that uses socio-economic data to predict future trip growth.

Phase 2 – Development of a computerized traffic operations model. Information from phase 1 along with recent traffic counts will be used to develop the traffic operations model. One key feature of the traffic operations model is the ability to

perform before and after analysis of road corridors and/or traffic area networks, and to 'test' roadway improvement alternatives for future viability.

Phase 3 – Training and technical assistance for NRA staff on the two models.

The Draft RFP is also with the Central Tenders Committee who will provide comment/guidance on the proposed scoring and tender valuation procedures.

The Board was advised of the 'order of magnitude' estimates provided by the Burns Group for the three (3) phases, namely Phase 1 - \$300K; Phase 2 - \$200K and Phase 3 - \$150-200K. The Chairman stated that the RFP would have to give the NRA clear options to accept only some or none of the proposals if the costs proved excessive.

Minutes of 4th August 2016

This item was deferred.

Minutes of 11th August 2016

Due to the absence of the DMD, this item was deferred.

Minutes of 25th August 2016

This item was put aside until the next meeting.

The DMD advised the RFP were sent to the CTC for comments which were received. He is currently working on the revisions and would distribute prior to the next board meeting for Members to review.

5. Operations

5i. Capital projects and district roads - July 2016 –December 2017

Minutes of 11th August 2016

The MD advised he would circulate the document that afternoon for comments. He made note the East End portion was not completed as he was waiting to discuss with Mr. McLean who had a number of inquiries on the roads scheduled.

Minutes of 25th August 2016

This item was put aside until the next meeting.

Time restrictions prohibited discussion of this item and therefore it was deferred.

5ii. Red Bay roundabout – Reconstruction

Minutes of 4th August 2016

Paving should be completed by tomorrow (05th Aug 2016). Striping should be completed during the week of 08-12th Aug 2016.

The final cost for this project is to be compiled and presented to the Board.

It was noted that the Grand Harbour roundabout also needs to be milled and re-paved.

Minutes of 11th August 2016

The MD advised paving was completed and the project was scheduled to be striped the following day. He further advised the delineators for the roundabout were on special order.

The Board agreed following discussion to a temporary closing from 7:00-9:00am of the access to Shamrock Road (Prospect Park area) at the Tomlinson roundabout by westbound traffic from Shamrock Road and the East-West Arterial on two mornings Wed, Thu or Fri to assess the impact on the flow of traffic from the E-W Arterial through the Red Bay roundabout. The NRA is to:

- advise the RCIPS;
- put in place means of assessing the impact; and
- report the results to the Board following the exercise.

Minutes of 25th August 2016

The MD advised the works were completed and the delineators were expected that day. The Chairman mentioned he noticed there were a few areas to touch up and would discuss with Edison and Wayne.

As the temporary closing was in its last day, no information was available regarding the impact on traffic. The DMD however provided Members with the traffic count results from February from that area. The DMD reported that 172 vehicles entered into the Prospect area from the Chrissie Tomlinson roundabout and 943 entering the Red Bay roundabout. Therefore it is assumed that 772 vehicles originated from the Prospect/Red Bay area. Once they had the report in from the exercise they would be able to compare and report.

Time restrictions prohibited discussion of this item and therefore it was deferred.

a. Roundabout contracts

Minutes of 11th August 2016

Members were curious about the contracts held by companies in the 'adopt a roundabout' program and queried the term and renewal of each contract. The MD explained there were contracts for each roundabout currently in the programme and advised he would circulate the contracts for Members to review.

Minutes of 25th August 2016

The revised Roundabout Contract Status sheet circulated to Members; however due to time limitations it was not discussed and deferred to the next meeting.

Time restrictions prohibited discussion of this item and therefore it was deferred.

5iii. Bodden Town Rd. vicinity of Midland Acres – shoulders

Minutes of 11th August 2016

The Chairman advised the shoulder work began that morning.

Minutes of 25th August 2016

The Chairman confirmed using the excess material for the shoulders was a good use of the material and time would tell how it stands up and reported there were areas still to be completed.

The MD advised works were almost completed with the exception of a few intruding trees. The Chairman requested the MD provide the costs of :

- Milling and re-paving; and
- Shoulder upgrade.

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

Minutes of 11th August 2016

The Chairman enquired on the progress made with the property owners of 20D [REDACTED] with regards to finalising the roundabout. In a prior meeting Mr. Scotland was to provide the information to the DMD do he could contact the relevant parties. The MD advised the DMD had contacted the lawyers office; however to date there had been no response. The MD further advised the Senior Engineer was in the process of completing the design of the Agnes Way roundabout.

Minutes of 25th August 2016

The Special Projects Manager commended the MD and his team for the works completed thus far on the project, and made special mention of the Design team and their work.

