
National Roads Authority
Minutes of the Two Hundred & Sixty Seventh Meeting of
the Board of Directors
held in NRA Conference Room,
370 North Sound Road, George Town, Grand Cayman
Wednesday, 29th August 2018 at 9:30 a.m.

In attendance were:

Donovan Ebanks	Chairman
Stanley Panton	Director
Dane Walton	Director
David Arch	Director
Kenross Connolly	Director
Edward Howard	Deputy Managing Director
Priscilla Jackson	Executive Secretary

Invited:

Mark Scotland	Senior Project Manager
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Apologies:

Tristan Hydes	Representative of Chief Officer, Ministry CPI
Charles Brown	Observer, Ministry CPI
Gary Clarke	Deputy Chairman
Paul Bodden Jr (Andy)	Director

Absent:

Paul Parchment	Managing Director – NRA
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1. Call to Order

The Chairman called the meeting to order at 9:58am.

2. Minutes of Previous Meetings

- a. 25th July 2018 – for confirmation and sign off
- b. 15th August 2018 – for review

3. Administration

3i. Proposed Legislative Review

Minutes of the 11th July 2018

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

Minutes of the 25th July 2018

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

Minutes of the 15th August 2018

No update given.

The Board will hold an E.O meeting at 9:30am on 5th September 2018 to continue the consideration of this item.

3ii. Funding – Post-retirement health benefits

Minutes of the 25th July 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.

Minutes of the 15th August 2018

The Chairman informed the Board that he had reviewed the report from Matthew Tibbetts, Accountant General, and had been surprised to see that it suggested that there had been a 17.6% reduction in inflows to the fund during 2017/2017, primarily due to a purported reduction in GCM fuels duties of 21.9%. He had reached out to Mr Tibbetts querying this as he found it hard to believe.

He also mentioned that he had had a brief word with the Minister of Finance recently and the Minister has agreed to discuss the matter further with him.

The Chairman mentioned he still has not received a response from Mr. Tibbetts. He has reached out to the Collector of Customs, Mr C. Clifford, and asked for revenues collected for fuels for the period July 2016 – June 2018.

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

Minutes of the 25th July 2018

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 the 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.

Minutes of the 15th August 2018

SPM Scotland mentioned that he spoke to Mr. Richard Simms from DEH who confirmed the payment of \$47,536.00 from December 2017 was signed off and will be paid in the next week.

The DMD shared with the Board the current outstanding invoices are:

- December 2017 \$21,986.88 – (NICE program)
- June Invoice \$161,924.63 - (Mango Tree to Elgin Ave Connector)
- July Invoice \$215,379.31 – (LPH),
- July Invoice \$62,101.53 - (Mango Tree to Elgin Ave Connector)
- July Invoice \$81,538.17 - (Crewe Rd / Tropical Gardens / Navis Close)

The CFO discussed the depreciation reserve fund and the cash available as of June 2018. The Chairman also mentioned the payment that was received from CIAA and he requested the DMD and CFO to provide a breakdown report of the items that was purchased and the remaining available balance.

The ES confirmed with the CFO the outstanding payment for the NICE Programme (\$22K) and DEH (\$47.5K) were received this week. The above invoices for June and July are still outstanding.

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

Minutes of the 25th July 2018

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.

Minutes of the 15th August 2018

The DMD confirmed HR has notified the CYB employee and he has to the 31st October 2018 to advise on his decision.

SPM Scotland mentioned the Signs & Lines Supervisor has enquired about another pre-melter at approximately US \$40,000.00. SPM stated he will advise the Supervisor to have the proposal ready for presentation at the next scheduled meeting.

The DMD confirmed the CYB employee received the letter and his decision is pending.

The DMD mentioned the Signs & Lines Supervisor provided him with specifications and the cost for a Thermolazer Promelt; the promelt is one of the best models offered by Thermolazer. It has the ability to heat 300lbs of thermoplastic in approximately 1 hour. The current machines we have (Titan brand) take approximately 45 minutes to fully melt and heat one (1) 50lb block of thermoplastic material.

The estimated costs for the machine assembly are:

1. Thermolazer Promelt Thermoplastic liner US\$14,199 (1 hour heating time)
2. Line Driver HD 6½ hp. US\$5,779 (motorized ride on attachment)
3. Smart Die II System US\$3,000

The Smart Die II System would include dies of the following widths: 4", 6", 8", 12" and 4"x4"x4" . Approximate total cost = USD 22,978

The Board agreed to purchase one of these machines this year and consider another one in 2019 financial year.

3v. NRA vehicle ‘take home’ policies and practices

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.

Minutes of the 25th July 2018

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.

Minutes of the 15th August 2018

The DMD confirmed he will have the new “911 Call out list” ready for review by the next schedule meeting.

The DMD confirmed he met with FM Colford Scott and prepared a “Take Home Vehicle Policy” and a proposed “911 Call Out” schedule which he shared with the Board. The policy outlines circumstances for which employees may take a NRA vehicle home and policies regarding usage. He mentioned the schedule based on foremen who will alternate during the fourth quarter of 2018.

The Chairman and Director Panton suggested each vehicle should contain a “safety package” which will include raincoats, reflective vet, cones, brooms, sand etc. The Board agreed and the Chairman suggested having the policy and calling out list amend to include supervisors who can inspect and assess situations and mobilise resources as needed. They should also be expected to complete a report on incidents, indicating any other employees and resources called out.

The DMD mentioned NRA is currently using Fleetilla a GPS device that was offered from Digicel. We currently have eight devices in use at \$33.00 per month for each device. The Chairman mentioned the cost seemed high and asked the DMD/FM to contact local Authorities requesting information on devices/systems being used. He mentioned he contacted the CUC’s Fleet Manger but has not received a response as yet. The Water Authority is seemingly paying US\$12/pm or CI\$12/pm for their system.

4. Planning

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

Minutes of the 25th July 2018

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

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

Minutes of the 15th August 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 25th July 2018

No update given.

Minutes of the 15th August 2018

No update given.

SPM Scotland stated that an invoice has been received from DECCO for the accommodation work that was completed on the ETH that was not included in the agreement with Decco. The invoice is to be split between the CIG and the Water Authority. He mentioned the invoice will be sent to the Ministry. He confirmed the Ministry and Water Authority agreed to split the payment equally; the total amount is \$378,000.00.

Director Connolly requested an update on the light pole next to the National Cement. SPM Scotland confirmed the pole is still there because CUC has not obtained a way leave to re-locate it.

4iii. Traffic simulation/forecasting model - update

Minutes of the 25th July 2018

The DMD confirmed that Denis Thibeault and himself 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.

Minutes of the 15th August 2018

The DMD confirmed WRA is still on track and is continuing to work within their deadline. He mentioned NRA has paid as of today's date US \$151,000.00 towards the modelling and confirmed he will order the software this week which is approximately US \$50,000.00.

The DMD mentioned he has contacted a consultant who previously worked with WRA and has moved to T.Y Lin who could be engaged to provide support in ensuring that WRA fulfils their contract and also getting NRA personnel proficient in using the models. He shared with the Board her resume which stated her experience and over 20yrs of modelling.

No update given.

4iv. Traffic modelling – CUC roundabout to Tomlinson roundabout

Minutes of the 25th July 2018

No update given.

Minutes of the 15th August 2018

No update given.

No update given.

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

No update given.

5. Operations

5i. District Roads – January – June 2018

Minutes of the 25th July 2018

No update given.

Minutes of the 15th August 2018

No update given.

No update given.

5ii. Capital projects - January – June 2018

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

Minutes of the 25th July 2018

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.

Minutes of the 15th August 2018

SPM Scotland confirmed Phase 1 was completed and the opening ceremony was a success.

