

**National Roads Authority**  
**Minutes of the Thirty-Sixth Meeting of the Board of Directors**  
**held at the NRA Offices, 370 North Sound Road, George Town,**  
**Grand Cayman, Thursday, February 01, 2007 at 2:00p.m.**

<b>Present:</b>	J L Hurlston Edward Howard Paul Parchment Justin Wood Dean Walton Michael Barnett Steve McField Gary Rankin Denis Thibeault	Chairman Acting MD Acting Deputy MD       (invited)
	Lois A. Hall-Vaughan	Executive Secretary
<b>Apologies:</b>	Debra Welcome Troy Whittaker Gina Ebanks-Petrie	on Sick Leave Deputy Chairman
<b>Absent:</b>	Frank McCoy Kenross Conolly Carson K. Ebanks	

1. **Call to Order**  
The Chairman called the meeting to order at 2:17p.m. and convened with a word of prayer.
2. **Minutes of previous meetings**  
The Minutes of the meeting held January 11, 2007 were confirmed and accepted with minor amendments.
3. **Matters Arising**
  - (i) **General Report**
    - a. Staff  
The Personnel Policy Manual review is near completion. Amendments have been requested by the NRA in areas such as severance pay, annual vacation, acting allowance and duty allowance.
    - b. An advertisement for the post of HR Manager was placed in the two local daily newspapers. Deadline for submission is March 2, 2007.  
  
A new advertisement (previously advertised in December 2006) for the post of Senior Superintendent is also in the two local daily newspapers. Deadline for submission is March 2, 2007.

- c. Mr. Parchment had previously raised the concern for additional staff and presented a list of additional staff required. These have been deferred pending the HR consultancy review.

**(ii) Projects**

a. Paving

Mr. Brian Chin-Yee was invited to the meeting to update members on work being done by the paving crew. The paving schedule and costing were presented.

Arlene Avenue in Newlands and Spotts Newlands Road have both been paved since the last Board Meeting. Speed humps have been re-installed on Greenwood Drive (in the Swamp area). New speed humps have been installed on Agricola Drive and Daniel Drive. The paving crew will also install speed humps in Bayfield Crescent in Newlands and High Rock Drive in East End.

b. Paving/Kerbs/Drains – Roundabout, Elgin Ave/Connector Highway

The roundabout has been assigned to Cayman National Bank. Approval has been given for landscaping and CNB is to liaise with the NRA to do the contract.

c. Esterley Tibbetts Highway Extension

Mr. Edison Jackson was invited to the meeting to update the members on the status of this project.

The design has been done and tenders for the building of the crash wall by Buckingham Place will be out by the end of February for possible completion by March 07. Guard rails for this project are currently on the island.

Approval was given by the Board for the NRA to engage the services of ARCP and Lalev Construction to complete the kerb works.

Paving is expected to be done (expected to commence the last week of February 07) when the kerb works are completed.

d. Lower End of The Bay

The preliminary engineering design from APEC and costing was received (the preliminary estimate in the \$3 – 4 mil range) and forwarded to the Minister. The Minister has opted for the sheet pile wall design and the NRA has been instructed to liaise with PWD for information on companies through which sheet piles can be pre-ordered.

The Ministry is considering an alternate strategy for seawall that includes the procurement of sheet pile material using available \$1mil in the FY06/07 budget. However if a supplement (approx.

\$2mil) is not granted by Cabinet for the project, construction will have to be delayed until July 07 as part of the FY07/08 budget.

- e. Retreat – Board of Directors/Senior Managers – Org. Review  
The contract was signed Jan 18, 07 by the Chairman and approval was given by the Board for the payment of 20% deposit to Premier HR Management to commence conducting the NRA Management/Organizational Review. The Executive Secretary will liaise with Premier HR Management in the conducting of this review.

Messrs. Howard and Parchment is to do a prioritizing and costing on NRA Management issues.

- f. The Road Plan  
It was noted that details of this plan needs to be discussed as well as funding.

- g. East /West Arterial  
Mr. Peter Ogden was invited to the meeting to update members on this project.

The majority of the estimate aggregate needed for this project has been stockpiled to date at a temporary stockpile, a government site next to Prospect Primary School off Poindexter Rd. It was suggested that a check be done as to how much soil is being removed as per pending compensation.

An excavator went down and another was hired to continue the job. It was suggested that a written incident report by the Superintendent on site and employee operating the excavator be done for the next meeting along with a written investigation and cost for repairing the excavator. Also the cost of rental for the excavator versus purchasing one was requested to be done.

It was also suggested that the insurers be advised of the incident. As a result of this incident, it was suggested that a Policy be put in place stating that employees are prohibited from going on machines not assigned to them. Also to have employees insured for the machines they operate.

Clearing and demucking of the section heading east between Poindexter Rd. and Hirst Rd. progressing fairly well. The massive rock ridge behind the Crighton's residence has been substantially reduced. Work have commenced between Poindexter and Shamrock Rd by Mahogany Way. Ground conditions have proven favourable so far with no major mudholes or swamp pockets.

Orth Rodgers design engineers on this project have submitted the first of several expected sets of engineering design drawings for the roadway and intersections.

A website is currently being done for the community to be able to view the progress on roads. The Actg. Managing Director is to keep the Board updated and advise the Minister for his next press briefing.

h. Infinity Broadband

A per complaint received from the Commissioner re Infinity Broadband request to meet with the NRA in regards to laying cables under the roads, a meeting was held (Jan. 18, 07) with Mr. Peter Ogden, the Actg. MD and members from Infinity Broadband. Issues relating to the complaint were discussed and resolved.

i. Parker's Parking area – North Sound Rd.

It was noted that there is an urgent need to look at this parking area and the effect it has on this intersection. This was discussed with senior police officials at the Streetskill meeting held on Jan 22, 07. It was agreed that this should be considered more of a police enforcement issue given that the Traffic Law forbids reversing of vehicles on to the main road. The NRA is to look at engineering design solutions that could potentially be used to eliminate this problem. Any recommended resolution whether police enforcement or engineering design will require coordinating with the owner.

j. Savannah Gully

The Minister has given the ok for the construction of a seawall on the ironshore in areas where the seawater breaches the ironshore and finds its way into the natural gulley formation. Watler & Hislop and Cayman Engineering & Survey have fully completed fifteen boreholes trials in order to determine the composition of the rock and substrata in various locations. These samples have been sent to a certified lab in Florida with the results expected in two weeks.

It was noted that the NRA has exhausted allocated funding for the design services phase of the gulley project and are now overly cautious about proceeding into the third and final phase which is the construction phase as the Minister's promise of funding has not yet been fulfilled.

It was suggested that Dart be contacted for their input in the construction of the seawall.

k. Road Fund

It was suggested that a request be made to the Minister to seek an amendment to the law to turn over this fund to the NRA for management and investment control. It was also suggested that a member of the Board follow up on the collection of revenue.

l. North Sound Rd. Expansion

Four of five lanes now paved and striped.

Work is being done on minor design alteration on the Portland Rd. junction with North Sound Rd.

CUC is currently installing underground electrical ducts (expected completion by March 07) on the fifth lane which is to be paved on completion (currently working by Industrial Services & Equipment).

Work to be done for Industrial Services & Equipment Ltd. includes paving and stripping of parking lot and the moving of the store front to the side.

m. Streetlight Inventory

The data collection is now complete and being imputed on a spreadsheet for presentation to the Board.

It was suggested that cat eyes be placed in areas that are dark e.g. Spotts to Pedro. This has been requested by both the Police and motorists.

n. Proposed Widening of road by Lions Centre

Surveying and preliminary design was done for this project. The next step will be the gazetting of the land required for the widening.

o. NRA Annual Report – 04/05

The final draft of this report is with the Chairman for final review. If satisfactory it will be forwarded to the Minister for presentation to Cabinet.

p. Cost of Living Increase

All staff salaries and wages were adjusted similar to the Civil Service. Letters were provided by NRA Management to staff detailing the calculation of their salary and wages.

It was suggested that issues relating to salary, staff changes, internal policy changes, work plan(s), be discussed at a NRA staff meeting (includes field and office workers).

q. Airport Rd. intersection

The preliminary design (with sidewalk, turn lanes, medians) completed on the proposed new roundabout. Some gazetting/land take is required for this project. The issue with drainage is still being worked on as this project requires connecting drains. It was noted that this was initially a catchment area which has now disappeared. The preliminary costing is being done and is expected to be presented to the Minister the week of February 5, 07. The Board will be updated on the progress of this project.

It was suggested that the NRA request the Stormwater Management Committee be re-established to look at this project and report findings to the Board.

r. Accommodation of NRA Staff

The need to get the testing lab (mobile) functioning as soon as possible to ensure quality control of materials was noted. Also the need for a Sign Shop with machines for making signs (which are currently being imported). The possibility of utilizing a warehouse temporarily was suggested.

Availability of Government land and other locations are being looked at for the possibility of building new NRA offices. This is being done by Mr. Paul Parchment.

s. Lawyer services for NRA

The Chairman enquired how would the Board go about hiring the services of a lawyer (e.g. for contracts)? It was suggested that this be looked at again when the organizational review is completed.

t. Change of Director

It was noted that Board Director Mr. Frank McCoy has been absent from a number of meetings without explanation. The Chairman has requested Mr. Carson Ebanks to speak with the Hon. Minister with a view to a replacement.

u. Traffic Count

A proposal was presented to the Board for the much needed traffic count on the islands. It was suggested that another quote be acquired for review by the Board.

4. **Other Business**

1. NRA Compound inspection

An inspection was done by Board Director Gary Rankin of the NRA compound and the following points were noted:

- Bush cutting to be done
- Derelict vehicles (possible private vehicles) on the compound
- Paint machines not in use
- Signs in the Signs & Lines shed to be organized
- Two bathrooms at rear of compound out of order
- The area for washing company vehicles needs to be paved
- No garbage bins on compound
- Some members of the road/field crews not in uniform

It was noted that the compound has never had a receptacle bin, however this will be requested. PWD is to remove derelict vehicles. Funds have been requested for renovating the lab and bathrooms.

It was suggested that ID's be done for the members of the Board. The Executive Secretary is to have this done.

It was noted that promotions/hiring are not to be done without the Board's knowledge.

It was suggested that the NRA has its own long service award.

In regards to the responsibility of company vehicles, standard guidelines should be set for all employees operating company vehicles.

In-house training is needed for various members of staff.

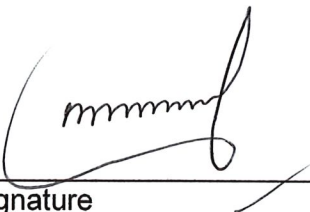
It was suggested that the NRA logo be placed on the high visibility vests that the road/field crews wear.

5. **Next Meeting**

The next meeting is scheduled for February 15, 2007 at the NRA Offices.


6. **Adjournment**

The meeting was adjourned at 4:38 pm.



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Signature  
Board Chairman  
Confirmation of Minutes – 01.02.07  
Date: 15.02.07



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Signature  
Executive Secretary  
Seconded: Confirmation of Minutes  
Date: 15.02.07

