

National Roads Authority
Minutes of the Fortieth Meeting of the Board of Directors
held at the NRA Offices, 370 North Sound Road, George Town,
Grand Cayman, Thursday, April 05, 2007 at 2:00p.m.

Present:

J L Hurlston	Chairman
Troy Whittaker	Deputy Chairman
Steve McField	
Gary Rankin	
Carson K. Ebanks	
Edward Howard	Acting MD
Paul Parchment	Acting Deputy MD
Michael Barnett	
Denis Thibeault	by invitation
Lois A. Hall-Vaughan	Executive Secretary

Apologies:

Debra Welcome
Dean Walton
Gina Ebanks-Petrie
Kenross Conolly
Justin Wood

Absent: Frank McCoy

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

Amendment to 5 – Other Business, #4, heading to read ‘Requests to Attend Course – Paul Parchment & Steve McField’ instead of ‘Request to Attend Course – Paul Parchment’.

The Minutes of the Meeting held March 15, 2007 were confirmed with minor amendments on a motion moved by (S. McField) and seconded by (J.L. Hurlston).

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. It was noted completion delay due to absence of a HR Manager.

- b. Applicants (six persons) for the post of HR Manager have been short listed with the first round of interviews scheduled for Thursday, April 12, 2007.

Applicants (five persons) for the post of Senior Superintendent were short listed and the first round of interviews is scheduled for Tuesday, April 17, 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.
- d. A General Staff Meeting was held on Monday, April 2, 2007 2:00pm at the Lions Centre. Main issues raised concerned vehicle maintenance and wages. It was noted that there was a need for capital injection to upgrade the fleet of vehicles. The Actg. MD informed the group of upcoming projects for the NRA.

(ii) Projects

- a. Paving
The Windward & Leeward Dr. North Sound Estates 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
Paving has commenced on this project with paving to be done on the southbound carriageway from Lime Tree Bay roundabout to Safehaven Drive just short of the Ritz Bridge. Also the north bound carriageway from Safehaven Drive to Lime Tree Bay roundabout. Paving is expected to continue after the Easter Holidays.

Work is to commence (after curb works) on drain grates and cover for the curb works adjacent to Sunshine Suites and Regatta Park (the north bound carriageway from Safehaven Drive to Lime Tree Bay roundabout).

Final grade work to begin on the base for the north bound carriageway from Safehaven Drive to Lime Tree Bay roundabout.

In regards to curbing, ARCP to begin final straight run of type F curbing from Lime Tree Bay roundabout to Raleigh Quay.

The clean up of the centre median and traffic islands with rough fill material installed in islands with a light top soil cover to be done in preparation for landscaping.

d. Lower End of The Bay - seawall

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. The Road Plan

It was noted that a three (3) year Road Plan has been done and attempts are being made for presentation to the Minister. It was suggested that an invitation be sent to the Minister to attend a Board Meeting specific for the presentation of this Plan (after a presentation to the Board) for approval). For this presentation it was suggested to begin with the project for the next budget cycle and proceed from there.

It was suggested that a proposal also be done on funding. A draft is to be done by Mr. Parchment to include assets and maintenance for circulation to be reviewed/discussed by the Board.

f. 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. 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.

g. 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.

h. 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 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 again noted that this project had been referred back to the core of Central Government to be done as a consultancy project and has been subsequently placed under the NRA as a project.

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

Supplementary requests for additional funding have been submitted for this project. Two local structural engineering consultants have

been commissioned to review the estimates and timeline for construction received from Orth Rodgers. A report of their individual findings has been submitted and is being reviewed for submittal to the Board and Ministry.

i. 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.

It was also suggested to incorporate the revenue and expenditure side of this in the Annual Report 05-06. It was noted that the NRA must be organizationally structured to manage this fund.

It was again noted that the assets of the NRA need to be vested by the Governor.

j. North Sound Rd. Expansion

Sidewalks and last remaining curb works now in place.

Paving of the fifth lane and Portland Road intersection are being done today.

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

Minor work remaining for the Industrial Services Equipment building includes a new lighted sign and planters for the front and sides of the building.

k. 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.

l. 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.

It was noted that there is a need to have user education provided on how to use this road with a note that there is no turning lane and it is best to utilize the roundabouts.

m. 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.

n. 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.

o. 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 of the availability of property on Agricola Dr. for the NRA Offices and he will follow up on this. 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.

p. Lawyer services for NRA

The Chairman enquired how would the Board go about hiring the services of an efficient, cost effective lawyer (e.g. for contracts)? It was suggested to hire on a case by case basis and this be looked at again when the organizational review is completed.

q. 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.

r. 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.

s. NRA Website

The website now live (although not fully interactive).

t. NRA Compound inspection

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

- Bush cutting done and to be maintained
- Derelict vehicles (possible private vehicles) on the compound
- Paint machines not in use
- Signs in the Signs & Lines shed organized
- Two bathrooms at rear of compound out of order
- The area for washing company vehicles needs to be paved
- Garbage bin currently on compound
- Some members of the road/field crews not in uniform

In regards to the derelict vehicles a list was made of these vehicles on the compound and notices given to the owners to remove these vehicles. As for the Government's derelict vehicles, it was suggested to get these condemned and noted as a write off on the balance sheet. Mr. Parchment is to follow up.

Bathrooms and a lunch room are currently being designed for staff.

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. Also that management insists that workers wear their uniforms while at work.

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. Requests to attend course – Paul Parchment / Steve McField
This was reviewed/discussed by the Board and approval given for both gentlemen to attend.
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 Section 23 (1) of the FOI Law (2015 Revision)
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) of the FOI Law (2015 Revision) of the time and date of the proposed work prior to going on the land.
8. Complaints Commission
A report (published in the Caymanian Compass) was done in which it was noted that there are currently issues with customer service provided by various Government Departments. The NRA was mentioned among other departments in this report as having poor customer service. As incoming correspondence is not tracked completely it is suggested to utilize the Computer Services Mail Registry.
9. NRA Ownership/Purchasing Agreement 06/07
The NRA Management was issued instructions by the Chairman to pay specific attention to this agreement in regards to amendments. It was noted that any amendments (i.e. additional road works requests not stated

in the original agreement) are to be filed as a formal document to the NRA Board of Directors prior to being done. This is to ensure payment.

5. **New Business**

1. NRA Organizational Review

Messrs. Mario Ebanks and Greg Anderson of Premier HR Management requested to do an interim presentation of the review to date to the Board and were invited to do so. Copies of findings and interim recommendations were circulated to members for review and discussion.

The Executive Secretary continues to liaise with Premier HR Management in the conducting of this review and it is progressing very well.

2. South Sound Rd. Proposed realignment

This is in regards to an article in the Cayman Net News dated April 5, 2007 re the proposed development of Emerald Sound (an 82 – lot single family residential community).

It was decided to assemble all the facts and chronology of events and then issue a statement which does not commit the NRA any further.

3. Job Description – Managing Director

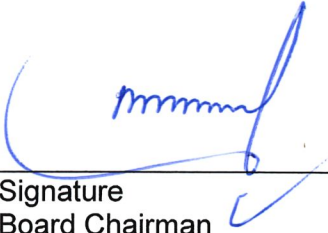
The revised Job Description and advertisement for the post of Managing Director were circulated to Board members for review by the Chairman. The ad is expected to be sent to the press as soon as this is done.

6. **Next Meeting**

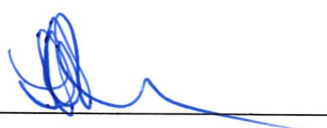
The next meeting is scheduled for Wednesday, April 18, 2007 2:00pm at the NRA Offices.

7. **Adjournment**

The meeting was adjourned at 4:56 pm.



Signature
Board Chairman
Confirmation of Minutes – 05.04.07
Date: 15.04.07



Signature
Executive Secretary
Seconded: Confirmation of Minutes
Date: 15.04.07