

National Roads Authority
Minutes of the Fifty-Eighth Meeting of the Board of Directors
held at the NRA Offices, 370 North Sound Road, George Town,
Grand Cayman, Tuesday, November 27, 2007 at 2:00p.m.

Present:	Errol L. Bush	Chairman
	Troy Whittaker	Deputy Chairman
	Justin Wood	
	Peter Milburn	
	Dean Walton	
	Paul Parchment	Acting Deputy MD
	Edward Howard	Acting MD
	Michael Barnett	Assist. Dir. Finance - invited
	Lois A. Hall-Vaughan	Executive Secretary

Apologies: Gerard Pereira (illness)

Absent: Troy Jacob Nominee for Chief Officer (Min. CW&I)
Gary Rankin
Steve McField

1. Call to Order

The meeting was called to order at 2:17pm.

2. Confirmation of Minutes

The Minutes of Meeting held November 13, 2007 were confirmed with amendments.

3. Matters Arising

The Actg. MD submitted the following in the form of supplementary notes for the meeting.

Administration

1. Warehouse Rental – Sign Shop & Materials Testing Lab

A list of proposed equipment for the (Amended to read 'sign shop' instead of material testing lab) will be sent via email by Mr. P. Parchment to the Directors for review. Director Troy Whittaker suggested that a 20x10 office be built with fans if needed for the lab.

2. NRA Staff Accommodation

At the request of the Board, the office layout for the second floor of the CAC building located on Dorcy Drive has been done. Director P. Milburn spoke with the owner and he has agreed to a (Amended to include 'proposed' 2yr lease with the NRA. Amended to omit the following - ~~However the Ministry is not in agreement with this intention to relocate~~) The Chairman is to arrange a meeting with the Chief Officer to discuss this matter.

A possible site suggested was the site on the Red Gate Road which is a light industrial zone aptly suited for the NRA's operations.

The Board has suggested that NRA Management look at the area by Agicola Drive (Lower Valley) which is quite a large area but zoned as agriculture/residential as a possible site for the NRA's operations.

3. Request to attend school – S.23 (1) of the FOI Law

The NRA is to follow through with the Board's request to conduct PR regarding the NRA's proposal to fund S.23 (1) of the FOI Law 2yr Surveying Technical Associate degree course in the States. The PR is to be done through GIS. The PR will also include NRA's current scholarship recipient S.23 (1) of the FOI Law who is in her third year of a four year Civil Engineering degree at Purdue University in Indiana.

4. Recruitment

Advertisements are to be placed in the local newspapers for seven new technical and administrative positions beginning November 28, 2007. The positions to be advertised are HR Manager, Fleet Maintenance Manager, Senior Engineer, Senior Road Superintendent, Assistant Project Manager, Project Accountant and Transportation Engineer/Planner. NRA Management will be conducting the interviews of short listed applicants at the request of the Chairman.

The post of Assistant Director of Finance (which expires December 15, 07) in compliance with the Immigration Law was advertised and a total of five responses were received. These will be reviewed by the Interview Committee however the Chairman has requested that Management conduct the interviews.

It was noted that two additional posts that will be needed in the New Year are an Administrative Assistant (Secretary to the MD) and a Public Relations/Information Officer.

Financial Matters

1. SPS – Suggested Executive Assets (Capital Works) FY08/09

A preliminary budget exercise with the Ministry was complete re FY08/09 potential projects. The projects included in the summary are: hot mix

resurfacing of various roads, the Linford Pierson Highway, Anton Bodden Extension, John McLean Drive extension to High Rock, the East West Arterial extension to Northward, Airport Expressway, the Harquail Bypass widening and the Lower End of the Bay Seawall (concrete works). This list does not represent the final EA budget as cuts/and or additions are likely as well as the phasing out of some major projects.

2. Preliminary Equity Injections FY08/09 (part of the SPS)

This list represents the new machinery/equipment approved in principle by the Minister for addition to the NRA fleet after 2008. However these are not guaranteed. The potential list includes caterpillar motorgrader, front end loader, water truck, powerscreen (mechanical sieve), mini trench compactor, F#350 crew cab truck with dump body and four staff vehicles (for new staff 2008).

3. Supplementary Projects FY07/08 (possible)

The Minister has suggested that he may seek supplementary funding in order to add certain key projects which include the Salinas Farm Road in East End, the Winters Land Farm Road also in East End, and the South Sound Road realignment (Bel Air to Spotts Jetty).

4. Current (FY07/08) Executive Assets

The NRA's current list of executive assets (Capital Works projects) includes the Esterley Tibbetts Highway, Traffic Calming programme, miscellaneous road surface upgrades, the East West Arterial, the Linford Pierson Highway, Coastal Protection Project (East End Seawalls) and the guardrails installation programme.

Engineering & Operations

1. East West Arterial

The section between Hirst Road and Shamrock Road is scheduled for a soft opening to traffic December 1, 2007 however due to paving issues the Board has suggested that it be done December 3, 2007. Completion of the section between Shamrock Road and Silver Oaks is tentatively scheduled for the end of February 2008.

2. Linford Pierson Highway

It was suggested by the Board to go ahead and begin preliminary work on this project and leave the area required by CUC to work.

3. Lime Tree Bay Avenue

Payment of approximately \$273K have been received for this project.

4. Shedden Road/Eastern Avenue – traffic improvement

It was noted that this is a project (carried out at the Minister's request) that does not have approved funding. The Actg. DMD is to follow up on the cost of the requested works, liaise with the Ministry and report to the Board on how this project is to be financed.

5. Payless Auto (North Sound Road)

The Actg. DMD is to speak with the owners, Police and relevant parties with to decide on the best solution to the parking situation in the front of the store and to do a design to present to the Board. The Board suggested a sidewalk along the roadside adjacent to the storefront.

6. Paving schedule

The paving schedule November 26 to January 2008 (vacation December 10 to January 08) includes finishing works on the East West Arterial, repair trench works on Walkers Road, Old Robin Road and Queens Highway and hot mix surfacing on North Side Road.

7. Road Encroachment – Fern Circle (15C/150)

The gazette plans are still with Lands & Survey. The NRA as requested Lands & Survey to set out the new boundary markers so that Mr. Evans can erect his wall.

8. Mangrove Pointe Development (Agnes Way)

Actg. DMD is currently working on a design to deter motorists using the area as a four-way intersection.

9. Humber Lane

It was noted that the planned works on a speed hump and paving of a short section of this lane was not possible until late December after the East West Arterial and other commitments are realized. The Assistant Director – TPU is to investigate and report on the alleged illegal blockade of this lane by the Walkers development.

10. Inventory of NRA junk fleet

Valuations of the old equipment and machinery have been received and the NRA will liaise with DVES re the auction of the irreparable assets.

11. Road Marking Request

A request for the repainting of the centre and edge lines in North Side has not been completed due a shortage of road marking material (thermoplastic). A rush order is expected in two weeks.

12. Esterley Tibbetts Highway – Crash barriers

It was noted that tender documents for the walls have been advertised.

Current (FY07/08) NRA Financial Report


The Assistant Director, Finance was invited to provide an update re finance. Copies of the report were circulated and items discussed in detail by the Board.

5. **Next Meeting**

The next meeting is scheduled for Tuesday, December 11, 2007

6. **Adjournment**

The meeting was adjourned at 5:15pm.



Signature
Board Chairman
Confirmation of Minutes – 27.11.07
Date: 11.12.07

Signature
Executive Secretary
Seconded: Confirmation of Minutes
Date: 11.12.07