

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

Present:

J L Hurlston	Chairman
Troy Whittaker	Deputy Chairman
Edward Howard	Acting MD
Paul Parchment	Acting Deputy MD
Justin Wood	
Steve McField	
Gary Rankin	
Kenross Conolly	
Dean Walton	
Debra Welcome	
Lois A. Hall-Vaughan	Executive Secretary

Apologies: Michael Barnett

Absent: Frank McCoy
Carson K. Ebanks
Gina Ebanks-Petrie

1. **Call to Order**
The Chairman called the meeting to order at 2:19 0p.m. and convened with a word of prayer.
2. **Minutes of previous meetings**
The Minutes of the meeting held February 15, 2007 were confirmed on a motion moved by (S. McField) and seconded by (G. Rankin).
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.

d.

Redactions applied under sec 23 (1) of the FOI Law (2015 Revision)

(ii) Projects

- a. Paving

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

Mr. Edison Jackson was invited to update members on the progress of the kerb works on this project.

The design has been done and tenders for the building of the crash wall by Buckingham are to be done. However there are concerns with the design and these are being looked into by Mr. P. Ogden. 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. Mr. S. McField reviewed the contracts and minor amendments were made prior to signing. Work on the kerbs is

proceeding as planned. The section between Lime Tree Bay roundabout and Safehaven Rd. intersection adjacent to the Ritz bridge will soon be ready for hot mix paving.

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 with the estimated cost \$684K landed. Delivery is approximately 3 weeks from the USA.

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 commenced the conducting the NRA Management/Organizational Review on Monday, February 19, 2007. Mr. Mario Ebanks met with the NRA Chairman of the Board along with the Chief Officer in the Ministry of CW&I. They also met with the Management team of the NRA. Premier HR Management is scheduled to meet with the Hon. Minister of CW&I March 6, 2007. The Executive Secretary continues to 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

Mr. Peter Ogden was invited to the meeting to update members on the progress of this project.

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. Shot rock and other aggregate now arriving steadily. It was suggested that a check be done as to how much soil is being removed as per pending compensation.

Clearing continues now in two directions simultaneously. One excavator clearing west towards Durty Reids and the other excavator nearly finished clearing eastward to Hirst Road. NRA crews should be at Hirst Road (ending point) within a few days. Overall the project is on target to meet the June 07 deadline.

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. It was suggested that disciplinary action be taken (a warning letter to both employees involved).

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 which were sent to a certified lab in Florida have been received. Borehole data indicates a number of subsurface cavities in the ironshore formation

that could alter the design of the wall. The findings and new strategic plan is to be presented to the Board and the Minister by Orth Rodgers sometime in March 07.

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.

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). The NRA is expected to proceed to prep for paving of remaining unpaved lane before March 15, 2007.

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.

The Annual Report for 05/06 is currently being drafted and is expected to be ready by April 07.

o. 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.

p. 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.

q. 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.

r. 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.

s. 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.

t. 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 was informed for his next press briefing.

u. 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 arranging for this to be done the second week in March 07.

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. **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.

7. Letter re Blk 68A

Sec 23 (1) FOI Law (2015)

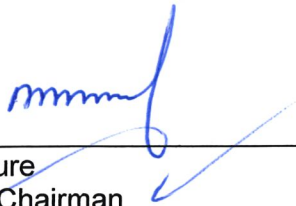
Letter d/d 28.02.07 received from Giglioli & Company re the abovementioned lot which is by High Rock was discussed. It stated that the NRA had trespassed on the land in order to conduct repair work on the guard rail. It was noted that the NRA should have informed Sec 23 (1) FOI Law of the time and date of the proposed work prior to going on the land.

5. Next Meeting

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

6. Adjournment

The meeting was adjourned at 4:16 pm.



Signature
Board Chairman
Confirmation of Minutes – 01.03.07
Date: 15.03.07



Signature
Executive Secretary
Seconded: Confirmation of Minutes
Date: 15.03.07