
National Roads Authority
Minutes of the Two Hundred & Ninety Third
Meeting of the Board of Directors
held in NRA Conference Room,
370 North Sound Road, George Town, Grand Cayman
Wednesday, 26th June 2019 at 9:00 a.m.

In attendance were:

Donovan Ebanks	Chair
Gary Clarke	Deputy Chair
Paul Bodden Jr (Andy)	Director
Stanley Panton	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:

Mark Scotland	Senior Project Manager
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Apologies:

Dane Walton	Director
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1. Call to Order

The Chair called the meeting to order at 10:02am.

2. Minutes of Previous Meetings

- a. Minutes of 29th May 2019 –signed off
- b. Minutes of 12th June 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.

Minutes of the 12th June 2019

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.

The Board met on 19th June and will meet again on the 17th July 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 29th May 2019***

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

Minutes of the 12th June 2019

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

No update given.

3iii. Financial Report as of 01 April 2019***Minutes of the 29th May 2019***

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

Minutes of the 12th June 2019

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.

The AMD confirmed that the CFO is in the process of completing the financial report and will circulate to members by email.

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.

Minutes of the 12th June 2019

No update given.

No further discussion.

3v. Budget

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.

Minutes of the 12th June 2019

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.

The AMD shared with the Board the proposed revisions to the budget, namely a reduction of \$400K to the allocation under NRA6 for District Roads with a corresponding increase in the allocation for NRA9 Of \$400K.

Min. Rep. T. Hydes offered the Board an additional contribution of \$300K. The Board accepted the offer and agreed to amend the budget as follows:

NRA 6 District Roads – Reduced by \$700k;

NRA 9 Maintenance of Roads – Increased by \$700K.

A copy of the revised and approved budget is attached to and forms part of these minutes.

3vi. NRA vehicle - GPS devices

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.

Minutes of the 12th June 2019

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.

The AMD confirmed that we have received the balance of the devices and they will be installed within the next few weeks. The Chair questioned if the AMD has notified the supervisors and if they now have the access to monitor the vehicles assigned to their crews. AMD confirmed that the supervisors are aware and the Asset Manager is arranging the access information and will provide to the supervisors once completed.

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.

Minutes of the 12th June 2019

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.

The Chair mentioned the AMD had provided by email a draft RFP for soliciting proposals from suitable consultants to access the facility requirements of the NRA and assess four possible sites (crown property) for the possible relocation of the NRA.

The AMD shared photos of each site (EW Arterial, behind Northward, Poindexter stockpile and BT location off the Bodden Town By-pass). He mentioned that he was working with a website which indicates a point system based off the office space needed.

The Chair suggested that the document should clearly separate the work into a phase 1 - defining what is needed; and phase 2 – assessing the potential sites. The Board agreed that

Messrs. G. Clarke and T. Hydes would review the draft document and provide their feedback to the AMD.

The Board discussed the property behind Northward and agreed that this property appears to be very suitable.

4. Planning

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

Minutes of the 29th May 2019

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

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

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Minutes of the 12th June 2019

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

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.

Minutes of the 12th June 2019

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.

The AMD confirmed CHRO is preparing to advertise the job position for the Traffic Engineer.

The AMD mentioned the consultants from WRA are preparing to visit for another presentation with the Ministry and CPA. AMD will confirm with Ministry's Secretary for available date for August 2019.

The Chair noted that while these presentations are useful to convey the modelling capabilities, it is essential that the NRA puts itself in position to deliver on this stated potential. It is for this reason that the Board has advocated since last year that management recruit a Traffic Engineer with experience in using the models recently delivered.

4iii. BP's 09 & 12 – Legal Advice***Minutes of the 29th May 2019***

No update given.

Minutes of the 12th June 2019

No update given

No update given.

4iv. NRA – Schedule – Design Schedule - 2019-2020 Projects

No update given.

4vi. NRA – Schedule – Design Schedule – 2019-2020 Projects

- **Linford Pierson Highway**

SMP Scotland mentioned the planning we have been doing for LPH and trying to meet with each affected property owner(s) regarding the gazetting. He confirmed the design will be going on simultaneously, we are hoping to start the section of Bobby Thompson Way by September/October 2019.

4vii. NRA – Schedule – Construction Schedule – 2019 -2020 Projects

- **Mango Tree to Elgin Ave Connector**

SPM Scotland confirmed that we have relocated the fence and started the drain wells. Westbound traffic continuing south will be diverted onto the roundabout shortly. Once the wells are complete, we will construct the southbound slip lane. We have also started the northbound slip lane.

SPM mentioned that the pedestrians crossings on the approaches to the CNB roundabout will be activated on Monday, 01 July 2019, the public holiday.

Director Hydes about the discussion re temporarily blocking the north bound traffic onto Printers Way to Shedden Road. The Board agreed to block the north bound lane.

SPM Scotland mentioned he has received a request from CIAA to install guardrails from where the bus stop used to be across from Mango Tree Restaurant to the current bus stop on eastbound Crewe Rd. He also received a request from Director Hydes with installing a sidewalk in the same location. SPM shared a drawing with what CIAA will be doing with the 14ft tall blast wall.

Director Panton confirmed he supports the sidewalk and if we install the sidewalk we should help protect the fence and avoid installing the guardrails.

The Chair endorsed Dir Panton's suggestion on the basis that it was his understanding that the cost of the sidewalk would be approximately the same as that of the guardrail and the sidewalk would enhance the safety of pedestrians as well as protect the fence.

SPM mentioned the installation for the sidewalk will be approx. \$180K. Director Hydes suggested installing the sidewalk on the east and north sides of Crewe Rd and the guardrail on the west side to protect the approach lights, once CIAA agrees to this.

SMP Scotland is to provide Director Hydes with the cost of the installation of the sidewalk and guardrail as discussed.

- **Walkers Rd / Olympic Way Connector**
SMP Scotland advised that the project is currently on schedule to be completed by the end of August 2019.
- **Island Heritage Roundabout**
SMP Scotland confirmed the road work is scheduled to start on 2nd July. Diversion signs will be placed and it is proposed to start the inner lane first.
- **Shamrock Rd – 6-lane Widening**
SMP Scotland stated he is expecting to have the documentation ready for gazetting any day now. He has spoken to the utilities companies and they are hoping to start the necessary relocation work in September 2019. The first section will be from Hurley's RAB to the Red Bay RAB.
Director Hydes mentioned that the Minster has requested the gazetting of a connection of Bimini Drive to Selkirk Drive and creating a slip lane to Selkirk Drive.

5. Operations

5i. District Roads – Selkirk Dr.

Minutes of the 29th May 2019

No update given

Minutes of the 12th June 2019

The Chair mentioned that Faye Street is not completed.

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

No update given.

5ii. Capital projects - July – December 2018

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

Minutes of the 29th May 2019

No update given.

Minutes of the 12th June 2019

No update given.

No update given.

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

Minutes of the 29th May 2019

No update given.

Minutes of the 12th June 2019

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. regarding the application and to be present when the inspection is taking place.

No update given

5ii.c Mango Tree to Elgin Ave Connector***Minutes of the 29th May 2019***

Director Hydes mentioned the Minister and himself met with S.23(1) this morning (29th May 19) and discussed the issue of the corner of Printer Way at the RAB. The S.23(1) 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.

Minutes of the 12th June 2019

No update given.

See 4vii.

5ii.d Walkers Rd to Olympic Way connector***Minutes of the 29th May 2019***

No update given.

Minutes of the 12th June 2019

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.

See 4vii.

5ii.e Traffic signals – Grand Harbour

SMP confirmed that the electrical approval to install the signal at the Hurley's RAB has been received.

5ii.f Funding Injection by Ministry – Projects Update**5ii.f.1 Spotts Road*****Minutes of the 29th May 2019***

No update given.

Minutes of the 12th June 2019

No update given.

The SPM advised that this work is scheduled to resume in mid-July and be completed.

6. Other Business

6i. Claims for Compensation

Minutes of the 29th May 2019

There were no claims for compensation.

Minutes of the 12th June 2019

No update given.

There were no claims for compensation.

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

Minutes of the 29th May 2019

No update given

Minutes of the 12th June 2019

No update given.

No update given.

6iii. Signage – Primary arterials

Minutes of the 29th May 2019

No update given

Minutes of the 12th June 2019

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 lettering 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.

No update given.

6iv. Board Members

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 [REDACTED]. 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.

Minutes of the 12th June 2019

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 Butterflied 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.

No issues were raised.

6vi. Miscellaneous

a. BP 138 - Farm Road – Request for water

Minutes of the 29th May 2019

No update given.

Minutes of the 12th June 2019

No update given.

No update given.

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

Minutes of the 29th May 2019

No update given.

Minutes of the 12th June 2019


No update given.

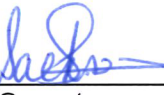
No update given.

7. Date of next meeting

The Board will hold regular meetings on 10th & 22nd July 2019 and an extra-ordinary meeting will be held on 17th July 2019 to consider the drafting instructions for the proposed legislative amendments.

There being no further business, the meeting was adjourned at 1:30pm.

Signature 
Chair of the Board
Confirmation of minutes
Date: 22 Jul '19

Signature 
Executive Secretary
Seconded: Confirmation of minutes
Date: 22 July 2019