

National Roads Authority
Minutes of the Forty-Eighth Meeting of the Board of Directors
held at the NRA Offices, 370 North Sound Road, George Town,
Grand Cayman, Thursday, June 21, 2007 at 2:00p.m.

Present:

J L Hurlston	Chairman
Troy Whittaker	Deputy Chairman
Debra Welcome	
Dean Walton	
Gary Rankin	
Troy Jacob	As nominee for Mr. Carson Ebanks
Steve McField	
Edward Howard	Acting MD
Paul Parchment	Acting Deputy MD
Lois A. Hall-Vaughan	Executive Secretary

Apologies: Gina Ebanks-Petrie

Absent: Kenross Conolly
Frank McCoy
Justin Wood

1. Call to Order

The meeting was called to order at 2:08 and convened with a word of prayer by the Chairman.

2. Minutes of Previous Meeting

The Minutes of meeting held June 14, 2007 has been deferred for confirmation to the next scheduled meeting.

Noted Amendment of Minutes of Meeting held June 7, 2007 under 3 – Other Business, heading #2 – Roads in Cayman Brac & Little Cayman to read 'It was noted on a query by Director Steve McField that the NRA is the roads authority for the Cayman Islands' instead of 'It was noted that the NRA is the roads authority for the Cayman Islands'.

Amendment of Minutes of Meeting held June 12, 2007 in 'Present' to insert by Troy Jacob (nominee for Carson K. Ebanks) and omit Carson K. Ebanks from Absent. Under #4.3 Consultants Review & Hiring of new MD to read 'The Ministry's representative advised that the Ministry had reservations about adopting the HR/Consultancy Report by Premier HR Management and the hiring of a new MD, given that the expiration of the Board's appointment tenure was near end a new Chairman may be in place soon'.

Amendment of Minutes of Meeting held June 14, 2007 in 'Present' to insert by Troy Jacob (nominee for Carson K. Ebanks) and omit Carson K. Ebanks from Absent. Under #3.5 bullet point #7 to read 'Dart to widen the road through Camana Bay (Minister to arrange talks with Dart).

- No documented policies or procedure manuals found for contracts/project management and procurement
- No evidence of current contracts having been legally vetted
- No tendering processes in place
- No testing facilities for materials (aggregate, asphalt, etc.)
- No project definition documents completed for any of the NRA's roads improvement projects
- No management information systems in place
- No policy established by the Board on authority to endorse contracts
- Inconsistencies with purchase orders – some purchase orders produced after the fact
- Inadequate segregation of duties – e.g. Board Chairman's signature electronically produced on all cheques and only one controlling signature placed on cheque (that of the Financial Officer).

b. **Water Authority Trench reinstatements**

Discussions are ongoing between the Water Authority and the NRA over the costs of trench repairs, specifically trenches in the George Town and North Side areas. As these discussions seem to be at a stalemate it is recommended that discussions be held between the Minister and/or respective Board Chairperson of the Water Authority.

c. **Paving**

The paving crew is working steadily on remaining projects. As of June 19, 07 paving has been fully completed at Randyke Gardens, Windsor Park, Martins Drive (behind Funky Tangs) and Shedden Rd. Easter Avenue is 80% complete and the Esterley Tibbetts Highway (by the Hyatt) is 60% complete.

Paving of the Hyatt area is expected to be completed by June 28, 07. Eastern Avenue is scheduled for completion on June 30, 07. West Bay roads scheduled for completion July 4, 07.

Temporary pot hole patching is being done on roads by the waterfront in George Town.

d. **Lower End of the Bay – Seawall**

The first shipment (175 tonnes) of sheet piles received June 19, 07. The second shipment is scheduled to arrive June 27, 07. The Tender for sheet pile installation was awarded to West Indian Marine. The initial testing of sheet pile rigging expected to commence June 26, 07.

e. **Clarinda Beach - Seawall**

The contract for installation of excess sheet piles was awarded to Watler & Hislop (approx. \$330K). Initial site works to commence on June 27, 07.

f. **Savannah Gully – Seawall**

It was noted that this gully wall will require the permission of the Planning Department.

4. East/West Arterial

A slow supply of aggregate was due to flooding of the quarries (approx. 2 weeks of heavy rains) however road works is progressing on all segments of this project and is still ahead of schedule. The first set of drainage culverts are being installed in some sections while final grading work is being completed on others.

5. Linford Pierson Highway

The route on either side of the ironwood forest has been cleared. The centerline of the route has been surveyed and coordinates mapped. Negotiations with Mr. Robert Thompson are ongoing re the large roundabout at Bobby Thompson Way.

6. Esterley Tibbetts Highway

Work on this project is in the wrapping up phase with paving by the Hyatt scheduled for completion before the end of June 07. Kerbing is just about complete for the Hyatt section and the building of the crash wall by Buckingham Square postponed until later in the calendar year. It was noted that supplementary funding of this project is necessary.

Paving of the section of roadway between the Strand and the Ritz Bridge will not be done until early 2008 until further evaluation of the rate of settlement has been completed.

Legal advice is still being sought in regards to allowing access points on the highway.

7. Emerald Sound Estates

It was noted that the NRA responded to the press release advising that no permission was given by the NRA to the developer in regards to the realignment of the South Sound Rd.

It was suggested that in future NRA engineers seek permission/approval of the NRA Board in regards to queries received from developers.

8. HR Manager – Recruitment

The sub committee responsible for recruiting conducted the second round of interviews of prospective candidates for this post Friday, June 15, 07. An offer for the post is being made to Mr. Luke McCoy upon verification of his Masters & Bachelor Degree (accreditation) and references.

9. Street Lighting Audit

It was noted that the NRA pays approximately \$71,780 per month for street lights to CUC. The NRA is to meet with CUC in regards to possible overcharging as it was noted in the audit that charges were made for non-working lights and prefers the Minister's backing in pursuing this matter.

4. **Financial Report**

Mr. Michael Barnett Assist. Director, Finance & Administration was invited to present the Financial Report. Copies were circulated to members for review/discussion.

It was noted that funds have been received for assisting the Ritz in building the bridge.

The question was raised re the abuse of telephones by staff and it was reported that there is no serious abuse of the telephones by staff and there is a control on the phones in regards to local and overseas calls.


Mr. Barnett is to arrange for the Board's approval the transferring of depreciation funds to a separate account for the purpose of purchasing vehicles.

5. **Next Meeting**

The next and final meeting of the fiscal year 2006/2007 is scheduled for Thursday, June 28, 2007 at which the Directors will take a tour of the east/west arterial.

6. **Adjournment**

The meeting was adjourned at 4:14pm.



Signature
Board Chairman
Confirmation of Minutes – 21.06.07
Date: 28.06.07

Signature
Executive Secretary
Seconded: Confirmation of Minutes
Date: 28.06.07