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**National Roads Authority**  
**Minutes of the Two Hundred & Forty Third Meeting of**  
**the Board of Directors**  
**held in NRA Conference Room,**  
**370 North Sound Road, George Town, Grand Cayman**  
**Wednesday, 10<sup>th</sup> January 2018 at 9:30 a.m.**

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**In attendance were:**

Donovan Ebanks	Chairman
Gary Clarke	Deputy Chairman
Kenross Connolly	Director
David Arch	Director
Stanley Panton	Director
Paul Bodden Jr (Andy)	Director
Tristan Hydes	Director Designate of Chief Officer, Ministry CPI
Paul Parchment	Managing Director – NRA
Edward Howard	Deputy Managing Director
Priscilla Jackson	Acting Executive Secretary

**Invitees:**

Mark Scotland	Senior Project Manager - NRA
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**Absent :**

Dane Walton	Director
Charles Brown	Observer, Ministry CPI

**1. Call to Order**

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

**2. Minutes of Previous Meetings**

- a. 1<sup>st</sup> November - confirmed and signed off
- b. 8<sup>th</sup> November – confirmed and signed off
- c. 22<sup>nd</sup> November – confirmed and signed off

**3. Administration**

**3i. Proposed Legislative Review**

***Minutes of the 13<sup>th</sup> December 2017***

Members agreed to an extraordinary meeting on Wednesday, 17<sup>th</sup> January 2018 to continue the consideration of this item.

No update given.

**3ii. 2018 – 2019 Budget Preparation**

***Minutes of 22<sup>nd</sup> November 2017***

The MD confirmed he did not receive anything from the Chief Officer. The Chairman suggested the MD to prepare a draft budget for \$10 million for 2018 and to be considered at the next board meeting as that would be the last meeting in 2017. The document should be circulated prior to the meeting.

***Minutes of the 13<sup>th</sup> December 2017***

The MD shared the budget for 2018-2019 in regards to the upcoming projects and budget for each item. The Chairman requested the MD to prioritize the projects.

The MD reviewed the budget for 2018-2019 that was presented to the Board at the last meeting. The Chairman requested if any changes have been made and the MD confirmed no change was made.

**3iii. Funding – Post-retirement health benefits**

***Minutes of the 13<sup>th</sup> December 2017***

Mr. Hydes confirmed the Ministry is waiting for a schedule date for the Board to meet with caucus to address this issue.

The Board is still waiting to hear from the Ministry in regards to the presentation to caucus. In the meantime, having acknowledged the liability in the 2015/2016 accounts, the Board made the decision that it has an obligation to fund the liability initially for the first 6 months of 2018. It is the Board's hope that its proposal to the Ministry will be implemented during 2018. Accordingly, the Board requested the MD to make a provision in the 2018/2019 budget of \$750,000.

**3iv. Performance Appraisal – MD (Feb-Jul 2017)**

***Minutes of 22<sup>nd</sup> November 2017***

The Chairman shared with members the composite assessments of the MD, the committee and staff through the 360 degree process. Members were advised that the board will need to take decisions at the next meeting regarding the MD's bonus and re-engagement.

***Minutes of the 13<sup>th</sup> December 2017***

The Board discussed the MD's composite assessments as summarised in the spreadsheet shared with members on 22<sup>nd</sup> November.

The Board agreed that the MD, having earned a Total Assessment Score of 59%, should be paid a bonus of 1% as per the Reward section of the Performance Agreement (56% - 65% rating – 0-2% bonus).

The Board is also of the view that there remains significant scope for the MD to improve his performance. In the hope of motivating the MD towards this end, the Board approved the offer of a renewal of his current employment agreement for a term of eighteen (18) months on the same terms and conditions. Combined with the current six (6) months extension, this amounts to a renewal of the original contract for two (2) years on the same terms and conditions.

The Chair is to communicate these to the MD and report back to the Board.

No update given.

**3v. Update on Fleet Acquisitions – MD/FM**

***Minutes of the 13<sup>th</sup> December 2017***

The Chairman circulated the updated spreadsheet that was provided by the fleet manager. He explained that the Fleet Manager had now presented the information on purchases as had been requested (relative to what had been approved by the Board in March 2016). Members were asked to review and revert at next meeting with any questions.

No update given.

**3vi. Financial Report as of end of October 2017 – MD-CFO**

***Minutes of 22<sup>nd</sup> November 2017***

The CFO provided the board with the end of October financial report. He confirmed the availability of \$1.979M remaining to fund operations through to the end of December 2017. The MD and CFO confirmed there are sufficient funds to complete the remaining projects.

The Board expressed concern re the substantial AR's from the Ministry (\$1,086,028) and in particular the age of some of these (91-120dd). Director Brown confirmed the processing of payment for Peace Bay. The MD has requested an update regarding the outstanding AR's from the Ministry CPI. The Chairman undertook to also follow up the matter with Mrs. Carrol Cooper, CFO at the Ministry, and to convey the Board's expectation that these amounts would be settled by the end of the financial year.

***Minutes of the 13<sup>th</sup> December 2017***

No update given.

The CFO has confirmed the amount of \$1,086,028 from the Ministry in regards to the outstanding bills has been settled. The NRA is still awaiting payment of \$86,775 for the South Sound Board Walk from June 2016 and the November bill of \$319,665 is outstanding as well.

**3vii. Management/Operational Report – 3<sup>rd</sup> Quarter 2017**

***Minutes of the 13<sup>th</sup> December 2017***

No update given.

No updated given.

**4. Planning**

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

***Minutes of 13<sup>th</sup> December 2017***

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

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S.23 (1) 14D – BP437

The MD shared with the Board a copy of the letter, a map for the above property and BP. The property owner would like to sell property however; with the BP it is making it difficult to sell. The Board reviewed request and approved to subdivide the property as per where the BP437 will remain, S.23 (1) will be able to sell the subdivided section and compensate in the future for the section covered by the BP.

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

##### *Minutes of 8<sup>th</sup> November 2017*

The DMD presented to the board with a proposal, he discussed on how the assessment will improve and provide access to Webb Road and Bronze Road. This will also provide better access to and from the S.23(1) from N Sound Rd.

The MD also presented a proposal showing a combination of access to the S.23(1) properties and to N Sound Rd from the ET Hwy.

The Chairman reiterated that the Board wished to see a proposal to enhance the future flow of traffic between the ET Hwy and N. Sound Rd; and an indication of how the provisions being sought by S.23(1) would impact this proposal.

##### *Minutes of 22<sup>nd</sup> November 2017*

The SVO Ruth Massarella updated the board that an invoice was received from S.23(1) in regards to professional fees. SVO previously offered the S.23(1) \$48,031 or \$16,675 + 1,472sf of land from adjacent block 14C, parcel The S.23(1) will only accept the offer if the access from ETH is approved.

The MD presented the board with two proposals for the access to S.23(1) S.23(1) from off ETH to Webb Road and Bronze Road. The Chairman reiterated that the Board wished to see a proposal to enhance the future flow of traffic between the ET Hwy and N. Sound Rd; and an indication of how the provisions being sought by S.23(1) would impact this proposal. He requested the MD to provide these proposals at the next schedule meeting.

### **Minutes of the 13<sup>th</sup> December 2017**

SPM Mark Scotland presented the Board with three proposals the Baseline, Interim and Future+Frontage Road.

- Baseline - Baseline is the road that is currently being built along with the shoulder that will be built out to the 100feet width with chip and spray with no disturbance to the S.23(1)
- The Interim option does not provide access and it will be no disturbance to the S.23(1) This will not allow access to the S.23(1) from the main road but will provide a left turn onto North Sound Road only. It will enhance the flow of left turn traffic exiting the ET Hwy onto N Sound Rd.
- Future + Frontage this option will preserve the enhanced flow of N Sound Rd traffic exiting the ET Hwy and also allow left on from ETH to S.23(1) S.23(1) This access way will connect to the exit on Webb Road.

SPM Scotland suggested providing the third proposal to each property owners with a deadline of 14 days to respond.

The Board agreed that L&SD should be asked to give their opinion on the enhancement of the value of the properties which would gain access. In the case of the S.23(1) the enhancement would have to be deducted from the compensation previously offered. The proposals should be communicated to the property owners making it clear as to what would be to the costs that they would bear with the timeframe for a response as suggested.

SPM Scotland shared with the Board the budget for the Future+Frontage option at approximately \$335K. SPM to provide budget to L&S to prepare an estimate on what the property owners will contribute to the construction of the requested access.

SPM suggested meeting with the S.23(1) once L&S confirmed the amounts.

### **Claim for Compensation – BP Esterley Tibbetts – S.23(1) – 13D S.23(1)**

SVO Ruth Massarella present to the board a memo dated 28<sup>th</sup> November 2017 from L&SD recommending settlement in the amount of CI \$193,880.00 for the following :

Land affected from four parcels	13D 13D 13D 13D	total of 1230 sq ft total of 1798 sq ft total of 6803 sq ft total of 1938 sq ft	CI \$133,880.00
Disturbance – in respect to trees			CI \$20,000.00
Disturbance – in respect of electrical installation			CI \$40,000.00
<b>Total</b>			<b>CI \$193,880.00</b>

The Board reviewed the request, thanked Ms Massarella for the efforts of the L&SD and approved the payment of CI \$193,880.00.

No update provided.

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

***Minutes of the 13<sup>th</sup> December 2017***

No update given.

The DMD Edward Howard shared with the Board a progress report dated 9<sup>th</sup> January 2018 on the phases and task taken in order to complete the NRA Traffic Model. DMD as has confirmed the exercise is proceeding well and the expected date of completion is Sept/Oct 2018. The DMD has received data from the Cayman Islands Port Authority on the amount of vehicles being imported and exported on a weekly/monthly bases.

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

***Minutes of 22<sup>nd</sup> November 2017***

SPM Scotland confirmed meetings for design staff are now being held on a weekly bases.

SPM Scotland provided a proposal from APEC for the development of road from Walkers Rd to UCCI. APEC has provided designs for Lion Centre 3-lane and Selkirk Drive.

***Minutes of the 13<sup>th</sup> December 2017***

Engineer Design S.23(1) presented and discussed proposals for:

- widening to six lanes of the section of Crewe between Lion's Centre and Hurley's);
- Stadium Drive to Walkers Rd; and
- Shamrock Road improvement near Will T Drive.

He also discussed the drainage issues on Selkirk Drive and what the plans are to decrease the flooding in the low lying areas.

Observer Brown mention to the Board a plan of the road work on Stadium Drive will need to be submitted to the NCC (National Conservation Council) and to DOE for review prior to any clearing of trees/plants. The Board agreed that NRA will comply with all statutory requirements.

The MD shared with the board the five projects that were prioritized for the upcoming year. He confirmed that we have received the construction estimates.

1. Selkirk Drive – The LPP to be cleaned out
2. Shedden Rd – SPM confirmed that we have a TOPO survey and that APEC is preparing a design for this section from Kirk Motor's to Elizabethan Square (Phase 1) and Jacques Scott to Eastern Ave inter-section (Phase 2). The compensation estimate from Lands & Survey at approximately \$8M.
3. LPH
4. Olympic Way –SPM Scotland stated he is to meet with Jonathon Matthews from the Education Department to present the proposed road work. Also, to meet with DOE in regards to the vegetation that will be cleared. At the inter-section the SPM confirmed there will be no signal control.
5. Shamrock Rd Widening

**4v. Shamrock Road vicinity of Hirst Rd – horizontal & vertical realignment**

***Minutes of 22<sup>nd</sup> November 2017***

The Chairman confirmed that the Ministries of EYSAL and CP&I had been advised of the Board's position on 14 November following the confirmation by round-robin of the relevant minute from 08 November. No response had yet been received from either Ministry.

