

National Roads Authority
Minutes of the Forty-Third Meeting of the Board of Directors
held at the NRA Offices, 370 North Sound Road, George Town,
Grand Cayman, Tuesday, May 29, 2007 at 2:00p.m.

Present:

J L Hurlston	Chairman
Troy Whittaker	Deputy Chairman
Steve McField	
Gary Rankin	
Gina Ebanks-Petrie	
Justin Wood	
Dean Walton	
Troy Jacob	(for Chief Officer – Carson K. Ebanks)
Edward Howard	Acting MD
Paul Parchment	Acting Deputy MD
Michael Barnett	Assist. Director – Finance & Admin.
Lois A. Hall-Vaughan	Executive Secretary

Apologies:

Debra Welcome
Carson K. Ebanks
Kenross Conolly

Absent:

Frank McCoy

1. Call to Order

The meeting was called to order at 2:15 pm by the Chairman and convened with a word of prayer by the Chairman.

2. Minutes of previous meetings

The Minutes of the Meeting held May 3, 2007 were confirmed on a motion moved by (Gary Rankin) and seconded by (Steve 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. It was noted completion delay is due to the absence of a HR Manager.

- b.** The first round of interviews (six applicants) for the post of HR Manager was conducted April 12, 2007 and the list narrowed to two applicants. The next round of interviews (two applicants) with at least two members of the Board present is to be scheduled.

Interviews (five applicants) for the post of Senior Superintendent were conducted April 17, 2007. After the interviews it was suggested to advertise this position again locally and overseas. Copies of the submitted applications are to be circulated to members of the Board for review prior to a decision being made.

It was noted in future that at least two members of the Board be present at interviews for managerial positions in the NRA.

- 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. The Board has approved the request to employ two (2) persons for the Transportation & Planning Unit. One is to be employed now and the other at a later date. It was noted that overall a Senior Engineer is also urgently needed.

(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, the contract signed and approval given to do the landscaping. The NRA is to provide drawings to CNB showing the layout of utilities in the roundabout.
- c. Esterley Tibbetts Highway Extension
Paving has commenced on this project and is ongoing with a possibility of a cost saving.

Concerns have been raised (at meeting April 26, 07) in regards to the bridge by the Ritz and the Minister is to negotiate with Mr. Mike Ryan (Ritz Carlton) concerning the completion of the bridge which is to have four (4) lanes with a median. It was suggested that a representative of the NRA be present at these negotiations.

The NRA also has concerns with settlement being seen concerning the bridge. It was suggested that the Ritz conduct an assessment of the bridge prior to paving (weather permitting).

The NRA's concrete construction crew is currently doing work (construction of a median) by the Hyatt and is expected to complete by the end of May prior to paving.

The design for the crash wall by Buckingham Square is expected to be done by June 07 (by Mr. Peter Ogden who is currently working on the east/west arterial project). Paving in this area will be done prior to the construction of this wall.

Base work is required and will be done prior to the paving of Lime Tree Bay Avenue.

Signs for this project have been requested to be done by the Minister (at meeting April 26, 07). This is on the NRA's to do list.

Paving of Peninsula Avenue was expected to be done as a 'goodwill gesture'. However, due to ongoing issues with the reinstated company Chrisand, this is currently on hold. Information on this issue is being requested by the Minister for discussions with Chrisand (at meeting April 26, 07).

Costing for landscaping is to be done for this project. Native trees have been suggested for the landscaping with suggested advice from the Queens Botanical Park. The Department of Agriculture is to do top soil testing of the medians and other areas for landscaping.

The Minister (at meeting April 26, 07) has requested the NRA Board of Directors to consider granting Atlee Bodden access on this highway. The request was denied for re-consideration when additional lanes are constructed. It was suggested that an estimate and request be done for the construction of these additional lanes.

It was noted that Naul Bodden (currently constructing apartments on land adjacent to the highway) currently has a left on left off access. It was discussed and the decision of the Board was that this access was not granted and a letter is to be done and circulated advising him to cease this practice. It is to be reviewed legally prior to sending.

It was also noted that the delivery trucks used by Dart company currently constructing Camana Bay are destroying the road and a letter is to be done advising them to do repair to the road.

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.

e. The Road Plan

It was noted that a three (3) year Road Plan has been drafted 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

This project was discussed with the Minister (at meeting April 26, 07) and it is noted that it is expected to be completed (drivable with two lanes chip & sprayed) by the end of June 2007. A \$5mil supplement is requested to complete this project. Additional supplement will be requested for hot mix asphalt paving. It was suggested that an email be sent to the Chief Officer re this request and the agreement to provide this request for the records. The slow part of this project is over and the easier part is now left to be done.

The tenants at the Red Bay Plaza have not been notified to vacate the premises. The owner is to be advised to do so giving one (1) month's notice. The NRA is expected to demolish the building by the end of July 07.

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 Minister is to meet with Dart to discuss the possibility of their input in the construction of this seawall.

Supplementary requests for additional funding have been submitted for this project. It was suggested that this project needs to be presented to the Board as it is felt that this project needs to be justified.

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

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

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.

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. It was also suggested that the NRA make a recommendation to the Chief Officer at the Ministry for this to be done.

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.

It was also noted that at the end of the fiscal year June 30, 2007 five (5) Directors would have completed their three year tenures. The Chairman has requested this to be brought to the attention of the Hon. Minister. Members were requested by the Chairman to inform the Ministry of their intention to renew their tenure or resign.

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.

The first set of drawings for the bathrooms and a lunch room for staff have been received.

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. Linford Pierson Highway extension

This project costing approximately \$1-2mil is expected to commence July 07 and budgeted in the financial year 07/08. A plan of this extension was presented to the Board. The Actg. MD is to provide the Department of Environment with plans of this project so that an overlay can be done re alignment of the proposed extension. The Minister is expected to take members of the Cabinet on a tour of the site of this proposed extension.

The Bobby Thompson roundabout is to be widened and the Minister is to conduct negotiations on the acquisition of land for this to be done.

2. 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.

3. 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.

4. Letter re Blk 68A Sec 23(1) of FOI Law (2015 Rev)

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 FO of the time and date of the proposed work prior to going on the land.

5. 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.

6. Shedden Road & Eastern Avenue intersection – turning lane

The Minister has requested a turning lane be done for the Shedden Road traffic turning right on to Eastern Avenue prior to the expected paving of Shedden Road. The design has been approved. This project has an estimated cost of \$61,000 however there are currently no budgeted funds for it. The required section also needs to be gazetted. It was suggested that the agreed funding by the Minister is to be in writing and also a letter be sent via the Ministry to the Flowers Company re proposed agreement by the Flowers Company of provision of the required land. A Press Release is to be done advising the public of the dates of the proposed road construction.

7. 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.

As per email received by the Actg. MD from Renee Hislop, it is suggested that a Press Release be done refuting the claims of the developer.

8. 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.

9. Reinstating of trenches

The Deputy Chairman and Actg. MD is to work on a letter informing utility companies who conduct work on public roads that reinstating of these roads is only to be done by the NRA. The Hon. Minister has requested legal advice and this is to be done prior to sending the response.

5. **New Business**

1. End of Fiscal Year Staff Appreciation Luncheon

The Staff Appreciation Luncheon is being arranged for Friday, June 29, 2007 at the Reef Grill, Royal Palms.

2. Premier HR Management Interim Report

The NRA Management has responded to the Interim Report presented by the consultants, which will be reviewed by the consultants for their final presentation to the Board.

3. Internal Audit Report

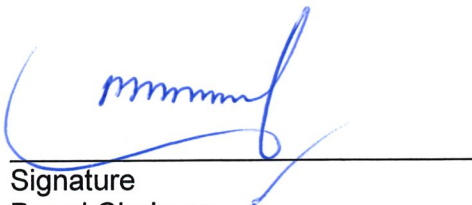
An internal audit report is currently being done on the NRA. This is a follow up on the recommendations acted on/not acted on, which were submitted for an audit done previously. Some of the items noted that were not acted on were the National Roads Plan and Strategic Policies for the NRA.

6. **Next Meeting**

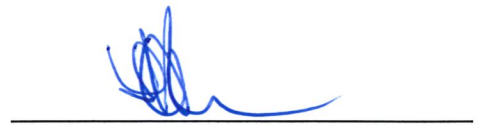
The next meeting is scheduled for Thursday, May 31, 2007 2:00pm at the NRA Offices.

7. **Adjournment**

The meeting was adjourned at 3:31 pm.



Signature
Board Chairman
Confirmation of Minutes – 29.05.07
Date: 31.05.07



Signature
Executive Secretary
Seconded: Confirmation of Minutes
Date: 31.05.07