

National Roads Authority
Minutes of the Thirty-Seventh Meeting of the Board of Directors
held at the NRA Offices, 370 North Sound Road, George Town,
Grand Cayman, Thursday, February 15, 2007 at 2:00p.m.

Present:

J L Hurlston	Chairman
Troy Whittaker	Deputy Chairman
Gina Ebanks-Petrie	
Edward Howard	Acting MD
Paul Parchment	Acting Deputy MD
Justin Wood	
Michael Barnett	
Steve McField	
Gary Rankin	
Lois A. Hall-Vaughan	Executive Secretary

Apologies:

Debra Welcome
Dean Walton
Kenross Conolly

Absent:

Frank McCoy
Carson K. Ebanks

1. Call to Order

The Chairman called the meeting to order at 2:20p.m. and convened with a word of prayer.

2. Minutes of previous meetings

The Minutes of the meeting held February 01, 2007 were confirmed on a motion moved by (G. Rankin) and seconded by (S. McField).

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 and approximately six responses have been received to date. 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. Approximately six responses have been received to date. Deadline for submission is March 2, 2007.

It was suggested that assistance be sought from either Personnel Dept. (Glass House) or Premier HR Management in conducting the interviews for the abovementioned posts.

It was also suggested that an in-house sub-committee be formed to conduct the hiring and firing of personnel for the NRA. Mr. Troy Whittaker is to head this committee.

- 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

Paving projects expected to be completed this week are as follows: Rackley Blvd., Southward Drive, Yellowstone Rd. and Eldon St. all in Newlands. The remaining fifth lane on North Sound Rd., Chaucer Dr. in Midland Acres, the Esterley Tibbetts Highway are on the short list to be done for Feb/Mar 07 as well as the Windward & Leeward Dr. North Sound Estates which requires base work to raise it approximately eight inches prior to paving.

- 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
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. It was noted that additional funds may be required to do the crash wall.

Approval was given by the Board for the NRA to engage the services of ARCP and Lalev Construction to complete the kerb works and Mr. S. McField was requested to review the contracts prior to signing.

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

It was noted that the ground is settling by Canal Point which was expected.

d. Lower End of The Bay

The preliminary engineering design from APEC and costing were 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. These have been ordered (6,800).

The Ministry is considering an alternate strategy for the 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.

APEC consultants are expected to deliver the Bill of Quantities and estimate for wall construction the week of February 19, 2007.

- e. Retreat – Board of Directors/Senior Managers – Org. Review
Premier HR Management is to commence conducting the NRA Management/Organizational Review on Monday, February 19, 2007. 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. Presentation of this plan will again be done before the Minister.

- g. East /West Arterial
The majority of the estimated 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.

Two reports were received for the excavator that went down. There is an apparent discrepancy in the individual reports as to who was instructed to attempt to remove the excavator when it was partly lodged in the hole. The cost of repairs from Atlantic Supply was \$5,423.00 and it is recommended that the machine's damaged electrical box be replaced. The estimated cost for this is \$1,400.00. The NRA has opted to have the box welded rather than replaced.

It was noted that it is cheaper to rent an excavator than to purchase one.

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. Members were informed that Risk Management (NRA insurers) is currently in the process of reviewing the provision of insurance coverage.

Orth Rodgers design engineers on this project have submitted the first of several expected sets of engineering design drawings for the roadway and intersections. The NRA is reviewing these drawings for compliance.

It was noted that this proposed road was realigned and now goes through the Salina Reserve which is a major concern for the Department of Environment (DOE). A plan from Lands & Survey received by the DOE has raised concerns and a copy of the response has been requested to be forwarded to the NRA.

h. 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.

i. 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 gully 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 gully 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.

Orth Rodgers is expected to submit the final wall design and costing to the NRA/Ministry.

j. 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 management follow up on the collection of revenue.

- k. North Sound Rd. Expansion
Four of five lanes now paved and striped.

Work is being done on the 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 Byron's Auto).

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.

- l. 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.

- m. 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.

- n. NRA Annual Report – 04/05
The final draft of this report has been reviewed by the Chairman and is now with the Actg. MD for final review. If satisfactory it will be forwarded to the Minister for presentation to Cabinet.

- o. Cost of Living Increase (COL 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).

It was noted that the Hon. Minister was not pleased with the Board's approval of the COL increase and in his opinion it should have had the Cabinet's consent. The Board however noted that it was their duty to approve the COL increase for the NRA staff.

- p. 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 its findings to the Board.

q. 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.

Mr. Paul Parchment informed members of the various land sites which were available/not available for the possible relocation of the NRA offices. However he pointed out that PWD is in the process of extended their offices and this will also extend the NRA offices (the entire office will be located upstairs) and the decision needs to be made to extend or relocate.

r. 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.

s. 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.

t. 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.

u. NRA Website

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 the Minister to be informed for his next press briefing.

v. 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.

4. **Financial Report**

Copies of the Financial Statement for the seven months ending January 31, 07 (details the following: the Balance Sheet, Operating Statement, Statement of Cash Flows and Notes to the Financial Statements) were circulated, reviewed and discussed. It was requested that a comparison i.e. present versus previous seven months be done for the next meeting.

The 07/08 Budget is being revised for presentation to the Board. It was noted that the Budget is not very detailed however the Ownership & Purchasing Agreement goes into detail. It was suggested that any changes requested should be reflected as formal amendments (documented) in the Agreement. The Chairman proposed suggesting to Premier HR Management to reflect this in their recommendations as well as the NRA need more discipline, control over funds and projects.

It was noted that the Annual Report for 05/06 is currently being drafted and is expected to be ready by April 07.

5. **Other Business**

1. Proposed Projects for 07/08

- a. The proposed extension of the Linford Pierson Highway.
- b. Expansion of the Bobby Thompson roundabout

- c. Extension of the Linford Pierson Highway west to Walkers Rd. (coming out just in front of Home Gas) with a second roundabout by the University College for access to the college and high schools.
- d. Plan for the proposed widening of Hell Rd. at the request of the Hon. Minister (to be done by July 07). It was noted that both the Board and the NRA feels that this request can be delayed as it will affect work on the East/West Arterial and it was suggested that the Board points this out to the Hon. Minister.

2. Elgin Rd.

It was noted that with the proposed construction of the new Government Buildings and the present construction the new Walkers Building if there is a plan to widen Elgin Rd. The NRA has not been yet consulted and this should be a part of the Roads Plan.

3. Paving Projects 07/08

Paving of all roads in George Town are expected to be done.

4. Request to attend course – Paul Parchment

A request was made by Mr. Parchment to attend the University of Birmingham to do two modules dealing with road finance and management. The Chairman was concerned with the time Mr. Parchment would be absent with projects currently being done and who would fill in for him. If the critical areas of the projects can be covered and the Senior Superintendent post is in position with the assurance that his absence will not affect the work and completion time of projects then it is possible that approval will be given. This is to be reviewed/discussed by the Board for response.

5. Request to do Landscaping services for the NRA

A request was sent the NRA to provide landscaping services. It was suggested that a costing be provided for these services then possible negotiations can be done.

6. Blasting/Explosion Permit requests

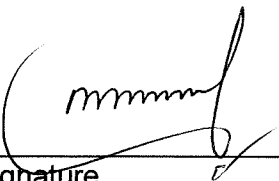
It was noted that these permits were usually granted by the Chief Engineer (Mr. Scott's title when he worked with PWD). Mr. Scott continued to do this, however in his absence the Actg. MD is not sure who is to do so. It was suggested that this be referred to the Attorney General with the suggestion that the Government establish an office to deal with these requests. It was also suggested that an engineer accompany Mr. Peter Ogden when he goes away for recertification of his explosion/blasting license.

5. **Next Meeting**

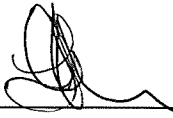
The next meeting is scheduled for March 1, 2007 at the NRA Offices.

6. **Adjournment**

The meeting was adjourned at 4:16 pm.



Signature
Board Chairman
Confirmation of Minutes – 15.02.07
Date: 01.03.07



Signature
Executive Secretary
Seconded: Confirmation of Minutes
Date: 01.03.07