***Minutes of 13<sup>th</sup> December 2017***

Observer C. Brown informed the Board that the boundary plan of the proposed improvements had been approved by Cabinet and is expected to be gazetted in January 2018.

The Chairman notified the Board the proposed BP was gazetted on January 2<sup>nd</sup> 2018. The design/plan is to be discussed in the upcoming meetings.

**5. Operations**

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

***Minutes of 22<sup>nd</sup> November 2017***

No update given.

***Minutes of the 13<sup>th</sup> December 2017***

No update given.

No update given

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

***Minutes of 13<sup>th</sup> December 2017***

SPM Scotland confirmed that the paving of the eastbound from 38+00 to 55+00 will be paved before Christmas and will open in early 2018.

SPM Scotland confirmed the eastbound lanes from Agnes RAB that was paved before Christmas will be opened to eastbound traffic within the next few weeks. SPM is working on a temporary plan which will address the RCIP concern for westbound traffic merging at Halifax Rd. The current two lanes of LPH in this section will be westbound with one lane turning right into Agnes Way.

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

***Minutes of 22<sup>nd</sup> November 2017***

SPM Scotland informed the Board that the revised proposal from CUC in regards to the lines/poles on the S.23(1) property has not been approved by [REDACTED] and the wayleave arrangement has not moved forward. The Chairman informed the Board that he had written to SCC Dawn Lewis for advice on how to best to proceed in respect of securing a wayleave or acquiring land on which CUC could relocate their distribution infrastructure.

SPM Scotland requested Water Authority to go across the road for temporary water. WA provided a work schedule and will not be able to attend to this matter until mid-January 2018.

***Minutes of 13<sup>th</sup> December 2017***

SPM Scotland informed the Board a proposal that was suggested by Observer Brown was sent to CUC in regards to the adjustment of the poles. [REDACTED] submitted a proposal a few years ago; SPM stated [REDACTED] has decided to go back to CUC to reconsider their previous proposal. CUC will attempt all options before going forward with the necessary wayleaves as this will take a longer period of time. SPM will have surveyors establish the precise location the pole and explore its interim re-location within the edge of the proposed third lane.

SPM has requested the WA to install a temporary water line across the road to allow the water supply to the north bound in order to continue the road work along that section.

SPM Scotland confirmed the ACR and the back road to the International School will be open by the end of week. Also, the two lanes from the ACR along Cayman Park Way will also be open. Traffic will be able to travel around the roundabout down to the Lawrence Blvd, which will also be completed by the end of the week.

SPM Scotland confirmed the CUC pole will be removed and placed on crown land (in the 100ft road reserve) once the owner of S.23 (1) [REDACTED] executes the wayleave in order to have guy wires on his property. This will allow the road work to continue. WA & CUC confirmed this will take place in approximately two weeks.

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

***Minutes of 13<sup>th</sup> December 2017***

SPM Scotland met with the property owner. SPM confirmed the architect and CUC prepared a draft plan; the architect is to amend and provide plan of the site.

The MD confirmed the final negotiation with the architect was completed. CUC to move pole in the next few weeks once moved road work will continue.

**5v. Crewe Rd/Smith Rd intersection – Proposed roundabout**

***Minutes of the 13<sup>th</sup> December 2017***

No update given.

No update given.

**6. Other Business**

**6i. Claims for Compensation**

**a. BP 575 Smith Road Widening 14D [REDACTED] S. 23(1) of the FOI Law 2015**

***Minutes of 13<sup>th</sup> December 2017***



SVO Ruth Massarella presented the board a memo dated 28<sup>th</sup> November 2017 from L&SD recommending the settlement of the subject claim in the amount of CI \$44,741.70 broken down as follows:

Land affected (payable to claimant)	Total area of 810 sq ft	CI \$31,590.00
Temporary Occupation of the site during road construction		CI \$9,868.20
Disturbance		CI\$3,283.50
Professional fees (DDL Studio)	Not greeter than \$150.00 per hour	CI \$3,750.00
<b>Total</b>		<b>CI \$48,491.70</b>

The Board reviewed the claim but has not approved at this time. The Board has requested the MD to confirm date of occupation and SVO to confirm date the claim was submitted. To be continued at next meeting.  
There were no claims for consideration.

**6ii. Legal action – S. 23 (1)**

***Minutes of 13<sup>th</sup> December 2017***

No update given.

No update given.

**6iii. NRA Compound Plans**

***Minutes of 13<sup>th</sup> December 2017***

No updated given.

No update given.

**6iv. Signage – Primary arterials**

Minutes of 13<sup>th</sup> December 2017

No updated given.

No update given.

**6v. Landscaping of roundabouts**

***Minutes of 13<sup>th</sup> December 2017***

No updated given.

The Board will discuss at the EO meeting held on 17<sup>th</sup> January 2017.

**6vi. Development of HMA and concrete pavement designs (previously 6.c)**

***Minutes of 13<sup>th</sup> December 2017***

No update given.

The DMD shared with the Board a progress report as of January 9<sup>th</sup> 2018. He confirmed the aggregate samples will be sent the following week for test. Results for local and imported aggregate will be completed late Feb 2018.

**6vii. Board Members**

***Minutes of 13<sup>th</sup> December 2017***

The Chair raised the temporary appointment of Ms Priscilla Jackson as Executive Secretary which is scheduled to expire at the end of December. He informed the Board that he had been satisfied with her effort and diligence in fulfilling the role. There was room for improvement and she was receptive to advice. He recommended that she be appointed as Executive Secretary for a term of one (1) year rather than indefinitely and that she be paid at the rate of \$150 per meeting as the previous temporary staff had been paid.

The Board expressed their satisfaction with her performance and agreed to the recommendations.

As per the terms of her temporary appointment of 04<sup>th</sup> October 2017, the MD is to arrange payment of the differential of \$75 per meeting for the meetings that she supported.

The Chair will write to Ms Jackson on behalf of the Board informing her of her appointment.

N.B. Members confirmed this section by round robin on 29<sup>th</sup> December 2017.

**6viii. Miscellaneous**

**a. BP 138 - Farm Road – Request for water**

***Minutes of 13<sup>th</sup> December 2017***

No update given.

No update given.

**b. Breakers/Pease Bay Project**

***Minutes of 13<sup>th</sup> December 2017***

No update given.

No update given.

**c. West Bay Road – Extension to Tunnel**

***Minutes of 4<sup>th</sup> October 2017***

The MD brought to the Board's attention Dart's application for extension of the south side of the tunnel currently under construction on West Bay Rd. The MD confirmed that the application was also sent to the Planning Department. He also discussed the drawings for the planned extension.

The MD and SPM Scotland confirmed that they both met with the applicant. SPM stated both MD and himself instructed Dart/Decco to stop construction pending the review by the Board of the application.

The Board confirmed that they are not in favour of any additional/extension construction to the tunnel on WB Road.

***Minutes of 18<sup>th</sup> October 2017***

Not considered.

**Minutes of 8<sup>th</sup> November 2017**

No update provided.

**Minutes of 22<sup>nd</sup> November 2017**

No update provided.

**Minutes of 13<sup>th</sup> December 2017**

No update given.

Dart Real Estate has requested a 30 minute meeting/presentation with the Board and the Board has considered their request. The meeting will be held on 24<sup>th</sup> January 2018 at 9:30am at the NRA Office.

**7. Date of next meeting**

The Board will hold regular meetings on 24<sup>th</sup> of January 2018 and an extraordinary meeting on 17<sup>th</sup> of January 2018 to continue the review of legislative issues and to discuss the landscaping of the round-a-bout and policies.

The meeting adjourned at 1:36pm.

Signature

Chairman of the Board

Confirmation of minutes:

Date: 07 Feb. '18

Signature

Acting Executive Secretary

Seconded: Confirmation of minutes

Date: 7 FEB 2018

