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

In attendance were:

Donovan Ebanks	Chairman
Gary Clarke	Deputy Chairman
David Arch	Director
Stanley Panton	Director
Dane Walton	Director
Kenross Connolly	Director
Paul Bodden Jr (Andy)	Director
Tristan Hydes	Director Designate of Chief Officer, Ministry PLAH&I
Charles Brown	

Paul Parchment Managing Director – NRA

Lois A. Hall Executive Secretary

Invitees:

Mark Scotland	Special Projects Manager - NRA
Denis Thibeault	TPU – NRA

Apologies:

Edward Howard Deputy Managing Director – NRA

1. Call to Order

The Chairman called the meeting to order at 9:52am

2. Minutes of Previous Meetings

a. 09th November 2016 – confirmed

3. Administration

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

Minutes of 12th October 2016

The Chairman noted that the Board has still not received anything to substantiate what an annual allocation of \$500K would do to address the liabilities (past service pension and post-retirement health care) pre-2004 and post-2004.

The Chairman advised that if nothing was done both liabilities are going to grow therefore the NRA needs to know what contribution to set aside to meet this when it becomes due.

Director Panton queried the possibility of getting an amount to be stated that would be an annual contribution and over what period of time this is to be done.

The Chairman noted that the Board had the responsibility to say to Auditors that an adequate contribution was set aside for this.

The CFO informed that if the first set of employees becomes eligible in five (5) years, we should be able by then to know how much to contribute. He also advised that he had received an email response to his query but require more clarification. He will provide an update at the next meeting.

Minutes of 26th October 2016

The Chairman informed Board Members the CFO arranged a conference call with Mercer to discuss a report that would identify an appropriate level of annual funding into a dedicated account to meet the cash requirement of the liability as they come due.

Minutes of 09th November 2016

An email from MERCER in response to the Chairman's email to them was circulated. The CFO informed that for the cost of \$5K, MERCER indicated in its report that the liability due re pension and health insurance to be \$11M and there may be additional costs. Of this \$11M the NRA needs to know how much to set aside each year to meet this and to show this in their accounts. This amounts to \$5M per annum.

The Chairman noted that the NRA needs to know what the rate is to accumulate this and how much to build up to reach this target. He is to respond to the email.

The Board was provided with a copy of the response received on 24 November 2016 from the Public Service Pension Board regarding the fee proposal by MERCER. The Chair suggested that as this agency was more familiar with this kind of work than the NRA and considered the proposal reasonable, the Board should accept it and request that MERCER make every effort to keep the cost to the lower level. The Board approved his suggestion.

3.ii. Capital Budget – Compensation & Construction Funding

Minutes of 26th October 2016

Having discussed this item when reviewing the EO minutes of 17th October, the Chairman directed the MD to maintain the spreadsheet and keep the Board informed.

Minutes of 09th November 2016

The MD informed that the Ministry will have to provide more funds or NRA may have to forego a few projects. Phase I of the Linford Pierson Highway extension is do-able and he also suggested taking CI\$600K from the District Roads Project.

The Chair advised that in order to try to break the apparent stalemate at the Ministry with regard to whether the current funds available were adequate to allow the Minister to take forward to Cabinet the gazetting of BP 600 for the roundabout on L P Hwy, he had put forward what he considered to be practical suggestions based on earlier advise from L&SD on the term of settling claims. He had suggested that a reasonable profile to assign to claims by year as a percentage of total is:

- Year 1 - 35%;
- Year 2 - 30%
- Year 3 - 25% (a total of 90% in the first 3 years); and
- Year 4 - 10%

If this were accepted, the current funding was adequate.

4. Planning

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

Minutes of 12th October 2016

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

The Special Projects Manager informed that no claim for compensation to date have been submitted by S.23(1) as they are still working on the contents of the claim. It was noted that several land owners may soon begin submissions for compensation. In particular the land owner S.23(1) who it is proposed will wait to see what S.23(1) claims first before submitting their own.

Minutes of 26th October 2016

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

The MD advised Board Members the figures for compensation for BP600 was as follows:

Roundabout and access points -	CI\$683,000
Internal roads -	CI\$440,000

The Chairman referred to a letter from Senior Valuation Officer, Lands & Survey regarding a late claim request from the executors for [REDACTED] S.23(1) Board Members agreed to accept the late claim.