He advised Board Members of his weekly updates to the MD and presented them with his update which included the following:

Schedule

From Station 0 to Station 34, left Carriage Way (from Church to Agnes Way)	May to June 2016
Accommodation works at the church	Should have started 22 August however postponed until 29 August as church has not given the go ahead
Works by the church	Completed end of Oct – mid Nov
Bids for the wall	Sept 5 – 9 collection returned by 12:00 Fri 15 September
Houses	Become critical around March, therefore houses need to start 19 Sept (6 months construction) – finish in May One house has drawings completed
Water Authority	Have confirmed a date in a mid- Oct which is acceptable
CUC	We are still awaiting a date; to follow up in a couple of days
Completion of Station 0 – 34, left carriage way (South Side)	Dec to early Jan
Mangrove Point	Relocation of entrance meeting on Monday
Next Station will be 43 – 55 right carriage way	

Cross Section

SPM presented cross sections and explained the difference in costing depended on which cross section was chosen. He explained the estimated cost from Silver Oaks to Agnes Way was C\$6.1 million and this was based on the additional roundabout and building the base for the future 3rd lane carriage way. This cost did not include street lighting and pole relocation.

SPM informed Board Members that demucking and shotrock filling was complete so they were out of the 'unknown' in regards to budget costs. He explained they were a little over the cost estimate of the shot rock but doing fairly good on the estimate as they were now up to \$570,000. He further advised members they would be utilizing extra fill from the section completed to use in the roundabout area to keep costs down.

De-mucking	One week ahead of schedule
Accommodation works at the church	Works commenced 12 Sept. Well drilling to commence 19 Sept.
Works by the church	Completed end of Oct – mid Nov
Bids for the wall	Bid awarded to Stanley Hill and would take 6 weeks to construct.

Houses	MD to arrange a meeting between Ministry and Project Manager regarding the oversight of house construction.
CUC	CUC advised they were unable to complete pole relocation until Jan 2017. SPM advises he will have to look at the schedule and possibly protect the base of the poles in order to work around CUC scheduled. He hoped that CUC would be able to relocate some poles prior to their Jan estimate.

Director Hydes expressed concern regarding the new church located by Pro-Plus nursery that had commenced works on a sidewalk, where our curbing was scheduled to be placed in January. Board Members were told the Transportation Planner was liaising with the Planning Department as it was understood it was approved by planning in order for the establishment to receive their Certificate of Occupancy. Director Hydes said he would correspond with the Director of Planning as the sidewalk was incorrect both horizontally and vertically.

The SPM and MD advised the information pertaining to the gazetting of the roundabout was with Lands & Survey Valuation office and should be sent to the Ministry the next day (Friday 16 September). The Chairman reiterated the importance of getting this immediately gazetted.

The SPM displayed the roundabout design and informed Board Members they would be completing the base work to the east and west of roundabout while they were waiting on the gazettal.

Members inquired if the design took the road through Alamo Dr. and if so would it have to be gazetted with the roundabout. The Chairman advised the gazettal of Alamo Dr. would be done after the roundabout so as not to hold up the roundabout construction, as he pointed out, Alamo Dr. was only a right of way and therefore not as urgent as the roundabout.

The SPM expressed the difficulties he was encountering with CUC with regards to street lights and the Chairman suggested he present CUC with a summary of what they want and include the reasons for their decision. CUC should be presented with the options deemed feasible for consideration bearing in mind supply, installation and maintenance.

5v. Esterley Tibbetts Hwy widening – design & construction oversight

Minutes of 11th August 2016

The Chairman enquired of the MD whether the design was approved and signed off. The MD advised theoretically it had been approved; however there were some minor adjustments to the cross-sections, which he presented to the board.

Board Members advised the MD to ensure he establishes what Dart was supposed to be doing and what they agreed to do and to stick with what is agreed upon and to ensure it was within the agreed cost.

As AMR was currently doing the construction oversight of the first phase of the ETH, the Chairman enquired who would have oversight of the next phase as it was important identify someone at this time. The MD suggested he approach Mr. Scotland to ascertain his interest in undertaking the project.

Minutes of 25th August 2016

This item was deferred due to time constraints.

SPM Scotland reported he was in contact with the representative from Dart and advised him he would be monitoring the section of the bypass being built for government. Mr. Scotland explained he was advised the budget would only allow 4 lanes and a shoulder; however he was not pleased with the slope proposed. Mr. Scotland presented the cross section and explained he was seeking the board's approval to extend the fill to 100' in order to ensure a better slope. This fill material he advised would be in the region of C\$200,000, with no construction cost.

He further advised it was necessary for the Water Authority to move their lines and therefore the fill would be necessary. The Chairman enquired if the Water Authority was willing to pay for half the cost of the fill and to have this conversation with the Water Authority prior to Board's approval. Board Members agreed this was the way forward and the MD was directed to communicate with the Water Authority.

6. Other Business

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

Minutes of 30th June 2016

Due to time constraints, there was no update given at this time.

Minutes of 14^h July 2016

The Chairman explained that it was essential to address other items on the agenda and therefore this item was set aside until the next board meeting.

Minutes of 4th August 2016

This item was deferred.