The Board expressed its sincere thanks to the SPM for his management of the project and the quality of the final product. It was to an excellent standard and did the NRA proud.

The Board also acknowledged the excellent performance of Supervisor Philip Berry. He has shown significant development during this project and benefited tremendously from his association with the SPM.

No update given.

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

Minutes of the 25th July 2018

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.

Minutes of the 15th August 2018

SPM Scotland confirmed he will be meeting with DECCO tomorrow, Thursday 16th August, to discuss the bicycle lane from Batabano Rd to the Butterfield RAB (including the RAB).

No update given.

5ii.c Crewe Road/Tropical Gardens upgrade

Minutes of the 25th July 2018

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.

Minutes of the 15th August 2018

No update given.

No update given.

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

Minutes of the 25th July 2018

No update given.

Minutes of the 15th August 2018

No update given.

No update given.

5ii.e Seaview Rd – East End

Minutes of the 25th July 2018

No update given.

Minutes of the 15th August 2018

No update given.

No update given.

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

Minutes of the 25th July 2018

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.

Minutes of the 15th August 2018

The Chairman shared with the Board a letter that was sent on behalf of Mr. Moxam from JacksonLaw Seeking an audience with the Board to present his proposals in respect of Country Corner Ltd and the Board's reconsideration of its decision conveyed on 05th July 2018.

The Board agreed to hear Mr. Moxam and JacksonLaw on Thursday, 16th August 2018.

No update given.

5ii.g Mango Tree to Elgin Ave Connector

Minutes of the 25th July 2018

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.

Minutes of the 15th August 2018

No update given.

No update given.

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.

Minutes of the 25th July 2018

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.

Minutes of the 15th August 2018

The Chairman confirmed we are ready to gazette and to start working on this project. He also shared with the Board a drafted letter requesting to meet with both of the property owners of 15B [REDACTED] & 15B [REDACTED]. The Board reviewed and approved to issue the drafted letter. SPM Scotland mentioned the Board should discuss the compensation claims as the proposed alignment of the road is partly over the route gazetted under BP 398 and the remainder would be under a new BP which has been prepared. He confirmed the property owner for 15B [REDACTED] is pending compensation and property owner for 15B [REDACTED] has not submitted a compensation claim.

Director Hydes agreed to refer the project to the National Conservation Council (NCC). However, will not start the gazetting until after the meeting with property owners.

The Chairman mentioned to the Board both letters were hand delivered to both property owners. However, the property owner of 15B [REDACTED] refuses to accept his letter. The Chairman he will try to contact him directly and there was no response from property owner of 15B [REDACTED].

6. Other Business

6i. Claims for Compensation

There were no claims for consideration.

6ii. Legal action – S.23(1) [REDACTED] Block 13D Parcel [REDACTED]

Minutes of the 25th July 2018

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.

Minutes of the 15th August 2018

No update given.

The Chairman shared with the Board e-mails from Ms. Lewis stating that she consulted with Ms. Watson from L&SD and it is her opinion that the NRA does not have the power to grant either a 'easement' or 'licence' to property owners adjacent to a public road. Instead, she suggested that "the only option is to do what has always been done in these cases i.e. designate an access point onto and off the highway that S. 23(1) may utilize." She had further advised that in designating an access point, the NRA "has the implied power to define any particular physical location as an access point and to prescribe the point and configuration of such an access point. Such a power has to be exercised reasonably and not arbitrarily."

In light of the advice provided by Ms. Lewis, the Chairman suggested that the NRA management should communicate to S. 23(1) the segment of the roadside boundary along which the NRA was willing to give them an access point and afford them an opportunity to say where along that segment of the boundary the access point should be located. Subject to this input from S. 23(1) the NRA should arrange for the access point to be established by fixed boundary survey and formally write to them advising them of the location of the point and providing the plan for the giving effect of the access.

The Board agreed to this course.

6iii. NRA Compound Plans

Minutes of the 25th July 2018

No update given.

Minutes of the 15th August 2018

No update given.

