
National Roads Authority
Minutes of the Two Hundred & Seventy Forth Meeting of
the Board of Directors
held in NRA Conference Room,
370 North Sound Road, George Town, Grand Cayman
Wednesday, 31st October 2018 at 9:30 a.m.

In attendance were:

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

Invited:

Mark Scotland	Senior Project Manager
Hon. Minister Joey Hew	Minister of CPI

Official:

Hon. Minister Joey Hew	Minister of CPI (10:00-11:30am)
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Apologies:

Charles Brown	Observer, Ministry CPI
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Absent:

Paul Parchment	Managing Director – NRA
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1. Call to Order

The Chairman called the meeting to order at 9:55am.

2. Minutes of Previous Meetings

- a. 26th September 2018 — confirmed and signed off
- b. 13th October 2018 – reviewed and changes proposed

3. Administration

3i. Proposed Legislative Review

Minutes of the 26th September 2018

The Board met on 19th September and has substantially completed its discussion of desired legislative changes. The DMD has requested from the Ministry a copy of the deliberations of a committee which it appointed to also look at legislative changes but on which the NRA was not represented.

The Chairman said he would attempt to draw the desired outcomes from the minutes for the benefit of whatever legal draftsman is engaged. Director Hydes mentioned a legal drafter who previously assisted with the Traffic Law; the Chairman requested his contact information.

Minutes of the 17th October 2018

No update given.

No update given.

3ii. Funding – Post-retirement health benefits

Minutes of the 26th September 2018

The Chairman stated that he had reached out to Minister Roy McTaggart seeking a short meeting with him. He confirmed he received data from the Collector of Customs on the fuel import but has not received anything from Mr. Matthew Tibbetts regarding the data that he supplied and which the Chairman thinks is inaccurate. The Chairman confirmed he used the data that was provided from Customs which was the value of motor gas and local transportation diesel duties. He mentioned the increase during 15/16 was 3.7%, 16/17 was 15.6% and 16/17 was 5%.

The Chairman created a spread sheet with the data that was received which shows the total inflow into the roads fund and the outflow of \$10M going to the NRA. Initially, the NRA received 85% of the inflow and he is seeking to have the NRA allocation based on this percentage rather than the current fixed amount (\$10Mpa).

He mentioned he sent the information to Minister McTaggart requesting to discuss before putting the proposal forward through the Ministry. He will follow up the Minister.

Minutes of the 17th October 2018

The Chairman mentioned he has tried contacting Minister Roy McTaggart however, as of today he has not heard anything from the Minister.

The Chairman mentioned Minister McTaggart's secretary contacted and invited him to meet with the Minister on Friday, November 2nd to discuss the above matter. The Chairman confirmed Director Panton and himself will attend the scheduled meeting.

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

Minutes of the 26th September 2018

The ES confirmed with the CFO the following outstanding payment are:

- June 2018 \$ 161,924.63 - (Mango Tree to Elgin Ave Connector)
- Aug 2018 \$ 157,930.83 - (LPH)
- Aug 2018 \$ 332,791.84 – (Mango Tree to Elgin Ave Connector)
- Aug 2018 \$ 48,449.65 – (Shamrock / Hirst Rd)
- Aug 2018 \$ 116,066.96 - (Crewe Rd / Tropical Gardens / Navis Close)

The Chairman requested that the CFO provide the financials as of 30 September 2018 at the next scheduled meeting.

Minutes of the 17th October 2018

The CFO shared with the Board the monthly financial report for September 2018; he also confirmed the following outstanding payments pending from the Ministry are as followed:

- Aug 2018 \$ 65,690.04 – NICE Program, Island Wide Clean up
- Aug 2018 \$ 157,930.83 - (LPH)
- Aug 2018 \$ 332,791.84 – (Mango Tree to Elgin Ave Connector)
- Aug 2018 \$ 48,449.65 – (Shamrock / Hirst Rd)
- Sept 2018 \$ 13,776.60 – (LPH)
- Sept 2018 \$ 33,300.16 - (Mango Tree to Elgin Ave Connector)
- Sept 2018 \$ 128,230.53 – (Shamrock Rd / Hirst Rd)
- Sept 2018 \$ 178,679.05 - (Crewe Rd / Tropical Gardens / Navis Close)
- Sept 2018 \$ 154,000.62 – (Misc Exec. Asset Road Works)

The Chairman mentioned he will follow up with Chief Officer Mr. Allan Jones regarding the outstanding payments.

