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**National Roads Authority  
Minutes of the Two Hundred & Tenth Meeting  
of the Board of Directors  
held in  
NRA Conference Room,  
370 North Sound Road, George Town, Grand Cayman  
Wednesday 14<sup>th</sup> December, 2016 at 9:30 a.m.**

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**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
Charles Brown	Observer - Ministry PLAH&I
Paul Parchment	Managing Director – NRA
Lois A. Hall	Executive Secretary

**Invitees:**

Mark Scotland	Special Projects Manager - NRA
Jon Hall	Chief Valuation Officer – L&S Department

**Apologies:**

Edward Howard	Deputy Managing Director – NRA
Tristan Hydes	Director Designate of Chief Officer, Ministry PLAH&I

**1. Call to Order**

The Chairman called the meeting to order at 9:54am

**2. Minutes of Previous Meetings**

- a. 09<sup>th</sup> November 2016 – confirmed - signed off
- b. 30<sup>th</sup> November 2016 – confirmed – signed off

### **3. Administration**

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

##### ***Minutes of 26<sup>th</sup> 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 09<sup>th</sup> 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.

##### ***Minutes of 30<sup>th</sup> November 2016***

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.

The Chairman informed members of a tele-conference held with MERCER last Wednesday. He noted that the report (by MERCER) quantifies the liability. Basically the value of the liability fluctuates as per the Bond market. MERCER is to go ahead in preparing the funding analysis for 2015/16 which is anticipated to be completed by Christmas for presentation to the January 2017 Board Meeting.

The Chairman requested the MD to respond to the Ministry of Finance advising them of the progress made on this matter.

#### **3.ii. Capital Budget – Compensation & Construction Funding**

##### ***Minutes of 09<sup>th</sup> 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 C\$600K from the District Roads Project.

##### ***Minutes of 30<sup>th</sup> November 2016***

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.

The MD advised that there were no changes on the master sheet. He requested Mr. Hall (L&S) to do a spread sheet indicating what claims have been settled and the amount and approximate cost to be settled.

#### 4. Planning

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

###### *Minutes of 26<sup>th</sup> 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 S.23(1) Board Members agreed to accept the late claim.

###### *Minutes of 09th November 2016*

No update given.

###### *Minutes of 30<sup>th</sup> November 2016*

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).

The SPM advised that the Gazette for the roundabout has been approved.

Mr Jon Hall attended. The Board conveyed its approval of the acceptance of the late submission of intention to claim from the owner(s) of Block 20E Parcels 153, 172, 339 and 340.

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

**4ii. Esterley Tibbetts Hwy widening – compensation matters**

***Minutes of 26<sup>th</sup> October 2016***

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

***Minutes of 09<sup>th</sup> November 2016***

No update given.

***Minutes of 30<sup>th</sup> November 2016***

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

Mr Jon Hall attended and presented his memo of 09 December 2016 recommending settlement of the claim by the owner of Block 14C, Par [REDACTED]

The Board approved payment of CI\$854,366.44 as follows:

CI\$821,062.00 for the land, buildings and out of pocket disbursements  
CI\$31,208 representing up to a maximum 6 months rental cover whilst another property is procured.  
CI\$2,066.44 re professional fees

**4iii. Traffic simulation/forecasting model - update**

***Minutes of 26<sup>th</sup> 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 09<sup>th</sup> November 2016***

The DMD advised that as of November 4<sup>th</sup>, 2016 this project is live. The deadline for the first set of questions is November 15<sup>th</sup> with December 29<sup>th</sup> 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.

***Minutes of 30<sup>th</sup> November 2016***

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

**4vi. NRA – Design Projects 2016-2020 – prioritisation**

No update provided.

**5. Operations**

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

***Minutes of 09<sup>th</sup> November 2016***

No update given.

***Minutes of 30<sup>th</sup> November 2016***

No update provided.

No update provided.

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

***Minutes of 30<sup>th</sup> November 2016***

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 2weeks 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.

The SPM advised that:

- sections of the curbing had to be redone;
- culverts are being installed;
- culverts and curbing should be completed in January 2017;
- the planning application for one house has been approved;
- the wall at the church is now completed;
- the Water Authority's installation of water mains complete;
- de-mucking of the roundabout is expected to begin in January 2017; and accommodation works at the Church are almost complete with parking lot striping and small strip of paving along concrete wall remaining.

With regards to the pole relocation, CUC still has not produced a plan and schedule for relocating the poles. The Chairman requested the SPM to do a summary of what has been done and send to CUC saying the Board requested it to be done and ask if the NRA can get the cost and plan of relocating the poles and when this is to be completed (copying the Chairman and MD).

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

##### ***Minutes of 26<sup>th</sup> 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 09<sup>th</sup> Meeting 2016***

No update given.

##### ***Minutes of 30<sup>th</sup> November 2016***

No update provided.

The switch over of traffic is expected to be done early January 2017 and the NRA is currently doing the signage for this.

DECCO and Island Paving are currently doing checks/tests on levels as it appears it has deviated at least 1" off the design. A flood test is also to be done.

Pumps are to be installed on the pedestrian underpass which floods when it rains.

**5vi. Crewe Road/Tropical Gardens upgrade**

***Minutes of 26<sup>th</sup> 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 09<sup>th</sup> November 2016***

No update given.

***Minutes of 30<sup>th</sup> November 2016***

No update given.

The MD is to follow up on the re-design of this project. The proposed alignment is to go to Jose Gas station with the least impact on the houses. The cost estimate of CI\$400K is high but includes sidewalks. Sidewalks north side – Palm Dale to Tropical Gardens, curbs on the south side. If this project is to be done in 2017 calendar year adjustments will have to be done.

The Gazette for Tropical Gardens was sent in March and C. Brown is to follow up.

The MD is to do a plan indicating land take, sidewalk on the north side down to Palm Dale and how long the vertical design will take to do and costing.

The MD is to also do a vertical design of the curve section of road by Dominos/Church of God Savannah.

The Chairman noted that the Crewe Rd. upgrade and the one in Savannah (Dominos/Church of God) are small projects that the NRA can do. The Board agreed. The MD is to do the designs, costing and length of time to do them.

6. Other Business

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

*Minutes of 30<sup>th</sup> November 2016*

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.

The MD met with Burns and requested they provide a signal option for fuel trucks at the junction re the Airport connector project.

6ii. Legal action – S.23(a)

*Minutes of 25<sup>th</sup> 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 15<sup>th</sup> September 2016*

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

*Minutes of 29<sup>th</sup> September 2016*

No update provided.

*Minutes of 12<sup>th</sup> October 2016*

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

*Minutes of 26<sup>th</sup> October 2016*

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

*Minutes of 09th November 2016*

No update provided.

*Minutes of 30<sup>th</sup> November 2016*

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 an estimate from L&SD as to what compensation may become liable if the NRA recommended such an arrangement.

**6iii. NRA Compound Plans**

***Minutes of 09<sup>th</sup> November 2016***

No update provided.

***Minutes of 30<sup>th</sup> November 2016***

No update given

**6iv. Signage – Primary arterials**

***Minutes of 29<sup>th</sup> 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 12<sup>th</sup> 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 26<sup>th</sup> October 2016***

No update provided.

***Minutes of 09<sup>th</sup> November 2016***

No update given.

***Minutes 30<sup>th</sup> November 2016***

No update given.

No update provided.

At 11:50am the MD and the Executive Secretary were requested to be excused from the meeting prior to members discussing the next item.

**6v. MD – Appraisal 2015/2016**

***Minutes 30<sup>th</sup> November 2016***

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.

The Chair and members of the committee appointed to appraise the performance of the MD advised the Board of the meeting held on 07 December 2016 with the MD. The MD had provided his self-assessment on 09 December 2016 and the committee presented its assessment completed on 14 December 2016.

The Board accepted the assessment of the committee and the Chairman communicating to the MD accordingly.

**6a. Annual Report**

***Minutes of 26<sup>th</sup> 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 09<sup>th</sup> November 2016***

No update given.

***Minutes 30<sup>th</sup> November 2016***

The Chairman requested Members to review for the next meeting.

The Chairman again requested Members to review for the next meeting.

**6b. 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.

No update provided

**6c. 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.

***Minutes 30<sup>th</sup> November 2016***

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

No update provided


**6d. Clearing of vegetation – Lantern Point/East/West Arterial**

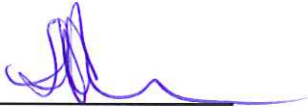
Director P. Bodden noted that motorists coming from the East/West arterial is having difficulty seeing traffic coming from Spotts at this roundabout and is requesting that the vegetation on arterial side be cleared. This is to be done.

**7. Date of next meeting**

The next meeting is scheduled for January 11<sup>th</sup>, 2017.

The meeting adjourned at 12:54pm.

Signature   
Chairman of the Board  
Confirmation of minutes:  
Date: 24 ~~th~~ Jan, '17

Signature   
Executive Secretary  
Seconded: Confirmation of minutes  
Date:

