
National Roads Authority
Minutes of the Two Hundred & Forty Fifth Meeting of
the Board of Directors
held in NRA Conference Room,
370 North Sound Road, George Town, Grand Cayman
Wednesday, 25th January 2018 at 9:30 a.m.

In attendance were:

Donovan Ebanks	Chairman
Gary Clarke	Deputy Chairman
Kenross Connolly	Director
David Arch	Director
Stanley Panton	Director
Paul Bodden Jr (Andy)	Director
Charles Brown	Observer, Ministry CPI
Paul Parchment	Managing Director – NRA
Edward Howard	Deputy Managing Director
Priscilla Jackson	Acting Executive Secretary

Invitees:

Mark Scotland	Senior Project Manager - NRA
Ray Howe	Dart Real Estate
Alex Russel	Dart Real Estate
Tammy Sulliman	Dart Real Estate
Cameron Graham	Dart Real Estate
Jackie Doak	Dart Real Estate

Apologies:

Dane Walton	Director
Tristan Hydes	Director Designate of Chief Officer, Ministry CPI

1. Call to Order

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

2. Minutes of Previous Meetings

- a. 13th December - confirmed and signed off
- b. 10th January – reviewed

3. Administration

3i. Proposed Legislative Review

Minutes of the 13th December 2017

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

Minutes of the 10th January 2018

The Board will hold an E.O. meeting at 9:30a on 17th January 2018 to continue the consideration of this item.

No update provided

3ii. 2018 – 2019 Budget Preparation

Minutes of the 13th 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.

Minutes of the 10th January 2018

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 changed was made.

The MD shared with the Board as revised on 11th January 2018 (*2018-2019 NRA Prelim Budget After \$1.5m Reduction PP110118*). While the Board had sought a provision of \$750K be made for the Post-retirement Healthcare Fund (see item 3iii. below), the Board accepted the \$1.5M provision on the basis that it would be easier to reduce the provision should the funding proposal materialise than it would be to increase it.

The Board approved the *2018-2019 NRA Approved Budget After \$1.5m Reduction PP110118; App'd 25Jan2018* (copy attached).

3iii. Funding – Post-retirement health benefits

Minutes of the 13th December 2017

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

Minutes of the 25th January 2018

The Board is still waiting to hear from the Ministry in regard 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.

The Board reaffirmed that the provision of \$750K in the 2018/2019 budget was to service the Post-retirement Healthcare Fund for the first 6 months of the budget period. It remained the hope of the Board that the proposal put to the Ministry back in September 2017 would be favourably considered and corresponding additional revenue would be available by the second half of 2018.

Observer Brown confirmed Mr. Hydes will provide a date with in the next week to meet with the Minister of Finance instead of meeting with caucus to discuss this issue.

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

Minutes of 22nd 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 13th December 2017

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

Minutes of the 10th January 2018

No update given.

The MD had copied to the Board his response of 15th January 2018 to the Chair's letter of 12th January 2018 regarding his latest performance appraisal and the continuation of employment. The Chair noted the MD's agreement to an extension of his current employment agreement by eighteen (18) months and shared with the Board a draft letter to execute the extension. The Board approved the draft.

3v. Update on Fleet Acquisitions – MD/FM

Minutes of the 13th 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.

Minutes of the 10th January 2018

No update given.

No update given.

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

Minutes of the 13th December 2017

No update given.

Minutes of the 10th January 2018

The CFO has confirmed the amount of \$1,086,028 from the Ministry in regard 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 2017 bill of \$319,665 as well.

No update given.

3vii. Management/Operational Report – 3rd Quarter 2017

Minutes of the 13th December 2017

No update given.

Minutes of the 10th January 2018

No update given.