The DMD advised that the CFO has confirmed that the outstanding invoices were paid. The invoice for the NICE Program is still pending however and is expected to be paid this week.

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

Minutes of the 26th September 2018

The DMD confirmed the policy was completed and will commence on 1st October 2018. He also mentioned the GPS Fleetilla is currently being used by eight of NRA vehicles and reports are received by the FM Mr. Scott. Director Hydes mentioned L&SD has developed their own GPS system using the updated GIS maps and it seemingly works well. The Chairman requested the DMD to contact L&SD and request information such as price and features.

Minutes of the 17th October 2018

The DMD confirmed the 'take home' policy was enrolled on Monday, 15th October 2018. However, he will have to prepare a new list as the previous employees have declined this opportunity.

No update given.

3v. Funding Injection by Ministry

Minutes of the 26th September 2018

The DMD and SPM Scotland provided the Board with an overview of the proposed projects. Director Hydes has confirmed that the funds are available and indicated which EA to be used for each project.

SPM Scotland confirmed the above listed work is scheduled with Island Paving and will be taking place from now until March 2019.

SPM Scotland mentioned the additional lane on ETH from ACR RAB to BoB RAB. There was discussion re. doing the travel lane and bike lane. Director Panton mentioned if the funds are available and we should consider completing the third lane onto Industrial Park and continue the other two lanes onto the RAB up which will assist with the traffic flow. Director Hydes mentioned he will discuss with the Minister. The Chairman mentioned if we are going to complete the third lane we will have to do the curbing and gutter. The SPM is to revisit and provide a new estimate to the Ministry for review.

Director Hydes mentioned he is currently discussing with the CFO the possibility of executing a 'contract' with the NRA so the Ministry can accrue the funds for the capital projects.

The Board reviewed the list of Mill & Pave projects. SPM Scotland confirmed a few roads were added and he is to adjust the list and prioritize the work.

SPM Scotland mentioned the proposed road work to be completed before end of year is the milling and paving of the Grand Harbour RAB, Spotts stretch and the bike lane from the ACR RAB to the Butterflied RAB.

3vi. CoLA for NRA Staff

Minutes of the 26th September 2018

The Chairman mentioned that Cabinet will have to approve the 5% CoLA award to NRA employees (S.48 of the Public Authorities Law, 2017). He also mentioned it was now his understanding that at the meeting of staff with the Minister on 13th June 2018, there had been discussion of a CoLA and staff felt that they would be receiving it if it was granted. The Chairman mentioned that when CIG awarded the last CoLA back in 2015, NRA employees had only received 1% because of not having done a previous rollback. The DMD confirmed that was correct; when the Government did an award in 2015, the NRA received the difference which amounted to 1%. The Chairman mentioned that NRA employees are now on par with civil servants and should be eligible for the current 5% award.

The DMD confirmed he did send the request to the Ministry and the estimated cost for the remainder of 2018 is \$125K and for the 2019 \$250K.

The Chairman mentioned there are two steps to this process:

1. For Cabinet to approve the increase with NRA; and
2. To request the Ministry to fund the increase going forward

Director Hydes mentioned Cabinet is meeting on Friday, September 28th and will review this request.

Minutes of the 17th October 2018

The Chairman raised the issue and the DMD confirmed he has not received an update from Director Hydes regarding the 5% CoLA. Observer Brown questioned if the NRA is requesting the Ministry to fund the 5% for 2018/2019, how will they proceed going forward? The Chairman responded that if the NRA can transition to receiving 85% of the Road Fund revenue going forward rather than the fixed \$10Mpa, and the NRA will be able to cover the CoLA for the future.

The Chairman raised this matter as he will like to provide the employees with update at the staff meeting on 01st November. Director Hydes stated that he is working on the documentation to provide to Cabinet for review and approval.

Hon. Minister Hew mentioned as we have not issued an increase, the Government is minded to do so for this year's CoLA, at this point the CoLA may take place in January 2019.

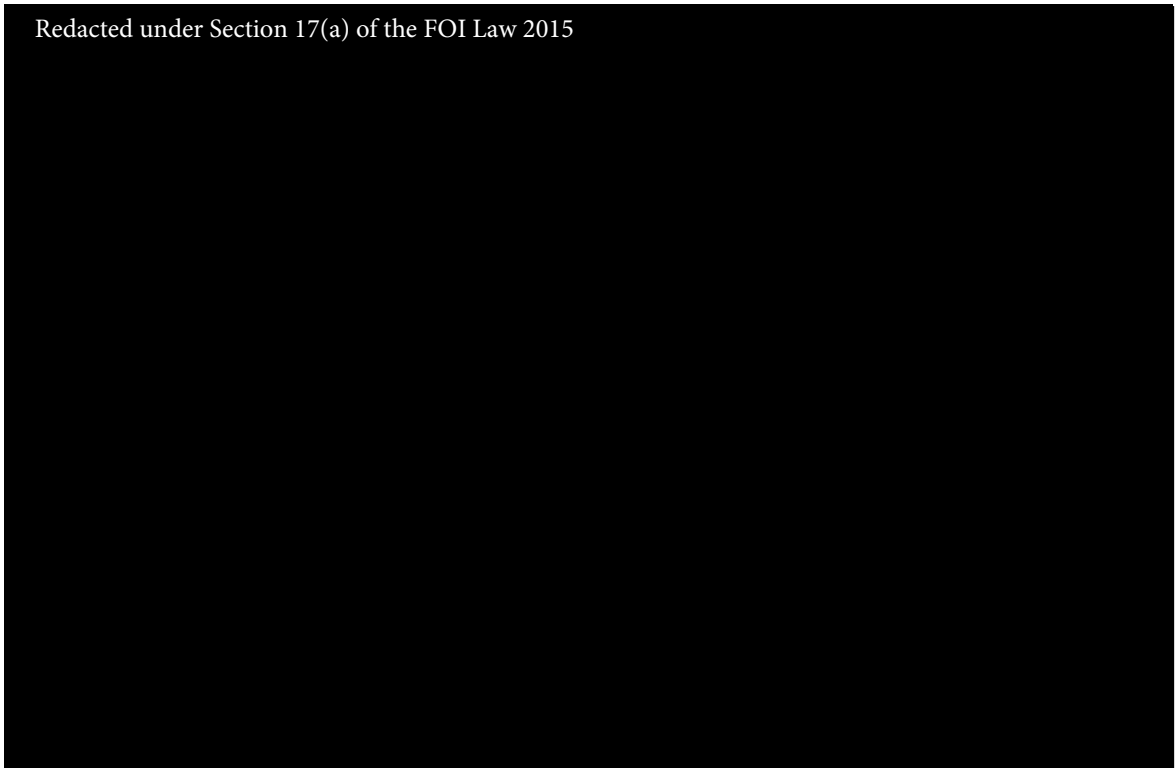
3vii. Explosives Issue - Update

Minutes of the 26th September 2018

One 2nd September 2018, the DMD brought to the attention of the Board issues related to two magazines located in the Spotts/Newlands area.


The DMD, via a written report, advised the Board that the NRA had been cooperating with the RCIPS in an on-going investigation regarding a report from a member of the public who happened upon an unsecured, explosives magazine whilst hiking in the dykes.

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



Minutes of the 17th October 2018

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



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

The Chairman raised the issue regarding the fire that took place at the quarry off Lakeview Drive and question if there was a magazine at this location. The DMD confirmed there are no magazines at the location of where the fire took place.

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

Director Panton raised the question as to whether we have a contract with the consultant as he visits approximately every three month and what are parameters. Also questioned if any of the Blasting & Explosive Companies contribute to NRA for this expense.

The DMD mentioned he recently discovered that there is no contract in place. The Chairman requested the DMD to provide the Board with the terms and cost of the consultant's service if there is no form of contract on file.

4. Planning

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

Minutes of the 26th September 2018

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

Minutes of the 17th October 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 26th September 2018

No update given.

Minutes of the 17th October 2018

No update given.

Director Hydes mentioned the Minister is requesting when the NRA is preparing the bike lane along the ETH to stripe the entire lane white and install reflectors “cat eyes” along the lane. SPM Scotland confirmed delineators will be installed instead of the reflectors as these are very slippery when wet and dangerous for cyclist.

4iii. Traffic simulation/forecasting model - update

Minutes of the 26th September 2018

No update given.

Minutes of the 17th October 2018

The DMD mentioned one of the key employees at WRA who was working on our modelling design has left and went to another firm. The DMD confirmed WRA is about a month behind however, will be providing an update next week. The DMD also confirmed the software was purchased.

The DMD mentioned due to the loss of one of the WRA employees our module is behind however, is expected to be completed by mid-December 2018. He confirmed there is still an outstanding balance of \$300k which is due at the completion of the module.

4iv. Traffic modelling – CUC roundabout to Tomlinson roundabout

Minutes of the 26th September 2018

No update given.

Minutes of the 17th October 2018

No update given.

No update given.

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

Minutes of the 26th September 2018

No update given.

Minutes of the 17th October 2018

No update given.

No update given.

5. Operations

5i. District Roads – January – June 2018

Minutes of the 26th September 2018

No update given.

Minutes of the 17th October 2018

No update given.

SPM Scotland confirmed the remaining district road works will commence in January 2019. However, he asked the Minister to review the District Roads Fund for a possible increase.

5ii. Capital projects - January – June 2018

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

Minutes of the 26th September 2018

No update given.

Minutes of the 17th October 2018

No update given.

No update given.

5ii.b Crewe Road/Tropical Gardens upgrade

Minutes of the 26th September 2018

No update given.

Minutes of the 17th October 2018

The SVO Scotland confirmed the paving started today and the final paving around the RAB will take place in the next two weeks. He mentioned the section going into Tropical Gardens will have to be completed one lane at a time and the same type of section with Silver Oaks.

SPM Scotland confirmed the paving is now completed. The stripping and signage is pending completion.

5ii.c Crewe Rd/Smith Rd intersection – Signage

Minutes of the 26th September 2018

No update given.

Minutes of the 17th October 2018

No update given.

No update given.

5ii.d Seaview Rd – East End

Minutes of the 26th September 2018

No update given.

Minutes of the 17th October 2018

No update given.

No update given.

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

Minutes of the 12th September 2018

The DMD confirmed that the letter had gone out to JacksonLaw and Planning 7th on September 2018. The Chairman requested the DMD to follow up with Planning on Friday 14th September.

The SPM confirmed during this time we have completed the bus stop site preparation including a new section of sidewalk along the Countryside entrance from Shamrock Rd. One section of the westbound paving has also been completed.

He confirmed that the east bond lane section near to the Sav PO will be paved the weekend of the 21st and the other westbound section will be paved on the weekend of the 30th September. There is a pedestrian crossing to be installed in Country Side entrance road from Shamrock Rd. He mentioned the speed hump is to be relocated before the new pedestrian crossing.

Minutes of the 17th October 2018

No update given.

No update given.

5ii.f Mango Tree to Elgin Ave Connector

Minutes of the 26th September 2018

SPM Scotland confirmed after Authority is almost completed and will soon pass it over to the NRA.

Minutes of the 17th October 2018

SPM Scotland confirmed the Water Authority is almost complete and they are currently at the east bound lane next to the Mango Tree restaurant. He mentioned to his knowledge the WA is to complete and tie into the Mango Tree / NAPA RAB by Sunday, October 21st 2018.

SPM Scotland confirmed the drains are now completed; PM Berry will be working on having the curbing installed and pending streetlight from CUC.

SPM Scotland confirmed that the WA has completed their work and CUC has currently working on the procurement process in order to install the street lights. He mentioned the road work is expected to be completed by end of January 2019.

Director Arch mentioned CIAA has started the moving of the fence and SPM confirmed.

5ii.g Walkers Rd to Olympic Way connector

Minutes of the 26th September 2018

The Chairman mentioned to the Board that when he meets with the property owner of 15E he will need to provide him information regarding the compensation aspect and the fact there are two BP's. He will need to discuss this with ACVO Ms. Ruth Watson beforehand.

The ES confirmed there was no response to the letter from the property owner of 15B SMP Scotland confirmed the property owner was ok with the proposed connector.

Minutes of the 17th October 2018

Acting SVO Ruth Watson attended at the invitation of the Chairman to discuss the approach to acquisition and compensation for the proposed road alignment from Walkers Rd to Olympic Way. He mentioned that the proposed alignment is partly over the same property that BP398 included when the section 3 notice was gazetted back in July 2000. The valuation date of the properties was in turn set by that section 3 notice. Act'g CVO confirmed that the property owners cannot claim at this time; once a section 6 notice is issued and the NRA acquires the property that is needed, the process for the claims can proceed.,

The issue in relation to the property 15E is that the current proposal only requires a small portion of what BP 398 covered. It is not expected that the owner of that property will be amenable to a section 6 notice being issued for BP 398.

SPM Scotland mentioned to the Board the property owners of 14E and 14E who are affected by BP398 have not yet been compensated as of today's date. SVO confirmed this was correct.

Act'g SVO Watson mentioned if the NRA issues a new BP which covers a portion of the old BP398, when the section 6 notice is issued for the new BP, the claimants can claim under that BP but not both BP's.

The Board agreed that a new BP is to be prepared defining the actual section of 15B and 15B required for the current proposal and to leave the remaining BP398 from

Walkers Rd extension to Bobby Thompson Way. The A'g CVO agreed to revise her department's estimate of compensation to reflect this.

The Chairman shared with the Minister the proposed connector from Walkers Rd to Olympic Way. Discussions have taken place with property owner of 15B [REDACTED] we have emailed, hand delivered the proposal to property owner of 15B [REDACTED] and also called but we have not received a response to either of our approaches. He mentioned NRA will prepare a new gazette notice over both properties 15B [REDACTED] & 15B [REDACTED]. The Minister confirmed he meant with property over of 15B68 and he confirmed he had refused selling the property to the schools. However, the Minister mentioned the property owner is willing to assist with the road connector once it does not interfere with the combination of his other properties in this area. The Minister confirmed he received a follow up email regarding the road extension from the property owner's representative, Mr. Brad Watts. The Minister asked that the NRA contact Mr Watts on this matter.

5ii.h North Church Street – Resurfacing

Minutes of the 17th October 2018

An inspection and friction test were conducted in July 2017; the results showed the section on North Church Street from Rackham's Pub to just North of Bodden Road from was rated as "dangerous". The Board agreed to have the section of road resurfaced. SPM Scotland confirmed that the first section of milling and paving was completed; the second and final portion is scheduled to be completed this weekend (October 20th).

5ii.i Godfrey Nixon Way - Extension

Director Hydes mentioned he has requested L&SD to review the proposed extension and to review the compensation for the effected property owners. He confirmed once completed he will provide to the Board for review and once everything is in order the gazetting of the road will take place. Director Hydes mentioned the funds secured for this year extension will be secured for compensation to the affected property owners.

5ii.j Grand Harbour Roundabout - Resurfacing

SPM Scotland confirmed the resurfacing will start on Sunday, November 4th. This is the first section of the milling and paving; the inner lane will start on Sunday and the outer lane is to be completed the following weekend.

6. Other Business

6i. Claims for Compensation

- a. ***Minutes of the 17th October 2018*** Godfrey Nixon Road Widening – BP 574 – [REDACTED]
S.23(1) [REDACTED] Blk 13D Pcl [REDACTED]
SVO Spencer Turner presented to the Board a memo dated 10th October 2018 from the L&SD recommending the settlement of the subject claim along with the professional fees broken down as follows:

S.23(1) [REDACTED]	The market Value and disturbance, to include any relevant out-of-pocket cost incurred total of \$30,208.00	
	Sum payable to claimant (75%)	CI \$22,656.00

	Balance of \$7,552.00 to be paid in due course	
BCQS International	Professional fees	CI \$1,650.00
	Total amount	CI \$24,306.00

SVO Spencer Turner noted the claim was presented using the two-stage process. Hence an advance is to be considered of the 75% of the agreed sum of \$30,208). The Board agreed to the two-stage payment and the payment at this time of CI\$24,306.00.

No update given.

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

Minutes of the 26th September 2018

No update given.

Minutes of the 17th October 2018

No update given.

The Chairman shared with the Board a response received from the Senior Valuation Officer at DDL Studios regarding the access/egress point to the S.23(1) property on ETH, block 13D, parcel . He mentioned the letter states the access point is "Subject to your selection of the point which you prefer". However, the respondent has not stated their preferred access point. The Chairman suggested having L&SD or a Licenced Surveyor establish the point of access and to provide the NRA with the coordinates. The Chairman will enquire of L&SD re. the significance and mains of registering the point. The grant of access at this point should then be communicated to the land owner by the NRA with the required layout of the access/egress.

6iii. NRA Compound Plans

Minutes of the 26th September 2018

No update given.

Minutes of the 17th October 2018

No update given.

The Minister shared his support for the NRA to explore the relocation of its office and compound to a new location in the eastern districts.

Minister Hew left the meeting at 12:10p

6iv. Signage – Primary arterials

Minutes of the 26th September 2018

No update given.

Minutes of the 17th October 2018

No update given.

No update given.

6v. Speed humps and Speed tables

Minutes of the 26th September 2018

No update given.

Minutes of the 17th October 2018

The Chairman mentioned that we have completed a test of two parabolic speed humps on Industrial Way, he suggested members to take a drive and test the parabolic humps vs the regular humps.

No update given.

6vi. Landscaping of roundabouts

Minutes of the 26th September 2018

No update given.

Minutes of the 17th October 2018

No update given.

No update given.

6viii. Pedestrian facilities at roundabouts

Minutes of the 26th September 2018

No update given.

Minutes of the 17th October 2018

No update given.

Director Hydes mentioned that the Minster has requested on the pedestrian crossings, if the NRA could stencil "Look Right" on the road side next to the crossing's push button sign. The DMD mentioned it was completed done before and would possibly look into doing in the future.

6ix. Board Members

Minutes of the 17th October 2018

The Chair raised with the Board the work underway by the North Side Primary school PTA and district representative, Hon. Ezzard Miller, to place a donated artificial turf on the field. He said he had agreed to assist as he is an alumnus of the school.

The next step is to level the field to pre-determined levels. A local quarry has offered to donate about 150cy of fill. He said he had spoken to the 6-8 NRA employees who are from North Side and asked if they would volunteer their time on Saturday to do the levelling if he could arrange the equipment. They said they would. He then asked the Board if they would agree to the employees using a grader, loader and roller, adding that the PTA would pay for the equipment if necessary.

The Board agreed that the NRA employees could have the use of the equipment for the purpose stated and that the PTA would not be charged for the equipment.

The Chair thanked the Board or their support.

Director Panton mentioned that in light of the Minister's concern about the traffic in Industrial Park, he felt that the CUC light pole at the entrance of Tortuga Way, could be moved to the inner side of the side walk and it will open to two lanes onto the Butterfield RAB.

The Minister requested Director Hydes to prepare a map showing the exact location and he will contact CUC himself and also the CUC pole on the ETH in front of the National Concrete.

6x. Miscellaneous

a. BP 138 - Farm Road – Request for water

Minutes of the 26th September 2018

No update given.

Minutes of the 17th October 2018

No update given.

No update given.

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

Minutes of the 26th September 2018

No update given.

Minutes of the 17th October 2018

No update given.

No update given.

d. CIAA Project

Minutes of the 26th September 2018

No update given.

Minutes of the 17th October 2018

No update given.

No update given.

e. CIAA / NRA Re : Crewe Road

Minutes of the 26th September 2018

The Chairman mentioned the meeting that was scheduled with CIAA was cancelled and will be rescheduled.

Minutes of the 17th October 2018

No update given.

No updated given.

f. Road Safety Conference – IRF

Minutes of the 26th September 2018

The DMD shared with the Board the agenda for the upcoming conference during 1st-4th October to be held at the Ritz Carlton. He mentioned the Authority received a good rate from the Ritz, (C\$16,000.00); thus bringing the total for the entire workshop to

CI\$24,000.00. He also mentioned that 40-50 people are expected to attend at CI \$150.00 per person.

Minutes of the 17th October 2018

No update given.

No update given.

g. East West Arterial Rd / Hirst Rd.

Minutes of the 26th September 2018

No update given

Minutes of the 17th October 2018

No update given.

No update given.

7. Date of next meeting

The Board will hold regular meetings on the 14th & 28th November 2018

There being no further business, the meeting was adjourned at 12:50pm.

Signature 

Chairman of the Board

Confirmation of minutes:

Date: 28 Nov. '18

Signature 

Executive Secretary

Seconded: Confirmation of minutes

Date: 28 Nov 18