Minutes of 11th August 2016

Having met with the representatives for the airport project, on Tuesday 9th August, the Chairman expressed he was not satisfied with the presentation, and he and the MD had expressed what their expectations were. The representatives agreed to review and revert with another presentation.

Minutes of 25th August 2016

This item was deferred due to time constraints.

Time restrictions prohibited discussion of this item and therefore it was deferred.

6ii. Legal action – S.23(1)

Minutes of 30th June 2016

Due to time constraints, there was no update given at this time.

Minutes of 30th June 2016

The Chairman explained that it was essential to address other items on the agenda and therefore this item was set aside until the next board meeting.

Minutes of 4th August 2016

The MD shared briefly with the Board and option which he was considering for presentation to S.23(1). The Board expressed the view that Webb Rd was not an appropriate discharge for a service road. Alternative designs are to be considered and shared with members.

Minutes of 11th August 2016

The Chairman referred to a letter circulated to Members from National Cement to the Minister with spoke to access on the Esterley Tibbetts Hwy. After discussions the Chairman directed the MD to have his team create an access plan to serve the S.23(1) who have a legitimate claim, and bring back to the board for review.

Minutes of 25th August 2016

The MD presented a drawing showing the proposed access and explained the inaccuracies in the drawing. Following discussions and a suggestion by Director Panton the Chairman directed the MD to adjust the drawing to two options:

1. Access for from Seymour Rd.; and
2. Left-off access from the ET Hwy.

Time restrictions prohibited discussion of this item and therefore it was deferred.

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

Minutes of 11th August 2016

Mr. Hall informed Board Members he had not had the opportunity to look into the S.23(1) claim; however he would make time to do so in the coming week and report back to the board.

Minutes of 25th August 2016

The Chairman made mention that a proposed amount was indicated to him by Lands & Survey; he however would like to make the suggestion they offer [REDACTED] [REDACTED] C\$33,000 and see if he accepts; the board was in agreement.

The Chairman advised he had not received an update as to whether Mr. Hall wrote to S.23(1) [REDACTED] regarding the proposed amount agreed by the board during the previous meeting.

6iv. NRA Compound Plans

Minutes of 11th August 2016

This item was deferred.

Minutes of 25th August 2016

The Chairman advised that items such as these would remain on the agenda so they can be dealt with when time permits.

Time restrictions prohibited discussion of this item and therefore it was deferred.

6.v. Signage – Primary arterials

Minutes of 11th August 2016

This item was deferred.

Minutes of 25th August 2016

The Chairman advised that items such as these would remain on the agenda so they can be dealt with when time permits.

The Chairman acknowledged the NRA efforts for erecting the signs on the roundabouts; however had a couple of concerns. These were expressed to the MD who was instructed to investigate and revert.

6vi. Former MD Settlement – media request for information

Minutes of 11th August 2016

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

Minutes of 25th August 2016

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

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

6vii. Special Projects Manager – contract renewal

Mr. Scotland's contract, the Chairman advised was coming to term on the 17th September 2016; however he had agreed to extend his contract for another year. The new contract included a one hour allotment to the ETH, where he would give oversight of that project.

6viii. Board Members appointment coming to term

Minutes of 11th August 2016

The Chairman acknowledged that Members appointment to the NRA board would come to term on 31st August 2016. Having spoken to Members they confirmed interest in renewing, which is allowed under the law. He advised Director Hydes to address the issue with the Minister and Chief Officer adding that Director Clarke agreed to be Deputy Chairman as well as nominating Mr. Andy Bodden to become a Director, to fill one of the 3 vacant positions.

Director Hydes advised Board Members the Ministry prepared the paper regarding their re-appointments; however he could not confirmed if it was presented to Cabinet.

6ix. BP575 – 14 D (Humber Lane) – Late Compensation Claim

Board Members agreed to accept the late compensation claim advised of by Mr. Hall, with the addition that the adjacent right-of-way form part of the compensation as it was not redundant.

6x. Fleet Acquisitions

Director Walton enquired on the status of the fleet acquisitions and the MD advised they were currently working on a proposal and would have information by the end of the month. The Chairman advised to have CTC review in order to receive a preliminary opinion.

6xi. Speed humps

Director Panton asked for an update of the speed hump upgrades. The MD informed the board he would investigate and revert.

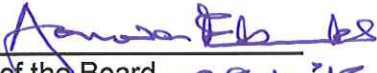
6.xii. Installation of ducts

Following the conversation regarding the street lights on the LPH, the Chairman enquired of Board Member's whether they should explore the option posed to them by the ICTA regarding the installation of their own ducts on the highways. Following the approval from the Board, he instructed the MD to request a meeting with ICTA and include the SPM and the DMD to ascertain how they could go forward with this.

7. Date of next meeting

September meeting are scheduled for 29th September 2016.

The meeting adjourned at 12:45pm.

Signature 
Chairman of the Board
Confirmation of minutes: 12 Oct. '16
Date:

Signature 
Executive Secretary
Seconded: Confirmation of minutes
Date: 19 OCT 2016