
National Roads Authority
Minutes of the Two Hundred & Ninety First
Meeting of the Board of Directors
held in NRA Conference Room,
370 North Sound Road, George Town, Grand Cayman
Wednesday, 12th June 2019 at 9:00 a.m.

In attendance were:

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| Donovan Ebanks | Chair |
| Gary Clarke | Deputy Chair |
| Stanley Panton | Director |
| Dane Walton | Director |
| David Arch | Director |
| Kenross Conolly | Director |
| Tristan Hydes | Representative of Chief Officer, Ministry CPI |
| Edward Howard | Acting Managing Director |
| Priscilla Jackson | Executive Secretary |

Invited:

| | |
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| Mark Scotland | Senior Project Manager |
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Apologies:

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| Paul Bodden Jr (Andy) | Director |
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1. Call to Order

The Chair called the meeting to order at 9:33am.

2. Minutes of Previous Meetings

- a. Minutes of 15th May 2019 –signed off
- b. Minutes of 29th May 2019 - reviewed and changes proposed

3. Administration

3i. Proposed Legislative Review

Minutes of the 15th May 2019

The Chair questioned if members had been able to review the drafting instructions relating to the amendments to the Roads Law and the National Roads Authority Law. Dep Chair Clarke confirmed he started the review but was unable to complete both documents.

The Chair suggested considering the documents at an EO meeting on 22nd May 2019; the Board agreed to this.

The Chair also mentioned that the AMD had shared an Anti-Fraud policy received from the Ministry which the Board was expected to consider adopting. It was agreed that this document would also be considered at the EO meeting.

Minutes of the 29th May 2019

The Board met on 22nd May to review the consideration of the amendments to the Roads Law and the National Roads Authority Law. They are expected to meet again on 19th June 2019 to continue the revision.

The Board met on 22nd May and will meet again on the 19th June 2019 to continue the revision of the amendments to the Roads Law and the National Roads Authority Law.

3ii. Funding – Post-retirement health benefits

Minutes of the 15th May 2019

The Chair confirmed as of today's date he has not received a response.

Minutes of the 29th May 2019

The Chair confirmed he has not received a response regarding this matter however. He will send a follow up email.

Director Hydes said that he will write to the Minister to follow up on this request.

3iii. Financial Report as of 01 April 2019

Minutes of the 15th May 2019

The ES followed up with the CFO and he confirmed the invoices for March were paid and the invoices for April were submitted to the Ministry for payment:

- April 2019 - \$7,210.00 (LPH)
- April 2019 - \$85,398.01 (Grand Harbour RAB / Midsummer Dr Traffic Island / Traffic Island South Shore Condos / Additional Bike Lane ETH)
- April 2019 - \$12,479.26 (Capital Drains Project)
- April 2019 - \$241,289.77 (Mango Tree to Elgin Ave Connector)
- April 2019 - \$116,730.45 (Misc. Asset Road Work)
- April 2019 - \$81,668.17 (Walker Rd to Olympic Way)

The CFO presented the financial report as of 01st April 2019 to the Board. He pointed out that \$225K additional cash expenditure is required as a result of the 2018 CoLA and \$175K as a result of the increase in policy premiums by CINICO.

The CFO discussed the report showing the Cash Equivalents General Bank account \$2.3M, Payroll account and Med Liab Fund Fixed Deposit at \$2.2M with an approximate total of \$4.8M.

He confirmed the breakdown of the Med Liab Fund with \$1M in a Depreciation fund and \$1.4M as Cash (unrestricted).

CFO confirmed that the Cash (unrestricted) has been a bit lower than the past years. He also confirmed that we have been receiving the funding and payment of invoices from the Ministry in a timely manner.

Minutes of the 29th May 2019

The ES followed up with the CFO and he confirmed all invoices for April are still outstanding.

The ES followed up with the CFO and he confirmed the April invoices are still pending.

The AMD informed the Board that the CFO has not completed the financial report as of 3rd June 2019 due to a priority request from the Ministry. The CFO will have the report by the next meeting.

3iv. Presentation by Office of the Auditor General

Minutes of the 29th May 2019

Mr. Winston Sobers and Mr. Patrick Smith of the Office of Auditor General were invited to attend the meeting at 10:44am to present their office's ISA 260 Report on their audit of the NRA's 2018 accounts. Mr Adrian Murenzi who had led the audit was not available.

The CFO shared the draft report with the Board. Mr. Smith confirmed the report includes a management letter which needs to be executed by the NRA.

The report includes a series of comments / observations generated by the Audit Office and inputs or responses provided by the CFO and AMD of the NRA.

The CFO expressed his concerns that as the report will be available as a public document, it needs to be accurate and not vulnerable to incorrect interpretation.

Mr. Smith stated that the NRA can review and discuss the report with them and if changes need to be made, they can be.

The Board discussed the report with the Auditors and noted in particular observation b. on pp.10-11. While it is correct that the NRA tendered numbers in late 2017 in response to the CIG's 2018-2019 budget call which equated to a net losses for 2018 and 2019, the NRA did so in the faith that its request for additional revenues to offset the cost of the post-retirement healthcare liability, which it had been required to assume, would have been honoured by the CIG. This has never happened (see item 3.ii. above).

The Board is committed to keeping actual expenditure within the revenues received.

No update given.

3v. Budget

Minutes of the 24th April 2019

The Chair questioned the AMD if there were any changes made to the current budget. AMD stated that he was considering decreasing the \$1.2M allotment under NRA6 (District Roads) in order to make up for anticipated shortfalls in the budget due to unexpected increases in the CINICO Health Insurance premiums. The AMD would inform the Board of any budget changes in this regards.

Minutes of the 15th May 2019

No update given.

Minutes of the 29th May 2019

The AMD confirmed he is to make changes and will present the amended budget to the Board for review at its next meeting.

The Chairman questioned the AMD regarding an update on the budget. AMD confirmed the changes were made.

The AMD will have the ES provided copies to the Board via email for consideration, and hopefully ratification, at the next meeting.

3vi. NRA vehicle - GPS devices

Minutes of the 15th May 2019

The AMD confirmed we have received eighteen GPS devices as the first of two allotments. Installations of these should be completed by the end of the week and the second set of devices should be here by the end of the month.

The Chair questioned if the AMD if he was able to identify the persons who will be able to monitor the reports. AMD confirmed he has not yet found someone but is looking into it.

Minutes of the 29th May 2019

The AMD confirmed we have now installed eighteen of the GPS devices and he shared with the Board how the tracking system works and what features it offers. He confirmed that he is still in the testing stage of the system.

The Chair questioned if the AMD has decided who will have access to the system and who will receive the weekly/monthly reports. AMD confirmed he has not yet found someone but is looking into it.

The AMD confirmed we have installed eighteen devices and remainder of the order should be here this week. He confirmed the devices and system is working well and he has chosen to use Shushanna Marshall to monitor the weekly reports. The Chair questioned if the supervisors have received access. The AMD confirmed they have not been given the access as yet but will be provided the access once usernames and passwords are created.

Director Panton mentioned the supervisors should be informed and should understand that:

1. Supervisors can monitor field staff and their work;
2. Supervisors are also being monitored and to understand that they're disciplinary consequences; and
3. The devices provide a resource that can be used for public reports / complainants regarding NRA staff.

He also suggested preparing a notice to notify each staff member of the GPS devices.

3vii. 2019 NRA Objectives and Strategies

Minutes of the 15th May 2019

The Chair questioned the AMD regarding an update to the revised spread sheet. AMD mentioned he met with the CHRO and she was to update her notes and provide back to him. Once AMD receives it he will then circulate via email to members.

The Chair raised the matter of hiring a Traffic Engineer. AMD confirmed he has met with the CHRO and they have drafted a job description. However, due to the lack of space in the office they did not proceed any further. The Chair mentioned as we are completing the Traffic Models, we will need a Traffic Engineer with experience in the technology. AMD is to seek the space and proceed with recruiting a Traffic Engineer.

