
**National Roads Authority
Minutes of the Two Hundred & Fifth Meeting
of the Board of Directors
held in
NRA Conference Room,
370 North Sound Road, George Town, Grand Cayman
Thursday 29th September, 2016 at 9:30 a.m.**

In attendance were:

Donovan Ebanks	Chairman
Gary Clarke	Director
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

Invitees:

Mark Scotland	Special Projects Manager, NRA
Ruth Massarella	Senior Valuation Officer, L & S
Olsen Bush	CFO, NRA
Charles Brown	Seconded to Ministry PLAH&I

1. Call to Order

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

2. Minutes of Previous Meetings

- a. 25th August 2016 – confirmed
- b. 15th September 2016 – reviewed

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.

Minutes of 15th September 2016

Due to time restrictions, this item was not mentioned.

The Chairman reiterated the Board was aware of the two liabilities - past service pension liability (PSPL)¹ and post-retirement healthcare benefits liability (PHBL).

¹ **Past Service Liability**

Employer's obligation to fund a pension plan for the time period when employees were qualified to participate but the plan was not yet established. For example, a pension plan is established at XYZ Co. in 1985. Because John Smith started at the firm in 1975, he would have a past service credit for his 10 years of service before the plan started. For funding purposes, annual contributions are broken down into future service benefits and past service benefit. Past service liability is not funded entirely in the initial year of a plan, primarily because it would be too expensive for funding purposes, annual contributions are broken down into [future service benefits](#) and [past service benefit](#). Past service liability is not funded entirely in the initial year of a plan, primarily because it would be too expensive.

The CFO reported the last figure for the PSPL to be \$3 million; however this figure may increase depending to the actuary report which was forthcoming. The PHBL figure was \$8 million from NRA's inception in 2004 to present.

The Chairman asked the CFO if he was aware of the rate at which these liabilities were growing as this would assist the Board in deciding the amount to be set aside to cover the liability. The Board unanimously agreed on the recommended sum of \$500,000 per year as a start; however instructed to obtain the information regarding the rate of growth of both liabilities and revert.

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.

Minutes of 15th September 2016

Due to time restrictions, this item was not mentioned.

This item was set aside due to time restrictions.

3.iii Project budget update

Minutes of 15th September 2016

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

No update given at this time.

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.

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

Minutes of 25th August 2016

Readacted 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, [REDACTED] who he recommended, declined the position. He has approached another possible candidate and was waiting for his response which he expected the following day.

Minutes of 15th September 2016

Readacted 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.

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

The Chairman reminded SVO that all compensation recommendations must first come to the Board for discussion prior to L&S submission to the Ministry. While the L&S department conduct the negotiating process, proposed compensation claims should be presented to the Board prior to final negotiations with the claimant.

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

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

Minutes of 15th September 2016

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.

No update given.

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

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.

Minutes of 15th September 2016

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

The DMD confirmed a summary of the Traffic Count exercise was now on the website. He explained the summary of the details were derived from the SEMIC report.

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.

Minutes of 15th September 2016

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.

Board Members were advised the draft RFP was submitted to the Burns Group for corrections. The Chairman directed the DMD to circulate the draft to Board Members that afternoon for review and comments.

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.

Minutes of 15th September 2016

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

The Chairman advised the MD to circulate the revised District Roads spreadsheet for Members to review for discussion at next Board meeting.

5ii. Red Bay roundabout – Reconstruction

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.

Minutes of 15th September 2016

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

As the project is now completed, the Chairman advised he would remove it from the Agenda.

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

Minutes of 15th September 2016

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.

No update given.

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

Minutes of 15th September 2016

SPM informed Board Members that de-mucking and shot rock 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.

SPM Scotland advised the gazette for what is now BP600 was sent to the Ministry; however questions came back regarding the feeder roads and their purpose. Subsequently he advised them the roundabout and feeder roads were to provide access into Randyke Gardens and Halifax Rd.

After deliberation on the issue the Board instructed the DMD to convey the following recommendations to the Ministry:

1. The Board notes that the South Sound Bypass gazette may be eminent however, the Board took the view that the proposed access road running south from the roundabout should remain as part of BP 600. NRA would build only the roundabout now and leave the road running south for a future date. Negotiations could ensue as to who will build/fund the relevant portions of the access road, or if compensation waivers could be negotiated.
2. The roundabout in the vicinity of Alamo Drive as Mr. Scotland indicated previously is significant in that the NRA will not allow eastbound right turns into Randyke Gardens or Halifax Road. Access to these developments from the west would be achievable via a U-turn at the new roundabout by Alamo.
3. The Board has been informed of the valuation estimate and is of the opinion that the uplift in value to the affected parcels has not been carefully considered. The lands owned by the S.23(1) greatly benefits from having full access provided by the new roundabout. Clearly the S.23(1) understood this when they lobbied so vehemently for a roundabout in this vicinity.
4. There is a legitimate expectation on the part of the S.23(1) to have the road running south of the roundabout gazetted immediately. The Board feels that it is important to gazette this road now so as to honor the negotiated access. Gazettal of this access scheme also means that the Board/NRA will not allow left-on/left-off access along the southern end of the LPH in favor of the subject parcels.

The MD informed Board Members a contract was signed between the NRA and Mr. Leonard Prospere and the first meeting was held. The SPM advised meeting with Mr. Prospere would be held every Wednesday. He further stated the drawings for both homes were commissioned to Mr. Arnold Berry and it was anticipated the homes would be completed by mid-March 2017.

Currently works were being concentrated by the Church where they were just below the crusher run level and drilling wells. It is hoped paving will be completed by mid-October. Mr. Stanley Hill was also present on site to begin works on the wall. The anticipated date for completion is the end of October. This was also the schedule completion of the median and curbing.

Mr. Scotland advised by the first week in January 2017 the switch over for road usage would occur. Works were also schedule to begin on the north side as far down as the location allocated for the houses.

With regards to the budget, they were doing well with the estimates and were currently at \$800,000.

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.

Minutes of 15th September 2016

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 C1\$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.

SPM Scotland reported there were issues with the fencing; however the issue was resolved and they were working on base works south of the roundabout. The shoulder to the east was their main concentration in order to accommodate Water Authority. He further advised Water Authority had agreed to pay for half the cost of the fill material and discussions were currently being held between them and the Ministry.

6. Other Business

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

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.

Minutes of 15th September 2016

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

No update provided.

6ii. Legal action – S.23(1)

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.

Minutes of 15th September 2016

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

No update provided.

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 Albert Hislop 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 S.23(1) CI\$33,000 and see if he accepts; the board was in agreement.

Minutes of 15th September 2016

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

No update available.

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.

Minutes of 15th September 2016

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

No update provided.

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.

Minutes of 15th September 2016

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.

When designing signs, the Chairman encouraged the MD to keep in mind who the signs best serve. Using this approach there should be certain considerations:

- (a) The size of the sign – on particular roads i.e. signs based on a 40mph approach should be larger than those on a 30 mph approach.
- (b) Signs indicating primary destinations – the font should be bigger

The MD indicated he would look into adjusting the 16 signs that were recently erected. Prior to procuring other signs a presentation would be made to Board Members for review and comments.

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

Minutes of 15th September 2016

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

No update provided.

6vii. BP575 – Smith Road widening

Board Members agreed to consider the 'late intentions to claim' as presented by Lands & Survey Senior Valuation Officer Ms. Ruth Massarella.

6viii. PCM 306 – 28B §.23(1)

The Board agreed to the compensation claim of CI\$44,939.25 for the remaining 25% of the original claim and for the additional 1,983.8 square feet that was taken from the parcel, over and above the original BP493.


6.ix. Executive Secretary appointment

The Acting Executive Secretary reminded the Chairman that her appointment came to term on 30th September 2016. The Board approved her appointment for an additional three months. At that time he advised the MD to conduct a review of the Executive Secretary's (Ms. Lois Hall-Vaughan) progress and revert to the Board.

7. Date of next meeting

October's meeting were scheduled changed to Wednesdays to accommodate Director Clarke's schedule. The dates confirmed are 12th and 26th October.

The meeting adjourned at 12:45pm.

Signature 
Chairman of the Board
Confirmation of minutes: 26 Oct. '16
Date: 26 OCT 16

Signature 
Actg. Executive Secretary
Seconded: Confirmation of minutes
Date: 26 OCT 16