Minutes of 09th November 2016

No update given.

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

The SPM advised that it was his understanding that the gazetting of BP600 was still on hold. The delay was due to concerns regarding whether there were adequate funds to pay compensation (see item 3.ii. above).

4ii. Esterley Tibbetts Hwy widening – compensation matters

Minutes of 12th October 2016

The Chairman requested the MD to provide verification of the overall compensation estimate for BP593 so it can be reflected in the Minutes.

Minutes of 26th October 2016

The MD confirmed the compensation estimate to be CI\$4.3M.

Minutes of 09th November 2016

No update given.

The SPM advised that several compensation claims are pending (Blk 14C [REDACTED] BLK [REDACTED] Blk 14C [REDACTED], Blk13D [REDACTED] Blk 13D [REDACTED] and Blk 13D [REDACTED]).

4iii. Traffic simulation/forecasting model - update

Minutes of 12th October 2016

The draft of this document with the Chairman's comments was shown and explained. This document can now be out by November 2016. It was noted that although cost was important the quality of the technical side was more and hence more weight will be assigned to this than cost. The Board agreed that the document should seek s commitment from firms for more than a year of support and at what rate.

This module needs to be specific for left hand drive. It was suggested that training be done locally due to the technicality of the computer software instead of overseas. It was also suggested to extend the study area to the east to Chrissie Tomlinson round-a-bout with possible extension in the future.

The Board approved the draft, once revised, to be sent out. The Chairman thanked the DMD.

Minutes of 26th October 2016

The DMD advised Board Members they had identified nine (9) consultants with transportation model skill set who were approached to tender. So far three have confirmed their interest.

Minutes of 09th November 2016

The DMD advised that as of November 4th, 2016 this project is live. The deadline for the first set of questions is November 15th with December 29th the deadline to submit a proposal. It was suggested that January 2017 be given as the deadline instead of in December 2016. The NRA contacted overseas firms re the modules, and four (4) out of eleven (11) have confirmed.

As the DMD was not present, no update was given.

5. Operations

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

Minutes of 26th October 2016

Board Members reviewed the EO minutes that addressed this item and the Minutes were ratified.

Minutes of 09th November 2016

No update given.

No update provided.

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

Minutes of 26th October 2016

The SPM confirmed the DOE/NCC was scheduled to meet the day before, so he expects a response from them by the end of the week. The Chairman advised and the Board concurred that if the response was favourable to proceed with gazetting as planned; if not gazette the roundabout and access points.

SPM displayed photographs of the project and explained the wall by the Church was almost completed.

He further explained the first poles to be relocated were located by the roundabout. Therefore works could be completed up to that point.

The plans for the replacement homes would be going to CPA that day.

Minutes of 09th November 2016

This project has been broken down into sections to show separate expenditures.

The Special Projects Manager informed members that the north-side of the project up to Agnes Way is cleared. The CUC poles are still there in the area west of the Church as the owner has said no to the relocation of the poles and is waiting for settlement of compensation.

The area where a house was removed has been cleared and the sub-division for three lots has been approved. A few of the culverts are to be done. Water Authority's work is going well and NRA is to come in and do curbing with crusher run. The road by the sub-division is being shifted and the base is being done. The lot numbers are to be assigned (today) and the tendering process for construction of the houses is to be activated. There are eight (8) contractors for tendering.

The SPM met with Mr. Prospere in regards to letters to the owners and the house plans. The owners were shown the plans and they were ok with them. The Chairman advised that once tendering is done, to acquire the funds from the Ministry so that Mr. Propere can pay the contractors in order that the process will flow and there will be no hold-ups.

The gazetting of the round-a-bout is still pending due to discussions on the amount of funds available for compensation. In discussion with Lands & Survey Dept. it was noted that compensation is not due at the point of gazetting but at the point settlement is agreed. The Chairman noted that history has shown that the normal period of settlement is approximately three (3) years as it takes time. He also suggested using CI\$600K from the District Roads project for paying proposed claims for compensation.

The Chairman requested the MD to do a breakdown on the spreadsheet to show as two (2) separate items the gazetting of the round-a-bout and then the roads extending off the round-a-bout.