No update given.

6iv. Signage – Primary arterials

Minutes of the 25th July 2018

No update given.

Minutes of the 15th August 2018

No update given.

No update given.

6v. Speed humps and Speed tables

Minutes of the 25th July 2018

No update given.

Minutes of the 15th August 2018

No update given.

No update given.

6vi. Landscaping of roundabouts

Minutes of the 25th July 2018

No update given.

Minutes of the 15th August 2018

No update given.

No update given.

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

Minutes of the 25th July 2018

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

No update given.

6viii. Pedestrian facilities at roundabouts

Minutes of the 25th July 2018

Not discussed.

The Board agreed to discuss the item at the E.O meeting on 5th September 2018.

6ix. Board Members

Minutes of the 25th July 2018

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 requested an 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.

Minutes of the 15th August 2018

Director Hydes requested the update on North Church Street (Wahoo Close to Bodden Rd). SMP Scotland confirmed he received an estimate for approximately \$156,000 of 900ft of road, the design was from APEC to re-grade (mill & pave) as it currently has the wrong grade and is slippery causing accidents.

Director Hydes mentioned Planning is taking enforcement action on the King's Sport Centre LED sign located at the entrance, as it was installed without Planning permission and is dangerous due to the light being so bright.

6ix. Miscellaneous

a. BP 138 - Farm Road – Request for water

Minutes of the 25th July 2018

No update given.

Minutes of the 15th August 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.

Minutes of the 25th July 2018

No update given.

Minutes of the 15th August 2018

No update given.

No update given.

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

Minutes of the 25th July 2018

No update given

Minutes of the 15th August 2018

No update given.

No update given.

d. CIAA Project

The DMD shared with the Board an email regarding the proposed work at the Airport including the cost and schedule. He confirmed a few of the flashing lights and the speed table were installed and ready for striping however, due to tables blocking the drains the striping has been postpone until this issue is corrected.

e. Road Safety Work Shop – IRF

The DMD shared with the Board a schedule for the upcoming work shop during October 1st-4th to be held at the Ritz Carlton. The work shop will be hosted by a few speakers from the IRF “International Road Federation”. The IRF holds a conference every year and the MD/DMD has been attending for the past few years. This work shop is promoting road safety such as the Engineering, Designs, Road Laws etc.

He mentioned one of the speakers is the VP of IRF and will be hosting an in detailed workshop on road safety audit, safety design, guardrail etc. He confirmed he is an excellent dynamite speaker, the DMD mentioned he took a few courses with him in the past.

The DMD mentioned they decided to capture the full three E’s, Engineering, Enforcement and Education. The RCIPS, DDVL and the Rotary Club are also invited; the Rotary Club will be doing the “Share the Road” campaign.

The DMD invited the Board to attend the workshop. He mentioned Acting Governor Hon. Mr. Franz Manderson will be attending and closing the workshop. We are still pending confirmation from Hon. Minister Hew.

f. East West Arterial Rd / Hirst Rd.

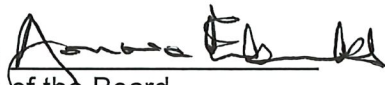
The DMD shared with the Board an email from CUC requesting to place 13-14 temporary poles with lines along the middle on the East West right down to Spotts Newlands Rd. The reason for this is to relieve some of the poles on Hirst Rd. He mentioned CUC states it is only temporary until the completion of the Prospect Sub-station.


The Chairman suggested deciding on a section that we can make available to CUC, what needs to be kept for the NRA and to allow CUC to start the underground ducting.

7. Date of next meeting

The Board will hold a E.O meeting on 5th September 2018 and regular meetings on the 12th & 26th of September 2018

There being no further business, the meeting was adjourned at 12:05pm.

Signature 
Chairman of the Board
Confirmation of minutes:
Date: 26 Sept. '18

Signature 
Executive Secretary
Seconded: Confirmation of minutes
Date: 26 Sept 18

