National Roads Authority
Minutes of the Two Hundred & Seventy Ninth Meeting of the Board of Directors held in NRA Conference Room, 370 North Sound Road, George Town, Grand Cayman Wednesday, 23rd January 2019 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	Acting Managing Director
Priscilla Jackson	Executive Secretary

Invited:

Mark Scotland	Senior Project Manager

Absent:

Charles Brown	Observer, Ministry CPI

1. Call to Order

The Chairman called the meeting to order at 9:57am.

P Preliminary

I. Appointment of Executive Secretary

Minutes of the 9th January 2019

The ES was excused at this time; the Board discussed this matter and ES was asked to return to the meeting. The Board approved the extension of the appointment of Ms. P. Jackson, Administrative & Operations Assistant I, as Executive Secretary for the month of January 2019 under the same terms and conditions. The Chairman expressed his appreciation from himself and the Board. The management is currently reviewing the ES roles within the Authority and will decide on what her future roles will be.

The Board considered input from the AMD and HRM and approved the appointment of Ms. P. Jackson for the period 01 February – 31 December 2019. The appointment is on the same terms and conditions as set out in the letter of 2nd January 2018 to her but those terms and conditions are subject to revision by the NRA management, in consultation with the Board, in the context of her overall employment duties and responsibilities.

In addition, Ms Jackson is to copy all routine communication between the Chair and herself to the Acting Managing Director and the HR Manager in order that they can exercise their oversight and management responsibilities in respect of her performance.

2. Minutes of Previous Meetings

a. 12th December 2018 – confirmed and signed off

b. 9th January 2019 – reviewed and changes proposed

3. Administration

3i. Proposed Legislative Review

Minutes of the 28th November 2018

No update given.

Minutes of the 12th December 2018

The Chairman mentioned he will reach out to Ms. Cheryl Neblett and request her advice on a draftsperson for the proposed amendments to the laws.

Minutes of the 9th January 2019

The Chairman mentioned he did receive contact information for Ms. Cherly Neblett. He undertook to contact her this week and provide the Board with an update before the next meeting.

The Chairman confirmed he did reach out to Ms. Cheryl Neblett this morning asking if she could possibly guide us in the right direction, seeking someone who can assist us with converting the desired outcomes to proper drafting instructions for review and approval. Those will then need to be put to the Cabinet via the Ministry for authorisation to produce the corresponding draft amending the legislation.

3ii. Funding – Post-retirement health benefits

Minutes of the 12th December 2018

The Chairman mentioned he has checked the Gazette Office website and not seen the NRA (Amendment) bill published. Director Hydes mentioned the indications are that the bill has seemingly been approved by Cabinet.

Minutes of the 9th January 2019

SPM Scotland mentioned that in conversation recently with the Financial Secretary (FS) regarding a different issue the FS mentioned the documentation has not been sent to Cabinet for review due to comments from the Finance Dept. The Chairman mentioned when Director Panton and he met with Minister of Finance (MoF) and FS, the FS was fixated on putting a limit on how much funds the NRA could receive even if the 85% of the Road Fund provision was adopted. He noted that no other statutory authority has a restriction on the percentage of revenue that they have access to.

Director Hydes mentioned he is supposed to receive the documentation today including the comments from the Finance Dept.

The Chairman stated he did not have an update on this matter. Director Hydes advised that he has discussed matter with relevant officials but has not had a response as yet. The Chairman mentioned he would appreciate if someone could kindly respond with an update. The Board deserves this.

3iii. Financial Report as of 31 December 2018

The Financial Report for the period ending 31st December 218 was not available. The AMD undertook to provide it prior to the next meeting on 23rd January 2019.

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

Minutes of the 12th December 2018

The ES followed up with the CFO and he confirmed all invoices for October are still outstanding. However, payment is expected within the next week. He also confirmed the below invoices were sent to the Ministry for payment:

- November 2018 $ 15,354.48 – (LPH)
- November 2018 $ 122,323.98 - (Mango Tree to Elgin Ave Connector)
- November 2018 $ 56,399.41 – (Shamrock Rd / Hirst Rd)
- November 2018 $ 92,732.57 - (Crewe Rd / Tropical Gardens / Navis Close)
- November 2018 $ 239,796.89 – (MISC. Asset Road Work)
- November 2018 $ 260,337.00 – (Guard Rails)
- November 2018 $ 65,970.14 – (Capital Drains project)
- November 2018 $ 248,846.92 – (MISC. District Paving)

Minutes of the 9th January 2019

The ES followed up with the CFO and he confirmed that the invoice for October (North Church Street remedial works) is still outstanding and all invoices for November 2018 are outstanding. The invoice or December 2018 has not yet been presented to the Ministry.

The Chairman questioned Director Hydes as to when the accounts for 2018 will be closed; Director Hydes was unsure and the Chairman requested AMD to follow up with CFO and provide an update at the next scheduled meeting.
Director Hydes questioned AMD about the payment for the CoLA by the Ministry and he confirmed it is still outstanding. AMD stated that the Ministry was requiring that NRA to submit an invoice for the payment even though it was an equity injection. Director Hydes will follow up when he returns to office.

The ES followed up with the CFO and he confirmed that the invoice for November that is currently outstanding is MISC. District Roads $248,846.92 and the payment for the CoLA. He also confirmed the below invoices were sent to the Ministry for payment:

- December 2018 $ 15,483.00 – (LPH)
- December 2018 $ 88,128.20 - (Mango Tree to Elgin Ave Connector)
- December 2018 $ 30,416.84 – (Shamrock Rd / Hirst Rd)
- December 2018 $ 2,118.92 - (Crewe Rd / Tropical Gardens / Navis Close)
- December 2018 $ 178,510.53 – (MISC. Asset Road Work)
- December 2018 $ 100,067.68 – (Grand Habour RAB / Midsummer Dr Traffic Island / Taffic Island South Shore Condos / Additional Bike Lane ETH))
- December 2018 $ 18,942.00 – (Capital Drains project)

The AMD confirmed the CFO is finalizing the Financial Report for December 2018 and will be available for review at the next schedule meeting.

3v. Budget

Minutes of the 9th January 2019

Director Hydes mentioned he spoke to the AMD regarding the budget for 2019. He stated that the NRA needs to separate apart the projects planned for the second part of the two-year budget distinguishing between the projects commenced in 2018 but not completed and those commencing in 2019. The Ministry needs to be informed of how much more money we need in order to request for additional funds that the NRA did not spend last year. The AMD and SPM confirmed they are currently working on this.
The AMD confirmed as it stands for this current year we are operating on a budget of $10M, with $1.5M going to the P-RHB fund.

SPM Scotland mentioned the list of district road work is at approximately $1.2M and paving at approximately $1M. However, the funding for district roads need to be increased.

As for the district roads, the Works manager is to produce a list of roads based on constituency (not district). The list needs to indicate the work done in each constituency in 2018 and work remaining. Some constituencies such as East End and Newlands received a substantial amount of work in 2018 while others such as West Bay received very little. SPM mentioned the works manager is in West Bay this week meeting with MLA members based on the constituency.

Director Hydes mentioned the new drains to be completed in2019 can be funded by the Ministry.
SPM mentioned there are two paving jobs that were not completed and are under contract (ETH bike land and the work on Spotts straight). Director Hydes confirmed that the NRA should proceed to have these jobs completed, and also provide a list of other projects which it would wish to undertake in 2019 in order for him to secure the funds.
The Chairman suggested confirming in writing to Director Hydes what is the outstanding balance and Director Hydes can authorise the NRA to proceed with the work.

The NRA will be operating on the basis of having CI$8.5M available for all traditional activities with $1.5M going to the post-retirement health benefits fund.
The AMD shared with the Board the Budget for 2019 vs 2018. He broke it down by project codes NRA5 through to NRA15:

- **NRA 5 – Planning and Development of New Public Roads,**
  In 2018 it was budgeted for $600,000.00 actually invoiced $270,045.93 with a remaining balance of $329,954.07
  In 2019 it is budgeted for $650,000.00

- **NRA 6 – District Roads**
  In 2018 it was budgeted for $1.6M, actually invoiced $1,135,781.56 with a remaining balance of $464,218.45
  In 2019 it is budgeted for $1.2M

- **NRA 7 – Policy Advice & Development**
  In 2018 it was budgeted for $62,500.00, actually invoiced $10,915.00 with a remaining balance of $51,585.00
  In 2019 it is budgeted for $0

- **NRA 8 – Storm Water Management**
  In 2018 it was budgeted for $87,500.00, actually invoiced $144,828.10 with a remaining balance of $ (57,328.10)
  In 2019 it is budgeted for $500,000.00

- **NRA 9 – Maintenance of Roads – Grand Cayman**
  In 2018 it was budgeted for $4,617,960.00, actually invoiced $5,191,877.77 with a remaining balance of $ (573,917.77)
  In 2019 it is budgeted for $4,650,000.00

- **NRA 10 – Street Lighting – Grand Cayman**
  In 2018 it was budgeted for $1,175,000.00, actually invoiced $1,160,855.94 with a remaining balance of $14,144.06
  In 2019 it is budgeted for $1,250,000.00

- **NRA 11 – Pavement Management & Other Roads Asset Management Programmes**
  In 2018 it was budgeted for $100,000.00 actually invoiced $79,349.13 with a remaining balance of $20.650.87
  In 2019 it is budgeted for $100,000.00

- **NRA 12 – Road Safety & Roadside Guard Rail Installation Program**
  In 2018 it was budgeted for $237,500.00, actually invoiced $275,285.12 with a remaining balance of $ (37,785.12)
  In 2019 it is budgeted for $100,000.00

- **NRA 13 – Explosive & Blasting Management**
  In 2018 it was budgeted for $20,000.00, actually invoiced $23,632.61 with a remaining balance of $(3,632.61)
  In 2019 it is budgeted for $50,000.00

- **NRA 14 – Arterial Road Surface Rehabilitation**
  In 2018 it was budgeted for $616,135.00, actually invoiced $207,428.84 with a remaining balance of $408,706.16
  In 2019 it is budgeted for $0

- **NRA 15 – Provision for Other Costs**
  In 2018 it was budgeted for $883,405.00, actually invoiced $1.5M with a remaining balance of $(616,595.00)
  In 2019 it is budgeted for $1.5M

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

Minutes of the 12th December 2018

The Chairman suggested that management we will have to make a decision on how important it is for the Authority to have one or two people on call. If this is what is needed, the AMD will have to take a proactive approach and identify two employees who he thinks are suitable for this role. AMD mentioned he received a few volunteers and have few people in mind.

The Chairman suggested that management needs to determine the two employees who it wishes to have on call, the terms of the arrangement and if refused, disciplinary action needs to be taken. The authority cannot operate on the basis of what employees wish to do. This is to take effect as of 1st January 2019.

Minutes of the 9th January 2019
The AMD confirmed he has not yet appointed the two employees to be on the "911 call out" list.
SPM Scotland mentioned during the Christmas the ES arranged crews to attend to a few emergencies, which was handled by the ES and the Foremen.
Director Stanley expressed the Board's appreciation of the assistance during these emergencies. However, the Board is still in favour of having a proactive call out list. The AMD will appoint two employees who will be suitable for this role by the next scheduled meeting.
The Chairman questioned the GPS devices, the AMD confirmed FM Scott was working on this matter and will request a Fleet update for the next scheduled meeting.

The AMD mentioned he met with the Supervisors and Foremen who will be committed to the "911 call out" list and he also shared with the Board the drafted agreement. The proposal called for employees to take home vehicles and compensation for the emergency calls during the night. He suggested a flat rate of $100 per call out assuming a maximum of three hours per employee and over three hours, the compensation would be paid at 1.5 times their hourly rate for the actual hours.
The Board discussed this but was not in favour of the suggested compensation terms and having the vehicles taken home. The Board suggested the AMD to revise the renumeration to a minimum of 3hrs for up to 3hrs and actual hours at 1.5 times their hourly rate for the actual hours when the time exceeded 3hrs. All vehicles should be left at the NRA compound and the employee, if called out, would report to the compound and retrieve necessary tools and vehicles to attend to the matter.

3vi. Explosives Issue - Update

Minutes of the 28th November 2018
The Chairman mentioned the article that was posted in today's Cayman Compass regarding this matter. The AMD mentioned the Authority had worked with the RCIPS, Cabinet office and the Ministry regarding the release. He mentioned all offices provided their input on the matter and GIS prepared the press release.

Minutes of the 12th December 2018
The Chairman raised the issue regarding the media release, as it was indicated in the release that the assessment would be completed by the end of November. However, AMD advised the Board that the assessment has not yet been completed.

He stated that the SE has completed additional investigation at the Magazine Master's property but no addition blasting materials were found.
The Chairman stated that we need to complete the investigation and to officially state as a record any items that were not accountable for.
He also stated that the second part of this matter is to ensure the proper and timely inspection of magazines and the reconciliation of inventories with blasting reports and importation permits going forward as of January 2019. The Board insists that as of

January there needs to be a proper protocol for blasting inspections and a timely reconciliations; the Board wants a record that the proper protocol is being adhered to.

Minutes of the 9th January 2019
The Chairman sought an update on this matter. The AMD confirmed as of today's date the Senior Engineer has not completed the assessment in terms of what material(s) that was unaccounted for. The AMD is to follow up with the Senior Engineer and to provide an update by the next scheduled meeting.
The Chairman expressed his disappointment in this matter. Director Stanley mentioned the AMD should report these issues to the Board and the consequences that will be given to the employee who has not followed the correct protocol.
The Chairman is requesting by the next meeting this matter has been concluded and the Board is informed:

1. if there was any discrepancy; and
2. what the regime has been implemented going forward for maintenance of records regarding the inventory of the magazines.

The ES shared a report that was prepared by the Senior Engineer (SE). The Board reviewed the report but again was disappointed.
The Chairman invited the Senior Engineer to present the report and the assessment for how much, if any, blasting materials were unaccounted for.
The Senior Engineer went through his report with the Board. However, the Board did not find the report clear and straight forward; the Board expressed again their disappointment in this matter.
The Board requested the Senior Engineer to revise his report and to format the inventory information into an Excel sheet and to provide these at the next scheduled meeting.

3vii. Termination of Employment – former Managing Director

Minutes of the 9th January 2019
The Board received information on 16 February 2018 regarding the apparent misuse of NRA resources. The Board launched an investigation into the matter on 24 April 2018. As a result of the findings of the investigation, the Board terminated the employment of the Managing Director on 31 October 2018.
Mr Edward Howard, Deputy Managing Director, was appointed on 01 November 2018 to act as Managing Director.
The Chairman tabled a "Motion by Chair" for an ex-gratia payment to one of the investigators, [redacted] The investigator completed a total of 38 hours and incurred a cost of $168.00 in changing his travel arrangements in order to remain on island and complete the work. He proposed that a rate of $70 per hour was reasonable and that the total amount of the ex-gratia payment should be $2,828.00. The Board reviewed and approved the "Motion by Chair".
The Chair circulated to members a list of the meetings which had been held by the seven non-government members of the Board in dealing with the investigation and subsequent disciplinary action. He invited members to review it and indicate any discrepancies at the next meeting. He also expressed his view that members should be paid the normal allowance for attending these meetings.

There were no amendments or corrections to the list of meetings of the seven (7) non-government members circulated by the Chair at the last meeting.
The Chairman provided the AMD the keys for the former MD's office and truck.

4. Planning

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

Minutes of the 12th December 2018

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

Minutes of the 9th January 2019

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

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

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

Minutes of the 12th December 2018

The Chairman mentioned he received a response from Sr Crown Counsel Ms. Dawn Lewis regarding the Board's position in respect of the CUC pole as agreed in the last meeting. She has opined that it is legally in order.

The Chairman informed the Board that he received an e-mail from CUC on 29th November confirming that after a year, CUC is currently drafting a proposal to apply for the necessary way-leave in order to relocate the pole. The Chairman mentioned he drafted a letter to CUC and will send via round robin for the Board to review and approve for the AMD to forward to CUC.

The Board expressed its disappointment that it has taken over a year to have this matter addressed.

Minutes of the 9th January 2019

SPM Scotland confirmed the bike lane is being completed and the delineators are in stock.

SPM Scotland mentioned the letter that was sent over to CUC regarding the relocating of the poles. CUC is now apparently addressing the matter and confirmed a CUC

employee visited the NRA office in regard to surveying to relocate the pole and gather the information and documentation for the purpose of it going to OFFREG for the necessary way-leave.
The Chairman mentioned the letter we sent to CUC requested a response within 21 days, that deadline was January 4th 2019 and we have yet to receive a response. The Chairman suggested if we have not received a formal response by the end of this week, we should contact CUC on Monday, 14th January and state the deadline was 4th January and can we please have a formal response within 2-3days. AMD mentioned only response we received from CUC was the acknowledgment of the letter.

The Chairman shared a response form Mr. David Watler, CUC, regarding the work that CUC purportedly has been doing to be able to relocate the offending utility pole o the southern end of the ETH. The Board is to review and discuss at the next schedule meeting.

4iii. Traffic simulation/forecasting model - update

Minutes of the 12th December 2018

The AMD confirmed WRA is behind by 5-6 months. He shared a revised schedule with the Board suggesting that WRA should be completed May/June 2019. The Board was unhappy and instructed the AMD is to write to WRA stating this is unacceptable. They are to provide a revised schedule and to have the work completed be the end of February 2019.

Minutes of the 9th January 2019

The AMD confirmed he wrote to WRA and expressed his disappointments. They reverted back with a proposal to have the VISUM model (Macroscopic Model) completed by the end of February 2019 is. Once this model is completed, it will answer the questions raised regarding the six-lane widening by Grand Harbour and the closure of the road for the CIAA extension. The second model is the Microscopic Model which should be completed by the end of April.
The Chairman suggested that the AMD to double check the contract in regards to any tardiness provisions and put WRA on notice that if they do not meet the deadline for end of February or mid-April, the NRA will exercise those provisions as the delay is holding up the progress of the capital work.

The AMD mentioned himself and Assistant Director of Planning and Transportation will be attending the first part of the modelling training Virginia on January 16th & 17th 2019.

The AMD confirmed he and the Assistant Director of Planning and Transportation attended the training and they are still convinced the will deliver the VISUM model at the end of Feb 2019. AMD mentioned the consultants will come to the island to complete a formal presentation.
The Chairman questioned when the second part of the Model will be completed AMD mentioned WRA confirmed it will be completed at the end of April 2019. AMD is to request for an up-to-date scheduled as of today's date to provide at the next meeting.

4iv. Traffic modelling – CUC roundabout to Tomlinson roundabout

Minutes of the 12th December 2018

The AMD mentioned he received information from the consultants regarding the metering which will make significant improvement to the traffic.
Director Hydes mentioned he would like to have a few guys at the RAB on Bobby Thompson Way and a set of guys by Jose Gas Station to complete an analysis of how

many cars vs how many people per car. As the roads have increase the cars have also increased which interferes with the increased of traffic.
The AMD confirmed we will complete a metering traffic flow.

Minutes of the 9th January 2019
The AMD mentioned there is an Expo during the mid-February in Tampa, ATSSA "American Traffic Safety Services Association" and has recommended a few guys to attend. This expo will have different suppliers with guardrails, delineators, thermoplastic etc.

The AMD confirmed the metering equipment has been ordered and should be on island within the next six weeks. He also mentioned that it was discussed last year having the RCIPS assist the NRA with the survey of the car count at the junction of Old Crewe Rd and South Sound. The Chairman mentioned we have already committed and order the equipment; we can have the RCIPS assist for one week to investigate the impact.

The AMD mentioned before departing for the WRA training he met with GIS regarding this matter. He mentioned GIS will be putting together a presentation that would be displayed on social media to educate the public on what will be taking place.

4v. NRA – Design Projects 2016-2020 – status
Minutes of the 12th December 2018
The Chairman questioned SPM Scotland regarding the design for the Island Heritage RAB. SPM confirmed both Island Heritage RAB and Manse Rd require topo surveys. SPM mentioned he has not set a date as yet however; Island Heritage RAB will be done in January 2019.
The Chairman mentioned looking at the geometrics of the RAB's possibly reshaping the RAB's.
SPM Scotland is to check the topo survey on Dr. Tomlinson's and Poindexter RAB's

Minutes of the 9th January 2019
The Chairman mentioned the Island Heritage RAB which we are doing to topo surveying before the work is started. SPM Scotland mentioned he started making a list of the design projects for this 2019/20 and will provide at the next meeting. He confirmed he has the Islands Heritage RAB, Godfrey Nixon extension, the six-lane widening at Grand Harbour. He also confirmed we have completed the RFP for the six-lane widening and has been given to APEC to redesign.

SPM Scotland shared with the Board a list of Design Projects for 2019 that has been discussed over the past few years:

- Bobby Thompson Way / LPH – Part of Phase 2A, SPM mentioned [redacted]
  Redacted under Section 17(a) of the FOI Law 2015
  [redacted]
- Godfrey Nixon Way Extension – The gazette is completed and the design is in process, at approximately $2.5M for compensation.

- Selkirk Drive – The design is in process
- Shamrock RD – six lane widening, he confirmed NRA has executed the contract with APEC to complete, he has requested for APEC to provide the design within six weeks for the section between the Red Bay RAB and the Grand Harbour RAB because we would like to have the third lane from RB RAB to GH RAB which will assist with the traffic flow in the Prospect area.
- Shedden Road – SPM confirmed we are still working on the design unfortunately, we don't have numbers for this project as yet.
- Tomlinson RAB - Have the design and proposed to complete the work for summer 2019
- McField Lane – He confirmed there is BP401, topo survey is completed however a design has not yet been completed.
- Water Cay - He confirmed we have received 10,000 ft of survey, there is a lot of encroachments, the first step is to identify the property owners and inform them of the proposed work.

Director Hydes mentioned he received the list and has requested times lines for each project.

5. Operations

5i. District Roads – Ministry Topup

Minutes of the 12th December 2018

The Chairman confirmed the Ministry increased the District Roads Fund.

The AMD mentioned we are still working on Sandy Grounds Rd and should be completed soon.

5ii. Capital projects - January – June 2018

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

Minutes of the 28th November 2018

No update given.

Minutes of the 12th December 2018

The SPM Scotland confirmed the south bound bike lane has been paved and he would like to look into barricading the pole for the time being until the bike lane is completely in progress.

Minutes of the 9th January 2019

SPM Scotland mentioned they have resumed the paving of the bike lane, at 8ft wide. He confirmed of the 8ft paved will be 4ft section will be for cars as a recovery room and the remaining 4ft will be the bike lane and for pedestrians.

The Chairman suggested having it 3ft for cars and 5ft for the bike lane and for pedestrians, and the delineators to be approximately 20-25 ft apart. The Board reviewed and approved this decision.

No update given.

5ii.b Crewe Road/Tropical Gardens upgrade

Minutes of the 12th December 2018

No update given.

Minutes of the 9th January 2019

No update given.

No update given.

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

Minutes of the 12th December 2018

No update given.

Minutes of the 9th January 2019

The Chairman mentioned the road work was completed in 2017 and signs have not been installed as yet. SPM Scotland confirmed we have conducted interviews last week for new staff to assist in the Signs & Lines Dept. and HR stated approximately another two weeks before finalizing. The AMD is to follow up on this matter.

No update given.

5ii.d Seaview Rd – East End

Minutes of the 28th November 2018

No update given.

Minutes of the 12th December 2018

No update given.

Minutes of the 9th January 2019

The Chairman mentioned he has not heard from Ms. D Lewis but will follow up with her and revert to the Board.

No update given.

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

Minutes of the 28th November 2018

The Chairman stated that there were still issues outstanding in relation to the Country Corner Ltd. The developer remains unhappy with the area which the NRA had indicated that it wished to take from Block 28D, parcel [redacted]

As background:

1. The developer and his attorney met with the NRA BoD on 16 August 2018;
2. The NRA communicated to the attorney on 17 August 2018 its
    - unwillingness to allow traffic to enter his development from Shamrock Road; but
    - willingness to allow traffic to exit the development onto Shamrock Road eastbound over block 28D, parcels [redacted] and [redacted] subject to conditions; and
    - reiterated the NRA's desire to retain 3,952 sq ft of block 28D, parcel [redacted] adjacent to Shamrock Road.

3. The developer's attorney responded on 31 August 2018 objecting to the NRA acquiring 3,952 sq ft from block 28D, parcel [redacted]
4. The NRA acknowledged the attorney's correspondence on 07 September 2018 and on the same date advised the CPA of the outcome of the earlier discussions with the developer and the offer made to him on 17 August 2018.
5. The CPA forwarded a revised site plan to the NRA on about 17 September 2018. The NRA submitted comments to the CPA on 24 October 2018 with regard to a revised site plan including a plan showing the 3,952 sq ft which the NRA stated it wished to retain from block 28D, parcel [redacted] as road reserve.
6. The CPA had considered the site plan on 14 November 2018 and issued its decision to Country Corner Ltd. on 20 November 2018. The letter of 20 November 2018 to the developer and the CPA minutes stipulate that the developer must remove all of the parking spaces shown on block 28D, parcel [redacted] This would appear to represent a misinterpretation of the NRA's comments as only 3# parking spaces fall within the 3,952 sq ft area that the NRA indicated it wished to retain as road reserve.
7. The developer can be expected to challenge this condition and any challenge will bring into focus the NRA's desire to retain the 3,952 sq ft.

As further background, it is worth noting the history of the block 28D, parcel [redacted] and [redacted]

A. The NRA set out to acquire the parcels in March 2017. The NRA's proposal was to acquire the parcels in full because of the limited size and the opinion shared by the L&SD that acquisition of what was needed for the road improvements would render the dwelling on the property uninhabitable.
B. The NRA had envisaged developing the remnant of the properties as a landscaped area in honour of the ladies who lived there.
C. During the protracted efforts to have the acquisition gazetted over the remainder of 2017, the developer, having acquired block 28D, parcel [redacted] emerged as a suitor of the owners of the parcels.
D. The outcome was that the developer acquired block 28D, parcel [redacted] (the larger parcel) on 02 Jan 2018; the Cabinet gazetted BP 613 on 03 Jan 2018.
E. While BP 613 was appropriate based on the ownership in March 2017, it was not appropriate on 03 Jan 2018 when the ownership had changed to the developer. While the former owners would have had no desire to retain any of the property and would have been content with 'whole area' acquisition as provided for in BP 613, the developer as the new owner had, and still has, a desire to retain as much as possible of block 28D, parcel [redacted]
F. It follows that if the NRA had prepared a proposal for acquisition post- 02 Jan 2018, when the property owner had a desire to retain as much as possible of the property, it would have been limited to seeking to acquire what it needed immediately and in the near term for road improvements under ss. 3 and 6 of the Roads Law, or had to distinguish between what it required for the road improvements now and in the longer term under s. 25.
G. It must be acknowledged that the 3,952 sq ft area that the NRA indicated it wished to retain as road reserve is not supported by any technical definition of its shape or area; it simply reflects a general desire to have some land available for future public benefit. While the objective is sound, there is no corresponding quantifying basis of defending the objective.

Against the overall background as set out, the safe and defensible position for the NRA to take is stand by the offer to the developer to allow traffic to exit eastbound onto Shamrock Road over block 28D, parcels [redacted] and [redacted] subject to the conditions of:

- maintaining a clear line of site for vehicles exiting Country Corner to see eastbound vehicles travelling eastbound on Shamrock Road at 35mph (the line of sight should be based on at least 5mph more than the prescribed speed limit); and
- installation of a physical control device to as previously prescribed to prevent vehicles entering through the approved exit.

The clear line of sight condition will prevent any development of an approx. 12-19ft wide strip adjacent to the newly constructed road and thus afford enough width for the addition of another lane in future.
The NRA has the authority under Schedule 1 of the Roads Law to prescribe both aforementioned conditions.
The Board agreed to relinquish its previous proposal to retain 3,952 sq ft of block 28D, parcel [redacted] adjacent to Shamrock Road. The offer of exit onto Shamrock Road remains as stated above.

Minutes of the 12th December 2018
No update given.

Minutes of the 9th January 2019
The Chairman mentioned we wrote to S.23(1) [redacted] back in December 2018, but we have not received a response as of today. He shared with the Board a copy of the plan and the line of sight which we set out for S.23(1) [redacted] However, he planted lime trees outside the line of sight. The Chairman brought it to the attention of the S.23(1) [redacted] who is a partner; they removed the lime trees and now have planted coconut trees. This is still interfering with the vision of oncoming traffic.

The Chairman shared with the Board the request received from S.23(1) [redacted] of S.23(1) [redacted] on January 10th 2019 asking for reconsideration of the Board's requirement of the physical traffic control (dragon teeth) on the left only exit onto Shamrock Rd.
The Board discussed the request and resolved to retain the requirement. The Board takes the view that such physical control is far more effective than signage and human enforcement. The control is necessary to prevent the exit being used as an entrance, the provision of which was not allowed.

5ii.f Mango Tree to Elgin Ave Connector

Minutes of the 12th December 2018
No update given.

Minutes of the 9th January 2019
SPM Scotland confirmed CUC has received the bolts to complete the installation of the new poles and the installation of the median has started. Also, the tenders have been made for the sidewalks.
The Chairman question if pedestrian crossing presentation was sent to the Ministry or Caucus, the AMD confirmed he did present to the Minister and completed the Road Tour.

No update given.

5ii.g Walkers Rd to Olympic Way connector

Minutes of the 28th November 2018
No update given.

Minutes of the 12th December 2018
Director Hydes requested an update; the Chairman mentioned he has tried contacting the property owner of 15B[redacted] However, he has not received a response as of today's date.

Minutes of the 9th January 2019
The Chairman mentioned he wrote to Director Hydes confirming the approval from the property owner. Director Hydes confirmed the Ministry forwarded the BP to NCC however, they have reverted with queries. He confirmed Observer Brown wrote and submitted the documentation to Cabinet pending the comments from NCC. Director Hydes confirmed he will contact them today and will revert to the Board at the next meeting. He did inform NCC the design is complete and hoping to start the work in February 2019.

Director Hydes advised that approval had been received from the NCC and the Ministry was moving ahead with the submission to Cabinet for the gazetting.
The design was nearing completion and communication had commenced with CUC and the Water Authority.

5ii.h Funding Injection by Ministry – Projects Update

5ii.h.1 North Church Street – Resurfacing

Minutes of the 12th December 2018
No update given.

Minutes of the 9th January 2019
No update given.

No update given.

5ii.h.2 Godfrey Nixon Way - Extension

Minutes of the 28th November 2018
Director Hydes mentioned the Minister has requested to meet with the NRA and they did. They discussed the realignment of the proposed extension and is to make a few minor adjustments to avoid a few parcel owners. SPM Scotland confirmed he met with APEC last Friday, Nov 23rd and he will follow up with APEC on the status of the adjustments and provide to Director Hydes once completed also, to have this section gazetted.
Director Hydes also mentioned creating an alternate entrance to Greenwood Dr from Ashgo Street of the Godfrey Nixon Way.

Minutes of the 12th December 2018
No update given.

No update given.

5ii.h.3 Grand Harbour Roundabout - Resurfacing

Minutes of the 28th November 2018
No update given.

Minutes of the 12th December 2018
No update given.

Minutes of the 9th January 2019
No update given.

Substantially complete.

5ii.h.4 Spotts Road

Minutes of the 12th December 2018
No update given.

Minutes of the 9th January 2019
No update given.

The work will resume shortly.

6. Other Business

6i. Claims for Compensation

Minutes of the 28th November 2018

a. **Smith Road Widening –BP575 – [redacted] BLK 14D PCL [redacted]**
SVO Ruth Watson presented to the Board a memo dated 8th November 2018 from the L&SD recommending the settlement to two registered owners of the subject claim along with the professional fees broken down as follows:

[redacted]	[redacted]arpenter Road Smith Road	CI $36,120.00 CI $14,406.00
DDL Studio	Professional fees	CI $2,250.00
	Total amount	CI $52,776.00

The Board reviewed and approved the request claim in the amount of CI $52,776.00.

No compensation matters.

6ii. Legal action – [redacted] Block 13D Parcel [redacted]

Minutes of the 12th December 2018
The Chairman inquired whether the co-ordinates had been established for to setting out the access for the [redacted] property, block 13D, parcel [redacted]. SPM confirmed that the NRA issued the co-ordinates to L&S Dept. and requested them to establish the point.
The Chairman suggested that the SPM now needed to write and inform the Bodden's that:

- the point has been established,

- describe the point and to provide the co-ordinates; and
- in accordance with Schedule 1 of the Roads Law (2016 Revision_, authorize the property owner to enter and exit the property at this point subject to the construction of access and exit way according to the plan previously provided to their attorneys, Etienne Blake, on 17th September 2018 showing the decel and accel lanes.

No update given.

SPM Scotland confirmed he has not yet wrote to the [redacted] because he was clarifying with Lands & Survey Dept. if they have placed the mark. He will have an update at the next meeting.

6iii. NRA Compound Plans

Minutes of the 12th December 2018
No update given.

Minutes of the 9th January 2019
No update given.

No update given.

6iv. Signage – Primary arterials

Minutes of the 12th December 2018
No update given.

Minutes of the 9th January 2019
No update given.

No update given.

6v. Speed humps and Speed tables

Minutes of the 12th December 2018
The Chairman mentioned he asked the Board members to test the two samples that were completed on Industrial Way. The Board suggested the speed hump that was nearest to Liftech was the best one to use, the one with the linear slope.
SPM Scotland mentioned the speed hump programme will recommence using the Lineal template going forward. He mentioned he will speak to our WM to prepare a list of the outstanding speed humps to be installed in 2019.

Minutes of the 9th January 2019
No update given.

No update given.

6vi. Landscaping of roundabouts

Minutes of the 12th December 2018
No update given.

Minutes of the 9th January 2019

No update given.

No update given.

6viii. Pedestrian facilities at roundabouts

Minutes of the 12th December 2018
No update given.

Minutes of the 9th January 2019
No update given.

No update given.

6ix. Board Members

Minutes of the 12th December 2018
The Chairman mentioned he received a call from Mr. Olsen Jackson from the Lion's Club requesting to possibly to receive a few loads of millings at the Lion's Centre.

SPM Scotland mentioned the property next to Mr. Dale Crighton's property has been cleared and he suggested placing some of the milling on the road side to allow the community to park and walk safely in this area. As there are many families who come to visit and to see the Christmas lights and decorations.
The AMD mentioned Mr. Crighton has prepared a temporary parking lot and has a gate from the parking lot to his property, that way people can avoid the road side. The Chairman also suggested using the white plastic barricades to be place at the edge of the road side therefore cars cannot pull off the road but able to pull into the parking lot. This will allow people to also walk through this area safety and at the end of the night the barricades can be move back towards the wall. The Chairman also mentioned using the roller to level the area of the parking lot and walk way.

The Board discussed and approved the request for both the Lion's Club and Mr. Crighton's property.

Minutes of the 9th January 2019
Director Clarke mentioned the shoulder across from Subway Industrial Park before Home and Office. If it is possible could we cut back the over grown bush and maybe add some fill on the shoulder as pedestrians do use this section. SPM Scotland confirmed this section is on our paving list for this year.

Director Arch mentioned coming off Breezy Way Road onto Old Jose Way there is a chain link fence on the right-hand side which interferes with the line of sight and is very dangerous. AMD confirmed he knows the owner and will contact me. Director Panton also mentioned coming from Breezy Way onto Owen Roberts Drive is the same issue with another chain link fence, maybe take 4ft of land and install a sidewalk.

Director Panton mentioned he had an idea to assist with the traffic flow in Industrial Park. When coming out of Seymour Drive possibly installing a "No right turn" at North Sound Rd and also a "No Left Turn" from North Sound Road onto Seymour Drive. The traffic traveling west bound onto North Sound Rd could possibly use Commercial Ave as a new route to access Seymour Drive. The traffic following from of the Butterfield RAB will have a straight flow and to remove the light pole by Tortuga and install two lanes on the Butterfield RAB. SPM suggested removing the RAB by Cannon Place and having that section as a "T" junction. Director Panton mentioned with removing the RAB it will allow the traffic to flow and traffic coming out of Seymour Drive can use the RAB by Parkers to go around and back to Butterflied RAB. Commercial Ave is a private road however, if gazetted can be raised and repaved.

AMD mentioned the Ministry of Education has requested for rough fill to assist at the back of Red Bay Primary School. The Board agreed to this request.

The Chairman also mentioned he received a call from Mr. Owen Evans from the Church of Christ on Batabano Rd has requested for some fill. The Board agreed to this request.

Director Arch mentioned on the left lane coming from Smith Road onto Huldah Ave there is a few potholes and he requesting to have them repaired.

Director Connolly mentioned the cones and cautions signs are still on the road side on High Rock Road East End, SPM mentioned he thought they were already removed. However, will have the equipment collected today.

Director Bodden questioned having a pedestrian crossing at the EE blow holes and EE Foster's, AMD mentioned we have had this request before due to it being a 50mph zone. The Chairman mentioned there are signs there, he suggested additional signage and cutting back the over grown vegetation that are cover the current signs. He also suggested having the Traffic Management Committee to review the request and provide their outcome at the next meeting.

6x. Miscellaneous

a. BP 138 - Farm Road – Request for water

Minutes of the 12th December 2018
No update given.

Minutes of the 9th January 2019
No update given.

No update given.

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

Minutes of the 12th December 2018
No update given.

Minutes of the 9th January 2019
No update given.

No update given.

d. CIAA Project

Minutes of the 12th December 2018
No update given.

Minutes of the 9th January 2019
No update given.

No update given.

e. CIAA / NRA Re : Crewe Road

Minutes of the 12th December 2018
The Chairman mentioned he and the AMD met with Mr. Albert Anderson, CEO of the CIAA; the Chairman Mr. Tom Guyton was unable to attend. The CIAA seemly are keen to extend the runway by 400ft to the west, and possibly another 500ft in the next few years for a total of 900ft which will take the run way almost to the north-south segment of Crewe Road. The CIAA recognises that this will necessitate the installation of a blast wall. The immediate objective is to complete the first 400ft.
The Chairman mentioned the outcome of the meeting was Mr. Anderson expressed his appreciation that with the volume of traffic on Crewe Road, closure would cause significant disruption of traffic flow. He also acknowledged that the assessment of the closure of the road cannot be considered without the projection of this impact, and the alleviating measures, by the impending Traffic Model.

SPM Scotland mentioned the fence was installed incorrectly and will have to be moved and may cost approximately $14K.

Minutes of the 9th January 2019
SPM Scotland confirmed CIAA has moved the fence and it was confirmed the SE provided the points to the surveying crew. SPM mentioned the points that were provided may have been better to install the fence at different points however; this was not approved by the CIAA.

No update given.

f. Road Safety Conference – IRF

Minutes of the 12th December 2018
No update given.

Minutes of the 9th January 2019
No update given.

No update given.

g. East West Arterial Rd / Hirst Rd.

Minutes of the 12th December 2018
No update given.

Minutes of the 9th January 2019
No update given.

No update given.

7. Date of next meeting

The Board will hold regular meetings on the following dates:

- 6th & 20th February 2019; and
- 13th & 27th March 2019

An Extra-ordinary meeting will be held on 30th January 2019 to strategize 2019 actions.

There being no further business, the meeting was adjourned at 2:15pm.

Signature ______________________
Chairman ~~of the~~ Board
Confirmation of minutes:
Date: 20 Feb. '19

Signature ______________________
Executive Secretary
Seconded: Confirmation of minutes
Date: 20 FEB 2019