A presentation was done by the SPM to show the benefit of the NRA purchasing, owning and metering LED street lights versus CUC High Pressure Sodium (HPS) street lights. This would produce savings over a twenty (20) year period. The Board approved going back to finalize discussions with CUC re this approach. The Chairman advised the NRA forward this proposal re street lights to the ERA for their comments. Also to identify who would be installing the poles and based on the response from the ERA, put out proposals.

The NRA is considering whether to install conduits above or underground for utility/cable providers. The Authority is looking at installing a 6 duct for approximately a mile for providers to use it. The Chairman suggested that a meeting ICTA/NRA be arranged.

The SPM updated that work on this project was progressing well and he provided photos of various sections of the work being done. Drain wells were completed. Water Authority's work on the section to Halifax is ongoing and almost completed. A density gage is being used to test the density of the aggregate used in the road construction.

Work on the wall fell 2 weeks behind due to the weather but is now back on target with the last section of the wall was poured yesterday and the Church is happy with the wall as is. The new electrical service for the Church was completed.

CUC has been held up with the relocating of its poles with two owners rejecting the relocation so far. NRA is to meet with CUC again in regards to this issue. The SPM propose that in future to formulate a relocation plan with CUC on the relocation of CUC poles on private property.

The new houses are to be completed prior to the old being demolished and persons relocated. The planning process is now holding up the tendering process for the construction of the houses.

A draft Agreement between the NRA and the three (3) home owners whose houses are to be relocated was done. The document will be sent to someone in Legal for vetting prior to signing. This is basically the provision of house and land in lieu of compensation. A Stamp Duty waiver has been requested for land owner to Crown and a waiver from Crown to owner.

The MD wrote to CUC re NRA's proposal to install street lights and CUC responded with a proposed discount on the installation of the lights. The proposed rates were sent to the ERA and now waiting for their response. It was noted that the new proposed rates for the LED lights on aluminium poles were lower than current rates for HPS lights.

The installation of duct space on the two (2) highways (the E/W Arterial & the ETH) is being looked into with the ICTA. The SPM is to find out how much does a duct space cost to put in fibre optic cables. He is also to find out what size duct is required 6" or 4", how much to install and if feasible for the NRA to do. It was suggested to do the ducts the same place as the street lights.

The Char advised that he had just learned that the gazette was now going ahead and it is required to know the impact of the cost of doing the roundabout now versus a later date. The SPM is to provide this information to the Minister.

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

Minutes of 12th October 2016

The SPM informed that he is having regular talks with DECCO especially in regards to the section to be done by March next year i.e. the tunnel and how many lanes should the new round-a-bout be open with.

It was suggested that it should be open with three at the beginning instead of opening two and closing one. As soon as the information on how to use this three lane round-a-bout is prepared, (currently being done by the MD) it should be provided. The diagram is required so that it can be submitted to Cabinet

especially for the Roads Law. The MD informed that he was acquiring assistance for compiling this design.

The SPM advised the Water Authority will be contributing to the cost of the fill material. The design for wells is expected to be submitted today so that drilling can begin.

Minutes of 26th October 2016

The SPM advised the wells were scheduled to be drilled however they were waiting on approval to commence widening on the east side.

Minutes of 09th Meeting 2016

No update given.

No update provided.

5vi. Crewe Road/Tropical Gardens upgrade

Minutes of 26th October, 2016

The MD advised Silver Oaks to Navis Close was surveyed and the horizontals completed. The Chairman requested the following information by the next meeting:

- Vertical design
- Estimate cost of works
-

He further stated this information was necessary to factor it in as a project.

Minutes of 09th November 2016

No update given.

Minutes of 30th November 2016

No update given.

No update given.

6. Other Business

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

Minutes of 26th October, 2016

The Chairman advised there was a meeting scheduled the following day and he would be able to provide the Board with more information after that.

Minutes of 09th November 2016

No update given.

Re the proposed Airport Connector Road project the MD displayed the old design to members and advised that in light of the DART/CIG/NRA Agreement the NRA was now pushing ahead to have the gazette done before the deadline in December 2016 expires.

The MD required the Board's approval to re-do the BP plan for submittal. The Board gave approval for the MD to go ahead and do the re-design for submittal.

6ii. Legal action – S.23(1)

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.

Minutes of 29th September 2016

No update provided.

Minutes of 12th October 2016

The MD advised that the proposal was done. The proposal has not been presented to the S.23(1) and this needs to be done before time expires.

Minutes of 26th October 2016

No update; as contact had not been made with the [redacted] The Chairman advised the MD to contact Crown Counsel and ask her to attend meeting with S.23(1) and their legal representative.

Minutes of 09th November 2016

No update provided.

The MD informed members that he had met with the owners and they were not happy about the possibility of not having left off/left on access. They had stated that the property would not have been purchased if the proposed access was not there as previously agreed.

The MD is to do a re-design with a deceleration lane for a left off access but no left on and to seek a estimate from L&SD as to what compensation may become liable if the NRA recommended such an arrangement.

6iii. NRA Compound Plans

Minutes of 09th November 2016

No update provided.

No update given

6.iv. Signage – Primary arterials

Minutes of 29th September 2016

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.

Minutes of 12th October 2016

The MD displayed a proposed sign and noted that the standard font was 4" which will now be 6". The Chairman informed that the essence of signage is visual recognition. Back to the drawing-board for re-design.

Minutes of 26th October 2016

No update provided.

Minutes of 09th November 2016

No update given.

No update given.

6v. Amendment to minutes i.r.o. Compensation - BP492 11C S.23(1) [REDACTED] – 12 October 2016

The Chair informed the Board that L&SD had advised that while the amounts recommended to, and approved by, the Board were correct, the beneficiaries needed to be revised due to changes arising from liquidation. The Secretary advised that the changes had been made to the minutes and communicated to L&SD.

6vi. Close and Vest Request - Block 4B Parcels 266, 671 and 755

The Board was minded to approve the request as it saw no benefit in the continuing existence of the right-of-way. The Board approved to close the entire section and this recommendation is to be sent to the Ministry. The NRA is to inform Lands & Survey of the Board's decision to close and vest and for Lands & Survey to decide how the closed section is to be divided to the adjoining properties.

6vii. Annual Report

Minutes of 26th October 2016

The MD displayed the draft Annual Report and explained it still had a few minor details to be reviewed. The Chairman asked the MD to circulate the document once completed for Board Members to review prior to the next Board Meeting.

Minutes of 09th November 2016

No update given.

The Chairman requested Members to review for the next meeting.

6iiiv. BP 138 -Farm Road – Request for water

Members were informed that a Minister is requesting installation of city water on this road however Water Authority will only follow the BP. It was noted that the BP and the gazetted road is on separate lines and it will be costly to have a survey of the entire road done. The Chairman suggested it be done in phases with the first phase from John McLean Dr to Winters Land Rd. approximately one (1) mile. The MD is to follow up re the survey cost for the next meeting.

6ix. Red Bay round-a-bout/South Sound

Director Panton queried the possibility of a third lane off the Red Bay round-a-bout going to South Sound. This is to be looked into.

Director Panton reminded members of his request for a third lane off the Red bay round-a-bout to South Sound.

6x. St. James Point Resort Development – Proposed by-pass to Seaspray Dr.

The MD informed the Board of a request (via letter) by the Director of Beach Bay Land Limited that a portion of Beach Bay Rd west of land strata lots 32D 122H21 and east of parcel 32D 96 be ceded to the Developer in terms of s. 14 Roads Law (2005) allowing this land to be incorporated into the overall development site intended for development as the Resort. The developer proposed the establishment of a BP under s.3 Roads Law (2005) wherein a bypass road is to be constructed which will incorporate the portion of BP40 west of Beach Bay Rd. and a portion of parcels 32D 99 and 32D 102 extending from BP40 to the north and Seaspray Dr to the south.

The Board approved the request to close and vest the suggested section. Adjoining property owners are to be advised of the closure.

Amended to include:


6xi. MD Performance Appraisal

The Board accepted the proposal communicated by the Chairman by e-mail on 23 November 2016 and approved the appointment of a panel or committee comprised of S. Panton, G. Clarke and the Chair to conduct the appraisal, with facilitation by R. Dunn who had developed the document, and report back to the Board on the MD's performance assessment and what if any bonus he should be awarded.

7. Date of next meeting

The next meeting is scheduled for December 14, 2016.

The meeting adjourned at 1:00pm.

Signature 
Chairman of the Board
Confirmation of minutes:
Date: 24 Jan. '17

Signature 
Executive Secretary
Seconded: Confirmation of minutes
Date: