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

In attendance were:

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

Invited:

Philip Berry	Supervisor
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Apologies:

Charles Brown	Observer, Ministry CPI
Dane Walton	Director
David Arch	Director

Absent:

Paul Parchment	Managing Director – NRA
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1. Call to Order

The Chairman called the meeting to order at 10:05am.

2. Minutes of Previous Meetings

- a. 27th June 2018– confirmed and signed off
- b. 11th July 2018 - reviewed

3. Administration

3i. Proposed Legislative Review

Minutes of the 27th June 2018

The Board agreed to hold an E.O. meeting on 18th July 2018 at 9:30am to continue the consideration of this item.

Minutes of the 11th July 2018

The Board confirmed the E.O meeting is still scheduled for 18th July 2018.

The Board cancelled the E.O meeting for July 18th and will reschedule at the next regular meeting on 15th August 2018.

3ii. Funding – Post-retirement health benefits

Minutes of the 27th June 2018

The Chairman confirmed there was no update but he will follow up with the Ministry.

Minutes of the 11th July 2018

The Chairman confirmed there was no update. However, he wrote to Mr. Matthew Tibbetts requesting an updated spreadsheet stating how much is going into the roads funds from the Driver's Licences and Fuel Import Duties from July 2017 through June 2018.

The Chairman confirmed he received a revenue data report from Mr. Matthew Tibbetts; he will review and revert to Mr. Tibbetts at his earliest.

3iii. Outstanding AR's from 2017 – MD-CFO

Minutes of the 27th June 2018

The Chairman confirmed there was no update regarding the South Sound Board walk payment of \$86,774.70. He mentioned that PWD has contacted the NRA requesting additional work at the completion of the job.

The Board expressed the view that the carrying out of any additional work should be conditional on the receipt of the outstanding payment.

Minutes of the 11th July 2018

The ES followed up with the CFO and confirmed the following outstanding invoices:

- December 2017 \$21,986.88 – NICE program
- December 2017 \$47,536.00 – from the Ministry of Environment
- South Sound Board Walk - \$86,774.70
- May Invoice \$372,577.50 (LPH), submitted on 12th June 2018
- May Invoice \$11,140.00 (Crewe Rd / Tropical Gardens / Navis Close)
- June Invoice \$156,924.63 (Mango Tree to Elgin Ave Connector) submitted today; and
- June Invoice \$236,655.00 (LPH) – will be submitted by the end of this week.

The DMD confirmed the payment of \$86,774.70 for the South Sound Board Walk was received. The ES followed up with the CFO and he confirmed the May Invoice for Crewe Rd / Tropical Gardens in the amount of \$11,140.00 was received. It was also noted that June Invoice for the Mango Tree to Eglin Ave Connector required adjustment to \$161,924.63 prior to forwarding to the Ministry due to additional cost being recognized. June Invoice for LPH was sent on July 11th.

The CFO shared with the Board the financial report as of June 2018. He discussed the yearly budget, funds used and funds remaining. The Chairman mentioned that the NRA cash flow was currently significantly lower than last year (2017). The CFO confirmed that it was directly related to the \$750,000.00 allotted to the Post-Retirement Health Liability Fund "PRHLF".

The Chairman raised the need for the NRA to now account for another \$750,000.00 towards the PRHLF in the 2018 financial period.

3iv. Update on Fleet Acquisitions + CYB paver – MD/FM

Minutes of the 27th June 2018

The DMD confirmed that in addition to the fixed amount of CI \$8,000 per month, there is still on loan (1) NRA employee in CYB. The NRA pays this employee based on time records submitted by District Admin and then bills District Administration for this amount and receives reimbursement.

The Board agreed that the equipment will be handed over to the District Admin at the end of 2018. The Board also directed the DMD to advise the employee in CYB that he should either arrange to relocate to Grand Cayman by 1st January 2019 or make alternate employment arrangements.

Minutes of the 11th July 2018

The DMD confirmed the HRD is drafting a letter to the CYB employee in regard to either arrange to relocate to Grand Cayman by 1st January 2019 or making alternate employment arrangements.

The Chairman mentioned the pre-melter. SPM Scotland confirmed Delroy Myles was reviewing other equipment and gathering additional information such as specifications and prices. SPM is to discuss with Delroy and revert to the Board at the next meeting.

The DMD confirmed HR has spoken to the employee and is still in the process of drafting the letter. The Chairman requested to have the letter completed as soon as possible.

3v. NRA vehicle 'take home' policies and practices

Minutes of the 27th June 2018

The DMD confirmed the only vehicle/equipment that is currently tinted and was paid for by the NRA is the new Grader. He mentioned that most of the vehicles that are currently tinted were completed by a previous employee, Thomas Hubbell.

The Board requested the DMD to inform the Fleet Manager and all Supervisors that all tint should be removed from vehicles and equipment by 30th June 2018. FM Scott is to provide confirmation that this has been done.

The Chairman asked the DMD to have the FM explore fitting GPS devices to all NRA vehicles and equipment. He noted that other statutory authorities and utilities already have such systems. Such a system should be able to monitor location, speed of travel, etc. and provide a historical archive of data. The Board endorsed the request.

Minutes of the 11th July 2018

The DMD confirmed FM Mr. Scott provided him with a spreadsheet last week on the status of the removal of tint. He is confident that all tint has been removed and will confirm with the FM.

The Board directed the DMD, along with the HR and FM, to prepare a new "911 Call out list" which will include only two people at a time (and to rotate every few weeks) being on call for any emergencies. This should be presented to the Board by the 29th August and become effective 01st October, at the latest. 911, Fire Services and other agencies will need to be notified of the change.

The DMD mentioned that he received an e-mail this week from FM Scott confirming the tint was removed from all the vehicles and equipment.

4. Planning

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

Minutes of the 27th June 2018

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

Minutes of the 11th July 2018

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

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

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

Minutes of the 27th June 2018

No update given.

Minutes of the 11th July 2018

SPM Scotland confirmed there were no updates.

Mr Hydes mentioned a request which he had forwarded on 12 July 2018 on behalf of the United Pentecostal Church for left off access from/left on egress to the ETH. No reason was given on behalf of the institution. The Board did not approve the request.

No update given.

4iii. Traffic simulation/forecasting model - update

Minutes of the 27th June 2018

The DMD confirmed he received the report from WRA last week and is currently being reviewed and will discuss at next meeting.

Minutes of the 11th July 2018

The DMD confirmed WRA sent an update and they are approximately 50% completed. He indicated that he was not happy with the update. WRA is to provide a substantial report by the end of the week. DMD also confirmed WRA should be completed by October 2018 and they have only been paid 18% of the contract amount to date.

The Chairman raised the matter of training for NRA staff as part of the completion of the exercise. The DMD confirmed that he will arrange for a three-day course for Denis Thibeault, Marion Pandohie and himself which is part of the proposal.

The Chairman again mentioned the need to engage someone with sufficient knowledge to ensure that the contractual agreement is fulfilled. The DMD suggested a service consultant who would visit every few months. The DMD will have a further discussion at next meeting.

The DMD confirmed that himself and Denis Thibeault had a conference call with WRA on Tuesday 24th July discussing the modules and reports. He confirmed that they are still on track and will be completed by October 2018.

The DMD mentioned that one of the consultants from WRA has moved to T.Y Lin International Group. He has the experience in modelling and may be a candidate to provide the review support that the NRA needs to ensure the WRA contract is fully complied with. He stated he is waiting on a proposal from T.Y Lin.

4iv. Traffic modelling – CUC roundabout to Tomlinson roundabout

Minutes of the 27th June 2018

The DMD confirmed that he has also received the report for the 6-lane widening. Denis Thibault and the DMD are reviewing this report as well and will be ready for a presentation at the next meeting.

Minutes of the 11th July 2018

The DMD reviewed the report and reverted to the consultants the errors that were made. He also mentioned they are providing additional information regarding to the Grand Harbour RAB.

No update given.

4v. NRA – Design Projects 2016-2020 – status

No update given.

5. Operations

5i. District Roads – January – June 2018

Minutes of the 27th June 2018

The Chairman shared a spreadsheet that was prepared by Brian Chin Yee including the list of roads that need to be repair/repaved. However, there were no roads listed that were recommended as 'suggested priority' for BT East. The Chairman will review the spreadsheet and revert to Mr. Chin Yee.

Minutes of the 11th July 2018

The works manager, Brian Chin Yee shared with the Board an updated spreadsheet. For the first six months of 2018 we have completed East End road work and stayed within the proposed budget. He confirmed that there are only two roads in North Side remaining to be completed, currently working on the roads in Bodden Town and then onto West Bay. He mentioned for the two-year budget 20% of the work is completed and 25% of the funds have been used.

The Chairman and DMD suggested having the most critical roads completed in each electoral constituency first then come back through and complete the remaining roads for which funds are available in this budget period. The Board suggested that Mr. Chin Yee prepare a work schedule for the remaining roads along these lines.

5ii. Capital projects - January – June 2018

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

Minutes of the 27th June 2018

SPM Scotland confirmed that 99% of the paving is completed, there is still a small patch on Agnes Way, the section by Silver Oaks and the cap on the Agnes RAB. He also mentioned there is a small correction that needs to be done by Halifax and Rankine Drive.

Minutes of the 11th July 2018

SPM Scotland confirmed the two lanes by Silver Oaks will be completed within the next two weeks (one to be completed this weekend and the other the following weekend). There is a small section by Halifax and Rankine Dr. which will be completed by the end of this week. Once completed the final layer for the Agnes Way roundabout will be done.

Mr. Hydes mentioned that Minister Hew would like to do an opening ceremony for LPH; SPM Scotland is to confirm the date the RAB will be completed.

Mr. Berry confirmed the section by the Church is complete including the soil, the median, the road marking and the two lanes connecting to the Silver Oaks RAB. As of today, there is still a section of the median from station 54 along to the Agnes RAB which requires top soil; this will start today. He confirmed all the work in the Agnes RAB has been completed, such as the duck bank and Water Authority. The top soil is to be placed and this will finish the RAB.

Mr. Berry mentioned at this time NRA work crew is between three projects and working together to have this completed by the end of July. He confirmed work is still remaining on Agnes Way and pending on Island Paving to finish the curb work. Island Paving is scheduled to pour curbing today and if completed, Agnes Way can be ripped and graded to the right level. He mentioned Island Paving is to complete the curbing today and the small section on the west bound lane which would be the median to complete that section. Once completed he stated the plan is to close Agnes Way on Friday night, prepare Saturday and pave on Sunday. The last section will be to re-layer the entire Agnes RAB. The whole project of phase 1 will be completed this is from Silver Oaks straight down to station 59+00.

5ii.b. Esterley Tibbetts Hwy widening – design & construction oversight

Minutes of the 27th June 2018

SPM Scotland confirmed the four lanes are now open. Director Connolly mentioned the trenching that is being done by Lake Side Apartments, SPM confirmed the patches are not permeant paving. CUC is working on the underground wiring at these areas once completed it will be paved. He mentioned in the future CUC will complete the underground wiring along ETH.

Minutes of the 11th July 2018

Director Panton mentioned to the Board the incorrect arrows on the ETH. He confirmed our Signs & Lines crew corrected the arrows that were left incorrect by Decco after the switch over. SPM Scotland confirmed he had not been aware of the issue.

Director Panton mentioned having a bicycle lane from the ACR roundabout to the Butterfield roundabout. SPM Scotland confirmed his estimated budget was \$1.3M for the third lane, including the bicycle lane and the curbing. Director Hydes requested SPM to provide the estimated cost for the bicycle lane only.

Mr. Berry confirmed paving to the ACR RAB is completed. He has spoken to Decco and the NRA Signs & Lines Supervisor, Delroy Myles who will be setting out the road markings.

5ii.c Crewe Road/Tropical Gardens upgrade

Minutes of the 27th June 2018

SPM Scotland mentioned the new poles have been planted; Philip Berry is to prepare a schedule for a NRA crew to resume the road work.

Minutes of the 11th July 2018

SPM Scotland confirmed CUC will be there this week and there is a small section scheduled to be paved next week Monday.

Director Panton requested the SPM to schedule bush cutting crew to clean and cut back the over grown bush along the road.

Mr. Berry confirmed Island Paving is currently on Crewe Road completing the centre lane, once completed NRA crew will return to complete the east bound lane.

5ii.d Crewe Rd/Smith Rd intersection – Proposed roundabout

Minutes of the 27th June 2018

The Chairman mentioned he will follow up with Delroy Myles for the signage quote that was discussed in their meeting.

Minutes of the 11th July 2018

The Chairman confirmed Delroy Myles received the signage quote. He is waiting to see the mark-up for the signs.

No update given.

5ii.e Seaview Rd – East End

Minutes of the 27th June 2018

SPM Scotland confirmed the guardrails are being done and confirmed that we are under our proposed budget.

The Chairman mentioned he will request from Mr. Whiteman from L&SD to provide photographs of the alignment of S.23(1) property. He mentioned that we need to have a legal opinion and to have Ms. Lewis review before contacting S.23(1)

Minutes of the 11th July 2018

The Chairman confirmed he wrote to Mr. Mike Whiteman from L&SD requesting additional information on the above property in order for him to develop a draft legal approach to the matter.

No update given.

5ii.f Shamrock Rd/Hirst Rd - Re-alignment, Drainage & Resurfacing

Minutes of the 27th June 2018

SPM Scotland shared with the Board a letter from Country Corner Ltd. (block 28D, parcel S.23(1)) and attached revised access/egress plan. The Board reviewed the proposal and the NRA proposed improvements which gave rise to the BP 613 and acquisition of block 28D, parcels S.23(1)

The possibility of relocating the access for the S.23(1) from the main road to Homestead Cr. was also mentioned.

The DMD informed the Board that a long but shallow parcel, block 28D, parcel in front of Countryside Shopping Village is crown property.

The Board suggested that:

- The NRA reserve a space for the bus stop on the newly acquired property (BLK 28D PAR to relocate the bus stop;
- pursue the option of relocating the bus stop to the property identified adjacent to Country Side and own by the Crown (block 28D, parcel
- offer S.23(1) the remnant of the acquired properties after the bus stop is reserved and the area for improvements of the road; and
- not allow his proposals Country Corner Ltd. for access/egress from/to Shamrock Rd.

SPM Scotland is to prepare a draft of the proposed bus stops.

Minutes of the 11th July 2018

The SPM confirmed that the NRA has responded to S.23(1) proposal as per the decision by the Board on 17th June.

Mr. Hydes mentioned to the Board that the issue was brought up in the last meeting held in the LA, he did inform that we were working on this intersection. However, they want the Board to address the issue from the Post Office down to the Savannah Primary School. The issue is drivers are using the centre lane (turning / merging lane) as an overtaking lane and speeding through this area which is also listed as a "school zone", speed should be decreased to 15mph.

SPM Scotland confirmed he has visited the school every day and mostly every morning there is a police officer in the area, which assist the traffic slowing down. There is also the "school zone" blinking lights however, we can add a few more school zone lights in the area to assist with this matter.

Mr. Berry confirmed the house has been demolished and he has been in contact with CUC to relocate the pole that is currently on the corner next to the bus stop. The correspondent from CUC is to revert to Mr. Berry.

Mr. Berry mentioned the curbing will not start until the pole has been relocated. He confirmed Mr. Edison Jackson is in the process of notifying the owner of Country Side shopping centre, Mr. Troy Burke, of the possibility of relocating the bus stop to the Crown parcel south of Subway and adjacent to Shamrock Rd.

5ii.g Mango Tree to Elgin Ave Connector

Minutes of the 27th June 2018

SPM Scotland confirmed the filling is going well and there was only a small hole close to the CNB RAB that will need to be filled. He mentioned he has been corresponding with the property owners and CIAA has requested for the top soil from the property as they were property owners before gazetting. The Board approved this request.

SPM mentioned CIAA has submitted the first stage intention to claim.

Minutes of the 11th July 2018

SPM Scotland confirmed the work is on hold as the Water Authority is currently on site. Once completed NRA will continue with the road work and to complete the small section by the CNB roundabout. SPM to share the design from APEC with Mr. Hydes and the Minister.

Mr. Berry confirmed work has resumed last week and started the filling towards the CNB RAB. He mentioned the excavator that was being used on this project is currently on Crewe Road and will be back by tomorrow to complete the filling.

Mr. Berry mentioned he reached out to Water Authority. Their water line is on the north side and their plan is to start on August 6th to complete the water connection. Water Authority has given Mr. Berry a 5-6 weeks timeframe.

Director Panton raised the question if NRA can possibly complete a significant amount of work on the south side while the Water Authority is working on the north side.

5ii.h Walkers Rd to Olympic Way connector

Minutes of the 11th July 2018

Mr. Hydes mentioned to the Board that the Minister requested NRA to provide a letter to the property owner of 15B [REDACTED] confirming what work will be taking place at this time, as there no way of de-gazetting the BP.

The DMD mentioned that UCCI is also requesting property for additional parking lot for the proposed Nursing School. He mentioned that UCCI can use the land acquisition law in order to obtain the additional property.

The Chairman requested copies of both alignments. He stated that he feels that the NRA should meet with the property owner of 15B [REDACTED] to discuss the proposed road work.

The DMD shared with the Board a new proposal for the High School access, three lanes including a turning lane with a speed of 25mph. The road existing onto Walker's Rd will expand to two lanes along with a side walk from Burger King to UCCI.

6. Other Business

6i. Claims for Compensation

There were no claims for consideration.

6ii. Legal action – S.23(1) [REDACTED]

Minutes of the 27th June 2018

The Chairman confirmed he has not received the draft licence from Ms. Lewis. He had spoken to her and she had indicated that she was reconsidering her earlier advice as to whether a licence was the appropriate instrument.

Minutes of the 11th July 2018

No update given.

The Chairman stated that Ms. Lewis has now advised that she does not feel that the NRA has the authority to grant a 'licence' as she had earlier thought. He is to seek clarification from her on how the NRA can grant the access as has been agreed it wishes to do.

6iii. NRA Compound Plans

Minutes of the 27th June 2018

SPM Scotland confirmed the HRM is in the process of preparing the job description for a Lab Technician; he will follow up and provide an update at the next meeting.

Minutes of the 11th July 2018

No update given.

No update given.

6iv. Signage – Primary arterials

Minutes of the 27th June 2018

No update given.

Minutes of the 11th July 2018

No update given.

No update given.

6v. Speed humps and Speed tables

Minutes of the 27th June 2018

The DMD confirmed Island Paving is building a template for the speed hump based on 3" in height. The Chairman noted that the specs had not yet been provided; the immediate priority is correcting the speed humps in East End coming from the quarry on High Rock Dr. SPM will follow up with Island Paving. Going forward all speed humps will be 3' in height as instructed by the Board.

Minutes of the 11th July 2018

No update given.

No update given.

6vi. Landscaping of roundabouts

Minutes of the 27th June 2018

The DMD confirmed Ms. M Pandohie emailed Mr. Alan Jones at the Ministry in regard to the License Agreements for RABs. The DMD will follow up as there was no response from the Mr. Jones.

Minutes of the 11th July 2018

No update given.

No update given.

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

Minutes of the 12th June 2018

The DMD to schedule a meeting to discuss the report.

Minutes of the 27th June 2018

The DMD confirmed the report was completed and the Chairman expressed to the DMD that we wish to have included in the report a set of design specifications for HMA Roads vs Concrete Roads.

Minutes of the 11th July 2018

No update given.

The DMD will write to Mr Kent McTaggart again at more length explaining the findings of the study.

6viii. Pedestrian facilities at roundabouts

Not discussed.

6ix. Board Members

Minutes of the 27th June 2018

Director Panton suggested that Police are placed at the exit of the Old Crewe Road between the hours of 4pm-7pm. All traffic coming east should have to turn left and all traffic going south will have to turn right. That way the traffic will not be back up on South Sound and at Hurley's RAB. This exercise will push drivers/traffic to continue along LPH and Crewe Road.

The DMD is to contact the consultants doing the traffic modelling in this area (item 4.iv. above) and have them:

- run this scenario; as well as
- run a scenario with signals at the junctions of eastbound S Sound Rd and the GH roundabout and westbound E-W at the GH roundabout.

Minutes of the 11th July 2018

The DMD is to follow up with the RCIP to complete the above scenario and to also request the consultants to include the scenario in there traffic modelling. Director Clarke suggested that the Board set a time to visit the vicinity and study the traffic flow.

Mr. Hydes mentioned to the Board the traffic coming out of Bimini Drive cutting through the Hurley's parking lot instead of coming directly out and into the Shamrock Rd. Due to the pedestrians/shoppers crossing in the parking lot, he is afraid there will be an accident in this vicinity.

Director Connolly mentioned the over grown bush along Colliers Wilderness Rd off Austin Connolly Dr. The road was chip and sprayed but has deteriorated significantly and has not been maintained. He also mentioned having "NO DUMPING" signs be placed however, this will have to be done by DEH.

Director Panton requesting additional give way 100yds ahead signs on the inner lane towards all RAB's.

The DMD confirmed the samples of the water/sludge mix vacuumed from deep wells were sent off-island for testing last week Tuesday. It takes approximately two weeks for the tests to be completed. He confirmed if there is no hydrocarbon found in the water the samples then the NRA, in consultation with the Water Authority, will look for suitable sites for dumping.

6ix. Miscellaneous

a. BP 138 - Farm Road – Request for water

Minutes of the 27th June 2018

The DMD advised that all survey work has been completed and the preparation of the PCM has commenced.

Minutes of the 11th July 2018

No update given.

No update given.

b. West Bay Road – Extension to Tunnel

Minutes of the 7th March 2018

The Chair expressed his disappointment that the draft memo to the Director of Planning/CPA circulated by the MD on 09th February 2017 had apparently been submitted as it was and his suggestions of 15th February 2017 had been deemed too late. The MD had not specified a deadline for submission of comments on his draft. Of particular concern to the Chair was the fact that the submission failed to:

- define the loading which the structural engineer had described as permissible on the overpass structure referred to merely as “loading factors associated with low-rise buildings”; and
- seek the imposition of a condition on both the certification of completion of the segment under construction and on the approval of any extension thereof, that the applicant will not be allowed to carry out any development above the overpass without obtaining approval from the NRA from a structural impact perspective and will be liable for reasonable costs incurred by the NRA in evaluating the impact of any proposed development.

Minutes of the 21st March 2018

No update given

Minutes of the 11th April 2018

No update given.

No update given.

c. Further Road – North Side - Block 53A Parcel XXXXXXXXXX

Minutes of the 27th June 2018

No update given.

Minutes of the 11th July 2018

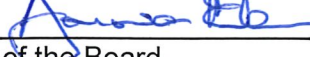
No update given.

No update given.

7. Date of next meeting

The Board will hold regular meetings on 15th & 29th August 2018.

There being no further business, the meeting was adjourned at 12:55pm.

Signature 
Chairman of the Board
Confirmation of minutes:
Date: 29 Aug. '18

Signature 
Executive Secretary
Seconded: Confirmation of minutes
Date: 29 Aug 2018