Minutes of the 29th May 2019

The AMD shared the Objectives and Strategies spread sheet, updated a.o. 27 May 2019, with the Board.

The Chair raised the matter of item #10 - Developing a scope for new NRA facility. The AMD stated that we are seeking a local firm who has assisted with a scoping document similar to what was completed for the Sunrise Adult Centre. The CHRO is to contact Mr. Tommy Ebanks who shared what was completed for the Centre with the AMD.


The Chair questioned if the CHRO was able to get the information regarding the scoping document from Mr. Tommy Ebanks. The AMD stated that the CHRO had been out of office last week and he will contact Mr. Ebanks himself regarding it.

4. Planning


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

Minutes of the 15th May 2019

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




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




Minutes of the 29th May 2019

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



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4ii. Traffic simulation/forecasting model – Recruitment of Traffic Engineer

Minutes of the 15th May 2019

The consultants from WRA were invited to attend the meeting at 11am.

The AMD confirmed they did a presentation to Minister Hew yesterday (14th May) including Director Hydes and Observer Brown. He mentioned that a few scenarios were shared on future congestions and instructions from the Minister are to develop a schedule of 'quick wins' projects that can be done within the next 2-3 years.

The AMD introduced the WRA Project Manager Mr. Scott Thompson-Graves along with his colleagues Jeff Moore, Lindsey Ulizio and Stacy Wang.

The consultants did a presentation comparing Measures of Effectiveness (MOE) of future traffic conditions in 2026 and 2036 versus the 2018 traffic flow conditions.

The consultants advised that the Traffic Operational Model (VISSIM) is now complete and in the possession of the NRA. WRA will continue to provide support to the NRA in the use of both models for the next 6-9 months based on other Government Agencies.

Minutes of the 29th May 2019

The Chair raised the recruitment of the Traffic Engineer. The AMD raised the concern of insufficient space in the office. The Chair suggested that the AMD needed to get a firm handle on the secondment arrangement of Mrs Pandohie to the Ministry and whether the Ministry intended to employ her directly. He further suggested that if the Ministry was not minded to, he should seek the agreement of the Ministry to 'accommodate' her as her space at the NRA needed to be used for the Traffic Engineer.

The Board reaffirmed the need to seek a Traffic Engineer who has the experience and can assist with Traffic Model.

The AMD mentioned he is to meet with the CHRO to start the process of hiring a Traffic Engineer. The Chair questioned AMD if he has spoken to Mr. Alan Jones re. the seconded employee. AMD confirmed that the employee is seconded for further three months. The Chair reminded the AMD to convey to the Chief Officer that should the employee not be transferred to the Ministry, the NRA would be expecting him to provide accommodation as NRA needs the available space for the future Traffic Engineer.

4iii. NRA – Design Projects 2019-2020 – status

Minutes of the 24th April 2019

No update given.

Minutes of the 15th May 2019

SPM Scotland shared a document listing proposed Design Projects for 2019-2020; he confirmed he will be adding the construction work onto the spreadsheet.

SPM mentioned he and the AMD met and agreed to consolidate both Ministry of Infrastructure – 5YR Project Plan and NRA – Design Projects 2019-2020 as a master sheet and to continue to add to it.

Minutes of the 29th May 2019

No update given.

The Chair mentioned the intersection of Shedden Rd in front of NAPA there is a sidewalk that is about an inch above ground and is out of line with the sidewalk that is at the correct specifications. He requested the AMD to follow up with the status design work for Shedden Rd which was being done and whether details exist for the intersection with Dorcy Drive. The Chair also questioned if the bus stop that was placed in front of NAPA if it was included into the design. Director Panton mentioned he didn't think so, as the buses are stopping in the lane in order to collect the passengers. Director Panton suggested installing proper signage for the bus to pull off by the fence where they would be off the actual road and it will be safer for passengers.

Director Arch mentioned the traffic that exits Printer's Way onto Shedden Rd is backing up and motorists only let the traffic out on Printer's Way when the traffic light is on green. Director Hydes stated he has mentioned this before that the NRA should block the left lane next to Mr. Morrison's property and convert Printers Way to a one-way street in this area. Director Panton supported Director Hydes suggestion. He confirmed he uses the road regularly but is willing to test as a one way street. Therefore, the traffic will be diverted to travel cross the Mango Tree restaurant. The Chair requested the AMD to run the proposal through the Traffic Model and revert to the Board with the results.

The AMD shared a drawing as a request from the Security Centre as a proposed access from/entry to the Mango Tree connector. this request was brought to the Board before and was not approved. The Board again denied the request.

Director Walton mentioned motorists are entering Printer's Way trying to enter the Security Centre however, vehicles are double parked. The Chair mentioned to install the yellow double lines and tickets can be issued. Director Hydes supports to resurface Printer's Way and to add the yellow double lines.

4v. BP's 09 & 12 – Legal Advice

Minutes of the 15th May 2019

No update given

Minutes of the 29th May 2019

No update given.

No update given

5. Operations

5i. District Roads – Selkirk Dr.

Minutes of the 15th May 2019

North Sound Estates –

The Chair shared photos of Windward Rd and Ann St as we have just completed raising the road and preparation for resurfacing. However, the public right-of-way ends prior to two residences which are served by the private section which is badly deteriorated. He had been able to contact the property owner of the road. The property owner confirmed he completed the second phase of the sub-division and have now sold all the lots, and he confirmed he is in support of the upgrade and transferring the road to the Crown. SPM Scotland suggested paving to the private section and chip and spray the remaining section to house 396. Observer Brown suggested having the property of the private section to transfer the road to the Crown; he will speak to Mr. David Fawcitt regarding this matter.

The Chair undertook to seek to have the owner of the private road confirm in writing his willingness to transfer to the Crown.

Minutes of the 29th May 2019

No update given

The Chair mentioned that Faye Street is not completed.

The AMD is to confirm with SPM the status with Selkirk Drive.

5ii. Capital projects - July – December 2018

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

Minutes of the 15th May 2019

No update given.

Minutes of the 29th May 2019

No update given.

No update given.

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

Minutes of the 15th May 2019

Director Connolly questioned the update on Country Corner Ltd and the exit onto Shamrock Rd. He noticed that the exit arrow has now been painted. SPM confirmed it has not been opened as yet. However, the final inspection for the CO (Certificate of Occupancy) should take place within the next 5-6 weeks.

SPM Scotland also confirmed that neither Mr. Moxam or Mr. Rea has acknowledged receipt of the email sent regarding the reconsideration of the physical traffic control (spike strip/dragon teeth).

Minutes of the 29th May 2019

No update given.

The AMD confirmed we have not yet received the request for the final inspection for the CO and he confirmed Mr. Moxam has not yet installed the dragon teeth as of today's date. AMD confirmed he has notified Planning Dept. in regards to the application and to be present when the inspection is taking place.

5ii.c Mango Tree to Elgin Ave Connector

Minutes of the 15th May 2019

Director Clarke questioned the status to the Mango Tree RAB. SPM confirmed that by today the section along Mango Tree on the eastbound lane will be completed. The section on the west bound is the only section remaining to be completed.

Minutes of the 29th May 2019

Director Hydes mentioned the Minister and himself met with Mr. Morrison this morning (29th May 19) discussing the issue being on the corner of the RAB. The Morrison's will be moving from that location. Director Hydes confirmed he will prepare the documentation that is needed to acquire the property and possible gazetting. In the meantime, there is flooding by their driveway. He requested that the drain be cleared in order for the water to flow.

Director Hydes mentioned the Minister questioned when the connector will be open fully. SPM Scotland confirmed we are currently awaiting approval from CIAA to complete the slip lane.

No update given.

5ii.d Walkers Rd to Olympic Way connector

Minutes of the 15th May 2019

No update given.

Minutes of the 29th May 2019

No update given.

The Chair followed up with SPM Scotland who confirmed the Water Authority has not yet commenced the Walkers Rd connector due to the work they are currently doing on Maclendon Drive. The SPM stated that WA was hoping to complete the work on Maclendon Drive by the middle of June. He said that he has told WA if they cannot complete the Olympic Way to Walkers Rod section by the end of June, they should not start it.

5ii.e Funding Injection by Ministry – Projects Update

5ii.f.1 Spotts Road

Minutes of the 15th May 2019

No update given.

Minutes of the 29th May 2019

No update given.

No update given.

6. Other Business

6i. Claims for Compensation

Minutes of the 15th May 2019

A. BP 591- Godfrey Nixon to West Coast Road – Claims received after mandatory 90 day period.

VO Spencer Turner presented to the Board a memo dated 26th April 2019 from L&SD requesting the Board of Directors consideration of whether to accept the claims for compensation for the following, none of whom had communicated their intention to claim within ninety (90) days as required by s.9 of the Roads Law:

- 14CF [REDACTED] Form A was received, via agent, by e-mail on 19 March 2019. The Form A presented is dated 28 February 2019. *This parcel is affected by outright land take.*
- 14BG [REDACTED] Form A was received, via agent, by e-mail on 21 March 2019. The Form A presented is undated. *This parcel is affected by partial land take.*
- 14BG [REDACTED] Form A was received, via agent, by e-mail on 26 March 2019. The Form A presented is dated 26 March 2019. *This parcel is affected by partial land take.*
- 14CF S.23(1) [REDACTED] Forms A were received, via internal mail on 27 March 2019. The Forms A presented are both dated 20 March 2019. No Agent is advised as instructed/appointed on the Forms A. *These parcels are both affected by outright land take.*
- 14BG [REDACTED] Form A and Form B were received 4 April 2019; submitted by S.23(1) [REDACTED] S.23(1) [REDACTED] Also a Form A and Form B were received on 12 April 2019, submitted by S.23(1) [REDACTED] There are 3 registered owners for this parcel: [REDACTED] Redacted under Section 23(1) of the FOI Law 2015 Both the parties that have submitted forms live in the USA. Neither party has included an itemized claim. No professional representative has been advised on the presented forms. *This parcel is affected by partial land take.*

The Board reviewed the request and took the decision that the late claims should be entertained.

Minutes of the 29th May 2019 There were no claims for compensation.

No update given.

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

Minutes of the 15th May 2019

No update given.

Minutes of the 29th May 2019

No update given

No update given.

6iii. Signage – Primary arterials

Minutes of the 15th May 2019

No update given.

Minutes of the 29th May 2019

No update given

The Chair mentioned he noticed the new signs at the CNB RAB saying 'Indicate Your Turns'. He questioned the AMD as to what code or standard these had been drawn from.

The Chair questioned the code used for the street name signs as he has noticed some are different size, different and they are all in capital letters. He shared a few examples of street name sign and it should be first letter capital and the rest lower case.

The Chair mentioned he is thinking of holding a workshop to discuss various signage issues.

The AMD confirmed Mr. Darry Wright is in the process of completing the Signs & Lines Inventory and is so follow up with a date of completion.

6iv. Board Members

Minutes of the 15th May 2019

The Chair confirmed he received the *NRA Financial Statement as of 31st December 2018* from the Office of the Auditor General (OoAG). However, there was a paragraph in the document that he felt did not accurately reflect the actions taken by the NRA in respect of the post-retirement health benefits liability. He had contacted the OoAG and an alternative worded had been offered which he felt was more accurate. The Board accepted the offer of the OoAG to revise the paragraph to the proposed wording.

The Chair also mentioned Mr. Adrian Murenzi, the auditor assigned to the NRA, would like to attend a meeting of the Board and present the ISA 260 report following the audit of the NRA.

The Board agreed that Mr. Murenzi should be invited to attend the next meeting on 29th May 2019.

Director Connolly mentioned that Breakers Road in the vicinity of Caribbean Haven is badly deteriorating.

Director Panton mentioned he received a call from S.23(1) claiming that he put in a bid for the D6 and was told that he won the bid. However, S.23(1) said it has been six months ago and nothing more took place. AMD and the Chair confirmed that the Board agreed that NRA was keeping the D6 and the D6 was not going to be auctioned.

Director Bodden questioned if we explored the options for the use of recycle paving mix and alternative paving methods. SPM confirmed we have not discussed this. He also confirmed that we do save and reuse the millings that we remove from the road and it would be up to Island Paving to seek those options and to prepare a proposal.

Minutes of the 29th May 2019

Director Walton mentioned he sent photos to members regarding the new section of asphalt that was just completed in Newlands next to property 27C 549. The sea raises and has started to deteriorate the base to the asphalt, he suggested putting ruff fill in this small area in order to save the asphalt that we just paved. The Board instructed to have it investigated first and possibly assist with the ruff fill.

Director Hydes mentioned the Minister is requesting an update on:

1. East West Arterial; and
2. Shamrock Rd widening.

SPM confirmed we are reviewing the cross-section of the proposed corridor on the EWA and the Board should be presented with the results at the next meeting.

On Shamrock Rd widening, SPM confirmed that the design should be finalised before the end of June. The plans will then be presented to L&SD for preparation of gazette plan and notice. The property valuation will be updated in parallel.

Director Stanley mentioned the school zone lights and signs. He suggested that we have a team during the summer:

1. Ensure the all trees or bush is cut back from the school zone signs;
2. Ensure all school zone signs are in place and if missing to have them replaced; and
3. Ensure the School zone flashing lights are working.

The Chairman mentioned that we have had the former MD's truck for sale with the initial price of \$31,999. The NRA has received an offer of \$25,000. The Board agreed to accept the offer and asked the AMD to get a quote for a double cab Toyota.

The Chair followed up on the matter regarding changing the locks at the stockpile on the corner of Poindexter Rd as had been suggested previously. AMD confirmed he will be changing the locks at both stockpiles. The Chair reiterated the need to designate who was responsible for the keys and who could be contacted in the event of anomalies and urgent matters.

The AMD shared three alternate routes for the ACR provided by SPM. The AMD mentioned that DART Group have suggested that construction along the proposed alignment in the vicinity of the former Caymarl operation will be costly due to the deep swamp and/or silt in the area. The Chair suggested having our excavator out there to do some test pits for ourselves.

The Board reviewed the routes and agreed to connect ACR on to Blue Lagoon Drive onto Sparky Drive.

Director Conolly questioned the status of the light pole on the ETH.

Director Hydes mentioned he called the AMD regarding the update for the removal of the CUC pole by Tortuga. However, the AMD has not received any update as of today's date. He has suggested the AMD to write to CUC requesting an expected date for the removal as we need to proceed with our proposal work.

The Chair mentioned regarding the pole on ETH we should write CUC, reaffirming that we continue to hold them liable for any claims which may be made against the NRA as a result of the pole remaining there. The AMD is to forward the last correspondence with CUC to the Chair

Director Clarke has requested that the management provide a schedule for the proposed capital projects.

Director Panton mentioned the median from the Butterfield RAB to the ACR where the landscaping is becoming overgrown. He recalled that the management was to look into possible cover options in light of the narrowness and slope of the median, its poor surface and the risk of damage to passing vehicles and cyclists during maintenance.

6vi. Miscellaneous

a. BP 138 - Farm Road – Request for water

Minutes of the 15th May 2019

No update given.

Minutes of the 29th May 2019

No update given.

No update given.

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

Minutes of the 15th May 2019

No update given.

Minutes of the 29th May 2019

No update given.

No update given.

7. Date of next meeting

The Board will hold regular meetings on 26th June 2019 and an extra-ordinary meeting will be held on 19th June 2019 to consider the drafting instructions for the proposed legislative amendments and the CIG Anti-fraud Policy.

There being no further business, the meeting was adjourned at 12:30pm.

Signature

Chair of the Board

Confirmation of minutes:

Date: 10 July 2019

Signature

Executive Secretary

Seconded: Confirmation of minutes

Date: 10 July 2019