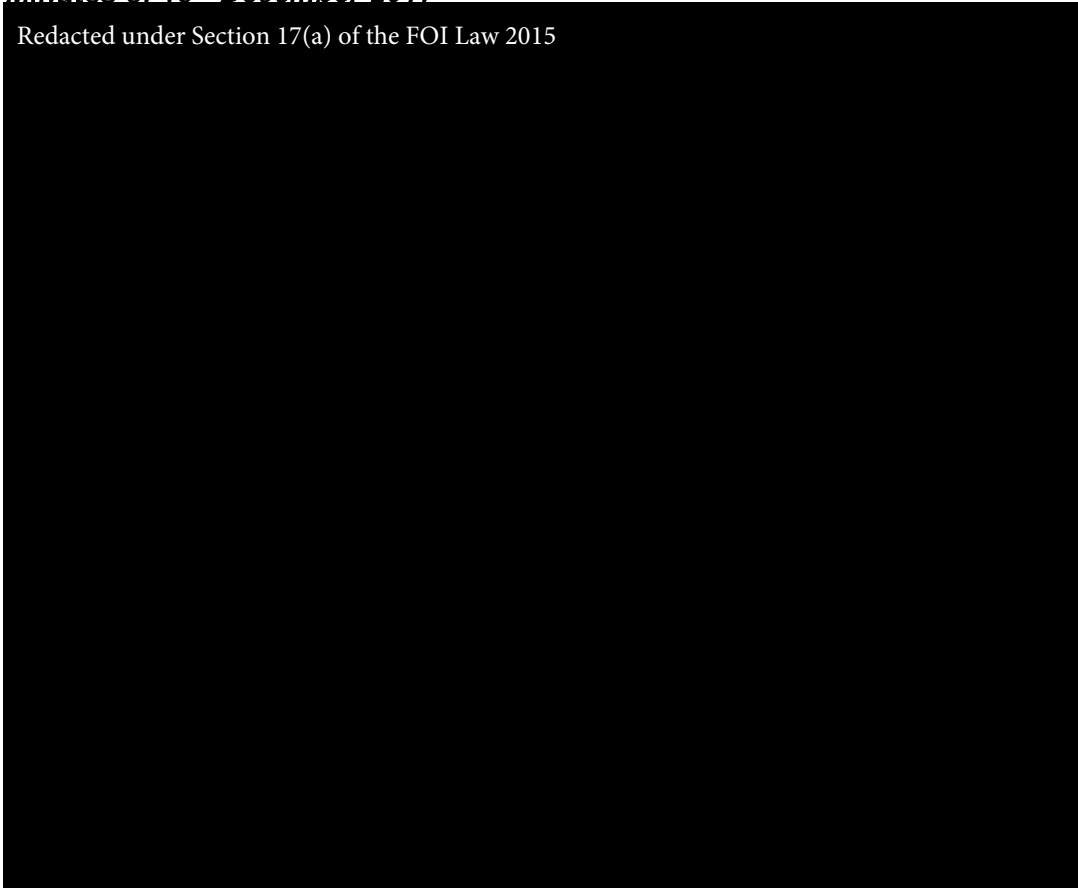
No update given.

4. Planning

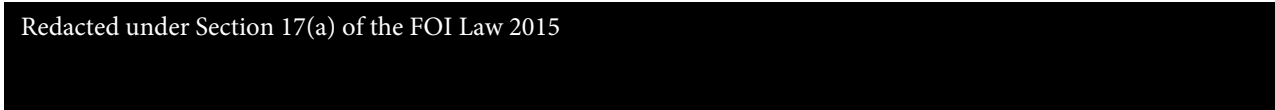
4i. Linford Pierson Hwy widening – legal and compensation settlements

Minutes of 13th December 2017

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



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



Minutes of the 10th January 2018

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.

The MD confirmed he requested SVO Ruth Massarella to provide the value of the land and to clarify who should be the payee as per the BP437.

4ii. Esterley Tibbetts Hwy widening – legal and compensation matters

Minutes of 22nd 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 13th 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.

Minutes of the 10th January 2018

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 §.23 (1) once L&S confirmed the amounts.

SPM Scotland confirmed he provided SVO Ruth Massarella with the cost of the proposed works and had requested the value of the land that will be used.

The Board requested SPM to summarize the cost of the proposed work and value of the land to be used when this is received.

4iii. Traffic simulation/forecasting model - update

Minutes of the 13th December 2017

No update given.

Minutes of the 10th January 2018

The DMD Edward Howard shared with the Board a progress report dated 9th 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.

No update given.

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

Minutes of 22nd 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 13th December 2017

Engineer Design Edison Jackson 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.

Minutes of the 10th January 2018

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 intersection (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

No update given.

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

Minutes of 13th 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.

Minutes of the 10th January 2018

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

No update given.

5. Operations

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

Minutes of 22nd November 2017

No update given.

Minutes of the 13th December 2017

No update given.

Minutes of the 10th January 2018

No update given.

No update given.

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

Minutes of the 10th January 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.

SPM Scotland confirmed the wall and curbing was completed and now focusing on paving the Agnes RAB during the week of the 31st. The eastbound traffic will then be pushed over and we will have two lanes of traffic going along the LPH as of the first week of February. SPM stated the existing two lanes will become two westbound lanes instead of east and west, one lane will continue to Bobby Thompson Way and the other will turn right onto Agnes Way.

SPM confirmed he provided Island Paving with dates for the upcoming work. Curbing the shoulders on the south side from Halifax Rd back to Agnes Way should be completed by the end of February.

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

Minutes of 13th 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.

Minutes of the 10th January 2018

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.

SPM Scotland confirmed CUC has installed a new temporary pole by S.23 (1) [REDACTED] WA is working on connecting the two new meters once completed, WA will provide a three day notice period to Lakeside. Lakeside will be removed from the old pipes and connect to the new pipes.

Decco will then have the opportunity to move the remaining poles and the curbing coming south.

5iv. Crewe Road/Tropical Gardens upgrade

Minutes of 13th 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.

Minutes of the 10th January 2018

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.

SPM Scotland confirmed the drawings from CUC was amended and combined with the drawing from the property owner. CUC to present wayleave for authorization from property owner.

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

Minutes of the 10th January 2018

No update given

No update given.

6. Other Business

6i. Claims for Compensation

No claims were considered.

6ii. Legal action – S.17(a) of the FOI Law 2015

Minutes of the 10th January 2018

No update given

No update given.

6iii. NRA Compound Plans

Minutes of the 10th January 2018

No update given

No update given.

6iv. Signage – Primary arterials

Minutes of the 10th January 2018

No update given

No update given.

6v. Landscaping of roundabouts

Minutes of 13th December 2017

No updated given.

Minutes of the 10th January 2018

The Board will discuss at the EO meeting held on 17th January 2017.

This matter was considered during the E.O. meeting on 17th January 2018.

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

Minutes of the 10th January 2018

The DMD shared with the Board a progress report as of January 9th 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.

No update given.

6vii. Board Members

Minutes of 13th 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 [REDACTED] 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 04th October 2017, the MD is to arrange payment of the differential of [REDACTED] 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 29th December 2017.

Director Panton raised the issue of the wall at the entrance on the National Gallery and its impact on the site distance for vehicles exiting the Gallery.

6viii. Miscellaneous

a. BP 138 - Farm Road – Request for water

Minutes of the 10th January 2018

No update given.

No update given.

b. Breakers/Pease Bay Project

Minutes of the 10th January 2018

No update given.

The Chair reminded the MD that he was still waiting for the Works Manager to have the first 5ft. of shoulders swept and the southern edge of the pavement striped.

c. Seaview Rd – East End

SPM Scotland confirmed the project is made up of:

- Installation of two sections of guardrail; and
- re-surfacing from Lover's Wall towards east (in two phases) as far as the funding (approximately \$800K) will allow.

SPM to provide complete design at the next scheduled meeting. There are a few properties whose roadside fences/walls will have to be re-located.

d. West Bay Road – Extension to Tunnel

Minutes of 4th 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 18th October 2017

Not considered.

Minutes of 8th November 2017

No update provided.

Minutes of 22nd November 2017

No update provided.

Minutes of 13th December 2017

No update given.

Minutes of the 10th January 2018

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 24th January 2018 at 9:30am at the NRA Office.

Representatives of Dart and affiliated companies attended the meeting at 10:30a.

Ms. Jackie Doak shared a presentation on the proposed development plan that will take place within the next 10-20 years. She stated that when dart made the initial application for the overpass/tunnel of West Bay Rd, they did not own the Royal Palms property, nor did they anticipate that they would soon, even though they had been seeking to acquire for several years. Having since acquired it, they have revised their development plans for the area to provide a major hotel covering both their previously owned property and that recently acquired. In turn, it was this development which had driven the proposal to extend the WB Rd overpass/tunnel.

She further stated that due to proposed amalgamations and relocations of existing beach accesses to the southern end of the Royal Palms property, the length of the proposed overpass/tunnel extension has been revised from 193ft to 174ft.

When questioned by the Board as to the timeframe for development of this major hotel, she acknowledged that the project was in the very preliminary stage and that the earliest that would likely come to fruition would be in 5 years.


In response to the Board's query re. an open height route through Camana Bay, the Dart representatives showed 3# options which they said could accommodate the standard WB 50 vehicle. It was agreed that Dart's simulations would be shared with the NRA (SPM). The NRA would select one for designation as the route.


Ms. Doak also spoke briefly to a bike lane project from Batabano Rd to the Butterfield RAB that Dart entities was working on in the interest of the safety of cyclists. The Board and Dart representatives shared their concerns regarding the upper and under pass and safety for pedestrians.

7. Date of next meeting

The Board will hold regular meetings on 7th and 21st of February 2018.

The meeting adjourned at 1:36pm.

Signature 
Chairman of the Board
Confirmation of minutes:
Date: 21 Feb '18

Signature 
Acting Executive Secretary
Seconded: Confirmation of minutes
Date: 21 Feb 2018